



माझगांव डॉक शिपबिल्डर्स लिमिटेड
MAZAGON DOCK SHIPBUILDERS LIMITED
(Formerly Known as Mazagon Dock Limited)
Dockyard Road, Mumbai - 10
CIN: U35100MH1934GOI002079
Right to Information Act – 2005

The powers & duties of its officers and employees

The Board of Directors has delegated Powers and the same have been promulgated vide Circular No. SEC/DOP/901 dated 31.7.2003.

The Company discharges its functions in accordance with the directives of the Board of Directors, the Presidential directives issued under the Articles of Association of the company, Guidelines issued by the Central Vigilance Commission, Directives issued by the Ministry of Defence, Quality and Procedure Manuals.

Officers are required to discharge their powers as per the notified Delegation of Powers. As in other organization, in MDL also, the broad objective of the organization is translated into various functions / activities, which are mandated to the Board of Directors to achieve the same within a specified period. The targets are set by the Board to achieve the broad objective of the organization, which are subsequently translated into the various business plans viz. Long, Short & Mid-term plans. The executive directors of the Board i.e. CMD & other Functional Directors are mandated to achieve these targets as outlined in the business plans. These are further cascaded down to the lowest rank of the employees. By virtue of various directives, instructions, orders in respect of executives, the roles & responsibilities i.e. duties of each executive is identified. These are further identified as Key Performance Areas (KPA) with various measurement / indicators to achieve the same on periodic basis. These roles and responsibilities are fixed under a mechanism, which is known as Performance Management System (PMS). In respect of Non-Executives, though there is no formal mechanism like that of Executives, however, the daily / weekly target is fixed by the shop floor Engineers / Executives. Each Executive is supposed to achieve the identified targets mutually fixed between the concerned executives, superiors and its HoDs. The broad duties which executives are required to perform are as under:

a. Technical Duties:

Technical duties include Planning, Designing, Procurement, Production, Maintenance, Safety etc. All these activities are carried out on Project basis.

b. Financial Duties:

These include Budgetary Estimations, Fund Management, Procurement, Payment, Accounts Audit etc.

c. HR Duties:

HR function includes Manpower Planning, Recruitment, Promotions, Performance Management, Policy Formulation, Training & Development, Establishment matters, Statutory Compliance, Industrial Canteen, Employee Welfare etc.

d. Administration Duties:

These duties include Security, Fire Safety, Transportation & Ticketing, Estate & Guest House, Corporate Social Responsibility etc.

e. Medical Duties:

Medical functions include Hospitalisation, Outdoor Medical, Primary Health Check-ups & Medications etc.



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f. Legal Duties:

Legal duties include cases pertaining to Company Law, Labour Law, Civil Law & Criminal Law.

g. ISO Manuals

Quality & Procedural norms are strictly followed as per ISO Manuals & every year, External Govt. approved auditors carry out audits of all depts & issue ISO Quality certificate.