

**RIGHT TO INFORMATION ACT, 2005
INFORMATION UNDER SECTION 4.1, (B) UNDER
RIGHT TO INFORMATION ACT 2005 IS GIVEN BELOW**

Section 4(1) b

i. Particulars of organization its functions and duties

Projects & Development India Ltd. (PDIL) is an **ISO 9001:2008 Certified** premier Consultancy and Engineering Organization which has played pivotal role in the growth of Indian Fertilizer Industry. It has over four decades of experience in providing Design, Engineering and related project execution services from concept to commissioning of various Projects.

PDIL provides these services in the following fields:

- Fertilizer
- Oil & Gas and Refinery
- Chemicals
- Infrastructure
- Offsites / Utilities

Services Offered

➤ **Pre-Project Services**

Market Demand Study Reports, Techno- Economic Feasibility Studies, Detailed Project Reports, Site Selection, Risk Analysis, EIA Studies etc.

➤ **Project Services**

- ✓ **Project Implementation Services - Engineering, Procurement & Construction Management (EPCM) Services** - Design, Detailed Engineering, Procurement Assistance, Warehouse Management, Inspection & Expediting, Project Management, Construction Supervision, Commissioning and Performance Guarantee Tests.
- ✓ **Project Management Consultancy (PMC) Services**
- ✓ **Lumpsum Turnkey (LSTK) Projects**

➤ **Other Specialized Services**

- ✓ Revamp/ Retrofit/ De-bottlenecking Studies, Health Study & End-to-End Survey, Environmental Engineering, Energy Audit/ Safety Audit, PDS – 3 D Piping Model, Process Simulation and Optimization, Hazop Study, Due Diligence Assignments, etc.

Projects (Executed/Under Execution)

Fertilizer Sector

PDIL is the prime mover of almost all the fertilizer projects such as Ammonia, Urea & Offsite / utility system established in India in the last four decades. It has engineered and successfully executed so far 25 Ammonia Units (Grass Root / Expansions) and 38 Urea Units (Grass Root / Expansions) in the country. Our esteemed clients are almost all the major Fertilizer Manufacturers in India in Public,

Co-operative and Private Sectors. Apart from the projects in India, PDIL had recently provided Detailed Engineering and other associated consultancy services for the then world's largest single stream gas based 2200 MTPD Ammonia Plant in Karratha, Australia of M/s Burrup Fertilizer Pvt. Ltd. The Project has been commissioned successfully in 2006. PDIL has tied up with M/s MHI, Japan for associating its engineers for their ammonia projects in Russia, etc. PDIL is also providing PMC Services for Brownfield project of Algeria Oman Fertilizer Projects at Arzew, Algeria.

PDIL is providing engineering services for many Revamp / Modernization / Energy Saving Schemes for its esteemed clients like KRIBHCO Surat, NFL Vijaipur, RCF Thal, GSFC Baroda, etc. Recently PDIL has secured a prestigious order from M/s Matix Fertilizers & Chemicals Ltd for providing Detailed Engineering Constancy services for a 2200 MTPD Ammonia Plant at Panagarh, West Bengal which would be first plant in India based on Coal Bed Methane Feedstock. Apart from this PDIL has also secured orders for PMC services for Feedstock Changeover Projects at Panipat, Bathinda & Nangal from NFL and at Bharuch from GNFC. TCL has also awarded an assignment of providing consultancy services for Offsite/Utilities at Babrala (Expansion Project).

Oil & Gas and Refinery Sector

PDIL has provided services for Projects in Oil ,Gas & Refinery Sector owned by all the major organizations in India. The facilities include LPG Import Terminals, POL Terminals/ Depots/ Storages, Crude/ Gas/ Petroleum Products Pipelines, Gas Gathering Stations, Mounded Storages for LPG, Atmospheric Cryogenic Storages for Petroleum Products, LPG Bottling Plants, City Gas Distribution including CNG Stations, Skid Mounted/ Relocatable Refinery. It has also undertaken Revamp Jobs for Refineries covering Atmospheric Distillation Unit, Sulphur Recovery Unit, Lube Oil Complex, Crude Distillation Unit, Crude Topping Unit etc. Presently PDIL is providing detailed engineering services for 3 large Hydrogen Plants for ESSAR Engineering Centre for their Refinery expansion Project at Vadinar, PMC services for installation of Hydrozen unit of IOCL Barauni and CPCL Chennai, PMC services for installation of sulphur recovery unit for IOCL Mathura, for Debottlenecking of FCCU-I & GCU for HPCL Visakh Refinery, for installation of H₂ & N₂ unit on BOO basis at Paradeep for IOCL, for Flue Gas Desulphurization system & Purge Gas treatment unit for HPCL, Visakh, etc.

Chemical Sectors

PDIL has undertaken many projects in Chemical sector such as Methanol Plant, Hydrogen Plant, Methyl Amines, Sulphuric Acid, Phosphoric Acid, Nitric Acid, Sodium Nitrite/Nitrate, Ammonium Nitrate, Ammonium Bi-Carbonate. PDIL is currently providing consultancy services to GAIL for GSU & GPU modification job at their Pata Petrochemical Plant and Detailed Engineering Services to GSFC, Baroda for Methanol Plant. M/s Shriram EPC has associated PDIL for providing Basic Design Engineering for Ammonium Sulphate Plant and Ammonia Liquor Treatment plant of Rourkela Steel Plant at Rourkela.

Infrastructure sector

PDIL has established credentials in infrastructure sector also and has provided PMC services/ Review consultant services for Housing project of the Ministry of Defence, city water distribution system.

Offsites and Utilities

PDIL has designed , engineered, tendered and procured many offsites and Utilities packages for a large number of Clients. These include DM Water Plants , Effluent Treatment Plants, Captive Power Plants, Material handling Plants , and Atmospheric Ammonia Storage and Handling facilities.

Third Party Inspection & Non-Destructive Testing Services

PDIL is a recognized Agency for Inspection & Quality Assurance Services and undertakes Third Party Inspection Services for many projects of prestigious organizations like IOCL, BHEL, BPCL, HPCL, NDMC, PWD, State PHEDs, ONGC, ACE etc. It also provides the services for Shop & Field Inspection of Equipment & Machinery, Electricals, Instruments, Electrical Safety Audit Inspections, Automation of Oil Terminals, Depots & Retail outlets and Work Assessment & Evaluation of Vendors. It also provides NDT services for plants in various sectors like Fertilizer, Chemical, Refineries, Oil & Gas, Cross Country pipeline etc. PDIL specialized NDT services includes Automatic Ultrasonic scanning, Infra-Red Thermo- Vision/ imaging, Eddy current testing, Vibration signature analysis etc. PDIL also undertakes Inspection & safety Certification of storage tanks for petroleum product as well as ammonia.

PDIL Catalysts

PDIL's Catalyst Division located at Sindri (Jharkhand) manufactures and supplies a wide range of commercially proven catalysts used in Ammonia Plants and other Industries. Catalysts manufactured by PDIL are Primary Gas Reforming, Secondary Reforming, Iron-Chromia, High Temperature CO Shift, Copper Promoted High Temperature Shift , Conventional Low Temperature Shift, High Copper low temperature shift, Methanation & Super Methanation, De-Sulphurization , Vanadium Pentoxide .

PDIL's Catalyst are in use in almost all the old and new generation Ammonia Plants in India in the Govt., Co-operative and Private Sector. Apart from the Fertilizer Plants, PDIL's Catalyst are use in Refinery also. PDIL's Vanadium Pentoxide Catalyst have been supplied to many Sulphuric Acid Plants in India as well as abroad.

IT & other Infrastructure Facilities

PDIL has two full fledged Design Engineering Centers situated at the prime locations in the Country at NOIDA (NCR-New Delhi) & Baroda. Further, PDIL has its catalyst manufacturing unit at Sindri (Jharkhand). Apart from this, PDIL has its Inspection offices at various locations throughout India viz. Mumbai, Kolkata, Chennai & Hyderabad.

PDIL's both the design engineering centers are equipped with State-of-the-Art computer and software facilities such as AutoCAD 2010, Plant Design System (PDS), Smart plant Electrical, Smart plant Instrumentation, Smart Plant P&ID, Frame work plus, Smart plant review CAESAR II, PV Elite, STAAD Pro, Aspen Plus, Syner GEE Gas, ASD pipe Router, ASD Pipe support optimizer, PHA-Pro, Safeti Micro, Conval, ETAP, Primavera, MS Project and a large no. of state of the art, work specific software for carrying out design engineering work. PDIL is a member of Heat Transfer Research INC., U.S.A. giving it the right to use Xchanger Suite of Software.

ERP Project

The primary goal of SAP Project was to integrate PDIL's business processes and operations on a single platform . It was decided to roll-out all the 8 modules of SAP across the Enterprise within 10 months from the Zero date and GO-LIVE & Roll out of all the modules across all the locations were done 8.2.2011 . We are now on stabilization phase.

The modules covered in SAP were HR, FICO,MM,DMS,PS,PM,QM,SD including BI.

SAP solution has provided a single platform for all the operations of the company which were previously executed and conducted in isolation. SAP solution has led to more effective interaction between the different sub-units of PDIL. It has led to faster approval of the various business processes that are conducted in PDIL

Human Resources

PDIL is having highly competent and experienced technical manpower. At present, PDIL is having more than 500 technical employees of various disciplines such as Chemical Engineering, Mechanical Engineering, Civil & Structural Engineering, Electrical Engineering, Electronics Engineering, Computer Science & Information Technology, etc. from reputed Engineering Institutes. With the vast experience & technical expertise of these resources, PDIL is having annually more than 1.1 Million Man-Hours which are sufficient to execute a number of mega projects simultaneously.

MOU WITH GOVT

PDIL has secured Excellent rating in the MOU for the year 2006-07 to 2009-10 and is expecting 'Excellent" rating for the year 2010-11 also.

AWARDS

Prestigious MOU Excellence Award for the year 2007-08 under the category of "Turnaround CPSE" has been awarded to PDIL. This award was conferred by Hon'ble Prime Minister of India Dr. Manmohan Singh on 15.10.09.

PDIL has again the privilege to receive prestigious MOU Excellence Award for the year 2008-09 for "Top performing CPSE's in the Consultancy Sector". This award has been conferred by Hon'ble Prime Minister of India Dr. Manmohan Singh on 15.12.2010.

DECLARATION OF DIVIDEND

A dividend of 22% of the paid up capital of the company amounting to Rs. 3.81 crores for the year 2009-10 has been paid to Govt of India.

Operating Results

Rs. Lakhs

Particulars	2010-11	2009-10	2008-09	2007-08	2006-07
Income	11120	8353	7300	5472	4626
Total expenditure	7668	6232	5425	4246	3506
Net Profit before Tax	3178	2121	1875	1226	1120
Income Tax	1076	673	393	446	115
Profit after tax	2102	1448	1482	780	1005
Net Worth	10921	9300	8528	8155	7504
Paid up equity share capital	1730	1730	1730	1730	1730
Earning per share (Rs.)	1215	837	857	451	581

II. Power and duties of officers of PDIL

The power and duties of the officers of PDIL flow from the delegation of powers, job description and Departmental manuals.

III. Procedure followed in decision making process and norms set by it for discharge of functions.

- PDIL is a company managed by its Board of Directors, constituted under the Companies Act, consisting of Board of full time Directors, Govt. of India nominees Directors.
- The day to day activities of PDIL are managed under the professional guidance of the Chairman & Managing Director & other Directors.
- Detailed execution of the job is being done under the leadership of the HOD of the respective Department / Unit Head.

iv. Various Rules, Regulations, Instruction Manuals and Guidelines

- Corporate policy decision of the running the business of PDIL are taken by the Board of Directors in accordance with the changing scenario of the business.
- The day to day activities to be carried out are being decided by the respective unit head/ departmental head and are being executed in conformity with the Corporate decision taken by PDIL in the meetings of its Board of Directors.
- **Delegation of Powers:**
 - The officers of the company at various levels discharge their functions & responsibilities within the powers delegated to them by the CMD under delegation of powers.
- **Policies and Guidelines:**
 - PDIL is having well laid down policies and guidelines governing major activities of the company. While discharging the functions, Company has formulated detailed Quality Management Systems and guidelines.
- **Personnel Manual:**
 - PDIL has procedural manuals covering all important personal activities. This manual ensure carrying of activities in a systematic and standardized manner.
- **Guidelines of Department of Public Enterprises**
 - PDIL being a PSU follows the guidelines of Department of Public Enterprises and directions of Government of India issued from time to time.
- **Guidelines of Chief Vigilance Commission**
 - PDIL being a PSU follows the guidelines of Chief Vigilance Commission (CVC)

V Statement of the documents that are kept by PDIL

The company maintains various statutory documents, registers, books, manuals, agreements etc. for business operation of the Company, as required under various statutes, rules and regulations as well as for the smooth functioning of the Company. Few of such documents are confidential in nature. There are :

- ACRs of employees
- Minutes of Board meetings
- Minutes of Recruitment
- Notes pertaining to evaluation of candidates for recruitment till panel is valid.
- Business strategic plans till materialization.

vi) **Particulars of any arrangement that exists for consultation with the members of the public in relation to formulation of PDIL's policies and implementation thereof.**

- PDIL being a consultancy organization, serves a number of corporate customers both in India and abroad, in connection with projects in the process and infrastructure sectors.
- PDIL has no project of its own and does not have any forum for public consultation. However PDIL supports its customers, whenever required and appropriate, in their arrangements on the matter.

Board of Directors is constituted following the provisions of the Companies Act, 1956 consisting of Govt. of India nominee Directors.

Besides above, the company has the following standing committees: -

vii) **Employee Welfare Committee**

Corporate Social Responsibility Committee

Departmental Promotion Committee constituted once in a year.

viii) **Directory of Senior Officers of PDIL Noida**

Attached.

ix) **Remuneration of employees**

PDIL follows industrial D.A. Pattern of wages for its executives and workmen. The pay scale of executives is as follows: -

Grade	Pay scales
E0	12,600-32,500
E1	16,400-40,500
E-2	20,600-46,500
E-3	24,900-50,500
E-4	29,100-54,500
E-5	32,900-58,000
E-6	36,600-62,000
E-7	43,200-66,000
E-8	51,300-73,000
Director	65,000- 75,000
CMD	75,000- 100,000

Besides Basic Pay, employees are entitled to certain benefits like DA, HRA, 35 % fixed fringe benefits and 15 % variable fringe benefits

X) **Budget for the year 2010-11**

Capital Expenditure (Plan)	Rs. 9.45 crores.
Capital Expenditure (Non plan)	Nil

Xi) **Subsidy programme, details of beneficiaries of such programme and particulars of the recipients of concessions and permits.**

Nil

Xii) **Particulars of recipients of concessions, permits or authorizations granted**

Since no subsidy is given to the general public in carrying out its business activities as stated above, there is no recipients of concessions, permits or authorizations

xiii) **Details in respect of the information available to or held by it reduced in electronic form. The following information can be easily accessed on PDIL's website www.pdilin.com under headings.**

- About us
- Projects executed
- Products and services
- Our clientele
- Citizen Charter
- Financials
- Careers
- Contact us
- Right to Information Act

xiv) **Particulars of facilities available to citizen for obtaining information including the working hours of a library or reading room, if maintained for public use.**

Information regarding PDIL and its business is available and easily accessible on PDIL's website. PDIL do not maintain any library or reading room for public use.

xv) **Name Designation and other particulars of the Public Information Officer**

1. **Public Information Officer**
Shri Sanjay Kumar Sinha
Dy General Manager (P&A)
PDIL Bhawan, A-14, Sector-1
Noida 201301 (UP)
Tel . 0120-2539775

2. Asstt Public Information Officers

- (a) Shri S.K. Srivastava
Dy General Manager
PDIL Bhawan, A-14, Sector-1,
Noida 201301 (UP)
Tel. 0120- 2529887

- (b) Shri C.A. Narayanan,
Manager (P&A),
PDIL, Rameshwar Estate,
Subhanpura,
Baroda.390007 (Gujrat)
Tel. 0265- 2388418/19/20

- (c) Shri B.C. Mukherjee,
Sr.Officer (Personnel)
CIFT Building,
Sindri Distt- Dhanbad
(Jharkhand)
Tel. 0326- 2245569

3. Appellate Authority

Shri Y Prasad
General Manager (Inspn & NDT)
Bhawan, A-14, Sector-1
Noida 201301 (UP)
Tel. 0120 – 2529931