



A Navratna Company  
ISO 9001:2008

## भारतीय नौवहन निगम लिमिटेड

(भारत सरकार का उद्यम)

पंजीकृत कार्यालय: शिपिंग हाउस, 245 मादाम कामा रोड, मुंबई - 400 021.

फोन: 91-22-2202 6666, 2277 2000 फैक्स: 91-22-2202 6905 वेबसाइट: www.shipindia.com

## The Shipping Corporation Of India Ltd.

(A GOVERNMENT OF INDIA ENTERPRISE)

Regd. Office: Shipping House, 245, Madame Cama Road, Mumbai-400 021. Ph: 91-22 2202 6666, 2277 2000

Fax: 91-22 22026905 • Website: www.shipindia.com



सीआईएन/CIN-L63030MH1950GOI008033

Ref. A 10-SEC-BD-5005/RTI-1594

23<sup>rd</sup> December, 2019

**Mr. Sathish Reddy Sama,**  
**Flat No.405, Vijaya Chandra Apartments**  
**RR School, Raparathi Nagar**  
**Burhanpuram, Khammam 507001**  
**Telangana**

Dear Sir,

**Sub: Application under the RTI Act 2005**

1. Please provide Annual Increment rules and regulations for employees in your Organization.

**Reply:**

i) Increments within each grade shall fall due manually at the beginning of the calendar year however a new entrant shall be entitled to his/her first entitlement only on completion of year of continuous service. His/her subsequent annual increments shall fall due only at the beginning of the calendar year. Increment shall not be withheld except when, in the opinion of the management:

a) Business Conditions so require.

b) In individual cases, where there are adverse reports justifying the withholding of their increments. In such case, the Management shall communicate to the officer concerned the substance of the adverse reports, the period for which the stoppage of increment shall operate and, whether such stoppage of increment is to be with cumulative (s) effect on all future increments or with effect on the increment (s) of a stated period only.

ii) An officer whose probationary period is extended due to any reason, shall be eligible for the grant of his / her annual increment from the date of his/her actual confirmation.

iii) Any period spent either under leave without pay or under suspension, shall not count for the grant of annual increment (s).

Fixation of pay on promotion: On promotion one additional increment is given to the promoted Officer in the pre-promotion grade and then fixed in the corresponding (next higher) point of the scale to which promotion is affected.

2. Please provide annual increment date of applicability for employees in your Organization.

**Reply:** Please refer point no. 'i' of reply to query no. 1.



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एक कदम स्वच्छता की ओर

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3. Please provide rules and regulations of increment applicability on Promotion to next grade or cadre.

**Reply:** Please refer paragraph no.2 of reply to query no.1 i.e. 'Fixation of pay on promotion'.

4. Please provide annual increment rules and regulations for newly recruited employees of the organization.

**Reply:** Please refer point no. 'b' of reply to query no. 1.

In view of above, we hope you will be satisfied with the information. However, if you desire, you may prefer an Appeal before the First Appellate Authority i.e. Director (P&A) of the Corporation, "Shipping House", 245, Madame Cama Road, Mumbai - 400 021 within 30 days from the receipt of the decision.

Thanking you,

Yours faithfully,

कृते भारतीय नौवहन निगम लिमिटेड  
For THE SHIPPING CORPORATION OF INDIA LTD.

  
दिपांकर हालदार/DIPANKAR HALDAR  
लोक सूचना अधिकारी/PIO