

## **FINANCE & INTERNAL AUDIT COMMITTEE**

### **CHAIRMAN**

Mr. Prasan Firodia,  
Vice President, ARAI & Chairman-FIAC  
Managing Director,  
Force Motors Ltd

### **MEMBERS**

Ms. Vandana Wadhvani General Manager – Finance & Accounting, Mercedes Benz India Private Limited	Mr. Milind Joglekar Head – Taxation & Customs Skoda Auto Volkswagen India Private Ltd	Mr. Anil Sahani Vice President-Finance Maruti Suzuki India Limited
Ms. Sunayana General Manager – Finance / Head – ERC Finance Tata Motors Ltd	Mr. Chetan Kamdar, Finance Director, Cummins India Technical Organisation, Cummins India Ltd,	Mr Subhrangsu Mitra Head – Project Finance & PLI Technical Certification Mahindra & Mahindra Ltd.,
Mr. Ankur Gupta CFO B2B Business, Kirloskar Oil Engines Ltd.	Mr Banu Prasanna, Finance Controller-PD Ashok Leyland Ltd.	Mr. Pankaj Gupta, Officer on Special Duty, Force Motors Ltd
		Mr. Dinesh K. Gandhi, Deputy CFO, JSW MG Motor India Pvt Ltd

### **MEMBERS FROM ARAI:**

Dr. Reji Mathai Director-ARAI	Ms. Suvarna Bhagwat Sr. General Manager, HOD – F&A Member Secretary
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**Project Evaluation and Monitoring Committee (PEMC)**

**Chairman**

**Mr. Aniruddha Kulkarni**

Vice President & Head CVBU Engineering  
Tata Motors Passenger Vehicles Limited

Mr. R.K. Jaiswal, Development Officer (Engineering), Government of India, Ministry of Heavy Industries	Mr. S. Janardhanan Chief Technology Officer Simpson & Co. Ltd.
Mr Alok Jaitley, Executive Vice President – Engineering, Maruti Suzuki India Ltd	Mr. S. Sriraman, Sr. Vice President ((R&D) Tractors and Farm Equipment Limited
Mr. M.S. Anand Kumar, Sr. General Manager – R&D (Homologation) TVS Motor Co. Ltd.	Mr. Sachin Agrawal, Executive Vice President, VE Commercial Vehicles Limited
Mr. Abhijit Phadke Director, CTCI Lab & Test Operations Chief of Staff – Technical Leadership Team, India Cummins Technologies India Pvt. Ltd.	

**ARAI Members on PEMC:**

Dr. Reji Mathai  
Director-ARAI

Mr. Vijay Pankhawala  
Sr. Dy. Director, ARAI

Mr. Suyog Gadgil  
DGM-Member Secretary

Dtd. 22.05.2026

**THE AUTOMOTIVE RESEARCH ASSOCIATION OF INDIA, PUNE**

**List of ARAI HoDs**

Sr. No.	Dept.	HoD	Contact No.
<b>KOTHRUD LOCATION (Alphabetic order)</b>			
1	AED	A A Deshpande, Sr.DD	67621400
2	BDCP	V A Pankhawala, Sr.DD	67621130
3	CAL	Ms. Vrushali Manel, DD	67621521
4	ECL	Dr. P G Bhat, Sr.DD	67621277
5	EDL	Dr. S S Thipse, Sr.DD	67621430/1434
6	EDS	R S Mahajan, Sr. DD	67621491
7	ERL	Dr. S S Thipse, Sr.DD	67621430/1434
8	F&A	Mrs. S. M. Bhagwat, Sr. GM	67621590
9	GCS&L	Mrs. Dhere PM, Sr. GM	67621120
10	HMR	A B Badusha, Sr.DD	67621150/1370
11	HRMA	S S Gongle, Sr. GM	67621210
12	ID	S C Mukhedkar, DD	67621620
13	IMPC	V A Pankhawala, Sr.DD	67621130

**List of ARAI HoDs**

Sr. No.	Dept.	HoD	Contact No.
14	ITM	A A Deshpande, Sr.DD	67621400
15	KC	Dr. S S Thipse, Sr.DD	67621430
16	NVH	Dr. N H Walke, Sr.DD	67621480
17	PMD	Dr. N H Walke, Sr.DD	67621480

18	PSL	R S Mahajan, DD	67621491
19	PTD	A A Deshpande, Sr.DD	67621400
20	PUR	P D Betgeri, DD	67621372
21	QMD	V A Pankhawala, Sr.DD	67621130
22	SDL	V V Shinde, Sr.DD	67621513
23	SHL	B V Shamsundara, Sr. DD	67621320
24	STO	Dr. P N Pawar, DD	67621525
25	TG	Mrs. U S Karle, Sr. DD	67621560
26	VEL	A A Badusha, Sr.DD	67621150/1370
27			
28	FID-ACY	Mrs. M S Jambhale, Sr.DD	21356660

**List of ARAI HoDs**

Sr. No.	Dept.	HoD	Contact No.
29	FID-CAL	Ms. Vrushali Manel, DD	67621521
30	FID-ID	S C Mukhedkar, DD	67621620
31	HTC-AED	A A Deshpande, Sr.DD	67621400
32	HTC-ECL	Dr. P G Bhat, Sr.DD	67621277
33	HTC-FMCE	Mrs. M S Jambhale, Sr.DD	2135 396800/6660
34	HTC-HRMA	S S Gongle, Sr.GM	67621210
35	HTC-ID	S C Mukhedkar, DD	67621620
36	HTC-PSL	R S Mahajan, Sr. DD	67621491
37	HTC-STO	Dr. P N Pawar, DD	67621525
38	HTC-DDC	Dr. N H Walke, Sr.DD	67621480

**ARAI/Complaints Redressal**

Version No.03

Version Date: July 30, 2024

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INTERNAL DOCUMENT

<b>Prepared by</b>	MR	<b>Approved by</b>	DIRECTOR
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# ARAI/Complaints Redressal

Version No.03

Version Date: July 30, 2024

**1.0 Purpose:**

To define a procedure for The laboratory for receiving, evaluating, making decisions and taking necessary corrective action on complaints with an objective to improve our internal processes and to enhance customer satisfaction.

**2.0 Scope:**

Receiving, Validating, Investigating, deciding the actions, tracking & recording communicating the action initiated or taken to the respective interested parties.

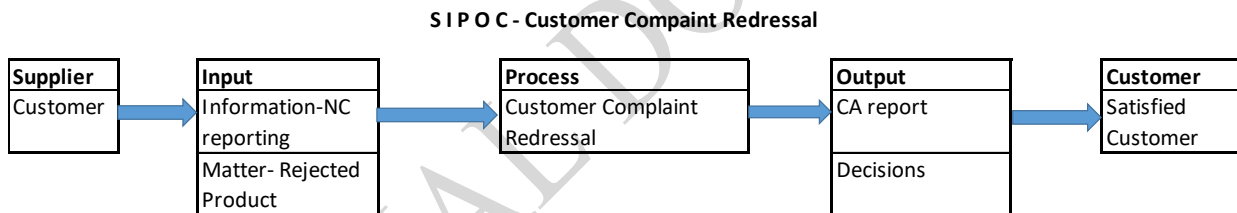
**3.0 Reference:**

Clause 7.9 of ISO/IEC17025-2017

**4.0 Responsibility:**

HoDs and QM are responsible for implementation and maintain this procedure in their respective area.

**5.0 Procedure:**



Process Performance			
Monitoring Parameter	Customer Complaint Analysis		
Process Control	Acknowledgement communication	On time Corrective Action	Complaint Trend Analysis

- 5.1 A description of the handling process for complaints is available to any interested party on request.
- 5.2 Upon receipt of complaint, HoD verify the correctness & completeness of the complaint. Once confirmed, whenever possible, HoD acknowledges receipt of the complaint, and provides the complainant with progress reports and the outcome through e-mail or other mode of communication.
- 5.3 QM coordinate with respective laboratories to resolve the complaints and communicate necessary actions initiated or completed by the lab.
- 5.4 HoD and team shall perform following steps to address the complaint received and initiate necessary correction and or corrective actions to avoid recurrence of complaints.

<b>Prepared by</b>	MR	<b>Approved by</b>	DIRECTOR
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## ARAI/Complaints Redressal

Version No.03

Version Date: July 30, 2024

- a) Investigate the cause for the complaint.
  - b) Initiate Correction, if required
  - c) Identify the need for corrective action and initiate by rework or corrective action to remove chance recurrence.
  - d) Tracking & record action implementation
  - e) Review and update Lab risk assessment register, if required.
  - f) Communicate actions initiated or taken to QM.
  - g) Maintain above records as per “ARAI/Complaints logbook” format referred below
- 5.5 QM shall review the Corrective action report and in case of clarification or doubt may contact HoD of respective department.
- 5.6 HoD shall communicate the action initiated or taken to the respective interested parties.
- 5.8 HoD or QM shall explain description of the complaint handling process on request of any interested party on request.
- 5.9 QM shall analyze complaint data and initiate necessary action for continual improvement of processes.
- 5.10 Summary of Customer complaints and Corrective Actions are discussed in Management Review Meeting. Refer ARAI/Management Review Meeting Procedure.
- 6.0 Records:**
- 1) Complaint Register.

Prepared by	MR	Approved by	DIRECTOR
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## ARAI/Complaints Redressal

Version No.03

Version Date: July 30, 2024

<b>ARAI/Complaint Logbook</b>						
<b>Sr. no</b>	<b>Date and Mode of Communication of Complaint</b>	<b>Customer Name/ Person</b>	<b>Complaint Details</b>	<b>Analysis and Corrective Action</b>	<b>Completion Date and Responsibility</b>	<b>Remarks by HoD</b>

<b>Prepared by</b>	MR	<b>Approved by</b>	DIRECTOR
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**ADMINISTRATIVE INSTRUCTION NO. 07/2026, DATED 20-FEB-2026 ON CONSTITUTION OF  
COMMITTEE TO DESIGN 'GRIEVANCE REDRESSAL PROCESS'.**

To design & formulate 'Grievance Redressal Process', a Committee comprising of the following members has been constituted:

Sr No.	Name	Designation & Department	Role
1	Mr Anand A. Deshpande	Senior Deputy Director – AED, ITM & PTD	Chairman
2	Mr. V.V. Shinde	Senior Deputy Director – SDL	Member
3	Dr. Sukrut S. Thipse	Senior Deputy Director – EDL, ERL & KC	Member
4	Dr. Nagesh Walke	Senior Deputy Director – NVH, DDC & PMD	Member
5	Ms. Jyoti Kirve	Deputy Director – HTC-SHL	Member
6	Mr. S.S. Gogle	Senior General Manager – HRMA	Member

This has approval of the Director.

Thanks & regards,

*Sandeep S. Gogle*

Senior General Manager & HoD

HRM&A

Tel: (020) 67621210

## **ADMIN INSTRUCTION NO. 24 DATED 04 AUGUST 2025**

### **Sub: Reconstitution of Procurement Committees for recommending / approving procurement proposals**

With immediate effect, Committees related to procurement and their financial powers are reconstituted as under:

➤ **Procurement Committee A , Proposals > ₹25 Lakhs (Technical & Commercial) :-**

Mr. V V Shinde, Sr. DD – SDL (Chairperson)
Mr. A. A. Deshpande, Sr. DD - AED
Dr. P. G. Bhat, Sr.DD - EDL
Mr. R. S. Mahajan, Sr.DD – EDS & PSL
Mr. P.D. Betgeri, DD – VEL
Mr. M. R. Pathak, DD - BDCP
Mrs. S. M. Bhagwat, Sr. GM - F & A / Mr. M. C. Kulkarni, DGM - F & A
Mr. S. S. Sabnis, DGM / Mr. V. B. Pawaskar, Sr. Mgr- PUR

➤ **Procurement Committee B , Proposals > ₹5 Lakhs up to ₹25 lakhs (Technical & Commercial) :-**

Mrs. M. S. Jambhale, Sr.DD (Chairperson)
Mr. R.D. Talele, DD- ITM
Mr. A B Mulay, DD - AED

Mr. Praveen Mishra, DD-EDL
Mr. V. S. Khairatkar, Sr.GM-SHL
Mr. S S Gujar, Sr.GM - ID
Mr. M.C. Kulkarni, DGM / Mr. M.S Khaladkar, Mgr- F & A
Mr. S. S. Sabnis, DGM / Mr. V. B. Pawaskar, Mgr- PUR

➤ **Procurement Committee local , Proposals > ₹ 50,000 up to ₹ 5 lakhs (Commercial) :-**

PR will be approved by HoD / Incharge of User Department
HoD Finance Dept. / its nominee Mr. M. C. Kulkarni – DGM / Mr. M. S. Khaladkar – Sr.Mgr
I/C Purchase /its nominee Mr. S. S. Sabnis – DGM / Mr. V. B. Pawaskar Sr. Mgr / Mr. A.H. Walimbe-DyMgr/ Dr.M.M.Khursale-Dy.Mgr
Independent Member (anyone from below list of nominated members) Mr. A.R.Vasaikar-DGM, ID Mr. M.V.Joshi-DGM, ECL Mr. P.N.Deole-DGM, ITM Mr. A.V.Ghate-DGM, ID Mr. S.H. Janagond-DGM, AED Mr. R.M.Wani-Sr.Mgr,ID

➤ **Bid Evaluation committee-**

Dr. S. S. Thipse, Sr.DD-EDL (Chairperson)
Mr. P. D. Betgeri, DD- VEL
Mr. M.M. Desai, DD-AED
Mr. M. V. More, Sr.GM-ECL
Mr. B.S. Yamgar, Sr.GM-PSL
Mr. S.S.Gujar, Sr.GM- ID
Mr. M. C. Kulkarni, DGM- F&A
Mr. S. S. Sabnis, DGM-PUR / Mr. V. B. Pawaskar, Mgr-PUR

➤ **Department technical sub-committees**

## Departmental Technical Sub-Committees (TSCs)

Departmental TSC
TSC-1 for Emission Certification Lab. (ECL)
Mrs. Sheetal Bakle, DD
Mr. Manoj More, Sr.GM
Mr. Somnath Nagawade, Sr.GM
Mr. Monal Joshi, DGM
Mr. Shantanu Tijare, DGM
Approver: HoD/ SrDD ECL

Departmental TSC
TSC-2 for Automotive Electronics Dept (AED) / Technology Group (TG)
Mr. Abhijeet Mulay, DD
Mr. Manoj Desai, DD
Mr. Manish Karle, DD
Mr. Aditya Papade, DGM
Mr. A Subramaniam, DGM
Approver: HoD / Sr.DD – AED / TG

Departmental TSC
TSC-3 for Safety Homologation Lab. (SHL)
Dr. B. V. Shamsundara, Sr.DD
Mrs. Jyoti Kirve, DD
Mr. Vyankatesh Khairatkar, Sr.GM
Mrs. Sonali Tambolkar, Sr.GM
Mr. P. V. Paralikar, DGM
Approver: HoD / Sr.DD - SHL

Departmental TSC
TSC-4 for Passive Safety Lab (PSL)
Mr. Babasaheb Yamgar, Sr.GM
Mr. Rahul Mahindrakar, Sr.GM
Mr. D. S. Bhalerao, Sr.GM
Mr. Dileep Kulkarni, Sr.GM
Mr. Vivek Chitodkar, DGM
Approver: HoD / SrDD PSL

Departmental TSC
TSC-5 for Infrastructure Development (ID) / Inspection & Maintenance Project Cell (IMPC)
Mr. Jayant Bhalerao, Sr.GM
Mr. Sohal Gujar, Sr.GM
Mr. Anil Vasaikar, DGM
Mr. Amit Ghate, DGM
Mr. Rupesh Wani, Sr.MGR
Mr. Rajkumar Upadhyay, Sr.MGR
Approver: HoD / DD (ID) / HoD / Sr. DD (IMPC)

Departmental TSC
TSC-6 for Engine Development Lab. (EDL) / Environment Research Lab (ERL)
Mr. Pravin Mishra, DD
Dr. Simhachalam Juttu, Sr.GM
Mr. Moqtik Bawase, Sr.GM
<b>Mr. Mr. Sanjeev A. Gothekar, Sr.GM</b>
Mr. Sandeep Rairikar, GM
Dr. Yamini Patil, Sr. MGR
Approver: HoD / Sr.DD – EDL / ERL

## Departmental Technical Sub-Committees (TSCs)

Departmental TSC
TSC-7 for Vehicle Evaluation Lab (VEL) / Homologation Management & Regulation (HMR)
Mr. Prasad Betgeri, DD
Dr. Abhijeet Marathe, DD
Mr. Girish Tanawade, Sr.GM
Mr. Vikram Tandon, Sr.GM
Mr. Vishwas Khedekar, Sr.GM
Approver: HoD / Sr.DD – VEL / HMR

Departmental TSC
TSC-8 for Structural Dynamic Lab (SDL) / Fatigue and Materials Center of Excellence (FMCE)
Dr. Prashant Pawar, DD
Mrs. Vrushali Manel, DD
Mr. Yogesh Dhage, Sr.GM
Mr. Sachin Hendre, DGM
Mr. Nitin Mahagaonkar, Sr.GM
Approver: HoD / Sr. DD – SDL / FMCE

Departmental TSC
TSC-9 for Noise Vibration & Harshness Lab (NVH) / Transmission & Gear Test Centre (TGTC)
Mr. Sachin Jain, DD
Mr. Atul Gaikwad, Sr.GM
Mr. Ramkumar R, Sr.GM
Mrs. Manasi Joshi, GM
Mr. D. S. Mole, GM
Approver: HoD / Sr.DD – NVH / TGTC

Departmental TSC
TSC-10 for Information Technology Management (ITM) / Power Train Design (PTD) / Engineering Design & Simulation Centre (EDS)
Mr. Rajendra Talele, DD
Mr. Mahesh Patwardhan, Sr.GM
Mr. Sameer Tikar, Sr.GM
Mr. Koustubh Patel, Sr.GM
Mr. Amol Kurane, DGM
Approver: HoD / Incharge / Sr.DD – ITM, PTD, EDS

Departmental TSC
TSC-11 for Service Depts HRMA/GC/QMD/CAL/F&A/ BDCP/KC/ACY/PLIC
Mr. V. A. Pankhawala, Sr.DD
Mrs. Prajakta Dhere, Sr.GM
Mrs. Shilpa Ekbote, Sr.GM
Mr. Mangesh Kulkarni, DGM
Mr. Avinash Kulkarni, DGM
Mr. Rahul Rathod, DGM
Mr. Rahul Sawant, Sr.MGR
Approver: HoD / Sr.DD – HRMA/GC/QMD/CAL/F&A/ BDCP/KC/ACY/PLIC

Departmental TSC
TSC-12 for Service Depts STO/PUR/PMD
Mr. Ravindra Kulkarni, DGM
Mr. Sandip Sabnis, DGM
Mr. P. H. Gaikwad, Sr.MGR
Mr. Vaibhav Pawaskar, Sr.MGR
Approver: HoD / Incharge / DD - STO/PUR/PMD

Presence of Member-Purchase and Member-Finance is mandatory for PCA, PCB & Procurement Committee local, for recommendation of placement of P.O. and approval for issue of tender. Hence, Purchase and F&A departments shall ensure presence of the representatives.

In absence of Chairperson (for any reason), next Senior Executive will chair the meeting. No special approval will be required for the same. Minimum 04 Members including Chairperson, shall recommend procurement proposals > ₹5 lakhs.

This is issued with the approval of Director.

**Sandeep S. Gogle**  
**Sr. General Manager**  
**Head – HR Mgmt. & Admin.**

**To: Everyone**

**CC: Director..... for information, please.**

मानव संसाधन प्रबंधन एवं प्रशासन/2024/338  
HRM&A/2024/338

दिनांक: 18 अप्रैल 2024  
18<sup>th</sup> April 2024.

### टिप्पणी/NOTE

**विषय: कार्यस्थल पर यौन उत्पीड़न निवारण (POSH) अधिनियम, 2013:**

**पुनर्गठित आंतरिक समिति में चाकण से 2 सदस्यों को सम्मिलित किया जाना।**

**Sub: Addition of 2 Members from Chakan in re-constituted Internal Complaints Committee (ICC):  
Prevention of Sexual Harassment at Workplace (POSH) Act, 2013**

भारत सरकार की अधिसूचना के अनुसार, कार्यस्थल पर यौन उत्पीड़न की रोकथाम के लिए एक आंतरिक शिकायत समिति (ICC) का गठन वर्ष 2017 में किया गया था, जिसका कार्यकाल तीन वर्ष का था। कार्यकाल पूरा होने पर 20 अक्टूबर 2020 को 3 वर्ष के कार्यकाल के लिए उक्त समिति का पुनर्गठन किया गया, जो समाप्त हो गया। इसलिए, उक्त समिति को 1 नवंबर 2023 से 3 साल के अगले कार्यकाल के लिए निम्नानुसार पुनर्गठित किया गया था:

As per the Government of India notification, an Internal Complaints Committee (ICC) for Prevention of Sexual Harassment at Workplace was constituted in the year 2017, the tenure of which was of three years. On completion of the tenure, the said Committee was reconstituted on 20<sup>th</sup> October 2020 for a tenure of 3 years, which was over. Therefore, the said committee was reconstituted as under, for a further tenure of 3 years, w.e.f. 1<sup>st</sup> November 2023 as follows:

#### **महिला प्रतिनिधि/Women Representatives:**

1. श्रीमती एस. एम. भागवत, महाप्रबंधक/Mrs. S M Bhagwat, GM - अध्यक्ष/Chairperson
2. श्रीमती एन. एस. परेरा, उप-महाप्रबंधक/Mrs. N S Pereira, DGM - सदस्य/Member
3. श्रीमती स्नेहा पवार, उप-प्रबंधक/Mrs. Sneha Pawar, Dy. Manager - सदस्य/Member
4. श्रीमती एस. एम. पोतदार, उप-प्रबंधक/Mrs. S M Potdar, Dy. Manager- सदस्य सचिव/Member Secretary

#### **पुरुष प्रतिनिधि/Men Representatives:**

1. श्री एम. एम. देसाई, उप-निदेशक/Shri. M M Desai, DD - सदस्य/ Member
2. श्री विक्रम टंडन, महाप्रबंधक/Shri. Vikram Tandon, GM - सदस्य/ Member
3. श्री एम. ए. बावसे, महाप्रबंधक/Shri. M A Bawase, GM - सदस्य/ Member

उपरोक्त अधिसूचना के अनुसार, उक्त समिति हेतु एक स्वतंत्र/निष्पक्ष विशेषज्ञ को सहयोजित किया जाना है। तदनुसार, सीएनएस ज्यूरिस, पुणे के वकील हुसैन नलवाला, जिन्हें समिति के स्वतंत्र सदस्य के रूप में सहयोजित किया गया था, वे भी अगले 3 वर्ष के कार्यकाल हेतु स्वतंत्र/निष्पक्ष विशेषज्ञ के रूप में बने रहेंगे।

उपरोक्त अधिसूचना के अनुसार, उक्त समिति के लिए एक स्वतंत्र/निष्पक्ष विशेषज्ञ को शामिल किया जाना है। तदनुसार, सीएनएस ज्यूरिस, पुणे के एड. हुसैन नलवाला, जिन्हें उक्त आईसीसी के स्वतंत्र सदस्य के रूप में सहयोजित किया गया था, वे भी 3 साल के कार्यकाल के लिए स्वतंत्र/निष्पक्ष विशेषज्ञ बने रहेंगे।

As per the above Notification, an Independent / impartial expert has to be co-opted for the said Committee. Accordingly, Adv. Hussain Nalwala of CNS Juris, Pune, who was co-opted as Independent Member of the said ICC will also continue to be independent / impartial expert for the tenure of 3 years.

**अब, होमोलोगेशन एंड टेक्नोलॉजी सेंटर (एचटीसी) और फोर्जिंग इंडस्ट्री डिवीजन (एफआईडी) चाकन का प्रतिनिधित्व करने वाले निम्नलिखित 2 सदस्यों को भी तत्काल प्रभाव से आईसीसी के सदस्यों के रूप में जोड़ा जा रहा है:**

**Now, following 2 members representing Homologation & Technology Centre (HTC) and Forging Industry Division (FID) Chakan are also being added as members of the ICC with immediate effect:**

**महिला प्रतिनिधि/Women Representatives:**

1. सुश्री डायना मैथ्यूज, अभियंता/Ms. Diana Mathews, Engineer - सदस्य/ Member

**पुरुष प्रतिनिधि/Men Representatives:**

2. श्री आर डी चौधरी, महाप्रबंधक/Mr. R D Chaudhari, GM - सदस्य/ Member

यह आप सभी की जानकारी हेतु प्रेषित है।

This is for the information of all.

इसे निदेशक के अनुमोदन के पश्चात जारी किया जा रहा है।

This is being issued as approved by Director.

संदीप एस. गौंगले/*Sandeep S Gougle*

महाप्रबंधक एवं विभाग प्रमुख/General Manager & HoD

मानव संसाधन प्रबंधन एवं प्रशासन विभाग/HRM&A

दूरध्वनी/Tel: (020) 67621210