



RIGHT TO INFORMATION ACT 2005

CONTENTS

Chp. No.	Particular	Department
1	Particulars Of Organization Its Functions And Duties.	3
2	Powers And Duties Of Officers & Workmen	6
3	Procedures Followed In The Decision-making Process, Including Channels of Supervision And Accountability, Delegation of powers to Officers	7
4	The Norms Set For Discharge Of Functions	8
5	The Rules, Regulations, Instructions, Manuals And Records Held By The Company Or Under Its Control Or Used By Its Employees For Discharge Of Functions.	9
6	Statement Of Categories Of Documents That Are Held By The Company Or Under Its Control.	10
7	Particulars Or Arrangement For Consultant With The Members Of The Public In Relation To The Formulation Of Policy Or Implementation Thereof.	11
8	Statement On The Board & Subcommittees Of The Board And Other Committees.	12
9	Directory Of Officers And Workmen	14
10	Statement Of Monthly Remuneration Of Officers And Workmen Including The System Of Compensation.	15
11	Budget Allocation And Expenditure	16
12	Manner Of Execution Of Subsidy Programmes, Including The Amounts Allocated And The Details Of Beneficiaries Of Such Programmes.	17
13	Particulars Of Recipients Of Concessions, Permits Or Authorisations Granted By It.	18
14	Details Of Information Available Or Held In Electronic Form	19

15	Particulars Of Facilities Available To Citizens For Obtaining Information	20
16	Names, Designation And Other Particulars Of Central Public Information Officers.	21
17	The Right To Information (Regulation Of Fee And Cost) Rules, 2005	22

CHAPTER –I

PARTICULARS OF ORGANIZATION ITS FUNCTIONS AND DUTIES.

I. PARTICULARS OF ORGANIZATION

Date of Incorporation:- 29th January, 1979 as Gujarat State Petrochemicals Corporation Limited

Change of Name:- 10th November, 1994 as Gujarat State Petroleum Corporation Limited .

Type of Company: - Government Company with meaning of Section 617 of the Companies Act, 1956

Administrative Ministry: - Ministry of Energy & Petrochemicals, Government of Gujarat

Shareholding Pattern as on 31.03.10

Category Code	Category of Shareholder	Percentage
A	Shareholding Promoter & Promoter Group*	
	Promoter	
	Government of Gujarat & It's nominee	91.35
	Promoter Group	
	Gujarat Mineral Development Corporation Limited	1.19
	Gujarat State Fertilizers and Chemicals Limited	1.07
	Gujarat Narmada Valley Fertilizers Company Limited	0.98
	Gujarat Alkalies & Chemicals Limited	0.98
	Gujarat Industrial Investment Corporation Limited	0.94
	Gujarat Industrial Development Corporation	0.56
	Gujarat State Investment Limited	0.62
B	Others	
	Gujarat Gas Company Ltd.	0.91
	IDBI Bank Limited	0.84
	IFCI Limited	0.56
Total(A+B)		100



Gujarat State Petroleum Corporation Limited (GSPC) is a leading state corporation, promoted by Gujarat Government and engaged in E&P activities and reckoned as one of the premier energy companies in the country today.

Over the last few years the GSPC Group has characteristically been responsible for several milestones in the hydrocarbon sector and has successfully redefined the E & P (exploration and production) scenario in the country.

The GSPC Group companies collectively enjoy a presence in both the upstream and downstream segments of the energy value chain - Starting from exploration and production, gas transmission, city gas distribution, power generation, information technology and development of human resource for energy sector.

A complete energy conglomerate, the GSPC Group is working actively to realize the vision of developing Gujarat as a natural gas driven economy. Along the way, the Group has notched several milestones that have become important landmarks in India's energy scene.

GSPC group is a major energy player. The GSPC group has earned a rare distinction of evolving a total energy infrastructure with remarkable presence across the entire energy value chain.

GSPC has made a grand entry in the global E&P arena by starting its operations in the Arab Republic of Egypt. GSPC has acquired exploration acreages in Egypt in five blocks, three blocks in Yemen, two blocks in Australia and one block in Indonesia.

II. FUNCTIONS AND DUTIES

GSPC has been established to carry out the objectives specified in the Memorandum & Articles of Association of the Company. The main activities of GSPC are E&P of Oil and Gas.

[A] VISION

To be a globally competitive E&P Company with strategic transport leadership and integration in the oil and gas value chain nationally , maximizing shareholder value and responsive to customer and environment.

[B] MISSION

The group objective is fulfilling the nation's energy needs by pursuing a multidimensional vision of growth', which is achieved by:

- Exploring and harnessing newer energy avenues towards becoming more and more vertically integrated as a group.

- Maximizing the proven reserves of oil and gas and exploiting them optimally to increase production
- Developing global associations and incorporating modern technology for highly efficient operations and services.
- Maintaining high standards of accountability and economic profitability.

[C] OBLIGATIONS

Towards Customers

To provide prompt, courteous and efficient service and quality products at fair and reasonable prices.

Towards Suppliers

To ensure prompt dealings with integrity, impartiality and courtesy and promote ancillary industries.

Towards Employees

Develop their capability and advancement through appropriate training and career planning.

Towards Community

GSPC coexists with the society and the lives of individuals. Every act of GSPC finds its true intrinsic worth from the society. Therefore, societal development is one of the top priorities for GSPC Group. Since its inception, the GSPC Group has been playing active role in community development programmes. For example, GSPC has set up primary school at Hazira. Equipped with rich library, computer centre and well qualified teaching staff, the school provides quality education to the children residing in Hazira and nearby villages. GSPC also provides financial support to the medical centers and humanitarian organizations in a bid to enhance the life of lesser privileged sections of the society. As a socially responsible organization, blood donation camps are organized at regular intervals in the Group companies. Besides, GSPC assumes leading role in promoting awareness about various social issues affecting the society today.

There are such limitless instances when GSPC Group strikes compassionate chords with the society. GSPC relishes every act of compassion that leads towards the societal well-being and bettering the life of individuals. The cultural programs, festivals, social awareness campaigns and volunteer activities are just the right opportunities for GSPC to act and reinforce its commitment towards the society. The GSPC Group prides itself in being always there for the society and desires to be closely intertwined with the society in future as well.

CHAPTER –II

POWERS & DUTIES OF OFFICER'S & STAFF

The powers & duties of the employees of the Company are derived mainly from job descriptions, terms and conditions of appointment and Delegation of Authorities enunciated by the Corporation. The employees of the Company are appointed for carrying out the business operations of the Company, which are in line with the objectives specified in the Memorandum of Association of the Company.

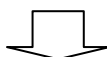
While discharging duties and responsibilities, employees of the Company are complying with the applicable provisions of statutes and rules and regulations framed thereunder.

CHAPTER -III

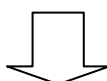
PROCEDURES FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decisions making process of the Company follows the following Channel

BOARD OF DIRECTORS



MANAGING DIRECTOR

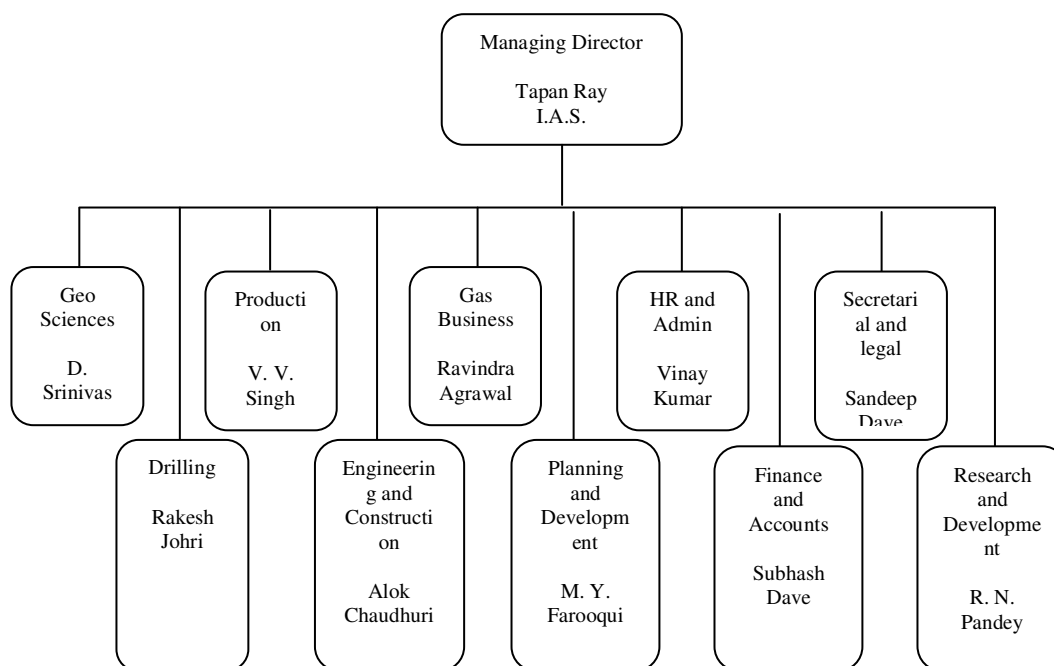


FUNCTIONAL HEADS

Overall management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision making body within the Company.

The day-to-day management of the Company is entrusted to the Managing Director and other Functional Heads of the Company.

The Managing Director is accountable to Board of Directors for proper discharge of their duties & responsibilities. The Organizational Structure is as follows:



CHAPTER-IV

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The company has well defined procedures and guidelines in the form of delegation of powers and laid down policies and guidelines, complies with the provisions of various statutes, rules and regulations and guidelines.

CHAPTER V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY THE COMPANY OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE OF FUNCTIONS.

The overall objectives and framework of rules and regulations of the Company are laid down in the Memorandum and Articles of Association of the Company. Each Department of the Company, while discharging its functions, is guided by manuals, policy and guidelines, which are periodically reviewed and updated. The conduct of the employees is regulated by the Employees' (Conduct, Discipline and Appeal Rules) and Standing Orders.

CHAPTER VI

DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The company maintains various statutory documents, registers, books, permissions, manuals, agreements, etc for the business operations of the company as required under various statutes, rules and regulations as well as for the smooth functioning of the company.

CHAPTER-VII

PARTICULARS OF ARRANGEMENT FOR CONSULTATION WITH THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

GSPC is a commercial organization and policies formulated by it relate to its internal management and hence there is no arrangement for consultation with the members of the Public prior to formulation of its internal policies. However internal policies of the Company are formulated complying with the applicable provisions of the constitution, status, rules & regulation etc.

CHAPTER -VIII

STATEMENT ON THE BOARD & SUB COMMITTEES OF THE BOARD

**Details of Board of Directors and committee thereof of Gujarat State Petroleum Corporation Limited
as on 31.03.2010**

Sr. No	Name of Directors	Designation
1	Shri A. K. Joti, IAS	<i>Chairman</i>
2	Shri K.Kailashnathan, IAS	<i>Director</i>
3	Shri M.M.Srivastava, IAS	<i>Director</i>
4	Shri D.J.Pandian, IAS	<i>Director</i>
5	Shri P.V.Swaminathan, IAS (Retd.)	<i>Director</i>
6	Shri Suresh Mathur	<i>Director</i>
7	Shri Urjit Patel	<i>Director</i>
8	Prof. N. Ravichandran,	<i>Director</i>
9	Dr. T. Harinarayana	<i>Director</i>
10	Shri Y.B.Sinha	<i>Director</i>
11	Shri Tapan Ray, IAS	<i>Managing Director</i>

Audit Committee

Sr. No.	Name	Designation
1	Shri Urjit Patel	<i>Chairman</i>
2	Shri M. M. Shrivastava, IAS	<i>Member</i>
3	Shri Suresh Mathur	<i>Member</i>
4	Shri T. Harinarayana	<i>Member</i>

Project Committee

Sr. No.	Name	Designation
1	Shri M.M.Srivastava, IAS, Principal Secretary, FD	<i>Chairman</i>
2	Shri D.J.Pandian, IAS, Principal Secretary, EPD	<i>Member</i>
3	Shri Suresh Mathur	<i>Member</i>
4	Shri Tapan Ray, IAS	<i>Member</i>

Personal Committee

Sr. No.	Name	Designation
1	Shri D J Pandian, IAS	<i>Chairman</i>
2	Shri P V Swaminathan, IAS (Retd.)	<i>Member</i>
3	Shri Tapan Ray, IAS	<i>Member</i>

Shareholders Grievance Committee

Sr. No.	Name	Designation
1	Shri Suresh Mathur	Chairman
2	Shri P.V. Swaminathan, IAS (Retd.)	Member
3	Shri Tapan Ray, IAS	Member

In addition, the Board constitutes committees on need basis from time to time for special assignments.

CHAPTER-IX

REGARDING DIRECTORY OF OFFICERS

The names of the senior officers of the Company as on date are given below:

Sr.No.	Name	Department	Present Posting
	MANAGING DIRECTOR		
1	Shri Tapan Ray, IAS		Corporate Office, Gandhinagar
	FUNCTIONAL HEADS		
2	Mr. Subhash Dave	Finance & Accounts	Corporate Office, Gandhinagar
3	Mr. Vinay Kumar	Human Resource & Admin.	Corporate Office, Gandhinagar
4	Mr. R.N. Pandey	Research & Development	Corporate Office, Gandhinagar
5	Mr. M.Y. Farooqui	Planning & Development	Corporate Office, Gandhinagar
6	Mr. D. Srinivas	Geo Sciences	Corporate Office, Gandhinagar
7	Mr. V. V. Singh	Production	Corporate Office, Gandhinagar
8	Mr. Ravindra Agrawal	Gas Business	Corporate Office, Gandhinagar
9	Mr. Rakesh Johri	Drilling	Corporate Office, Gandhinagar
10	Mr. Sandeep Dave	Secretarial & Legal	Corporate Office, Gandhinagar
11	Mr. Alok Chaudhuri	Engineering & Construction	Corporate Office, Gandhinagar

CHAPTER –X

STATEMENT OF MONTHLY REMUNERATION OF OFFICERS AND WORKMEN INCLUDING SYSTEM OF COMPENSATION

Grade	Designation	Sixth Pay Grade	Grade Pay
M-1	Executive Director	37400-67000	12000
M-2	General Manager	37400-67000	10000
M-3	Deputy General Manager	37400-67000	8700
M-4	Assistant General Manager	15600-39100	7600
M-5	Senior Manager	15600-39100	7100
M-6	Manager	15600-39100	6600
M-7	Asst. Manager	15600-39100	5400
E-1	Sr. Officer	9300-34800	5400
E-2	Officer	9300-34800	4200
E-3	Sr. Executive	9300-34800	4200
E-4	Executive	9300-34800	4200
S-1	Jr.Executive	5300-20200	1900
S-2	Driver Cum Attendant	5300-20200	1900
S-3	Office Attendant	4440-7440	1300

CHAPTER- XI

BUDGET ALLOCATION & EXPENDITURE

GSPC does not receive any Budgetary allocation from any Government/
Government Body.

CHAPTER -XII

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

GSPC does not have any subsidy schemes/ programmes for public.

CHAPTER -XIII

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

GSPC does not grant any concession, permits or authorizations.

CHAPTER-XIV

DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM

The information relating to Company's Profile, Business, Products, Services, Financial Performance, Shareholding Pattern etc. is available at the Company's Website at www.gspcgroup.com

CHAPTER -XV

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

GSPC is maintaining a website by the name of www.gspcgroup.com . Any citizen can visit this website for desired information. If the required information is not available in the website they can write to the concerned PIO seeking the required information and also mention his address and e-mail ID. If the required information is available and can be provided, the same will be provided within reasonable time.

Application shall be accompanied by a Demand Draft in favour of Gujarat State Petroleum Corporation Ltd. payable at Gandhinagar with the prescribed application fees and application received without proper application fee will not be considered.

Interested people can also send letters to the Company seeking the desired (available) information.

Address of Registered Office

GSPC Bhavan,
Bh. Udyog Bhavan,
Sector – 11,
Gandhinagar, Gujarat - 382011.

CHAPTER – XVI**REGARDING NAMES, DESIGNATION AND OTHER PARTICULARS
OF APPELLATE AUTHORITY, PUBLIC INFORMATION OFFICER
AND THEIR ADDRESS & TELEPHONE NUMBERS.****APPELLATE AUTHORITY**

Sr No	Contact Person	Name	Designation	Address	Phone No.
1.	Appellate Authority	Shri Tapan Ray, I.A.S	Managing Director	Sector 11, Gandhinagar, Gujarat	(O) - 079-66701303

PUBLIC INFORMATION OFFICER

Sr No	Contact Person	Department	Designation	Address	Phone No.
1.	Mr. Vinay Kumar	HR & Admin.	GM	Sector 11, Gandhinagar.	079-66701712
2.	Mr. M Y Farooqui	P & D	GM	Sector 11, Gandhinagar.	079-66701309
3.	Mr. D. Srinivas	G & G	ED	Sector 11, Gandhinagar.	079-66701202
4.	Mr. Rakesh Johri	Drilling	Sr. Executive V.P	Sector 11, Gandhinagar.	079-66701113
5.	Mr. Subhash Dave	F & A	ED	Sector 11, Gandhinagar.	079-66701411
6.	Mr. Prakash Karnik	E & C	AGM	Sector 11, Gandhinagar.	079-66701701
7.	Mr. Sandeep Dave	S & L	AGM	Sector 11, Gandhinagar.	079-66701312

CHAPTER XVII

THE RIGHT TO INFORMATION (REGULATION OF FEE AND COST) RULES, 2005

A request for obtaining information under sub-section (1) of section 6 be accompanied by an application fee of rupees ten by way of cash against proper receipt or by demand draft or bankers cheque payable to the Account Officer of the Public Authority.

For providing the information under sub-section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or cheque payable to the Accounts Officer of the public authority at the giving rates:-

- a) rupees two for each page (in A4 or A3 size paper) created or copied;
- b) actual charge or cost price of a copy in larger size paper;
- c) actual cost or price for samples or models; and
- d) for inspection of records, no fee for the first hour; and a fee of rupees five for

For providing the information under sub-section (5) of section 7, the fee shall be charge by way of cash against proper receipt or by demand draft or bankers cheque payable to the Accounts Officer of the public authority at the giving rates;

- a) For information provided in diskette or floppy, rupees fifty per diskette or floppy ; and
- b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.