



Right To Information Act 2005

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CHAPTER-I

CHAPTER-I			
PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES			
Particulars of organization			
a) Date of incorporation:	29 th January, 1979 as Gujarat State Petrochemicals Limited. On 10.11.1994 name of the company was changed to Gujarat State Petroleum Corporation Limited.		
b) Type of Company	Government Company under Section 617 of the Companies Act, 1956.		
c) Administrative Ministry	Ministry of Energy & Petrochemicals, Government of Gujarat.		
e) Shareholding Pattern	Shareholder	Rs. Crore	%
	Govt. of Gujarat	100.36	95.01
	GIC	1.00	0.95
	GMDC	1.00	0.95
	GNFC	1.00	0.95
	GACL	1.00	0.95
	GSFC	0.25	0.24
	GGCL	1.00	0.95
	TOTAL	105.61	100



A). EXPLORATION & PRODUCTION :

The upstream petroleum industry in India is over a century old. But, it was only in 1961 that India's oil production figures exceeded one million tonnes per annum.

It was at this precise period in time when the Government of Gujarat envisioned economic profitability and a liberalized Indian economy. It thus refocused its objectives in 1992 which led to the setting up of The Gujarat State Petroleum Corporation in 1994.

Further by harnessing power and newer energy avenues it became more vertically integrated as a financially stable and powerful group. GSPC was amongst the first companies to lead by example and actively help build processes and acquire exploration fields and blocks across the country. It is thus a strategically conceived petrochemical company that has today emerged as a large scale energy organization. GSPC has grown from operating small oil fields and a limited market base into a continually expanding organization excelling in a wide gamut of hydrocarbon activities.

The core objectives of GSPC are to maximize the proven reserves of oil and gas and to exploit them optimally and thereby increase output. Developing global associations and incorporating modern technology for highly efficient operations and services, those maintain high standards of accountability and economic profitability.

One of the biggest and most significant discoveries in the hydrocarbon sector in India took place when on 17th June 2005 the group's consortium struck gas at its KG#8 well in the KG Block off the coast of AP. The discovery was made after 300 days of drilling at 3 locations KG#1, KG#11 and then KG#8.

A calculated combination of technology and enterprise have opened GSPC to a wide spectrum of opportunities and the organization is driven by all the principles and factors required by a complete energy company. Today GSPC is the only state government owned company in the oil and E & P business with the government holding an approximate 95% equity stake in the company.



Summary of GSPC's Commitments in Oil & Gas Activities

EXPLORATION	GSPC's Share
	%
TARAPUR	80.00%
PALEJ	50.00%
Ahmedabad Block	50.00%
MB-OSN-2000/1	10.00%
MB-DWN-2000/2	10.00%
CB-ONN-2002/3 (Sanand)	55.00%
CY-ONN-2002/1(Firm) (Cavery)	20.00%
CB-ONN-2002/2 (Firm)(Mehesa)	60.00%
CB-ONN-2003/2 (Ankleshwar)	50.00%
AA-ONN/2001/3 (Assam)	20.00%
EPP-27 (Australia)	33.33%
KG-OSN-2001/3	80.00%
CBM-2003-II	30.00%
DEVELOPMENT	
BHANDUT	60.00%
HAZIRA	66.67%
CAMBAY	55.00%
SABARAAATI	60.00%
ASJOL	50.00%
N. BALOL	45.00%
Kanawara	70.00%
North Kathana,	70.00%
Unawa	70.00%
ALLORA	70.00%
DHOLASAN	70.00%



B) Functions & 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.

VISION

To be a globally competitive total energy company, involved in exploration and production, transportation, generation and management of energy resources, through an integrative synergistic process, in order to maximize shareholder value, with a firm commitment to customers and the environment.

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.

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 afflicting the society today.

There are such limitless instances when GSPC Group strikes compassionate chords with the society. And GSPC relishes every act of compassion that leads towards the societal well-being, 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.



Donating Rs. 2 crore to the CM relief fund for Tsunami relief



Photograph of Thalesemia patient after his recovery



Traffic Island at J5 Circle, Gandhinagar Circuit House



CHAPTER -II

POWERS & DUTIES OF OFFICERS & STAFF

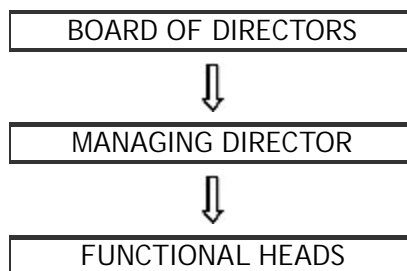
The powers & duties of the employees of the Company are derived mainly from job descriptions, terms and conditions of appointment and Delegation of Authorities enunciated by the Corporation. The employees of the Company are appointed for carrying out the business operations of the Company, which are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



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 on 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.



CHAPTER-IV

THE NORMS SET FOR DISCHARGE OF FUNCTIONS

The Company has well defined procedures and guidelines in the form of delegation of powers, laid down policies and guidelines, compliance of 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 is 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. In addition, the Company follows the directives and guidelines issued by the Government of Gujarat on various matters.



CHAPTER-VI

DOCUMENTS THAT ARE HELD BY THE COMPANY OR UNDER ITS CONTROL

The Company maintains various statutory documents, registers, books, licenses, manuals, agreements etc. for the business operation 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 16.04.2008.

GSPC: Constitution of Board of Directors

1	Shri D.Rajagopalan, IAS	Chairman
2	Shri K. Kailashnathan, IAS	Director
3	Smt. V.L.Joshi, IAS	Director
4	Shri P V Swaminathan, IAS (Retd.)	Director
5	Shri P K Pujari, IAS	Director
6	Shri Hasmukh Adhia, IAS	Director
7	Shri Tapan Ray, IAS	Director
8	Shri Suresh Mathur	Independent Director
9	Shri Urjit Patel	Independent Director
10	Shri D Jagatheesa Pandian, IAS	Managing Director

GSPC: Constitution of Project Committee

1	Shri P.K. Pujari, IAS	Member
2	Shri Tapan Ray, IAS	Member
3	Shri D. J. Pandian, IAS	Member

GSPC: Constitution of Project Committee

1	Smt. V.L.Joshi, IAS,	Member
2	Shri P V Swaminathan, IAS (Retd.)	Member
3	Shri Hasmukh Adhia, IAS	Member
4	Shri D. J. Pandian, IAS	Member



GSPC: Constitution of Audit Committee

1	Shri Urjit Patel	Member
2	Shri P.K.Pujari, IAS	Member
3	Shri Tapan Ray, IAS	Member

All the above stated committees are functioning under the scope of work defined by the Board of Directors of the Company.



CHAPTER-IX

REGARDING DIRECTORY OF OFFICERS

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

Sr.No.	Name	Department	Present Posting
	MANAGING DIRECTOR		
1	Shri D.J. Pandian, IAS	-	Corporate Office, Gandhinagar
	FUNCTIONAL HEADS		
2	Shri Subhash Dave	Finance	Corporate Office, Gandhinagar
3	Shri Michael Weir	Human Resource & Admin.	Corporate Office, Gandhinagar
4	Shri R.N. Pandey	Geoscience	Corporate Office, Gandhinagar
5	Shri M.Y. Farooqui	Planning & Development	Corporate Office, Gandhinagar



CHAPTER -X

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

The remuneration of the Officers of the Company is governed by the guidelines of the fifth pay commission , Government of Gujarat. The pay scales of officers are of CDA pattern.

The monthly emoluments of officers and staff at various grades is given below :

S.N.	GRADE	DESIGNATION	PAY SCALE
1	M-1	EXECUTIVE DIRECTOR	Rs.24050-650-26000
2	M-2	GENERAL MANAGER	Rs.18400-500-22400
3	M-3	DEPUTY GENERAL MANAGER	Rs.14300-400-18300
4	M-4	ASSISTANT GENERAL MANAGER	Rs.12000-375-16500
5	M-5	SENIOR MANAGER	Rs.10650-325-15850
6	M-6	MANAGER	Rs.10000-325-15200
7	M-7	ASST. MANAGER	Rs.8500-275-14100
8	E-1	SR. OFFICER	Rs.8000-275-13500
9	E-2	OFFICER	Rs.6500-200-10500
10	E-3	SR. EXECUTIVE	Rs.5500-175-9000
11	E-4	EXECUTIVE	Rs.5000-150-8000
12	S-1	EXECUTIVE	Rs.3050-75-4590
13	S-2	DRIVER CUM ATTENDANT	Rs.3050-75-4590
14	S-3	OFFICE ATTENDANT	Rs.2550-55-2660-60-3200
			2600-60-3200

Note: In addition to above, the Company offers Dearness Allowance, Govt. Quarters, conveyance expenses, leave encashment, Medical Reimbursement, Gratuity, PF, House Building Advance, various Insurance policies, etc.



CHAPTER- XI
BUDGET ALLOCATION & EXPENDITURE

SUMMARY OF INVESTMENTS (Rs. Crores)

Particulars	Amount
Oil & Gas Assets	1978.01
Producing Properties	411.99
Exploration & Development (Capital Work In Progress)	1566.02
Other Assets	53.33
Other CWIP	2.07
Investments - Bonds / Equity Shares	285.52
Equity Shares of Gujarat Industrial Power Company Ltd.	10.00
Equity Shares of Gujarat State Petronet Ltd.	213.31
Equity Shares of Gujarat Science At Action Ltd.	0.50
Equity Shares of Gujarat State Energy Generation Ltd.	50.70
Equity Shares of GSPC Gas Co Ltd.	0.24
Equity Shares of Guj Info Petro Ltd.	0.03
Equity Shares of ONGC Petro Additions Ltd. (Rs.40,333)	0.00
Equity Shares of Krishna Godavari Gas Network Ltd.	0.58
Equity Shares of Sabarmati Gas Company Ltd	0.01
Equity Shares of GSPC Pipavav Co. Ltd.	0.05
Equity Shares of GSPC JPDA Ltd.	0.05
Equity Shares of GSPC LNG Ltd.	0.05
Bonds of Sardar Sarovar Narmada Nigam Ltd.	10.00
Total	2318.93



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 AUTHORISATIONS GRANTED BY IT

GSPC does not grant any concession, permits or authorization.



CHAPTER-XIV

DETAILS OF INFORMATION AVAILABLE OR HELD IN ELECTRONIC FORM

The information relating to Company 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.

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.

Website : www.gspcgroup.com



CHAPTER - XVI

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

Names, designations and addresses of Public Information Officer and Appellate Authority			
S.No.	Names, designation and address of the Public Information Officer	Jurisdiction	Name, designation and address of the Appellate Authority
CORPORATE OFFICE			
1.	Shri Michael Weir General Manager, (Human Resource & Admin.) GSPC Bhavan, Bh. Udyog Bhavan, Sector -11 Gandhinagar Gujarat - 382011. Phone No. : 079 - 66701712	Administrative Office at Corporate Office at Gandhinagar.	Shri. D.J. Pandian, IAS Managing Director GSPC Bhavan, Bh. Udyog Bhavan, Sector - 11, Gandhinagar Gujarat - 382011. Phone No. : 079 - 66701301



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 each fifteen minutes (or fraction thereof) thereafter.

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