



**Gujarat State Petronet Ltd.**

The Energy Lifeline of Gujarat

# Pro-active Disclosure under Right to Information Act, 2005

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## CHAPTER-I

### PARTICULARS OF ORGANISATION, ITS FUNCTIONS AND DUTIES

#### Particulars of organization

- a) Date of incorporation: December 1998 as Gujarat State Petronet 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.
- d) Shareholding Pattern

Category Code	Category of Shareholder	Percentage
<b>A</b>	<b>Shareholding of Promoters</b>	
	I) Indian	37.77
	II) Foreign	0
<b>B</b>	<b>Public Shareholding</b>	
	I) Institutions	34.82
	II) Non-Institutions	27.41
<b>(A+B)</b>	<b>Total</b>	<b>100</b>

Gujarat State Petronet Limited (GSPL) was promoted by Gujarat State Petroleum Corporation Limited (GSPC) on December 23, 1998. GSPL is a pioneer in developing energy transportation infrastructure and connecting natural gas supply basins and LNG terminals to growing markets. GSPL is continuously expanding its pipeline network in Gujarat to reach the demand centers by laying gas pipeline network. GSPL is operating on open access basis and is a pure transmission company.

The current span of the Grid under operation is approx. 1420 kms and gas is flowing from Hazira / Dahej / Vapi to various industries and City Gas Distribution Networks located in Surat, Bharuch, Baroda, Anand, Ahmedabad, Gandhinagar, Sabarkantha, Kalol, Mehsana, Morbi, Surendranagar, Rajkot, Jamnagar, Navsari, Vapi and Valsad districts.

## **FUNCTIONS AND DUTIES**

### **MISSION**

The company shall endeavor to undertake its business operations to promote gas availability in the state by setting up pure transmission network on open access basis, at the same time establishing highest standard of performance in all areas of business operations with unstinted commitment to:

- Timely implementation of projects with prudent engineering practice and project management skill with an aim to maintain highest standard of quality & performance.
- Undertake operations of the gas transportation network adopting best industry practices, the focus being on customer delight.
- Abiding commitment to health, safety and environment to enrich quality of community life.
- To continuously evaluate and upgrade quality of our services for high-level customer satisfaction.
- To aim for continuous improvement by skill up gradation and motivation of the employees with human resources development approach.

### **COMPETITIVE STRENGTHS**

- First and only pure natural gas transmission company in India
- First mover advantage in India
- Connection to all major natural gas suppliers and most demand centers in Gujarat
- Strong Parentage
- Project management expertise and strong management team
- Advanced engineering practices that provide efficient natural gas transportation

## **A) 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**

GSPL coexists with the society and the lives of individuals. Every act of GSPL finds its true intrinsic worth from the society. Therefore, societal development is one of the top priorities for GSPL. Since its inception, the company has been playing active role in community development programmes.

## **B) POLICIES OF THE COMPANY**

### **HSE Policy**

- GSPL is committed to maintain an Organizational culture of Health, Safety & Environmental excellence by conducting its business in a manner that will promote consistent development.
- Safe work, resource conservation, waste management and emergency response measures shall be deployed for continual improvement in HSE performance.
- Prevention of ill-health, injuries & pollution shall be ensured by adopting best practices, carrying out periodic risk assessments, audits, reviews, inspections and providing awareness to employees & concerned stakeholders.
- Legal, regulatory and other requirements applicable for natural gas transportation business shall be recognized and complied as a responsible corporate.

### **Quality Policy**

GSPL is committed to ensure effective and efficient management of Operation & Maintenance of Natural Gas Grid with continual improvements so as to provide reliable natural gas transmission in safe working environment.

#### **Objectives:**

- Focusing on teamwork and customer satisfaction.
- Adopting new technologies in both Operation & Maintenance activities.
- Motivating & updating skills of personal to achieve overall effectiveness.
- Maintaining availability of Gas Grid to meet customer requirements.

GSPL became a member of elite group of ISO certified companies. GSPL was certified for ISO 9001:2000(QMs), ISO 14001:2004(EMS) & OHSAS: 2007 (OHSMS) by DNV in December 2008.

- Quality Management System Standard : ISO 9001:2000 Certificate
- Environment Management System Standard : ISO 14001:2004 Certificate
- Occupational Health and Safety Management System Standard : OHSAS 18001:2007 Certificate

## CHAPTER -II

### POWERS AND 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 there under.

Job Title	GM
Department	HR & Admin
Job Description	<p>Formulate HR strategy for the organization, designing systems, policies &amp; plans towards effective &amp; efficient functioning of employees, Departments and organization.</p> <p>Search talent for the company, induct, develop and retain them, handle employee grievances, conflicts and counsel them to keep them motivated.</p> <p>Ensure continuous assessment of competency building needs of employees and provide training to build a performance and growth-oriented culture.</p> <p>Ensure administrative infrastructure, facility &amp; benefit management. Reflection of positive corporate image to bring goodwill for the company.</p>

Job Title	GM
Department	Commercial
Job Description	<p>To identify the suitable markets, plan and accordingly set yearly goals in order to be a leading player in the field.</p> <p>To identify potential customers, ensure the implementation of GTAs without any deviations and timely management of contracts.</p> <p>To provide direction in developing, promoting and securing new business for the Company.</p> <p>To ensure and sustain retention and growth</p>

Job Title	GM
Department	Technical Services and Operation & Maintenance
Job Description	To evaluate, develop, implement and review alternatives for various specifications of gas grids and pipelines. To co-ordinate and support the internal teams in various technical issues as well as in developing and implementing standard procedures.

Job Title	AGM
Department	Finance & Accounts
Job Description	To raise and manage funds (including debt and equity) for ongoing as well as new projects. To manage insurance of projects. To report, record and document cumulative payments, disbursements and loans at regular intervals of time. To budget costs and maximize the existing resources.

Job Title	Senior Manager
Department	O&M
Job Description	To ensure that the day-to-day operations maintenance activities are carried out smoothly as per the set parameters. To control and monitor these activities as per the Master schedule for timely completion. To monitor the GTA's and their effective implementation. To oversee technical modifications and innovations along the pipeline. To ensure implementation of safe practices of pipelines and terminals and to coordinate with customers at various levels.

Job Title	In-Charge Senior Manager
Department	Projects
Job Description	To ensure that the project has been planned, executed and implemented as per the schedule with minimum deviations Starting from the engineering drawings to the commissioning of the project.

Job Title	Manager
Department	O&M
Job Description	<p>To ensure that the day-to-day operations and activities are carried out smoothly as per the set parameters.</p> <p>To control and monitor these activities as per the Master schedule for timely completion.</p> <p>To monitor the GTA's and their effective implementation.</p> <p>To oversee technical modifications and innovations along the pipeline.</p> <p>To ensure implementation of safe practices of pipelines and terminals and to coordinate with customers at various levels.</p>

Job Title	Manager
Department	ROU
Job Description	<p>To ensure compliance of statutory requirements for ROU and technicalities relating to civil activities.</p> <p>To monitor and review quotations, acquisitions, contracts and surveys so that projects could commence &amp; complete on time.</p> <p>To conduct inspection/audit of sites at regular intervals of time.</p> <p>To coordinate in business development &amp; planning of Gas Grid projects with various departments.</p>

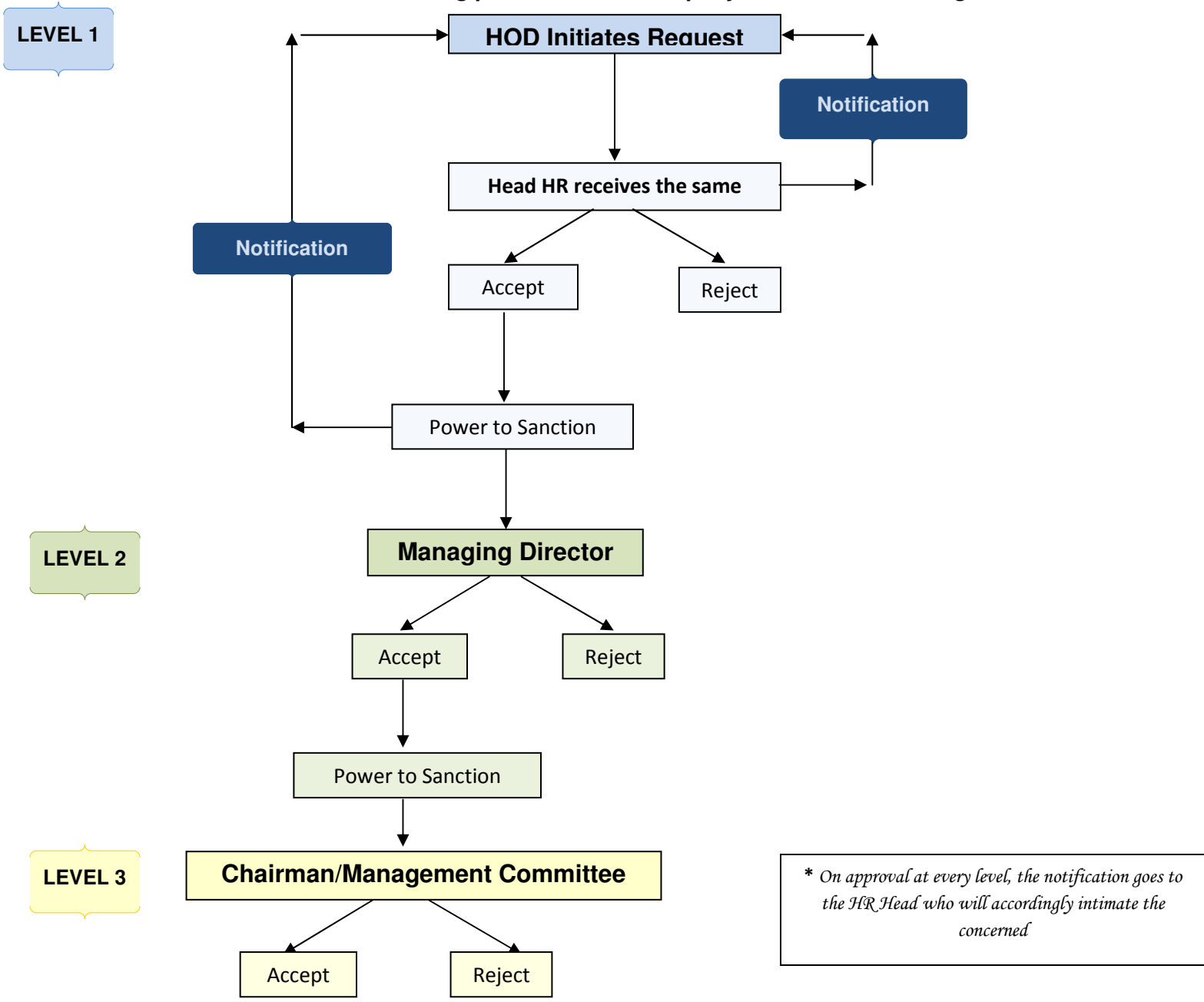
Job Title	Assistant Manager
Department	Material Management
Job Description	To streamline the Material Management function and ensure proper receipt storage and issue of the materials.

Job Title	Assistant Manager
Department	HSE
Job Description	<p>To increase the HSE awareness in the Company and facilitate the objective of the HSE Policy and manage the same.</p> <p>Provide input and guidelines for developing information systems for efficient and effective working of the department and the organization.</p>




## 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:















### Delegation of Administrative Powers

Sr. No.	Details of power conferred	HOD	GM (HR & Admin.)	Managing Director
1	Sanction of regular increments to employees/officers			
2	Grant of all type of leave i.e. Casual leave, Earned leave, Maternity/Paternity leave, Sick Leave, commuted leave			
3	Grant of Leave without pay			
4	Sanction of Leave travel concession/Leave travel allowance			
5	Maintenance of service book of employees/officers			
6	Sanction of leave encashment to employees/officers			
7	Sanction of special pay, charge allowance for holding additional charge of equivalent post of higher post			
8	Appointment of employees/officers			
9	Acceptance of resignation of employees/officers			
10	Disciplinary action and imposing penalties			
11	Suspension of employees/officers			
12	Dismissal of employees/officers			
13	Sanction to Tour programme			












Sr. No.	Details of power conferred	HOD	GM (HR&Admin.)	Managing Director
14	To depute officer/employees for seminar/training, workshop etc			
15	To participate in fair/exhibitions/seminar/training, workshop			
16	Appointment of contractual employees/daily wage employees			
17	To select security, housekeeping agency/maintenance agency/marketing agency/printing agency			
18	Supervision of work of employees and issue instruction, memos and to ask for clarification regarding duties they have been entrusted			
19	To permit officers/employees to travel by higher class or by air			

### Delegation of Financial Powers



Sr. No.	Nature of Power	AGM (Finance and Accounts)	GM (HR & Admin.)	Scrap Committee	Managing Director
1	Power to sign cheques				
2	Power to sign Accounts book				
3	Power to pass bill including payment orders				
(a)	Traveling allowance bills duly countersigned by the competent officer				
(b)	Medical reimbursement bills (Excluding surgical and indoor treatment cases)				
(c)	To sanction medical reimbursement bills in surgical and indoor treatment case				
(d)	Bills of recurring expenditure like Telephones, Electricity, Telegram, Motor Vehicle Tax, Insurance Premium, Revenue Stamp, Courier				
4	Countersigning of TA bills				
5	To open bank account in Nationalized Bank(s), as per Govt. direction				

Sr. No.	Nature of Power	AGM (Finance and Accounts)	GM (HR & Admin.)	Scrap Committee	Managing Director
6	Reimbursement of actual expenses on account of Taxi/Rickshaw, Bus etc on out station tour				
7	Reimbursement of local conveyance bills				
8	To incur expenditure on fees to pleaders, CAs, lawyer or other professional services				
9	Purchase of Hot &/cold weather equipments heaters , ACs or other professional services				
10	To incur expenditure on subscription of publication, magazines and news paper and renewal thereof				
11	Purchase of books, periodicals, agreements, national or international journals				
12	Disposal of news paper, magazines				
13	Refreshments & Entertainments at the meetings, conferences, group meetings and visit of delegates/officers etc				
14	Accommodations for consultants, experts, professional and Govt. officials				
15	Hiring of cars				

Sr. No.	Nature of Power	AGM (Finance and Accounts)	GM (HR & Admin.)	Scrap Committee	Managing Director
16	Purchase of electronic equipments including computer hardware, software, peripherals, copies, telephone instruments/systems, mobile phone, CVT, stabilizers etc				
17	Consumables stores including purchase of stationery items				
18	Repairing and maintenance of vehicles				
19	Repairing of electrical, electronic equipments and also maintenance of civil work, interior etc.				
20	Purchase of capital items ie furniture, fixtures and other dead stock articles				
21	To undertake interior work				
22	To approve printing expenditure				
23	To incur expenditure on organizing workshop, seminar., conference, fairs, exhibitions				
24	To incur expenditure on uniforms to peons, pantry staff				
25	To pass bills of security agency, housekeeping agency				
26	Sanction recurring expenditure on fuel and oil				
27	Expenditure on publicity including publication of advertisements (including tender notices, recruitment advertisement)				
28	Purchase of game equipments for staff club				
29	To sanction expenditure for staff welfare				

Sr. No.	Nature of Power	AGM (Finance and Accounts)	GM (HR & Admin.)	Scrap Committee	Managing Director
30	Sanction of payment of professional fees to media agencies, experts professionals, survey agencies, solicitor firms				
31	Power of disposal of scrap material and other spare parts.				
32	To depute officers/ employees and sanction expenditure on participation/ registration fees of officers in seminar, workshop, conference and training				
33	To incur expenditure of Xerox, lamination, binding e.t.c				
34	Purchase of car				
35	Refund of deposit or earnest money				
36	Signing of vouchers passed/ approved by the competent authority				
37	Sanctions of loans and advances				
38	House building allowance				

**Maintenance of Annual Confidential Reports (ACRs)**

Sr. No.	Details of power conferred	HOD	General Manager (HR & Admin.)	Managing Director
1	All employees except HODs			
2	All employees (HODs)			

## **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, compliances 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 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. 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 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**

GSPL 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 Petronet Limited  
as on 31.03.2009**

Sr. No.	Name Of Director	Position
1	Shri A K Joti, IAS	Chairman – GSPC Nominee
2	Shri D.J.Pandian, IAS	Non Executive Director – GSPC Nominee
3	Shri Atanu Chakraborty, IAS	Non Executive Director – GSPC Nominee
4	Shri Suresh Mathur	Independent Director
5	Shri R Vaidyanathan	Independent Director
6	Shri J K Jain	Independent Director
7	Shri Tapan Ray, IAS	Managing Director – GSPC Nominee

#### **Audit Committee**

Sr. No.	Name	Position
1	Shri Suresh Mathur	Chairman
2	Shri Atanu Chakraborty, IAS	Member
3	Shri R Vaidyanathan	Member
4	Shri J K Jain	Member

### Investor Grievance Committee

Sr. No.	Name	Position
1	Shri Suresh Mathur	Chairman
2	Shri D J Pandian, IAS	Member
3	Shri Tapan Ray, IAS	Member

### Project Management Committee

Sr. No.	Name	Position
1	Shri D J Pandian, IAS	Chairman
2	Shri Atanu Chakraborty, IAS	Member
3	Shri Suresh Mathur	Member
4	Shri J K Jain	Member
5	Shri Tapan Ray, IAS	Member

### Management Committee

Sr. No.	Name	Position
1	Shri D J Pandian, IAS	Chairman
2	Shri Atanu Chakraborty, IAS	Member
3	Shri Suresh Mathur	Member
4	Shri Tapan Ray, IAS	Member

## CHAPTER-IX

### REGARDING DIRECTORY OF OFFICERS

**The names of the Senior Executives of the Company as on date are given below :**

<b>Sr No.</b>	<b>Post</b>	<b>Name</b>	<b>Department</b>	<b>Present Posting</b>	<b>Contact No.</b>
1	Managing Director	Shri Tapan Ray	-	Corporate Office, Gandhinagar	079-66701303
2	Functional Heads	Shri Michael Weir	HR & Admin	Corporate Office, Gandhinagar	079-66701610
3		Shri N. Bose Babu	Technical Services and O&M	Corporate Office, Gandhinagar	079-66701503
4		Shri Ravindra Agarwal	Commercial	Corporate Office, Gandhinagar	079-66701502
5		Shri Manish Seth	Finance & Accounts	Corporate Office, Gandhinagar	079-66701604
6		Shri P. F. Edgard	Projects	Corporate Office, Gandhinagar	079-61902102
7		Shri Rajesh Suhane	ROU	Corporate Office, Gandhinagar	079-61902105
8		Shri Ramakrishna Raju	MM	Corporate Office, Gandhinagar	079-61902111
9		Shri Vivek Pathak	HSE	Corporate Office, Gandhinagar	079-61902113
10		Ms. Reena Desai	Company Secretary	Corporate Office, Gandhinagar	079-66701507

## 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 Sixth pay commission, Government of Gujarat. The monthly emoluments of officers and staff at various grades are given below:

Sr.No	Designation	Pay Scale	Basic	DA (22%)	HRA (20%)	CLA	TA
1	GM	37400-67000+ 10000 (Grade Pay)	47400	10428	9480	240	800
2	DGM	37400-67000+ 8700 (Grade Pay)	46100	10142	9220	240	800
3	AGM	15600-39100+ 7000 (Grade Pay)	22600	4972	4520	240	800
4	Sr. Manager	15600-39100+ 7000 (Grade Pay)	22600	4972	4520	240	800
5	Manager	15600-39100+ 6600 (Grade Pay)	22200	4884	4440	240	800
6	Asst. Manager	15600-39100+ 5400 (Grade Pay)	21000	4620	4200	240	800
7	Sr. Officer	9300-34800+ 4200 (Grade Pay)	13500	2970	2700	240	800
8	Officer	9300-34800+ 4200 (Grade Pay)	13500	2970	2700	240	400
9	Sr. Executive	9300-34800+ 4200 (Grade Pay)	13500	2970	2700	240	400
10	Executive	9300-34800+ 4200 (Grade Pay)	13500	2970	2700	240	400
11	Jr. Executive	5200-20200+ 1900 (Grade Pay)	7100	1562	1420	180	100

**Note:** In addition to above, the Company offers Govt. Quarters, Conveyance Expenses, Leave Encashment, Medical Reimbursement, Gratuity, PF, House Building Advance, various Insurance Policies, etc.



## **CHAPTER- XI**

### **BUDGET ALLOCATION & EXPENDITURE**

GSPL 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**

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

## **CHAPTER -XIII**

### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT**

GSPL 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, Services, Financial Performance, Shareholding Pattern etc. is available at the Company's Website at [www.gujpetronet.com](http://www.gujpetronet.com) or [www.gspcgroup.com](http://www.gspcgroup.com)

## CHAPTER -XV

### PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

GSPL is maintaining a website by the name of [www.gujpetronet.com](http://www.gujpetronet.com) or [www.gspcgroup.com](http://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,  
Sector - 11,  
Gandhinagar, Gujarat - 382011.

## CHAPTER - XVI

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

Sr No	Contact Person	Name	Position	Address	Phone No.
1	Appellate Authority	Shri Tapan Ray	Managing Director	<b>GSPC Bahvan,</b> Sector 11, Gandhinagar, Gujarat.	(O) - 079-66701303
2	Public Information Officer	Shri Michael Weir	General Manager (HR & Admin)		(O) - 079-66701610 (M) - 09879524414
3	Assistant Public Information Officer	Shri Ketan Devani	Manager ( Admin)		(O) - 079-66701601 (M) - 09825032479

## 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 is accompanied by an application fee of Rs. 20/- by way of cash against proper receipt or by demand draft or banker's 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 banker's 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.