

# MANUAL 1

{Section 4(1) (b) i}

## **Particulars of Organization, Functions and Duties:**

### **1. Aims and objectives of the public authority.**

1. To carry on the business of an investment company by providing financial assistance to industrial enterprises, construction activities and for enterprises like hotel and tourism related services, hospital and medical aid services and to professional enterprises for starting, running, expanding, modernising their professional activities etc.
2. To extend financial assistance in various types of instruments.( as fund based and provide guarantees, securities etc. as non-fund based activities, and to provide fee based financial services).
3. To establish companies in subsidiary or joint sector for starting, taking over or conducting industrial enterprises and other economic activities of any description.
4. To encourage and promote participation of capital in various forms like equity, preference or debentures in industrial enterprises and other economic activities.
5. To identify and motivate entrepreneurs to set up industries and assist them in the spadework by conducting various forms of Entrepreneur Development programmes.
6. To offer and act as an agent for the disbursement of various incentives, subsidies and concessions and benefits on behalf of the Government to units and enterprises assisted by EDC Ltd.

### **2. Mission/vision Statement of the public authority.**

The Corporation, in line with the objects laid down in its' Memorandum of Association, is engaged in various economic development activities, which mainly include:

- a) Providing financial assistance to industries & other business entities in the State of Goa, U.T. of Daman & Diu and Dadra & Nagar Haveli.
- b) Developing infrastructure for industries in the state of Goa.
- c) Development of entrepreneurship through training programmes and seed capital assistance in the State of Goa.
- d) Assisting various Government agencies in development of infrastructure in the state of Goa.
- e) Providing financial assistance to Government employees in the form of Personal loan and Vehicle loan as well as House Building loans.

### **3. Brief history and background of establishment of the public authority.**

EDC Limited (EDC), originally known as the Economic Development Corporation of Goa, Daman & Diu Limited, incorporated on March 12, 1975 as a public limited company under the Companies Act, 1956, has been the state financial institution set up by the Govt. of Goa with the prime objective to promote industrial development.

Originally EDC had been operating in the Union Territory of Goa, Daman & Diu and thereafter the State of Goa, besides Union territories of Daman & Diu and lately Dadra and Nagar Haveli.

EDC has been acting as a State Industrial Development Corporation (SIDC), besides, being accorded the twin status of State Financial Corporation (SFC) by IDBI/SIDBI.

The equity capital of the company is mainly subscribed by the Government of Goa, Daman & Diu Administration and IDBI.

### **4. Organisation chart:**

[Refer the link document](#)

### **5. The main activities/functions of the public authority.**

- Offering term loan and equity assistance for industrial projects.
- Selection and grooming growth locations in the state.
- Identifying industries, best suited to the milieu of the state.
- Motivating industrialists to set up industries.
- Assisting entrepreneurs in the spadework for setting up industries.
- Monitoring the progress of industries already set up and trouble shooting for their smooth operation.
- Collaboration for joint-sector promotion of industrial ventures.
- Operation of State/Central Schemes as mandated by the Government from time to time.
- Development of Infrastructure as mandated by the Government from time to time

### **6. List of services being provided by the public authority with a brief write-up on them.**

EDC Limited offers variety of loan schemes under different categories befitting the class of entrepreneurs, the size of the project, the purpose of the requirement of funds etc. The schemes can be enumerated as below:

#### 1. General Term Loan Scheme.

- (i) For acquiring fixed assets like land, building, plant and machinery and other miscellaneous assets for:
  - Setting up new micro, small, medium and large industrial enterprises and service sector.
  - Expansion /modernization / diversification of existing industrial concern and service sector units.
- (ii) Tourism related activities such as restaurants, hotels, tour agencies, etc.
- (iii) Units in health care such as clinics, diagnostic centers, hospitals, etc.

- (iv) Acquisition of new barges.
2. Scheme of Financial Assistance Against Mortgage of Immovable Properties.
  3. Scheme of Loan Assistance for Construction of Commercial Complexes.
  4. Scheme of Loan Assistance for Construction of Residential / Residential cum Commercial Complex.
  5. Composite Loan Scheme for EDC Clients with Good Track Record.
  6. Scheme for self-employment to educated unemployed youth. ( Chief Minister's Rojgar Yojana).
  7. EDC's Personal Loan scheme., Vehicle Loan scheme and EDC's Housing Loan Scheme for permanent Government Employees/ regular teachers and employees of Government aided schools and Colleges and PSUs
  8. Scheme of Term Loan Assistance to Qualified Professionals.
  9. Interest Rebate Scheme for:
    - Units located in backward talukas of Goa - 3% p.a.
    - Units promoted by resident/non-resident Goans - 1% p.a.
    - Units promoted by women entrepreneurs - 1% p.a.
  10. Operation of TUFF scheme of Ministry of Textiles for textile units assisted by EDC Limited

7. **Citizens interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

The Officers of the Corporation have regular interaction with different association of entrepreneurs i.e. The Goa Chambers of Commerce & Industries (GCCCI), The Goa Small Industries Associations (GSIA) and others. This enables the Corporation to understand the grievances of the public and various reliefs/concessions formulated by the Government so as to draw its policies. Further it also helps to enhance the effectiveness and efficiency of the organization. The Corporation when framing its policies also includes the guidelines issued by the Government from time to time.

8. **Postal address of the main office, attached/subordinate office/field units etc.**

EDC Limited,  
1<sup>st</sup> floor, EDC House,  
Dr. Atmaram Borkar Road, P.O. Box  
No. 275,  
Panaji, Goa. 403 001.  
Phone: 0832-2224542  
Fax: 0832-2224938  
E-Mail: [edcpanaji@edc-go.com](mailto:edcpanaji@edc-go.com)

**9. Working hours both for office and public.**

The working hours of the office are from 9.30 a.m. to 5.45 p.m. with lunch hours between 1.15 p.m. to 2.00 p.m, 5 days a week (Monday to Friday) The visitors can meet any officers/staff during office hours, preferably during morning sessions with prior appointments.

**10. Grievance redressal mechanism.**

**PUBLIC GRIEVANCE CELL/GRIEVANCE BOX:** Whenever there is any grievance or any difficulty encountered by the entrepreneur/client, he can contact the concerned General Manager or Chief General Manager or Managing Director to redress his grievance.

Managing Director is the Public Grievance Officer who handles all types of complaints and a reply wherever necessary is given within 15 days on the subject matter, after having necessary clarifications/consents/approvals, etc.

The complaints can be handed over directly to the Office of the Public Grievance Officer or placed in the Grievance Box which is kept at the entrance of the office.

## **MANUAL 2**

{Section 4(1) (b) (ii)}

*Powers and Duties of Officers and Employees: [Refer Link Document](#)*

## MANUAL 3

{Section 4(1) (b) (iii)}

**The Procedure followed in the Corporation for Decision Making in respect of proposals where approvals are needed in primarily as follows:**

<b>Assistant Manager</b>	The note is put up narrating the facts of the case giving details, etc.
<b>Dy. Manager</b>	The matter is looked into and for facts confirmation.
<b>Manager</b>	Further examines the matter, recommends the case for approval/rejection as the case may be.
<b>CGM/General Manager</b>	Confirms the recommendation made for decision or direction, giving his views and places it for approval to the Managing Director/ Jt. Managing Director.
<b>Managing Director</b>	Is the final deciding or approving authority within the delegated powers as approved and sanctioned by the Board of Directors.
<b>Board</b>	As required under the Article of Memorandum wherever there are important policy decisions to be taken, the matters are placed before the BOD.

# MANUAL 4

{Section 4(1) (b) (iv)}

**Details of the Norms/Standards set by the department for execution of various activities/ programmes:**

<i>Sr. No</i>	<i>Activity</i>	<i>Time frame/Norm for its completion/ disposal (working days)</i>	<i>Remarks</i>
1.	1. PCC clearance for cases above.	15 days	
2.	PCC sanction letter	5 days	
3.	Term loan sanction a) Below Rs.20 lakhs b) Above Rs.20 lakhs	1 Month 3 Months	
4.	Term loan sanction letter	1 Week	
5.	Documentation a) Hypothecation b) Mortgage	15 days 1 Month	
6.	Disbursement First/subsequent disbursement	5 days	
7.	Valuation of land and civil works	5 days	
8.	Statement of outstanding loan	2 days	
9.	Break up of simple interest, penal interest, Compound interest/statements	5 days	
10.	No dues certificate	15 days	
11.	Reconveyance/release of documents after submitting required documents.	15 days	
12.	Advertising of tender/auction of attached unit	1 Month	
13.	Approval of bid offer	15 days	
14.	Communication of acceptance of bid offer	5 days	
15.	Amendments/changes n the project	5 days	
16.	Letter ceding of second charge	5 days	

**Period of completion of each job is after receipt of complete information required for the particular activity by the concerned department.**

## MANUAL 5

{Section 4(1) (b) (v)}

### Rules, regulations, instructions, manuals and records for discharging functions:

<i>Sr. No.</i>	<i>Name of the act, rules, regulations etc.</i>	<i>Brief gist of the contents</i>	<i>Reference No if any</i>	<i>Price in case of priced publications</i>
1	Memorandum and Article of Association	Lending/all other activities are strictly as per the memorandum	-	-
2	Working Manual	Provides the functions of all Departments and officer wise duties of each Department.	-	-
3	Companies Act, 1956	To follow all applicable provisions to the company	-	-
4	State Financial Corporation Act (Instructions for attachment of auction of properties as per APEX Court guidelines.)	Provides steps to be followed for recovery action u/s 29,30 & 31 of SFCs Act.	-	-
5	Public Money Recovery of dues Act and Land Revenue Code	For recovery of dues as arrears of land revenue against Principal Borrowers/ Sureties.	-	-
6	SARFAESI Act, 2002	For enforcement of securities	-	-
7	Recovery of Debts due to Banks & FIs Act.	Available for recovery of dues above Rs.10.00 lakhs against principal borrowers and guarantors	-	-
8	All applicable circulars/guidelines of Central & State Government and other regulatory authorities/bodies issued from time to time.	For necessary decisions from the Board based on the guidelines from time to time in respect of financial norms, interest rates, One time settlement policy, restructuring, rehabilitation guidelines, etc.	-	-



## MANUAL 6

{Section 4(1) (b) (vi)}

**The Corporation holds under its control the following original documents:**

<b>Sr. No.</b>	<b>Nature of record</b>	<b>Details of information available</b>	<b>Unit/Section where available</b>	<b>Retention period where available</b>
1	Original security documents	A register indicating serially the list of original documents held by the EDC as security.	Legal Department	-
2	Title documents of the borrower	A register indicating the details of security documents of each borrower Company/unit.	Legal Department	-
3	i) Share certificates given as co-lateral security ii) Share Certificate of EDC Ltd.	A register is maintained giving details of share certificates.	i) Resources Department  ii) Secretarial Dept.	-
4	Fixed deposit receipts	A register is maintained giving details of fixed deposit receipts.	Resources Department	-
5	Title documents in respect of HBA Loans of staff	Individual files of the employee	Personnel Department	-
6	Original bills/receipts of movables securities	In disbursement file	Loans Department	-
7	Original Bank guarantee from contractors.	Kept in a file in the Dept.	Engineering Department	-
8	Minutes Book of Board Meeting & AGM	Decision taken	Secretarial Department	-
9	Share Certificates of subsidiaries / joint sector/ assisted companies.	A register is maintained giving the details.	Resources Department	-

## MANUAL 7

{Section 4(1) (b) (vii)}

**Details of the consultative committee and other bodies with which consultations are held:**

<b>Sr. No.</b>	<b>Name and address of the consultative Committee /bodies</b>	<b>Constitution of the committee/body</b>	<b>Role and responsibility</b>	<b>Frequency of meetings</b>
A	DPC, EDC House	a) Chairman, EDC b) MD, EDC c) Any Director of EDC Board nominated by the Chairman.	Examine and decide departmental promotions.	As and when required
B	DSC for Class A and Class B employees	a) Chairman, EDC b) Vice Chairman, EDC c) MD, EDC d) Jt.MD, EDC	Selection of Direct Recruitment	As and when required
	DSC for Class C and Class D employees	a) MD, EDC b) Jt.MD, EDC c) General Manager (Personnel), EDC d) Any other General Manager nominated by MD.	- do -	As and when required
C	PCC, EDC House	a) MD, EDC, Jt. MD b) CGMs/GMs (as nominated by MD) c) GM (Loans) d) DGM (Legal)	Preliminary clearance of Projects	As and when required
D	Auction Committee, EDC House	a) Chairman, EDC b) MD, EDC c) Director, EDC Board	To consider offers for sale of the units	As and when required
E	Audit Committee	a) Vice Chairman, EDC b) Directors, EDC Board c) Internal Auditor	Review the overall functioning of the Corporation from time to time.	Periodically
F	Task Force Committee (CMRY)	a) Vice Chairman, EDC b) G.M. (DITC) c) Jt. Secretary (Finance) d) Director, EDC Board e) Government Nominee	Scrutinize applications received for sanction of CMRY loan	As and when required

G	Valuation Committee	a) Vice Chairman, EDC b) MD, EDC c) CGM (Engg), CGM(R) d) Registered Valuer	Ascertain and accept the valuation report given by the Valuer (Internal/ External)	As and when required
H	Appraisal Committee	a) GM (CMRY) b) Jt. Secretary (Finance) c) Govt. Nominee	Appraise the application received for sanction of loans under CMRY Scheme	As and when required
I	Sexual Harassment/ Preventive Committee against women	a) P. Dhond b) Mrs. V. Anil c) Ms. A.V. Deshpande	To accept and decide the complaints given by women employees	As and when required
J	Sub – Committee of EDC Board	a) Chairman, EDC b) Vice-Chairman, EDC c) Nominee Director, IDBI d) MD, EDC  a) Chairman, EDC b) Vice-Chairman, EDC c) Nominee Director, IDBI d) Joint Secretary, Finance. e) MD, EDC	Approve and sanction term loan upto Rs.1.cr.  Approve and sanction term loan upto Rs.3.cr.	As and when required.  As and when required.
K	Executive committee for OTS cases below Rs.10.00 Lakhs	a) Managing Director b) CGMs	Approve and sanction OTS cases below Rs.10.00 Lakhs	As and when required when OTS Scheme is in operation.
L	Screening committee for granting Preliminary approval. (except vehicle cases)	a) CGM (Engg) b) GM(Fin) c) DGM(Law) d) GM(MFD)	Preliminary approval of special scheme loans (except vehicles) above Rs.5.00 lakhs upto Rs.25.00 Lakhs.	As and when required

## MANUAL 8

{Section 4(1) (b) (viii)}

A statement of boards, council, committees and other bodies constituted:

<i>Sr. No.</i>	<i>Name &amp; address of the body</i>	<i>Main functio ns of the body</i>	<i>Cons tituti on of the body</i>	<i>Date of constit ution</i>	<i>Date up to which valid</i>	<i>Whether meetings open for public</i>	<i>Whether minutes accessible for public</i>	<i>Freq uency of meeti ngs</i>	<i>Rem arks</i>
<b>Not Applicable</b>									

# **MANUAL 9**

{Section 4(1) (b) (ix)}

Directory of officers & employees

[Refer Link Document](#)

## **MANUAL 10**

{Section 4(1) (b) (x)}

The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in regulations: [Refer Link Document](#)

# MANUAL 11

{Section 4(1) (b) (xi)}

The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement made)

## Non-Plan Budget

<i>Major Head</i>	<i>Activities to be performed</i>	<i>Sanctioned Budget</i>	<i>Budget Estimate</i>	<i>Revised Estimate</i>	<i>Expenditure for the last year</i>
<b>Not applicable</b>					

## Plan Budget

<i>Name of the Plan scheme</i>	<i>Activities to be undertaken</i>	<i>Date of commencement</i>	<i>Expected date of completion</i>	<i>Amount sanctioned</i>	<i>Amount disbursed/ spent</i>
<b>Not applicable</b>					

## MANUAL 12

{Section 4(1) (b) (xii)}

### List of institutions given subsidy:

<i>Sr. No.</i>	<i>Name &amp; address of the institution</i>	<i>Purpose for which subsidy provided</i>	<i>No. of beneficiaries</i>	<i>Amount of subsidy</i>	<i>Previous years utilization progress</i>	<i>Previous years achievements</i>
NIL						

### List of individuals given subsidy:

<i>Sr. No.</i>	<i>Name &amp; address of the beneficiary</i>	<i>Purpose for which subsidy provided</i>	<i>Amount of subsidy</i>	<i>Scheme and Criterion for selection</i>	<i>No. of time subsidy given in past with purpose</i>
<a href="#">Refer Link Document</a>					



## MANUAL 13

{Section 4(1) (b) (xiii)}

<i>Sr. No.</i>	<i>Name &amp; address of the beneficiary</i>	<i>Nature of concession/ permit/ authorization provided</i>	<i>Purpose for which granted</i>	<i>Scheme and Criteria for selection</i>	<i>No. of similar concession given in past with purpose</i>
<a href="#">Refer Link Document</a>					

## MANUAL 14

{Section 4(1) (b) (xiv)}

### Information available in an electronic form:

<b>Sr. No.</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available or is being used as back end database.</b>
1	Borrower/Applicant details & information	Information about all accounts	N. A.	Yes
2	Disbursement of loan to the borrowers	Information about all accounts	N. A.	Yes
3	Datewise details of repayment schedule of all the loan accounts	Information about all accounts	N. A.	Yes
4	Datewise details of all payments, receipts and other transactions.	Information about all accounts	N. A.	Yes
5	Accountwise and datewise ledger of all the borrowers	Information about all accounts	N. A.	Yes

# MANUAL 15

{Section 4(1) (b) (xv)}

## Facilities available for obtaining information:

<i>S.No.</i>	<i>Facility available</i>	<i>Nature of information</i>	<i>Working Hours</i>
<i>Information Counter</i>	Front office on the Ground Floor.	All information pertaining to the office.	9.30a.m. to 1.15p.m. 2.00p.m.to 5.45p.m.
<i>Web Site</i>	Available	Giving details of Departments/RTI Cell etc.	-
<i>Notice Board</i>	Available	Sitting arrangements department wise	9.30a.m. to 1.15p.m. 2.00p.m.to 5.45p.m.

**MANUAL 16**  
**{ Section 4(1) (b) (xvi)}**

**Name and designation and other particulars of Public Information Officers:**

**A. Public Information Officers:**

<b>Sr. No.</b>	<b>Designation of the officer designated as PIO</b>	<b>Postal Address</b>	<b>Tel. No.</b>	<b>E-mail address</b>	<b>Demarcation of area/ activities if more than one PIO is there.</b>
1	Shri B. S. Borkar, Deputy General Manager (Computer Cell)	EDC House, Panaji – Goa.	2224510 to 2224517	bsborkar@edc- goa.com	N.A.

**B. Assistant Public Information Officers:**

<b>Sr. No.</b>	<b>Designation of the officer designated as APIO</b>	<b>Postal Address</b>	<b>Tel. No.</b>	<b>E-mail address</b>	<b>Demarcation of area/ activities if more than one APIO is there.</b>
1	Shri Govind A. Narvekar, Deputy Manager	EDC House, Panaji – Goa.	2224510 to 2224517	gnarvekar@edc- goa.com	N.A.

**C. First Appellate Authority with in the Department:**

<b>Sr. No.</b>	<b>Designation of the officer designated as FAA</b>	<b>Postal Address</b>	<b>Tel. No.</b>	<b>E-mail address</b>	<b>Demarcation of area/ activities if more than one FAA is there.</b>
1	Managing Director	EDC House, Panaji – Goa.	2425464	svvernekar@edc- goa.com	N.A.

# MANUAL 17

{Section 4(1) (b) (xvii)}

***Other informations:***

1. [EDC Citizens Charter.](#)
2. [Status of application for Credit Linked Capital Subsidy Scheme \(CLCSS\).](#)