GUJARAT STATE FERTILIZERS & CHEMICALS LIMITED

DEMARcation OF FUNCTIONS
PREFACE

GICFC is a robust, well diversified Company in the fertilizer and chemicals space. Established by Government of Gujarat almost six decades ago in the joint sector, the Company’s products, under its SARDAR brand, have established a niche.

With expanding business, it is necessary to streamline the administration and effect suitable reforms from time to time.

A small reform has been attempted with the present exercise.

A need was felt to clearly demarcate all the functions of the Company into specific verticals. While the departments are carrying out their tasks even now, there were occasions when the assignment of responsibility in respect of a particular function was interpreted differently.

The functions, subjects, tasks to be handled by each department/office of the Company are now being documented and demarcated amongst Departments, and within each department under Divisions and Sections. No significant re-allocation of subjects or work has been done in this exercise. The purpose is to infuse greater clarity in the Company’s administration.

The office order demarcating the functions, and updates made thereafter, are compiled in this booklet. A list of committees formed w.r.t. corporate business, which are functioning as on date, is also given for ready reference.

I am confident this exercise would be found useful.

Avinash Agarwal
Chairman & Managing Director

2nd June 2020
DEMARCATION OF FUNCTIONS

Issued vide Office Order No. CMD/0002/15 dated 31 May 2020, and amended vide Office Orders No. CMD/0002/16 dated 22 May 2020, CMD/0002/17 dated 27 May 2020 and No. HRM/0002/08 dated 30 May 2020

The functions of the Corporate Office of the Company shall be demarcated amongst Departments. A Department would be further divided into Divisions. If a Division has multiple work areas, it shall be further divided into Sections. The subjects to be handled by a Department/Division/Section are specified against each.

The Corporate Office shall have the following Departments:

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FINANCE DEPARTMENT

The Finance Department shall be divided into the following Divisions:

1. Direct & Indirect Taxes
2. Costing & FICC
3. Budget
4. Audit
5. Project Finance
6. Banking & Treasury
7. Central Accounts
8. Sales Accounts
9. Bills
10. Cash & Establishment

The Subjects under each Division shall be as follows:

1. Direct & Indirect Taxes Division
   a) GST
   b) VAT
   c) Custom Duty
   d) Income Tax
   e) Tax Audit
   f) Handling litigation in tax matters
   g) Assessment of Direct & Indirect Tax
2. Costing & FICC Division
   a) Costing of all Fertilizers and Industrial Products
   b) Providing Costing data and other financial data to FICC and DoF
   c) Getting Cost Audit done
   d) Providing data required for Anti-Dumping Duty or Safeguard Duty
   e) Generating reports for various MIS purposes

3. Budget Division
   a) Preparing Annual Budget of the Company
   b) Giving Financial Concurrency to proposals under the Budget
   c) Review of utilization of budget provisions

4. Audit Division
   a) Statutory Audit
   b) Internal Audit
   c) Review of Internal Financial Control

The Audit Division shall be divided into the following 2 Sections:
   i. 'Audit & IFC' Section
   ii. 'Financial Discipline' Section (FINDIS in short)

The Subjects under each Section shall be as follows:
   i. Audits & IFC Section
      The Audits & IFC Section shall carry out the existing functions of Audit Division, i.e. handling work relating to Statutory Audit, Internal Audit, and Review of Internal Financial Control (IFC). This Section shall report to ED (Finance).

ii. Financial Discipline (FINDIS) Section
   The FINDIS Section has been created vide Office Order No. CMD/2020/11 dated 07/09/2020. The subjects under FINDIS Section shall be as below –
   a) Inspect, inquire into, and examine the financial activities of the Company’s offices, to bring about greater financial discipline
   b) Suggest measures to effect savings
   c) Examine, inspect or inquire into instances of alleged financial irregularities, wastage of resources and financial indiscipline
   d) Carry out Systems Audit of specific offices of the Company, to examine whether the systems, SOPs and protocols (i) are in place or not and (b) are being followed or not.
   e) Examine the terms and conditions of all MOUs, Agreements and similar documents executed by the Company with suppliers, prospective suppliers, customers, service providers, AEC; AMC, etc., to see whether they are fair and transparent and whether they safeguard the Company’s interests from a financial angle.
   f) Advise Materials Management Department on preparing a Tender & Purchase Manual, which shall include SOP for making purchases (from domestic market or imports), issuing tenders, making enquiry, inviting offers, issuing LEC; executing MOUs or Agreements or SPA, holding negotiations, preparing panel of suppliers, and all other relevant matters.
   g) Advise Materials Management Department on preparing standard documents for activities listed in paragraph (f) above, with proper terms, conditions and wording.

The FINDIS Section shall report directly to Managing Director.

5. Project Finance Division
   a) Evaluate viability of proposals for new projects
   b) Arrange Term Loans for projects
   c) Monitor the progress of ongoing projects from financial angle
   d) Make payment to project vendors
   e) Repayment of Term Loans
f) Taking Marine-cum-All Risks Insurance Policy for projects

6. Banking & Treasury Division
   a) Raise funds/loans for Working Capital
   b) Forex Management
   c) Insurance, except for cases covered in paragraph 5(f) above
   d) Make all payments after their approval by the competent authority
   e) Liaison with Consortium of Banks
   f) Providing information to all the banks regularly

7. Central Accounts Division
   a) Prepare the Company’s Accounts as per IND AS
   b) Consolidation of accounts of Subsidiaries and Associate Companies
   c) Get the accounts audited, in coordination with Audit Division

8. Sales Accounts Division
   a) All accounting activity relating to Receivables (keep accounts of Debtors, Ageding Analysis of Receivables, Issue Debit/Credit Notes)
   b) Pass Transports’ bills
   c) Accounting of all expenses of field offices of Fertilizers and IP
   d) Raise Subsidy bills/claims to DoF. Coordinate with NIC, as required
   e) Keep accounts of Trading activities in Fertilizers and IP
   f) Annual Reconciliation of accounts of major Customers

9. Bills Division
   a) All accounting activity relating to Payables (keep accounts of Creditors, Issue Debit/Credit Notes)
   b) Approve Bills relating to Purchases (not Projects)
   c) Giving approval for advance payments, where required
   d) Annual Reconciliation of accounts of major Suppliers

10. Cash & Establishment Division
    a) Calculation and Payment of Salary, including all deductions and TDS
    b) Approval of Medical Reimbursement claims
    c) Payment of Bonus
    d) Verification and Payment of Gratuity, Pension, Provident Fund
    e) Coordinate with LIC for Gratuity, Pension Fund and Group Insurance
    f) Loans to employees & Recovery
    g) Approval of TA/TA bills
    h) Profession Tax
    i) Legal compliances relating to salary and other payments to employees
    j) Small cash payments
OPERATIONS – I DEPARTMENT

The Operations – I Department shall be divided into the following Divisions:

1. Production at OP-I Group of Plants Division
   a) Ammonia – III, IV
   b) Urea – I, II
   c) Ammonium Phosphate Sulfate (APS)
   d) Sulphuric Acid (SA) – III, IV
   e) Phosphoric Acid (PA)
   f) Water Soluble Fertilizer (WSF)
   g) Water Dispersible Granules 5-80 (WDG80)
   h) Melamine – I, II, III
   i) Methanol
   j) Urea Phosphate
   k) Fertilizer Bagging
   l) Ammonia Storage (AST)

2. Maintenance of OP-I Group of Plants
   a) Mechanical
   b) Electrical
   c) Instrumentation
   d) Civil

OPERATIONS – II DEPARTMENT

The Operations – II Department shall be divided into the following Divisions:

1. Production at OP-II Group of Plants Division
2. Maintenance of OP-II Group of Plants Division
3. Maintenance of Assets other than OP-I & OP-II Plants Division

The Subjects under each Division shall be as follows:

1. Production at OP-II Group of Plants
   a) Ammonium Sulfate (AS) – I, II, III
   b) Caprolactam – I, II
   c) Nylon-6 – I, II
   d) MPK-Urea
   e) F 14
   f) Hx Crystal
   g) Ammonol – I, II
   h) Hex Amino Sulphate (HAS)

2. Maintenance of OP-II Group of Plants
   a) Mechanical (including Workshop)
   b) Electrical
   c) Instrumentation
   d) Civil

3. Maintenance of Assets other than OP-I & OP-II Plants
   This activity covers Mechanical, Electrical and Civil Maintenance of all assets of the Company other than Plants; such as other assets in Battery Area, Township, Parthappura Intake Well, all Guest Houses, etc.
Inspection and Monitoring Bureau
An Inspection & Monitoring Bureau (IDMB) has been established vide Office Order No. HRM/OO/201/2020 dated 03/02/2020. This Bureau shall be a Subject under Operations-II Department.

Integrated Management Services (IMS)
Management Review Committee (MRC) and Steering Committee have been constituted for ISO 9001, ISO 14001, ISO 50001, OHSAS 18001 and Responsible Care Management System (RCMS) vide Office Order No. QES(IMS)/MRC/2007 dated 23 May 2017 and have been reconstituted vide Order No. IMS/MRC/2017/1 dated 13/09/2017. This function is collectively known as Integrated Management Services (IMS). The IMS shall be a Subject under Operations-II department.

AGRI BUSINESS DEPARTMENT
The Agri Business Department shall be divided into the following Divisions:
1. Marketing Fertilizers Division
2. Logistics (Supply Chain) Division
3. Corporate Communications Division
4. Liaison Office – Delhi
Marketing Fertilizers Division will have Field Offices under it, which will comprise of Zones, Regions, Areas, and Warehouses.

The Subjects under each Division shall be as follows:

2. Marketing Fertilizers Division
   a) Management of field offices for marketing and supply of fertilizers
   b) Track POS sales and monitor Release Order (RO) Module
   c) Approve proposals for appointing Handling & Transport (H & T) Contractors and hiring godowns
   d) Appointment of Dealers
   e) Compile data of Daily Sales, Daily Sales Collection and Overdues
   f) Obtain approval of state-wise pricing of fertilizers
   g) Participate in tenders of MARKFEDs, other agencies in India, and of Government of Nepal
   h) Send to DoF for approval the monthly Movement Plan of all fertilizer products. Coordinate with Director (Movement) in DoF for this
      i) Prepare the Sales Plan product-wise, and monitor performance
   j) Coordinate with Operations-I & II departments for production of different types and grades of fertilizers as per requirement, and with MM department for imports
   (An Implementation Committee has been constituted vide Office Order No. HRM/40/2003 dated 16/03/2010 for this)
   k) Keep track of sales, payments received, overdues, etc.
   l) Coordinate with CATS for sales from Company’s Depots and for business growth
2. Logistics Division (Supply Chain Management)
   Logistics Division is responsible for handling dispatches of fertilizers and industrial products to the domestic markets and exports.
   
The subjects under Logistics Division shall be as follows:
   a) Rake Planning and preparing Road Dispatch Plan, from plant and port, in line with the Freight Subsidy Policy of DoF
   b) Liaison with Railways and CFTM (Chief Freight Traffic Manager, Mumbai)
   c) Appoint Bagging & Loading (B&L) Contractors
   d) Appoint transporters for road movement, from plant and port
   e) Appoint Clearing & Handling Agents (CHA) at ports
   f) Modernization of loading and unloading methods and infrastructure at yards and truck points
   g) Coordinate with MM department for supply of bags
   h) Warehouse management of industrial products within battery limit
   i) Arrange for transport contracts and operations for inter-unit transfer of raw materials

3. Corporate Communications Division
   The functions of Corporate Communication Division are divided into:
   (i) Indoor Activities Section; and
   (ii) Outdoor Activities Section
   
The subjects under Indoor Activities Section shall be as follows:
   a) Doing Creative Work for all departments of the Company and GATL, such as designing publicity & promotional material, content writing
   b) Management of Social Media
   c) eMagazine of the Company
   d) Design and Content of the Company’s website
   e) Designing, printing and distribution of corporate calendar, diaries etc.
   f) Internal circulation of important news items

   The subjects under Outdoor Activities Section shall be as follows:
   a) Publish advertisements, notices
   b) Display of boards, banners, boardings
   c) Participate in exhibitions, trade fairs, events
   d) Liaison with Press and electronic media
   e) Manage in-house events, such as AGM of the Company, functions on Independence Day, Republic Day, and Company Foundation Day etc.
   f) Photography and videography related work
   g) Management of corporate gifts, mementos

4. Liaison Office - Delhi
   a) Receive subsidy bills from Head Office, verify and submit to DoF
   b) Follow-up with DoF on policy matters and get subsidy bills processed on time
   c) Follow-up with NIC on Direct Benefit Transfer, online entries etc.
   d) Submit Monthly Supply Plan to DoF and get it approved
   e) Follow-up with Director (Movement), MMTC, RCF for matters related to import of Urea and other fertilizers
   f) Attend meetings in DoF, FSCC, FAI
   g) Organize meetings/appointments of CMD and other senior officers in different departments and offices of GoI
MARKETING - INDUSTRIAL PRODUCTS DEPARTMENT

The Marketing-Industrial Products Department shall be divided into the following Divisions:

1. Marketing-IP Division
2. Application Development Centre (ADC)

The Subjects under each Division shall be as below:

1. Marketing-IP Division

The Marketing-IP Division is responsible for marketing of industrial products (other than fertilizers) in domestic market and exports. Currently, these products are:

- Caprolactam
- Nylon-6
- Melamine
- MEF-Crime
- Ammonia
- Cyclohexane
- Cyclohexanone (Ancone)
- Hx Crystal
- Sulfuric Acid
- Oleum
- Nitric Acid
- Argon Gas (in liquid form)
- CO₂
- Technical Grade Urea (TGU)

With the commissioning of Methanol plant in July 2020, Methanol will also be added to the above list of products.

In the past, Marketing-IP was also doing trading activity (importing and selling in the domestic market) of certain industrial products, such as Ammonia, Caprolactam, Melamine, Ancone and Methanol. However, for the last one year, trading activity is being done primarily in Ammonia only. The import of Ammonia is routed through MM department. In case Marketing - IP Division does trading of more products in future, their purchase (import or buying from domestic market) will be routed through MM department.

The department makes proposals to GoI for initiation of Anti-Dumping Duty (ADD) Safeguard Duty and Sunset Review of ADDs, represents on Non-Tariff Barriers, and appoints consultants for the same. It also handles REACH Registration and BIS Certification.

The Marketing - IP Division does not have functional compartments. The marketing function is performed in a manner that all the products to be marketed are allocated amongst Product Groups. A Product Group comprises of 1 zone Product Manager, who is supported by officers/staff. A Product Group coordinates with the concerned departments, such as Operations, Logistics, Finance, Legal, as also with field offices and customers, for the products allotted to it.

A committee has been constituted vide Office Order No. HRM/165/2020 dated 29/06/2020 for "Declaring Production and Pricing of Industrial Products". The Marketing-IP Division has to coordinate with this committee for timely decision on the aforesaid matters.

The Marketing-IP Division has Field Offices under it, currently at Ahmedabad, Delhi, Mumbai, Chennai, Hyderabad and Bangalore.

The Liaison Office in Mumbai shall be under the Marketing-IP Division. This office also takes care of the Company's guest house in Mumbai.

2. ADC Division (ADC)

ADC is the technical support arm of Marketing-Industrial Products department, primarily for Nylon-6. The main functions of ADC are:

a) Thermo-mechanical testing of Nylon-6 manufactured at Baroda Unit
b) Attend to technical aspects of customer complaints regarding Nylon-6
c) Development of new grades of Nylon-6
d) If the Nylon-6 plant wants to upgrade the ingredients or process of manufacture, or experiment with new additives, then the related study/testing etc. is done by ADC
e) Market Development activities, such as techno-commercial presentation to OEMs or large customers for promotion of Nylon-6, participate in industrial exhibitions, conduct workshops at ADC etc.
MARKET RESEARCH DEPARTMENT

A Market Research Cell has been established vide Office Order No. HRM/2020/541(1) dated 17/04/2020. This Cell is now being converted into a department.
The Market Research department shall carry out market research and related activities, based on extensive data analysis and MIS, mainly of –

a) Fertilizer products, to support Marketing-Fertilizer Division
b) Industrial Products, to support Marketing-IP Division
c) Products marketed by GATIL
d) Maintenance Yield, to support Operations departments
e) Tracking prices of products, to support MM department

The department shall also explore new products for manufacture or trading, and shall provide inputs to R&D, Marketing-IP and Marketing-Fertilizers for the same.

Central Library
The library inside the battery limit, popularly known as Central Library, shall be a Subject under the Market Research Department.

MATERIALS MANAGEMENT DEPARTMENT

The Materials Management Department (MMD) shall have the following Divisions:
1. Raw Material & Trading Goods Division
2. Stores, Spares, Chemicals & Packing Material Division

1. The Raw Material & Trading Goods Division shall be divided into the following 2 Sections:
   i. Indigenous Purchases Section
   ii. Imports Section

   The Subjects under each Section shall be as follows:
   i. Indigenous Purchases Section
      a) Purchase of raw material from within the country for plant operation (e.g., benzene, crystallized or molten sulfur, rock phosphate, MEK)
      b) Purchase of finished goods from within the country or import, for trading purpose (e.g., boronated calcium nitrate, bentonite sulfur, magnesium sulfate, zinc sulfide, calcium nitrate)
      c) Weightbridge operations
   ii. Imports Section
      a) Import of phosphoric acid, ammonia and MoP at Sikka Shore Terminal
      b) Import of rock phosphate for Baroda Unit (BUC)
      c) Indigenous purchase of MoP from Indian Potash Limited (IPL)
      d) Indigenous purchase of sulfuric acid
      e) Import of P&K bulk fertilizers for trading purpose
      f) Import of bags for Melamine-3 plant, and Spares for all plants
      g) Import or domestic sourcing of Nylon-6 chips and chopped glass
2. The Stores, Spares, Chemicals & Packing Material Division shall be divided into the following 3 Sections:
   i. Packing & Chemicals Section
   ii. Stores Section
   iii. Spares Section

   The Subjects under each Section shall be as follows:

   i. Packing & Chemicals Section
      Purchase of the following items:
      a) Different types of bags and drums for packaging finished products
      b) Chemicals such as formic acid, nitric acid, sodium acetate (for capro plants)
      c) Neem Oil for coating Urea
      d) Fine & bulk chemicals, catalysts and resins for plant operations and water treatment
      e) Oils and lubricants for all plants
      f) Diesel for DG sets and mobile vehicles such as crane, fire tenders etc.
      g) Chemicals for various laboratories under R&D and QC Divisions
      h) Miscellaneous items and housekeeping items

   ii. Stores Section
      a) All the work of General Stores (which stocks 1.1 lakh codified items)
      b) 'Material Control Unit' (MCU) within the Stores Section generates Purchase Requisition (PR) for procurement of ABC class of items
      c) For N (Non-Regular) and S (Spares) items, user department places PR with MCU, which is checked & sent to Spares Section for procurement
      d) Inspection of ABC class items (N & S class materials are inspected by the user departments)
      e) Codification of materials (done by MCU)

   f) Identify non-moving items and obtain confirmation from user departments regarding their usability or otherwise
   g) Manage the Scrap Yard – receipt, storage and disposal of Scrap

   iii. Spares Section
      a) Procurement of Spares for all technical departments (90,000 items)
      b) Purchase of ABC class items (other than packing materials and chemicals) for the Stores
      c) Purchase of N (Non-Regular) and S (Spares) items requisitioned by user departments

Foreign Projects

Vide Office Order No. HRM/OO/2020/550 dated 18 April 2020, the erstwhile Foreign Projects Cell has been merged with the Materials Management Department. The existing two foreign projects of the Company, viz. TIFERT in Tunisia (a functional project) and Karnalyte in Canada (non-functional), shall be subjects under the Materials Management Department.
PROJECTS DEPARTMENT

The Projects Department shall have the following Divisions:

1. Project Development Division
2. Project Execution Division
3. Engineering Services Division (Design, Construction, Inspection)

The Subjects under each Division shall be as follows:

1. Project Development Division
   a) Conceive a new project, prepare OPR, engage consultants, issue tender, select the vendor/licensor/EPC contractor
   b) Review the Basic Engineering Packages submitted by licensor
   c) Conduct HAZOP Study
   d) Prepare contracts and/or agreements with licensor/EPC contractor

2. Project Execution Division
   a) Review the detailed engineering in consultation with Design Division
   b) Plan with EPC contractor the execution of new plant
   c) Handle the erection of plant & machinery, including piping, electrical, instrumentation and safety items
   d) Pre-commissioning of the plant
   e) Commissioning of the plant
   f) Guarantee Test Run (GTR) of the plant
   g) Handing over the plant, with documents, to the Operations Department

3. Engineering Services Division (Design, Construction, Inspection)
   The Engineering Services Division shall have 3 Sections, as follows:
   a) Design
   b) Construction
   c) Inspection

The Subjects under each Section shall be as follows:

a) Design Section
   i. Heating of technical schemes of the plant regarding energy conservation, safety, productivity and quality
   ii. Cost estimation of the Scheme
   iii. Procure critical items for the Scheme through MM department
   iv. Refurbish old, vintage plants
   v. Carry out small HAZOP studies
   vi. Review documents provided by Projects Execution Group for detailed engineering
   vii. Support plants for their engineering problems and solutions

b) Construction Section
   i. Execution of Plant Schemes
   ii. Check modification/construction activities carried out in plant
   iii. Hand over the completed Scheme to Operations Department

c) Inspection Section
   i. Non-destructive testing of machinery, equipment, pipelines
   ii. Inspection of bags and certain material items
   iii. Planning of Vibration Analysis, Thickness Measurement, and other Unbalanced Machinery
   iv. Suggest suitable Material of Construction (MoC) with Root Cause Analysis of Failures
   v. Outsource Special Services for plants for Reliability Checks
UTILITIES & ENVIRONMENT CONTROL DEPARTMENT (U&EC)

The Utilities & Environment Control Department (U&EC) shall be divided into the following Divisions:

1. Energy Division (Energy Management Cell)
2. Utilities Division
3. Environment Control Division

The Subjects under each Division shall be as follows:

1. Energy Division (Energy Management Cell)
   a) Sourcing of natural gas
   b) Contract management and cost optimization of natural gas
   c) Sourcing of electrical power from renewable and non-renewable sources (from GIPCL, GUVNL and Company’s own non-renewable energy assets)
   d) Explore optimum mix of electricity sources, including power trading
   e) Coordinate with Operations departments for optimum utilization of energy
   f) Operation & Maintenance of renewable energy plants

2. Utilities Division
   Operation of:
   a) DM Water plant
   b) Inert Gas plant
   c) 3 Steam Boilers and CoGen-III plant
   d) Pathampura Intake Well

3. Environment Control Division
   a) O&M of Effluent Treatment Plant
   b) O&M of Sewage Treatment Plant of township
   c) Disposal of treated effluent in VELL pipeline
   d) Dealing with VELL
   e) Dealing with offices of Central & State Government

RESEARCH & DEVELOPMENT DEPARTMENT (R&D)

The Research & Development Department shall be divided into the following Divisions:

1. R&D Division
2. Quality Control Division (QC)
3. AD & AS Division (Agro-Development & Agro-Services)

1. R&D Division
   The R&D Division shall be divided into the following 2 Sections:
   i. Research
   ii. Services

   The Subjects under each Section shall be as follows:

   i. Research Section
   Research is done in 4 laboratories:
   • Fertilizer Research Lab
   • Industrial Products Research Lab
   • Biotechnology Research Lab
   • Analytical Development Lab

   ii. Services Section
   a) Corrosion & Metallurgy - performs plant support activities such as:
      • Failure Investigation
      • Root Cause Analysis
      • Selection of Material of Construction (MoC)
      • In-situ Metallography
2. Quality Control Division (QC)
   The QC Division shall be divided into the following 2 Sections:
   i. Plant Control Laboratories Section
   ii. Quality Control & Quality Assurance (QC&QA) Section

   The Subjects under each Section shall be as below:
   i. Plant Control Laboratories Section
      This Section has 15 laboratories under it. The main activity is to do sample testing of in-process manufacture, at regular intervals.

   ii. QC & QA Section
      a) Quality Control – sample testing of all incoming raw material
      b) Quality Assurance – testing of all finished products and assuring their specifications by putting their results online through SAP
      (Both the above activities are done in Central Laboratory)
      c) Handling of complaints relating to quality, and handling cases made out by regulatory authorities throughout the country under Fertilizer Control Order, 1985 (FCO)

   d) Sample testing of effluents before discharge into VECL pipeline
   e) Air Emission Analysis and Stack Monitoring of gaseous pollutants

3. AD & AS Division
   The Subjects under AD & AS Division have been defined vide Office Order No. HRM/OC-220/2020 dated 06/02/2020. These are:
   a) Soil Testing Lab (Static and Mobile)
   b) Research Farm (R&D Farm)
   c) Nursery
   d) Liquid Bio-Fertilizer (LBF)
   e) Krishi Jeevan Magazine
   f) AgriNet Call Centre

Corporate Strategy Group (CSG)
A Corporate Strategy Group has been formed vide Office Order No. HRM/2020/716 dated 11/05/2020. This function shall be a Subject under Research & Development department, as the head of this department is the Convenor of CSG.
HUMAN RESOURCE & SERVICES DEPARTMENT

The Human Resource & Services Department shall have the following Divisions:
1. Human Resource Management Division
2. General Services Division
3. Vigilance Division
4. Fertilizer Nagar Council (FNC)
5. Medical Services Division
6. Landscaping
7. Liaison Office – Ahmedabad

The Subjects handled by each Division shall be as follows:

1. Human Resource Management Division
   The Human Resource Management Division shall have the following Sections:
   i. Recruitment Section
   ii. Manpower Management Section
   iii. Conduct & Discipline Section
   iv. Learning & Development Section
   v. CSR Section

   The subjects under each Section shall be as follows:
   i. Recruitment Section
      a) Manpower Planning
      b) Recruitment & Selection
      c) Induction

   ii. Manpower Management Section
      a) Wages & Salary Administration (compensation and benefits)
      b) People Processes – Transfers, Promotions, Retirement, Performance Management System (PMS)
      c) Human Resource Inventory Services (HIRS) – maintain service records, check dependency status, update civic status of employees
      d) Welfare of retired employees
      e) Pay revision of officers

   iii. Conduct & Discipline Section
      Handle conduct and disciplinary matters – show-cause notice, charge-sheet, inquiry, and related issues – of officers (grade 9C and above)

   iv. Learning & Development Section
      a) Training Need Analysis (TNA)
      b) Design and conduct in-house and out-house learning programs
      c) Engagement activities
      d) Development of internal and external trainer pool

   v. CSR Section
      Work relating to Corporate Social Responsibility as per Companies Act, 2013 and beyond

2. General Services Division
   a) Passenger Transport (company owned and hired vehicles)
   b) Industrial Canteena
   c) Office equipment, office furniture, stationery
   d) Housekeeping of Battery Area
3. Vigilance Division
Handle complaints, conduct inspections and manage the vigilance related work of the Company

4. PNC Division
The State Government has declared Fertiliser Nagar as a Notified Area. GSFC appoints a Notified Area Officer who looks after the activities of the Notified Area, such as collect Notified Area Tax from GSFC, deposit taxes in government, keep books of the Notified Area, deal with GIDC which is the parent body for all Notified Areas in the state, etc.

The functions of PNC Division are as follows:
a) Allotment of quarters
b) Maintenance, repair, renovation and painting of quarters
c) Housekeeping of township – maintenance of internal roads, garbage collection, management of water supply, sewage, drainage and pumps
d) Repair & Maintenance of electrical connections and lighting in common areas (streets, gardens etc.)
e) Work related to Cultural Committee and its financial management
f) Booking and maintenance of auditorium
g) Management of complaints of residents of township, relating to problems or deficiency in services
h) Allotment and management of shops in Town Center

5. Medical Services Division
- Pre-employment health check, periodic health check-up and health check of contract employees
- Out-patient and in-patient care of employees and dependents
- Empowerment of hospitals providing out-patient services
- Revision of Rate List at regular intervals
- Conducting minor surgeries
- Reimbursement of medical bills
- Processing bills of retired employees
- Annual Rate Contracts (ARC) for various medical services
- Management of biomedical waste

6. Landscaping Division
The Landscaping Division is responsible for landscaping work in township and factory area. It takes care of –
a) All green belts
b) Parks & gardens, islands
c) Composting
d) Clearing of storm water drains
e) Trees & greeneries
f) Maintenance & development of Chalk Heap
g) Greenery at Pachchhampur Intake Well asset

7. Liaison Office - Ahmedabad
a) Coordinate with State Government offices for all GSFC Group Companies (GSFC, GGRC, GATL)
b) Provide logistics for all meetings held in Ahmedabad and Gandhinagar
c) Maintenance of Company’s guest house at Ahmedabad
d) Protocol duty for Company’s guests visiting Ahmedabad
e) Take care of assets of earlier liaison office (at Ashram Road)
Coordination Cell

A ‘Coordination Cell’ is established vide Office Order No. CMD/2020/06 dated 05/02/2020. It is placed under SVP (HRM) and shall now function under the Human Resource & Services Department.

The functions of Coordination Cell are broadly to collect compliances from concerned departments of the Company, relating to references received from PMO, CMO, Lok Sabha and Rajya Sabha Secretariat, Legislative Assembly Questions (LAQ), CM Dashboard, PG Portal and such high offices.

The Coordination Cell is a Single Point of Contact (SPOC) for the work stated in the aforesaid Office Order.

INDUSTRIAL RELATIONS DEPARTMENT

The Industrial Relations Department shall have the following Divisions:

1. IR Division
2. Security Division

1. IR Division

The IR Division shall have the following Sections:

a) Compliances Section
b) Union Matters Section
c) Contract Labour Management Section
d) Time Office Section
e) Disciplinary Matters Section
f) Legal Matters Section
g) Welfare Measures Section

The Subjects under each Section shall be as follows:

a) Compliances Section
   i. Ensure compliance of all labour laws, regulations etc.
   ii. File prescribed returns with the government authorities
   iii. Renewal of factory license of PU

b) Union Matters Section
   i. Handling day-to-day IR issues
   ii. Ensuring smooth Union>Management relations
   iii. Managing inter-Union issues and handling multi-Union scenarios
   iv. Holding negotiations for Long Term Wage Settlement, and other policy related matters
c) Contract Labour Management Section
   i. Verification of all documents of contract labour
   ii. Managing biometric attendance system for contract labour
   iii. Deployment of contract labour amongst departments/offices
   iv. Interaction with labour contractors
   v. Handling Union matters of contract labour

d) Time Office Section
   i. Attendance management of all employees
   ii. Handling of biometric and other attendance recording systems
   iii. Submission of data relating to attendance, hours of work etc. to concerned authorities of the Company
   iv. Managing the Employees Help Desk, for attendance & related issues

e) Disciplinary Matters Section
   i. Issue show-cause notice, charge sheet, order of suspension, and conduct 'Domestic Inquiry' against regular workmen (up to grade 3A)
   ii. Take disciplinary action on the above

f) Legal Matters Section
   (Legal matters arising out of labour laws)
   Handling and managing legal matters pertaining to workmen, including contract labour (of individual nature and Union related), at various forums such as Conciliation, and legal cases before Labour Court, Industrial Tribunal and High Court.

2. Security Division
   The Security Division handles the security related work of Baroda Unit and Fertilizercagar Township, and all other properties of the Company at SU, PU, and FU.

Contract Management Cell (CMC)
Vide Office Order No. HRM/741/2020 dated 16/05/2020, a Contract Management Cell has been established with the objective of (a) streamlining the process of awarding service contracts, (b) reducing the number of service contracts, (c) developing standard documents for service contracts, tenders and agreements, (d) having uniform rates for similar nature of job, (e) evolving a system for registration of vendors, (f) negotiating with vendors in a uniform manner, and related issues.

SVP (Legal) is Chairman of the CMC Committee. The Industrial Relations Department is in function as the Secretariat of CMC.
IT & ITES DEPARTMENT

The IT & ITES Department shall have 2 Divisions, as below:

1. Infrastructure & Operations Division (Hardware)
2. ITES Division (Software)

1. Infrastructure & Operations Division
   The Infrastructure & Operations Division shall have the following Sections:
   a) IT Network Services Section
   b) Data Center (DC) & Server Infrastructure Management Section
   c) Video Conference & Audio Conference Section
   d) IT Security Section
   e) IT Operations Services Section

   The Subjects handled by each Section are as follows:
   a) IT Network Services Section
      i. WAN
      ii. LAN
      iii. Internet Service
      iv. Specific Network Requirements
   b) Data Center (DC) & Server Infrastructure Management Section
      i. Building Management Section (BMS)
      ii. Centralized IT Operations
      iii. Server Management
      iv. Network Operations Center (NOC) and Email Services
      v. License Management

c) Video Conference & Audio Conference Section
   i. VC Services
   ii. Audio Video (AV) Solution

d) IT Security Section
   i. Gateway Level Security
   ii. Email Security
   iii. Individual User Level Security
   iv. Security Certificates, Digital Signatures, PDF Signer

e) IT Operations Services Section
   i. IT PMO (Facility Management Services)
   ii. Additional Services, as required
   iii. Management of IT Assets and Consumables

2. ITES (IT Enabled Services) Division
   The ITES Division shall have the following Sections:
   a) Business Applications Section
   b) Support Applications Section

   The Subjects handled by each Section are as follows:
   a) Business Applications Section
      The Core Business Processes of the Company are managed through this Section, through SAP.
      i. Materials Management (including e-tendering)
      ii. Finance, including Budget and Costing
      iii. Sales and Logistics (SCM)
iv. Plant Maintenance
v. Production Planning
vi. Quality Management
vii. Project Systems
viii. HR, including ESS and PMS
ix. IR – Time Management

The Company is planning to migrate from the current SAP platform to SAP HANA.

b) Support Applications Section
The Support Processes for Core Business Processes and Standalone Processes of the Company are managed through this Section, through technologies other than SAP.

i. Common Support Applications (not related to a specific department or business area)
ii. Finance Application
iii. Administration Application
iv. HR & IR Application
v. Operations & Maintenance Application
vi. Materials Management Application
vii. Sales & Distribution Application
viii. Knowledge Management

FIRE & SAFETY DEPARTMENT

The Fire & Safety department shall have 2 Divisions, as below –

1. Fire Division
2. Safety Division

The Subjects under each Division shall be as follows:

1. Fire Division
   a) Manage fire related safety of the plants and complex, at RU and other Units of the Company, namely SU, FU and PU, and at township
   b) Maintenance of all fire extinguishers and equipment, and preventive planning for prevention of fire incidences
   c) Statutory Compliances
   d) Emergency Services during monsoon and natural calamities
   e) Coming to the aid of nearby industries as per protocol

2. Safety Division
   a) Manage safe conditions of the plants
   b) Safety Training of employees and contractors
   c) Conducting mock drills and awareness campaigns for safety
   d) Manage safety appliances across the Company
   e) Prepare Standard Operating Procedures (SOP) for safety
   f) Conduct pre start-up activities of the plants
   g) Monitor safety incidents & accidents, and prepare reports
   h) Management of the route and movement of commercial vehicles to and fro, and within, the complex
   i) Distribution of safety appliances to employees
   j) Statutory Compliances
SECRETARIAL AND LEGAL DEPARTMENT

The Secretarial and Legal Department shall have 2 Divisions, as below:

1. Company Secretarial Division
2. Legal Division

The subjects under each Division shall be as follows:

1. Company Secretarial Division
   
   All the work under Companies Act, 2013; Listing Compliances under SEBI (LODR) Rules, 2015, and other applicable laws, rules and regulations

2. Legal Division
   
   a) Handle the litigations, including arbitration, against the Company or filed by the Company, related to civil, criminal and labour laws (except taxation matters, which are handled directly by Finance Department)
   
   b) Vetting of all commercial documents, such as MOUs, Agreements etc. before their execution by the concerned department/officer.
   
   c) Issuing or vetting, as the case may be, notices to Parties-in-Default preceding recourse to action in Court of Law or before appropriate forums. This will also include attending to and legally responding / replying to the notices received by the Company.
   
   d) Land Acquisition or procurement of land for the Company
   
   e) Protect the Company’s Trademarks and register Patents for new products

Additional Subjects not related to the above mentioned two Divisions, but handled by the Secretarial and Legal Department, are –

a) All matters related to CSFIC Education Society
b) All matters related to CSFIC Science Foundation

SIKKA UNIT (SU)

The functions of Sikk UNIT are as follows:

a) Production of Phosphatic Fertilizers (DAP, NPK, APS)
b) Operations & Maintenance of Sikka Shore Terminal
c) Handle issues relating to Chemical Storage Terminal at Sikka

SU is under the charge of a Vice President level officer, stationed at Sikka. At the Corporate level, SU is looked after by ED (Operations-II).

FIBRE UNIT (FU)

The Fibre Unit at Kosamba, district Surat has been closed permanently since 2018 due to viability issues. All its regular employees have been transferred to Baroda Unit. The main functions related to FU are:

a) Management of its assets
b) Planning of proper utilization of the assets, in coordination with Projects Department

ED (Operations-II) looks after the work related to FU. He also looks after the vacant land held by the Company in Dahod PCPIR, district Bhavnath.

POLYMER UNIT (PU)

Polymer Unit at Nandesari, district Vadodara has been closed permanently since February 2020 due to viability issues. All its regular employees have been transferred to Baroda Unit. The main functions related to PU are:

a) Management of its assets
b) Planning of proper utilization of the assets, in coordination with Projects Department

ED (Operations-I) looks after the work related to PU.
### Committees constituted for attending to corporate business

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Office Order No.</th>
<th>Date</th>
<th>Subject for which Committee is formed</th>
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<td>9</td>
<td>HRM/OC/671/2020</td>
<td>02/06/2020</td>
<td>Functions of IMS Cell</td>
<td>MD is Chairman of Management Review Committee, ED (VP-I) is Convener of Steering Committee.</td>
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<td>Industrial Relations Committee (IRC)</td>
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<td>VPHR/Committee/ 2018-19</td>
<td>22/03/2018</td>
<td>Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013</td>
<td>Ms. RA Shridharani - Presiding Officer</td>
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<td>12</td>
<td>VPHR/Committee/ 2018-19</td>
<td>22/03/2018</td>
<td>Reconstitution of 19th Works Committee</td>
<td>ED (VP-I)</td>
</tr>
</tbody>
</table>

### Notes

1. This list comprises of committees formed for handling the corporate business of the Company, viz. Production, Marketing, Planning, Industrial Relations etc. Committees formed for activities that are associate in nature, such as management of Fertilizer раз township, school, cultural affairs, housing, canteen, Provident Fund Trusts, Employees Consumer Cooperative Society and the like, are not listed here.

2. CMD chairs Business Review Meeting (BRM) every Monday to review the overall business operations of the Company. CS & SVP (Legal) coordinates this meeting.

3. CMD chairs meetings to review the business in Marketing-Fertilizers and Marketing-Industrial Products every Tuesday.