

Gujarat Livelihood Promotion Company



Right to Information Act, 2005

Gujarat Livelihood Promotion Company
Ltd.(A Gujarat Government Undertaking)

Block No.18, 3rd Floor, Udhayogbhavan, Sector-11, Gandhinagar-
382011 Phone no. (079)23 2-48512/13/14 Fax no. (079) 232-48515

E-Mail : md@glpc.co.in, Website : <http://glpc.co.in/>

**Right to Information act,
2005 Chapter-2 (Rules-1)
Detail, Works and Responsibilities of GLPC**

2.1	Object	GLPC works through strategic partnership between large industries and Sakhi Mandals / Self Help Groups / Producer Groups / Service Groups / Collectives of the poor, through decentralized Micro Enterprise Ventures. The promoting companies / entrepreneurs redesign the process where intensive tasks as job-works are undertaken by Self Help Groups in their respective homes or villages as self-employment activities. Main objectives of GLPC are Empowering the Poor by organizing them into SHGs /Federations/other Collectives. Empower the poor through ensuring access to Financial Services. Augmenting existing livelihoods and enhancing incomes Explore livelihood opportunities through newer ventures in rural service sector Developing Inclusive Value Chains.
2.2	Vision	The GLPC, while working towards the challenging vision of empowerment of poor women, has to ensure realization of this vision through participatory means and by convergence of prevalent government developmental schemes. The mission of the company could be stated as: "We strive to serve the underprivileged women as well as members of vulnerable communities/groups in the state by organizing and capacitating their Groups and creating sustainable livelihoods. We ensure convergence of prevalent development programs and schemes as well as forge partnerships with other non-government organizations and corporate houses for inclusive growth and the empowerment of the members of the groups served. In order to provide quality member-services, we strive to remain financially sound and secure. We will work towards establishing ourselves as a unique organization with deep abiding human values and maintaining the same."
2.3	History, Establishment and Creation letter	Gujarat Government, Panchayat and Rural Development Department, Resolution No. IDB/102010/Mission Mangalam/404/SFS-2194-KH-1, Sachivalay, Gandhinagar. Date: 31/03/2010
2.4	Responsibilities/ Duties	The core belief of NRLM is that the poor have innate capabilities and a strong desire to come out of poverty. This intrinsic capability of the poor is unleashed only when they are organized into institutions which are truly owned by them, provided sufficient capacity building and handholding support. A sensitive support structure from national level to sub district level is required to induce such a social mobilization process. A strong institutional architecture owned by the poor, enables them to: access institutional credit for various purposes, pursue livelihoods based on their resources, skills and preferences, access other services and entitlements, both from the public and private sector. On the basis of large scale experience it has been observed that even the poorest of the poor family can come out of abject poverty in a period of six to eight years. NRLM also believes that the

		programme can be up scaled in a time bound manner only if it is driven by the institutions of the poor.
2.5	Main Functional areas	As Above mention in 2.4
2.6	List and description of services provided by GLPC	List as per Central and State Government Livelihood Services under NRLM and NRETP Projects: Social Mobilization and Institution Building, Micro Finance, Non-Farm, Farm-agri and AHD Livelihood, Skill Training and Placement, DDU-GKY etc.
2.7	Graph of institutional structure at the level of state, director's office region, block etc. of public administration	State Office at Gandhinagar: GLPC, 3rd Floor, 18th block, Udhoybhavan, Gandhinagar, Gujarat. Implementation in 33 Districts and 248 Blocks Respectively offices at DRDA and Taluka Panchayat. Organization Chart available on website: glpc.co.in
2.8	Expectations from people to increase the effectiveness and efficiency of the public system	GLPC is not directly associated with public but at district and block level they associated with DRDA and Taluka Panchayats.
2.9	Arrangements and methods for getting people's cooperation	NA
2.10	Mechanisms available for monitoring and controlling service delivery and Obviation of public grievances	We have public grievances at state level office.
2.11	Addresses of head office and other offices at different levels. (Sort by district to make it easier for the user	Working head office GLPC address is as under: Gujarat Livelihood Promotion Company, Block No.18, 3rd Floor,Udhoybhavan, Sector-11, Gandhinagar-382011

	to understand)	
2.12	Office opening time: Office Closing time:	Morning 10.30 AM Evening 6.10 PM

Chapter-3 (Rules-2) Powers and Duties of Officer and Employees

3.1 GLPC's Officers and Employees Power and Duties:

No.	Officers Name	Position	Work detail
1	Shri. Manish Kumar, IAS	Managing Director	Head of GLPC
2	Shri. Vikramsinh Jadav, GAS	Joint Managing Director (I/C)	Supervise all work of GLPC

Work Distribution

Sr. No.	Name	Designation	Roles and Responsibilities
1	Ms. Vijyaben Desai	General Manager Accounts	Ensure funds to the community are disbursed according to the standard protocol and records of the disbursement are maintained at all levels Conduct Quarterly Review of financial progress against Annual Budget (quarterly target) and identify the variance to ensure that project is progressing as planned and to plug any deviation, Incorporate internal controls in accounting system at various levels, Assist external and internal audit team(s) in audit related matters., Analyze statutory payments - deductions and remittances such as sales tax, income tax, EPF etc., to ensure that legal and statutory deductions and remittances are made in time regularly
2	Mr. Dharmesh Vaghela	General Manager - Cottage Industries and Rural Service Sector	Meet and exceed targets in creating sustainable livelihoods by Planning, Organizing and Managing and Executing projects including Financial Management. Manage, enhance and build effective relationships with existing and new partner organizations, responsible for a cross- section of MoUs in the region, A high level of technical knowledge of project management concepts and project evaluation from financial and functional, work with other government line departments to leverage upon the synergies involved, Find new innovative livelihoods projects with substantial impact & Improvements in on-going Projects.
3	Mr. Dineshbhai Chaudhri	General Manager - Livelihood Promotion (Farm) Agriculture & Agro based sector. Horticulture	Conceptualize and develop livelihood generation strategies with plans for fund mobilization and road maps for implementation, Executing the strategies and project by focused pilots and surveys in initial phase of the project, Monitor the affectivity of the policies and projects, market linkage for the vertical's projects.
4	Mr. Dineshbhai Chaudhri	General Manager - Livelihood Promotion (Farm) Animal Husbandry & Dairy sector.	Conceptualize and develop livelihood generation strategies with plans for fund mobilization and road maps for implementation, Executing the strategies and project by focused pilots and surveys in initial phase of the project, Monitor the affectivity of the policies and projects, market linkage for the vertical's projects.
5	Mr. Kalpesh Bhatt	General Manager -	Identifying the Jobs sectors to operate and ensuring

		Skill Training Placement & Capacity Building.	linkages with private sector partners, Monitoring, maintenance & updating of Jobs database, Periodical performance and trend analysis of project implementation, Preparation of programme budget plan in consultation with Mission Director as per project targets, Pilot New Initiatives in the Skills sectors for future expansion, Identify appropriate partners, training institutions, syllabi and delivery mechanism for identified sectors.
6	Ms. Nimisha Rathva	General Manager - Social Mobilization & Institution Building	Design, develop and plan programmes for the inclusion of women and Socially Deprived segments/persons of the society into main stream of development, Plan out strategies visualizing sustainable mobilization helpful for the poor in the fighting and creating safety net against poverty, Plan and develop policies for the benefit of Gender and Socially Deprived Segments/persons of the society, Liaison with various departments/NGOs/CSRs Civil Society Organizations for the development.
7	Mr. Alpesh Shah	General Manager - MIS & IT and System Management	Develops and maintains company IT security and recovery policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of IT systems, Oversee and supervise the progress in activities of the IT projects at All levels, Evaluates system security and back up procedures, Maintains knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels.
8	Mr. Manoharsinh Gohil	General Manager - Marketing	Manage, enhance and build effective relationships with existing and new partner organizations, Exploring and executing synergies between various MoUs/Projects, Identify new forward & backward linkages between the poor and Corporations engaged in Organized Retail, Exports, Business-To-Business and Business-To-Government sectors.
9	Mr. Manoharsinh Gohil	IEC, Documentation	Designing of information/ communication campaign and of publicity/awareness materials. Roll out of IEC campaigns to promote SHGs. Internal personal communication. Compilation of best practices/success stories. Preparation of success stories. Publicity/workshop/event organizing of schemes. Communication with information department for Media publicity/public related work. Radio TV all media publicity. As well as IEC content preparation, Designing Hoardings etc.

Chapter-4 (Rule-3)

Rules, regulations, instructions and files for carrying out tasks

Rules, regulations, instructions and files for carrying out tasks as per given format. This template is to be filled for each type of document.

Name of Document:

(1) Gujarat Livelihood Promotion Company	Gujarat Government letter, Panchayat and Rural Development Department, Resolution No.IDB/102010/Mission Mangalam/404/SFS-2194-KH-1, Sachivalay, Gandhinagar. Date: 31/03/2010
(2) Schematic Details Information Booklet	Available In our web site Glpc.Co.in

Choose one from given below: (Rules, Regulations, Instructions Rule Collections and Documents Another person Rules Regulations, Instructions Rule Collection Copies of files can be found here	Address: Gujarat Livelihood Promotion Company, 3rd Floor, Block No.18, Udhayogbhavan, Gandhinagar, Gujarat-382011 Phone No.: (079)232-48512/13/14 E-Mail: md@glpc.co.in , Website: glpc.co.in
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Fees charged by the department for copying of rules, regulations, instructions, collection of rules and files (If Applicable)

Rs.20 (Twenty rupees in full)

Free to the citizens below the poverty line

Chapter-5 (Rule-4)

Details if there is any arrangement for consultation with the members of the public or their representative regarding policy formulation or implementation of the policy

5.1 Policy Formulation:-

- Is there any need to seek the advice of the public or its representatives in formulating policies? If yes, than give detail in given below table.

No.	Subject	It is necessary to ensure the public? Yes/No	Arrangements for public participation
.....Not Applicable.....			

5.2 Policy Implimentation:-

Whether there is any provision for knowing the implementation of the policies or seeking the participation of its representatives? If yes, than give detail in given below table.

No.	Subject	It is necessary to ensure the public? Yes/No	Arrangements for public participation
.....Not Applicable			

Chapter-6 (Rule-5)

Statement on the class of documents held by the public body or persons under its control

Use the form below to provide information about government documents

No.	Document Class	Name of Document and one line introduction	Format of Document receive	With below person/Under person
.....Not Applicable				

Chapter-7 (Rule-6)

Forms of boards, conferences, committees and other bodies formed as part of it

.....Not Applicable

Give details of Public Mechanism Board Conferences, Committees and other congregations in the following sample

- Name and address of recognized organizations: NA
- Type of Organisation (Public Mechanism Board Conferences, Committees and Other congregations): NA
- Recognised Organisations short Identity (Establishment, Year, Vision): NA
- Main role of Recognised Organisation(Advisor/Director): NA
- Formation and Constitution: NA
- Head of the Organisation: NA
- Head office and its Branches: NA
- Number of Seats: NA
- Can public participate in seats?: NA
- Is worksheet of seats can be prepared? : NA
- The minutes of the meetings are available to the public? : NA

Chapter-8 (Rule-7)

Name, Designation and other details of government information officers

Give detail of Public Information Officers, Assistant Public Information Officers, and Departmental Legislation Officers in given below format.

Government office Name: Gujarat Livelihood Pramotion

CompanyPublic Information Officers:-

No.	Name	Designation	STD Code	Phone No.		Address
				Office	Personal	
1	Mrs Vijyaben Desai	General Manager-Account	079	23248527	7984782952	Gujarat Livelihood Promotion Company, 3rd Floor, Block No.18, Udhoybhavan, Gandhinagar, Gujarat-382011 Phone No.: (079)232-48512/13/14 E-Mail: md@glpc.co.in , Website: glpc.co.in

Departmental Legislation Officer:-

No.	Name	Designation	STD Code	Phone No.		Address
				Office	Personal	
1	Mr. Vikramsinh Jadav (GAS)	Joint Managing Director	079	23248552	----	Gujarat Livelihood Promotion Company, 3rd Floor, Block No.18, Udhoybhavan, Gandhinagar, Gujarat-382011 Phone No.: (079)232-48512/13/14 E-Mail: md@glpc.co.in , Website: glpc.co.in

Chapter-9

Procedures to follow in the decision making process

9.1 Which decision making process use for taking decision of different types of issues?

As per previous procedure.

9.2 What are the documented procedures / prescribed procedures / prescribed criteria / rules for making a special decision for important matters? What levels are considered for decision making?

- If needed than getting Commands of Government (Rural Development and Rural Housing Development Department)

9.3 What is the system of conveying the decision to the public?

- Publish in website
- Publication in newspaper

9.4 Who are the officers whose views are to be taken in the decision making process?

- Related Officers

9.5 Who are the main person to take Decisions?

- Managing Director
- In some Cases-Government level

9.6 The details of the important matters which are decided by the public authority are given separately in the following sample.

No.	A subject on which decision should be taken	Mentoring suggestions if any	The process of execution	Designation of the officer involved in the decision-making process	Contact information of the above mentioned officers	If not satisfied with the decision, where and how to appeal?
1	Approval of expenditure under the mission and grant / administrative approval as well as all administrative and financial matters of the mission.	Assignment power to Gujarat Livelihood Pramotion Company	System of working as per Government rules	Managing Director Sir	079-23248512/13/14	Commissioner & Secretary of Rural Development Department

Chapter-10
Information Booklet of Officers and Employees
(Directory)

Give Information in given below format:

No.	Name	Designation	Phone		Address and Email
			Office	Personal	
1	Shri. J.B. Gupta (IAS)	Chairman			secrd@gujarat.gov.in
2	Shri. Manish Kumar (IAS)	Managing Director		9099952833	md@glpc.co.in
3	Mr. Vikramsinh Jadav (GAS)	Jt. Managing Director (I/C)			jtmd@glpc.co.in
4	Smt. Vijyaben Desai	General Manager-A/c		7984782952	gmfinance@glpc.co.in
5	Mr. Ranjitsinh Parmar	General Manager (HR)	53	9099956474	gmhr@glpc.co.in
6	Mr. Dharmesh Vaghela	General Manager - CRS	58	9099925619	gmcrs-glpc@gujarat.gov.in
7	Mr. Alpesh Shah	General Manager-IT&MIS	56	9426729397	gmit@glpc.co.in
8	Ms. Nimisha Rathva	General Manager-SMIB	64	9099925716	gmsm@glpc.co.in
9	Mr. Manoharsinh Gohil	General Manager - Marketing	54	9638983838	gmmarketing@glpc.co.in
10	Mr. Omdevsinh Chudasama	General Manager (Digital Finanace)		9099925482	gmfarmagri-glpc@gujarat.gov.in
11	Mr. Kalpesh Bhatt	General Manager-STP	55	9099925179	gmstp@glpc.co.in
12	Mr. Dinesh Chaudhri	General Manager (Farm, Agri & Hotticulture)			gmfarm@glpc.co.in
13	Mr. Rajendra Gohil	Project Manager	61	9099925482	pmhr@glpc.co.in
14	Ms. Kashmira Vaishya	Project Manager	60	9727231506	pmfl@glpc.co.in

Chapter-11 (Rule-10)

Monthly remuneration received by each officer and employee, including the method of payment as provided in the regulations

Give detail in given format:

No.	Name	Designation	Monthly Salary	Compansation Allowances	Procedure for determining remuneration in regulations
1	Shri. J.B. Gupta (IAS)	Chairman	As per Gujarat Government rules	As per Gujarat Government rules	As per Gujarat Government rules
2	Shri. Manish Kumar (IAS)	MD			
3	Shri. Vikramsinh Jadav (GAS)	Jt. MD			
4	Smt. Vijyaben Desai	General Manager- A/c			
5	Mr. Ranjitsinh Parmar	General Manager (HR)	As Per GLPC Policy	As Per GLPC Policy	As Per GLPC Policy
6	Mr. Dharmesh Vaghela	General Manager - CRS			
7	Mr. Alpesh Shah	General Manager- IT&MIS			
8	Ms. Nimisha Rathva	General Manager- SMIB			
9	Mr. Manoharsinh Gohil	General Manager - Marketing			
10	Mr. Omdevsinh Chudasama	General Manager (Digital Finanace)			
11	Mr. Kalpesh Bhatt	General Manager- STP			
12	Mr. Dinesh Chaudhri	General Manager ((Farm, Agri & Hotticulture))			

Chapter-12 (Rule-11)

Budget allocated to each organization

All plans report on proposed costs and payments made for public bodies responsible for development, construction and technical works

Details of budget for different activities under different schemes

Give in Under format:

No.	Name of scheme	Expected amount	Approved amount	Distributed Amount	Actual expense of last year	Responsible Officer
1.	(R-Seti)-2501	1720.0	1720.0	-	0.79	GM related to Branch
2.	(NRETP)-2501	1204.00	1204.00	-	3.27	GM related to Branch
3.	(DDUGKY)-2501	11000.00	11000.00	-	6.38	GM related to Branch
4.	(NRLM)-2501	16076.00	16076.00	-	113.91	GM related to Branch
5	(MMUY)-2505	8400.00	8400.00	-	4.88	GM related to Branch
6.	Mission Mangalam (MM)-2505	0.04	0.04	-	0	GM related to Branch

For other public bodies:-

No.	Related	Proposed budget	Approved Budget	Distributed Amount	Total Expense
NA					

Chapter-13 (Rule-12)

Methodology for implementation of support program (All details are available on nrlm.gov.in and glpc.co.in website)

Give detail as per under:

- Program/Scheme Name
- Time duration of Program/Scheme
- Objective of Program/Scheme
- Program Physical and Financial goals (For last year)
- Eligibility of Beneficiary
- Prerequisites for benefit
- Method of taking advantage of the program
- Eligibility criteria
- Details of all benefits in program
- Method of supportive Distribution
- Applying or contacting the office to apply
- Application fee (Wherever applicable)
- Other fees (Wherever applicable)
- Application form
- Enclosures list (Certificates/Documents)
- Enclosures Templates
- Where to contact for process related issue
- Details of available funds (District level)
- Beneficiaries list as in given format:

No.	Name of Beneficiary	Amount of Assistance	Parent	Criteria of selection	Address			
					District	City	Village	House No.
NA								

Chapter – 14 (Rule: 13)

Details of assistance permit or authorized recipient

Provide information as per the following sample (All Program details available on Web site:nrlm.gov.in and glpc.co.in)

- Program Name:
- Type (assistance , permit or authorized)
- Objective:
- Target
- Eligibility
- Eligibility criteria
- Prerequisites
- Process to get benefit
- Time limit for assistance , permit or authorized recipient
- Application fee (If applicable)
- Enclosure details (Certificates/Documents etc.)
- Enclosure format
- Details of Beneficiaries

No.	Name of Beneficiary	Term of legitimacy	Parents details	Address			
				District	Block	Village	House No.

- Information about Assistance
 - Given benefit
 - Distribution of benefits

Chapter: 15 (Rule - 14)

Standards set for performing tasks

15.1 Details of standards set for carrying out various activities by department.

Chapter: 16 (Rule - 15)

Information available in electronic form

Web site: glpc.co.in

Email:

gmhr@glpc.co.in

Chapter: 17 (Rule - 16)

Details of facilities available to citizens for getting information

- Office Library : NA
- Play and show : On Website glpc.co.in
- New paper : NA
- Exhibition : Yes as per NRLM guideline
- Notice board : Yes
- Inspection of records in the office : Regularly
- Process to get copy of documents : Application
- A collection of printed rules : available in web site
- Office web site : www.glpc.co.in
- Other public information tools : Instagram, Linkdin etc.
-

એનેક્ષર-એ

(સામાન્ય વહીવટ વિભાગના તા.૦૧/૫/૨૦૦૯ ના પરિપત્ર ક્રમાંક:- પીએડી-૧૦-૨૦૦૭-૩૩૫૩૬૪-આરટીઆઇ સેલ નું બિડાણ)

પ્રમાણપત્ર

આથી પ્રમાણીત કરવામાં આવે છે કે, મારી વડી કચેરી (પ્રોપર) તથા મારા વહીવટી કાર્યક્ષેત્રના આ સાથેની યાદી મુજબના જાહેર સત્તા મંડળો દ્વારા માહિતિ અધિકાર અધિનિયમની કલમ-૪ અંતર્ગત સ્વયં જાહેર કરવાની બાબતો (પ્રોએક્ટીવ ડીસ્ક્લોઝર) (P.A.D) તૈયાર કરવામાં આવી છે અને તા.૨૮/૦૨/૨૦૨૧ ની સ્થિતિએ તે અદ્યતન કરવામાં આવેલ છે જેનું અમારા દ્વારા માહે ફેબ્રુઆરી-૨૦૨૧ દરમિયાન ઇન્સ્પેક્શન - કમ - ઓડીટ કરવામાં આવ્યું છે. અને જે બાબતે ક્ષતિ જણાઈ હતી અગર તો અપુરતી વિગતો જણાઈ હતી તેની પુર્તતા કરાવવામાં આવી છે.

તા.૨૮/૦૨/૨૦૨૧ ની સ્થિતિએ હવે કોઈ જાહેર સત્તા મંડળોના પ્રોએક્ટીવ ડીસ્ક્લોઝર (P.A.D) નું ઓડીટ બાકી રહેલ નથી.

તારીખ:- ૨૨/૦૩/૨૦૨૧

મુખ્ય મથક:- ગાંધીનગર



એપેલેટ ઓથોરીટી અને જોઇન્ટ મેનેજીંગ ડિરેક્ટર,

ગુજરાત લાઇવલીહુડ પ્રમોશન કંપની લી.