

# **17 POINT MANUAL**

**MANUAL 1**  
{Section 4(1) (b) (i)}

**Particulars of Organisation, Functions and Duties:**

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

The core business of the Corporation is to financially assist entrepreneurs by offering a variety of loan schemes under different categories, depending upon the size and nature of the project. Corporation provides loans to the Corporates, Government Corporations, MSMEs, unemployed youths, Government employees under different loan schemes.

The Corporation has also developed the Patto Plaza where many Central Government, State Government and Corporate houses have set up their offices. The Corporation continues its drive to diversify and exploit other emerging business opportunities that lie within its business objectives.

The Company is registered with Reserve Bank of India as a Non-banking Financial Company (NBFC) without accepting public deposits vide registration no. N-13.02341 Dated 22.05.2019. The Corporation is a deemed SFC for the purpose of exercising powers under section 29, 30 & 31 of the State Financial Corporation Act, 1951 and Financial Institution under section 2(m) of Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002.

**2. Mission/ Vision Statement of the public authority:**

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

- a) To support the economic development in the state of Goa
- b) To assist the MSME sector and other business activities with a focus on creation of employment in the state of Goa
- c) To support the Government in promotion of its various schemes

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

EDC Limited was incorporated on 12th March, 1975 as a Public Limited Company under the Companies Act, 1956 and was originally known as the Economic Development Corporation of Goa, Daman & Diu Limited.

The name of the Corporation is changed to EDC Limited in 1999 and is a State Financial Institution set up by the Government of Goa with prime objective of promoting Industrial Development in state of Goa.

EDC is a Goa Government Company controlled by the Board of Directors appointed by the Government, having representation from the Government, IDBI and Independent Directors being professionals, representative of Industries etc. EDC has been acting as a State Industrial Development Corporation (SIDC), besides being accorded the twin status of State Financial Corporation (SFC).

The Equity Paid up Capital of the Company is as follows:

i.	Government of Goa	85.41%
ii.	IDBI Bank Ltd	11.43%
iii.	Administration of Daman	<u>3.16%</u>
	Total	100.00%

**4. Organization chart:**

[Refer the link document](#)

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

- i. To effectively identify and assist the entrepreneurs in establishing successful business enterprises.
- ii. To extend project finance to units being setup in the Small and Medium Enterprise sector & for enterprises like hotel, tourism related services, hospitals etc.
- iii. To provide quality financial and related services on a continuous basis.
- iv. To motivate and involve employees to achieve the set organizational growth targets.
- v. To encourage the employees to upgrade and enhance their knowledge and skills through effective training and development.
- vi. To transform the organization to a customer centric institution.
- vii. To implement some of the State Government schemes.

**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:

- i. General Term Loan Scheme.
- ii. Scheme of Financial Assistance against Mortgage of Immovable Properties.
- iii. Scheme of Loan Assistance for Construction Projects.
- iv. Composite Loan Scheme for EDC Clients with Good Track Record.
- v. Scheme of Loan Assistance to State Government Agencies.
- vi. Scheme of Term Loan Assistance to Qualified Professionals.
- vii. Personal Loan Scheme.
- viii. Mukhyamantri Modified Interest Rebate Scheme (MMIRS).
- ix. Chief Minister's Rojgar Yojana (CMRY) Scheme 2023
- x. Goa Tribal's Employment Generation Program (GTEGP)

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

The Officers of the Corporation have regular interactions with different association of entrepreneurs i.e. The Goa Chambers of Commerce & Industry (GCCCI), The Goa Small Industries Associations (GSIA). The Corporation when framing its policies also includes the guidelines issued by the Government from time to time to the Industries Department as well as the industrial policy of the Government. 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.

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

**PANJIM OFFICE**

EDC Limited  
1<sup>st</sup> floor, EDC House,  
Dr. Atmaram Borkar Road,  
P.B. No. 275,  
Panaji, Goa - 403 001  
Ph: 0832-2224510 to 2224518  
E-Mail: [edcpanaji@edc-goa.com](mailto:edcpanaji@edc-goa.com)

**MARGAO OFFICE**

EDC Limited  
Room No. 23, Ground Floor  
Office of South Goa District Collector  
Mathany Saldana Administrative Complex  
Near KTC Bus Stand,  
Fatardo, Goa - 403602  
E-Mail: [edcmargao@edc-goa.com](mailto:edcmargao@edc-goa.com)

**9. Working hours for both i.e. office and public:**

The working hours of the office are from 09.30 a.m. to 05.45 p.m. with lunch hours between 1.15 p.m. to 2.00 p.m. 5 days a week. The visitors can meet any officers/ staff during office hours, preferably 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 Deputy General Manager or General Manager or Chief General Manager or Joint Managing Director / Managing Director to redress his grievance(s).

Shri Sayeesh Prabhu, Manager (Law) is the Public Grievance Officer who handles all types of complaints and a reply wherever necessary will be 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.

The Corporation is following the Standard Operating Procedures (SOP), EDC Citizens Charter and internal orders are issued from time to time for decision making purposes, supervision and accountability.

MANUAL 2  
{Section 4(1) (b) (ii)}

**Powers and Duties of Officers and Employees:**

**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/ Manager</b>	The matter is looked into and for facts confirmation.
<b>Dy. General Manager/ General Manager</b>	Further examines the matter, recommends the case for approval/ rejection as the case may be.
<b>CGM/ Joint MD</b>	Confirms the recommendation made for decision or direction, giving his/ her views and places it for approval to the Managing Director.
<b>Managing Director</b>	Is the final deciding or approving authority.
<b>Board</b>	As required under the Article of Memorandum, whenever there are important policy decisions to be taken, the matters are placed before the Board of Directors (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</i>	<i>Remarks</i>
1.	Loan sanction	30 - 90 days	
2.	Loan sanction letter	7 days	
3.	Documentation a. Hypothecation b. Mortgage	30 days	
4.	Disbursement - First disbursement	5 days	
5.	Subsequent disbursement	5 days	
6.	Valuation of land and civil works	5 days	
7.	Statement of outstanding loan	2 days	
8.	Break up of simple interest, penal interest, Compound certificate	15 days	
9.	No dues certificate	15 days	
10.	Reconveyance / release of documents	15 – 30 days	
11.	Advertising of tender/ auction of attached unit	30 days	
12.	Approval of bid offer	15 - 30 days	
13.	Communication of acceptance of bid offer	7 days	
14.	Amendments/ changes in the project	7 days	
15.	Letter ceding of second charge	15 days	



**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 list 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	Standard Operating Procedures (SOP)	Provides the functions of all Departments	-	-
3	Companies Act, 2013	To follow all applicable provisions to the company	-	-
4	Section 29, 30 & 31 of State Financial Corporations Act, 1951 (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	The Goa Public Moneys (Recovery of Dues) Act, 1986	For recovery of dues as arrears of land revenue against principal borrowers.	-	-
6	SARFAESI Act, 2002	For enforcement of securities	-	-
7	Recovery of Debt dues to Banks & Financial Institutions Act, 1993	Available for recovery of dues above Rs.20.00 lakhs against principal borrowers and guarantors	-	-
8	All circulars/ guidelines of RBI, Central & State Government 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.	-	-
9.	Insolvency & Bankruptcy Code 2016 (IBC)	Corporate Insolvency Resolution process against Corporate Debtors, Guarantors, Individuals, firms	-	-
10.	Negotiable Instruments Act, 1881	Dishonor of cheques		

**MANUAL 6**  
{Section 4(1) (b) (vi)}

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

<i><b>Sr. No.</b></i>	<i><b>Nature of record</b></i>	<i><b>Details of information available</b></i>	<i><b>Unit/ Section where available</b></i>	<i><b>Retention period where available</b></i>
1	Original security documents	A register indicating serially the list of original land & title documents held by the EDC as security.	Legal	
2	Share certificates given as co-lateral security	Nil	Secretarial/ Resources	
3	Fixed Deposit receipts	A register is maintained giving details of fixed deposit receipts.	Accounts	
4	Title documents in respect of HBA loans of staff	Individual file of the employee	Personnel Dept.	

**MANUAL 7**  
{Section 4(1) (b) (vii)}

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

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

<b><i>Sr. No.</i></b>	<b><i>Name and address of the consultative bodies / Committee</i></b>	<b><i>Constitution of the body/ committee</i></b>	<b><i>Role and responsibility</i></b>	<b><i>Frequency of meetings</i></b>
A	DPC, EDC House	<p>I) DSC for class A &amp; B Employees</p> <p>a) Chairman</p> <p>b) Vice Chairman</p> <p>c) Managing Director</p> <p>d) Adv. Shri Shivprasad Manerker, Director</p> <p>II) DSC for class C &amp; D Employee</p> <p>a) Managing Director</p> <p>b) HOD (Personnel)</p> <p>c) Any other GM/ CGM Nominated by MD</p> <p>III) DPC Members</p> <p>a) Chairman</p> <p>b) Vice Chairman</p> <p>c) Adv. Shri Shivprasad Manerker, Director</p> <p>d) Managing Director</p>	Selection for promotions	As and when required
B	PCC, EDC House	<p>a) Managing Director</p> <p>b) Jt. Managing Director</p> <p>c) Chief General Mgr.</p> <p>d) All HODs</p> <p>e) Any other officer as decided by MD</p>	Preliminary clearance of Projects/ applications	Normally once a Week
C	Auction Committee, EDC House	<p>a) Chairman</p> <p>b) Managing Director</p> <p>c) Smt. Lalita Correia Afonso, Director</p>	Considers offers for sale of the units	As and when required

D	Audit Committee	a) Shri Sanjay Satardekar, Vice Chairman, Chairman b) Shri Shivprasad Manerker, Director c) Smt. Lalita Correia Afonso, Director d) Statutory Auditor – Invitee e) Internal Auditor - Invitee	Review the overall functioning of the Corporation from time to time.	Periodically
E	Task Force Committee (CMRY)	a) Vice Chairman b) Director – EDC (Shri Shivprasad Manerker) c) Additional Secretary Finance (DMU) d) Jt. MD - EDC e) GM (DITC) f) Technical person (Govt. Nominee)	Scrutinize applications received for sanction of CMRY loan	Normally once a month
F	Valuation Committee	a) Vice Chairman b) Managing Director c) Jt. Managing Director d) Chief General Manager e) HOD (Recovery Department) f) One External Valuer	To ascertain & accept the valuation report given by the Valuer & fix the reserve price for auctioning of attached assets. (Internal/ External)	As and when required
G	Appraisal Committee (CMRY)	a) HOD (MFD) b) Add. Secretary, Finance (DMU) or his representative c) Govt. Nominee (Professional) d) GM (DITC) or his representative.	To appraise the application received for sanction of loans under CMRY Scheme	Fortnightly

H	Sexual Harassment/ Preventive Committee against women	a) Smt. Indira Fernandes, DGM, b) Smt. Vanita Naik, Deputy Manager c) Adv. Sulekha Kamat @ Sulekha Shetye	To accept and decide the complaints given by women employees	As and when required
I	Committee for sanction of Term Loan between Rs. 100.00 Lakh to Rs. 250.00 Lakh	a) Managing Director b) Jt. Managing Director c) Chief General Manager d) All GM's	To sanction loan between Rs. 100 Lakh to Rs. 250 Lakh	As and when required
J	Committee for sanction of term loan between Rs. 250.00 Lakh to Rs. 750.00 Lakh	a) Chairman b) Vice Chairman c) Shri Shivprasad Manerker, Director d) Managing Director	To sanction loan between Rs. 250 Lakh to Rs. 750 Lakh	As and when Required.
K	Executive Committee for OTS cases below Rs. 15.00 Lakhs	a) Managing Director b) Jt. Managing Director c) Chief General Manager d) All GM's	Evaluation of OTS proposals cases below Rs. 15 Lakh.	As and when required.
L	Corporate Social Responsibility Committee (CSR)	a) Chairman b) Vice Chairman c) Adv. Shivprasad Manerker, Director d) Managing Director	Formulating and recommending to the Board, CSR Policy and the activities to be undertaken	As and when required
M	HR, Nomination and Remuneration Committee	a) Chairman b) Vice Chairman c) Shri Shivprasad Manerker d) Managing Director	Decision on HR related matters.	As and when required.

N	VIGIL Mechanism Committee	a) Chairman b) Vice Chairman c) Adv. Shivprasad Manerker, Director	To encourage the employees and directors to express their suspected misconduct concerns.	As and when required.
O	Executive Committee on important and urgent issues.	a) Chairman b) Vice Chairman c) Adv. Shivprasad Manerker, Director d) Managing Director	To take the decisions on important matters arising between the Board meeting	As and when required.
P	Patto Plaza – Maintenance Society (to deal with matters of allowing transfer of leasehold rights).	a) Chairman b) Vice Chairman c) Adv. Shivprasad Manerker, Director d) Managing Director		As and when required
Q	Selection Committee for appointment of Advocate	a) Vice Chairman b) Adv. Shivprasad Manerker, Director c) Chief General Manager (CGM) d) General Manager (Law)	To appoint advocates on the panel of EDC.	As and when required.
R	Task Force Committee (GTEGP)	a) Managing Director, EDC Ltd... Chairman b) Deputy Director, Tribal Welfare, Member c) Shri Vishwas R. Gaude, Secretary..... Representative of United Tribals Association Alliance... Member d) Deputy Director (Adm) DITC..... Member e) Shri Ulhas D. Dhumaskar, Chartered Accountant... Member	Scrutinize applications received for sanction of GTEGP loan	As and when required

**MANUAL 8**  
{Section 4(1) (b) (viii)}

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

<i><b>Sr. No.</b></i>	<i><b>Name &amp; address of the body</b></i>	<i><b>Main functions of the body</b></i>	<i><b>Constitution of the body</b></i>	<i><b>Date of constitution</b></i>	<i><b>Date up to which valid</b></i>	<i><b>Whether meetings open for public</b></i>	<i><b>Whether minutes accessible for public</b></i>	<i><b>Frequency of meetings</b></i>	<i><b>Remarks</b></i>
<b>Not Applicable</b>									





**MANUAL 9**  
{Section 4(1) (b) (ix)}

[Directory of officers & employees](#)

**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:

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

Plan Budget

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

**MANUAL 12**  
{Section 4(1) (b) (xii)}

**List of institutions given subsidy:**

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

**List of individuals given subsidy:**

<i><b>Sr. No.</b></i>	<i><b>File No.</b></i>	<i><b>Name of the beneficiary</b></i>	<i><b>Address of the beneficiary</b></i>	<i><b>Scheme</b></i>	<i><b>Amount of subsidy (Rs.)</b></i>	<i><b>Date of disbursement</b></i>
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[GOA STATE 25% SUBSIDY FOR CMRY SELF EMPLOYED BORROWERS](#)

[DEBT RELIEF SUBSIDY SCHEME FOR MINING BORROWERS OF FIs / BANKS](#)

[MODIFIED INTEREST REBATE SCHEME – MIRS](#)

**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>
	Not applicable				

**MANUAL 14**  
{Section 4(1) (b) (xiv)}

**Information available in an electronic form:**

<i><b>Sr. No</b></i>	<i><b>Activities for which electronic data available</b></i>	<i><b>Nature of information available</b></i>	<i><b>Can it be shared with public</b></i>	<i><b>Is it available or is being use as back end database.</b></i>
Not applicable				

**MANUAL 15**  
{Section 4(1) (b) (xv)}

**Facilities available for obtaining information:**

<i><b>Sr. No.</b></i>	<i><b>Facility available</b></i>	<i><b>Nature of information</b></i>	<i><b>Working Hours</b></i>
<i><b>Information Counter</b></i>	Dispatch Section on Ground Floor	All the information pertaining to the office / Officers.	9.30 a.m. to 1.15 p.m. 2.00 p.m. to 5.45 p.m.
<i><b>Web Site</b></i>	Available	Giving details of schemes/ Departments/ RTI Cell, etc.	-
<i><b>Notice Board</b></i>	Available	General Information	9.30 a.m. to 1.15 p.m. 2.00 p.m. to 5.45 p.m.

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

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

**A. Public Information Officers:**

<b><i>Sr. No.</i></b>	<b><i>Designation of the officer designated as PIO</i></b>	<b><i>Postal Address</i></b>	<b><i>Tel. No.</i></b>	<b><i>E-mail address</i></b>	<b><i>Demarcation of area/ activities if more than one PIO is there</i></b>
1	Shri S. N. Mandrekar General Manager	EDC House, Panaji-Goa		snmandrekar@ edc-go.com	

**B. Assistant Public Information Officers:**

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

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

<b><i>Sr. No.</i></b>	<b><i>Designation of the officer designated as FAA</i></b>	<b><i>Postal Address</i></b>	<b><i>Tel. No.</i></b>	<b><i>E-mail address</i></b>	<b><i>Demarcation of area/ activities if more than one PIO is there</i></b>
1	Shri B. S. Pai Angle Managing Director	EDC House, Panaji-Goa	2425464	edcmd@edc- goa.com	



**MANUAL 17**  
{Section 4(1) (b) (xvii)}

**Other information:**