



**Gujarat International Finance Tec-City Company Limited**

## **RTI MANUAL**



As on August 08, 2022

**Registered Office:**

Gujarat International Finance Tec-City Company Limited  
EPS Building No. 49A, Block 49, Zone 04,  
Gyan Marg, GIFT City, Gandhinagar – 382355,  
Gujarat, INDIA.

**Correspondence address**

Gujarat International Finance Tec-City Company Limited  
GIFT House, Block 12, Road 1D, Zone 1, GIFT SEZ,  
GIFT City, Gandhinagar – 382355,  
Gujarat, INDIA.

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## CHAPTER – I

### PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

#### 1. Particulars of Organisation

- a. **Date of Incorporation:** 21<sup>st</sup> June, 2007
- b. **Type of Company:** Public Limited (Government) Company
- c. **Administrative Ministry:** Urban Development & Urban Housing Department, Government of Gujarat
- d. **Shareholding Pattern:**

Name of Shareholder	Number of Shares	% of Holding
Gujarat Urban Development Company Limited	36,54,18,800	64.62
Gujarat Maritime Board	10,00,00,000	17.69
Gujarat Industrial Development Corporation	10,00,00,000	17.69

#### 2. Functions & Duties

Gujarat International Finance Tec-City Company Limited (“GIFTCL”) is developing a global financial services hub, known as GIFT City, situated and lying at Taluka and District Gandhinagar, Gujarat (“GIFT City”), which will cater to India’s large financial services potential by offering global firms, the world class infrastructure and facilities. The GIFT City area comprises of land, which includes non-SEZ area and SEZ area. Non-SEZ area is being developed by GIFTCL and SEZ Area is being developed by GIFT SEZ Ltd (a 100% Subsidiary Company of GIFTCL).

The Govt. of India vide its notification no. S.O. 1910 (E) dated 18th August, 2011, under sub-section (1) of Section 4 of the Special Economic Zones Act, 2005 (the ‘Act’) read with Rule 8 of the Special Economic Zones Rules, 2006 (the ‘Rules’) has notified an area of 105.4386 Hectares (261 Acres) of GIFT City, situated at Villages- Pirojpur and Ratanpur, Taluka-Gandhinagar, District-Gandhinagar, Gujarat, for development,

operation and maintenance, as a sector specific multi-services Special Economic Zone.

The Urban Housing and Urban Development Department, Government of Gujarat vide Notification No. GH/V/24 of 2012/UDA/112011/4202/L dated 15<sup>th</sup> March, 2012 in exercise of powers conferred by Section 22 of the Gujarat Town Planning and Urban Development Act, 1976, excluded the GIFT City Area from the urban development area of Gandhinagar Urban Development Authority and constituted a separate GIFT Urban Development Authority for the GIFT City Area.

The Urban Housing and Urban Development Department, Government of Gujarat vide Notification No. KV-25 of 2012/NPL/4512/561/M dated 15<sup>th</sup> March 2012 in exercise of powers conferred by proviso to clause (1) of Article 243Q of Constitution of India, declared GIFT City Area as Industrial Township.

The Urban Housing and Urban Development Department, Government of Gujarat further vide Notification No. KV-26 of 2012/NPL/4512/561(1)/M dated 15<sup>th</sup> March, 2012 declared the said Industrial Township as a Notified Area under Section 264A and constituted a Notified Committee under Section 264B of the Gujarat Municipalities Act, 1963.

### **3. Wholly owned subsidiaries of GIFTCL:**

1. **GIFT SEZ Limited:** Company is incorporated with object to carry on the business to establish, develop, set up, promote, start, run, manage, operate, participate, support, encourage, assist and maintain Special Economic Zone (SEZs)/ Trade Zones.
2. **GIFT District Cooling Systems Limited:** Company is incorporated with the object to carry on business of designing, engineering, developing, financing, implementing, operating and maintaining district cooling systems in GIFT City.
3. **GIFT ICT Services Limited:** Company is incorporated with object to create leading edge Information and Communication Technology infrastructure, services and platforms and offer financial services enterprises a significant competitive advantage to operate regionally and globally. Smart ICT services private limited is subsidiary of the GIFT ICT services limited. GIFT ICT Services is holding 76% of shares in the company. Smart ICT is incorporated with object to

Manage and Operation of Information and Communication Technology Infrastructure, Services and Platforms within GIFT City.

4. **GIFT Power Company Limited:** Company is incorporated with object to carry on the business of generation, accumulation, distribution and supply of and to generally deal in electricity.
5. **GIFT Water Infrastructure Limited:** Company is incorporated with object to meet the needs of domestic and commercial requirements of the occupants, other infrastructure components, cooling tower, landscaping and horticulture etc. and to develop systems that enable recovery of water for re-use.
6. **GIFT Waste Management Services Limited:** Company is incorporated with object to design, engineer, construct, install, implement, operate and maintain solid waste management infrastructure in and around GIFT City.
7. **GIFT Collective Investment Management Company Limited:** Company is incorporated with object to act as Collective Investment Management Company and be registered with the Securities and Exchange Board of India under the Securities and Exchange Board of India (Collective Investment Schemes) Regulations, 1999, as may be amended from time to time.
8. **Smart ICT Services Private Limited (Subsidiary of GIFT ICT Services Limited)**

Company is incorporated with object to carry on the business of Establishment, Management and Operation of Information and Communication Technology Infrastructure (ICT), Services and Platforms within Gujarat International Finance Tec-City (GIFT City).

## **CHAPTER – II**

### **POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES**

The powers & duties of the employees of the Company are derived mainly from job descriptions, terms and conditions of appointment, and delegation of authorities enunciated by the Company. The employees of the Company are appointed for carrying out the business operations of the Company, which are in line with the objectives of the Company.

While discharging duties and responsibilities, employees of the Company are complying with the applicable provisions of statutes and, rules and regulations framed thereunder.

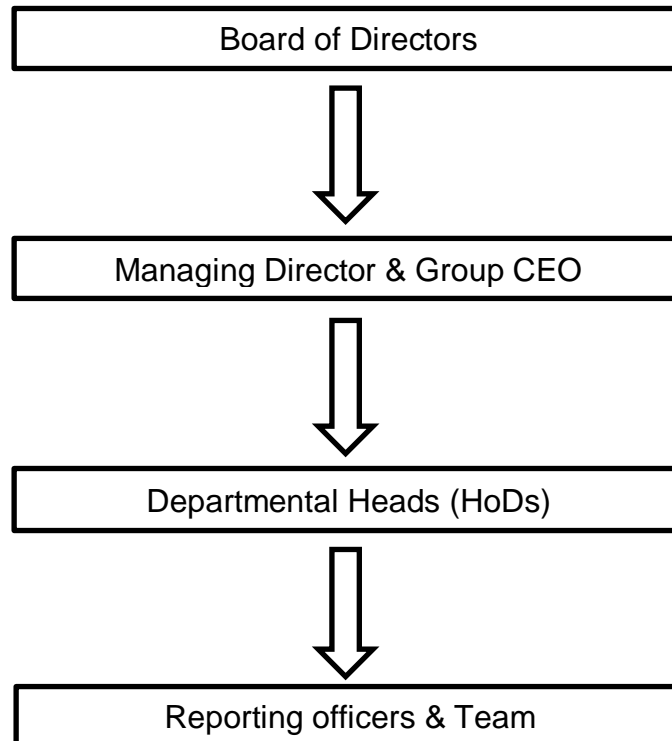
### CHAPTER – III

#### **THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

Overall management of the Company is vested with the Board of Directors of the Company. The Board of Directors is the highest decision-making body within the Company.

The day-to-day management of the Company is entrusted to the Managing Director & Group CEO and Departmental Heads (HoDs) of the Company. Departmental Heads are reporting to the Managing Director & Group CEO of the Company. The Managing Director & Group CEO is accountable to Board of Directors for proper discharge of duties and responsibilities. For any approval, the files are moved by reporting managers of respective Departments. Thereafter, approval of respective departmental heads, other concerned Departmental Heads and CFO is sought before seeking approval of the Managing Director & Group CEO.

#### **Organisation Structure**



## **CHAPTER – IV**

### **NORMS SET BY THE COMPANY FOR DISCHARGE OF FUNCTIONS**

There are specific work profiles defined for each Department. The Department Heads are entrusted with the tasks for execution of the works pertaining to their respective departmental domain.



## **CHAPTER – V**

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

The overall objectives and framework of rules and regulations of the Company are laid down in the Memorandum and Articles of Association of the Company. Each department of the Company has its own work profile, based on which the employees are required to discharge their functions. For smooth, efficient and transparent functioning, the employees are required to follow the standard policies, manuals and guidelines of the Company, which are periodically reviewed and updated. The company also has a code of conduct policy to regulate the conduct of employees.

## **CHAPTER – VI**

### **STATEMENT OF CATEGORIES OF DOCUMENTS HELD UNDER ITS CONTROL**

The Company maintains various statutory documents, registers, books, permissions, approvals, manuals, contracts & agreements, etc. for the business operations of the Company, as required under various statutes, rules and regulations as well as for smooth functioning of the company.

## **CHAPTER – VII**

### **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR ADMINISTRATION THEREOF**

The Company is a commercial organization and is governed by its Board of Directors. The policies formulated by the Company relate to its internal management and hence, do not require any arrangement for consultation with or representation by the members of the public in relation to formulation or administration thereof.

## **CHAPTER – VIII**

### **A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC**

#### **Board of Directors:**

a)	Shri Sudhir Mankad, Retd. IAS	Chairman
b)	Shri Jagdish Prasad Gupta, IAS	Director
c)	Shri Mukesh Kumar, IAS	Director
d)	Shri Rajkumar Beniwal, IAS	Director
e)	Shri Tapan Ray, Retd. IAS	Managing Director & Group CEO
f)	Shri Dileep Choksi	Independent Director
g)	Dr. Indira Parikh	Independent Director
h)	Ms. Anjali Bansal	Independent Director

#### **Various Committees:**

- 1) **Project Committee**
- 2) **Audit Committee**
- 3) **Nomination & Remuneration Committee**
- 4) **Committee of Directors**

**Minutes of meetings of the Board and respective abovementioned Committees being confidential in nature, are not made available to the public.**

**CHAPTER – IX**  
**DIRECTORY OF OFFICERS & EMPLOYEES**

The list of Officers and Employees of Gujarat International Finance Tec-City Company Limited and its subsidiaries are as under:

**Gujarat International Finance Tec-City Co. Ltd. Ph. No. (079) 6170 8300**

<b>Sr. No.</b>	<b>Full Name</b>	<b>Designation Grade</b>
1.	Tapan Ray	MD & Group CEO
2.	Avichal Khera	Senior Vice President
3.	Piyush Gandhi	Senior Vice President
4.	Nilesh Purey	Senior Vice President
5.	Janki Jethi	Senior Vice President
6.	Ramesh Kapoor	Senior Vice President
7.	Kalubhai Tejani	Senior Vice President
8.	Rajeev Mohan Sharma	Vice President
9.	Loveleen Garg	Vice President
10.	Anil Kumar Parmar	Assistant Vice President
11.	Sanjay Kumar	Assistant Vice President
12.	Dhaivat Mehta	Assistant Vice President
13.	Amar Pandey	General Manager
14.	Vikram Shah	General Manager
15.	Kinjal Trambadia	General Manager
16.	Kalpesh Patel	General Manager
17.	Pooja Vaghela	Deputy General Manager
18.	Jasmine Shah	Deputy General Manager
19.	Vimal Patel	Deputy General Manager
20.	Harsh Gandhi	Deputy General Manager
21.	Rahul Damedhar	Deputy General Manager
22.	Bharat Onkar	Deputy General Manager
23.	Ritu Joshi	Deputy General Manager
24.	Madhav Puranik	Deputy General Manager
25.	Suryakant Verma	Deputy General Manager
26.	Augusta Coney	Senior Manager
27.	Jigar Dalal	Senior Manager
28.	Rajesh Dhruv	Senior Manager
29.	Bharat Raval	Senior Manager
30.	Aditya Patel	Senior Manager

31.	Udit Mehta	Senior Manager
32.	Hemant Soni	Senior Manager
33.	Himangi Gupta	Senior Manager
34.	Parth Barot	Senior Manager
35.	Shashang Hathi	Senior Manager
36.	Bhaskar Sagar	Senior Manager
37.	Ankul Patel	Senior Manager
38.	Abhinav Ahuja	Senior Manager
39.	Shushant Chak	Senior Manager
40.	Rakesh Kumar Patra	Senior Manager
41.	Jitendra Yadav	Senior Manager
42.	Sandeep Kumar Dubey	Senior Manager
43.	Manoj Yadav	Senior Manager
44.	Rishi Kale	Senior Manager
45.	Riddhi Joshi	Senior Manager
46.	Vishal Shah	Manager
47.	Jignesh Melakiya	Manager
48.	Niraj Rathod	Manager
49.	Vijaykumar Gandhi	Manager
50.	Kartikkumar G Prajapati	Manager
51.	Ayush Shrivastava	Manager
52.	Avinash Nakiya	Manager
53.	Bhargav Prajapati	Manager
54.	Hiren Kumar Doshi	Manager
55.	Sushant Raval	Manager
56.	Naresh Chauhan	Manager
57.	Dhaval Kumar Ghodasara	Manager
58.	Naganaveen Modugu	Manager
59.	Paritosh Kumar	Manager
60.	Naveen Saini	Manager
61.	Neha Anand	Manager
62.	Rakesh Inala	Manager
63.	Shrey Shah	Manager
64.	Durgesh Kumar Pandey	Manager
65.	Dhaval Joshi	Assistant Manager
66.	Ajayan Nambiar	Assistant Manager
67.	Maheshkumar Boghani	Assistant Manager
68.	Dipen Patel	Assistant Manager
69.	Jay Doshi	Assistant Manager
70.	Vipul Patel	Assistant Manager
71.	Priya Bhat	Assistant Manager

72.	Mayank Parikh	Assistant Manager
73.	Vipul Panchal	Assistant Manager
74.	Mehul Khakhkhar	Assistant Manager
75.	Praphul Kumar	Assistant Manager
76.	Ramendra Pandey	Assistant Manager
77.	Prateek Sharma	Assistant Manager
78.	Avadhesh Tank	Assistant Manager
79.	Kirti Kondalkar	Assistant Manager
80.	Vasu Gami	Assistant Manager
81.	Anooja U.	Assistant Manager
82.	Harnish Patel	Assistant Manager
83.	Alpesh Trivedi	Senior Executive
84.	Dhaval Makwana	Senior Executive
85.	Abharamji Thakor	Senior Executive
86.	Ghanshyamsinh Gohil	Senior Executive
87.	Hardik Patel	Senior Executive
88.	Shriyash Korgaonkar	Senior Executive
89.	Bhavik Patel	Senior Executive
90.	Devika Kedari	Senior Executive
91.	Harshal Gandhi	Senior Executive
92.	Viralkumar Suthar	Senior Executive
93.	Alpesh Chauhan	Senior Executive
94.	Nevis Khambhati	Senior Executive
95.	Arvindkumar Gohil	Senior Executive
96.	Vishwajit Vala	Senior Executive
97.	Smit Bhatt	Senior Executive
98.	Dhara Tailor	Senior Executive
99.	Dhruvi Trivedi	Senior Executive
100.	Parth Patel	Senior Executive
101.	Parimal Bhagat	Senior Executive
102.	Dhruv Patel	Senior Executive
103.	Umang Darji	Senior Executive
104.	Shailesh Thakor	Senior Executive
105.	Dhrohit Chauhan	Senior Executive
106.	Ranjitsinh Vaghela	Senior Executive
107.	Abhishek Maheta	Senior Executive
108.	Dhruv Parmar	Executive
109.	Jitendra Asari	Executive
110.	Pratik Thakar	Executive
111.	Akshaybharathi Goswami	Executive
112.	Ankur Patel	Executive

113.	Shailesh Kumadra	Executive
114.	Niraj Tilva	Executive
115.	Rikita Raval	Executive
116.	Ayush Sharma	Executive
117.	Vaibhav Umrana	Executive
118.	Gajendrasinh Vaghela	Support Staff
119.	Bikram Arya	Support Staff
120.	Kantilal Meghwal	Support Staff
121.	Chandrakant R Vaghela	Support Staff
122.	Kiran R Vaghela	Support Staff
123.	Kirti Rathod	Support Staff
124.	Tusharsinh Bihola	Support Staff
125.	Dinesh Thakor	Support Staff
126.	Dilip Gadhavi	Support Staff
127.	Khageswar Giri	Support Staff

#### **GIFT SEZ Ltd.**

<b>Sr. No.</b>	<b>Full Name</b>	<b>Designation Grade</b>
1.	Ketan Pancholi	Senior Vice President
2.	Nisarg Acharya	General Manager
3.	Sandip Shah	General Manager
4.	Prakashsingh Thakur	Deputy General Manager
5.	Yogesh Bobade	Deputy General Manager
6.	Rahul Tajpuriya	Senior Manager
7.	Ankit Solanki	Senior Manager
8.	Anit Damodaran	Assistant Manager
9.	Ramya Pandya	Assistant Manager
10.	Apoorva Jain	Assistant Manager
11.	Harshal Shah	Senior Executive
12.	Chintan Suthar	Senior Executive
13.	Khushboo Aswani	Senior Executive
14.	Shreyans Golchha	Senior Executive
15.	Bharatsinh Chavda	Executive
16.	Harpalsinh Rathod	Support Staff
17.	Bharat P Shah	Support Staff
18.	Shaktisinh Rathod	Support Staff
19.	Hitesh Thakor	Support Staff
20.	Vijay Nalvaya	Support Staff



**GIFT Power Company Ltd.**

<b>Sr. No.</b>	<b>Full Name</b>	<b>Designation Grade</b>
1.	Arvind Rajput	Chief Operating Officer
2.	Prashant Dadheech	Deputy General Manager
3.	Vishwas Sheode	Deputy General Manager
4.	Amit Dalal	Deputy General Manager
5.	Srikanth Jannu	Deputy General Manager
6.	Abhaykumar Chaudhari	Assistant Manager
7.	Gautamkumar Makavana	Senior Executive
8.	Hiteshkumar Panchal	Senior Executive
9.	Bhavesh Sarvaiya	Senior Executive
10.	Chiragbhai Chaudhary	Executive
11.	Raj Suthar	Executive
12.	Dipansu Prajapati	Executive
13.	Rohitkumar Patel	Support Staff
14.	Dhaval B Vaghela	Support Staff
15.	Jitendra Rathod	Support Staff

**CHAPTER – X**

**THE REMUNERATION PAID TO EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE POST COMPENSATION AS PROVIDED IN ITS REGULATION**

*The Designation-wise pay-scale is as under:*

<b>Sr. No.</b>	<b>Designation</b>	<b>Pay-scale (In Rs.)</b>
1	Managing Director	<b>Pay-scales fixed by Board of Directors of the company</b>
2	President	
3	Senior Vice President	
4	Vice President	
5	Assistant Vice President	
6	General Manager	
7	Deputy General Manager	
8	Senior Manager	
9	Manager	
10	Assistant Manager	
11	Senior Executive	
12	Executive	
13	Support Staff	

## **CHAPTER – XI**

### **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE**

The Company prepares the budget every year. The budget is approved by the Board and expenditure is incurred based on approved budget.

## **CHAPTER – XII**

### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

The Company is not eligible to any grant/subsidy hence, this Chapter is not applicable to the Company.

**CHAPTER – XIII**

**THE PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORIZATIONS GRANTED BY IT**

The Company has not received any grant/subsidy hence this clause is not applicable to the Company.

## **CHAPTER – XIV**

### **THE DETAILS OF INFORMATION AVAILABLE TO OR HELD BY REDUCED IN AN ELECTRONIC FORM**

The details of the organization, Stakeholders, Board of Directors, City Level Infrastructure, GIFT City Master Plan, GIFT Special Economic Zone and Developers/Occupants, Tenders, Media coverage are available on the company's website [www.giftgujarat.in](http://www.giftgujarat.in)

## **CHAPTER – XV**

### **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING WORKING HOURS OF A LIBRARY OR A READING ROOM, IF MAINTAINED FOR PUBLIC USE**

Citizens can contact the Registered Office of the Company for information. Any citizen can visit the Company's website for desired information. If the required information is not available on the website, they may apply for the same, in prescribed format, to the concerned PIO seeking the required information and also mention his address and e-mail ID. If the required information is available and can be provided, as per provisions of the RTI Act.

**CHAPTER – XVI**

**NAME, DESIGNATION, AND OTHER PARTICULARS OF THE PUBLIC  
INFORMATION OFFICERS**

**A) Public Information**

**Officer (PIO)** : **Shri Nisarg Acharya**  
Designation : General Manager  
Address : Gujarat International Finance  
Tec-City Company Ltd.  
GIFT House, GIFT City,  
Gandhinagar – 382355.  
Phone No. : 079 – 61708300  
Email : nisarg.acharya@giftgujarat.in

**B) Appellate Authority** : **Shri Avichal Khera**  
Designation : Senior Vice President  
Address : Gujarat International Finance  
Tec-City Company Ltd.  
GIFT House, GIFT City,  
Gandhinagar – 382355.  
Phone No. : 079 – 61708300  
Email : avichal.khera@giftgujarat.in



## **CHAPTER – XVII**

### **OTHER INFORMATION**

For any other information and updates, kindly visit the company's website, [www.giftgujarat.in](http://www.giftgujarat.in)

**OR**

A person who desires to obtain any other information, shall make an application under Rule 3 of the Gujarat Right to Information Rules, 2010 in Form A (format provided in the said Rules) in a neatly typed or handwritten application containing all essential details described in "Form A" along with the fees prescribed in Rule 5(a) or through the e-media to the Public Information Officer.