



Gujarat International Finance Tec-City Company Limited

RTI MANUAL



As on November 08, 2024

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 Ltd.
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:** 21st 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	49,04,18,800	71.032
Gujarat Maritime Board	10,00,00,000	14.484
Gujarat Industrial Corporation Limited	10,00,00,000	14.484

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, which are being developed by 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

15th 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 15th 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 15th 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:

Central Government by its Order dated 26th September 2023 has approved the merger of GIFT SEZ Limited, GIFT District Cooling Systems Limited, GIFT ICT Services Limited, GIFT Water Infrastructure Limited, GIFT Waste Management Services Limited and GIFT Collective Investment Management Company Limited with Gujarat International Finance Tec City Company Limited. Pursuant to this order the aforesaid companies will stand dissolved and merged with Gujarat International Finance Tec-City Company Limited.

Below mentioned entities are subsidiaries of GIFTCL:

1. **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. GIFT Power Company Ltd. is a wholly owned subsidiary of GIFTCL.
2. **Smart ICT Services Private Limited (Subsidiary of GIFTCL):** 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).

Note : Pursuant to merger order, the shares of the GIFT ICT Services Limited stands transferred to GIFTCL.

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.

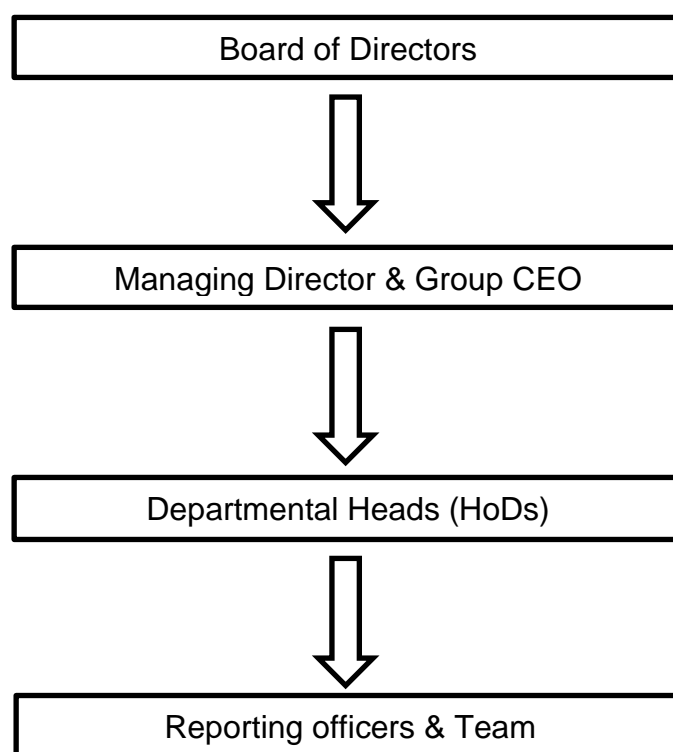
CHAPTER – III

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 Hasmukh Adhia, Retd. IAS	Chairman
b)	Dr. T. Natarajan, IAS	Director
c)	Shri Ashwini Kumar, IAS	Director
d)	Shri Rajkumar Beniwal, IAS	Director
e)	Shri Tapan Ray, Retd. IAS	Managing Director & Group CEO
f)	Prof. Chetan Vaidya	Independent Director
g)	Ms. Anjali Bansal	Independent Director
h)	Shri Ajay Tyagi	Independent Director
i)	Shri Rajat Moona	Independent Director

Various Committees:

- 1) **Project Committee**
- 2) **Audit Committee**
- 3) **Nomination & Remuneration Committee**
- 4) **Committee of Directors for ancillary decisions for Development Rights.**

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

Sr. No.	Full Name	Designation Grade
1.	Tapan Ray	MD & Group CEO
2.	Saurabh Singhal	President
3.	Avichal Khera	Senior Vice President
4.	Piyush Gandhi	Senior Vice President
5.	Nilesh Purey	Senior Vice President
6.	Janki Jethi	Senior Vice President
7.	Vishal Kundra	Senior Vice President
8.	Rajeev Mohan Sharma	Senior Vice President
9.	Ramesh Kapoor	Senior Vice President
10.	Loveleen Garg	Vice President
11.	Sanjay Kumar	Vice President
12.	Anil Kumar Parmar	Vice President
13.	Dhaivat Mehta	Vice President
14.	Deepak Bhatra	Vice President
15.	Amar Pandey	Assistant Vice President
16.	Sandip Shah	Assistant Vice President
17.	Nisarg Acharya	Assistant Vice President
18.	Vikram Shah	General Manager
19.	Kinjal Trambadia	General Manager
20.	Kalpesh Patel	General Manager
21.	Pooja Vaghela	General Manager
22.	Prakashsingh Thakur	General Manager
23.	Yogesh Bobade	General Manager
24.	Harsh Gandhi	General Manager
25.	Rahul Damedhar	General Manager
26.	Sachin Baid	General Manager
27.	Vikrant Bijamwar	General Manager
28.	Shibu Pillai	General Manager
29.	Vimal Patel	General Manager
30.	Jasmine Shah	General Manager
31.	Suresh Dhaka	General Manager
32.	Arunselvakumar K.	General Manager
33.	Bharat Onkar	Deputy General Manager

34.	Ritu Joshi	Deputy General Manager
35.	Madhav Puranik	Deputy General Manager
36.	Jigar Dalal	Deputy General Manager
37.	Bharat Raval	Deputy General Manager
38.	Aditya Patel	Deputy General Manager
39.	Hemant Soni	Deputy General Manager
40.	Himangi Gupta	Deputy General Manager
41.	Parth Barot	Deputy General Manager
42.	Shashang Hathi	Deputy General Manager
43.	Bhaskar Sagar	Deputy General Manager
44.	Ankul Patel	Deputy General Manager
45.	Jitendra Yadav	Deputy General Manager
46.	Rahul Tajpuriya	Deputy General Manager
47.	Ankit Solanki	Deputy General Manager
48.	Chintan Amlani	Deputy General Manager
49.	Abhinav Ahuja	Deputy General Manager
50.	Shushant Chak	Deputy General Manager
51.	Sandeep Kumar Dubey	Deputy General Manager
52.	Augusta Coney	Senior Manager
53.	Rajesh Dhruv	Senior Manager
54.	Rakesh Kumar Patra	Senior Manager
55.	Riddhi Joshi	Senior Manager
56.	Rupa Singh	Senior Manager
57.	Vishal Shah	Senior Manager
58.	Jignesh Melakiya	Senior Manager
59.	Niraj Rathod	Senior Manager
60.	Vijaykumar Gandhi	Senior Manager
61.	Kartikkumar G. Prajapati	Senior Manager
62.	Ayush Shrivastava	Senior Manager
63.	Avinash Nakiya	Senior Manager
64.	Bhargav Prajapati	Senior Manager
65.	Rakesh Inala	Senior Manager
66.	Piyush Shah	Senior Manager
67.	Abhishek Kumar	Senior Manager
68.	Dhaval Kumar Ghodasara	Senior Manager
69.	Hiren Kumar Doshi	Senior Manager
70.	Durgesh Kumar Pandey	Senior Manager
71.	Sushant Raval	Senior Manager
72.	Anoop Kaushik	Senior Manager
73.	Shrey Shah	Manager
74.	Ronak Naik	Manager
75.	Dhaval Joshi	Manager

76.	Maheshkumar Boghani	Manager
77.	Dipen Patel	Manager
78.	Jay Doshi	Manager
79.	Priya Bhat	Manager
80.	Mayank Parikh	Manager
81.	Jaya Chaturvedi	Manager
82.	Sachin Patel	Manager
83.	Vipul Nakum	Manager
84.	Mandaar Vaishnav	Manager
85.	Shekhar Tejwani	Manager
86.	Divyang Patel	Manager
87.	Rudrank Bhatt	Manager
88.	Harnish Patel	Manager
89.	Vishal M. Shah	Manager
90.	Dhaval Makwana	Assistant Manager
91.	Vipul Panchal	Assistant Manager
92.	Mehul Khakhkhar	Assistant Manager
93.	Praphul Kumar	Assistant Manager
94.	Ramendra Pandey	Assistant Manager
95.	Virbhadrasingh Gohil	Assistant Manager
96.	Prateek Sharma	Assistant Manager
97.	Avadhesh Tank	Assistant Manager
98.	Anooja U.	Assistant Manager
99.	Dhyan Trivedi	Assistant Manager
100.	Ajayan Nambiar	Assistant Manager
101.	Isha Oza	Assistant Manager
102.	Alpesh Trivedi	Assistant Manager
103.	Ghanshyamsingh Gohil	Assistant Manager
104.	Hardik Patel	Assistant Manager
105.	Bhavik Patel	Assistant Manager
106.	Harshal Shah	Assistant Manager
107.	Siddharth Patel	Assistant Manager
108.	Vibha Ambani	Assistant Manager
109.	Parth Makwana	Assistant Manager
110.	Smit Dodiya	Assistant Manager
111.	Vishal Kharadi	Assistant Manager
112.	Jay More	Assistant Manager
113.	Parag Chitre	Assistant Manager
114.	Harsh Parihar	Assistant Manager
115.	Rakesh Mordani	Assistant Manager
116.	Nikunj Choksi	Assistant Manager
117.	Sukhdevsingh Jadav	Assistant Manager

118.	Alpesh Chauhan	Assistant Manager
119.	Ganpatlal Mali	Assistant Manager
120.	Umang Darji	Assistant Manager
121.	Nevis Khambhati	Assistant Manager
122.	Dhrohit Chauhan	Assistant Manager
123.	Mahesh Prajapati	Assistant Manager
124.	Karan Parmar	Assistant Manager
125.	Vivek Shiyani	Assistant Manager
126.	Gaurang Nadiya	Assistant Manager
127.	Shreya Shetty	Assistant Manager
128.	Devika Kedari	Senior Executive
129.	Harshal Gandhi	Senior Executive
130.	Viralkumar Suthar	Senior Executive
131.	Arvindkumar Gohil	Senior Executive
132.	Smit Bhatt	Senior Executive
133.	Dhara Tailor	Senior Executive
134.	Dhruvi Trivedi	Senior Executive
135.	Dhruv Patel	Senior Executive
136.	Shailesh Thakor	Senior Executive
137.	Ranjitsinh Vaghela	Senior Executive
138.	Abhishek Maheta	Senior Executive
139.	Shreyans Golchha	Senior Executive
140.	Dhruv Parmar	Senior Executive
141.	Chintan Suthar	Senior Executive
142.	Ravi Panara	Senior Executive
143.	Palak Anand	Senior Executive
144.	Rikita Raval	Senior Executive
145.	Ayush Sharma	Senior Executive
146.	Nikita Khatwani	Senior Executive
147.	Bharatsinh Rana	Senior Executive
148.	Ronak Barot	Senior Executive
149.	Akashkumar Tomar	Senior Executive
150.	Piyush Kadavala	Senior Executive
151.	Chirag Gondaliya	Senior Executive
152.	Maulik Patel	Senior Executive
153.	Umang Patel	Senior Executive
154.	Vishal Chauhan	Senior Executive
155.	Jay Sathavara	Senior Executive
156.	Gaurav Thakor	Senior Executive
157.	Hitendra Patel	Senior Executive
158.	Kavita Gulwani	Senior Executive
159.	Anjali Mishra	Senior Executive

160.	Rutva Parekh	Senior Executive
161.	Jay Mori	Senior Executive
162.	Kartavya Thakar	Senior Executive
163.	Brijrajsinh Jadeja	Senior Executive
164.	Anshul Jain	Senior Executive
165.	Axay Patel	Senior Executive
166.	Nirav Odedara	Senior Executive
167.	Jaypal Baloliya	Senior Executive
168.	Ravigar Meghanathi	Senior Executive
169.	Karan Patel	Senior Executive
170.	Aum Hindocha	Senior Executive
171.	Parth Patel	Senior Executive
172.	Vivek Devaiya	Senior Executive
173.	Jitendra Asari	Executive
174.	Pratik Thakar	Executive
175.	Akshaybharathi Goswami	Executive
176.	Ankur Patel	Executive
177.	Shailesh Kumadra	Executive
178.	Niraj Tilva	Executive
179.	Bharatsinh Chavda	Executive
180.	Bharat P Shah	Executive
181.	Krunal Savaliya	Executive
182.	Rishabh Shukla	Executive
183.	Gajendrasinh Vaghela	Support Staff
184.	Bikram Arya	Support Staff
185.	Kantilal Meghwal	Support Staff
186.	Chandrakant R Vaghela	Support Staff
187.	Kiran R Vaghela	Support Staff
188.	Kirti Rathod	Support Staff
189.	Tusharsinh Bihola	Support Staff
190.	Shaktisinh Rathod	Support Staff
191.	Hitesh Thakor	Support Staff
192.	Dinesh Thakor	Support Staff
193.	Vijaysinh Nalvaya	Support Staff
194.	Dilip Gadhavi	Support Staff
195.	Khageswar Giri	Support Staff
196.	Alpesh Solanki	Support Staff
197.	Shailendrasinh Solanki	Support Staff
198.	Harpalsinh Rathod	Support Staff

GIFT Power Company Ltd.

Sr. No.	Full Name	Designation Grade
1.	Arvind Rajput	Chief Operating Officer
2.	Ketan Pancholi	Senior Vice President
3.	Kalubhai Tejani	Senior Vice President
4.	Prashant Dadheech	General Manager
5.	Vishwas Sheode	General Manager
6.	Amit Dalal	General Manager
7.	Srikanth Jannu	Deputy General Manager
8.	Ramya Pandya	Manager
9.	Abhaykumar Chaudhari	Assistant Manager
10.	Gautamkumar Makavana	Assistant Manager
11.	Bhavesh Sarvaiya	Assistant Manager
12.	Chiragbhai Chaudhary	Executive
13.	Raj Suthar	Executive
14.	Dipansu Prajapati	Executive
15.	Rohitkumar Patel	Support Staff
16.	Dhaval B. Vaghela	Support Staff
17.	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:

Sr. No.	Designation	Pay-scale (In Rs.)
1	Managing Director	Pay-scales fixed by Board of Directors of the company
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, INCLUDING 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, RTI Manual – Proactive Disclosure, Pricing and Allotment Policy For Land and Development Rights, Tenders, Media coverage are available on the company's website 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 : Assistant Vice President
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

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.