



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

## **RTI MANUAL**



As on July 05, 2025

**Registered Office:**

Gujarat International Finance Tec-City Company Limited  
EPS Building No. 49A, Block 49, Zone 04,  
Gyan Marg, GIFT City, Gandhinagar – 382050  
Gujarat, INDIA

**Correspondence address**

Gujarat International Finance Tec-City Company Ltd.  
GIFT House, Block 12, Road 1D, Zone 1, GIFT SEZ,  
GIFT City, Gandhinagar – 382050  
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	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

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:**

Central Government by its Order dated 26<sup>th</sup> 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.

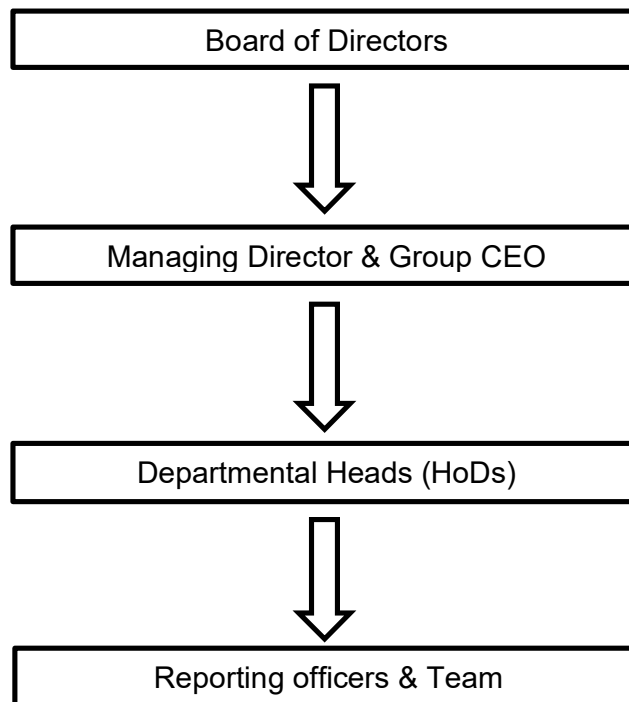
### **CHAPTER – III**

#### **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 ADVICE 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)	Ms. Remya Mohan Moothadath , 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
j)	Ms. Debjani Ghosh	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**

<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.	Rajeev Mohan Sharma	Senior Vice President
7.	Ramesh Kapoor	Senior Vice President
8.	Loveleen Garg	Senior Vice President
9.	Sanjay Kumar	Vice President
10.	Anil Kumar Parmar	Vice President
11.	Dhaivat Mehta	Vice President
12.	Mahesh Gadhavi	Vice President
13.	Amar Pandey	Assistant Vice President
14.	Sandip Shah	Assistant Vice President
15.	Nisarg Acharya	Assistant Vice President
16.	Kinjal Trambadia	Assistant Vice President
17.	Rahul Damedhar	Assistant Vice President
18.	Kalpesh Patel	Assistant Vice President
19.	Shibu Pillai	Assistant Vice President
20.	Vikram Shah	General Manager
21.	Pooja Vaghela	General Manager
22.	Prakashsingh Thakur	General Manager
23.	Yogesh Bobade	General Manager
24.	Harsh Gandhi	General Manager
25.	Vikrant Bijamwar	General Manager
26.	Vimal Patel	General Manager
27.	Jasmine Shah	General Manager
28.	Suresh Dhaka	General Manager
29.	Arunselvakumar K.	General Manager
30.	Shashang Hathi	General Manager
31.	Aditya Patel	General Manager
32.	Ritu Joshi	General Manager
33.	Hemant Soni	General Manager

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

76.	Maheshkumar Boghani	Manager
77.	Priya Bhat	Manager
78.	Ghanshyamsinh Gohil	Manager
79.	Praphul Kumar	Manager
80.	Ramendra Pandey	Manager
81.	Prateek Sharma	Manager
82.	Jaya Chaturvedi	Manager
83.	Sachin Patel	Manager
84.	Vipul Nakum	Manager
85.	Mandaar Vaishnav	Manager
86.	Shekhar Tejwani	Manager
87.	Divyang Patel	Manager
88.	Rudrank Bhatt	Manager
89.	Harnish Patel	Manager
90.	Vishal M. Shah	Manager
91.	Harsh Thakor	Manager
92.	Jeevan Singh Amole	Manager
93.	Dhaval Makwana	Manager
94.	Avadhesh Tank	Manager
95.	Anooja U.	Manager
96.	Siddharth Patel	Manager
97.	Virbhadrasingh Gohil	Manager
98.	Vipul Panchal	Manager
99.	Bhavik Patel	Manager
100.	Gauravkumar Nayak	Manager
101.	Mehul Khakhkhar	Manager
102.	Ravikumar Kotadiya	Manager
103.	Dhyan Trivedi	Assistant Manager
104.	Ajayan Nambiar	Assistant Manager
105.	Isha Oza	Assistant Manager
106.	Alpesh Trivedi	Assistant Manager
107.	Hardik Patel	Assistant Manager
108.	Harshal Shah	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.	Sukhdevsinh Jadav	Assistant Manager
117.	Alpesh Chauhan	Assistant Manager

118.	Ganpatlal Mali	Assistant Manager
119.	Umang Darji	Assistant Manager
120.	Dhrohit Chauhan	Assistant Manager
121.	Mahesh Prajapati	Assistant Manager
122.	Karan Parmar	Assistant Manager
123.	Vivek Shiyani	Assistant Manager
124.	Gaurang Nadiya	Assistant Manager
125.	Shreya Shetty	Assistant Manager
126.	Tanvi Parmar	Assistant Manager
127.	Mohan Kakran	Assistant Manager
128.	Vikas Mishra	Assistant Manager
129.	Siddharth Tyagi	Assistant Manager
130.	Pruthvi Jotva	Assistant Manager
131.	Devika Kedari	Assistant Manager
132.	Smit Bhatt	Assistant Manager
133.	Dhruvi Trivedi	Assistant Manager
134.	Parth Patel	Assistant Manager
135.	Dhruv Patel	Assistant Manager
136.	Abhishek Maheta	Assistant Manager
137.	Shreyans Golchha	Assistant Manager
138.	Palak Anand	Assistant Manager
139.	Ayush Sharma	Assistant Manager
140.	Sandeep Singh	Assistant Manager
141.	Abhi Sanghvi	Assistant Manager
142.	Sawan Kumar Maletha	Assistant Manager
143.	Viralkumar Suthar	Senior Executive
144.	Harshal Gandhi	Senior Executive
145.	Ranjitsinh Vaghela	Senior Executive
146.	Dhruv Parmar	Senior Executive
147.	Chintan Suthar	Senior Executive
148.	Ravi Panara	Senior Executive
149.	Rikita Raval	Senior Executive
150.	Bharatsinh Rana	Senior Executive
151.	Ronak Barot	Senior Executive
152.	Akashkumar Tomar	Senior Executive
153.	Piyush Kadavala	Senior Executive
154.	Chirag Gondaliya	Senior Executive
155.	Maulik Patel	Senior Executive
156.	Umang Patel	Senior Executive
157.	Vishal Chauhan	Senior Executive
158.	Jay Sathavara	Senior Executive
159.	Gaurav Thakor	Senior Executive

160.	Kavita Gulwani	Senior Executive
161.	Anjali Mishra	Senior Executive
162.	Rutva Parekh	Senior Executive
163.	Jay Mori	Senior Executive
164.	Kartavya Thakar	Senior Executive
165.	Brijrajsinh Jadeja	Senior Executive
166.	Anshul Jain	Senior Executive
167.	Axay Patel	Senior Executive
168.	Nirav Odedra	Senior Executive
169.	Jaypal Baloliya	Senior Executive
170.	Ravigar Meghanathi	Senior Executive
171.	Karan Patel	Senior Executive
172.	Aum Hindocha	Senior Executive
173.	Vivek Devaiya	Senior Executive
174.	Divyesh Rana	Senior Executive
175.	Falgun Patel	Senior Executive
176.	Kuldeepsinh Gohil	Senior Executive
177.	Tanveer Charan	Senior Executive
178.	Sujal Nayak	Senior Executive
179.	Meet Mehta	Senior Executive
180.	Amrit Pratik	Senior Executive
181.	Nikunj Choksi	Senior Executive
182.	Jitendra Asari	Executive
183.	Pratik Thakar	Executive
184.	Akshaybharathi Goswami	Executive
185.	Ankur Patel	Executive
186.	Shailesh Kumadra	Executive
187.	Niraj Tilva	Executive
188.	Bharatsinh Chavda	Executive
189.	Bharat P Shah	Executive
190.	Krunal Savaliya	Executive
191.	Rishabh Shukla	Executive
192.	Pakhuri Patil	Executive
193.	Gajendrasinh Vaghela	Support Staff
194.	Bikram Arya	Support Staff
195.	Kantilal Meghwal	Support Staff
196.	Chandrakant R Vaghela	Support Staff
197.	Kiran R Vaghela	Support Staff
198.	Kirti Rathod	Support Staff
199.	Tusharsinh Bihola	Support Staff
200.	Shaktisinh Rathod	Support Staff
201.	Hitesh Thakor	Support Staff



202.	Dinesh Thakor	Support Staff
203.	Vijaysinh Nalvaya	Support Staff
204.	Dilip Gadhavi	Support Staff
205.	Khageswar Giri	Support Staff
206.	Alpesh Solanki	Support Staff
207.	Shailendrasinh Solanki	Support Staff
208.	Harpalsinh Rathod	Support Staff
209.	Raj Maheriya	Support Staff

**GIFT Power Company Ltd.**

<b>Sr. No.</b>	<b>Full Name</b>	<b>Designation Grade</b>
1.	Arvind Rajput	Senior Vice President
2.	Ketan Pancholi	Senior Vice President
3.	Prashant Dadheech	Assistant Vice President
4.	Vishwas Sheode	General Manager
5.	Amit Dalal	General Manager
6.	Srikanth Jannu	General Manager
7.	Ramya Pandya	Manager
8.	Gautamkumar Makavana	Manager
9.	Abhaykumar Chaudhari	Assistant Manager
10.	Bhaves Sarvaiya	Assistant Manager
11.	Raj Suthar	Senior Executive
12.	Chiragbhai Chaudhary	Executive
13.	Dipansu Prajapati	Executive
14.	Rohitkumar Patel	Support Staff
15.	Dhaval B. Vaghela	Support Staff
16.	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, 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 Area Development Plan, GIFT Special Economic Zone and Developers/Occupants, RTI Manual – Proactive Disclosure, Pricing and Allotment Policy For Land and Development Rights, Tenders/RFPs, 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**

<b>Officer (PIO)</b>	:	<b>Shri Dhaivat Mehta</b>
Designation	:	Vice President
Address	:	Gujarat International Finance Tec-city Company Ltd. GIFT House, GIFT City, Gandhinagar – 382050.
Phone No.	:	079 – 61708300
Email	:	dhaivat.mehta@giftgujarat.in

**B) Appellate Authority**

<b>Appellate Authority</b>	:	<b>Shri Avichal Khera</b>
Designation	:	Senior Vice President
Address	:	Gujarat International Finance Tec-City Company Ltd. GIFT House, GIFT City, Gandhinagar – 382050.
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.