

***RIGHT TO INFORMATION ACT, 2005***

***GUJARAT URBAN DEVELOPMENT COMPANY LTD***

***RTI MANUAL***

***As on 01-05-2018***

**Regd. Office:**

Gujarat Urban Development Company Limited

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## **Chapter – I: Particulars of Organisation, Functions and Duties.**

### **1. Particulars of Organisation**

- a. Date of Incorporation: 27<sup>th</sup> May, 1999
- b. Type of Company: Government Company under section 617 of the Companies Act, 1956
- c. Administrative Department: Urban Development & Urban Housing Department
- d. Shareholding Pattern: 100% of the paid-up Equity Share Capital held by the Governor of Gujarat and its nominees.

### **2. MISSION:**

To facilitate and address Urban Development issues by assisting the State Government and concerned agencies in formulation of Policy, Institutional Strengthening, Capacity Building and assist in funding and implementation of projects.

### **3. MANDATE:**

Mandate given vide GR MIS/1098/ 974/th dated 17.4.1999 of UD and UHD, GOG is as under:

- a. Priorities: Urban planning and urban development, land acquisition for development, development of social infrastructure like public buildings and other amenities, Housing for lower income group and middle income group, urban transportation etc.
- b. Equity Capital: Authorized Equity Capital would be ₹ 100 Crores, 26% to be subscribed by the State Government and subsequently it shall be offered to financial institutes and general public, 25% and 49% respectively.
- c. Work Area: Gujarat State.

### **4. ACTIVITIES OF GUDC Ltd.:**

In Gujarat, multiple agencies exist in the field of urban development; hence, GUDC Ltd addresses the institutional gap and avoids conflict of roles within these agencies. GUDC Ltd. envisages addressing the following activities:

- Assist the State Government in formulation, appraisal, implementation, and monitoring of urban projects funded from multilateral sources.
- Assist to the State Government and ULBs/UDAs in E-governance.
- To provide integrated perspective on urban policy and apply management theories and concepts to urban issues.
- Support, assist and consultancy to the State Government and ULBs/UDAs to leverage the resources of private sector in urban sector.
- Adaptation of the innovative approaches, experience and learning from India and abroad.
- Develop appropriate sustainable pool finance mechanism for raising capital from market for urban sector projects.

- Design, develop, maintain and update information database on urban development.
- Identify the investment requirement, phasing and viability of new development areas through feasibility studies.
- Conduct various studies in the area of urban development, e.g. socio — economic impact analysis of urban project, urban transportation, city development studies, slum up-gradation studies etc.
- Promote the projects for slum up-gradation.
- Extend project development facilities to ULBs/UDAs.
- Coordinate with various State level agencies for provision of trunk infrastructure.
- Develop multi-stake holder perspective in urban area and thereby structured integrated urban area development projects with involvement of stakeholders.
- Undertake the role of a UDA for certain pocket of areas having potential of fast development by planned development and special amenities/ infrastructure.
- Develop think tank, encompass knowledge resources and build up professional conducive environment in urban sectors by promoting professional practices, regular training and development activities, adopting prevalent urban management concepts etc.
- Undertake the assignment in urban sector as assigned by the Government of Gujarat (GoG) from time to time.

## **5. PROJECTS INITIATED AND ONGOING:**

### **(i) Integrated Infrastructure Facilities in the Tribal Towns of Gujarat:**

Gujarat has around 15% Scheduled Tribe Population. For the Up-gradation of livelihood in Tribal Areas, one of the components of the program is the development in basic infrastructure facilities such as Water Supply, Sewerage, Sanitation, Solid waste management etc in the Tribal Areas. In this regard, the GoG has designated GUDC as a Nodal Agency for the implementation of Infrastructure Facilities in the Towns identified under Tribal Sub Plan, vide UD & UHD order no. TSP/102007/1607/dh dated 06/11/07. Initial Study was done through CEPT at regional as well as town level.

The Identified Towns (18 nos.) are : - Dahod, Devgadbaria, Zalod, Rajpipla, Santrampur, Khedbrahma, Bardoli, Mandvi, Songadh, Vyara, Chhotaudaipur, Dharampur, Pardi, Umargam, Tarsadi, Shahera, Gandevi, and Vijalpor.

Project Component: Water Supply, Sewerage, Roads, Storm Water Drainage including economic and social infrastructure.

Allocated to GUDC till date : Rs.12058.00 lakhs

- ACTION TAKEN:**

Status of Work	No. of Towns	Name of Towns	Estimated Cost : ₹ In Lakhs
Works completed	13	Vyara, Songadh, Pardi, Devgadhbharia, Santrampur, Rajpipla, Umargam, Zalod, Khedbrahma, Mandvi, Dahod, Tarsadi and Vijalpore	13579.39
Total	13		13579.39
WSS in four towns (Bardoli, Chhotaudepur, Gandevi & Sahera ) has been completed under UIDSSMT.			
WSS in one town (Dharampur) is funded under SJMMSVY.			

**Aanganwadi:**

For construction of total 120 nos. of Aanganwadi units in 18 tribal towns, grant of Rs. 4.80 crore (Rs. 4.00 lacs per unit) has been released and balance grant of Rs. 1.80 crore (Revised Rs.5.50 lacs per unit) has been recommended for ULBs.

**(ii) Swarnim Jayanti Mukhya Mantri Shaheri Vikas Yojana (SJMMSVY)**

GUDC has been designated as a nodal agency by GOG for the implementation of Sewerage Schemes in 58 ULBs of Gujarat vide GR dated 17/04/13.

- ACTION TAKEN :**

Status of Work	No. of Towns	Name of Towns	Estimated Cost : (Rs. In Lakhs)
<b>WATER SUPPLY WORKS UNDER SJMMSVY:</b>			
Works completed	6	Dharampur , Devgadhbharia, Patan, Dahod, Kanakpur Kansad and Tarsadi	4397.61

Status of Work	No. of Towns	Name of Towns	Estimated Cost : (Rs. In Lakhs)
Work in progress	2	Veraval-Patan and Surendranagar	13614.29
<b>Total</b>	<b>08</b>		<b>18011.90</b>
<b>SEWERAGE WORKS UNDER SJMMSVY:</b>			
Works completed (Phase I)	46	Dholka, Bagasara, Unjha, Kadi, Mehsana, Gandevi, Siddhpur, Khedbrahma, Dabhoi, Bardoli, Anjar, Nadiad, Petlad, Dhrangadhra, Borsad, Visnagar, Valsad, Navsari, Patan, Mandvi(S), Himmatnagar, Palitana, Billimora, Santrampur, Veraval Patan, Khambhat, Wadhwan, Bhachau,	146823.91

		Dharampur, Pardi, Songadh, Kanakpur Kansad, Tarsadi, Vijalpore, Devgadbaria, Mahuva, Kalol, Shehra, Umargam, Vyara, Godhra, Dahod, Ankleshwar, Chhotaudepur, Zalod, Deesa	
* Work in progress	10	Anand, Amreli, Vapi, Surendranagar, , Bharuch, Kaalol-P, Palanpur, Rajpipla, Viramgam and Vadnagar	63475.40
Works under various stages of tender	2	Modasa, Gandhidham	8144.97
<b>Total</b>	<b>58</b>		<b>218444.28</b>
<b>STP WORKS UNDER SJMMSVY :</b>			
STP works completed	5	Nadiad, Patan, Petlad, Dholka and Himmatnagar	Incl. in above *
Work in progress	2	Mehsana and Vadnagar	2928.00
Tender invited under SJMMSVY	1	Kadi	1697.40
STP already exists/ clubbed/ proposed under PPP	4	Anjar and Siddhpur (Existing), Vejalpore(to be clubbed with Navsari) and Gandhidham STP is proposed on PPP mode.	

**(iii) Atal Mission For Rejuvenation And Urban Transformation (AMRUT)**

GUDM is the designated nodal agency for implementing AMRUT Projects in the 31 AMRUT cities of the state. The key elements of AMRUT are water supply, sewerage & septage, storm wather drainage, urban transport, green space & parks, reforms management & support and capacity building.

As per the Hon. CM approval dated 19/04/16, the implementing of STP works to be done by GUDC in the towns where sewer collecting system has been executed by GUDC.

The State Annual Action Plan (SAAP) 2015-16 and 2016-17 is approved.

**ACTION TAKEN :**

<b>Status of Work</b>	<b>No. of Towns</b>	<b>Name of Towns</b>	<b>Contract Value/Estimated cost : (Rs. In Lakhs)</b>
<b>STP works taken under AMRUT</b>			
Work in progress	11 / 13 STPs	Valsad, Navsari, Vapi, Kalol (G), Godhra, Anand (Lambhvel), Anand (Bakrol), Palanpur, S.nagar, Amreli, Bharuch, Anand (TP-08) and Deesa	39321.16
STP Tenders under technical evaluation	1 ULB	Veraval-Patan	4490.32

<b>Underground Drainage Scheme under AMRUT</b>			
Work order issued	2	Nadiad and Deesa	1742.69
Tender under Technical evaluation	3	Bharuch, Amreli and Veraval-Patan	4727.53

**(iv) Railway Over Bridge / Railway Under Bridge (ROB/RUB):**

- Total 28 works of Rs 379.08 Cr (A.A) are approved by State Government under this scheme.
- 07 works of Rs 62.56 Cr (A.A.) are completed (Unjha, Botad, Viramagam, Kadi, Jamnagar Municipal Corporation-02 ,Patan)
- 08 works of Rs 120.615 Cr.(A.A) are in progress ( Siddhpur-02, Jamnagar Municipal Corporation, Surendranagar, Gondal, Palanpur, Bilimora,Himatnagar)
- 09 works of Rs 139.02 Cr.(A.A.) are at GAD / DPR preparation and other department approval stage (Jamnagar Municipal Corporation, Gondal, Porbandar, Bilimora, Vijalpor, Navsari, Morbi, Gandhidham, Jetpur )
- 02 works of Rs 25.13 Cr. (A.A.) are in Tender stage (Thangadh,Khambhat)
- 02 works of Rs 31.75 Cr. (A.A.) are Cancelled by Municipalities (Bavala,Ankleshvar)

➤ **Widening of Railway Level Crossing under SJMMSVY**

- 04 works of Rs 4.375 Cr (A.A.) approved for widening of Railway Level Crossing work (Visangar, Anand, Ahmadabad Municipal Corporation-02)

**(v) Municipal Energy Efficiency Project (MEEP)**

Hon'ble Prime Minister launched UJALA (Unnat Jyoti By Affordable LEDs for All) on 05/01/2016 for promoting use of LED lights and so that capital expenditure can be met. Under UJALA Scheme, Domestic Energy Lighting Programme (DELP) is for Household usages and Street Light National Programme (SLNP) is for Streetlights usages.

Govt. of India appointed Energy Services Company (ESCO) and Energy Efficiency Services Limited (EESL) as a Nodal Agency to implement this scheme. EESL is a joint venture of four Power Companies of Govt. of India (NTPC Ltd., Power Finance Corporation (PFC) Ltd., Rural Electrification Corporation Ltd. (REC) and Power Grid Corporation of India). EESL is working in co-ordination with Bureau of Energy Efficiency (BEE) and leading in the marketing activities of 8 important mission of Govt. of India including National Mission of Enhanced Energy Efficiency (NMEEE).

The State Government vide GR dated 28/10/2016 nominated M/s EESL as the Nodal Agency to Implement LED Street Lighting Project for Municipal Corporations and ULBs of the State of Gujarat. State Government signed an MoU with M/s EESL in the presence of Hon'ble Minister, MoUD, GoI on 08/11/2016.

Out of total 1124126 lights M/s. EESL has converted 845070 and 254367 lights had been replaced by ULBs. Overall 94% work has been completed and remaining work will be completed soon. Installation work had been completed in 6 Municipal Corporations and 151 Municipalities.

**(vi) Liquid Waste Management Project**

The Government of Gujarat (GoG) has initiated Liquid Waste Management Project. This Project focuses on the reuse and recycle of the waste. It also aims to create a symbiotic relationship between rural and urban areas in such a way that the by-products of the waste can be utilized for industrial and agricultural purposes to the extent feasible.

Reuse of waste-water will ultimately reduce the financial burden on the ULBs and partially offset the water demand. It has, therefore, proposed to promote reuse of waste water.



## Chapter – II : Powers and Duties of the Officers and Employees.

Designation	Authorities and Responsibilities
<b>ADMINISTRATION WING :</b>	
<b>Vice President (Corporate Affairs) [VP(CA)]</b>	<ul style="list-style-type: none"> <li>• Unit Head reporting to MD-GUDC.</li> <li>• Recruitment procedure and selection.</li> <li>• General Administration.</li> <li>• Training and Development</li> <li>• Procurement of various office equipments.</li> <li>• Implementation of MEEP Projects.</li> <li>• Coordination and Compliance for GIFT, Metro and Urban Transport Related Projects.</li> <li>• Documentation, setting system and procedures.</li> <li>• Coordination and liaisoning with various Govt. Department.</li> <li>• Guardian officer of UD&amp;UHD for Vibrant Gujarat Summit.</li> </ul>
<b>General Manager [GM]</b>	<ul style="list-style-type: none"> <li>• Reporting to Vice President (Corporate Affairs).</li> <li>• General Administration.</li> <li>• Compliance to various Economic and Labour Laws.</li> <li>• Maintaining Protocol.</li> </ul>
<b>Dy. Manager (Admin) Addl. Asst. Mgr.(Admn.) Clerk cum Typist.</b>	<ul style="list-style-type: none"> <li>• Looking after Office Administration</li> <li>• Organizing Board Agenda pertaining to Administration/Establishment issues.</li> <li>• Recruitment, Training and Development.</li> <li>• Valuable Correspondences of Administrative Matters with the different Departments/Offices of the State Government.</li> <li>• Management of appointment of staff and renewal/extension of their contract period.</li> <li>• Maintaining Personnel and Service related records of Contractual Staff as well as Government officers who are on deputation from different Govt. Departments/Offices.</li> <li>• Monitoring on in-time submission of Confidential Report of Staff Members duly filled in by concerned Reporting Officer/Reviewing Authority.</li> <li>• Pertinent Compliance of RTI Act- 2005.</li> <li>• Pertinent Compliance of Labour Laws Act and other relevant matters.</li> <li>• Administrative related matters under purviews of the Companies Act.</li> <li>• Compliance of Administrative queries in Audit.</li> <li>• Coordinating in Legal &amp; Arbitration matters.</li> <li>• Preparation and Verification of salary bills, annual increments of staff members etc.</li> <li>• Remittance of Establishment expenses etc.</li> <li>• Empanelment of outsourced agency for hiring manpower.</li> <li>• Transfer/re-designation of contractual staff members.</li> <li>• Gratuity and EPF related matters of the Staff Members.</li> <li>• Looking after Company's PIU Offices' Administrative/Establishment related matters/ proposals etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Management of purchase/hiring and maintenance of Office Premises.</li> <li>• Logistic arrangement for Officers/Staff/Company Guest etc.</li> <li>• Arrangement of meetings for Board of Directors/Audit Committee/Project Committee and other meetings of the Company and Conferences with Domestic/Foreign delegations.</li> <li>• Maintaining protocol.</li> <li>• AMC/ARC for hiring Vehicles/Stationary Printing/Xerox/AC Machines etc.</li> <li>• Purchase of Office Stationary, Furniture and Fixtures, Electric and Electronic equipments, Printing &amp; Consumable items etc. and maintaining all required registers.</li> <li>• Handling of Insurance policies of Office Premises and Valuable Fixed Assets, Med claim, Personal Accident Policy of Staff Members &amp; their renewals.</li> <li>• Payments of Mobile, Telephone, Data Card, Electricity, Postal, Office Rent, M&amp;R bills, Tender/Recruitment/Appointment of Agencies advertisement's bills as well as Suppliers' bills Payment etc.</li> <li>• Prepared subordinate staffs work schedules.</li> <li>• Any other tasks assigned by the Competent Authority of the Company.</li> </ul>
<b>PROJECT WING :</b>	
<b>Vice President(P)</b>	<ul style="list-style-type: none"> <li>▪ Project Wing Head, reporting to MD</li> <li>▪ Implementation of Various Urban Infrastructure Projects assigned to GUDC</li> <li>▪ Authentication of various project proposals to be placed before the competent authority level</li> <li>▪ Any other work entrusted by MD</li> </ul>
<b>Manager (Project)</b> <b>Dy. Manager (Project)</b> <b>Asst. Manager (Project)</b> <b>Addl. Asst. Mgr. (Project)</b>	<p><b>I. Tendering/ Procurement procedure for awarding of works/ projects</b></p> <ul style="list-style-type: none"> <li>▪ Review of DPR, DTPs, Inviting e tenders, study and process for evaluation, approval and final award of work</li> <li>▪ Reply to letters of UD &amp; UHD, Local Bodies, MP/MLA and Hon'ble Ministers, LAQs, etc</li> <li>▪ Audit Compliances</li> <li>▪ Weekly Status Update of Projects under various schemes.</li> </ul> <p><b>II. Project Monitoring/ Management:</b></p> <ul style="list-style-type: none"> <li>▪ Review Meetings with contractors, consultants, Nagarpalikas, Govt's Departments, etc</li> <li>▪ Site visits for work inspection/ verification</li> <li>▪ Planning for Completion and Handing over of projects</li> <li>▪ Preparation / Scrutiny of Variation Proposals for according its approvals at the level of Competent Authorities/ Project Committee</li> </ul>

	<ul style="list-style-type: none"> <li>• Cost Variations (Excess/ Extra/ Saving)</li> <li>• Time Extensions</li> <li>• Agenda preparation for Board Meeting/ Project Committee/ Technical Committee/ SLTC for AMRUT projects</li> </ul> <p><b>III Actions against agencies for slow progress/ delay in completion of works</b></p> <ul style="list-style-type: none"> <li>▪ Show Cause Notices</li> <li>▪ Termination / Withdrawal of works</li> </ul> <p><b>IV Any other work/ tasks entrusted by the authorities</b></p>
<b>FINANCE WING :</b>	
<b>Chief Financial Officer [CFO]</b>	<ul style="list-style-type: none"> <li>• Unit Head and reporting to MD-GUDC.</li> <li>• Maintenance of books of accounts, preparation of accounts and preparation of quarterly and annual statement of accounts.</li> <li>• Compliance to AG Audit, Internal Audit, Statutory audit etc.</li> <li>• Working Capital/Treasury Management</li> <li>• Compliance of IT Act, filling IT return, TDS and Other IT related matters, and other related Acts.</li> </ul>
<b>Account Officer [AO]</b>	<ul style="list-style-type: none"> <li>• Reporting to Chief Financial Officer</li> <li>• Inculcate the Govt. norms, systems, procedures etc.</li> <li>• Co-ordination with government department in connection with budget/information related matters.</li> </ul>
<b>Dy. Manager (Fin) Asst. Manager (Fin) Accounts Asst. and Cashier</b>	<ul style="list-style-type: none"> <li>• Reporting to Chief Financial Officer</li> <li>• Preparation and maintenance books of account.</li> <li>• Managing the cash, account reconciliation, payment processing for suppliers, contractors agencies and issue of various statutory certificates</li> <li>• Compliance to Internal Audit, Statutory Audit and C&amp;AG Audit</li> <li>• Compliance to IT Act, filling IT return, eTDS and Other IT related matters such as assessment/appeal proceedings before various authorities and other related Acts.</li> <li>• Maintaining ledger account Project wise and preparation of Trial balance, Balance Sheet &amp; P&amp;L of the company.</li> <li>• Maintenance of Bank Guarantees, FDRs with GSFS.</li> <li>• Compliance/Information with various Govt. Departments.</li> </ul>
<b>SECRETARIAL WING :</b>	
<b>Company Secretary [CS]</b>	<ul style="list-style-type: none"> <li>• Reporting to Vice President (Corporate Affairs).</li> <li>• Entire Secretarial work of the Company</li> <li>• Looking after all GIFT City related work at GUDC</li> <li>• Maintenance of Statutory Records</li> <li>• Convening &amp; conducting Board, AGM, Audit &amp; CSR Committee and all its related work &amp; compliance – Circular Resolutions</li> <li>• Filing of various E-forms as required to be filed with Registrar of Companies/ Ministry of Company Affairs –</li> </ul>

	<p>includes DIN, other annual form, activity related filing</p> <ul style="list-style-type: none"> <li>• Compliance of the Companies Act, 2013, Rules made there under, its allied schedules and Secretarial Standards issued by ICSI</li> <li>• Liasoning with the Depository viz. CDSL and the RSTA with regard to the dematerialized shares of the Company</li> <li>• Finalisation of Accounts of the Company jointly with the Finance Department</li> <li>• Preparation of reply to the POMs, draft &amp; final comments received from the C&amp;AG Office for supplementary audit conducted by them jointly with the Finance Department</li> <li>• Liasoning with the State Government – UD &amp; UHD, FD, other Govt Cos., Auditors, etc.</li> <li>• Other Misc. works like co-ordination with all cos where MD, GUDC/ACEO-GUDM is director &amp; other work assigned by higher authorities</li> </ul>
<b>INFORMATION TECHNOLOGY (IT) WING :</b>	
<b>Manager (IT)</b>	<ul style="list-style-type: none"> <li>• Reporting to Vice President (Corporate Affairs)</li> <li>• Providing technical assistance to state Line Departments.</li> <li>• Ensuring strategic control over the ICT assets and Applications.</li> <li>• Identification and evaluation of IT projects/ Infrastructure requirements as per needs.</li> <li>• Analysis of required procurement for IT infrastructure.</li> <li>• Providing technical assistant to State Line Department.</li> <li>• Tendering, technical advice and assistance.</li> <li>• Providing technical guidance to various Mission Mode Projects (MMPs)</li> <li>• IT Infrastructure Setup in 6 Zone of Regional Commissioner of Municipality Coordination with DST.</li> <li>• e-Nagar Project-technical assistant.</li> <li>• Web Service development for LED Streetlight dashboard and closed coordination with CMO &amp; NIC.</li> <li>• Project Information Dashboard (MIS) and Website updation.</li> <li>• Updating, Tracking and Monitoring of online web-enabled system –PG Portal.</li> <li>• Such other assignments as entrusted by the MD GUDC from time to time.</li> </ul>
<b>Software Programmer</b>	<ul style="list-style-type: none"> <li>• Reporting to Manager(IT)</li> <li>• Antivirus Monitoring and compliance with IS Standard.</li> <li>• Maintaining Operating System Application.</li> <li>• Server Back up.</li> <li>• Computer Hardware and Network Maintenance.</li> <li>• Printer servicing.</li> <li>• MIS development</li> </ul>

## **Chapter III : Procedure followed in the decision making process, including channels of supervision and accountability.**

The files are submitted by junior level Officer (Add. Asst. Manager/Asst Manager/Dy. Manager) to the respective Senior Level Officer (Manager/General Manager/ DY. GM(P)/CFO/VP(P)/VP(CA) and then to the Managing Director.

Along with the above standard procedure, GUDC Ltd. currently follows the following operating guidelines in the decision making process:

### **(a) Purchase policy guidelines Annexure – I**

#### **ANNEXURE –I**

#### **I. Powers to decide purchase and methods to be followed to initiate such purchases.**

a) Powers to decide: To decide whether particular purchase is required or not. If required, to what extent it shall be allowed. Such decision making powers shall synchronize with the delegation of financial powers. The power structure as mentioned in annexure-II may be referred.

b) Formulation of purchase proposals/methods: The requisition of purchase proposal shall be need based and shall originate from the concerned branch/wing of GUDC Ltd. with full justification. The VP(CA)/VP(P)/CFO/GM DY.GM(P) would recommend the proposal to the Competent Authority for final decision or decide herself/himself if it falls within her/his purview.

#### **II. How to make purchases:**

##### **a) Quotations:**

- i) It has been observed that spot purchases from the open market are much cheaper than purchases made through quotations. VP(CA)/VP(P)/CFO/GM/DY.GM(P) shall be allowed discretion to make purchase of consumable items without quotations. This shall, however, be within the ceiling of her/his delegated powers of ₹5000/-.
- ii) Any purchase above ₹5000/- and up to ₹ 1 lacs shall be made by inviting at least three sealed quotations.
- iii) Letters (enquiries) for inviting, quotations shall be sent by Regi. AD. and normally 10 working days time shall be given to the agencies to send quotations. In case of urgency, quotations may be collected from the market by a responsible person as nominated by VP(CA)/VP(P)/CFO/GM/DY. GM(P).
- iv) Sealed envelopes shall be “inwarded” on the actual date of receipt.
- v) Sealed quotations shall be opened in the presence of at least three officers of the Company who shall put their initials on the quotations opened.
- vi) All the quotations shall be evaluated and tabulated for submission to the Competent Authority.

**b) Advertisement in the press for tenders.**

- i) Cost of Advertisement: Normally advertisement cost overheads shall not exceed two percent of the estimated total cost of the project/ articles/ services to be procured/purchased. Advertisement shall be given in case purchase exceeds ₹ 5 lacs. The Managing Director has the powers to relax the above norms to suit individual on merits of the case.
- ii) Time Limit: Normally 10 working days time shall be allowed to the agencies from the last date of collection of tender documents/publishing on website. In urgent cases, short notice tender can also be issued as a special case.
- iii) EMD: The limit of Earnest Money Deposit shall be equivalent to 1% of the estimated value of the project/articles/services to be procured/ purchased (refundable without interest liability). This percentage shall be converted into the fixed sum of rupees rounded off to the nearest ₹ 100/-. EMD shall be received in two ways viz (i) Demand Draft drawn on nationalized bank/ banks as per notification/GR issued by the Finance Department, GoG as amended from time to time payable at Gandhinagar or (ii) Bank Guarantee by nationalized bank/ banks as notified by the Finance Department, GoG.

Bank Guarantee: For bank guarantee, the following conditions shall be fulfilled:

- Guarantor shall be a nationalized bank or Demand Draft drawn on nationalized bank/ banks as per notification/GR issued by the Finance Department, GoG as amended from time to time. It shall be on a stamp paper of ₹ 100/-.
- Validity of the bank guarantee shall be for a period of at least six months/ as directed by the Company.

Refund: EMD shall be refunded within 15 working days to all such Agencies whose offers/tenders have been rejected. EMD of successful agency shall also be released once work order is issued and Security Deposit is received. Original bank guarantee document of EMD shall be returned to the agency after keeping its photocopy on record.

Forfeiture: The Competent Authority shall have powers to order forfeiture of EMD (in part or in full) if she/he is satisfied that the agency has backed out and/or has defaulted or violated any of the terms and conditions of tendering process or has caused harm to the Company's interest.

- iv. Security Deposit: Successful tendering agency shall be required to pay Security Deposit (SD) @ of 10% of the estimated value of project/ purchase. This deposit shall be accepted in any of the following modes of payment:
  - Demand Draft payable at Gandhinagar
  - Treasury receipts in favour of the Company/pledged in the name of Company.

- Government promissory notes/securities in favour of the Company/pledged in the name of Company.
- National saving certificates in favour of the Company/pledged in the name of Company.
- Municipal debentures in favour of the Company/pledged in the name of Company.
- Bank guarantees of Nationalized Bank /Banks as per notification/GR issued by the Finance Department, GoG as amended from time to time.
- Call deposit, fixed deposits receipts from the Nationalized Bank /Banks as per notification/GR issued by the Finance Department, GoG as amended from time to time in favour of the Company.

**Refund and forfeiture of Security Deposit:**

**Refund:** Security Deposit (SD) shall be refunded to the agency within 15 working days after successful execution of work/issue of completion certificate.

**Forfeiture:** The Competent Authority shall have powers to order forfeiture of SD (in part or in full) if she/he is satisfied that the agency has caused harm to the Company's interest in execution of work/ entrusted to the agency for which the SD was taken. The Competent Authority shall record the reason in writing for forfeiture of SD (in part or in full). Before forfeiture of the SD, the concerned agency shall be given an opportunity of being heard.

**Exemption from EMD/SD:** The Competent Authority shall have powers to exempt Government Companies, Public Sector undertakings from payment of EMD/SD as a special case.

v. **Tender Document Price (TDP):** The rates for TDP (non-refundable) shall be as follows:-

- Up to estimated cost of ₹ 10 lacs : ₹ 750/-
- Upto ₹ 25 lacs : ₹ 1500/-
- Upto ₹ 50 lacs : ₹ 2500/-
- Above ₹ 50 lacs : ₹ 5000/-

vi. **Opening of Tenders:** Sealed tenders shall be inwards on the date of actual receipt. They shall be opened in the presence of a Committee of the Officers of the Company and bidding agencies on the date, time and venues as mentioned in the Advertisement itself. Head of the concerned division/branch of GUDC Ltd. shall remain present. VP(CA)/VP(P)/CFO/GM/DY. GM(P) and head of the concerned division/branch shall put their initials on the tenders opened. Thereafter, it shall be forwarded to the Competent Authority for final decision.

vii. **Negotiations:** Only lowest agency shall be called for negotiations. If that agency does not respond or does not agree to reduce the price or change

any of the condition, the Competent Authority shall have two options as under:

- To accept the lowest tender/quotation
- To initiate re-tendering process again

The Competent Authority shall, however, be free to call all contending Agencies for negotiations provided that tenders are not opened. Sudden changes in purchase schedules/requirements or special contingencies may require her/him to do so.

**III. Short Listing Procedure:** The Competent Authority shall have option to short list the agencies giving preference on the following considerations:

- Government/Public Sector Undertakings
- Private Agencies having executed works for GOG, Govt. Boards/Corporations/Companies/Organizations etc.
- Agencies holding ISO grade
- Agencies having specialized skills/expertise in relevant field.

**IV. Non acceptance of the lowest tender quotation:**

The Competent Authority shall, under normal circumstances, accept the lowest tender/quotation and place order accordingly. However she/he shall be competent not to accept the lowest quotation/tender and accept the higher offer in the best interest of the Company subject to the following conditions:

- i. The Competent Authority shall record her/his opinion/remarks indicating clearly as to why the lowest offer needs to be rejected and finalise the matter at her/his level if the total cost of purchase (as per lowest quote) does not exceed ₹ 10 lacs.
- ii. If the total cost of purchase exceeds ₹ 10 lacs, the Competent Authority shall recommend rejection of lowest offer with reasons and award the same to the next higher Competent Authority (as laid down in annexure A) for taking final decision.

**V. Splitting the purchase work orders:**

The Competent Authority shall have powers to decide whether purchase/works order shall be placed with one agency or to split the same among two or more Agencies at the determined uniform rate if such a decision is found to be in the best interest of the Company and/or meets the ends of justice. Reasons for such a decision shall however, shall be properly recorded in writing by the Competent Authority.



## **Chapter IV : Norms prescribed by the Company for discharge of functions:**

The following norms are prescribed in connection with delegation of Financial Powers and operation of Bank Accounts:

- (a) Delegation of Powers at various levels — Annexure II
- (b) Operation of Bank Accounts — Annexure III

### **ANNEXURE - II**

Delegation of powers is as under:

<b>Sr. No.</b>	<b>Competent Authorities</b>	<b>Powers</b>
1	Board of Directors	Full Powers
2	Managing Director	Full Powers up to ₹ 10 crore per issue.
3	Vice President (CA) Vice President (P) Dy. General Manager(P) Project Coordinator (GIFT) Manager(Project) Manager (L&A)	Full Powers up to ₹ 10000/- per issue.
4	Chief Financial Officer	Full Powers up to ₹ 5000/- per issue.

### **ANNEXURE -III**

## **Operation of Bank Accounts:**

The following signatories are authorized to operate bank accounts:

- a. For cheque for an amount up to ₹ 25,000/- any of the following officers:
  - a. Managing Director, GUDC
  - b. Chief Financial Officer, GUDC
  - c. Accounts Officer, GUDC
- b. For cheque for an amount of more than ₹ 25,000/- but up to ₹ 5,00,000/- any two of the following officers:
  - a. Managing Director, GUDC
  - b. Vice President, GUDC
  - c. Vice president (Projects),GUDC
  - d. Chief Financial Officer, GUDC
  - e. General Manager, GUDC
  - f. Accounts Officer, GUDC

c. For cheque for an amount of more than ₹ 5,00,000/- any two of the following officers subject to the condition that one of the signatory will be Managing Director OR Vice President OR Vice President (Projects) OR Chief Financial Officer, GUDC:

- a. Managing Director, GUDC
- b. Vice President, GUDC
- c. Vice president (Projects),GUDC
- d. Chief Financial Officer, GUDC
- e. General Manager, GUDC

## **Chapter-V : Rules, regulations, instructions, manuals and records, held by or under the control or used by the employees for discharging the 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. In addition, the Company follows the directives and guidelines issued by the Government of Gujarat from time to time on various matters.

- (a) Procedure for scrutiny of contractors' bills in Project and Finance Department— Annexure IV.
- (b) Distribution of work and delegation of power to PIUs— Annexure V.

### **ANNEXURE - IV**

## **Procedure for the scrutiny of contractors bills in Project and Finance Department**

Following procedure is prescribed for the scrutiny of contractors' bills in the Project and Finance Department of GUDC. The Department Heads of both the Departments i.e. DY. GM(P) and CFO shall be responsible to see that this procedure is followed scrupulously in their respective Department.

### **Project Department:**

#### **Procedure for the Scrutiny of Running Bills:**

1. It shall be checked that as to whether the certification given by the Consultants/ PIUs is complete as per the format prescribed by GUDC Ltd. and as per the terms and conditions of the agreement in this respect and no item of the format of certificate is left out.
2. It shall be checked and verified that all relevant documents and certificates are enclosed in original with the bills by the consultants / PIUs as required under the terms and conditions of the agreement.
3. To check and verify that all pages and last page in particular are stamped and signed in full by the contractor and consultants/ PIUs and names of the signatories are mentioned below their signatures.
4. Total quantities as mentioned in the abstract/summary of the bill shall tally with the estimated quantities of BOQ and to ensure that the increase/decrease in the executed quantities mentioned in the bill is correct. These increased quantities shall tally with the quantities mentioned in the variation statement duly approved by the Competent Authority.
5. Rates as mentioned in respect of each item in the bill shall be compared with those mentioned in the bid document and ensure that the same are correct.
6. It shall be checked and verified that proper, adequate and satisfactory reasons are mentioned/recorded in the relevant columns of the variation statement before making final payment.

7. Instructions given in Para 6 shall also be applicable in respect of extra item statement. In addition to the checking, it shall be checked and verified that similar item is not available in the Bid document. Justifications for the extra items shall be more elaborate, since rates and quantities are not pre-determined.
8. Amount of items of variation statement and extra items statement should be approved by the Competent Authority before making final payments.
9. Details of the deductions such as recoveries towards material advance, mobilization advance, retention money etc. shall be checked and ensured that they are neither left out nor shown less than what shall have been deducted.
10. It shall be checked/verified and ensured that the provisional rates in respect of extra items shown are according to the terms and conditions of bid documents and are not shown on higher side by the Consultants. If final rates are shown in the bill then the same shall tally with the approved rates.
11. To check and verify that minimum 05% money is kept on hold in water supply and sewerage works towards commissioning and hydro testing.
12. To check and verify that all test reports enclosed with the bill are satisfactory and no report indicates adverse result/remarks.
13. Arithmetical calculations of the bills so far as the amount of work done and deductions shall be checked/verified to ensure that they are correct.
14. It shall be ensured that the validity of the following guarantees and policies have not expired:
  - a. Performance Bank Guarantee
  - b. WCT insurance policy
  - c. CAR policy
  - d. Water Leakages policy
  - e. Bank guarantee against mobilization advance & indemnity bond for the material advance.
15. It shall be checked and verified that the above policies cover the risks etc. as per the terms and conditions of the contract.
16. It shall be checked and verified that if the bill is presented for an amount less than the minimum amount fixed under the contract conditions, then the contractor has submitted proper justification and it is favourably opined by the Consultants.
17. It shall be ensured that if any intermediate liquidated damages/penalty has been awarded by the consultants, the same is deducted from the bill.
18. It shall be checked that the page no. of measurement sheets are recorded against each item in the bill and they tally with the measurement sheets.
19. At least 5% of the items of bills shall be verified AT HO LEVEL to check that all the measurement shown in the abstract of bill tallies with the same in measurement sheets.
20. It shall be duty of the Project Department to check and verify that the claim of material advance included in the bill and recommended by the Consultants is correct and justifiable, particularly, in view of the past

progress of the work, closing balance of unutilized material for which advance has been given and market requirement for the purchase and stocking of the material. If the claim does not commensurate with the progress of the work, but for any technical or other reasons and Project Department is of the view/opinion that the claimed material advance shall be allowed then it shall record its views/opinion elaborately in support of the same.

**Finance Department:**

1. It shall verify that the validity of the Performance Bank Guarantee, Bank Guarantee against mobilization advance and policies have not expired:
2. Arithmetical calculations of the abstract of bill shall be checked.
3. The figure of the bills and those as certified by the Consultants and Project Department shall be checked to see that if any discrepancies, the same is properly explained by the Consultants and Project Department.
4. Details of the deductions such as recoveries towards material advance mobilization advance, retention money etc. shall be checked and ensured that they are neither left out nor shown less than what shall have been deducted.
5. To ensure that the deductions towards TDS and Work Contract Tax etc. are made properly from the bill as per relevant rules and regulations.
6. To check that the amount certified by the Project Department is correct as per the certificates of the Consultants and after taking into consideration the items of variations and extra items not approved by the Competent Authorities.
7. A list of the deductions made by the Finance Department and from the certified/approved amount of the Consultants/Competent Authorities shall be prepared and given to the contractor to enable him to understand the difference between the amount certified by the Project Department/Consultants and the amount of cheque.

**Distribution of work and Delegation of Powers to Project Implementation Unit(PIU)**

GUDC has established four PIU Office(PIU) namely PIU-Gandhinagar, PIU-Rajkot, PIU-Vadodara & PIU – Vapi for monitoring the implementation of various projects of the Company.

**a) Distribution of works:**

1. Coordination & Liaisoning for construction of work under projects and to give technical opinion about the suitability of the same.
2. To watch actual mobilization of manpower and machineries by the contractor on the site within prescribed time limit and to report to the Head Office of the GUDC about any lapse in this regard so as to enable GUDC to take timely actions on the contractor.
4. To witness the process of sample taking by the Consultants and to see that the samples are taken as per prescribed procedure and the same are sent to an independent laboratory for testing.
5. Whenever there is a case of extra item or variation in the BOQ quantity involving additional expenditure, the Consultants shall send a proposal for *approval* to the concerned PIU. The Manager(P) concerned of the PIU shall after verifying the purpose and circumstances submit the same with his clear opinion/ recommendation to HO.

In HO, the delegation of powers for giving approval to such proposal will be as under

CE/VP(P)/DY.GM(P) up to 7% (whichever authority is time to time available)

MD Above 7%

6. The PIU shall carry out physical checking of the measurement of the work done by the contractors concurrently as per norms.

However, in absence of Consultants (PMC/ TPIA) the PIU shall carry out 100% physical checking of the measurement of the work done by the contractors

The concerned officer shall record the certificates of verification done by him in the concerned measurement sheet and also record the similar certificate on the body of the RA Bill when recommended by him.

In case of difference in the measurement in the verification, the same shall be brought to the notice of the consultants immediately for taking necessary actions for corrections in the amount of the RA Bill. In case of any serious irregularity/malpractice noticed as a result of the verification, the same shall be brought to the notice of the HO immediately by FAX message with full details.

7. All completion certificate to be given by the Consultants for the purpose of final bill or handing over the property shall be scrutinized with reference to physical checking by the PIU and prescribed certificate shall

- be issued by the concerned Manager(P) about the correctness of the completion certificate.
8. It shall be the duty and responsibility of the concerned Manager(P) of the PIU to pass the works claimed in all RA bills after due scrutiny thereof and recommend for the payment. However, following points shall be kept in mind while performing this duty:
    - a. All test reports and measurement sheets pertaining to the concerned RA bill shall have to be obtained and kept in the custody of the concerned PIU. A certificate to this effect shall be given in the RA bill under the signature of the Manager(P).
    - c. All checks prescribed in the relevant work contract/by the HO shall have to be applied before passing the bills and the same shall have to be mentioned in the office note under which the bills is approved.
    - d. All RA Bills/ Final bills will be passed for payment only by the HO of GUDC.
    - e. It shall be the duty of the concerned PIU to comply with the queries raised by the Internal Auditor while auditing the bills.
    - f. The technical as well as finance staff member of the HO, GUDC shall periodically make inspection of the passed bill and other relevant records. It shall be the duty and responsibility of the PIU to provide due explanations and compliances to the HO agency.
  9. The concerned PIU shall also carry out other instructions issued by the HO of GUDC from time to time so far as matters pertaining to the works under their jurisdiction are concerned.
  10. The concerned PIUs shall be responsible for checking of quality. Particularly they have to ensure that quality of materials used is as per specification, the curing period is as described in the norms for such works and execution is done as per drawings. These items may be checked by applying simple/random checks and physical supervision.
  11. It will be responsibility of the concerned PIUs to co-ordinate with the line agencies for the purpose of removal of encroachment, facilities for carrying out works, availability of front and such mailers.
  12. The concerned Manager(P) shall have to keep co-ordination with the consultant so far as site survey, layout plan and structural designs are concerned.
  13. The concerned Manager(P) shall be responsible for keeping co-ordination with local authorities so far as site clearance, utility services and handing over or taking over procedures and various approvals to be obtained from Government offices are concerned.
  14. The concerned PIUs shall have to ensure that following registers are maintained by the concerned agencies for the purposes of keeping control over the works under jurisdiction.
    - i. Material Register Purpose:
      1. Procurement
      2. Consumptions
      3. Balance

- ii. Consultant's Technical Staff Register Purpose:
  - 1. Appointed
  - 2. Duties
  - 3. Payments
- iii. Labours Register Purpose: if required:
  - 1. Recruited
  - 2. Payments
  - 3. Labour Laws

**b) Delegation of Power:**

- 1) In order to enable the Managers (P) of PIU meet with the expenditure in running their office following financial powers are delegated to them.
  - a) Rs. 10000/-per item of non-recurring expenditure.
  - b) Full powers in respect of expenditure on recurring items like electricity bill, telephone bill, stationary etc. for the office.
  - c) All the Manager(P) are authorized to hire one car/jeep on monthly basis for travelling for official purpose.
  - d) They are authorized to engage one peon each for PIU on contract basis for one year after getting the names from the employment exchange and interview the candidates from the list so received. If the peons from the surplus staff of any of the state corporations, on deputation, then these peons shall be taken on deputation.
- 2) The Manager(P) concerned will be considered as employer's representative so far as the contract conditions are concerned and they have to handle all the matters relating to contract administration and day to day business relating to the execution of the contract. This will not in any way reduce or eliminate the role of consultant at all. It will be the duties of the Manager(P) to do inspection of ongoing work, check the compliance of technical specification and for this purpose they can carry out simple/random cross checking of the measurement taken by the consultant over and above, the check mentioned in earlier paragraph.

**c) General:**

- 1. Manager(P) of all the PIUs shall be under the direct administrative control of VP(P)/ DY.GM(P). They will report directly to VP(P)/DY. GM(P) in all technical as well as administration matters.
- 2. All PIUs shall submit following reports to the Head Office in the prescribed form: 1. Monthly — Contractual Progress Report.



## **Chapter VI : Statement of categories of documents held under its control.**

Broadly following documents are held by various departments:

### **(A) PROJECT DEPARTMENT:**

- Tender advertisement, evaluation, award etc.
- Tender bid documents
- Contract Agreement
- Correspondence with Infrastructure be sign Supervision and Consultants and Contractors.
- Project Progress and Monitoring.
- Approval of Contract.
- Legal issues in relation to project.
- Correspondence with Government.

### **(B) FINANCE DEPARTMENT:**

- Ledgers — Customers, Revenue and General ledger.
- Bank Voucher, Cash Voucher, Money Receipt, Journal Voucher.
- Cash Book, Bank Books and Bank Reconciliations.
- Tax matters — Income Tax and other related taxes etc.
- Internal, Statutory and AG Audit.
- Files pertaining to finalization of accounts.
- Files pertaining to fixed deposits records.
- Files pertaining to Treasury Management.
- Performance Bank Guarantee records.
- Files relating to Statutory Payments.
- Correspondence with Government.

### **(C) ADMINISTRATION DEPARTMENT:**

- Correspondence with Government.
- Personal files of employees and Service record.
- ARC of Printing/Xerox/Hiring of Vehicle/Air Conditions etc.
- Files relating to Contingency Purchase and Payments.
- Files relating to Postage
- Files relating to Legal Cases/Opinions
- Files relating to information provided under RTI Act.

### **(D) SECRETARIAL DEPARTMENT :**

- All Correspondence to Registrar of Companies since inception of the Company and forms filed with ROC.

- Register of Members, Shareholders, Share Transfers, Directors, Directors' Shareholding etc. under Companies Act, 1956 and 2013 and attendance register for Board, its Committees and general meetings.
- Original Minutes of the Board, Audit Committee and Annual General Meetings as required under the Companies Act, 1956 & Companies Act, 2013.
- Agenda for the Board, Audit Committee Meetings, CSR Committee Meetings etc.
- Shareholders correspondence.

**(E) IT DEPARTMENT:**

- ICT assets and applications documents.
- Network and Infrastructure Support and Maintenance contract agreement.
- Tender advertisement, evaluation, awards.
- Correspondence with Government

**Chapter-VII : Particulars of any arrangement that exists for Consultation with or representation by the members of the public in relation to the formulation of the policy or administration thereof :**

GUDC Ltd. does not have any direct contact with the public for the present. There is no arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof: Implementation and Formulation of Policy

However suggestions are always welcome for overall improvement of the Company. Board of Director as well as Managing Director consults the experts of the field as and when required.

**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 Mukesh Puri, IAS	Chairman
b) Shri Lochan Sehra, IAS	Managing Director
c) Shri J.P. Gupta, IAS	Director
d) Shri Sanjeev Kumar, IAS	Director
e) Shri S.B. Vasava	Director
f) Independent Director	
g) Independent Director	

**The following committees have been constituted:**

**1) Audit Committee:**

a) Shri Sanjeev Kumar, IAS	Chairman
b) Shri Lochan Sehra	Member

**2) Corporate Social Responsibility (CSR) Committee:**

a) Shri Mukesh Puri, IAS	Chairman
b) Shri Sanjeev Kumar, IAS	Member
c) Shri Lochan Sehra, IAS	Member
d) Independent Director	Member

**3) Nomination and Remuneration Committee :**

a) Shri Sanjeev Kumar, IAS	Chairman
b) Shri Lochan Sehra, IAS	Member
c) Independent Director	Member
d) Independent Director	Member

**4) Project Committee: (Earlier known as Tender Approval Committee)**

a) Shri Mukesh Puri, IAS	Chairman
b) Shri Sanjeev Kumar, IAS	Member
c) Shri Lochan Sehra, IAS	Member

**Minutes of the meetings of the Board and Committee/s stated at sr. No. 1, 2 & 3 are not made available to the public.**

**In addition, the Board/Appropriate Authority constitutes committee on need basis from time to time for special assignments.**

## **Chapter – IX : DIRECTORY OF OFFICERS AND EMPLOYEES**

<b>Sr. No.</b>	<b>Name of Employees</b>	<b>Designation</b>	<b>Tele. No.</b>
1	Mr. Lochan Sehra, IAS	Managing Director	23241862
2	Mr. R. A. Jethwa	Vice President (Proj.)	23241862
3	Mr. V. K. Solanki	Chief Financial Officer	23241862
4	Ms. Arpita Rajpurohit	Company Secretary	23241862
5	Mr. Suresh Parghi	Account Officer	23241862
6	Mr. Prerak Doshi	Manager(IT)	23241862
7	Mr. Mrugank Trivedi	Manager(P)	23241862
8	Mr. Jitesh Buddha	Manager(P)	23241862
9	Mr. Viren Bhatt	Manager(P)	23241862
10	Mrs. Bhranti Gandhi	Manager(P)	23241862
11	Mr. Rohit Patel	Manager(P)	23241862
12	Mr. Bharatbhai Rupala	Manager(P)	23241862
13	Mr. Govindbhai Patel	Dy. Mgr. (P)	23241862
14	Mr. Priyank Dave	Dy. Mgr. (A)	23241862
15	Mr. Pankaj Mehta	Dy. Mgr. (F)	23241862
16	Mr. Nitin Patel	Dy. Mgr. (F)	23241862
17	Mr. Shailesh Bhatt	Dy. Mgr. (P)	23241862
18	Mr. Premal Kalsara	Asst. Eng. (P)	23241862
19	Mrs. Payal Chauhan	Asst. Mgr.(F)	23241862
20	Mr. Shardul Patel	Asst. Mgr.(F)	23241862
21	Mrs. Zarna Dave	Asst. Mgr. (P)	23241862
22	Mr. Pritesh Patel	Asst. Mgr. (P)	23241862
23	Mr. Dinesh Vankar	Asst. Mgr. (P)	23241862
24	Mr. Dhruv Patel	Asst. Mgr. (P)	23241862
25	Mr. Kevin Modi	Asst. Mgr.(P)	23241862
26	Mr. Hardik Patel	Asst. Mgr.(P)	23241862
27	Mr. Laxmanji Makwana	Add. Asst. Mgr. (P)	23241862
28	Mrs. Luckyben Patadiya	Add. Asst. Mgr. (P)	23241862
29	Mr. Hirenbhai Chaudhari	Add. Asst. Mgr. (P)	23241862
30	Mr. Maheshbhai Parmar	Add. Asst. Mgr. (P)	23241862
31	Mr. Nitesh Devda	Add. Asst. Mgr.(A)	23241862
32	Mr. Babubhai Baku	Add. Asst. Mgr. (P)	23241862
33	Mr. Kailashbhai Kariya	Add. Asst. Mgr. (P)	23241862
34	Mr. Dhirajbhai Rathod	Add. Asst. Mgr. (P)	23241862
35	Mr. Chirag Moradiya	Add. Asst. Mgr. (P)	23241862
36	Mr. Laxmanbhai Dabhi	Add. Asst. Mgr. (P)	23241862
37	Mr. Rakesh Mojindra	Add. Asst. Mgr. (P)	23241862
38	Mr. Ravindrabhai Patel	Add. Asst. Mgr. (P)	23241862
39	Mr. Vijayan. P.	Steno.- PA to MD	23241862
40	Mr. Kunal Soni	Software Programmer	23241862
41	Mr. Pratik Darji	Office Assistant	23241862
42	Mr. Kirit Thakar	Clerk	23241862
43	Mr. Jitendra Sakrecha	Steno cum Typist (Gujarati)	23241862
44	Mr. Brijesh Chauhan	Account Assistant	23241862
45	Ms. Dipixa Chauhan	Appeal Asst.	23241862
46	Ms. Manisha Chauhan	Receptionist	23241862
47	Mr. Raviraj Parmar	Clerk cum Typist	23241862
48	Mr. Dhaval Shah	Clerk cum Typist	23241862
49	Mr. Shailesh Prajapati	Clerk cum Typist	23241862
50	Mr. Nimesh Chauhan	Clerk cum Typist	23241862
51	Mr. Virendra Joshi	Data Entry Operator	23241862
52	Ms. Kinjal Mistri	Data Entry Operator(UD&UHD)	23241862
53	Mr. Gajendrasinh Vaghela	Driver (MD)	23241862
54	Mr. Bharatsinh Vaghela	Driver cum Peon	23241862
55	Mr. Vikram Desai	Driver cum Peon	23241862
56	Mr. Lalusinh Vaghela	Driver cum Peon	23241862
57	Mr. Balvir Chauhan	Driver(UD&UHD)	23241862

<b>Sr. No.</b>	<b>Name of Employees</b>	<b>Designation</b>	<b>Tele. No.</b>
58	Mr. Mahesh Prajapati	Peon	23241862
59	Mr. Pravinbhai Sakariya	Peon	23241862
60	Mr. Lalabhai Rabari	Peon	23241862
61	Mr. Jugaji Chauhan	Peon	23241862
62	Mr. Pranav Bhatt	Peon	23241862
63	Mr. Vijaysinh Vaghela	Peon	23241862
64	Mr. Pravinbhai Parmar	Peon	23241862
65	Mr. Vishnu Desai	Peon (Sec.-Housing)	23241862

**Chapter – X The monthly remuneration paid to each of its officer and employees including the post compensation as provided in its regulation.**

Sr. No.	Name of Employees	Designation	Gross Salary ` / PM.	System of Compensation
1	Mr. Lochan Sehra, IAS	Managing Director	1,51,650/-	Through Bank
2	Mr. R. A. Jethwa	Vice President (Proj.)	1,26,858/-	Through Bank
3	Mr. V. K. Solanki	Chief Financial Officer	87,085/-	Through Bank
4	Ms. Arpita Rajpurohit	Company Secretary	71,500/-	Through Bank
5	Mr. Suresh Parghi	Account Officer	80,331/-	Through Bank
6	Mr. Prerak Doshi	Manager(IT)	65,110/-	Through Bank
7	Mr. Mrugank Trivedi	Manager(P)	59,090/-	Through Bank
8	Mr. Jitesh Buddha	Manager(P)	65,000/-	Through Bank
9	Mr. Viren Bhatt	Manager(P)	63,820/-	Through Bank
10	Mrs. Bhranti Gandhi	Manager(P)	54,300/-	Through Bank
11	Mr. Rohit Patel	Manager(P)	54,300/-	Through Bank
12	Mr. Bharatbhai Rupala	Manager(P)	65,000/-	Through Bank
13	Mr. Govindbhai Patel	Dy. Mgr. (P)	41,010/-	Through Bank
14	Mr. Priyank Dave	Dy. Mgr. (A)	48,570/-	Through Bank
15	Mr. Pankaj Mehta	Dy. Mgr. (F)	49,350/-	Through Bank
16	Mr. Nitin Patel	Dy. Mgr. (F)	47,780/-	Through Bank
17	Mr. Shailesh Bhatt	Dy. Mgr. (P)	46,920/-	Through Bank
18	Mr. Premal Kalsara	Asst. Eng. (P)	59,802/-	Through Bank
19	Mrs. Payal Chauhan	Asst. Mgr.(F)	39,170/-	Through Bank
20	Mr. Shardul Patel	Asst. Mgr.(F)	30,940/-	Through Bank
21	Mrs. Zarna Dave	Asst. Mgr. (P)	39,170/-	Through Bank
22	Mr. Pritesh Patel	Asst. Mgr. (P)	38,460/-	Through Bank
23	Mr. Dinesh Vankar	Asst. Mgr. (P)	37,750/-	Through Bank
24	Mr. Dhruv Patel	Asst. Mgr. (P)	36,190/-	Through Bank
25	Mr. Kevin Modi	Asst. Mgr.(P)	45,240/-	Through Bank
26	Mr. Hardik Patel	Asst. Mgr.(P)	31,650/-	Through Bank
27	Mr. Laxmanji Makwana	Add. Asst. Mgr. (P)	30,760/-	Through Bank
28	Mrs. Luckyben Patadiya	Add. Asst. Mgr. (P)	30,770/-	Through Bank
29	Mr. Hirenbbhai Chaudhari	Add. Asst. Mgr. (P)	30,760/-	Through Bank
30	Mr. Maheshbhai Parmar	Add. Asst. Mgr. (P)	30,190/-	Through Bank
31	Mr. Nitesh Devda	Add. Asst. Mgr.(A)	18,300/-	Through Bank
32	Mr. Babubhai Baku	Add. Asst. Mgr. (P)	30,760/-	Through Bank
33	Mr. Kailashbhai Kariya	Add. Asst. Mgr. (P)	30,190/-	Through Bank
34	Mr. Dhirajbhai Rathod	Add. Asst. Mgr. (P)	30,760/-	Through Bank
35	Mr. Chirag Moradiya	Add. Asst. Mgr. (P)	27,350/-	Through Bank
36	Mr. Laxmanbhai Dabhi	Add. Asst. Mgr. (P)	30,190/-	Through Bank
37	Mr. Rakesh Mojidra	Add. Asst. Mgr. (P)	26,840/-	Through Bank
38	Mr. Ravindrabbhai Patel	Add. Asst. Mgr. (P)	30,760/-	Through Bank
39	Mr. Vijayan. P.	Steno.- PA to MD	32,590/-	Through Bank
40	Mr. Kunal Soni	Software Programmer	15,200/-	Through Bank
41	Mr. Pratik Darji	Office Assistant	23,700/-	Through Bank
42	Mr. Kirit Thakar	Clerk	20,720/-	Through Bank
43	Mr. Jitendra Sakrecha	Steno cum Typist (Gujarati)	15,390/-	Through Bank
44	Mr. Brijesh Chauhan	Account Assistant	9,300/-	Through Bank
45	Ms. Dipixa Chauhan	Appeal Assistant	11,300/-	Through Bank
46	Ms. Manisha Chauhan	Receptionist	8,140/-	Through Bank
47	Mr. Raviraj Parmar	Clerk cum Typist	9,300/-	Through Bank
48	Mr. Dhaval Shah	Clerk cum Typist	8,140/-	Through Bank
49	Mr. Shailesh Prajapati	Clerk cum Typist	8,140/-	Through Bank
50	Mr. Nimesh Chauhan	Clerk cum Typist	8,140/-	Through Bank
51	Mr. Virendra Joshi	Data Entry Operator	8,140/-	Through Bank
52	Ms. Kinjal Mistri	Data Entry Operator(UD&UHD)	8,140/-	Through Bank

<b>Sr. No.</b>	<b>Name of Employees</b>	<b>Designation</b>	<b>Gross Salary ` / PM.</b>	<b>System of Compensation</b>
53	Mr. Gajendrasinh Vaghela	Driver (MD)	18,660/-	Through Bank
54	Mr. Bharatsinh Vaghela	Driver cum Peon	19,960/-	Through Bank
55	Mr. Vikram Desai	Driver cum Peon	17,260/-	Through Bank
56	Mr. Lalusinh Vaghela	Driver cum Peon	11,760/-	Through Bank
57	Mr. Balvir Chauhan	Driver(UD&UHD)	8,140/-	Through Bank
58	Mr. Mahesh Prajapati	Peon	13,170/-	Through Bank
59	Mr. Pravinbhai Sakariya	Peon	10,730/-	Through Bank
60	Mr. Lalabhai Rabari	Peon	11,010/-	Through Bank
61	Mr. Jugaji Chauhan	Peon	7,700/-	Through Bank
62	Mr. Pranav Bhatt	Peon	7,700/-	Through Bank
63	Mr. Vijaysinh Vaghela	Peon	7,700/-	Through Bank
64	Mr. Pravinbhai Parmar	Peon	7,700/-	Through Bank
65	Mr. Vishnu Desai	Peon (Sec.-Housing)	7,700/-	Through Bank



**Chapter-XI : Budget allocated to each agency, indicating the particulars of plans, proposed expenditure and report on disbursements :**

GUDC has not received any grant/subsidy directly hence not applicable to GUDC.

**Chapter-XII: Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

GUDC has not received any grant/subsidy hence not applicable to GUDC

**Chapter-XIII: Particulars of recipients of concessions, permits or authorization granted:**

GUDC has not received any grant/subsidy hence not applicable to GUDC

**Chapter - XIV : Details in respect of the information, available to/held by/ reduced in an electronic form:**

The details of the organization, its role, activity is available at website [www.gudcltd.com](http://www.gudcltd.com).

**Chapter - XV : Particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:**

Citizens can contact the Registered Office of the Company for information. The working hours of the Company are 10:30 am to 6: 10 pm excluding the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, Sundays and Public Holidays.

## **Chapter - XVI : Name, Designation and other Particulars of the Public Information Officers.**

- A) Appellate Authority : Shri R. A. Jethwa  
Designation : Vice President (P) & Vice President (CA)-I/c.  
Address : Gujarat Urban Development Co. Ltd.  
Block No. 6, 5<sup>th</sup> Floor, Udyog Bhavan  
Sector – 11, 'GH'- Road, Gandhinagar.  
Phone Nos. : 079 – 2341862/65/66 (O)
- (B) Public information Officer : Shri V. K. Solanki  
Designation : Chief Financial Officer  
Address : Gujarat Urban Development Co. Ltd.  
Block No. 6, 5<sup>th</sup> Floor, Udyog Bhavan  
Sector – 11, 'GH'- Road, Gandhinagar.  
Phone Nos. : 079 – 2341862/65/66 (O)
- (C) Asst. Public Inform. Officer : Shri P. K. Doshi  
Designation : Manager(IT)  
Gujarat Urban Development Co. Ltd.  
Block No. 6, 5<sup>th</sup> Floor, Udyog Bhavan  
Sector – 11, 'GH'- Road, Gandhinagar.  
Phone Nos. : 079 – 2341862/65/66 (O)
- (D) Asst. Public Inform. Officer : Shri Viren Bhatt  
Designation : Manager (Proj.)  
Gujarat Urban Development Co. Ltd.  
Block No. 6, 5<sup>th</sup> Floor, Udyog Bhavan  
Sector – 11, 'GH'- Road, Gandhinagar.  
Phone Nos. : 079 – 2341862/65/66 (O)
- (E) Asst. Public Inform. Officer : Shri P. H. Dave  
Designation : Dy. Manager (Admn.)  
Gujarat Urban Development Co. Ltd.  
Block No. 6, 5<sup>th</sup> Floor, Udyog Bhavan  
Sector – 11, 'GH'- Road, Gandhinagar.  
Phone Nos. : 079 – 2341862/65/66 (O)
- (F) Asst. Public Inform. Officer : Shri Pankaj Mehta  
Designation : Dy. Manager (Fin.)  
Gujarat Urban Development Co. Ltd.  
Block No. 6, 5<sup>th</sup> Floor, Udyog Bhavan  
Sector – 11, 'GH'- Road, Gandhinagar.  
Phone Nos. : 079 – 2341862/65/66 (O)

## **Chapter-XVII : Other information as may be prescribed.**

*- Information shall be included as may be prescribed.*

***N.B. : Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional.***