

# **DHOLERA INDUSTRIAL CITY DEVELOPMENT LIMITED**

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**GICC Premises, Block No 1 & 2, 6<sup>th</sup> Floor,  
Udyog Bhavan, Near Gh-4 Circle,  
Sector-11, Gandhinagar- 382 017**

## **Proactive Disclosure under Right to Information Act**

**As on 01/01/2018**

Manual No.	Title
1	The Particulars of Dholera Industrial City Development Limited Functions
2	The Powers and Duties of Officers and Employees
3	The Procedure Followed In the Decision Making Process, Including Channels of Supervision and Accountability
4	The Norms Set by Dholera Industrial City Development Limited for Discharge of Functions
5	The Rules, Regulations, Instructions, Manuals and Records, Held By or Under Control or Used By Employees for Discharging of Functions
6	A Statement of Categories of Documents That are Held By or In Control
7	The Particulars of any Arrangement That Exist For Consultation With, Or Representation by the Member of Public In Relation To the Formulation of Its Policy or Administration Thereof;
8	A Statement of the Boards, Councils, Committees, and Other Bodies Consisting of Two or More Persons Constituted as Part or For The Purpose Of Advice, and as to Whether Meeting of Those Boards, Councils, Committees and Other Bodies are Open to Public, or the Minutes of Such Meetings are Accessible for Public
9	Directory of Officers and Employees of Dholera Industrial City Development Limited (DICDL)
10	The Monthly Remuneration Received By Each of Officers and Employees, Including the System of Compensation as Provided In Its Regulations
11	The Budget Allocated To Each of Its Agency, Indicating the Particulars of All Plans, Proposed Expenditures and Reports on Disbursements Made;
12	The Manner of Execution of Subsidy Programs, Including the Amounts Allocated To the Details of Beneficiaries of Such Program
13	Particulars of Recipients of Concessions, Permits or Authorities Granted By It
14	Details In Respect of the Information, Available To or Held by It, Reduced In an Electronic Form

15	The Particulars of Facilities Available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, If Maintained for Public Use;
16	The Names, Designation and Other Particulars of the Public Information Officers
17	Such Other Information as may be Prescribed and Thereafter Update these Publications Every Year

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## MANUAL - 1

### *The Particulars of Dholera Industrial City Development Limited's Functions*

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A Special Purpose Vehicle (SPV) in form a Company called Dholera Industrial City Development Limited, (DICDL) has been registered with the ROC, Ahmedabad having CIN: U45209GJ2016SGC085839, incorporated on 28<sup>th</sup> January 2016.

The share holding pattern of the company is as under:

State Govt [Through Dholera Special Investment Regional Development Authority]	51%
Central Govt. [Through National Industrial Corridor Development and Implementation Trust (Erstwhile DMIC Project Implementation Trust Fund)]	49%

The Company aims to create and provide world class facility in form of smart city in the Dholera Special Investment Region. The development in the state envisages the smart city development initiatives under taken at the instance of the Central Government being developed under the auspices of NICDIT (Erstwhile DMIC Project Implementation Trust Fund). The company is thus a Govt. Company within the meaning of Section 2 (clause 45) of Companies Act 2013. The company is intended to monitor and supervise the work pertaining to Dholera City implementation and development under Delhi Mumbai Industrial Corridor domain within the State of Gujarat. The registered office of the company is on 6<sup>th</sup> Floor, Block No 1 & 2, Udhog Bhavan, Sector-11, Gandhinagar. A bank account has been opened with Central Bank of India – Sector -16 Branch, Gandhinagar and State Bank of India, Udhog Bhavan Branch.

The Company has Authorized Capital of Rs. 6000 Crs and Paid up capital of Rs. 2007.14 Crs. The Company intends to proceed with its functions in a phased manner.

#### **THE MAIN OBJECTS OF THE COMPANY TO BE PURSUED ON ITS INCORPORATION:**

##### **I. (A) THE OBJECTS TO BE PURSUED BY THE COMPANY ON ITS INCORPORATION ARE:**

To carry on the business of planning, development, operations and management of integrated industrial township including industrial townships, residential townships, vocational training centers, leisure parks, conventional centers and development of other infrastructure facilities and to act as technical consultants and advisors in all matters relating to integrated industrial township development. Further, to undertake, identify, formulate, design, develop, structure, engage in project development, project financing,

project monitoring, establishment, strengthening, upgradation, repair, rehabilitation, improvement operation, construction, maintenance, management and implementation of the integrated industrial township for the Dholera Special Investment Region, Gujarat, whether whole of the project or any components, and its support facilities to further the aforementioned objectives amongst others to conceive, identify, formulate, initiate, promote, aid, design, establish, operate, manage, construct, erect, maintain, regulate, rehabilitate, repair, improve and participate and develop this project and to finance and/or arrange for financing of the above activities and collecting, retaining and appropriating tariffs, charges, tolls, fees, prices, rents and all types of revenues, cess, user development fee (including internal as well as external development charges), accept receivables towards dues, investments, returns, servicing/ repayments of debts or capital etc. and to carry out any other project development and implantation activities as may be necessary, and incidental for implementation of the Project and for these purposes to procure, implement, operate and maintain schemes, project(s), programmes, concessions and other contractual arrangements on a commercial format, in public private sector partnership mode or otherwise, for the provision and development of projects related to power generation, transmission and distribution, water treatment and supply, waste management, sewage treatment, sanitation, roads, transportation, logistics parks, exhibition cum convention centers, street lighting, city gas supply along with supporting amenities that will essentially include residential clusters, educational clusters, research, commercial, recreation, offices & administration uses and to further the aforementioned objectives. Also to carry out all kinds of business of developers, promoters, consultants, designers, manufacturers, processors, assemblers, agents, system designers, dealers, contractors, builders, engineers, distributors, marketing, materials, personnel, planning, management, dealers for erection and commissioning of all types of infrastructure and all other works, facilities, services, systems, methods, erections and things of any description whatsoever as the Company thinks proper for facilitating, developing, establishing and improving the project.

# *Manual 2*

## *The Powers and Duties of Officers and Employees*

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- 1) *Delegation of Administrative Power***
- 2) *Job Responsibilities of the Officers***

In the Company, Dholera Industrial City Development Limited, CEO, Dholera Special Investment Regional Development Authority has been appointed as Managing Director, and three officers associated with the project from GIDB, DSIRDA & GIDC have been appointed as General Managers to take forward the work of the Company. Subsequently other two key managerial personnel namely, Chief Financial Officer and Company Secretary have also been appointed and Manager-HR & Admin, Manager-Land & Manager-Technical has also been appointed. The Company has been in process of recruiting requisite staff on consolidated pay in a phased manner.

## *Manual 3*

# *The Procedure Followed in the Decision Making Process, Including Channels of Supervision and Accountability*

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Dholera Industrial City Development Limited, DICDL is a Govt. Company with Seven directors on its board. The company is functioning under the board as one of the directors has been appointed as Managing Director. Since the board comprises of directors from both Central and State Govt. the strategy of development of Dholera has been defined at the DIPP level and accordingly the activities will be carried out in phased manner. The Managing Director and the staff working under him would be accountable to board and Industries & Mines department of Government of Gujarat.

Regular coordination meeting in presence of directors from Central Govt. are held and decisive matters are put up to board for consideration and approval. As per Board decision CEO-DSIRDA is the Managing Director and Additional/Principal Chief Secretary-IMD, is the Chairman of the Company. NICDI Trust (Erstwhile DMIC Project Implementation Trust Fund) is the stake holder in the equity in the company and is represented through three directors on the board from Central Govt. side. NICDI Trust (Erstwhile DMIC Project Implementation Trust Fund) has appointed Program Managers to look after implementation and monitoring of design and construction work of the Dholera City project.

# *Manual 4*

## *The Norms Set by Dholera Industrial City Development Limited for Discharge of Functions*

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The company has been presently working in the occupied space of GICC Limited at Block No 1 & 2 on 6<sup>st</sup> floor, Udhyog Bhavan, Gandhinagar, and necessary staff has been inducted by the Govt. based on requirement. Three General Managers under Managing Director, one Chief Financial Officer and one Company Secretary, Three Managers, One Executive have been appointed and other required staff will be inducted as per need. Presently the functions are being discharged by this team under the guidance of Managing Director, with the help of nominated officers from GIDB, DSIRDA & GIDC who are General Managers and others as stated above. Since the program managers are also appointed by DMICDC to work for design and implementation of City project, we plan to have a lean and thin staffing pattern for the first phase of work.



**Manual 5**  
***The Rules, Regulations, Instructions,  
Manuals and Records, held by or Under  
Control or Used by Employees for  
Discharging of Functions***

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The Company has prepared a handbook for the employees which defines the standard rules, regulations, instructions to discharge the basic functionality of the employees which was placed before the Board of Directors in their meeting held on 7<sup>th</sup> October, 2017 and the same have been approved for further implementation.

# Manual 6

## Statement of Categories of Documents

Dholera Industrial City Development Limited, (DICDL) is incorporated under Companies Act 2013 on the basis of the order issued by the Industries and Mines Department, Government of Gujarat.

Following documents are available with the Company.

Sr No	Type of Document	Particulars
<b>Government GR</b>		
1	I & M Department, GoG No: SPV/112015/2499/I dated 02/12/2016	<b>For company formation &amp; designating directors of the Company.</b>
2	I & M Department, GOG Resolution No. SPV/112015/2499/I dated 04/05/2016	<b>For Change in the constitution of the Board of Directors of the Company.</b>
3	I & M Department, GoG Resolutions No: SPV/112015/2499/I dated 04/06/2016	<b>Rectification of the name of the Company in the previous GR passed on 04/05/2016.</b>
4	I & M Department, GoG Resolutions No: SPV/112015/2499/I dated 23/09/2016	<b>For Change in the constitution of the Board of Directors of the Company.</b>
5	I & M Department, GOG Resolution no. SPV/112015/2499/I dated 02/12/2016	<b>For Change in the constitution of the Board of Directors of the Company.</b>
6	I & M Department, GOG Resolution no. SPV/112015/2499/I-1 dated 30/05/2017	<b>For Change in the constitution of the Board of Directors of the Company.</b>
7	I & M Department, GOG Resolution no. SPV/112015/2499/I-1 dated 06/10/2017	<b>For Change in the constitution of the Board of Directors of the Company.</b>
<b>Company Formation</b>		
8	Memorandum of Association and Articles of Association	<b>Kept in the Company Registered Office</b>
9	Certificate of incorporation dated:	<b>28.01.2016</b>
10	Share Holders' Agreement	<b>Kept in the Company Registered Office</b>
11	State Support Agreement	<b>Kept in the Company Registered Office</b>

## Manual 7

*The Particulars of Any Arrangement That  
Exist for Consultation with, Or  
Representation by the Member of Public in  
Relation to the Formulation of Its Policy or  
Administration Thereof;*

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**NOT APPLICABLE**

## Manual 8

### *A Statement of the Boards, Councils, Committees, and Other Bodies Consisting of Two or More Persons Constituted as Part or For The Purpose Of Advice*

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#### **Board of Directors of the Company as on 1.1.2018**

SR No.	Name/Designation	Position in the Board
1	Shri Manoj Kumar Das, IAS	Chairman
2	Shri Jai Prakash Shivahare, IAS	Managing Director
3	Shri Alkesh Kumar Sharma, IAS	Director
4	Shri Sanjeev Kumar, IAS	Director
5	Shri Pradeep Kumar Agrawal	Director
6	Shri Abhishek Chaudhary	Director
7	Shri V. C. Pisipati Prasad, CTP	Director

The following Committees have been constituted:

#### **1. Audit & Finance Committee**

SR No.	Name	Designation
1.	Shri Sanjeev Kumar	Chairman
2.	Shri Pradeep Kumar Agrawal	Member
3.	Shri V. C. Pisipati Prasad, CTP	Member

#### **2. Corporate Social Responsibility Committee**

SR No.	Name	Designation
1.	Shri Jai Prakash Shivahare	Chairman
2.	Shri Pradeep Kumar Agrawal	Member
3.	Shri V. C. Pisipati Prasad, CTP	Member

### 3. Nomination & Remuneration Committee

SR No.	Name	Designation
1.	Shri Sanjeev Kumar	Chairman
2.	Shri Abhishek Chaudhary	Member
3.	Shri Jai Prakash Shivahare	Member

### 4. Vigil Mechanism Committee

SR No.	Name	Designation
1.	Shri Jai Prakash Shivahare	Chairman
2.	Shri Dilip Brahmbhatt	Member
3.	Shri Siddharth Bhatt	Member

### 5. Investment Committee

SR No.	Name	Designation
1.	Shri M. K. Das	Chairman
2.	Shri Jai Prakash Shivahare	Member
3.	Mr. Dilip Brahmbhatt	Member

### 6. Internal Complain Committee

SR No.	Name	Designation
1.	Ms. Ankita Parmar	Presiding Officer
2.	Ms. Shikha Pandya	Member
3.	Mr. Dilip Brahmbhatt	Member

# Manual 9

## **Directory of Officers and Employees of Dholera Industrial City Development Limited (DICDL)**

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The Company has Chief Executive Officer – Dholera Special Investment Regional Development Authority as its Managing Director and three officers working from GIDB, DSIRDA & GIDC as General Managers. Two key managerial personnel namely CFO and CS, Three Managers and One Executive have been appointed.

SR No	Name of the officer	Designation	Contact No
1.	Shri Jai Prakash Shivahare, IAS	Managing Director	079-29750500
2.	Shri Dilip Brahmbhatt	General Manager (Corporate & HR)	079-29750500
3.	Shri C.V. Rajani	General Manager (Technical)	079-29750500
4.	Smt Parul Mansata	General Manager (Land & Muni. Services)	079-29750500
5.	Shri Siddharth Bhatt	Chief Financial Officer	079-29750500
6.	Ms Ankita Parmar	Company Secretary	079-29750500
7.	Ms. Shikha Pandya	Manager HR & Admin	079-29750500
8.	Mr. Bhavin Shah	Manager Land	079-29750500
9.	Ms. Shruti Dhandhanania	Manager Technical	079-29750500
10.	Ms. Shachi Shah	Executive	079-29750500

**Manual 10**  
***The Remuneration Received By Each of  
Officers and Employees, Including the  
System of Compensation As Provided In Its  
Regulations***

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Presently, the DICDL does not have employees on its payroll except Key Managerial Personnel CFO & CS. The Managing Director and the other officer assisting the project do not receive any remuneration from the DICDL. The CFO and CS are drawing salary in form of consolidated pay of Rs. 9.40 lac and Rs. 8.82 lac p.a. respectively.

# Manual 11

## *The Budget Allocated to Each of Its Agency, Indicating the Particulars of All Plans, Proposed Expenditures and Reports on Disbursements Made;*

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The company is developing infrastructure in Activation Area of 22.54 sq. km. in DSIR. The equity pattern is 51:49 between State Govt. through DSIRDA in form of land and Central Govt. through NICDIT (erstwhile DMIC Project Implementation Trust Fund) in form of Fund. The Trust has approved the project cost of Rs. 2948.35 for developing basic infrastructure for Dholera Sir. The details of projects and estimated project cost is shown in the table as mentioned below.

Project	Project Cost (INR Crores)
Design and Construction of Roads & Services on EPC basis including maintenance	2239.79
Design and Construction of ABCD Building on EPC basis including maintenance	127.88
Design and Construction of WTP on EPC basis including operation & maintenance	118.21
Design and Construction of STP on EPC basis including operation & maintenance	67.30
Design and Construction of CETP on EPC basis including operation & maintenance	231.64
Design and Construction of 400/200KV Power Transmission line from Fedra to Dholera	86.45



Design and Construction of 10 MLD Raw Water pumping Station & Raw Water Transmission Main from Pipli Pumping Station to Water Treatment Plant at Town Planning Scheme – 1	37.98
Design and Construction of additional facilities for Administrative cum Business Centre for Dholera (ABCD) Phase – 1 Building.	39.1
<b>Total DMIC approved project cost</b>	2948.35

## **Manual 12**

# ***The Manner of Execution of Subsidy Programs, Including the Amounts Allocated to the Details of Beneficiaries of Such Program***

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As of now there is no such subsidy program attached to this project.

**Manual 13**  
***Particulars of Recipients of Concessions,  
Permits or Authorities Granted By It***

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As of now no concessions, permits or authorities granted to any one by DICDL.

**Manual 14**  
***Details in Respect of the Information,  
Available to or Held by It, Reduced in an  
Electronic Form***

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Suitable arrangement will be made in future.

## **Manual 15**

### ***The Particulars of Facilities Available to Citizens for Obtaining Information, Including the Working Hours of a Library or Reading Room, If Maintained for Public Use;***

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The company is recently formed and project is at a planning stage. The facilities for citizens for obtaining information, including the working hours of a Library or reading Room etc. will be created in future.

**Manual 16**  
***The Names, Designation and Other  
Particulars of the Public Information  
Officers***

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	Name	Designation	Office Address	Contact Numbers
<b>1</b>	Shri Jai Prakash Shivhare	First Applet Authority	Dholera Industrial City Development Limited. Block 1 & 2, GICC Premises, Udyog Bhavan, Gandhinagar	Office: 079-29750500
<b>2</b>	Mr. Dilip Brahmhatt	Public Information Officer	Dholera Industrial City Development Limited. Block 1 & 2, GICC Premises, Udyog Bhavan, Gandhinagar	Office: 079-29750500
<b>3</b>	Ms. Ankita Parmar	Assistant Public Information Officers	Dholera Industrial City Development Limited. Block 1 & 2, GICC Premises, Udyog Bhavan, Gandhinagar	Office: 079-29750500

## **Manual 17**

***Such Other Information as May Be  
Prescribed and Thereafter Update These  
Publications Every Year***

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The other information will be updated from time to time in relevant publications.