

Dholera Industrial City Development Ltd

Block No 1 & 2, 6th Floor,
Udhyog Bhavan, Sector-11,
Gandhinagar- 382 011

PROACTIVE DISCLOSURE UNDER RIGHT TO INFORMATION ACT

As on 31/03/2020

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MANUAL - 1

The Particulars of Dholera Industrial City Development Limited's Functions

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 28th 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 development of smart city as the 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 Smart City implementation and development under Delhi Mumbai Industrial Corridor domain within the State of Gujarat. The registered office of the company is on 6th Floor, Block No 1 & 2, Udyog Bhavan, Sector-11, Gandhinagar-382011. A bank account has been opened with Central Bank of India – Sector -16 Branch, Gandhinagar and State Bank of India, Udyog Bhavan Branch and HDFC Bank, Gandhinagar Branch.

The Company has Authorized Capital of Rs. 6000 Crs. and Paid up capital of Rs. 40,72,53,23,180/-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

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

The Board of Directors have delegated administrative powers to the Managing Director and General Managers in their 4th meeting held on 19th September, 2016.

The Board of Directors have appointed CEO, Dholera Special Investment Regional Development Authority as Managing Director of the Company, and One of the officers associated with the project for the long term has been appointed as General Manager, Commercial, HR & Admin, Deputy Collector, DISIRDA has been appointed as General Manager, Land & Municipal Services and Assistant Vice President (Projects & Technical) has been appointed by the Company to take forward the implementation of the project work. In addition to the above officers two key managerial personnel namely, Chief Financial Officer and Company Secretary have also been appointed and Manager-Land & Municipal Services & Manager-Projects, , Manager-Infrastructure, Manager- IT & Support, Manager-Branding & Marketing, Manager-Admin & HR, Manager – Accounts & Finance, Manager, Secretarial & Legal and Executive Urban & Regional Planning, one electrical supervisor, PA to MD and 3 Management Trainees have also been appointed in the Company. The officials appointed for the respective posts are entrusted with the responsibilities for which their appointments are made by the Company.

Manual 3

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

Dholera Industrial City Development Limited, DICDL is a Joint Venture Company of Government of Gujarat through Dholera SIR Development Authority and National Industrial Corridor Development Implementation Trust. The company is functioning under the Board of Directors as one of the Directors has been appointed as Managing Director to look after the day-to-day operations of the Company. The constitution of the Board is total nine directors, which consist of four representative directors from the state government, three representative directors from the National Industrial Corridor Development Corporation Limited – NICDC Limited (erstwhile DMICDC Limited) and two independent directors. Since the board comprises of directors from both Central and State Govt., the strategy of development of Dholera Industrial City will be carried out in phased manner. The Managing Director and the employees working under him would be accountable to board and Industries & Mines Department of Government of Gujarat.

Projects are reviewed Assistant Vice President (Projects & Technical) & General Managers and decisive matters are put up to board for consideration, approval and to take suitable decisions. As per Board decision, CEO-DSIRDA is appointed as the Managing Director of the Company. The Additional Chief Secretary/Principal Secretary-Industries and Mines Department, Government of Gujarat is the Chairman of the Company. NICDI Trust (Erstwhile DMIC Project Implementation Trust Fund) is the stake holder 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 Dholera Industrial City project.

Manual 4

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

The company has been presently working at Block No 1 & 2 on 6th floor, Udhog Bhavan, Gandhinagar and necessary staff has been inducted based on requirement. Two General Managers, Assistant Vice President (Projects & Technical) one Chief Financial Officer and one Company Secretary have been appointed under Managing Director. In addition to the above Eight Managers, One Executive, One electrical supervisor and Three Management Trainees have been appointed. Presently the functions are being discharged by this team under the guidance of Managing Director. Since the program managers are also appointed by NICDC Limited (erstwhile DMICDC Limited) to work for design and implementation of City project are in the 8th year of working the Company plan to strengthen the team by revising the organization structure to develop the in house capabilities of personnel.

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

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 approved by the Board of Directors in their meeting held on 7th October, 2017, amended in the Board meeting held on 27th December, 2018 and lastly amended in Board meeting held on 8th August, 2019 and the same is in implementation for the employees for discharging of functions and for the appointments of personnel on new posts approved.

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
Government GR		
1.	I & M Department, GoG No: SPV/112015/2499/I dated 02/12/2015	For company formation & designating directors of the Company.
2.	I & M Department, GoG Resolution No. SPV/112015/2499/I dated 04/05/2016	For Change in the constitution of the Board of Directors of the Company.
3.	I & M Department, GoG Resolutions No: SPV/112015/2499/I dated 04/06/2016	Rectification of the name of the Company in the previous GR passed on 04/05/2016.
4.	I & M Department, GoG Resolutions No: SPV/112015/2499/I dated 23/09/2016	For Change in the constitution of the Board of Directors of the Company.
5.	I & M Department, GOG Resolution no. SPV/112015/2499/I-1 dated 30/05/2017	For Change in the constitution of the Board of Directors of the Company.
6.	I & M Department, GOG Resolution no. SPV/112017/813/I-1 dated 14/03/2018	For Change in the constitution of the Board of Directors of the Company and Appointment of Independent and Woman Director on the Board of the Company.
Company Formation		
7.	Memorandum of Association and Articles of Association	Kept in the Company Registered Office
8.	Certificate of incorporation dated:	28.01.2016
9.	Share Holders' Agreement	Kept at the Company Registered Office
10.	State Support Agreement	Kept at the Company Registered Office

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;

DICDL 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. The Board of Directors as well as Managing Director consults the experts of the field as and when required.

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

Board of Directors of the Company as on 31.03.2020

SR No.	Name/Designation	Position in the Board
1.	Shri Manoj Kumar Das, IAS	Chairman
2.	Shri Hareet Shukla, IAS	Managing Director
3.	Shri K. Sanjay Murthy, IAS	Director
4.	Shri Milind Torawane, IAS	Director
5.	Shri Pradeep Kumar Agrawal	Director
6.	Shri Paresh Laxminarayan Sharma	Director
7.	Shri Abhishek Chaudhary	Director
8.	Shri Upendra S. Mehta	Independent Director
9.	Smt Deepti Sharma	Independent Director

The following Committees have been re-constituted:

1. Audit & Finance Committee

SR No.	Name	Designation
i.	Shri Milind Torawane, IAS	Chairman
ii.	Shri Pradeep Kumar Agrawal	Member
iii.	Smt Deepti Sharma	Member
iv.	Shri Upendra S. Mehta	Member

2. Nomination & Remuneration Committee

SR No.	Name	Designation
i.	Shri Milind Torawane, IAS	Chairman
ii.	Shri Abhishek Chaudhary	Member
iii.	Smt Deepti Sharma	Member
iv.	Shri Upendra S. Mehta	Member

3. Corporate Social Responsibility Committee

SR No.	Name	Designation
i.	Shri Hareet Shukla, IAS	Chairman
ii.	Shri Pradeep Kumar Agrawal	Member
iii.	Shri Upendra S. Mehta	Member

4. Vigil Mechanism Committee

SR No.	Name	Designation
i.	Shri Hareet Shukla, IAS	Chairman
ii.	Mr. Dilip Brahmbhatt	Member
iii.	Mr. Anubhav Bairathi	Member

5. Investment Committee

SR No.	Name	Designation
i.	Shri M. K. Das, IAS	Chairman
ii.	Shri Hareet Shukla, IAS	Member
iii.	Mr. Dilip Brahmbhatt	Member

6. Internal Complaint Committee

SR No.	Name	Designation
i.	Mrs. Ankita Parmar	Presiding Officer
ii.	Mr. Dilip Brahmbhatt	Member
iii.	Mr. Nishant Bhadiyadra	Member

7. Internal Technical Committee

SR No.	Name	Designation
i.	Mr. Krishna Kishore	Chairman
ii.	Mr. Dilip Brahmbhatt	Member
iii.	Mrs. Parul Mansata	Member
iv.	Mr. Anubhav Bairathi	Member

Meetings of the above Committees are not open to the public and minutes of any of the above Committees are not made available to the public.

In addition, the Board/Appropriate Authority constitutes committee on need basis from time to time in case of need arises in future.

Manual 9

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

The Company has Chief Executive Officer – Dholera Special Investment Regional Development Authority as its Managing Director and Assistant Vice President (Projects & Technical), two General Managers, Key Managerial Personnel namely CFO and CS, PA to MD, nine Managers, one Executive, one electrical supervisor and three Management Trainee have been appointed.

SR No	Name of the officer	Designation	Contact No
1.	Shri Hareet Shukla, IAS	Managing Director	079-29750500
2.	Mr. Dilip Brahmhatt	General Manager (Corporate & HR Admin)	079-29750500
3.	Mr. Krishna Kishore	Assistant Vice President (Projects & Technical)	079-29750500
4.	Mrs Parul Mansata	General Manager (Land & Muni. Services)	079-29750500
5.	Mrs Ankita Parmar	Company Secretary	079-29750500
6.	Mr. Anubhav Bairathi	Chief Financial Officer	079-29750500
7.	Mr. Parth Thakkar	PA to MD	079-29750500
8.	Mr. Bhavin Shah	Manager, Land and Municipal Services	079-29750500
9.	Mr. Swapnil Chauhan	Manager, Technical	079-29750500
10.	Mr. Nirav Thaker	Manager, IT & Support	079-29750500
11.	Mr. Gaurang Gohil	Manager, Infrastructure	079-29750500
12.	Mr. Ketan Vaidya	Manager, Branding and Marketing	079-29750500
13.	Mr. Mahesh Pitroda	Manager, Accounts & Finance	079-29750500
14.	Mr. Nishant Bhadiyadra	Manager, Admin & HR	079-29750500
15.	Mr. Lekhpal Dipke	Manager – ICT	079-29750500
16.	Mr. Dharmvijay Solanki	Manager – Legal & Secretarial	079-29750500
17.	Mr. Parth Karia	Executive Urban and Regional Planning	079-29750500
18.	Mr. Praharsh Dave	Management Trainee	079-29750500
19.	Mr. Sanket Sachania	Management Trainee	079-29750500
20.	Ms. Hemant Menaria	Management Trainee	079-29750500
21.	Mr. Bharat Rakholiya	Electrical supervisor	079-29750500

Manual 10

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

Shri Hareet Shukla, IAS (Officer of Government of Gujarat) is appointed as Managing Director of the Company while Mrs. Parul Mansata, Deputy Collector, Dholera SIR is deputed as General Manager, Land and Municipal Services hence no remuneration is paid to him by the Company. The details of the remunerations paid to the other employees are as under:

SR No	Name of the officer	Designation	Remuneration Paid on Monthly Basis (in Rs.)
1.	Mr. Dilip Brahmbhatt	General Manager (Corporate & HR Admin)	85,000/-
2.	Mr. Krishna Kishore	Assistant Vice President (Projects & Technical)	2,31,010/-
3.	Mr. Anubhav Bairathi	Chief Financial Officer	1,89,000/-
4.	Mrs. Ankita Parmar	Company Secretary	92,980/-
5.	Mr. Bhavin Shah	Manager, Land	57,940/-
6.	Mr. Swapnil Chauhan	Manager, Technical	1,52,625/-
7.	Mr. Nirav Thaker	Manager, IT & Support	75,511/-
8.	Mr. Gaurang Gohil	Manager, Infrastructure	57,000/-
9.	Mr. Ketan Vaidya	Manager, Branding and Marketing	90,345/-
10.	Mr. Mahesh Pitroda	Manager, Accounts & Finance	55,000/-
11.	Mr. Nishant Bhadiyadra	Manager, Admin & HR	48,904/-
12.	Mr. Lekhpal Dipke	Manager – ICT	1,28,600/-
13.	Mr. Dharmvijay Solanki	Manager – Legal & Secretarial	60,500/-
14.	Mr. Parth Thakkar	PA to MD	39,900/-
15.	Mr. Parth Karia	Executive Urban and Regional Planning	55,440/-
16.	Mr. Praharsh Dave	Management Trainee	33,900/-
17.	Mr. Sanket Sachania	Management Trainee	32,700/-
18.	Ms. Hemant Menaria	Management Trainee	31,800/-
19.	Mr. Bharat Rakholiya	Electrical Supervisor	28,380/-

Manual 11

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

The company is developing infrastructure in Activation Area of 22.54 sq. km. in Dholera SIR. 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 initially 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)	Disbursements made by the Company (INR Crores)
Design and Construction of Roads & Services on EPC basis including maintenance	2239.79	1328.28
Design and Construction of ABCD Building on EPC basis including maintenance	127.88	72.33
Design and Construction of WTP on EPC basis including operation & maintenance	118.21	29.67
Design and Construction of STP on EPC basis including operation & maintenance	67.30	23.20
Design and Construction of CETP on EPC basis including operation & maintenance	231.64	49.35
Design and Construction of 400/200KV Power Transmission line from Fedra to Dholera	86.45	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	16.60
Design and Construction of additional facilities for Administrative cum Business Centre for Dholera (ABCD) Phase – 1 Building.	39.10	17.84
Total DMIC approved Project Cost	2948.35	1,623.73

Manual 12

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

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***

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***

The basic details and requisite policies are available on the website of the Company as well as the Electronic Land Management system is developed for the submission of application for the purchase of land from the Company.

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;

The company is recently formed and project is in implementation 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***

Sr. No.	Name	Designation	Office Address	Contact Numbers
1	Shri Hareet Shukla, IAS	First Applet Authority	Dholera Industrial City Development Limited. Block 1 & 2, 6 th Floor, Udhog Bhavan, Sector – 11, Gandhinagar - 382011	Office: 079-29750500
2	Mr. Dilip Brahmbhatt	Public Information Officer	Dholera Industrial City Development Limited. Block 1 & 2, 6 th Floor, Udhog Bhavan, Sector – 11, Gandhinagar - 382011	Office: 079-29750500
3	Ms. Ankita Parmar	Assistant Public Information Officer	Dholera Industrial City Development Limited. Block 1 & 2, 6 th Floor, Udhog Bhavan, Sector – 11, Gandhinagar - 382011	Office: 079-29750500

Manual 17

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

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