

RIGHT TO INFORMATION ACT 2005

GUJARAT URBAN DEVELOPMENT COMPANY LTD

MANUALS

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Manual – I: Particulars of organization, functions and duties.

1.0 **MISSION:** *To facilitate and address Urban Development issues by assisting State Government and concerned agencies in formulation of Policy, Institutional Strengthening, Capacity Building and assist in funding and implementation of project.*

2.0 **MANDATE: Given by the GOG:** Mandate given vide GR MIS/1098/974/th dated 17.4.1999 of UD & UHD, GOG as under:

- (a) **Priorities:** Urban planning & urban development, land acquisition for development, development of social infrastructure like public buildings & other amenities, Housing of lower income group and middle income group, urban transportation etc.
- (b) **Equity Capital:** Authorized equity capital would be 100 crores initially to be subscribed by SOS and subsequently it shall be offered to financial institutes and general public.
- (c) **Work Area:** State of Gujarat.

3.0 **ACTIVITIES OF GUDC:** In Gujarat, multiple agencies exist in the field of urban development; hence GUDC's activities to address institutional gap and avoid conflict of roles with other agencies. GUDC envisages to address the following:

- Assist state government in formulation, appraisal, implementation, & monitoring of urban projects funded from multilateral sources.
- Assistance to state government & ULBs/UDAs in E-governance.
- To provide integrated perspective on urban policy & apply management theories & concepts to urban issues.
- Support, assistance & consultancy to 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 & thereby structured integrated urban area development project 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 & development activities, adopting prevalent urban management concepts etc.
- Undertake the assignment in urban sector as assigned by government of Gujarat from time to time.

4.0 PROJECTS INITIATED AND ONGOING

(a) MUNICIPAL SOLID WASTE MANAGEMENT (MSWM)

GUDC is implementing & Executing agency for MSWM Project wherein work is spread over 159 Nagarpalikas of the State. The project funded by the State Govt. under 12th Finance Commissions. The being for social goods, no fees charged for implementation of the project. However, currently incremental administrative and capital expenditure are being made.

(b) Gujarat Urban Development Project (GUDP)

GUDC is appointed as a nodal agency for implementation of GUDP project by UD & UHD, GOG. The project shall be financed by the World Bank depending upon the final agreement with WB.

(c) Proposed Morbi Continuous Water Supply Project on Public Private Partnership mode

Gujarat is one of the first state, which is far ahead in executing this type of project on PPP mode and Morbi will be the first city in India, which will be served by Continuous water supply.

GUDC has carried out distribution network all over in Morbi recently. The gross demand is 29 MLD considering population of year 2021. Ductile Iron pipes of class K-8 with internally mortar lining and externally zinc or bitumen coated is used for whole distribution network. GI pipes are used for house connections. The main source of water for Morbi is Machhu Dam. Moreover, Narmada water is also available for Morbi town.

GUDC has proposed to carry out Morbi Continuous Water Supply Scheme on Public Private Partnership (PPP) mode to combine the strengths of public & private sector for efficient Operation & Maintenance.

(d) Proposed developer of Clusters at Himmatnagar Public Private Partnership mode

(e) Gujarat Integrated Township Policy:

For promoting economic development to facilitate the creation of efficient, equitable, sustainable under settlements.

(f) “Vanbandhu Kalyan Yojana”:

To develop infrastructure facilities especially W.S. in fifteen Tribal Districts of Gujarat State.

MAUNAL – II The power and duties its officers and employees

Designation	Authorities and Responsibilities
Chief Engineer	<ul style="list-style-type: none"> • Unit head reporting to MD-GUDC. • Guiding the unit in tendering procedure, project execution and monitoring selection & negotiation with IDSC, contractors etc. • Inculcate the govt. Norms, systems, procedure etc. In the project execution. • Project identification and evaluation. • Project monitoring, quality & quantity checks. • Clearance & coordination with Govt. agencies like GRE, Railways etc. • Processing contractors' claims, • Legal issues in connection with project.
Vice President (Corporate Affairs)	<ul style="list-style-type: none"> • Recruitment procedure & selection. • General Administration. • Training & development • Coordinate with i/c CS for secretarial work & compliance to ROC. • Compliance to labour laws. • Procurement of various office equipment. • Compliance to AG Audit. • Documentation, setting system and procedures. • ISO – 9000 implementation. • Coordination & liaison with various Govt. Department.
I/C Company Secretary	<ul style="list-style-type: none"> • Reporting to Vice President. • Secretary work. • Compliance to companies Act and ROC requirement. • Preparation of Agenda, minutes of board meeting etc.
Manager (Legal and Administration)	<ul style="list-style-type: none"> • Reporting to Vice President. • General Administration. • Compliance to labour laws. • Legal issues in connection with project. • Maintain Protocol.
Asst. Manager (Admin)	<ul style="list-style-type: none"> • Reporting to Manager (L&A) • Personnel management. • Training and development. • Office Administration
Vice President (Project)	<ul style="list-style-type: none"> • Unit head reporting to MD-GUDC. • Selection & appointment of IDSC consultants. • Selection & appointment of urban infrastructure contractors.

	<ul style="list-style-type: none"> • Project identification and evaluation. • Co-ordination with multilateral agencies. • Project monitoring, quality & quantity checks. • Clearance & co-ordination with govt. agencies like GER, Railways etc. • Processing contractors' claims. • Legal issues in connection with project.
<p>Manager (Project) Executive Engineer Dy. Manager (Project) Asst. Manager (Project)</p>	<ul style="list-style-type: none"> • Preparation of tender advertisement release & tender documents preparation. • Selection & appointment of IDSC consultants. • Selection & appointment of urban infrastructure contractors. • Legal issue related to procurement. • Shall be responsible for the road and building section of the infrastructure. • Project identification and evaluation. • Co-ordination with multilateral agencies. • Clearance & co-ordination with govt. agencies like GER, Railways etc. • Processing contractors' claims. • Legal issues in connection with project.
General Manager (Finance)	<ul style="list-style-type: none"> • Head of the unit & reporting to MD-GUDC. • Maintenance of books of accounts preparation of account and preparation of quarterly annually statement of accounts. • Compliance to AG Audit, Internal Audit, Statutory audit etc. • Working capital management. • Compliance of IT Act, filling IT return, TDS & Other IT, Sales Tax & Excise related matters. • Technical matters in connection with railways & Metro project.
Accounts Officer	<ul style="list-style-type: none"> • Reporting to General Manager. • Inculcate the Govt. norms, systems, procedures etc. in the preparation of Account. • Compliance to queries of PAC. • Co-ordination with government department in connection with finance matters.
<p>Dy. Manager (Fin) Asst. Manager (Fin) Account Asst.</p>	<ul style="list-style-type: none"> • Reporting to General Manager. • Preparation and maintenance books of account. • Managing the petty cash, account reconciliation, payment processing for suppliers, contractors etc. • Compliance to internal audit, Statutory Audit. • Compliance to IT Act, filling IT return, eTDS & Other IT related matters, Sales Tax & Excise related matters. • Maintaining ledger account, asset register, and preparation of trial balance.

Manager (IT)	<ul style="list-style-type: none"> • Reporting to Vice President • Identification and evaluation of IT projects/Infrastructure requirements as per needs. • Analysis of required procurement for IT infrastructure. • Manage information management system. • Appointment, Selection and Monitoring the work of IT consultants/vendors. • Coordination with IT consultants.
System Manager (IT)	<ul style="list-style-type: none"> • Reporting to Manager (IT) • Network and Infrastructure Support and Maintenance. • Evaluation of hardware products and services. • Software Support and Management.
Urban Planner Experts	<ul style="list-style-type: none"> • Appointment, selection and monitoring the work of consultants in urban areas. • Complex issue of urban planning. • Town planning & development planning. • Guiding in urban by-laws. • Regulatory aspects of urban planning. • GIS database. • Data base of Municipalities. • Support & advisory services to urban bodies on urban issues.
Support Staff PA-Steno, Typist, Peon & Driver	<ul style="list-style-type: none"> • For respective support activities.

Manual —III *The procedure followed in the decision making process, including channels of supervision and accountability.*

The files are submitted by Junior level Officer (Officer/Asst Manager/Dy. Manager) to the respective Senior level Officer (Manager/ General Manager/ Sr. General Manager) and then to the Managing Director.

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

(a) Purchase policy guidelines Annexure — A

ANNEXURE -A

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

a) Powers to decide: It would be important, in the first place, to decide whether particular purchase is essential or not. If essential, to what extent it should be allowed. Such decision making powers should synchronize with the delegation of financial powers. The power structure as mentioned in annexure-A may be prescribed.

b) Formulation of purchase proposals/methods: The requisition of purchase proposal should be need based and should originate from the concerned branch/wing of GUDC with full justification. The V. P. (Projects) and/or GM (F&A) would recommend the proposal to the competent authority for final decision or decide himself if it falls within 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. Hence V. P. (Project) and GM (F&A) should be allowed discretion to make purchases consumable items without quotations. This should, however, be within the ceiling of his delegated powers of Rs.5000/-.
- ii) Any purchase above Rs.5000/- and upto Rs. 5 lacs should be made by inviting at least three scaled quotations.
- iii) Letters (enquiries) for inviting, quotations should be sent under postal certificate (UPC) and normally 10 days time should be given to the parties to send quotations. In case of urgency, quotations should be collected from the market by the responsible officer as nominated by the V. P. (Project) and/or GM (F&A).

- iv) Sealed envelopes should be “in-worded” on the actual date of receipt.
- v) Sealed quotations should be opened in the presence of at least three officers/employees of the company and should put their initials on the quotations opened.
- vi) All quotations should 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 should not exceed two percent of the estimated total cost of the articles/services to be purchased. Ads. Should be give in such cases where purchases exceed Rs. 5 lacs. The Managing Director should have powers to relax the above norm to suit individual merits of the case.
- ii) Time Limit: Normally 10 days time should be allowed to the parties from the last date of collection of tender documents. In urgent cases short notice tender can also be issued.
- iii) EMD: The limit of Earnest Money Deposit should be equivalent to 3% of the estimated value of the articles/services to be purchased (refundable without interest liability). This percentage should be converted into the fixed sum of rupees rounded off to the nearest Rs. 100/-. EMD should be received in two ways viz (i) Demand Draft drawn on any bank in Gandhinagar or (ii) Bank Guarantee.

Bank Guarantee: for bank guarantee, the following conditions should be fulfilled.

- Guarantor should be a nationalized bank or at least a scheduled bank or a co-operative bank having scheduled bank status.
- It should be on a stamp paper of Rs. 100/-.
- Validity of the guarantee should be of at least six months.

Refund: EMD should be refunded within 10 days to all such parties whose tenders have been rejected. EMD of tender successful party should also be released once work order is issued and security deposit is taken. Original bank guarantee document should be returned to the party after keeping its photocopy on record.

Forfeiture: the competent authority would have powers to order forfeiture of EMD (in part or in full) if he is satisfied that the party has backed out and/or has defaulted or violated any conditions of tendering process or has caused harm to the company’s interest.

iv. Security Deposit: Tender successful parties should be required to pay security deposit (SD) @ of 5% of the estimated value of purchase this deposit should be accepted in any of the following modes of payment.

- Demand Draft
- Treasury receipts
- Post office savings bank pass book
- Government promissory notes/securities
- National saving certificates
- Municipal debentures
- Bank guarantees
- Call deposit, fixed deposits receipts from the Nationalised/Scheduled Bank

Refund and forfeiture of security deposit:

Refund: S.D should be refunded to the party within 10 days after successful execution of work.

Forfeiture: The competent authority would have powers to order forfeiture of S.D (in part or in full) if he is satisfied that the party has caused harm to the company's interest in execution of works entrusted to it for which this deposit was taken.

Exemption from EMD/SD: The competent authority would have powers to exempt Government companies, public sector undertakings from payment of EMD/SD.

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

- | | | | |
|--------|--------------------------------|---|-----|
| • | Up to estimated cost of Rs. 10 | | |
| lacs | : Rs. 750/- | | |
| • | Upto Rs. 25 lacs | : | Rs. |
| 1500/- | | | |
| • | Upto Rs. 50 lacs | : | Rs. |
| 2500/- | | | |
| • | Above Rs. 50 lacs | : | Rs. |
| 5000/- | | | |

vi. Opening of tenders: Sealed tenders should be in warded on the date of actual receipt.; they should be opened in the presence of bidding parties on the date, time and venues mentioned in the Ad. itself. The head of the concerned division/wing of GIJDC should also remain present. V. P.

(Project) and / or GM (F&A) and head of the concerned division/wing of GUDC should put initials on the tenders. It should be forwarded to the competent authority for final decision.

vii. Negotiations: Only lowest party should be called for negotiations. If that party does not respond or does not agree to reduce the price or change any condition the competent authority would have only two options to follow viz.

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

The competent authority would, however, be free to call all contending parties for negotiations provided that tenders are not opened. Sudden changes in purchase schedules/requirements or special contingencies may require him to do so.

III. **Short listing Procedure:** - The competent authority should have option to short list the contestants giving preference on the following considerations.

- Government/public sector undertakings
- Private parties having executed works for GOG, Boards, Corporations etc.
- Parties holding ISO grade
- Parties having special skills/expertise in relevant field.

IV. **Ignoring the lowest tender quotation:**

The competent authority would, under normal circumstances, accept the lowest tender/quotation and place orders accordingly. However they would be competent to ignore the lowest quotation/tender and accept the higher offer in the best interest of the company. This would be subject to the following conditions.

- i. The competent authority would record his/her views indicating clearly as to why the lower offer needs to be rejected and finalise the matter at his/her level if the total cost of purchase (as per lowest quote) does not exceed Rs. 10 lacs.
- ii. If the total cost of purchase exceeds Rs. 10 lacs the competent authority would recommend rejection of lower offer with reasons and reward 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 would have powers to decide whether purchase/works order should be placed with one party or to split the same among

two or more parties 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 should however, be properly recorded by the competent authority.

Manual-IV *The norms set by it for discharge of functions.*

The following norms are set in connection with delegation of financial power and operation of bank accounts;

- (a) Delegation of Power at various levels - Annexure A
- (b) Operating Bank account — Annexure B

ANNEXURE - A

The powers delegated to various levels are as under:

Sr. No.	Competent Authorities	Powers
1	Board of Director	Full Powers above 100 lacs.
2	Purchase Committee consisting of Chairman, MD and Director Finance.	Full Powers above Rs. 25 lacs up to Rs. 100 lacs.
3	Chairman	Full Powers up to Rs. 25 lacs per issue.
4	Managing Director	Full Powers up to Rs. 5lacs per issue.
5	Vice President Chief Engineer Sr. General Manager(Project) General Manager (Finance) General Manager (Corp. Affairs)	Full Powers up to Rs. 10000/- per issue.

Operation of bank accounts

The following signatories are authorized to operate the bank accounts.

- a. For cheque for an amount upto Rs. 10,000/- **ANY ONE** of the following officers:

- i) Managing Director, GUDC
- ii) Accounts Officer, GUDC
- iii) GM (Finance & Accounts), GUDC
- iv) Sr. General Manager (Projects), GUDC
- v) GM (Corporate Affairs), GUDC

- aa. Dy. Manager (P) up to Rs. 10,000/-

- b. For cheque for an amount of more than Rs. 10,000/- but upto Rs. 1,00,000/- **ANY TWO** of the following officers.

- i) Managing Director, GUDC
- ii) Accounts Officer, GUDC
- iii) GM (Finance & Accounts), GUDC
- iv) Director nominated from UD&UHD
- v) Sr. General Manager (Projects)
- vi) Chief Engineer, GUDC
- vii) Superintendent Engineer, GUDC
- viii) GM (Corporate Affairs), GUDC

- c. For cheque for an amount of more than Rs.1,00,000/- **ANY TWO** of the following officers **subject to the condition that one of the signatory will be Managing Director, GUDC or Director nominated from UD&UHD:**

- i) Managing Director, GUDC
- ii) Accounts Officer, GUDC
- iii) GM (Finance & Accounts), GUDC
- iv) Director nominated from UD&UHD

v) Chief Engineer, GUDC

Manual-V *The rules, regulations, instructions, manuals and records held by it or under its control or used by employees for discharging its functions.*

(a) Procedure for scrutiny of contractors' bills in project and finance department— Annexure A.

(b) Distribution of work and delegation of power to PIUs — Annexure B.

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. CE.,V. P. (PROJECT) and GM(F&A) shall be responsible to see that this procedure is followed scrupulously in their respectively Departments.

Project Department: -

Procedure for the Scrutiny of Running Bills: -

1. It should be checked that as to whether the certification given by the Consultants is complete as per the format prescribed by GUDC in this respect and no item of the format of certificate is left out.
2. It should be checked that there are all relevant documents and certificates are enclosed in original with the bills by the consultants as required.
3. To check that all pages and last pages in particular are stamped and signed in full by the contractor and consultants and names of the signatories is mentioned below their signatures.
4. The total quantities mentioned in the abstract/summary of bill should be tallied with the estimated quantities of BOQ and ensure that the increase/decrease in the executed quantities mentioned in the bill is correct. These increased quantities should be tallied with the quantities mentioned in the variation statement.
5. The rates mentioned in respect of each item in the bill should be compared with those mentioned in the bid document and ensure that the same are correct.
6. It should be checked that proper, adequate and satisfactory reasons are mentioned in the relevant columns of the variation statement. No vague and incomplete reasons such as 'as per design and drawings' or 'as per site requirements' should be allowed and consultants should be asked to give full justification.
7. It should be ensured that the reasons for variations satisfy the circumstances allowed in Para I of the GSDMA's Circular No. dated 9th Sept. 2003. Similar certificate should have been recorded by the Consultants. The serial number of the items which are allowed by the consultants but not allowed by the Project Department should be mentioned at the end of the statement with a note to that effect.
8. The instructions in Para 6 and 7 are also applicable in respect of extra item statement, In addition to these checks, it should be checked that similar item is not available in the Bid documents. The justifications for the extra

items should be more elaborate, since rates and quantities are not pre-determined.

9. It should be checked as to whether the prescribed limit of 5% and 25% of the total quantities and values exceeds and if so. Whether the prior approval of the competent authorities is obtained and a copy of the same is attached.
10. The amount of items of variation statement and extra items statement not approved by the V. P. (PROJECT) and MD should be deducted from the final amount of the bill to be certified. A list of items not approved and deductions made on account of the same should be attached in order to enable Finance Department to give intimation for the same to the contract.
11. It should be seen that in respect of extra items having more than 1% increase over the quantities/value, following requirements are invariably fulfilled.
 - a. The Consultants should have inspected the situation on the site responsible for the extra items and should have given written prior permission to earn out the said item to the extent of quantity estimated and intimated to the contractor before execution of the item by him. A copy of such permission should have been attached with the bill.
 - b. He should have witnessed and verified the actual execution of that extra item. He should have recorded a certificate to that effect at the end of the statement.
 - c. He should have measured that quantity actually executed and should have certified to that effect at the end of the statement. The reasons for the increase in the actual quantity executed over the quantity estimated as per his prior permission should have been explained by him in the statement.
12. The details of the deductions such as recoveries towards material advance mobilization advance, retention value etc. should be checked and ensured that they are not either left out or shown less what should have been deducted.
13. It should be checked and ensured that the provisional rates in respect of extra items shown are according to the conditions of bid documents and are not shown on higher side by the consultants. If final rates are shown in the bill then the rates should be tallied with the approved rates.
14. To check that 10% money is kept on hold in water supply and sewerage works towards commissioning and hydro testing.
15. To check that all test *reports* enclosed with the bill are satisfactory and no report indicates adverse result.
16. The arithmetical calculations of the bills so far as the amount of work done and deductions should be checked and ensured that they are correct.
17. It should be seen that the validity of the following guarantees and policies have not expired.
 - a. Performance Bank Guarantee
 - b. WCP insurance policy

- c. CAR policy
 - d. Water Leakages policy
 - e. Bank guarantee against mobilization advance £ indemnity bond for the material advance.
19. It should be checked that the above policies cover the risks etc. as per the conditions of contract.
 20. It is to be checked that if the bill is presented for the amount less than the minimum amount fixed in the contract conditions, then the contractor has submitted the proper justification and it is favourably opined by the Consultants.
 21. It shall be ensured that if any intermediate liquidated damages penalty has been awarded by the consultants, the same is deducted from the bill.
 22. It should be checked that the page no. of measurement sheets are recorded against each item in the bill and they tally with the measurement sheets.
 23. At least 5% of the items of bills shall be verified to check that all the measurement shown in the abstract of bill tallies with the same in measurement sheets.
 24. IT shall be duty of the Project Department to check as to whether the claim of material advance included in the bill and recommended by the Consultants is in fact justifiable, particularly, in view of the past progress of the work, closing balance of unutilized material for which advance has already 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. Project Department is of the view that the claimed material advance should he allowed then it should record their views elaborately in support of the same.

Finance Department:

1. First of all it shall be seen that the bill contains all enclosures mentioned in the certifications of the consultants and Project Department.
2. It shall be checked that the certification given by the Project Department is in the prescribed format and no item of the certificate is left out or missing.
3. It should be seen that the validity of the following guarantees and policies have not expired.
 - a. Performance Bank Guarantee
 - b. WCP insurance policy
 - c. CAR policy
 - d. Water Leakages policy
 - e. Bank guarantee against mobilization advance
 - f. Indemnity bond for the material advance

4. Then the arithmetical calculations of lie entire abstract of bill shall be checked.
5. The figure of the bills and those as certified by the consultants and Project Department should he checked to see that if there is any discrepancies, the same is properly explained by the consultants and Project Departments.
6. The details of the deductions such as recoveries towards material advance mobilization advance, retention value etc. should be checked and ensured that they are not either left out or shown less what should have been deducted.
7. To ensure that the deductions towards TDS and Work Contract Tax are made properly from the bill as per relevant rules and regulations.
8. To see that in the variation statement and the statement of Extra items approvals of the competent authorities i.e. Engineer (i.e. V. P. (PROJECT)) and MD (in case of more than 1% are given in the relevant columns.
9. To check that the amount certifies 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.
10. A list of the deductions made by the Project Department. Finance Department and MD from the certified amount of the consultants should be prepared and send the same to the contractor to enable him to understand the difference between the amount certified by the consultants and the amount of cheque.

Distribution of work and Delegation of Powers to PIUs.

GUDC has created two PIUs namely PIU-1 for buildings & road works and PIU-II for water supply & sewerage works at Bhuj. On completion of GERRP in Kutch & Saurashtra these Two PIU are looking after Municipal Solid Waste Management Projects of 159 Nagarpalikas.

a) Distribution of works:

1. Inspection of the site for construction of new work under projects and to give technical opinion about the suitability of the same.
2. To test check the designs and plans and estimates prepared by the Consultants by physical verification of site in order to ensure that the same are as per the real conditions prevailing on the site.
3. 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 Ex. Eng. concerned of the PIU shall take following actions on such proposals.
 - a. In case of proposal involving the additional expenditure upto 1% of the respective BOQ item, he shall verify the purpose and circumstances and if the same are found proper and justifiable, he will give approval to the same and send a copy to the HO.
 - b. In case of proposal involving the expenditure exceeding 1% but less than 5% of the respective BOQ item, he shall, after verifying the purpose and circumstances submit the same with his clear opinion before the Collector, Kutch and ex-officer Joint MD for his decision. The approval if any granted by the Collector, Kutch and ex-officio Joint MD shall be conveyed to the Consultants with a copy to the HO.
 - c. In case of proposal involving the expenditure exceeding 5% of the value of respective BOQ items, he shall, after verifying the purpose and circumstances submit the same with his clear opinion to HO.

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

CE From 5% to 7%

MD Above 7%

However, in all cases, where the additional expenditure exceeds more than 10% of the total contract value, the proposal shall have to be sent to HO, GUDC invariably, irrespective of the fact whether it exceeds 1% of the respective HOQ items or not.

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

a.	At the level of Asst. Manager	5% of the total value of RA Bill
b.	At the level of Dy. Manager	2% of the total value of the RA Bill
a.	At the level of Ex. Engineer	1% of the total value of the R A Bill.

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 passed 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 Ex. Eng, about the correctness of the completion certificate.
8. It shall be the duty and responsibility of the concerned Ex. En. of the PIU to pass all the R A bills after due scrutiny thereof and certify for the payment. However, following points shall be kept in mind while performing this duty:
 - a. So far as the claims of various and extra items are concerned, necessary approval as mentioned above shall have to be obtained and a copy of the same shall be enclosed with R A Bill.
 - b. 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 Ex. En.
 - c. All checks prescribed by the HO (copy enclosed as Annexure A) 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. 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 party.
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 Executive Engineer shall have to keep co-ordination with the consultant so far as site survey, layout plan and structural designs are concerned.
13. The concerned Executive Engineer 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 maintain following registers 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:
 - 1. Recruited
 - 2. Payments
 - 3. Labour laws

b) Delegation of Power

- 1) In order to enable the Executive Engineer of PIU-I and PIU-II meet with the expenditure in running their office following financial powers are delegated to them.
 - a) Rs. 5000/-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) Both the Executive Engineers 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 & PIU-II 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 should be taken on deputation.
- 2) The Executive Engineer 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 Executive Engineers to do inspection of on going 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. Executive Engineers of both the PIUs shall be under the direct administrative control of V. P. (PROJECT). They will report directly to V. P. (PROJECT) in all technical as well as administration matters.
2. Each PIU shall submit following reports to the Head Office in the prescribed form.
 1. Weekly - Customized Progress Report.
 2. Monthly — Contractual Progress Report
 3. Monthly— Quality Report.

Manual —VI *Statement of categories of documents held under its control.*

Broadly following documents are hold by various sections:

(A) PROJECT SECTION:

- 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

(B) FINANCE SECTION

- Ledgers — Customers, Revenue and General ledger.
- Petty cash vouchers, Money Receipt, Collection Register.
- Payment recommendations, Availability statement.
- Bank Books & Bank Reconciliation.
- Tax matters — Income tax, Sales tax TDS etc.
- Internal, statutory and AG Audit
- Files pertaining to finalization of accounts.

(C) ADMINISTRATION SECTION

- Govt. Correspondence.
- Personal files of employees & Service book.
- AMC of computer, air conditioners etc
- Supplier/ contractors related to goods & service provider
- Correspondence to Registrar of Companies,
- Shareholders correspondence.
- Register of Members. Agenda, Minutes of Meeting etc.
- Files relating to statutory payments.
- Files relating to Postage & telegram

Manual —VII *The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of policy or administration thereof*

GUDC 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 & 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.

Manual—VIII *A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part 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.*

The following board/ committees are constituted

1) Board of Directors

- | | | |
|-----------------------------|---|-------------------|
| a) Shri S. R. Rao, IAS | : | Chairman |
| b) Shri K. Srinivas, IAS | : | Managing Director |
| c) Shri Arvind Agrawal, IAS | : | Director |
| d) Smt. Mamata Verma, IAS | : | Director |

2) Tender Approval Committee

- | | | |
|-----------------------------|---|----------|
| a) Shri S. R. Rao, IAS | : | Chairman |
| b) Shri K. Srinivas, IAS | : | Member |
| c) Shri Arvind Agrawal, IAS | : | Member |
| d) Smt. Mamata Verma, IAS | : | Member |

3) Audit Committee

- | | | |
|-----------------------------|---|----------|
| a) Shri S. R. Rao, IAS | : | Chairman |
| b) Shri K. Srinivas, IAS | : | Member |
| c) Shri Arvind Agrawal, IAS | : | Member |
| d) Smt. Mamata Verma, IAS | : | Member |

Audit committee have a discussion with Internal Auditors. Statutory Auditors & GM (F) before commencement of meeting.

4) IT Committee

- | | | |
|--------------------------------------|---|----------|
| a) Shri K. Srinivas, IAS | : | Chairman |
| b) Shri M. K. Goswami, Manager (L&A) | : | Member |
| c) Shri Rohit Purohit, Manager (IT) | : | Member |
| d) Shri Saurin Dave, Dy. Manager (P) | : | Member |

Minutes of the meeting of the above committee is not available to public

MANUAL - IX: DIRECTORY OF ITS OFFICERS& EMPLOYEES

Sr. No.	Name of Employee	Designation	Tele. No. (Res.)	Mobile No.
1	Shri K. Srinivas, IAS	Managing Director	23241862	
2	Shri Lekhan Thakkar	Vice president (CA)	23241862	
3	Shri B. J. Vyas	Vice President (P)	23241862	
4	Shri M. M. Thakar	Manager, Morbi	23241862	
5	Shri J. M. Kagathara	Manager, S'nagar	23241862	
6	Shri D. V. Patel	Executive Engineer	23241862	
7	Shri M. K. Goswami	Manager (L&A)	23241862	
8	Shri Rohit Purohit	Manager (IT)	23241862	
9	Smt. P. N. Mehta	Account Officer	23241862	
10	Shri K. P. Patel	Dy. Exe. Engineer, Rapar	23241862	
11	Shri Bhusan Kapsikar	Dy. Manager (P), Baroda	23241862	
12	Shri Jitesh Bhuddh	Dy. Manager (P)	23241862	
13	Shri Mrugank Trivedi	Dy. Manager (P)	23241862	
14	Shri Bharat Rupala	Dy. Manager (P)	23241862	
15	Shri Viren J. Bhatt	Dy. Manager (P)	23241862	
16	Shri H. V. Zadafiya	Dy. Manager (P)	23241862	
17	Shri Hiren Astik	Dy. Manager (P)	23241862	
18	Shri Saurin Dave	Dy. Manager (P)	23241862	
19	Shri Yogesh Rokad	Dy. Manager (P)	23241862	
20	Shri Prerak Doshi	System Manager (IT)	23241862	
21	Shri Pankaj Mehta	Asst. Manager	23241862	
22	Smt. Bhranti Gandhi	Asst. Manager (P)	23241862	
23	Ms. Sudha Mehta	Asst. Manager (Env)	23241862	
24	Shri Priyank Dave	Asst. Manager (Adm)	23241862	
25	Shri B. V. Patel	Asst. Manager	23241862	
26	Shri Nitin Patel	Div. Accountant	23241862	
27	Shri Vijayan P.	Stenographer	23241862	
28	Smt. Vijyalaxi Voriyar	Stenographer	23241862	
29	Smt Payalkuvar Chauhan	Office Assistant	23241862	
30	Shri Pratik J. Darji	Office Assistant	23241862	
31	Shri H. C. Chauhan	Clerk	23241862	
32	Shri V. N. Rabari	Clerk / Cashier	23241862	
33	Shri V. M. Katariya	Clerk	23241862	
34	Smt. A. B. Makawana	Clerk	23241862	
35	Shri A. N. Paralekar	Clerk	23241862	
36	Ms. Hiral H. Gadhi	Clerk	23241862	
37	Shri Kirit N. Thakar	Clerk	23241862	
38	Shri Gajendra Vaghela	Driver	23241862	
39	Shri Vikram Desai	Driver	23241862	
40	Shri Bharat Vaghela	Driver	23241862	
41	Shri Mahesh Prajapati	Peon	23241862	
42	Shri Satish Vyas	Peon	23241862	
43	Shri Lalji Desai	Peon	23241862	
44	Shri Manu Dataniya	Peon	23241862	
45	Shri Sanjay Dataniya	Peon	23241862	
46	Shri K. A. Thakor	Office Boy	23241862	
47	Shri P. C. Sakariya	Peon	23241862	
48	Shri Nitesh Devda	Peon	23241862	

MANUAL – 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 Employee	Designation	Gross Salary Rs. / PM.	System of Compensation
1	Shri K. Srinivas, IAS	Managing Director	Cadre Pay	As per the GoG norms & Last Pay Certi.
2	Shri Lekhan Thakkar	Vice president (CA)	Cadre Pay	As per the GoG norms & Last Pay Certi.
3	Shri B. J. Vyas	Vice President (P)	42,000.00	As per Appointment Letter
4	Shri M. M. Thakar	Manager, Morbi	33,000.00	As per Appointment Letter
5	Shri J. M. Kagathara	Manager	33,000.00	As per Appointment Letter
6	Shri D. V. Patel	Executive Engineer	Cadre Pay	As per the GoG norms & Last Pay Certi.
7	Shri M. K. Goswami	Manager (L&A)	20,000.00	As per Appointment Letter
8	Shri Rohit Purohit	Manager (IT)	31,000.00	As per Appointment Letter
9	Smt. P. N. Mehta	Account Officer	Cadre Pay	As per the GoG norms & Last Pay Certi.
10	Shri K. P. Patel	Dy. Exe. Engineer	Cadre Pay	As per the GoG norms & Last Pay Certi.
11	Shri Bhusan Kapsikar	Dy. Manager (P)	25,000.00	As per Appointment Letter
12	Shri Jitesh Bhuddh	Dy. Manager (P)	23,500.00	As per Appointment Letter
13	Shri Mrugank Trivedi	Dy. Manager (P)	23,500.00	As per Appointment Letter
14	Shri Bharat Rupala	Dy. Manager (P)	23,500.00	As per Appointment Letter
15	Shri Viren J. Bhatt	Dy. Manager (P)	23,500.00	As per Appointment Letter
16	Shri H. V. Zadafiya	Dy. Manager (P)	23,500.00	As per Appointment Letter
17	Shri Hiren Astik	Dy. Manager (P)	23,500.00	As per Appointment Letter
18	Shri Saurin Dave	Dy. Manager (P)	23,500.00	As per Appointment Letter
19	Shri Yogesh Rokad	Dy. Manager (P)	23,500.00	As per Appointment Letter
20	Shri Prerak Doshi	System Manager (IT)	25,000.00	As per Appointment Letter
21	Shri Pankaj Mehta	Asst. Manager	8,000.00	As per Appointment Letter
22	Smt. Bhranti Gandhi	Asst. Manager (P)	21,000.00	As per Appointment Letter
23	Ms. Sudha Mehta	Asst. Manager (Env)	20,000.00	As per Appointment Letter
24	Shri Priyank Dave	Asst. Manager (Adm)	15,000.00	As per Appointment Letter
25	Shri B. V. Patel	Asst. Manager	10,000.00	As per Appointment Letter
26	Shri Nitin Patel	Div. Accountant	8,000.00	As per Appointment Letter
27	Shri Vijayan P.	Stenographer	10,000.00	As per Appointment Letter
28	Smt. Vijyalaxi Voriyar	Stenographer	10,000.00	As per Appointment Letter
29	Smt Payalkuvar Chauhan	Office Assistant	6,000.00	As per Appointment Letter
30	Shri Pratik J. Darji	Office Assistant	7,000.00	As per Appointment Letter
31	Shri H. C. Chauhan	Clerk	Cadre Pay	As per GHB Norms & Last Pay Certi.
32	Shri V. N. Rabari	Clerk / Cashier	Cadre Pay	As per GHB Norms & Last Pay Certi.
33	Shri V. M. Katariya	Clerk	Cadre Pay	As per GHB Norms & Last Pay Certi.
34	Smt. A. B. Makawana	Clerk	Cadre Pay	As per GHB Norms & Last Pay Certi.
35	Shri A. N. Paralekar	Clerk	Cadre Pay	As per GHB Norms & Last Pay Certi.
36	Ms. Hiral H. Gadhi	Clerk	4,000.00	As per Appointment Letter
37	Shri Kirit N. Thakar	Clerk	4,500.00	As per Appointment Letter
38	Shri Gajendra Vaghela	Driver	2,700.00	As per Appointment Letter
39	Shri Vikram Desai	Driver	3,202.00	As per Appointment Letter
40	Shri Bharat Vaghela	Driver	3,202.00	As per Appointment Letter
41	Shri Mahesh Prajapati	Peon	2,510.00	As per Appointment Letter
42	Shri Satish Vyas	Peon	2,050.00	As per Appointment Letter
43	Shri Lalji Desai	Peon	2,050.00	As per Appointment Letter
44	Shri Manu Dataniya	Peon	2,050.00	As per Appointment Letter
45	Shri Sanjay Dataniya	Peon	2,050.00	As per Appointment Letter
46	Shri K. A. Thakor	Office Boy	Cadre Pay	As per GMB Norms & Last Pay Certi.
47	Shri P. C. Sakariya	Peon	2,050.00	As per Appointment Letter
	Shri Nitesh Devda	Peon	1,500.00	As per Appointment Letter

Manual —XI *The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursement made*

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

Manual —XII *The 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

Manual —XIII *The particulars of recipients of concessions, permits or authorizations granted by it.*

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

Manual - XIV *The details of information available to or held by reduced in an electronic form: The details of the organization its, role, activity is available at website www.gudcltd.com*

Manual - XV

The particulars of facilities available to citizens for obtaining information, including working hours of a library or a reading room, if maintained for public use.

Citizens can contact the registered office of the company for information. The working hours of the company is 10.30am to 6. 10pm excluding the Sunday and Public Holiday.

Manual — XVI The name designation and other particulars of the Public Information officers.

A) Appellate Authority	:	Shri K. Srinivas, IAS
Designation	:	Managing Director
Address	:	Gujarat Urban Development Co. Ltd. Gujarat State Civil Suppliers Co. Ltd. Building, 2 nd Floor, B- wing, Sector – 10, Gandhinagar.
Phone Nos.	:	079 – 2341862/65/66 (O) 9824051506 (M)
(B) Public information Officer	:	Shri M. K. Goswami,
Designation	:	Manager (L&A)
Address	:	Gujarat Urban Development Co. Ltd. Gujarat State Civil Suppliers Co. Ltd. Building, 2 nd Floor, B- wing, Sector – 10, Gandhinagar.
Phone Nos.	:	079 – 2341862/65/66 (O) 9824128210 (M)
(C) Asst. Public Inform. Officer	:	Shri B. V. Patel
Designation	:	Asst. Manager (Admn)
Address	:	Gujarat Urban Development Co. Ltd. Gujarat State Civil Suppliers Co. Ltd. Building, 2 nd Floor, B- wing, Sector – 10, Gandhinagar.
Phone Nos.	:	079 – 2341862/65/66 (O)
(D) Asst. Public Inform. Officer	:	Shri Mrugank Trivedi
Designation	:	Dy. Manager (P)
Address	:	Gujarat Urban Development Co. Ltd. Gujarat State Civil Suppliers Co. Ltd. Building, 2 nd Floor, B- wing, Sector – 10, Gandhinagar.
Phone Nos.	:	079 – 2341862/65/66 (O)

Manual — XVII such other information as may be prescribed.

- Information shall be included as may be prescribed.