

**INFORMATION HANDBOOK**  
**OF**  
**GUJARAT STATE FINANCIAL SERVICES LTD.**

**-Under Right to Information Act.**

**OCTOBER, 2024**

# Chapter - 1

## Introduction

### **1.1. Background of this handbook (Right to Information Act, 2005):**

This handbook has 17 manuals containing information regarding Gujarat State Financial Services Ltd. and has been prepared as per the guidelines laid down under Right to Information Act, 2005.

The first manual of RTI was completed in the month of October, 2005. This Manual is showing the position as at October, 2024.

### **1.2. Objective / purpose of this hand-book:**

This hand-book is meant to provide information to the general public and the information contained in the hand-book may be shared with the public.

### **1.3. Intended users of this hand-book:**

Any person who wants information regarding the Company.

### **1.4. Organisation of the information in this handbook:**

The handbook contains the following 18 Chapters and 17 manuals:

Chapter – 1	Introduction
Chapter – 2 (Manual –1)	Particulars of Organization, Functions and Duties
Chapter – 3 (Manual –2 )	Powers and Duties of Officers and Employees
Chapter – 4 (Manual – 3)	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
Chapter – 5 (Manual – 4)	Particulars of any 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
Chapter – 6 (Manual – 5)	A statement of the categories of documents that are held by it or under its control
Chapter – 7 (Manual – 6)	A statement of Board, councils, committees and other bodies constituted as its par
Chapter – 8 (Manual – 7)	The names, designations and other particulars of the Public Information Officer
Chapter – 9 (Manual – 8)	Procedure followed in Decision Making Process
Chapter – 10 (Manual – 9)	Directory of Officers and Employees
Chapter – 11 (Manual – 10)	The Monthly Remuneration Received By Each of

	its Officers and Employees, including the System of Compensation as Provided in Regulations
Chapter – 12 (Manual – 11)	The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)
Chapter – 13 (Manual – 12)	The Manner of Execution of Subsidy Programmes
Chapter – 14 (Manual – 13)	Particulars of Recipients of Concessions, permits or authorization granted by it
Chapter – 15 (Manual – 14)	Norms set by it for the discharge of its functions
Chapter – 16 (Manual – 15)	Information available in an electronic form
Chapter – 17 (Manual – 16)	Particulars of the facilities available to citizens for obtaining information
Chapter – 18 (Manual – 17)	Other Useful Information

### **1.5. Definitions (Definitions of various terms used in the handbook):**

- (a) ‘Company’ means the Gujarat State Financial Services Ltd.
- (b) ‘Board’ means the Board of Directors of the company
- (c) ‘Committee’ means a committee appointed by the Board by a resolution to perform a specific function assigned to it.
- (d) ‘Employee’ means all persons in the whole time employment of the company and whether permanent, officiating or temporary and whether employed as advisors, officers or as ministerial or subordinate staff and whether under a contract of service or not.
- (e) ‘Salary’ means an aggregate of Basic Pay, Dearness Allowance and House Rent Allowance.

### **1.6. Contact person in case some body wants to get more information on topics covered in the hand-book as well as other information also:**

Shri Neeraj Jain, Company Secretary

### **1.7. Procedure and Fee Structure for getting information not available in the handbook:**

A written application may be taken from the person who wants any information that is not available in the handbook. The application may be forwarded to the Public Information Officer. Rs.20/- is charged as fee.

## **Chapter-2 (Manual - 1)**

# **Particulars of Organization, Functions and Duties**

## **2.1. Objective/purpose of the public authority:**

- To provide professional fund management services to GoG controlled organizations.
- To create a win-win situation for the GoG depositors, GoG borrowers and the company.
- To safeguard the shareholder's (State Government) wealth through effective and efficient management of resources.

## **2.2. Mission / Vision Statement of the public authority:**

### **Mission:**

To adhere to the values of financial discipline, conservativeness, excellence, fairness and safety.

To add value to the state economy.

### **Vision:**

GSFS shall be an institute where innovative financial strategies are designed to give state undertakings a competitive edge.

GSFS shall be professionally managed and shall provide financial services that meet the expectations of Government and society at large.

## **2.3. Brief history of the public authority and context of its formation:**

- GSFS was established vide G.R.No.JNV/1092/3535/A dated 18-11-1992. The main objects were to advance money or provide financial assistance to the State Government for development projects, other agencies/bodies/ companies, to finance and to promote companies engaged in industrial manufacturing, trading business & utilities; to carry on leasing, hire purchase, investment business and to provide financial consultancy services.

- GSFS was registered with Reserve Bank of India as a Non-Banking Financial Company (NBFC). It carried out all the financial activities of an NBFC including Bill discounting, Leasing, Inter Corporate Deposit, Hire Purchase as per the on-going market practice prevalent at that time.
- Thereafter, the management concentrated on deployment of funds to Government entities and stopped all its financial activities to the Private Sector and individuals in a phased manner.
- Presently, GSFS has redefined its objective to provide professional fund management services to GoG controlled organizations.
- The company presently focuses on lending only to Government entities at a competitive rate to pass on maximum benefit to these entities.

#### **2.4. Duties of the public authority:**

Gujarat State Financial Services Ltd. is a non-banking financial company (NBFC) (Middle Layer) registered with Reserve Bank of India as non deposit taking company. It is a Government of Gujarat Undertaking. The main duty of the company is to comply with the directions issued by the State Government from time to time and adhere to the directions of Reserve Bank of India for Government NBFCs upto the best possible extent keeping in view the GoG (Government of Gujarat) centric business model of the company.

#### **2.5. Main activities/functions of the public authority:**

- (i) To accept funds from State Government entities in the form of Inter-Corporate Deposits (ICDs) and Liquid Deposit Scheme (LDS).
- (ii) To provide hassle-free loans to State Government entities only at a lower rate which not only reduces the interest cost of these GoG entities but also indirectly enables to reduce their overall cost of borrowing from the market.

#### **2.6. List of services being provided by the public authority with a brief write-up on them:**

## Inter-Corporate Deposit:

GSFS pays interest on Inter-corporate deposits for the different tenors. The present interest rates offered by GSFS for different tenors are as under:

(w.e.f. 16/10/2023)

<b>Duration</b>	<b>Rate of Interest % p.a.</b>
15 days to 90 days	6.50%
91 days to 180 days	7.00%
181 days to < 1 year	7.25%
1 year to 3 years	7.50%

## Liquid Deposit Scheme :

This scheme offers the facility of earning interest on funds of very short tenure, even for less than 15 days, which otherwise typically earn no interest lying in a current account and there are no other avenues for deployment of such funds.

Under this scheme, an organization can place funds with GSFS even for less than 15 days. GSFS parks these funds in money market operations ensuring maximum safety and liquidity. From 16<sup>th</sup> October, 2023 and onwards, the investor is paid fixed interest @ 5.75% p.a. on the funds placed by it in the Liquid Deposit Scheme.

### **2.7. Organizational Structure Diagram at various levels namely State, directorate, region district, block etc (whichever is applicable):**

As per Annexure – I at the end.

### **2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency:**

No public dealing, hence not applicable.

### **2.9 Arrangements and methods made for seeking public participation/contribution:**

No public dealing, hence not applicable.

### **2.10. Mechanism available for monitoring the service delivery and public grievance resolution:**



No public dealing, hence not applicable.

**2.11. Addresses of the main office and other offices at different levels.  
(Please categorise the addresses district wise for facilitating the  
understanding by the user):**

Main Office : Wing “B”, 3<sup>rd</sup> Floor, 132 ft. Ring Road,  
Near University Ground, Vastrapur,  
Ahmedabad – 380 052.

**2.12.** Morning hours of the office: 9.30 a.m.  
Closing hours of the office : 5.30 p.m.

Holidays : As per the list of State Government holidays  
2<sup>nd</sup> & 4<sup>th</sup> Saturday is a holiday.

## **Chapter -3 (Manual - 2)**

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

### 3.1 Details of the powers and duties of officers and employees of the organization:

Name	Dr. T. Natarajan, IAS	
Designation	Managing Director	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Authorised Signatory of Group A for credit and investment functions</li> <li>2. He is empowered on behalf of the Board of Directors to open any account in any Scheduled Banks</li> </ol>
	Financial	Any capital expenditure upto Rs.10 lakhs. Any expenditure related to day to day administrative work of the company
	Others	All other powers as per the Service Rule of the company or the power vested by the Board from time to time.
Duties		
	He is the controlling authority for implementation of Service Rules. He is the operational head of the company and discharges all duties of a company required as per the Companies Act.	

Name	Mr. Hemant Pant	
Designation	Vice President	
Department	Credit & Investment, Resources, Administration, Appellate Authority under RTI Act.	
Powers	Administrative	<ol style="list-style-type: none"> <li>1. Authorised Signatory of Group A for signing cheques</li> <li>2. Authorised Signatory of Group A for credit and investment functions</li> <li>3. Periodic Expenditure of Rent, Electricity, Telephone, Mobile, internet expenses, postage, Courier, Books &amp; Periodicals and Subscriptions and municipal taxes upto actual limits.</li> <li>4. Settlement of Conveyance &amp; Traveling expenses and Sanctions related to L.T.A. Premium payments for Leave Encashment and Gratuity Policy and final settlement for them at the end of the service upto actual limits as per approved company policy.</li> <li>5. Authorization of Casual Leave, Privilege Leave, Sick Leave and any other leave of</li> </ol>

		<p>employees after it is sanctioned by the reporting officer as per company policy.</p> <p>6. Sanctions related to various scheme – Housing Loan, Vehicle Loan, Consumer Loan, Salary Advance, Own your Computer Scheme, annual premium of Insurance Policies, Medclaim policy &amp; Personal Accident Insurance policy &amp; motor insurances upto actual limits as per approved company policy.</p> <p>7. All payments related to salary and perquisite of employees and all payments related to persons taken on contract upto actual limits.</p>
	Financial	Day to day routine expenses bills like office expenses, printing & stationery, repair and maintenance, business development, payment of traveling/hotel bills, petrol expense, etc. and capital expenditure bill upto Rs.50,000/-.
	Others	None
Duties		
		<b>Credit &amp; Investment:</b> He is looking after the Credit & Investment Department of the company. His work involves day-to-day monitoring of fund position of the companies and deployment of the surplus fund. He is involved in preparation of all the Investment & Credit proposals for the deployment of funds in various avenues. He also carries out Money Market transactions on a daily basis.
		<b>Resources:</b> He is looking after the Resources of the company, which involves the inflow of funds in the form of Inter-Corporate Deposits and Liquid Deposits from various GoG entities. His job involves accepting the inter-corporate deposits for various tenures and repayment/renewal at the request of the depositor. His work under Liquid Deposit Scheme involves managing of acceptance and withdrawal of funds on a daily basis by the depositor.
		<b>Personnel &amp; Administration:</b> He is handling the P & A department of the company and is carrying out various activities related to it.
		He is Appellate Authority under RTI Act.

Name	Mr. Nitin Shah
Designation	Chief Financial Officer and Vice President
Department	Finance & Accounts

Powers	Administrative	1. Authorized Signatory of Group A for signing cheques 2. Authorized Signatory of Group A for credit and investment functions
	Financial	None
	Others	None
Duties		
	He is presently associated with the Finance & Accounts functions of the company. His work involves preparation of the final accounts-Balance sheet & P/L A/c of the company, handling day to day banking operations with various banks, passing important journal voucher entries, monitoring the compliance of statutory requirements of payment of advance tax, sales tax, TDS, preparation of TDS statements, etc. His work includes providing information and co-ordination with the Statutory and AG Auditors, Income tax consultant, etc. Preparation of replies and collection of data in regards to Income tax demand raised by I.T. department	

Name	Mr. Vipul Sheth	
Designation	Chief Risk Officer (CRO)	
Department	Pre-Audit	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	He is the CRO of the company. Apart from this, he is handling the complete Pre-Audit Function of the company. The work involves checking day to day vouchers of all transactions related to deposits under ICD & LDS, all types of loans, investments etc. taken place in the company, pre-audit of certain transactions like any repayment, issuance of ICD receipt to various Boards/Corporations, payment of Salary & other allowances, etc., physical verification of Cash on a routine basis, checking Bank reconciliation prepared by the Accounts department.	

Name	Mr. Keval Bhatt	
Designation	Assistant Vice President	
Department	Credit & Investment, Resources, Administration	
Powers	Administrative	1. Authorized Signatory of Group A for

		signing cheques 2. Authorized Signatory of Group A for credit and investment functions
	Financial	In absence of VP Admin, day to day routine expenses bills like office expenses, printing & stationery, repair and maintenance, business development, payment of traveling/hotel bills, petrol expense, etc. and capital expenditure upto Rs.50,000/-.
	Others	None
Duties		
	<b>Credit &amp; Investment:</b> He is looking after the Credit & Investment Department of the company. His work involves day-to-day monitoring of fund position of the companies and deployment of the surplus fund. He is involved in the preparation of all the Investment & Credit proposals for the deployment of funds in various avenues. He also carries out Money Market transactions on a daily basis.	
	<b>Resources:</b> He is looking after the Resources of the company, which involves the inflow of funds in the form of Inter-Corporate Deposits and Liquid Deposits from various GoG entities. His job involves an overall supervision of transactions related to accepting the inter-corporate deposits for various tenures and repayment/renewal at the request of the depositor. Similarly, in case of Liquid Deposit Scheme also, he manages the operations related to the receipt/payment of funds to/from the scheme by depositors on a daily basis by the depositor.	
	<b>Personnel &amp; Administration:</b> He assists in handling the P&A department of the company and is carrying out various activities related to it.	

Name	Mr. Neeraj Jain	
Designation	Company Secretary	
Department	Secretarial & Legal and PIO under RTI Act	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		

	<p>He is looking after the secretarial function of the Company. He's mainly responsible for preparing agenda, minutes of Board, Committees and general body meetings, filing various forms, information, returns with Ministry of Corporate Affairs, maintaining various records, registers under applicable statutes, overseeing and complying with the requirement of Companies Act, 2013 and rules made there under and other allied corporate laws. He's also carrying out work related to recovery of overdue amount from borrowers and coordinating with lawyers of the Company in respect of ongoing legal cases at different forum to keep a tab on the developments in the ongoing legal cases. He is also the Public Information Officer under RTI Act.</p>
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Name	Mr. Prerak Shah	
Designation	Chief IT Officer	
Department	IT	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	<p>He is looking after the day-to-day requirements related to company's software, hardware, networks and other IT equipments. He is responsible for developing, implementing, managing and evaluating the company's technological resources. His role also entails the process of development of software for the company and suggesting technical measures related to hardware/software during the course of the software development process. Further, he is also responsible for compliance with the various regulatory and statutory guidelines pertaining to framing of IT policy, IT strategy, risk management and IT resource management as applicable from time to time.</p>	

Name	Ms. Sapna Mansuri	
Designation	Manager	
Department	Accounts	
Powers	Administrative	Authorized Signatory of Group B for signing cheques
	Financial	None
	Others	None
Duties		

	<p>She is handling day-to-day work in the Accounts Department of the company. Her work involves assisting in preparation of the Final accounts - Balance sheet &amp; P/L A/c of the company, handling day to day banking operations with various banks, passing important journal voucher entries, monitoring the compliance of statutory requirements of payment of TDS, preparation of TDS statements, etc. Moreover, she is also involved in providing information and co-ordination with the Internal, Statutory and AG Auditors. Further, she carries out preparation of various calculations, statements required for preparing monthly Balance Sheet, preparation of Quarterly and Half yearly returns to be submitted to RBI.</p>
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Name	Mr. Manjitsingh Ailsinghani	
Designation	Manager	
Department	Credit & Resources	
Powers	Administrative	Authorized Signatory of Group B for credit and investment functions
	Financial	None
	Others	None
Duties	<p>He is involved the day to day operations related to the receipt and payment transactions towards the deposits of GoG entities. This includes, verifying the payment instructions of GOG Entities, verifying the TDS calculations, maintaining various records of documents of GoG entities related to its bank account and its authorized officials etc. Further, he keeps track on the RBI guidelines concerning the company and keeps the management abreast with the latest information on financial markets related to the debt issuances like Bonds / State Development Loans and interest rates on various debt instruments by way of periodical reports.</p>	

Name	Mr. Sanat Dave	
Designation	Dy. Manager	
Department	Finance & Accounts	
Powers	Administrative	None
	Financial	None



	Others	None
Duties		
	<p>He is involved in performing the day to day functions of the accounts department of GSFS. His work includes preparation of all vouchers and cheques for transactions except routine expense vouchers and journal voucher entries related to ICD (Received). He is preparing monthly Balance sheet and Profit &amp; Loss A/c of GSFS Ltd. He is passing all Journal Voucher entries related to Liquid Deposit Scheme, doing all calculations related to it along with reconciliation on a daily basis. He is also checking calculations of interest income received from Bank Fixed Deposit, Inter-Corporate Deposits and LDS scheme. He is also passing various journal voucher entries at the time of finalisation of Annual accounts and is maintaining the various Ledgers.</p>	

Name	Mrs. Reeja Benny	
Designation	Dy. Manager	
Department	Resources	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	<p>She is looking after the Resource department which includes processing of repayments, renewals, premature withdrawals, reconciliation and interest calculations of Inter Corporate Deposits of the company. She is also maintaining the complete data and records of the Resource department. She provides reports related to the resources department to the Management as and when required. At operational level, she is a point of contact with the GoG entities in case of Inter Corporate Deposit &amp; Liquid Deposit Scheme on day-to-day basis.</p>	

Name	Mr. Ramesh Bhatt	
Designation	Dy. Manager	
Department	Resources	
Powers	Administrative	None
	Financial	None
	Others	None

Duties	
	<b>Stenographer &amp; PA to MD:</b> He is performing the duties of a Stenographer. His work also includes being the Personal Assistant to the Managing Director. He is typing all the Gujarati letters of the company that are to be sent mostly to the Finance Department.
	<b>Resources:</b> He is handling the work of resource department by preparing daily Intra Office Note covering all transactions on day to day basis. Moreover, he also prepares periodical reports on the entire deposits placed all GoG entities for presenting them to the Management and Finance Department.

Name	Ms. Shruti Bhavsar	
Designation	Dy. Manager	
Department	Accounts & Taxation	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	<p>Her work involves assisting in preparation of the Final accounts - Balance sheet &amp; P/L A/c of the company, passing important journal voucher entries, monitoring the compliance of statutory requirements of payment of TDS, preparation of TDS statements, etc. Further, she carries out preparation of various calculations, statements required for preparing monthly Balance Sheet, preparation of Monthly, Quarterly and Half yearly returns to be submitted to RBI.</p> <p>She also looks after the taxation related work of the company. She is mainly responsible for preparation of I.T Provision and Advance Tax on quarterly basis, preparation of submissions in the course of proceedings, preparing Income Tax Approval notes, checking of TDS on salary, ICD and LDS with accounts on monthly basis and issuing TDS certificate to the parties, making entries for TDS on salary in package, preparing and filling of Service tax return and Income Tax Return of companies, drafting of rectification applications with calculations and filing online rectifications and also drafting reply to various notices from the department.</p>	

Name	Mr. Falak Kalyani	
Designation	Dy. Manager	
Department	Credit & Investments	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	<p>He is carrying out activities related to Credit &amp; Investment function of the company. His work includes daily monitoring of installments, scheduling the installments and coordinating with the officials of GoG entities to whom the loans are provided. He also prepares Board Notes, correspondence etc. related to Credit department and maintains records of credit portfolio of the company on day to day basis. He also looks after providing periodic information related to loans to Credit Information Companies (CIC) like CIBIL, CRIF etc.</p>	

Name	Mrs. Usha Dixit	
Designation	Officer (Receptionist)	
Department	Personnel & Administration	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	<p><b>Receptionist:</b> As a Receptionist-cum-Telephone operator, her primary duties are attending the reception counter and the telephone operations of the company. She maintains records of telephone numbers and checks/verifies authenticity of the telephone bills.</p> <p><b>Personnel &amp; Administration (Dispatch):</b> She is handling the Dispatch department where her job responsibilities include receiving and sending the company's mail, handling the day-to-day posts and couriers, etc. She maintains an Inwards &amp; Outward register for the same. She also checks/verifies authenticity of the Courier Bills and maintains the Stamps.</p>	

Name	Mr. Vasant Patel	
Designation	Officer	

Department	Resources, Finance & Accounts, Recovery	
Powers	Administrative	None
	Financial	None
	Others	None
Duties	<p><b>Finance &amp; Accounts:</b> He is handling the work of bank reconciliation. Moreover, he initiates the process of receipts/ payments transactions of company's Liquid Deposit Scheme. This includes data entry into the respective software and generation of interest reports for payments.</p> <p>He is also handling recovery work and various miscellaneous works.</p>	

Name	Mr. Chetan Rana	
Designation	Officer	
Department	Resources	
Powers	Administrative	None
	Financial	None
	Others	None
Duties	<p>He is working in the Resource department and is a part of the operational team which carries out activities like processing repayments, renewals, premature withdrawals, reconciliation and interest calculations of Inter Corporate Deposits of the company. He assists in the preparation of reports related to the resources department as and when required.</p>	

Name	Mr. Narendrasinh Jhala	
Designation	Officer	
Department	Personnel & Administration	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		

	<p>He is mainly involved with activities related to the P&amp;A Department of the company. His primary responsibilities are preparing various Approval notes, Office circulars related to P&amp;A, informing management about updates happening in labour laws, Government schemes, G.Rs etc. He carries out activities related to purchase/ sale of company assets, renewals of insurance and other annual maintenance contracts, and any other tasks assigned from time to time by the management.</p> <p>His work includes preparation of Salary after taking into consideration various deductions, maintaining registers/records of various Loans, Leave, Travelling, loan deductions to be made, preparation of Form No.16, calculation of Income Tax, calculation of Provident Fund, filing of Returns of Provident Fund, Professional Tax, renewal of insurance, etc. He is also handling routine P &amp; A work related to the purchase of various items and day-to-day functioning of the office.</p>
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Name	Mr. Kalpeshkumar Patel	
Designation	Officer	
Department	Finance & Accounts	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	<p>His work includes preparation of all vouchers and cheques for transactions and preparation of cash vouchers and bank vouchers related to day to day routine expenses on a daily basis as well as passing related journal voucher entries. He is also associated with the work of sales tax, preparation of TDS challan, Annual E-TDS return and related activities.</p>	

Name	Mr. Arun Sahu	
Designation	Officer	
Department	Resources	
Powers	Administrative	None
	Financial	None
	Others	None

Duties	
	He is in the resources department wherein he initiates the process of daily transactions of deposits in the form of ICDs as per the instructions of depositors. This includes receipts, payments, rollovers, premature withdrawals, interest calculations etc. Further, he also does the data entry of all transactions in the software.

Name	Mr. Priteshkumar Mistry	
Designation	Sr. Assistant	
Department	Resources	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	He is a part of the operational team of the resources department which carries out the process of daily transactions of deposits in the form of ICDs as per the instructions of depositors. This includes receipts, payments, rollovers, premature withdrawals, interest calculations etc.	

Name	Mr. Mahendra Vaghela	
Designation	Driver	
Department	Personnel & Administration	
Powers	Administrative	None
	Financial	None
	Others	None
Duties		
	He is a driver for the vehicle of company.	

## **Chapter - 4 (Manual - 3)**

# **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

**4.1. List of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of document.**

Type of the document:

Name / title of the document: Service Rules

Brief Write-up on the Document:

Contains all details regarding the rules, regulations and instructions for discharging functions. (It is under revision)

From where one can get a copy of rules, regulations, instructions, manual and records:

Address: Wing “B”, 3<sup>rd</sup> Floor, 132 ft. Ring Road,  
Near University Ground, Vastrapur,  
Ahmedabad – 380 052.

Telephone No: 079-27912528/29/30

Fax: 079-27912534

Email: [info@gsfs.in](mailto:info@gsfs.in)

Fee charged by the department for a copy of Service rules: Rs.100/-



## **Chapter -5 (Manual - 4)**

**Particulars of any 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**

**Formulation of Policy**

**5.1. Whether there is any provision to seek consultation/ participation of public or its representatives for formulation of policies? If there is, please provide details of such policy in format.**

No public dealing, hence not applicable.

**Implementation of Policy**

**5.2. Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is, please provide details of provisions in format.**

No public dealing, hence not applicable.

## **Chapter - 6 (Manual - 5)**

# **A statement of the categories of documents that are held by it or under its control**

**6.1. Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing “Others”)**

<b>Sr. No.</b>	<b>Category of the document</b>	<b>Name of the document</b>	<b>Procedure to obtain the document</b>	<b>Held by under control of</b>
1.	Rules	Service Rules (Under revision)	Payment of fees of Rs.100/-	P & A dept.

## **Chapter - 7 (Manual - 6)**

# **A statement of Board, council, committees and other bodies constituted as its part**

**7.1. Please provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:**

**A) Board of Directors:**

Name and address of the  
Affiliated Body:

Board of Directors, Registered Office of GSFS

Type of Affiliated Body  
(Board, Council,  
Committees, Other  
Bodies):

Board

Brief Introduction of the Affiliated Body:

Establishment Year:

Since inception i.e. November, 1992

Objective:

To discharge the duties of a Board as provided in the Companies Act, 2013 and rules made thereunder. (including erstwhile Companies Act, 1956)

Main Activities:

To take all decisions related to carrying out the operations of the Company including policy formulation, credit and investment decisions, strategy formulation, authorization to the management for carrying out various activities and periodic monitoring of activities of the company

Role of Affiliated Body  
(Advisory/Managing /  
Executive/Others):

Executive

Structure and Member  
Composition:

Chairman (Appointment awaited)  
Dr. T. Natarajan, IAS, Managing Director  
Smt. Arti Kanwar, IAS, Nominee Director  
Smt. Manisha Chandra, IAS, Nominee Director  
Shri Bhadresh Mehta, Independent Director  
Shri Vikramaditya S. Khichi, Independent Director  
Shri I. D. Chaudhari, Nominee Director

Head of the Body: Chairman

Address of main office and its Branches : Registered Office of GSFS

Frequency of Meetings: At least four meetings in a year

Can public participate in the meetings ? No

Are minutes of the meetings prepared ? Yes

Are minutes of the meetings available to the public ? No

**B) Audit Committee:**

Name and address of the Affiliated Body : Audit Committee, Registered office of GSFS

Type of Affiliated Body (Board, Council, Committees, Other Bodies): Committee

Brief Introduction of the Affiliated Body

Establishment Year: 1999

Objective: Review of the quarterly and annual financial statements, statutory compliances and operations of the Company

Main Activities:

The following is the scope of Audit Committee.

1. Oversight of the company's financial reporting process and the disclosure of its financial information to ensure that the financial statement is correct, sufficient and credible;

2. Recommendation for appointment, remuneration and terms of appointment of Internal Auditors of the Company and recommendation for fixation of remuneration of Statutory Auditors
3. Approval of payment to Statutory Auditors for any other services rendered by the Statutory Auditors, if any;
4. Reviewing, with the management, the annual financial statements and auditor's report thereon before submission to the Board for approval, with particular reference to:
  - a. Matters required to be included in the Director's Responsibility Statement to be included in the Board's report in terms of clause (c) of sub-section 3 of section 134 of the Companies Act, 2013
  - b. Changes, if any, in accounting policies and practices and reasons for the same
  - c. Major accounting entries involving estimates based on the exercise of judgment by management
  - d. Significant adjustments made in the financial statements arising out of audit findings
  - e. Compliance with legal requirements relating to financial statements
  - f. Disclosure of any related party transactions
  - g. Qualifications in the draft audit report
5. Reviewing, with the management, the quarterly financial statements before submission to the Board for approval;
6. Review and monitor the auditor's independence and performance, and effectiveness of audit process;
7. Approval or any subsequent modification of transactions of the company with related parties;
8. Evaluation of internal financial controls and risk management systems;
9. Reviewing, with the management, performance of internal auditors, adequacy of the internal control systems; Discussion with internal auditors of any significant findings and follow up there on;
10. Reviewing the findings of any internal investigations by the internal auditors into matters where there is suspected fraud or irregularity or a failure of internal control systems of a material nature and reporting the matter to the board;
11. Discussion with statutory auditors about the nature and scope of audit as well as any area of concern;
12. Oversee conduct of an Information System Audit of the Internal Systems and processes at least once in two years to assess operational risk faced by the Company



13. Any other matters as may be prescribed under the relevant rules, regulations or orders of any appropriate authority.

Role of the Affiliated Body  
(Advisory/Managing /Executive  
/Others) : Advisory

Structure and Member Composition:

Shri Bhadresh Mehta, Independent Director  
Shri Vikramaditya S. Khichi, Independent Director  
Dr. T. Natarajan, IAS, Managing Director

Head of the Body: Shri Bhadresh Mehta, Independent Director

Address of main office  
and its Branches : Registered Office of GSFS

Frequency of Meetings: As and when required

Can public participate in  
the meetings ? No

Are minutes of the meetings  
prepared ? Yes

Are minutes of the meetings  
available to the public ? No

**C) Investment Committee:**

Name and address of  
the Affiliated Body : Investment Committee, Registered office of  
GSFS

Type of Affiliated Body  
(Board, Council,  
Committees, Other Bodies) : Committee

Brief Introduction of the Affiliated Body:

Establishment Year:	2001
Objective :	To review the various investment and credit options and the existing portfolios.
Main Activities:	To review and recommend decisions related to investment policy formulation, credit and investment decisions and strategy formulation regarding the same.
Role of the Affiliated Body (Advisory/Managing / Executive/Others) :	Advisory
Structure and Member Composition:	Dr. T. Natarajan, IAS, Managing Director Smt. Arti Kanwar, IAS, Director Shri I. D. Chaudhari, Director
Head of the Body:	Dr. T. Natarajan, IAS, Managing Director
Address of main office and its Branches :	Registered Office of GSFS
Frequency of Meetings:	As and when required
Can public participate in the meetings ?	No
Are minutes of the meetings prepared ?	Yes
Are minutes of the meetings available to the public ?	No

**D) Finance Committee:**

Name and address of

the Affiliated Body: Finance Committee, Registered office of GSFS

Type of Affiliated Body  
(Board, Council, Committees,  
Other Bodies): Committee

Brief Introduction of the Affiliated Body

Establishment Year: 1995

Objective: To take decision regarding credit and investment proposals.

Main Activities: To take all decisions related to carrying out the operations of the company regarding credit and investment including policy formulation, strategy formulation, authorization to the management for carrying out various activities regarding the same.

Role of the Affiliated Body  
(Advisory/Managing /  
Executive/Others) : Executive

Structure and Member Composition:

Dr. T. Natarajan, IAS, Managing Director  
Smt. Arti Kanwar, IAS, Director  
Shri I. D. Chaudhari, Director

Head of the Body: Dr. T. Natarajan, IAS, Managing Director

Address of main office  
and its Branches : Registered Office of GSFS

Frequency of Meetings : As and when required

Can public participate in  
the meetings ? No

Are minutes of the meetings prepared? Approval notes are signed.

Are minutes of the meetings available to the public ? No

**E) Personnel Committee:**

Name and address of the Affiliated Body : Personnel Committee, Registered office of GSFS

Type of Affiliated Body (Board, Council, Committees, Other Bodies) : Committee

Brief Introduction of the Affiliated Body:

Establishment Year: 1993  
Objective: To formulate policies related to personnel matters

Main Activities: To take decision regarding formulation of policies like promotion policy, recruitment policy, salary structure, etc.

Role of the Affiliated Body (Advisory/Managing / Executive/Others) : Executive

Structure and Member Composition:

Dr. T. Natarajan, IAS, Managing Director  
Smt. Arti Kanwar, IAS, Director  
Shri I. D. Chaudhari, Director

Head of the Body: Dr. T. Natarajan, IAS, Managing Director

Address of main office and its Branches : Registered Office of GSFS

Frequency of Meetings: As and when required

Can public participate  
in the meetings ? No

Are minutes of the  
meetings prepared ? Yes

Are minutes of the  
meetings available  
to the public ? No

**F) Nomination and Remuneration Committee:**

Name and address of the  
Affiliated Body: Nomination and Remuneration Committee,  
Registered office of GSFS

Type of Affiliated Body  
(Board, Council, Committees,  
Other Bodies) : Committee

Brief Introduction of the Affiliated Body:

Establishment Year: 2014

Objective: To formulate policies related to personnel  
matters in respect of key managerial personnel  
and other employees as prescribed under the  
Companies Act, 2013

Main Activities: To formulate criteria for determining  
qualification, positive attribute criteria for  
appointment of key managerial personnel. To  
recommend policy for determining  
remuneration of KMPs and other employees.

Role of the Affiliated Body  
(Advisory/Managing /  
Executive/Others) : Executive

Structure and Member Composition:

Smt. Arti Kanwar, IAS, Director

Shri Vikramaditya S. Khichi, Independent Director  
Shri Bhadresh Mehta, Independent Director  
Shri I. D. Chaudhari, Director

Head of the Body: Smt. Arti Kanwar, IAS, Director

Address of main office and its Branches : Registered Office of GSFS

Frequency of Meetings: As and when required

Can public participate in the meetings ? No

Are minutes of the meetings prepared ? Yes

Are minutes of the meetings available to the public ? No

### **G) Corporate Social Responsibility (CSR) Committee**

Name and address of the Affiliated Body: Corporate Social Responsibility (CSR) Committee, Registered office of GSFS

Type of Affiliated Body (Board, Council, Committees, Other Bodies): Committee

Brief Introduction of the Affiliated Body:

Establishment Year: 2014  
Objective: To formulate policies related to spending in Corporate Social Responsibilities (CSR) as provided in Companies Act, 2013 and rules made there under

Main Activities: To Formulate and recommend to the Board a Corporate Social Responsibility Policy which shall indicate the activities to be undertaken by the Company. Recommend the amount of expenditure to be incurred on each of the activities and Monitor the Corporate Social Responsibility Policy of the Company from time to time.

Role of the Affiliated Body  
(Advisory/Managing /  
Executive/Others): Executive

Structure and Member Composition:

Dr. T. Natarajan, IAS, Managing Director  
Smt. Arti Kanwar, IAS, Director  
Shri Bhadresh Mehta, Independent Director

Head of the Body: Dr. T. Natarajan, IAS, Managing Director

Address of main office  
and its Branches: Registered Office of GSFS

Frequency of Meetings: As and when required

Can public participate  
in the meetings ? No

Are minutes of the  
meetings prepared ? Yes

Are minutes of the  
meetings available  
to the public ? No

## **H) Risk Management Committee**

Name and address of the  
Affiliated Body: Risk Management Committee, Registered  
office of GSFS

Type of Affiliated Body  
(Board, Council, Committees,

Other Bodies): Committee

Brief Introduction of the Affiliated Body:

Establishment Year: 2019

Objective: To manage the integrated risk

Main Activities: To manage the integrated risk faced by the Company from time to time.

Role of the Affiliated Body  
(Advisory/Managing /  
Executive/Others): Advisory

Structure and Member Composition:

Dr. T. Natarajan, IAS, Managing Director  
Smt. Arti Kanwar, IAS, Director  
Shri I. D. Chaudhari, Director

Head of the Body: Dr. T. Natarajan, IAS, Managing Director

Address of main office  
and its Branches: Registered Office of GSFS

Frequency of Meetings: As and when required

Can public participate  
in the meetings ? No

Are minutes of the  
meetings prepared ? Yes

Are minutes of the  
meetings available  
to the public ? No

### **I) Asset Liability Management (ALM) Committee**

Name and address of the  
Affiliated Body: Asset Liability Management (ALM)  
Committee, Registered office of GSFS



Type of Affiliated Body  
(Board, Council, Committees,  
Other Bodies): Committee

Brief Introduction of the Affiliated Body:

Establishment Year: 2019

Objective: To oversee Asset Liability Management of the  
Company

Main Activities: To oversee Asset Liability Management of the  
Company.

Role of the Affiliated Body  
(Advisory/Managing /  
Executive/Others): Advisory

Structure and Member Composition:

Dr. T. Natarajan, IAS, Managing Director  
Smt. Arti Kanwar, IAS, Director  
Shri Bhadresh Mehta, Independent Director

Head of the Body: Dr. T. Natarajan, IAS, Managing Director

Address of main office  
and its Branches: Registered Office of GSFS

Frequency of Meetings: As and when required

Can public participate  
in the meetings ? No

Are minutes of the  
meetings prepared ? Yes

Are minutes of the  
meetings available  
to the public ? No

## **J) IT Strategy Committee**

Name and address of the  
Affiliated Body: IT Strategy Committee,  
Registered office of GSFS

Type of Affiliated Body  
(Board, Council, Committees,  
Other Bodies): Committee

Brief Introduction of the Affiliated Body:

Establishment Year: 2021

Objective: To review and suggest necessary actions  
pertaining to IT Governance of the Company.

Main Activities: To review and suggest necessary actions  
pertaining to IT Governance of the Company.

Role of the Affiliated Body  
(Advisory/Managing /  
Executive/Others): Advisory

Structure and Member Composition:

Shri Bhadresh Mehta, Independent Director  
Smt. Arti Kanwar, IAS, Director  
Shri I. D. Chaudhari, Director

Head of the Body: Shri Bhadresh Mehta, Independent Director

Address of main office  
and its Branches: Registered Office of GSFS

Frequency of Meetings: As and when required

Can public participate  
in the meetings ? No

Are minutes of the meetings prepared ? Yes

Are minutes of the meetings available to the public ? No

## **Chapter - 8 (Manual - 7)**

# **The names, designations and other particulars of the Public Information Officer**

**8.1. Contact information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format:**

**Name of the Public Authority:**

Public Information Officer:

Sr. No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Off.	Mobile			
1.	Neeraj Jain	Company Secretary	079	27912528/29/30	7574822526	27912534	secretarial@gsfs.in	F-501, Pramukh Horizon-2, Pramukh Nagar, S.G. Hwy, Sargasan, Gandhinagar, Gujarat 382 421

Department Appellate Authority:

Sr. No.	Name	Designation	STD Code	Phone No.		Fax	Email	Address
				Off.	Mobile			
1.	Hemant Pant	Vice President	079	27912528/29/30	9825049284	27912534	secretarial@gsfs.in	85, Pratham Vatika, Nr. Aamantran Bungalows, Aarohi Club Road, Bopal Ahmedabad- 58

## **Chapter - 9 (Manual - 8)**

# **Procedure followed in Decision Making Process**

**9.1 Procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/regulations etc can be made):**

The Intra-Office note for any decision is prepared by the junior most officer in the decision making channel of that department and this note has to be approved by the highest level required before implementation.

**9.2 Documented procedures / laid down procedures/ Defined Criteria /Rules to arrive at a particular decision for important matters. Different levels through which a decision process moves:**

The Intra-Office note for any decision is prepared by the junior most officer in the decision making channel of that department and this note has to be approved by the highest level required before implementation. The decision process moves through the following levels:

Dy. Manager → Manager → AVP → AVP → VP

**9.3 Arrangements to communicate the decision to the public:**

Since the decisions of the company do not have any impact whatsoever on the public, there is no formal arrangement to communicate the decision to the public.

**9.4 Officers at various levels whose opinions are sought for the process of decision making:**

Opinion of employees of the level of Deputy Manager and above are sought for the process of decision making. The opinion flows in the following channel:

Dy. Manager → Manager → AVP → VP → Managing Director

**9.5 The final authority that vets the decision:**

Financial Decisions - Finance Committee or Board of Directors

Administrative Decisions - Personnel Committee or Board of Directors

**9.6 Information separately in the following format for the important matters on which the decision is taken by the public authority:**

Subject on which the decision is to be taken	1. Financial matter 2. Administrative matter
Guideline/ Direction, if any	For 1: As per defined policies of the company For 2: As per the Service Rules
Process of Execution	The Intra-Office note for any decision is prepared by the junior most officer in the decision making channel of that department and this note has to be approved by the highest level required before implementation.
Designation of the officers involved in decision making	Dy. Manager, Manager, AVP, VP, Managing Director, Directors and Chairman
Contact information of above mentioned officers	Registered Office of the company
If not satisfied by the decision, where and how to appeal	Appeals may be made to the Managing Director mentioning details regarding the grievance



## **Chapter -10 (Manual - 9)**

# **Directory of Officers and Employees**

## 10.1 Information district wise in following format:

### *Ahmedabad Office:*

Sr . No.	Name	Designation	S.T. D Code	Phone No. Office	Phone No Mobile	Fax	Email	Address
1	Mr. Hemant Pant	Vice President	079	----Do----	9825049284	---Do----	<a href="mailto:credit.investments@gsfs.in">credit.investments@gsfs.in</a>	85, Pratham Vatika, Nr. Aamantran Bungalows, Aarohi Club Road, Bopal Ahmedabad- 58
2	Mr. Nitin Shah	Chief Financial Officer and Vice President	079	----Do----	9979882401	---Do----	<a href="mailto:accounts.audit@gsfs.in">accounts.audit@gsfs.in</a>	C-1/41,Fourth Floor, Arjun Tower, Nr.CP Nagar, Part-3,Nr.Saundry Apartment,Ghatlodia, Ahmedabad-61
3	Mr. Vipul Sheth	Chief Risk Officer (CRO)	079	27912528/ 29/30	9979882411	27912534	<a href="mailto:accounts.audit@gsfs.in">accounts.audit@gsfs.in</a>	7,Sarjan Apartment, 22 Jayant Park Society, Nr. Ishwarnagar Kans, Bhadvatnagar, Maninagar, Ahmedabad.
4	Mr. Keval Bhatt	Asst. Vice President	079	----Do----	9979882404	----Do----	<a href="mailto:credit.investments@gsfs.in">credit.investments@gsfs.in</a>	B-202, Suryakutir, Nr. AEC Cross Roads, B/h Binali Complex, Naranpura, Ahmedabad – 13.
5	Mr. Neeraj Jain	Company Secretary	079	----Do----	7574822526	----Do----	<a href="mailto:secretarial@gsfs.in">secretarial@gsfs.in</a>	F-501, Pramukh Horizon-2, Pramukh Nagar, S.G. Hwy, Sargasan, Gandhinagar, Gujarat 382 421
6	Ms. Sapna Mansuri	Manager	079	----Do----	7574822520	----Do----	<a href="mailto:accounts.audit@gsfs.in">accounts.audit@gsfs.in</a>	B-305, Sayan Hills, B/h Jivraj Police Chowky, Jivraj Park, Ahmedabad
7	Mr. Manjitsingh Ailsinghani	Manager	079	----Do----	7574822527	----Do----	<a href="mailto:resource@gsfs.in">resource@gsfs.in</a>	B-204, Popular Paradise, Nr. Vishwas City 5, In-line of Satyamev Vista Flats, Gota, Ahmedabad - 382481
8	Mr. Prerak Shah	CITO	079	----Do----	9712900519	----Do----	<a href="mailto:cito@gsfs.in">cito@gsfs.in</a>	E-301, Shlok Parisar, B/h Siddhraj Green Bungalows, New Pethapur, Gandhinagar - 382610
9	Mr. Sanat Dave	Dy. Manager	079	----Do----	9727757015	---Do----	<a href="mailto:accounts.audit@gsfs.in">accounts.audit@gsfs.in</a>	F-501, Arjun Homes, Nr. Menarav Hall, Neelkanth Mahadev Road, Naranpura, Ahmedabad-380013
10	Mrs. Reeja Benny	Dy. Manager	079	----Do----	9979882402	---Do----	<a href="mailto:resource@gsfs.in">resource@gsfs.in</a>	C-12,Sudarshan Apartment, Nr.Satadhar Terminus, Sola Road,Ahmedabad-61
11	Mr. Ramesh Bhatt	Dy. Manager	079	----Do----	9727757016	---Do----	<a href="mailto:resource@gsfs.in">resource@gsfs.in</a>	B-25,Milapnagari Society, Mission Road, Ramtalavdi, Nadiad-387 002

12	Ms. Shruti Bhavsar	Dy. Manager	079	-----Do-----	9712988133	----Do----	<a href="mailto:accounts.audit@gsfs.in">accounts.audit@gsfs.in</a>	C-09 Sharad Apartment Behind Gautambaug Society, Paldi, Ahmedabad-380007
13	Mr. Falak Kalyani	Dy. Manager	079	-----Do-----	7574822523	---Do----	<a href="mailto:credit.investments@gsfs.in">credit.investments@gsfs.in</a>	1001, Type-D1, Block-B, Sarkari Vasahat Vastrapur, Ahmedabad-52
14	Mrs. Usha Dixit	Officer	079	-----Do-----	7574822528	---Do----	<a href="mailto:info@gsfs.in">info@gsfs.in</a>	D-801, Sheetal West Park Residency, Near Ahmedabad One Mall, Vastapur, Ahmedabad-380054
15	Mr. Vasant Patel	Officer	079	-----Do-----	9825005353	---Do----	<a href="mailto:resource@gsfs.in">resource@gsfs.in</a>	A-91, Prarthana Bungalow, Opp. Ambedkar Hall, Saraspur, Ahmedabad-18
16	Mr. Chetankumar Rana	Officer	079	-----Do-----	9712937633	---Do----	<a href="mailto:resource@gsfs.in">resource@gsfs.in</a>	604, Type-C, Block-D, Sarkari Vasahat Vastrapur, Ahmedabad-52
17	Mr. Narendrasinh Jhala	Officer	079	-----Do-----	9712957567	---Do----	<a href="mailto:admin@gsfs.in">admin@gsfs.in</a>	903, Type-C, Block-C, Sarkari Vasahat Vastrapur, Ahmedabad-52
18	Mr. Kalpeshkumar Patel	Officer	079	-----Do-----	9712962992	---Do----	<a href="mailto:accounts.audit@gsfs.in">accounts.audit@gsfs.in</a>	F-102, Sukan Lotus, Near Tulshi Bungalows, Vande Matram, Chandoliya, Ahmedabad-382481
19	Mr. Arun Sahu	Officer	079	-----Do-----	7574822521	---Do----	<a href="mailto:resource@gsfs.in">resource@gsfs.in</a>	G-1406, Saujanya-2, Aashima Mill Compound, Near Anupam Cinema, Near Apperal Park Metro Station, Khokhra-380021
20	Mr. Pritesh Mistry	Sr. Assistant	079	-----Do-----	9712932522	---Do----	<a href="mailto:resource@gsfs.in">resource@gsfs.in</a>	C-113, Indravihar Society, Opp. Diamond mill, Nikol road, Ahmedabad-382350
21	Mr. Mahendra Vaghela	Driver	079	-----Do-----	9979882408	---Do----	<a href="mailto:info@gsfs.in">info@gsfs.in</a>	At. & Post Gam-Kolavda, Hari Krishna Apartments, Tal.: Gandhinagar, Gujarat.

## **Chapter -11 (Manual -10)**

# **The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations**

**11.1. Information in following format:**

SR. NO.	NAME OF EMPLOYEES & DESIGNATION	As per 6 <sup>th</sup> Pay Commission		As per 7 <sup>th</sup> Pay
		PAY SCALE	GRADE PAY	LEVEL IN PAY MATRIX
1	<b>Hemant Pant</b> <b>Vice President</b>	37400-67000	8900	13A
2	<b>Nitin Shah</b> <b>Chief Financial Officer and Vice President</b>	37400-67000	8900	13A
3	<b>Vipul Sheth</b> <b>Chief Risk Officer</b>	-	-	Consolidated Pay
4	<b>Keval Bhatt</b> <b>Asst. Vice President</b>	37400-67000	8700	13
5	<b>Neeraj Jain</b> <b>Company Secretary and Dy. Manager</b>	15600-39100	5400	10
6	<b>Prerak Shah</b> <b>Chief Information Technology Officer (CITO)</b>	-	-	Consolidated Pay
7	<b>Sapna Mansuri</b> <b>Manager</b>	15600-39100	7600	12
8	<b>Manjitsingh Ailsinghani</b> <b>Manager</b>	15600-39100	7600	12
9	<b>Sanat Dave</b> <b>Dy. Manager</b>	15600-39100	5400	10
10	<b>Reeja Benny</b>	15600-39100	5400	10

	<b>Dy. Manager</b>			
11	<b>Ramesh K. Bhatt</b>	15600-39100	5400	10
	<b>Dy. Manager</b>			
12	<b>Shruti Bhavsar</b>	15600-39100	5400	10
	<b>Dy. Manager</b>			
13	<b>Falak Kalyani</b>	15600-39100	5400	10
	<b>Dy. Manager</b>			
14	<b>Usha Dixit</b>	9300-34800	4400	7
	<b>Officer (Receptionist)</b>			
15	<b>Vasant Patel</b>	9300-34800	4400	7
	<b>Officer</b>			
16	<b>Chetankumar Rana</b>	10810-34800	4400	7
	<b>Officer</b>			
17	<b>Narendrasinh Jhala</b>	10810-34800	4400	7
	<b>Officer</b>			
18	<b>Kalpeshkumar Patel</b>	10810-34800	4400	7
	<b>Officer</b>			
19	<b>Arun Sahu</b>	9300-34800	4400	7
	<b>Officer</b>			
20	<b>Pritesh Mistry</b>	7510-20200	2400	4
	<b>Sr. Assistant</b>			
21	<b>Mahendra Vaghela</b>	5200-20200	2400	4
	<b>Driver</b>			

The procedure to determine the remuneration as given in the regulation:

**DA:** Dearness allowance is as per the State Government.

**HRA:** As per the norms of the State Government

## **Chapter -12 (Manual - 11)**

# **The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)**

For Public Authorities responsible for developmental, construction, technical works

**12.1. Please provide information about the details of the budget for different activities under different schemes in the format.**

As company not engaged in developmental, construction, and technical works, hence not applicable.



## **Chapter -13 (Manual - 12)**

# **The Manner of Execution of Subsidy Programmes**

**13.1. Please provide the information as per the format:**

As the company does not get any subsidy/grant and does not have any subsidy programme, hence not applicable.

## **Chapter -14 (Manual -13)**

# **Particulars of Recipients of Concessions, permits or authorization granted by it**

**14.1. Information as per the format:**

As the company does not provide any concessions, permits or has not granted any authorization, hence not applicable.

## **Chapter - 15 (Manual - 14)**

# **Norms set by it for the discharge of its functions**

## **15.1 Details of the Norms/ Standards set by the department for execution of various activities/ programmes:**

### **A. Norms related to Resource Department:**

**Acceptance of Inter Corporate Deposits:** GSFS pays interest on Inter-corporate deposits for the different tenors. The present interest rates offered by GSFS for different tenors are as under:

(w.e.f. 16/10/2023)

<b>Duration</b>	<b>Rate of Interest % p.a.</b>
15 days to 90 days	6.50% p.a.
91 days to 180 days	7.00% p.a.
181 days to < 1 year	7.25% p.a.
1 year to 3 years	7.50% p.a.

**Acceptance of funds in Liquid Deposit Scheme (LDS):** This scheme offers the facility of earning interest on funds of very short tenure of less than 15 days, which otherwise typically earn no interest lying in a current account and there are no other avenues for deployment of such funds.

Under this scheme, an organization can place funds with GSFS even for a day. GSFS parks these funds in money market operations ensuring maximum safety and liquidity. From 16<sup>th</sup> October, 2023 and onwards, the investor is paid fixed interest @ 5.75% p.a. on the funds placed by it in the Liquid Deposit Scheme.

### **B. Norms related to Credit and Investment Department:**

The credit and investments of the company are done as per the Credit and Investment Policy of the company approved by Government of Gujarat. This policy is available on company's website [www.gsfs.co.in](http://www.gsfs.co.in)

### **C. Norms related to Personnel Department:**

The norms as laid down in the Service rules are followed.

**D. Norms related to Accounts Department:**

The Company follows the norms as per accounting standards prescribed by The Institute of Chartered Accountants of India.

## **Chapter -16 (Manual -15)**

# **Information available in an electronic form**



**16.1 Please provide the details of the information related to the various schemes which are available in the electronic format.**

**Inter-Corporate Deposit:**

All the information related to the Inter-Corporate deposits (ICDs) accepted by the company i.e. rate of interest offered, different tenure slabs, norms for premature penalty, norms for loan against ICD, etc. are available in the electronic format.

**Liquid Deposit Scheme:**

The details explaining the operational aspects of the Liquid Deposit scheme are available in the electronic format.

## **Chapter -17 (Manual -16)**

# **Particulars of the facilities available to citizens for obtaining information**

**17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information:**

The company uses the following means/methods for dissemination of information to the public:

**Notice Board**

**Inspection of Records in the Office**

**System of issuing of copies of documents**

**Printed Manual Available**

## **Chapter -18 (Manual -17)**

# **Other Useful Information**

## **18.1 Frequently Asked Questions by Public and their Answers:**

### **What is the difference between GSFC and GSFS?**

GSFC and GSFS are two distinct organizations of the State Government whereas GSFC is a corporation established by the Corporation Act while GSFS is a company established under the Companies Act, 1956. GSFC has been established with main object for development activities to contribute to social upliftment, regional dispersal of industrial activities and to adding to Gross Stock Domestic Products. Also for promoting economic growth, balanced regional development and widening of entrepreneurial base by financing small enterprises. GSFC provides finance to new industrial units, for acquisition of Fixed Assets, Expansion, Modernization, Diversification, Renovation etc. GSFS has been given the mandate by the State Government to manage the surplus funds of the GoG controlled entities of the state. It acts as a fund manager for the various State owned entities.

### **Does GSFS accept deposits from public?**

No. It only accepts deposits from various Government of Gujarat entities in the form of Inter-Corporate Deposits.

### **Does GSFS finance to individuals and small & medium enterprises?**

No. GSFS does not provide finance to individuals and small & medium enterprises. It provides finance to Government of Gujarat entities only as per its Credit and Investment Policy.

## Annexure - I

### Organizational Structure

