

**SCIENCE & TECHNOLOGY DEPARTMENT**  
**RIGHT TO INFORMATION ACT – 2005**

**Manual – 1:- The Particulars of its Organization, Functions & Duties –**

(1) Objective / purpose of the public authority.

The objective of Science & Technology Department is the overall development of Information Technology (IT), Biotechnology (BT) and Science & Technology (S&T) in the state of Gujarat.

(2) Mission / Vision Statement of the public authority.

To make Gujarat the leader in Information Technology, Biotechnology and Science & Technology among the various States of India – comparable to the global best – so that the results of IT, BT and S&T Resolutions reach the common masses. We will also endeavor to take science to the masses through BISAG, Science City and Gujarat Council of Science & Technology.

(3) Brief history of the public authority and context of its formation

The state government had earlier opened an Information Technology Division under the aegis of General Administration Department. To give fillip to the overall sector of Science & Technology, the state government decided to make a Department of Science & Technology was created with clear vision to give a fillip to the following sectors –

1. Information Technology
2. Biotechnology
3. Science & Technology

The department came into force **on 1<sup>st</sup> April, 2002**.

(4) Duties of the public authority

Formulation of Policy in terms of Information Technology, Biotechnology and Science & Technology and implementation of the same all over the state of Gujarat.

(5) Main Activities / Functions of the Public Authority

Formation of Policy of Information Technology, Development of Information Technology, Promotion of Information Technology, Projects related to the development of infrastructure in the field of Information Technology.

Formation of the Biotechnology policy and implementation of Biotechnology policy through Gujarat State Biotechnology Mission and to create core infrastructure for the development of Biotechnology and setting up of the Biotechnology Park & establishment Gujarat Genomic Institute, Gujarat Biodiversity Gen Bank technology, Gujarat Institute of Bioinformatics and Gujarat Institute of Marine Biotechnology

(6) List of services being provided by the public authority with a brief write-up on them.

Formation of the policy, promotion of the sector and dissemination of the sector **all over** the state.

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

- **Shri Vijay Nehra, IAS**  
**Secretary, (Department of Science & Technology)**
- **Gargi Jain, IAS (I/C),**  
**Deputy Secretary, (Bio Technology)**
  - **Bio Technology Division**
    - **Shri R. H. Bhabhor**, Under Secretary (BT)
    - **Gargi Jain, IAS**, Mission Director, Gujarat State Bio Technology Mission
    - **Dr. Narottam Sahu**, Advisor, GUJCOST (Gujarat Council on Science & Technology)
    - **Dr. Narottam Sahu(I/C)**, Executive Director, Gujarat Council of Science City
    - **Dr. Chaitanya Joshi (I/C)**, Director, Gujarat Bio Technology Research center
    - **Dr. Anand Bhadalkar**, Director, Savli Technology and Business Incubator (STBI)
    - **Shri Sachin Gusia IRS (I/C)**, Registrar, Gujarat Biotechnology University
- **Gargi Jain, IAS (I/C),**  
**Deputy Secretary, (Information & Technology)**
  - **Information Technology Division**
    - **Shri Tarang Andharia((I/C)**, Under Secretary (IT)
    - **Shri Sachin Gusia IRS**, Managing Director, GIL (Gujarat Informatics Ltd.)
    - **Shri Vijay Nehra IAS (I/C)**, Managing Director, GFGNL (Gujarat Fibre Grid Network Limited.)
    - **Shri Sachin Gusia IRS (I/C)**, Director, Directorate of ICT & e-Governance)
    - **Dr. Sumer Chopra**, Officiating Director General, ISR (Institute of Seismological Research)

(8) Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

To promote / deliver policies, GRs, promote delivery of the information in respect of all the three sectors, schemes, the project which are being taken up by the department.

(9) Arrangements and methods made for seeking public participation / contribution.

Under the Department of Science & Technology various committees have been formed for Information Technology, Biotechnology and Science & Technology sector as per the following GR's:-

### **Information Technology**

1. An advisory committee has been constituted for the developments of IT Sector vide GR No. ITA-1098-1028-ITD dated 14.12.1998.

## **Science & Technology and Biotechnology**

1. Gujarat State Biotechnology Mission (**GSBTM**)
  - (1) Establishment and Registration of Gujarat State Biotechnology Mission under the Society Registration Act, 1860 and Bombay Public Trust Act, 1950 G.R. No. BTM-2004-1174-BT dated 11-1-2005
  - (2) Reconstitution of Gujarat Council of Biotechnology.  
G.R. No. BOT-2003-2115-BT dated 31-5-2005
2. Gujarat Council on Science & Technology (**GUJCOST**)
  - (1) Establishment of Gujarat Council on Science & Technology G.R. No. STC-1091-1133-316(99)-ST, Education Dept. Dated 22-9-1999
  - (2) Appointment of Secretary, Science & Technology dept. as a Chairman of Governing Body of Gujarat Council on Science & Technology G.R. No. GUJ-2003-302-S&T dated 15-3-2003
  - (3) Reconstitution of Expert Committee for Dr. Vikram Sarabhai Award G.R. No. BTM-2004-2284-BT dated 24-8-2005
3. Institute of Seismological Research (**ISR**)
  - (1) Appointment of Director General of Institute of Seismological Research Office Order No. CST-102003-200-Estt.-S&TD, dated 8-7-03
  - (2) Setting up and registration of Institute of Seismological Research G.R. No. ISR-2003-687-DST, dated 27-8-2004
  - (3) Setting up of first Governing Council of Institute of Seismological Research G.R. No. ISR-2003-687-DST dated 9-9-2004
4. Gujarat Bio-Technology Research Centre (**GBRC**), G.R. No. BTM-102016-299-BT, dated 11-08-2017
5. Savli Technology and Business Incubator (**STBI**), G. R. No. BTM-102017-441-BT, dated 04-10-2017
6. Establishment of Gujarat Council of Science city (**GCSC**), G. R. No. SCT-1099-979-ITD, dated-04/09/1999.
7. Establishment of Gujarat Biotechnology University (**GBU**) vide Gujarat Biotechnology University Act-2018
- (10) Mechanism available for monitoring the service delivery and public grievance resolution.

Any citizen can come to the department during the office hours except the designated public holidays and meet the concerned Public Information Officer (PIO)

<b>Information Technology sector (IT, Directorate of ICT &amp; e-Governance, GIL, ISR &amp; GFGNL)</b>	
<b>Information Technology Branch</b>	
<b>PIO:-</b> Section Officer (IT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250465, Fax.079-23250325 e-mail: <a href="mailto:so-it@gujarat.gov.in">so-it@gujarat.gov.in</a>	<b>Appellate Authority:</b> Under Secretary (IT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250495, Fax.079-23250325 e-mail: <a href="mailto:usit@gujarat.gov.in">usit@gujarat.gov.in</a>
<b>IT Cadre Branch</b>	
<b>PIO:-</b> Section Officer (IT Cadre), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23258158, Fax.079-23250325 e-mail: <a href="mailto:so-itc-snt@gujarat.gov.in">so-itc-snt@gujarat.gov.in</a>	<b>Appellate Authority:</b> Under Secretary (IT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250495, Fax.079-23250325 e-mail: <a href="mailto:usit@gujarat.gov.in">usit@gujarat.gov.in</a>

<b>Adjudicating/Budget Branch</b>	
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<b>Directorate of ICT &amp; e-Governance</b>	
<b>PIO:-</b> Assistant Director IT, F. A. O. Block No-2, 2nd Floor, C & D Wing, Karmyogi Bhavan, Gandhinagar, Gujarat – 382011. Tel.: 079 – 23259224, Fax- 079 – 23238925 e-mail: <a href="mailto:rakeshamin@gujarat.gov.in">rakeshamin@gujarat.gov.in</a>	<b>Appellate Authority:</b> Director, ICT & e-Governance Block No-2, 2nd Floor, C & D Wing, Karmyogi Bhavan, Gandhinagar, Gujarat – 382011. Tel.: 079 – 23259222, Fax- 079 – 23238925 e-mail: <a href="mailto:directorit@gujarat.gov.in">directorit@gujarat.gov.in</a>
<b>Gujarat Informatics Ltd</b>	
<b>PIO:-</b> General. Manager, Gujarat Informatics Ltd, Block No. 2, 2 <sup>nd</sup> Floor, C & D Wing, Karmyogi Bhavan, Gandhinagar, Gujarat – 382 011. Tel. 079 – 23259224, Fax.079-23238925 e-mail: <a href="mailto:rakeshamin@gujarat.gov.in">rakeshamin@gujarat.gov.in</a>	<b>Appellate Authority:</b> Chairman cum Managing Director Gujarat Informatics Ltd, Block No. 2, 2 <sup>nd</sup> Floor, C & D Wing, Karmyogi Bhavan, Gandhinagar, Gujarat – 382 011. Tel. 079 – 23259224, Fax.079-23238925 e-mail : <a href="mailto:cmd-gil@gujarat.gov.in">cmd-gil@gujarat.gov.in</a>
<b>Institute of Seismological Research</b>	
<b>PIO:-</b> K.M.Rao, Scientist-D Institute of Seismological Research, At & post Village-Raisan, Dist.-Gandhinagar, Gujarat. Tel. 079-66739033 e-mail: <a href="mailto:madhuspl@yahoo.com">madhuspl@yahoo.com</a>	<b>Appellate Authority:</b> Director General, Institute of Seismological Research, At & post Village-Raisan, Dist.-Gandhinagar, Gujarat. Tel. 079-9978407515 e-mail: <a href="mailto:brastogi@yahoo.com">brastogi@yahoo.com</a>
<b>Gujarat fibre Grid Network Limited</b>	
<b>PIO:-</b> Deputy General Manager (Finance), Block 6, 5 <sup>th</sup> Floor, UdhyogBhavan Gandhinagar–382011, Gujarat. Number: 9727793248	<b>Appellate Authority:</b> CFO & AO , Deputy General Manager (Finance), Block 6, 5 <sup>th</sup> Floor, UdhyogBhavan Gandhinagar–382011, Gujarat. Number: 9276257670
<b>Gujarat ISP Services Limited</b>	
<b>PIO:-</b> Deputy Director Accounts Block No. 2, 2nd Floor, D Wing, Karmayogi Bhavan, Sector 10A, Gandhinagar, Gujarat, India- 382010 <a href="mailto:rakeshamin@gujarat.gov.in">rakeshamin@gujarat.gov.in</a> , (M) 6359667387	<b>Appellate Authority:</b> Director, Block No. 2, 2nd Floor, D Wing, Karmayogi Bhavan, Sector 10A, Gandhinagar, Gujarat, India- 382010

<b>Biotechnology and Science &amp; Technology sector (GSBTM, Science City, Gujcost, GBRC, GBU &amp; STBI)</b>	
<b>Biotechnology Branch(BT)</b>	
<b>PIO:-</b> Section Officer (BT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250473, Fax.079-23250325 e-mail: <a href="mailto:so-bt-snt@gujarat.gov.in">so-bt-snt@gujarat.gov.in</a>	<b>Appellate Authority:</b> Under Secretary (BT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250464, Fax.079-23250325 e-mail: <a href="mailto:us-bt-snt@gujarat.gov.in">us-bt-snt@gujarat.gov.in</a>
<b>Establishment Branch</b>	
<b>PIO:-</b> Section Officer (Estt), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250462, Fax.079-23250325 e-mail: <a href="mailto:so-estt-snt@gujarat.gov.in">so-estt-snt@gujarat.gov.in</a>	<b>Appellate Authority:</b> Under Secretary (BT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250464, Fax.079-23250325 e-mail: <a href="mailto:us-bt-snt@gujarat.gov.in">us-bt-snt@gujarat.gov.in</a>
<b>Coordination Branch</b>	
<b>PIO:-</b> Section Officer (Coordination), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23258310, Fax.079-23250325 e-mail: <a href="mailto:so-coord-snt@gujarat.gov.in">so-coord-snt@gujarat.gov.in</a>	<b>Appellate Authority:</b> Under Secretary (BT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250464, Fax.079-23250325 e-mail: <a href="mailto:us-bt-snt@gujarat.gov.in">us-bt-snt@gujarat.gov.in</a>
<b>Gujarat Council of Science City</b>	
<b>PIO:-</b> Account Officer, Gujarat Council of Science City Village Hebatpur, Science City Char Rasta, Sola – Santej Road, Ahmedabad – 380 481. Tel: 079-65222127, Fax. 09879553959 e-mail: <a href="mailto:accounts@scity.org">accounts@scity.org</a>	<b>Appellate Authority:</b> Executive Director, Gujarat Council of Science City, Village Hebatpur, Science City Char Rasta, Sola – Santej Road, Ahmedabad – 380 481. Tel: 079-55222129, Fax. 09879561122 e-mail: <a href="mailto:mail@scity.org">mail@scity.org</a>
<b>Gujarat Council on Science &amp; Technology</b>	
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<b>Gujarat State Biotechnology Mission</b>	
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<b>Savli Technology and Business Incubator</b>	
<b>PIO:-</b> Accounts Officer E.P.I.P Building GIDC Estate, Savli, Vadodara, Number: 9426385719, e-mail: <a href="mailto:accts-stbi-vdr@gujarat.gov.in">accts-stbi-vdr@gujarat.gov.in</a>	<b>Appellate Authority:</b> Director, E.P.I.P Building GIDC Estate, Savli, Vadodara, Number: 9426385719 e-mail: <a href="mailto:dir-stbi-vdr@gujarat.gov.in">dir-stbi-vdr@gujarat.gov.in</a>
<b>Gujarat Biotechnology Research center</b>	
<b>PIO:-</b> Account & Administrative Officer, Block B, 6 <sup>th</sup> Floor, M. S. Building, Nr. Pathikashram Gandhinagar-382011, Gujarat. Number: 9978441233, 9978414455 e-mail: <a href="mailto:aao-gbrc@gujarat.gov.in">aao-gbrc@gujarat.gov.in</a>	<b>Appellate Authority:</b> Director, Block B, 6 <sup>th</sup> Floor, M. S. Building, Nr. Pathikashram Gandhinagar-382011, Gujarat. Number: 9978441233, 9978414455 e-mail: <a href="mailto:dir-gbrc@gujarat.gov.in">dir-gbrc@gujarat.gov.in</a>
<b>Gujarat Biotechnology University (GBU)</b>	
<b>PIO:-</b> Deputy Registrar, Gujarat Biotechnology University C/o. Gujarat State Biotechnology Mission (GSBTM) Udyog Bhavan, 11th Block, 9th Floor, Sector - 11, Gandhinagar- 382 017 Phone: 079-23252197	<b>Appellate Authority:-</b> Registrar, Gujarat Biotechnology University C/o. Gujarat State Biotechnology Mission (GSBTM) Udyog Bhavan, 11th Block, 9th Floor, Sector - 11, Gandhinagar- 382017 Phone: 079-23252197

(11) Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user).

<b>Department of Science &amp; Technology</b> Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar- 382010. Gujarat	<b>Gujarat Informatics Ltd</b> Block No. 2, 2 <sup>nd</sup> Floor, C & D Wing, Karmyogi Bhavan, Gandhinagar- 382011, Gujarat.
<b>Gujarat Council of Science City</b> Village Hebatpur, Science City Char Rasta, Sola – Santej Road,Ahmedabad – 380481.	<b>Gujarat Council on Science &amp; Technology</b> Block No. B, 7 <sup>th</sup> Floor,M. S. Building, Gandhinagar-382011, Gujarat.
<b>Directorate of ICT &amp; e-Governance</b> Block No. 2, 2 <sup>nd</sup> Floor, C & D Wing,KarmyogiBhavan, Gandhinagar- 382011, Gujarat.	<b>Gujarat State Biotechnology Mission</b> Block No. 11, 9 <sup>th</sup> Floor, Udyog Bhavan, Gandhinagar, Gujarat.
<b>Institute of Seismological Research,</b> Village-Raisan, Dist.-Gandhinagar, Gujarat.	<b>Gujarat Biotechnology Research center</b> Block B, 6 <sup>th</sup> Floor, M. S. Building, Gandhinagar-382011, Gujarat.
<b>Savli Technology and Business Incubator</b> E.P.I.P Building GIDC Estate, Savli, Vadodara.	<b>Gujarat fibre Grid Network Limited</b> Block 6, 5 <sup>th</sup> Floor, UdyogBhavan Gandhinagar-382011, Gujarat.
<b>Gujarat Biotechnology University</b> C/O- Gujarat State Biotechnology Mission Block No. 11, 9 <sup>th</sup> Floor, Udyog Bhavan, Gandhinagar, Gujarat.	<b>Gujarat ISP Services Limited</b> Block No. 2, 2nd Floor, D Wing, Karmayogi Bhavan, Sector 10A, Gandhinagar, Gujarat, India- 382010

(12) Monday to Saturday 10.30 AM to 06:10 PM Holiday: 2<sup>nd</sup> & 4<sup>th</sup> Saturday, Sunday.  
Except designated 'Holidays' published by the State Government.