

**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> March, 2003**.

- (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 Dhananjay Dwivedi,**  
**Secretary, (Department of Science & Technology)**
- **Dr. Subhash Soni**  
**Additional Secretary, (Bio Technology)**
  - **Bio Technology Division**
    - **Shri V. M. Vasava**, Under Secretary (BT)
    - **Dr. Subhash Soni(I/C)**, Mission Director, Biotech Mission
    - **Shri. T. P. Singh**, Director, BISAG (Bhaskaracharya Institute for Space Applications and Geo-informatics)
    - **Dr. Narottam Sahu**, Advisor, GUJCOST (Gujarat Council on Science & Technology)
    - **Shri S. D. Vora**, Executive Director, Gujarat Council of Science City
    - **Dr. Shubhash Soni (I/C)**, Director, Gujarat Bio Technology Research center
    - **Dr. Anand Bhadalkar**, Director, Savli Technology and Business Incubator (STBI)
- **Shri Hemang. J. Purohit**  
**Deputy Secretary, (Information & Technology)**
  - **Information Technology Division**
    - **Shri N. J. Jani**, Under Secretary (IT)
    - **Dr. Sandhya Bhullar IAS**, Managing Director, GIL (Gujarat Informatics Ltd.)
    - **Dr. M. Ravikumar**, 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. Bhaskarcharya Institute for Space Application & Geo-Informatics (BISAG)
  - (1) Establishment of Remote Sensing & Communication Center G.R. No. STC-1096-21-S&T, Education dept. Dated 26-2-1997
  - (2) Reconstitution of Governing Body of Bhaskarcharya Institute for Space Application & Geo-Informatics G.R. No. RES-2003-274-S&T, dated 3-9-2003
  - (3) Renaming of Remote Sensing & Communication Center as Bhaskarcharya Institute for Space Application & Geo-Informatics G.R. No. RES-2003-581-S&T, dated 5-12-2003
4. 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
5. BISAG SETCOM COMPANY  
For setting up a new BISAG SETCOM COMPANY, Government of Gujarat, G.R. No. BIS-102012-50504-BT, dated 19-06-2012

(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, GIL &amp; ISR)</b>	
<b>PIO:-</b>  Under Secretary (IT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250461 Fax.079-23250325 e-mail: <a href="mailto:usit@gujarat.gov.in">usit@gujarat.gov.in</a>	<b>Appellate Authority:</b>  Deputy Secretary (IT), Department of Science & Technology, Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250438 Fax.079-23250325 e-mail: <a href="mailto:dsit@gujarat.gov.in">dsit@gujarat.gov.in</a>
<b>Biotechnology and Science &amp; Technology sector (GSBTM, BISAG, Science City, Gujcost, GBRC &amp; STBI)</b>	
<b>PIO:-</b>  Under Secretary (BT),	<b>Appellate Authority:</b>  Additional 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:usbt@gujarat.gov.in">usbt@gujarat.gov.in</a>	Department of Science & Technology Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250435 Fax.079-23250325 e-mail: <a href="mailto:dsbt@gujarat.gov.in">dsbt@gujarat.gov.in</a>
<b>Gujarat Informatics Ltd</b>	
<b>PIO:-</b> General. Manager, Gujarat Informatics Ltd, Block No. 1, 8 <sup>th</sup> Floor, Udyog Bhavan, Gandhinagar, Gujarat – 382 011. Tel. 079 – 23259224 Fax.079-23238925 e-mail: <a href="mailto:samirm@gujarat.gov.in">samirm@gujarat.gov.in</a>	<b>Appellate Authority:</b> Chairman cum Managing Director Gujarat Informatics Ltd, Block No. 1, 8 <sup>th</sup> Floor, Udyog 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>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>	
<b>PIO:-</b> Advisor, Gujarat Council on Science & Technology, Block No. B, 7 <sup>th</sup> Floor, M. S. Building, Nr. Pathikashram Gandhinagar – 382 011, Gujarat. Tel. 079-23259362 Fax. 079-23259363 e-mail: <a href="mailto:adv-qujcost@gujarat.gov.in">adv-qujcost@gujarat.gov.in</a>	<b>Appellate Authority:</b> Secretary, Department of Science & Technology Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar, Gujarat – 382 010. Tel. 079-23250321 Fax.079-23250325 e-mail: <a href="mailto:secdst@gujarat.gov.in">secdst@gujarat.gov.in</a>
<b>Bhaskaracharya Institute for Space Application &amp; Geoinformatics</b>	
<b>PIO:-</b> Manager, Bhaskaracharya Institute for Space Application & Geo informatics, Nr. Indroda Circle, Gandhinagar, Gujarat. Tel. 079-23213083 Fax. 079-23213091 e-mail : <a href="mailto:director@bisag.gujarat.gov.in">director@bisag.gujarat.gov.in</a>	<b>Appellate Authority:</b> Director, Bhaskaracharya Institute for Space Application & Geo informatics, Nr. Indroda Circle, Gandhinagar, Gujarat. Tel. 079-23213083 Fax. 079-23213091 e-mail : <a href="mailto:director@bisag.gujarat.gov.in">director@bisag.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. 079-66739133 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 State Biotechnology Mission</b>	
<b>PIO:-</b> Account & Administrative Officer, Gujarat State Biotechnology Mission, Block No. 11, 9th Floor, Udyog Bhavan, Gandhinagar, Gujarat. Tel. 079-23252164 Fax.079-23252195 e-mail: <a href="mailto:aaobtm@gujarat.gov.in">aaobtm@gujarat.gov.in</a>	<b>Appellate Authority:</b> Mission Director, Gujarat State Biotechnology Mission, Block No. 11, 9th Floor, Udyog Bhavan, Gandhinagar, Gujarat. Tel. 079-23252194 Fax.079-23252195 e-mail: <a href="mailto:mdbtm@gujarat.gov.in">mdbtm@gujarat.gov.in</a>
<b>Savli Technology and Business Incubator</b>	
<b>PIO:-</b> Accounts Officer E.P.I.P Building GIDC Estate, Savli, Vadodara, Number: 9426385719	<b>Appellate Authority:</b> Director, E.P.I.P Building GIDC Estate, Savli, Vadodara, Number: 9426385719
<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	<b>Appellate Authority:</b> Director, Block B, 6 <sup>th</sup> Floor, M. S. Building, Nr. Pathikashram Gandhinagar-382011, Gujarat. Number: 9978441233, 9978414455

- (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).

Department of Science & Technology Block No. 7, 5 <sup>th</sup> Floor, Sachivalay, Gandhinagar- 382010. Gujarat	Gujarat Informatics Ltd Block No. 1, 8 <sup>th</sup> Floor, Udyog Bhavan, Gandhinagar- 382011, Gujarat.
Gujarat Council of Science City Village Hebatpur, Science City Char Rasta, Sola - Santej Road, Ahmedabad - 380481.	Gujarat Council on Science & Technology Block No. B, 7 <sup>th</sup> Floor, M. S. Building, Nr. Pathikashram Gandhinagar-382011, Gujarat.
Bhaskaracharya Institute for Space Application & Geo-informatics	Gujarat State Biotechnology Mission Block No. 11, 9 <sup>th</sup> Floor,

Nr. Indroda Circle, Gandhinagar, Gujarat.	Udyog Bhavan, Gandhinagar, Gujarat.
Institute of Seismological Research, Village-Raisan, Dist.-Gandhinagar, Gujarat.	Gujarat Biotechnology Research center Block B, 6 <sup>th</sup> Floor, M. S. Building, Nr. Pathikashram Gandhinagar-382011, Gujarat.
Savli Technology and Business Incubator E.P.I.P Building GIDC Estate, Savli, Vadodara.	

(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.