



DEVELOPMENT AND OPERATIONS GUIDEBOOK OF GIFT CITY



**GUJARAT INTERNATIONAL
FINANCE TEC-CITY**

VERSION 1

DATE : 01.07 2023

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Key Objectives

- To guide all the project stakeholders of all the processes for development and operations of buildings and offices in GIFT City

Input

- Project Life Cycle* of Building development, Developer's Handbooks, Utility Ready Reckoners, etc.



Process Flow



Output

- Ease of Understanding and Doing Business

* Project Life Cycle is attached as Annex-1



Process for allotment of Development Rights, Land and setting up of office premises in GIFT City

Process Overview

Process Overview

Organization Chart

Process Flow

1.1 Request for Proposal (RFP)
1.2 Bid Submission
1.3 Issuance of Provisional Letter of Allotment (PLOA)/ Letter of Allotment (LOA)

Allotment of Development Rights

Land Inquiry

Agreements

2.1 Co-Development Agreement
2.2 Agreement to Lease cum development Agreement (ATL) – SEZ and DTA
2.3 Supplemental Co-Development Agreement
2.4 Agreement to Lease cum Development Agreement for allotment of additional appurtenant land below grade level beyond basement extent – SEZ and DTA
2.5 Supplemental Agreement to ATL
2.6 Leave and License Agreement for Logistics Area/ Barricading/ Marketing Office

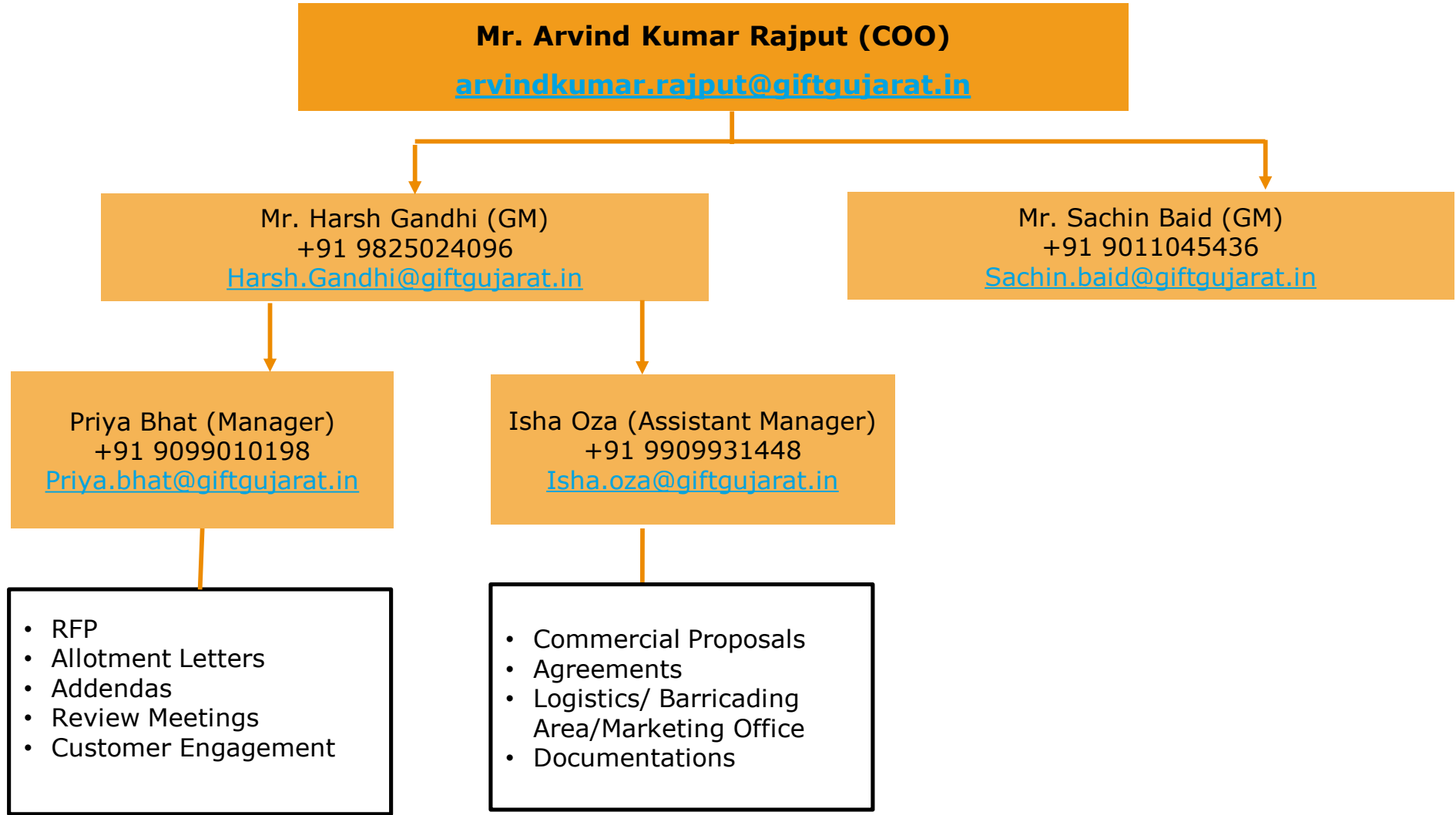
Addendums

3.1 Additional basement extent/ appurtenant land below grade level/building extent
3.2 Additional Development Rights

Space Inquiry for operational buildings

Process Flow for Space Inquiry

- Process Overview
- **▶ Organization Chart**
- Process Flow
- Process Flow for Space Inquiry



Process Overview

Organization Chart

Process Flow

1. Land Enquiry

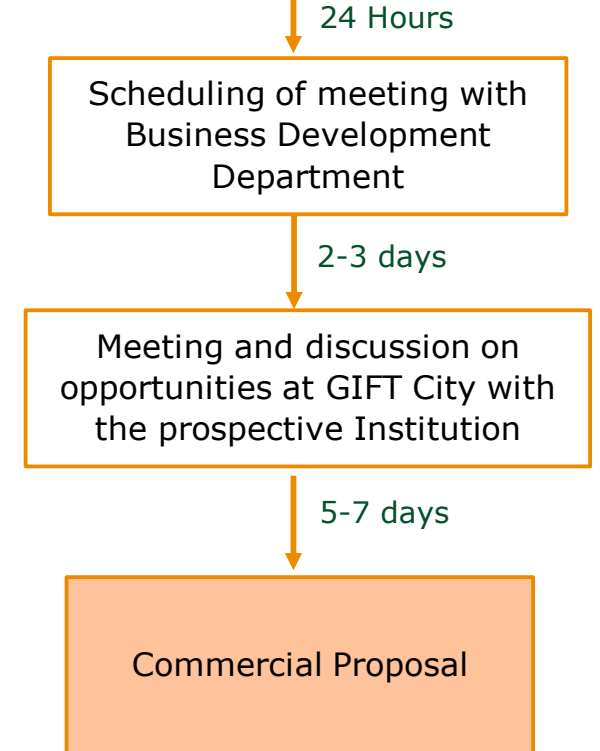
Process Flow for
Space Inquiry

**Inquiry for taking up
development in GIFT City**

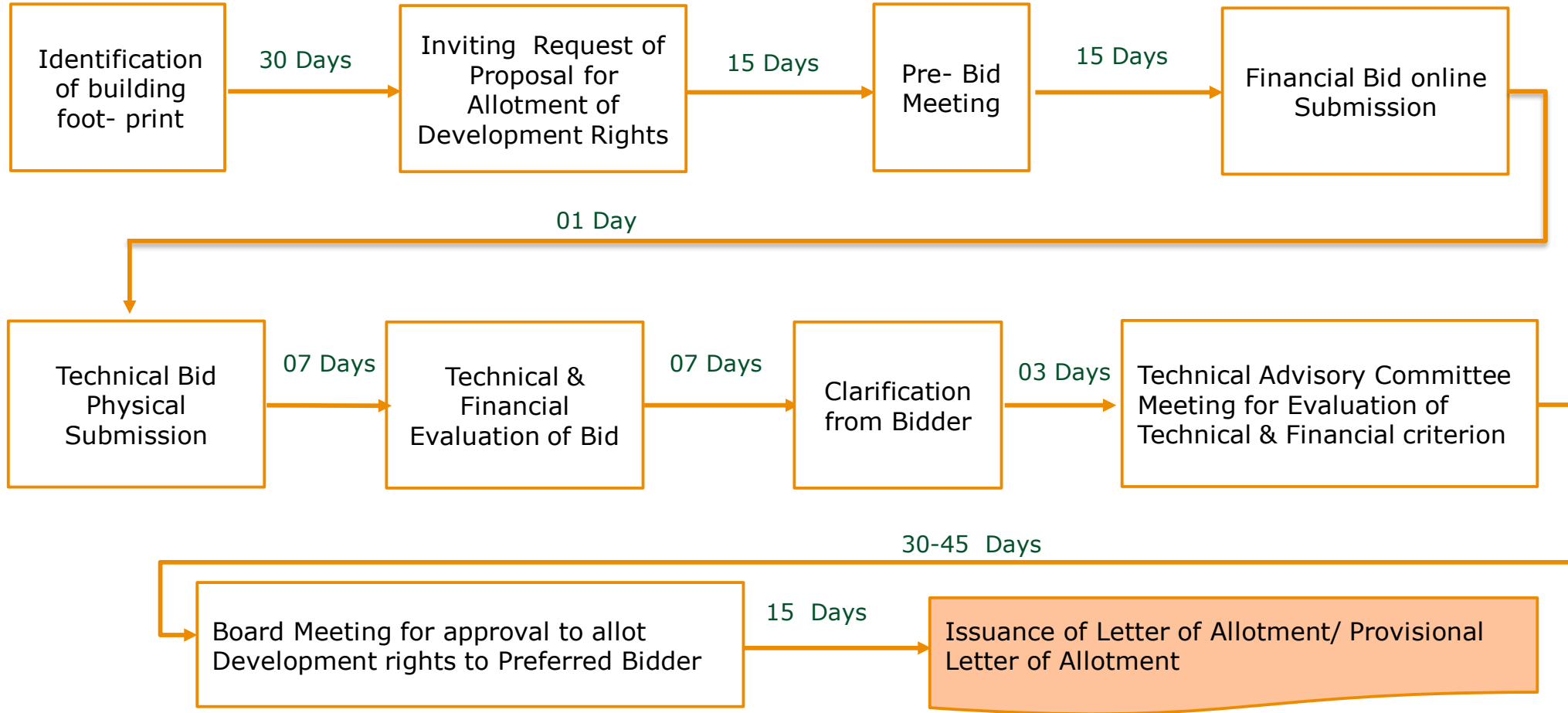
For real estate developer



For Institutions



- Process Overview
- Organization Chart
- **Process Flow**
- 1.1 Land Enquiry
- 1.2 Process for allotment of Development Rights of commercial/ residential building
- Process Flow for Space Inquiry



Process flow for allotment of Development Rights of commercial/ residential building

Process Overview

Organization Chart

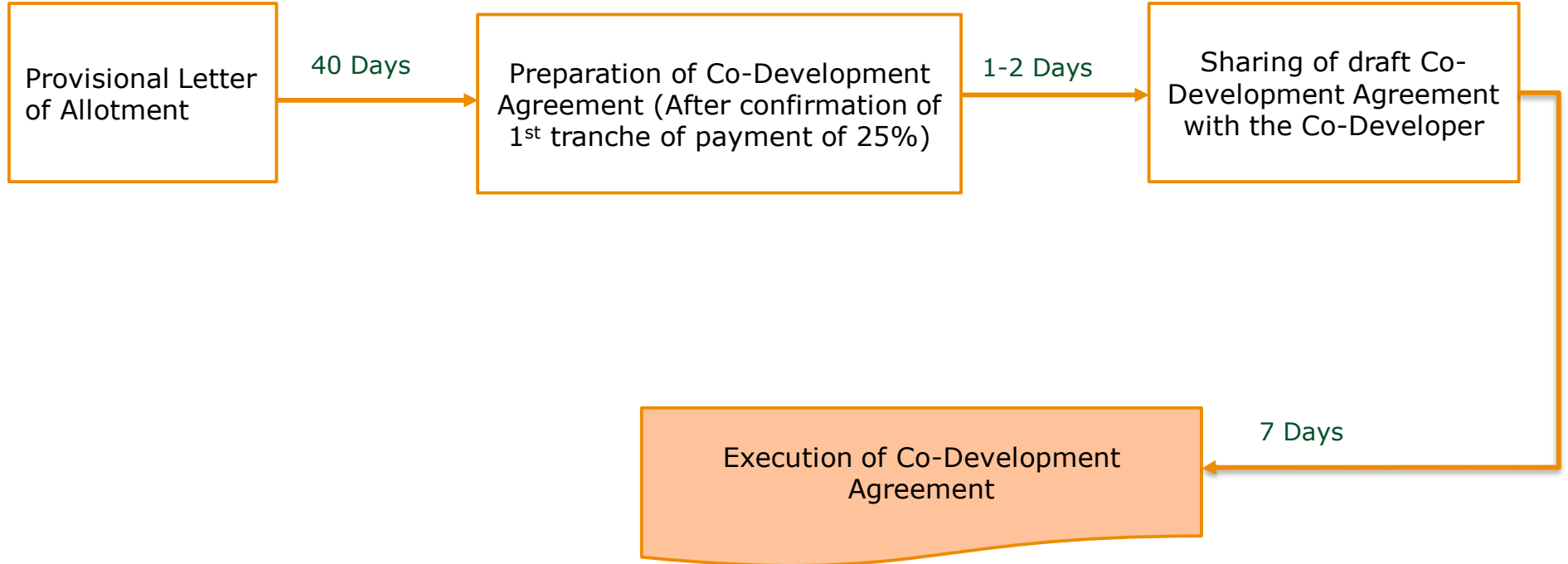
▶ Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements

2.1 CDA

Process Flow for Space Inquiry



Process for execution of Co-Development Agreement (CDA) – SEZ Area

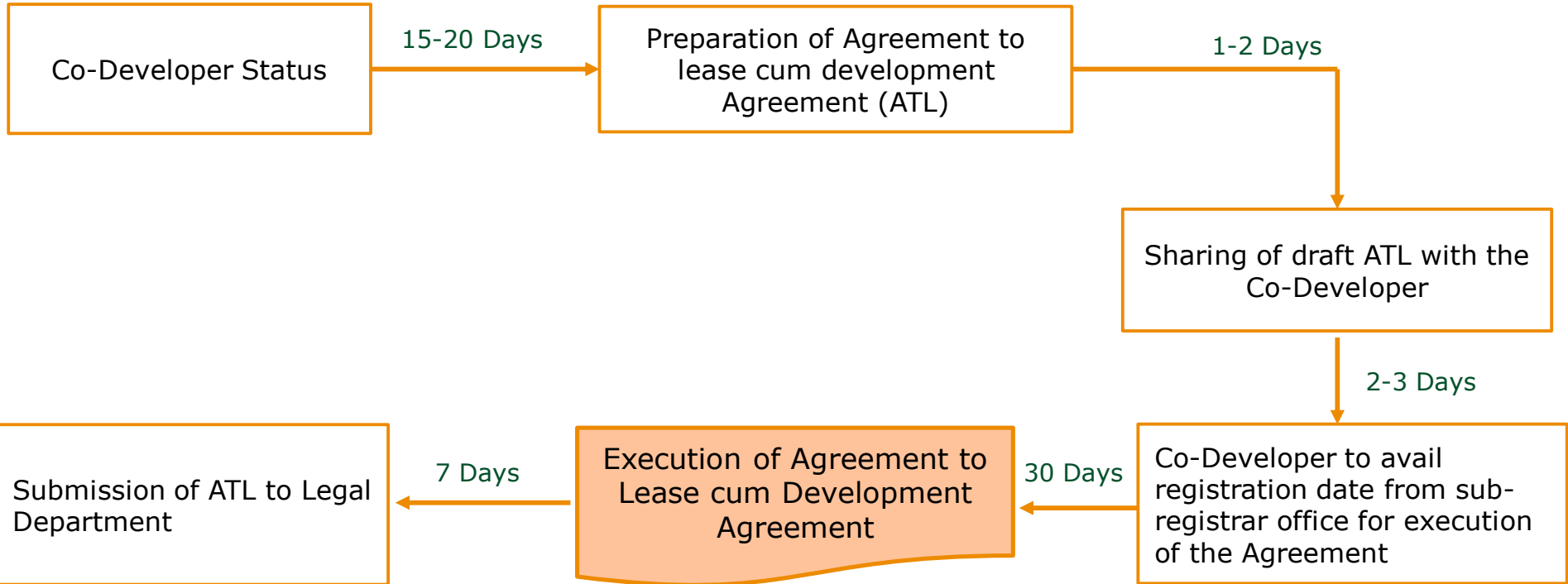
Process Overview

Organization Chart

▶ Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements
2.1 CDA
2.2 ATL



Process for execution of Agreement to Lease cum Development Agreement (ATL) – SEZ Area

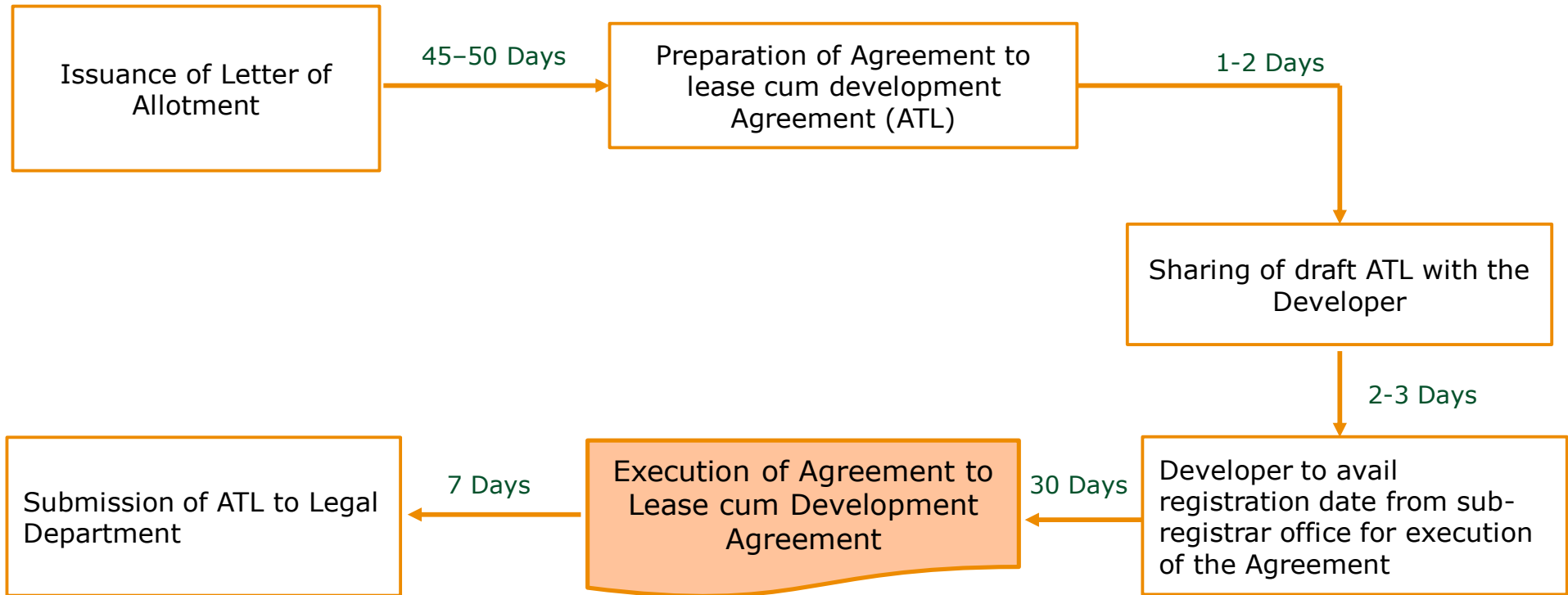
Process Overview

Organization Chart

Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements
2.1 CDA
2.2 ATL



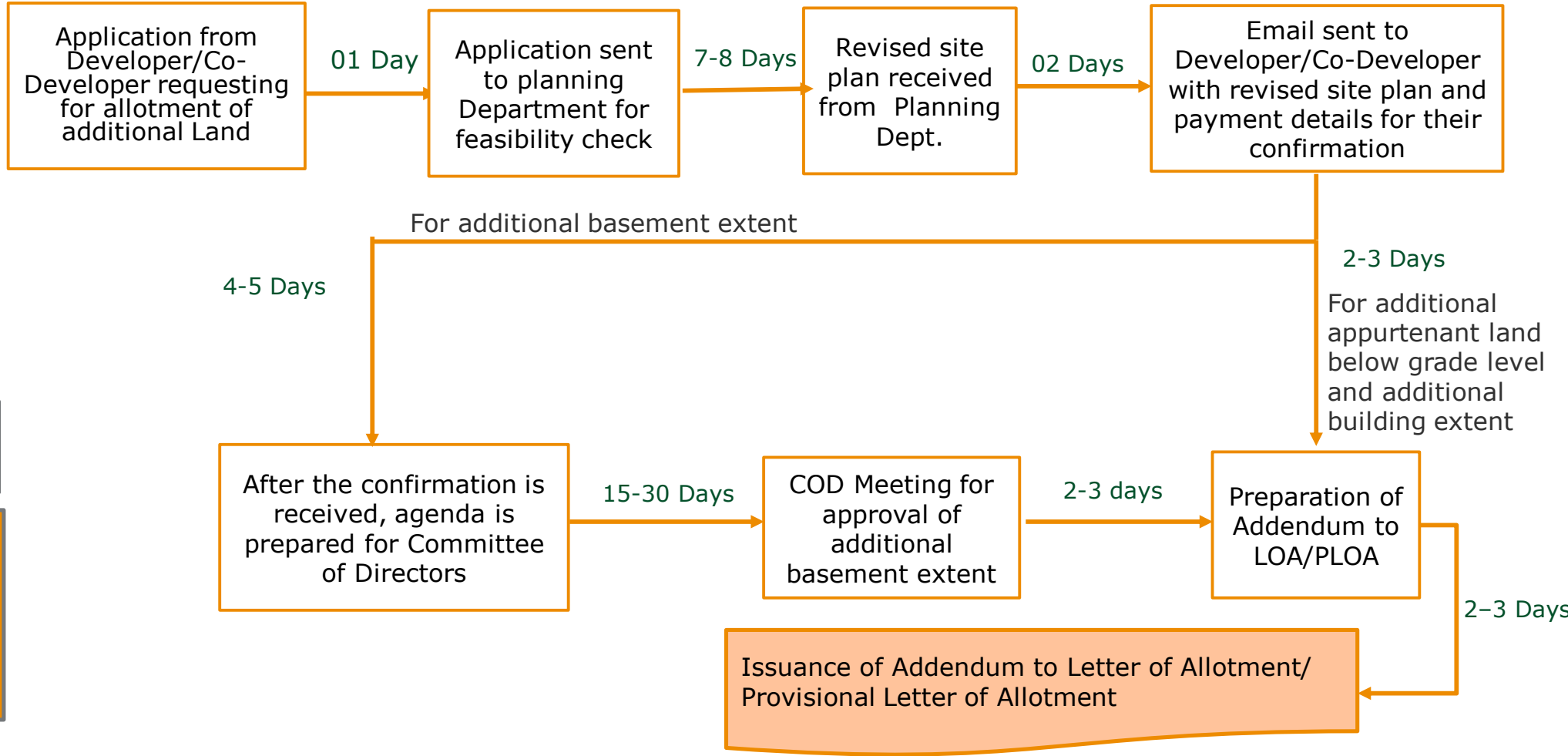
Process for execution of Agreement to Lease cum Development Agreement (ATL) - DTA

- Process Overview
- Organization Chart
- **Process Flow**

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements
2.1 CDA
2.2 ATL

2 Addendum to LOA/PLOA
2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent



Process for Issuance of Addendum to LOA/PLOA for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent

Process Overview

Organization Chart

Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements
2.1 CDA
2.2 ATL

2 Addendum to LOA/PLOA
2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
2.2 Addendum for additional Development Rights

Process Flow for Space Inquiry

Development Rights increment as per Development Permission/ Occupancy certificate / change in land area

3-4 Days

Preparation of agenda for Committee of Directors Approval

15-30 Days

COD Meeting for approval to allot additional Development Rights

2 days

Preparation of Addendum to LOA/PLOA

2 Days

Issuance of Addendum to Letter of Allotment/ Provisional Letter of Allotment

Process for Issuance of Addendum to LOA/PLOA for allotment of additional Development Rights

Process Overview

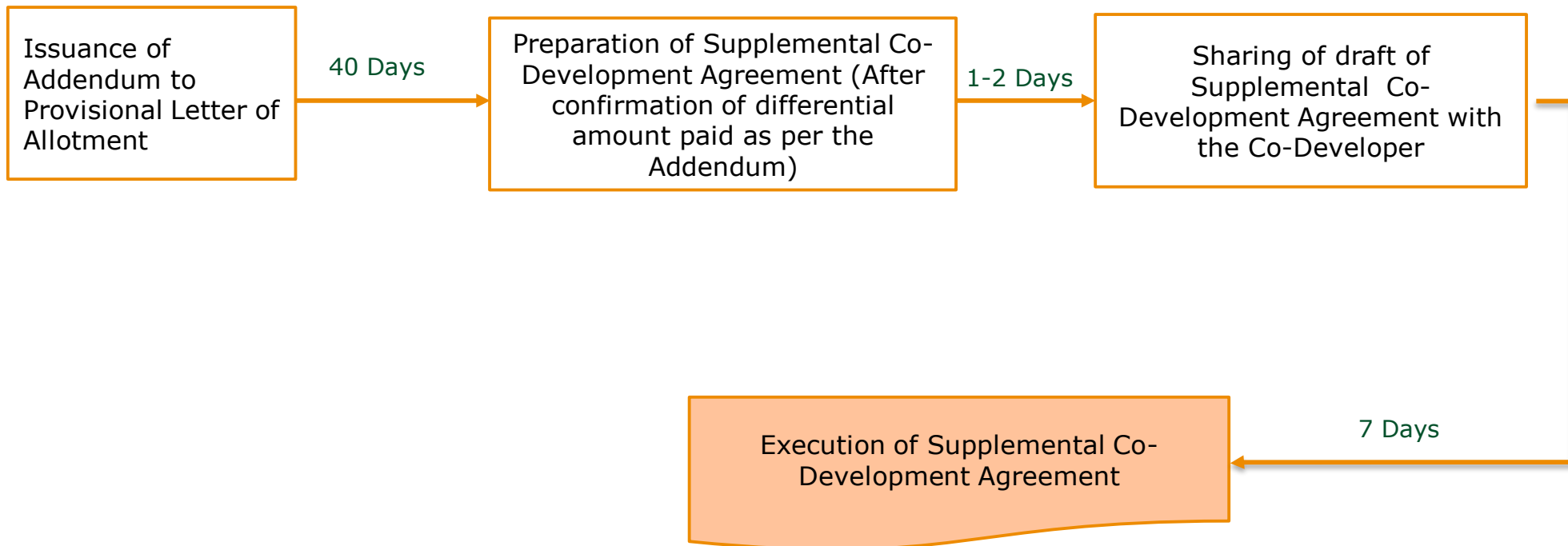
Organization Chart

Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements
2.1 CDA
2.2 ATL
2.3 Supplemental CDA

2 Addendum to LOA/PLOA
2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
2.2 Addendum for additional Development Rights



Process for execution of Supplemental Co-Development Agreement (CDA) – SEZ Area

Process Overview

Organization Chart

Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

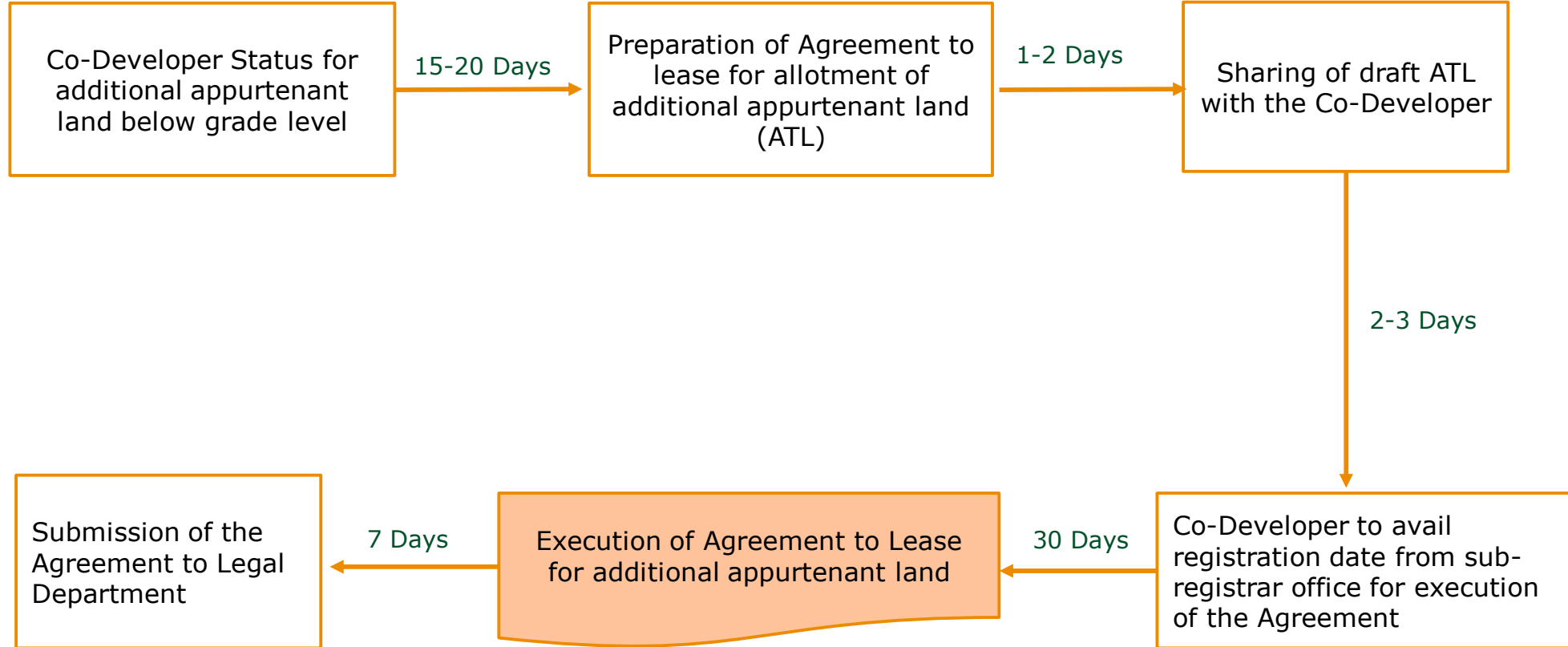
2 Agreements

2.1 CDA
2.2 ATL
2.3 Supplemental CDA
2.4 ATL for additional appurtenant land - SEZ

2 Addendum to LOA/PLOA

2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
2.2 Addendum for additional Development Rights

Process Flow for Space Inquiry



Process for execution of Agreement to Lease (ATL) for allotment of Additional Appurtenant Land Below Grade Level Beyond Basement Extent – SEZ Area

Process Overview

Organization Chart

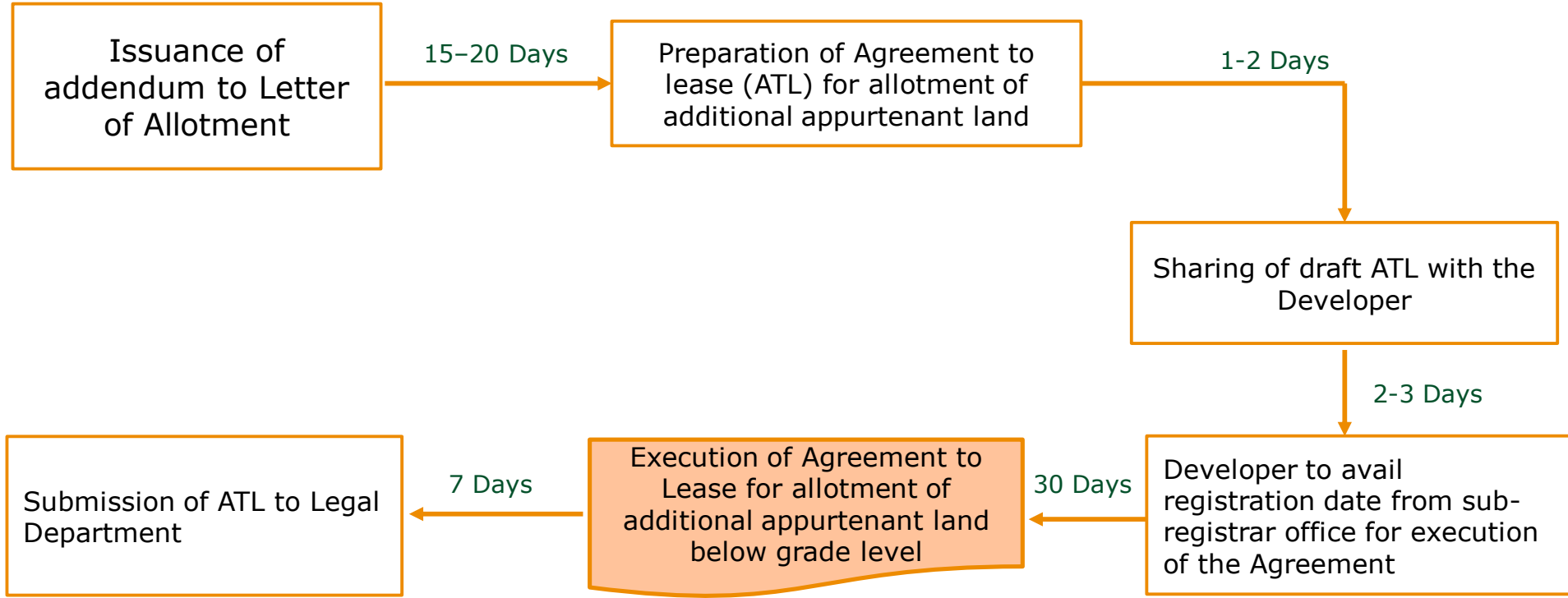
Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements
2.1 CDA
2.2 ATL
2.3 Supplemental CDA
2.4 ATL for additional appurtenant land - SEZ
2.5 ATL for additional land - DTA

2 Addendum to LOA/PLOA
2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
2.2 Addendum for additional Development Rights

Process Flow for Space Inquiry



Process for execution of Agreement to Lease (ATL) for allotment of additional appurtenant land below grade level beyond basement extent - DTA

Process Overview

Organization Chart

Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

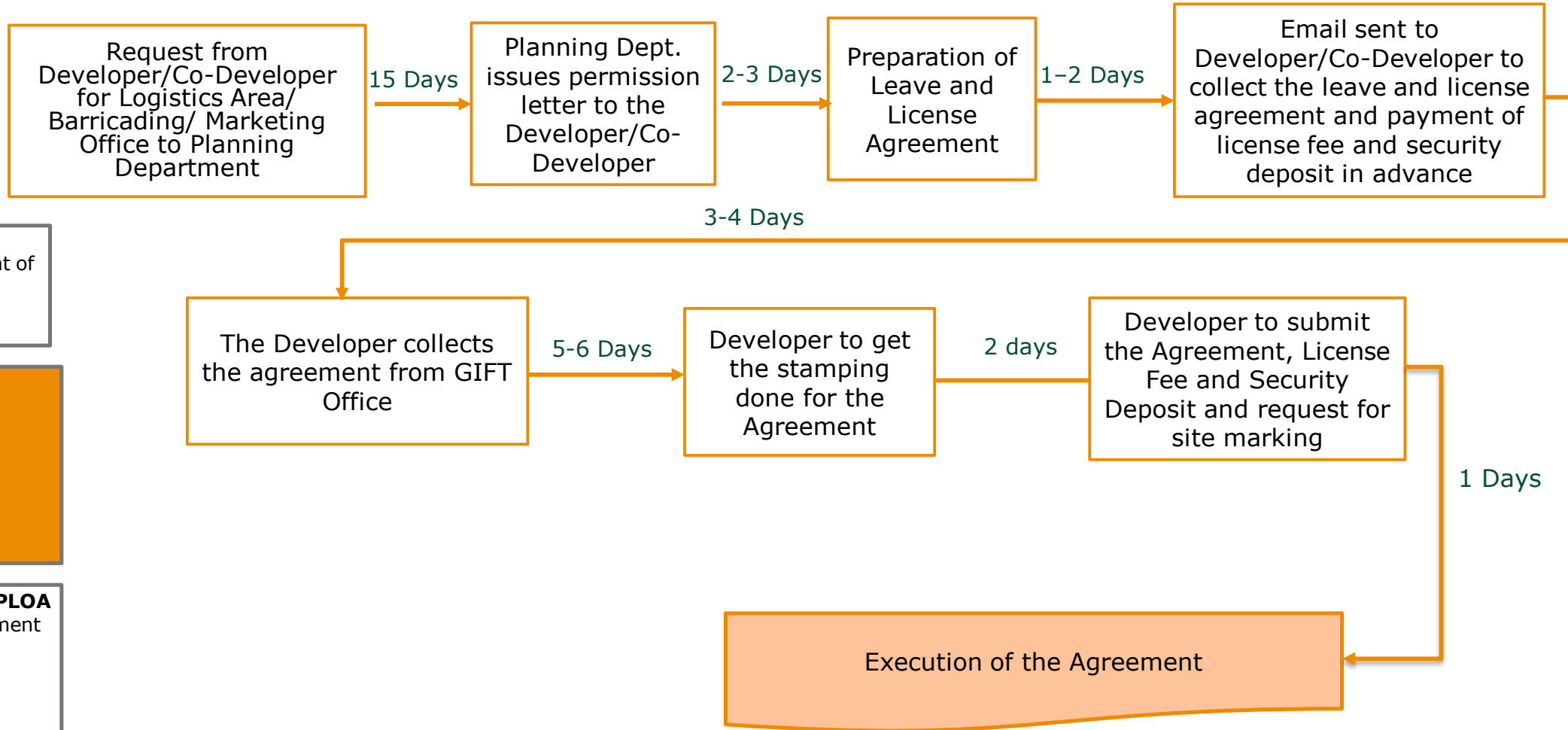
2 Agreements

2.1 CDA
2.2 ATL
2.3 Supplemental CDA
2.4 ATL for additional appurtenant land
2.5 Leave and License Agreement

2 Addendum to LOA/PLOA

2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
2.2 Addendum for additional Development Rights

Process Flow for Space Inquiry



Process for Leave and License Agreement for Barricading Area/ Logistics Area/ Marketing Office/RMC

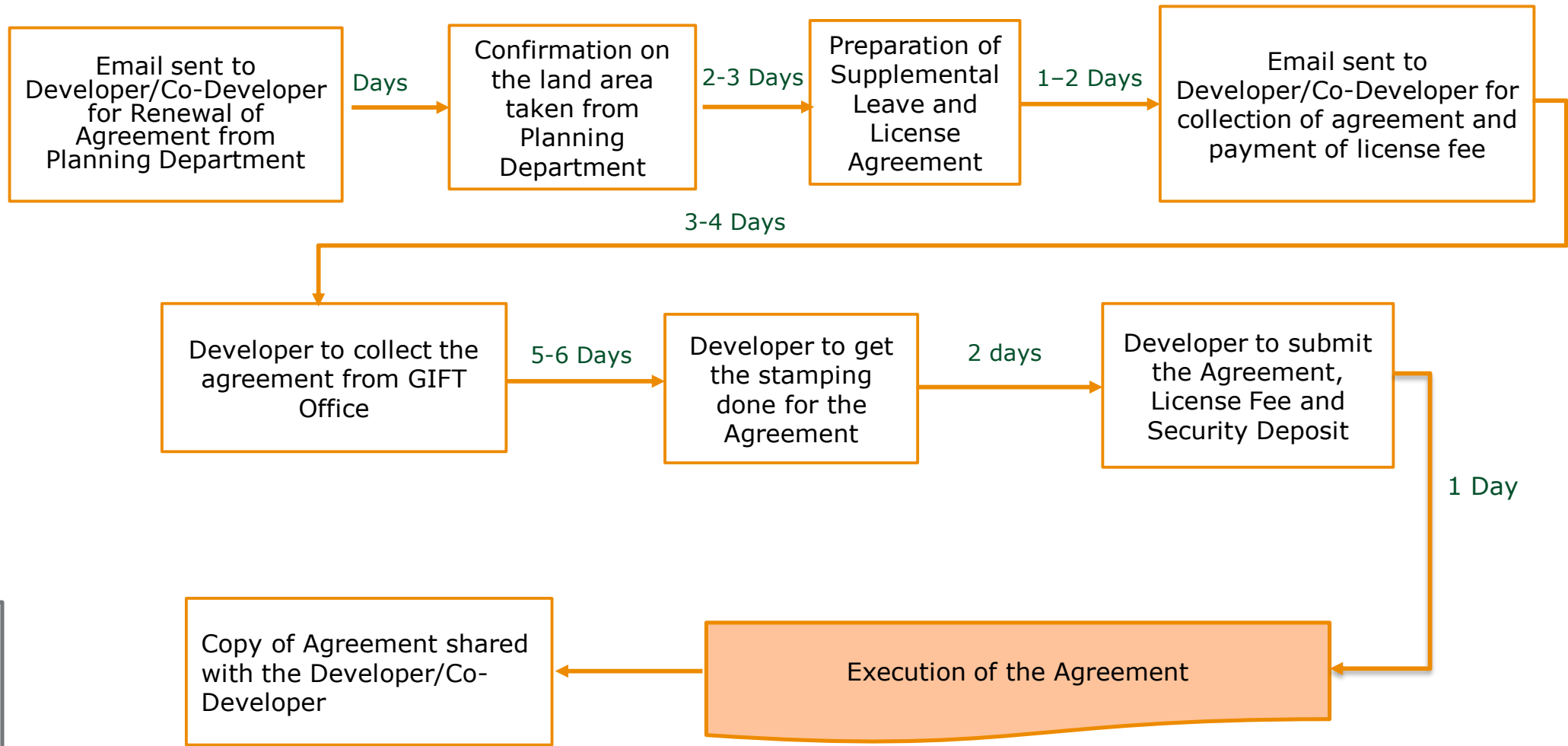
- Process Overview
- Organization Chart
- **Process Flow**

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

2 Agreements
2.1 CDA
2.2 ATL
2.3 Supplemental CDA
2.4 ATL for additional appurtenant land
2.5 Leave and License Agreement
2.6 Renewal of Leave and License Agreement

2 Addendum to LOA/ PLOA
2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
2.2 Addendum for additional Development Rights

● Process Flow for Space Inquiry



Process for Renewal of Leave and License Agreement for Barricading Area/ Logistics Area/ Marketing Office/RMC

Process Overview

Organization Chart

Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

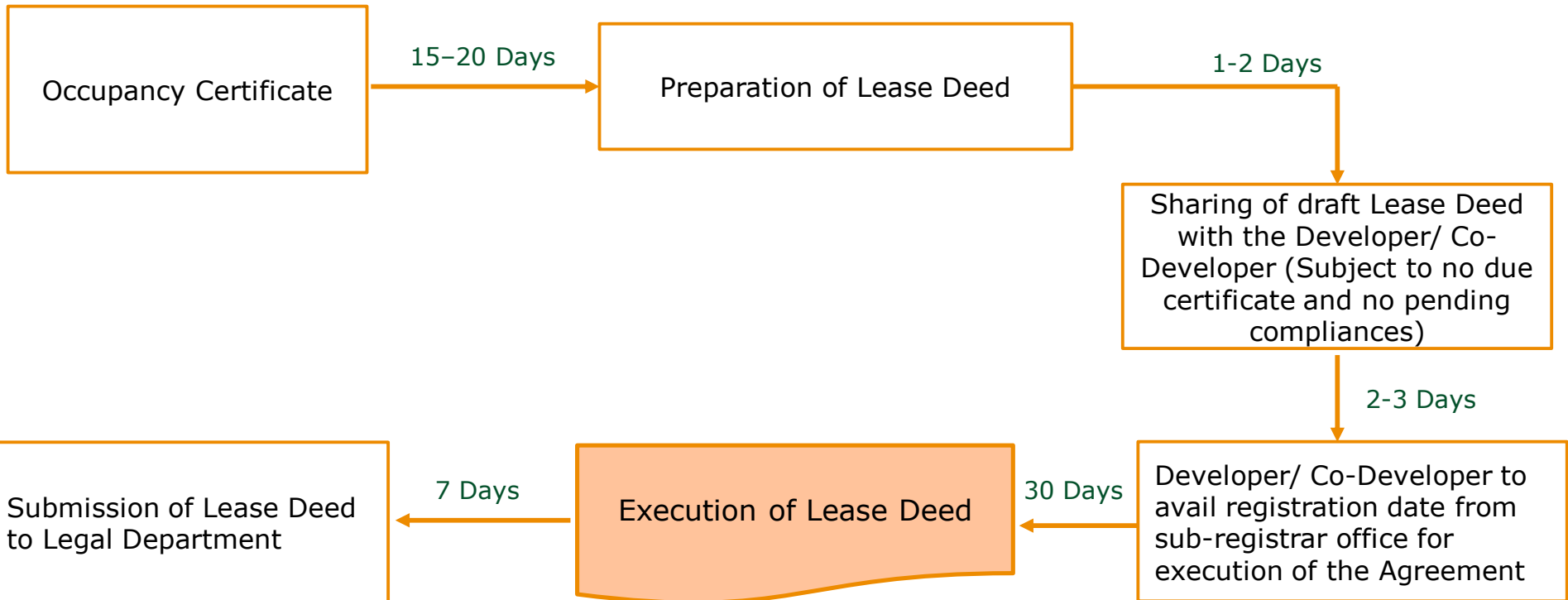
2 Agreements

2.1 CDA
2.2 ATL
2.3 Supplemental CDA
2.4 ATL for additional appurtenant land
2.5 Leave and License Agreement
2.6 Renewal of Leave and License Agreement
2.7 Lease Deed Execution

2 Addendum to LOA/PLOA

2.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
2.2 Addendum for additional Development Rights

Process Flow for Space Inquiry



Process for execution of Lease Deed

Process Overview

Organization Chart

Process Flow

1.1 Land Enquiry
1.2 Process for allotment of Development Rights of commercial/ residential building

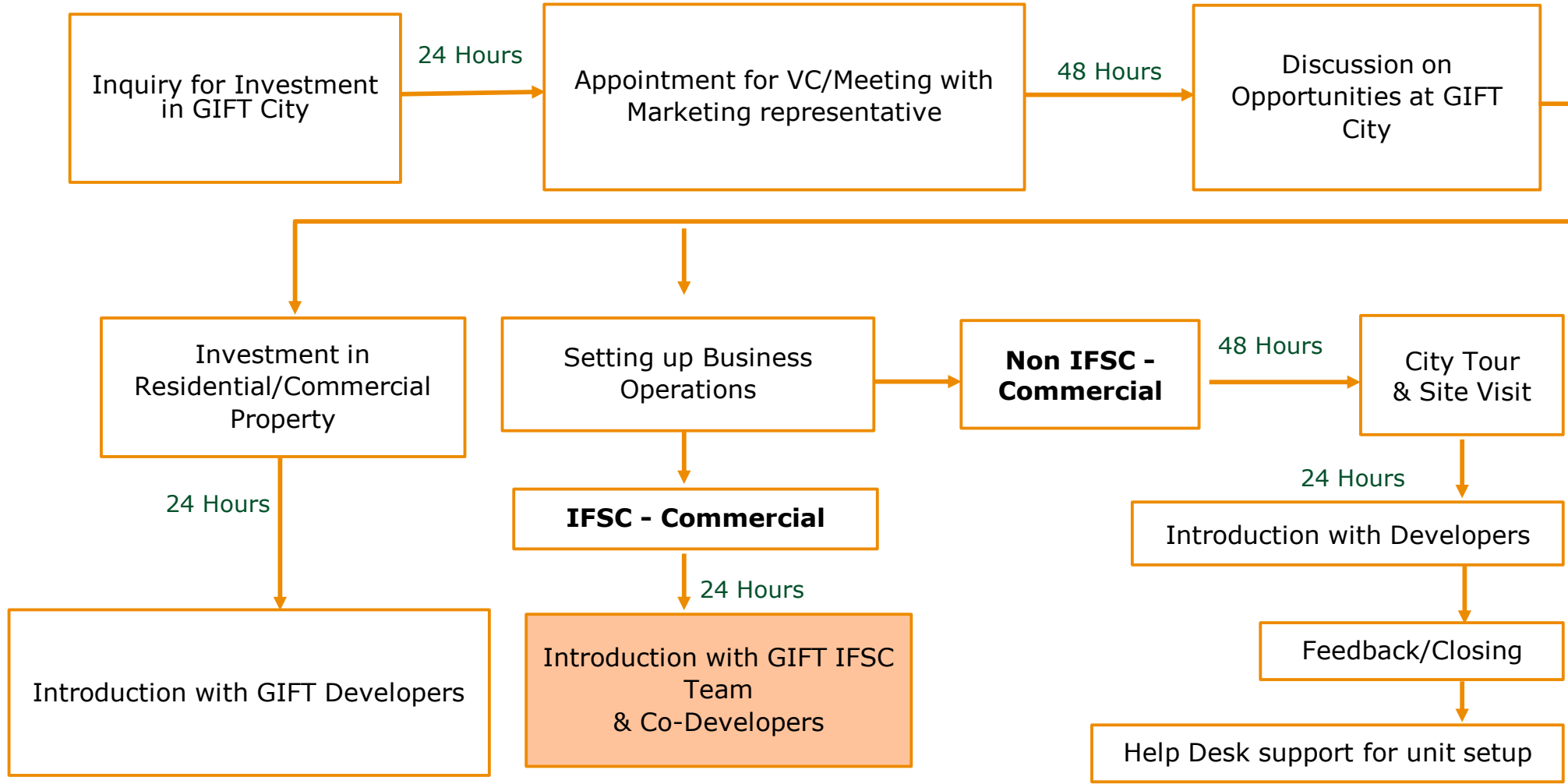
2 Agreements

2.1 CDA
2.2 ATL
2.3 Supplemental CDA
2.4 ATL for additional appurtenant land
2.5 Leave and License Agreement
2.6 Renewal of Leave and License Agreement
2.7 Lease Deed Execution

3 Addendum to LOA/PLOA

3.1 Addendum for allotment of additional basement extent/ additional appurtenant land below grade level/ additional building extent
3.2 Addendum for additional Development Rights

Process Flow for Space Inquiry Management



Process Flow for Space Inquiry Management



INTERNATIONAL FINANCIAL SERVICES CENTRE (IFSC) IN GIFT CITY

A. New Business Setup in IFSC

C. Regulatory and Tax
Proposals/Clarifications

C. IFSC Business Development

Process Overview

**New Business Setup in
IFSC**

**Regulatory and Tax
Proposals/Clarifications**

**IFSC Business
Development**

Process Overview

Organization Chart

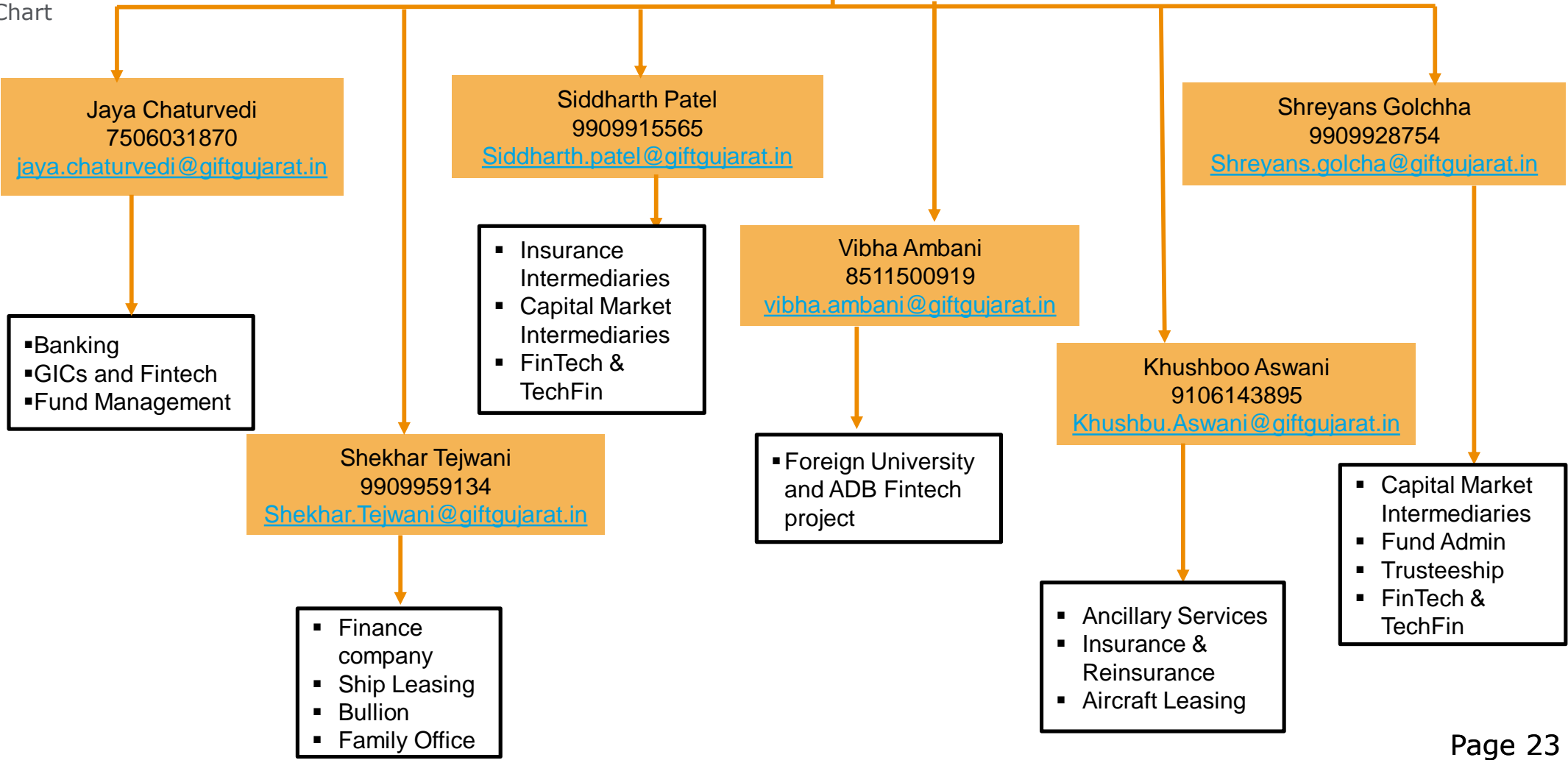
Process Flow

Mr. Sandip Shah (Head IFSC)
Sandip.shah@giftgujarat.in

Process Overview

Organization Chart

Process Flow



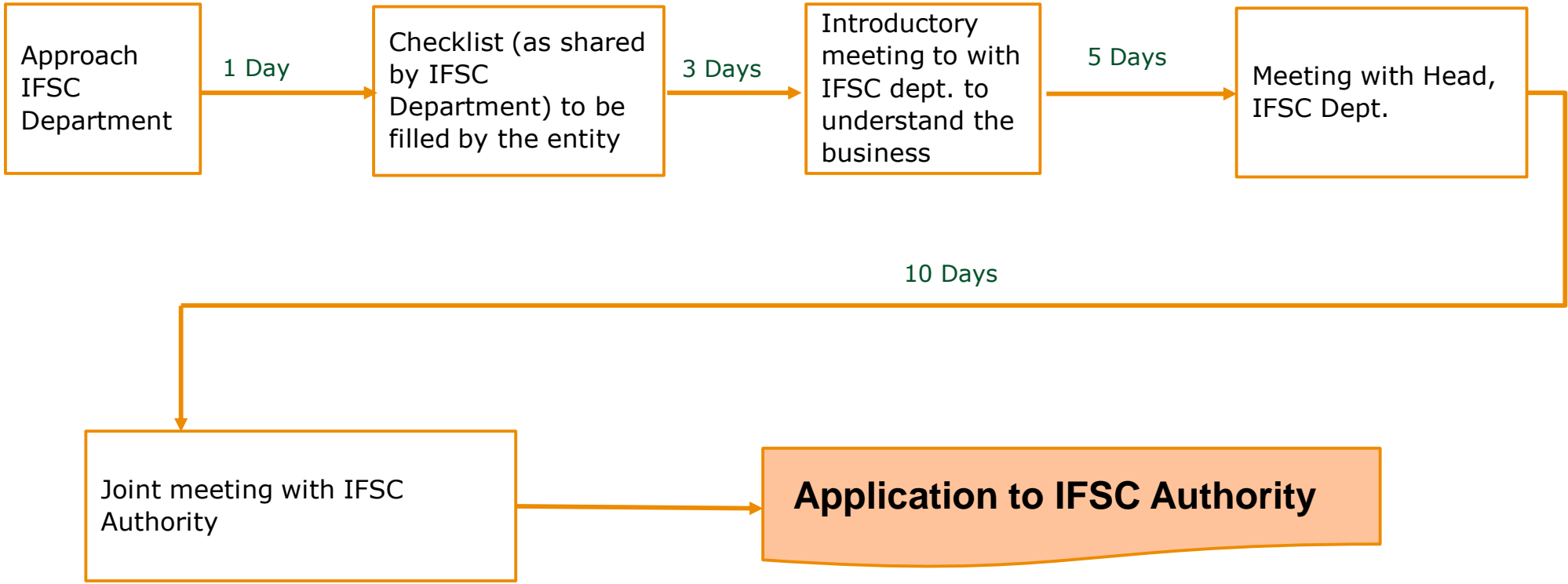
A. New Business Setup in IFSC

B. Regulatory and Tax Proposals/Clarifications

C. IFSC Business Development

- Process Overview
- Organization Chart
- **Process Flow**

1.1 . New Business Setup in IFSC



A. New Business Setup in IFSC

B. Regulatory and Tax Proposals/Clarifications

C. IFSC Business Development

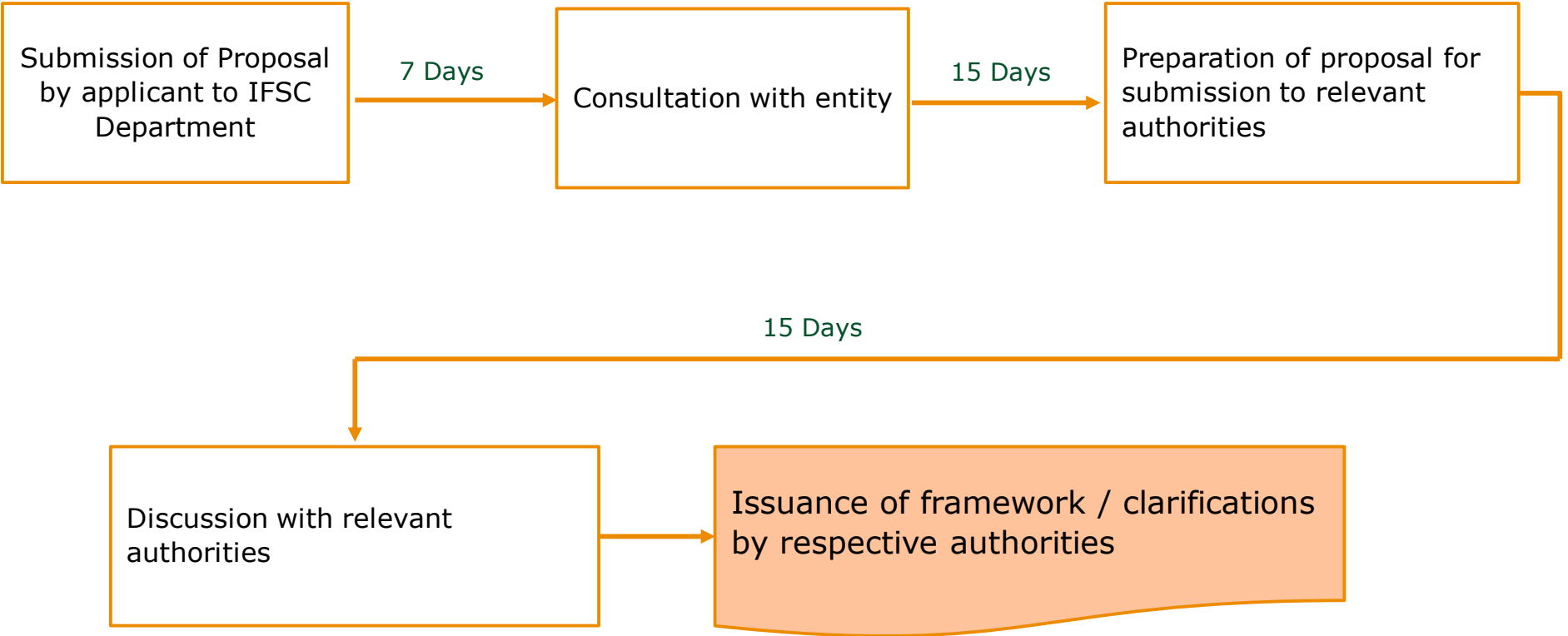
Process Overview

Organization Chart

Process Flow

1. New Business Setup in IFSC

2. Regulatory and Tax Proposals/Clarifications



Process Overview

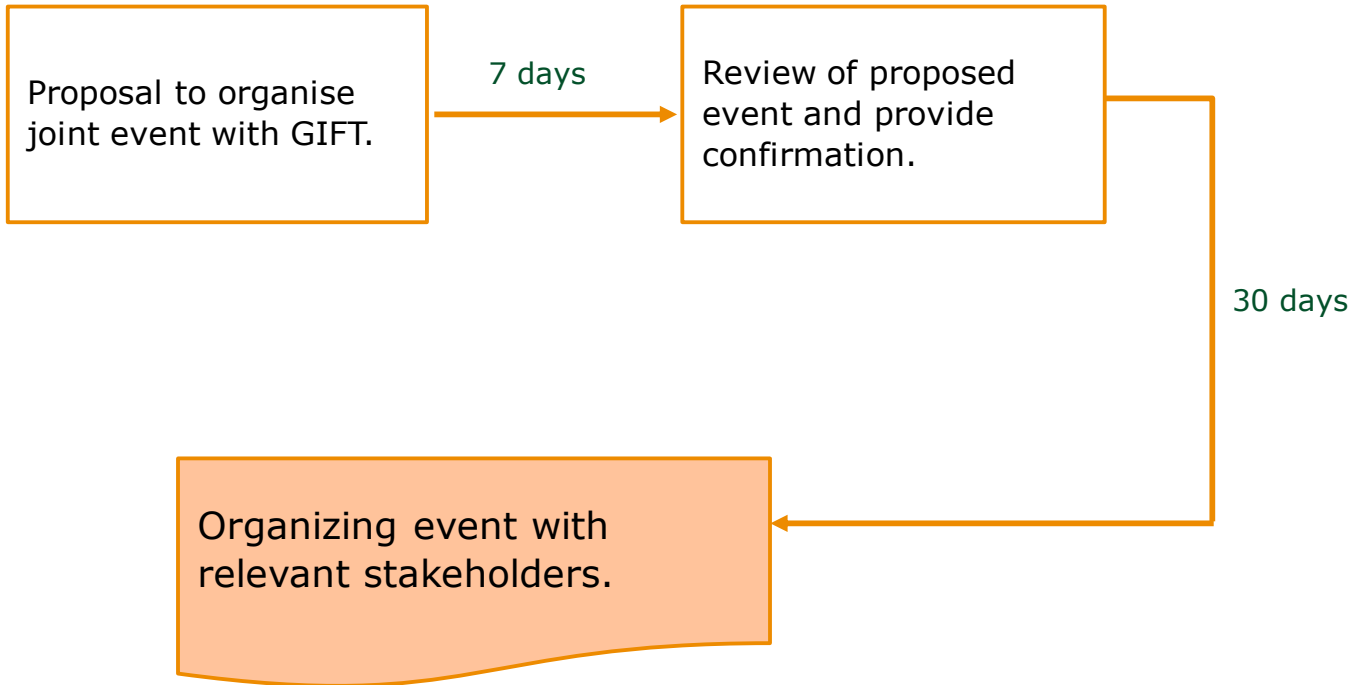
Organization Chart

▶ Process Flow

1. New Business Setup in IFSC

2. Regulatory and Tax Proposals/Clarifications

2. IFSC Business Development





BUILDING CONSTRUCTION APPROVALS

A. Development
Permission

B. Commencement
Certificate

C. Occupancy Certificate

D. Guidelines for
Interior Work

Process Overview

Development Permission

**Commencement
Certificate**

Occupancy Certificate

**Guidelines for Interior
Work**

▶ Process Overview

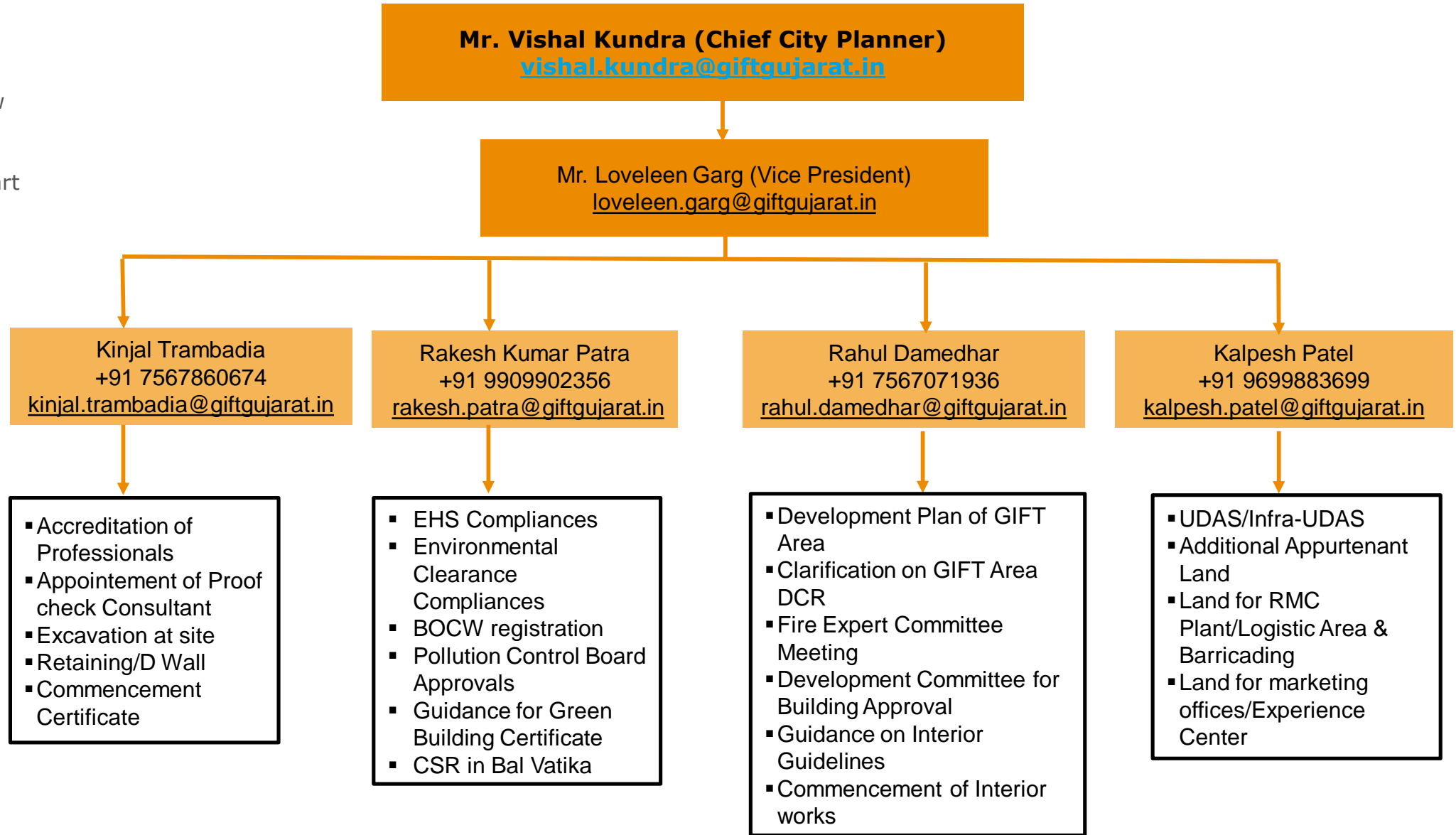
○ Organization Chart

○ Process Flow

Process Overview

Organization Chart

Process Flow



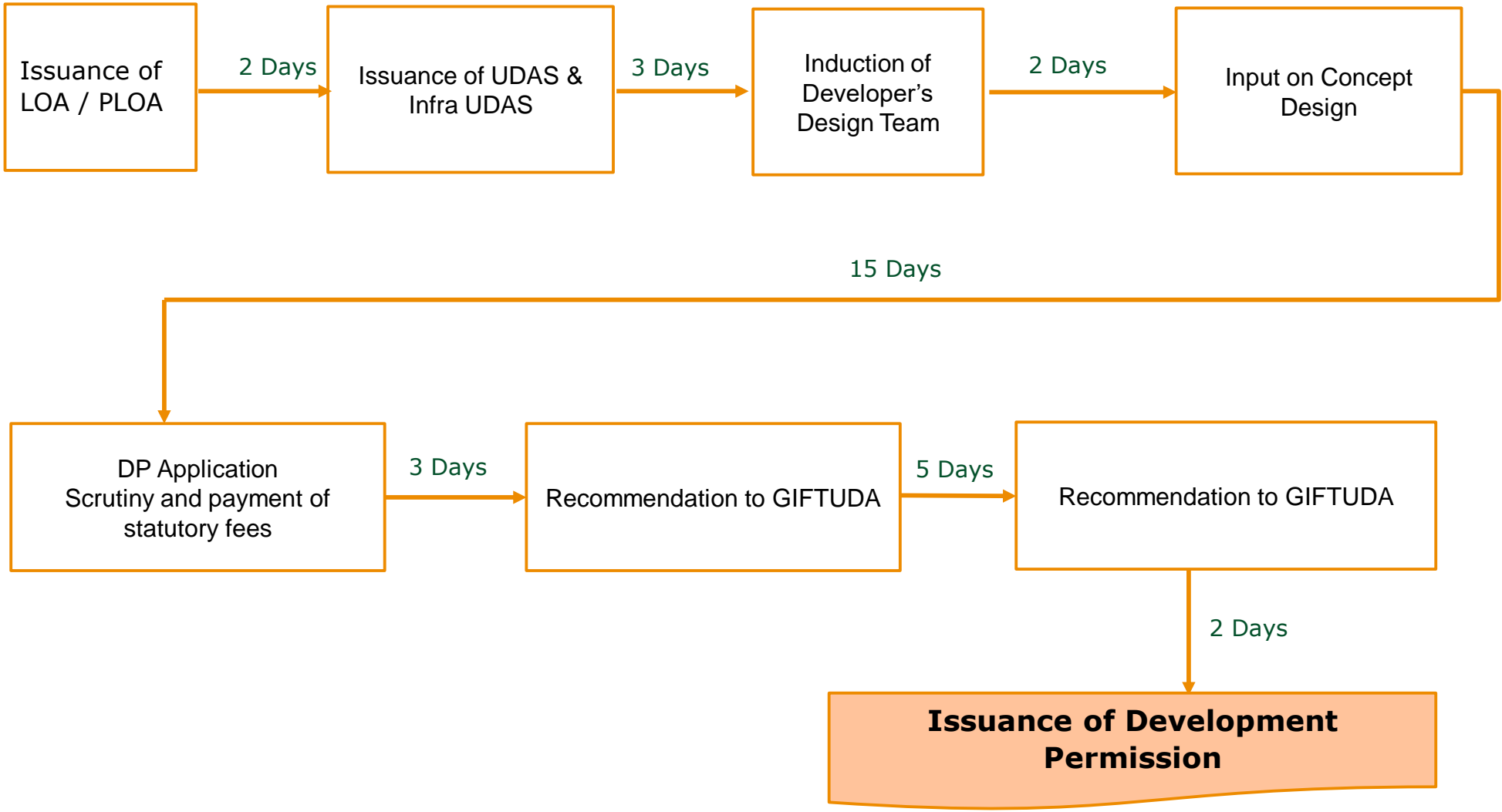
A. Development Permission

B. Commencement Certificate

C. Occupancy Certificate

D. Guidelines for Interior Work

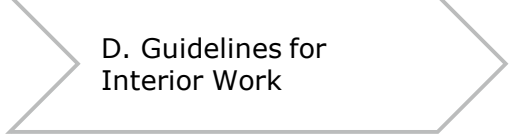
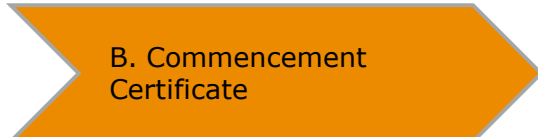
- Process Overview
- Organization Chart
- Process Flow**



1. Development Permission

2. Commencement Certificate

Development Permission Timeline by GIFT



Process Overview

Issuance Of DP upon approval from DC

Organization Chart

Structure

PCC & GIFT Team review DBR & GAD submission & Soil report

PCC & GIFT Team review Building ETABS & Foundation (SAFE) Software Model

PCC & GIFT Team review Sub Structure GFC Drawings

Issuance of CC Sub Structure**

PCC & GIFT Team review Super Structure GFC Drawings

Issuance of CC Super Structure**

Process Flow

1. Development Permission

2. Commencement Certificate

MEPF

PCC & GIFT Team review DBR & GA drawing submission

PCC & GIFT Team review MEPF GFC drawings

Review of BIM Model

Issuance of CC MEPF **

Facade

PCC & GIFT Team review DBR & GA drawing submission

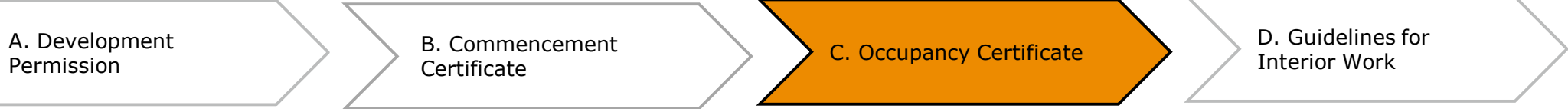
PCC & GIFT Team review Software model, Calculations & GFC drawings

Issuance of CC Façade**

Commencement Certificate Timeline by GIFT

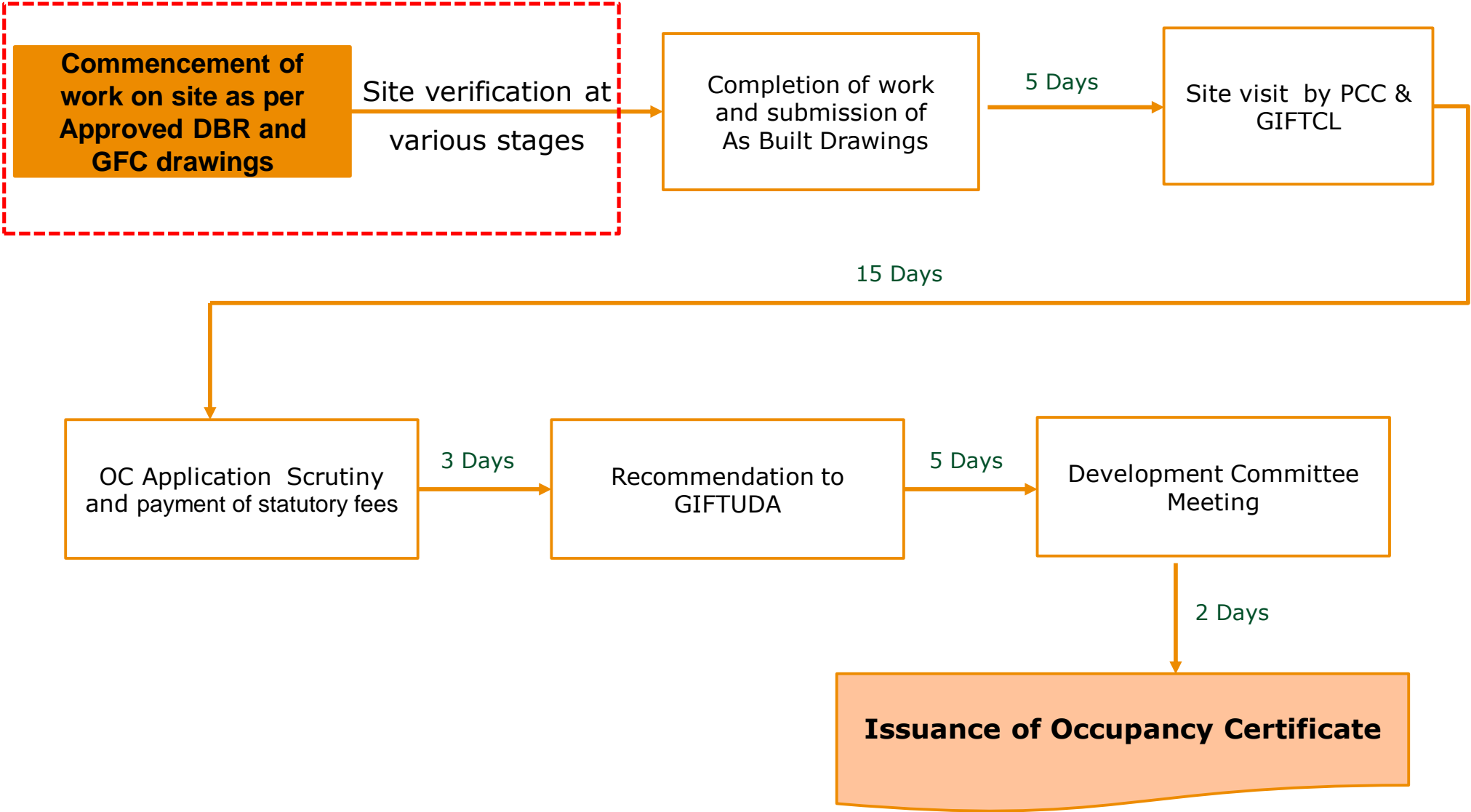
*Disclaimer : Ideal time taken for review and approval by GIFT

** For further details including Site visit, please refer Developers Handbook



- Process Overview
- Organization Chart
- Process Flow**

1. Development Permission
2. Commencement Certificate
- 3. Occupancy Certificate**



Process Overview

Organization Chart

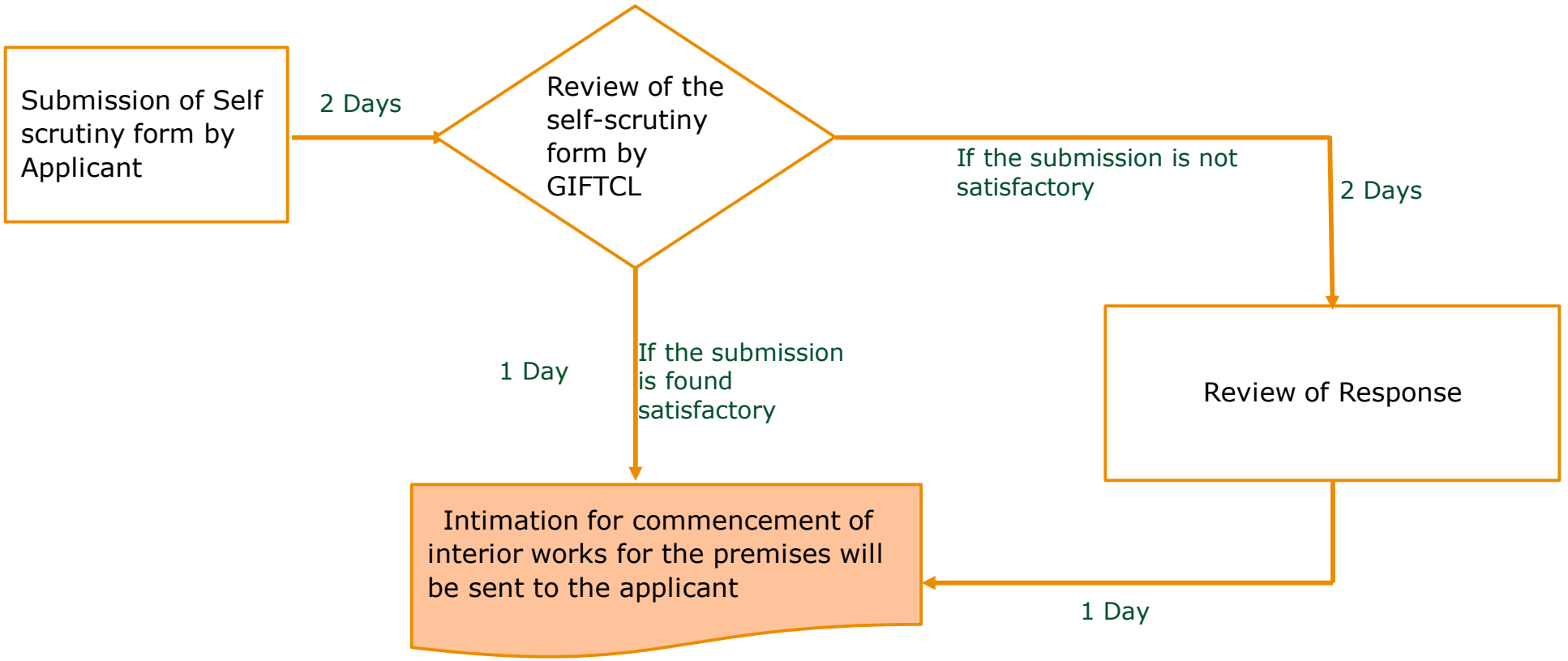
▶ Process Flow

1. Development Permission

2. Commencement Certificate

3. Occupancy Certificate

4. Guidelines for Interior Work





UTILITY CONNECTIONS

Process Overview

Organization Chart

Process Flow

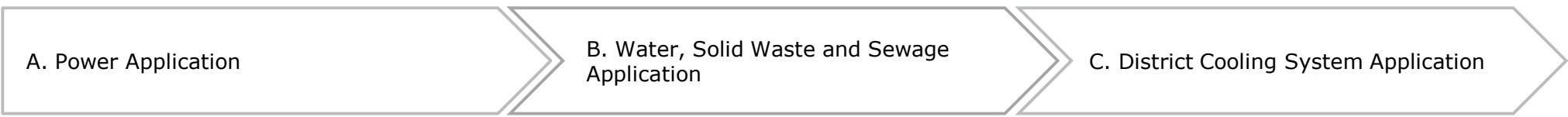
Overview

Power

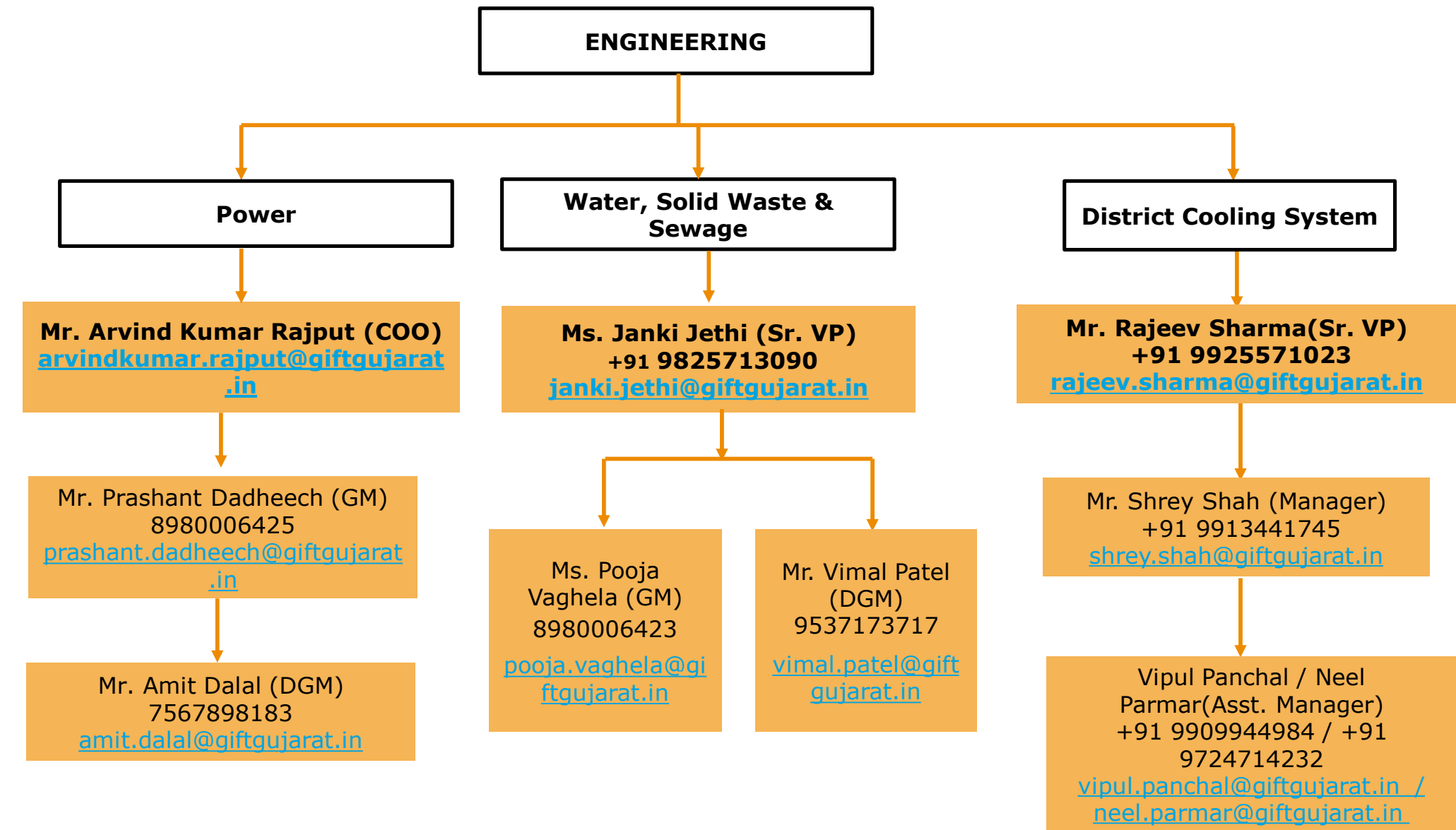
**Water, Solid Waste
and Sewage**

District Cooling System

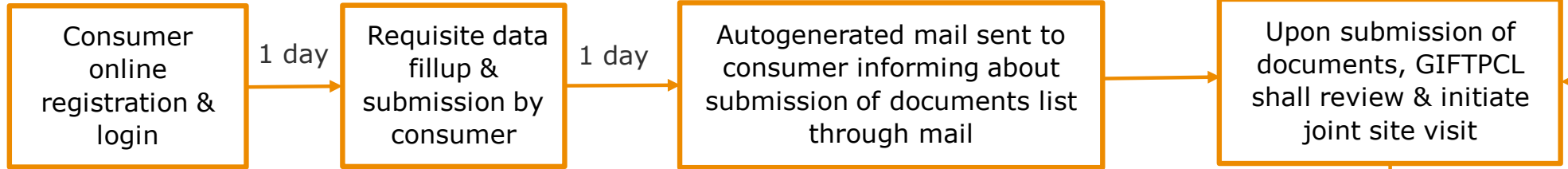
- 2.1 Permanent Water, solid waste and sewage Connection
- 2.2 Temporary Water and sewage Connection



- Process Overview
- **▶ Organization Chart**
- Process Flow



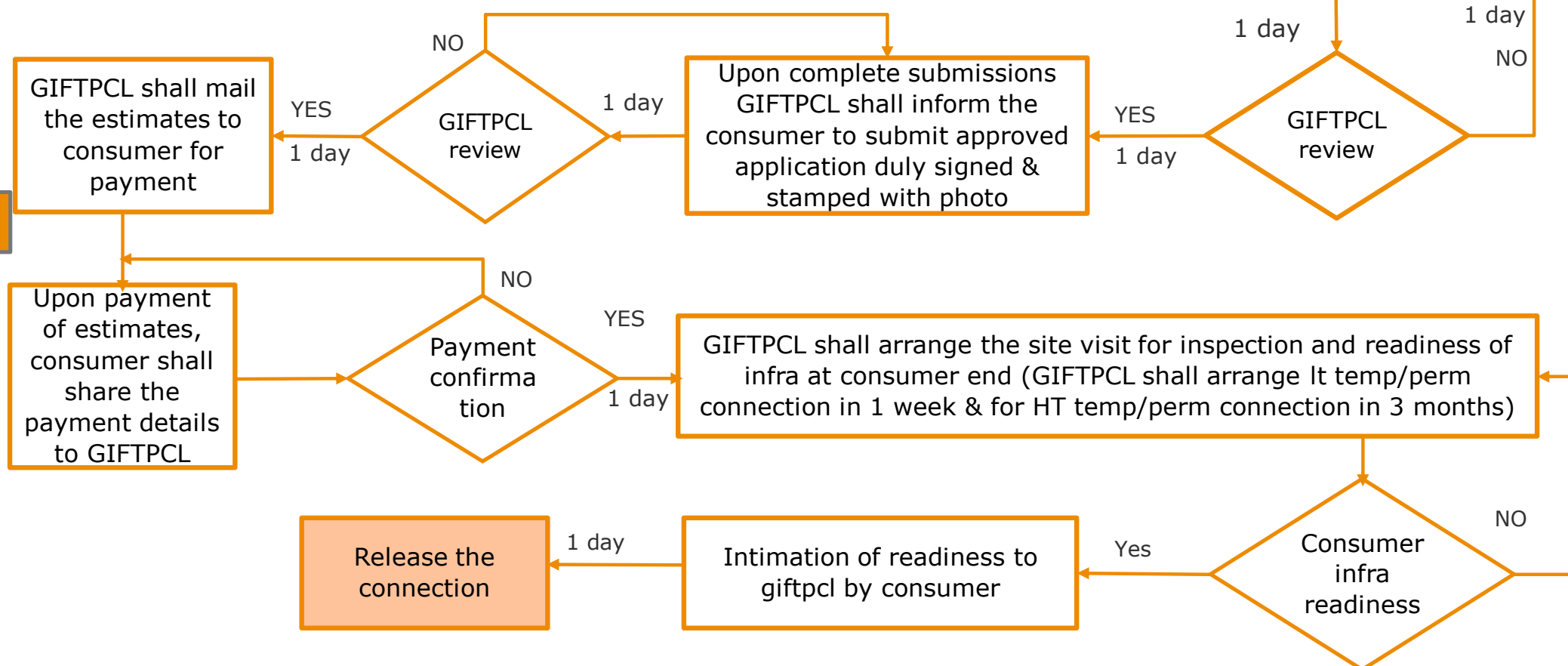
Process Overview



Organization Chart

Process Flow

1.1 Power Application



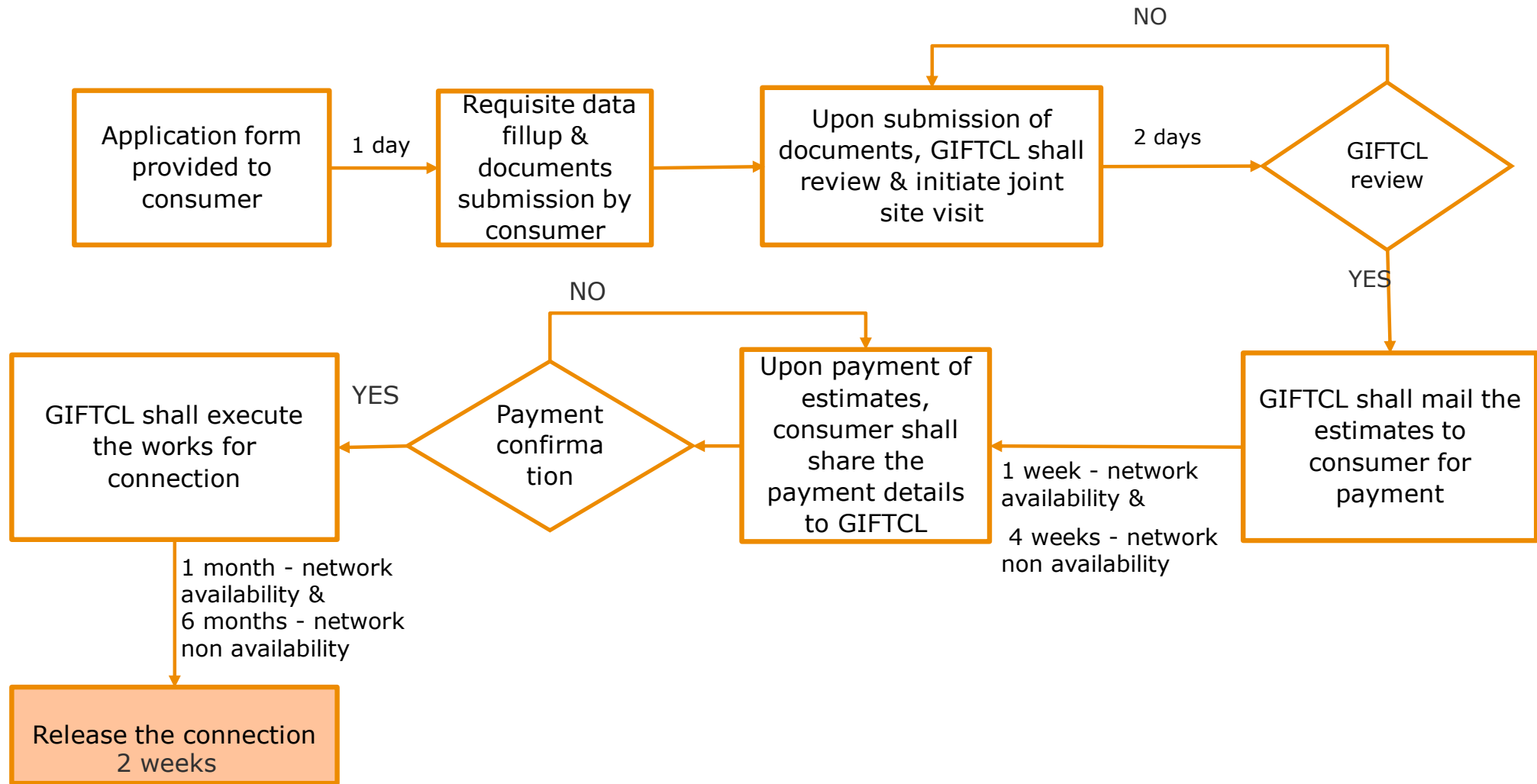
Process Overview

Organization Chart

Process Flow

1 Power Application

2. Water, Solid Waste and Sewage Application
 2.1 Application for Permanent Connection for water, Solid waste and sewage
 2.2 Application for Temporary Connection for water and sewage connection



Application for permanent connection for Water, Solid Waste and Sewage

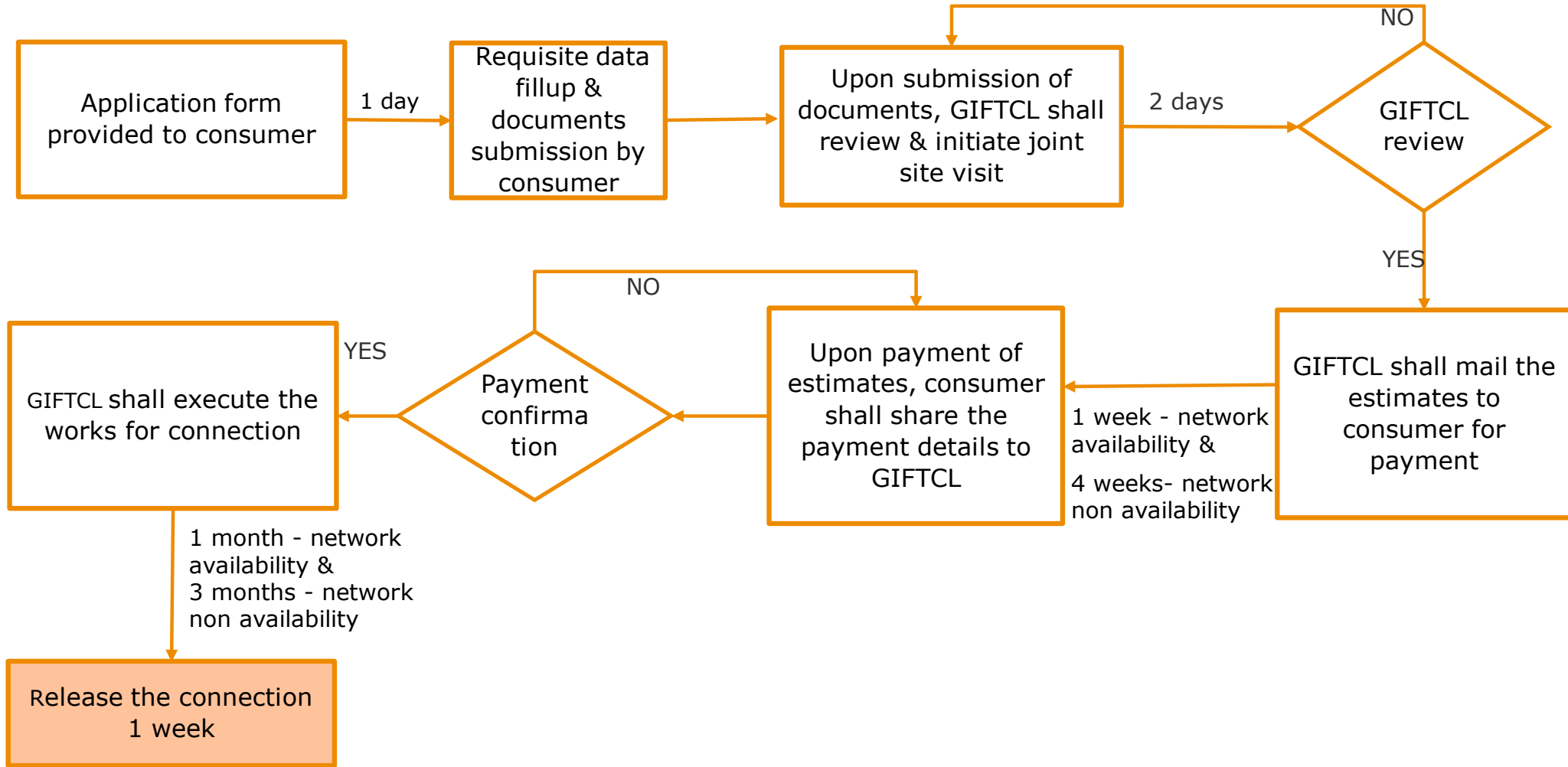
Process Overview

Organization Chart

Process Flow

1 Power Application

2. Water, Solid Waste and Sewage Application
 2.1 Application for Permanent Connection for water, Solid waste and sewage
 2.2 Application for Temporary Connection for water and sewage connection



Application for Temporary connection for water and sewage

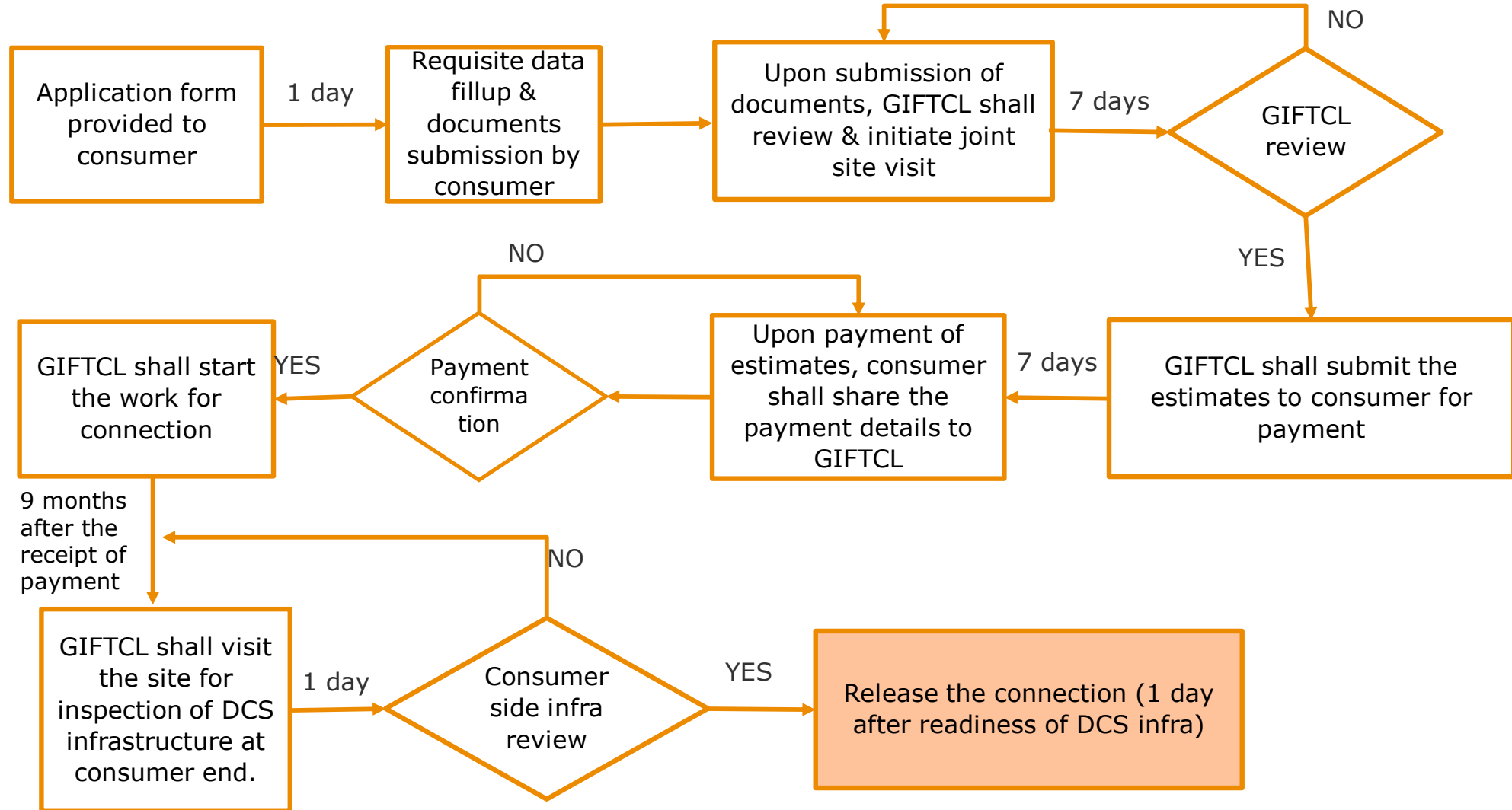


Process Overview

Organization Chart

Process Flow

- 1 Power Application
- 2. Water, Solid Waste and Sewage Application
2.1 Application for Permanent Connection for water, Solid waste and sewage
2.2 Application for Temporary Connection for water and sewage connection
- 3. DCS Application



DCS application



HELPDESK MANAGEMENT

A. Helpdesk Application

B. Chatbot

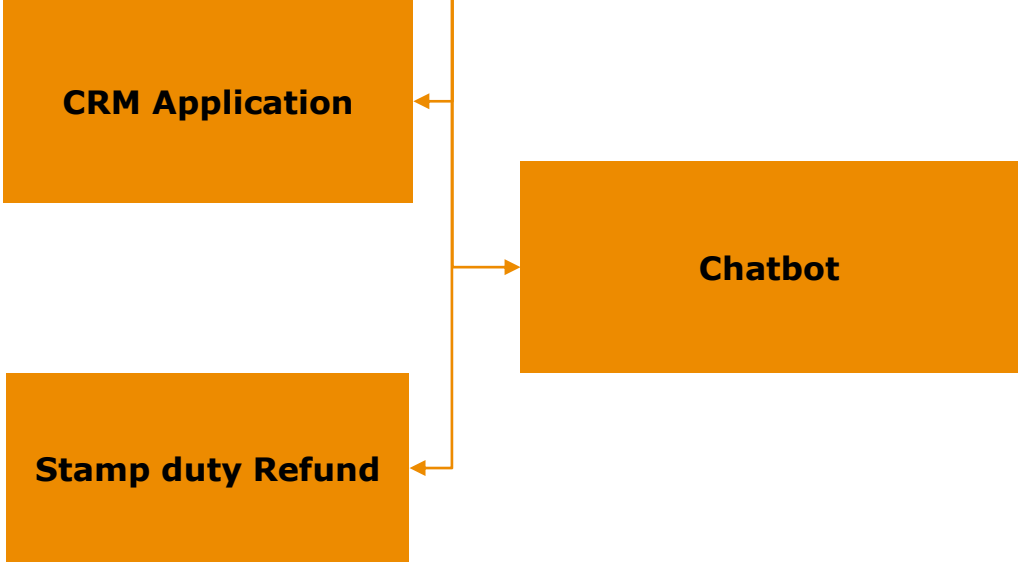
C. Stamp Duty Refund

▶ Process Overview

○ Organization Chart

○ Process Flow

Overview



Process Overview

Mr. Nilesh Purey (Sr. VP)
nilesh.purey@giftgujarat.in

Organization Chart

Mr. Sandeep Kumar Dubey (Sr. Manager)
9737775758
sandeep.dubey@giftgujarat.in

Process Flow

Ms. Anooja (Asst. Manager)
079 61708320
anooja.u@giftgujarat.in

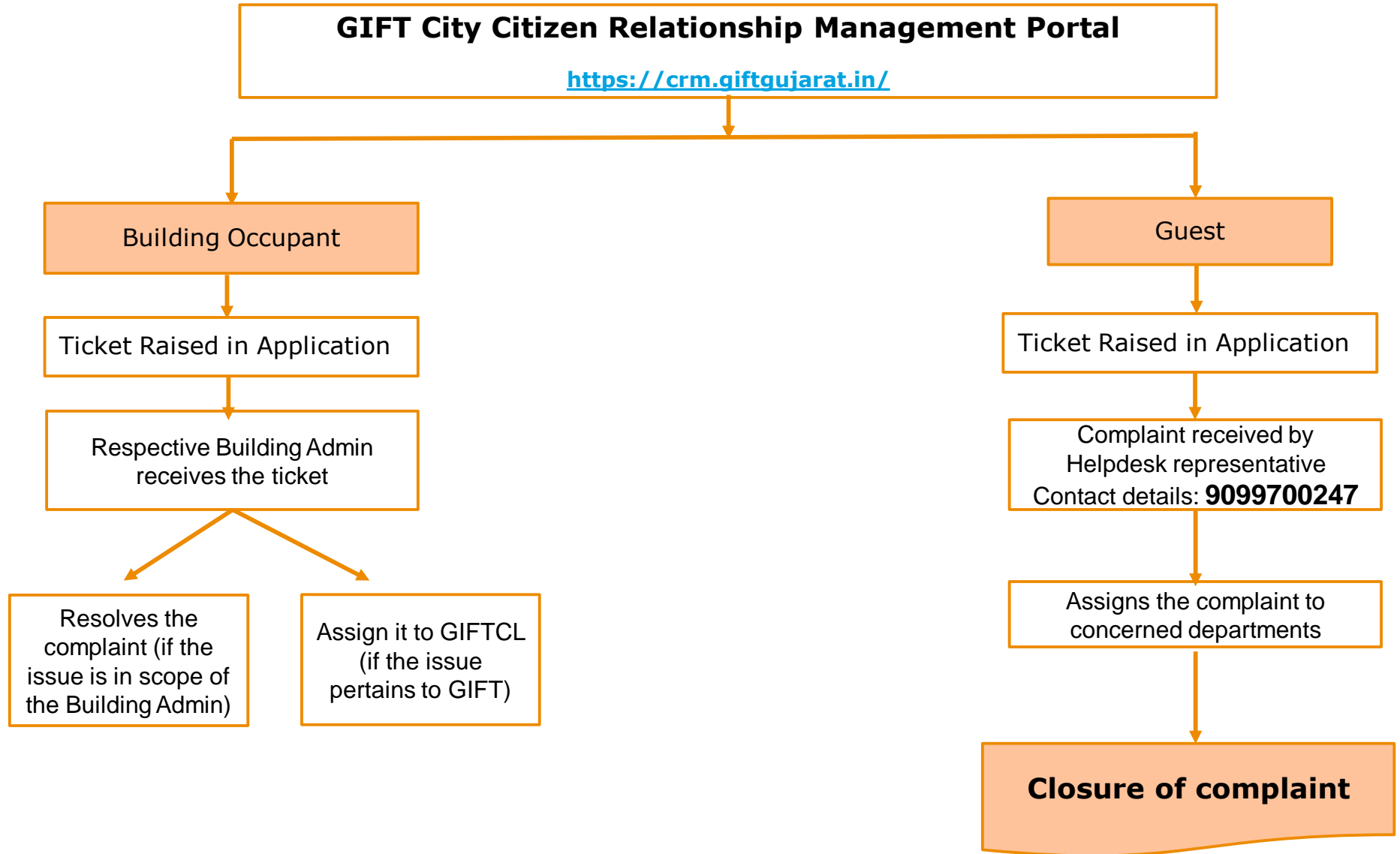
Mr. Umang (Sr. Executive)
079 61708434/ 9099700247
umang.patel@giftgujarat.in

Mr. Gaurav Thakor (Sr. Executive)
079 61708434/ 9099700247
Gaurav.thakor@giftgujarat.in

Stamp Duty Refund

Helpdesk and Chatbot

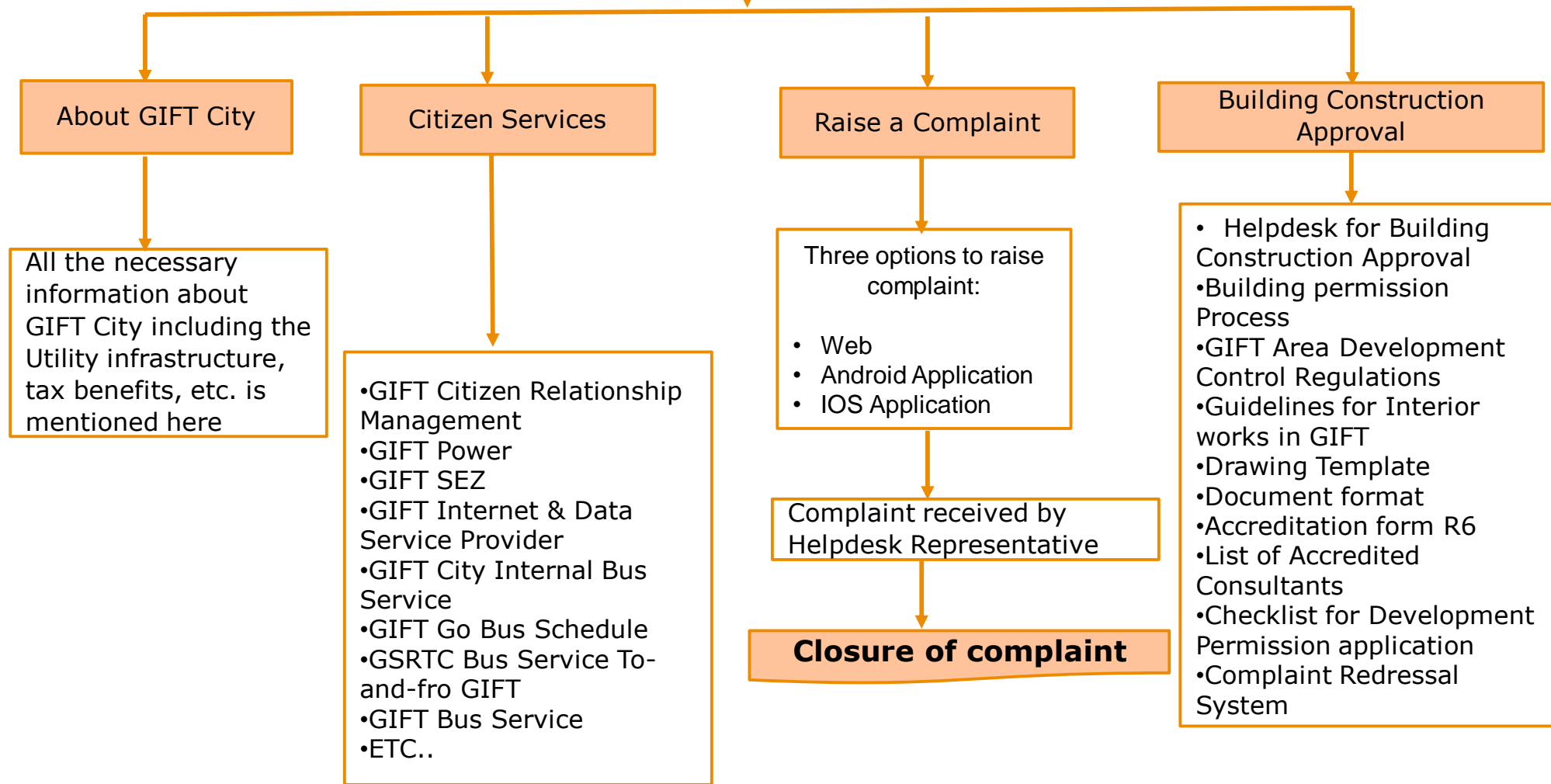
- Process Overview
- Organization Chart
- ▶ Process Flow
- 1. Helpdesk Application



1. Helpdesk Application

2. Chatbot

GIFT City Website (<https://www.giftgujarat.in/>) - Chatbot



Process Overview

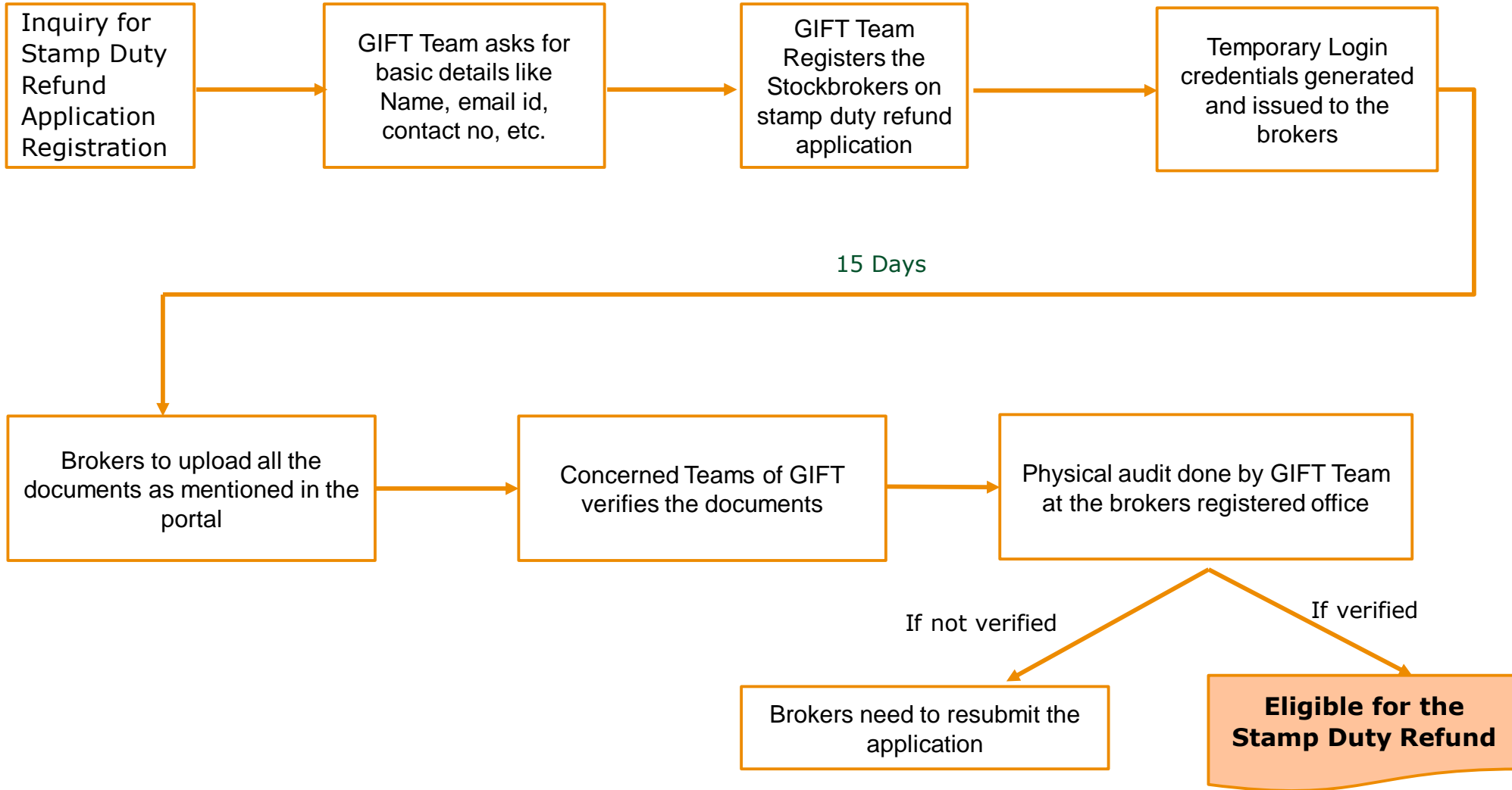
Organization Chart

▶ Process Flow

1. Helpdesk Application

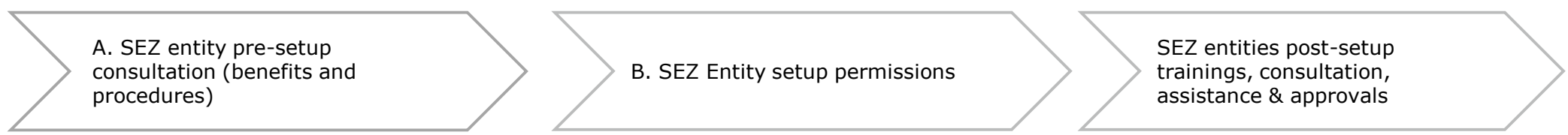
2. Chatbot

3. Stamp Duty Refund



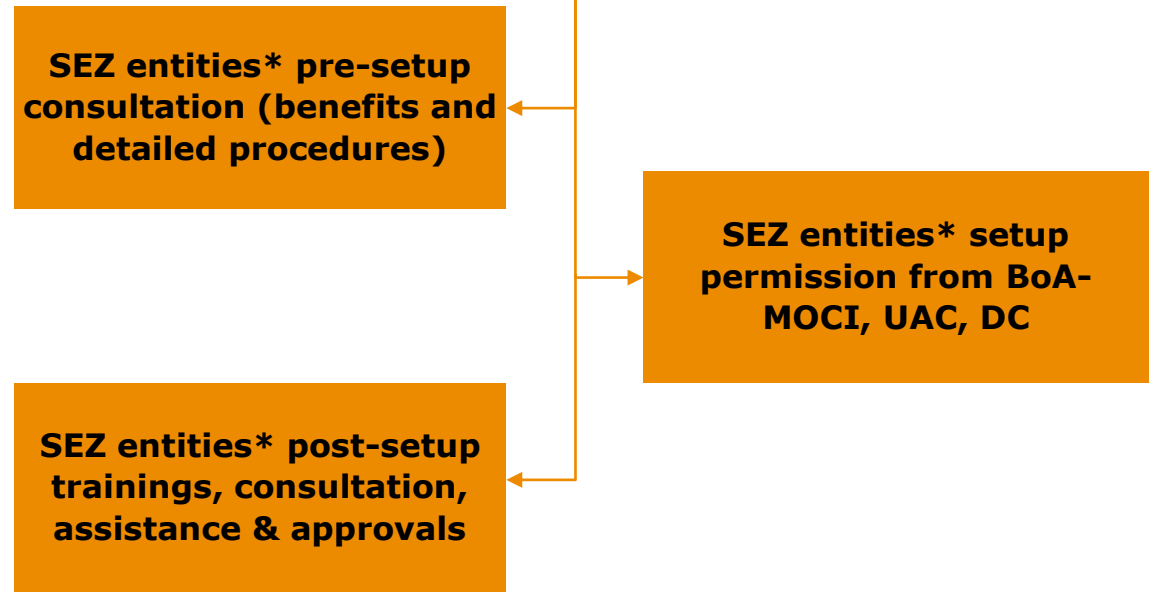


PROCESS FOR SETTING UP AN ENTITY (CO-DEVELOPER / IFSC / NON-IFSC / UTILITY) AT GIFT SEZ



- ▶ Process Overview
- Organization Chart
- Process Flow
-
-

Process Overview



SEZ Entities includes Co-Developers for Infrastructure development, Units for undertaking IFSC/Non-IFSC operations and Utilities like Canteen, Cafeteria, ATM, Creche, E-bike station etc

A. SEZ entity pre-setup consultation (benefits and procedures)

B. SEZ Entity setup permissions

SEZ entities post-setup trainings, consultation, assistance & approvals

Process Overview

Organization Chart

Process Flow

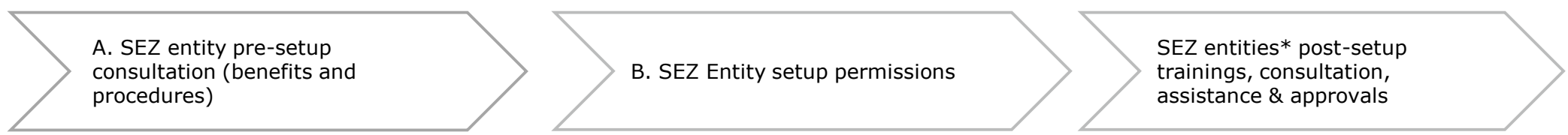
Mr. Piyush Gandhi (Head SEZ Dept)
7567898187
piyush.gandhi@giftgujarat.in

Prakash Thakur
8980006410
prakash.thakur@giftgujarat.in

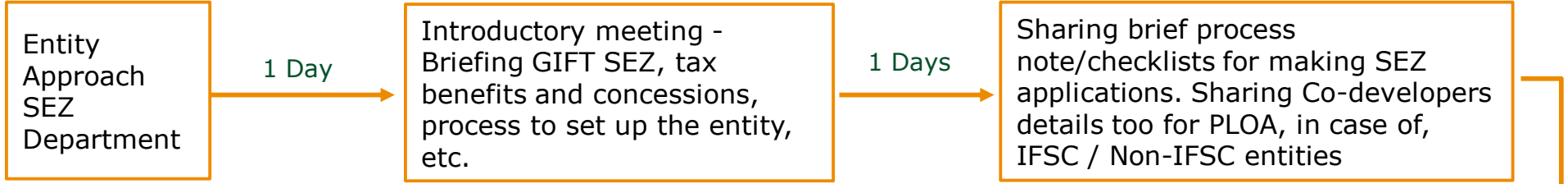
Yogesh Bobade
9909041830
Yogesh.bobade@giftgujarat.in

- Pre-set up consultation to "Co-Developers" (proposing infrastructure development in SEZ) w.r.t. SEZ exemptions and infrastructure set up procedures.
- Assistance is getting required BoA, MOCI approval
- Post-set up assistance in complying SEZ mandates like List of Goods, Building Approval from UAC, GST, RCMC, BLUT, ICEGate etc.
- Routine assistance for Customs permission.

- Pre-set up consultation to new IFSC / Non-IFSC entities / Utilities w.r.t. to SEZ exemptions and unit set-up procedures.
- Assistance in setting up a new IFSC / Non-IFSC Unit / Utility in SEZ
- Post-set up consultation and assistance in complying with initial SEZ mandates like IEC, GST, RCMC, BLUT, ICEGate etc and Customs procedures like export, import, DTA Procurement, DTA Sales etc.

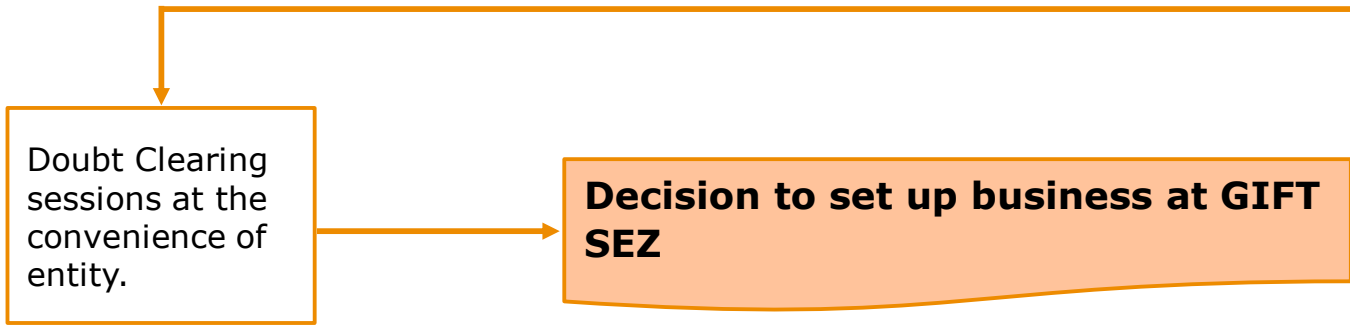


- Process Overview
- Organization Chart
- **▶ Process Flow**



On phone calls - as & when required

1. SEZ Entity pre-set consultation



A. SEZ entity pre-setup consultation (benefits and procedures)

B. SEZ Entity setup permissions

SEZ entities* post-setup trainings, consultation, assistance & approvals

Process Overview

Organization Chart

Process Flow

- 1. SEZ Entity pre-set consultation
- 2.1 SEZ Entity (Co-Developer) setup permission

Meeting with the Co-developers (after issuance of PLOA and CDA)

1 Day

Consultation & assistance in preparing the application (Form-A.1) with supporting documents.

2-3 Days

Final document verification before submission to authorities.

1 Day

Application submission by Co-developer to DC office. Answering the queries of DC-GIFT.

< 15 Days

Application forwarded by DC-GIFT to BoA-MOCI, with his recommendations report.

Proposal put up before the Board of Approval, MOCI for consideration.

Letter of Approval issued to Co-Developer to operate from GIFT SEZ



Process Overview

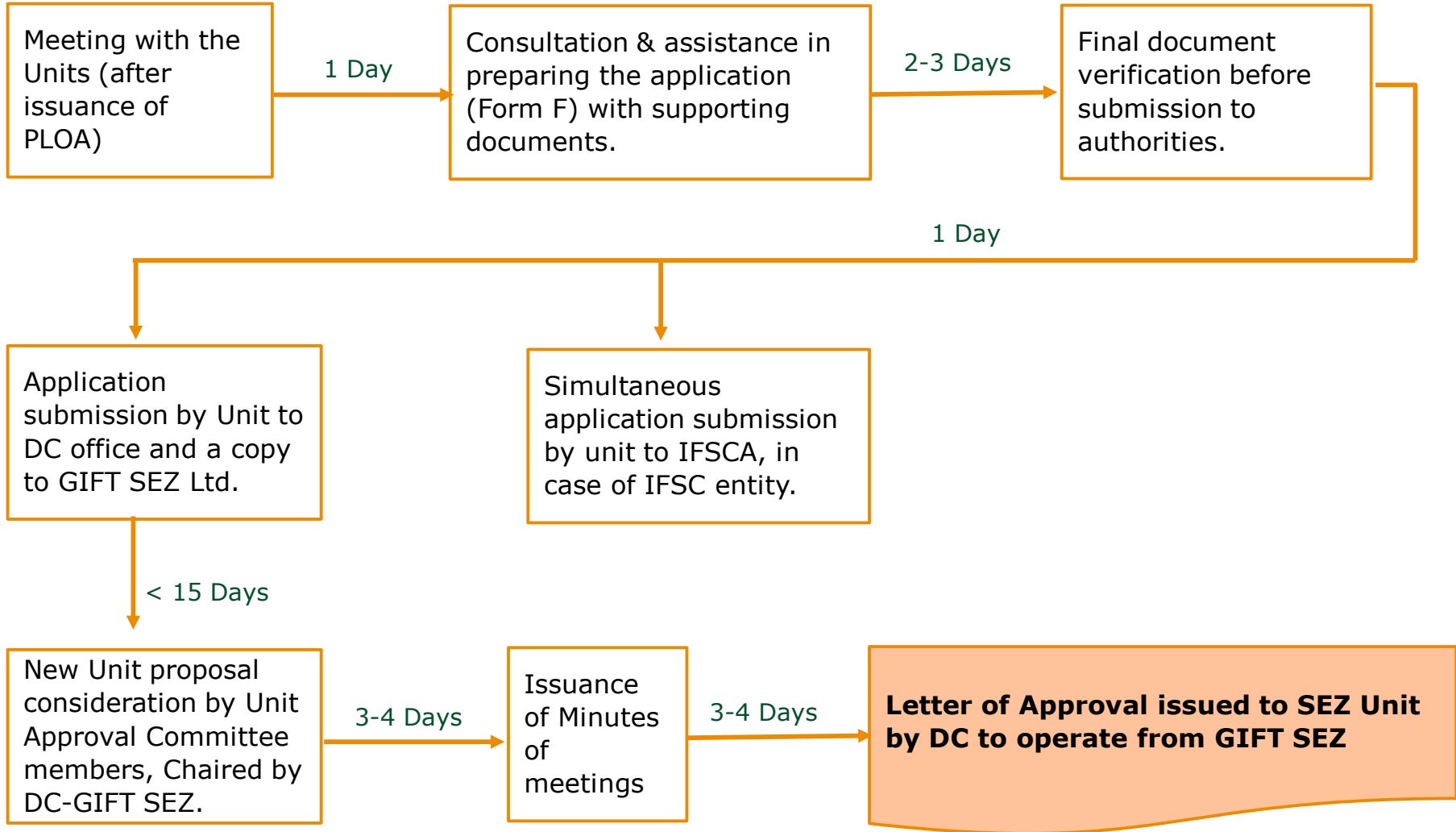
Organization Chart

Process Flow

1. SEZ Entity pre-set consultation

2.1 SEZ Entity (Co-Developer) setup permission.

2.2 SEZ Entity (IFSC / Non-IFSC) setup permission.



A. SEZ entity pre-setup consultation (benefits and procedures)

B. SEZ Entity setup permissions

SEZ entities post-setup trainings, consultation, assistance & approvals

Process Overview

Organization Chart

Process Flow

1. SEZ Entity pre-set consultation

2.1 SEZ Entity (Co-Developer) setup permission.

2.2 SEZ Entity (IFSC / Non-IFSC) setup permission.

3 SEZ Entity post-setup approvals – Consultation and assistance

After getting Letter of Approval from the DC office / BoA-MOCI

2 Days

Training session – Initial SEZ compliance awareness to avail SEZ duty benefits and start operations

Continuous process

Consultation and assistance in getting requisite approvals from DC office to all SEZ entities w.r.t.

1. Bond cum Legal Undertaking (BLUT) execution (for all)
2. GST Registration (for all)
3. Import Export Certificate (IEC) Registration (for all)
4. Registration Cum Membership Cert. (RCMC) Registration (for all)
5. SEZ I-Card (for all)
6. SEZ Online registration (for all)
7. Duty-free procurement mechanism & Custom clearance (for all)
8. LOA Extensions (for Units)
9. Broad bandings & authorized operations (for all)
10. Address Change permission (for Units)
11. Change in the constitution (for all)
12. Exit application (for Units)
13. Commence of operations permission (for Units)
14. Duty-free goods / Services approvals (for Co-Developers)

Useful Links

- GIFT Website : <https://www.giftgujarat.in>
- GIFT City Brochure: <https://assets.giftgujarat.in/downloads/Gift+City+Brochure.pdf>
- Ready Reckoners: <https://www.giftgujarat.in/downloads>
- Accreditation of consultants with GIFTCL: <https://accreditation.giftgujarat.in/accreditation.aspx>
- Building Construction Approval documents and guidelines: <https://www.giftgujarat.in/downloads>
- Stamp Duty Refund Portal: <https://sdrp.giftgujarat.in:44381/>
- GIFT City Helpdesk Application: <https://crm.giftgujarat.in/>
- Power: <https://power.giftgujarat.in/>
- Application form for District Cooling System, Water, Sewage, Solid Waste(AWCS): <https://gift-web-assets.s3.ap-south-1.amazonaws.com/ApplicationForm.pdf>

Project Lifecycle

Stage 1: Project Concept

Concern Depts	Task (Developer)	Task (Institutional)*
Business Development/Planning/Land Planning/ Engineering / Finance/ Business Development	Demand Validated with Dev Plan	Demand Validated with Dev Plan
	Techno- Financial Validation with Eng./Fire/ICT along with probable options with infra cost	Techno- Financial Validation with Eng./Fire/ICT along with probable options with infra cost
Business Development/ Legal/ Planning	Final Proposal adopted for RFP	Final Proposal adopted for Nomination
Business Development	RFP	Proposal by Institution
Business Development	Board Approval /Allotment Process	Board Approval /Allotment Process
Business Development	LOA/PLOA	LOA/PLOA

** Name of departments performing a particular task is given under column "ConcernDepts". The first dept name indicates the*

Leading Dept assign to the task.

** Succeeding events related to CC will be part of Stage 2 i.e. Pre-Construction

Stage 2: Pre – Construction

Concern Depts	Task
Business Development	Project Timeline from Developer
Planning/Engineering/Fire/ICT	Project timeline from GIFTCL about internal process
Business Development/ Planning/ Engineering/ Fire/ ICT/ Landscape/ City Admin	Induction with Developer & introduction of working group lead by Planning along with representative of aldept
Planning/Developer	Accreditation of consultants with GIFTCL
Planning/ Engineering/ Fire/ ICT/ Landscape/ CA/ BD	Preliminary Design Workshop with developer for design discussion including EHS, Utility connection including Gas, Entry-Exit, Landscape, Storm water
Engineering	Process initiation for bidding of Temporary Utility connection
Planning	Nomination of PCC and introduction with developer
Planning/ Engineering/ Fire/ ICT/ Landscape/ CA & MEPF CC	Detailed Design Workshop with developer

Stage 2: Pre – Construction

Planning/ Fire/ ICT/ Landscape/ CA & MEPF CC	Review and Approval of final Architectural/Structure (GA)/MEPF (GA) drawings-
Developer/Planning	Submission of Final Architectural Drawings and Confirmation
Developer/Planning	Application for DP through ODAS
Developer/Planning	Final Submission of required Hardcopy drawings (dullysign & stamp)/documents & Payment of Statutory fees
Planning	Recommendation from GIFTCL to GIFT UDA/ SEZ Com for DP
TPO GIFT UDA/DC GIFT UDA/ DC SEZ Com	Development committee meeting & grant/ rejection of DP
TPO GIFT UDA/DC GIFT UDA/ DC SEZ Com	Approval/ Rejection confirmation to developer of DP
Business Development / Legal/ Planning/Finance	Agreement to lease cum development
Developer/ Engineering/ Planning	Application for temporary connection (Water, Electricity)
Planning/Developer /Legal	Awarding Logistic Area

Stage 3: Construction

Concern Depts	Task
Developer/Planning	Marking of coordinate at Site for excavation & EHS compliances
Developer	Submission of DBR, Software model calculation & GA/GFC drawing, Green Building Reg, ECBC Report, EHS manual for CC Substructure / CC MEPF, with Building Signage Provisions
Planning	Review of Submission of Structural DBR, Software model, and Structural GA Drawings / Environment and EHS Manual
Planning & MEPF CC	Vetting Structural Design from PCC (MEPF)
Developer/ Planning/ MEPF CC/ Fire/ ICT	Review & approval MEPF DBR GFC drawing,
Planning/ MEPF CC /Fire/ ICT	confirmation of revised submission
Planning/TPO GIFT UDA	Issuance of CC Sub structure /approval of MEPF DBR
Planning/ Developer	Checking of Excavation level, coordinate, EHS compliances*
Developer	PCC Work (Construction at Site)
Developer/Planning / MEPF CC	Site Visit & EHS compliances
Developer/Planning	site visit report and compliance
Developer	Foundation work (Construction at Site)
Developer/Planning/ MEPF CC	Site Visit at foundation level-1 & EHS compliances
Developer/ Planning/PCC	site visit report and compliance
Developer/ Planning/ MEPF CC	Site Visit at foundation level-2 & EHS compliances
Developer/Planning/ MEPF CC	site visit report and compliance
Developer	work up to Plinth Level (Construction at Site)
Developer/Planning/MEPF CC	Site Visit at Basement slab level & EHS compliances
Developer/Planning/MEPF CC	site visit report and compliance
Developer	Submission of Software model calculation, Super Structure& MEPF GFC drawing for CC super structure
Developer/Planning/MEPF CC	Review, resubmission & approval Super Structure drawings

Stage 3: Construction

Planning/ TPO GIFT UDA/ SEZ Com	Issuance of CC Super Structure
Developer	First Storey (Construction at Site)
Planning/MEPF CC / Developer	Site Visits at first story & EHS compliances
Planning/ MEPF CC /Developer	site visit report and compliance
Developer	Middle Storey (Construction at Site)
Planning/ MEPF CC / Developer	Site Visits at middle story & EHS compliances
Planning/MEPF CC / Developer	site visit report and compliance
Developer	Terrace Slab (Construction at Site)
Planning/ MEPF CC /Dev	Site Visits at terrace slab level & EHS compliances
Planning/ MEPF CC / Developer	site visit report and compliance
Developer/Engineering	Application for permanent connection (Electrical/Water/DCS/AWCS/Sewage/Gas/ Entry-Exit/Landscape/Storm Water)
Developer/Planning	Submission of DBR, Software model calculation & GFC drawing for facade CC
Developer/Planning/ MEPF CC	Review & approval of DBR, Software model calculation & GFC drawing
Planning/MEPF CC /TPO GIFT UDA/ SEZ Com	Issuance of CC Façade and EHS Clearance
Developer/Planning/ Engineering/Fire/Landscape	Confirmation of Fire and Landscape compliances related to Entry-Exit Layout
Planning/Developer/Engineering	Procurement and Execution of permanent connection (Electrical/ Water/ DCS/ AWCS/Sewage/Gas/ Entry-Exit/ Landscape/ Storm/Water)
Planning/Engineering	Initiation for Construction of Entry Exit work
Developer/Planning	Facade Work (Half) (Construction at Site)
Planning/ MEPF CC /Developer	Site Visits at facade middle story & EHS Compliances
Planning/MEPF CC /Developer	site visit report and compliance
Developer/Planning	Facade Work completed (Construction at Site)
Planning/MEPF CC/Developer	Site Visits at facade after completion & EHS Compliances
Planning/ MEPF CC/ Developer	site visit report and compliance

Stage 4: Commissioning

Concern Depts	Task
Developer/Planning	Submission of Structure, MEPF & Architectural as Built Drawings and surrender logistics area, Tree Plantation
Planning/ Fire/ICT/ MEPF CC/Engineering	Site Visit-1 Pre OC including Fire driveway, entry-exit, landscape, storm water
Planning/ Developer/ Engineering/ Landscape	Compliances on Site related to Pre-OC site visit observations including Fire driveway, entry-exit, landscape, storm water
Planning/ Fire/ ICT/ MEPF CC	Site Visit-2- Pre OC
Planning/ Fire/ICT& MEPF CC	NOC from GIFTCL, PCC, CEIG, LIFT & Fire Officer-Gandhinagar
Developer/Planning	Final Submission of required OC checklist drawings/documents including O&M
Planning/ Business Development/ Legal/ Engineering	Confirmation of Final BUA & supplementary agreement with O&M manual
Developer/ Planning/ Finance	Payment of Statutory fees (scrutiny, Tree deposit, Labourcess)
Planning	Recommendation from GIFTCL to GIFT UDA/ SEZ Com for OC
TPO GIFT UDA/ SEZ Com	Development committee meeting & grant/ rejection of OC
TPO GIFT UDA/ SEZ Com	Approval/ Rejection confirmation to developer
Business Development	Payment 100% DR Consideration
Business Development/ Legal/ Planning	Execution of lease deed (OC/ Pre OC)

Stage 5: Operation and Maintenance

Concern Depts	Task
Planning/ Engineering/ City Admin/Fire	Routine Updates including compliances of undertaking given at the time of OC/ part OC including EC conditions and O&M agreement
Developer /City Admin	Annual CLM and lease Rent
Planning/Engineering/ City Admin/Fire/ Developer	Periodic project monitoring and regularization including FireNOC, structural audit of building and plantation
Developer/ Planning	Building Name Signage
Developer	Application for Interior space furnishing
Developer/ Planning	Review and approval of application for Interior space furnishing

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