

**RIGHT TO INFORMATION ACT****Index**

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# SOFTWARE TECHNOLOGY PARKS OF INDIA

An Autonomous Society under Department of Electronics & Information Technology,  
Ministry of Communications & Information Technology, Govt. of India.

C-21, Thejaswini Building, Technopark, Thiruvananthapuram-695 581  
Telephone No. +91-471-270 0707, 270 0404  
Fax No. +91- 471-270 0505  
Website: [www.tvpm.stpi.in](http://www.tvpm.stpi.in)

## Information Handbook under Right to Information Act, 2005

### CHAPTER – 1: INTRODUCTION

#### 1.1 Background of the Handbook

This information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of objectives, functions etc. of the Software Technology Parks of India, Thiruvananthapuram.

#### 1.2 Objectives

- To provide access to information under the control of office of the Director General, Software Technology Parks Of India and to promote transparency in the working.
- To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

#### 1.3 Intended Users

This Handbook is useful for the software exporting industry including small/ medium entrepreneurs and individuals working in the related areas.

#### 1.4 Contact Persons for getting more information

Please contact the Public Information Officer/ concerned Assistant Public Information Officer(s) in the office of the Software Technology Parks of India and its centers/ sub-centers, as detailed in Chapter - 17 below.

#### 1.5 Definitions/ Abbreviations used

- (a) "APIO" means Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act
- (b) "AA" means Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act
- (c) "DG" means Director General, STPI
- (d) "GC" means Governing Council
- (e) "ECOD" means Executive Committee of Director
- (f) "EXIM" means Export/Import Policy
- (g) "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act
- (h) "RTI Act" means Right to Information Act
- (i) "EHTP Scheme" means Electronic Hardware Technology Parks
- (j) "STP Scheme" means Software Technology Parks
- (k) "STPI" means Software Technology Parks of India

## **1.6 Procedure and Fee Structure for getting information not available in the Handbook**

Any person who wishes to seek information under the RTI Act, 2005 can file an application in Form "A" attached with this Handbook, to PIO or APIO concerned. Forms are available free of cost in the O/ o STPI/ Centre/ sub-Centre. It can also be downloaded from the STPI website.

A fee of Rs. 10/- (Rs. Ten Only) per application will be charged for supply of information other than the information relating to Tender Documents/ Bids/ Quotations/ Business Documents in addition to the cost of documents or the photocopies of documents/ information, if any.

For Tender Documents, an Application Fee of Rs. 500/- (Rs. Five Hundred) per application will be charged.

A sum of Re. 2(Rs.Two) per page will be charged for supply of photocopy of document(s) under the control of O/o STPI.

The fee/ charges payable as above shall be in the form Demand Draft/ Indian Postal Order (IPO) drawn in favor of Software Technology Parks of India, payable at Thiruvananthapuram.

Subject to the provisions of the RTI Act, STPI will endeavor to reply/ provide the information as early as possible and in any case within 30 days of the receipt of the request.

## **CHAPTER – 2: PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES [Section 4(1) (B) (I)]**

### **2.1 STPI: The Background**

Software Technology Parks of India was established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Department of Information Technology, Ministry of Communications and Information Technology, Govt. of India on 5<sup>th</sup> June 1991 with an objective to implement STP Scheme, set up and manage infrastructure facilities and provide other services like technology assessment and professional training.

### **2.2 Objectives of the Society**

The objectives of the Software Technology Parks of India are:

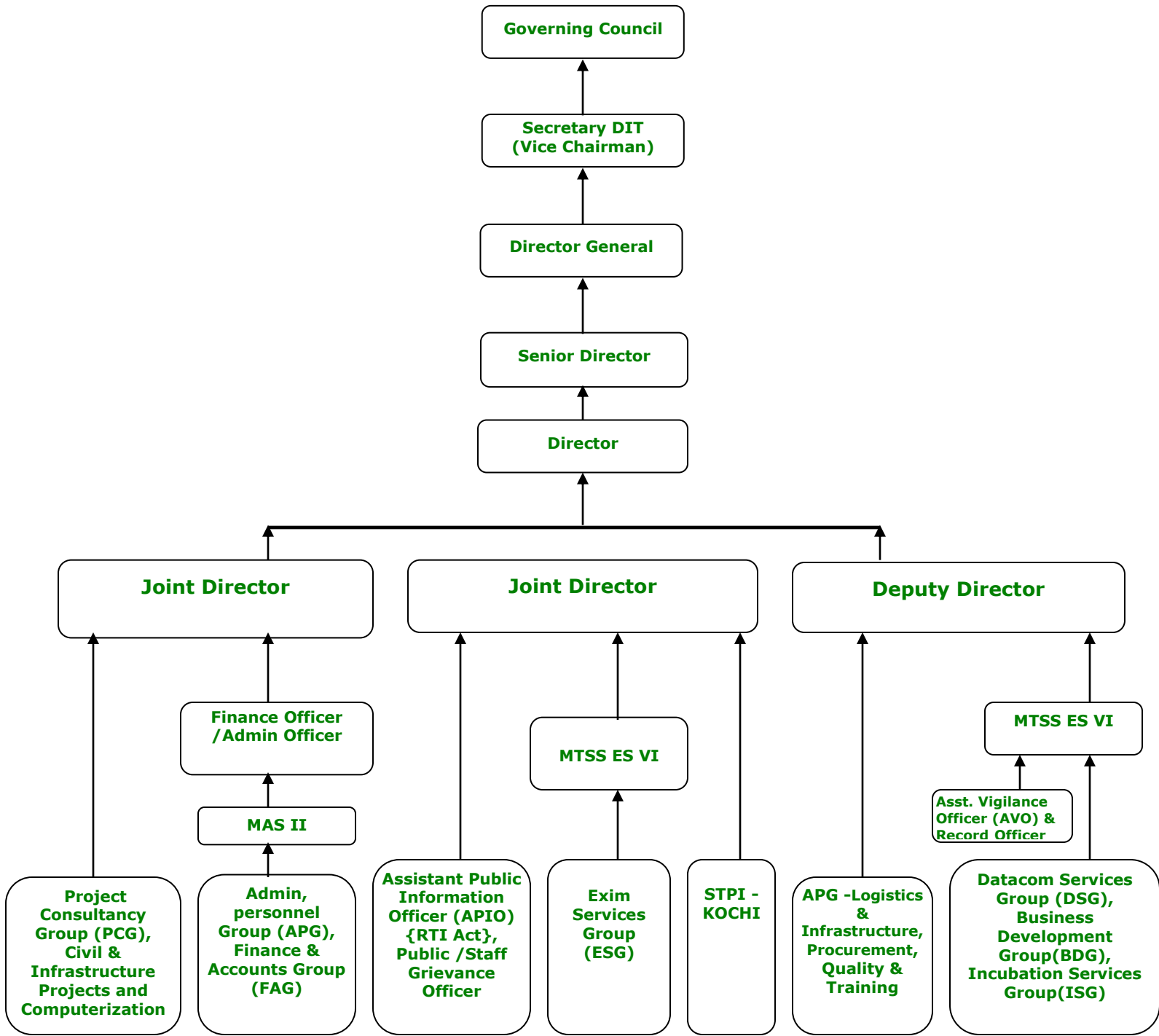
- (a) to promote the development and export of software and software services including IT enabled services(ITES).
- (b) To provide statutory services to the exporters by implementing STP/ EHTP Scheme.
- (c) To provide data communication services including various value added services to IT industries and corporate houses.
- (d) To provide Project management and Consultancy services both national and international level.
- (e) To promote small and medium entrepreneurs by creating a conducive environment in the field of Information technology.
- (f) To promote Bio-informatics/ Biotechnology industries by providing infrastructural and statutory support.

## 2.3 Functions of the Society

- The STPI performs all functions necessary to fulfill its objectives and include the following:-
  - (1) To establish Software Technology Parks at various locations in the country;
    - (a) To establish and manage the infrastructural resources such as communication facilities, core computers, building, amenities etc. in these parks and to provide services to the users (who undertake software development for export purposes) for development and export of software through data link and to render similar services to the users other than exporters.
    - (b) To undertake other export promotional activities such as technology assessments, market analysis, market segmentation etc.
    - (c) To organize specialized training in the field of Software technology for skill development.
    - (d) To work closely with respective State Government and act as an interface between industry and government.
    - (e) To create incubation with plug and play facility with low operation cost in order to promote small and medium entrepreneurs.
    - (f) To promote secondary and tertiary locations by establishing STPI facilities to promote STP/ EHTP Scheme.
    - (g) To create entrepreneurship, by regularly organizing Entrepreneur Development Programs.
    - (h) To assist State Governments in formulating IT Policies and liaison for promoting the IT industries in respective states to achieve a cumulative growth of exports from all over the country.
    - (i) To implement quality and security standard in the IT industries.
    - (j) To work jointly with venture capitalist for providing financial assistance to the IT industries.
  - (2) To perform financial management functions which comprise inter alia the following activities;
    - (a) to obtain or accept grants, subscriptions, donations, gifts, bequests from Government, Corporations, Trust, Organizations or any person for fulfilling the objectives of the STPI.
    - (b) To maintain a fund to which shall be credited:

- All money provided by the Central Government, State Governments, Corporations, Universities etc.
  - All fees and other charges received by the STPI
  - All money received by the STPI by way of grants, gifts, donations, benefactions, bequests or transfers; and
  - All money received by STPI in any other manner or from any other source
- (c) To deposit all money credited to the Fund in scheduled Banks or to invest in such a manner for the benefit of the STPI as may be prescribed.
- (d) To draw, make, accept endorse and discount cheques, noted or other negotiable instruments and for this purpose, to sign, execute and deliver such assurance and deeds as may be necessary for the purpose of the STPI.
- (e) To pay out of the funds belonging to the STPI or out of any particular part of such funds, the expenses incurred by the STPI from time to time including all expenses incidental to the formation and reorganization of the STPI and management and administration of any of the foregoing activities including all rents, rates taxes, outgoing and the salaries of the employees.
- (f) To acquire, hold and dispose of the property in any manner whatsoever for the purpose of the STPI, with the prior approval of Governing Council.
- (3) To do all such acts and things as may be required in order to fulfill the objectives of the STPI.

## 2.4 Organization Chart



## **2.5. DETAILS OF SERVICES PROVIDED BY STPI**

### **2.5.1 Software Technology Park (STP) Scheme/ Electronic Hardware Technology Park (EHTP) Scheme**

Software Technology Park (STP) is a 100% export oriented scheme for the development and export of computer software using communication links or physical media and including export of professional services. The scheme integrates the concept of 100% Export Oriented Units (EOUs) and Exports Processing Zone (EPZs) of the Government of India and the concept of Science Parks/ technology Parks as operating elsewhere in the world.

#### **HIGHLIGHTS OF STP SCHEME**

- Approval under single window clearance mechanism
- Upto 100% foreign equity permitted.
- Goods imported / procured domestically by the STP units are duty free.
- Second hand capital goods may be imported.
- Sales in the domestic market are permissible up to 50% of the export.

### **2.5.2 High Speed Data Communication facility (HSDC)**

STPI has designed and developed state-of-the-art HSDC Network called Soft NET, which is available to software exporters at internationally competitive prices. STPI has set up its own International Gateways at 51 locations for providing HSDC links to the software industry.

Local access to International gateways at STPI centers is provided through point to point and Point to Multipoint microwave radios for the local loop which has overcome the last mile problem and enabled STPI to maintain an up time of nearly 99.9%. The terrestrial cables (fiber/copper) are also used wherever feasible. These communication facilities are the backbone of the success in the development of offshore software activities.

#### **STPI provides the following HSDC services through this network**

1. International Private leased circuits (IPLCs) in the bandwidth of 64 KBPS to 8 MBPS.
2. Dedicated and Shared Internet services.
3. Web/Home pages-hosting, authoring and maintenance.
4. Co-location rack Space and Other value added services.

STPI provides worldwide connectivity for its software export units, is radiating about more than 3 Gbps (approximate), and is operating with international carriers from its stations / available fiber capacity for various destinations.

### **2.5.3 INCUBATION**

The incubator concept has emerged worldwide essential component of the infrastructure required for the growth of high technology businesses including information Technology and Software Development. These incubators provide the necessary help to nurture technology ideas into commercial successes

STPI has launched the concept of incubation facility in many of its centers for the small and medium entrepreneurs (SMEs). STPI sets up entire facility for commencing



operations by software units from day one. It offers advantage of no gestation period and does not require any capital investment. It helps in developing confidence in the client and ensures that the business opportunity is not lost.

**The incubation facilities have the following facilities.**

- Modular built up area for ready to use by the software entrepreneurs
- Back up for supply
- Telephones and fax facility
- Air Condition
- Business Center
- Conference Rooms and Training Facilities
- High speed communication links, internet and video conferencing facilities

**2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES**

STPI do undertake turnkey assignment in IT and telecom areas. Consultancy Services have high margins with no/minimal capital expenditure. The critical requirement for consultancy and project management services is the availability of skilled and experienced manpower to tap the market, STPI would be having a dedicated team of marketing and project management professionals operating from HQ and its main centers.

**Addresses of the registered office of the Software Technology Parks of India Thiruvananthapuram and other sub-centers**

**Working days/ Hours: Monday to Friday/ 9.00 A.M to 5.30 P.M**

**STPI- THIRUVANANTHAPURAM**

The Director  
Software Technology Parks of India  
C-21, Thejaswini Building,  
Technopark,  
Thiruvananthapuram – 695 581  
Kerala, INDIA.

Ph: +91 – 471 – 27 00 404, 27 00 607, 27 00 707, 27 00 807

Fax: +91 – 471 –27 00 505

**Email: [sr.subramaniam@stpi.in](mailto:sr.subramaniam@stpi.in)**

**URL: <http://www.tvpm.stpi.in>**

**STPI COCHIN**

The Joint Director  
Infopark  
Thapasya, Kusumagiri,  
Kakkanad P.O.,  
Kochi – 682 030

Ph: 91-484-2415228

**Email: [k.rajasekharam@stpi.in](mailto:k.rajasekharam@stpi.in)**

**CHAPTER – 3: POWERS AND DUTIES OF STPI OFFICERS/EMPLOYEES  
[SECTION 4(1) (b) (ii)]**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Job Responsibility</b>
1	Director (Subramaniam S.R)	<ol style="list-style-type: none"> <li>1. Over all responsibility to manage the STPI- Thiruvananthapuram and Kochi.</li> <li>2. Implementation of STP /EHTP Scheme and Technical Services of STPI in the state of Kerala &amp; Lakshadweep.</li> <li>3. Co-Ordination with Govt. agencies for the functioning of EoUs under STP /EHTP scheme.</li> <li>4. Monitoring and review of EoUs under STPI .</li> <li>5. Industry and Incubation Promotion</li> </ol>
2	Joint Director (Samraj Daniel)	Activities of APG,FAG,PCG, Civil & Infrastructure Projects and Computerization
3	Joint Director (Rajasekharam K)	Activities of ESG, Asst. Public Information Officer(APIO){RTI Act}, Staff/Public Grievances Officer and Operation and Managing of STPI-KOCHI center
4	Deputy Director (Mahesh M)	Activities of BDG,DSG,ISG, APG-{Logistics & Infrastructure, procurement} and Quality & Training
5	Finance Officer (Ajit R Patwardhan)	Activities of APG,FAG
6	MTSS ES VI (Nevin S.R)	Activities of DSG,BDG
7	MTSS ES VI (Jithesh P)	Activities of ESG
8	MASS II (Ajit Kumar Sahoo)	Activities of APG,FAG

For Delegation of powers and Administrative powers, kindly refer STPI-HQ- web site [www.stpi.in](http://www.stpi.in)

\***APG**-Admin, personnel Group, **FAG** -Finance & Accounts Group, **PCG**-Projects & Consultancy Group, **ESG**-EXIM Services Group, **BDG**- Business & Development Group, **DSG**-Datacom Services Group , **ISG**-Incubation services Group

**CHAPTER – 4: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

**[SECTION 4(1) (B) (iii)]**

Kindly refer STPI-HQ- web site [www.stpi.in](http://www.stpi.in)

**CHAPTER – 5: THE NORMS SET BY STPI FOR THE DISCHARGE OF ITS FUNCTIONS**

**[SECTION 4(1) (b) (iv)]**

Kindly refer to STPI-HQ- web site [www.stpi.in](http://www.stpi.in)

The forms related to Software Technology Park (STP)/ Electronic Hardware Technology Park (EHTP) scheme ie, Application Form, Legal undertaking format, Terms and Conditions of Letter of Permission (LOP) etc. are available in the web site [www.tvpm.stpi.in](http://www.tvpm.stpi.in)

**CHAPTER – 6: THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY STPI OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

**[SECTION 4(1) (b) (v)]**

**6.1 Documents used by STPI**

Kindly refer to STPI-HQ- web site [www.stpi.in](http://www.stpi.in)

**CHAPTER - 7: THE STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY STPI OR UNDER ITS CONTROL**

**[SECTION 4(1) (b) (VI)]**

Kindly refer to STPI-HQ- web site [www.stpi.in](http://www.stpi.in)

Handbook of Procedures (Volume 1) is available at the <http://dgft.delhi.nic.in>

**CHAPTER – 8: PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF**

**[SECTION 4(1) (b) (vii)]**

No such arrangement is called for at present.

**CHAPTER – 9: STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC**

**[SECTION 4(1) (b) (viii)]**

STPI functions through the following organs:-

**9.1 Governing Council (GC)**

**9.1.1 Composition**

Kindly refer to STPI-HQ- web site [www.stpi.in](http://www.stpi.in)

**9.1.2 Powers and Functions**

All the powers, functions and responsibilities of the society shall be vested in the Governing Council, which will oversee the functioning of the STPI through the Chief Executive Officer.

**9.1.3 Executive Committee of Directors (ECOD)**

The ECOD, which is an organ of the Society in terms of Clause 9 of this Memorandum, shall perform functions in the following matters:

- (a) Examination of new proposals/schemes and budget.
- (b) Review and rational of system and management practices relating to common issues such as staff matters including review promotions and staff welfare, service conditions, delegation of powers.
- (c) Examination of proposals for deputation of personnel abroad for project based assignment including equipment procurement.
- (d) Examination of proposals for writes off irrecoverable dues and obsolete stores.
- (e) In addition to the matters as at (a) above, examination of all other proposals involving financial implications including regulation of financial powers of various officers.
- (f) Any other matter, which the Governing council may remit to it for consideration and advice.

Except where the powers are vested in the ECOD, it shall render advice to the Governing Council.

The ECOD shall comprise the following members:

(a) Director General STPI	Chairman
(b) Joint Secretary & Financial Advisor, DIT	Member
(c) Joint Secretary/ Group Coordinator (STPI), DIT	Member
(d) Sr. Director, STPI	Member
(e) Three Directors of STPI Centres (to be nominated by DG)	Member
(f) Director (Finance)/ Chief Finance Officer, STPI	Member
(g) Director (HQ)	Member
(h) Director (Personnel)/ Chief Admn. Officer, STPI	Member Secretary

#### 9.1.4 Standing Executive Boards (SEBs)

A standing Executive Board (SEB) shall be constituted for each State where the STPI has a Centre to act as an interface with the industry and State Government for policy and operational issues. The SEBs shall also prepare the future expansion plans for the Centre/ Sub-centres, augmentation of facilities, annual plan and budget for each STP and advise the Chief Executive Officer.

(i) DG/ his representative (not below the Rank of Director)	Chairman
(ii) Deputy Chief Executive Officer, STPI	Vice Chairman
(iii) Head of Programme Division for STPI, Administrative Ministry/Representative	Member
(iv) Secretary, IT, State Govt. / representative	Member
(v) Commissioner (Custom & Excise)/ his Representative	Member
(vi) Commissioner (Income Tax)/his Representative	Member
(vii) Two representatives of local IT industry	Member
(viii) Representative of IB	Member
(ix) Head of Centre, STPI	Member Secretary

Officer-in-charge of the Centre/sub-centers shall attend the SEB Meetings. DG may co-opt any other person, as may be necessary.

## CHAPTER – 10: A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

### [SECTION 4(1) (b) (ix)]

Details of Officers/ Employees are given below:

#### STPI-Thiruvananthapuram and its Sub centers – Regular

Sl. No	Name/ Designation Shri./Smt./Kum.	STD Code	Ph. No. Office	Extn No.	Fax no.	Email id:
1	S. R. Subramaniam (Director)	0471	2700606(Direct ), 2700 404,607,707,807	147	27 00 505	sr.subramaniam@stpi.in
2	Samraj Daniel C (Joint Director)	0471	2700 404, 607,707,807	128	27 00 505	samraj.daniel@stpi.in
3	Rajasekharam K (Joint Director)	0471	2700 404, 607,707,807	140	27 00 505	k.rajasekharam@stpi.in
4	Mahesh M (Deputy Director)	0471	2700 404, 607,707,807	131	27 00 505	mahesh.m@stpi.in
5	Ajit Patwardhan (Finance Officer)	0471	2700 404, 607,707,807	121	27 00 505	ajit.patwardhan@stpi.in
6	Nevin S.R (MTSS ES VI)	0471	2700 404, 607,707,807	122	27 00 505	sr.nevin@stpi.in
7	Jithesh P (MTSS ES VI)	0471	2700 404, 607,707,807	117	27 00 505	p.jithesh@stpi.in
8	Ajit Kumar Sahoo (MASS II)	0471	2700 404, 607,707,807	137	27 00 505	ajit.sahoo@stpi.in

**CHAPTER – 11: MONTHLY REMUNERATION RECEIVED BY EACH OFFICER/  
EMPLOYEE OF STPI INCLUDING THE SYSTEM OF COMPENSATION  
AS PROVIDED IN ITS REGULATION.**

**[Section 4(1) (b) (x)]**

The details of remuneration received by each officer/employee are detailed below. The system of compensation is as per Government of India Rules as applicable from time to time.

Sl.No.	Name/Designation	Monthly remuneration (Basic+GP)
	Shri./Smt./Km.	
1	Subramaniam S.R Director	Rs. 41690+8700
2	Samraj Daniel Joint Director	Rs. 23960+7600
3	Rajasekharam Joint Director	Rs. 24810+7600
4	Mahesh M Deputy Director	Rs. 21330+6600
5	Ajit Patwadhan Finance Officer	Rs. 11540+4600
6	S .R Nevin MTSS	Rs. 14210+4600
7	Jithesh P MTSS	Rs. 13540+4600
8	Ajit Kumar Sahoo MAS II	Rs. 9820+2400

**Contract Staff (through Agency)**

Sl.No.	Name/Designation	Monthly remuneration
	Shri./Smt./Km.	
1	Sreeja Devi J.S Admn. Assistant	Rs. 14306/-
2	Ullasan V B Attender	Rs. 13266/-
3	G.K.Nair PA to Director	Rs. 13125/-
4	G. Deepa Admn. Assistant	Rs. 11500/-
5	Asha. S. Krishnan Accounts Assistant	Rs. 10086/-
6	I. Soumya Admn. Assistant	Rs. 9607/-
7	R.V. Reshma Admn. Assistant	Rs. 9607/-

8	A. Archana Admn. Assistant	Rs. 9607/-
9	Susan George Admn. Assistant	Rs. 9607/-
10	Subinchand.V Office Boy	Rs. 8018/-
11	Suseela.N House Keeping	Rs. 8620/-
12	Thankappan C Security Guard	Rs. 8318/-
13	Krishna Pillai G Security Guard	Rs. 8318/-
14	Mohan Kumar P Security Guard	Rs. 8318/-

**CHAPTER – 12: BUDGET ALLOCATED TO CENTRE/SUB CENTRE INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

**[SECTION 4(1) (b) (xi)]**

STPI-T has been meeting the expenses from its own income. Total income and expenditure account is being prepared annual basis.

**CHAPTER – 13: MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

**[SECTION 4(1) (b) (xii)]**

STPI have no such programmes.

**CHAPTER – 14: PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY STPI**

**[SECTION 4(1) (b) (xiii)]**

STPI gives approval for setting up STP/EHTP units under the respective schemes (STP/EHTP). 100% Software/Hardware export oriented units are eligible for benefits under the scheme(s)

**CHAPTER – 15: DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY STPI, REDUCED IN AN ELECTRONIC FORM**

**[SECTION 4(1) (b) (xiv)]**

The forms related to Software Technology Park (STP)/Electronics HardwareTechnology Park (EHTP) scheme i.e Applicationform, Legal undertaking format,Application for



obtaining Import Export Code IEC), Terms and condition of letter of permission (LOP) etc. are available in the web site of STPI-T [www.tvpm.stpi.in](http://www.tvpm.stpi.in)

**CHAPTER – 16: PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

**[Section 4(1) (b) (xv)]**

No library/reading room as such is maintained for public. However, STPI Centres have dedicated Business Development/EXIM Groups where software exporters/units/industry intending to get more information can have access during working hours for any clarification/guidance.

**CHAPTER – 17: NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

**[SECTION 4(1) (b) (xvi)]**

Appellate Authority in STPI: Shri. Dr.Omkar Rai  
 Director General  
 Software Technology Parks of India  
 9<sup>th</sup> Floor, NDCC-II Building,  
 Jai Singh Road (Opp. Jantar Mantar),  
 New Delhi -110 001  
 Tel No : 011- 234 76600 /234 38188  
 Fax No : 011- 234 38165  
 E-mail : [rai@stpi.in](mailto:rai@stpi.in)

**Name and contact no. of Assistant Public Information Officer at Software Technology Parks of India Thiruvananthapuram and its Sub Centers**

Sl. No	Names of Center/ sub-centre	Name of the Officer	Designation	Mobile No.	Residence Tel.No.	Email ID
1.	STPI- Thiruvananthapuram and its sub centres	Shri Rajasekharam K	Joint Director	8891002025	0471-2364746	<a href="mailto:k.rajasekharam@stpi.in">k.rajasekharam@stpi.in</a>

**CHAPTER – 18: SUCH OTHER INFORMATION AS MAY BE PRESCRIBED [Section 4(1) (b) (xvii)]**

No such Information.

**Form of application for seeking information from STPI  
RTI APPLICATION FORM 'A'**

**To:**

The Public Information Officer  
Software Technology Parks of India  
C-21, Thejaswini Building, Technopark,  
Thiruvananthapuram. PIN: 695 581

- 1. Full Name of the applicant : .....
- 2. Father Name/Spouse Name : .....
- 3. Permanent Address : .....
- 4. Correspondence Address : .....
- 5. Particulars of the Information Solicited :
  - (a) Subject Matter of Information : .....
  - (b) The period to which information relates : .....
  - (c) Specific details of Information required : .....

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- 6. It is certified that I am a bona fide Citizen of India.
- 7. It is certified that I do fall under the category Below Poverty Line (BPL), and an attested copy of the relevant certificate (issued by the competent authority) is enclosed herewith for your information.(\* Please strike out if not belonging to the BPL category)
- 8. A copy of .....as identity/Address proof is enclosed.

9. (1) A fee of Rs..... has been deposited in the Finance & Accounts Office of the STPI vide Receipt No. .... dated ....., or
- (2) A Postal Order /Bank Draft no.....dated .....is enclosed, or
- (3) The Applicant is not liable to pay any fee because he/she is below the poverty line (proof is attached)

**(Please tick one and delete the remaining two options)**

Place:  
Date:

(Name & Signature).....  
Telephone No:.....  
Fax No:.....  
E-mail Address:.....

### आवेदन फार्म “ए”

सेवा में,  
जनसूचना अधिकारी  
सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया,  
सी-21, तेजस्विनि, टेक्नोपार्क, तिरुवनंतपुरम.  
पिन 695581

1. आवेदक का पूरा नाम : .....
  2. पिता का नाम /पति /पत्नी का नाम : .....
  3. घर का स्थाई पता : .....
  4. पत्राचार के लिए पता : .....
  5. प्राथनीय सूचना का ब्यौरा : .....
  - (ए) सूचना की विषय वस्तु : .....
  - (बी) अवधि जिससे सूचना संबंधित है : .....
  - (सी) मांगी गई सूचना का विवरण : .....
- .....
- .....
- .....
6. यह प्रमाणित किया जाता है कि मैं भारत का मूल निवासी हूँ।
  7. मैं अपने ..... की प्रति पहचान पत्र/ पते का प्रमाण के रूप में संलग्न करके भेज रही हूँ/ रहा हूँ।
  8. यह प्रमाणित किया जाता है कि मैं गरीबी रेखा से नीचे की श्रेणी में आता हूँ और तत्संबंधी प्रमाणपत्र की एक सत्यापित (सक्षम प्राधिकारी द्वारा जारी) आपकी जानकारी के लिए संलग्न है (\*यदि इस श्रेणी में नहीं आता तो काट दे)
  9. (i) शुल्क रु. .... एसटीपीआई के वित्त एवं लेखा कार्यालय में रसीद न. .... दिनांक..... द्वारा जमा करवा दिया गया है: अथवा

- (ii) पोस्टल आर्डर /बैंक ड्राफ्ट न. .... दिनांक ..... संलग्न है: अथवा  
(iii) आवेदक फीस देने के लिए उत्तरदायी नहीं है क्योंकि वह गरीबी रेखा से नीचे की श्रेणी में आता है/आती है। (प्रमाण पत्र की प्रति संलग्न है)

(कृपया एक पर सही का निशान लगाए और बाकि बचे दो को काट दें)

स्थान .....

दिनांक .....

(नाम और हस्ताक्षर):.....

टेलीफोन न.: .....

फैक्स न.: .....

ई-मेल पता: .....