

**SOFTWARE TECHNOLOGY PARKS OF INDIA**

(An Autonomous Society under Ministry of Electronics & Information Technology, Govt. of India)

C-21, Thejaswini Building, Technopark, Thuvananthapuram-695581

Telephone No: +91-471 2700404 / 607 /707 / 807, Fax No.  
+91-471 2700505

Website: <http://www.tvpm.stpi.in/> / [www.stpi.in](http://www.stpi.in)

**RIGHT TO INFORMATION ACT 2005  
INFORMATION HANDBOOK**

Sub – Sections under Section 4(1) (b)		Page No.
Particulars of the organization, functions & duties.	1 & 2	5 – 11
Powers and Duties of STPI Officers/Employees	3	12-33
Procedure followed in the decision making process, including channels of supervision & Accountability	4	34
Norms set by STPI for the discharge of its functions.	5	35
Rules, Regulation, Instructions, Manuals and records held by STPI or under its control or used by its employees for discharging its functions	6	35
Statement of categories of documents that are held by STPI or under its control	7	36
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	8	37
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 or those Boards, Councils, Committees and other Bodies are open to the Public, or Minutes of such Meetings are accessible to the Public.	9	37-39

Directory of STPT Officers and Employees.	10	40-41
Monthly remuneration received by each of STPT Officers and employees, including the system of compensation as provided in its regulations.	11	42-43
Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	12	43
Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	13	43
Particulars of recipients of concession, permits or authorizations granted by it.	14	43
Details in respect of the information, available to or held by it, reduced in an electronic form.	15	43
Particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use.	16	43
Names, Designation and other particulars of the Public Information Officer.	17	44
Such other information as may be prescribed.	18	45
RTI – REQUEST/APPLICATION FORM – (RTI FORM A)		

## 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 Policy” 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 2005
- (i) “EHTP Scheme” means Electronics Hardware Technology Park
- (j) “STP Scheme” means Software Technology Park
- (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 RTI FORM, attached with this Handbook, to the 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/- (Ten Rupees 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 document/ information, if any.

For Tender Documents, an application fee of Rs. 500/- (Five hundred Rupees only) per application will be charged.

For Providing the information under sub section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable at Software Technology Parks of India, Thiruvananthapuram at the following rates -

- (a) Rupees two for each page ( in A-4 or A-3 size paper) created or copied;
- (b) Actual charge or cost price of a copy in large;
- (c) Actual cost or price for samples or models ; and
- (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

For providing information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to Software Technology Parks of India at the following rate –

- (a) For information provided in diskette rupees fifty per diskette; and
- (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

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 then Department of Electronics (the present Ministry of Electronics and Information Technology), Government of India on 5<sup>th</sup> June 1991 with an objective to implement STP & EHTP Schemes, 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 ITeS/Bio-IT.
- (b) To provide statutory and other promotional services to the exporters by implementing STP/EHTP Schemes and such other schemes which may be formulated and entrusted by the Government from time to time.
- (c) To provide data communication services including various value added services to IT/ITeS related industries.
- (d) To provide Project management and consultancy services both at national and international level.
- (e) To promote micro, small and medium entrepreneurs by creating a conducive environment for entrepreneurship in the field of IT/ITeS.
- (f) To promote Bio-informatics/Bio-technology 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.

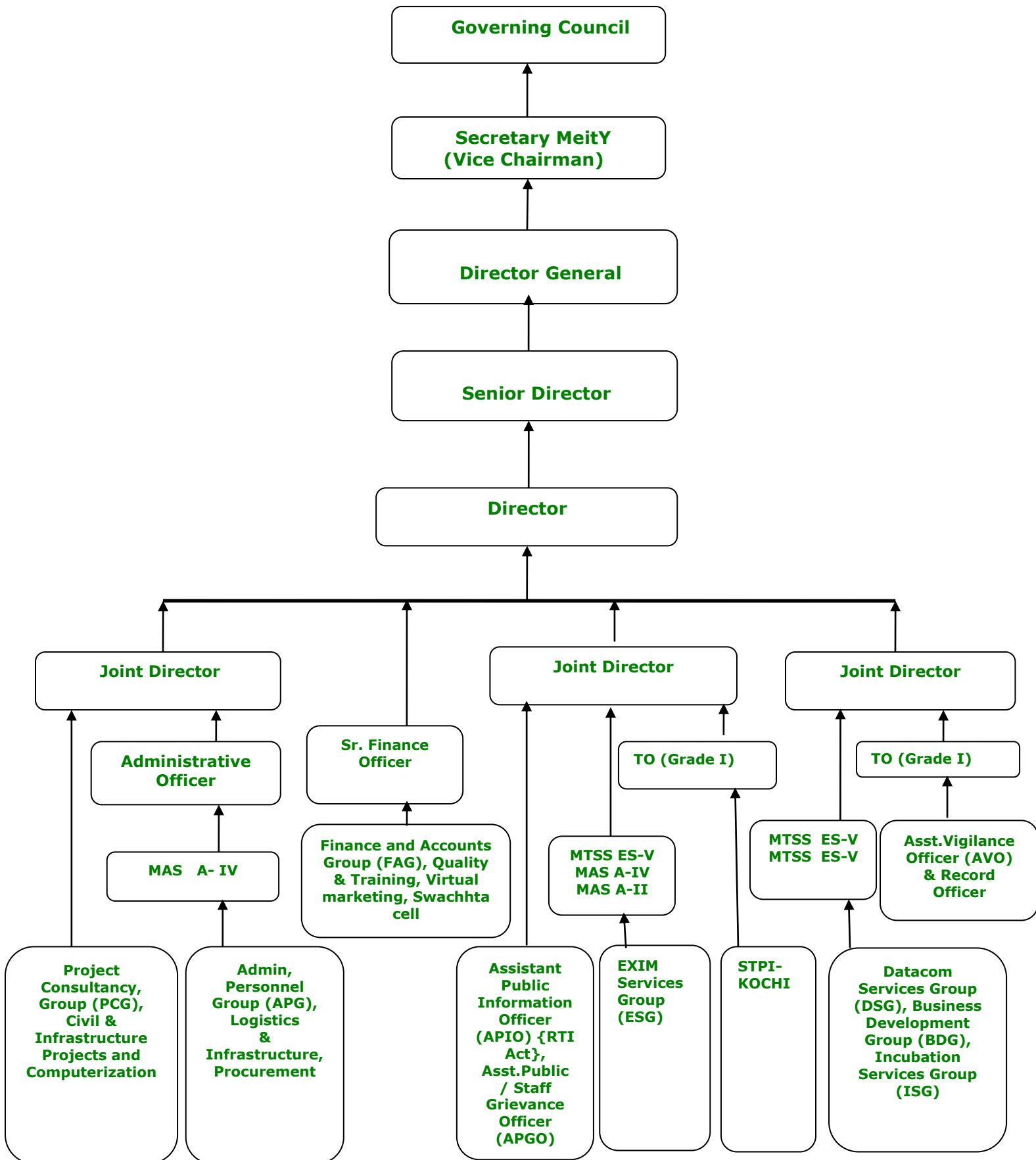
- (c) To organize specialized training in the field of software technology for skill development.
- (d) To work closely with respective State Government and act as an interface between Industry and Government.
- (e) To create incubation with plug and play facility with a low operation cost in order to 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 Programmes.
- (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 capitalists 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, subscription, donations, gifts, bequests from Government, Corporations, Trusts, 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 the 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, notes or other negotiable instruments and for this purpose, to sign, execute and deliver such assurance and deeds as may be necessary for the purposes 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 purposes 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. STPI, THIRUVANANTHAPURAM -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 Export Processing Zones (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. Up to 100% foreign equity permitted.

Goods imported / procured domestically by the STP units are completely duty free. Second hand capital goods may also be imported.

Sales in the domestic market are permissible up to 50% of the export.

### 2.5.2 High Speed Data Communication Facility (HSDC)

One of the STPI's remarkable contributions to be software-exporting sector is provision of High-Speed Data Communication (HSDC) services. STPI has designed and developed state-of-the-art HSDC Network called SoftNET, which is available to software exporters at competitive prices. STPI has set up its own International Gateways at 54 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 and act as the backbone for the success many IT/ITeS enterprises.

STPI provides the following HSDC services through this network: -

1. International Private Leased Circuits (IPLCs) – SoftPOINT
2. Dedicated Internet Services
3. Web/Home pages – hosting, authoring & maintenance.
4. Other value-added services.

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



### 2.5.3 Incubation

The incubator concept has emerged world wide as an 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 ready 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 facility has the following facilities:

- Modular Built up are for ready to use by the Software Entrepreneurs
- Back up power supply
- Telephones and Fax facility
- Air Condition
- Business Center
- Conference Rooms & Training Facilities
- High Speed Communication Links, Internet & Video Conferencing Facilities.

### 2.5.4 Project Management and Consultancy Services

STPI Provided the Project Management and Consultancy Services to various organizations, both national and international. STPI has been partnering with various state governments in India for their e-Governance Projects and has become one of the few organizations which have contributed and contributing to the great Indian revolution in e-Governance.

Over the years, STPI technology services have grown significantly both in terms of volume as well as in service portfolio. Today STPI has entire spectrum of Communication, IT & Consultancy Services in its bouquet, serving a wide variety of clientele including Indian IT Industry, Indian Government Departments, etc.,

STPI has also been involved in various projects involving building communication infrastructure with special emphasis on Wide Area Networking and Network Management. STPI technical strength, Process Knowledge and Quality focus have ensured high level of customer satisfaction across its clientele.

STPI can extend its expertise to your esteemed organization for IT Infrastructure Implementation / up gradation in the following areas:

1. Design and implementation of Multi service Network Infrastructure for Data, Voice and Video applications.
2. Design and implementation of Network Security systems to protect the existing Data Center/Servers.
3. Design and implementation of data centers.
4. System Integration.
5. Design and implementation of IP based physical security systems – CCTV, access control etc.
6. Network Security Auditing for existence IT Infrastructure.
7. Facility Management Services to support IT infrastructure.

ADDRESSES OF THE SOFTWARE TECHNOLOGY PARKS OF INDIA, THIRUVANANTHAPURAM & ITS LIASION OFFICE

Working days/Hours: Monday to Friday (9 A.M. to 5:30 P.M.)

STPI – THIRUVANANTHAPURAM, KERALA

Sh. S R Subramaniam

Director

Software Technology Parks of India,  
C-21, Thejaswini Building Technopark,  
Thiruvananthapuram - 695 581

Tel.: +91-471 2700 404 / 607 / 707 / 807

Fax: +91-471 2700-505

NOC: +91-471 2700003

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

URL : [www.tvpm.stpi.in](http://www.tvpm.stpi.in)

LIASION OFFICE

STPI – KOCHI, KERALA

Sh. Rajasekharam K

Joint Director & Officer In-charge

Software Technology Parks of India

Ground Floor, Thapassya Building

Infopark, Kusumagiri P.O,

Kakkanad, Kochi- 682 003

Kerala, India

Tel.: +91-891-6452474

Fax: +91-471 2700-505, Mobile: +91-8891002025

+91-9986159893

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

## CHAPTER – 3: STANDARDIZATION OF THE ACTIVITIES OF GROUPS & DIVISIONS [SECTION 4(1)(b)(ii)]

### GROUPS:

The activities of the following groups are details below.

1. Business Development Group (BDG).
2. EXIM Services Group (ESG).
3. Datacom Services Group (DSG).
4. Incubation Services Group (ISG)
5. Projects & Consultancy Group (PCG).
6. Administration & Personnel Group (APG).
7. Finance & Accounts Group (FAG)

#### **1. BUSINESS DEVELOPMENT GROUP (BDG)**

This group will function in all the centres with activates of Business Development and Industry promotion activities.

- Marketing of all the Technical Services of STPI such as Datacom. Projects and Consultancy, Co-location/Hosting of e-mail, DNS, web etc.
- Participation in tenders for providing various technical services.
- Marketing of Incubation Services
- Conceptualization and Promotion of customized Value Added Services.
- Initiating and Proposing new technical services in line with STPI's objectives.
- Preparation and submission of techno-Commercial proposals.
- Periodical review of customer's feedback/suggestions for improving service qualities.
- Co-ordinating with peer groups for implementation, maintenance billing of services.
- Proposing for revision of service tariff from time to time based on the market conditions and implementation of the same upon approval.
- Co-ordination with State IT Departments.
- Supporting IT events, sponsoring other industry body events.
- Co-coordinating with SME/MSME for participating in the relevant events.
- Organizing their delegation to relevant forums.
- Giving exposure of IT and Electronics industry to dignitaries and foreign delegates.
- Facilitating STPI workshops, Industry meeting, Industry Interactive Meeting etc.
- Facilitating Industrial visits for official and students.
- Catalysing skill building for the resources on various domains.

## 2. EXIM Services Group (ESG)

EXIM Services Group will be responsible for the promotion of STP/EHTP schemes as per the Foreign Trade Policy in a vogue, implementation and monitoring of the schemes.

- Setting up of a new STP/EHTP unit.
- Signing of L.A. Issue of Green Card, Approval of Floor Plan and attestation of capital goods.
- Issue of Import Certificate.
- Issue Certificate for Indigenous purchase (CT-3)
- Re-export of imported goods.
- Change of Name
- Merger/Acquisition/Amalgamation/Takeover of Unit/change in implementing agency.
- Inter Unit Transfer of Capital Goods.
- Change of Location
- Expansion of Location
- DTA Sales Permission
- Enhancement of CG
- Sub-contracting
- Export Certification (Softex-Data Communication)
- Export Certification (Softex-Data Communication) - Non STP Unit.
- Re-imburement of CST
- Partial De-bonding (De-bonding of premises)
- Renewal of LoP (including Signing of LA and Renewal of Green Card )
- Temporary Removal of Laptops
- Renewal of Temporary Removal of Laptops
- Debonding of Capital Goods
- Donation of Computers and Computer Peripherals
- Destruction of/Scrapping of Capital Goods
- Adjudication
- Exit from the Scheme
- Conversion from STP Scheme to EOU/EPCG Scheme
- IMSC Cases
- Setting up IT Parks.
- Common Sharing CG by STP/EHTP units of the same entity/parent.
- Broad Banding.
- Cancellation of Import/Indigenous Certificate.
- Amendments to Green Card.
- Deemed Export Certification.

- Amendments (in case of any inadvertent mistake in any application/approval).
- Renewal of Green Card
- Softex Amendment and Cancellation.
- Change in Registered Office.
- Insurances of duplicate LOP, LUT and Green Card.
- Advance DTA
- Physical Export.
- Conversion of the unit from Proprietorship, Partnership and LLP to Limited company.
- Extension of LoP.
- Bonding of CG
- Performance Monitoring ( APR/QPR/MPR)
- Reports for internal, HQ and statutory authorities.

### **3. Datacom Services Group (DSG)**

This group is responsible for development of Datacom business and value added services.

- NIXI payment correspondence.
- Co-location Rack service to third party Telecom Service Providers.
- Setting up of PoPs.
- Link Feasibility and Commissioning for new Customer-Radio
- Link Feasibility and Commissioning for new Customer-Fiber
- Up gradation/ Down gradation and commissioning of Backbone.
- Up/Down gradation and commissioning of local loop-Fiber/Radio
- User ID creation.
- Co-location of server
- Providing DNS, Mail Relay, Web-hosting etc.
- Termination of local loop - Fiber/Radio
- Termination of Co-location
- Business Continuity Plan.
- Disaster Recovery services.
- Planning and procurement of software & hardware for Datacom/incubation/VAS services.
- CSME Services
- Help desk management.
- Maintenance of Networks/Troubleshooting
- Preparation of duty roster for help desk staff
- Network Analysis

- Incident report, RFO of incident and updating of FRMS.
- Maintenance of servers
- Maintenance of Networking Equipments.
- Testing and calibration of relevant equipments.
- Maintenance contracts of all equipments.
- Generation of various reports viz link usage statistics, error reports, etc.
- Bandwidth Module
- Preparation and sending of TRAI/DOT reports
- Coordination with NIXI for operational issues.
- Back up/retrieval of user data at regular intervals.
- Maintenance and updating of web portal.
- Database Management.
- Reports
- Development of customized software for various services offered and for in-house requirements.
- Annual Maintenance contracts for the office equipments/devices.
- Addressing all the electrical requirements of center.

#### **4. Incubation Services Group (ISG)**

This group is responsible for the development and maintenance of incubation services.

Creation of incubation facilities  
 Maintenance of the incubation facilities  
 Operational matters pertaining to incubation

#### **5. Projects & Consultancy Group (PCG)**

This group is responsible to execute the ongoing projects and deliver new projects in the jurisdictional area by adopting quality driven approach and industry best practices.

Development of civil infrastructure facilities in our center.  
 Development of land for various operations.  
 Setting up of business incubation for start ups.  
 Computerization projects of various departments.  
 Communication projects of State, Central Governments and allied partners.

## **6. ADMINISTRATION & PERSONNEL GROUP (APG)**

Responsibilities includes Personnel matters covering service matters, claims, general administration, logistics & infrastructure facilities, procurement & associated activities.

### Personnel

Leave Travel Concession (Advance)/Leave Encashment on LTC LTC Settlement.  
Earned Leave Encashment.  
Employer Certificate.  
Annual Progress Appraisal Report (APAR)  
Forwarding of application through proper channels  
Application for Passport.  
Children Education Allowance.  
Updation of family/Personal profile.  
Application processing for withdrawal from CPF.  
Approval of Loan and Advances.  
Reimbursement of local conveyance.  
Reimbursement of Overtime  
Application for leave.  
Reimbursement for Expense Claims-Staff  
Reimbursement of Medical Claim (In Patient)  
Annual property Return.  
Payment of TA for Tours.  
Movable/immovable property declaration/permission.  
Resignation.  
Inter Office correspondence related to personnel matters.  
Maintenance of records and related correspondences.

### Admin

Distribution of stationery to employees Transfer  
Processing of Retirement benefits.  
Probation Clearance.  
Birthday Gift Cheque.  
Permission for Construction of Home.  
Maintenance and updation of service books. Pay bill advice.  
Fixation of Pay, Increment.



Payment processing for vendors.  
Requisition of use for office vehicles. Pre-  
Recruitment process  
Post-Recruitment process  
Hiring of Outsourcing staff  
Agreements & contracts pertaining to centre operations.  
Promotion.  
Employee Code Generation.  
Parliamentary Question Response. Right  
to Information Act Response.  
Suspension/Preparation of Memo/Penalties. Legal  
matter including Court Cases.  
Gate Pass for transfer of Assets and office items  
Disciplinary Actions.  
Maintenance of Fixed Assets  
Staff Grievances/Public Grievances.  
Vigilance.  
SEB, GC, E-COD Matters.  
Implementation of Official Language  
Office order for work allotment  
Leased Accommodation.  
Maintenance of records & related correspondences.

#### Logistic & Infrastructure:

Estate Management (space, building etc) including erection of facilities, construction, development & maintenance.  
Water and Electricity connection and bill settlement.  
Telephone/Mobile connections  
Office Fixtures & Fittings procurement & maintenance. Booking  
of Tickets and Accommodation.  
Housekeeping.  
Hiring of vehicles  
Courier services  
Security Services  
Annual Maintenance Contracts for office related equipments.  
Maintenance of records & related correspondences

## Procurement

Processing of Indents.

Purchase of Housekeeping Goods as applicable Purchase/Re-filling of Cartridge

Purchase of Stationery

Purchase Order for capital equipment, office equipment and associated equipment

Work Order for AMC's, Security, Courier, Vehicles, Portable Water & dispenser, Housekeeping, fibre Local Loops, Civil Works, Landscaping, etc

Printing of stationary

Maintenance of records & related correspondences.

## **7. FINANCE & ACCOUNTS GROUP (FAG)**

The group activities include Budgeting, Funds Management, Billings, Auditing, Finalization of Accounts and Reports.

- Billing for Services

Soft Point/Soft Link services.

Supplementary Billing

Co-location Services

NIXI wherever applicable

STP/EHTP/IT Parks/Non STP Services.

Billing for Projects.

Incubation Services for plug & play, Raw Space including proportionate bills for services like Telephone, Electricity, DG Sets, Conference Room, Auditorium Services, Video Conferencing Service, Training Room, etc.

Issue of Credit Notes/Debit Notes wherever applicable.

Other Value Added Datacom Services (DNS, Mail Relay, Web Hosting, Server Space Sharing etc.)

- Funds

Funds allocation for Recurring Expenses

Request for Balance Funds

## Payments

- Employee Payments
- Payroll
- Short Term Loans
- Leave Encashment
- Medical Allowance
- Medical Reimbursement (In Patient)
- Newspaper
- Children Education allowance
- Staff Advance and Settlement
- Mobile Reimbursement, Internet Charges
- Tour Advance/ LTC Advance / Food Coupons
- Imprest / Cash handling for Centre – Settlement of Advances/Loans made to staff. TA on Transfer
- Health Checkup Reimbursement
- Overtime
- Miscellaneous payments like uniforms, shoes etc.
- Insurance Payments.

## Vendor & Customers Payments

- AMCs/WO/PO/Specific Contracts
- Payments for miscellaneous purchase.
- Security
- Housekeeping / Landscaping.
- Portable Water.
- Photocopier.
- Vehicle Hiring
- Tea Vendor.
- Building Maintenance charges.
- Service Providers Payments.
- Local Loop Payments.
- Hiring of Equipment.
- Diesel Payments.
- Civil Contract Payment.
- Consultancy Payments.

## Statutory Payments & Tax Matters

- Goods and Service Tax
- TDS
- Professional Tax
- Provident Fund

## Income Tax

- TDS on salaries, Vendor payments etc.
- Information for Advance Tax Planning Issue of TDS certificates
- Collection of TDS certificates
- Filing of Monthly /Quarterly/Half yearly and Annual Returns

## Goods & Service Tax

- Levy of GST on Billing
- Preparation of GST Payment note and Remittance to Dept.
- Filing of Monthly /Quarterly/Half yearly and Annual Returns
- Other related correspondence.

## Bank Works

- Passing receipts for payments received
- Depositing of cheques in Bank
- Bank Reconciliation
- Bank Correspondence on cheque bouncing, remittance advices, bank guarantee, etc.
- Deposit of cheque for employee/Vender payments
- Coordinating for issue of DDs

## Audit

- Internet Audit
- Statutory Audit

## Final Accounts

Preparation of Balance Sheet, Profit & Loss Account, Schedules, Forwarding Confirmation of balances, Audit Report.

## Fixed Assets

Preparation of list of additions to Fixed Assets  
Depreciation Statement

## Budget

Preparation of Budget  
Preparation of Budget Vs Actual Statements for Analysis

## Reports

Trail Balance to HQ on monthly basis  
Budget Vs Actual Statement for analysis  
Information for Advance Tax Planning  
Information on Budget Utilization  
Other information as and when required by HQ

## DIVISIONS:

The activities of the following divisions details below.

1. Central Coordination Division (CCD) – as STPI, HQ
2. Central Training Division (CTD) at STPI, HYD.

### 1. Central Coordination Division (CCD)

This division at headquarters will be the point of contact for all the centers pertaining to the movement, clarifications and status of the proposals emanating from the various groups of the centers.

BDG

Specific Tariff proposal.  
Proposal for Tariff of specific new services.  
Proposals for participation in tenders.  
Proposals for consultancy projects.  
Reports.

DSG

Proposal for procurement of Datacom equipments. Proposal for setting up of new POP's.  
Reports.

ESG

IMSC cases  
Regulatory authority's queries  
Reports

ISG

Proposal for approval of drawings of incubation. Proposal for administrative & financial sanctions. Reports.

APG

Recruitment proposal  
Proposal for cases beyond the DOP. Approval for conducting events.  
Approval for sponsoring the events.  
Legal Cases.  
Reports.

## FAG

Funds approval.  
Reports related to FAG.

## PCG

Proposal for development of civil infrastructure facilities. Reports.

## 2. Central Training Division (CTD)

This division at Hyderabad will be functioning to address the overall training requirements of STPI in the approved training plan.

Assessment of the training requirements.

Proposing various training.

Planning and scheduling the approved training.

Preparation of the syllabus and contents of training. Assessment of the budgetary requirements.

Coordination with centers in conducting the training. Evaluation and feedback for training.

Identification of niche areas for training. Development of in-house trainers.

Maintenance of entire training database with details like attendees, trainers, topic, expenses, etc.

File No. 2(4) 2005- STPI VOL III  
Software Technology Parks of India  
**DELEGATION OF FINANCIAL POWERS**

(Effective from 23.11.2015 as amended in compliance of the decision of 43<sup>rd</sup> Governing Council meeting)

S. No.	Subject Matter	Extent of Powers proposed to be delegated (Amount in Rs. lacs)
1.	(i) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country.  (ii) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	(i) DG – Full Powers  (ii) GC – Full Powers
2.	Purchase of capital equipment including imported items of the similar/equivalent value, software, technical store like raw material, components, consumables, semi-consumables including fabrication of equipment	HOC– Upto 10 DG – Upto 500 GC – Full Powers
3.	Contingent expenditure including payments of POL/electricity/water/telephone/municipal taxes/ salaries/wages etc.	HOC – Full Powers
4.	Deputing employees for short term/specialized/sponsored training/part time Training in India and payment of fee thereof	HOC – Full Powers (up to one month) DG - Full Powers
5.	To appoint Casual Labour up to 89 days	HOC – Full Powers



6.	Purchase of liveries for staff	HOC – Full Powers
7.	To authorize officers & staff to travel on official tours by a class/mode for which they are not entitled	HOC – Full Powers
8.	Re-imbursement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital a. In accordance with normal rules b. In relaxation of normal rules	HOC – Full Powers DG – Full Powers
9.	Hire or Repair or AMC of office equipment/ IT and IT peripherals/ furniture/ fixtures/ ACs etc. for one year for each item	HOC – Full powers DG – Full Powers
10.	Payment of rent towards office/hostel/guest house/residential accommodation hired on lease	HOC- Full Powers
11.	Payment of legal Consultancy charges	HOC – Full Powers
12.	Designating an Officer as Controlling Officer for the purposes of TA, other claims including countersigning of claims	HOC – Full Powers
13.	Sanctioning official tours within India, advance of TA, LTC	HOC – Full Powers
14.	Sanctioning of any loan / advance subsidy i.e. on HBA, vehicle or any long term Advance as per the policy approved by the GC	HOC – Full Powers
15.	Sanction of local conveyance charges	HOC – Full Powers
16.	To permit undertaking of assignments within India and abroad without involving society funds, (a) DG (b) Other Officers/Staff	GC – Full Powers DG – Full Powers
17.	Sanction for purchase of books, journals, periodicals magazines etc. for library	HOC – Full Powers
18.	Sanction of hire conveyance/transport for office	HOC -- Full Powers

19.	Sanction of advertisements & publicity charges	HOC – Upto 5.0 lac in a Year and Full Powers for the activities/ event duly approved by DG DG – Full Powers
20.	Sanction of expenditure on hospitality & entertainment in India	HOC – Upto 1.0 DG – Upto 10 GC – Full Powers
21.	Incurring of expenditure on conducting meet/workshops/conferences/seminars etc. in India	HOC – Full Powers (With prior in-principle approval of DG)
22.	Repair and maintenance of Civil work including electrical fittings/installation & award of annual maintenance contract thereof	HOC – Upto 5.0 DG – Full Powers
23.	Purchase of Stationery etc. for office	HOC – Full Powers
24.	Business Promotion on case to case basis	HOC – Upto 1.0 DG – Full Powers
25.	(a) Grant of Honorarium  (b) Grant of Honorarium to visiting experts/ Members/ Councils/Committee/Board etc.	(a) HOC–Upto 0.05 (per employees/annum) DG – Full Powers  (b) HOC – Full Powers
26.	Sanction of office/residential/mobile telephones/broadband facility and payment thereof	HOC – Full Powers

27.	Purchase of Software's / Software services / Development of Software's / Office Automation /Modernization etc.	HOC – Upto 2.0 DG – Full Powers
28.	Printing of Annual Reports & other documents	HOC – Full Powers
29.	Hiring of services for Pantry/Canteen/Security/Cleaning/Outsource manpower etc.	HOC – Full Powers
30.	(a) Approving signing of MoU/ Contract Agreements including sanction of Expenditure thereof, for achievement of objectives of the Society.  (b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society  # Classification No. 1 & 2 issued vide communications No. 2(4)2005-STPI Vol. II dt: 18.11.2011 & 03.04.2013 shall remain kept and read with this DoP.	(a) DG – Full Powers  (b) GC – Full Powers
31.	Approval for deputation/training abroad (a) DG (b) Other Officers/staff	(a) GC–Full Powers (b) DG – Full Powers
32.	a. Procurement of land and building/built-up space  b. Construction of building	a. GC – Full Powers DG – Upto 2000  b. GC – Full Powers DG – Upto 2000
33.	Hiring of office premises/hostel/guest house/residential accommodation on lease	DG – Full Powers

34.	To authorize persons to operate Bank Account and to sign Bank documents	DG – Full Powers
35.	Purchase and condemnation of office vehicles	DG – Full Powers
36.	Fixation of tariff rate for various services offered by STPI other than statutory Services	DG- Full Powers
37.	Expenditure towards preliminary activities viz. preparation of blue print, structural designing, other architectural Consultancy works prior to award of Civil work	DG – Full Powers
38.	Approve Single tender/single quotation in respect of proprietary items or specified brand goods	HOC – Full Powers* DG – Full Powers* *(Within delegated financial powers) GC – Full Powers
39.	Interiors & furnishing of building	DG – Full Powers
40.	Opening of temporary office for the project & other requirements other than opening of new STPI centres	DG – Full Powers
41.	Opening of new STPI centre at new location	GC – Full Powers
42.	Arrangement of boarding, lodging and travel for touring officer/staff	HOC – Full Powers
43.	To constitute various committees / sub-committees comprising internal / external numbers for effective functioning of the Society.	DG – Full Powers
44.	Setting up of joint ventures, alliances and such other mechanisms as to achieve the objectives of Society and to exploit and develop markets for core strength	DG – Full Powers (With reporting to GC)

	and domain knowledge achieved by the Society	
45.	Setting up of joint ventures, alliance, businesses and such other mechanism with foreign agencies	GC – Full Powers
46.	Grant of higher pay/additional increment on appointment /promotion	DG – Full Powers
47.	Cash Purchase	HOC – Upto 0.10 DG – 0.20 or the limit As prescribed by Income tax Department From time to time
48.	Approve Annual budget	GC – Full Powers
49.	Sanction of group pick & drop facility for staff members in lieu of transport allowance	DG – Full Powers
50.	Sanction of lease accommodation	DG – Full Powers
51.	Promotional sponsorship	HOC – Upto 1.0 DG – Full Powers
52.	To invest the funds of the Society in the public financial institution/schedules banks, any other Government securities on long-term basis	DG – Full Powers
53.	Write-off of irrecoverable losses due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC – Upto 0.25 DG – Upto 2.0 GC – Full Powers
54.	Write-off of irrecoverable losses not due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC -- Upto 2.0 DG – Upto 10.0 GC – Full Powers

55.	Grant of Incentive/Performance Incentive	GC – Full Powers
56.	Provident Fund Management	PF Trust in consultation with DG
57.	Nomination of Society’s officials in /committee/Boards of other organizations	DG – Full Powers
58.	Staff Welfare Measures	DG – Full Powers
59.	Re-appropriation of funds within each category viz. capital and revenue	DG – Full Powers
60.	Declare stores including office equipment as unserviceable/irreparable/obsolete and to approve their mode of disposal as per Govt./STPI norms	HOC –Upto 5 (Depreciated value in each case) DG – Upto 50 (Depreciated value in each case) GC – Full Powers
61.	Procurement of bandwidth, NLD and associated services	HOC – Full Power (as per the approved policy or as per the guidelines approved by the DG) DG-Full Power
62.	Hiring of Consultants / Consultancy / legal services	HOC – Full Power (for legal services) DG-Full Power
63.	Approvals related to execution of projects undertaken by STPI and expenditure thereon	DG – Full Power (within the approved project budget) GC – Full Power

(i)The Financial Management functions shall be performed as per the provisions of Memorandum of Association of STPI.

(ii)The powers to be exercised in accordance with relevant rules/procedures prescribed from time to time.

- (iii)The authorities concerned will strictly exercise the powers within the overall budgetary allocations.
- (iv)When the Governing Council is not in meeting, the powers of Governing Council shall be exercised by the Chairman, Governing Council.
- (v)Governing Council is empowered to approve any item not specifically covered in this schedule.
- (vi)DG as CEO will have powers concurrently vested with Subordinate authorities including overriding powers.
- (vii)Deputy Chief Executive officer/Head of Headquarters' defined as Senior Director in RCBS (recruited against vacancy) shall exercise the powers as delegated to head of center. In absence of DG, he would also exercise the powers of DG.
- (viii) Delegation of Powers to Group Head(s)/Officer-in-Charge shall be done by DG separately from time to time to the extent needed and found appropriate.
- (ix)Financial limits as delegated are meant for each occasion otherwise any rider/limit specifically mentioned with extent of power.

Version –I effective from 20.07.2010 to  
31.03.2013

Version –II effective from 01.04.2013 to  
15.12.2013

Version –III effective since  
16.12.2013

Software Technology Parks of India

**DELEGATION OF ADMINISTRATIVE POWERS**

(Effective from 27.11.2012 as amended in compliance of the decision of 40<sup>th</sup> Governing Council meeting)

S.N	Subject Matter	Director		Director General		Governing Council	
		Extension of power	Condition	Extension of power	Condition	Extension of power	Condition
1	Creation of Posts	-	-	-	-	Full	-
2	Engagement of contract staff (full / part time) on consolidated salary	Upto Rs.25000	-	Full	-	-	-
3	Appointment of Casual Worker (As per the minimum wages fixed by the respective State Govt.)	Full	-	Full	-	-	-
4	Casual skilled workers @ Rs.150 per day for less than 30 days	Full	-	Full	-	-	-



5	Selection & appointment / Promotion /Disciplinary and other related matters of Staff  <ul style="list-style-type: none"> <li>• Sr. Director</li> <li>• Beyond Group 'B' posts upto Director</li> <li>• Upto Group 'B' posts</li> </ul>	-	-	Full	(with the approval of Chairman, GC)	-	-
6	Transfers / Postings  <ul style="list-style-type: none"> <li>• Beyond Group 'B' posts</li> <li>• Upto Group 'B' posts</li> </ul>	-	-	Full	-	-	-
		Full	Within the jurisdictional area	Full	(Outside Jurisdiction)	-	-

CHAPTER – 4: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNELS OF SUPERVISION & ACCOUNTABILITY [SECTION  
4(1) (B)(III)]

4.1 GOVERNING COUNCIL

The Governing Council (GC) is the apex management body of Software Technology Parks of India (STPI), which directs and oversees the overall functioning of STPI and provides policy directions. Hon'ble Minister for Electronics & Information Technology, Government of India, is the **Chairperson** of the Governing Council. Hon'ble Minister of State for Electronics & Information Technology, Government of India, is the **Deputy Chairperson**. The Secretary to the Government of India, Ministry of Electronics & Information Technology, is the **Executive Vice Chairperson** of the Governing Council. The members of the GC are representatives from the M/o Commerce & Industries, M/o Finance, M/o Home Affairs, M/o Communications, M/o Electronics & IT, IT industries and Industry Associations.

4.2 DIRECTOR GENERAL, is the Chief Executive Officer.

The Director General (DG) is the Member Secretary of Governing Council of STPI and is responsible for the management and running of STPI under the guidance of the GC. DG is delegated with the necessary executive powers and authorities for efficient running of society.

4.3 CENTRE DIRECTORS have been delegated powers for implementation of STP/EHTP Schemes and to establish the high speed data communication facilities for providing data link service to the industry within their jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy 2004-09, as amended from time to time:-

- (a) Registration of new STP/EHTP units and their renewal under the scheme.
- (b) Recommending for setting up of IT Park under STP Scheme and to send proposal for approval of IMSC.
- (c) Approval of exports of Software's in non-physical form and recommendations to Customs for export in physical form by registered units.

CHAPTER – 5: THE NORMS SET BY STPI FOR THE DISCHARGE OF ITS FUNCTIONS.  
[SECTION 4(1) (b)(iv)]

The forms related to Software Technology Park (STP)/Electronic Hardware Technology Park (EHTP) scheme i.e. Application Form, Legal undertaking format, Application for obtaining Import Export Code (IEC), Terms and condition of Letter of permission (LOP) etc. are available with respective STPI Centers.

CHAPTER – 6 : THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS & 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 -

THE FOREIGN TRADE (DEVELOPMENT AND REGULATION ACT), 1992

RULES AND ORDERS MADE UNDER THE FOREIGN TRADE (D&R ACT 1992)

FOREIGN TRADE POLICY FOR THE PERIOD 2004-09

HANDBOOK OF PROCEDURES (VOLUME 1)

HANDBOOK OF PROCEDURES (VOLUME 2) AND SCHEDULE OF DEPB RATES.

CHAPTER – 7 : THE STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY STPI OR UNDER ITS CONTROL [SECTION 4(1) (b) (vi)]

For the official documents (Rules, Regulations, Instructions, Manual, Records etc.) the details are given below: -

Sl. No.	Name of the document	Whether free or priced. If priced, what is the cost?	Held by/under the control of
1	The Foreign Trade (Development and Regulation Act), 1992		Under the control of Ministry of Commerce & Industry.
2	Rules and Orders made under the Foreign Trade (D&R Act 1992)		-do-
3	Foreign Trade Policies for the period 2004-09, 2010-14 & 2015 -20 and subsequent revisions		-do-
4	Handbook of Procedures (Volume 1)		-do-
5	Handbook of Procedures (Volume 2) and Schedule of DEPB Rates.		-do-

Cases relating to STP/EHTP Scheme are processed under the procedures laid down in the above documents as amended from time to time.

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)]

The Industrial Facilitation Cell exists to interact with the Public in general and prospective Entrepreneurs. The Organization conducts the interactive sessions for the suggestions, feedbacks and improvements in the schemes, policies or implementation of the schemes from time to time.

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 :

The Governing Council is the legislative organ, which regulates the policies and administers the Society. 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. Subject to a minimum of 15 and maximum of 18 members, it shall comprise the following: -

- (1) Hon'ble Minister, Administrative Ministry (Chairperson).
- (2) Hon'ble Minister of State, Administrative Ministry (Deputy Chairperson).
- (3) Secretary, Administrative Ministry (Executive Vice-Chairperson)

Members

- (4) Additional Secretary/ Group Coordinator (STPI), Administrative Ministry.
- (5) Joint Secretary, (Societies) Administrative Ministry
- (6) Financial Adviser, Administrative Ministry.
- (7) One representative of Department of Telecommunications not below the rank of Joint Secretary.
- (8) One representative of Ministry of Home Affairs not below the rank of Joint Secretary.
- (9) One Representative of Intelligence Bureau not below the rank of Joint Secretary.
  
- (10) One Representative of Ministry of Finance not below the rank of Joint Secretary.

- (11) One Representative of Department of Commerce not below the rank of Joint Secretary.
- (12) Chairman, Electronics and Software Export Promotion Council.
- (13) Up to three persons of eminence in the disciplines related to the functions of STPI.(e.g. Electronics, Computer Software, International Trade, Finance etc.) nominated by the Chairman.
- (14) Up to two representatives of trade / professional bodies related to the Industry nominated by the Chairman.
- (15) Deputy Chief Executive Officer, STPI.
- (16) Chief Executive Officer, STPI. (Member Secretary)

The tenure of the non-official members shall be two years. The Chairman may re-nominate a non-official member for more than one term. In the event of a vacancy caused by resignation of a member the tenure of the person who is nominated to fill the said vacancy shall be only for the balance period.

#### 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 the MoA and shall perform functions in the following matters:

- (a) Examination of new proposals/schemes and budget.
- (b) Review and rationalization 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 assignments including equipment procurement.
- (d) Examination of proposals for write 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) Secretary, Administrative Ministry - Chairman
- (b) Chief Executive Officer, STPI - Vice Chairman
- (c) Financial Advisor, Administrative Ministry - Member
- (d) Joint Secretary (Societies), Administrative Ministry - Member
- (e) Group Coordinator of STPI, Administrative Ministry - Member
- (f) Head of Center (Two No), STPI (By seniority) - Member
- (g) Deputy Chief Executive Officer, STPI - Member Secretary

Outside experts(s) may also be nominated in this committee by the Chairman, ECOD

(a) There may be a Finance Sub Committee which is also known as Finance & Accounts Committee to scrutinize the audited Annual Accounts, Statutory Audit Reports, Budgets and Appointment of Auditors before the same is submitted to the Governing Council.

(b) The Finance Sub Committee shall be presided over by the Chief Executive Officer of STPI and shall have Financial Advisor, Group Coordinator for STPI, Joint secretary (Societies) or their representatives from the Administrative Ministry besides Deputy Chief Executive Officer, STPI as members.

(c) If, in the opinion of the Financial Advisor of the Administrative Ministry, any decision of the committee is either not in the interest of the Society or is violative of the approved policies of the Government or is not desirable for any other reason, he may require that implementation of any measure pursuant to such decision be held in abeyance till it is considered by the Government in terms of Clause No. 13. He shall exercise the same internal control if a similar situation arising in the course of the proceedings of the Governing Council on the occasion of consideration of the recommendations of the ECOD or any other proposal.

(d) There may be a sub committee nominated by Chairman, ECOD which shall be presided over by the Chief Executive Officer, STPI to review the administrative, operational and such other policy matters and to advise the ECOD.

#### 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-centers, augmentation of facilities, annual plan and budget for each STP and advise the Director General, STPI (Chief Executive Officer).

The composition shall be as indicated below:

(i)	Chief Executive Officer, STPI	-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)/ 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

Chairman 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

Phone Nos: 0471 - 2700404 / 607 / 707 / 807

FAX No: 0471 - 2700505

NOC Help Desk: 0471 - 2700003

Sl. No.	Name / Designation Shri./ Smt./Kum.	Extn No	Email Id :
1	Sh. S. R Subramaniam (Director)	0471- 2700606/147	<a href="mailto:sr.subramaniam@stpi.in">sr.subramaniam@stpi.in</a>
2	Sh. Samraj Daniel C (Joint Director)	128	<a href="mailto:samraj.daniel@stpi.in">samraj.daniel@stpi.in</a>
3	Sh. Rajasekharam K (Joint Director)	120	<a href="mailto:k.rajasekharam@stpi.in">k.rajasekharam@stpi.in</a>
4	Sh. Mahesh M (Joint Director)	131	<a href="mailto:mahesh.m@stpi.in">mahesh.m@stpi.in</a>
5	Sh. K. B. Sasi (Sr. Finance Officer & Admin Officer (I))	121	<a href="mailto:kb.sasi@stpi.in">kb.sasi@stpi.in</a>
6	Sh. Nevin S R (Technical Officer)	117	<a href="mailto:sr.nevin@stpi.in">sr.nevin@stpi.in</a>
7	Sh. Job Chacko Mathai (Administrative Officer)	140	<a href="mailto:job.mathai@stpi.in">job.mathai@stpi.in</a>
8	Sh. Aditya Sharma (MTSS ES-V)	150	<a href="mailto:aditya.sharma@stpi.in">aditya.sharma@stpi.in</a>
9	Smt. Reema Raj (MTSS ES-V)	130	<a href="mailto:reema.raj@stpi.in">reema.raj@stpi.in</a>
10	Smt. Vandana G (MTSS ES-V)	150	<a href="mailto:g.vandana@stpi.in">g.vandana@stpi.in</a>
11	Smt. Shabna R (MAS A-IV)	148	<a href="mailto:r.shabna@stpi.in">r.shabna@stpi.in</a>



12	Smt Reji S. (MAS A-IV)	118	<a href="mailto:s.reji@stpi.in">s.reji@stpi.in</a>
13	Sh. Ajit Kumar Sahoo (MAS II)	137	<a href="mailto:ajit.sahoo@stpi.in">ajit.sahoo@stpi.in</a>
<b>Outsourced Staff through agency</b>			
14	Sh. G K Nair (PA to Director)	115	<a href="mailto:gk.nair@stpi.in">gk.nair@stpi.in</a>
15	Smt. Sreeja Devi (Admin Assistant)	141	<a href="mailto:sreeja.devi@stpi.in">sreeja.devi@stpi.in</a>
16	Smt. Deepa G (Admin Assistant)	143	<a href="mailto:g.deepa@stpi.in">g.deepa@stpi.in</a>
17	Smt. Asha S Krishnan (Finance Assistant)	134	<a href="mailto:asha.krishnan@stpi.in">asha.krishnan@stpi.in</a>
18	Smt. Susan George (Finance Assistant)	132	<a href="mailto:susan.george@stpi.in">susan.george@stpi.in</a>
19	Sh. Agersh V M (Technical Assistant)	150	<a href="mailto:vm.agersh@stpi.in">vm.agersh@stpi.in</a>
20	Sh. Subin Chand V (Office Attendant)	9/113	-
21	Smt. Suseela (House Keeping)	0471-2700707	-

#### STPI - KOCHI

1	Sh. Jithesh (Technical Officer)	0484-2415228	<a href="mailto:p.jithesh@stpi.in">p.jithesh@stpi.in</a>
2	Sh. Ullasan V B (Office Attendant)	0484-2415228	<a href="mailto:vb.ullasan@stpi.in">vb.ullasan@stpi.in</a>

**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.

**THIRUVANANTHAPURAM, KERALA**

**Regular Staff**

Sl.No.	Name/Designation	Monthly remuneration
		(Basic Pay)
1	Mr. Subramaniam S. R., Director	Rs.1,47,600/-
2	Mr. Samraj Daniel C., Joint Director	Rs. 88,700/-
3	Mr. Rajasekharam K., Joint Director	Rs. 91,400/-
4	Mr. Mahesh. M., Joint Director	Rs. 81,200/-
5	Mr. Sasi K. B., Senior Finance Officer	Rs. 74,000/-
6	Mr. Nevin S. R., Technical Officer	Rs. 56,300/-
7	Mr. Jithesh P., Technical Officer	Rs. 54,700/-
8	Mr Job Chacko Mathai, Administrative Officer	Rs. 44,900/-
9	Mr. Aditya Sharma, MTSS ES-V	Rs. 35,400/-
10	Ms Reema Raj, MTSS ES-V	Rs. 35,400/-
11	Ms Vandana G, MTSS ES-V	Rs. 35,400/-
12	Ms Shabna R, MAS A-IV	Rs. 35,400/-
13	Ms Reji S., MAS A-IV	Rs. 35,400/-
14	Mr. Ajit Kumar Sahoo, MAS A-II	Rs. 35,300/-

**Contract Staff (through Out Sourced Agency)**

Sl.No.	Name/Designation	Monthly remuneration
		(Basic Pay)
1	Mr G. K. Nair,PA to Director	Rs. 24,200/-
2	Ms Sreeja Devi.J.S., Admin Assistant	Rs. 22,990/-
3	Mr Ullasan.V.B., Office Boy	Rs. 17,657/-
4	Ms Asha.S.Krishnan, Finance Assistant	Rs. 22,990/-
5	Ms Deepa G, Admin Assistant	Rs. 22,990/-
6	Ms Susan George, Finance Assistant	Rs. 20,900/-
7	Mr. Agersh V. M., Technical Assistant	Rs. 27,225/-

8	Mr.Arun B,Technical Assistant	Rs. 19000/-
9	Ms Suseela.N, Housekeeping staff	Rs. 14,520/-
10	Ms Subin Chand.V, Office Boy	Rs. 14,520/-
11	Mr Thankappan C, Security Staff	Rs. 14,520/-
12	Mr Krishna Pillai G, Security Staff	Rs. 14,520/-
13	Mr Manu Kumar , Security Staff	Rs. 13,200/-

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 programs.

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 Hardware Technology Park (EHTP) scheme i.e. Application form, Legal undertaking format, Application for obtaining Import Export Code (IEC), Terms and condition of letter of permission (LOP) etc. are available with respective STPI centres.

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)]

Following are the facilities provided to Citizens for obtaining information –

1. Appropriate information is displayed on the Notice Boards.
2. The public can access the website [www.tvpm.stpi.in](http://www.tvpm.stpi.in) for obtaining information about the Organization.
3. Organization Brochures are provided on request at free of cost at the Reception.

However, STPI Centers 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 : Dr. Omkar Rai  
Director General  
Software Technology Parks of India - HQ  
9<sup>th</sup> Floor, NDCC-II Building, Jai Singh Road  
Opp. Jantar Mantar, New Delhi-110  
001 Telephone No. 24363108, 4363309  
Fax No. 24363436,  
24364336  
E-Mail ID : [rai@stpi.in](mailto:rai@stpi.in)

NAME AND CONTACT NO. OF PUBLIC INFORMATION OFFICER AT  
SOFTWARE TECHNOLOGY PARKS OF INDIA  
THIRUVANANTHAPURAM – 695 581

Sl. No.	Name of the STPI Centre / Sub Centers	Name & Designation of PIO and APIO	Official Telephone No.	Mobile No.	E-Mail ID
1.	STPI, Head Quarters	Shri Deyesh Tyagi, PIO Sr. Director	011-24362609	09868884062	<a href="mailto:devesh@stpi.in">devesh@stpi.in</a>
2.	STPI- Thiruvananthapuram & its Liaison Office	Shri K. Rajasekharam APIO	0471- 2700707	08891002025	<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)]

RTI APPLICATION FORM 'A'

To,

The Public Information Officer

\_\_\_\_\_

PIN: \_\_\_\_\_

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:

-----  
---  
-----  
---  
-----

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 enclose 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. (i) A fee of Rs. \_\_\_\_\_ has been deposited in the Finance & Accounts Office of the STPI vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ ,or

(ii) A Postal Order/Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ is enclosed, or

(iii) 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: