

RIGHT TO INFORMATION ACTIndex

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SOFTWARE TECHNOLOGY PARKS OF INDIA

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

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 RTI – Form No. 1, 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. 1 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, 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 5th 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 development of software and software services.
- (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;

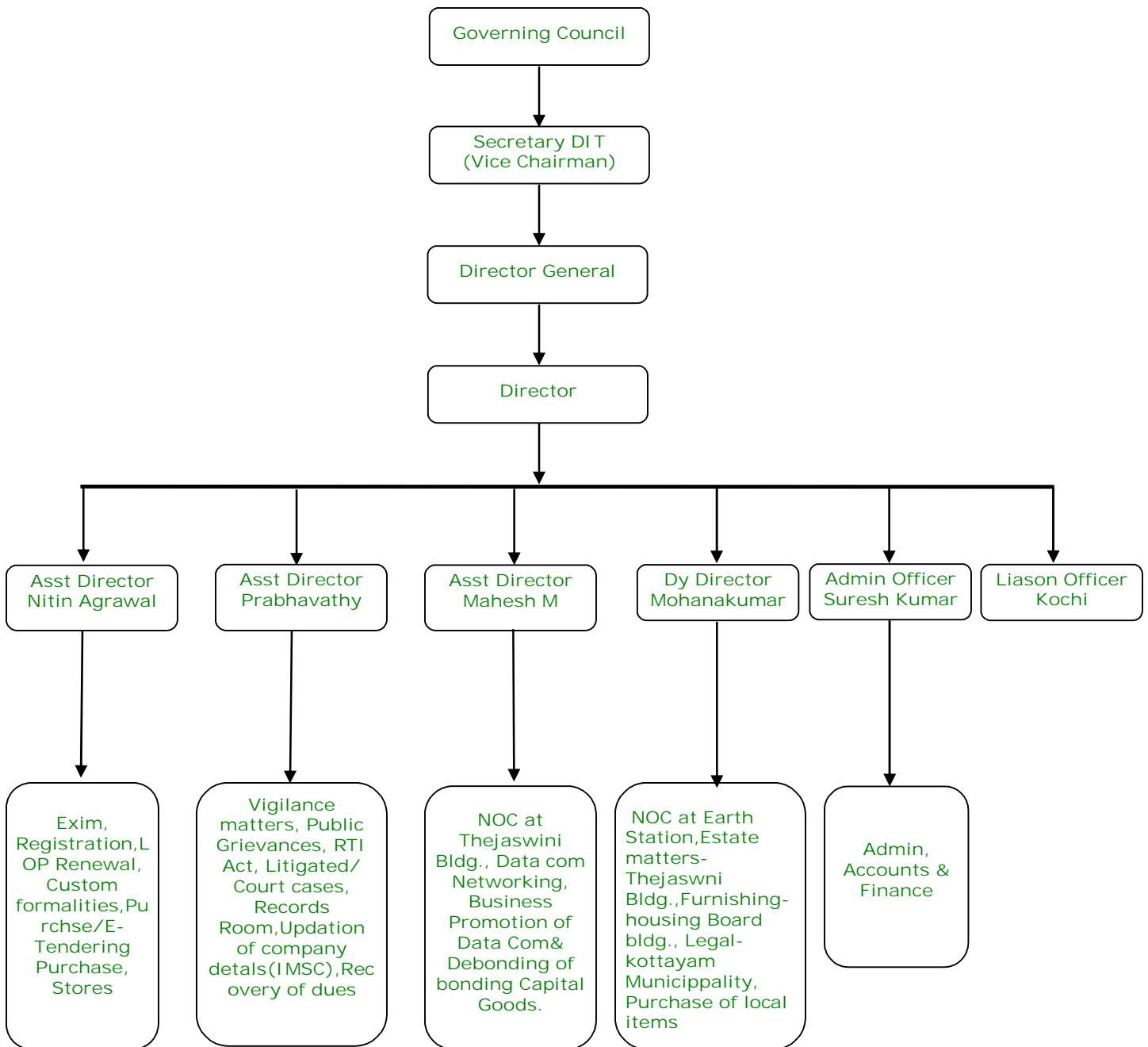
- (a) To establish and manage the infrastructural resources such as communication facilities, core computers, building, amenities etc. in these parks and to provide services to the users (who undertake software development for export purposes) for development and export of software through data link 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.

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 44 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. Shared Internet services.
3. Premium 1:1 internet service.
4. Other value added services.

STPI provides worldwide connectivity for its software export units, is radiating about more than 400 MBPS, 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 has implemented domestic projects such as Khajane.net, NIXI,CertIND. The Ebene Cybercity Project, Mauritius is also being implemented by STPI which is successfully completed in April 2004. The STP model has been quite successful and various developing countries around the world are trying to emulate it.

Domestic it projects for various state governments would also be actively pursued for higher revenues.

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

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: ramesh@tvpm.stpi.in

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

STPI COCHIN

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

Ph: 91-484-2415228

Fax: +91-484-2415240

STPI Centers



CHAPTER – 3: POWERS AND DUTIES OF STPI OFFICERS/EMPLOYEES

[SECTION 4(1) (b) (ii)]

Sl. No.	Name of the Post	Job Responsibility
1	Director	1.Over all responsibility of STPI - Trivandrum. 2.Implementation of STP Scheme in Kerala & Lakshadweep. 3.Co-Ordination with Govt. agencies for the functioning of EOUs under STP scheme. 4.Monitoring and review of EOUs under STPI & Adjudication under FTP. 5.Business Development for STPI
2	Deputy Director (Mohana Kumar)	In charge of NOC at Earth Station, Estate matters at Thejaswini Building, Furnishing of office space at Housing board, Legal issues with kottayam Municipality, Local Purchase.
3	Asst. Director (Mahesh.M)	NOC at Thejaswini Building, Data Com networking, Business promotion of Data Com, Debonding of Bonded Goods(CG) of STPI.
4	Asst. Director (G.Prabhavathy)	Vigilance matters, Public Grievances, RTI Act, Litigated/Court cases, Records Room, Updation of company details of IMSC, Recovery of dues.
5	Asst. Director (Nitin Kumar Agrawal)	EXIM, Registration, LoP Renewal, Customs formalities, Purchase/E-Tendering.
6	Administrative Officer (A.V.Suresh kumar)	Accounts (Correspondance with Head Quarters, Assets Records, Insurance, other matters) & Administration (Personnel, HRMS module, Staff matters).

For Delegation of powers and Administrative powers, kindly refer STPI-HQ- web site www.stpi.in

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

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

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

Kindly refer STPI-HQ- web site www.stpi.in

The forms related to Software Technology Park (STP)/ Electronic Hardware Technology Park (EHTP) scheme ie, Application Form, Legal undertaking format, Application for obtaining Import Export Code (IEC), Terms and Conditions of Letter of Permission (LOP) etc. are available in web site 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

- 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 of 2004-09
- Handbook of Procedures of Foreign Trade Policy (Volume 1)
- Handbook of Procedures of Foreign Trade Policy (Volume 2) and Schedule of DPEB 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 documents	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 Others made under the Foreign Trade (D7R Act 1992)		-do-
3	Foreign Trade Policy for the period 2004-09		-do-
4	Handbook of procedures Foreign Trade Policy (Volume 1)		-do-
5	Handbook of Procedures Foreign Trade policy (Volume 2) and		-do-

Schedule of DEPB Rates.		
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Case relating to STP/EHTP Scheme is processed under the procedures laid down in the above documents.

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 STPI-HQ- web site 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	Member

Representative

- (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.

The Composition of SEB, Thiruvananthapuram as indicated below:

1.	DG/his representative (not below the Rank of Director)	Chairman
2.	Deputy Chief Executive Officer, STPI.	Vice Chairman
3.	Head of Programme Division for STPI, Administrative Ministry/Representative	S.S.Garg, Scientist-F, Programme Dvn.Head, DIT.
4.	Secretary, IT, State Govt./ Representative.	Shri. Mervin Alexander, Chief Ex.Officer, Information Technology (A) Department, Techno Park, Trivandrum. Phone: 0471-2700222
5.	Commissioner(Custom & Central Excise)/ his Representative.	Shri.T.C.Rajadas, Joint Commissioner, Central Exise & Customs, ICE Bhavan, Press Club Road, Thiruvananthapuram-695001. Ph:0471-2337077 Fax:0471-2337047
6.	Commissioner (Income tax)/his Representative.	Shri.S.Murali Mohan, Joint Commissioner, Joint Commissioner of Income Tax, Range -1, Trivandrum. Ph: 0471-2433029/9446064076.
7.	Two representatives of local IT Industry.	1.Shri.S.B.Nair, Asst.Manager, U.S.Tech nology International (P) Ltd., Nila, Techno Park, Trivandrum. Ph:9349935769. 2.Shri.Abhilash Kumar, Senior Manager, Infosys Ltd., Techno Park, Trivandrum. Ph.No.0471-3982222/9895012244.
8.	Representative of IB.	Shri.P.G.K.Nair, Asst.Director, Subsidiary Intelligence Bureau(MHA). Govt.of India, 572, Mont Fort House, Vazhuthacad, Thycad P.O., Trivandrum 695014. Ph: 0471-2323527/9446502671.

9.	Head of the Centre, STPI.	Shri. K. Ramesh kumar, Director, Software Technology Parks of India, C-21, Thejaswini Building, Techno Park, Thiruvananthapuram – 695 581. Ph. No. +91–471–2700707 (4 lines), 2700606 Fax No. +91–471–2700505
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*. Meetings of the above Council/Board/Committee are not open to the public.

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 S./Shri./Smt./Km.	STD Code	Ph. No. Office	Ext n No.	Fax no.	Email id:
1	K. Ramesh Kumar (Director)	0471	2700606(Direct), 2700 404,607-707-807	147	27 00 505	ramesh@tvpm.stpi.in
2	S.Mohana Kumar (Dy. Director)	0471	2700 404,607-707-807	120	27 00 505	mohan@tvpm.stpi.in
3	Mahesh.M (Asst.Director)	0471	2700 404,607-707-807	121	27 00 505	mahesh@tvpm.stpi.in
4	G. Prabhavathy (Asst.Director)	0471	2700404,607-707-807	131	27 00 505	prabha@tvpm.stpi.in
5	NitinKumar Agrawal (Asst.Director)	0471	2700404,607-707-807	129	27 00 505	nitin@tvpm.stpi.in
6	A.V.Suresh Kumar (Admn.Officer)	0471	2700404,607-707-807	127	27 00 505	suresh@tvpm.stpi.in
7	S.R.Nevin MTSS	0471	2700404,607-707-807	123	27 00 505	nevin@tvpm.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 (Gross) as on Dec' 2011
	Shri./Smt./Km.	
1	K Ramesh Kumar Director	Rs. 1,11,998/-
2	S. Mohana Kumar Deputy Director	Rs. 70,275/-
3	Mahesh .M Asst. Director	Rs. 43,379/-
4	Prabhavathy.G. Asst. Director	Rs. 50,286/-
5	Nitin Kumar Agrawal	Rs. 43,379/-
6	A .V. Suresh Kumar Admn. Officer.	Rs. 41,755/-
7	S .R Nevin MTSS	Rs. 29,459/-

Contract Staff(through Agency)

1	Ullas V B Attender	Rs.7478/-
2	Saritha S.R Data Entry Operetator	Rs. 7478/-
3	Hareesh Ravindran Tech. Assistant	Rs.9046/-
4	Preetha C.D Accounts Assistant	Rs.9046/-
5	Sree Jagadevan.J.S. Admn. Assistant	Rs.6369/-
6	Archana J.S Admn. Assistant	Rs. 6096/-
7	Sindhu C.R Admn. Assistant	Rs. 6096/-
8	Sreeja Devi J.S Admn. Assistant	Rs. 6096/-
9	Suma Rani S. Admn. Assistant	Rs. 6096/-
10	Geethu Mohan M.S Admn. Assistant	Rs. 6096/-
11	Rani Krishna.B.R. Admn. Assistant	Rs. 4956/-

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 AUTHORIZATION 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

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
 Electronics Niketan
 6, CGO Complex
 Lodhi Road, New Delhi-110003
 Telephone No.24363108, 24363309
 Fax No. 24363436, 24364336
 E-Mail ID: 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 Officer	Designation	Mobile No.	Residence Tel.No.	Email ID
1.	STPI-Thiruvananthapuram and its sub centres	Smt.G. Prabhavathy	Assistant Director	9447961619	471-2364746	prabha@tvpm.stpi.in

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

Not applicable

Form of application for seeking information from STPI

RTI Form No.1.

Date of Receipt:

To:

The Assistant Public Information Officer (RTI)
Software Technology Parks of India
J.V. Centre, P.B.No.5517,
Bakery Jn., Thiruvananthapuram- 695 034

1. Name of the applicant :
2. Postal Address :
(Complete with pin Code)

3. Tele.no., Fax no., e-mail ID if any :
4. Particulars of Information required :
5. It is certified that I am a bona fide Citizen of India.
6. * 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)
7. Demand Draft(DD)/Indian Postal Order(IPO) for an amount of Rs.10/- drawn in favor of Software Technology Parks of India payable at Thiruvananthapuram towards the application fee is enclosed herewith. Further, I also undertake to pay the required fees/charges (if applicable) as prescribed under the RTI Act and or relevant Rules.
8. DD/IPO Number.....dated.....
9. I state that the information sought does not fall within the restrictions contained in section 8 of the RTI Act and to the best of my knowledge it pertains to your office.

(Signature of the Applicant)

Dated: _____

Note: Kindly fill all the columns properly and strike out whichever is not applicable.