SOFTWARE TECHNOLOGY PARKS OF INDIA
(An Autonomous Society under Govt. of India, Ministry of Electronics & Information Technology)
30, Electronic City, Phase IV, Udyog Vihar, Sector 18, Gurugram, Haryana 122015
Tel. No.: +91-124-2012184

Website: https://gurugram.stpi.in/

Information Handbook Under RTI Act 2005

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.

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 centres/ sub-centres, as detailed in Chapter – 17 below.

1.5   Definitions/Abbreviations used

- "APIO" means Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act

- "AA" means Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act
- "DG" means Director General, STPI
- "EXIM Policy" means Export/Import Policy
- "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act
- "RTI Act" means Right to Information Act 2005
- "EHTP Scheme" means Electronics Hardware Technology Park
- "STP Scheme" means Software Technology Park
- "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 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/- (Rs. Ten)** 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 document or the photocopies of document/information, if any.
   o For Tender Documents, an application fee of **Rs. 500/- (Rs. Five hundred)** per application will be charged.

➢ A sum of **Rs. 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 of Demand Draft/Indian Postal Order (IPO) drawn in favor of **Software Technology Parks of India and payable at New Delhi**.

➢ 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 thirty days of the receipt of the request.

CHAPTER – 2

Particulars of the Organization, Functions and Duties

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 Ministry of Electronics and Information Technology, (the then Department of Electronics) Government 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 the development and export of software and software services including Information Technology (IT) enabled services/ Bio- IT.
(b)   To provide statutory and other promotional services to the exporters by implementing Software Technology Parks (STP)/ Electronics and Hardware Technology Parks (EHTP) Schemes and other such schemes which may be formulated and entrusted by the Government from time to time.
(c)   To provide data communication services including value added services to IT / IT enabled Services (ITES) related industries.
(d)   To promote micro, small and medium entrepreneurs by creating conducive environment for entrepreneurship in the field of IT/ITES.

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 / centers at various locations in the country;

    (a)   To perform all functions in the capacity of the successor to the erstwhile Software Technology Park Complex which were taken over by the STPI

    (b)   To establish and manage the infrastructural resources such as integrated infrastructure including international communication / Data center / Incubating

facilities etc. for 100% export-oriented units and to render similar services to the users other than exporters.
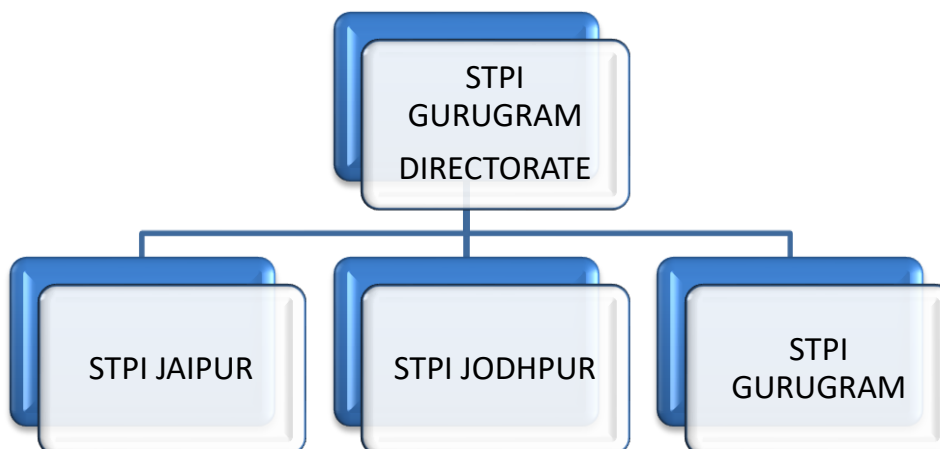
(c)   To undertake other export promotional activities such as technology assessments, market analysis, market segmentation as also to organize workshops/exhibitions/seminars/conferences etc.

(d)   To facilitate specialized training in the niche areas to meet the above objectives.

(e)   To work closely with respective State Government and act as an interface between Industry and Government.

(f)   To promote secondary and tertiary locations by establishing STPI presence to promote STP/EHTP Scheme, and promotional schemes announced by Government.

(g)   To promote entrepreneurship through incubation programs / seed funds / IP development and other awareness programmes.

(h)   To assist State Governments in formulating IT policies and liaison for promoting the IT industries in respective states to achieve an exponential growth of exports.

(i)   To promote quality and security standards in the IT industries.

(j)   To work jointly with venture capitalists for providing financial assistance to the IT industries.

(k)   To provide Project Management and Consultancy services both at national and international level in the areas of expertise of STPI.

(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.

Note : Whenever any gifts, bequests from foreign Governments/ organizations are accepted/ obtained they shall be routed through Government and be regulated by such directions as may be issued by Government.

(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 / Nationalized Banks or to invest in such a manner for the benefit of the STPI as may be prescribed. Atleast 60% of the funds shall be placed with the Public Sector Banks or in such a manner as may be prescribed by the Government from time to time.

(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 maintained by STPI or part thereof, 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, outgoings 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 as per the procedure laid down by Government.

(2) TO DO ALL SUCH ACTS AND THINGS AS MAY BE REQUIRED IN ORDER TO FULFILL THE OBJECTIVES OF THE STPI.

2.4   Organizational Chart

```
        ┌─────────────────┐
        │      STPI       │
        │    GURUGRAM     │
        │   DIRECTORATE   │
        └────────┬────────┘
     ┌───────────┼───────────┐
┌──────────┐ ┌──────────┐ ┌──────────┐
│   STPI   │ │   STPI   │ │   STPI   │
│  JAIPUR  │ │ JODHPUR  │ │ GURUGRAM │
└──────────┘ └──────────┘ └──────────┘
```

2.5 Details of Services/Initiatives Provided by STPI

2.5.1 SOFTWARE TECHNOLOGY PARK (STP) SCHEME/ELECTRONIC HARDWARE TECHNOLOGY PARK (EHTP) SCHEME

STP/EHTP SCHEME

Software Technology Park (STP) & Electronics Hardware Technology Parks is a 100% export-oriented scheme for the development and export of computer software & Hardware, 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

- Approvals are given under single window clearance system.
- Up to 100% foreign equity is permitted.
- Goods imported/ procured domestically by the STP units are completely duty free.
- Re-export/ Second Hand of capital goods may also be permitted.
- Sales in the Domestic Tariff Area (DTA) are permissible up to 50% of the export.
- Income tax benefit under sections 10A of Income Tax Act up to 31st March 2011.

2.5.2 High Speed Data Communication (HSDC) Services and other Value-Added Services

STPI has designed and developed state-of the-art HSDC Network called SoftNET, which is available to software exporters at internationally competitive prices. STPI has set up its own International Gateway at 58 locations for providing HSDC links to the software industry.

Local access to international gateways at STPI centres is provided through Point to-Point and Point-to-Multi-point 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 (fibre/ 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 Internet Services.
2. Web/ Home page-hosting, authoring and maintenance.
3. Other value-added services.
STPI provides world-wide connectivity for its software export units and is radiating about more than 400 MBPS and is operating with international carriers from its stations/ available fiber connectivity for various destinations.

2.5.3 Incubation Services

The incubator concept has emerged world-wide as essential infrastructure for the growth of high-technology businesses like 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 centres for the SMEs. STPI sets up the entire facility ready for commencing operations by software units from day one. It offers advantage of no gestation period and does not require capital investment. It helps in developing confidence in the client and ensures that the business opportunity is not lost.

The Incubation Facilities have 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 Centre
- Conference Rooms and Training Facilities
- High Speed Communication Links, Internet and Video Conferencing Facilities

STPI has established a Technology Incubation Centre at Gurugram, and have the greatest advantage for this kind of central facility.

2.5.4 Project Management and Consultancy Services

STPI do undertake turnkey assignments 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 centres.

STPI offers the following PMC Services:
- Consultancy Services for creation of IT infrastructure, which includes:
  - Setting up of Data Centres as per TIA 942 standards
  - Creation of Networks (LAN and WAN) on various Technology platforms
  - Setting up of Networks Management Centres (Local and Remote Infrastructure Management Centres)
  - IT Process and Service Management
- Project Management during implementation of the projects by experienced and certified Project Manager
- Executing IT Projects on Turnkey Basis: Conceptualization, Design, Tender Process, and Identification of Vendors, Implementation and Project Management
- Consulting for IT audits as per the International standards

IT infrastructure Maintenance Services:
- Remote IT infrastructure Management Services through experienced staff based on ITIL practices
- Operations and Maintenance services for Data Centre and Network Operations Centres
- Collocation of Servers (DNS, Web, e-mail etc.) and its Management

2.5.5 Centres of Entrepreneurship (CoEs)

To ensure India builds leadership in the emerging technologies such as IoT, BlockChain, FinTech, Artificial Intelligence, Augmented & Virtual Reality, Medical Electronics & Healthcare, Gaming & Animation, Machine Learning, Data Science & Analytics, Cyber Security, Chip Designing, ESDM, etc. and to build next wave of budding entrepreneurs,

CoEs are being setup by STPI in collaborative approach in different domain across the country. Each CoE acts as single-window facilitation center to extend requisite plug & play space, lab support, funding, mentoring, industry & customer connect. The CoEs have dedicated chief mentors & eminent experts who would also act as brand ambassador of particular CoE

Accordingly, STPI has planned to establish 25+ CoEs in emerging technologies in collaborative approach across the country. Taking this vision forward, STPI has launched 24 domains focused CoEs in collaboration with suitable partners in various parts of the country, Following CoE comes under Gurugram Jurisdiction as follows.

- APIARY at -+Gurugram

A brief overview of each CoE is as given below:

- **APIARY**- A CoE in Blockchain at STPI Gurugram: APIARY has been established in collaboration with MeitY, STPI, STPINEXT, Govt. of Haryana, Padup Venture Private Limited, IBM, Intel, GBA and FITT. This is an initiative, to identify and evaluate promising start-ups in the field of Blockchain Technology that will be hosted in the STPI Gurugram. This CoE targets 100 innovative start-ups over a period of 5 years.

Addresses of the Registered Offices of the Software Technology Parks of India, Gurugram & its Sub Centers

WORKING DAYS : MONDAY TO FRIDAY

WORKING HOURS: 0930 to 1800 Hrs.

Centers	Address
GURUGRAM	*Software Technology Parks of India* 30, Electronic City, Phase IV, Udyog Vihar, Sector 18, Gurugram, Haryana 122015 Phone : +91-124-2012184 website: www.gurugram.stpi.in EMAIL : ashokg@stpi.in
JAIPUR	*Software Technology Parks of India* IT-21, EPIP, Sitapura Industrial Area, Jaipur (Rajasthan) - 302022 Phone No :+91-141-2770891/2 Fax No :+91-141-2770890 www.gurugram.stpi.in/jaipur *Email:* rajkumar.verma@stpi.in
JODHPUR	*Software Technology Parks of India* Plot No. CYB-I, Cyber Park, RIICO Heavy Industrial Area, Near Saras Dairy, Jodhpur-342003 Rajasthan Website: www.gurugram.stpi.in/jodhpur *Email:* rajkumar.verma@stpi.in

CHAPTER – 3
POWERS AND DUTIES OF STPI OFFICERS / EMPLOYEES

For smooth operations the organization structure has been classified as follows

1. Exim Services Group (ESG)
2. Datacom Service Group (DSG)
3. Business Development Group (BDG)
4. Finance & Accounts Group (FAG)
5. Admin and Personnel Group (APG)
6. Project Consultancy Group (PCG)
7. Incubation Service Group (ISG)
8. Infrastructure Group (PCG-Infra)

All the Group Heads and sub-centre in-charge are reporting to Director. The staffs employed in the sub-centres are reporting to sub-centre in-charges. The broad functioning of various groups is outlined as under.

EXIM SERVICE GROUP (ESG)
- Setting of a new STPI/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-imbursement 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).
- Softex Amendment and Cancellation.
- Change in Registered Office.
- 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.

DATACOM SERVICE GROUP (DSG)

- 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
- Registration of new users
- 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 Network/Troubleshooting
- Preparation of duty roaster 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
- 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 equipment's/devices.
- Addressing all the electrical requirements of Centre's.

BUSINESS DEVELOPMENT GROUP (BDG)

- 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 services.
- Co-coordinating 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.

FINANCE & ACCOUNTS GROUP (FAG)

• Billing for Services
  o Supplementary Billing.
  o Co-location Services
  o STP/EHTP/IT Parks/Non STP Services.
  o Billing for Projects.
  o Incubation Services for plug & play, Raw Space including proportionate
  o bills for services like Telephone, Electricity, DG Sets, Conference Room,
  o Auditorium Services, Video Conferencing Service, Training Room, etc.
  o Issue of Credit Notes/Debit Notes wherever applicable.
  o Other Value-Added Datacom Services (DNS, Mail Relay, Web Hosting,
  o Server Space Sharing etc.)
• Funds
  o Funds allocation for Recurring Expenses
  o Request for Balance Funds
• Payments
  o Employee Payments
▪ Payroll
▪ Short Term Loans
▪ Leave Encashment
▪ Medical Allowance
▪ Medical Reimbursement (In Patient)
▪ News paper
▪ Children Education Allowance
▪ Staff Advance and Settlement
▪ Mobile Reimbursement, Internet Charges
▪ Tour Advance/LTC Advance/ Food Coupons
▪ Imprest/Cash handling for Center-Settlement of Advances/Loans
made to Staff.
▪ TA on Transfer
▪ Health Checkup Reimbursement.
▪ Overtime
▪ Miscellaneous payments like uniforms, Shoes etc.
▪ Insurance Payment.

- o Vendor & Customers Payments
- ▪ AMCs/WO/PO/Specific Contracts
- ▪ Payments for miscellaneous purchase
- ▪ Security
- ▪ Housekeeping/Landscaping
- ▪ Portable Water
- ▪ Photocopier
- ▪ Vehicle Hiring
- ▪ Tea Vender
- ▪ Building Maintenance Charges
- ▪ Service Providers Payment
- ▪ Local Loop Payments
- ▪ Hiring of Equipment
- ▪ Diesel Payments
- ▪ Civil Contract Payments
- ▪ Consultancy Payments
- • Statutory Payments & Tax Matters
  - o Service Tax
  - o TDS
  - o Professional Tax
  - o Provident Fund
- • Income Tax
  - o TDS on salaries, Vender payments etc.
  - o Information for Advance Tax Planning
  - o Issue of TDS certificates
  - o Collection of TDS certificates
  - o Filling of Monthly /Quarterly/Half yearly and Annual Returns
- • Service Tax
  - o Levy of Service Tax on Billing
  - o Preparation of Service Tax Payment note and Remittance to Dept.
  - o Filling of Monthly /Quarterly/Half yearly and Annual Returns
  - o Other related correspondence.
- • Bank Works
  - o Passing receipts for payments received
  - o Depositing of cheques in Bank
  - o Bank Reconciliation
  - o Bank Correspondence on cheque bouncing, remittance advices, bank
  - o guarantee etc.
  - o Deposit of cheque for employee/Vender payments
  - o 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 Statement 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
- CST
  - CST Reimbursement

STPI Delegation of Powers

S. No.	Subject Matter	Extent of Powers delegated (Amount in Rs. lacs)
1.	(a)To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country. (b)To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	(a)DG – Full Powers (b) 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 upto 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
		(a) HOC – Full Powers
		
		(b) 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	(a) GC – Full Powers (b) 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 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	(a) HOC–Upto 0.05 (per employees/annum) DG – Full Powers

	(b)Grant of Honorarium to visiting experts/ Members/ Councils/ Committee/Board etc.	**(b) HOC – Full Powers**
26.	Sanction of office/residential/mobile telephones/broadband facility and payment thereof	**HOC – Full Powers**
27.	Purchase of Softwares / Software services / Development of Softwares / 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 # Clarification No. 1 & 2 issued vide communication 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 members 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 and domain knowledge achieved by the Society	DG – Full Powers (With reporting to GC)
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

- The Financial Management functions shall be performed as per the provisions of Memorandum of Association of STPI.
- The powers to be exercised in accordance with relevant rules/procedures prescribed from time to time.
- The authorities concerned will strictly exercise the powers within the overall budgetary allocations.
- When the Governing Council is not in meeting, the powers of Governing Council shall be exercised by the Chairman, Governing Council
- Governing Council is empowered to approve any item not specifically covered in this schedule.
- DG as CEO will have powers concurrently vested with Subordinate authorities including overriding powers.
- 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 Centre. In absence of DG, he would also exercise the powers of the DG.
- 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.
- 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 from 16.12.2013 to 22.11.2015
    - Version–IVeffectivesince23.11.2015

DELEGATION OF POWERS

ADMINISTRATION POWERS

Sl No.	Subject Matter	Director		Director General		Governing Council	
		Extent of powers	Condition	Extent of powers	Condition	Extent of powers	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 • Sr. Director • Beyond Group `B' posts upto Director • Upto Group `B' posts	- - FULL	- - -	FULL FULL -	(With the approval of Chairman, GC) - -	- - -	- - -
6	Transfers / Postings • Beyond Group `B' posts • Upto Group `B' posts	- FULL	- Within the jurisdictional area	FULL FULL	- (Out side jurisdiction)	- -	- -

सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया

(भारत सरकार, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, सूचना प्रौद्योगिकी विभाग के अन्तर्गत स्वायत्त गोसायटी)

इलेक्ट्रॉनिक्स निकेतन, 6, सी-जी.ओ. कॉम्पलेक्स, लोधी रोड, नई दिल्ली- 110 003

दूरभाष 91-11-24306600, 24306614 - फैक्स: 91-11-24364336, 24383436

ई-मेल: इनफो@एसटीपिआई.इन - यूआरएल एचटिटिपी//डब्ल्यूडब्ल्यूडब्ल्यू.एसटीपिआई.इन

Software Technology Parks of India

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

Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110 003.

Phone: 91-11-24306600, 24306614 - Fax: 91-11-24364336, 24383436

E-mail: info@stpi.in - URL: http//www.stpi.in

Ref. No.: 2(4)/2005-STPI pt.

January 18, 2011

CLARIFICATION NO. – I

Subject : Clarifications on Delegation of Powers (Financial)-reg.

While considering the proposal for the appointment of Consultant for the purpose of computerization, Department of Information Technology vide its communication No. 11(28)/2010-IP:S&ITS dated 20.12.2010 has clarified/ interpreted that such proposals could be covered under item at Sl. No. 30 in existing Financial Delegation of Powers (DOP).

2. In another case also while examining the case of procurement of bandwidth on File No. STPI/HQ/PDC/02/049 (Pt. File-OPA-25240), DIT vide its communication No. 11(27)/2010-IP:S&ITS dated 1.11.2010 had clarified / interpreted that purchase of bandwidth is well within the delegated powers of DG and can be covered under clause 30 of Financial Delegation of Powers.

3. As per above clarifications, it is interpreted that all services/items of similar nature procured to meet the objectives of Society are covered under clause 30 of Financial Delegation of Powers (DoP).

(Ravi Nagpal)

Chief Administrative Officer

1. Director, All STPI Centres
2. AD(VS)/AD(DT)
3. CFO/CAO
4. DD, Society Division, DIT
5. DD, Industrial Promotion : Software & ITS Division
6. DOP file
7. Guard file

राकेश गैरोला
RAKESH GAIROLA
वरिष्ठ प्रशासनिक अधिकारी/Senior Administrative
सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
6 एफ फ्लोर, एनडीसीसी-II, जयसिंह रोड, नई दिल्ली, 110
6th Floor, NDCC-II, Jai Singh Road, New Delhi-

राकेश गैरोला/RAKESH GAIROLA
मुख्य प्रशासनिक अधिकारी/Chief Administrative Officer
सॉफ्टवेयर टेक्नोलॉजी Parks of India
6th Floor, NDCC-II, Jai Singh Road, New De

Software Technology Parks at:
Bangalore - Chennai - Gandhinagar - Guwahati - Hyderabad - Navi Mumbai - Noida - Pune - Thiruvananthapuram

Ref. No. 2(4)/2005-STPI Vol.II / 2226--2232

April 3, 2013

CLARIFICATION NO. – 2

Subject – Clarification on Delegation of Powers (Financial) – reg.

The existing Delegation of Financial Powers of STPI was prepared in 2009 and implemented in STPI w.e.f. 20.07.2010 with the approval of the Governing Council. Subsequent to implementation of DoP, clarifications have been issued by DeitY vide their letters No. 11(27)/2010-IP: S&ITS dt: 01.11.2010 and 11(28)/2010-IP S&ITS dt: 20.12.2010 on the proposals of STPI for Procurement of Internet Bandwidth & Computerization of STPI respectively, submitted to Deity for approval of the Competent Authority. Deity vide its aforesaid letters clarified that these proposals shall be considered by DG, STPI under Sl. No. 30 (a) of existing delegation of power (financial) which provides that
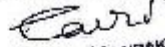
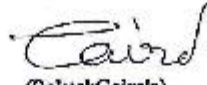| Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society.	(a) DG – Full Powers

The same has been communicated to all STPI centres besides ABC & Programme Divisions of Deity vide Clarification No. 1 dt: 18.01.2011 issued by STPI HQ. The same has also been informed to the Governing Council in its 40th meeting held on 27.11.2012 vide agenda no. 40.8. The Council approved the proposal of STPI

Further, while considering the agenda items No. 40.13 & 40.17 for setting up of Characterization Labs at Bangalore and Bhubneshwar, the Council advised that such kind of proposals of PPP nature and such other promotional projects are well within the delegated powers of DG as provided at Sl. No. 30(a) of the existing DoP.

As per the above resolution of the Council, it is to inform that all such proposals which are in line with the achievement of objectives of the society shall be considered by DG, STPI under 30(a) of the existing DoP. This clarification is to be read with the Delegation of Powers.

This issues with the approval of the Competent Authority

(Rakesh Gairola)
Sr. Admn. Officer

To,

1. The Directors, all STPI Centres
2. IP:S&ITS, Division, DeitY
3. ABC Division, DeitY
4. CFO, STPI
5. DOP file
6. Concerned file

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

4.1 Governing Council

The Governing Council is the legislative organ, which regulates the policies and administers the Society. All powers, functions and responsibilities of the Society vest in the Governing Council which oversees the functioning of STPI through its Chief Executive Officer.

4.2 Director General

STPI is the Chief Executive Officer. He shall be responsible for fulfillment of the objectives of the Society and its management and functioning under the guidance of the Council.

4.3 Sr. Director

STPI is the Dy. Chief Executive Officer. He shall be the administrative Head of STPI Headquarter and shall act as Jurisdictional Director for HQ jurisdiction.

4.4 Jurisdictional Directors are Head of the Centers and 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 2015-20, 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 in non-physical form and recommendations to Customs for export in physical form by registered units.

CHAPTER – 5

THE FORMS SET BY STPI FOR THE DISCHARGE OF ITS FUNCTIONS

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 AND RECORDS HELD BY STPI OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

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 2009-14
- Handbook for Procedures (Volume 1) • Handbook for 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

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 Policy, 2015-20		-do-
4	Handbook of Procedures (HBP),2015-20		-do-

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

FTP and HBP are available at the https://search.app/fKKenTgCqXrroYp77

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

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

STPI function through the following organs:-

9.1 Governing Council (GC)

9.1.1 Composition :

The Governing Council is the legislative organ and an apex body 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 16 and maximum of 19 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**).
4. Members
5. Additional Secretary/ Group Coordinator (STPI), Administrative Ministry.
6. Joint Secretary, (Societies) Administrative Ministry
7. Financial Adviser, Administrative Ministry.
8. One representative of Department of Telecommunications not below the rank of Joint Secretary.
9. One representative of Ministry of Home Affairs not below the rank of Joint Secretary.
10. One Representative of Intelligence Bureau not below the rank of Joint Secretary.
11. One Representative of Ministry of Finance not below the rank of Joint Secretary.
12. One Representative of Department of Commerce not below the rank of Joint Secretary.
13. Chairman, Electronics and Computer Software Export Promotion Council.
14. 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 Chairperson.
15. Up to two representatives of trade / professional bodies related to the Industry nominated by the Chairperson.

16. Deputy Chief Executive Officer, STPI.
17. Chief Executive Officer, STPI (**Member Secretary**).
18. The tenure of the non-official members shall be two years or two Governing Council's meetings held along with consecutive Annual General Body meetings, whichever is later. The tenure of the existing non-official members in the Governing Council shall remain valid till fresh nominations/ re-nominations of non –official members in the Governing Council are made by the Chairperson. 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 responsibility 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 review and approve administrative, financial, operational and such other policy matters on behalf of the Governing Council and the Administrative Ministry. ECOD shall also deal any other matter which the Governing Council may remit to it for consideration and advice.

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 know 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 resided 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 Financial Advisor of the Administrative Ministry, any decision of the committee is either not in the interest of the Society or is volatile 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 subcommittee 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 advice the ECOD.

9.1.3   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.

The composition shall be as indicated below :

(i)	Chief Executive Officer, STPI	Chairman
(ii)	Deputy Chief Executive Officer, STPI	Vice Chairman
(iii)	Head of Program 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

Chairman may co-opt any other person, as may be necessary.

CHAPTER – 10

A DIRECTORY OF ITS OFFICERS AND STAFF OF STPI GURUGRAM & ITS SUB CENTRES

Centers	Name	Designation	Email	Contact Number
GURUGRAM	Shri Ashok Gupta	MTS E-V	ashokg@stpi.in	0124-2012182
	Shri Alok Goel	MTS E-IV	alok.goel@stpi.in	0124-2012187
	Shri Nikhil Kumar Rai	MTS E-IV	nk.rai@stpi.in	0124-2012189
	Ms Saumya Srivastava	MTS E-IV	saumya@stpi.in	0124-2012188
	Ms Meena Parwal	MTS E-IV	meena.parwal@stpi.in	0124-2012185
	Shri Varun Gupta	MTS E-III	varun.gupta@stpi.in	0124-2012192
	Shri Neeraj Kumar	MTS E-III	neeraj.kumar@stpi.in	0124-2012186
	Shri Aswini Kumar Mishra	SFO Grade I	aswini.mishra@stpi.in	
	Poonam Bhalla	SAO-(A-VII)	poonam.bhalla@stpi.in	
	Shri Jasvinder Singh	SAO-(A-VII)	jasvinder.singh@stpi.in	
	Shri Sanjay Verma	MTS E-II	sanjay.verma@stpi.in	0124-2012186
	Shri Amar Singh Meena	MTS E-II	amar.meena@stpi.in	
	Shri Siddhartha Shekhar	TO	siddhartha.shekhar@stpi.in	
	Shri Vibhuti Raman Tiwari	AO - II	vibhutiraman.tiwari@stpi.in	
	MS Rashmi Gupta	FO - (A-VI)	rashmi.gupta@stpi.in	
	Shri Nanak Chand	AO - (A-V)	nanak.chand@stpi.in	
	Mr Mohammad Yahya	AO - (A-V)	mohd.yahya@stpi.in	
	Shri Dhirender Pratap Singh	AO - (A-V)	dhirender.singh@stpi.in	
	MS Nidhi Chaturvedi	AO - (A-V)	nidhi.chaturvedi@stpi.in	
	Shri Randhir	MTSS ES-VI	randhir.k@stpi.in	
	Ms Anju Nagpal	Assistant (A-IV)	anju.nagpal@stpi.in	
	Shri Devender Kumar	MTSS ES-V	devender.kumar@stpi.in	
	Ms Anita Upadhayay	Assistant (A-IV)	anita.upadhyaya@stpi.in	
	Shri Avinash Prasar	Assistant (A-IV)	avinash.prasar@stpi.in	
	Shri Sunny Sehgal	MTSS ES-V	sunny.sehgal@stpi.in	
	Shri Deepak Sagar	Assistant (A-IV)	deepak.sagar@stpi.in	

	Shri Ravinder Kumar	Assistant (A-IV)	ravinder.kumar@stpi.in	
	Shri Ravendra Shrivastava	MTSS ES-V	ravendra.s@stpi.in	
	Shri D. R. Arya	Assistant (A-III)	dr.arya@stpi.in	
	Shri Raghubir S Rawat	Assistant (A-III)	Raghubir.rawat@stpi.in	
	Shri N. Selva Kumar	Assistant (A-III)	selva.kumar@stpi.in	
	Shri Ashwarya Mundepi	Assistant (A-III)	ashwarya.mundepi@stpi.in	
	Shri Jai Prakash	Assistant (A-II)	jai.prakash@stpi.in	
	Mr Firoz Khan	Assistant (A-II)	firoz.khan@stpi.in	
	Shri Hemant Kumar	Assistant (A-II)	hemant.kumar@stpi.in	
JODHPUR	Shri Durgesh Kumar Bhawan	TO	durgesh.bhawan@stpi.in	
	Shri Mohan Lal Meena	Assistant (A-III)	mohanlal.meena@stpi.in	
JAIPUR	Shri राज कुमार वर्मा / Raj Kumar Verma	MTS E-IV	rajkumar.verma@stpi.in	**0141-2770891/2**
	Ms. Sunita Ojha	SAO-(A-VII)	sunita.ojha@stpi.in	
	Shri Ashish	MTS E-II	ashish@stpi.in	
	Shri Om Prakash Mathur	MTS E-II	op.mathur@stpi.in	
	Shri Ajeet Kumar	TO	ajeet.pandey@stpi.in	
	Shri Raghuveer Singh Nirwan	TO	raghuveer.nirwan@stpi.in	
	Shri Vishal Sonker	TO	vishal.sonkar@stpi.in	
	Shri Rachit Lawania	MTSS ES-VI	rachit.lawania@stpi.in	
	Shri Vipin Kumar Rai	Assistant (A-IV)	vipin.rai@stpi.in	
	MS Priyanka Meena	MTSS ES-V	priyanka.meena@stpi.in	

CHAPTER – 11

MONTHLY REMUNERATION RECEIVED BY EACH OFFICER / STAFF OF STPI INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

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

Centers	Name	Designation	Monthly Remuneration (Gross)
GURUGRAM	Shri Ashok Gupta	MTS E-V	3,78,540.00
	Shri Alok Goel	MTS E-IV	2,70,000.00
	Shri Nikhil Kumar Rai	MTS E-IV	2,70,000.00
	Ms Saumya Srivastava	MTS E-IV	2,47,500.00
	Ms Meena Parwal	MTS E-IV	2,30,781.00
	Shri Varun Gupta	MTS E-III	1,85,040.00
	Shri Neeraj Kumar	MTS E-III	1,79,820.00
	Shri Aswini Kumar Mishra	SFO Grade I	1,65,060.00
	Poonam Bhalla	SAO-(A-VII)	1,51,020.00
	Shri Jasvinder Singh	SAO-(A-VII)	1,46,700.00
	Shri Sanjay Verma	MTS E-II	1,27,260.00
	Shri Amar Singh Meena	MTS E-II	1,19,340.00
	Shri Siddhartha Shekhar	TO	1,16,100.00
	Shri Vibhuti Raman Tiwari	AO - II	1,09,440.00
	MS Rashmi Gupta	FO - (A-VI)	1,14,660.00
	Shri Nanak Chand	AO - (A-V)	96,300.00
	Mr Mohammad Yahya	AO - (A-V)	90,900.00
	Shri Dhirender Pratap Singh	AO - (A-V)	90,900.00
	MS Nidhi Chaturvedi	AO - (A-V)	90,900.00
	Shri Randhir	MTSS ES-VI	83,520.00
	Ms Anju Nagpal	Assistant (A-IV)	96,300.00
	Shri Devender Kumar	MTSS ES-V	93,600.00
	Ms Anita Upadhayay	Assistant (A-IV)	85,860.00
	Shri Avinash Prasar	Assistant (A-IV)	83,520.00
	Shri Sunny Sehgal	MTSS ES-V	83,520.00
	Shri Deepak Sagar	Assistant (A-IV)	72,360.00

	Shri Ravinder Kumar	Assistant (A-IV)	72,360.00
	Shri Ravendra Shrivastava	MTSS ES-V	66,420.00
	Shri D. R. Arya	Assistant (A-III)	79,740.00
	Shri Raghubir S Rawat	Assistant (A-III)	79,740.00
	Shri N. Selva Kumar	Assistant (A-III)	73,260.00
	Shri Ashwarya Mundepi	Assistant (A-III)	65,520.00
	Shri Jai Prakash	Assistant (A-II)	60,840.00
	Mr Firoz Khan	Assistant (A-II)	59,220.00
	Shri Hemant Kumar	Assistant (A-II)	55,980.00
JODHPUR	Shri Durgesh Kumar Bhawan	TO	1,06,890.00
	Shri Mohan Lal Meena	Assistant (A-III)	73,420.00
JAIPUR	Shri राज कुमार वर्मा / Raj Kumar Verma	MTS E-IV	2,26,360.00
	Ms. Sunita Ojha	SAO-(A-VII)	1,44,250.00
	Shri Ashish	MTS E-II	1,44,250.00
	Shri Om Prakash Mathur	MTS E-II	1,40,340.00
	Shri Ajeet Kumar	TO	1,12,290.00
	Shri Raghuveer Singh Nirwan	TO	1,09,400.00
	Shri Vishal Sonker	TO	1,03,790.00
	Shri Rachit Lawania	MTSS ES-VI	83,940.00
	Shri Vipin Kumar Rai	Assistant (A-IV)	83,940.00
	MS Priyanka Meena	MTSS ES-V	65,790.00

CHAPTER – 12

BUDGET ALLOCATED TO EACH CENTRE / SUB-CENTRE INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

65 centers of STPI have been grouped under 12 directorates including HQ, each group headed by Jurisdictional Directors. Each group acts as a profit center. Annual plans are prepared by these groups. STPI-Centers as profit centers, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the centers. The expenditure of the centers pertaining to the data link charges, establishment and other administrative expenses are met out of the total income generated from the datacom income, project consultancies and interest from the banks.

CHAPTER – 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

STPI have no such programs.

CHAPTER – 14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY STPI

STPI gives approval for setting up   /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

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

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

Appellate Authority of STPI :   **Arvind Kumar**
Director General
Address : 1ST Floor, Plate B, Block-1
East Kidwai Nagar, New Delhi-110023
Telephone No. 20815080, 24628081
Fax No. 24346693
E-Mail ID : dg@stpi.in

Name and contact no. of Public Information Officer and Assistant Public Information Officers in STPI Gurugram are as follows: -

Name of the STPI Centre	Name & Designation of APIO Official Telephone No Mobile No , Email id
GURUGRAM	Smt. Meena Parwal
JAIPUR	Additional Director
JODHPUR	Phone No :+91-124-2012185
	Email: meena.parwa@stpi.in

CHAPTER – 18
SUCH   OTHER   INFORMATION   AS   MAY BE PRESCRIBED

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: