SOFTWARE TECHNOLOGY PARKS OF INDIA

(An Autonomous Society under Ministry of Electronics and Information Technology, Govt. of India)
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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, Software Technology Parks of India-Chennai 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 Assistant Public Information Officer(s) in the office of the Software Technology Parks of India – Chennai as detailed in Chapter – 17 below.

1.5 Definitions/Abbreviations used

(a) "APIO" means Assistant Public Information Officer 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) "EXIM Policy" means Export/Import Policy
(e) "FTP" means Foreign Trade Policy
(f) "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act
(g) "RTI Act" means Right to Information Act 2005

(h) "EHTP Scheme" means Electronics Hardware Technology Park
(i) "STP Scheme" means Software Technology Park
(j) "STPI" means Software Technology Parks of India
(k) "HSDC" High Speed Data Communication
(l) "MTS" Member Technical Staff
(m) "MTSS" Member Technical Support Staff
(n) "MAS" Member Administrative Staff
(o) "MASS" Member Administrative Support Staff

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. For Tender Document, 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
[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 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 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 Governmant 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 entrepreneurship in the field of IT/ITES.

2.3   Functions of the Society

The STPI performs all necessary functions to fulfill its objectives and include the following:-
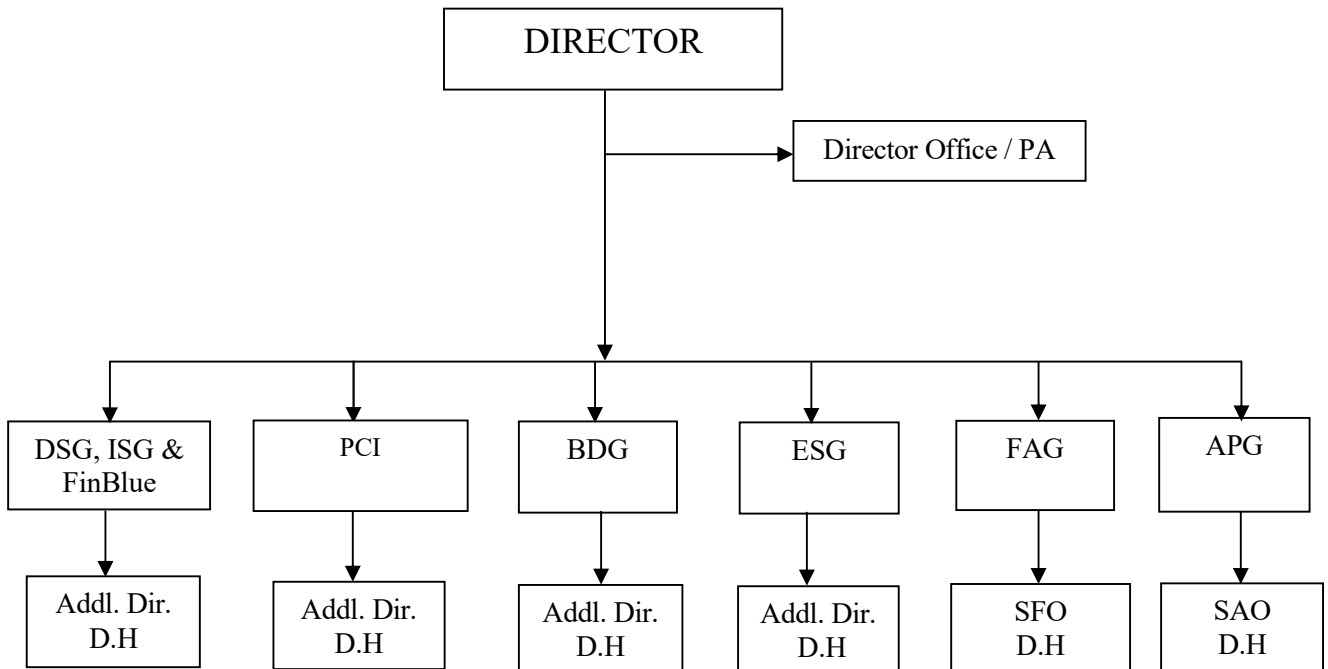
1) To establish Software Technology Parks /centers at various locations in the country.

    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 he 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 programmes/ seed funds/ IP development and other awareness programmes.

    h) To assist State Governments in formulating IT polices 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 form 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 Bankers 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 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.

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

2.4   Organizational Chart

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                                     │───────────────►  ┌──────────────────────┐
                                     │                  │  Director Office / PA │
                                     │                  └──────────────────────┘
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DSG, ISG & FinBlue	PCI	BDG	ESG	FAG	APG
Addl. Dir. D.H	Addl. Dir. D.H	Addl. Dir. D.H	Addl. Dir. D.H	SFO D.H	SAO D.H

Abbreviations : DSG – Datacomm Service Group, ISG – Incubation Service Group, PCI – Project Consultancy & Infra Group, BDG- Business Development Group, ESG – Exim Service Group, APG – Admin & Personnel Group, FAG – Finance & Accounts Group, D.H – Divisional Head, Addl.Dir. –Additional Director.

2.5   Details of Services provided by STPI

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

The STP Scheme 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

• Approvals are given under single window clearance system.
• An STP unit may be set up anywhere in India.
• Jurisdictional STPI authorities can clear projects costing less than Rs.100 million with Indian Investment.
• 100% foreign equity is permitted.
• All the imports of Hardware & Software in the STP units are completely duty free, import of second-hand capital goods are also permitted.
• Re-export of capital goods is also permitted.
• Simplified Minimum Export Performance norms i.e., "Positive Net Foreign Exchange Earnings".

- Use of computer system for commercial training purposes is permissible subject to the condition that no computer terminals are installed outside the STP premises.
- Sales in the Domestic Tariff Area (DTA) are permissible.
- The capital goods purchased from the DTA are entitled for refund of GST.
- Capital invested by foreign entrepreneurs, know-how Fees, royalty, dividend etc., can be freely repatriated after payment of Income Taxes due on them, if any
- The items like computers and computers peripherals can be donated to recognized non-commercial educational institutions, registered charitable hospitals, public libraries, public funded research and development establishments, organizations of Govt. of India, or Govt of a State or Union Territory without payment of any duties after two years of their import.
- 100 Percent Depreciation on computers and computer peripherals over a period of five years.

EHTP Scheme

The EHTP Scheme is a 100% export-oriented scheme for the development and export of electronics hardware. Units established under EHTP Scheme may carry out the following activities:

Scheme Benefits and Highlights

- Manufacture any item of electronic hardware for exports.
- Manufacture of both hardware and software in an integrated manner for exports.
- R&D activity, maintenance, testing and calibration services for electronics products meant for exports.
- EHTP units may import all types of goods, including capital goods free of duty as defined in the Export Import (EXIM) Policy, required by it for manufacture, services, production and processing or in connection therewith.
- The units shall also be permitted to import goods, including capital goods, free of cost or on loan from clients required for the approved activity.
- EHTP units may procure goods required by them for manufacture, services, production and processing or in connection therewith, duty free, from bonded warehouses.
- Simplified minimum export performance norms i.e. "Positive Net Foreign Exchange Earnings".

2.5.2   HIGH SPEED DATA COMMUNICATION (HSDC) SERVICES

STPI has been the pioneer as Data Communication Service Provider in India since 1993. In 1993, STPI- Bengaluru provided nx64 Kbps data communication connectivity to STP units through Intelsat F3 Standard Earth Station (ES) as the First International Gateway. STPI started providing last mile connectivity (point-to-point) to customer premises through owned RF/Microwave. STPI was then the first organisation to provide point-to multipoint Microwave Radio network for Internet services in India. STP units within 30 km radius of the ES are connected through line-of-sight point-to-multipoint TDMA microwave links.

STPI caters to the data communication needs of the quality conscious Indian IT industry by providing SoftNET Services. Integrated network service called SoftNET Services, which include SoftPOINT service, providing Point to-Point International Private Leased Line Connectivity (IPLC) and SoftLINK service, providing Internet Leased line Connectivity to software exporters doing offshore development.

STPI also holds the Unified license for Category-A Internet Service Provider (ISP) with ALL INDIA as the service area. In fact, STPI is the first commercial Internet service provider of India and the first to offer Digital Private Line through multiple-access radio network. STPI's National service delivery and management infrastructure includes 60 independent gateways through NOCs at STPI centres.

Features
The salient features of the SoftPoint services are:
- High security and reliability - the point-to-point and dedicated link via telecommunication network provides maximum security and reliable transmission
- Cost-effective - saves substantial cost on international communications
- Latest Network Management tools are used to manage the services
- end-to-end
- Bandwidths from 64Kbps onwards
- End interfaces available are ethernet, fast ethernet, gigabit Ethernet etc.
- Single point contact for all support activities
- Fault logs available on the intranet

Benefits
- Network Redundancy at all levels (ie., last mile, router, switch and connectivity to Internet gateway on transmission level)
- Robust Network with multi-homed gateway
- 24x7x365 technical support, handled by well-qualified technical team
- Online bandwidth statistics to monitor the usage and enable customer to forecast future requirements
- An ISO / IMS/ ISMS certified organization
- Service Level Agreement (SLA) uptime of more than 99.5%
- Bandwidth on Demand (BoD) service for the existing Internet Leased Line Service customers

2.5.3   Incubation Services

Software Technology Parks of India has been providing incubation facilities pan-India to cater to the needs of Small & Medium Entrepreneurs (SMEs) in IT/ITeS sector. Many industries have operated and are operating from the Software Technology Parks of India facilities since 1992.

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.

Ready-to-use incubation space is available for startup companies, aspiring entrepreneurs, and multinational companies etc., as per their requirements. It has the following features:

Key Features are:
- State-of-the-art infrastructure with workstations, cubicles, manager cabins, discussion rooms, conference halls etc.
- Ready-to-use internet bandwidth
- Fully air-conditioned incubation space
- Standby DG power system & Uninterrupted power supply system Cost Effective Services
- 24 X 7 security system
- Access Control & Fire Alarm System

Software Units can kick-start their operations immediately. The space is ideally suited for a team size starting from 15-20 Employees to 100 Employees.

2.5.4   Project Management and Consultancy Services

STPI has setup PMC Services Cell with an objective of supporting Government and Industry in the field of IT Consultancy & Project Management by adopting quality driven approach and the industry best practices.

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   Data Centre

STPI's Tier-III Data Centers

In line with the global trends, the Indian Data Centre market is buoyed by the positive sentiments in the economy and the strong resurgence of growth-related projects across verticals such as banking, insurance, telecom and the government.

End-user spending on global data center infrastructure is projected to reach $200 billion in 2021, an increase of 6% from 2020, according to the latest forecast from Gartner, Inc. STPI has always provided unique tailormade solutions for various problems of its customers. STPI brand name is trusted and proven, therefore, it can leverage its brand value to build and sell Data Centre space to Govt. as well as private customers.

With the increased expectations from citizens for online services and the number of automation projects being launched by the Government and private as well as corporate clients, the Data Centre requirements are growing exponentially. There is a need to set up a strategic infrastructure that facilitates high availability, quick scalability, efficient management & optimized utilization of resources.

To fulfill this requirement, STPI is setting up state-of-the-art Tier-III standard Data Centre at its various Centres across India. These Data Centres will cater to the need of Govt. / PSUs / Institutions/ Industries and other agencies alike. Presently, STPI has five Tier-III (Compliant) Data Centre.

2.5.6   CRS Surveillance

The Government has notified the "Electronics and IT Goods (Requirement for Compulsory Registration) Order, 2012" mandating Indian Safety Standards for the notified goods under the ambit of Registration Scheme notified by BIS under the BIS Act, 1986.

The effective surveillance is an integral part of the Compulsory Registration Order (www.crsbis.in). The surveillance comprises of random surveillance of registered manufacturer and market surveillance to curb the sale of non registered/non-compliant notified goods being sold in the market. MeitY has revamped the surveillance process wherein Software Technology Parks of India has been entrusted with the administration of the surveillance. STPI shall be performing the surveillance activities like collection/storage/delivery of the test samples to the BIS recognized labs, review of test reports and collection of charges (as notified by MeitY) for implementation of "Electronics and Information Technology Goods (Requirement for Compulsory Registration) Order, 2012" notified on 03.10.2012.

2.5.7 Centres of Excellence (CoEs)

Keeping in view the unfolding opportunities for start-ups, now, STPI have been activating multiple initiatives for promoting entrepreneurship and creating a robust start-up ecosystem in the country. With this vision, to build next wave of budding entrepreneurs, 25+ CoEs in emerging technologies are being setup by STPI in collaborative approach across the country and STPI shall act as single-window facilitation centres to extend requisite lab support, funding & mentoring. Till now, following 12 CoEs in different domains across the country have been approved by MeitY:
- ✓ FinBlue at Chennai
- ✓ IoT Open Lab at Bengaluru
- ✓ Electropreneur Park, an ESDM CoE at Bhubaneswar
- ✓ NEURON – "Start-up Punjab Hub @ STPI" (SPHS) at Mohali
- ✓ Autonomous Connected Electric Shared (ACES) Mobility CoE called
- ✓ "MOTION" at Pune IMAGE at Hyderabad
- ✓ VR/AR called 'VARCoE' at Bhubaneswar
- ✓ "APIARY" Blockchian CoE at Gurugram
- ✓ MediTech at Lucknow
- ✓ OCTANE
  - o IoT in Agriculture + Startup Innovation Zone (SIZ) along with E-commerce facilitation at Guwahati
  - o Animation + SIZ along with E-commerce facilitation at Shilong
  - o AR/VR + SIZ along with E-commerce facilitation at Imphal

2.5.8 India BPO Promotion Scheme (IBPS) and North East BPO Promotion Scheme (NEBPS)

India BPO Promotion Scheme (IBPS) and North East BPO Promotion Scheme (NEBPS) have been implementing by STPI under Digital India Program which envisage to create employment opportunities for the youth of the country by promoting IT/ITES industry particularly by setting up BPO/ITES operation in smaller cities and North-Eastern region. Total BPO/ITES seats in IBPS and NEBPS were 48,300 and 5,000 respectively with total budget outlay of Rs. 493 Crore and Rs. 50 Crore for IBPS and NEBPS respectively.

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

Sl No	Name of the Post	Job responsibility
1	**Director**	• Director has been delegated powers for implementation of the STP and EHTP schemes and to establish High Speed Data Communication (HSDC) facilities to industry with in the jurisdiction of the state of TamilNadu and, Union Territories of Pondicherry and Andaman Nicobar Islands.

		• Director is also responsible for overall management and running of the STPI operations in the jurisdiction
2	**Additional Director**	• Oversee HSDC Operations & Maintenance Group functions at Chennai and sub-centres • Effectively establish and implement QMS of the Organization in compliance with the ISO 9001: 2000 Standards requirements.
3	**Sr. Admin Officer**	• Monitors all the personnel and Administrative matters of STPI-Chennai
4.	**Sr. Finance Officer**	• Overall in-charge of Finance and Accounts of the centre • Assist the Director in all the matters related to upcoming civil projects under STPI-Chennai jurisdiction. • Assist in IT-Infrastructure promoted by STPI-Chennai
5.	**Scientist-'F / Additional Director/s**	• Overall heading the BDG, Import, Export 1 &2, RMG and support Centre activities as Head – Statutory Services and report to the Director. • Issue the following approvals [for Director], with the Director approval a) Renewal of Green Card b)Expansion of Space c)Change of Name / location of company d)Forwarding letter e)DTA approval subject to note approval of Director f)NOC for subcontracting g)Debonding of the premises • Issue of letter for debonding of equipments after Director's approval, NFEP Certificates and Renewal intimation to units • Co-ordination of EXIM management and ERP Implementation

Delegation of Financial Powers
Governing Council/ Director General/ Sr. Director/ Jurisdictional Directors/ Head (other than Directors) of Centres/Sub Centres
Please refer to STPI-HQ website www.stpi.in

Delegation of Administrative Powers
Governing Council/ Director General/ Sr. Director/ Jurisdictional Directors/ Head (other than Directors) of Centres/Sub Centres
Please refer to STPI-HQ website www.stpi.in

CHAPTER – 4:
THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUTABILITY [4(1)(b)(iii)]

Please refer to STPI-HQ Website www.stpi.in

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

Please refer to STPI-HQ Website www.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)]

Please refer to STPI-HQ Website www.stpi.in

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

Please refer to STPI-HQ Website www.stpi.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)]

9.1   9.1 Governing Council (GC)
Please refer STPI-HQ website www.stpi.in

9.2   Executive Committee of Directors(ECOD)
Please refer STPI-HQ website www.stpi.in

9.3   Standing Executive Boards (SEBs)

A Standing Executive Board (SEB) shall be constituted for each State wherever 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/Director.

The composition shall be as indicated below:

1	Chief executive Officer, STPI	Chairman
2	Deputy Chief Executive Officer, STPI	Vice Chairman
3	One representative from MeitY	Member
4	Principle Secretary, IT, State Govt.	Member
5	Principle Chief Commissioner for GST	Member
6	Principle Chief Commissioner of Income Tax	Member
7	Two representatives of local IT industry	Member
8	Representative of IB	Member
9	Director, STPI Centre	Member Secretary

Chairman may co-opt any other person, as may be necessary.
Chennai SEB is being reconstituted as per the above guidelines

CHAPTER – 10:
A DIRECTORY OF ITS OFFICERS AND EMPLOYEES [SECTION 4(1)(b)(ix)]
Details of Officers/Staff are given below:-

S. No	Name of the Employees Shri/Smt/Km	Designation	Centre	Contact No. – Extn.	Email
1.	Shri. Mahadesha V	DIRECTOR	Chennai	044-23703525-642	v.mahadesha@stpi.in
2.	Dr.R.Gokulakrishnan	MTS E- V (Scientist 'F')	Chennai	044-23703525-492	r.gokul@stpi.in
3.	Shri.M.Murugananth	MTS E-IV (Scientist 'E')	Chennai	044-23703525-519	m.murugananth@stpi.in
4.	Shri. S.Manivannan	MTS E-IV (Scientist 'E')	Chennai	044-23703525-438	s.manivannan@stpi.in
5.	Shri.K.Rajasekharam	MTS E-IV (Scientist 'E')	Chennai	044-23703525-503	k.rajasekharam@stpi.in
6.	Dr. V.Jinubala	MTS E-IV (Scientist 'E')	Coimbatore	0422-2669682	jinubala.v@stpi.in
7.	Smt.M.K.Kirtika	MTS E-IV (Scientist 'E')	Chennai	044-23703525-515	mk.kirtika@stpi.in
8.	Shri.M.Madhan	MTS E-IV (Scientist 'E')	Chennai	044-23703525-522	m.madhan@stpi.in
09.	Shri.S.Ganesh	MTS E-IV (Scientist 'E')	Chennai	044-23703525-513	s.ganesh@stpi.in
10.	Smt.R.S.Sangeetha	MTS E-IV (Scientist 'E')	Chennai	044-23703525-493	rs.sangeetha@stpi.in
11.	Shri.Jagadeesh Sidduguri	MTS E-III(Scientist 'D')	Chennai	044-23703525-472	Jagadeesh.s@stpi.in
12.	Shri.R.Ramkumar	MTS E-III(Scientist 'D')	Chennai	044-23703525-501	r.ramkumar@stpi.in
13.	Shri.P.Divakara Venkanna	Sr. Finance Officer (Grade-I)	Chennai	044-23703525-510	p.divakar@stpi.in
14.	Smt.P.Jayalakshmi	Sr. Admin Officer (Grade-I)	Chennai	044-23703525-511	p.jaya@stpi.in
15.	Shri.D.Panneerselvam	MTS E-II (Scientist 'C')	Chennai	044-23703525-434	panneerselvamd@stpi.in
16.	Shri.G. Senthil	MTS E-II (Scientist 'C')	Chennai	044-23703525-444	g.senthil@stpi.in
17.	Shri.G.B.Umanath	MTS E-II (Scientist 'C')	Chennai	044-23703525-434	umanathgb@stpi.in
18.	Shri.R.Pattabiraman	TO-I	Trichy	0431-2501586	r.pattabi@stpi.in
19.	Smt.C.Suganya	TO-I	Chennai	044-23703525-441	c.suganya@stpi.in
20.	Shri.P.Srinivasan	TO-I	Chennai	044-23703525-434	p.srinivasan@stpi.in
21.	Shri.A.Arun	TO-I	Chennai	044-23703525-456	arun.a@stpi.in
22.	Shri.V.Senthil Kumar	TO-I	Pondy	0413-2656317	senthilv@stpi.in
23.	Shri.V.Ganapathieswaran	TO-I	Coimbatore	0422-2669682	vganapathi@stpi.in
24.	Shri.N.Rajkumar	TO-I	Chennai	044-23703525-439	nrajkumar@stpi.in
25.	Shri.S.Lakshman	TO-I	Madurai	0452-2482294	s.lakshman@stpi.in
26.	Smt.Sujatha Venkatesh	AO Grade-II	Chennai	044-23703525-465	ksujatha@stpi.in
27.	Smt.S.Seethalakshmi	AO Grade-II	Chennai	044-23703525-494	s.seetha@stpi.in
28.	Smt.G.Bala	AO A(V)	Chennai	044-23703525-730	g.bala@stpi.in
29.	Smt.Priya Girish	AO A(V)	Chennai	044-23703525-464	priya.girish@stpi.in
30.	Shri.M.Prabu	AO A(V)	Chennai	044-23703525-445	mprabu@stpi.in
31.	Smt.A.Jayashree Prabhu	AO A(V)	Chennai	044-23703525-464	a.jayashree@stpi.in
32.	Smt.J.Chithraa	Accounts Officer (A-V)	Chennai	044-23703525-459	chithraj@stpi.in
33.	Shri.T.Arul Suresh kumar	MTSS ES-VI	Coimbatore	044-23703525-434	t.arulsuresh@stpi.in
34.	Ms. R.Srividhya	Assistant (A-IV)	Chennai	044-23703525-500	r.srividhya@stpi.in
35.	Smt.K.Shanthi	Assistant (A-IV)	Chennai	044-23703525-486	kshanthi@stpi.in
36.	Smt.K.Manjula	Assistant (A-IV)	Chennai	044-23703525-499	k.manjula@stpi.in
37.	Shri.Dinakar Babu. V	Assistant (A-II)	Chennai	044-23703525-453	v.dinakar@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 of the Employees (Shri/Smt/Km)	Designation	Centre	Monthly Gross remuneration (Rs.) as on June 2025
1	Shri.Mahadesha.V	DIRECTOR	Chennai	325970
2	Dr.R.Gokulakrishnan	MTS E-V (Scientist 'F')	Chennai	288620
3	Shri.M.Murugananth	MTS E-IV (Scientist 'E')	Chennai	326400
4	Shri. S.Manivannan	MTS E-IV (Scientist 'E')	Chennai	291250
5	Dr. V.Jinubala	MTS E-IV (Scientist 'E')	Coimbatore	253535
6	Shri. Rajasekharam K.	MTS E-IV (Scientist 'E')	Chennai	259985
7	Smt.M.K.Kirtika	MTS E-IV (Scientist 'E')	Chennai	259985
8	Shri.M.Madhan	MTS E-IV (Scientist 'E')	Chennai	252770
9	Shri.S.Ganesh	MTS E-IV (Scientist 'E')	Chennai	252770
10	Smt.R.S.Sangeetha	MTS E-IV (Scientist 'E')	Chennai	244456
11	Shri.P.Divakara Venkanna	Sr.Finance Officer Grade -I	Chennai	212995
12	Shri.R.Ramkumar	MTS E-III (Scientist 'D')	Chennai	207075
13	Shri.Jagadeesh Sidduguri	MTS E-III (Scientist 'D')	Chennai	196405
14	Smt.P.Jayalakshmi	Sr.Admin Officer Grade-I	Chennai	175255
15	Shri.G. Senthil	MTS E-II	Chennai	140105
16	Shri.D.Panneerselvam	MTS E-II	Chennai	140105
17	Shri.G.B.Umanath	MTS E-II	Chennai	136405
18	Smt.S.Seethalakshmi	AO -II	Chennai	135480
19	Smt.Sujatha Venkatesh	AO -II	Chennai	135480
20	Shri.R.Pattabiraman	TO-I	Trichy	117600
21	Smt.C.Suganya	TO-I	Chennai	124935
22	Shri.P.Srinivasan	TO-I	Chennai	121605
23	Shri.A.Arun	TO-I	Chennai	121605
24	Shri.N.Rajkumar	TO-I	Chennai	123405
25	Shri.V.Ganapathieswaran	TO-I	Coimbatore	115635
26	Shri.V.Senthil Kumar	TO-I	Puducherry	110055
27	Shri.S.Lakshman	TO-I	Madurai	98505
28	Shri.T.Arul Suresh kumar	MTSS ES-VI	Chennai	107700
29	Smt.G.Bala	AO A(V)	Chennai	124165
30	Smt.Priya Girish	AO A(V)	Chennai	124165
31	Shri.M.Prabu	AO A(V)	Chennai	101780
32	Smt.A.Jayashree Prabhu	AO A(V)	Chennai	96230
33	Smt.J.Chithraa	Account Officer A(V)	Chennai	96230
34	Smt.K.Shanthi	Assistant (A-IV)	Chennai	93640
35	Ms. R.Srividhya	Assistant (A-IV)	Chennai	93640
36	Smt.K.Manjula	Assistant (A-IV)	Chennai	93640
37	Shri.Dinakar Babu. V	Assistant (A-II)	Chennai	65335

CHAPTER – 12:
BUDGET ALLOCATED TO EACH CENTRE / SUB-CENTRE INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE
[SECTION 4(1)(b)(xi)]

STPI Chennai is a profit centre, which has been meeting the expenses from our own income. Separate income and expenditure account is being prepared annually including the sub-centres. Out of the total income generated from Datacom income & interest from banks, the expenses pertaining to the Datalink charges, establishment and other administrative expenses are met out from our income.

CHAPTER – 13:
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES [SECTION 4(1)(b)(xii)]

STPI have no such programmes.

CHAPTER – 14:
PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY STPI [SECTION 4(1) (b) (xiii)]

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

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

Please refer to STPI-HQ Website www.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)]

Please refer to STPI-HQ Website www.stpi.in

CHAPTER 17:
NAMES AND DESIGNATION AND OTHER INFORMATION OF THE PUBLIC INFORMATION OFFICERS [SECTION 14 (I) (B)(Xvi)]

Appellate Authority of STPI:	**Arvind Kumar** Director General
Address :	1 ST Floor, Plate B, Block-1 East Kidwai Nagar, New Delhi-110023
Telephone No.	011 20815080, 011 24628081
Fax No.	011 24346693
E-Mail ID :	dg@stpi.in

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

Sl. No.	Name of the STPI Centre	Name & Designation of APIO (Sh./Smt/Dr.)	Official Telephone No.	Mobile No.	E-Mail ID
1.	Head Quarter (New Delhi)	**Dr. Sanjay Kumar Gupta** Scientist 'G'	012 02470400	7720032725	sanjay.gupta@stpi.in
2.	Chennai Trichy Tirunelveli Puducherry Madurai Coimbatore	**P. Divakara Venkanna** Sr. Finance Officer	044-23703525	9841090810	p.divakar@stpi.in

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

Addresses of the registered office of the Software Technology Parks of India and other centres/sub-centres

STPI - Head Quarters
Software Technology Parks of India
Plate-B, 1st Floor, Office Block-I,
East Kidwai Nagar,
New Delhi – 110 023.
Tel No: (011)24628081, Fax No.: (011)20815076
Website: www.stpi.in
Working days/Hours: Monday to Friday
                 9:00 A.M. to 5:30 P.M.

Chennai
Director
Software Technology Parks of India
No.5, III Floor, Rajiv Gandhi Salai,
Taramani, Chennai – 600 113.
Tel.: 91-044-23703525
E-mail: v.mahadesha@stpi.in
URL: www.chennai.stpi.in
Working days/Hours: Monday to Friday - 9:00 A.M. to 5:30 P.M

Trichy
Officer-in-charge
Software Technology Parks of India
Sub Office of Chennai
Trichy Regional Engg. College-
Science & Technology Park,
Trichy-620 015
Tel.: 0431-22501586

Pondicherry
Officer-in-charge
Software Technology Parks of India
Sub Office of Chennai
Puducherry Technological University (PTU) Campus,
Formerly Pondicherry Engineering College (PEC)
Techno Polis Building – I, Pillaichavady, Puducherry - 605014
Tel: 91-0413-2656317

Coimbatore
Officer-in-charge
Software Technology Parks of India
Sub Office of Chennai
S.F.No.333/1, Ground Floor
Kumaraguru College of Technology Campus
Chinnavedampatti, Coimbatore – 641 049.
Tel. : 91-0422 - 2669682

Madurai
Officer-in-charge
Software Technology Parks of India
Sub Office of Chennai
C/o, Thiyagarajar College of Engineering Campus
Madurai
Tel: 91- 0432 - 2482294

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