

# SOFTWARE TECHNOLOGY PARKS OF INDIA

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

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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 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

- (a) "APIO" means Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act
- (b) "AA" means Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act
- (c) "DG" means Director General, STPI
- (d) "EXIM Policy" means Export/Import Policy
- (e) "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act
- (f) "RTI Act" means Right to Information Act 2005
- (g) "EHTP Scheme" means Electronics Hardware Technology Park
- (h) "STP Scheme" means Software Technology Park
- (i) "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. 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

[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 5<sup>th</sup> June 1991 with an objective to implement STP Scheme, set-up and manage infrastructure facilities and provide other services like technology assessment and professional training.

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

The objectives of the Software Technology Parks of India are:

- (a) To promote the development and export of software and software services including 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 programmes / 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.

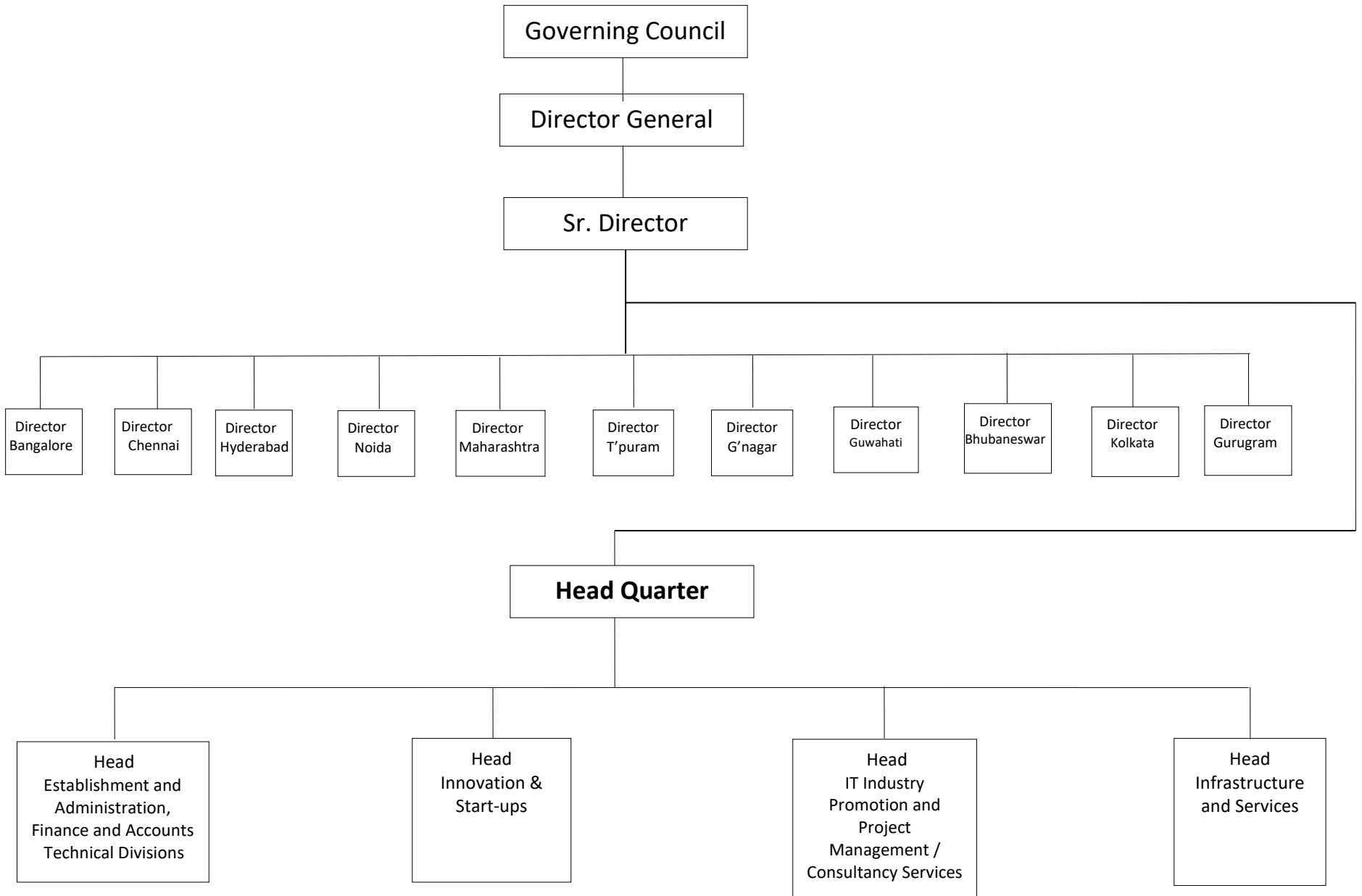
**Note** : Whenever any gifts, bequests from foreign Governments/ organizations are accepted/ obtained they shall be routed through Government and be regulated by such directions as may be issued by Government.

- (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.

(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



## 2.5 Details of Services/Initiatives of STPI

### 2.5.1 Software Technology Park (STP) and Electronic Hardware Technology Park (EHTP) schemes

#### STP Scheme

The STP Scheme is a 100% export-oriented scheme for the development and export of computer software, including export of professional services using communication links or physical media. The unique feature of the STP scheme is the provisioning of single-point contact services for member units, enabling them to conduct exports operations at a pace commensurate with international practices.

#### Scheme benefits & Highlights

- 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”.



Estimated Exports made by STP and EHTP units in FY 2022-23 is Rs. 7.4 Lakh crores and Rs. 8,348 crores respectively.

## **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 organisation
- 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 tailor-made 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](http://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 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 22 domains focused CoEs in collaboration with suitable partners in various parts of the country as follows.

- Electropreneur Park, New Delhi ·
- IoT OpenLab at STPI Bengaluru ·
- FINBLUE at STPI Chennai ·
- Electropreneur Park at STPI Bhubaneswar.
- NEURON at STPI Mohali.
- MOTION at STPI Pune.
- VARCoE at IIT Bhubaneshwar.
- IMAGE at STPI Hyderabad.
- APIARY at STPI Gurugram.
- MEDTECH at SGPGI Lucknow.
- OCTANE, Phase-I CoEs (with Start-up Innovation Zones or SIZs):
  - IoT in Agriculture at Guwahati.
  - Animation at Shillong
  - AR/VR at Imphal ·
- OCTANE, Phase-II CoEs (with Start-up Innovation Zones or SIZs):
  - IT Applications in Healthcare & Agri Tech at STPI Gangtok
  - GIS Applications including Drone Tech at STPI Itanagar
  - IT Applications in Graphic Design at Kohima
  - Gaming & Entertainment at STPI Aizawl
  - Data Analytics & AI at STPI Agartala
- AIC at STPI Bengaluru
- FASAL at Akola
- KALPATARU at Visakhapatnam
- EmTek at Bhubaneswar with Satellite Centre at Rourkela

A brief overview of each CoE is as given below:

- i. **Electropreneur Park** - An ESDM CoE at New Delhi: Electronic System Design and Manufacturing (ESDM) is one of the fastest growing sectors of the Indian economy. In order to support the new entrepreneurs of this industry, STPI in association with University of Delhi and Indian Electronics and Semiconductor Association (IESA) has set up an Electropreneur Park in

the Delhi University campus and now shifted to IIIT Delhi. The initiative's aims to support 50 startups in ESDM space over a period of five years of operations. The park focuses on local IP creation and indigenous product development resulting in increased domestic value addition and will witness a unique integration of academia, industry, government and other incubative supportive elements. The initiative is first of its kind in the industry and it is likely to set a role model, which may go a long way in the annals of incubation centre.

- ii. **IoT OpenLab**- A CoE in Internet of Things at STPI Bengaluru: To support innovative IoT startups working across the spectrum of IoT applications, STPI has established an IoT OpenLab CoE at Bengaluru in partnership with MeitY, Arrow Electronics, and several other stakeholders. The IoT OpenLab intends to support & nurture 100 startups over a period of 5 years.
- iii. **FINBLUE**- A CoE in FinTech at STPI Chennai: To support innovative fintech startups working across financial sectors, FINBLUE CoE has been established at Chennai in collaboration with MeitY, Govt of Tamil Nadu, IIT Madras, TiE Chennai and various industry partners such as Intellect Design, NPCI, Yes 14 of 63 Bank, PayPal, Pontaq Ventures, RBS, Torus Innovations etc. This CoE targets to onboard 58 start-ups over a period of 5 years with special focus on areas like Trading, Banking, Lending, Remittance, Insurance, Risk & compliance, Wealth advisory, financial inclusions, Saving, Payment and alike.
- iv. **Electropreneur Park** - An ESDM CoE at STPI Bhubaneswar: Replicating the successful model of Electropreneur Park at New Delhi, establishment of EPBhubaneswar, an ESDM CoE with the objective of creating a holistic ecosystem to promote ESDM innovation, R&D and create Indian intellectual property in the eastern region of the country was initiated. Subsequently, to support innovative start-ups having special focus on areas such as Energy, Process Control & Industrial Automation, Education, EP CoE has been established in collaboration with MeitY, Government of Odisha, IIIT Bhubaneswar and IESA. It aims to support 40 start-ups over a period of 5 years
- v. **NEURON** – A CoE in AI/Data Analytics, IoT & AVG at STPI Mohali (“Start-up Punjab Hub @ STPI” (SPHS)): Neuron has been established in collaboration with MeitY, Govt. of Punjab, ISB-Mohali, PTU and industry. It is targeted to

support 100 start-ups over a period of 5 years in key domains like AI, ML, DA, IoT & Virtual Reality to solve real world problems in Education, Agriculture, Healthcare etc.

- vi. **MOTION** – A CoE in Autonomous Connected Electric Shared (ACES) Mobility at STPI Pune: The future of automotive is electric, shared, autonomous, and connected. Accordingly, a CoE in “ACES Vehicles” called “MOTION” has been established at Pune in collaboration & partnership with MeitY, Government of Maharashtra, M/s. Tata Motors, M/s. Kinetic, M/s. Visteon, M/s. MathWorks India, M/s. Intel, College of Engineering Pune, and associations like ARAI, SAE-India, TiE-Pune etc. It is targeted to incubate 51 domain specific start-ups over a period of 5 years in Autonomous, Connected, Electric & Shared (ACES) Mobility.
- vii. **VARCoE** – A CoE in Virtual & Augmented Reality at IIT Bhubaneswar: With an intention to create an ecosystem for carrying out R&D in immersive 15 of 63 visualization, give impetus to R&D, Incubation, IP Creation, Product Development, Skill development and Entrepreneurship in AR, VR and allied fields, the VARCoE has been set-up at IIT Bhubaneswar. To further research & development of tools and technologies along with nurturing start-ups in the field of Augmented Reality and Virtual Reality, a Centre of Entrepreneurship has been established at IIT-Bhubaneshwar. This CoE targets 300 incubatees including startups and individual researchers over a period of 5 years in Health, Art and architecture, Transport, Construction, Tourism, Entertainment, and Education. The VARCoE has started operations with first set of projects working on various applications of VR/AR admitted.
- viii. **IMAGE** - A CoE in Gaming, VFX, Computer Vision and AI at STPI Hyderabad: IMAGE has been established at Hyderabad in collaboration with MeitY, Govt. of Telangana, academia, & industry partners like HYSEA (Hyderabad SW Enterprises Association) & TVAGA (Telangana VFX, Animation & Gaming Association). This CoE targets 140 start-ups in the said domain over a period of 5 years.
- ix. **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 Incubation Facility. This CoE targets 100 innovative start-ups over a period of 5 years.

- x. **MEDTECH-** A CoE in Medical Electronics & Health Informatics at SGPGI Lucknow: Given the large dependence of India on imports and the fact that demand of medical products & services is going to rise exponentially, the MedTech CoE has been established at SGPGI, Lucknow in collaboration with MeitY, Government of UP, SGPGI, AMTZ and AiMed to boost start-ups in this field and contribute to “Make-in-India”. The MedTech CoE targets to support 50 start-ups over a period of 5 years.
- xi. **OCTANE CoEs under Phase-I:** As per the objective laid down in the vision document for Digital Northeast 2022, STPI was assigned with the 16 of 63 responsibility to setup CoEs & Start-up Innovation Zones (SIZs) in each of the state of northeast India. Accordingly, with support of MeitY, STPI has established eight CoEs in emerging technologies with SIZs along with ecommerce facilitation in capital city of each Northeastern state of India (NER) in phase-wise manner. The network of 8 nos. of CoE+SIZ in NER is named as “OCTANE”. Under Phase-I, 3 CoEs having technology/sector focus viz. IoT in Agriculture at STPI Guwahati, Animation at STPI Shillong, Emerging Technology AR/VR at Imphal have been established. CoEs in Phase-I have a target to incubate 164 start-ups over a period 5 years.
- xii. **OCTANE CoEs under Phase-II:** Under Phase-II, 5 CoEs in five locations of NER having technology sector viz. Data Analytics & AI at Agartala, Gaming & Entertainment at Aizawl, GIS application (including drone technology) at Itanagar, IT application in Graphic Design at Kohima and IT application in Healthcare & Agritech at Gangtok have been established. CoEs in Phase-II have a target to incubate 203 start-ups over a period 5 years.
- xiii. **Atal Incubation Centre (AIC) at STPI Bengaluru:** Under AIM, STPI has established an Atal Incubation Centre (AIC) at Bengaluru in collaboration with NITI Aayog. The AIC has focus on IoT and its applications in Health & Pharmaceuticals, E-Commerce, Big Data, Artificial Intelligence etc. It is targeted to support about 65 innovate disruptive technology start-ups over a period of 5 years.
- xiv. **FASAL (Fostering AgriTech Startups for Augmenting Livelihood) -** A CoE in IoT in Agriculture at Dr. Panjabrao Deshmukh Krishi Vidyapeeth (PDKV),

Akola: The CoE has been set up in collaboration with partners comprising of leading stakeholders from Government, Academia, Industry & Industry Associations such as MeitY, STPI, Dr. PDKV Akola, ICAR-Indian Agricultural Research Institute (IARI) New Delhi, Agriculture Insurance Company of India Ltd. (AIC), KVK Akola, College of Engineering & Technology Akola, SatSure Analytis India Pvt. Ltd. Bangalore, Amazing Aerial Solutions Pvt. Ltd. Pune, ioCare Pune, Indian Society of Agricultural Engineers (ISAE) New Delhi and TiE Mumbai. This CoE targets 25 start-ups in the agri-domain over a period of 3 years.

- xv. **KALPATARU at Visakhapatnam:** A CoE on Industry 4.0 at RINL, Visakhapatnam has been set up in collaboration with MeitY, Department of IT, Electronics & Communications (Govt. of AP), Rashtriya ISPAT Nigam Ltd. Visakhapatnam, STPI, STPINEXT and other partners from Academic & Industry partners and called as KALPATARU. This CoE targets 175 start-ups in industry 4.0 sectors over a period of 5 years.
- xvi. **Emerging Technology CoE at Bhubaneswar & Satellite Centre at BPUT, Rourkela:** A CoE on Emerging Technology at Bhubaneswar & Satellite Centre at BPUT, Rourkela has been set up in collaboration with MeitY, Electronics & IT Department (Government of Odisha), STPI, STPINEXT, Biju Patnaik University of Technology, Odisha, Rourkela and IIIT Bhubaneswar. This CoE targets around 150 startups in technologies like Analytics, Machine Learning, Cyber Security Artificial Intelligence (AI) over a period of 5 years.

### 2.5.8 Next Generation Incubation Scheme (NGIS)

Next Generation Incubation Scheme or “NGIS” is a futuristic & comprehensive incubation scheme entrusted by MeitY to STPI for implementation.

NGIS has a vision to promote & support innovative start-ups working towards software product development (including embedded electronics) through a synergized pan-India approach. NGIS is focusing on 12 Tier-II locations across India viz. Agartala, Bhillai, Bhopal, Bhubaneswar, Dehradun, Guwahati, Jaipur, Lucknow, Prayagraj, Mohali, Patna, Vijayawada.

NGIS has a budgetary outlay of Rs. 95.03 Crores over a period of 3 years. It targets to incentivize 300 select start-ups with seed-fund of upto 25 Lakh.

### **2.5.9 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.

Under the BPO Promotion Scheme (IBPS and NEBS), overall seats allocated till date is 61,208 seats against the provisioned 53,300 seats and currently 246 BPO/ITES units are operational on 45,543 seats across 27 States/UTs and has reported employment of 52049 persons.

### **2.5.10 Semiconductor Measurement Analysis and Reliability Test (SMART) Lab at Bengaluru**

STPI in collaboration with Govt of Karnataka has setup a SMART Lab at Bengaluru. A first of its kind initiative driven by STPI enabling start-ups and semiconductor companies to test their chip designs locally and reduce product design cycle and operation costs. STPI SMART Lab is equipped with latest high-end Semiconductor Test, Measurement and Reliability Test equipment and is aimed at supporting the growth of design and hardware companies out of India. One more such Lab is being setup at Bhubaneswar in Odisha. The SMART Lab has gone live w.e.f. 20th December 2017.

### **2.5.11 FAB LAB**

To cater the need of IT/ITeS/ESDM industry and for providing a sustainable platform for learning and innovation, STPI has established the Fab Lab in Bhubaneswar in April 2019. Fab Lab is a technical prototyping platform for innovation and invention, providing stimulus for local entrepreneurship

especially for start-ups/entrepreneurs/SMEs/ start-up communities. It provides tools for entrepreneurs to create prototype at reduced cost.

#### **2.5.12 Modified Electronics Manufacturing Cluster (EMC 2.0) Scheme**

The EMC 2.0 scheme was notified on 1st April 2020 with an implementation period of 8 years (i.e. up to March 2028) and launched by Hon'ble Union Minister for Electronics & IT, Communications, Law and Justice on 2nd June 2020. The objective of the scheme is to create a comprehensive supply chain / ecosystem for strengthening electronics manufacturing base, attract Anchor Units to set up production along with their supply chain, development of World class Plug and Play infrastructure along with Standard Factory Sheds and reducing the infrastructure & logistics cost. Total budgetary support for Scheme is Rs. 3,762 crore (including Admin expenses). STPI is Project Management Agency (PMA) for the scheme.

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

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

<b>S.No.</b>	<b>Name of the Post</b>	<b>Job Responsibility</b>
<b>1.</b>	<b>Director General</b>	<ol style="list-style-type: none"><li>1. The Director General is the Member Secretary of the Governing Council.</li><li>2. DG is responsible for management and running of the STPI under the guidance of the Governing Council.</li><li>3. DG is delegated with necessary executive powers and authority for efficient running of the Society.</li></ol>
<b>2.</b>	<b>Senior Director</b>	<ol style="list-style-type: none"><li>1. Senior Director (SD) is the Head of STPI Headquarter .</li><li>2. Senior Director acts as Jurisdictional Director for administration of STP/ EHTP schemes.</li></ol>
<b>3.</b>	<b>Jurisdictional Director</b>	<ol style="list-style-type: none"><li>1. Director is the technical and administrative Head of STPI centre.</li><li>2. Director acts as Jurisdictional Director for administration of STP/EHTP scheme in respective jurisdictions.</li></ol>

## Software Technology Parks of India

### Delegation of Administrative Powers

SI 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 <ul style="list-style-type: none"> <li>• Sr. Director</li> <li>• Beyond Group `B' posts upto Director</li> <li>• Upto Group `B' posts</li> </ul>	-	-	FULL	(With the approval of Chairman, GC)	-	-
		-	-	FULL	-	-	-
		FULL	-	-	-	-	-
6	Transfers / Postings <ul style="list-style-type: none"> <li>• Beyond Group `B' posts</li> <li>• Upto Group `B' posts</li> </ul>	-	-	FULL	-	-	-
		FULL	Within the jurisdictional area	FULL	(Out side jurisdiction)	-	-

Version – I      effective from 29.02.2000 to 07.05.2012  
Version – II     effective from 08.05.2012 to 26.11.2012  
Version – III    effective from 27.11.2012 to 12.12.2012  
Version – IV    effective since 13.12.2012



## Software Technology Parks of India

### Delegation of Financial Powers

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

S. No.	Subject Matter	Extent of Powers 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-imbusement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital (a) In accordance with normal rules	(a) HOC – Full Powers

	(b) In relaxation of normal rules	<b>(b) DG – Full Powers</b>
9.	Hire or Repair or AMC of office equipment/ IT and IT peripherals/ furniture/ fixtures/ ACs etc. for one year for each item	<b>HOC – Full Powers DG – Full Powers</b>
10.	Payment of rent towards office/hostel/guest house/residential accommodation hired on lease	<b>HOC- Full Powers</b>
11.	Payment of legal Consultancy charges	<b>HOC – Full Powers</b>
12.	Designating an Officer as Controlling Officer for the purposes of TA, other claims including countersigning of claims	<b>HOC – Full Powers</b>
13.	Sanctioning official tours within India, advance of TA, LTC	<b>HOC – Full Powers</b>
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	<b>HOC – Full Powers</b>
15.	Sanction of local conveyance charges	<b>HOC – Full Powers</b>
16.	To permit undertaking of assignments within India and abroad without involving society funds,  (a) DG (b) Other Officers/Staff	<b>(a) GC – Full Powers (b) DG – Full Powers</b>
17.	Sanction for purchase of books, journals, periodicals magazines etc. for library	<b>HOC – Full Powers</b>
18.	Sanction of hire conveyance/transport for office	<b>HOC --- Full Powers</b>
19.	Sanction of advertisements & publicity charges	<b>HOC – Upto 5 lac in a year and Full powers for the activities/ event duly approved by DG</b>



		<b>DG – Full Powers</b>
20.	Sanction of expenditure on hospitality & entertainment in India	<b>HOC – Upto 1.0 DG – Upto 10 GC – Full Powers</b>
21.	Incurring of expenditure on conducting meet/ workshops/ conferences/ seminars etc. in India	<b>HOC – Full Powers (With prior in-principle approval of DG)</b>
22.	Repair and maintenance of Civil work including electrical fittings/installation & award of annual maintenance contract thereof	<b>HOC – Upto 5.0 DG – Full Powers</b>
23.	Purchase of Stationery etc. for office	<b>HOC – Full Powers</b>
24.	Business Promotion on case to case basis	<b>HOC – Upto 1.0 DG – Full Powers</b>
25.	(a) Grant of Honorarium  (b) Grant of Honorarium to visiting experts/ Members/ Councils/ Committee/Board etc.	<b>(a) HOC–Upto 0.05 (per employees/annum) DG – Full Powers (b) HOC – Full Powers</b>
26.	Sanction of office/residential/mobile telephones/broadband facility and payment thereof	<b>HOC – Full Powers</b>
27.	Purchase of Softwares / Software services / Development of Softwares / Office Automation / Modernization etc.	<b>HOC – Upto 2.0 DG – Full Powers</b>
28.	Printing of Annual Reports & other documents	<b>HOC – Full Powers</b>
29.	Hiring of services for Pantry/Canteen/Security/Cleaning /Outsource manpower etc.	<b>HOC – Full Powers</b>

30.	<p>(a) Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society. #</p> <p>(b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society</p> <p><i># Clarification No. 1 &amp; 2 issued vide communication No. 2(4)/2005-STPI Vol.II dt: 18.11.2011 &amp; 03.04.2013 shall remain kept and read with this DoP.</i></p>	<p><b>(a) DG – Full Powers</b></p> <p><b>(b) GC – Full Powers</b></p>
31.	<p>Approval for deputation/training abroad</p> <p>(a) DG</p> <p>(b) Other Officers/staff</p>	<p><b>(a) GC – Full Powers</b></p> <p><b>(b) DG – Full Powers</b></p>
32.	<p>(a) Procurement of land and building/built-up space</p> <p>(b) Construction of building</p>	<p><b>(a) GC – Full Powers</b> <b>DG – Upto 2000</b></p> <p><b>(b) GC – Full Powers</b> <b>DG – Upto 2000</b></p>
33.	Hiring of office premises/hostel/guest house/residential accommodation on lease	<b>DG – Full Powers</b>
34.	To authorize persons to operate Bank Account and to sign Bank documents	<b>DG – Full Powers</b>
35.	Purchase and condemnation of office vehicles	<b>DG – Full Powers</b>
36.	Fixation of tariff rate for various services offered by STPI other than statutory services	<b>DG- Full Powers</b>
37.	Expenditure towards preliminary activities viz. preparation of blue print, structural designing, other architectural Consultancy works prior to award of Civil work	<b>DG – Full Powers</b>
38.	Approve Single tender/single quotation in respect of proprietary items or specified brand goods	<p><b>HOC – Full Powers*</b></p> <p><b>DG – Full Powers*</b></p> <p><b>*(Within delegated</b></p>

		<b>financial powers) GC – Full Powers</b>
39.	Interiors & furnishing of building	<b>DG – Full Powers</b>
40.	Opening of temporary office for the project & other requirements other than opening of new STPI centres	<b>DG – Full Powers</b>
41.	Opening of new STPI centre at new location	<b>GC – Full Powers</b>
42.	Arrangement of boarding, lodging and travel for touring officer/staff	<b>HOC – Full Powers</b>
43.	To constitute various committees / sub-committees comprising internal / external members for effective functioning of the Society.	<b>DG – Full Powers</b>
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	<b>DG – Full Powers (With reporting to GC)</b>
45.	Setting up of joint ventures, alliance, businesses and such other mechanism with foreign agencies	<b>GC – Full Powers</b>
46.	Grant of higher pay/additional increment on appointment /promotion	<b>DG – Full Powers</b>
47.	Cash Purchase	<b>HOC – Upto 0.10 DG - 0.20 or the limit as prescribed by income tax department from time to time</b>
48.	Approve Annual budget	<b>GC – Full Powers</b>
49.	Sanction of group pick & drop facility for staff members in lieu of transport allowance	<b>DG – Full Powers</b>
50.	Sanction of lease accommodation	<b>DG – Full Powers</b>

51.	Promotional sponsorship	<b>HOC – Upto 1.0</b> <b>DG – Full Powers</b>
52.	To invest the funds of the Society in the public financial institution/schedules banks, any other Government securities on long-term basis	<b>DG – Full Powers</b>
53.	Write-off of irrecoverable losses due to theft, fraud or negligence of individual (Depreciated value of each item)	<b>HOC – Upto 0.25</b> <b>DG – Upto 2.0</b> <b>GC – Full Powers</b>
54	Write-off of irrecoverable losses not due to theft, fraud or negligence of individual (Depreciated value of each item)	<b>HOC -- Upto 2.0</b> <b>DG – Upto 10.0</b> <b>GC – Full Powers</b>
55.	Grant of Incentive/Performance Incentive	<b>GC – Full Powers</b>
56.	Provident Fund Management	<b>PF Trust in consultation with DG</b>
57.	Nomination of Society's officials in /committee/Boards of other organizations	<b>DG – Full Powers</b>
58.	Staff Welfare Measures	<b>DG – Full Powers</b>
59.	Re-appropriation of funds within each category viz. capital and revenue	<b>DG – Full Powers</b>
60.	Declare stores including office equipment as unserviceable/ irreparable/ obsolete and to approve their mode of disposal as per Govt./STPI norms	<b>HOC – Upto 5</b> (Depreciated value in each case) <b>DG – Upto 50</b> (Depreciated value in each case) <b>GC – Full Powers</b>

61.	Procurement of bandwidth, NLD and associated services	<b>HOC – Full power</b> (as per the approved policy or as per the guidelines approved by the DG) <b>DG-Full Power</b>
62.	Hiring of Consultants / Consultancy / legal services	<b>HOC – Full power</b> (for legal services) <b>DG-Full Power</b>
63.	Approvals related to execution of projects undertaken by STPI and expenditure thereon	<b>DG – Full power</b> (within the approved project budget) <b>GC – Full power</b>

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

Version – I effective from 20.07.2010 to 31.03.2013  
Version – II effective from 01.04.2013 to 15.12.2013  
Version –III effective from 16.12.2013 to 22.11.2015  
Version – IV effective since 23.11.2015





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**Software Technology Parks of India**  
(An Autonomous Society under Department of Electronics & Information Technology,  
Ministry of Communications & Information Technology, Govt. of India)  
9<sup>th</sup> floor, NDCC II building, Jai Singh Road, New Delhi - 110 001  
Phone: 91-11-23438171, 23438188 Fax: 91-11-23438173  
E-mail: [rai@stpi.in](mailto:rai@stpi.in), URL: [www.stpi.in](http://www.stpi.in)

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
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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 40<sup>th</sup> meeting held on 27.11.2012 vide agenda no. 40.B. 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 Dhubbeshwar, 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

*Caru*

*Caru*

(Rakesh Gairola)  
Sr. Admn. Officer

To,

श्री श्री श्री/RAKESH GAIROLA  
जूनियर सॉफ्टवेयर डेवेलपमेंट ऑफिस  
सॉफ्टवेयर पार्क ऑफ इंडिया  
Software Technology Parks of India  
9<sup>th</sup> floor, NDCC II, Jai Singh Rd, New Delhi-110001  
Ph: 23438171, 23438188 Fax: 23438173  
E-mail: [rai@stpi.in](mailto:rai@stpi.in), URL: [www.stpi.in](http://www.stpi.in)

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

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श्री श्री श्री/RAKESH GAIROLA  
जूनियर सॉफ्टवेयर डेवेलपमेंट ऑफिस  
सॉफ्टवेयर पार्क ऑफ इंडिया  
Software Technology Parks of India

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

[4(1)(b)(iii)]

### 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 NORMS SET BY STPI FOR THE DISCHARGE OF ITS FUNCTIONS**

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

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

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

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

**6.1 Documents used by STPI**

- The Foreign Trade (Development and Regulation Act), 1992
- Rules and Orders made under the Foreign Trade (D&R Act 1992)
- Foreign Trade Policy (2015-20)
- Handbook of Procedures (2015-20)

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

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

<b>Sl. No.</b>	<b>Name of the document</b>	<b>Whether free or priced. If priced, what is the cost?</b>	<b>Held by/under the control of</b>
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 <http://dgft.gov.in>

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

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

No such arrangement is called for at present.

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

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

STPI 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**).

## **Members**

- (4) Additional Secretary/ Group Coordinator (STPI), Administrative Ministry.
- (5) Joint Secretary, (Societies) Administrative Ministry
- (6) Financial Adviser, Administrative Ministry.
- (7) One representative of Department of Telecommunications not below the rank of Joint Secretary.
- (8) One representative of Ministry of Home Affairs not below the rank of Joint Secretary.
- (9) One Representative of Intelligence Bureau not below the rank of Joint Secretary.
- (10) One Representative of Ministry of Finance not below the rank of Joint Secretary.
- (11) One Representative of Department of Commerce not below the rank of Joint Secretary.
- (12) Chairman, Electronics and Computer Software Export Promotion Council.
- (13) Up to three persons of eminence in the disciplines related to the functions of STPI.(e.g Electronics, Computer Software, International Trade, Finance etc.) nominated by the Chairperson.
- (14) Up to two representatives of trade / professional bodies related to the Industry nominated by the Chairperson.
- (15) Deputy Chief Executive Officer, STPI.
- (16) Chief Executive Officer, STPI (**Member Secretary**).

The tenure of the non-official members shall be two years or two Governing Council's meetings held alongwith 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.

The present composition of the Council is as follows:-

<b>Chairperson</b>	
Hon'ble Minister for Railways, Communications and Electronics & Information Technology, Govt. of India	<b>Shri Ashwini Vaishnaw</b>
<b>Deputy Chairperson</b>	
Hon'ble Minister of State for Skill Development & Entrepreneurship and Electronics & Information Technology, Govt. of India	<b>Shri Rajeev Chandrasekhar</b>
<b>Executive Vice-Chairperson</b>	
Secretary Ministry of Electronics & Information Technology, Govt. of India	<b>Shri S. Krishnan</b> Secretary Ministry of Electronics & Information Technology, (Govt. of India) Electronics Niketan, 6, CGO Complex, Lodhi Road New Delhi – 110 003
<b>Members</b>	
Additional Secretary Societies, Administrative Ministry	<b>Shri Bhuvnesh Kumar</b> Additional Secretary Ministry of Electronics & Information Technology, Govt. of India
Group Coordinator for STPI, Administrative Ministry	<b>Shri Kuntal Sensarma</b> Economic Adviser Ministry of Electronics & Information Technology,
Financial Advisor Administrative Ministry	<b>Shri Rajesh Singh</b> Joint Secretary & Financial Adviser, Ministry of Electronics & Information Technology Govt. of India Electronics Niketan,6, CGO Complex, Lodhi Road New Delhi – 110 003
Representative of Department of Telecommunications	<b>Shri Vivek Narayan</b> Dy. Director General (DS) Department of Telecommunications Ministry of Communications (Govt. of India) Sanchar Bhawan, Ashok Road, New Delhi-110 001
Representative of Ministry of Finance	<b>Shri Yogendra Garg</b> Director General Systems & Data Management,

	Central Board of Excise & Customs, Department of Revenue, Ministry of Finance (Govt. of India) 4 <sup>th</sup> & 5 <sup>th</sup> Floor, Samrat Hotel, New Delhi-110 021
Representative of Department of Commerce	<b>Shri Santosh Kumar Sarangi</b> Director General of Foreign Trade Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi-110 001
Representative of Ministry of Home Affairs	<b>Shri Ashish Kumar</b> Joint Secretary (CIS), Ministry of Home Affairs New Delhi – 110 001
Representative of Intelligence Bureau	Joint Director Intelligence Bureau, Ministry of Home Affairs, 35 S.P. Marg, New Delhi – 110 021
Chairman, ESC	<b>Shri Sandeep Narula</b> Chairman Electronics and Software Export Promotion Council (ESC) 155, Okhla Phase-III, Okhla Industrial Estate New Delhi-110 020
Representatives in the disciplines related to the functions of STPI nominated by Chairperson.	<b>Shri Prashant Pitti</b> Cofounder M/s EaseMyTrip
	<b>Dr. Anand Deshpande</b> Founder, Chairman & Managing Director M/s Persistent Systems
	<b>Shri Debashis Chatterjee</b> MD & CIO M/s LTIMindtree
Representatives of trade/ professional bodies nominated by Chairman	<b>Ms. Debjani Ghosh</b> President, NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi-110 021
	<b>Shri Pankaj Mahendroo</b> Chairman Indian Cellular & Electronics Association
Deputy Chief Executive Officer, STPI	<b>Dr. Devesh Tyagi</b> Senior Director, STPI
<b>Member Secretary</b>	
Chief Executive Officer, STPI	<b>Shri Arvind Kumar</b> Director General, STPI

### 9.1.2 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 sub committee nominated by Chairman, ECOD which shall be presided over by the Chief Executive Officer, STPI to review the administrative, operational and such other policy matters and to 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 Programme Division for STPI, Administrative Ministry/ Representative	Member
(iv)	Secretary, IT, State Govt./ Representative	Member
(v)	Commissioner (Custom & Excise)/ his Representative	Member
(vi)	Commissioner (Income Tax)/ his Representative	Member
(vii)	Two representatives of local IT industry	Member
(viii)	Representative of IB	Member
(ix)	Head of Centre, STPI	Member Secretary

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



**CHAPTER – 10 : DIRECTORY OF ITS OFFICERS AND STAFF**  
**[SECTION 4(1)(b)(ix)]**

Details of Officers/Staff are given below:-

**STPI-HQ**

1<sup>st</sup> Floor, Plate B, Block-1, East Kidwai Nagar, New Delhi-110023  
 Phone : 011-24628081, 24346600 Fax : 011-20815076

SI. No.	Name/ Designation	Email
	Dr/Shri / Smt. /Km.	
1.	Arvind Kumar Director General	<a href="mailto:dg@stpi.in">dg@stpi.in</a>
2.	Devesh Tyagi Senior Director	<a href="mailto:devesh@stpi.in">devesh@stpi.in</a>
3.	Ashok Gupta Director	<a href="mailto:ashokg@stpi.in">ashokg@stpi.in</a>
4.	Amit Bansal Director	<a href="mailto:amit.bansal@stpi.in">amit.bansal@stpi.in</a>
5.	Subodh Sachan Director	<a href="mailto:subodh@stpi.in">subodh@stpi.in</a>
6.	Rakesh Dubey MTS E-IV	<a href="mailto:rakesh.dubey@stpi.in">rakesh.dubey@stpi.in</a>
7.	Amareshwar Kumar Rai MTS E- IV	<a href="mailto:amareshwar.raai@stpi.in">amareshwar.raai@stpi.in</a>
8.	Rakesh Gairola Chief Admn. Officer & Registrar	<a href="mailto:rakesh.gairola@stpi.in">rakesh.gairola@stpi.in</a>
9.	Sangeeta Hemrajani MTS E- IV	<a href="mailto:Sangeeta.hemrajani@stpi.in">Sangeeta.hemrajani@stpi.in</a>
10.	Amit Kumar Verma MTS E-IV	<a href="mailto:amitkumar.verma@stpi.in">amitkumar.verma@stpi.in</a>
11.	Pranav Kumar Sinha MTS E-IV	<a href="mailto:pranav.sinha@stpi.in">pranav.sinha@stpi.in</a>
12.	Prabhat Kumar Singh MTS E-IV	<a href="mailto:prabhat.singh@stpi.in">prabhat.singh@stpi.in</a>
13.	Anubhav Kumar Kamboj MTS E-III	<a href="mailto:anubhav.kamboj@stpi.in">anubhav.kamboj@stpi.in</a>
14.	Ankesh Kumar MTS E-III	<a href="mailto:ankesh.kumar@stpi.in">ankesh.kumar@stpi.in</a>
15.	Diwakar Jaiswal MTS E-III	<a href="mailto:diwakar@stpi.in">diwakar@stpi.in</a>
16.	Sachin Jain Chief Finance Officer	<a href="mailto:sachin@stpi.in">sachin@stpi.in</a>
17.	Pratik Mohapatra MTS E-III	<a href="mailto:pratik@stpi.in">pratik@stpi.in</a>

18.	Praveen Kumar MTS E-III	<a href="mailto:praveen@stpi.in">praveen@stpi.in</a>
19.	Abhay Kumar Bhadani MTS E-III	<a href="mailto:abhay.bhadani@stpi.in">abhay.bhadani@stpi.in</a>
20.	Nitin Kumar Agarwal MTS E-III	<a href="mailto:nitin.agrawal@stpi.in">nitin.agrawal@stpi.in</a>
21.	Ashish Sankrityayan MTS E-II	<a href="mailto:ashish.s@stpi.in">ashish.s@stpi.in</a>
22.	Vikas Garg MTS E-II	<a href="mailto:vikas.garg@stpi.in">vikas.garg@stpi.in</a>
23.	Shelly Sharma MTS E-II	<a href="mailto:shelly.sharma@stpi.in">shelly.sharma@stpi.in</a>
24.	Mohit Kumar MTS E-I	<a href="mailto:mohitkumar@stpi.in">mohitkumar@stpi.in</a>
25.	Lalit Jain MTS E-I	<a href="mailto:lalit.jain@stpi.in">lalit.jain@stpi.in</a>
26.	Manish Tomar MTS E-I	<a href="mailto:manish.tomar@stpi.in">manish.tomar@stpi.in</a>
27.	Prashant Kumar MTS E-I	<a href="mailto:prashant@stpi.in">prashant@stpi.in</a>
28.	Mohd. Mohsin Senior Administrative Officer	<a href="mailto:mohsin@stpi.in">mohsin@stpi.in</a>
29.	Vikas Goel Senior Administrative Officer	<a href="mailto:vikas.g@stpi.in">vikas.g@stpi.in</a>
30.	Rajiv Vig Senior Finance Officer	<a href="mailto:rajeev.vig@stpi.in">rajeev.vig@stpi.in</a>
31.	Sunita S. Ojha Administrative Officer	<a href="mailto:sunita.ojha@stpi.in">sunita.ojha@stpi.in</a>
32.	Poonam Bhalla Administrative Officer	<a href="mailto:poonam.bhalla@stpi.in">poonam.bhalla@stpi.in</a>
33.	Promila Rawal Finance Officer	<a href="mailto:promila.rawal@stpi.in">promila.rawal@stpi.in</a>
34.	Savita Sindhwani Administrative Officer	<a href="mailto:savita.sindhwani@stpi.in">savita.sindhwani@stpi.in</a>
35.	Navneet P Sharma Administrative Officer	<a href="mailto:navneet.sharma@stpi.in">navneet.sharma@stpi.in</a>
36.	Shailendra Chaturvedi Administrative Officer	<a href="mailto:shailendra.c@stpi.in">shailendra.c@stpi.in</a>
37.	Nidhi Chaturvedi Administrative Officer	<a href="mailto:nidhi.chaturvedi@stpi.in">nidhi.chaturvedi@stpi.in</a>
38.	Khushal Pal Singh Technical Officer Gr-I	<a href="mailto:kushal.singh@stpi.in">kushal.singh@stpi.in</a>
39.	Ram Patap Technical Officer Gr-I	<a href="mailto:ram.pratap@stpi.in">ram.pratap@stpi.in</a>
40.	Animesh Jaiswal MTSS-ES VI	<a href="mailto:animesh.jaiswal@stpi.in">animesh.jaiswal@stpi.in</a>
41.	Jai Prakash Singh	<a href="mailto:jaiprakashsingh@stpi.in">jaiprakashsingh@stpi.in</a>

	MTSS ES-VI	
42.	Anurag Kondle MTSS ES-VI	<a href="mailto:anurag.kondle@stpi.in">anurag.kondle@stpi.in</a>
43.	Deepak Kumar Chaudhry MTSS ES-VI	<a href="mailto:deepakkumar.chaudhry@stpi.in">deepakkumar.chaudhry@stpi.in</a>
44.	Mithilesh Kumar Sahni MTSS ES-VI	<a href="mailto:Mithilesh.k@stpi.in">Mithilesh.k@stpi.in</a>
45.	Akhil Ujjwal MTSS ES-VI	<a href="mailto:akhil.ujjwal@stpi.in">akhil.ujjwal@stpi.in</a>
46.	Ramavath Sardar MTSS ES-V	<a href="mailto:ramavath.sardar@stpi.in">ramavath.sardar@stpi.in</a>
47.	Rajkishori Khare Accounts Officer	<a href="mailto:rajkishori.khare@stpi.in">rajkishori.khare@stpi.in</a>
48.	Harshvardhan Pant Administrative Officer	<a href="mailto:harsh.pant@stpi.in">harsh.pant@stpi.in</a>
49.	Neena Bawa Administrative Officer	<a href="mailto:neena.bawa@stpi.in">neena.bawa@stpi.in</a>
50.	Manish Kumar Administrative Officer	<a href="mailto:manish.kumar@stpi.in">manish.kumar@stpi.in</a>
51.	Rajni Kumari Assistant A – IV	<a href="mailto:rajni.kumari@stpi.in">rajni.kumari@stpi.in</a>
52.	Shashi Assistant A – IV	<a href="mailto:shashi@stpi.in">shashi@stpi.in</a>
53.	Amit Kumar Singh Assistant A-III	<a href="mailto:amitkumar.singh@stpi.in">amitkumar.singh@stpi.in</a>
54.	P. C. Pitchaiah Assistant A-III	<a href="mailto:p.pitchaiah@stpi.in">p.pitchaiah@stpi.in</a>
55.	Kamleshwar Tiwari Assistant A-III	<a href="mailto:kamleshwar.tiwari@stpi.in">kamleshwar.tiwari@stpi.in</a>
56.	Bali Ram Assistant A-II	<a href="mailto:bali.ram@stpi.in">bali.ram@stpi.in</a>
57.	Chanderprakash Assistant A-II	<a href="mailto:chander.prakash@stpi.in">chander.prakash@stpi.in</a>
58.	Nikita Sharma Assistant A-II	<a href="mailto:nikita.sharma@stpi.in">nikita.sharma@stpi.in</a>
59.	Parveen Yadav MTS (S-I)	<a href="mailto:parveen.yadav@stpi.in">parveen.yadav@stpi.in</a>

## Jurisdictional Directorates

Sl. No	Name/ Designation/ Directorate	STD Code	Telephone Number		Email
	Shri / Smt. /Km/Dr.		Office	Fax	
1	Devesh Tyagi Senior Director STPI (HQ), New Delhi	011	20815074		<a href="mailto:devesh@stpi.in">devesh@stpi.in</a>
2	Rajneesh Agarwal Director STPI Noida	0120	2470502	2470403	<a href="mailto:rajneesh@stpi.in">rajneesh@stpi.in</a>
3	Kavitha C Director STPI Hyderabad	040	66415600	23100501	<a href="mailto:c.kavitha@stpi.in">c.kavitha@stpi.in</a>
4	Sonal Bhatwadekar Director STPI Gandhinagar	079	66748532	66748533	<a href="mailto:sonal.bhatwadekar@stpi.in">sonal.bhatwadekar@stpi.in</a>
5	Vandana Srivastava Director STPI Guwahati	0361	2841269	2842657	<a href="mailto:director.guwahati@stpi.in">director.guwahati@stpi.in</a>
6	Sanjay Kumar Gupta Director STPI Pune	020	22934475	22981010	<a href="mailto:sanjay.gupta@stpi.in">sanjay.gupta@stpi.in</a>
7	Surya Kumar Pattanayak Director STPI Bhubaneswar	0674	2300412 2300413	2302307	<a href="mailto:surya.pattanayak@stpi.in">surya.pattanayak@stpi.in</a>
8	Shailendra Tyagi Director STPI Bangaluru	080	66186000	28521161	<a href="mailto:shailendra.tyagi@stpi.in">shailendra.tyagi@stpi.in</a>
9	Rajneesh Agarwal Director STPI Gurugram	0120	2470502	2470403	<a href="mailto:rajneesh@stpi.in">rajneesh@stpi.in</a>
10	Sanjay Tyagi Director STPI Chennai	044	39103506	39103505	<a href="mailto:sanjay.tyagi@stpi.in">sanjay.tyagi@stpi.in</a>
11	Ganesh Nayak K Director STPI Thiruvananthapuram	0471	2700707	2700505	<a href="mailto:ganesh.nayak@stpi.in">ganesh.nayak@stpi.in</a>
12	Manjit Kumar Nayak Director STPI Kolkata	0361	23673797	23673597	<a href="mailto:manjit.nayak@stpi.in">manjit.nayak@stpi.in</a>

**CHAPTER – 11 : MONTHLY REMUNERATION RECEIVED BY EACH OFFICER/  
STAFF 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/Staff are detailed below. The system of compensation is as per Government of India Rules as applicable from time to time.

STPI-HQ, New Delhi (as on December, 2023 )

Sl. No.	Name/ Designation	Monthly remuneration (Gross) as of December 2023 (₹)
	Dr/Shri / Smt. /Km.	
1.	Arvind Kumar Director General	388593/-
2.	Devesh Tyagi Senior Director	377486/-
3.	Ashok Gupta Director	353266/-
4.	Amit Bansal Director	287353/-
5.	Subodh Sachan Director	270918/-
6.	Rakesh Dubey MTS E-IV	257383/-
7.	Amareshwar Kumar Rai MTS E- IV	243197/-
8.	Rakesh Gairola Chief Admn. Officer & Registrar	243197/-
9.	Sangeeta Hemrajani MTS E-IV	223475/-
10.	Amit Kumar Verma MTS E-IV	223475/-
11.	Pranav Kumar Sinha MTS E-IV	218219/-
12.	Prabhat Kumar Singh MTS E-IV	231194/-
13.	Anubhav Kumar Kamboj MTS E-III	173305/-
14.	Ankesh Kumar MTS E-III	168634/-

15.	Diwakar Jaiswal MTS E-III	178149/-
16.	Sachin Jain Chief Finance Officer	159465/-
17.	Pratik Mohapatra MTS E-III	159465/-
18.	Praveen Kumar MTS E-III	155140/-
19.	Abhay Kumar Bhadani MTS E-III	146836/-
20.	Nitin Kumar Agarwal MTS E-III	173305/-
21.	Ashish Sankrityayan MTS E-II	138532/-
22.	Vikas Garg MTS E-II	138532/-
23.	Shelly Sharma MTS E-II	127633/-
24.	Mohit Kumar MTS E-I	107565/-
25.	Lalit Jain MTS E-I	107565/-
26.	Manish Tomar MTS E-I	107565/-
27.	Prashant Kumar MTS E-I	107565/-
28.	Mohd. Mohsin Senior Administrative Officer	168634/-
29.	Vikas Goel Senior Administrative Officer	163963/-
30.	Rajiv Vig Senior Finance Officer	142338/-
31.	Sunita S. Ojha Administrative Officer	133861/-
32.	Poonam Bhalla Administrative Officer	133861/-
33.	Promila Rawal Finance Officer	133861/-
34.	Savita Sindhwani Administrative Officer	133861/-
35.	Navneet P Sharma Administrative Officer	120021/-
36.	Shailendra Administrative Officer	123308/-
37.	Nidhi Chaturvedi	87604/-

	Administrative Officer	
38.	Khushal Pal Singh Technical Officer Gr-I	110852/-
39.	Ram Patap Technical Officer Gr-I	116907/-
40.	Animesh Jaiswal MTSS-ES VI	92621/-
41.	Jai Prakash Singh MTSS ES-VI	87604/-
42.	Anurag Kondle MTSS ES-VI	87604/-
43.	Deepak Kumar Chaudhry MTSS ES-VI	87604/-
44.	Mithilesh Kumar Sahni MTSS ES-VI	87604/-
45.	Akhil Ujjwal MTSS ES-VI	82933/-
46.	Ramavath Sardar MTSS ES-V	70304/-
47.	Rajkishori Khare Accounts Officer	112862/-
48.	Harshvardhan Pant Administrative Officer	87604/-
49.	Neena Bawa Administrative Officer	85182/-
50.	Manish Kumar Administrative Officer	85182/-
51.	Rajni Kumari Assistant A – IV	82933/-
52.	Shashi Assistant A – IV	69579/-
53.	Amit Kumar Singh Assistant A-III	58886/-
54.	P. C. Pitchaiah Assistant A-III	77224/-
55.	Kamleshwar Tiwari Assistant A-III	77224/-
56.	Bali Ram Assistant A-II	59578/-
57.	Chanderprakash Assistant A-II	59578/-
58.	Nikita Sharma Assistant A-II	52139/-
59.	Parveen Yadav MTS (S-I)	35257/-

**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)]**

59 centres of STPI have been grouped under ten directorates including HQ, each group headed by Jurisdictional Directors. Each group acts as a profit center. Annual plans are prepared by these groups. STPI-Centres as profit centres, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the centres. The expenditure of the centres 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**

**[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 /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**

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

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

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

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

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

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

**Software Technology Parks of India (HQ)  
New Delhi-110023**

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)	Devesh Tyagi Senior Director	011-20815074	9868884082	<a href="mailto:devesh@stpi.in">devesh@stpi.in</a>
2	Bangalore Davangere Mangalore Manipal Mysore Hubballi	Amit Arora Member Technical Staff- E-III (Scientist 'D')	080-66186087	9663329559	<a href="mailto:amit.arora@stpi.in">amit.arora@stpi.in</a>
3	Chennai Trichy Tirunelveli Puducherry Madurai Coimbatore	P. Divakara Venkanna Sr. Finance Officer Grade I (A-VIII)	044-39103525	9841090810	<a href="mailto:p.divakar@stpi.in">p.divakar@stpi.in</a>
4	Gandhinagar Surat	Anchal Pandey Member Technical Staff- E-III (Scientist 'D')	079-66748531	09723895185	<a href="mailto:anchal.pandey@stpi.in">anchal.pandey@stpi.in</a>
5	Guwahati Aizawl Gangtok Shillong Imphal Kohima Agartala	Gautam Kumar Member Technical Staff- E-III (Scientist 'D')	03612519072	9435195320	<a href="mailto:gautam.kumar@stpi.in">gautam.kumar@stpi.in</a>
6	Bhubaneswar Ranchi Rourkela Patna	Aby John Sr. Administrative Officer Grade I	04712700404	09848778632	<a href="mailto:aby.john@stpi.in">aby.john@stpi.in</a>

	Berhampur Deoghar				
7	Hyderabad Vijaywada Warangal Tirupati Visakhapatnam Kakinada	S. Ravi Sankar Sr. Administrative Officer (A-VII)	040- 66415623	966663109 4	<a href="mailto:ravishankar.s@stpi.in">ravishankar.s@stpi.in</a>
8	Pune Navi Mumbai Nagpur Nasik Kolhapur Aurangabad Goa	Jitendra Kulkarni Member Technical Staff- E-III (Scientist 'D')	020- 22981000	982263811 6	<a href="mailto:jitendra.kulkarni@stpi.in">jitendra.kulkarni@stpi.in</a>
9	Noida Lucknow Kanpur Dehradun Pragayraj Bhillai Indore Gawalior Bhopal Meerut	Sunil Sharma MTS E-II (Scientist 'C')	0120- 2470505	997100523 7	<a href="mailto:sunil.sharma@stpi.in">sunil.sharma@stpi.in</a>
10	Thiruvananthapuram	Job Chacko Mathai Administrative Officer	047121006 07	807505170 3	<a href="mailto:job.mathai@stpi.in">job.mathai@stpi.in</a>
11	Kolkata Siliguri Kharagpur Haldia Durgapur	Subrat Kumar Nayak Administrative Officer (A- V)	033- 23673798	903808196 5	<a href="mailto:subrat.nayak@stpi.in">subrat.nayak@stpi.in</a>
12	Gurgaon Shimla Jammu Srinagar Mohali Jaipur Jodhpur	Meena Parwal Member Technical Staff- E-III (Scientist 'D')	0124- 2012185	956019602 1	<a href="mailto:meena.parwal@stpi.in">meena.parwal@stpi.in</a>

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

**Software Technology Parks of India**

**Registered Office :** 6, CGO Complex,  
Electronic Niketan, New Delhi-110003

**Headquarter:** 1<sup>ST</sup> Floor, Plate B, Block-1

East Kidwai Nagar, New Delhi-110023

Tel. No. 24628081, 24346600

Fax No. : 20815076

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

Working days/Hours: Monday to Friday  
9:00 A.M. to 5:30 P.M.

**Name and address of the centre and sub-centres**

1.	<b>Agartala</b> Officer-in-Charge Software Technology Parks of India Mukut Bipani Bitan, 2nd Floor, Lichubagan Agartala – 799010 (Tripura) (w) Tel.: +381-2416005 Fax: +381-2416005 Email : <a href="mailto:agtl.info@stpi.in">agtl.info@stpi.in</a> URL : <a href="https://guwahati.stpi.in">https://guwahati.stpi.in</a>	2.	<b>Aizawl</b> Officer-in-Charge Software Technology Parks of India Second Floor, Ch. Chhunga Bus Terminal Building, Thuampui, Aizawl- 796017, Mizoram Tel.: +0389-2350337 Fax: +0389-2350337 Email : <a href="mailto:azl.info@stpi.in">azl.info@stpi.in</a> URL : <a href="https://guwahati.stpi.in">https://guwahati.stpi.in</a>
3.	<b>Aurangabad</b> Officer-in-Charge Software Technology Parks Of India Plot No. T- 25, MIDC, Chikalhana Near Garware Stadium Aurangabad - 431210 (Maharashtra) Tel. : +91-240 - 2473859 Fax : E-mail : <a href="mailto:praful.patinge@stpi.in">praful.patinge@stpi.in</a> URL : <a href="https://pune.stpi.in/">https://pune.stpi.in/</a>	4.	<b>Berhampur</b> Officer-in-Charge Software Technology Parks of India Plot no. 860/4562 Ambapua ,Near Income Tax Office, Berhampur - 760011 (Odisha) Tel.: +91-680-2404300 Fax: +91-680-2404232 E-mail: <a href="mailto:berhampur@stpi.in">berhampur@stpi.in</a> URL: <a href="https://bhubaneswar.stpi.in/">https://bhubaneswar.stpi.in/</a>

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<p>31. <b>Kohima</b> Officer-in-Charge Software Technology Parks of India Directorate of Information Technology &amp; Communication Building, Thizama Road, Kohima, Nagaland - 797001 Tel : 09314529497 Fax: E-mail : <a href="mailto:guw.info@stpi.in">guw.info@stpi.in</a> URL : <a href="https://guwahati.stpi.in">https://guwahati.stpi.in</a></p>	<p>32. <b>Kolhapur</b> Officer-in-Charge Software Technology Parks Of India Behind Yalama Temple Opp. Jai Prabha Studio, IT Park Kolhapur - 416012 (Maharashtra) Tel.:+91-231-2644429 Fax: +91-231-2644429 E-mail: <a href="mailto:sachin.narule@stpi.in">sachin.narule@stpi.in</a> URL : <a href="https://pune.stpi.in/">https://pune.stpi.in/</a></p>
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55.	<p><b>Srinagar</b>  Officer-in-Charge  Software Technology Parks of India  6-SIDCO, Electronics Complex ,  Old Airport Road, Rangreth,  Srinagar-191132 (J&amp;K)  Tel.: 91-194-2300520 / 381  Fax: 91-194-2300500  E-mail: <a href="mailto:asim.khan@stpi.in">asim.khan@stpi.in</a>  URL: <a href="https://gurugram.stpi.in/">https://gurugram.stpi.in/</a></p>	56.	<p><b>Surat</b>  Officer-in-Charge  Software Technology Parks of India  FP 27, TP 22, Jiav Budia Road,  Nr. Someshwar Society, Bhestan,  Surat- 395023, Gujarat  Tel.: 91-261-2972755  E-mail: <a href="mailto:sonal.bhatawadekar@stpi.in">sonal.bhatawadekar@stpi.in</a>  URL: <a href="https://gandhinagar.stpi.in/surat">https://gandhinagar.stpi.in/surat</a></p>
57.	<p><b>Thiruvananthapuram</b>  Director  Software Technology Parks of India  C-21, Thejaswini Building, Technopark ,  Thiruvananthapuram – 695581 (Kerala)  Tel.: +91-471-2700404/607/707/807  Fax: +91-471-2700505  E-mail: <a href="mailto:tvpm.do@stpi.in">tvpm.do@stpi.in</a>  URL: <a href="https://thiruvananthapuram.stpi.in/">https://thiruvananthapuram.stpi.in/</a></p>	58.	<p><b>Tirunelveli</b>  Officer-in-Charge  Software Technology Parks of India  Manonmaniam Sundaranar  University Campus  Abishekapatti,  Tirunelveli- 627012 (TAMIL NADU)  Tel.: +09994359819  E-mail: <a href="mailto:vganapathi@stpi.in">vganapathi@stpi.in</a>  URL: <a href="https://chennai.stpi.in/">https://chennai.stpi.in/</a></p>
59.	<p><b>Trichy</b>  Officer-in-Charge  Software Technology Parks of India  B-9, Light Engineering Shed,  Trichy Regional Engg. College  Science &amp; Technology Entrepreneurs  Park (TREC-STEP) NIT Campus, Trichy -  620 015 (Tamil Nadu)  Tel.: +91-431-2501585  Fax: +91-431-2501586  E-mail: <a href="mailto:r.pattabi@stpi.in">r.pattabi@stpi.in</a>  URL: <a href="https://chennai.stpi.in/">https://chennai.stpi.in/</a></p>	60.	<p><b>Vijayawada</b>  Officer-in-Charge  Software Technology Parks of India  Govt. Polytechnic College Campus  Opp. Stella College, near Benz Circle  Vijayawada -520008 (A.P.)  Tel.: +91-866-2494243  Email : <a href="mailto:sanjeev.v@stpi.in">sanjeev.v@stpi.in</a>  URL : <a href="https://hyderabad.stpi.in/">https://hyderabad.stpi.in/</a></p>
61.	<p><b>Vishakhapatnam</b>  Officer-in-Charge  Software Technology Parks of India  Unit No.9, SDF-1, Building,  Vishakhapatnam Special Economic  Zone,  Near Duvvada Railway Station,</p>	62.	<p><b>Warangal</b>  Officer-in-Charge  Software Technology Parks of India  Kakatiya IT Park, H.No. 2-5-906/1, 2,  Circuit House Road,  Hanamkonda, Warangal-506001 (TS)  Tel.: +91-870-2446944</p>

	<p>Vishakhapatnam -530049 (A.P.)  Tel.: +91-741-6452474  Fax: +91-891-2587226  Email : <a href="mailto:suresh.b@stpi.in">suresh.b@stpi.in</a>  URL : <a href="https://hyderabad.stpi.in/">https://hyderabad.stpi.in/</a></p>		<p>Fax: +91-870-2446944  Email : <a href="mailto:ramakishore.babu@stpi.in">ramakishore.babu@stpi.in</a>  URL : <a href="https://hyderabad.stpi.in/">https://hyderabad.stpi.in/</a></p>
63	<p><b>Davanagere</b>  Officer-in-Charge  Software Technology Parks of India  KSOU Regional Centre, J.H. Patel  Layout, Behind Shamanur, Naganur  Road, Davangere, Karataka-577 004</p>		

**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 :

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6. It is certified that I am a bona fide citizen of India.

7. "It is certified that I do fall under the category Below Poverty Line (BPL), and an attested copy of the relevant certificate (issued by the competent authority) is 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: