

**SOFTWARE TECHNOLOGY PARKS OF INDIA**

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

Ganga Shopping Complex, Block-IV, Sector-29, Noida -201 303 (UP)

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# **Information Handbook Under RTI Act 2005**

## CHAPTER-1

### INTRODUCTION

### INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT - 2005

#### 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 the 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 list of PIO's and APIO's its centre's / 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) **"EHWP Scheme"** means Electronics Hardware Technology Parks
- (h) **"STP Scheme"** means Software Technology Parks
- (i) **"STPI"** means Software Technology Parks of India

## 1.6 Procedure and fee structure of 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 Only) per application will be charged for supply of information other than the information relating to tender Documents/Bids/ Quotations/Business documents in addition to the cost of the documents or the photocopies of documents/information, if any.

For Tender Documents an application fee of Rs.500/- (Rupees 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 Demand Draft/Indian Postal Order (IPO) drawn in favor of **Software Technology Parks of India and payable at New Delhi.**
- Subject to the provisions of the RTI Act, STPI will endeavor to reply/provide the information as early as possible, and in any case within thirty days of the receipt of the request.

## CHAPTER-2

### PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES

#### 2.1 STPI: The Background

Software Technology Parks of India was established and registered as an Autonomous Society under the Societies Registration Act 1860, under Ministry of Electronics & Information Technology (MeitY), Government of India on 5th June 1991 with an objective to implement STP Scheme, set-up and manage infrastructure facilities and provide other services like technology assessment and professional training.

#### 2.2 Objectives of the Society

The objectives of the Software Technology Parks of India are:

- a) To promote the development and export of software and software services including Information Technology (IT) enabled services/ Bio-IT.
- b) To provide statutory and other promotional services to the exporters by implementing Software Technology Parks (STP)/ Electronics and Hardware Technology Parks (EHTP) Schemes and other such schemes this may be formulated and entrusted by the Government 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/ centres 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 centre / 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/Seminars/ conferences etc.

- d) To facilitate specialized training in the niche areas to meet the above objectives.
- e) To work closely with respective State Government and act as an interface between Industry and Government.
- f) To promote secondary and tertiary locations by establishing STPI presence to promote STP/EHTP Scheme, and promotional schemes announced by Government.
- g) To promote entrepreneurship through incubation programs / seed funds / IP development and other awareness programs.
- 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

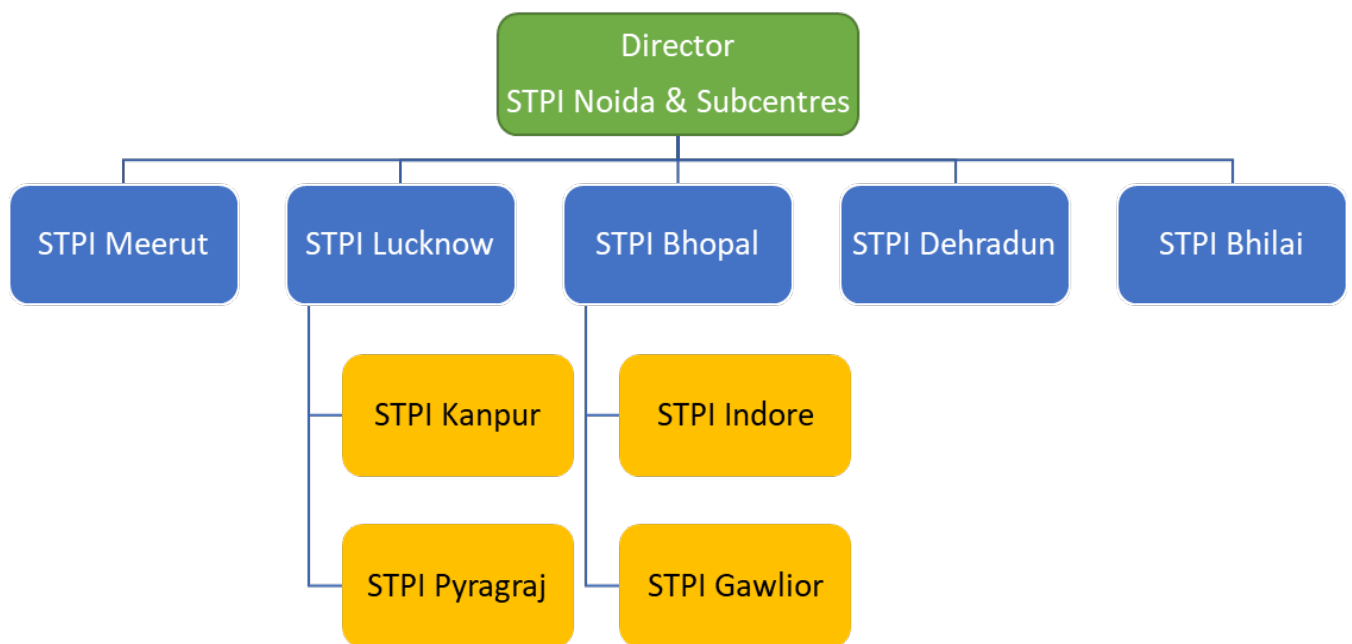
Note: Whenever any gifts, bequests from foreign Governments/organizations are accepted/obtained they shall be routed through Government and be regulated by such directions as may be issued by Government.

- b) To maintain a fund to which shall be credited:
  - . All money provided by the Central Government, State Governments, Corporation, 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. At least 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 deed as may be necessary for the purposed for the purposes of the STPI.
- e) To pay out the funds belonging to the STPI or out of any particular part of such funds, the expenses incurred by the STPI from time to time including all expenses incidental to the formation and reorganization of the STPI and management and administration of any of the foregoing activities including all rents, rate taxes, outgoing and the salaries of the employees.

h) To acquire, hold the dispose of the property in the 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 fulfil the objectives of the STPI.

## 2.4 Organizational Chart



## **2.5 Details of Services/Initiatives Provided by STPI**

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

Software Technology Park (STP) is a 100% export-oriented scheme for the development and export of computer software using communication links or physical media and including export of professional services. The scheme integrates the concept of 100% Export Oriented Units (EOUs) and Exports Processing Zone (EPZs) of the Government of India and the concept of Science Parks/ Technology Parks as operating elsewhere in the world.

#### **HIGHLIGHTS OF STP SCHEME**

- Approvals are given under single window clearance mechanism
- Up to 100% foreign equity permitted
- Goods imported/ procured domestically by the STP units are completely duty free.
- Second hand capital goods may also be imported.
- Sales in the Domestic market are permissible up to 50% of the export.
- Income tax benefit under sections 10A of Income Tax Act up to 31<sup>st</sup> March 2011.

### **2.5.2 HIGH SPEED DATA COMMUNICATION FACILITY (HSDC)**

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

Local access to international gateways at STPI centres is provided through Point-to-Point and Point-to-Multi-point microwave radios for the local loop which has overcome the last mile problem and enabled STPI to maintain an up time of nearly 99.9%. The terrestrial cables (fibre/ copper) are also used wherever feasible. These communication facilities are the backbone of the success in the development of offshore software activities.

STPI provides the following HSDC services through this network

- 1 Internet Services.
2. Web/ Home page-hosting, authoring and maintenance.
3. Other value-added services.

STPI provides world-wide connectivity for its software export units and is radiating about more than 400 MBPS and is operating with international carriers from its stations/ available fibre connectivity for various destinations.

### **2.5.3 INCUBATION**

The incubator concept has emerged world-wide as an essential component of the infrastructure required for the growth of high technology businesses including Information Technology and Software Development. These incubators provide the necessary help to nurture technology ideas into commercial successes.

STPI has launched the concept of incubation facility in many of its centres for the small and Medium Entrepreneurs (SMEs) STPI sets up entire facility for commencing operations by software units from day one. It offers advantage of no gestation period and does not require any capital investment. It helps in developing confidence in the client and ensures that the business opportunity is not lost.

The incubation facilities have the following facilities:

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

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

### **2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES**

STPI do undertake turnkey assignments in IT and telecom areas. Consultancy services have high margins with no/ minimal capital expenditure. The critical requirement for consultancy and project management services is the availability of skilled and experienced manpower to tap the market, STPI would be having a dedicated team of marketing and project management professionals operating from HQ and its main centres.



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

**WORKING HOURS 0930 to 1800 Hrs**

**WORKING DAYS: MONDAY TO FRIDAY**

Center	Addresses
Noida	<b>Software Technology Parks of India</b> Block-IV , Ganga Shopping Complex Sector - 29, Noida (UP) - 201303 Telephone No.: 0120-247400 Fax No. : 0120-2470403 E-mail : noida.do@stpi.in URL : <a href="http://www.noida.stpi.in">www.noida.stpi.in</a>
	Main Library, JNU Campus Ground Floor New Delhi-110022 Tel. 011-26742101
Meerut	<b>Software Technology Parks of India</b> ITP03, Meerut Bypass Road, Vedvyas Puri Yojna, Meerut - 250002 Email : sanjaykumar@stpi.in URL : <a href="http://www.noida.stpi.in">www.noida.stpi.in</a>
Lucknow	<b>Software Technology Parks of India</b> STP-Complex, Adjacent Gomti Barrage. Gomti Nagar, Old UPTRON Lucknow-226010 (UP) Tel. 91-522-2307913/15 Fax No. : 91-522-2307930 Email id: praveen.dwivedi@stpi.in URL: <a href="http://www.noida.stpi.in/p-lko">www.noida.stpi.in/p-lko</a>
Kanpur	<b>Software Technology Parks of India</b> UPSIDC Complex, A-1/4 Lakhanpur, Kanpur-208024 (UP) Tel. 91-512-2580176 Fax no. 91-512-2584765 Email id : praveen.dwivedi@stpi.in <a href="http://www.noida.stpi.in/p-knp">http://www.noida.stpi.in/p-knp</a>
Prayagraj	<b>Software Technology Parks of India</b> IT Campus, Lucknow Road, Prayagraj- 211004 (UP) Tel. 91-532-6500130 Fax No. 91-532-6500130 E-mail id: praveen.dwivedi@stpi.in URL: <a href="http://www.noida.stpi.in/p-ald">http://www.noida.stpi.in/p-ald</a>

Dehradun	<b>Software Technology Parks of India</b> Integrated Industrial Estate (IIE) , I.T .Park Sahastradhara Road Dehradun - Uttrakhand - 248013 Tel. 91-135-2608202/02608003 Fax No. 91-135-2608940 E-mail id: <a href="mailto:ddn.oic@stpi.in">ddn.oic@stpi.in</a> URL: <a href="http://www.noida.stpi.in/p-ddn">http://www.noida.stpi.in/p-ddn</a>
Indore	<b>Software Technology Parks of India</b> MPSEDC STP-Building, Electronics Complex, Paradesipura , Indore 452010 (MP) Tel. +91-731-4024440 Fax No. +91-731-4030880 Email id: <a href="mailto:abbas.mehdi@stpi.in">abbas.mehdi@stpi.in</a> <a href="http://www.noida.stpi.in/p-ind">http://www.noida.stpi.in/p-ind</a>
Gwalior	<b>Software Technology Parks of India</b> Village Ganga Malanpur, Morena Link Road Gwalior (MP) – 474010 Tel. 0751-2820405 Email id: <a href="mailto:abbas.mehdi@stpi.in">abbas.mehdi@stpi.in</a> URL: <a href="http://www.noida.stpi.in/p-ind">http://www.noida.stpi.in/p-ind</a>
Bhopal	<b>Software Technology Parks of India</b> Plot no. /khasra no. C -11, colony badwai, near jail, Bhopal Tel. +91-731-4024440 Email id: <a href="mailto:abbas.mehdi@stpi.in">abbas.mehdi@stpi.in</a> <a href="http://www.noida.stpi.in/p-ind">http://www.noida.stpi.in/p-ind</a>
Bhilai	<b>Software Technology Parks of India</b> Mangal Bhawan, Nehru Nagar (E) Bhilai, Dist.Durg- 490020 (Chhattsgarh) Tel. +91-788-4040330,4040326 Fax : +91-788-4040330 Email id : <a href="mailto:dhiren.behera@stpi.in">dhiren.behera@stpi.in</a> URL : <a href="http://www.noida.stpi.in/p-bli">http://www.noida.stpi.in/p-bli</a>

## CHAPTER-3

### POWERS AND DUTIES OF STPI OFFICERS/ EMPLOYEES

For smooth operations the organization structure has been classified as follows-

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

All the Group Heads and sub-centre in-charge are reporting to Director. The staffs employed in the sub-centres are reporting to sub-centre in-charges.

The broad functioning of various groups is outlined as under.

#### EXIM SERVICE GROUP (ESG)

Setting of a new STPI/EHTP unit.

Signing of L.A. Issue of Green Card, Approval of Floor Plan and attestation of capital goods.

Issue of Import Certificate.

Issue Certificate for Indigenous purchase (CT-3)

Re-export of imported goods.

Change of Name

Merger/Acquisition/Amalgamation/Takeover of Unit/change in implementing agency.

Inter unit Transfer of Capital Goods.

Change of Location

Expansion of Location

DTA Sales Permission

Enhancement of CG

Sub-contracting

Export Certification (Softex-Data Communication)

Export Certification (Softex-Data Communication)-Non STP Unit.

Re-imbursement of CST

Partial De-bonding (De-bonding of premises)

Renewal of LoP (including Signing of LA and Renewal of Green Card )

Temporary Removal of Laptops

Renewal of Temporary Removal of Laptops

Debonding of Capital Goods

Donation of Computers and Computer Peripherals

Destruction of/Scrapping of Capital Goods

Adjudication

Exit from the Scheme

Conversion from STP Scheme to EOU/EPCG Scheme

IMSC Cases

Setting up IT Parks.

Common Sharing CG BY STP/EHTP units of the same entity/parent.

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

#### **DATAKOM SERVICE GROUP (DSG)**

Co-location Rack service to third party Telecom Service Providers.  
Setting up of PoPs.  
Link Feasibility and Commissioning for new customer-Radio  
Link Feasibility and Commissioning for new customer-Fiber  
Up gradation/ Down gradation and commissioning of backbone.  
Up / Down gradation and commissioning of local loop-Fiber/Radio  
Registration of new users  
Co-location of server  
Providing DNS, Mail Relay, Web-hosting etc.  
Termination of local loop-Fiber/Radio  
Termination of Co-location  
Business Continuity Plan.  
Disaster Recovery services.  
Planning and procurement of software & hardware for Datacom/Incubation/VAS services  
CSME Services  
Help desk management.  
Maintenance of Network/Troubleshooting  
Preparation of duty roster for help desk staff  
Network Analysis  
Incident report, RFO of incident and updating of FRMS.  
Maintenance of servers  
Maintenance of Networking Equipments.  
Testing and calibration of relevant equipments.  
Maintenance contracts of all equipments.  
Generation of various reports viz. link usage statistics, error reports, etc.  
Bandwidth Module  
Preparation and sending of TRAI/DOT reports  
Back up/retrieval of user data at regular intervals.  
Maintenance and updating of web portal.  
Database Management.  
Reports  
Development of customized software for various services offered and for in-house requirements.  
Annual Maintenance contracts for the office equipments/devices.

Addressing all the electrical requirements of centre.

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

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

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

- **Billing for Services**
  - Supplementary Billing.
  - Co-location Services
  - STP/EHTP/IT Parks/Non STP Services.
  - Billing for Projects.
  - Incubation Services for plug & play, Raw Space including proportionate bills for services like Telephone, Electricity, DG Sets, Conference Room, Auditorium Services, Video Conferencing Service, Training Room, etc.
  - Issue of Credit Notes/Debit Notes wherever applicable.
  - Other Value-Added Datacom Services (DNS, Mail Relay, Web Hosting, Server Space Sharing etc.)
- **Funds**
  - Funds allocation for Recurring Expenses
  - Request for Balance Funds
- **Payments**
  - **Employee Payments**
    - Payroll
    - Short Term Loans
    - Leave Encashment
    - Medical Allowance
    - Medical Reimbursement (In Patient)
    - News paper
    - Children Education Allowance
    - Staff Advance and Settlement

- Mobile Reimbursement, Internet Charges
  - Tour Advance/LTC Advance/ Food Coupons
  - Imprest/Cash handling for Center-Settlement of Advances/Loans made to Staff.
  - TA on Transfer
  - Health Checkup Reimbursement.
  - Overtime
  - Miscellaneous payments like uniforms, Shoes etc.
  - Insurance Payment.
- **Vendor & Customers Payments**
  - AMCs/WO/PO/Specific Contracts
  - Payments for miscellaneous purchase
  - Security
  - Housekeeping/Landscaping
  - Portable Water
  - Photocopier
  - Vehicle Hiring
  - Tea Vender
  - Building Maintenance Charges
  - Service Providers Payment
  - Local Loop Payments
  - Hiring of Equipment
  - Diesel Payments
  - Civil Contract Payments
  - Consultancy Payments
- **Statutory Payments & Tax Matters**
  - Service Tax
  - TDS
  - Professional Tax
  - Provident Fund
- **Income Tax**
  - TDS on salaries, Vender payments etc.
  - Information for Advance Tax Planning
  - Issue of TDS certificates
  - Collection of TDS certificates
  - Filling of Monthly /Quarterly/Half yearly and Annual Returns
- **Service Tax**
  - Levy of Service Tax on Billing
  - Preparation of Service Tax Payment note and Remittance to Dept.
  - Filling of Monthly /Quarterly/Half yearly and Annual Returns
  - Other related correspondence.
- **Bank Works**
  - Passing receipts for payments received
  - Depositing of cheques in Bank
  - Bank Reconciliation
  - Bank Correspondence on cheque bouncing, remittance advices, bank guarantee etc.
  - Deposit of cheque for employee/Vender payments
  - Coordinating for issue of DDs

- **Audit**
  - Internet Audit
  - Statutory Audit
- **Final Accounts**
  - Preparation of Balance Sheet, Profit & Loss Account, Schedules, Forwarding Confirmation of Balances, Audit Report
- **Fixed Assets**
  - Preparation of list of additions to Fixed Assets
  - Depreciation Statement
- **Budget**
  - Preparation of Budget
  - Preparation of Budget Vs Actual Statement for Analysis
- **Reports**
  - Trail Balance to HQ on monthly basis
  - Budget Vs Actual Statement for analysis
  - Information for Advance Tax Planning
  - Information on Budget Utilization
  - Other information as and when required by HQ
- **CST**
  - CST Reimbursement

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

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

- **Admin**
  - Distribution of stationery to employees
  - Transfer
  - Processing of Retirement benefits.
  - Birthday Gift Cheque.
  - Permission for Construction of Home.
  - Maintenance and updation of service books.
  - Pay bill advice.
  - Payment processing for vendors.
  - Requisition of use for office vehicles.
  - Post- Recruitment process
  - Hiring of Outsourcing staff
  - Agreements & contracts pertaining to centre operations.
  - Employee Code Generation.
  - Parliamentary Question Response.
  - Right to Information Act Response.
  - Suspension/Preparation of Memo/Penalties.
  - Legal matter including Court Cases.
  - Gate Pass for transfer of Assets and office items
  - Maintenance of Fixed Assets
  - Staff Grievances/Public Grievances.
  - Vigilance.
  - SEB, GC, E-COD Matters.
  - Implementation of Official Language
  - Office order for work allotment
  - Leased Accommodation.
  - Maintenance of records & related correspondences.
- **Logistic & Infrastructure:**
  - Estate Management (space, building etc) including erection of facilities, construction, development & maintenance.
  - Water and Electricity connection and bill settlement.
  - Telephone/Mobile connections
  - Office Fixtures & Fittings procurement & maintenance.
  - Booking of Tickets and Accommodation.
  - Housekeeping.
  - Hiring of vehicles & Courier services
  - Security Services
  - Annual Maintenance Contracts for office related equipments.
  - Maintenance of records & related correspondences
- **Procurement**
  - Processing of Indents & Stationary
  - Purchase of Housekeeping Goods as applicable
  - Purchase/Re-filling of Cartridge
  - Purchase Order for capita equipment, office equipment and associated equipment
  - Work Order for AMC's, Security, Courier, Vehicles, Portable Water & dispenser, Housekeeping, Fiber Local Loop, Civil Works, Landscaping, etc
  - Printing of stationary
  - Maintenance of records and related correspondences



## DELEGATION OF POWERS

### Governing Council/Director-General/ Jurisdictional Director 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. Lac)
1	(a) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country.	<b>(a) DG – Full Powers</b>
	(b) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	<b>(b) GC – Full Powers</b>
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	<b>HOC – Up to 10</b>
		<b>DG – Up to 500</b>
		<b>GC – Full Powers</b>
3	Contingent expenditure including payments of POL/electricity/water/ telephone/municipal taxes/ salaries/wages etc.	<b>HOC – Full Powers</b>
4	Deputing employees for short term/specialized/sponsored training/part time training in India and payment of fee thereof	<b>HOC – Full Powers</b>
		<b>(up to one month)</b>
		<b>DG - Full Powers</b>
5	To appoint Casual Labour up to 89 days	<b>HOC – Full Powers</b>
6	Purchase of liveries for staff	<b>HOC – Full Powers</b>
7	To authorize officers & staff to travel on official tours by a class/mode for which they are not entitled	<b>HOC – Full Powers</b>
8	Re-imbursement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital (a) In accordance with normal rules (b) In relaxation of normal rules	<b>(a) HOC – Full Powers</b>
		<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</b>
		<b>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> <b>(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 5.0 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</b> <b>DG – Upto 10</b> <b>GC – Full Powers</b>
21	Incurring of expenditure on conducting meet/ workshops/ conferences/ seminars etc. in India	<b>HOC – Full Powers</b> <b>(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</b> <b>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</b> <b>DG – Full Powers</b>
25	(a) Grant of Honorarium	<b>(a) HOC–Upto 0.05 (per employees/annum)</b> <b>DG – Full Powers</b>
	(b) Grant of Honorarium to visiting experts/ Members/ Councils/ Committee/Board etc.	<b>(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</b> <b>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	(a) Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society. #	<b>(a) DG – Full Powers</b>
	(b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society  # Clarification No. 1 & 2 issued vide communication No. 2(4)/2005-STPI Vol-II dt: 18.11.2011 & 03.04.2013 shall remain kept and read with this DoP	<b>(b) GC – Full Powers</b>
31	Approval for deputation/training abroad	
	(a) DG	<b>(a) GC – Full Powers</b>
	(b) Other Officers/staff	<b>(b) DG – Full Powers</b>
32	(a) Procurement of land and building/built-up space	<b>(a) GC – Full Powers DG – Up to 2000</b>
	(b) Construction of building	<b>(b) GC – Full Powers DG – Up to 2000</b>
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	<b>HOC – Full Powers*</b> <b>DG – Full Powers*</b> <b>*(Within delegated financial powers)</b> <b>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 – Up to 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 – Up to 1.0 DG – Full Powers</b>
52	To invest the funds of the Society in the public financial institution/schedule's 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 DG – Upto 2.0 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 DG – Upto 10.0 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 (Depreciated value in each case) DG – Upto 50 (Depreciated value in each case) 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 the Chairman, Governing Council
- (v) Governing Council is empowered to approve any item not specifically covered in this schedule.
- (vi) DG as CEO will have powers concurrently vested with Subordinate authorities including overriding powers.
- (vii) Deputy Chief Executive officer/Head of Headquarters defined as Senior Director in RCBS (recruited against vacancy) shall exercise the powers as delegated to Head of 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

Software Technology Parks of India							
Delegation of Powers							
ADMINISTRATIVE POWERS							
Sr. No	Subject Matter	Director		Director General		Governing Council	
		Extent of powers	Condition	Extent of powers	Condition	Extent of powers	Condition
1	Creation of Posts	-	-	-	-	FULL	-
2	Engagement of contract staff (full / part time) on consolidated salary	Upto Rs. 25000/-	-	FULL	-	-	-
3	Appointment of Casual Worker (As per the minimum wages fixed by the respective State Govt.)	FULL	-	FULL	-	-	-
4	Casual skilled workers @ Rs.150 per day for less than 30 days	FULL	-	FULL	-	-	-
5	Selection & appointment / Promotion / Disciplinary and other related matters of Staff						
	· Sr. Director	-	-	FULL	(With the approval of chairman GC)	-	-
	· Beyond Group 'B' posts upto Director	-	-	FULL	-	-	-
	· Upto Group 'B' posts	FULL	-	-	-	-	-
6	Transfers / Postings						
	· Beyond Group 'B' posts	-	-	FULL	-	-	-
	· Upto Group 'B' posts	FULL	Within the jurisdictional area	FULL	(Outside jurisdiction)	-	-

## CHAPTER-4

### THE PROCEDURE FOLLOWED IN THE DECISION-MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

#### 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

Director General, STPI is the Chief Executive Officer. He shall be responsible for fulfilment of the objectives of the Society and its overall management and functioning under the guidance of the Council.

#### 4.3 Senior Director

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

Jurisdictional Directors are head of the centres 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 the jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy 2004-09 and Interim New Exim Policy 2009-10, as amended from time to time:

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

## **CHAPTER-5**

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

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 Conditions of Letter of Permission (LOP) etc. are available with respective STPI Centres.



## **CHAPTER-6**

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

#### **6.1 Documents used by STPI**

- The Foreign Trade (Development and Regulation Act), 1992
- Rules and Orders made under the Foreign Trade (D&R Act 1992)
- Foreign Trade Policy for the Period 2009-14
- Handbook for Procedures (Volume 1)
- Handbook for Procedures (Volume 2) and Schedule of DEPB Rates.

## CHAPTER-7

### THE STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY STPI OR UNDER ITS CONTROL

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

SN	Name of the document	Whether free or priced. If priced, what is the cost.	Held by/ under the control of.
1	The Foreign Trade (Development and Regulation Act), 1992		Under the control of Ministry of Commerce & Industry
2	Rules and Orders made under the Foreign Trade (D&R Act 1992)		- do -
3	Foreign Trade Policy for the Period 2009-14		- do -
4	Handbook for Procedures (Volume 1)		- do -
5	Handbook for Procedures (Volume 2) and Trade (D&R Act 1992) Schedule of DEPB Rates.		- do -

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

Handbook of Procedures (Volume 1) is 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**

No such arrangement is called for at present.

## CHAPTER - 9

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

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

#### STPI functions through the following organs:

##### 9.1 Governing Council (GC)

###### 9.1.1. Composition

(a) The Governing Council is the legislative organ, which regulates the policies and administers the Society. All the powers, functions and responsibilities of the Society shall be vested in the Governing Council, which will oversee the functioning of the STPI through the Chief Executive Officer. Subject to a minimum of 15 and maximum of 18 members, it shall comprise the following:

- (1) Hon'ble Minister, Administrative Ministry (Chairperson)
- (2) Hon'ble Minister of State, Administrative Ministry (Deputy Chairperson)
- (3) Secretary, Administrative Ministry (Executive Vice-Chairperson) Members
- (4) Additional Secretary/ Group Coordinator (STPI), Administrative Ministry.
- (5) Joint Secretary, (Societies) Administrative Ministry
- (6) Financial Adviser, Administrative Ministry.
- (7) One representative of Department of Telecommunications not below the rank of Joint Secretary.
- (8) One representative of Ministry of Home Affairs not below the rank of Joint Secretary.
- (9) One Representative of Intelligence Bureau not below the rank of Joint Secretary.
- (10) One Representative of Ministry of Finance not below the rank of Joint Secretary.
- (11) One Representative of Department of Commerce not below the rank of Joint Secretary.
- (12) Chairman, Electronics and 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 Chairman.

(14) Up to two representatives of trade / professional bodies related to the Industry nominated by the Chairman.

(15) Deputy Chief Executive Officer, STPI.

(16) Chief Executive Officer, STPI. (Member Secretary)

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

#### 9.1.2. Powers and Functions:

All the powers, functions and responsibility of the Society shall be vested in the Governing Council, which will oversee the functioning of the STPI through the Chief Executive Officer.

#### 9.1.3 Executive Committee of Director (ECOD)

The ECOD which is an organ of the Society in terms of Clause 9 of this Memorandum shall perform functions in the following matters:

- (a) Examination of new proposals/schemes and budget.
- (b) Review and rationalization of system and management practices relating to Common issues such as staff matters including review promotions and staff welfare, service conditions, delegation of powers
- (c) Examination of proposals for write-off irrecoverable dues and obsolete stores.
- (d) In addition to the matters as at (a) above, examination of all other proposals involving financial implications including regulation of financial powers of various officers.
- (e) Any other matter which the Governing Council may remit to it for consideration and advice.

Except where the powers are vested in the ECOD, it shall render advice to the Governing Council.

The ECOD shall comprise the following members:

(a)	Secretary Administrative Ministry	Chairman
(b)	Chief Executive Officer, STPI	Vice Chairman

(c)	Financial Advisor, Administrative Ministry	Member
(d)	Joint Secretary (societies), Administrative Ministry	Member
(e)	Group Coordinator of STPI, Administrative Ministry	Member
(f)	Head of Center (Two No), STPI (By Seniority)	Member
(g)	Deputy Chief Executive Officer, STPI	Member Secretary

#### 9.1.4. Standing Executive Boards (SEBs)

A Standing Executive Board (SEB) shall be constituted for each State where the STPI has a Centre to act as an interface with the industry and State Government for policy and operational issues. The SEBs shall also prepare the future expansion plans for the Centre/Sub-centres, augmentation of facilities, annual plan and budget for each STP and advise the Chief Executive Officer.

The SEB shall comprise the following members:

1	Chief Executive Officer, STPI	Chairman
2	Deputy Chief Executive Officer, STPI	Vice Chairman
3	Head of Programme Division for STPI, Administrative Ministry/ Representative	Member
4	Secretary, IT, State Govt./Representative	Member
5	Commissioner (Custom & Excise)/ his Representative	Member
6	Commissioner (Income Tax)/ his Representative	Member
7	Two representatives of local IT industry	Member
8	Representative of IB	Member
9	Head of Centre, STPI	Member Secretary

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

## CHAPTER - 10

### A DIRECTORY OF ITES OFFICERS AND EMPLOYEES OF STPI NOIDA & SUB CENTRES

S.No	Name of Employee	Designation	Contact No.	Email id
1	Shri Rajneesh Agrawal	Director, HOC, MTS (E-VI) Scientist-G	0120-2470501	rajneesh[AT]stpi[DOT]in
2	Ms Vandana Srivastava	MTS (E-VI), On Deputation		vandana[AT]stpi[DOT]in
3	Shri Sanjay Kumar	MTS E-IV	0120-2470451	sanjay[DOT]kumar[AT]stpi[DOT]in
4	Shri Prabhat Kumar Singh	MTS E-IV	0120-2470437	prabhat[DOT]singh[AT]stpi[DOT]in
5	Shri Brijesh Kumar	MTS E-IV	0120-2470431	brijesh[DOT]kumar[AT]stpi[DOT]in
6	Ms Sangeeta Hemrajani	Joint Director, On Deputation	0120-2470484	Sangeeta[DOT]hemrajani[AT]stpi[DOT]in
7	Ms Chhaya Kandwal	Sr. Admin Officer A-VII	0120-2470469	chhaya[DOT]kandwal[AT]stpi[DOT]in
8	Shri Arbind Kumar Singh	Sr. Admin Officer	0120-2470503	arbind[DOT]kumar[AT]stpi[DOT]in
9	Ms Yashodhara Meena	MTS E-III	0120-2470489	yashodhara[DOT]meena[AT]stpi[DOT]in
10	Shri Atul Kumar Singh	MTS E-III	0120-2470465	atul[DOT]singh[AT]stpi[DOT]in
11	Shri Om Shanker Soni	MTS E-III	0120-2470435	om[DOT]soni[AT]stpi[DOT]in
12	Ms Romy Gupta	Sr. Finance Officer (A-VII)	0120-2470497	romy[DOT]gupta[AT]stpi[DOT]in
13	Shri Prakash Kumar	MTS E-II	0120-2470460	prakash[DOT]kumar[AT]stpi[DOT]in
14	Ms Mamta Mehra	MTS E-II	0120-2470433	mamta[DOT]mehra[AT]stpi[DOT]in
15	Dr Sunil Sharma	MTS E-II	0120-2470505	Sunil[DOT]Sharma[AT]stpi[DOT]in
16	Ms Hemlata Azad	TO – 1	0120-2470454	hemlata[DOT]azad[AT]stpi[DOT]in
17	Ms Mamta Sharma	Admin Officer (II)	0120-2470461	mamta[DOT]sharma[AT]stpi[DOT]in
18	Ms Surjit Kaur	Admin Officer (II)	0120-2470409	surjeet[DOT]kaur[AT]stpi[DOT]in
19	Shri Jitender Sharma	Admin Officer (A-V)	0120-2470410	jitender[DOT]sharma[AT]stpi[DOT]in
20	Ms. Sonia Gulati	TO – 1	0120-2470436	sonia[DOT]gulati[AT]stpi[DOT]in
21	Shri. Anil Kumar	AO (A - V)	0120-2470418	anil[DOT]kumar[AT]stpi[DOT]in
22	Shri Kumar Pal	TO – 1	0120-2470441	kumar[DOT]pal[AT]stpi[DOT]in
23	Shri Rakesh Thakur	AO (A - V)	0120-2470499	rakesh[DOT]thakur[AT]stpi[DOT]in
24	Shri Vivek Kumar Rai	AO – II	0120-2470405	vivek[DOT]rai[AT]stpi[DOT]in
25	Shri Shyamu	TO – 1	0120-2470456	shyamu.dev[AT]stpi[DOT]in
26	Shri. Aftab Khan	TO – 1	0120-2470443	aftab[DOT]khan[AT]stpi[DOT]in
27	Shri Bhuri Singh	TO – 1	0120-2470445	bhuri[DOT]singh[AT]stpi[DOT]in
28	Shri Surendra	TO – 1	0120-2470447	surendra[DOT]gour[AT]stpi[DOT]in
29	Ms. Ranjana Singh	TO – 1	0120-2470432	ranjana[DOT]singh[AT]stpi[DOT]in
30	Ms. Nidhi Sharma	TO – 1	0120-2470439	nidhi[DOT]sharma[AT]stpi[DOT]in
31	Ms. Anjana Ray	MTSS ES-VI	0120-2470446	anjana[DOT]ra[AT]stpi[DOT]in
32	Shri. Rajiv Chauhan	MTSS ES-VI	0120-2470494	rajiv[DOT]chauhan[AT]stpi[DOT]in
33	Shri. Ashish Kumar Sharma	MTSS ES-VI	0120-2470453	ashish[DOT]sharma[AT]stpi[DOT]in

34	Ms. Shashi Mongia	AO - (A - V)	0120-2470483	shashi[DOT]mongia[AT]stpi[DOT]in
35	Shri Manish Mangtani	AO (A - V)	0120-2470416	manish.mangtani[AT]stpi[DOT]in
36	Shri Anurag Dubey	AO (A - V)	0120-2470415	anurag[DOT]dubey[AT]stpi[DOT]in
37	Ms. Neha Tyagi	AO (A - V)	0120-2470457	neha[DOT]tyagi[AT]stpi[DOT]in
38	Shri Raj Kumar Mishra	AO (A - V)	0120-2470411	rk[DOT]mishra[AT]stpi[DOT]in
39	Shri Vinod Kumar Srivastava	MTSS ES-V	0120-2470456	vinod[DOT]srivastava[AT]stpi[DOT]in
40	Shri. Afaq Husain	Assistant (A-IV)	0120-2470496	afaq[DOT]husain[AT]stpi[DOT]in
41	Shri Mukesh Kumar	Member Technical Support Staff (MTSS) ES-V	0120-2470456	mukesh[DOT]kumar[AT]stpi[DOT]in
42	Anup Kumar Rai	Member Technical Support Staff (MTSS) ES-V	0120-2470481	anup[DOT]rai[AT]stpi[DOT]in
43	Shri Nirbhay Singh	Member Technical Support Staff (MTSS) ES-IV	0120-2470488	nirbhay[DOT]singh[AT]stpi[DOT]in
44	Shri Tajbar Singh	Assistant (A-III)	0120-2470476	tajbar[DOT]singh[AT]stpi[DOT]in
45	Shri Uttam Chand	Assistant (A-III)	0120-2470475	uttam[DOT]chand[AT]stpi[DOT]in
46	Shri Harish Ram Arya	Assistant (A-III)	0120-2470478	harish[DOT]arya[AT]stpi[DOT]in
47	Ms Pushpa Rani	Assistant (A-III)	0120-2470407	pushpa[DOT]rani[AT]stpi[DOT]in
48	Shri Ghanshyam	Assistant (A-II)		ghanshyam[DOT]lal[AT]stpi[DOT]in
49	Deepika Mall	Assistant (A-III)		deepika[DOT]mall[AT]stpi[DOT]in
50	Arun Kumar Shahi	Assistant (A-II)		Arun[DOT]kumarshahi[AT]stpi[DOT]in
51	Deepak Kumar Shah	Assistant (A-II)		shah878[AT]rediffmail[DOT]com
52	Jeet Singh	Assistant (A-II)		jeet[DOT]singh[AT]stpi[DOT]in
53	Jyoti Bisht	Assistant (A-II)		jyoti[DOT]bisht[AT]stpi[DOT]in
54	Nisha Pandey	MTS (S - 1)		nisha[DOT]pandey[AT]stpi[DOT]in
55	Anshika Jaiswal	MTS (S - 1)		Anshika[DOT]jaiswal[AT]stpi[DOT]in

#### SUB CENTERS

##### LUCKNOW

1	Shri Praveen Kumar Dwivedi	MTS E-III	0532-2545628	praveen [DOT]dwivedi [AT]stpi[DOT]in
2	Shri Raghvendra Singh	MTSS ES-V		raghvendra[DOT]singh[AT]stpi[DOT]in
3	Shri Satyam	MTSS ES-V		satyam[AT]stpi[DOT]in
4	Sh. Ashutosh Kr.Rai	MTSS ES-V		ashutosh[DOT]rai[AT]stpi[DOT]in
5	Shri Sudhanshu Rai	MTSS ES-V		sudhanshu[DOT]rai[AT]stpi[DOT]in
6	Shri Devender Singh Tomar	MTSS ES-IV		devendra[DOT]tomar[AT]stpi[DOT]in
7	Ms.Nainsi Singh	AO (A-V)		nainsi[DOT]singh[AT]stpi[DOT]in
8	Shri Ambrish Kumar	Assistant A-IV		ambrish[DOT]jupadhyay[AT]stpi[DOT]in
9	Shri Babuli Singh	Assistant -AII		babuli[DOT]singh[AT]stpi[DOT]in

##### PRAYAGRAJ

			0532-2545628	
1	Shri Gautam	MTSS ES-VI		gautam[AT]stpi[DOT]in

##### KANPUR



1	Ms Nalini Pandey	Technical Officer-I		nalini[DOT]pandey[AT]stpi[DOT]in
2	Shri Dhananjay Dixit	MTSS ES-IV	0512-2580176	dhananjay[DOT]dixit[AT]stpi[DOT]in
DEHRADUN				
1	Shri Maneesh Kumar	Joint Director	0135-2608202 / 2608003	maneesh[DOT]kumar[AT]stpi[DOT]in
2	Shri Siddhartha Shekhar	Technical Officer-I		siddharth[DOT]shekhar[AT]stpi[DOT]in
3	Ms Rajya Laxmi Sharma	MTSS ES-VI		rajyalaxmi[DOT]sharma[AT]stpi[DOT]in
4	Shri Neeraj Vashishtha	MTSS ES-VI		neeraj[DOT]vashishtha[AT]stpi[DOT]in
5	Ms Priyanka Sharma	MTSS ES-V		priyanka[DOT]sharma[AT]stpi[DOT]in
6	Shri Arun Kumar	MTSS ES-V		arun[DOT]kumar[AT]stpi[DOT]in
7	Shri Rakesh Singh	MTSS ES-V		rakesh[DOT]singh[AT]stpi[DOT]in
BHILAI				
1	Shri D. N. Behera	MTS E-IV & OIC	0788-4040330 / 4040326	dhiren[DOT]behera[AT]stpi[DOT]in
2	Ms Raina Choubey	ASSISTANT (A-IV)		raina[DOT]choubey[AT]stpi[DOT]in
3	Shri Umesh Choubey	MTSS ES-VI		umesh[DOT]choubey[AT]stpi[DOT]in
4	Shri Ratish Kumar Nair	MTSS ES-V		ratish[DOT]nair[AT]stpi[DOT]in
BHOPAL				
1	Shri Abbas Mehdi	MTS E-IV & OIC		abbas[DOT]mehdi[AT]stpi[DOT]in
2	Shri Mayank Shrivastava	MTSS ES-VI		mayank[DOT]Shrivastava[AT]stpi[DOT]in
3	Shri Sandeep Nair	MTSS ES-IV		sandeep[DOT]nair[AT]stpi[DOT]in
4	Shri Swapnil M.Gajbhiye	MTSS ES-V		swapnil[DOT]gajbhiye[AT]stpi[DOT]in
5	Shri Sanjeev Kumar Gupta	MTSS ES-III		sanjeev[DOT]gupta[AT]stpi[DOT]in
INDORE				
1	Shri .Sanjay Kumar Verma	MTS E-III		sanjaykumar[DOT]verma[AT]stpi[DOT]in
2	Shri Rajesh Behl	Technical Officer-I		rajesh[DOT]behl[AT]stpi[DOT]in
3	Shri Partho	Assistant (A-III)		Partho[DOT]mukhopadhyay[AT]stpi[DOT]in
GWALIOR				
1	Shri Jitender Kumar	Technical Officer-I		jitendra[DOT]kumar[AT]stpi[DOT]in
2	Shri Sanjay Kumar	MTSS ES- IV		sanjay[DOT]kumar[AT]stpi[DOT]in

## CHAPTER-11

### MONTHLY REMUNERATION RECEIVED BY EACH OFFICER/EMPLOYEE OF STPI NOIDA & SUB CENTRES INCLUDING THE SYSTEM OF COMPENSATION AS APPROVED IN ITS REGULATION

Details of officer and employee and monthly remuneration received by each in respect of STPI-Noida and sub centers are given below (as on month July 2022):

<b>NOIDA</b>			
S.No	Name of Employee	Designation	Salary
1	Dr. Rajneesh Agrawal	Director, HOC, MTS (E-VI), Scientist-G	351302
2	Ms Vandana Srivastava	MTS E-VI, On Deputation	259692
3	Shri Sanjay Kumar	MTS E-IV	221369
4	Shri Brijesh Kumar	MTS E-IV	208972
5	Shri Prabhat Kumar Singh	MTS E-IV	208972
6	Ms Sangeeta Hemrajani	MTS E-III, On Deputation	165657
7	Ms Yashodhara Meena	MTS E-III	151978
8	Shri Atul Kumar Singh	MTS E-III	151978
9	Shri Om Shanker Soni	MTS E-III	147631
10	Ms Chhaya Kandwal	SAO-(A-VII)	165019
11	Ms Romy Gupta	SFO (A-VII)	138937
12	Ms Mamta Mehra	MTS E-II	117041
13	Shri Prakash Kumar	MTS E-II	125246
14	Dr. Sunil Sharma	MTS E-II	117041
15	Shri Arbind Kumar Singh	SAO	165426
16	Ms Mamta Sharma	AO - II	119617
17	Ms Surjit Kaur	AO - II	116236
18	Shri Shyamu	TO-I	95467
19	Mr Aftab Khan	TO-I	95467
20	Ms Sonia Gulati	TO-I	106737
21	Shri Kumar Pal	TO-I	105765
22	Ms Hemlata Azad	TO-I	103839
23	Shri Bhuri Singh	TO-I	92891
24	Shri Surendra	TO-I	92891
25	Ms Ranjana Singh	TO-I	92891
26	Ms Nidhi Sharma	TO-I	92891
27	Shri Vivek Kumar Rai	AO - II	98204
28	Shri Jitender Sharma	AO - (A-V)	99656
29	Ms Shashi Mongia	AO - (A-V)	96758
30	Shri Anil Kumar	AO - (A-V)	96758
31	Shri Rakesh Thakur	AO - (A-V)	94021

32	Shri Manish Mangtani	AO - (A-V)	86132
33	Shri Anurag Dubey	AO - (A-V)	76794
34	Shri Rajiv Chauhan	MTSS ES-VI	76794
35	Shri Raj Kumar Mishra	AO - (A-V)	76794
36	Ms Anjana Ray	MTSS ES-VI	81302
37	Shri Ashish Kumar Sharma	MTSS ES-VI	83714
38	MS Neha Tyagi	AO - (A-V)	79048
39	Shri Vinod Kumar Srivastava	MTSS ES-V	79048
40	Mr Afaq Husain	Assistant (A-IV)	72608
41	Shri Mukesh Kumar	MTSS ES-V	61177
42	Shri Anup Kumar Rai	MTSS ES-V	64719
43	Shri Tajbar Singh	Assistant (A-III)	65524
44	Shri Nirbhay Singh	MTSS ES-IV	75506
45	Shri Harish Ram Arya	Assistant (A-III)	65524
46	Shri Uttam Chand	Assistant (A-III)	63753
47	Ms Pushpa Rani	Assistant (A-III)	56991
48	MS Deepika Mall	Assistant (A-III)	50873
49	Shri Jeet Singh	Assistant (A-II)	64558
50	Shri Deepak Kumar Shah	Assistant (A-II)	53929
51	Shri Ghanshyam	Assistant (A-II)	52480
52	Shri Arun Kumar Shahi	Assistant (A-II)	51517
53	MS Jyoti Bisht	Assistant (A-II)	44755
54	MS Anshika Jaiswal	MTS (S-I)	31396
55	MS Nisha Pandey	MTS (S-I)	31396
<b>SUB CENTERS</b>			
<b>MEERUT</b>			
1	Shri Pavan Kumar	MTS E-II	122418
2	Shri Arun Priyadarshi	Assistant (A-III)	52420
<b>LUCKNOW</b>			
1	Shri Praveen Kumar Dwivedi	MTS E-III & OIC	148576
2	MS Nainsi Singh	AO - (A-V)	77176
3	Shri Raghvendra Singh	MTSS ES-V	73072
4	Shri Ashutosh Kumar Rai	MTSS ES-V	60409
5	Shri Sudhanshu Rai	MTSS ES-V	60304
6	Shri Satyam	MTSS ES-V	60304
7	Shri Ambrish Kumar Upadhyay	Assistant (A-IV)	61976
8	Shri Devendra Singh Tomar	MTSS ES-IV	66232
9	Shri Babuli Singh	Assistant (A-II)	51184
<b>KANPUR</b>			
1	Ms Nalini Pandey	TO-I	105864
2	Shri Dhananjay Dixit	MTSS ES-IV	54832
<b>PRAYAGRAJ</b>			
1	Shri Gautam	MTSS ES-VI	81452
<b>DEHRADUN</b>			
1	Shri Maneesh Kumar	MTS E-IV & OIC	197560

2	Ms Rajya Laxmi Sharma	TO-I	87968
3	Shri Neeraj Vashishtha	TO-I	87968
4	Shri Siddhartha Shekhar	TO-I	95568
5	Ms Priyanka Sharma	MTSS ES-VI	72636
6	Shri Arun Kumar	MTSS ES-VI	76892
7	Shri Rakesh Singh	MTSS ES-V	70660
<b>BHILAI</b>			
1	Shri D. N. Behera	MTS E-III & OIC	191632
2	Shri Umesh Choubey	MTSS ES-VI	79172
3	Ms Raina Choubey	Assistant (A-IV)	68684
4	Shri Ratish Kumar	MTSS ES-V	66708
<b>BHOPAL</b>			
1	Mr Syed Haider Abbas Me- hdi	MTS E-IV & OIC	197560
2	Shri Mayank Shrivastava	MTSS ES-VI	86316
3	Shri Sandeep Nair	MTSS ES-VI	76892
4	Shri Swapnil Marotrao Gajbhiye	MTSS ES-VI	76892
5	Shri Sanjeev Kumar Gupta	MTSS ES-V	68684
<b>INDORE</b>			
1	Shri Sanjay Kumar Verma	MTS E-III	156936
2	Shri Rajesh Behl	MTS E-II	125434
3	Shri Partho Mukhopadhyay	Assistant (A-II)	68056
<b>GWALIOR</b>			
1	Shri Jitender Kumar	MTS E-II	113960
2	Shri Sanjay Kumar	MTSS ES-V	66708

## CHAPTER - 12

### **BUDGET ALLOCATED TO EACH CENTRE / SUB-CENTRE INDICATING THE ARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE**

**[Section 4(1)(b)(xi)]**

STPI's Centres have been grouped under Directorates; Each group acts as a profit centre. Annual plans are prepared by this group. STPI-Centres as profit centres, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the centres. Out of the total income generated from the Datacom, project consultancy and interest from the banks, the expenditure of the centres pertaining to the data link charges, establishment and other administrative expenses are met out from such 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 does not have any such programmes.

## **CHAPTER - 14**

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

**[Section 4(1)(b)(XII)]**

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**

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.



## **CHPATER - 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 centers have dedicated Business Development/EXIM Groups where software exporters/units/Industry intending to get more information can have access during working hours for any clarification / guidance.

## CHAPTER - 17

### NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

#### [Section 4(1)(b)(XVI)]

Appellate Authority in STPI: Shri. Arvind Kumar, Director-General  
1<sup>st</sup> Floor, Plate B, Office Block – 1  
East Kidwai Nagar, New Delhi - 110023  
Telephone No.: 011-20815080, 24628081  
Fax No: 24346693  
E-Mail ID: dg[AT]stpi[DOT]in

Public Information Officer: Shri. Devesh Tyagi, Sr. Director  
1<sup>st</sup> Floor, Plate B, Office Block – 1  
East Kidwai Nagar, New Delhi - 110023  
Telephone No.: 011-20815080, 24628081  
Fax No : 24346693  
E-Mail ID: devesh[AT]stpi[DOT]in

Name and contact nos. of Assistant Public Information Officers in STPI Noida is as follows: -

Name of the STPI Centre	Name & Designation of APIO Official Telephone No Mobile No , Email id
Noida	Dr. Sunil Sharma Deputy Director +91 – 120-2470505 +91-9871398817 sunil[DOT]sharma[AT]stpi[DOT]in
Bhilai	
Meerut	
Dehradun	
Lucknow	
Kanpur	
Prayagraj	
Indore	
Gwalior	
Bhopal	

## CHAPTER - 18

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

**[Section 4(1)(b)(XVII)]**

No such information.

**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 enclosed 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: