

SOFTWARE TECHNOLOGY PARKS OF INDIA
(An Autonomous Society under Department of Information Technology,
Government of India)
Borjhar, Near Lokpriya Gopinath Bordoloi International Airport,
Guwahati – 781 015.

Website: <http://www.guwahati.stpi.in>
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/Center/sub-Center. It can also be downloaded from the STPI website.

A fee of Rs.10 (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 document or the photocopies of document/information, if any.

For Tender Documents, an application fee of Rs. 500/- (Five hundred) per application will be charged.

A sum of Rs.2/- per page will be charged for supply of photocopy of document(s) under the control of O/o STPI. Other charges as per actual will be charged.

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

2.1 STPI: The Background

Software Technology Parks of India was established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Department of Information Technology, Ministry of Communications and Information Technology, 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 development of software and software services.
- (b) to provide statutory services to the exporters by implementing STP/EHTP Scheme.
- (c) to provide data communication services including various value added services to IT industries and corporate houses.
- (d) to provide Project management and consultancy services both at national and international level.
- (e) to promote small and medium entrepreneurs by creating a conducive environment in the field of Information Technology.
- (f) to promote Bio-informatics/Bio-technology industries by providing infra-structural and statutory support.

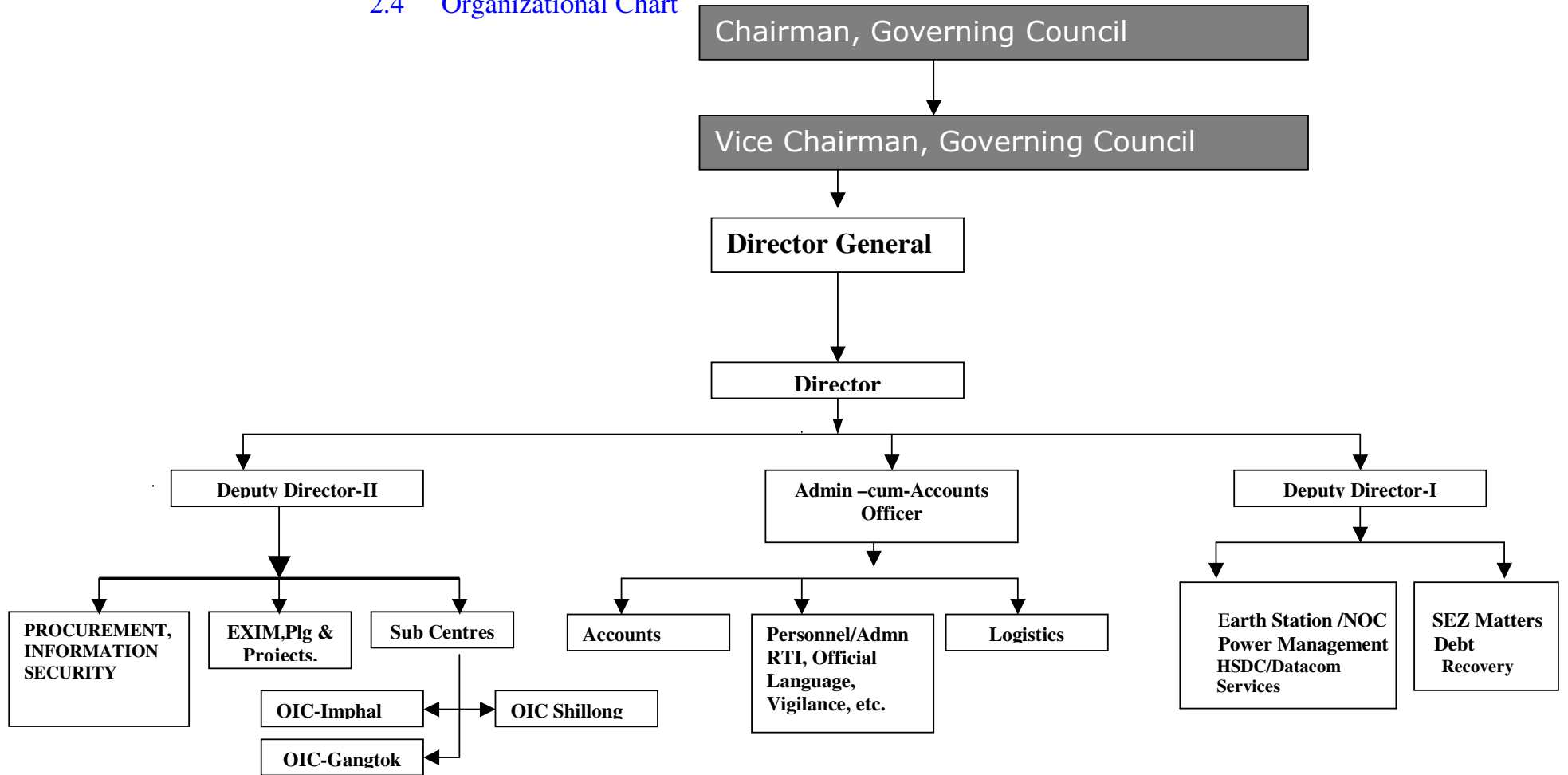
2.3 Functions of the Society

➤ The STPI performs all functions necessary to fulfill its objectives and include the following:-

- (1) To establish Software Technology Parks at various locations in the country ;
 - (a) To establish and manage the infra-structural resources such as communication facilities, core computers, building, amenities etc. in these parks and to provide services to the users (who undertake software development for export purposes) for development and export of software through data link and to render similar services to the users other than exporters
 - (b) To undertake other export promotional activities such as technology assessments, market analysis, market segmentation etc.
 - (c) To organize specialized training in the field of software technology for skill development.
 - (d) To work closely with respective State Government and act as an interface between Industry and Government.
 - (e) To create incubation with plug and play facility with a low operation cost in order to promote small and medium entrepreneurs.
 - (f) To promote secondary and tertiary locations by establishing STPI facilities to promote STP/EHTP Scheme.
 - (g) To create entrepreneurship, by regularly organizing Entrepreneur Development Programme.
 - (h) To assist State Governments in formulating IT policies and liaison for promoting the IT industries in respective states to achieve a cumulative growth of exports from all over the country.
 - (i) To implement quality and security standard in the IT industries.
 - (j) to work jointly with venture capitalists for providing financial assistance to the IT industries.
- (2) To perform financial management functions which comprise *inter alia* the following activities;

- (a) to obtain or accept grants, subscription, donations, gifts, bequests from Government, Corporations, Trusts, Organizations or any person for fulfilling the objectives of the STPI.
- (b) to maintain a fund to which shall be credited :
 - all money provided by the Central Government, State Governments, Corporations, Universities etc.
 - all fees and other charges received by the STPI.
 - all money received by the STPI by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - all money received by the STPI in any other manner or from any other source
- (c) to deposit all money credited to the Fund in scheduled Banks or to invest in such a manner for the benefit of the STPI as may be prescribed.
- (d) To draw, make, accept endorse and discount cheques, 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 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 re-organization of the STPI and management and administration of any of the foregoing activities including all rents, rates taxes, outgoing and the salaries of the employees.
- (f) to acquire, hold and dispose of the property in any manner whatsoever for the purposes of the STPI, with the prior approval of Governing Council.

2.4 Organizational Chart



2.5 Details of Services provided by STPI

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

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

HIGHLIGHTS OF STP SCHEME

- ◆ Approval under single window clearance mechanism.
- ◆ Upto 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 10 A / 10 B of Income Tax Act

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 Gateways at 44 locations for providing HSDC links to the software industry.

Local access to International Gateways at STPI centers is provided through Point-to-Point and Point-to-Multipoint microwave radios for the local loop which has overcome the last mile problem and enabled STPI to maintain an up time of nearly 99.9%. The terrestrial cables (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. International Private Leased Circuits (IPLCs) in the bandwidth of 64KBPS to 8 MBPS.
2. Shared Internet Services
3. Web/Home pages – hosting, authoring & maintenance.
4. Other value added services.

STPI provides worldwide connectivity for its software export units and is radiating about more than 400 MBPS and is operating with international carriers from its earth stations / available fiber capacity 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 all of its centers for the Small and Medium Entrepreneurs (SMEs). STPI sets up entire facility ready 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 facility have the following facilities

- Modular Built up are for ready to use by the Small and Medium Software Entrepreneurs
- Back up power supply
- Telephones and Fax facility
- Air Condition
- Business Center
- Conference Rooms & Training Facilities
- High Speed Communication Links, Internet.

STPI HAS ESTABLISHED A TECHNOLOGY INCUBATION CENTER, AT BANGALORE AND HAVE THE GREATEST ADVANTAGE FOR THIS KIND OF CENTRAL FACILITY.

2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES

STPI has implemented domestic projects such as Khajane.net, NIXI, CertIND. The Ebene Cybercity Project, Mauritius is also being implemented by STPI which is successfully completed in April 2004.

The STP model has been quite successful and various developing countries around the world are trying to emulate it. STPI is undertaking a pre-feasibility for setting a STP at Cyprus. Interest has also been shown by Govt. of Ivory Coast for similar assignments. STPI is also planning to jointly bid for international assignments for IT, data-com and networking.

DOMESTIC IT PROJECTS FOR VARIOUS STATE GOVERNMENTS WOULD ALSO BE ACTIVELY PURSUED FOR HIGHER REVENUES. STPI ALSO PLANS TO TAP THE E-GOVERNANCE INITIATIVES OF VARIOUS STATE GOVERNMENTS AND CENTRAL GOVERNMENT.

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

STPI centers



MAP NOT TO

Bangalore
Hubli
Mangalore
Manipal
Mysore

Kolkata
Durgapur
Kharagpur

Navi Mumbai

Bhubaneswar
Ranchi
Rourkela

Noida
Allahabad
Bhillai
Dehradun
Indore
Jaipur
Jammu
Kanpur
Lucknow
Mohali
Srinagar
Shimla

Chennai
Coimbatore
Madurai
Pondicherry
Tirunaveli
Trichy

Gandhinagar

Guwahati
Gangtok
Imphal
Shillong

Pune
Nasik
Kolhapur
Nagpur
Aurangabad

Hyderabad
Tirupati
Vijaywada
Vizag
Warangal

Thiruvananthapuram

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

Working days/Hours: Monday to Friday
9.30 A.M. to 5.30 P.M.

GUWAHATI

Director

Software Technology Parks of India, Borjhar, Near LGBI Airport, Guwahati – 781 015 (Assam-India)

Tel.: 91-0361-2841269; Mobile No.91-094350-47774; 098640-62862

Fax: 91-0361-2846257

Email : pkdas@guwahati.stpi.in

URL : www.guwahati.stpi.in

CITY HUB CENTER

Director

Software Technology Parks of India, Institution of Engineers (India) Building, Assam State Centre, IInd floor,
Panbazar, Guwahati – 781 001. (Assam – India)

Tel.: 91-0361-2519072

Telefax : 91-0361-2602266

GANGTOK

Officer-in-charge

Software Technology Parks of India,

Sikkim Jewels Complex, Top Floor,

Tadong, National Highway –31A, Gangtok – 737 102 (Sikkim – India)

Tel : 91-03592 –271193; Mobile 91-094340-71193

Telefax: 91-03592-271193

Email : oicgangtok@guwahati.stpi.in, www.gangtok.stpi.in

IMPHAL

Officer-in-charge

Software Technology Parks of India,

STPI Complex, Mantripukhri,

National Highway – 39,

Imphal –795 001 (Manipur – India)

Tel : 91-0385-2421221, 91-0385-2321306 , Mobile : 91-094360-24757

Telefax : 91-0385-2421221

Email : oicimphal@guwahati.stpi.in

www.imphal.stpi.in

SHILLONG

Officer-in-Charge,

Software Technology Parks of India,

Lunjingshai, Short Round Road,

Shillong – 793 001

Tel : 0364 2591022, Telefax : 0364 2591022.

Email : oicshillong@guwahati.stpi.in

www.shillong.stpi.in

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

S.NO	Name of the Post	Job Responsibility
1.	Director	<ol style="list-style-type: none"> 1. Director is the technical and administrative Head of STPI centre. 2. Director acts as Jurisdictional Director for administration of STP/ EHTP scheme in respective jurisdictions and as Development Commissioner of IT/ITES SEZs for the concerned jurisdiction. 3. Co-ordination with Govt. agencies for bandwidth requirement of STPI 4. Monitoring & review of EoUs under STPI 5. Business development for STPI
2.	Deputy Director-I	<ol style="list-style-type: none"> 1. Overall operations of Data-com activities, 2. Maintenance of Earth Station/NOC, 3. Power Management of Borjhar premises, 4. Security 5. All SEZ matters (6) Debt Recovery etc. <p style="text-align: center;">Reports to Director.</p>
3.	Deputy Director-II	<ol style="list-style-type: none"> 2. Strategic planning & Co-ordination for expansion of STPI infrastructure. 3. Co-ordination with other centers of NER 4. Monitoring & implementation of STPI Schemes 5. Procurements (6) Information Security (7) ERP systems etc. Report to Director.
5.	Admn-cum-Accounts Officer	<p>All matters related to Personnel, Administration & Establishment, Disciplinary cases, Logistic Management, Accounts , RTI issues, Vigilance, Implementation of Official Language etc. Reports to Director.</p>

Delegation of Powers

Governing Council/Director General/Sr. Director/Jurisdictional Directors/ Head (other than Directors) of Center/Sub Centers

Financial Powers

SI No.	Rule No. of Bye-Laws of the Society	Nature of Power	Authority prescribed in the Rules	Authority empowered to exercise the powers	Extent of Power Delegated (Rs. In lacs)	Suggestions after review
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1		To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country	DG	DG	Full Power	-
2		Purchase of capital equipment (At a time of any single item) including imported items of the similar equivalent value	Director DG ECOD	Director DG ECOD	Upto 3.0 Upto 30.0 Upto 50.0	-

			GC	GC	Above 50.0	
3		Contingent expenditure including payments of POL / electricity / water / telephone / municipal taxes / salaries / wages etc.	Director DG	Director DG	Full Power Full Power	-
4		Deputing employees for short term & specialized training/courses in India & sanctioning of TA/DA as per rules and training fees as per actuals	Director DG	Director DG	Full Power Full Power	-
5		To appoint Causal Labour	Director DG	Director DG	Full Power Full Power	-
6		Purchase of liveries for staff	Director DG	Director DG	Full Power Full Power	-
7		To authorize officers & staff to travel on official tours by a class/mode of which they are not entitled	Director DG	Director DG	Full Power Full Power	-

8		Reimbursement of medical expenses				-
		(a) In accordance with normal rules	Director	Director	Full Power	
			DG	DG	Full Power	
		(b) In relaxation of normal rules	DG	DG	Full Power	
9		Sanction of purchase or hire or repair of office equipment, furniture, fixtures, coolers ACs etc.	Director	Director	Full Power	-
			DG	DG	Full Power	
10		Payment of rent towards office/residential accommodation	Director	Director	Full Power	-
			DG	DG	Full Power	
11		Payment of legal Consultancy charges	Director	Director	Full Power	-
			DG	DG	Full Power	
12		Delegating an officer as Controlling officer for the purposes of TA, medical other claims including countersigning of claims	Director	Director	Full Power	-
			DG	DG	Full Power	
13		Sanctioning tours within India, advance of TA, LTC	Director	Director	Full Power	-

			DG	DG	Full Power	
14		Sanctioning of any personal advances i.e. HBA, vehicle or any long term advance	Director DG	Director DG	Upto 0.25 Full Power	-
15		Sanction of conveyance charges	Director DG	Director DG	Full Power Full Power	-
16		To pursuit undertaking of assignments within India, outside the Organization without involving society funds	DG	DG	Full Power	-
17		Sanction of purchases of books, journals, periodicals magazine etc. for library	Director DG	Director DG	Full Power Full Power	-
18		Sanction of hire of conveyance	Director DG	Director DG	Full Power Full Power	-
19		Sanction of advertisements & publicity charges	Director DG	Director DG	Upto 0.50 Beyond 0.50	-
20		Sanction of expenditure on hospitality & entertainment in India	Director DG	Director DG	Upto 0.50 Upto 5.0	-

			ECOD	ECOD	Upto 10.0	
21		Incurring of expenditure on conducting workshops / conferences/ seminars etc. in India	Director DG	Director DG	Upto 1.0 Full Power	-
22		Repair/maintenance of civil works including electrical & mechanical fittings/installation	Director DG ECOD	Director DG ECOD	Upto 1.0 Upto 5.0 Upto 10.0	-
23		Purchase of Stationery etc. for office	Director DG	Director DG	Full Power Full Power	-
24		Sponsored projects	DG	DG	Full Power	-
25		Business Promotion	Director DG	Director DG	Upto 0.20 Full Power	-
26		Grant of Honorarium	DG	DG	Full Power	-
27		Sanction of office/residential telephones	Director DG	Director DG	Full Power Full Power	-

28		Purchase of Software	Director DG	Director DG	Upto 1.0 Full	-
29		Printing of Annual Reports & other documents	Director DG	Director DG	Full Power Full Power	-
30		Award of contract towards hiring of services for Pantry / Canteen / Security / cleaning etc	Director DG	Director DG	Full Power Full Power	-
31		Entering of MoU's Contracts, Agreements for achievements of objectives of the society (Govt. bodies, International Carrier, Service Providers)	DG GC	DG GC	Full Power Full Power	-
32		To receive financial contribution from abroad	GC	GC	Full Power	-
33		Approval for deputation/training abroad				-
		(a) Chief Executive	GC	GC	Full Power	
		(b) Heads of Centres	GC	GC	Full Power	
		(c) Other staff	GC	GC	Full Power	

34		Procurement of land and construction of buildings	GC	GC	Full Power	
35		Hiring of office/hostel/guest house	DG	DG	Full Power	-
36		To authorize persons to operate Bank Account and to sign of Bank documents	DG	DG	Full Power	-
37		To permit undertaking of assignments abroad without involving society funds	GC	GC	Full Power	-
38		Purchase of office vehicles	GC	GC	Full Power	
39		Payment of fees for sponsored training/part time training	Director DG ECOD	Director DG ECOD	Upto 1 month Upto 1 year Beyond 1 year	-
40		Write-off irrecoverable loss/capital/rental (one time) (per item/per cycle/period)	Director DG ECOD GC	Director DG ECOD GC	Upto 0.05 Upto 0.10 Upto 0.50 Full Power	-

Administrative Powers

Governing Council/Director General/Sr. Director/Jurisdictional Directors/ Head (other than Directors) of Centres/Sub Centres

Sl No. (1)	Rule No. of Bye-Laws of the Society (2)	Nature of Power (3)	Authority prescribed in the Rules (4)	Authority empowered to exercise the powers (5)	Extent of Power Delegated (6)	Suggestions after review (7)
1		Creation of Posts	GC	GC	Full Power	
2		Appointment of Temporary staff/Full Part-time on consolidated pay for 12 months contract : ➤ Upto Rs.8000 ➤ Upto Rs.15000	Director DG	Director DG	Full Power Full Power	
3		Appointment of Casual Worker (As per the minimum wages fixed by the respective State Govt.)	Director DG	Director DG	Full Power Full Power	
4		Casual skilled workers @ Rs.150 per day for less than 30 days	Director DG	Director DG	Full Power Full Power	

5		<p>Selection & appointment of Staff</p> <ul style="list-style-type: none"> ➤ Advertisement ➤ Set-up Panel, Finalize Selection, Appointment and confirmation on probation • Upto Group `B` posts Rs.6500-8000 & below • Beyond Group `B` posts other than Director • Director 	<p>Director</p> <p>DG</p> <p>GC</p>	<p>Director</p> <p>DG</p> <p>GC</p>	<p>Full Power</p> <p>Full Power</p> <p>Full Power</p>	
6		<p>Extension of joining time, Resignation Acceptance, Relaxation of Notice Period</p> <ul style="list-style-type: none"> • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director 	<p>Director</p> <p>DG</p> <p>GC</p>	<p>Director</p> <p>DG</p> <p>GC</p>	<p>Full Power</p> <p>Full Power</p> <p>Full Power</p>	

7		Promotion including fixation of pay <ul style="list-style-type: none"> • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director 	Director DG GC	Director DG GC	Full Power Full Power Full Power	
8		Fixation of pay on appointment	Director	Director	Full Power	
9		Review request for higher pay on and other appointment/promotion <ul style="list-style-type: none"> • Beyond Group `B` posts other than Director • Director 	DG GC	DG GC	Full Power Full Power	
10		Transfers <ul style="list-style-type: none"> • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director 	Director DG GC	Director DG GC	Within the Jurisdictional area Full Power Full Power	

11		<p>Disciplinary Authority</p> <ul style="list-style-type: none"> • Upto Group `B' posts • Beyond Group `B' posts other than Director • Director 	Director	Director	Full Power	
			DG	DG	Full Power	
			GC	GC	Full Power	

**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 overall management and functioning under the guidance of the Council.

4.3 Director /Jurisdictional Director is Head of the Centre 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 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) 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.

(Jurisdictional Directors have also been delegated authority of Development Commissioner for SEZ(IT/ITES) for defined activities

within their jurisdictional area as per SEZ Act 2005 and SEZ Rules 2006).

**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 for the period 2004-09
- * Handbook of Procedures (Volume 1)
- * Handbook of 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
[SECTION 4(1)(b)(vi)]**

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

Sl. No.	Name of the 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 2004-09		-do-
4	Handbook of Procedures (Volume 1)		-do-
5	Handbook of Procedures (Volume 2) and 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.delhi.nic.in>

CHAPTER – 8 : PARTICULARS OF ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF
[SECTION 4(1)(b)(vii)]

No such arrangement is called for at present.

CHAPTER – 9 : STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO THE PUBLIC
[SECTION 4(1)(b)(viii)]

STPI function 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. Subject to a minimum of 15 and maximum of 18 members, it shall comprise the following:-

1. Thiru R. Raja, Hon'ble Minister, MCIT, GOI - **Chairman.**
2. Shri R. Chandrashekar, Secretary , DIT, GOI,- **Vice-Chairman**
3. Shri R. C. Misra, Addl. Secretary & Financial Adviser, DIT GOI -**Member.**

4. Shri Rakesh Singh, Addl. Secretary, DIT - **Member**
5. Shri N. Ravi Shanker, Jt. Secretary, DIT, GOI - **Member**
6. Shri Y. G. Paranade, Director, General, S&DM, Central Board of Excise & Customs - **Member**
7. Smti Bharathi Sivaswami Sihag, Jt. Secretary, Dept. of Commerce, GOI - **Member**
8. Shri D. Diptivilasa, Jt. Secretary(IS) HMA - **Member**
9. Shri R. N. Behura, Jt. Director (IB), MHA - **Member**
10. Shri Nalini Kohli, Chairman (Vision Committee) ESC - **Member**
11. Shri Som Mittal, President, NASSCOM - **Member**
12. Shri S. Gopala Krishnan, Managing Director, Infosys Technologies **Member**
13. Dr. Saurabh Srivastava, Chairman, Computer Associates- **Member**
14. Shri S. Mahalingam, Executive Director & CFO, TCS-**Member**
15. Dr. Omkar Rai, Sr. Director, STPI - **Member**
16. Director General, 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.

The General Body comprises with the following –

1. Thiru R. Raja, Hon'ble Minister, MCIT, GOI - **Chairman**
2. Shri R. Chandrashekar, Secretary, DIT, GOI, - **Vice-Chairman**
3. Shri R. C. Misra, Addl. Secretary & Financial Adviser, DIT GOI – **Member**
4. Shri Rakesh Singh, Addl. Secretary, DIT - **Member**
5. Shri N. Ravi Shanker, Jt. Secretary, DIT, GOI – **Member**
6. Shri G. P. Srivastava, Dy. Director General (CS) Central Board of Excise & Customs, Dept. of Revenue, MOF – **Member**
7. Smti Bharathi Sivaswami Sihag, Jt. Secretary, Dept. of Commerce, GOI - **Member**
8. Shri D. Diptivilasa, Jt. Secretary(IS) HMA - **Member**
9. Shri R. N. Behura, Jt. Director (IB), MHA - **Member**
10. Dr. Omkar Rai, Sr. Director, STPI - **Member**

11. Director General, STPI - Member Secretary

Powers and Functions :

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

9.1.3 Executive Committee of Directors(ECOD)

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

- (a) Examination of new proposals/schemes and budget.
- (b) Review and 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 deputation of personnel abroad for project based assignments including equipment procurement.
- (d) Examination of proposals for write off irrecoverable dues and obsolete stores.
- (e) In addition to the matters as at (a) above, examination of all other proposals involving financial implications including regulation of financial powers of various officers.
- (f) Any other matter which the Governing Council may remit to it for consideration and advice.

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

The ECOD shall comprise the following members :

- | | | |
|-----|--|----------|
| (a) | Director General STPI | Chairman |
| (b) | Joint Secretary & Financial Advisor, DIT | Member |
| © | Joint Secretary / Group Coordinator (STPI),
DIT | Member |

(d)	Sr. Director, STPI	Member
(e)	Three Directors of STPI Centres (to be nominated by DG)	Member
(f)	Director(Finance)/Chief Finance Officer, STPI	Member
(g)	Director (HQ)	Member
(h)	Director (Personnel)/Chief Admn. Officer, STPI	Member Secretary

9.1.4 Standing Executive Boards (SEBs)

(a) A Standing Executive Board (SEB) shall be constituted for each State where the STPI has a Center 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 Center/Sub-centers, augmentation of facilities, annual plan and budget for each STP and advise the Chief Executive Officer.

(i)	DG/his representative (not below the rank of Director)	Chairman
(ii)	One representative from DIT	Member
(iii)	Secretary, IT, State Govt./his representative	Member
(iv)	Commissioner (Custom & Excise)/his representative	Member
(v)	Two representatives of local IT industry	Member
(vi)	Representative of IB	Member
(vii)	Representative of STPI-HQ (to be nominated by Director –HQ)	Member
(viii)	Director, STPI Center	Member Secretary

Officer-in-charge of the Center/Sub-centers shall attend the SEB

meetings. DG may co-opt any other person, as may be necessary.
The composition of SEB, Guwahati as indicated below :

1.	Director General, STPI	Dr. Omkar Rai Sr. Director & Additional charge of Director General Address : Electronics Niketan 6, CGO Complex, Lodhi Road, New Delhi-110003 Telephone No. 24306607/24306608 Fax No. 24363436, 24364336 E-Mail ID : rai@stpi.in
2.	Representative from DIT	
3.	Secretary, IT/Representative of IT	Shri Niraj Verma, IAS, Secretary to the Government of Assam, IT Department, Assam Sachivalaya, Duspur, Block -C, 2 nd Floor, Guwahati – 781 006
4.	Commissioner Customs & Central Excise	Shri P. K. Das, IRS, Assistant Commissioner, Guwahati Customs Division, Nilamani Phukan Path, Christian Basti, Guwahati –781 005. Phone – 0361- 2340510/511/512/513/703 Fax :0361-2340511 Email: cusgau@yahoo.com/ accusgau@sancharnet.in
5.	Representatives from IT Industry	1. Sri Anuj Paliwal, Managing Director, Third Infosystem, Ghty 2. Sri Manikangkan Barooah, Chief Operating Officer, Midheaven Support Services, Guwahati-3
6.	Representative from IB	Sri R. N. Ravi , IPS Joint Director Subsidiary Intelligence Bureau (SIB) MHA, GoI, Gangotri Building, Basistha Road, Guwahati – 781 028. Ph No. 24610808 Fax No. 24610077

7.	Representative of BSNL/Telecom Sector/ Secondary City	Deputy General Manager (IT), Bharat Sanchar Nigam Ltd, Kamrup Telecom District, Ulubari, Guwahati – 781 007. Phone : 036
8	Representative of STPI Hq	
9	Director, STPI Center	Sri Prabir K Das Director Software Technology Parks of India Borjhar, Near LGBI Airport, Guwahati – 781 015 Ph No. 0361-2841269/2519072 Fax No. 0361-2842657/2602266 Email:pkdas@guwahati.stpi.in

MEETINGS OF THE ABOVE COUNCIL/COMMITTEE/BOARDS ARE NOT OPEN TO THE PUBLIC.

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

Details of Officers/Employees are given below:-

STPI-Guwahati
Borjhar, Near L G B I Airport, Guwahati – 781 015

Sl. No.	Name/ Designation	STD Code	Ph. No.		Fax	Email
			Office	Res.		
1.	Prabir K Das Director	0361	2841269 2519072 099540-06611		2842657 2602266	pkdas@guwahati.stpi.in
2.	Debajit Sarma Dy. Director	0361	2841374 094350 -12877	2410710	2842657	dsarma@guwahati.stpi.in
3.	Shibendu Debbarma Dy. Director	0361	2602266 097061-24126	2842657	2602266	shibendu@guwahati.stpi.in
4.	Tankeswar Gogoi Admn-cum- Accounts Officer	0361	2842728 094350-46926	9207040841	2842657	tgogoi@guwahati.stpi.in
5.	Jonak Chowdhury Admn-cum- Accounts Asstt	0361	2842727 094350-10950	-	2842657	jchoudhury@guwahati.stpi.in
6	Achyut Dutta MTSS	0361	2841374 094350-42633	-	2842657	achyut@guwahati.stpi.in
7.	Badan Ch Bora MTSS	0361	2841374 094350-48196	-	2842657	badan@guwahati.stpi.in
8.	Bishwajit Dutta Asstt. To Director	0361	2519072 2602266 094351-90151	-	2602266	bishwajit@guwahati.stpi.in
9	Gautam Kumar Technical Officer	0361	2602266 094351-95320	-	2602266	gautam@guwahati.stpi.in
10	Nihar Ranjan Mhanty, MTSS	03592	271193	-	271193	Mohanty_n@yahoo.com
11	Shri Karuna Baishya Attendant	-	094353-08966	-	2842657	-

12.	Dorendro Singh Kumanthem Officer Incharge	0385	2421221 094360-25747	2458112	2423237	oicimphal@guwahati.stpi.in
13.	Pravin Kumar Pangabam OMTS	0385	2421221 098628-98201	-	2423237	Pravin.1k@gmail.com
14	Laisram Rojita Devi, OMTS	0385	2421221 98620-46602	-	2423237	Roji71@gmail.com
15	Shri Uttam Kumar Bhuyan, OMTS		09859942478			bhuyan.uttam@gmail.com
16	Arindam Gogoi, AAA	0364	2591022 096151-65533		2591022	Arindam68966@gmail.com
19.	Khara Nanda Sapkota OMTS	03592	271193 094340-71193	-	271193	oicgangtok@guwahati.stpi.in
18	Jimani Goswami, AAA	0361	2842727 98540-47019	2200718	2842657	Jimani_08014@rediffmail.com jimani@guwahati.stpi.in
19	Ms. Kunti Bala Das, Hindi Translator-cum-Office Asstt.	0361	2841269	985412010 1	2842657	kuni2007361@gmail.com
20	Shri Anupam Baruah, OMTS	0364	2591022		2591022	oicshillong@guwahati.stpi.in
21	Jitendra Sahariah, Electrician	0361	2841269 94355-51434		2842657	Jitendra_sahariah2003@yahoo.co.in
22	Amal Baishya, Attendant	0361	2602266 94354-08109	-	2602266	amalbaishya@gmail.com
23	Ratul Ali, Attendant	0361	2841269 995704-5110	-	2842657	-

CHAPTER – 11 : MONTHLY REMUNERATION RECEIVED BY EACH

**OFFICER / EMPLOYEE OF STPI INCLUDING
THE SYSTEM OF COMPENSATION AS
PROVIDED IN ITS REGULATION
[SECTION 4(1)(b)(x)]**

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

STPI-Guwahati

Sl. No.	Name and Designation (S / Shri / Smt. /Km.)	Monthly remuneration (Gross) as on March, 2010 (in Rs.)
1.	Prabir K. Das, Director	86020
2.	Debajit Sarma, Deputy Director	54168
3.	Shibendu Debbarma, Deputy Director	39038
4.	Tankeswar Gogoi, Admn-cum-Accounts Officer	43970
5.	Jonak Chowdhury, Admn-cum-Accounts Asstt	28344
6	Gautam Kumar, Technical Officer	12500
7.	Achyut Dutta, MTSS ES IV	20401
8.	Badan Ch. Borah, MTSS ES-IV	20401
9	Shri Nihar Ranjan Mohanty, MTSS	21417
10.	Bishwajit Dutta, Asstt. to Director	18025
11	Karuna Baishya, Office Attendant	12904
12	Dorendro Singh Khumanthem, Officer In Charge	13500
13	Pravin Kumar Pangambam, OMTS	11500
14	Jimani Goswami, AAA	8000
15	Arindam Gogoi, AAA	8000
16	Khara Nanda Sapkota, OMTS	11500

17	Jitendra Sahariah, Electrician	5200
18	Amal Baishya, Office Attendant	5200
19	Ratul Ali, Office Attendant	4440
20	Shri Anupam Baruah, OMTS	8000
21	Shri Uttam Kumar Bhuyan, OMTS	8000
22	Ms. Kunti Bala Das, Translator	8000
23	Laishram Rojita Devi, OMTS	10000

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

STPI, Guwahati center has been established in the year 2000. There are 3 more sub centers under STPI Guwahati viz. Gangtok, Imphal and Shillong. Both the sub-centers are headed by an Officer In Charge. Annual plans are prepared by STPI Guwahati Center. STPI Guwahati Center has made cash surplus in the year 2009-10. STPI Guwahati Center maintain centrally accounts for all these centers. STPI-Center Guwahati meets their expenses from the corresponding incomes and separate Income & Expenditure account prepared by the center. Out of the total income generated from the data-com income, project consultancies and interest from the banks, the expenditure of the centers pertaining to the data link charges, establishment and other administrative expenses are met out from such incomes.

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

STPI have no such programmes.

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

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

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

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 centers.

**CHAPTER – 16 : PARTICULARS OF FACILITIES
AVAILABLE TO CITIZENS FOR OBTAINING
INFORMATION, INCLUDING THE WORKING
HOURS OF A LIBRARY OR READING ROOM,
IF MAINTAINED FOR PUBLIC USE
[SECTION 4(1)(b)(xv)]**

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

**CHAPTER – 17 : NAMES, DESIGNATIONS AND OTHER
PARTICULARS OF THE PUBLIC INFORMATION
OFFICERS
[SECTION 4(1)(b)(xvi)]**

Appellate Authority in STPI : Dr. Omkar Rai
Sr. Director & Additional charge of **Director General**
Address : Electronics Niketan
6, CGO Complex, Lodhi Road,
New Delhi-110003
Telephone No. 24306607/24306608
Fax No. 24363436, 24364336
E-Mail ID : rai@stpi.in

**Name and contact telephone no. of Assistant Public Information
Officer, Assistant Vigilance Officer and Hindi Officer at
Software Technology Parks of India
Guwahati**

Sl. No .	Name of the STPI Centre	Name & Designation of APIO, AVO & Hindi Officer	Official Telephone No.	Mobile No.	E-Mail ID
1	Guwahati Imphal, Gangtok, Shillong	Shri. Tankeswar Gogoi, Admn-cum- Accounts Officer	0361-2842728 0361-2841269 09207040841 (Res)	094350-46926	tgogoi@guwahati.stpi.in

**CHAPTER – 18 : SUCH OTHER INFORMATION AS
MAY BE PRESCRIBED**

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

FORM 'A'

Form of Application for seeking information from STPI

RTI Application No. _____

Dated of Receipt _____

(To be filled by the Office)

To
Assistant Public Information Officer
STPI, (Guwahati/Gangtok/Imphal/Shillong)
Borjhar, Near LGBI Airport, Guwahati – 781 015

1. Name of the applicant :
2. Postal Address
(complete with Pin Code) :
3. Tele No., Fax, E-mail etc :
4. Particulars of Information required :

5. I state that the information sought does not fall within the restrictions contained in Section 8 of the RTI Act and to the best of my knowledge it pertains to your office.

6. Demand Draft (DD)/Indian Postal Order (IPO) for an amount of Rs.10/500 drawn in favour of Software Technology Parks of India payable at Guwahati.

7. DD/IPO Number _____ dated _____

Place:

Date:

Signature of Applicant

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

ANNUAL HOLIDAYS FOR THE YEAR 2010.

S.No.	Gazetted Holiday	Date	1931 SAKA ERA	Day of week
1	Makara Sankranti	January, 14	Pausa 24	Thursday
2	Republic Day	January, 26	Magha,06	Tuesday
3	Milad-Un-Nabi or Ed-E-Milad (Birthday of Prophet Mohammed)	February 27	Phalgun 08	Saturday
4	Holi (Dol Yatra)	March 01	Phalgun 10	Monday
5	Mahavir Jayanti	March 28	1932 SAKA ERA Chaitra 07	Sunday
6	Good Friday	April 02	Chaitra 12	Friday
7	Bohag Bihu	April 15	Chaitra 25	Thursday
8	Buddha Purnima	May 27	Jyaistha 06	Thursday
9	Independence Day	August 15	Sravana 24	Sunday
10	Idu'l Fitr	September 11	Bhadra 20	Saturday
11	Mahatma Gandhi's Birthday	October 02	Asvina 10	Saturday
12	Dussehra (Vijaya Dashami)	October 17	Asvina 25	Sunday
13	Diwali (Deepavali)	November 05	Kartika 14	Friday
14	Idu'l Zuha (Bakrid)	November 17	Kartika 26	Wednesday
15	Guru Naka's Birthday	November 21	Kartika 30	Sunday
16	Muharram	December 17	Agrahayana 26	Friday
17	Christmas Day	December 25	Pausa 04	Saturday