

SOFTWARE TECHNOLOGY PARKS OF INDIA
(An Autonomous Society under Govt. of India, Ministry of Electronics & Information Technology)
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Information Handbook under Right to Information Act, 2005

CHAPTER – 1 : INTRODUCTION

1.1 Background of the Handbook

This information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of objectives, functions etc. of the Software Technology Parks of India.

1.2 Objectives

- ❖ To provide access to information under the control of office of the Director General, Software Technology Parks of India and to promote transparency in the working.
- ❖ To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

1.3 Intended Users

This Handbook is useful for the software exporting industry including small/medium entrepreneurs and individuals working in the related areas.

1.4 Contact Persons for getting more information

Please contact the Public Information Officer/concerned Assistant Public Information Officer(s) in the office of the Software Technology Parks of India and its centres/sub-centres, as detailed in Chapter – 17 below.

1.5 Definitions/Abbreviations used

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

1.6 Procedure and fee structure for getting information not available in the Handbook

Any person who wishes to seek information under the RTI Act, 2005 can file an application in **Form-A**, attached with this Handbook, to the PIO or APIO concerned. Forms are available free of cost in the O/o STPI/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/- (Rs. Five hundred)** per application will be charged. A sum of **Rs.2 (Rs. Two)** per page will be charged for supply of photocopy of document(s) under the control of O/o STPI.

The fee/charges payable as above shall be in the form Demand Draft/Indian Postal Order (IPO) drawn in favor of Software Technology Parks of India and payable at Guwahati. Subject to the provisions of the RTI Act, STPI will endeavor to reply/provide the information as early as possible, and in any case within thirty days of the receipt of the request.

CHAPTER – 2 : PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES [SECTION 4(1)(b)(i)]

2.1 STPI: The Background

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

2.2 Objectives of the Society

The objectives of the Software Technology Parks of India are:

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

2.3 Functions of the Society

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

- (1) To establish Software Technology Parks at various locations in the country;
 - (a) To perform all functions in the capacity of the successor to the erstwhile Software Technology Park Complex which were taken over by the STPI
 - (b) To establish and manage the infrastructural resources such as integrated infrastructure including International communication/ Data center / Incubating facilities etc. for 100% export oriented units and to render similar services to the users other than exporters.
 - (c) To undertake other export promotional activities such as technology assessments, market analysis, market segmentation as also to organize workshops/exhibitions/seminars/conferences etc.

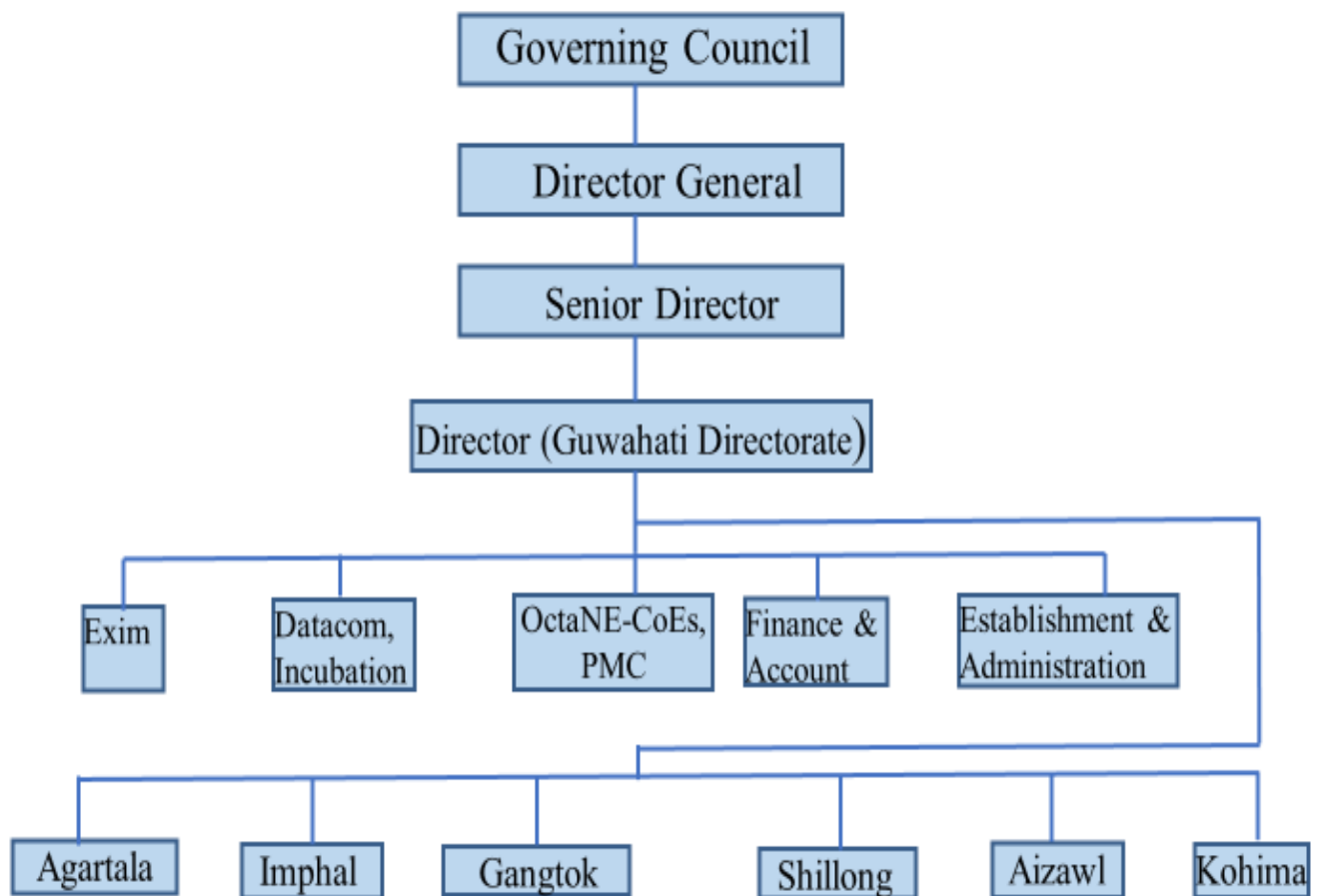
- (d) To facilitate specialized training in the niche areas to meet the above objectives.
 - (e) To work closely with respective State Government and act as an interface between Industry and Government.
 - (f) To promote secondary and tertiary locations by establishing STPI presence to promote STP/EHTP Scheme, and promotional schemes announced by Government.
 - (g) To promote entrepreneurship through incubation programmes / seed funds / IP development and other awareness programmes.
 - (h) To assist State Governments in formulating IT policies and liaison for promoting the IT industries in respective states to achieve an exponential growth of exports.
 - (i) To promote quality and security standards in the IT industries.
 - (j) To work jointly with venture capitalists for providing financial assistance to the IT industries.
 - (k) To provide Project Management and Consultancy services both at national and international level in the areas of expertise of STPI.
- (2) To perform financial management functions which comprise *INTER ALIA* the following activities;
- (a) To obtain or accept grants, subscription, donations, gifts, bequests from Government, Corporations, Trusts, Organizations or any person for fulfilling the objectives of the STPI.

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

- (b) To maintain a fund to which shall be credited :
 - All money provided by the Central Government, State Governments, Corporations, Universities etc.
 - All fees and other charges received by the STPI.
 - All money received by the STPI by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - All money received by the STPI in any other manner or from any other source
- (c) To deposit all money credited to the Fund in scheduled Banks 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 deeds as may be necessary for the

- purposes of the STPI.
- (e) To pay out of the funds maintained by STPI or part thereof, the expenses incurred by the STPI from time to time including all expenses incidental to the formation and 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 as per the procedures laid down by Government.
- (3) To do all such acts and things as may be required in order to fulfill the objectives of the STPI.

2.4 Organizational Chart



2.5 Details of Services/Initiatives of STPI

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

STP Scheme

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

Scheme benefits & Highlights

- Approvals are given under single window clearance system.
- An STP unit may be set up anywhere in India.
- Jurisdictional STPI authorities can clear projects costing less than Rs.100 million with Indian Investment.
- 100% foreign equity is permitted.
- All the imports of Hardware & Software in the STP units are completely duty free, import of second-hand capital goods is also permitted.
- Re-export of capital goods is also permitted.
- Simplified Minimum Export Performance norms i.e., "Positive Net Foreign Exchange Earnings".
- Use of computer system for commercial training purposes is permissible subject to the condition that no computer terminals are installed outside the STP premises.
- Sales in the Domestic Tariff Area (DTA) are permissible.
- The capital goods purchased from the DTA are entitled for refund of GST.
- Capital invested by foreign entrepreneurs, know-how Fees, royalty, dividend etc., can be freely repatriated after payment of Income Taxes due on them, if any
 - The items like computers and computers peripherals can be donated to recognized noncommercial educational institutions, registered charitable hospitals, public libraries, public funded research and development establishments, organizations of Govt. of India, or Govt of a State or Union Territory without payment of any duties after two years of their import.
- 100 Percent Depreciation on computers and computer peripherals over a period of five years.

EHTP Scheme

The EHTP Scheme is a 100% export-oriented scheme for the development and export of electronics hardware. Units established under EHTP Scheme may carry out the following activities: Scheme Benefits and Highlights • Manufacture any item of electronic hardware for exports.

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

Exports made by STP units under STPI-Guwahati jurisdiction in FY 23-24 (till January 2024) is **Rs. 133.07** crore.

2.5.2 High Speed Data Communication (HSDC) Services

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

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

STPI also holds the Unified license for Category-A Internet Service Provider (ISP) with ALL INDIA as the service area. In fact, STPI is the first commercial Internet service provider of India and the first to offer Digital Private Line through multiple-access radio network. STPI's National service delivery and management infrastructure includes 63 independent gateways through NOCs at STPI centers.

Features

The salient features of the SoftPoint services are:

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

Benefits

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

2.5.3 INCUBATION

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

The incubator concept has emerged world-wide as essential infrastructure for the growth of high-technology businesses like information technology and software development. These incubators provide the necessary help to nurture technology ideas into commercial successes.

STPI has launched the concept of incubation facility in many of its centers for the

SMEs. STPI sets up the entire facility ready for commencing operations by software units from day one.

It offers advantage of no gestation period and does not require capital investment. It helps in developing confidence in the client and ensures that the business opportunity is not lost.

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

Key Features are:

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

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

2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES

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

STPI offers the following PMC Services:

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

IT infrastructure Maintenance Services:

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

2.5.5 Data Centre

STPI's Tier-III Data Centers

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

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

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

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

2.5.6 CRS Surveillance

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

The effective surveillance is an integral part of the Compulsory Registration Order (www.crsbis.in). The surveillance comprises of random surveillance of registered

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

2.5.7 Centers of Entrepreneurship (CoEs)

To ensure India builds leadership in the emerging technologies such as IoT, BlockChain, FinTech, Artificial Intelligence, Augmented & Virtual Reality, Medical Electronics & Healthcare, Gaming & Animation, Machine Learning, Data Science & Analytics, Cyber Security, Chip Designing, ESDM, etc. and to build next wave of budding entrepreneurs, CoEs are being setup by STPI in collaborative approach in different domain across the country. Each CoE acts as single-window facilitation center to extend requisite plug & play space, lab support, funding, mentoring, industry & customer connect. The CoEs have dedicated chief mentors & eminent experts who would also act as brand ambassador of particular CoE Accordingly, STPI has planned to establish 25+ CoEs in emerging technologies in collaborative approach across the country. Taking this vision forward, STPI has launched 23 domains focused CoEs in collaboration with suitable partners in various parts of the country as follows.

- Electropreneur Park, New Delhi ·
- IoT OpenLab at STPI Bengaluru ·
- FINBLUE at STPI Chennai ·
- Electropreneur Park at STPI Bhubaneswar ·
- NEURON at STPI Mohali ·
- MOTION at STPI Pune ·
- VARCoE at IIT Bhubaneshwar ·
- IMAGE at STPI Hyderabad ·
- APIARY at STPI Gurugram ·
- MEDTECH at SGPGI Lucknow ·

OCTANE, Phase-I CoEs (with Start-up Innovation Zones or SIZs):

- IoT in Agriculture at Guwahati
- Animation at Shillong
- AR/VR at Imphal ·

OCTANE, Phase-II CoEs (with Start-up Innovation Zones or SIZs):

- IT Applications in Healthcare & Agri Tech at STPI Gangtok
- GIS Applications including Drone Tech at STPI Itanagar
- IT Applications in Graphic Design at Kohima

- Gaming & Entertainment at STPI Aizawl
- Data Analytics & AI at STPI Agartala
- AIC at STPI Bengaluru
- FASAL at Akola
- KALPATARU at Visakhapatnam
- EmTek at Bhubaneswar with Satellite Centre at Rourkela
- Efficiency Augmentation at Bengaluru

2.5.8 Next Generation Incubation Scheme (NGIS)

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

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

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

2.5.9 India BPO Promotion Scheme (IBPS) and North East BPO Promotion Scheme

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

Under the BPO Promotion Scheme (IBPS and NEBS), overall seats allocated till date is 61,208 seats against the provisioned 53,300 seats and currently **246** BPO/ITES units are operational on **45,543** seats across 27 States/UTs and has reported employment of **52,049** persons.

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

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

2.5.11 FAB LAB

To cater the need of IT/ITeS/ESDM industry and for providing a sustainable platform for learning and innovation, STPI has established the Fab Lab in Bhubaneswar in April 2019. Fab Lab is a technical prototyping platform for innovation and invention, providing stimulus for local entrepreneurship especially for start-ups/entrepreneurs/SMEs/ start-up communities. It provides tools for entrepreneurs to create prototype at reduced cost.

2.5.12 Modified Electronics Manufacturing Cluster (EMC 2.0) Scheme

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

**CHAPTER -3: POWERS AND DUTIES OF STPI OFFICERS/
EMPLOYEES [(SECTION 4(1)(B)(II))]**

S.No.	Name of the Post	Job Responsibility
1.	Director General	1. The Director General is the Member Secretary of the Governing Council. 2. DG is responsible for management and running of the STPI under the guidance of the Governing Council. 3. DG is delegated with necessary executive powers and authority for efficient running of the Society.
2.	Senior Director	2. Senior Director (SD) is the Head of STPI Headquarter. 3. Senior Director acts as Jurisdictional Director for administration of STP/ EHTP schemes.
3.	Jurisdictional Director	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.



SOFTWARE TECHNOLOGY PARKS OF INDIA

Delegation of Administrative Powers

Sl No	Subject Matter	Director		Director General		Governing Council	
		Extent of powers	Condition	Extent of powers	Condition	Extent of powers	Condition
1	Creation of Posts	-	-	-	-	FULL	-
2	Engagement of contract staff (full/part time) on consolidated salary	Upto Rs. 25000/-	-	FULL	-	-	-
3	Appointment of Casual Worker (As per the minimum wages fixed by the respective State Govt.)	FULL	-	FULL	-	-	-
4	Casual skilled workers @ Rs.150 per day for less than 30 days	FULL	-	FULL	-	-	-
5	Selection & appointment / Promotion / Disciplinary and other related matters of Staff <ul style="list-style-type: none"> Sr. Director Beyond Group `B' posts upto Director Upto Group `B' posts 	-	-	FULL	(With the approval of Chairman, GC)	-	-
		-	-	FULL	-	-	-
		FULL	-	-	-	-	-
6	Transfers / Postings <ul style="list-style-type: none"> Beyond Group `B' posts Upto Group `B' posts 	-	-	FULL	-	-	-
		FULL	Within the jurisdictional area	FULL	(Out side jurisdiction)	-	-

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



Software Technology Parks of India

Delegation of Financial Powers

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

S. No.	Subject Matter	Extent of Powers delegated (Amount in Rs. lacs)
1	(a) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country. (b) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	(a) DG – Full Powers (b) GC – Full Powers
2	Purchase of capital equipment including imported items of the similar/equivalent value, software, technical store like raw material, components, consumables, semi-consumables including fabrication of equipment	HOC – Upto 10 DG – Upto 500 GC – Full Powers
3.	Contingent expenditure including payments of POL/electricity/water/ telephone/municipal taxes/ salaries/wages etc.	HOC – Full Powers
4	Deputing employees for short term/specialized/sponsored training/part time training in India and payment of fee thereof	HOC – Full Powers (up to one month) DG - Full Powers
5.	To appoint Casual Labour upto 89 days	HOC – Full Powers
6.	Purchase of liveries for staff	HOC – Full Powers
7.	To authorize officers & staff to travel on official tours by a class/mode for which they are not entitled	HOC – Full Powers

8	Re-imburement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital (a) In accordance with normal rules (b) In relaxation of normal rules	(a) HOC – Full Powers (b) DG – Full Powers
9.	Hire or Repair or AMC of office equipment/IT and IT peripherals/furniture/fixtures/ AC etc. for one year for each item	HOC – Full Powers DG – Full Powers
10.	Payment of rent towards office/hostel/guest house/residential accommodation hired on lease	HOC- Full Powers
11.	Payment of legal Consultancy charges	HOC – Full Powers
12.	Designating an Officer as Controlling Officer for the purposes of TA, other claims including counter signing of claims	HOC – Full Powers
13.	Sanctioning official tours within India, advance of TA, LTC	HOC – Full Powers
14	Sanctioning of any loan / advance subsidy i.e. on HBA, vehicle or any long term advance as per the policy approved by the GC	HOC – Full Powers
15.	Sanction of local conveyance charges	HOC – Full Powers
16.	To permit undertaking of assignments within India and abroad without involving society funds, (a) DG (b) Other Officers/Staff	(a) GC – Full Powers (b) DG – Full Powers
17.	Sanction for purchase of books, journals, periodicals magazines etc. for library	HOC – Full Powers
18.	Sanction of hire conveyance/transport for office	HOC --- Full Powers
19.	Sanction of advertisements & publicity charges	HOC – Upto 5 lac in a year and Full powers for the activities/ event duly approved by DG DG – Full Powers

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

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

39.	Interiors & furnishing of building	DG – Full Powers
40.	Opening of temporary office for the project & other requirements other than opening of new STPI centres	DG – Full Powers
41.	Opening of new STPI centre at new location	GC – Full Powers
42.	Arrangement of boarding, lodging and travel for touring officer/staff	HOC – Full Powers
43.	To constitute various committees / sub-committees comprising internal / external members for effective functioning of the Society.	DG – Full Powers
44.	Setting up of joint ventures, alliances and such other mechanisms as to achieve the objectives of Society and to exploit and develop markets for core strength and domain knowledge achieved by the Society	DG – Full Powers (With reporting to GC)
45.	Setting up of joint ventures, alliance, businesses and such other mechanism with foreign agencies	GC – Full Powers
46.	Grant of higher pay/additional increment on appointment /promotion	DG – Full Powers
47.	Cash Purchase	HOC – Upto 0.10 DG - 0.20 or the limit as prescribed by income tax department from time to time
48.	Approve Annual budget	GC – Full Powers
49.	Sanction of group pick & drop facility for staff members in lieu of transport allowance	DG – Full Powers
50.	Sanction of lease accommodation	DG – Full Powers
51.	Promotional sponsorship	HOC – Upto 1.0 DG – Full Powers
52.	To invest the funds of the Society in the public financial institution/schedules banks, any other Government securities on long-term basis	DG – Full Power

53.	Write-off of irrecoverable losses due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC – Upto 0.25 DG – Upto 2.0 GC – Full Powers
54.	Write-off of irrecoverable losses not due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC – Upto 2.0 DG – Upto 10.0 GC – Full Powers
55.	Grant of Incentive/Performance Incentive	GC – Full Powers
56.	Provident Fund Management	PF Trust in consultation with DG
57.	Nomination of Society's officials in /committee/Boards of other organizations	DG – Full Powers
58.	Staff Welfare Measures	DG – Full Powers
59.	Re-appropriation of funds within each category viz. capital and revenue	DG – Full Powers
60.	Declare stores including office equipment as unserviceable/ irreparable/ obsolete and to approve their mode of disposal as per Govt./STPI norms	HOC – Upto 5 (Depreciated value in each case) DG – Upto 50 (Depreciated value in each case) GC – Full Powers
61.	Procurement of bandwidth, NLD and associated services	HOC – Full power (as per the approved policy or as per the guidelines approved by the DG) DG-Full Power

62.	Hiring of Consultants / Consultancy / legal services	HOC – Full power (for legal services) DG-Full Power
63.	Approvals related to execution of projects undertaken by STPI and expenditure thereon	DG – Full power (within the approved project budget) GC – Full power

- (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



सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
(एक स्वायत्त, संघीय एवं पूर्णतः प्रोत्साहित संगठन, पूर्णतः स्वतंत्रिकी विभाग के अंतर्गत एकमात्र संस्था है)
इलेक्ट्रॉनिक्स मिनिस्ट्री, 6, लोदी रोड, कोणटोकरा, लोदी रोड, नई दिल्ली - 110 003
दूरभाष 91-11-24306600, 24306614 • फैक्स 91-11-24304336, 24304335
ई-मेल इन्फो@stpi.in • दुसरा ईमेल एड्रेसिटिभि/सबलुडबलुडबलु.एड्रेसिटिआई.इन

Software Technology Parks of India
(An Autonomous Society under Govt. of India, Ministry of Communications
& Information Technology, Department of Information Technology)
Electronics Ministry, 6, CGO Complex, Lodhi Road, New Delhi-110 003
Phone: 91-11-24306600, 24306614 • Fax: 91-11-24304336, 24304335
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Ref. No.: 2(4)/2005-STPI pt.
January 18, 2011

CLARIFICATION NO. - I

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

While considering the proposal for the appointment of Consultant for the purpose of computerization, Department of Information Technology vide its communication No. 11(283)/2010-IP:S&ITS dated 20.12.2010 has clarified/interpreted that such proposals could be covered under item at Sl. No. 30 in existing Financial Delegation of Powers (DOP).

2. In another case also while examining the case of procurement of Bandwidth on File No. STPI/HQ/PDC/02/049 (Pt. File-OPA-25240), DIT vide its communication No. 11(270)/2010-IP:S&ITS dated 1.11.2010 had clarified / interpreted that purchase of bandwidth is well within the delegated powers of DG and can be covered under clause 30 of Financial Delegation of Powers.

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

(Ravi Nagpal)

Chief Administrative Officer

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

राकेश गैरोला RAKESH GAIROLA
मुख्य प्रशासनिक अधिकारी/Chief Administrative Officer
सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
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6, लोदी रोड, कोणटोकरा, लोदी रोड, नई दिल्ली - 110 003
3rd Floor, MDCC-41, Jai Singh Road, New Delhi

OK राकेश गैरोला
RAKESH GAIROLA
मुख्य प्रशासनिक अधिकारी/Chief Administrative Officer
सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
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6, लोदी रोड, कोणटोकरा, लोदी रोड, नई दिल्ली - 110 003
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Software Technology Parks at:

Bangalore • Chennai • Gandhinagar • Guwahati • Hyderabad • Navi Mumbai • Noida • Pune • Thiruvananthapuram



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

Ref. No. 2(4)/2005-STPI Vol II / 2225-2232

April 3, 2013

CLARIFICATION NO. - 2

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

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

Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society.	(a) DG - Full Powers
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The same has been communicated to all STPI centres besides ABC & Programme Divisions of Deity vide Clarification No. 1 dt. 18.01.2011 issued by STPI HQ. The same has also been informed to the Governing Council in its 40th meeting held on 27.11.2012 vide agenda no. 40.8. The Council approved the proposal of STPI.

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

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

This issues with the approval of the Competent Authority

Carved

राकेश गैरोला / RAKESH GAIROLA
Sr. Admin. Officer
Software Technology Parks of India
9th floor, NDCC II building, Jai Singh Road, New Delhi - 110 001

Carved

(Rakesh Gairola)
Sr. Admin. Officer

To,

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

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राकेश गैरोला
RAKESH GAIROLA
Sr. Admin. Officer
Software Technology Parks of India

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

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

4.1 Governing Council

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

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

4.3 **Sr. Director**, STPI is the Dy. Chief Executive Officers. He shall be the administrative Head of STPI HQ. and shall act as Jurisdictional Director for HQ jurisdiction.

4.3 **Jurisdictional Directors** are Head of the Centers and have been delegated powers for implementation of STP/EHTP Schemes and to establish the high speed data communication facilities for providing data link service to the industry within their jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy **2015-20**, as amended from time to time:-

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

CHAPTER – 5 : THE NORMS SET BY STPI FOR THE DISCHARGE OF ITS FUNCTIONS

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

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

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

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

6.1 Documents used by STPI

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

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**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, 2015-20		-do-
4.	HandBook of Procedures (HBP), 2015-20		-do

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

FTP and HBP are available at the <http://dgft.gov.in>

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

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

No such arrangement is called for at present.

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

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

STPI function through the following organs:-

9.1 Governing Council (GC)

9.1.1 Composition:

The Governing Council is the legislative organ, 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 STPI through the Chief Executive Officer. Subject to a minimum of 16 and maximum of 19 members, it shall comprise the following:-

- (1) Hon'ble Minister, Administrative Ministry (**Chairperson**).
- (2) Hon'ble Minister of State, Administrative Ministry (**Deputy Chairperson**)
- (3) Secretary, Administrative Ministry (**Executive Vice-Chairperson**).

Members

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

The tenure of the non-official members shall be two years or two Governing Council's meetings held along with consecutive Annual General Body meetings, whichever is later. The tenure of the existing non-official members in the Governing Council shall remain valid till fresh nominations/ re-nominations of non –official members in the Governing Council are made by the Chairperson. In the event of a vacancy caused by resignation of a member, the tenure of the person who is nominated to fill the said vacancy shall be only for the balance period.

The present composition of the Council is as follows:-

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

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

9.1.2 Executive Committee of Director (ECOD):

The ECOD which is an organ of the Society in terms of Clause 9 of this Memorandum shall review and approve administrative, financial, operational and such other policy matters on behalf of the Governing Council and the Administrative Ministry. ECOD shall also deal any other matter which the Governing Council may remit to it for consideration and advice.

The ECOD shall comprise the following members:

(a)	Secretary Administrative Ministry	Chairman
(b)	Chief Executive Officer, STPI	Vice Chairman
(c)	Financial Advisor, Administrative Ministry	Member
(d)	Joint Secretary (Societies), Administrative Ministry	Member
(e)	Group Coordinator of STPI, Administrative Ministry	Member
(f)	Head of Center (Two No), STPI (By seniority)	Member
(g)	Deputy Chief Executive Officer, STPI	Member Secretary

Outside experts(s) may also be nominated in this committee by the Chairman, ECOD

- (a) There may be a Finance Sub Committee which is also known as Finance & Accounts Committee to scrutinize the audited Annual Accounts, Statutory Audit Reports, Budgets and Appointment of Auditors before the same is submitted to the Governing Council.
- (b) The Finance Sub Committee shall be presided over by the Chief Executive Officer of STPI and shall have Financial Advisor, Group Coordinator for STPI, Joint secretary (Societies) or their representatives from the Administrative Ministry besides Deputy Chief Executive Officer, STPI as members.
- (c) If, in the opinion Financial Advisor of the Administrative Ministry, any decision of the committee is either not in the interest of the Society or is volatile of the approved policies of the Government or is not desirable for any other reason, he may require that implementation of any measure pursuant to such decision be held in abeyance till it is considered by the Government in terms of Clause No. 13. He shall exercise the same internal control if a similar situation arising in the course of the proceedings of the Governing Council on the occasion of consideration of the recommendations of the ECOD or any other proposal.

- (d) There may be a subcommittee nominated by Chairman, ECOD which shall be presided over by the Chief Executive Officer, STPI to review the administrative, operational and such other policy matters and to advise the ECOD.

9.1.4 Standing Executive Boards (SEBs)

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.

The Composition shall be as indicated below:-

(i) Chief Executive Officer, STPI	Chairman
(ii) Deputy Chief Executive Officer, STPI	Vice Chairman
(iii) Head of Programme Division for STPI, Administrative Ministry/ Representative	Member
(iv) Secretary, IT, State Govt./ Representative	Member
(v) Commissioner (Custom & Excise)/ his Representative	Member
(vi) Commissioner (Income Tax)/ his Representative	Member
(vii) Two representatives of local IT industry	Member
(viii) Representative of IB	Member
(ix) Head of Centre, STPI	Member Secretary

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

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

Details of Officers/Staff are given below:-

STPI-Guwahati and Its Sub-centres in NER
[Agartala/Imphal/ Gangtok /Shillong/Aizawl] Borjhar, Near L G B I Airport,
Guwahati – 781 015

Tel. No.: 0361-2841269,2519072 Fax.: 0361-2842657, 2602266

Sl.No.	Name & Designation	Email Id
1	Smt. Vandana Srivastava Director	vandana@stpi.in
2	Shri Nikhil Kumar Rai Additional Director & OIC STPI-Aizawl	nk.rai@stpi.in
3	Shri Madhurjya Prakash Baruah Additional Director	madhurjya.prakash@stpi.in
4	Shri N.S Siddaiah Additional Director & OIC STPI-Gangtok	siddaiah.ns@stpi.in
5	Shri Abhishek Mishra Additional Director & OIC STPI-Kohima	abhishek.misra@stpi.in
6	Shri Shibendu Debbarma Additional Director & OIC STPI-Agartala	shibendu.debbarma@stpi.in
7	Shri Rajib Kumar Das Additional Director	rajob.das@stpi.in
8	Shri Laimayum Motilal Sharma Joint Director & OIC-STPI Shillong	motilal.sarma@stpi.in
9	Shri Heigrujam Arun Kumar Singh Joint Director & OIC-STPI Imphal	arunkumar.singh@stpi.in
10	Shri Gautam Kumar Joint Director	gautam.kumar@stpi.in
11	Shri Santosh Kumar Rai Sr. Administrative Officer (A-VII)	santosh.rai@stpi.in
12	Shri Paragjyoti Baruah Deputy Director & OIC-STPI Itanagar	parag.baruah@stpi.in
13	Shri J.Chowdhury Finance Officer Grade-II	jonak.chowdhury@stpi.in
14	Shri Kumar Pal Technical Officer , Grade-I	kumar.pal@stpi.in
15	Shri Badan Ch. Borah Technical Officer , Grade-I	badan.borah@stpi.in
16	Shri Achyut Dutta Technical Officer , Grade-I	achyut.dutta@stpi.in

17	Shri Nemi Chand Kumawat Technical Officer , Grade-I	nemi.chand@stpi.in
18	Shri Paresh Kr. Thakuriya MTSS-VI	paresh.thakuria@stpi.in
19	Shri Karaka Yernaïdu Admin Officer (A-V)	yernaïdu.k@stpi.in
20	Shri Avinash Kumar Meena MTSS ES-VI	avinash.meena@stpi.in
21	Shri Ashish Kumar Sharma MTSS-VI	ashish.sharma@stpi.in
22	Shri Krishan Kumar MTSS ES-VI	krishan.kumar@stpi.in
23	Shri Bishwajit Dutta Asstt to Director	biswajit.dutta@stpi.in
24	Shri Sudhanshu Rai MTSS ES-V	sudhanshu.raï@stpi.in
25	Shri Ravi Ranjan MTSS ES-V	ravi.ranjan@stpi.in
26	Shri Rajesh Kumar MAS A-III	rajesh.kumar@stpi.in
27	Shri Krishna Madhav Singh MAS A-III	krishnamadhav.singh@stpi.in
28	Shri Karuna Baishya MASA-II	karuna.baishya@stpi.in
29	Shri Bikram Thapa MAS A-II	vikram.thapa@stpi.in

Jurisdictional Directorates

Sl. No	Name/ Designation/ Directorate	STD Code	Telephone Number		Email
	Shri /Smt. /Km./Dr.		Office	Fax	
1	Devesh Tyagi Senior Director STPI (HQ), New Delhi	011	23438174	23438173	devesh@stpi.in
2	Rajneesh Agarwal Director STPI Noida	0120	2470502	2470403	rajneesh@stpi.in
3	Kavitha C Director STPI Hyderabad	040	66415619	23100501	c.kavitha@stpi.in
4	Sonal Bhatawadekar Director STPI Gandhinagar	079	66748532	66748533	sonal.bhatawadekar@stpi.in
5	Vandana Srivastava Director STPI Guwahati	0361	2841269	2842657	vandana@stpi.in
6	Sanjay Kumar Gupta Director STPI Pune	020	22934475	22981010	sanjay.gupta@stpi.in
7	Surya Kumar Pattanayak Director STPI Bhubaneswar	0674	2300412 2300413	2302307	surya.pattanayak@stpi.in
8	Shailendra Tyagi Director STPI Bengaluru	080	66186000	28521161	shailendra.tyagi@stpi.in
9	Rajneesh Agarwal Director STPI Gurugram (Additional Charge)	0120	2470502	2470403	rajneesh@stpi.in
10	Sanjay Tyagi Director STPI Chennai	044	39103506	39103505	sanjay.tyagi@stpi.in
11	Ganesh Nayak K Director STPI Thiruvananthapuram	0471	2700707	2700505	ganesh.nayak@stpi.in
12	Manjit Kumar Nayak Director STPI Kolkata	0361	23673797	23673597	manjit.nayak@stpi.in

CHAPTER – 11: MONTHLY REMUNERATION RECEIVED BY EACH OFFICER / EMPLOYEE OF STPI INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION [SECTION 4(1)(b)(x)]

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

STPI-Guwahati & Its Sub Centres (Agartala/Imphal/ Gangtok /Shillong/Aizawl/Kohima) as on January, 2024.

Sl.No.	Name & Designation	Monthly remuneration (Gross) as on January, 2024 (in ₹)
1	Smt. Vandana Srivastava Director	413756/-
2	Shri Nikhil Kumar Rai Additional Director & OIC STPI-Aizawl	268272/-
3	Shri Madhurjya Prakash Baruah Additional Director	246746/-
4	Shri N.S Siddaiah Additional Director & OIC STPI-Gangtok	243961/-
5	Shri Abhishek Mishra Additional Director & OIC STPI-Kohima	229806/-
6	Shri Shibendu Debbarma Additional Director & OIC STPI-Agartala	222621/-
7	Shri Rajib Kumar Das Additional Director	226388/-
8	Shri Laimayum Motilal Sharma Joint Director & OIC-STPI Shillong	174362/-
9	Shri Heigrujam Arun Kumar Singh Joint Director & OIC-STPI Imphal	171801/-
10	Shri Santosh Kumar Rai Sr. Administrative Officer (A-VII)	161084/-
11	Shri Gautam Kumar Joint Director	151220/-
12	Shri J.Chowdhury Finance Officer Grade-II	153830/-
13	Shri Paragjyoti Baruah Deputy Director & OIC-STPI Itanagar	129981/-
14	Shri Kumar Pal Technical Officer , Grade-I	128667/-
15	Shri Badan Ch. Borah Technical Officer , Grade-I	119204/-

16	Shri Achyut Dutta Technical Officer , Grade-I	115898/-
17	Shri Nemi Chand Kumawat Technical Officer , Grade-I	114021/-
18	Shri Ashish Kumar Sharma MTSS-VI	101588/-
19	Shri Karaka Yernaïdu Admin Officer (A-V)	95890/-
20	Shri Rajesh Kumar MAS A-III	94282/-
21	Shri Paresb Kr. Thakuriya MTSS-VI	93504/-
22	Shri Bishwajit Dutta Asstt to Director	90898/-
23	Shri Avinash Kumar Meena MTSS ES-VI	88288/-
24	Shri Krishan Kumar MTSS ES-VI	85852/-
25	Shri Sudhanshu Rai MTSS ES-V	75449/-
26	Shri Ravi Ranjan MTSS ES-V	70366/-
27	Shri Krishna Madhav Singh MAS A-III	67147/-
28	Shri Karuna Baishya MASA-II	64450/-
29	Shri Bikram Thapa MAS A-II	58423/-

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

There are 6 more sub centers under STPI Guwahati viz. Agartala, Aizawl, Gangtok, Imphal, Shillong and Kohima. All the sub-centers are headed by a Center In-charge. STPI Guwahati Center maintains centrally all administrative and accounts related matters. STPI-Center(s) meet their expenses from the allocated budget fund. All the incomes remitted into Receipt Accounts operates by HQ.

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 program.

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 applicants (IT/ITeS units) for registration under Software Technology Park (STP)/Electronics Hardware Technology Park (EHTP) scheme are need to apply through online portal: <https://stpionline.stpi.in/unit/jindex.php>

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

**Name and contact no. of Assistant Public Information Officer at
Software Technology Parks of India
Guwahati and its sub centers**

Sl. No	Name of the STPI Centre	Name & Designation of APIO	Official Telephone No.	Mobile No	E-Mail ID
1	Guwahati, Agartala Imphal, Shillong, Gangtok Aizawl Kohima	Gautam Kumar Member Technical Staff E-III (Scientist 'D')	0361-2841269 Fax. 2842657	9435195320	gautam.kumar@stpi.in ,

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

Addresses of the Software Technology Parks of India, Guwahati and sub-centres

GUWAHATI

Director

Software Technology Parks of India, Borjhar, Near LGBI Airport, Guwahati – 781015
(Assam-India) Tel.: 91-0361-2841269; Fax: 91-0361-2842657

Email : vandana@stpi.in URL : www.guwahati.stpi.in

1	AGARTALA Officer- In-Charge Software Technology Parks of India, Mukut Bipani Bitan, Second Floor, Lichu Bagan, Agartala -799010, Trupura Tel: 91-0381-2416005 Fax: 91-0381-2416005 Email:- shibendu.debbarma@stpi.in URL : www.guwahati.stpi.in	2	AIZAWL Centrer- In-Charge Software Technology Parks of India, 2 nd Floor, Ch. Chhunga Terminal Building, Thuampui, Aizawl – 796 017. Tel : 0389 2350337; Telefax : 0389 2350337 Email : nk.rai@stpi.in URL : www.guwahati.stpi.in
3	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; Telefax: 91-03592-271193 Email : siddaiah.ns@stpi.in URL : www.guwahati.stpi.in	4	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 , Telefax : 91-0385-2421221 Email: arunkumar.singh@stpi.in URL : www.guwahati.stpi.in

5	SHILLONG Officer- In-Charge Software Technology Parks of India, Lumjingshai, Short Round Road, Shillong – 793 001 Tel : 0364 2591022 Telefax : 0364 2591022 Email : motilal.sarma@stpi.in URL : www.guwahati.stpi.in	6	Kohima Officer-in-Charge Software Technology Parks of India, DITC New Building Thizama Road, Kohima Nagaland – 797001 Tel: 9092086321 Email : abhishek.misra@stpi.in URL : www.guwahati.stpi.in
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Working days/Hours: Monday to Friday 9.30 A.M. to 6.00 P.M.

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. Particular of the information Solicited :
 - (a) Subject Matter of information: _____
 - (b) The period to which information relates : _____
 - (c) Specific Details of information required : _____

- -----

6. It is certified that I am a bona fide citizen of India.
 7. "It is certified that I do fall under the category Below Poverty Line (BPL), and an attested copy of the relevant certificate (issued by the competent authority) is enclose here with 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 & Account 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:-----