

SOFTWARE TECHNOLOGY PARKS OF INDIA

(An Autonomous Society under Ministry of Communications & Information Technology,
Department of Electronics and Information Technology, Govt. 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 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.

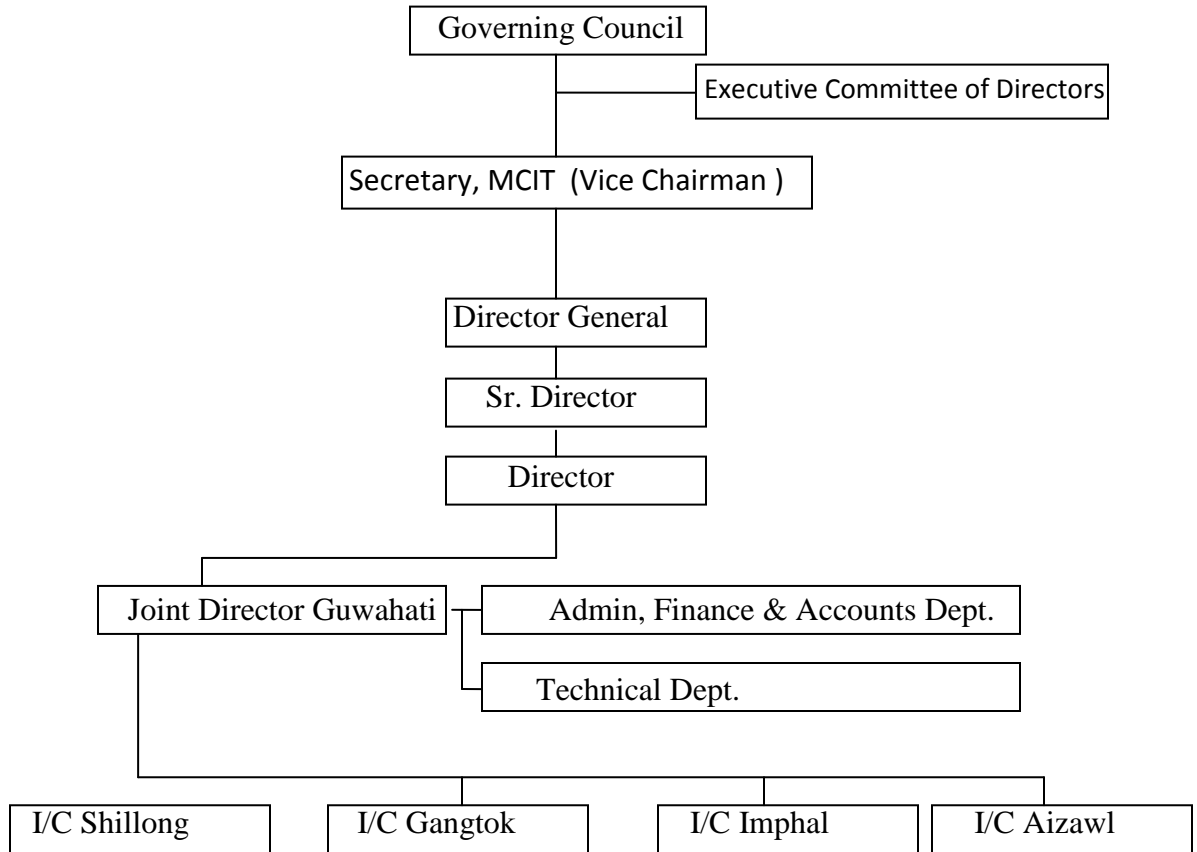
- (b) to maintain a fund to which shall be credited :
 - all money provided by the Central Government, State Governments, Corporations, Universities etc.
 - all fees and other charges received by the STPI.
 - all money received by the STPI by way of grants, gifts, donations, benefactions, bequests or 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 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.

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.

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. Shared/Premium Internet Services
2. Web/Home pages – hosting, authoring & maintenance.
3. 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 available fiber capacity for various destinations.

2.5.3 INCUBATION

The incubator concept has emerged worldwide 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 has 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 & Video Conferencing facilities.

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.

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.

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

Sl.No.	Name of Post	Job Responsibility
01	Director General	<p># Director General is the Member Secretary of the Governing Council.</p> <p># DG is responsible for overall management and running of the STPI under the guidance of the GC.</p> <p># DG is delegated with necessary executive powers and authority for efficient running of the Society.</p>
02	Senior Director	<p># Sr. Director is the Head of STPI Headquarter office.</p> <p># Sr. Director acts as Jurisdictional Director for administration of STP/EHTP Schemes.</p>
03	Jurisdictional Director	<p># Director is the technical and administrative Head of STPI Centre.</p> <p># Director acts as Jurisdictional Director for administration of STP/EHTP scheme in respective jurisdiction.</p>

DELEGATION OF Financial Powers

(Effective from 16.12.2013 as amended in compliance of the decision of 41st Governing Council meeting)

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

	(a) In accordance with normal rules (b) In relaxation of normal rules	(b) DG – Full Powers
9.	Hire or Repair or AMC of office equipment/ IT and IT peripherals/ furniture/ fixtures/ ACs etc. for one year for each item	HOC – Upto 5 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 countersigning 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
	Sanction for purchase of books, journals, periodicals magazines etc. for library	HOC – Full Powers

17.		
18.	Sanction of hire conveyance/transport for office	HOC --- Full Powers
19.	Sanction of advertisements & publicity charges	HOC – Upto 5.0 in a year 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. # (b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society.	(a) DG – Full Powers (b) GC – Full Powers
31.	Approval for deputation/training abroad (a) DG (b) Other Officers/staff	(a) GC – Full Powers (b) DG – Full Powers
32.	(a) Procurement of land and building/built-up space (b) Construction of building	(a) GC – Full Powers DG – Upto 2000 (b) GC – Full Powers DG – Upto 2000
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	HOC – Full Powers* DG – Full Powers* *(Within delegated financial powers) GC – Full Powers
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 Powers
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
	Write-off of irrecoverable losses not due to theft, fraud or negligence of individual	HOC -- Upto 2.0

54.	(Depreciated value of each item)	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	DG-Full Power
62.	Hiring of Consultants / Consultancy / legal services	DG-Full Power

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) 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 since 16.12.2013

Administrative Powers

(Effective from 27.11.2012 as amended in compliance of the decision of 40th Governing Council meeting)

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 ☐ Sr. Director ☐ Beyond Group `B` posts upto Director ☐ Upto Group `B` posts	- - FULL	- - -	- FULL -	- - -	FULL - -	- - -
6	Transfers / Postings ☐ Beyond Group `B` posts ☐ Upto Group `B` posts	- FULL	- Within the jurisdictional area	FULL FULL	- (Out side jurisdiction)	- -	- -

**CHAPTER – 4 : THE PROCEDURE FOLLOWED IN THE DECISION
MAKING PROCESS, INCLUDING CHANNELS
OF SUPERVISION AND ACCOUTABILITY
[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.

4.4 Jurisdictional Directors are Head of the Centers and have been delegated powers for implementation of STP/EHTP Schemes and to establish the high speed data communication facilities for providing data link service to the industry within their jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy 2009-14, 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 for the period 2009-14
- * 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 2009-14		-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 INUTES 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 15 and maximum of 18 members, it shall comprise the following:-

- 1) Hon'ble Minister Administrative Ministry (**Chairman**)
- 2) Secretary, Administrative Ministry (**Vice-Chairman**).

Members

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

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

The present composition of the Council is as follows:-

Chairman	
Union Minister for Communications & Information Technology (MCIT)	Shri Ravi Shankar Prasad
Vice-Chairman	
Secretary Department of Electronics and Information Technology, Ministry of Communications & IT, Govt. of India	Shri R.S. Sharma Secretary Department of Electronics and Information Technology, Electronic Niketan 6, CGO Complex, Lodhi Road New Delhi – 110 003
Members	
Joint Secretary & Financial Advisor, Department of Electronics and Information Technology, Ministry of Communications & IT, Govt. of India	Ms Anuradha Mitra Joint Secretary & Financial Advisor, Department of Electronics and Information Technology, Ministry of Communications & IT Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110 003
Joint Secretary Department of Electronics and Information Technology, Ministry of Communications & IT, Govt. of India	Shri R.K. Goyal Joint Secretary Department of Electronics and Information Technology, Ministry of Communications & IT Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110 003
Representative of Department of Telecommunications	Shri G.P. Srivastava Dy. Director General (DS) Department of Telecommunications, Ministry of Communications & IT Sanchar Bhawan, Ashok Road, New Delhi-110 001
Representative of Department of Ministry of Finance	Smt Ananya Ray Director General Systems & Data Management, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, 4 th & 5 th Floor, Samrat Hotel, New Delhi-110 021
Representative of Department of Commerce	Shri J.K. Dadoo Joint Secretary (Electronics & Computer Software), Department of Commerce,

	Ministry of Commerce & Industry, Udyog Bhawan, New Delhi-110 001
Representative of Ministry of Home Affairs	Shri M.A. Ganapathy Joint Secretary (IS-I), Ministry of Home Affairs Room No. 197 B, North Block, New Delhi – 110 001
Representative of Intelligence Bureau	Shri A. Sunil Achaya Joint Director Intelligence Bureau, Ministry of Home Affairs, 35 S.P. Marg, New Delhi – 110 021
Chairman, ESC	Shri Nalin Kohli (Chairman Vision Committee) Electronics and Software Export Promotion Council 3rd floor, PHD House, Opp. Asiad games Village New Delhi-110 016
Representatives in the disciplines related to the functions of STPI	Shri N. Chandrasekaran CEO & MD M/s Tata Consultancy Service
	Prof. Dinesh Singh Vice Chancellor University of Delhi
	Shri. A.K. Upadhyay Retired Secretary to Govt. of India
Representatives of trade/ professional bodies nominated by Chairman	Shri R. Chandrashekhar President, NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi-110 021
	Shri Vishnu R. Dusad MD & CEO M/s Nucleus Software Exports Ltd and Founder Member, Indian Software Product Industry Round Table (iSPIRT)
Member Secretary	
	Dr Omkar Rai Chief Executive Officer, STPI

9.1.2 Executive Committee of Director (ECOD):

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

The ECOD shall comprise the following members:

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

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

- (a) There may be a Finance Sub Committee which is also know as Finance & Accounts Committee to scrutinize the audited Annual Accounts, Statutory Audit Reports, Budgets and Appointment of Auditors before the same is submitted to the Governing Council.
- (b) The Finance Sub Committee shall be 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 sub committee nominated by Chairman, ECOD which shall be presided over by the Chief Executive Officer, STPI to review the administrative, operational and such other policy matters and to advice the ECOD.

9.1.4 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. Officer-in-charge of the Center/Sub-centers shall attend the SEB Meetings as and when necessary.

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

Details of Officers/Staff are given below:-

STPI-Guwahati [Imphal/Gangtok/Shillong/Aizawl]
Borjhar, Near L G B I Airport, Guwahati – 781 015

Sl. No.	Name/ Designation Dr. / Shri / Smt./ /Km.	Email
1.	Debajit Sarma Joint Director	debajit.sarma@ stpi.in
2	Laimayum Motilal Sarma Asstt. Director	motilal.sarma@stpi.in
3.	Gautam Kumar Asstt. Director	gautam.kumar@stpi.in
4.	Badan Ch Bora MTSS ES-VI	badan.borah@stpi.in
5.	Nihar Ranjan Mohanty MTSS ES-VI	nihar.mohanty@stpi.in
6.	Jonak Chowdhury MAS A-IV	jonak.chowdhury@stpi.in
7.	Achyut Dutta MTSS ES-V	achyut.dutta@stpi.in
8.	Paresh Kumar Thakuria MTSS ES-V	paresh.thakuria@stpi.in
9.	Bishwajit Dutta MAS A-III	biswajit.dutta@stpi.in
10.	Karuna Baishya, MSS A-I	karuna.baishya@stpi.in
11	Mohan Lal Meena, MAS A-I	mohanlal.meena@stpi.in
12	Jeet Singh, MAS A-I	jeet.singh@stpi.in
13	Bikram Thapa, MSS S-I	--

Jurisdictional Directorates

Sl. No	Name/ Designation/ Directorate	STD Code	Telephone Number		Email
Shri / Smt. /Km.			Office	Fax	
1	Devesh Tyagi Sr. Director STPI Guwahati (Additional Charge)	011	23438174	23438173	devesh@stpi.in
2	P. K. Das Director STPI Bengaluru	080	66186000 66186007	28520958 28521161	pkdas@stpi.in
3	Rajneesh Agarwal Director STPI Noida	0120	2470502	2470403	rajneesh@stpi.in
4	C.V.D. Ram Prasad Director STPI Hyderabad	040	66415600	23100501	ram@stpi.in
5	Sanjay Kumar Gupta Director STPI Pune	020	22934475	22981010	sanjay.gupta@stpi.in
6	Manas Panda Director STPI Bhubaneswar	0674	2300412 2300413	2302307	manas.panda@stpi.in
7	Shailendra Tyagi Director STPI Gandhinagar	079	23213026	23213029	shailendra.tyagi@stpi.in
8	Dr. Sanjay Tyagi Director STPI Chennai	044	39103506	39103505	sanjay.tyagi@stpi.in
9	S.R.Subramaniam Director STPI Thiruvananthapuram	0471	2330707	-	sr.subramaniam@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 [Imphal/Gangtok/Shillong/Aizawl]

Sl. No.	Name/ Designation Dr. / Shri / Smt./ /Km.	Monthly remuneration (Gross) as on April' 2015 (Rs.)
1.	Debajit Sarma Joint Director	1,06,725.00
2	Laimayum Motilal Sarma Asstt. Director	65,136.00
3.	Gautam Kumar Asstt. Director	57,691.00
4.	Badan Ch Bora MTSS ES-VI	43,455.00
5.	Nihar Ranjan Mohanty MTSS ES-VI	47,218.00
6.	Jonak Chowdhury MAS A-IV	58,125.00
7.	Achyut Dutta MTSS ES-V	43,107.00
8.	Paresh Kumar Thakuria MTSS ES-V	33,981.00
9.	Bishwajit Dutta MAS A-III	36,194.00
10.	Karuna Baishya, MSS A-I	25,851.00

11	Mohan Lal Meena, MAS A-I	30,957.00
12	Jeet Singh, MAS A-I	32,267.00
13	Bikram Thapa, MSS S-I	24,210.00

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 4 more sub centers under STPI Guwahati viz. Aizawl, Gangtok, Imphal and Shillong. 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 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,
Director General
Address : 9th Floor, NDCC-II Building
Jai Singh Road
Opp. Jantar Mantar
New Delhi – 110 001.
Phone Nos. 011 -23476600/23438188
Fax No. 011 -23438165
email id: rai@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, Imphal, Shillong, Gangtok Aizawl	Shri Gautam Kumar Asst. Director	0361-2602266 Fax .2602266	9435195320	gautam.kumar@stpi.in,

HOLIDAY LIST OF STPI GUWAHATI FOR THE YEAR 2015.

Sl. No.	Holiday	Date	Saka Date	Day
1936 SAKA ERA				
1	Milad-Un-Nabi or Id-E- Milad (Birthday of Prophet Mohammad)	January 04	Pausha 14	Sunday
2	Makar Sankranti	January 14	Pausha 24	Wednesday
3	Republic Day	January 26	Magha 06	Monday
4	Holi	March 06	Phalguna 15	Friday
1937 SAKA ERA				
5	Mahavir Jayanti	April 02	Chaitra 12	Thursday
6	Good Friday	April 03	Chaitra 13	Friday
7	Bahag Bihu	April 15	Chaitra 25	Wednesday
8	Buddha Purnima	May 04	Vaisakha 14	Monday
9	Idu'l Fitr	July 18	Ashadha 27	Saturday
10	Independence Day	August 15	Sravana 24	Saturday
11	Idu'l Zuha (Bakrid)	September 25	Asvina 03	Friday
12	Mahatma Gandhi's Birthday	October 02	Asvina 10	Friday
13	Dussehra	October 22	Asvina 30	Thursday
14	Muharram	October 24	Kartika 02	Saturday
15	Diwali (Deepavali)	November 11	Kartika 20	Wednesday
16	Guru Nanak's Birthday	November 25	Agrahayana 04	Wednesday
*	Milad-Un-Nabi or Id-E- Milad (Birthday of Prophet Mohammad)	December 24	Pausha 03	Thursday
17	Christmas Day	December 25	Pausha 04	Friday

- Milad-Un-Nabi or Id-E-Milad (Birthday of Prophet Mohammad) falls twice in the year 2015.

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

Joint Director

Software Technology Parks of India, Borjhar, Near LGBI Airport, Guwahati – 781 015
(Assam-India) Tel.: 91-0361-2841269; Fax: 91-0361-2846257

Email : debajit.sarma.stpi.in URL : www.guwahati.stpi.in

CITY HUB CENTER

Joint Director

Software Technology Parks of India, Institution of Engineers (India) Building, Assam State
Centre, 2nd floor, Panbazar, Guwahati – 781 001. (Assam – India)

Tel.: 91-0361-2519072; Telefax : 91-0361-
2602266

GANGTOK

Center-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 : nihar.mohanty@stpi.in

IMPHAL

Center-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 : motilal.sarma@stpi.in URL :

SHILLONG

Center In-Charge

Software Technology Parks of India, Lumjingshai, Short Round Road, Shillong – 793 001

Tel : 0364 2591022 : Mobile – 09856035023

Telefax : 0364 2591022

Email : paresh.thakuria@stpi.in

Aizawl

Center In-Charge

Software Technology Parks of India, 2nd Floor, Ch. Chhunga Terminal Building, Thuampui, Aizawl – 796 017.

Tel : 0389 2350337; Telefax : 0389 2350337

Email : archana.das@stpi.in

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

आवेदन फार्म "ए"

सेवा में,

जनसूचना अधिकारी

पिन _____

1. आवेदक का पूरा नाम
2. पिता का नाम/पति/पत्नि का नाम
3. घर का स्थाई पता
4. पत्रचार के लिए पता
5. प्राथनीय सूचना का ब्यौरा
- (ए) सूचना की विषय वस्तु
- (बी) अवधि जिससे सूचना संबंधित है
- (सी) मांगी गई सूचना का विवरण

6. यह प्रमाणित किया जाता है कि मैं भारत का मूल निवासी हूँ ।
7. मैं अपने _____ की प्रति पहचान पत्र / पते का प्रमाण के रूप में संलग्न करके भेज रही हूँ /रहा हूँ ।
8. यह प्रमाणित किया जाता है कि मैं गरीबी रेखा से नीचे की श्रेणी में आता हूँ और तत्संबंधी प्रमाणपत्र की एक सत्यापित (सक्षम प्रधिकारी द्वारा जारी) आपकी जानकारी के लिए संलग्न है (*यदि इस श्रेणी में नहीं आता तो काट दे)
9. (i) शुल्क रु० _____ एसटीपीआई के वित्त एवं लेखा कार्यालय में रसीद न० _____ दिनांक _____ द्वारा जमा करवा दिया गया है: अथवा
(ii) पोस्टल आर्डर / बैंक ड्राफ्ट न० _____ दिनांक _____ संलग्न है: अथवा
(iii) आवेदक फीस देने के लिए उत्तरदायी नहीं है क्योंकि वह गरीबी रेखा से नीचे की श्रेणी में आता है / आती है । (प्रमाण पत्र की प्रतिसंलग्न है)

(कृपया एक पर सही का निशान लगाए और बाकि बचे दो को काट दें)

स्थान :-----

दिनांक :-----

(नाम और हस्ताक्षर)

टेलीफोन नं० :-----

फैक्स नं० :-----

ई-मेल पता :-----

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 enclosed herewith for your information. (*Please strike out if not belonging to the BPL category).
8. A copy of _____ as Identity /Address Proof is enclosed.
9. (i) A fee of Rs. _____ has been deposited in the Finance & 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: -----