

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. 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 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.

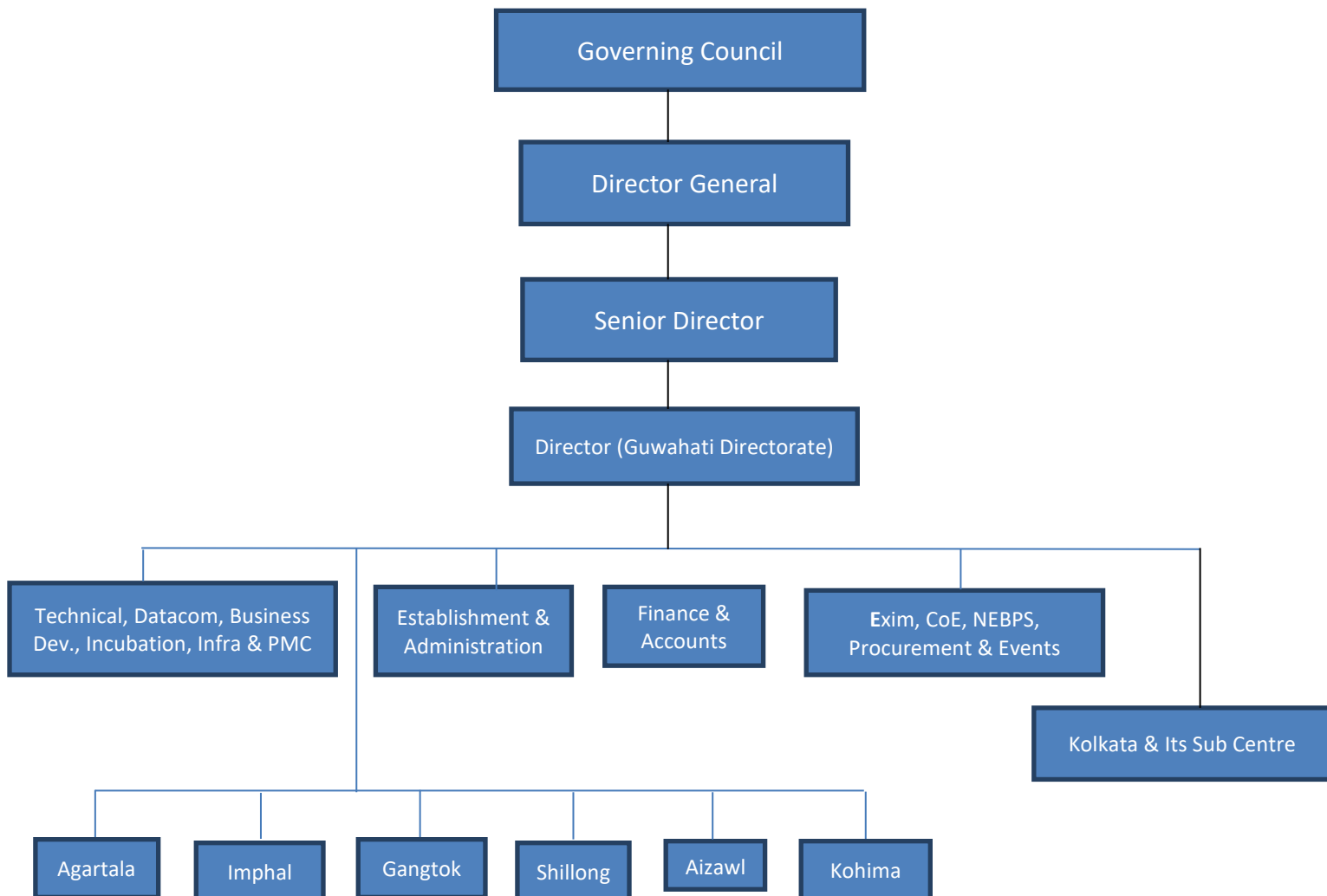
- (b) To maintain a fund to which shall be credited :
 - All money provided by the Central Government, State Governments, Corporations, Universities etc.
 - All fees and other charges received by the STPI.
 - All money received by the STPI by way of grants, gifts, donations, benefactions, bequests or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

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 immensely contribute to the development of offshore software activities and act as the backbone for the success of many IT/ITeS enterprises.

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 480 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's strong domain knowledge, Technology capability and process knowledge have enabled it to devise better strategies to create tailor made solutions to meet client requirements. The tailor made solutions have resulted in optimizing organizations resources and meeting the expectations. STPI PMC services cover the entire gamut of requirement analysis, feasibility study, design, implementation, operations & maintenance of communication & IT projects.

STPI possesses strong global experience in managing ICT projects right from the initiation stage to implementation stage. STPI's consultancy services have significantly benefited many of the Government departments for computerizing their operations and increasing the efficiency of their operations.

**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	<ol style="list-style-type: none">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	<ol style="list-style-type: none">1. Senior Director (SD) is the Head of STPI Headquarter.2. Senior Director acts as Jurisdictional Director for administration of STP/ EHTP schemes.
3.	Jurisdictional Director	<ol style="list-style-type: none">1. Director is the technical and administrative Head of STPI centre.2. Director acts as Jurisdictional Director for administration of STP/EHTP scheme in respective jurisdictions.



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
3.	Contingent expenditure including payments of POL/electricity/water/ telephone/municipal taxes/ salaries/wages etc.	GC – Full Powers HOC – Full Powers
4.	Deputing employees for short term/specialized/sponsored training/part time training in India and payment of fee thereof	HOC – Full Powers (up to one month) DG - Full Powers
5.	To appoint Casual Labour upto 89 days	HOC – Full Powers
6.	Purchase of liveries for staff	HOC – Full Powers
7.	To authorize officers & staff to travel on official tours by a class/mode for which they are not entitled	HOC – Full Powers
8.	Re-imbusement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital (a) In accordance with normal rules (b) In relaxation of normal rules	(a) HOC–FullPowers (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 – 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 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
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

#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 from 16.12.2013 to 22.11.2015
Version – IV effective since 23.11.2015



SOFTWARE TECHNOLOGY PARKS OF INDIA

Delegation of Administrative Powers

SI No	Subject Matter	Director		Director General		Governing Council	
		Extent of powers	Condition	Extent of powers	Condition	Extent of powers	Condition
1	Creation of Posts	-	-	-	-	FULL	-
2	Engagement of contract staff (full / parttime) 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 <input type="checkbox"/> Sr. Director <input type="checkbox"/> Beyond Group `B' posts upto Director <input type="checkbox"/> Upto Group `B' posts	- - FULL	- - -	FULL FULL -	(With the approval of Chairman, GC) - -	- - -	- - -
6	Transfers / Postings <input type="checkbox"/> Beyond Group `B' posts <input type="checkbox"/> 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 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.

4.4 **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 (2015-20)
- * Handbook of Procedures (2015-20)

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

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

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 Law & Justice, Communications and Electronics & Information Technology , Govt of India	Shri Ravi Shankar Prasad
Deputy Chairperson	
Hon'ble Minister of State for Human Resource Development, Communications and Electronics & Information Technology, Govt of India	Shri Sanjay Dhotre
Executive Vice-Chairperson	
Secretary Ministry of Electronics & Information Technology, Govt. of India	Shri Ajay Prakash Sawhney Secretary Ministry of Electronics and Information Technology, Govt. of India Electronics Niketan,6, CGO Complex, Lodhi Road New Delhi – 110 003
Members	
Financial Advisor Administrative Ministry	Ms Jyoti Arora Special Secretary & Financial Adviser, Ministry of Electronics and Information Technology, Govt. of India
Joint Secretary (Societies) Administrative Ministry	Ms Simmi Chaudhary Economic Adviser Ministry of Electronics & Information Technology, Govt. of India
Additional Secretary /Group Coordinator for STPI, Administrative Ministry	Sh. Saurabh Gaur Joint Secretary Ministry of Electronics & Information Technology, Govt. of India
Representative of Department of Telecommunications	Shri Nitin Jain 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 Sandeep Kumar Director General Systems & Data Management, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, Govt. of India,

	4 th & 5 th Floor, Samrat Hotel, New Delhi-110 021
Representative of Department of Commerce	Shri Amit Yadav 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 Anuj Sharma Joint Secretary (CIS), Ministry of Home Affairs Room No. 197 B, North Block, New Delhi – 110 001
Representative of Intelligence Bureau	Shri Janardan Singh 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 (ESC) 3 rd Floor, PHD House, Opp. Asiad Games Village New Delhi-110 016
Representatives in the disciplines related to the functions of STPI nominated by Chairperson.	Shri N. Chandrasekaran Chairman M/s Tata Consultancy Service
	Shri Jaswinder S. Ahuja Corporate Vice President & MD M/s Cadence Design Systems
	Shri Arun Jain Chairman M/s Intellect Design Arena Ltd.
Representatives of trade/ professional bodies nominated by Chairman	Shri Debjani Ghosh President, NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi-110 021
	Shri Rajesh Ram Mishra President India Electronics & Semiconductor Association
Deputy Chief Executive Officer, STPI	Shri Devesh Tyagi Senior Director, STPI
Member Secretary	
Chief Executive Officer, STPI	Dr. Omkar Rai 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	Member
(f) Ministry Head of Center (Two No), STPI (By	Member
(g) seniority) 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 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. 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 and Its Sub-centres in NER
[Agartala/Imphal/ Gangtok /Shillong/Aizawl, Kohima & Itanagar
(upcoming)] Borjhar, Near L G B I Airport, Guwahati – 781 015
Tel. No.: 0361-2841269 Fax.: 0361-2842657

Sl.No.	Name & Designation	Email
1	Sri P.K.Das, Director	pkdas@stpi.in
2	Sri Debajit Sarma, Additional Director	debajit.sarma@stpi.in
3	Sri Shibendu Debbarma, Joint Director & OIC	shibendu.debbarma@stpi.in
4	Sh. Heigrujam Arun Kumar Singh Joint Director & OIC	arunkumar.singh@stpi.in
5	Laimayum Motilal Sharma, Joint Director	motilal.sarma@stpi.in
6	Sri Gautam Kumar, Deputy Director	gautam.kumar@stpi.in
7	Sri Badan Ch. Borah, TO-I & S.O. (Admin.)	badan.borah@stpi.in
8	Sri Achyut Dutta, Technical Officer Gr.1	achyut.dutta@stpi.in
9	Sri J.Chowdhury, Accounts Officer	jonak.chowdhury@stpi.in
10	Sh. Vibhuti Raman Tiwari, Admin. Officer (A-V)	vibhutiraman.tiwari@stpi.in
11	Sri Paresh Kr. Thakuria, MTSS (ES-VI)	paresh.thakuria@stpi.in
12	Sri Bishwajit Dutta, Assistant (A-IV)	biswajit.dutta@stpi.in
13	Sri Krishan Kumar, MTSS (ES-V)	krishan.kumar@stpi.in
14	Sri Avinash Kumar Meena, MTSS (ES-VI)	avinash.meena@stpi.in
15	Sri Karaka Yernaidu, Assistant (A-IV)	yernaidu.k@stpi.in
16	Sri Ravi Ranjan, MTSS (ES-V)	ravi.ranjan@stpi.in
17	Sri Karuna Baishya, Assistant (A-II)	karuna.baishya@stpi.in
18	Sri Bikram Thapa, Assistant (A-II)	vikram.thapa@stpi.in

Jurisdictional Directorates

Sl. No	Name/ Designation/ Directorate	STD Code	Telephone Number		Email
Shri /Smt. /Km.			Office	Fax	
1	Devesh Tyagi Sr. Director STPI Gandhinagar (Additional Charge)	011	24628081	20815076	devesh@stpi.in
2	P. K. Das Director STPI Guwahati	0361	2841269	2842657	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 Bengaluru	080	66186000	28521161	shailendra.tyagi@stpi.in
8	Dr. Sanjay Tyagi Director STPI Chennai	044	39103506	39103505	sanjay.tyagi@stpi.in
9	Sh. Ganesh Nayak K Director STPI Thiruvananthapuram	0471	2700707	2700505	ganesh.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) as on May, 2019.

Sl.No.	Name & Designation	Monthly remuneration (Gross) as on December, 2020 (in ₹)
1	Shri P.K. Das, Director	312526
2	Shri Debajit Sarma Additional Director	197047
3	Shri Shibendu Debbarma Joint Director & OIC	129477
4	Sh. Heigrujam Arun Kumar Singh JD & OIC	147120
5	Shri Laimayum Motilal Sharma, JD	122322
6	Shri Gautam Kumar Deputy Director	110532
7	Shri Badan Ch. Borah, TO-I & S.O.	87652
8	Shri Achyut Dutta, Technical Officer	79154
9	Shri J. Chowdhury Accounts Officer	105609
10	Shri Vibhuti Raman Tiwari, Admin. Officer	72781
11	Shri Paresh Kr. Thakuria, MTSS (ES-VI)	68672
12	Shri Bishwajit Dutta Assistant (A-IV)	66713
13	Shri Krishan Kumar MTSS (ES-V)	57847
14	Shri Avinash Kumar Meena, MTSS (ES-VI)	57847
15	Shri Karaka Yernaidu, Assistant A-IV	65298
16	Shri Ravi Ranjan, MTSS (ES-V)	48123
17	Shri Karuna Baishya MSS-All	47408
18	Shri Bikram Thapa MSS S-I	43351

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 5 more sub centers under STPI Guwahati viz. Agartala, Aizawl, Gangtok, Imphal, Shillong, Kohima & Itanagar (upcoming). 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 : 1ST Floor, Plate B, Block-1

East Kidwai Nagar, New Delhi-110023

Telephone No. . 20815071, 24346600

Fax No. 20815073

E-Mail 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, Agartala Imphal, Shillong, Gangtok Aizawl Kohima Itanagar (upcoming) Kolkata Siliguri Kharagpur Haldia Durgapur	Shri Gautam Kumar Deputy Director	0361-2841269 Fax .2842657	9435195320	gautam.kumar@stpi.in ,

HOLIDAY LIST OF STPI GUWAHATI & ITS SUB-CENTRES (NORTH EAST) FOR THE YEAR 2021

S.No.	Holiday	Date	Day
1	Makar Sankranti	January 14	Thursday
2	Republic Day	January 26	Tuesday
3	Holi	March 29	Monday
4	Good Friday	April 02	Friday
5	Bahag Bihu	April 15	Thursday
6	Mahavir Jayanti	April 25	Sunday
7	Id-ul-Fitar	May 14	Friday
8	Buddha Purnima	May 26	Wednesday
9	Id-ul-Zuha (Bakrid)	July 21	Wednesday
10	Independence Day	August 15	Sunday
11	Muharram	August 19	Thursday
12	Mahatma Gandhi's Birthday	October 02	Saturday
13	Dussehra	October 15	Friday
14	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)	October 19	Tuesday
15	Diwali (Deepavali)	November 04	Thursday
16	Guru Nanak's Birthday	November 19	Friday
17	Christmas Day	December 25	Saturday

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 : pkdas@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 : sunit.pellai@stpi.in URL : www.guwahati.stpi.in
3	GANGTOK Centre-In-Charge Software Technology Parks of India, Sikkim Jewels Ltd. Complex, Top Floor, Tadong,National Highway –31A, Gangtok – 737 102 (Sikkim – India) Tel : 91-03592 –271193; Telefax: 91-03592-271193 Email : vibhutiraman.tiwari@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	<p>SHILLONG Centre- 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 URL : www.guwahati.stpi.in</p>	6.	<p>KOHIMA STPI, DITC New Building Thizama Road, Kohima Nagaland – 797001 Telefax : Email : benny.tep@stpi.in URL : www.guwahati.stpi.in</p>
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7	<p>KOLKATA Officer- In-Charge Software Technology Parks of India, Webel,STP-II,2nd Floor, Block-DN,Plot No. 53, Sector –V, Salt Lake,Kolkata- 713212.Tel : 91-33-23673598-99 Telefax : 91-033-23673597 Email:- kol.info@stpi.in, URL : www.kol.stpi.in</p>
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8	<p>DURGAPUR Centre-In-Charge Software Technology Parks of India, Sahid Sukumar Banarjee Sarani Near Rangan Guest House,Bidhannagar Dist – Paschim Bardwan, Durgapur-713212 Contact No.- 0343-2531294 / 95 E-mail : durgapur.oic@stpi.in URL : www.kol.stpi.in</p>	9	<p>HALDIA Centre-In-Charge Software Technology Parks of India Plot No-149, Bhabanipur, Dist - Purba Medinipur, Haldia-721657 Contact No.- 03224-255062 / 92 E-mail : haldia.oic@stpi.in URL : www.kol.stpi.in</p>
10	<p>SILIGURI Centre-In-Charge Software Technology Parks of India Plot No.-86, Matigara, Opposite Uttarayan, Dist - Darjeeling Siliguri-734010 Contact No.- 0353-2571987 / 86 E-mail : siliguri.oic@stpi.in URL : www.kol.stpi.in.</p>	11	<p>KHARAGPUR Centre-In-Charge Software Technology Parks of India WBIDC Industrial Growth Center, Plot No.-3, Sector-B, Nimpura, Dist – Paschim Midnapore, Kharagpur- 721303 Contact No.- 03222-234436 / 233014 E-mail : kharagpur.oic@stpi.in</p>

Working days/Hours: Monday to Friday 9.00 A.M. to 5.30 P.M.

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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 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:-----