

SOFTWARE TECHNOLOGY PARKS OF INDIA

(An Autonomous Society under Ministry of Communication & Information
Technology, Department of Information Technology, Govt. of India)

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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/Centre/sub-Centre. It can also be downloaded from the STPI website.

A fee of **Rs. 10/- (Rs. Ten)** 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 Re. 1 per page will be charged for supply of photocopy of document(s) under the control of O/o STPI.

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

CHAPTER – 2 : PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES

[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 / centers 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 / Nationalized Banks or to invest in such a manner for the benefit of the STPI as may be prescribed. Atleast 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.

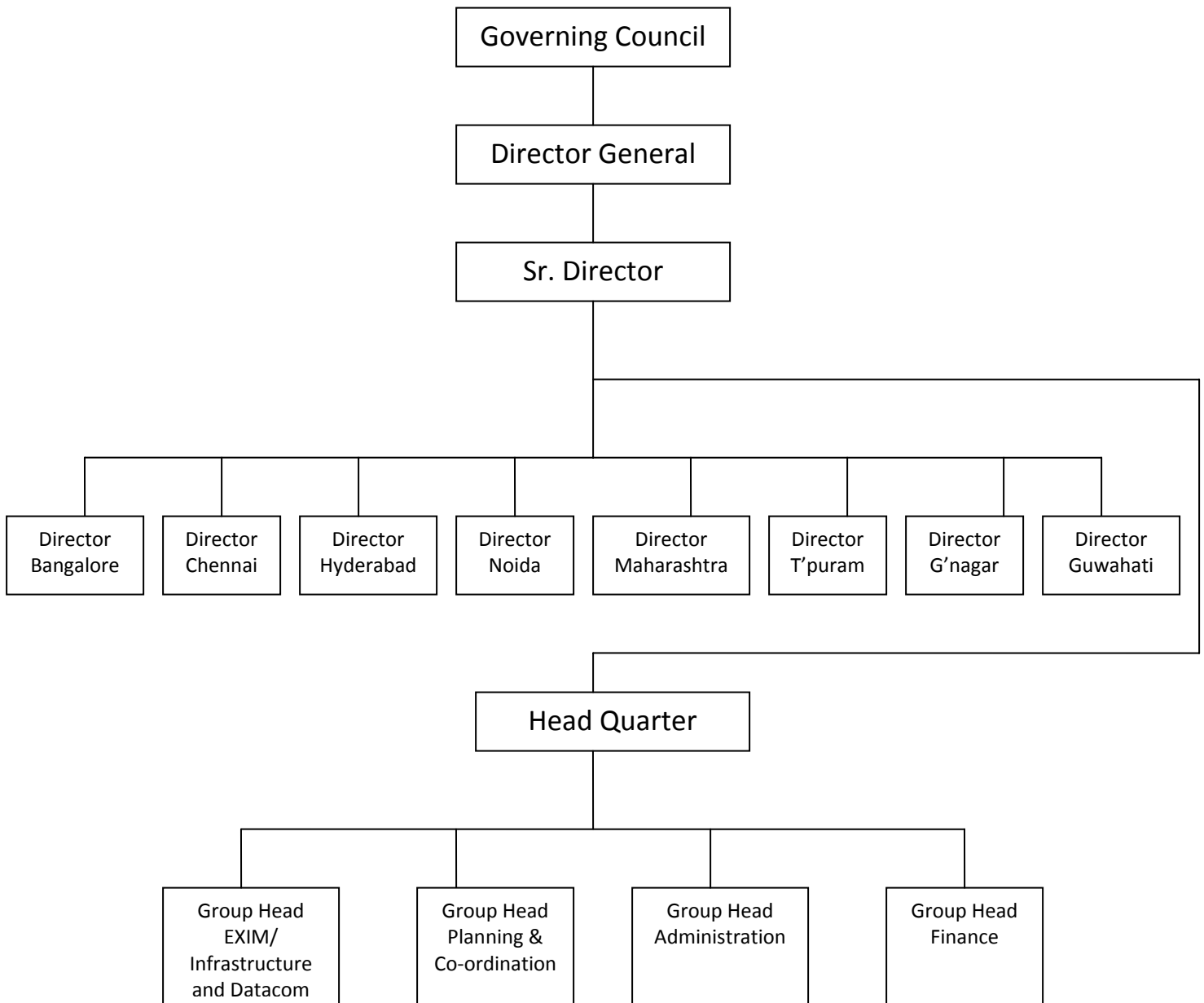
(d) to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments and for this purpose, to sign, execute and deliver such assurance and deeds as may be necessary for the purposes of the STPI.

(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 reorganization of the STPI and management and administration of any of the foregoing activities including all rents, rates, taxes, outgoings 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 procedure 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.
- ◆ Income tax benefit under sections 10 A of Income Tax Act upto 31st March 2011.

2.5.2 HIGH SPEED DATA COMMUNICATION FACILITY (HSDC)

STPI has designed and developed state-of-the-art HSDC Network called SoftNET, which is available to software exporters at internationally competitive prices. STPI has set up its own International Gateways at 51 locations for providing HSDC links to the software industry.

Local access to International Gateways at STPI centres is provided through Point-to-Point and Point-to-Multipoint microwave radios for the local loop which has overcome the last mile problem and enabled STPI to maintain an up time of nearly 99.9%. The terrestrial cables (fibre/copper) are also used

wherever feasible. These communication facilities are the backbone of the success in the development of offshore software activities.

STPI provides the following HSDC services through this network: -

1. International Private Leased Circuits (IPLCs) in the bandwidth of 64KBPS to 8 MBPS.
2. Shared Internet Services
3. Web/Home pages – hosting, authoring & maintenance.
4. Other value added services.

STPI provides worldwide connectivity for its software export units and is radiating about more than 400 MBPS and is operating with international carriers from its earth stations / available fiber capacity for various destinations.

2.5.3 INCUBATION

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

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

The Incubation facility have the following facilities

- Modular Built up are for ready to use by the 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.

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

2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES

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

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

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

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

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 overall 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 office.2. SD acts as Jurisdictional Director for administration of STP/ EHTP schemes and as Development Commissioner of IT/ ITES SEZs for the jurisdiction associated with Headquarter.
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 and as Development Commissioner of IT/ITES SEZs for the concerned jurisdiction.

Delegation of Powers

Financial Delegation of Powers Effective from 20/07/2010

S. No.	Subject Matter	Extent of Powers proposed to be delegated (Amount in Rs. lacs)
1.	(i) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country. (ii) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	(i) DG – Full Powers (ii) 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 50 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) In accordance with normal rules (b) In relaxation of normal rules	HOC – Full Powers 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	GC – Full Powers 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 5.0 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 Software	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 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.	(i) Procurement of land and building/built-up space (ii) Construction of building	(i) GC – Full Powers (ii) DG – Upto 200 GC – Full Powers
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
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

- (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 Headquarter's 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.

Administrative Powers

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

Sl No. (1)	Rule No. of Bye-Laws of the Society (2)	Nature of Power (3)	Authority prescribed in the Rules (4)	Authority empowered to exercise the powers (5)	Extent of Power Delegated (6)	Suggestions after review (7)
1		Creation of Posts	GC	GC	Full Power	
2		Appointment of Temporary staff/Full Part-time on consolidated pay for 12 months contract : ➤ Upto Rs.8000 ➤ Upto Rs.24000	Director DG	Director DG	Full Power Full Power	
3		Appointment of Casual Worker (As per the minimum wages fixed by the respective State Govt.)	Director DG	Director DG	Full Power Full Power	
4		Casual skilled workers @ Rs.150 per day for less than 30 days	Director DG	Director DG	Full Power Full Power	
5		Selection & appointment of Staff ➤ Advertisement ➤ Set-up Panel, Finalize Selection, Appointment and confirmation on probation • Upto Group `B` posts Rs.6500-8000 & below • Beyond Group `B` posts other than Director • Director	Director DG GC	Director DG GC	Full Power Full Power Full Power	
6		Extension of joining time, Resignation Acceptance, Relaxation of Notice Period • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director	Director DG GC	Director DG GC	Full Power Full Power Full Power	

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

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 Officer. He shall be the administrative Head of STPI Headquarter and shall act as Jurisdictional Director for HQ jurisdiction.

4.4 Jurisdictional Directors are Head of the Centes and have been delegated powers for implementation of STP/EHTP Schemes and to establish the high speed data communication facilities for providing data link service to the industry within their jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy 2004-09 and Interim New Exim Policy 2009-10, as amended from time to time:-

- (a) Registration of new STP/EHTP units and their renewal under the scheme.
 - (b) Recommending for setting up of IT Park under STP Scheme and to send proposal for approval of IMSC.
 - (c) Approval of exports of Software in non-physical form and recommendations to Customs for export in physical form by registered units.
- **Jurisdictional Directors** have also been delegated authority of Development Commissioner for SEZ(IT/ITES) for defined activities within their jurisdictional area as per SEZ Act 2005 and SEZ Rules 2006.

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

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

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

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

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

6.1 Documents used by STPI

- The Foreign Trade (Development and Regulation Act), 1992
- Rules and Orders made under the Foreign Trade (D&R Act 1992)
- Foreign Trade Policy for the period 2004-09
- Interim New Exim Policy for the period 2009-10
- Handbook of Procedures (Volume 1)
- Handbook of Procedures (Volume 2) and Schedule of DEPB Rates.
- SEZ Act 2005
- SEZ Rules 2006

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

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

Sl. No.	Name of the document	Whether free or priced. If priced, what is the cost?	Held by/under the control of
1	The Foreign Trade (Development and Regulation Act), 1992		Under the control of Ministry of Commerce & Industry.
2	Rules and Orders made under the Foreign Trade (D&R Act 1992)		-do-
3	Foreign Trade Policy for the period 2004-09		-do-
4	Handbook of Procedures (Volume 1)		-do-
5	Handbook of Procedures (Volume 2) and Schedule of DEPB Rates.		-do-
6	SEZ Act 2005		- do-
7	SEZ Rules 2006		-do-

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

Handbook of Procedures (Volume 1) is available at the <http://dgft.delhi.nic.in>

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

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

No such arrangement is called for at present.

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

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

STPI function through the following organs:-

9.1 Governing Council (GC)

9.1.1 Composition :

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

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

Members

- (3) Additional Secretary/ Group Coordinator (STPI), Administrative Ministry.
- (4) Joint Secretary, (Societies) Administrative Ministry
- (5) Financial Adviser, Administrative Ministry.
- (6) One representative of Department of Telecommunications 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 not below the rank of Joint Secretary.
- (10) One Representative of Department 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 A. Raja
Vice-Chairman	
Secretary Department of Information Technology, Ministry of Communications & IT, Govt. of India	Shri R. Chandrashekhar Electronic Niketan 6, CGO Complex, Lodhi Road New Delhi – 110 003
Members	
Additional Secretary Department of Information Technology, Ministry of Communications & IT, Govt. of India	Shri Rakesh Singh Deptt. of Information Technology, MCIT Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110 003
Additional Secretary & Financial Advisor, Department of Information Technology, Ministry of Communications & IT, Govt. of India	Shri R. Bhattacharya Deptt. of Information Technology, MCIT Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110 003
Joint Secretary Department of Information Technology, Ministry of Communications & IT, Govt. of India	Shri N.Ravi Shanker Deptt. of Information Technology, MCIT Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi – 110 003
Representative of Department of Telecommunications	G.P. Srivastava Dy. Director General (CS) Department of Telecommunications, Ministry of Communications & IT Sanchar Bhawan, Ashok Road, New Delhi-110 001
Representative of Ministry of Home Affairs	Shri D Diptivilasa Joint Secretary (IS) Ministry of Home Affairs Room no. 193 B, North Block New Delhi-110 001
Representative of Intelligence Bureau	Shri R.N Behura Joint Director Intelligence Bureau Ministry of Home Affairs 35 S.P. Marg, New Delhi
Representative of Department of Ministry of Finance	Shri Y.G. Paranade Director General Systems & Data Management, Central Board of Excise & Customs, Deptt. of Revenue, Ministry of Finance 4th floor, Samrat Hotel, New Delhi-110 021

Representative of Department of Commerce.	Smt. Bharathi Sivaswami Sihag Joint Secretary Ministry of Commerce & Industry Udyog Bhawan, New Delhi-110 001
Chairman, ESC	Shri Nalin Kohli (Chairman Vision Committee) Electronics and Software Export Promotion Council 3 rd floor, PHD House Opp. Asiad games Village New Delhi-110 016
President, NASSCOM	Shri Som Mittal President, NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi-110 021
	Sh. S. Gopala Krishnan Managing Director, M/s Infosys Technologies Bengaluru
	Dr. Saurabh Srivastava Chairman, M/s Computer Associates 301-302, Delhi Blue Apartments Main Ring Road, Near Safdarjung Hospital New Delhi – 110 029
	Sh. S. Mahalingam Executive Director & Chief Financial Officer M/s Tata Consultancy Ltd TCS House, Raveline Street Fort Mumbai – 400001
Dy. Chief Executive Officer, STPI	Dr. Omkar Rai Sr. Director Software Technology Parks of India Electronic Niketan 6, CGO Complex, Lodhi Road New Delhi – 110 003
Member Secretary	
Chief Executive Officer, STPI	Director General Software Technology Parks of India Electronic Niketan 6, CGO Complex, Lodhi Road New Delhi – 110 003

9.1.2 Executive Committee of Directors(ECOD)

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

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

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

The ECOD shall comprise the following members :

- | | | |
|-----|--|------------------|
| (a) | Additional Secretary/Group Coordinator for STPI, Administrative Ministry | Chairman |
| (b) | Chief Executive Officer, STPI | Vice Chairman |
| (c) | Financial Advisor, Administrative Ministry | Member |
| (d) | Joint Secretary (Societies), Administrative Ministry | Member |
| (e) | Head of Centre (Three Nos.), STPI (By seniority) | Member |
| (f) | Head of Programme Division for STPI, Administrative Ministry | Member |
| (g) | Deputy Chief Executive Officer, STPI | Member Secretary |

9.1.4 Standing Executive Boards (SEBs)

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

The 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.

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

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

Details of Officers/Staff are given below:-

STPI-HQ

Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi-110003

Sl. No.	Name/ Designation	STD Code	Telephone Number		Email
	S / Shri / Smt. /Km.		Office	Fax	
1.	Director General Additional charge to SD	011	24306607	24364336	dg@stpi.in
2.	Dr. Omkar Rai, Sr. Director	011	24306608 24363596	24366792	rai@stpi.in
3.	Devesh Tyagi, Addl. Director	011	24306609	24363436	devesh@stpi.in
4.	Vandana Srivastava Addl. Director	011	24306621	--do--	vandana.s@stpi.in
5.	Ravi Nagpal, Chief Admn. Officer	011	24306612	24366515	ravi.nagpal@hq.stpi.in
6.	Avadesh Kumar, Jt. Director	011	24306632	--do--	avadhesh.srivastava@stpi.in
7.	P.N Saxena, Sr. Finance Officer	011	24306605	24362052	pn.saxena@hq.stpi.in
8.	Alok Goel, Dy. Director	011	24306610	--do--	alok.goel@stpi.in
9.	Sumit Dua, Dy. Director	011	24306636	--do--	sumit.dua@stpi.in
10.	Rakesh Dubey Dy. Director	0120	2450411	--do--	rakesh.dubey@stpi.in
11.	Rakesh Gairola Sr. Admn. Officer	011	24306615	--do--	rakesh.gairola@hq.stpi.in
12.	B.Kiran Kumar Asst. Director	011	24306630	--do--	kiran.kumar@hq.stpi.in
13.	Amit Bansal, Asst. Director	011	24306650	--do--	amit.bansal@hq.stpi.in
14.	S.R. Patra Asst. Director	011	24306631	--do--	sr.patra@hq.stpi.in
15.	Jasvinder Singh, AO	011	24306633	--do--	jasvinder.singh@hq.stpi.in
16.	Rajiv Vig, FO	011	24306618	--do--	rajiv.vig@hq.stpi.in
17.	Romy Gupta, Sr. Account Assistant	011	24306619	--do--	romy.gupta@hq.stpi.in

18.	Mohd. Mohsin, Sr. Assistant	011	24306628	--do--	mohsin@hq.stpi.in
19.	Sunita S. Ojha, Sr. Assistant	011	24306625	--do--	sunita.ojha@hq.stpi.in
20.	Poonam Bhalla, Sr. Assistant	011	24306607	--do--	poonam.bhalla@hq.stpi.in
21.	Promila Rawal, Sr. Assistant	011	24306622	--do--	promila.rawal@hq.stpi.in
22.	Vikas Goel, Sr. Assistant	011	24306634	--do--	vikas.g@hq.stpi.in
23.	Savita Sindhvani, Assistant	011	24306635	--do--	savita.sindhvani@hq.stpi.in
24.	Navneet P Sharma, Assistant	011	24306626	--do--	navneet.sharma@hq.stpi.in
25.	Rajkishori Khare, Assistant	011	24306635	--do--	rajkishori.khare@hq.stpi.in
26.	Neena Bawa, Assistant	011	24306614	--do--	neena.bawa@hq.stpi.in
27.	Dhirender P Singh, Assistant	011	24306638	--do--	--
28.	Rajni Kumari, Assistant	011	24306633	--do--	--
29.	Rajesh Kumar, Assistant	011	24306620	--do--	rajesh.kumar@hq.stpi.in
30.	P. Pitchiah, Office Attendant	011	24306608	--do--	p.pitchaih@hq.stpi.in
31.	Kamleshwar Tiwari, Office Attendant	011	24306620	--do--	kamleshwar.tiwari@hq.stpi.in
32.	Jeet Singh, Office Attendant	011	24306607	--do--	Jeet.singh@hq.stpi.in
33.	Bikram Thapa, Office Attendant	011	24306608	--do--	--

Jurisdictional Directorates

Sl. No.	Name/ Designation/ Directorate	STD Code	Telephone Number		Email
	S / Shri / Smt. /Km.		Office	Fax	
1.	Dr. Omkar Rai Sr. Director, New Delhi	011	24306608	24366792	rai@stpi.in
2.	C.V.D. Ram Prasad Director, Noida	0120	2450400	2450405	ram@stpi.in
3.	R. Rajlakshmi Director, Bangalore	080	28520444	28521161	r.lakshmi@blr.stpi.in
4.	J. Parthasarathy Director, Chennai	044	39103506	39103505	j.parthas@chennai.stpi.in

5.	Dr. Sunil Kumar Agrawal Director, Navi Mumbai	022	27812035	27812103	sunil@mumbai.stpi.in
6.	P. Venugopal Director, Hyderabad	040	23100502	23556610	pvenugopal@hyd.stpi.in
7.	K. Ramesh Kumar Director, Trivandrum	0471	2330303	2330808	ramesh@stpt.soft.net
8.	Ajay Sharma Director, Gandhinagar	079	23213026	23213029	ajay@gnr.stpi.in
9.	P. K. Das Director, Guwahati	0361	2602266 2519072	2842657	pkdas@guwahati.stpi.in

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

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

STPI-HQ, New Delhi

Sl. No.	Name & Designation	Monthly remuneration (Gross) as on December '2009 (Rs.)
	S / Shri / Smt. /Km.	
1.	Dr. Omkar Rai Sr. Director	85706/-
2.	Devesh Tyagi, Addl. Director	85563/-
3.	Vandana Srivastava Addl. Director	78623/-
4.	Ravi Nagpal, Chief Admn. Officer	58198/-
5.	Avadesh Kumar, Jt. Director	52656/-
6.	P.N Saxena, Sr. Finance Officer	53974/-
7.	Alok Goel, Dy. Director	47726/-
8.	Sumit Dua, Dy. Director	47584/-
9.	Rakesh Dubey Dy. Director	45057/-

10.	Rakesh Gairola Sr. Admn. Officer	43864/-
11.	B.Kiran Kumar Asst. Director	41179/-
12.	Amit Bansal, Asst. Director	40096/-
13.	S.R. Patra Asst. Director	37034/-
14.	Jasvinder Singh, AO	23871/-
15.	Rajiv Vig, FO	23227/-
16.	Romy Gupta, Sr. Account Assistant	31595/-
17.	Mohd. Mohsin, Sr. Assistant	25205/-
18.	Sunita S. Ojha, Sr. Assistant	27623/-
19.	Poonam Bhalla, Sr. Assistant	27623/-
20.	Promila Rawal, Sr. Assistant	27623/-
21.	Vikas Goel, Sr. Assistant	23871/-
22.	Savita Sindhvani, Assistant	24671/-
23.	Navneet P Sharma, Assistant	22332/-
24.	Rajkishori Khare, Assistant	22081/-
25.	Neena Bawa, Assistant	18062/-
26.	Dhirender P Singh, Assistant	18062/-
27.	Rajni Kumari, Assistant	18062/-
28.	Rajesh Kumar, Assistant	17167/-
29.	P. Pitchiah, Office Attendant	15269/-
30.	Kamleshwar Tiwari, Office Attendant	15269/-
31.	Jeet Singh, Office Attendant	15479/-
32.	Bikram Thapa, Office Attendant	10056/-

**CHAPTER – 12 : BUDGET ALLOCATED TO EACH CENTRE / SUB-CENTRE
INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED
EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

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

51 centres of STPI have been grouped under nine directorates including HQ, each group headed by Jurisdictional Directors. Each group acts as a profit center. Annual plans are prepared by these group. STPI-Centres as profit centres, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the centres. The expenditure of the centres pertaining to the data link charges, establishment and other administrative expenses are met out of the total income generated from the datacom income, project consultancies and interest from the banks.

**CHAPTER – 13 : MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMMES**

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

STPI have no such programmes.

**CHAPTER – 14 : PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORISATION GRANTED BY STPI**

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

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

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

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

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

Name and contact no. of Public Information Officer and Assistant Public Information Officers in STPI are as follows:-

Software Technology Parks of India (HQ)
New Delhi-110003

Sl. No.	Name of the STPI Centre	Name & Designation of PIO	Official Telephone No.	Mobile No.	E-Mail ID
1	HQ	Shri Devesh Tyagi, Addl. Director	011-24306609	9868884082	devesh@stpi.in

Sl. No.	Name of the STPI Centre	Name & Designation of APIO	Official Telephone No.	Mobile No.	E-Mail ID
1	Bangalore Mangalore Manipal Mysore Hubli	Shri Sridhar, Administrative Officer	080-28526115/ 66186000	9845056313	v.sridhar@blr.stpi.in
2	Bhubneswar	Shri Manas Panda, Addl. Director & OIC	0674-2300412 / 413/787/358	9437019911	panda@bbs.stpi.in
3	Ranchi	Shri Surya Kumar Pattanayak, Jt. Director	0651-2462270	9437043745	surya@rkl.stpi.in suryapatnaikstp@yahoo.com
4	Rourkela	Shri Surya Kumar Pattanayak, Addl. Director	0661-2643745	9437043745	surya@rkl.stpi.in suryapatnaikstp@yahoo.com

5	Kolkata	Shri Manjit Nayak, Jt. Director & OIC	033-23673598 / 3599	9831773355	manjit.nayak@stpi.in
6	Chennai	Shri P. Divakara Venkanna, Administrative Officer	044-39103525	9841090810	divakar@chennai.stpi.in
7	Gandhinagar	Shri Dinesh Kumar Bhagat, Assistant Director	079-23213027 / 23213028	9328208561	dinesh@gnr.stpi.in
8	Guwahati	Shri Tankeswar Gogoi, Admin-cum-Accounts Officer	0361-2841269 / 2841374	9435046926	tgogoi@guwahati.stpi.in
9	Gangtok	Shri Tankeswar Gogoi, Admin-cum-Accounts Officer	03592-271193	9435046926	tgogoi@guwahati.stpi.in
10	Imphal	Shri Tankeswar Gogoi, Admin-cum-Accounts Officer	0385-2421221	9435046926	tgogoi@guwahati.stpi.in
11	Hyderabad Vijaywada Warangal Thirupati Vizag	Y. Vara Prasad Admn. Officer	040-66415600/ 11/05	9866662901	varaprasad.y@hyd.stpi.in
12	Navi Mumbai	Shri Manas Ray, Assistant Director	022-27812035/ 04	9869462660	manas@mumbai.stpi.in
13	Pune	Shri Jitendra Kulkarni, Assistant Director	020-22932644 / 45	9822638116	jitendra@mah.stpi.in
14	Nagpur	Shri Sanjay Darne, MTS (on contract)	0712-2227774/ 2234960	9822119450	sanjay@mah.stpi.in
15	Nasik	Shri Sachin Purnale, Assistant Director	0253-2382835	9822329240	sachin@mah.stpi.in
16	Kolhapur	Shri Sachin Narule, Technical Officer	0231-2644429	9850963617	sachinnarule@mah.stpi.in
17	Aurangabad	Shri Prafull Patinge, MTS (on contract)	0240- 2473859/60	9820028312	prafullpatinge@mah.stpi.in
18	Noida	Shri Nikhil Kumar Rai, Asst. Director	0120-2450400	9717002354	nk.raii@stpi.in
19	Kanpur	Shri Vikal Verma, Deputy Director	0512-2584765	9935091092	vikal.verma@lucknow.stpi.in

20	Allahabad	Shri Vikal Verma, Deputy Director	0532-2445298	9935091092	vikal.verma@lucknow.stpi.in
21	Lucknow	Shri Vikal Verma, Deputy Director	0522-2307913 / 15	9935091092	vikal.verma@lucknow.stpi.in
22	Dehradun	Shri Sasidharan T.M., Assistant Director	0135-2608003/ 2608202	9897033574	sasi@dehradun.stpi.in
23	Thiruvananthapuram	Smt. G. Prabhavathy, Assistant Director	0471-2330707	9447961619	prabha@tvpm.stpi.in
24	Bhillai	Shri D. N. Behera Joint Director & OIC	0788-4040330	9826144033	dhiren.behera@stpi.in
25	Indore	Shri Ravi Varma, Deputy Director & OIC	0731-4024440 / 4030880	9893022844	ravi.varma@stpi.in
26	Mohali	Shri Ajay Shrivastava, Joint Director & OIC	0172-2237061 / 62	9829017457	ajay@stpm.soft.net
27	Jaipur	Dr. Sanjay Tyagi, Jt. Director & OIC	0141-2770891 / 92 / 93/ 2770635	9814015104	sanjay_tyagi@stpi.soft.net
28	Srinagar	Shri Asim Khan, Jt. Director & OIC	0194-2300520, 2300381	-	asim.khan@stpj.in
29	Shimla	Shri S. Mohanty Assistant Director & OIC	0177-2832679	-	s.mohanty@shimla.stpi.in

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

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

STPI Head Quarters

Software Technology Parks of India

Electronics Niketan, 6, CGO Complex,

Lodhi Road, New Delhi-110 003

Tel. No.: 24306600/24306614. Fax.: 011-24363436/24364336

Website: www.stpi.in

Working days/Hours: Monday to Friday

9:00 A.M. to 5:30 P.M.

Name and address of the centre and sub-centres

1	<p>ALLAHABAD Officer-In-charge Software Technology Parks of India MNIT Campus, Lucknow Road, Allahabad (Uttar Pradesh) Tel.: +91-532-2445628 Fax: +91-532-2445298 E-mail: do@noida.stpi.in URL: www.noida.stpi.in</p>	4	<p>BHILAI Officer In-charge Software Technology Parks of India Mangal Bhavan, Nehru Nagar (E), Bhilai, Distt. – Durg – 490020 (Chattisgarh) Tel.: +91-788-4040330 Fax: +91-788-4040330 E-mail: dhiren.behera@stpi.in URL: www.bhilai.stpi.in</p>
2	<p>Aurangabad Officer-In-charge Software Technology Parks of India Gala No. 7MIDC, Chikal Thana, Aurangabad-431210 (Maharashtra) Tel.: +91-240-2473859 Fax: + 91-240-2473860 E-mail: praful@mah.stpi.in URL: www.mah.stpi.in</p>	5	<p>BHUBANESWAR Officer-In-charge Software Technology Parks of India Fortune Tower, C Ground-Zero, Maitree Vihar, Chandra Shekhar Pur, Bhubaneswar – 751023 (Orissa) Tel.: +91-674-2300412/787/358 Fax: +91-674-2302307 E-mail: panda@bbs.stpi.in URL: www.bbs.stpi.in</p>
3	<p>BANGALORE Director Software Technology Parks of India No.76 & 77, 6th floor, Cyber Park, Electronic City, Hosur Road, Bangalore-560100 (Karnataka) Tel.: +91-80-28526115, 66186000 Fax: +91-80-28520958, 28521161 E-mail: r.lakshmi@blr.stpi.in URL: www.blr.stpi.in</p>	6	<p>CHENNAI Director Software Technology Parks of India No.5, III floor, Rajiv Gandhi Salai, Taramani, Chennai-600013 (Tamilnadu) Tel.: +91-44-39103525 Fax: +91-44-39103507 E-mail: j.parthas@chennai.stpi.in URL: www.chennai.stpi.in</p>

7	COIMBATORE Officer In-charge Software Technology Parks of India S.F. No. 333/1, Ground Floor, KCT Campus, Chinnavedampatti, Coimbatore-641006 (Tamilnadu) Tel.: +91-422-2901217 Fax: +91-422-2669682 E-mail: cbe@chennai.stpi.in	13	Haldia Officer-in-charge Software Technology Parks of India Plot No. 149, Bhabanipur Haldia – 721602 (West Bengal) Tel.: +91-3224-321688/86 Email : oichaldia@kol.stpi.in URL : www.kol.stpi.in
8	DEHRADUN Officer-In-charge Software Technology Parks of India STPI Incubation Centre, IT Park, Sahastradhara Road, Dehradun – 248001 (Uttanchal) Telefax.: +91-135-2608003, 2608202 E-mail: do@noida.stpi.in URL: www.noida.stpi.in	14	HUBLI Officer-In-charge Software Technology Parks of India 4th Floor, IT Park, Opp. Indira Glass House, Hubli – 580029 (Karnataka) Tel.: +91-836-2257090/92/93 Fax: +91-836-2257091 E-mail: v.sasikumar@hubli.stpi.in URL: www.hubli.stpi.in
9	DURGAPUR Officer-In-charge Software Technology Parks of India Sahid Sukumar Banerjee Sarani, Near Rangan Guest House, Bidhan Nagar, Distt- Bardhaman, Durgapur – 713212 (West Bengal) Tel.: +91-343-3291812 E-mail: oiddurgapur@kol.stpi.in URL: www.kol.stpi.in	15	HYDERABAD Director Software Technology Parks of India 6Q3, 6th floor, Cyber Towers, HITECH City, Madhapur, Hyderabad - 500081. Tel.: +91-40-66415600-05/11 Fax: +91-40-23100501 E-mail: pvenugopal@hyd.stpi.in URL: www.hyd.stpi.in
10	GANDHINAGAR Director Software Technology Parks of India 01/B, Ground floor, Info Tower I, Infocity, Indroda circle, Gandhinagar - 382009 (Gujarat) Tel.: 079-23213027/23213028 Fax: 079-23213029 E-mail: info@gnr.stpi.in URL: www.gnr.stpi.in	16	JAIPUR Officer-In-charge Software Technology Parks of India IT-21, IT Park, EPIP, Sitapura, Tonk Road, Jaipur – 302022 (Rajasthan) Tel. No. +91-141-2770891/92/93, 2770635 Fax No. +91-141-2770890 e-mail: sanjay_tyagi@jaipur.stpi.in URL: www.jaipur.stpi.in
11	GANGTOK Officer-In-charge Software Technology Parks of India 1st floor, Sikkim Jewels Ltd. Complex, Tadong, National Highway 31 A, Gangtok - 737102 (Sikkim) Tel.: +91-3592-271193, 09434071193 E-mail: oi GANGTOK@GUWAHATI.STPI.IN URL: www.guwahati.stpi.in	17	JAMMU Officer-In-charge Software Technology Parks of India MC&IT, GOI, EPIP, Kartholi Baribrahmna, Jammu. (J&K) Tel. No. 0192-3210100 E-mail: asim.khan@stpj.in URL : www.stpj.in
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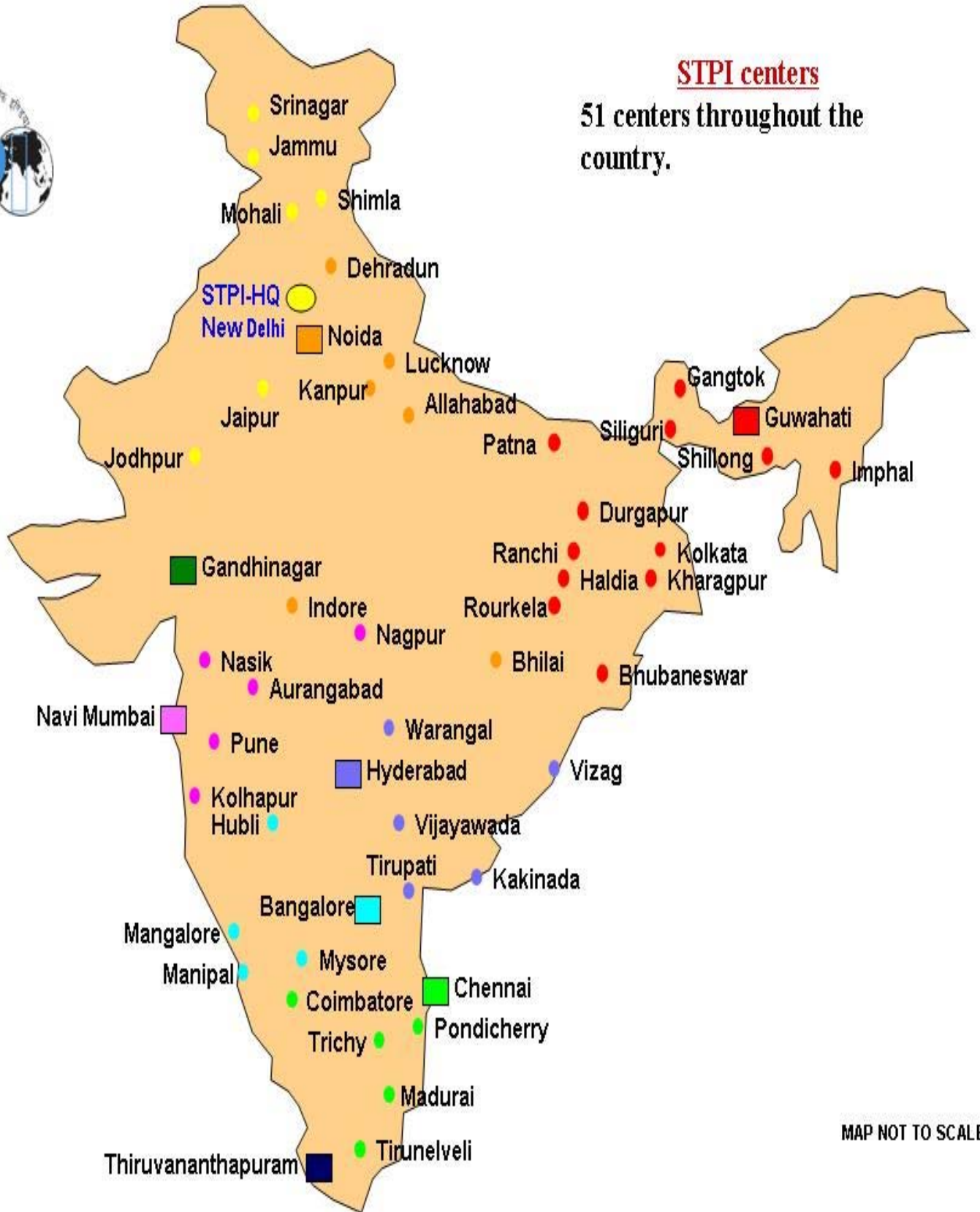
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