

SOFTWARE TECHNOLOGY PARKS OF INDIA

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

B-99, Phase-VIII, Industrial Area, SAS Nagar, Mohali (PUNJAB)

Tel- 0172-2237061/62, 0172-5093545, Fax- 2236498

Website: <http://www.Mohali.stpi.in>

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 Centers/sub-Centers, 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) “Foreign Trade 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/- (Rs. 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. 1000/- (Rs. One thousand only) 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 Chandigarh.

Subject to the provisions of the RTI Act, STPI will endeavor to reply/provide the information as early as possible, and in any case within thirty days of the receipt of the request.

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

2.1 STPI: The Background

Software Technology Parks of India was established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Department of Information Technology, Ministry of Communications and Information Technology,

Government of India on 5th June 1991 with an objective to implement STP Scheme, set-up and manage infrastructure facilities and provide other services like technology assessment and professional training.

2.2 Objectives of the Society

The objectives of the Software Technology Parks of India are:

- (a) To promote development of software and software services.
- (b) To provide statutory services to the exporters by implementing STP/EHTP Scheme.
- (c) To provide data communication services including various value added services to IT industries and corporate houses.
- (d) To provide Project management and consultancy services both at national and international level.
- (e) To promote small and medium entrepreneurs by creating a conducive environment in the field of Information Technology.
- (f) To promote Bio-informatics/Bio-technology industries by providing infrastructural and statutory support.

2.3 Functions of the Society

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

(1) To establish Software Technology Parks at various locations in the country;

(a) To establish and manage the infrastructural resources such as communication facilities, core computers, building, amenities etc. in these parks and to provide services to the users (who undertake software development for export purposes) for development and export of software through data link and to render similar services to the users other than exporters

(b) To undertake other export promotional activities such as technology assessments, market analysis, market segmentation etc.

(c) To organize specialized training in the field of software technology for skill development.

(d) To work closely with respective State Government and act as an interface between Industry and Government.

(e) To create incubation with plug and play facility with a low operation cost in order to promote small and medium entrepreneurs.

(f) To promote secondary and tertiary locations by establishing STPI facilities to promote STP/EHTP Scheme.

(g) To create entrepreneurship, by regularly organizing Entrepreneur Development Programme.

(h) To assist State Governments in formulating IT policies and liaison for promoting the IT industries in respective states to achieve a cumulative growth of exports from all over the country.

- (i) To implement quality and security standard in the IT industries.
- (j) To work jointly with venture capitalists for providing financial assistance to the IT industries.

(2) To perform financial management functions which comprise inter alia the following activities;

(a) to obtain or accept grants, subscription, donations, gifts, bequests from Government, Corporations, Trusts, Organizations or any person for fulfilling the objectives of the STPI.

(b) To maintain a fund to which shall be credited:

- All money provided by the Central Government, State Governments, Corporations, Universities etc.
- All fees and other charges received by the STPI.
- All money received by the STPI by way of grants, gifts, donations, benefactions, bequests or transfers; and
- All money received by the STPI in any other manner or from any other source

(c) To deposit all money credited to the Fund in scheduled Banks or to invest in such a manner for the benefit of the STPI as may be prescribed.

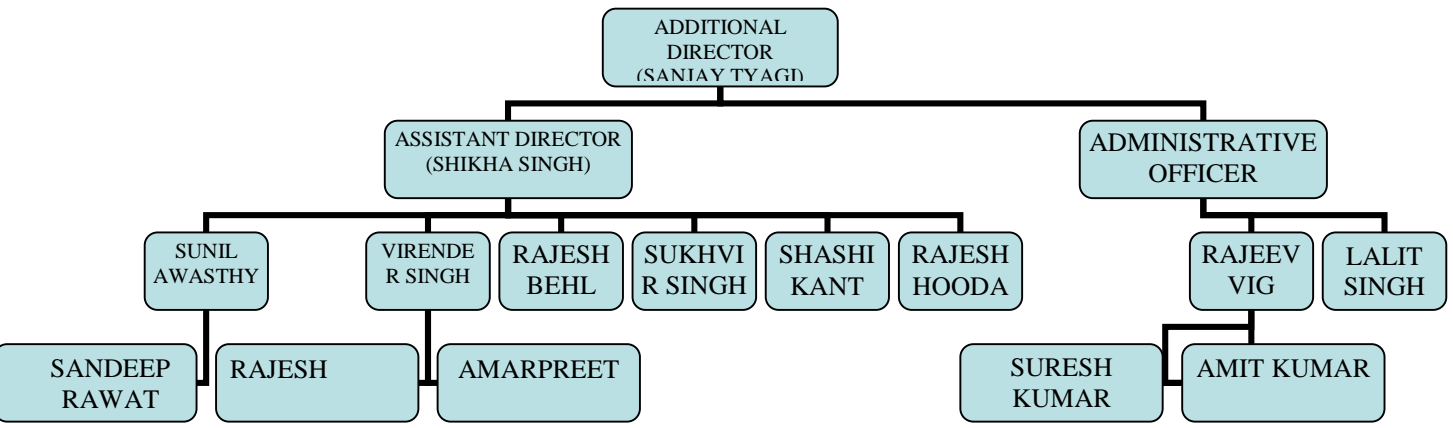
(d) To draw, make, accept endorse and discount Cheque, notes or other negotiable instruments and for this purpose, to sign, execute and deliver such assurance and deeds as may be necessary for the purposes of the STPI.

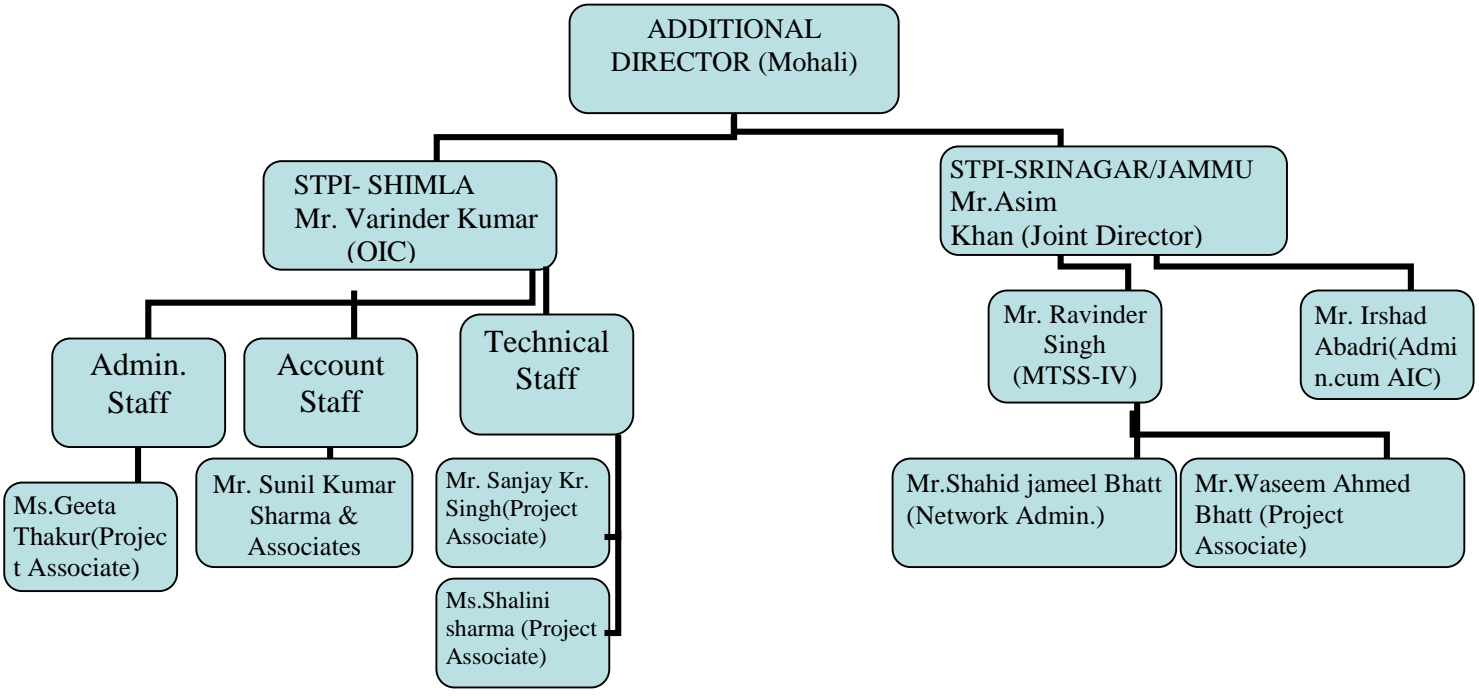
(e) To pay out of the funds belonging to the STPI or out of any particular part of such funds, the expenses incurred by the STPI from time to time including all expenses incidental to the formation and reorganization of the STPI and management and administration of any of the foregoing activities including all rents, rates taxes, outgoing and the salaries of the employees.

(f) To acquire, hold and dispose of the property in any manner whatsoever for the purposes of the STPI, with the prior approval of Governing Council.

Organizational Chart

MOHALI CENTER





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.
- Up to 100% foreign equity permitted.

- Goods imported / procured domestically by the STP units are completely duty free.
- Second hand capital goods may also be imported.
- Sales in the domestic market are permissible up to 50% of the export.
- Income tax benefit under sections 10 A / 10 B of Income Tax Act

2.5.2 HIGH SPEED DATA COMMUNICATION FACILITY (HSDC)

STPI has designed and developed state-of-the-art HSDC Network called SoftNET, which is available to software exporters at internationally competitive prices. STPI has set up its own International Gateways at 44 locations for providing HSDC links to the software industry.

Local access to International Gateways at STPI Centers is provided through Point-to-Point and Point-to-Multipoint microwave radios for the local loop which has overcome the last mile problem and enabled STPI to maintain an uptime of nearly 99.9%. The terrestrial cables (fiber/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)
2. Leased Internet Services (Premium and Standard)
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 facilities 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.

2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES

STPI has implemented domestic projects such NIXI.

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 minimum capital expenditure. The critical requirement for consultancy and project management services is the availability of skilled and experienced manpower. To tap the market STPI would be having a dedicated team of marketing and project management professionals operating from HQ and its main centers.

STPI CENTER

Bangalore

Hubli

Mangalore

Manipal

Mysore

Bhubaneswar

Ranchi

Rourkela

Chennai

Coimbatore

Madurai

Pondicherry

Tirunaveli

Trichy

Gandhinagar

Guwahati

Gangtok

Imphal

Hyderabad

Tirupati

Vijaywada
Vizag
Warangal

Kolkata
Durgapur
Kharagpur

Navi Mumbai
Pune
Nasik
Kolhapur
Nagpur
Aurangabad

Noida
Allahabad
Dehradun
Indore
Kanpur
Lucknow

New Delhi
Bhillai
Jaipur
Jammu
Mohali
Srinagar
Shimla

10 Directorates, 42 Sub Centers
Jammu

[Addresses of the registered office of the Software Technology Parks of India, Mohali and other Centers/sub-Centers](#)

Working days/Hours: Monday to Friday
9.30 A.M. to 6:00 P.M.

MOHALI

The Additional Director
Software Technology Parks of India
B-99, Phase-VIII, Industrial Area, SAS Nagar, Mohali – PUNJAB- 160071
Tel: 91-172-2237061/62
Fax: 91-172-5093545

Website: www.Mohali.stpi.in

SHIMLA

The OIC

Software Technology Parks of India.

Near Kamna Devi Temple

93/1, Balooganj- Shimla-171005

(Himachal Pradesh)

Tel: 91-177-2832679/80

Fax: 91-177-2832680

Website: <http://www.Shimla.stpi.in>**SRINAGAR**

The JOINT DIRECTOR

Software Technology Parks Of India

6-J & K Sidco Electronics Complex,

Old Airport Road,

Badgam Kashmir (J &K)-190007

Tel: 91-194-2300381, 2300520

Fax: 91-194-2300500

Website: <http://www.Stpjk.com>**CHAPTER – 3: POWERS AND DUTIES OF STPI OFFICERS / EMPLOYEES****[SECTION 4(1)(b)(ii)]**

S.NO	Name of the Post	Job Responsibility
1.	Additional Director	1.Overseeing the operations of STPI's at all the locations. 2.Strategic planning & Co-ordination for expansion of STPI infrastructure. 3.Co-ordination with Govt. agencies for bandwidth requirement of STPI 4. Monitoring & review of EoUs under STPI 5. Business development for STPI
2.	Assistant Director	1. Overseeing the operations of STPI's at all the locations. 2. Strategic planning & Co-ordination for expansion of STPI infrastructure. 3. Co-ordination with other centers for bandwidth requirement of STPI 4. Monitoring & review of EoUs under STPI
3.	OSD	1. Operational Head of Administration, Facilities and Logistic Management, Personnel Administration, Human Resource issues reporting to Director. 2. Purchases for centers

		3. Legal court cases etc
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Delegation of Powers

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

Sl No.	Rule No. Of Bye-Laws of the Society	Nature of Power	Authority prescribed in the Rules	Authority empowered to exercise the Powers	Extent of Power Delegated (Rs. In lacs)	Suggestions after review
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1		To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country	DG	DG	Full Power	-
2		Purchase of capital equipment (At a time of any	Director	Director	Upto 3.0	-

		single item) including imported items of the similar equivalent value	DG ECOD GC	DG ECOD GC	Upto 30.0 Upto 50.0 Above 50.0	
3		Contingent expenditure including payments of POL / electricity / water/ telephone / municipal taxes / salaries / wages etc.	Director DG	Director DG	Full Power Full Power	-
4		Deputing employees for short term & specialized training/courses in India & sanctioning of TA/DA as per rules and training fees as per actuals	Director DG	Director DG	Full Power Full Power	
5		To appoint Causal Labour	Director DG	Director DG	Full Power Full Power	
6		Purchase of liveries for staff	Director DG	Director DG	Full Power Full Power	
7		To authorize officers & staff to travel on official tours by a class/mode of which they are not entitled	Director DG	Director DG	Full Power Full Power	
8		Reimbursement of medical expenses (a) In accordance with normal rules (b) In relaxation of normal rules	Director DG DG	Director DG DG	Full power Full Power Full Power	
9		Sanction of purchase or hire or repair of office equipment, furniture, fixtures, coolers ACs etc.	Director DG	Director DG	Full Power Full Power	
10		Payment of rent towards	Director	Director	Full Power	

		office/residential accommodation	DG	DG	Full Power	
11		Payment of legal Consultancy charges	Director	Director	Full Power	
			DG	DG	Full Power	
12		Delegating an officer as controlling officer for the purposes of TA, medical other claims including countersigning of claims	Director	Director	Full Power	
			DG	DG	Full Power	
13		Sanctioning tours within India, advance of TA, LTC	Director	Director	Full Power	
			DG	DG	Full Power	
14		Sanctioning of any personal advances i.e. HBA, vehicle or any long term advance	Director	Director	Up to 0.25	
			DG	DG	Full Power	
15		Sanction of conveyance charges	Director	Director	Full Power	
			DG	DG	Full Power	
16		To pursuit undertaking of assignments within India, outside the Organization without involving society funds	DG	DG	Full Power	
17		Sanction of purchases of books, journals, periodicals magazine etc. for library	Director	Director	Full Power	
			DG	DG	Full Power	
18		Sanction of hire of conveyance	Director	Director	Full Power	
			DG	DG	Full Power	
19		Sanction of advertisements & publicity charges	Director	Director	Upto 0.50	
			DG	DG	Beyond 0.50	
20		Sanction of expenditure on hospitality & entertainment in India	Director	Director	Up to 0.50	
			DG	DG	Up to 5.0	

			ECOD	ECOD	Up to 10.0	
21		Incurring of expenditure on conducting workshops / conferences/ Seminars etc. in India	Director DG	Director DG	Up to 1.0 Full Power	
22		Repair/maintenance of civil works including electrical & mechanical fittings/installation	Director DG ECOD	Director DG ECOD	Up to 1.0 Up to 5.0 Up to 10.0	
23		Purchase of Stationery etc. for office	Director DG	Director DG	Full Power Full Power	
24		Sponsored projects	DG	DG	Full Power	
25		Business Promotion	Director DG	Director DG	Up to 0.20 Full Power	
26		Grant of Honorarium	DG	DG	Full Power	
27		Sanction of office/residential telephones	Director DG	Director DG	Full Power Full Power	
28		Purchase of Software's	Director DG	Director DG	Up to 1.0 Full	
29		Printing of Annual Reports & other documents	Director DG	Director DG	Full Power Full Power	
30		Award of contract towards hiring of services for Pantry / Canteen / Security / cleaning etc	Director DG	Director DG	Full Power Full Power	
31		Entering of MoU's Contracts, Agreements for achievements of objectives of the society (Govt. bodies, International Carrier, Service Providers)	DG GC	DG GC	Full Power Full Power	
32		To receive financial contribution from abroad	GC	GC	Full Power	

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

Administrative Powers

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

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

			DG	DG	FullPower	
5		<p>Selection & appointment of Staff</p> <ul style="list-style-type: none"> ∅ Advertisement ∅ Set-up Panel, Finalize Selection, Appointment and confirmation on probation <ul style="list-style-type: none"> • Up to Group `B` posts Rs.6500-8000 & below • Beyond Group `B` posts other than Director • Director 	<p>Director</p> <p>DG</p> <p>GC</p>	<p>Director</p> <p>DG</p> <p>GC</p>	<p>FullPower</p> <p>FullPower</p> <p>FullPower</p>	
6		<p>Extension of joining time, Resignation Acceptance, Relaxation of Notice Period</p> <ul style="list-style-type: none"> • Up to 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>FullPower</p> <p>FullPower</p> <p>FullPower</p>	
7		<p>Promotion including fixation of pay</p> <ul style="list-style-type: none"> • Up to 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>FullPower</p> <p>FullPower</p> <p>FullPower</p>	
8		<p>Fixation of pay on appointment</p>	<p>Director</p>	<p>Director</p>	<p>FullPower</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 	<p>DG</p>	<p>DG</p>	<p>FullPower</p>	

		• Director	GC	GC	FullPower	
10		Transfers				
		• Upto Group `B` posts	Director	Director	Within the Jurisdictional area	
		• Beyond Group `B` posts other than Director	DG	DG	Full Power	
		• Director	GC	GC	Full Power	
11		Disciplinary Authority				
		• Upto Group `B` posts	Director	Director	FullPower	
		• Beyond Group `B` posts other than Director	DG	DG	FullPower	
		• Director	GC	GC	`FullPower	

CHAPTER – 4: THE PROCEDURE FOLLOWED IN THE DECISIONMAKING 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. Director (HQ) and all Center Directors report to him.

4.3 Center Directors 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, 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's in non-physical form and recommendations to Customs for export in physical form by registered units.

CHAPTER – 5: THE NORMS SET BY STPI FOR THE

DISCHARGE OF ITS FUNCTIONS
[SECTION 4(1)(b)(IV)]

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

**CHAPTER – 6: THE RULES, REGULATIONS, INSTRUCTIONS,
MANUALS AND RECORDS HELD BY STPI OR UNDER ITS
CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS
FUNCTIONS [SECTION 4(1)(b)(v)]**

6.1 Documents used by STPI

- ∅ The Foreign Trade (Development and Regulation Act), 1992
- ∅ Rules and Orders made under the Foreign Trade (D&R Act 1992)
- ∅ Foreign Trade Policy for the period 2004-09
- ∅ Handbook of Procedures (Volume 1)
- ∅ Handbook of Procedures (Volume 2) and Schedule of DEPB Rates.

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

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

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

	and Schedule of DEPB Rates.		
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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>

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

No such arrangement is called for at present.

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

STPI function through the following organs: -

9.1 Governing Council (GC)

9.1.1 Composition:

(a) The Governing Council is the legislative organ, which regulates the policies and administers the Society. Subject to a minimum of 15 and maximum of 18 members, it shall comprise the following:-

- (1) Hon'ble Minister, Administrative Ministry (Chairman).
- (2) Secretary, Administrative Ministry (Vice-Chairman).
- (3) Group Coordinator (STPI), Administrative Ministry (Member).
- (4) Joint Secretary, (Society) Administrative Ministry
- (5) Joint Secretary/Financial Adviser, Administrative Ministry.
- (6) One representative of Ministry of Telecommunication, not below the rank of JointSecretary.

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- (7) One representative of Ministry of Home Affairs not below the rank of Joint Secretary
- (8) One Representative of Intelligence Bureau

(9) One Representative of Ministry of Finance (CBEC) not below the rank of Joint Secretary.

(10) One representative of Ministry of Commerce not below the rank of Joint Secretary.

(11) Chairman, Electronics and Software Export Promotion Council.

(12) Up to four 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) Director General, STPI. (Member Secretary)

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

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The present composition of the Council is as follows: -

Chairman		
1.	Union Minister for Communications & Information Technology (MCIT)	Shri Dayanidhi Maran
Vice-Chairman		
2	Secretary Department of Information Technology Ministry of Communications & Information Technolog	Shri Brijesh Kumar Electronics Niketan 6 CGO Complexes, Lodi Road New Delhi 110 003 Tel # 24364041 Fax # 24363134
Members		
3	Representative of Department of Telecommunications Ministry of Communications & IT	Shri PK Mittal Dy. Director General (BS) Department of Telecommunications Ministry of Communications & IT Sanchar Bhawan, Ashok Road New Delhi 110 001 Tel # 23710437 Fax # 23372061

4.	Representative of Ministry of Finance (Excise & Customs)	Shri V. Sridhar Director General (Systems & Data Management) Directorate General of Systems & Data Management Central Board of Excise & Customs Department of Revenue Ministry of Finance th 4 Floor, Samrat Hotel, New Delhi 110021 Tel # 2687 7960 Fax #
5.	Representative of Ministry of Commerce	Shri MVPC Sastry Joint Secretary Ministry of Commerce Udyog Bhawan New Delhi 110 001 Tel # 23062526 Fax # 23014418
6.	Representative of Ministry of Home Affairs	Shri L.C. Goyal Joint Secretary (IS) Ministry of Home Affairs Room No. 193 A/1, North Block, New Delhi 110 001 Tel # 2309 2736 Fax #
7.	Representative of Intelligence Bureau	Shri V. Rajagopal Joint Director Intelligence Bureau (Ministry of Home affairs) 35 S.P. Marg, New Delhi Tel/Fax # 2687 3556
8.	Additional Secretary Department of Information Technology Ministry of Communications & IT	Shri M. M. Nambiar Additional Secretary Department of Information Technology Ministry of Communications & IT Electronics Niketan 6 CGO Complex, Lodi Road

		New Delhi 110 003 Tel # 2436 3078
9.	JS & FA Department of Information Technology Ministry of Communications & IT	JS&FA Department of Information Technology Ministry of Communications & IT Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 Tel # 24363097
10	Group Coordinator Department of Information Technology Ministry of Communications & IT	Shri Pankaj Agrawala Joint Secretary Department of Information Technology Ministry of Communications & IT Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 Tel # 24363124
Representatives of User Industry		
11	Chairman, ESC	Shri Nalin Kohli Chairman, ESC 514 Ansal Chamber- II 6, Bhikaji Cama Place, New Delhi 110 066 Tel #26173898, 55405990 Fax# 26173829
12	President, NASSCOM	Shri Kiran Karnik President NASSCOM International Youth Center Teen Murti Marg, Chanakyapuri New Delhi – 110021 Tel # 23010199, 23015416-18 Fax # 23015452

13		<p>Shri Arun Jain Chairman & C E O Polaris Software Lab Ltd Polaris House No. 244, Anna Salai Chennai-600 006 Tel # 044-285 24056, 28524154 Fax : 044-285 23280</p>
14		<p>Shri P.R. Venkatrama Raja Vice Chairman & Managing Director Ramco Systems, No.64, Sardar Patel Road Taramani Chennai-600 113 Tamil Nadu Tel # 044 2235 4510, 2235 5711</p>
15		<p>Shri G. Dijendranath Chief Operating Officer Altosys Software Technologies Ltd. 5th Floor, 'Pottipati Plaza' 77, Nungambakkam High Road, Nungambakkam, Chennai-600 034 Tel : (044) 2822 8647, 2820 3548/ 49/ 51 Fax : (044) 2820 3552 Mobile : 98400 79797</p>
Member Secretary		
16	Director General, STPI	<p>Shri SN Zindal Director General Software Technology Parks of India Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 Tel # 24363108, 24363309 Fax # 24364336</p>

9.1.2 Powers and Functions:

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

9.1.3 Executive Committee of Directors (ECOD)

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

- (a) Examination of new proposals/schemes and budget.
- (b) Review and rationalization of system and management practices relating to common issues such as staff matters including review promotions and staff welfare, service conditions, delegation of powers.
- (c) Examination of proposals for deputation of personnel abroad for project based assignments including equipment procurement.

- (d) Examination of proposals for write off irrecoverable dues and obsolete stores.
- (e) In addition to the matters as at (a) above, examination of all other proposals involving financial implications including regulation of financial powers of various officers.
- (f) Any other matter which the Governing Council may remit to it for consideration and advice.

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

The ECOD shall comprise the following members:

(a) Director General STPI	Chairman
(b) Joint Secretary & Financial Advisor, DIT	Member
(c) Joint Secretary / Group Coordinator (STPI), DIT	Member
(d) Sr. Director, STPI	Member
(e) Three Directors of STPI Centers (To be nominated by DG)	Member
(f) Director (Finance)/Chief Finance Officer, STPI	Member
(g) Director (HQ)	Member
(h) Director (Personnel)/Chief Admn. Officer, STPI	Member Secretary

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9.1.4 Standing Executive Boards (SEBs)

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

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

Officer-in-charge of the Center/Sub-Centers shall attend the SEB Meetings. DG may co-opt any other person, as may be necessary.

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The composition of SEB, Mohali as indicated below:

1. Shri. S. N. Zindal, Director General	Software Technology Parks of India ElectronicsNiketan, 6, CGO Complex, Lodi Road, New Delhi-I I 0 003
2. Managing Director- Cum-Secretary IT (Pb.)	Punjab Information & Communication Technology Corporation Ltd., 5 th Floor, Udyog Bhawan, Sector 17, Chandigarh
3. Ms. Amita Singh	Custom & Excise Deptt. 5 th Floor, Revenue Building, Sector-17 Chandigarh
4. Director I.T, U.T Administration Chandigarh	U.T Administration, 5 th Floor, New Deluxe Buildings Sector-17, Chandigarh
5. Head (Development Centre)	Infosys Technologies Ltd. B-100, Indl. Area, Ph.VIII, Mohali (Pb.)
6. Chief Executive Officer	Smart data Enterprises (I) Ltd., SCF 38-39, Indl. Area, Ph-VIII Mohali (Pb.)

List of Members of First meeting of Standing Executive Board which was held on
Thursday, 26th May, 2005 between 11.30hrs to 13.30 hrs at STPI-Pune office.
MEETINGS OF THE ABOVE COUNCIL/COMMITTEE/BOARDS ARE NOT OPEN
TO THE PUBLIC.

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

Details of Officers/ Employees are given below:

STPI-Mohali – Regular

Sl.No	Name/ Designation	STD Code	Ph. No.	Fax	Email
1	Dr.SanjayTyagi Additional Director	0172	2236829	2236498	Sanjay_Tyagi@Mohali.stpi.in
2.	Ms.Shikha Singh Assistant Director	0172	5093545	2236498	shikha@stpm.soft.net
3.	Mr. Sunil Awasthy MTSS S-VI	0172	5093546	2236498	awasthy@stpm.soft.net
4	Mr.VirenderSingh MTSS S-V	0172	2237061/6 2	2236498	dahia@stpm.soft.net
5.	Mr. Rajesh Behl MTSS S-V	0172	2237061/6 2	2236498	behl@stpm.softnet
6.	Mr.SukhbirSingh MTSS S-V	0172	2237061/6 2	2236498	sukhbir@stpm.soft.net
7.	Mr. Rajeev Vig MASS S-III	0172	2237061/6 2	2236498	Rajeev@stpm.soft.net
8.	Mr. Shashikant MTSS S-IV	0172	2237061/6 2	2236498	-
9	Mr.RajeshHooda MTSS S-II	0172	2237061/6 2	2236498	-
10.	Mr. Lalit Singh MSS S-I	0172	2237061/6 2	2236498	lalit@stpm.soft.net

STPI-Mohali– Contract

Sl.No	Name/ Designation	STD Code	Ph. No.	Fax	Email
1.	Mr. Suresh Assistant	0172	2237061/62	2236498	Sureshkumarblp@yahoo.com
2.	Mr.Amit Kumar Sood Assistant	0172	2237061/62	2236498	Amitsood2007@yahoo.co.in
3	Mr. Sandeep Assistant	0172	2237061/62	2236498	Sandeep_rawat_81@yahoo.com
4	Mr. Rajesh Assistant	0172	2237061/62	2236498	
5	Mr.Amarpreet Assistant	0172	2237061/62	2236498	-

Sl.No	Name/ Designation	Ph. No.	Ext. No.	Email
1.	Mr. VarinderKumar Office In charge	0177-2832679/80 Mob.98160 23489	22/25	varinder.kumar@stpi.in
Directory of Project Associates				
1	Ms. Geeta Thakur Project Associate (Admin.)	0177-2832679 2832680	20	nocshimla@stpi.in
2	Mr. Mukesh Kumar Project Associate (Electrician)	0177-2832679 2832680	2627858	nocshimla@stpi.in
3	Mr. Sanjay Kumar Singh Project Associate (Technical)	0177-2832679 2832680	21	nocshimla@stpi.in
4.	Ms. Shalini Sharma Project Associate (Technical)	0172-2332679 232680	23	nocshimla@stpi.in
Directory Project Associates Hired from Placement Agency				
1.	Mr.SunilKumar (M/s Mukesh Kumar Sharma & Associates) (Accountant)	0177-2832679 2832680	31	nocshimla@stpi.in

Sl.No	Name/ Designation	STD Code	Ph. No.	Fax	Email
1	Mr. Asim Khan (Joint Director)	0194	2300520	2300500	asim@stpjk.com
2	Mr. Ravinder Singh (MTSS S-IV)	0194	2300520	2300500	ravi@stpjk.com
3.	Mr.IrshadBadri AO (Admin. & Accounts)	0194	2300520	2300500	irshad@stpjk.com
4.	Mr. Shahid Jameel Bhatt Network Admin.	0194	2300520	2300500	shahid@stpjk.com

STPI- Srinagar - Contract

1.	Mr. Waseem Ahmed Bhatt (Project Associate)	0194	2300520	2300500	waseem@stpjk.com
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**CHAPTER – 11: MONTHLY REMUNERATION RECEIVED BY EACH
OFFICER / EMPLOYEE OF STPI INCLUDING THE SYSTEM
OF COMPENSATION AS PROVIDED IN ITS REGULATION
[SECTION 4(1)(b)(x)]**

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

STPI-Mohali

Sr. No.	Name	Designation	Monthly remuneration (Gross) as on Nov. 2006
1	Dr.SanjayTyagi	Addl. Director	31,596.00
2	Miss. Shikha Singh	Assistant Director	18,120.00
3	Mr. Sunil Awasthy	MTSS S-VI	18,191.00
4	Mr.Virender Singh	MTSS S-V	14,651.00
5	Mr. Rajesh Behl	MTSS S-V	13,282.00
6	Mr. Sukhbir Singh	MTSS S –V	14,651.00
7	Mr. Rajeev Vig	MASS S -III	11,925.00
8	Mr. Shashikant	MTSS S-IV	10,005.00
9	Mr. Rajesh Hooda	MTSS S-II	9,050.00
10.	Mr. Lalit Singh	MTSS S -I	7,478.00

STPI-Shimla Regular

Sr. No.	Name	Designation	Emoluments
1	Mr.VarinderKumar	Assistant Director (OIC)	17400.00
2	Ms. Geeta Thakur	Project Associate (Admin.)	6151.00
3	Mr.Mukesh Kumar	ProjectAssociate (Electrician)	5380.00
4	Mr. Sanjay Kumar Singh	Project Associate (Technical)	6658.00
5	Ms.Shalini Sharma	Project Associate (Technical)	7175.00

STPI Shimla- Contract

1.	Mr. Sunil Kumar (M/s Mukesh Kumar Sharma & Associate	Accountant	5,500.00
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STPI-Srinagar

Sr. No.	Name	Designation	Monthly Gross
1	Mr.AsimKhan	Joint Director(OIC)	26220.00
2	Mr.RavinderSingh	MTSS S-IV	13200.00
3	Mr.IrshadBadri	Administration & Accounts	11689.00
4	Mr. ShahidJameel Bhatt	Network & Administration	8500.00
5	Mr.WaseemAhmed	Project Associates	5700.00

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

STPI, Mohali Center has been grouped with Three sub Centers, each group headed by a Asst. Director /Officer In Charge. These groups prepare annual plans. STPI-Centers as profit Centers, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the STPI-Mohali.Out of the total income generated from the datacom income, project consultancies and interest from the banks, the expenditure of the Centers pertaining to the data link charges, establishment and other administrative expenses are met out from such incomes.

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

STPI have no such programs.

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 Centers 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:

Sh. S.N. Zindal
Director General
Address: Electronics Nike tan
6, CGO Complex
Lodi Road, New Delhi-110003
Telephone No. 24363108, 24363309
Fax No. 24363436, 24364336
E-Mail ID: snzindal@stpi.in

Name and contact no. Of Public Information Officer at Software Technology Parks of India
Mohali

Sr. No.	Names of center/ sub-Center	Name of Officer	Designation	Mobile No.	Email ID
1	STPI-Mohali	Dr.Sanjay Tyagi	Additional Director	09814015109	Sanjay_tyagi@mohali.stpi.in
2	STPI-Shimla	Mr. Varinder Kumar	Office In-charge	09816023489	Varinder.kumar@stpi.in
3.	STPI Jammu/Srinagar	Mr. Asim Khan	Joint Director	0941900662	asim@stpjk.com

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

FORM 'A'

Form of Application for seeking information from STPI

RTI Application No. _____

Dated of Receipt _____

(To be filled by the Office)

To

Public Information Officer