

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.

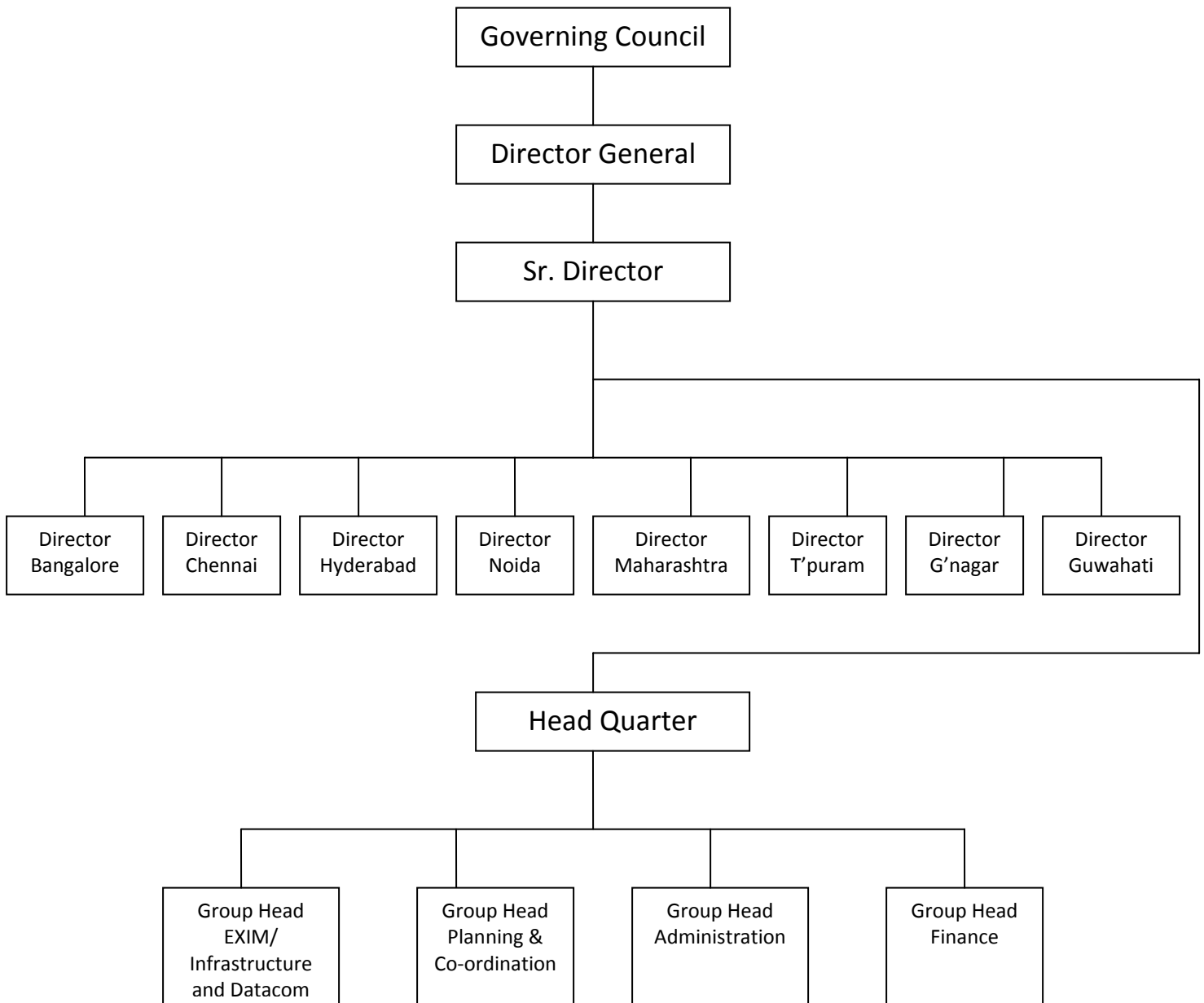
(d) to draw, make, accept, endorse and discount cheques, notes or other negotiable instruments and for this purpose, to sign, execute and deliver such assurance and deeds as may be necessary for the purposes of the STPI.

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

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 single item) including imported items of the similar equivalent value | Director DG ECOD GC | Director DG ECOD GC | Upto 3.0 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 office/residential accommodation | Director DG | Director DG | Full Power Full Power | - |
| 11 | | Payment of legal Consultancy charges | Director DG | Director DG | Full Power Full Power | - |
| 12 | | Delegating an officer as Controlling officer for the purposes of TA, medical other claims including countersigning of claims | Director DG | Director DG | Full Power Full Power | - |
| 13 | | Sanctioning tours within India, advance of TA, LTC | Director DG | Director DG | Full Power Full Power | - |
| 14 | | Sanctioning of any personal advances i.e. HBA, vehicle or any long term advance | Director DG | Director DG | Upto 0.25 Full Power | - |
| 15 | | Sanction of conveyance charges | Director DG | Director DG | Full Power 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 DG | Director DG | Full Power Full Power | - |
| 18 | | Sanction of hire of conveyance | Director DG | Director DG | Full Power Full Power | - |
| 19 | | Sanction of advertisements & publicity charges | Director DG | Director DG | Upto 0.50 Beyond 0.50 | - |
| 20 | | Sanction of expenditure on hospitality & entertainment in India | Director DG ECOD | Director DG ECOD | Upto 0.50 Upto 5.0 Upto 10.0 | - |
| 21 | | Incurring of expenditure on conducting workshops / conferences/ seminars etc. in India | Director DG | Director DG | Upto 1.0 Full Power | - |
| 22 | | Repair/maintenance of civil works including electrical & mechanical fittings/installation | Director DG ECOD | Director DG ECOD | Upto 1.0 Upto 5.0 Upto 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 | Upto 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 Softwares | Director DG | Director DG | Upto 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 (b) Heads of Centres (c) Other staff | GC GC GC | GC GC GC | Full Power Full Power 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 DG ECOD | Director DG ECOD | Upto 1 month Upto 1 year Beyond 1 year | - |
| 40 | | Write-off irrecoverable loss/capital/rental (one time) (per item/per cycle/period) | Director DG ECOD GC | Director DG ECOD GC | Upto 0.05 Upto 0.10 Upto 0.50 Full 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. Chandrasekhar Electronic Niketan 6, CGO Complex, Lodhi Road New Delhi – 110 003 |
| Members | |
| 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 |
| 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 |
| 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 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) | 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) 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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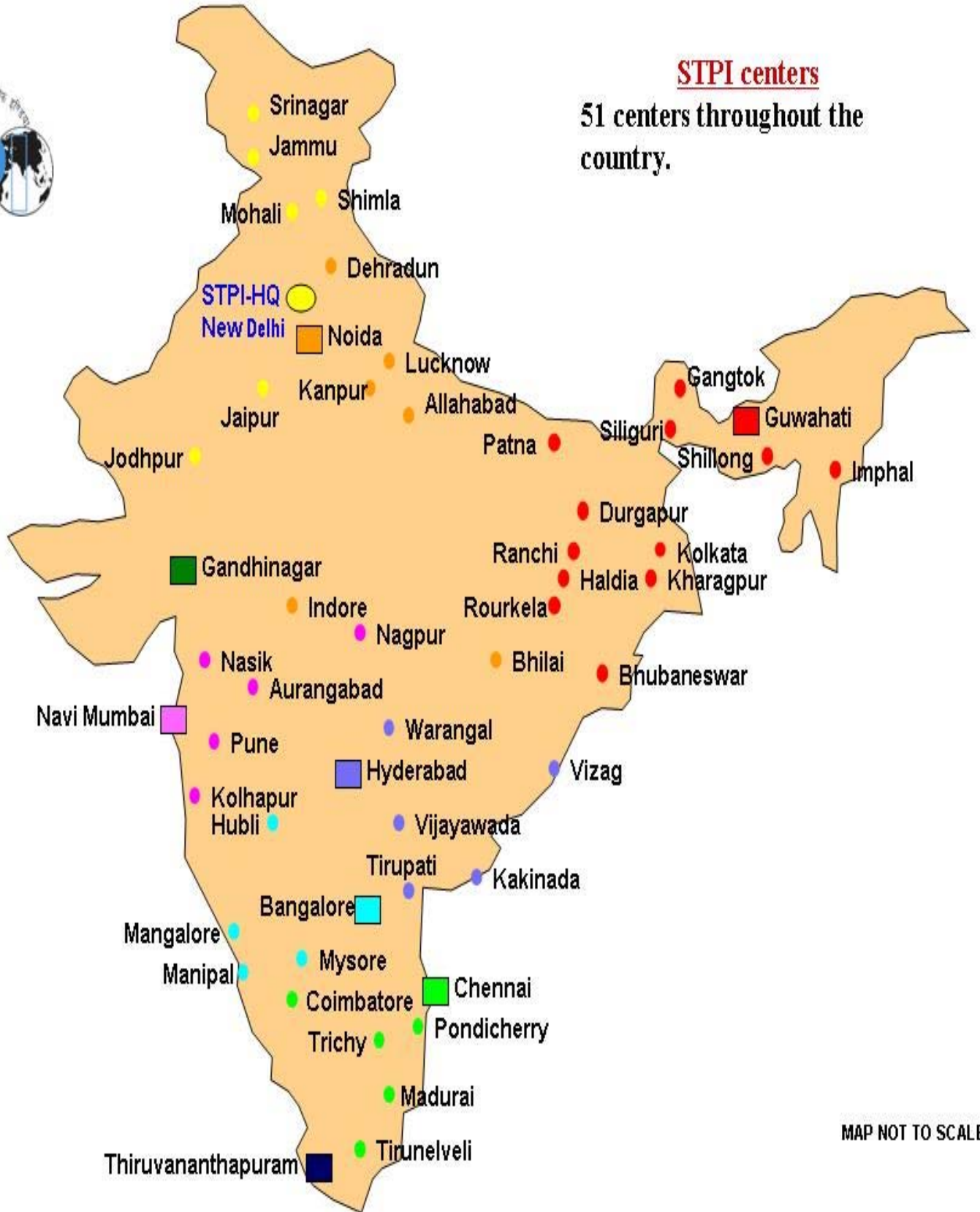
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