

# **SOFTWARE TECHNOLOGY PARKS OF INDIA**

(An Autonomous Society under Ministry of Electronics & 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 Rs. 2 (Rs. Two) 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 Gandhinagar.

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

## **CHAPTER-2**

### **PARTICULARS OF THE ORGANIZATION, FUNCTIONS AND DUTIES**

**[Section 4(1)(b)(i)]**

#### **2.1 STPI: THE BACKGROUND**

Software Technology Parks of India was established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Ministry of Electronics and Information Technology, Government of India on 5<sup>th</sup> June 1991 with an objective to implement STP Scheme, set-up and manage infrastructure facilities and provide other services like technology assessment and professional training.

#### **2.2 OBJECTIVES OF THE SOCIETY**

The objectives of the Software Technology Parks of India are:

- (a) To promote the development and export of software and software services including Information Technology (IT) enabled services/ Bio-IT.
- (b) To provide statutory and other promotional services to the exporters by implementing Software Technology Parks (STP)/ Electronics and Hardware Technology Parks (EHTP) Schemes and other such schemes which may be formulated and entrusted by the Government from time to time.
- (c) To provide data communication services including value added services to IT / IT enabled Services (ITES) related industries.
- (d) To promote micro, small and medium entrepreneurs by creating conducive environment for entrepreneurship in the field of IT/ITES.

## **2.3 FUNCTIONS OF THE SOCIETY**

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

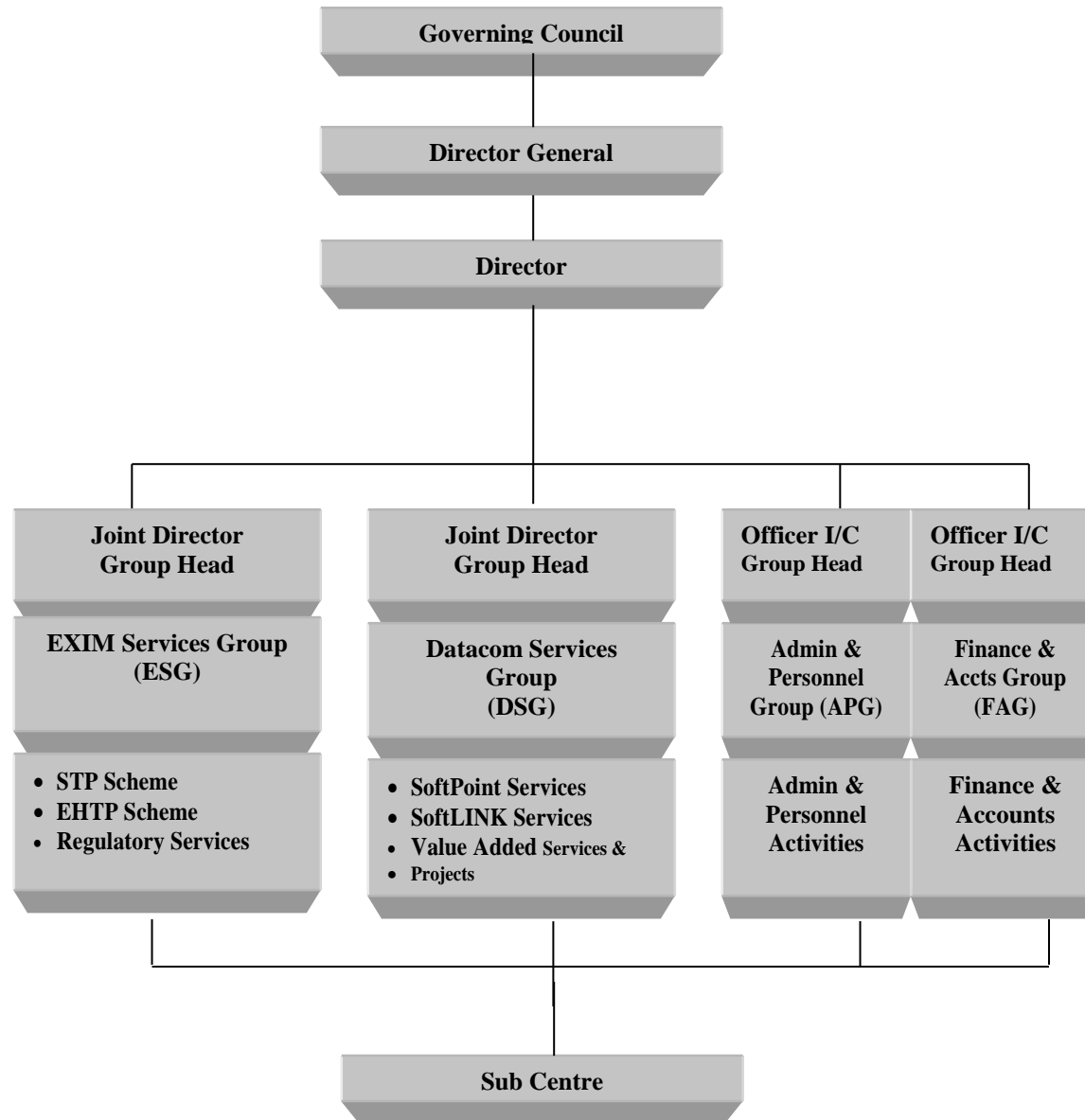
**(1) To establish Software Technology Parks at various locations in the country;**

- (a) To establish and manage the infrastructure 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 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 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.

## 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/indigenously procured by the STP units are completely duty free.
- ♦ Second hand capital goods may also be imported.
- ♦ Sales in the domestic market are permissible up to 50% of the export.

### **2.5.2 HIGH SPEED DATA COMMUNICATION FACILITY (HSDC)**

STPI has designed and developed state-of-the-art HSDC Network called SoftNET, which is available to software exporters at internationally competitive prices. 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 up time 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) in the bandwidth of 64 KBPS 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 Conditioners
- 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/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)]**

| <b>S.NO</b> | <b>Name of the Post</b>                                   | <b>Job Responsibility</b>   |
|-------------|---|---|
| <b>1.</b>   | <b>Director</b>   | 1. Overseeing the operations of STPI-Gandhinagar Center<br>2. Strategic planning & Co-ordination for expansion of STPI infrastructure.<br>3. Co-ordination with Govt. agencies and STPI-HQ<br>4. Monitoring & review of EOUs under STPI<br>5. Business development for STPI |
| <b>2.</b>   | <b>Joint Director</b>                                     | 1. Regulatory services under the STP & EHTP Scheme<br>2. Supervision & Monitoring of units' performance<br>3. IMSC Matters  |
| <b>3.</b>   | <b>Joint Director</b>                                     | 1. Operational Head of Datacom Services Group (DSG) activities including –<br>Operation of services & management.<br>2. Strategic planning & Co-ordination for expansion of STPI infrastructure.<br>3. Business development of the center                                   |
| <b>4.</b>   | <b>Officer I/C (Administration &amp; Personnel Group)</b> | 1. Operational Head of Administration, Facilities and Logistic Management, Personnel, Administration, Human Resource issues & reporting to Director.<br>2. Stores & Inventory, Purchases for center<br>3. Legal court cases etc.  |
| <b>5.</b>   | <b>Officer I/C (Finance &amp; Accounts Group)</b>         | Operation Head of Finance, Accounts, Payments, Audit of Accounts activities & reporting to Director   |

## **DELEGATION OF FINANCIAL POWERS**

*(Effective from 23.11.2015 as amended in compliance of the decision of 43<sup>rd</sup> Governing Council meeting)*

| <b>S. No.</b> | <b>Subject Matter</b>  | <b>Extent of Powers delegated<br/>(Amount in Rs. lacs)</b> |
|---------------|--|--|
| 1.            | (a) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country.<br>(b) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA | (a) DG – Full Powers<br><br>(b) GC – Full Powers           |
| 2.            | Purchase of capital equipment including imported items of the similar/equivalent value, software, technical store like raw material, components, consumables, semi-consumables including fabrication of equipment  | HOC– Upto 10<br>DG – Upto 500<br>GC – Full Powers          |
| 3.            | Contingent expenditure including payments of POL/electricity/water/ telephone/municipal taxes/ salaries/wages etc.   | HOC – Full Powers  |
| 4.            | Deputing employees for short term/specialized/sponsored training/part time training in India and payment of fee thereof  | HOC – Full Powers<br>(up to one month)<br>DG - Full Powers |
| 5.            | To appoint Casual Labour upto 89 days  | HOC – Full Powers  |
| 6.            | Purchase of liveries for staff   | HOC – Full Powers  |
| 7.            | To authorize officers & staff to travel on official tours by a class/mode for which they are not entitled  | HOC – Full Powers  |
| 8.            | Re-imbursement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital<br>(a) In accordance with normal rules<br>(b) In relaxation of normal rule   | (a) HOC – Full Powers<br>(b) DG – Full Powers              |
| 9.            | Hire or Repair or AMC of office equipment/ IT and IT peripherals/ furniture/ fixtures/ ACs etc. for one year for each item   | HOC – Full Powers<br>DG – Full Powers                      |
| 10.           | Payment of rent towards office/hostel/guest house/residential accommodation hired on lease   | HOC- Full Powers   |
| 11.           | Payment of legal Consultancy charges   | HOC – Full Powers  |
| 12.           | Designating an Officer as Controlling Officer for the purposes of TA, other claims including countersigning of claims  | HOC – Full Powers  |
| 13.           | Sanctioning official tours within India, advance of TA, LTC  | HOC – Full Powers  |
| 14.           | Sanctioning of any loan / advance subsidy i.e. on HBA, vehicle or any long term advance as per   | HOC – Full Powers  |

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|     | the policy approved by the GC   |  |
| 15. | Sanction of local conveyance charges  | <b>HOC – Full Powers</b>   |
| 16. | To permit undertaking of assignments within India and abroad without involving society funds,<br>(a) DG<br>(b) Other Officers/Staff | <b>(a) GC – Full Powers<br/>(b) DG – Full Powers</b>   |
| 17. | Sanction for purchase of books, journals, periodicals magazines etc. for library  | <b>HOC – Full Powers</b>   |
| 18. | Sanction of hire conveyance/transport for office  | <b>HOC --- Full Powers</b>   |
| 19. | Sanction of advertisements & publicity charges  | <b>HOC – Upto 5.0 in a year and<br/>Full powers for the activities/<br/>event duly approved by DG<br/>DG – Full Powers</b> |
| 20. | Sanction of expenditure on hospitality & entertainment in India   | <b>HOC – Upto 1.0<br/>DG – Upto 10<br/>GC – Full Powers</b>  |
| 21. | Incurring of expenditure on conducting meet/ workshops/ conferences/ seminars etc. in India   | <b>HOC – Full Powers<br/>(With prior in-principle<br/>approval of DG)</b>  |
| 22. | Repair and maintenance of Civil work including electrical fittings/installation & award of annual maintenance contract thereof      | <b>HOC – Upto 5.0<br/>DG – Full Powers</b>   |
| 23. | Purchase of Stationery etc. for office  | <b>HOC – Full Powers</b>   |
| 24. | Business Promotion on case to case basis  | <b>HOC – Upto 1.0<br/>DG – Full Powers</b>   |
| 25. | (a) Grant of Honorarium<br><br>(b) Grant of Honorarium to visiting experts/ Members/ Councils/ Committee/Board etc.                 | <b>(a) HOC–Upto 0.05<br/>(per employees/annum)<br/>DG – Full Powers<br/>(b) HOC – Full Powers</b>                          |
| 26. | Sanction of office/residential/mobile telephones/broadband facility and payment thereof   | <b>HOC – Full Powers</b>   |
| 27. | Purchase of Softwares / Software services / Development of Softwares / Office Automation / Modernization etc.                       | <b>HOC – Upto 2.0<br/>DG – Full Powers</b>   |
| 28. | Printing of Annual Reports & other documents  | <b>HOC – Full Powers</b>   |
| 29. | Hiring of services for Pantry/Canteen/Security/Cleaning /Outsource manpower etc.  | <b>HOC – Full Powers</b>   |
| 30. | (a) Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof,  | <b>(a) DG – Full Powers</b>  |

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|     | for achievement of objectives of the Society. #<br>(b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society.<br><br><i># Clarification No. 1 &amp; 2 issued vide communication No. 2(4)/2005-STPI Vol.II dt: 18.11.2011 &amp; 03.04.2013 shall remain kept and read with this DoP.</i> | <b>(b) GC – Full Powers</b>   |
| 31. | Approval for deputation/training abroad<br>(a) DG<br>(b) Other Officers/staff   | <b>(a) GC – Full Powers<br/>(b) DG – Full Powers</b>  |
| 32. | (a) Procurement of land and building/built-up space<br><br>(b) Construction of building   | <b>(a) GC – Full Powers<br/>DG – Upto 2000<br/>(b) GC – Full Powers<br/>DG – Upto 2000</b>                    |
| 33. | Hiring of office premises/hostel/guest house/residential accommodation on lease   | <b>DG – Full Powers</b>   |
| 34. | To authorize persons to operate Bank Account and to sign Bank documents   | <b>DG – Full Powers</b>   |
| 35. | Purchase and condemnation of office vehicles  | <b>DG – Full Powers</b>   |
| 36. | Fixation of tariff rate for various services offered by STPI other than statutory services  | <b>DG- Full Powers</b>  |
| 37. | Expenditure towards preliminary activities viz. preparation of blue print, structural designing, other architectural Consultancy works prior to award of Civil work   | <b>DG – Full Powers</b>   |
| 38. | Approve Single tender/single quotation in respect of proprietary items or specified brand goods   | <b>HOC – Full Powers*<br/>DG – Full Powers*<br/>*(Within delegated financial powers)<br/>GC – Full Powers</b> |
| 39. | Interiors & furnishing of building  | <b>DG – Full Powers</b>   |
| 40. | Opening of temporary office for the project & other requirements other than opening of new STPI centres   | <b>DG – Full Powers</b>   |
| 41. | Opening of new STPI centre at new location  | <b>GC – Full Powers</b>   |
| 42. | Arrangement of boarding, lodging and travel for touring officer/staff   | <b>HOC – Full Powers</b>  |
| 43. | To constitute various committees / sub-committees comprising internal / external members for effective functioning of the Society.  | <b>DG – Full Powers</b>   |
| 44. | Setting up of joint ventures, alliances and such other mechanisms as to achieve the objectives of Society and to exploit and develop markets for core strength and domain knowledge achieved by   | <b>DG – Full Powers (With reporting to GC)</b>  |

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|     | the Society   |   |
| 45. | Setting up of joint ventures, alliance, businesses and such other mechanism with foreign agencies   | <b>GC – Full Powers</b>   |
| 46. | Grant of higher pay/additional increment on appointment /promotion  | <b>DG – Full Powers</b>   |
| 47. | Cash Purchase   | <b>HOC – Upto 0.10</b><br><b>DG- 0.20 or the limit as prescribed by income tax department from time to time</b>                         |
| 48. | Approve Annual budget   | <b>GC – Full Powers</b>   |
| 49. | Sanction of group pick & drop facility for staff members in lieu of transport allowance   | <b>DG – Full Powers</b>   |
| 50. | Sanction of lease accommodation   | <b>DG – Full Powers</b>   |
| 51. | Promotional sponsorship   | <b>HOC – Upto 1.0</b><br><b>DG – Full Powers</b>  |
| 52. | To invest the funds of the Society in the public financial institution/schedules banks, any other Government securities on long-term basis      | <b>DG – Full Powers</b>   |
| 53. | Write-off of irrecoverable losses due to theft, fraud or negligence of individual (Depreciated value of each item)                              | <b>HOC – Upto 0.25</b><br><b>DG – Upto 2.0</b><br><b>GC – Full Powers</b>   |
| 54. | Write-off of irrecoverable losses not due to theft, fraud or negligence of individual (Depreciated value of each item)                          | <b>HOC -- Upto 2.0</b><br><b>DG – Upto 10.0</b><br><b>GC – Full Powers</b>  |
| 55. | Grant of Incentive/Performance Incentive  | <b>GC – Full Powers</b>   |
| 56. | Provident Fund Management   | <b>PF Trust in consultation with DG</b>   |
| 57. | Nomination of Society's officials in /committee/Boards of other organizations   | <b>DG – Full Powers</b>   |
| 58. | Staff Welfare Measures  | <b>DG – Full Powers</b>   |
| 59. | Re-appropriation of funds within each category viz. capital and revenue   | <b>DG – Full Powers</b>   |
| 60. | Declare stores including office equipment as unserviceable/ irreparable/ obsolete and to approve their mode of disposal as per Govt./STPI norms | <b>HOC – Upto 5</b> (Depreciated value in each case)<br><b>DG – Upto 50</b> (Depreciated value in each case)<br><b>GC – Full Powers</b> |
| 61. | Procurement of bandwidth, NLD and associated services   | <b>HOC – Full power</b> (as per the approved policy or as per the   |

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|     |   | guidelines approved by the DG)<br><b>DG-Full Power</b>                              |
| 62. | Hiring of Consultants / Consultancy / legal services                                  | <b>HOC – Full power</b> (for legal services)<br><b>DG-Full Power</b>                |
| 63. | Approvals related to execution of projects undertaken by STPI and expenditure thereon | <b>DG – Full power</b> (within the approved project budget)<br><b>GC-Full Power</b> |

*(i) The Financial Management functions shall be performed as per the provisions of Memorandum of Association of STPI.*

*(ii) The powers to be exercised in accordance with relevant rules/procedures prescribed from time to time.*

*(iii) The authorities concerned will strictly exercise the powers within the overall budgetary allocations.*

*(iv) When the Governing Council is not in meeting, the powers of Governing Council shall be exercised by the Chairman, Governing Council*

*(v) Governing Council is empowered to approve any item not specifically covered in this schedule.*

*(vi) DG as CEO will have powers concurrently vested with Subordinate authorities including overriding powers.*

*(vii) Deputy Chief Executive officer/Head of Headquarters' defined as Senior Director in RCBS (recruited against vacancy) shall exercise the powers as delegated to Head of Centre. In absence of DG, he would also exercise the powers of the DG.*

*(viii) Delegation of Powers to Group Head(s)/Officer-in-Charge shall be done by DG separately from time to time to the extent needed and found appropriate.*

*(ix) Financial limits as delegated are meant for each occasion otherwise any rider/limit specifically mentioned with extent of power.*

*Version – I effective from 20.07.2010 to 31.03.2013*

*Version – II effective from 01.04.2013 to 15.12.2013*

*Version – III effective from 16.12.2013 to 22.11.2015*

*Version – IV effective since 23.11.2015*



## DELEGATION OF ADMINISTRATIVE POWERS

(Effective from 13.12.2012)

| Sl. No. | Subject Matter   | Director         |                                | Director General |                                     | Governing Council |           |
|---------|--|------------------|--------------------------------|------------------|-------------------------------------|-------------------|-----------|
|         |  | Extent of powers | Condition                      | Extent of powers | Condition                           | Extent of powers  | Condition |
| 1       | Creation of Posts  | -                | -                              | -                | -                                   | FULL              | -         |
| 2       | Engagement of contract staff (full / part time) on consolidated salary   | Upto Rs. 25000/- | -                              | FULL             | -                                   | -                 | -         |
| 3       | Appointment of Casual Worker (As per the minimum wages fixed by the respective State Govt.)  | FULL             | -                              | FULL             | -                                   | -                 | -         |
| 4       | Casual skilled workers @ Rs.150 per day for less than 30 days  | FULL             | -                              | FULL             | -                                   | -                 | -         |
| 5       | Selection & appointment / Promotion / Disciplinary and other related matters of Staff <ul style="list-style-type: none"> <li>Sr. Director</li> <li>Beyond Group 'B' posts upto Director</li> <li>Upto Group 'B' posts</li> </ul> | -                | -                              | FULL             | (With the approval of Chairman, GC) | -                 | -         |
|         |  | -                | -                              | FULL             | -                                   | -                 | -         |
|         |  | FULL             | -                              | -                | -                                   | -                 | -         |
| 6       | Transfers / Postings <ul style="list-style-type: none"> <li>Beyond Group 'B' posts</li> <li>Upto Group 'B' posts</li> </ul>  | -                | -                              | FULL             | -                                   | -                 | -         |
|         |  | FULL             | Within the jurisdictional area | FULL             | (Out side jurisdiction)             | -                 | -         |

Version – I effective from 29.02.2000 to 07.05.2012

Version – II effective from 08.05.2012 to 26.11.2012

Version – III effective from 27.11.2012 to 12.12.2012

Version – IV effective since 13.12.2012

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

[4(1)(b)(iii)]

**4.1 Governing Council**

The Governing Council is the legislative organ, which regulates the policies and administers the Society. All powers, functions and responsibilities of the Society vest in the Governing Council which oversees the functioning of STPI through its Chief Executive Officer.

**4.2 Director General**, STPI is the Chief Executive Officer. He shall be responsible for fulfillment of the objectives of the Society and its 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 Centers and have been delegated powers for implementation of STP/EHTP Schemes and to establish the high speed data communication facilities for providing data link service to the industry within their jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy 2009-14, as amended from time to time:-

- (a) Registration of new STP/EHTP units and their renewal under the scheme.
- (b) Recommending for setting up of IT Park under STP Scheme and to send proposal for approval of IMSC.
- (c) Approval of exports of Software in non-physical form and recommendations to Customs for export in physical form by registered units.

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

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

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

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

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

**6.1 DOCUMENTS USED BY STPI**

- The Foreign Trade (Development and Regulation Act), 1992
- Rules and Orders made under the Foreign Trade (D&R Act 1992)
- Foreign Trade Policy (2015-20)
- Handbook of Procedures (2015-20)

**CHAPTER-7**  
**THE STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY**  
**STPI OR UNDER ITS CONTROL**

**[SECTION 4(1)(b)(vi)]**

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

| <b>Sl. No.</b> | <b>Name of the document</b>   | <b>Whether free or priced. If priced, what is the cost?</b> | <b>Held by/under the control of</b>                              |
|----------------|---|---|--|
| <b>1</b>       | <b>The Foreign Trade (Development and Regulation Act), 1992</b>         |   | <b>Under the control of Ministry of Commerce &amp; Industry.</b> |
| <b>2</b>       | <b>Rules and Orders made under the Foreign Trade (D&amp;R Act 1992)</b> |   | <b>-do-</b>  |
| <b>3</b>       | <b>Foreign Trade Policy, 2015-20</b>                                    |   | <b>-do-</b>  |
| <b>4</b>       | <b>Handbook of Procedures (HBP), 2015-20</b>                            |   | <b>-do-</b>  |

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

FTP and HBP are available at the <https://www.dgft.gov.in>

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

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

No such arrangement is called for at present.

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

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

STPI function through the following organs:-

**9.1 GOVERNING COUNCIL (GC)**

**9.1.1 COMPOSITION :**

The Governing Council is the legislative organ and an apex body 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 16 and maximum of 19 members, it shall comprise the following:-

- (1) Hon'ble Minister, Administrative Ministry (**Chairperson**).
- (2) Hon'ble Minister of State, Administrative Ministry (**Deputy Chairperson**).
- (3) Secretary, Administrative Ministry (**Executive Vice Chairperson**).

**Members**

- (4) Additional Secretary / Group Coordinator (STPI), Administrative Ministry
- (5) Joint Secretary, (Societies) Administrative Ministry
- (6) Financial Adviser, Administrative Ministry.
- (7) One representative of Department of Telecommunications, not below the rank of Joint Secretary.
- (8) One representative of Ministry of Home Affairs not below the rank of Joint Secretary
- (9) One Representative of Intelligence Bureau not below the rank of Joint Secretary
- (10) One Representative of Ministry of Finance not below the rank of Joint Secretary.
- (11) One representative of Department of Commerce not below the rank of Joint Secretary.

- (12) Chairman, Electronics and Computer Software Export Promotion Council.
- (13) Up to three persons of eminence in the disciplines related to the functions of STPI.(e.g Electronics, Computer Software, International Trade, Finance etc) nominated by the Chairperson.
- (14) Up to two representatives of trade / professional bodies related to the Industry nominated by the Chairperson
- (15) Deputy Chief Executive Officer, STPI
- (16) Chief Executive Officer, STPI (**Member Secretary**)

The tenure of the non-official members shall be two years or two Governing Council's meetings held alongwith consecutive Annual General Body meetings, whichever is later. The tenure of the existing non-official members in the Governing Council shall remain valid till fresh nominations/ re-nominations of non-official members in the Governing Council are made by the Chairperson. In the event of a vacancy caused by resignation of a member, the tenure of the person who is nominated to fill the said vacancy shall be only for the balance period.

#### **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 review and approve administrative, financial, operational and such other policy matters on behalf of the Governing Council and the Administrative Ministry. ECOD shall also deal any other matter which the Governing Council may remit to it for consideration and advice.

#### **The ECOD shall comprise the following members :**

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

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

(a) There may be a Finance Sub Committee which is also know as Finance & Accounts Committee to scrutinize the audited Annual Accounts, Statutory Audit Reports, Budgets and Appointment of Auditors before the same is submitted to the Governing Council.

(b) The Finance Sub Committee shall be resided over by the Chief Executive Officer of STPI and shall have Financial Advisor, Group Coordinator for STPI, Joint secretary



(Societies) or their representatives from the Administrative Ministry besides Deputy Chief Executive Officer, STPI as members.

(c) If, in the opinion Financial Advisor of the Administrative Ministry, any decision of the committee is either not in the interest of the Society or is volatile of the approved policies of the Government or is not desirable for any other reason, he may require that implementation of any measure pursuant to such decision be held in abeyance till it is considered by the Government in terms of Clause No. 13. He shall exercise the same internal control if a similar situation arising in the course of the proceedings of the Governing Council on the occasion of consideration of the recommendations of the ECOD or any other proposal.

(d) There may be a sub committee nominated by Chairman, ECOD which shall be presided over by the Chief Executive Officer, STPI to review the administrative, operational and such other policy matters and to advice the ECOD.

### 9.1.3 Standing Executive Boards (SEBs)

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

The composition shall be as indicated below :

|  |                  |
|--|------------------|
| (i) Chief Executive Officer, STPI  | Chairman         |
| (ii) Deputy Chief Executive Officer, STPI  | Vice Chairman    |
| (iii) Head of Programme Division for STPI,<br>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.

**CHAPTER-10**  
**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

**[SECTION 4(1)(b)(ix)]**

**Details of Officers/Employees are given below:-**

**STPI-Gandhinagar**

9th Floor, GIFT One Tower, Block-56, Road-5C, Zone-5, GIFT City, Gandhinagar-382355 (Gujarat)  
Phone: +91-79-66748531/32 Fax: +91-79-66748533

| <b>Sr. No.</b> | <b>Name &amp; Designation</b>                    | <b>E-mail ID</b>   |
|----------------|--|--|
| 1              | Mrs. Sonal Bhatawadekar<br>Director              | <a href="mailto:sonal.bhatawadekar@stpi.in">sonal.bhatawadekar@stpi.in</a>     |
| 2              | Mr. Anchal Pandey<br>Joint Director              | <a href="mailto:anchal.pandey@stpi.in">anchal.pandey@stpi.in</a>               |
| 3              | Mr. Dikson J. Christian<br>Admn. Officer-II      | <a href="mailto:dikson.christian@stpi.in">dikson.christian@stpi.in</a>         |
| 4              | Mr. Ajit R. Patwardhan<br>Finance Officer-II     | <a href="mailto:ajit.patwardhan@stpi.in">ajit.patwardhan@stpi.in</a>           |
| 5              | Mr. Hitesh P. Narkhede<br>Technical Officer-I    | <a href="mailto:hitesh.narkhede@stpi.in">hitesh.narkhede@stpi.in</a>           |
| 6              | Mrs. Bindu Jangir<br>Technical Officer-I         | <a href="mailto:bindu.jangir@stpi.in">bindu.jangir@stpi.in</a>                 |
| 7              | Mrs. Sarala Parthasaradhy<br>Admn. Officer (A-V) | <a href="mailto:sarala.parthasaradhy@stpi.in">sarala.parthasaradhy@stpi.in</a> |
| 8              | Mr. Kiran K. Padh<br>Admn. Officer (A-V)         | <a href="mailto:kiran.padh@stpi.in">kiran.padh@stpi.in</a>                     |
| 9              | Mr. Gaurav Pachori<br>Technical Assistant-VI     | <a href="mailto:gaurav.pachori@stpi.in">gaurav.pachori@stpi.in</a>             |
| 10             | Mr. Shashikant Patel<br>Technical Assistant-VI   | <a href="mailto:shashikant.patel@stpi.in">shashikant.patel@stpi.in</a>         |
| 11             | Mr. Ritesh Goel<br>Assistant (MAS-AIV)           | <a href="mailto:ritesh.goel@stpi.in">ritesh.goel@stpi.in</a>                   |
| 12             | Mr. Neeraj Alekar<br>Assistant (MAS-AIV)         | <a href="mailto:neeraj.alekar@stpi.in">neeraj.alekar@stpi.in</a>               |
| 13             | Mr. Ronak Nayak<br>Assistant (MAS-AIII)          | <a href="mailto:ronak.nayak@stpi.in">ronak.nayak@stpi.in</a>                   |

**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.

| <b>Sr. No.</b> | <b>Name</b>               | <b>Designation</b>     | <b>Monthly Remuneration (Gross)</b> |
|----------------|---------------------------|------------------------|-------------------------------------|
| 1              | Mrs. Sonal Bhatawadekar   | Director               | 266743.00                           |
| 2              | Mr. Anchal Pandey         | Joint Director         | 165676.00                           |
| 3              | Mr. Dikson J. Christian   | Admn. Officer-II       | 124536.00                           |
| 4              | Mr. Ajit R. Patwardhan    | Finance Officer-II     | 114846.00                           |
| 5              | Mr. Hitesh P. Narkhede    | Technical Officer-I    | 106413.00                           |
| 6              | Mrs. Bindu Jangir         | Technical Officer-I    | 103286.00                           |
| 7              | Mrs. Sarala Parthasaradhy | Admn. Officer (A-V)    | 107828.00                           |
| 8              | Mr. Kiran K. Padh         | Admn. Officer (A-V)    | 93548.00                            |
| 9              | Mr. Gaurav Pachori        | Technical Assistant-VI | 88448.00                            |
| 10             | Mr. Shashikant Patel      | Technical Assistant-VI | 86068.00                            |
| 11             | Mr. Ritesh Goel           | Assistant (MAS-AIV)    | 79268.00                            |
| 12             | Mr. Neeraj Alekar         | Assistant (MAS-AIV)    | 67198.00                            |
| 13             | Mr. Ronak Nayak           | Assistant (MAS-AIII)   | 59378.00                            |

**Note: Last update April 2022**

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

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

STPI, Gandhinagar centre has been grouped activity-wise, each group headed by a Joint Director /Officer In Charge. Annual plans are prepared by these groups. STPI-Gandhinagar as profit centre, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the STPI-Gandhinagar. Out of the total income generated from the datacom income, project consultancies and interest from the banks, the expenditure of the centre 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 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 in STPI : Arvind Kumar**  
Director General  
Software Technology Parks of India  
1st Floor, Plate-B, Block-1,  
East Kidwai Nagar,  
New Delhi-110 023  
Ph. No. +91-11-20815080, 24628081  
Fax No. +91-11-24346693  
E-Mail ID : [dg@stpi.in](mailto:dg@stpi.in)

**Name And Contact No. Of Assistant Public Information Officer at**  
**SOFTWARE TECHNOLOGY PARKS OF INDIA**  
**GANDHINAGAR & SURAT**

|                     |   |   |
|---------------------|---|---|
| Name of the APIO    | : | Anchal Pandey, Joint Director   |
| Address of the APIO | : | Software Technology Parks of India<br>9th Floor, GIFT One Tower,<br>Block-56, Road-5C, Zone-5, GIFT City,<br>Gandhinagar – 382355 (Gujarat) |
| Contact Phone Nos.  | : | +91-79- 66748531  |
| Mobile Phone No.    | : | 9723895185  |
| Fax No.             | : | +91-79-66748533   |
| E-Mail ID           | : | <a href="mailto:anchal.pandey@stpi.in">anchal.pandey@stpi.in</a>  |

**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, GANDHINAGAR**

Working days: Monday to Friday  
Working Hours: 9.00 A.M. to 5:30 P.M.

**Software Technology Parks of India, Gandhinagar**

9th Floor, GIFT One Tower, Block-56, Road-5C, Zone-5,  
GIFT City, Gandhinagar-382355 (Gujarat)

Phone : +91-79-66748531/32

Fax : +91-79-66748533

Email : [gnr.info@stpi.in](mailto:gnr.info@stpi.in)

Website: <https://gandhinagar.stpi.in>

## RTI APPLICATION FORM 'A'

To,  
The Public Information Officer

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PIN : \_\_\_\_\_

1. Full Name of Applicant : \_\_\_\_\_
2. Father Name/Spouse Name : \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_
4. Correspondence Address : \_\_\_\_\_
5. Particulars of the information Solicited:
  - (a) Subject Matter of Information : \_\_\_\_\_
  - (b) The period to which information relates : \_\_\_\_\_
  - (c) Specific Details of Information required :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. It is certified that I am a bona fide citizen of India.
7. "It is certified that I do fall under the category Below Poverty Line (BPL), and an attested copy of the relevant certificate (issued by the competent authority) is enclose herewith for your information. (\*Please strike out if not belonging to the BPL category).
8. A copy of \_\_\_\_\_ as Identity/Address Proof is enclosed.
9. (i) A fee of Rs. \_\_\_\_\_ has been deposited in the Finance & Accounts Office of the STPI vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_ or,  
(ii) A Postal Order/Bank Draft No. \_\_\_\_\_ dated \_\_\_\_\_ is enclosed, or  
(iii) The applicant is not liable to pay any fee because he/she is below the poverty line (proof is attached.)

**(Please tick one and delete the remaining two options)**

Place:

Date:

(Name & Signature)

Telephone No.:

Fax No.:

E-mail Address: