



## SOFTWARE TECHNOLOGY PARKS OF INDIA

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

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**RIGHT TO INFORMATION ACT 2005  
INFORMATION HANDBOOK**

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# 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, Hyderabad.

## 1.2 Objectives

- To provide access to information under the control of office of the Director General, Software Technology Parks of India and to promote transparency in the working.
- To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

## 1.3 Intended Users

This Handbook is useful for the software exporting industry including small/medium entrepreneurs and individuals working in the related areas.

## 1.4 Contact persons for getting more information

Please contact the Public Information Officer/concerned Assistant Public Information Officer(s) in the office of the Software Technology Parks of India and its centers / Sub-centers, as detailed in Chapter - 17 below.

## 1.5 Definitions/Abbreviations used -

- (a) “APIO” means Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act
- (b) “AA” means Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act
- (c) “DG” means Director General, STPI
- (d) “GC “ means Governing Council
- (e) “ECOD” means Executive Committee of Director
- (f) “EXIM Policy” means Export/Import Policy
- (g) “PIO” means Public Information Officer designated under Section 5(1) of the RTI Act
- (h) “RTI Act” means Right to Information Act 2005
- (i) “EHTP Scheme” means Electronics Hardware Technology Park
- (j) “STP Scheme” means Software Technology Park
- (k) “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 **RTI FORM - 1**, 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/- (Ten Rupees only) per application will be charged for supply of information other than the information relating to Tender Documents/ Bids/Quotations/ Business Documents in addition to the cost of documents or the photocopies of document/ information, if any.

For Tender Documents, an application fee of Rs. 500/- (Five hundred Rupees only) per application will be charged.

For Providing the information under sub section (1) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable at Software Technology Parks Of India, Hyderabad at the following rates -

- (a) Rupees two for each page ( in A-4 or A-3 size paper) created or copied;
- (b) Actual charge or cost price of a copy in large;
- (c) Actual cost or price for samples or models ; and
- (d) For inspection of records, no fee for the first hour; and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.

For providing information under sub-section (5) of section 7, the fee shall be charged by way of cash against proper receipt or by demand draft or banker's cheque payable to Software Technology Parks of India at the following rate -

- (a) For information provided in diskette or floppy rupees fifty per diskette or floppy; and
- (b) For information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.

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 **30 days** of the receipt of the request.



## **CHAPTER - I: Particulars of the Organization, Functions and Duties**

### **[SECTION 4(1) (b) (i)]**

#### **1.1 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 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.

#### **1.2 Objectives of the society**

The objectives of the Software Technology Parks of India are:

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

#### **1.3 Functions of the society**

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

1. To establish Software Technology Parks at various locations in the COUNTRY;

- (a) To establish and manage the infrastructural resources such as communication facilities, core computers, building, amenities etc. in these parks and to provide services to the users (who undertake software development for



- export purposes) for development and export of software through data link and to render similar services to the users other than exporters.
- (b) To undertake other export promotional activities such as technology assessments, market analysis, market segmentation etc.
  - (c) To organize specialized training in the field of software technology for skill development.
  - (d) To work closely with respective State Government and act as an interface between Industry and Government.
  - (e) To create incubation with plug and play facility with a low operation cost in order to promote small and medium entrepreneurs.
  - (f) To promote secondary and tertiary locations by establishing STPI facilities to promote STP/EHTP Scheme.
  - (g) To create entrepreneurship, by regularly organizing Entrepreneur Development Programmes.
  - (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



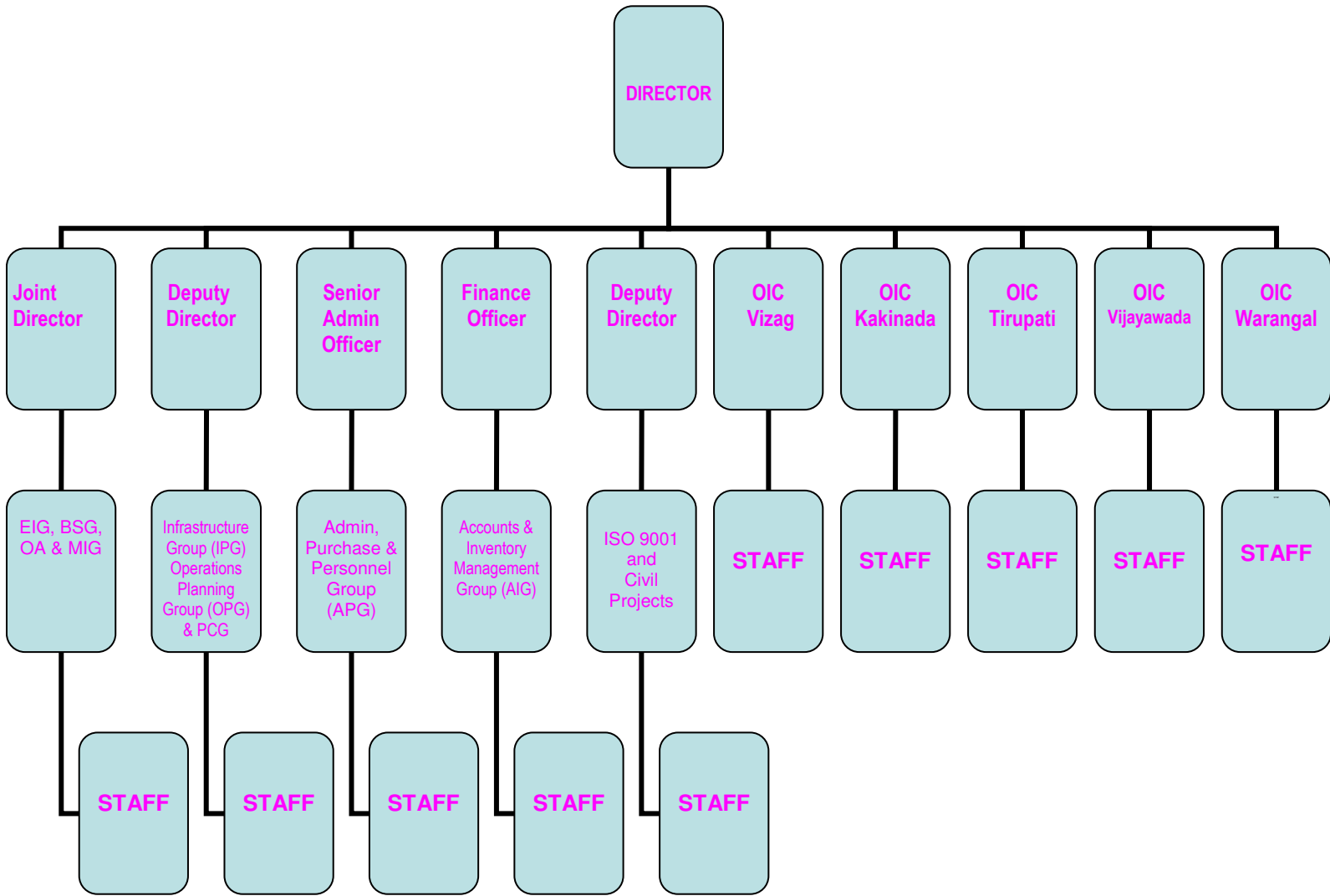
including all expenses incidental to the formation and reorganization of the STPI and management and administration of any of the foregoing

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.



## STPI, HYDERABAD - ORGANIZATION CHART





## **1.5 Details of services provided by STPI -**

### **1.5.1 Software Technology Park (STP) Scheme / Electronic Hardware Technology Park (EHTP) Scheme**

Software Technology Park (STP) is a 100% export oriented scheme for the development and export of computer software using communication links or physical media and including export of professional services. The scheme integrates the concept of 100% Export Oriented Units (EOUs) and Export Processing Zones (EPZs) of the Government of India and the concept of Science Parks / Technology Parks as operating elsewhere in the World.

#### **Highlights of STP scheme -**

- ◆ Approval under single window clearance mechanism.
- ◆ Up to 100% foreign equity permitted.
- ◆ Goods imported / procured domestically by the STP units are completely duty free.
- ◆ Second hand capital goods may also be imported.
- ◆ Sales in the domestic market are permissible up to 50% of the export.
- ◆ Income tax benefit under sections 10 A / 10 B of Income Tax Act

### **1.5.2 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 64KBPS to 8 MBPS.
2. Dedicated and 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.

### **1.5.3 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 has 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.

### **1.5.4 Project Management and Consultancy Services**

STPI Provided the Project Management and Consultancy Services to various organizations, both national and international. STPI has been partnering with various state governments in India for their e-Governance Projects and has become one of the few organizations which have contributed and contributing to the great Indian revolution in e-Governance. STPI-Hyderabad has entered into a contract agreement with National Institute of Smart Government (NISG) for providing Consultancy services in execution of various E-Governance projects. STPI-Hyderabad also providing consultancy service for up-gradation and maintenance of campus network at Vizag port trust (VPT), Visakhapatnam.

Over the years, STPI technology services have grown significantly both in terms of volume as well as in service portfolio. Today STPI has entire spectrum of Communication, IT & Consultancy Services in its bouquet, serving a wide variety of clientele including Indian IT Industry, Indian Government Departments, etc.,



STPI has also been involved in various projects involving building communication infrastructure with special emphasis on Wide Area Networking and Network Management. STPI technical strength, Process Knowledge and Quality focus have ensured high level of customer satisfaction across its clientele.

STPI will provide consultancy in designing of cost effective LAN/WAN solutions, onsite technical support for installation & configuration, upgradations, trouble shooting and maintenance of network infrastructure for SME companies.



## ADDRESSES OF THE SOFTWARE TECHNOLOGY PARKS OF INDIA, HYDERABAD & ITS SUB-CENTRES

Working days/Hours: Monday to Friday (9 A.M. to 5:30 P.M.)

### STPI - HYDERABAD

The Director  
Software Technology Parks of India,  
6Q3, 6<sup>th</sup> Floor, Cyber Towers, Hitec City,  
Madhapur, Hyderabad - 500081  
Tel.: 040-66415600, 5601, 5602, 5603, 5604, 5605, 5611  
Fax: 91-040-23100501  
NOC: 91-040-23546212/4068  
Mobile : 9000104078  
Email : [pvenugopal@hyd.stpi.in](mailto:pvenugopal@hyd.stpi.in)  
URL : [www.hyd.stpi.in](http://www.hyd.stpi.in)

### SUB CENTRES

#### STPI - TIRUPATI

Officer In-charge  
Software Technology Parks of India,  
Survey No. 234, Adj: Mahila Pranganam,  
Tiruchanur Road, Behind Urban Haat,  
Tirupati-517 50 I  
Tele/Fax: 0877-2239262, Mobile: 9849188866  
Email : [raj.kayyuri@hyd.stpi.in](mailto:raj.kayyuri@hyd.stpi.in)



### **STPI - VIJAYAWADA**

Officer In-charge  
Software Technology Parks of India  
Govt. Polytechnic College Campus, Ring Road,  
Opposite Sai Baba Temple , Vijayawada City-520008  
Tele/Fax: 0886-2494243, Mobile: 9849188844  
Email : [ramesh.s@hyd.stpi.in](mailto:ramesh.s@hyd.stpi.in)

### **STPI - VISAKHAPATNAM**

Officer In-charge  
Software Technology Parks of India  
VSEZ, SDF Building, Unit No.9,  
Near Duvvada Railway Station, Vishakhapatnam-530 046  
Tel.: 0891-2587226, Fax: 0891-2766781, Mobile: 9000337719  
Email : [dubey@hyd.stpi.in](mailto:dubey@hyd.stpi.in)

### **STPI - WARANGAL**

Officer In-charge  
Software Technology Parks of India  
National Institute of Technology, IT -Theme Centre, Warangal-506 004  
Tel/Fax: 0870-2446944, Mobile: 9849188855  
Email : [kirankumar.d@hyd.stpi.in](mailto:kirankumar.d@hyd.stpi.in)

### **STPI - KAKINADA**

Officer In-charge  
Software Technology Parks of India  
Pranalika Bhawan, Collectorate Office, East Godavari Dist, Kakinada- 533 001  
Tel.: 0884-6660113 Fax: 0884-6660112 Mobile: 9989055535  
Email: [suresh.b@hyd.stpi.in](mailto:suresh.b@hyd.stpi.in)



## CHAPTER - 2: POWERS AND DUTIES OF STPI OFFICERS / EMPLOYEES [SECTION 4(1)(b)(ii)]

SL.NO	Name of the Post	Job Responsibility
1.	DIRECTOR	<ol style="list-style-type: none"><li>1. Overseeing the operations of STPI Hyderabad and its Sub centers.</li><li>2. Strategic planning &amp; Co-ordination for expansion of STPI infrastructure.</li><li>3. Co-ordination with Govt. agencies for development of IT industries</li><li>4. Monitoring &amp; review of EOUs under STPI</li><li>5. Business development activities</li></ol>
3.	JOINT DIRECTOR	Business Solutions Group, Office Automation & Measurement improvement Group & Export - Import Services Group
3.	DY.DIRECTOR	Implementation of ISO 9001, Civil Projects, Infrastructure & Operation Planning group and Project Consultancy Group
4.	FINANCE OFFICER	Overall In-charge of Finance and Accounts
5.	ADMINISTRATIVE OFFICER	Operational Head of Administration, <ol style="list-style-type: none"><li>1. Personnel Administration ,</li><li>2. Facilities and Logistic Management</li><li>3. Vigilance, Disciplinary issues reporting to Director.</li></ol> All matters related to personnel, establishment, disciplinary cases, legal court cases etc.



## DELEGATION OF POWERS

GOVERNING COUNCIL / DIRECTOR GENERAL / SR. DIRECTOR / JURISDICTIONAL DIRECTORS  
/ Head (other than Directors) of Centres/Sub Centres

### FINANCIAL POWERS

#### Delegation of Powers

Financial Delegation of Powers Effective from 20/07/2010

S.No.	Subject Matter	Extent of Powers proposed to be delegated (Amount in Rs. lacs)
1.	(i) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country. (ii) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	(i) DG - Full Powers (ii) GC - Full Powers
2.	Purchase of capital equipment including imported items of the similar/equivalent value, software, technical store like raw material, components, consumables, semi-consumables including fabrication of equipment	HOC- Upto 10 DG - Upto 50 GC - Full Powers
3.	Contingent expenditure including payments of POL/electricity/water/ telephone/municipal taxes/ salaries/wages etc.	HOC - Full Powers
4.	Deputing employees for short term/specialized/sponsored training/part time Training in India and payment of fee thereof	HOC - Full Powers (up to one month) DG - Full Powers

5.	To appoint Casual Labour upto 89 days	HOC - Full Powers
6.	Purchase of liveries for staff	HOC - Full Powers
7.	To authorize officers & staff to travel on official tours by a class/mode for which they are not entitled	HOC - Full Powers
8.	Re-imbusement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital a. In accordance with normal rules b. In relaxation of normal rules	HOC - Full Powers DG - Full Powers
9.	Hire or Repair or AMC of office equipment/ IT and IT peripherals/ furniture/ fixtures/ ACs etc. for one year for each item	HOC - Upto 5 DG - Full Powers
10.	Payment of rent towards office/hostel/guest house/residential accommodation hired on lease	HOC- Full Powers
11.	Payment of legal Consultancy charges	HOC - Full Powers
12.	Designating an Officer as Controlling Officer for the purposes of TA, other claims including countersigning of claims	HOC - Full Powers
13.	Sanctioning official tours within India, advance of TA, LTC	HOC - Full Powers
14.	Sanctioning of any loan / advance subsidy i.e. on HBA, vehicle or any long term Advance as per the policy approved by the GC	HOC - Full Powers
15.	Sanction of local conveyance charges	HOC - Full Powers

16.	To permit undertaking of assignments within India and abroad without involving society funds, (a) DG (b) Other Officers/Staff	GC -Full Powers DG -Full Powers
17.	Sanction for purchase of books, journals, periodicals magazines etc. for library	HOC - Full Powers
18.	Sanction of hire conveyance/transport for office	HOC -- Full Powers
19.	Sanction of advertisements & publicity charges	HOC - Upto 5.0 in a Year DG - Full Powers
20.	Sanction of expenditure on hospitality & entertainment in India	HOC - Upto 1.0 DG - Upto 10 GC - Full Powers
21.	Incurring of expenditure on conducting meet/workshops/conferences/seminars etc. in India	HOC - Full Powers (With prior in-principle approval of DG)
22.	Repair and maintenance of Civil work including electrical fittings/installation & award of annual maintenance contract thereof	HOC - Upto 5.0 DG - Full Powers
23.	Purchase of Stationery etc. for office	HOC - Full Powers
24.	Business Promotion on case to case basis	HOC - Upto 1.0 DG - Full Powers
25.	(a) Grant of Honorarium	(a) HOC-Upto 0.05 (per employees/annum) DG - Full Powers

	(b) Grant of Honorarium to visiting experts/ Members/ Councils/Committee/Board etc.	(b) HOC - Full Powers
26.	Sanction of office/residential/mobile telephones/broadband facility and payment thereof	HOC - Full Powers
27.	Purchase of Software	HOC - Upto 2.0 DG - Full Powers
28.	Printing of Annual Reports & other documents	HOC - Full Powers
29.	Hiring of services for Pantry/Canteen/Security/Cleaning etc.	HOC - Full Powers
30.	(a) Approving signing of MoU/ Contract Agreements including sanction of Expenditure thereof, for achievement of objectives of the Society. (b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society	(a) DG - Full Powers (b) GC - Full Powers
31.	Approval for deputation/training abroad (a) DG (b) Other Officers/staff	(a) GC-Full Powers (b) DG - Full Powers
32.	(i) Procurement of land and building/built-up space (ii) Construction of building	(i) GC - Full Powers (ii) DG - Upto 200 GC - Full Powers
33.	Hiring of office premises/hostel/guest house/residential accommodation on lease	DG - Full Powers

34.	To authorize persons to operate Bank Account and to sign Bank documents	DG - Full Powers
35.	Purchase and condemnation of office vehicles	DG - Full Powers
36.	Fixation of tariff rate for various services offered by STPI other than statutory Services	DG- Full Powers
37.	Expenditure towards preliminary activities viz. preparation of blue print, structural designing, other architectural Consultancy works prior to award of Civil work	DG - Full Powers
38.	Approve Single tender/single quotation in respect of proprietary items or specified brand goods	HOC - Full Powers* DG - Full Powers* *(Within delegated financial powers) GC - Full Powers
39.	Interiors & furnishing of building	DG - Full Powers
40.	Opening of temporary office for the project & other requirements other than opening of new STPI centres	DG - Full Powers
41.	Opening of new STPI centre at new location	GC - Full Powers
42.	Arrangement of boarding, lodging and travel for touring officer/staff	HOC - Full Powers
43.	To constitute various committees / sub-committees comprising internal / external numbers for effective functioning of the Society.	DG - Full Powers

44.	Setting up of joint ventures, alliances and such other mechanisms as to achieve the objectives of Society and to exploit and develop markets for core strength and domain knowledge achieved by the Society	DG - Full Powers (With reporting to GC)
45.	Setting up of joint ventures, alliance, businesses and such other mechanism with foreign agencies	GC - Full Powers
46.	Grant of higher pay/additional increment on appointment /promotion	DG - Full Powers
47.	Cash Purchase	HOC - Upto 0.10 DG - 0.20 or the limit As prescribed by Income tax Department From time to time
48.	Approve Annual budget	GC - Full Powers
49.	Sanction of group pick & drop facility for staff members in lieu of transport allowance	DG - Full Powers
50.	Sanction of lease accommodation	DG - Full Powers
51.	Promotional sponsorship	HOC - Upto 1.0 DG - Full Powers
52.	To invest the funds of the Society in the public financial institution/schedules banks, any other Government securities on long-term basis	DG - Full Powers

53.	Write-off of irrecoverable losses due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC - Upto 0.25 DG - Upto 2.0 GC - Full Powers
54.	Write-off of irrecoverable losses not due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC -- Upto 2.0 DG - Upto 10.0 GC - Full Powers
55.	Grant of Incentive/Performance Incentive	GC - Full Powers
56.	Provident Fund Management	PF Trust in consultation with DG
57.	Nomination of Society's officials in /committee/Boards of other organizations	DG - Full Powers
58.	Staff Welfare Measures	DG - Full Powers
59.	Re-appropriation of funds within each category viz. capital and revenue	DG - Full Powers
60.	Declare stores including office equipment as unserviceable/irreparable/obsolete and to approve their mode of disposal as per Govt./STPI norms	HOC -Upto 5 (Depreciated value in each case) DG - Upto 50 (Depreciated value in each case) GC - Full Powers



1. The Financial Management functions shall be performed as per the provisions of Memorandum of Association of STPI.
2. The powers to be exercised in accordance with relevant rules/procedures prescribed from time to time.
3. The authorities concerned will strictly exercise the powers within the overall budgetary allocations.
4. When the Governing Council is not in meeting, the powers of Governing Council shall be exercised by the Chairman, Governing Council
5. Governing Council is empowered to approve any item not specifically covered in this schedule.
6. DG as CEO will have powers concurrently vested with Subordinate authorities including overriding powers.
7. 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.
8. 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.
9. Financial limits as delegated are meant for each occasion otherwise any rider/limit specifically mentioned with extent of power.

## ADMINISTRATIVE POWERS

GOVERNING COUNCIL/DIRECTOR GENERAL/SR. DIRECTOR/JURISDICTIONAL DIRECTORS/  
HEAD (OTHER THAN DIRECTORS) OF CENTRES/SUB CENTRES

Sl No.	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	Suggestions after review
(1)	(2)	(3)	(4)	(5)	(6)	(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.15000	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		<p>Selection &amp; appointment of Staff</p> <ul style="list-style-type: none"> <li>➤ Advertisement</li> <li>➤ Set-up Panel, Finalize Selection, Appointment and confirmation on probation</li> </ul> <ul style="list-style-type: none"> <li>• Upto Group `B` posts Rs.6500-8000 &amp; below</li> <li>• Beyond Group `B` posts other than Director</li> <li>• Director</li> </ul>	<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>	
6		<p>Extension of joining time, Resignation Acceptance, Relaxation of Notice Period</p> <ul style="list-style-type: none"> <li>• Upto Group `B` posts</li> <li>• Beyond Group `B` posts other than Director</li> </ul>	<p>Director</p> <p>DG</p>	<p>Director</p> <p>DG</p>	<p>Full Power</p> <p>Full Power</p>	

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

		<ul style="list-style-type: none"> <li>• Director</li> </ul>	GC	GC	Full Power	
11		<p>Disciplinary Authority</p> <ul style="list-style-type: none"> <li>• Upto Group `B` posts</li> <li>• Beyond Group `B` posts other than Director</li> <li>• Director</li> </ul>	<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 - 3: THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION & ACCOUNTABILITY [SECTION 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**, is the Chief Executive Officer. Sr. Director (HQ) and all Centre Directors report to him.

**4.3 CENTRE DIRECTORS** have been delegated powers for implementation of STP/EHTP Schemes and to establish the high speed data communication facilities for providing data link service to the industry within their jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy 2004-09, as amended from time to time:-

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

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## **CHAPTER - 4 : 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 - 5 : THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS & RECORDS HELD BY STPI OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS [SECTION 4(1)(b)(v)]**

### **6.1 DOCUMENTS USED BY STPI -**

- THE FOREIGN TRADE (DEVELOPMENT AND REGULATION ACT), 1992
- RULES AND ORDERS MADE UNDER THE FOREIGN TRADE (D&R ACT 1992)
- FOREIGN TRADE POLICY FOR THE PERIOD 2004-09
- HANDBOOK OF PROCEDURES (VOLUME 1)
- HANDBOOK OF PROCEDURES (VOLUME 2) AND SCHEDULE OF DEPB RATES.

- 0 -

**CHAPTER - 6 : 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-

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 - 7 : 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)]**

The Industrial Facilitation Cell exists to interact with the Public in general and prospective Entrepreneurs. The Organization conducts the interactive sessions for the suggestions, feedbacks and improvements in the schemes, policies or implementation of the schemes from time to time.

**CHAPTER - 8 : 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 functions through the following organs:-***

**8.1. GOVERNING COUNCIL (GC)**

**8.1.1 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:-**

<b>CHAIRMAN</b>	
Union Minister for Communications & Information Technology (MCIT)	<b>Shri Kapil Sibal</b>
<b>VICE-CHAIRMAN</b>	
Secretary Department of Information Technology Ministry of Communications & Information Technology	<b>Shri R Chandra Sekhar</b> <b>Secretary</b> Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 Tel # 24364041, Fax # 24363134
<b>MEMBERS</b>	
Additional Secretary & Financial Advisor, Department of Information Technology, Ministry of Communications & IT, Govt. of India	<b>Shri R. Bhattacharya</b> Dept. 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.	<b>Shri N.Ravi Shanker</b> Dept. of Information Technology, MCIT Electronic Niketan, 6, CGO Complex, Lodhi

of India	Road, New Delhi - 110 003
Joint Secretary Department of Information Technology, Ministry of Communications & IT, Govt. of India	<b>Smt. Anita Bhatnagar Jain</b> Dept. of Information Technology, MCIT Electronic Niketan, 6, CGO Complex, Lodhi Road, New Delhi - 110 003
Representative of Department of Telecommunications	<b>Shri G.P. Srivastava</b> Dy. Director General (CS) Department of Telecommunications, Ministry of Communications & IT Sanchar Bhawan, Ashok Road, New Delhi-110 001
Representative of Department of Ministry of Finance	<b>Smt. F.M. Jaswal</b> Director General Systems & Data Management, Central Board of Excise & Customs, Department of Revenue, Ministry of Finance, 4th Floor, Samrat Hotel, New Delhi-110 021
Representative of Department of Commerce	<b>Smt. Bharathi Sivaswami Sihag</b> Joint Secretary Ministry of Commerce & Industry Udyog Bhawan, New Delhi-110 001
Representative of Ministry of Home Affairs	<b>Shri Dharmendra Sharma</b> Joint Secretary (IS-1) Ministry of Home Affairs Room No. 193 B, North Block, New Delhi - 110 001
Representative of Intelligence Bureau	<b>Shri R.N Behura</b> Joint Director Intelligence Bureau, Ministry of Home Affairs, 35 S.P. Marg, New Delhi - 110 021
<b>Representatives of User Industry</b>	
Chairman, ESC	<b>Shri Nalin Kohli</b> (Chairman Vision Committee) Electronics and Software Export Promotion Council 3rd floor, PHD House Opp. Asiad games Village New Delhi-110 016
President, NASSCOM	<b>Shri Som Mittal</b> President, NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri

	New Delhi-110 021
	<b>Sh. S. Gopala Krishnan</b> Managing Director, M/s Infosys Technologies Bengaluru
	<b>Dr. Saurabh Srivastava</b> Chairman, M/s Computer Associates 301-302, Delhi Blue Apartments Main Ring Road, Near Safdarjung Hospital New Delhi - 110 029
	<b>Sh. S. Mahalingam</b> Executive Director & Chief Financial Officer M/s Tata Consultancy Ltd TCS House, Raveline Street Fort Mumbai - 400001
Dy. Chief Executive Officer, STPI	<b>Dr. Omkar Rai</b> Sr. Director Software Technology Parks of India Electronic Niketan 6, CGO Complex, Lodhi Road New Delhi - 110 003
<b>Member Secretary</b>	
Chief Executive Officer, STPI	<b>Director General</b> Software Technology Parks of India Electronic Niketan 6, CGO Complex, Lodhi Road New Delhi - 110 003



### 8.1.2 POWERS AND FUNCTIONS :

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

### 8.1.3 EXECUTIVE COMMITTEE OF DIRECTORS (ECOD)

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

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

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

The ECOD shall comprise the following members:

- |  |                   |
|--|-------------------|
| a) Additional Secretary/Group Coordinator for STPI,<br>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,<br>Administrative Ministry             | -Member           |
| g) Deputy Chief Executive Officer, STPI  | -Member Secretary |



#### 8.1.4 STANDING EXECUTIVE BOARDS (SEBS)

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

The composition shall be as indicated below:

(i)	Chief Executive Officer, STPI	-Chairman
(ii)	Deputy Chief Executive Officer, STPI	-Vice Chairman
(iii)	Head of Programme Division for STPI	
	Administrative Ministry/ Representative	-Member
(iv)	Secretary, IT, State Govt. / Representative	-Member
(v)	Commissioner (Custom & Excise)/ 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 - 9: A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**  
**[SECTION 4(1) (b) (ix)]**

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

**STPI - HYDERABAD**  
**STPI - NOC**

**FAX NO: 23100501**  
**FAX NO: 23546212**

Sl. No	Name/ Designation	STD Code	Office No	Email - Id
1	Mr. P Venugopal Director	040	66415629	<a href="mailto:pvenugopal@hyd.stpi.in">pvenugopal@hyd.stpi.in</a>
2	Mr. Pradipa Kumar B Joint Director	040	66415652	<a href="mailto:pradipakumar.b@hyd.stpi.in">pradipakumar.b@hyd.stpi.in</a>
3	Mr. N S Siddiah Deputy Director	040	66415616	<a href="mailto:siddaiah.ns@hyd.stpi.in">siddaiah.ns@hyd.stpi.in</a>
4	Mr. K Ram Kishore Babu, Deputy Director	040	66415642	<a href="mailto:rkbabu.koppula@hyd.stpi.in">rkbabu.koppula@hyd.stpi.in</a>
5	Ms. V Jinubala, Deputy Director	040	66745342	<a href="mailto:jinubala.v@hyd.stpi.in">jinubala.v@hyd.stpi.in</a>
6	Mr. B Kiran Kumar Deputy Director	040	66745343	<a href="mailto:Kirankumar.b@hyd.stpi.in">Kirankumar.b@hyd.stpi.in</a>
7	Mr. Aby John, Sr.Admin officer	040	66415623	<a href="mailto:aby.john@hyd.stpi.in">aby.john@hyd.stpi.in</a>
8	Mr. Y Vara Prasad Asst. Director	040	66415644	<a href="mailto:varaprasad.y@hyd.stpi.in">varaprasad.y@hyd.stpi.in</a>
9	Mr. A V Malleswara Rao Asst. Director	040	66415611	<a href="mailto:mallesha.av@hyd.stpi.in">mallesha.av@hyd.stpi.in</a>
10	Mr. V Sanjeev Asst. Director	040	66415640	<a href="mailto:sanjeev.v@hyd.stpi.in">sanjeev.v@hyd.stpi.in</a>
11	Mr. T Ravi Technical Officer	040	66415614	<a href="mailto:ravi.t@hyd.stpi.in">ravi.t@hyd.stpi.in</a>
12	Mr. B Vinay Kumar, Technical Officer	040	66415525	<a href="mailto:vinaykumar.b@hyd.stpi.in">vinaykumar.b@hyd.stpi.in</a>
13	Mr. K Ranga Reddy, Technical Officer	040	66745622	<a href="mailto:rangareddy.k@hyd.stpi.in">rangareddy.k@hyd.stpi.in</a>
14	Mr. S Purushotham Finance Officer	040	66415613	<a href="mailto:purushotham.s@hyd.stpi.in">purushotham.s@hyd.stpi.in</a>
15	Ms. A Subba Lakshmi Technical Officer	040	66745346	<a href="mailto:lakshmi.s@hyd.stpi.in">lakshmi.s@hyd.stpi.in</a>
16	Mr. P Ashok Kumar, Technical Officer	040	66415637	<a href="mailto:ashokkumar.p@hyd.stpi.in">ashokkumar.p@hyd.stpi.in</a>

17	Mr. R Kalyan Murthy, Technical Officer	040	66415638	<a href="mailto:kalyanmurthy.r@hyd.stpi.in">kalyanmurthy.r@hyd.stpi.in</a>
18	Ms. P Saraswathi, Technical Officer	040	66745645	<a href="mailto:saraswati.p@hyd.stpi.in">saraswati.p@hyd.stpi.in</a>
19	Mr. J Girija Manohar MTSS	040	66415648	<a href="mailto:manohar.girija@hyd.stpi.in">manohar.girija@hyd.stpi.in</a>
20	Mr M Murali Krishna, MTSS	040	66415647	<a href="mailto:murali.krishna@hyd.stpi.in">murali.krishna@hyd.stpi.in</a>
21	Mr. G Rama Krishna, MTSS	040	66415633	<a href="mailto:ramakrishna.g@hyd.stpi.in">ramakrishna.g@hyd.stpi.in</a>
22	Mr S Yuva Raj, MTSS	040	66415637	<a href="mailto:yuvraj.s@hyd.stpi.in">yuvraj.s@hyd.stpi.in</a>
23	Mrs. P Divya Sri, MTSS	040	66415648	<a href="mailto:divya.sri@hyd.stpi.in">divya.sri@hyd.stpi.in</a>
24	Mr Viswa Sai, MTSS	040	66415635	<a href="mailto:viswa.sai@hyd.stpi.in">viswa.sai@hyd.stpi.in</a>
25	Mr Alam Akhtar, MTSS	040	66415635	<a href="mailto:alam.akhtar@hyd.stpi.in">alam.akhtar@hyd.stpi.in</a>
26	Mr Ch Veera Venkatesh, MTSS	040	66415614	<a href="mailto:venkat.ch@hyd.stpi.in">venkat.ch@hyd.stpi.in</a>
27	Mrs. V Vishwa Janani, MAAS	040	66415600	<a href="mailto:vishwa.v@hyd.stpi.in">vishwa.v@hyd.stpi.in</a>
28	Mr. S Murali, MAAS	040	66415653	<a href="mailto:murali.s@hyd.stpi.in">murali.s@hyd.stpi.in</a>
29	Mrs. N Sri Lakshmi, MAAS	040	66415626	<a href="mailto:ns.lakshmi@hyd.stpi.in">ns.lakshmi@hyd.stpi.in</a>
30	Mr. P K Nitin Kumar, MAAS	040	66415629	<a href="mailto:nitin.p@hyd.stpi.in">nitin.p@hyd.stpi.in</a>
31	Mr. S Ravi Shankar, MAAS	040	66415625	<a href="mailto:ravishankar.s@hyd.stpi.in">ravishankar.s@hyd.stpi.in</a>
32	Mrs. J Jaya Lakshmi, MAAS	040	66415615	<a href="mailto:jayalakshmi.d@hyd.stpi.in">jayalakshmi.d@hyd.stpi.in</a>
33	Mr. M Durga Maruthi Kumar, MTSS	040	66415635	<a href="mailto:maruthikumar.md@hyd.stpi.in">maruthikumar.md@hyd.stpi.in</a>
34	Mr. T Raj Kumar, MTSS	040	66415528	<a href="mailto:rajkumar.t@hyd.stpi.in">rajkumar.t@hyd.stpi.in</a>
35	Mr. B Srinivas, MTSS	040	66415617	<a href="mailto:srinivas.b@hyd.stpi.in">srinivas.b@hyd.stpi.in</a>
36	Ms. Subhalaxmi Behera, MTSS	040	66415631	<a href="mailto:subhalaxmi.b@hyd.stpi.in">subhalaxmi.b@hyd.stpi.in</a>
37	Mr. B V A Raghava Rao, MAAS	040	66415627	<a href="mailto:b.rrao@hyd.stpi.in">b.rrao@hyd.stpi.in</a>
38	Mr. N . Nageswara Rao, MAAS	040	66415617	<a href="mailto:nageswararao.n@hyd.stpi.in">nageswararao.n@hyd.stpi.in</a>
39	Mr. M Peddirajulu, MAAS	040	66415615	<a href="mailto:peddiraju.m@hyd.stpi.in">peddiraju.m@hyd.stpi.in</a>
40	Ms. BVSS Sirisha, MAAS	040	66415526	<a href="mailto:sirisha.a@hyd.stpi.in">sirisha.a@hyd.stpi.in</a>
41	Ms. Padmaja Rani Kolar, MAAS	040	66415622	<a href="mailto:padmaja.rani@hyd.stpi.in">padmaja.rani@hyd.stpi.in</a>

42	Ms. B Deepa, MAAS	040	66415620	<a href="mailto:deepa.d@hyd.stpi.in">deepa.d@hyd.stpi.in</a>
43	Mr. A Murali, MTSS	040	66415636	<a href="mailto:murali.a@hyd.stpi.in">murali.a@hyd.stpi.in</a>
44	Mrs. Ch. Venkata Ramana, MAAS	040	66415626	<a href="mailto:rama.ch@hyd.stpi.in">rama.ch@hyd.stpi.in</a>
45	Mr. B Krishna Murthy, MSS	040	66415523	<a href="mailto:krishna.b@hyd.stpi.in">krishna.b@hyd.stpi.in</a>
46	Mr. M Chenna Kesavulu, MSS	040	66415611	<a href="mailto:keshav.m@hyd.stpi.in">keshav.m@hyd.stpi.in</a>
47	Mr. S Venkatesh, MSS	040	66415635	<a href="mailto:venkatesh.s@hyd.stpi.in">venkatesh.s@hyd.stpi.in</a>
48	Mr. D Rama Rao, MSS	040	66415654	<a href="mailto:ramarao.d@hyd.stpi.in">ramarao.d@hyd.stpi.in</a>
49	Mr. Firoz Khan, MSS	040	66415618	<a href="mailto:firoz.khan@hyd.stpi.in">firoz.khan@hyd.stpi.in</a>

## SUB - CENTRES

### 1. STPI - VISHAKHAPATNAM

**FAX NO: 0891 2587226, 6452474**

Sl. No	Name/ Designation	STD Code	Office No	Email - Id
1.	Mr. M P Dubey Jt. Director & OIC	0891	2587226, 6452474	<a href="mailto:dubey@hyd.stpi.in">dubey@hyd.stpi.in</a>
2.	Mr. Debasish Sathapathy, Asst. Director	0891	2587226, 6452474	<a href="mailto:satapathy.d@hyd.stpi.in">satapathy.d@hyd.stpi.in</a>
3.	Mr. K V Chandra Varma. Technical Officer	0891	2587226, 6452474	<a href="mailto:chandrarvarma.kv@hyd.stpi.in">chandrarvarma.kv@hyd.stpi.in</a>
4	Mr. PVS Shanmukha Rao, Technical Officer	0891	2587226, 6452474	<a href="mailto:shanmukha.p@hyd.stpi.in">shanmukha.p@hyd.stpi.in</a>
5.	Mr. P Srinivas, MTSS	0891	2587226, 6452474	<a href="mailto:srinivas.p@hyd.stpi.in">srinivas.p@hyd.stpi.in</a>
6.	Mr. B. Paul Sudhakar, MTSS	0891	2587226, 6452474	<a href="mailto:paulsudhakar.b@hyd.stpi.in">paulsudhakar.b@hyd.stpi.in</a>

### 2. STPI - VIJAYAWADA

**FAX NO: 0866 2494243**

1	Mr. S. Ramesh, MTSS & OIC	0866	2494243	<a href="mailto:ramesh.s@hyd.stpi.in">ramesh.s@hyd.stpi.in</a>
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### 3. STPI - WARANGAL

FAX NO: 0870 2446944

1.	Mr. D. Kiran Kumar, Technical Officer & OIC	0870	2446944	<a href="mailto:kirankumar.d@hyd.stpi.in">kirankumar.d@hyd.stpi.in</a>
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### 4. STPI - TIRUPATI

FAX NO: 0877 2239262

1	Mr. K. Rajasekharam, Dy. Director & OIC	0877	2239262	<a href="mailto:raj.kayyuri@hyd.stpi.in">raj.kayyuri@hyd.stpi.in</a>
2	Mr. B Prabhakar, MTSS	0877	2239262	<a href="mailto:prabhakar.b@hyd.stpi.in">prabhakar.b@hyd.stpi.in</a>
3.	Mr. M Sankar, MSS	0877	2239262	<a href="mailto:sankar.m@hyd.stpi.in">sankar.m@hyd.stpi.in</a>

### 5. STPI - KAKINADA

FAX NO: 0884 6660112

1.	Mr. B Suresh Dy. Director & OIC	0884	6660111	<a href="mailto:suresh.b@hyd.stpi.in">suresh.b@hyd.stpi.in</a>
2.	Mr. P Sreenivas Kalyana Murthy, Technical Officer	0884	6660123	<a href="mailto:kalyan.p@hyd.stpi.in">kalyan.p@hyd.stpi.in</a>
3.	Mr. G Santhi Prabhu, MTSS	0884	6660123	<a href="mailto:santhi.prabhu@hyd.stpi.in">santhi.prabhu@hyd.stpi.in</a>
4	Ms. N. Sri Vaishnavi , MTSS	0884	6660123	<a href="mailto:santhi.n@hyd.stpi.in">santhi.n@hyd.stpi.in</a>



**CHAPTER - 10: MONTHLY REMUNERATION RECEIVED BY EACH OFFICER / EMPLOYEE OF STPI INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION [SECTION 4(1)(b)(x)]**

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

**STPI-HYDERABAD**

Sl. No.	Name and Designation	Monthly remuneration (Gross) as on December 2011 (Amount in Rs.)
1.	Mr. P. Venugopal, Director	112405.00
2.	Mr. Pradipa Kumar Behera, Jt. Director	69390.00
3.	Mr. N S Siddiah, Deputy Director	62288.00
4.	Mr. K Rama Kishore Babu, Dy. Director	61738.00
5.	Mrs. V Jinubala, Deputy Director	55628.00
6.	Mr. Aby John, Senior Admin Officer	54143.00
7.	Mr. B Kiran Kumar, Deputy Director	55948.00
8.	Mr. Y. Vara Prasad, Asst. Director	50834.00
9.	Mr. A V Malleswara Rao, Asst. Director	50834.00
10	Mr. V Sanjeev , Asst. Director	51384.00
11	Mr. T Ravi, Technical Officer	47901.00
12	Mr. B Vinay Kumar, Technical Officer	43521.00
13	Mr. K Ranga Reddy, Technical Officer	42873.00
14	Mr. S Purushotham, Finance Officer	38831.00
15	Mrs. A Subba Lakshmi, Technical Officer	37496.00
16	Mr. P Ashok Kumar, Technical Officer	36725.00
17	Mr. R Kalyan Murthy, Technical Officer	36725.00
18	Ms P Saraswathi, Technical Officer	36443.00
19	Mr. J Girija Manohar, MTSS	34977.00

20	Mr M Murali Krishna, MTSS	31123.00
21	Mr. G Rama Krishna, MTSS	31123.00
22	Mr S Yuva Raj, MTSS	31123.00
23	Ms. Divya Sri, MTSS	27749.00
24	Mr Viswa Sai, MTSS	30277.00
25	Mr. Alam Akhtar, MTSS	30277.00
26	Mr. Ch Veera Venkatesh, MTSS	30277.00
27	Ms. Subhalaxmi Behera, MTSS	25915.00
28	Ms V Vishwa Janani, MAAS	26618.00
29	Mr S Murali, MAAS	31988.00
30	Ms N Sri Lakshmi, MAAS	32238.00
31	Mr P K Nitin Kumar, MAAS	31988.00
32	Mr S Ravi Sankar, MAAS	32388.00
33	Mrs. J Jaya Lakshmi, MAAS	28595.00
34	Mr M Durga Maruthi Kumar, MTSS	31217.00
35	Mr T Raj Kumar, MTSS	26630.00
36	Mr. B Srinivas, MTSS	25201.00
37	Mr B V A Raghava Rao, MAAS	31714.00
38	Mr N Nageswara Rao, MAAS	28929.00
39	Mr M Peddirajulu, MAAS	21290.00
40	Ms. BVSS Sirisha, MAAS	23528.00
41	Ms. Padmaja Rani Kolar, MAAS	23528.00
42	Ms. B Deepa, MAAS	23528.00
43	Mr A Murali, MTSS-SII	17063.00
44	Ms. Ch. Venkata Ramana, MAAS	17342.00
45	Mr. B Krishna Murthy, MSS	21046.00
46	Mr. M Chenna Kesavulu, MSS	17511.00
47	Mr. S Venkatesh, MSS	18435.00

48	Mr. D Rama Rao, MSS	14991.00
49	Mr. Firoz Khan, MSS	14991.00
<b>SUB - CENTRES</b>		
50	Mr. M P Dubey, Joint Director & OIC, Vizag	71076.00
51	Mr. Debasish Satapathy, Asst. Director - Vizag	44608.00
52	Mr. K V Chandra Varma, Technical Officer - Vizag	33643.00
53	Mr. Shanmukha Rao P V S, Technical Officer - Vizag	31596.00
54	Mr. P Srinivas, MTSS, Vizag	22731.00
55	Mr. B Paul Sudhakar, Vizag, MTSS-SII	15691.00
56	Mr. D Kiran Kumar, Technical Officer - OIC, Warangal	34042.00
57	Mr. K. Rajasekharam, Dy. Director, OIC, Tirupati	48006.00
58	Mr. B Prabhakar, MTSS-Tirupati	26817.00
59	Mr. M Sankar, MSS, Tirupati	13189.00
60	Mr. S Ramesh, MTSS, OIC, Vijayawada	31987.00
61	Mr. B Suresh , Dy. Director, Kakinada	51954.00
62	Mr. P Sreenivasa Kalayna Murthy, Technical Officer	31571.00
63	Mr. Santhi Prabhu Gidda, MTSS	26901.00
64	Ms. N. Sri Vaishnavi , MTSS	22802.00



**CHAPTER - 11 : 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, Hyderabad centre has been grouped with five sub centres, each group headed by a Officer In Charge. Each group acts as a profit center. Annual plans are prepared by these groups. STPI-Centres as profit centres, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the centres. Out of the total income generated from the datacom income, project consultancies and interest from the banks, the expenditure of the centres pertaining to the data link charges, establishment and other administrative expenses are met out from such incomes.

To be given separately for STPI, Hyderabad, Sub-Centres, Executing Agencies

**CHAPTER - 12 : 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 - 13 : 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 - 14: DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY STPI, REDUCED IN AN ELECTRONIC FORM [SECTION 4(1)(b)(xiv)]**

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 - 15 : 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)]**

Following are the facilities provided to Citizens for obtaining information -

2. Appropriate information is displayed on the Notice Boards.
3. The public can access the website [www.hyd.stpi.in](http://www.hyd.stpi.in) for obtaining information about the Organization.
4. Organization Brochures are provided on request at free of cost at the Reception.

However, STPI Centers have dedicated Business Development/EXIM Groups where software exporters/units/industry intending to get more information can have access during working hours for any clarification/guidance.

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**CHAPTER - 16 : NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS. [SECTION 4(1)(b)(xvi)]**

**Appellate Authority in STPI : Dr.Omkar Rai**

**Director General**

Software Technology Parks of India

Electronics Niketan, 6, CGO Complex,

Lodhi Road, New Delhi-110003

Telephone No. 24363108, 24363309

Fax No. 24363436, 24364336

E-Mail ID : [rai@stpi.in](mailto:rai@stpi.in)

**NAME AND CONTACT NO. OF PUBLIC INFORMATION OFFICER AT  
SOFTWARE TECHNOLOGY PARKS OF INDIA  
Hyderabad - 500 081**

Sl. No.	Name of the STPI Centre / Sub Centers	Name & Designation of PIO and APIO	Official Telephone No.	Mobile No.	E-Mail ID
1.	HQ	Shri Devesh Tyagi, PIO Addl. Director	011- 24362609	09868884062	devesh@stpi.in
2.	Hyderabad & its Sub Centers	Shri Y. Vara Prasad APIO	040- 66415631/ 66415644	9866662901	varaprasad.y@hyd.stpi.in



**CHAPTER - 17: SUCH OTHER INFORMATION AS MAY BE PRESCRIBED  
[SECTION 4(1) (b) (xvii)]**

**FORM OF APPLICATION FOR SEEKING INFORMATION FROM STPI**

**RTI - FORM NO. 1**

**To:  
The Assistant Public Information Officer  
Software Technology Parks of India  
6Q3, Cyber Towers, 6<sup>th</sup> Floor,  
Hi-tec City, Madapur,  
Hyderabad-500081**

Sub: Request for information under RTI Act 2005 - Application reg.

Sir,

I \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_  
Resident of \_\_\_\_\_ wish  
to seek information, under the RTI Act, 2005. The information needed pertains to the  
Software Technology Parks of India, as details given in below:

- 
- 
1. It is certified that I am a bonafide Citizen of India and / or Non-Resident Indian.
  - 2\*. It is certified that I do not fall/ fall under the category Below Poverty Line (BPL), and an attested copy of the relevant certificate (issued by the competent authority) is enclosed herewith for your information.
  3. I have deposited the required amount of Rs.10/- (Rupees Ten Only) in form of DD/IPO towards application fee, I also undertake to pay the required fees/ charges (if applicable) as prescribed under the RTI Act and or relevant Rules.
  4. I state that the information sought does not fall within the restrictions contained in Section 8 of the RTI act and to the best of my knowledge it pertains to your office.

(Signature of the Applicant)

Dated: \_\_\_\_\_

Telephone No:  
Mobile No.:  
Fax No.:  
Email - Address

\* Kindly fill all the columns properly and strike out whichever is not applicable.