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

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.

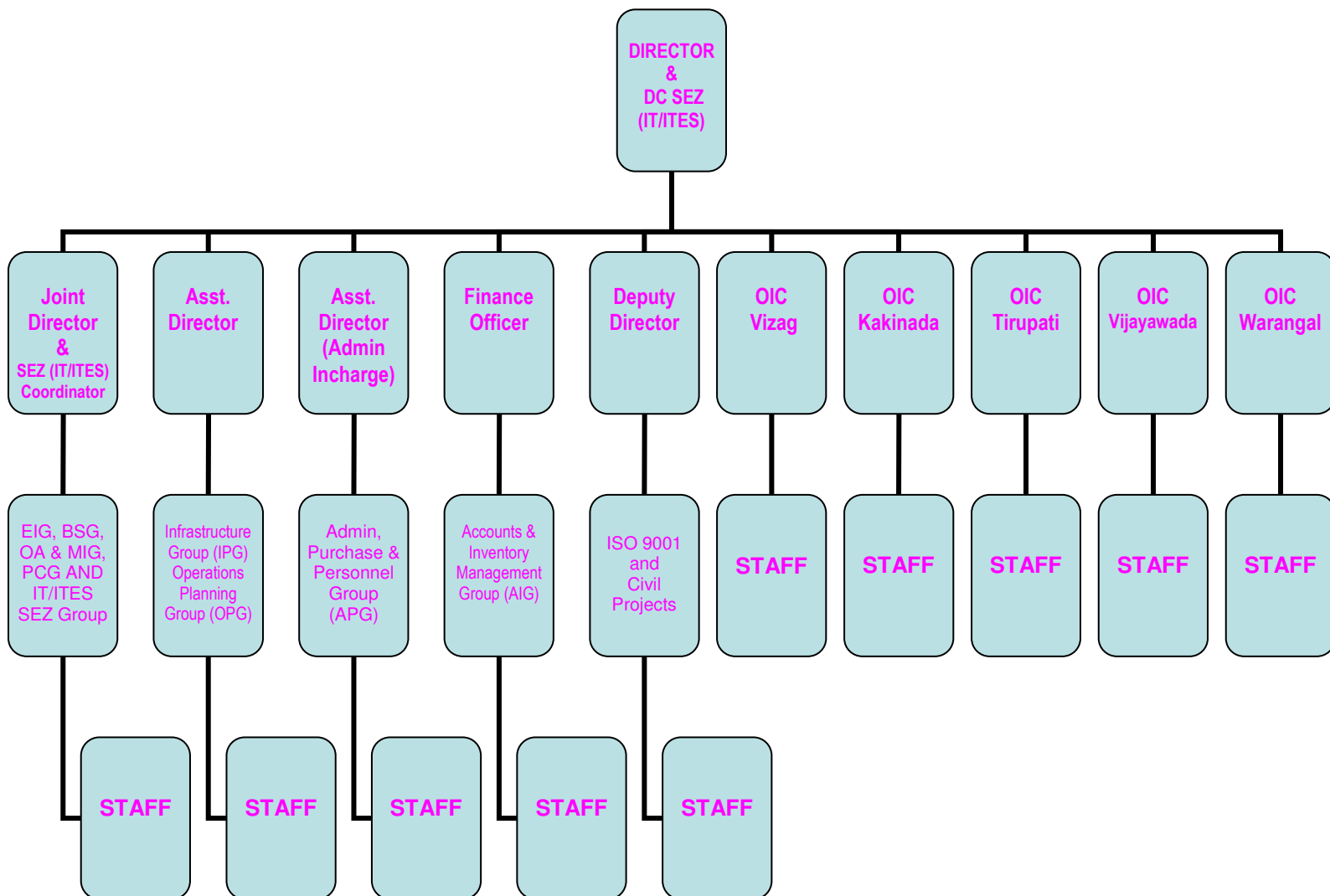
2. To perform financial management functions which comprise *inter-alia* the following activities;

- (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.

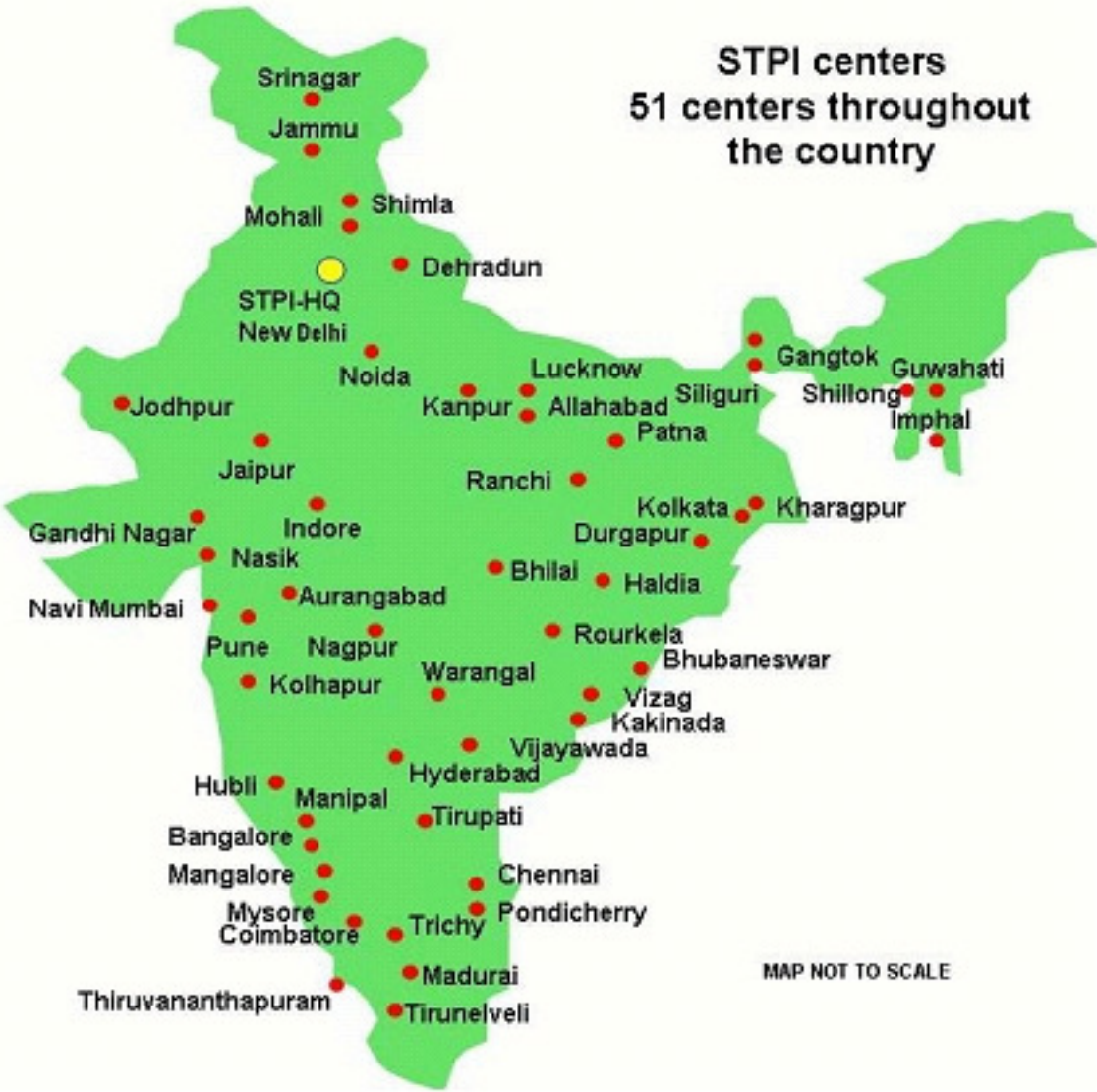
Over the years, STPI technology services have grown significantly both in terms of volume as well as in service portfolio. Today STPI has entire spectrum of Communication, IT & Consultancy Services in its bouquet, serving a wide variety of clientele including Indian IT Industry, Indian Government Departments,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

STPI centers



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, 6th 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 : 9000104070
Email : pvenugopal@hyd.stpi.in
URL : 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

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

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

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

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

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"> 1. Overseeing the operations of STPI Hyderabad and its Sub centers. 2. Strategic planning & Co-ordination for expansion of STPI infrastructure. 3. Co-ordination with Govt. agencies for development of IT industries 4. Monitoring & review of EOUs under STPI 5. Business development activities 6. Overseeing the operations of Andhra Pradesh IT/ITES SEZ as a Development Commissioner.
3.	JOINT DIRECTOR	Business Solutions Group, Office Automation & Measurement improvement Group, Export - Import Services Group, Projects & Consultancy Group and SEZ(IT/ITES) Group
3.	DY.DIRECTOR	Implementation of ISO 9001 Civil Projects
4.	FINANCE OFFICER	Overall In-charge of Finance and Accounts
5.	ADMINISTRATIVE OFFICER	Operational Head of Administration, <ol style="list-style-type: none"> 1. Personnel Administration , 2. Facilities and Logistic Management 3. Vigilance, Disciplinary issues reporting to Director. 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

Sl No.	Rule No. of Bye-Laws of the Society	Nature of Power	Authority prescribed in the Rules	Authority empowered to exercise the powers	Extent of Power Delegated (Rs. In lacs)	Suggestions after review
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1		To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country.	DG	DG	Full Power	-
2		Purchase of capital equipment (At a time of any single item) including imported items of the similar equivalent value.	Director DG ECOD GC	Director DG ECOD GC	Upto 3.0 Upto 30.0 Upto 50.0 Above 50.0	-

3		Contingent expenditure including payments of POL / electricity / water / telephone / municipal taxes / salaries / wages etc.	Director DG	Director DG	Full Power Full Power	-
4		Deputing employees for short term & specialized training/courses in India & sanctioning of TA/DA as per rules and training fees as per actuals	Director DG	Director DG	Full Power Full Power	-
5		To appoint Causal Labor	Director DG	Director DG	Full Power Full Power	-
6		Purchase of liveries for staff	Director DG	Director DG	Full Power Full Power	-
7		To authorize officers & staff to travel on official tours by a class/mode of which they are not entitled	Director DG	Director DG	Full Power Full Power	-

8		Reimbursement of medical expenses (a) In accordance with normal rules (b) In relaxation of normal rules	Director DG DG	Director DG DG	Full Power Full Power Full Power	-
9		Sanction of purchase or hire or repair of office equipment, furniture, fixtures, coolers ACs etc.	Director DG	Director DG	Full Power Full Power	-
10		Payment of rent towards office/residential accommodation	Director DG	Director DG	Full Power Full Power	-
11		Payment of legal Consultancy charges	Director DG	Director DG	Full Power Full Power	-
12		Delegating an officer as Controlling officer for the purposes of TA, medical other claims including countersigning of claims.	Director DG	Director DG	Full Power Full Power	-

13		Sanctioning tours within India, advance of TA, LTC	Director DG	Director DG	Full Power Full Power	-
14		Sanctioning of any personal advances i.e. HBA, vehicle or any long term advance	Director DG	Director DG	Upto 0.25 Full Power	-
15		Sanction of conveyance charges	Director DG	Director DG	Full Power Full Power	-
16		To pursuit undertaking of assignments within India, outside the Organization without involving society funds	DG	DG	Full Power	-
17		Sanction of purchases of books, journals, periodicals magazine etc. for library	Director DG	Director DG	Full Power Full Power	-
18		Sanction of hire of conveyance	Director DG	Director DG	Full Power Full Power	-
19		Sanction of advertisements & publicity charges	Director DG	Director DG	Upto 0.50 Beyond 0.50	-

20		Sanction of expenditure on hospitality & entertainment in India	Director DG ECOD	Director DG ECOD	Upto 0.50 Upto 5.0 Upto 10.0	-
21		Incurring of expenditure on conducting workshops / conferences/ seminars etc. in India	Director DG	Director DG	Upto 1.0 Full Power	-
22		Repair/maintenance of civil works including electrical & mechanical fittings/installation	Director DG ECOD	Director DG ECOD	Upto 1.0 Upto 5.0 Upto 10.0	-
23		Purchase of Stationery etc. for office	Director DG	Director DG	Full Power Full Power	
24		Sponsored projects	DG	DG	Full Power	-
25		Business Promotion	Director DG	Director DG	Upto 0.20 Full Power	-
26		Grant of Honorarium	DG	DG	Full Power	-

27		Sanction of office/residential telephones	Director DG	Director DG	Full Power Full Power	-
28		Purchase of Software's	Director DG	Director DG	Upto 1.0 Full	-
29		Printing of Annual Reports & other documents	Director DG	Director DG	Full Power Full Power	-
30		Award of contract towards hiring of services for Pantry / Canteen/Security / cleaning etc.	Director DG	Director DG	Full Power Full Power	-
31		Entering of MoU's Contracts, Agreements for achievements of objectives of the society (Govt. bodies, International Carrier, Service Providers)	DG GC	DG GC	Full Power Full Power	-
32		To receive financial contribution from abroad	GC	GC	Full Power	-
33		Approval for deputation/training abroad (a) Chief Executive (b) Heads of Centers (c) other staff	GC GC GC	GC GC GC	Full Power Full Power Full Power	-

34		Procurement of land and construction of buildings	GC	GC	Full Power	
35		Hiring of office/hostel/guest house	DG	DG	Full Power	-
36		To authorize persons to operate Bank Account and to sign of Bank documents	DG	DG	Full Power	-
37		To permit undertaking of assignments abroad without involving society funds	GC	GC	Full Power	-
38		Purchase of office vehicles	GC	GC	Full Power	-
39		Payment of fees for sponsored training/part time training	Director	Director	Upto 1 month	-
			DG	DG	Upto 1 year	
			ECOD	ECOD	Beyond 1 year	
40		Write-off irrecoverable loss/capital /rental (one-time) (per item / per cycle/period)	Director	Director	Upto 0.05	-
			DG	DG	Upto 0.10	
			ECOD	ECOD	Upto 0.50	
			GC	GC	Full 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 & appointment of Staff</p> <ul style="list-style-type: none"> ➤ Advertisement ➤ Set-up Panel, Finalize Selection, Appointment and confirmation on probation <ul style="list-style-type: none"> • Upto Group `B` posts Rs.6500-8000 & below • Beyond Group `B` posts other than Director • Director 	Director DG GC	Director DG GC	Full Power Full Power Full Power	
6		<p>Extension of joining time, Resignation Acceptance, Relaxation of Notice Period</p> <ul style="list-style-type: none"> • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director 	Director DG GC	Director DG GC	Full Power Full Power Full Power	

7		Promotion including fixation of pay <ul style="list-style-type: none"> • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director 	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"> • Beyond Group `B` posts other than Director • Director 	DG GC	DG GC	Full Power Full Power	
10		Transfers <ul style="list-style-type: none"> • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director 	Director DG GC	Director DG GC	Within the Jurisdictional area Full Power Full Power	

11		<p>Disciplinary Authority</p> <ul style="list-style-type: none"> • Upto Group `B` posts • Beyond Group `B` posts other than Director • Director 	<p>Director</p> <p>DG</p> <p>GC</p>	<p>Director</p> <p>DG</p> <p>GC</p>	<p>Full Power</p> <p>Full Power</p> <p>Full Power</p>	
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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.

-0-

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 :

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

- (1) Hon'ble Minister, Administrative Ministry (Chairman).
- (2) Secretary, Administrative Ministry (Vice-Chairman).
- (3) Group Coordinator (STPI), Administrative Ministry (Member).
- (4) Joint Secretary, (Society) Administrative Ministry
- (5) Joint Secretary/Financial Adviser, Administrative Ministry.
- (6) One representative of Ministry of Telecom., 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
- (9) One Representative of Ministry of Finance (CBEC) not below the rank of Joint Secretary.
- (10) One representative of Ministry of Commerce not below the rank of Joint Secretary.
- (11) Chairman, Electronics and Software Export Promotion Council.
- (12) Up to **four** persons of eminence in the disciplines related to the functions of STPI.(e.g. Electronics, Computer Software, International Trade, Finance etc) nominated by the Chairman.
- (13) Up to **two** representatives of trade / professional bodies related to the Industry nominated by the Chairman
- (14) Director General, STPI. (Member Secretary)

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

THE PRESENT COMPOSITION OF THE COUNCIL IS AS FOLLOWS:-

CHAIRMAN		
1.	Union Minister for Communications & Information Technology (MCIT)	Shri A. Raja
VICE-CHAIRMAN		
2.	Secretary Department of Information Technology Ministry of Communications & Information Technology	Shri Jainder Singh Secretary Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 Tel # 24364041 Fax # 24363134
MEMBERS		
3.	Representative of Department of Telecommunications Ministry of Communications & IT	Shri G P Srinivastav Dy. Director General (CS) Department of Telecommunications Ministry of Communications & IT Sanchar Bhawan, Ashok Road New Delhi 110 001 Tel # 23710437 Fax # 23372061
4.	Representative of Ministry of Finance (Excise & Customs)	Shri Y G Paranade Director General (Systems & Data Management) Directorate General of Systems & Data Management Central Board of Excise & Customs Department of Revenue Ministry of Finance 4 th Floor, Samrat Hotel, New Delhi 110021 Tel # 2687 7960

5.	Representative of Ministry of Commerce	Shri Bharathi Sivaswami Sihag Joint Secretary Ministry of Commerce Udyog Bhawan New Delhi 110 001 Tel # 23062526, Fax # 23014418
6.	Representative of Ministry of Home Affairs	Shri D Diptivilasa Joint Secretary (IS) Ministry of Home Affairs Room No. 193 A/1, North Block, New Delhi 110 001 Tel # 2309 2736
7.	Representative of Intelligence Bureau	Shri A K Mishra Joint Director Intelligence Bureau (Ministry of Home affairs) 35 S.P. Marg, New Delhi Tel/Fax # 2687 3556
8.	Additional Secretary Department of Information Technology Ministry of Communications & IT	Shri M. M. Nambiar Additional Secretary Department of Information Technology Ministry of Communications & IT Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 Tel # 2436 3078
9.	JS & FA Department of Information Technology Ministry of Communications & IT	Shri E K Bharat Bhushan JS&FA Department of Information Technology Ministry of Communications & IT Electronics Niketan 6 CGO Complex, Lodi Road, New Delhi 110 003 Tel # 24363097
10	Group Coordinator Department of Information Technology Ministry of Communications & IT	Shri N. Ravi Shanker Joint Secretary Department of Information Technology Ministry of Communications & IT Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 .Tel # 24363124

Representatives of User Industry		
11.	Chairman, ESC	Shri Sanjeev Narayan Chairman, ESC 514 Ansal Chamber- II 6, Bhikaji Cama Place, New Delhi 110 066 Tel #26173898, 55405990 Fax# 26173829
12.	President, NASSCOM	Shri Som Mittal President NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi - 110021 Tel # 23010199, 23015416-18, Fax # 23015452
13		Shri Arun Jain Chairman & C E O Polaris Software Lab Ltd Polaris House No. 244, Anna Salai Chennai-600 006 Tel # 044-285 24056, 28524154 Fax : 044-285 23280
14.		Shri P.R. Venkatrama Raja Vice Chairman & Managing Director Ramco Systems, No.64, Sardar Patel Road Taramani Chennai-600 113 Tamil Nadu Tel # 044 2235 4510, 2235 5711
15.		Shri G. Dijendranath Chief Operating Officer Altosys Software Technologies Ltd. 5 th Floor, 'Pottipati Plaza' 77, Nungambakkam High Road, Nungambakkam, Chennai-600 034 Tel : (044) 2822 8647, 2820 3548/ 49/ 51 Fax : (044) 2820 3552, Mobile : 98400 79797

Member Secretary		
16.	DIRECTOR GENERAL, STPI	Sri Nilakantan krishnan Director General Software Technology Parks of India Electronics Niketan 6 CGO Complex, Lodi Road New Delhi 110 003 Tel # 24363108, 24363309 Fax # 24364336

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 this Memorandum shall perform functions in the following matters:

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

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

The ECOD shall comprise the following members:

- | | |
|---|---------------|
| (a) Addl. Secretary / Group Coordinator (STPI), DIT | Chairman |
| (b) Director General, STPI | Vice Chairman |
| (c) Special Secretary & Financial Advisor, DIT | Member |
| (d) Joint Secretary (Societies), DIT | Member |
| (e) Three Directors of STPI Centers | Member |

- (f) Director - DIT & Head of Programme Division for STPI Member
 (g) Sr. Director (HQ) Member Secretary

The composition of Executive Committee Of Directors (ECOD) as indicated below:

1.	Chairman	Sri Rakesh Singh Addl.Secretary/Group Coordinator for STPI Department of information Technology Electronics Niketan 6 CGO Complex, Lodi Road New Delhi - 110 003.
2	DIRECTOR GENERAL, STPI	Sri Nilkantan krishnan Director General Software Technology Parks of India Electronics Niketan 6 CGO Complex, Lodi Road New Delhi - 110 003 Ph No. 011 24363108, 24363309 Fax No. 011 24364336 Email: krishnan.n@stpi.in
3	MEMBER	Sh. R.C. Mishra Special Secretary & Financial Advisor, Department of Information Technology Electronics Niketan 6 CGO Complex, Lodi Road New Delhi - 110 003.
4	MEMBER	Sh. N. Ravishanker Joint Secretary (Societies) Department of Information Technology Electronics Niketan 6 CGO Complex, Lodi Road New Delhi - 110 003.
5	MEMBER	Dr. S.K Agarwal Director Software Technology Parks of India Tower#7, Floor#6 International Infoteck park, Vashi Railway Station-cum-Commercial Complex Vashi, Navi Mumbai-400705 Ph: 91-22-27812102/03/04

		Fax: +91-22-27812034 Email: info@mumbai.stpi.in URL: www.mumbai.stpi.in
6	MEMBER	Ms. R. Raja lakshmi Director Software Technology Parks of India No:76,77, 6th Floor, Cyber Park, Electronics city, Hosm Road Bangalore-560100 Ph: +91-80-66186000 Fax: +91-80-28520958 Email: r.lakshmi@blr.stpi.in URL: http://www.blr.stpi.in
7	MEMBER	Mr.K.Ramesh Kumar Director Software Technology Parks of India PB NO: 5517, Bakery junction Thiruvananthpuram-695034 Ph:+91-471-2330707 Fax:+91-471-2330808 Earth station:+91-471-2700003/700147 Email: info@tvpm.stpi.in URL: www.tvpm.stpi.in
8	MEMBER	Sh.S.S.Garg Director Department of information Technology & Head of Programme Division for STPI Electronics Niketan 6CGO complex, Lodhi Road New Delhi - 110003
9	MEMBER SECRETARY	Dr. Omkar Rai Senior Director Software Technology Parks of India Electronics Niketan 6CGO complex, Lodhi Road New Delhi - 110003

8.1.4 STANDING EXECUTIVE BOARDS (SEBS)

- (a) A Standing Executive Board (SEB) shall be constituted for each State where the STPI has a Centre to act as an interface with the industry and State Government for policy and operational issues. The SEBs shall also prepare

the future expansion plans for the Centre/Sub-centers, augmentation of facilities, annual plan and budget for each STP and advise the Chief Executive Officer.

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

Officer In-charge of the Centre/Sub-centers shall attend the SEB meetings.

DG may co-opt any other person, as may be necessary.

The composition of SEB, Hyderabad as indicated below:

1.	DIRECTOR GENERAL, STPI	<p>Sri Nilkantan krishnan Director General Software Technology Parks of India Electronics Niketan 6 CGO Complex, Lodi Road New Delhi - 110 003 Ph No. 011 24363108, 24363309 Fax No. 011 24364336 Email: krishnan.n@stpi.in</p>
2.	REPRESENTATIVE FROM DIT	<p>Sri Madhavan Nambiar, IAS Addl. Secretary Dept. of Information Technology Electronics Niketan 6 CGO Complex, Lodi Road New Delhi - 110 003. Ph No. 011 24363078 Fax No. 011 24363101 Email: mmn@mit.gov.in</p> <p>Sri J K Tyagi Dy. Financial Adviser Dept. of Information Technology Electronics Niketan 6 CGO Complex, Lodi Road New Delhi - 110 003. Ph No. 011 24363086 Fax No. 011 24364537</p>
3.	Secretary, IT/Representative of IT	<p>Dr. C S Rao Advisor (IT) & CEO AP Invest Room No. 201, A Block Secretariat, Hyderabad - 500 022 Ph No. 23453977 Fax No. 23451092, 23450103 Email: advisor_it@ap.gov.in</p> <p>Sri Shailender Kumar Joshi, IAS Prl. Secretary Dept. of Information Technology & Communications</p>

		<p>D Block, Room No. 431A, A P Secretariat Hyderabad - 500 022 Ph No. 23456401 Fax No. 23450103 Email: secretary_it&c@ap.gov.in</p>
4.	Commissioner Customs & Central Excise	<p>Sri N Sridhar, IRS Addl. Commissioner Customs & Central Excise Hyderabad IV Commissioerate ponett Bhavan, Ramkote Hyderabad Work: 24762211 /24760800 Fax: 23211655</p>
5.	Representatives from IT Industry	<p>Mr. M Narasimha Rao President, HYSEA C/o Infosys Technologies Ltd Manikonda Village Lingampally, RangaReddy Dist. Hyderabad -019 Work: 23005222 Fax: 23005223 Email: narsimha_m@infosys.com</p> <p>Sri B Ramalinga Raju ChairmanP Satyam Computer Services Satyam City Centre 1-10-60/63, Ashoka Raghupathy Chambers Begumpet, Hyderabad 23091257 (D), 55232323</p> <p>Sri Richard F Farrand Chief Operating Officer HSBC Electronics Data Processing India Pvt. Ltd Cyber Pearl, Second Floor, Block 1, HITEC City, Madhapur, Hyderabad - 500081 Ph No. 39872222 Fax No. 55840999</p>

6.	Representative from IB	<p>Sri S Jayaraman, IPS Joint Director Subsidiary Intelligence Bureau (SIB) MHA, Gol, Door No. 4-5-368-373, Besides Kendriya Sadan, Sultan Bazar Hyderabad - 500 095 Ph No. 24610808 Fax No. 24610077</p>
7.	Representative of BSNL / Telecom.Sector/ Secondary City	<p>Sri TN Sudhindra Kumar CGM Office of Chief General Manager Doorsanchar Bhavan Nampally Station Road Hyderabad - 500 001 Ph No. 23203636 / Ph No. 27722288</p> <p>Sri P Sastry Chairman Visakhapatnam Information Technology Association (VITA) C/o Quality Datamill Pvt. Ltd 2nd Floor, Dasapalla Complex Hotel Dasapalla Visakhapatnam. Ph.No. 0891 2566766 Fax no. 0891 2566667</p>
8.	DIRECTOR, STPI CENTER	<p>Sri P Venugopal Director Software Technology Parks of India 6Q3, 6th Floor, Cyber Towers, HITEC City Madhapur, Hyderabad, Ph No. 66415629/11 Fax No. 23100501 Email: pvenugopal@hyd.stpi.in</p>

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	pvenugopal@hyd.stpi.in
2	Mr. Pradipa Kumar B Joint Director	040	66415652	pradipakumar.b@hyd.stpi.in
3	Mr. N S Siddiah Deputy Director	040	66415616	siddaiah.ns@hyd.stpi.in
4	Ms. V Jinubala, Deputy Director	040	66415628	jinubala.v@hyd.stpi.in
5	Mr. Y Vara Prasad Asst. Director	040	66415623	varaprasad.y@hyd.stpi.in
6	Mr. A V Malleshwar Rao Asst. Director	040	66415644	mallesh.av@hyd.stpi.in
7	Mr. V Sanjeev Asst. Director	040	66415640	sanjeev.v@hyd.stpi.in
8	Ms. Kishori Kumari Asst. Director	040	66415628	kishori.kumari@hyd.stpi.in
9	Mr. T Ravi Asst. Director	040	66415614	ravi.t@hyd.stpi.in
10	Mr. B Vinay Kumar Asst. Director	040	66415646	vinaykumar.b@hyd.stpi.in
11	Mr. K Ranga Reddy Technical Officer	040	66415646	rangareddy.k@hyd.stpi.in
12	Mr. S Purushotham Finance Officer	040	66415613	purushotham.s@hyd.stpi.in
13	Ms. A Subba Lakshmi MTSS	040	66415612	lakshmi.s@hyd.stpi.in
14	Mr. J Girija Manohar MTSS	040	66415648	manohar.girija@hyd.stpi.in
15	Mr. P Ashok Kumar MTSS	040	66415637	ashokkumar.p@hyd.stpi.in
16	Mr. R Kalyan Murthy, MTSS	040	66415638	kalyanmurthy.r@hyd.stpi.in
17	Ms. P Saraswathi, MTSS	040	66415645	saraswati.p@hyd.stpi.in

18	Mr M Murali Krishna, MTSS	040	66415647	murali.krishna@hyd.stpi.in
19	Mr. G Rama Krishna, MTSS	040	66415633	ramakrishna.g@hyd.stpi.in
20	Mr S Yuva Raj, MTSS	040	66415637	yuvraj.s@hyd.stpi.in
21	Mrs. P Divya Sri, MTSS	040	66415648	divya.sri@hyd.stpi.in
22	Mr Viswa Sai, MTSS	040	66415635	viswa.sai@hyd.stpi.in
23	Mr Alam Akhtar, MTSS	040	66415635	alam.akhtar@hyd.stpi.in
24	Mr Ch Veera Venkatesh, MTSS	040	66415614	venkat.ch@hyd.stpi.in
25	Ms. Subhalaxmi Behera, MTSS	040	66415651	subhalaxmi.b@hyd.stpi.in
26	Mrs. V Vishwa Janani, MAAS	040	66415653	vishwa.v@hyd.stpi.in
27	Mr. S Murali, MAAS	040	66415608	murali.s@hyd.stpi.in
28	Mrs. N Sri Lakshmi, MAAS	040	66415624	ns.lakshmi@hyd.stpi.in
29	Mr. P K Nitin Kumar, MAAS	040	66415626	nitin.p@hyd.stpi.in
30	Mr. S Ravi Shankar, MAAS	040	66415625	ravishankar.s@hyd.stpi.in
31	Mrs. J Jaya Lakshmi, MAAS	040	66415615	jayalakshmi.d@hyd.stpi.in
32	Mr. Amar Singh Meena, MTSS	040	66415622	amarsingh.meena@hyd.stpi.in
33	Mr. M Durga Maruthi Kumar, MTSS	040	66415635	maruthikumar.md@hyd.stpi.in
34	Mr. T Raj Kumar, MTSS	040	66415635	rajkumar.t@hyd.stpi.in
35	Mr. B Srinivas, MTSS	040	66415617	srinivas.b@hyd.stpi.in
36	Mr. S Santosh Kumar, MTSS	040	66415635	santhosh.s@hyd.stpi.in
37	Mr. B V A Raghava Rao, MAAS	040	66415627	b.rrao@hyd.stpi.in
38	Mr. L Nageswara Rao	040	66415626	rao.ln@hyd.stpi.in
39	Mr N Nageswara Rao, MAAS	040	66415617	nageswararao.n@hyd.stpi.in
40	Mr. M Peddirajulu, MAAS	040	66415615	peddiraju.m@hyd.stpi.in
41	Ms. BVSS Sirisha, MAAS	040	66415621	sirisha.a@hyd.stpi.in
42	Ms. Padmaja Rani Kolar, MAAS	040	66415629	padmaja.rani@hyd.stpi.in

43	Ms. B Deepa, MAAS	040	66415620	deepa.d@hyd.stpi.in
44	Mr. A Murali, MTSS	040	66415636	murali.a@hyd.stpi.in
45	Mrs. Ch. Venkata Ramana, MAAS	040	66415600	rama.ch@hyd.stpi.in
46	Mr. B Krishna Murthy, MSS	040	66415523	krishna.b@hyd.stpi.in
47	Mr. M Chenna Kesavulu, MSS	040	66415618	keshav.m@hyd.stpi.in
48	Mr. S Venkatesh, MSS	040	66415635	venkatesh.s@hyd.stpi.in
49	Mr. D Rama Rao, MSS	040	66415631	ramarao.d@hyd.stpi.in
50	Mr. Firoz Khan	040	66415618	firoz.khan@hyd.stpi.in

STPI - HYDERABAD (Contract Employees)

- Office Support Staff(OSS)

Sl. No.	Name/ Designation	STD Code	Office. No (Tata)	Email - Id
1.	Mr N. Venkata Reddy, BDM	040	66415612	venkatreddy.n@hyd.stpi.in
2	Mr G Yogender, OSS	040	66415654	yogendrababu.g@hyd.stpi.in
3	Mr Shaik iiyas Basha	040	66415636	basha.s@hyd.stpi.in

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	dubey@hyd.stpi.in
2.	Mr. K Ram Kishore Babu, Deputy Director	0891	2587226, 6452474	rkbabu.koppula@hyd.stpi.in
3.	Mr. Debasish Sathapathy, Asst. Director	0891	2587226, 6452474	satapathy.d@hyd.stpi.in
4	Mr. K V Chandra Varma. MTSS	0891	2587226, 6452474	chandrarvarma.kv@hyd.stpi.in
5.	Mr. PVS Shanmukha Rao, MTSS	0891	2587226, 6452474	shanmukha.p@hyd.stpi.in
6.	Mr. P Srinivas, MTSS	0891	2587226, 6452474	srinivas.p@hyd.stpi.in
7.	Mr. B. Paul Sudhakar, MTSS	0891	2587226, 6452474	paulsudhakar.b@hyd.stpi.in

2. STPI - VIJAYAWADA

FAX NO: 0866 2494243

1	Mr. S. Ramesh, MTSS & OIC	0866	2494243	ramesh.s@hyd.stpi.in
Contract Employees				
2.	Mr. D Anil Kumar Engineer	0866	2494243	anil.d@hyd.stpi.in
3	Mr. V. Srinivas Rao, Tech. Asst.	0866	2494243	srinivasrao.v@hyd.stpi.in

3. STPI - WARANGAL

FAX NO: 0870 2446944

1.	Mr. D. Kiran Kumar, MTSS & OIC	0870	2446944	kirankumar.d@hyd.stpi.in
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4. STPI - TIRUPATI

FAX NO: 0877 2239262

1	Mr. K. Rajasekharam, Asst. Director & OIC	0877	2239262	raj.kayyuri@hyd.stpi.in
2	Mr. B Prabhakar, MTSS	0877	2239262	prabhakar.b@hyd.stpi.in
3.	Mr. M Sankar, MSS	0877	2239262	sankar.m@hyd.stpi.in

5. STPI - KAKINADA

FAX NO: 0884 6660112

1.	Mr. B Suresh Dy. Director & OIC	0884	6660111	suresh.b@hyd.stpi.in
2.	Mr. P Sreenivas Kalyana Murthy, MTSS	0884	6660123	kalyan.p@hyd.stpi.in
3.	Mr. G Santhi Prabhu, MTSS	0884	6660123	santhi.prabhu@hyd.stpi.in
4	Ms. N Santha Lakshmi Tayaru, MTSS	0884	6660123	santhi.n@hyd.stpi.in

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 November 2009 (Amount in Rs.)
1.	Mr P Venugopal, Director	88,470
2.	Mr. Pradipa Kumar Behera, Jt. Director	54,697
3.	Mr N S Siddiah, Deputy Director	49,218
4.	Mrs. V Jinubala, Deputy Director	43,864
5.	Mr. Y Vara Prasad, Asst. Director	40,096
6.	Mr. A V Malleshwar Rao, Asst. Director	40,096
7.	Mr. V Sanjeev , Asst. Director	40,096
8.	Ms. Kishori Kumar, Asst. Director	38,023
9.	Mr T Ravi, Asst. Director	33,087
10	Mr. B Vinay Kumar, Asst. Director	26,706
11	Mr. K Ranga Reddy, Technical Officer	33,087
12	Mr. S Purushotham Finance Officer	25,205
13	Mrs. A Subba Lakshmi, MTSS	26,109
14	Mr. J Girija Manohar, MTSS	25,528
15	Mr. P Ashok Kumar, MTSS	27,560
16	Mr. R Kalyan Murthy, MTSS	27,560
17	Mrs P Saraswathi, MTSS	27,340
18	Mr M Murali Krishna MTSS	24,530
19	Mr. G Rama Krishna MTSS	24,530

20	Mr S Yuva Raj,MTSS	22,498
21	Mrs. Divya Sri, MTSS	21,839
22	Mr Viswa Sai, MTSS	23,871
23	Mr. Alam Akhtar,MTSS	23,871
24	Mr. Ch Veera Venkatesh,MTSS	21,839
25	Ms. Subhalaxmi Behera,MTSS	20,417
26	Mrs V Vishwa Janani, MAAS	25,205
27	Mr S Murali, MAAS	25,205
28	Mrs N Sri Lakshmi, MAAS	25,455
29	Mr P K Nitin Kumar, MAAS	25,205
30	Mr S Ravi Sankar, MAAS	25,605
31	Mrs. J Jaya Lakshmi, MAAS	25,205
32	Mr Amar Singh Meena, MTSS	12,879
33	Mr M Durga Maruthi Kumar, MTSS	26,549
34	Mr T Raj Kumar, MTSS	20,982
35	Mr. B Srinivas, MTSS	19,867
36	Mr. S Santhosh Kumar, MTSS	19,867
37	Mr B V A Raghava Rao, MAAS	25,039
38	Mr L Nageswara Rao, MAAS	22,646
39	Mr N Nageswara Rao, MAAS	22,332
40	Mr M Peddirajulu, MAAS	18,548
41	Ms. BVSS Sirisha, MAAS	16,516
42	Ms. Padmaja Rani Kolar, MAAS	16,516
43	Ms. B Deepa, MAAS	18,548
44	Mr A Murali,MTSS-SII	13,485
45	Mrs. Ch. Venkata Ramana, MAAS	13,652
46	Mr. B Krishna Murthy, MSS	15,078
47	Mr. M Chenna Kesavulu, MSS	12,299

48	Mr. S Venkatesh, MSS	14,016
49	Mr. D Rama Rao, MSS	11,050
50	Mr. Firoz Khan, MSS	11,812
SUB - CENTRES		
51	Mr. M P Dubey, Joint Director & OIC, Vizag	55,316
52	Mr. K Rama Kishore Babu, Dy. Director, Vizag	43,795
53	Mr. Debasish Satapathy, Asst. Director, Vizag	34,784
54	Mr. K V Chandra Varma, MTSS, Vizag	24,918
55	Mr. Shanmukha Rao P V S, MTSS, Vizag	23,375
56	Mr. P Srinivas, MTSS, Vizag	17,715
57	Mr. B Paul Sudhakar, Vizag, MTSS-SII	12,224
58	Mr. D Kiran Kumar, MTSS, OIC, Warangal	25,318
59	Mr. K. Rajasekharam, Asst. Director, OIC, Tirupati	34,419
60	Mr. B Prabhakar-MTSS-Tirupati	20,648
61	Mr. M Sankar, MSS, Tirupati	10,158
62	Mr. S Ramesh, MTSS, OIC, Vijayawada	24,918
63	Mr. B Suresh , Dy. Director, Kakinada	40,008
64	Mr. P Sreenivasa Kalayna Murthy, MTSS Kakinada	23,100
65	Mr. Santhi Prabhu Gidda-MTSS	22,410
66	Ms. N.Santha Lakshmi Tayar MTSS	17,552

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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

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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 -

1. Appropriate information is displayed on the Notice Boards.
2. The public can access the website www.hyd.stpi.in for obtaining information about the Organization.
3. 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.

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

Appellate Authority in STPI : Shri.Nilkantan Krishnan
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 : krishnan.n@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	Dr. Omkar Rai,PIO Sr. Director	011-24363596	09868218614	rai@stpi.in
2.	Hyderabad & its Sub Centers	Shri Y Vara Prasad APIO	040-66415611/23	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, 6th 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:

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-
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) towards application fee (Receipt enclosed) with STPI. Further, 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.