SOFTWARE TECHNOLOGY PARKS OF INDIA

(An Autonomous Society under Govt. of India, Ministry of Electronics & Information Technology)
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Information Handbook under Right to Information Act, 2005

CHAPTER – 1 : INTRODUCTION

1.1 Background of the Handbook

This information Handbook has been prepared in pursuance of Section 4 of the Right to Information Act, 2005 (RTI Act, 2005) to provide information in respect of objectives, functions etc. of the Software Technology Parks of India.

1.2 Objectives

> ➢ To provide access to information under the control of office of the Director General, Software Technology Parks of India and to promote transparency in the working.

> ➢ To provide maximum information suo-motu or sources thereof so that people have minimum resort to use of the RTI Act.

1.3 Intended Users

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

1.4 Contact Persons for getting more information

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

1.5 Definitions/Abbreviations used

(a)   "APIO" means Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act

(b)   "AA" means Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act

(c)   "DG" means Director General, STPI

(d)   "EXIM Policy" means Export/Import Policy

(e)   "PIO" means Public Information Officer designated under Section 5(1) of the RTI Act

(f)   "RTI Act" means Right to Information Act 2005

(g)   "EHTP Scheme" means Electronics Hardware Technology Park

(h)   "STP Scheme" means Software Technology Park

(i)   "STPI" means Software Technology Parks of India

1.6   Procedure and fee structure for getting information not available in the Handbook

Any person who wishes to seek information under the RTI Act, 2005 can file an application in Form-A, attached with this Handbook, to the PIO or APIO concerned. Forms are available free of cost in the O/o STPI/Centre/sub-Centre. It can also be downloaded from the STPI website.

A fee of **Rs. 10/- (Rs. Ten)** per application will be charged for supply of information other than the information relating to Tender Documents/ Bids/ Quotations/ Business Documents in addition to the cost of document or the photocopies of document/information, if any. For Tender Documents, an application fee of **Rs. 500/- (Rs. Five hundred)** per application will be charged. A sum of **Rs. 2 (Rs. Two)** per page will be charged for supply of photocopy of document(s) under the control of O/o STPI.

The fee/charges payable as above shall be in the form of Demand Draft/Indian Postal Order (IPO) drawn in favor of **Software Technology Parks of India and payable at New Delhi**. Subject to the provisions of the RTI Act, STPI will endeavor to reply/provide the information as early as possible, and in any case within thirty days of the receipt of the request.

CHAPTER – 2 : Particulars of the Organization, functions and Duties

[Section 4(1)(B)(I)]

2.1 *STPI: The Background*

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

2.2 Objectives of the Society

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

2.3 Functions of the Society

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

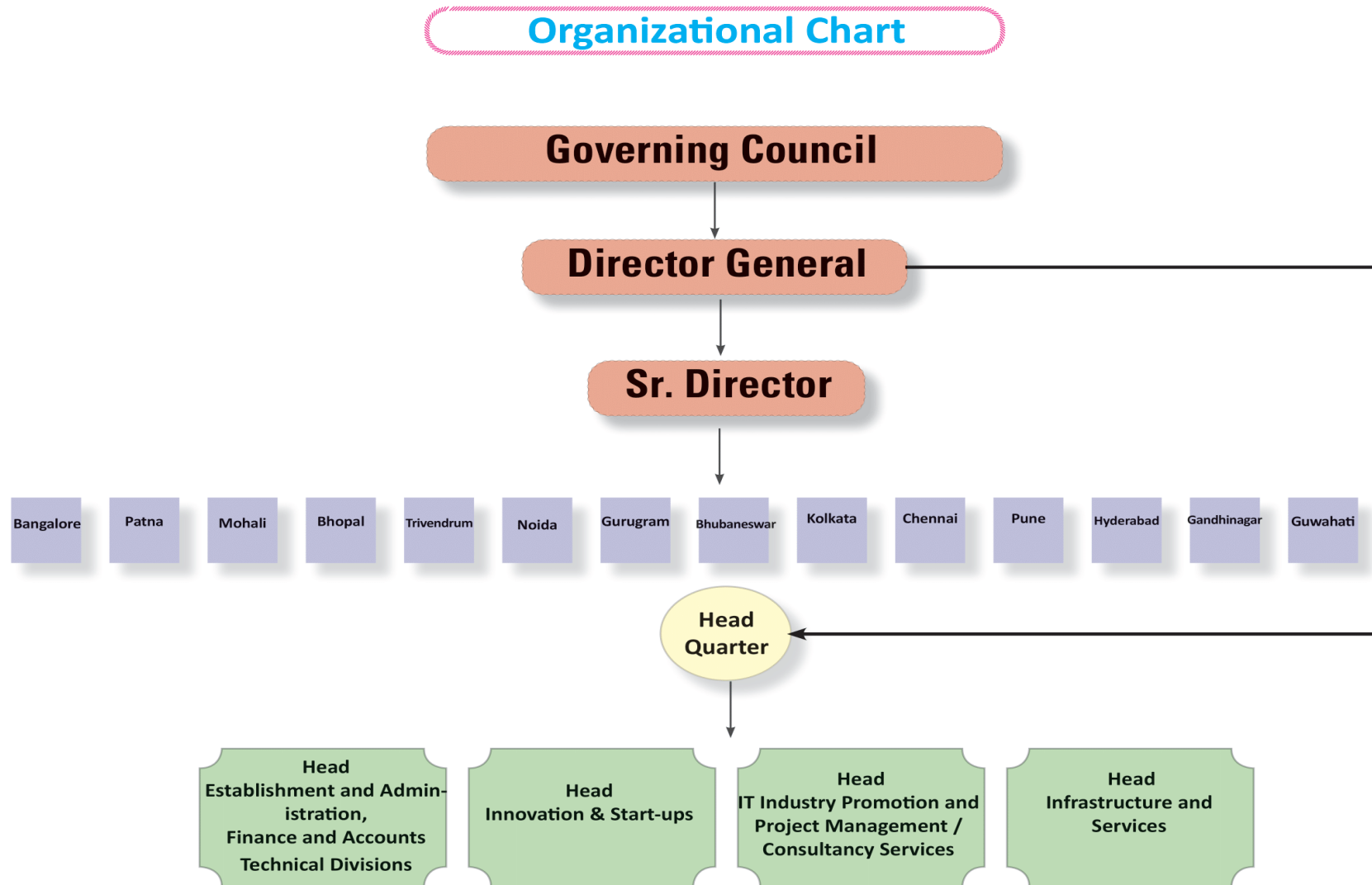(1) To establish Software Technology Parks / centers at various locations in the country;

(a)   To perform all functions in the capacity of the successor to the erstwhile Software Technology Park Complex which were taken over by the STPI

(b)   To establish and manage the infrastructural resources such as integrated infrastructure including International communication / Data center / Incubating facilities etc. for 100% export oriented units and to render similar services to the users other than exporters.

(c)   To undertake other export promotional activities such as technology assessments, market analysis, market segmentation as also to organize workshops/exhibitions/seminars/conferences etc.

(d)   To facilitate specialized training in the niche areas to meet the above objectives.

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

(f)   To promote secondary and tertiary locations by establishing STPI presence to promote STP/EHTP Scheme, and promotional schemes announced by Government.

(g)   To promote entrepreneurship through incubation programmes / seed funds / IP development and other awareness programmes.

(h)   To assist State Governments in formulating IT policies and liaison for promoting the IT industries in respective states to achieve an exponential growth of exports.

(i)   To promote quality and security standards in the IT industries.

(j)   To work jointly with venture capitalists for providing financial assistance to the IT industries.

(k)   To provide Project Management and Consultancy services both at national and international level in the areas of expertise of STPI.

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

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

Note : Whenever any gifts, bequests from foreign Governments/ organizations are accepted/ obtained they shall be routed through Government and be regulated by such directions as may be issued by Government.

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

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

(c) To deposit all money credited to the Fund in Scheduled Banks / Nationalized Banks or to invest in such a manner for the benefit of the STPI as may be prescribed. Atleast 60% of the funds shall be placed with the Public Sector Banks or in such a manner as may be prescribed by the Government from time to time.

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

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

(f) To acquire, hold and dispose of the property in any manner whatsoever for the purposes of the STPI, with the prior approval of Governing Council as per the procedure laid down by Government.

(3) TO DO ALL SUCH ACTS AND THINGS AS MAY BE REQUIRED IN ORDER TO FULFILL THE OBJECTIVES OF THE STPI.

2.4   Organizational Chart

Organizational Chart

Governing Council

Director General

Sr. Director

| Bangalore | Patna | Mohali | Bhopal | Trivendrum | Noida | Gurugram | Bhubaneswar | Kolkata | Chennai | Pune | Hyderabad | Gandhinagar | Guwahati |

Head Quarter

Head
Establishment and Admin-istration,
Finance and Accounts
Technical Divisions

Head
Innovation & Start-ups

Head
IT Industry Promotion and Project Management / Consultancy Services

Head
Infrastructure and Services

2.5   Details of Services/Initiatives of STPI

2.5.1 *Software Technology Park (STP) and Electronic Hardware Technology Park (EHTP) Schemes*

STP Scheme

The STP Scheme is a 100% export-oriented scheme for the development and export of computer software, including export of professional services using communication links or physical media. The unique feature of the STP scheme is the provisioning of single-point contact services for member units, enabling them to conduct exports operations at a pace commensurate with international practices.

Scheme Benefits & Highlights

- Approvals are given under single window clearance system.

- An STP unit may be set up anywhere in India.

- 100% foreign equity is permitted.

- All the imports of Hardware & Software in the STP units are completely duty free, import of second-hand capital goods are also permitted.

- Re-export of capital goods is also permitted.

- Simplified Minimum Export Performance norms i.e., "Positive Net Foreign Exchange Earnings".

- Sales in the Domestic Tariff Area (DTA) are permissible.

- The capital goods purchased from the DTA are entitled for refund of GST.

EHTP Scheme
The EHTP Scheme is a 100% export-oriented scheme for the development and export of electronics hardware. Units established under EHTP Scheme may carry out the following activities:

Scheme Benefits and Highlights

- Manufacture any item of electronic hardware for exports.

- Manufacture of both hardware and software in an integrated manner for exports.
- R&D activity, maintenance, testing and calibration services for electronics products meant for exports.
- EHTP units may import all types of goods, including capital goods free of duty as defined in the Export Import (EXIM) Policy, required by it for manufacture, services, production and processing or in connection therewith.
- The units shall also be permitted to import goods, including capital goods, free of cost or on loan from clients required for the approved activity.
- EHTP units may procure goods required by them for manufacture, services, production and processing or in connection therewith, duty free, from bonded warehouses.
- Simplified minimum export performance norms i.e. "Positive Net Foreign Exchange Earnings".

Estimated Exports made by STP and EHTP units in FY 2023-24 is ₹ 9,43,312 crores and ₹ 9677.98 crores respectively.

2.5.2 High Speed Data Communication (HSDC) Services and other Value-Added Services

One of STPI's remarkable contributions to the softwareexporting sector is the provision of High-Speed Data Communication (HSDC) services. STPI has been pioneered as a Data Communication Service Provider in India since 1993. STPI has a Unified License for Category-A Internet Service Provider (ISP). STPI caters to the Data Communication needs of the qualityconscious Indian IT industry, Academia, Govt. Organizations etc. by providing SoftLINK Services through SoftNET, the state-of-the-art HSDC network, designed and developed by STPI. The services are available across India at a competitive price.

Being a Government of India agency, a prime objective of STPI is to support the industry to enable them to conduct their business in a more secure manner, maintain the Confidentiality, Integrity and Availability (CIA) of valuable data and reduce business losses caused due to various information threats & attacks. With this objective in mind, STPI initiated VAPT service to cater to Information Security Audit requirements of various government and other organizations

2.5.3 Incubation Services

Software Technology Parks of India has been providing incubation facilities pan-India to cater to the needs of Small & Medium Entrepreneurs (SMEs) in IT/ITeS sector. Many industries have operated and are operating from the Software Technology Parks of India facilities since 1992.

The incubator concept has emerged world-wide as essential infrastructure for the growth of high-technology businesses like 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 centres for the SMEs. STPI sets up the entire facility ready for commencing operations by software units from day one. It offers advantage of no gestation period and does not require capital investment. It helps in developing confidence in the client and ensures that the business opportunity is not lost.

Ready-to-use incubation space is available for startup companies, aspiring entrepreneurs, and multinational companies etc., as per their requirements. It has the following features:

Key Features are:
- State-of-the-art infrastructure with workstations, cubicles, manager cabins, discussion rooms, conference halls etc.
- Ready-to-use internet bandwidth
- Fully air-conditioned incubation space
- Standby DG power system & Uninterrupted power supply system
- Cost Effective Services
- 24 X 7 security system
- Access Control & Fire Alarm System

Software Units can kick-start their operations immediately.

2.5.4 Project Management and Consultancy Services

STPI has setup PMC Services Cell with an objective of supporting Government and Industry in the field of IT Consultancy & Project Management by adopting quality driven approach and the industry best practices.

STPI offers the following PMC Services:

- Consultancy Services for creation of IT infrastructure, which includes:
  - o Setting up of Data Centres as per TIA 942 standards
  - o Creation of Networks (LAN and WAN) on various Technology platforms
  - o Setting up of Networks Management Centres (Local and Remote Infrastructure Management Centres)
  - o IT Process and Service Management
- Project Management during implementation of the projects by experienced and certified Project Manager
- Executing IT Projects on Turnkey Basis: Conceptualization, Design, Tender Process, and Identification of Vendors, Implementation and Project Management
- Consulting for IT audits as per the International standards

IT infrastructure Maintenance Services:

- Remote IT infrastructure Management Services through experienced staff based on ITIL practices
- Operations and Maintenance services for Data Centre and Network Operations Centres
- Collocation of Servers (DNS, Web, e-mail etc.) and its Management

2.5.5 Data Centre Services

With the increased expectations from citizens for online services and the number of automation projects being launched by the government and private as well as corporate clients, the Data Centre requirements are growing exponentially. To fulfil the industry need, STPI has been creating the strategic infrastructure to facilitate high availability, quick scalability, efficient management & optimized utilization of resources. STPI has already set up five state-of-the-art Tier- III compliant Data Centres at Chennai, Bengaluru, Mohali, Bhubaneswar and Vijayawada with a total area of around 55,000 sq. ft. and rack capacity of around 700. These Data Centres are catering to the need of Government Organization/ Institutions/ Industries and other agencies alike.

2.5.6 Market Surveillance of products covered under Electronics and Information Technology Goods (Requirement of Compulsory Registration) Order, 2021

The Government has notified the "Electronics and IT Goods (Requirement for Compulsory Registration) Order, 2012" mandating Indian Safety Standards for the notified goods under the ambit of the Registration Scheme notified by BIS under the BIS Act, 1986. The Order has been renotified as "Electronics and IT Goods (Requirement for Compulsory Registration) Order, 2021" (CRO-2021) under the provisions of the BIS Act, 2016. The Bureau of Indian Standards (BIS) is responsible for search and seizure whereas MeitY conducts surveillance for registered manufacturers.

Effective surveillance is an integral part of the Compulsory Registration Order (CRO). MeitY has revamped the surveillance process wherein STPI has been entrusted to assist MeitY in activities like collection/ delivery of the test samples to the BIS-recognized labs, first-level review of test reports, and collection of surveillance charges (as notified by MeitY) for implementation of CRO-2021.

2.5.7 Centres of Entrepreneurship (CoEs)

To ensure India builds leadership in the emerging sectors of IoT, Blockchain, FinTech, Artificial Intelligence & Machine Learning, Augmented & Virtual Reality, Gaming & Animation, Medical Electronics & Health Informatics, Data Science & Analytics, Cyber Security, Chip Designing, ESDM etc. and to build next wave of budding entrepreneurs, Honourable Minister of Electronics & IT, Govt. of India made an announcement on 13th February 2018 regarding setting-up of domain-centric CoE by STPI in a collaborative manner across India.

Accordingly, STPI has operationalized 24 domains focused CoEs in collaboration with suitable partners in various parts of the country.

The following 24 STPI CoEs are as given below:

Electropreneur Park at Delhi (EP 2.0) – an ESDM CoE at IIIT Delhi.

IoT OpenLab- A CoE in Internet of Things at STPI Bangalore

FinBlue- A CoE in FinTech at STPI Chennai Electropreneur Park

Electropreneur Park (EP) - an ESDM CoE at STPI Bhubaneswar

NEURON – A CoE in AI/Data Analytics, IoT & AVG at Mohali

VARCoE – A CoE in Virtual & Augmented Reality at IIT Bhubaneswar

IMAGE - A CoE in Gaming, VFX, Computer Vision and AI at STPI Hyderabad

APIARY- A CoE in Blockchain at STPI Gurugram

MOTION – A COE in Autonomous Connected Electric Shared (ACES) Mobility at STPI Pune

FASAL- A CoE for IoT in Agriculture at Dr. Panjabrao Deshmukh Krishi Vidyapeeth (PDKV), Akola

MEDTECH- A CoE in Medical Electronics & Health Informatics at SGPGI Lucknow

Atal Incubation Centre (AIC) at STPI-Bengaluru

OctaNE – A CoE in IoT in Agriculture CoE at STPI-Guwahati

OctaNE – A CoE in Animation CoE at STPI-Shillong

OctaNE – A CoE in AR/VR CoE at STPI-Imphal

OctaNE – A CoE in IT Applications in Health care & AgriTech CoE at STPI-Gangtok

OctaNE – A CoE in GIS Applications including Drone Tech CoE at STPI-Itanagar

OctaNE – A CoE in IT Applications in Graphic Design CoE at STPI Kohima

OctaNE – A CoE in Gaming & Entertainment CoE at STPI- Aizawl

OctaNE – A CoE in Data Analytics & AI CoE at STPI-Agartala

Efficiency Augmentation CoE at Bengaluru

Kalpataru- A CoE in Industry 4.0 at RINL Visakhapatnam

EmTek CoE at Bhubaneswar & Satellite Centre at BPUT, Rourkela

FinGlobe - FinTech CoE at Gandhinagar, Gujrat

A brief overview of each CoE is as given below:

Electropreneur Park (2.0) – An Electronics System Design and Manufacturing (ESDM) CoE in Delhi – ESDM is one of the fastest-growing sectors of the Indian economy. In order to support the new entrepreneurs of this industry, STPI in association with the Ministry of Electronics & IT (MeitY), Indian Electronics Semiconductor Association (IESA) & Indraprastha Institute of Information Technology (IIIT), Delhi as academic partner, has set up a Centre of Entrepreneurship (CoE) by the name Electropreneur Park (EP) Delhi. The phase two

of this project named EP 2.0 Delhi aims to support 200 startups in ESDM sector including cognitive computing & social sensing and to create at least 3 global companies over a period of five years from 2024 to 2029. EP 2.0 Delhi will focus on local IP creation and indigenous product development resulting in increased domestic value addition. It will be a unique integration of academia, industry, government and other incubation supportive elements. Besides supporting ESDM startups this initiative will contribute towards Make in India and Atm Nirbhar Bharat initiatives of the Govt of India.

IoT OpenLab- A CoE in Internet of Things at STPI Bengaluru: To support innovative IoT startups working across the spectrum of IoT applications, STPI has established an IoT OpenLab CoE at Bengaluru in partnership with MeitY, Arrow Electronics, and other. The IoT OpenLab intends to support & nurture 100 startups over a period of 5 years.

FINBLUE- A CoE in FinTech at STPI Chennai: To support innovative fintech startups working across financial sectors, FINBLUE CoE has been established at Chennai in collaboration with MeitY, Govt of Tamil Nadu, IIT Madras, TiE Chennai and various industry partners such as Intellect Design, NPCI, Yes Bank, PayPal, Pontaq Ventures, RBS, Torus Innovations etc. This CoE targets to onboard 58 start-ups over a period of 5 years with special focus on areas like Trading, Banking, Lending, Remittance, Insurance, Risk & compliance, Wealth advisory, financial inclusions, Saving, Payment and alike.

Electropreneur Park - An ESDM CoE at STPI Bhubaneswar: STPI has replicated this highly successful collaborative model across various parts of India, with next EP ESDM Incubation CoE at Bhubaneshwar, Odisha in partnership with State Government, Academic partners as IIIT-Bhubaneswar, IESA as lead industry partner. The EP at Bhubaneswar aspires to contribute to the ESDM growth story of India through creation of a holistic ecosystem for encouraging R&D, innovation and entrepreneurship in the ESDM sector. This ecosystem is necessary to develop, promote, incubate, mentor and create break through innovations in the ESDM sector.

NEURON – A CoE in AI/Data analytics, IoT & AVG has been initiated in collaboration with MeitY, Govt. of Punjab, ISB-Mohali, Punjab Technical University PTU) and industry to provide complete handholding & support to innovative startups in the field of AI/Data Analytics, IoT and AVG . It is targeted to support 100 startups (revised) over a period of 5 years in focus areas like AI, ML, DA, IoT &

Virtual Reality to solve real world problems in Education, Agriculture, Healthcare etc.

VARCoE – A CoE in the field of Augmented Reality and Virtual Reality has been established at IIT Bhubaneshwar. This CoE targets 300 beneficiaries including startups, individual researchers and high R&D projects over 5 years in Health, Art and Architecture, Transport, Construction, Tourism, Entertainment, and Education. VARCoE has started operations with first set of projects working on various applications of VR/AR. Presently, 9 major projects on AR&VR applications in various domains involving 12-15 highly qualified faculty and researchers of IIT Bhubaneshwar are in progress.

IMAGE - A CoE in Gaming, VFX, Computer Vision and AI at STPI Hyderabad: IMAGE has been established at Hyderabad in collaboration with MeitY, Govt. of Telangana, academia, & industry partners like HYSEA (Hyderabad SW Enterprises Association) & TVAGA (Telangana VFX, Animation & Gaming Association). This CoE targets 140 start-ups in the said domain over a period of 5 years.

APIARY- A CoE in Blockchain at STPI Gurugram: APIARY has been established in collaboration with MeitY, STPI, STPINEXT, Govt. of Haryana, Padup Venture Private Limited, IBM, Intel, GBA and FITT. This is an initiative, to identify and evaluate promising start-ups in the field of Blockchain Technology that will be hosted in the STPI Gurugram. This CoE targets 100 innovative start-ups over a period of 5 years.

MOTION – A CoE in the Autonomous, Connected, Electric & Shared (ACES) branded as MOTION has been established in collaboration & partnership with Government of Maharashtra, M/s. Tata Motors, M/s. Kinetic, M/s. Visteon, M/s. MathWorks India, M/s. Intel, College of Engineering Pune (CoEP) and associations like ARAI, SAEIndia, TiE-Pune etc. e. MOTION targets to benefit 50 domain-specific startups over a period of 5 years in Autonomous, Connected, Electric & Shared (ACES) Mobility.

MEDTECH- A CoE in Medical Electronics & Health Informatics at SGPGI Lucknow: Given the large dependence of India on imports and the fact that demand of medical products & services is going to rise exponentially, the MedTech CoE has been established at SGPGI, Lucknow in collaboration with MeitY, Government of UP, SGPGI and AiMed to boost start-ups in this field and contribute to "Make-in-India". The MedTech CoE targets to support 50 start-ups over a period of 5 years.

Atal Incubation Centre (AIC) at STPI Bengaluru- Under AIM, STPI has established an Atal Incubation Centre (AIC) at Bengaluru in collaboration with NITI Aayog. The AIC

has focus on IoT, Health & Pharmaceuticals, e-Commerce, Big Data, Artificial Intelligence etc. It is targeted to support about 65 innovate disruptive technology start-ups over a period of 5 years.

OCTANE CoEs: Eight CoEs are established under OCTANE, 3 as part of Phase-I viz. IoT in Agriculture - Guwahati, Emerging Tech (AR/VR) - Imphal, Gaming & Animation – Shillong and 5 as part of Phase-II viz. Gaming & Entertainment - Aizawl, GIS Applications (incl. Drone Technology) - Itanagar, IT Application in Graphic Design - Kohima, Data Analytics & AI - Agartala, IT in Healthcare & AgriTech Gangtok. Facilities & Services include physical components (plug and play space, connectivity, cloud-based services, innovation zone as tinkering laboratory etc.) and other support (like marketing, seed fund assistance etc.) from academic institutions, industry and other stakeholders. The OctaNE CoE+SIZs work in collaborative manner with one another or on a regional basis and target to benefit 367 start-ups over a period of 5 years.

Efficiency Augmentation at Bengaluru- A CoE in Efficiency Augmentation at STPI Bengaluru : To support innovative startups working for the challenges involved in Efficiency Augmentation. The CoE has been established at Bengaluru in collaboration with Govt of Karnataka. This CoE targets to onboard 100 start-ups over a period of 5 years with special focus on Efficiency Augmentation.

FASAL (Fostering AgriTech Startups for Augmenting Livelihood) - A CoE in IoT in Agriculture at Dr. Panjabrao Deshmukh Krishi Vidyapeeth (PDKV), Akola: The CoE FASAL is set up in collaboration with partners & leading stakeholders from Government, Academia, Industry & Industry Associations. The stakeholders are Ministry of Electronics & Information Technology (MeitY), STPI, Dr. Panjabrao Deshmukh Krishi Vidyapeeth (PKDV) Akola and other partners include ICAR-Indian Agricultural Research Institute (IARI), Agriculture Insurance Company of India Ltd.(AIC), Krishi Vigyan Kendra (KVK) Akola, College of Engineering & Technology Akola, SatSure Analytis India Pvt. Ltd, Amazing Aerial Solutions Pvt. Ltd., ioCare, Indian Society of Agricultural Engineers (ISAE) and TiE Mumbai. This CoE targets 25 innovative startups over a period of 3 years.

KALPATARU at Visakhapatnam: A CoE in the field of Industry 4.0 (Artificial Intelligence, Machine Learning, Augmented Reality, Virtual Reality, Industrial Automation, Industrial Robotics, Industrial Drone, Industrial IoT, Industrial 3D Printing and other related technologies powered by AI) has been approved for establishment at Visakhapatnam. The CoE has been launched in September 2022.

This CoE targets to support around 175 innovative startups over a period of five years.

Emerging Technology CoE at Bhubaneswar & Satellite Centre at BPUT, Rourkela: A CoE on Emerging Technology at Bhubaneswar & Satellite Centre at BPUT, Rourkela has been set up in collaboration with MeitY, Electronics & IT Department (Government of Odisha), STPI, STPINEXT, Biju Patnaik University of Technology, Odisha, Rourkela and IIIT Bhubaneswar. This CoE targets around 150 startups in technologies like Analytics, Machine Learning, Cyber Security Artificial Intelligence (AI) over a period of 5 years.

FinGlobe CoE at Gandhinagar: The FinGlobe CoE, has been set up by STPI in association with the Department of Science and Technology, Government of Gujarat, with an aim to serve as a catalyst for the development and proliferation of cutting-edge technologies within the financial services domain. By providing state-of-the-art infrastructure, expert mentorship, and a collaborative ecosystem, FinGlobe CoE seeks to empower startups, entrepreneurs, and established players to ideate, innovate, and scale their solutions in the FinTech, TechFin, Banking Industry and allied domains.

2.5.7 Next Generation Incubation Scheme (NGIS)saq

Ministry of Electronics & Information Technology, Govt. of India has approved Next Generation Incubation Scheme (NGIS) under Champion Sector Services Scheme. STPI is implementing NGIS which is a comprehensive incubation scheme with a vision to drive the rise of India as a Software Product Nation so as to make India a global player in development, production and supply of innovative, efficient and secure software products. The aim of NGIS is to create vibrant software product ecosystem which complements the robust Indian IT service industry for IT industries continued growth, creation of new employment and enhance its competitiveness further on world map. NGIS is operational from 12 STPI locations viz. Agartala, Bhilai, Bhopal, Bhubaneshwar, Dehradun, Guwahati, Jaipur, Lucknow, Prayagraj, Mohali, Patna and Vijayawada. NGIS shall support an estimated 300 startups/ Entrepreneurs/ SMEs in the field of IT/ITeS/ ESDM and generate 50+ patent/IPRs from them. NGIS has a duration of 3 years at total budgetary outlay of ₹ 95 crore.

2.5.8 India BPO Promotion Scheme (IBPS) and North East BPO Promotion Scheme (NEBPS)

MeitY launched India BPO Promotion Scheme (IBPS) and North East BPO Promotion Scheme (NEBPS) under Digital India Initiative. The objectives of the schemes are to create job opportunities for the local youths of smaller towns by setting up of BPO/ITeS operations and also to attract investment in the respective regions for all round development. STPI is the nodal agency for implementation of both the schemes. The BPO schemes provide financial support up to ₹1 lakh per seat in the form of Viability Gap Funding to eligible companies. The duration for submission of new bids under IBPS and NEBPS ended on 31.03.2019and 31.03.2020 respectively. However, the VGF claim disbursement under IBPS and NEBPS scheme is underway.

The NEBPS aims to incentivize establishment of 5,000 seats in North Eastern states. Overall, 3,511 seats were allocated to 30 successful bidders to set up BPO/ITeS operation under the scheme. 19 BPO/ITeS units under NEBPS have reported employment of 810 persons.

The IBPS aims to incentivize establishment of 48,300 seats across the country excluding metro cities and North-Eastern Region (NER). Overall, 57,697 seats were allocated to 227 successful bidders to set up BPO/ITeS operation across the country under IBPS. 227 BPO/ITeS units under IBPS have reported employment of 52,338 persons.

2.5.9 Electronics Manufacturing Clusters (EMC 2.0) Scheme

The EMC 2.0 scheme was notified on 1st April 2020 with an implementation period of 8 years (i.e., up to March 2028). The scheme is open for receipt of applications till 31st March 2024. The objective of the EMC 2.0 scheme is to create a comprehensive supply chain/ecosystem for strengthening electronics manufacturing base, attract Anchor Units to set up production along with their supply chain, build world class plug-n-play infrastructure and reduce the infrastructure & logistics cost. Total budgetary support for the scheme is Rs. 3,762 crores.

CHAPTER – 3 : POWERS AND DUTIES OF STPI OFFICERS / EMPLOYEES

[SECTION 4(1)(b)(ii)]

S.No.	Name of the Post	Job Responsibility
1.	Director General	1. The Director General is the Member Secretary of the Governing Council. 2. DG is responsible for management and running of the STPI under the guidance of the Governing Council. 3. DG is delegated with necessary executive powers and authority for efficient running of the Society.
2.	Senior Director	1. Senior Director (SD) is the Head of STPI Headquarter . 2. Senior Director acts as Jurisdictional Director for administration of STP/ EHTP schemes.
3.	Jurisdictional Director	1. Director is the technical and administrative Head of STPI centre. 2. Director acts as Jurisdictional Director for administration of STP/EHTP scheme in respective jurisdictions.

Software Technology Parks of India

Delegation of Administrative Powers

Sl No.	Subject Matter	Director		Director General		Governing Council	
		Extent of powers	Condition	Extent of powers	Condition	Extent of powers	Condition
1	Creation of Posts	-	-	-	-	FULL	-
2	Engagement of contract staff (full / part time) on consolidated salary	Upto Rs. 25000/-	-	FULL	-	-	-
3	Appointment of Casual Worker (As per the minimum wages fixed by the respective State Govt.)	FULL	-	FULL	-	-	-
4	Casual skilled workers @ Rs.150 per day for less than 30 days	FULL	-	FULL	-	-	-
5	Selection & appointment / Promotion / Disciplinary and other related matters of Staff						
	• Sr. Director	-	-	FULL	(With the approval of Chairman, GC)	-	-
	• Beyond Group `B' posts upto Director	-	-	FULL	-	-	-
	• Upto Group `B' posts	FULL	-	-	-	-	-
6	Transfers / Postings		-				
	• Beyond Group `B' posts	-	Within the jurisdictional area	FULL	-	-	-
	• Upto Group `B' posts	FULL		FULL	(Out side jurisdiction)	-	-

Software Technology Parks of India
Delegation of Financial Powers
(Effective from 23.11.2015 as amended in compliance of the decision of 43rd Governing Council meeting)

S. No.	Subject Matter	Extent of Powers delegated (Amount in Rs. lacs)
1.	(a) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country. (b) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	(a) **DG – Full Powers** (b) **GC – Full Powers**
2.	Purchase of capital equipment including imported items of the similar/equivalent value, software, technical store like raw material, components, consumables, semi-consumables including fabrication of equipment	**HOC– Upto 10** **DG – Upto 500** **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-imbursement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital (a) In accordance with normal rules	 **(a) HOC – Full Powers**

	(b) In relaxation of normal rules	**(b) DG – Full Powers**
9.	Hire or Repair or AMC of office equipment/ IT and IT peripherals/ furniture/ fixtures/ ACs etc. for one year for each item	**HOC – Full Powers** **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	**(a) GC – Full Powers** **(b) 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 lac in a year and Full powers for the activities/ event duly approved by DG**

		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 (b)Grant of Honorarium to visiting experts/ Members/ Councils/ Committee/Board etc.	**(a) HOC–Upto 0.05 (per employees/annum)** **DG – Full Powers** **(b) HOC – Full Powers**
26.	Sanction of office/residential/mobile telephones/broadband facility and payment thereof	**HOC – Full Powers**
27.	Purchase of Softwares / Software services / Development of Softwares / Office Automation / Modernization etc.	**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 /Outsource manpower etc.	**HOC – Full Powers**

30.	(a) Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society. #	(a) DG – Full Powers
	(b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society	(b) GC – Full Powers
	# Clarification No. 1 & 2 issued vide communication No. 2(4)/2005-STPI Vol.II dt: 18.11.2011 & 03.04.2013 shall remain kept and read with this DoP.	
31.	Approval for deputation/training abroad (a) DG (b) Other Officers/staff	(a) GC – Full Powers (b) DG – Full Powers
32.	(a) Procurement of land and building/built-up space (b) Construction of building	(a) GC – Full Powers DG – Upto 2000 (b) GC – Full Powers DG – Upto 2000
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 members 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**

61.	Procurement of bandwidth, NLD and associated services	**HOC – Full power** (as per the approved policy or as per the guidelines approved by the DG) **DG-Full Power**
62.	Hiring of Consultants / Consultancy / legal services	**HOC – Full power** (for legal services) **DG-Full Power**
63.	Approvals related to execution of projects undertaken by STPI and expenditure thereon	**DG – Full power** (within the approved project budget) **GC – Full power**

(i)   The financial Management functions shall be performed as per the provisions of Memorandum of Association of STPI.
(ii)   The powers to be exercised in accordance with relevant rules/procedures prescribed from time to time.
(iii)   The authorities concerned will strictly exercise the powers within the overall budgetary allocations.
(iv)   When the Governing Council is not in meeting, the powers of Governing Council shall be exercised by Chairman, Governing Council.
(v)   Governing Council is empowered to approve any item not specifically covered in this schedule.
(vi)   DG as CEO will have powers concurrently vested with Subordinate authorities including overriding powers.
(vii)   Deputy Chief Executive officer/Head of Headquarters defined as Senior Director in RCBS (recruited against vacancy) shall exercise the powers as delegated to Head of Centre. In absence of DG, he would also exercise the powers of the DG.
(viii) Delegation of powers to Group Head(s)/Officer-in- Charge shall be done by DG separately from time to time to the extent needed and found appropriate.
(ix)   Financial limits as delegated are meant for each occasion otherwise any rider/limit specifically mentioned with extent of power.

Ref. No.: 2(4)/2005-STPI pt.
January 18, 2011

CLARIFICATION NO. – I

Subject: Clarifications on Delegation of Powers (Financial)-reg.

While considering the proposal for the appointment of Consultant for the purpose of computerization, Department of Information Technology vide its communication No. 11(28)/2010-IP:S&ITS dated 20.12.2010 has clarified/interpreted that such proposals could be covered under item at Sl. No. 30 in existing Financial Delegation of Powers (DOP).

2. In another case also while examining the case of procurement of bandwidth on File No. STPI/HQ/PDC/02/049 (Pt. File-OPA-25240), DIT vide its communication No. 11(25)/2010-IP:S&ITS dated 1.11.2010 had clarified / interpreted that purchase of bandwidth is well within the delegated powers of DG and can be covered under clause 30 of Financial Delegation of Powers.

3. As per above clarifications, it is interpreted that all services/items of similar nature procured to meet the objectives of Society are covered under clause 30 of Financial Delegation of Powers (DoP).

(Ravi Nagpal)
Chief Administrative Officer

1. Director, All STPI Centres
2. AD(VS)/AD(DT)
3. CFO/CAO
4. DD, Society Division, DIT
5. DD, Industrial Promotion : Software & ITS Division
6. DOP file
7. Guard file

राकेश गैरोला
RAKESH GAIROLA
वरिष्ठ प्रशासनिक अधिकारी/Senior Administrative
सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
Software Technology Parks of India
4 F, फ्लोर, एनडीसीसी-II, जय सिंह रोड, नई दिल्ली, 110
5th Floor, NDCC-II, Jai Singh Road, New Delhi.

राकेश गैरोला/RAKESH GAIROLA
मुख्य प्रशासनिक अधिकारी/Chief Administrative Officer
सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
Software Technology Parks of India
5th Floor, NDCC-II, Jai Singh Road, New Delhi.

Software Technology Parks of:
• Bangalore • Chennai • Gandhinagar • Guwahati - Hyderabad • Navi Mumbai • Noida - Pune • Thiruvananthapuram

Ref. No. 2(4)/2005-STPI Vol.II / 2226 – 2232

April 3, 2013

CLARIFICATION NO. – 2

Subject – <u>Clarification on Delegation of Powers (Financial) – reg.</u>

The existing Delegation of Financial Powers of STPI was prepared in 2009 and implemented in STPI w.e.f. 20.07.2010 with the approval of the Governing Council. Subsequent to implementation of DoP, clarifications have been issued by DeitY vide their letters No. 11(27)/2010-IP: S&ITS dt: 01.11.2010 and 11(28)/2010-IP S&ITS dt: 20.12.2010 on the proposals of STPI for Procurement of Internet Bandwidth & Computerization of STPI respectively, submitted to Deity for approval of the Competent Authority. Deity vide its aforesaid letters clarified that these proposals shall be considered by DG, STPI under Sl. No. 30 (a) of existing delegation of power (financial) which provides that

Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society.	(a) DG – Full Powers

The same has been communicated to all STPI centres besides ABC & Programme Divisions of Deity vide Clarification No. 1 dt: 18.01.2011 issued by STPI HQ. The same has also been informed to the Governing Council in its 40th meeting held on 27.11.2012 vide agenda no. 40.8. The Council approved the proposal of STPI.

Further, while considering the agenda items No. 40.13 & 40.17 for setting up of Characterization Labs at Bangalore and Bhubneshwar, the Council advised that such kind of proposals of PPP nature and such other promotional projects are well within the delegated powers of DG as provided at Sl. No. 30(a) of the existing DoP.

As per the above resolution of the Council, it is to inform that all such proposals which are in line with the achievement of objectives of the society shall be considered by DG, STPI under 30(a) of the existing DoP. This clarification is to be read with the Delegation of Powers.

This issues with the approval of the Competent Authority

(RakeshGairola)
Sr. Admn. Officer

To,

1. The Directors, all STPI Centres
2. IP:S&ITS, Division, DeitY
3. ABC Division, DeitY
4. CFO, STPI
5. DOP file
6. Concerned file

CHAPTER – 4 : THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUTABILITY
[4(1)(b)(iii)]

4.1 Governing Council

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

4.2 Director General, STPI is the Chief Executive Officer. He shall be responsible for fulfillment of the objectives of the Society and its management and functioning under the guidance of the Council.

4.3 Sr. Director, STPI is the Dy. Chief Executive Officer. He shall be the administrative Head of STPI Headquarter and shall act as Jurisdictional Director for HQ jurisdiction.

4.4 Jurisdictional Directors are Head of the Centers and have been delegated powers for implementation of STP/EHTP Schemes and to establish the high speed data communication facilities for providing data link service to the industry within their jurisdictional area. Directors have also been delegated the authority for approval of the following defined activities within their jurisdictional area as per Foreign Trade Policy 2015-20, as amended from time to time:-

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

CHAPTER – 5 :   THE NORMS SET BY STPI FOR THE DISCHARGE   OF
                 ITS FUNCTIONS
                      [SECTION 4(1)(b)(iv)]

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

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

6.1   Documents used by STPI

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

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, 2015-20		-do-
4	Handbook of Procedures (HBP),2015-20		-do-

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

FTP and HBP are available at the http://dgft.gov. in

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

No such arrangement is called for at present.

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

STPI function through the following organs:-

9.1 Governing Council (GC)

9.1.1 Composition :

The Governing Council is the legislative organ and an apex body which regulates the policies and administers the Society. All the powers, functions and responsibilities of the Society shall be vested in the Governing Council, which will oversee the functioning of the STPI through the Chief Executive Officer. Subject to a minimum of 16 and maximum of 19 members, it shall comprise the following:-

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

Members

(4)	Additional Secretary/ Group Coordinator (STPI), Administrative Ministry.
(5)	Joint Secretary, (Societies) Administrative Ministry
(6)	Financial Adviser, Administrative Ministry.
(7)	One representative of Department of Telecommunications not below the rank of Joint Secretary.
(8)	One representative of Ministry of Home Affairs not below the rank of Joint Secretary.
(9)	One Representative of Intelligence Bureau not below the rank of Joint Secretary.
(10)	One Representative of Ministry of Finance not below the rank of Joint Secretary.
(11)	One Representative of Department of Commerce not below the rank of Joint Secretary.
(12)	Chairman, Electronics and Computer Software Export Promotion Council.
(13)	Up to three persons of eminence in the disciplines related to the functions of STPI.(e.g Electronics, Computer Software, International Trade, Finance etc.) nominated by the Chairperson.
(14)	Up to two representatives of trade / professional bodies related to the Industry nominated by the Chairperson.
(15)	Deputy Chief Executive Officer, STPI.
(16)	Chief Executive Officer, STPI (**Member Secretary**).

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

The present composition of the Council is as follows:-

Chairperson	
Hon'ble Minister for Railways, Information and Broadcasting; and Electronics & Information Technology, Govt. of India	**Shri Ashwini Vaishnaw**
Deputy Chairperson	
Hon'ble Minister of State for Ministry of Commerce & lndustry ; and Electronics & Information Technology, Govt. of India	**Shri Jitin Prasada**
Executive Vice-Chairperson	
Secretary Ministry of Electronics & Information Technology, Govt. of India	**Shri S. Krishnan** Secretary Ministry of Electronics & Information Technology, (Govt. of India) Electronics Niketan, 6, CGO Complex, Lodhi Road New Delhi – 110 003
Members	
Additional Secretary Societies, Administrative Ministry	**Shri Bhuvnesh Kumar** Additional Secretary Ministry of Electronics & Information Technology, Govt. of India
Group Coordinator for STPI, Administrative Ministry	**Shri Krishan Kumar Singh** Joint Secretary Ministry of Electronics & Information Technology,
Financial Advisor Administrative Ministry	**Shri Rajesh Singh** Joint Secretary & Financial Advisor, Ministry of Electronics & Information Technology Govt. of India Electronics Niketan,6, CGO Complex, Lodhi Road New Delhi – 110 003
Representative of Department of Telecommunications	**Shri Kishore Bhagtani** Dy. Director General (DS) Department of Telecommunications Ministry of Communications (Govt. of India) Sanchar Bhawan, Ashok Road, New Delhi-110 001
Representative of Ministry of Finance	**Shri Yogendra Garg** Principal Director General Systems & Data Management,

	Central Board of Excise & Customs, Department of Revenue, Ministry of Finance (Govt. of India) 4th & 5th Floor, Samrat Hotel, New Delhi-110 021
Representative of Department of Commerce	**Shri Santosh Kumar Sarangi** Director General of Foreign Trade Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi-110 001
Representative of Ministry of Home Affairs	**Shri Abhijit Sinha** Joint Secretary (CIS), Ministry of Home Affairs New Delhi – 110 001
Representative of Intelligence Bureau	**Janardan Singh (To be confirmed)** Joint Director Intelligence Bureau, Ministry of Home Affairs, 35 S.P. Marg, New Delhi – 110 021
Chairman, ESC	**Shri Veer Sagar** Chairman Electronics and Software Export Promotion Council (ESC) 155, Okhla Phase-III, Okhla Industrial Estate New Delhi-110 020
Representatives in the disciplines related to the functions of STPI nominated by Chairperson.	**Shri Prashant Pitti** Cofounder M/s EaseMyTrip
	Dr. Anand Deshpande Founder, Chairman & Managing Director M/s Persistent Systems
	Shri Debashis Chatterjee MD & CIO M/s LTIMindtree
Representatives of trade/ professional bodies nominated by Chairman	**Sh. Rajesh Nambiar** President, NASSCOM International Youth Centre Teen Murti Marg, Chanakyapuri New Delhi-110 021
	Shri Pankaj Mahendroo Chairman Indian Cellular & Electronics Association
Deputy Chief Executive Officer, STPI	**Dr. Sanjay Kumar Gupta** Senior Director, STPI
Member Secretary	
Chief Executive Officer, STPI	**Shri Arvind Kumar** Director General, STPI

9.1.2 Executive Committee of Directors(ECOD)

The ECOD which is an organ of the Society in terms of Clause 9 of this Memorandum shall review and approve administrative, financial, operational and such other policy matters on behalf of the Governing Council and the Administrative Ministry. ECOD shall also deal any other matter which the Governing Council may remit to it for consideration and advice.

The ECOD shall comprise the following members:

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

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

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

(b) The Finance Sub Committee shall be resided over by the Chief Executive Officer of STPI and shall have Financial Advisor, Group Coordinator for STPI, Joint secretary (Societies) or their representatives from the Administrative Ministry besides Deputy Chief Executive Officer, STPI as members.

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

(d) There may be a sub committee nominated by Chairman, ECOD which shall be presided over by the Chief Executive Officer, STPI to review the

administrative, operational and such other policy matters and to advice the ECOD.

9.1.3 Standing Executive Boards (SEBs)

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

The composition shall be as indicated below:

(i)	Chief Executive Officer, STPI	Chairman
(ii)	Deputy Chief Executive Officer, STPI	Vice Chairman
(iii)	Head of Programme Division for STPI, Administrative Ministry/ Representative	Member
(iv)	Secretary, IT, State Govt./ Representative	Member
(v)	Commissioner (Custom & Excise)/ his Representative	Member
(vi)	Commissioner (Income Tax)/ his Representative	Member
(vii)	Two representatives of local IT industry	Member
(viii)	Representative of IB	Member
(ix)	Head of Centre, STPI	Member Secretary

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

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

Details of Officers/Staff are given below:-

STPI-HQ

1st Floor, Plate B, Block-1, East Kidwai Nagar, New Delhi-110023
Phone : 011-24628081, 24346600 Fax : 011-20815076

Sl. No.	Name/ Designation Dr/Shri / Smt. /Km.	Email
1.	Arvind Kumar Director General	dg@stpi.in
2.	Sanjay Kumar Gupta Senior Director	sanjay.gupta@stpi.in
3.	Amit Bansal Director	amit.bansal@stpi.in
4.	Subodh Sachan Director	subodh@stpi.in
5.	Srivenkata Laxminarasimharao Gulimi Director	venkat@stpi.in
6.	Rakesh Dubey Director	rakesh.dubey@stpi.in
7.	Rakesh Gairola Chief Admn. Officer cum Registrar	rakesh.gairola@stpi.in
8.	Sangeeta Hemrajani MTS E-IV	Sangeeta.hemrajani@stpi.in
9.	Amit Kumar Verma MTS E-IV	amitkumar.verma@stpi.in
10.	Pranav Kumar Sinha MTS E-IV	pranav.sinha@stpi.in
11.	Prabhat Kumar Singh MTS E-IV	prabhat.singh@stpi.in
12.	Kishori Kumari MTS E-IV	kishori.kumari@stpi.in
13.	Ankesh Kumar MTS E-IV	ankesh.kumar@stpi.in
14.	Anubhav Kumar Kamboj MTS E-III	anubhav.kamboj@stpi.in
15.	Diwakar Jaiswal MTS E-III	diwakar@stpi.in
16.	Sachin Jain Chief Finance Officer	sachin@stpi.in

17.	Pratik Mohapatra MTS E-III	pratik@stpi.in
18.	Praveen Kumar MTS E-III	praveen@stpi.in
19.	Nitin Kumar Agarwal MTS E-III	nitin.agrawal@stpi.in
20	Rahul Singh MTS E-III	rahul.singh@stpi.in
21.	Mohd. Mohsin Senior Administrative Officer	mohsin@stpi.in
22.	Vikas Goel Senior Administrative Officer	vikas.g@stpi.in
23.	Akhilesh Kumar Ramraksha Dubey Senior Finance Officer	akhilesh.dubey@stpi.in
24.	Nitesh Gupta Senior Finance Officer	nitesh.gupta@stpi.in
25.	Promila Rawal Senior Finance Officer	promila.rawal@stpi.in
26.	Ashish Sankrityayan MTS E-II	ashish.s@stpi.in
27.	Vikas Garg MTS E-II	vikas.garg@stpi.in
28.	Shelly Sharma MTS E-II	shelly.sharma@stpi.in
29.	Ishu Agrawal MTS E-II	ishu.agrawal@stpi.in
30.	Mohit Kumar MTS E-I	mohitkumar@stpi.in
31.	Lalit Jain MTS E-I	lalit.jain@stpi.in
32.	Ayush Verma MTS E-I	ayush.verma@stpi.in
33.	Sovan Singh MTS E-I	sovan.singh@stpi.in
34.	Manish Tomar MTS E-I	manish.tomar@stpi.in
35.	Prashant Kumar MTS E-I	prashant@stpi.in
36.	Ms Rashmi Gupta FO - (A-VI)	rashmi.gupta@stpi.in
37.	Savita Sindhwani Administrative Officer	savita.sindhwani@stpi.in
38.	Navneet P Sharma Senior Administrative Officer	navneet.sharma@stpi.in
39.	Rakesh Thakur Administrative Officer	rakesh.thakur@stpi.in

40.	Shailendra Administrative Officer	shailendra.c@stpi.in
41	Khushal Pal Singh Technical Officer Gr-I	kushal.singh@stpi.in
42.	Ram Patap Technical Officer Gr-I	ram.pratap@stpi.in
43	Animesh Jaiswal Technical Officer Gr-I	animesh.jaiswal@stpi.in
44.	Jai Prakash Singh MTSS ES-VI	jaiprakashsingh@stpi.in
45.	Anurag Kondle Technical Officer Gr-I	anurag.kondle@stpi.in
46.	Deepak Kumar Chaudhry Technical Officer Gr-I	deepakkumar.chaudhry@stpi.in
47.	Mithilesh Kumar Sahni MTSS ES-VI	Mithilesh.k@stpi.in
48.	Akhil Ujjwal MTSS ES-VI	akhil.ujjwal@stpi.in
49.	Rajkishori Khare Accounts Officer	rajkishori.khare@stpi.in
50.	Harshvardhan Pant Administrative Officer	harsh.pant@stpi.in
51.	Neena Bawa Administrative Officer	neena.bawa@stpi.in
52.	Manish Kumar Administrative Officer	manish.kumar@stpi.in
53.	Rajni Kumari Assistant A – IV	rajni.kumari@stpi.in
54.	Shashi Assistant A – IV	shashi@stpi.in
55.	Amit Kumar Singh Assistant A-III	amitkumar.singh@stpi.in
56.	P. C. Pitchaiah Assistant A-III	p.pitchaiah@stpi.in
57.	Kamleshwar Tiwari Assistant A-III	kamleshwar.tiwari@stpi.in
58.	Ankit Singh Assistant A-III	ankit.s@stpi.in
59.	Bali Ram Assistant A-II	bali.ram@stpi.in
60.	Chander prakash Assistant A-II	chander.prakash@stpi.in
61.	Nikita Sharma Assistant A-II	nikita.sharma@stpi.in
62.	Lakshmi Narayan Sharma Assistant A-II	ln.sharma@stpi.in

Sl. No	Name/ Designation/ Directorate		Email
63.	Anil Kumar Jha Assistant A-II		anil.jha@stpi.in
64.	Parveen Yadav MTS (S-I)		parveen.yadav@stpi.in

Jurisdictional Directorates

Sl. No	Name/ Designation/ Directorate Dr./Shri / Smt. /Km/	STD Code	Telephone Number Office	Email
1	Sanjay Kumar Gupta Senior Director STPI (HQ), New Delhi	011	20815074	sanjay.gupta@stpi.in
2	Sanjay Kumar Gupta Director STPI Noida	0120	2470400	sanjay.gupta@stpi.in
3	Vandana Srivastava Director STPI Guwahati	0361	2841269	director.guwahati@stpi.in
4	Shailendra Kumar Tyagi Director STPI-Mohali	080	66186333	shailendra.tyagi@stpi.in
5	Sanjay Tyagi Director STPI Bengaluru	080	66186000	sanjay.tyagi@stpi.in
6	Sonal Bhatwadekar Director STPI Gandhinagar	079	66748532	sonal.bhatawadekar@stpi.in
7	Mahadesa V Director STPI Chennai	044	39103506	v.mahadesha@stpi.in
8	Manjit Kumar Nayak Director STPI Kolkata	0361	23673797	manjit.nayak@stpi.in
9	Kavitha C Director STPI Hyderabad	040	66415600	c.kavitha@stpi.in
10	Ajay Prasad Shrivastava Director STPI Pune	020	22981001	ajay.shrivastava@stpi.in
11	Surya Kumar Pattanayak Director STPI Bhubaneswar	0674	2300412 2300413	surya.pattanayak@stpi.in
12	Ashok Gupta Director STPI Gurugram	0120	2470502	ashokg@stpi.in
13	Ganesh Nayak K Director STPI Thiruvananthapuram	0471	2700707	ganesh.nayak@stpi.in

1₄	Amit Bansal Director STPI Patna	0612	2205627	amit.bansal@stpi.in
1₅	Ravi Varma Director STPI Bhopal	0755	2986688	ravi.varma@stpi.in

CHAPTER – 11 : MONTHLY REMUNERATION RECEIVED BY EACH OFFICER/ STAFF OF STPI INCLUDING THE SYSTEM OF COMPENSATION   AS PROVIDED IN ITS REGULATION [SECTION 4(1)(b)(x)]

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

STPI-HQ, New Delhi (as on March, 2025)

Sl. No.	Name/ Designation Dr/Shri / Smt. /Km.	Monthly remuneration (Gross) as of March 2025 (Rs.)
1.	Arvind Kumar Director General	411003/-
2.	Sanjay Kumar Gupta Senior Director	328860/-
3.	Amit Bansal Director	322446/-
4.	Subodh Sachan Director	295770/-
5.	Srivenkata Laxminarasimharao Gulimi Director	322446/-
6.	Rakesh Dubey MTS E-IV	278160/-
7.	Rakesh Gairola Chief Admn. Officer & Registrar	272157/-
8.	Sangeeta Hemrajani MTS E-IV	250014/-
9.	Amit Kumar Verma MTS E-IV	250014/-
10.	Pranav Kumar Sinha MTS E-IV	244506/-
11.	Prabhat Kumar Singh MTS E-IV	257151/-
12.	Ankesh Kumar MTS E-IV	243060/-
13	Kishori Kumari	236289/-

	MTS E-IV	
14.	Diwakar Jaiswal MTS E-III	193650/-
15.	Anubhav Kumar Kamboj MTS E-III	193650/-
16.	Sachin Jain Chief Finance Officer	173337/-
17.	Pratik Mohapatra MTS E-III	173337/-
18.	Praveen Kumar MTS E-III	168579/-
19.	Nitin Kumar Agarwal MTS E-III	188343/-
20.	Rahul Singh MTS E-III	178278/-
21.	Mohd. Mohsin Senior Administrative Officer	188343/-
22.	Vikas Goel Senior Administrative Officer	183219 /-
23.	Akhilesh kumar Ramraksha Dubey Senior Finance Officer	138567/-
24.	Nitesh Gupta Senior Finance Officer	154671/-
25.	Promila Rawal Senior Finance Officer	154671/-
26.	Ashish Sankrityayan MTS E-II	150462/-
27.	Vikas Garg MTS E-II	150462/-
28.	Shelly Sharma MTS E-II	142410/-
29.	Ishu Agrawal MTS E-II	150462/-
30.	Mohit Kumar MTS E-I	119901/-
31.	Lalit Jain MTS E-I	119901/-
32.	Ayush Verma MTS E-I	116790/-
33.	Sovan Singh MTS E-I	116790/-
34	Rasmi Gupta FO-(A-VI)	114658/-
35.	Manish Tomar MTS E-I	119901/-
36.	Prashant Kumar MTS E-I	119901/-

37.	Savita Sindhwani Administrative Officer	149364/-
38.	Navneet P Sharma Senior Administrative Officer	138567/-
39.	Rakesh Thakur Administrative Officer	130332/-
40.	Shailendra Administrative Officer	137652/-
41.	Khushal Pal Singh Technical Officer Gr-I	123561/-
42.	Ram Patap Technical Officer Gr-I	121347/-
43.	Animesh Jaiswal Technical Officer Gr-I	114045/-
44.	Jai Prakash Singh MTSS ES-VI	97923/-
45.	Anurag Kondle Technical Officer Gr-I	108189/-
46.	Deepak Kumar Chaudhry Technical Officer Gr-I	108189/-
47.	Mithilesh Kumar Sahni MTSS ES-VI	95178/-
48.	Akhil Ujjwal MTSS ES-VI	92616/-
49.	Rajkishori Khare Accounts Officer	126288/-
50.	Harshvardhan Pant Administrative Officer	97923/-
51.	Neena Bawa Administrative Officer	95178/-
52.	Manish Kumar Administrative Officer	95178/-
53.	Rajni Kumari Assistant A – IV	92616/-
54.	Shashi Assistant A – IV	75771/-
55.	Amit Kumar Singh Assistant A-III	65715/-
56.	P. C. Pitchaiah Assistant A-III	83832/-
57.	Kamleshwar Tiwari Assistant A-III	83832/-
58.	Ankit Singh Assistant A-III	57837/-
59.	Bali Ram Assistant A-II	66447/-
60.	Chanderprakash Assistant A-II	69375/-

61.	Anil Kumar Jha Assistant A-II	62970/-
62.	Nikita Sharma Assistant A-II	58029/-
63	Lakshmi Narayan Sharma Assistant A-II	53516/-
64.	Parveen Yadav MTS (S-I)	38117/-

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

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

59 centres of STPI have been grouped under ten directorates including HQ, each group headed by Jurisdictional Directors. 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. The expenditure of the centres pertaining to the data link charges, establishment and other administrative expenses are met out of the total income generated from the datacom income, project consultancies and interest from the banks.

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

STPI have no such programmes.

CHAPTER – 14 : PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATION GRANTED BY STPI

[SECTION 4(1)(b)(xiii)]

STPI gives approval for setting up   /EHTP units under the respective schemes (STP/EHTP). 100% Software/Hardware export oriented units are eligible for benefits under the scheme(s).

CHAPTER – 15   :   DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY STPI, REDUCED IN AN ELECTRONIC FORM

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

CHAPTER – 16 :   PARTICULARS OF FACILITIES   AVAILABLE TO CITIZENS FOR   OBTAINING   INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE
[SECTION 4(1)(b)(xv)]

No library/reading room as such is maintained for public. However, STPI Centres have dedicated Business Development/EXIM Groups where software exporters/ units/ industry intending to get more information can have access during working hours for any clarification/guidance.

CHAPTER – 17 :   NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

[SECTION 4(1)(b)(xvi)]

Appellate Authority of STPI :   **Arvind Kumar**
Director General
Address : 1ST Floor, Plate B, Block-1
East Kidwai Nagar, New Delhi-110023
Telephone No. 20815080, 24628081
Fax No. 24346693
E-Mail ID : dg@stpi.in

Name and contact no. of Public Information Officer and Assistant Public Information Officers in STPI are as follows:-

Software Technology Parks of India (HQ)
New Delhi-110023

Sl. No.	Name of the STPI Centre	Name & Designation of APIO Sh./Smt/Dr)	Official Telephone No.	Mobile No.	E-Mail ID
1	Head Quarter (New Delhi)	Sanjay Kumar Gupta Senior Director	011-20815074	9868884082	sanjay.gupta@stpi.in
2	Bangalore Davangere Mangalore Manipal Mysore Hubballi	Amit Arora Member Technical Staff- E-III (Scientist 'D')	080-66186087	9663329559	amit.arora@stpi.in
3	Chennai Trichy Tirunelveli Puducherry Madurai Coimbatore	P. Divakara Venkanna Sr. Finance Officer Grade I (A-VIII)	044-39103525	9841090810	p.divakar@stpi.in
4	Gandhinagar Surat	Anchal Pandey Member Technical Staff- E-III (Scientist 'D')	079-66748531	09723895185	anchal.pandey@stpi.in

5	Guwahati Aizawl Gangtok Shillong Imphal Kohima Agartala	Gautam Kumar Member Technical Staff- E-III (Scientist 'D')	036125190 72	943519532 0	gautam.kumar@stpi.in
6	Bhubaneswar Rourkela Berhrampur Balasore	Aby John Sr. Administrative Officer Grade I	047127004 04	098487786 32	aby.john@stpi.in
7	Hyderabad Vijaywada Warangal Tirupati Visakhapatnam Kakinada	S. Ravi Sankar Sr. Administrative Officer (A-VII)	040- 66415623	966663109 4	ravishankar.s@stpi.in
8	Pune Navi Mumbai Nagpur Nasik Kolhapur Aurangabad Goa	Jitendra Kulkarni Member Technical Staff- E-III (Scientist 'D')p	020- 22981000	982263811 6	jitendra.kulkarni@stpi.in
9	Noida Lucknow Kanpur Dehradun Pragyaraj Bhillai Meerut	Sunil Sharma MTS E-II (Scientist 'C')	0120- 2470505	997100523 7	sunil.sharma@stpi.in
10	Thiruvananthapura m Kochi	Job Chacko Mathai Administrative Officer	047121006 07	807505170 3	job.mathai@stpi.in
11	Kolkata Siliguri Kharagpur Haldia Durgapur	Subrat Kumar Nayak Administrative Officer (A-V)	033- 23673798	903808196 5	subrat.nayak@stpi.in
12	Gurgaon Jaipur Jodhpur	Meena Parwal Member Technical Staff- E-III (Scientist 'D')	0124- 2012185	956019602 1	meena.parwal@stpi.in
13	Bhopal Indore Gawalior	Prakash Ranjan Sr. Administrative Officer (A-VII)	0141- 2770891	963631500 0	prakash.ranjan@stpi.in
14	Mohali Shimla Jammu Srinagar	Sukhvir Singh Member Technical Staff - E-II (Scientist 'C')	017- 22237061	981452492 5	sukhvir.singh@stpi.in

| 15 | Patna Ranchi Deogarh | Samrat Chakraborty Member Technical Staff - E-II (Scientist 'C') | 061-22205627 | 937982116 | samrat.chakraborty @stpi.in |

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

Addresses of the registered office of the Software Technology Parks of India and other centres/ sub-centres

Software Technology Parks of India
Registered Office : 6, CGO Complex,
Electronic Niketan, New Delhi-110003

Headquarter: 1ST Floor, Plate B, Block-1
East Kidwai Nagar, New Delhi-110023
Tel. No. 24628081, 24346600
Fax No. : 20815076
Website: www.stpi.in

Working days/Hours: Monday to Friday
9:00 A.M. to 5:30 P.M.

Name and address of the centre and sub-centres

| 1. | **Agartala** Officer-in-Charge Software Technology Parks of India 2nd floor, Lichu Bagan Market Complex, Lichubagan, Agartala, Tripura Tel.: 0381-2416005 E-mail : shibendu.debbarma@stpi.in URL : https://guwahati.stpi.in/Agartala | 2. | **Aizawl** Officer-in-Charge Software Technology Parks of India 2nd Floor, Ch. Chhunga Bus Terminal Building, Thuampui, Aizawl-796017 Tel.: 91-9666990060 E-mail : Chandravarma.kv@stpi.in URL : https://guwahati.stpi.in/Aizawl |

3.	**Chhatrapati Sambhajinagar** Officer-in-Charge Software Technology Parks Of India Plot No. T- 25, MIDC, Chikalthana Near Garware Stadium, Chhatrapati Sambhajinagar (Aurangabad) - 431210 Tel.: +91-240 - 2473859 E-mail : praful.patinge@stpi.in URL : https://pune.stpi.in/	4.	**Bhagalpur** Officer-in-Charge Software Technology Parks of India Near Government Industrial Training Institute ITI, Merrachhak Road, Burari, Bhagalpur- 812001
5.	**Bengaluru** Director Software Technology Parks of India No. 76 & 77, Cyber Park, 6th Floor, Electronics City, Hosur Road, Bengaluru – 560100 (Karnataka) Ph : +91-080-66186000-07 E-mail : shailendra.tyagi@stpi.in URL : https://bengaluru.stpi.in	6.	**Berhampur** Officer-in-Charge Software Technology Parks of India Plot no. 860/4562 , Near Income Tax Office, Ambapua, Berhampur - 760011, Ganjam, Odisha Tel: +0680-2404300 E-mail: rajeshkumar.t@stpi.in URL: https://bhubaneswar.stpi.in/en/berhampur
7.	**Bhilai** Officer-in-Charge Software Technology Parks of India Mangal Bhavan, Nehru Nagar (East), Bhilai- 490020 Tel.: 09718108616 E-mail : mukuldhar.sharma@stpi.in URL: https://noida.stpi.in/en/bhilai	8.	**Bhopal** Director Software Technology Parks of India Plot No. C-11, IT Park, Near RGPV, New Jail Road, Gandhi Nagar, Bhopal Madhya Pradesh- 462038 Tel.: 0755-2986688 E-mail : ravi.varma@stpi.in URL: https://noida.stpi.in/en/bhopal
9.	**Bhubaneswar** Director Software Technology Parks of India STPI ELITE Tower, Plot no. 2/ A, IDCO Industrial Area Gothapatna, Post-Malipada, Bhubaneswar, Odisha 751003 Tel.: 0674-2623000 E-mail : surya.pattanayak@stpi.in URL: https://bhubaneswar.stpi.in/en	10.	**Chennai** Director Software Technology Parks of India No.5, III Floor, Rajiv Gandhi Salai Taramani, Chennai – 600 113 Tel.: 91-44-23703525/22541201 E-mail: sanjay.tyagi@stpi.in URL: www.chennai.stpi.in
11.	**Coimbatore** Officer-in-Charge Software Technology Parks of India S.F.No.333/1, Ground Floor Kumaraguru College of Technology Campus, Chinnavedampatti, Coimbatore – 641 049 (Tamil Nadu) Tel.: 91-422-2669682 E-mail: jinubala.v@stpi.in URL: www.chennai.stpi.in	12.	**Davanagere** Officer-in-charge Software Technology Parks of India, KSOU Regional Centre, J H Patel Layout, behind Shamanur, Naganur Road, Davanagere -577004 (Karnataka) Tel :08192-200892/893/ 894 E-mail : v.sasikumar@stpi.in URL: https://stpi.in/en/davanagere

13.	**Dehradun** Officer-in-Charge Software Technology Parks of India Plot No. IT-01, IT Park, III E, Sahastradhara Road, Dehradun, Uttarakhand - 248013 Tel.: 0135-2608003 E-Mail : maneesh.kumar@stpi.in URL : https://noida.stpi.in/en/dehradun	14.	**Deoghar** Officer-in-Charge Software Technology Parks of India Plot No.- NS.15 (Part), Industrial Area, Jasidih, Deoghar-814142, Jharkhand Tel. : 9431103879 E-mail: Siddharth.rai@stpi.in URL: https://stpi.in/en/deoghar
15.	**Durgapur** Officer-in-Charge Software Technology Parks of India, Sahid Sukumar Banarjee Sarani, (Opposite to Spencers), Dist.- Paschim Bardhaman, Pin-713213, West Bengal Tel : +91-343-2531294/95 E-mail : durgapur.oic@stpi.in URL : https://kolkata.stpi.in/en/durgapur	16.	**Gandhinagar** Director Software Technology Parks of India, 9th floor, GIFT One Tower, Block – 56, Road-5C, Zone-5, Gift City, Gandhinagar - 382355 (Gujarat) Tel.: +91-79- 66748531 /32 E-mail: gnr.info@stpi.in URL: https://gandhinagar.stpi.in
17.	**Gangtok** Officer-in-Charge Software Technology Parks of India Top Floor, Sikkim Jewellers limited Complex, NH-10, Tandog, Gangtok- 737102 Tel.: 03592-711193 E-mail : siddaiah.ns@stpi.in URL: https://guwahati.stpi.in/Gangtok	18.	**Goa** Officer-in-Charge Software Technology Parks of India 2nd Floor, Udyog Bhawan, Panaji-403001 (Goa) Tel.: +91-832- 2226828 E-mail : dinesh.bhagat@stpi.in URL : https://pune.stpi.in
19.	**Gurugram** Director Software Technology Parks of India Plot No. 30, Electronic City, Phase IV, Udyog Vihar, Sector 18, Gurugram, Haryana -122015 Ph.: +91-124-2455050 E-mail: ashokg@stpi.in URL: https://gurugram.stpi.in	20.	**Guwahati** Director Software Technology Parks of India L.G.B.I. Airport Road, Borjhar, Guwahati-781015 Tel.: +0361-2841269 E-mail : Vandana@stpi.in URL : https://guwahati.stpi.in

21.	**Gwalior** Officer-in-Charge Software Technology Parks of India Village Ganga Malanpur, Morena Link Main Road, Gwalior(M.P.)- 474010 Tel.: 9893022844 E-mail : ravi.varma@stpi.in URL : https://noida.stpi.in/en/gwalior	22.	**Haldia** Officer-in-Charge Software Technology Parks of India, Plot No.-149, Debhog, Bhabanipur, Haldia, Dist. Purba Medinipur, Pin-721657, West Bengal Tel. : +91-3224-255062/92 E-mail : haldia.oic@stpi.in URL : https://kolkata.stpi.in/en/haldia
23.	**Hubballi** Officer-in-Charge Software Technology Parks of India, 4th Floor, Block A, IT Park, Opposite Indira Glass House, Hubballi -580029 (Karnataka) Tel: +91-836- 2257090/092/093 E-mail : v.sasikumar@stpi.in URL: https://stpi.in/en/hubballi	24.	**Hyderabad** Director Software Technology Parks of India 6Q3, 6th Floor, Cyber Towers HITEC City, Madhapur, Hyderabad - 500081 (TS) Tel.: +91-40-66415600/11 E-mail : c.kavitha@stpi.in URL: https://hyderabad.stpi.in
25.	**Imphal** Officer-in-Charge Software Technology Parks of India Mantripukhri, Imphal West, Imphal, Manipur-795002 Tel.: 0385-2423237 E-mail : arunkumar.singh@stpi.in URL: https://stpi.in/en/imphal	26.	**Indore** Officer-in-Charge Software Technology Parks of India MPSEDC, STP Building, Electronics Complex, Pardeshipura, Indore-452010 Tel.: 0731- 4024440/4030880 E-mail: ravi.varma@stpi.in URL: https://noida.stpi.in/en/indore
27.	**Jaipur** Officer-in-Charge Software Technology Parks of India IT-21, IT Park, EPIP, Sitapura, Industrial Area, Jaipur-302022 (Rajasthan) Tel.:- +91-141-2770635/2770891 E-mail: rajkumar.verma@stpi.in URL: https://gurugram@stpi.in/jaipur	28.	**Jammu** Officer-in-Charge Software Technology Parks of India E.P.I.P, Kartholi, Bari Brahmana Jammu-181133 (Jammu & Kashmir) Tel.: +91-191-2300381 E-mail: asim.khan@stpi.in URL: https://gurugram.stpi.in/jammu
29.	**Jodhpur** Officer-in-Charge Software Technology Parks of India Cyber -I, Cyber Park, RIICO, Heavy Industrial Area, Near Saras Dairy Jodhpur-342003 (Rajasthan). Tel.: +91-141-2770635 E-mail: rajkumar.verma@stpi.in URL: https://gurugram.stpi.in/jodhpur	30.	**Kakinada** Officer-in-Charge Software Technology Parks of India Collectorate Compound, Kakinada- 533 001(A.P.) Tel.: +91-884-6660112/123 E-mail: mallesh.av@stpi.in URL : https://hyderabad.stpi.in/Kakinada

31.	**Kanpur** Officer-in-Charge Software Technology Parks of India UPSIDA Complex , A-1/4, Lakhanpur, Kanpur- 208024 (UP) Tel.: 0512-2584765 E-mail : praveen.dwivedi@stpi.in URL : https://noida.stpi.in/en/Kanpur	32.	**Kharagpur** Officer-in-Charge Software Technology Parks of India, WBIIDC Industrial Growth Centre, Plot No.- 3, Sector - B, Nimpura, Kharagpur, Dist. Paschim Medinipur, Pin- 721303 ,West Bengal Tel. : +91-3222-234436/233014 E-mail : kharagpur.oic@stpi.in URL : https://kolkata.stpi.in/en/Kharagpur
33.	**Kochi** Officer-in-Charge Software Technology Parks of India KINFRA Hi-tech Park, HMT Colony, Kalamassery, Kochi-683503 Kerala Tel. : +91-484-2916535/ 36 E-mail: kochi.office@stpi.in URL:https://thiruvananthapuram.stpi.in	34.	**Kohima** Officer-in-Charge Software Technology Parks of India Directorate of Information Technology & -Communication, Thizama Road, Kohima, Nagaland - 797001 Tel.: 9092086321 E-mail : abhishek.misra@stpi.in URL : https://guwahati.stpi.in/kohima
35.	**Kolhapur** Officer-in-Charge Software Technology Parks Of India Plot no P-5, IT Park, Hockey Stadium, Opposite North Star Hospital, Kolhapur- 416012 (Maharashtra) Tel.:+91-231-2644429 E-mail: sachin.narule@stpi.in URL : https://pune.stpi.in	36.	**Kolkata** Director Software Technology Parks of India, 6th Floor, IT Park Building, Plot No. 5/1, Block DP, Sector-V, Salt Lake, Kolkata- 700091, West Bengal Tel.: +91-33-23673598/99 E-mail : kol.info@stpi.in URL : https://kolkata.stpi.in
37.	**Lucknow** Officer-in-Charge Software Technology Parks of India STP Complex, Adjacent Gomti Barrage Gomti Nagar, Lucknow (Uttar Pradesh) Tel.: 0522-2307915/ 0522-2307913 Fax: 05222307930 E-Mail : praveen.dwivedi@stpi.in URL : https://noida.stpi.in/en/lucknow	38.	**Madurai** Officer-in-Charge Software Technology Parks of India Thyagaraja College of Engineering Campus, Madurai - 625015 (Tamil Nadu) Tel.: +91- 452- 2482294 E-mail: s.lakshman@stpi.in URL: www.chennai.stpi.in
39.	**Mangaluru** Officer-in-Charge Software Technology Parks of India	40.	**Manipal** Officer-in-Charge Software Technology Parks of India

	Blue Berry Hill, Hari Padavu Road, Derebail, Mangaluru -575008 (Karnataka) Tel.:+91-824-2212189/2212139 E-mail : ravindra.aroor@stpi.in URL : https://stpi.in/en/mangaluru		2nd Floor, KarMic Building, Rajeev Nagar, 80 Badagubettu, Alevoor Road, Manipal Parkala Post, Udupi District -567107(Karnataka) Tel.: 0820-2575752 E-mail : ravindra.aroor@stpi.in URL : https://stpi.in/en/manipal
41.	**Meerut** Officer-in-Charge Software Technology Parks of India Plot No. ITP-03, Near NH-58 Bypass, Vedvyas Puri Yojana, Meerut, Uttar Pradesh-201303 Ph. no.: 0120-2470451 E-mail: sanjaykumar@stpi.in URL : https://noida.stpi.in/en/meerut	42.	**Mohali** Director Software Technology Parks of India Plot No. C-184, Industrial Area Phase-8A, S.A.S Nagar, Mohali -160071 (Punjab) Tel.: +91-172-2237067/62 E-mail: rakesh.verma@stpi.in URL: https://gurugram.stpi.in/en/mohali
43.	**Navi Mumbai** Office In-Charge Software Technology Parks of India 4th Floor, Samruddhi Venture Park, Gala No.4, MIDC, Central Road, Andheri (East) Mumbai - 400 093 (Maharashtra) Tel.:+ 91-22-28384907/28343742 E-mail: ashok.yadav@stpi.in URL: https://pune.stpi.in	44.	**Mysuru** Officer-in-Charge Software Technology Parks of India SJCE-STEP Campus, Manas Gangothri, Mysuru-570 006, Karnataka Tel.: +91-821-2412090/ 2517780/790 E-mail : jayaprakash@stpi.in URL : https://stpi.in/en/mysuru
45.	**Nagpur** Officer-in-Charge Software Technology Parks of India Plot No. 3, IT Park, Parsodi, Near VRCE Telephone Exchange, Nagpur - 440022 (Maharashtra) Tel.: +91-712 - 2227774 E-mail: sanjay.darne@stpi.in URL: https://pune.stpi.in	46.	**Nasik** Officer-in-Charge Software Technology Parks of India Plot No. IT-1, IT Park, Opp E-2 Block, MIDC, Ambad, Nasik – 422010 Tel.: +91-253 - 2382835 E-mail: parag.modi@stpi.in URL: https://pune.stpi.in
47.	**Noida** Director Software Technology Parks of India Ganga Software Technology Complex Sector-29, Noida - 201303 (UP) Tel.: 0120-2470502 E-mail: sanjay.gupta@stpi.in URL: https://noida.stpi.in/en	48.	**Patna** Director Software Technology Parks of India 13th Floor, Biscomaun Tower, Module-A5, West Gandhi Maidan Patna – 800001, Bihar Tel.: 0612-2205627 E-mail: rajeeva.kumar@stpi.in URL: https://bhubaneswar.stpi.in/patna

49.	**Prayagraj** Officer-in-Charge Software Technology Parks of India MNNIT Campus, Lucknow Road, Prayagraj (UP) - 211004 Tel. : + 0532-25452270 E-Mail : praveen.dwivedi@stpi.in URL: https://noida.stpi.in/en/prayagraj	50.	**Puducherry** Officer-in-Charge Software Technology Parks of India Puducherry Technological University (PTU) Campus, Formerly Pondicherry Engineering College (PEC), Techno Polis Building - I, Pillaichavady, Puducherry - 605 014 Tel.: 91-413-2656317 E-mail: senthilv@stpi.in URL: https://chennai.stpi.in
51.	**Pune** Director Software Technology Parks Of India Plot No. P-1, Phase-1, Rajiv Gandhi InfoTech Park, MIDC, Hinjawadi, Pune – 411057 (Maharashtra) Tel.: +91-20-22981000/22934475 E-mail: ajay.shrivastava@stpi.in URL: https://pune.stpi.in	52.	**Ranchi** Officer-in-Charge Software Technology Parks of India Plot No.8 Part, Namkum Industrial Area, Namkum, Ranchi - 834010 (Jharkhand) Tel.: + 9928041114 E-mail: ramesh.meena@stpi.in URL: https://bhubaneswar.stpi.in/ranchi
53.	**Rourkela** Officer-in-Charge Software Technology Parks of India STPI- Complex, Sector-5, Near Panthanivas, Rourkela-769002, Odisha Tel.: +9937358079 E-mail.: jagannath.oraone@stpi.in URL : www.https://bhubaneswar.stpi.in/en/rourkela	54.	**Shillong** Officer-in-Charge Software Technology Parks of India Short Round Road, East Khasi Hills, Lumjingshai, Shillong, Meghalaya 793001 Tel.: +0364-2591022 E-mail : motilal.sarma@stpi.in URL: https://guwahati.stpi.in/shillong
55.	**Shimla** Officer-in-Charge Software Technology Parks of India Block no- 24, SDA Complex, Kasumpti, Shimla - 171009 (HP) Tel.: +91-177-2627858 E-mail: abbas.mehdi@stpi.in URL: https://gurugram.stpi.in/en/shimla	56.	**Siliguri** Officer-in-Charge Software Technology Parks of India, Plot no. - JL 86 (Opposite to Uttorayan), Matigara, Siliguri, Dist. Darjeeling-734010, West Bengal Tel. : +91-353-2571986/87 E-mail: siliguri.oic@stpi.in URL: https://kolkata.stpi.in/en/siliguri

57.	**Srinagar** Officer-in-Charge Software Technology Parks of India Shed no.6-SIDCO, Electronics Complex , Old Airport Road, Rangreth, Srinagar-191132 (Jammu & Kashmir) Tel.: +91-194-2300520 / 381 E-mail: asim.khan@stpi.in URL: https://gurugram.stpi.in/srinagar	58.	**Surat** Officer-in-Charge Software Technology Parks of India FP 27, TP 22, Jiav- Budia Road, Nr. Someshwar Society, Village : Bhestan,Taluka: Chorasi, Surat- 395023 (Gujarat) Tel.: +91-261-2972755 E-mail: surat.info@stpi.in URL:https://gandhinagar.stpi.in/en/surat
59.	**Thiruvananthapuram** Director Software Technology Parks of India Technopark, Thiruvananthapuram Kerala -695581 Tel.: +91-471-2700404/ 607/ 707/ 807 E-mail: tvpm.do@stpi.in URL: https://thiruvananthapuram.stpi.in	60.	**Tirunelveli** Officer-in-Charge Software Technology Parks of India Manonmaniam Sundaranar University Campus, Abishekapatti, Tirunelveli- 627012 (Tamil Nadu) Tel.: +91-9842119566 E-mail: s.lakshman@stpi.in URL: www.chennai.stpi.in
61.	**Tirupati** Officer-in-Charge Software Technology Parks of India Survey No. 234, Behind Urban Haat Tiruchanur Road, Tirupati-517503 (A.P.) Tel.: +91-877-2239262 / 2239680 Email : varaprasad.y@stpi.in URL : https://hyderabad.stpi.in/tirupati	62.	**Trichy** Officer-in-Charge Software Technology Parks of India B-9, Light Engineering Shed, Trichy Regional Eng. College Science & Technology Entrepreneurs Park (TREC-STEP) NIT Campus, Trichy - 620 015 (Tamil Nadu) Tel.: +91-431-2501586 E-mail: r.pattabi@stpi.in URL: www.chennai.stpi.in
63.	**Vijayawada** Officer-in-Charge Software Technology Parks of India Govt. Polytechnic College Campus, Opp. Stella College, near Benz Circle Vijayawada -520008 (A.P.) Tel.: +91-866-2494243 Email : vinaykumar.b@stpi.in URL : https://hyderabad.stpi.in/vijayawada	64.	**Visakhapatnam** Software Technology Parks of India Unit No.9, SDF-1, Building,, Vishakhapatnam Special Economic Zone, Near Duvvada Railway Station, Vishakhapatnam -530049 (A.P.) Tel.: +91-741-6452474/91-891-2587226 Email: suresh.b@stpi.in URL: https://hyderabad.stpi.in/visakhapatnam
65.	**Warangal** Officer-in-Charge Software Technology Parks of India Kakatiya IT Park, H.No. 2-5-906/1, 2		

Circuit House Road, Hanamkonda, Warangal-506001 (TS) Tel.: +91-870-2446944 Email: rangareddy.k@stpi.in URL: https://hyderabad.stpi.in/warangal		

RTI APPLICATION FORM 'A'

To,

The Public information Officer

_____

_____

PIN: _____

1.   Full Name of the applicant. : _____

2.   Father Name/Spouse Name: _____

3.   Permanent Address   : _____

4.   Correspondence Address :_____

5.   Particulars of the information Solicited ;
(a)   Subject Matter of Information:_____
(b)   The period to which information relates:_____
(c)   Specific Details of Information required :

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6.   It is certified that I am a bona fide citizen of India.

7.   "It is certified that I do fall under the category Below Poverty Line (BPL), and an attested copy of the relevant certificate (issued by the competent authority) is enclose herewith for your information. (*Please strike out if not belonging to the BPL category).

8.   A copy of _____ as Identity /Address Proof is enclosed.

9.   (i) A fee of Rs. _____ has been deposited in the Finance & Accounts Office of the STPI vide Receipt No. _____ dated _____ ,or

(ii) A Postal Order/Bank Draft No. _____ dated _____ is enclosed, or

(iii) The applicant is not liable to pay any fee because he/she is below the poverty line (proof is
        attached)

(Please tick one and delete the remaining two options)

Place:
Date:

                                                                                (Name & Signature)

                                        Telephone No:
                                        Fax No.:
                                        E-mail Address: