

SOFTWARE TECHNOLOGY PARKS OF INDIA
(An Autonomous Society under Department of Electronics and Information
Technology, Government of India)
Borjhar, Near Lokpriya Gopinath Bordoloi International Airport,
Guwahati – 781 015.

Website: <http://www.guwahati.stpi.in>
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/Center/sub-Center. It can also be downloaded from the STPI website.

A fee of Rs.10 (ten) 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 document or the photocopies of document/information, if any. For Tender Documents, an application fee of Rs. 500/- (Five hundred) per application will be charged. A sum of Rs.2/- per page will be charged for supply of photocopy of document(s) under the control of O/o STPI. Other charges as per actual will be charged.

The fee/charges payable as above shall be in the form Demand Draft/Indian Postal Order (IPO) drawn in favor of Software Technology Parks of India and payable at New Delhi. Subject to the provisions of the RTI Act, STPI will endeavor to

reply/provide the information as early as possible, and in any case within thirty days of the receipt of the request.

**CHAPTER – 2 : PARTICULARS OF THE ORGANIZATION,
FUNCTIONS AND DUTIES
[SECTION 4(1)(b)(i)]**

2.1 STPI: The Background

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

2.2 Objectives of the Society

The objectives of the Software Technology Parks of India are :

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

2.3 Functions of the Society

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

- (1) To establish Software Technology Parks at various locations in the country ;
 - (a) To establish and manage the infra-structural resources such as communication facilities, core computers, building, amenities etc. in these parks and to provide services to the users (who undertake software development for export purposes) for development and export of software through data link and to render similar services to the users other than exporters
 - (b) To undertake other export promotional activities such as technology assessments, market analysis, market segmentation etc.
 - (c) To organize specialized training in the field of software technology for skill development.
 - (d) To work closely with respective State Government and act as an interface between Industry and Government.
 - (e) To create incubation with plug and play facility with a low operation cost in order to promote small and medium entrepreneurs.
 - (f) To promote secondary and tertiary locations by establishing STPI facilities to promote STP/EHTP Scheme.
 - (g) To create entrepreneurship, by regularly organizing Entrepreneur Development Programme.
 - (h) To assist State Governments in formulating IT policies and liaison for promoting the IT industries in respective states to achieve a cumulative growth of exports from all over the country.
 - (i) To implement quality and security standard in the IT industries.
 - (j) to work jointly with venture capitalists for providing financial assistance to the IT industries.
 - (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 or to invest in such a manner for the benefit of the STPI as may be prescribed. At least 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.

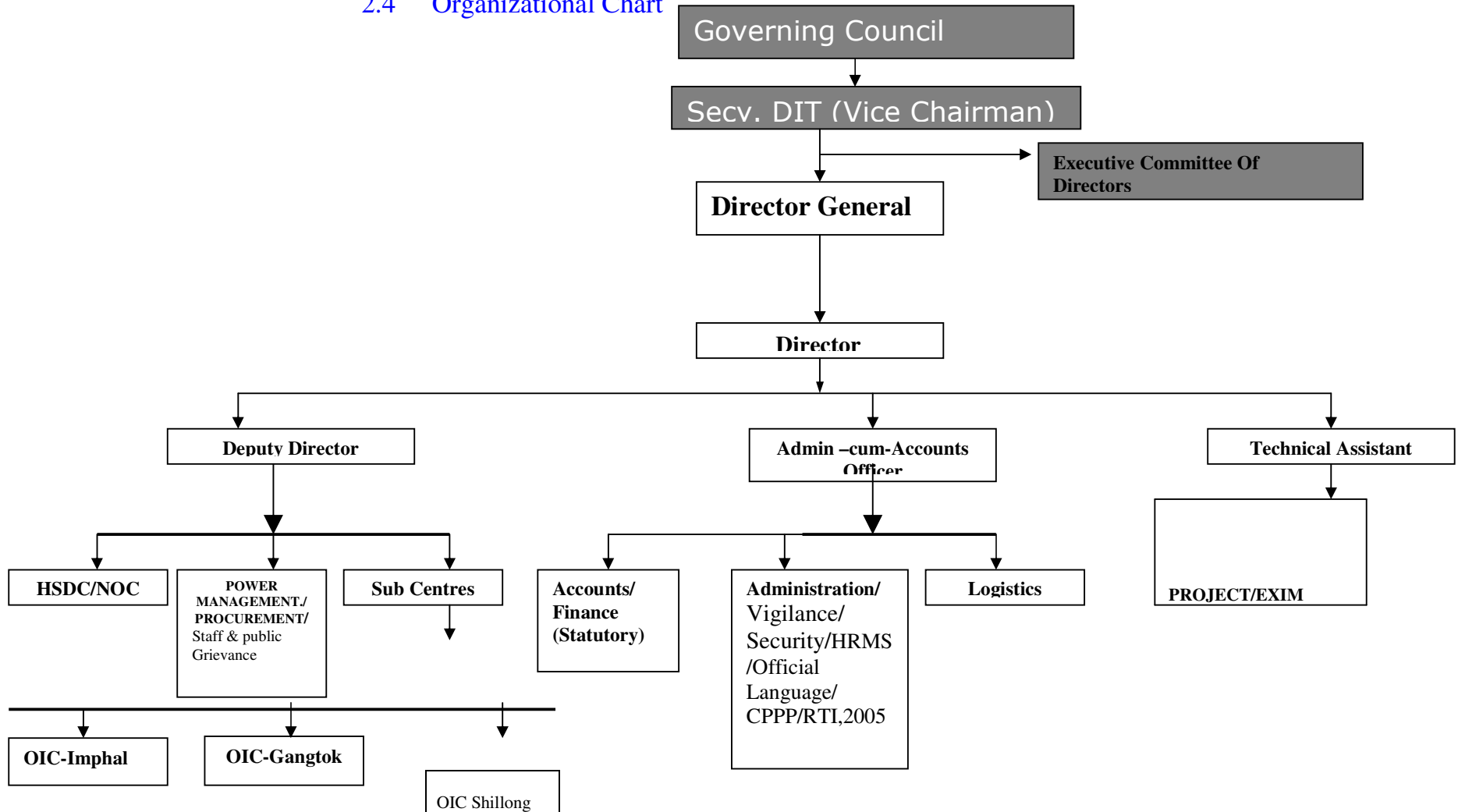
(e) to pay out of the funds maintained by STPI or part thereof, the expenses incurred by the STPI from time to time including all expenses incidental to the formation and re-organization of the STPI and management and administration of any of the foregoing activities including

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 as per the procedures laid down by Government.

(3) to do all such acts and things as may be required in order to fulfill the objectives of the STPI.

2.4 Organizational Chart



2.5 Details of Services provided by STPI

2.5.1 SOFTWARE TECHNOLOGY PARK (STP) SCHEME / ELECTRONIC HARDWARE TECHNOLOGY PARK (EHTP) SCHEME

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

HIGHLIGHTS OF STP SCHEME

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

2.5.2 HIGH SPEED DATA COMMUNICATION FACILITY (HSDC)

STPI has designed and developed state-of-the-art HSDC Network called SoftNET, which is available to software exporters at internationally competitive prices. STPI has set up its own International Gateways at 44 locations for providing HSDC links to the software industry.

Local access to International Gateways at STPI centers is provided through Point-to-Point and Point-to-Multipoint microwave radios for the local loop which has overcome the last mile problem and enabled STPI to maintain an up time of nearly 99.9%. The terrestrial cables (fibre/copper) are also used wherever feasible. These communication facilities are the backbone of the success in the development of offshore software activities.

STPI provides the following HSDC services through this network: -

1. International Private Leased Circuits (IPLCs) in the bandwidth of 64KBPS to 8 MBPS.
2. Shared Internet Services
3. Web/Home pages – hosting, authoring & maintenance.
4. Other value added services.

STPI provides worldwide connectivity for its software export units and is radiating about more than 400 MBPS and is operating with international carriers from its earth stations / available fiber capacity for various destinations.

2.5.3 INCUBATION

The incubator concept has emerged world wide as an essential component of the infrastructure required for the growth of high technology businesses including Information Technology and Software Development. These Incubators provide the necessary help to nurture technology ideas into commercial successes.

STPI has launched the concept of incubation facility in all of its centers for the Small and Medium Entrepreneurs (SMEs). STPI sets up entire facility ready for commencing operations by software units from day one. It offers advantage of no gestation period and does not require any capital investment. It helps in developing confidence in the client and ensures that the business opportunity is not lost.

The Incubation facility have the following facilities

- Modular Built up are for ready to use by the Small and Medium Software Entrepreneurs

- * Back up power supply
- * Telephones and Fax facility
- * Air Condition
- * Business Center
- * Conference Rooms & Training Facilities
- * High Speed Communication Links, Internet & Video Conferencing facilities.

STPI HAS ESTABLISHED A TECHNOLOGY INCUBATION CENTER, AT BANGALURU AND HAVE THE GREATEST ADVANTAGE FOR THIS KIND OF CENTRAL FACILITY.

2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES

STPI has implemented domestic projects such as Khajane.net, NIXI, CertIND. The Ebene Cybercity Project, Mauritius is also being implemented by STPI which is successfully completed in April 2004.

The STP model has been quite successful and various developing countries around the world are trying to emulate it. STPI is undertaking a pre-feasibility for setting a STP at Cyprus. Interest has also been shown by Govt. of Ivory Coast for similar assignments. STPI is also planning to jointly bid for international assignments for IT, data-com and networking.

DOMESTIC IT PROJECTS FOR VARIOUS STATE GOVERNMENTS WOULD ALSO BE ACTIVELY PURSUED FOR HIGHER REVENUES. STPI ALSO PLANS TO TAP THE E-GOVERNANCE INITIATIVES OF VARIOUS STATE GOVERNMENTS AND CENTRAL GOVERNMENT.

STPI do undertake turnkey assignments in IT and telecom. Consultancy services have high margins with no/minimal capital

expenditure. The critical requirement for consultancy and project management services is the availability of skilled and experienced manpower. To tap the market STPI would be having a dedicated team of marketing and project management professionals operating from HQ and its main centers.

CHAPTER -3: POWERS AND DUTIES OF STPI OFFICERS/
EMPLOYEES [(SECTION 4(1)(B)(II)]

s.No.	Name of Post	Job Responsibility
01	Director General	# Director General is the Member Secretary of the Governing Council. # DG is responsible for overall management and running of the STPI under the guidance of the GC. # DG is delegated with necessary executive powers and authority for efficient running of the Society.
02	Senior Director	# Sr. Director is the Head of STPI Headquarter office. # Sr. Director acts as Jurisdictional Director for administration of STP/EHTP Schemes.
03	Jurisdictional Director	# Director is the technical and administrative Head of STPI Centre. # Director acts as Jurisdictional Director for administration of STP/EHTP scheme in respective jurisdiction.

Addresses of the Software Technology Parks of India, Guwahati and other centres/sub-centres

GUWAHATI

Director

Software Technology Parks of India, Borjhar, Near LGBI Airport, Guwahati – 781 015 (Assam-India)

Tel.: 91-0361-2841269; Mobile No.91-094350-47774; 098640-62862

Fax: 91-0361-2846257

Email : pkdas@guwahati.stpi.in

URL : www.guwahati.stpi.in

CITY HUB CENTER

Director

Software Technology Parks of India, Institution of Engineers (India) Building, Assam State Centre, IInd floor, Panbazar, Guwahati – 781 001. (Assam – India)

Tel.: 91-0361-2519072

Telefax : 91-0361-2602266

GANGTOK

Center-In-charge

Software Technology Parks of India,

Sikkim Jewels Complex, Top Floor,

Tadong, National Highway –31A, Gangtok – 737 102 (Sikkim – India)

Tel : 91-03592 –271193; Mobile 91-094340-71193

Telefax: 91-03592-271193

Email : mohanty_n@yahoo.com

U RL : www.gangtok.stpi.in

IMPHAL

Center-in-charge

Software Technology Parks of India,
STPI Complex, Mantripukhri,
National Highway – 39,
Imphal –795 001 (Manipur – India)

Tel : 91-0385-2421221, 91-0385-2321306 , Mobile : 08974002460

Telefax : 91-0385-2421221

Email : moti_imp@yahoo.com

URL : www.imphal.stpi.in

SHILLONG

Center In-Charge

Software Technology Parks of India
Lumjingshai, Short Round Road,
Shillong – 793 001

Tel : 0364 2591022 : Mobile – 09856035023

Telefax : 0364 2591022

Email : pthakuria@gmail.com

KOLKATA

Joint Director & Officer In-Charge

Software Technology Parks of India
Block No.DP Plot 5/1

Saltlake Electronics Complex\Sector 5, Kolkata 700091

Tel: 033 23673598/3599, Mobile -09832773355

Fax No.033 23673597

DURGAPUR

Software Technology Parks of India

Sahid Sukumar Banerjee Sarani
Near Rangan Guest House, Bidhan Nagar
Dist. Bardhaman, Durgapur -713212
Ph: 343 3291812

KHARAGPUR

Software Technology Parks of India
WBIDC Industrial Growth Centre
Plot No.3, Sector –B (Nimpura, Midnapore)
Kharagpur -721 303
Ph : 3222234436

HALDIA

Software Technology Parks of India
Plot NO.149, Bhabanipur
Haldia – 721 602
Ph: 03224 321688/86

SILIGURI

Software Technology Parks of India
Jl No.86, Matigara
Opposite Uttarayan, Dist. Darjeeling
Siliguri -734001
Ph: 0194 2300520/2300381

**Working days/Hours: Monday to Friday
9.30 A.M. to 5.30 P.M.**

CHAPTER – 3 : POWERS AND DUTIES OF STPI OFFICERS / EMPLOYEES
[SECTION 4(1)(b)(ii)]

S.NO	Name of the Post	Job Responsibility
1.	Director	<ol style="list-style-type: none"> 1. Overseeing the operations of STPI's at all the locations. 2. Strategic planning & Co-ordination for expansion of STPI infrastructure. 3. Co-ordination with Govt. agencies for bandwidth requirement of STPI 4. Monitoring & review of EoUs under STPI 5. Business development for STPI
2.	Deputy Director	<ol style="list-style-type: none"> 1. Overseeing the operations of STPI's at all the locations. 3. Co-ordination with other centers for bandwidth requirement of STPI 4. Monitoring & review of EoUs under STPI 5. Procurement of Capital Goods 6. Power Management 7. Maintenance of NOC
3.	Technical Assistant	Data-com activities, Project and Planning.
5.	Admn-cum-Accounts Officer	Overall in charge of Administration and Accounts . All matters related to Personnel & Administration, establishment, disciplinary cases, legal court cases, Logistic Management, Accounts, Security, Vigilance, Implementation of Official Language, Estate

DELEGATION OF Powers
Financial Delegation of Powers Effective from 20/07/2010

S No.	Subject Matter	Extent of Powers delegated (Amount in Rs. Lacs)
1.	(i) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country. (ii) To receive financial contribution from abroad in consistent with objectives/function of the Society as detailed in MOA	(i) DG-Full Powers (ii) GC- Full Powers
2.	Purchase of capital equipment including imported items of the similar/equivalent values, software, technical store like raw material, components, consumables, semi-consumables including fabrication of equipment	HOC-Upto 10 DG- Upto 50 GC-Full Powers
3.	Contingent expenditure including payments of POL/Electricity/Water/telephone /Municipal taxes/Salaries/wages etc.	HOC-Full Powers
4	Deputing employees for short term/specialized/sponsored training/part time training in India and payment of fee thereof	HOC-Full Powers (Upto 1 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.	Reimbursement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital (a) In accordance with normal rules (b) In relaxation of normal rules	HOC-Full Powers DG- Full Powers
9.	Hire or Repair or AMC of office equipment/IT and IT peripherals/ Furniture/fixtures/ACs etc. for one year for each item	HOC – Upto 5 DG-Full Powers

10.	Payment of rent towards office/hostel/guest house/residential accommodation hired on lease	HOC – Full Powers
11.	Payment of legal Consultancy Charges	HOC-Full Powers
12.	Designating an Officer as Controlling Officer for the purposes of TA, other claims including countersigning of claims	HOC-Full Powers
13.	Sanctioning official tours within India, advance of TA, LTC	HOC – Full Powers
14.	Sanctioning of any loan/advance subsidy i.e. HBA, vehicle or any long term advance as per the policy approved by the GC	HOC-Full Powers
15.	Sanction of local conveyance charges	HOC-Full Powers
16.	To permit undertaking of assignments within India and abroad without involving society funds (a) DG (b) Other Officers/Staff	GC-Full Powers DG-Full Powers
17.	Sanction for purchase of books, journals, periodicals magazines etc. for library	HOC-Full Powers
18.	Sanction of hire conveyance/transport for office	HOC-Full Powers
19.	Sanction of advertisements & publicity charges	HOC-Upto 5.0 in a year DG-Full Powers
20.	Sanction of expenditure on hospitality & entertainment in India	HOC-Upto 1.0 DG-Upto 10 GC-Full Powers
21.	Incurring of expenditure on conducting meet/workshop/conference & award of annual maintenance contract thereof	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	HOC-Upto 0.05 (Per employees/annum DG-Full Powers

26.	Sanction of office/residential/mobile telephones/broadband facility and payment thereof	HOC-Full Powers
27.	Purchase of Software	HOC-Upto 2.0 DG- Full Powers
28.	Printing of Annual Reports & other documents	HOC-Full Powers
29.	Hiring of services for Pantry/Canteen/Security/Cleaning etc.	HOC-Full Powers
30.	(a) Approving signing of MOU/Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society.	DG-Full Powers GC_Full Powers
31.	Approval for deputation/training abroad- (a) DG (b) Other Officers/Staff	GC- Full Powers DG- Full Powers.
32.	(i) Procurement of land and building/built-up space (ii) Construction of building	(i) GC-Full Powers (ii)DG-Upto 200 GC-Full Powers
33.	Hiring of office premises/hostel/guests 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 Centers	DG-Full Powers
41.	Opening of new STPI Centre at new location	GC-Full Powers
42.	Arrangement of boarding, lodging and travel for touring officers/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 o Society and to exploit and develop markets for core strength and domain knowledge achieve by the Society	DG-Full Powers (With reporting to GC)
45.	Setting up of joint ventures, alliance, business 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 and 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 Institution/ Schedules Banks, any other Government securities on long term basis	DG-Full Powers
53.	Write 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 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.

- (i) The Financial Management functions shall be performed as per the provisions of Memorandum of Association of STPI.
- (ii) The powers to be exercised in accordance with relevant rules/procedures prescribed from time to time.
- (iii) The authorities concerned will strictly exercise the powers within the overall budgetary allocations.
- (iv) When the Governing Council is not in meeting, the powers of Governing Council shall be exercised by the Chairman, Governing Council.
- (v) Governing Council is empowered to approve any item not specifically covered in this schedule.
- (vi) DG as CEO will have powers concurrently vested with Subordinates 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.

Administrative Powers

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

Sl No. (1)	Rule No. of Bye-Laws of the Society (2)	Nature of Power (3)	Authority prescribed in the Rules (4)	Authority empowered to exercise the powers (5)	Extent of Power Delegated (6)	Suggestions after review (7)
1		Creation of Posts	GC	GC	Full Power	
2		Appointment of Temporary staff/Full Part-time on consolidated pay for 12 months contract :				

		<ul style="list-style-type: none"> ➤ 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 • Upto Group `B` posts Rs.6500-8000 & below • Beyond Group `B` posts other than Director • Director 	Director DG GC	Director DG GC	Full Power Full Power Full Power	
6		Extension of joining time, Resignation Acceptance, Relaxation of Notice Period				

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

**CHAPTER – 4 : THE PROCEDURE FOLLOWED IN THE
DECISION
MAKING PROCESS, INCLUDING CHANNELS
OF SUPERVISION AND 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 overall management and functioning under the guidance of the Council.

4.3 Sr. Director, STPI is the Dy. Chief Executive Officers. He shall be the administrative Head of STPI Hq. 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 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 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 for the period 2004-09
- * Handbook of Procedures (Volume 1)
- * Handbook of Procedures (Volume 2) and Schedule of DEPB Rates.
- * Interim New Exim Policy for the period 2009-10.

**CHAPTER – 7 : THE STATEMENT OF CATEGORIES
OF DOCUMENTS THAT ARE HELD BY
STPI OR UNDER ITS CONTROL
[SECTION 4(1)(b)(vi)]**

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

Sl. No.	Name of the document	Whether free or priced. If priced, what is the cost?	Held by/under the control of
1	The Foreign Trade (Development and Regulation Act), 1992		Under the control of Ministry of Commerce & Industry.
2	Rules and Orders made under the Foreign Trade (D&R Act 1992)		-do-
3	Foreign Trade Policy for the period 2004-09		-do-
4	Handbook of Procedures (Volume 1)		-do-
5	Handbook of Procedures (Volume 2) and Schedule of DEPB Rates.		-do-

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

Handbook of Procedures (Volume 1) is available at the <http://dgft.delhi.nic.in>

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

No such arrangement is called for at present.

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

STPI function through the following organs:-

9.1 Governing Council (GC)

9.1.1 Composition :

(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**).
- Members**
- 3) Additional Secretary/Group Coordinator (STPI) Administrative Ministry
- 4) Joint Secretary(Society), Administrative Ministry
- 5) Financial Adviser, Administrative Ministry
- 6) One representative of Ministry of Telecommunication, not below the rank of Joint Secretary.
- 7) One representative of Ministry of Home Affairs not below the rank of Joint Secretary
- 8) One Representative of Intelligence Bureau not below the rank of joint Secretary
- 9) One Representative of Ministry of Finance (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 **Three** persons of eminence in the disciplines related to the functions of STPI.(e.g Electronics, Computer Software, International Trade, Finance etc) nominated by the Chairman.
- 13) Up to **two** representatives of trade / professional bodies related to the Industry nominated by the Chairman
- 14) Deputy Chief Executive Officer, STPI.
- 15) Chief Executive Officer, STPI – Member Secretary.

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

9.1.2 Executive Committee of Director (ECOD)

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

- (a) Examination of new proposals/schemes and budget.
- (b) Review and rationalization of system and management practices relating to common issues such as staff matters including review

- promotions and staff welfare, service conditions, delegation of powers.
- (c) Examination of proposals for deputation of personnel abroad for projects 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 proposal involving financial implications including regulation of financial powers of various officers.
 - (f) Any other matter which the Governing Council may remit to it for consideration and advice.

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

The ECOD shall comprise the following members:-

- a) Additional Secretary/Group Coordinator for STPI, Administrative Ministry : Chairman.
- b) Chief Executive Officer, STPI : Vice Chairman
- c) Financial Advisor, Administrative Ministry : Member
- d) Joint Secretary(Societies) Administrative Ministry : Member
- e) Head of Centre (Three Nos.) STPI (By Seniority) : Member
- f) Head of Programme Division for STPI, Administrative Ministry : Member
- g) Deputy Chief Executive Officer, STPI: Member Secretary.

9.1.4 Standing Executive Boards (SEBs)

- (a) A Standing Executive Board (SEB) shall be constituted for each State where the STPI has a Center 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 Center/Sub-centers, augmentation of facilities, annual plan and budget for each STP and advise the Chief Executive Officer.
- (b)

The Composition shall be as indicated below:-

- | | | |
|--------|--|---------------------|
| (i) | Chief Executive Officer, STPI | Chairman |
| (ii) | Secretary, IT, State Govt./his representative | Member |
| (iii) | Commissioner (Custom & Excise)/his Representative | Member |
| (iv) | Commissioner (Income Tax)/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 Center | Member
Secretary |

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

Officer-in-charge of the Center/Sub-centers shall attend the SEB Meetings as and when necessary. DG may co-opt any other person, as may be necessary.

The composition of SEB, Guwahati as indicated below :

1.	Director General, STPI	Dr. Omkar Rai 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: rai@stpi.in
2.	Representative from DIT	
3.	Secretary, IT/Representative of IT	Secretary to the Government of Assam, IT Department, Assam Sachivalaya, Duspur, Block –C, 2 nd Floor, Guwahati – 781 006
4.	Commissioner Customs & Central Excise	Commissioner, Guwahati Customs Division, Nilamani Phukan Path, Christian Basti, Guwahati –781 005. Phone – 0361-2340510/511/512/513/703 Fax :0361-2340511 Email: cusgau@yahoo.com

		accusgau@sancharnet.in
5.	Representatives from IT Industry	<p>Shri N. K. Dutta, President & CEO, Grace iNet Solutions Pvt Ltd, STPI Building, Borjhar, Near LGBI Airport, Guwahati – 781 015.</p> <p>Shri Anuj Kumr Paliwal, Managing Director, M/S Third Eye Infosys, H.B. Road, Above Kalpataru, Panbazar, Guwahati - 781 001</p>
6.	Representative from IB	<p>Joint Director Subsidiary Intelligence Bureau (SIB) MHA, GoI, Gangotri Building, Basistha Road, Guwahati – 781 028. Ph No. 24610808 Fax No. 24610077</p>
7.	Representative of BSNL/Telecom Sector/ Secondary City	<p>Deputy General Manager (IT), Bharat Sanchar Nigam Ltd, Kamrup Telecom District, Ulubari, Guwahati – 781 007. Phone : 036</p>
8	Commissioner, In Com Tax/or his representative	<p>o/o Chief Commissioner of In Come Tax, Govt. of India, G.S. Road, Guwahati-781 005.</p>
9	Representative of STPI Hq	
10	Director, STPI Center	<p>Director Software Technology Parks of India Borjhar, Near LGBI Airport, Guwahati – 781 015 Ph No. 0361-2841269/2519072 Fax No. 0361-2842657/2602266</p>

CHAPTER – 10 : SUCH OTHER INFORMATION AS
MAY BE PRESCRIBED

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

FORM 'A'

Form of Application for seeking information from STPI

RTI Application No. _____

Dated of Receipt _____

(To be filled by the Office)

To
Assistant Public Information Officer
STPI, Guwahati

1. Name of the applicant :
2. Postal Address
(complete with Pin Code) :
3. Tele No., Fax, E-mail etc :
4. Particulars of Information required :

5. 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.

6. Demand Draft (DD)/Indian Postal Order (IPO) for an amount of Rs.10/500 drawn in favour of Software Technology Parks of India payable at Guwahati.

7. DD/IPO Number _____ dated _____

Place:

Date:

Signature of Applicant

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