SOFTWARE TECHNOLOGY PARKS OF INDIA
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INFORMATION HANDBOOK UNDER RIGHT TO INFORMATION ACT 2005

CHAPTER – 1: INTRODUCTION

1.1 Background of the Handbook

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

1.2 Objectives

- To provide access to information under the control of office of the Director General, Software Technology Parks of India and to promote transparency in the working.
- To provide maximum information suo-moto 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) "AA"- Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act
b) "APIO" - Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act
c) "CEO" - Chief Executive Officer
d) "CoE" - Center of Entrepreneurship
e) "DG" - Director General, STPI
f) "EXIM Policy" - Export/Import Policy
g) "EHTP Scheme" - Electronics Hardware Technology Park
h) "GC" - Governing Council
i) "HOC" - Head of Center
j) "IB"- Intelligence Bureau
k) "MTS" - Member Technical Staff
l) "MTSS" - Member Technical Support Staff
m) "MAS" - Member Administrative Staff
n) "MASS" - Member Administrative Support Staff
o) "OIC" – Officer In-Charge
p) "PIO" - Public Information Officer designated under Section 5(1) of the RTI Act
q) "RTI Act" - Right to Information Act 2005
r) "STP Scheme" - Software Technology Park
s) "STPI" - Software Technology Parks of India
t) "SEB" - Standing Executive Board
u) "TO" - Technical Officer

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

Any person who wishes to seek information under the RTI Act, 2005 can file an application in RTI-Form 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 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/- Rs. Five Hundred Only) per application will be charged. A sum of Rs.2/- (Rs.Two Only) 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 Gandhinagar. Subject to the provisions of the RTI Act, STPI will endeavor to reply/provide the information as early as possible, and in any case within thirty days of the receipt of the request.

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

2.1 STPI: The Background

Software Technology Parks of India was established and registered as an Autonomous Society under the Societies Registration Act 1860, under the Ministry of Electronics and Information Technology, (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 development 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 shall perform 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 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 the Government of India and be regulated by such directions as may be issued by the 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. 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.

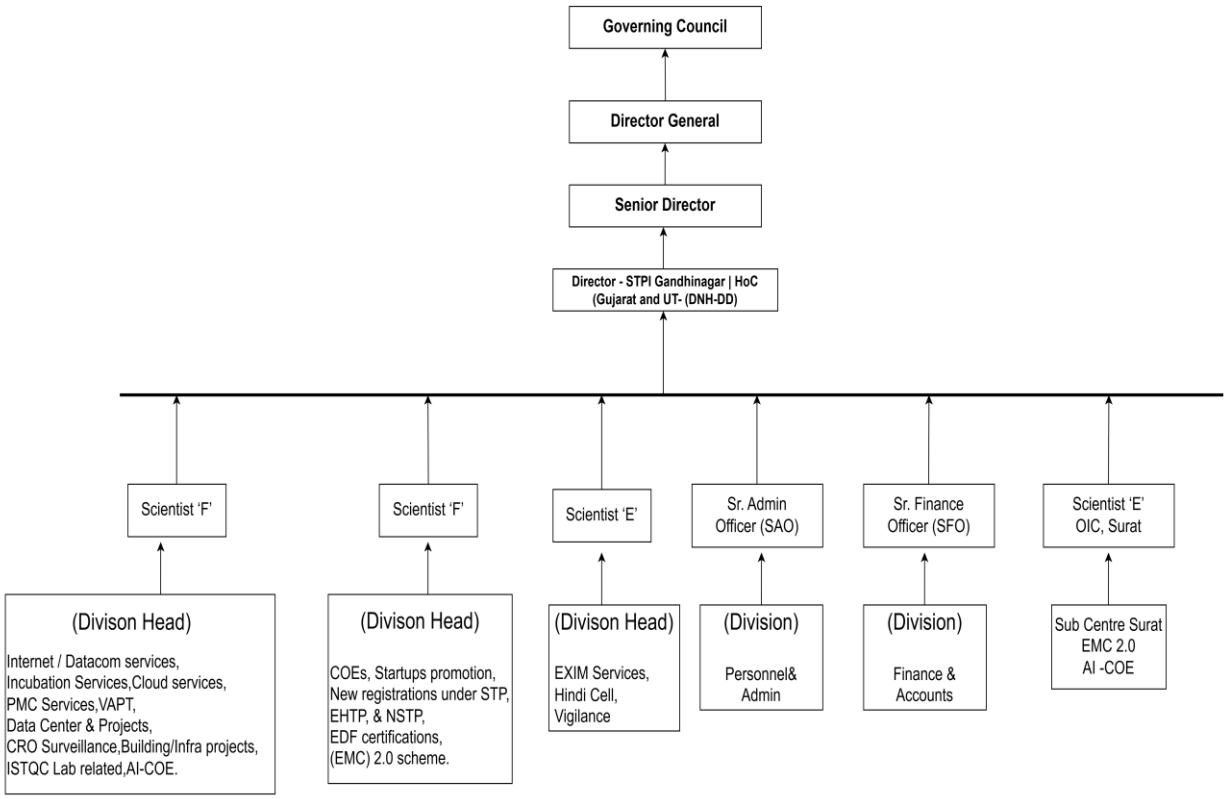
(d) To draw, make, accept endorse and discount cheques, notes or other negotiable instruments and for this purpose, to sign, execute and deliver such assurance and deeds as may be necessary for the purposes of the STPI.

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

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

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

2.4 Organization Chart



2.5 Details of Services provided by STPI

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

The Software Technology Park Scheme (STP) is a 100% export-oriented scheme for software development and IT enabled services through data communication link or physical medium. STP scheme was introduced to give impetus to the software industry in concrete manner and for providing conducive environment to the industry to conduct the business at pace commensurate with international practices.

The scheme integrates the government concept of 100 percent Export Oriented Units (EOUs) and Export Processing Zones (EPZs) and that Science Park/Technology Parks, as operating elsewhere in the world.

Electronic Hardware Technology Park (EHTP) Scheme

Electronic Hardware Technology Park (EHTP) is a 100% export-oriented scheme for manufacture of Electronic Hardware. Companies undertaking to export their entire production of goods and services may be set up under EHTP scheme.

Companies engaged in development of software applications, products and services (STP) and the companies engaged in manufacture of electronic goods and services can register to avail the benefits of this scheme.

STP and EHTP Scheme Benefits & Highlights:

- A company can set up STP/EHTP unit anywhere in India.
- 100% Foreign Equity is permitted.
- Approvals are given under single window clearance mechanism.
- Duty free import of goods, raw materials (EHTP) & Software are permitted.
- Import of second-hand capital goods is also permitted.
- Re-Export of imported goods is permitted.
- Simplified Minimum Export Performance norms of “Positive Net Foreign Exchange Earnings (positive NFE)” over a period of five years.
- STP/EHTP units may also use all duty-free equipment / goods for training purpose (including commercial training), subject to condition that no duty-free equipment / goods shall be installed outside bonded premises for this purpose.
- Sales in Domestic Tariff Area (DTA) are permissible.
- Computers and computer’s peripherals may be donated to recognized institutions of India without payment of any duties after two years of their import.
- Depreciation up to 100% is permissible for Computers and Computer peripherals in 5 years and 10 years in case of other items.

Certification of Software Exports

Software Companies, which do not wish to avail the benefit of STP scheme, may get registered with STPI for the certification of Software Exports. On registration, certificate is issued to the company with the validity of three years during this period, companies can get their Software Exports certified by STPI. The same may be renewed further for the period of three years at a time.

2.5.2 INTERNET & MANAGED IT SERVICES

INTERNET SERVICES:

High Speed Data Communication Services

STPI holds the Category 'A' Internet Service Provider (ISP) license with ALL INDIA as the service area. STPI caters to the data communication needs of the quality conscious Indian IT industry by providing SoftLINK service i.e., providing Internet Leased line Connectivity to IT Industry, Academia, PSUs/ Govt. Organisation etc.,. STPI is the first commercial Internet service provider of India and the first to offer Digital Private Line through multiple access radio network. STPI's National service delivery and management infrastructure includes approximately 60 independent gateways.

Soft Link Services

SoftLINK is an internet service developed specially to cater to the needs of the IT industry, Academia, PSUs/ Govt. Organisation etc. It provides high-speed, dedicated Internet access with quality and reliability. 24*7*365 technical support, handled by a well-qualified technical team. Online bandwidth statistics allow Customers to monitor the usage and help them forecast future requirements. Service Level Agreement (SLA) for its internet network guarantees uptime of more than 99.5%.

Benefits

- Network Redundancy at all levels (i.e., last mile, router, switch and connectivity to Internet gateway on transmission level)
- Robust Network with multi-homed gateway
- 24x7x365 technical support, handled by well-qualified technical team
- Online bandwidth statistics to monitor the usage and enable customer to forecast future requirement
- An ISO certified Organization
- Service Level Agreement (SLA) uptime of more than 99.5%
- Bandwidth on Demand (BoD) service for the existing Internet Leased Line Service customers

Managed IT Services

STPI offers the Managed IT Services to customers across India, over the cloud to address long IT infrastructure procurement cycles, underutilization of resources, need for dynamic scalability, and appropriate disaster recovery of applications and data. STPI offers the following Managed IT services :

- Server Co-location
- Domain and Web Hosting Services
- Disaster Recovery Services
- Managed Security Services
- Managed E-mail service
- Backup service
- Tape vaulting service

2.5.3 Incubation Services

The incubator concept has emerged worldwide 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 across various STPI centres for the Small and Medium Entrepreneurs (SMEs). STPI sets up entire facility enabling startups to commence their

operations without any hassels. 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. STPI-G has established incubation centres at Gandhinagar and Surat.

The incubation has the following facilities:

- Plug and Play facility for ready to use infrastructure by the start-up/ incubatee companies
- Back-up power supply
- Telephone and Fax Facility
- Air Conditioners
- Conference Rooms
- High Speed Communication Links, Internet and Video Conferencing Facilities.

2.5.4 PROJECT MANAGEMENT AND CONSULTANCY SERVICES

STPI provides extensive range of PMC services to meet latest information Technology requirements of various organisations. The PMC Services offered are:

Data Centre Establishment & Management Services

Scaling IT platforms with robust Data Centre solution strategy:

- Setting up Data Centres as per TIA-942 standards
- O&M services for Data Centres and Network Operation Centres
- Colocation of Servers (DNS, Web, Email etc.) and its Management

Network & IT Infrastructure Services

Creating & managing organizational IT Infrastructure as per new age standards:

- Design and Implementation of Networks on various Technologies
- Setting up Network Management Centres (Local and Remote infra Management)
- Managing System Reliability, Availability and Security while optimizing costs
- Management and Administration of Database and related activities

IT Audit & Security Operations Services

Securing IT Systems from latest vulnerabilities:

- STPI is Empanelled with CERT-IN for providing Information Security & IT Infrastructure audit / Vulnerability Assessment and Penetration Testing (VAPT) Services to customers.
- Advisory services for IT Audits as per International Standards
- Security Operations Centre (SOC) Service

Startup Promotion Services

Providing the supportive framework to help Startups grow

Startup Ecosystem Setup

- Feasibility study
- Creation of SOP & Engagement model
- Onboarding of Partners / Startups
- Programme Management
- Setting up labs and other associated facilities

Ecosystem Upgradation

- Gap analysis and remedial action plan
- Strategy for onboarding new Partners/ Startups etc.,
- Providing key services like IPR support, Compliance support, Industry Market Fit
- Organizing activities like Challenge program, Hackathon, Outreach / Networking events

etc.,

STPI offers the following Cloud and Data Centre services

- Co-location Service
- Virtual Private Server
- Virtual Private Cloud
- Hybrid Cloud Service
- Storage As A Service
- Backup Service
- SOC Services

2.5.5 Centres of Entrepreneurship (CoEs)

please refer to STPI-HQ Website https://finglobe.stpi.in

2.5.6 Next Generation Incubation Scheme (NGIS)

Please refer to STPI-HQ Website www.stpi.in

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

Please refer to STPI-HQ Website www.stpi.in

2.5.8 Modified Electronics Manufacturing Cluster (EMC 2.0) Scheme

Please refer to STPI-HQ Website www.stpi.in

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

Sl. NO.	Name of the Post	Job Responsibility
1.	Director	➢Director is the administrative and Technical Head of respective centre ➢Director has been delegated powers for implementation of the STP & EHTP Schemes and to establish High Speed Data Communication (HSDC) facility to industry within the jurisdiction of the state. ➢Co-ordination with industry, Academia and State Governments for facilitating conducive environment for the growth of IT/ITES industry and exports. ➢Monitoring & review of EoUs under STPI. ➢Director is the Member Secretary of Standing Executive Board (SEB) and Member of Incubation Advisory Council of STPI-G. ➢Director is also responsible for overall management and running of the STPI operations in the jurisdiction of the state. ➢Strategic planning for expansion of STPI infrastructure.
2.	MTS E-V (Scientist 'F')	➢Management of Datacom Services & Network Operation Centre, Cloud and SOC Services, New Projects ➢AI for all CoEs ➢VAPT Services, Cybersecurity, CRO/CRS ➢High Speed Data Communication (HSDC) facility to industry. ➢Project Management Consultancy services & Incubation Facilities ➢Data Centre projects ➢Building/ Infrastructure related projects
3.	MTS E-V (Scientist 'F')	➢Overseeing Startup promotion, Branding, Industry Promotion, Business Promotional activities and Outreach activities, Training activities ➢Management of all websites & social media, and coordination for Training activities and Global Capacity building ➢Overseeing all new registrations under STP, EHTP, & NSTP ➢Softex certifications ➢Electronics Manufacturing Clusters (EMC) 2.0 scheme ➢CoEs for Cybersecuity
3.	MTS E-IV (Scientist 'E')	➢Implementation of STP & EHTP schemes, monitoring, renewals & exit of STP/EHTP/NSTP ➢Management and Overseeing the implementation of Statutory Services. ➢Softex certifications ➢IMSC Matters ➢Vigilance Matters ➢Hindi Cell
4.	Senior Administrative Officer	➢Personnel matters ➢Establishment & Administration ➢Legal court cases, Public Grievances etc. ➢Right to Information Act ➢Infrastructure Facilities and Logistic Management ➢Purchases for centre
5.	Senior Finance Officer	➢Operation Head of Finance, Accounts, Payments, Audit of Accounts Activities of STPI Gandhinagar and its sub-centres
6.	Officer I/C (Sub-center Surat)	➢Overseeing operations of the sub-center and Business development of the sub-center at Surat ➢Softex certifications ➢Upcoming Projects- STPI SkillUp ➢Electronics Manufacturing Clusters (EMC) 2.0 scheme

Please refer STPI-HQ website www.stpi.in for the Delegation of Powers to Governing Council (GC)/Director General (DG)/Sr. Director/Jurisdictional Directors/ Head (other than Directors) of Centres/Sub Centres

Please refer STPI-HQ website www.stpi.in for the Administrative Powers to Governing Council/Director General/Sr. Director/Jurisdictional Directors/Head (other than Directors) of Centre/Sub Centres.

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 (b) In relaxation of normal rule	 **(a) HOC – Full Powers** **(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	**HOC – Full Powers**

	policy approved by the GC	
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 5.0 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. # (b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of	**(a) DG – Full Powers** **(b) GC – Full Powers**

	objectives of the Society. # *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 the Chairman, Governing Council

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

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

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

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

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

Version – I effective from 20.07.2010 to 31.03.2013
Version – II effective from 01.04.2013 to 15.12.2013
Version – III effective from16.12.2013 to22.11.2015
Version – IV effective since 23.11.2015

DELEGATION OF ADMINISTRATIVE POWERS

(***Effective from 13.12.2012***)

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

Version – I effective from 29.02.2000 to 07.05.2012
Version – II effective from 08.05.2012 to 26.11.2012
Version – III effective from 27.11.2012 to12.12.2012
Version – IV effective since 13.12.2012

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

Please refer to STPI-HQ Website www.stpi.in

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

Details of norms/standards set by STPI for execution

Please refer to STPI- HQ Website www.stpi.in

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)]

Documents used by STPI

Please refer to STPI- HQ Website www.stpi.in

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

Please refer to STPI- HQ Website www.stpi.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)]

Please refer STPI – HQ website www.stpi.in

9.1.1 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.

➢ Chief Executive Officer, STPI- Director General	Chairman
➢ Deputy Chief Executive Officer, STPI – Sr. Director	Vice Chairman
➢ Head of Programme Division for STPI, Administrative Ministry/Representative	Member
➢ Secretary, IT, State Govt./his Representative	Member
➢ Commissioner (Custom & Excise)/his Representative	Member
➢ Commissioner (Income Tax)/his Representative	Member
➢ Representatives of local IT industry	Member
➢ Representative of Intelligence Bureau	Member
➢ Head of Centre, STPI	Member Secretary

* Meetings of the above Council/Committee/Boards are not open to the Public.

CHAPTER – 10: A DIRECTORY OF STPI-G OFFICERS AND EMPLOYEES [SECTION 4(1) (b) (ix)]

Details of Officers/Employees (regular) working at STPI-Gandhinagar and Sub-Centres are given below:-

STPI-Gandhinagar

Sl. No.	Name	Designation	Email ID
1.	Mrs. Sonal Bhatawadekar	Director	sonal[DOT]bhatawadeka[AT]stpi[DOT]in
2.	Mr. Ajay Bhosale	MTS E-V (Scientist 'F')	ajay[DOT]bhosale[AT]stpi[DOT]in
3.	Mr. Kantharaju HS	MTS E-V (Scientist 'F')	hs[DOT]kantharaju[AT]stpi[DOT]in
4.	Mr. Abhishek Tiwari	MTS E-IV (Scientist 'E')	abhishak[AT]stpi[DOT]in
5.	Mr. Bhagirathi Sahoo	Sr. Finance Officer Grade-I (MACP)	b[DOT]sahoo[AT]stpi[DOT]in
6.	Mr. Anant Deep S Wadhwa	Sr. Admin. Officer (A-VII)	anant[DOT]wadhwa[AT]stpi[DOT]in
7.	Mrs. Bindu Jangir	Technical Officer-I	bindu[DOT]jangir[AT]stpi[DOT]in
8.	Mr. Shashikant Patel	Technical Officer-I	shashikant[DOT]patel[AT]stpi[DOT]in
9.	Mrs. Sarala Parthasaradhy	Admin. Officer-II	sarala[DOT]parthasaradhy[AT]stpi[DOT]in
10.	Mr. Kiran K. Padh	Admin. Officer-II	kiran[DOT]padh[AT]stpi[DOT]in
11.	Mr. Ritesh Goel	Account Officer (A-V)	ritesh[DOT]goel[AT]stpi[DOT]in
12.	Mr. Rachit Lawania	MTSS ES-VI	rachit[DOT]lawania[AT]stpi[DOT]in
13.	Mr. Neeraj Alekar	Account Officer (A-V)	neeraj[DOT]alekar[AT]stpi[DOT]in
14.	Mr. Ronak Nayak	Assistant (A-III)	ronak[DOT]nayak[AT]stpi[DOT]in
15.	Ms. Deepika Mall	Assistant (A-III)	deepika[DOT]mall[AT]stpi[DOT]in

STPI-Surat

Sl. No.	Name	Designation	Email ID
1.	Mr. Anchal Pandey	OIC MTS E-IV (Scientist 'E')	anchal[DOT]pandey[AT]stpi[DOT]in
2.	Mr. Dikson J. Christian	Sr. Admin. Officer (A-VII)	dikson[DOT]christian[AT]stpi[DOT]in
3.	Mr. Hitesh P. Narkhede	MTS E-II (Scientist 'C')	hitesh[DOT]narkhede[AT]stpi[DOT]in

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

Details of officers and employees monthly remuneration received by each in respect of STPI Gandhinagar and sub-centres are given below:-

Sl. No.	Name (Mr. / Mrs.)	Designation	Level and Pay as on Jul 2026	
			Level	Pay (Rs)
1.	Sonal Bhatawadekar	Director	13A	181500
2.	Ajay Bhosale	MTS E-V (Scientist 'F')	13A	166100
3.	Kantharaju HS	MTS E-V (Scientist 'F')	13A	166100
4.	Abhishek Tiwari	MTS E-IV (Scientist ‘E’)	13	130600
5.	Anchal Pandey	MTS E-IV (Scientist ‘E’)	13	123100
6.	Bhagirathi Sahoo	Sr. Finance Officer Grade-I (MACP)	12	105900
7.	Anant Deep Singh Wadhwa	Sr. Admin. Officer (A-VII)	11	85800
8.	Dikson J. Christian	Sr. Admin. Officer (A-VII)	11	80900
9.	Hitesh P. Narkhede	MTS E-II (Scientist ‘C’)	11	71800
10.	Bindu Jangir	Technical Officer-I	9	63300
11.	Shashikant Patel	Technical Officer-I	9	58000
12.	Sarala Parthasaradhy	Admin. Officer-II	9	73400
13.	Kiran K. Padh	Admin. Officer-II	9	63300
14.	Ritesh Goel	Account Officer (A-V)	7	52000
15.	Rachit Lawania	MTSS ES-VI	7	49000
16.	Neeraj Alekar	Account Officer (A-V)	7	46200
17.	Ronak Nayak	Assistant (A-III)	5	37000
18.	Deepika Mall	Assistant (A-III)	5	33900

CHAPTER – 12: BUDGET ALLOCATED TO CENTRE / SUB CENTRE INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE [SECTION 4(1) (b) (xi)]

STPI, Gandhinagar centre has been grouped activity-wise, each group headed by a MTS E-V / MTS E-IV / Officer In Charge. Annual plans are prepared by these groups. STPI-Gandhinagar as profit centre, meet their expenses from their corresponding incomes and separate Income & Expenditure account prepared by the STPI-Gandhinagar. Out of the total income generated from the datacom income, project consultancies and interest from the banks, the expenditure of the centre pertaining to the data link charges, establishment and other administrative expenses are met out from such incomes.

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

STPI have no such 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 STP/EHTP units under the respective schemes (STP/EHTP). 100% Software/Hardware export-oriented units are eligible for benefits under the scheme(s).

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

Please refer to STPI- HQ Website www.stpi.in

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 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. The required details are also hosted in the organization website (https://gandhinagar.stpi.in)

CHAPTER – 17: NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS [SECTION 4(1) (b) (xvi)]

Sl. No.	Names of the STPI centre	Name of PIO	Designation	Official Telephone No.	Mobile No	Email ID
1.	STPI-HQ	Shri Sanjay Kumar Gupta	Senior Director	011-20815074	9868884082	sanjay[DOT]gupta[AT]stpi[DOT]in

Sl. No	Names of STPI center/ sub-centre	Name of APIO	Designation	Official Telephone No.	Mobile No	Email ID
1.	Gandhinagar & Surat	Sh Anant Deep S Wadhwa	Sr. Admin. Officer (A-VII)	+91-261-2972755	8750788700	anant[DOT]wadhwa[AT]stpi[DOT]in

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

Addresses of the office of the Software Technology Parks of India, HQ & STPI Gandhinagar alongwith its other sub-centres:

STPI – Head Quarters

Director General,
Software Technology Parks of India,
Plate-B, 1st Floor,
Office Block-I,
East Kidwai Nagar,
New Delhi-110 023
Ph : +91-11-24628081
Fax :+91-11-20815076
url : www.stpi.in

STPI - Gandhinagar

The Director
Software Technology Parks of India
9th Floor, GIFT One Tower, Block-56, Road-5C, Zone-5,
GIFT City, Gandhinagar-382355 (Gujarat)
Phone : +91-79-66748531/32
Fax : +91-79-66748533
Email : gnr.info@stpi.in
Website: https://gandhinagar.stpi.in

STPI - Surat

Officer-In-Charge
Software Technology Parks of India
Center Address
Jiav-Budia Road, Near. Someshwar Society,
Village : Bhestan, Taluka : Chorasi,
Surat - 395023 (Gujarat)
Phone +91-9723895185