

Updated on 30th Dec. 2009

RIGHT TO INFORMATION ACT**Index**

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SOFTWARE TECHNOLOGY PARKS OF INDIA

(An autonomous society under Department of information Technology,
Govt. of India)

J. V. Centre, P. B. No. 5517, Bakery Junction, Thiruvananthapuram – 695 034
Telephone No. +91 – 471 – 2330707 (5 Lines), 2330303, Fax - +91 – 471 –
2330808

Website: www.tvpm.stpi.in

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 centers/ sub-centers, as detailed in Chapter - 17 below.

1.5 Definitions/ Abbreviations used

- (a) "APIO" means Assistant Public Information Officer(s) designated under Section 5(1) of the RTI Act
- (b) "AA" means Appellate Authority to whom an appeal can be submitted under Section 7(8)(iii) of the RTI Act
- (c) "DG" means Director General, STPI
- (d) "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 parks
- (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 RTI – Form No. 1, attached with this Handbook, to 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 documents or the photocopies of documents/ information, if any.

For Tender Documents, an Application Fee of Rs. 500/- (Rs. Five Hundred) per application will be charged.

A sum of Re. 1 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 Demand Draft/ Indian Postal Order (IPO) drawn in favor of Software Technology Parks of India, Thiruvananthapuram.

Subject to the provisions of the RTI Act, STPI will endeavor to reply/ provide the information as early as possible and in any case within 30 days of the receipt of the request.

CHAPTER – 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, Govt. 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.
- (b) To provide statutory services to the exporters by implementing STP/ EHTP Scheme.
- (c) To provide data communication services including various value added services to IT industries and corporate houses.
- (d) To provide Project management and Consultancy services both national and international level.

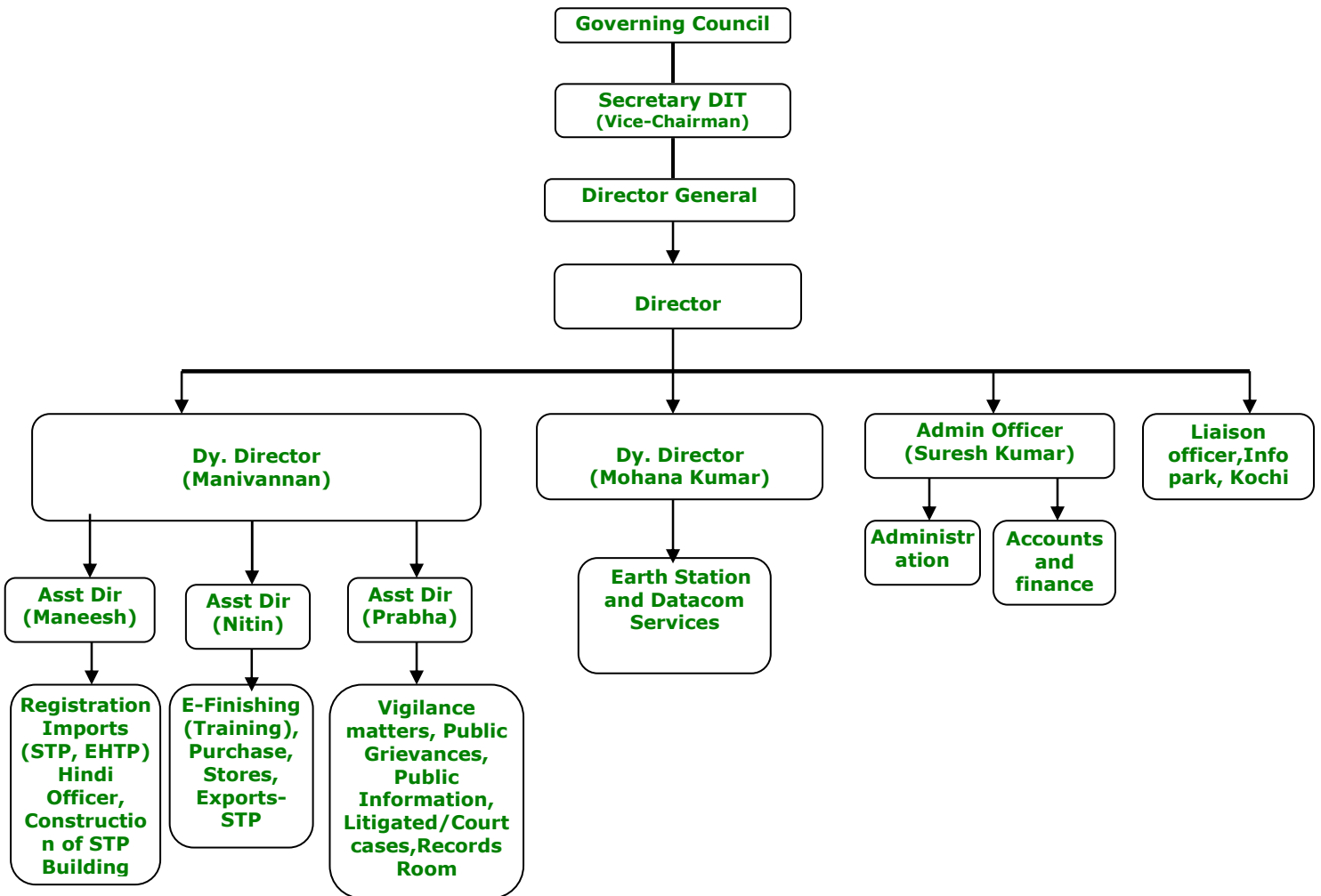
- (e) To promote small and medium entrepreneurs by creating a conducive environment in the field of Information technology.
- (f) To promote Bio-informatics/ Biotechnology industries by providing infrastructural and statutory support.

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 infrastructural resources such as communication facilities, core computers, building, amenities etc. in these parks and to provide services to the users (who undertake software development for export purposes) for development and export of software through data link and to render similar services to the users other than exporters.
 - (b) To undertake other export promotional activities such as technology assessments, market analysis, market segmentation etc.
 - (c) To organize specialized training in the field of Software technology for skill development.
 - (d) To work closely with respective State Government and act as an interface between industry and government.
 - (e) To create incubation with plug and play facility with 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 Programms.
 - (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 capitalist for providing financial assistance to the IT industries.

- (2) To perform financial management functions which comprise inter *alia* the following activities;
- (a) to obtain or accept grants, subscriptions, donations, gifts, bequests from Government, Corporations, Trust, Organizations or any person for fulfilling the objectives of the STPI.
 - (b) To maintain a fund to which shall be credited:
 - All money provided by the Central Government, State Governments, Corporations, Universities etc.
 - all fees and other charges received by the STPI
 - all money received by the STPI by way of grants, gifts, donations, benefactions, bequests or transfers; and
 - all money received by STPI in any other manner or from any other source
 - (c) To deposit all money credited to the Fund in scheduled Banks or to invest in such a manner for the benefit of the STPI as may be prescribed.
 - (d) To draw, make, accept endorse and discount cheques, noted or other negotiable instruments and for this purpose, to sign, execute and deliver such assurance and deeds as may be necessary for the purpose of the STPI.
 - (e) To pay out of the funds belonging to the STPI or out of any particular part of such funds, the expenses incurred by the STPI from time to time including all expenses incidental to the formation and reorganization of the STPI and management and administration of any of the foregoing activities including all rents, rates taxes, outgoing and the salaries of the employees.
 - (f) To acquire, hold and dispose of the property in any manner whatsoever for the purpose of the STPI, with the prior approval of Governing Council.

2.4 Organization Chart



2.5. DETAILS OF SERVICES PROVIDED BY STPI

SOFTWARE TECHNOLOGY PARKS OF INDIA
THIRUVANANTHAPURAM

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 Exports Processing Zone (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 duty free.
- Second hand capital goods may be imported.
- Sales in the domestic market are permissible up to 50% of the export.
- Income tax benefit under sections 10A/ 10B 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 Soft NET, which is available to software exporters at internationally competitive prices. STPI has set up its own International Gateways at 44 locations for providing HSDC links to the software industry.

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

STPI provides the following HSDC services through this network

1. International Private leased circuits (IPLCs) in the bandwidth of 64 KBPS to 8 MBPS.
2. Shared Internet services.
3. Premium 1:1 internet service.
4. Other value added services.

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

2.5.3 INCUBATION

The incubator concept has emerged worldwide essential component of the infrastructure required for the growth of high technology businesses including information Technology and Software Development. These incubators provide the necessary help to nurture technology ideas into commercial successes

STPI has launched the concept of incubation facility in many of its centers for the small and medium entrepreneurs (SMEs). STPI sets up entire facility 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 facilities have the following facilities.

- Modular built up area for ready to use by the software entrepreneurs
- Back up for supply
- Telephones and fax facility
- Air Condition
- Business Center
- Conference Rooms and Training Facilities
- High speed communication links, internet and video conferencing facilities

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

2.5.4 CORPORATE TRAINING FOR POSTAL DEPARTMENT

DOMESTIC IT PROJECTS FOR VARIOUS STATE GOVERNMENTS WOULD ALSO BE ACTIVELY PURSUED FOR HIGHER REVENUES.

STPI do undertake turnkey assignment in IT and telecom areas. 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

**Addresses of the registered office of the Software Technology Parks of India
Thiruvananthapuram and other sub-centers**

Working days/ Hours: Monday to Friday/ 9.00 A.M to 5.30 P.M

STPI- THIRUVANANTHAPURAM

Director
Software Technology Parks of India
J. V. Centre, P. B. No. 5517,
Bakery Junction,
Thiruvananthapuram – 695 034
Kerala, INDIA.

Ph: +91 – 471 – 2330707 (5 Lines), 2330303,
Fax - +91 – 471 – 2330808

Email: ramesh@tvpm.stpi.in

url: <http://www.tvpm.stpi.in>

STPI- COCHIN

Infopark
Thapasya, Kusumagiri,
Kakkanad P.O.,
Kochi – 682 030

Ph: 91-484-2415228
Fax: +91-484-2415240

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

Sl. No.	Name of the Post	Job Responsibility
1	Director	1.Overseeing the operations of STPI- Trivandrum. 2.Implementation of STP Scheme in Kerala. 3.Co-Ordination with Govt. agencies for the functioning of EOUs under STP scheme. 4.Monitoring and review of EoUs under STPI 5.Business Development for STPI
2	Deputy Director (Mohana Kumar)	In charge of Earth Station and Datacom services.
3	Deputy Director (S.Manivannan)	Incharge of EXIM, Purchase and Stores.
4	Asst. Director (G.Prabhavathy)	Vigilance matters, Public Grievances, Public Information,Litigated/Court cases,Records Room.
5	Asst.Director (Maneesh Kumar)	Registration,Imports, (STP,EHTP) Hindi Officer,Construction of STP Building.
6	Asst.Director (Nitin Kumar Agrawal)	E- Finishing(Training),Purchase,stores,Exports-STP
7	AdministrativeOfficer (A.V.Suresh kumar)	Accounts, Administration.

For Delegation of powers and Administrative powers, kindly refer STPI-HQ- web site **www.stpi.in**

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

Kindly refer STPI-HQ- web site **www.stpi.in**

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

Kindly refer STPI-HQ- web site **www.stpi.in**

The forms related to Software Technology Park (STP)/ Electronic Hardware Technology Park (EHTP) scheme ie, Application Form, Legal undertaking format,

Application for obtaining Import Export Code (IEC), Terms and Conditions of Letter of Permission (LOP) etc. are available in web site www.tvpm.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)]**

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 of 2004-09
- Handbook of Procedures of Foreign Trade Policy (Volume 1)
- Handbook of Procedures of Foreign Trade Policy (Volume 2) and Schedule of DPEB Rates.

**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 documents	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 Others made under the Foreign Trade (D7R Act 1992)		-do-
3	Foreign Trade Policy for the period 2004-09		-do-

4	Handbook of procedures Foreign Trade Policy (Volume 1)		-do-
5	Handbook of Procedures Foreign Trade policy (Volume 2) and Schedule of DEPB Rates.		-do-

Case 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)]**

Kindly refer STPI-HQ- web site www.stpi.in

9.1.2 Powers and Functions

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

9.1.3 Executive Committee of Directors (ECOD)

The ECOD, which is an organ of the Society in terms of Clause 9 of this Memorandum, shall perform functions in the following matters:

- (a) Examination of new proposals/schemes and budget.
- (b) Review and rational of system and management practices relating to common issues such as staff matters including review promotions and staff welfare, service conditions, delegation of powers.

- (c) Examination of proposals for deputation of personnel abroad for project based assignment including equipment procurement.
- (d) Examination of proposals for writes off irrecoverable dues and obsolete stores.
- (e) In addition to the matters as at (a) above, examination of all other proposals involving financial implications including regulation of financial powers of various officers.
- (f) Any other matter, which the Governing council may remit to it for consideration and advice.

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

The ECOD shall comprise the following members:

(a) Director General STPI	Chairman
(b) Joint Secretary & Financial Advisor, DIT	Member
(c) Joint Secretary/ Group Coordinator (STPI), DIT	Member
(d) Sr. Director, STPI	Member
(e) Three Directors of STPI Centres (to be nominated by DG)	Member
(f) Director (Finance)/ Chief Finance Officer, STPI	Member
(g) Director (HQ)	Member
(h) Director (Personnel)/ Chief Admn. 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 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.

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

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

The Composition of SEB, Thiruvananthapuram as indicated below:

1.	Director General, STPI (Chairman)	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
2.	Member,DIT	S.S.Garg,ScientistF,Programme Dvn.Head, DIT.
3.	Secretary, IT/ Representative of IT (Member)	Shri. Dr.Ajayakumar,IAS Ph. No. 0471-2327438
4.	Commissioner, Customs & Central Excise (Member)	Shri.K.M.Gregory,IRS Customs and Central Excise Press Road, Thiruvananthapuram-1 0471-2320022
5.	Representatives from IT Industry (Member)	1. Tata Consultancy Services 2. U.S.Technologies International (P) Ltd
6.	Representative from Intelligence Bureau (Member)	Director, Intelligence Bureau Ph.No.91-471-2322912
7.	Sr.Director,STPI HEAD Quarters	Dr.Omkar Rai Software Technology Parks of India Electronics Niketan 6 CGO Complex, Lodhi Road New Delhi – 110 003 Ph.011 24363596 Fax: 011 24366792
8.	Director, STPI Centre (Member Secretary)	Shri. K. Ramesh kumar Director Software Technology Parks of India J. V. Centre, P. B. No. 5517 Bakery junction Thiruvananthapuram – 695 034 Ph. No. +91 – 471 – 2330707 (5 lines), 2330303 Fax No. +91 – 471 – 2330808

*. Meetings of the above Council/Board/Committee are not open to the public

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

Details of Officers/ Employees are given below:

STPI-Thiruvananthapuram and its Sub centers – Regular

SI. No	Name/ Designation	STD Code	Ph. No.	Extn No.	Fax no.	Email id:
	Shri./Smt./Km.		Office			
1	K. Ramesh Kumar (Director)	0471	2330303	111	2330808	ramesh@tvpm.stpi.in
2	S.Mohana Kumar (Dy. Director)	0471	2700003			mohanakumar@tvpm.stpi.in
3	S. Manivannan (Dy. Director)	0471	2330707	116	2330808	manivannan@tvpm.stpi.in
4	G. Prabhavathy (Asst. Director)	0471	2330707	123	2330808	prabha@tvpm.stpi.in
5	Maneesh Kumar (Asst. Director)	0471	2330707	115	2330808	maneesh@tvpm.stpi.in
6	NitinKumar Agrawal (Asst. Director)	0471	2330707	128	2330808	nitin@tvpm.stpi.in
7	A.V.Suresh Kumar (Admn. Officer)	0471	2330707	125	2330808	suresh@tvpm.stpi.in
8	S.R.Nevin MTSS	0471	2700003		2330808	nevin@tvpm.stpi.in

**CHAPTER – 11: MONTHLY REMUNERATION RECEIVED BY EACH OFFICER/
EMPLOYEE OF STPI INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN ITS REGULATION.**

[Section 4(1) (b) (x)]

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

SI.No.	Name/Designation	Monthly remuneration (Gross) as on 31 March 2009
	Shri./Smt./Km.	
1	K Ramesh Kumar Director	Rs. 87230/-
2	S. Mohana Kumar Deputy Director	Rs. 54761 /-
3	S.Manivannan Deputy Director	Rs. 42780 /-
4	G. Prabhavathy Asst. Director	Rs. 39253 /-

5	Maneesh Kumar	Rs. 33828/-
6	Nitin Kumar Agrawal	Rs. 33828/-
7	A .V. Suresh Kumar Admn. Officer.	Rs. 31978 /-
8.	S .R Nevin MTSS	Rs. 22440 /-

Contract Staff

1	Ullas V B Office Asst.	Rs.4250 /-
2	Saritha S.R Office Assistant	Rs. 4000/-
3	Sukanya S.Kumar	Rs. 3750/-
4	Kala Vikraman Office Assistant	Rs.4000 /-
5	Brijidha B S Office Assistant	Rs.5250 /-
6	Hareesh Ravindran Tech. Assistant	Rs.5750 /-
7	Preetha C.D Office Assistant	Rs.3750 /-
8	Sree Jagadevan.J.S. Office Assistant	Rs.4500 /-
9	Lekshimi Narayanan	Rs.3000/-

**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-T has been meeting the expenses from its own income. Total income and expenditure account is being prepared annual basis.

**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)]**

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

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 in the web site of STPI-T www.tvpm.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 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) (xi)]

Appellate Authority in STPI: Shri. Dr.Omkar Rai
Director General
Software Technology Parks of India
Electronics Niketan
6, CGO Complex
Lodhi Road, New Delhi-110003
Telephone No.24363108, 24363309
Fax No. 24363436, 24364336
E-Mail ID: rai@stpi.in

Name and contact no. of Assistant Public Information Officer at Software Technology Parks of India Thiruvananthapuram and its Sub Centers

Sl. No	Names of Center/ sub-centre	Name of Officer	Designation	Mobile No.	Residence Tel.No.	Email ID
1.	STPI-Thiruvananthapuram and its sub centres	Smt.G. Prabhavathy	Assistant Director	9447961619	471-2364746	prabha@tvpm.stpi.in

CHAPTER – 18: SUCH OTHER INFORMATION AS MAY BE PRESCRIBED
[Section 4(1) (b) (xvii)]
Not applicable

Form of application for seeking information from STPI

RTI-Application No :.....
Date of Receipt :.....
(To be filled by the officer)

To:

The Public Information Officer (RTI)
Software Technology Parks of India
J.V. Centre, P.B.No.5517,
Bakery Jn., Thiruvananthapuram- 695 034

1. Name of the applicant :
2. Postal Address :
(Complete with pin Code)
3. Tele.no., Fax no., e-mail ID if any :
4. Particulars of Information required :
5. It is certified that I am a bona fide Citizen of India.
6. * 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 enclosed herewith for your information. (* Please strike out if not belonging to the BPL category)
7. Demand Draft(DD)/Indian Postal Order(IPO) for an amount of Rs.10/- drawn in favor of Software Technology Parks of India payable at Thiruvananthapuram towards the application fee is enclosed herewith. Further, I also undertake to pay the required fees/charges (if applicable) as prescribed under the RTI Act and or relevant Rules.
8. DD/IPO Number.....dated.....
9. I state that the information sought does not fall within the restrictions contained in section 8 of the RTI Act and to the best of my knowledge it pertains to your office.

(Signature of the Applicant)

Dated: _____

[Note: Kindly fill all the columns properly and strike out whichever is not applicable.]

SOFTWARE TECHNOLOGY PARKS OF INDIA
THIRUVANANTHAPURAM