



Information  
Manuals under  
Right to Information  
2005

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|---|
| <p><u>(i) The particulars of its organisation, functions and duties</u></p>   |
| <p><u>(ii) The powers and duties of its officers and employees</u></p>  |
| <p><u>(iii) The procedure followed in the decision making process, including channels of supervision and accountability</u></p>   |
| <p><u>(iv) The norms set by it for the discharge of its functions</u></p>   |
| <p><u>(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions</u></p>   |
| <p><u>(vi) A statement of the categories of documents that are held by it or under its control</u></p>  |
| <p><u>(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof</u></p>  |
| <p><u>(viii) A 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 the minutes of such meetings are accessible for public</u></p> |
| <p><u>(ix) A directory of its officers and employees</u></p>  |
| <p><u>(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations</u></p>  |
| <p><u>(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made</u></p>   |
| <p><u>(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes</u></p>  |
| <p><u>(xiii) Particulars of recipients of concessions, permits or authorisations granted by it</u></p>  |
| <p><u>(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form</u></p>  |
| <p><u>(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use</u></p>  |
| <p><u>(xvi) The names, designations and other particulars of the Public Information Officers</u></p>  |
| <p><u>(xvii) Such other information as may be prescribed; and thereafter update these publications every year</u></p>   |

## **1. The particulars of its organisation, functions and duties; Top**

ELECTRONICS TECHNOLOGY PARKS – KERALA, (TECHNOPARK), is an autonomous society of the Government of Kerala, registered under Travancore-Cochin Literary, Scientific and Charitable Societies Act XII of 1955. Technopark was established wide G.O. (MS) No.68/90/ID dated 14-05-1990 for providing infrastructural facilities of world-class quality for IT and ITES industries. After formation of the Society, Technopark has purchased 50 acres from University of Kerala, 1.22 acres from private parties and acquired 178.42 acres for Phase I and Phase II developments in Attipra, Kazhakuttom villages in Trivandrum Taluk in Trivandrum district. Since then, Technopark has been growing steadily both in size and employee strength, Park Centre, Pamba and Periyar were the only buildings in the beginning. Technopark has periodically added new buildings such as Nila, Chandragiri, Gayathri and Bhavani and Thejaswini. With the commissioning of Technopark Phase III, Technopark became the largest IT Park in India with 330 acres of land. Technopark has five different phases via, Phase I, Phase II, Phase III, Technocity & Technopark Kollam, which is spread over 760 acres with 9.33 million sq. ft. built-up area under various phases of development. Technopark is currently in the process of adding infrastructural facilities for the functional campuses and development of basic infrastructure for upcoming campuses.

Project Name	Electronics Technology Parks- Kerala (Technopark), Trivandrum
Location	Technopark Campus, Karyavattom, Trivandrum – 695 581
Reg. & Admin. Office	Park Centre, Technopark Campus, Karyavattom, Trivandrum - 695 581 Phone: 0471-2700222 Fax: 0471-2700171 E mail: <a href="mailto:response@technopark.org">response@technopark.org</a>
Implementation Agency	Electronics Technology Park- Kerala, Trivandrum
Constitution	Society registered under the Travancore - Cochin Literary, Scientific and Charitable Societies Registration Act No. 12 of 1955
Sector	Information Technology Sector

## **2. Council to be executive body of the park**

The Council shall be executive body of the Park and subject to the provisions of these Rules, the Council shall conduct the administration and management of the Park with the assistance of the board.

### **3. Bye-laws**

The Council may frame bye-laws from time to time not inconsistent with these Rules and Regulations of the Park, and may in particular provide for the following matters:

- a) Conduct of business and the procedures to be adopted at meetings of the Council/Board.
- b) Finance and Accounts of the Park;
- c) "Acceptance of grants, gifts, loans, fixed deposits, debentures, subscriptions, donations or any other financial contribution in cash/cheque and securities and/or any property, either movable or immovable from within the country or/and abroad including international agencies, subject to prevailing laws";
- d) Investment of and dealing with funds and moneys of the Society;
- e) Terms and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Park;
- f) Rules regarding discipline, suspension and dismissal of the officers and employees of the Park;
- g) Powers, duties and functions, of the Board as well as other officers and employees of the Park;
- h) Promotional and other activities of the Park;
- i) Execution of contracts and other instruments, on behalf of the Park;
- j) Establishment and maintenance of pension, provident and other funds for the benefit of officers and employees or for the purpose of the Park;
- k) Conduct and defence of legal proceedings and manner of signing pleadings;
- l) Such other matters as may be necessary for the administration of the Park.

### **4. Officers and employees**

Subject to the provision of these Rules, the staff of the Park will consist of:

- a. Chief Executive Officer.
- b. Technical staff (Engineers and Management Professionals)
- c. Registrar
- d. Administrative staff;
- e. Such other officers and employees as may be considered necessary for the work of the Park.

### **5. Appointment of Chief Executive Officer**

The appointment of Chief Executive Officer shall be made by the Chairperson of the Board with the approval of the Chairperson of the Council. Subject to the provisions of Rule 17, the Chief Executive Officer shall normally hold office for a period not exceeding five years at a time. The emoluments, allowances and other conditions of service shall be fixed by the Council.

### **6. Power of delegation of the board**

The Board may delegate some of its powers, functions and duties to any member of the staff of the Park.

### **7. Appointment of technical staff**

Subject to the provisions of Rule 17, the appointment of engineers and management professionals for the Park above a certain grade (to be specified by the Council) shall be

approved by the Chairperson of the Council on the recommendations of the Board and below the specified grade, shall be made by the Board or by an officer to whom the power has been delegated by the Board under Rule 14 for a period normally not exceeding five years at a time for all grades.

#### **8. Appointment of administrative staff**

Subject to the provision of Rule 17 the administrative staff of the Park shall be appointed by the Board or by an officer to whom the power has been delegated by the Board under Rules 14 for a period normally not exceeding five years at a time for all grades.

#### **9. Tenure of appointment of staff**

The tenure of appointment for all Technical and Administrative Staff including the Chief Executive Officer and Registrar shall be for a period of not more than 5 years at a time. The tenure may be extended for a further period of 5 years at a time by the appointing authority. These appointments shall be governed by the bye-laws to be framed under Rule 11.

#### **10. Appointment of registrar**

The appointment of the Registrar shall be made by the Chief Executive Officer on the recommendations of the Chairperson of the Board and approved by the Chairperson of the Council.

#### **11. Termination of service of staff**

The termination of services of the officers and employees of the Park will be governed in accordance with the bye-laws to be framed under Rule 11 (e).

#### **12. Properties and funds vested in the council**

The properties and funds of the Park shall vest in the Council and shall consist of:

- a) Recurring grants made by the Government of Kerala.
- b) Any other grants made by the Government of India/State Government;
- c) All machinery, plant, equipment and instruments (whether laboratory, workshop, prototype shop or otherwise), books and journals, furniture, furnishings and fixtures belonging to the Park;
- d) Grants, gifts and donations of cash and securities and of any properties, either movable or immovable; and
- e) Remuneration received through rents, dividends, leasing, consultancy, design, development, technology transfer, contracts etc.

#### **13. Legal action**

The Registrar may sue or be sued in the name of the Society in all legal proceedings.

#### **14. Seal of the society**

The Registrar is authorized to execute all documents and contracts and to put in the Seal of the Society on such documents on the direction of the Board. The custody of the

Seal would be with the Registrar.

#### **15. Budget and accounts**

- a) The Council shall frame the Annual Budget before the end of March and forward copies thereof to the Government of Kerala.
- b) Moneys forming part of the funds of the Park vested in the Council shall be deposited in the name of the Council in an approved Bank or Banks, which shall be, nationalized Banks.
- c) All the incomes, earnings, movable and/or immovable properties of the Society will be solely utilized and applied towards the promotion of the objectives as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividends, bonus, profit or any manner, whatsoever, to the members of the society or to any persons claiming through anyone or more of the members. No member of the Society shall have any personal claim on any movable and/or immovable properties of the Society or make any profit, whatsoever, by virtue of his membership.
- d) The accounts of the Park shall be audited annually by a Chartered Accountant or Accountants to be proposed by the Board and approved by the Council.

#### **16. Annual report**

The Council shall submit a Report on the working of the Park annually to the Government of Kerala. Such Report shall contain particulars the work of the Park during previous particulars regarding the work of the Park during the previous year and shall be accompanied by a balance sheet duly audited showing the income and expenditure of the Park during the said year.

#### **17. Alteration of rules**

These Rules may, for time to time be altered, added to and modified by the Council and Rules (so altered, added to and modified) shall operate from such date as shall be notified.

#### **18. Dissolution of the society**

The Society may be dissolved in accordance with the provisions of The Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act XII of 1955 after obtaining the previous consent of the Govt. of Kerala in that behalf.

If, upon the dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but it shall be lawful for the members to determine by the majority of the votes of the members present personally at the time of dissolution of the Society that such property shall be given to the Govt. of Kerala to be utilized for any of the purposes referred to in the Societies Registration Act.

**(ii) The powers and duties of its officers and employees;**

Hrishikesh.R.Nair	Chief Executive Officer	<ul style="list-style-type: none"> <li>Over all charge of Technopark</li> </ul>
S. Sreevalsan	Secretary Registrar (Kerala IT Parks)	<ul style="list-style-type: none"> <li>Convening of meetings of General Body/ Board of Governors, answering LA, Interpellations/ Legal issues/ RTI, liasoning with Government departments etc.</li> <li>The Secretary shall prepare and compile the agenda pertaining to BoG /GB, send minutes to the members and and shall be the Custodian for the same.</li> <li>Secretary is responsible for the Annual statutory reports to Govt. – Audit report, Admin Report, Performance report and Annual report, with approval from CEO.</li> <li>The secretary shall be the Convenor of department level meetings in Kerala IT Parks and all written correspondences with the Government</li> <li>The Secretary shall coordinate and arrange meetings with Collector Labour department, local Councillors, MLAs, MPs etc. for settling issues and concerns related to IT parks.</li> <li>The Registrar of the Park shall be the Secretary to the Council /Board. He will also act as the Secretary to the Society.</li> <li>The Registrar is authorized to execute all contracts/ Lease Agreements, to put in the Seal of the Society on such documents, and shall be the Custodian for the same.</li> <li>The Registrar shall be in charge of the correspondence relating to the Kerala IT Parks subject to the instructions of the Chief Executive Officer.</li> <li>The Registrar may sue or be sued in the name of the Society in all legal proceedings.</li> <li>The Registrar shall be responsible person for AG audits and consolidating replies and shall be the custodian of the files.</li> <li>Any other duties and responsibilities assigned by CEO from time to time</li> </ul>
Jayanthi.L	Chief Finance Officer	<ul style="list-style-type: none"> <li>Preparation of economic strategy &amp; forecasting</li> <li>Preparation of annual budget &amp; budgetary</li> </ul>

		<p>control on capital and revenue.</p> <ul style="list-style-type: none"> <li>• Getting the cost done scientifically for the land considering the development costs, future LA liabilities etc.</li> <li>• Computing of lease charges &amp; rentals for the built up spaces.</li> <li>• Timely recovery of rent &amp; lease charges.</li> <li>• Implementation of automated systems, procedures for financial management.</li> <li>• Implementing &amp; overseeing a fool proof internal audit system.</li> <li>• Effective management of Bank &amp; Treasury account</li> <li>• Preparation of financial statement for management &amp; Govt.</li> <li>• Project finance control by determining the best mix of debt, equity &amp; internal financing.</li> <li>• Generation of innovative models of fund raising for infrastructure projects.</li> <li>• Asset register preparation &amp; its regular updation, arranging valuation of assets.</li> <li>• Preparation of payrolls, disbursement of salary &amp; benefits.</li> <li>• Preparation of Annual Reports.</li> <li>• Statutory compliance &amp; reports.</li> <li>• Active participation in Bank consortium meetings &amp; plan closures &amp; rescheduling.</li> <li>• Effective repayment of term loans.</li> <li>• Preparation of Agenda notes for PIB &amp; Governing council meetings for matter related to finance &amp; Acc.</li> <li>• Preparation of Financial Analysis for every relevant item of Agenda for the above meetings.</li> <li>• Generation &amp; issue of Invoices, Bills, Collections &amp; Payments.</li> <li>• Oversee &amp; control the Cash Management.</li> <li>• Record keeping in a manner acceptable to the society, Auditors &amp; Government.</li> <li>• Review, Auditing (Internal, Statutory, AG, Service tax, KSERC, Income tax audit etc.)</li> <li>• NABARD/ RIDF Fund Management &amp; reporting.</li> <li>• Liaisoning with Govt on plan fund release &amp; disbursement.</li> <li>• Submit periodical reports to Govt., Planning board &amp; other departments.</li> <li>• Being present in the subject committee, Special working Group etc. with all relevant details.</li> </ul>
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Madhavan Praveen	Dy. General Manager (Projects)	<ul style="list-style-type: none"> <li>• Primarily hold charge of all engineering (Civil, MEP and allied services) activities relating to Phase-I, Phase-II, Phase-III and Technopark Kollam campuses.</li> </ul>
Vasanth Srikumar Varada	Manager (Business Development)	<ul style="list-style-type: none"> <li>• Overall management of all strategic and operational marketing and customer relationship activities.</li> <li>• Formulate business development plans, design and implement process to support business growth, through customer and market definition.</li> <li>• Facilitate business growth by working with the clients</li> <li>• Implement and maintain a software system for Customer Relationship Management</li> <li>• Build and maintain high level contacts with current and prospective customer.</li> <li>• Identifying and meeting potential clients by growing , maintaining and leveraging network</li> </ul>



		<ul style="list-style-type: none"> <li>• Research and build relationship with new clients</li> <li>• Work with team to develop proposals that speaks to clients needs, concerns and objectives</li> <li>• Participate in pricing the solution /service</li> <li>• Handle objections by clarifying, emphasizing agreements and working through differences to a positive conclusion.</li> <li>• Use a variety of styles to persuade or negotiate appropriately with the clients</li> <li>• Work with Technopark Staff and other internal colleagues to meet customer needs and complaints</li> <li>• Arrange and participate in internal and external client debriefs</li> <li>• Identify opportunities for campaigns, services and distribution channels that will lead to an increase in marketing</li> <li>• Using knowledge of the market and competitors, identify and develop Technopark's unique selling propositions and differentiators</li> <li>• Any other duty assigned by CEO from time to time</li> </ul>
Ajit Ravindran	Manager (Finance)	<p>Account Receivable</p> <ul style="list-style-type: none"> <li>• Billing</li> <li>• Collection</li> <li>• TDS from customers 26AS reconciliation</li> <li>• Settlements</li> <li>• Agreements renewals</li> <li>• Asset Valuation during the vacation of space by Clients</li> <li>• Rate derivation for new space</li> <li>• Office Automation-Payment gate way</li> <li>• Space Management Committee.</li> </ul> <p>Accounts Payable</p> <ul style="list-style-type: none"> <li>• Invoice verification</li> <li>• Payments verification</li> <li>• Authorised Signatory</li> <li>• Tender Negotiation</li> <li>• Reconciliation</li> </ul> <p>MIS statement</p> <p>Income &amp; Expenditure statement</p> <p>Balance sheets</p> <p>Others</p> <ul style="list-style-type: none"> <li>• Audit – Internal and Statutory</li> <li>• Books Closing and finalization of accounts</li> </ul>

		<ul style="list-style-type: none"> <li>• Statutory Compliance-Income tax/PF/PT /GST</li> <li>• Board Agenda preparation</li> <li>• Fixed Deposits</li> </ul>
Gita Gopalakrishnan	Manager (Marketing &Legal)	<ul style="list-style-type: none"> <li>• Drafting and finalization of new agreements.</li> <li>• LA Interpellation</li> <li>• Follow up and update of LAR cases for interface with Advocate.</li> </ul>
Rahul Thampi.R.I	Dy. Manager (Civil)	<ul style="list-style-type: none"> <li>• Interactions with Customers of phase-I/III, related to Engineering issues, identifying the engineering problems being faced by the companies in the allotted space as well as in the allotted land and reporting these to the Engineering Department in coordination with Business Development Dept.</li> <li>• Matters related to Single Window Clearance Board approvals for phase-I/II/III campuses.</li> <li>• Land allotment plan-revisions/ Modifications/ Survey/Peg marking of boundaries etc.</li> <li>• Checking/ verification and recommendation for approval of development plans submitted by tenants in leased land/ space in Phase-III and monitoring their works and reporting on the unauthorized constructions/deviations from KMBR for the construction works being executed in Phase-I/II and III campuses. The start of interior/construction activities on the allotted space/land shall be informed to the Engg/Finance/BD departments.</li> <li>• Maintenance of all records/ files/settlement of bills related to the works being handled earlier like IT Building, SBC, Water Distribution System etc. in Phase-III.</li> <li>• Quality assessment of all civil/finishing works being carried out in the campus, reporting the defects and taking corrective actions on a timely basis.</li> <li>• Coordination with Govt Dept. like PWD/Irrigation/Corporation/NHAI/Fire &amp; Rescue etc related to various works being executed by Technopark in campus I, II &amp; III.</li> <li>• Any other duties/ responsibilities assigned by higher authorities.</li> </ul>
E.V.Einstein	Dy. Manager (Electrical)	<ul style="list-style-type: none"> <li>• KSERC matters related to licensee . Works related to augmentation of 110 kV SS</li> </ul>

		<p>Kazhakoottam, Liaising with KSEB, KSEI for all matters in Phase-I and especially related to O&amp;M issue with KSEB in 110 kV SS at Kazhakoottam.</p> <ul style="list-style-type: none"> <li>• Operation &amp; Maintenance of the 110 kV substation in Phase-III.</li> <li>• Operation &amp; maintenance of O&amp;M of IT Building (Electrical)/ DG sets in Phase-III/HSD Tanks.</li> <li>• Power Billing for Phase-II/III</li> <li>• Projects being handled like Electrification of IT Building in Phase-III (Bluestar)/Billings/podium lighting.</li> <li>• Checking/ verification and recommendation for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works.</li> <li>• Energy Audit for phase-III campuses &amp; Power Distribution System for Phase-II/Phase-III and its maintenance.</li> <li>• Installation of Street Lights in Phase-III and its maintenance.</li> <li>• Power requirement planning.</li> <li>• Maintenance of all records/ files relating to the works being handled for phase-II/Phase-III etc.</li> <li>• Any other duties/ responsibilities assigned by higher authorities.</li> </ul>
Azeeb.A.K	Dy. Manager (IT)	<ul style="list-style-type: none"> <li>• Operation and Maintenance of IT Infrastructure in all campuses of Technopark.</li> <li>• Addition of new IT resources</li> <li>• Up-gradation of existing IT resources.</li> <li>• System Administration</li> <li>• Network Administration</li> <li>• Information Security</li> <li>• Technopark Infrastructure Management System.</li> <li>• Co-ordinate with internal and external agencies to support communication facilities.</li> <li>• Management of VC, CCTV and EPABX Systems.</li> <li>• Management of e-wastes.</li> <li>• IT infrastructure requirement of all expansion projects.</li> </ul>
Abhilash.D.S	Dy. Manager (HR & Admin)	<ul style="list-style-type: none"> <li>• Human Resources Recruitment, Annual appraisal &amp; reviews, Training &amp; Development programmes, Canteen, Benefits &amp; Welfare administration, Labour Management &amp; trade union</li> </ul>

		<p>negotiations.</p> <ul style="list-style-type: none"> <li>• Administration Contract management, Security, Housekeeping, Vehicles, Garden &amp; Landscaping maintenance, Office administration, leave, medical bills etc.</li> <li>• Conventional centre booking &amp; front office activities</li> <li>• Mediclaim &amp; accident insurance</li> <li>• Guest house booking</li> <li>• Local purchases</li> <li>• Arranging convoys during hartals.</li> <li>• Administration of Thejaswini food court.</li> <li>• Organizing annual cricket tournament and supporting events organized inside Technopark</li> <li>• Custodian of Lease agreements and Agendas of PIB/GC</li> <li>• Public Information Officer under RTI</li> <li>• Estate Management.</li> <li>• Solid Waste Management.</li> </ul>
Sajid Hussain	Dy. Manager (Civil)	<ul style="list-style-type: none"> <li>• Overall campus maintenance related to civil works in the Phase-I and Phase-III campuses.</li> <li>• Tendering/Execution of all new civil works inside Phase I/III campuses.</li> <li>• Maintenance/Refurbishing works of the Buildings of Technopark Phase-I/III campuses.</li> <li>• Main entrance modification works- Phase-I.</li> <li>• Checking/ verification and recommendation for approval of development plans submitted by tenants in leased land/ space and monitoring their works in Phase-I campus.</li> <li>• Maintenance of all records/ files relating to ongoing works which are being handled.</li> <li>• Supervision of all construction activities, planning and scheduling, quality control at site, random cross checking measurements at site with that entered in the M- Books, analyzing the comparative statements prepared by the consultants for the works, cost control measures, verifying bills, forwarding it for approvals from higher authorities, initiating proposals for approvals from higher authorities- Works which are being handled independently in Phase-I/Phase-III campus.</li> <li>• Any other duties/ responsibilities assigned by higher authorities.</li> </ul>

Anfal.A	Dy. Manager (Electrical)	<ul style="list-style-type: none"> <li>• O&amp;M of Power Distribution System/Power utilities of Phase-I campus, Power agreements with customers and Power Billings in Phase-I campus.</li> <li>• O&amp;M of all DG sets belonging to Technopark phase-I campus.</li> <li>• O&amp;M of all lifts inside Phase-I campus.</li> <li>• Modification of Street lighting inside phase-I campus.</li> <li>• Energy Audit for phase-I campus.</li> <li>• Power requirement planning for phase-I campus and all new electrical works</li> <li>• RMU design/tendering/finalization works related to south parcel of Phase-III.</li> <li>• Checking/ verification and recommendation for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works.</li> <li>• Maintenance of all records/ files relating to the works being handled in phase-I etc.</li> <li>• Supervision of all electrical works, planning and scheduling, quality control at site, random cross checking measurements at site with that entered in the M- Books, analyzing with the comparative statements, cost control measures, verifying bills, and forwarding it for approvals from higher authorities, initiating proposals for approval from higher authorities.</li> <li>• Maintenance of all records/ files relating to the works being handled for phase-II/Phase-III etc.</li> <li>• Audio Visual System of Phase-I system.</li> <li>• Any other duties/ responsibilities assigned by higher authorities.</li> </ul>
Jaisamma Joseph	Asst. Manager (Purchase)	<ul style="list-style-type: none"> <li>• Purchase &amp; Stores</li> </ul>
N. Viswanathan	Officer - (Finance)	<ul style="list-style-type: none"> <li>• Debtors Reconciliation</li> <li>• Asset Register Preparation</li> <li>• E-TDS Returns, Form 16 A preparation</li> <li>• Calculation of Power Billing details and preparation of power duty and submission</li> <li>• Matters relating to KSERC</li> <li>• Budget and Budgetary control</li> <li>• Service tax hearings, Service tax audit</li> <li>• GST related matters</li> <li>• Income Tax related matters</li> <li>• A/C Bill preparation</li> </ul>

		<ul style="list-style-type: none"> <li>• Monthly MIS</li> <li>• Audit co-ordination (Internal / Statutory/AG Audit)</li> <li>• Electrical Inspectorate Audit</li> <li>• Accounts Finalization</li> <li>• Asset management including insurance of assets and its claims</li> </ul>
Annie Moses	Officer (Finance)	<ul style="list-style-type: none"> <li>• Management Representative for Quality (ISO &amp; OSHAS)</li> <li>• SEZ Co-ordinating officer of TP Finance department</li> <li>• All Government correspondence including Plan fund approval and disbursements and all related activities</li> <li>• Budget Preparation – to Government/Planning Board and all related activities</li> <li>• Preparation of Administrative Report / Annual performance report</li> <li>• AG Audit Co-ordination</li> <li>• Management Information System of Government related matters (Grants &amp; Loans etc.)</li> <li>• Coordinating Staff welfare activities</li> <li>• Plan space updation</li> <li>• Managing Registrar of Societies related documents</li> <li>• All support to Secretary &amp; Registrar</li> <li>• Additional Duties – Member of Technopark Sexual Harassment of Women at Workplace Committee</li> <li>• Any other duties and responsibilities assigned by Management from time to time</li> </ul>
Suresh Kumar.S	Junior Officer- Finance	<ul style="list-style-type: none"> <li>• Identifying / reviewing the Debtors status and initiate Eviction procedure as directed by CFO</li> <li>• Initiate Revenue recovery procedure wherever required</li> <li>• Liaisoning with the Asst. Manager (Legal) for court cases pending with the court and for initiation of issue of Notice / file case on cheque return matters.</li> <li>• Dues collection follow up - Service providers and restaurants</li> <li>• All requirements relating to property tax on the buildings of Technopark</li> </ul>

		<ul style="list-style-type: none"> <li>• Preparation of MIS for top management</li> <li>• Additional Duties - Part of Technopark Vigilance Team (by Govt. Direction) for monitoring various matters, review meetings quarterly</li> <li>• Additional Duties - Discharging duties of Treasurer of Technopark Club, correspondence with Luxury Tax Dept., PF Office etc.</li> </ul>
Jayanthi.R	Sr. Executive Finance	<ul style="list-style-type: none"> <li>• Term loan – Phase III Infrastructure (Escrow A/c Monitoring and EMI payment)</li> <li>• Fund Management – Daily Preparation of Fund Position Statement</li> <li>• Receipts accounting– NEFT/RTGS</li> <li>• Bank Reconciliation – Collection and Disbursement, Escrow A/c and Term loan A/c</li> <li>• Customer Master Management – Technopark Kollam Customers (Master File Updation, Billing and Collection with follow – up)</li> <li>• Administration Activities – Monitoring Housekeeping &amp; Security Activities, all other administrative activities and Co-ordination with SBC companies at Technopark Kollam</li> <li>• Preliminary activity of attending Space Enquiries at Technopark Kollam</li> </ul>
Sandhya .P.S	Sr. Executive Finance	<ul style="list-style-type: none"> <li>• Payments related to Technopark Phase I &amp; III</li> <li>• Salary Administration (Phase I, Phase III, Technocity, Kollam)</li> <li>• Preparation &amp; remittance of statutory payments/ returns on a monthly, half-yearly and annual basis.</li> <li>• Liaisoning with Internal, statutory &amp; AG auditors</li> <li>• Finalization activities &amp; MIS</li> </ul>
Sheena.T	Sr. Executive Finance	<ul style="list-style-type: none"> <li>• Customer Master Management <ul style="list-style-type: none"> <li>○ Master file updation Phase I, Phase III. (details of fresh &amp; renewal agreements in Tally &amp; Excel)</li> <li>○ Preparation &amp; of monthly billing master.</li> </ul> </li> </ul> <p>Maintaining &amp; updating master files of companies &amp; service providers – creating &amp; updating master files in Tally for billing.</p> <ul style="list-style-type: none"> <li>• Billing – Monthly <ul style="list-style-type: none"> <li>○ Rent (Phase I &amp; Phase III)</li> <li>○ Operation &amp; maintenance (Phase I &amp; Phase III) Yearly</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Module Lease (Phase I)</li> <li>○ Land Lease charges (Phase I, Phase II, Phase III &amp; Technocity)</li> <li>○ Campus Maintenance charges (Phase I, Phase III &amp; Technocity)</li> <li>● Dues collection- Phase III companies</li> <li>● Verification of SMC, fresh draft agreement and check list.</li> <li>● Preparation of Bank Reconciliation Statement of Technopower A/C</li> <li>● Full &amp; Final settlement of companies</li> <li>● MIS of Rent for Module/Building</li> <li>● Food bill settlement.</li> </ul>
Binu.K.V	Sr. Executive Finance	<ul style="list-style-type: none"> <li>● Monthly billing of covered car parking area charges (Phase I &amp; III)</li> <li>● Payment of monthly power charges to KSEB (Phase I &amp; III)</li> <li>● Payment of administration bills in the salary nature (Phase I &amp; III)</li> <li>● Managing Bank Guarantee of Phase I, Phase III, Technocity and Kollam.</li> <li>● Customer follow-up in Nila Building</li> <li>● Car Parking Management (Phase I &amp; III)</li> <li>● Monthly Information Statement of car parking charges.</li> <li>● Preparation of Debit Notes and reconciliation of Govt. organisations' accounts with Technopark.</li> <li>● Reimbursement – Medical, Conveyance, Mobile, Telephone, Internet.</li> <li>● Power Disconnection</li> </ul>



Jainendra Kumar	Chief Security Officer	<ul style="list-style-type: none"> <li>• Co-ordinating security arrangements in Phase I campus, Technopark Kollam and Technocity.</li> <li>• Deploying security supervisors and security guards in the campus for the safety and security of personnel, material and assets of Technopark.</li> <li>• Carrying out regular checks to ensure that security personnel perform their duty diligently.</li> <li>• Ensuring that security personnel maintain proper discipline and taking appropriate action against those indulging in indiscipline and dereliction of duty.</li> <li>• Taking appropriate action on complaints received, and on incidents observed through CCTV camera images in the control room.</li> </ul>
Sreeja Vijayan	Asst. Manager (Legal)	<ul style="list-style-type: none"> <li>• Verification of Fresh agreements/ Renewal agreements/Tripartite agreements</li> <li>• Registration of sale/lease Agreements in Phase I, III, Technocity, Kollam.</li> <li>• Liaising with Standing Counsel as well as government law officers for follow up of Cases and speedy disposal in HighCourt, District Court Vanchiyoor, Sub Court Attingal, Munsiff Court Attingal, Labour Court (Kollam &amp; Thiruvananthapuram), Human rights Commission etc.</li> <li>• Furnishing statement of facts to lawyers in all cases where Technopark is party after verifying files.</li> <li>• Review/revamping/ clauses of agreements.</li> <li>• Initiation of Eviction and Revenue Recovery and issuance of Termination Notice including request for cancellation of SEZ approval of defaulting companies.</li> <li>• Appearing before various courts, Adalat, quasi-judicial bodies, government departments representing Technopark as and when required.</li> <li>• Appearing before District Collector in all hearings related to Land acquisition of Technopark.</li> <li>• Initiating legal opinion for internal departments as and when required.</li> <li>• Handling Complaints and employment related issues within Technopark from companies/outside authorities.</li> </ul>

		<ul style="list-style-type: none"> <li>• Handling conciliation process under labour authority and conducting Domestic enquiry etc.</li> <li>• Initiation of action against unauthorised occupancy.</li> <li>• Support in compiling information related to Right to Information Act.</li> <li>• Preparation of Board Agenda with respect to legal issues.</li> <li>• Handling property tax issues in support in coordination with Finance department.</li> <li>• Member of SMC, Vigilance Committee, ICC, HR Committee Technopark.</li> <li>• General administrative duties including drafting and filing letters, representations etc.</li> </ul>
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The above decisions/ functions are as per the [rules & regulations of the Articles of Association](#) of Technopark, which has already been approved by the Governing Council of Technopark and published in the website [www.technopark.org](http://www.technopark.org)

(iv) The norms set by it for the discharge of its functions; [Top](#)

The above decisions/ functions are as per the [rules & regulations of the Articles of Association](#) of Technopark, which has already been approved by the Governing Council of Technopark and published in the website [www.technopark.org](http://www.technopark.org)

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions; [Top](#)

Memorandum of Association of Technopark, which has already been approved by the Governing Council of Technopark and published in the website [www.technopark.org](http://www.technopark.org)

**(vi) A statement of the categories of documents that are held by it or under its control;**

1. Documents relating to licensing matters
2. Documents regarding allotment of plot/built-up space in Technopark owned land/buildings.
3. Documents relating to fund allotment and utilisation for Technopark
4. Documents regarding contracts with vendors/ contractors.
5. Documents regarding land acquisition, land records etc.

**(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;**

The Governing Council chaired by the Hon'ble Chief Minister of Kerala guides the Policy formulation and its implementation.

(viii) A 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 the minutes of such meetings are accessible for public;

Minutes of the Board Meetings and Governing Council are accessible to Public.

**(ix) A directory of its officers and employees;**

<b>No.</b>	<b>Name</b>	<b>Designation</b>
1	HRISHIKESH NAIR	Chief Executive Officer
2	S.SREEVALSAN	Secretary Registrar (Kerala IT Parks)
3	JAYANTHI.L	Chief Finance Officer
4	MADHAVAN PRAVEEN	Dy. General Manager (Projects)
5	VASANTH VARADA	Manager (Business Development)
6	AJIT RAVINDRAN	Manager (Finance)
7	GITA GOPALAKRISHNAN	Manager(Marketing & Legal)
8	RAHUL THAMPI.R.I	Dy. Manager (Civil)
9	E.V EINSTEIN	Dy. Manager (Electrical)
10	AZEEB.A.K	Dy. Manager (IT)
11	ABHILASH.D.S	Dy. Manager (HR & Admin)
12	SAJID HUSSAIN	Dy. Manager (Civil)
13	ANFAL A	Dy. Manager (Electrical)
14	JAISAMMA JOSEPH	Asst. Manager - Purchase
15	N.VISWANATHAN	Officer (Finance)
16	ANNIE MOSES	Officer (Finance)
17	SURESH KUMAR S.	Junior Officer (Finance)
18	JAYANTHI.R	Sr. Executive Finance
19	SANDHYA .P.S	Sr. Executive Finance

20	SHEENA.T	Sr. Executive Finance
21	BINU .K.V	Sr. Executive Finance
22	JAINENDRA KUMAR	Chief Security Officer
23	SREEJA VIJAYAN	Asst. Manager (Legal)

Position	Designation	Present Scale of Pay
MS I	Junior Executive	Rs.6680-160-7480-170-7990- 200-9590-240-10790
MS II	Executive	Rs.7480-170-7990-200-9590-240-10790-280-11910
MS III	Sr. Executive	Rs.8390-200-9590-240-10790-280- 11910-340-13270
MS IV	Jr. Officer	Rs.8790-200-9590-240-10790-280-11910-340-13610
MS V	Asst. Officer/ Asst. Engineer	Rs.9590-240-10790-280-11910-340-13610-380-15510
MS VI	Officer/ Engineer	Rs.11910-340-13610-380-16650-450-19350
MS VII	Asst. Manager	Rs.13610-380-16650-450- 20700
MS VIII	Dy. Manager	Rs.16650-450-20700-500- 23200
MS IX	Manager	Rs.20700-500-23200-550- 25400-600-26600
MS X	Asst. General Manager	Rs.25400-600-26600-650-33100
MS XI	Dy. General Manager	Rs.26600-650-33750
MS XII	General Manager	Rs.26600-650-35050

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made

<b>ELECTRONICS TECHNOLOGY PARKS - KERALA</b>					
<b>BALANCE SHEET AS AT 31st MARCH, 2017</b>					
		Current Reporting Period		Previous Reporting Period	
PARTICULARS	Schedule	As at 31st March 2017		As at 31st March 2016	
1	2	3		4	
<b>I. SOURCES OF FUNDS</b>					
(1) Capital Fund	A	6,140,098,998			

				5,390,098,998	
Income & Expenditure Account		(568,835,469)	5,571,263,529	(604,826,595)	4,785,272,403
<b>(2) Corpus Fund</b>	B		2,651,848,077		2,673,844,053
<b>(3) Capital Reserve</b>	C		11,048,545		11,048,545
<b>(4) Non-Current Liabilities</b>					
(a) Long-term Borrowings	D	2,461,215,791		2,592,659,443	
(b) Other Long Term Liabilities	E	935,165,811	3,396,381,602	945,302,145	3,537,961,588
<b>(5) Current Liabilities</b>					
(a) Sundry Creditors	F	97,442,193		134,385,764	
(b) Other Current Liabilities	G	49,922,221	147,364,414	67,812,066	202,197,830
<b>TOTAL</b>			<b>11,777,906,167</b>		<b>11,210,324,419</b>
<b>II. APPLICATION OF FUNDS</b>					
<b>(1) Non-Current Assets</b>					
(a) Fixed Assets					
(i) Tangible Assets	H	9,341,498,206		9,257,494,756	
(ii) Capital Work-in-Progress	I	216,061,130		89,280,376	
(b) Long-term Loans and Advances	J	1,107,624,615	10,665,183,951	584,103,951	9,930,879,083
<b>(2) Current Assets</b>					
(a) Sundry Debtors	K	315,128,264		296,046,489	
(b) Cash and cash equivalents	L	323,659,353		590,803,679	
(c) Short-term Loans and Advances	M	473,934,599	1,112,722,216	392,595,168	1,279,445,336

<b>TOTAL</b>			<b>11,777,906,167</b>		<b>11,210,324,419</b>
					As per our Report of even date attached
M.Sivasankar IAS		Hrishikesh R Nair		S.Sreevalsan	
Chairman ,Board of Governors		Chief Executive Officer		Secretary-Registrar	
Secretary (Electronics & IT Dept)		Technopark		Technopark	
Government of Kerala					
			For Philip and Mathew		
			Chartered Accountants		
			(Firm Reg. No.002646S)		
Jayanthi L					
Chief Finance Officer & Treasurer					
Technopark					
			K.G.Mathew FCA		
			Partner (Mem.No.018459)		

<b>ELECTRONICS TECHNOLOGY PARKS - KERALA</b>				
<b><u>INCOME AND EXPENDITURE ACCOUNT FROM 01-04-2016 to 31-03-2017</u></b>				
		<b>Current Reporting Period</b>		<b>Previous Reporting Period</b>
<b>PARTICULARS</b>	<b>Schedule</b>	<b>2016-17</b>		<b>2015-16</b>
<b>I. Revenue from Operations</b>	N		922,580,237	734,946,464
<b>II. Other Income</b>	O		18,730,645	19,641,318
<b>III. Total Revenue</b>			<b>941,310,882</b>	<b>754,587,782</b>
<b>IV. Operating Expenses</b>				
<b>Employee Benefits Expenses</b>	P		27,527,944	26,874,407

<b>Office Administration Expenses</b>	Q		25,505,178		52,931,482
<b>Campus Operational Expenses</b>	R		75,425,386		79,442,528
<b>Campus Maintenance Expense</b>	S		123,010,692		89,277,930
<b>Campus Repairs and Maintenance Expenses</b>	T		56,729,507		50,610,624
<b>Promotional Expenses</b>	U		953,521		27,786,147
<b>Total Operating Expenses</b>			<b>309,152,228</b>		<b>326,923,118</b>
<b>V. Operating Income/(Deficit) ( III - IV)</b>			<b>632,158,654</b>		<b>427,664,664</b>
<b>Finance Costs</b>	V		240,238,108		300,682,707
<b>Depreciation and Amortization Expense</b>	W		337,035,313		353,089,064
<b>Excess of Income over Expenditure</b>			<b>54,885,233</b>		<b>(226,107,107)</b>
<b>Significant Accounting Policies and Notes on Accounts</b>	X				
	Y				
			As per our Report of even date attached		
M.Sivasankar IAS	Hrishikesh R Nair	S.Sreevalsan			
Chairman ,Board of Governors	Chief Executive Officer	Secretary-Registrar			S.Sreevalsan
Secretary (Electronics & IT Dept)	Technopark	Technopark			Secretary-Registrar
Government of Kerala					
		For Philip and Mathew			
		Chartered Accountants			
		(Firm Reg. No.002646S)			
Jayanthi L					
Chief Finance Officer & Treasurer					
Technopark					
					K.G.Mathew FCA
					Partner (Mem.No.018459)

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

This office does not implement any subsidy programmes.

**(xiii) Particulars of recipients of concessions, permits or authorisations granted by it;**

Issue of Letter of allotment of space in Technopark

Execution of Lease Deed for space/land in Technopark

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

The following details are available in Technopark website at [www.technopark.org](http://www.technopark.org) for the public.

1. About Technopark
2. About Trivandrum
3. List of Companies in Technopark with related weblinks.
4. Infrastructure details, Ongoing/ upcoming Projects
5. List of Professional Associations & Value Added Services
6. Career Opportunities in Technopark Companies
7. Press Releases on Technopark
8. Requests for Land, Space, Incubation Space, Commercial Space & Smart Business Centre
9. ARR & ERC FORMS 2007-10
10. Assumptions of ARR
11. Schedule of Tariff and Terms and Conditions for Retail Supply By Technopark From - 01-03-2008
12. Tenders
13. LAR Status

The following policies can be downloaded from Technopark Website in the respective file formats listed besides them.

1. IT Policy- 2007
2. IT Policy
3. IT Incentive manual - Kerala
4. Labour Policy
5. Energy Policy
6. Industrial Policy

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

All particular information regarding Technopark and relevant documents to be disclosed under RTI Act, 2005 are published in our website [www.technopark.org](http://www.technopark.org)

(xvi) The names, designations and other particulars of the Public Information Officers;



**Public Authority**

Electronics Technology Park- Kerala  
Park Centre,  
Technopark Campus  
Thiruvananthapuram - 695 581, Kerala  
Ph: 91 - 471-2700222  
Fax: 91 - 471-2700171  
Email: [response@technopark.org](mailto:response@technopark.org)

**Public Information Officer**

Abhilash D S  
Dy. Manager (HR & Admin)  
Technopark, Park Centre,  
Technopark Campus  
Thiruvananthapuram 695 581, Kerala  
Ph: 91 - 471 - 2700222  
Fax: 91-471-2700171  
Email: [abhilash@technopark.org](mailto:abhilash@technopark.org)

**Appellate Authority**

S.Sreevalsan  
Secretary Registrar (Kerala IT Parks)  
Technopark, Park Centre,  
Technopark Campus  
Thiruvananthapuram- 695 581, Kerala  
Ph: 91 - 471-2700222  
Fax: 91-471-2700171, 2700922  
Email: [registrar@technopark.org](mailto:registrar@technopark.org)

**(xvii) Such other information as may be prescribed; and thereafter update these publications every year;**