



<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 vide G.O. (MS) No.68/90/ID dated 14-05-1990 for providing infrastructural facilities of world-class quality for IT and ITeS industries. Technopark was set up near the University of Kerala in the 50 acres of land acquired from the University. Technopark was set up to create global standard Infrastructure and to provide total support required for the development of high technology industries. 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. Technopark has five different phases viz Phase I, Phase II, Phase III, Technocity & Technopark Kollam, which is spread over 722.53 acres with 10.27million 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), Thiruvananthapuram
Location	Technopark Campus, Karyavattom, Thiruvananthapuram – 695 581
Reg. & Admin. Office	Park Centre, Technopark Campus, Thiruvananthapuram - 695 581 Phone: 0471-2700222, Fax: 0471-2700171 E mail: response@technopark.org
Implementation Agency	Electronics Technology Park- Kerala, (Technopark) Thiruvananthapuram
Constitution	Society registered under the Travancore - Cochin Literary, Scientific and Charitable Societies Registration Act No. 12 of 1955
Sector	Electronics & Information Technology

2. Governing Body to be the Executive body of the park

The Governing Body shall be the Executive body of the Park and subject to the provisions of these Rules; the Governing Body shall conduct the administration and management of the Park with the assistance of the Executive Council.

3. By-laws

The Governing Body may frame by-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 Governing Body / Executive Council.

- 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) Secretary - Registrar
- c) Technical staff (Engineers and Management Professionals)
- d) Administrative staff (Chief Finance Officer, Purchase officer etc.)
- e) Such other officers and employees as may be considered necessary for functioning of the Park.

5. Appointment of Chief Executive Officer

The appointment of Chief Executive Officer shall be made by the Chairperson of the Executive Council with the approval of the Chairperson of the Governing Body. 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 Governing Body.

6. Power of delegation of the Executive Council

The Executive Council 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 Governing Body) shall be approved by the Chairperson of the Governing Body on the recommendations of the Executive Council and below the specified grade, shall be made by the Executive Council or by an officer to whom the power has been delegated by the Executive Council 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 Executive Council or by an officer to whom the power has been delegated by the Executive Council 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 Executive Council and approved by the Chairperson of the Governing Body.

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 by-laws framed under Rule 11 (e).

12. Properties and funds vested in the Governing Body

The properties and funds of the Park shall vest in the Governing Body 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 Executive Council. The custody of the seal would be with the Registrar.

15. Budget and accounts

- a) The Governing Body 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 Governing Body shall be deposited in the name of the Governing Body 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 Executive Council and approved by the Governing Body.

16. Annual Report

The Governing Body 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, from time to time be altered, added to and modified by the Governing Body 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;

John M Thomas	Chief Executive Officer	<ul style="list-style-type: none"> • Overall charge of Technopark • Business of the Park - It shall be the duty of the Chief Executive Officer to carry on the work of the Park under the control of the GB and the Council in accordance with the rules and by-laws for the administration and management of the Park. In the case of an emergency, he may take such action as may be necessary and report it to the Council and the GB. • Direction and control of the Staff - All members of the staff of the Park shall be under the general control of the Chief Executive Officer,
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		<p>who may issue standing orders from time to time.</p> <ul style="list-style-type: none"> • Sanction of Expenditure - All expenditure with in the budget grant shall be approved and sanctioned by the Chief Executive Officer, or a member of the staff to whom power has been delegated by the Chief Executive Officer subject to the following conditions: - <ul style="list-style-type: none"> ➤ Expenditure on certain heads and items, above a certain amount, to be specified by the GB, shall require prior consent of the Council. ➤ Expenditure on foreign travel of any employee of the park shall be with the prior approval of the Chairperson of the Council. • The Chief Executive Officer shall exercise general supervision over the programme of the Park; including the maintenance & upkeep of the premises and the property of Technopark. • The Chief Executive Officer shall exercise financial powers for tendering and finalization of works up to Rs.50 lakhs. • All other contracts by or on behalf of the Park shall be signed by the Chief Executive Officer or by an officer of the Park empowered by him. • The Chief Executive Officer shall act as the Registrar to the Society in the absence of Registrar. • The Chief Executive Officer shall submit the Annual Report of the Park, as approved by the Council to the GB by the end of July each year. • Moves of the other staff of the Park will be approved by the Chief Executive Officer and informed to the Chairperson of the Council.
Suresh Kumar K	Secretary-Registrar (Kerala IT Parks)	<p>Statutory</p> <ul style="list-style-type: none"> • The Secretary shall prepare and compile the agenda pertaining to EC/GB, send minutes to the members and shall be the custodian of the same. Secretary is also responsible for the Annual statutory reports to the Govt. – Audit report, Admin report, Performance report and Annual report for all IT Parks with approval from CEO. • The Registrar shall be in charge of the correspondence of the Govt. relating to the Kerala IT Parks areas such as Legal, Revenue,

		<p>Statutory etc subject to the instructions of the CEO.</p> <ul style="list-style-type: none"> • The Registrar shall be responsible for submitting the Annual Return to the Registrar of Societies. <p><u>Legal</u></p> <ul style="list-style-type: none"> • The Registrar is authorized to execute all relevant contracts/ all New Lease Agreements, to put in the seal of the Society on such documents and shall be the custodian of the same. • The Registrar shall be responsible for Legal issues/ cases including LAR, Labour legislations & related grievances, cheque return, recovery of dues etc may sue or be sued in the name of the Society in all legal proceedings. • The Registrar shall hold the responsibility as Vigilance Officer and head of the Vigilance Cell of Technopark/ Infopark/ Cyberpark. • The Registrar shall also hold the responsibility as Appellate Authority under RTI act for Technopark/ Infopark/ Cyberpark. <p><u>Human Resources & Government Matters</u></p> <ul style="list-style-type: none"> • The Registrar shall be responsible for all HR matters and other allied matters pertaining to all employees of IT Parks including apprentices. • The Registrar shall co-ordinate all written correspondences & Liaisoning with the Govt. departments including answering LA Interpellations/ Legal issues/ Govt. queries etc. • The Registrar shall be the responsible person for the AG audits and consolidating replies and shall be the custodian of the files.
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Jayanthi.L	Chief Finance Officer	<ul style="list-style-type: none"> ➤ Financial control and management through: <ul style="list-style-type: none"> • Effective working capital management • Project finance by determining the best mix of debt and internal financing. ➤ Compliance with GST, Income tax, KSERC Acts. ➤ Make available: <ul style="list-style-type: none"> • Annual budget and budgetary control on capital and revenue • Scientific costing sheet preparation for the land value fixation. • Costing sheets to arrive at the rentals for the new buildings/ facilities. • Finance related agenda notes for EC and GB. ➤ Capex funding arrangement and Credit rating agency – CRISIL rating. ➤ Ensure: <ul style="list-style-type: none"> • Correspondence with Government on all financial/accounts matters are done in time. • Submission of reports/statements with Govt. and Planning Board with respect to Plan fund allocation and monitoring. • Statutory, Internal, AG’s audit ➤ Appellate Authority under RTI Act for Technopark/Infopark/Cyberpark ➤ Treasurer to Infopark and Cyberpark
Madhavan Praveen	General Manager (Projects)	<p>Primarily holding charge of all engineering (Civil/MEP and allied services) activities relating to Technopark Phase-I,II,III, Technocity & Kollam Campuses. Includes the Power Distribution Licensee Activities, IT and Purchases.</p> <ul style="list-style-type: none"> • Overall supervision of Planning, monitoring of all Project / Engineering relative activity of Technopark (Phase I,II,III), Technocity & Kundara. • Planning of new infrastructure projects, verification of plan/design/estimate, Detailed Project Report etc. Its execution, monitoring and supervising the works. • Planning of works of the nature like Civil/Electrical/HVAC/Fire Protection System etc which are critical for the operations of the Park. Supervising the activities for the smooth implementation in a cost effective manner. • Overseeing the Operations and Maintenance

		<p>activities of Engineering nature like Power Distribution System, water distribution System, HVAC, Fire Protection System, Sewage Treatment Plants, Lifts for the whole campus and buildings (TP) of Technopark for the smooth operations of the Park.</p> <ul style="list-style-type: none"> • Overseeing the O&M of all the DG sets of the Technopark Owned Buildings for ensuring 100% Power Back up in the event of power outages from KSEBL. • Interactions with IT companies of Technopark related to Engineering issues, identifying the engineering problems being faced by the companies in the allotted space as well as in the allotted land for their smooth operations. • Providing advice to IT companies who had been allotted land on matters related to various statutory approvals like Building Permit, PCB, KSEI, Fire etc. which are to be addressed through Single Window Clearance Board as the Convener of Technopark Single Window Clearance Board. • Coordinating with various statutory bodies like KSEI/PCB/MoEF etc. for compliances. Interacting with KSEB/KWA/Irrigation/NHAI and other Govt agencies on matters related to the operations of the Park. • Overseeing the operations and maintenance of the 110 kV electrical substations at Phase-III, Technocity campuses which is built and operated by Technopark. • Overseeing the billing activities for Power/Water/AC etc. of the consumers. • Overseeing the matters related to Power Distribution Licensee which is entirely a different activity of Technopark which requires strict compliance of regulations of Hon'ble Kerala State Electricity Regulatory Commission (KSERC) as per the Electricity Act. • Overseeing the compliances of the directions from the Hon'ble KSERC from time to time. • Member of CGRF (Consumer Grievance
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		<p>Regulatory Forum) for matters related to grievances raised by the electrical consumers of Technopark.</p> <ul style="list-style-type: none"> • Overseeing the purchase activities of Technopark. • Exploring various engineering and other viable solutions for reducing the operational cost of the parks and its implementations. • Providing necessary supports to legal. <p><u>In addition to the above, other matters of general nature as below are also being handled:</u></p> <ul style="list-style-type: none"> • Correspondences with IT companies on matters related to operations and maintenance. • Correspondences with regulating/Govt. agencies. • Preparation of Project reports for submissions to statutory bodies like PCB/KSERCetc. • AG audit query replies. • Preparation of agenda notes for EC and GB of Technopark. • Any matter as directed by the Competent Authority.
Vasanth Srikumar Varada	Asst. General Manager (Customer Relationship)	<ul style="list-style-type: none"> • Manage operations, client relationship and continually improve the customer service experience. • Formulate customer service plans, design and implement process to support existing tenants, through consistent client interaction. • Attend strategic meetings and interact with Thought Leadership team. • Facilitate, support and liaise for new Indian company/ subsidiary company registration to establish their office space within Technopark campus. • Build and maintain customer relations, meeting new clients by maintaining and leveraging network. • Build relationship with new clients and facilitate business growth working with them. • Ensure accuracy of all tenant details within the Park and all communication is correctly recorded on file/ computer.

		<ul style="list-style-type: none"> • Work with inter departments developing proposals that meet client’s needs, concerns and objectives. • Participate in facility pricing discussions and handle objections by clarifying, emphasizing agreements worked through differences to a positive conclusion. • Work with all departments such as finance, engineering, admin, legal, land acquisition, security, HR, purchase and IT to meet customer/tenant needs. • To handle Govt. guests/ delegates at their visit to Technopark, to conduct presentation and organize campus visit. • Understand Service Level Agreements and coordinate with inter departments for effective resolution. • Coordinate Media PR & Social Media for Institutional promotion of Technopark and content wise upkeep in Technopark website. • To maintain good response time (TAT) in addressing client related needs/concerns/issues efficiently and effectively. • Annual Report- content building, coordination, designing, printing and roll out. • Handle space request receipts and manage space allotment process by following a transparent system. Convener of space management committee. • LA Interpellation & RTI related to customer service/ client related activities. • Weekly update of space request queue and to publish in Technopark website, thus to ensure transparency in space allotment process. • Ensure statutory requirements compliance within the park such as crèche, after school, health clinic, cooperative society and go green initiatives. • Coordinate with SEZ for all client/ tenant related matters. Serve as the Convener–SEZ matters, and liaise with STPI Office, Trivandrum. • Daily e-office portal management & document filing. • Prepare letters/proposals to Govt on client related affairs and also on matters instructed by CEO.
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Ajit Ravindran	Asst. General Manager (Finance)	<p>Compliance with respect to all statutory Acts, ie, TDS, GST, VAT, ST etc. Vendor Management for timely release of payments to contractors and employees.</p> <ul style="list-style-type: none"> • Accurate and timely billing to customers, proper and effective collection follow up and proper communication with customers relating to accounts/finance. • Statutory, internal and AG audit.

		<ul style="list-style-type: none"> • Assets buy back policy compliance and calculation of derived rental. • Continuous ledger scrutiny and make timely corrections in the books accordingly. • Gratuity funding with LIC • Active participation in SMC and ensure financial compliance as per the decisions of SMC • Preparation of agenda notes for EC and GC and ensure compliance of Minutes with respect to financial/accounting matters.
Gita Gopalakrishnan	Manager (Statutory & Legal)	<ul style="list-style-type: none"> • Document control and monitoring of all Land Acquisition / LAR related matters with the support of Consultant LA, Safety Officer & Sr. Executive (Accounts & LA) and all departments concerned. • All matters related with Legislature Assembly, viz. LA Interpellation. • Client support w.r.t mortgaging. • Management and Control of Record room. • Any other duties and responsibilities entrusted by the management from time to time.
Rahul Thampi.R.I	Manager (Civil)	<ul style="list-style-type: none"> • Managing various infrastructure works / maintenance works in Technoparkcampuses. • Reviewing design estimate drawings, tender documents, etc. of various works based on the requirement and feasibility. • Scheduling e-Tenders in web portal, evaluation of submitted bids and further actions to award the work. • Analysing complaints reported by companies with respect to infrastructure and initiating actions based on the nature of complaints. • Follow-up on actions taken on various issues reported by companies and informing them on the scope of works which are to be carried out by companies. • Managing day to day operation of STP & Lifts in Phase III Campus. • Reviewing and authenticating the drawings for renewal of agreement of companies. • Conducting periodical meetings with vendors /

		<p>contractors / agencies.</p> <ul style="list-style-type: none"> • Prioritize & assign tasks to engineers. • Checking & verification for approval of development plans submitted by tenants in leased land / IT space to Technopark & Technocity Area Single Window Clearance Board. • Providing technical opinion to LA with regard to various issues related to land /boundary / campus management. • Preparation and submission of six monthly reports to Ministry of Environment & Forest, Govt. of India with regard to obtained Environmental Clearance. • Submission of documents to Department of Minor Irrigation for obtaining approval for the construction of culverts. Conducting meetings and joint site visits with the officials of Minor Irrigation. • Co-ordination and submission of documents to MoEF in order to obtain Environmental Clearance to Phase III & Technocity Campuses. • Reviewing estimates / drawings submitted by project execution agency (KSITIL) and suggesting cost effective methods and economical strategies which are to be adopted to carry out various infrastructure works.
Azeeb.A.K	Manager (IT)	<ul style="list-style-type: none"> • Overall supervision, Planning and Implementation of the IT related works like Network / System Administration in Technopark & Kollam. • Administering, Maintaining e-Mail System • Administering, Maintaining Web Server and Websites. • Administering, Maintaining Application servers and e-applications for Technopark. • Management of Public domains of Technopark. • Operation, Maintenance, and addition of IT infrastructure. • Information Security and Data Backup. • Procurement of Hardware and Software.

		<ul style="list-style-type: none"> • Management of EPABX System, Biometric Attendance System, Audio/ Video Conferencing Systems, E-Waste, VHF Wireless Communication System of Technopark, Video Surveillance Systems for Phase I, III, Kollam, CM's grievance Redressal portal of IT Parks, Online Facility Booking and Payment System, online Visitor Management System. • Implementation of application systems as per the requirement of organization • Providing necessary support for the smooth E-tendering activities of Technopark. • Providing on time necessary assistance to the users for using e-applications. • Providing necessary training to the trainees as well as apprentices. • ISPs: issuing cable routing permit, equipment installation permit, IBS, etc. • Providing necessary assistance to all departments in IT involved activities. • Co-ordinating with external agencies for smooth conducting of various programs at Technopark • Provide necessary support for creating audio/ video conferencing bridges. • Network Support to SBC companies.
Abhilash.D.S	Manager (IR & Admin)	<ul style="list-style-type: none"> • <u>General Administration:</u> Front office, Convention centre facilities, Guest relations, Promotional activities inside the campus, Transport & Logistics, COVID precautionary measures, Local purchases, Office store, Disposing scrap, Campus signage's, Ambulance services, Disaster management, Traffic management, Convoy arrangements, Issue of passes, Security management, Housekeeping & Facility management, Estate Management including tendering of usufructs, Garden & Landscape maintenance, Loading & Unloading, Technopark Club, Guest House, Thejaswini Food Court, Contract management, Solid Waste Management Plant, Cultural programs inside campus, Cricket & Club tournaments, Event Management, Public Information Officer

		<ul style="list-style-type: none"> • Industrial Relations: Labour management, Manpower planning, Enforcing minimum wages and statutory payments, Training of contract labour, Resolving Labour issues, Wage and salary administration of contract labourers.
Anfal.A	Dy. Manager (Electrical)	<ul style="list-style-type: none"> • Management of O&M activities of Power distribution system in Technopark campus, (110kV/11kV substation Technopark phase-III & 110kV /33kV/11kV substation in Technopark phase-IV). • Coordination and preparation of all documents related to Electricity Regulatory Affairs of the licensee. • Management of all activities related to Electricity License (Power Connection, Agreement execution, Billing, Disconnection etc.) • Management of O&M activities of DG Sets belonging to Technopark. • Estimation, Design, Supervision, and Planning, Tendering, Quality control, bill verification of all new/maintenance works related to electrical part. • Estimation, Tendering, bill verification of O&M contract and AMC in Technopark. • Review of estimates and drawings for the new Electrical works submitted by other agencies. • New initiatives, technology upgradation renewable sources of energy, energy conservation method and its implementation for all campuses in Technopark. • Co-ordination and liaising with KSEB and KSEI. • Modification of Street lighting of Technopark campus. • Conducting Energy Audit for Technopark Campus. • RMU design/tendering/finalization for Phase-I Campus. • Checking/ verification and

		<p>recommendation for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works.</p> <ul style="list-style-type: none"> • Maintenance of all records/ files relating to the electrical works being handled for Technopark. • Upgradation of power billing to software based billing. • Installation of Solar plants in Technopark to meet RPO obligation • Preparation of billing statements for diesel consumption for backup power generated through DG sets belonging to Technopark. • Procurement of electrical materials/ spares • CGRF of Technopark, submission of periodical reports etc. • Submission of periodical reports to CEA • Energy conservation, demand side management activities in Technopark.
Viswanathan .N	Dy. Manager (Finance)	<ul style="list-style-type: none"> • Preparation of various reports for Management and Statutory Compliances: - <ul style="list-style-type: none"> ➤ Power Accounts Statement, ARR & ERC for KSERC ➤ E-TDS returns, GST returns, PF returns ➤ Budget in consultation with HOD's ➤ Asset Register and providing necessary inputs for insuring the assets of Technopark and follow up with insurance agencies for claim settlement ➤ Agenda notes and action taken report for the Board meetings pertaining to Finance ➤ Management Information reports Billing and collection ➤ Annual Reports and other financial reports & statements • Accounts receivables Management and collection and follow up with companies particularly that of Thejaswini Building • Provide assistance in internal audit, statutory audit, AG audit & service tax audit • Co-ordination of GST Audit and its completion

		<ul style="list-style-type: none"> • Power billing, air conditioning charges and its billing, compilation of data for calculation of electricity duty and its remittance. • Attend Revenue Recovery cases, Service Tax Hearings, KVAT hearings and preparation of its correspondences • Providing support and inputs during the discussion with technical team on the customer follow-up and reminder tool, that is being developed.
Annie Moses	Asst. Manager (HR & Govt. Liaison)	<ul style="list-style-type: none"> • All Human Resource Management activities like, Recruitment, Hiring of apprentices for (Control Room, Front Office and Projects Department & General). Payroll verification of Contract Staff deployed by Service Providers. • Annual Appraisals & reviews of all staff, Staff welfare/ Benefits administration, Employee Relations, Wage & Salary administration of employees in Park centre, Pay Revision administration for Scale of pay employees. Training & Development, addressing employee grievances, Medclaim & accident insurance/Leave, Medical bill etc. • Convening HR Grievance Committee Meeting for the campus employees • Co-ordinating Socio - cultural activities in the Park • Government correspondences • AG Audit Co-ordination <p>All the supportive activities related to planning and budgeting for government funds such as</p> <ul style="list-style-type: none"> • Preparing Annual Plan Proposal to Government/Planning Board • Special Working Group/Working Group meeting co-ordination • Government Fund Management/ NABARD/KIIFB Loan Management respective to Technopark • Plan Space updation • Grant utilisation to Government • Preparation of Administrative Report / Annual Performance report / Economic Review

		<ul style="list-style-type: none"> • Management Information System of Government related matters (Grants & Loans etc.) • Also act as Management Representative for Quality (ISO), Certified Internal Auditor • Any other responsibility entrusted by Registrar/CEO
Abhilash.M. R	Asst. Manager (MEP Design & Execution)	<p>Managing the Technical infrastructure (Hard services/M.E.P) of Technopark campuses.</p> <ul style="list-style-type: none"> • Managing the day to day operation of routine and emergency services on a variety of critical MEP systems such as Chillers, Cooling Towers, Air Handling Units, Fire Protection system, Water Distribution System, Sewage Treatment Plant, Building Plumbing systems, Building Management/Automation System/LIFTS etc. across Technopark campuses (Phase I , Phase III, Kollam and Technocity, and Phase II (Water distribution system)) • Analysing the complaints received on various platforms (website, mails and telephone) w.r.t MEP and initiating necessary actions based on the complexity of problems. • Reviewing the daily reports received from Supervisors and other outsourced FM vendors on HVAC system, Water distribution System, Fire Protection System, BMS system, STPs/Lifts etc of all campuses of Technopark. • Design, Estimate preparation, etc required for the rectification works, emergency works etc • Critical Facility Management: Ensuring the requirements to run Critical Facilities like Data Centres, server rooms etc. under Technopark's scope on various buildings of Technopark. • Preparation of tender documents for all MEP related works required to ensure smooth working of Technopark campuses (Include Work contract, Operations contract and maintenance contract) • Continuously monitoring the KPIs of MEP systems and assets. • Ensuring day to day water supply required for the operations of all the campuses (Including land leased campuses). • Prioritize and assigned task to engineers, supervisors and operators.

		<ul style="list-style-type: none"> • • Liaison works with Kerala Water Authority, Pollution Control Board and Kerala Fire Force department. • Preparation of statutory report and monthly filing (in PCB website) of details such as Ambient Air quality, Stack emission monitoring, Water Analysis, Noise level Monitoring etc. of all the campuses to Kerala State Pollution Control Board on monthly basis to ensure compliance with statutory guidelines and norms to retain the Consent to Operate. • Verifying the technical drawings (MEP) submitted by the tenants before commencement of MEP works in Technopark Buildings. • Training of apprentice to inspect and measure the performance of assets. • E-tendering of works in tender portal and evaluation of documents submitted by the bidders. • Preparation of detailed BTU readings for billing AC consumption of all the tenants occupying space in Technopark building (on all the campuses) and handing over to finance for generating final bill. • Preparation of detailed water readings for billing all the tenants in Technopark buildings (on all the campuses), and handing over to finance for generating the final bill. • LEED/MoEF compliances.
Sreeja Vijayan	Asst. Manager (Legal)	<ul style="list-style-type: none"> • Legal scrutiny of all agreements including Fresh / Renewal lease agreements, Sale deeds, tripartite agreements as well as supporting documents and also the review/revamping of clauses in the agreement • Drafting of Memorandum of Understanding with respect to land/built up space allotment including letters to Government for various approval and Co-ordination of legal due diligence done by various companies with respect to leasing out of land including attending the queries from respective legal team. • Liaising with Standing Counsel as well as Government law officers for follow up of Cases and speedy disposal in Supreme Court,

		<p>HighCourt, District Court Vanchiyoor, Sub Court Attingal, Munsiff Court Attingal, Munsiff Court Perumbavoor, Labour Court(Kollam & Thiruvananthapuram), Human rights Commission etc. & appearing before various courts, Adalat, quasi-judicial bodies, Government departments representing Technopark as and when required</p> <ul style="list-style-type: none"> • Preparation of statement of facts in all cases where Technopark is party and initiation of legal opinion for internal departments. • Issuance of termination notice/ LoA cancellation letter and legal vetting of all documentation with respect to Eviction and Revenue Recovery. • Legal support for conciliation process under labour authority and conducting Domestic enquiry etc. and also rendering legal advice to all Depts. as and when required. • Such other duties as assigned by the competent authority from time to time.
Jayanthi.R	Jr. Officer (Finance & Admin)	<ul style="list-style-type: none"> • Accounting function <ul style="list-style-type: none"> ➤ Receipts – online transactions of all the banks ➤ Journals for Cash Imprest settlement and Loan ➤ Billing - master updating (Kollam Customers) ➤ Customer follow – up (Kollam Customers) • Fund management • Term loan –Coordination with banks on interest rate reduction • Bank reconciliation • Crisil rating review • Administration Activities – Initiation of all the administration related activities at Technopark, Kollam • Business Development Activities: Attending walk in customers for the enquiry of space in ‘Technopark Kollam. Collecting details from the enquiry and passed it to the business development team for further follow-up. • Other support Activities: Co-ordination with SEZ department for the various sez support activities for Technopark-Kollam Companies.
Sandhya .P.S	Jr. Officer (Finance)	<ul style="list-style-type: none"> • Payroll Management and Income Tax

		<ul style="list-style-type: none"> Computation of employees • Remittance of Statutory Online Payments -TDS, PF returns, professional Tax • Billing of SEZ Cost sharing to Co-developers • Updated customer master file for new billing software tool • Issuing of Balance confirmation during the statutory audit • Dues Follow up-Food court customers, Technomall • Service disconnection (Commercials) • Assist in Revenue recovery and eviction process • Co-ordination with Internal auditors, statutory auditors & Assist in account • Capitalization of assets for Income tax purpose • Preparation of MIS (Thejaswini food court)
Sheena.T	Jr. Officer (Finance)	<ul style="list-style-type: none"> ▪ Customer master file updation – Monthly updating of fresh and renewed agreements. ▪ Billing to companies with respect to rent, operation & maintenance charges, and annual lease charges ▪ Dues collection of Phase III Companies ▪ Eazypay support activities –Uploading the monthly invoices through the portal and take steps for initiating customer payment through online. ▪ Agreements- Verification of fresh and renewal agreements financial clauses and obtain Note approval for 6 months security deposit for companies having goodpayment track record. ▪ Verification of Rate Card ▪ Full & Final settlement of vacated companies ▪ Management Information System of Rent for Module/Building. ▪ Expense booking of food bills of various restaurants. ▪ Audit support
Binu.K.V	Jr. Officer (Finance)	<ul style="list-style-type: none"> ▪ Billing: – Monthly billing of Covered car parking area charges. ▪ Car Parking Administration & slot allotment as per request and eligibility. ▪ Payment of monthly power charges to KSEB and other payments with respect to

		<p>administrative nature.</p> <ul style="list-style-type: none"> ▪ Reimbursement of Medical, Conveyance, Mobile, Internet & Telephone expenses of employees. ▪ Management Information System of Water & Car parking charges. ▪ Inter govt organizations – billing and reconciliation. ▪ Customer follow-up in Nila Building companies. ▪ Managing Bank Guarantee of Phase I, Phase III, Technocity and Kollam. ▪ Eazypay upload and support activities and ensure payment through paymentgateway. ▪ Coordination with Tally support team for the updation and customization of Tally Accounting Software - Maintaining the daily data backup of Tally.
Sunil Thomas	Chief Security Officer	<ul style="list-style-type: none"> • Responsible for management, supervision and control of overall security system of Technopark Phase 1, Phase 3, Technocity and Kollam campuses. • Ensuring proper discipline and conduct of security staff, conducting surprise checks and periodic night checks, implementing effective measures for improving the quality of security service. • Arranging convoys during ‘Hartal/Bandh’, liaison with Police, IB, Excise and other Govt. organisations regarding law and order related issues and handling safety related issues in Technopark. • Entrusted with operation and control of wireless communication system, surveillance cameras and any other sophisticated equipment installed by Technopark from time to time. • Additional responsibility of estate surveillance, land acquisition related surveys, eviction, encroachment controls and trespassing issues. • Managing all security agencies and SISF personnel. • Responsible for analysing and designing security systems for all Technopark

		campuses.
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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 Body of Technopark and published in the website 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 Body of Technopark and published in the website 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 Body of Technopark and published in the website www.technopark.org

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

- Documents relating to licensing matters
- Documents regarding allotment of plot/built-up space in Technopark owned land/buildings.
- Documents relating to fund allotment and utilisation for Technopark
- Documents regarding contracts with vendors/ contractors.
- 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 Body chaired by the Hon'ble Chief Minister of Kerala guides the Policy formulation and its implementation.

(viii) A statement of the Executive Council, Governing Body, 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 Body are accessible to Public.

(ix) A directory of its officers and employees;

No.	Name	Designation
1	JOHN M THOMAS	Chief Executive Officer (Kerala IT Parks)
2	SURESH KUMAR.K	Secretary-Registrar (Kerala IT Parks)

3	JAYANTHI.L	Chief Finance Officer (Kerala IT Parks)
4	MADHAVAN PRAVEEN	General Manager (Projects)
5	VASANTH SRIKUMAR VARADA	Asst. General Manager (Customer Relationship)
6	AJIT RAVINDRAN	Asst. General Manager (Finance)
7	GITA GOPALAKRISHNAN	Manager (Statutory & Legal)
8	RAHUL THAMPI.R.I	Manager (Civil)
9	AZEEB.A.K	Manager (IT)
10	ABHILASH.D.S	Manager (IR & Admin)
11	ANFALA	Dy. Manager (Electrical)
12	VISWANATHAN.N	Dy. Manager (Finance)
13	ANNIE MOSES	Asst. Manager (HR & Govt. Liaison)
14	JAYANTHI.R	Jr. Officer (Finance & Admin)
15	SANDHYA.P.S	Jr. Officer (Finance)
16	SHEENA.T	Jr. Officer (Finance)
17	BINU.K.V	Jr. Officer (Finance)
18	SUNIL THOMAS	Chief Security Officer
19	SREEJA VIJAYAN	Asst. Manager (Legal)
20	ABHILASH.M. R	Asst. Manager (MEP Design & Execution)

Position	Designation	Revised Scale of Pay (2016)
MS I	Junior Executive	Rs.22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000
MS II	Executive	Rs.25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000
MS III	Sr. Executive	Rs.27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400
MS IV	Jr. Officer	Rs.29200-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-62400
MS V	Asst. Officer/ Asst. Engineer	Rs.32300-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-68700
MS VI	Officer/ Engineer	Rs.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-83000
MS VII	Asst. Manager	Rs.45800-1100-48000-1200-54000-1350-59400-1500-65400-1650-72000-1800-81000-2000-89000

MS VIII	Dy. Manager	Rs.55350-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-101400
MS IX	Manager	Rs.68700-1650-72000-1800-81000-2000-97000-2200-108000-2400-110400
MS X	Asst. General Manager	Rs.85000-2000-97000-2200-108000-2400-117600
MS XI	Dy. General Manager	Rs.89000-2000-97000-2200-108000-2400-120000
MS XII	General Manager	Rs.93000-2000-97000-2200-108000-2400-120000

ELECTRONICS TECHNOLOGY PARKS - KERALA					
BALANCE SHEET AS AT 31st MARCH, 2020					
		Current Reporting Period		Previous Reporting Period	
PARTICULARS	Schedule	As at 31st March 2020		As at 31st March 2019	
1	2	3		4	
<u>I. SOURCES OF FUNDS</u>					
(1) Capital Fund	A	7,44,46,96,998		7,43,03,96,998	
Income & Expenditure Account		14,64,20,701	7,59,11,17,699	(19,50,41,509)	7,23,53,55,489
(2) Corpus/General Fund	B		3,04,06,08,477		3,13,37,13,477
(3) Capital Reserve	C		34,66,345		34,66,345
(4) Non-Current Liabilities					
(a) Long-term Borrowings	D	1,69,87,74,509		1,91,75,76,337	
(b) Other Long Term Liabilities	E	1,14,87,97,548	2,84,75,72,057	1,16,62,39,741	3,08,38,16,078
(5) Current Liabilities					
(a) Sundry Creditors	F	7,48,58,620		11,52,96,410	
(b) Other Current Liabilities	G	27,39,05,091	34,87,63,711	22,63,33,699	34,16,30,109
TOTAL			13,83,15,28,289		13,79,79,81,498
<u>II. APPLICATION OF FUNDS</u>					
(1) Non-Current Assets					
(a) Fixed Assets					
(i) Tangible Assets	H	10,46,17,70,335		10,37,89,76,868	
(ii) Capital Work-in-Progress	I	3,09,94,818		16,39,05,684	
(b) Long-term Loans and Advances	J	1,12,75,83,365	11,62,03,48,518	1,09,74,77,543	11,64,03,60,095

(2) Current Assets					
(a) Sundry Debtors	K	49,78,99,165		39,13,91,490	
(b) Cash and cash equivalents	L	69,68,60,276		1,12,65,72,407	
(c) Short-term Loans and Advances	M	1,01,64,20,330	2,21,11,79,771	63,96,57,506	2,15,76,21,403
TOTAL			13,83,15,28,289		13,79,79,81,498
				As per our Report of even date attached	
				Thiruvananthapuram	
Mohammed Y. Safirulla IAS		Sasi Pilacheri Meethal		For Suri & Co	
Chairman ,Executive Council		Chief Executive Officer		Chartered Accountants	
Addl.Secretary (Electronics & IT Dept)		Electronics Technology Parks-Kerala		Firm Reg No. 004283S	
Secretary,(i/c)					
Government of Kerala					
Jayanthi L		S.Sreevalsan		P Venugopal	
Chief Finance Officer & Treasurer		Secretary-Registrar		Partner (Mem No. 035034)	
Electronics Technology Parks-Kerala		Electronics Technology Parks-Kerala			

ELECTRONICS TECHNOLOGY PARKS - KERALA					
INCOME AND EXPENDITURE ACCOUNT FROM 01-04-2019 to 31-03-2020					
PARTICULARS	Schedule	Current Reporting Period		Previous Reporting Period	
		2019-20		2018-19	
I. Revenue from Operations	N		1,18,17,38,548		1,07,16,33,412
II. Other Income	O		7,26,36,163		6,27,73,241
III. Total Revenue			1,25,43,74,711		1,13,44,06,653
IV. Operating and Other Expense					

Employee Benefits Expense	P		5,73,42,877		5,46,26,315
Office Administration Expense	Q		3,57,30,105		2,70,19,865
Campus Operational Expense	R		12,80,43,516		10,33,01,997
Campus Maintenance Expense	S		15,40,16,529		14,13,64,593
Infrastructure Support Expense	T		5,49,77,515		5,67,78,601
Promotional Expense	U		27,81,509		56,28,502
Finance Cost	V		15,82,38,180		16,89,58,138
Total Operating and Other Expense			59,11,30,231		55,76,78,011
V. Surplus/(Deficit) before Depreciation			66,32,44,480		57,67,28,642
Depreciation and Amortization Expense	W		32,17,82,270		33,93,03,733
			-		
Excess of Income over Expenditure			34,14,62,210		23,74,24,909
Significant Accounting Policies	X				
Notes on Accounts	Y				
	As per our Report of even date attached				
					Thiruvananthapuram
Mohammed Y. Safirulla IAS	Sasi Pilacheri Meethal				For Suri & Co
Chairman ,Executive Council	Chief Executive Officer				Chartered Accountants
Addl.Secretary (Electronics & IT Dept)	Electronics Technology Parks-Kerala				Firm Reg No. 004283S
Secretary,(i/c)					
Government of Kerala					
Jayanthi L	S.Sreevalsan				P Venugopal
Chief Finance Officer & Treasurer	Secretary-Registrar				Partner (Mem No. 035034)
Electronics Technology Parks-Kerala	Electronics Technology Parks-Kerala				

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

(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 for the public.

1. About Technopark
2. About Thiruvananthapuram
3. Space request application & Queue
4. List of Companies in Technopark with related weblinks.
5. Infrastructure details, Ongoing/ upcoming Projects
6. List of Professional Associations & Value Added Services
7. Career Opportunities in Technopark Companies
8. Press Releases on Technopark
9. ARR & ERC FORMS 2007-10
10. Assumptions of ARR
11. Schedule of Tariff and Terms and Conditions for Retail Supply By Technopark
12. Tenders
13. LAR Status
14. Right to Information
15. Citizens Charter
16. Kerala state Right to Service Act 2012
17. Online payments of bills
18. Consumer Grievance Forum

The following policies that can be downloaded from Technopark Website

1. IT Incentive manual - Kerala
2. Land Lease norms of Kerala IT Parks
3. Labour Policy
4. Energy Policy
5. Industrial Policy
6. Annual Report of Technopark
7. SEZ Notifications / approvals

(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

(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
Public Information Officer
Abhilash D S Manager (IR & Admin) Technopark, Park Centre, Thiruvananthapuram - 695 581, Kerala Ph: 91 - 471 - 2700222 Fax: 91-471-2700171 Email: abhilash@technopark.org / spiotechnopark@kerala.gov.in
Appellate Authority
Secretary-Registrar (Kerala IT Parks) Technopark, Park Centre, Thiruvananthapuram- 695 581, Kerala Ph: 91 - 471-2700222 Fax: 91-471-2700171, 2700922 Email: aa.itparks@kerala.gov.in

(xvii) The names, designations and other particulars with respect to Right to Service Act

First Appellate Authority: Joint Secretary, E&IT (D), Government of Kerala

Second Appellate Authority: Principal Secretary, E&IT (D), Government of Kerala

Designated Officer: Chief Executive Officer, Technopark.

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