



## **Right to Information-Index**

- (i)* The particulars of its organisation, functions and duties;
- (ii)* The powers and duties of its officers and employees;
- (iii)* The procedure followed in the decision making process, including channels of supervision and accountability;
- (iv)* The norms set by it for the discharge of its functions;
- (v)* The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
- (vi)* A statement of the categories of documents that are held by it or under its control;
- (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;
- (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;
- (ix)* A directory of its officers and employees;
- (x)* The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- (xi)* The budget 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;
- (xiii)* Particulars of recipients of concessions, permits or authorisations granted by it;
- (xiv)* Details in respect of the information, available to or held by it, reduced in an electronic form;
- (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;
- (xvi)* The names, designations and other particulars of the Public Information Officers;
- (xvii)* Such other information as may be prescribed; and thereafter update these publications every year;

## 1. Particulars of Organisation, functions and duties

Infoparks Kerala has been registered as a society under the Travancore, Cochin Literary, Scientific and Charitable Societies Act XII of 1955 on October 27, 2004 for providing infrastructural facilities of world class quality for IT and ITES industries. The main objective of Infopark is to promote investments in the IT Sector and the generation of employment opportunities for the state. After formation of the Society, Government has transferred 100.1 acres of land belonging to Kinfra Export Promotion Industrial Parks Ltd. (KEPIP), Kakkanad, Kochi 682042 to Infoparks Kerala for the development of the IT Park at phase 1 campus and government has acquired another 125 acres of land for the development of Phase 2 campus. In 2008, Infopark has also expanded to satellite cities such as Koratty and Cherthala for developing IT Parks by partnering with Kerala State IT Infrastructure Limited (KSITIL)

1	Project Name:-	Infopark- Kochi.
2	Location:-	Infopark Kochi P O, Kakkanad, Thrikkakara Grama Panchayat, Ernakulam District Kerala State
3	Implementation Agency:-	Infoparks Kerala, Kochi.
4	Reg. & Admin. Office:-	Infopark - Park Centre, Infopark Kochi .P.O, Kakkanad, Kochi 682042 Phone: 0484-2415217,2415232,2415231 Fax: 0484- 2415240 E mail: info@infopark.in
5	Constitution:-	Society registered under the Travancore – Cochin Literary, Scientific and Charitable Societies Registration Act No. 12 of 1955
6	Sector:-	Information Technology Sector
7	Project:-	Setting up of IT park of 100.1 acres at phase I campus and 125 acres at phase II campus

## General Body & Bye-Laws

### GENERAL BODY

The general Body shall be responsible for the management of the Park in accordance with these Rules through the Bye-laws and the Board of Governors.

### BYE-LAWS

The General Body 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 meeting of the General Body/Board;
- (b) Finance and Accounts of the Park
- (c) Acceptance of grants, gifts, loans, fixed deposits, debentures, subscriptions, donations, or any 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 rules.
- (d) Investment of and dealing with funds and moneys of the Park.
- (e) Term 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 defense of legal proceedings and manner of signing pleadings;
- (l) Such other matters as may be necessary for the administration of the Park.

## OFFICERS AND EMPLOYEES

Subject to the provision of these Rules,, the staff of the park/ Society will consist of:

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

## APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER

The appointment of the Chief Executive Officer shall be made by the Chairperson of the Board with the approval of the Chairman of the General Body. 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 General Body.

## 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.

## APPOINTMENT OF TECHNICAL AND MANAGERIAL STAFF

The appointment of engineers and management professionals for the Park above a certain grade (to be specified by the General Body) shall be approved by the Chairman of the General Body on the recommendations of the Board and below the specified grade, shall be made by the Board, or on an officer to whom the power has been delegated by the Board, for a period normally not exceeding five years at time for all grades.

## APPOINTMENT OF ADMINISTRATIVE STAFF

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 Rule 15 for a period normally not exceeding five years at a time for all grades.

## TENURE OF APPOINTMENT OF STAFF

The tenure of appointment for all Technical and Administrative Staff including the Chief Executive Officer 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 byelaws to be framed under Rule 11.

## 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 General Body.

## TERMINATION OF SERVICE OF STAFF

The termination of services of the officers and employees of the Park will be governed in accordance with the byelaws to be framed under Rule 11.

## POWER DUTIES AND FUNCTIONS OF THE BOARD AND OFFICERS OF THE PARK

### 4.2 Power, functions and duties of the Board.

Subject to the overall control of the General Body, the Board shall perform the following functions:

(a) Monitor and review periodically the activities of the park and take remedial measures, as deemed fit, to meet the aims and objectives of the Park.

(b) Exercise full powers to approve and sanction expenditure under every head and item provided in the annual and Supplementary Budget Grants approved by the General Body.

(c) To determine the lease rent and other user fees and terms and conditions of allotting space or facilities in the Parks.

(d) Re-appropriate the sanctioned funds subject to the following conditions:

(a) Re-appropriations with the heads of Capital Expenditure to cover expenditure on an item not included in the Budget shall require prior consent of the General Body.

(b) No re-appropriations shall be made from the head of the Capital Expenditure to head of Revenue Expenditure.

(e) Create posts and appoint from time to time Managerial/ Technical and Administrative staff.

(f) Approve foreign travels of all staff (by Chairperson of the Board).

(g) Delegate some of its powers, functions and duties to any member of the park.

(h) Propose from time to time alternation, addition and modification to the Rules and Regulations of the park to meet the aims and objectives of the park for approval of General Body.

(i) Propose additions, alternations and modifications to the bye-laws for any matter for consideration and approval of the General Body.

(j) Appointment from time to time sub-committees amongst its members and/or staff of the Park and assign and/or delegate to them some of its powers, duties and functions as it may deem fit.

(k) Authorize import of equipment, components, and other payments as provide in the sanctioned budget proposals.

(l) Appoint consultation(s) for carrying out items of work included in the sanctioned budget proposals.

(m) Grant awards or other monetary assistance, on such terms and conditions as it may select for any study on a subject in which the Park is interested.

(n) Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Park.

(o) Write-off irrecoverable losses of stories and money in excess of Rs. 100,000 in each case provided that:-

(i) The loss not due to theft, fraud or neglect and

(ii) It does not disclose a serious negligence on the part of any employee of the Park.

(p) Submit a detailed Annual Budget Estimate under various heads for consideration and approval of the General Body.

(q) Submit the Annual Report of the Park for the consideration and approval of the General Body.

#### 4.3 Duties of the Chief Executive Officer

##### 4.3.1 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 General Body and the Board in accordance with the rules and bye-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 Board and the General Body.

##### 4.3.2 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, who may issue standing orders from time to time. The CEO may, with the approval of the Board delegate any of his powers, responsibilities and authorities vested in him by the Memorandum of Association and Rules to one or more members of the staff of the Park.

## 2. Powers and duties of officers and employees

<b>Technical Wing</b>			
<b>SI</b>	<b>Name</b>	<b>Designation</b>	<b>Duties/Responsibility</b>
1	Shri. Vijayan V R	Head (Projects & Engg)	<ol style="list-style-type: none"><li>1. Responsible for all Engineering Related activities all park locations including maintenance &amp; upkeep of Infopark Phase 1, Phase 2, Koratty, Cherthala &amp; TBC. Over see all functions of the team members.</li><li>2. Planning all engineering related activities and timely completion of works/Checking and approval of client lay out.</li><li>3. Power Connection agreements with clients in Power Licensee area / Review and submission of Power Licensee reports / documents to KSERC and to the Hon'ble Commission. Attending management meetings with</li><li>4. KINESCO/KSEB/KSERC/Fire related to all parks, signing power purchase / connection agreements as delegated by CEO</li><li>5. Technical guidance to the team in Electrical Engineering related matters / KSEB/ KSERC / Inspectorate</li></ol>

			<ol style="list-style-type: none"> <li>6. Attending meetings / signing documents delegated by CEO/Executive Council</li> <li>7. Assisting registrar/CEO in preparing Agenda / Minutes of the Executive council / General Body</li> <li>8. Preparing letters and documents to IT department / other departments regarding Engineering related matters / fund allocation / audit etc.</li> <li>9. Assisting Marketing / Finance / Admn in all client related Engineering matters and attending related combined meetings</li> <li>10. Involving in all miscellaneous day to day issues in park along with other departments and resolving the same as per directions from CEO</li> <li>11. KSITIL co-ordination for all new works</li> </ol>
2	Shri. Tiny Thomas	Manager – Projects	<ol style="list-style-type: none"> <li>1. Oversee all civil maintenance works of all park locations</li> <li>2. Coordinating with KSITIL for civil engineering related matters for all new works of all park locations</li> <li>3. Coordinating single window clearance board for</li> </ol>



			<p>all projects in Infopark Phase 1, Phase 2 &amp; Smart City project (Convener)</p> <ol style="list-style-type: none"><li>4. Coordinating all SEZ regarding project related matters of all parks and representing Infopark for all meetings</li><li>5. Coordinating all MoEF matters of the Infopark</li><li>6. Co-ordination with RBDCK for approach road to Phase 2 and KMRL regarding metro line extension to Infopark / Water metro</li><li>7. Project related legal matters</li><li>8. Co-ordination with statutory bodies</li><li>9. Assisting marketing for space / land allotment and preparing AUTOCAD drawings for all client allotments</li><li>10. Assisting in resolving all day to day issues in discussion with admin/marketing/finance departments</li><li>11. Assisting in Preparing Govt. correspondences / agenda / MoM</li><li>12. Coordination with PCB/Town Planning / Fire departments in getting approvals for Infopark</li></ol>
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			<p>and Co-Developers</p> <p>13. Assisting Co-Developers in all statutory submissions including annual/ half yearly reports to MoEF</p> <p>14. Planning and Coordinating all works related to roads / drainages / STP / Water Distribution / Parking facilities, Landscape and guiding the concerned Engineers with technical solutions</p>
3	Shri. Jose F Theykkanath	Engineer (Projects) – Electrical ( <b>Phase 1 campus</b> )	<p>Co-ordination of all Electro mechanical matters of Infopark Phase 1, 100 acre campus. Details furnished below</p> <ol style="list-style-type: none"> <li>1. Responsible officer from Infopark for maintaining uninterrupted power/AC for clients in Infopark Phase 1 campus. Managing Operation &amp; Maintenance agencies, AMC agencies. Co-ordination and managing such technical crew at Infopark Phase 1. Oversee their works/certify bills and make all related documentation &amp; correspondences.</li> <li>2. Safety in charge of Phase 1 campus. Coordinates with all clients, contractors and fire department in this regard. Co-ordinate mock drills and also conducts periodical safety review meetings.</li> <li>3. Procurement of all materials required for electrical maintenance</li> <li>4. Inviting tenders and evaluation, preparing evaluation reports / approval notes, execution and bill checking &amp; payment recommendation of all electrical, AC, fire system related maintenance works</li> <li>5. Co-ordination with all IT companies for upkeep of all electromechanical system in Phase-1 campus including plan and scheme checking for new client fit out.</li> </ol>

			<ol style="list-style-type: none"> <li>6. Co-ordination with KSEB / Inspectorate/Fire Department/KINESCO.</li> <li>7. Co-ordination with KSITIL for electrical/AC/fire related works carry out through them</li> <li>8. Preparing and issuing monthly AC bills, diesel bills and electricity bills to all IT companies in Phase 1</li> <li>9. Co-ordination with all ISPs for data connectivity, cable laying permissions in Phase1 campus and related co-ordination with all IT companies. Single point contact for KFON on behalf of Infopark.</li> <li>10. Assisting Head (P &amp; E) for KSERC related matters</li> </ol>
4	Shri.Harilal H	Engineer (Projects) – Electrical ( <b>Phase II campus, Infopark Thrissur &amp; TBC Kaloor</b> )	<p>Co-ordinates all Electro mechanical matters of Infopark Phase 2, 125 acre campus, Infopark Koratty campus (Thrissur) &amp; Infopark TBC Kaloor. Details furnished below</p> <ol style="list-style-type: none"> <li>1. In charge of 220kV GIS substation at Infopark Phase 2</li> <li>2. Responsible officer from Infopark for maintaining uninterrupted power/AC for clients in Infopark Phase 2 / Koratty/Kaloor TBC campus utilizing the manpower supplied by Operation &amp; Maintenance contractors. Managing Operation &amp; Maintenance agencies, AMC agencies. Co-ordination and managing such technical crew at Infopark Phase 2</li> <li>3. Safety in charge of Phase 2 campus. Coordinates with all clients, contractors and fire department in this regard. Co-ordinate mock drills and also conducts periodical safety review meetings.</li> <li>4. Procurement of all materials required for electrical maintenance in Phase 2 / Koratty / Infopark TBC, Kaloor</li> <li>5. Inviting tenders and evaluation, preparing evaluation reports / approval notes, execution and bill checking &amp; payment recommendation of all electrical, AC, fire system related maintenance works</li> <li>6. Coordination with all IT companies for upkeep of all electromechanical system in Phase 2 campus including plan and scheme checking for new client fit out.</li> </ol>

			<ol style="list-style-type: none"> <li>7. Co-ordination with KSEB / Inspectorate/Fire Department</li> <li>8. Co-ordination with KSITIL for electrical/AC/fire related works carry out through them</li> <li>9. Preparing and issuing monthly AC bill and diesel bills to all IT companies in Phase 2</li> <li>10. Co-ordination with all ISPs for data connectivity, cable laying permissions in Phase 2 campus and related co-ordination with all IT companies</li> </ol>
5.	Shri Noble Ignatius	Engineer (Projects) – Civil – <b>Phase 1 &amp; 2 campuses</b>	<p>Responsible for all civil maintenance works of Infopark Phase 1 &amp; 2. Details furnished below.</p> <ol style="list-style-type: none"> <li>1. Regular upkeep of all roads, drainages, cable trenches in Infopark Phase 1 &amp; 2</li> <li>2. Preparation of estimate &amp; tenders for civil works.</li> <li>3. Site supervision for miscellaneous civil works, taking joint measurements, bill checking and recommendation.</li> <li>4. Co-ordination with KINFRA for water distribution related matters.</li> <li>5. Maintenance and upkeep of all water distribution lines in Infopark Phase 1 &amp; 2.</li> <li>6. Purchase of materials for civil maintenance works.</li> <li>7. Inviting tenders for civil related works</li> <li>8. Preparing and issuing monthly water bills to IT companies</li> <li>9. Co-ordination with all clients for civil related maintenance works in Phase 2.</li> <li>10. Ensuring un interrupted water distribution in Phase 1 &amp; 2</li> <li>11. Arranging tankers whenever KINFRA water supply interrupts.</li> <li>12. Upkeep of landscape in Phase II campus</li> <li>13. Coordinating with plumbers for timely completion of works and attending complaints from IT companies</li> <li>14. Co-ordination for proper operation of Jyothirmaya STP / bill checking of O &amp; M</li> </ol>
6.	Shri Arun S	Jr.Engineer – Electrical-	In charge of Infopark Cherthala campus. Attending all technical and management matters to resolve day to

		Cherthala Campus	<p>day issues at the location. Detailed responsibilities furnished below</p> <ol style="list-style-type: none"> <li>1. Client coordination at Cherthala campus</li> <li>2. Maintenance &amp; upkeep of electro mechanical system (electrical, fire, AC, lifts, plumbing, STP) at Infopark Cherthala</li> <li>3. Co-ordination with KSEB substation/line maintenance for Operation &amp; maintenance of 110kV substation</li> <li>4. Coordination with Govt.offices like Electrical Inspectorate, Fire department, PCB, Panchayat office, village office etc. related matters with Infopark Cherthala.</li> <li>5. Preparing and issuing monthly electricity, AC bills to IT companies. Preparation and submission of periodical reports to KSERC and all other liaison with KSERC</li> <li>6. Safety in charge of Cherthala campus</li> <li>7. Procurement/tendering for maintenance works</li> <li>8. Client/SEZ/Marketing co-ordination for Cherthala campus</li> <li>9. Day to day security/housekeeping matters</li> <li>10. Upkeep of landscape</li> <li>11. Transportation management for IT companies</li> <li>12. Co-ordination with Internet Service Providers for matters related to Cherthala campus.</li> <li>13. Additional responsibility of Power Licensee billing of Phase 2 Kochi campus</li> </ol>
7.	Smt .Tisa Sakaria	Site Engineer- Civil, <b>(Phase 1 &amp; Koratty)</b>	<p>In charge of civil related maintenance works of buildings – total 9 lakhs sq.ft (Thapasya, Vismaya, Athulya, Day care center, security gates, SEZ office building etc.) in Phase 1 campus. Details furnished below</p> <ol style="list-style-type: none"> <li>1. Maintenance works like repainting, re-works in false ceiling, flooring, work stations, repairing works in rest rooms, common areas etc.</li> <li>2. Inviting quotations , execution of works, measurement &amp; bill checking for interior civil maintenance works in Phase 1 buildings</li> <li>3. In charge of proper operation of Sewage Treatment plant in 3 buildings in Infopark Phase 1 campus</li> <li>4. Procurement of materials for interior</li> </ol>

			<p>maintenance works, STP</p> <ol style="list-style-type: none"> <li>5. Maintaining of landscape in Phase 1 campus</li> <li>6. Refurbishing small/medium spaces when companies vacate, prior to new allotment</li> <li>7. Additional responsibility of civil maintenance works in Koratty.</li> </ol>
8.	Shr. Alwin Babu V V	(Site Assistant), Infopark Thrissur campus	<p>Coordinating all the day to day engineering works in Koratty campus. Details furnished below</p> <ol style="list-style-type: none"> <li>1. Upkeep of IT building (Indeevaram) – 3.5 lakhs sq.ft</li> <li>2. Up keep of IT facility in 11 Villas (50000 sq.ft)</li> <li>3. Co-ordination with Infopark Kochi office for all day to day matters, as he is the only full time staff in the campus</li> <li>4. Supervision of landscape maintenance</li> <li>5. Supervision of all civil maintenance works, operations of water distribution, STP</li> </ol> <p>Co-ordination with local Govt. offices, KWA etc.</p>
9.	Shri.Dinesh Gopal	Sr.Executive (LAR)	<p>Assistance in Land Acquisition, Liaison with government officials, Liaison with Law Enforcing Authorities, LAR Case follow-up at Courts</p>

**Finance & Administration Wing**

10	Shri. Regi K Thomas	Manager – Administration	<ol style="list-style-type: none"> <li>1. Responsibility of overall security of Infopark all campuses</li> <li>2. Control of security and Housekeeping staffs</li> <li>3. Data &amp; Voice communications of Infopark</li> <li>4. Transportation and Parking management</li> <li>5. Vendor management of security and voice/data communication system of Infopark</li> <li>6. Collection of overdue rent, electricity and AC charges from clients.</li> <li>7. Ensuring readiness of firefighting and protection system in the campus</li> <li>8. Checking &amp; approvals of all admin related bill payments.</li> <li>9. Co-ordination of periodical client relation meetings.</li> <li>10. Preparation of renewal lease agreements of the tenants</li> <li>11. Co-ordination &amp; attending of EC/GC meetings at Thiruvananthapuram</li> <li>12. Reporting of all Admin /HR related matters to CEO</li> </ol>
11.	Shri Sajith N G	Administrative Officer	<ol style="list-style-type: none"> <li>1. Looking after Administration, security, Housekeeping for all locations of Infopark.</li> <li>2. Responsible for managing all the</li> </ol>

			<p>administrative &amp; official activities while maintaining the healthy work environment &amp; discipline.</p> <ol style="list-style-type: none"><li>3. Fire &amp; Safety of Infopark campus</li><li>4. Assisting Manager in all administration and HR related matters</li><li>5. Preparing monthly bills of Security, Facility, Transport service, Food court, Stationary etc.</li><li>6. Insurance renewal arrangements for all the buildings of Infopark and the claims settlements</li><li>7. Cafeteria cleanliness maintenance and arranging food committee meeting and recommendation</li><li>8. Food court inspection and monitoring of complaints</li><li>9. Handling clients and customers complaints</li><li>10. Inspecting the buildings for ensuring security, housekeeping and collecting customer feedback from clients for preventive maintenance for the buildings.</li><li>11. Rent collection from clients depositing the same to our bank account in Koratty campus and doing follow up work for outstanding payments.</li><li>12. Renewal of MOU of companies at Infopark Koratty</li><li>13. Maintain Stationary register and verifications of bills with register</li><li>14. Maintain Food procurement register of staff and guests and verification of bills</li></ol>
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			<p>15.Waste Management of whole Parks</p> <p>16.Arrangements for official meetings</p> <p>17.Transportation arrangements for info park staff and higher officials</p> <p>18.Facilitating meeting and visit of higher officials of Infopark.</p> <p>19.Overseeing campus up keeping</p> <p>20.Monitoring of online helpdesk system</p> <p>21.Follow up of cases in various courts related to functioning of Infopark</p> <p>22.Liasioning with various government departments, Police, NHAI, KSEB, KWA etc.</p> <p>23.Addressing enquires from public, clients and customers etc.</p> <p>24.Arranging convoy during harthal days and police protection for smooth operations of parks</p> <p>25.Preparation of documents and conducts internal audit for Integrated Management system</p> <p>26.Construction site monitoring and helps the project manager with respect to contract labour</p> <p>27.Assisting new clients for campus visit in connection with space marketing</p>
12.	Shri Anil M	Sr.Executive - Administration	<p>1. Administrative duties such as documentation of inward and outwards attending calls, Emails (Tickets) and checking attendance of security staffs and housekeeping staffs.</p> <p>2. Coordinating with SISF security system in</p>

			<p>Infopark Phase 1, II &amp; Infopark Thrissur campuses including site inspection, patrolling and timely intervention to various security issues and concerns for the timely tackling to improve the security system suits to a hi-tech IT park.</p> <ol style="list-style-type: none"> <li>3. Coordinating admin activities at Infopark TBC, Kaloor and Cherthala including rent collection follow up work for outstanding payments, execution and renewal of lease/license agreements, eviction procedure of defaulted tenants, security, housekeeping etc.</li> <li>4. Executive liaison activities like plan fund release, document transit activities and follow up activities of various Infopark files to avoid procedural delay in government offices and associated institutions to Infopark.</li> <li>5. Taking part to all round level administrative roles in Infopark public functions /programs and assisting team work for such occasions.</li> <li>6. Addressing client's complaints and suggestions in consultation with project management and marketing managements.</li> <li>7. Attending visitors, clients of Infopark and directing to the concerned authorities.</li> <li>8. Observing security personals and housekeeping staffs to ensure the discipline, cleanness and hygiene of IT campus and giving time to time instructions to the supervisors.</li> <li>9. Cafeteria cleanliness maintenance and arranging food committee meeting and recommendation.</li> <li>10. Inspecting each building and entire campus daily to ensure the security and cleaning.</li> <li>11. Maintain Stationary register and verifications</li> </ol>
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			<p>of bills with register</p> <ol style="list-style-type: none"> <li>12. Keeping point of contact with clients to reach them Infopark on demand (communication).</li> <li>13. Transportation/cab arrangements for Infopark staff and officials.</li> <li>14. Keeping asset register and its updating.</li> <li>15. Increasing effectiveness in the use of Infopark's resources to enhance client's satisfaction.</li> <li>16. Reporting activities with Administrative Officer and Manager Administration</li> <li>17. Facilitating meeting and visit of higher officials of Infopark.</li> <li>18. Restricting asset transportation with proper entry and exit pass to the campus.</li> <li>19. Waste removal and waste Management of whole Parks.</li> <li>20. Overseeing campus up keeping.</li> </ol>
13.	Shri. Santhosh V	Manager Finance	<ol style="list-style-type: none"> <li>1. Record keeping and monitoring: Ensure compliance with accounting policies and procedures and financial records are accurate as well as expenses, incomes, assets and liabilities are properly documented and accounted.</li> <li>2. Financial Management: Liaison with banks, monitoring cash flows and investing surplus funds so as to maximize returns.</li> <li>3. Ensuring the business meets all its statutory and compliance obligations both with respect to payment as well as filing the returns.</li> <li>4. Preparing financial statements, liaison with statutory/internal auditors to ensure timely completion of financial reporting.</li> <li>5. Assist in preparing capital budget and related documents for submitting to State Planning Board.</li> </ol>

			<ol style="list-style-type: none"> <li>6. Scrutiny of proposals relating to capital/revenue expenditure, provide appropriate recommendations to management and negotiation with vendors as per requirement.</li> <li>7. Data analysis :Scrutiny and analysis of MIS reports and providing inputs to enhance growth and returns</li> <li>8. Work in close cooperation with advocates/tax consultants and provide inputs for representing the Organization before various statutory authorities as part of dispute resolution.</li> <li>9. Providing information/inputs to various Government Departments as per requisite.</li> </ol>
14	Smt.Sandhya B Menon	Sr.Executive (Accounts)	<ol style="list-style-type: none"> <li>1. Verification of rent master monthly and rent invoices of Athulya, Jyothirmaya, TSR Villa &amp; Indeevaram</li> <li>2. Statutory Remittances like TDS, PF, WWF , GST 3B Non SEZ.</li> <li>3. Verification and Filing GST1 return for Non SEZ registrations</li> <li>4. Filing TDS returns quarterly and Form 16/16A issuance</li> <li>5. Salary calculation and disbursement</li> <li>6. Contractor bill verification &amp; payment of Non SEZ</li> <li>7. Authorizing cash payments and verification of SEZ.</li> <li>8. Providing MIS relating to projects for Plan Space updation</li> <li>9. Fixed Deposit renewal entries and verification</li> <li>10. Preparation of statement for distribution of SEZ office expenses on yearly basis and invoice generation for the same</li> </ol>

			<ul style="list-style-type: none"> <li>11. Preparation &amp; filing of GSTR 9 annual return for Non SEZ</li> <li>12. Analysis of sundry debtors follow for payment of Non SEZ</li> <li>13. Verification of bank reconciliation statements of Non SEZ</li> </ul>
15	Smt.Bhagyalakshmi	Sr.Executive (Accounts)	<ul style="list-style-type: none"> <li>1. Verification of rent master monthly and rent invoices of Thapasya, Vismaya, TBC &amp; Chaithanya.</li> <li>2. Statutory Remittances like TDS on GST,KFC &amp; GST 3B SEZ.</li> <li>3. Verification and Filing GST1 return for SEZ registrations.</li> <li>4. Income tax calculation of employees and verification of the deduction proofs</li> <li>5. Contractor bill verification &amp; payment of SEZ</li> <li>6. Authorizing cash payments and verification of Non SEZ</li> <li>7. Providing information and supporting Internal &amp; Statutory Auditors</li> <li>8. Any other reports &amp; statements as per the requirement</li> <li>9. Verification of power licensee accounts.</li> <li>10. Preparation of statement for distribution of SEZ officers salary on yearly basis and invoice generation for the same</li> <li>11. Preparation &amp; filing of GSTR 9 for SEZ</li> <li>12. Analysis of sundry debtors follow for payment of SEZ</li> </ul>

			13. Verification of bank reconciliation statements of SEZ
<b>Business Development Wing</b>			
16	Shri. Arun Rajeevan	Manager – Marketing & Business Development	<ol style="list-style-type: none"> <li>1. New Business Development for the park campuses</li> <li>2. Prime responsibilities of overall sales and marketing activities of the whole Infopark.</li> <li>3. Leasing of land and Built-up spaces inside all Infopark campuses</li> <li>4. Customer handling and after sales relations</li> <li>5. Branding and Advertisement activities for Infopark</li> <li>6. Maintain proper records with regard to new registrations and existing customer lease records</li> <li>7. Liaison with legal consultants for execution of lease deeds and their custody</li> <li>8. Responsible for liaising with Government of India with regard to the Special Economic Zone status</li> <li>9. Shall keep the CEO informed on a monthly basis of new enquiries and letters of interest received from prospective clients.</li> </ol>

			<p>10. Shall coordinate with Projects Dept./Admin Dept. for resolving and quick response to any customer related issues</p> <p>11. Coordination of Media and Public Relations.</p> <p>12. Coordination with Trade Bodies/Associations and Management Forums</p> <p>13. Overseeing and arrangement of Promotional campaigns</p> <p>14. Managing the website registration and maintaining of the website and promotional information / material in updated manner</p> <p>15. Convener of the Space Management Committee</p> <p>16. Designated as the Public Information Officer (As per the Right to Information Act 2005)</p> <ul style="list-style-type: none"> <li>• Shall report to CEO</li> </ul>
<b>Operations - Department</b>			
17	Shri. Sreejith Chandran S	Sr.Manager Operations	Responsible for the operations of Infopark directly reporting to CEO, Preparation of agenda and minutes of the meetings of General Body/Board of Governors, Legal matters Ensure statutory compliances

**3. Procedure followed in the decision making process, including channels of supervision and accountability**

The above decisions/ functions are as per the rules & regulations of the Articles of Association of Infopark which has already been approved by the General Body of Infopark and published in the website [www.infopark.in](http://www.infopark.in).

**4. Norms set by Infopark for the discharge of its functions**

The above decisions/ functions are as per the rules & regulations of the Articles of Association of Infopark which has already been approved by the General Body of Infopark and published in the website [www.infopark.in](http://www.infopark.in)

**5. Rules, regulations, instructions, manuals and records held by Infopark or under its control or used by Infopark employees for discharging its functions**

Memorandum of Association of Infopark as approved by the General Body and published in our website [www.infopark.in](http://www.infopark.in).

**6. Statement of categories of documents that are held by it or under its control**

(i)	Documents relating to licensing/Leasing matters
(ii)	Documents regarding allotment of plot/built-up space in Infopark owned land/buildings.
(iii)	Documents relating to fund allotment and utilisation for Infopark
(iv)	Documents regarding contracts with vendors/ contractors.
(v)	Documents regarding land acquisition, land records etc.



**7. Particulars of any arrangements that exist for consultation with or representation by the members of the public in relation to the formulation of its policies or implementation thereof.**

-NIL-

**8. Statement of the Boards, Councils, Committees and other Bodies, consisting of two or more persons constituted as Infopark's part or for the purpose of Infopark's 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 to the public**

-NIL-

**9. Directory of Officers and Employees**

SL.NO.	Name	Designation	Residential Address
1	V.R.Vijayan	Head-Projects & Engineering	Manasam, Near Mariyamman Kovil, Thuthiyoor Road, Kakkanad, Kochi 682037
2	Sreejith Chandran S	Sr.Manager-Operations	TC-9/2537,Ardra,Janvilla lane, Sasthamangalam Trivandrum 695010
3	Regi K Thomas	Manager - Administration	Konnayil , PRA-124,Edappally Thripunithura Road, Padivattam, Edappally P.O, Kochi 682 024
4	Tiny Thomas	Manager - Projects	Thadathil House, Mutholy P O, Pala,Kottayam 686597
5	Santhosh V	Manager-Finance	Vyshakh,12/90A MRRA236,Moolepadam Road, Vazhakkala South, Ernakulam 682030
6	Arun Rajeevan	Manager- Marketing	Rajeev Bhavan, Manakkad P.O.,Thodupuzha-685608

7	Sajith N G	Administrative Officer	Smitha Nivas,Pachalam P O,Kochi-682012
8	Jose F Theykkanath	Engineer-Projects-Electrical	Maryland, Monastery Lane, Aluva - 683101
9	Harilal H	Engineer-Projects-Electrical	Apsara Nivas, Edakkulangara P O, Karunagappally, Kollam 690523
10	Noble Ignatius T	Engineer-Projects-Civil	Thykkadan House, St. Raphael Road, Ollur P O,Thrissur-680306
11	Arun S	Jr.Engineer-Electrical	Kakkaparambath House,CMC-33, Cherthala P O , Alappuzha 688524
12	Anil M	Sr.Executive(Administration )	Mundottu House, Rajapuram P.O Kasargod District,Pin: 671 532
13	Dinesh Gopal	Sr.Executive (LA)	Dinesh Bhavan, Kakkanad P O, Kochi 682030
14	Sandhya B Menon	Sr.Executive (Accounts)	Soubhagya", Periyar Nagar Thaikkattukara P.O,Aluva
15	Bhagyalakshmi A G	Sr.Executive (Accounts)	Ambalapattu House Manjummel P.O, Ernakulam
16	Tisa Sakkaria	Civil Engineer	Pynadath House, Karukutty P O, Angamaly,683576
17	Alwin Babu V V	Civil Supervisor	Valiya Veetil House, Nalukettu P O ,Koratty,Thrissur-680308

**10. Monthly scale of pay of Infopark employees**

Position	Designation	Existing Pay Scale of Infopark
MS - I	Front Office Assistant /	Rs. 22200-600-25200-650-27800-700-29900-800-

	Junior Executive	33900-900-37500-1000-42500-1100-48000
MS - II	Executive	Rs.25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-56700
MS - III	Senior Executive	Rs.27800-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400
MS - IV	Junior Officer II	Rs.29200-700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-62400
MS - V	Junior Officer I	Rs.32300-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400-1500-62400-1650-68700
MS - VI	Asst.Officer / Asst.Engineer	Rs.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-62400-1650-72000-1800-81000-2000-83000
MS - VII	Dy.Officer / Dy.Engineer	Rs.39500-1000-42500-1100-48000-1200-54000-1350-59400-1500-62400-1650-72000-1800-81000-2000-83000
MS - VIII	Officer / Engineer	Rs.45800-1100-48000-1200-54000-1350-59400-1500-62400-1650-72000-1800-81000-2000-89000
MS - IX	Asst.Manager	Rs.45800-1100-48000-1200-54000-1350-59400-1500-62400-1650-72000-1800-81000-2000-89000
MS - X	Dy. Manager	Rs.55350-1350-59400-1500-65400-1650-72000-1800-81000-2000-97000-2200-101400
MS - XI	Manager	Rs.68700-1650-72000-1800-81000-2000-97000-2200-108000-2400-110400
MS - XII	Senior Manager	Rs.68700-1650-72000-1800-81000-2000-97000-2200-108000-2400-110400
MS - XIII	Asst. General Manager	Rs.85000-2000-97000-2200-108000-2400-117600
MS -XIV	Dy.General Manager	Rs.89000-2000-97000-2200-108000-2400-120000

MS - XV	General Manager	Rs.93000-2000-97000-2200-108000-2400-120000
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**11. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

[Financials of Infopark for the FY 2018-19](#)

**12.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.

**13. Particulars of recipients of concessions, permits or authorisations granted by Infopark (Manual-13)**

Issue of Letter of allotment of space in Infopark

Execution of Lease Deed for space/land in Infopark

**14. Details in respect of the information available to or held by it reduced in an electronic form (Manual -14)**

The following details are available in the Infopark website at [www.infopark.in](http://www.infopark.in) for the general public.

1. About Infopark
2. Advantage Kochi
3. List of existing and proposed IT infrastructure in Infopark
4. List of Companies operating in Infopark
5. List of service providers
6. Policies

The following policies can also be downloaded from Infopark website.

- (i) IT Policy- 2017
- (ii) IT Incentive manual - Kerala

- (iii) Energy Policy
- (iv) Industrial Policy

Other documents held in Infopark in electronic format are:

1. Lease Deed (standard)- For Smart Business Center
2. Lease Deed (standard)- For warm shell space
3. Lease Deed (standard)- For land

**15. Particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use (Manual-15)**

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

**16. Names, designations and other particulars of Public Information Officers (Manual-16)**

**Public Authority**

Infoparks Kerala  
Park Centre, Infopark campus  
Infopark Kochi P.O, Kakkanad  
Kochi 682 042, Kerala

Ph: 91—484-2425217/18  
Fax: 91-484-2415240  
Email: [info@infopark.in](mailto:info@infopark.in)

**State Public Information Officer**

Arun Rajeevan  
Manager – Marketing  
Infoparks Kerala  
Park Centre, Infopark campus  
Infopark Kochi P.O, Kakkanad  
Kochi 682 042, Kerala

Ph: 91—484-2425217/18

Fax: 91-484-2415240  
Email: [spioinfopark@kerala.gov.in](mailto:spioinfopark@kerala.gov.in)  
[arun@infopark.in](mailto:arun@infopark.in)

### Appellate Authority

Sreevalsan S  
Secretary Registrar  
Infoparks Kerala  
Park Centre, Infopark campus  
Infopark Kochi P.O, Kakkanad  
Kochi 682 042, Kerala

Ph: 91—484-2425217/18  
Fax: 91-484-2415240  
Email: [registrar@technopark.org](mailto:registrar@technopark.org)

[aa.itparks@kerala.gov.in](mailto:aa.itparks@kerala.gov.in)

### **17. Application form under the Right to Information Act, 2005 for seeking information, Fee Structure.**

#### **Fee Structure**

#### **Form of Application for seeking information under the Right to Information Act, 2005**