



Information
Manuals under
Right to Information
2005

<u>(i) The particulars of its organisation, functions and duties</u>
<u>(ii) The powers and duties of its officers and employees</u>
<u>(iii) The procedure followed in the decision-making process, including channels of supervision and accountability; Organisation – Governing Body and Executive Council Members with details</u>
<u>(iv) The norms set by it for the discharge of its functions. Organogram</u>
<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; Citizen Charter, Right to Service Act</u>
<u>(vi) A statement of the categories of documents that are held by it or under its control</u>
<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 (EC & GB)/ HR Grievance/ POSH Committee</u>
<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>
<u>(ix) A directory of its officers and employees</u>
<u>(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations</u>
<u>(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made</u>
<u>(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes</u>
<u>(xiii) Particulars of recipients of concessions, permits or authorisations granted by it</u>
<u>(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form</u>
<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>
<u>(xvi) The names, designations and other particulars of the Public Information Officers</u>
<u>(xvii) Such other information as may be prescribed; and thereafter update these publications every year</u>

(i) 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 766.86 acres with 10.6 million sq. ft. built-up area under various phases of development. Technopark is currently in the process of adding infrastructural facilities for the functional campuses and development of basic infrastructure for upcoming campuses.

Project Name	Electronics Technology Parks- Kerala (Technopark), 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. Memorandum of Association/ Rules and Regulations/ By-laws of Technopark

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 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. The tenure may be extended for a further period of 5 years at a time by the appointing authority.

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 bye-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 Reports shall contain the particulars of 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.

Col. Sanjeev Nair (Retd)	Chief Executive Officer	<ul style="list-style-type: none"> Overall charge of Technopark
Shaiju N Lal	Secretary – Registrar (Kerala IT Parks)	<ul style="list-style-type: none"> Responsible for the timely submission of the Annual statutory reports to the Government such as Audit Report, Admin Report, Performance Report and Annual Report of Technopark with the approval of the CEO-Technopark.

		<ul style="list-style-type: none"> • Coordinating written communications and liaisoning with the Government Departments/Statutory bodies like SEIAA,/KSPCB/Fire & Rescue etc including replying to the LA interpretations/Legat issues/Government queries etc. • Responsible for the AG audits and consolidating replies in this regard in coordination with other departments of Technopark and shall be the custodian of such files. • Preparing and compiling the agenda pertaining to EC/GC meetings, send notice/minutes to the members and shall be the custodian for the same. • Executing all lease agreement related to land and office space, to put in the Seal of the Society to such documents and shall be the custodian of the same. • Responsible for handling legal issues/cases including LAR, Labour legislations and related grievances, cheque return, recovery of dues etc and may sue or be sued in the name of the Society in all legal proceedings. • Holding the charge of Appellate Authority under the RTI Act for Technopark.
<u>ENGINEERING</u>		
Madhavan Praveen	General Manager (Projects)	<ul style="list-style-type: none"> • Primarily holding charge of all engineering (Civil/MEP and allied services) activities relating to Technopark Phase-I, Technopark Phase-III, Phase-II, Technocity & Kollam Campuses. Includes the Power Distribution Licensee Activities, IT and Purchases.

		<ul style="list-style-type: none"> • Planning of new infrastructure projects, verification of plan/design/estimate, proposals etc. Its execution, monitoring and supervising the works. • Planning of Engineering works related to Civil/Electrical/HVAC/Fire Protection System etc which are critical for the operations of the Park. • Overseeing the Operations and Maintenance 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. • 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
--	--	--

		<p>campuses which is built and operated by Technopark.</p> <ul style="list-style-type: none"> • 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 Regulatory Forum) for matters related to grievances raised by the electrical consumers of Technopark. • 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 support to legal wing of Technopark. • Convener of the Single Window Clearance Board of Technopark. <p>In addition to the above, other matters of general nature as below are also being handled:</p> <ul style="list-style-type: none"> • Correspondence 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/KSERC etc. • Replies to AG audit queries. • Preparation of agenda notes for EC and GB of Technopark.
--	--	--

		<ul style="list-style-type: none"> Chairman – CGRF (Consumer Grievance Regulatory Forum) of Technopark.
Rahul Thampi R I	Asst. General Manager (Civil)	<ul style="list-style-type: none"> Interactions with Customers of Phase-I/III, related to Engineering issues, identifying the engineering problems being faced by the companies in the allotted space as well as in the allotted land and reporting these to the Engineering Department in coordination with Business Development/Customer relation Dept. The timelines for maintenance works are to be reported to client/BD/CR. Initiating/advising indents for new works/maintenance etc based on requirements from clients/Engg dept/other depts. Plan/Area of allotted space/lease agreement-renewal-Land allotment plan-Revisions/Modifications/Master Plan revisions etc. for all campuses. Verification of new proposals submitted by KSITIL, coordination, verification of bills/Quality etc. In charge of the civil works being handled by KSITIL. Checking/ verification and recommendation for approval of development plans submitted by tenants in leased land/ space for all campuses and monitoring their works and reporting on the unauthorized constructions/ deviations from KMBR for the construction works being executed in Phase-I/II and III campuses. Coordinating the activities of Single Window Clearance Board of Technopark. The start of interior/construction activities on the allotted space/land shall be informed to the Engg/Finance/BD departments. Maintenance of all records/files/settlement of bills related to the

		<p>works being handled currently.</p> <ul style="list-style-type: none"> • Monitoring of works as per above chart, with inputs from Team 1 and Team 2. Based on this draft letter to all concerned shall be submitted to GM for signature and issue. Ensuring that daily/bi-weekly reports from Supervisors/O&M Engineers related to civil works are obtained on time. • Quality assessment of all civil/finishing works being carried out in the campuses, reporting the defects, and taking corrective actions as per above chart. In charge of the new Quality Testing Lab. • Monthly reports on the quality of the civil/finishing works shall be submitted to GM. • Coordination with other Govt Dept like PWD/ Irrigation/ Corporation/ NHAI etc related to various works being executed by Technopark. Statutory Compliance like EC conditions/ reports etc. Single Window Clearance Board activities. • In charge of the Civil Engineering Laboratory of Technopark.
Azeeb A K	Asst. General Manager (IT)	<ul style="list-style-type: none"> • Overall supervision, Planning, Implementation, operation, maintenance, upgradation, and integration of IT infrastructure and related activities across all campuses of Technopark. • Network administration. • System administration. • Information security and Data Backup. • Procurement of hardware and software. • Responsibility for the Chief Minister's grievance redressal portal. • Management of Public domains of Technopark. • E-waste management. • Management of VHF Wireless Communication System, Video Surveillance Systems for Phase- I, Phase-III, Phase-IV, and Phase-V,

		<p>Biometric Attendance System, Audio/ Video Conferencing Systems.</p> <ul style="list-style-type: none"> • Management of Online Facility Booking and Payment System, Online Visitor Management System, Land Information System, Online Space Queue Management System, and Technopark's employment portal for companies. • Implementation of application systems based on organizational requirements. • Providing technical assistance for seamless e-tendering operations. • Conducting required training for officials on the use of e-applications. • Providing necessary training for trainees and apprentices. • Granting permits for cable routing, equipment installation, IBS (In-Building Solution) permissions, and other related approvals for internet service providers (ISPs) and telecommunication infrastructure providers (IPs) • Providing technical support and guidance to all departments within Technopark in matters related to information technology and associated activities. • Coordinating with external agencies to facilitate communication infrastructure for the smooth conduct of various programs at Technopark. • To ensure timely submission of reports from Supervisor-IT/Engr O&M as the case may be related to IT.
--	--	--

Anfal A	Manager (Electrical)	<ul style="list-style-type: none"> • Planning & Execution of Power Distribution System for the campuses. • Matters related to Distribution Licensee /KSERC. • O&M of Power DS /SS/ DG sets belonging to Technopark. • Liaising with KSEB, KSEI for all matters in Phase-I and especially related to O&M issue with KSEB in 110 kV SS at Kazhakootam. • Energy Audit/Liaisoning with statutory bodies like KSEI. • Power requirements of Technopark campus. • New initiatives, technology up gradation, renewable sources of energy, energy conservation methods and its implementation for the campuses. • Checking/ verification and recommendation for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works. • Works being undertaken by KSITIL. • To ensure that daily/biweekly reports are submitted by Supervisors/O&M-Engr related to Electrical works on time. • Maintenance of all records/ files relating to the works. • Supervision of all electrical works, planning and scheduling, quality control at site, random cross checking measurements at site with that entered in the M- Books, analysing with the comparative statements, cost control measures, verifying bills, and forwarding it for approvals from higher authorities, initiating proposals for approval from higher authorities. • Member (Technical) of CGRF (Consumer Grievance Regulatory Forum) of Technopark
---------	----------------------	---

Abhilash M R	Manager MEP	<ul style="list-style-type: none"> • Planning, estimation, tendering and monitoring of all MEP works • O&M of HVAC systems/Billings/ BMS/ STP/FPS of buildings. • Design/Execution of HVAC works. • Checking/ verification and recommendation for approval of development plans related to HVAC, submitted by tenants in leased land/ space and monitoring their works. • Water Supply and Distribution system for the whole campuses of Technopark and liaising with KWA. • Water Billing of Consumers of Technopark Phase-I/II campuses. • Preparation and updating of the drawings of the utility services of the buildings of Phase-I/III campuses. • Maintenance of all records/ files related to the works being handled. • New initiatives/automation/control system/ BMS. • To ensure that daily/bi-weekly reports related to MEP works are submitted by the Supervisor's/O&M Engr on time. • Works being entrusted to KSITIL.
Annie Moses	Asst. Manager (Quality Control)	<p><u>Quality Control</u></p> <ul style="list-style-type: none"> • Documentation (Updating & Reviewing) ISO 9001:2015, ISO 14001:2015, ISO 45001:201 • Conducting periodic Internal & External Quality audits. • Preparing Corrective & Preventive action reports • Control of forms, Policies and procedures of the Organisation • Updating Citizens Charter, Right to Information & Service providers on the website • Management Representative for Quality (ISO) Certified Internal Auditor

		<ul style="list-style-type: none"> • Attend strategic meetings, identifying and meeting potential entities by leveraging network. • Certified Lead Auditor for QMS. • Any other responsibility entrusted by Registrar/CMO/CEO from time to time.
Susmitha Antony	Jr. Engineer (Civil)	<ul style="list-style-type: none"> • Preparation of note / report on requirement of various civil works based on actual site conditions and preliminary survey. • Verification of estimate pertaining to civil works of all campuses. • Co-ordination with electrical / MEP team for various works. • Structural Design of Civil works and preparation of structural drawings. • Preparation of tender documents and civil drawings. • Tendering & evaluation of bids. • Putting-up recommendation for awarding works and ensuring execution of agreement and submission of bank guarantees. • Monitoring the progress of works and reporting the progress on timely manner. • Arranging review meetings to follow-up ongoing works. • Recording completion and expiration of defect liability period of various civil works. • Monitoring laboratory activities.
Vysakh R	Jr. Engineer (Electrical)	<ul style="list-style-type: none"> • Design & Estimation, Tendering, of all new projects/ maintenance works related to Electrical distribution systems. • Coordination with OEMs & Vendors in various stages of design and execution in getting proposals/ offers/ quotations, seeking technical inputs required for the projects, clarification regarding specifications, etc. • Supporting/ Assisting new initiatives taken by Superior Officers in technology up gradation/ renewable

		<p>sources of energy, and energy conservation methods by assessing and its implementation for all campuses in Technopark.</p> <ul style="list-style-type: none"> • Conducting site surveys/ studies required for assessment of various requirements including electrical equipment, cable route, existing facilities, etc. • Verification of documents submitted by Contractor in various stages of execution, recommend the superior official to issue approval after verification/ scrutiny, verification, and processing of bills. • Supervision of Projects in various stages of execution, reporting the status/ updates to higher officials, follow-up/ planning required for timely completion of projects. Inter-department coordination is required for affected services in the projects executed.
Shamil Jayaprakash	Jr. Engineer (MEP)	<ul style="list-style-type: none"> • Assisting in the following works: <ul style="list-style-type: none"> ➤ Design, preparation/verification of estimates for Water Distribution System, Sewage Treatment Plants, Fire Protection System across all campuses. ➤ Monitoring and supervision of projects related to Water Distribution System, Sewage Treatment Plants and Fire Protection System across all campuses. ➤ Statutory matters related to KWA Water Connections and supply, KSPCB Consents, Fire NOCs etc of all campuses. • Verification of bills related to Water Distribution System, Sewage Treatment Plants and Fire Protection System across all campuses. • Coordination of O&M activities of WDS/STP/FPS installations across all campuses. • Supporting/ Assisting new initiative taken by Technopark in replacing

		existing equipment with highly efficient units in Technopark.
Manu V	Jr. Executive (Civil)	<ul style="list-style-type: none"> • Preliminary setting out and survey of civil works. • Preparation of estimate of various civil works. • Preparation of drawings including layout, section, elevation, etc. • Monitoring & supervising awarded civil works to ensure its completion as per specifications and tender conditions. • Verification and processing of running account bills as and when submitted by contractors, based on executed quantity of works. • Preparation of deviation statement of each contract. • Site inspections for identifying root cause / reasons of complaint, reporting interiors works for issuing building permit and gestation period for the IT companies. • Attending complaints related to civil maintenance, as and when reported by companies and CR department by assigning jobs to contractors in line with contract conditions.
Rahul Raj	Jr. Executive (Electrical)	<ul style="list-style-type: none"> • Coordination of O&M activities of the Power distribution system in Technopark campuses. • Coordination of O&M activities of the Power backup system (DG Sets) in Technopark campuses. • Preparation of all documents related to Electricity Regulatory Affairs of the Technopark (licensee). • Coordination of all activities related to Electricity License (Power Connection, Agreement execution, Billing, Disconnection etc.) • Assisting superior officers in statutory matters related to power. • Preparation of CGRF of Technopark, submission of periodical reports etc.

		<ul style="list-style-type: none"> • Preparation of periodical reports to CEA/BEE/EMC. • Estimation, Tendering, and bill processing of AMC's and O&M contracts in Technopark. • Coordination of Energy Audit for Technopark Campus. • Checking/ verification for approval of development plans related to electrical schemes submitted by tenants in leased land/ space and monitoring their works. • Procurement of electrical materials/ spares for maintenance activities. • Supporting/ assisting new initiatives taken by superior officers in Energy conservation, Demand side management activities in Technopark.
Dinesh S	Jr. Executive (MEP)	<ul style="list-style-type: none"> • Responsible for Supervision of all MEP works, preparation of bills, quantity surveying, drafting. MEP maintenance works etc. (All campuses) • Such other duties as assigned by the HoD from time to time.
<u>FINANCE</u>		
Vipin Kumar S	Chief Finance Officer	<ul style="list-style-type: none"> ➤ Financial control and management through: <ul style="list-style-type: none"> a) Effective working capital management. b) Project finance by determining the best mix of debt and internal financing. c) Compliance with GST, Income tax, KSERC Ats. ➤ Make available: <ul style="list-style-type: none"> a) annual budget and budgetary control on capital and revenue b) Scientific costing sheet preparation for the land value fixation.

		<p>c) Costing sheets to arrive at the rentals for the new buildings/facilities.</p> <p>d) Finance related agenda notes for EC and GB.</p> <ul style="list-style-type: none"> Capex funding arrangement and Credit rating agency – CRISIL <p>➤ Ensure:</p> <p>a) Correspondence with Government on all financial/accounts matters are done in time.</p> <p>b) Submission of reports/statements with Govt. and Planning Board with respect to Plan fund allocation and monitoring.</p> <p>c) Statutory, Internal, AG's audit</p> <p>d) Compliance of Financial delegation policy as well as all approvals through e office portal.</p> <p>In addition, holding additional charge as Treasurer to other two IT Parks, ie, Infopark and Cyberpark. AGM - Finance and Accounts Officer who head the finance function in the respective IT Parks report to Technopark CFO in the matters of finance/accounts.</p>
Ajit Ravindran	Asst. General Manager (Finance)	<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, AG and GST audit compliances Assets buy back policy compliance and calculation of derived rental. Continuous ledger scrutiny and make timely corrections in the books accordingly. To prepare annual financial statements in accordance with accounting and auditing standards Ensure that internal systems are in place for effective and efficient planning, implementation,

		<p>monitoring, evaluating, and reporting on team performance.</p> <ul style="list-style-type: none"> • Vendor Management for timely release of payments to contractors and employees. • 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. • Provide on the job support for team members to ensure their continuous development.
Viswanathan N	Dy. Manager (Finance)	<ul style="list-style-type: none"> • Preparation of ARR & ERC, Truing up of accounts and hearing /correspondence relating to KSERC compliance. • E-TDS returns, GST returns filing. • Asset Register and providing necessary inputs for ensuring the assets of Technopark and follow up with insurance agencies for claim settlement. • Assist AGM (F) in preparation of Agenda notes and action taken report for the Board meetings. • Management Information reports on Power, collection and Phase-wise profitability. • Accounts receivables Management and collection and follow up with companies particularly that of Thejaswini Building • Provide assistance in internal audit, statutory audit, AG audit & GST audit. • Customer Billing relating to Air conditioning charges, property tax and surcharge • Compilation of data for calculation of electricity duty and its remittance. • Attend Revenue Recovery cases, Service Tax Hearings, KVAT hearings and preparation of related correspondences.

		<ul style="list-style-type: none"> • Providing support and inputs during the discussion with technical team on the customer follow-up and reminder tool that is being developed. • Provide support to subordinates as per requirements in the area of expertise.
Jayanthi R	Asst. Officer (Finance & Admin)	<ul style="list-style-type: none"> • Receipts accounting except Power and of all online Transactions relating to all the bank accounts as well as reconciliation of bank accounts. • Preparation of Fund Flow Statement to monitor daily bank balances. • Support in the matter of availing Term Loan. Monitoring of term loans, managing EMI, making book entries, correspondence with banks etc. • Assist in the Internal/Statutory Audit works. • Technopark – Kollam. • Billing - Master Updating (Rent and Operation & Maintenance Charges) • Customer Follow – up, Imprest Management, Legal action support, Balance Confirmation, Agreement Verification – fresh and renewals, Full & Final Settlement, One Time Settlement. • Crisil Rating Review – related works of all phases. • Administration – All administration related activities of Technopark Kollam.
Sheena. T	Asst. 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, Duct usage and annual charges to co-developers • Customers follow up and ledger account maintenance of Phase- III and Kabani customers. • Support to Legal on Eviction and RR process. • Agreements- Verification of fresh and renewal agreements financial clauses

		<ul style="list-style-type: none"> • Verification of Rate Card for proper approvals. • Full & Final settlement of companies under vacation • Management Information System of Rent for Module/Building. • Support to AG/Internal /GST and Statutory audit compliances.
Binu K V	Asst. Officer (Finance)	<ul style="list-style-type: none"> • Matters related to Plan Fund/ Plan Space updation/ Working Group/ Special Working Group/ Subject Committee/ SDG / Planning Board/ Plan Fund Utilization Certificate and other matters with respect to the plan fund. • 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. • Management Information System of Water & Car parking charges. • Inter govt organizations – billing and reconciliation. • Customer follow-up/ Agreement Verification/ F&F Settlement of companies of Nila building and Other Service Providers. • Managing Bank Guarantee as per the tender conditions of the capital and revenue works assigned to contractors and vendors. • Coordination with Tally support team for the updation and customization of Tally Accounting Software - Maintaining the daily data backup of Tally.
Sandhya P S	Jr. Officer (Finance)	<ul style="list-style-type: none"> • Payroll Management • Preparation & remittance of Statutory Online Payments, Returns – TDS, PF and professional Tax. • Income Tax Computation of employees • Full & final settlement of Gratuity and Leave Encashments

		<ul style="list-style-type: none"> • Preparation of statement and issuing Debit notes to Co-Developers for SEZ Cost Sharing. • Reimbursement of medical, conveyance, mobile / internet allowances to employees. • Customers follow up and verifying Fresh and Renewal agreements of food outlets, service providers and co-developers. • Full & Final settlement of vacated Customers • Resolve all queries, correspondences related to customers. • MIS of Food court. • Co-ordination with Internal auditors & statutory auditors.
<u>MARKETING & CR</u>		
Vasanth Srikumar Varada	Dy. General Manager (Marketing & Customer Relationship)	<ul style="list-style-type: none"> • Manage operations, customer 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 customers by maintaining and leveraging network. • Build relationship with new customers and facilitate business growth working with them. • Ensure accuracy of all tenant details within the Park and all communications are correctly recorded on file/computer.

		<ul style="list-style-type: none"> • Work with inter departments developing proposals that meet customer'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 Government 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. • Execution of fresh/ renewal agreements of IT built up space. • Registration of renewal agreements at Sub-Registrar office at Trivandrum & Kollam. • 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 office space requests and manage space allotment process by following a transparent system. Convener of Space Management Committee (SMC). • LA Interpellation & RTI related to customer service/ client related activities. • Weekly update of space request queue and to publish in Technopark website, to ensure transparency in space allotment process.
--	--	---

		<ul style="list-style-type: none"> • 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 customer/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 customer related affairs. • Management of Smart Business Centers (SBCs)- plug & play facility of Technopark. • Monthly report to Govt on new office space offered under Kerala State Right to Service Act 2012. • To maintain internal audit compliance in space allotment process and in customer service activities. • Lead, motivate, communicate with, develop, appraise, and manage team performance to ensure they are fully motivated to achieve best performance to meet organization's needs. Liaise with HR on employment issues if any. • To liaise with HR to organize internal & external training programmes on identified parameters thus to ensure the customer service team is fully compliant. • To actively participate and engage in various management/inter-departmental discussions placing progressive views & executing actions towards meeting organization objectives. • To take timely & frequent feedback from tenants- IT companies/non-IT business regarding their suggestion & customer satisfaction level, discuss and implement changes.
--	--	--

		<ul style="list-style-type: none"> • Be available to deal with the out of office hours calls and direct them accordingly to bring the customers problem to a satisfactory conclusion. • Preparation of agenda notes on customer service/client related matters to be placed in Technopark Executive Council meeting and in General Body. • Report to CEO Technopark
George Jacob	Asst. Manager (Marketing)	<ul style="list-style-type: none"> • Plan and execute advertising related creative design and animations. • Develop market research initiatives. • Source locations and execute outdoor advertising (Billboards and Signages) design. • Marketing & Promotional activities such as Community interventions/ Local associations/Co-sponsorships/ Tie-ups & Agreements etc • Brand custodianship, standardization/regulations, coordination, monitoring, budgeting & documentation • Develop Digital Marketing (Website Design/ Mobile App Design/SEO/ SEM/ Keyword/email). • Responsible for co-ordinating and implementing activities of Infopark & Cyberpark for their marketing efforts. • To actively participate and engage in various management/inter-departmental discussions placing progressive views & executing actions towards meeting organization objectives. • Such other duties as assigned by department heads from time to time.

<u>ADMINISTRATION & HR</u>		
Abhilash D S	Asst. General Manager (Admin & IR)	<p>➤ <u>General Administration</u> :</p> <p>Responsible for management, overall supervision, control and co-ordination of Front office, Convention Center facilities, Guest relations, promotional activities inside the campus, Transport & Logistics inside the campus. COVID precautionary measures, Local purchases, Office store, Disposing scrap, Campus signages, Ambulance services, Disaster management inside the campus, Traffic management, Convoy arrangements, Issue of passes & holograms, Security management, Housekeeping & Facility management, Estate Management including tendering of usufructs, Garden & Landscape maintenance, Technopark Club, Guest House, Thejaswini Food Court, Contract management, Solid Waste Management Plant, coordinating Cultural programs inside campus, Cricket & Club tournaments, Food safety audit, Public relations, Event Management, Government correspondence, AG query & Statutory audit & Public Information Officer.</p>

		<p>➤ <u>Industrial Relations:</u> Responsible for Labour management, Manpower planning, enforcing minimum wages and statutory payments, Training of contract labour, Resolving Labour issues, Labour Union negotiations, Liaison with Labour department, Wage and salary administration of contract labourers and Loading & Unloading issues.</p>
Rajani Chandran C P	Asst. Manager (Admin & HR)	<p><u>General Administration:</u> Responsible for management, overall supervision, control and co-ordination of Front office, Convention Center facilities, Guest relations, promotional activities inside the campus, Transport & Logistics inside the campus, Local purchases, Office store, Disposing scrap, Campus signages, Ambulance services, Disaster management inside the campus, Traffic management, Convoy arrangements, Issue of passes & holograms, Security management, Housekeeping & Facility management, Estate Management including tendering of usufructs, Garden & Landscape maintenance, Technopark Club, Guest House, Court across all phases, Contract management, Solid Waste Management Plant, coordinating Cultural programs inside campus, Cricket & Club tournaments, Food safety audit, Public relations, Event Management, Government correspondence, AG query & Statutory Audit & Public Information Officer.</p> <p>➤ <u>HUMAN RESOURCES</u></p> <ul style="list-style-type: none"> • All Human Resource Management activities like Payroll verification of Contract Staff deployed by Service

		<p>Providers, Annual Appraisals & reviews of all staff, Staff welfare/ Benefits administration, Employee Relations, Employee Engagement activities, Wage & Salary administration of employees in Park centre, Pay Revision administration for Scale of pay employees.</p> <ul style="list-style-type: none"> • Training & Development, addressing employee grievances, Mediclaim & accident insurance/Leave, Medical bill etc. <p>➤ <u>Recruitment</u></p> <ul style="list-style-type: none"> • Recruitment of all staffs including Apprentice and interns for Electronics Technology Parks – Kerala (Technopark); • All matters related to New and Old Recruitment of Technopark. • HR matters which include Contract creation, Termination, Performance update of Apprentices, Stipend reimbursement statement to NATS, Stipend fixation and revision, Experience Certificate etc of Apprentices in Engineering Department, Control Room, Administration Department and Interns for all Phases of Technopark. • Review of all Apprentices & Interns (Training & Development, addressing grievances, Leave etc). • Co-ordinating Socio – cultural activities in the campus. • Co-ordinating all Annual Reports to Government. • Coordinating Academic Projects, Internship, Research etc. • Handling RTI & other queries related to recruitment. • Managing the IGNITE Interns and fund for the programme/ coordination, monitoring, budgeting & documentation. • Convenor of the Promotion Policy Committee meetings for the
--	--	--

		<p>employees of Kerala IT Parks (Technopark, Infopark & Cyberpark).</p> <ul style="list-style-type: none"> • Convenor of the HR Grievance Committee meetings for the Technopark Company employees. • Nodal Officer of IGNITE Internship Program. • In Charge of Liaison Office of Kerala IT Parks along with ICT Academy. • Relationship management with IT/ITeS companies of Technopark • LA Interpellation & RTI related to Recruitment, Quality and IGNITE • Work with inter departments developing coordinating IGNITE and other proposals that meet the Candidate/employer's needs, concerns, and objectives etc Prepare letters/ proposals to govt on Recruitment & IGNITE. • To actively participate and engage in various management/inter-departmental discussions placing progressive views & executing actions towards meeting organization objectives. • Part of Cultural Committee of Technopark.
<u>LEGAL</u>		
Sunil Kumar R	Manager (Legal & LA)	<ul style="list-style-type: none"> • Responsible for all land related matters of Technopark. • Preparation of statement of facts with respect to land related cases. • Representing Courts/Adalat in connection with land related cases including LAR matters. • Preparation of agenda notes for EC/GB with respect to land related matters. • Responding to RTI/Government queries in connection with land related matters.

Sreeja Vijayan	Dy. Manager (Legal)	<p>➤ <u>LEGAL</u></p> <ul style="list-style-type: none"> • Preparation/verification of all agreements including lease/sale/Tripartite space sharing/NoC/procurement of various services etc. • Verification of all the documentation with respect to eviction and RR including termination notices, LoA cancellation letters, notices, proceedings etc • Verification of Statement of facts of all cases except land related matters. • Verification of documents submitted by companies for various purposes • Preparation of agenda notes for EC/GB with respect to legal matters • Furnishing inter department legal opinions and handling property tax related matters. • Litigation management through Liaising with Standing Counsel as well as Government law officers for follow up of Cases and speedy disposal in Supreme Court, High Court, District Court Vanchiyoore, 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 • Registration of agreements. • Supporting due diligence of companies and clearing queries related to the same as well the general queries on various clauses in the lease agreement. • Responding RTI in connection with legal matters. • Drafting of Memorandum of Understanding with respect to land/built up space allotment and Co-ordination of legal due diligence done
----------------	---------------------	---

		<p>by various companies with respect to leasing out of land including attending the queries from respective legal team.</p> <ul style="list-style-type: none"> • Legal support for conciliation process under labour authority and conducting Domestic enquiry etc. and rendering legal advice to all Depts. as and when required.
Preethu Pradeep	Sr. Executive – Legal (RR & Eviction)	<ul style="list-style-type: none"> • Preparation of notices for Service Disconnection/Power Disconnection /initiation of legal proceedings/ etc. • Preparation of requisition for Eviction/RR/ Case filing • Preparation of request to SEZ Authorities for cancellation of allotment letter issued to defaulting Companies, if in case the companies are in SEZ Zone. • Co-ordination of Eviction activities with SEZ office for obtaining SEZ exit. • Preparation of notices and process under the Kerala Public Buildings (Eviction of Un-authorised Occupants) Act, 1968 to defaulting Companies. • Issue notices for Termination of Lease/License Agreement. • Issue Legal notices to companies for violation of terms of Agreement. • Preparation of proceedings/minutes of the hearing conducted by Estate Officer. • Coordinating the activities for conducting PWD/other valuation of items taken on possession. • Coordinate with various departments and facilitate Auction of the items taken on possession. • Initiation of Revenue Recovery process appearing on behalf of Technopark in cheque return cases.

		<ul style="list-style-type: none"> • Carry out asset valuation of surrendered premises in association with Engineering and Finance team. • Preparation and updation of data base of files pertaining to Eviction & RR. • Verification of renewal agreements. • AG audit coordination. • Renewal of Lease and License Agreements in Phase I, III & Kollam.
--	--	--

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

(iii) Organisation – Governing Body and Executive Council Members with details

Governing Body Members

[Link](#)

Executive Council Members

[Link](#)

(iv) The norms set by it for the discharge of its functions. **Publish Organogram approved by Governing Body;**

The above decisions/ functions are as per the Memorandum of Association, Bye – Law, 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; Citizen's Charter, Right to Services Act.

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.

[Executive Council](#) & [Governing Body](#)/ [HR Grievance Committee](#)/ [POSH Committee](#) etc

(ix) A directory of its officers and employees.

SL.No.	Name	Designation
CEO's Office		
1	Col. Sanjeev Nair (Retd)	Chief Executive Officer
Secretary Registrar		
2	Shaiju N Lal	Secretary Registrar - Kerala IT Parks (Technopark, Infopark & Cyberpark)
Engineering		
3	Madhavan Praveen	General Manager (Projects)
4	Rahul Thampi R I	Asst. General Manager (Civil)
5	Azeeb A K	Asst. General Manager (IT)
6	Anfal A	Manager (Electrical)
7	Abhilash. M. R	Manager (MEP Design & Execution)
8	Annie Moses	Asst. Manager (Quality Control)
9	Susmitha Antony	Jr. Engineer (Civil)
10	Vysakh R	Jr. Engineer (Electrical)
11	Shamil Jayaprakash	Jr. Engineer (MEP)
12	Manu V	Jr. Executive (Civil)
13	Rahul Raj	Jr. Executive (Electrical)
14	Dinesh S	Jr. Executive (MEP)
Finance		
15	Vipin Kumar S	Chief Finance Officer - Kerala IT Parks, (Technopark, Infopark & Cyberpark)
16	Ajit Ravindran	Asst. General Manager (Finance)
17	Viswanathan N	Dy. Manager (Finance)
18	Jayanthi R	Asst. Officer (Finance & Admin)
19	Sheena T	Asst. Officer (Finance)
20	Binu K. V	Asst. Officer (Finance)
21	Sandhya P. S	Jr. Officer (Finance)
CR & Marketing		

22	Vasanth Srikumar Varada	Dy. General Manager (Marketing & Customer Relationship)
23	George Jacob	Asst. Manager (Marketing)
Administration & HR		
24	Abhilash D S	Asst. General Manager (Admin & IR)
25	Rajani Chandran C P	Asst. Manager (Admin & HR)
Legal		
26	Sunil Kumar R	Manager (Legal & LA)
27	Sreeja Vijayan	Dy. Manager (Legal)
28	Preethu Pradeep	Sr. Executive Legal (RR & Eviction)

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

<u>ELECTRONICS TECHNOLOGY PARKS - KERALA</u>					
<u>BALANCE SHEET AS AT 31st MARCH 2024</u>					
	Current Reporting Period			Previous Reporting Period	
PARTICULARS	Schedule	As at 31st March 2024		As at 31st March 2023	
		₹	₹	₹	₹
1	2	3		4	
<u>I. SOURCES OF FUNDS</u>					
(1) Capital Fund	A	7,78,83,74,528		7,76,87,75,351	

Income & Expenditure Account		1,72,25,82,377	9,51,09,56,905	1,05,28,34,386	8,82,16,09,737
(2) Corpus/General Fund	B		2,15,76,72,856		2,60,87,99,717
(3) Capital Reserve	C		34,66,345		34,66,345
(4) Non-Current Liabilities					
(a) Long-term Borrowings	D	1,05,47,87,801		1,20,87,99,576	
(b) Other Long Term Liabilities	E	1,16,00,56,461	2,21,48,44,262	1,01,57,16,868	2,22,45,16,444
(5) Current Liabilities					
(a) Sundry Creditors	F	23,26,20,228		16,76,52,356	
(b) Other Current Liabilities	G	23,10,42,142	46,36,62,370	32,14,31,443	48,90,83,799
TOTAL			14,35,06,02,738		14,14,74,76,042
II. APPLICATION OF FUNDS					
(1) Non-Current Assets					
(a) Fixed Assets					
(i) Tangible Assets	H	11,10,10,34,266		11,11,96,13,450	
(ii) Capital Work-in-Progress	I	56,45,93,078		17,33,03,859	
(b) Long-term Loans and Advances	J	1,52,70,36,896	13,19,26,64,240	1,77,37,21,587	13,06,66,38,896
(2) Current Assets					
(a) Sundry Debtors	K	27,91,91,671		28,22,34,402	
(b) Cash and cash equivalents	L	69,90,51,719		65,65,65,419	
(c) Short-term Loans and Advances	M	17,96,95,108	1,15,79,38,498	14,20,37,325	1,08,08,37,146
TOTAL			14,35,06,02,738		14,14,74,76,042
AUDITOR'S REPORT					
As per our report of even date attached					
Dr. Rathan.U. Kelkar IAS		Col. Sanjeev Nair (Retd)		For Varma & Varma	
Chairman, Executive Council		Chief Executive Officer		Chartered Accountants	
Secretary (Electronics & ITD)		Electronics Technology Parks-Kerala		FRN: 004532S	
Government of Kerala					
Jayanthi.L		Sureshkumar K		Rajeev R	
Chief Finance Officer & Treasurer		Secretary-Registrar		Partner	
Electronics Technology Parks-Kerala		Electronics Technology Parks-Kerala		MemA1:F51 No .211277	
ELECTRONICS TECHNOLOGY PARKS - KERALA					

INCOME AND EXPENDITURE ACCOUNT FROM 01-04-2023 to 31-03-2024			
		Current Reporting Period	Previous Reporting Period
PARTICULARS	Schedule	2023-24	2022-23
		₹	₹
I. Revenue from Operations	N	1,11,26,09,591	1,07,41,98,813
II. Other Income	O	4,62,34,390	9,07,20,317
III. Total Revenue		1,15,88,43,981	1,16,49,19,130
IV. Operating and Other Expense			
Employee Benefits Expense	P	5,97,92,317	4,79,50,565
Office Administration Expense	Q	3,66,66,701	4,17,18,526
Campus Operational Expense	R	1,55,79,543	1,39,15,420
Campus Maintenance Expense	S	17,69,00,073	15,77,72,042
Infrastructure Support Expense	T	2,78,87,152	3,00,85,403
Promotional Expense	U	1,32,28,091	80,56,201
Finance Cost	V	7,63,68,394	8,66,83,386
		40,64,22,271	38,61,81,543
V. Surplus/(Deficit) before Depreciation & Exceptional items		75,24,21,710	77,87,37,587
Depreciation and Amortization Expense	W	32,56,91,595	33,13,99,641
VI. Surplus/(Deficit) before Exceptional Items		42,67,30,115	44,73,37,946
Exceptional Item	X	13,06,38,969	-
VII. Excess of Income over Expenditure after Exceptional Items		29,60,91,146	44,73,37,946
Significant Accounting Policies	Y		
Notes on Accounts	Z		
			AUDITOR'S REPORT
		As per our report of even date attached	
			For Varma & Varma
			Chartered Accountants
Dr. Rathan.U. Kelkar IAS	Col. Sanjeev Nair (Retd)		FRN : 004532S
Chairman ,Executive Council	Chief Executive Officer		
Secretary (Electronics & ITD)	Electronics Technology Parks-Kerala		
Government of Kerala			Rajeev R
			Partner
Jayanthi.L	Sureshkumar K		Mem No. 211277
Chief Finance Officer & Treasurer	Secretary-Registrar		
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
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. New updates on Technopark
9. Schedule of Tariff and Terms and Conditions for Retail Supply by Technopark
10. Tenders
11. Right to Information
12. Citizens Charter
13. Kerala state Right to Service Act 2012
14. Online payments of bills
15. Consumer Grievance Forum

The following policies that can be downloaded from Technopark Website

1. Labour Policy
2. Energy Policy
3. Industrial Policy
4. Annual Report of Technopark
5. 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 Asst General Manager (Admin & IR) Technopark, Park Centre, Thiruvananthapuram - 695 581, Kerala Ph: 91 - 471 - 2700222 Fax: 91-471-2700171 Email: abhilash@technopark.org / spitechnopark@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 Email: aa.itparks@kerala.gov.in

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

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

Second Appellate Authority: 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.