



सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इण्डिया Software Technology Parks of India

(सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार)
(Department of Information Technology, Ministry of Communications
and Information Technology, Govt. of India)

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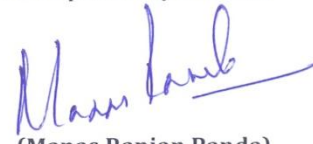
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18th of March 2013

Circular

STPI/EHTP units have been raising the issue, related to permitting the authorized employees of IT/ITeS units to work from home. In this connection it was clarified during Open House Meeting held on 30.11.2012 in Bengaluru that Para 6.7.2 & Para 6.7.4 of Handbook of Procedures Vol.1, which inter-alia states regarding access of facilities installed in STP/EHTP through datacom links and take out duty free laptop, computer etc. from premises include the meaning of working from home.

The same proposal to allow authorized employees of EOUs/STPI units to work from home has been considered and approved earlier by Inter Ministerial Standing Committee (IMSC).

STP/EHTP units may therefore avail the facilities of working from home as per Foreign Trade Policy norms. However the resultant exports shall take place only from the premises of the unit.


(Manas Ranjan Panda)
Addl. Director

Copy:

1. STPI-Ranchi/Rourkela/Patna/Berhampur
2. STPI Website
3. Notice Board



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Inter Office Communication

From : Devesh Tyagi, Director, STPI-HQ

To: Directors, All STPI Centres

The matter to permit the authorized employees of IT/ITES units to work from home has been raised by the industry with STPI at different forums from time to time. Of late, Industry is also stressing for 'Work from Home' clarification due to security concerns of female employees working in odd hours. This issue was also raised by the industry representatives during 1st Open House Meeting held on 30.11.2012 in Bengaluru. Addl. DG, DGEP and Addl. DG, DGFT who participated in the meeting clarified that Para 6.7.4 Vol.I & Para 6.7.2 of Handbook of Procedures which inter-alia states that access of facilities installed in STP/EHTP through Datacom links and take out duty free laptop, computer etc. from premises **includes the meaning of working from home.** The same proposal to allow authorized employees of EOUs/STPI Units to work from home was considered and approved by Inter Ministerial Standing Committee (IMSC) in its meeting held on 29th April, 2009.

In light of above background, the matter was further deliberated in the Directors meeting held in STPI-HQ on 19th February, 2013 and it was decided that the industry will be appropriately apprised of the aforesaid provisions by the Directors. In view of this, all Directors / Head of Centres may circulate by the provisions to the units under their jurisdiction through circular, display on notice board and publishing the same on the website. **Industry may, however, be requested to ensure that resultant exports shall take place only from the premises of the company.**

(Devesh Tyagi)
Director

Copy to:

1. Director General, STPI
2. Sh. S.S. Garg, Senior Director & HOD, Programme Division, DeitY
3. Dr. L. B. Singhal, Additional Director General, DFGT, Ministry of Commerce and Industry, Room No. 102, Udyog Bhawan, New Delhi-110011
4. Shri M.K. Arora, Additional Director General, Director General of Export Promotion, Department of Revenue, Ministry of Finance, Hotel Janpath, New Delhi-110001