INFORMATION HAND BOOK
AS ON 31.03.2015
UNDER SECTION 4(1)(B) OF RTI ACT

**INFORMATION TECHNOLOGY, ELECTRONICS &
COMMUNICATIONS DEPARTMENT**

**TELANGANA SECRETARIAT
GOVERNMENT OF TELANGANA
HYDERABAD**

Government of Telangana
Information Technology, Electronics & Communications Department

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1.1 Organization:

The Information Technology Wing was created as part of the Finance & Planning (Plg. Wing) Department vide G.O.Rt.No.2125 General Administration (Special.A) Department, dated:09-05-1997. During **September 2000** the IT&C Department was given an independent status vide G.O.Ms.NO.12, IT&C Department, Dated:11.09.2000. The nomenclature of the Department has been changed as Information Technology, Electronics & Communications Department vide G.O.Ms.No.575 General Administration (AR&T.I) Department, Dated:24.07.2013. As per the Re-organization Act, 2014 on bifurcation of the State into Telangana and residual AP from the appointed day of 2nd June, 2014 the Telangana ITE&C Department has came in to existence in Telangana State. The Department has one HOD i.e., Director, Electronic Services Delivery (ESD) - (Mee Seva), one Public Sector Undertaking i.e., AP Technology Services Ltd., (Telangana Unit) and two registered societies i.e., Society for Andhra Pradesh Network (SAPNET) and Telangana Academy for Skill and Knowledge (TASK).

1.2 Objective:

The ITE&C Department plays a crucial role in policy formulation in IT sector, conceptualizing and initiating various e-governance initiatives, stipulating standards for compliance, Promoting investments in IT sector, facilitating growth of IT Enabled Services through proactive measures and providing a strong communication backbone in the State and introducing implementation of Electronic Hardware manufacturing units in the State.

1.3 Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every public authority. In accordance with 4 (1) (b) of the RTI Act, 2005 the Manual Information Handbook is prepared for the use of public.

1.4 Intended users of the Information Handbook:

Citizens, Civil Society Organizations, Public representatives, Officers and employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.5 Definitions of terms used:

Wherever the following terms are used they means:

- IT - Information Technology
- ITE&C - Information Technology, Electronics & Communications Department.
- ICT Policy - Information and Communication Technology Policy of the Government of Telangana
- ITES - Information Technology Enabled Services

- APTS - Andhra Pradesh Technology Services Ltd (Telangana Unit), a public limited company under the control of ITE&C Department located at BRKR Bhavan, Tank Bund Road, Hyderabad
- TASK – Telangana Academy for Skill and Knowledge.
- Director, ESD - Office of the Director of Electronic Services Delivery (Mee Seva) located at Road No. 7, Banjara Hills, Hyderabad.
- TSCAN - Telangana Secretariat Campus Area Network
- TSWAN - Telangana State Wide Area Network
- SAPNET - Society of Andhra Pradesh Network
- HYSEA - Hyderabad Software Exporters Association
- BPO - Business Process Outsourcing
- SEZ - Special Economic Zone.
- CIOs - Chief Information Officers
- NISG - National Institute of Smart Governance.
- MSIT - Microsoft Information Technology.
- CCITI - Consultative Committee on Information Technology.
- GITEX - Gulf Information Technology Exhibition
- EHMU – Electronic Hardware Manufacturing Units
- ITIR – Information Technology Investment Region
- EHMP – Electronic Hardware Manufacturing Policy
- SSDG – State Services Delivery Gateway
- DieTY – Department of information and Electronics Technology
- MSDG – Mobile Service Delivery Gateway
- NeGP - National e-Governance Plan
- NASSCOM - National Association for Software and Service Companies
- ELIAP - Electronics Industries Association of Andhra Pradesh

1.6 Information provided:

The information pertaining to ITE&C Department Secretariat level is only provided in this book let. The information pertaining to the other Offices viz., APTS Ltd (Telangana Unit), Director, ESD, TASK and SAPNET is provided by the respective offices since they are separate Public Authorities. The information as mentioned at para 1.2 above and as stipulated in the Right to Information Act is provided item wise in different chapters. The reference made to certain Rules, Manuals and Acts of other Departments issued by Government of Telangana or Government of India are quoted since they are applicable to the programmes/terms under reference and available with the concerned Departments.

The Rules, Instructions, Documents, Manuals, Acts & Policies of the ITE&C Department referred at different instances are available in the Office of the ITE&C Department and some of them are also available as a link in the Web site www.tsonline.gov.in

More information can be had from the concerned wing Officers or the State Public Information Officer/Asst Public Information Officer of the Department at free of cost or by paying the prescribed fee if any.

CHAPTER 1

Particulars of Organization, functions and duties:

Sl. No.	Officers	Functions	Duties / Strategies
1.	**IT Promotions :** - Joint Director, (Promotions) - Asst. Director (Promotions)	❖ Formulation & Implementations of ICT Policy ❖ Administration of Incentives to IT Companies ❖ Planning different IT Promotion programmes of the Department ❖ Coordination with other Departments in respect of hassle free operation of IT Companies ❖ Monitoring and setting up of IT facilities by IT Companies ❖ Monitoring and identifying the growth of Electronic Hardware Manufacturing Sector as thrust area ❖ Proactive promotion of IT ❖ Participation/ Organization of major IT events ❖ Publication of promotional material ❖ Escort services to investors ❖ Protocol services to visiting dignitaries / Officials/businessmen ❖ IT Enabled Services ❖ IT Promotion in Tier - II & III Hubs	• Creation of State-of-the-Art and affordable ICT infrastructure that provides an enabling "Walk to Work" environment for IT/ITES units to thrive and grow. The Government will strive to create such an infrastructure and also leverage the Public-Private Partnerships Model as a vehicle for development. • Support Research & Development, Innovation and Entrepreneurship in the area of ICT. • Strive to make Telangana as a location of preference for all types of ICT Companies, showcase inherent strengths, such as cost effective ICT destination with marginal operating cost. Widen the scope of ICT base by encouraging new verticals such as Animation, Gaming & Digital Entertainment, IT Products & Services in Engineering, Retail, Health Management, Power &Telecom sectors etc. • Encourage Start ups, Small & Medium Enterprises (SMEs), Women and socially challenged communities, viz., Scheduled Caste and Scheduled Tribes, etc. of the society, through unique incentives and facilitation • Promote other prominent cities/ towns in the State as emerging Tier-II and Tier-III IT Hubs. • To take pro active measures for the promotion of IT

		❖ IT Special Economic Zones	• To participate / organize major IT events - nation wide & internationally • To publication of promotional material & extensive distribution • To render escort services to Investors through different promotional activities • To extend protocol services to visitors. • To promote IT Enabled Services. • To facilitate the sanction of IT Special economic Zones • Creation of Information Technology Investment Region (ITIR) • Setting up of T-Hub Phase-I
2.	**Communication:** - Joint Director (Communications) - DEOs	❖ SWAN ❖ SAPNET ❖ Internet Bandwidth ❖ Cell Phones ❖ Telecom Infrastructure Development Policies ❖ SCAN ❖ Wi-Fi connectivity ❖ NOFN ❖ Aadhaar ❖ NDLM ❖ Cyber Security ❖ MMPs (NeGP) ❖ Digital India	• To create and supervise implementation of bandwidth network services throughout the State. • To supervise the project of SCAN • To manage SWAN and take up extension & New SWAN Design & Implementation policy guide lines for Issue of Mobile Phones & Internet connectivity to Govt., Offices, Secretariat & Residences of Ministers and other officials. • Provide Horizontal Connectivity for all Government Offices to SWAN.
3.	**e-Governance:** - Joint Secretary (e-Governance) - Executive Assistant - DEOs	❖ Secretariat computerization Workflow Management ❖ Monitoring of Electronic Services Delivery (ESD) Prioritization of	• To implement & maintain the Simple File Tracking System in Secretariat • To prepare plan of action for local language initiative • To chalk out technical standards/ Data Standards in line with DIT Guidelines

		Departments for computerization. ❖ Local language initiative. ❖ Technical standards/ Data Standards. ❖ Technical Support to Government Departments ❖ Provide support to projects of ITE&C Department – SSDG, MeeSeva.	• To extend necessary Support to e-Governance projects in Govt.Organizations/Depts. • Monitoring and implementation of Mee-Seva and SSDG Projects.
4.	**Infrastructure :** - Asst. Director (Infrastructure) - DEO	❖ TGSCAN (WAN / LAN in Secretariat) ❖ State Data Centre ❖ IT Security ❖ IT Facility Management in SCAN & SDC	• To monitor the SCAN & SDC
5.	**Administration :** - Joint Director (Admin) (FAC) - Deputy Director (Admin) - SO (Admin) - PA's - DEOs	❖ Administrative support to all other wings ❖ Budget and OP ❖ General correspondence with other Departments ❖ APTS related matters ❖ ESD related matters ❖ SAPNET & TASK related matters ❖ Coordination of Assembly related issues i.e. LAQ/LCQs. ❖ Vigilance related issues ❖ Right to Information Act related issues.	• To render administrative support to all the wings of ITE&C Dept. • Preparation of Budget and preferring of claims • Office procedures & General Administration • To perform general correspondence with other Departments • To see the administrative & service matters of APTS (Telangana Unit) & ESD (Mee Seva) • SAPNET and TASK • Coordinating Assembly related Vigilance and Right to Information Act issues. • Acting as State PIO of ITE&C Dept.,

CHAPTER 2

Powers and duties of the Officers and Employees

Sl. No.	Name & Designation	Subjects concerned	Duties	Powers
1.	Sri Harpreet Singh, IAS., Secretary to Government	❖ As per the rules and guidelines laid down in Secretariat Office Manual and Business Rules and Secretariat Instructions. ❖ Secretary/Principal Secretary is Head of the Department &Overall supervision of the activations of the Dept., ❖ To take efficient steps for the prompt dispatch of business of the Department. ❖ Subjects allocated includes: ♣ IT Policy and Planning ♣ IT Parks, SEZs ♣ IT Promotion, IT Enabled Services ♣ IT Development in Tier - II cities, Tier - III cities ♣ IT Communication, ♣ e-Governance ♣ All matters relating to APTS (Telangana Unit), ESD, SAPNET TASK ♣ Budget and Administration of ITE&C Dept. ♣ Appellate Authority under RTI Act ♣ Cabinet matters and Assembly questions relating to above subjects. ♣ Departmental e-Gov Projects	• To effective implementation IT Policy and other IT Programmes. • To take appropriate steps for the prompt dispatch of business of the Dept. • To take appropriate measures for smooth and efficient functioning of the Dept.	▪ To recommend and approve the plans and programmes. ▪ To accord administrative sanctions for all the programmes. ▪ To recommend and approve financial sanctions. ▪ To review and monitor the programmes implementation

		♣ E-Procurement, Mee Seva, Call Centers. ♣ NeGP (National e-Governance Plan) ♣ IT Infrastructure Projects - Data Center, SSDG ♣ Broadband Network ♣ SAPNET, TS Online Portal ♣ IT Infrastructure Projects, TSCAN ♣ Common Service Centers (CSC) ♣ R&D Projects ♣ Implementation of Telugu in IT. ♣ Chief Minister's Information System ♣ Any other subjects not allotted.		
2.	Sri.C.V.Siva Prasad Joint Secretary (e-Governance)	❖ Supervision and monitoring of e-Governance programmes ❖ Mee-Seva and SSDG programmes ❖ eProcurement ❖ e-Auction ❖ O&M of e-Procurement for all the state depts./PSU's	• To evolve policy for effective implementation of e-Governance Programmes. • Mee-Seva and SSDG Programs. • Overall supervision of eProcurement & eAuction	▪ To suggest guide with appropriate technology and better implementation of eGovernance & other Programmes assigned.
3.	Sri P. Manohar Joint Director, (Admn.) (FAC)	❖ Supervision of general administration ❖ Office procedures ❖ Drawing & Disbursing Officer ❖ Service Matters ❖ Postings and Transfers ❖ Payment of	• To see effective functioning of administration. • To ensure the guidelines and procedures in the administrative process and service matters. • To present bills	▪ To examine and suggest appropriate measures in all administrative and financial matters. ▪ Drawing and disbursing officer. ▪ Supervision of all

		Telephones, Vehicles hiring charges etc., ❖ T.A Bills, Budget proposals, Audit & Accounts ❖ General correspondence of ITE&C Dept., ❖ Periodical Reports and Special Reports, LAQs/LCQs, ❖ CM Petitions Monitoring. ❖ PIO under Right to Information Act. ❖ Vigilance and Disciplinary cases.	and disburse the amounts and cheques. • To coordinate and see that the answers to LAQs/LCQs and redressal of CM petitions. • PIO under RTI Act • Vigilance and Disciplinary cases. • Preparation of Annual Budgets and its related issues.	administrative matters and office procedures ▪ Preparing Annual Budget of the Dept., and presenting to Legislative Dept., for approval and related issues. • To examine the issues and guide the HODs, Corporations and Societies under the control of the Dept. • To ascertain information and provide to applicants under RTI Act etc.
4.	Sri P. Manohar, Deputy Director, (Admn.)	❖ Administrative matters of APTS (Telangana Unit) Ltd., ESD, SAPNET and TASK. ❖ LAQs/LCQs. ❖ Periodical Reports, Economic Survey Report, CMP Monitoring, Other Reports and General Correspondence, Appointments. ❖ Preparation of Annual Budget and Budget related issues.	• To see the Administrative matters of APTS (Telangana Unit) Ltd., ESD, SAPNET and TASK. • To coordinate in furnishing the replies to LAQs/LCQs and Redressal of CMPs. • To coordinate and obtain reports for meetings and as required by other Depts. • General Correspondence. • Preparing Annual Budget of the Dept.	▪ To call for information from the other wings for preparation of reports. ▪ To suggest the rule positions and guidelines in vogue. ▪ To Circulate Files of the Administrative Matters of APTS (Telangana Unit), ESD, SAPNET, TASK, Vigilance and RTI related issues.

| 5. | Sri. A.Siva Rama Krishna

Asst. Director (Protocol) & Joint Director (Promotions) I/c | ❖ Initiating the formulation, Monitoring and Implementation of proactive IT Promotional Activities, ICT Policy, IT Parks, SEZs, Mega IT Projects, CCITI Meetings, IT Promotion in Tier-II & III Cities, MoUs, Collection and Maintenance of IT/IT Industries related Statistics.

❖ Budget of promotion wing, Documentation and reporting of progress, correspondence relating to promotion.

❖ LAQs of Promotion Wing.

❖ Electronic Hardware manufacturing Policy related process and Identifying the growth of Electronic Hardware manufacturing Sector as thrust area.

❖ Establishment of Hardware manufacturing clusters, Incubation centers etc. | • To Initiate the formulation, Monitoring and Implementation of IT Promotional Activities

• To assist in conducting the CCITI meetings.

• To move the files relating to IT Promotion in Tier-II & III location.

• To Initiate action on ICT Policy, IT Parks, SEZs, Mega IT Projects

• To Collect and Maintain IT/ITES Industries related Statistics.

• To attend to other correspondence relating to promotion, and LAQs of Promotion Wing

• The issues relates to Electronic Hardware Manufacturing clusters, incubation centres etc.

• To attend any other work entrusted by Secretary, ITE&C | ▪ To process all the concerned files.

▪ To obtain required information from the companies.

▪ To implement the orders of the approving authorities IT Promotion aspects.

▪ To take action on ICT Policy, IT Parks, SEZs, Mega IT Projects

▪ To Collect and Maintain IT/IT Industries related Statistics.

▪ To attend to other correspondence relating to promotion, and LAQs of Promotion Wing.

▪ To examine & Process the files relating to Electronic Hardware manufacturing

▪ Policy related issues. |
| 6. | Sri.A.S.Ramesh, Joint Director, (Communications) | ❖ Supervision of SAPNET, SWAN, SCAN, Communications, & Other communication programmes, Video | • To evolve policy for cost effective, efficient and Modern communication networking. | ▪ To suggest and guide with appropriate technology for better Communication systems |

		Conferencing System, Wi-Fi connectivity, NOFN, Aadhaar, NDLM, Cyber Security, MMPs (NeGP), Digital India ❖ Supervision of Procurement, installation & Maintenance of Servers, computers, printers, scanners ❖ APTS (Talangana Unit) & SAPNET technical matters like Project approvals, scrutiny, guidance etc. ❖ Supervision of ESD, Mee –Seva, Common Service Centers, State Data Center. ❖ Policy Guidelines for issue of Mobile Phone facility to Government offices ❖ Internet BW provision, Policy guidelines etc.,	• To plan and formulate guidelines for communication network projects. • To supervise the procurement, installation and maintenance of computers and peripherals. • To coordinate broadband network. • To see APTS technical matters. • Supervision of Wi-Fi Connectivity, NOFN, Aadhaar, NDLM, Cyber Security, MMPs (NeGP), Digital India • Supervision of CSCs, Data Center, • NeGP (Hardware)	▪ To supervise the projects of SWAN, SAPNET and SCAN ▪ Supervision of Wi-Fi Connectivity, NOFN, Aadhaar, NDLM, Cyber Security, MMPs (NeGP), Digital India ▪ To scrutiny the proposals and guide in technical matters in APTS (Talangana Unit). ▪ Supervision of Common Service Centers. NeGP (Hardware), Data Center
7.	Sri.Mustafa Shake Asst. Director (Infrastructure)	❖ IT Infrastructure Projects. ❖ Installation & maintenance of computers, printers, scanners and other infrastructure, TGSCAN, Data Center, ESD, Mee Seva,Call Centers, NeGP (Hardware), Common Service Centers.	• To procure and install computers and its peripherals with latest configuration. • To upkeep and maintain the computers. • To maintain IT Security Architecture • To supervise the operations of TGSCAN.	▪ To suggest the economical and latest technology equipment. ▪ To maintain AMCs. ▪ To procure and suggest appropriate measures for efficient functioning of the projects on hand. ▪ To Monitor and review the Status and

			• Mee Seva, Call Centers, NeGP (Hardware) • To Monitor The State Data Center. • IT Infrastructure Projects.	progress of the Projects /Programmes entrusted. ▪ Acts as Nodal Officer for Cyber Crimes. ▪ Act as Chief information Security Officer (CISO).
8.	Sri. Shawket Hussain Madani, Asst. Director (Promotions)	❖ Organizing GITEX India, Exhibitions and Road Shows. ❖ Printing of promotional literature, Pamphlets and other promotional material. ❖ Escort Services and protocol to visiting dignitaries etc.	• To successfully organize Gitex India and other Exhibitions and Road shows. • To receive and arrange Protocol to visiting dignitaries and provide Escort Services. • To organize printing of promotional literature.	▪ To take up appropriate measures for successful organization of Exhibitions and Road shows. ▪ To arrange necessary provisions as per Protocol. ▪ To move the files and process the printing of literature etc.
9.	Smt.B. Adilakshmamma Section Officer, (Admin).	❖ Office Procedures, Service Matters. ❖ Postings and Transfers,. ❖ Administrative Sanctions and Sanctioning of Bills. ❖ issue of GOs, General Correspondence with other dept., ❖ pay bills, permanent advance telephones, cell phones, vehicles, office stationery, reimbursement of bills to APTS (Telangana Unit) stores and record room.	• To see the implementation of office procedures. • To obtain sanction for the bills and claims. • To see allotment of telephones, vehicles and payment of bills. • To see the service matters, transfers and postings, custodian of SRs, other important and confidential documents. • To make all general and	▪ To issue necessary instructions to the subordinates & subordinate officers. ▪ To suggest guidelines and rule position on files. ▪ To initiate all files in administration wing. ▪ To sign all the approved G.Os and other orders. ▪ To implement the instructions

		❖ Vigilance Reports, Accounts, Other Administrative Matters and General Correspondence as entrusted form time to time. ❖ Vigilance & Disciplinary Cases of the Dept., ❖ L.A.Q, L.C.Q's and other Assembly related matters. ❖ APIO under RTI Act, Vigilance & Disciplinary cases. ❖ RTI related correspondence and other miscellanies correspondence.	miscellaneous correspondence. • To monitor daily attendance and leaves. • To initiate and maintain files relating to Vigilance cases. • To sign all the fair copies of GOs and Office orders. • To see the Administrative Matters and General Correspondence entrusted from time to time. • To see the RTI and Assembly related matters.	of the authorities ▪ To initiate and maintain files relating to Vigilance cases. ▪ To initiate the Administrative Matters and General Correspondence entrusted from time to time. ▪ To see the Assembly and RTI related matters.
10.	M. Manohar, Executive Assistant/ Deputy Tahsildar	❖ TSOnline Content Management. ❖ Portal ❖ MeeSeva ❖ SSDG ❖ E-Governance Projects ❖ E-Procurement	• To Monitor the hosting of information of different Depts., on TSOnline and TS Portal etc. • Nodal officer to SP & SSDG project • Coordination between depts. and technical team for smooth running of applications • To process files of eGov projects for implementation and maintenance etc. • MeeSeva activities & coordination with Director MeeSeva etc.	▪ To co-ordinate with the concerned departments for updation and hosting of the information on the Portals. ▪ To Co-ordinate with APTS (Telangana Unit) and Consultants for SP & SSDG and e-District projects, Mee Seva Project etc. ▪ To help in monitoring of the e-Gov programmes ▪ eProcurement

11.	Kum. P. Uma PA / Dy.Statistical Officer (Audit)	❖ All issues relating Audit paras of the Department & submission of replies to AG Office. ❖ Monitoring and obtaining replies from the Officers concerned etc. ❖ Correspondence on all administrative related matters	• Audit related issues of the Department. • Administrative related matters.	▪ Initiate action as instructed by the higher authorities.
12.	Sri.T. Rama Lingeshwara Rao PA / Dy.Statistical Officer (Budget)	❖ Preparation of Annual Budget Revised Budget estimates consolidation of monthly reports. ❖ Correspondence on all Budget related issues. ❖ Accounts & related issues	• Initiating Budget related issues as per the guide lines issued by Finance Department. • Monitoring of Bills Submission to PAO/DTA/DTO	▪ Processing files relating to Budget release. ▪ Preparation of Annual Budget etc., ▪ Preparation Bills as per G.O.s/Vouchers

Chapter 3

Procedure followed in Decision making process:

The procedure involved in Decision making is by way of consulting the specialized Departments in that field like Finance, Revenue, Public Enterprises, Law & GAD etc., circulate the files to the Ministers concerned through Chief Secretary wherever necessary. The business has to be disposed by the Prl. Secretary/Secretary on all the matters based on the delegation of powers for such disposal and following the Government Business Rules and Secretariat instructions.

Chapter 4

Norms set for the discharge of functions
(Communications)

Sl. No.	Function / Service	Norms / Standards of performance set	Time frame	Reference document prescribing the norms
1	SWAN	➤ To provide connectivity between State Head Quarter (SHQ) at Secretariat to District Head Quarter (DHQs) and Mandal Head Quarter (MHQs) for Voice, Video & Data applications for Government applications. ➤ The SHQ will be connected to the DHQ using leased lines with 8Mbps connectivity. ➤ Each of the DHQ will in turn be connected to the MHQ of that district using leased lines of 2 Mbps capacity.	• All the DHQs are connected to SHQ and all Mandal Headquarters and they are connected to the respective District Head Quarters, the Network is completed by the end of June 2011.	• M/s. Tata Consultancy Services (TCS) was Selected through tender process as a service provider for the SWAN and the contract was signed in September 2009.
2	Telecom Infrastructure Development	➤ For development of Telecom Infrastructure in the State RoW permissions for OFC laying along State properties specifying procedures / guidelines to be followed- Bank Guarantee to be submitted, authorities to be approached, agreement to be signed etc.	• Govt. Policy decision currently applicable	• G.O.Ms. No.5, Finance & Planning (Plg. IT&C) Department, Dt:11.02.2000
		➤ For development of Telecom Infrastructure in the State, permission for setting up of base stations and installations of equipment for Telecommunications network leasing of space in Government Offices on a non exclusive basis to any licensed telecom operator subject to following prescribed guidelines	• Government policy currently applicable	• G.O.Ms. No.18, IT&C Department, Dt:27.10.2000 and Circular Memo No.2085/ IT&C/2001 Dt:09.10.2001 ▪ G.O.Ms. No.19 & 20 of IT&C Dept., Dt:06.06.2005

3	SAPNET	➢ The Government of Telangana, as a part of its objective to harness the potential of IT has established a Satellite based communications Network to be utilized in the following areas:
		
		  o Distance Education
		  o Tele Medicine
		  o Agricultural Extension
		  o E – Governance
		  o Awareness amongst self help groups, and Human Resource Development in Ku-band captive earth station and remotes transmitting four TV channels for above purposes under an exclusive MOU with ISRO a society is formed to manage the network –SAPNET
			• Currently operational with earth station and Hub located at Dr. B.R.A.O.U campus IT&C Dept has installed across State 1805 RoTs initially and 1097 MPDOs are equipped with RoTs in 2009
			
			▪ 3500 Schools are provide with ManaTV transmissions under SSA. After bifurcation of the state in to Telangana & Residual AP, out of 4 MANA TV Channels two channels each allowed to both the States.
				• MOU between ISRO and GoAP
				• G.O.Ms. No.9 IT&C Dept., Dt:14.07.2000
				• G.O.Ms. No.40 IT&C Department Dt:13.09.2002

4	Cell Phones issue	➢ Policy and guidelines for mobile communication facility to State and local officials to ensure increased access and accountability like definition of categories with limits on monthly charges and cost of handsets and formation of CUGs under special tariffs.	• Govt. Policy guidelines currently applicable	• G.O.Rt.No.158, Dt:08.09.2012, IT&C Department
5	Broadband and ISDN connectivity	➢ Policy and guidelines for provision of Broadband internet connectivity to Ministers and Senior officers of Government of Telangana with ceiling limit and eligibility criterion	• Govt. Policy guidelines currently applicable	• G.O.Rt.No.152, Dt:18.06.2010

Information as per Section 4(1)b of RTI Act-2005

6	Internet Band width	➢ Policy and guidelines for provision of Internet Band width facility to state Government Departments and its offices.	• Government Policy and guidelines currently applicable	• G.O.Rt.No.115, Dt:19.07.2012
7	Wi-Fi Connectivity	➢ The ITE&C Department, Government of Telangana to enable Wi-Fi connectivity in and around GHMC area, Hyderabad has prepared draft Expression of interest (EOI) document and placed before the Techno Financial Committee meeting (TFC) for finalization.	• Wi-Fi connect to entire Hyderabad	• Expression of Interest (EOI)

CHAPTER 5

Rules, Regulations, Instructions, Manual and Records
For Discharging Functions

The following are the list of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions:

Sl. No.	Description	Gist of contents
I.	**Acts & Policies**	
1	**IT Promotion:** ICT Policy 2010-2015	Details of incentives/subsidies/ facilities available for promotion of IT/ITES/BPO companies in the State of Telangana and the procedure to draw such incentives from the Government (ICT Policy 2010-15 linked).
2	SEZ Act 2005	SEZ - Special Economic Zone - Special Economic Zones (SEZs) are specifically delineated enclaves treated as foreign territory for the purpose of industrial, service and trade operations, with relaxation in customs duties and a more liberal regime in respect of other levies foreign investments and other transactions. The development of SEZs by the Govt of AP will primarily be led by Private Sectors Investors and Developers to undertake international class and scale of infrastructure development SEZ Act 2005 is a Central Government Act, dealing with the rules, regulations and provisions for setting up of Special Economic Zones in the country and the benefits/facilities that have to be extended by the State Government to private developers for setting up of SEZ
4	G.O.Ms.No:13; Dt:31.07.2010 of IT&C Dept	A set of guidelines used for processing of the applications received from companies for allotment of land, subsidies such as power subsidy, category conversion, 100% reimbursement of registration fee, stamp duty paid for registration of immovable property by a company, reimbursement of expenditure on quality certification, reimbursement of expenditure on participation in exhibitions, etc.
5	ITIR Policy resolution of Government of India 2008	A set of guidelines issued by Govt of India for sending proposals for approval for setting up of ITIR in the State. The ITIR proposal in 202 sq Kms in & around Hyderabad and Ranga Reddy Districts. The high powered committee headed by cabinet Secretary in its meeting on 3.8.2012 has recommended in principle approval to the AP ITIR Project.

	II. Cell Phones:		
1	Category-I-Includes HODs, Secretaries and above, equivalent rank-Handset limit is Rs.12,000/- Recurring Charges Rs.2000/- Category II - Includes Deputy Secretaries and above, equivalent rank - Handset limit is Rs.3000/- - Recurring Charges Rs.1375/- Category III - Includes all the gazetted officers - Handset limit is Rs.3000/- - Recurring charges Rs.625/-	Policy and guidelines for provision of mobile communication facility to state and local officials	G.O.Rt.No.158, Dt:18.08.2012, IT&C Department
2	Government have decided to provided cellular phones to eligible state and local government officials requiring mobile Tele-services to ensure effective communication, increased access and accountability and issued Guide lines for following while issuing the cell phones to Govt. officials follow the G.O.Rt.No.158, dated 18.09.2012, IT&C Department.	HODs to identify and provide Mobile communication facilities to the required officials and the cost of hand set as well as recurring charges have to be borne by the concerned dept They have to select one of the 4 CUGs identified under the tariff plans given and limits set for each category wise to be followed.	
3	G.O.Rt.No.158, Dt:18.09.2012, IT&C Department	Policy and guidelines for provision of mobile communication facility to state and local officials	
	III . Broadband ISDN Connectivity:		
1	Broadband connectivity to be provided to all eligible Senior officials of the rank Secretary and above and Ministers	Policy for provision of Broadband internet connectivity to Ministers and senior officers of Government of Telangana	G.O.Rt.No.152 Dt:18.06.2010
2	Recurring charges limit to Rs.3000/- per month have to be borne by the concerned department		
3	Incidental charges like initial deposits, modems cost and installation charges have to be borne by the concerned Department.		

4	Government has decided to provide Broadband connectivity to Ministers and Senior Officers of Secretary and above rank. This facility was extended to their residences through ISDN connectivity / broadband Data one connection for which installation cost and ISDN / Broadband modem cost modems costs were to be provided by concerned Department and recurring charges also have to be borne by the concerned departments senior officers of Government of Telangana		
5	G.O.Rt.No. 152, IT&C Department Date: 18.06.2010	Policy for provision of broadband internet connectivity to Ministers and senior officers of Government of Telangana	
6	G.O.Rt.No. 152, IT&C Department Date:18.06.2010	Inclusion of broadband connectivity from BSNL or any private operator	

IV. SAPNET:

1	The Government of Telangana, as part of its objective to harness the potential of IT has established a Satellite based communications Network to be utilized in the following areas: Distance Education, Tele Medicine, Agricultural Extension, E–Governance, Awareness amongst self help groups, and Human Resource Development in Ku-band captive earth station and remotes transmitting four TV channels for above purposes under an exclusive MOU with ISRO. User departments have to contact SAPNET for using the facility	Operational with earth station and Hub located at Dr.B.R.A.O.U campus and 1802 remotes spread across Telangana under MOU with ISRO for using INSAT III-B satellite transponder in Ku-band	

2	Government have decided to provide cellular phones to eligible state and local government officials requiring mobile Tele-services to ensure effective communication, increased access and accountability and issued Guide lines for following while issuing the cell phones to Govt. officials follow the G.O.Rt.No.158, dated 18.09.2012, IT&C Department.	HODs to identify and provide Mobile communication facilities to the required officials and the cost of hand set as well as recurring charges have to be borne by the concerned dept. They have to select one of the 4 CUGs identified under the tariff plans given and limits set for each category wise to be followed.	G.O.Rt.No.158, Dt:18.09.2012, IT&C Department
3	G.O.Ms.No.9 IT&C Department dated: 14.07.2000	Implementation of MoU with ISRO for establishment and use of Ku band Satellite Network	
4	G.O.Ms.No.40 IT&C Department dated: 13.09.2002	Creation of society for APNET project-SAPNET	
5	Administrative & Financial matters	Following the Financial Code, Telangana Secretariat Office Manual and Telangana Government Business Rules & Secretariat Instructions issued by GA (Cabinet), Dept	

CHAPTER 6

Categories of Documents held by the Public Authority

The official documents held by the Public Authority:

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	IT Promotion: Record	Application for allotment of land and other incentives available under ICT Policy 2010-2015	JD(Prom), ITE&C Dept
2	Record	Draft (proforma) Memorandum of Understanding to be entered by a Company with Govt for allotment of land	JD(Prom), ITE&C Dept
3	Record	Draft Bank Guarantee as Performance Guarantee to be furnished by IT company for availing incentives under ICT Policy	JD(Prom), ITE&C Dept
4	Publications	Brochure on ICT Policy 2010-2015	JD(Prom), ITE&C Dept

CHAPTER 7

Arrangement for Consultation with or Representation by the Members of the Public in relation to the Formulation of Policy or Implementation thereof

Arrangements by the public authority to seek consultation/ participation of public or its representatives for formulation and implementation of policies

Sl. No.	Function/ Service	Arrangements for consultation with or representation of public in relations with	
		Policy formulation	Policy implementation
1.	Formulation & Implementation of ICT Policy	Interactive Meetings with 1. HYSEA (Hyderabad Software Enterprises Association) 2. NASSCOM (National Association for Software and Service Companies) 3. ELIAP (Electronics Industries Association of Andhra Pradesh.	Interactive Meetings with 1. HYSEA (Hyderabad Software Enterprises Association) 2. NASSCOM (National Association for Software and Service Companies) 3. ELIAP (Electronics Industries Association of Andhra Pradesh.

CHAPTER 8

Boards, Councils, Committees and other Bodies
Constituted as part of Public Authority

Information on Boards, Councils, Committees and other Bodies related to the Public Authority:

Consultative Committee on IT Industry (CCITI):

1) For administering the incentives to the ICT Industry in a smooth manner, a high level coordination between the various Departments of the Government and the Industry is required. For effectively resolving the problems, overcoming the impediments and ensuring growth of the ICT Industry in the State, a Consultative Committee on IT Industry (CCITI) with the following composition is constituted:

Principal Secretary/Secretary, ITE&C Department	Chairman
CMD, TSTRANSCO	Member
CMD, TSSPDCL	Member
Commissioner & IG Registration	Member
VC & MD, TSIIC	Member
Metropolitan Commissioner, HMDA	Member
Commissioner, GHMC	Member
Representative of Commissioner of Labour	Member
Representative of MA&UD Dept	Member
Representative of Commissioner of Industries	Member
Joint Collector, R.R.District	Member
Director, STPI Hyd, GoI,	Member
Development Commissioner, AP IT SEZs, GOI	Member
President, Hysea	Member
Secretary, Hysea	Member
Regional Director, NASSCOM	Member
Co-opted Member (any representative from ICT Industry/Government/Expert/Professional) as and when required	Member
President, ELIAP	Member
JD (Promotions), ITE&C Department	Convener

2) All applications shall be prima facie scrutinized by the Sub-Committee of the CCITI, on the eligibility, veracity of technical/financial and other information, etc., furnished by the applicant, which shall place its recommendations thereon, before the CCITI for its consideration. The composition of the sub-committee of CCITI is as under:

- Secretary ,ITE&C Dept.	- Chairman
- Representative of TSIIC	- Member
- Director, STPI	- Member
- Development Commissioner, TS IT SEZs	– Member
- President, HYSEA	- Member
- Regional Director, NASSCOM	- Member
- Co-opted Member	- Member
(Any representative from ICT Industry /Government/ Expert /Professional, as and when required)	
- Joint Director (IT Promotion)	– Convener.

The Sub-committee may meet before every meeting of the CCITI, for furnishing its recommendations.

3) The CCITI shall act as a single window for granting all the incentives announced through the ICT Policy.

4) The CCITI shall meet periodically.

5) The terms of reference of CCITI are indicated below:

    (a) To grant various incentives available in the ICT Policy 2010-2015, to ICT industry on examination of applications made by them including approving allotment of lands to the ICT Industry.

    (b) To resolve the problems in implementation of the ICT Policy for speedy realization of the goals set forth.

    (c) To prescribe the procedures and to issue guidelines and clarifications in implementation of the ICT Policy 2010-2015.

6) The CCITI can recommend/approve/reject/defer any application for incentives at its sole discretion.

7) The term of the members of CCITI and subcommittee of CCITI shall be coterminous with the ICT Policy 2010-2015.

Chapter 9

Directory of Officers and Employees

Sl. No.	Name, Designation & Address	Telephone No. and Fax	eMail
1	Sri Harpreet Singh, IAS., Secretary to Government Room No:315-A, "D" Block, 2nd Floor, Telangana Secretariat, Hyderabad.	23456401 (O) 23450103 (F)	secy_itc@ telangana.gov.in
2	Sri C.V. Siva Prasad Joint Secretary (e-Gov), Room No.202, "A" Block, 2nd Floor, Telangana Secretariat, Hyderabad.	23453977 (O)	jtsecy_egov_itc@ telangana.gov.in
3	Sri. P.Manohar Joint Director (Admin) (FAC), Room No.201, "A" Block, 2nd Floor, Telangana Secretariat, Hyderabad	23456362 (O)	dydir_itc@ telangana.gov.in jtdir_admin_itc@ telangana.gov.in
4	Sri Shivaramakrishna Joint Director (Prom), Room No.213, "A" Block, 2nd Floor, Telangana Secretariat, Hyderabad	23450048 (O)	jtdir_prom_itc@ telangana.gov.in
5	Sri. A.S. Ramesh Joint Director (Communications), Room No.423, D" Block, 3rd Floor, Telangana Secretariat, Hyderabad.	23456395 (O)	jtdir_comm_itc@ telangana.gov.in
6	Sri Mustafa Shaik Assistant Director (Infrastructure) Room No.424 "D" Block, 3rd Floor, Telangana Secretariat, Hyderabad	23450043 (O)	jtdir_infra_itc@ telangana.gov.in
7	Sri. Shawket Hussain Madani Asst. Director (Promotions), Room No.212 "A" Block, 2nd Floor, TS Secretariat, Hyd.	23450048 (O)	shawket@ telangana.gov.in
8	Smt. B. Adilakshmamma Section Officer, Room No.205 "A" Block, 2nd Floor, Telangana Secretariat, Hyderabad	23456365 (O)	so_itc@ telangana.gov.in
9	Sri M. Manohar Executive Assistant, Room No.205 "A" Block, 2nd Floor, Telangana Secretariat, Hyderabad	23453977 (O)	exeasst_itc@ telangana.gov.in
10	Sri T.Ramalingeshwara Rao PA/Dy. Statistical Officer (Budget), Room No.202 "A" Block, 2nd Floor, Telangana Secretariat, Hyderabad	23456411 (O)	dyso_bud_itc@ telangana.gov.in
11	Kum.P. Uma, PA/Dy.Statistical Officer (Audit),Room No.202 "A" Block, 2nd Floor, TS Secretariat, Hyd.	23456365 (O)	dyso_audit_itc@ telangana.gov.in

Chapter 10

Monthly remuneration received by each of the Officers and employees, including the system of compensation

Sl. No.	Name of the Officer / Staff	Designation	Gross Monthly remuneration in Rupees(*)
1	Sri Harpreet Singh, IAS	Secretary to Government	1,41,340**
2	Sri S.Venkata Siva Prasad	Joint Secretary (e-Gov)	1,35,861
3	Sri P.Manohar	Deputy Director (Admn) & Joint Director (Admin) (FAC)	67,609**
4	Sri A.Shiva Ramakrishna	Assistant Director (Protocol & Joint Director (Prom) I/c.	69,955
5	Sri A.S.Ramesh	Joint Director (Comm)	44,517
6	Sri.Mustafa Shake	Assistant Director (Infra)	39,793
7	Sri Showkat Hussain Madani	Asst. Director (Prom)	55,000
8	Smt B.Adilakshmamma	Section Officer	53,129
9	Sri M.Manohar	Executive Assistant	63,003
10	Sri T.Ramalingeswara Rao	PA (Budget)	69,905
11	Kum P.Uma	PA (Audit)	66,291

* The Gross Monthly Salary details pertains to March, 2015

** Excluding HRA

CHAPTER – 11

BUDGET ALLOCATION & EXPENDITURE PARTICULARS
(Plan Schemes) For the Year 2014-15
(from 02-06-2014 to 31-3-2015)

(Rs. In Lakhs)

Sl. No.	Name of the Scheme	Budget Estimates 2014-15	Expenditure incurred during 2014-15	Budget Estimates 2015-16
1	2	3	4	5
MH – 090 - SH(22)				
1	110-111 Traveling allowances	5.00	0.85	5.00
2	120-121 Foreign Travel expenses	7.00	0.29	7.00
3	130-131 Office expenses	6.00	3.06	6.00
	TOTAL	**18.00**	4.20	18.00
4	**280-284 Professional services**			
	IT Promotions	626.10	626.10	719.00
	Communications	1275.00	1275.00	856.00
	IT Infrastructure	200.00	200.00	200.00
	e-Governance Projects	200.00	200.00	200.00
	Direction & Admn	112.92	34.74	112.92
	TOTAL	**2414.02**	2335.84	2087.92
5	310-312 Grant-in-Aid (SAPNET)	100.80	100.80	100.80
6	330 Subsidies	173.90	0	500.00
7	520-521 Machinery and equipment-Purchases	500.00	500.00	500.00
8	260- Advertisements	100.00	0	100.00
	Total SH (22)	**3306.72**	2940.84	3306.72
MH-800				
9	500-503-SAPNET-other expenditure	115.00	115.00	115.00

Sl. No.	Name of the Scheme	Budget Estimates 2014-15	Expenditure incurred during 2014-15	Budget Estimates 2015-16
1	2	3	4	5
10	500-503-Infrastructure facilities for development of IT	9000.00	9000.00	8700.00
	Total MH – 800	**9115.00**	9115.00	8815.00
11	3451-00-090-11-40-310-312-Assistance to PHOTONICS Valley Corporation-Grant in aid	0	0	200.00
12	280-284-Telangana Academy for Skill and Knowledge-TASK	376.53	151.72	376.53
13	520-521-Providing of Video Conferencing facilities at all Mandal Headquarters.	63.20	0	63.20
14	280-284-e-Seva – Secretariat Head	173.92	164.22	173.92
	Total ITE&C Dept.	**13035.37**	12371.78	12935.37
15	4070-Capital Outlay On Other Administrative Services-MH-800-GH--SH-20-Investment In Photonics Valley Corporation-540-Investments	0	0	100.00
	Total ITE&C Dept.	**13035.37**	12371.78	13035.37
	Director, Electronically Services Deliverable ESD (Mee-Seva)			
16	130-131 Office expenses	12.00	1.84	12.00
17	280-284 Professional services	132.00	53.93	132.00
18	520-521 Machinery and equipment	48.00	22.37	48.00
	Director, ESD (Mee-Seva) Total	**192.00**	78.14	192.00
	Grand Total (ITE&C Dept).	**13227.37**	12449.92	13227.37

CHAPTER 12

Manner of execution of Incentives/Programmes under ICT Policy 2010-2015

SPECIFIC INCENTIVES ON APPLICATION:

The following are the specific incentives, available to IT Industry **on application**, (to be sanctioned on filing of application - Proforma, subject to fulfillment of eligibility criteria and terms & conditions, as stipulated):

(1) Allotment of Government Land:

(i) All allotments of Government land to the IT Industry are made subject to availability, fulfillment of certain eligibility criteria by the applicant IT/ITES company, and on payment of land cost & development cost, as determined from time to time by the allotment agencies, i.e., Telangana State Industrial Infrastructure Corporation Ltd (TSIIC)/Hyderabad Metropolitan Development Authority (HMDA) and the concerned local Statutory Authorities.

(ii) The eligibility criteria for allotment of land to IT industry is -

Hyderabad Metropolitan Development Area:

(a) As on the date of application (a) the IT company shall have been in operation at least for the last five financial years (b) shall have an existing employee strength of minimum 1000 in IT or 1500 in ITES/BPO activities on its rolls & sustained for the last two years, and (c) shall have a minimum annual turn over of Rs.50 crores, from IT/ITES activities from their existing operations continuously for the last two financial years.

(b) IT Product/R&D companies - the eligibility for consideration for allotment of land is that the company shall have the existing employee strength of minimum 500 on its rolls & sustained for the last two years, with a minimum annual turnover of Rs.25 crores or investment of Rs.25 crores and shall have been in operation at least for the last five financial years. The Product Company applying for land would have obtained approval for a minimum 1 patent/copy right and registered/filed for approval of 3 patents/copyrights with the Competent Statutory Authority

Tier II locations: (identified as Warangal)

Warangal:

As on the date of application (a) the IT company shall have been in operation at least for the last two financial years, (b) shall have an existing employee strength of minimum 100 employees in IT/ITES activities, on its rolls.

(iii) The land recommended for allotment shall be based on creating a fresh direct IT employment of 500 and construction of 50,000 sft. of office space for every one acre allotted within 3 years from the date of taking over possession of land, failing which the said allotted land is liable for cancellation and can be taken back to the extent to which proportionate employment is not generated For product companies the fresh additional employment to be created shall be 200 per acre on the land allotted.

(iv) Tier-III locations (identified in any District other than HMDA area and Tier-II locations): As on the date of application the IT company shall have been (a) in operation for at least two financial years and (b) an existing employee strength of minimum 75 employees in IT/ITES activities, on its rolls.

Companies availing the allotment of land incentive are not eligible for 100%/50% Stamp duty reimbursement

(2) Mega Projects:

A special and up front negotiated package of incentives, will be offered for mega projects set up by ICT Multinational Corporations (MNCs**) and IT majors. Mega Projects are defined as such ICT projects,** with present employment of more than 1000 in the case of IT and 1500 in the case of ITES and an annual turnover of more than Rs.100 crores for the last 3 years.

(3) Power:

IT industry is classified as industrial units for the purpose of levying the industrial power tariff category. Industrial Power Category Conversion **Certificate** is accorded on all the Service Connections (Power Meter No), and exclusively used by the IT industry and Communications industry companies/units for their operations, even in multiple locations/meters. The effective date of application of the incentive of Industrial Power Category tariff, is from the date of issue of the said Certificate by Govt

(4) Registration:

(i) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Industry & Communication technology industry companies on sale/lease deeds on the first transaction. This incentive is not available in case Government land is allotted.

(ii) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Industry & Communication technology industry companies on sale/lease deeds on the 2nd transaction. This incentive shall be allowed only once and is not available in case Government land is allotted.

(5) Patent Filing Costs:

The Government of Telangana is keen to encourage the filing of patents by companies located within the State. The Government will, therefore, reimburse the cost of filing patents to companies having their headquarters in Andhra Pradesh for successfully receiving patents. Reimbursement of such cost will be limited to a maximum of Rs.2 Lakhs per patent awarded per year.

(6) Quality Certifications:

The Government of Telangana will reimburse 20% of expenditure incurred for obtaining quality certifications for CMM Level 2 upwards. Reimbursement will be limited to a maximum of Rs.4 lakhs.

(7) Technology & Market Support:

Government will support IT Exporters Associations, HYSEA, NASSCOM, ELIAP, STPI, TASK, or any such organization (as decided by the committee) in the creation of Library for making available material on trends in technology, market intelligence, research reports and analysis etc for development of the SME sector by making such material available at these libraries.

(8) Business Networking:

Government shall promote and encourage participation in international events by the ICT industry by leading a Government-Industry business delegation to the identified international ICT Exhibition & Conferences, such as Cebit, Germany, Gitex-Dubai, Outsource World (New York/London) Communic Asia, Singapore, Comdex, USA, MIPCOM, Emmy, ATF, MIPCOM, MIPTV, ANNECY, GDC, SIGGGRAPH, Internet World, London, etc., in IT/ITES /Animation areas, every year. Govt., along with industry associations, such as HYSEA, NASSCOM, shall hire appropriate Stall space to exhibit products and services of Telangana based ICT companies and help in their marketing efforts.

SECTOR SPECIFIC INCENTIVES & FACILITATION START UPS

For the past two decades, the State has been producing talented and progressive resource pools, which need to be nurtured as young entrepreneurs. As a step forward in this direction, the following additional specific supportive measures will be given to Startup companies which are promoted by   budding entrepreneurs with creative ideas:-

(a) 25% subsidy on lease rentals upto Rs.5 lakhs per annum maximum upto a period of three years, for the plug-and-play built up office space ranging from 1000 sft to 5000 sft, leased by Start Ups in STPI, IT/multi-purpose SEZs/IT Parks(both Public & Private promoted).

(b) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by start up IT Industry & Communication technology industry companies on sale/lease deeds on the first transaction.

(c) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by start up IT Industry & Communication technology industry companies on sale/lease deeds on the 2nd transaction.

(d) Admissibility of Industrial Power category tariff.

(e) 25% power subsidy on power bills for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(f) Recruitment Assistance of Rs.2.5 lakhs for recruitment made upto 50 IT professionals within a period of one year.

(g) Reimbursement of patent filing cost to a maximum of Rs.2 Lakhs per patent awarded per annum.

(h) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

Small and Medium Enterprises (SMEs)

Small and Medium Enterprises are key propellers of competition, growth, and job creation in a global economy. More than 80% of economic activity forms part of the informal sector. In order to encourage the Small & Medium Enterprises in IT/ITES sector and provide a hassle free regulatory frame-work to sustain and grow, the following specific incentives have been designed, apart from the general incentives mentioned above.

(a) 25% subsidy on lease rentals upto Rs.5 lakhs per annum maximum upto a period of three years, for the plug-and-play built up office space ranging from 1000 sft to 5000 sft, leased by SMEs, in STPI, IT/multi-purpose SEZs/IT Parks(both Public & Private promoted).

(b) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by SME IT Industry & Communication technology industry companies on sale/lease deeds on the first transaction. This incentive is not eligible in case Government land is allotted.

(c) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by SME IT Industry & Communication technology industry companies on sale/lease deeds on the 2nd transaction. This incentive is not eligible in case Government land is allotted.

(d) Admissibility of Industrial Power category tariff

(e) 25% power subsidy on power bills for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(f) Rs.10 Lakhs as recruitment assistance for employing minimum 200 IT employees within 2 years of commencement of commercial operations.

(g) Reimbursement of 20% of expenditure incurred for obtaining quality certifications for CMM Level 2 upwards. Reimbursement will be limited to a maximum of Rs.4 lakhs. Similar reimbursement will be made to BS7799 for security and also for ITES Companies for achieving COPC and eSCM certification.

(h) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

(i) Tie up with reputed Business Analyst Firms to evaluate the strengths of SMEs - so that SMEs can market themselves for raising equity and for promotion of their products and services in international markets.

(j) Facilitate linkages of smaller ICT companies developing niche technological solutions with bigger firms capable of integrating innovations into existing platforms for end-users**.**

IT Product/R&D Companies

An IT product/R&D company brings brand value to the State. Compared to services companies product companies invest lot more with less people. People coming into the product companies are from the higher end of the technical spectrum and thus attract more investment/cost of operations/payment of average salaries which are almost 6-7 times the services/ITES companies. In order to encourage product companies, the following specific incentives are offered:

a) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by IT product/R&D companies on sale/lease deeds on the first transaction. This incentive is not available in case Government land is allotted.

b) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by IT product/R&D companies on sale/lease deeds on the 2nd transaction. This incentive is not available in case Government land is allotted.

c) Admissibility of Industrial Power category tariff.

d) 25% power subsidy on power bills for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

e) Relaxed eligibility criteria for allotment of land, subject to availability as mentioned at Para 10(1)(ii) above.

f) Rs.15 Lakhs as recruitment assistance for employing minimum 150 IT employees within two years of commencement of commercial operations in the Tier-II cities.

g) Reimbursement of patent filing cost to a maximum of Rs.2 Lakhs per patent awarded per annum.

h) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

TIER-II LOCATIONS:

Warangal is emerging as Tier II IT hubs in the State. Tier II Locations offer significant advantage, in terms of cost of living, operation cost, availability of skilled human resource at low cost, low commuting time etc. This accounts for over 25% saving, as compared to large cities. To further promote Tier II locations and to motivate ICT industry to set up their operations, the following specific incentives are offered.

(a) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Industry & Communication technology industry companies on sale/lease deeds on the first transaction. This incentive is not available in case Government land is allotted.

(b) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Industry & Communication technology industry companies on sale/lease deeds on the 2nd transaction. This incentive is not available in case Government land is allotted.

(c) Admissibility of Industrial Power category tariff

(d) 25% power subsidy on power bills for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(e) A subsidy of Rs.10 lakhs to the first five anchor IT / ITES companies, as identified by the Government, employing more than 250 employees in IT or 500 employees in ITES in any Tier-II location.

(f) Rs.15 Lakhs as recruitment assistance for employing minimum 100 employees within two years of commencement of commercial operations in the Tier-II city.

(g) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

(h) Free City profiling and detailed report on advantages of each Tier II location for prospective investors and entrepreneurs;

(i) Organizing exhibitions, conferences in Tier II cities and taking IT companies located there as part of trade delegations to domestic, national and international exhibitions.

TIER-III LOCATIONS

To spread the usage of Information Technology and in order to see that the benefits of Information Technology reaches the common man till the last mile in the State, besides above Tier II locations, all towns & district headquarters, in the State will be developed as Tier III locations. IT companies set up in such towns & district headquarters, are eligible for the following special incentives:

(a) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Industry & Communication technology industry companies on sale/lease deeds on the first transaction. This incentive is not available in case Government land is allotted.

(b) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Industry & Communication technology industry companies on sale/lease deeds on the 2nd transaction. This incentive is not available in case Government land is allotted

(c) Admissibility of Industrial Power category tariff.

(d) 50% power subsidy on power bills for a period of 5 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(e) A subsidy of Rs.10 lakhs to the first five anchor IT / ITES companies, as identified by the Government, employing more than 250 employees in IT or 500 employees in ITES in any Tier-III location.

(f) Rs.15 Lakhs as recruitment assistance, basing on the level of employment generated, for employing minimum 100 IT employees within three years of commencement of commercial operations in identified Tier-III location, i.e., Rs.5 lakhs for first 50 employment generated in the first year, Rs.2.5 lakhs to the next 25 employees in the 2nd year, and Rs.2.5 lakhs for the remaining 25 employees employed at the end of third year. This incentive is available only for the first 5 anchor companies as identified by the Government.

(g) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

(h) Government shall strive to create Incubation Centres and IT Parks depending on need based requirement.

(i) Government shall take steps to see that the "e-learning" concept is widely used by the students in Tier III locations.

Animation, Gaming and Digital Entertainment

The Global Animation and Gaming industry is a sun-rise vertical in ITES sector and has tremendous growth potential. In order to promote this vertical, Government shall make available the following additional incentives:

(a) Develop state-of-the-art Gaming and Animation Facility/, which shall comprise of Built up incubation space, Shared Studios, Processing Labs, Media Centre, Conference facilities, Transit Office/Business Centre., etc. The PPP model also will be used to create the above infrastructure.

(b) Start Animation & Gaming Academy in collaboration with reputed Gaming & Animation industry associate to prepare the students suitable for employment in Gaming & Animation sector.

(c) For creating public awareness on promoting Animation films produced locally, Govt will organize Animation & Gaming promotion events, in association with animation companies and animation training institutes annually.

(d) Promote a full-fledged Gaming & Animation City to cater to the requirements of digital entertainment sector in due course of time.

(e) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by Animation, Gaming and Digital Entertainment companies on sale/lease deeds on the first transaction. This incentive is not available in case Government land is allotted.

(f) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by Animation, Gaming and Digital Entertainment companies on sale/lease deeds on the 2nd transaction. This incentive is not available in case Government land is allotted.

(g) Admissibility of Industrial Power category tariff.

(h) 25% power subsidy on power bills for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(i) Rs.15 Lakhs as recruitment assistance for employing minimum 100 employees within one year of commencement of commercial operations.

(j) Reimbursement of 20% of expenditure incurred for obtaining quality certifications for CMM Level 2 upwards. Reimbursement will be limited to a maximum of Rs.4 lakhs. Similar reimbursement will be made to BS7799 for security and also for ITES Companies for achieving COPC and eSCM certification.

(k) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

Engineering Services

There is a very huge opportunity in the area of Engineering Services. The Engineering Services opportunity for the Indian Companies as per the projections of NASSCOM, is of the order of USD 40 billion by the year 2020. The growth rates in Engineering Services opportunity are predicted to exceed the growth rates of IT & BPO sectors. Identifying Engineering Services as a thrust area in ICT industry, the following incentives are offered:

(a) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Engineering Service companies on sale/lease deeds on the first transaction. This incentive is not available in case Government land is allotted.

(b) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by IT Engineering Service companies on sale/lease deeds on the 2nd transaction. This incentive is not available in case Government land is allotted.

(c) Admissibility of Industrial Power category tariff.

(d) 25% power subsidy on power bills for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(e) Rs.15 Lakhs as recruitment assistance for employing minimum 100 employees within one year of commencement of commercial operations.

(f) Reimbursement of 20% of expenditure incurred for obtaining quality certifications for CMM Level 2 upwards. Reimbursement will be limited to a maximum of Rs.4 lakhs. Similar reimbursement will be made to BS7799 for security and also for ITES Companies for achieving COPC and eSCM certification.

(g) Reimbursement of patent filing cost to a maximum of Rs.2 Lakhs per patent awarded per annum.

(h) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

Electronic Hardware (non-hazardous)

Keeping in view the importance of growth of electronic hardware (non-hazardous) industry to support the IT sector, Government will provide the following incentives to the Hardware Industry:

(a) 100% reimbursement of stamp duty, transfer duty and Registration fee paid by Electronic Hardware companies on sale/lease deeds on the first transaction.

(b) 50% reimbursement of stamp duty, transfer duty and Registration fee paid by Electronic Hardware companies on sale/lease deeds on the 2nd transaction.

(c) Admissibility of Industrial Power category tariff.

(d) 25% power subsidy on power bills for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(e) Patent Filing Costs will be reimbursed to a maximum of Rs.2 lakhs on successful attainment of the patents.

(f) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

Promotion of IT Incubation Facilities at Engineering Colleges/ other educational institutions

There are large number of Engineering colleges**/**other educational institutions geographically dispersed across the State. It is proposed to encourage their participation in the growth of local economy through involving local talent The engineering colleges creating Business Incubation Labs/R&D Centres/IT/ITES operations, in their Campus, are encouraged by Government with the following incentives:

(a) Admissibility of Industrial Power category tariff on power connection of the Business Incubation Labs

(b) 25% power subsidy on power bills consumed on the Power Meter of the Business Incubation Labs for a period of 3 years or Rs.30 lakhs which ever is earlier, from the date of commencement of commercial operations.

(c) Recruitment assistance of Rs.2.5 lakhs for recruitment of 50 local students in the Business Incubation Labs/R&D Centre/IT/ITES operation in their campus, within two years.

(d) 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

SC/ST ENTREPRENEURS

Keeping in tune with the philosophy and & commitment of the Government to strive for the upliftment of the socially challenged sections of the Society, i.e., SC/ST entrepreneurs, the following special dispensation in envisaged in respect of the SC/ST entrepreneurs, engaged in the IT/ITES activity, having a stake of more than 51% shareholding, in the said IT company/unit/activity.

(a) 100% reimbursement of stamp duty, transfer duty and Registration fee paid on sale/lease deeds on the first transaction.

(b) 50% reimbursement of stamp duty, transfer duty and Registration fee paid on sale/lease deeds on the 2nd transaction.

(c) 100% reimbursement of Stamp duty and transfer duty paid on <u>financial deeds</u> and <u>mortgages,</u> etc.

(d) 33 1/3 % rebate on land cost up to Rs.5 lakhs, in IEs/IDAs/STPI/ IT/multi-purpose SEZs/IT Parks (both Public & Private promoted).

(e) Reservation of 15% built up office space for SC/ST entrepreneurs in the Government promoted IT/multi-purpose SEZs/IT Parks.

(f) 25% investment subsidy on fixed capital Investment will be given to SC and ST Entrepreneurs and additional 5% investment subsidy for SC Women and ST Women Entrepreneurs, with a maximum limit per unit of Rs.25 Lakhs.

(g) 8.5% Interest subsidy on Prime Lending Rate (PLR) will be given on the term loan and working capital subject to a maximum of Rs. 5.00 Lakhs per year for a period of 5 years for units which commence commercial production 50% subsidy on the expenses incurred for quality certification, limited to Rs. 2.00 Lakhs.

(h) Admissibility of Industrial Power category tariff

(i) 50% power subsidy on power bills for a period of 5 years or Rs.50 lakhs which ever is earlier, from the date of commencement of commercial operations.

(j) Rs.10 Lakhs as recruitment assistance, basing on the level of employment generated, for employing minimum 100 IT employees within three years of commencement of commercial operations, i.e., Rs.5 lakhs for first 50 employment generated in the first year, Rs.2.5 lakhs to the next 25 employees in the 2nd year, and Rs.2.5 lakhs for the remaining 25 employees employed at the end of third year.

(k) Reimbursement of 20% of expenditure incurred for obtaining quality certifications for CMM Level 2 upwards. Reimbursement will be limited to a maximum of Rs.4 lakhs. Similar reimbursement will be made to BS7799 for security and also for ITES Companies for achieving COPC and eSCM certification.

(l) Reimbursement of patent filing cost to a maximum of Rs.2 Lakhs per patent awarded per annum.

(m) 100% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

WOMEN ENTREPRENEURS:

Women employees constitute more than 30% of the total working IT population in the State. In order to empower the women entrepreneurs to penetrate into the IT industry and show their mark , for the first time in the ICT policy the following incentives are envisaged: (For the purpose of application & eligibility of above incentives, Women entrepreneurs mean those units established as sole Proprietress or invariably having 51% share in the ICT Companies)

(a) 100% reimbursement of stamp duty, transfer duty and Registration fee paid on sale/lease deeds on the first transaction.

(b) 50% reimbursement of stamp duty, transfer duty and Registration fee paid on sale/lease deeds on the 2nd transaction.

(c) 100% reimbursement of Stamp duty and transfer duty paid by the industry on financial deeds and mortgages.

(d) 25% (33 1/3 % in case of Women SC/ST entrepreneurs) rebate in land cost, limited to Rs.5.00 Lakhs, in IEs/IDA's, STPI, IT/multi-purpose SEZs/IT Parks (both Public & Private promoted).

(e) Reservation of 15% built up office space for Women Entrepreneurs in the Government promoted IT/multi-purpose SEZs/IT Parks.

(f) 20% Investment subsidy on fixed capital investment subject to a maximum of Rs.20.00 lakhs.

(g) 5%(8.5% in case of women SC/ST entrepreneurs) interest subsidy on Prime Lending Rate (PLR) will be given on the term loan taken subject to a maximum of Rs.5.00 lakh per year for a period of 5 years for units which commence commercial production

(h) Admissibility of Industrial Power category tariff.

(i) 50% power subsidy on power bills for a period of 5 years or Rs.50 lakhs which ever is earlier, from the date of commencement of commercial operations.

(j) Rs.10 Lakhs as recruitment assistance, basing on the level of employment generated, for employing minimum 100 IT employees within three years of commencement of commercial operations i.e., Rs.5 lakhs for first 50 employment generated in the first year, Rs.2.5 lakhs to the next 25 employees in the 2nd year, and Rs.2.5 lakhs for the remaining 25 employees employed at the end of third year.

(k) Reimbursement of 20% of expenditure incurred for obtaining quality certifications for CMM Level 2 upwards. Reimbursement will be limited to a maximum of Rs.4 lakhs. Similar reimbursement will be made to BS7799 for security and also for ITES Companies for achieving COPC and eSCM certification.

(l) Reimbursement of patent filing cost to a maximum of Rs.2 Lakhs per patent awarded per annum.

(m) 100% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts of space.

IT SEZs/IT Parks/IT Campuses/ITIR

For provision of state-of-the art physical infrastructure of international standards suiting to the requirements of IT/ITES industry, the following additional incentives are eligible for notified ITIRs/ITSEZs/IT Parks/IT Campuses in the State.

1) Exemption from Zoning Regulations:

IT industry, i.e., IT/ITES Units/Companies and IT Parks/IT Campuses notified by the ITE&C Department, are exempted from the Zoning Regulations, subject to ensuring environmental safeguards, and the payment of conversion charges under the provisions of AP Urban Area Development Act 1975 or AP Town Planning Act 1920 as applicable for the location of IT/ITES Units/Companies as stipulated under the Revised Building Rules of Municipal Administration & Urban Development (M) Department and amendments thereon from time to time, basing on the terms and conditions stipulated.

2) IT/ITES Units/Companies/IT Parks so notified by Information Technology and Communications Department are exempted from payment of land usage conversion charges.

3) No limitation on height of buildings and FAR/FSI, subject to payment of City Level Infrastructure Impact Fee and would be governed by, Revised Building Rules, location norms and clearances from Fire Services, Airport Authority and shall be in conformity with National Building Code, regulations, terms & conditions as per stipulations of Municipal Administration & Urban Development (M) Department and amendments thereon.

4) Consequent on adoption of Repeal Act 1999, there is no necessity to file any declarations or to obtain permission under Section 20 (1) of Urban Land (Ceiling & Regulation) Act, 1976, to hold the excess land for future land transactions.

5) Notified IT Parks/IT SEZs are eligible for Industrial Power Category conversion on their Service Connections, exclusively used for their operations by the IT industry, located in the said IT Parks/ITSEZs, These incentives are available for notified IT SEZs/IT Parks/IT campuses on application (to be sanctioned on filing of filled in application Proforma, fulfillment of eligibility criteria and stipulated terms & conditions thereon).

General Incentives automatically applicable to all the ICT Industry:

Below, are given the general incentives available to the ICT industry, automatically.

I) IT/ITES units are exempt from the purview of the AP Pollution Control Act, except in respect of power generation sets.

II) IT/ITES units/ companies are exempt from the purview of statutory power cuts.

III) IT Industry is exempt from inspections under the following Acts and the Rules framed there under, barring inspections arising out of specific complaints. The IT units are permitted to file self-certificates, in the prescribed formats.

- The Factories Act 1948.
- The Maternity Benefit Act 1961.
- The AP Shops & Establishments Act 1988.
- The Contract Labour (Regulation & Abolition) Act 1970.
- The Payment of Wages Act 1936.
- The Minimum Wages Act 1948.
- The Employment Exchanges (Compulsory Notification of Vacancies) Act 1959.

IV) General permission for three shift operations with women working in the night for IT/ITES units/ companies.

V) IT/ITES units/companies and non-hazardous hardware manufacturing industry are declared as essential service under AP Essential Services Maintenance Act.

Electronic Hardware Policy 2012-2017

Electronics, reported at USD 1.75 trillion, is the largest and fastest growing manufacturing industry in the world. It is expected to reach USD 2 trillion by 2014 and USD 2.4 trillion by 2020. Currently, the demand in the Indian market stands at USD 45 billion and is projected to grow to USD 125 billion by 2014 and USD 400 billion by 2020. Further, exports are expected to increase from the current USD 4 billion to USD 15 billion by 2014 and USD 80 billion by 2020. Domestic consumption is expected to grow exponentially at a CAGR of 22 % for the period 2009 - 2020. This will be driven by a surge in income levels, the value of

electronics goods, demand from a resurgent corporate sector and the government's focus on e-governance.

Size of the global electronics industry vis-à-vis other major industries :

⇨ 4.40 times oil, petrol and minerals
⇨ 2.75 times chemical and plastics
⇨ 2.45 times food, beverages and tobacco
⇨ 2.44 times transportation
⇨ 2.20 times electricity, gas and water

Domestic production is at present less than 45% of domestic consumption. There is a huge gap in the demand and supply which will widen as the demand grows and domestic manufacturing continues to slacken. Significantly most of India's electronics imports are from China and Indian government and Government of Telangana may like to reckon this from a strategic perspective.

The status of Electronic Hardware Industry in Andhra Pradesh at present is:

- Telangana State ranks No.5 in the National Electronic industry.

- Telangana State contributes to 7.5 % of electronic production in the Country.

- Telangana reached Rs.6500 crores production and Rs.650 crores exports during 2009-2010.

- Houses about 300 electronic industries with 60,000 employee base and in highly specialized lines.

The Electronics Hardware industry in India in general and Telangana in particular is poised for high growth however there exist multiple challenges that need to be addressed in order to realize its true potential. Key challenges among these are inadequate infrastructure, frequently changing tax structure, supply chain and logistics issues, inflexible labor laws, limited R&D focus, non-availability of funding mechanisms, limited focus on value addition and exports. Supply lagging behind demand in India, result to ever-increasing imports from China, Taiwan, and South Korea etc. Local manufacturers cannot match the competitive prices of imported finished goods due to these challenges.

The Electronic Hardware subject was with the IT&C Dept since formation in 2000 till 2007. As such, IT&C Dept brought the first Electronic Hardware Policy in the year 2001 vide G.O.Ms.No.41, dt: 21.08.2001 (FLAG-A). Subsequently in 2007, the Electronic Hardware subject was transferred to Industries & Commerce Dept. However, in view of the fact that the subject Electronic Hardware is dealt by the Ministry of Communications and Information Technology (MCIT) at Govt of India level and to have focus and thrust, the Electronics Industries Association of AP (ELIAP) also represented for bringing back the subject to the IT&C Dept, the subject of Electronic Hardware has again been transferred to IT&C Dept vide G.O.Ms.No.510, GA (AR&T.I) Dept, dt: 24.08.2011.

Identifying the growth of Electronic Hardware manufacturing sector as thrust area, MCIT, GoI, is in process of taking action for implementation of the recommendations of the High Level Committee and in this regard a national level meeting of the concerned Secretaries in Electronics System Design and Manufacturing (ESDM) was organized by Dept of Information Technology, Govt of India on 26.09.2011. At the said meeting, Government of India sought the help of State Governments to take aggressive steps for the development of Electronic

System Design & Manufacturing Sector such as (i) establishment of hardware manufacturing clusters (ii) creation of human resource focused Hardware policy for attracting ESDM sector with specific incentives (iii) development of capacity building in colleges and universities for ESDM related academic courses (iv) setting up Incubation Centres (v) providing incentives for specific electronics/verticals and (vi) provision of effective single window clearance.

Keeping the above in view and after evaluating the incentives and facilitative mechanisms provided earlier to Electronic Hardware Industry vide the previous Electronic Hardware Policy 2001 of IT&C Dept, ICT Policy 2010-2015 of IT&C Dept, Industrial Policy of Ind & Com Dept, Karnataka Electronic Hardware Policy, Govt of India Semi Conductor Policy, Representation of ELIAP and ESC, GoI, etc, it is proposed to offer specific incentives/initiatives to Electronic Hardware Industry through a separate Electronic Hardware Policy 2012-2017.

The salient features of the proposed Electronic Hardware Policy 2012-2017 are as follows:-

Definitions:

- Electronic Hardware Industry for the purpose of application of this Electronic Hardware Policy 2012-2017 includes **Industrial Electronics, Computers and peripherals, communication, Electronic Manufacturing Services and broadcast equipment strategic electronics and components**. The broad classification of the products and services covered under this policy for the Electronic Hardware sector is as at Annexure-I to the Electronic Hardware Policy 2012-2017.

- Electronic Hardware Micro, Small Medium Enterprises (MSMEs) are as defined under the MSME Policy of the Govt of India.

- Electronic Hardware Start-up units are as defined under ICT Policy 2010-2015.

Key Initiatives:

- Convert existing clusters such as FAB City and Aeronautical SEZ into Centers of excellence, giving fresh impetus on Infrastructure

- Create 4 Hubs covering NEWS (North, East, West, and South) in and around ORR, Hyderabad consisting of 300 Acres of Multi product Electronic SEZ's and another 200 acres for the supporting Electronic Industry.

- Create a joint Government-Industry committee to market India and attract investment in India.

- Incentivizing investments in Telangana by creating a model where the subsidy or rebate given to a Electronic Hardware industry is determined on the basis of the value addition and volumes.

- R&D will be the key focus areas for Telangana. IP creation by local units will be given prime importance.

- Common facilitation Centre/Incubation Centre/Cluster should be established with full pledged testing facilities to meet the global quality parameters such as EMC, Safety Testing, RF, Microwave Testing, Environmental Testing, and Endurance Testing & Other Functional Testing. This should be closer to the Electronic Industries Cluster.

- Creating Hardware Manufacturing Clusters in both SEZ and non-SEZ(domestic) areas in tune with the Policy Guidelines of Electronic Hardware Promotion program of Ministry of Communications & information Technology, Govt of India

- Create a fund under the management of a working committee comprising representatives of industry bodies and government, with an equal stake to promote design, manufacturing, assembling, and Innovation and packaging business.

- Organizing exhibitions, conferences and taking Electronic Hardware companies located in the state as part of trade delegations to domestic, national and international exhibitions.

- Single Window System for necessary permissions and clearances. Concerned Industry association inputs/suggestions/approval/ recommendation may be obtained for necessary clearances.

- Recognizing the importance of involving Industry Stake Holders, President, ELIAP has been included as a member of Consultative Committee on IT Industry (CCITI) which is a industry – Government body for administration of incentives and providing comfort and facilitation for Electronics Hardware Sector.

In view of the above, Government vide its Cabinet Resolution has issued the Electronic Hardware Policy 2012-2017, to attract electronic System Design and Manufacturing companies to the State.

CHAPTER 13

Particulars of recipient of concession, permits

Power Memos/Certificates issued to IT companies after formation of Telangana

Sl. No.	Company Name	CCITI	Date of CCITI Approval	Date of Memo Issued	25% rebate in power tariff / Conversion to Industrial Power Tariff
1	ADP Private Limited	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
2	Phoenix Infocity Pvt Ltd	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
3	Ganga Hitech City 2 Society	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
4	ENN ENN Corp Ltd	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
5	Bruno's Computer Solutions & Software Pvt Ltd	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
6	Voicegate Technologies India Private Limited	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
7	CMC Limited	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
8	Enlume Technologies Private Limited	1st	09.10.2014	13.10.2014	Conversion to Industrial Power Tariff
9	Soctronics Technologies Pvt Ltd	2nd	16.12.2014	22.12.2014	Conversion to Industrial Power Tariff

CHAPTER 14

Information available in Electronic form & the Officer concerned

Details of the information related to various schemes of the Department

Subject	Contents or title	Designation and custodian of Information
Mee-Seva	Note on Electronically Services Delivery, ESD (Mee Seva)	Director, Electronic Services Delivery (ESD)
Parishkaram	1. About Parishkaram Call Centre 2. Parishkaram Agreement and understanding between, M/s, COMVISION INDIA Pvt. Ltd., Directorate of Electronically Services Delivery (Mee Seva).	Director, Electronic Services Delivery (ESD)
TSOnline – TS Portal	About TSOnline – only maintenance / content aspects	Executive Assistant / Deputy Tahsildar
Telangana Academy for Skill and Knowledge	Overview of TASK	Chief Executive Officer (TASK)
e-Procurement	• The GoTS has taken on the entire eProcurement system along with source code. • The application is running under O&M model from 1.1.2011. • New version of e-Procurement is in process • e_Auction services are being provided by MSTC.	Joint Secretary (eGov)
State Data Centre	Data centre to the needs of all Government Departments.	Joint Director (Communications)
IT Promotion	**ICT Policy 2010-2015 & Electronic Hardware Policy 2012-17**	JD (Promotions)
SAPNET	Overview	Joint Director (Communications)
TSWAN	New Telangana State Wide Area Network (TSWAN)	Joint Director (Communications)
Telangana Secretariat Campus Area Network (TSCAN)	Brief on TSCAN	Joint Director (Communications)

CHAPTER 15

Particulars of facilities available to citizens for obtaining information

Sl. No.	Facility	Location of Facility / Name	Details of information made available
1.	Office Notice Board	"A" Block, 2nd Floor, Telangana Secretariat, Hyderabad	As per RTIA Sec.4 (1) (b) and details of PIO, APIO and Appellate Authority as per Sec.5
2.	Website	www.it.telangana. gov.in www.tsonline.gov.in www.apic.gov.in	As per RTIA 4 (1) (b)
3.	Information Hand Book	"A" Block, 2nd Floor, Telangana Secretariat, Hyderabad	As per RTIA 4 (1) (b)

CHAPTER 16

Names, Designations & Particulars of Public Information Officers

Sl. No.	Information Officers	Name & Designation of the Officers	Telephone Nos.	e-Mail
1.	Appellate Authority	Sri Harpree Singh, IAS, Secretary to Govt.	23456401	secy_itc@ telangana.gov. in
2.	State Public Information Officer	Sri P. Manohar, Jt. Director (Admn)(FAC)	23456362	jtdir_admin_itc@ telangana.gov.in dd_admin_itc@ telangana.gov.in
3.	Asst. Public Information Officer	Smt.B.Adilakshmamm, Section Officer (Admn)	23456365	so_itc@ telangana.gov.in

CHAPTER 17

Citizens' Charter

As per the recommendation of the 2ⁿᵈ Administrative Reforms Commission

Sl. No.	Name of the Wing	Subject	Time frame for disposal of the case
1.	O.P.SECTION	(a) Sanction of increments	3 working days
		(b) Sanction of Leave	3 working days
		(c) Request for Government permission on administration issues from Heads of Departments/ Subordinate Officers	14 working days
2.	ADMIN	Request for information under RTI Act	Within 30 days as per the act
3.	PROMOTION	Request for release of Incentives to IT Companies as per IT Policy	Subject to eligibility of applicant and availability of funds from Government.
4.	INFRASTRUCTURE	(a) Request for providing infrastructure from other departments.	4 days, if stock is available in ITE&C Stores and if not two weeks to procure.
		(b) Request for Technical advises from other Government departments.	7 days
5.	COMMUNICATIONS	Request for technical advises from other Government Departments:	
		(i) Routine matters	1 day
		(ii) New Technologies	7 days

HARPREET SINGH, IAS.,
SECRETARY TO GOVERNMENT
ITE&C DEPARTMENT.