INFORMATION HAND BOOK
UNDER SECTION 4(1)(B) OF RTI ACT
AS ON 30.06.2021

INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATIONS DEPARTMENT

INDEX

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 into existence in Telangana State. The Department has one HOD i.e., Commissioner, Electronic Services Delivery (ESD) - (Mee Seva), one Public Sector Undertaking i.e., Telangana State Technology Services Ltd., and two registered Societies i.e., Society for Telangana Network (SOFTNET) 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

- TSTS Ltd - Telangana State Technology Services Ltd, 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.
- Commissioner, ESD- Mee Seva - Office of the Commissioner 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
- SOFTNET - Society of Telangana 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
- DeitY – 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., TSTS Ltd., Commissioner, ESD (Mee Seva), TASK and SOFTNET 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.it.telangana.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) - PA	➢ Formulation & Implementations of ICT Policy, IMAGE (Animation & Gaming) Policy, Innovation Policy & Rural Technology Policy. ➢ Administration of Incentives to IT/ITES, Animation, Gaming, VFX Companies ➢ Proactive promotion of IT Industry ➢ Planning IT Promotion programmes/conferences/events of the Department ➢ Coordination/Liaison with other Departments to expedite clearance and ensure seamless operations of IT/ITES Companies ➢ Monitoring the progress of IT companies establishing campus in the State. ➢ Promotion of Animation, Gaming, VFX Industry in the State. ➢ Participation/ Organization of major IT/Animation & Gaming events ➢ Publication of promotional material ➢ Handing holding / Administrative support to investors ➢ IT Promotion in Tier - II & III Hubs ➢ Creation of IT Parks in Tier-II cities ➢ IT Special Economic Zones	▪ 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 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
			To take pro active measures for the promotion of IT, Animation & Gaming.
			To participate / organize major IT/Animation & Gaming events - nationwide & internationally
			To do publication of promotional material & extensive distribution
			To render escort services to Investors through different promotional activities
			To promote IT Enabled Services.
			To Promote IT in Tier – II/III Cities
			To facilitate the sanction of IT Special economic Zones
			File processing for Setting up of IMAGE Tower
			- Regular interaction with Industry association - Develop a system of monitoring key

			statistics (eg, number of employment in different vertical, export data , etc) ▪ Encourage product development. ▪ Encourage R&D activities. ▪ Coordination with representatives of GHMC, Cyberabad Police, TSIIC and Industry Associations. ▪ Establishing MSME tower
2.	**Communications:** - Joint Director (Communications) - Consultant	➢ SWAN ➢ SOFTNET ➢ Internet Bandwidth ➢ Cell Phones ➢ Telecom Infrastructure Development Policies ➢ Cyber Security	▪ 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.
	- Consultants (Auctus Team)	➢ Wi-Fi ➢ Digital India-Digital Telangana ➢ e-Health ➢ e-Agriculture	▪ Evolving frameworks, strategies for implementation of different special projects.

		e-Education Women Security Digital Literacy/NDLM Disaster Management Miscellaneous	▪ Evaluating different solutions and syncing them with the framework ▪ Audit & review of implementation.
3.	**e-Governance:** - Joint Secretary (e-Governance) i/c - Assistant Director (e- Governance) - PA/ Statistical Officer - DEOs	➢ Secretariat Computerization Workflow Management ➢ Monitoring of Electronic Services Delivery (ESD) Prioritization of Departments for computerization. ➢ Local language initiative. ➢ Technical standards/ Data Standards. ➢ Technical Support to Government Departments ➢ Provide support to projects of ITE&C Department – SSDG, Mee Seva. ➢ Implementation of e-Office Project	▪ 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 ▪ To extend necessary support to e-Governance Projects in Government Organizations/ Departments. ▪ Monitoring and implementation of Mee Seva and SSDG Projects and e-Office Project
4.	**Infrastructure :** - Joint Director (Infrastructure) - PA	➢ TGSCAN (WAN / LAN in Secretariat) ➢ State Data Centre ➢ IT Security ➢ IT Facility Management in SCAN & SDC	▪ To monitor the SCAN & SDC
5.	**Electronics:** - Director (Electronics) - Consultants - DEO	➢ Promotion of Industry & Innovation in Field to Electronics, Electro Mechanics and Semiconductor ➢ Supervision of T-Fiber erstwhile NOFN project ➢ T-Works	▪ Supervision of Promotion of Industry & Innovation in Field to Electronics, Electro Mechanics and Semiconductor ▪ Supervision of Telangana Fiber Grid ▪ Establishment of T-

			Works a prototyping lab for Electronics, Electro Mechanics
6.	**Administration :** - Deputy Secretary - Assistant Secretary - SO (Admin) - Statistical Officer/ PA(Budget) - Statistical Officer/ PA (Audit) - PAs - DEOs	➢ Administrative support to all other wings ➢ Budget and OP ➢ General correspondence with other Departments ➢ TSTS related matters ➢ ESD related matters ➢ SOFTNET & 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 TSTS & ESD (Mee Seva) ▪ SOFTNET and TASK ▪ Coordinating Assembly related Vigilance and Right to Information Act issues. ▪ Acting as Appellate Authority of ITE&C Dept.,

CHAPTER 2

Powers and duties of the Officers and Employees

Sl. No.	Name & Designation	Subjects concerned	Duties	Powers
1.	Sri Jayesh Ranjan, IAS., Principal 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 and 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 ESD, TSTS, Societies and Companies under ITE&C Dept. ♣ Budget and Administration of ITE&C Dept. ♣ Cabinet matters and Assembly questions relating to above subjects. ♣ Departmental e-Gov Projects ♣ E-Procurement, Mee Seva, Call Centers.	▪ To effective implementation of 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. ▪ Adjudicating Officer, Telangana State in all the matters related to cyber crimes and complaints under the provisions of Information Technology Act.	▪ 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.

		♣ NeGP (National e-Governance Plan) ♣ IT Infrastructure Projects - Data Center, SSDG ♣ Broadband Network ♣ TS Online Portal ♣ IT Infrastructure Projects, TSCAN ♣ Common Service Centers (CSC) ♣ R&D Projects ♣ Implementation of Telugu in IT. ♣ Chief Minister's Information System ♣ Cyber crimes and complaints under the provisions of Information Technology Act ♣ Any other subjects not allotted		
2.	Sri Sandeep Kumar Jha, IAS., Deputy Secretary to Government	➢ Supervision of general administration ➢ Office procedures ➢ Service Matters ➢ Postings and Transfers ➢ Vigilance and Disciplinary cases. ➢ Court cases ➢ General correspondence of ITE&C Dept. ➢ Payment of Telephones, Vehicles hiring charges etc., ➢ T.A Bills, Budget proposals, Audit & Accounts ➢ Periodical Reports and Special Reports,	▪ To see effective functioning of administration. ▪ To ensure the guidelines and procedures in the administrative process and service matters. ▪ Vigilance and Disciplinary cases. ▪ Review of court cases ▪ To present bills and disburse the amounts and cheques. ▪ To coordinate and see that the answers to LAQs/LCQs and redressal of CM petitions.	▪ To examine and suggest appropriate measures in all administrative and financial matters. ▪ Supervision of all 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 ESD, TSTS, Societies and Companies under the control of the Dept.

		LAQs/LCQs, ➢ CM Petitions Monitoring. ➢ Appellate Authority under RTI Act	▪ Appellate Authority under RTI Act, 2005. ▪ Preparation of Annual Budgets and its related issues.	
3.	Sri R. Shobhan Babu, Assistant Secretary to Government	➢ Administrative matters of ESD, TSTS, Societies and Companies under the control of ITE&C Dept. ➢ Office procedures ➢ Service matters ➢ Vigilance & Disciplinary cases. ➢ Periodical Reports, Economic Survey Report, CMP Monitoring, Other Reports and General Correspondence. ➢ Preparation of Annual Budget and Budget related issues. ➢ To provide information to the applicants under RTI Act etc. ➢ PIO under RTI Act, ➢ LAQs/LCQs.	▪ To see the Administrative matters of ESD, TSTS, Societies and Companies under the control of ITE&C Dept. ▪ To coordinate and obtain reports for meetings and as required by other Departments. ▪ General Correspondence. ▪ Preparing Annual Budget of the Department. ▪ To coordinate in furnishing the replies to LAQs/LCQs and redressal of CMPs.	▪ To call for information from the other wings for preparation of reports. ▪ To suggest the rule positions and guidelines in vogue. ▪ To circulate the files of the Administrative Matters of ESD, TSTS, Societies and Companies under the control of ITE&C Dept. ▪ Vigilance and Disciplinary cases. ▪ RTI related issues.
4.	Sri T. Bharani Kumar, Section Officer	➢ Office Procedures, Service Matters. ➢ Vigilance & Disciplinary Cases of the Dept. ➢ Administrative Sanctions and Sanctioning of Bills. ➢ Issue of GOs ➢ General Correspondence with other departments. ➢ Pay Bills, BSNL telephone, Cell phone, Vehicle Bills ➢ Office stationery	▪ To see the implementation of office procedures. ▪ To see the Administrative Matters and General Correspondence ▪ To obtain sanction for the bills and claims. ▪ To see allotment of telephones, vehicles and payment of bills. ▪ To see the service matters	▪ To issue necessary instructions to the subordinates & subordinate officers. ▪ To initiate files on Administrative Matters and General Correspondence ▪ To suggest guidelines and rule position on files. ▪ To sign all the approved G.Os and other orders. ▪ To implement the

				instructions of the authorities
		➢ Stores and record room. ➢ Reimbursement of bills to TSTS Ltd. ➢ Accounts, Other Administrative Matters and General Correspondence ➢ APIO under RTI Act ➢ RTI related correspondence and other miscellaneous correspondence. ➢ L.A.Q, L.C.Q's and other Assembly related matters.	▪ Custodian of SRs, other important and confidential documents. ▪ To monitor daily attendance and leaves. ▪ To sign all the fair copies of GOs and Office orders. ▪ To see the Assembly and RTI related matters.	▪ To see the Assembly and RTI related matters.
5.	Smt. L.Rama Devi OSD	➢ Conceptualizing, supervising and monitoring programs based on Emerging Technologies such as – Blockchain, AI, Big Data, Cloud Computing, Robotics, 3D printing, IoT and VR & AR. ➢ Initiating, supervising and monitoring various Centers of Excellences (CoEs) in technologies such as Artificial Intelligence, Data Science, Cyber Security, and E-Waste Management. ➢ Drafting policies for state level adoption of technologies such as Blockchain and Drones.	▪ Evolving frameworks, strategies for implementation of different special projects. ▪ Evaluating different solutions and syncing them with the framework ▪ Facilitating collaboration between industry, academia, government organizations and departments of government, pertaining to matters of Emerging Technologies. ▪ Develop strategies to adopt emerging technologies by the departments and facilitate the growth of ecosystem for emerging technologies in the State ▪ Formulate policies related to different	• Develop strategies to adopt Emerging Technologies by the departments and facilitate the growth of ecosystem for emerging technologies in the State • Formulate policies related to different technologies • Facilitate Stakeholder consultations and round tables • Assist/Guide departments in identifying appropriate IT solutions, preparation of proposals, Detailed Project Reports and Request for Proposals etc. • Lead, guide and mentor teams • Carry out Capacity

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

			technologies ▪ Facilitate Stakeholder consultations and round tables ▪ Assist/Guide departments in identifying appropriate IT solutions, preparation of proposals, Detailed Project Reports and Request for Proposals etc. ▪ Lead, guide and mentor teams ▪ Carry out Capacity Building programmes for the State officials	Building programmes for the State officials
6.	Sri.K.Rajendran Joint Director (Infrastructure)	➢ IT Infrastructure Projects. ➢ Installation and maintenance of computers, printers, scanners and other infrastructure, TGSCAN, State Data Center, NeGP (Hardware). ➢ Supervision of State Data Center.	▪ 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 T-SCAN. ▪ NeGP (Hardware) ▪ To Monitor The State Data Center. ▪ IT Infrastructure Projects.	▪ 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 progress of the Projects /Programmes entrusted. ▪ Acts as Nodal Officer for Cyber Crimes.
7.	Sri K.Rajendran, Joint Director, (Communications)	➢ Supervision of SWAN, SCAN, Communications and Other communication programmes, Video Conferencing System, Cyber Security, NeGP ➢ Supervision of	▪ To evolve policy for cost effective, efficient and Modern communication networking. ▪ To plan and	▪ To suggest and guide with appropriate technology for better Communication systems ▪ To supervise the

		Procurement, installation and Maintenance of servers, computers, printers, scanners ➢ TSTS technical matters like Project approvals, scrutiny, guidance etc. ➢ Policy Guidelines for issue of Mobile Phone facility to Government Offices. ➢ Internet BW provision, Policy guidelines etc.	formulate guidelines for communication network projects. ▪ To supervise the procurement, installation and maintenance of computers and peripherals. ▪ To coordinate broadband network. ▪ To see TSTS technical matters. ▪ Supervision of Cyber Security. ▪ Supervision of CSCs, Data Center, ▪ NeGP (Hardware)	projects of SWAN ▪ Supervision of Cyber Security, MMPs NeGP (NEGP) ▪ To scrutiny the proposals and guide in technical matters in TSTS. ▪ Supervision of NeGP (Hardware), State Data Center
8.	Sri Pendyala Srinivas, Joint Director (e-Governance) i/c	➢ Supervision and monitoring of e-Governance programmes ➢ Mee-Seva and SSDG programmes ➢ eOffice ➢ e-Auction ➢ O&M of eProcurement ➢ Aadhaar	▪ To evolve policy for effective implementation of e-Governance Programmes. ▪ Mee-Seva and SSDG Programs & e-Office project ▪ Overall supervision of O&M of eProcurement & eAuction	▪ To suggest guide with appropriate technology and better implementation of e-Governance & other Programmes assigned. ▪ To guide to implement e-Office project
9.	Sri M. Nagendra Kumar, Deputy Director	➢ All administrative related matters of ESD, TSTS, Societies and Companies under the control of ITE&C Dept.	➢ Correspondence on all administrative related matters of ESD, TSTS, Societies and Companies under the control of ITE&C Dept.	▪ Initiate action as instructed by the higher authorities.
10.	Sri C.Ravinder, Assistant Director (e-Gov)	➢ SSDG ➢ Mee Seva ➢ TSOnline Content Management ➢ E-Governance Project ➢ E-Procurement ➢ E-Office	▪ MeeSeva & SSDG Activities & Coordination with Commissioner ESD- MeeSeva ▪ Nodal Officer to SP & SSDG Project ▪ To monitor the hosting of	▪ To coordinate with concerned for SSDG, e-District & MeeSeva projects ▪ To Co-ordinate with TSTS Ltd., ▪ E-Procurement ▪ To Co-ordinate with Consultants

		➢ Aadhaar	information of different Departments on TSOnline and TS Portal etc. ▪ Coordination between departments and technical team for smooth running of applications ▪ To process files of eGov projects for implementation and maintenance etc. ▪ Mee Seva activities & coordination with Commissioner, ESD-Mee Seva etc. ▪ Supervision of O&M of e-Procurement and e-Auction.	for SP & SSDG and e-District projects, Mee Seva Project etc. ▪ To help in monitoring of the e-Gov programmes ▪ Coordinating with O&M vendors and issuing timely instructions on e-procurement and e-Auction ▪ Correspondence relating to Aadhaar
11.	Kum P.Uma, Statistical Officer	➢ Annual Budget, Revised Budget estimates, consolidation of monthly reports. ➢ Correspondence on all Budget related issues. ➢ Accounts related issues ➢ All issues relating to Audit paras of the Department and submission of replies to AG Office.	▪ Preparation of Annual Budget, Revised Budget estimates, as per the guidelines issued by the Finance Dept. ▪ Consolidation of monthly reports. ▪ Monitoring of Bills Submission to PAO/DTA/ DTO ▪ Reply to Audit Paras ▪ Accounts related issues.	▪ Processing files relating to Budget release. ▪ Preparation of Annual Budget etc. ▪ Preparation Bills as per G.Os/ Vouchers ▪ Audit and Accounts related matters.
12.	Sri B.V.Subramanyam, Assistant Director (e-Gov)	➢ Portal, GOIR ➢ Bio Metric Attendance System (BAS)	▪ To Monitor the hosting of information of different Departments on TS Portal etc. ▪ Overall supervision of GOIR Team ▪ Supervision of Bio Metric Attendance System (BAS)	▪ To co-ordinate with the concerned departments for updation and hosting of the information on the Portals. ▪ GOIR & B.A.S

| 13. | Sri Amarnath Reddy

Assistant Director/CRO, (Promotions) | ➢ Monitoring and Implementation of proactive IT Promotional Activities, ICT Policy, IMAGE Policy, Innovation Policy, Rural Technology Policy IT Parks, SEZs, Mega IT Projects, CCITI Meetings, IT Promotion in Tier-II & III Cities, Land Allotments, MoUs, Maintenance of IT/IT Industries related Statistics.

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

➢ IMAGE (Animation & Gaming) Policy related process and Identifying the growth of Animation & Gaming Sector as thrust area.

➢ Establishment of IMAGE Towers

➢ Organizing Exhibitions and Road Shows.

➢ Printing of IT Promotion and market collaterals.

➢ Escort Services and protocol to visiting dignitaries etc.

➢ LAQs of Promotion Wing. | • 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/IT Industries related Statistics.

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

• The issues relates to Animation and Gaming.

• To attend any other work entrusted by Principal Secretary, ITE&C.

• To successfully organize Exhibitions and Road shows.

• To receive and arrange Protocol to visiting dignitaries and provide Escort Services.

• To organize printing of promotional literature. | • 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.

• Policy related issues.

• 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 IT Promotion material etc.

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

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

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.	▪ Government 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	▪ 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
		any licensed telecom operator subject to following prescribed guidelines		

3	SOFTNET	➢ 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 – SOFTNET
			▪ 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.39, Dt:15.03.2018, ITE&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
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	T-Fiber	➢ The ITE&C Department, Government of Telangana has initiated the implementation of Telangana Fiber Grid (T-Fiber) under the BharatNet state led model. ➢ The vision of the Project is to 'Provide infrastructure for affordable and high speed broadband connectivity and digital services to 31 Districts, 584 Mandals, all Gram Panchayats, all villages and House holds. ➢ The T-Fiber will piggyback on Mission Bhagiratha (Telangana Drinking Water Supply Project). This project is being executed in association with RWS&S (Rural Water Supply & Sanitation) department. ➢ National Optic Fiber Network (NOFN) has been laying optic fiber network in 3 districts of Telangana. Now it is transformed into		▪ The ITE&C Department, Government of Telangana has initiated the implementation of Telangana Fiber Grid (T-Fiber) under the BharatNet state led model. ▪ The vision of the Project is to 'Provide infrastructure for affordable and high speed broadband connectivity and digital services to 31 Districts, 584 Mandals, all Gram Panchayats, villages, households'. ▪ The T-Fiber will piggyback on Mission Bhagiratha (Telangana Drinking Water Supply Project). This project is being executed in association with

		BharatNet which has allowed States to implement the network as deemed fit. ➢ It is currently understood that significant portion of the cost of the project will be funded by BharatNet while the respective State Governments will bear the cost for remaining portion. The project will be executed by a Special Purpose Vehicle (SPV), called Telangana Fiber Grid a company under the Companies Act, being incorporated for this purpose, which will have State Government and Central Government as joint stakeholders.		RWS&S (Rural Water Supply & Sanitation) dept. ▪ National Optic Fiber Network (NOFN) has been laying optic fiber network in 3 districts of Telangana. Now it is transformed into BharatNet which has allowed States to implement the network as deemed fit. ▪ It is currently understood that significant portion of the cost of the project will be funded by BharatNet while the respective State Governments will bear the cost for remaining portion. The project will be executed by a Special Purpose Vehicle (SPV), called Telangana Fiber Grid, a company under the companies Act, being incorporated for this purpose, which will have State Government and Central Government as joint stakeholders
8	Wi-Fi	➢ Presently 3 companies are serving in providing free public Wi-Fi i.e., BSNL-Quadzen, Airtel &	▪ Enabling GO for Wi-Fi is being worked out in consultation	

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

		ACT. 1) BSNL-Quadzen in 17 locations including Tank bund, Necklace road, Public Gardens, Charminar etc. 2) Airtel in the stretch from Madhapur police station to Hitex. 3) Act Corp in 10 shopping malls including Inorbit, Manjeera mall etc.	with GHMC & Service providers.	
9	Digital India-Digital Telangana	➢ A total of 27 programs – 10 at District level and 17 at State level were conducted as part of Digital India Week. ➢ Programs at district level include: Digital Literacy enrolment, Aadhar enrolment drive, Digital Locker, Financial inclusion – Aadhar linkage, Training to kiosk operators and department officers, Digital Pledge etc. ➢ Programs at state level include: Launch of new e-service, 4 mobile meeseva services, Digital Run, foundation on digital literacy, Cyber Security, on training on TIZEN platform, Virtual Labs of IIIT, on Phablet, HP on e-Health Centre set up and Swachh IT initiatives.	▪ 7 days during Digital India Week. ▪ Follow up of the same. ▪ Extending the scope of Digital Telangana	
10	Digital Literacy	➢ Launched as part of NDLM. Enrolled and trained above 1 lakh through VLES benefiting several SC/ST/ BPL & others.		

		➢ Development of mobilization & awareness plan. Conducting audits & surveys for future work.		
11	e-Health	➢ Launch of eHC at Jadcherla as part of DIW and an MoU with Hewlett-Packard Enterprise India Private Limited (HP) for setting up another 2eHCs with a central studio at NIMS has been entered into. ➢ Launch of call ambulance App.		▪ Evaluation of different technologies solutions in health domain.
12	e-Agriculture	➢ Launch of Agri-Phablet as part of DIW and working on integration of both supply and demand needs of Agriculture		▪ Evaluation of different technologies solutions in health domain. ▪ Developing framework for technology in agriculture & revamping existing websites.
13	e-Education	➢ TS-CLASS (Telangana State-Computer Literacy and Skills in Schools) program being formulated on 4 pillars, as stated below pertaining to both Education and Social Welfare departments a) Infrastructure b) Training c) Content d) Connectivity ➢ Working out device distribution plan for intermediate. ➢ Evaluation of school information system		

		solution.		
14	Disaster Management	➢ Working on the issue of tackling Heat Wave & Severe Heat Wave conditions of summer – 2016		

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 2016	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.
2	IMAGE (Animation & Gaming) Policy 2016	Details of incentives/subsidies/ facilities available for promotion of Animation & Gaming companies in the State of Telangana and the procedure to draw such incentives from the Government.
3	Innovation Policy 2016	Details of incentives/subsidies/ facilities available for promotion of Start up companies in the State of Telangana and the procedure to draw such incentives from the Government
4	Rural Technology Policy 2016	Details of incentives/subsidies/ facilities available for promotion of IT/ITES Companies setting up their operations in Rural areas in the State of Telangana and the procedure to draw such incentives from the Government
5	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 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.

	II. **Cell Phones:**		
1	Category-I-Includes HODs, Secretaries and above, equivalent rank-Handset limit is Rs.65,000/- Recurring Charges Rs.2000/- Category II - Includes Deputy Secretaries and above, equivalent rank - Handset limit is Rs.25,000/- - Recurring Charges Rs.1,375/- Category III - Includes all the gazetted officers - Handset limit is Rs.20,000/- - Recurring charges Rs.625/-	Policy and guidelines for provision of mobile communication facility to state and local officials	G.O.Rt.No.39, Dt:15.03.2018 ITE&C Dept.
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 while providing the cell phones to Government officials vide G.O.Rt.No.39, ITE&C Department, dt. 15.03.2018.	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.39, ITE&C Department, dt. 15.03.2018	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 Dept., Dated: 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 Dept., Dated:18.06.2010	Inclusion of broadband connectivity from BSNL or any private operator	
IV.	**SOFTNET:**		
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 SOFTNET 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	HODs to identify and provide Mobile communication facilities to the required officials and the cost of	G.O.Rt.No.39, Dt:15.03.2018, ITE&C Department

	and accountability and issued Guide lines for following while issuing the cell phones to Govt. officials follow the G.O.Rt.No.39, dated 15.03.2018, ITE&C Department.	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.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.13, Dt:16.09.2015 ITE&C (Admn) Dept.	Creation of society for SOFTNET project	
5	Administrative & Financial matters	Following the Financial Code, Telangana Secretariat Office Manual and Telangana Government Business Rules & Secretariat Instructions issued by GA (Cabinet), Dept	

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

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 2016, IMAGE Policy 2016, Innovation Policy 2016 and Rural Technology Policy 2016	JD(Prom), ITE&C Dept
2	Record	Draft (proforma) Memorandum of Understanding entered by a Company with Govt for allotment of land	JD(Prom), ITE&C Dept
3	Record	Draft Bank Guarantee as Performance Guarantee furnished by IT company for availing incentives under ICT Policy / IMAGE Policy	JD(Prom), ITE&C Dept
4	Publications	Brochure on ICT Framework, ICT Policy 2016, IMAGE Policy 2016, Electronics Policy 2016, Innovation Policy 2016, Rural Technology Policy 2016	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, IMAGE Policy	Interactive Meetings with 1) STPI (Software Technologies Parks of India) 2) SEZ (Special Economic Zone) 3) HYSEA (Hyderabad Software Enterprises Association) 4) NASSCOM (National Association for Software and Service Companies) 5) TVAGA (Telangana VFX, Animation and Gaming Association) 6) ELIAP/TELMA (Electronic Industries Association)	Interactive Meetings with 1) STPI (Software Technologies Parks of India) 2) SEZ (Special Economic Zone) 3) HYSEA (Hyderabad Software Enterprises Association) 4) NASSCOM (National Association for Software and Service Companies) 5) TVAGA (Telangana VFX, Animation and Gaming Association) 6) ELIAP/TELMA (Electronic Industries Association)

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:

(I) 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:

Prl. Secretary, ITE&C Dept	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, VSEZ, GOI	Member
President, HYSEA	Member
Secretary, HYSEA	Member
Regional Director, NASSCOM,	Member
Co-opted Member (any representative from ICT Member Industry/Government/ Expert/Professional) as and when required.	
President, TELMA/ELIAP	Member
JD (Promotions), ITE&C Department	Convener

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

3) The CCITI shall meet periodically.

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

    (a) To grant various incentives available in the ICT Policy 2016 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 2016.

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

6) The term of the members of CCITI shall be coterminous with the ICT Policy 2016.

(II) Consultative Committee on Animation & Gaming Industry (CCAGI)

1. For administering the incentives to the AVGC Industry in a smooth manner, a high level co-ordination 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 AVGC Industry in the State, a Consultative Committee on Animation & Gaming Industry (CCAGI) with the following composition is constituted:

Prl. 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
Representative from Telangana State Film Development Corporation	Member
Collector, R.R.District	Member
Director, STPI Hyd, GoI,	Member
Development Commissioner, VSEZ, GoI	Member
President, AVCGI	Member
Secretary, AVCGI	Member
Regional Director, NASSCOM	Member
President, HYSEA	

| Co-opted Member (any representative from AVGC Industry/Government/Expert/University /Professional) as and when required | Member |
| JD (Promotions), ITE&C Department | Convener |

2) All applications shall be prima facie scrutinized by the ITE&C Dept (Promotion wing) on the eligibility, veracity of technical/financial and other information, etc., furnished by the applicant, which shall place its recommendations thereon, before the Consultative Committee on Animation & Gaming Industry (CCAVCGI) for its consideration.

3) The CCAGI shall act as a single window for recommending & granting all the incentives/subsidies announced through the IMAGE Policy.

4) The CCAGI shall meet periodically.

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

   a) To grant various incentives available in the IMAGE Policy 2016, to AVGC industry on examination of applications made by them including approving allotment of lands to the AVGC Industry.
   b) To resolve the problems in implementation of the IMAGE Policy 2016 for speedy realization of the goals set forth.
   c) To prescribe the procedures and to issue guidelines and clarifications in implementation of the IMAGE Policy 2016.

6) The CCAGI can recommend/approve/reject/defer any application for incentives based on its logical discretion.

7) The term of the members of CCAGI shall be decided by the Government as per IMAGE Policy 2016.

Chapter 9

Directory of Officers and Employees

Sl. No.	Name, Designation & Address	Telephone No. and Fax	eMail
1	Sri Jayesh Ranjan, IAS., Principal Secretary to Government "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.	23456401 (O) 23450103 (F)	secy_itc@ telangana.gov.in
2	Sri Sandeep Kumar Jha, IAS., Deputy Secretary to Government, "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		dysecy_itc@ telangana.gov.in
3	Sri R. Shobhan Babu, Assistant Secretary to Government "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		asst.secy_itc@ telangana.gov.in
4	Smt. T. Bharani Kumar Section Officer, "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		so_itc@ telangana.gov.in
5	Smt.L.Rama Devi OSD/Executive Engineer "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		osd_itc@ telangana.gov.in
6	Sri K.Rajendran Joint Director (Infra) "D" Block, 2nd Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.	23450043 (O)	jtdir_infra_itc@ telangana.gov.in jtdir_comm_itc@ telangana.gov.in
7	Sri Pendyala Srinivas Joint Secretary (e-Gov) I/c, "D" Block, 2nd Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.	23453977 (O)	jtdir_egov_itc@ telangana.gov.in

8	Sri M. Nagendra Kumar Assistant Director/ Executive Assistant "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		sto-admin-itc@ telangana.gov.in
9	Sri C.Ravinder, Statistical Officer/ P.A., "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		stat.officer_egov_itc@ telangana.gov.in
10	Kum P.Uma, Statistical Officer/ PA "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		uma.addt@telangana.gov.in
11	Sri B.V.Subramanyam Assistant Director "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		asstdir-itc@ telangana.gov.in
12	Sri Sujay Karampuri Director (Electronics),		dir_es@ telangana.gov.in
13	Sri Amarnath Reddy, Asst. Director (Promotions) "D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.		jtdir_prom_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(*) As on Sept 2020
1	Sri Jayesh Ranjan, IAS	Principal Secretary to Government	2,62,197/-
2	Sri Sandeep Kumar Jha	Deputy Secretary to Government	1,05,413/-
3	Sri R. Shobhan Babu	Assistant Secretary to Government	97,691/-
4	Sri T.Bharani Kumar	Section Officer	90,148/-
5	Smt Lanka Rama Devi	O.S. D.	1,22,322/-
6	Sri K.Rajendran	Joint Director (Infra)	1,12,441/-
7	Sri P.Srinivas	Joint Director (e-Gov)I/c	
8	Sri Nagendra Kumar M	Assistant Director	1,12,471/-
9	Sri C. Ravinder	Statistical Officer/ P.A.	1,14,871/-
10	Kum. Putrevu Uma	Statistical Officer/PA	1,17,192/-
11	Sri B.V.Subramanyam	Assistant Director (e-Gov)	1,19,682/-
12	Sri Sujai Karampuri	Director (Electronics)	300000 (Consolidated)
13	Sri Amarnath Reddy	Asst. Director (Prom) I/c	

* The Gross Monthly Salary details pertains to, June 2021

CHAPTER – 11

BUDGET ALLOCATION & EXPENDITURE PARTICULARS
(Plan Schemes) For the Year 2021-22

(Rs. In Lakhs)

Sl. No	Name of the Scheme	Budget Estimates 2021-22	Expenditure incurred during 2021- 22 (up to June,2021)
1	2	3	4
1	280-284-Professional Charges	8800.00	0
2	260- Advertizements	49.00	0
3	330 Subsidies	2000.00	0
4	520-521 Machinery and equipment-Purchases	500.00	0
	280-284-SOFTNET- Professional Charges	600.00	0
5	500-503-SOFTNET- other expenditure	1650.00	0
6	500-503-Infrastructure facilities for development of IT	15000.00	0
7	280-284-Assistance to PHOTONICS Valley Corporation-Grant in aid	100.00	0
8	280-284-Telangana Academy for Skill and Knowledge-TASK	1600.00	0
9	520-521-Providing of Video Conferencing facilities at all Mandal Headquarters.	100.00	0
10	280 284 – T-Electronics	800.00	0
11	280-284- Investment in T-Hub Foundation	200.00	0
12	280 284 – T-Works	900.00	0

13	280 284 – T-Fiber Grid	700.00	0
14	280-284- Professional Charges- STATE INNOVATION CELL	500.00	0
15	280 284 – T-Fund	1500.00	0
	Total ITE&C Department	**34999.00**	**0.00**

Sl. No	Name of the Scheme	Budget Estimates 2021-22 (in Lakhs)	Expenditure incurred during 2021-22 (up to June,2021)
1	2	3	4
	Commissioner, Electronically Services Deliverable ESD (Mee-Seva)		
14	280-284 Professional services	10.00	
15	520-521 Machinery and equipment	0	0
	Commissioner, ESD (Mee-Seva) Total	**10.00**	**0**
	Grand Total (ITE&C Department)	**5379.74**	**3981.40**

CHAPTER 12

MANNER OF EXECUTION OF INCENTIVES/PROGRAMMES

(I) Specific Incentives under ICT Policy 2016

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):

1.1 Common Fiscal Incentives for all companies:

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).

These incentives are common to the whole of ICT industry in Telangana and have been formulated keeping in mind the requirements of the existing industry. Specific incentives for identified areas like mega projects, SMEs etc are mentioned in the next section.

a. Allotment of Government land:

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

Given the high land cost in certain areas of Hyderabad, the land could also be allocated on a long-term lease to the companies as well. The conditions for leased land are as follows:

1. The conditions of the leased land to the companies will be decided by a committee headed by the Chief Commissioner of Land Administration (CCLA).
2. The company would have to adhere to the specific commitments including for development, occupation and employment generation of the allotted land as specified by the authorities.

The eligibility criteria for allotment/ leasing of land to IT industry is -

Hyderabad Metropolitan Development Area:
(i) IT/ITES companies - As on the date of application
      1. the IT/ITES company shall have been in operation at least for the last five financial years

2. 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

3. shall have a minimum annual turnover of Rs.50 crores, from IT/ITES activities from their existing operations continuously for the last two financial years

(ii) IT Product/R&D companies - the eligibility for consideration for allotment of land is that the company shall have

1. Existing employee strength of minimum 250 on its rolls sustained for the last two years, and

2. Five years of operations, with a minimum annual turnover of Rs.25 crores.

3. Obtained approval for a minimum 1 patent/copy right.

Within the HMDA area, the Government will demarcate land parcels for promotion of IT projects in the following regions: Adibatla, Boduppal, Mamidipalli and Raidurg.

Tier II locations:

As on the date of application, the IT company
1. shall have been in operation at least for the last two financial years,

2. shall have an existing employee strength of minimum 75 employees in IT/ITES activities, on its rolls.

For IT/ITES companies, the land recommended for allotment/leasing 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 in HMDA Region 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 and companies located in Tier II Cities, the land recommended for allotment/leasing shall be based on creating a fresh direct IT employment of 150 and construction of 25,000 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.

If the said land has certain building height constraint due to Airports Authority regulations, then the company would have to apply for relaxation in the permissible builtup space, if applicable.

b. Power:

1. 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 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 Government.

2. Further to encourage the green initiative,

(i) The Government would be encouraging the retrofitting of energy efficient equipment (including LEDs, Smart sensors etc).

(ii) Cost reimbursement of upto 10% of retrofitting cost or INR 10 lacs, whichever is less, would be given to IT companies to conduct retrofitting study and implement the energy efficiency equipment.

c. Registration:

1. 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.

2. 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.

3. The reimbursement of the registration cost shall not be applicable for Mega Projects.

d. Patent Filing Costs/Copy Right/Trade Mark :

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/Copy Rights to companies having their R&D units in Telangana for successfully receiving patents/Copy Rights from Competent Statutory Authority. Reimbursement of such cost will be limited to a maximum of Rs.5 Lakhs per successful Indian patent/Copy Right awarded and Rs.10 Lakhs per successful International patent/Copy Right awarded.

e. Quality Certifications :

The Government of Telangana will reimburse 20% of expenditure incurred for obtaining quality certifications for CMM Level 4 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. The IT/ITES units/ companies can claim this incentive only once.

1.2 Sector Specific Incentives & Facilitation:

Apart from the above stated incentives that are available for IT companies from the entire ICT industry, the Government of Telangana has identified and listed down focus areas for which a few additional incentives are available. These include:-
a. Mega project
b. Start-up companies
c. IT Product/R&D Companies
d. Tier II locations
e. SMAC Technologies, Smart City initiatives and other New initiatives
f. Engineering services
g. SMEs & Mid-Scale companies
h. SC/ST Entrepreneurs

  i. Women Entrepreneurs
  j. Corporate Social Responsibility

a. <u>Mega projects:</u>

A special/tailor made package of incentives, will be offered for mega projects being set up, both by existing and new IT/ITES companies / IT Park / IT SEZ developers within the State (duly approved by the State Cabinet).

1. Mega projects shall be considered for the Deemed generation and distribution license in order to operate and maintain a captive power generation (only renewable energy), power distribution system for supplying electricity for running its operations.

2. Solar Power: 10% capital subsidy or INR 20 lacs, whichever is lower, on installation of solar power generation unit (of greater than 100KW) by existing as well as new IT company or infrastructure developer (exclusively for IT facility) will be given once to the developer/company, in addition to the Central Government subsidy for setting up solar captive power.

3. The Government of Telangana will provide one dedicated investment officer to the IT company executing mega project in order to expedite the investment process.

4. Recruitment Assistance at the rate of Rs 10,000 per employee for a minimum annual recruitment of 100 new IT/ITES professionals from the colleges located in Telangana. This assistance will be managed and disbursed by TASK (Telangana Academy of Skilling and Knowledge).

b. <u>Start-ups:</u>

State of Telangana has the legacy of nurturing talent with an objective to making them successful entrepreneurs. The Government of Telangana gives extreme importance to Innovation & Entrepreneurship and this will be done through the government's flagship initiative – T-HUB that aims to make Telangana the start-up capital of the country. As a step forward in this direction the state has developed some first-of-its-kind incentives for start-ups and these shall be listed and explained in detail in a separate "Innovation Policy".

c. <u>IT Product/R&D Companies:</u>

IT product/R&D company brings brand value to the State by promoting the concept of home-grown entrepreneurs. Compared to IT services companies, product companies invest a lot of their resources in R&D with reasonably less number of employees. Entrepreneurs into product development domain hire high-end technology professionals with salaries almost twice as much as IT services/ITES companies pay. In order to encourage product companies, the following specific incentives are offered:

 a) **R&D grants**: The Government of Telangana will facilitate to provide specific R&D grants to IT companies in tune of 10% of overall R&D expenses of the company's Telangana operations or 2% of annual turnover of company's Telangana operations or Rs. 500,000, whichever is lesser.

b) **Promotion of PhD students in technology sector**: The Government of Telangana intends to attract and nurture PhDs by providing research grants and stipends to PhD students. The stipend of Rs. 25,000 per month will be given to the top 25 percentile students for a period of 2 years. The stipend will be decided by a competent committee of top academicians and industry leaders, and will be applicable to only computer science, information technology and electronics departments of the universities located in Telangana.

c) The Government shall ensure uninterrupted supply of electricity at industrial tariff. Necessary laws will be passed to facilitate this mechanism.

Additionally, IT Product/R&D company will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.

d) Recruitment Assistance at the rate of Rs. 20,000 per employee for a minimum annual recruitment of 20 new IT professionals from the colleges located in Telangana. This assistance will be managed and disbursed by TASK.

d. Tier-II Locations:

Tier II Locations offer significant advantage, in terms of cost of living, operations cost, availability of skilled human resources at low cost, low commuting time, etc. These locations account 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.

1. Reimbursement of municipal taxes for first three years of operation for first 5 IT Companies and IT parks in each town.

2. For promotion of IT events (by trade association) in Tier 2 city, the Government would provide reimbursement/sponsorship for the event up to a maximum of Rs. 500,000 or 50% of the event cost, whichever is lower.

3. 50% Exhibition stall rental cost or Rs. 50,000, whichever is lower, will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts. of space.

4. The Government shall ensure uninterrupted supply of electricity at industrial tariff. Necessary laws will be passed to facilitate this mechanism.

Additionally, IT companies setting up operations in Tier II locations will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.

5. Workforce Development:

   i. The Government of Telangana will create Non-IT skill development centre in Tier 2 city to train work force for support functions.

   ii. As a part of TASK, the Government will conduct Faculty Development program for colleges and training institutions located in that area.

iii. Recruitment Assistance at the rate of Rs. 20,000 per employee for a minimum annual recruitment of 50 new IT professionals from the colleges located in Telangana. This assistance will be managed and disbursed by TASK.

iv. Rs. 10 Lakhs subsidy to first 5 anchor units employing more than 250 IT and 500 ITeS employees

6. Apart from the above-mentioned benefits, the Government of Telangana is providing certain incentives to companies starting BPO operations in rural areas.

i. 50% investment subsidy on fixed capital Investment, with a maximum limit per unit of Rs. 20 Lakhs.

ii. Training subsidy of Rs. 2,500/month/person for 3 months.

iii. 25% reimbursement on Internet and Telephone charges.

iv. 100% exemption from payment of SD/EMD and cost of tender document.

e. SMAC Technologies, Smart City initiatives and other New initiatives:

The Government of Telangana understands that disruptive SMAC technologies are attracting significant investments across the globe and the state aims to be the national repository for these technologies. The state places special emphasis on making Telangana a global destination for developing these technologies. The initiatives and incentives that focus on this area will be elaborated in a separate policy.

f. Engineering Services:

Government of Telangana intends to unleash the potential opportunity evolving in the Engineering Design Industry. 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:

1. The Government shall ensure uninterrupted supply of electricity at industrial tariff. Necessary laws will be passed to facilitate this mechanism.

   Additionally, Engineering Services companies will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.
2. 50% Exhibition stall rental cost will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts. of space.

g. Small and Micro Enterprises (SMEs) & Mid-Scale companies:

Small and Micro Enterprises, Mid-Scale companies are key propellers of competition, growth, and job creation in a global economy. More than 80% of

economic activity forms part of this informal sector. In order to encourage these 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.

1. 50% exhibition stall rental cost or Rs. 50,000, whichever is lower, will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts. of space.

2. The Government shall ensure uninterrupted supply of electricity at industrial tariff. Necessary laws will be passed to facilitate this mechanism.

   Additionally, Small and Micro Enterprises (SMEs) and Mid-Scale companies will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.

3. The Government of Telangana will strive to promote local mid-scale & SMEs by purchasing IT products/ services from these mid-scale & SMEs.

4. Recruitment Assistance at the rate of Rs. 20,000 per employee for a minimum annual recruitment of 100 new IT professionals from the colleges located in Telangana. This assistance will be managed and disbursed by TASK.

5. Create 'SME Help Desk' to provide clarifications, and to simplify statutory compliance of the mid-scale and SMEs.

6. 25% Subsidy on Lease Rentals up to Rs. 500,000 per annum for a period of 3 years

h. 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 is 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.

1. The Government shall ensure uninterrupted supply of electricity at industrial tariff. Necessary laws will be passed to facilitate this mechanism. Additionally, companies owned by SC/ST entrepreneurs will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.

2. Recruitment Assistance at the rate of Rs. 25,000 per employee for a minimum annual recruitment of 50 new IT professionals from the colleges located in Telangana. This assistance will be managed and disbursed by TASK.

3. 100% Exhibition stall rental cost or Rs. 50,000, whichever is lower, will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts. of space.

4. Reimbursement of 50% of expenditure incurred for obtaining quality certifications for CMM Level 4 upwards. Reimbursement will be limited to a maximum of Rs. 400,000.

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

6. 8.5% Interest subsidy on Prime Lending Rate (PLR) on the term loan and working capital, maximum of Rs. 5 Lakhs per year for a period of 5 years

i. **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/Partnership or company registered under Indian companies act of 1956 having 51% share in the ICT Companies):-

1. The Government shall ensure uninterrupted supply of electricity at industrial tariff. Necessary laws will be passed to facilitate this mechanism.

   Additionally, companies owned by women entrepreneurs will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.

2. Recruitment Assistance at the rate of Rs. 25,000 per employee for a minimum annual recruitment of 50 new IT professionals from the colleges located in Telangana. This assistance will be managed and disbursed by TASK.

3. 75% Exhibition stall rental cost or Rs. 50,000, whichever is lower, will be reimbursed for participating in the notified national/international exhibitions limited to 9 sq.mts. of space.

4. Reimbursement of 50% of expenditure incurred for obtaining quality certifications for CMM Level 4 upwards. Reimbursement will be limited to a maximum of Rs. 400,000.

5. 25% rebate on land cost in IEs/IDAs/ STPI/IT/multipurpose SEZ/IT Parks. (both public & Private) up to Rs. 500,000 (33 1/3% for SC/ST Women Entrepreneurs)

6. 20% investment subsidy on fixed capital Investment, with a maximum limit per unit of Rs. 20 Lakhs.

7. 5% (8.5% in case of SC/ST Women Entrepreneurs) Interest subsidy on Prime Lending Rate (PLR) on the term loan and working capital, maximum of Rs. 5 Lakhs per year for a period of 5 years.

j. **Corporate Social Responsibility:**

Corporate Social Responsibility (CSR), by IT companies plays a pivotal role in Socio Economic Development of the state. More and more companies in India are coming

forward to play their part in terms of CSR by taking up various programs in such as education, health, family welfare, livelihood creation, skill development, environment protection, providing potable drinking water, sanitation and empowerment of weaker sections of the society.

The initiative of State Government is to encourage joint efforts between the Government and ICT Companies in organizing CSR programs for a greater impact in the society through:-

1. Constitution of a Joint Committee comprising of Government, Industry and Industry associations for identification of CSR initiatives in all the districts and execute them in an organized manner.

2. Creation of a common pool of resources in the form of sponsorships in cash and kind voluntarily from the IT companies, which shall be utilized for organizing CSR programs jointly by the stakeholders on a continuous basis.

Taking up CSR programs jointly will result in greater benefit and achieving desired result.

3.3 Non Fiscal Incentives:

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

a. The IT/ITES are serving global customers on 24x7x365 basis. Therefore, this industry is regarded as an essential services enjoying benefits mentioned below :

b. IT/ITES units are exempt from the purview of the Telangana Pollution Control Act, except in respect of IT parks/IT SEZ campuses with built up area over 20,000 sqm, special permissions needs to be taken from SEIAA under MoEF.

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

d. IT Industry is exempt from inspections under the following Acts and the Rules framed thereunder, 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 Telangana 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.

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

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

(II) Specific Incentives under IMAGE Policy 2016

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

Fiscal Incentives:

In order to promote this segment, Government shall make available the following fiscal incentives:

1. 25% Capital investment subsidy limited to Rs.25 Lakhs for fresh investments made post declaration of the said policy. This is a one-time subsidy for an Investment above Rs.5 Crore and create new employment of 50 employees and above (subject to company being in operation for last two financial years).

2. Reimbursement of production cost: 20% cash back of the project cost if 80% of the production cost of that project is incurred in Telangana by using Telangana talent. This incentive is applicable to Animation Companies which has produced Animation film(90 minutes & above) "Animation Theatrical Released film". The total reimbursement will be upto a maximum of Rs.10 lakhs per film for one company per annum which is produced on their own and marketed in their brand name. The allowable production costs are Manpower cost, Materials & Print and Professional Services.

3. Reimbursement of production cost: 20% cash back of the project cost if 80% of the production cost of that project is incurred in Telangana by using Telangana talent. This incentive is applicable to Animation Companies which has produced Animation Cartoon Series (25 episodes & above) for TV and Telecast on TV channel. The total reimbursement will be upto a maximum of Rs.5 lakhs per series for one company per annum which is produced on their own and marketed in their brand name. The allowable production costs are Manpower cost, Materials & Print and Professional Services.

4. Reimbursement of GAME production cost: 20% cash back of the project cost if 80% of the production cost of that project is incurred in Telangana by using Telangana talent. This incentive is applicable to GAMING Companies which has developed online, mobile, console Game. The total reimbursement will be upto a maximum of Rs.5 lakhs per Game for one company per annum which is produced on their own and marketed in their brand name. The allowable production costs are Manpower cost, Materials & Print and Professional Services. Units /companies to be eligible for said incentives should show case 2 lakhs collective downloads on IOS, Google Play or windows or the Game should be Award winning /nominated at National/International repute Gaming Conclaves.

5. 25% subsidy on lease rentals up to Rs.5 lakhs per annum maximum up to a period of three years, built up office space upto 25,000 sft, leased by

Animation, Visual effects, Gaming & Comics Companies. Eligibility as per operational guidelines.

6. 100% reimbursement of stamp duty, transfer duty and Registration fee paid by Animation, Visual effects, Gaming & Comics companies on sale/lease deeds on the first transaction. This incentive is available for Mega Projects also. This incentive is not available in case Government land is allotted.

7. 50% reimbursement of stamp duty, transfer duty and Registration fee paid by Animation, Visual effects, Gaming & Comics companies on sale/lease deeds on the 2nd transaction. This incentive is available for Mega Projects also. This incentive is not available in case Government land is allotted.

8. Admissibility of Industrial Power category tariff for Animation, Visual effects, Gaming & Comics Companies. (This incentive is eligible for Mega Projects)

Additionally, AVGC company will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.

** Power Category Conversion and Open Access system is also available to Training Institutions, Academies, Universities subject to condition that such College, University, Institutes Academies are dedicated Training facilities which are focused on imparting short and long term courses in AVGC Sector (such training institute should be certified by TASK or accredited/affiliated Colleges or Training Institutes by JNAFAU / HCU / JNTU / OU and other universities in Telangana to avail the said benefit)

9. Rs.15 Lakhs as recruitment assistance for employing minimum 100 employees within two years of commencement of commercial operations payable on telescopic method @ Rs.7.5 lakhs in the 1st one year for employing 50 employees and balance Rs.7.5 lakhs in the 2nd year for employing 50 more employees. For the purpose of calculation, 50% of the employees recruited should be of Telangana origin.

10. Entertainment Tax Exemption: Full fledge Animation VFX Theater film produced and released in Telangana will be entitled for Entertainment Tax exemption. (This incentive is available for Mega Projects also)

11. Reimbursement of 20% of expenditure incurred for obtaining quality certification such as ISO, Indian & International Patent, Conformity European (CE), China, Compulsory Certificate (CCC) and industry specific certifications as per AVGC Standards as recommended by AVCGI Industry Association/CCAGI. Reimbursement will be limited to a maximum of Rs.4 lakhs.

12. 50% Exhibition stall rental cost limited to 9 sq.mts of space and delegate registration charges at conferences /Exhibitions will be reimbursed for participating in the notified national/international exhibitions specifically for Animation, Visual effects, Gaming & Comics Conferences and Exhibitions. This

incentive is upto a maximum amount of Rs.5 Lakhs per annum for participation in single or multiple event.

13. Reimbursement of Internet Bandwidth charges, upto Rs.2 Lakhs per annum for a period of three years (multiple locations within Telangana under single company name). The reimbursement is based on actual usage of internet connectivity charges paid to a Internet Service Provider (ISP).

14. Mega Project Incentives: Special incentives and Subsidies package will be worked out for Mega Projects and projects of strategic importance.

Fiscal Incentives for SC/ST and Women Entrepreneurs:

1. 25% Capital investment subsidy limited to Rs.35 Lakhs for fresh investments made post declaration of the said policy. This is a one-time subsidy for an Investment above Rs.5 Crore and create new employment of 50 employees and above (subject to company being in operation for last two financial years).

2. Reimbursement of production cost for "Animation Theatrical Released film". 40% cash back of the project cost if 80% of the production cost of that project is incurred in Telangana by using Telangana talent, as compared to the incentive mentioned in the above section. The other conditions remains the same. This incentive is limited to a maximum of Rs.15 Lakhs per film company per annum

3. Reimbursement of production cost Animation Series : 40% cash back of the project cost if 80% of the production cost of that project is incurred in Telangana by using Telangana talent, as compared to the incentive mentioned in the above section. The other conditions remains the same. This incentive is limited to Rs. 10 Lakhs per series per company per annum.

4. Reimbursement of GAME production cost: 40% cash back of the project cost if 80% of the production cost of that project is incurred in Telangana by using Telangana talent, as compared to the incentive mentioned in the above section. The other conditions remains the same. This incentive is limited to Rs. 10 Lakhs per game per company per annum.

5. 50% subsidy on lease rentals up to Rs.8 lakhs per annum maximum up to a period of three years, built up office space upto 25,000 sft, leased by Animation, Visual effects, Gaming & Comics Companies. Eligibility as per operational guidelines.

6. 100% reimbursement of stamp duty, transfer duty and Registration fee paid by Animation, Visual effects, Gaming & Comics companies on sale/lease deeds on the first transaction. This incentive is available for Mega Projects also. This incentive is not available in case Government land is allotted.

7. 75% reimbursement of stamp duty, transfer duty and Registration fee paid by Animation, Visual effects, Gaming & Comics companies on sale/lease deeds on the 2nd transaction. This incentive is available for Mega Projects also. This incentive is not available in case Government land is allotted.

8. Admissibility of Industrial Power category tariff for Animation, Visual effects, Gaming & Comics Companies. (This incentive is eligible for Mega Projects)

   Additionally, AVGC company will be permitted to avail renewable energy under open access system after paying a nominal fixed cost component to DISCOMs as fixed by ERC, subject to a maximum of one third of their total power requirements.

9. Rs.15 Lakhs as recruitment assistance for employing minimum 100 employees within two years of commencement of commercial operations payable on telescopic method @ Rs.7.5 lakhs in the 1st one year for employing 50 employees and balance Rs.7.5 lakhs in the 2nd year for employing 50 more employees. For the purpose of calculation, 50% of the employees recruited should be of Telangana origin.

10. Entertainment Tax Exemption: Full fledge Animation VFX Theater film produced and released in Telangana will be entitled for Entertainment Tax exemption. (This incentive is available for Mega Projects also)

11. Reimbursement of 40% of expenditure incurred for obtaining quality certification such as ISO, Indian & International Patent and industry specific certifications as per AVGC Standards as recommended by AVCGI Industry Association/CCAGI. Reimbursement will be limited to a maximum of Rs.5 lakhs.

12. 100% Exhibition stall rental cost limited to 9 sq.mts of space and delegate registration charges at conferences /Exhibitions will be reimbursed for participating in the notified national/international exhibitions specifically for Animation, Visual effects, Gaming & Comics Conferences and Exhibitions. This incentive is upto a maximum amount of Rs.10 Lakhs per annum for participation in single or multiple event.

13. Reimbursement of Internet Bandwidth charges upto Rs.3 Lakhs per annum for a period of three, as compared to Rs. 2 Lakhs mentioned in the above section.

Other facilitations:

(i) Animation, Visual effects, Gaming & Comics companies/units registered as per ROC are eligible for the following general incentives. Automatically applicable:

   a) Being a Animation, Visual effects, Gaming & Comics companies are exempt from the purview of the statutory power cuts.
   b) Being an Animation, Visual effects, Gaming & Comics companies are exempt from the purview of the Pollution Control Act, except in respect of power generation sets.
   c) Animation, Visual effects, Gaming & Comics companies are exempt from inspections under the following Acts and the Rules framed there under, barring inspections arising out of specific complaints. The units are permitted to file self-certificates, in the prescribed formats.

   - The Factories Act 1948.

- The 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.

d) General permission for three shift operations with women working in the night for Animation, Visual effects, Gaming & Comics companies subject to compliance of safety and security norms prescribed by State Police Dept with regard to women safety.

e) Animation, Visual effects, Gaming & Comics companies are declared as essential service under Essential Services Maintenance Act.

(III) SPECIFIC INCENTIVES UNDER INNOVATION POLICY 2016

1. Incentives for Incubators

- **Reimbursement of paid Stamp Duty and Registration Fee –** Incubators and Host Institutes shall be eligible for 100% reimbursement of the Stamp Duty and Registration Fee paid on sale/ lease deeds on the first transaction and 50% thereof on the second transaction

- **Financial Assistance as Matching Grants**: The Government would match the funding raised by the Incubator from Government of India on a 1:1 basis as matching grants.

- **Performance Linked Assistance** – Government will assist the Host Institutes of recognized incubators with an Operating Grant to be calculated based on number of startups incubated in a year. A transparent scheme will be formulated and announced.

- The Government shall ensure uninterrupted supply of electricity at industrial tariff. Necessary laws will be passed to facilitate this mechanism.

  Additionally, the incubator will be permitted to avail renewable energy under open access system from within the state after paying cost component to DISCOMs as fixed by ERC (subject to a maximum of one third of their total power requirements)

- 25% reimbursement on Internet charges upto a maximum of Rs. 2,50,000 per year for the first 3 years of operation

- In case of Government-owned buildings leased to technology incubators, no lease rent or O&M charges will be levied for a period of five years or until the incubator is self-sustainable, whichever is earlier. In case where private premises are taken on lease / rent basis, a rental reimbursement @ Rs. 5 per sq.ft per month or 25% of the actual rent paid, whichever is less, shall be reimbursed for a period of 3 years. This shall be limited to the incubation space only.

- An investment subsidy of 20% of the value of the Capital Expenditure, other than land and building, shall be provided to Incubator Projects that enter into an MoU with the state within 2 years of notification of the Policy. This subsidy shall be limited to a maximum of Rs. 5 Crores.

2. Incentives for startups

- **Service Tax paid by startups**: Reimbursement of Service Tax paid by startups incubated in the Government supported/recognized incubators, who annual turnover does not exceed Rs. 50 Lakhs for first three years.
- **Reimbursement of VAT/ CST**: Annual Reimbursement of VAT/CST paid in Telangana, upto a maximum of Rs. 50 Lakhs turnover by incubated startup companies within a period of first three years of being incubated.
- **Promotions**: Government shall provide reimbursements of 30% of the actual costs including travel incurred in international marketing through trade shows. This incentive will be subject to a maximum of Rs. 5 Lakhs per year per company.
- **Patent Filing Cost**: The cost of filing and prosecution of patent application will be reimbursed to the incubated startup companies subject to a limit of Rs. 2 lakh (0.2 million) per Indian patent awarded. For awarded foreign patents on a single subject matter, up to Rs. 10 lakh (1 Million) would be reimbursed. The reimbursement will be done in 2 stages, i.e., 50% after the patent is filed and the balance 50% after the patent is granted.
- To promote idea stage companies, the government shall offer recruitment assistance of Rs. 10,000 per employee for the first year.
- Startups that record a year-on-year growth rate of 15%, as per audited accounts, shall be eligible to get a grant of 5% on Turnover, subject to a limit of Rs.10lacs within a period of three years from the date of incubation.

3. Non-Fiscal Incentives

- Startups and incubators in the state will be permitted to file self-certifications, in the prescribed formats under the following acts and rules framed there under barring inspections arising out of specific complaints. The same shall be facilitated through the startup cell:

  i. The Factories Act 1948
  ii. The Maternity Benefit Act 1961
  iii. The Telangana Shops &Commercial Establishments Act 1988
  iv. The Contract Labour (Regulations & Abolition) Act 1970
  v. The Payment of Wages Act, 1936
  vi. The Minimum Wages Act 1948
  vii. The Employment Exchanges (Compulsory Notification of Vacancies) Act 1959

- General permission shall be available for 3-shift operations with women working in the night for startups, subject to such units taking the prescribed precautions in respect of safety and security of employees in addition to providing the required welfare and health amenities as prescribed under applicable labour laws and obtaining the necessary approvals from the competent authority of the Government under the Telangana shops and commercial establishments act and rules or the Factories Act 1948 and rules, there under as the case may be.

(IV) SPECIFIC INCENTIVES UNDER RURAL TECHNOLOGY POLICY 2016

The ITE&C Department proposes the following categories of incentives for the promotion of Rural Technology Centers

1) Fiscal Incentives
   a. Reimbursement of panchayat taxes for first three years of operation for first 5 IT Companies in each town.
   b. Promotions Support
      i. For promotion of IT events (by trade association) in rural locations, the Government would provide reimbursement/ sponsorship for the event up to a maximum of Rs. 500,000 or 50% of the event cost, whichever is lower.
      ii. 50% Exhibition stall rental cost or Rs. 50,000, whichever is lower, will be reimbursed for participating in the notified national/ international exhibitions limited to 9 sq.mts. of space.
   c. IT companies setting up operations in rural locations will be permitted to avail renewable energy under open access system from within the state after paying cost component to DISCOMs as fixed by ERC (subject to a maximum of one third of their total power requirements)
   d. 50% investment subsidy on fixed capital Investment, with a maximum limit per unit of Rs. 40 Lakhs limited to the first 3 companies. Thereafter, investment subsidy shall be fixed at 10%, with a maximum limit per unit of Rs. 8 Lakhs.
   e. Rental subsidy of 25%per square feet for three years for the first 3 companies. Thereafter, rental subsidy shall be fixed at 10% per square feet for three years.
   f. 25% reimbursement on Internet and Telephone charges for the first 3 years of operations.
   g. 100% exemption from payment of SD/EMD and cost of tender document.
   h. Workforce Development
      i. As a part of Telangana Academy for Skills and Knowledge (TASK), the Government of Telangana will create skill development centres and Faculty Development programs for colleges and training institutions in rural areas
      ii. Training subsidy of Rs. 2,500/month/person for 6 months.
      iii. Recruitment Assistance at the rate of Rs. 20,000 per employee for a minimum annual recruitment of 50 new IT professionals from the colleges located in Telangana. This assistance will be managed and disbursed by TASK.
      iv. Rs. 10 Lakhs subsidy to bridge the viability gap for first year for first 3 anchor units across all locations
2) Non-Fiscal Incentives
   a. The Rural Technology Centres are exempt from the purview of the Telangana Pollution Control Act
   b. IT Industry is exempt from inspections under the following Acts and the Rules framed thereunder, barring inspections arising out of specific

complaints. The IT units are permitted to file self-certificates, in the prescribed formats.

    i. The Factories Act 1948.

    ii. The Maternity Benefit Act 1961.

    iii. The Telangana Shops & Establishments Act 1988.

    iv. The Contract Labour (Regulation & Abolition) Act 1970.

    v. The Payment of Wages Act 1936.

    vi. The Minimum Wages Act 1948.

    vii. The Employment Exchanges (Compulsory Notification of Vacancies) Act 1959.

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

d. Fibre based connectivity support with two Internet Service Providers.

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
1	ADP Private Limited	1st	09.10.2014	13.10.2014
2	Phoenix Infocity Pvt Ltd	1st	09.10.2014	13.10.2014
3	Ganga Hitech City 2 Society	1st	09.10.2014	13.10.2014
4	ENN ENN Corp Ltd	1st	09.10.2014	13.10.2014
5	Bruno's Computer Solutions & Software Pvt Ltd	1st	09.10.2014	13.10.2014
6	Voicegate Technologies India Pvt.Ltd.,	1st	09.10.2014	13.10.2014
7	CMC Limited	1st	09.10.2014	13.10.2014
8	Enlume Technologies Private Limited	1st	09.10.2014	13.10.2014
9	Soctronics Technologies Pvt Ltd	2nd	16.12.2014	22.12.2014
10	Ganga Hitech City 2 Society	3rd	09.04.2015	28.04.2015
11	Software Technology Parks of India (Warangal)	4th	29.06.2015	06.07.2015
12	Pi International Global Solutions Pvt Ltd	6th	04.01.2016	11.01.2016
13	Tech Mahindra Limited	6th	04.01.2016	11.01.2016
14	Vama Industries Limited	7th	11.03.2016	01.04.2016
15	Jayabheri Properties Pvt. Ltd	8th	14.07.2016	02.08.2016
16	Apps Associates Pvt. Ltd.	8th	14.07.2016	02.08.2016
17	Sundew Properties Ltd	8th	14.07.2016	02.08.2016
18	OSI Technologies Pvt. Ltd	8th	14.07.2016	02.08.2016
19	TriGeo Technologies Pvt. Ltd.	8th	14.07.2016	02.08.2016
20	Tata Consultancy Services Limited	9th	01.11.2016	03.12.2016
21	Palnadu Infrastructure Pvt Ltd	9th	01.11.2016	03.12.2016
22	SP Software Private Limited	9th	01.11.2016	03.12.2016

23	JT Holdings Pvt. Ltd.	10th	10.02.2017	14.03.2017
24	National Information Centre	10th	10.02.2017	14.03.2017
25	Cyient Limited	11th	03.05.2017	16.05.2017
26	CDAC	11th	03.05.2017	16.05.2017
27	Remote Sensing Instruments	11th	03.05.2017	16.05.2017
28	Lanco Hills Technology Park Pvt. Ltd	11th	03.05.2017	16.05.2017
29	Value Momentum Software Service Private Limited	12th	07.08.2017	23.08.2017
30	Sundew Properties Ltd.	12th	07.08.2017	23.08.2017
31	Sundew Properties Ltd.	12th	07.08.2017	23.08.2017
32	ADP Private Limited	12th	07.08.2017	23.08.2017
33	Intime Properties	12th	07.08.2017	23.08.2017
34	HRH Next Services Pvt Ltd	12th	07.08.2017	23.08.2017
35	Magus Customer Dialog Private Limited	12th	07.08.2017	23.08.2017
36	IIC Technologies Limited	13th	06.12.2017	02.01.2018
37	OSI Consulting Pvt Ltd	13th	06.12.2017	02.01.2018
38	Nirmala Goenka Estates Private Limited	15th	26.07.2018	28.08.2018
39	Kala Jyothi Process Pvt Ltd.	16th	22.11.2018	15.12.2018
40	Devbhumi Realtors Private Limited	16th	22.11.2018	15.12.2018
41	Tata Consultancy Services Ltd	17th	02.05.2019	21.05.2019
42	Phoenix Infrastructure Private Limited	18th	13.08.2019	07.09.2019
43	Vindhya E-Infomedia Pvt. Ltd.	19th	10.02.2020	04.03.2020
44	Loginsoft Private Limited	19th	10.02.2020	04.03.2020
45	Conneqt Business Solutions Limited	19th	10.02.2020	04.03.2020
46	Phoenix Infocity Pvt. Ltd.	19th	10.02.2020	04.03.2020
47	Vignesh Hitech City 2 Society	19th	10.02.2020	04.03.2020
48	CtrlS Datacenters Limited	19th	10.02.2020	04.03.2020
49	State Bank of India	19th	10.02.2020	04.03.2020

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)	Commissioner, 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).	Commissioner, Electronic Services Delivery (ESD)
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 Director (e-Gov) i/c Assistant Director (e-Gov)
State Data Centre	Data centre to the needs of all Government Departments.	Joint Director (Infrastructure)
IT Promotion	ICT Policy 2016 IMAGE Policy 2016 Innovation Policy 2016 Rural Technology Policy 2016	Assistant Director (Promotions)
SOFTNET TSWAN	Overview Telangana State Wide Area Network (TSWAN)	Joint Director (Communications)
Telangana Secretariat Campus Area Network (TSCAN)	Brief on TSCAN	Joint Director (Infrastructure)
GOIR	Government Order Issue Register	Assistant Director

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	"D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.	As per RTI Act Sec.4(1) (b) and details of PIO, APIO and Appellate Authority as per Sec.5
2.	Website	www.it.telangana.gov.in www.apic.gov.in	As per RTI Act 4 (1) (b)
3.	Information Hand Book	"D" Block, 5th Floor, BRKR Bhavan, Telangana Secretariat, Hyderabad.	As per RTI Act 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 Sandeep Kumar Jha, IAS. Deputy Secretary to Government	23456411	dysecy_itc@ telangana.gov.in
2.	State Public Information Officer	Sri R. Shobhan Babu, Assistant Secretary to Government	23456362	asst.secy_itc@ telangana.gov.in
3.	Asst. Public Information Officer	Sri T.Bharani Kumar Section Officer	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.	ADMIN	(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
		(d) Request for information under RTI Act	Within 30 days as per the Act
2.	PROMOTION	Request for release of Incentives to IT/ITES/Animation & Gaming Companies as per ICT Policy, IMAGE Policy, Innovation Policy, Rural Technology Policy.	Subject to eligibility of applicant and availability of funds from Government.
3.	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
4.	COMMUNICATIONS	Request for technical advises from other Government Departments:	
		(i) Routine matters	1 day
		(ii) New Technologies	7 days

JAYESH RANJAN, I.A.S
PRINCIPAL SECRETARY TO GOVERNMENT
ITE&C DEPARTMENT.