

INFORMATION HAND BOOK
(UPDATED UPTO 31.12.2015)

INDEX

SL.No	ITEM	PAGE NO.
	INTRODUCTION	1 – 4
Chapter- 1	Particulars of Organization, Functions & Duties	5 - 10
Chapter- 2	Powers & Duties of the Officers & the employees	11 - 21
Chapter- 3	Procedure followed in decision making process	22
Chapter- 4	Norms set for the discharge of functions	23 - 25
Chapter- 5	Rules, Regulations, instructions, Manual & Records for discharging functions	26 - 29
Chapter- 6	Categories of documents held by the public Authority	30
Chapter- 7	Arrangement for consultation with or representation by the members of public in Relation to for mulation of policy or implementation thereof	31
Chapter- 8	Boards, Councils, Committees & other bodies constituted as part of public authority	32 - 33
Chapter- 9	Directory of officers & employees	34 - 35
Chapter-10	Monthly remuneration received by officers & employees, including the system of Compensation	36
Chapter-11	Budget allocation & proposed expenditure & Disbursement particulars - Plan Scheme	37 - 40
Chapter-12	Manner of execution of subsidy programmes	41 - 61
Chapter-13	Particulars of facilities available to citizens for obtaining information	62
Chapter-14	Particulars of Public Information Officers	63
Chapter-15	Information available in electronic form	64-65
Chapter-16	Citizens' Charter as per the recommendation of the 2 nd Administrative Reforms Commission	66

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

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. The Department has one HOD i.e., Director, Electronic Services Delivery (ESD) - (Mee Seva), one Public Sector Undertaking i.e., AP Technology Services Ltd., and (5) registered societies i.e., Society for Andhra Pradesh Network (SAPNET), Institute for Electronic Governance (IEG), e-Governance Authority, Electronics & IT Agency and Innovation Society.

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:

I) 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 AP.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

- ITES - Information Technology Enabled Services.
- APTS - Andhra Pradesh Technology Services Ltd, a public limited company under the control of ITE&C Department located at BRKR Bhavan, Tank Bund Road, Hyderabad
- IEG - Institute for Electronic Governance.
- Director, ESD - Office of the Director of Electronic Services Delivery (Mee Seva) located at Road No.7, Banjara Hills, Hyderabad.
- APSCAN - Andhra Pradesh Secretariat Campus Area Network
- APSWAN - Andhra Pradesh State Wide Area Network
- SAPNET - Society for Andhra Pradesh Network
- HYSEA - Hyderabad Software Exporters Association
- BPO - Business Process Outsourcing
- SEZ - Special Economic Zone.
- CIOs - Chief Information Officers
- JKCs - Jawahar Knowledge Centers
- 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

1.6 Organization of Information:

The information pertaining to ITE&C Department at Secretariat level is provided in this booklet. The information pertaining to the other Offices viz., APTS Ltd, Director, ESD, IEG and SAPNET is provided by the respective offices. The other societies are registered in Sep'15 and staff is yet to be recruited. 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 Andhra Pradesh or Government of India are quoted since they are applicable to the programmes / terms under reference and available with the concerned Departments.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

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.apit.ap.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.	<p><u>IT Promotions :</u></p> <p>- Joint Director, IT (Promotions) - Asst. Director (Promotions)</p>	<ul style="list-style-type: none"> ➤ Formulation & Implementations of ICT Policy. ➤ Administration of Incentives to IT Companies. ➤ Planning different IT Promotion programmes of the Department. ➤ Coordination with other Departments for hassle free operation of IT Companies. ➤ Monitoring and setting up of IT facilities by IT Companies. ➤ Monitoring and identifying the growth of Electronic Hardware Manufacturing Sector as thrust area. ➤ Proactive promotion of IT. ➤ Participation / Organization of major IT events. ➤ Publication of promotional material. ➤ Escort services to investors. ➤ Protocol services to visitors / official / Business. 	<ul style="list-style-type: none"> • 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. • Provide industry-grade skill up-gradation and training to the students to suit to the requirement to industry and for obtaining gainful employment. • Support Research & Development, Innovation and Entrepreneurship in the area of ICT. • Strive to make Andhra Pradesh as a location of preference for all types of ICT Companies, showcase inherent strengths, such as cost effective ICT destination with

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

			<p>marginal operating cost, low cost of living and safe and secure social life.</p> <ul style="list-style-type: none">• Widen the scope of ICT base by encouraging new vertical such as Animation, Gaming & Digital Entertainment, IT Products & Services in Engineering, Retail, Health Management, Power & Telecom Sectors etc.• Encourage Start ups, Small & Medium Enterprises (SME's), 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• To participate / organize major IT events – nationwide & internationally.• To do publication of promotional material & extensive• To render escort services to investors through different promotional activities
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Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

			<ul style="list-style-type: none"> • To Extend protocol services to visitors. • To promote IT Enabled Services. • Creation of Information Technology Investment Region (ITIR).
2	<p><u>Administration:</u></p> <ul style="list-style-type: none"> - Joint Secretary (HRD) - SO (Admin) - ASO (Admin) - PAs 	<ul style="list-style-type: none"> ➤ Administrative support to all other wings ➤ Budget and OP ➤ General correspondence with other Departments ➤ ESD related matters ➤ SAPNET & IEG related matters ➤ Coordination of Assembly related issues i.e., LAQ / LCQs ➤ Vigilance related issues ➤ Right to Information Act related issues 	<ul style="list-style-type: none"> • To render administrative support to all the wings of ITE&C Dept. • Preparation of Budget and Preferring of claims. • Office procedures & General Administration • To perform general correspondence with other Departments. • To see the administrative & Service matters of APTS, ESD (Mee Seva), SAPNET and IEG, e-Governance Authority, Electronics & IT Agency and Innovation Society. • Coordinating Assembly related Vigilance and Right to Information Act issues.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

3.	<p><u>Communications:</u></p> <p>- Director (Communications) (Vacant)</p>	<ul style="list-style-type: none"> ➤ APSWAN ➤ SAPNET ➤ Internet Bandwidth ➤ Cell Phones ➤ Telecom Infrastructure Development Policies ➤ IVRS 	<ul style="list-style-type: none"> • To create and supervise implementation of bandwidth network services throughout the State. • To manage APSWAN and take up extension & New APSWAN Design & Implementation. • Issue of policy guidelines of Mobile Phones & Internet connectivity to Govt, Offices, Secretariat & Residences of Ministers and other officials. • IVRS : Operations maintenance of IVRS system which provided tele conference and IVRS facility for all the Government departments in the State.
4.	<p><u>Infrastructure:</u></p> <p>- Joint Director (Infrastructure)</p>	<ul style="list-style-type: none"> ➤ APSCAN (WAN / LAN in Secretariat) ➤ State Data Centre ➤ Video Conference Facility 	<ul style="list-style-type: none"> • Operations and maintenance of computer hardware and campus area network in AP Secretariat. • Operations and maintenance of the state Data Centre. • Operations and maintenance of the Video conference on APSWAN across State up to Mandal level. • Adjudication under IT Act 2000

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

5.	<u>Joint Director (EA), e-Pragati</u>	<ul style="list-style-type: none"> ➤ Monitoring implementation of e-Pragati 	<ul style="list-style-type: none"> • To monitor implementation of e-Pragati • Coordinating with various stakeholders for implementing e-Pragati • Organizing Stakeholder Workshops/Events/Inter departmental meetings • Convening EADG and EASG meetings • Firming up ePRS documents • Monitoring issue of RFPs
6.	<u>e-Governance: SO (Portal)</u>	<ul style="list-style-type: none"> ➤ Coordinating with DeitY with respect to NeGP Projects like SSDG, eDistrict MMP, Capacity Building Scheme. ➤ Secretariat Computerization with work flow Management - eOffice. ➤ Monitoring of electronic Service Delivery (ESD), Prioritization of Departments for Computerization. ➤ Development of mobile services ➤ Implementation of Local Language initiative ➤ Technical Standards / Data Standards ➤ Technical support to all Govt. departments ➤ Implementation of eCabinet, e-Office, Digital Locker, eSign etc., ➤ Implementation of eGovernance projects under Digital India Programme. 	<ul style="list-style-type: none"> • To monitor NeGP projects SSDG & eDistrict under Meeseva fold. • Monitoring of eOffice implementation in the Secretariat departments, support to Districts, HoDs in implementation of eOffice. • To prepare plan of action for local language initiative. • To chalk out technical standards/ Data Standards in line with DeitY Guidelines. • To extend necessary Support to e-Governance projects in Organizations Departments. • To Monitor Implementation of eGovernance Projects where technical support have been

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

		<ul style="list-style-type: none"> ➤ Development of District portals, Department websites/ portals ➤ Trainings to Government officials. ➤ Monitoring of Mee-Seva (New Initiative) Project and the Projects/ Programmes sponsored by DeitY, Government of India. ➤ Monitoring and co-ordination of SeMT and the projects / Programmes sponsored by DeitY, Government of India. 	<p>provided.</p> <ul style="list-style-type: none"> • To monitor maintenance of District portals/ Dept website etc., • Co-ordinating with departments to conduct trainings under Capacity Building Scheme of DeitY. • To setup IT cadre across the govt departments. • To initiate and supervise the Mee-Seva Project and the programmes sponsored by DeitY, Government of India.
7.	AD (HRD) & Project Manager (E-Procurement)	<ul style="list-style-type: none"> ➤ E-Procurement 	<ul style="list-style-type: none"> • Maintenance of E-Procurement Portal

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER – 2
POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES:

Sl. No	Name & Designation	Subjects Concerned	Duties	Powers
1.	Secretary (Vacant)			
2.	G.S.Phani Kishore, IRS Spl.Secretary to Government	<ul style="list-style-type: none"> ➤ As per the rules and guidelines laid down in Secretariat Office Manual and Business Rules and Secretariat Instructions. ➤ Secretary is Head of the Department & Overall supervision. ➤ To take efficient steps for the prompt dispatch of business of the Department. <p>Subjects allocated includes:</p> <ul style="list-style-type: none"> ➤ IT Policy and Planning ➤ IT Parks, SEZs ➤ IT Development in Tier – II cities, Tier – III cities. ➤ IT Communication ➤ E-Governance ➤ All matters relating to APTS, ESD, SAPNET, IEG. ➤ Budget and Administration of ITE&C Dept. 	<ul style="list-style-type: none"> ➤ To effectively Implement IT Policy, Electronics & Hardware Policy and Innovation & Startup Policy and other IT Programmes ➤ Take proactive steps for attracting new investment into the State. ➤ To take appropriate steps for the prompt dispatch of business of the Dept ➤ To take appropriate measures for smooth and efficient functioning of the Dept. ➤ To Monitor implementation of e-Pragati. ➤ To drive implementation of e-Office 	<ul style="list-style-type: none"> ➤ To recommend and approve the plans and programme. ➤ To accord administrative sanctions for all the programmes. ➤ To recommend and approve financial sanctions. ➤ To review and monitor the programme implementation

**Government of Andhra Pradesh
Information Technology, Electronics & Communications Department**

		<ul style="list-style-type: none"> ➤ Appellate Authority under RTI Act. ➤ Cabinet matters and Assembly questions related to above subjects. ➤ IT Human Resources, CIOs Training Programme ➤ E-Procurement, MeeSeva, Call Centers. ➤ NeGP (National e-Governance Plan) ➤ IT Infrastructure Projects Data Center, SSDG ➤ AP State Wide Area Network ➤ AP Fibre Grid Project ➤ SAPNET, AP Online Portal ➤ IT Infrastructure Projects, APSCAN ➤ RSDP, RAJiv Common Service Centers (CSC). ➤ R&D Projects ➤ Implementation of Telugu in IT Chief Minister's Information System. 	<p>in various departments</p> <ul style="list-style-type: none"> ➤ Drive new e-Governance initiatives. 	
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Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

		➤ Any other subjects not allotted		
3.	V.R.V.R.Naik Joint Secretary (HRD / Admin)	<ul style="list-style-type: none"> ➤ Supervision of general administration ➤ Office procedures ➤ Drawing & Disbursing Officer ➤ Service Matters ➤ Postings and Transfers ➤ Payment of Telephones, Vehicles hiring charges etc. ➤ T.A Bills, Budget proposals Audit & Accounts ➤ General correspondence of ITE&C Dept ➤ Periodical reports and special reports LAQs/LCQs. ➤ CM Petitions monitoring. ➤ PIO under Right to Information Act ➤ Vigilance and Disciplinary cases. 	<ul style="list-style-type: none"> ➤ To see effective functioning of administration ➤ To ensure the guidelines and procedures in the administrative process and service matters. ➤ To present bills and disburse the amounts and cheques. ➤ To coordinate and see that the answers to LAQs/LCQs and redressal of CM petitions. ➤ PIO under RTI Act ➤ Vigilance and Disciplinary cases. ➤ Preparation of Annual Budgets and its related issues. 	<ul style="list-style-type: none"> ➤ To examine and suggest appropriate measures in all administrative and financial matters. ➤ Drawing and disbursing officer. ➤ Supervision of all administrative matters and office procedures ➤ Preparing Annual Budget of the Department and presenting to legislative dept for approval and related issues. ➤ To examine the issues and guide the HODs / Corporations and Societies under the control of the Dept. ➤ To ascertain information and provide to applicants under RTI Act etc.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

4.	D.Venkatachalam Director (Comm.)i/c	<ul style="list-style-type: none"> ➤ Supervision of SAPNET, APSWAN, & Other communication programmes, ➤ Supervision of e-Procurement. 	<ul style="list-style-type: none"> ➤ To evolve policy for cost effective, efficient and modern communication networking. ➤ To plan and formulate Guidelines for communication Network Projects ➤ To supervise the procurement to coordinate Broadband to see APTS technical matters. ➤ Supervision of eProcurement, 	<ul style="list-style-type: none"> ➤ To suggest and guide with appropriate technology for better communication systems. ➤ To supervise the projects of APSWAN, SAPNET. ➤ To scrutiny the proposals and guide in technical matters in APTS. ➤ Supervision of e-Procurement.
5.	P.Prathap Joint Director (Promotions)	<ul style="list-style-type: none"> ➤ Initiating the formulation, monitoring and Implementation of proactive IT Promotional Activities, ICT Policy, IT Parks, SEZs Mega IT Projects, CCITI Meetings, IT Promotion in Tier-II & III Cities, Land Allotments, MoUs, Collection and maintenance of IT/IT Industries related Statics. ➤ Budget of promotion wing, Documentation and 	<ul style="list-style-type: none"> ➤ 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 all locations of the State. ➤ To initiate action on ICT Policy, IT 	<ul style="list-style-type: none"> ➤ To process all the concerned files. ➤ To obtain required information from the customers ➤ To implement the orders of the approving authorities IT Promotion aspects. ➤ To take action on ICT Policy, IT Parks, SEZs Mega IT Projects.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

		<p>reporting of progress, correspondence relating to promotion.</p> <ul style="list-style-type: none"> ➤ LAQs of Promotion wing. ➤ Electronic Hardware manufacturing Policy related process and Identifying the growth of Electronic Hardware manufacturing Sector as thrust area. ➤ Establishment of Hardware manufacturing clusters, Incubation Centers etc. ➤ Data base of non STPI registered domestic IT/ITES companies registered with commissioner of industries/Registrar of companies Name of the Company, Address / Location Of the facility/unit, Date of Incorporation, Whether functional, nature of Activities, Present Investment, Employment & Turnover. ➤ Identification of lands, preparation & follow up of 	<p>Parks, SEZs, Mega IT Projects.</p> <ul style="list-style-type: none"> ➤ 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 Electronic Hardware Manufacturing clusters, Incubation Centres etc. ➤ Preparation of data base of non STPI registered domestic IT/ITES companies registered with commissioner of Industries /Registrar of Companies – Name of the Company, Address/Location of the facility/unit, Date of Incorporation / functional, Nature of activities, present Investment, 	<ul style="list-style-type: none"> ➤ To Collect and maintain IT/IT Industries related Statistics. ➤ To attend to other correspondence relating to promotion and LAQs of Promotion wing. ➤ To examine & Process the files relating to Electronic Hardware manufacturing. ➤ Policy related issues. ➤ To attend & Co-ordinate the duties assigned.
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**Government of Andhra Pradesh
Information Technology, Electronics & Communications Department**

		<p>proposals for allentation through APIIC/ UDAs/Housing Board, at Tirupati, Ongole, Guntur, Vijayawada, Nellore for creation of IT Parks and for promotion of Tier III IT Hubs.</p> <ul style="list-style-type: none"> ➤ Interact with IT companies in Chennai and Bangalore for setting up their facilities in Tirupati, with STPI and development of 3 Tier IT locations. ➤ Coordination with multipurpose SEZs for earmarking space and setting up IT companies 	<p>employment & Turnover.</p> <ul style="list-style-type: none"> ➤ Identification of lands, preparation & follow up of proposals for allentation through APIIC/ UDAs/Housing Board, at prominent towns/cities/locations for creation of IT Parks and for promotion of Tier III IT Hubs. ➤ Interact with IT companies in Chennai and Bangalore for setting up their facilities in Tirupati, furnish the quarterly performance reports of IT companies located at Tirupati, Guntur and Vijayawada in consultation with STPI. ➤ Coordination with multipurpose SEZs for earmarking space and setting u p IT companies. 	
6.	D.Venkatachalam Joint Director	➤ IT Infrastructure Projects	• To procure and install computers	• To suggest the economical and

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

	(Infrastructure)/PSA	<ul style="list-style-type: none"> ➤ Installation & maintenance of computers, Printers, scanners and other infrastructure, APSCAN, Data Center, Rajiv, RSDP, call centers, NeGP (Hardware), Common Service Centers. 	<p>and its peripherals with latest configuration.</p> <ul style="list-style-type: none"> • To upkeep and maintain the computers. • To maintain IT Security Architecture • To supervise the Operations of APSCAN. • Mee Seva, RAJiv, RSDP. Call centers, NeGP (Hardware), CSC • To monitor Data Center • IT Infrastructure Projects 	<p>latest technology equipment.</p> <ul style="list-style-type: none"> • 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 / Programme entrusted • Acts as Nodal Officer for Cyber Crimes. • Acts as chief information security officer(CISO)
7.	Joint Director (EA), e-Pragati	<ul style="list-style-type: none"> ➤ Monitoring implementation of e-Pragati 	<ul style="list-style-type: none"> • To monitor implementation of e-Pragati • Coordinating with various stakeholders for implementing e-Pragati • Organizing Stakeholder Workshops/Events/Inter departmental meetings • Convening EADG and EASG meetings • Firming up ePRS documents • Monitoring issue of RFPs 	Joint Director (EA), e-Pragati

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

8.	Smt. M. Sailaja Special Officer (Portal & eGovernance)	<ul style="list-style-type: none"> • SSDG, eDistrict MMP, Capacity Building Scheme under NeGAP of DeitY. • Trainings to Officials • APIT Website / AP State Portal • AP Enterprise Architecture • eCabinet • eOffice • GOIR, Gazzette etc., • Periodical reports, special reports, LCQ / LAQ etc., • Misc., correspondence on eGovernance 	<ul style="list-style-type: none"> • To evolve policy for effective implementation of e-Governance projects. • Supervision, monitoring of projects under NEGAP & coordinating with of DeitY with respect to funds. • Conducting trainings to Govt. officers with NISG • Content monitoring on APIT & AP State Portals • Forwarding DeitY Guidelines time to time to all departments with respect to implementation of eGov Projects /dev. of websites etc., • GOIR monitoring • To process the files for implementing eGov. Projects • To prepare plan of action for the Projects allotted. • To supervise and coordinate Government of 	<ul style="list-style-type: none"> • To examine & suggest appropriate technology and better implementation of eGov projects assigned. • To suggest the departments to follow Govt. of India Guidelines while developing applications and websites. • To issue necessary instructions for implementation and coordination of the activities assigned. • To review and chalk out the programmes for successful implementation
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Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

			India sponsored Projects	
9.	P.Venu Gopal Project Manager, (e-Procurement)	<ul style="list-style-type: none"> ➤ E-Procurement ➤ e-Auction ➤ O&M of e-Procurement for all the state depts../PSU's ➤ Development of New Version of end to end eProcurement & eAuction system. 	<ul style="list-style-type: none"> • To plan and formulate policy for e-Procurement • To arrange required hardware and trainings. • To provide functional inputs to service provider on GOAP's specific business requirements. • To Organize appropriately skilled manpower from GOAP for project as and when needed to complete GOAP's obligations. • To review and approve deliverables on timely basis throughout the project duration. • To liason with entities external to the project, such as vendors and with various management groups within GOAP. • To Organize steering committee meetings as the agreed frequency. 	<ul style="list-style-type: none"> • Supervision of the entire projects. • Act as single point contact between GoAP and service provider • Responsible for co-ordinating and ensuring timely signoff by GoAP on the deliverables to be submitted by service provider from time to time • Responsible for meeting the obligations of the GoAP under the agreement • Jointly review and monitor the project progress on a regular basis • Co-ordinate the meetings of the GoAP's functional champions to ensure full co-operation of GoAP officials in all such meetings

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

10.	R.Radha Krishna Patro Section Officer (Admn)	<ul style="list-style-type: none"> ➤ Office Procedures, Service Matters ➤ Postings and Transfers ➤ Administrative Sanctions and Sanctioning of Bills ➤ Issue of GOs, General Correspondence with other dept., ➤ Pay bills, permanent advance ,telephones, cell phones, vehicles, office stationery, reimbursement of bills to APTS, Stores and record room. ➤ Vigilance Reports, Accounts, Other Administrative matters and General Correspondence as entrusted form time to time. ➤ Vigilance & disciplinary cases of the dept. ➤ L.A.Q, L.C.Q's and other Assembly related matters. ➤ RTI related correspondence and other miscellaneous correspondence. 	<ul style="list-style-type: none"> • To see implementation of office procedures • To obtain sanction for the bills and claims • To see allotment of telephones, vehicles and payment of bills • To see the service matters, transfers and postings, custodian of SRs, other important and confidential documents. • To make all general and miscellaneous correspondence • To monitor daily attendance and leaves. • To initiate and maintain files relating to vigilance cases. • To sign all the fair copies of GOs and office orders. • To see the administrative matters General Correspondence as entrusted form time to time. • To see the RTI and assembly related matters. 	<ul style="list-style-type: none"> • To issue necessary instructions to the subordinates and subordinate officers • To suggest guidelines and rule position on files • To initiate all files in administration wing • To sign all the approved G.Os and other orders • To implement the instructions of the authorities. • To initiate and maintain files relating to vigilance cases. • To initiate the administrative matters General Correspondence as entrusted form time to time. • To sign all the approved G.Os and other orders. • To see the assembly and RTI related matters.
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Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

11.	P.Bhavani Asst. Section Officer (ASO)	➤ Office Procedures, Service Matters, Sanctions to Bills and Claims, General Correspondence Permanent advance	<ul style="list-style-type: none"> • To Initiate and maintain files relating to office Procedures and Administration • To initiate sanctions to bills and Claims • To initiate files on general correspondence • Initiate all administrative related files 	<ul style="list-style-type: none"> • To initiate and maintain files relating to Office Procedures and Administration • To initiate sanctions to bills and Claims • To initiate files on general correspondence
12.	Y.Padmalatha PA /AAO	➤ Budget ➤ Progress Reports	<ul style="list-style-type: none"> • Budget • Progress Reports 	<ul style="list-style-type: none"> • Budget • Progress Reports
13.	B.S.Harinath PA /JAO	➤ Budget ➤ Audit ➤ Progress Reports	<ul style="list-style-type: none"> • Budget, Audit and Audit collections and compilation of progress reports of different wings of the department 	<ul style="list-style-type: none"> • Budget, Audit and Audit collection of Progress reports from different wings
14.	PA Admin (Vacant)	---	----	---

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 AP Government Business Rules and Secretariat instructions.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER - 4

Norms set for the Discharge Of Functions
(Communications)

Sl.No	Function / service	Name / standards of performance set	Time frame	Reference document prescribing the norms
1	APSWAN	To Provide connectivity between State Head Quarter (SHQ) at Secretariat to District Head Quarters (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 12 Mbps connectivity. Each of the DHQ will in turn be connected to the MHQ of that district using leased lines of 4 Mbps capacity.	All the DHQs are connected to SHQ and 655 Mandal Head Quarters and they are connected to the respective District Head Quarters, the Network is completed by the end of November 2015	M/s. Tata Consultancy Services (TCS) was Selected through tender process as a service provider for the SWAN and the contract was signed in September 2009.
2.	Telecom Infrastructure Development	For development of Telecom Infrastructure in the State RoW permissions for OFC laying along State properties specifying procedures / guidelines to be followed-Bank Guarantee to be submitted, authorities to be approached, agreement to be signed etc.	Govt. Policy decision currently applicable	G.O.Ms.No:5 Finance & Planning (Plg IT&C) Department Dated: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	Government policy currently applicable	G.O.Ms.No:18 IT&C Department, Dated: 27.10.2000, and circular Memo No: 2085/IT&C/2001, G.O.Ms.No:19 & 20 of IT&C Deptt., Dated:06.06.2005

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

		ona non exclusive basis to any licensed telecom operator subject to following prescribed Gudelines.		
3.	SAPNET	The Government of Andhra Pradesh, 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; 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 ISRDA society is framed to manage the AP network – SAPNET	Currently operational with earth station and Hub located at Dr.B.R.A.O.U campus ITE&C Dept has installed across state 1805 RoTs initially and 1097 MPDOs are equipped with RoTs in 2009 3500 schools are provided with Mana TV transmissions under SSA.	<ol style="list-style-type: none"> 1. MoU between ISRO and GoAP. 2. G.O.Ms.No: 9, IT&C Department, Dated: 14.07.2000 3. G.O.Ms.No: 40 IT&C Department, Dated: 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 definition of categories with limits on monthly charges and cost of handsets and formation of CUGs under special tariffs.	Govt. Policy guidelines currently applicable	G.O.Rt.No:158, Dated: 18.09.2012, IT&C (Communications) Department.
5.	Broadband and ISDN connectivity	Policy and guidelines for provision of Broadband internet connectivity to Ministers and Senior officers of Government of Andhra Pradesh with ceiling limit and	Govt. Policy guidelines currently applicable	G.O.Rt.No: 152, Dated: 18.06.2010

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

		eligibility criterion		
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:46, Dated: 16.03.2011
7.	IVRS	The IVRS project has been sanctioned and the roll out to all the Departments is completed. The user ID's for the entire Secretariat Department and District Collectors are created and the training was imparted to all HOD's and Departments.		

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

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 Acts & Policies	Gist of contents
1.	IT Promotion: ICT Policy 2014-2020	Details the incentives/subsidies/facilities available for promotion of IT/ITES/BPO companies in the State of AP and the procedure to draw such incentives from the Government. (ICT Policy 2014-20 linked).
2.	Electronic Policy 2014-2020	To develop Electronics Industry as an important Growth Engine for Andhra Pradesh through effective use of the talent pool, skill enhancement, promotion of innovation & future technologies and creation of excellent infrastructure.
3.	Innovation & Startup Policy 2014-2020	To create a world-class 'technology startup ecosystem' by fostering 'entrepreneurship and a culture of innovation' which contributes to increased knowledge, wealth and employment in our society.
4.	SEZ Act 2005	SEZ – special Economic Zone – Special Economic Zones (SEZs) are specifically delineated enclaves treated as foreign territory for the purpose of industrial, service and trade operations, with relaxation in customs duties and a more liberal regime in respect of other levies foreign investments and other transactions. The development of SEZs by the Govt of AP will primarily be led by private Sectors Investors and Developers to undertake international class and scale of infrastructure development SEZ Act 2005 is 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.
5	Companies Act, 1956	Companies Act 1956 is a Central Government Act/legislation deals with incorporation of a limited company under companies act in the country and details of the procedure for company incorporation, functioning, filling of financial returns/annual accounts and other statutory regulations pertaining to running a company in the country. Companies Act provisions are applied for the companies who apply for subsidy/incentives from the State Government, with respect to their date of incorporation, commencement of commercial operations, present investment, employment, turnover and other

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

		financial/accounting parameters reported by the company under the companies Act.	
II.Cell Phones:			
1.	<p>Category I : Includes HOD, Secretaries and above equivalent rank – Handset limit is Rs.12,000/- Recurring Charges Rs.2,000/-</p> <p>Category II : Includes Deputy Secretaries and above, equivalent rank – Handset limit is Rs.3,000/- Recurring charges Rs.1,375/-</p> <p>Category III : Includes all the gazetted officers – Handset limit is Rs.3,000/- Recurring charges Rs.625/-</p>	Policy and guidelines for provision of Mobile Communication facility to state and local officials	<p><u>G.O.Rt.No.158</u> <u>Dated:</u> <u>18.09.2012,</u> <u>IT&C</u> <u>(Communications)</u> <u>Department</u></p>
2.	Government have decided to Provided cellular phones to eligible state and local government officials requiring mobile Tele-services to ensure effective communication, increased access and accountability and issued Guide lines for following while issuing the cell phones to Govt. officials follow the G.O.Rt.No.158., Dated: 18.09.2012, IT&C Department.	HODs to identify and provide Mobile communication facilities to the required officials and the cost of hand set as well as recurring charges have to be borne by the concerned dept They have to select one of the CUGs identified under the tariff plans given and limits set for each category wise to be followed.	
3.	G.O.Rt.No.158, Dated: 18.09.2012, IT&C (communications) Department	Policy and guidelines for provision of mobile communication facility to state and local officials	
III. BROADBAND ISDN CONNECTIVITY:			
1.	Broadband connectivity to be provided to all eligible senior officials of the rank of secretary and above and	Policy for provision of Broadband Internet connectivity to Ministers and senior officers of Government of Andhra	<p>G.O.Rt.No.152 Date:18.06.2010</p>

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

	Ministers	Pradesh.	
2.	Recurring charges limit to Rs.3,000/- Per month have to be borned by the concerned department.		
3.	Incidental charges like initial deposits, modems cost and installation charges have to be borned by the concerned Department.		
4.	Government has decided to provide Broadband connectivity to Ministers and Senior Officers Viz., 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 borned by the concerned departments senior officers of Government of Andhra Pradesh.		
5.	G.O.Rt.No.152, IT&C Department Date:18.06.2010	Policy for provision of broadband internet connectivity to Ministers and senior officers of Government of Andhra Pradesh.	
6.	G.O.Rt.No.152, IT&C Department Date: 18.06.2010.	Inclusion of broadband connectivity from BSNL or any private Operator.	
IV.APNET:			
1.	The Government of Andhra Pradesh, as a part of its objective to	Operational with earth station and Hub located at Dr.B.R.A.O.U campus and	

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

	<p>harness the potential of IT has established a Satellite based communications Network to be utilized in the following areas: Distance Education, Tele Medicine, Agricultural Extension, E-Governance, Awareness amongst self help groups, and Human Resource Development in ku-band captive earth station and remotes transmitting four TV Channels for above purposes under an exclusive MOU with ISRO. User departments have to contact SAPNET for using the facility.</p>	<p>1802 remotes spread across AP under MOU with ISRO for using INSAT III-B satellite transponder in ku-band.</p>	
2.	<p>G.O.Ms.No.9 IT&C Department dated: 14.07.2000</p>	<p>Implementation of MoU with ISRO for establishment and use of ku bank Satellite Network</p>	
3.	<p>G.O.Ms.No.40 IT&C Department Dated: 13.09.2002</p>	<p>Creation of society for APNET project SAPNET</p>	
4.	<p>Administrative & Financial matters</p>	<p>Following the Financial Code, AP Secretariat Office Manual and AP Government Business Rules & Secretariat Instructions issued by GA(Cabinet), Dept.</p>	

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

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 IT Policy/Electronic Policy/Innovation & Startup Policy 2014-2020	JD(Prom), ITE&C Dept
2	Record	Draft (proforma) Memorandum of Understanding of to be Entered by a Company with Govt for allotment of land.	JD(Prom), ITE&C Dept
3	Record	Draft Bank Guarantee as Performance Guarantee to be Furnished by IT company for availing incentives under IT Policy.	JD(Prom), ITE&C Dept
4	Publications	Brochure on IT Policy, Electronic Policy and Innovation & Start up Policy 2014-2020	JD(Prom), ITE&C Dept

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

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 ITPolicy, Electronic Policy and Innovation &Startup Policy	Interactive Meetings with: <ol style="list-style-type: none"> 1) ITsAP (IT / ITES Industry Association of Andhra Pradesh), RITPA (Rishikonda IT Park Assocaition) VITA (Vizag IT Industries Association), Godavari IT Association (GITA), Krishna IT Association (KITA), Tirupati IT Association (TITA) 2) NASSCOM (National Association for Software and Service Companies) 3) ELIAP (Electronics Industries Association of Andhra Pradesh). 4) Electronics & Software Export Promotion Council (ESC) 5) Andhra Chamber of Commerce 6) Confederation of Indian Industry 	Interactive Meetings with: <ol style="list-style-type: none"> 1) ITsAP (IT / ITES Industry Association of Andhra Pradesh) 2) NASSCOM (National Association for Software and Service Companies) 3) ELIAP (Electronics Industries Association of Andhra Pradesh).

CHAPTER - 8

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

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

To develop Andhra Pradesh as an Innovation Society of global repute, with a focus on enhancing the Quality of Life of its citizens, through high-quality Education and Healthcare, increased productivity in Agriculture and allied activities, creation of Employment by promoting Electronics and IT, and above all, by providing Good Governance, this Government has brought out the Andhra Pradesh IT Policy, Electronics Policy and Innovation & Startup Policy 2014-2020 vide read above.

The Policies stipulates that an empowered ‘Consultative Committee on Information Technology Industry (CCITI)’ would be formed with the representatives of IT/Electronics industry and the other stakeholders and the CCITI would administer the incentives in a speedy, time-bound and transparent manner.

Government therefore after careful consideration constitutes the ‘Consultative Committee on Information Technology Industry (CCITI)’ with the following composition:

Secretary, ITE&C Department	Chairman
CMD, AP TRANSCO	Member
MD, APEPDCL/APSPDCL	Member
Commissioner& IG Registration	Member
VC & MD, APIIC	Member
Representative of Commissioner of Labour	Member
Representative of MA&UD Dept	Member
Representative of Commissioner of Industries	Member
Director, STPI Andhra Pradesh	Member
Development Commissioner, AP IT SEZs/VSEZ	Member
President, ITsAP	Member
President, ELIAP	Member
President, VITA	Member
Chairman, Industry Development Forum	Member
Regional Director, CII	Member
Regional Chairman, ESC	Member
Regional Director, NASSCOM	Member
President, Andhra Chamber of Commerce, Vijayawada	Member
JD (Promotions), ITE&C Department	Convener

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

Co-opted Member (any representative from IT Member Industry/Association/ Government/ AP State District Collectors/AP Urban Development Authorities/AP Municipal Corporations/Expert/ Professional) as and when required.

The CCITI shall act as a single window for granting all the incentives announced through the IT Policy-2014-2020 vide GO Ms. No:13, dated 11-08-2014 of ITE&C Dept . Electronics Policy 2014-2020 vide GOMs No: 16, of ITE&C Dept, dated 09-09-2014 and AP Innovation and Startup Policy issued vide GO MS No:17, of ITE&C Dept, dated:09-09-2014.

The CCITI shall meet periodically.

The terms of reference of CCITI are indicated below:

(a) To grant various incentives available in the AP IT Policy, AP Electronics Policy and AP Innovation &Startup Policy, 2014-2020, to IT industry on examination of applications made by them including approving allotment of lands to the IT Industry.

(b) To resolve the problems in implementation of the IT Policy and cause necessary through implementing agencies, such as APIIC/Urban Development Authorities,/DISCOMs/Municipal Corporations, for administration of various incentives sanctioned, and for speedy realization of the goals set forth in the AP IT Policy, AP Electronics Policy and AP Innovation &Startup Policy, 2014-2020.

(c) To prescribe the procedures and to issue guidelines and clarifications in implementation of the AP IT Policy, AP Electronics Policy and AP Innovation &Startup Policy, 2014-2020. The CCITI can recommend/ approve/ reject/ defer any application for incentives at its sole discretion.

The term of the members of CCITI shall be coterminous with the AP IT Policy, AP Electronics Policy and AP Innovation & Startup Policy, 2014-2020.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER 9

Directory of Officers and Employees

Sl. No.	Name Designation & Address	Telephone.No, and Fax	Email Address
1.	Secretary (Vacant)		
2.	Sri G.S.Phani Kishore, IRS Spl.Secretary to Government Room.No: 06, North 'H' Block, 1 st Floor, AP Secretariat, Hyderabad	040-23459294 – (O) 040-23450041 – (O) 040-23459284 – (F)	secy_its@ap.gov.in
3.	Sri. V.R.V.R.Naik, Joint Secretary (HRD), Room.No: 403, North 'H' Block, 3 rd Floor, AP Secretariat, Hyderabad		js_hrd_its@ap.gov.in
4.	D.Venkatachalam Director (Communications)i/c Room.No: 401, North 'H' Block, 3 rd floor, AP Secretariat, Hyderabad	040-23450102 – (O)	dir_comm_its@ap.gov.in
5.	Sri. P.Prathap, Joint Director (Promotions) Room.No: 406, North 'H' Block, 3 rd Floor, AP Secretariat, Hyderabad	040-23450046 – (O) 99667 33317	jtdir_prom_its@ap.gov.in pratap_dd@yahoo.co.in
6.	Smt. K.Indira Devi. Joint Director (EA), e-Pragati Room.No: 403, North 'H' Block, 3 rd Floor, AP Secretariat, Hyderabad	040-23459003 – (O) 99668 92450	Jd_epagati@ap.gov.in
7.	D.Venkatachalam Joint Director (Infrastructure) Room.No: 401, North 'H' Block, 3 rd floor, AP Secretariat, Hyderabad	040-23450102 – (O)	jtdir_infra_its@ap.gov.in
8.	M.Sailaja Spl.Officer (Portal). E- Governance, Room.No: 401, North 'H' Block, 3 rd floor, AP Secretariat, Hyderabad	040-23456408 – (O)	so_portal_its@ap.gov.in
9.	P.Venu Gopal Asst.Director (HRD) &	040-23451055 – (O)	pm_eproc_its@ap.gov.in

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

	PM, e-Procurement, Room.No: 403, North 'H' Block, 3 rd floor, AP Secretariat, Hyderabad		
10.	R.Radha Krishna Patro, Section Officer, Room.No: 402, North 'H' Block, 3 rd floor, AP Secretariat, Hyderabad	040-23452014 – (O)	so_admin_itc@ap.gov.in
12.	P.Bhavani, ASO	040 - 23452014	aso_admin_itc@ap.gov.in
13.	Y. Padmalatha, AAO/PA		aao_admin_itc@ap.gov.in
14.	B.A.Harinath, JAO/PA		jao_admin_itc@ap.gov.in
	PA (Vacant)	---	---

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

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	Monthly (*) Remuneration
1	Vacant	Secretary	---
2	Sri. G.S.Phani Kishore,IRS	Spl.Secretary to Government	1,64,798.00
3	Sri. V.R.V.R.Naik	Joint Secretary (HRD)	1,41,725.00
4	Sri P. Pratap	Joint Director (Promotions)	86,861.00
5	Smt K. Indira Devi	Joint Director (EA), e-Pragati	88,526.00
6	Sri D.Venkatachalam	Joint Director (Infra)/PSA	1,10,615.00
7	Smt M.Sailaja	Special Officer (Portal) /Programmer	73,654.00
8	Sri P.Venu Gopal	Project Manager (e-Procurement)	67,440.00
9	Sri R.Radha Krishna Patro	Section Officer	56,092.00
10	Smt P.Bhavani	Asst.Section Officer	47,345.00
11	Smt Padmalatha	PA / AAO	70,303.00
12	Sri B.A.Harinath	PA / JAO	48,165.00
13	Vacant	PA (Admin)	---

* The monthly salary details pertains to August, 2015

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER – 11

BUDGET ALLOCATION & EXPENDITURE PARTICULARS - PLAN SCHMES
During the years 2014-15 & 2015-16

(Rupees in Lakhs)				
Sl. No	Name of the Scheme	Budget. Estimates During 2014-15	Expenditure Incurred During 2014-15	Budget Estimates During 2015-16 & Addl.Funds/ reappropriation
1	2	3	4	5
1	3451 -00- 090- 11- (22) - Information Technology & Communications Department			
	110-Domestic Travel Expenses 111- Travelling Allowance	9.52	7.07	15.28
	120-Foreign Travel Expenses 121-Foreign Travel Expenses	7.03	0	10.00
	130-Office Expenses 131-Service Postage, Telegram and Telephone Charges	7.03	2.59	10.00
	260 Advertisements, Sales and Publicity Expenses	60.26	57.81	189.72
	280-Professional Services 284-Other Payments	1886.82	1335.09	2252.86
	310-Grants-in-Aid 312-Other Grants-in-Aid	959.13	959.13	100.00
	330 Subsidies	211.95	129.18	320.00
	520-Machinery and Equipment 521-Purchases	1000.00	815.93	8635.00
2	3451- 00- 090- 11- (30) - National e-governance Action Plan			
	280-Professional Services 284-Other Payments	0	0	10000.00
3	3451- 00- 090- 11- (30) - National e-governance Action Plan			

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

	500-Other Charges 503-Other Expenditure	329.66	329.66	0
4	3451- 00- 090- 11- (30) - National e-governance Action Plan			
	520-Machinery and Equipment 521-Purchases	0	0	1431.00
5	3451- 00- 090- 12- (30) - National e-governance Action Plan			
	500-Other Charges 503-Other Expenditure	1671.14	1671.14	253.21
6	3451- 00- 789- 11- (06) - Jawahar Knowledge Centres (JKCs)			
	280-Professional Services 284-Other Payments	40.00	40.00	150.00
7	3451- 00- 789- 11- (09) - E-seva			
	280-Professional Services 284-Other Payments	100.78	100.00	100.00
8	3451- 00- 789- 11- (22) - Information Technology & Communications Department			
	280-Professional Services 284-Other Payments	141.66	141.66	64.99
	310-Grants-in-Aid 312-Other Grants-in-Aid	1450.32	0	0
	520-Machinery and Equipment 521-Purchases	350.00	262.50	726.64
9	3451- 00- 796- 11- (06) - Jawahar Knowledge Centres (JKCs)			
	280-Professional Services 284-Other Payments	16.00	16.00	10.00
10	3451- 00- 796- 11- (09)-E-seva			
	280-Professional Services 284-Other Payments	66.67	66.67	10.00
11	3451- 00- 796- 11- (22)- Information Technology & Communications			
	280-Professional Services 284-Other Payments	18.05	18.05	8.28
12	3451- 00- 796- 11- (22)- Information Technology & Communications			
	520-Machinery and Equipment 521-Purchases	221.55	166.16	227.15
13	3451- 00- 800- 11- (09) – E-seva			

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

	280-Professional Services 284-Other Payments	250.00	174.79	250.00
14	3451-00-800-11-(11)- Infrastructure facilities for Development of IT			
	500-Other Charges 503-Other Expenditure	4048.98	4048.98	1218.00
15	3451-00-800-11-(06)-JKC			
	280-Professional Services 284-Other Payments	135.00		400.00
16	3451-00-800-11-(08)-SAP NET			
	500-Other Charges 503-Other Expenditure	120.00	85.00	800.00
17	3451-00-090-11-(37)- e-Govarnance Authority, Electronics& IT Agency Innovation Society			
	310- Grants in Aid 312- Other Grants in Aid	0		25275.83
18	3451-00-092-11-(23)-video Conferencing			
	520-Machinery and Equipment 521-Purchases	880.00	800.00	300.00
19	3451-00-789-11-(23)-video Conferencing			
	520-Machinery and Equipment 521-Purchases	16.66	30.79	0
20	3451-00-796-11-(23)-video Conferencing			
	520-Machinery and Equipment 521-Purchases	7.56	13.97	0
21	3451-00-092-12-(08)-APSEA			
	310-/312 OGIA	0	0	1254.00
22	3451-00-092-12-(07)-APSEA			
	310-/312 OGIA	0	0	3046.00
23	3451-00-789-11-37- e-Govarnance Authority, Electronics& IT Agency Innovation Society-310-/312 OGIA	0	0	1790.72
24	3451-00-796-11-37- e-Govarnance Authority, Electronics& IT Agency Innovation Society-310-/312 OGIA	0	0	240.53

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

25	3451-00-796-12-(30)-NeGP Funds			
	500-Other Charges 503-Other Expenditure	0	0	21.65
26	3451-00-789-12-(30)-NeGP Funds-			
	500-Other Charges 503-Other Expenditure	0	0	53.14
	Grand Total:	14005.77	11407.17	59164.00

CHAPTER 12

Manner of execution of Incentives/Programmes under
Andhra Pradesh IT Policy 2014-2020

1. Andhra Pradesh had taken a leadership position in e-Governance and Information Technology. The Growth was propelled by the availability of rich talent pool, lower cost of operations and in some measure due to the innovative policies of the Government. Consequent on the reorganisation of the State it is imperative to revisit the existing policy Initiatives and make them more attractive to suit the current and future requirements of the new State of Andhra Pradesh.
2. In the above context, the Government of Andhra Pradesh has developed a blueprint “**Re-Imagining Andhra Pradesh – role of e-Governance, Electronics and IT**” for development of ICT Industry in the State. The blueprint envisages a large number of conducive policies and simple but effective frameworks being put in place. It has laid out a vision to “*develop AP as an **Innovation Society** of global repute, with a focus on enhancing the **Quality of Life** of its citizens, through high-quality **Education and Healthcare**, increased productivity in **Agriculture** and allied activities, creation of **Employment** by promoting **Electronics and IT**, and above all, by providing **Good Governance**.*”
3. The objectives and targets laid out for the next five years are
 - To be **FIRST** in India in Quality & Quantity of e-Services
 - To be known as the **Silicon Corridor** of India
 - To attract Investments of US \$ 2 bn in IT and US \$ 5 bn in Electronic manufacturing
 - To get a 5% share in national exports of Software
 - To create an additional direct employment of 0.5 mil
 - To take Gigabit to all Villages
 - To make at least one person e-literate in every household.
4. The blueprint has identified a set of 18 policies and frameworks to realize the vision and goals stated above. The IT policy laid down in this document is one among them.
5. An effective policy for the development of IT is based on the four pillars, namely, **Human Capital, Infrastructure, Incentives** and above all, a system of **Good Governance**.

This document specifies the policy initiatives that the Government intends to take in these four areas.

1. Human Capital: Availability of a pool of high-quality manpower is a sine qua non for the development of IT Industry. While AP has over 200 engineering colleges and a large number of training institutions specialized in IT and computer sciences, it is necessary to create an environment that promotes quality of education in emerging technologies and alignment with the specific needs of the industry. To this end, the following initiatives shall be taken.

1.1 The Universities will be advised to change the course curriculum to be in tune with the emerging technologies and aligned to the requirements of the Industry, and to introduce courses in entrepreneurship development.

1.2 **Credits for Online Courses:** The Universities will be advised to give credits to the students successfully completing notified online courses.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

1.3 **Faculty Upgradation:** A special scheme of faculty upgradation shall be introduced.

1.4 The Government would support opening of premier IT institutes in partnership with the top IT Companies and Foreign Universities.

1.5 **Mandatory Apprenticeship:** All educational institutions offering under-graduate courses in software engineering, electronics and computer sciences shall implement a mandatory scheme of internship/ apprenticeship in the 4th Year of the course in association with the industry.

1.6 **Skill Enhancement by MSMEs:** Assistance shall be provided to MSMEs with a minimum of 20 employees on its rolls by way of reimbursement of 50% of training fees, subject to a maximum Rs 10,000 (Rupees Ten thousand only) per employee, on obtaining recognized certifications in emerging technologies. The assistance under this category shall be limited to Rs 1 lakh (Rupees One lakh only) per year per unit.

1.7 **Recruitment Assistance:** A recruitment assistance of INR 15 lakh (Rupees Fifteen Lakh only) to the SMEs which attain an employment of 100 employees within three years of commencement of commercial operations.

1.8 **Innovation Policy:** Innovation is the prime focus area for the growth of IT industry in the State. An Innovation Policy shall be announced to promote start-ups and IT units in the State developing innovative products.

1.9 **e-Literacy:** An appropriate scheme would be announced to make one person e-literate in every household, in partnership with the industry.

2. Infrastructure:

2.1 **Vizag as a Mega IT Hub:** Government shall endeavour to establish state-of-the-art infrastructure of international standards suiting to the requirements of the IT/ITES Industry. Visakhapatnam will be developed as a Mega IT Hub, through an initial effort of developing an IT township with a built-up space of 5 million square feet. A signature tower of 1 million square feet shall form the nucleus of the Mega IT Hub.

2.2 **IT Hubs:** IT Hubs shall also be developed at Vijayawada, Kakinada, Tirupati and Anantapur.

2.3 **PPP for IT Infrastructure:** The facilities, in the form of IT Towers, IT Parks and IT Zones, shall be developed adopting a transparent PPP policy. The following principles will form part of such a policy:

- a. For each project, APIIC shall select a partner, who can be a developer or a consortium of developers and the industry players, through a bidding process involving QCBS method.
- b. The responsibility of marketing the facilities created shall be with the selected partner. The Government shall provide such promotional support as needed.
- c. Appropriate relaxations will be provided from the zoning regulations and land usage conversions, subject to environmental safeguards.
- d. Relaxation to AP Building Rules would be considered, subject to the payment of City Level Infrastructure Impact Fee and clearances from Fire Services, Airport Authority and conformance to the National Building Code and statutory regulations.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

e. The principles of green buildings, green IT, e-Waste management, Walk-to-Work and Cycle-to-Work shall be followed while designing the facilities.

2.4 Information Technology Investment Regions (ITIRs): To attract Investments in IT/ITES, and Electronic Manufacturing units, Government of India, had notified the ITIR policy in 2008. ITIR is expected become a significant driver of the economic activity in the region, by funnelling the resources and efforts of the Central, State and local governments into the ITIR. **Government proposes ITIRs to be developed in Visakhapatnam and Tirupati initially.** The Tirupati-Anantapur corridor will be proposed at a later phase.

2.5 Other Critical infrastructure:

a. **Air Connectivity:** The process of expansion and modernization of the airports at Visakhapatnam and Tirupati are afoot. The Government shall take speedy and effective steps to develop the other airports in the state to cater to needs of the industry.

b. **Assured Power:** Andhra Pradesh has recently been selected as a pilot State to implement the scheme of 24x7 power supply. Within a span of 5 years, the Government intends to make the State power surplus. As an interim measure, the ICT industry would be exempt from the purview of statutory power cuts.

c. **Social Infrastructure:** A multi-departmental mechanism would be established to improve the social infrastructure in the cities selected to be developed as IT Hubs.

3. Incentives

A. Incentives applicable to all categories of IT Industry

A1-Non Fiscal Incentives

3.1 ICT industry would be exempt from the purview of the AP Pollution Control Act, except in respect of power generation sets.

3.2 IT industry would be **exempt from inspections under the following Acts** and the Rules framed there under, barring inspections arising out of specific complaints. The IT unit sare permitted to file self-certifications, in the prescribed formats.

i. The Factories Act 1948

ii. The Maternity Benefit Act 1961

iii. The AP Shops & 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

3.3 General permission shall be available for 3-shift operations with women working in the night for IT/ITES Units/ Companies, subject to the IT units taking the prescribed precautions in respect of safety and security of employees.

3.4 IT/ITES Units/ Companies and non-hazardous hardware manufacturing industry are declared as essential service under **AP Essential Services Maintenance Act.**

3.5 **CCITI:** An empowered '**Consultative Committee for the IT Industry**' would be formed with the representatives of industry and the other stakeholders. The CCITI would administer the incentives in a speedy, time-bound and transparent manner.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

3.6 Land Allotment: Allotment of Government land or land held by APIIC for industrial development, to the IT units shall be governed by the following principles.

- a. The land allocation for IT Industry will be as per GO Ms. No:571, Revenue (Assgn.I) Department, dated:14/09/2012.
- b. The land allotment would be based on the business proposal and the investment capacity of the company/investor.
- c. **Rebate on cost of land allotted:** A rebate on the cost of the land will be provided @ Rs. 60,000 per employee to the Mega IT Projects (defined below) and Rs. 40,000 per employee for other IT projects, subject to maximum of 80% of the land cost as determined by the allotment agency. Prescribed guaranties would be taken from the sponsors of the project for the rebate.
- d. Units for which land is allotted on a rebated cost, shall ensure that the facility to be created shall be adequate to provide space for 500 IT professionals on every acre of land.
- e. Only the IT units with IT employee strength of a **100** will be eligible to be considered for allotment of land.
- f. CCITI is empowered to consider the eligibility of the applicant based on their track record, business proposal in terms of employment to be created, office space to be built, investment to be made and viability of the project proposal.
- g. The Conditions of allotment, extent of land to be allotted, employment to be created, office space to be built, investments to be made and timelines shall be incorporated in the MOU/ agreement to be signed with the applicant-company.
- h. **Sub-leasing:** Sub-leasing of the space created for IT employment, under a scheme of incentives would be permitted in the IT Layouts/IT Towers to synergise collaborations and enhance IT employment, subject to the condition that such sub-leasing shall be only in favour of only any other IT company.

A2 Fiscal incentives

3.7 Registration & Stamp Duty: IT industry shall be eligible for 100% reimbursement of the Stamp Duty, Transfer Duty and Registration Fee paid on sale/ lease deeds on the first transaction and 50% thereof on the second transaction.

3.8 Power Subsidy:

- a. IT Units classified as MSME shall be eligible for 25% subsidy on power bills for a period of 3 years from the date of commencement of commercial operations or Rs. 30lac whichever is earlier.
- b. IT Units established by SC/ST & Women Entrepreneurs shall be eligible for 50% subsidy on power bills for a period of 5 years from the date of commencement of commercial operations or Rs. 50 lakhs whichever is earlier.
- c. **Exemption of Electricity Duty and applicability of Industrial Tariff:** New IT/ITES units, after coming into commercial operations will be entitled for 100% exemption on Electricity duty for a period of 5 years.

3.9 Patent Filing Cost: The cost of filing patents will be reimbursed to the companies having their headquarters in Andhra Pradesh, subject to a limit of Rs. 5 lakh (0.5 mil) per domestic patent awarded and Rs. 10 lakh (1 Mil) per international patent awarded.

3.10 Quality Certification: IT Units shall be eligible for reimbursement of 20% of expenditure incurred for obtaining quality certifications for CMM level 2 upwards, subject to a limit of Rs. 5 lakh (0.5 mil). Similar reimbursement will be made to BS 7799 for security and also for ITES Companies for achieving COPC and eSCM certification. The IT /ITES units/ companies can

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

claim this incentive only once. In addition, this incentive may be extended to other certifications based on the recommendations of the CCITI.

3.11 Technology & Market Support: Government will support IT Exporters Associations, ITsAP, NASSCOM, ELIAP, STPI, IEG, or any such organisation (as decided by CCITI) for conducting surveys and/or research on trends in technology, market intelligence or on other work useful to the IT Industry.

3.12 Business Networking and promotional events: Government shall promote and encourage participation in various national and international events by the industry and by leading a Government-industry business delegation to the identified Exhibitions and Conferences. Government would also undertake various promotional events and road shows at various locations from time to time.

B. Additional Incentives available for Mega Projects

3.13 Mega Projects: Mega Projects are the projects or the investment intents that can create employment of 5000, or more in a span of 5 years. The following additional incentives would be provided to the Mega Projects.

- a. In case where the premises are taken on lease / rent basis, a rental subsidy @ Rs. 10persft per month shall be provided for a period of 3 years in prescribed scale of space per employee.
- b. An investment subsidy of 10% of the value of the Capital Expenditure, other than land, shall be provided to Mega Projects that enter into an MoU with the state within 2 years of notification of the Policy.

C. Additional Incentives available to MSME IT Units

3.14. MSME IT units are those units that have an annual turnover of up to Rs 25 cr (Rs. 250mil). The following additional incentives are available to such units:

- a. a 50% subsidy on lease rentals up to a maximum of Rs. 5 lakh (0.5 mil) per annum for a period of 3 years for the plug and play built up office space taken by the startups/MSMEs/ first-generation technocrat entrepreneurs, SC, ST & Women Entrepreneurs STPI, either in IT/Multi-purpose SEZs/IT Parks or in any notified private area/location.
- b. **Market Development:** 50% (100% for SC /ST & Women Entrepreneurs) reimbursement of the exhibition stall rental cost for participating in the notified national/international exhibitions limited to 9 sq m of space.
- c. **Recruitment / Training Assistance:** Assistance @ Rs. 20000 per IT Professional employed within a period of two years of establishing the unit.
- d. All turn key projects with an outlay up to Rs 5 cr (50 Mil) to be undertaken by Government Departments would be reserved for MSMEs registered and operating in AP.
- e. **Performance-linked grant:** MSMEs 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.
- f. The Government has published on its portal (www.ap.gov.in) a Blueprint for development of IT, Electronics and e-Governance sectors in the State. Suo moto proposals, based on AP Blueprint for applications relevant to governmental needs would be accepted from AP based MSME IT units and the proposals adjudged to be the best among those found to be relevant for achieving the objectives set out in the blueprint will be accepted and projects to the tune of Rs 50 cr (500 mil) p.a would be awarded to the IT units so selected.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

g. **Subsidy on Bandwidth for Connectivity:** a 20% subsidy on Bandwidth for connectivity paid to Internet Service Provider (ISP) shall be available for a period of two years from the date of starting commercial production/operation.

D. Additional incentives available to IT Units established by SC/ST Entrepreneurs:

3.15 The following additional incentives shall be available to IT Units established by SC/ST entrepreneurs.

Item Incentive available

Reservation of Built up space

Reservation of 15% built up space

Investment Subsidy 25% on the Fixed Capital & Additional 5% to the SC/ST Women

Entrepreneurs, with a maximum limit per unit of Rs. 25 lac

Interest Subsidy 8.5% Interest Subsidy on Prime Lending Rate (PLR) on the term loan and Working Capital subject to a maximum of Rs. 50 lac per year for a period of 5 years for the unit which commence commercial operations

E. Additional Incentives available to IT Units established by Women Entrepreneurs

3.16 The following additional incentives shall be available to IT Units established by women entrepreneurs.

Item Incentive available

Reservation of Built up space

Reservation of 15% built up space

Investment Subsidy 20% on the Fixed Capital with a maximum limit per unit of Rs. 20 lac

Interest Subsidy 5% (8.5% for SC/ST Women Entrepreneurs) Interest Subsidy on Prime Lending Rate (PLR) on the term loan and Working Capital subject to a maximum of Rs. 50 lac per year for a period of 5 years for the unit which commence commercial operations

F. Additional Incentives available to Rural IT Units

3.17 In addition to the incentives available for MSMEs, IT Units established in Rural are as shall be eligible for the following incentives:

a. All district based turn key projects with an outlay up to Rs 50 Lakhs would be reserved for Rural IT companies.

b. Subsidized loans towards the infrastructure/operations cost through SFC/ rural banks would be arranged for such enterprises.

G. General Provision relating to incentives:

3.18 The incentives listed herein would be available to the new companies and to the expansions of existing companies, unless the same has been claimed earlier.

4. Governance of IT Policy:

4.1 Effective Single-Window System: A highly empowered 'Single Window Clearance Unit' will be created and operationalized for granting approvals & clearances for setting up New IT Units and for expansion of the existing IT units in the State. It would be supported by state-of-the-art centralized help desk on 24x7 basis duly leveraging the e-Biz portal set up by GoI. The objective of this window would be to(a) reduce time to set up business and (b) reduce cost of doing business.

4.2 Time-bound approvals: The following procedural reform would be undertaken with an aim to provide approvals to the industry/ investors within 4 weeks.

a. Integrated Application for all permissions

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

- b. Escort Officer to be assigned the responsibility for getting approvals
- c. Escalation at various levels and regular monitoring

A provision shall be made in the relevant legislations or rules that in case the required approvals are not granted within 4 weeks of receipt of an application in full-shape, the approval shall be deemed to have been given.

4.3 Empowered Mission for Electronics & IT Promotion: An empowered Mission would be established to give a fillip to the development of the sector and take faster and agile decisions. The mission would be headed by a Technocrat and would have 3 Experts in Electronics & IT, 2 Academics and an expert in Marketing & Promotion.

4.4 APIIC to be Industrial Area Local Authority (IALA): All IT Industrial Areas/IT Lay Outs/Zones/Corridors, including Electronic Manufacturing Clusters (EMCs) and ITIR delineated processing areas of APIIC in the State shall be accorded the status of Industrial Authority Local Area (IALA) immediately so that the execution and maintenance of IT Industrial areas shall be effectively planned, executed and implemented by APIIC in the interest of promotion of Information Technology Sector. All statutory clearances to IT Parks/IT Campuses constructed by IT Infrastructure Companies/builders/developers and IT/ITES Industry/Companies/Units for own use on lands allotted by APIIC in their Industrial Local Area Authority, would be given by APIIC.

This Policy is valid for a period of 5 years from the date of its notification and supersedes the ICT Policy 2010-2015.

ITE&C Department shall issue appropriate Implementation/Operational Guidelines with simplified application proforma and procedure for claiming of the incentives.

Manner of execution of Incentives/Programmes under
Andhra Pradesh Electronics Policy 2014-2020

Globally, electronics industry is the largest and fastest growing manufacturing industry in the world, with a size of USD 1.75 Trillion. It is expected to reach USD 2.4 trillion by 2020. The demand in the Indian market was USD 70 Billion in 2013-14 and is expected to reach USD 400 Billion by 2020. Domestic demand is expected to be driven by the growth in income levels leading to higher off-take of electronics products, automation demands of corporate sector and Government's focus on e-governance. However, with a low domestic manufacturing base and a low value addition, the demand-supply gap is likely to reach USD 300 Billion by 2020. To meet this alarming situation, and to enhance domestic manufacturing and value-addition in Electronics Systems Design and Manufacturing (ESDM), the Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology (MoC&IT), Government of India, notified the National Policy on Electronics in 2012. The NPE 2012 seeks to attract investments to the tune of USD 100 Billion and to create employment of 28 Million by 2020.

Context for the AP Electronics Policy

Government of Andhra Pradesh has recently developed a blueprint **“Re-Imagining Andhra Pradesh – role of e-Governance, Electronics and IT”** for development of Electronics & ICT Industry in the State. It has laid out a vision to:

*“Develop AP as an **Innovation Society** of global repute, with a focus on enhancing the **Quality of***

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

*Life of its citizens, through high-quality **Education and Healthcare**, increased productivity in **Agriculture** and allied activities, creation of **Employment** by promoting **Electronics and IT**, and above all, by providing **Good Governance**.”*

The blueprint has identified a set of 18 policies and frameworks to realize the Vision. The Electronics Policy laid down in this document is one among them. Andhra Pradesh with its huge talent pool, skilled manpower and entrepreneurship is highly suited to take advantage of the opportunities offered by the electronics sector.

The Vision envisaged for the **Andhra Pradesh Electronics Policy 2014-2020** is:

*“To develop **Electronics Industry** as an important **Growth Engine** for Andhra Pradesh through effective use of the talent pool, skill enhancement, promotion of innovation & future technologies and creation of excellent infrastructure.”*

The Policy aims to attract investments to the tune of USD 5 Billion in ESDM sector and create an employment of 0.4 Million by 2020.

Government of AP intends to achieve its vision, objectives and goals set forth above, through a combination of the following strategies.

1. Adopting and promoting of NPE 2012 of GoI

Given the comprehensive and holistic nature of the National Policy on Electronics 2012, the Government of

AP intends to fully leverage the same and build upon its strengths, as stated below.

- i. **Electronics Manufacturing Clusters (EMCs):** The EMC Scheme intends to create infrastructure highly suited to electronics units by providing a subsidy of 50%. The Government of Andhra Pradesh proposes to promote the development of 20 EMCs across the State, by facilitating the preparation of project proposals by the entrepreneurs and providing single-window clearances.
- ii. **Target investment of Rs 30,000 cr under M-SIPS:** Government would make all efforts to attract investments to the tune of Rs 30,000 cr (USD 5 Billion) and facilitate the units to get the 25% Cap Ex subsidy under the M-SIPS scheme of GOI.
- iii. **Preferential Market Access:** The policy of GOI on preferential market access for domestically manufactured electronics products shall be implemented in all departments procuring electronics in large quantities. Additional preference shall be given to AP-based domestic manufacturers.
- iv. Create a **Joint Government-Industry committee** to market India and attract investments in the country.
- v. Create a fund under the management of the Committee comprising representatives of industry bodies and government, with an equal stake to promote design, manufacturing, assembling and innovation and packaging business.

2. Building Infrastructure

- i. **Mega Electronics Hub:** Government of Andhra Pradesh envisages developing Information Technology and Investment Region (ITIR) in Visakhapatnam. In the ITIR, the Government would reserve two clusters / areas to be solely developed as Electronics Hubs. Visakhapatnam is proposed to be developed as Mega Electronics Hub for the state.
- ii. **Electronic Hardware Park(s):** The state Government will facilitate the setting up of the **Electronic Hardware Park** in **Kakinada** as announced by the GoI. The park would have the ‘State-of-the-art’ infrastructure with all basic amenities such as internal roads, water, power and other common facilities for the Electronics Units.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

iii. **Common Facilities Centre:** Common Facilities Centres would be created in all identified Electronics Hubs

iv. **Visakhapatnam-Chennai corridor:** Fast movement of inputs, components and finished products is essential for cost-effectiveness in the ESDM sector, which otherwise operates on thin margins. Steps would be taken to enhance the logistics on the Visakhapatnam-Chennai Corridor.

v. **PPP for creation of Electronics Hardware Infrastructure:** The facilities, in the form of electronics hubs, hardware parks and electronics zones, shall be developed adopting a transparent PPP policy. The following principles will form part of such a policy:

a. For each project, APIIC shall select a partner, who can be a developer or a consortium of developers and the industry players, through a bidding process involving QCBS method.

b. The responsibility of marketing the facilities created shall vest with the selected partner. The Government shall provide promotional support as needed.

c. Appropriate relaxations will be provided from the zoning regulations and land usage conversions, subject to environmental safeguards.

d. Relaxation to AP Building Rules would be considered, subject to the payment of City Level Infrastructure Impact Fee and clearances from Fire Services, Airport Authority and conformance to the National Building Code and statutory regulations.

vi. **Renewable Energy:** The State Government will encourage units using renewable energy. Units using renewable source of energy with a minimum of 40% of their power requirements coming from renewable sources for their operations and manufacturing will be eligible for additional incentives such as Electricity Duty exemption for 5 years. Sales tax exemption for two additional years shall be available against the Carbon Credits earned on a year-on-year basis.

vii. **Other Critical Infrastructure:**

a. **Air Connectivity:** The process of expansion and modernization of the airports at Visakhapatnam and Tirupati are a foot. The Government shall take speedy and effective steps to develop other airports in the state to cater to the needs of the industry.

b. **Assured Power:** Andhra Pradesh has recently been selected as a pilot State to implement the scheme of 24x7 power supply. Within a span of 5 years, the Government intends to make the State power surplus. As an interim measure, the electronics industry would be exempt from the purview of statutory power cuts.

c. **Social Infrastructure:** A multi-departmental mechanism would be established to improve the social infrastructure in the cities where ITIR or EMCs are proposed to be developed.

3. Top-up incentives of GoI

In addition to the incentives by the GoI as per NPE 2012, the Government of Andhra Pradesh shall provide the following additional incentives.

A. Incentives applicable to all categories of Electronic Hardware Industry:

A1- Non Fiscal Incentives

i. Electronics Industry would be exempted from inspections/certifications under the following Acts and the Rules framed there under and as administered by the Labour Department, barring inspections arising out of specific complaints. The Electronic Industry (units) are permitted to file self-certificates, in the prescribed formats for the following statutes.

i. The Factories Act 1948

ii. The Maternity Benefit Act 1961

iii. The AP Shops & 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.

ii. General permission shall be available on the lines similar to IT/ITES industry for 3-shift operations with women working in the night, subject to the Electronics Units taking the prescribed precautions in respect of safety and security of employees.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

iii. Electronics Hardware industry is declared as essential service under **AP Essential Services Maintenance Act**.

iv. **CCITI:** An empowered '**Consultative Committee on Information Technology Industry (CCITI)**' would be formed with the representatives of Electronics industry and the other stakeholders. The CCITI would administer the incentives in a speedy, time-bound and transparent manner.

A2 Fiscal Incentives

v. **Registration & Stamp Duty:** Electronics industry shall be eligible for 100% reimbursement of the Stamp Duty, Transfer Duty and Registration Fee paid on sale/ lease deeds on the first transaction and 50% thereof on the second transaction.

vi. **Power Subsidy:**

- a. 50% to Micro, 40% to small & 25% to medium & 10% to large-scale industry limited to Rs. 50lakhs Power Subsidy on power bills for a period of 5 years from the date of commencement of commercial operations.
- b. **Exemption of Electricity Duty:** New Electronic Hardware units, after coming into commercial operations will be entitled for 100% exemption on Electricity duty for a period of 5 years.

vii. **Patent Filing Cost:** The cost of filing patents will be reimbursed to the companies having their headquarters in Andhra Pradesh, subject to a limit of Rs. 5 lakh (0.5 Million) per domestic patent awarded and Rs. 10 lakh (1 Million) per international patent awarded.

viii. **Quality Certification:** 50% subsidy on the expenses incurred for quality certification limited to Rs.4 Lakhs (0.4 Million) (Conformity European (CE), China Compulsory Certificate (CCC), UL Certification, ISO, CMM Certification, SA, RU etc.)

ix. **Cleaner/Greener Production Measures:** 25% subsidy on cleaner/ green production measures limited to Rs.10 Lakhs (1 Million).

x. **VAT/ CST Reimbursement:**

100% tax reimbursement on VAT/CST for a period of 10 years subject to a maximum of 100% of fixed capital investment other than land (such as building, plant, machinery, testing equipment, etc)

xi. **Skill Up gradation & Training:** 50% reimbursement of the cost incurred subject to a maximum of Rs. 10,000 per employee to the companies for providing skill gap trainings to the engineers of AP domicile.

xii. **Investment Subsidy:** 20% Investment Subsidy limited to Rs.20 lakhs (2 Million) for MSME and additional 5% investment subsidy for Women/SC/ST Entrepreneurs.

xiii. **Interest Rebate:** 5% For a period of 7 years (subject to maximum of Rs. 1 crore per annum per unit)

xiv. **Capital Subsidy:** 10% of total investment*, up to INR 50 million or Rs. 5 Crores

xv. **Rebate on Land Cost:**25% Rebate on land cost limited to Rs.10 lakhs (1 Million) per acre in Industrial Estates, Industrial Parks, SEZ's, EMCs

B. Additional incentives available to Mega Projects:

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

xvi. Mega Projects: Mega Projects are the projects or the investment intents with minimum Investment of Rs. 250 crores (2.5 Billion) or the ones that can create an employment of more than 2,000 persons in a span of five years. A special dispensation would be provided to the Mega Projects.

xvii. Allotment of Government land for construction of own Manufacturing Facility: Allotment of Government land for construction of own manufacturing facility by the Electronic Hardware Industry is made available subject to availability, fulfilment of certain eligibility criteria by the applicant and on payment of land cost & development cost, as determined from time to time by the allotment agencies i.e., APIIC/Urban Development Agencies/concerned local Statutory Authorities subject to the guidelines issued wide GO MS no 571, Revenue (Ass gov. I) Dept. dt: 14/9/2012.

4. Promotion of “Electronics AP”

The new State of Andhra Pradesh has competitive advantage in terms of relatively lower land cost when compared to those in Hyderabad, Chennai and Bangalore. Keeping this in view, certain Promotion Initiatives are envisaged.

i. Mega Electronics Event: An **Annual Mega Electronics Event** shall be organized in the State in partnership with the industry. The Government would ensure that the event becomes a national event for showcasing and promoting the electronics industry in the country.

ii. Road Shows: Road shows will be conducted in the United States, Japan, Germany, Korea, Taiwan and China for the promotion of the industry in the state. Joint delegations of the Industry and the State Government shall participate in various national and international Exhibitions/ Conferences/ Trade Shows relating to electronics, to attract investments into the state.

iii. Establish Electronics Bazaars: Government of Andhra Pradesh proposes to set up “Electronics Bazaars” at Visakhapatnam, Vijayawada and Tirupati. The Electronics Bazaars would act as G2B/ B2B/B2G/B2C Platforms for Electronic Products in the State. The Bazaars would also provide space for new product launches.

iv. Enhance web-presence / marketing: An extensive web marketing campaign will be run with the help of a professional agency. The Campaign would focus on marketing and branding “Advantage AP”

v. Create widely known Points of Contact: Government would create liaison offices in select locations for facilitating industry interactions.

vi. Incentives to the Industry

a. Technology & Market Support: Government will support Associations of Electronic Hardware manufacturers and exporters like IESA, ELCINA, ELIAP, for conducting surveys and/or research on trends in technology, market intelligence or on other work useful to the Electronic Hardware Industry.

b. Business Networking and promotional events: Government shall promote and encourage participation in various national and international events by the industry and by leading a Government-industry business delegation to the identified Exhibitions and Conferences. Government would also undertake various promotional events and road shows at various locations from time to time. A reimbursement/ grant of 50% exhibition subsidy will be awarded for participating in the national/ international exhibitions upto 9 sq. m per unit.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

5. Adoption of “Mission Approach”

- i. **Empowered Mission for Electronics & IT Promotion:** An autonomous Society, with Headquarters at Visakhapatnam would be created as an “Empowered Mission for Electronics & IT Promotion” to give fillip to the development of the sector and take faster and agile decisions. The Mission would be headed by a Technocrat and would have 3 Experts in Electronics & IT, 2 Academics and an expert in Marketing & Promotion.
- ii. **Effective Single-Window System:** A high-level, empowered ‘Single Window Clearance Unit’ will be created and operationalized for granting approvals & clearances for setting up New Units and for expansion of the existing units in the State. It would be supported by the “state-of-the-art” centralized help desk on 24x7 basis duly leveraging the e-Biz portal set up by GoI. The objective of this window would be to (a) reduce time to set up business and (b) reduce cost of doing business.
- iii. **Time-bound approvals:** The following procedural reform would be undertaken with an aim to provide approvals to the industry/ investors within 4 weeks.
 - a. Integrated Application for all permissions
 - b. Escort Officer to be assigned the responsibility for getting approvals
 - c. Escalation at various levels and regular monitoring

A provision shall be made in the relevant legislations or rules that in case the required approvals are not granted within 4 weeks of receipt of an application in full-shape, the approval shall be deemed to have been granted.

- iv. **Mission to identify & work on Thrust Areas:** Based on the Industry Demand, the Electronics & IT Mission would identify key thrust areas/ segments in the Electronics Industry. Special focus would be laid for developing the eco-system for these thrust areas. The indicative thrust areas are Fables semiconductors, Mobile, LED, Smart Meters, FPD TVs, Tablets, Base Stations, Smartcards, Sensors, IOT.
- v. **APIIC to be Industrial Area Local Authority (IALA):** All IT Industrial Areas/IT layouts/Zones/Corridors, including Electronic Manufacturing Clusters (EMCs) and ITIR delineated processing areas of APIIC in the State shall be accorded the status of Industrial Authority Local Area (IALA) immediately so that the execution and maintenance of IT industrial areas shall be effectively planned, executed and implemented by APIIC in the interest of promotion of Electronics Sector. All statutory clearance in the Industrial Local Area would be given by APIIC.

6. Innovation & Capacity Building

- i. **Establish COE on Fables Semiconductors:** The Government aims setting up a Centre of Excellence in Design of Fables Semiconductors in partnership with the industry and the premier academic institutions in the State.
- ii. **PhDs:** The State shall target to reach a level of producing 250 PhDs in Electronics by 2018 under the scheme approved by GOI.
- iii. **Skill Enhancement by MSMEs:** Assistance shall be provided to MSMEs with a minimum of 20 employees on its rolls by way of reimbursement of 50% of training fees, subject to a maximum Rs.10,000 (Rupees Ten thousand only) per employee, on obtaining recognized certifications in emerging technologies. The assistance under this category shall be limited to Rs. 1 lakh (0.1 Million) per year per unit. Also, the Skill Development program to be implemented through the polytechnics and ITIs would have an annual target of 8,000 students in electronics sector by 2017.
- iv. The Universities will be advised to change the course curriculum to be in tune with the emerging technologies and align to the requirements of the industry and also to introduce courses in entrepreneurship development.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

- v. **Content Development:** Government would support the ‘content development’ for the online courses that would meet the current and future industry demand in association with Industry/ Industry Associations/ Academia.
- vi. **Credits for Online Courses:** The Universities will be advised to give credits to the students successfully completing notified online courses.
- vii. **Faculty Up-gradation:** A special scheme of faculty up-gradation shall be introduced.
- viii. The Government would support opening of premier institutes for electronics and hardware in partnership with the top electronics companies and foreign universities.
- ix. **Mandatory Apprenticeship:** All educational institutions offering under-graduate courses in software engineering, electronics and computer sciences shall implement a mandatory scheme of internship/apprenticeship in the 4th Year of the course in association with the industry.
- x. **Provision of Special Fund for Electronic Labs in Schools:** Considering the importance of Computer and Electronics Knowledge and to evolve this as a knowledge base at the school level, it is essential to set up a Fund to establish basic Electronic Labs. This would enable the school to conduct demonstrations and training to the students who envisage interest in electronics and thereby develop the basic electronic knowledge even before they get to the Diploma or Graduation Courses. This Policy is valid till 2020 unless modified and supersedes the “Andhra Pradesh Electronics Hardware Policy 2012-17. This Policy would be reviewed and updated every year, if required, in consultation with the stakeholders.

Manner of execution of Incentives/Programmes under
Andhra Pradesh Innovation and Startup Policy 2014-2020

Globally, the United States of America has been in the forefront in research and development in the recent past while Israel has been the leading spender in R&D and Innovation (in terms of % of GDP). In the last decade, India spent less than 1% of the GDP for R&D and Innovation. R&D in India is still largely financed by the government sources. Out of over 5,000 Incubators across the world, India has only 65. Countries like Netherlands, Singapore, Sweden, etc. have been giving more importance to R&D and Innovation. Science, Technology and Innovation (STI) have emerged as the major drivers of National Development globally. India has declared 2010-20 as the “Decade of Innovation”. The GoI has stressed the need to enunciate a policy to synergize science, technology and innovation. In 2013, GoI came up with Science, Technology & Innovation Policy, in order to create robust innovation culture and ecosystem. The Government of India proposes to increase the expenditure in Innovation R&D to 2% of the GDP. For the development of the Innovation culture in the country, the policy envisages creation of Conducive eco-system for the venture capital in the MSME sector with the initial corpus of Rs. 10,000 cr. The Constitution of India along with our fundamental rights has given every citizen 10 fundamental duties of which two are:

- a. To develop the scientific temper, humanism and the spirit of inquiry and reform;
- b. To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

A state needs world class scientific and technology ecosystems that would empower and enable its youth to carry out this fundamental duty to our beloved nation. For the development of Innovation, entrepreneurship and Start-up culture in the State, Andhra Pradesh proposes to set up an Innovation & Capacity Building Mission as envisaged in the Blueprint Document “**Re-Imagining Andhra Pradesh – role of e-Governance, Electronics and IT**” (available on www.ap.gov.in)

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

The Vision envisaged for the new Innovation & Start-up Policy is:

“To create a world class ‘technology start-up ecosystem’ by fostering ‘entrepreneurship and a culture of innovation’ which contributes to increased knowledge, wealth and employment in our society.”

The State of Andhra Pradesh shares a collective dream of a new India where new generation software products would be manufactured creating multiplier effects in growth of the state and nation, employment creation, and social transformation. Through the Innovation and Start-up Policy, the government intends to create an ecosystem that produces an entrepreneur in every family. The targets laid out for the Andhra Pradesh through this Policy by June 30 2019 are:

- 100 Incubators / Accelerators to be established
- 5,000 Companies & Start Ups to be incubated
- 1 million sqft of Incubation Space to be developed
- Venture Capital of Rs 1000 Cr to be mobilized for Innovation
- Foster Innovation Culture
- Create at least one home grown billion dollar technology start-up.

The Policy would have following Niche Themes as focus in the initial period:

- Internet of Things (IoT)
- ‘IT for X’ in the areas of Pharma, oil & gas, urban management.
- Social Media, Mobility, Analytics and Cloud Computing (SMAC)
- Fables Semiconductors
- Animation & Gaming
- Entertainment
- Visual Effects
- Health and Fitness
- Automotive

Though the IT policy of the state would be the mother policy for the start ups in the sector, a specific policy on innovation would top up the efforts of the IT policy. The new policy for innovation would base itself on the Five pillars, namely, **Shared Infrastructure, Accelerators / Incubators, Human Capital, Funding** and above all, a system of **Good Governance (State Support)**. The efforts and activities to be taken up in these areas are listed below.

1. Shared Infrastructure:

The Government will endeavour to create world-class shared infrastructure for technology product Start-ups to operate at no cost and technology service Start-ups at nominal cost till the company achieves self-sufficiency.

i. **Existing Models of Development:** The Government will encourage Host Institution of existing Technology Business Incubators (TBI’s) for setting up their TBI’s in the state to jump-start the Start-up ecosystem. Innovation and Capacity Building Mission would study the existing models of Incubation/Start-up centres across the various locations and come up with recommendations on the facilities and shared infrastructure to be developed.

ii. **Incubation Infrastructure Development Fund:** The Government shall develop physical incubation infrastructure through Public Private Partnerships. A New Incubation Infrastructure Development Fund will be setup under the Innovation Mission as a Revolving Fund that provides Conditional Grant for SPV’s, promoted by Host Institute of TBI’s and approved by NSTEDB, DST, GoI. The fund should be used for creation of Social Infrastructure in State of Andhra Pradesh for a full fledged Start-up Ecosystem, comparable with the best in the world, which has Incubation Facilities, Infrastructure for R&D Labs, Office Spaces, Small and Large Conference Rooms, Small Office Home Offices (SOHO), Residential Facilities like Hostels, Dormitories, 1-

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

2-3 BHK's, Office Spaces for Skunk Works, Innovation Zones and other modern amenities. The SPV mechanism also has to have an Escrow Account jointly with a Leading Financial Institution into which the entire rent collected would be deposited. The operational cost of running the facility would be covered from the rent such as building maintenance.

The surplus cash, if generated each year, would be transferred back to the Revolving Fund until the total Project Cost is recovered completely.

1.2.1 Along with the Incentives provided in the IT Policy, Host Institutes of TBI's that are recognized by National Science and Technology Entrepreneurship Development Board (NSTEDB) shall be entitled for lease of land and space for a period of 90 years for setting up TBI's and related infrastructure to create world class Live- Work – Play environment sat Government owned IT Parks. The lease amount in such cases shall be payable in equal annual installments over the period of lease.

1.2.2 The responsibility of marketing the facilities created shall be with the selected partner. The Government shall provide such promotional support as needed.

1.2.3 Appropriate relaxations will be provided from the zoning regulations and land usage conversions, subject to environmental safeguards.

1.2.4 Relaxation to AP Building Rules would be considered, subject to the payment of City Level Infrastructure Impact Fee and clearances from Fire Services, Airport Authority and conformance to the National Building Code and statutory regulations.

1.2.5 The principles of green buildings, green IT, e-Waste management, Walk-to-Work and Cycle-to-Work shall be followed while designing the facilities.

iii. Common Infrastructure:

The Government would facilitate creation of support infrastructure for development of innovation ecosystem to attract new entrepreneurs, such as:

- a) Common Testing labs & tool Rooms.
- b) Enterprise Software & shared Hardware.
- c) Shared services like legal, accounting, technology, Patents, Investment Banking.
- d) Other Amenities and Facilities like individual accommodation, hostel rooms.
- e) Community for Start-ups.

2. Accelerators & Incubators:

The Government shall establish at least one world class Accelerator/ Incubator by inviting global Accelerators and Incubators to set up their programs in the state.

i. The Government will also support small accelerators/incubators in multiple locations, by providing support and space to bring in expertise and Start-ups in the incubation centres through diverse models.

ii. The government targets to create 1 million square feet of Incubation Space by 2019

iii. Government proposes to partner with Indian and globally successful Incubators in order to replicate the successful Funding and Mentoring Models.

iv. Government proposes to partner with accelerators by providing support and space to bring in expertise inoperating and managing the Incubation centres.

v. The Government would focus on closely monitor the proceedings of the initial batches/ groups in the Incubation centres as these would seed the ecosystem which will fuel the subsequent batches.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

3. Human Capital:

Inculcating the habit and embedding the idea of innovation among all the citizens in every aspect of economic activity is essential for promoting the culture of innovation in the people. This needs to be achieved through strong educational support to bring out innovators and *techno-preneurs* among the youth.

The Government would work with universities, educational institutions and the industry to provide pre trained manpower in emerging technologies and to foster a culture of entrepreneurship.

i. **Update Syllabus:** The Universities will be advised to change the course curriculum to be in tune with the emerging technologies and align to the requirements of the Industry, and to introduce courses in entrepreneurship development through incubators. Industry Experts may be leveraged to teach courses at incubators and students who are interested may elect these courses. The evaluation provided by approved industry experts may be sent by the incubator to colleges/university for inclusion in the electives that students can learn as part of the degree course.

ii. **Faculty Up gradation:** A special scheme of faculty up gradation shall be introduced. The Government would support enhancing infrastructure at existing universities to train the faculty for promotion of innovation.

iii. **Mandatory apprenticeship:** All educational institutions offering under-graduate courses in shall implement a mandatory scheme of internship/ apprenticeship in the last year of the course in association with the industry. This may be waived off for students who are setting up their own Start-ups in Incubators.

iv. **Credits to MOOCs and insertion as electives:** The Universities will be advised to give credits to the students successfully completing notified online courses (MOOCs) and their insertion as electives. The University in conjunction with Incubators operating in the state shall decide the number of credits and evaluation methodology for such courses. Students should be free to learn electives even in first or second year of college as part of degree completion.

v. **Gap Year - concept of Student Entrepreneur in Residence:** Universities may introduce the concept of Student Entrepreneur in Residence. Outstanding students who wish to pursue entrepreneurship can take a break of one year, after the first year, to pursue entrepreneurship full time. This may be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation. Even though this can be done even now, our society is still not ready and thus having this as a scheme from the University would allow the parents to be comfortable and confident that this is a government approved scheme that their children are availing. The Gap Year facility may be given to ensure syllabus continuity at the time of joining back and after an appraisal process by an incubator where the student is attached.

vi. **IT & Entrepreneurship @ College level:**

- All Universities in Andhra Pradesh may give 5% grace marks and 20% attendance every semester for student Start-up teams, which have at least one woman as a cofounder.
- Students may be permitted to undertake their Industrial Seminar, Project Seminar and Industrial Visit at Technology Business Incubators where the additional facilities are being setup.
- Student's entrepreneurs working on a Start-up idea from first year of college may be permitted to convert their Start-up project as their final year project towards degree completion. Mentors assigned by Incubators may be allowed to conduct Viva Voce.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

Project reports certified by the Incubators may be sent back to the respective colleges for forwarding to university

All the above three proposals may be implemented by Universities from the Semester Starting from June-July 2014 itself and may issue this with immediate effect.

vii. Distribution of Raspberry Pi/Arduino/Little Bits Kits & Start-up boxes to the students:

The schools in the state would be encouraged and helped to distribute Raspberry Pi, Arduino, Little Bits & Start-up boxes to promote the teaching of basic computer science in schools and ignite the imagination of students. The Government would also make efforts to bring in private sector and CSR funding for this purpose.

3.7.1 Annual Science Fairs would be held to identify and promote innovation & Entrepreneurship at School Level.

3.7.2 A program would be conceptualized to have district level competitions for business ideas for the Student groups from 8th to 10th Standards with a maximum grant of Rs. 25,000 per idea. A maximum of 50 ideas each year would be facilitated.

viii. Innovation and Transformation Academy: An academy for fostering Innovation in the State would be established in Tirupati. This would help in institutionalizing culture of entrepreneurship in the state by providing leadership and entrepreneurship training.

ix. Entrepreneurship Boot-camps – College and School Level Entrepreneurship Development Cells (Boot-camps) may be created through pilot incubators for creating support and awareness at local level inside the college campus itself.

x. Entrepreneurship Learning – Pilot Incubators are to roll out one day training programmes in schools for exposure to entrepreneurship. At college level, entrepreneurship training has to be immediately provided as a weekend workshop done in partnership to be taken up by the Innovation and Transformation Academy

xi. Attracting International Mentors: The Government will provide subsidy to Incubators for bringing international consultants, mentors and for hiring and training local fresh talent.

xii. International Start-up Culture and Exchange Programme – An international Start-up programme would be setup to send the most brilliant start-ups, college and school students to leading Start-up destinations around the world for getting global exposure at a young age. Select College Principals and Teachers would also be send for gaining international exposure to learn about Start-up culture in universities like Stanford, Harvard and MIT and see how MOOC's are being used in various schools and colleges for education. Similarly, tie-ups may be setup to bring world class Start-ups to work alongside Start-ups in Andhra Pradesh for faster learning and cultural exchange.

xiii. e-Literacy: The GOI scheme of e-Literacy would be implemented to make one person e-literate in every household, in partnership with the industry.

xiv. Innovation Zones- All state departments have to setup Innovation Zones at Pilot Incubators in order to bring closer industry-institute interaction for creating innovative products and applications for the PSU's under the Department, e Governance Applications, SMAC products etc in the Department

xv. Market Support and State Database: The Government will focus on Start-ups while supporting industry associations (as decided by AP Inc) for conducting surveys and/or research

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

on trends in technology, research, innovation and market intelligence on niche themes. The Government would also create a portal containing a database of innovations being carried out in the State.

xvi. **Business Networking and promotional events:** The Government will promote and encourage participation in various national and international events by the industry and by leading a Government industry business delegation to the identified Exhibitions and Conferences. Government would also undertake various promotional events and road shows at various locations from time to time. 50% (100% for SC /ST & Women Entrepreneurs) reimbursement of the exhibition stall rental cost for participating in the notified national/international exhibitions limited to 9 sq. m of space would be provided to the Start-ups.

xvii. **Digital Marketing:** Advertisement and marketing support subsidy will be provided for digital marketing as most of the SMAC enterprises are in the B2C space.

4. Funding - State Innovation Fund:

The government will create an Initial Innovation Fund of Rs.100 crore (1 billion) for entrepreneurs and businesses.

i. The Fund will be in the nature of Fund of Funds. It does not invest directly into Start-up companies. It shall participate in the Capital of SEBI approved Venture Capital Funds, up to 15% as Limited Partner.

The VC Fund in turn is free to invest in Start-ups located in AP, basing on its own criteria.

ii. The fund would be professionally managed like a PE / Venture Fund with Industry leaders on the investment committee and would also leverage support from private partners and GoI.

iii. The Fund would also support establishment of Pilot Incubators and Human Capital Developmental Programmes through Host Institutes approved by National Science and Technology Entrepreneurship Development Board, Government of India.

5. State Support:

A. Non Fiscal Incentives

The fiscal and non-fiscal incentives applicable to all categories of IT industry would be applicable to the incubators, accelerators and start ups. In addition,

i. **Effective Single-Window System:** A highly empowered 'Single Window Clearance Unit' will be created and operationalized for granting approvals & clearances to primarily first time and young entrepreneurs. A single window clearance will be provided for VAT, Labour, Municipal and other local registrations and compliances. It would be supported by state-of-the-art centralized help desk on 24x7 basis duly leveraging the e-Biz portal set up by GoI. The objective of this window would be to (a) reduce time to set up business and (b) reduce cost of doing business.

ii. **Special provisions for the Start-ups:** In addition, allocation of space will be provided to incubators and Start-ups on priority. Special dispensation for Start-ups backed by PE/VC funding would be created.

iii. **Awards for Innovation:** The government will encourage innovation amongst the entrepreneurs through Innovation awards. The focus of these awards will be mostly on innovative products that attend to societal problems and would be awarded every year.

iv. **Technology – Server & Software:**

5.4.1 Cloud Server: Government would host a cloud sever that would connect all the incubation centres across the state. This server would be beneficial to all the Start-ups at low or nominal costs.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

5.4.2 Enterprise Software & Device Testing Labs: Based on the requirement, Government would procure Enterprise versions of key software required for testing and other purposes at incubators. These software and Labs can be utilized by the companies in the incubation space at nominal charges.

5.4.3 MIT FAB LABS – In order to promote education in hardware manufacturing and creating proto types of hardware products a High End FABLAB from MIT (Boston, USA) would be setup at a Pilot Incubator.

B. Fiscal Incentives

The incentives available for MSMEs in the IT policy would also be directly applicable to the start ups, In addition to that:

v. **Reimbursement of VAT/ CST:** Reimbursement of VAT/CST on goods supplied to the Incubator or incubatee and on sale or leasing of goods by Incubator to incubatee would be provided.

6. Governance of Innovation Policy

i. **APInC:** An empowered ‘Andhra Pradesh Innovation Council (APInC)’ would be formed with the representatives of industry, incubators and the other stakeholders. The APInC would administer the incentives in a speedy, time-bound and transparent manner.

ii. **Empowered Mission for Innovation & Capacity Building:** An empowered Mission would be established to give a fillip to the development of the sector and take faster and agile decisions. The mission would be headed by a Technocrat who has a proven record of promoting innovation in technology areas. It would consist of 3 experts one each in e-Governance, Electronics and IT, 3 academicians and 3 representatives of industry.

7. Public Private Partnership Model

The establishment of new incubators and accelerators would be in PPP model to leverage the risk taking strength of the Public Sector along with the execution skills of the Private Sector. The roles and responsibility of State Government and Private Sector is outlined below.

i. Role of State Government

7.1.1 Provide Administrative Guidance and Support to Private Partner for setting up Incubator.

7.1.2 Provide guidance and support to arrange Infrastructure and other necessary support from time to time for successful running of Incubator based on existing government policies in effect from time to time.

ii. Role of Private Sector as Host Institute

7.2.1 Vision and Execution of Incubator.

7.2.2 Organizational Responsibility and Management of Incubator.

7.2.3 Establishing Support Eco-Systems, Capital Asset Management and Resources as required for the Incubator.

7.2.4 Management of the Incubator on day to day basis.

7.2.5 Private Partner will be responsible for creating a self sustaining business model needed for the execution of the Incubator after the support period given to incubated Start-ups which is

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

maximum of 3 years in case of service Start-ups and 5 years in case of product Start-ups from the date of their entry into the incubator

7.2.6 Shortfalls if any in revenue generation will be met by Private Partner post the support period.

7.2.7 Private Partner will be responsible to find, Nurture and Support Incubatee companies with a flexible framework based on the changing Incubatee requirements in the Sector.

7.2.8 Ensure pro-active participation of other Private Sector companies for the Incubator in terms of raising funds for incubator and angel investment for Start-ups.

8. Establishment of Pilot Incubators in PPP Model

i. Andhra Pradesh would be one of the first states in India to come out with a comprehensive Innovation and Start-up policy with thrust on PPP model of incubation. Thus, there are very few case studies or models to learn from and knowledge has to be built with pilot experimental projects to create a comprehensive roadmap for Innovation and Entrepreneurship in the state. As the Indian Start-up Ecosystem is at a nascent stage, considerable support has to be provided by the State in terms of infrastructure and policy support with programme execution and expertise leveraged from the private sector.

ii. With a view to jump-start the Start-up ecosystem in the state of Andhra Pradesh, Reputed Pilot Incubator (Host Institute'), which are approved by National Science and Technology Entrepreneur

Development Board ,Dept of Science & Technology, Govt of India , will be selected on nomination basis & non-exclusive basis to setup a Pilot Incubators under Public Private Partnership model

iii. Appropriate Selection Mechanism shall be created for selection of Pilot Incubators (Host Institutes).

iv. Focus Areas– Initial for establishment of pilot incubators would be within the areas of

- Telecom and Mobile Internet
- Internet of Things (IoT)
- 'IT for X' in the areas of Pharma, oil & gas, urban management.
- Social Media, Mobility, Analytics and Cloud Computing (SMAC)
- Fables Semiconductors
- Animation & Gaming
- Electronics
- Entertainment
- Visual Effects
- Health and Medical Equipments
- Sports and Fitness
- Automotive

v. **Performance Linked Assistance:** Assistance at Rs. 12,500 per month, for a maximum period of three years per incubated Start-up company located in the identified Incubation Centre developed by the State, would be provided to the Pilot Incubator (Host Institute) approved under the Pilot Projects. 10% annual increase in performance linked assistance would be provided.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

vi. **Physical Infrastructure and Essential Infrastructure:** Fully Furnished and Ready to use Plug and Play Infrastructure along with Computers with 1GBPS internet connectivity, Electricity, Water, Security and other office facilities would be provided as Infrastructure support from the State Government for the Pilot Incubators

vii. **Term and Duration:** The Pilot Incubators, which are setup, would be initially for a period of five years. Based on successful performance review, they would be eligible for further support based on learning's from the pilot.

9. Establishment of Start-up – Boot up – Scale up Model for a Product Start-up Nation

i. The Government has published on its portal (www.ap.gov.in) a Blueprint for development of IT, Electronics and e-Governance sectors in the State. To realize this vision, the Government of Andhra Pradesh will seek to co-create a product nation in India and will work to bring cutting edge policy recommendations necessary to enable creation of Indian owned Global Technology Companies based out of AP.

ii. Government of AP will work with Industry Associations for Software Product Industry to be recognized as a new Industry with NIC (National Industrial Classification) Code

iii. The Government will act as market maker for giving a massive fillip to Software Product Industry. In line with the State IT Policy, an Innovative Start-up-Boot up-Scale-up Model would be followed for attracting cutting edge Software Product Start-ups to Andhra Pradesh by leveraging the points of IT projects up to 50Lacs for Rural Companies, up to 5Cr for MSME's registered in Andhra Pradesh and up to 50Cr per annum proposals to be taken up Suo moto using Swiss Challenge

iv. Time bound approval of Proposals in 4 weeks would be given to Innovative Product Companies to demonstrate their product(s) as Pilot project i.e., Start-up Phase. Once the pilot is successful, the Government would encourage companies to do local product development for software companies and manufacturing (for hardware companies) i.e.-Boot up Phase. The companies, which have deployed their products in Andhra Pradesh, would then be given incentives as decided by the State Innovation Council to go National and International i.e.- Scale up Phase.

This Policy would be valid till 2020 unless modified.

A customized index would be created to track the quality of innovation ecosystem over time in the State by benchmarking to the National and International levels. The factors for this index would be drawn from renowned international indices such as World Bank Knowledge Economy Index, UNCTAD Innovation Capability Index, UNDP Technology Achievement Index, Arco Technology Index, RAND Science and Technology Capacity Index, European Innovation Scoreboard Summary Innovation Index, WEF Global Competitive Index, World Business and INSEAD Global Innovation Index etc. Based on the performance on this index and other experiences in the implementation, this policy would be updated every year in-order to strengthen the software products culture and ecosystem, crafting better polices and enabling creating market catalyts for the state of Andhra Pradesh. ITE&C Department shall issue appropriate Implementation/Operational Guidelines with simplified application Performa and procedure for claiming of the incentives.

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER 13

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	North "H" Block, 3 rd Floor, A.P.Secretariat, Hyderabad	As per RTIA Sec.4 (1) (b) and details of PIO,APIO and Appellate Authority as per Sec.5
2	Website	www.apit.ap.gov.in www.ap.gov.in www.apic.gov.in	As per RTIA 4 (1) (b)
3.	Information Hand Book	North "H" Block, 3 rd Floor, A.P.Secretariat, Hyderabad	As per RTIA 4 (1) (b)

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER 14

Names, Designations & Particulars of Public Information Officers

Sl. No	Information Officers	Name & Designation of the Officers	Telephone Nos.	e-Mail
1	Appellate Authority	G.S.Phani Kishore, IRS, Spl.Secretary to Govt.	23459294 (O) 23450041 (O)	secy_itc@ap.gov.in
2	State Public Information Officer	Sri.V.R.V.R.Naik, Jt. Secretary(HRD & Admn)	23459003 (O)	js_hrd_itc@ap.gov.in
3	Asst. Public Information Officer	Sri. R.Radha Krishna Patro, Section Officer (Admn)	23452014(O)	so_admin_itc@ap.gov.in

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER 15

Information Available in Electronic Form & The officer concerned

Details of the information related to various schemes of the department

<u>Subject</u>	<u>Contents or Title</u>	<u>Designation and Custodian of Information</u>
Mee-Seva	Note on Electronically Services Delivery, ESD (Mee-Seva)	Director, Electronic Services Delivery (ESD)
Parishkaram	<ol style="list-style-type: none"> 1. About Parishkaram Call Centre 2. Parishkaram Agreement and understanding between, M/s. COMVISION INDIA Pvt. Ltd., Directorate of Electronically Services Delivery(Mee-Seva) 	Director, Electronic Services Delivery (ESD)
AP State Portal & APIT website Portal	Maintenance / content aspects of AP State Portal and APIT website.	Special Officer (Portal)
Jawahar Knowledge Centres	Jawahar Knowledge Centres & Campus placement Mission Requirements to set up JKC's	Chief Executive Officer (Institute for Electronic Governance)
IEG	Overview of IEG	Chief Executive Officer (Institute for Electronic Governance)
e-Procurement	<ul style="list-style-type: none"> ➤ The GoAP has taken on the entire e-Procurement System along with source code ➤ The application is running under O&M model from 1.1.2011 to 31.07.2015. ➤ New version of e-Procurement is in process ➤ E-Auction services are being provided by MSTC 	Project Manager (e-Procurement)
RAJiv Internet Village	RAJiv Request for Proposal (RFP) RFEI RAJiv Internet Village (RAJiv) Project RAJiv – Establishment of Kiosks	Director, Electronic Services Delivery (ESD)
AP State Data Centre	Data Centre to the needs of all Government Departments of AP	JD (Infrastructure)
IT Promotion	ICT Policy 2014-2020	JD (Promotions)
	Electronics Policy 2014-2020	

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

	Startup Policy	
SAPNET	Overview	Director (Communications)
APSWAN	AP State Wide Area Network (APSWAN)	Director (Communications)
Andhra Pradesh Secretariat Campus Area Network (APSCAN)	Brief on APSCAN	JD (Infrastructure)

Government of Andhra Pradesh
Information Technology, Electronics & Communications Department

CHAPTER - 16

CITIZEN'S CHARTER

As per the recommendation of the 2nd Administrative Reforms Commission

Sl. No:	Name of the Wing	Subject	Time frame for disposal of the case
1	O.P.Section	a) Sanction of increments b) Sanction of Leave c) Request for Government permission on administration issues from heads of department / subordinate officers	a) 3 working days b) 3 working days c) 14 working days
2	Promotions	Request for release of Incentives to IT Companies as per IT Policy	Subject to eligibility the applicant and availability of funds from Government
3	Infrastructure	a) Request for providing infrastructure from other departments b) Request for Technical advises from other Government departments	a) 4 days if stock if stock available in ITE&C department if not 2 weeks for procure b) 4 days
4	Communications	Request for Technical advises from other Government departments. i. Routine matters ii. New Technologies	i) 1 day ii) 7 days
5	HR	Request students from / Educated youth for employment or software training.	The same requests Will be forwarded To the concerned Departments / Institutions within10 days.

G.S.PHANI KISHORE I.R.S,
SPL.SECRETARY TO GOVERNMENT
IT,E&C DEPARTMENT