

Government of West Bengal
Department of Information Technology and Electronics
4, Abanindranath Tagore Sarani,
Kolkata-700016

No:509-IT/O/31/2015/Pt-I

Dated, Kolkata the 28th July, 2017

N O T I F I C A T I O N

In order to facilitate the investors in setting up IT/ ITeS Projects of large, medium, small and micro units in the State, the Government of West Bengal has framed the ICT Incentive Scheme, 2012. The services under the scheme shall be available online with effect from 10th August 2017.

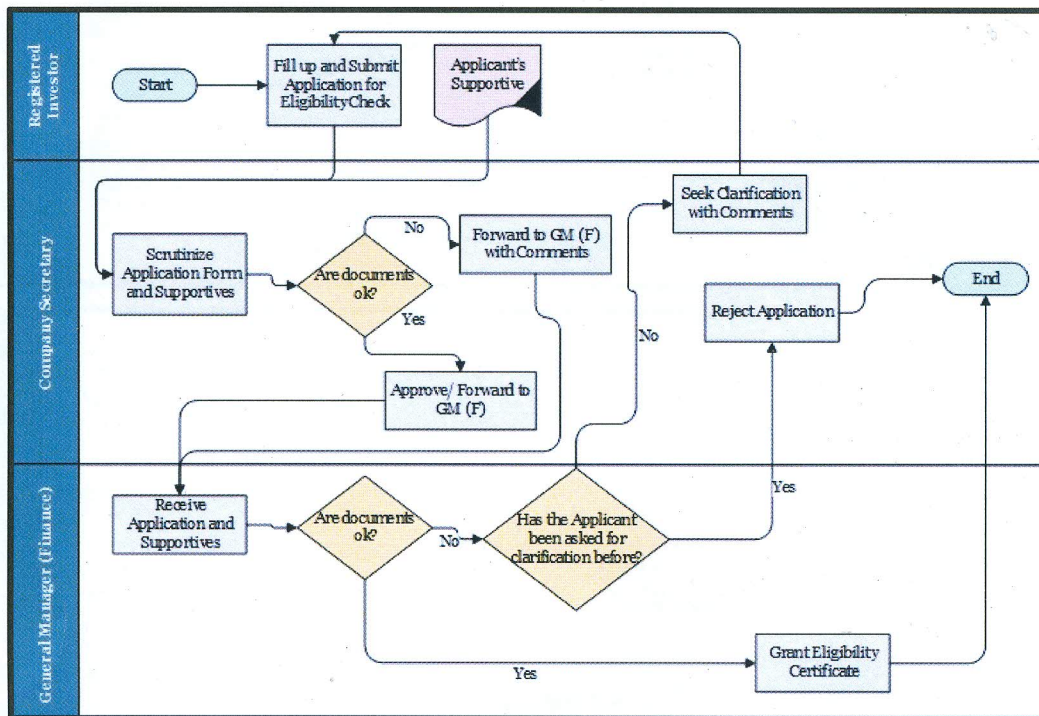
After careful consideration of the above, it has been decided that a stipulated time limit for performing the functions and rendering the services pertaining to ICT incentive provided through WBEIDC Ltd. (Webel) need to be finalized.

In exercise of powers conferred by Section 5 read with Section 3 of the West Bengal Right to Public Services Act, 2013, the Governor is thus pleased to notify the stipulated time limit for performing the functions and rendering the services pertaining to ICT incentive provided by WBEIDC Ltd. (Webel), as follows:-

Sl. No.	Function/ Service	Stipulated Time Limit
1.	Issuance of Intent Letter for incentive	30 days from the date of receipt of application, complete in all aspects
2.	Granting sanction for the incentive	60 days from the date of receipt of application, complete in all aspects
3.	Disbursal of incentive	90 days from the date of receipt of application, complete in all aspects

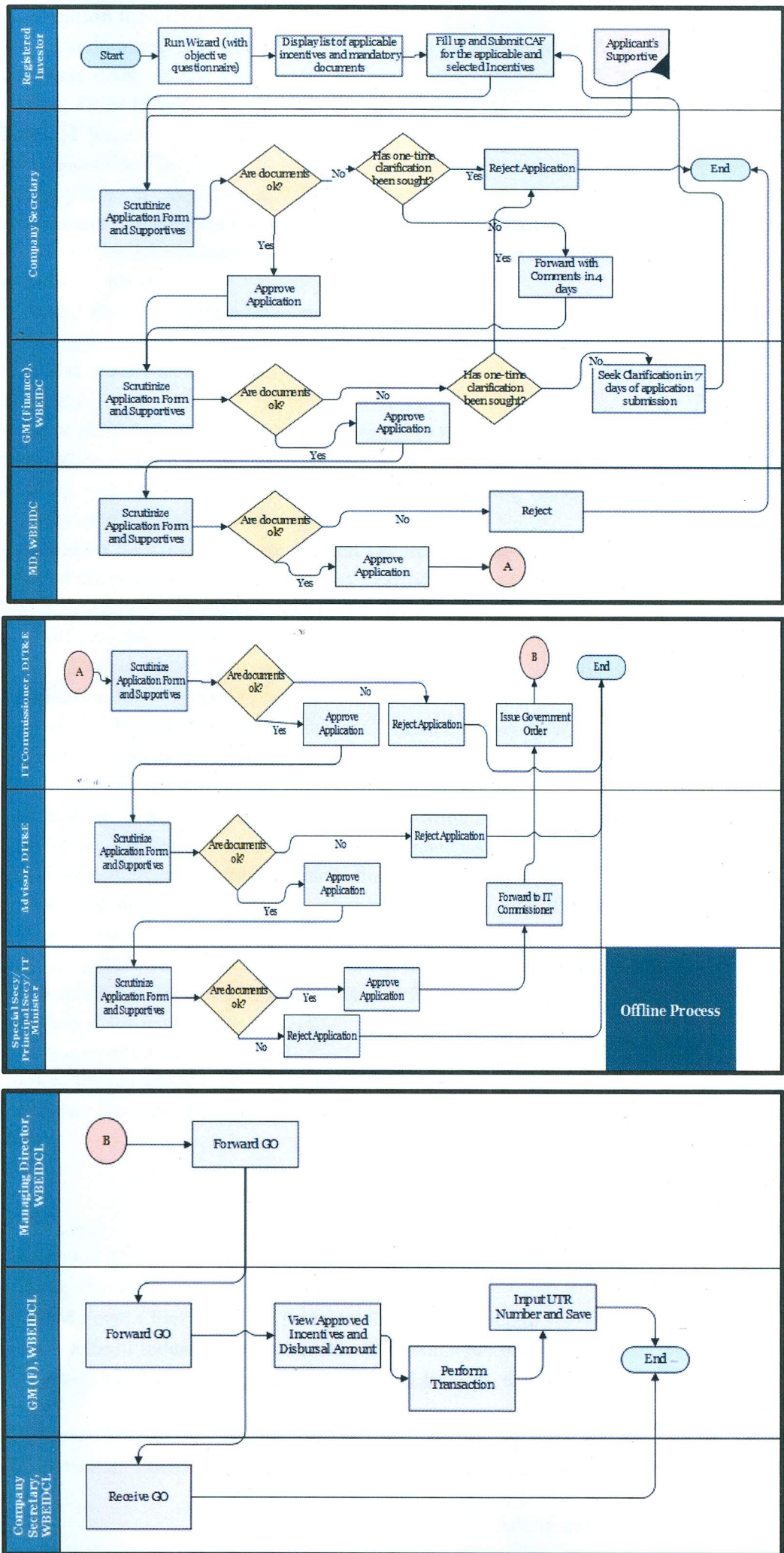
The procedure for application for eligibility certificate and incentive disbursal is pictorially represented hereinafter.

Issuance of Eligibility Certificate:



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Incentive Application Evaluation



Document Checklist:

Application for Eligibility Certificate:

1. Memorandum and Articles of Association issued by the Registrar Companies
2. Company PAN
3. Current Trade License
4. Latest IT Return
5. PF Registration Certificate
6. ESI Registration Certificate
7. A statement of the names and addresses of the Directors/Partners/Owners of the company
8. A copy of the acknowledgement reference no. by SIA/ Letter of Intent/ Industrial License/ Other Government of India approval
9. A Project Report – Techno-Economic Feasibility Report
10. Photocopy of sanction letter from the Central Financial Institution/State Financial Institution etc. sanctioning loan and other financial assistance towards meeting the cost of the project, certified by a Director of the Company
11. A list of plant and machinery already installed or to be installed for the project (with Value)
12. Copy of the audited balance sheet for last 2 years
13. Existing manufacturing activities in West Bengal stating items, annual approved capacity, annual installed capacity, annual production during last three years

Application for Grant of State Capital Investment Subsidy:

1. Copy of the Registration cum Eligibility Certificate issued by WBEIDC Ltd.
2. Statutory Auditor's Certificate for utilization of fund
3. A Certificate from a Chartered Accountant as per Annexure A
4. A Certificate in respect of fixed assets as per Annexure B

Application for Waiver of Electricity Duty:

1. Copy of the Registration cum Eligibility Certificate issued by WBEIDC Ltd.
2. Copy of documents regarding supply of electricity to the unit
3. Copy of last electricity bill

Application for Grant of Employment Generation Subsidy:

1. Copy of the Registration cum Eligibility Certificate issued by WBEIDC Ltd.
2. Copies of documents regarding contributions made to ESI/ EPF
3. A statement showing the names of workers, their age, date of appointment, nature of appointment, nature of work and salary paid.
4. Certificate from the Regional Provident Fund Commissioner/ Director, ESI as per Annexure A

Application for Refund of Stamp Duty and Registration Fee:

1. Schedule of the lands
2. Sketch map of the area identified
3. Copy of the registered Conveyance Deed.
4. Certificate from the Registration Authority confirming the amount paid towards Registration Fee and Stamp Duty.

By order of the Governor

Additional Chief Secretary, IT&E Department

Dated, Kolkata the 28th July, 2017

No:509-IT/O/31/2015/Pt-I

Copy forwarded for kind information to:-

1. The Additional Chief Secretary/Principal Secretary/Secretary ----- (All).
2. The Director of Industries, 4 Camac Street, Kolkata-700 016.
3. The Managing Director, WBEIDC Ltd. ,Webel Bhavan, Block EP & GP, Sector V, Salt Lake, Kolkata-91.
4. The Private Secretary to the Hon'ble MIC of IT & E Department, 4 Camac Street, Kolkata-700 016.
5. The Chairman, EoDB, WBIDC Ltd., Protiti, 23, Camac Street, Kolkata-700 017.

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Additional Chief Secretary, IT&E Department