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सत्यमेव जयते

# THE ASSAM GAZETTE

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EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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**GOVERNMENT OF ASSAM  
ORDERS BY THE GOVERNOR  
INFORMATION TECHNOLOGY DEPARTMENT**

**NOTIFICATION**

**The 4<sup>th</sup> August, 2009**

**No:IT.91/2004/384.--**The Governor of Assam is pleased to order that the Information Technology Policy of Assam as enunciated in the enclosed document will come into force with effect from the date of publication in the Extra-ordinary Gazette and will remain in operation till such time as the State Government may consider it fit and proper. The Government also reserves the right to make any amendment to the Policy from time to time. This Policy document replaces the earlier notification of the Govt. of Assam issued vide Notification No. MI. 102/99/115 dated 17.06.2000.

**INFORMATION TECHNOLOGY POLICY OF ASSAM, 2009**

**1. INTRODUCTION:**

Information Technology (IT) occupies a key position in our modern age and is one of the fastest growing sectors in the world economy. Applications of IT have become all pervasive, covering all spheres of life. The Government of Assam has recognized this and has formulated this Policy keeping in mind the priorities of the Government and the possibilities that exist in the IT world for achieving those priorities. The State desires to become a leading destination for investment in Information and Communication Technology (ICT) industry and to become a major partner in the Information Economy.

**2. OBJECTIVES OF THE POLICY:**

The basic objectives of the Information Technology Policy of Assam shall be:

- (a) To accord primacy for the growth of Information and Communication Technology industry in the State.
- (b) To address and alleviate poverty issues through Information Technology and create a Mission for it.
- (c) To accelerate the use of Information Technology in the Government at all possible levels with a view to bringing efficiency, transparency, accountability and increased productivity.
- (d) To take up time bound training programmes in computer skill development and capacity building of the government servants from top to bottom.
- (e) To improve delivery of the Government services to the citizens of the State.
- (f) To design systems and programmes to enhance employability of the educated unemployed youth in the State in the ICT sector.
- (g) To enable the State to reach an eminent position in the Information Technology sector.
- (h) To encourage the spread of IT in the private sector in the State.
- (i) To encourage and accelerate the growth of the domestic and the export oriented IT units in the State and make the State an attractive destination for major IT players within and outside India.
- (j) To encourage and accelerate the use of Information Technology in schools, colleges and educational institutions in the State and enable the youth to acquire necessary skills and knowledge in this sector, thus making them highly employable.
- (k) To put in place programs and schemes aimed at women's participation in IT sector both in terms of employment and entrepreneurship.
- (l) To develop programmes and training modules for the differently abled and challenged segments of the society and provide opportunities for them for employment in IT and ITeS industry and towards this end, create incentives for those who train and employ such segments of the society.
- (m) To encourage use of local language in the applications and promote use of bilingual formats in all applications; and take up programmes and initiatives for development of technologies and softwares in local languages; and towards this end, create incentives for those who undertake development of technologies concerning local languages.

- (n) To set-up ICT colleges and specialized training institutes in private sector and joint sector in order to prepare skilled manpower from within Assam.
- (o) To organize Manpower Development Programme (MDP) in the field of Computer Applications for the successful implementation of the Information Technology Policy of Assam.
- (p) To promote initiatives in the field of Tele-Medicine and related areas, E-Tourism, E-Commerce, E-Education etc.
- (q) To take such steps as may be necessary for promoting IT and ITeS industries in order to generate gainful employment to the people of Assam and provide them better quality of life.
- (r) To promote and set up critical ICT infrastructure such as communication networks, IT Parks, BPO and Knowledge Cities and peripheral services through Government and Private Partnerships.
- (s) To commission such studies and surveys through reputed National/ International consulting firms for gaining insights into the investment and employment possibilities in Assam in the fields of IT and ITeS and thereupon initiate all required steps.
- (t) To appoint consulting firms/institutes/reputed individuals to aid and advise the Government on IT, ICT and ITeS matters.
- (u) To build the capacities of the Assam Electronics Development Corporation Ltd. (AMTRON), the State IT Nodal Agency to enable it to partner meaningfully with the State Government to achieve the objectives of this Policy.

### **3. STRATEGIES FOR ENABLING THE POLICY:**

The Information Technology Policy lays down the following strategies and enablers to achieve its broad objectives:-

- (a) Government to Government (G2G) Strategies
- (b) Government to Business (G2B) Strategies
- (c) Government to Citizen (G2C) Strategies
- (d) ICT Interventions in Education Sector
- (e) National e-Governance Plan (NeGP)
- (f) Strengthening of Government Institutions
- (g) IT Infrastructure Development and Growth Strategies
- (h) Security Policy
- (i) Implementation of the IT Act, 2000
- (j) GIS and Mapping Policy
- (k) Data Mining and Data Warehousing Policy
- (l) Free and Open Source Software Policy
- (m) Anti Piracy Policy
- (n) Investment Promotion Policy

**3.1 GOVERNMENT TO GOVERNMENT(G2G) STRATEGIES:**

- (a) The Government will endeavour to build capacities within the system for training the manpower and deploying appropriate infrastructure and machinery. For the purpose of training, employees will be categorized as per their existing skills and future job requirements, and they would be given suitable training in Governmental and non- Governmental institutions within the country. The Government may also consider sending people abroad for training and capacity building.
- (b) All the Government Departments shall be computerized in consultation with the IT Department and appropriate databases of information will be created with a view to achieving expeditious disposal of Government business.
- (c) The IT Department in consultation with all the concerned Departments will prepare a comprehensive Plan of Action for E-Governance within the overall framework of the National E-Governance Plan (NeGP).
- (d) Administrative Reforms and Training Department shall undertake the study of various business processes in the Government and establish improved versions of the processes by way of appropriate business process re-engineering to enable efficient G2C services. For the purpose, the Administrative Reforms and Training Department shall utilize services of the IT Department for launching of appropriate E-Governance tools according to the improved business processes.
- (e) The Government in IT Department shall endeavour to develop Websites and Web based applications for various Departments in consultation with them. No Department shall initiate IT applications independently without the approval of the IT Department. This ensures that there is no duplication of efforts and investments.
- (f) The Information Technology Department in association with AMTRON will lay down the Enterprise Architecture in consultation with agencies such as NIC and other stakeholders for development, deployment and integration of various applications across the departments in the State Government.
- (g) The Government shall endeavour to have connectivity among all its offices by March, 2010, through a complete convergence of voice, video and data networks all across the State Govt. departments. This would be achieved through the ASWAN, and its up-scaling.
- (h) The Government shall make a special budget allocation of at least 5% of plan fund allocation to the Government departments every year to complete their computerization programmes, and implementation of the various components and strategies outlined in this IT Policy. An IT Sub-Plan (ITSP) would be formulated by the departments in consultation with the IT Department and the same shall be closely monitored.

**3.2 GOVERNMENT TO BUSINESS (G2B) STRATEGIES:**

- (a) It shall be the endeavour of the Government to promote IT Industries in the private sector in the State.
- (b) The Government will undertake to provide training to unemployed educated youth in order to make them eligible for employment in the IT sector.
- (c) The Government shall create such atmosphere as is congenial for attracting investment in the State from major IT players from India and abroad.
- (d) The Government shall make efforts to create Information Technology Parks (ITPs) at appropriate locations in the State and encourage investment from entrepreneurs in the IT sector. The Government shall encourage private Organizations for establishing STPs, BPO/KPO city, Hardware Parks, Knowledge Corridors etc.
- (e) To bring visibility in the IT Sector, the Government shall permit establishment of the IT industries in certain earmarked areas only.
- (f) The Government shall endeavour to set up electronic sub-urban townships at appropriate locations having fully developed integrated infrastructural facilities. These Electronic cities/towns shall be solely for the use of the Information Technology Industry and allied services. The State Government will encourage private sector participation in development of such infrastructure. The Government in this regard shall co-ordinate and liaison with the Software Technology Park of India (STPI) and other regulatory bodies.
- (g) In order to ensure that the Information Technology industries in the State are in a position to meet the standards for obtaining International Quality Certificates like ISO 9000, CMMi Levels, SEMA and other Software Engineering Institute (SEI) certifications which are insisted upon by International companies, efforts would be made to establish such organizations or their branches at Guwahati, which shall be authorized to issue such certifications as may be necessary.
- (h) For development of 100% Export Oriented Units (EOU) in Assam, the Government of India would be requested to designate an Officer at Guwahati to grant necessary clearances/and approvals under 100% Export Oriented Scheme.
- (i) Information Technology industries in the State would get assistance with the development of communication network in the State for which the Government and its agencies would constantly liaise and co-ordinate with the Ministry of Communications and Information Technology, Government of India and draw up time bound action plans for up-gradation and strengthening of communication networks. The State Government shall strive to provide an OFC based communication backbone through AMTRON.

- (j) The Government shall endeavour to arrange financial assistance to the Information Technology industries to be established and set-up in the State. The Government will initiate dialogue with the banks and Financial Institutions to evolve a suitable procedure for obtaining finance for the units on a priority basis. The State Government would create a corpus fund as venture capital fund with AEDC to provide assistance to the IT sector.

### **3.3 GOVERNMENT TO CITIZEN (G2C) STRATEGIES:**

- (a) The Government shall employ IT services with a view to providing better services to the citizens.
- (b) The Government shall endeavour to connect various establishments of the Government and shall establish a State Wide Area Network with suitable bandwidth with a view to providing services at the door steps of the people. For this purpose the Government would put in place appropriate Public-Private-Partnership (PPP) models such as Common Services Centers (CSCs). The Government would strive to explore latest communication technologies such as WiMAX, BPL, PLC, ADSS etc. to make penetration of connectivity, especially Internet, at affordable costs to the masses.
- (c) The Government will take such steps as necessary in the field of IT and ITeS in order to improve the quality of life of the citizens not only in terms of providing expeditious services but also providing gainful employment to the educated and unemployed youth.
- (d) The Government would promote use of e-Commerce, plastic money, payment gateways etc. to enable online transactions.
- (e) The Government shall also put in place appropriate mechanisms for enforcement of existing cyber laws and prevention of crimes in the cyber space.

### **3.4 ICT INTERVENTIONS IN EDUCATION SECTOR:**

- (a) The Government shall encourage the use of Information Technology in all Educational institutions by way of giving special grants every year to enable them to put up the necessary infrastructure. Connectivity between the various educational institutions would also be established through various schemes such as EDUSAT and ASWAN.
- (b) The Government shall endeavour to teach the school level children the use of Computers and to impart training through computers. The ongoing scheme Rajiv Gandhi Computer Literacy Programme (RGCLP) would be extended to all the Govt. Schools and Madrassas in the State.
- (c) The Government shall strive to promote use of PC among students and assist in bridging the digital divide by implementing ongoing PC penetration

- schemes such as Anundoram Borooah Award Scheme.
- (d) All college students in the State of Assam would be encouraged to undertake suitable courses such as three months modules in the use of Information Technology and the working of computers. The Government would endeavour to provide incentives in this regard.
- (e) The Government shall endeavour to increase the number of college students specializing in Information Technology to meet the needs of the Information Technology industry for both export and the domestic markets. The syllabi for specialization in computer education would be standardized and recognized to make it more relevant. The Education Department would monitor the placements on offer and make suitable changes in the design of courses according to the need of the jobs.
- (f) The Government would set up Finishing Schools in partnership with major IT companies to enable the graduate and post graduate students to become employable.
- (g) The Government will strive to introduce computer education to all recognized Secondary Schools, High schools and High Madrassas at an affordable cost.

### **3.5 NATIONAL E-GOVERNANCE PLAN (NeGP):**

- (a) The Government of Assam is a participating State in the National e-Governance Plan (NeGP) of the Department of Information Technology, (DIT), Ministry of Communications and Information Technology (MCIT), Government of India.
- (b) The Core ICT infrastructure being developed in the State under the NeGP are:-
- i. State Wide Area Network (SWAN)
  - ii. State Data Center (SDC)
  - iii. Common Services Centers (CSC)
  - iv. Capacity Building
  - v. Assam State Online Portal (ASOP)
  - vi. Assam State Services Delivery Gateway (ASSDG)
- (c) For implementation of the above programmes under NeGP, the State Government has nominated the Assam Electronics Development Corporation Ltd. (AMTRON) as the State Nodal Agency.
- (d) The Apex Committee has been set up in the State under the chairmanship of the Chief Secretary, Assam.
- (e) The Mission Mode Projects identified in the State are:-
- i. e-Districts

- ii. Commercial Taxes
- iii. Treasuries
- iv. Transport
- v. Land records
- vi. Registration
- vii. Panchayat & Rural Development
- viii. Municipal bodies
- ix. Health & Family Welfare
- x. Environment & Forests
- xi. Food & Civil Supplies

- (f) Each of the Mission Mode Projects (MMP) department shall have to constitute a Project e-Governance Mission Team to ensure proper design, development and deployment of the application programmes under suitable models such as PPP.
- (g) Each of the identified departments shall prepare a capacity building roadmap concerning application of the ICT in the Department.
- (h) Each department of the Government of Assam shall appoint one Nodal IT Officer (NITO) to liaise with the IT Department for all matters concerning IT.

### **3.6 STRENGTHENING OF GOVERNMENT INSTITUTIONS:**

- (a) The Assam Electronic Development Corporation Ltd. (AMTRON) and AMTRON Informatics (India) Ltd. (AAIL) are fully State Government owned enterprises in the IT sector in the State. The Government shall initiate all necessary steps to strengthen these Institutions and also enable them to provide quality IT and ICT services to the Government and the citizens.
- (b) The Government shall strengthen the Assam Remote Sensing Application Centre (ARSAC) as a key institution for remote sensing applications. It will encourage the institution to function as an advanced research and development body and an international class training institution for imparting skills and knowledge in remote sensing and GIS.
- (c) The Government shall endeavour to bring partners from Corporate / Private sector to take up training programmes for the Government employees as well as citizens and students.
- (d) The Government shall also endeavour to create an autonomous Institution which will be responsible for establishing best Government practices, efficient services, E-governance and Smart Governance. The IT Department will take such steps as are necessary for an early establishment of such a body. The body may be called Assam State Institute for E- Governance (ASIEG) and should be developed on the lines of the National Institute for Smart Governance (NISG), Hyderabad. The equity holders could be the Government, AMTRON, AAIL and other recognized ICT associations and if need be, MNC level corporate bodies

in the private sector.

- (e) The Government shall co-ordinate and liaise with the Software Technology Park of India (STPI), the nodal agency for development for the Software industry and organizations such as Videsh Sanchar Nigam Ltd. (VSNL), Bharat Sanchar Nigam Ltd. (BSNL), Department of Information Technology (DIT), Department of Telecommunications (DoT), National Informatics Centre (NIC) and other such organizations of the Government of India to expand communications links and other IT infrastructure in the State of Assam. These agencies shall be encouraged to set up gateways and earth stations and the Government shall try to provide land/building/ space and other facilities whenever possible on priority basis, if need be at concessional rates.

### **3.7 IT INFRASTRUCTURE AND GROWTH STRATEGIES:**

- (a) The Government of Assam shall focus on key areas that would stimulate growth of the IT industry in the State and large scale employment generation for the local educated unemployed youth.
- (b) For this purpose the Government shall strive to build state of the art communication network across the State in PPP mode.
- (c) The Government shall establish at least one IT Park with ancillary facilities such as one 5 star hotel and an international standard convention center in or around Guwahati under PPP mode to attract investment in the State.
- (d) The Government will provide land at concessional rates for IT industrial houses evincing considerable investment in the State, opening up their full fledged offices for overseas operations or setting up national level development centers in Assam.
- (e) The Government shall establish a Level III / IV data center in or around Guwahati with ultra modern security arrangements which could be shared by other private and Government stake holders.
- (f) The Government shall strive to set up an International Gateway in Guwahati.
- (g) The Government shall promote a State level OFC network built on the high tension power lines and subsidiary electricity distribution networks in Assam using appropriate technologies such as OPGW and ADSS. In this regard, the State owned corporations such as AMTRON, AEGCL (Assam Electricity Grid Corporation Ltd.) and the DISCOMs under the aegis of the Assam State Electricity Board (ASEB) shall work in tandem to achieve this goal in a short time frame. Whereas AMTRON shall front end on network implementation and usage, the AEGCL and other concerns of the ASEB shall focus on installation and upkeep of the network to provide 24X7 availability of services to be run on the network.
- (h) The Government shall undertake large scale schemes for creation of quality manpower generation in the ICT sector.

- (i) The Government shall strive to create systems and technologies for local language and local content development through private participation.

### **3.8 SECURITY POLICY:**

- (a) The State is in the process of formulating IT Security Policy as per ISO 17799 security standard and prevalent Cyber laws of India. The Government Security Policy prescribes the application of safeguards to reduce the risk of injury. It is designed to protect employees, preserve the confidentiality, integrity, availability and value of assets, and assure the continued delivery of services. Since the Government proposes to rely extensively on Information Technology (IT) to provide its services, this Policy emphasizes the need for departments to monitor their electronic operations, and conduct regular security audit of the IT systems and software.
- (b) The departments shall be required to appoint a Departmental Security Officer (DSO) to establish and direct a security program that ensures co-ordination of all Policy functions and implementation of Policy requirements. These functions include general administration (departmental procedures, training and awareness, identification of assets, security risk management, sharing of information and assets), access limitations, security screening, physical security, protection of employees, Information Technology security, security in emergency and increased threat situations, business continuity planning, security in contracting and security incident investigations.
- (c) The State Government shall provide adequate capacity building, training and skill upgradation of the DSOs.
- (d) All the departments and their respective bodies, agencies and boards will strive to have individual websites of their own by the end of March, 2010. All such websites should have one of the gov.in, .in, .co.in, .net.in, .edu.in, .ac.in, .org.in as 3rd level domain name. The websites should be hosted preferably with NIC or AMTRON. The existing websites not having the above domain name at 3rd level should migrate to the same by 31st March, 2010.

### **3.9 IMPLEMENTATION OF THE IT ACT, 2000 (No. 20 of 2000):**

- (a) The State Government shall make Rules as provided for under Section 90 of the Information Technology Act, 2000 (No. 20 of 2000) and the IT (Amendment) Act, 2008 (No. 10 of 2009).
- (b) These Rules would largely cover the provisions of the Section 6, 6A and 7 of the Act, especially concerning electronic transactions, electronic filing, electronic record keeping etc.
- (c) The State Government shall implement the Electronic Gazette for publication of all notifications in the Official Gazette.

**3.10 GIS AND MAPPING POLICY:**

- (a) The Assam Remote Sensing Application Centre (ARSAC) shall be the State level coordination agency for GIS and remote sensing. AMTRON and ARSAC shall work in tandem to create a physical (hard copy) and digital repository of maps and images concerning the State of Assam.
- (b) Whereas AMTRON, which has core competence in digital storage and data management, shall focus primarily on digital conversion of paper maps, archiving of digital images and deployment of map servers.
- (c) Whereas ARSAC, which has core competency in remote sensing and image interpretation, shall focus on providing solutions to the various Government departments concerning extensive use of satellite image interpretations, development of need specific modules and routines in this regard.
- (d) The Government shall strive to create a comprehensive Decision Support System (DSS) based on GIS especially in the agriculture, forestry, roads and communication, disaster management and land records.
- (e) Every department implementing a scheme on ground having a spatial component such as building, road, any other construction, plantations etc. shall strive to pick up latitude and longitude of the corner points or central points as applicable and strive to build a comprehensive database on GIS platform. Every department shall strive to create a GIS database of its immovable assets, administrative boundaries and in implementation of various State and Centrally sponsored schemes.
- (f) The Revenue Department and the Municipal bodies shall endeavour to modernize land survey using latest technologies such as DGPS and high resolution images and create a digital map of all land parcels in the State of Assam within 2012 AD.
- (g) The Government shall create an Assam State Spatial Database (ASSD) which shall be the repository of all Geo spatial datasets pertaining to the State. The ASSD shall be housed in the State Data Centre.
- (h) Every Department generating physical and digital maps shall have to deposit an authenticated copy of physical hard copy/digital map set to the ASSD for archival.
- (i) The Government shall strive to create Statewide Land Information System (LIS).
- (j) Every department shall strive to deploy open source available GIS and imaging tools for large scale usage of the software.
- (k) The Government shall lay down a comprehensive Map Creation and Usage Guidelines separately for use by all the Government departments.

- (l) The Government shall leverage existing State level institutions such as the Assam Administrative Staff College (AASC), Assam Survey and Settlement Training Institute (ASSTI) and Assam Forest School (AFS) to impart mapping, GIS and remote sensing training to district level and grass root level functionaries on a large scale.

### **3.11 DATA MINING AND DATA WAREHOUSING POLICY:**

- (a) All the Government data would be treated as institutional asset and would be held by the Government to support its fundamental administrative, analytical and public service delivery systems. The intent of Data Mining and Data Warehousing strategy is to assure that the data are easily accessible to the Government, staff, beneficiaries and citizens in Assam. However, the Government shall endeavor to protect its data assets through security measures.
- (b) Permission to view or query data contained in the State Data Warehouse would be granted to data users for legitimate purposes and data would be available only upon authentication of identity.
- (c) Data Integrity, Validation and Correction: Departmental Nodal IT Officers (NITO) shall be responsible for assuring that the applications that capture and update data incorporate edit and validation checks to protect the integrity of the data.
- (d) Data Users are responsible for helping to correct data problems or inaccuracies by supplying as much detailed information as possible about the nature of the erroneous data.
- (e) All users and departments within the Government will follow a well defined practice to prepare data so that the same can be shared, viewed, queried across the Government whenever and wherever required.
- (f) Meta Data will be collected and reviewed at all the three critical stages – data preparation, data modeling, and deployment – to classify as Transactional Data, Purchased Data and Collected Data for Data Mining process within the Government.
- (g) The Government shall strive to build a robust Information System (IS) based on Meta Data and Digital content.

### **3.12 FREE AND OPEN SOURCE SOFTWARE POLICY:**

- (a) The Government would promote use of Free and Open Source Software (FOSS) in all the departments and State agencies, bodies and authorities.
- (b) The State Government would promote manpower development and training in use of FOSS, especially in day to day office works.
- (c) The State Government would promote imparting training on FOSS in schools and colleges.

- (d) Entrepreneurs/ companies using FOSS for application/website development would be given preference over those using third party packaged applications.
- (e) All source codes customized/ developed for any State Government body shall be duly archived in a repository, and shall be made available freely to other Government departments.
- (f) The Government departments and bodies would ensure that Open Document Format (ODF) is adhered to in creating and storing editable documents, data and information and all applications developed by the respective departments adhere to ODF and other Open Standards and are largely independent of Operating Systems (OS) and web browsers.
- (g) The Government departments and bodies would ensure that any generic hardware procured has support for multiple Operating Systems(OS) such as Unix, Linux, OpenSolaris and other open source platforms.

### **3.13 ANTI PIRACY POLICY:**

- (a) All the State Government departments, bodies, agencies and authorities shall ensure that all computer hardware and accessories purchased are genuine and certified by the OEM.
- (b) All the State Government departments, bodies, agencies and authorities shall ensure that all software loaded in the computers and systems in use in their respective premises is having only genuine licensed software.
- (c) All concerned authorities buying computer hardware and software should ensure that the supplier certifies that all components loaded in the system are genuine and licensed. Adequate proof of such license should be provided by the supplier to the procurement authority. Such a proof of license should be kept securely in custody by the procurement authority.
- (d) All end users in the Government shall have to give an undertaking to the Government as per this Policy to use licensed software in the PCs/servers under his/her possession and that he/she shall not install any unauthorized/ unlicensed software. Any violation to this shall attract action under prevailing law.

### **3.14 INVESTMENT PROMOTION:**

- (a) The State Government will identify potential investors and showcase their value.
- (b) Make propositions in the specific context of their business ventures and aspirations.
- (c) The State Government will try to have tie-ups with leading international and national consulting firms for attracting investments in the ICT sector.

There will be a success fee of 1% on the amount of investment subject to a maximum of Rs. 25.00 lakh in each case. The amount of the success fee shall be borne by the State Government. Government will stipulate the eligibility criteria and performance matrix for consulting firms separately.

- (d) The State Government will create tie-ups with other State Governments and countries including their agencies for exploring the possibility of co-investment by companies in ICT industry desirous of investing in more than one State / Country.

#### 4. DEFINITIONS AND ELIGIBILITY:

- (a) In this IT Policy, Government means the Government of Assam, unless the context otherwise specifies it to mean the Government of India or any other Government.
- (b) **Information Technology** includes Information Technology, electronics, communications e-Governance and m-Governance initiatives, e-Commerce and m-Commerce.
- (c) **Information Technology Industry** includes computer hardware, networks and accessories industries, software industries, IT enabled Industries and electronics/IT hardware manufacturing industries.
- (d) **IT software industry** includes IT software, IT and IT enabled services including registered training institutions.
- (e) **IT Infrastructure companies** mean the real estate infrastructure developer(s) or builder(s) constructing IT Office space for sale / lease or for lease-cum-sale to IT Industry / Financial Institution for the purpose of IT activities by the IT industry defined above.
- (f) **Telecommunication companies** include Basic Telecom Service Providers (fixed), VSAT, cellular (Mobile) companies, Telecom Infrastructure companies, ISPs and any other value added services licensed by Ministry of Communications & Information Technology, Government of India.
- (g) Date of commencement of commercial operation in respect of a product, goods or services is the date on which commercial operations of the company has commenced for that particular operation i.e., the date of the first commercial sale bill/ invoice raised by the ICT company concerning a particular product, goods or services.
- (h) **SME units** would mean Small & Medium Enterprises and Companies with sales income/ turnover less than Rs. 1.00 crore per annum.
- (i) **NEW UNIT** means an IT unit, which has commenced commercial production on or after the date on which this Policy is being notified.

- (j) **EXISTING UNIT** means an IT unit, which is or was in commercial operation at any time prior to the date on which this Policy is being notified.
- (k) **100% Export Oriented unit** means an IT unit, which undertakes to export its entire value added goods and services subject to relaxation as permitted by the Government of India from time to time.
- (l) **Fixed Capital** means and includes cost of land & its development, building including operational space, godown, laboratory, plant & machinery & its installation cost, preoperative expenses capitalized, electrical and such other equipment, which are directly related to operational activity.
- (m) **Expansion on an IT unit** means additional fixed capital investment exceeding at least 25% of the capital investment of the existing unit. For the purpose of calculation gross value of all capital investment made on land, building and plant and machinery of the existing unit will be taken into consideration. Expansion shall also imply an increase of 25% in the existing Installed Capacity as well as increase in additional employment by at least 10%.
- (n) **Modernization** means separately identifiable investment made by an industrial unit involving new/improved technology having definite advantages in reduction of Cost of Production provided the additional investment in fixed assets should not be less than 25% of the gross fixed capital.

## 5. ELIGIBILITY:

All industries defined as IT industries shall be eligible, subject to their fulfilment of the laid down criteria, for the incentives enumerated in the Policy. The units undergoing expansion/modernization shall be eligible for incentives for the increased capacity created after expansion/modernization of the existing unit provided the units fulfill the criteria enumerated in this Policy.

## 6. INCENTIVES FOR PROMOTION OF INVESTMENT IN IT SECTOR:

Incentives shall be available to the new units as well as existing units undergoing expansion/modernization. The package of incentives shall be as follows:

### (a) Value Added Tax (VAT) Incentives:

All new and existing units undergoing expansion/diversification shall be eligible to claim VAT incentives as per the Acts and Rules of the Government of Assam being in force.

**(b) Power Subsidy :**

Power subsidy shall be available for a period of 5 years from the date of going into commercial production. The amount of subsidy shall be 50% subject to a ceiling of Rs.5.00 lakhs per year.

IT Software companies, Telecommunication companies, IT Enabled Industries and Electronic/IT Hardware manufacturing industries will be treated as industrial (and not commercial) and Electricity Tariff applicable to Industrial Consumers will be levied. Continuous, uninterrupted and quality power supply will be available for Information Technology and Telecommunication Industries.

These companies will be exempted from the purview of statutory power cuts and are eligible for Industrial Category Power Tariff. IT and Telecommunication Companies located in multiple premises or having multiple meters would be eligible for these concessions provided the power connections are in the name of the IT Company or the Telecommunication Company.

**(c) Subsidy on Generating set:**

The subsidy on captive generating set including non-conventional energy generation set shall be 50% of the cost of the generating set subject to a ceiling of Rs. 10.00 lakhs per industrial unit.

**(d) Interest Rate Subsidy on Working Capital:**

@ 30% of the amount of Interest on Working Capital Loan/Cash Credit for a period of 5 (five) years, subject to a maximum of Rs.5.00 lakhs per unit or 20% of the turn over which is less.

**(e) Subsidy on Bandwidth for connectivity:**

30% subsidy on Bandwidth for connectivity paid to ISP shall be available for a period of three years from the date of going into commercial production/ operation. The Subsidy amount will be determined on the basic Bench Mark prices to be published by AMTRON.

**(f) Special Incentives for Women:**

Special emphasis would be provided under this Policy for creating congenial atmosphere for women entrepreneurs in the IT industries. Units set up by women entrepreneurs and largely employing women from the State would be provided special incentives by the IT Department.

**(g) Special Incentives for the Differently Abled and Challenged:**

Special incentive package would be worked out by the IT Department for imparting training in the IT sector to the people from differently abled and challenged segments of the society in the State.

**(h) Special Incentives Scheme for AMTRON/ AILL:**

The IT Department would provide a special package of incentives for reimbursement of VAT remitted by AMTRON and its wholly owned subsidiary AMTRON INFORMATICS(INDIA) LTD (AILL) for manufacturing of electronics, white goods, and other ICT hardware and products, by way of making adequate budget provision in the Department's Annual Budget.

**(i) Manpower Development subsidy:**

Subsidy on Manpower development shall be provided in respect of Training / Technical up gradation / Skill up gradation of local persons in a registered training organization / institution subject to following ceiling:-

<b>Investment in fixed capital</b>	<b>Total Ceiling</b>
Up to Rs. 20.00 lakh	Rs. 1.50 lakh
Rs. 20.00 lakh to Rs. 25.00 lakh	Rs. 2.00 lakh
Rs. 25.00 lakh to Rs. 50.00 lakh	Rs. 3.00 lakh
Rs. 50.00 lakh to Rs. 100.00 lakh	Rs. 5.00 lakh
Above Rs. 100.00 lakh	Rs. 10.00 lakh

The above amount shall be available for a period of 5 (five) years from the date of commercial production / operation of the unit only.

**(j) For Mega Projects:**

The Government would consider special incentives on a case by case basis in addition to the benefits already provided. A Mega Project may be defined as one having investment of Rs.100.00 crore and more.

**(k) Early Bird Incentive:**

Additional 10% increase in all applicable fiscal incentives under this Policy would be provided as Early Bird incentives for units coming up in the State during the first 2 years, subject to a ceiling of 5 units.

**(l) Special Incentives for IT Enabled Industries and Electronic/ IT hardware manufacturing industries:**

In addition to the benefits provided to IT Industries the following benefits shall be provided for IT enabled Services and Electronic/ IT hardware manufacturing industries:-

**i. Fiscal:**

- a. 100% Stamp Duty exemption
- b. 100% exemption from payment of Electricity Duty
- c. Exemption from payment of Entry Taxes
- d. Double FSI (FAR) for units built in IT parks/ HW parks

**ii. Non Fiscal:**

- a. Permission for 24x7 working
- b. No restrictions on employing women workers at late hours

- c. ITeS and Electronic/ IT hardware manufacturing industries to be treated as essential services and 'Continuous Process' units
- d. Unlimited captive and backup power generation would be permitted
- e. These units would be treated as Independent Power Producers

**iii. The eligibility criteria for the above for IT Industry and IT Software Industry are as follows:**

- a. The unit should have office in the State and provide employment to local persons.
- b. The unit must be a Turnover based entity located in the State.
- c. To claim incentives, the Value Addition has to be carried out in the State
- d. The unit should be located in a designated area as notified by the Government.

**7. ELIGIBILITY CERTIFICATE:**

- (a) In order to avail the concessions and subsidies the concerned unit shall have to obtain an Eligibility Certificate.
- (b) Eligibility Certificate is a certificate for claiming concessions and subsidies by any unit under the IT Policy. The Assam Electronics Development Corporation Ltd. shall issue the Eligibility Certificate.
- (c) No right or claim for any Incentives under the scheme shall be deemed to have been conferred by the scheme merely by virtue of the fact that the unit has fulfilled on its part the conditions of the scheme.
- (d) The incentives under the scheme cannot be claimed unless the Eligibility Certificate has been issued under the scheme by the implementing agency and the unit has complied with stipulations / conditions of the Eligibility Certificate.
- (e) The decision of the implementing agency subject to such directions as the Government may issue from time to time in this regard shall be final and binding.

**8. PROCEDURE FOR APPLICATION:**

- (a) The applications for issuance of Eligibility Certificate and claims for concessions and subsidies shall be submitted to the Assam Electronics Development Corporation Ltd (AMTRON).
- (b) The applications for issuance of Eligibility Certificate shall be made as per prescribed format.
- (c) Claims for concessions and subsidies shall be submitted as per prescribed format.

- (d) Separate guidelines for issuance of Eligibility Certificate & submission of claims for incentives would be issued.

**(e) Priority disbursement:**

The disbursement of the incentives by the implementing agency shall be in accordance with the chronological order of approved claims. Priority shall, however, be given 100% Export Oriented Units, units to be run by women entrepreneurs who want to run units on proprietorial basis.

**(f) Interpretation:**

The decision of the Information Technology Department, Government of Assam, as regards interpretation in this Policy resolution/incentive scheme shall be final. The State Government reserves the right to increase or decrease incentives or frame new guidelines, amend any provision (s) including withdrawal of any of the incentives/subsidies provided in this Policy.

- (g) All completed applications for claiming incentives shall be disposed of within a period not exceeding 45 (forty five) days by a Notified Committee within AMTRON. Proceedings and Status regarding the processing of the individual applications shall be published in the official Websites of IT Department, AMTRON and the Government of Assam in relevant sections.

**9. IMPLEMENTATION AND MONITORING OF THE POLICY:**

- (a) The Assam Electronics Development Corporation Ltd. (AMTRON) is appointed as Nodal Agency for implementation of the IT Policy.

**(b) Information Technology Policy Division (ITPD):**

In order to provide various information and facilities to the IT industry and to ensure proper delivery of all services, a separate Cell known as **Information Technology Policy Division (ITPD)** shall be created at the Assam Electronics Development Corporation Ltd. The primary objective of the ITPD shall be to provide adequate information to the entrepreneurs, carry out implementation and monitoring of the IT Policy, identification of projects and its implementation and also to keep in touch with similar organizations on the line of IT within and outside the State.

- (c) Necessary fund for the purpose of concessions and subsidies shall be provided by the IT Department to AMTRON from time to time.

**(d) Functions of ITPD:**

All administrative departments shall refer all issues related to implementation of the Information Technology Policy to the ITPD and

keep apprised of all action taken in this regard. ITPD will perform the functions as mentioned below:-

- i. Ensure adequate publicity of the Information Technology Policy of Assam as well as render all assistance to the entrepreneurs to avail the benefit of the incentives.
- ii. Identification of prospective entrepreneurs, building up of a data bank to guide and motivate the entrepreneurs and also viable project profiles in different categories in investment.
- iii. Registration of IT Units and Enlistment of application and eligibility certificate under the Policy. Coordination with the connected agencies / administrative departments for implementation of the IT Policy.
- iv. Proper and effective implementation of all incentives and issuance of sanctions thereof.
- v. To refer all relevant issues to the Government or to the Committees formed thereunder for any matter connected with implementation of the Policy.
- vi. To take up any other matter entrusted by the Government from time to time.

**(e) Procedures for issuing Eligibility Certificate:**

The application for issuance of Eligibility Certificate shall be submitted to the Assam Electronic Development Corporation Ltd. (AMTRON) directly. The Government shall issue a separate notification on constitution of a Committee entrusted with the powers of approval of the proposals received. Subsidies and incentives under this Policy shall be disbursed by AMTRON only on approval of the Committee so constituted.

**10. INFORMATION TECHNOLOGY TASK FORCE:**

(a) An Information Technology Task Force (ITTF) of the State shall be constituted under the Chairmanship of the Chief Minister to review the implementation of the Policy as per references given below:-

- i. The Chief Minister of Assam, Chairman.
- ii. The Minister, Information Technology, Assam, Vice-Chairman.
- iii. The Chief Secretary, Govt. of Assam, Member.
- iv. The Commissioner & Secretary to the Govt. of Assam, Information Technology Department, Member Secretary & Convener.
- v. The Commissioner & Secretary to the Government of Assam, Education Department, Member.

- vi. The Commissioner & Secretary to the Government of Assam, Finance Department, Member.
- vii. The Commissioner & Secretary to the Government of Assam, Science & Technology Department, Member.
- viii. The Commissioner & Secretary to the Government of Assam, Planning & Development Department, Member.
- ix. The Commissioner & Secretary to the Government of Assam, Industries & Commerce Department, Member.
- x. Four representatives from the IT industry to be nominated by the Government, Member.
- xi. The Director, IIT, Guwahati, Member.
- xii. The Chief General Manager, BSNL, Assam Circle, Member.
- xiii. The Director, STPI, Guwahati, Member.
- xiv. Director & IG (P) Communications, Member.
- xv. The Chairman, NEDFi, Member.
- xvi. The Managing Director, AEDC Ltd, Co Convener.

(b) Chairman/Vice-Chairman may co-opt five expert(s) at most as members of the Task Force.

(c) Functions of the Task Force:

- i. To review the implementation of Information Technology Policy of Assam, 2009 and to suggest for improvement in this regard to the concerned departments from time to time.
- ii. To advice the State Government for constitution of any sub-committee or any study team for effective implementation of the Policy in the larger interest of the State.
- iii. To examine the problems faced during the implementation of the Policy and suggest remedial measures to such issues.
- iv. To discuss inter departmental co-ordination issues and to suggest remedial measures.
- v. To review and monitor development of infrastructure for IT Industry.
- vi. The Committee shall meet as and when necessary but not less than thrice in a year with the approval of the Chairman.

## **11. PROVISION TO SET UP OTHER COMMITTEES:**

The State Government may constitute such other committees as are required for implementation of the IT Policy from time to time. The Government reserves the rights to alter/amend/annul this Policy in public interest. This Policy will be in force with immediate effect and until further orders.

## **12. NEIIPP 2007:**

The North East Industrial and Investment Promotion Policy (NEIIPP), 2007 was promulgated by the Government of India, Department of Industrial Policy and Promotion, Ministry of Commerce and Industry vide Gol Notification No. 10(3)/2007- DBA-II/NER Dt. 01.04.2007. The following provisions, among others, of the said Policy will also be applicable to the investors seeking benefits under this IT Policy:-

- (a) Clause (v), (vi) and (vii), (viii) and (ix)
- (b) Income Tax benefit under Section 80 IC of the Income Tax Act would be extended to IT related training centers and IT hardware units.
- (c) Wherever the incentives under the NEIIPP are available, the same shall be made available to the investors in preference to the provisions of this IT Policy. However, in cases where benefits under both the policies are available, the State Government would provide benefits under the NEIIPP.

**13. INDUSTRIAL AND INVESTMENT POLICY OF ASSAM, 2008:**

The Industrial and Investment Policy of Assam, 2008 was promulgated by the Government of Assam, Department of Industries and Commerce with effect from 1<sup>st</sup> October, 2008. The following provisions concerning the said Policy will be applicable to the investors seeking benefits under this IT Policy:-

- (a) No units shall be provided exemption under both the policies.
- (b) Units which are eligible to get incentives under both the policies, and are categorized as IT industry as per the provisions of this IT Policy, shall be considered for sanction of incentives only under the IT Policy.
- (c) Provisions of Clause (b) above shall not apply to units already applied for incentives under the Industrial and Investment Policy of Assam, 2008.

**14. APPLICATION OF THE SPECIAL ECONOMIC ZONES ACT, 2005:**

The Government of India, Department of Commerce, Ministry of Commerce and Industry have promulgated the Special Economic Zones Act, 2005 (No. 28 of 2005). The State Government may, in course of time, strive to declare Electronic Hardware and Software Parks established under this Policy to be deemed SEZs. However, such a declaration would be subject to the Govt. of India approval, and subject to the condition that Park intended to be declared SEZ meets all other requirements of an SEZ as per the prevailing law of the land at that point of time.

**15. REFERENCES RELEVANT TO THE INFORMATION TECHNOLOGY POLICY:**

- i. NORTH EAST INDUSTRIAL POLICY, 1997.
- ii. INFORMATION TECHNOLOGY POLICY, 2000.
- iii. Information Technology Act, 2000.

- iv. ASSAM INDUSTRIAL POLICY, 2003.
- v. The Assam VAT Act, 2003.
- vi. Assam Industries (Tax Remission) Scheme, 2005.
- vii. Assam Industries (Tax Exemption for Pipeline Units) Order, 2005.
- viii. SPECIAL ECONOMIC ZONES ACT, 2005
- ix. NEIIPP 2007
- x. DIT, Govt. of India DO Letter No. 8(7)/2007-IPHW Dt. 11th June, 2007 concerning the recommendations of the PMO's task Force with respect to role of the State Governments to promote the growth of Electronics/ IT Hardware manufacturing industry.
- xi. Information Technology (Amendment) Act, 2008.
- xii. Industrial and Investment Policy of Assam, 2008

## 16. Annexures to the Policy:

### ANNEXURE - I ABBREVIATIONS AND ACRONYMS

For the purpose of this Policy, the following abbreviations and acronyms have been used:

<b>AASC</b>	<b>Assam Administrative Staff College</b>
<b>ADSS</b>	<b>All Dielectric Self Supporting (cable)</b>
<b>AEDC</b>	<b>Assam Electronics Development Corporation Ltd</b>
<b>AEGCL</b>	<b>Assam Electricity Grid Corporation Ltd.</b>
<b>AFS</b>	<b>Assam Forest School</b>
<b>AIIL</b>	<b>AMTRON Informatics (India) Limited</b>
<b>AMTRON</b>	<b>Assam Electronics Development Corporation Ltd.</b>
<b>ARSAC</b>	<b>Assam Remote Sensing Application Centre</b>
<b>ASEB</b>	<b>Assam State Electricity Board</b>
<b>ASIEG</b>	<b>Assam State Institute for e-Governance</b>
<b>ASSD</b>	<b>Assam State Spatial Database</b>
<b>ASSTI</b>	<b>Assam Survey and Settlement Training Institute</b>
<b>ASWAN</b>	<b>Assam State Wide Area Network</b>
<b>B2C</b>	<b>Business to Citizen</b>
<b>BPL</b>	<b>Broadband over Power Line</b>
<b>BPO</b>	<b>Business Process Outsourcing</b>
<b>BSNL</b>	<b>Bharat Sanchar Nigam Limited</b>
<b>CARTOSAT</b>	<b>CARTO(graphic) SAT(ellite)- 11th satellite in the IRS series</b>
<b>CMMi</b>	<b>Capability Maturity Model Integration</b>
<b>CSC</b>	<b>Common Services Center</b>
<b>DGPS</b>	<b>Differential Global Positioning System</b>
<b>DISCOM</b>	<b>DIS(tribution) COM(pany) under ASEB</b>
<b>DIT</b>	<b>Department of Information Technology (GoI)</b>
<b>DoS</b>	<b>Department of Space (GoI)</b>
<b>DoT</b>	<b>Department of Telecommunications (GoI)</b>
<b>DSO</b>	<b>Departmental Security Officer</b>
<b>DSS</b>	<b>Decision Support System</b>
<b>EDUSAT</b>	<b>EDUCational SATellite (Department of Space, GoI)</b>
<b>EOU</b>	<b>Export Oriented Unit</b>

<b>FAR</b>	<b>Floor Area Ratio</b>
<b>FOSS</b>	<b>Free and Open Source Software</b>
<b>FSI</b>	<b>Floor to Space Index</b>
<b>G2B</b>	<b>Government to Business</b>
<b>G2C</b>	<b>Government to Citizen</b>
<b>G2G</b>	<b>Government to Government</b>
<b>GIS</b>	<b>Geographic Information System</b>
<b>GoA</b>	<b>Government of Assam</b>
<b>GoI</b>	<b>Government of India</b>
<b>ICT</b>	<b>Information and Communication Technology</b>
<b>IIT</b>	<b>Indian Institute of Technology</b>
<b>IRS</b>	<b>Indian Remote-sensing Satellite (ISRO)</b>
<b>IS</b>	<b>Information System</b>
<b>ISO</b>	<b>International Organization for Standardization</b>
<b>ISRO</b>	<b>Indian Space Research Organization (DoS, GoI)</b>
<b>ISP</b>	<b>Internet Service Provider</b>
<b>IT</b>	<b>Information Technology</b>
<b>ITeS</b>	<b>Information Technology enabled Services</b>
<b>ITPD</b>	<b>Information Technology Policy Division (AEDC)</b>
<b>ITTF</b>	<b>Information Technology Task Force (GoA)</b>
<b>KPO</b>	<b>Knowledge Process Outsourcing</b>
<b>LIS</b>	<b>Land Information System</b>
<b>MCIT</b>	<b>Ministry of Communications &amp; Information Technology (GoI)</b>
<b>MDP</b>	<b>Manpower Development Programme</b>
<b>MMP</b>	<b>Mission Mode Project</b>
<b>MNC</b>	<b>Multi National Company</b>
<b>NEDFi</b>	<b>North East Development Finance Corporation Ltd. (GoI)</b>
<b>NeGP</b>	<b>National e-Governance Plan</b>
<b>NIC</b>	<b>National Informatics Centre</b>
<b>NISG</b>	<b>National Institute for Smart Governance</b>
<b>NITO</b>	<b>Nodal Information Technology Officer</b>
<b>ODF</b>	<b>Open Document Format</b>
<b>OEM</b>	<b>Original Equipment Manufacturer</b>
<b>OFC</b>	<b>Optical Fiber Cable</b>
<b>OS</b>	<b>Operating System</b>
<b>PC</b>	<b>Personal Computer</b>
<b>PeMT</b>	<b>Project e-Governance Mission Team</b>
<b>PLC</b>	<b>Power Line Communication</b>
<b>QAI</b>	<b>Quality Assurance Institute (Orlando, USA)</b>
<b>RGCLP</b>	<b>Rajiv Gandhi Computer Literacy Programme</b>
<b>SDC</b>	<b>State Data Center</b>
<b>SEI</b>	<b>Software Engineering Institute (Carnegie Mellon)</b>
<b>SEMA</b>	<b>Software Engineering Measurement and Analysis</b>
<b>SeMT</b>	<b>State e-Governance Mission Team</b>
<b>SEZ</b>	<b>Special Economic Zone</b>
<b>SME</b>	<b>Small and Medium Enterprise</b>
<b>STP</b>	<b>Software Technology Park</b>
<b>STPI</b>	<b>Software Technology Park of India (GoI)</b>

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<b>SWAN</b>	<b><i>State Wide Area Network</i></b>
<b>USA</b>	<b><i>United States of America</i></b>
<b>VAT</b>	<b><i>Value Added Tax</i></b>
<b>VSAT</b>	<b><i>Very Small Aperture Terminal</i></b>
<b>VSNL</b>	<b><i>Videsh Sanchar Nigam Limited</i></b>
<b>WiMAX</b>	<b><i>Worldwide Interoperability for Microwave Access (IEEE 802.16)</i></b>

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