



**COMMON APPLICATION FORM FOR GRANT OF INCENTIVES TO RURAL TECHNOLOGY CENTRES LISTED IN THE RURAL TECHNOLOGY POLICY\***

**\* Note:**

1. Fulfillment of eligibility criteria for any request/claim/incentive mentioned hereunder, does not confer any right on the said claim, or entitle the applicant for suo-moto sanction/release of the same nor is it obligatory for sanction of such claim/request/release of incentive on the part of the Sanctioning Authority. The sanction/release of any incentive is based on justification, merits of each case and subject of availability of budget/resources with the Government. No correspondence, whatsoever, in this regard, will be entertained.
2. Please fill all the columns and enclose the relevant documentation to avoid rejection.
3. Please apply only for eligible & entitled benefit/incentive to avoid rejection.
4. The veracity on information/figures furnished in the application by the Rural Technology Centre, on investment/employment/turnover is subject to scrutiny and verification by the competent statutory authority such as STPI etc.
5. If any information/figures furnished in the application are found to be false at any point of time either during the process of the application or during the applicability of the respective incentive/benefit, or if the applicant obtained such incentive/benefit by misrepresentation of facts, the said incentive/benefit so sanctioned/released is subject to withdrawal and will attract penal clauses as is deemed appropriate/levied by the Government.
6. The filled application form should be mailed to [cciti@telangana.gov.in](mailto:cciti@telangana.gov.in) with a copy to [secy\\_itc@telangana.gov.in](mailto:secy_itc@telangana.gov.in) along with all the necessary documents.

**APPLICATION FOR GRANT OF INCENTIVS TO RURAL TECHNOLOGY CENTRES**

To

The Principal Secretary to Government  
Information Technology, Electronics & Communications Department  
Government of Telangana  
D Block, 2nd Floor,  
Telangana Secretariat  
Hyderabad-500022

**I. Details of Rural Technology Centre:**

1. Name of the Company:
2. Name of the Managing Director:
3. Name(s) of the Director(s):

**II. Address of Applicant:**

- Address:
- Contact Person:  Email:
- Mobile:  Telephone:

**III. Nature and activities:**

- a. Constitution of the Organization: (Pl. tick one or more as is applicable)

Proprietary  Partnership  Pvt., Ltd.,  Ltd., Co.

- b.1. Line of Activity/Core competency/nature/type of the Organization (Pl. mark):

1. Animation, Gaming & Digital Entertainment  
 2. VFX, Comics  
 3. IT/ITES/Communications/IT Infrastructure Developer/IT Park/IT SEZ  
 4. Product/R&D Companies  
 5. Engineering services  
 6. Training Institutions  
 7. Creation of IT Incubation Facilities

- b.2.- In case your organization is engaged in multiple activities, please indicate your core competency & line of activity from which maximum revenues are generated:

- b.3.- In case your core competency is in Product/R&D activity, please give details on Patents/Copy Right/Trade Mark obtained/registered/applied for on the date of application:

- c. Date of incorporation of the Company/Firm

- d. Date of commencement of commercial operations:  
(Date on which the first invoice is raised by you on your client/customer)

e. Performance: last three years (in lakhs of Rupees):

Year	Export turnover	Domestic turnover	Total turnover

f. Total number of Employees employed at present:

**IV. Incentive applied for (Please mark):**

1.	Reimbursement of Panchayat Taxes	
2.	Reimbursement/Sponsorship for IT Event	
3.	Reimbursement of Exhibition Stall Rental Cost	
4.	Availing Renewable Energy under Open Access System	
5.	Subsidy on Capital Investments	
6.	Subsidy on Lease Rentals	
7.	Reimbursement of Internet and Telephone Charges	
8.	Recruitment Assistance	
9.	Training Subsidy	
10.	Viability Gap Funding	
11.	Reimbursement of SD and Cost of Tender Document	
12.	Exemption from Payment of EMD	

**[1] Reimbursement of Panchayat Tax:**

a. Date of commencement of operations:

b. Amount paid as Panchayat Tax:

c. Total Amount Requested as Reimbursement:

**\* Enclose copy of invoice/receipt of the panchayat tax paid from the competent authority**

**[2] Reimbursement/Sponsorship for IT Event:**

a. Name and Location of the IT Event:

b. Total Cost of Conducting the Event:

c. Date of Event:

d. Total Amount Requested as Reimbursement/Sponsorship:

(50% of event cost or INR 5,00,000/-, whichever is lower)

**\*Enclose a Proposal including number of delegates, confirmed speakers and any other information supporting your case and a detailed statement of expected expenses for the event**

**[3] Reimbursement of Exhibition Stall Rental Cost:**

- a. Name and Location of the Exhibition:
- b. Stall Area (in sq. mts.):
- c. Cost of Stall Rental:
- d. Date of Event:
- e. Total Amount Requested as Reimbursement:

(50% of stall rental or INR 50,000/-, whichever is lower)

**\*Enclose copy of invoices/receipts from Exhibition organizers**

**[4] Availing Renewable Energy under Open Access System:**

The Rural Technology Centre may place a special representation with a project proposal justifying the total power requirement and sources of renewable energy, to avail this incentive under the aforesaid incentive scheme.

**[5] Subsidy on Capital Investment:**

- a. Total Capital Investment made (after April 2016):
- b. Amount of Capital Subsidy applied for:   
(50% of Capital Investment or INR 40,00,000, whichever is lower, for first 3 companies; thereafter, 10% of Capital Investment or INR 8,00,000, whichever is lower)

**\* Enclose Detailed Statement on Capital Investment made along with invoices, Bank Guarantee, as per proforma (Annexure - XI) for an equal amount of the claim for a period of 3 years from the date of commencement of operations.**

**[6] Subsidy on Lease Rentals**

- a. Name and location of leased premises/Rented premises:
- b. Extent of built up space taken (sft):
- c. Total lease rentals per annum:
- d. Amount Requested as Subsidy:   
(25% of lease rentals for the first 3 companies for first 3 years of operation; thereafter, 10% of lease rentals for the first 3 years of operation. This incentive is capped at Rs 5 Lakh/Annum)

**\*Enclose receipts/invoices of payments made to the Landlord**

**[7] Reimbursement of Internet and Telephone Charges**

- a. Date of commencement of operations:
- b. Number of Months (mention dates):
- c. Amount paid for Internet Services:

- d. Amount paid for Telephone Services:
- e. Total Amount Requested as Reimbursement:   
(25% of total cost / Rs 2 Lakh/Annum,  
whichever is lower, for the first 3 years of operations)

**\*Enclose copies of invoices from the service providers**

**[8] Reimbursement of Recruitment Assistance:**

- a. Date of commencement of operations:
- b. Number of employees recruited from colleges in Telangana:   
(should be greater than 50)
- c. Total Amount Requested as Reimbursement:   
(INR 20,000 per employee)

**\*Enclose Certificate from Provident Fund/Bank/Profession Tax/Income Tax/any other competent authority office confirming the no. of the employees and proof of graduating from colleges in Telangana from Competent Authority for all the relevant employees**

**[9] Training Subsidy**

- a. Number of employees trained:
- b. Course Name and Duration (mention dates):
- c. Total Amount Requested as Reimbursement:   
(subject to a maximum of  
INR 2,500/employee/month for six months)

**\*Enclose Certificate from Provident Fund/Bank/Profession Tax/Income Tax/any other competent authority office confirming the names and no. of the employees and a certificate from TASK confirming the number of people, quality, and nature of training.**

**[10]. Viability Gap Funding:**

- a. Total Amount Requested as Viability Gap Funding:   
(subject to a maximum of INR 10,00,000 for  
first 3 anchor units)

**\*Enclose Business plan document, Justification letter, Forecasted financial statements for the first three years of operation, and a Bank Guarantee, as per proforma (Annexure - XI) for an amount of the claim for a period of 3 years from the date of commencement of operations**

**[11] Reimbursement of SD and Cost of Tender Document:**

- a. Date of Registration:
- b. Amount of Stamp duty:
- c. Cost of Tender Document:
- d. Total Amount Requested as Reimbursement:   
(100% reimbursement)

**\* Enclose copies of the payment challans**

**[12]. Exemption from Payment of EMD:**

Please submit the filled application form along with a cover letter requesting for exemption from payment of EMD. Once approved, a signed letter will be given which can be used to avail the exemption for any Government Tender.

**DECLARATION**

We hereby declare that the particulars as given in the application are correct to the best of our knowledge and belief and agree to the terms & conditions of Sanction of our request/incentive claimed /applied through this application.

Place:

Date:

Signature:

Name of the Authorized signatory:

Designation:

**Mandatory Documents for all applications:**

- PAN Number and self-attested copy of PAN Card
- TAN/Service Tax/VAT Registration Number of the Corporate entity along with self-attested copies, if available
- ROC Copy/Partnership Deed/Trade License Copy
- Audited Financial Statements for a minimum of 3 years or since incorporation of company
- Memorandum of Association and Articles of Association documents