

## West Bengal IT Incentive Scheme

**GOVERNMENT OF WEST BENGAL  
DEPARTMENT OF INFORMATION TECHNOLOGY  
4, CAMAC STREET, 7<sup>TH</sup> FLOOR, KOLKATA-700016**

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### NOTIFICATION

**No.59-DS/IT-85/2003(Pt.1)**

**Dated, Kolkata, the 2<sup>nd</sup> Feb. 2005**

**WHEREAS** the State Government had considered it necessary and expedient to draw up a comprehensive Incentive Scheme for IT Industry and IT enabled services on the basis of **WEST BENGAL INCENTIVE SCHEME, 2001:**

And whereas the Governor was pleased to introduce the WEST BENGAL IT INCENTIVE SCHEME 2001.

And whereas the said scheme was notified on November 13, 2001.

And whereas the said scheme was supposed to have come into effect from 1<sup>st</sup> day of November, 2001. And whereas the said scheme could not be made operational owing to certain procedural anomalies in this scheme.

Now therefore, by making suitable amendments in the scheme of 2001, the Governor is pleased to introduce the **WEST BENGAL IT INCENTIVE SCHEME, 2004**, which follows hereunder:

#### **1. Short Title:**

This scheme may be called The West Bengal IT Incentive Scheme, 2004 (hereinafter referred to as the IT Incentive Scheme, 2004) for IT/IT Enabled Services Projects of large and small-scale units (hereinafter referred to as IT Units) to be set up in the State.

#### **2. Commencement and Duration:**

Unless specifically mentioned against the respective items of incentives sanctioned under the IT Incentive Scheme 2004, it shall come into effect on and from the 1st day of September 2004 in the whole of West Bengal and shall remain valid for a period of five years ending on the 31st August 2009.

However, units, which have been set up on or after 1<sup>st</sup> January, 2000 may be granted

incentives under this scheme as a special case subject to the condition that if these units have drawn any incentives under the earlier scheme (West Bengal Industrial Scheme,2000) then such incentives may be adjusted against the incentives which may be admissible under the new scheme.

### **3. Definitions:**

In the IT Incentive Scheme, 2004, unless the context otherwise requires,

- i. IT Industry includes IT & ITeS; IT software Industry means IT software, IT services and IT enabled services, where no factory operation is involved.
- ii. "ITeS" means Information Technology Enabled services
- iii. "State Government" means the Government of West Bengal and "Central Government" means the Government of India;
- iv. "W.B.I.D.C" means the West Bengal Industry Development Corporation Limited;
- v. "State Financial Institutions" means the W.B.I.D.C and the W.B.F.C.;
- vi. "Authorised Agent" means W.B.I.D.C., as agent specially authorized by the State Government for operation of IT Incentive Scheme, 2004.
- vii. "Unit" means any IT project in large and small scale sector, having registration under Software Technology Park Scheme of the Central Government;
- viii A Large or Small Unit means a unit as defined as such by the Government of India from time to time.
- ix. "New Unit" means an IT unit in the large/small scale sector which is established and commissioned by the entrepreneur in West Bengal for the first time on or after the 1st September, 2004 and is registered with the Directorate of Industries.
- x. "Existing IT Unit" means an unit in the large/ small scale sector, which exists in West Bengal and was functioning before it started commercial production in its expanded portion on or after the 1st September, 2004;
- xi. "Approved Project" means the IT project of a unit and for which registration certificate and eligibility certificate have been issued under the IT Incentive Scheme 2004; Such Project should be covered by appropriate approval under the STPI.
- xii. "Approved Location" means the location of the approved project registered with the concerned authority of the Central Government/the State Government;
- xiii. "Approved Industrial Complex" means any industrial complex set up in the public or private sector in the State approved by the State or Central Government;

xiv. "Eligible IT Unit" means an IT Unit in the large/small sector having registration certificate issued by the Director of Industries and eligibility certificate by the WBIDC.

xv. "Expansion of Existing Unit" means expansion for the same item(s) of production/expansion of services within existing approved capacity or for expansion for enlarged approved capacity or for manufacture of a new item with an approved capacity;

xvi. In case of expansion of an existing IT unit, the fixed capital investment made or to be made on approved project shall increase the total value of the fixed capital investment of the unit by not less than 25% of the net value of fixed asset of land, building and plant and machinery including computer hardware and computer software as on 1st September, 2004 or Rs 50 lakh, whichever is less.

xvii. "Expanded Portion" means the portion expanded with additional capacity on or after the 1st September 2004 with approval of the State Government .

xviii. The "fixed capital investment" shall be calculated as follows:

a) **Land:** actual price or premium paid for the land free hold or lease hold as deemed necessary for the approved project at the approved location by the authorized agent.

b) **Building:** the actual expenditure incurred for construction of the office building, factory sheds etc as necessary for the approved project at the location but not residential quarters.

c) **Plant & Machinery:** fixed capital investment in plant & machinery shall be calculated as below: The cost of plant, and machinery as erected at the approved location, including the cost of productive equipment such as jigs, dies, moulds, computer hardware, computer software etc and items pertaining to pollution abatement measures but excluding the cost of any second hand plant and machinery, computer hardware, computer software etc as also plant and machinery purchased and installed under hire purchase agreement. In the case of plant and machinery taken on lease, the leasing fees/charge shall be taken into account, provided that on the expiry of the leasing contract, the said plant and machinery, computer hardware, computer software become the property of the IT unit.

d) **Advances:** Advances paid to suppliers of plant and machinery for the approved project of the eligible IT unit on or after 1st September 2004 may be taken into account in calculating the total fixed capital investment. However the special cases mentioned in clause 2 shall be applicable.

#### **4. Applicability of the IT Incentive Scheme, 2004:**

The IT Incentive Scheme, 2004 shall generally be applicable to all large and small-scale project units to be set up and also to expansion projects of existing unit on or after

1st September 2004. However, units, which have been set up on or after 1<sup>st</sup> January 2000 may be granted incentives under this scheme as a special case subject to the condition that if these units have drawn any incentives under any earlier state scheme, then such incentives may be adjusted against the incentives which may be admissible under the new scheme. The units may be in the private sector, co-operative sector, joint sector as also companies/undertakings owned or managed by the State Government.

## **5. Eligibility Criteria for IT Incentives under the 2004 Scheme:**

**5.1** Any IT project to which this scheme applies shall be eligible for securing an Eligibility Certificate provided;

a) the project is covered by a detailed feasibility report / project report prepared for the purpose

b) the project has been approved and sanctioned by the Central Financial Institutions or the Commercial Banks or the State Financial Institutions, as the case may be. In the case of projects with arrangement of finance from own resources, issue of Eligibility Certificate shall be considered provided the WBIDC is satisfied about the arrangement of such finance.

## **6. Classification of development areas and backward areas:**

**6.1** For the purpose of determination of types and quantum of incentive available under the Scheme for the approved projects, according to their location, the State shall be

classified in the following groups:

Group A - Kolkata Municipal Corporation

Group B - Howrah, Hooghly, North 24 Parganas, South 24 Parganas (excluding the area under jurisdiction of the Kolkata Municipal Corporation), Burdwan, Nadia and Purba Medinipur districts.

Group C - Murshidabad, Birbhum, Purulia, Bankura, Malda, Coochbehar, Uttar Dinajpur, Dakhin Dinajpur, Jalpaiguri and Darjeeling and Paschim Medinipur districts.

## **7. State Capital Investment Subsidy:**

**7.1** An eligible IT unit located in a group 'A & B' area and set up in the State on or after 1st September 2004, will be entitled to State Capital Investment Subsidy @ 7.5% of the Fixed Capital Investment subject to a limit of Rs. 150.00 lakh payable in 5 equal yearly installments.

**7.2** An eligible IT unit located in Group C area and set up in the State on or after the 1st September 2004, will be entitled to State Capital Investment Subsidy @ 10% of the Fixed Capital Investment subject to a limit of Rs. 250.00 lakh payable in 5 equal yearly installments.

## **8. Interest Subsidy:**

**8.1** An eligible new IT unit for its approved project will be entitled to Interest Subsidy on the annual interest liability on the Term Loan borrowed from a Commercial Bank/Financial Institution for implementation of the approved project, at the rates given below -

Group A & B 25% of the annual liability on the Term Loan borrowed for an approved project subject to a ceiling of Rs. 100.00 lakh per year for 5 years.

Group C 25% of annual interest liability on the Term Loan borrowed for an approved project subject to a ceiling of Rs. 100.00 lakh per year for 7 years.

In case of mega units, there shall be an option of either receiving interest subsidy or industrial promotion assistance to be adjusted against sales tax liabilities.

**9. The Interest Subsidy** will be payable annually subject to submission of a statement/certificate by the lending Banks/Financial Institution certifying that the IT unit has paid the due interest to the institutions on the due dates.

**10. Waiver of Electricity Duty:** An eligible IT unit or ITeS unit for its approved project will be entitled to waiver of electricity duty on the electricity consumed for its production/operation activity for a period of 5 years from the date of commercial production/operation.

## **11. Employment Generation Subsidy:**

**11.1** An eligible IT unit in the large and medium scale sectors, employees of which are recruited through employment exchange or otherwise, will be entitled to reimbursement to the extent of 50% of the expenditure incurred by it for paying its contribution towards Employees State Insurance (ESI) and Employees Provident Fund (EPF) depending on the location of the unit as follows:

i. Group 'A & B' area: 5 years;

ii. Group 'C' area: 7 years .

**11.2** An eligible IT unit in the small scale sector will be entitled to reimbursement to the extent of 75% of the expenditure incurred by it for paying its contribution towards Employees State Insurance (ESI) and Employees Provident Fund (EPF) depending on the location of the unit as follows:

i. Group 'A & B' area: 5 years;

ii. Group 'C' area: 7 years

**11.3** The reimbursement of the expenditure prescribed at the sub para 12.1 and 12.2

above will be payable annually based on minimum statutory limit subject to the condition that the IT unit has paid its contribution towards ESI & EPF on due dates.

## **12. Refund of Stamp Duty & Registration Fees:**

**12.1** An eligible IT unit (excluding IT enabled Services) irrespective of its location will be entitled to refund of 100% of stamp duty and registration fee required for the purpose of registration of documents within the State relating to purchase/acquisition of land and building for setting up of the approved project.

**12.2** Notwithstanding anything contained anywhere in the Scheme the incentive prescribed at para 12.1 above shall be admissible from 1<sup>st</sup> September 2004.

**12.3** For IT enabled Services, requirement of land will be assessed at the rate of 0.3 acre for every 100 jobs created. If a unit acquires land in excess of this limit no concession in respect of stamp duty and registration fees for excess land shall be allowed.

**12.4** Industrial Complex and Centres set up with infrastructural facilities will be entitled to remission of 50% of Stamp Duty and Registration Fee for the first sale in relation to such Complex & Centres. This will be admissible from the date of issue of the Notification by the Finance Department.

Infrastructure facilities must include the following items:

(i) Road; (ii) Water Supply; (iii) Power; (iv) Drainage Facilities; (v) Any other relevant items.

**13. Subsidy for quality improvement in the Small Scale Sector:** An eligible IT unit in the Small Scale Sector shall be reimbursed 50% of the expenditure up to a maximum of Rs. 5.00 lakh for obtaining ISI Certification / ISO 9000 for approved Institutions/ Research Laboratories.

**14. Incentives for approved expansion project of an existing unit:** An existing IT unit for its approved expansion project will be entitled to all the incentives mentioned above in this Scheme subject to fulfillment of the conditions prescribed for the respective item for a new unit.

**14.1** IT industries on their relocation to approved industrial complex maybe considered by the State Government for Capital Investment Subsidy. The quantum of subsidy will be 7.5% of fresh investment in plant and machinery, computer hardware, computer software subject to maximum of Rs. 150.00 lakh in case of A and B category areas and 10% of fresh investment in plant and machinery, computer hardware, computer software in case of C category areas depending on merit of each case to be paid in 5 equal annual installments.

**15. Mega Projects:** Notwithstanding anything contained any where in the Scheme, the

State Government may consider granting special package of incentives under this Scheme to a Mega Project on case by case basis, based on pioneer nature of projects, locational aspects, state of the art technology, scope of further related investment etc.

**16. Power to amend and/or relax/or repeal:** Notwithstanding anything contained in any of the provisions of the IT Incentive Scheme 2004, the State Government may act anytime –

- i. make any amendment to this Scheme or repeal it, but the commitments already made for an approved project shall not be affected by any such amendments or repeal:
- ii. make any relaxation in applying the provision of this Scheme but such relaxation shall be made on the merit of the approved project in each case, as the State Government may consider necessary and appropriate;
- iii. may issue instructions and guidelines to facilitate implementation, to remove anomalies and to clarify interpretations of the provisions of this Scheme.

### **Operational Procedures of West Bengal IT Incentive Scheme 2004**

An IT Unit claiming to be eligible for incentives available under West Bengal IT Incentive Scheme, 2004 shall submit an application to the Director of Industries, West Bengal at New Secretariat. Bldg., 9<sup>th</sup> Floor, 1, K.S. Roy Road, Kolkata – 700 001 for registration of the unit in the Form No-1 annexed hereto. Any application submitted for registration of any project under the said Scheme shall be treated to be validly submitted within the period of operation of the scheme.

**1.1** On receipt of application for registration of any project, the Director of Industries shall make as expeditiously as possible, scrutiny of / enquiry into the particulars furnished by the applicant unit and on being satisfied that the application in terms of the provision of the said scheme is in order, shall register the applicant unit with a number and issue a certificate for such registration to the applicant unit with a copy to West Bengal Industrial Development Corporation Ltd., together with the copy of the application, for issue of eligibility by the WBIDC Ltd. If, however, any application is found not to be eligible for Registration under the IT Incentive Scheme 2004, the Director of Industries will issue a letter of rejection to the applicant unit.

**1.2** The Director of Industries shall maintain a separate register for each district mentioning the group to which district belongs and also enter there all relevant details in respect of the project necessary to carry out the purpose of the said scheme.

**2.** After receipt of the application from the Director of Industries, West Bengal, together with the copy of the Registration Certificate issued by him, WBIDC Ltd. will scrutinise the particulars necessary for issue of the eligibility certificate by them and also make such further enquiry as may be deemed necessary in respect thereto. If on such scrutiny/enquiry the corporation is satisfied that such unit is eligible for one or more than

one incentive available under the terms of the scheme, an Eligibility Certificate shall be forthwith issued by the said corporation to such applicant unit. A copy of the Eligibility Certificate shall also be endorsed to the Director of Industries for information and record in that office.

**3.** The Director of Industries, the WBIDC Ltd. may cause a joint inspection if they consider so necessary anywhere in any case under the IT Incentive Scheme 2004. The Directorate of Industries, the WBIDC Ltd. will keep each other informed of the decision taken by either of them in respect of any case under this Scheme.

**4.** An IT Unit, after receipt of the 'Eligibility Certificate' from WBIDC Ltd. may apply for the incentives to which it may be entitled, under West Bengal IT Incentive Scheme, 2004 in the manner as prescribed below:

**4.1 State Capital Investment Subsidy:**

An eligible IT unit shall submit an application to the Managing Director, WBIDC Ltd. in the Form No – II as appended hereto for the purpose. The Corporation, if on scrutiny of the documents is satisfied, will work out the admissibility of the Capital Investment Subsidy and will as early as possible inform the applicant of the quantum of admissibility of such subsidy and the mode of disbursement thereof, by the Corporation.

**4.2 Interest Subsidy:**

An eligible IT unit may apply to the Managing Director, WBIDC Ltd. for Interest Subsidy on the interest liability on account of the loan secured by the unit from Bank(s) / Financial Institution(s) in the Form No. III. Immediately on receipt of the application the Corporation will correspond with the concerned Bank(s) / Financial Institution(s) and obtain a certificate in the format at Annexure-A to Form No. III regarding payment of interest against the loan secured for implementation of the approved project and the Corporation, if satisfied about the payment of interest to the Bank(s) / Financial Institution(s) according to the norms of the scheme, will sanction interest subsidy in favour of the applicant unit to be credited to its account maintained in the concerned Bank(s) / Financial Institution(s) under an intimation to the unit.

**4.3 Waiver of Electricity Duty:**

An eligible IT unit may apply to the Directorate of Electricity for waiver for electricity duty in Form No. - IV annexed hereto with a copy to the Director of Industries, West Bengal. The Director of Industries after receipt of copy of application from the IT unit will cause an enquiry and ascertain the actual date of commencement of commercial production to the IT unit and communicate the date of commencement of commercial production of the project, for which the benefit is claimed, to the Directorate of Electricity, following the required norms, with a copy to the applicant unit.

**4.4 Employment Generation Subsidy:**

An eligible IT unit may apply to the WBIDC Ltd. in the Form No - V annexed hereto, for reimbursement of admissible subsidy on account of expenditure incurred for contribution towards Employees States Insurance and / or Employees Provident Fund



with a certificate issued by the respective authorities regarding contribution made by them in the manner as per Annexure-A to Form No - V. The Corporation on scrutiny of papers will sanction and disburse the subsidy as admissible to the unit.

#### **4.5 Refund of Stamp Duty and Registration Fee:**

An eligible IT unit may apply to the MD, WBIDC for refund of Stamp Duty and Registration Fee as may be admissible according to provision of the scheme in the Form No - VI annexed hereto.

#### **5 Capital Investment Subsidy to IT Units:**

IT Industries on their relocation to approved industrial complex, if such relocation is accompanied with modernisation, may be considered by the State Government to Capital Investment Subsidy. The quantum of subsidy will be 7.5% of fresh Investment in plant and machinery, computer hardware, computer software, subject to maximum of Rs. 150.00 lakh in case of A and B category of areas and 10% of fresh investment in plant and machinery, computer hardware, computer software, in case of C category areas. The payment of subsidy shall be staggered over a period of 5 years.

**5.1.**The Director of industries will verify the application with the books of accounts of his office and if on verification the unit is found to be eligible for Capital Investment Subsidy, in terms of the provision of the scheme, he will record his recommendations in the Format at Annexure - A to Form No - VII and forward the same to the Managing Director, WBIDC Ltd. for sanction and disbursement of the admissible Capital Investment Subsidy to the applicant unit. A report regarding such sanction and disbursement when made will be sent by the WBIDC Ltd. to the Directorate of Industries for their information and record.

*This issues with the concurrence of the Finance Department vide their U.O No. S-162, date; 22.12.2004*

By order of the Governor

**SD/-**

Dr. G.D. Gautama

Principal Secretary to the  
Government of West Bengal

**Composite Application for Registration and Eligibility Certificate under the  
West Bengal IT Incentive Scheme 2004  
(To be submitted in duplicate)**

- 1.(a) Name of the Applicant Unit :
- (b) Local Office Address :  
 Telephone No. :  
 Fax No :  
 e-mail Address :
- (c) Address of the Registered Office :  
 Telephone No. :  
 Fax No. :  
 e-mail Address :
- (d) Name and Designation of a contact person :  
 Telephone No. :  
 Fax No :  
 e-mail Address :

2. Whether the Project (against which the application for Incentive Registration is being made ) is for :  
 (Please tick any)

- (a) Establishment of new unit :
- (b) Expansion project in the existing unit
- (c ) Expansion project in a new location

3 (a) Constitution : Private Ltd/Public Ltd/ Co-operative / Partnership  
 (tick whichever is applicable)

(b) Date of establishment/incorporation/ registration of the Company/co-operative

4. Location/address of the unit :
- (A) Location of the Project against which Registration is sought
- Name of the Location :

Police Station :  
Municipality/Block :  
Post Office :  
District :  
Telephone No :  
Fax No. :

(B) Location of other units (if any ) in West Bengal

Location : District :  
Location : District :  
Location : District :

5. Project cost :

5.1 New Scheme

	Estimated Cost	As approved by the Financial Institutions/Banks	(Rs. In lakhs)
			Investment already Made on or after 01.01.2000
Land			
Building			
Plant & Machinery			
Misc. fixed assets			
Engineering fees			
Preliminary and Preoperative expenses			
Margin money for working capital			
Total			

5.1.1 Means of Finance :

(Rs in lakhs )		
	Proposed	Approved
<b>Share Capital</b> Promoters/Financial Institutions/Public		

<b>Term Loans</b> Financial Institutions/Banks		
<b>Unsecured Loans</b>		
<b>Subsidy</b> State Capital Investment		
<b>Others (if any )</b>		
<b>Total</b>		

## 5.2 Expansion Scheme :

	Estimated Cost	As approved by the Financial Institution/Banks	(Rs. In lakhs)
			Investment already made on or after 01.01.2000
Land			
Building			
Plant & Machinery			
Misc. fixed assets			
Engineering fees			
Preliminary and Preoperative expenses			
Margin money for working capital			
<b>Total</b>			

### 5.2.1 Means of Finance :

(Rs in lakhs )		
	Proposed	Approved
<b>Share Capital</b> Promoters/Financial Institutions/Public		
<b>Term Loans</b> Financial Institutions/Banks		
<b>Unsecured Loans</b>		
<b>Subsidy</b> State Capital Investment		
<b>Others (if any )</b>		
<b>Total</b>		



**DECLARATION**

**CERTIFIED** that the Statements in the application are true to the best of my knowledge and belief.

**Signature of the applicant**

**Name and Status of the Signatory**

**Place :**

**Date :**

\_\_\_\_\_  
**Seal of the IT Unit**

**Documents to be enclosed:**

- (a) A copy of the Memorandum and Articles of Association issued by the Registrar of companies.
- (b) A Statement of the names and addresses of the Directors/Partners/Owners of the company.
- (c) A Copy of the Acknowledgement Reference No. by SIA/Letter of Intent/Industrial Licence/Other Government of India approval.
- (d) A Project Report
- (e) 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.
- (f) Copy of the audited Balance-sheet for last 2 years.  
(in case of expansion project )
- (g) A list of plant and machinery required for the project (with value).
- (h) Statement in respect of requirement of raw material for the project (including names and quantity required per annum)
- (i) Existing manufacturing activities in West Bengal stating items, annual approved capacity, annual installed capacity, annual production during last three years (in quantity & value thereof in Rs lakhs ).

For Office Use ;

File No.	District	Date of Receipt	Date of Approval	Date of Issue

**Form No - II**

**Application for Grant of State Capital Investment Subsidy under the  
West Bengal IT Incentive Scheme 2004**

To  
The Managing Director  
West Bengal Industrial Development Corporation Ltd.  
5, Council House Street  
Kolkatta – 700 001

Sir,

I .....son of .....  
Proprietor/Partner/Chairman/Managing Director/Director/Authorised Signatory, on  
behalf of the Undertaking known as .....hereby apply for grant of  
(i) State Capital Investment Subsidy of  
Rs.....under the existing terms  
and conditions of the West Bengal Incentive  
Scheme, 2004.

The necessary particulars are furnished below :

- 1) No. and date of Registration Certificate issued by the Directorate of Industries :
- 2) No. and date of Eligibility Certificate issued by the WBIDC Ltd
- 3) Project Cost -  
(please attach statement showing the details )

	Approved cost	A C T U A L	
		As on 01.09.2004	As on
a) Total fixed capital investment as per terms of the scheme			
i) Land			
ii) Buildings			
iii) Plant & Machinery			
b) Other fixed assets, if any			
c) Preliminary and preoperative expenses			
d) Contingencies			
e) Margin money for working Capital			

<b>Total</b>			
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4) Means of finance :

	Approved cost	A C T U A L	
		As on 01.04.2004	As on
i) Equity Share Capital			
ii) Preference share capital			
iii) Term loans			
iv) State Capital Investment Subsidy			
v) Unsecured loans			
vi) Internal cash accruals			
vii) Others, if any			
<b>Total</b>			

5) Details of fixed capital investment made under the following items

- (a) Land :
- (b) Buildings (New/Existing) :
- (c) Plant and Machinery (New/Existing) :
  - (i) Direct purchase :
  - (ii) On lease :
- (d) Other fixed assets if any, including Equipments for pollution control :
- 6) Amount of State Capital Investment subsidy claimed in terms of the provisions of the Scheme :
- 7) (i) Expected date of commercial production of the unit
- (ii) Date of commercial production/operation of the unit :
- (iii) Expected/actual Employment generated :

I/We hereby agree that I/We shall forthwith repay the amount disbursed to me/us under the scheme if the amount of State Capital Investment Subsidy are found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

Further, I/We shall also be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses which may be payable by us.



\_\_\_\_\_  
**Signature of the applicant**

**Name and status of the signatory**

**Date :**

**Place:**

\_\_\_\_\_  
Seal of the IT Units

**Documents to be enclosed :-**

- 1) A copy of Techno-Economic Feasibility Report;
- 2) A copy of (loan) sanctioned letter issued by Financial Institution/Bank;
- 3) Auditor's CA's Certificate for utilization of fund ;
- 4) A Certificate from a Chartered Accountant as per Annexure A;
- 5) A certificate in respect of fixed assets as per Annexure B.

**Certificate to be issued by a Chartered Accountant**

**ANNEXURE – A**

I/We hereby certify from the examination of the accounts and other relevant records of the applicant M/s .....that I/We have found the statements made and particulars furnished by the applicant in Form No..... annexed hereto to be correct according to the books and records maintained by the applicant in the ordinary course of business subject to the following remarks.

**Signature of the Chartered Accountants**

**Name of the Firm**

**Registration No.**

Date :

Place :

\_\_\_\_\_  
**(Seal of the Chartered Accountant)**

## Annexure – B

### Certificate to be given by the Company

Schedule of fixed assets created as on.....by M/s.....in respect of its .....project at.....West Bengal

Sl No	Description of the fixed assets (Item wise)	Quantity	Date of order	Name of Contractor/ supplier with address	Sate Whether the assets has been transferred to the new project/substantial expansion from any other unit of the company	Date Of Creation/ erection	Bill No & Date	Paid up value of the assets created/erected	Bill value of the assets created/ (A) to (G)

Break up of Costs Included in the Value of Assets at Column (5)

Basic (CIF/FOB) Value	Customs/Excise Duty	Freight, Insurance and Handling Charges	Sales Tax	Erection cost	Others, if any (Specify)

Certified that the assets enlisted in the schedule of fixed assets are erected in position at site as on .....

\_\_\_\_\_  
Signature (with seal) of Managing Director/  
Director/Secretary of the company

- 1) We hereby certify that we have checked the above statement of fixed assets with the books of accounts, the invoices and other records maintained by M/s....., as produced towards and the information and explanations given and found the same to be true and in accordance therewith.
- 2) We also certify that M/s .....have acquired and installed the above mentioned assets during the period from .....to .....in respect of the .....project at .....
- 3) We further certify that the value of aforesaid items of fixed assets have been taken, to the extent paid for, upto...../

from.....to.....and no certificate is raised there against in  
the books of the company.

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Signature with seal of Statutory Auditors

Form No – III

**Application for Interest Subsidy Under  
West Bengal IT Incentive Scheme – 2001**

To  
The Managing Director,  
West Bengal Industrial Development Corporation Ltd  
5, Council House Street  
Kolkata - 700 001

Sir,

I .....son of .....

Proprietor/Partner/ Managing Director /Chairman/ Authorised Signatory, on behalf of the  
Industrial Unit known as .....hereby apply for grant of Interest Subsidy of  
Rs.....(Rupees.....  
.....) only as admissible in terms of the provisions of the West Bengal  
Incentive Scheme – 2004.

The necessary particulars are furnished below.

- i) No. and date of registration certificate issued :  
by the Director of Industries
- ii) No. and date Eligibility Certificate issued :  
by WBIDC Ltd.
- iii) Date of commencement of commercial production  
:
- iv) Loans disbursed by Bank(s)/Financial Institution(s)
  - a) Term Loan :  
Amount Date
  - b) Working Capital Loan :  
Amount Date
- iv) Name(s) & Address(es) of the Bank(s)/ Financial  
Institution(s)/ sanctioning/ disbursing the loan. :
- \*vi) Payment of interest made to Bank/FI :
  - a) Amount due..... on .....for the period.....
  - b) Amount paid .....on.....

I/We hereby agree that I/We shall forthwith repay the amount disbursed to me/us under the scheme, if the amount of Capital Investment subsidy are found to be disbursed in excess of the amount actually admissible for whatsoever the reason.

Further I/We shall also be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses which may be payable by us.

**Signature of the applicant**

**Date :**

**Place :**

**Name and status of the signatory**

\_\_\_\_\_  
**Seal of the applicant unit**

\* A Certificate from bank/financial Institution/NBFC is to be furnished in the format per Annexure-A

**Certificate to be issued by Bank/Financial Institution**

**ANNEXURE – A**

It is certified that M/s .....enjoying loan facilities (Term Loan/Working Capital Loan) for its.....project for the manufacture of .....of capacity .....Located at .....from..... (FI/Bank) is maintaining satisfactory accounts and paying interest on due dates. The annual interest paid by M/s ..... to .....is as follows .

<b>Type of Assistance</b>	<b>Period</b>	<b>Amount of interest paid</b>
---------------------------	---------------	--------------------------------

Term Loan		
-----------	--	--

Working Capital		
-----------------	--	--

Total		
-------	--	--

Date:

Seal:

Signature .....

Address :

**Application for Waiver of Electricity Duty Under  
West Bengal IT Incentive Scheme – 2004**

To  
The Director,  
Directorate of Electricity

**Sir,**

I,....., Son of.....Proprietor/Partner/Managing  
Director/Director/Chairman/Authorised Signatory/on behalf of the Industrial Unit known  
as .....hereby apply for 'Waiver of Electricity Duty' in terms of the  
provisions of the West Bengal Incentive Scheme – 2004.

The necessary particulars are given below:

- i) Name of the applicant unit  
:
- ii) Office Address :  
Tel. No  
Fax No.  
e-mail
- iii) Factory Address :  
Tel. No  
Fax No.  
e-mail
- iv) No. and date of Registration certificate issued  
by Directorate of Industries  
:
- v) No and Date of Eligibility Certificate issued by WBIDC Ltd.  
:
- vi) Manufacturing item of the approved project
- vii) Commencement of commercial production :  
(to be certified by the Director of Industries, WB)
- viii) Name of the Agency from which electrical supply is taken  
:
- ix. Period for which waiver of Electricity Duty is claimed

x) If the electric meter is maintained in the name of the applicant unit or, if the meter is in the name of different consumers :

a) If so, name and address of the consumers :

b) The circumstances as to why it could not be made in the name of the applicant unit :

xi) If any part of consumption of electricity is made for residential purpose. If so, details of such cases during the period for which claim is made.

xii) If there was any closure of the unit during the period of claim. If so, details thereof :

xiii) Present status of the Unit :

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief.

**Signature of the applicant**

**Date :**

**Place:**

**Name and status of the signatory**

\_\_\_\_\_  
**Seal of the applicant unit**

**Documents to be enclosed**

i) Copy of Registration Certificate issued by Directorate of Inds. :

ii) Copy of Eligibility Certificate issued by WBIDC Ltd. :

iii) Copy of documents reg. Supply of electricity to the unit :

iv) Copy of last Electricity Bill ( to be submitted as and when received) :

**Application for Grant of Employment Generation Subsidy Under  
West Bengal IT Incentive Scheme – 2004**

To  
The Managing Director,  
West Bengal Industrial Development Corporation Ltd  
5, Council House Street  
Kolkata – 700 001

**Sir,**

I,....., Son of.....Proprietor/Partner/Director/  
Managing Director /Chairman/Authorised Signatory/on behalf of the Industrial Unit  
known as .....hereby apply for grant of Employment Generation Subsidy of  
Rs.....(Rupees .....) as admissible under  
the provisions of the West Bengal IT Incentive Scheme – 2004.

- The necessary particulars are furnished below :
- i) Name of the applicant unit :
  - ii) No. and date of Registration Certificate issued by the Directorate of Industries :
  - iii) No. and date of Eligibility Certificate issued by WBIDC Ltd. :
  - iv) Date of Commercial Production of the approved project :
  - v) Employment created in the Project :
    - a) Managerial
    - b) Factory Workers
    - c) Other Workers
  - vi) Details of code No. allotted to the employer by :
    - a) Regional Provident Fund commissioner :



b) Director, ESI :

vii) Contribution made by the employer to Employees  
State Insurance (ESI) and Employees Provident Fund (EPF) :

	ESI	EPF
April		
May		
June		
July		
August		
September		
October		
November		
December		
January		
February		
March		

The particulars furnished herein before are according to our books of accounts and records are true to the best of my knowledge and belief. A certificate to this effect from the Regional Provident Fund Commissioner and / or Director , ESI is enclosed.

:

Signature of the applicant

Name and Status of the signatory

Place :

Seal of the Industrial Unit

**Documents to be enclosed :**

1. Copies of documents regarding contributions made to ESI/EPF
2. A statement showing the name of workers, their age, date of appointment nature of appointment and nature of work.
3. Certificate from the Regional Provident Fund Commissioner/Director, ESI as per Annexure – A

Certificate to be issued by the Regional Provident Fund  
Commissioner/Director, ESI (As the case may be)

Annexure – A

Certified that M/s ..... having its  
Registered/ Head Office/Local Office at..... have  
contributed an amount of Rs ...../- (Rupees .....  
.....on account of  
.....payable in terms of existing rules of the  
Government for the months from .....to .....in respect of  
the employees appointed in the said Industrial Unit.

**Signature**

**Seal**

Date :

Place :

**Application for Refund of Stamp Duty and Registration Fee Under  
West Bengal IT Incentive Scheme – 2004**

To  
The Director of Industries  
West Bengal

**Sir,**

I,....., Son of.....Proprietor/Partner/Director /Managing Director/Chairman/Authorised Signatory/on behalf of the Industrial Unit known as .....hereby apply for Remission of Stamp Duty and Registration Fee in terms of the provisions of West Bengal IT Incentive Scheme 2004, in respect of the land and/ or building identified for setting up of the project for which Registration Certificate and Eligibility Certificate have already been issued under the said scheme.

**The necessary particulars are given below :**

- i) Name of the applicant unit :
- ii) No. and date of Registration Certificate issued by the Directorate of Industries, West Bengal :
- iii) No. and date of Eligibility Certificate issued by WBIDC Ltd. :
- iv) Location of the land/building identified :
  - a) Name of the location :
  - b) Municipality :
  - c) Block :
  - d) Post Office :
  - e) District :
- v) Registration Office :
  - a) Name :
  - b) Address :
  - c) Telephone No . :

- d) Fax No. :
- vi) Schedule of land (details)  
Area, Mouza No., Dag No., JL No. etc.
- vii) Description on of building, if any (details) :
- viii) Steps taken for purchase / allotment/ acquisition  
of the identified land/building
- ix) Probable date of registration :
- x) Estimated value of Stamp Duty & Registration Fee :

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief.

**Date :**

**Signature of the applicant**

**Place :**

**Name and Status of the signatory**

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**Seal of the applicant Unit**

**Documents to be enclosed**

- i) Schedule of the lands.  
ii) Sketch map of the area identified.  
iii) Copies of documents regarding availability of the land.

**Certificate to be issued by the Director of Industries**

**Annexure – A**

This is to certify that M/s ..... having their office address..... have been issued a Registration Certificate bearing no.....

Dated.....by the Directorate of Industries, West Bengal for setting up a project for manufacturing .....at .....

..... They have taken the necessary steps for setting up to the project at the aforesaid location and are now found, in terms of para 4.5 under Operational Procedures of West Bengal IT Incentive Scheme 2004 to be eligible for refund of Stamp Duty and Registration Fee being required for registration of the documents in respect of land and building, as described below, for setting up of the approved project of IT Industry. For IT enable Services, requirement of land will be assessed at the rate of 0.3 acre for every 100 jobs created. If a unit acquire land in excess of this limit, no concession in respect of stamp duty and registration fees for excess land shall be allowed.

Description of land :

**Director of Industries, West Bengal**

Date :

Place :

\_\_\_\_\_  
Seal

**Application for Assistance under  
West Bengal IT Incentive Scheme, 2004  
(For IT Units on relocation with modernisation)  
(To be submitted in duplicate)**

To  
The Director of Industries, West Bengal  
New Secretariat Building,  
1, K S Roy Road  
Kolkata – 700 001

Sir,

I,....., Son of.....Proprietor/Partner /Director  
/Managing Director/ Chairman/Authorised Signatory/on behalf of the Industrial Unit  
known as .....hereby apply for Capital Investment Subsidy as admissible in  
terms of the provisions of the W.B. Incentive Scheme 2004.

**The necessary particulars are given below :**

- 1) No. and date of Eligibility Certificate .....
- 2) Date of relocation of the unit.....
- 3) Details of machines covered under the scheme  
(In case of imported machines the cost should be given in foreign currency  
and rupee equivalent) (A separate annexure may be given, if necessary with  
supporting papers)

SI No	Name and Specification	Quantity	Unit cost (as per quotation/supply proforma invoice)	Source of Supply	Total Cost

4. Details of modernization scheme with anticipated benefits.....

5. Total source of funding (with break-ups).....

- (a) Term loan.....
- (b) Add share capital.....
- (c) Internal cost accruals.....
- (d) Others.....

6. Time frame for completion.....

The particulars furnished hereinbefore are according to our books of accounts and records are true to the best of my knowledge and belief.

**Signature of the applicant**

**Name and Status of the signatory**

Date :

Place :

**Seal of the Industrial Unit**

**\*Documents to be enclosed :**

- (i) Appraisal Memorandum ;
- (ii) Letter of sanction;
- (iii) Papers in terms of items 5.

\* in case of units having institutional finance

**Recommendations of the Director of Industries, West Bengal/Director,  
Cottage & Small Scale Industries, West Bengal**

**Annexure – A**

1. It is to certify that to the best of our knowledge, the statements made above..... are correct
  2. The total cost of machines (eligible for assistance under tannery modernization scheme is Rs.....
  3. A sum of provision scheme Rs.....is recommended for financial assistance under the West Bengal Incentive Scheme, 2004
- \*4 Following documents are enclosed :
- a) Appraisal memorandum
  - b) Letter of sanction

**Signature**

Date :  
Place :

\_\_\_\_\_  
**Seal**

\* In case of units having institutional finance.