

# TRIPURA IT START-UP SCHEME, 2019

## OPERATIONAL GUIDELINES FOR DISBURSEMENT OF INCENTIVE UNDER IT/ITeS START-UP SCHEME, 2019

### **GOVERNMENT OF TRIPURA**

DIRECTORATE OF INFORMATION TECHNOLOGY,  
IT BHAVAN, INDRANAGAR, AGARTALA

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## **A. INSTRUCTIONS**

### **1. Introduction**

Directorate of Information Technology, Govt. of Tripura announced the IT Start-up Scheme 2019 vide Tripura Gazette No.F.17(24)/DIT/IT/2018/3932-50 dated 25-10-2019. This Scheme is operative from 25-10-2019 and shall remain in force for a period of 5 years. Incentives are applicable to all eligible Start-up companies operating in Tripura. In case of any ambiguity in implementing/interpreting this Guideline, clarifications issued by Directorate of Information Technology, Government of Tripura shall prevail.

### **2. Objective of the scheme**

- 2.1 Make Tripura one of the top IT/ITeS start-up destinations in North East.
- 2.2 Create IT/ITeS environment and support eco-system.
- 2.3 Provide ICT infrastructural support for startups.
- 2.4 Strengthen startup culture in the State.
- 2.5 Encourage and inspire youth of the State to consider entrepreneurship as a career choice.
- 2.6 Creating IT/ITeS business incubators in collaboration with private sector.
- 2.7 Create a strong institutional framework for effective implementation, monitoring & evaluation of the scheme.

### **3. Eligibility criteria**

- 3.1 **Area of coverage:** The facilitation under the IT Startup scheme is intended for only Information Technology-based startups, i.e. one that creates a Information Technology-based service or product or uses technology for enhancing functionality or reach of an existing product or service.
- 3.2 **Location:** The startup industries must be set up in Tripura.
- 3.3 **Tenure:** The IT Startup Scheme, 2019 shall remain in force for 5 years from the date of notification i.e 25<sup>th</sup> October, 2019 to 31<sup>st</sup> March, 2024.
- 3.4 **Partner/Owners of Startup:** Minimum 50% of the Partners/Owners of Startup must be graduated within 4 (four) years period or final year graduation student on the date of submission of the proposal.
- 3.5 **Exclusion:** A startup in order to qualify as a startup shall not have been formed by the demerger or reconstitution of a business already in existence.

### **4. Selection process**

- 4.1 The interested companies/units/enterprises will submit detailed project proposal containing following details (but not limited to)
  - (a) Brief of the Startup concept

- (b)Technology to be used
- (c) Business plan in brief
- (d)Total cost of the project

4.2 Startup Council will review the project proposal and approve for eligibility certificate.

**5. Disbursement Methodology:** Once the project proposal is approved by the Startup Council, companies/units/enterprises are eligible for all support and incentives available under IT Start-up Scheme 2019. The reimbursement will be directly paid into bank account.

## **6. Infrastructure & Management Support under Tripura IT Start-up Scheme 2019**

- 6.1 Provide free of cost incubation facility for first three years maximum to 5 incubation seats and 70% for the 4<sup>th</sup> year. For private incubators, Govt. will reimburse 100% space rental/ service charge for first 3 years maximum to 5 incubation seats & 70% of space rental for 4<sup>th</sup> year with a ceiling of Rs. 2 lakh.
- 6.2 Facilitate 512 MBPS internet connection to all incubation facilities.
- 6.3 Allocate cloud space in State Data Center (SDC). For first 3 years startups will get 100% subsidy. In case of unavailability of space in SDC, startups may avail facility from Meghraj or MeitY, GoI empanelled Cloud Service Providers and for this 100% charges in initial 3 years will be reimbursed.
- 6.4 Provide access to Govt. databases through API or XML for authentication and other service to build application.
- 6.5 Govt. will directly purchase innovative products and pre-cleared products developed by Start-ups will have no entry barrier in Govt. tenders.
- 6.6 Ease of doing business: Single window clearance system is being implemented by the State Govt. under Ease of Doing Business (EoDB) initiative.
- 6.7 Provide necessary assistance to start-up industries.

## **7. Incentives available under Tripura IT Start-up Scheme 2019**

- 7.1 **Patent filing cost reimbursement:** Cost of filing and prosecution of patent application will be reimbursed to startup companies subject to a limit of Rs. 2 lakh per Indian patent. Upto Rs. 10 lakh for foreign patent.
- 7.2 **Internet bandwidth:** 100% reimbursement till the starting of commercial production with a maximum ceiling of Rs. 40,000/- per year.
- 7.3 **Power charges cost subsidy:** 100% reimbursement of the actual power charges paid to TSECL till the starting of commercial production or till 3 years whichever is earlier.
- 7.4 **Support for proof of concept (POC):** Subsidy upto 80% of the total cost of project but not exceeding Rs. 10 lakhs.
- 7.5 **Marketing development support:** State Government will provide market development support through FICCI, IITF.
- 7.6 **Recruitment assistance:** One-time recruitment assistance of Rs. 30,000 per employee of IT background involved in the core area of the project. Assistance will be applicable

during the 1<sup>st</sup> year only and limited upto 5 employees per startup.

- 7.7 **Assistance for Start-up funding:** Govt. will encourage banks & other financial institutions/Angel Investors to extend and enhance their lending facilities to startups and also encourage Angel investors network and various seed capital funding agencies to forge strategic partnership with industry/startup associations in the State.

### **8. IT & Entrepreneurship @ College level**

- 8.1 5% grace marks and 20% attendance every semester will be given to startup teams which have at least one woman as a cofounder.
- 8.2 Students will be permitted to undertake Industrial Seminar, Project Seminar and Industrial visit at Technology Business incubators where additional facilities are setup.
- 8.3 Student entrepreneurs working on a startup idea from 1<sup>st</sup> year of college will be permitted to convert their startup project as final year project towards degree completion.

### **9. List of activities to qualify for Tripura IT Start-up Scheme 2019**

- 9.1 Development of innovative IT Software/IT Services
- 9.2 Innovative IT enabled Services (excluding IT training institutes that provide training to the public at large)
- 9.3 Manufacture of innovative IT/Electronics product.

**10. Definitions:** Innovative IT Software/ IT & ITES is defined as Innovation of production or adoption, assimilation, and exploitation of a value-added novelty in economic and social spheres; renewal and enlargement of products, services, and markets; development of new methods of production; and the establishment of new management systems.

### **11. Forms to be submitted by companies/units/enterprises for availing incentives under Tripura IT Start-up Scheme 2019, GoT.**

- I. Application Form for obtaining Eligibility Certificate for availing incentive under the Tripura IT Start-up Scheme-2019.
- II. Application Form for claiming Patent filing cost reimbursement.
- III. Application Form for claiming Internet bandwidth cost subsidy.
- IV. Application Form for claiming Power charges cost subsidy.
- V. Application Form for claiming Support for Proof of Concept (POC).
- VI. Application Form for claiming Recruitment assistance.
- VII. Application Form for claiming Data Center space subsidy.
- VIII. Application Form for claiming Incubation facility subsidy.

**12.** Eligibility certificate.

**B. PRESCRIBED FORMS**

**Proforma-I**

Application Form for obtaining Eligibility Certificate under Tripura IT Start-up Scheme, 2019

<b>1. Brief Particulars of the Company/ Unit</b>		
1.1	Name of the Start-up	
1.2	Registered Address	
1.3	Nature of Start-up (Company/ Sole Proprietorship/ Partnership etc.)	
1.4	Name of the Contact person with designation	
1.5	Type of Operations a) Software Development b) IT/ ITeS c) Electronic Manufacturing d) Others	
1.6	Specify Emerging technology background of the proposed product/ service	
2.	Declaration that the Start-up did not and will not avail any subsidy, grant or incentive for the same Project under any other Scheme of the Central/ State Government or undertakings.	
3.	List of Documents/Certificates to be submitted: a) Copy of Project proposal. b) 2 Color pass-port sized Photographs of the authorized signatory. c) Copy of PAN CARD of the company. d) Bank Account details e) Copy of certificate of incorporation. f) Copy of GST registration g) Graduation passing certificates of the stakeholders of the Start-up	Enclosed/Not Enclosed Enclosed/Not Enclosed Enclosed/Not Enclosed Enclosed/Not Enclosed Enclosed/Not Enclosed Enclosed/Not Enclosed Enclosed/Not Enclosed

Certified that the above information is true to the best of my knowledge and belief

Signature of the Applicant

**Annexure-I**

Details of stakeholders of the Start-up

Sl. No.	Name of the partners	Graduate/Under Graduate	Year of passing

**Proforma-II**

Application Form for claiming Patent filing cost reimbursement under the Tripura IT Start-up Scheme, 2019

1.	Name of the Start-up	
1.1	Registered Address	
1.2	Start-up eligibility certificate number and date	
1.3	Date of Commencement of Operation of the Unit.	
1.4	Patent filing date	
1.5	Whether the patent filed is domestic or international	
1.6	Patent approval date and authority (attach patent copy)	
1.7	Patent cost details	
2.	List of Documents/ Certificates to be submitted: a) Eligibility certificate b) Certificate from the patent filing awarding authority	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents are true and correct to the best of my knowledge and belief

Signature of the applicant



**Proforma-III**

Application Form for claiming Internet bandwidth cost subsidy under the Tripura IT  
Start-up Scheme, 2019

1.	Brief Particulars of the Start-up	
1.1	Registered address of the Start-up	
1.2	Start-up eligibility certificate number and date	
1.3	Date of Commencement of Operation of the Unit.	
1.4	Internet Bill date and bill period	
1.5	Internet Bill Amount	
1.6	Bill amount paid and pay date	
1.7	Eligible for reimbursement amount	
2.	List of Documents/ Certificates to be submitted: a) Eligibility Certificate. b) Copy of Bandwidth Bill and Payment Receipt.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents are true and correct to the best of my knowledge and belief

Signature of the applicant

**Proforma-IV**

Application Form for claiming Power charges cost subsidy under the Tripura IT Start-up Scheme, 2019

1.	Brief Particulars of the Start-up	
1.1	Registered address of the Start-up	
1.2	Start-up eligibility certificate number and date	
1.3	Date of Commencement of Operation of the Unit.	
1.4	Electricity Bill date and bill period	
1.5	Electricity Bill Amount	
1.6	Bill amount paid and pay date	
1.7	Eligible for reimbursement amount	
2.	List of Documents/ Certificates to be submitted: a) Eligibility Certificate. b) Copy of Electricity Bill and Payment Receipt.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents are true and correct to the best of my knowledge and belief

Signature of the Applicant

**Proforma-V**

Application Form for claiming Support for Proof of Concept (POC) under the Tripura IT Start-up Scheme, 2019

1.	Brief Particulars of the Start-up	
1.1	Registered address of the Start-up	
1.2	Start-up eligibility certificate number and date	
1.3	Date of Commencement of Operation of the Unit.	
1.4	The proposed POC fall under Product or Services	
1.5	Name of the POC	
1.6	Brief of the POC submitted (Proof of expenditure incurred for POC to be attached)	
2.	Particulars of the Claim for Reimbursement	
2.1	Whether POC is demonstrated & approved by the Start-up council? (Enclose a copy of the approval Certificate)	
2.2	Amount of Subsidy/ Re-imburement claimed for POC @ 80% of the total project cost but not exceeding Rs. 10 lakhs.	
3.	List of Documents/ Certificates required to be submitted: a) Eligibility Certificate b) Certificate of POC approved by the Start-up council	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the above information/ documents is true and correct to the best of my knowledge and belief.

Signature of the Applicant

**Proforma VI**

Application Form for claiming Recruitment Assistance under the Tripura IT Start-up Scheme, 2019

1.	Brief Particulars of the Start-up	
1.1	Registered address of the Start-up	
1.2	Start-up eligibility certificate number and date	
1.3	Date of Commencement of Operation of the Unit.	
2.	Particulars of claim for reimbursement:	
2.1	Year/Period to which the Claim relates (Year refers to 12-month periods with reference to date of Start-up established)	
2.2	Details of workers employed in IT background during the claim period: (Copy of appointment letter to be attached)	1) Nos. of IT background employee: 2) Nos. of non-IT background employee: Total no. of employee:
2.3	Amount of Subsidy/ Re-imburement claimed for one-time recruitment assistance @ Rs. 30,000/- per employee subject to 5 employees recruited during 1st year of Start-up.	
3.	List of Documents/ Certificates required to be submitted: a) Eligibility Certificate b) Details of the employee to which assistance claimed with Enrollment/ Registration no.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents is true and correct to the best of my knowledge and belief

Signature of the Applicant

**Proforma-VII**

Application Form for claiming Data Center space subsidy under the Tripura IT Start-up Scheme, 2019

1.	Brief Particulars of the Start-up	
1.1	Registered address of the Start-up	
1.2	Start-up eligibility certificate number and date	
1.3	Date of Commencement of Operation of the Unit	
1.4	Name of Data Center service provider (Meghraj/MeitY empanelled)	
1.5	Data Center service charges bill date and bill period	
1.6	Data Center service charges bill amount	
1.7	Bill amount paid and pay date	
1.8	Eligible for reimbursement amount	
2.	List of Documents/ Certificates to be submitted: a) Eligibility Certificate. b) Copy of Data Center service charges bill and payment receipt.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents are true and correct to the best of my knowledge and belief

Signature of the Applicant

**Proforma-VIII**

Application Form for claiming incubation facility subsidy under the Tripura IT Start-up Scheme, 2019

1.	Brief Particulars of the Start-up	
1.1	Registered address of the Start-up	
1.2	Start-up eligibility certificate number and date	
1.3	Date of Commencement of Operation of the Unit.	
1.4	Type of incubation facility and address	
1.5	Address of the incubator	
1.6	Space rental/incubation seats bill date and bill period	
1.7	Space rental/incubation seats bill amount	
1.8	Bill amount paid and pay date	
1.9	Eligible for reimbursement amount	
2.	List of Documents/ Certificates to be submitted: a) Eligibility Certificate. b) Copy of space rental/incubation seats bill and payment receipt.	Enclosed/ Not Enclosed. Enclosed/ Not Enclosed.

Certified that the information/ documents are true and correct to the best of my knowledge and belief

Signature of the Applicant

GOVERNMENT OF TRIPURA  
**DIRECTORATE OF INFORMATION TECHNOLOGY**

ITI Road, Indranagar, Agartala – 799 006

Eligibility Certificate under Tripura IT Start-up Scheme-2019

**Eligibility Certificate No..... of .....**

This is to certify that .....is considered eligible for getting infrastructure support, management support and incentives under Tripura IT Start-up Scheme-2019, subject to fulfillment of various terms and conditions laid down under the scheme.

This is a formal Eligibility Certificate, however, shall not entitle the Start-up to claim the incentive under the Scheme as the matter of right.

Signature of issuing authority with seal