

**Evaluation Criteria/Parameters to be checked for  
recommending allotment of land to IT/ITES Units in the  
State of Orissa**

S. No.	Particulars	Required Documents
1.	<p><b>Status of the Applicant Undertaking</b></p> <p><input type="checkbox"/> Public Limited Company</p> <p><input type="checkbox"/> Private Limited Company</p> <p><input type="checkbox"/> Proprietor Ship/Partnership</p> <p><input type="checkbox"/> Others (Please specify)</p>	<ul style="list-style-type: none"> <li>• ROC Certificate &amp; MOA</li> <li>• ROC Certificate &amp; MOA</li> <li>• Partnership Deed duly registered &amp; DIC/Firm Registration Certificate for IT/ITES Projects</li> </ul>
2.	<p><b>Types of the Unit/Project</b></p> <p><input type="checkbox"/> SEZ</p> <p><input type="checkbox"/> STP</p> <p><input type="checkbox"/> EOU/EPCG</p> <p><input type="checkbox"/> DTA</p> <p><input type="checkbox"/> Others (Please specify)</p>	<ul style="list-style-type: none"> <li>• LOA from DOC/BOA</li> <li>• LOP from STPI</li> <li>• LOP from DC/License from DGFT</li> <li>• DIC Registration</li> </ul>
2.	<p><b>Types of Proposal for Land allotment</b></p> <p><input type="checkbox"/> For new Project</p> <p><input type="checkbox"/> Expansion of existing Project</p> <p><input type="checkbox"/> Diversifications/Change of Sectors</p>	<ul style="list-style-type: none"> <li>• Copy of Tie ups/Collaboration Agreement / Commitment from Customers/ LOI/PO from Buyers/ Master service agreement etc.</li> <li>• Existing Land utilization certificate &amp; documentary evidences for enhancing the capacity.</li> <li>• Copy of Memorandum and Article of Association with clear mention of IT/ITES Activities</li> <li>• Reason for change of sector</li> <li>• Copy of Tie ups/Collaboration Agreement / Commitment from customers/ LOI/PO from Buyers/ Master service agreement etc. for IT/ITES Projects</li> </ul>

3.	<b>Background of the Applicant</b>  <input type="checkbox"/> Existing  <input type="checkbox"/> New	<ul style="list-style-type: none"> <li>• Company Profile with activities details</li> <li>• Profile of the Promoter(S)/Directors like Educational Qualification, IT experiences and track records</li> </ul>
4.	<b>Types of Venture</b>  <input type="checkbox"/> Foreign Collaboration  <input type="checkbox"/> FDI  <input type="checkbox"/> NRI/NRO  <input type="checkbox"/> Others (Pl. Specify)	<ul style="list-style-type: none"> <li>• Copy of Foreign Collaboration whether in Financial/Technical Marketing or Consultancy)</li> <li>• Automatic Route/RBI Permission</li> <li>• Copy of the Passport along with details of undertaking working for or set up.</li> </ul>
4.	<b>Financial Performance/Background of the Applicant</b>  <input type="checkbox"/> Existing Unit  <input type="checkbox"/> New Unit	<ul style="list-style-type: none"> <li>• Last three years Balance sheet of the company</li> <li>• Income tax statement of Directors proprietor /partners</li> </ul>
5.	<b>Importer Exporter code ( For STP/SEZ/Export Oriented Projects)</b>  <input type="checkbox"/> Existing Unit  <input type="checkbox"/> New Unit	<ul style="list-style-type: none"> <li>• To be furnished issued by DGFT</li> <li>• Undertaking to furnish the same within 60 days.</li> </ul>
6.	<b>Permanent Account Number</b>  <input type="checkbox"/> Existing Unit  <input type="checkbox"/> New Unit	<ul style="list-style-type: none"> <li>• PAN of the Company/Firm to be furnished</li> <li>• PAN of Directors/ Proprietor /Partners to be furnished</li> </ul>

7.	<b>Whether the IT/ITES activities are mentioned in the objective of Memorandum &amp; Article of Association/ Registration of the Company/Firm</b>	<ul style="list-style-type: none"> <li>• Copy of MOA to be furnished</li> </ul>
8.	<b>List of Directors/Promoters with their residence proof</b>  <input type="checkbox"/> Company  <input type="checkbox"/> Firm	<ul style="list-style-type: none"> <li>• Form-32 along with copy of their Passport/Driving License to be furnished</li> <li>• Copy of their Passport/Driving License to be furnished</li> </ul>
9.	<b>Address of Registered Office</b>  <input type="checkbox"/> Company  <input type="checkbox"/> Firm	<ul style="list-style-type: none"> <li>• Form-18 to be furnished</li> <li>• Address Proof/Lease Deed/Title Deed of the present office</li> </ul>
10.	<b>Board resolution for applying land and persons authorized to sign on documents (In case of Company)</b>	
11.	<b>Resume of person Heading the Operation / Director /CEO</b>	
12.	<b>Detailed Project report / business plan consist of</b>  <ul style="list-style-type: none"> <li>➤ Company Profile</li> <li>➤ Promoters background</li> <li>➤ Units Area of expertise / services offered</li> <li>➤ Marketing strategy</li> <li>➤ Manpower plan</li> <li>➤ Implementation Schedule</li> <li>➤ Future Plan</li> </ul>	

13.	<b>Financials statement like:</b> <ul style="list-style-type: none"> <li>➤ Cost of Project &amp; Mean of finance</li> <li>➤ Export Earnings/Projected Turnover for 5 years</li> <li>➤ Projected P&amp;L A/c</li> <li>➤ Projected Balance Sheet</li> </ul>																																																																											
14.	<b>Employment envisaged/ Manpower Details:</b>  Employment of Men & Women employees for next five years with level of people such as PhD, Master, BTech/BE, MCA, MBA, General Graduates etc. to be mentioned.	<table border="1"> <thead> <tr> <th></th> <th>1<sup>st</sup> Yr</th> <th>2<sup>nd</sup> Yr</th> <th>3<sup>rd</sup> Yr</th> <th>4<sup>th</sup> Yr</th> <th>5<sup>th</sup> yr</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>PhD</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MTech</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>B.Tech/BE</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MCA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>MBA</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>General</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6">Men</td> <td></td> </tr> <tr> <td colspan="6">Women</td> <td></td> </tr> </tbody> </table>						1 <sup>st</sup> Yr	2 <sup>nd</sup> Yr	3 <sup>rd</sup> Yr	4 <sup>th</sup> Yr	5 <sup>th</sup> yr	Total	PhD							MTech							B.Tech/BE							MCA							MBA							General							Others							Men							Women						
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15.	<b>Details area of Software Development / IT Enabled Service activities to be carried out</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Enterprise Application Software</b> <ul style="list-style-type: none"> <li>➤ Application Software</li> <li>➤ System Software</li> <li>➤ Web Development</li> <li>➤ ERP, SCM, CRM</li> <li>➤ Financial and Banking Software</li> <li>➤ Production management and Inventory control</li> <li>➤ Others (please specify)</li> </ul> </li> <li><input type="checkbox"/> <b>Technology Software (IC/ASIC/Telecom)</b> <ul style="list-style-type: none"> <li>➤ IC Design</li> <li>➤ VLSI / ASIC</li> <li>➤ Embedded Software</li> <li>➤ Telecom Software</li> <li>➤ Other (please specify)</li> </ul> </li> </ul>																																																																											

	<input type="checkbox"/> <b>IT Enabled Services</b> <ul style="list-style-type: none"> <li>➤ Back office Operation</li> <li>➤ Call Center</li> <li>➤ Data Processing</li> <li>➤ Engineering and Design</li> <li>➤ Insurance Claim Processing</li> <li>➤ Medical Transcription</li> <li>➤ Remote Maintenance</li> <li>➤ Others (specify)</li> </ul> <input type="checkbox"/> <b>Any other please specify</b>	
16.	<b>Details of Land Requirement &amp; Proposed Land Utilization</b> <ul style="list-style-type: none"> <li>➤ Area Applied (Both in Acre &amp; Sq.ft)</li> <li>➤ Maximum FAR (In Sq.ft)</li> <li>➤ IT Production Building (In Sq.ft)</li> <li>➤ Other Support Service &amp; utility Space like DG Set, UPS (In Sq.ft)</li> <li>➤ Facilities like Canteen, Rest Room, Sports, Fitness center, Conference/Auditorium etc. (In Sq.ft)</li> <li>➤ Garage &amp; Parking (In Sq.ft)</li> <li>➤ Plantation &amp; Garden (In Sq.ft)</li> <li>➤ Open Space (In Sq.ft)</li> <li>➤ Others (Pl. Specify)</li> </ul>	
17.	<b>Establishment time required for starting construction and commencement of production from the date of land allotment</b>	
18.	<b>Indicate whether the applicant or the Undertaking or any of the Partner/Director of the Undertaking who is a Partner/Director of another Unit/Company or its associate concerns which is/are in possession of IDCO Land/ Other Land allotted by Govt.</b> <ul style="list-style-type: none"> <li>➤ If answer is in affirmative, then give details.</li> </ul>	

19.	<b>Requirement of Data Communication Bandwidth for Software Development/Service Activities (In Mbps)</b>	
20.	<b>Copy of DOT approval in case of Voice based call centre Project</b>	
21.	<p>An undertaking declaring the above statements are true and correct and the land allotment is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein furnished are incorrect or false.</p> <p><b>An affidavit duly sworn in support of the above information to be enclosed.</b></p>	
22.	The Applicant may be called for a Presentation before the Committee members to apprise about their Project, Land Requirement, Employment generation, Export Earnings etc.	
23.		

1. LOA - Letter of Approval
2. BOA - Board of Approval
3. LOP - Letter of Permission
4. DGFT - Director General of Foreign Trade
5. FDI - Foreign Direct Investment
6. ERP - Enterprise Resource Planning
7. CRM - Customer Relation Management
8. FAR - Floor Area Ratio
9. DOT - Department of Tele-communication
10. EOU - Export Oriented Unit
11. EPCG - Export Promotion Capital Goods
12. DTA - Domestic Tariff Area
13. PO - Purchase Order
14. DC - Development Commissioner
15. SCM - Software Configuration Management
16. IC - Integrated Circuit
17. ASIC - Application Specific Integrated Circuit
18. VLSI - Very Large Scale Integration
19. Mbps - Mega byte per second (bandwidth Speed Management Unit)