

**GOVERNMENT OF ODISHA**  
**ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT**

\* \* \*

**NOTIFICATION**

No. 1939 /E&IT  
E&IT-Dev-II-13/2017

Bhubaneswar  
Dated 13-06-18

**Sub: Operational Guidelines for Assistance for Quality and Security Certification under ICT Policy 2014 (See Clause No. 6.8 of ICT Policy-2014)**

**1. Short Title** - Operational guidelines for reimbursement of Quality and Security Certification fees under ICT Policy, 2014.

**2. Extent** - It shall extend to the whole of the State of Odisha.

**3. Commencement** - It shall come into force from the "Effective Date" of ICT Policy 2014, i.e. 16<sup>th</sup> January, 2014.

**4. Terms and Expressions** -

a) Here the Quality and Security Certification fee refers to the cost of application form and/or application fee, assessment fee, certificate issuing charges, and any other costs/charges, paid to the competent Registering Authority.

b) The reimbursement is applicable for both first time certification as well as for subsequent renewal or recertification.

c) The total amount of reimbursement assistance under this incentive shall be limited to Rs.5.00 lakh for each unit over its entire lifespan.

d) If any unit obtains multiple types of quality and security certification, as per its business need, during the operative period of this ICT Policy, the assistance shall be available for each certification separately subject to an overall cumulative limit of Rs.5.00 lakh (Five lakh).

e) If the unit has availed any assistance/subsidy/incentive for obtaining quality and/or security certification from a State Govt. or the Central Govt. (GOI), it shall be eligible for the differential amount of assistance only through this ICT Policy 2014.

f) The certifications should be obtained through recognized Institutions of national or international repute, accredited by National/Regional Accreditation or by International Accreditation Forum for Certification from ISO & CMM institutes.

g) Terms and expressions used in this operational guideline, but not specifically defined / explained here, shall have the same meaning as in ICT Policy 2014.

**5. Policy Provisions** - In order to enhance the competitive strength of IT/ITES units, 50% of the fees paid to accredited agencies (ISO & CMM) for quality and security certification, limited to a maximum of Rs. 5 Lakhs, will be reimbursed.

**6. Eligibility** - Industrial units satisfying definition and falling under the following criteria -

a) The new industrial IT/ITES units coming under Micro and small enterprise.

- b) Any industrial undertaking in IT/ITES taking up expansion/modernization/diversification.
- c) The applicable incentive shall not be sanctioned & disbursed if the industrial unit is found closed or has gone out of production/Service
- d) Any sister concern of the Company who has already availed the subsidy/applied will not be considered separately for evaluation and approval of application for reimbursement of this subsidy.
- e) Two or more companies, having the same registered office or the same senior leadership team (Managing Director/Partner/CXO/Proprietor/Stakeholder), will not be considered separately for evaluation and approval of application for reimbursement of this subsidy, if they are having separate application for this incentive.

**7. Timeframe for filing application:** The entrepreneur shall submit his claim within one year from the end of each financial year on obtaining quality certification/renewals. Application in the prescribed form received after the due date / incomplete in any respect shall be liable to be summarily rejected.

#### **8. Approval Process:**

**8.1** OCAC as nodal agency through PIU shall examine all the incentive/ Subsidy claims in accordance with the chronological order and place it before the Secretary, E& IT department and Chairman, OCAC for approval/sanction/rejection.

**8.2** The Secretary, E & IT department and Chairman OCAC shall be the competent authority to go into merits of each case to decide whether the applicant qualifies for grant of the incentive/ subsidy and will determine the quantum of incentive/ subsidy admissible and sanction any incentive/ subsidy claims of eligible IT/ITES/ESDM units.

**8.3** The Secretary, E & IT department and Chairman OCAC may recommend/ approve/ reject/ defer any application for incentives/ subsidy at its Sole Discretion.

**8.4** Any incentive beyond the ICT Policy provisions would be placed before the Apex Committee constituted under the chairmanship of Chief Secretary vide Notification No. 2126/IT/2015 dated 25/07/2015 issued by Dept. of Electronics & Information Technology, Govt. of Odisha for approval. All admissible incentives/subsidy released at the level of the Secretary to Government, E&IT Department and Chairman, OCAC may also be placed before this Committee for perusal/approval

#### **9. Procedure**

**9.1** IT/ITES/ESDM units satisfying the eligibility shall file application in the prescribed form appended to this operational guideline in Annexure II along with copies of all relevant documents as mentioned in the Checklist in Annexure I and Undertaking prescribed in Annexure III.

**Copies of the documents as indicated in the checklist should be self-certified by the Proprietor/ Managing Partner / Managing Director / Authorized Signatory.**

- 9.2 On receipt of application, the acknowledgement as prescribed at Annexure IV shall be dispatched to the applicant / applicant unit duly signed by the authorized officer, on the day of receipt. OCAC will coordinate and facilitate this.
- 9.3 OCAC will check the eligibility and determine the applicability in each case within a maximum of 3 week timeline. All the documents submitted by the units shall be physically verified against the original by OCAC.
- 9.4 A detailed report will be submitted to SSWCA (State Level Single Window Clearance Authority) by OCAC for approval and to forward to Apex Committee for final approval with a detail note on fulfilment of eligibility criteria, time limit, incentive applicability, eligible amount of subsidy vis-à-vis applicable certification done, any recommendation on certification fees reimbursement amount with justification, current status, and specific suggestion, if any, for consideration.
- 9.5 As per the Approval of the Secretary, E & IT department/ Chairman OCAC, OCAC will disburse the eligible amount of subsidy to the bank/ financial institution directly, however if the business is self-financed then it will be reimbursed back to the IT/ITES/ESDM unit directly.

OCAC will act as the nodal point during the entire process to respond to any queries or address any grievances from the applicants.

**10. Disbursement** - Disbursement of sanctioned amount for reimbursement of subsidy on Quality and Security Certification fees shall be credited to the company's bank account after receiving the supporting document evidences specified in this guideline provided the maximum limit of entitlement is not reached and the eligibility criteria and terms & conditions are continued to be met even after approval.

**11. Rejection** - In case of rejection of application, the reasons with detailed explanation/justification shall be communicated to the applicant unit.

**12. Re-Application** - After fulfilling the criteria or requirement as per the rejection details, the company can reapply for the incentive within six (6) months from the date of rejection along with the reference of earlier application.

**13. Monitoring** - A periodic monitoring by OCAC will be administered to track the operations of the unit either by in-premise physical verification or review of related documents received physically or in an electronic format. If any unit is found to be deliberately furnishing wrong/false information, incentives provided shall be withdrawn.

**14. Recovery** - The amount disbursed towards reimbursement of subsidy for quality and security certification fees shall be recovered with penalty, as per prevailing rate of interest per annum, from the date from which the subsidy is availed under the following circumstances:

- a) If the information furnished is found to be false/incorrect/misleading or misrepresented and there has been suppression of facts for whatsoever reason.
- b) If the unit goes out of operation for a period exceeding six months at a time for any reasons other than labor issues, want of electrical power and/or network connectivity or for reasons beyond the control of entrepreneur/management during the period of incentives.

Further, the entrepreneurs shall give an undertaking that without prior approval of the Secretary, E & IT department/ Chairman OCAC, they will not change the location of the whole or any part of the unit or affect any substantial change in the project / close the unit within a period of 5 years from the disbursement of the incentives.

**15. Amendment** – Electronics & Information Technology Department (E&IT), Govt. of Odisha shall be the competent authority to review and make necessary amendment in the operational guidelines from time to time.

By Order of Governor



(R. N. Palai)

Special Secretary to Government

Memo No. 1940 /EIT Dated 13-06-18

Copy forwarded to the Principal Secretary to Governor, Odisha / ACS to the Chief Minister, Odisha/ P.S. to all Ministers / OSD to Chief Secretary, Odisha/ P.S. to D.C Cum ACS / P.S to Principal Secretary to Government, E&IT Department for kind information of the Governor / Chief Minister / All Ministers / Chief Secretary / DC Cum ACS / Principal Secretary, respectively.



Deputy Secretary to Government

Memo No. 1941 /EIT Dated 13-06-18

Copy forwarded to All Departments of Government / all Heads of Department / all RDCS / all Collectors / Principal Resident Commissioner, Government of Odisha, Odisha Niwas, New Delhi – 110021/ Additional Secretary to Government, Deity / All PSUs / Director, STPI, Bhubaneswar / SIO, NIC, Bhubaneswar / AG (A&E) Odisha, Bhubaneswar for information.



Deputy Secretary to Government

Memo No. 1942 /EIT Dated 13-06-18

Copy forwarded to the CMD, IPICOL, Bhubaneswar / CMD, IDCO, Bhubaneswar for information and necessary action.



Deputy Secretary to Government

Memo No. 1943 /EIT Dated 13-06-18

Copy forwarded to the Director IIIT, Bhubaneswar / General Manager (Admin.) OCAC, Bhubaneswar / Head IF & IT Promotion Cell, OCAC / All Sections of E & IT Department for information and taking necessary action.



Deputy Secretary to Government

Memo No. 1944 /EIT Dated 13-06-18

Copy forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for immediate publication of the Notification in the Extra Ordinary issue of Odisha Gazette and supply of 500 Copies to this Department.



Deputy Secretary to Government

Memo No. 1945 Dated 13-06-18

Copy forwarded (with Soft Copy) to the Head, State Portal Group, IT Centre Secretariat for information and necessary action. He is requested to host the Notification in the Government website as well as website of E&IT Department for wide circulation.



Deputy Secretary to Government

**CHECKLIST TO APPLY FOR QUALITY AND SECURITY CERTIFICATION SUBSIDY**

Copies of documents to be attached with the application shall be self-certified by Proprietor / Managing Partner/Managing Director / Authorized Signatory

(Tick Mark whichever is available and has been complied with)

No.	Documents Required	Available?
1	Certificate of Registration under Indian Partnership Act 1932 / Certificate of Incorporation under Company Act 1956	<input type="checkbox"/>
2	Memorandum and Articles of Association	<input type="checkbox"/>
3	Power of Attorney / Board Resolution/ Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person	<input type="checkbox"/>
4	Copy of VAT/GST Registration and Last VAT/GST Return	<input type="checkbox"/>
5	Copy of Organization PAN Card	<input type="checkbox"/>
6	Self-Declaration on the name & address of the Accredited Agency along with contact person, through which the certification(s) have been obtained	<input type="checkbox"/>
7	Copy of the valid Quality Certificate(s) from Competent Authority	<input type="checkbox"/>
8	Copy of the valid Security Certificate(s) from Competent Authority	<input type="checkbox"/>
9	Certificate No. with date of its renewal and period of validity (copy to be submitted)	<input type="checkbox"/>
10	Self-Certification on the total fees/charges paid to the Accredited Agency in receiving the Certification (with copy of receipts/bills/vouchers related to each Certificate)	<input type="checkbox"/>
11	Self-Certification on the total fees/charges paid to the Accredited Agency in renewal of the existing Certificate (with copy of receipts/bills related to each Certificate)	<input type="checkbox"/>
12	Self-Declaration Certificate of not being currently blacklisted by any Government Department, Agency or Public Sector Units	<input type="checkbox"/>
13	Copy of the assistance sanctioned / availed so far from other State/Central Govt. with sanction order no. & date	<input type="checkbox"/>
14	Self-Declaration Certificate on the differential amount of claim entitlement, if applicable, as per the ICT Policy 2014	<input type="checkbox"/>

**Application received after the due date / incomplete in any respect shall be liable for rejection**

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

To

The General Manager, Admin

OCAC, E&amp;IT Dept. Govt. of Odisha

OCAC Building, Plot No. N-1/7-D

Acharya Vihar Square, BBSR

Odisha - 751013

**Sub: Application for receiving Incentive(s) under ICT Policy 2014**

Sir,

In accordance with the provisions laid down in ICT Policy 2014 and its operational guidelines, the details of the organization and the reimbursement claims submitted are as following:

<b>I. Details of IT/ITES/ESDM Company</b>	
1. Name of the ICT Company	
2. Date of Incorporation	
3. Name of the MD/CEO	
3.1 Name(s) of the Director(s)	
4. Details of License obtained	
5. Registration Number & Date (Issued by Commercial Tax Authority) GSTIN	
6. Registered With	<input type="checkbox"/> ROC <input type="checkbox"/> STPI <input type="checkbox"/> DIC <input type="checkbox"/> Others (Please Specify) ..... .....

7. Organization PAN No.	
-------------------------	--

<b>II. Address of Applicant</b>	
1. Address of Registered Office	
2. Contact Person	
3. Email Address	
4. Mobile No.	
5. Office Telephone No.	
6. Other Offices (if any)	

<b>III. Nature and activities</b>
<b>A. Constitution of the Organization (Please Select as applicable)</b>

<b>B.1 Line of Activity/Core competency/nature/type of the Organization (Please Select)</b>
---

<input type="checkbox"/> Proprietorship
<input type="checkbox"/> Partnership
<input type="checkbox"/> Pvt. Ltd.
<input type="checkbox"/> Ltd.
<input type="checkbox"/> LLP
<input type="checkbox"/> NGO
<input type="checkbox"/> Others (Please Specify)

- IT/ITES/BPO/BPM
- Communications/IT Infrastructure Developer/IT Park/IT SEZ
- Startups
- MSMEs
- IT Product/R&D Companies/Innovation
- Local Entrepreneurs
- Women Entrepreneurs
- Visual Effect , Animation, and Gaming & Entertainment
- Creation of IT Incubation Facilities at Educational Institutes
- Electronic system design and Manufacturing (ESDM)
- Mega IT projects

**D. Investment Made in Odisha (Rs. in Lakhs)**  
**Date of first fixed capital investment i.e. land /building / plant & machinery (Please specify date here in DDMMYYYY):**

<b>C.1 Existing Status</b>	<input type="checkbox"/> New <input type="checkbox"/> Operational
<b>C.2 Category</b>	<input type="checkbox"/> Domestic <input type="checkbox"/> Export Oriented <input type="checkbox"/> 100% EOU

**B.3 In case your core competency is in IT Product/R&D activity, please give details on patents**

Obtained/registered/applied for on the date of application	
--	--

**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**

1.
2.
3.



Plant & Machinery	Rs. _____ /-	Year -
Land & Buildings	Rs. _____ /-	Year -
Furniture and Fixtures	Rs. _____ /-	Year -
Electrical & Networking Equipment	Rs. _____ /-	Year -
Computers and Peripherals	Rs. _____ /-	Year -
Other Fixed Assets (Specify)	Rs. _____ /-	Year -
<b>Total</b>	Rs. _____ /-	Year -

**E. Date of commencement of commercial production:** (Date on which the first invoice is raised by you on your client/customer)

Date:  
Attachment

**F. Place of Operation in Odisha:** (Tick all that apply with the corresponding office space in sq. ft.)

- STPI - (in Sq. Ft.)
- SEZ - (in Sq. Ft.)
- Govt. Facility - (in Sq. Ft.)
- Incubation Center - (in Sq. Ft.)
- Own Building - (in Sq. Ft.)
- Other Private IT Park - (in Sq. Ft.)

**G. Performance: Last three financial years (in Rs. Lakhs)**

Year	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Export turnover			
Domestic turnover			
Total turnover*			
*Provide Annual Reports/Audited PL & BS	Attachment 1	Attachment 2	Attachment 3
Name of the Financial Institution(s)/Bank(s) [in case loan is availed]			

**H. Employment**

	Name of Location	No. of Employees
Total number of Employees at present		
Employee Category	Category Name	No. of Employees
	Technical	
	Non-Technical	

	Executive Level		
	Male		
	Female		
	Differently Abled Persons		
Employment (Last 3 years)	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year

**I. Incentive Applied for (Choose the appropriate incentive)**

- Assistance for Quality and security certification
- Human Capital investment subsidy
- Assistance for participation in Exhibition and Trade Delegation
- Assistance for patent
- Interest subsidy reimbursement
- Reimbursement of VAT
- Recruitment Assistance Subsidy
- Specific Incentive for local enterprises
- Specific Incentives for Anchor Investors in level-II locations
- Capital Investment Subsidy
- Rental for Incubation space
- Incentives for lease rental
- Exemption from Stamp Duty
- Power Incentives

**J. Claim Details for Quality and security certification**

Name of the Certificate	
Issuing Authority	
Validity of the Certificate (Date)	
Certification fees (INR)	

I, Sri \_\_\_\_\_ s/o \_\_\_\_\_ at present \_\_\_\_\_ (designation) of M/S \_\_\_\_\_ (name of the industrial unit) certify that the information furnished as above is true and correct to the best of my knowledge and belief.

**Signature of the Proprietor / Managing Partner/Managing Director / Authorized Signatory in full and on behalf of**

M/s \_\_\_\_\_

Date -

Place -

**LETTER OF UNDERTAKING**

From

M/s. \_\_\_\_\_

At/PO \_\_\_\_\_

Dist. \_\_\_\_\_

- 1) I/We hereby confirm that this application for reimbursement of subsidy is on the basis of the investment made or cost incurred by M/s \_\_\_\_\_ on account of the specific incentive(s) under this application in the state of Odisha on or after 16<sup>th</sup> January, 2014 for an amount of Rs. \_\_\_\_\_ (in words \_\_\_\_\_ only).
- 2) I/We shall abide by the terms and conditions prescribed under the provisions of ICT Policy, 2014 and its operational guidelines.
- 3) I/We shall repay the Subsidy received against this application or any part thereof with penal interest as decided by the authority:
  - (a) If the information stated in the application & supporting documents is found to be false/ incorrect/ misleading/ misrepresented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
  - (b) If the IT/ITES/ESDM unit goes out of production or commercial operation for a period exceeding six months at a time for any reasons other than labor issues, want of electric power and/or network communication or for reasons beyond the control of entrepreneur / management during the period of incentives.
- 4) This IT/ITES/ESDM unit has not applied/availed reimbursement for subsidy on any of the incentives applied through this application letter earlier under any other scheme of the State Government or the Central Government or any Financial Institution(s).

I/we shall furnish audited financial statements and other periodical statements of this organization for each financial year to OCAC during the period of availing incentives.

**Signature of the Proprietor / Managing Partner /  
Managing Director / Authorized Signatory of  
M/s .....**

Date -

Place -

Letter No. \_\_\_\_\_ / Date \_\_\_\_\_

**Acknowledgement**

(To be issued by the Authorized Officer / General Manager, OCAC on the day of receipt)

To

Sri \_\_\_\_\_

M/s. \_\_\_\_\_

Received the application for reimbursement of incentive(s) under provision of ICT Policy 2014 and its Operational Guidelines along with the supporting documents mentioned below.

From

Person/Post .....

On Date .....

List of supporting documents received:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of authorized officer / General Manager OCAC

(with seal & date)