

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

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**NOTIFICATION**

No. 1946 /E&IT  
E&IT-Dev-II-13/2017

Bhubaneswar 13-06-18  
Dated \_\_\_\_\_

**Sub: Operational Guidelines for Human Capital Investment Subsidy under ICT Policy 2014 (See Clause No. 6.7A of ICT Policy-2014).**

- 1) **Short Title** - Operational guidelines for reimbursement on Human Capital Investment 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 Employee Certification cost refers to the application and/or enrollment fee, assessment fee, certificate issuing charges, and any other costs/charges, paid to the Accredited Agency or the competent Registering Authority
  - b) The reimbursement is applicable for both first time certifications 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 and it can be availed one time.
  - d) If the same employee does multiple certifications in the eligible categories, as per the business need of the unit, during the operative period of this ICT Policy, the subsidy reimbursement can be availed for all such certification of that employee subject to an overall cumulative limit of Rs.5.00 lakh (Five lakh) for all the employees covered in the application.
  - e) If the same employee has done both certification and renewal of the same certificate during the operative period of this ICT Policy, the subsidy reimbursement can be availed for both in the same application.
  - f) If the unit has availed any assistance/subsidy for the capital investment on certification of its employees from a State Govt. or the Central Govt. (GOI), it shall be eligible only for the differential amount of assistance through this ICT Policy 2014.
  - g) Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in ICT Policy 2014.

**5) Policy Provisions -**

To encourage training of employees to ensure a high quality resource base in the state of Odisha through providing incentives to the IT units for completing various certification in Project Management, Six Sigma & ITIL of their existing manpower.

One time subsidy of 20% on investment for certification of employees (linked to Project Management program, Six-Sigma & ITIL) will be given to IT/ITES/ESDM units with a maximum limit of Rs. 5 Lakhs. (INR 5,00,000/-).

**6) Eligible Certification Categories**

- a) Project management program
- b) Six sigma
- c) ITIL

**7) Eligibility - IT/ITES/ESDM units satisfying definition and falling under the following criteria -**

- a. New/Existing Units in Odisha coming under ICT category
- b. Any unit in the IT/ITES/ESDM sector, which has invested on development of its employees through professional certifications related to Project management program, six sigma and ITIL.
- c. Units functional in the state of Odisha and not having applied for this particular incentive from the State Govt. earlier (since this is a one-time subsidy).
- d. Resource Person who has undergone Certification and for which reimbursement subsidy has been applied, must be the resident of Odisha state and current employee of the unit.

**8) Eligible costs of assistance**

- a. Cost of Application and/or Enrollment, processing charges, Examination and Evaluation Fees, and Certificate Issuing Charges, paid to the competent registering authority or accredited agency.
- b. The total amount of assistance under these rules shall be limited 20% of investment on certification of the employees with a maximum limit of Rs. 5 Lakh.
- c. If the unit has availed any assistance/subsidy for the capital investment on certification of its employees from a State Govt. or the Central Govt. (GOI), it shall be eligible only for the differential amount of assistance through this ICT Policy 2014.

**9) Determination of date of production/Operation:**

The date of production/commencement of commercial operations for availing this incentive shall be determined by OCAC as it is the Nodal Agency for implementation of the ICT Policy-2014 vide Notification No. 2133/IT/2015 dated 25/07/2015 issued by Dept. of Electronics & Information Technology, Govt. of Odisha. OCAC will form an internal committee to evaluate all the supporting documents, enclosed with the incentive application, as per this operational guideline.

**10) Timeframe for filing application:** Eligible IT/ITES/ESDM unit shall file its claim in the prescribed Application Form complete in all respect. The duly filled application must be submitted only one time by each unit during the operating period of this ICT Policy 2014. Incomplete Application received in any respect shall be liable to be summarily rejected.

**11) Approval Process:**

- 11.1 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.

- 11.2 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.
- 11.3 The Secretary, E & IT department and Chairman OCAC may recommend/ approve/ reject/ defer any application for incentives/ subsidy at its Sole Discretion.
- 11.4 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

## 12) Procedure

- 12.1 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.**
- 12.2 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.
- 12.3 OCAC will check the eligibility and determine the applicability in each case within a maximum of 3 weeks' timeline. All the documents submitted by the units shall be physically verified against the original by OCAC.
- 12.4 A detailed report will be submitted to SSWCA (State Level Single Window Clearance Authority) by OCAC as per the Notification No. 3183/E&IT/2015 dated 05/11/2015 for evaluation and approval. SSWCA will further forward the same 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 human capital investment made, any recommendation on human capital investment subsidy amount with justification, working status, specific suggestion, if any, for consideration.
- 12.5 As per the Approval of the Apex committee, 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.

- 13) **Disbursement** - Disbursement of sanctioned amount for reimbursement of subsidy on Human Capital Investment 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 by the Apex Committee.
  - 14) **Rejection** - In case of rejection of application, the reasons with detailed explanation/justification shall be communicated to the applicant unit.
  - 15) **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.
  - 16) **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 under kind approval of the Apex Committee.
  - 17) **Recovery** - The amount disbursed towards reimbursement of subsidy for Human Capital Investment 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 Apex Committee, 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.
18. **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. 1947 /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. 1948 /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. 1949 /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. 1950 /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. 1951 /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. 1952 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

## Annexure - I

### CHECK LIST TO APPLY FOR HUMAN CAPITAL INVESTMENT 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 Registration and Last VAT 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	Self-Declaration Certificate on the number of employees who registered for the certification and received certificates	<input type="checkbox"/>
8	Copy of the valid Certificate(s) from Competent Authority received by each employee	<input type="checkbox"/>
9	Certificate from HR on details of the employees who got certified under this particular application (like Employee ID, Date of Joining, Designation, PF/EPF Account No.)	<input type="checkbox"/>
10	CA Certificate on the total expenses incurred in certification of the employees along with breakup of different component for each type of certification	<input type="checkbox"/>
11	Proof of the total fees/charges paid to the Accredited Agency for the employee certification, either new or renewal (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 applied / availed from other State/Central Govt for human capital investment with sanction order no. & date	<input type="checkbox"/>
14	Proof of any loan being availed from the bank or financial institutions for the purpose of getting the employees certified	<input type="checkbox"/>
15	Self-Declaration Certificate on the amount claimed, as per entitlement against this incentive in ICT Policy 2014	<input type="checkbox"/>

## Annexure - II

**Application received after the due date / incomplete in any respect shall be liable for rejection (Strike out whichever is not applicable)**

From

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

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

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

To

The General Manager, Admin  
OCAC, E&IT Dept. Govt. of Odisha  
OCAC Building, Plot No. N-1/7-D  
Acharya Vihar Square, BBSR  
Odisha - 751013

**Sub: Application for receiving Human Capital investment subsidy 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>
<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)

<b>B.1 Line of Activity/Core competency/nature/type of the Organization (Please Select)</b>
<input type="checkbox"/> IT/ITES/BPO/BPM <input type="checkbox"/> Communications/IT Infrastructure Developer/IT Park/IT SEZ <input type="checkbox"/> Startups <input type="checkbox"/> MSMEs <input type="checkbox"/> IT Product/R&D Companies/Innovation <input type="checkbox"/> Local Entrepreneurs <input type="checkbox"/> Women Entrepreneurs <input type="checkbox"/> Visual Effect , Animation, and Gaming & Entertainment <input type="checkbox"/> Creation of IT Incubation Facilities at Educational Institutes <input type="checkbox"/> Electronic system design and Manufacturing (ESDM) <input type="checkbox"/> Mega IT projects

<b>B.2 In case your organization is engaged in multiple activities, please indicate your core Competency &amp; line of activity from which maximum revenues are generated</b>
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1.
2.
3.

<b>B.3 In case your core competency is in IT Product/R&amp;D activity, please give details on patents</b>	
Obtained/registered/applied for on the date of application	

<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>D. Investment Made in Odisha (Rs. in Lakhs)</b>		
<b>Date of first fixed capital investment i.e. land /building / plant &amp; machinery (Please specify date here in DDMMYYYY):</b>		
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
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**F. Place of Operation in Odisha:** (Tick all that apply with the corresponding office space in sq. ft.)

<input type="checkbox"/> STPI	-	(in Sq. Ft.)
<input type="checkbox"/> SEZ	-	(in Sq. Ft.)
<input type="checkbox"/> Govt. Facility	-	(in Sq. Ft.)

<input type="checkbox"/>	Incubation Center	-	(in Sq. Ft.)
<input type="checkbox"/>	Own Building	-	(in Sq. Ft.)
<input type="checkbox"/>	Other Private IT Park	-	(in Sq. Ft.)

<b>G. Performance: Last three financial years (in Rs. Lakhs)</b>			
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]			

<b>H. Employment</b>			
Total number of Employees at present	Name of Location		No. of Employees
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

<b>I. Incentive Applied for (Choose the appropriate incentive)</b>
<input type="checkbox"/> Assistance for Quality and security certification <input type="checkbox"/> Human Capital investment subsidy <input type="checkbox"/> Assistance for participation in Exhibition and Trade Delegation <input type="checkbox"/> 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

<b>J. Claim Details for Human Capital Investment Subsidy</b>	
Number of Employees opted for training	
Number of Employees certified	
Type of training (ex: PMP, Six Sigma, ITIL, etc)	
Certification fees (INR)	

I, Sri \_\_\_\_\_ s/o \_\_\_\_\_ at present \_\_\_\_\_ (designation) of M/S \_\_\_\_\_ (name of the IT/ITES/ESDM 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 various incentives 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)