

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

\* \* \*

**NOTIFICATION**

No. 2009 /E&IT  
E&IT-Dev-II-13/2017

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

**Sub: Operational Guidelines for Rental for Incubation Space under ICT Policy 2014 (See Clause No. 6.1 of ICT Policy-2014)**

1. **Short Title** - Operational guidelines for reimbursement of Rental for Incubation Space 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) The subsidy of Rental for Incubation Space will be in the form of reimbursement to the startup or incubator unit i.e. the actual rent has to be paid by the applicant for the unit, post which the applicable subsidy will be reimbursed to the eligible and approved applicants.
  - b) The reimbursement for the rental subsidy will be made on a quarterly basis to the eligible and approved applicants on receiving the self-certified copy of payment receipts for the applicable months.
  - c) This subsidy can be applied by any IT/ITES/ESDM unit, operating in an incubation space, with upto 40 employees.
  - d) The period of 2 years for the reimbursement of this rental subsidy will commence from the quarter of first disbursement and will continue till the end of the eighth quarter, without any extension for any gap in between for reasons attributed to the applicant.
  - e) During the 2 years period of reimbursement, if the occupied rental space of the company increases or decreases (either through opening a new unit or by shifting to a new location), revised area occupied by the company will be taken into consideration for determining the subsidy for reimbursement during the period remaining from those 2 years.
  - f) For any unit, which is under operation in a rental incubation space post 16<sup>th</sup> January 2014, the reimbursement of subsidy can be claimed for the applicable past period with required documentary evidences.
  - 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.
  - h) This subsidy is applicable for spaces in all Government owned facilities as well as designated IT Parks.

**5. Policy Provisions -**

IT/ITES/ESDM units with upto 40 employees should get subsidy on rental for incubation space for two (2) years as per the following rate slabs:

- a) Up to 250 sq. ft. of space - 80% subsidy
- b) From 251 sq. ft. to 500 sq. ft. of space - 70% subsidy
- c) From 501 sq. ft. to 1000 sq. ft. of space - 60% subsidy

The Subsidy will be applicable in all Government owned facilities as well as designated IT Parks & incubation Centres.

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

- a) The total investment of the company is within Rs.50 Crore in the state of Odisha.
- b) The company should not have availed any similar subsidy on rentals from the Government, prior to this application.
- c) Existing & new startup units in Odisha can avail the subsidy after grounding of ICT Policy 2014 (i.e. 16th Day of January 2014).
- d) The rent payment made by the startup unit prior to the effective date of ICT Policy 2014 will not be considered for evaluation and approval of the application for Incubation Space rental subsidy.
- e) The applicable incentive shall not be sanctioned & disbursed if the unit is found closed or has gone out of operation.
- f) Two or more companies, having the same registered office or the same senior leadership team (Managing Director/Managing Partner/CXO/Proprietor/Stakeholder), will not be considered for evaluation and approval for reimbursement of this subsidy, if they are having separate application for this incentive.
- g) Sister concern of the companies which has already availed/applied for the subsidy will not be considered for evaluation/approval for reimbursement of this subsidy.

**7. Determination of date of production/Operation:** The date of production/commencement of commercial operations for availing this incentive shall be determined by the OCAC Committee basing on the totality of documentary evidence as per ICT Policy 2014.

**8. 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 **within one year** from the date of starting production / **within one year** from the date of notification of this Operational Guidelines, whichever is later. Application received after the due date/ incomplete in any respect shall be liable to be summarily rejected.

**9. Approval Process**

9.1 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.

9.2 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.

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

9.4 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

## 10. Procedure

- a) Startup 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.
- b) Copies of the documents as indicated in the checklist should be self-certified by the Proprietor/ Managing Partner / Managing Director / Authorized Signatory.
- c) 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.
- d) OCAC will check the eligibility and determine the applicability in each case within 15 days. All the documents submitted by the units shall be physically verified against the original by OCAC.
- e) 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 capital investment made, any recommendation on capital investment subsidy amount with justification, working status, specific suggestion, if any, for consideration.
- f) 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 industry 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.**

**11. Disbursement** - Disbursement of sanctioned amount for reimbursement of subsidy on Rental for Incubation Space shall be credited to the company's bank account after receiving the copies of actual payment receipts for rent on a quarterly basis. This process will be followed for a period of 24 months after approval of the Apex Committee.

- 12. Rejection** - In case of rejection of application, the reasons with detailed explanation/justification shall be communicated to the applicant unit.
- 13. Re-Application** - After fulfilling the criteria or requirement as per the rejection details, the startup unit can reapply for the incentive within Six(6) months from the date of rejection along with the reference of earlier application.
- 14. Monitoring** - A periodic monitoring by the 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, the incentives provided shall be withdrawn under due approval of the Apex Committee.
- 15. Recovery** - The amount disbursed towards reimbursement of rental incubation subsidy shall be recovered with penalty of 18% interest per annum from the date from which the subsidy is availed under the following circumstances:
- If the information furnished is found to be false/incorrect/misleading or misrepresented and there has been suppression of facts for whatsoever reason.
  - If the startup unit goes out of operation/production 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.
- 16. 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. 2010 /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.



Memo No. 2011 /EIT Dated 13-06-18 Deputy Secretary to Government

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. 2012 /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. 2013 /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. 2014 /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. 2015 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

### CHECKLIST TO APPLY FOR RENTAL SUBSIDY FOR INCUBATION SPACE

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 / Certificate of Incorporation under Company Act 1956	<input type="checkbox"/>
2	Certificate from competent authority regarding the operational existence of the firm in incubation center	<input type="checkbox"/>
3	Rental Agreement copy for occupancy of space in any Incubation Center of Odisha	<input type="checkbox"/>
4	Rent Receipts for all the payments made till date	<input type="checkbox"/>
5	Self-Certified Copy of Area Occupied (in Sq. Ft) along with place of operation and total rent paid till date	<input type="checkbox"/>
6	Audited Balance Sheet of the company	<input type="checkbox"/>
7	Self-Certified Copy of the percentage of rent reimbursement claimed and the total amount being claimed as subsidy	<input type="checkbox"/>
8	Self-Certified Copy of no. of employees employed along with employment details	<input type="checkbox"/>
9	Proof of employment during the tenure of application for incentives Attach copy of - A. Employee PF/ESI B. Proof of payment of salary C. Attendance of employee during the tenure	<input type="checkbox"/>
10	Bank statement of the company for the past 3 months, sealed and signed	<input type="checkbox"/>
11	Self-Certified Copy of the idea/project profile under incubation and achievement till date	<input type="checkbox"/>
12	Undertaking that the company/unit has not availed subsidy earlier under this incentive scheme	<input type="checkbox"/>

**Annexure - II**

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&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>
<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>
1.
2.



3.

**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>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

**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):**

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.)

<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	<b>Name of Location</b>	<b>No. of Employees</b>	
Employee Category	<b>Category Name</b>	<b>No. of Employees</b>	
	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 <input type="checkbox"/> Interest subsidy reimbursement <input type="checkbox"/> 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 reimbursement of Rental for Incubation Space</b>	
Number of employees	
Area occupied	
Name and location of the Tower	
Date of occupancy	
Amount of total rent paid	

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 on Rental for Incubation Space is on the basis of the rent payment made by M/s \_\_\_\_\_ in the state of Odisha on or after 16<sup>th</sup> January 2014 for Rs. \_\_\_\_\_ /- (in words only).
- 2) I/We shall abide by the terms and conditions prescribed under the provisions of ICT Policy, 2015 and its operational guidelines.
- 3) I/We shall repay the Subsidy on Rental for Incubation Space 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 or 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 startup unit closed its 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 company/unit has not applied or availed reimbursement for subsidy on Rental for Incubation Space in any manner 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 company 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)

