



# Haryana Government Gazette

## EXTRAORDINARY

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### HARYANA GOVERNMENT

#### INDUSTRIES & COMMERCE DEPARTMENT

#### Notification

The 24th April, 2026

**No. 25/05/2020-4IB-1** In pursuance of the provision under Section 2(Sub-Section 2.1 (b)) of the Haryana State Startup Policy 2022, notified vide No.Admn/459/1SIT/17601 dated 07<sup>th</sup> July 2022, the Governor of Haryana is pleased to notify the **“Reimbursement on Rental Charge Scheme Guidelines”** for the Incubators registered under the Haryana State Startup Policy 2022. The Scheme guidelines related to **“Reimbursement on Rental Charge”** will be as follows:

#### 1. Objective

The Government of Haryana has always followed a proactive approach to facilitate Startup entrepreneurs for ease of doing business in Haryana. In order to achieve the same, the State has undertaken precise policy-level interventions to position Haryana as a pre-eminent investment destination and notified the Haryana State Startup Policy 2022 with a focus on the creation of a world-class ‘Startup Ecosystem’ in the State.

Through this scheme guidelines, the State Government intends to provide support in the form of **“Reimbursement on Rental Charge”** to eligible Incubators in Haryana to establish/augment the infrastructure/ Incubation facilities in the state and create a holistic & sustainable startup ecosystem.

#### 2. Quantum of Assistance (Reimbursement on Rental Charge)

Incubators would be given 50% reimbursement of Lease rent paid by them for operations through the building of Central or State Government Departments/ Boards/ Corporations/ Companies or any other Government Institutions based in Haryana on a rent basis for a period of 3 years, up to a maximum of INR 5 Lakh per financial year per Incubator.

#### 3. Commencement

The Scheme shall commence with effect from the date of notification of this scheme guidelines and shall remain in operation till 06.07.2027 or till the time the Government of Haryana decides to discontinue/ amend/extend this scheme guidelines.

#### 4. Eligibility Criteria

- i. The Entity should be registered as an “Incubator” with Startup Haryana under the aegis of the Industries & Commerce Department, Haryana, in accordance with the “Incubation Registration Scheme guidelines notified vide No. Admn/459/ISIT/17944 dated 27.09.2022” or as amended from time to time.
- ii. To avail the assistance under the scheme guidelines, the Incubator should be in commercial operations during the period for which the rent reimbursement is being claimed.
- iii. The Incubator Entity should have the Haryana Udhyam Memorandum (HUM) for statistical purposes (If applicable).
- iv. The Incubator Entity should have obtained No Objection Certificate (NOC)/Change of Land Use (CLU)/clearance(s)/anyother statutory compliances from the respective Competent Authority, wherever applicable.
- v. Incubator Entities availing assistance under this scheme guidelines should not have availed similar assistance under any other Central/State Government policy. Further, Incubator Entities availing assistance under these scheme guidelines will also not be eligible to avail similar assistance under any other Central/State Government policy.
- vi. The lease rent agreement should be in the name of the Incubator Entity.
- vii. There should be a valid legal lease rent agreement for the period for which the lease rental subsidy is claimed by the Incubator Entity.
- viii. The rent should be paid only through bank account transfer/cheque of the Incubator Entity. No reimbursement would be made on account of payment through the individual bank account or cash transactions.

#### 5. Procedure for Availing Incentive/Assistance

- i. The Incubator Entity shall apply online on the web portal of the Department of Industries & Commerce, Government of Haryana for the “**Reimbursement on Rental Charge**” in the prescribed format (as per **Annexure-I**) along with the requisite supporting documents as prescribed under this scheme guidelines document.
- ii. The application received shall be examined, and in case of any deficiencies, the same will be intimated to the Incubator Entity/applicant in their user account. The applicant shall rectify the same within the prescribed timelines as per **Section 9** of this scheme guidelines document.
- iii. In case the deficiencies are not removed by the Incubator Entity/ applicant or fail to submit requisite additional information/ documents within the prescribed timelines, the application shall be deemed rejected/ closed under intimation to the Incubator Entity/ applicant in their user account.
- iv. The Incubator Entity, if required and with approval of the Competent Authority, may be called for a presentation/ clarification in relation to either the benefit eligibility or reimbursement claimed, or any other component.
- v. The application, after examination and complete in all aspects, will be placed for final consideration & approval of the Competent Authority as defined in **Section 7** below.
- vi. Based on the decision taken on the application, an intimation will be sent to the Incubator Entity/applicant in their user account. The applicant would be able to download the decision/ sanction letter (as applicable) from their user account on the portal in reference to their application.
- vii. The sanctioned amount will be credited into the bank account of the Incubator Entity, subject to the compliance with the terms of the approval/ sanction letter, if any.

#### 6. Time Limit to Apply

The Incubator Entity that has incurred lease rental expenses on and after 07.07.2022 is required to apply for financial assistance within a maximum period of 06 months from the date of completion of the financial year (i.e., 31<sup>st</sup> March) for which the expenses are being claimed or within 03 months of the date of notification of this scheme guidelines, whichever is later. Thereafter, the Incubator Entity will no longer be eligible to receive assistance or reimbursement under this scheme guidelines except in the scenario under **Section-8**.

Under this scheme guidelines, the incubator entity that has already incurred Lease Rental Expenses after the notification of Haryana State Startup Policy 2022, i.e., 07.07.2022, and till 31.03.2024, will be required to apply within 3 months of the date of notification of this scheme guidelines. Thereafter, the Host Institute Entity will no longer be eligible to receive assistance or reimbursement under this scheme guidelines except in scenario under **Section-10**.

**7. Competent Authority for Sanction**

The Director/ Director General, Industries & Commerce Department, Haryana, or as decided/ delegated by the Government of Haryana from time to time, shall be the competent authority for sanction of the fiscal assistance under this scheme guidelines.

**8. Power to Condone the Delay in Submission of the Application**

- i. The Director/ Director General, Industries & Commerce Department, Haryana, or as decided/ delegated by the Government of Haryana from time to time, may condone the delay up to a period of 03 months after the prescribed time limit.
- ii. The Administrative Secretary, Industries & Commerce Department, Haryana, may condone the delay up to a period of 06 months after the prescribed time limit.

Provided that the competent authority is satisfied with the reasons for the late submission of the application based on the substantial evidence/ documents/ arguments presented by the Incubator entity/ applicant.

**9. Timelines for Processing & Decision of Applications**

The following are the timelines for processing and decision of applications:

S. No.	Particulars	Time Limit (in working Days)
1	By the department for processing & decision on the applications which is completed in all aspects	30 Days
2	By the applicant for the removal of deficiencies/ submission of additional information/ documents	10 Days

**Note:** If an applicant/entity is unable to remove deficiencies or fails to submit requisite additional information/ documents within 10 working days of the intimation in their user account from the Industries & Commerce Department, the application shall be deemed rejected/ closed.

**10. Interpretation/Clarification/Modification**

The Administrative Secretary, Industries & Commerce Department, Haryana will be the final authority for clarifying/resolution of any doubts relating to the interpretation of any term or any provision arising under this scheme guidelines. The decision in this matter shall be final and binding for all stakeholders in such cases.

**11. Grievance Redressal Authority**

An applicant may file a grievance to the Administrative Secretary, Industries & Commerce Department, Haryana, against an order passed by the Competent Authority within a period of 30 days from the date of communication of the order. The order(s) passed by the Administrative Secretary, Industries & Commerce Department in such grievance shall be final.

**12. Penal Action**

At any time, if it is found that the Incubator Entity has claimed/ availed any form of assistance/ benefit (Fiscal/ Non-Fiscal) from the Government based on any false/ fabricated information or involved in any malpractices/ fraudulent activities; the registration of the Incubator Entity will be summarily revoked and the Incubator Entity shall refund the entire amount of the assistance granted/ availed along with the compound rate of interest @ 12% per annum. In addition, the Incubator Entity/ applicant will also be liable to face legal action and will be debarred from availing any incentive/ assistance under any other policy/ scheme guidelines of the State Government in the future.

**13. Head of Expenditure**

The expenditure shall be met under the Scheme Guidelines Head, i.e., "P-01-19-2852-07-202-87-51-N-V" of the Industries & Commerce Department, Haryana.

AMIT KUMAR AGRAWAL,  
Commissioner & Secretary to Government Haryana,  
Industries & Commerce Department.

**Annexure I – Application Form for Reimbursement on Rental Charges**

<b>Section 1 – Details of Incubator Entity</b>		
1.	Name of the Incubator Entity as registered with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled
2.	Registration number with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled
3.	Date of Registration with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled From .....(DD/MM/YYYY) Valid Till.....(DD/MM/YYYY)
4.	Complete Address of the Registered office of the Incubator entity	Pre – Filled
5.	Complete Address of Incubator	Pre – Filled
6.	PAN of Incubator Entity	Pre – Filled
7.	GST Number of Incubator Entity	
8.	Is the application submission on time, i.e., within 06 months from the date of completion of a financial year or within 03 months of notification of the scheme guidelines, whichever is later	Yes/ No
9.	If no, reasons for the delay in submission of the application (In such a case, the applicant needs to submit written permission from the Competent Authority to condone the delay in submission of the application.	(Upload Evidence/ Supporting Documents for delay)
10.	Haryana Udhyam Memorandum (HUM) Number & Registration Date (Optional)	Number _____ Pre – Filled Date _____ Pre – Filled
11.	Date of commencement of commercial operations of the Incubator Entity	..... (DD/MM/YYYY)
12.	Number of Employees	I. On Direct Payroll - II. On Contract – III. Total Employee –
13.	Turnover of the entity for all the previous financial years since incorporation	Year 1: Year 2: Year 3: Year n:
14.	Bank Account Details of the Incubator Entity	
14.1.	Name of Bank	
14.2.	Account Holder Name	

14.3.	Account Number		
14.4.	Account Type		
14.5.	Branch Address		
14.6.	IFSC Code		
15.	Authorized Applicant Details		
15.1.	Name of Applicant Authorized by the Incubator Entity		
15.2.	Designation of Authorized Representative		
15.3.	Contact Details of the Authorized Representative	Mobile	1.
		Landline (with STD Code)	2.
15.4.	PAN Number of Authorized Representative		
15.5.	E-mail ID of Authorized Representative		
<b>Section 2 – Details of Claiming of Assistance</b>			
1.	Name of Central or State Government Departments/ Boards/ Corporations/ Companies or any other Government Institutions with whom the lease rent agreement was signed.		
2.	Address of the Central or State Government Departments/ Boards/ Corporations/ Companies or any other Government Institutions with whom the lease rent agreement was signed.		
3.	Contact Details of Central or State Government Departments/ Boards/ Corporations/ Companies or any other Government Institutions on with whom the lease rent agreement was signed.	Name of the Concerned Person	
		Designation of the Concerned Person	
		Mobile	
		Landline (with STD Code)	
		Email	
4.	Date of signing of the lease rent agreement	(DD/MM/YYYY)	
5.	Duration of the lease rental agreement	Valid from .....(DD/MM/YYYY) Valid Up to .....(DD/MM/YYYY)	
6.	Total Area for which the lease agreement is signed by the Incubator	.....(in Sq. Ft.)	
7.	Period for which the lease rent charge is being	From .....(DD/MM/YYYY)	

	claimed	To .....(DD/MM/YYYY)
8.	Total lease rent paid in the above duration (Excluding All Taxes - in INR)	
9.	Total no of incubates in the above duration.	
10.	Details of the incubates (Add More++)	1. Name of Startup 2. DPIIT recognition number 3. Startup Haryana registration number 4. Duration From..... To.....
11.	Amount of incentive requested out of the total expenditure paid for lease rent (excluding All Taxes - in INR)	As per Eligibility: 50% of Rental Charges ..... (maximum INR 5 lakhs per annum)
12.	Supporting Documents	i) Letter of Authorization (As per Annexure- II) ii) PAN Card & Passport-size Colored Photograph of the Authorized Representative iii) Undertaking (As per Annexure- III) iv) Copy of Haryana Udhyam Memorandum (HUM) (Optional) v) Copy of the Registered Lease Rent Agreement vi) 3-5 photographs of the space taken on lease rent by the incubator entity vii) Proof of payment towards Lease rent (Bank Account Statement showing remittance of lease rent money) viii) Cancelled cheque of the bankaccount of the Incubator entity ix) Copy of any valid proof as evidence of the IncubatorEntity being in commercial operations (copy of the first Sale Bill) x) Copy of last 2 audited financial statements(if applicable) xi) CA certificate for the amount of lease rent paid – Annexure IV xii) Copy of GST Certificate xiii) Copy of CA certificate (as per Annexure V)

**Annexure II - Letter of Authorization**  
**Letter of Authorization for Representative**

To,

The Director/ Director General,  
 Industries & Commerce Department

<Name> ----- <Designation>----- is hereby **authorized to sign & stamp requisite documents on behalf** of our Incubator Entity (**Name of an entity as given on Certificate of Incorporation / Registration**) for applying for "*Reimbursement on Rental Charges*" under the Haryana State Startup Policy 2022. He is also authorized to attend meetings and provide additional documents in case any clarifications are required by the concerned authority.

Thanking you,

<p><b>Signature and seal</b> of the Director(s)/ Partner(s)</p> <p>&lt;Name&gt;</p> <p>&lt;Designation&gt;</p> <p>&lt;Mobile&gt;</p> <p>&lt;Seal&gt;</p>	<p>Signature of the person authorized by the IncubatorEntity (<b>Name of the entity</b>)</p> <p><b>&lt;Authorized Representative Name&gt;</b></p> <p>&lt;Designation&gt;</p> <p>&lt;Mobile&gt;</p> <p>&lt;Seal&gt;</p>
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**Annexure III - Undertaking****UNDERTAKING****TO WHOMSOEVER IT MAY CONCERN**

*(Undertaking/Declaration - To be submitted on Non-Judicial Stamp Paper of Rs. 100/- (Min), duly sworn before a Notary Public (duly affixed with Notarial Stamp, and with Notary Seal & Notary Registration Number or First-Class Magistrate)).*

1. I / We, < Director / Designated Partner / Partner/ Member /HoD >, do hereby solemnly declare, that the information given herein regarding our Incubator Entity <Name of the entity as given on Certificate of Incorporation / Registration>& as stated in the application form is correct and true to the best of our knowledge and belief, and nothing relevant information has been suppressed.
2. I / We do hereby affirm that furnishing of any false or incorrect particulars of any information or suppression of any material information shall attract punishment for fraud and that we will be held liable for it. We understand that if found guilty of furnishing false information or any other fraudulent activity, we will be barred from applying /availing any benefits/incentives under the Haryana State Startup Policy 2022 for this entity and any other entity that I/we are part of and will further be liable for the penal action as defined under the “Reimbursement on Rental Charge Scheme guidelines”.
3. The Incubator Entity will be liable to refund excess subsidy/assistance/reimbursement, if any, released due to omission or pointed out by the concerned division at any time or the Audit team of the Principal Accountant General, Haryana.
4. I/ We, do hereby confirm and declare that any Director(s)/ Designated Partner(s)/ Partner(s)/ Member(s)/ HoD of our Incubator Entity:
  - i. Is/Are not blacklisted/ de-registered/ debarred by any Central/ State Department/ Agency at the time of submission of the application; and
  - ii. Have not availed of a similar incentive under any other State / Central Government policy. Further, we agree that if we avail an incentive under this scheme guidelines, then we shall not claim a similar incentive in any other State / Central Government policy.
5. I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Members/ Authorised Representative/HoD in our Incubator entity have given written consent to provide their DIN/ DPIN/ Partner ID/ Member ID/ Aadhaar number and also for use of their Aadhaar Number, Biometric, and/or One Time Pin (OTP) data for Aadhaar based authentication to verify individual identity and to determine eligibility across different Government Scheme guidelines. I/We understand that Startup Haryana Cell, Industries & Commerce Department shall ensure the security and confidentiality of my/our personal identity data provided for the purpose stated above.

Dated:

**Signature and seal**  
of the Director(s)/Designated Partner(s)/Partner(s)/ Member(s)/ HoD  
<Name and Designation>

**Annexure IV – CA Certificate****Certificate from Chartered Accountant on Letter Head in respect of Proof of Expenditure for Reimbursement on Rental Charge****TO WHOM IT MAY CONCERN**

This is to certify that M/s ..... with their registered office at..... have incurred the expenditure of Rs.....), for the financial year ..... on account of the lease rent charge of Incubator Entity ..... <address of the Incubator Entity> ..... against the details mentioned in the table below and the same has been verified:

S. No.	Details of Payments	Duration (To & from)	Amount (INR)	Remarks
1.	Lease Rent paid monthly with details			
2.				
3.				
4.				
	Total Expenditure			

Name & signature of the Chartered Accountant  
with stamps & CA membership Number

Date-----

UDIN No.-----

Payment details in the above table should be supported by copies of receipts of payments made. The payment receipts must indicate the purpose for which the payments have been made by the applicant.

**Annexure V – Format of CA Certificate for Turnover**

Dated \_\_\_\_\_

**TO WHOM IT MAY CONCERN**

This is to certify that \_\_\_\_\_, having GSTIN: \_\_\_\_\_ and a principal place of business at \_\_\_\_\_, has had a turnover in the last five financial years as mentioned below:

<b>Financial Year</b>	<b>Net Profit</b>	<b>Net Loss</b>	<b>Net Worth</b>	<b>Turnover</b>	<b>Net Tax Paid</b>

This verification certificate is being issued upon their request to be used for any lawful purpose it may serve them.

**Regards,***Name of the Chartered Accountant**Seal and Sign of the Chartered Accountant*

UDIN: \_\_\_\_\_

*\*CA certificate will only be valid on the letterhead of the Chartered Accountant's firm*