



Haryana Government Gazette

EXTRAORDINARY

Published by Authority

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No. 61-2026/Ext.] CHANDIGARH, FRIDAY, APRIL 24, 2026 (VAISAKHA 4, 1948 SAKA)

HARYANA GOVERNMENT

INDUSTRIES & COMMERCE DEPARTMENT

Notification

The 24th April, 2026

No. 25/05/2020-4IB-1.— In pursuance to the provision under Section 2(Sub-Section 2.1 (a)) of the Haryana State Startup Policy 2022, notified vide No. Admn/459/1SIT/17601 dated 07th July 2022, the Governor of Haryana is pleased to notify the “**Capital Subsidy Scheme Guidelines**” for the setting up of the Incubators under the Haryana State Startup Policy 2022. The Scheme guidelines related to “**Capital Subsidy**” 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 a “**Capital Subsidy**” to eligible Host Institutes in Haryana for setting up the Incubation centre in the state and creating a holistic & sustainable startup ecosystem. The Incubators established under this scheme guidelines are expected to provide the following basic facilities to the Startup ecosystem stakeholders in the State of Haryana:

- i. Provide physical plug & play infrastructure and value-added support services.
- ii. Create a strong network of mentors who would provide sector-specific knowledge & real-world practical guidance.
- iii. To set up and provide requisite facilities for prototyping, test beds, market development, pilot implementation, and other relevant activities for the product/services in line with the Incubator domain.
- iv. Assist the Startups in creating a sustainable, scalable & profitable business model.
- v. Organize events and inspirational programs.
- vi. Provide training and mentorship to startup entrepreneurs.
- vii. To create partnerships and networks with academia, industry, funding sources, existing incubators, and other stakeholders for the startups.

2. Quantum of Assistance (Capital Subsidy)

- i. Government Host Institutes shall be provided a capital grant of 50% of the capital investment (excluding land cost) for setting up the Incubator, subject to a maximum of INR 2 Crore.
- ii. Private Host Institutes will be provided a Capital Grant of up to 50% of Capital Investment (excluding land cost) for setting up the Incubator, subject to a maximum of INR 1 Crore. The total capital grant provided to all the intending private host institutes will be a maximum of INR 5 Cr in a financial year.
- iii. The capital subsidy can only be utilized to an extent of 25% only towards the cost of construction of the building, including interior design & architecture work for setting up the Incubator.
- iv. Under this scheme guidelines, the Capital Subsidy would be given only to those Host Institutes who have taken in-principle approval for setting up an Incubator in the State of Haryana or within the time period as defined in Section 8 of this scheme guidelines document.

3. Exclusions

- i. Cost of land, Operational Expenditure (including rentals, salaries, wages, utility bills, contingencies, etc.), Loan Dues, administrative expenses or any sort of recurring expenditure.
- ii. Cost towards any machinery/infrastructure/equipment that was already available with the host institution will not be considered as a part of the capital expenditure for setting up the Incubator.
- iii. Expenses towards the purchase of any old machinery/ infrastructure/ equipment will not be considered as part of the capital expenditure for setting up the Incubator.

4. 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.

5. Eligibility Criteria of the Host Institutes

- i. **Government Host Institute:** Any Central/ State Government department or any of their Boards/ Corporations/ Companies/ Institutions or any Government statutory bodies/ entities created/ established through Acts of Parliament or under any other Government Act would be eligible for assistance under this scheme guidelines.
- ii. **Private Host Institute:** The institute must be incorporated/ registered under any of the following categories:
 - a. Society (under The Societies Registration Act, 1860)
 - b. Haryana Registration and Regulation of Societies Act, 2012
 - c. Public Company (under The Companies Act, 2013 or earlier/ later act)
 - d. Private Limited Company (under The Companies Act, 2013 or earlier/ later act)
 - e. Section 25 Company (under The Companies Act, 1956)/ Section 8 Company (under The Companies Act, 2013)
 - f. Limited Liability Partnership (under The Limited Liability Partnership Act, 2008)Any rules framed or amendments under the aforementioned acts from time to time.
- iii. The Host Institute should register the proposed new Incubation centre/ existing incubation centre with Startup Haryana under the aegis of the Industries & Commerce Department, Haryana in accordance with the "Incubation Registration Scheme notified vide No. Admn/459/ISIT/17944 dated 27.09.2022" or as amended from time to time.
- iv. The entity should have obtained No Objection Certificate (NOC)/ Change of Land Use (CLU)/ clearance(s)/ any other statutory compliance(s) from the respective Competent Authority, wherever applicable.
- v. Private Host Institutes availing assistance under this scheme guidelines should not have availed similar assistance under any other State / Central Government policy for the proposed new incubation centre/ existing incubation centre. Further, Private Host Institutes availing assistance under this scheme guidelines will also not be eligible to avail similar assistance under any other State / Central Government policy for the proposed incubation centre.

6. Procedure for Availing Incentive/ Assistance

- i. The Host Institute shall apply online on the web portal of the Department of Industries & Commerce, Government of Haryana, for **In-principle approval** for Capital Subsidy Assistance (as per **Annexure – I**) along with the requisite supporting documents as prescribed under this scheme guidelines document.
- ii. In both cases i.e., at the time of In-principle approval and application for tranches under the Capital Subsidy Scheme Guidelines, the application received shall be examined and in case of any deficiencies, the same will be intimated to the Host Institute Entity in their user account. The Host Institute Entity shall rectify the same within the prescribed timelines as per **Section 11** of this scheme guidelines document.
- iii. In case the deficiencies are not removed by the Host Institute Entity/applicant or fail to submit requisite additional information/ documents within the prescribed timelines, the application shall be deemed rejected/closed. The Host Institute/Applicant will receive an update on the status in their user account.
- iv. The application after examination and complete in all aspects will be placed before the Evaluation & Approval Committee for consideration & approval. The Host Institute/ representative will be called for a presentation of their proposal to the Evaluation & Approval Committee.
- v. The Evaluation & Approval Committee shall comprise of the following members:

S. No.	Designation/Department	Role
1.	Director/Director General, Industries & Commerce Department, Haryana	Chairperson
2.	Nominee from Director/Director General, MSME Department, Haryana	Member
3.	Chief Technology Officer / Additional Director or Equivalent, Industries & Commerce Department, Haryana	Member
4.	Nominee from Finance Department, Haryana	Member
5.	Nominee from Higher Education Department, Haryana	Member
6.	The Committee may call Special representatives from relevant State Government Department/Government Incubator/ Industry Expert, or any other as required on case-to-case basis	Member
7.	Joint/Deputy/ Assistant Director, Industries & Commerce Department, Haryana	Member Secretary

Quorum of the Committee: The Quorum of the Committee shall be of 50%, out of which at least 3 members shall be from the State Government.

- vi. The Evaluation & Approval Committee will examine the application for “Capital Subsidy” based on the proposal submitted by the entity & will approve/ decide the assistance/ grant to be provided under this scheme guidelines.
- vii. Based on the decision taken on the application, an intimation will be sent to the Host Institute 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.
- viii. Thereafter, post-receipt of the In-principle approval, the Host Institute can apply for tranches under the scheme guidelines in the prescribed format (as per Annexure – II) along with the requisite supporting documents.
- ix. **Disbursal process:** The amount of the Capital Grant will be disbursed in 3 tranches, which will be 50% in 1st Tranche, 30% in 2nd Tranche & 20% in 3rd Tranche. The application, after examination and complete in all aspects, will be placed before the competent authority (as defined in section 9) for final consideration and approval.
- x. The Capital Grant under any tranche will be sanctioned provided that the Host Institute provides proof of equivalent or more expenditure in the respective tranche for setting up of the Incubator.
- xi. The Host Institute /entity will be eligible to apply for financial support under the subsequent tranche post submission of the Utilization Certificate of at least 80% amount of the corresponding to previous

tranche. However, the amount will be disbursed only after the entity provides the Utilization Certificate of 100% amount of the corresponding previous tranche.

- xii. **Disbursement of 2nd & 3rd tranche:**The Host Institute is required to submit the interim progress report and utilization certificate of the grant disbursed in the previous tranche to initiate the release of the subsequent tranche of funds.
- xiii. In case of unsatisfactory performance of the Host Institute/ Incubator, the Competent Authority may discontinue the capital subsidy support to the Host Institute for subsequent tranches and the Host Institute will be liable for the penal action as defined under Section 14 of this scheme guidelines.
- xiv. The sanctioned amount will be credited into the bank account of the entity, subject to the compliance of the terms of the approval/ sanction letter, if any.

7. General Terms & Conditions

- i. The Host Institute is required to set up and operationalize the Incubator within a maximum period of 3 years from the date of In-principle approval.
- ii. The Host Institute will maintain a separate book of accounts (which is third-party auditable) for the setting up and operations of the incubation center.
- iii. The interest earned should be reported in the Utilization Certificate, and the same will be adjusted in subsequent tranches.
- iv. The assistance must be used exclusively for the specified purpose within the designated timeframe.
- v. The Incubator is required to mention “Supported by Startup Haryana, Industries & Commerce Department, Government of Haryana” in the incubator established & entry gate. In addition, the incubator shall ensure evident branding in all its communications, stationery, display boards, and branding material, whether online or offline, during the Startup-related events and programs organized by the incubator entity.
- vi. Private host institutes are required to mandatorily submit a loan sanction letter of the bank/ financial institution to an extent of a minimum of 10% of the project cost.
- vii. The Incubator should be in commercial operations for atleast 5 years, failing which, the incubator may be liable for the penal action as per **Section 14** of this Scheme guidelines.
- viii. Any assets acquired or created out of the Capital Grant shall not be disposed of before the completion of 5 years from the commencement of commercial operations. Industries & Commerce Department, Haryana will have the ongoing right to get a functional & financial audit done for the Host Institute Entity, as and when required. The entity shall be open to inspection by the sanctioning authority/audit by an authorised State Government Agency & shall provide all the necessary support to carry out the inspection/audit, if required, and with the approval of the competent authority in the I&C Department, Haryana.
- ix. In case an Incubator wishes to wind up its activities/ discontinue their commercial operations, the Incubator shall inform in writing to the Director/ Director General, Industries & Commerce Department, Haryana at least three months in advance before the closure. The incubator entity must design a closure/succession plan and implement the same post approval from Startup Haryana Cell, Industries & Commerce Department, Haryana, as per the approved procedures/ regulations.

8. Time Limit to Apply

The Host Institute Entity shall submit the online application for In-principle approval for the capital subsidy within the policy period. Further, it is clarified that the application for In-principle approval should be submitted before the expiration of the Haryana State Startup Policy 2022, i.e., 06.07.2027.

9. Competent Authority for Sanction

- i. The Evaluation & Approval Committee under the chairmanship of 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 In-principle approval of the fiscal benefit under the scheme guidelines.
- ii. 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 the scheme guidelines.

10. 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 Host Institute Entity.

11. Timelines for Processing & Decision of Applications

The applications received in a particular quarter would be considered for evaluation in the subsequent quarter by the Evaluation & Approval Committee.

Note.— If an entity is unable to remove deficiencies or fails to submit requisite additional information/ documents within 15 working days of the intimation from the Industries & Commerce Department, the application shall be deemed rejected/ closed. The Host Institute/Applicant will receive an update on the status in their user account.

12. 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.

13. Grievance Redressal Authority

The Host Institute Entity 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.

14. Penal Action

At any time, if it is found that the 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 Entity will be summarily revoked and the entity shall refund the entire amount of the assistance granted/ availed along with the compound rate of interest @ 12% per annum. In addition, the Entity will also be liable to face legal action and will be debarred to avail any incentive/ assistance under any other policy/ scheme guidelines of the State Government in the future.

15. 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 Industries & Commerce Department, Haryana.

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

Annexure I – Application Form for In-principle Approval for Capital Subsidy

Section 1 – Details of the Host Institute			
1.	Category of Entity	Private Host Institute/ Government Host Institute	
2.	Name of the Host Institute (as mentioned in the registration document of the host institute)		
3.	Complete Address of the Registered office of the Host Institute		
4.	District, State and Pin code		
5.	PAN of the Host Institute Entity		
6.	GST of the Host Institute Entity		
7.	Type of entity	<ul style="list-style-type: none"> a. Society (under The Societies Registration Act, 1860) b. Haryana Registration and Regulation of Societies Act, 2012 c. Public Company (under The Companies Act, 2013 or earlier/later act) d. Private Limited Company (under The Companies Act, 2013 or earlier/later act) e. Section 25 Company (under The Companies Act, 1956)/ Section 8 Company (under The Companies Act, 2013) f. Limited Liability Partnership (under The Limited Liability Partnership Act, 2008) g. Statutory bodies/ entities created/ established through Acts of Parliament or under any other Government Act 	
8.	Bank Account Details of the Host Institute		
8.1.	Name of Bank		
8.2.	Account Holder Name		
8.3.	Account Number		
8.4.	Account Type		
8.5.	Branch Address		
8.6.	IFSC Code		
9.	Details of the Authorized Representative		
9.1.	Name of the Authorized Representative		
9.2.	Designation of the Authorized Representative		
9.3.	Contact Details of the Authorized Representative	Mobile	1. 2.
		Landline (with STD Code), if any	
9.4.	PAN Number of the Authorized representative		
9.5.	Email id of the Authorized Representative		

Section 2 - Details of the Government / Private Host Institute		
Details of the Private Host Institute		
1.	Haryana Udhya Memorandum (HUM) Number & Date (Optional)	Number _____ Date _____
2.	Number of Employees	I. On Direct Payroll - II. On Contract – III. Total Employee -
3.	Turnover of the entity for in the last 3 years (optional)	Year 1: Year 2: Year 3: Year n:
Details of the Government Host Institute		
1.	Type of Department	State / Central Government
2.	Name of Government Department/ Board/ Corporation/ Company	
3.	Name of HoD	
4.	Designation	
5.	Phone number of HoD	
6.	Email Id of HoD	

Section 3 –Details for the In-principle Approval		
1.	Ownership of the Property	Owned/ Leased
2.	Status of Property	New Construction/ Existing Building
3.	Complete Address of the Proposed Incubator to be setup	
4.	District	
5.	Type of Block	A/B/C/D
6.	Brief Summary of the Proposal for setting up of the Incubator	(Maximum 250 words)
7.	Tentative date for operationalization of the Incubator	(DDMMYYYY)
8.	What is the main strength of the organization that you will leverage for the incubator?	
9.	Proposed total floor area for setting up the Incubator (in sq. ft):	
10.	Proposed sector of focus for the incubator	
11.	Proposed investment from the host institute entity	
12.	Have you taken any other grant from any Government (Centre or State) ministry/ organisation for setting up of the Incubator?	

13.	If Yes, please specify	a. Name of the grant-giving organisation: b. Name of program/scheme guidelines: c. The total sanctioned amount: d. Date of sanction: e. Duration of the grant:
14.	Total estimated capital expenditure involved in setting up of the Incubator	INR
15.	Details of head-wise estimated capital expenditure	INR
15.1.	Head 1	Item 1 Item 2 Item 3 Item n..
15.2.	Head 2	Item 1 Item 2 Item 3 Item n..
15.3.	Add More+ (as required)	Item 1 Item 2 Item 3 Item n..
16.	Amount of the assistance requested out of the total estimated expenditure (as per the quantum defined under the scheme guidelines)	INR
17.	Supporting Documents (upload)	i. Letter of Authorization (As per Annexure- III) ii. PAN Card & Passport size Coloured Photograph of the Authorized Representative iii. Undertaking (As per Annexure- IV) iv. Copy of Haryana Udhya Memorandum (HUM) (In case of Private Host Institute) (Optional) v. Cancelled cheque of the bank account of Entity vi. Copy of the Audited Financial Statement of Entity of the last 3 years (as applicable) vii. Copy of registration/incorporation certificate of the Host Institute viii. Copy of MoA & AoA of the Host Institute (if applicable) ix. Detailed Project Report as per Annexure – V x. Certificate from registered Chartered Accountant (as per Annexure - VI) xi. Proof of ownership (Allotment Letter/ Sale Deed/ Registered Lease Deed) xii. Sanction letter of the bank/ financial institution xiii. Copy of GST Certificate (as applicable) xiv. Copy of CA Certificate (as per Annexure IX)

Annexure II – Application Form for Assistance under different Tranches

Section 1 – Application for Assistance under Tranche 1					
1.	Amount of expenditure already incurred by the Host Institute			INR	
2.	Amount required as part of First tranche			INR	
3.	Bank Account Details of the Entity (exclusively for the purpose of Incubator Setup)				
4.	Name of Bank			Pre-Filled	
5.	Account Holder Name			Pre-Filled	
6.	Account Number			Pre-Filled	
7.	Account Type			Pre-Filled	
8.	Branch Address			Pre-Filled	
9.	IFSC Code			Pre-Filled	
10.	Supporting Documents			i. Site layout plan and approval by relevant authority (in case of construction of new building) ii. Floor Layout plan in case of setup in existing building iii. CA certificate for the expenditure already incurred. iv. Cancelled cheque of the bank account of the Host Institute v. CA certificate (as per Annexure – IX)	
Section 2 – Application for Assistance under Tranche 2					
1.	Total Sanctioned/ Received Amount under Tranche 1			Pre –Filled	
2.	Amount of expenditure already incurred by the Host Institute			INR	
3.	Amount required as part of 2 nd tranche				
4.	Utilization Certificate of the previous tranche			Select	
5.	Details of Capital Expenditure				
6.	Expenditure Head	Sanctioned Expenditure	Actual Expenditure	Brief Details of Expenditure (supported by a relevant document & copy of Invoices)	Funds sought under this Tranche
7.	Head 1 Item 1 (Pre –Filled) Item 2 (Pre –Filled) Item n (Pre –Filled)				
8.	Head 2 Item 1 (Pre –Filled) Item 2 (Pre –Filled) Item n (Pre –Filled)				
9.	Add More+ (as required)				

10.	Supporting Documents	<ul style="list-style-type: none"> i. Expenditure Statement of the Capital Investment (covering individual item-wise) certified by the CA ii. CA certificate for the total expenditure already incurred. iii. Utilization Certificate (duly certified by CA and Competent authority of the Host Institute) of the previous tranche (as per Annexure – VII) iv. Duly stamped and signed copy of the Work Progress Report as per the format (as per Annexure – VIII) v. 5-6 Photographs covering the interior and exterior of the facilities /assets as part of Incubation Centre. vi. CA certificate (as per Annexure – IX)
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Section 3 : Application for Assistance under Tranche 3

1.	Total Sanctioned/ Received Amount under Tranche 2	Pre –Filled			
2.	Amount of expenditure already incurred by the Host Institute	INR			
3.	Total Interest, if accrued as part of Tranche 1 & 2	INR			
4.	Amount required as part of 3 rd tranche	INR			
5.	Utilization Certificate of the previous tranche	Select			
6.	Details of Capital Expenditure				
7.	Expenditure Head	Sanctioned Expenditure	Actual Expenditure	Brief Details of Expenditure (supported by a relevant document & copy of Invoices)	Funds sought under this Tranche
8.	Head 1 Item 1 (Pre –Filled) Item 2 (Pre –Filled) Item n (Pre –Filled)				
9.	Head 2 Item 1 (Pre –Filled) Item 2 (Pre –Filled) Item n (Pre –Filled)				
10.	Add More+ (as required)				

11.	Supporting Documents	<ul style="list-style-type: none">i. Expenditure Statement of the Capital Investment (covering individual item-wise) certified by the CAii. CA certificate for the total expenditure already incurred.iii. Utilization Certificate (duly certified by CA and Competent authority of the Host Institute) of the previous tranche (as per Annexure – VII)iv. Duly stamped and signed copy of the Work Progress Report as per the format (as per Annexure – VIII)v. 5-6 Photographs covering the interior and exterior of the facilities /assets as part of Incubation Centre.vi. CA certificate (as per Annexure – IX)
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Annexure III - 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 Host Institute (**Name of an entity as given on Certificate of Incorporation / Registration**) for applying for "*Capital Subsidy*" 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>Signature and seal of the Director(s)/ Partner(s) / HoD</p> <p><Name></p> <p><Designation></p> <p><Mobile></p> <p><Seal></p>	<p>Signature of the person authorized by the Host Institute / Government Department(Name of the entity)</p> <p><Authorized Representative Name></p> <p><Designation></p> <p><Mobile></p> <p><Seal></p>
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Annexure IV - 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 (s) / Designated Partner (s) / Partner (s)/ Member (s) / HoD >, do hereby solemnly declare, that the information given herein regarding our Host Institute<**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 “**Capital Subsidy Scheme guidelines**”.
3. The Host Institute will be liable to refund excess subsidy/ assistance/ reimbursement/ exemption, 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 Host Institute:
 - 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 similar incentive under any other State / Central Government policy. Further, we agree that if we avail incentive under this scheme guidelines then we shall not claim 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 V - Template of DPR**1. Details of Applicant**

S. No.	Particulars	Details
1.	Name of the Host Institute	
2.	Constitution Legal Status of Applicant: (i.e., Government / Private Host Institute)	
3.	Incorporation Registration No. of the Host Institute	
4.	GST No. of the Host Institute	
5.	Date of Establishment/ Incorporation	
6.	Address of registered office	
7.	Address of Correspondence office	
8.	PAN No. of Host Institute	
9.	Address of the proposed site/ Incubation Centre	
10.	District	
11.	State	
12.	Pin Code	

2. Details of the Promoter(s)/Partner(s)/Directors(s)/ Members of the Host Institute

S. No.	Name of Officials/ Promoter(s)/ Partner(s)/ Director(s)/ Members	Aadhar No.	PAN No.	Academic and technical Qualification	DIN No., if applicable	Date of Share Holding, if applicable	Percentage of Share Holding
1							
2							
n..							

3. Contact details of the Promoter(s)/Partner(s)/Directors(s)/ Members of Host Institute

S. No.	Name of Officials/ Promoter(s)/ Partner(s)/ Director(s)/ Members	Address	Telephone No.	Mobile No.	E-mail Id	Any other details
1						
2						
n..						

4. Relative experience of the Officials/Promoter(s)/Partner(s)/Directors(s)/ Members

S. No.	Name of Lead Officials/Promoter(s)/Partner(s)/ Members of Host Institute	Detail of Experience	Supporting Document attached, if any (Yes/No)
1			
2			
n..			

5. Details of GST Returns submitted, if any or status of registration**6. Project Details****a. Objective of the proposed project****b. Land/Building Details:**

S. No.	Particulars	Details
1.	Land/ Building Area	
2.	Status of Legal title & Possession	
3.	if leased, Period of lease	
4.	Coordinates of location (Latitude and Longitude)	
5.	Details of CLU	
6.	Connectivity to roads i. State Highway (in Km.) ii. National Highway (in Km.)	
7.	Availability of Water	
8.	Availability of Power	

C Proposed infrastructure as per the scheme guidelines

S. No.	Component
1	
2	
3	

b) Detailed project plan for construction of proposed project and proposed date for commencement of operation**c) Proposed Project Financials****a. Estimated Capital Expenditure**

S. No.	Items	Amount (INR in Lakh)
1.	Civil Works	
2.	Equipment, Plant & Machinery (E,P&M)	
3.	Contingencies	
4.	Add other items not listed above	
Total Project Cost		

*The capital subsidy should be limited to an extent of 25% towards the cost of construction of building for setting up the Incubator.

b. Estimated Operational Expenditure

S. No.	Items	Amount (INR in Lakh)
1.	Working Capital	
2.	Operational Expenses	
3.	Contingencies	
4.	Add other items not listed above	
Total Project Cost		

d) **Means of Finance**

Item	Amount (INR in Lakh)	Percentage (%)
Host Institute Contribution		
Grant expected from Industries & Commerce Department, Haryana		
Loan		
Other		
Total		

Note.— Private host institute are required to mandatorily submit loan sanction letter of the bank/ financial institution to an extent of a minimum of 10% of the project cost.

a. **Basic Revenue Projections (INR in lakh)**

S. No.	Item	Year1	Year2	Year3	Year4	Year5
1.	Turnover					
2.	Cost of Operations					
3.	Gross Profit					

e) **Employment Generation projections**

- a. Direct Employment: (Skilled and Semi-skilled)
- b. Contractual Employment with no. of days:
- c. Indirect Employment (specify):

f) **Details of renewable/ alternate energy sources including solar energy, if any.**

I..... Certify that the information / contents as above furnished by me / us are

true to the best of my / our knowledge and belief and nothing material has been concealed. In case, any information furnished in the application is found false, my / our application may be rejected out at any stage.

Signature & seal of the Director(s)/ Partner(s)/
Authorized Representative

<Name>

<Designation>

<Mobile>

<Seal>

**Annexure VI – Certificate from Chartered Accountant on Letter Head regarding
Proposed Capital Expenditure**

TO WHOM IT MAY CONCERN

The Capital Investment of M/s..... with their regd. Office at for the Project is as per the details given below:

Project Cost:

S. No.	Items	Amount (INR in Lakh)
1.	Site Development	
2.	Civil Works	
3.	Equipment, Plant & Machinery (E, P&M)	
4.	Working Capital	
5.	Contingencies	
6.	Add other items not listed above	
Total Project Cost		

Item	Amount (INR in Lakh)	Percentage (%)
Host Institute Contribution		
Grant expected from Industries & Commerce Department, Haryana		
Loan		
Other		
Total		

Note- Private host institute are required to mandatorily submit loan sanction letter of the bank/ financial institution to an extent of a minimum of 10% of the project cost.

I/We fully understand that any submission made in this certificate if proved incorrect or false, will render me/us liable to face any penal action or other consequences as may be prescribed in the law or otherwise warranted.

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

Date-----

UDIN No.-----

Annexure VII - Format for Fund Utilization Certificate

1. **Name of Host Institute:**
2. **Proposed Incubation Centre Name:**
3. **Proposed Incubation Centre Address:**

#	Amount of Funds Received	Date of Funds Received	Interest Accumulated as of date	Total available Funds as of date	Fund Position					Total balance Fund
					Fund Utilized			Balance Fund		
					Expenditure Head	Amount	UC submitted	Expenditure Head	Amount	
	(a)		(b)	(c)						(d=(a+b-c))
1					1. Head -1 2. Head -2 3. Head -3 . . . 4. Head -n			1. Head -1 2. Head -2 3. Head -3 . . . 4. Head -n		

Signature and seal of the Director(s)/ Partner(s)/
HoD/ Member (s) Authorized Representative
<Name>

<Designation>

<Mobile>

<Seal>

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 to the certification agency.

Annexure VIII – Format for Progress Report

Progress Report for Setting up New Incubator			
Sl. No.	Activity	Status	Timeline

Signature & seal of the Director(s)/ Partner(s)/ Authorized Representative

<Name>

<Designation>

<Mobile>

<Seal>

Annexure IX – 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:

Financial Year	Net Profit	Net Loss	Net Worth	Turnover	Net Tax Paid

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 in the letterhead of Chartered Accountant's firm*