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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 (d)) 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 “*Mentoring Assistance Scheme Guidelines*” for the Incubators registered under the Haryana State Startup Policy 2022. The Scheme guidelines related to “Mentoring Assistance” 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 “Mentoring Assistance” to eligible Incubators in Haryana to establish/ augment the Incubation facilities in the state and create a holistic and sustainable startup ecosystem.

2. Quantum of Assistance (Mentoring Assistance)

- i. Mentoring Assistance up to INR 2.5 lakh per incubator will be given to the government-owned/ supported/ sponsored incubators to a maximum of INR 25 lakh per annum/financial year.
- ii. Under this scheme guidelines, the assistance would be given only to those incubators who have taken prior in-principle approval before organising mentorship sessions in the State of Haryana or within the time period as defined in **Section 8** of this scheme guidelines document.

3. Definitions

- i. Government-owned incubators would mean any Incubator that is set up/ established/ operated by the Central/ State Government department/ board/ corporation/ company/ Institution or any other Government Statutory body/ entity created/ established through Acts of Parliament or under any other Government Act.

- ii. Government-supported/ sponsored incubators would be qualified for assistance under this scheme guidelines if a minimum 10% of the total capital expenditure has been contributed by the Central/ State Government department/ board/ corporation/ company/ Institution or any other Government Statutory body/ entity created/ established through Acts of Parliament or under any other Government Act.
- iii. **Mentor:** Any expert personnel in a specific domain who is either registered with Startup India or Startup Haryana.

4. Commencement

The Scheme guidelines 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

- 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. An Incubator receiving the Mentoring Assistance should conduct not less than 10 mentoring sessions for the year for which the assistance is being provided.
- iii. The amount provided as Mentoring Assistance under this scheme guidelines should be utilized only for mentoring fees/ charges.
- iv. The Incubator Entity should have the Haryana Udhyam Memorandum (HUM) for statistical purposes (If applicable).
- v. The honorarium for mentorship should be paid through the bank account of the Incubator Entity.
- vi. 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 this scheme guidelines will also not be eligible to avail similar assistance under any other Central/ State Government policy.
- vii. To avail the assistance under this scheme guidelines, the Incubator should be in commercial operations at the time of submission of the application.

6. Procedure for Availing Incentive/ Assistance

- i. The Industries & Commerce Department, Haryana, will open online applications on the web portal of the Department/ Startup Haryana portal at the beginning of the calendar year for incubators to apply for In-principle approval for Mentoring Assistance.
- ii. During the call for application, the Incubator Entity shall apply online on the web portal of the Department of Industries & Commerce, Haryana for “**Mentoring Assistance**” in the prescribed format (as per Annexure-I) along with the requisite supporting documents as prescribed under this scheme guidelines.
- iii. 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 10** of this scheme guidelines document.
- iv. In case the deficiencies are not removed by the Incubator Entity/applicant or fail to submit the 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.
- v. 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.
- vi. The application, after examination and complete in all aspects, will be placed before the Evaluation & Approval Committee for consideration & approval.

- vii. The Evaluation and Approval Committee shall comprise 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 the Finance Department, Haryana	Member
5.	Nominee from the 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.

- viii. The Evaluation and Approval Committee will examine the application for Mentoring Assistance based on the Evaluation Criteria mentioned in **Section 7** of this scheme guidelines document and will approve/ decide the assistance/ grant to be provided under this scheme guidelines.
- ix. 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.
- x. **Disbursal mechanism:** Post completion of the mentorship program, the Incubator Entity will have to apply for reimbursement in the prescribed format (as per **Annexure-II**) along with the requisite supporting documents as prescribed under this scheme guidelines.
- xi. The application, after examination and complete in all aspects, will be placed before the competent authority (as defined in section 8) for final consideration and approval.
- xii. The sanctioned amount will be credited into the bank account of the Incubator Entity, subject to compliance with the terms of the approval/ sanction letter, if any.
- xiii. If, for any reason, the Mentorship Program gets cancelled or postponed, then the respective Incubator Entity will have to inform in writing within 10 days from the date of the decision of postponement or cancellation of the event/ fest to the Startup Haryana, I&C Department, along with the requisite justification.

7. Evaluation Criteria

The application received will be evaluated based on the following evaluation criteria:

S.No	Criteria	Details	Weightage
1.	Incubators details	i) Focus area/ sector of the incubator ii) Total area of the incubator iii) Team size	10
2.	Impact created by the Incubator	i) Number of Startups incubated as of the date of application submission a) Physically incubated startups b) Virtually incubated Startups ii) Number of Startups graduated since inception	10
3.	Associated Mentors	i) Number of mentors associated with the Incubators	10

S.No	Criteria	Details	Weightage
4.	Event/ Programs details	i) Number & details of events/ programs held in the past since inception ii) Number & details of events/ programs planned in the financial year	10
5.	Need for a mentoring program?	i) Objective ii) Possible outcome/benefits iii) Approx Number of Startups to be benefited	30
6.	Details of the proposed mentorship program	i) Total no. of mentorship programs planned in the financial year ii) Detailed Plan for a mentorship program	30
Total Points			100

Note: To qualify, the Incubator Entity should achieve a minimum of 60% marks as per the evaluation parameters defined above.

8. Time Limit to Apply

- i. For availing the Mentoring Assistance under this scheme guidelines, the eligible incubator entity is required to apply/ submit an online application on the web portal of the Department during the call for application period, as invited by the Department of I&C, Haryana. Further, it is clarified that the application should be submitted before the expiration of the policy i.e., 06.07.2027.
- ii. Incubator Entities that have taken prior In-principle approval and post-completion of all the mentoring sessions are required to apply for financial assistance within 03 months from the date of completion of the last mentoring session.
- iii. In case of delay in both cases (application for in-principle approval or for reimbursement/ assistance post completion of event), the Incubator Entity will not be eligible to receive assistance or reimbursement under this scheme guidelines except in the scenario under Section 10.

Further, it is clarified that the application for In-principle approval should be submitted before the expiration of the policy, 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, shall be the competent authority for In-principle approval of the fiscal assistance 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 Incubator entity/applicant.

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

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.

14. 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.

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 the Industries & Commerce Department, Government of Haryana.

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

Annexure I – Application Form for Mentoring Assistance

Section 1 – Details of Incubator Entity		
1.	Type of Incubator	Government/ Private (Pre-filled)
2.	Name of the Incubator Entity as registered with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled
3.	Registration number with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled
4.	Date of Registration with Startup Haryana Cell, Industries & Commerce Department	Pre - Filled From(DD/MM/YYYY) Valid Till.....(DD/MM/YYYY)
5.	Complete Address of the Registered Office of the Incubator entity	Pre – Filled
6.	Complete Address of Incubator	Pre – Filled
7.	PAN of Incubator Entity	Pre – Filled
8.	GST of Incubator Entity	
9.	Haryana Udhyan Memorandum (HUM) Number & Date (Optional)	Number _____ Date _____
10.	Number of Employees	I. On Direct Payroll - II. On Contract – III. Total Employee -
11.	Bank Account Details of the Incubator Entity	
11.1.	Name of Bank	
11.2.	Account Holder Name	
11.3.	Account Type	
11.4.	Account Number	
11.5.	Branch Address	
11.6.	IFSC Code	
12.	Details of Authorized Representative	
12.1.	Name of Authorized Representative	
12.2.	Designation of Authorized Representative	
12.3.	Contact Details of Authorized Representative	
12.4.	Email ID of Authorized Representative	

Section 2 – Details for the in-principle Approval		
1.	Type of Incubator	Government/ Private (Pre-filled)
2.	In case of Private Incubator, have you received any capital assistance from any Government (Centre or State) ministry/ organization.	Yes/No
3.	If Yes, please specify	a. Total Capital Expenditure for setting up the incubator: b. Name of the organization from which capital

		assistance has been received: c. Name of program/scheme guidelines: d. The total sanctioned amount: e. Date of sanction: f. Total amount received as on the date of submission of the application: g. Percentage of Govt. share in capital expenditure:			
4.	Have you taken any other assistance from any Government (Centre or State) ministry/ organization for organizing mentorship sessions?	Yes/No			
5.	If Yes, please specify	a. Name of the organization from which fiscal assistance has been received: b. Name of program/scheme guidelines: c. The total sanctioned amount: d. Date of sanction: e. Duration of the Assistance: f. Total amount received as on the date of submission of the application:			
6.	Total number of Mentoring programs proposed in the financial year				
7.	Total amount of assistance required for all the programs				
8.	Details of the individual mentoring program planned in the financial year	Name of the Program	Sector of the Mentorship Session	Number of Startups envisaged to be benefited	Duration of the Program
		(ADD+)			
9.	Upload Detailed Plan for the Mentorship Program	The detailed plan of the incubator entity (as per the Evaluation Criteria) should cover the following: <ul style="list-style-type: none"> • Objective • Proposed Date and Duration • About the incubator (dedicated space, focus area, dedicated team, and their experience) • Details of startups incubated till date. • Impact created by the Incubator. • Mentors associated with the Incubator and their profiles. • Proposed mentorship sessions along with their theme/focus area. • Proposed Mentors & their Profile. • Execution plan • Proposed list of Startups to be supported. • Proposed Curriculum & Expected Outcome • Details of the past program 			

10.	Supporting Documents	i) Letter of Authorization (As per Annexure- III) ii) Undertaking (As per Annexure- IV) iii) Copy of Haryana Udhya Memorandum (HUM) (Optional). iv) Cancelled Cheque of the bank account of the incubator entity. v) Copy of GST Certificate vi) CA certificate showing total capital and funds received from the Government (as per Annexure- VII) vii) CA certificate (as per Annexure VIII)
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Annexure II: Application Form post completion of Mentoring Program under Mentoring Assistance Scheme guidelines

Section 1: Details of the incentive claimed		
1.	Name of the entity	Pre – Filled
2.	Date of In-principle approval for the Program held	Pre – Filled
3.	Sanctioned amount as per the in-principle approval	Pre – Filled
4.	Details of Session(s) held in the entire Mentoring Program	Select the number of sessions
5.	Mentoring Program Details (Session Wise)	
5.1.	Add Individual Session(s) Details.	
5.1.1.	Details –	Please upload a detailed Post Program Report of each mentoring session conducted, detailing: <ul style="list-style-type: none"> • Objective • Date and Duration • Theme/ Focus Area of the Mentoring Session • Details of the Mentor(s) & their Profile(s) • List of Startups supported • Curriculum & Outcome of the Session • Photographs of the session • Banners/ Brochures/ Social media posts
5.1.2.	List of beneficiary Startups under the mentoring sessions	Details of Startup (to be separately filled for each Startup) <ol style="list-style-type: none"> 1. Name of the Startup Entity 2. Startup Haryana Registration ID 3. Contact details: Phone & Email
5.1.3.	List of other Beneficiaries	Details of other beneficiaries <ol style="list-style-type: none"> i) Name ii) Contact details: Phone & Email
5.1.4.	Expenditure Incurred in this session	
5.1.5.	Supporting Document for Individual Mentoring Session	<ol style="list-style-type: none"> i) List of startups benefited through the Mentorship session. ii) List of other beneficiaries iii) Photos of the Mentoring Session iv) Proof of payment towards mentoring session to mentor(s) (Honorarium paid and other allied expenses)
	<ADD more session(s)>	
6.	Total Expenditure Incurred	Auto Filled (total of the expenditure incurred in all sessions)
7.	Other Supporting Documents	<ol style="list-style-type: none"> i. Expenditure Certificate (as per Annexure – V or Annexure VI, as applicable) ii. Invoices supporting the expenditure incurred as per the details mentioned in the Expenditure Certificate iii. Copy of CA certificate (as per Annexure VIII)

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 Incubator Entity (**Name of an entity as given on Certificate of Incorporation / Registration**) for applying for “*Mentoring Assistance Scheme guidelines*” 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,

Signature and seal of the Head of the Department <Name> <Designation> <Mobile> <Seal>	Signature of the person authorized by the Incubator Entity (Name of the entity) <Authorized Representative Name> <Designation> <Mobile> <Seal>
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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, <Designation>, do hereby solemnly declare that the information given herein regarding our Incubator Entity <**Name of the incubator entity**> & 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 “Mentoring Assistance 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 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

Authorized Signatory

<Name and Designation>

Annexure V – Expenditure Certificate (for Government-Owned Incubators)
Certificate from the Head of the Department in respect of Proof of Expenditure
for Mentoring Programs conducted
TO WHOM IT MAY CONCERN

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

S. No.	Name of the Mentor	Amount Paid (INR)	Remarks
1.			
2.			
3.			
4.			
	Total Expenditure		

Signature and seal of the HoD

<Name>
<Designation>

<Mobile>

<Seal>

Annexure VI – Expenditure Certificate (for Government Supported/ Sponsored Incubators)**Certificate from the Chartered Accountant in respect of
Proof of Expenditure for Mentoring Programs conducted****TO WHOM IT MAY CONCERN**

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

S. No.	Name of the Mentor	Amount Paid (INR)	Remarks
1.			
2.			
3.			
4.			
	Total Expenditure		

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

Date-----

UDIN No.-----

Annexure VII – Certificate from a Chartered Accountant on Letter Head regarding Capital Investment**TO WHOM IT MAY CONCERN**

The Capital Investment of M/s with their registered Office atfor the Incubatoris as per the details given below:

Means of Finance:

Item	Amount (INR in Lakh)	Percentage (%)
Host Institute Contribution		
Funds through own Sources		
Grant from the Central Government		
Grant from the State Government		
Loan		
Other		
Total		

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 VIII – 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 on the letterhead of the Chartered Accountant's firm.