



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

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No. 175-2022/Ext.] CHANDIGARH, TUESDAY, SEPTEMBER 27, 2022 (ASVINA 5, 1944 SAKA)

### HARYANA GOVERNMENT

INFORMATION TECHNOLOGY, ELECTRONICS & COMMUNICATION DEPARTMENT

#### Notification

The 27th September 2022

**No. Admn/459/ISIT/17944.**— In pursuance to the provisions under Sections pertaining to Definition & Certification of Incubators in the Haryana State Startup Policy 2022 notified vide No. Admn/459/ISIT/17601 dated 07th July 2022, the Governor of Haryana is pleased to notify the “*Incubator Registration Scheme*” under the Haryana State Startup Policy 2022. The Scheme related to the “Registration of Incubators” will be as under:

#### 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, State has carried out 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 Policy, the State Government aims to boost and nurture the vibrant startup ecosystem in Haryana to stimulate independent thinking and innovative ideas and help budding Startups at different stages of their entrepreneurial journey through dynamic policy interventions, robust infrastructure, and easing out the regulatory norms.

The core objective is to provide Government support to eligible Incubators in Haryana to establish/augment the infrastructure/ Incubation facilities in the state and create a holistic and sustainable startup ecosystem.

#### 2. Definition of Incubators

An incubator is a workspace created to offer early stage startups access to all resources they need under one roof. They provide office space, mentoring, business services, funding, and networking opportunities to the incubate.

#### 3. Eligibility Conditions for Registration of Incubators under Startup Haryana Cell, DITECH

- (i) Any Incubator entity/ organization working in the State of Haryana and involved in Incubation activities for the benefit of startups working in Haryana.
- (ii) An Incubator may be a Government owned/supported Incubator or a Private Incubator in the State of Haryana.
- (iii) The Incubators established under any Central or State Government Scheme.
- (iv) The Private Incubators should have at least 10,000 Sq. ft. of built-up space, ready to use for the exclusive use of the Incubator. The space should be owned or leased by the Incubator. In the case of lease space, the period of a lease should be a minimum of 05 years.

- (v) The Incubator entity must be incorporated/registered under any one of the following categories:
  - (a) Society (under The Societies Registration Act, 1860);
  - (b) Haryana Registration and Regulation of Societies Act, 2012;
  - (c) Section 8 Company (under The Companies Act, 2013);
  - (d) Public Company (under The Companies Act, 2013);
  - (e) Private Limited Company (under The Companies Act, 2013);
  - (f) Limited Liability Partnership (under The Limited Liability Partnership Act, 2008);
- (vi) All the Government owned/ Supported Incubators located in the State of Haryana would provide subsidized incubation to the Startups registered with Startup Haryana Cell under the aegis of the Department of Information Technology, Electronics & Communication, Haryana (DITECH).
- (vii) Benefits/ Incentives can be availed under one policy only in the State viz Haryana State Startup Policy 2022 or HEEP 2020 or MSME or IT & ESDM Policy or any other State Policy.

#### 4. Certification/ Registration of Incubators for Haryana Startup Policy Benefit

Certificates shall be issued to eligible Government / Private Incubators (Existing/ New) in the State of Haryana. All the Government-owned/ Supported Incubators / Private Incubators operating from Haryana have to mandatorily register with the Startup Haryana Cell under the aegis of the Department of Information Technology, Electronics & Communication, Haryana (DITECH) to get eligible for various benefits offered under the Haryana State Startup Policy 2022.

#### 5. Procedure for Registration of Incubators

- (i) The Incubator entity/applicant shall apply online on the Startup Haryana Portal for the “**Registration of Incubator**” under Haryana State Startup Policy 2022 in the prescribed format (as per **Annexure-I**) along with the requisite supporting documents as prescribed under this document.
- (ii) The application received shall be examined by Startup Haryana Cell, DITECH. The deficiencies, if any, will be communicated to the Incubator entity/applicant, and the applicant shall rectify the same within the prescribed timelines. The Incubator entity (if required) may be called to present about their Incubation Centre.
- (iii) In case the deficiencies are not removed by the Incubator entity/applicant within the prescribed timelines, the application shall be deemed rejected/closed.
- (iv) The application will then be placed before the competent authority in DITECH for consideration & final approval.
- (v) Based on the decision taken on the application, a communication will be sent to the Incubator entity/applicant and if eligible, they would be able to download the Registration Certificate from the Portal as per **Annexure-IV** of this scheme.

#### 6. Commencement

This scheme is applicable for a period of 05 years from the date of notification of Haryana State Startup Policy 2022 i.e. 07.07.2022 or the date of any new policy/ amendment, introduced by the Government of Haryana, whichever is earlier.

#### 7. Timelines for Processing & Decision of Registration Applications

S. No.	Particulars	Time Limit (in working Days)
1	For processing & decision of applications: (i) In a case where no deficiency is found; <b>or</b> (ii) After removal of deficiencies /submission of complete application form / additional information;	30 Days
2	Removal of deficiencies/ submission of additional information by the applicant.	10 Days

**Note:** If an applicant/entity is unable to remove deficiencies or fails to submit requisite additional information within 10 working days of the communication from the Startup Haryana Cell, DITECH, the application shall be deemed rejected/closed.

**8. Interpretation/Clarification/Modification**

Department of Information Technology, Electronics, and Communication, Haryana (DITECH) 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. The decision in this matter shall be final and binding for all stakeholders in such cases.

**9. Appeal**

An applicant may file an appeal to the Administrative Secretary, Department of Information Technology, Electronics and Communication, Haryana (DITECH) 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, DITECH in appeal shall be final.

**10. Penal Action**

At any time, if it is found that the Incubator entity has got registration with Startup Haryana Cell, DITECH, or 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 with the Startup Haryana Cell, DITECH will be summarily revoked and the Incubator entity shall refund the entire amount of the assistance granted with the compound rate of interest @ 12% per annum.

In addition, the Incubator entity/applicant shall also be liable to face legal action and will be debarred to avail of any incentives/ assistance under any other policies/schemes of the State Government in the future.

ANAND MOHAN SHARAN,  
Additional Chief Secretary to Government of Haryana,  
Information Technology, Electronics & Communication Department.

## Annexure 1 – Application Form for Registration of Incubators

Section 1 – Details of Incubator Entity			
1.	Name of the entity as per Certificate of Incorporation/ Registration		
2.	Whether the entity recognized as Incubator with DPIIT	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.1.	If yes, then the DPIIT Recognition Certificate number		
2.2.	Date of Recognition (dd/mm/yyyy)	___/___/_____	
3.	Nature of entity	Government	<input type="checkbox"/>
		Private	<input type="checkbox"/>
4.	Type of Incorporation/ Registration Authority	ROC – MCA	<input type="checkbox"/>
		ROS – State Government	<input type="checkbox"/>
5.	Type of entity	Society (under The Societies Registration Act, 1860)	<input type="checkbox"/>
		Haryana Registration and Regulation of Societies Act, 2012	<input type="checkbox"/>
		Section 8 Company (under The Companies Act, 2013)	<input type="checkbox"/>
		Public Company (under The Companies Act, 2013)	<input type="checkbox"/>
		Private Limited Company (under The Companies Act, 2013)	<input type="checkbox"/>
		Limited Liability Partnership (under The Limited Liability Partnership Act, 2008)	<input type="checkbox"/>
6.	Corporate Identity Number (CIN) / LLP Identity Number (LLPIN) / Registration Number of Society		
7.	Date of Incorporation / Registration of entity		
8.	PAN of Entity		
9.	TAN of Entity		
10.	Complete Address of Registered office of Incubator entity		
10.1.	State		
10.2.	District		

10.3.	City/ Town/ Village		
10.4.	Name of the Block		
10.5.	Category of Block (A/B/C/D)		
10.6.	Postal code		
10.7.	GIS location of the Registered Office of the Entity	_____ Latitude	_____ Longitude
11.	Complete Address of New Setup/ Existing Incubation Centre		
11.1.	State		
11.2.	District		
11.3.	City/ Town/ Village		
11.4.	Name of the Block		
11.5.	Category of Block (A/B/C/D)		
11.6.	Postal code		
11.7.	GIS location of the New/ Existing Incubation Centre	_____ Latitude	_____ Longitude
12.	Authorized Representative Details		
12.1.	Name of Authorized Representative		
12.2.	Designation of Authorized Representative		
12.3.	Contact Details of Authorized Representative	Mobile	1. 2.
		Landline (with STD Code)	
12.4.	Aadhar Number of Authorized Representative		
12.5.	E-mail ID (s) of Authorized Representative		
13.	Website of Entity		
14.	Supporting Documents	i) Copy of Incorporation / Registration Certificate of entity ii) Copy of PAN & TAN Number of Entity iii) Copy of Memorandum of Association (MoA) and Articles of the Association (AoA) or Memorandum of Society & Bye-laws of the Society (As applicable) iv) Copy of DPIIT Certificate of Recognition as Incubator v) Letter of authorization (As per Annexure- II) vi) Aadhar Card & Passport size Colored Photograph of the Authorized Representative vii) Undertaking (As per Annexure- III)	

<b>Section 2 – Details of Directors/Designated Partners/Partners/Members in the Incubator Entity</b>			
<b>1.</b>	<b>Total Number of Director(s) / Designated Partner(s) / Partner(s)/ Member (s)</b>		
<b>2.</b>	<b>Name of the Director / Designated Partner / Partner / Member</b>		
<b>3.</b>	<b>Designation</b>		
<b>4.</b>	<b>Category (Founder or Co-Founder)</b>		
<b>5.</b>	<b>Gender</b>		
<b>6.</b>	<b>Nationality</b>		
<b>7.</b>	<b>DIN/DPIN of Director / Designated Partner / Partner/ Member ID</b>		
<b>8.</b>	<b>PAN of Director / Designated Partner / Partner/ Member</b>		
<b>9.</b>	<b>Aadhar Number of Director / Designated Partner / Partner/ Member</b>		
<b>10.</b>	<b>Complete Residential Address</b>		
<b>10.1.</b>	<b>State</b>		
<b>10.2.</b>	<b>District</b>		
<b>10.3.</b>	<b>City/ Town/ Village</b>		
<b>10.4.</b>	<b>Postal code</b>		
<b>10.5.</b>	<b>Contact Detail</b>	<b>Mobile</b>	<b>1.</b> <b>2.</b>
		<b>Landline (with STD Code)</b>	
<b>10.6.</b>	<b>Email</b>		
<b>11.</b>	<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li><b>i) Copy of ID Proof of each Director / Designated Partner/ Partner/ Member</b></li> <li><b>ii) Copy of Residential Proof of each Director / Designated Partner/ Partner/ Member</b></li> <li><b>iii) Copy of DIN/ DPIN / Unique ID of Members in case of Society</b></li> <li><b>iv) Copy of PAN Card &amp; Aadhar Card of each Director / Designated Partner/ Partner/ Member</b></li> <li><b>v) Passport size Colored Photograph of the Director/ Designated Partner / Partner/ Member</b></li> </ul>	

*Note: In case of more than one director or partner or member, kindly provide details of the individual Director/Partner/ Designated Partner / Member.*

<b>Section 3 – Details of Officers / Personals (All), in case of Government Host Incubator</b>			
<b>1.</b>	<b>Name</b>		
<b>2.</b>	<b>Designation</b>		
<b>3.</b>	<b>Gender</b>		
<b>4.</b>	<b>Nationality</b>		
<b>5.</b>	<b>Aadhar Number</b>		
<b>6.</b>	<b>Contact Details</b>	<b>Mobile</b>	<b>1.</b>
			<b>2.</b>
		<b>Landline</b>	
<b>7.</b>	<b>Email</b>		
<b>8.</b>	<b>Supporting Documents</b>	<b>i) Copy of the Government Office Order clearly specifying the name, designation, and role of Officers in the Incubation Centre</b> <b>ii) Copy of the official ID Proof of each Officer/personnel</b> <b>iii) Copy of the Aadhar Card of each Officer/ personnel</b>	

*Note: The Government Host Institute needs to provide details of the Head of Department / Director - Incubation Centre, Nodal Officer, Incubator In-charge/Manager, and other key officers/personnel assigned for the Incubation Centre Activities.*

Section 3 – Details of Incubator		
1.	Incubator's Thematic / Focus Area(s)	
2.	Ownership type	Owned <input type="checkbox"/> Leased <input type="checkbox"/>
3.	If leased, duration of lease (in years)	Start Date of Lease _____ End Date of Lease _____
4.	Incubator Status	New setup <input type="checkbox"/> Existing <input type="checkbox"/>
5.	If new, proposed built-up space (in Sq.ft.) (Please Note: The Private Incubators should have at least 10,000 Sq. ft. of built-up space, ready to use for the exclusive use of the Incubator. The space should be owned or leased by the Incubator. In the case of lease space, the period of a lease should be a minimum of 05 years.)	
6.	If new, proposed date of commencement of operations	
7.	If new, number of seats proposed	
8.	If existing, then built-up space (in Sq.ft.) constructed	
9.	If existing, date of commencement of operations	
10.	If existing, then total number of seats	
11.	If existing, then total number of startups incubated as on the date of submission of application	
12.	Supporting Documents (In case of New Incubators)	<ul style="list-style-type: none"> <li>i) Detailed Project Report covering Introduction, Objective, Infrastructure, scalability, potential Startups, estimated project Cost (CAPEX &amp; OPEX), details of manpower, &amp; other aspects</li> <li>ii) Business Model</li> <li>iii) Floor Plans</li> <li>iv) Proof of ownership (Sale Deed/ Lease Deed/ Rent Agreement etc.)</li> </ul>
13.	Supporting Documents (In case of Existing Incubators)	<ul style="list-style-type: none"> <li>i) Detailed Project Report covering Introduction, Objective, Infrastructure, scalability, potential Startups, project Cost (CAPEX &amp; OPEX), details of manpower &amp; other aspects</li> <li>ii) Business Model</li> <li>iii) Floor Plans</li> <li>iv) Proof of ownership (Sale Deed/ Lease Deed/ Rent Agreement etc.)</li> <li>v) 05 Photographs (covering the interiors, exteriors, incubation Space, etc.)</li> <li>v) Employee details along with CV of incubation manager/ faculty in-charge/other key personnel involved in operations of the Incubation Centre</li> </ul>



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

To,

The Officer In-charge,  
Startup Haryana Cell, DITECH

<Name> ----- <Designation>----- is hereby **authorized to sign & stamp requisite documents on behalf** of our Startup Entity(**Name of an entity as given on Certificate of Incorporation / Registration**) for applying for Registration of Incubator 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 Startup (<b>Name of the entity</b>)</p> <p>&lt;<b>Authorized Representative Name</b>&gt;</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**

- (i) I / We, <Director / Designated Partner / Partner/ Member>, 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 registration form is correct and true to the best of my knowledge and belief, and nothing relevant information has been suppressed.
- (ii) I / We, are aware 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 for registration/availing benefits under the Haryana State Startup Policy 2022 for this entity and any other entity that I/we are part of and will be liable further for the penal action as defined under the “*Incubator Registration Scheme*”.
- (iii) I / We, have gone through the Haryana State Startup Policy 2022 and the “*Incubator Registration Scheme*” and understand the eligibility conditions for the Incubator entities and ensure full adherence to the eligibility & other conditions.
- (iv) I / We, are aware that mere registration of an Incubator under the Haryana State Startup Policy 2022 does not confer any right or entitle our entity for suo-moto sanction/ release of incentives/ benefits nor is it obligatory for sanction of such claim/ request/ release of incentive on the part of Startup Haryana Cell, DITECH.
- (v) I / We, hereby give authorization to Startup Haryana Cell, DITECH for use of our entity logo and other relevant details for the purpose of the dissemination of information on the State Government portal(s) as well as in any brochures/information booklets, etc published/released by the State Government from time to time.
- (vi) I / We hereby certify that all Director(s)/ Designated Partner(s)/ Partner(s)/ Member(s)/ Authorised Representative in our Incubator entity have given written consent to provide their 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 Schemes. I/We understand that Startup Haryana Cell, DITECH 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)/

<Name and Designation>

## Annexure- IV - Certificate of Registration from Startup Haryana Cell, DITECH

	Department of <b>Information Technology</b> <b>Electronics &amp; Communication</b> Government of Haryana	 <b>STARTUP HARYANA</b> FIRST STEP OF SUCCESS
<b>CERTIFICATE OF REGISTRATION</b> NO:.....		
<p>This is to certify that <i>&lt;Name of entity&gt;</i> incorporated/registered as a <i>&lt;Type of entity&gt;</i> on <i>&lt;Date&gt;</i>, with DPIIT Recognition Certificate (if any) is registered as an <i>&lt;Government/ Private&gt;</i> Incubator by Startup Haryana Cell, DITECH and is valid till <i>&lt;Date&gt;</i>.</p>		
Date of Issue: DD-MM-YYYY		
<p><b>Note:</b></p> <ul style="list-style-type: none"><li>• Authorities accepting this Certificate may check authenticity / validity by scanning the QR code or online through Startup Haryana Portal</li><li>• This certificate is not valid for availing any Tax benefits</li><li>• This is a system generated certificate and hence does not require physical signature</li><li>• If such registration is found to have been obtained on the basis of false/manipulated information, DITECH reserves the right to revoke the registration certificate without any prior notice or reason</li></ul>		