

GOVERNMENT OF ODISHA
ELECTRONICS AND INFORMATION TECHNOLOGY DEPARTMENT

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NOTIFICATION

No. 1987 /E&IT
E&IT-Dev-II-13/2017

Bhubaneswar 13-06-18
Dated _____

Sub: Operational Guidelines for Recruitment Assistance Subsidy under ICT Policy 2014 (See Clause No. 6.13 of ICT Policy-2014).

1. **Short Title** - Operational guidelines for reimbursement of Recruitment Assistance Subsidy under ICT Policy, 2014.
2. **Extent** - It shall extend to the whole of the State of Odisha.
3. **Commencement** - It shall come into force from the "Effective Date" of ICT Policy 2014, i.e. 16th January, 2014.
4. **Terms and Expressions** -
 - a) Here net addition refers to the employee attrition during the year subtracted from the total number of recruitment for the same year.
 - b) The special assistance for Women/Disabled Employment in the IT/ITES unit is applicable for any addition of women/disabled employees over and above a minimum of 30% and 40% of total staff for IT and ITES unit respectively.
 - c) For net addition of any percentage above 20% during a financial year, the IT/ITES/ESDM unit will be eligible for the benefit corresponding to 20% net addition, provided the condition of net addition minimum count of 20 employees is met.
 - d) In case of special assistance for Women/Disabled Employment, the unit will be eligible for benefit corresponding to 50% and 60% of total staff for IT and ITES unit respectively when the addition of women/disabled employees during the year takes the percentage to any value more than the above percentage values.
 - e) The IT/ITES/ESDM unit cannot avail or apply for this incentive more than three (3) years during its operating period.
 - f) If the unit has availed any assistance/subsidy for the net addition of employees or increase of women/disabled employment from any State Govt. or the Central Govt. (GOI), it shall be eligible only for the differential amount of assistance through this ICT Policy 2014.
 - g) Terms and expressions used in this operational guideline, but not specifically defined here, shall have the same meaning as in ICT Policy 2014.
5. **Policy Provisions** -

To encourage promotion of industry and job opportunities of professionals from the state, one time Recruitment Assistance for a maximum of INR 10.00 Lakhs per unit will be offered for a net addition of minimum 20 professionals in executive level only to the IT/ITES/ESDM units for a maximum of three (3) years.

 - a) For a net addition of 10% during the year, the unit is eligible for a recruitment assistance of INR 7000/- for each of the net added employees for the year.

- b) For a net addition of 15% during the year, the unit is eligible for a recruitment assistance of INR 8000/- for each of the net added employees for the year.
- c) For a net addition of 20% during the year, the unit is eligible for a recruitment assistance of INR 10,000/- for each of the net added employees for the year.

An IT/ITES/ESDM unit, having a minimum strength of 100 employees and employing women/disabled persons, is eligible for a further one time recruitment assistance of INR 10.00 Lakhs per unit for addition of women and disabled employees for a maximum period of 3 years.

The incentive will be applicable for women/disabled employees added over and above the percentage of them as per the following categories:

- a. For IT units, if the addition of Women/Disabled employees during the year takes the percentage of Women/Disabled Employment to more than 30% of total staff, then the unit is eligible for financial benefit of INR 2000/- for each Women/Disabled employee added over 30%.
- b. For IT units, if the addition of Women/Disabled employees during the year takes the percentage of Women/Disabled Employment to more than 40% of total staff, then the unit is eligible for financial benefit of INR 4000/- for each Women/Disabled employee added over 40%.
- c. For IT units, if the addition of Women/Disabled employees during the year takes the percentage of Women/Disabled Employment to more than 50% of total staff, then the unit is eligible for financial benefit of INR 5000/- for each Women/Disabled employee added over 50%.
- d. For ITES units, if the addition of Women/Disabled employees during the year takes the percentage of Women/Disabled Employment to more than 40% of total staff, then the unit is eligible for financial benefit of INR 2000/- for each Women/Disabled employee added over 40%.
- e. For ITES units, if the addition of Women/Disabled employees during the year takes the percentage of Women/Disabled Employment to more than 50% of total staff, then the unit is eligible for financial benefit of INR 4000/- for each Women/Disabled employee added over 50%.
- f. For ITES units, if the addition of Women/Disabled employees during the year takes the percentage of Women/Disabled Employment to more than 60% of total staff, then the unit is eligible for financial benefit of INR 5000/- for each Women/Disabled employee added over 60%.

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

- a) An existing IT/ITES/ESDM Unit in Odisha that has a net addition of minimum 10% professional and a minimum of 20 professionals in the executive level during a financial year
- b) There is no requirement for minimum employee strength of the unit to avail this incentive for recruitment assistance, provided it meets the condition of net addition of minimum 10% as well as minimum 20 professionals in the executive level.

- c) The unit has not reached its total maximum limit of availing Subsidy Reimbursement for Recruitment Assistance, based on its prior applications and disbursements from Government, if any.
- d) The unit has not claimed this incentive for its maximum eligibility of 3 years.
- e) The applicable incentive shall not be sanctioned & disbursed if the IT/ITES/ESDM unit is found closed or has gone out of production during the evaluation and approval process.
- f) For each year during its maximum eligible period of 3 years, the net addition during that financial year, both in terms of percentage and number of professionals at the executive level, will be calculated to determine the eligibility to avail benefit for net addition of each employee.
- g) Two or more companies, having the same registered office or the same senior leadership team (Managing Director/Managing Partner/CXO/Proprietor/Stakeholder), will not be considered for evaluation and approval for reimbursement of this subsidy, if they are having separate application for this incentive.

In addition to the above subsidy, the IT/ITES units may also apply for special subsidy for employment of Women/Disabled persons under the following criteria:

- a) An existing IT/ITES Unit in Odisha state that has a minimum strength of 100 employees, employing women and/or disabled persons.
- b) The IT Unit has added women/disabled employees to make the percentage of Women/Disabled Employment to at least more than 30% during a financial year.
- c) The ITES Unit has added women/disabled employees to make the percentage of Women/Disabled Employment to at least more than 40% during a financial year.
- d) The unit has not reached its total maximum limit of availing special Subsidy Reimbursement for Women/Disabled employees Recruitment Assistance, based on its prior applications and approvals from Government, if any.
- e) The unit has not claimed this special incentive for its maximum eligibility of 3 years.

7. Determination of date of production/Operation:

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

- 8. Timeframe for filing application:** Eligible IT/ITES/ESDM unit shall file its claim in the prescribed Application Form complete in all respect. The duly filled application must be submitted within one year from the date of starting production / within one year from the date of notification of the Operational Guidelines, whichever is later. Application received after the due date/ incomplete in any respect shall be liable to be summarily rejected.

9. Approval Process:

- 9.1 OCAC as nodal agency through PIU shall examine all the incentive/ Subsidy claims in accordance with the chronological order and place it before the Secretary, E&IT department and Chairman, OCAC for approval/ sanction/rejection.
- 9.2 The Secretary, E & IT department and Chairman OCAC shall be the competent authority to go into merits of each case to decide whether the applicant qualifies for grant of the incentive/ subsidy and will determine the quantum of incentive/ subsidy admissible and sanction any incentive/ subsidy claims of eligible IT/ITES/ESDM units.
- 9.3 The Secretary, E & IT department and Chairman OCAC may recommend/approve/reject/defer any application for incentives/ subsidy at its Sole Discretion.
- 9.4 Any incentive beyond the ICT Policy provisions would be placed before the Apex Committee constituted under the chairmanship of Chief Secretary vide Notification No. 2126/IT/2015 dated 25/07/2015 issued by Dept. of Electronics & Information Technology, Govt. of Odisha for approval. All admissible incentives/subsidy released at the level of the Secretary to Government, E&IT Department and Chairman, OCAC may also be placed before this Committee for perusal/approval

10. Procedure

- 10.1 IT/ITES/ESDM units satisfying the eligibility shall file application in the prescribed form appended to this operational guideline in **Annexure II** along with copies of all relevant documents as mentioned in the Checklist in **Annexure I** and Undertaking prescribed in **Annexure III**.
Copies of the documents as indicated in the checklist should be self-certified by the Proprietor/ Managing Partner / Managing Director / Authorized Signatory.
- 10.2 On receipt of application, the acknowledgement as prescribed at Annexure IV shall be dispatched to the applicant / applicant unit duly signed by the authorized officer, on the day of receipt. OCAC will coordinate and facilitate this.
- 10.3 OCAC will check the eligibility and determine the applicability in each case within a maximum of 3 week timeline. All the documents submitted by the units shall be physically verified against the original by OCAC.
- 10.4 A detailed report will be submitted to SSWCA (State Level Single Window Clearance Authority) by OCAC for approval and to forward to Apex Committee for final approval with a detail note on fulfilment of eligibility criteria, time limit, incentive applicability, eligible amount of subsidy, if any, for consideration.
- 10.5 As per the Approval of the Apex committee, OCAC will disburse the eligible amount of subsidy to the bank/ financial institution directly, however if the business is self-financed then it will be reimbursed back to the industry unit directly.
- 10.6 OCAC will act as the nodal point during the entire process to respond to any queries or address any grievances from the applicants.

11. **Disbursement** - Disbursement of sanctioned amount for assistance in recruitment of employees in the state unit of the company shall be credited to the company's

bank account after receiving supporting documents and/or evidences specified in this guideline, provided the maximum limit is not reached and the eligibility criteria and terms & conditions are continued to be met even after the approval by the Apex Committee.

12. **Rejection** - In case of rejection of application, the reasons with detailed explanation/justification shall be communicated to the applicant unit.
13. **Re-Application** - After fulfilling the criteria or requirement as per the rejection details, the company can reapply for the incentive within six (6) months from the date of rejection along with the reference of earlier application.
14. **Monitoring** - A periodic monitoring by OCAC will be administered to track the operations of the unit either by in-premise physical verification or review of related documents received physically or in an electronic format. If any unit is found to be deliberately furnishing wrong/false information, incentives provided shall be withdrawn under due approval of the Apex Committee
15. **Recovery** - The amount sanctioned and paid towards reimbursement assistance for recruitment of employees in the unit, or any part thereof, shall be recovered with penalty, as per prevailing rate of interest per annum, from the date of availing of this subsidy under the following circumstances:
 - a) If the information furnished is found to be false/ incorrect/misleading or misrepresented and there has been suppression of facts or disbursement in excess of the amount actually admissible, for whatsoever reason.
 - b) If the IT/ITES/ESDM unit goes out of operation for a period exceeding six months at a time for any reason other than labor issues, want of electric power and/or network connectivity or for reasons beyond the control of entrepreneur / management during the period of incentives.

Further, the entrepreneurs shall give an undertaking that without prior approval of the Apex Committee, they will not change the location of the whole or any part of the unit or affect any substantial change in the project / close the unit within a period of 5 years from the disbursement of the incentives.

16. **Amendment** – Electronics & Information Technology Department (E&IT), Govt. of Odisha shall be the competent authority to review and make necessary amendment in the operational guidelines from time to time.

By Order of Governor


(R. N. Palai)

Special Secretary to Government

Memo No. 1982/EIT Dated 13-06-18

Copy forwarded to the Principal Secretary to Governor, Odisha / ACS to the Chief Minister, Odisha/ P.S. to all Ministers / OSD to Chief Secretary, Odisha/ P.S. to D.C Cum ACS / P.S to Principal Secretary to Government, E&IT Department for kind information of the Governor / Chief Minister / All Ministers / Chief Secretary / DC Cum ACS / Principal Secretary, respectively.



Deputy Secretary to Government

Memo No. 1983 /EIT Dated 13-06-18

Copy forwarded to All Departments of Government / all Heads of Department / all RDCS / all Collectors / Principal Resident Commissioner, Government of Odisha, Odisha Niwas, New Delhi – 110021/ Additional Secretary to Government, Deity / All PSUs / Director, STPI, Bhubaneswar / SIO, NIC, Bhubaneswar / AG (A&E) Odisha, Bhubaneswar for information.



Deputy Secretary to Government

Memo No. 1984 /EIT Dated 13-06-18

Copy forwarded to the CMD, IPICOL, Bhubaneswar / CMD, IDCO, Bhubaneswar for information and necessary action.



Deputy Secretary to Government

Memo No. 1985 /EIT Dated 13-06-18

Copy forwarded to the Director IIIT, Bhubaneswar / General Manager (Admin.) OCAC, Bhubaneswar / Head IF & IT Promotion Cell, OCAC / All Sections of E & IT Department for information and taking necessary action.



Deputy Secretary to Government

Memo No. 1986 /EIT Dated 13-06-18

Copy forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for immediate publication of the Notification in the Extra Ordinary issue of Odisha Gazette and supply of 500 Copies to this Department.



Deputy Secretary to Government

Memo No. 1987 Dated 13-06-18

Copy forwarded (with Soft Copy) to the Head, State Portal Group, IT Centre Secretariat for information and necessary action. He is requested to host the Notification in the Government website as well as website of E&IT Department for wide circulation.



Deputy Secretary to Government

Annexure - I

CHECK LIST TO APPLY FOR RECRUITMENT ASSISTANCE SUBSIDY

Copies of documents to be attached with the application shall be self-certified by
Proprietor / Managing Partner/Managing Director / Authorized Signatory

(Tick Mark whichever is available and has been complied with)

No.	Documents Required	Available?
1	Certificate of Registration under Indian Partnership Act 1932 / Certificate of Incorporation under Company Act 1956	<input type="checkbox"/>
2	Memorandum and Articles of Association	<input type="checkbox"/>
3	Power of Attorney / Board Resolution/ Society Resolution, as applicable, while signing as Partner / Managing Director / Authorized person	<input type="checkbox"/>
4	Copy of GST/VAT Registration and Last GST/VAT Return	<input type="checkbox"/>
5	Copy of Organization PAN Card	<input type="checkbox"/>
6	Proof of Start Date for Commercial Operation	<input type="checkbox"/>
7	Certificate from HR on the total number of Male, Female and Disabled employees at the end of the last Financial Year	<input type="checkbox"/>
8	Certificate from HR on the total number of Male, Female and Disabled employees at the end of the current Financial Year	<input type="checkbox"/>
9	Certificate from HR on the number of skilled, semi-skilled, supervisory and managerial employees under Male, Female and Disabled categories in the	<input type="checkbox"/>
10	Proof of addition of employees during the current Financial Year along with details of Name, ID, Gender, Category, DOJ, Designation, Years of Exp. and Location	<input type="checkbox"/>
11	Proof of employee attrition during the current Financial Year along with details of Name, ID, Gender, Category, DOL, Designation, Years of Exp. and Location	<input type="checkbox"/>
12	Self-Declaration Certificate of not being currently blacklisted by any Government Department, Agency or Public Sector Units	<input type="checkbox"/>
13	CA Certificate on the net addition of employees during the current financial year under both General Employment and Female/Disabled Employment	<input type="checkbox"/>
14	Self-Declaration Certificate on the amount claimed for the employee recruitment assistance, as per entitlement against this incentive in ICT Policy	<input type="checkbox"/>
15	Self-Certified calculation sheet of claim to apply for recruitment assistance	<input type="checkbox"/>

*Women/Disabled employment is an added incentive on top of General Employment. This is applicable only for IT & ITES unit. Refer ICT policy 2014

Application received after the due date / incomplete in any respect shall be liable for rejection

From

M/s. _____

At/PO _____

Dist. _____

To

The General Manager, Admin
 OCAC, E&IT Dept. Govt. of Odisha
 OCAC Building, Plot No. N-1/7-D
 Acharya Vihar Square, BBSR
 Odisha – 751013

Sub: Application for receiving Recruitment Assistance Subsidy under ICT Policy 2014

Sir,

In accordance with the provisions laid down in ICT Policy 2014 and its operational guidelines, the details of the organization and the reimbursement claims submitted are as following:

I. Details of IT/ITES/ESDM Company	
1. Name of the ICT Company	
2. Date of Incorporation	
3. Name of the MD/CEO	
3.1 Name(s) of the Director(s)	
4. Details of License obtained	
5. Registration Number & Date (Issued by Commercial Tax Authority) GSTIN	
6. Registered With	<input type="checkbox"/> ROC <input type="checkbox"/> STPI <input type="checkbox"/> DIC <input type="checkbox"/> Others (Please Specify)

7. Organization PAN No.	
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II. Address of Applicant	
1. Address of Registered Office	
2. Contact Person	
3. Email Address	
4. Mobile No.	
5. Office Telephone No.	
6. Other Offices (if any)	

III. Nature and activities
A. Constitution of the Organization (Please Select as applicable)
<input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. l td. <input type="checkbox"/> Ltd. <input type="checkbox"/> LLP <input type="checkbox"/> NGO <input type="checkbox"/> Others (Please Specify)

B.1 Line of Activity/Core competency/nature/type of the Organization (Please Select)
<input type="checkbox"/> IT/ITES/BPO/BPM <input type="checkbox"/> Communications/IT Infrastructure Developer/IT Park/IT SEZ <input type="checkbox"/> Startups <input type="checkbox"/> MSMEs <input type="checkbox"/> IT Product/R&D Companies/Innovation <input type="checkbox"/> Local Entrepreneurs <input type="checkbox"/> Women Entrepreneurs <input type="checkbox"/> Visual Effect , Animation, and Gaming & Entertainment <input type="checkbox"/> Creation of IT Incubation Facilities at Educational Institutes <input type="checkbox"/> Electronic system design and Manufacturing (ESDM) <input type="checkbox"/> Mega IT projects

B.2 In case your organization is engaged in multiple activities, please indicate your core Competency & line of activity from which maximum revenues are generated

1.

2.

3.

B.3 In case your core competency is in IT Product/R&D activity, please give details on patents

Obtained/registered/applied for on the date of application

C.1 Existing Status

- New
 Operational

C.2 Category

- Domestic
 Export Oriented
 100% EOU

D. Investment Made in Odisha (Rs. in Lakhs)

Date of first fixed capital investment i.e. land /building / plant & machinery (Please specify date here in DDMMYYYY):

Plant & Machinery	Rs. _____ /-	Year -
Land & Buildings	Rs. _____ /-	Year -
Furniture and Fixtures	Rs. _____ /-	Year -
Electrical & Networking Equipment	Rs. _____ /-	Year -
Computers and Peripherals	Rs. _____ /-	Year -
Other Fixed Assets (Specify)	Rs. _____ /-	Year -
Total	Rs. _____ /-	Year -

E. Date of commencement of commercial production: (Date on which the first invoice is raised by you on your client/customer)

Date: Attachment	
F. Place of Operation in Odisha: (Tick all that apply with the corresponding office space in sq. ft.)	
<input type="checkbox"/> STPI	- (in Sq. Ft.)
<input type="checkbox"/> SEZ	- (in Sq. Ft.)
<input type="checkbox"/> Govt. Facility	- (in Sq. Ft.)
<input type="checkbox"/> Incubation Center	- (in Sq. Ft.)
<input type="checkbox"/> Own Building	- (in Sq. Ft.)
<input type="checkbox"/> Other Private IT Park	- (in Sq. Ft.)

G. Performance: Last three financial years (in Rs. Lakhs)			
Year	1 st Year	2 nd Year	3 rd Year
Export turnover			
Domestic turnover			
Total turnover*			
*Provide Annual Reports/Audited PL & BS	Attachme nt 1	Attachm ent 2	Attachm ent 3
Name of the Financial Institution(s)/Bank(s) [in case loan is availed]			

H. Employment			
Total number of Employees at present	Name of Location		No. of Employees
Employee Category	Category Name		No. of Employees
	Technical		
	Non-Technical		
	Executive Level		
	Male		
	Female		
	Differently Abled Persons		
Employment (Last 3 years)	1 st Year	2 nd Year	3 rd Year

I. Incentive Applied for (Choose the appropriate incentive)

- Assistance for Quality and security certification
- Human Capital investment subsidy
- Assistance for participation in Exhibition and Trade Delegation
- Assistance for patent
- Interest subsidy reimbursement
- Reimbursement of VAT
- Recruitment Assistance Subsidy
- Specific Incentive for local enterprises
- Specific Incentives for Anchor Investors in level-II locations
- Capital Investment Subsidy
- Rental for Incubation space
- Incentives for lease rental
- Exemption from Stamp Duty
- Power Incentives

J. Claim Details for Recruitment Assistance Subsidy

Number of employees of the company at the beginning of the eligible year for claiming subsidy	
Net addition of employees in the next 3 subsequent year.	
No. of Woman employees at the beginning of the eligible year for claiming subsidy	
No. of Disabled employees at the beginning of the eligible year for claiming subsidy	
Total amount claimed :	

I, Sri _____ s/o _____ at present _____ (designation) of M/S _____ (name of the IT/ITES/ESDM unit) certify that the information furnished as above is true and correct to the best of my knowledge and belief.

Signature of the Proprietor / Managing Partner/Managing Director / Authorized Signatory in full and on behalf of

M/s _____

Date -

Place -

LETTER OF UNDERTAKING

From

M/s. _____

At/PO _____

Dist. _____

- 1) I/We hereby confirm that this application for reimbursement of subsidy is on the basis of the investment made or cost incurred by M/s _____ on account of the specific incentive(s) under this application in state of Odisha on or after 16th January, 2014 for an amount of Rs. _____ (in words _____ only).
- 2) I/We shall abide by the terms and conditions prescribed under the provisions of ICT Policy, 2014 and its operational guidelines.
- 3) I/We shall repay the Subsidy received against this application or any part thereof with penal interest as decided by the authority:
 - (a) If the information stated in the application & supporting documents is found to be false/ incorrect/ misleading/ misrepresented and there has been suppression of facts / materials or if found to have been disbursed in excess of the amount actually admissible for whatsoever reason.
 - (b) If the IT/ITES/ESDM unit goes out of production or commercial operation for a period exceeding six (6) months at a time for any reasons other than labor issues, want of electric power and/or network communication or for reasons beyond the control of entrepreneur / management during the period of incentives.
- 4) This IT/ITES/ESDM unit has not applied/availed reimbursement for subsidy on any of the incentives applied through this application letter earlier under any other scheme of the State Government or the Central Government or any Financial Institution(s).

I/we shall furnish audited financial statements and other periodical statements of this organization for each financial year to OCAC during the period of availing incentives.

**Signature of the Proprietor / Managing Partner /
Managing Director / Authorized Signatory of
M/s**

Date -

Place -

Letter No. _____ / Date _____

Acknowledgement

(To be issued by the Authorized Officer / General Manager, OCAC on the day of receipt)

To

Sri _____

M/s. _____

Received the application for reimbursement of incentive(s) under provision of ICT Policy 2014 and its Operational Guidelines along with the supporting documents mentioned below.

From

Person/Post

On Date

List of supporting documents received:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of authorized officer / General Manager OCAC

(with seal & date)