

**Government of Himachal Pradesh
Department of Industries**

**Guidelines for implementation of
“Chief Minister’s Startup/ Innovation Projects/New Industries Scheme”**

1. Introduction

In order to turn the educated youth from job seekers to job creator and in order to give support to the ‘Startup’ and ‘innovative projects’ in the state and to provide skills to the youth and potential investors to develop entrepreneurship “*Chief Minister’s Startup/Innovation Projects/ New Industries Scheme*” has been formulated. The scheme envisages various incentives for startups so as to enable the entrepreneur’s success in their ventures. The scheme also makes provision of creation of incubation Centers in the host institutions in the State in order to build capacities, develop networking, establish necessary infrastructure and generate awareness. The basic objective of this scheme is creation of self-employment and employment generation, upgrading the skills of entrepreneurs and to provide them support to set up their units under professional guidance, promotion of innovation in focus areas, setting up of incubation centers, creating working space for start-ups and innovative projects, providing incentives, etc. This Scheme also aims at helping and hand-holding entrepreneurs to select viable projects in the potential areas in manufacturing and service sectors and train them to set up startups and subsequently manage and run their enterprises professionally.

2. Definitions & Eligibility

2.1 Startup/New Industries means any entity, Proprietor, Limited Company, registered partnership firm under Indian Partnership Act 1932, or Limited Liability Partnership, proposing to set up an enterprise in micro or small scale category in services sector relating to the focus areas defined in para 5 of the Scheme and in the manufacturing sector in the state after 31.3.2016.

2.2 Innovation Project: Innovation is the process of introducing new or making changes with updated technology, large and small radical and incremental, to products, processes, and services that result in the introduction of some new and innovative products.

2.3 Incubator: Incubator is any organization designed to accelerate the growth and success of entrepreneurial ventures i.e. startups, through an array of business support resources and services like physical space, capital, coaching and mentoring, common services and providing networking connections.

2.4 Venture Capital Fund: Investment funds that manage money from investors seeking equity stakes in startup and small and medium-size enterprises with strong growth potential. These investments are generally characterized as high-risk/high return opportunities.

2.5 Angel Investors: Investors who provide early stage seed funding to small startups for entrepreneurs. The capital they provide can be a one-time injection of seed money or ongoing support to carry the company through difficult times. Typically, the Angel Investors invest their own funds into startups. The angel investor should be registered with SEBI or banks or reputed institutions like IITs/IIMs/NITs, etc. or DST of GOHP/GOI approved incubation center.

2.6 Host Institutes: Host Institutes (HIs) are reputed technology, management and R & D institutes of the state and other institutions and organizations focused on entrepreneurial development and promotion to set up Incubators to galvanize the startup ecosystems in the State.

3. Eligibility

- 3.1 All Start-ups/ new industries/Innovation Projects as defined in Para 2.1, 2.2., 2.3 and 2.6 of the scheme would be eligible for availing applicable incentives for components covered under this scheme. The same incentives cannot be availed on the same component under State and Central Scheme.

4. Aims and Objectives

- i. Self-employment/ employment generation and income generation.
- ii. To promote new ideas/ products and processes suitable for commercialization through startups.
- iii. Set up Incubators/Incubation Centers in the state.
- iv. Handhold new enterprises and entrepreneurs.
- v. Help entrepreneurs gain knowledge, expertise and avail assistance as provided under various schemes being implemented by State/Central Govt./Other institutions.
- vi. Facilitate and promote innovation
- vii. Facilitate startups and Innovation Projects
- viii. To facilitate creation of incubation space
- ix. Facilitate adequate investment to startups
- x. Facilitate venture capital funding
- xi. Promote Human Capital
- xii. To promote Industrial development in the State.

5. Key focus areas of the Scheme for Innovation Projects

Key focus area of the Scheme will be as follows:-

- a) Technology driven Innovation in any sector
- b) Rural infrastructure and facilities, crafts, arts, water and sanitation, renewable energy, healthcare, etc.
- c) Clean tech
- d) Agriculture, Horticulture and the related areas
- e) Food Processing
- f) Retail
- g) Tourism and Hospitality
- h) Mobile, IT and ITes including hardware
- i) Biotechnology

6. Ecosystems for Innovation Projects/Start-ups

6.1 Incubators

6.1.1 The Govt. will encourage Host Institutes (HIs) like the reputed technology (IIT, NIT, etc.), management (IIM, etc.) and R & D institutes (CSIR institutes located in state), other institutions (Universities) and private universities/Engineering Colleges which are in existence for at least 5 years as on 31.3.2016 in the state to set up Incubators/Incubation Centers in the State. The Govt. may enter into MoU with established incubators to set up incubators on PPP model in the state or the Govt. may also tie up with national R & D, Management and Technology institutes to set up incubation facilities/incubators in the State.

6.1.2 The Govt. will encourage establishment of incubators in the existing institutions, such as academic/technical universities (HPU Shimla, CSK HPKV Palampur, Dr. YS Parmar University of Forestry and Horticulture Nauni, IHBT Palampur, etc.), engineering institutions (NITs-IITs), technology centers (Tool room), IIM Paonta Sahib, etc. for help and promote startups and new industries in the State. Efforts will also be made to set up incubators in the established private sector in cases where expertise is not available in the

Govt. sector, specific thematic parks of industries Deptt, other recognized R & D/Technical Institutes/Centre, Development Institutes empanelled by DIPP in the key sectors defined in para 5 above on need basis may also be considered for setting up incubators.

6.1.3 The Incubators, Innovation Centers, Research Parks, Biotechnology Centers, set up by the Govt. of India under the Startup India programme will also be roped in by the Govt. of H.P/EC for this scheme.

6.2 Infrastructure

6.2.1 In order to promote and facilitate innovation projects the Govt. will facilitate development of appropriate infrastructure, such as:-

- (i) Fully furnished and ready to use plug and play infrastructure along with computers with internet connection, electricity, water, meeting and conference halls, security and other office facilities would be provided as infrastructure support from the State Govt. for the HIs to set up incubators.
- (ii) The Govt. would facilitate creation of support infrastructure for development of startup ecosystem to attract new technology entrepreneurs, such as, common testing labs, design studios, technology centers, etc., enterprise software and shared hardware, shared services like legal, accounting, technology, patents, investment banking, other amenities required for development of startups.
- (iii) The Government would host a cloud server in the state data center that would connect all the incubation centers across the state. The server would be beneficial to all the startups at low or nominal costs.
- (iv) Will create venture funds to support the startups/innovative projects, if required.

6.3 Human Capital

6.3.1 In order to promote innovation at the school, college and university level it is envisaged as under:-

- (i) The student/student teams, who apply to the incubator for incubation support and if duly accepted by the concerned educational institutions, shall be given 5% grace marks and 20% attendance every semester.
- (ii) Final year projects of college students as part of degree completion have to be New and Innovative Projects. Incubators would create an online portal with details of all such projects so that students can post their projects online to avoid duplication.
- (iii) College and School Level Entrepreneurship Development Clubs will be established through incubators to foster innovation and entrepreneurial spirit at school and college level.
- (iv) The Universities will be advised to give credits to the students successfully completing notified online courses, Massive Open Online Courses (MOOCs) and their insertion as electives. The University in conjunction with Incubators operating in the state shall decide the number of credits and evaluation methodology for such courses. Students should be free to learn electives from first year of college as part of degree completion even though electives are available only from third or fourth year.
- (v) All educational institutions offering under-graduate courses may implement a mandatory scheme of internship/apprenticeship in the last year of the course in association with the industry. This may be waived off for students who are setting up their own startups in incubators.

6.4 Handholding and Support

6.4.1 The Scheme envisages practical exposure, orientation training, entrepreneurial guidance and handholding, etc. to potential entrepreneurs. The State Government shall provide financial support to HIs institutions so that they are able to provide requisite handholding and support to the new entrepreneurs/startups.

6.5 Self-Certification

6.5.1 All the new enterprises in the State will be required to submit only self-certified documents online or manually. All the concerned Deptt. will issue provisional registration within 15 days from submission of the documents. Self-certification will reduce the regulatory burden on startups. Startups shall be allowed to self-certify compliance with labour laws and environment laws and any other statutory/mandatory laws.

6.5.2 No inspections by the officers of the Labour Deptt., H.P. Pollution Control Board, Drug Deptt., Food & Civil Supply Deptt. will be done for 3 years without permission of Head of the Department. Startups may be inspected only on receipt of complaint of violation, filed in writing and approved by at least one Senior level Officer to the inspecting Officer. The format developed by the Ministry of Labour & Employment, GOI for self-declaration are to be used by the start-ups during the first year under the following labour laws:-

- (i) Industrial Disputes Act, 1947
- (ii) The Trade Unions Act, 1926
- (iii) The Building and other Constructions Worker (Regulation and Employment and Conditions of Service) Act 1996
- (iv) The Industrial Employment (Standing Orders) Act, 1946
- (v) The Inter-State Migrant Workmen (Regulation and employment and conditions of service) Act, 1979
- (vi) The Payment of Gratuity Act, 1972
- (vii) The Contract Labour (Regulation and Abolition) Act, 1970
- (viii) The Employees Provident Funds and Miscellaneous Provisions Act, 1952
- (ix) The Employees State Insurance Act, 1948.

3. For the first year of setting up of the Start-ups such establishments may not be inspected under any of the 4 Labour laws mentioned above (BoCW Act, ISMW Act, Payment of Gratuity Act and Contract Labour Act). These start-ups may be asked to submit an online self-declaration instead.
4. Start-ups may be allowed to submit self-certified returns (as is being done under *Shram Suvidha* Portal under these Acts for the Central sphere) under aforesaid Acts. From the second year onwards, up to three year from the setting up of the unit such start-ups may be taken up for inspection only when very credible and verifiable complaint of violation is filed in writing and the approval has been obtained from at least one level senior to the inspecting officer.
5. Approved formats shall be used by the Start-up during the first year for making self-declaration under these laws.
6. Start-ups falling in Green & Orange Category Industries to be established in notified Industrial Areas which do not require environment clearance shall be granted consent to establish on self-certification without any prior inspection.

6.6 Startup/New Industries Support Center

6.6.1 The HP Centre for Entrepreneurship Development (HPCED) would act as a support center for the startups in the State. In addition, it will document and propagate the success stories and also associate successful entrepreneurs in potential sectors. The Centre would also rope in/enlist pool of institutions such as IITs, IIMs, Technology Centre and other institutes dealing with industrial development, etc. to train, orient, and handhold the new entrepreneurs. The Center would work out costs for such activities in consultation with the concerned institutions and seek approval thereof from the Empowered Committee (EC). The HPCED would also draw a list of officers of the Industries Departments comprising of Joint/Deputy Directors, General Managers, Managers, Industrial Promotion Officer, EOs, etc. who will act as Facilitators/Counselors. HPCED may also hire professional Counselors with qualification such as MBA, CAs or Law graduates or those holding B. Tech degree in Engineering through outsourcing basis with the approval of Empowered Committee. Their role will be to interact with the entrepreneurs, handhold them, identify their capacity building needs and liaise with institutions which can cater to their capacity building needs and thereafter work with the concerned institution to prepare training modules for their occupational/entrepreneurial/managerial skills, as the case may be, by the concerned institution. The other functions of the support center would be as under:-

- (i) The center would prepare a directory of budding entrepreneurs and promising enterprises which have been set up under the PMEGP or funded through various Govt. schemes, Banks, etc. and share their success stories with new entrepreneurs.
- (ii) Providing hand-holding support to potential entrepreneurs and startups to collaborate with the center and State Govt., Bank, Consultants etc. wherever required.
- (iii) To assist startups through their life cycle with focus on providing training, preparation of feasibility report, obtaining finance, business structuring, purchase of raw material and marketing support.
- (iv) Organizing Mentorship programs in collaboration with Govt. Organizations, Incubation Centers, Educational Institutions and Private Organizations.
- (v) To recommend cases to incubators as per the areas of interest shown by the potential entrepreneur.

6.6.2 The HPCED may hire/empanel individual Consultants/ agencies with the prior approval of the Empowered Committee to hold seminars and workshops in the IIT, IIM, Technology Centre, Universities and other technical institutions in the state to publicize the scheme and identify suitable beneficiaries or potential entrepreneurs. The cost norms for such workshops

shall be performance based, parameters of which will be got approved by the HPCED from the EC.

6.6.3 HPCED would be the friend, Mentor and guide to hold the hands of potential entrepreneurs and walk with them throughout their Journey. The support center can also rope in industrial organizational partners/institutions such as CII, PHDCCI, ASSOCHAM, FICCI, MSME institutions, etc. to expose; orient and support the startups and new industries/entrepreneurs to take up commercial production.

6.6.4 A programme would be chalked out by HPCED to send selected startups, college and school students, faculty etc., with the approval of EC to leading startup destinations in the country and abroad for getting exposure as well as an opportunity to meet and converse with industry leaders, thinkers and innovators. Provision shall be made to ensure 1/3rd representation of women entrepreneurs, Students and teachers etc.

6.6.5 The HPCED would be provided need based grant starting with Rs. 1.00 crore per annum to perform the role assigned to it under the Scheme, to reimburse the cost of the institutions, and to meet out expenses towards trainings, exposure visits, handholding, etc.

7. Incentives

7.1 Support to Innovation Projects

7.1.1 The incentives under this scheme to the Innovation Projects will be as under:-

- a) Rs. 25,000/- per month will be provided to the innovation projects as sustenance allowance for one year whose project is recommended by the Host Institution and approved by the Empowered Committee.
- b) Incubation center will provide support to the startups and innovation projects by providing mentoring services, access to their labs, facilities, etc. on a free-of-cost (FOC) basis.
- c) Marketing/commercialization assistance of maximum of Rs. 10 lakh will be provided to the innovation project to launch its products/services in the market. The assistance will be provided in the following manner:-
 - (i) It can be given to an innovation project where he has secured funding maximum 25% from a known and registered angel/venture

funds/reputed incubator. The amount could be disbursed as purely/ partly grants or soft loan/equity on a case-to-case basis as has been given by registered angel/venture funds/reputed incubator.

Or

- (ii) It can be given as matching assistance to reputed incubators established by the HIs to fund innovation project as part of accelerator programme as purely/partly grants or soft loan/equity on a case-to-case basis.

d) Patent Filing Cost: The cost of filing and processing of patent application will be reimbursed to the incubated startup companies subject to a limit of Rs. 2 lakh (0.2 million) per Indian patent awarded or actual cost incurred, whichever is less. For awarded foreign patents on a single subject matter, up to Rs. 10 lakh (1 Million) or actual cost incurred, whichever is less would be reimbursed. The reimbursement will be done in 2 stages, i.e., 75% after the patent is filed and the balance 25% after the patent is granted. This incentive shall be routed through the incubator concerned.

7.2 Incubators

7.2.1 The incentives under this scheme which may be provided to the Incubators may include any or all of the following incentives as per their eligibility:-

- (i) Financial assistance will be provided for three years to the selected institutions for setting up the incubator and other activities. The maximum financial assistance will be provided @ Rs. 30 lakh per incubator per year up to a period of three years. In addition the related incubators will be entitled for a grant of maximum Rs.10.00 lakh for meeting the recurring expenditure actually incurred as per table mentioned below. The subsequent grant will be based on performance of the incubator. Each incubator will be assisted as follows:-

a) Grants for supporting operational expenses in the incubator e.g. Salaries of Regional Coordinators, mentoring programs, networking meetings, conducting Hackathons, etc.	Break up Financial Limit
	2 Lakh
b) Annual Financial support for projects for Training and Capacity Building for Faculty and students.	2 Lakh

c) Exposure to Support and Network Programs conducted by the departments concerned.	1 lakh
d) Opportunity to visit National/ International startup destinations.	2 Lakh
e) Internship Stipends.	2Lakh
f) Miscellaneous other expenses & Administrative +charges.	1Lakh
Total	10. lakh

(ii) In case of Govt. owned building is leased to an incubator, no lease rent or O & M charges will be levied for a period of five years or until the incubator is self-sustainable, whichever is earlier. In case where private premises are taken on lease/rent basis, a rental reimbursement @ Rs. 5 per sq. ft. per month or 25% of the actual rent paid, whichever is less, shall be reimbursed for a period of 3 years. This shall be limited to the incubation space only.

(iii) In case of incubator set up in private sector, an investment subsidy of 20% of the value of capital expenditure, other than land building, shall be provided to incubation projects that enter into an MoU with the state within 2 years of the notification of this scheme/policy. This subsidy shall be limited to a maximum of Rs. 50.0 lakh.

(iv) Incubators and Host Institutes shall be eligible for 50% reimbursement of the Stamp Duty and Registration Fee paid on sale/lease.

(v) The private party interested to set up incubator in the state shall be eligible for allotment of plot in industrial area for setting up the incubation facility as per the prevailing policy.

(vi) The interested institution will submit its proposal to the Director of Industries in a prescribed format who will further put it before the Executive Committee of the Scheme for consideration and approval.

(vii) Host Institute setting up incubator will be competent to utilize the services of NRIs/Foreign Tourist visiting India having domain knowledge in the relevant field to mentor the incubates/startups.

3. Incentives to New Industries/Startups/Innovation Projects

7.3.1 The scheme of incentives for startups/new industries/Innovation Projects shall be as under and shall be governed by the Incentive Rules, 2004 and as modified from time to time and incentives admissible under the State/Govt. of India sponsored schemes.

2. Start-ups/new industries/Innovation Projects will be eligible for grant on the cost of preparation of feasibility study/project report @ 75% of the cost subject to maximum of Rs. 1,00,000/- in each case. Subsidy will be routed through the Support Centre.
3. **Availability of Land:** Department of Industries/Sectors will provide land to start-ups/new industries/Innovation Projects in micro and small scale Industries/Sectors in Industrial Areas of Category B and C Areas at concessional rate @ 50% of the rates fixed by Department of Industries from time to time.
4. **Concession in Stamp Duty:** All new Start-up/new industries/Innovation Projects Units to be setup in Himachal Pradesh will be charged stamp duty @ 3% only on conveyance deed and lease deed from the date of notification by Revenue Department.
5. **VAT Concessions:**
 - (i) New startups/new industries/Innovation Projects engaged in processing of primary agriculture/horticulture or herbal produce (other than flour mills/rice sheller) will be exempted from payment of VAT/CST for a period of 3 years or till they reach a turnover of Rs. 2.0 crore per year whichever is earlier.
 - (ii) All new industrial unit (s) set up after the date of this notification in the Category "C" areas of the State as defined in Incentive Rules of Department of industries, as notified from time to time, shall be exempted as follows from payment of State taxes (excluding levies in the shape of cess, fees, royalties etc.) for a period of 7 years from the date of commencement of commercial production or the date of notification by the concerned Department(s), whichever is later. The total amount to be so exempted shall be limited to 80% and 60% of the total fixed capital investment i.e. investment made in building, plant & machinery in tribal areas and backward panchayats respectively as per the table & conditions listed below:-

Eligible Area	Limit of exemption	Period of exemption
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Tribal area	1) 80 % of the total FCI	7 years
	2) (Total of all taxes)	
Backward Panchayat	1) 60% of the total FCI	7 years
	2) (Total of all taxes)	

- (iii) These incentives shall be recast after coming into force of GST.
- (iv) However, these incentives will be subject to the unit satisfying conditions of eligibility as specified in incentive rules 2004 as amended up to 12/03/15 of the Industries Department.

6. Concession in Fee for obtaining consent from H.P. Pollution Control Board:

Fees for obtaining consent to establish and consent to renew would be reduced by 25% for green industry and by 10% for orange Industry after issue of notification by the concerned Department.

7. Interest subvention: The new startups in Micro sector with an investment up to Rs 25 Lakh employing at least 5 persons and proposing to take loan from Scheduled Nationalized Banks or State cooperative banks will be provided interest subvention @5% up to a loan of Rs 25 lakh for three years.

8. Purchase Preference by Govt. of H.P./ Public Sector undertaking: The products of Small Scale Industry including 'Village Industry' as defined under the Incentives Rules, 2004 as amended from time to time and located within Himachal Pradesh is being given purchase preference in respect of purchases affected by the Government Departments, Boards and State owned or controlled Corporations. Purchase orders to such firms may be placed at the lowest approved rates at least to the extent of 30% of the total procurement provided the quoted price of such local units are within the range of 15% of the L-1 rates. Provided further Start Ups in micro and small scale categories in the manufacturing sector will also be entitled for such purchase preference by Govt. of HP/PSUs. Such Start Ups may also be exempted from the prior experience/turnover requirements provided they meet the requisite quality standards as laid down in the tender.

9. Apart from the incentives listed under this Scheme, startups/innovative projects would also be entitled for various other incentives under the Incentive Rules, 2004 (as amended from time to time).

10.

8. Mandatory Outsourcing

8.1 Start-ups/innovative face two significant challenges after having decided their product. The first challenge is financial support which, the incentives provided for in the policy will take care of. The second challenge is in getting the business and market visibility due to competition from larger players, who have access to resource, and due to lack of a credible contract record. To support startups in the IT / ITeS and electronics domain in getting early business opportunities, a provision for mandatory outsourcing or giving part job work to the startups by the solution provider or the system integrator will be made. Accordingly, the startups will be entitled to early business support as per the following mechanism:

In e-Governance project undertaken by Government Departments or its Boards, Corporations or other bodies getting grants from the Government, the chosen solution provider or system integrator will pass on job work or will outsource part of the work of a value ranging between 5 to 10 per cent of the contract value to eligible startups and to students of shortlisted Technical Colleges in Himachal Pradesh. In such arrangements, the responsibility of meeting SLAs (Service Level Agreements) will continue to belong to the solution provider or the system integrator. The Government departments or its Boards, Corporations, other bodies getting funding support from Government of Himachal Pradesh, shall, while drafting tenders/RFPs/RFQs/EOI incorporate a clause to meet above obligations.

9. Incubation fund

9.1. An incubation fund may be created with initial corpus of Rs. 5.0 crore. This fund shall also be utilized to meet out the liability of state share for the Govt. of India Startup Scheme. The State Government/EC will have the power to review the performance of each incubator and dis-empanel those whose performance is not found up to the mark.

10. Roles & Responsibilities of Incubators

10.1 The roles and responsibilities of the Incubators availing support from the Government are:-

- (i) The incubator shall nurture new ideas/ New Industries to support them in their entire life cycle till the same is turned into a commercial enterprise. The incubator shall also establish tie up with appropriate industries so that new ideas/ New Industries get nurtured in an appropriate environment.

- (ii) The incubator shall act as a hub with other academic institutes in the district acting as spokes driving the innovation ecosystem in the geography. They shall be mandated to incubate projects through competitive selection process among students, alumni as well as local entrepreneurs. Students of such institutions will also be encouraged to intern with startup incubators recognized by the state government to do their mini-projects or summer/ winter projects or internships that are done during vacations. The incubators may be mandated to run selection programs throughout the state to ensure that students have access from any college in Himachal Pradesh. Such projects can then also be converted to final year Projects where the academic institutes/ University and college must involve an external project guide/ mentor as identified by such incubators.
- (iii) Establishing Support Eco-Systems, Capital Asset Management and Resources as required for the Incubator.
- (iv) Private Partner in a PPP incubator will be responsible for creating a self-sustaining business model needed for the execution of the Incubator after the support period given to incubated startups which is maximum of 3 years in case of service startups and 5 years in case of product startups from the date of their entry into the incubator.
- (v) Liaise with Angel and Venture Capital investors to provide funding assistance to the incubated startups.
- (vi) Shortfalls if any in revenue generation will be met by Private Partner, post the support period.
- (vii) Private Partner will be responsible to find, nurture and support Incubatee companies with a flexible framework based on the changing incubatee requirements in the Sector.
- (viii) Ensure pro-active participation of other Private Sector companies for the Incubator in terms of raising funds for incubator and angel investment for startups.

11. Corporate Social Responsibility of PSU's

11.1 In order to strengthen the startup ecosystem in the state, CSR Funds of State PSU's will be utilized to create corpus funds at incubators in compliance with the New Companies Act 2013.

12. Administering of Benefits

12.1 All admissible benefits shall be administered by Directorate of Industries through identified incubators as implementation partners or otherwise in order to speed up the process without compromising on due diligence in disbursement of fiscal incentives.

13. Common Application Center

13.1 New entrepreneurs often suffer from lack of information and uncertainty regarding the exact regulatory requirements and incentives available to setup their businesses. In order to address this issue, a checklist of required Registrations, Licenses, clearances along with provision of online registration and making application for various incentives shall be developed and made available at one place in the web portal of industries department. In addition Department of Industries will create Single Window online portal for registration and providing incentives to the startups or innovative projects registered under scheme.

14. Annual Entrepreneurship Awards

14.1 The State Government will also institute an Annual Entrepreneurship Awards in the State. All start-up/New Industry/Innovation Projects set up in State will be mapped by the Support Centre every year and success stories highlighted. Three successful entrepreneurs will be awarded each year with a citation case award of Rs. 1,00,000/-, Rs. 75,000/- and Rs. 50,000/- respectively and a publication on the success stories will be released every year.

15. Monitoring and Evaluation

15.1 The scheme shall be reviewed, monitored and driven by an empowered committee consisting of the following:-

Principal Secretary (Industry)	-	Chairman
Pr. Secretary (IT)	-	Member
Pr. Secretary (Technical Education)	-	Member
Director of Industries	-	Member
Secretary		
Excise and Taxation Commissioner	-	Member
Labour Commissioner	-	Member
Special/Additional/Joint Secretary (Finance)	-	Member
Special/Additional/Joint Secretary (Industries)-		Member
Member Secretary HP PCB	-	Member

15.2 The Executive committee will meet at least once in a year and also as and when required and consider and approve proposals placed before it for grant of GIA/Incentives to the Incubators, etc. and also perform other roles assigned to it under the scheme. The committee through HPCED will maintain a database of the entrepreneurs/enterprises assisted and also document their success/failure stories for future learning. The Committee

through field officers of the Industries Department will oversee the setting up and working of Incubators set up in the state.

16. Review of the Scheme

16.1 The scheme will be reviewed on annual basis.

Application form for approval of Host Institute to set up Incubator/Incubation Center

Sr. No.	Detail	Applicant Details
1	2	3
1.0	Name of Host Institute	
1.1	Address of host Institute with Phone No. and e-mail -ID.	
1.2	Constitution of Institute	
1.3	Field of activity of Host Institute	
1.4	Promoter's Name: Contact No.: Email-ID :	
1.5	Name of contact person who is going to handle incubation activity/Centre Contact No.: Email-ID:	
2.0	Has the Host Institute CSIR approved lab? If so, please give approval No. & Date.	
3.0	Detailed Profile of Host Institution	
4.0	Detail of Startup/Innovative Projects Carried out during last three years.	
5.0	Describe briefly about facilities currently available in the Institute	
	(a) Separate seating arrangement for 20 persons	
	(b) Area of 2500 square feet	
	(c) Incubation centre available 16 hours per day including post office-hours	
	(d) Meeting room, Seminar/AV Conference hall, computers, internet Network	
	(e) Concerned Subject experts	
	(f) Two full time managers for Incubation centre.	

*Resumes of all Promoters/Directors/Co-Working Partners are compulsory to attach with the application.

*Only Non-Profit Organization will be eligible as a Nodal Institute under this scheme.

Application Form for Innovators/Startup for availing Assistance under Host Institutions for the Start Ups/ Innovation scheme

Sr. No.	Detail	Applicant Details
1	2	3
For Innovators		
1.0	Innovator(Applicant's) Name	1. 2. 3.
1.0(I)	Date of Birth:	
1.0(II)	Gender:	Male Female
1.1(III)	Profession:	Student Business Person Professional Salaries Homemaker
1.1(I)	Innovator Company Name (If already formed)	
1.1(II)	Name of the Host Institution (under which Innovator isWorking/plan to work)	
1.2	Project Formation:	Individual Group
1.3	Address of Main Person if incase of Group)	
1.4	Contact No.:	1. 2. 3.
1.5	Email ID"	1. 2. 3.
1.6	If the Innovation Project is of: Product: Process: Servicing:	
1.7	Field/Sector of the innovation project:	
1.8	Give Brief Details/Description of Start Ups/ Innovation Project/State key innovation Features:	
9	Has the project been started or yet to start? If started, mention innovation Project Started Date and Expected Duration:	1. Project yet to start 2. Project started on & Expected duration
1.10	Projected cost for start up/Innovation Project.	
1.11	Amount incurred in the Project till date:	

1.12	Expenditure required to be incurred: (I) For product realization (II) Marketing/Sales	
1.13	What kind of facilities do you need/expects From the Host Institute?	<ul style="list-style-type: none"> 1. Library 2. Mentoring Services 3. Prototype Development 4. Facilities; Space; Internet; Laboratory etc. 5. Any other Services required (specify):
1.14	What was the inspiration behind this idea?	
1.15	Why do you think that your idea/project/ Technology is innovative? Uniqueness about Your idea.	

Remarks: If Innovators have any PROTOTYPE/BUSINESS MODEL of the Unit/Product/Sample of their Innovative Idea they may present it in front of the Screening Committee of the Nodal Institute.

Recommendations of Screening Committee for Innovator's to availing Assistance under Host Institutions for the Start Ups/Innovation Scheme.

(Purpose of using this form is restricted only to the Members of the Screening Committee)

<u>Recommendations of Screening Committee:</u>				
1.0	Student background:			
1.0(I)	Qualification of the Candidate			
1.0(II)	<u>Experience:</u>			
1.0(III)	Capability to fulfill the project:			
1.0(IV)	Any other background:			
1.1	Viability of the Project:	Technical Viability Viability:	Economical	
1.2	Estimated duration of the Project phase of the venture:			
1.3	Market Potential			
1.4	Assistance to be provided: (like mentoring service, Prototype development, raw, material, other equipment usage, etc.)	1. 2. 3. 4. 5.		
1.5	Names of the members of Screening Committee	<u>Names</u> 1. 2. 3. 4. 5. 6.	<u>Field</u>	<u>Sign</u>

1.6	Recommendations of Screening Committee: (I) Product/Service usefulness (II) Uniqueness (III) Technology innovation (IV) Job-creation potential (V) Market potential/ scalability of the project (VI) Impact on society/ customer (VII) Current project status (VIII) Any other Specify:		
1.7	Assistance Required on the basis of the recommendations of the committee:	Sustenance Allowance:	
		Mentoring Services:	
		Prototype development, raw material, etc.:	
		Total of assistance Required	

Remarks: If Innovators have any PROTOTYPE/BUSINESS MODEL of the Unit/Product/Sample of their Innovative Idea they may present it in front of the Screening Committee of the Nodal Institute.