

NOTIFICATION

Dated: 24th December, 2020

No.-25/04/2020-4IB-I- in pursuance to Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019 notified vide No. 25/03/2019-4IB-I dated 26th February 2019, the Governor of Haryana is pleased to notify the “**Promotion of Information & Communication Technology (ICT) Scheme for MSE sector**” with following provisions:

1. Objective:-

Adoption of latest Information & Communication technology (ICT) by Micro and Small Enterprises has been identified as a key gap area, which requires Govt. intervention in the form of subsidies to help state MSEs upgrade their Information & Communication technology (ICT) practices. Use of latest Information & Communication technology (ICT) can help MSEs improve their management processes ranging from procurement, manufacturing, delivery, accounting, HR & marketing. It enables greater competitiveness via improving efficiency, saving time & cost in different business processes, better customer & supplier management, and efficient flow of information between different business functions.

Keeping this in view, Government of Haryana introduces subsidy for adoption of cloud-based Enterprises Resources Planning (ERP) solutions. The rationale behind choosing cloud-based solutions for subsidy support is that they do not require any upfront expenditure in installation of Hardware/Software, and as such have no capital expenditure. Additionally, Enterprises Resources Planning (ERP) solutions can help MSEs in efficient management of multiple processes ranging from purchase, sales, production, finance, payroll, supply chain, inventory, quality, compliance etc. Cloud based Enterprises Resources Planning (ERP) solutions typically charge only a subscription/usage fee to be paid on a “pay-as-you-use” basis.

2. Quantum of Assistance:

The State Government shall provide subsidy of 75% up-to a maximum of INR 3 lakh for two years to an eligible unit under the Promotion of Information & Communication Technology Scheme for Micro and Small Enterprises. The subsidy will be provided on a reimbursable basis annually on the subscription/usage

charges paid by the MSE in a financial year to the Cloud based Enterprises Resources Planning (ERP) service provider.

3. Commencement and Applicability :

The Scheme shall commence with effect from the date of notification of Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019 i.e. 26/02/2019 and shall remain in operation for a period of 5 years up-to 25/02/2024 or till the validity of Haryana Micro, Small and Medium Enterprise (MSME) Policy, 2019. The assistance shall be available only on subscription/usage bills paid during this period.

4. Eligibility Criteria

All the existing Micro and Small Enterprises located in the State, who have Haryana Udhyaam Memorandum (HUM) shall be eligible under the Scheme. Only Enterprises Resources Planning (ERP) solutions which are cloud based shall be eligible for subsidy. The scheme also covers cloud based financial accounting service, regulatory compliance services & manufacturing design services. This scheme does not cover purchase of licensed version of any software nor any kind of computer/network/storage hardware installations. The eligible units must also comply with the following conditions:

- i. The scheme is applicable for all MSEs in the state of Haryana.
- ii. The unit should not have been placed in the restrictive list as notified by the State Government from time to time.
- iii. The unit must have CLU/NOC, as applicable.
- iv. The unit should be in commercial production.
- v. The unit must upgrade their Information Technology infrastructure via buying subscription from a cloud-based Enterprises Resources Planning (ERP) services provider.
- vi. The unit should be in regular production at the time of disbursement and the subsidy shall not be released to a closed unit.
- vii. The unit cannot claim subsidy under this scheme for the same subscription for which it has already availed subsidy under “Promotion of Information and Communication Technology in MSME sector” scheme of GOI.
- viii. The units who have applied under GOIs “Promotion of Information and Communication Technology in MSME sector” Scheme but have not been

able to avail subsidy due to revision in scheme or any other reason, are also eligible only after fulfilling the terms and conditions under the state Information & Communication technology (ICT) scheme.

5. Procedure

- a. Application on prescribed Form (Annexure-I) for the grant of reimbursement for Information & Communication technology (ICT) along with listed documents would be submitted on the website of the department. Application should be filed within 3 months from the end of financial year in which the subscription was purchased along with subscription agreement and all invoices & payment receipts for the financial year.

The following documents shall be required to be enclosed with the application form:

- I. HUM and Udyam Registration Certificate (URC).
- II. Certificate of Incorporation/ Partnership deed.
- III. Board resolution/ Power of attorney
- IV. Change of Land Use (CLU)/ NOC from competent authority, as applicable.
- V. CA Certificate regarding expenses incurred toward subscription/usage fee of cloud based ERP solution in the financial year (Annexure-II).
- VI. Audited balance sheet of the unit of last year (if Applicable).
- VII. Copy of subscription agreement of the Cloud Enterprises Resources Planning (ERP) solution.
- VIII. Copy of all invoices of Cloud Enterprises Resources Planning (ERP) solution for the financial year.
- IX. Copy of all payment receipts made towards cloud Enterprises Resources Planning (ERP) solution for the financial year.

6. Competent Authority for Sanction:

The Additional Director, Micro, Small and Medium Enterprise (MSME), Haryana shall be competent authority for approval and sanction of these incentives.

7. Timelines for processing of applications (working days)

- A. Time limit for approval in case where no deficiency is found - 30 days.
- B. Time limit for approval in case where additional information is required - 45 days.
- C. Time limit for conveying the deficiencies, if any and removal thereof:
 - i. Joint Director/Deputy Director, DIC/MDO shall convey the deficiencies to the applicant unit - 10 days

- ii. Time limit for removal of all deficiencies to the applicant unit - 15 days
- iii. Notice period to the applicant unit before rejection of application - 07 days

8. Appeal

Appeal against orders passed by the Competent Authority shall lie with the Director General, Micro, Small and Medium Enterprise (MSME), Haryana within a period of 30 days from the date of communication of orders appealed against.

9. Power to condone the delay

The power to condone the delay in late submission of application by the applicant for availing the benefits under the scheme will be as under:

- I. The Director General, Micro, Small and Medium Enterprise (MSME), Haryana shall be competent to condone the delay upto a period of 03 months after the prescribed time limit.
- II. The Administrative Secretary, Industries & Commerce Department, Haryana shall be competent to condone the delay for a period more than 03 month but upto a period of 06 months after the prescribed limit.

Provided that the competent authority is satisfied with the reasons of late submission of the application on the basis of the substantial evidence/ documents/ arguments presented by the applicant.

10. Penal Action

In case, it is found at any stage that the applicant has claimed the assistance on the basis of wrong facts, the applicant shall besides refunding assistance with compound rate of interest @ 12% per annum and facing legal action, will be debarred from grant of any incentives/assistance from the State Government.

The industry should be in operation for a period of three years from the date of disbursement of subsidy otherwise the entire amount of subsidy on pro rata basis shall be recovered from the unit.

11. Other Terms and Conditions

- a) That the Beneficiary will allow the officers of the Government of Haryana or any other person or persons authorized by Government of Haryana to inspect the cloud based Enterprises Resources Planning (ERP) subscription for which

the reimbursement subsidy has been granted and will furnish such information concerning the subscription agreement, payment terms etc., or concerning any matter connected with the reimbursement subsidy or incidental thereto, as the Government of Haryana or their nominees may, from time to time require.

- b) That the Beneficiary will not change the place or location of the industrial unit entirely or partly, nor enter into partnership with any one, or change its constitution by merger, amalgamation or in any manner without the express prior permission of the Government of Haryana in writing. This is applicable for cases within three years of disbursement of subsidy.
- c) The Beneficiary unit shall remain in commercial production for a period of at least three years from the date of disbursement of subsidy otherwise the entire amount of subsidy on pro rata basis shall be recovered from the unit.

12. Interpretation of Rules

The Administrative Secretary, Industries & Commerce, Haryana shall be competent to make interpretation and removal of difficulties in provisions of this scheme.

Dated:-

A.K. Singh, IAS
Principal Secretary to Government Haryana
Industries & Commerce Department

GOVERNMENT OF HARYANA

ANNEXURE-E

Annexure - I

Application format for claiming Promotion of Information & Communication Technology (ICT) Scheme

Sr. No.	Particulars	Details
1	Name of the applicant (Authorized person of the unit)	
2	Name & address of the enterprise with telephone no. and e-mail	
3	Registered Office address	
4	Name of the block in which the enterprise is located and category of blocks i.e. A/B/C/D	
5	Category of the unit (Micro/ Small/Medium).	
6	Udyam Registration Number (URN) & date	
7	Haryana Udyam Memorandum (HUM) No. & date	
8	Date of commencement of cloud based ERP solution subscription	
9	Item of manufacture/processing	
10	Name of the Cloud based ERP service provider	
11	Modules/Services/Business functions covered under cloud based solution	
12	Total annual subscription fee paid till the end of financial year	
13	Date of first subscription payment made	
14	Current account of the unit with Account Name, Account number, IFSC code, Branch Address	
15	Quantum of reimbursement subsidy claimed by the unit	

16. Self-attested copies of documents to be attached with the application:
- I. Acknowledgement of HUM and Udyam Registration Certificate (URC).
 - II. Declaration by the applicant as on Annexure II
 - III. Certificate of Incorporation/ Partnership deed.
 - IV. Board resolution/ Power of attorney
 - V. Change of Land Use (CLU)/ NOC from competent authority, as applicable.
 - VI. CA Certificate regarding expenses incurred towards subscription/usage fee of cloud based ERP solution in the financial year (Annexure-III).
 - VII. Audited balance sheet of the unit of last year (if Applicable).
 - VIII. Copy of subscription agreement of the Cloud ERP solution.
 - IX. Copy of all invoices of Cloud ERP solution for the financial year
 - X. Copy of all payment receipts made towards cloud ERP solution for the financial year

Signature of the applicant
(with seal)

**Declaration
(On the Letter Head of the Unit)**

1. I, _____ do hereby solemnly state that I am proprietor/
partner/director/ _____ of M/s _____
located _____ which is engaged in the manufacture
of _____ and I have been authorized to file the
reimbursement subsidy under State Promotion of Information & Communication
Technology (ICT) Scheme for MSE sector with the Department of Industries and
Commerce/Micro, Small and Medium Enterprises (MSME), Haryana.

2. I do hereby affirm that the particulars given in the application are correct. In
case, any of the statement/ information furnished in the application/ documents is
later found to be wrong or incorrect or misleading, I do hereby undertake to refund
the entire amount of assistance of
Rs. _____ (Rupee _____)
granted to me at the compound rate of interest @12% per annum, besides facing
legal action in case facts contained in this application are proved to be wrong at the
time of verification/ checking or otherwise at any stage.

Dated:

Signature of the applicant
(with seal)

Annexure-III

Certificate from Chartered Accountant regarding investment in plant & machinery (on a CA letter head)

To whomsoever it may concern

The records and books of account of M/s with their regd. office at..... and factory located at in respect of expenses incurred towards payment of subscription/usage fee towards cloud based ERP solution services has been verified.

The total investment incurred in plant and machinery by M/s Stands as Rs.....

It is certified that the subscription fee payments for cloud based Enterprises Resources Planning (ERP) solution as on date..... stands as Rs.....

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

Dated: