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HARYANA GOVERNMENT

INDUSTRIES & COMMERCE DEPARTMENT
DIRECTORATE OF MICRO, SMALL AND MEDIUM ENTERPRISES

Notification

The 16th November, 2026

No. 02/04/2026-1IB-II.— In pursuance to Haryana Progressive MSME & Export Promotion Policy 2026 notified in the Gazette vide No. 02/04/2026-1IB-II dated 29th July 2026, the Governor of Haryana is pleased to notify "**Employment Generation Subsidy Scheme**" for eligible manufacturing micro, small and medium enterprises and exporters as per details given below:

1. Objective

The scheme aims to promote sustainable local employment generation by encouraging manufacturing MSMEs to increase the share of Haryana residents in their workforce. It seeks to incentivise manufacturing MSMEs to create and retain employment opportunities for local residents, strengthen grassroots employment, improve household incomes, and contribute to inclusive and sustainable economic growth in the State.

2. Quantum of Assistance

Through this scheme, the State Government will provide a local employment generation subsidy for a period of 10 years from the date of commercial production/operations, based upon the proportion of Haryana local employees in the workforce of the unit in a particular year, as shown below:

I. Proportion of Haryana Local Employees in the workforce in a particular year: <15%

- **For Women/ SC/ Divyang/ Agniveer/ Ex-Servicemen category Haryana Local Employees:** Local Employment Generation Subsidy @120% of the average gross monthly salary reimbursed annually for a period of 10 years, subject to a maximum of Rs. 1.00 Lakh per employee per year.

II. Proportion of Haryana Local Employees in the workforce in a particular year: ≥15%

- **For all General Category Haryana Local Employees:** Local Employment Generation Subsidy @ {100%} + {20% * (Proportion of Haryana Local Employees in % – 15%)} of the employee's average gross monthly salary, reimbursed annually for a period of 10 years, subject to a maximum of Rs. 1.00 lakh per employee per year.

- **For Women/ SC/ Divyang/ Agniveer/ Ex-Servicemen category Haryana Local Employees:** Local Employment Generation Subsidy @ {120%} + {20% * (Proportion of Haryana Local Employees in % – 15%)} of the employee's average gross monthly salary, reimbursed annually for a period of 10 years, subject to a maximum of Rs. 1.20 lakh per employee per year.

Note:

- *Proportion of Haryana Local Employees = Total Haryana Local Employees of the Unit/ Total Employees of the Unit.*
- *Total Number of Eligible Haryana Local Employees shall mean Haryana Local Employees, as defined under this scheme, who are employed by the eligible unit on its payroll or on a contractual basis with valid ESI/PF numbers and are deployed at, or tagged to, the project location for which incentives are being claimed for a minimum of twelve (12) months of continuous employment. Employment Generation Subsidy shall be admissible only in lieu of such Eligible Haryana Local Employees.*
- *Total Employees of the Unit shall mean all employees engaged by/ tagged to the eligible unit at the project location for which incentives are being claimed*
- *Employment Generation Subsidy shall be based on the proportion of Haryana local employees in the workforce in the given year.*
- *Only eligible Haryana Local Employees who are deployed/rendering services from the project location or in case of Work From Home (WFH) or Hybrid arrangement, who are tagged to the project location in respect of which the incentive is being claimed for a minimum period of one year immediately preceding the date of filing of the relevant application shall be considered eligible for the purposes of subsidy under this incentive.*
- *The Average Gross Monthly Salary shall be determined in accordance with the definition prescribed under the Scheme.*
- *In cases where the average gross monthly salary of an eligible Haryana Local Employee is below INR 48,000, a minimum Employment Generation Subsidy of INR 48,000 per annum shall be provided to the unit per such employee for the relevant year.*
- *The Employment Generation Subsidy shall be admissible only during the first ten (10) complete financial years from the Date of Commencement of Commercial Production/Operations (DoCP) of the eligible unit.*

  Illustration: For an eligible unit which commences commercial production/operations on 15 September 2027, the first ten (10) complete financial years for which Employment Generation Subsidy may be claimed shall be FY 2028-29 to FY 2037-38.
- *The eligible unit shall submit a separate claim for each financial year falling within the said ten-year period. The subsidy shall be determined independently for each financial year based on the eligible Haryana Local Employees satisfying the conditions prescribed under this scheme during the relevant financial year and shall not be construed as conferring an individual entitlement of ten years' subsidy in respect of each employee.*
- *The same employee shall not be counted towards the eligibility of more than one unit, or project for the same period;*
- *The employment-related particulars submitted by the applicant shall be verified from the Labour Department using the Employment Details Verification Service available on the Invest Haryana Single Window Portal.*
- *No employee shall be counted more than once in a year for the purpose of determination of subsidy under this scheme, irrespective of the number of eligible categories to which such employee belongs.*
- *For eligible expansion units, the subsidy will be available for incremental employee count beyond the count that existed before undertaking expansion. For the avoidance of doubt, only employees engaged after the date of first expansion investment shall be eligible subject to fulfilment of other conditions as specified above.*
- *Where an eligible unit permanently ceases commercial production/operations, transfers, sells, leases, disposes of or otherwise alienates any substantial asset forming part of the recognised Eligible Capital*

Expenditure (ECE), diverts such assets from the approved project, or otherwise commits a material breach of the provisions of the Haryana Progressive MSME & Export Promotion Policy 2026 or this Scheme, at any time during the period for which incentives are being disbursed, the Competent Authority may, after providing the eligible unit a reasonable opportunity of being heard, discontinue the balance incentive instalments and recover the incentives already released, in whole or in part, together with applicable interest, if any, in accordance with the provisions of the Policy and this Scheme.

- *This subsidy shall be provided only for employees of Haryana who have been directly employed on payroll or on contract with ESI/PF Number for a period of at least 1 year by the eligible unit.*
- *An employee who is a bona fide resident of the State of Haryana (as defined by the Govt. of Haryana from time to time) shall be considered a Local employee. The local employee status shall be verified only using Parivar Pechan Patr issued by the Government of Haryana.*

III. Booster for Recruitment through Haryana Kaushal Rozgar Nigam (HKRN):

A. In addition to the local employment generation subsidy incentive mentioned above, units that recruit Haryana local employees through Haryana Kaushal Rozgar Nigam (HKRN) shall also be eligible to claim 100% reimbursement on the employer's statutory contribution under Employees' Provident Fund (EPF) for these employees for a period of 5 years. This incentive amount shall be subject to a ceiling of 12 per cent of the employee's basic salary plus applicable Dearness Allowance (DA) and retaining allowance, subject to a maximum limit of Rs. 25,000 per employee per year.

Note:

- *Reimbursement shall be admissible only in respect of Haryana Local Employees recruited through HKRN and engaged by the eligible unit either directly on payroll of the unit or on contract with ESI/PF number at the project for which incentives are being claimed.*
- *Such Haryana Local Employees shall have remained in continuous employment with the eligible unit for a minimum period of twelve (12) months to be eligible for reimbursement under this Scheme.*
- *The reimbursement under this clause shall be admissible only during the first five (5) complete financial years from the Date of Commencement of Commercial Production/Operations (DoCP) of the eligible unit.*

  Illustration: For an eligible unit which commences commercial production/operations on 15 September 2027, the first five (5) complete financial years for which HKRN Booster Subsidy may be claimed shall be FY 2028-29 to FY 2032-33.
- *The eligible unit shall submit a separate claim for reimbursement for each financial year falling within the said five-year period. The reimbursement shall be determined independently for each financial year based on the Haryana Local Employees recruited through HKRN who satisfy the eligibility conditions prescribed under this Scheme, including continuous employment with the unit for a minimum period of twelve (12) months.*
- *The reimbursement shall be admissible only against the Employer's EPF Contribution actually deposited with the Employees' Provident Fund Organisation (EPFO) during the relevant claim period.*
- *Reimbursement shall be restricted to the statutory Employer's EPF Contribution only. Any interest, damages, penalty, surcharge or any other amount payable under the Code on Social Security, 2020, the Employees' Provident Funds Scheme, 2026, or any statutory modification, re-enactment or replacement thereof, shall not be eligible for reimbursement.*
- *For units undertaking eligible expansion/diversification, reimbursement shall be admissible only in respect of incremental Haryana Local Employees recruited through HKRN over and above the employee strength existing immediately prior to commencement of such expansion/diversification.*
- *The admissible reimbursement shall be determined on the basis of the records maintained with EPFO, HKRN, payroll records and such other records as may be prescribed under this Scheme. The employment-related particulars submitted by the applicant shall be verified from the Labour Department using the Employment Details Verification Service available on the Invest Haryana Single Window Portal.*

B. Further, based on details furnished by the unit, all such employees recruited through Haryana Kaushal Rozgar Nigam (HKRN) shall be reimbursed 100% of their employee's statutory contribution under Employees' Provident Fund (EPF) through Direct Benefit Transfer (DBT) for a period of 5 years. This incentive amount shall also be subject to a ceiling of 12 per cent of the employee's basic salary plus applicable Dearness Allowance (DA) and retaining allowance and subject to a maximum limit of Rs. 25,000 per employee per year.

Note:

- *Reimbursement shall be admissible only in respect of Haryana Local Employees recruited through HKRN and engaged by the eligible unit either directly on the payroll of the unit or on contract with ESI/PF number at the project for which incentives are being claimed.*
- *Such Haryana Local Employees shall have remained in continuous employment with the eligible unit for a minimum period of twelve (12) months to be eligible for reimbursement under this Scheme.*
- *The reimbursement under this clause shall be admissible only during the first five (5) complete financial years from the Date of Commencement of Commercial Production/Operations (DoCP) of the eligible unit.*

  Illustration: *For an eligible unit which commences commercial production/operations on 15 September 2027, the first five (5) complete financial years for which HKRN Booster Subsidy may be claimed shall be FY 2028-29 to FY 2032-33.*
- *The eligible unit shall submit a separate claim for reimbursement for each financial year falling within the said five-year period. The reimbursement shall be determined independently for each financial year based on the Haryana Local Employees recruited through HKRN who satisfy the eligibility conditions prescribed under this Scheme, including continuous employment with the unit for a minimum period of twelve (12) months.*
- *Reimbursement through DBT shall be released only where the corresponding Employee's EPF Contribution has been duly deducted from the employee's salary and deposited with the Employees' Provident Fund Organization (EPFO).*
- *The reimbursement shall be credited directly into the verified bank account of the eligible employee on Parivan Pehchan Patr through the Direct Benefit Transfer (DBT) mechanism in accordance with the provisions of this Scheme.*
- *The maximum reimbursement of INR 25,000 shall apply per eligible employee per financial year.*
- *The admissible reimbursement shall be determined on the basis of the records maintained with EPFO, HKRN, payroll records and such other records as may be prescribed under this scheme.*
- *Where an eligible unit permanently ceases commercial production/operations, transfers, sells, leases, disposes of or otherwise alienates any substantial asset forming part of the recognised Eligible Capital Expenditure (ECE)/ Fixed Capital Investment (FCI), diverts such assets from the approved project, or otherwise commits a material breach of the provisions of the Haryana Progressive MSME & Export Promotion Policy 2026 or this Scheme, at any time during the period for which incentives are being disbursed, the Competent Authority may, after providing the eligible unit a reasonable opportunity of being heard, discontinue the balance incentive instalments and recover the incentives already released, in whole or in part, together with applicable interest, if any, in accordance with the provisions of the Policy and this Scheme.*

Note: *The above-mentioned incentives are aligned with the Make in Haryana Industrial Policy 2026, and any subsequent amendments to that policy shall automatically apply to the Haryana Progressive MSME & Export Promotion Policy 2026.*

3. Definitions

I. **Applicant:** It means any Individual, Legal entities such as Proprietorship Firms, Partnership Firms, Limited Liability Partnership Firms, Public & Private Sector Companies, Corporations, Cooperatives, Self-Help Groups (SHGs), Trusts, Farmer Producer Organisation (FPO).

Note: *The legal constitution of the applicant shall be verified through Certificate of Incorporation/Registration. For a proprietorship firm, the legal constitution shall be verified through PAN, GST Registration Certificate and Udyam Registration Certificate.*

II. **Authorised Representative of the Applicant:** It means the Director, Promoter, Partner, Proprietor or any other person duly authorised by the applicant to act on its behalf through a valid Board Resolution, Power of Attorney or any other legally valid authorisation, as applicable.

III. **Average Gross Monthly Salary**: It means the total gross salary paid by an eligible unit to an Eligible Haryana Local Employee during the relevant year, divided by the number of months for which such employee was on the payroll of the unit during that year. The gross salary shall include Basic Pay, Dearness Allowance, Retaining Allowance, House Rent Allowance, and all other regular salary components paid through the payroll system, but shall exclude employer contributions towards EPF, ESI, Gratuity and other statutory benefits, reimbursements, bonuses, ex gratia payments, incentives, overtime payments, and any other one-time payments.

Note: *This definition is aligned with the Make in Haryana Industrial Policy 2026, and any subsequent amendments to that policy shall automatically apply to the Haryana Progressive MSME & Export Promotion Policy 2026.*

IV. **Chartered Accountant (CA):** It means a person who is a member of the Institute of Chartered Accountants (ICAI) and holds a valid certificate of practice, authorised to verify and certify the books of account(s) and financial records of the applicant.

V. **Date of Commencement of Commercial Production/ Operations (DoCP):** It means and refers to the date when the first sale bill/ invoice is issued to a customer by the enterprise/unit, including an invoice issued in respect of trial production or trial sale or trial operations pertaining to eligible product. Sale bill/invoice pertaining to Trading activity or sales of scrap or any other ineligible item shall not be considered.

Note: *The first sale bill/invoice shall be verified by the District Excise & Taxation Commissioner (DETC) of the concerned district.*

VI. **Directorate:** It means the Directorate of Micro, Small and Medium Enterprises, Government of Haryana, which shall be the nodal department for the implementation of the scheme.

VII. **Direct Benefit Transfer (DBT):** It means the electronic transfer of financial assistance or incentive directly into the verified bank account of an eligible beneficiary linked on Parivar Parivan Pehchan Patra through the Direct Benefit Transfer mechanism of the Government of Haryana as may be notified or approved by the Government of Haryana from time to time.

Note: *This definition is aligned with the Make in Haryana Industrial Policy 2026, and any subsequent amendments to that policy shall automatically apply to the Haryana Progressive MSME & Export Promotion Policy 2026.*

VIII. **Employees' Provident Fund (EPF):** It means the provident fund established under the provisions of the Code on Social Security, 2020, the Employees' Provident Funds Scheme, 2026, or any corresponding law, scheme or statutory replacement thereof, as amended from time to time.

- **Employer's EPF Contribution:** It means the statutory contribution payable by the employer towards the Employees' Provident Fund in respect of an eligible employee under the Code on Social Security, 2020, the Employees' Provident Funds Scheme, 2026, or any corresponding law or scheme replacing the same, as amended from time to time.
- **Employees EPF Contribution:** It means the statutory contribution payable by an employee towards the Employees' Provident Fund and deducted from the wages of such employee by the employer under the Code on Social Security, 2020, the Employees' Provident Funds Scheme, 2026, or any corresponding law or scheme replacing the same, as amended from time to time.

Note: *This definition is aligned with the Make in Haryana Industrial Policy 2026, and any subsequent amendments to that policy shall automatically apply to the Haryana Progressive MSME & Export Promotion Policy 2026.*

IX. **Existing Enterprise/ Unit:** It means any enterprise/unit existing in the State and in operation prior to notification of the policy.

X. **Haryana Kaushal Rozgar Nigam (HKRN):** It means the institutional framework established by the Government of Haryana for facilitating transparent, robust, and equitable recruitment, engagement, and deployment of manpower across Government entities and other eligible organizations operating within the State of Haryana.

Note: *This definition is aligned with the Make in Haryana Industrial Policy 2026, and any subsequent amendments to that policy shall automatically apply to the Haryana Progressive MSME & Export Promotion Policy 2026.*

XI. **Local Employee:** An employee who is a bona fide resident of the State of Haryana (*as defined by the Government of Haryana from time to time*) shall be considered a Local employee. The local employee status shall be verified using the Parivar Pechan Patr issued by Government of Haryana.

XII. **Medium Enterprise:** Investment in Plant and Machinery or Equipment does not exceed Rs. 125 Crore and annual turnover does not exceed Rs. 500 Crore as amended under the MSMED Act, 2006 or as amended by the Government of India from time to time.

Note: *The category of enterprise shall be verified through the latest Udyam Registration Certificate issued by the Ministry of MSME, Government of India.*

XIII. **Micro Enterprise:** Investment in Plant and Machinery or Equipment does not exceed Rs. 2.5 Crore and annual turnover does not exceed Rs. 10 Crore as amended under the MSMED Act, 2006 or as amended by the Government of India from time to time.

Note: *The category of enterprise shall be verified through the latest Udyam Registration Certificate issued by the Ministry of MSME, Government of India.*

XIV. **New Enterprise/ Unit:** It means an enterprise/unit established and commencing commercial production/operation during the operative period of the policy. The existing enterprise/unit undertaking expansion/diversification at a different location shall also be considered as New Enterprise/Unit, provided that such different location is duly reflected in the GST Registration Certificate and Udyam Registration Certificate of the enterprise/unit.

XV. **Policy:** It means the Haryana Progressive MSME & Export Promotion Policy 2026 notified by the Government of Haryana vide Notification No. 02/04/2026-1IB-II dated 29th July 2026, as amended, modified or supplemented from time to time.

XVI. **Promoter(s):** It means director(s)/partner(s)/proprietor or other person(s) having ownership or controlling interest in the applicant, as applicable.

XVII. **Proportion of Haryana Local Employees:** It means the percentage of eligible Haryana local employees employed by the unit out of the total number of employees employed by the unit.

Note: *This definition is aligned with the Make in Haryana Industrial Policy 2026, and any subsequent amendments to that policy shall automatically apply to the Haryana Progressive MSME & Export Promotion Policy 2026.*

XVIII. **Scheme:** It means Employment Generation Subsidy Scheme under the Haryana Progressive MSME & Export Promotion Policy 2026, as amended from time to time.

XIX. **Small Enterprise:** Investment in Plant and Machinery or Equipment does not exceed Rs.25 Crore and annual turnover does not exceed Rs.100 Crore as amended under the MSMED Act, 2006 or as amended by the Government of India from time to time.

Note: *The category of enterprise shall be verified through the latest Udyam Registration Certificate issued by the Ministry of MSME, Government of India.*

XX. **Women/ SC/ Divyang/ Transgender/ Ex-Servicemen/ Agniveer Led Enterprises:** The definition of Women/SC/ Divyang/Transgender/Ex-Servicemen/Agniveer Led Enterprises is as follows:

a. In case of a proprietorship firm, the proprietor shall be Women/ SC/Divyang/Transgender/Ex-Servicemen/Agniveer.

b. In case of a partnership firm, the Women/ SC/ Divyang/ Transgender/ Ex-Servicemen/ Agniveer partners shall be holding at least 51% stake in the enterprise.

c. In case of private limited companies/LLP, at least 51% stake shall be held by Women/SC/Divyang/Transgender/Ex-Servicemen/Agniveer.

Note:

- *SC/Divyang/Transgender shall be a resident of Haryana and the identity shall be verified through Haryana Pariwar Pehchan Patra (PPP).*
- *Ex-servicemen category shall be verified through Ex-Servicemen Identity Card/Discharge Certificate issued by the competent Military Authority or Sainik Welfare Department. The Ex-servicemen shall be a resident of Haryana.*
- *Agniveer status shall be verified through Agniveer Discharge/Service Certificate issued by the concerned Armed Force. The Agniveer shall be a resident of Haryana.*

4. Overall Capping of Incentives

The cumulative incentives received by the eligible MSME under the Haryana Progressive MSME & Export Promotion Policy 2026 together with any fiscal incentives, subsidies, reimbursements, grants, or financial assistance received under any Government of India scheme for the same project, shall be subject to a ceiling of 100% of Fixed Capital Investment (FCI).

5. Commencement and Applicability

The scheme shall commence with effect from the date of notification of Haryana Progressive MSME & Export Promotion Policy 2026, i.e., 29th July 2026 and shall remain in operation for a period of 5 years or till the validity of Haryana Progressive MSME & Export Promotion Policy 2026 or the date of any new policy/amendment introduced by the Government of Haryana, whichever is earlier.

Manufacturing micro, small, and medium enterprises that have commenced commercial production/operation of their new unit or expansion unit (same or different location) during the operative period of the policy shall be eligible to avail the incentive under this scheme.

6. Eligibility Criteria

I. Any Individual, Legal entities such as Proprietorship Firms, Partnership Firms, Limited Liability Partnership (LLP) Firms, Public & Private Sector Companies, Corporations, Cooperatives, Self-Help Groups (SHGs), Trusts, Farmer Producer Organisation (FPO) shall be eligible to apply for financial assistance under the scheme, subject to the condition that the applicant unit has commenced commercial production/operations on or after the date of notification of the policy.

II. The applicant should have ZED Certification (Silver or above) in case of MSME and ZED Certification (Gold) in case of exporter MSME.

III. The applicant/promoter(s) of the applicant should not be categorised as a Wilful Defaulter as per RBI guidelines or should not be debarred from doing business /blacklisted from any of the Government Agency/ Department/ State or Central Government at the time of application.

IV. The financial assistance shall be admissible only in respect of Haryana residents directly employed by the applicant, either on its payroll or on a contractual basis, and registered under the applicable ESI/PF provisions, who have completed a minimum continuous period of one year of employment with the applicant unit.

V. The applicant unit should be in regular operation at the time of disbursement, and the subsidy shall not be released to a closed enterprise.

VI. The applicant unit should not have been placed in the restrictive list as notified under the policy or by the State government from time to time.

VII. A project owned or controlled by a large enterprise, group, private equity fund, or other body corporate, which is unable to obtain a Udyam Registration Certificate or has not been incorporated as a separate legal

entity, but is within the purview of MSME by virtue of its investment/turnover of the project may also be considered eligible to avail the incentives under the scheme on a standalone basis, subject to the fulfilment of the following conditions:

a. The project/unit maintains a separate GST registration.
b. The project/unit maintains separate books of accounts reflecting its standalone financial and operational performance.

The eligibility of such projects/units shall be determined by the Competent Authority on a case-to-case basis, subject to verification of the prescribed conditions and supporting documents.

7. Documents required for online application

The following documents, duly signed by the authorised representative of the applicant, shall be required to be uploaded on the portal for availing the financial assistance under the scheme:

I. Application form in the prescribed format (Annexure – I).
II. Certificate of incorporation/ registration of the organisation, Memorandum and Articles of Association and Bye-laws of the society (*As applicable*).
III. Udyam Registration and GST Registration Certificate.
IV. Employment records as per Annexure – II on the letterhead of the applicant.
V. Employment records duly verified by the Labour Officer concerned as per Annexure – III.
VI. Certificate from CA regarding Employment Generation Subsidy Claim as per format prescribed in Annexure – IV.
VII. Undertaking/Declaration regarding Employment Generation Subsidy Claim as per format in Annexure – V.
VIII. Land title documents, i.e., sale deed or registered lease deed for at least 15 years or Regular Letter of Allotment (RLA), in case of a plot allotted by HSIIDC, IMT or any other Industrial Estate/Authority.
IX. Change in Land Use (CLU)/ NOC permission for the proposed land from the Competent Authority.
X. Copy of first sale bill/invoice.
XI. Copy of ZED Certification (Silver or above) for MSMEs and ZED Certification (Gold) for Exporters.
XII. Board Resolution/Special Power of Attorney for authorised signatory.
XIII. Documents in support of women/SC/Divyang/Transgender/Ex-Servicemen/Agniveer led enterprises.

8. Procedure

I. The applicants shall apply online on the Invest Haryana New Single Window portal (new portal) in the prescribed performa **(Annexure–I)** along with complete documents within three (03) months from the date of closing of the financial year. The applicant shall apply for the claims of subsequent years on the same pattern.

Until the new portal is made operational, applications under the scheme shall be accepted and processed in accordance with the existing prescribed procedure or through e-mail, as may be specified by the Directorate.

Upon the new portal becoming operational, all applications under the scheme shall thereafter be submitted and processed exclusively through the portal. No application submitted through any other mode shall then be considered.

II. Upon submission of the application, the Invest Haryana Single Window Portal shall, wherever system integration is available, automatically fetch relevant records from the concerned Government Departments and agencies, including land and stamp duty details from the Revenue Department, electricity connection details from UHBVN/DHBVN, Consent to Establish/Operate details from the Haryana State Pollution Control Board, GST details, and such other records as may be required for preliminary verification of the claim.

III. The Directorate or third-party verification agency appointed by the Directorate of MSME shall undertake preliminary scrutiny of the application based on the information furnished by the applicant, records fetched through system integration, the Certificates, undertakings, declarations and such other documents prescribed under the scheme.

Where any deficiency is noticed during preliminary scrutiny, the same shall be communicated to the applicant through the Portal within ten (10) working days from the date of submission of the complete application. To avoid delay in processing of applications, all deficiencies/queries shall be raised in one single instance. The applicant shall be allowed thirty (30) working days to remove such deficiencies. The period taken by the applicant to furnish clarifications or rectify deficiencies shall be excluded while computing the timelines prescribed under this scheme.

IV. In case the deficiencies are not rectified within the prescribed period, the claim shall be rejected by the Directorate, under intimation to the applicant through email. The applicant shall not be required to submit any document other than those specified in Annexure-I, unless such additional documents are considered necessary by the Directorate for establishing the genuineness of the claim. The applicant shall be provided only one opportunity to rectify the deficiencies, and thereafter, the Directorate shall take a final decision on the claim for acceptance or rejection.

V. After completion of all requisite information/documentation, the application shall be taken up for detailed scrutiny by the Directorate or by a third-party verification agency appointed by the Directorate of MSME. Such detailed scrutiny may include verification of documents and certificates furnished by the applicant; verification of the existence, installation, and utilisation of eligible assets; and such other examination or verification as may be considered necessary under the policy and the scheme.

VI. Upon completion of the detailed scrutiny, the case shall be placed before the competent authority for further consideration and approval/sanction.

9. Competent Authority for Approval and Sanction

The Director General, Directorate of MSME, Haryana, shall be the competent authority for approval and sanctioning the subsidy.

10. Circumstances where subsidy shall not be released

Subsidy shall not be released in the following circumstances:

I. the applicant has failed to furnish required declarations, reconciliation or supporting documents;
II. the applicant has violated any condition prescribed under the Haryana Progressive MSME & Export Promotion Policy 2026 and this scheme or

Provided that where only a part of the claim is disputed or requires further verification, the Competent Authority may withhold the disputed portion and process the undisputed admissible portion in accordance with the procedure prescribed under this Scheme.

11. Time Limit

An enterprise shall forfeit its entitlement for employment generation subsidy if it does not submit its claim, complete in all respects, within three months from the date of closing of the financial year or from the date of notification of the scheme, whichever is later.

12. Interpretation/Clarification

The Administrative Secretary, Industries & Commerce, Haryana, shall be competent to make interpretation/ clarification, modification/ simplification to the scheme guidelines as may be necessary and removal of any difficulties in the provision of this scheme.

13. Appeals

I. An Appeal against the orders passed by the Director General, Directorate of MSME, Haryana shall lie with the Administrative Secretary, Industries & Commerce, Haryana within a period of 30 days from the date of communication of the order appealed against.

II. The orders passed by the Administrative Secretary, Industries & Commerce, Haryana, in appeal shall be final.

14. Power to condone delay in submission of application for the reasons beyond the control of applicant

I. The Director General, Directorate of MSME, Haryana shall be competent to condone the delay up to a period of 03 months after the prescribed time limit for the reasons beyond the control of the applicant.

II. The Administrative Secretary, Industries & Commerce, Haryana shall be competent to condone the delay up to a period of 06 months after the prescribed time limit for the reasons beyond the control of the applicant.

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.

15. Penal Action

I. If at any stage it is found that grant-in-aid has been obtained on the basis of false information, misrepresentation, suppression of facts, misstatement, fraud, deceit or concealment of material facts, the applicant shall be liable to face action in terms of prevailing laws along with the refund of the entire amount of assistance along with compound interest at the rate of 12% per annum, or such other rate as may be prescribed by the Government from time to time. Such applicants shall also be debarred from availing incentives or assistance from the State Government and from public procurement for such period as may be decided by the competent authority.

II. Before facing action and initiating recovery, the applicant shall be given a reasonable opportunity of being heard.

16. Amendment, Modification and Withdrawal of Scheme

The Government reserves the right to withdraw, suspend, modify, amend or discontinue this Scheme, in whole or in part, at any time, without assigning any reason, subject to such terms and conditions as may be specified by the Government.

No approval or sanction of any incentive under this Scheme shall be construed as creating an irrevocable or vested right to receive or continue to receive such incentive. The Government reserves the right to suspend the disbursement of, cancel, modify or withdraw any incentive approved or sanctioned under the scheme, in accordance with the provisions of the policy, this scheme or such directions as may be issued by the Government from time to time.

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

Chandigarh:
The 11th November, 2026.

Annexure – I

APPLICATION FORM

Part A: Details of Applicant

(To be submitted with each employment generation subsidy claim)

S. No.	**Particular**	**Details**
1.	Name of the applicant entity/enterprise	
2.	Constitution of applicant entity/enterprise (*Company/ Limited Liability Partnership (LLP)/ Partnership/ Proprietorship Firm/ Corporation/ Cooperative Society/ Self-Help Group (SHG)/Trust, etc*)	
3.	Registration/ identification number of applicant entity/enterprise, as applicable ▪ *For Company: CIN* ▪ *For LLP: LLPIN* ▪ *For Partnership Firm/Corporation/ Cooperative Society/SHG: Registration No.* ▪ *For Proprietorship: GSTIN/ Udyam Registration No./ any other Government-issued registration*	
4.	PAN of applicant entity/enterprise	
5.	Category of Unit (Micro/Small/Medium)	
6.	GSTIN	
7.	Udyam Registration No. and date	
8.	Name of authorised representative	
9.	Designation of authorised representative	
10.	Email ID of authorised representative	
11.	Mobile number of authorised representative	
12.	Registered office address	
13.	Whether the project is a New Unit or Expansion/Diversification/Modernization	New Unit/ Expansion/ Diversification/ Modernization
14.	Item of manufacture/processing	
15.	Complete address of project site Address: Tehsil: District:	
16.	GIS/Google Coordinates	
17.	Land/Premises Possession (Owned/leased)	
18.	Lease period, if land/premises is on lease	
19.	Sale Deed/ Lease Deed Registration Number	
20.	Sale Deed/ Lease Deed Registration Date	

Part B: Employment Generation Subsidy Application Form

S. No.	Particular	Details
1.	Financial Year for which claim is being made	FY _____
2.	Total No. of Employees (*Direct on payroll or Contractual Employees with ESI/PF Number*) as on the last date of the Financial Year for which the claim is being made	
3.	Total No. of Employees (*Direct on payroll or Contractual Employees with ESI/PF Number and employed for a period of at least 1 year*) – as on the last day of the financial year for which the claim is being made	
4.	Total No. of Haryana Local Employees (*Direct on payroll or Contractual Employees with ESI/PF Number and employed for a period of at least 1 year*) – as on the last day of the financial year for which claim is being made	
4(a)	(a) Total No. of General Category Haryana Local Employees (Direct on Payroll or Contractual Employees with ESI/PF Number and employed for a period of at least 1 year) – as on the last day of the financial year for which claim is being made	
4(b)	(b) Total No. of Women/ SC/ Divyang / Agniveer/ Ex-Servicemen Category Haryana Local Employees (Direct on Payroll or Contractual with ESI/PF Number and employed for a period of at least 1 year) – as on the last day of the financial year for which claim is being made	
5.	Proportion of Haryana Local Employees in the Workforce of the Unit	
6.	Quantum of employment generation subsidy claimed	
7.	Cumulative support (fiscal incentives, subsidies, reimbursements, grants or any other financial assistance) sanctioned or received for the project from Govt. of India	

Part C: Booster for HKRN Subsidy Application Form

S. No.	Particular	Details
1.	Financial Year for which claim is being made	FY _____
2.	Total No. of Employees (*Direct on payroll or Contractual Employees with ESI/PF Number*) as on the last date of the Financial Year for which the claim is being made	
3.	Total No. of Employees employed through HKRN (*Direct on payroll or Contractual Employees with ESI/PF Number and employed for a period of at least 1 year*) – as on the last day of the financial year for which the claim is being made	
4.	Quantum of Employer's Statutory Contribution under Employees Provident Fund reimbursement claimed	
5.	Quantum of Employee's Statutory Contribution under Employees Provident Fund reimbursement claimed	
6.	Cumulative support (*fiscal incentives, subsidies, reimbursements, grants or any other financial assistance*) received for the project from Govt. of India	

Note:

- *In case of expansion, the subsidy will be available for incremental employee count beyond the count that existed before undertaking expansion.*
- *The applicant shall have to submit the application along with documents mentioned at clause No. 6 of scheme guidelines.*

Date:

Signature of Authorised Representative of applicant entity with seal

Annexure – II

DETAILS OF HARYANA EMPLOYEES

(To be submitted on applicant letterhead with stamp and with each application for Employment Generation Subsidy)

S. No.	Name of Haryana Local Employee	Type of Employment (Direct/ Contractual)	Parivar Pechan Patra ID	UAN Number	ESI Insurance Number	Date of Start of Employment	Local Employee Category (General/ SC/ Women/ Divyang/ Agniveers/ Ex-Servicemen)	Average Gross Monthly Salary (INR)

Note: To be submitted as on the date of the end of the financial year for which incentives are being claimed. Only Employees employed by the unit at the project for which incentives are being claimed are eligible for the Employment Generation Subsidy.

Self-attested copies of documents to be annexed:

a) Copies of consolidated payslips for the past 12 months (*ending at the end of the financial year for which incentives are being claimed*) of each eligible Haryana Local Employee
b) Copies of annual statutory return for the amount of contribution of EPF and ESI, whichever is applicable, along with list of employees.
c) Copy of Agniveer certificates for eligible Haryana Local Employee.

Date:

Signature of Authorised Representative of applicant entity with seal

DETAILS OF HARYANA EMPLOYEES RECRUITED THROUGH HKRN

(To be submitted on applicant letterhead with stamp and with each application for Booster for HKRN Subsidy)

S. No.	Name of Haryana Local Employee hired through HKRN	HKRN Registration No.	Type of Employment (Direct/ Contractual on payroll)	Employee ID	Parivar Pechan Patra ID	UAN Number	Eligible Annual Salary (basic pay, dearness allowance and retaining allowance) in INR	Date of Commencement of Employment through HKRN	Employee Statutory EPF contribution deposited with EPFO during the Financial Year in INR	Employer Statutory EPF contribution deposited with EPFO during the Financial Year in INR

Note: To be submitted as on the date of the end of the financial year for which incentives are being claimed. Only eligible employees employed by the unit at the project for which incentives are being claimed (for the financial year for which incentives are being claimed) are eligible for the Booster for HKRN Subsidy.

Self-attested copies of documents to be annexed:

a) Copies of consolidated payslips for the past 12 months of each eligible Haryana Local Employee employed through HKRN.
b) Copies of EPFO Electronic Challan-cum-Returns (ECRs) for the claim period in respect of eligible Haryana Local Employees recruited through HKRN.

Date:

Signature of Authorised Representative of applicant entity with seal

Annexure – III

Confirmation From Assistant Labour Commissioner

(*Note: The employment-related particulars shall be got verified from the Labour Department using the Employment Details Verification Service available on the Invest Haryana Single Window Portal*.)

It is certified that, based on the records produced before me, including the employment records, EPFO/ESIC records, statutory registers maintained under the applicable labour laws, and such other records as considered necessary, the particulars furnished in **Annexure - II** above are correct and it is certified that:

I. The total number of employees engaged by the eligible unit, either directly on payroll or through contract, having valid EPFO/ESIC registration, as on the last day of the financial year _____is _____.

II. Out of the employees referred to at (i) above, _____ employees have been continuously employed by the eligible unit, either directly on payroll or through contract, for a period of not less than one (1) year as on the last day of the relevant financial year.

III. Out of the employees referred to at (ii) above, _____ employees are Haryana Local Employees as verified from the Parivar Pehchan Patra (PPP) records and of these _____ employees were recruited through HKRN.

IV. The employees mentioned in **Annexure - II** were engaged by the eligible unit at its project located in Haryana during the relevant financial year and are supported by the applicable statutory employment records maintained under the relevant labour laws.

V. To the best of my knowledge and based on the records verified, the above particulars are true and correct.

Date:

Signature of the Assistant Labour Commissioner (with seal)

Annexure – IV

CHARTERED ACCOUNTANT CERTIFICATE
(*on letterhead of Chartered Accountant*)

TO WHOM IT MAY CONCERN

I/We have examined the books of accounts, payroll records, salary registers, bank payment records, EPFO records, ESIC records (*where applicable*), statutory returns, Electronic Challan-cum-Returns (ECRs), proof of deposit of statutory contributions and such other records of M/s. _____ having its registered office at _____ and eligible unit located at _____ in respect of the claim for _____ for the Financial Year _____ under the Haryana Progressive MSME & Export Promotion Policy 2026.

Based on such examination, I/We hereby certify that:

1. The employee-wise details furnished have been verified with the payroll records, salary registers, bank payment records and statutory records maintained by the eligible unit.

2. That the unit commenced commercial production on _____ and is currently operational as on the date of issuance of this certificate. This has been verified with reference to the GST returns, details of taxable outward supplies/tax invoices, books of accounts, electricity bills and other relevant records produced before us.

3. The salary/wages paid to the employees covered under the claim have been duly accounted for in the books of accounts of the eligible unit and have been paid through banking channels.

4. The Employees' Provident Fund (EPF) contributions, comprising both the employee's contribution and the employer's contribution, in respect of the employees covered under this claim and as showcased, have been correctly deducted, accounted for and deposited with the Employees' Provident Fund Organisation (EPFO) in accordance with the applicable provisions of the relevant Act and rules and schemes framed thereunder.

5. The eligible unit has disclosed all subsidies, grants, reimbursements, incentives and financial assistance received, sanctioned or applied for from the Government of India, Government of Haryana or any other Government agency in respect of the project. Government assistance received/sanctioned/applied for the same project/assets/expenditure is _____.

6. The particulars certified herein are based on the books of accounts, statutory records and supporting documents produced before me/us and are true and correct to the best of my/our knowledge and belief. In case any information is subsequently found to be false, misleading, misrepresented, suppressed or based on concealment of material facts, we shall be liable for appropriate action under the prevailing laws.

Date: _____
Place: _____
Signature/Name of CA: _____
Membership No.: _____
Firm Registration No.: _____
UDIN: _____

Note: *The format of this Certificate prescribes the minimum particulars required to be certified under the Haryana Progressive MSME & Export Promotion Policy and this scheme. The CA may make such modifications to the Certificate as considered necessary, provided that any deviations from the prescribed format, including additional disclosures, qualifications, exclusions, limitations, observations or explanatory notes, are clearly identified and separately recorded in an Annexure, which shall form an integral part of this Certificate.*

Annexure - V

Undertaking/Declaration (to be submitted on non-judicial stamp paper of Rs. 50/- (Min.) duly sworn before a Notary Public (duly affixed with Notarial Stamp; and with Notary Seal & Notary Registration Number) or First-Class Magistrate):

I/We, _____, authorized signatory of M/s _____, having its eligible unit at _____, do hereby solemnly affirm and declare as under:

1. That I/we am/are duly authorised to submit this application, annexures, certificates, schedules and supporting documents and that the information furnished therein is true, complete and correct to the best of my/our knowledge and belief.
2. That the project for which assistance is being claimed has commenced commercial production/operations on _____.
3. That the conditions specified in the policy and this scheme have been fulfilled, except to the extent specifically disclosed in this application, and the documents submitted continue to remain valid except where specifically disclosed as revised, renewed, modified or expired.
4. That all applicable statutory approvals, registrations and compliances required for establishment and operation of the project have been obtained and continue to remain valid, except to the extent specifically disclosed.
5. That no duplicate claim has been made or shall be made in respect of the same project, assets, expenditure or employees under any other scheme or policy of the Government of Haryana, except where expressly permitted under the Haryana Progressive MSME & Export Promotion Policy 2026 and that all fiscal incentives, subsidies, grants, reimbursements or financial assistance received, sanctioned or applied for from the Government of India, Government of Haryana or any other Government agency have been fully disclosed.
6. [*Only in case of expansion/diversification projects*] That separate books of accounts and records are being maintained in accordance with the Haryana Progressive MSME & Export Promotion Policy 2026 and this Scheme.
7. That the employment details furnished in this application, including the number of eligible employees, category-wise classification, date of joining, place of employment, salary records and other supporting documents, are true, complete and correctly represent the employment generated by the eligible unit.
8. That all such employees have been engaged by the eligible unit, either directly on payroll or through contract with valid EPFO/ESI registration, at the eligible project in Haryana during the relevant claim period.
9. That all employees covered under this claim have remained in continuous employment with the eligible unit for a minimum period of twelve (12) months, wherever such condition is applicable under the Scheme.
10. [*Only in case HKRN Booster Incentive*] That all Haryana Local Employees in respect of whom reimbursement has been claimed under this Scheme were recruited through Haryana Kaushal Rozgar Nigam (HKRN) and satisfy the eligibility conditions prescribed under the policy and this Scheme.
11. [*Only in case HKRN Booster Incentive*] That the salary/wages of all employees covered under this claim have been paid through banking channels and the statutory Employee's and Employer's EPF contributions in respect of such employees have been duly deducted, deposited with the Employees' Provident Fund Organisation (EPFO), and reflected in the applicable Electronic Challan-cum-Returns (ECRs) and statutory records.
12. [*Only in case HKRN Booster Incentive*] That reimbursement has been claimed only in respect of the statutory EPF contributions actually deposited with EPFO during the relevant claim period and no claim has been made towards any interest, damages, penalty, surcharge or any other amount not admissible under the Scheme.
13. [*Only in case HKRN Booster Incentive*] That, in the case of an eligible expansion/diversification project, reimbursement has been claimed only in respect of the incremental Haryana Local Employees recruited through HKRN over and above the employee strength existing immediately prior to commencement of the expansion/diversification project, in accordance with the provisions of the Policy and this Scheme.
14. [*Only in case HKRN Booster Incentive*] That the eligible unit shall maintain complete and verifiable payroll records, attendance records, appointment orders, bank payment records, EPFO/ESI records, HKRN records, statutory returns and all other relevant documents and shall preserve the same for inspection by the Competent Authority during the subsidy period and for a period of ten (10) years thereafter, or such longer period as may be prescribed.
15. That all employees in respect of whom Employment Generation Subsidy have been claimed satisfy the eligibility conditions prescribed under the policy and this Scheme, and that no subsidy has been claimed in respect of any ineligible employee.
16. That the employees covered under this application have been actually engaged and employed at the eligible unit in Haryana during the relevant claim period and are supported by the prescribed employment records, attendance

records, wage and salary records, bank payment records, EPFO/ESIC records and such other records as may be required.

17. That wherever subsidy has been claimed in respect of employees belonging to any special category eligible for enhanced benefits under the Policy or the Scheme, including women, Scheduled Castes, Divyangjan, Ex-servicemen or any other notified category, the unit possesses valid documentary evidence establishing such eligibility.

18. That, in the case of an eligible expansion/diversification project, the subsidy has been claimed only in respect of the incremental employee strength over and above the employee strength existing immediately prior to commencement of the expansion/diversification project, in accordance with the provisions of the policy and this Scheme.

19. That the eligible unit shall maintain complete and verifiable books of accounts, fixed asset records, employment records, appointment letters, attendance records, wage and salary registers, bank payment records, EPFO/ESIC records, labour law records and all other relevant documents, and shall preserve the same for inspection by the Competent Authority during the subsidy period and for a period of ten (10) years thereafter, or such longer period as may be prescribed.

20. That I/we authorize the Competent Authority or any agency authorized by it to inspect the project site, verify books of accounts, statutory records, fixed asset register, employment records and supporting documents, and to obtain or verify information from EPFO, ESIC, Haryana Parivar Pehchan Authority, Labour Department, Income Tax Department, banks, financial institutions or any other Government department or agency, as may be considered necessary.

21. [*Only in case HKRN Booster Incentive*] That I/We authorize the Competent Authority or any agency authorized by it to verify the particulars furnished in this application from HKRN, EPFO, ESIC, Haryana Parivar Pehchan Patr Authority, Labour Department, banks and any other Government Department or agency, and to inspect the records of the eligible unit wherever considered necessary.

22. That any material change affecting the eligibility of the project or the admissibility of the subsidy, including any change in investment, project category, ownership, constitution, GSTIN, project location, commencement or operation status, employment strength, merger, demerger, transfer of business, closure of the unit, withdrawal of HKRN engagement or any other matter having a bearing on eligibility under the Policy or the Scheme, shall be promptly intimated to the Competent Authority.

23. That I/we have carefully read and understood the provisions of the Haryana Progressive MSME & Export Promotion Policy 2026, this Scheme, and all applicable terms and conditions governing the incentives claimed by the eligible unit, and I/we undertake to comply with the same.

24. I/we understand and acknowledge that any fraud, forgery, fabrication or manipulation of records, submission of false or misleading information or certificates, concealment or suppression of material facts, submission of false declarations, or claiming incentives on the basis of fictitious or ineligible expenditure, assets or employees, may result in rejection of the application, withdrawal and recovery of incentives along with applicable interest, and may also action under the applicable laws, without prejudice to any other action that may be taken by the Competent Authority

25. That I/we shall comply with all continuing obligations prescribed under the policy and the applicable Scheme throughout the period during which any incentive is claimed or received, and this undertaking shall remain binding upon the eligible unit notwithstanding the release of any incentive.

Signature of Authorised Signatory: _____

Name: _____

Designation: _____

Seal: _____

Date: _____

12959—C.S.—H.G.P., Pkl.