

**Government of Haryana**  
**Industries and Commerce Department**

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**NOTIFICATION**

No. 20/01/2022-4IB1

The 3<sup>rd</sup> November, 2022

In pursuance to the provision under Clause 9 of the Haryana Electric Vehicle Policy-2022 notified in Gazette *vide* No. 20/01/2022-4IB-I dated 08.07.2022, the Governor of Haryana is pleased to notify the “Human Capacity Building Center of Excellence Scheme” to help manufacturers of EVs with skilled employees with the provisions given hereunder:

**1. Objectives of the Scheme**

The objective of the State Government in devising this scheme is to provide sufficient skilled employees to the manufacturers of Electric Vehicles in the State. For this, Govt. organizations / PSU/ private companies shall be encouraged to set up Centres of Excellence (CoE). CoEs are organizational environments that strive for and succeed in developing high standards of conduct in a field of research, innovation, or learning.

**2. Quantum of Assistance**

Five CoEs, set up by Govt. organizations / PSU/ private companies, shall be incentivized with a 50% grant of project cost up to INR 5 crore.

- i. CoE shall utilize 50% of the grant in setting up of the CoE (i.e upto INR 2.5 crore) and the remaining 50% of the grant shall be used for running operations of the CoE.
- ii. The grant for running operations shall be released in 5 equal annual installments, (maximum INR 50 lakhs p.a.).

**3. Definitions**

- i. **Electric Vehicle:** Electric Vehicle (EV) refers to automobiles powered by a battery and an electric motor, including battery electric vehicles (BEV) and Fuel Cell Electric Vehicle (FCEV).
- ii. **Acknowledgement Date:** The date on which an Application is acknowledged by Department of Industries & Commerce, Haryana, to the Applicant after carrying out the initial screening of the Application. Acknowledgment of an Application shall not be construed as approval under the Scheme.
- iii. **Approval Date:** The date on which the approval in respect of an Application under the Scheme is issued by the Department of Industries & Commerce, Haryana, to the Applicant.
- iv. **Eligible expenditure for set-up:** Such expenditure shall include:
  - a. Capital Investment: Expenditure incurred on procuring specialized capital equipment for training activities including Computers, machinery, specialized softwares etc., building (subject to maximum of 25% of Project cost)

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- b. Land / Lease cost: Cost of purchase of land or of the long term irrevocable lease in the name of the COE / organization running COE.
- v. **Eligible recurring operational Expenditure:** Such expenditure shall include:
  - a. Manpower Cost: Expenditure incurred on monthly emoluments of only scientific / technical manpower subject to a ceiling of 50% of total incentive amount approved for an Applicant.
  - b. Maintenance and upgradation cost: Cost incurred on maintenance and upgradation of technology / software / tools / machinery.

**4. Eligibility**

- i. Govt. organizations / PSU/ private companies/ Institute of international repute involved in world class technology dissemination, testing, entrepreneurship, and skill development for making industry ready workforce, establishment of experiential center for capacity building, establishment of common tool room in the Electric Vehicle and EV ecosystem development segment.
- ii. Eligible expenditure shall be the expenditure made on or after the date of acknowledgement of an Application and within the tenure of this Scheme.
- iii. Expenditure prior to the date of acknowledgment of Application, shall not be considered for determining eligible expenditure under the Scheme
- iv. The Center of Excellence shall have a domestic status i.e. more than 50% of the capital in it shall beneficially be owned by resident Indian citizens and/ or Indian companies, which are ultimately owned and controlled by resident Indian citizens.
- v. The approved applicants that claim incentives under the scheme shall retain their domestic status for a period of three years after claiming incentives under the scheme.

**Note:** Units availing incentive under this scheme will not be eligible to avail incentive under the R&D scheme under Haryana Electric Vehicle Policy 2022 or similar incentive (COE incentive or R&D incentive) under similar head as given in any other Haryana Government policy. The maximum limit of the sum of all fiscal incentives shall not exceed 100% of Fixed Capital Investment (FCI).

**5. Commencement and Applicability:**

The scheme shall commence with effect from 10.07.2022 and shall remain in operation till a period of 05 years or till the time Government decides to discontinue this scheme, whichever is earlier.

**6. Procedure to apply for financial assistance under the scheme:**

- i. The applicant shall Submit its proposal to the Department of Industries & Commerce
- ii. The Department of Industries & Commerce shall examine & screen the application, as received, after issuing of acknowledgement to the applicant.

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- iii. The Department of Industries & Commerce shall prepare a summary of all received proposals in a financial year to be submitted to the State level CoE proposal approval committee
- iv. Summary along with the proposals will be submitted to the state level committee in its annual meeting
- v. Annual meeting will be held to review all proposals that are received in a year in month of April every year (from 2023 to 2027)
- vi. Applicants will be invited to pitch their ideas and project proposal for the CoE in the Annual meeting.
- vii. The committee will check details of the project and eligibility
- viii. After examination & screening, the Chairman of the committee shall issue a letter to the applicant, communicating approval along with milestones under the Scheme with a copy to Department of Industry & Commerce, Haryana
- ix. The aforesaid approval letter shall not be construed as a guarantee for disbursement of financial incentives as the same will be dependent upon verification of eligibility after submission of disbursal claim
- x. All approved applicants shall be required to furnish self-certified Quarterly Review Reports (QRRs) to the Department of Industries & Commerce, Haryana, till five years from time of issue of incentive.
- xi. The deficiencies or clarifications, if any, would be communicated to the applicant in writing (within the same financial year, if the application is received by December month of the same financial year) and the applicant would be given a time period of 15 working days to rectify the deficiencies so pointed out.
- xii. In case the deficiencies are not removed within prescribed period, the claim may be carried forward for next years' evaluation. In case of the last Financial year of the policy period i.e. FY 2026-27, such claims shall be rejected.
- xiii. The committee may select to incentivize maximum 3 best proposals in one financial year.

**7. Committee for selection of proposals**

A State Level Committee (SLC) will be constituted with the following members to evaluate proposals for establishing Center of Excellence:

S No	Authority	Position
1	Administrative Secretary, Industries & Commerce	Chairman
2	Administrative Secretary, Finance Department	Member
3	Administrative Secretary, Science and Technology Department	Member
4	State Transport Commissioner, Department of Transport	Member
5	Director, Skill Development Department	Member
6	Director General, Department of Industries & Commerce	Member Secretary

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The committee shall meet annually to discuss the proposals received under this scheme. If no proposals are received in the year then in such case the meeting shall be scheduled for next year.

If a single proposal is received in the year, it shall be evaluated by the committee. In such cases, the proposal may or may not be incentivized.

The proposals will be evaluated on the basis of the value that they will bring to the state and the support they would provide to industries in providing manpower. Conducting capacity building training of existing employees in Haryana in working different allied industries shall also be a mandate of the COE

**8. Competent Authority for sanction:**

The Chairman of State level committee shall be competent authority for sanction of the subsidy

**9. Time limit:**

- i. The Application Window shall be from 10-07-2022 till the end of FY 2025-26
- ii. The State Level Committee shall annually meet in the month of April every year, the decision of the Committee shall be communicated by month of June of the year as that of the annual meeting.

**10. Interpretation/ Clarification**

The Administrative Secretary Industries and Commerce, Haryana shall be competent to make interpretation/clarification of provisions of this scheme.

**11. Appeal**

An appeal against an order passed by the Competent Authority shall lie with the Chief Secretary, Government of Haryana which can be filed within a period of 30 days from the date of communication of orders appealed against. The orders passed by the competent authority in appeal shall be final. Appeal can be submitted in a written format at the office of the Chief Secretary, Government of Haryana with subject as "Appeal for Human Capacity Building - Center of Excellence Scheme under Haryana Electric Vehicle Policy-2022."

**12. Power to condone delay in submission of application & appeal**

- i. The Director/ Director General, Industries and Commerce, Haryana shall be competent to condone the delay up to a period of 03 months after the prescribed time limit.
- 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. 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.

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**13. 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 refund of assistance with compound rate of interest @ 12% per annum and facing legal action, be debarred from grant of any incentives/assistance from the State Government. If the applicant fails to refund the subsidy amount with interest, then the amount shall be recovered as arrear of land revenue. The applicant shall be debarred from public procurement as a result of mismatch in facts and figures.

**14. Service Delivery Timeline**

Sr. No.	Tasks	Time limit (working days)
1	Letter of Approval	60 days
2	Letter of Sanction	07 days
3	Disbursement	15 days

Anand Mohan Sharan  
Additional Chief Secretary to Government of Haryana,  
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**Annexure – I**

**Application format for claiming CoE incentive**

Sr. No.	Particulars	Details	
1	Name of the applicant (Authorized person of the unit)		
2	Name & address of the unit with telephone no. & email ID		
3	Registered Office address		
4	IEM/Udyam Registration Certificate (URC) and Haryana Udhyaam Memorandum (HUM) No. & date		
5	Udyam Registration Certificate No. & date		
6	Constitution of the CoE Unit [Proprietary, Partnership, Company, Others]		
7	Date of commencement of operations at CoE		
8	Details of activities being carrying out by the CoE unit		
9	Total source of funding / means of finance (as approved by Bank/FI): • Promoter's contribution • Term Loan • Other sources • Total	INR (lakh)	Percentage
10	Details of Fixed Capital Investment (INR lakhs) Land / Lease Building (subject to maximum of 25% of Project cost) Plant & Machinery/ Equipment Others TOTAL		
11	Annual Expenditure (In INR lakhs) a. Manpower Cost: ceiling of 50% of total incentive b. Operation and maintenance cost c. Others d. Total		
12	Amount of assistance obtained from Government of India, if any		
13	Amount of assistance claimed under this scheme		
14	Planned manpower trained on specialized segments in EV and e-mobility annually		
15	Planned number of individuals trained as job ready workforce annually		
16	Support in providing skilled jobs in EV segment		

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Copies of documents to be attached with the application:

- i. Copy of Udyam Registration Certificate (URC) and Haryana Udhyaam Memorandum (HUM).
- ii. Certificate of Incorporation/ Partnership deed
- iii. Board resolution/ Power of attorney
- iv. Change of Land Use (CLU)/ NOC from competent authority, whichever applicable
- v. Declaration (As in Annexure II) on non-judicial stamp paper of INR50
- vi. CA Certificate regarding investment in plant & machinery for new unit/expansion/ diversification (Annexure-III)
- vii. Audited balance sheet of the unit of last year (if Applicable)
- viii. Detailed project report including key result parameters
  - a. Planned manpower trained on specialized segments in EV and e-mobility annually
  - b. Planned number of individuals trained as job ready workforce annually
  - c. Support in providing skilled jobs in EV segment

Signature of the applicant  
(with seal)

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**Annexure-II**

**Declaration (on non-judicial stamp paper of INR 50 duly notarized)**

I, do hereby solemnly state that I am proprietor/ partner/director/ of M/s\_\_\_\_\_ located at\_\_\_\_\_ which has established Center of Excellence\_\_\_\_\_ and I have been authorized to file the claim of assistance to establish Human capacity building center of excellence with the Department of Industries and Commerce, Haryana.

The unit will be liable to refund excess subsidy/assistance, if any released due to omission or pointed out by the Audit team, Haryana.

I do hereby further affirm that the particulars given in the application are correct. In case any of the statement/ information furnished in the application/ documents later found to be wrong or incorrect or misleading or violation of the eligibility criteria/conditions, I do hereby undertake to refund the entire amount of assistance of INR \_\_\_\_\_(Rupees\_\_\_\_\_ ) granted to me along with 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.

Date:

Signature of the  
Proprietor/Partner/ Managing  
Director/Director  
(with seal)



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**Annexure-III**

**Certificate from Chartered Accountant regarding Eligible Expenditure (on a CA letter head)**

**To whom it may concern**

The records and books of account of M/s.....with their regd. office at..... COE located at..... in respect of investment in plant & machinery of the unit has been verified. It is certified that the expenditure in project as on date..... stands as INR..... (Rupees .....)

The breakup is as below

S No	Expense Head	INR lakh
1	Setting up Cost A B C	
2	Recurring expenditure A B C	
	TOTAL	

Name

Signature and Seal of the  
Chartered Accountant

UDIN:.....

CA membership number : .....

Dated: