

Startup India Recommendation Programme: Operational Guidelines for TCGTBI

(As adopted in the Meeting of the Managing Committee held on 10.06.2016)

Department of Industrial Policy and Promotion (DIPP), GoI has already enlisted TCGTBI as an empanelled incubator for evaluation of innovation and issuance of recommendation to new technology based start-up companies, which is a pre-requisite for availing government subsidies and facilities under Start-Up India Scheme launched during the current year by Prime Minister. ISBA has already formulated a guideline for such evaluation and issue of recommendation by their member incubators on a chargeable basis. TCGTBI has already received around 17 applications from the new start-ups for such recommendation, some of which have already been processed. Such a recognition of the centre by DIPP opens up avenues for inducting new incubates and networking with the new idea generators besides giving an opportunity for a steady internal revenue generation. A sui-generis modality for such recommendation process, mostly in line with the ISBA guidelines have been prepared to be adopted by TCGTBI, which involves engagement of at least one subject knowledge expert specific to the applications on a payment of honorarium basis. In order to formalise the process the following guideline for carrying out such activity was placed and approved by the Managing Committee in its meeting held on 10.06.2016.

The services and the proposed charges categorised on the basis of services elements that is to be provided based on application-specific requirements are as below:

Sl. No.	Type of Service	Proposed Charges	Schedule of Payment	Coverage of expenses and Remarks
1	Application Processing Fees	Rs. 5,000/= + Rs. 750 (15% of Rs. 5000/=) to be paid to HI as overhead = Rs 5750	<ul style="list-style-type: none"> • 2,000/= along with the application • 3,000/= before the meeting for recommendation 	Institutional expenses, overhead and internal revenue generation
2	Engagement of Consultant as per requirement.	6,000/= per consultant covering one formal sitting for evaluation and recommendation. In case more than one sitting is required at the discretion of the Consultant, Additional Rs. 3000/= would be charged from the applicant per additional sitting.	To be paid in advance upon intimation to the Startup Applicant	To cover honorium, travel, and other related contingency expenses.
3	Testing etc. as per requirement.	At actuals	To be borne by the applicant either directly or through TCGTBI	
4	Inspection as per requirement.	At actuals	To be organized by the applicant either directly or through TCGTBI	

- A committee as follows would be formed against each application for evaluation of Startup applications and recommendation
 1. Consultant
 2. Any one member from the Managing Committee of TCGTBI,
 3. Secretary – TCGTBI
 4. GM-TCGTBI
- GM-TCGTBI will recommend the names of Consultant to be engaged in each case to be approved by Secretary / President of TCGTBI.
- Based on the recommendation of the Committee, GM-TCGTBI will sign the Recommendation Letter on behalf of TCGTBI. The applicant will be informed that all the fees and expenses must be paid in full before the outcome of the evaluation is published.
- TCGTBI should ascertain whether Service Taxes are payable for such services and in such a case, the amount so payable would also be charged from the applicants.