

GOVERNMENT OF ODISHA  
MSME DEPARTMENT

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NOTIFICATION

No. MSME-IPE-MISC-0005-2019

4977

/MSME, Bhubaneswar, date

12-07-2023

Subject: OPERATIONAL GUIDELINES FOR FISCAL INCENTIVES UNDER ODISHA EXPORTS POLICY-2022  
(with reference to Para 22 of OEP-2022)

1. The Odisha Export Policy-2022 was notified on 30.11.2022. The benefits provided in the policy are as mentioned below:
  - a. Export Development Assistance Scheme
  - b. Reimbursement of RCMC Fee/ Charges
  - c. One-time reimbursement for obtaining organic certification, quality certification @ 50% of the total outlay subject to a ceiling of Rs.10 lakh.
  - d. One-time reimbursement of 50% of the cost incurred in obtaining quality certification for manufacturing processes or any other certification for export (compulsory markings such as Conformity European (CE), China Compulsory Certificates (CCC) etc), issued by any Government agency or any agency authorized by Central or Government of Odisha, subject to a ceiling of Rs.50000/-.
  - e. Reimbursement for obtaining testing certification @ 50% of the total cost subject to ceiling of Rs.10,000/- per export shipment.
  - f. Reimbursement of cost incurred by an exporter for first 3 years towards country specific Certification & Quality Standards for a new product/ value added product, exported to a virgin market @ 50% of the cost incurred towards certification subject to a ceiling of Rs.10,000/- per export shipment.
  - g. One-time reimbursement of 50% of the total cost incurred subject to ceiling of Rs.5 lakh to acquire advanced technology aimed at improving product Standards / marketability from state institutes like OUAT, CIFT, CIFA and premier national institutions such as IIS, NID, IIT, NIT and CSIR to improve product quality standards for international market acceptance.

  
12.07.2023

2. All MSME Exporters based in Odisha are eligible for the benefits Odisha Export Policy-2022. The details of the incentives, eligibility, procedure and requirement of documents to avail financial benefits under the Policy are given in the following table.

Sl. No.	Incentive as per Odisha Export Policy-2022	Incentive details	Eligibility	Procedure	Documents Required	Remarks
1.	Export Development Assistance Scheme (EDA)	<p><b>A. Participation in International Exhibitions / Trade Fairs in India and Abroad</b></p> <p>a) Reimbursement of 50% of total air fare in economy class / two tier AC train fare of not more than one person from a unit limited to Rs.50,000/-.</p> <p>b) Cost incurred towards stall rent shall be borne by the State Government.</p>	<p>1. Representative of Exporting Organization having valid IEC number and Udyam registration number.</p> <p>2. Having valid Passport.</p> <p>3. Exporting Organization can avail benefit of one exhibition (international or domestic) and one buyer seller meet (international or domestic) in one financial year.</p>	<p>1. The Exporting Organization has to certify that no assistance under any scheme of Government of India or Government of Odisha is availed for the same purpose. (An affidavit to that effect on Rs.100/- Non-judicial stamp paper should be submitted).</p> <p>2. The Exporting Organization may participate in the Trade Fairs / Exhibitions / Buyers-Sellers Meet, etc. selected by the MSME Department.</p> <p>Alternatively, the</p>	<p>1. <i>Reimbursement of air fare / two tier AC train fare.</i></p> <p>(i) Udyam Registration Certificate</p> <p>(ii) Copy of IEC.</p> <p>(ii) Original tickets and boarding passes as applicable.</p> <p>(iv) Detailed report of participation which would include value of goods displayed, value of products sold, and orders booked, etc.</p> <p>2. <i>Reimbursement of stall rent (when the stall rent is paid by the Exporting Organization).</i></p>	<p>Application in Annexure-I format is common for all the categories under this Scheme.</p>

				<p>Exporting Organization may decide itself to participate in the similar event. In such case, prior approval of Director, EPM/MSME Department is required for which the Exporting Organization will have to submit application at least 1 month before the date of the event along with an estimate of travel expenses, details of the stall (size, cost etc.) in the format prescribed in <u>Annexure-I</u>.</p> <p>3. Stall rent cannot be claimed to be reimbursed ex-post facto if prior approval as per these guidelines is not taken before participation.</p>	<p><b>Pre-Event:</b></p> <p>(i) Original event booking confirmation including quotation for the stall from the event organizer.</p> <p>(ii) Registration confirmation from the event organizer.</p> <p><b>Post Event:</b></p> <p>(i) Detailed report of participation which would include value of goods displayed, value of products sold, orders booked etc.</p> <p>(ii) Bills / Invoice of stall rent claimed.</p>	
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				<p>4. If it is not a State Government selected event, then stall rent will be paid by the exporting organization in advance to the organizer of the event.</p> <p>5. Travel expenses and stall expenses will be reimbursed after the event on verification of actual bills/receipts.</p>		
		<p><b>B. Support to delegations from the State of Odisha to other countries as exposure visit</b></p>	<p>Delegation comprising of representatives of the State Government and Private sector Exporting Organizations visiting other countries for trade related exposure.</p> <p>1. Only one person from each participating organization (Proprietor / Director / Partner / Regular Employee) is</p>	<p>Travel expenses will be re-imbursed after the visit is over.</p>	<p>1. Certificate of registration of company.</p> <p>2. Udyam Registration Certificate</p> <p>3. Copy of IEC if applicable.</p> <p>4. Authorization of the Competent Authority of the exporting organizations in favour of the participant.</p> <p>5. Original tickets and</p>	<p>MSME Department will shortlist / select the participants.</p>



			<p>eligible.</p> <p>2. Delegate(s) shall be provided travel expenses in respect of not more than one person per participating organization subject to 50% of the total airfare in economy class / two tier AC train fare limited to Rs.50,000/-.</p>		<p>boarding passes as applicable.</p> <p>6. Details of B2B / B2C meeting conducted.</p> <p>6. Recommendations / inputs on the tour programme from DGFT / EPCs or other institutions recognized by the Central / State Government, if any.</p>	
2	<p><b><u>Reimbursement of RCMC Fee/ Charges</u></b></p> <p>Registration-cum-Membership Certificate (RCMC) is a certificate issued by Export Promotion Councils / Commodity Boards / Export Development Authorities etc. to exporters for</p>	<p>One-time reimbursement of the cost of RCMC charges / fee paid by the Exporting Organization who are registering with the EPCs / Commodity Boards / Authorities concerned / FIEO for the first time subject to maximum of Rs.40,000/-.</p>	<p>Exporting Organization having valid IEC number and Udyam registration number.</p>	<p>1. The Exporting Organization shall have to provide online application to the Director of DEPM in prescribed form <b><u>(Annexure-II)</u></b></p> <p>2. The Exporting Organization has to self-certify that no assistance under any scheme of Government of India or Government of Odisha has been</p>	<p>1. Copy of valid IEC.</p> <p>2. RCMC fee payment receipt.</p> <p>3. Copy of RCMC issued by Export Promotion Councils / Commodity Board / Export Development Authorities / FIEO.</p> <p>4. Declaration of main line of business in the application form.</p> <p>5. Udyam Registration</p>	

	availing benefits under Foreign Trade Policy, Government of India.			availed for the same purpose. (An affidavit to that effect on Rs.100/- Non-judicial stamp paper should be submitted).	Certificate 6. Affidavit on Rs.100 non-judicial stamp paper	
3.	One-time reimbursement for obtaining organic certification, quality certification@ 50% of the total outlay subject to a ceiling of Rs.10 lakh.	1. Subsidies will be provided to the Exporting Organization who have not availed similar assistance under any Central or State Government Scheme. 2. The certificate should have been issued by competent certifying bodies recognized by Central and State Government.	Exporting Organization having valid IEC number and Udyam registration number.	1. The Exporting Organization shall submit online application in prescribed form <b>(Annexure-III)</b> to the Director of DEPM. 2. The Exporting Organization must self-certify that no assistance under any scheme of Government of India or State Government has been availed for the same purpose. (Affidavit to that effect to be submitted by the exporters in Rs.100 non-judicial stamp paper).	1. Certificate of registration of company. 2. Copy of valid IEC. 3. Copy of valid RCMC. 4. Copy of Certificate (for which subsidy is sought) and proof of payment for the Certificate. 5. Affidavit on Rs.100/- non-judicial stamp paper. 6. Copy of Shipping bill for proof of export. 7. Udyam Registration Certificate	
4.	<b>One-time</b>	1. Subsidies will be provided to	Exporting Organization having valid IEC number	1. The Exporting Organization shall	1. Certificate of	



	<p>reimbursement of 50% of the cost incurred in obtaining quality certification for manufacturing processes or any other certification for export (compulsory markings such as Conformity European (CE), China Compulsory Certificates (CCC) etc.) issued by any Government agency or any agency authorized by Central or Government of Odisha, subject to a ceiling of Rs.50,000/-</p>	<p>Exporting Organization who have not availed similar assistance under any Central or State Government Scheme.</p> <p>2. The certificates should have been issued by certifying bodies recognized by Central and / State Government.</p>	<p>and Udyam registration number.</p>	<p>submit online application in prescribed form (<u>Annexure-IV</u>) to the Director of DEPM.</p> <p>2. The Exporting Organization must self-certify that no assistance under any scheme of Government of India or State Government has been availed for the same purpose. (Affidavit to that effect to be submitted by the Exporting Organization in Rs.100/- non-judicial stamp paper).</p>	<p>registration of company.</p> <p>2. Copy of valid IEC.</p> <p>3. Copy of valid RCMC.</p> <p>4. Copy of certificate (for which subsidy is sought) and proof of payment for the certificate.</p> <p>5. Affidavit on Rs.100/- non-judicial stamp paper.</p> <p>6. Copy of Shipping bill for proof of export.</p> <p>7. Udyam Registration Certificate</p>	
5.	<p>Reimbursement for obtaining testing certification @ 50% of the total cost subject to</p>	<p>1. Subsidies will be provided to Exporting Organization who have not availed similar assistance</p>	<p>Exporting Organization having valid IEC number and Udyam registration number.</p>	<p>1. The Exporting Organization shall submit online application in prescribed form (<u>Annexure-V</u>) to the</p>	<p>1. Certificate of registration of company.</p> <p>2. Copy of valid IEC.</p> <p>3. Copy of valid RCMC.</p>	

	ceiling of Rs.10,000/- per export shipment (i.e.Pre-shipment Export Inspection Certificate)	under any Central or State Government Scheme. (Affidavit to that effect to be submitted by the Exporting Organization in Rs.100/- non-judicial stamp papers).  2. The certificates should have been issued by certifying bodies recognized by Central and State Government.		Director of DEPM.  2. The Exporting Organization must self-certify that no assistance under any scheme of Government of India or Government of Odisha has been availed for the same purpose. (Affidavit to that effect to be submitted by the exporters in Rs.100/- non-judicial stamp paper).	4. Copy of certificate (for which subsidy is sought) and proof of payment for the certificate.  5. Affidavit to be submitted by the Exporting Organization in Rs.100/- non-judicial stamp paper.  6. Copy of Shipping bill for proof of export.  7.Udyam Registration Certificate	
6.	Reimbursement of cost incurred by an exporter for first 3 years towards country specific Certification & Quality Standards for a new product / value added product, exported to a virgin market @ 50% of the cost incurred towards	The Exporting Organization should establish that they are exporting a new product / value added product to a new market.	Exporting Organization having valid IEC number and Udyam registration number.	1. The Exporting Organization shall submit online application in prescribed form ( <u>Annexure-VI</u> ) to the Director of DEPM.  2. The Exporting Organization must self-certify that no assistance under any scheme of Government of India	1. Certificate of registration of company.  2. Copy of valid IEC.  3. Copy of valid RCMC.  4. Copy of certificate (for which subsidy is sought) and proof of payment for the certificate.  5. Affidavit on Rs.100/- non-judicial stamp paper.	



	certification subject to a ceiling of Rs.10,000/- per export shipment.			or Government of Odisha has been availed for the same purpose (Affidavit to that effect to be submitted by the exporters in Rs.100/- non-judicial stamp paper).	6. Copy of Shipping bill for proof of export. 7. Udyam Registration Certificate
7	one-time reimbursement of 50% of the total cost incurred subject to ceiling of Rs.5 lakh to acquire advanced technology aimed at improving product Standards / marketability from state institutes like OUAT, CIFT, CIFA and premier national institutions such as IIS, NID, IIT, NIT and CSIR to improve product quality standards	<p>1. This will be considered for technology acquisition / up gradation as well as services of tech consulting partners / service providers.</p> <p>2. Technology experts will provide recommendations to exporters who have to implement change in technology/systems.</p> <p>3. Technology experts will verify implementation and processes.</p>	Exporting Organization having valid IEC number and Udyam registration number.	<p>1. The Exporting Organization shall submit online application in prescribed form <b>(Annexure-VII)</b> to the Director of DEPM.</p> <p>2. The Exporting Organization must self-certify that no assistance under any scheme of Government of India or Government of Odisha has been availed for the same purpose. (Affidavit to that effect to be submitted by the exporters in Rs.100/- non-judicial</p>	<p>1. Certificate of registration of company.</p> <p>2. Copy of valid IEC.</p> <p>3. Copy of valid RCMC.</p> <p>4. Udyam Registration Certificate</p> <p>5. Affidavit on Rs.100/- non-judicial stamp paper.</p> <p>6. Report/Certificate from State/ National Institutions concerned regarding acquisition of advance technology by the exporting organization from the said institution. The said report/certificate must contain all relevant</p>



	for international market acceptance.	4. Reimbursement will be disbursed based on the scrutiny of reports and documents submitted.		stamp paper).	details including cost of such acquisition and complete grounding of the acquired advance technology in the production/manufacturing process of the exporting organization.	
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### 3. Incentive Administration Committee (IAC)

All requests / applications for subsidy / financial incentives listed above will be made to Director of Export Promotion & Marketing. The Director of Export Promotion & Marketing will scrutinize the applications and place before the Incentive Administration Committee (IAC) for taking appropriate decision. The Incentive Administration Committee (IAC) will comprise of the following members.

- Secretary, MSME Department – Chairperson
- Special Secretary / Additional Secretary, IPE Section, MSME Department – Member
- Director of Industries, Odisha - Member
- Director, Export Promotion and Marketing – Member Convenor

Incentive Administration Committee (IAC) may seek additional documents from applicants as and when required and may also consult concerned EPCs / DGFT and other institutions recognized by the Central / State Government to verify the Exporting Organization's claim for incentives. Minutes of IAC meeting must be released within 3 working days from the date of meeting.

### 4. Incentive Sanction, Disbursement and Recovery:-

- a. On valid grounds, IAC can reject any financial incentive claim application. In such case, the fact of rejection must be uploaded in the portal by the DEPM, with grounds of rejection clearly mentioned, within 3 working days from the date of release of minutes of the IAC meeting.



- b. If found eligible, IAC will approve the financial incentives claim application fully or partly and the fact of approval must be uploaded in the portal by the DEPM within 3 working days from the date of release of minutes of the IAC meeting. In case of part approval, reasons for not approving some other parts of the claim must also be mentioned and uploaded in the portal.
- c. Within 7 working days from the date of release of minutes of the IAC meeting, DEPM will issue sanction order and also disburse the financial incentives to the applicant exporting organization in his bank account through DBT mode.
- d. Incentive/reimbursement already disbursed shall be recoverable, partly or fully with penal interest @ 18% per annum on following events.
  - i. If the information furnished is found to be false/ incorrect/misleading or mis-represented or there has been suppression of material facts.
  - ii. If incentive/reimbursement is sanctioned erroneously or in excess of the actual amount due and admissible. However, if the exporting organization is found to be not responsible for such erroneous or excess payment, then no penal interest shall be charged.
  - iii. If the Exporting Organization shifts the registered office of the unit outside the State without taking prior permission of the State Government.

**5. Appeal:** - Anyone aggrieved by any decision of IAC can file appeal before Chief Secretary to Government of Odisha in the online portal, within 60 days from the date of communication of the decision of the IAC appealed against, who may dispose of the appeal either himself or may forward it to another Chief Secretary rank officer for disposal. Appeals should be disposed of within 30 working days.

These guidelines have been concurred in by Finance Department vide Noting in MSME Department OSWAS File No. MSME-IPE –MISC-0005-2019.

By order of Governor



(Saswat Mishra) 12.07.2023

Principal Secretary to Government

Memo No. 4978 /MSME, Dated 12-07-2023

Copy forwarded to Finance Department/Industries Department / Director of Industries, Odisha /Director of EPM, Odisha/  
All DICs /All Officers/ All Sections of MSME Department/ Guard File (5 copies) for information and necessary action.

  
12.07.23

Special Secretary to Government

Memo No. 4979 /MSME, Dated 12-07-2023

Copy forwarded to the President of TIE, Odisha / President, Sea Food Exporters Association of India, Odisha Region,  
Bhubaneswar /President and General Secretary of OASME, OSSIA, Utkal Chamber of Commerce & Industry / FICCI Odisha Chapter /  
CII, Odisha Chapter / OASME, OYEA, OSSIA / Odisha Industries Federation / UPMA/ Regional Head FIEO, Bhubaneswar /  
Assistant Director, WTC, Bhubaneswar for information and necessary action.

  
12.07.23

Special Secretary to Government