

Salary Reimbursement Scheme

1. Preamble to the Policy:

Government has approved and notified the Goa Start-up Policy 2025 with a vision to make Goa the creative capital of the country and a beacon for startups, innovation and entrepreneurship driving economic prosperity and creating job opportunities thus earning recognition as a premier destination by 2028. This ambitious vision is to be realised through a comprehensive approach, targeting key pillars of support, including access to capital, education, market, institutional support, infrastructure development, regulatory enablement, and administrative facilitation. Moreover, the policy also aims to promote the entry of startups from academia, enhance outreach and awareness and foster strong linkages with industry. The policy contains various incentives for Startups and to avail the benefits of these incentives the Government has proposed many schemes under the policy.

2. Short title and commencement:-This scheme shall be called “Salary Reimbursement Scheme”.

3. Benefits under the Scheme:-

3.1. For start-ups hiring local talent, 50% of the salary of fresher will be reimbursed, subject to a cap of INR 15,000 per month per recruit. A start-up can claim salary of maximum 25 people per month for a period of 3 years. This benefit can be availed by 100 start-ups each year which shall be selected by the SITPC as per its guidelines.

3.2. For start-ups whose work force comprises of 60% of locals, up to 25% of salary of the local work force subject to cap of INR 25 lakh per year will be reimbursed for 3 years. A start-up can claim salary of maximum 25 people. This benefit can be availed by 100 start-ups each year which shall be selected by the SITPC as per its guidelines.

3.3. Under no circumstance shall the benefits under this scheme be considered an entitlement. The SITPC shall reserve the sole right to accept or reject applications.

4. Eligibility:-

4.1 All the Start-ups certified by the Startup IT Promotion Cell(SITPC)having a valid start-up certificate number are eligible to apply for this scheme.

4.2 The employees should be hired for a period of at least 12 months.

4.3 For availing the benefit under clause 1, the employee/s whose salary is being claimed for reimbursement must be a professional/s.

4.4 The bank accounts of employees should be linked to Aadhaar.

4.5 The bank accounts of the Directors of the company should be linked to Aadhaar.

4.6 Only expenditure incurred after notification of Goa Start-up Policy2021, being within the validity of this policy and paid for digitally will be considered for reimbursements under this scheme. In case digital payments are not possible then it shall be up to the decision of SITPC as per its due diligence to admit the expenditure.

- Provided that employees shall mean all employees for whom a reimbursement is being claimed.
- Provided further that freshers mean Graduates and Postgraduate professionals who have completed their graduation within the stipulated period of study, and not more than 2 years have elapsed since the completion of the graduation & post-graduation courses respectively.
- Provided further that the term Local refers to a person satisfying at least one of the following

Criteria:

1. Person born in the State of Goa; or,
2. Person having domicile for 10 years or more in the State; or,
3. Spouse of a person covered under any of the conditions mentioned in (1.) and (2.), through marriages registered in Goa.

5. Procedure for filing and disbursement of claims:-

- 5.1 Start-ups who desire to claim incentives under this scheme shall submit the application form to SPC along with requisite set of documents. The form and the documents are to be submitted on the web portal to the SPC.
- 5.2 Based on the evaluation of the employment documents, the approved amount shall be reimbursed by the SPC.
- 5.3 The SPC shall be the competent authority to solely accept or reject any claims filed by the Start-ups. The decision of the SPC shall be final and binding.
- 5.4 The applicant can apply for this scheme at any time of the financial year after incurring the relevant expenditure.
- 5.5 The applicant can avail the benefits of this scheme bi-annually/ annually.
- 5.6 The applications received by the SPC under this scheme shall be evaluated and approval or rejection shall be notified within 45 days from receipt of the application by the SPC. Once the application is approved by the SPC, the approved amount shall be disbursed within 60 days from the date of approval.

6. Document Needed for Submission:

- Address proof of operational office in the State of Goa
- Cancelled Cheque of the start-up/incubator/accelerator
- Bank certification/ Bank account statement showing debit of salary
- Degree certificates of employees
- Employee Identity Proof - Aadhaar card of employee
- Employment Contract Proof - Contract of Employment of employees
- Goan Proof - Birth Certificate
- HR letter certifying that employment contracts of employee fulfill conditions mentioned in the policy regarding period of contract and work profile
- Identity Proof - Aadhaar card of Director/ CEO
- Salary increment letter of each employee