

Guidelines for implementation of Scheme for reimbursement of Testing and Certification Charges for Start-ups and Telecom MSEs

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1 Introduction to the Scheme:

- 1.1 Testing and certification of telecom equipment are key enabler for Start-ups and telecom MSE's, to ensure acceptance at both national and international deployment. Certificated products/solutions build consumer confidence and drive business growth, fostering adoption in domestic and global markets.
- 1.2 In order to support Start-ups and Micro & Small Enterprises (MSE's), the competent authority has decided to reimburse testing and certification charges for Start-ups and MSEs in respect of testing and certification in the field of telecom under mandatory/voluntary testing certification scheme.
- 1.3 Through this Scheme Department of Telecommunication (DoT) will reimburse a part of testing charges incurred by Start-ups & MSE's at Telecommunication Engineering Centre (TEC) designated/ recognized labs or at NABL accredited Lab(s) [in case there is no TEC designated Conformity Assessment Body (CAB) for a particular test facility] and certification charges under mandatory/voluntary testing certification scheme.

2 Objectives of the Scheme:

- 2.1 To reimburse a part of the testing and certification charges for Start-ups and MSEs in the field of telecom/ICT incurred by them at Telecommunication Engineering Centre (TEC)/ National Centre for Communication Security (NCCS) designated/ recognized labs or at NABL accredited Lab(s) [in case there is no TEC designated CAB for a particular test facility] under mandatory/voluntary testing certification scheme.
- 2.2 To increase the competence of Start-ups/ MSE's and create a conducive ecosystem in Telecom product development thereby promoting their competitiveness in the domestic and export markets.

3 Eligibility for availing reimbursement under the Scheme:

- 3.1 In order to be eligible for reimbursement under the Testing & Certification Scheme, Start-ups should have valid registration with the Department for Promotion of Industry and Internal Trade (DPIIT), Government of India in the Start-Up category.
- 3.2 In order to be eligible for reimbursement under the scheme, the MSEs firms shall have valid registration with Ministry of MSME, either in Micro or Small Category.
- 3.3 Start-up/ MSE's should be incorporated in Indian Territory.

3.4 Start-up/ MSE's annual revenue should not have crossed **INR 5 crores** in any financial year (since incorporation) and the Start-up should not have raised funds more than **INR 10 crores**.

4 Duration of the Scheme:

4.1 In order to catalyse the ecosystem, this scheme will be operational for a period of two years from date of implementation or until the allocated funds of **Rs. 25 crores** are fully utilized, whichever occurs earlier.

5 Reimbursement Criterion:

5.1 The reimbursement of testing done at Telecommunication Engineering Centre (TEC) / National Centre for Communication Security (NCCS) designated/ recognized labs or at NABL accredited Lab(s) [in case there is no TEC designated CAB for a particular test facility] in India & certification charges will be made as per the below mentioned categorization:

Category	Reimbursement of Testing and certification charges up to (in %)
Start- Ups	75
Micro Enterprises	60
Small Enterprises	50

5.2 Product certificate (MTCTE/ Voluntary certification) issued (by TEC) after the issue of scheme implementation guidelines or notified date will only be accepted for reimbursement for testing and certification charges/fees. Further, reimbursement for Testing & Certification charges/fee should be claimed **within 3 months** of issue of Product certificate (MTCTE/Voluntary certification) by TEC.

5.3 The maximum reimbursement for any Start-up or MSEs is capped at **INR 50 lakhs** for the Scheme duration

5.4 Reimbursement will not be considered for control test related to product R & D. The reimbursement application will be considered only for the charges incurred by the applicant on testing & certification of product related to Mandatory Testing and Certification of Telecommunication Equipment (MTCTE)/Voluntary Certification as prescribed by TEC/NCCS

5.5 Applications submitted through the portal, on or before the 20th of the last month in the quarter, will be considered for reimbursement.

6 Budgetary Outlay:

6.1 An initial fund allocation of **INR 25 Crore** from Digital Bharat Nidhi has been approved

for the reimbursement of testing and certification charges incurred by Start-ups and MSE's working in the field of telecom.

7 Application Procedure:

7.1 Application for the reimbursement of testing and certification charges can be submitted through online portal <https://tec.gov.in/tcrs>

7.2 Applicants should submit their applications in online mode along with the following essential documents:

- a. Certificate of Incorporation
- b. Annual Audited Financial Statements (since incorporation)
- c. DPIIT Registration or Udyam Registration Certificate, as the case may be
- d. Lab's TEC/NCCS Designation Certificate or NABL Accreditation Certificate, as the case may be
- e. Test reports and Product certificate (MTCTE/Voluntary Certification)
- f. Invoice/Receipt issued by TEC/NCCS designated Lab(s) or NABL Accredited Lab
- g. Payment Receipt of certification fees paid to TEC/CB
- h. An Undertaking that Start-up/ MSEs annual revenue should not have crossed INR 5 crores in any financial year (since incorporation), and the Start-up should not have raised funds more than INR 10 crores.
- i. Bank account details along with a copy of a cancelled cheque.
- j. Self-declaration confirming that applicant has not received any reimbursement under any other government scheme for the product testing & certification charges applied under this scheme.
- k. Copy of PAN card
- l. Any other required documents

7.3 Application for the reimbursement of testing and certification charges can be submitted through a defined process/format as mentioned in Annexure-I.

8 Implementing Agency (IA):

- 8.1 TCOE has been appointed as the implementing agency for this scheme.
- 8.2 TCOE has to develop an online portal through which applicants can submit their applications and shall also maintain the portal.
- 8.3 TCOE will receive all the applications in the portal.
- 8.4 TCOE shall screen all the applications with respect to completeness of the applications in all respects (DPIIT registration, UDYAM registration, certificate of incorporation, Test reports, Product Certificate, Lab designation, etc.).
- 8.5 TCOE will check the availability of audited Annual Financial Statements (since the incorporation) of applicant.
- 8.6 TCOE shall verify the TEC/NCCS designated CABs/NABL LABs as mentioned in the application/test reports from NABL or TEC/ NCCS website.
- 8.7 All the applications found to be complete upon screening shall be forwarded by TCOE to Technical Evaluation Committee for further processing.
- 8.8 In case of any discrepancies in application, TCOE shall communicate/coordinate with the applicants for keeping the documents in order.
- 8.9 TCOE should ensure release of funds within 7 days of disbursement from USOF.
- 8.10 TCOE shall ensure that the same Startups/MSEs cannot request reimbursement after receiving the maximum amount of Rs. 50 lakhs through an appropriate mechanism.

9 Technical Evaluation Committee:

- 9.1 After receipt of the applications from TCOE, Technical Evaluation Committee as mentioned below shall carry out detailed evaluation of the applications:

i.	DDG(CA)	Chairperson
ii.	Director(TTDF)	Member
iii.	Director (TC)/ Director (RC) as the case may be	Member
iv.	Director(Finance),TEC	Member
v.	Director (Concerning core/technical division of TEC/NCCS of proposal)	Member
vi.	Representative from LAB/CAB/Industry	Member
vii.	Director, Conformity Assessment(CA), TEC	Member-Convener
viii.	Any other member to be co-opted by Chairperson	Member

- 9.2 Technical Evaluation Committee will evaluate the reimbursement applications through online mechanism based on the documents and scrutiny by TCOE, recommend the cases to Administrative committee for further processing.
- 9.3 Due diligence of beneficiaries will be carried out by Technical Evaluation Committee. during evaluation. The due diligence process involves: -
- 9.3.1 Reconfirming eligibility; for reimbursement,
 - 9.3.2 Legal, technical & financial due diligence;
 - 9.3.3 Confirming that applicant has submitted the invoice for testing, test reports, Invoice for certification and Certificate (s) etc.
 - 9.3.4 other requirements, if any
- 9.4 Eligible applicants will be shortlisted by the Technical Evaluation Committee.
- 9.5 After due diligence, final disbursement proposal will be presented to the Administrative Committee for further examination and approval.
- 9.6 Upon recommendation of Technical Evaluation Committee, the portal should prepare a detailed report for submission to Administrative Committee.

10 Administrative Committee:

- 10.1 The report of Technical Evaluation Committee will be placed before Administrative Committee for further examination. The Administrative Committee, after examining the report of Technical Evaluation Committee, will arrive at its recommendations which will be placed before Competent Authority for approval. The composition of the Administrative Committee will be as below:

i.	Sr.DDG(TEC)	Chairperson
ii.	DDG(TTDF)	Member
iii.	DDG (Concerning core/technical division of TEC/NCCS of proposal)	Member
iv.	DDG (TC)/ DDG (RC) as the case may be	Member
v	DDG(Conformity Assessment), TEC	Member-Convener
vii.	Director(Finance)	DBN
viii	Any other member to be co-opted by Chairperson	Member

- 10.2 The Administrative Committee will review the proposal by Technical Evaluation Committee and send its recommendations for the approval to Secretary (Telecom).
- 10.3 Administrative Committee shall propose the amendments to the Nodal authority (TEC) as and when required, for the purpose of streamlining scheme implementation process.
- 10.4 If required, Administrative Committee shall send the recommendations for mid-term review of the scheme for its efficacy by an independent third party.

11 Nodal Authority:

- 11.1 Telecommunication engineering Centre (TEC) is the nodal authority for the implementation of this scheme.
- 11.2 Periodically monitor the progress of the scheme and issue form, formats, conduct periodic reviews etc. to the scheme. Detailed instructions in this regard shall be issued by TEC separately. The proposed amendments by Administrative committee will be processed for taking the approval of competent authority.
- 11.3 Issue detailed guidelines for scrutiny of applications, verification of applicants' credentials and, monitoring & effective implementation of the scheme in consultation with TTDF division of DoT HQ.
- 11.4 TEC will widely publicize/ advertise the scheme through different electronic and print media etc.
- 11.5 Constitute various committees like Technical Evaluation Committee and Administrative Committee based on the extant guidelines.
- 11.6 Convening various meetings of the committees.
- 11.7 Coordination with the TCOE with respect to the activities mentioned in OM dated 11.07.2024 & 17.09.2024 and this scheme implementation guidelines.
- 11.8 Schemes will be implemented through online portal, any modification/ changes in the portal may be done by the TEC in coordination with the TCOE.
- 11.9 TEC/NCCS to publish a list of all mandatory/voluntary test/ test standards covered under the scheme. These procedures and documents are available and can be accessed on MTCTE portal i.e <https://www.mtcte.tec.gov.in/>, <https://nccs.gov.in/> and TEC website www.tec.gov.in

11.10 TEC/NCCS will provide a list of designated testing labs with respective list of mandatory & voluntary certification to TCOE. TEC should update the list of Labs periodically; with a copy to TCOE and TTDF unit.

11.11 TEC shall set the upper limit of mandatory and voluntary test charges for different group of parameters linked with product (Safety, EMI/EMC etc) and technical interfaces.

12 Fund disbursement:

12.1 TEC will communicate the approval of competent Authority to Administrator, Digital Bharat Nidhi (DBN), DoT for further necessary action including the release the requisite funds to TCOE for payment to applicant.

12.2 TCOE should ensure release of funds within 7 days of disbursement from DBN.

13 Grievance Redress Mechanism:

13.1 The scheme shall a proper mechanism to handle grievance from applicants. Detailed instructions in this regard shall be issued by TEC separately.

14 Review & Evaluation:

14.1 The Scheme may be subjected to mid-term review for its efficacy by an independent third party engaged by TEC based on the recommendations of Administrative Committee.

14.2 For the above purpose, TEC shall seek additional funds from DoT separately.

ABBREVIATIONS

CA: Conformity Assessment

CAB: Conformity Assessment Body

CB: Certification Body

DBN: Digital Bharat Nidhi

DPIIT: Department for Promotion of Industry and Internal Trade

IA: Implementing Agency

MSE: Micro and Small Enterprises

MTCTE: Mandatory Testing and Certification of Telecommunication Equipment

NABL: National Accreditation Board for Testing and Calibration Laboratories

NCCS: National Centre for Communication Security

PAN: Permanent Account Number

TEC: Telecommunication Engineering Centre

TCOE: Telecom Centres of Excellence

USOF: Universal Service Obligation Fund

Annexure-1

Application Form for Scheme for reimbursement of the testing and certification costs incurred by Start-ups/Micro & Small Enterprises(MSEs).

S. No.	Particulars	Details
1	Type of Applicant: (i) Start-Ups (ii) MSEs	
2	Reimbursement applied for (please tick whichever is applicable)	(i) Mandatory (ii) Voluntary
3	Name & Address of the applicant including telephone, Mobile, e-mail, address etc.:- Name of authorised representative and their telephone, Mobile, e-mail, address etc:-	
4(a)	Name of the Organisation	
i	Certificate of incorporation(for Start-Ups & MSEs)	
ii	DPIIT Registration Certificate in case of Start-ups/Udyam Registration Certificate clearly indicating the category of organisation in case of MSEs	
4(b)	Brief Background of the organization	
4 c	Objectives of the organisation	
5	Audited Financial Statements- since incorporation (copy attached)	
7	Details of products	
8	Details of Product certification And copy of product certification to be attached	
9	Name and address of Laboratories, where products are tested. (NABL and TEC/NCCS approved lab certificates be attached.)	
10 (i)	Test Reports issued by the labs (Copy of test Reports)	
10(ii)	Date of issue of test report.	

11	Test invoice/receipt : Date of bills under claim	
12	Amount Claimed for reimbursement of Testing	
13	Details of payment of certification fees to TEC/CB (Date of receipt, amount, Copy of receipt)	
14.	Amount Claimed for reimbursement of Certification	
15	Total Amount Claimed(Amount Claimed for reimbursement of Testing + Amount Claimed for reimbursement of Certification)	

Checklist List of documents to be attached

Sl. No	Item	Tick whichever is applicable
1	Dully filled Application in prescribed format -	In the portal itself
2	Copy of certificate of incorporation	
3	Copy of audited Financial statements(Since incorporation)	
4	Copy of DPIIT registration certificate	
5	Copy of Udyam registration certificate	
6	Copy of TEC/NCCS designation/NABL accreditation provided by testing lab	
7	Copy of Test report	
8	Test fee Invoice/Receipt (along with the supportive documents like Purchase Order, quotations etc for the tests covered in the invoice/receipt, if any)	
9	copy of product certificate (Mandatory/voluntary as the case may be)	
10	Receipt of payment done for certification fee	
11	Copy of PAN card	
12	Bank account details along with a copy of a cancelled cheque	

Format of Undertaking

We,
M/s _____
applying to Department of Telecommunications for reimbursement of the testing
and certification charges, located at
_____,
do, hereby, undertake that:

- a. We have not taken re-imburement for the applied Testing/certification charges from any other agency. If later on, at any point of time, this claim is found incorrect, suitable legal action will be taken against the Start-up/MSEs.
- b. We agree that if any submission is found incorrect or false, suitable legal action shall be taken by TEC/DoT.
- c. We understand that reimbursement will not be considered for quality control test related to product R & D. The reimbursement application will be considered only for the charges incurred by the applicant on testing of product related to its Certification in TEC/NCCS.
- d. We have all the documents containing the Test reports, Invoices, certificates etc relevant to the testing and certification fee against which reimbursement is requested.
- e. that Start-up/ MSEs annual revenue should not have crossed INR 5 crores in any financial year (since incorporation), and the startup should not have raised funds more than INR 10 crores.
- f. We hereby undertake that we have clearly read and understood all the terms and conditions of Scheme for reimbursement of the testing and certification charges incurred by Start-ups/Micro & Small Enterprises(MSEs), etc and shall abide by all the terms and conditions of scheme throughout the period.
- g. We hereby declare that the above mentioned submitted information is true to the best of our knowledge. We are also aware that any deviation to the above-mentioned declarations or any information submitted, if found incorrect by TEC/DoT at any stage, may lead to rejection of our application without any further reference and if found later on are subject to suitable legal action by TEC/DoT against us.

Signature of the AUTHORISED SIGNATORY

Signed for and on behalf of

(Name in block letters)

(Seal / Stamp of Organization)