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SCIENCE & TECHNOLOGY DEPARTMENT

RESOLUTION

The 18th March, 2026

Sub: Guidelines for Biotechnology Incubation Centers or Bio-Incubators.

1. Introduction

Biotechnology Incubation Centers (BIC) act as catalysts to nurture biotech ideas from “lab to market,” creating skilled manpower, innovative products, and a thriving bio economy. BIC allows harnessing of the entrepreneurial potential of start-ups by providing access to physical space, shared laboratory services, skill training, business legal advices, financial support, mentoring and networking platforms during their fledgling days.

The Government of Odisha intends to support establishment and strengthening of BIC's in highly reputed Academic/ Research & Development institutions/ Biotechnology Industries operating within the state of Odisha.

2. Objectives: The Biotechnology Incubation Centers or Bio-Incubators aims to:

- 2.1. Recognize promising entrepreneurs and innovative business ideas, enabling them to develop techno-social start-ups.
- 2.2. Offer optimal guidance, mentorship, and networking opportunities to incubatees, leveraging collaborations across the incubation ecosystem.
- 2.3. Collaborate with financial institutions, and investors to secure funding for start-ups and accelerator programs supported by the incubation center.
- 2.4. Support commercialization by connecting industry, distributors, and marketplaces.

3. Inviting project proposals

The Biotechnology Cell of the S&T Dept., Government of Odisha will invite applications online/off-line. It could be through advertisement in newspapers and/or on-line through the website of the Department. The format of application and the guidelines shall be available in its website: <https://st.odisha.gov.in>.

4. Who can apply

- 4.1. Existing recognized academic institutions, universities, State enacted universities, national institutes, and R&D institutions operating inside the State of Odisha.
- 4.2. For a non-academic institution, it should be a legal entity registered in Odisha with the clear purpose and objective of promoting research, innovation and entrepreneurial ecosystem with valid DSIR-SIRO recognition, Societies registered under the Societies Registration Act, 1860, Trusts registered under the Indian Trusts Act 1882, Private Limited companies (including Section 8 and Section 25 companies) registered under the Companies Act, 1956 or the Companies Act, 2013, and statutory bodies created through Acts of Parliament .
- 4.3. The applicants must have a minimum of 5 years of existence in the State at the time of application or last date for the call of application.
- 4.4. The final decision of the nature of the legal entity would be at the sole discretion of S&T Dept.

Category I: New BIC: The concerned interest in this category will be from entities which do not have a formal Incubation center but support entrepreneurial activities and have some form of loosely woven or informal incubation activity. Such proposals will be assessed and screened based on guidelines for establishment of Bio-incubator that takes into account their merit and overall role in supporting innovation and techno entrepreneurship.

Category II: Strengthening existing BIC: The concerned interest in this category will be from entities which already have a functional incubation center and support entrepreneurial activities. Such proposals will be assessed and screened based on their previous performance and requirement for upgradation. Following points will be considered for the up-scaling support:

- Increased incubation space, refurbishing and renovation cost for creating lab space, lab module and benches, common equipment facility and specialized units, developing Pilot scale facility etc.
- Capex Support for the equipment based on the incubator's needs and Project Evaluation and Review Committee (PERC) recommendations.
- Operational cost for running the incubators to reach sustainability.

5. Submission of proposal

- 5.1. Prospective applicants may send proposal (five hard copies + soft version in MS

Word document) in the prescribed proforma which is available at <https://st.odisha.gov.in/>, along with all necessary enclosures.

5.2. The proposal should be duly forwarded by the Head of the Host Institute along with all the relevant documents as per the prescribed format through proper channel.

5.3. The proposal should be sent by email and post to the following address: The Director (Biotechnology), Science & Technology Department, Government of Odisha, 7th Floor, Kharvel Bhavan, Bhubaneswar-751001, Email: director.bt@gmail.com / deputydirector.btdst@gmail.com

5.4. Not more than 1 projects per institution per call will be supported under this Scheme.

6. Nature & duration of support

6.1. **Category I:** Financial assistance of up to **₹10.00 Crore** will be provided to eligible institutes for setting up of **New Biotechnology Incubation Centers** in the form of grant over a period of **five (5) years**, depending upon the actual proposal, strength of institutions, availability of funds and recommendation of the PERC.

6.2. **Category II:** Financial assistance of up to **₹5.00 Crore** will be provided to eligible institutes for **upgrading of existing BIC's** in the form of grant over a period of **three (3) years** and could be extended for another two years based on performance.

7. General Criteria for assessment:

7.1. The focus will be on translational activities where innovations can be converted into a product or technology. Only institutes or organizations that can facilitate this mandate are eligible to apply.

7.2. Across the various categories, BICs will be funded at strategic locations with the potential to become future biotech hubs. The proposed facility can accelerate this process by catalyzing the local entrepreneurial ecosystem.

7.3. The existing capabilities of Host Institute (HI) for promoting start-ups and innovations including the teams within the HI will be assessed.

7.4. Preparedness of Host Institute in supporting Bio-technology based entrepreneurship. This will include support extended from host institutes in terms of infrastructural facilities, dedicated space for Bio-incubation, support for instruments from existing facilities, support for technical and business mentoring from within the Institute or from dedicated external sources.

7.5. Approach and methodology to be adopted, innovative content and pipeline of potential incubatees. This will include assessment of the project reaching projected milestones, governance model, sustainability / revenue model, focus area of the proposed BIC, if any. Other aspects that add value to the incubation through

specialized services and support programs.

7.6. The strength of the 'Mentoring support' at the Host Institute, i.e. the ability to provide training and information needed to facilitate enterprise development and help start-ups develop sound, viable projects that can attain both social impact and commercial performance.

7.7. The strengths of business development support at the Incubator i.e. technical assistance that is required to help prospective entrepreneurs or an enterprise to achieve their specific goals. This can include a variety of forms of operational support, such as investment readiness support and technical assistance like business validation, peer learning, on ground support and alliances to help the entrepreneur address the challenges of commercializing a business model.

7.8. It is expected that a minimum of 5000 sq.ft. built up space would have to be dedicated for bio- incubation, to facilitate incubation of start-ups.

8. Screening & Selection:

8.1. The proposals complete in all respect received through proper channel and within the dead line only will be considered.

8.2. Proposals submitted must be original in ideation and content. Plagiarism in any form will not be acceptable.

8.3. In case number of applications are large in number, the proposals will be scrutinized and short listed by a Screening Committee consisting of subject experts constituted by the Director, Biotechnology. The screening committee can review the project proposals either in online/offline mode.

8.4. Shortlisting will be done on the basis of the most relevant proposals on the basis of expertise in specialized biotech domains, infrastructure available, mentor pool, industry connect, entrepreneurial ecosystem, linkage with angel investors, venture capitalists, and funding agencies, clear vision and roadmap for incubator growth and sustainability etc.

8.5. The shortlisted proposals will be invited to present and defend their research proposals before the **Project Evaluation & Review Committee (PERC)** chaired by the Director, Biotechnology. PERC will comprise of experts depending on the nature of the proposal received.

8.6. Composition of PERC:

1	Director	Chairperson
2	Representatives of relevant Govt. Departments/ Organizations	Member/s
3	Experts from (Industry/ Incubators / Research Institutes/ Academics/Eminent individuals)	Member/s
4	Deputy Director (Technical), Biotechnology	Member Convenor

8.7. The PERC shall evaluate the application for its scientific, technological, commercial and financial merits.

8.8. The **evaluation criteria** shall include:

- Objectives and mission of the bio incubator
- Legal Status of the bio incubator
- Governance model/operational model
- Involvement of stakeholders from within and surrounding academic and Industrial ecosystem
- Selection and exit policy for incubatees/startups
- Building on local and international linkages
- Organizational strength in terms of expertise and equipment facility
- Dedicated technical, management & mentoring team
- Reasonableness of the proposed cost and financing pattern
- Track record of the Host Institute
- Sustainable mechanism after 3-5 years of funding tenure

8.9. S & T Dept. will not bear any TA/DA of the designated representatives of the host institutes for attending the PERC meeting.

8.10. The final decision and approval of the proposals will be taken by the Secretary, S&T Dept. on the basis of the recommendation made by the PERC and availability of funds.

8.11. Each project will be assigned a Unique Identification No. in the format of YYYY/S&T/BT/BIC/XXXX for ease of project management and monitoring.

9. Procedure for Release of Grants

9.1. The grant will be released on-line to the competent authority authorized by the institute as mentioned in the application, who will also be responsible for timely submission of UCs.

9.2. The grant will be released in three instalments (1st phase-24 months, 2nd phase-18 months & 3rd phase-18 months) for the new Bio incubators and for the existing

ones in the 1st, 2nd and 3rd year.

- 9.3. The funds will be released only after obtaining valid ethical approval from all the concerned departments and institutional committees, as applicable.
- 9.4. The second installment will be released on the basis of recommendation of the PERC subject to submission of money receipt, progress report, statement of expenditure (SoE) and utilization certificate (UC) in OGFR- 7 (Annexure IV) of Government of Odisha.
- 9.5. A separate bank account, as specified by Finance Department, Govt. of Odisha needs to be opened for the sanctioned grant for proper audit of the fund.
- 9.6. The HI must submit the Progress Report, UC and SoE within 30 days of the end of each financial year. The final UC is to be submitted on closure of the project.
- 9.7. The Institute will authenticate procurement of all kinds of goods and services required for the project out of the grants sanctioned /released by S&T Dept. for the project.

10. Evaluation and Monitoring

- 10.1. The continuation of support and phase wise funding to the BIC is entirely performance based and will be reviewed by the PERC every year. The performance will be monitored both in quantitative and qualitative manner by the Committee.
- 10.2. S&T Dept. will have the ongoing right to get a technical as well as financial audit done for the center, at least once in a year or as frequently as it considers suitable during the project tenure.
- 10.3. The Host Institute will present the progress of the project before PERC constituted by the S&T Department.
- 10.4. Director, Biotechnology, S & T Department along with some expert members may visit the grantee institution once in each year/as and when necessary for review of the progress of the sanctioned project.

11. BIC Technical & Business Advisory Committee:

Each Bio Incubator must establish a **Technical & Business Advisory Committee (TBAC)** including nominated members from other Incubators/Institutes/Industries to ensure effective governance, strategic direction, and performance monitoring. The TBAC shall function as an independent body to guide and oversee the activities of the Incubation center, ensuring alignment with the broader goals of the Government of Odisha. The TBAC shall meet at least once every six months, with minutes documented and submitted to the funding department. TBAC should have One

nominee from the S&T Dept., Government of Odisha. The report of the TBAC will be placed before the PERC during the review.

12. General Terms and conditions

- 12.1 The host institute shall provide the built-up space for BIC and S&T Dept. funding will cater to refurbishing/ renovation, capex and operational cost.
- 12.2 The host institute should have the requisite dedicated physical infrastructure (Minimum 5000sq.ft.) such as laboratory and workshop facilities, utilities, support services, pre- incubation services, networking, mentoring and other facilities.
- 12.3 The Institute has to nominate one **lead coordinator** for the Bio Incubation Centre. He/ She should be a regular employee of the institute.
- 12.4 The BIC needs to be functional within a period of **six months** from the date of release of funds for capital and operational expenditure.
- 12.5 The BIC would also put in place a dedicated full time **Chief Executive Officer (CEO)** with desired domain and management expertise and other core team/supporting staff for its successful operations **within 3 months** from the date of release of funds. The host institute with due recommendation from the TBAC can decide the composition, recruitment and compensation of the CEO as well as the management team of the incubator.
- 12.6 The incubator would evolve a transparent system for selection of incubatees. The incubatees would be admitted subject to fulfilling the admission criteria and the incubator would enter into an appropriate agreement with the incubatees.
- 12.7 Each incubator would be required to have a website of its own with a dashboard publishing up-to-date activities and achievements, which should be updated on a continuous basis.
- 12.8 The grantee is required to send i) progress report; ii) audited statement of accounts and balance sheets to the Dept. at the end of each financial year.
- 12.9 The grantee must not entrust the implementation of the work for which the grant is being sanctioned to another institution and divert the grant receipts as assistance to the latter institution.
- 12.10 All the assets acquired or created from the grant should not be disposed-off or encumbered or utilized for purpose other than those for which the grant has been sanctioned without the prior permission of the S&T Dept.
- 12.11 The human resources that may be engaged for the project by the Institute are not to be treated as employees of the Government of Odisha and deployment of

such human resource at the time of completion or termination of project will not be the concern of S&T Department.

- 12.12 The organization shall ensure that under any circumstances, parking of Government Fund will not be done. The Fund will be utilized only for the purpose it was granted.
- 12.13 The organization will abide by all the terms and conditions mentioned in the sanction order.
- 12.14 The budget plan should take into account all the expenses and tax liabilities and cost of insurance specified in the work order, levies and other impositions applicable under the prevailing law.
- 12.15 The applicant is strongly encouraged to make the Incubation Center self-sustainable in a period of five years and it should be clearly reflected in the proposed budget submitted by the applicant.
- 12.16 After completion of the project period the host institute needs to submit,
- The final Project Report (2 copies) including number of startups mentored, IP generated (if any), product generated, etc.
 - Consolidated SoE as per the approved budget estimate, Audit Report and UC for the amount actually utilized towards the project with seal and signature by Finance Officer, Internal Auditor/Chartered Accountant.
- 12.17 The unutilized grant including any savings or interest accrued would be refunded immediately through a demand draft drawn in favor of the Director (Biotechnology), Science & Technology Department, 7th Floor, Kharvel Bhavan, Government of Odisha, payable at Bhubaneswar.
- 12.18 The S&T Dept. reserves rights to reject the project proposals without assigning any reasons thereof.
- 12.19 The S&T Dept., Government of Odisha reserves the right to amend the guidelines. The decision of the competent authority shall be final and no individual/ institution can go for any legal or other remedy against the decision of the competent authority.
- 12.20 The S&T Dept. reserves the right to terminate support to the BIC at any stage, if it is convinced that the grant is not being utilized properly or that appropriate work is not being made.

By Order of the Governor

CHITHRA ARUMUGAM

Additional Chief Secretary to Government

Biotechnology Incubation Centre Application Form

A. General Information

Sl. No.	Fields			
1.	Name of the Incubator :			
2.	Name of the Organization in which Incubator is situated/proposed :			
3.	Website URL :			
4.	Existing / Aspiring (pick one):			
5.	Incorporation Structure - Society (under The Societies Registration Act, 1860) - Section 8 Company (under The Companies Act, 2013) - Private Limited Company (under The Companies Act, 2013) - Public Company (under The Companies Act, 2013) Limited Liability Partnership (under The Limited Liability Partnership Act, 2008) - Govt. Universities/ Institutes			
6.	Entity Address:			
7.	Email ID:			
8.	Phone Number:			
9.	Name of Lead Coordinator:			
10.	Designation:			
11.	Mobile:			
12.	Email Id:			
13.	Incorporation Number:			
14.	Incorporation Date:			
15.	Dedicated Floor Area (In sq. ft.):			
16.	Laboratory / workshop facilities:			
17.	Internet (Internet speed, Wi-Fi, etc.):			
18.	Total Manpower for Operations & Management : (Attach separate sheet)			
19.	Details of the Govt. / Corporate sponsored incubation programs, if any?	Sponsoring Agency	Name of the scheme / Programs	Achievements
20.	Incubatees Graduated (existing):			
21.	Amount being sought :			

22.	<p>If aspiring incubator, please attach a concept note covering:</p> <ul style="list-style-type: none"> • Proposed Budget Plan • Detailed Business Plan • Location and Floor Plan (in sq. feet) • Registration Certificate of the applicant • Memorandum of Association of the applicant • Audited Statement of Accounts for the last three years • Annual reports for the last three years • Names of the industries or Individuals that would be associated with the incubator along with their letter of intent as a member of the TBAC. • CV/Resume of Full-time Managing Team (Board, CEO and other officials) • Registration Certificate of the incubator • Proof of availability of 5,000 sq. feet built up space along with sale/lease deed in favor of the incubator • List of key mentors providing the designation, qualification etc. • List of successful startups along with supporting documents, if any. 	
23.	<p>Proposed model for Financial and Operational Sustainability of the Incubation Center beyond duration of S&T support:</p>	

B. Targeted Goals and Deliverables

Targets (Please note all targets are non- cumulative)	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Quarterly Goals						
Number of startups that will be incubated physically						
Number of startups that will be incubated virtually						
Number of startups accelerators programs proposed						
Number of events proposed						
Number of trainings proposed						
Number of mentors proposed						
Number of startups that have raised funds from Non-Govt. Sources						
Cumulative amount of funding raised by startups (not including S&T Grant)						

C. Proposed Budget :

SI No.	Items	Amount (In Lakhs)			
		Tranche 1	Tranche 2	Tranche 3	Total
	Expenses Made from -	S&T Grant- in-Aid	Grant- in-Aid	Grant- in-Aid	Grant- in-Aid
A.	A. Item-Wise Capital Expenditure				
1	Office Equipment (if any)				
2	Sector / Specific / Area of Focus Related Equipment (if any)				
3	Makerspace / Fab Lab (if any)				
4	Furnishing of space (if any)				
5	(Add more rows as required)				
	Total A				
B.	B. Operating / Recurring Expenditure				
1	Personnel				
2	Incubation Programme Expenses (such as Technology, IPR, Legal, Accounting, Marketing, etc. support to startups)				
3	Events: Workshops and Seminars Outreach Programmes) (Add more rows if required)				

4	Domestic Travel				
5	Utility and Maintenance				
6	Miscellaneous Expenses (if any)				
7	(Add more rows if required)				
8	Seed Fund				
	Total B				
	Total Project Cost (A+B)				
C	C. Projected Income				
1	Grant proposed from S&T Dept.				
2	Contribution from Applicant				
3	Any other Grants from Governments / Other Sources (if any, add rows for every grant)				
4	Contribution from Collaborators/ Partners				
5	Projected Revenues				
6	Any Source of Income				
7	(Add rows if required)				
	Total Projected Income C				
D	Projected Surplus / Deficit (if any)				

UNDERTAKING FROM THE LEAD COORDINATOR**Project Title:**

1. I/We have carefully read the terms and conditions of the programme and agree to abide by them.
2. I/We have not submitted this or a similar project proposal elsewhere for financial support.
3. I/We have explored and ensured that the equipment and the basic facilities described in the research proposal will actually be available as and when required for the purpose of the Project. I/We shall not request financial support under this project, for procurement of these items.
4. I/We undertake that spare or idle capacity of the permanent equipment procured under the project will be made available to other legitimate users from parent and other organizations.
5. I/We undertake that If the project involves the utilization of genetically engineered organism, we will ensure that an application will be submitted through our Institution Bio-safety Committee and we will declare that while conducting experiments the Bio-safety guidelines of Govt. of India.
6. I/We shall ensure that the BIC will be executed as per the Odisha General Financial Rules of (OGFR) and the project fund will be kept only in a separate interest-bearing flexi zero-balance bank account.
7. I/We shall acknowledge S&T Dept. in all the papers, publications and patents generated out of the proposed research work in every possible platform.
8. I/We have enclosed the following:
 - 8.1. Endorsement from the Head of the Institution (on letter head)
 - 8.2. Undertaking from the Collaborator(s)
 - 8.3. Complete Project Proposal

Name and signature of the coordinators

Date:

Place:

ENDORSEMENT FROM THE HEAD OF THE INSTITUTIONS

(To be typed on the letter-head of the organization)

Project Title

1. Certified that the organization welcomes the participation of Dr/Mr/Mrsas the Lead Coordinator and Dr/Mr/Mrs.....as the Co-coordinator for the project and that in the unforeseen and legitimate event of discontinuation by the Lead Coordinator, the Co- Coordinator will assume full responsibility for completion of the project. Information to this effect, endorsed by me, will be promptly sent to the S&T Dept.
2. Certified that the equipment, other basic facilities and other administrative facilities as per the terms and conditions of the award of the Project, will be extended to the investigator(s) throughout the duration of the project.
3. The Organization shall ensure that financial and purchase procedures are followed as per the prevailing norms of the organization, within the allocated budget.
4. The Organization shall provide timely the Statement of Expenditure and the Utilisation Certificate of the grant as required by the S&T Dept. in the prescribed format.

(Head of the Institute)

Seal/Stamp

Date:

Place: