Modified Special Incentive Package Scheme (MSIPS) for MeitY

User Manual

Version 2.2

Centre for Development of Advanced Computing

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Table of Contents

Introduction

1. Introduction

MSIPS accepts Project Proposals from users around the world. The Project Proposals are reviewed for their worthiness and if found useful for the country, MSIPS provide capital Incentive of 20% in SEZ (25% in non-SEZ) for units engaged in electronics manufacturing. The broad workflow is as Follows:

➢ M-SIPS receive project proposals for incentive. Each project submitted belongs to an area/scheme. The list of broad areas is identified by MSIPS based on the current trends in the various fields of electronics manufacturing.

➢ Whenever an Applicant submits the proposal, a unique id is generated for the submission. This unique id is used for any further correspondences with the Applicants regarding the submission.

1.1   Review

➢ All received proposals may be sent to experts for review. The experts are identified for each broad by Appraisal Officers. The Appraisal Officers are members of MSIPS who have expertise in specific broad areas. Hence the received proposals are first sent to the Appraisal Officers who in turn identify experts in the field who can review the proposals.

➢ Each proposal can be sent to one or more experts who review the proposals and send back their comments.

➢ The proposals are further reviewed by a technical evaluation committee with pre-decided members.

1.2   Selection

➢ If the committee finds a proposal correct then it is considered as technically approved and then sent for administrative approval. If not, the Applicants are sent a decline notification.

➢ The administrative approval committee consists of chairman, secretary, joint secretary and a couple of senior officers of MSIPS. They evaluate all the technically approved projects to assess the technical and financial implications and worthiness. Once the proposals are approved by this committee they are considered approved for Incentive.

➢ Based on the comments of approval committee on a proposal, then Appraisal Officer Takes a decision on the proposal. Decisions may vary from recommended, not recommended and recommended with modifications.

1.3   Monitoring

➢ Once a proposal is accepted for funds then it becomes a project.

➢ Selected projects are reviewed periodically to monitor the progress and achievements.

➢ The Applicant would need to submit project progress reports, utilization certificates, etc. periodically. These are used by MSIPS to assess the progress of the projects and give further Incentive.

1.4   Archival

➢ When projects meet the expected outcomes they are closed and the respective Applicants can submit new proposals for Incentive.

➢ Projects can also be terminated in case of non-performance.

➢ Closed projects are archived and their data is used to develop useful statistics like projects funded in a certain time period, their outcomes, how many projects have been successful, etc.

Each of the processes described above were traditionally performed. However, this approach has many drawbacks, a few listed below:

1.5   Drawbacks in the Traditional approach

➢ Maintaining all received Proposals is a Complex task and the data is often prone to natural calamities and physical wear and tear. Also, the proposals require large amount of physical space for storage.

➢ Many times proposals are lost or misplaced, thereby causing all the associated data to become completely inaccessible.

➢ Managing individual expert comments becomes very complex.

➢ Searching for individual proposals is often a slow and complex process.

➢ Performing any statistical analysis on the received proposals is an extremely difficult task, subject to a lot of errors since it is a manual process.

Due to such issues M-SIPS decided to computerize the entire workflow of proposal submission, processing and management.

1.6   Objectives

➢ MSIPS supports online submission of project proposals, proposal review, recommendations, and monitoring processes.

➢ It establishes a single window for multiple stakeholders involved in the processes of MSIPS.

➢ It enables higher level of transparency in granting the incentive to the projects under MSIPS.

➢ It speeds up the process of MSIPS from application submission for granting of incentives.

➢ It provides a full dynamic support from the users end (Applicant) to the concerned authority.

1.7 Major features

➢ The system supports the following processes:

Online submission of Project Proposals

Appraisal of Proposals

Project Recommendations

Claim Submission & Fund Disbursement

Project Monitoring

Figure 1 : e-MSIPS processes

➢ The following functionalities are supported by the system:

• The Electronic MSIPS (e-MSIPS) Application System enables online submission and scrutiny of applications submitted to the Ministry of Electronics and Information Technology (MeitY) under the Modified Special Incentive Package Scheme (MSIPS) and Electronics Manufacturing Cluster (EMC) schemes.

• Appraisal Officer should be able to view the submitted proposals.

• Appraisal Officer should be able to assign proposals for review to external experts and committee members – both TEC and Admin approval committees.

• The comments of the experts and committee members should be registered onto the system.

• Acceptance notifications should go through the system – for recommendations, non-recommendations and request for resubmissions.

• Version histories of proposals should be available.

- Project monitoring should be feasible.

- Notifications should go through emails and SMS.

1.8 Definitions, acronyms, and abbreviations

S. No.	Abbreviations	Full Form
1.	**MSIPS**	Modified Special Incentive Package Scheme
2.	**C-DAC**	Center for Development of Advanced Computing, Noida
3.	**NO**	Nodal Officer
4.	**MeitY**	Ministry of Electronics and Information Technology
5.	**IEEE**	Institute of Electronics and Electrical Engineers
6.	**MOU**	Memorandum Of Understanding between MeitY & C-DAC, Noida.
7.	**PMU**	Project Management Unit
8.	**QA**	Quality Assurance
9.	**ADO**	Appraisal and Disbursement Officer
10.	**IFCI**	Industrial Finance Corporation of India
11.	**TEC**	Technical Evaluation Committee

1.9 User view of the Implementation

➢ The users of e-MSIPS are as follows:

Figure 2 : Users of MSIPS

Table 1: Users of e-MSIPS

S. No.	User	Details
1	Applicants	The Person who has to submit Proposals for Incentive. He/she needs to register himself/herself into the System.
2	PMU	PMU (Project Management Unit) will get Registered into the System. New Application will be assigned to the respective PMU. After Evaluation PMU can Submit the Recommendation to The Nodal Officer. If PMU finds anything Missing in the Application, He/she can Query the same to the Applicant through System. PMU can change the stage of a Particular Application according to the Status of the Application and same will be visible to the Applicant as well as Nodal Officer.
3	Joint Secretary (JS)	JS will be able to View the MIS Reports that will be helpful for making Management Decisions. These Reports are in the Form of Graphical Representation as well as in the Listing Form.
4	Nodal Officer	Nodal Officer will be able to assign the Applications to PMU. He can also make Final Decisions based on the Recommendation given by PMU and Agencies. Based on Requirement activity Log can be maintained. Nodal Officer can see the Application in each and every Stage

		and Query about the Application from PMU as well as Applicant. He/she can get the Reports on the Applications received under the MSIPS Portal.
5	TEC Chairman	He is responsible for reviewing and approving of TEC minutes.
6	Administrative Approval Committee (AAC) Member	The AAC is a review group created by the Appraisal Officer to review proposals and take decision on them. This group is responsible for final approval of proposals.
7	AAC Chairman	He is responsible for reviewing and approving of AAC minutes.
8	Consultant Agency	Consultant Agencies received the application assigned by the Nodal Officer for Appraisal process. An Appraisal Note is generated (Recommendations) which will be sending to Nodal Officer. According to that Nodal Officer take its final decision.

Users have to register into the system to use it. Experts register by invitation –the Appraisal Officers invite experts to register onto the system. The system should cater to the submission, scrutiny, approval, maintenance and archival processes described below. Each of the process is supported fully by the system. Some system details of these processes are given below:

1.10 Submission

➤ Applicants submit their proposals in the respective program.

➤ As soon as a proposal is submitted an automatic email is sent to the applicant with an auto generated unique id. This unique id is used in any communication with the applicant with respect to the submission.

➤ All proposals will belong to some research area and these needs to be marked by the applicant while submitting the proposal.

➤ The System Supports Single-Centre and Multi-Centre Projects.

To access MSIPS online portal, do the following:

1.10.1 Home Page

➤ To access MSIPS online portal URL is http://www.msips.in.

➤ When the user enters this URL, the home page appears as shown in figure given below.

Figure 3 : MSIPS Home Page

1.10.2 Download Option

➢ Users can get and download Scheme guidelines, Manual, Templates by selecting **Download** option present at the Homepage as shown in figure given below.
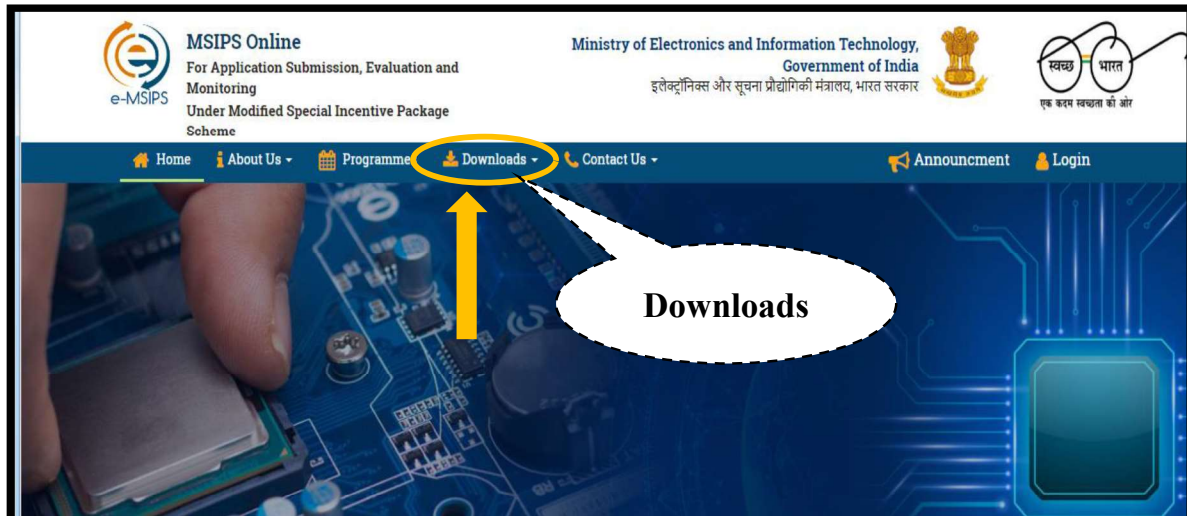
Figure 4 : Download Option

1.10.3 Scheme Guidelines

➢ The scheme guidelines are classified into respective schemes as shown in figure given below.
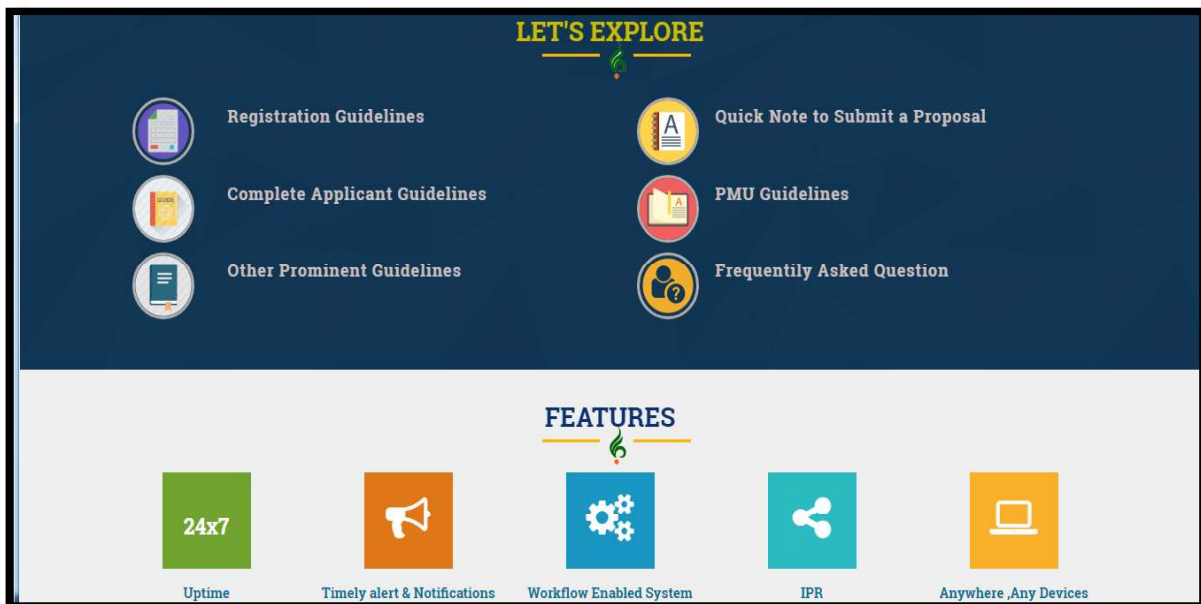
Figure 5 : Scheme guidelines

Registration & Login Process

2. Registration & Login Process

➢ Only registered users can use this system. A new user has to register him first. Already registered Users can login with their username and password by clicking on **Login** option present at the Home Page of MSIPS.

2.1. Login

➢ **Steps for registration are as follows:**

➢ Go to **Login** option, as shown in figure given below.
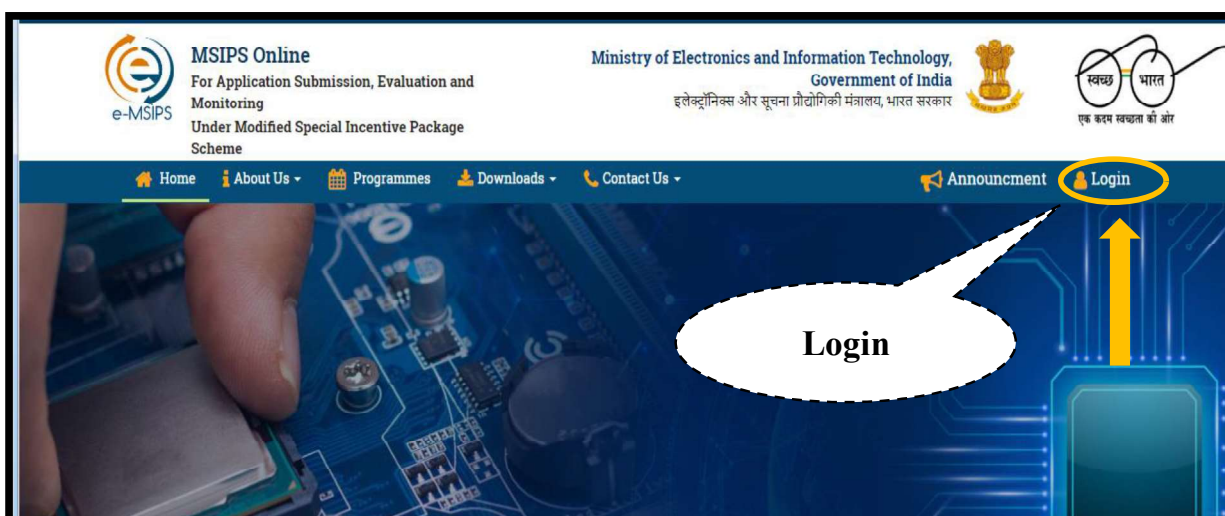
Figure 6 : Login page

➢ Click on **New User**, as shown in figure given below.
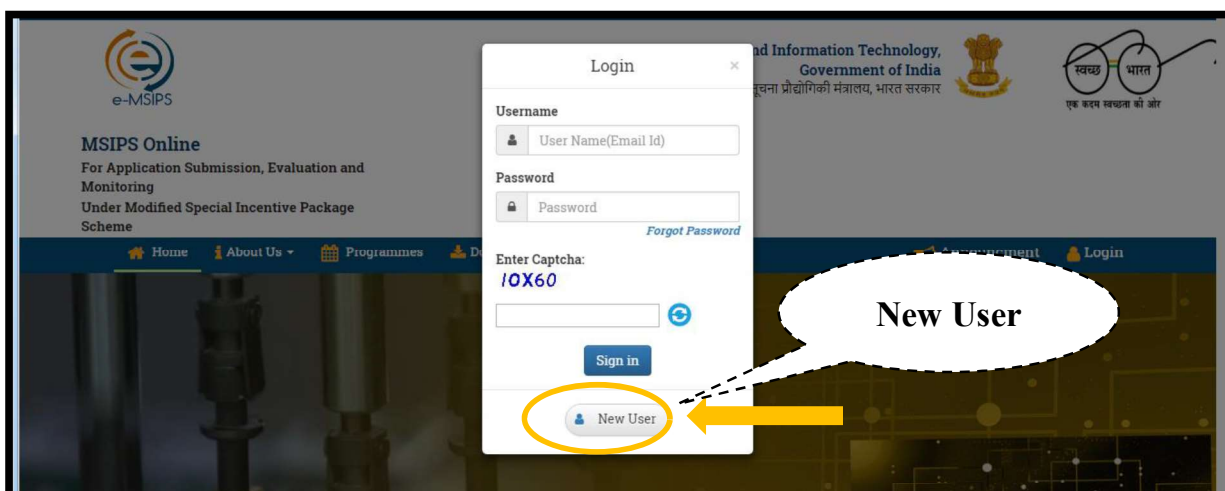
Figure 7 : New User

> Fill the complete Details and then Click on **Submit** Button, as shown in figure given below:

Figure 8 : User Registration

Figure 9 : User Registration (Continue)

> Ensure to agree to the **MSIPS terms of service and privacy policy**. On clicking the submit button, user will receive an email with a link enclosed in it. User has to visit that link and verify his/ her mail account. Once he completes this process that means he is successfully registered.

2.2 Forgot Password

> If user Forgot his/her password then he/she can go to **Forgot Password** option and can reset his/her password, as shown in figure given below:
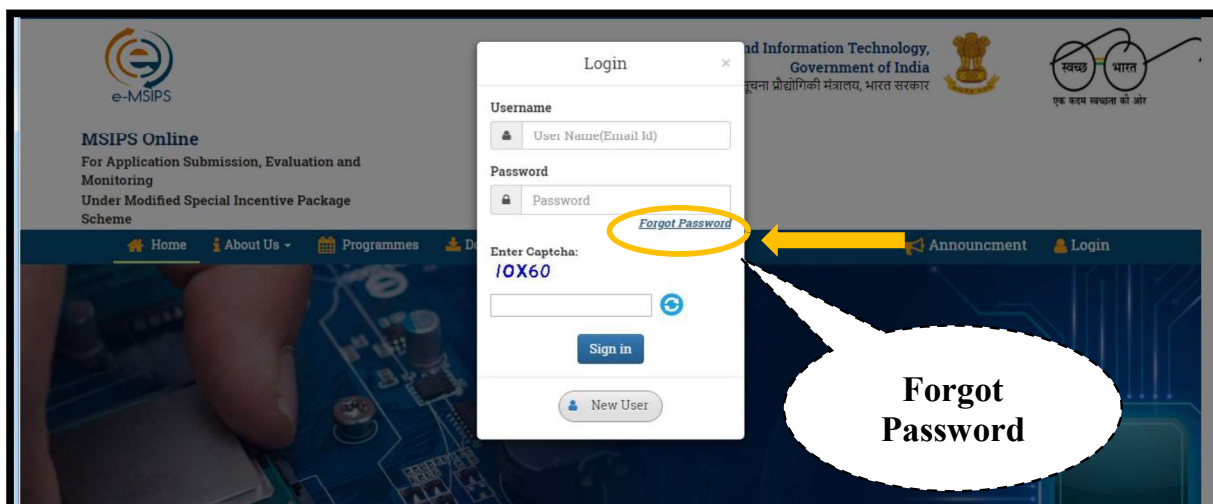
Figure 10 : Forgot Password Option

➢ When the user click on **Forgot Password**, option to **Reset Password** will appear, as shown in figure given below.
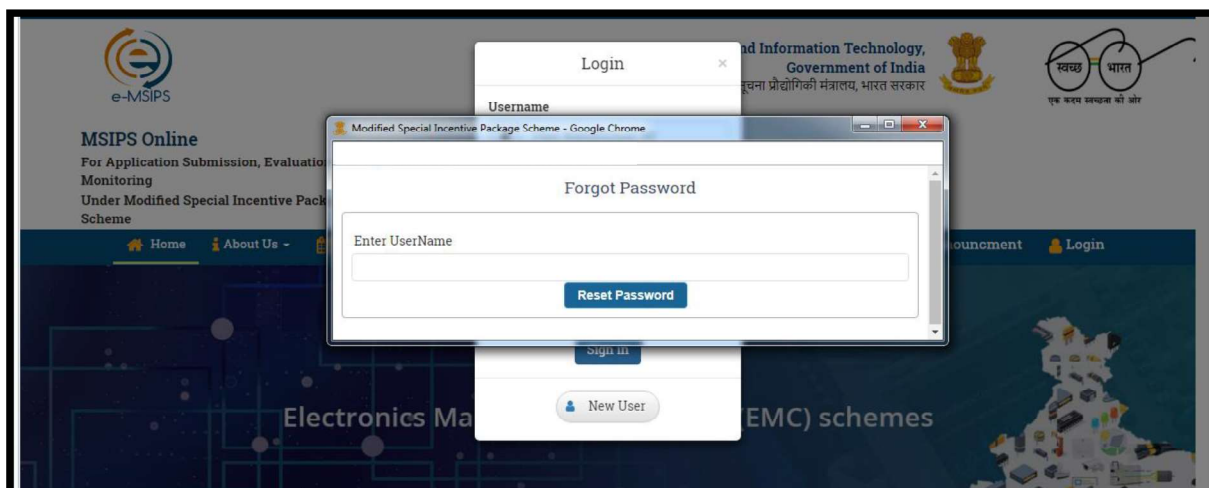
Figure 11 : Reset Password Option

➢ When user enters his User Name he will receive a mail on his registered mail account in which a link will be provided. When the user clicks on that link a window will appear, as shown in figure given below.
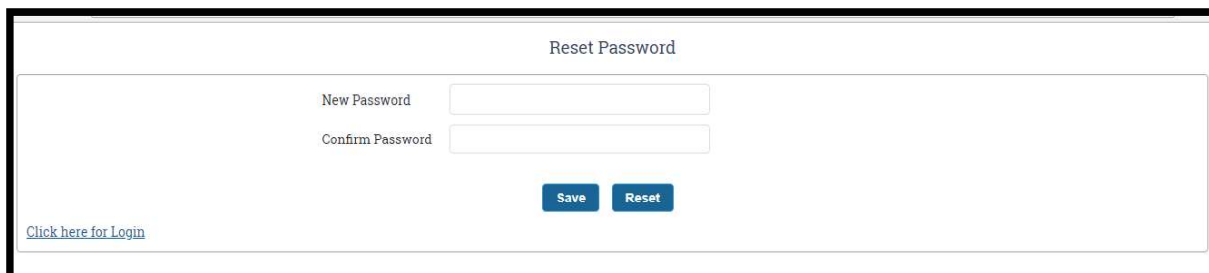
Figure 12 : Set Password

➤ User can enter his New Password and can save it by selecting **SAVE** button. Now user can login by clicking on link provided at the bottom-left **"Click here for Login",** as shown in figure given below. When User click on it, the Home Page of MSIPS will appear.

Reset Password

New Password

Confirm Password

Save   Reset

Click here for Login

Click here for Login

Figure 13 : Click here for login

Proposal Submission

3. Proposal Submission

➤ After logging in the system, the Applicant will get a screen as shown in figure given below. The screen gives the list of roles that a user has. By default every user registered as Applicant will get the role of **Applicant**. The user has to select the role by which he wants to use the system.
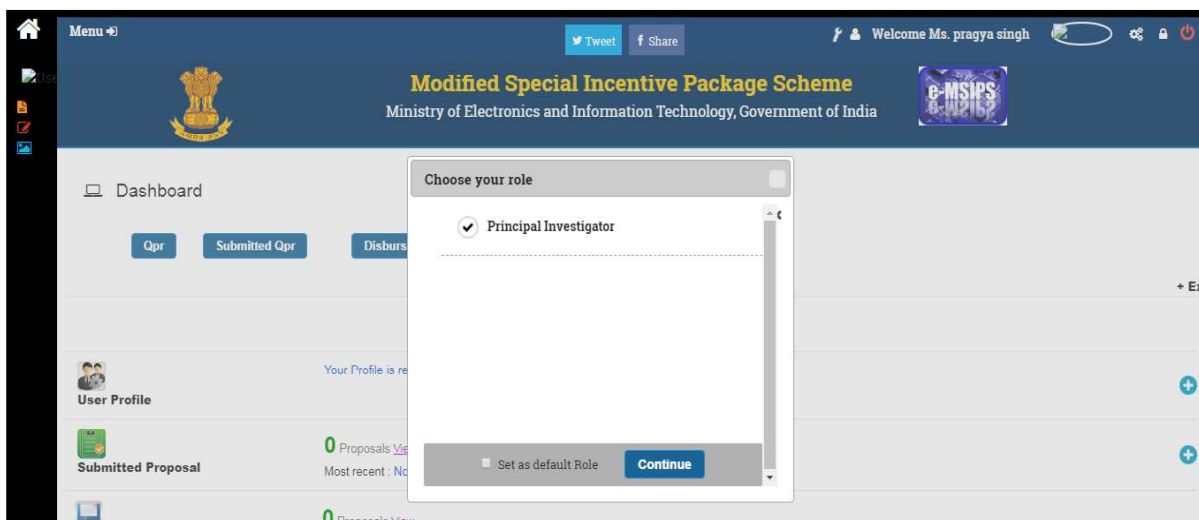
Figure 14 : Applicant Dashboard

➤ User can see and switch between roles by clicking on the icon, as shown in figure given below.
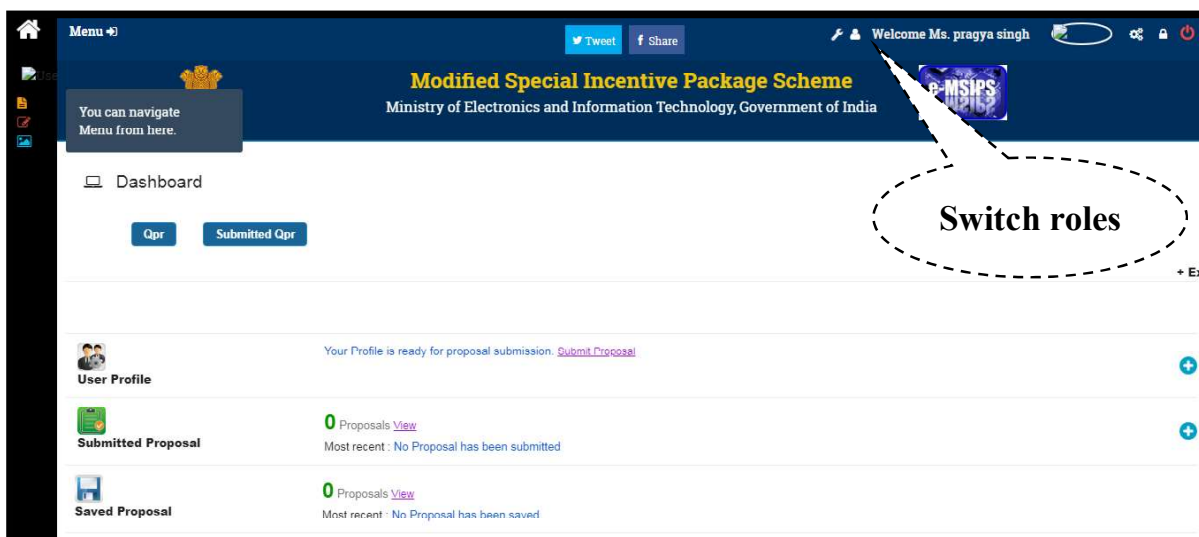
Figure 15 : Switch between roles

➤ On clicking the **user icon** his list of roles will appear is shown in figure given below. User can switch between roles by selecting the corresponding role, as shown in figure below.
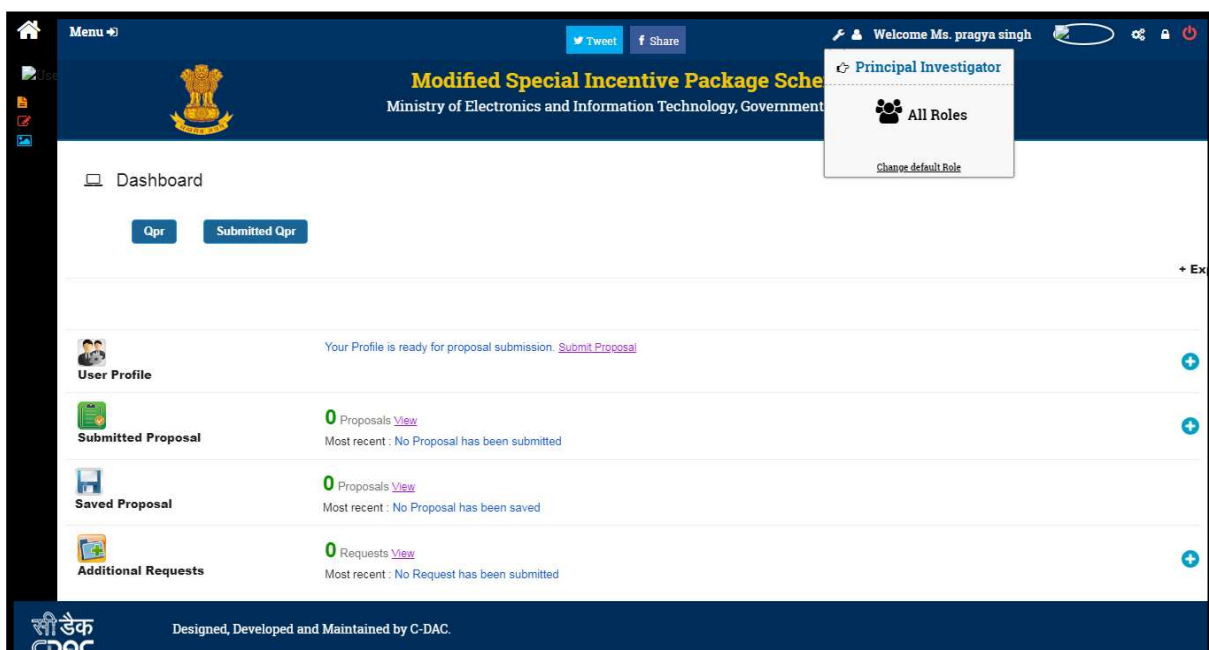
Figure 16 : List of roles

➢ To submit proposal click on the **Proposal Submission** button in the menu bar and select sub option **Form Submission** or he can simply click on **Submit Proposal** option present in **User Profile** section, as shown in figure given below.
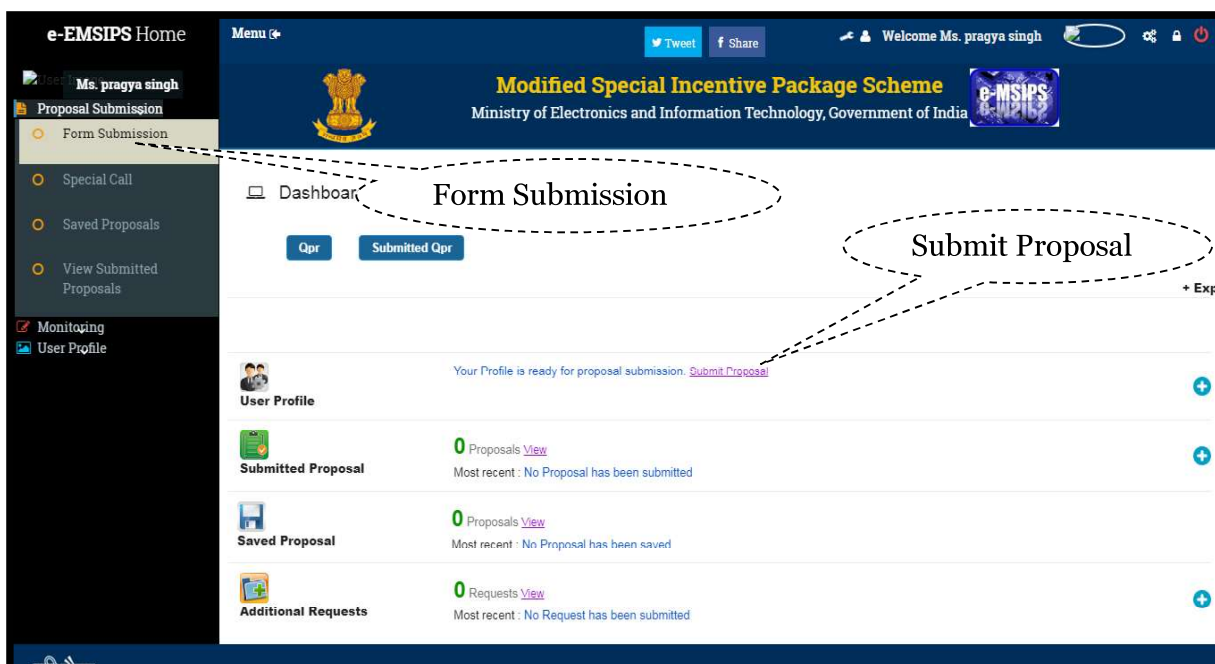
Figure 17 : Proposal Submission

➢ This scheme includes 18 stages. Each stage is described below with the help of figures:

3.1 Proposal Submission under MSIPS

3.1.1 User Profile

➢ The user's information which is not taken at the time of registration like Company Details, Address Details, Bio-data, Photo, Aadhar number, etc. is taken in **User Profile** section, as shown in figure given below.

Figure 18 : User Information

Figure 19 : User Information (Continue)

3.1.2 Shareholder details

➢ The **Shareholder details** like Shareholder Type, Name, Nationality, etc. of the shareholder are taken in this form.

➢ Details of major Shareholders those who are holding more than 10% shareholding is entered in this form. Here the list for entered Shareholders is shown to the Applicant, as shown in figure given below.

Figure 20 : Shareholder Details

Figure 21 : Shareholder Details (Continue)

3.1.3 Director Details

➢ This form contains the information regarding the Directors. Information like Name, DIN, Contact number, Address, etc. as shown in figure given below:

Figure 22 : Director Details

Figure 23 : Director Details (Continue)

3.1.4 Reference Details

➢ This form contains the reference details like Name, Designation, Email ID, Country Name, etc. User can have multiple References, as shown in figure given below:

Figure 24 : Reference details

Figure 25 : Reference Details (Continue)

3.1.5 Key Personal Details

➢ This form contains all the information regarding Key Personals. User can have multiple Key Personals. Information like Name, Designation, Address, etc. is taken here, as shown in figure given below:

Figure 26 : Key Personal Details

Figure 27 : Key Personal Details (Continue)

3.1.6 Turnover Details

➤ This form contains the turnover details. Information like Role, Company Name, Turnover, etc. is taken here. User can have multiple turnover details, as shown in figure given below:

Figure 28 : Turnover details

Figure 29 : Turnover details (Continue)

3.1.7 Technical Details

➢ This form plays the major role. Until this form is **'Save as Draft'** no option will display to the user to move on to the next page.

➢ After submitting this form a Reference Number is generated which is unique for every proposal. Here in this form information like Project type, number of phases, project proposal, project technology, etc. is taken, as shown in figure given below.

Figure 30 : Technical details (a)

Figure 31 : Technical details (Continue) (b)

Figure 32 : Technical details (Continue) (c)

Figure 33 : Technical details (Continue) (d)

Figure 34 : Technical details (Continue) (e)

3.1.8 Location Details

➢ This form contains **Location details** of the proposed unit like address, area of proposed plot, details of proposed occupancy, etc. User can have multiple Location details, as shown in figure given below:

Figure 35 : Location details

Figure 36 : Location Details (Continue)

3.1.9 Product Details

➢ This form contains two different form **Proposed Product Details** and **Existing Product Details**.

➢ The Proposed Product Details form contains details like vertical, sub vertical, product name, measuring unit, etc.

➢ The Existing Product Details form contains details like Product name, Installation capacity, etc. as shown in figure given below:

Figure 37 : Product details

3.1.10 Raw Material Details

➢ This form contains **Raw Material** details for proposed product. The form contains details like raw material name, annual quantity requires, etc. User can have multiple Raw Material details, as shown in figure given below:

Figure 38 : Raw Material Details

Figure 39 : Raw Material Details (Continue)

3.1.11 Manpower Details

➢ This form contains total No. of employees required for proposed project. The **Manpower details** form contains details like Managerial, Supervisor, Skilled, etc., as shown in figure given below:

Figure 40 : Manpower details

Figure 41 : Manpower details (Continue)

3.1.12 Capex Details

➢ This form contains information of the Project Capex for proposed project. The **Total Project Capex** form contains details like land, building, plant and machinery, etc, as shown in figure given below:

Figure 42 : Total Project Capex

Figure 43 : Total Project Capex (Continue)

3.1.13 License Details

➢ This form contains the details of License/Permit and Third Party Approval like Name of Approval, Acknowledgement number, License number, etc. User can have multiple license details, as shown in figure given below:

Figure 44 : License details

Figure 45 : License details (Continue)

3.1.14 Phase Details

➢ This form contains the details of phases of proposed project. This form includes start date, end date, proposed activity, etc.

➢ The user have to enter all the details for number of phases entered in Technical Details form respectively, as shown in figure given below:

Figure 46 : Phase details

Figure 47 : Phase details (Continue)

Figure 48 : Phase details (Continue) (Proposed Capex)

Figure 49 : Phase details (Continue) (Existing Capex Details)

Figure 50 : Phase details (Continue) (Proposed Product Details)

3.1.15 Financial Details

➢ This form contains all the **Financial Details** of the user. This form includes different forms as Internal Equity, Term Debt, Unsecured Loan, Promoter Equity, Equity shareholder and Government Grant. Applicant has to fill all these details, as shown in figure given below:

Figure 51 : Financial details

Figure 52 : Financial details (Continue)

3.1.16 Upload Documents

- ➢ This form contains the list of all the required documents that the user has to upload. This is mandatory to upload all the documents.
- ➢ When all the documents are uploaded then the list appears, as shown in figure given below:

Figure 53 : Upload documents

Figure 54 : Upload documents (Continue)

➢ When the user uploads all the documents then the list of uploaded documents appears, as shown in figure below:

Figure 55 : Upload documents (Continue) (List of uploaded documents)

Figure 56 : Upload documents (Continue) (List of uploaded documents)

Figure 57 : Upload documents (Continue) (List of uploaded documents)

3.1.17 Payment Details

➢ This form consists of the payment details like Payment type and Payment mode.
➢ The user has to make a payment according to the Capex Amount, as shown in figure given below:

Figure 58 : Payment Details

Figure 59 : Payment Details (Continue)

3.1.18 Preview and Submit

➢ This is the last stage of the proposal submission process. User can download Proposal details by clicking on **Download Proposal PDF** button.

➢ User has to upload a signed document by clicking on **Upload Signed Document**.

➢ Click on the checkbox and then submit the form by clicking on **Submit** button, as shown in figure given below:

Figure 60 : Preview and Submit

Figure 61 : Preview and Submit (Continue)

3.2 Follow Up Process

➢ Follow up means after application is submitted and approved, applicant can avail minimum 25% expansion.

➢ Follow-Up process will be applicable for applications which have selected multi-phase during Initial Application submission. Follow-Up will be allowed for maximum 5 Phases.

➢ On applicant dashboard for approved applications, a **Follow-Up button** will be provided to avail this facility.
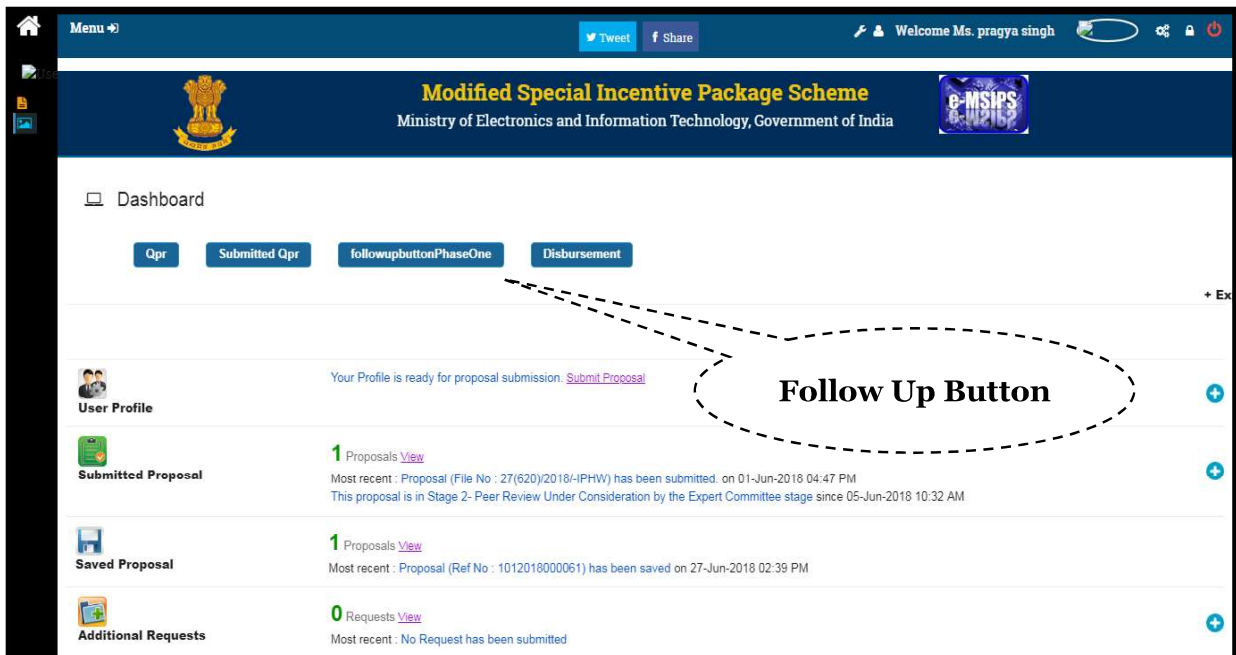

Figure 62 : Follow Up Button

➢ After applicant clicks on **Follow-Up button**, he will enter Approval Order No., Approval Date and Phase details including financial implications and Capex details.