



Modified Special Incentive Package Scheme (MSIPS) for MeitY



User Manual

Version 2.2

Centre for Development of Advanced Computing

(A Scientific Society of the Ministry of Electronics and Information Technology, Govt. of India)

Anusandhan Bhawan, C-56/1, Institutional Area, Sector-62, Noida-201307

Phone: 91-120-3063311-14 **Website:** <http://www.cdac.in>



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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:



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



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		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.

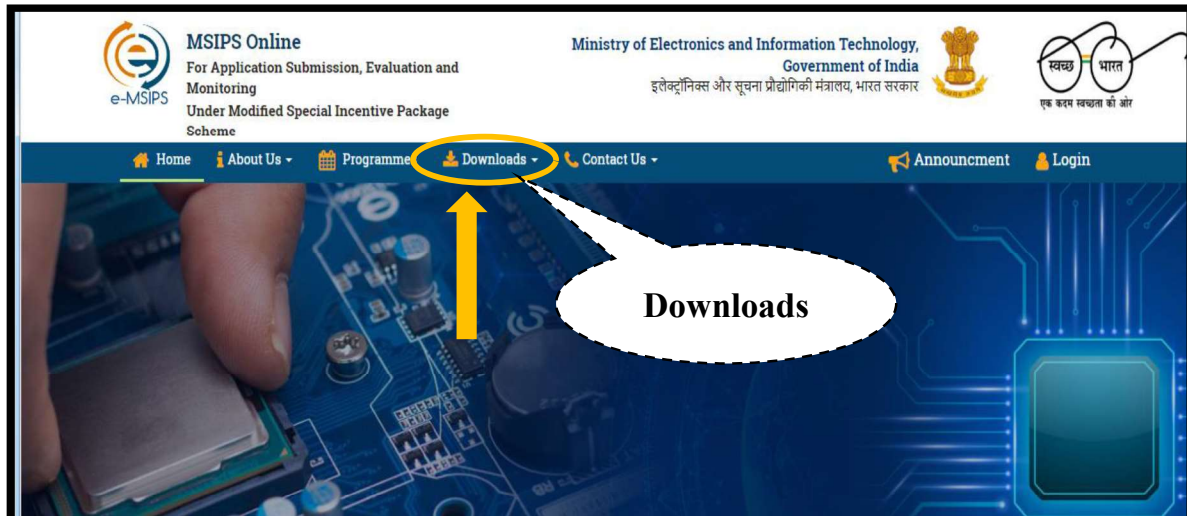


Figure 4 : Download Option

1.10.3 Scheme Guidelines

- The scheme guidelines are classified into respective schemes as shown in figure given below.

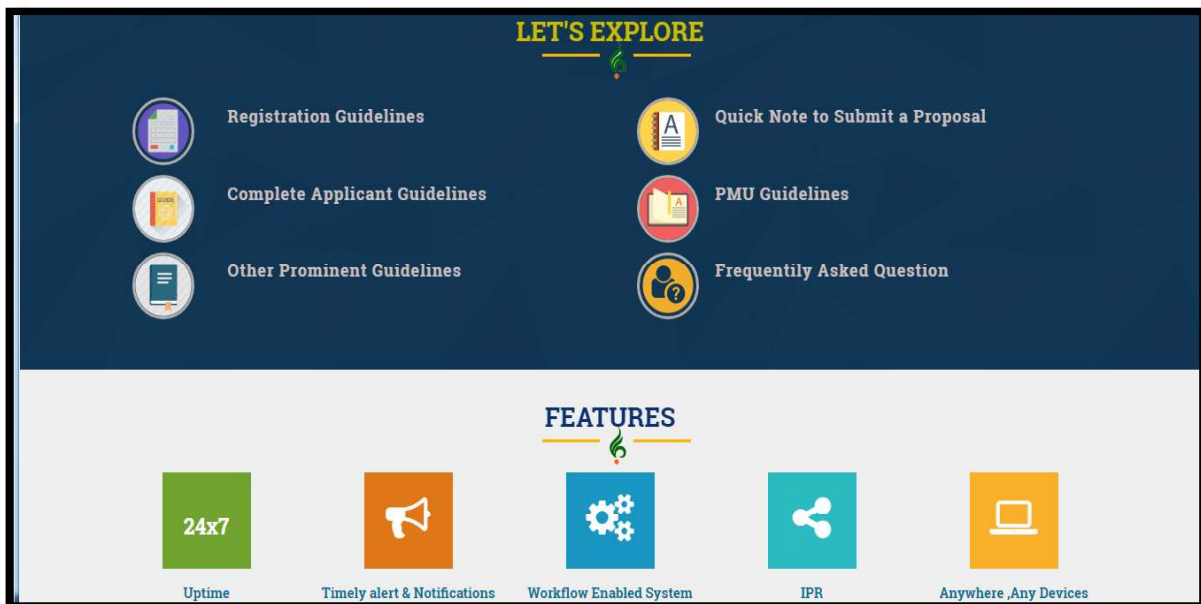


Figure 5 : Scheme guidelines



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.

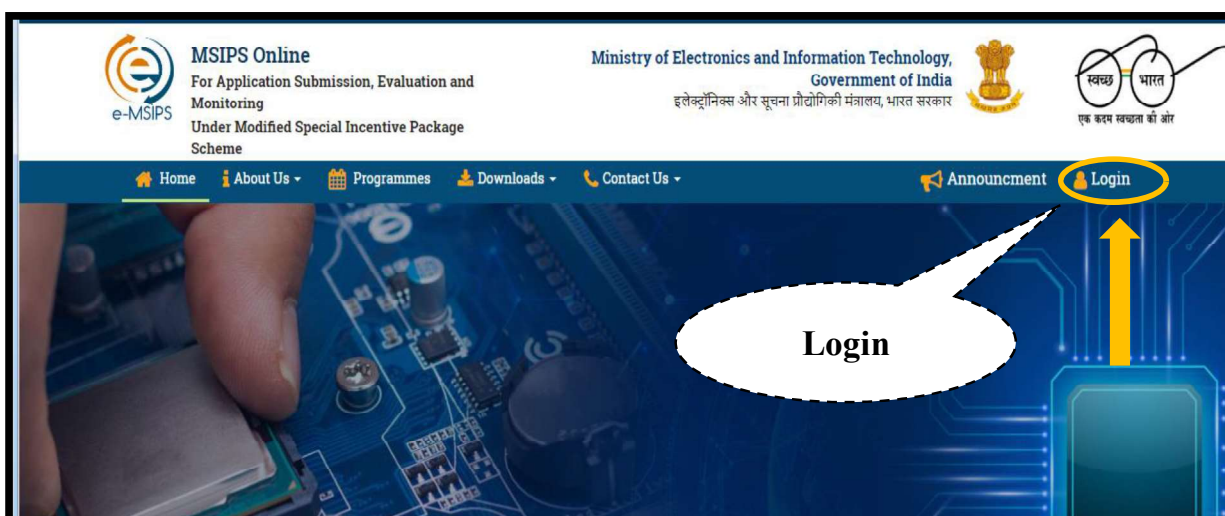


Figure 6 : Login page

- Click on **New User**, as shown in figure given below.

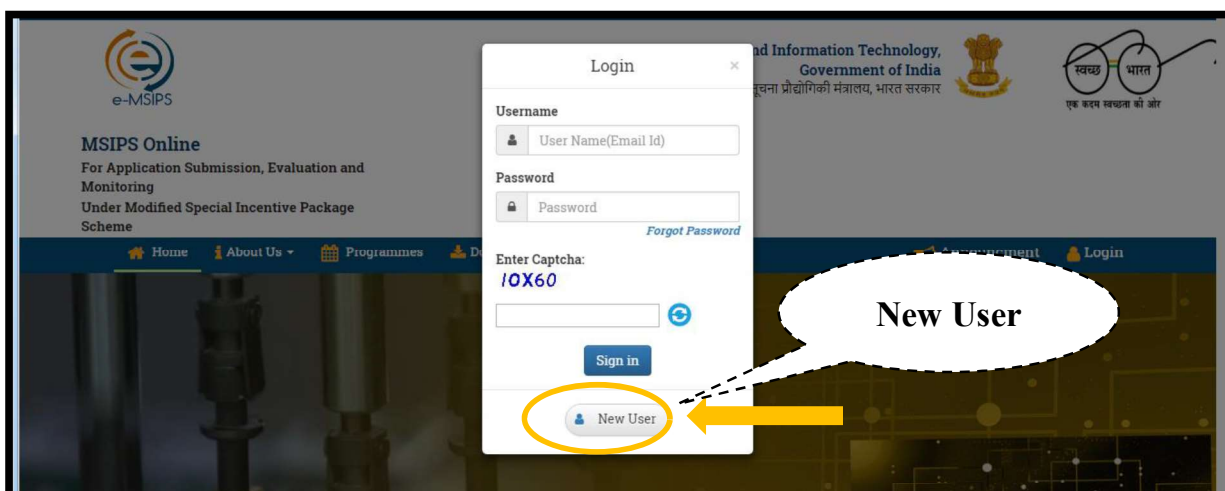


Figure 7 : New User



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

Government of India
Ministry of Electronics and Information Technology,
Government of India
Modified Special Incentive Package Scheme

User Registration

* Mandatory Fields

User Name (Email):* E-Mail ID

Password:* Password

Confirm Password:* Confirm Password

Name:* Dr. First Name Middle Name Last Name

Date of Birth:* dd month, yyyy

Mobile No.* + 0

Figure 8 : User Registration

Gender:* ☒ Male ☐ Transgender ☐ Female

Category:* GEN

☐ Is differently abled

Nationality:* Indian ☒ Yes ☐ No

Identity Proof Details:* Select One Identity proof details

☒ Do you want to receive SMS alerts?

Enter Captcha:* U2LA9

☐ I agree to the [MSIPS terms of service and privacy policy](#)

Submit Reset

[Already Registered](#)

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:



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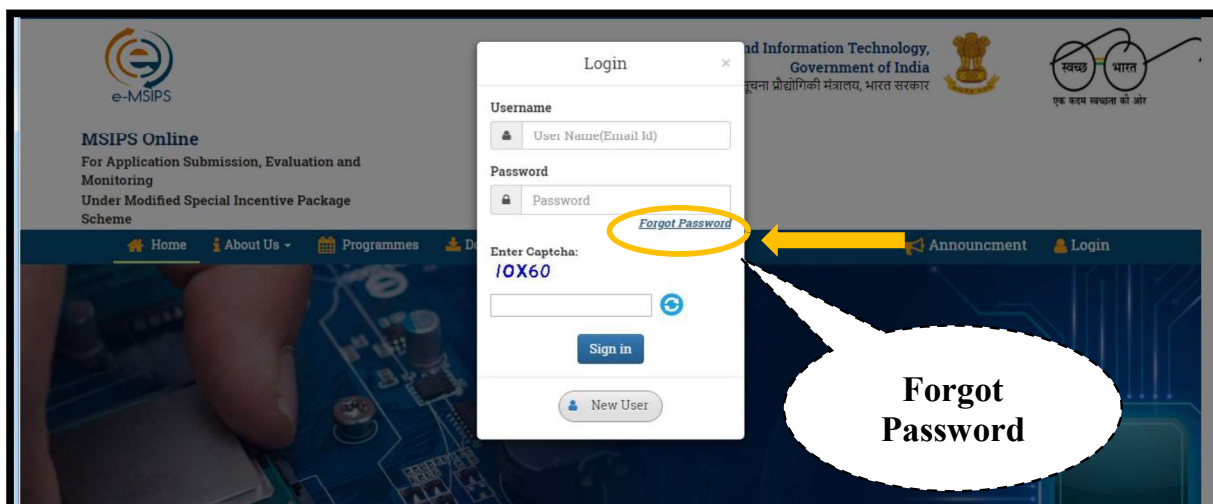


Figure 10 : Forgot Password Option

- When the user click on **Forgot Password**, option to **Reset Password** will appear, as shown in figure given below.

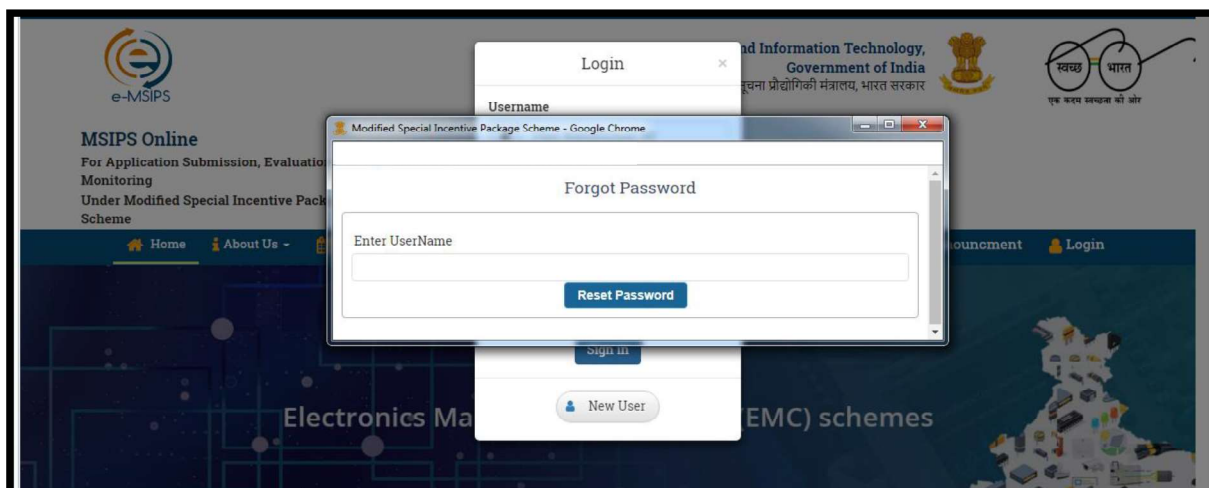


Figure 11 : Reset Password Option

- 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.

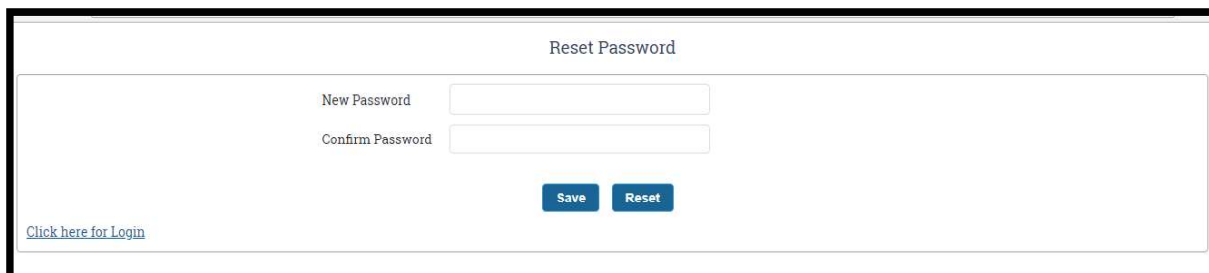


Figure 12 : Set Password



- 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

[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.

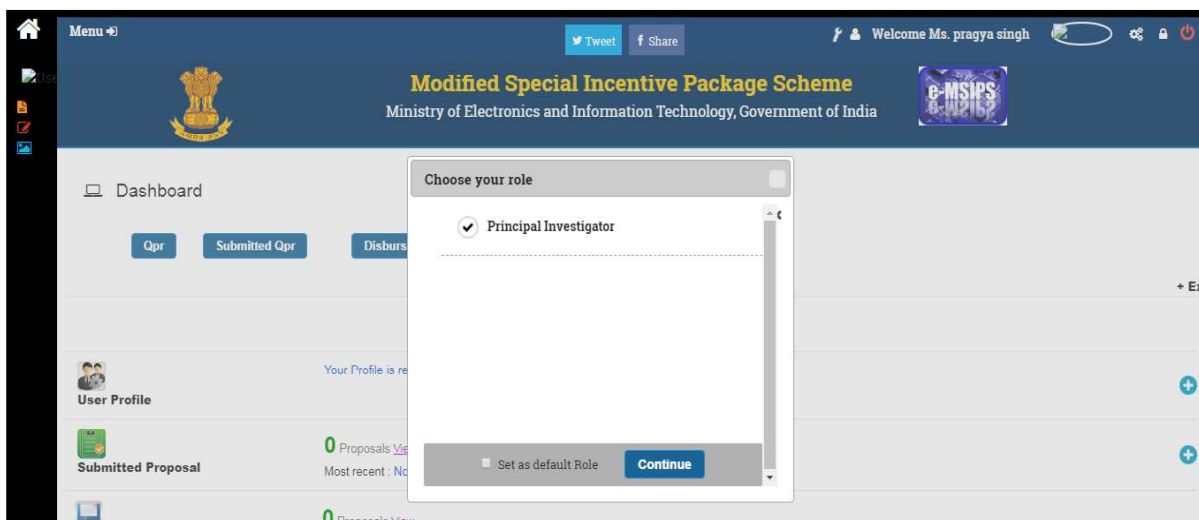


Figure 14 : Applicant Dashboard

- User can see and switch between roles by clicking on the icon, as shown in figure given below.

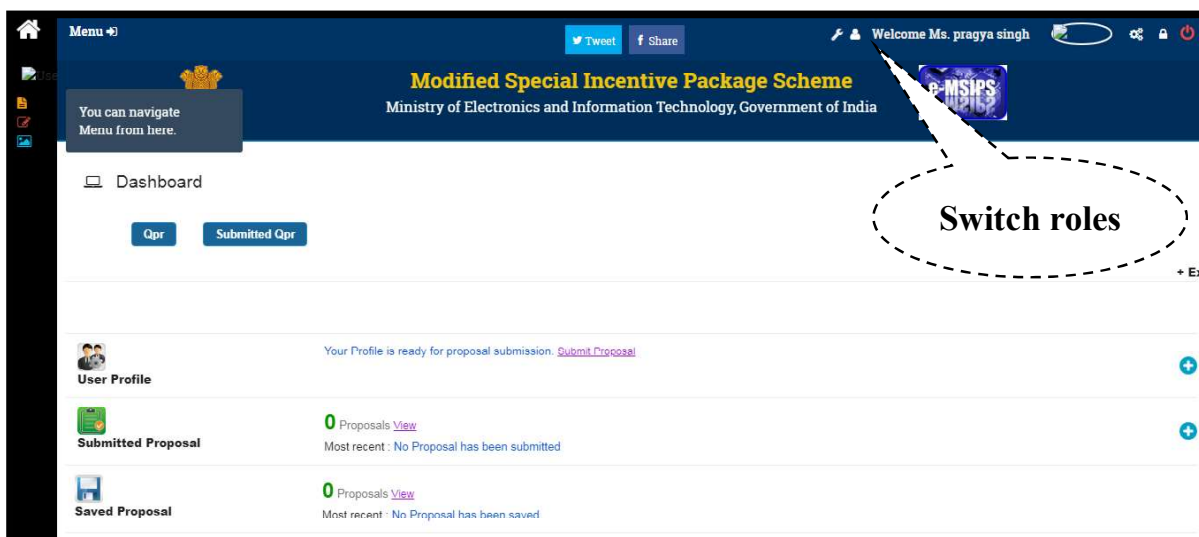


Figure 15 : Switch between roles

- 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.



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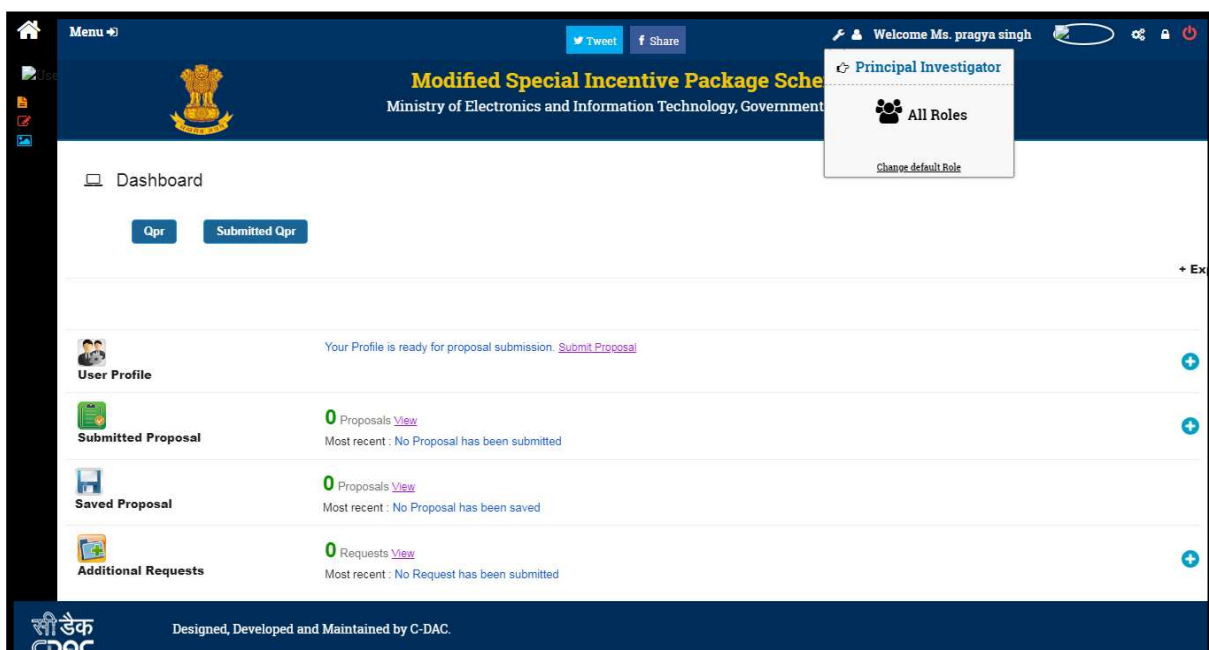


Figure 16 : List of roles

- 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.

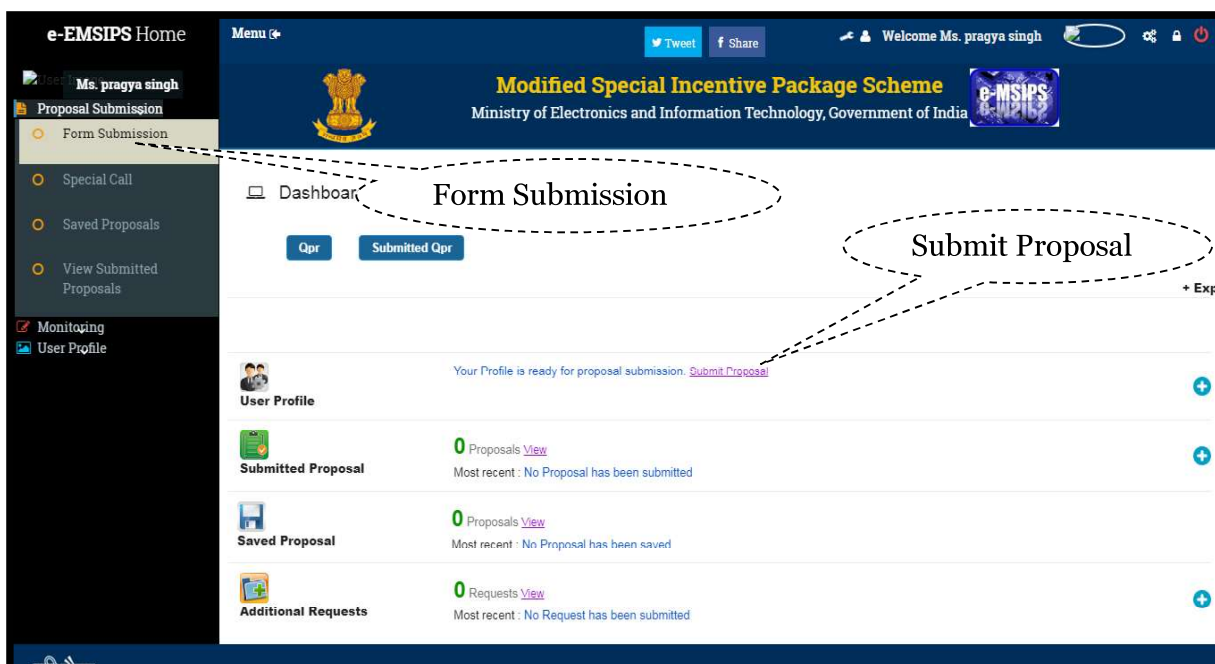


Figure 17 : Proposal Submission

- 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.

Information saved

Welcome Ms. pragya singh

Modified Special Incentive Package Scheme
Ministry of Electronics and Information Technology, Government of India

8-MSIPS

1 2 3 4 5 6 7 8 9 10 11 12
User Profile Shareholder Detail Director Detail Reference Detail Key Personal Detail Turnover Details Technical Details Location Detail Existing Product Detail Raw Material Man Power Capex

13 14 15
License Detail Phase Details Financial Details

16 17 18
Upload Documents Payment Details Preview & Submit

Mandatory Information

Next >>

* Mandatory Fields

Username: pragyasinh0309@gmail.com

Name*: Ms. pragya Middle Name: singh

Date of Birth* (dd month,yyyy): 02 June, 1999

Gender*: ☐ Male ☐ Transgender ☒ Female

Figure 18 : User Information

Company Address*

Pincode*: Pin Code

Company Pan Number*: yuyyh4554s

Company GST No*: 8785458

Company Telephone Number*: 88846589

Company Fax Number*: 88778545

Company Website*: www.deww.org

Mobile Number*: 9900602255

Company Email Id*: deww@gmail.com

Incorporation Number*: 07545054

Incorporation Date* (dd month,yyyy): dd month,yyyy

Save

Next >>

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.

Modified Special Incentive Package Scheme
Ministry of Electronics and Information Technology, Government of India

1 2 3 4 5 6 7 8 9 10 11 12
User Profile ShareholderDetail DirectorDetail Reference Detail KeyPersonalDetail Turnover Details Technical Details Location Detail Existing Product Detail RawMaterial Man Power Capex

13 14 15
License Detail Phase Details Financial Details

16 17 18
Upload Documents PaymentDetails Preview & Submit

ShareHolder Details

<< Prev Next >>

Note: Enter Details of Major Shareholders those who are holding more than 10% shareholding

User can save multiple Shareholder details.

Enter Share Holder Details

Figure 20 : Shareholder Details

LegalStatus : Individual
Nationality : Indian
No. of Shares : 754
% of Holding : 12
Amount : 12545587
PAN : yhgty4525s

Save Next

Shareholder Details Tabular Form

Search:

Shareholder Name	Nationality	Legal Status	% of holding	Amount	Delete
+ Rajiv Singh	86	Partnership	23.0	1.5454845E7	✓

« 1 »

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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:

Menu

Welcome Ms. pragya singh

Modified Special Incentive Package Scheme
Ministry of Electronics and Information Technology, Government of India

MSIPS

1 User Profile 2 ShareholderDetail 3 DirectorDetail 4 Reference Detail 5 KeyPersonalDetail 6 Turnover Details 7 Technical Details 8 Location Detail 9 Existing Product Detail 10 RawMaterial 11 Man Power 12 Capex 13 License Detail 14 Phase Details 15 Financial Details 16 Upload Documents 17 PaymentDetails 18 Preview & Submit

Director Details

<< Prev Next >>

User can save multiple Director details.

Name* Shubham

* Mandatory Fields

Figure 22 : Director Details

Contact No.* 918854586525

Address Line 1* paschim vihar Address Line 2: delhi

Country* India State* DELHI

District* DELHI

City/Town: delhi

Pin Code* 110048

Email ID* shubham989@gmail.com

Pan Card* yuhuy4520d

Save Reset Next

Director/Partner's Details

Search:

Director Name	Contact Number	Address Line 1	Address Line 2	Country	
+ rishabh	91885456965	mayur vihar	delhi	1	Delete

1

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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:

Menu

Welcome Ms. pragya singh

Modified Special Incentive Package Scheme
Ministry of Electronics and Information Technology, Government of India

1 User Profile 2 ShareholderDetail 3 DirectorDetail 4 Reference Detail 5 KeyPersonalDetail 6 Turnover Details 7 Technical Details 8 Location Detail 9 Existing Product Detail 10 RawMaterial 11 Man Power 12 Capex 13 License Detail 14 Phase Details 15 Financial Details 16 Upload Documents 17 PaymentDetails 18 Preview & Submit

Reference Details

<< Prev Next >>

Select Reference Type* ☐ Bank Details ☐ Dealer Details ☐ Supplier Details

* Mandatory Fields

Please fill all the fields.

Figure 24 : Reference details

Name* Supplier Designation* Shareholder

Email* supplier787@gmail.com Contact No.* 8745963526

FaxNO* 22548887

Correspondence Address Details

Address Line 1* Dilshad garden Address Line 2: delhi

City/Town: delhi Pin Code* 110075

Country* India State* DELHI

District* DELHI

Save Reset Next

Reference Details

Search:

Name	Reference Type	BankName	BranchName	Address	Email	ContactNo	FaxNo	
DealerNew	Dealer			Shahdara	dealernew787@gmail.com	8545265321	88545215	Delete

1

सी डैक
CDAC

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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)



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Applicant State :	Delhi
Applicant Pin Code :	110024
Applicant Contact No :	+918855332211
Designation :	CompanyDesignation
Department :	CompanyDepartment
Applicant Company Address :	Dilshad Garden, Delhi, Delhi, Delhi-110058
Proposed Project Proposal (in bullets) : *	
<i>(These should be very specific, to be given in bullet points for the work to be carried out (not more than 6 bullet points). These will serve as evaluation criteria at monitoring stage.)</i>	
<input type="text" value="project proposal"/>	
Project Objective (in bullets) : *	
<i>(These should be very specific, to be given in bullet points for the work to be carried out (not more than 6 bullet points). These will serve as evaluation criteria at monitoring stage.)</i>	
<input type="text" value="project objective"/>	
Market Analysis of proposed products(Brief): *	
<input type="text" value="analysis"/>	

Figure 32 : Technical details (Continue) (c)

Brief Manufacturing Process: *	
<input type="text" value="manufacturing"/>	
Working Capital(Project Opex Cost) (₹) : *	<input type="text" value="225122"/>
Expected Date of Commencement(months) : *	<input type="text" value="21"/>
Project Start Date : *	<input type="text" value="27 June, 2016"/>
Estimated Completion Date : *	<input type="text" value="27 June, 2018"/>
Proposed Technology : *	
<input type="text" value="technology"/>	
Proposed Technology Benefits : *	
<i>(The products, services or facilities that would result from the project activities; and the benefits that may happen from the project activities may be highlighted.)</i>	
<input type="text" value="benefits"/>	
Whether External Technology Provider *	<input type="text" value="Yes"/>

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



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Address Line 1	Level of Readiness	Located in SEZ	Plot Area(sq.ft.)	Proposed Occupancy	Delete

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:

Reference Number : 1012018000061

Product Details

<< Prev

Proposed Product Details

Existing Product Details

Next>>

* Mandatory Fields

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:

The screenshot shows the MSIPS portal interface. At the top, there's a header with the Government of India logo, the scheme name "Modified Special Incentive Package Scheme", and the ministry "Ministry of Electronics and Information Technology, Government of India". Below this, a reference number "1012018000061" is displayed. A progress bar shows 18 steps, with step 10 "RawMaterial" highlighted in green. Below the progress bar, a section titled "Raw Material Proposed Products Details" is visible, with navigation buttons "<< Prev" and "Next>>".

Figure 38 : Raw Material Details

The screenshot shows the "Raw Material Proposed Products Details" form. It includes input fields for "Raw Material Name*" (silicon), "Annual Quantity Required*" (225545), "Percent(%) Import*" (25), "Percent(%) Indigenous*" (54), "Major Supplier*" (suppliers), and "Quality Standard*" (2001). Below these fields are "Save", "Reset", and "Next" buttons. At the bottom, there's a table with columns: "Raw Material Name", "Annual Quantity Required", "Percent(%) Import", "Percent(%) Indigenous", and "Major Supplier". A "Search:" field and a "Delete" button are also present.

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:

Reference Number : 1012018000061

1 2 3 4 5 6 7 8 9 10 11 12

User Profile ShareholderDetail DirectorDetail Reference Detail KeyPersonalDetail Turnover Details Technical Details Location Detail Existing Product Detail RawMaterial ManPower Capex

13 14 15 16 17 18

License Detail Phase Details Financial Details Upload Documents PaymentDetails Preview & Submit

Manpower

<< Prev Next >>

* Mandatory Fields

Manpower (No. of employees)

	Proposed*	Existing*
Managerial Non-technical	200	100
Supervisor	300	122
Skilled	500	455
Non-skilled	155	133

Figure 40 : Manpower details

Manpower

<< Prev Next >>

* Mandatory Fields

Manpower (No. of employees)

	Proposed*	Existing*
Managerial Non-technical	200	100
Supervisor	300	122
Skilled	500	455
Non-skilled	155	133
Total	1155	810

Save Reset

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:



User Manual

Reference Number : 1012018000061

1 2 3 4 5 6 7 8 9 10 11 12
User Profile ShareholderDetail DirectorDetail Reference Detail KeyPersonalDetail Turnover Details Technical Details Location Detail Existing Product Detail RawMaterial ManPower Capex

13 14 15 16 17 18
License Detail Phase Details Financial Details Upload Documents PaymentDetails Preview & Submit

Total Project Capex

<< Prev Next >>

* Mandatory Fields

Total Project Capex	Proposed*	Existing*
Land	555	145
Building	52	12
Plant and Machinery	547	65
Mis. Fixed assets (other assets)	87	45
Pre Operative Expense	955	877
Tech Know How technology	154	32
Preliminary & capital using expenditure	45	36
Research & Development	85	68
Total	2480	1280

Figure 42 : Total Project Capex

Building	52	12
Plant and Machinery	547	65
Mis. Fixed assets (other assets)	87	45
Pre Operative Expense	955	877
Tech Know How technology	154	32
Preliminary & capital using expenditure	45	36
Research & Development	85	68
Total	2480	1280

Save

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:



User Manual

The screenshot shows the MSIPS application form interface. At the top, it displays the Government of India logo and the text "Modified Special Incentive Package Scheme" and "Ministry of Electronics and Information Technology, Government of India". Below this, the "Reference Number : 1012018000061" is shown. A progress bar with 18 steps is visible, with steps 1 through 12 labeled: 1. User Profile, 2. ShareholderDetail, 3. DirectorDetail, 4. Reference Detail, 5. KeyPersonalDetail, 6. Turnover Details, 7. Technical Details, 8. Location Detail, 9. Existing Product Detail, 10. RawMaterial, 11. ManPower, 12. Capex, 13. License Detail, 14. Phase Details, 15. Financial Details, 16. Upload Documents, 17. PaymentDetails, and 18. Preview & Submit. The current step is 13, "License Detail". Below the progress bar, the section "Licence / Permit and Third Party Approval" is active, showing a "Next >>" button and a message "User can save multiple License Details.".

Figure 44 : License details

The screenshot shows the "License / Permit and Third Party Approval" form. It includes a "Next >>" button and a message "User can save multiple License Details." Below this, there are input fields for "Competent Authority*" (State Pollution Board), "Current Status*" (Granted), "AcknowledgementNo*" (5225451), "Period To*" (06/28/2020), "Name of Approval / Register*" (register name), "Period From*" (05/15/2018), and "LicenseNo*" (5558555). A "Click here to save" button is also present. Below the input fields, there is a "Licence / Permit and Third Party Approval Detail" section with a search bar and a table. The table has columns for "Competent Authority", "Name Approval / Register", "Current Status", "Date", and "AcknowledgementNo". A "Delete" button is located next to the search bar.

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:



User Manual

The screenshot displays the MSIPS portal interface. At the top, there's a header with the Government of India logo, the scheme name "Modified Special Incentive Package Scheme", and the ministry "Ministry of Electronics and Information Technology, Government of India". A reference number "1012018000061" is shown. Below this is a flowchart with 18 steps: 1. User Profile, 2. ShareholderDetail, 3. DirectorDetail, 4. Reference Detail, 5. KeyPersonalDetail, 6. Turnover Details, 7. Technical Details, 8. Location Detail, 9. Existing Product Detail, 10. RawMaterial, 11. ManPower, 12. Capex, 13. License Detail, 14. Phase Details (highlighted), and 15. Financial Details. Steps 16, 17, and 18 are also visible: 16. Upload Documents, 17. PaymentDetails, and 18. Preview & Submit. A "Previous Projects" section is at the bottom with a "<< Prev" button. A note at the bottom right indicates "* Mandatory Fields".

Figure 46 : Phase details

The screenshot shows the "Phase details" form. It includes a reference number "1012018000061" and a message "User can save multiple Phase details." The form fields are: Phase No. (1), Start Date* (8 August, 2018), Date of commencement* (28 June, 2023), Proposed Activity (activity), and Working Capital (Opex)* (25545). There are "Click here to save", "Save", and "Reset" buttons. Below the form is a "Phase Details" section with a search bar and a table with columns: Phase, Date of Start, Date of Commencement, Working Capital (Opex), and Proposed Activity.

Figure 47 : Phase details (Continue)



User Manual

Reference Number : 1012018000061

Information saved

Phase Details

Search:

Phase	Date of Start	Date of Commencement	Working Capital (Opex)	Proposed Activity
1	2018-08-08 00:00:00.0	2023-06-28 00:00:00.0	25545	activity

Total Project Capex

Investment Detail

Proposed Capex(In Rs.)*

Phase No.

Land	Building	Plant and Machinery	Mis. Fixed assets (other assets)	Pre Operative Expense	Tech Know How technology	Preliminary & capital using expenditure	Research & Development	Total
220	22	45	66	58	77	88	99	675

Click here to save

SaveReset

Proposed Capex Details

Search:

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



User Manual

Reference Number : 1012018000061 Information saved

Phase No. 0

Land	Building	Plant and Machinery	Mis. Fixed assets (other assets)	Pre Operative Expense	Tech Know How technology	Preliminary & capital using expenditure	Research & Development	Total
0	0	0	0	0	0	0	0	0

Click here to save
Save Reset

Existing Capex Details

Search:

Phase No.	Plant and Machinery	Mis. Fixed assets (other assets)	Pre Operative Expense	Tech Know How technology	Preliminary & capital using expenditure	Research & Development
+ 1	0	0	0	0	0	0

Itemized detail of Plant and Machinery:-
Existing Plant Breakup
Proposed Plant Breakup
Note: The values entered here should be greater than or equal to the total value of the breakup in particular section

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

Reference Number : 1012018000061 Information saved

Proposed Products Details

User can save multiple Proposed Products details. * Mandatory Fields

Phase No. 1

Vertical* Electronic Manufacturing Services (EMS) SubVertical* All

Product Name prodd

Measuring Unit* Dozen

Minimum Threshold* 55585

Capacity On Annual Basis* 125

Click here to save
Save Reset

Proposed Product Details

Search:

Phase No.	Vertical	Sub Vertical	Product Name	Measuring Unit	Minimum Threshold
-----------	----------	--------------	--------------	----------------	-------------------

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:



User Manual

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:



User Manual

Reference Number : 1012018000061		
Document Details		
SNo.	Document Name	Remove
1	CA certified copy of Annual Reports for the three years of shareholding companies	✕
2	Approval Under SEZ Scheme (if SEZ location)	✕
3	Financial Projection of Project	✕
4	Certificate of Incorporation	✕
5	Detailed Project Report (DPR)	✕
6	Upload of Authorization letter in form of power of attorney or board resolution from the applicant organization (Note: if applicant is authorized representative of the company)	✕
7	CA Certified Copy of PAN of Director or Partners of Applicant Company	✕
8	Document Showing nature of control in case of Directors or Partners of Applicant Company	✕
9	CA certified copy of Central Excise certificate	✕
10	Self certified brief Bio Data of chairman, Chief Executive Officer, Key Persons etc.	✕
11	CA certificate showing shareholding pattern (No. of shares and investments) if company registered under company act or Equivalent document disclosing nature of control and ownership for other entities	✕

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

Reference Number : 1012018000061		
11	CA certificate showing shareholding pattern (No. of shares and investments) if company registered under company act or Equivalent document disclosing nature of control and ownership for other entities	✕
12	Certificate from Company Secretary or Board of Directors of Company and Secretary for society regarding any pending legal cases	✕
13	Self Certificate that the applicant is not blacklisted by any Government department.	✕
14	If Proposed Occupancy is self-owned, upload documentation showing possession of land. OR If proposed occupancy is on-lease, upload lease agreement document.	✕
15	Documents in support of Financial Closure-Copy of Agreement	✕
16	Documents in support of Financial Closure-Internal Equity Documents	✕
17	Documents in support of Financial Closure-Government Grant Sanction Letter	✕
18	Documents in support of Financial Closure-Government Grant Agreement	✕
19	Documents in support of Financial Closure-Company Board Resolution	✕
20	Documents in support of Financial Closure-Documents in support of technology transfer	✕
21	Documents in support of Financial Closure-NEFT or RTGS payment confirmation receipt	✕

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



Reference Number : 1012018000061		
17	Documents in support of Financial Closure-Government Grant Sanction Letter	✖
18	Documents in support of Financial Closure-Government Grant Agreement	✖
19	Documents in support of Financial Closure-Company Board Resolution	✖
20	Documents in support of Financial Closure-Documents in support of technology transfer	✖
21	Documents in support of Financial Closure-NEFT or RTGS payment confirmation receipt	✖
22	Documents in support of Financial Closure-Digitally Signed Application	✖
23	Documents in support of Financial Closure-License Document	✖
24	Documents in support of Financial Closure-Process flow diagram and throughput	✖
25	CA certified copy of PAN of applicant company	✖
26	Documents in support of Financial Closure-ToT Agreement	✖

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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:

Menu

Welcome Ms. pragya singh

Modified Special Incentive Package Scheme
Ministry of Electronics and Information Technology, Government of India

Reference Number : 1012018000061

1 User Profile 2 ShareholderDetail 3 DirectorDetail 4 Reference Detail 5 KeyPersonalDetail 6 Turnover Details 7 Technical Details 8 Location Detail 9 Existing Product Detail 10 RawMaterial 11 ManPower 12 Capex 13 License Detail 14 Phase Details 15 Financial Details 16 Upload Documents 17 PaymentDetails 18 Preview & Submit

Payment Details

Note: Application Fee submission through Demand Draft has been withdrawn with effect from 01 February 2016. Applicants are requested to submit the fee through online payment option.

<< Prev Next>>

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



Quick Notes to Submit a Proposal :

Kindly download the PDF of your proposal and check that the details and the necessary documents are correct to the best of your knowledge. After submission of the proposal you will not be allowed any changes in your proposal. MSIPS will not be responsible for any of the discrepancies caused at your end. If any such thing is found, then it may lead to the rejection of your proposal.

[Download Proposal Pdf](#)

Upload Digital Signature :

1. MSIPS Application must be signed with a Class 2 Digital Signature Certificate, procured from the Certifying Authority recognized by Government of India.
2. The digital signature being applied must have a valid "Trust Anchor".
3. The Revocation and Trust status of Digital Signature Certificate must be checked and self-confirmed before uploading the application.
4. DeitY reserves the right to cancel/reject the applications without Valid digital signature certificate and related trust anchor.

[Upload Signed Document](#)

☒ I hereby declare that, to the best of my knowledge and belief, the particular given above and the declaration made therein are true.

[<< Prev](#) [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.

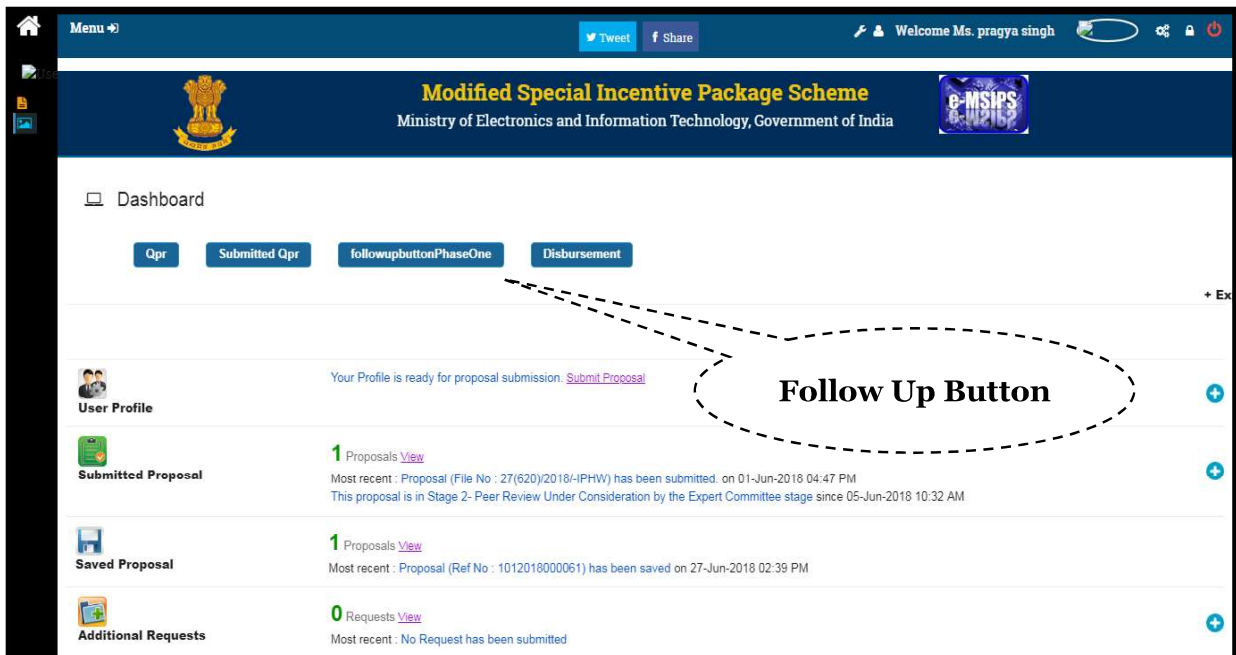


Figure 62 : Follow Up Button

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