



**Entrepreneurs Registration and Incentives Management System (ERIMS)** 



Industrial
Promotion Subsidy
(IPS) User Manual

## **ERIMS User Manual**



PSI User Manual

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## 1 Industrial Promotion Subsidy

## A. Prerequisites for IPS

**Purpose:** The purpose of this service is to apply for incentives for Micro, Small & Medium Enterprise (MSME)/ Large Scale Industry (LSI)/ Mega & Ultra Mega Enterprise

## **Pre-requisites:**

- 1. User must create Login-ID on Dol website.
- 2. User must create Enterprise Profile.
- 3. User must create Unit Profile.

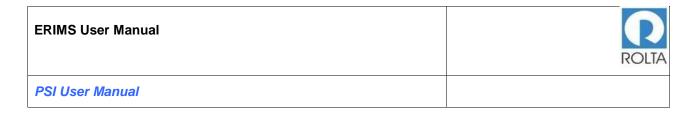
Login as: Enterprise User / Unit User

**Menu:** Apply Online > Select Unit > Select Service (IPS)

## **B. Broad Steps for SDEC**

- Select "Apply online" from Dashboard Menu.
- Select Unit for which IPS incentive needs to be availed
- Select IPS Service from dropdown menu.
- Check the required documents displayed at right and Click "Apply now".

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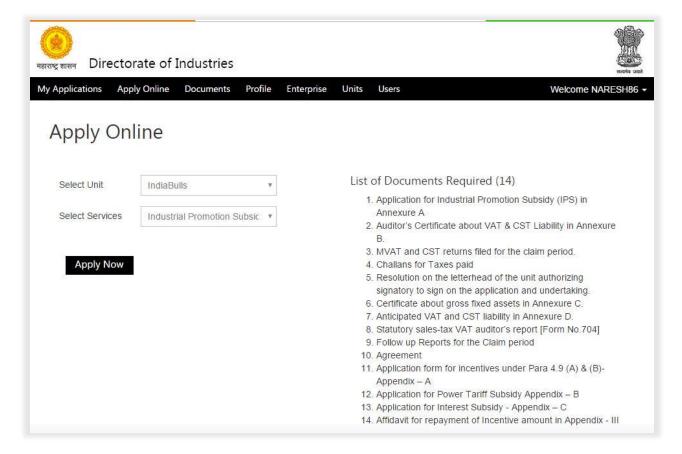


Figure 1 IPS Apply Online Page

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## 1.1 Step 1 General Details Page

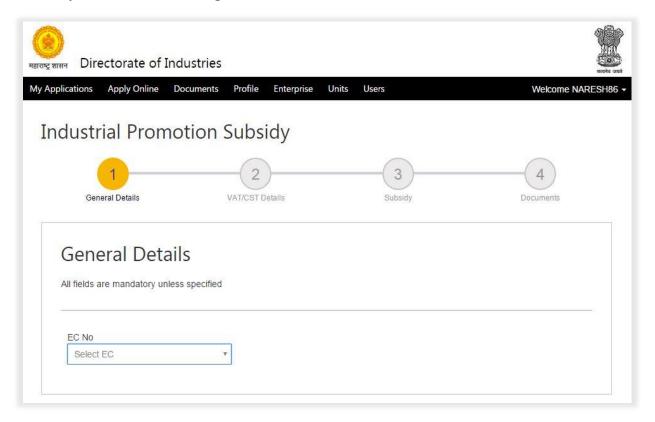


Figure 2 IPS Application Screen

1. User needs to select EC number from drop down menu for relevant EC to avail incentives.

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## 1.1.1 Step 1-2 General Details page for New Unit

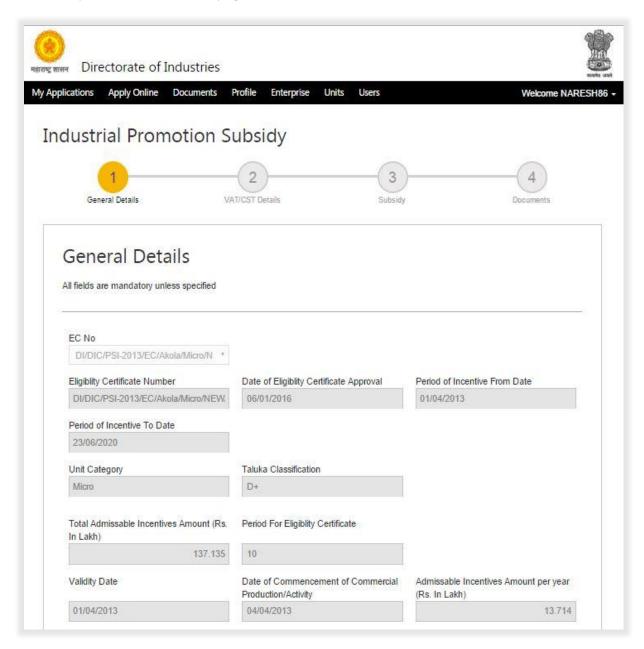


Figure 3 IPS Application Screen for New Unit 1-3

1. After selection of EC from drop down all data related to EC will be displayed on the screen.

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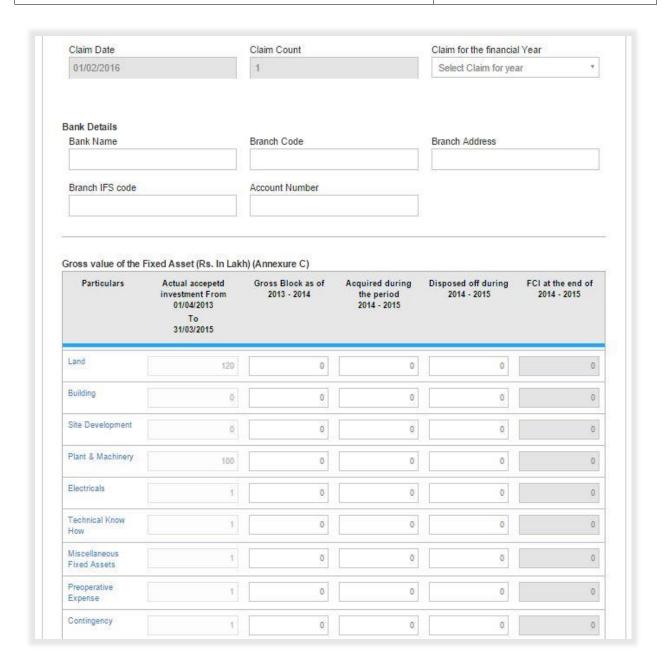


Figure 4 IPS Application Screen for New Unit 2-3

1. User needs to select Claim year from drop down menu i.e. 2013-2014, 2014-2015 (This Year is depends on Date of Commercial Production).

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- 2. User need to enter bank details where disbursement amount will be credited, i.e. Bank Name, Branch Code, Branch Address, Branch IFSC Code and Account Number.
- 3. User needs to enter Gross value of the fixed asset i.e. Gross Block as of year, Acquired during the year and Disposed off during the year as per Annexure C. Actual accepted investment value is populated from Approved EC.

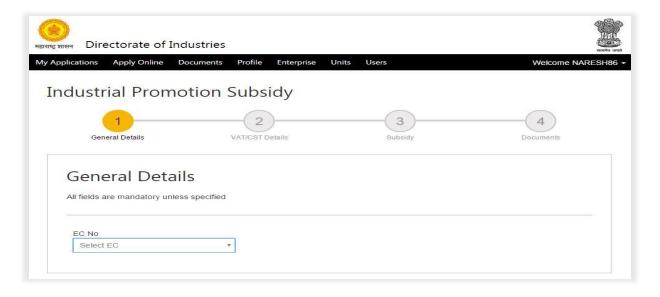


Figure 5 IPS Application Screen for New Unit 3-3

- 1. After filling all above details user needs to click on "Next" Button
- 1.1.2 Step 2-2 General Details page for Expansion Unit

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1. User needs to select relevant EC number from drop down menu to avail incentives.

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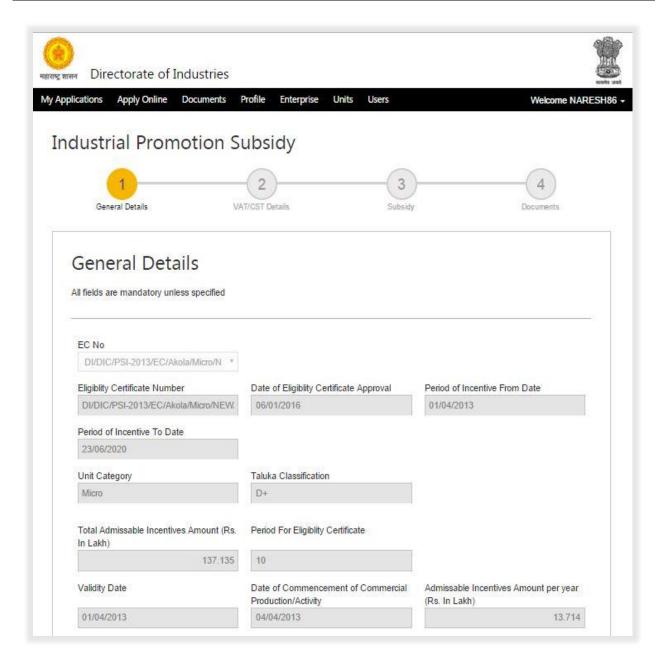


Figure 6 IPS Application Screen for Expansion Unit 1-3

1. After selection of EC from drop down all data related to EC is populated by system.

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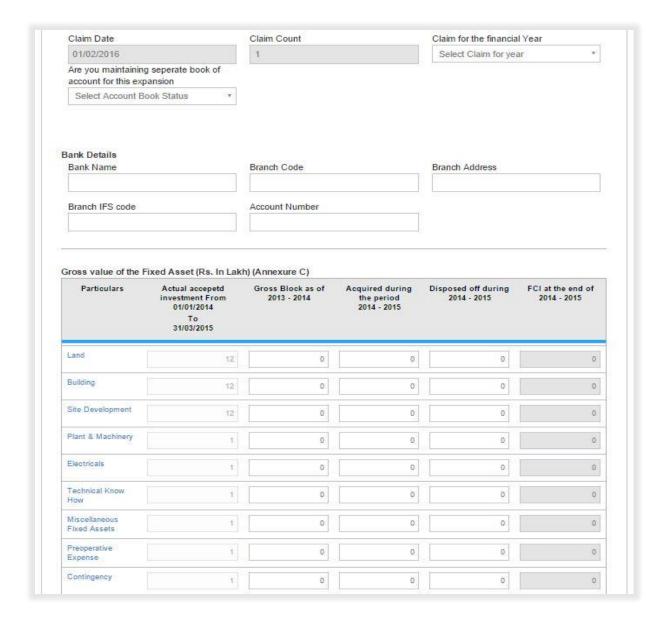


Figure 7 IPS Application Screen for Expansion Unit 2-3

- 1. User needs to select Claim year from system driven drop down i.e. 2013-2014, 2014-2015 (This Year is depends on Date of Commercial Production).
- 2. User needs to select "Yes" or "No" from drop down for maintaining separated book of account for this expansion.

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- a. If unit is maintaining separate book of account then regular incentives calculation will be made.
- b. If unit is not maintaining separate book of account then incentives calculation will be made on ratio basis.
- User need to enter bank details where disbursement amount will be credited, i.e. Bank Name, Branch Code, Branch Address, Branch IFSC Code and Account Number.
- 4. User needs to enter Gross value of the fixed asset i.e. Gross Block as of year, Acquired during the period and Disposed off during the year as per Annexure C. Actual accepted investment value is populated from Approved EC.



Figure 8 IPS Application Screen for Expansion Unit 3-3

1. After filling all above details user needs to click on "Next" Button

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### 1.2 Step VAT/CST Details

1.2.1 VAT/CST Details Page For MSME

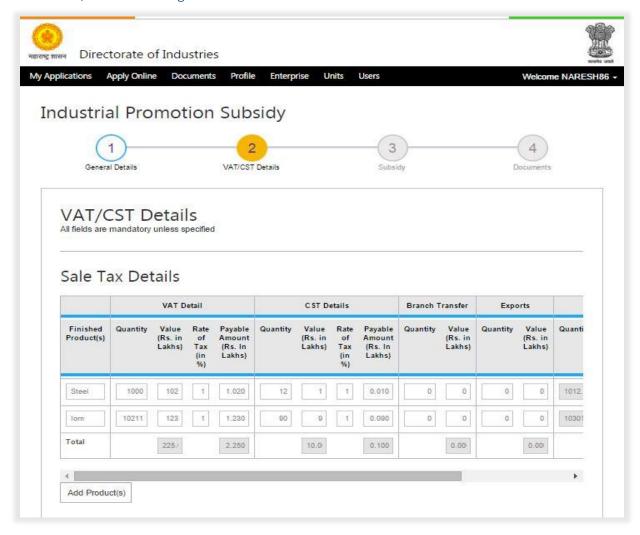


Figure 9 IPS Application Screen for VAT/CST page for MSME Unit 1-3

 User need to click on "Add Products" button to enter multiple Product Details for VAT (Sale within State), CST (Sale Outside State). Branch Transfer (On Sale) and Export (On Sale). User can also mention Manufacturing Scrap details on this screen.

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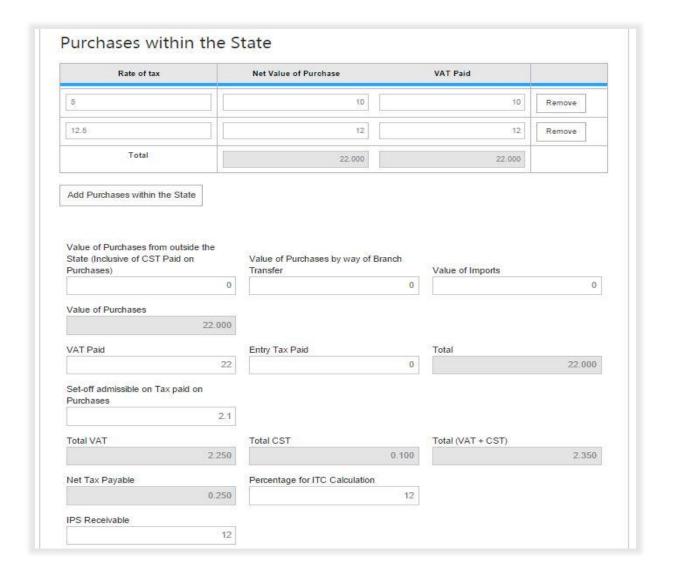


Figure 10 IPS Application Screen for VAT/CST page for MSME Unit 2-3

- 1. User need to click on "Add Purchase within the state" button to enter multiple Rate of Tax, Net value of Purchase and VAT paid on purchase within State.
- 2. To remove particular record user needs to click on "Remove" button.
- 3. User needs to enter details of value of purchases from outside the state.
- 4. User needs to enter details of value of purchases by way of Branch Transfer.

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- 5. User needs to enter details of value of import.
- 6. User needs to enter details of VAT paid.

- 7. User needs to enter details of Entry tax paid.
- 8. User need to enter details of Set-off admissible on tax paid on purchases.
- User needs to enter percentage for ITC calculation as per para 4.3 for MSME GR dated 01-04-2013.
- 10. User needs to enter IPS Receivable as mention in Annexure B after applying the quantum of IPS as per para 4.3(1) and also the ratio in case of expansion unit.

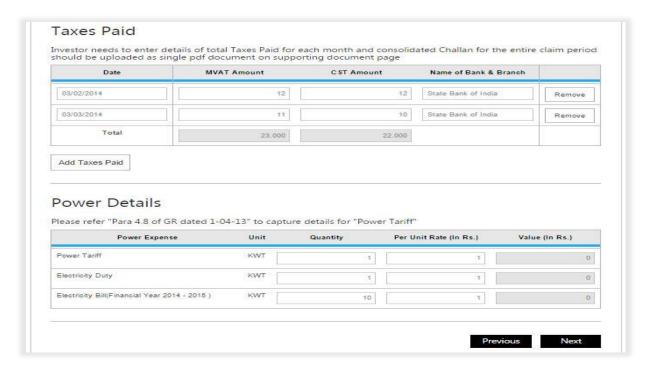


Figure 11 IPS Application Screen for VAT/CST page for MSME Unit 3-3

 User needs to enter total Taxes Paid details i.e. picking up date from calendar, Total amount of MVAT & CST paid for the selected month and Name of Bank & Branch.

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- 2. To remove particular record, user needs to click on "Remove" button.
- 3. User needs to upload consolidated challan for the entire claim period in supporting document page
- 4. User needs to enter units consumed during the claim period and rate per unit as per Para 4.8 of GR dt.01.04.2013. The system will calculate the value.

#### 1.2.2 VST/CST Details page for LSI

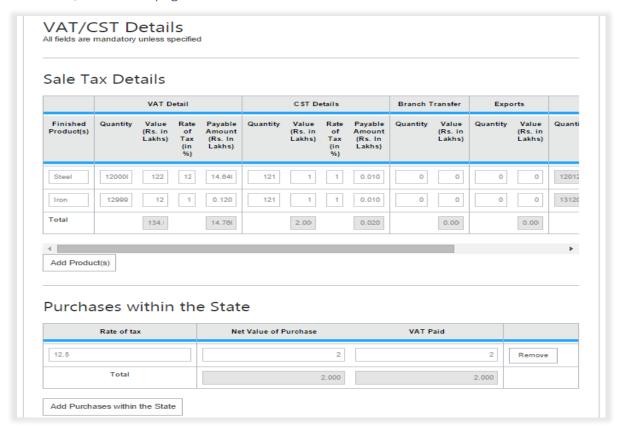


Figure 12 IPS Application Screen for VAT/CST page for LSI Unit 1-2

 User need to click on "Add Products" button to enter multiple Product Details for VAT (Sale within State), CST (Sale Outside State). Branch Transfer (On Sale) and Export (On Sale). User can also mention Manufacturing Scrap details on this screen.

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- 2. User need to click on "Add Purchase within the state" button to enter multiple Rate of Tax, Net value of Purchase and VAT paid on purchase within State.
- 3. To remove particular record user needs to click on "Remove" button.

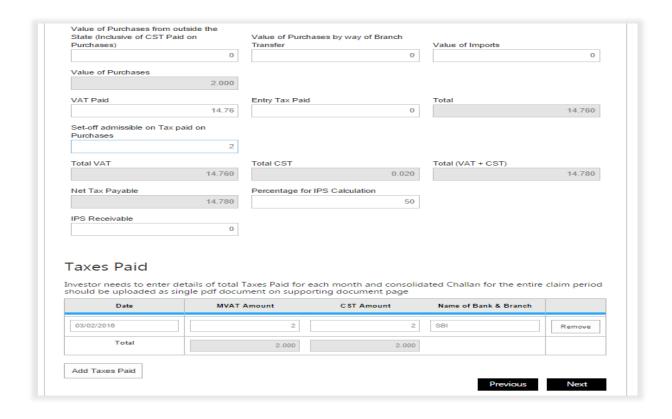


Figure 13 IPS Application Screen for VAT/CST page for LSI Unit 2-2

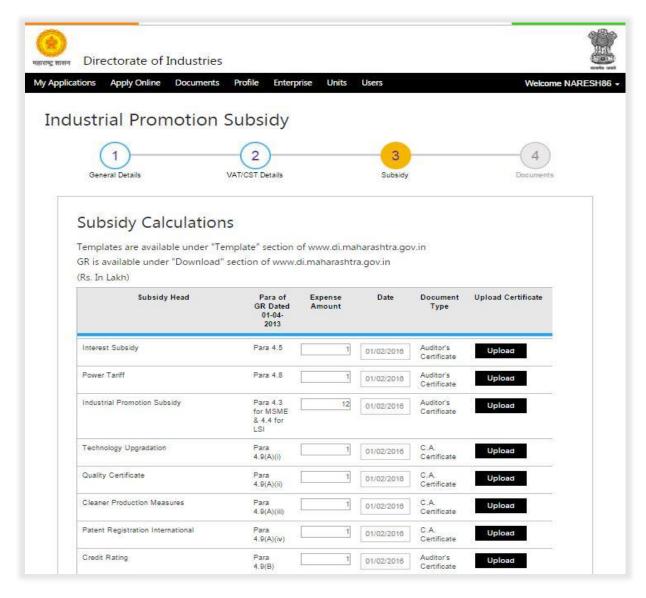
- 1. User needs to enter details of value of purchases from outside the state.
- 2. User needs to enter details of value of purchases by way of Branch Transfer.
- 3. User needs to enter details of value of import.
- 4. User needs to enter details of VAT paid.
- 5. User needs to enter details of Entry tax paid.

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- 6. User need to enter details of Set-off admissible on tax paid on purchases.
- 7. User needs to enter percentage for IPS calculation as per para 4.4 for LSI GR dated 01-04-2013.
- 8. User needs to enter IPS Receivable as mention in Annexure B after applying the quantum of IPS as per para 4.4(1) and also the ratio in case of expansion unit.
- 9. To go back to pervious page user needs to click on "Pervious" Button.
- 10. After filling above mentioned all details, user needs to click on "Next" Button.

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## 1.3 Subsidy Page



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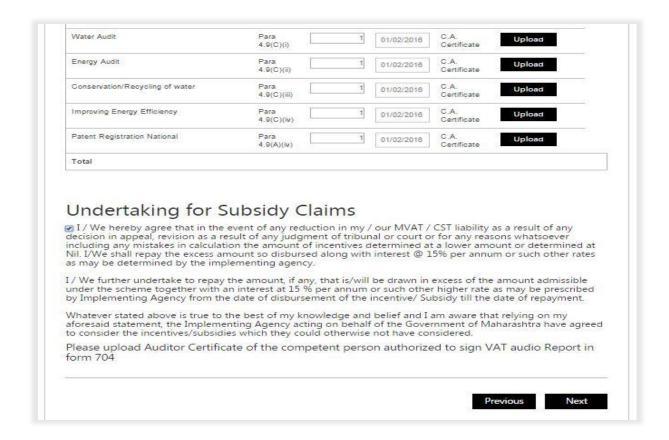


Figure 14 IPS Application screen for Subsidy Page

- User needs to enter expense amount against particular heads i.e. Interest Subsidy, Power Tariff Subsidy, Industrial Promotion Subsidy, Subsidy on Technology Up gradation, Quality Certification, Cleaner Production Measures, Patent Registration (National /International) and Incentives for Credit Rating, Water & Energy Audit, Conservation / Recycling of Water and Improving Energy Efficiency as per the given para of GR dated 01-04-2013 of PSI -2013.
- 2. User needs to provide certification date and also needs to upload relevant documents (Document type according to subsidy head i.e. CA certificate, Auditor's Certificate).

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- 3. User needs to download all CA certificate format from template section of Dol website at www.di.maharashtra.gov.in.
- 4. After providing above details user needs to click on Undertaking for subsidy Claim check box.
- 5. To go back to pervious page, user needs to click on "Pervious" Button.
- 6. After filling above mentioned all details, user needs to click on "Next" Button.

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### 1.4 Supporting Document Page

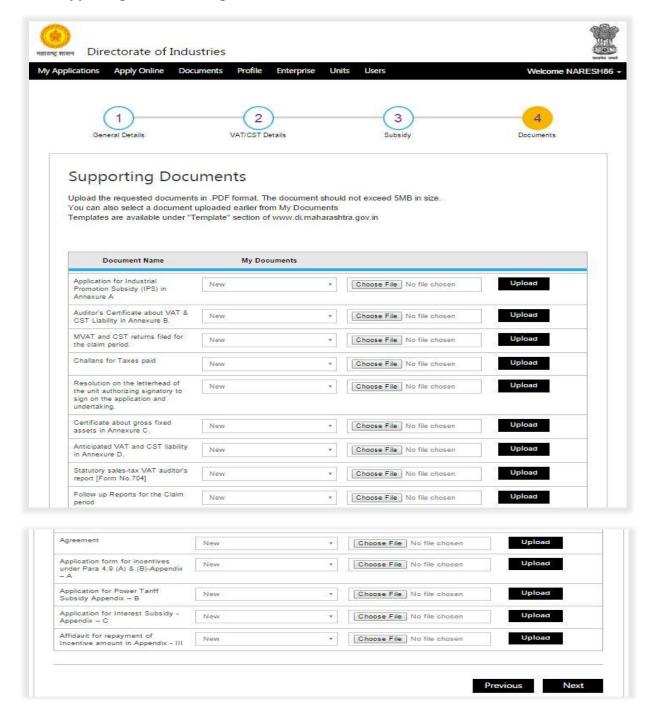


Figure 15 IPS Application Screen for Supporting Document Page

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- 1. In this step user needs to upload required supporting documents for the application.
- 2. User needs to select Document Name then click on "Choose File" button to select specific file from system folder.
- 3. Once file is selected, user needs to click on "Upload" button. It will take some time to upload the document.
- 4. Only PDF document within 5 MB size limit is accepted by ERIMS Application.
- 5. If user needs to upload multiple documents under same heading e.g. MVAT or CST Returns/ Challans etc. then it can be uploaded in one single PDF file. If the files are uploaded separately, the system will automatically delete the earlier file.
- 6. Once all documents are uploaded then user needs to click on "Next" button.

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### 1.5 Review Page of IPS

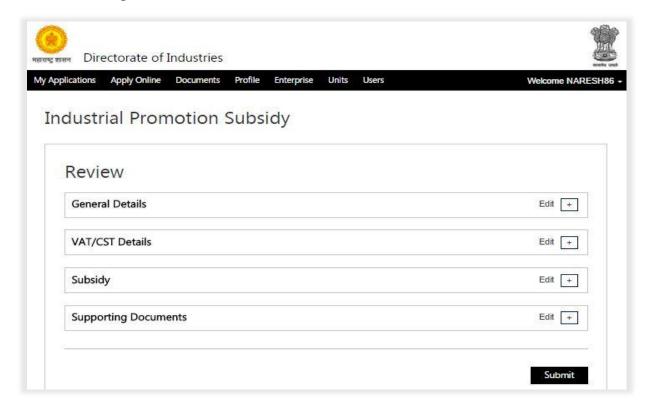
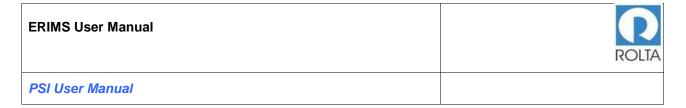


Figure 16 IPS Application screen for Review Page

- 1. User needs to check all the details entered in application by clicking on '+' icon.
- 2. To update any details, user can click on "Edit" button.
- 3. If all data is correct, user needs to click on "Submit" button for application submission.
- 4. Once Application is submitted, it will go to Dol workflow for approval.
- 5. If some issues are identified by department, they can raise query for more clarification.
- 6. User can track the application status on Dashboard in Progress section.

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## 1.6 Acknowledgement Page for IPS

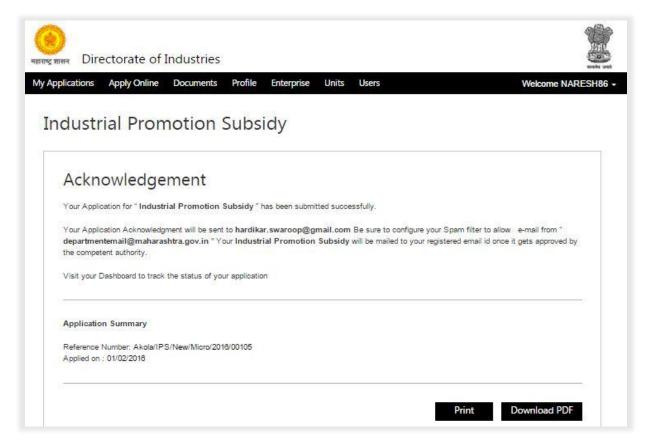


Figure 17 IPS Screen for Acknowledgement

- 1. User can take print of Acknowledgement by clicking on "Print" button.
- 2. User can also download Acknowledgement by clicking on "Download PDF" button.

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#### 1.7 IPS Certificate for Sale Tax Department and Unit

#### GOVERNMENT OF MAHARASHTRA महाराष्ट्र शासन

#### DIRECTORATE OF INDUSTRIES उद्योग संचालनालय

No.- DI/DIC/PSI-2013/IPS/Akoh/Micro/No.02074/2016

Date:- 28-01-2016 Claim No.1 Provisional Sanction

To,

The Commissioner of Sales Tax, D-1,9<sup>th</sup> floor, Vikrikar Bhavan, Mazgaon, Mumbai 400010.

> Sub: Sanction of Industrial Promotion Subsidy claim (Micro Unit) for the year 2014 to 2015.

Ref. 1. Eligibility Certificate No.08149, dated 22/01/2016 issued under Package Scheme of Incentives 2013.

2. Claim dated 25/01/2016.

Sir.

In consideration of the request of the unit, Industrial Promotion Subsidy (IPS) of Rs. 10 lakh (Rs. Ten Point Zero lakh only), for the year 2014 to 2015, is provisionally 85% sanctioned to Apple for their unit located at Main Road Plot No. 32, Village-Akot, Tahıka-Akot, Dist.-Akola - 444202

A copy of application with VAT Auditors Report is enclosed herewith for information. You are requested to complete assessment of the unit and let us know the balance amount to be disbursed to the unit.

Yours faithfully, General Manager Director of Industries

District Industries Centre, Akola, Old Kapura (Sutt) Bazar, District Akola-444001 Phone No: (0724) 2430880 / (0724) 2440250 Fax No: (0724) 2430479 Email: didicakola@maharashtra.gov.in.

Figure 18 PSI EC (1-3)

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#### GOVERNMENT OF MAHARASHTRA महाराष्ट्र शासन

#### DIRECTORATE OF INDUSTRIES उद्योग संचालनालय

No.-DI/DIC/PSI-2013/IPS/Akola/Micro/No.02074/2016

Date: - 28-01-2016

To,

M/s Apple., Main Road Plot No. 32, Akot, Tal-Akot Dist-Akola-444202.

Sub: Sanction of incentives under PSI 2013 for the year 2014 to 2015.

Ref: 1. Eligibility Certificate No.08149, dated 22/01/2016 issued under Package Scheme of Incentives 2013.

2. Your claim received on 25/01/2016.

Sir

In consideration of your request and the submissions in support thereof, following incentives are hereby sanctioned under PSI 2013.

- Provisional Industrial Promotion Subsidy (IPS) of Rs.10 lakh (Rs. Ten Point Zero lakh only), 85% of admissible IPS of Rs.8.5 lakh for the year 2014 to 2015.
- (2) Interest subsidy of Rs.1.00 lakh (Rs.One Point Zero lakh only) for the period from 2014 to 2015.
- (3) Power Tariff subsidy Rs. 2.00 lakh (Rs.Two Point Zero lakh only) for the period from 2014 to 2015.
- (4) Subsidy on capital equipment for Technology Upgradation of Rs. 0.10 lakh (Rs.Zero Point Ten lakh only)
- (5) Subsidy on expenses incurred on Quality Certification of Rs. 0.74 lakh (Rs.Zero Point Seventy Four lakh only)
- (6) Subsidy on capital equipment for Cleaner Production Measures of Rs. 0.25 lakh (Rs.Zero Point Twenty Five lakh only)
- (7) Subsidy on expenses incurred on Patent Registration of Rs. 0.00 lakh (Rs.Zero Point Zero lakh only)
- (8) Incentives for Credit Rating of Rs. 0.00 lakh (Rs.Zero Point Zero lakh only)
- (9) Incentives on cost of Water Audit of Rs. 0.00 lakh (Rs. Zero Point Zero lakh only)
- (10) Incentives on cost of Energy Audit of Rs. 0.00 lakh (Rs. Zero Point Zero lakh only)
- (11) Incentives on cost of Capital Equipment to Conserve / Recycle Water of Rs. 0.00 lakh (Rs.Zero Point Zero lakh only)

District Industries Centre, Akola, Old Kapura (Sutt) Bazar, District Akola-444001 Phone No: (0724) 2430880 / (0724) 2440250 Fax No: (0724) 2430479 Email: didicakola@maharashtra.gov.in.

Figure 19 PSI EC (2-3)

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#### GOVERNMENT OF MAHARASHTRA महाराष्ट्र शासन

#### DIRECTORATE OF INDUSTRIES उद्योग संचालनालय

(12) Incentives on cost of Capital Equipment for Improving Energy Efficiency of Rs. 0.00 lakh (Rs.Zero Point Zero lakh only)

Please note that the actual disbursement shall be considered only on the receipt of funds from the Government, and subject to your confirming to the terms and conditions of the eligibility certificate and agreements executed thereunder, as well as upon submission of following documents:

- Up-to-date follow-up reports by way of amual production returns and audited statements of accounts confirming maintenance of normal production.
- 2. Disbursement agreement on Rs.100/- stamp paper with Board Resolution.
- 3. Two advance stamp receipts on the letter-head of the company.

Please acknowledge receipt of this sanction letter.

Yours faithfully,
General Manager Director of Industries

District Industries Centre, Akola, Old Kapura (Suti) Bazar, District Akola-444001 Phone No: (0724) 2430880 / (0724) 2440250 Fax No: (0724) 2430479 Email: didicakola@maharashtra.gov.in.

Figure 20 PSI EC (3-3)

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