

## **SANCTION OF INCENTIVES (INDUSTRIAL)**

The service is mainly used by the citizen's who is an Entrepreneur. The service facilitates the citizen to get the Incentive/subsidy based upon various Incentive categories like Investment subsidy, Pavalavaddi , Power cost reimbursement, Sales tax reimbursement, Stamp duty/land cost/land conversion charges/Mortgage duty/cleaner production measures, skills up gradation, ISO/BIS certification.

Category Type	В
User Charges	INR 35/-
Documents Required	Meeseva Application Form*
	Department Application Form *
SLA	30 for Micro and 60 days for remaining nature of
	enterprises.

**Note:** The asterisk (\*) denotes mandatory requirement of documents.

## Apply for Sanction of Incentives service:

This section contains instructions for the operators of the Meeseva web application to apply for Sanction of Incentives Service.

1) In Meeseva home screen, under **List of Services**, select **INDUSTRIAL Department** services as depicted in Figure 1.



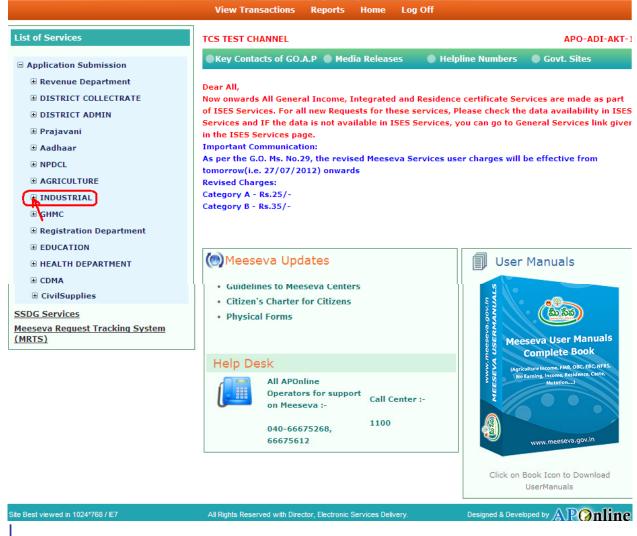


Figure 1: Industrial Department

2) Select Sanction of Incentives Service in Revenue Department as depicted in Figure 2.



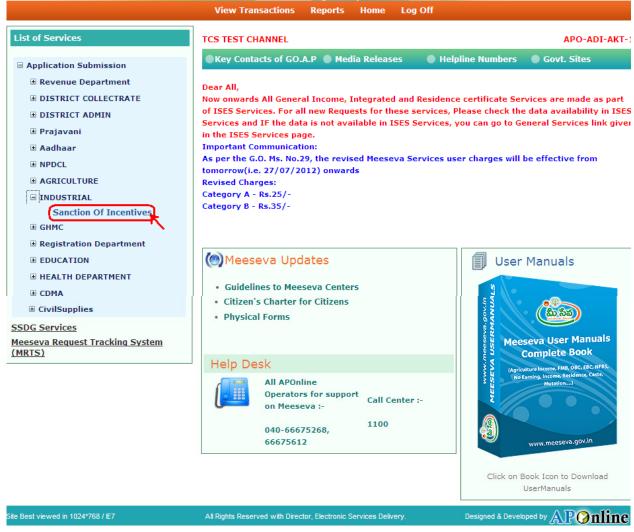


Figure 2: Sanction of Incentives Service Selection under Industrial Department

3) Now Sanction of Incentives Request Screen will be displayed as depicted in Figure 3.



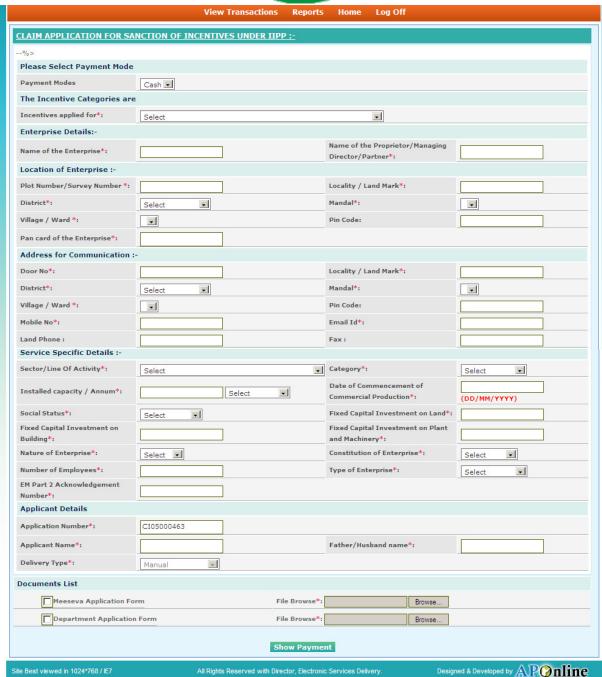


Figure 3: Sanction of Incentives request screen

4) Now select incentives Applied for either Investment subsidy or Pavalavaddi or Power cost reimbursement or Sales tax reimbursement or Stamp duty/land cost/land conversion charges/Mortgage duty/cleaner production measures or skills up gradation or ISO/BIS certification. As depicted in Figure 4.



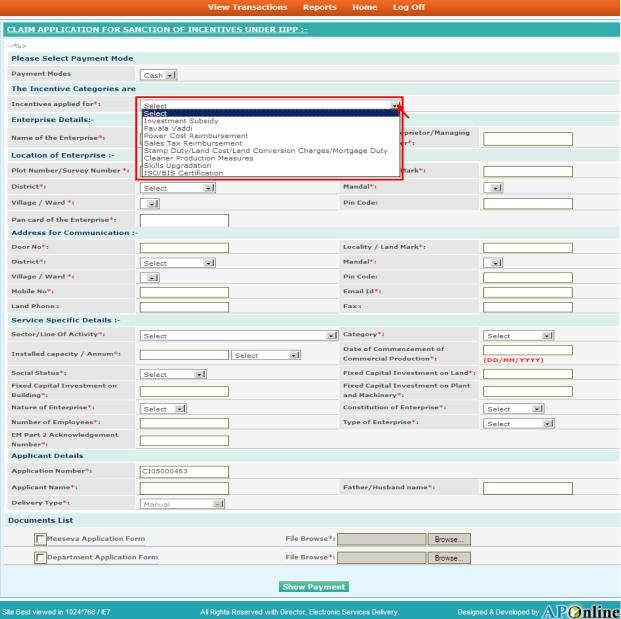


Figure 4: Incentive Applied for in Sanction of Incentives request Screen

5) Enter Enterprise details such as Name of the enterprise and Nam of the Proprietor/Managing director/Partner. As depicted in Figure 5.



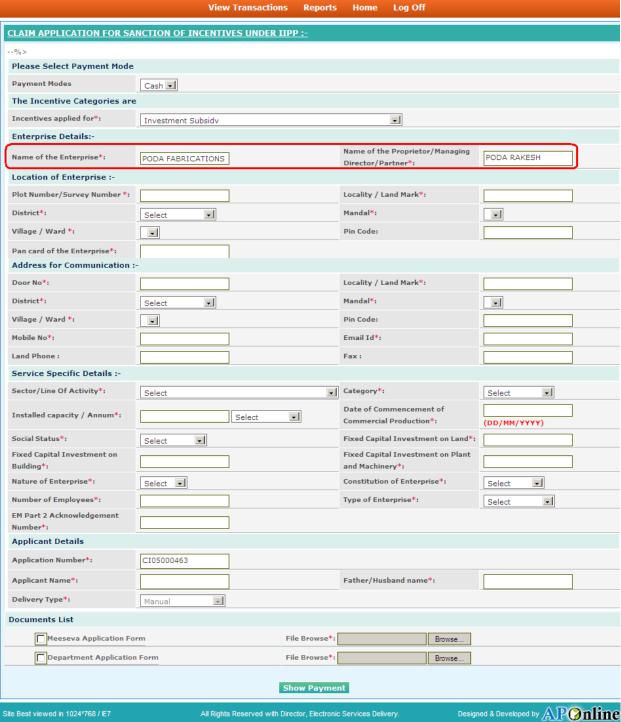


Figure 5: Enterprise Details in Sanction of Incentives request Screen

6)Now, Enter Location of enterprise such as Plot Number/Survey number, Locality/Land Mark, District, Mandal, Village/ward, Pin Code and pan card of the enterprise. As depicted in Figure 6.



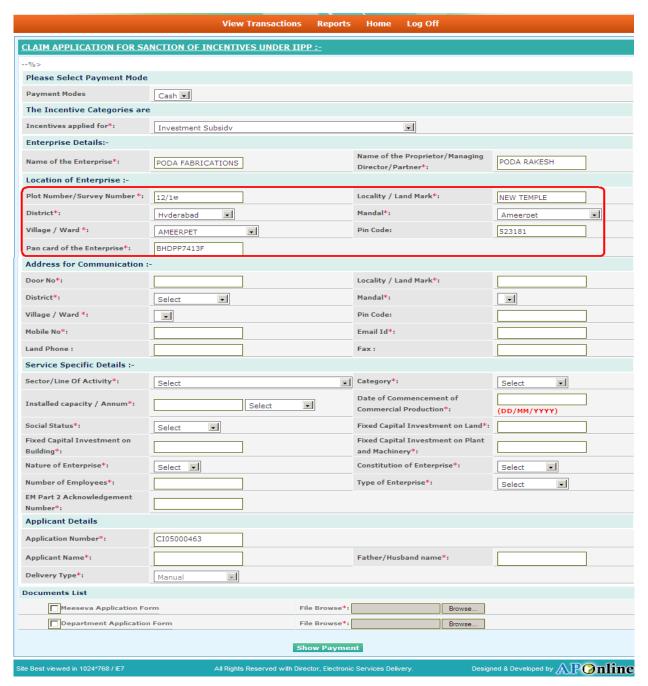


Figure 6: Location of Enterprise in Sanction of Incentives request Screen

7) Now, Enter Address for communication details such as Door No, Locality/ Land Mark, District, Mandal, Village/Ward, Pin code, Mobile No, Email id, Land Phone and Fax. As depicted in Figure 7.



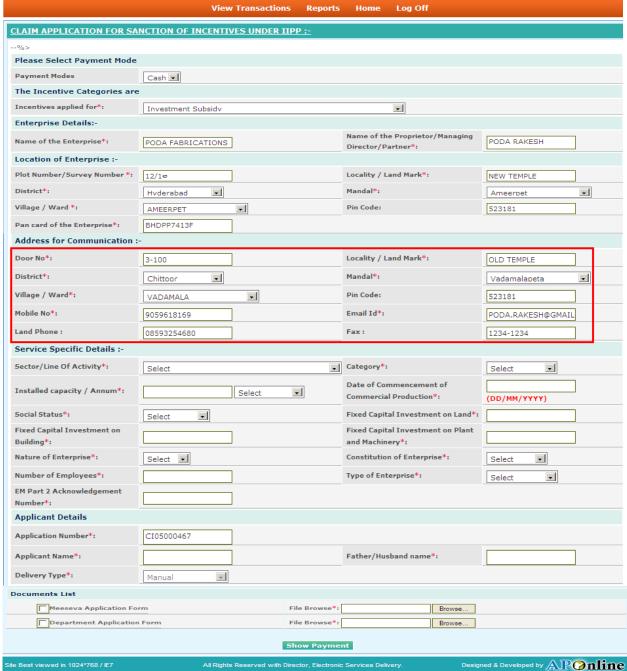


Figure 7: Address for Communication Details in Sanction of incentives request Screen

Note: - If the Applicant is Other than A.P. then, he need to fill the adress of Communication field along with mobile number Email id, Lan Phone and Fax As depicted in Figure





8) Now, Enter all the Service specific details such as Sector/Line of Activity, Category, Installed Capacity/Annum, Date of Commencement of Commercial Production, Social status, fixed capital investment on land, Fixed Capital investment on Building, Fixed Capital investment on Machinery, Nature of enterprise, Constitution of enterprise, No. of Employees, Type of Enterprise and EM Part 2 Acknowledgement Number. As depicted in Figure 8.

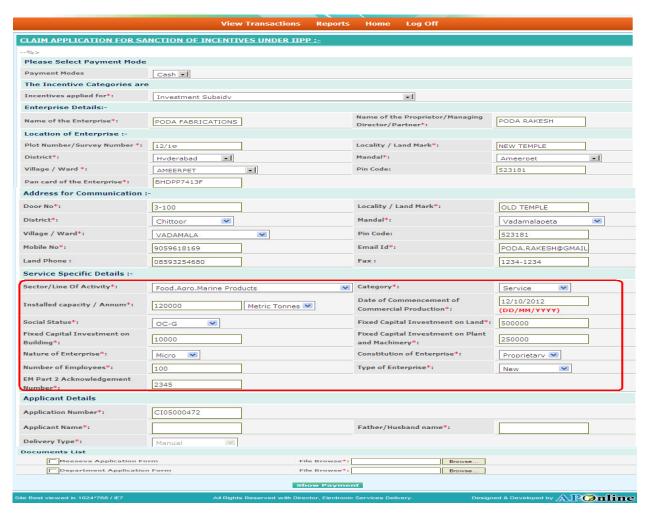


Figure 8: Information Details in Sanction of incentives request Screen

9) Now, Enter all Applicant details such as Applicant Name and Father/Husband Name as depicted in Figure 9.



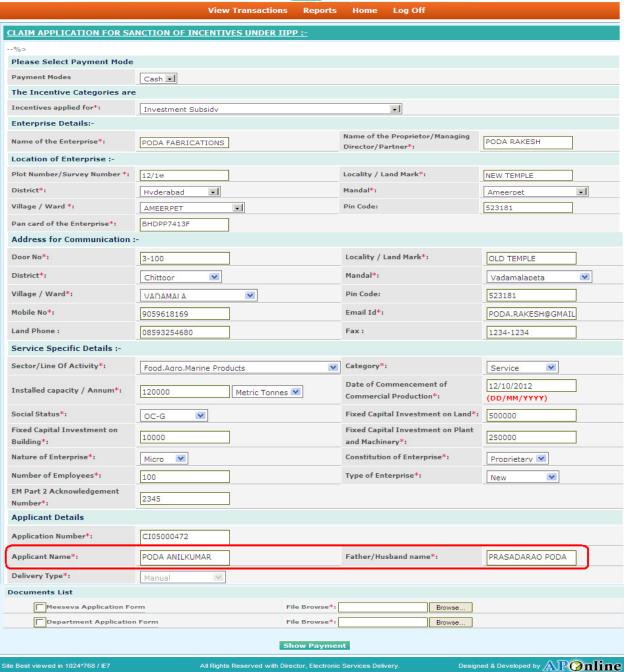


Figure 9: Applicant details in Sanction of Incentives Request Screen

10) Collect the necessary supporting documents as indicated in the Sanction of Incentives request page, scan the documents and upload into the system, as depicted in Figure 9.



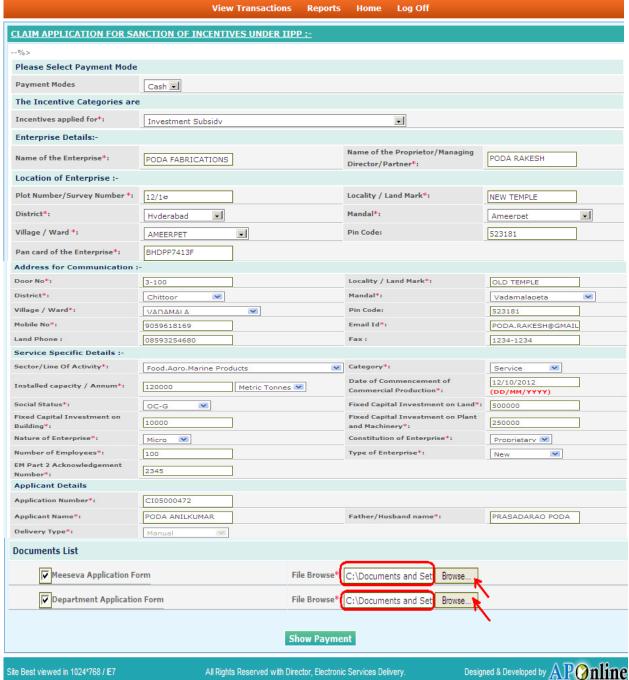


Figure 10: Documents upload list in the request Screen

**Note:** All the mandatory fields have to be filled in; otherwise request will not be accepted by the system.

11) Click **Show Payment.** Another window appears requesting to **Confirm Payment** as depicted in figure 11.



	View Transactions	Reports	Home	Log Off						
CLAIM APPLICATION FOR SANCTION OF INCENTIVES UNDER IIPP :-										
%>										
Please Select Payment Mode										
Payment Modes	Cash ▼									
The Incentive Categories are	2									
Incentives applied for*:	Investment Subsidy			▼						
Enterprise Details:-										
Name of the Enterprise*:	PODA FABRICATIONS		Name of the Director/Par	Proprietor/Managing rtner*:	PODA RAKESH					
Location of Enterprise :-										
Plot Number/Survey Number *:	12/10		Locality / Lai	nd Mark*:	NEW TEMPLE					
District*:	Hvderabad		Mandal*:		Ameerpet					
Village / Ward *:	AMEERPET •		Pin Code:		523181					
Pan card of the Enterprise*:	BHDPP7413F									
Address for Communication :	; <del>-</del>									
Door No*:	3-100		Locality / La	nd Mark*:	OLD TEMPLE					
District*:	Chittoor		Mandal*:		Vadamalapeta					
Village / Ward*:	VADAMAI A		Pin Code:		523181					
Mobile No*:	9059618169		Email Id*:		PODA.RAKESH@GMAIL					
Land Phone :	08593254680		Fax:		1234-1234					
Service Specific Details :-										
Sector/Line Of Activity*:	Food,Aaro,Marine Products	~	Category*:		Service 💌					
Installed capacity / Annum*:	120000 Metric Tonnes	~		mencement of Production*:	12/10/2012 (DD/MM/YYYY)					
Social Status*:	OC-G ▼		Fixed Capita	l Investment on Land*:	500000					
Fixed Capital Investment on Building*:	10000		Fixed Capita and Machine	l Investment on Plant ry*:	250000					
Nature of Enterprise*:	Micro 💌		Constitution	of Enterprise*:	Proprietary 💌					
Number of Employees*:	100		Type of Ente	rprise*:	New					
EM Part 2 Acknowledgement Number*:	2345									
Applicant Details										
Application Number*:	CI05000472									
Applicant Name*:	PODA ANILKUMAR		Father/Hush	oand name*:	PRASADARAO PODA					
Delivery Type*:	Manual									
Documents List										
<b>▼</b> Meeseva Application Fo	orm F	ile Browse*:	C:\Documen	ts and Set Browse						
Department Application	n Form F	ile Browse*:	C:\Documen	ts and Set Browse						
Show Payment										
					455					
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Figure 11: Show payment section



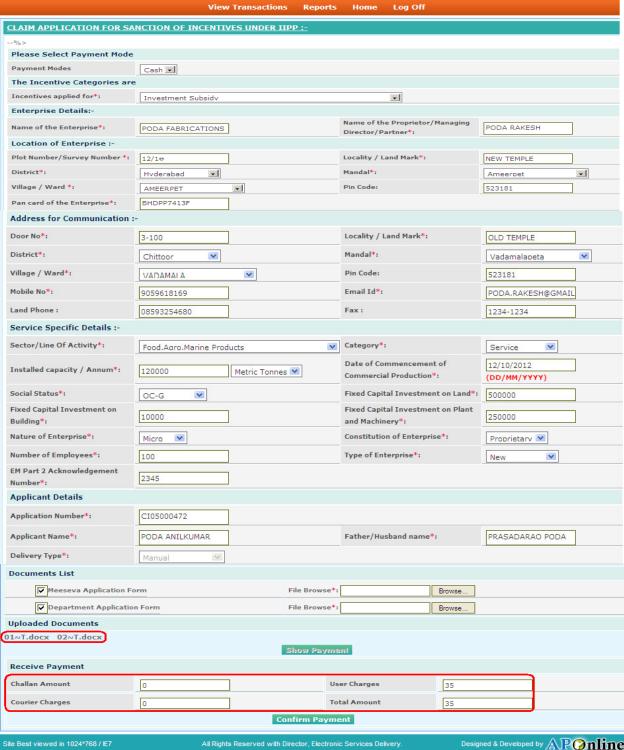


Figure 12: Uploaded documents list

12) Collect the amount from the Citizen and click **Confirm Payment** to submit the request as depicted in figure 13.



	Viev	v Transactions	Reports	Home	Log Off					
CLAIM APPLICATION FOR SANCTION OF INCENTIVES UNDER IIPP :-										
Please Select Payment Mode	1									
Payment Modes	Cash 💌									
The Incentive Categories are										
Incentives applied for*:	Investment Subsidy				<b>~</b>					
Aadhar Number:	652452453452	Pre-Fill								
Enterprise Details:-										
Name of the Enterprise*:	PODAS FABRICATIONS			Name of the Director/Pa	Proprietor/Managing	PODA RAKESH				
Address for Enterprise :-										
Door No*:	3-100	]		Locality / La	and Mark*:	NEW TEMPLE				
District*:	Hvderabad			Mandal*:		Ameerpet	~			
Village / Ward *:	AMEERPET	<u> </u>				523181				
Address for Communication	:-									
Door No*:	2-100	]		Locality / La	and Mark*:	OLD TEMPLE	]			
Address for Communication :	-									
Door No*:	3-100			Locality / La	nd Mark*:	OLD TEMPLE	]			
District*:	Chittoor			Mandal*:		Vadamalapeta	~			
Village / Ward*:	VADAMAI A	~		Pin Code:		523181	]			
Mobile No*:	9059618169			Email Id*:		PODA.RAKESH@GMAIL				
Land Phone :	08593254680			Fax:		1234-1234	]			
Service Specific Details :-										
Sector/Line Of Activity*:	Food, Agro, Marine Prod	ucts	~	Category*:		Service 💌				
Installed capacity / Annum*:	120000	Metric Tonnes 💌			mencement of Production*:	12/10/2012 (DD/MM/YYYY)	]			
Social Status*:	OC-G ▼			Fixed Capita	Investment on Land*	500000	]			
Fixed Capital Investment on Building*:	10000			Fixed Capita and Machine	l Investment on Plant ry*:	250000				
Nature of Enterprise*:	Micro 💌			Constitution	of Enterprise*:	Proprietary 💌				
Number of Employees*:	100			Type of Ente	rprise*:	New				
EM Part 2 Acknowledgement Number*:	2345									
Applicant Details										
Application Number*:	CI05000472									
Applicant Name*:	PODA ANILKUMAR			Father/Husb	oand name*:	PRASADARAO PODA				
Delivery Type*:	Manual									
Documents List										
Meeseva Application Fo	rm	File	Browse*:		Browse					
Department Application	Form	File	Browse*:		Browse					
Uploaded Documents										
01~T.docx 02~T.docx Show Payment										
Receive Payment										
Challan Amount	0		Use	r Charges	35					
Courier Charges	0	Tota		al Amount 35						
Confirm Payment										
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Figure 13: Payment Confirmation section

On confirmation, a receipt will be generated as depicted in the following figure. The receipt will contain the Certificate delivery date.

**Note:** Ensure that you have sufficient balance with your service provider (SCA), else the system will not accept the request.





Figure 14: Sanction of Incentives Receipt

**Note:** - On submission of the request, Citizen Receives Message. Like your Request for Sanction of Incentives has been entered vide Application Number, Transaction Id and sent to Dept.

- 13) On submission, the request will be sent to the work flow of the respective Department for further processing.
- 14) Once the request is approved by Department, then the citizen need to collect Sanction of incentives Certificate from franchisee where he/she applied for the Certificate.

**Note:** - Here Competent authority was changed based on Nature of Industry. District general manger is competent authority for Micro Industries and Joint Director is competent authority for Other Industry types.