User Manual for Banglashree an e-Services of Directorate of MSME(https://wbmsme.gov.in)

Home page of MSME portal:





1.) User validation and registration for New User using UAM No:





Applicant Eligibility Form:

Applicant Inbox Micro, Small &		igibility Check Microx+				
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PLICANT ELIGIBILITY CHE	CV.					
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		E-mail ID*		Date of Commencement of Production [DOCP]*	UAM Issue Date	
loyg Aadhaar No.		E-mail ID* dd@gmail.com		Date of Commencement of Production [DOCP]* 02-04-2019	UAM Issue Date 2019-04-10	
loyg Aadhaar No. WB1682581478		dd@gmail.com		02-04-2019		
doyg Aadhaar No. WB1682581478 obile No*					2019-04-10	~
bog Aadhaar No. WB1682581476 obile No* 9123456788		dd@gmail.com Telephone No 0123412345678		02-04-2019 Whether project report has been Approved before Implementation	2019-04-10 Status of Enterprise" New	~
Adoya Aadhaar No. WB1682581476 Aobile No" 9123456788		dd@gmail.com Telephone No		02-04-2019 Whether project report has been Approved before Implementation	2019-04-10 Status of Enterprise*	
doyg Aldhaar No. W81682581478 tobile No* 9123456788	~	dd@gmail.com Telephone No 0123412345678	×	02-04-2019 Whether project report has been Approved before Implementation	2019-04-10 Status of Enterprise" New	~
loyg Aadhaar No. WB1682581478 abile No* 1123456788 atrict*		ddggmail.com Telephone No 0123412345678 Type of Ares* Block		02-04-2019 Whether project report has been Approved before Implementation Vec 0 No Block/MunicipalityCorporation*	2019-04-10 Status of Enterprise* New Village/TownWard*	
koyg Aadhaar No. WB1602501470 Holio Nor 1123456788 Hritet Darjeeling		dd@gmail.com Telephone No 0123412345678 Type of Ares*		02-04-2019 Whether project report has been Approved before Implementation Vec 0 No Block/MunicipalityCorporation*	2019-04-10 Status of Enterprise* New Village/TownWard* Singailla Forest	~

Applicant Inbox Micro, Small & × ③ Applicant I			- 0 0 + A
Gelect Category of Enterprise : Medium(PSM above 5 Cr. Upto 10 Cr.)	Applicant's Gender* Male Female	Enterprise wholly owned by women?"	Category of Entrepreneur?* General
ave you exalled of term loan from Bank/Financial Institution? 9 YES () NO	Do you use power for your enterprise for carrying out manufacturing activity? \textcircled{O} YES \bigcirc NO	Do you have Land' kuilding' shed taken on Lasse (minimum ten year:) at any governmen/ government approved Industrial Park/ Estate for setting up of the approved project? or Whether you have purchased land/ building for setting up your enterprise • Yts NO	Have you taken GST Registration? ○ YES ● NO Have you installed device for pollution control/water conservation for your enterprise ? ● YES ○ NO
ave you obtained any Patent Registration for your product? YES NO	Do you pay contribution towards Employees State Insurance (ESI) Insurance Act, 1948 and Employees Provident Fund and Miscellar		
ave you installed machinery/equipments for energy conservation dertaken energy audit at your enterprise ? YES NO	on as per suggestion/recommendation of a certified agency which has	Do you intend to obtain certification/accreditation like ISO-9000, I Standard ?	SO-14000, ISO-18000, ISO-22000, HACCP Social Accountability
Save And Check My Entitlements	e as notified on 24.07.2020, I/We also certify that all the Information gi der [Sponge Iron Factory/ Bricks (Excluding Fly Ash Bricks, Sand Lime B	ven above and will be given in Form A afterwards is true to the best of n	y knowledge and ballet.
ששפעריין זיוויזייר שי אינער		tion Status	

View Eligible Subsidy and Percentage:

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Directorate of Micro Under Department of Micro Government of West Beng	o, Small & Medium En o, Small & Medium Enterpris al	terprises es and Textiles				
board						
PPLICANT ELIGIBILITY CHECK						
		ENTREPRENEUR	DETAILS			
SER NAME:		BSN DF	WB16B2581478		CATEGORY OF ENTREPRENEUR:	GEN
ENDER:		Male	ZONE:	с	INDUSTRY TYPE:	MEDIUM
ISTRICT:		Darjeeling	AREA TYPE:	BLOCK	AREA NAME:	DARJEELING- PULBAZAR
TREPRENEUR'S ID:		SYS-ACK-2020-269	Enterprise Wholly Owned by Women	No		
		MY ENTITLEM				
		CAPITAL INVESTMEN	IT SUBSIDY			
5(%): NIL		AddI CIS (% on CIS): NIL				
		POWER SUBS				
te of KWH Per Year: @ Rs. 1.5		Duration: 5 Yr	Max Cutup/year: 3000000			
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mbursement Percentage(%): NIL		STANDARD QUALITY COMP	Reimbursement Cut Off: NIL			
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→ C 🔒 wbmsme.gov.in/applicar			SIDY Ceiling Price/Year: 1750000		_	- 0
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Common Application Form (CAF) -> Personal Details Section:

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ERSONAL DETAILS PRODUCTION DETAILS	FACTORY DETAI	LS PROFILE SUE	вміт									
PERSONAL PROFILE INFORMATION												
.a) Name of the Applicant*		1.b) Date of Birth(D	0.081			5	ather Name *					
BSN DF		01-01-1972	508)				fdsf fasd					
.c) District*		1.d) Block/ Municip					.e) Village/ Town					
Darjeeling	~	DARJEELING-PULI	BAZAR		`	~	Singalila Forest	:				~
.f) Address of Applicant	1.g) Cell Phone N	lumber*		1.h) Pin Code				1.i) STD Code	•			
bvvvb hvhgh	9123456788			700025				XXXXXXXX				
.j) Telephone Number	1.k) Fax Number	with STD Code	1.I) E-mail*		1.m) Webs	ite						
0123412345678	XXXXX-XXXXXXXX	ĸ	dd@gmail.com		http://ww	ww.xxx.com	1					
EGISTERED OFFICE ADDRESS:												
t.a) Unit Name * 2.b) Address of	Registered Office			2.c) Telephone N	umber	2.	.d) Fax Number	with STD Code	2.e) E-	mail*		
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PERSONAL INFORMATION SECTION X +											-	٥
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2.f) Contact Person Name * 2.g) Contact Person Desig	gnation * 2.h) Telep	hone/ Mobile Number *	2.i) Fax Number	r with STD Code	2.j) E-mail*							
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ACTORY INFORMATION:												
3.a)Enterprise Type*												
 a) Micro(P&M Upto 25 Lakh) 												
 b) Small(P&M above 25 Lakh but Upto 5 Cr.) 												
 b) Small(P&M above 25 Lakh but Upto 5 Cr.) c) Medium(P&M above 5 Cr. but Upto 10 Cr.) 												
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CAF -> Verify & Profile Submit Section:

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F) N DETAILS FACTORY DETAILS PROFILE PLETE Profile BSN DF 01-01-1972 bvvb hvhgh DARJEELING-PULBAZAR 700025 01234124345678	APPLICANT'S PERSONAL DETAILS Father's Name: Cell Phone No.: District: Village: Std Code: Email:	9123456788 Darjeeling Singalila Forest NiL
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700025 0123412345678	Std Code: Email:	NIL
0123412345678	Email:	
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fghgf fghfghgfh		
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dd@gmail.com		
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	Contact Person Details	
dfgsd fgdfg fd	Telephone/ Mobile No.:	8100616920
dsfghdf	Fax No.:	NIL
	Email:	dd@gmail.com
	Unit Details	
ghgfhg gfhgfh	Entrepreneurs Category:	General
WB16B2581478	ENTERPRISE TYPE:	MEDIUM
Establishment of a New Unit	Enterprise Wholly Owned by Women:	No
	BANK DETAILS	
STATE BANK OF INDIA	Account Number:	10141955341
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	dsfghdf ghgfhg gfhgfh WB1682281478 Establishment of a New Unit STATE BANK OF INDIA SBIN0014523	dfgsd fgdfg fd Telephone/ Mobile No.: dsfghdf Fax No.: Email: Tuit Details ghdfhg ghgfh Entrepreneurs Category: WB1682531478 ENTERPRISE TYPE: Establishment of a New Unit Entreprise Wholly Owned by Women: BANK DETAILS STATE BANK OF INDIA Account Number:



CAF -> Profile Creation, after Final Submission:

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Online Form-A Application → Profile Information Section:

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<u> </u>				APPLICANT'S	PERSONAL DETAILS			
pplicant Name:		BSN DF		Father's Name:			fdsf fasd	
ate Of Birth:		01-01-1972		Mobile Number:			9123456788	
ddress:		bvvvb hvhgh		District:			Darjeeling	
lock:		DARJEELING-PULBAZAR		Village:			Singalila Forest	
incode:		700025		Std Code:			NIL	
elephone Number:		0123412345678		Email ID:			dd@gmail.com	
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				REGISTEREI	O OFFICE ADDRESS			
egistered Office Address:		fghgf fghfghgfh						
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AM NO:		WB16B2581478		ENTERPRISE TYPE:	, , .		MEDIUM	
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Power Required f	or New Unit:	500 KVA	Number of Managerial Staff:	5
Power Required f	or Existing Unit:	0.00 KVA	Number of Factory Workers:	50
Project Category:		None	Number of Other Workers:	10
WBPCB Norm Sta	tus:	no	Quantity Of Daily Water Required:	24 (K.L)
Category under w	rhich the Project Falls:	None	EM2 Number (for Old lincentive):	
EM2 Filling Date (for Old Incentive):	NIL	EM2 Date (for Old Incentive):	NIL
Registration Cert	ificate Number (for Old Incentive):	NIL	Registration Certificate Date (for Old Incentive):	NIL
Whether the Proj	ect (for which Incentive is being made):	NO	Waiver of Electricity Duty:	No
SPECIFIC ITEM FO	R INCENTIVE:		GST NO:	19AAECC2194E1ZA
Total Turnover fo	r the Last 3 Years (in Rupees):	45.00001		
Total VAT/ GST Pr	oduced for the Last 3 Years (in Rupees):	50.00001		
Whether Last Yea	ar Audited Balance Sheet Submitted:	No		
\bigcirc			BASIC DOCUMENTS:	
SL No.	Documents Name			Document Status
1	Candidate Photo			Uploaded
2	Copy of first Electricity Bill			Uploaded
3	Copy of Trade Licence			Uploaded
4	Copy of VAT, CST, GST and Entry Tax Registration Certificat	e		

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6	Copy of Mutation & Conversion Certificate of Land/ Buildings	Uploaded
7	Copy of the Land deed (Wherever Applicable)	Uploaded
8	Copy of rent Agreement & Receipt/ Lease Agreement incase of Rented/ Leasehold Land/ Buildings	Uploaded
9	Copy of Approved Project Report	Uploaded
10	Copy of Term Loan Sanctions Letter and Disbursement Letter issued by FI/ Banks	Uploaded
11	Copy of Audited Balance Sheet for last 2 years	Uploaded
12	List of Plant & Machinery with original value along with copies of Bills, Money Receipts	Uploaded
13	Copy of the Memorandum of Association & Articles of Association Authenticated by the ROC/ Partnership Deed	Uploaded
14	Statement on the Name & Address of Directors/ Partners/ Owners of Enterprise/ Members of Cooperative or SHG	Uploaded
15	Existing Manufacturing Activities in WB stating items, Annual Approved Capacity, Production during last 3 years	Uploaded
16	Copy of SC/ ST Certificate wherever Applicable	Uploaded
17	Copy of UAM/ UDYAM Registration Acknowledgement (Wherever Applicable)	Uploaded
18	Approved Project Report (Additional)	Uploaded
19	Copies of other Statutory Licenses	Uploaded
20	Self-declaration as per Para 7.1(vi) of the Scheme	Uploaded
21	Copy of SGST Registration Certificate	Uploaded

USE THIS PROFILE

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Online Form-A Application→ Apply Subsidy Section:

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ONLINE FORM-A APPLICATION	
PROFILE INFORMATION APPLY SUBSIDY FILL UP SUBSIDY VERIFY & SUBMIT	
SUBSIDY Information:	
13.1. Specific Item for Which INCENTIVE Application is being submitted: (Under the Banglashree Scheme for MSMEs as notified on 24-07-2020(Please tick))	
Year: 2016-17	
IS PS CIS EES SDRFS WCS SCCS WWAS PRS	
Year: 2017-18	
IS PS CIS EES SDRFS WCS SCCS WWAS PRS	Important Note For Interest Subsidy & Power Subsidy:
Year: 2018-19	*Applicant will scan continuously in a SINGLE PDF file
IS PS CIS EES SDRFS WCS SCCS WWAS PRS	for scanning *Electric Bill With Money Receipt (For PS), *Bank Certificate With Bank Statement (For IS)
Year: 2019-20	
☐ IS	
Year: 2020-21	
IS PS CIS EES SDRFS WCS SCCS WWAS PRS	

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	IS PS	CIS EES SDRFS WCS SCCS WWAS PRS							
ABBREVI	ATION OF SUBSID	Ŷ	Enterpreneur's Synopsys						
1.	IS	Interest Subsidy on Term Loan	COMMUNITY:	General					
2.	PS	Power Subsidy	ver Subsidy ZONE: C						
з.	CIS	State Capital Investment Subsidy	WHOLLY OWNED BY WOMEN :	N					
4.	EES	Subsidy for Energy Efficiency	TYPE OF ORGANISATION:	MEDIUM					
5.	SDRFS	Subsidy on Stamp Duty and Registration Fee	DOCCP:	02-04-2019					
6.	ETRS	Refund of Entry Tax	Investment on Plant &	500.00001					
7.	RVCS	Refund of Value Added Tax and CST	Machinery:	(Lakh)					
8.	wcs	Subsidy for Water Conservation/ Environment Compliance	GENDER:	Male					
9.	sccs	Subsidy for Standard Quality Compliance							
10.	WWAS	Subsidy for Workforce Welfare Assistance	Color Legends For Subsidy						
11.	PRS	Subsidy for Patent Registration	Not Elligible						
12.	SGST	Subsidy for State Goods and Service Tax	PERIOD EXHAUSTED	Elligible					
		SAVE Application Status							
APPLICAT	ION PENDING FO	R DOCUMENT APPLICATION DOCUMENT VERIFIED (0) Application Under Process (0	0) FINAL DISPOSAL OF	APPLICATION (0)					

Online Form-A Application → Fill Up Subsidy Section:

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LINE FORM-A APPLICATION								
OFILE INFORMATION APPLY SUE	SIDY FILL UF	SUBSIDY VERIFY & SUBMIT						
SUBSIDY DOCUMENT:*								
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Attach Document*			IMPORTANT IN	ISTRUCTIONS FOR UPLOADING	DOCUMENTS OF INTER	EST SUBSIDY		
Choose File No file chosen Upload a file, allowed extensions: .pdf,.jpeg,.	ipg for	UPLOAD	*Please Note t	hat for getting the Option of Uplo	ading documents under Int	terest Subsidy , you need to first	fill up the Section	
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		REQUIRED	D SUBSIDY RELEVANT DO	CUMENTS FOR THIS APPLICATION:				
SL No. Documents Name				Subsidy Name	Year	Period	Status	
	ing supply of Elect	tricity to the Unit/ Enterprise		PS	2020-21	01-04-2020 TO 31-05-2020	Required	
2 Trade License for PS				PS	2020-21	-	Required	
3 Balance Sheet for PS				PS	2020-21	•	Required	
LOADED SUBSIDY DOCUMENTS								
L.NO DOCUMENT NAME			SUBSIDY N		FINANCIAL YEAR	PERIOD	DELETE	
Self Certification on Fixed Asse	ts			View	xxxx-xx	•	1	
Balance Sheet for IS			IS	View	2019-20	•		
Certificate from Bank/ FI			IS	View	2019-20	08-08-2019 TO 31-03-2020		
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7	Copy of the Land de	ed (Wherever App)	icable)								Uploaded	
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9	Copy of Approved Pr	roject Report									Uploaded	
10	Copy of Term Loan S	anctions Letter ar	id Disbursement L	etter issued by FI	/ Banks						Uploaded	
11	Copy of Audited Bal	ance Sheet for last	2 years								Uploaded	
12	List of Plant & Mach	inery with origina	I value along with	copies of Bills, M	oney Receipts						Uploaded	
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16	Copy of SC/ ST Certi	ficate wherever Ap	plicable								Uploaded	
17	Copy of UAM/ UDYA	M Registration Ack	nowledgement (V	/herever Applicab	le)						Uploaded	
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	subsidy related documents:										
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1	Certificate from Bank/ Fl		15	2018-19	2018-04-01 To 2019- 03-31	Already Given					
2	Pollution Certificate for IS		15	XXXX-XX	-	Already Given					
3	Self Certification on Fixed Assets		CIS	XXXX-XX	-	Already Given					

CERTIFIED that the information given in the Application and in the enclosed documents is true to the best of my/our knowledge and belief and nothing has been concealed therein

DECLARATION:

I/ We also well aware of the fact that if the information given by me/us is proved false/ not true at any point of time, I/ we will have to face punishment as per any provision of Law in force as well as the benefit availed of by me/ us or the benefit accrued to me/ us shall be summarily cancelled.

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1	Certificate from Bank/ Fl		15	2018-19	2018-04-01 To 2019- 03-31	Already Given	

 2
 Pollution Certificate for IS
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 3
 Self Certification on Fixed Assets
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CERTIFIED that the information given in the Application and in the enclosed documents is trae to the best of my/our knowledge and belief and nothing has been concealed therein. I/ We also well aware of the fact that if the information given by me/us is proved false/ not true at any point of time, I/ we will have to face punishment as per any provision of Law in force as well as the benefit availed of by me/us or the benefit accrued to me/ us shall be summarily cancelled. I/ We have by agree that I/ we shall forthwith repay the amount disbursed to me/ us under the Scheme if the amount of subsidy is found to have been disbursed in excess of the amount actually admissible for whatsoever reason.

I/ We shall also be liable to pay interest at such rate as may be prescribed on such amount and such other charges/expenses as may be payable by me/ us.

2019-20 :-2020-21 :-

I/We also undertake that the provisions of the Coastal Regulation Zone (CRZ), 1991 shall not be violated by implementation of the project(s) under this application.

Submit Application



Online Form-A Application ID Gneration and Print Application (After Final Submission):

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ou have Successfully Submitted Online INCENTIVE Application on 10-11-2020				
ou are Requested to Please Submit the following Documents in Person at the Office of the General Manager, GM, District Industries Centre, Darjeeling, Old Secretarias Buildings P.o & Dist. Darjeeling, Pin-724101 at the above 5 calendar days from today between 11 AM To 4PM for validation of the INCENTIVE APPLICATION filed by you online.	mentioned address	on any work	ing day wit	hin
Jocument to be Submitted: . Self Certified copy of the Incentive Application filed Online.				
. All the Common Basic Document related to online application / Subsidy relevant documents regarding this online application while signing as an Authorized				
erson/Partner/Director etc . . Certificated/Notarized copy of the Partnership Deed etc whereever Relevant.				
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. In case Above Mentioned Documents, as Applicable, are not Submitted in the Office of General Manager, GM, District Industries Centre, Darjeeling, Old Secretariat Buildings P.o. & Dist. Darjeeling, Pin-734101 within 15 work	ng day from today	the online IN	CENTIVE	
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