

Procedure for Financial Assistance under IDLS sub-scheme

Any Industrial Unit seeking financial assistance under IDLS sub-scheme will have to apply online through IDLS portal in a prescribed application form along with list of machinery, bills and other relevant documents as per checklist for technical appraisal. The applicant Unit must upload all the documents as required in IDLS form, on IDLS portal.

A. Registration

It is mandatory for a Unit to register on the portal. The Unit will have to Click on "Register Here". Thereafter following details will have to be filled:

- a. Name of the Unit
- b. GSTIN number
- c. Name of authorized person
- d. Mobile number of the authorized person (Mobile verification via OTP)
- e. Contact number of the authorized person
- f. Address of the Unit
- g. Email of the authorized person/Unit (email verification via email)

Upon furnishing these details, an email will be sent to the registered email ID informing the Log-in ID and Password.

B. Logging in and filling up the IDLS application

The applicant Unit may use the system generated User ID and Password to log into the portal. Password may be changed with 'Change Password' option provided in the page. Upon Logging in, the Unit will be able to fill up IDLS application which has following components:

1. Basic Details – Name of Applicant Unit, GSTN number, CLE/ CFLA no, PAN Number, Proprietor / Partner/ Company details etc.
2. Machine Details- Type of Machine, Machine Location, Serial no as engraved on the machines body, Invoice detail and date, amount paid etc. and uploading multiple invoices in pdf format.
3. Assistance Details- Loan details, if any, other financial details of Unit etc.
4. Employee Details- Number of employees before and after modernization with employee details in given excel format to be uploaded.
5. Unit should thereafter Download and Print a copy of the IDLS-application.
6. Upload the IDLS application form (duly stamped and signed by authorized signatory) and upload financial appraisal documents (IDLS-II, bankability appraisal, Bank Visit report, Affidavit, Agreement and a valid NOC from Pollution Control board etc.)

7. Submit the final IDLS application after OTP verification.

A unique registration number shall be generated for each application by the IDLS portal after successful submission of IDLS form by applicant Unit. The registration number will also be sent on registered email and through SMS on the registered mobile number.

C. Scrutiny by Project Implementation Unit (PIU)

PIU will pre-scrutinize the online application and after verification of relevant information based on guidelines and will accept the application for commencement of technical and financial appraisal (TFA) within 15 days of submission of documents. PIU may seek clarifications from applicant Unit, if needed, within this time limit. Messages will be sent on registered email and also through SMS on the registered mobile number of the applicant in case any clarification is required.

D. Technical and Financial appraisal

1. During Technical and Financial appraisal, the PIU will visit the applicant Unit for the physical verification of the machines and Original Invoices. Original invoice will be verified and stamped by the PIU inspection team. The PIU will upload PIU visit report in pdf/ jpg format on IDLS portal.
2. PIU will then submit the application for approval of the Steering Committee.

E. Approval of the Steering Committee

Eligible applications will be considered by the Screening Committee for approval.

F. Fund release and Disbursal

On approval of the Steering Committee, funds will be released by DIPP to PIU. DIPP will issue one consolidated Sanction order to PIU for transferring the funds for disbursal to the Units approved by Steering Committee for assistance. PIU will disburse funds to the approved Units through nominated scheduled banks and details would be uploaded on the IDLS portal. Message will be sent on the registered email and through SMS on the registered mobile number of the applicant.

Documents Required for Upload

- MSME Certificate
- PAN Card
- GSTIN Certificate
- Membership Certificate of CLE/CFLA
- Aadhaar Card of the Director (PDF Format)
- DIN Certificate of the Director (PDF Format) for companies only
- Aadhaar Card of the Partner (PDF Format)
- Aadhaar Certificate of the Proprietor(PDF Format)
- Aadhaar Certificate of the Promoter (PDF Format)
- Udyog Aadhaar Memorandum (PDF format)
- CA Certificate (Download format from website)
- loan sanction order- for Bank Financed cases
- IDLS-II.
- Bank Visit Report.
- Appraisal Memorandums- in reference to Loan cases or Self finance cases.
- Affidavit.
- Agreement – Between Company, Bank and FDDI.
- Bank Mandate form.
- Valid Pollution control NOC (in case of Tanneries) – CPCB.
