MSME INCENTIVE

Provided as a service in
Online Single Window of the
State (SILPASATHI)

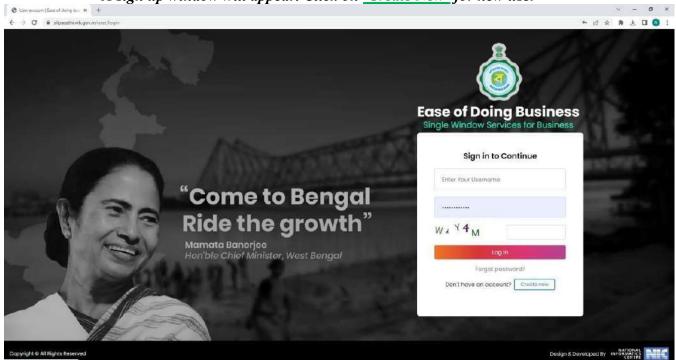
Log on to www.silpasathi.wb.gov.in and click on 'Apply online' button



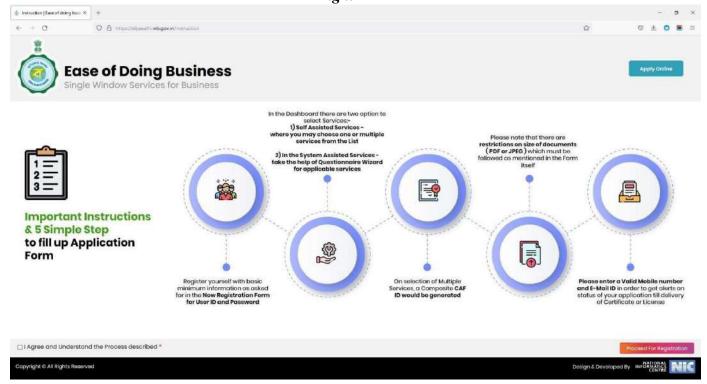
Ease of Doing Business



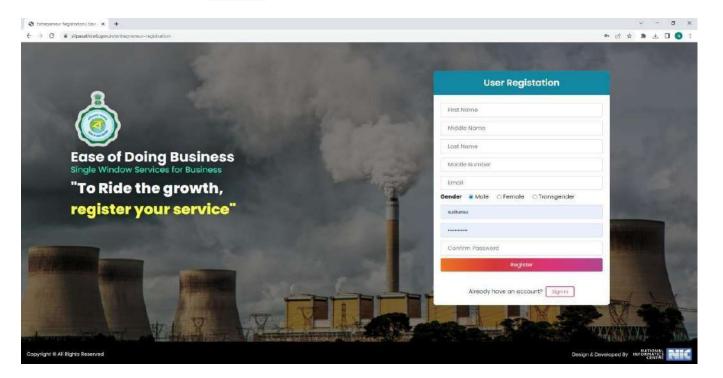
A sign up window will appear. Click on 'Create New' for new user



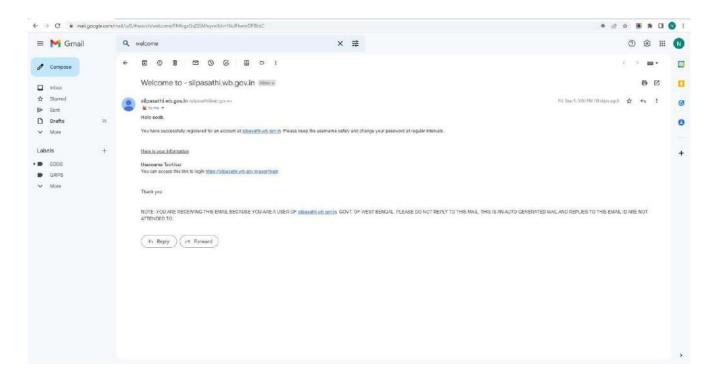
Before proceeding for Registration page, Applicant need to click on the check box of
'I Agree and Understand the Process described' and 'Proceed for Registration' button on the bottom
right



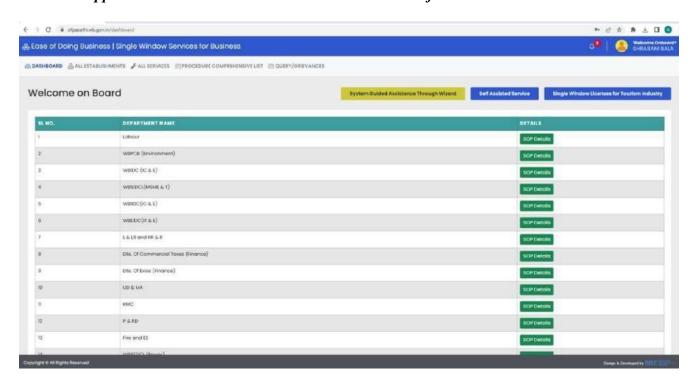
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant need to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already have an account, click on the <u>'Sign In'</u> button and login using valid User ID, password and Captcha



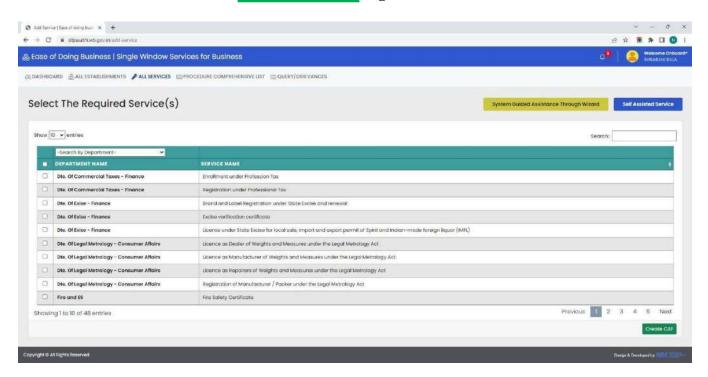
Applicants will receive email confirmation. Please refer to the screenshot below



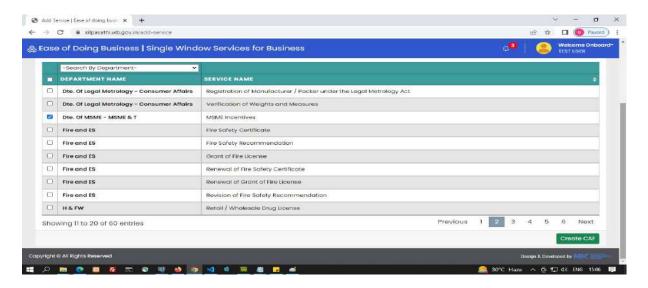
Applicants will be directed to the user dashboard. Refer to the screenshot below



Click on 'ALL SERVICES' to get the desired service

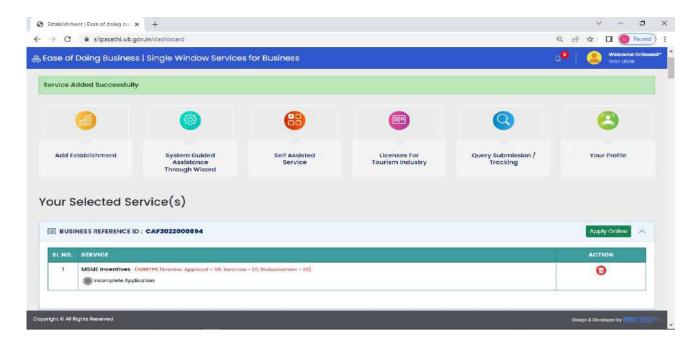


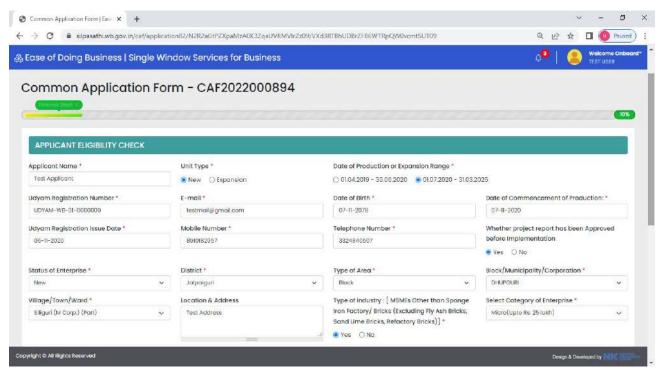
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named 'MSME Incentive'

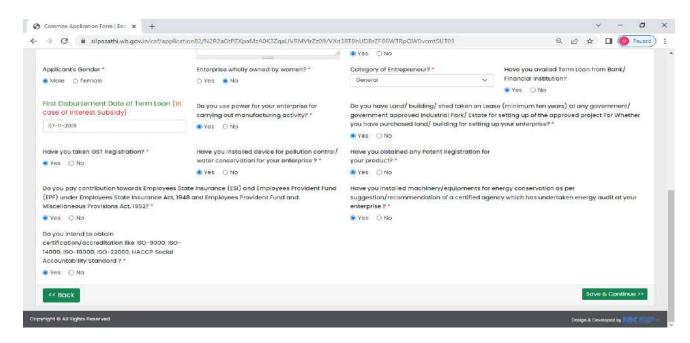


Once done, click on 'Create CAF'. Applicant's CAF ID will be created. Click on 'Apply Online' to proceed.

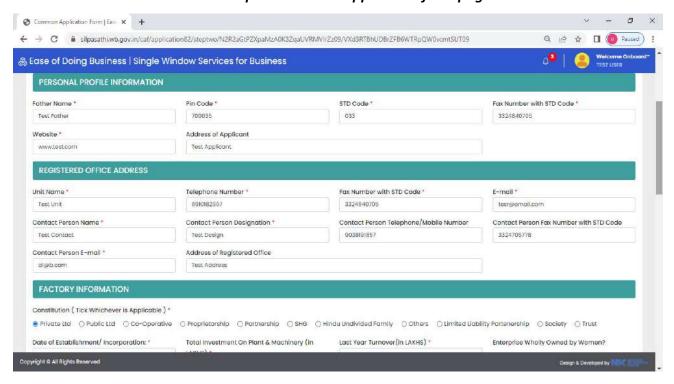
Applicants will be redirected to the common application form.

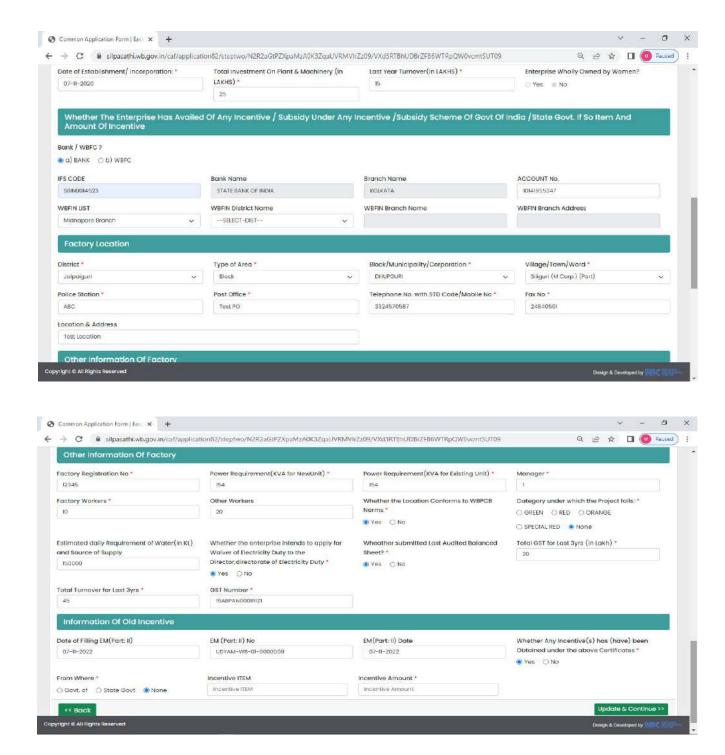




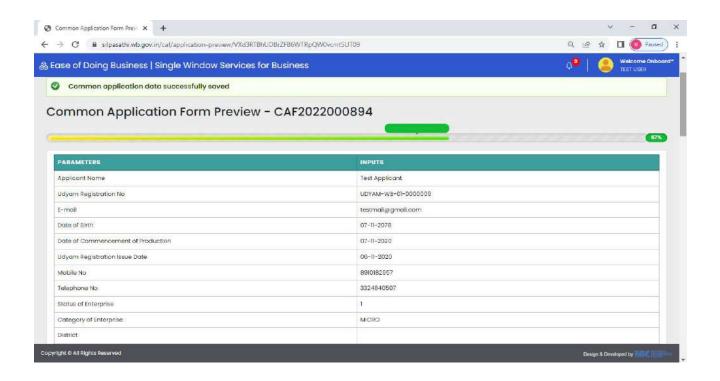


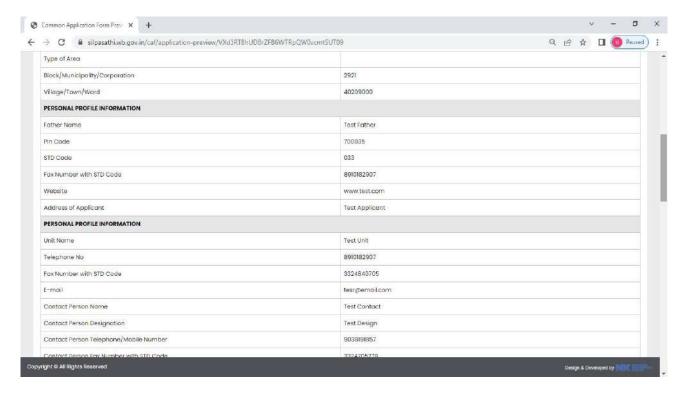
After successful fill up of eligibility form applicant clicks on the "Save and Continue" button and gets redirect to the incomplete common application form page.

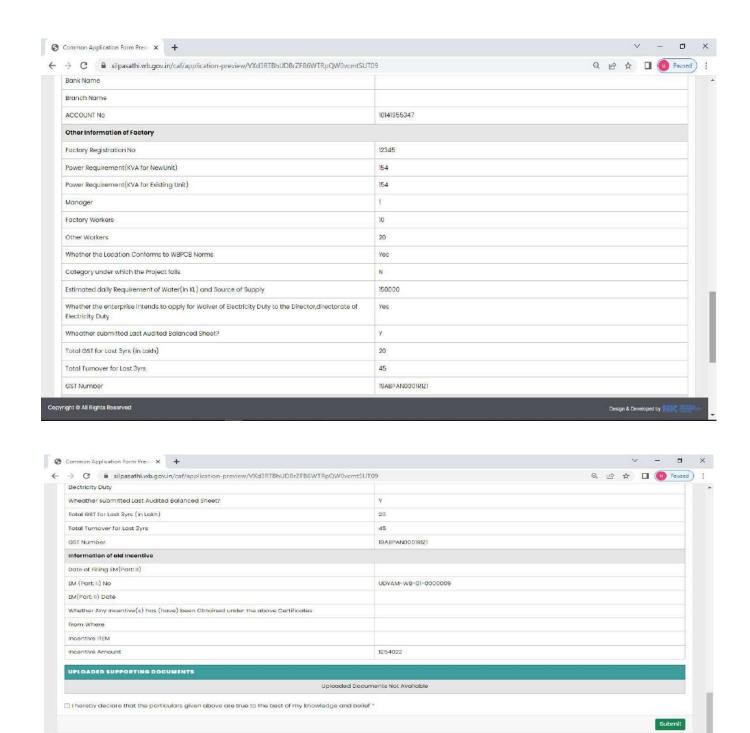




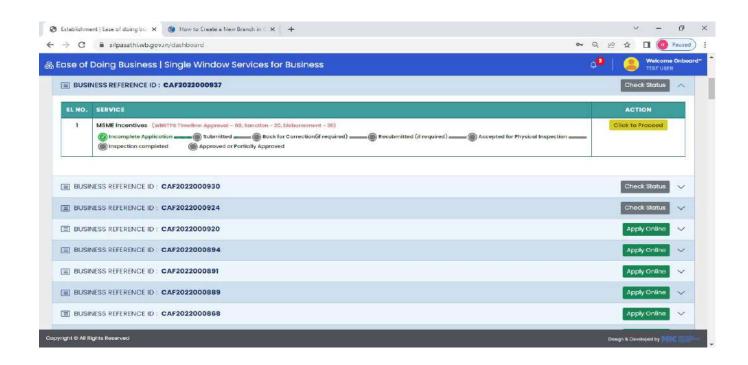
After successfully filling up a common application form, the applicant clicks on the "Update and Continue" button and gets redirected to the preview page of the common application form.



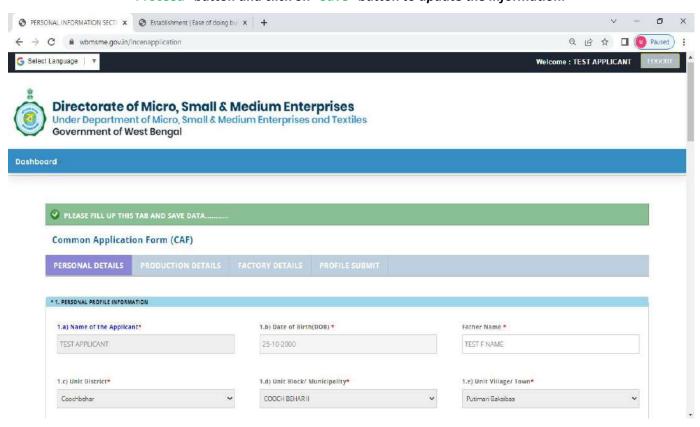


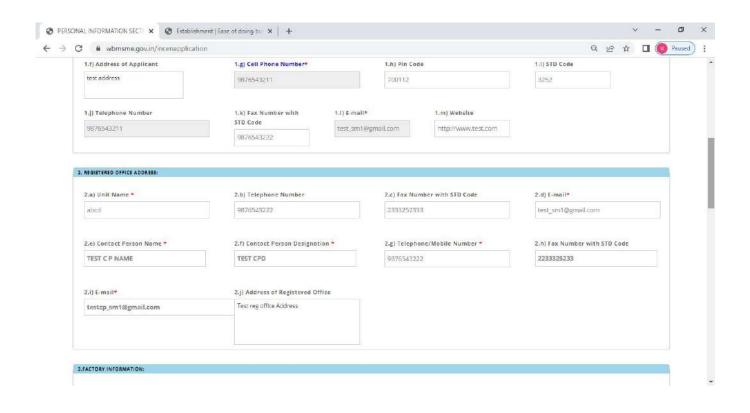


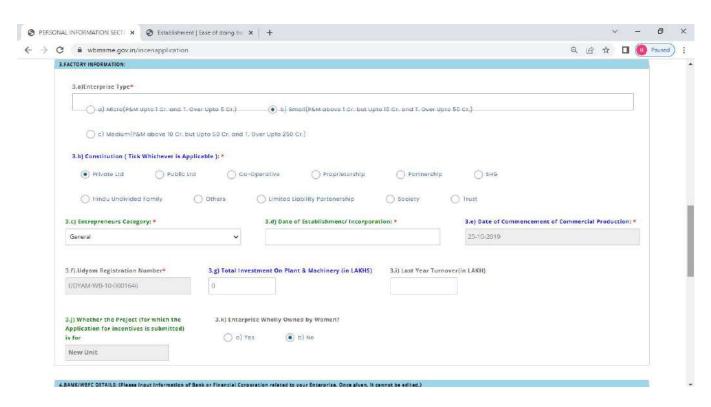
After profile gets submitted, applicant will be redirected to the "Dashboard" page to view Online application status.

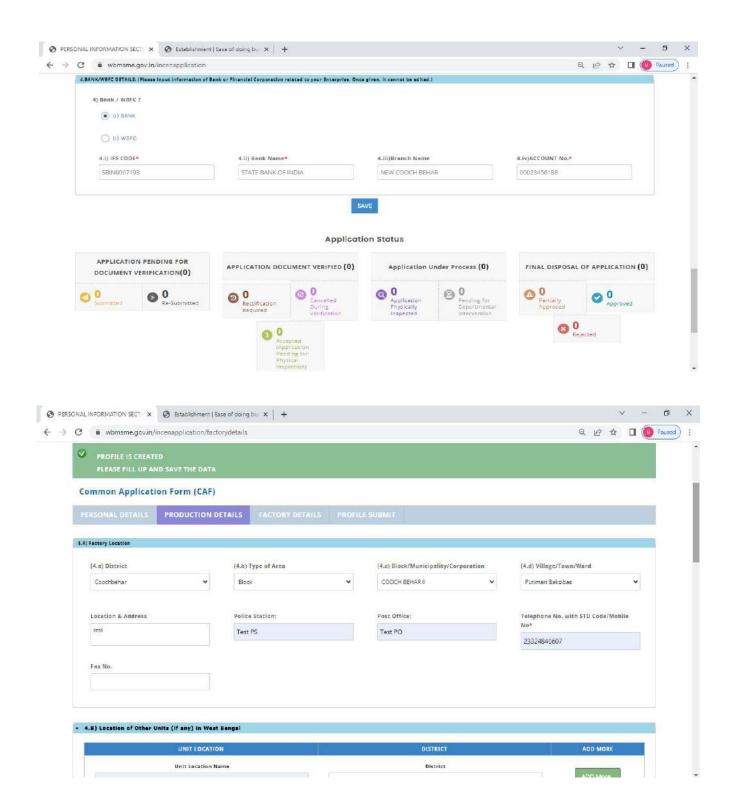


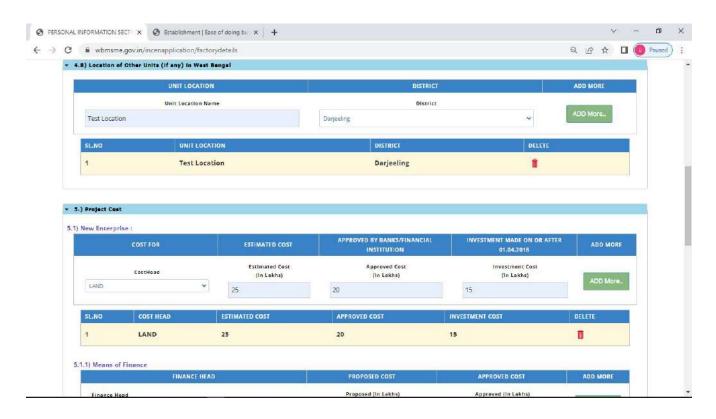
From the Dashboard, applicant can continue to fill up incomplete application section wise by click on the "Click to Proceed" button and click on "Save" button to update the information.

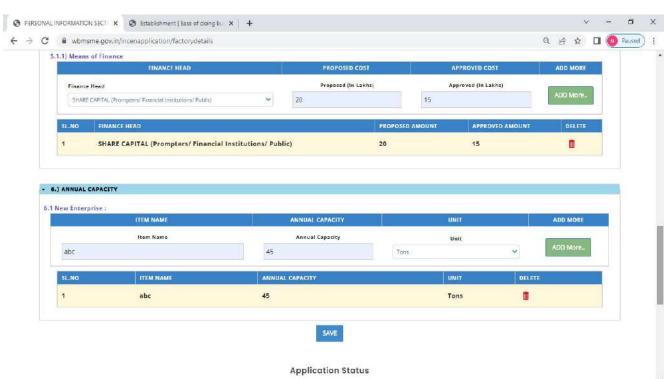


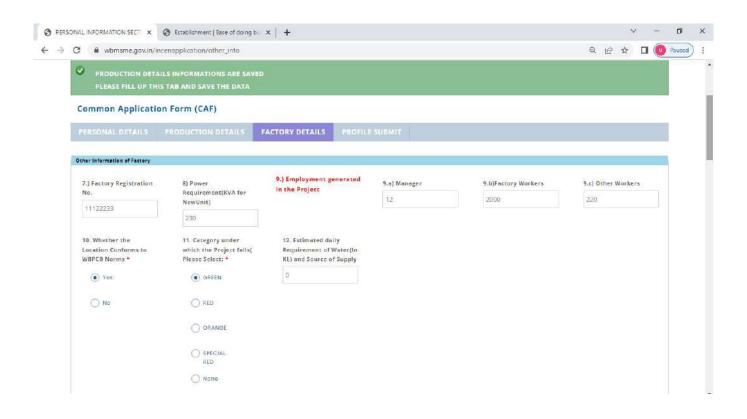


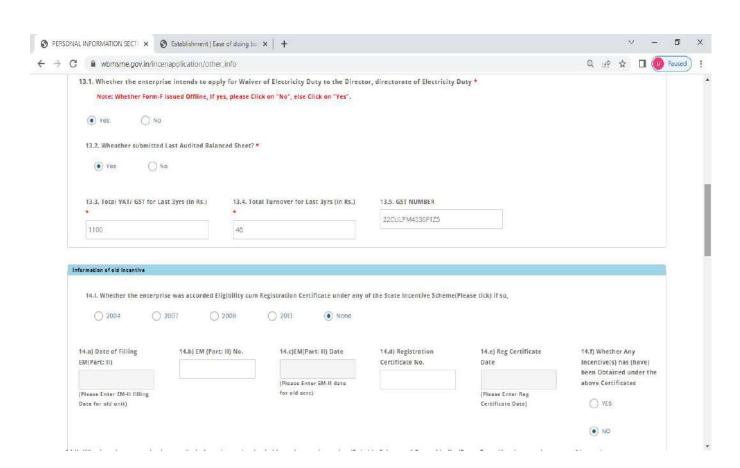


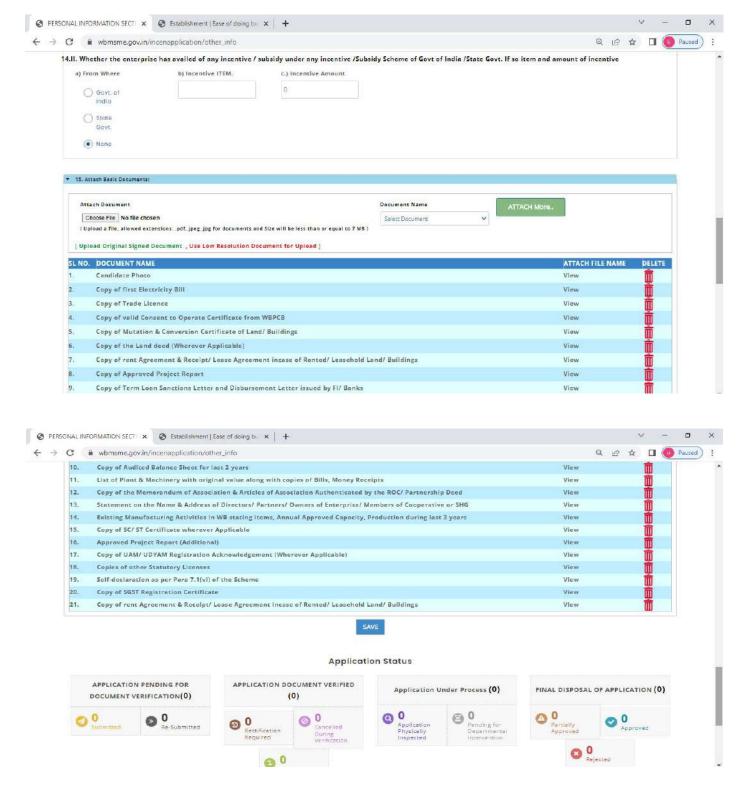




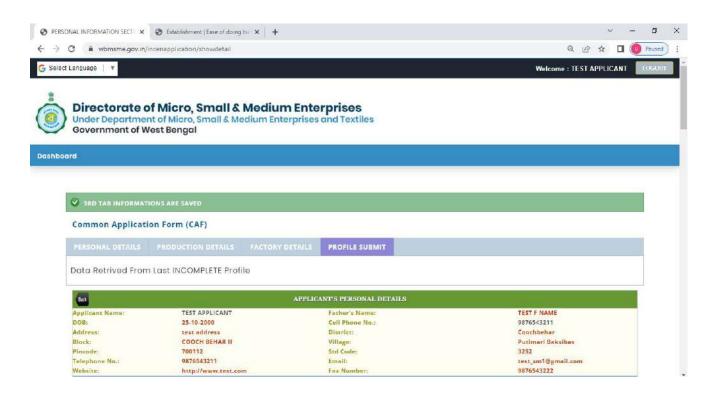






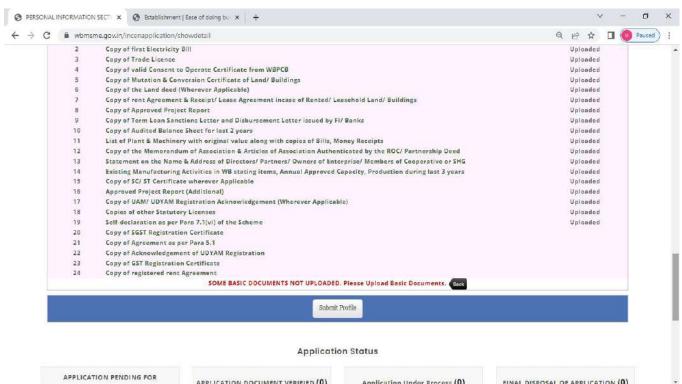


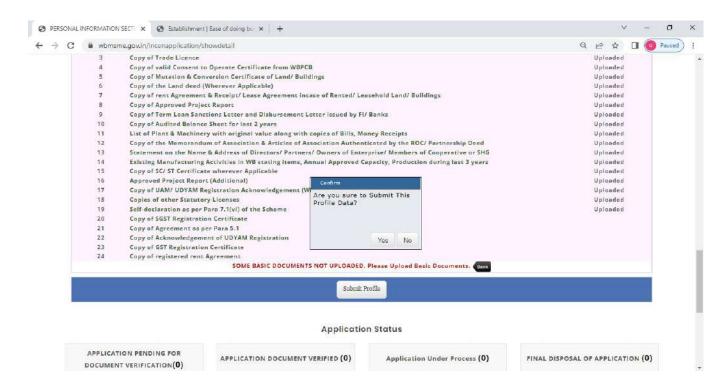
After completion of fill up common application form applicant can "Preview" the same for before final submission of CAF, refer the below screenshot.



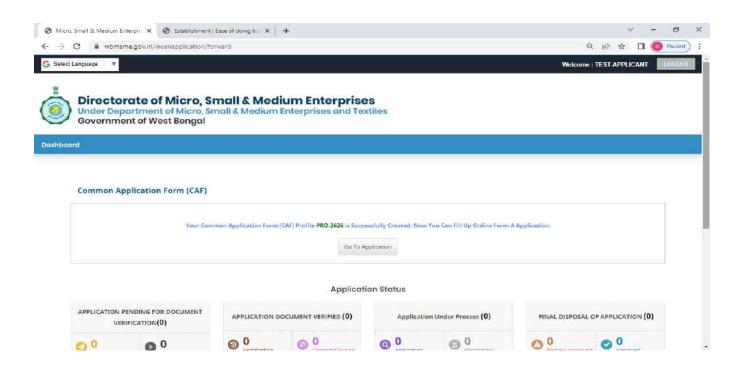




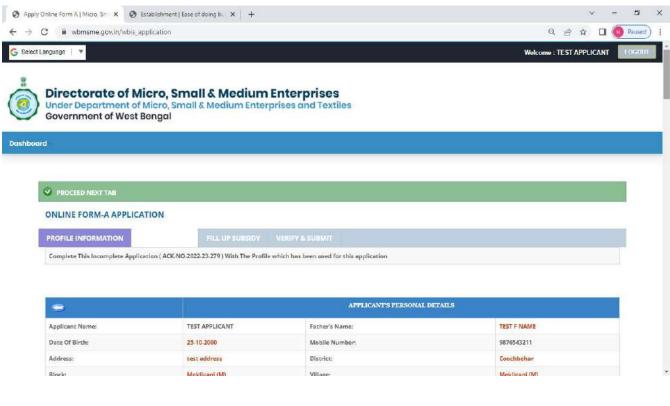


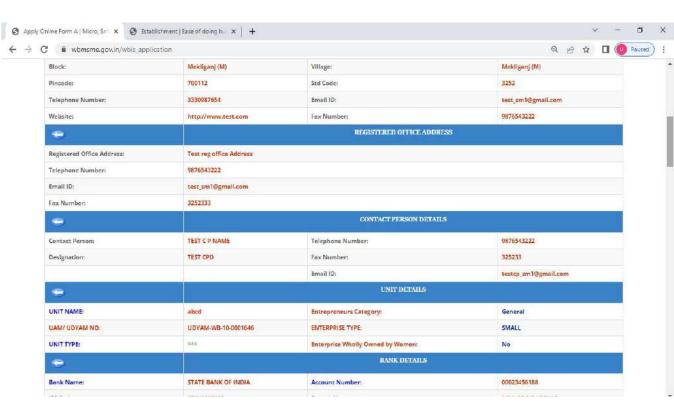


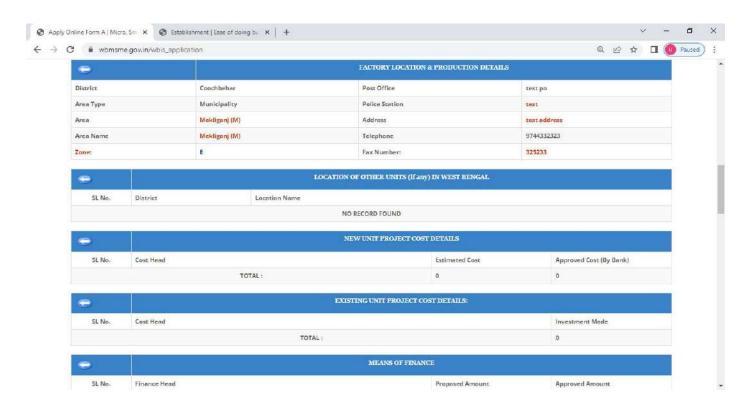
After profile gets submit, applicant will be requested to click the "Go to Application" button to fill up Online Form – A application.

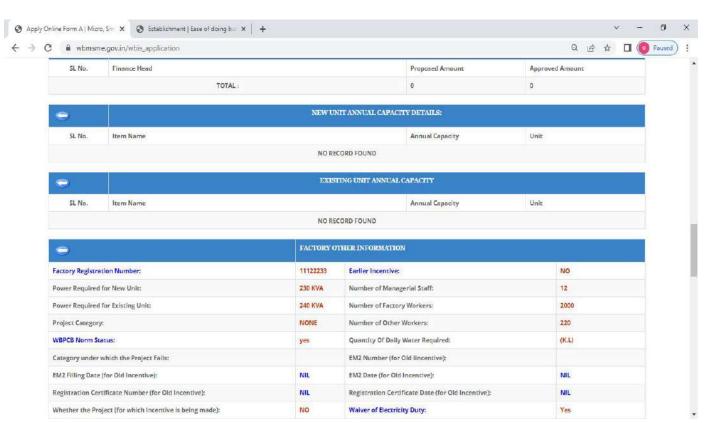


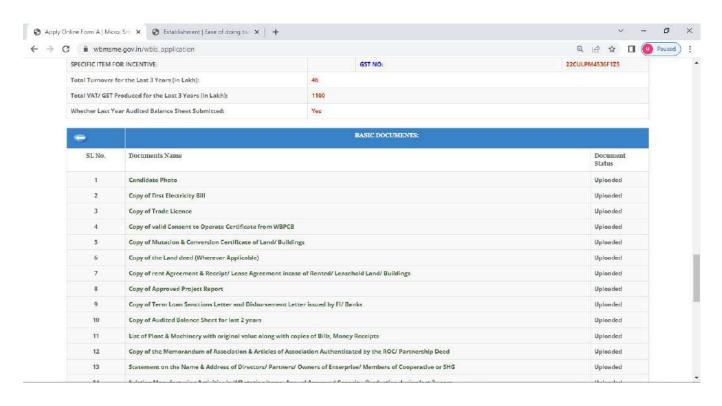
Applicant may click on "USE THIS PROFILE" button to use the respective CAF profile for the Online Form – A application.

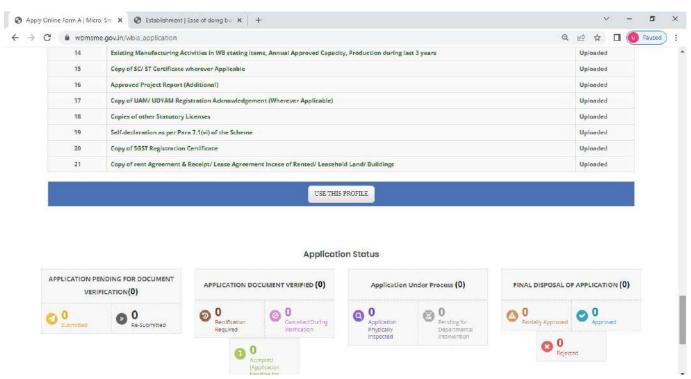


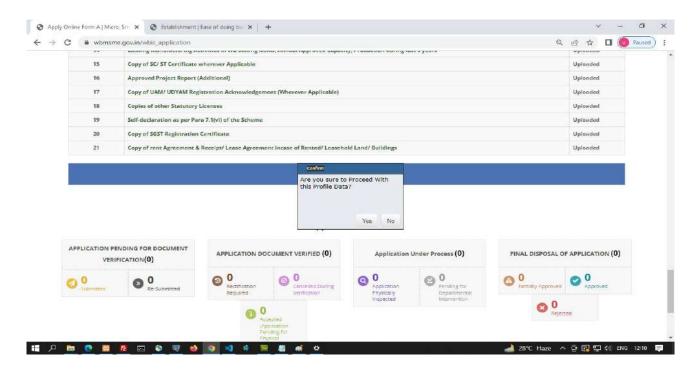




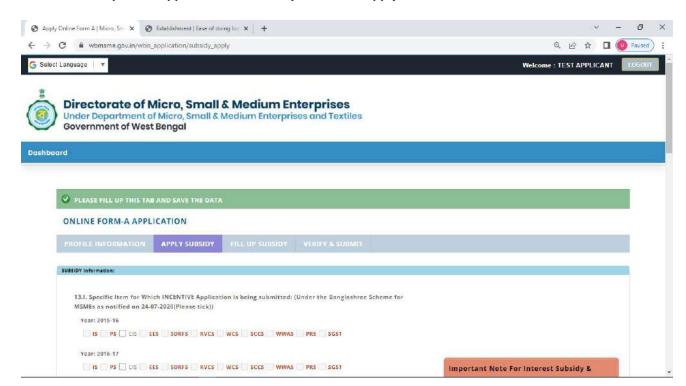


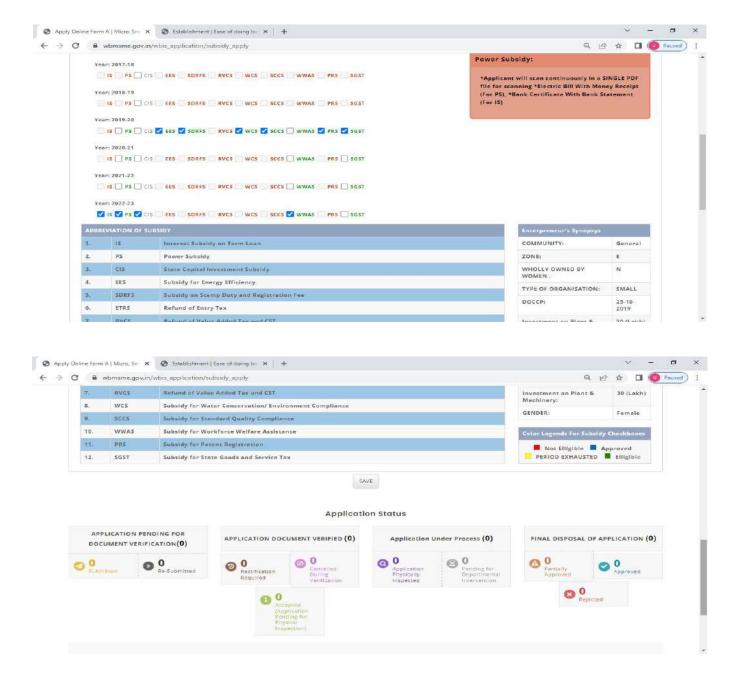




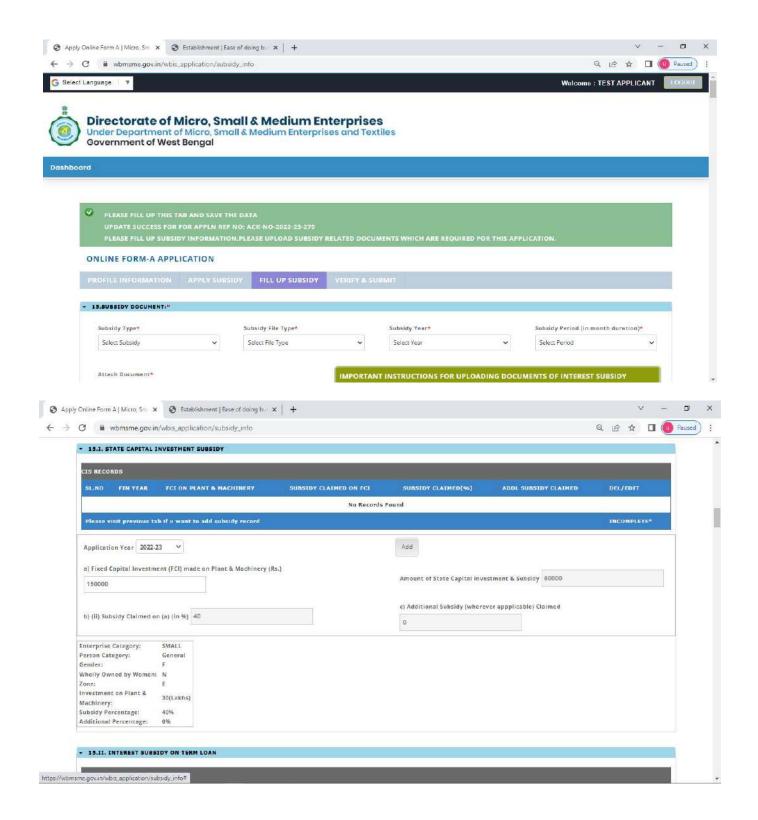


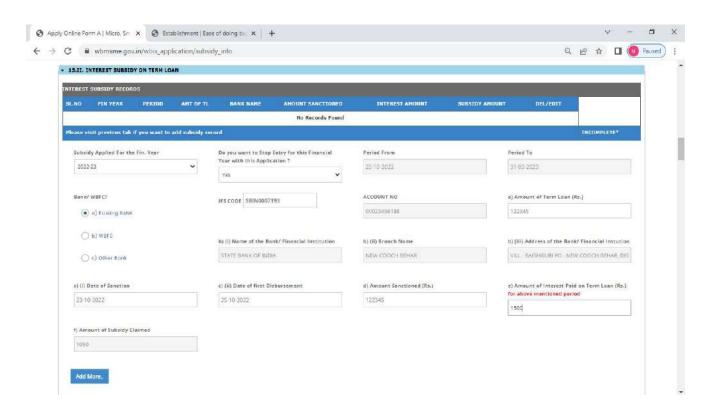
Applicant will be redirected to the Online Form-A "APPLY SUBSIDY" section to check year wise subsidy items of the respective application which they intends to apply, and click on the "SAVE" button.

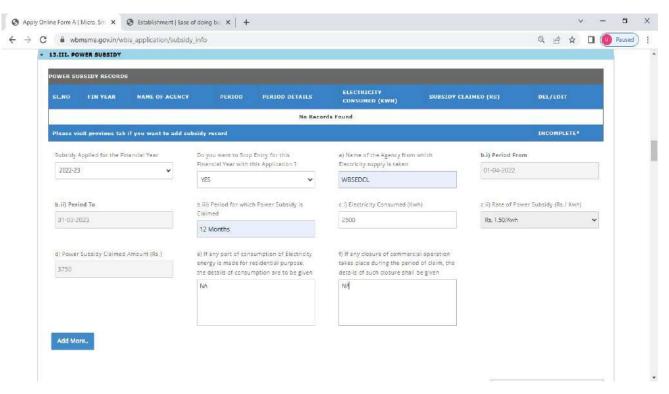


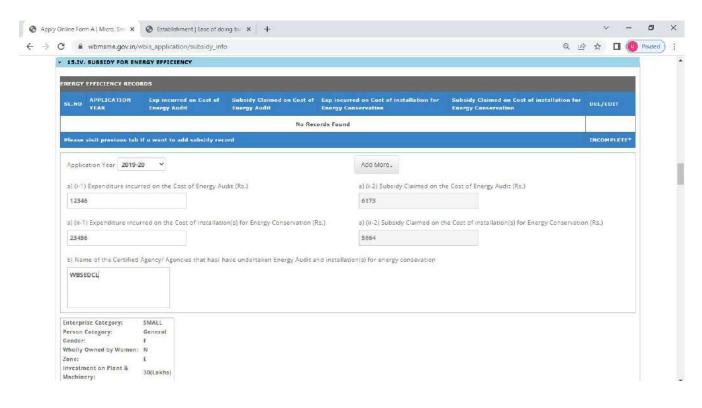


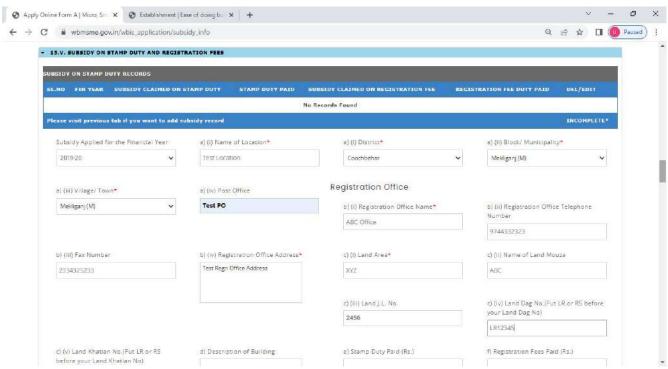
Applicant will be redirected to the "FILL UP SUBSIDY" tab, where applicant has to fill up year wise all the subsidy details for the incentive application is being submitted and click on the "Add More" button for the multiple year or year wise break up.

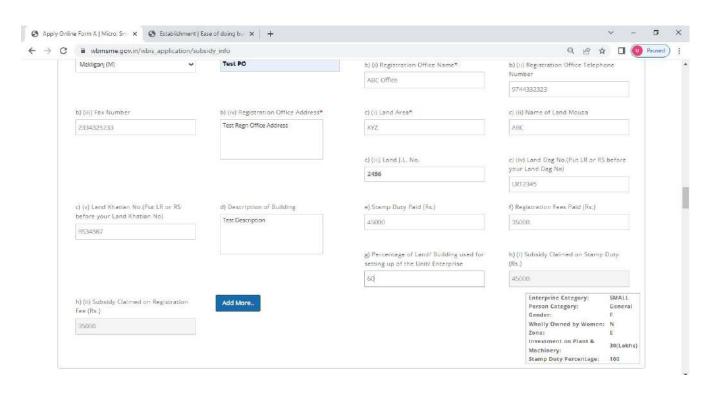


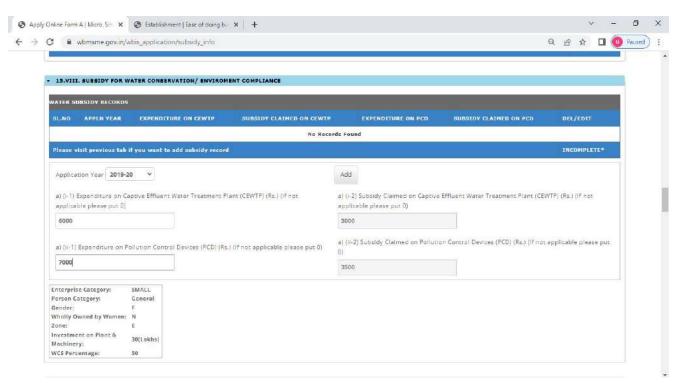


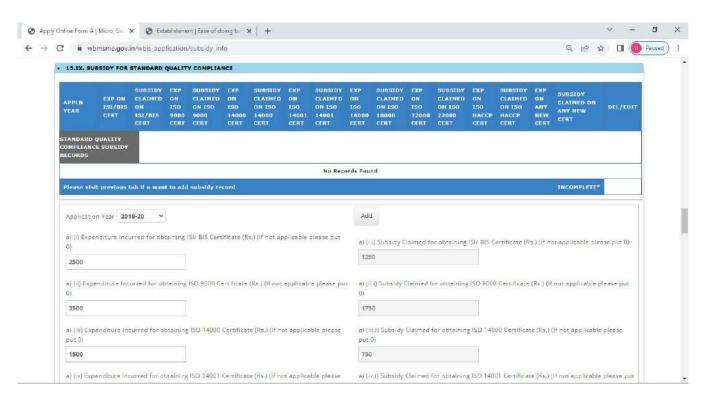


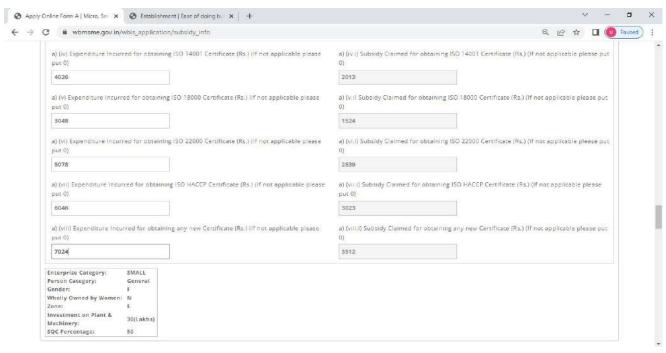


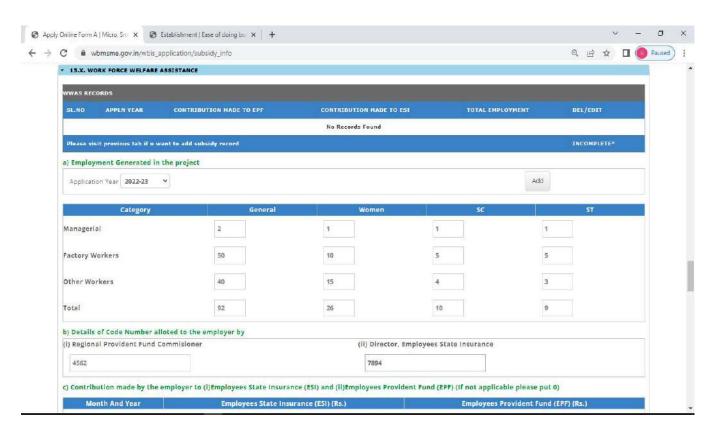


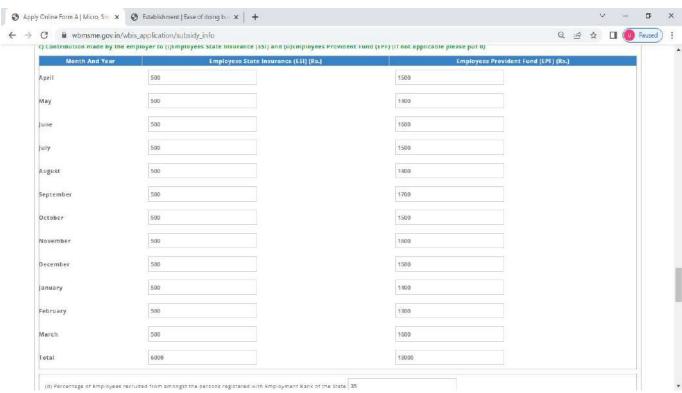


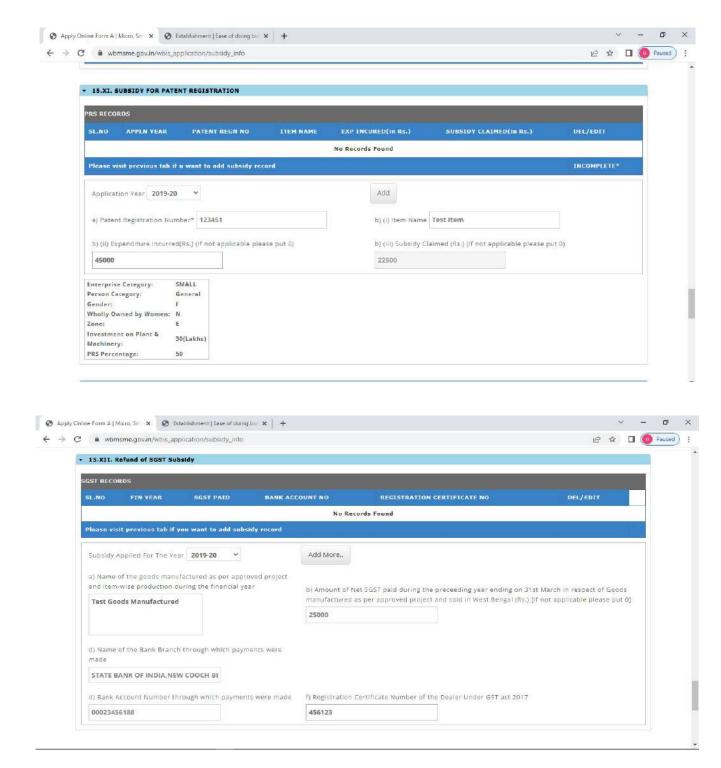




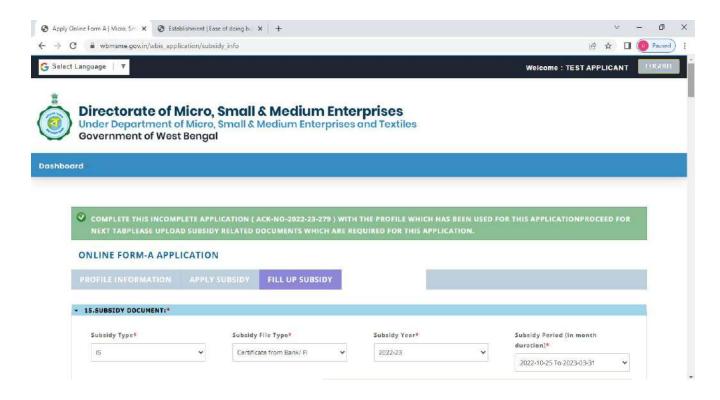


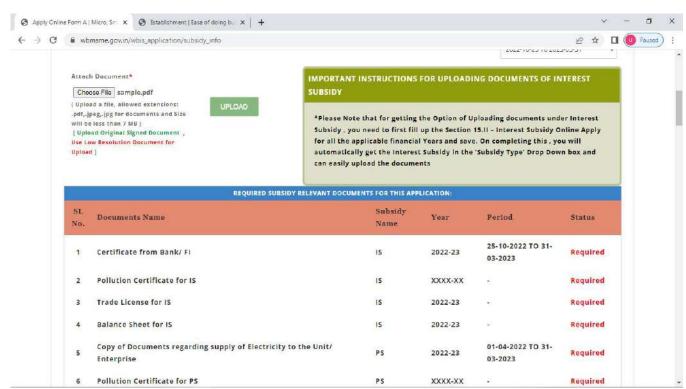


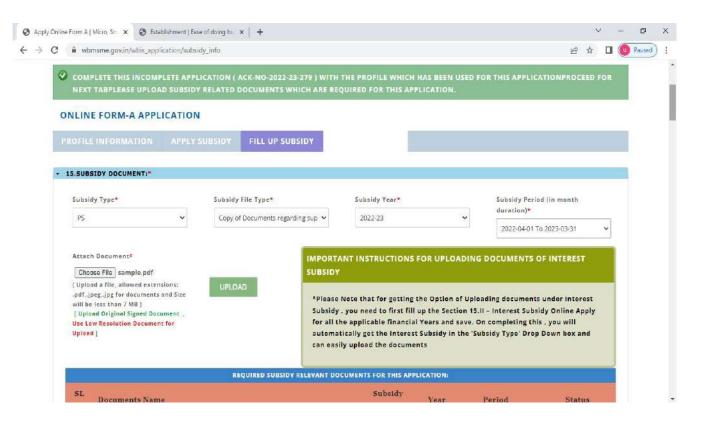


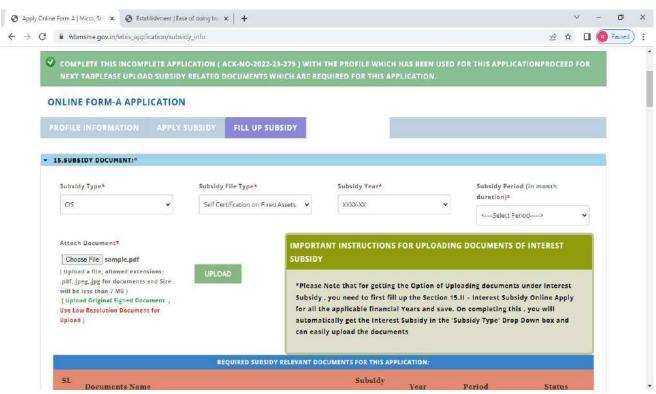


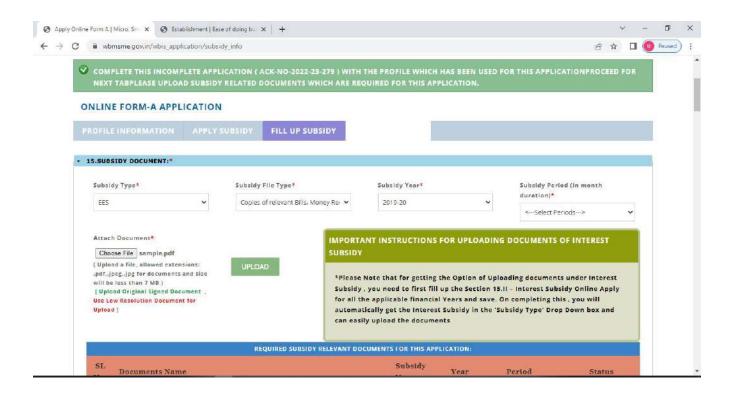
Applicant has to upload all the subsidy relevant documents before the final submission of Form-A application respective to the year wise subsidy items and view all the details filled, refer the screen shots below.

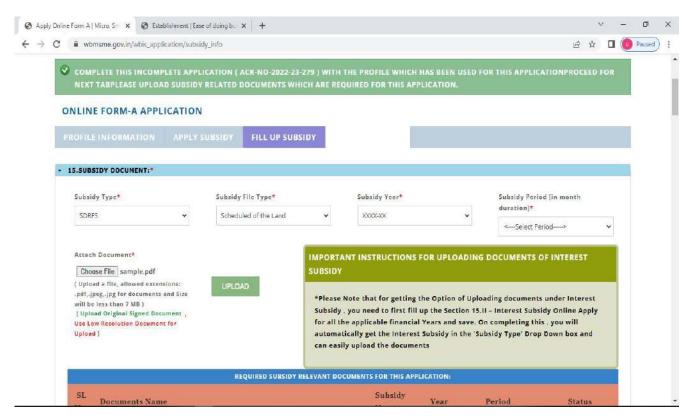


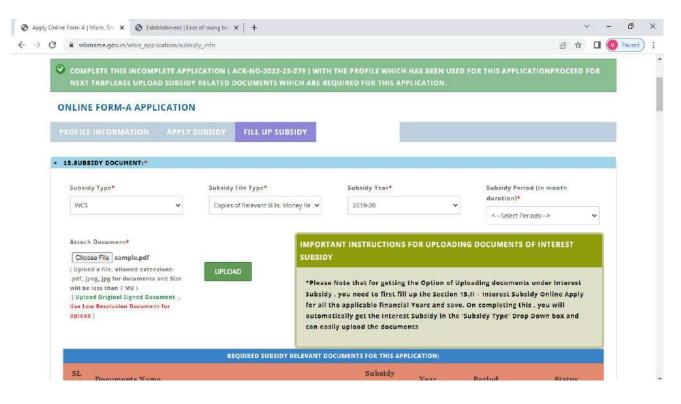


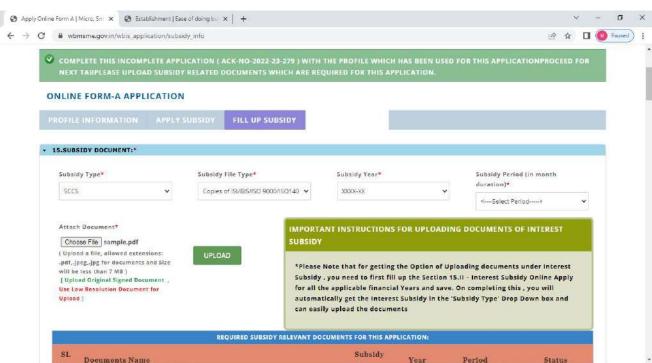


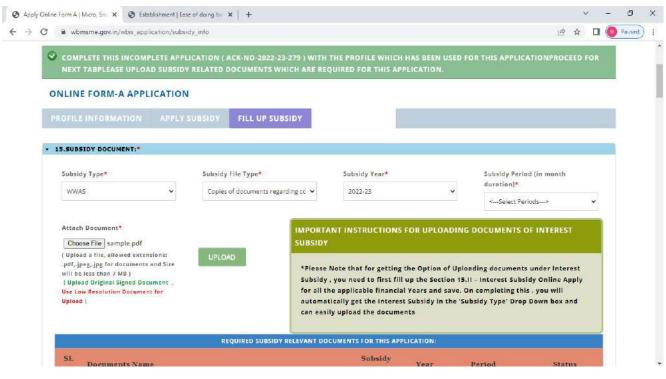


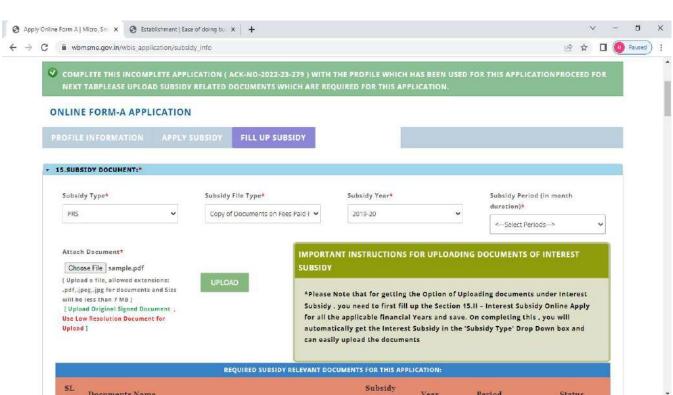


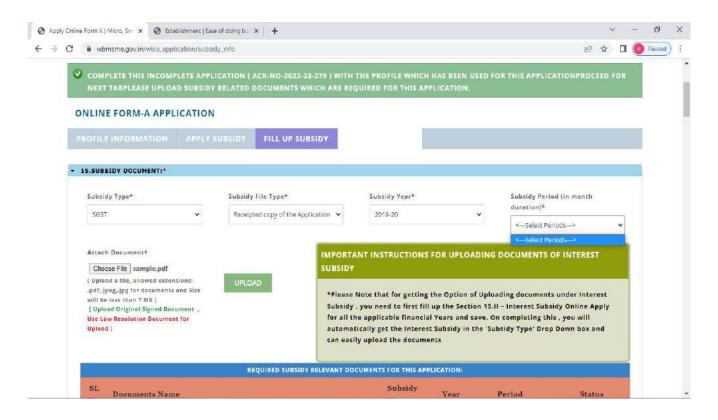


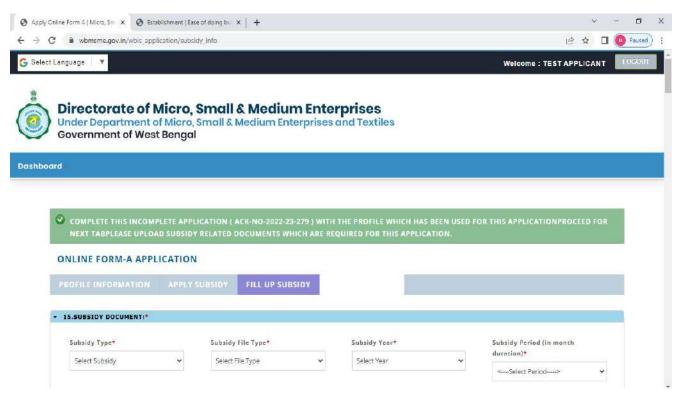


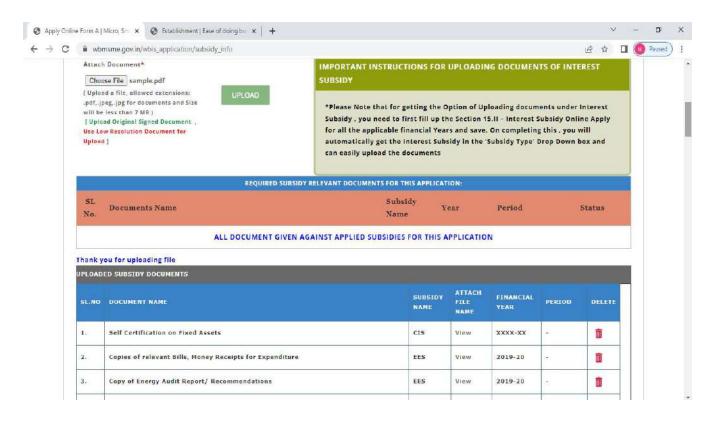




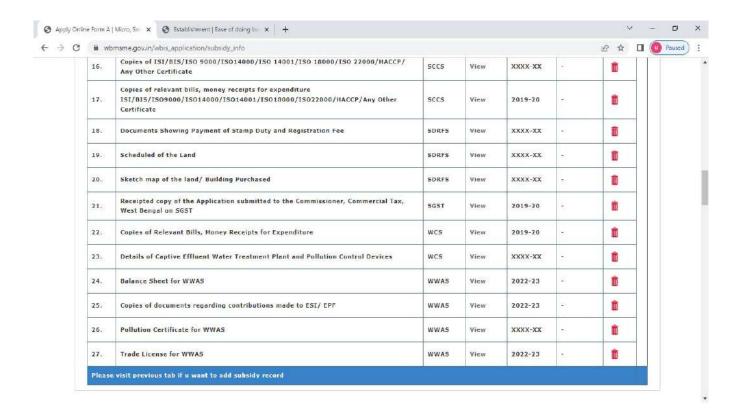


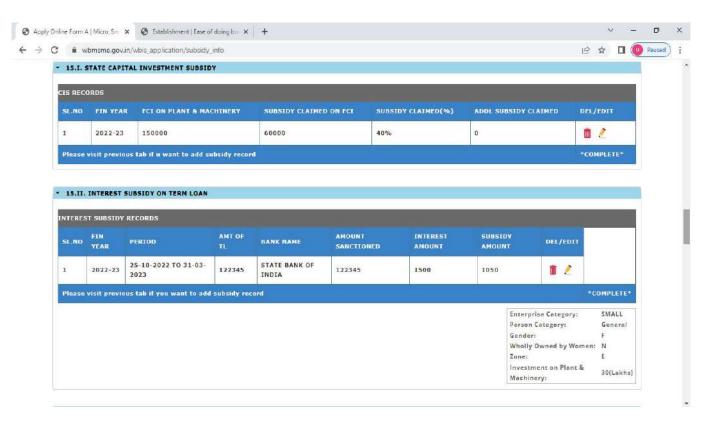


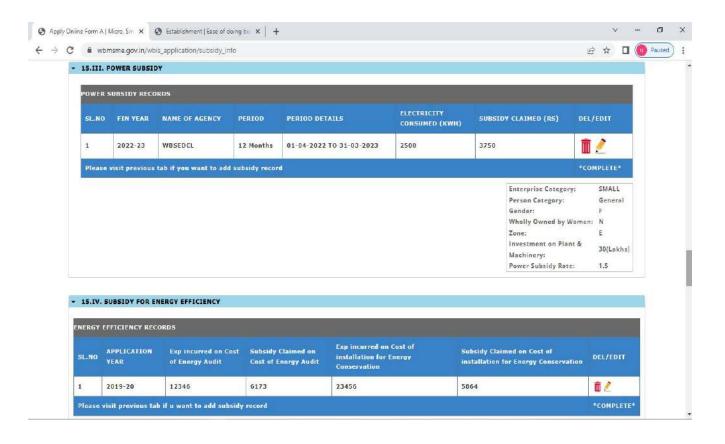


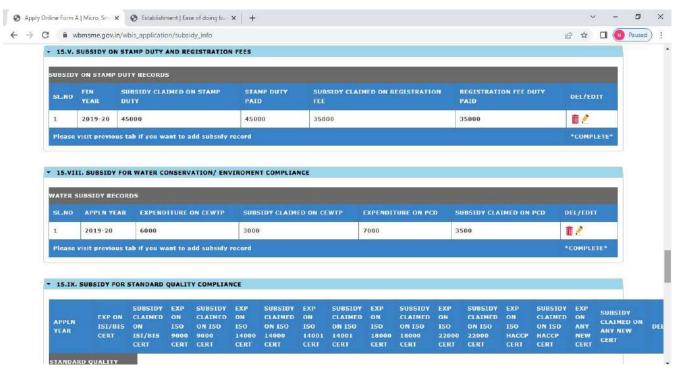


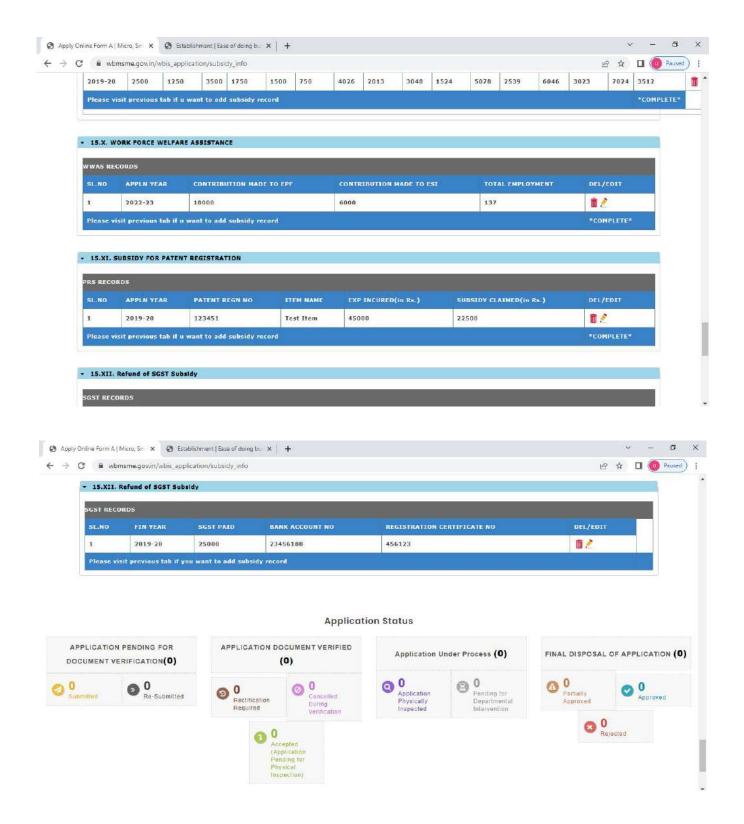




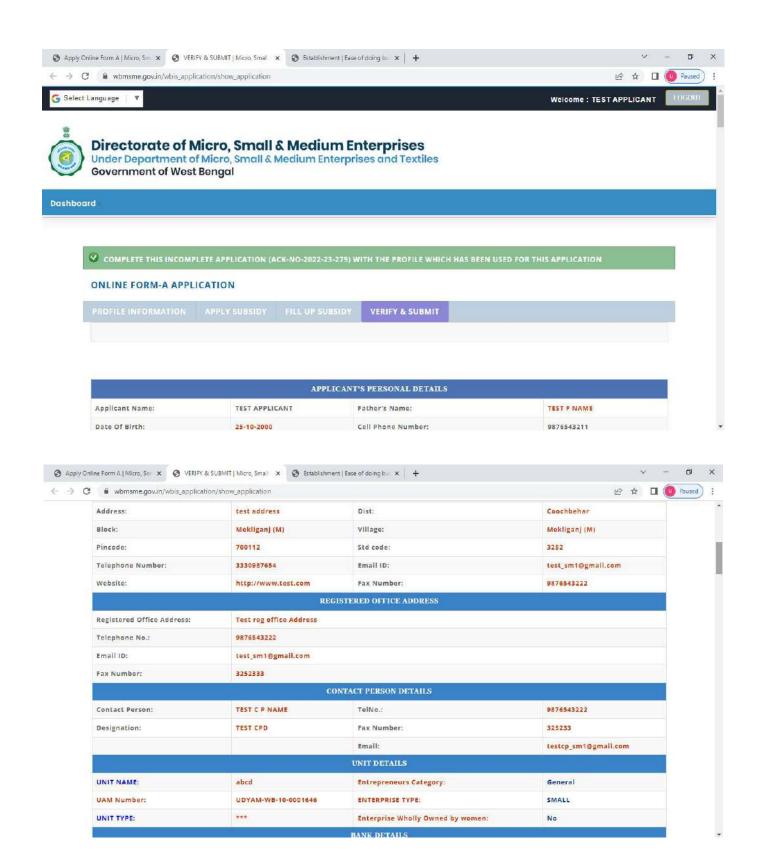


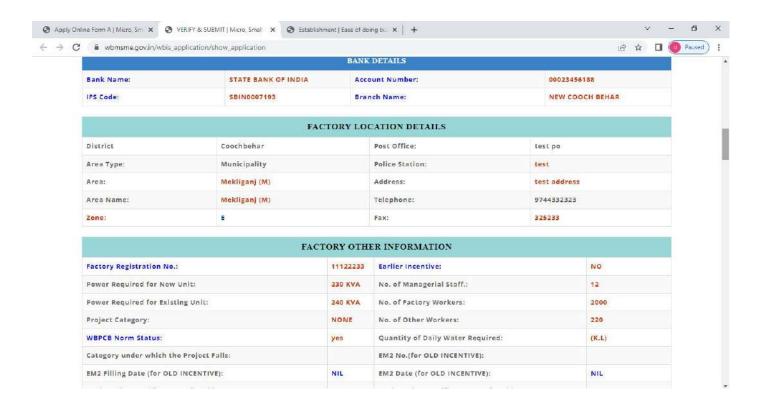


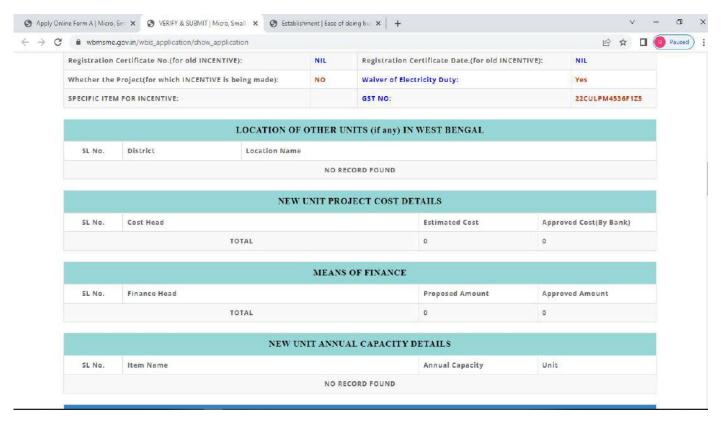


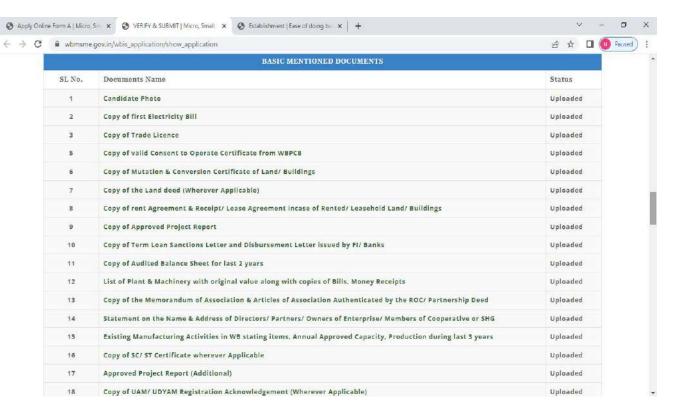


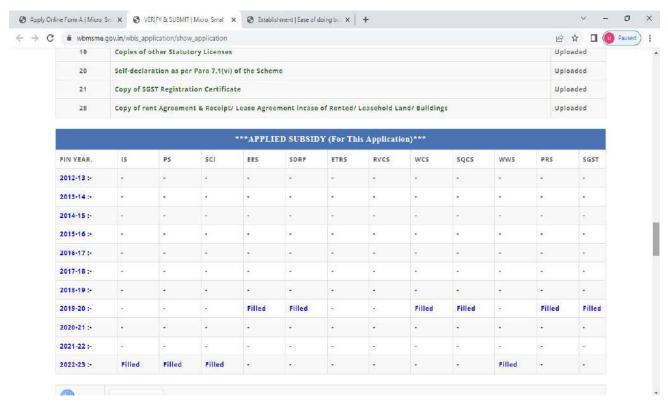
After successful uploading of all the documents, the Applicant can preview the details filled before final submission in the "VERIFY & SUBMIT" tab and check the declaration box and click on "Submit Application" button on confirmation.

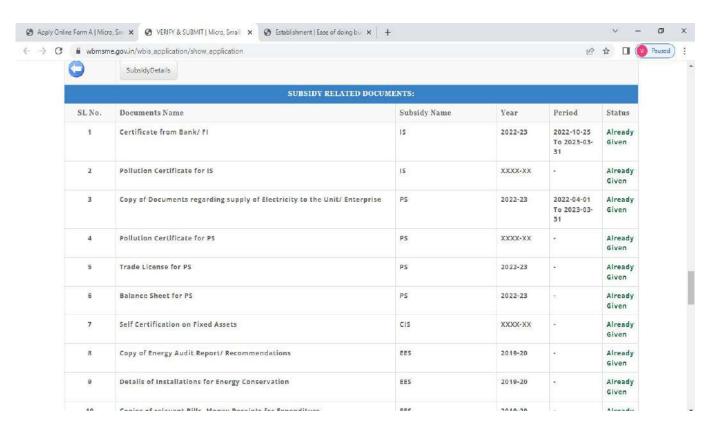


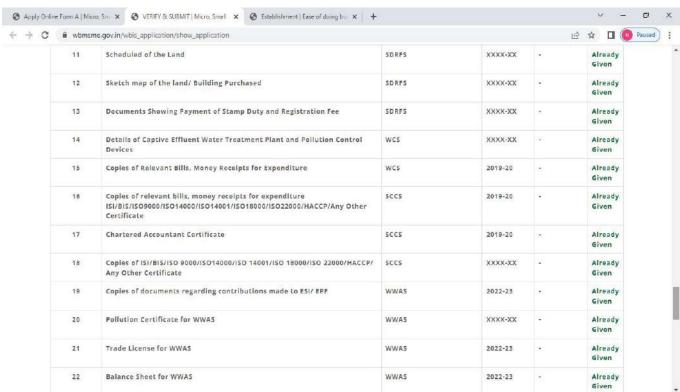


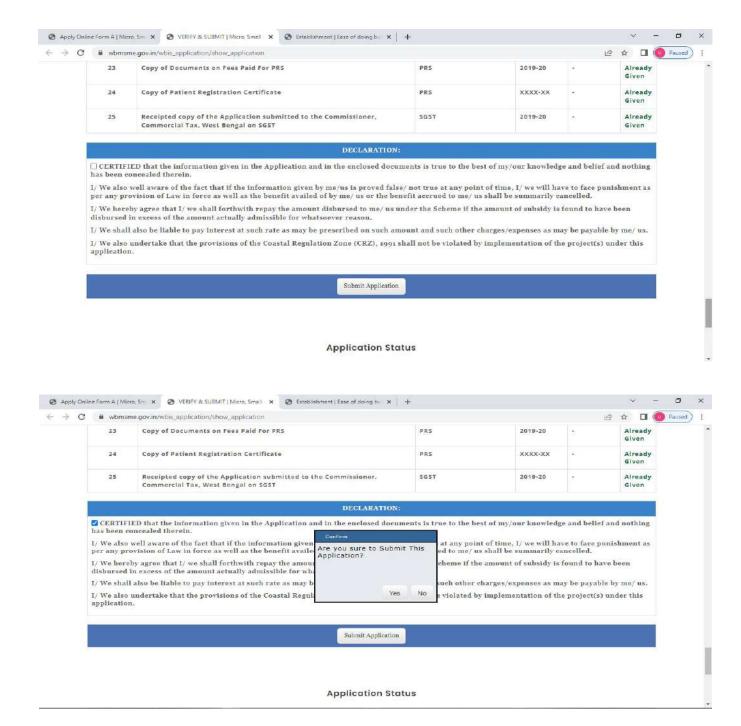




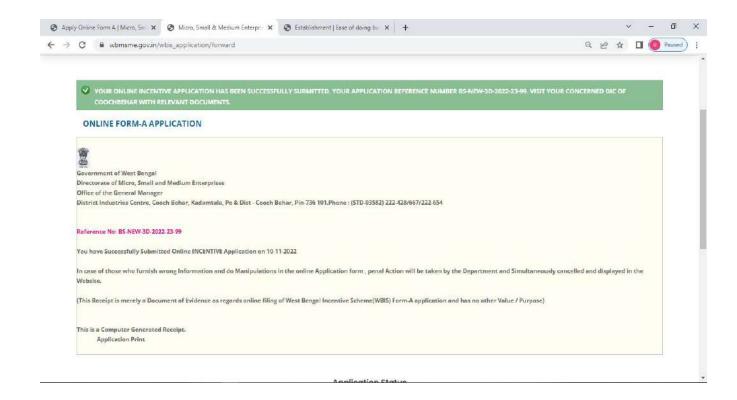




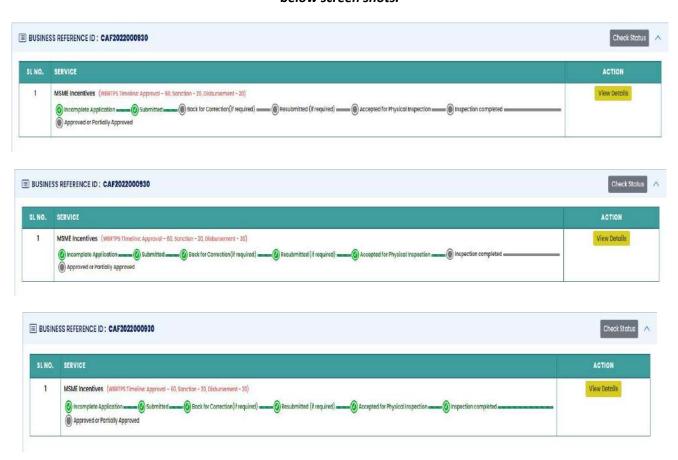


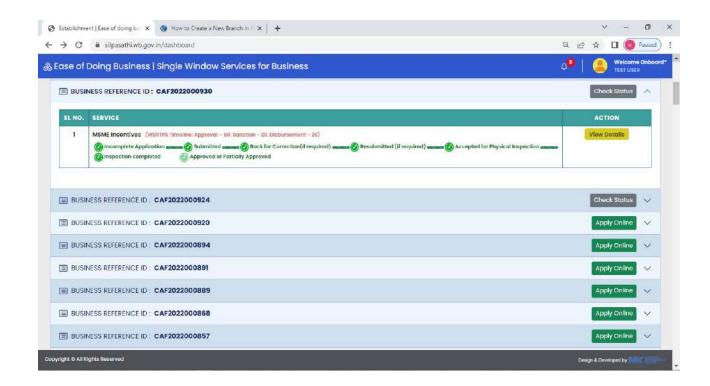


On final submission of Form-A application applicant will be provided the reference no of respective application as shown in the below screen shot.

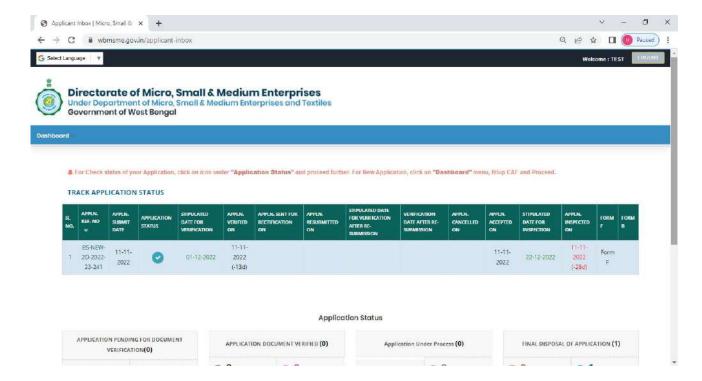


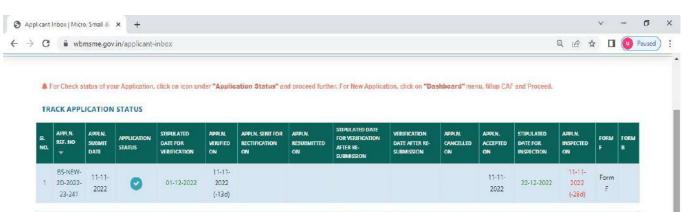
Now the applicant can view their actual status of the application time to time from the applicant dashboard, refer the below screen shots.





After the final approval of the application, applicant can view the approval details by click on "View Details" button of the respective application and subsequently click on the "APPROVED" icon under the Application Status column as shown in the screen shots.





| SUBSIDY DETAILS OF APPLICATION REF. NO. IBS-NEW-2D-2022-23-241 | | | | | | | | |
|--|--------------|---------|---------|-----------------|--------------|-------------|-------------|----------------------|
| SINo | SUBSIDY_NAME | YEAR | STATUS | APPROVED AMOUNT | INSPECTED ON | REJECTED ON | APPROVED ON | REASON FOR REJECTION |
| 1 | PS | 2022-23 | APROVED | 1880 | 11-11-2022 | | 11-11-2022 | |
| 2 | WCS | 2021-22 | APROVED | 5500 | 11-11-2022 | | 11-11-2022 | |
| 3 | SDRFS | 2021-22 | APROVED | 36750 | 11-11-2022 | | 11-11-2022 | |
| 4 | SGST | 2022-23 | APROVED | 100000 | 11-11-2022 | | 11-11-2022 | |
| 5 | WWAS | 2022-23 | APROVED | 2547 | 11-11-2022 | | 11-11-2022 | |
| 6 | IS | 2022-23 | APROVED | 3500 | 11-11-2022 | | 11-11-2022 | |
| 7 | EES | 2021-22 | APROVED | 3450 | 11-11-2022 | | 11-11-2022 | |
| 8 | PRS | 2021-22 | APROVED | 2250 | 11-11-2022 | | 11-11-2022 | |
| 9 | SCCS | 2021-22 | APROVED | 10750 | 11-11-2022 | | 11-11-2022 | |
| 10 | CIS | 2022-23 | APROVED | 3115 | 11-11-2022 | | 11-11-2022 | |