

विकास आयुक्त का कार्यालय
(सूक्ष्म, लघु और मध्यम उद्यम)
सूक्ष्म लघु और मध्यम उद्यम मंत्रालय
(भारत सरकार)

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MSME
MICRO, SMALL & MEDIUM ENTERPRISES
सूक्ष्म लघु और मध्यम उद्यम

OFFICE OF THE DEVELOPMENT COMMISSIONER
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No. 16(5)/CDD/Online Proposal/2012

Dated: 31.3.2012

The Commissioner / Director of Industries,
All States/UTs

Subject: Online application under Micro and Small Enterprises – Cluster Development Programme (MSE-CDP) – reg.

Sir,

In 28th meeting of Steering Committee of MSE-CDP held on 6.9.2011, it was decided that for all proposals under MSE-CDP, only on-line application will be submitted to the Office of DC(MSME) to ensure transparency. Accordingly software has been developed for online application under MSE-CDP and it has been decided that the applications for various interventions will be accepted online (www.dcmsme.gov.in) only w.e.f. 01.04.2012. After 31.03.2012, no application will be accepted by this office under MSE-CDP unless it is submitted through online. The applicant has to fill up online application on www.dcmsme.gov.in. The details of steps/procedure for submission of online proposal is as under:-

1st Step: Online registration: The applicant (State Government, SPV, Associations or MSME DI) has to register for unique user name and password once.

2nd Step: Log on using user name and password to select for online application form (DSR/SI/ CFC/ID as desired) for new applications. (Please maintain the password secret).

3rd Step: After filling up the application (having nos. of mandatory fields), the applicant may finalize the application & will get unique application reference number. Once application is finalized, no modification can be done. Due to technological limitations of bandwidth thereby speed & poor grade of service in most of the remote areas, entire documents like scanned copy of DPR, appraisal reports, land documents, SPV details, MOU/MOA, plan documents, photographs etc cannot be easily uploaded and it is kept optional.

4th Step: The applicant will take a print out of the filled application which has to be signed with the desired certificates printed on the form and has to be submitted to the concern State Government as the case may be, along with the enclosures/documentary evidences in support of the entries made, if any.

5th Step: The State Government will forward the same (hard copy alongwith enclosures) to the concerned MSME-DI for their recommendation / verification and further submission to the Office of DC, MSME, within 30 days failing which the applications will be deleted from the online system automatically.

The following checks and monitoring system is designed so as to ensure that all forms are taken care of and to monitor proper and smooth processing of the applications submitted:

- Whenever any applicant selects for final submission of his online application, an alert message is generated in the form of SMS, email, (automatic IVRS base OBD reminder – under implementation) etc. and communicated to concerned MSME DI, State Government, and AD (cluster Division) concerned in the Office of DC, MSME.
- If the application is not accepted in the online system by the MSME DI concerned or Headquarter within 7 days (calculated by real time basis), alert messages (SMS, email/OBD) will be sent to MSME DI concerned and AD Cluster, the Office of DC, MSME.
- The same message is repeated for the intervention & acceptance of the application on completion of 15 days time.
- The applicant is also provided with an option to enter the details of postage or submission of his completed application by him, so that monitoring can be done on the flow of the applications.

It is requested that the above procedure may kindly be followed scrupulously.

Yours faithfully,


(Pabitra Sarkar)
Joint Development Commissioner (MSME)

Copy to

All Director/ Dy. Director I/c, MSME-DIs:- for information and necessary action.