

**PORTAL GUIDELINES FOR INDUSTRIAL DEVELOPMENT SCHEMES (IDS),  
2017 FOR JAMMU & KASHMIR, HIMACHAL PRADESH AND UTTARAKHAND**

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**General Guidelines:**

1. The Industrial Development Scheme for Himalayan States can be accessed from Department for Promotion of Industry & Internal Trade (DPIIT) homepage – [www.dipp.gov.in](http://www.dipp.gov.in)
2. Click on “Login” for existing users – applicants/District Industries Centre (DIC) officials/State Nodal Officer (SNO)/ Empowered Committee (EC) members.
3. Click on “Sign Up” for new users.
4. Enter the One Time Password (OTP) received on your registered mobile number (submitted on the DPIIT portal while signing up). Due to constant change in IDs, the service of OTP on email addresses has been annulled for now.
5. Once an application is “Verified” by the DIC/SNO/EC, it is reflected on the dashboard of the applicant upon logging in. Similarly, once an application is sent back “Seeking Clarification”, the section of the form is marked in red and is visible to the applicant. He may rectify the same form and submit it again on the portal.
6. All the comments mentioned against each section written by DICs/SNOs/EC members are visible to the applicant once he logs in to his dashboard on the portal.
7. For any queries regarding registration of units on the portal, mail may be sent on [ids-dipp@gov.in](mailto:ids-dipp@gov.in) for Jammu & Kashmir, Himachal Pradesh & Uttarakhand.

**For District Industries Centre (DIC) Officials:**

1. Log in with your registered email ID and mobile number (list shared by DIC of respective states). In case the official has been changed, kindly share the details with DIPP on a letter head.

2. Enter the OTP (One time Password) received on your registered mobile number.
3. The registered DIC can view the dashboard including the applications received from the units from the district.
4. Click on Application number to view the detailed application.

**5. While checking the filled out application form:**

- a. Each section on the application form has a button with “Verified” and “Seek Clarification” options.
- b. The DIC may check the details entered by the applicant and verify or seek any clarification by selecting “seek clarification” option.
- c. The remarks column is present against every section to enter more details that may be needed to be communicated to the applicant.

**6. Verification and Seek Clarification:**

- a) If the DIC selects “Verified”, the section turns green in color indicating that details have been checked and verified by DIC.
- b) If DIC selects “Seek Clarification”, the section turns red in color indicating the area which is unclear to the officer. When the applicant logs in to check his application status, he gets to know what part has been red flagged by the officer, and may rectify it/upload supporting documents and submit the application again.

**7. Scheduling a Plant Visit:**

The DIC official is expected to schedule a plant visit within 3 working days of receipt of application under the following conditions :

New Unit

- i) Details of the land should be verified by the available documents.
- ii) In case, the unit has already started its commercial production then DIC concerned shall physically verify the unit before forwarding the application to SNO.

### Expansion Unit

- i) All the documents of the unit should be verified by the DIC concerned.
- ii) Physical verification of the unit, should also be done by the concerned DIC.

Once the site visit has been conducted, the DIC may “Recommend” the application further to the State Nodal Officer or “Not Recommend” giving reasons or seek further clarifications.

8. It is mandatory for the DIC to check the supporting documents submitted by the unit by clicking on the second tab of the application form called “Documents”. Against each document, is an option to “verify” or send it back to further “seek clarification”.

9. Click on “Submit” to finally clear the application from DIC level.

### **For State Nodal Officers (SNO) :**

1. Log in with your registered email ID and mobile number. In case the official has been changed, kindly share the details with DPIIT on a letter head.
2. The SNO also holds the access to creating more district users from his dashboard by clicking on the “Create User” option on right hand corner of the taskbar.
3. Enter the OTP (One time Password) received on your registered mobile number
4. The registered SNOs can view the dashboard with applications received from the units from the districts of their respective states.
5. Click on Application number to view the detailed application form.
6. Each section on the application form shows comments sent by DICs against every checked section.
7. To view the submitted supporting documents from the “Documents” tab and check comments sent by DIC against each document.

**Recommend/Not Recommend/Seek Clarification:**

i) Select the “Recommend” button at the end of the form to recommend the application to the EC level

ii) If the application needs further information/clarification, the SNO may select the “Seek Clarification” button and add remarks in the space provided. It is reflected on the dashboard of the DIC and of the Applicant. The Applicant can login to upload the required document/ rectify the errors and re-submit the form again. This revert in application is viewable by the DIC and applicant both, while the clarification is being sought from the Applicant.

iii) The SNO may select the “Not Recommended” button if the application does not adhere to the notification guidelines.

8. Click on “Submit to DIPP” to clear the application from SNO level

**For Empowered Committee (EC):**

1. Log in to the portal with the IDs and passwords given to each member of the Empowered Committee by DIPP
2. Select the application number to view the application details.
3. The documents submitted can be downloaded and viewed.
4. The remarks submitted by Industries Commissioner and DIC are viewed on the form, along with the information on whether the plant site was conducted or not.
5. To view the detailed application form, click on “View Details” button. The entire application form is visible.
6. At the end of the form, the EC member may add his remarks and submit the form to discuss it in the next Empowered Committee meeting.
7. The EC can refer the application back to the State/Applicant for seeking further clarification by clicking on the “Seek Clarification” button. If any clarification is sought from the Applicant, the concerned application is viewable on the dashboards of the concerned DICs and SNOs as well.

**Detailed list of users registered on IDS portal:**

1. DICs - list shared by respective DIC from each state.
2. SNOs – list shared by respective DIC from each state.
3. Empowered Committee :
  - a. JS,DIPP
  - b. AS,DIPP
  - c. SS&FA, DIPP
  - d. State Govt
  - e. Department of Expenditure
  - f. NITI Aayog
  - g. Administrative Ministry
  - h. Administrative Wing