

User Manual for
KRIIS
(Kerala Responsible Industries Incentive Scheme)
Ver. 1.0

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1. Introduction

Kerala State Industrial Development Corporation (KSIDC) is the premier agency of the Government of Kerala, mandated to for industrial and investment promotion in Kerala. Formed in 1961, KSIDC's primary objective was to promote, facilitate and finance large and medium-scale industries and catalyze the development of physical and social infrastructure required for industrial growth in the state. The one-stop-shop for any investment in Kerala, KSIDC offers a comprehensive set of services that an investor needs to set up an enterprise in the State.

2. Intended Readership

This manual is intended for clerk users.

3. System Overview

Online application for 18 schemes in the landing page of website with registration, login and summary of applications. Public portal for registration / login / application submission. Registration: the user can register with OTP confirmation. Application entry (auto save/edit/submission of application). User/password management password recovery using OTP. Send clarification/edit application on return. SMS/EMAIL alerts & communications. Status of applications. Admin portal for management of schemes & applications. Automatic identification of office/user for submission of application based on scheme parameter & rules. Configurable work flow based on scheme rules Verification of application/return facility at each stage from previous stage. Updation of status at each stage of verification/sanction along with decision upload. State & District level committee for verification and status inclusion of state and district committee coordinators in the workflow.

4. Installation

The software can be access through web browser by giving the IP address or domain name.

5. Hardware requirements

- Laptop/Desktop with internet connection

6. Software requirements

- Operating System - Windows/Ubuntu
- Web browser – Firefox /Chrome

7. Prerequisites

Choose upgraded versions of Web browsers of Firefox/Chrome.

8. Procedure

To open the KRIIS application in System, Launch web browser (Firefox/Chrome) and enter the URL <https://kriis.kerala.gov.in/index.php/launch> to login .

9. Uninstallation

Nil

10. System Configuration

Nil

12. System operations

Using the link <https://kriis.kerala.gov.in/index.php/launch> to login into the KRIIS website. It will lead to the login page of KRIIS,

Registration Login

 **K-RIIS**
Kerala Responsible Industries Incentive Scheme

 & Directorate of Industries & Commerce
Government of Kerala

Home / Login

LOGIN

Enterprise PAN *

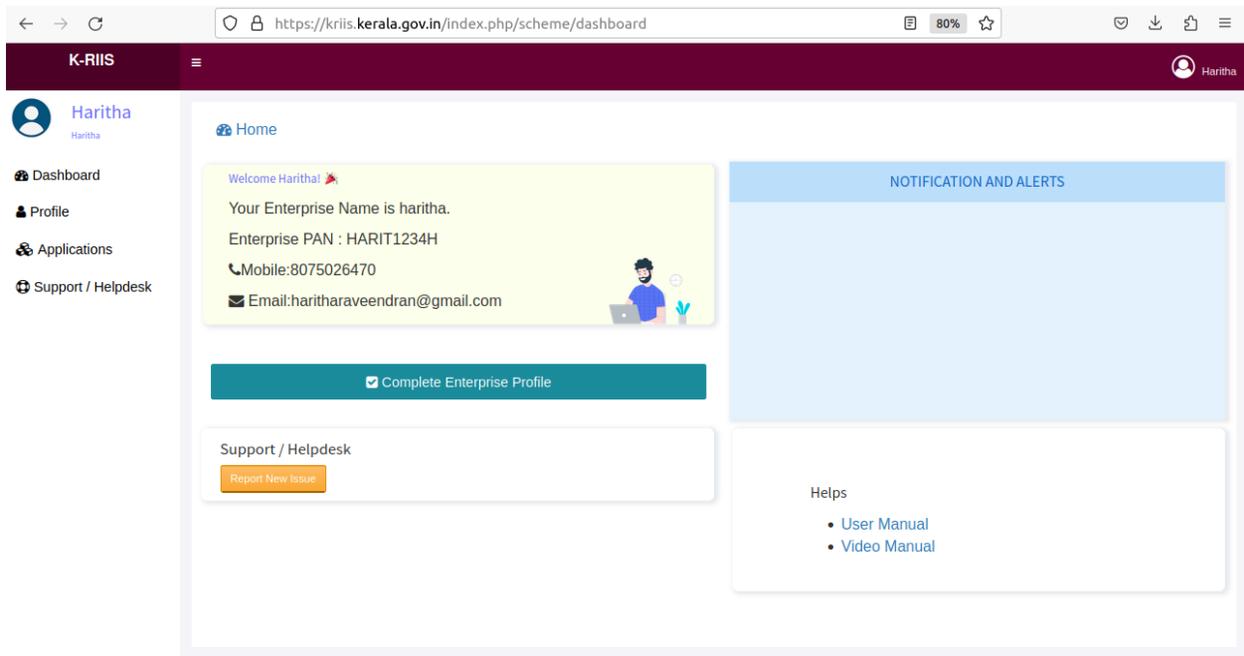
Registered Mobile No. *

Generate OTP

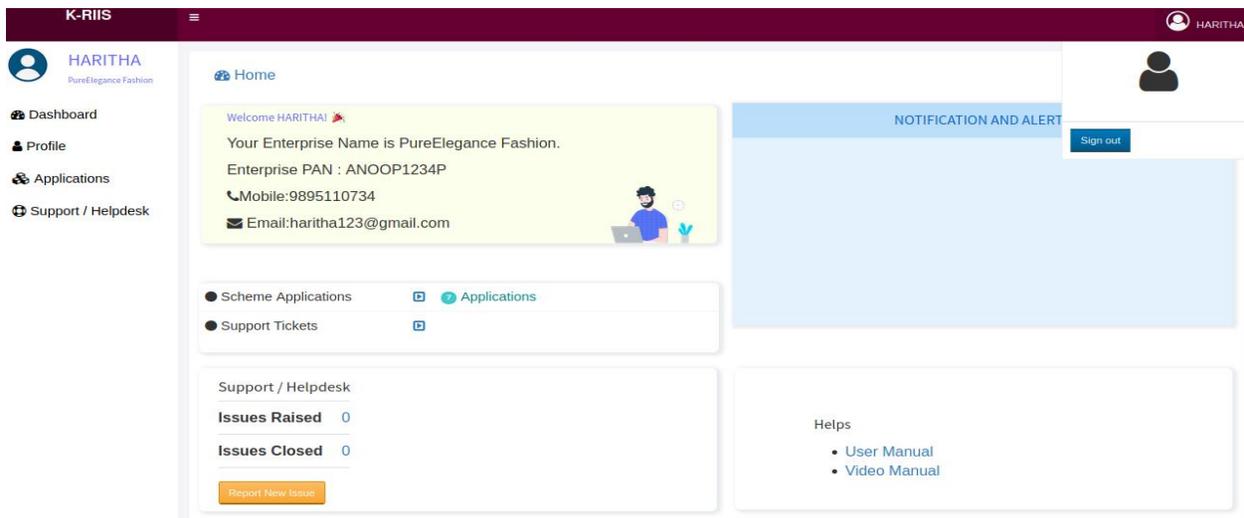
New Member? [Register Now](#)

- In the login form, Fill the PAN Number and Mobile Number.

- Then enter the OTP and click the Login button.
- It will redirect to the dashboard, which is accessible to the applicant.



- Click the button in the top right pane to sign out.



The dashboard is divided into two panes, the left pane lists the available menu, right pane list actions against the selected menu.

- Click the complete Enterprise Profile
- profile business unit also can be added against a company profile. The applications will be done for any of the business unit of the company.

ENTERPRISE PROFILE

Company Particulars
PAN : HARIT1234H

Applicant Details *

Name of the Applicant * <input type="text" value="Haritha"/>	Name of Unit * <input type="text"/>	Gender * <input type="text" value="--Select Gender--"/>
Category of Applicant * <input type="text" value="--Select Category--"/>	Special Category * <input type="text" value="--Select Category--"/>	Phone <input type="text" value="8075026470"/>
Aadhar No. * <input type="text"/>	Whatsapp No. * <input type="text"/>	

Company Details *

GST No * <input type="text"/>	Constitution of the unit * <input type="text" value="--Select Constitution--"/>	CIN <input type="text"/>
KSEB Consumer No. * <input type="text"/>	Email * <input type="text" value="haritharaveendran@gmail.com"/>	Nature of Activity * <input type="text" value="--Select Nature--"/>
Name of Activity <input type="text"/>	Status of the unit * <input type="text" value="--Select status--"/>	Category of Enterprise * <input type="text" value="--Select Category--"/>
Sectors * <input type="text" value="--Select sector--"/>	Date of Commencement * <input type="text" value="dd / mm / yyyy"/>	Period of Delay (in months) <input type="text"/>

Category of Workers *

Localworkers :	Male	Female	Transgender	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Migrantworkers :	Male	Female	Transgender	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address of Unit * _____ **Address for Communication *** _____ Same address

Address *

District *

Taluk *

LSG *

PIN *

Address *

District *

Taluk *

LSG *

PIN *

Bank Details *

Name Of Bank *

Type Of Account

Branch

Account Number

IFSC

Confirm Account Number

Documents *

Copy of PAN Card * No file selected.

Aadhaar of Proprietor / Managing Partner / Managing director No file selected.

GST Registration certificate * No file selected.

Photograph of the applicant/chief promoter * No file selected.

➤ Click the profile menu

← → ↻
https://kriis.kerala.gov.in/index.php/scheme/manage_profile
📄 80% ☆
🔒 ⬇️ 📄 ☰

K-RIIS
👤 Haritha

Haritha
Haritha

- 🏠 Dashboard
- 👤 Profile
- 🔗 Applications
- 🛎️ Support / Helpdesk

🏠 Home / Profile
👤 Haritha

Applicant Profile

APPLICANT NAME	:	Haritha	
ENTERPRISE NAME	:	haritha	
ENTERPRISE PAN	:	HARIT1234H	
📞 8075026470		✉️ haritharaveendran@gmail.com	

List of Enterprise Profile

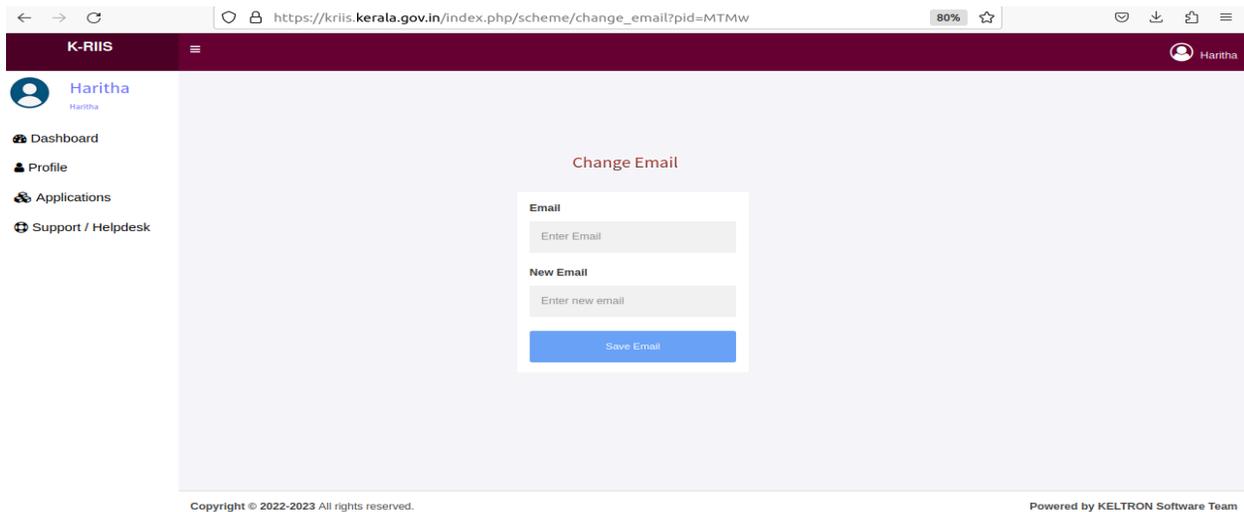
Name of Unit	Nature of Activity	Saving Status	Actions
No Enterprise Profile Available			

Click the change Email

- Click the change Email button to change the email.

It will open to the following form,

- ✓ Fill in the Old email, and the new email.
- ✓ Then click the save button to change email.

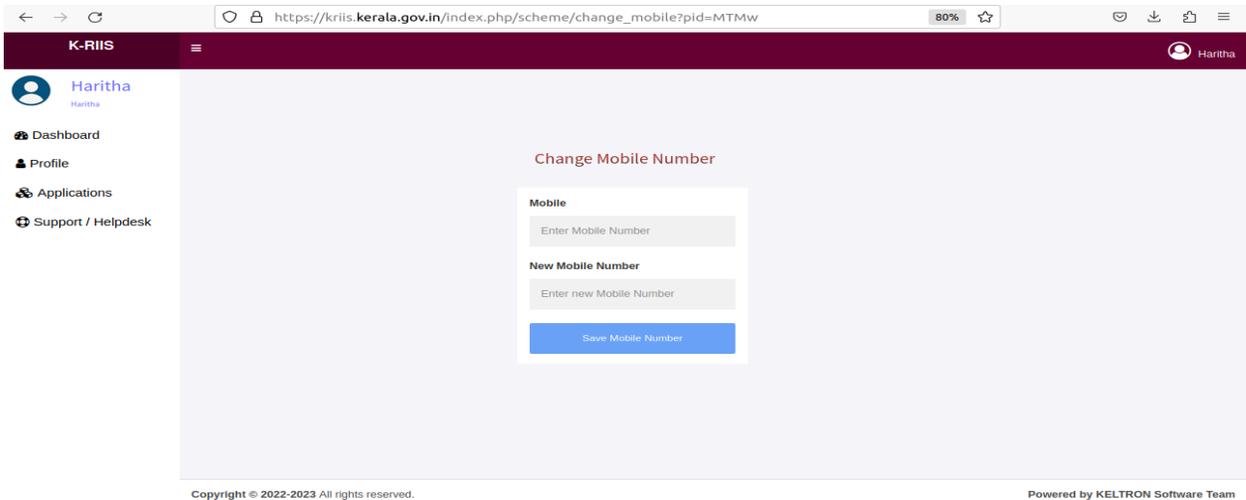


Click the change Mobile Number

- Click the change Mobile Number button to change the Mobile Number.

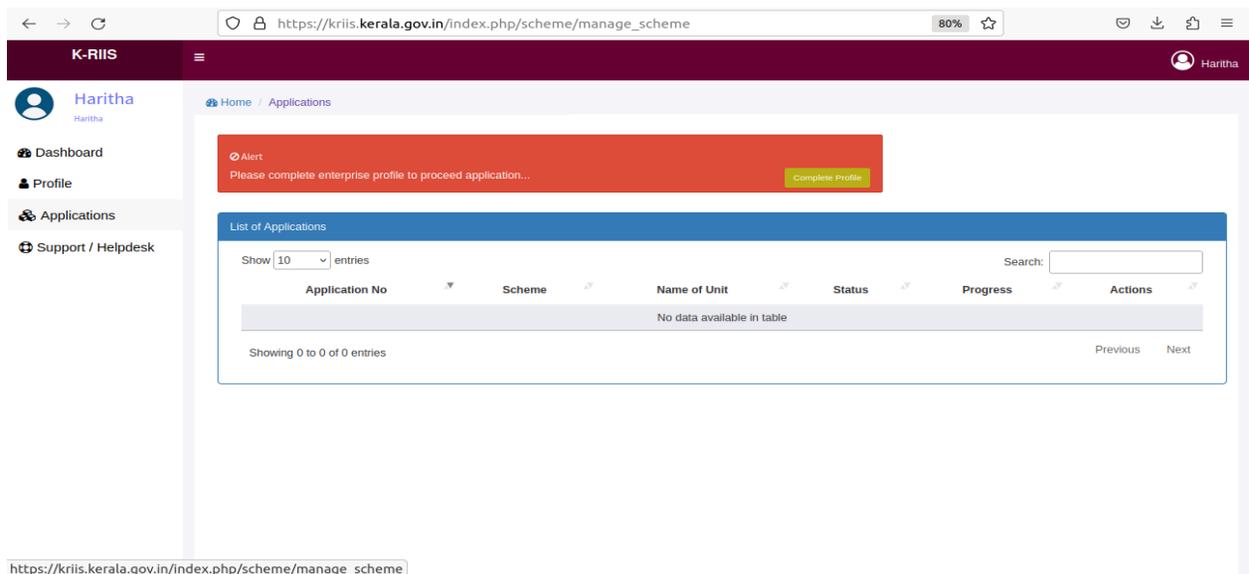
It will open to the following form,

- ✓ Fill in the Old Mobile Number, and the new Mobile Number.
- ✓ Then click the save button to change Mobile Number.

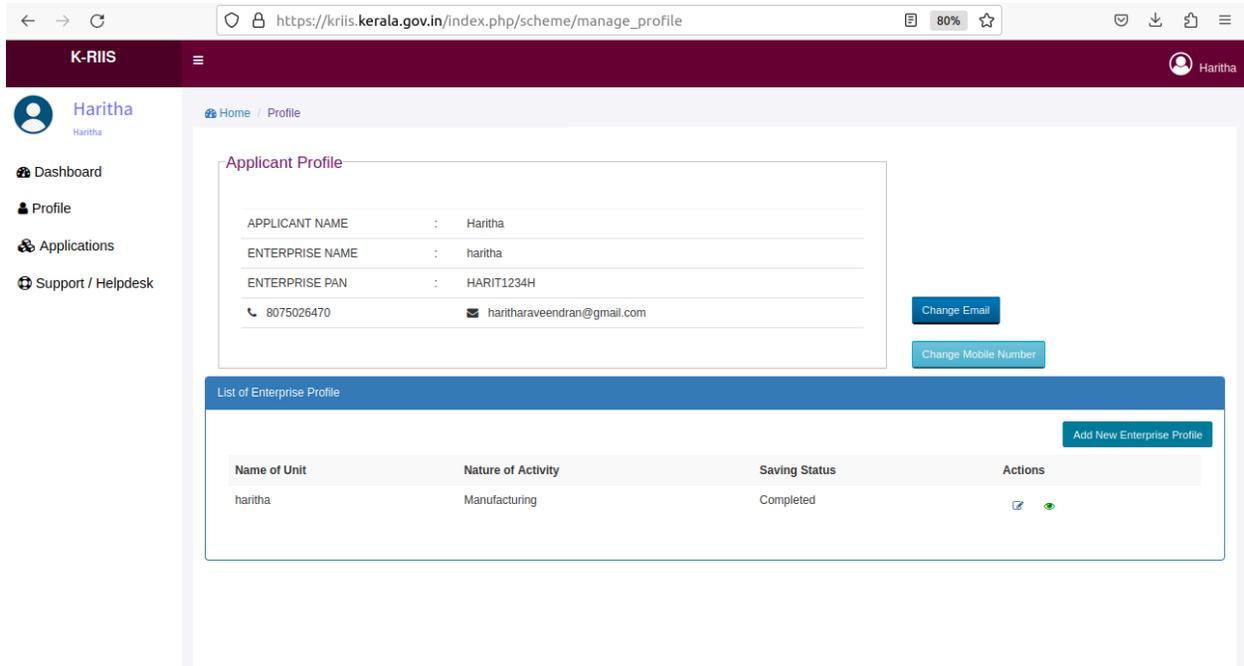


Complete the enterprise profile

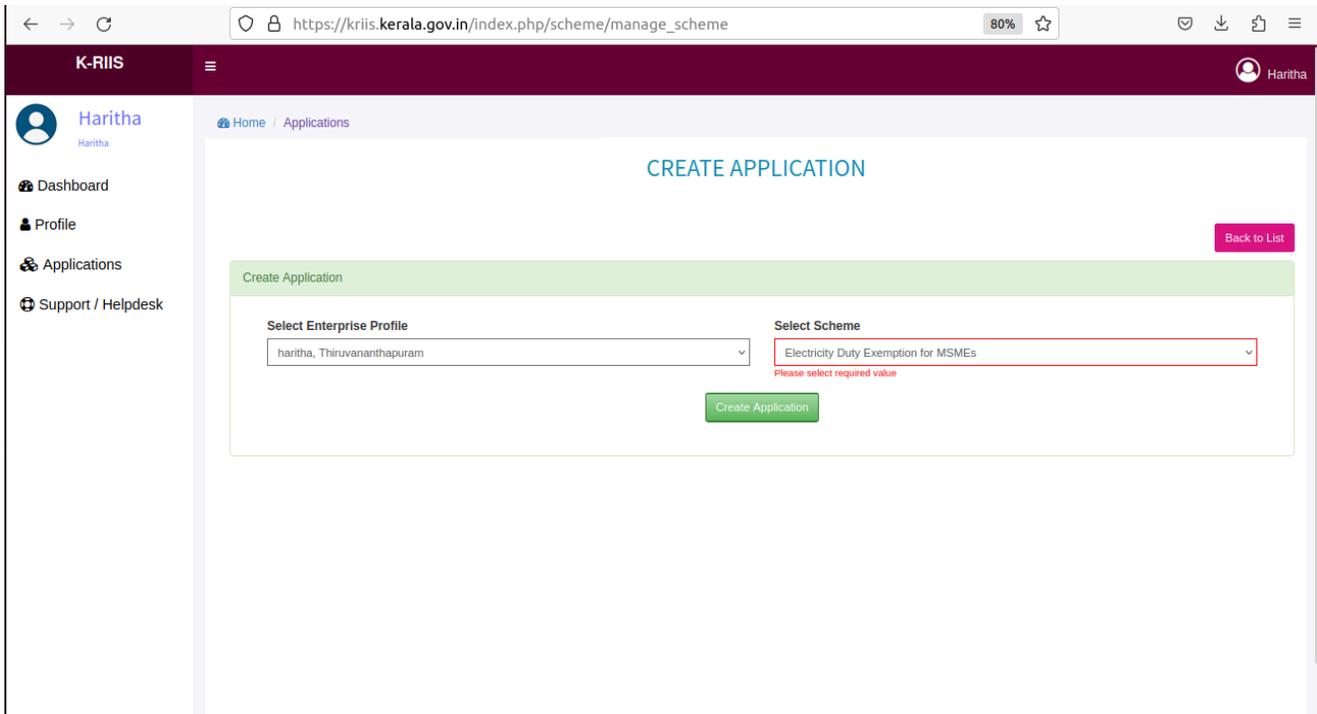
- click complete profile button shown here.
- Enter the remaining details and save the profile.



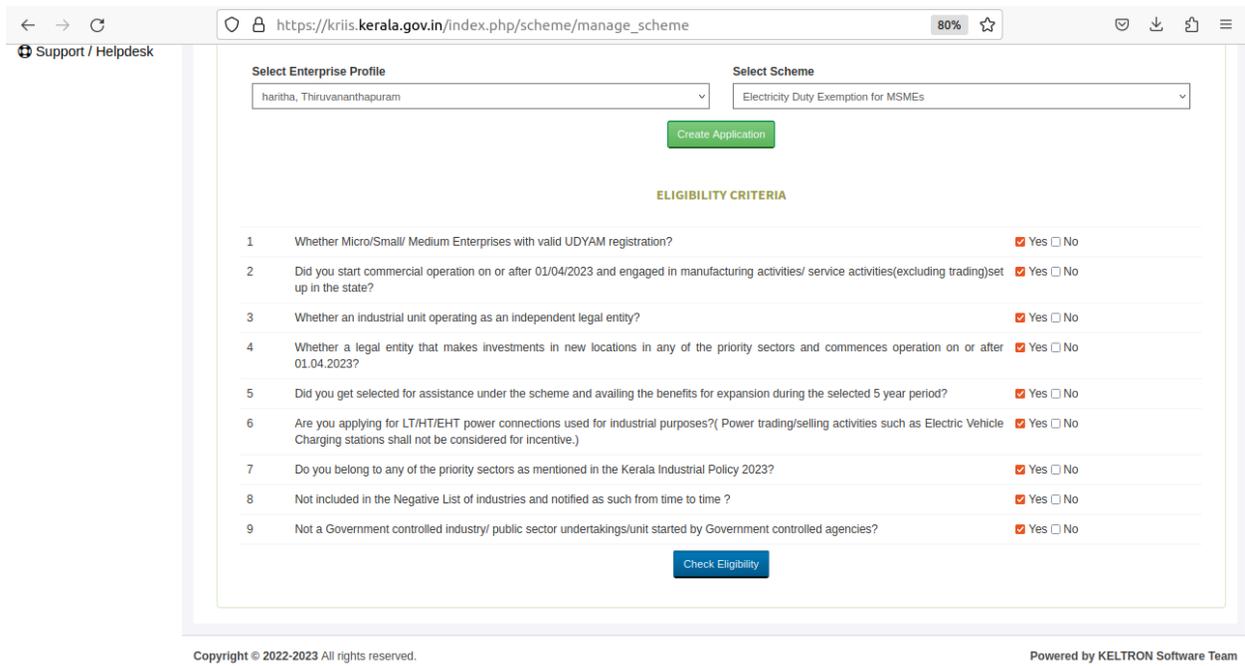
- After Entering the profile it is listed in the list of Enterprise Profile.
- To create new Enterprise Profile click Add New Enterprise Profile button.
- For editing the Profile click edit button from the list of Enterprise Profile.
- For viewing the profile click view button from the list of Enterprise Profile.



- For applying a scheme click Applications from menu. Start Filling New Application button.
- Click Start Filling New Application button.
- From the Create Application page select Enterprise Profile & Scheme.
- Click Create Application button.
- eligibility conditions of the scheme will be listed below.



➤ If all the Eligibility condition satisfies mark as yes & click check eligibility button.



➤ Application form of the selected scheme will appear.

ELECTRICITY DUTY EXEMPTION FOR MSMEs
Application Form

Unit Name: haritha PAN: HARIT1234H
 District: Thiruvananthapuram GST No: 234234523534534 Date of Commencement: 01/10/2023
 Application Filling Progress: 15%

Application Details | Documents/Annexures | Payment | Declaration

APPLICATION DETAILS

UDYAM/IEM Regno * Connected Load *
 Type of Connection * Products manufactured
 -- Select --

Annual Capacity (in quantity &Rs.)

Quantity	Rupees
<input type="text"/>	0

From Bill date * To Bill date *
 dd / mm / yyyy

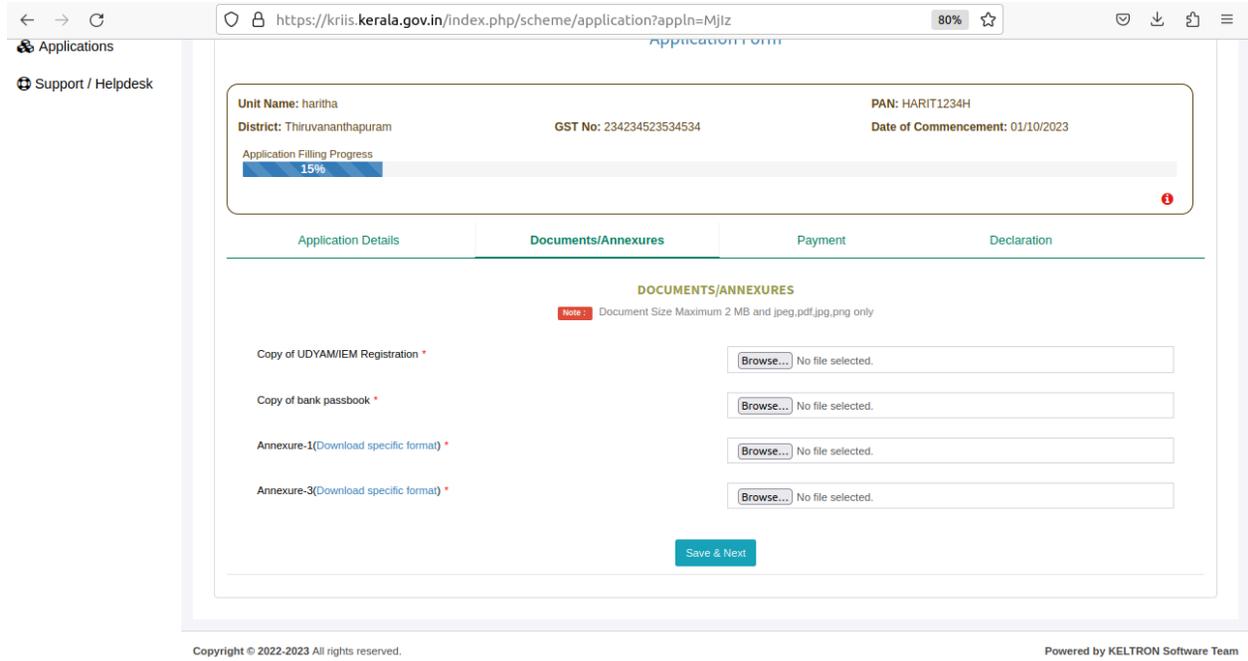
Bill details (minimum 12 months maximum 60 Nos) Power consumption *

Bill date	Bill No	Duty paid	Upload Demand Notice	Upload Proof of payment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Browse... No file selected.	<input type="text"/> Browse... No file selected.
TOTAL DUTY PAID & CLAIMED for reimbursement		<input type="text"/>		

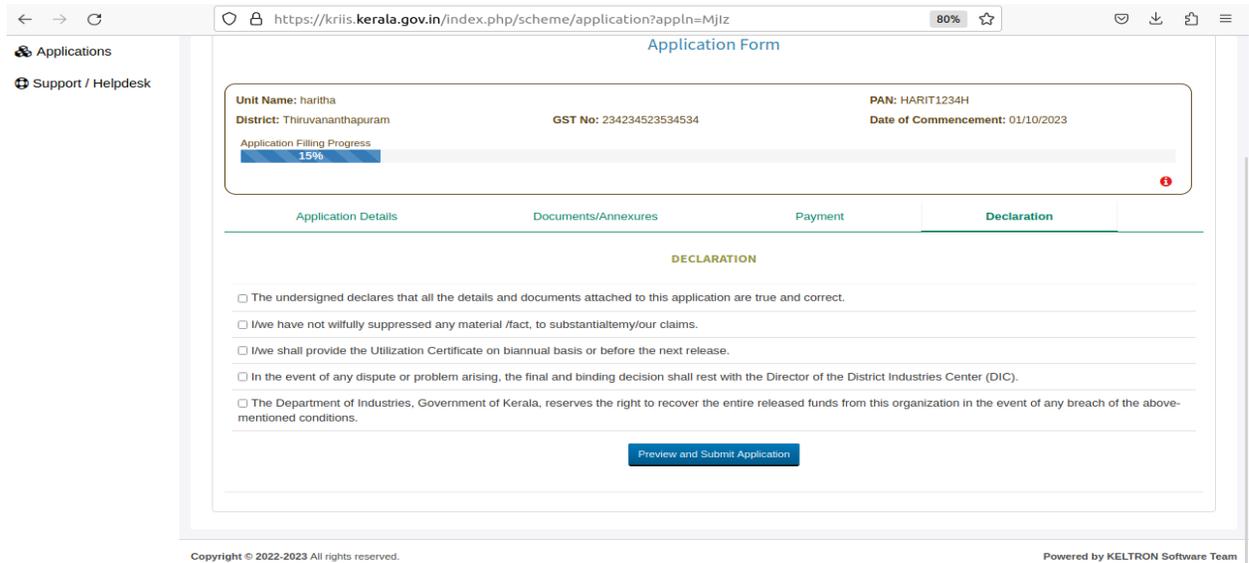
Save & Next

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- Each application form has 4 tabs.
- First tab is Application details, fill all the fields & click save & next button.



- Second tab is Documents/Annexures, upload the corresponding documents then click save next button.



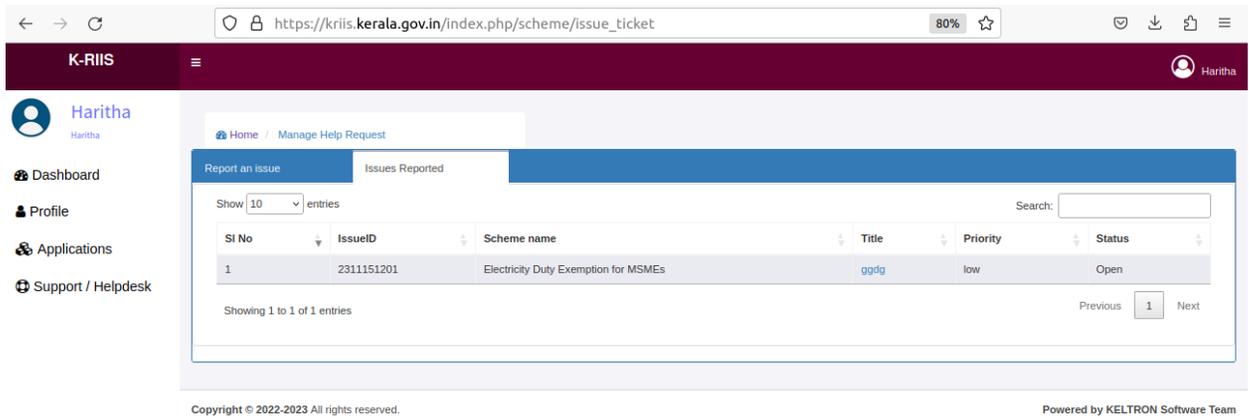
- Third tab is payment make the payment & click save & next.
- Fourth tab is declaration tab, select all the declarations click preview & submit application button.
- Then your application is successfully submitted.

The screenshot displays a web browser window with the URL https://kriis.kerala.gov.in/index.php/scheme/issue_ticket. The page features a navigation menu on the left with options: Dashboard, Profile, Applications, and Support / Helpdesk. The main content area is titled 'Report an issue' and includes a sub-tab 'Issues Reported'. The form contains the following fields:

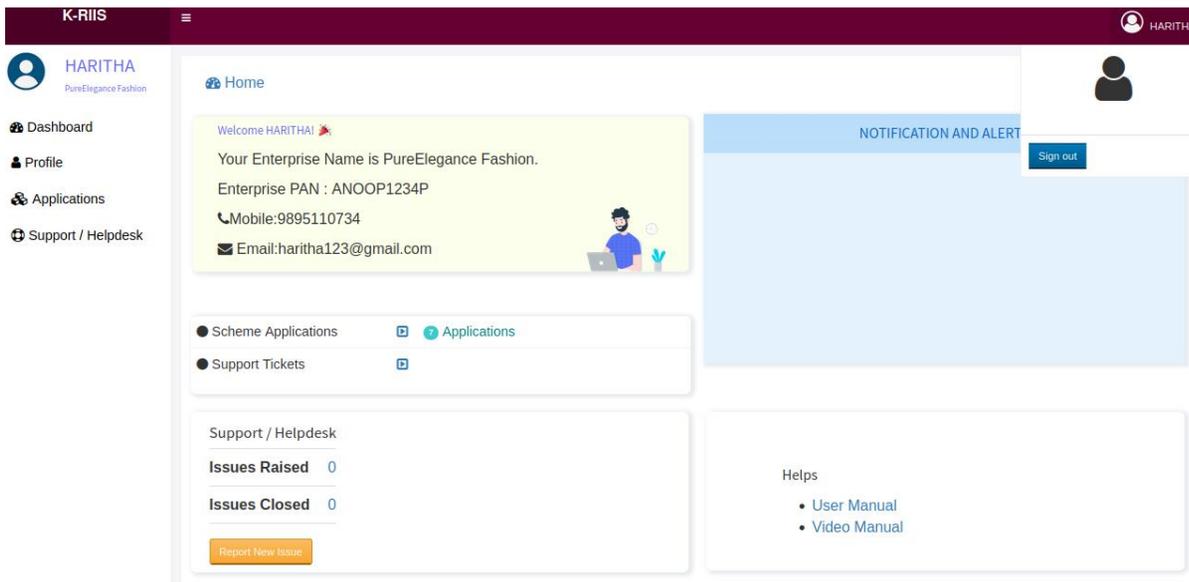
- Application ***: A dropdown menu with the text '--Select application--'.
- Subject ***: A text input field.
- Description ***: A large text area with the placeholder text 'A brief of your issue.' and 'Describe your issue here in details'.
- Priority ***: A dropdown menu with the text 'Select Priority'.
- Upload Document**: A file upload field with a 'Browse...' button and the text 'No file selected.'.

A 'Save' button is located at the bottom center of the form. At the bottom of the page, there is a copyright notice: 'Copyright © 2022-2023 All rights reserved.' and a footer: 'Powered by KELTRON Software Team'.

- If you have any issues click the support/Helpdesk from menu.
- A screen to report an issue will appear with two tabs.
- First tab is Report an Issue, here fill the details & click save button now a new issue will be created.
- In the next tab Issue Reported the generated issue will be listed in that click on the title a new page will appear to post your queries.



➤ Click the Sign out button to sign-out.



12. Safety and Security

KRIIS have successfully completed security testing and “secure socket layer (ssl)” and HTTP2 configured in it. SSL is the standard technology for keeping an internet connection secure and safeguarding any sensitive data that is being sent between two systems

13. Troubleshooting

KRIIS gives the alert messages to the user if there any mistake or wrong data entered by him/her.

14. Help Facilities

For Technical Support Contact Susmitha (Project manager), Email Id: susmitha@keltron.org

, Phone: 0471-4094444-633, Keltron.

Version History

Version No.	Date	Prepared by	Reviewed by	Approved by	Change Description
1.0	8 Nov 23	Haritha Raveendran	Susmitha C S, Athira S, Anju B, Sruthy	Vipin S S	Initial document