# **User Manual for**

# KRIIS

# (Kerala Responsible Industries Incentive Scheme)

Ver. 1.0

Format ID: KITBG/SWG/FM/23, 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 <a href="https://kriis.kerala.gov.in/index.php/launch">https://kriis.kerala.gov.in/index.php/launch</a> to login .

## 9. Uninstallation

Nil

## **10. System Configuration**

Nil

## 12. System operations

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

	K-RIIS Kerala Responsible Industries Incentive Scheme	Registration     Login       KSIDC     & Directorate of Industries & Commerce Government of Kerala
Home / Login		
	LOGIN	
	Enterprise PAN *	
	Enterprise PAN	
	Registered Mobile No. *	
	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.

K-RIIS		
HARITHA PureElegance Fashion	A Home	<b>L</b>
B Dashboard	Welcome HARITHAI 🎽	NOTIFICATION AND ALERT
& Profile	Your Enterprise Name is PureElegance Fashion.	Sign out
& Applications	Enterprise PAN : ANOOP1234P	
Support / Helpdesk	CMobile:9895110734       Image: Separate Sepa	
	Scheme Applications     C    O Applications	
	Support Tickets	
	Support / Helpdesk	
	Issues Raised 0	Helps
	Issues Closed 0 Report New Issue	• User Manual • Video Manual

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.

pany Particulars					PAN : HARIT123
Applicant Details *					
Name of the Applicant *		Name of Unit *		Gender *	
Haritha				Select Gender	~
Category of Applicant *		Special Category *		Phone	
Select Category	~	Select Category	~	8075026470	
Aadhar No. *		Whatsapp No. *			
Company Details • SST No *		Constitution of the unit *	~	CIN	
Company Details • GST No *		Constitution of the unit *	v	CIN	
Company Details • GST No *		Constitution of the unit * Select Constitution Email * haritharaveendran@gmail.com	v	CIN Nature of Activity •Select Nature	
Company Details • GST No * KSEB Consumer No. *		Constitution of the unit * Select Constitution Email * haritharaveendran@gmail.com Status of the unit *	~	CIN Nature of Activity •Select Nature Category of Enterprise •	v
Company Details • GST No * KSEB Consumer No. * Name of Activity		Constitution of the unit * Select Constitution Email * haritharaveendran@gmail.com Status of the unit * Select status	v v	CIN Nature of Activity •Select Nature Category of Enterprise •Select Category Bacing of Delay (in generation)	~ ~
Company Details • GST No * KSEB Consumer No. * Name of Activity Sectors *Select sector	~	Constitution of the unit * Select Constitution Email * haritharaveendran@gmail.com Status of the unit * Select status Date of Commencement * dd /mm / yyyy	× ×	CIN Nature of Activity •Select Nature Category of Enterprise •Select Category Period of Delay (in months)	~ ~
Company Details • GST No * KSEB Consumer No. * Name of Activity Sectors •Select sector Category of Workers •		Constitution of the unit *Select Constitution Email * haritharaveendran@gmail.com Status of the unit *Select status Date of Commencement * dd / mm / yyyy	v	CIN Nature of Activity * Select Nature Category of Enterprise * Select Category Period of Delay (in months)	~ ~
Company Details • GST No * KSEB Consumer No. * Name of Activity Sectors •Select sector Category of Workers • Localworkers :	Male	Constitution of the unit * Select Constitution Email * haritharaveendran@gmail.com Status of the unit * Select status Date of Commencement * dd / mm / yyyy	✓ ✓ Transgender	CIN Mature of Activity • Celect Nature Category of Enterprise • Celect Category Period of Delay (in months)	~ ~
Company Details • GST No * KSEB Consumer No. * Name of Activity Sectors •Select sector Category of Workers • Localworkers :	~ Male	Constitution of the unit *Select Constitution Email * haritharaveendran@gmail.com Status of the unit *Select status Date of Commencement * dd / mm / yyyy  Female	↓ ↓ Transgender	CIN Nature of Activity •Select Nature Category of Enterprise •Select Category Period of Delay (in months) Total	v v
Company Details • GST No * KEBE Consumer No. * Sectors * Sectors * Sectors * Category of Workers • Localworkers : Migrantworkers :	Male Male	Constitution of the unit *Select Constitution Email * haritharaveendran@gmail.com Status of the unit *Select status Date of Commencement * dd / mm / yyyy Female Female Female	↓ ↓ Transgender	CIN Nature of Activity •Select Nature Category of Enterprise •Select Category Period of Delay (in months) Total Total Total	· · ·

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Address *			Address		li.
District *		lk	District *	Select District	v
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Taluk	Select Taluk	~	LSG *	Select	~
LSG *	Select	~		Select	v
	Select	~	PIN *		
PIN *					
ame Of Bank *	~	Branch		IFSC	
ype Of Account		Account Numbe	r	Confirm Account Number	
Documents *					
Copy of PAN Card *	Browse	No file selected.	GST Registration certificate	Browse No file select	cted.
Aadhaar of Proprietor / Mana /Managing director	aging Partner Browse	] No file selected.	Photograph of the promoter *	applicant/chief Browse No file select	cted.
			Save		

#### Click the profile menu

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K-RIIS	=	Aaritha
Haritha Haritha	Home / Profile	
🚯 Dashboard	Applicant Profile	
Profile	APPLICANT NAME : Haritha	
Applications	ENTERPRISE NAME : haritha	
Support / Helpdesk	ENTERPRISE PAN : HARIT1234H	
	S075026470 ■ haritharaveendran@gmail.com	Change Email
		Change Mobile Number
	List of Enterprise Profile	
		Add New Enterprise Profile
	Name of Unit Nature of Activity Saving Status	s 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.

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Haritha Haritha				
🚯 Dashboard				
& Profile	Chan	ige Email		
Applications	Email			
Support / Helpdesk	Enter Email			
	New Email			
	Enter new em	ail		
	s	Save Email		
	Copyright © 2022-2023 All rights reserved.			Powered by KELTRON Software Team

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.

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K-RIIS	=			🙆 Haritha
Haritha Haritha				
🚳 Dashboard				
Profile		Change Mobile Number		
Applications		Mobile		
Support / Helpdesk		Enter Mobile Number		
		New Mobile Number		
		Enter new Mobile Number		
		Save Mobile Number		
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Complete the enterprise profile

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

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K-RIIS	=		🙆 Haritha
Haritha Haritha	Home / Applications		
🚯 Dashboard	Ø Alert		
Profile	Please complete enterprise profile to proceed application Complete Profile		
Applications	List of Applications		
Support / Helpdesk	Show 10 v entries	Search:	
	Application No 🍼 Scheme 🗸 Name of Unit 🖉 Status	Progress	Actions
	No data available in table		
	Showing 0 to 0 of 0 entries		Previous Next
https://kriis kerala.gov.ip/ip	ter nhn/scheme/manage scheme		

- > 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.

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K-RIIS	=				Haritha
Haritha	8 Home / Profile				
Dashboard	Applicant Profile				
Le Profile	APPLICANT NAME	: Haritha			
Applications	ENTERPRISE NAME	: haritha			
Support / Helpdesk	ENTERPRISE PAN	: HARIT1234H			
	<b>&amp;</b> 8075026470	haritharaveendran@gmail.com		Change Email	
				Change Mobile Number	
	List of Enterprise Profile				
				I	Add New Enterprise Profile
	Name of Unit	Nature of Activity	Saving Status	Actions	
	haritha	Manufacturing	Completed	2 🔹	

- > 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.

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K-RIIS	≡ O Haritha
Haritha	A Home / Applications
<ul><li>Dashboard</li></ul>	CREATE APPLICATION
🛔 Profile	Back to List
& Applications	Create Application
Support / Helpdesk	Select Enterprise Profile Select Scheme
	haritha, Thiruvananthapuram v Electricity Duty Exemption for MSMEs v
	Create Application

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

haritha,	Thiruvananthapuram  Create Ap ELIGIBILITY Whether Micro/Small/ Medium Enterprises with valid UDYAM registration?	Electricity Duty Exemption for MSMEs		
1	Create Ap ELIGIBILITY	CRITERIA		
1	ELIGIBILITY Vhether Micro/Small/ Medium Enterprises with valid UDYAM registration?	CRITERIA		
1 \	Vhether Micro/Small/ Medium Enterprises with valid UDYAM registration?			
			🗹 Yes 🗌 No	
2 [	Did you start commercial operation on or after 01/04/2023 and engaged in manufact p in the state?	turing activities/ service activities(excluding trading)set	🗹 Yes 🗌 No	
3 \	Whether an industrial unit operating as an independent legal entity?		🗹 Yes 🗌 No	
4 \	Whether a legal entity that makes investments in new locations in any of the pr 1.04.2023?	iority sectors and commences operation on or after	🗹 Yes 🗌 No	
5 (	Did you get selected for assistance under the scheme and availing the benefits for ex	cpansion during the selected 5 year period?	🗹 Yes 🗌 No	
6 /	Are you applying for LT/HT/EHT power connections used for industrial purposes?( F Zharging stations shall not be considered for incentive.)	Power trading/selling activities such as Electric Vehicle	🗹 Yes 🗆 No	
7 0	Do you belong to any of the priority sectors as mentioned in the Kerala Industrial Poli	icy 2023?	🗹 Yes 🗌 No	
8 1	Not included in the Negative List of industries and notified as such from time to time '	?	🗹 Yes 🗆 No	
9 1	Not a Government controlled industry/ public sector undertakings/unit started by Gov	ernment controlled agencies?	🗹 Yes 🗌 No	
	Check E	igibility		

> Application form of the selected scheme will appear.

namna									
shdoard			ELECTRICITY DUTY EX	EMPTION FOR MSMES					
ofile		Application Form							
pplications									
pport / Helpdesk	Unit Name: haritha			PAN: HARIT12	34H				
	District: Thiruvananthapu	ram	GST No: 234234523534534	Date of Comm	encement: 01/10/2023				
	Application Filling Progress 15%								
						0			
	Application D	ietails [	Documents/Annexures	Payment	Declaration				
			APPLICATIO	ON DETAILS					
	UDYAM/IEM Regno *			Connected Load *					
	Type of Connection *			Products manufactured					
	Select		~						
	Annual Capacity (in quantity &Rs.)								
		Quantity		Rup	ees				
				0					
	From Bill date *			To Bill date *					
	dd / mm / yyyy		<u> </u>	dd / mm / yyyy					
	Bill details <mark>(</mark> minimum 12 m	onths maximum 60 Nos)	Power consumption •						
	Bill date	Bill No	Duty paid	Upload Demand Notice	Upload Proc	of of payment	+		
	dd / mm / yyyy 📛			Browse No file selected.	Browse No file	e selected.	-		
	TOTAL DUTY PAID & CLA reimbursement	IMED for							
			_						
			s	ave & Next					

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

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& Applications		Аррисан	onronn					
Support / Helpdesk	Unit Name: haritha District: Thiruvananthapuram Application Filling Progress 15%	GST No: 234234523534534	PAN: HA	PAN: HARIT1234H Date of Commencement: 01/10/2023				
	Application Details	Application Details Documents/Annexures Payment Decla						
		DOCUMENTS/	ANNEXURES n 2 MB and jpeg,pdf,jpg,png only					
	Copy of UDYAM/IEM Registration *		Browse No file selected.					
	Copy of bank passbook *		Browse No file selected.					
	Annexure-3(Download specific format) *		Browse No file selected.					
		Save &	Next					
	Convright © 2022-2023 All rights reserved			Doua	ared by KEI TP	ON Softy	ware 1	

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

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& Applications		Application Fo	orm									
Support / Helpdesk												
	Unit Name: haritha			PAN: HARIT1234H								
	District: Thiruvananthapuram	GST No: 234234523534534	Date of Commencement: 01/10/2023									
	Application Filling Progress											
								0				
	Application Details	Documents/Annexures	Payment		Dee	claration						
	DECLARATION											
	<ul> <li>The undersigned declares that all the details and documents attached to this application are true and correct.</li> <li>I/we have not wilfully suppressed any material /fact, to substantialtemy/our claims.</li> </ul>											
	□ I/we shall provide the Utilization Certificate on biannual basis or before the next release.											
	In the event of any dispute or problem arising, the final and binding decision shall rest with the Director of the District Industries Center (DIC).					C).						
	The Department of Industries, Government of Kerala, reserves the right to recover the entire released funds from this organization in the event of any breach of the above- mentioned conditions.											
	Preview and Submit Application											
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- > 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.

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Haritha	Home / Manage Help Request								
🚯 Dashboard	Report an issue Issues Reported								
A Profile	Application *	Select application			~				1
locations	Subject *								
Support / Helpdesk	Description *	A brief of your issue.							
		Describe your issue here in details			111.				
	Priority *	Select Priority			~				
	Upload Document	Browse No file selected.							
		×							
		Save							
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- > 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.

#### $\leftarrow \ \ \rightarrow \ \ \mathbf{C}$ O A https://kriis.kerala.gov.in/index.php/scheme/issue\_ticket ⊠ ± ද ≡ 80% 🖒 K-RIIS A Haritha Haritha A Home / Manage Help Request Issues Reported Dashboard entries Show 10 Search: Profile 🛓 IssuelD SI No Scheme name 🖕 Title Priority Status 🗞 Applications 1 2311151201 Electricity Duty Exemption for MSMEs Open ggdg low Support / Helpdesk Previous 1 Next Showing 1 to 1 of 1 entries Copyright © 2022-2023 All rights reserved Powered by KELTRON Software Team

**User Manual for KRIIS** 

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**

Versio n 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