



DIRECTORATE OF INDUSTRIES, ODISHA
(Micro, Small & Medium Enterprise Department, Government of Odisha)

Online Rebate Management System (ORMS) User Manual

(<https://kvi.odisha.gov.in>)

Version 1.0

Directorate of Industries, Government of
Odisha

Prepared By

National Informatics Center, Bhubaneswar
Ministry of Electronics & Information Technology
Government of India

Contents

Introduction	2
Objective	2
Application Modules.....	2
User Login.....	2
Sign Up / Register.....	3
Forget Password.....	9
Change Password.....	11
Dashboard.....	12
Opening Stock	13
Closing Stock.....	15
Claim Document	17
Upload Sanction Order Document.....	25

Introduction

This application is a single window platform for MSME Unit Registration, Scrutiny of Online Application Data & Issue of OSIC Empanelment Certificate to respective MSME Unit.

The portal can be accessed using <https://kvi.odisha.gov.in>

Objective

- This application is a single window platform for MSME Unit Registration, Scrutiny of Online Application Data and step by step guideline to the respective Institutions Unit for Online Rebate Management System.
- End -to-end multilevel automated workflow.
- Quick messaging through SMS.
- E-mail messaging.
- Easy login through email id for end User.
- Integrated with Central Monitoring System portal for monitoring of service deliveries
- Reduce paper work and centralized information.

Application Modules

User Login

Visit Landing Page of Online Rebate Management System.

To visit the Landing Page, go to below URL

<https://kvi.odisha.gov.in>

- To **Sign in (Log in)**, enter your **user name** and **password** and **captcha** then click on the Login button in the landing page of the Directorate of Export Promotion & Marketing Online Services.

DIRECTORATE OF INDUSTRIES, ODISHA
(Micro, Small & Medium Enterprise Department, Government of Odisha)

Online Rebate Management System (ORMS)
Directorate of Industries, Odisha

Welcome!
Sign in to your account

Registered Email ID

Password

Jdq.T

Refresh Captcha

Enter the characters shown in the image

Forgot password?

SIGN IN

or sign in as admin

ADMIN LOGIN

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Image - 1 (Login Page)

Sign Up / Register

- Click the **Sign Up** button on user **login** page, you will redirect to **Registration / Sign Up** section.



Image - 2 (Sign Up button)

- Fill all the required information on the registration page and the important point is you need to **verify your email id** before click the **Registration** button

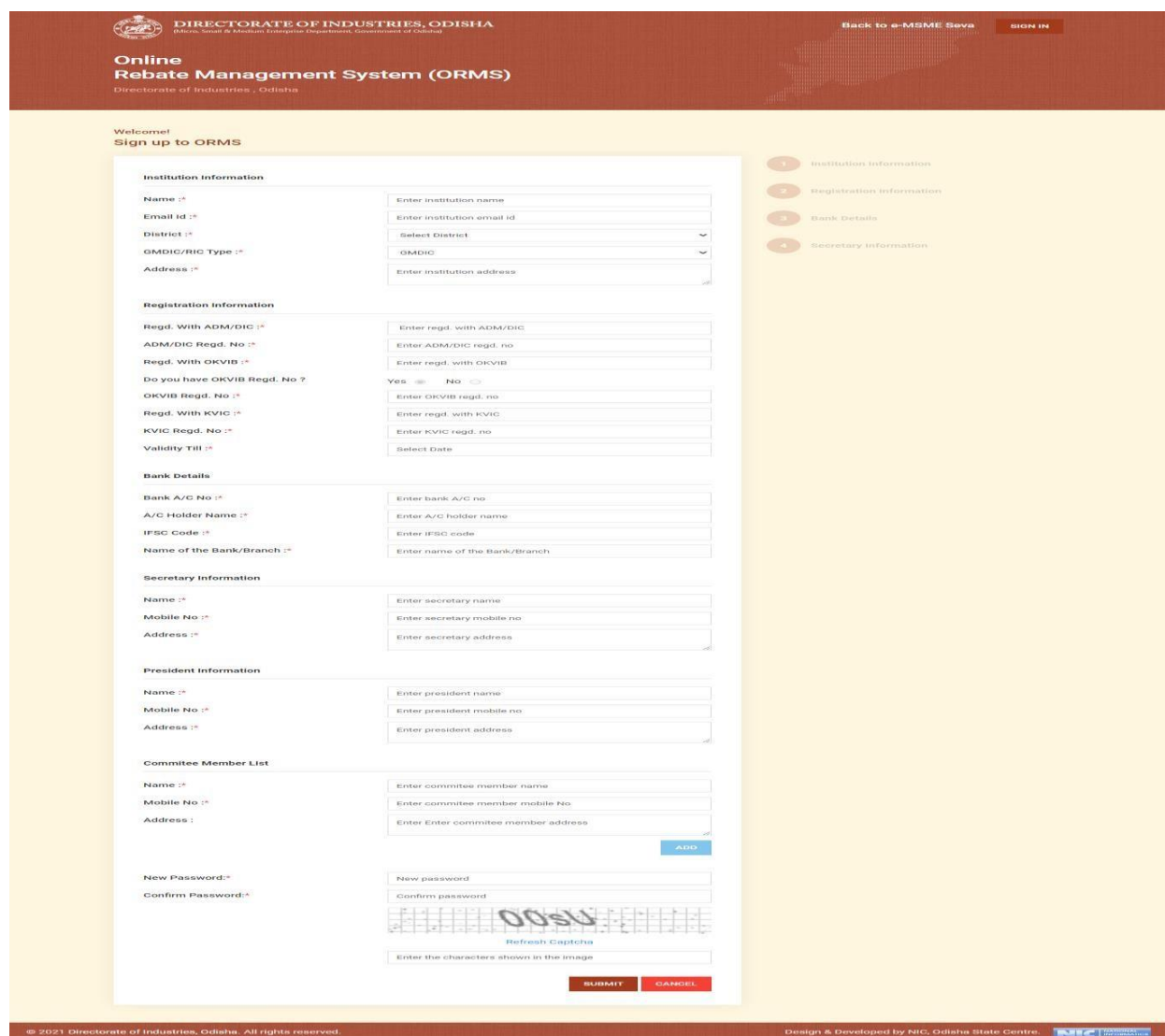
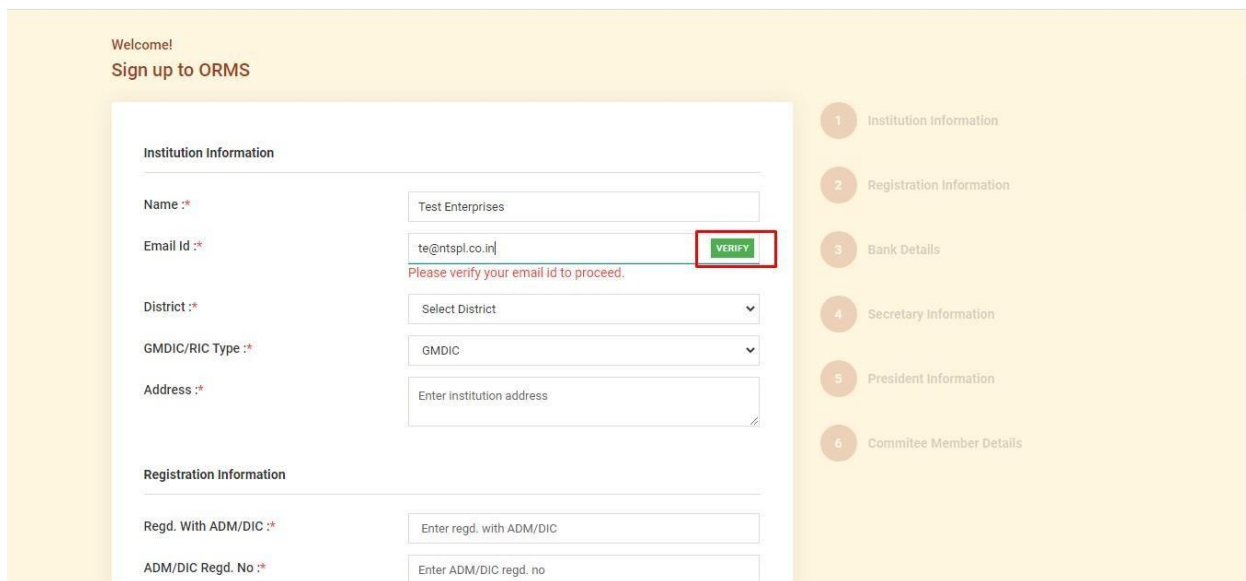


Image - 2 (Registration Page)

- Once you enter your email id, then it will ask you to **verify your email id** as per the **image -3**. You need to click on **verify button** to receive **OTP number** into your email id.



Welcome!
Sign up to ORMS

Institution Information

Name :* Test Enterprises

Email Id :* te@ntspl.co.in **VERIFY**

Please verify your email id to proceed.

District :* Select District

GMDIC/RIC Type :* GMDIC

Address :* Enter institution address

Registration Information

Regd. With ADM/DIC :* Enter regd. with ADM/DIC

ADM/DIC Regd. No :* Enter ADM/DIC regd. no

1 Institution Information
2 Registration Information
3 Bank Details
4 Secretary Information
5 President Information
6 Committee Member Details

Image - 3 (Email Id Verification)

- After that you need to check your **email inbox / SPAM folder** to get the **OTP number** as per the **Image – 4 (OTP Verification Mail)**.



Image – 4 (OTP Verification Mail)

- Once you received the OTP that need to be entered in **“Enter OTP”** section of Registration page. After enter correct OTP, you need to click on **Verify OTP button to verify your email id** in case if you face any problem regarding OTP then you can generate the **OTP** again by click on **Resend OTP** button. as per the **Image – 5 (Verify OTP Button)**.

Welcome!
Sign up to ORMS

Institution Information

Name :* Test Enterprises

Email Id :* te@ntspl.co.in
Please verify your email id to proceed.

Enter OTP :* Your OTP **VERIFY OTP**
Resend OTP

District :* Select District

GMDIC/RIC Type :* GMDIC

Address :* Enter institution address

Registration Information

Regd. With ADM/DIC :* Enter regd. with ADM/DIC

1 Institution Information
2 Registration Information
3 Bank Details
4 Secretary Information
5 President Information
6 Committee Member Details

Image – 5 (Verify OTP Button)

- After **successful OTP verification** it will display the following message on screen **“Your Email Id has successfully verified”**.
- If you have not received the OTP into your **email Inbox/ SPAM folder**, please click on **Resend OTP button** to get fresh OTP into your email id.
- You need to enter the **appropriate OTP Number** to verify your email id. Always use the latest OTP Number in each time you click on **Resend OTP button**.
- You can click maximum **5 times on Resend OTP button** and after that it will be blocked for **next 24 hrs**. If you click more than 5 times then the following message will display **“OTP limit exceeded for today, please try after 24 hours”**.
- After **successful OTP verification** then choose the corresponding **District** and after that **Unit** will choose **DIC** or **RIC** type and then address.

- When **Unit** filled up the **Institution Information successfully** and select the Registration Information field then **automatically Institution Information** tab will activate as per the **Image – 6 (Institution Information completed)**.

Welcome!
Sign up to ORMS

Institution Information

Name :* Test Enterprises

Email Id :* te@ntspl.co.in

Your email successfully verified!

District :* Khordha

GMDIC/RIC Type :* RIC

Address :* BBSR.

Registration Information

Regd. With ADM/DIC :* Enter regd. with ADM/DIC

ADM/DIC Regd. No :* Enter ADM/DIC regd. no

Regd. With OKVIB :* Enter regd. with OKVIB

1 Institution Information

2 Registration Information

3 Bank Details

4 Secretary Information

5 President Information

6 Committee Member Details

Image – 6 (Institution Information completed).

- After completion of **Institution Information** now **Unit** has to fill the Registration related information. After completion of filling **Registration Information** then **automatically Registration Information** tab will be activate as per the **Image – 7 (Registration Information completed)**.

Registration Information

Regd. With ADM/DIC :* Yes

ADM/DIC Regd. No :* 1234

Regd. With OKVIB :* Yes

Do you have OKVIB Regd. No ? Yes ☒ No ☐

OKVIB Regd. No :* 1234Abcd

Regd. With KVIC :* Yes

KVIC Regd. No :* KVIC1234

Validity Till :* 01-01-2024

Bank Details

Bank A/C No :* Enter bank A/C no

A/C Holder Name :* Enter A/C holder name

1 Institution Information

2 Registration Information

3 Bank Details

4 Secretary Information

5 President Information

6 Committee Member Details

Image – 7 (Registration Information completed)

- Similarly Unit has to fill up **Bank Details** and **Secretary Information** and **President Information** accordingly the corresponding tab will activated.

- **Unit** can add multiple **Committee Member** by using **ADD** button as per the **Image – 8 (Multiple Committee Member)**.

Committee Member List

Name :*

Mobile No :*

Address :

ADD

Name	Mobile No	Address	Action
SAMSER	7878788787	BBSR	Delete
DILLIP SAHOO	7589868988	BBSR	Delete

New Password:*

Confirm Password:*

1 Institution Information
2 Registration Information
3 Bank Details
4 Secretary Information
5 President Information
6 Committee Member Details

Image – 8 (Addition of Committee Member)

- After successful filled up the **Committee Member list** then **Unit** has to enter the password according to the password policy as per **Image – 9 (Password Policy)**.

Name	Mobile No	Address	Action
SAMSER	7878788787	BBSR	Delete
DILLIP SAHOO	7589868988	BBSR	Delete

New Password:*

Confirm Password:*

1 Institution Information
4 Secretary Information
5 President Information
6 Committee Member Details

Password Policy
Password must contain at least eight characters, including special character, uppercase, lowercase letters and numbers.

Refresh Captcha

Enter the characters shown in the image

SUBMIT **CANCEL**

Image – 9 (Password Policy)

- If you are **unable to read the Captcha first time** you can also **refresh the Captcha multiple times** until we are able to read it properly as per **Image – 10 (Refresh Captcha)**

The screenshot shows a registration form with a table of existing users, password fields, a captcha grid, and a sidebar with navigation links.

Name	Mobile No	Address	Action
SAMSER	7878788787	BBSR	Delete
DILLIP SAHOO	7589868988	BBSR	Delete

New Password:*
Confirm Password:*

Refresh Captcha

Enter the characters shown in the image

Submit Cancel

- 1 Institution Information
- 2 Registration Information
- 3 Bank Details
- 4 Secretary Information
- 5 President Information
- 6 Committee Member Details

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Image – 10 (Refresh Captcha)

- Once the user has successfully registered into the portal, a registration confirmation email will be delivered to the user's registered email address as per **Image – 11 (Registration confirmation mail to user)**



Image – 11 (Registration confirmation mail to user)

Forget Password

- If you forgot your **password**, please click on **forget password button** on user login page and then user will be redirected to **forget password page** as per the **Image – 12 (Forgot Password button)**

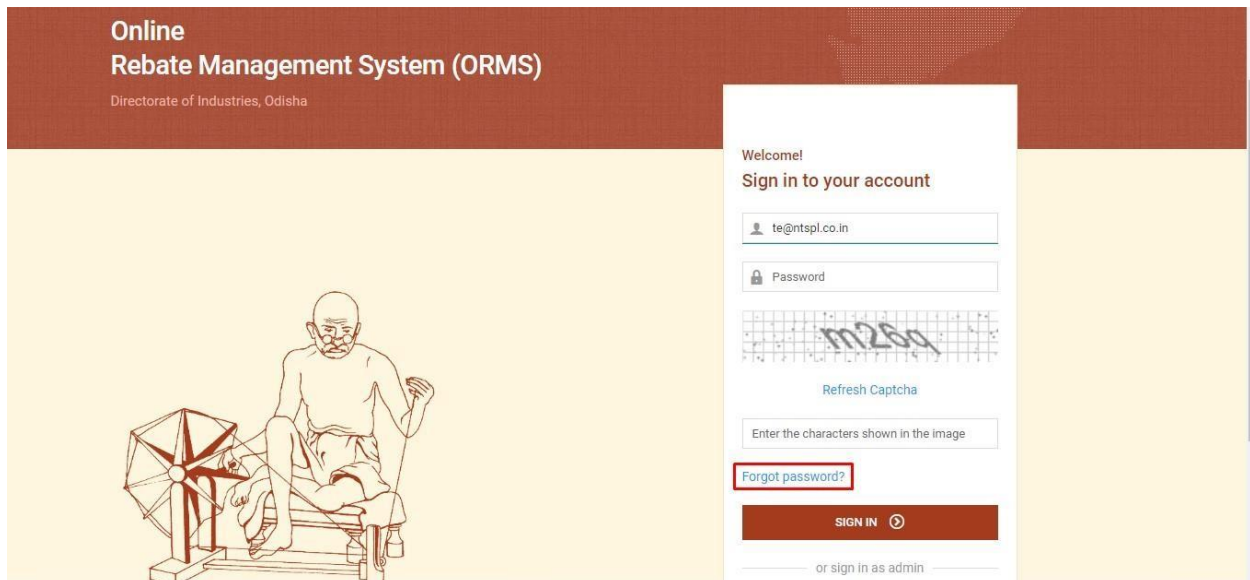


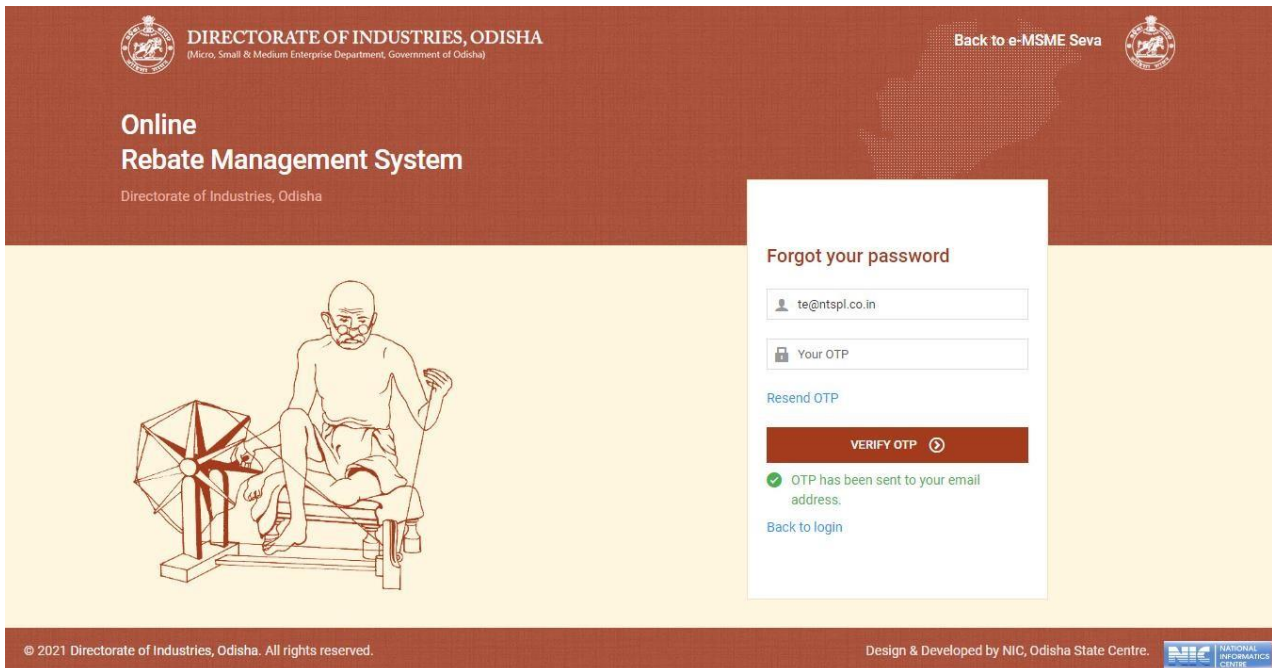
Image – 12 (Forgot Password button)

- In **forgot password page** user need to enter the **user name (registered email id)** to get the **OTP number to reset the password** as per the **Image -13 (Forgot Password user name entry)**.



Image -13 (Forgot Password user name entry).

- Once you received the OTP that need to be entered in **“Enter OTP”** section of **Forgot Password page**. After enter **correct OTP**, you need to click on Verify OTP button to reset the password as per **Image – 14 (Forgot Password OTP entry) & Image -15 (Reset Password)**



DIRECTORATE OF INDUSTRIES, ODISHA
(Micro, Small & Medium Enterprise Department, Government of Odisha)

Back to e-MSME Seva

Online Rebate Management System
Directorate of Industries, Odisha

Forgot your password

te@ntspl.co.in

Your OTP

Resend OTP

VERIFY OTP

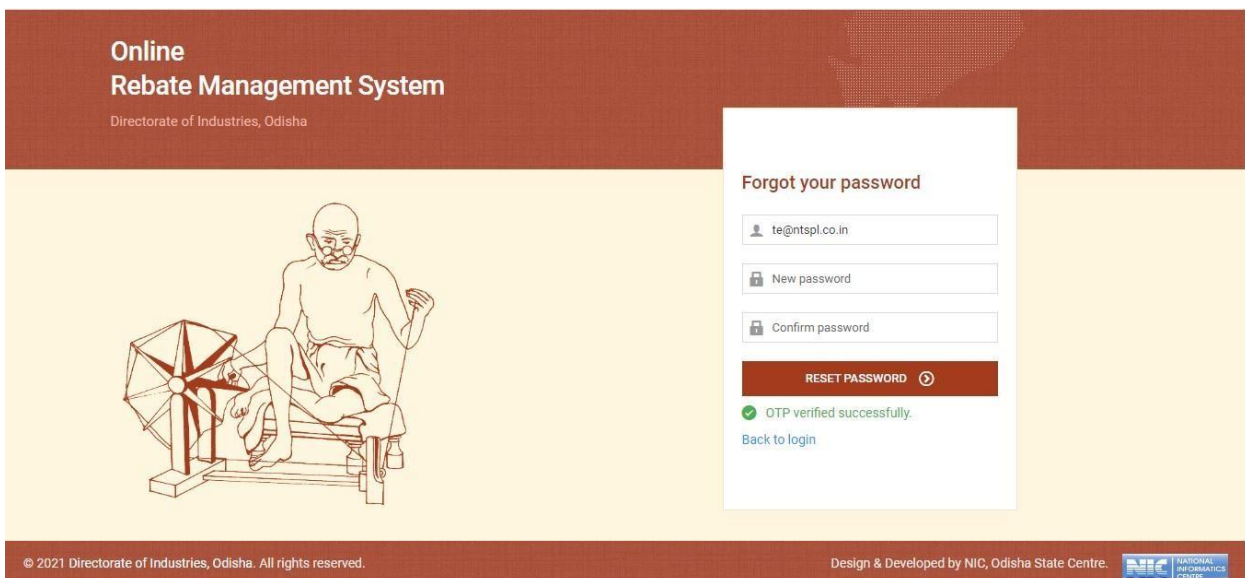
✓ OTP has been sent to your email address.

[Back to login](#)

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Image – 14 (Forgot Password OTP entry)

- In **reset password** section you need to enter the **New Password and Confirm Password** once again according to **password policy** mentioned on that page.



Online Rebate Management System
Directorate of Industries, Odisha

Forgot your password

te@ntspl.co.in

New password

Confirm password

RESET PASSWORD

✓ OTP verified successfully.

[Back to login](#)

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Image -15 (Reset Password)

Change Password

- After login **ORMS application**, user can able to **change the password** by click on **change password button** under **profile section** as per **Image -16 (Change Password button)**

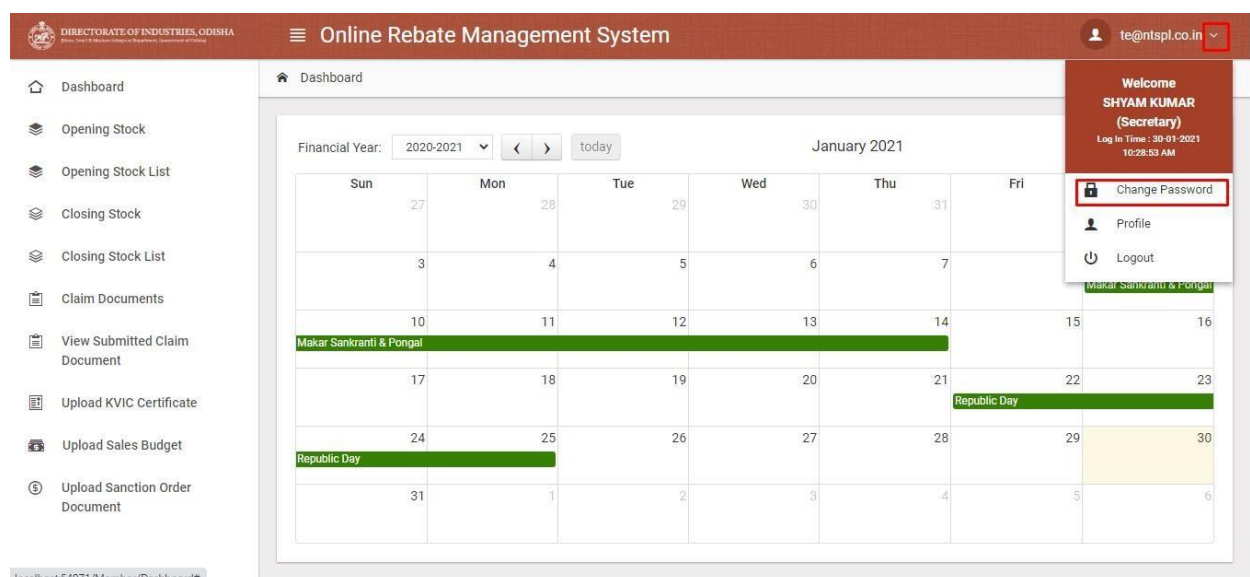


Image -16 (Change Password button)

- After click the **change password button** user can change the password by entering **current password, new password and confirm password** as per **Image -17(Change Password)**.

The screenshot shows the 'Change Password' form. It includes a sidebar menu on the left. The main form area has a title 'Change Password' and a note: '(Password must contain at least eight characters, including special character, uppercase, lowercase letters and numbers)'. There are three input fields: 'Current Password: *', 'New Password: *', and 'Confirm Password: *'. Below these fields are 'SUBMIT' and 'CANCEL' buttons. The footer contains copyright information for the Directorate of Industries, Odisha, and the National Informatics Centre.

Image -17 (Change Password)

Dashboard

- After login **ORMS application**, user can able to view the **Dashboard** page where **User** can see the current month **Festival** details with spell period and if User want to see the upcoming festivals then by changing the Month button and by click on festival it will redirect to corresponding Opening and Closing stock entry page as per **Image -18 and 19**.

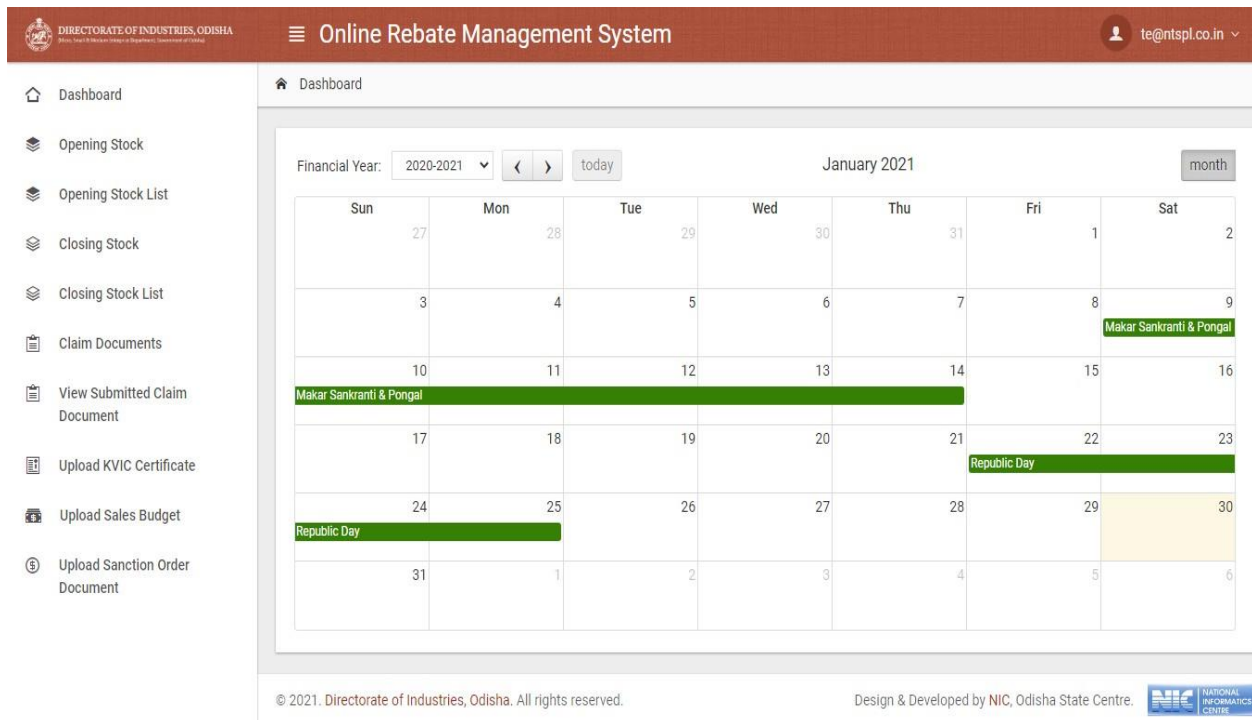


Image -18(Dashboard)

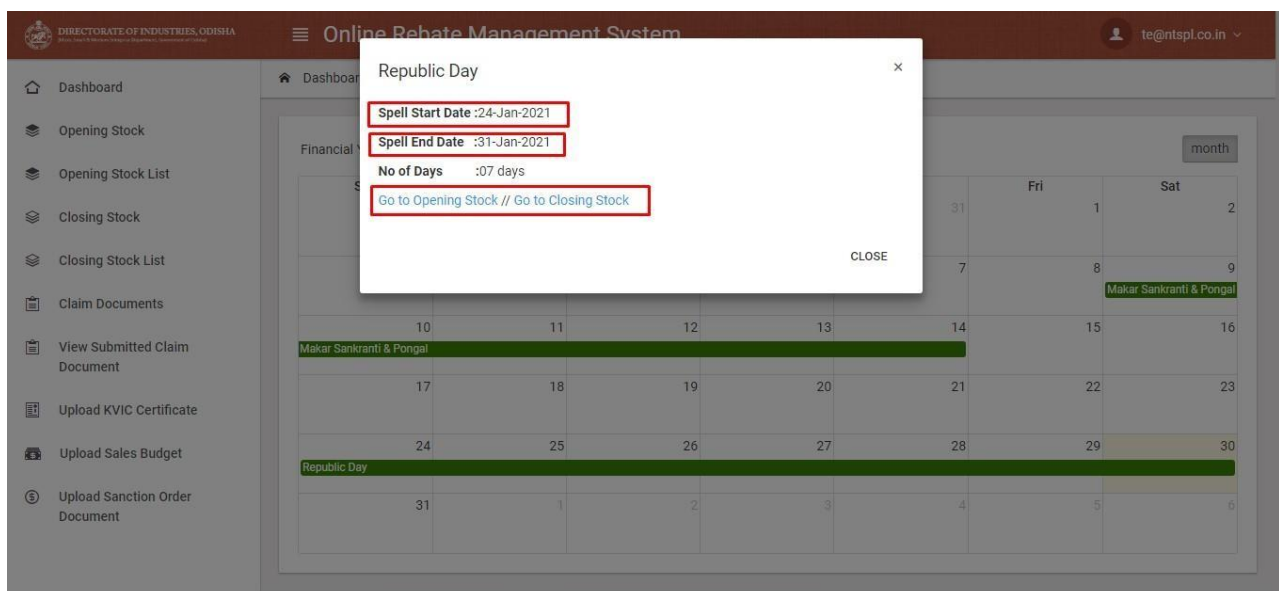


Image -19(Dashboard)

Opening Stock

- After login into **ORMS application** User will able to set the **Opening Stock** by click on **Opening Stock** menu of a particular Festival with some condition i.e. User can able to enter the Opening stock on the same day only from the spell start date for the concern Festival and User can adding multiple sub head stock details by click on **ADD** button as per **Image -20**.

The screenshot shows the 'Opening Stock' entry form in the 'Online Rebate Management System'. The form is titled 'Opening Stock Details' and includes the following fields:

- Festival Name :** A dropdown menu with 'Republic Day' selected.
- Head :** A dropdown menu with 'Select Head' selected.
- Sub Head Details:**
 - Sub Head(Product Name) :** A text input field with the placeholder 'Enter Sub Head'.
 - Unit Type :** A dropdown menu with 'Select Unit' selected.
 - Unit Price :** A text input field with the placeholder 'Enter Unit Price'.
 - Quantity :** A text input field with the placeholder 'Enter Opening Stock'.
 - Total Price :** A text input field.

At the bottom right of the form, there are three buttons: **ADD** (blue), **SUBMIT** (red), and **CANCEL** (red). The left sidebar contains a navigation menu with options like Dashboard, Opening Stock, Opening Stock List, Closing Stock, Closing Stock List, Claim Documents, View Submitted Claim Document, Upload KVIC Certificate, Upload Sales Budget, and Upload Sanction Order Document. The footer includes copyright information for the Directorate of Industries, Odisha, and the National Informatics Centre.

Image -20 (Opening Stock Entry)

- By click on **Submit** button Opening Stock details of concern Festival will saved and if any wrong data will entered then it can be deleted by click on **Delete** button in the list shown as per **Image -21**.

This screenshot shows the same 'Opening Stock' entry form as Image -20, but with a list of entered items displayed below the form fields. The list has the following columns: Head, Sub Head, Unit Type, Unit Price, Quantity, Total Price, and Action.

Head	Sub Head	Unit Type	Unit Price	Quantity	Total Price	Action
Cotton Khadi	Saree	Piece	1000	50	50000.00	Delete
Cotton Khadi	Cotton Dhoti	Piece	250	100	25000.00	Delete

Below the list, there are **SUBMIT** and **CANCEL** buttons. The **ADD** button is also present at the bottom right of the form fields. The left sidebar and footer are identical to the previous image.

Image -21 (Opening Stock Entry)

- **User** can view the Opening Stock list at any time by click on **Opening Stock List** menu and **User** can also view data based on searching facilities as per **Image -22**.

The screenshot shows the 'Online Rebate Management System' interface. On the left is a sidebar menu with options: Dashboard, Opening Stock, Opening Stock List, Closing Stock, Closing Stock List, Claim Documents, View Submitted Claim Document, Upload KVIC Certificate, Upload Sales Budget, and Upload Sanction Order Document. The main content area has a breadcrumb trail: Home / Opening Stock / Opening Stock List. Below this is a search section with two dropdown menus: 'Financial Year' (set to 2020-21) and 'Festival Name' (set to Select Festival). There are 'SEARCH' and 'CANCEL' buttons. Below the search section is a 'Detail List' table.

Sl. No	Date	Financial Year	Festival Name	Spell Start Date	Spell End Date	View Details
1	30-01-2021	2020-21	Republic Day	24-01-2021	31-01-2021	View

Image -22 (Opening Stock list)

- **User** can view the details by click on **View icon** in the list and also **User** can view the approval and rejection status as per **Image -23**.

The screenshot shows the 'Opening Stock details' view. At the top, it displays the festival details: Festival: Republic Day, Spell Start Date: 24-01-2021, and Spell End Date: 31-01-2021. Below this is a 'Detail List' table.

Sl. No	Date	Head	Sub Head	Unit Type	Unit Price	Qty	Total Price
1	30-01-2021	Cotton Khadi	Cotton Saree	Piece	500.00	100.00	50000.00
2	30-01-2021	Cotton Khadi	Cotton Dhoti	Piece	250.00	100.00	25000.00
3	30-01-2021	Silk Khadi	Silk Saree	Piece	1000.00	20.00	20000.00

Below the table is a section titled 'Approval or Rejection Detail' with a table header:

Sl. No	Status	Approver	Date	Remarks
--------	--------	----------	------	---------

At the bottom, there is a footer with copyright information: © 2021. Directorate of Industries, Odisha. All rights reserved. and a note: Design & Developed by NIC, Odisha State Centre.

Image -23 (Opening Stock details)

Closing Stock

- After login into **ORMS application** User will able to enter the **Closing Stock** by click on **Closing Stock** menu of a particular Festival with some condition i.e. User can able to enter the Closing stock within 7 days from the spell end date if it will cross 7 days then User can not able to enter the Closing Stock for the concern Festival and User can adding multiple sub head stock details by click on **ADD** button as per **Image -24**.

Online Rebate Management System

Home / Closing Stock

Closing Stock Details

Festival Name : Select Festival

Head : Select Head

Sub Head Details

Sub Head(Product Name) : Enter Sub Head

Unit Type : Select Unit

Unit Price : Enter Unit Price

Quantity : Enter Closing Stock

Total Price :

ADD **SUBMIT** **CANCEL**

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Image -24 (Closing Stock Entry)

- By click on **Submit** button Closing Stock details of concern Festival will saved and if any wrong data will entered then it can be deleted by click on **Delete** button in the list shown as per **Image -25**.

Online Rebate Management System

Home / Closing Stock

Closing Stock Details (Opening Stock Quantity: 20.00)

Festival Name : Republic Day

Head : Silk Khadi

Sub Head Details

Sub Head(Product Name) : Enter Sub Head

Unit Type : Select Unit

Unit Price : Enter Unit Price

Quantity : Enter Closing Stock

Total Price :

ADD

Head	Sub Head	Unit Type	Unit Price	Quantity	Total Price	Action
Cotton Khadi	Cotton Saree	Piece	500	50	25000.00	Delete
Cotton Khadi	Cotton Dhoti	Piece	250	20	5000.00	Delete
Silk Khadi	Silk Saree	Piece	1000	5	5000.00	Delete

SUBMIT **CANCEL**

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Image -25 (Closing Stock Entry)

- **User** can view the Closing Stock list at any time by click on **Closing Stock List** menu and **User** can also view data based on searching facilities as per **Image -26**.

The screenshot shows the 'Online Rebate Management System' interface. On the left is a sidebar menu with options: Dashboard, Opening Stock, Opening Stock List, Closing Stock, Closing Stock List, Claim Documents, View Submitted Claim Document, Upload KVIC Certificate, Upload Sales Budget, and Upload Sanction Order Document. The main content area is titled 'Closing Stock List' and includes a search section with fields for 'Financial Year' (set to 2020-21) and 'Festival Name' (set to Select Festival), with 'SEARCH' and 'CANCEL' buttons. Below the search section is a table titled 'Closing Stock List' with a 'View Details' button and a table of data. The footer contains copyright information and design credits.

View Details	021	2020-21	Republic Day	24-01-2021	25-01-2021	View

Image -26 (Closing Stock list)

- **User** can view the details by click on **View icon** in the list and also **User** can view the approval and rejection status as per **Image -27**.

The screenshot shows the 'Closing Stock Details (Pending)' page. It includes a 'BACK' button and a section for 'Festival : Republic Day' with 'Spell Start Date : 24-01-2021' and 'Spell End Date : 25-01-2021'. Below this is a 'Detail List' table with columns for Total Price, Date, Item Name, Piece, and Price. The footer contains copyright information and design credits.

Total Price	01-2021	Cotton Khadi	Cotton Saree	Piece	500.00	50.00	25000.00
2	30-01-2021	Cotton Khadi	Cotton Dhoti	Piece	250.00	20.00	5000.00
3	30-01-2021	Silk Khadi	Silk Saree	Piece	1000.00	5.00	5000.00

Image -27 (Opening Stock details)

Claim Document

- After login into **ORMS application** User will able to apply the **Claim Document** by click on **Claim Document** menu for a particular Festival. Before submit the claim document User has to be submit the Opening Stock details and Closing Stock details otherwise User can not apply for **Claim Document** as per **Image -28**.

The screenshot shows the 'Online Rebate Management System' interface. The sidebar on the left contains the following menu items: Dashboard, Opening Stock, Opening Stock List, Closing Stock, Closing Stock List, **Claim Documents** (highlighted with a red box), View Submitted Claim Document, Upload KVIC Certificate, Upload Sales Budget, and Upload Sanction Order Document. The main content area is titled 'Home / Claim Documents' and contains a section 'List of Documents to be Filled up for Rebate Proposal'. This section has two dropdown menus: 'Festival Name : Select Festival' and 'Document List : Select Document', followed by a 'SUBMIT' button. Below this is a table with the following columns: Sl No., Festival, Documents, Attachment, GMDIC Approval, Addl. Director Approval, DI Approval, and Status. The table currently displays 'No data available'. At the bottom, there is a section for 'Approval or Rejection Detail'.

Image -28 (Claim Document page)

- When **User** choose any **Festival** for apply the **Claim Document** without submit the Opening or Closing stock then informational message will display as per **Image -29**.

This screenshot shows the same ORMS interface as Image -28, but with an informational message displayed at the top of the main content area. The message, enclosed in a red box, reads: 'Please submit your opening stock and closing stock before claim for rebate proposal.' Below the message, the 'Festival Name' dropdown menu is highlighted with a red box. The rest of the page, including the 'Document List' dropdown, the 'SUBMIT' button, and the table showing 'No data available', remains the same.

Image -29 (Rebate Claim condition)

- When **User** choose any festival then some mandatory documents to be filled up and then **submit** the corresponding document. User can submit **FORM I** multiple time as per **Image -30**.

Online Rebate Management System

Home / Claim Documents

List of Documents to be Filled up for Rebate Proposal

Festival Name : Republic Day

Document List : Select Document

Select Document

FORM I
FORM V
FORM VI
Declaration Certificate
Audit Certificate from Chartered Accountant
Proof of Bank Deposit of Sale Proceeds

Sl No.	Festival	Documents	Attachment	GMDIC Approval	Addl. Director Approval	DI Approval	Status
--------	----------	-----------	------------	----------------	-------------------------	-------------	--------

Approval or Rejection Detail

Sl. No	Status	Approver	Date	Remarks
--------	--------	----------	------	---------

Image - 30 (Claim Document list)

- When **User** choose **FORM I** and click on **SUBMIT** button then User will view another page where User can enter the **Retail Invoice** detail as per **Image -31**.

Online Rebate Management System

Home / Claim Documents / FORM - I

FORM - I

Institution Name : Test Enterprises.
Address : BBSR.
Festival : Republic Day
Month : January
From Date : 24-01-2021
To Date : 25-01-2021

Sub Center Name : * Enter Sub Center Name

Sub Center Address : * Enter Sub Center Address

Head : * Select Head

Retail Sale Details

Date : * Select Date

From Bill No : * Enter From Bill No

To Bill No : * Enter To Bill No

Retail Sale Amt : * Enter Retail Sale Amt

Rebate Paid Amt : * Enter Rebate Paid Amt

Remarks : Enter Remarks

ADD

Sl. No	Head	Date	From Bill No	To Bill No	Retail Sales Amt	Rebate Paid Amt	Remarks	Action
--------	------	------	--------------	------------	------------------	-----------------	---------	--------

SUBMIT CANCEL

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Image - 31 (FORM I document)

- User can add multiple records By click on **ADD** button by choosing the Head type and Sub Center name and address and if any wrong data will entered then it can be deleted by click on **Delete** button in the list shown as per **Image -32**.

TO BILL NO :*

Enter To Bill No

Retail Sale Amt :*

Enter Retail Sale Amt

Rebate Paid Amt :*

Enter Rebate Paid Amt

Remarks :

Enter Remarks

ADD

Sl. No	Head	Date	From Bill No	To Bill No	Retail Sales Amt	Rebate Paid Amt	Remarks	Action
1	Cotton Khadi	24-01-2021	1	15	50500.00	5050.00	From bill 1 to 15	Delete
2	Cotton Khadi	25-01-2021	16	30	80500	8050.00	From bill 16 to 30	Delete

SUBMIT **CANCEL**

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Image - 32 (Form I multiple data entry)

- When **User** completed the **FORM I** details and submitted then instantly it will view in corresponding page in a list and User can view the details by click on link button in the list as per **Image -33**.

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Online Rebate Management System

Home / Claim Documents

List of Documents to be Filled up for Rebate Proposal

Festival Name : Republic Day

Document List : Select Document

SUBMIT

Sl No.	Festival	Documents	Attachment	GMDIC Approval	Addl. Director Approval	DI Approval	Status
1	Republic Day	FORM I		Pending	Pending	Pending	Pending
2	Republic Day	FORM I		Pending	Pending	Pending	Pending

Image -33 (Claim Document List)

- When **User** choose **FORM V** from the drop down box then another page will display where User will verify the **total sale amount** and corresponding **rebate amount** and then submit as per **Image - 34**.

Online Rebate Management System

Home / Claim Documents / FORM - V

FORM - V

Institution Name : Test Enterprises.
 Address : BBSR.
 Festival : Republic Day

Month :* January From Date :* 24-01-2021 To Date :* 25-01-2021

Sales and Rebate Details

Sl. No	Head	Total Sale Amt	Total Rebate Amt
1	Silk Khadi	56550.00	5655.00
2	Cotton Khadi	131000.00	13100.00
Total		187550.00	18755.00

SUBMIT CANCEL

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Image -34 (Form V)

- When **User** choose **FORM VI** from the drop down box then another page will display where User will verify the **total sale amount** and corresponding **rebate amount center wise** and then submit as per **Image - 35**.

Online Rebate Management System

Home / Claim Documents / FORM - VI

FORM - VI

Institution Name : Test Enterprises.
 Address : BBSR.
 Month :* January

Center Wise Sales and Rebate Details

Sl. No	Sub Center	Total Sale Amt	Total Rebate Amt
1	Center 2	56550.00	5655.00
2	Center1	131000.00	13100.00
Total		187550.00	18755.00

SUBMIT CANCEL

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Image -35 (Form VI)

- When **User** choose **Declaration Certificate** from the drop down box then another page will display where User will submit the form as per **Image - 36**.

The screenshot shows the 'Declaration Certificate' form within the 'Online Rebate Management System'. The left sidebar contains a navigation menu with options like Dashboard, Opening Stock, Closing Stock, Claim Documents, and Upload KVIC Certificate. The main content area has a breadcrumb trail: Home / Claim Documents / Declaration Certificate. The form itself is titled 'Declaration Certificate' and contains the following fields:

- Name of the Khadi Institution :** Test Enterprises.
- Address :** BBSR.
- Month :** January
- Spell Start Date :** 24-01-2021
- Spell End Date :** 25-01-2021

Below these fields is a section titled 'DECLARATION CERTIFICATE' with a sub-header 'I Certify:-'. It contains five numbered statements (i) through (v) that the user must agree to. At the bottom right of the form are two buttons: 'SUBMIT' and 'CANCEL'.

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Image -36 (Declaration Certificate)

- When **User** choose **Audit Certificate** from the drop down box then another page will display where User will upload the Chartered accountant audit document as per **Image - 37**.

The screenshot shows the 'Audit Certificate' form within the 'Online Rebate Management System'. The left sidebar contains a navigation menu with options like Dashboard, Opening Stock, Closing Stock, Claim Documents, and Upload KVIC Certificate. The main content area has a breadcrumb trail: Home / Claim Documents / Audit Certificate. The form itself is titled 'Audit Certificate from Chartered Accountant' and contains the following fields:

- Institution Name :** Test Enterprises.
- Address :** BBSR.
- Festival :** Republic Day
- Month :** January
- From Date :** 24-01-2021
- To Date :** 25-01-2021

Below these fields is a section titled 'Upload Audit Certificate from Chartered Accountant :*' with a 'Choose File' button and a 'No file chosen' text. At the bottom right of the form are two buttons: 'SUBMIT' and 'CANCEL'.

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Image -37 (Audit Certificate)

- When User choose **Proof of Bank Deposit of Sales Proceeds** from the drop down box then another page will display where User will upload the bank deposit document as proof as per **Image - 38**.

Online Rebate Management System

Home / Claim Documents / Proof of Bank Deposit

Proof of Bank Deposit of Sale Proceeds

Institution Name : Test Enterprises.
 Address : BBSR.
 Festival : Republic Day

Month : January From Date : 24-01-2021 To Date : 25-01-2021

Upload Proof of Bank Deposit of Sale Proceeds : No file chosen

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Image -38 (Bank Deposited document)

- Once the User submit all the corresponding document then **FINAL SUBMIT** button will activated and now User will apply for the Rebate proposal as per **Image -39**.

Online Rebate Management System

Home / Claim Documents

List of Documents to be Filled up for Rebate Proposal

Festival Name : Republic Day
 Document List : Select Document

Sl No.	Festival	Documents	Attachment	GMDIC Approval	Addl. Director Approval	DI Approval	Status
1	Republic Day	FORM I		Pending	Pending	Pending	Pending
2	Republic Day	FORM I		Pending	Pending	Pending	Pending
3	Republic Day	FORM V		Pending	Pending	Pending	Pending
4	Republic Day	FORM VI		Pending	Pending	Pending	Pending
5	Republic Day	Declaration Certificate		Pending	Pending	Pending	Pending
6	Republic Day	Audit Certificate from Chartered Accountant		Pending	Pending	Pending	Pending
7	Republic Day	Proof of Bank Deposit of Sale Proceeds		Pending	Pending	Pending	Pending

Approval or Rejection Detail

Sl. No	Status	Approver	Date	Remarks
No data available				

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Image -39 (Claim Document apply for rebate)

- After Final Submit the User will get a confirmation messages and notification will go to corresponding User email id as per **Image -40**.

Online Rebate Management System

te@ntspl.co.in

Home / Claim Documents

Successfully submitted the documents.!

List of Documents to be Filled up for Rebate Proposal

Festival Name :

Document List :

SUBMIT

Sl No.	Festival	Documents	Attachment	GMDIC Approval	Addl. Director Approval	DI Approval	Status
1	Republic Day	FORM I		Pending	Pending	Pending	Pending

Image -40 (Confirmation Message)

- After Final Submit if the application will approved or rejected then it can be view by click on **View Submitted Claim Document** menu as per **Image -41**.

Online Rebate Management System

te@ntspl.co.in

Home / Claim Documents

Submitted Documents for Rebate Proposal

Financial Year :

Festival Name :

SEARCH **CANCEL**

Sl No.	Festival	Documents	Attachment	GMDIC Approval	DI Approval	Addl. Director Approval	Status
1	Republic Day	FORM I		Pending	Pending	Pending	Approved
2	Republic Day	FORM I		Pending	Pending	Pending	Approved
3	Republic Day	FORM V		Pending	Pending	Pending	Approved
4	Republic Day	FORM VI		Pending	Pending	Pending	Approved
5	Republic Day	Declaration Certificate		Pending	Pending	Pending	Approved
6	Republic Day	Audit Certificate from Chartered Accountant		Pending	Pending	Pending	Approved
7	Republic Day	Proof of Bank Deposit of Sale Proceeds		Pending	Pending	Pending	Approved

Approval or Rejection Detail

Sl. No	Status	Approver	Date	Remarks
1	Approved	jr@jr.com	30-01-2021	

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Image -41 (Approval history of Claim Document)

- After successfully approved of Claim Document when rebate amount was sanctioned then notification will get in corresponding email id with the sanction amount of User as per **Image -42**.

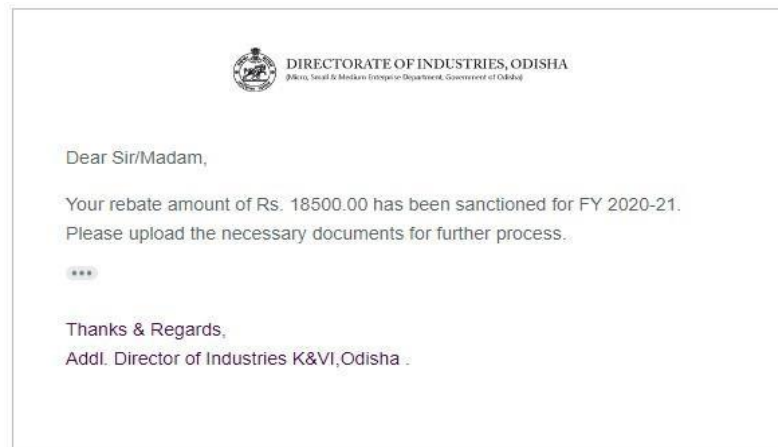


Image -42 (View Sanctioned amount)

Upload Sanction Order Document

- When rebate amount will sanctioned then User has to upload some mandatory document then after he will get the disbursement details by click on view button in the list as per **Image -43**.

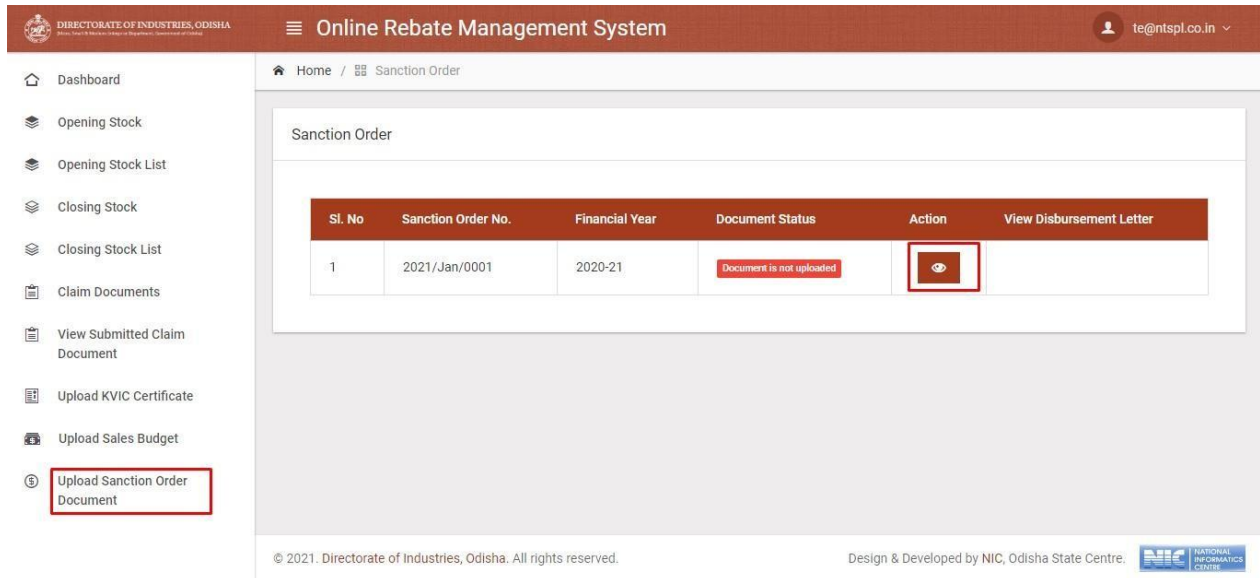


Image -43 (Sanctioned order document upload)

- After click on view button User can able to view the documents to upload and then submit as per **Image -44**.

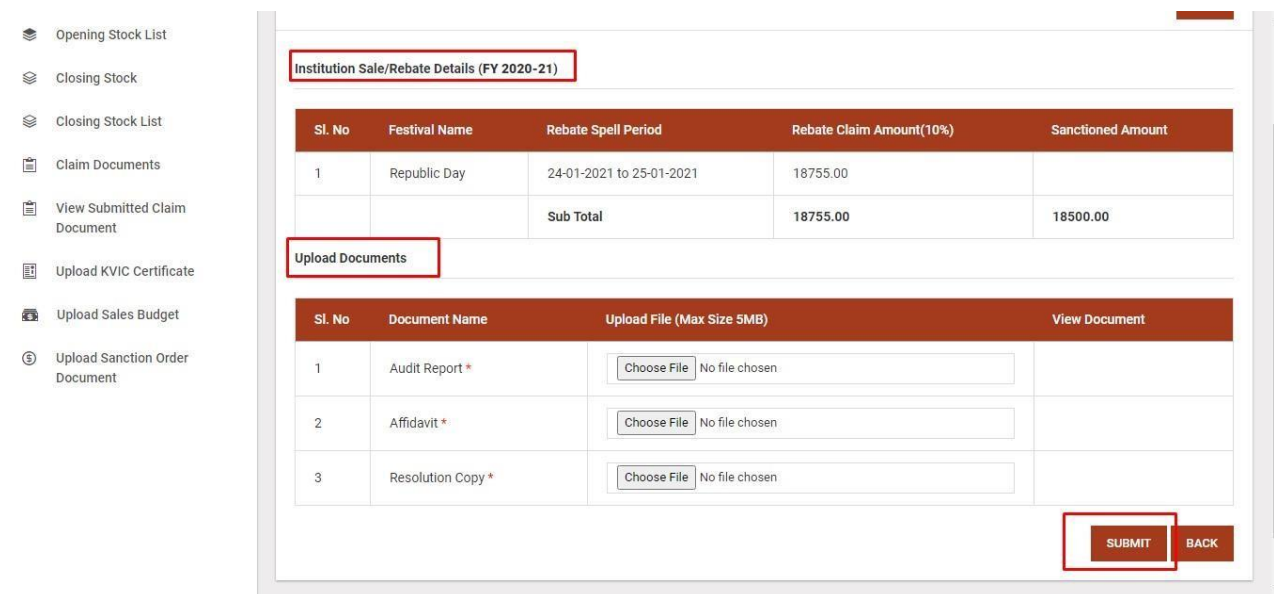


Image -44 (Sanctioned order document list)

- After approval of submitted sanctioned order document then User will get the disbursement copy as per **Image -45**.

The screenshot shows the 'Online Rebate Management System' interface. The header includes the Directorate of Industries, Odisha logo and the user 'te@ntspl.co.in'. The left sidebar lists various functions like Dashboard, Opening Stock, Closing Stock, Claim Documents, etc. The main content area is titled 'Sanction Order' and displays a table with the following data:

Sl. No	Sanction Order No.	Financial Year	Document Status	Action	View Disbursement Letter
1	2021/Jan/0001	2020-21	Approved		

At the bottom, there is a copyright notice: '© 2021. Directorate of Industries, Odisha. All rights reserved.' and a design credit: 'Design & Developed by NIC, Odisha State Centre.'

Image -45 (Sanctioned order document list)

- After click on view disbursement letter in the list User will get the disbursement details as per **Image -46**.

The screenshot shows a formal disbursement letter. The header includes the phone number 'Ph No: 0674-2380566' and email 'Email Id: addl.dikvi@gmail.com'. The letter is from the 'OFFICE OF THE ADDL DIRECTOR OF INDUSTRIES (K&VI) : ODISHA, OKVI BOARD CAMPUS JANPATH, BHUBANESWAR'. The subject is 'MSME-DI-Khadi-Rebate-1212 Letter No./121/ Date:29-01-2021'. The letter is addressed to 'Addl. KVI (SAG), Addl. Director of Industries, (K&VI)' and is dated '29-01-2021'. The body of the letter states: 'Sub: Disbursement of rebate claims for the year 2020-21. I am to inform that, an amount of Rs.18500.00 has been credited to your A/C No. 1213456788 towards rebate claim for the year 2020-21, through NEFT on 29-01-2021. The receipt of the amount may be acknowledged.' The letter is signed by the 'Addl. Director of Industries, (K&VI)'.

Image -45 (Disbursement Letter)