Instructions for filling up the form

1. For creating first time "Login ID" & "Password", please click on the "New User" and fill the details as requested in the Format.
2. For already existing users, please use your "Login ID" & "Password" for login.
3. You may create your own "User ID" and "Password" and then reconfirm the "Password" as per the fields mentioned in the format. **Please remember "User ID" and "Password' for future reference.**
4. Banks/FIs are requested to please upload the copies of Audited Annual reports for last 3 FYs (in case of difficulty in uploading, please send Hard Copies along with printed application duly signed by competent authority after submitting the online form).
5. Banks/FIs are requested to click on "**WE CERTIFY**".
6. Kindly check the information given before submitting the form.
7. For every successful submission a "**SUCCESS MESSAGE**" will be generated indicating "**User ID**" and "**Password**", the same may retained by the user for future use. Then Click "OK".
8. The "**User Dashboard**" will appear with "**Bank Details**", "**Print Bank Details**" and "**Add Projects**"
9. Then click on "Add Project" and fill the details as per the format.
10. All the fields in the **"Project Details Page"** are mandatory except "**Fuel Rate**", however for Biomass Projects, the "**Fuel Rate**" field must be filled in.
11. Click on **"submit"** button to save the project details.
12. For going back you may click "**Dashboard**" mentioned on the left side of the Format or Use "**Back Arrow**" on top of the left corner side.
13. If there are more than 1 project, again repeat the process in serial no. 9 above and submit the details.
14. In case of submission of application for only 1 project, you can select the project under print column of Table Shown on "User Dashboard" and there after click on "**Print Bank Details**".
15. In case of submission of application for more than 1 project, on completion of details of all the project/s, you may go for "**Print Bank Details**"
16. In case, if there is a need for any change/ removal of project details, you need to click on the "**Add Project**" and fill up the details afresh, thereafter select the project details of revised column while printing, as per serial No. 14. You should not select the old version of the project details while printing.
17. Printout of the application duly signed by Competent Authority in all pages along with Enclosures should be submitted in 2 hard copies **on or before 5.30 PM on 30.04.2018**

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