

FAQ

Preface

Policy for Indigenization of components and spares used in defence Platforms for DPSUs /OFB have been issued vide Department of Defence Production notification no. 01(18)/02/. The Indigenization Portal is mentioned in the clause 3.6 of the policy. The portal as per the policy provides following services:-

1. List of Items to be indigenized – The portal vide Indigenization tab allows DPSUs/OFB to add Items through add product functionality.
2. Details of Items – The portal display all the relevant information added by the DPSUs/OFB in the view product functionality.
3. Registration of Vendors - The portal vide Industry tab allows Admin to add vendors through add industry functionality.
4. Enabling Defence PSUs and Ordnance Factories to search if similar component have been indigenized earlier – The description column of Add Product category contain provision for addition of above information
5. Providing details of Facilitation Centres – to be Done
6. Identifying & Listing Test Centres – to be Done

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- g. EDIT EMPLOYEE

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3. Indigenisation

1. COMPANY MASTER

The Indenisation portal will have the functionality where a company Nodal Officer is able to add division and units along with designation and employee .The steps for adding division and units along with designation and employee are given below :-

The screenshot shows the DDP (Department of Defence Production) interface. The top header is dark blue with the DDP logo on the left and user information 'Company - Demo , [redacted]@gmail.com' on the right. A red sidebar on the left contains a 'Company' header with a back arrow. Below it is a list of menu items: 'Company Master' (M10), 'Add' (C4), 'Division/Plant' (L6), 'Unit' (L7), 'Designation' (L8), 'Employee' (L9), 'Edit' (C10), 'Category Master' (M16), 'Industry' (M17), and 'Indigenisation' (M2). A black box highlights the 'Add' section (C4) and its sub-items (L6-L9). A large white arrow points from this box to a text box on the right. The text box contains the following text:

Company's Nodal Officer can add following Details :-

1. Division /Plant Name
2. Unit Name
3. Designation Name
4. Employee details

The bottom footer is dark blue and contains the text '© 2019 Department of Defence Production'.

1.1 ADD DIVISION /PLANT

Steps to Add Division /Plant Name:-

1. Click on Company Master Tab at the left hand corner of the portal after login.
2. Select Add tab
3. Select Division /Plant tab
4. Enter name of Division /Plant on Space given below Division/ Plant
5. Press save for the Division /Plant Name to add in the portal.

DDP

Company - Demo .
[redacted]@gmail.com

Company Master << Company Master Add Division/Plant

Company Master M10 >
Add C4 >
Division/Plant L6
Unit L7
Designation L8
Employee L9
Edit C10 >
Category Master M16 >
Indigenisation M2 >

Select Company ?
Demo

Division/Plant ?
Division 3

Type Division/Plant Name

After Typing Name , Save Name by Clicking Save

Save Division Cancel

S.No.	Company	Division	Division Nodal Officer	Role	Created By	Action
1	Demo	Division 1	[redacted]	Division	[redacted]	👁
2	Demo	Division 2		Division	[redacted]@nic.in	👁

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6. The Name will be Displayed in the Matrix after save button is clicked.

DDP

Company - Demo ,
[redacted]@gmail.com

Company

Company Master M10 >

Add C4 >

Division/Plant L6

Unit L7

Designation L8

Employee L9

Edit C10 >

Category Master M16 >

Indigenisation M2 >

Company Master

Add

Division/Plant

Select Company ?
Demo

Division/Plant ?

Save Division Cancel

S.No.	Company	Division	Division Nodal Officer	Role	Created By	Action
1	Demo	Division 1	[redacted]	Division	[redacted]	
2	Demo	Division 2		Division	[redacted]	
3	Demo	Division 3		Division	[redacted]	

↑

Division/Plant Name
Saved

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1.2ADD UNIT

Steps to Add Unit Name:-

1. Click on Company Master Tab at the left hand corner of the portal after login.
2. Select Add tab
3. Select Unit tab
4. Enter name of Division /Plant on Scroll Down bar given below Division/ Plant
5. Enter name of Unit on Space given below Unit,
6. Press save for the Division /Plant Name to add in the portal.

DDP

Company - Demo .
[Redacted]@gmail.com

Company Master Add Unit

Select Company ?
Demo

Select Division/Plant ?
Division 3

Unit ?
UNIT 2

Enter Name of Unit

After Typing Unit Name ,
Click Save to Add Name

Save Unit Cancel

S.No.	Company	Division	Unit	Unit Nodal Officer	Role	Created By	Action
1	Demo	Division 3	UNIT 1		Unit	[Redacted]	

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7. The Name will be Displayed in the Matrix after save button is clicked.

DDP

Company - Demo ,
[redacted]@gmail.com

Company

Company Master M10 >

Add C4 >

Division/Plant L6

Unit L7

Designation L8

Employee L9

Edit C10 >

Category Master M16 >

Indigenisation M2 >

Company Master Add Unit

Select Company ?
Demo

Select Division/Plant ?
Division 3

Unit ?

Save Unit Cancel

S.No.	Company	Division	Unit	Unit Nodal Officer	Role	Created By	Action
1	Demo	Division 3	UNIT 1		Unit	[redacted]	👁
2	Demo	Division 3	UNIT 2		Unit	[redacted]	👁

↑
Unit Name Saved

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1.3 ADD DESIGNATION

Steps to Add Designation:-

1. Click on Company Master Tab at the left hand corner of the portal after login.
2. Select Add tab
3. Select Designation tab
4. Enter name of Designation on Space given below Designation,
5. Press save for the Designation Name to add in the portal.

The screenshot shows the DDP portal interface. On the left is a sidebar with a 'Company' tab selected. The main content area has a breadcrumb trail: 'Company Master > Add > Designation'. Below this is a 'Select Company' dropdown menu with 'Demo' selected. The 'Designation' form has a text input field with 'DGM' entered. A callout box points to the input field with the text 'Enter Name of Designation'. Another callout box points to the 'Save' button with the text 'After typing designation name click Save to add'. The 'Save' button is highlighted. Below the form is a table of existing designations.

S.No.	Company	Designation	Created By
1	Demo	CEO	[Redacted]
2	Demo	MANAGER	[Redacted]
3	Demo	Tester	[Redacted]
4	Demo	EMPLOYEE	[Redacted]
5	Demo	OTHER	[Redacted]
6	Demo	Test Demo	[Redacted]
7	Demo	IT DIVISION HEAD	[Redacted]
8	Demo	IT DIVISION HEAD II	[Redacted]

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6. The Name will be Displayed in the Matrix after save button is clicked.

DDP

Company - Demo ,
[redacted]@gmail.com

Company

<<

Company Master

M10 >

Add

C4 >

Division/Plant

L6

Unit

L7

Designation

L8

Employee

L9

Edit

C10 >

Category Master

M16 >

Indigenisation

M2 >

Company Master

Add

Designation

Select Company

Demo

Designation ?

Save

Cancel

S.No.	Company	Designation	Created By
1	Demo	CEO	[redacted]
2	Demo	MANAGER	[redacted]
3	Demo	Tester	[redacted]
4	Demo	EMPLOYEE	[redacted]
5	Demo	OTHER	[redacted]
6	Demo	Test Demo	[redacted]
7	Demo	IT DIVISION HEAD	[redacted]
8	Demo	IT DIVISION HEAD II	[redacted]
9	Demo	DGM	[redacted]

Designation Added

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1.4ADD Employee

Steps to Add Employee:-

1. Click on Company Master Tab at the left hand corner of the portal after login.
2. Select Add tab
3. Select Employee tab
4. To Add Employee in Company , fill details Name ,Designation ,Employee Code , Email Id, Mobile, Telephone, and Fax and choose whether the employee is Nodal officer or User.
5. To Add Employee in Division/Plant select Division/plant from drop down toolbar below “Select Division/plant” , then fill details Name ,Designation ,Employee Code ,Email Id ,Mobile ,Telephone, Fax and choose whether the employee is Nodal officer or User.
6. To Add Employee in Unit first select Division/plant from drop down toolbar below “Select Division/plant” , next select Unit from drop down toolbar below “Select Unit” , then fill details Name ,Designation ,Employee Code ,Email Id ,Mobile ,Telephone, Fax and choose whether the employee is Nodal officer or User

DDP

Company - Demo

Company Master Add Employee

Select Company: Demo

Select Division/Plant: Division 1

Select Unit: Division Unit 1

Name: Demo Name

Designation: DGM

Emp Code: ABCDEF

Email ID: a@b.com

Mobile: XXXXXXXXXX

Telephone: 011-XXXXXXX

Fax: 011-XXXXXXX

☐ Nodal Officer ☐ User

Choose Nodal Officer / User

After Details entering click Save to Add

Save Cancel

S.No.	Name	Email	Role	Create By	Company	Division	Unit
1			Nodal Officer		Demo	Division 1	Division Unit 1

7. Press save for the Employee Name to add in the portal.

DDP

Company - Demo ,
[redacted]@gmail.com

Company

Company Master

M10 >

Add

C4 >

Division/Plant

L6

Unit

L7

Designation

L8

Employee

L9

Edit

C10 >

Category Master

M16 >

Indigenisation

M2 >

Company Master

Add

Employee

Select Company

Demo

Select Division/Plant

Division 1

Select Unit

Division Unit 1

Name

Designation

Select

Emp Code

Email ID

Mobile

Telephone

Fax

☐ Nodal Officer ☐ User

Save

Cancel

↑

Name Added Sucessfully

1.5 EDITCOMPANY

This functionality provides for editing Company, Division/Plant and Unit details.

1.5. A. Steps to Edit Company Details:-

1. Click on Company Master Tab at the left hand corner of the portal after login.
2. Select Edit tab
3. Select Company tab.
4. Click on Edit or update detail of company given under Action heading
5. Edit desired headings via Address, CEO Name etc.
6. Press save for adding edited details in the company.

DDP

Company - Demo
@gmail.com

Company Master Edit Company Edit Company

Company Master M10 >
Category Master M16 >
Indigenisation M2 >

Company Nodal Officer Statutory Registration Social Media Location

Details can be edited in this columns

Company engaged in Defence Activities
Yes

Company/Organization *
Demo

Address
xxxxxxxxxxxxxxxxxxxx

State
Select State

Pin Code

GST No
07AXBKJFJDJFJJJfJ

PAN
4544534534354

CEO Name
a kumar

CEO Email ID
akumar@demo.com

Telephone No
4684753454534534

Fax No
454545453453153

Email ID
demo@demo.com

Website
demo.com

Save

After entering desired information all detail can be saved by clicking save button

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1.5. B.Steps to Edit Division Details:-

1. Click on Company Master Tab at the left hand corner of the portal after login.
2. Select Edit tab.
3. Select Company tab.
4. Select + given in front of company to get all the division under company.

The screenshot displays the DDP (Department of Defence Production) portal interface. On the left, a sidebar menu is visible with the 'Company' tab selected. The main content area shows the 'Company Master' tab, which includes a 'Select Company' dropdown menu and a 'Select Division/Plant' dropdown menu. Below these, a table lists the divisions under the selected company. The table has columns for S.No., Reference No., Company, Role, Nodal Official Email, and Action. The first row shows a company named 'Demo' with a role of 'Company' and a nodal official email of 'demo@demo.com'. Below this, a table lists the divisions under the company. The table has columns for S.No., Reference No., Division, and Action. The first row shows a division named 'Division 1' with a reference number of 'D0002'. The second row shows 'Division 2' with 'D0003'. The third row shows 'Division 3' with 'D0045'. An arrow points to the 'Edit' icon in the 'Action' column of the 'Division 2' row, with a text box stating 'Click Edit option to edit details in Division'.

DDP

Company - Demo ,
@gmail.com

Company Master Edit Company

Select Company ?
Click + to get all Division

Select Division/Plant
Select

S.No.	Reference No.	Company	Role	Nodal Official Email	Action
1	C0008	Demo	Company	demo@demo.com	
S.No.	Reference No.	Division	Role	Nodal Official Email	Action
+ 1	D0002	Division 1	Division/Plant		
+ 2	D0003	Division 2	Division/Plant		
+ 3	D0045	Division 3	Division/Plant		

Click Edit option to edit details in Division

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5. Click on Edit or update detail of Division given under Action heading
6. Edit desired headings viz Address, Division Head Name etc.
7. Press save for adding edited details in the Division.

DDP

Company - Demo , @gmail.com

Company <<

Company Master M10 > Category Master M16 > Indigenisation M2 >

Company Master Edit Company Edit Division

Company Demo Select Division/Plant Division 1

Company Nodal Officer Location ENTER/EDIT DETAILS IN DIVISION , NODAL OFFICER , LOCATION

Company * Demo Division * Division 1

Address abcdefgh State ANDHRAPRADESH Pin Code 302015

GST No

Division Head Name GJJKKGGGJK Division Head Email ID K@M.COM

Telephone No 0231512321531 Fax No 012315131

Email ID M@K.COM

CLICK SAVE FOR SAVING EDIT/ENTER DETAILS

Save Division

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1.5.C. Steps to Edit UNIT Details :-

1. Click on Company Master tab at the left hand corner of the portal after login.
2. Select Edit tab .
3. Select Company tab.
4. Select + given in front of company to get all the division under company. Then Select + given in front of Division to get all the Units under Division.

DDP

Company - Demo ,
[redacted]@gmail.com

Company Master Edit Company

Select Company ?
Demo

Select Division/Plant
Select

Select + sign to view Units in Division

S.No.	Reference No.	Company	Role	Nodal Official Email	Action
-	C0008	Demo	Company	[redacted]@demo.com	👁️ 📄
Division					
-	D0002	Division 1	Division/Plant	M@K.COM	👁️ 📄
Unit					
1	U0001	Division Unit 1	Unit		👁️ 📄 ✎️
2	U0002	Division UNIT 2	Unit		👁️ 📄 ✎️
+ 2	D0003	Division 2	Division/Plant		👁️ 📄
+ 3	D0045	Division 3	Division/Plant		👁️ 📄

Click on Edit option to edit details of units

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5. Click on Edit or update detail of Unit given under Action heading
6. Edit desired headings viz Address, Unit Head Name etc.
7. Press save for adding edited details in the Unit.

The screenshot displays the DDP (Defence Data Platform) interface. On the left, a sidebar contains navigation links: 'Company Master' (M10), 'Category Master' (M16), and 'Indigenisation' (M2). The main content area is titled 'Company Master' and includes tabs for 'Edit', 'Company', and 'Edit Unit'. The 'Company' tab is active, showing a form for editing company details. The form includes fields for 'Company' (Demo), 'Select Division/Plant' (Division 1), and 'Select Unit' (Division Unit 1). Below these are fields for 'Address' (ssssssssssssssssssssss), 'State' (ANDHRAPRADESH), and 'Pin Code' (543543545). Further down are fields for 'Unit Head Name' (aaaaaaaaaaaaaaaaaaaa), 'Unit Head Email ID' (bbbbbbbbbbbbbbbbb@g.com), 'Telephone No' (1111111111), 'Fax No' (4444444444444444), and 'Email ID' (d@n.co). Annotations include a box around the 'Company' tab in the sidebar with an arrow pointing to the 'Edit/ Enter details of Unit' section, and another box around the 'Save Unit' button with an arrow pointing to it and the text 'After entering /editing details click save to save details'. A note at the top right states '(*) are mandatory field'.

1.6 EDIT DESIGNATION

This functionality provides for editing Designation name.

Steps to Edit Designation Details:-

2. Click on Company Master Tab at the left hand corner of the portal after login.
3. Select Edit tab
4. Select Designation tab.

DDP

Company - Demo ,
[redacted]@gmail.com

Company

Company Master M10 >

Add C4 >

Edit C10 >

Company L11

Designation L12

Employee L13

Category Master M16 >

Indigenisation M2 >

Company Master Edit Designation

Select Company
Demo

Add Designation

S.No.	Company	Designation	Created By	Action
1	Demo	CEO	[redacted]	✎
2	Demo	MANAGER	[redacted]	✎
3	Demo	Tester	[redacted]	✎
4	Demo	EMPLOYEE	[redacted]	✎
5	Demo	OTHER	[redacted]	✎
6	Demo	Test Demo	[redacted]	✎
7	Demo	IT DIVISION HEAD	[redacted]	✎
8	Demo	IT DIVISION HEAD II	[redacted]	✎
9	Demo	DGM	[redacted]	✎

Click to Edit Designation

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5. Click on Edit name of designation given under Action heading

DDP

Company - Demo

Company Master Edit Designation Edit Designation

Select Company
Demo

Designation ?
DGM HR

EDIT DESIGNATION

Click edit Button to save edit Detail

Edit Cancel

S.No.	Company	Designation	Created By
1	Demo	CEO	[REDACTED]
2	Demo	MANAGER	[REDACTED]
3	Demo	Tester	[REDACTED]
4	Demo	EMPLOYEE	[REDACTED]
5	Demo	OTHER	[REDACTED]
6	Demo	Test Demo	[REDACTED]
7	Demo	IT DIVISION HEAD	[REDACTED]
8	Demo	IT DIVISION HEAD II	[REDACTED]
9	Demo	DGM	[REDACTED]

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1.7EDIT EMPLOYEE

This functionality provides for editing Designation name.

Steps to Edit Employee Details :-

1. Click on Company Master tab at the left hand corner of the portal after login.
2. Select Edit tab
3. Select Employee tab.

DDP

Company - Demo ,
[redacted]@gmail.com

Company <<

Company Master M10 >
Add C4 >
Edit C10 >
Company L11
Designation L12
Employee L13
Category Master M16 >
Indigenisation M2 >

Company Master Edit Employee

Select Company
Demo

Select Division/Plant
Select

Add Employee

S.No.	Name	Email	Role	Company	Division	Unit	Create By	Action
1	[redacted]	[redacted]@globec[redacted].com	Nodal Officer	Demo	-	-	[redacted]@nic.in	View Edit Send Password
2	[redacted] Kumar [redacted]	[redacted]@gmail.com	User	Demo	-	-	[redacted]@nic.in	View Edit Send Password
3	raghav [redacted]	[redacted]@gmail.com	User	Demo	-	-	[redacted]@nic.in	View Edit Send Password
4	[redacted] joshi	[redacted]@gmail.com	User	Demo	-	-	[redacted]@nic.in	View Edit Send Password
5	[redacted] garg	[redacted]@gmail.com	User	Demo	-	-	[redacted]@gmail.com	View Edit Send Password

View ,Edit , Send Password options for viewing , editing details and sending password to employee.

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4. By View option , employee details can be viewed .

DDP

Company - Demo ,
[redacted]@gmail.com

Company

Company Master M10 >

Add C4 >

Edit C10 >

Company L11

Designation L12

Employee L13

Category Master M16 >

Indigenisation M2 >

Company Master Edit Employee

Select Company
Demo

S.No.	Name	Email
1	[redacted]	[redacted]
2	[redacted]	[redacted]
3	[redacted]	[redacted]
4	[redacted]	[redacted]
5	[redacted]	[redacted]

Nodal Officer Details

Company	Demo
Division	
Unit	
Nodal Reference No	E0040
Nodal Officer Name	[redacted] Joshi
Employee Code	18132019
Email	[redacted]@gmail.com
Mobile Number	[redacted]
Telephone	
Fax	

Close

Add Employee

Unit	Create By	Action
-	[redacted]	[redacted]
-	[redacted]	[redacted]
-	[redacted]	[redacted]
-	[redacted]	[redacted]
-	[redacted]	[redacted]

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5. By Edit option , Employee detail can be Edited

DDP

Company - Demo ,
[redacted]@gmail.com

Company <<

Company Master M10 >
Category Master M16 >
Indigenisation M2 >

Company Master Edit Employee Edit Nodal Officer

Select Company
Demo

Select Division/Plant
Select

Name
[redacted]

Designation ?
Tester

Emp Code
18132019

Email ID
[redacted]

Mobile
[redacted]

Telephone
[redacted]

Fax
[redacted]

☐ Nodal Officer ☒ User

Edit Cancel

Edit Employee details Name ,
Desgination etc.

click save to edit
employee details

6. By Send Password Option, Password mail will be sent to employee registered Id.