



User Manual

For

Online Incentive Management System



Electronics &
Information Technologies



Odisha Computer Application Centre

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1 Introduction

Odisha, the eastern Indian State with an ancient history of maritime trade is endowed with abundant mineral resources, a rich cultural heritage, and breath-taking natural beauty. It is fast emerging as a state most sought after by investors for greenfield investment in all sectors including the IT and Electronics industry. Many call it an investors paradise.

Odisha Government has been according to prime importance to adopt investor-friendly policies along with infrastructure development and skilling of human resources to promote a vibrant Electronics, IT, Data centre, and BPO industry. As a testament to the efforts put in by the State Government, Odisha has bagged fifth position in overall rankings in NITI Aayog's Export Preparedness Index 2020 and fourth position among the coastal states.

The State has recorded a remarkable Compounded Annual Growth Rate (CAGR) of 10.30% between 2011 -12 & 2017-18. It has also recorded a CAGR of 9.19% in per capita GSDP during the same period. Riding a robust State economy, booming sectoral infrastructure, low cost of doing business, and consistency in governance with compact legal framework, the IT and Electronics sector of the State shows a lot of promise in terms of revenue augmentation, employment generation and improvement in the standard of living of its citizens.

The E&IT department is seeking a comprehensive solution that can meet the requirements of new and existing organizations operating in the Electronics, IT, Data Centre, and BPO sectors. This solution should allow them to verify and access facilities, including duty exemption and reimbursement, provided by the Government of Odisha under various published policies. Organizations can review the policy documents to learn about the different types of facilities offered by the Odisha government and study the operational guidelines to understand the procedure for applying for these facilities.

Organizations can sign up by providing the basic necessary information and register by submitting detailed information about their organization along with the required supporting documents. Then apply for the specific incentive.

1.1 Purpose

This document provides a step-by-step guideline on the basic flow along with explaining each and every phase of the modules of Online Incentive Management System. In this document, it will help user to follow the procedure of Sign Up, Login and Registration. Users will find it extremely helpful while operating the application, as the user manual provided here guides them through each step.

2 OIMS

Online Incentive Management System (OIMS) provides the platform to create a unified portal that offers facilities for availing incentives under various policies of the Government of Odisha. OIMS's overall scope involves developing an Incentive Management Portal for both existing and new

organizations operating or interested in establishing electronic manufacturing units, IT companies, BPO companies, or Datacentres. The application will be utilized by the OCAC and E&IT Department to track and monitor the status of incentive applications and the companies in the electronics, IT, BPO, and data centre sectors.

2.1 Home Page

To start the incentive process, the organizations or entrepreneurs need to signup themselves by providing all required details in OIMS Portal. Once organizations or entrepreneurs have registered themselves successfully, system shall send an email for the registration confirmation along with the login credentials.

To access the portal, enter the URL- <https://ims.odisha.gov.in/IMS/home> and get navigated to the Home screen.

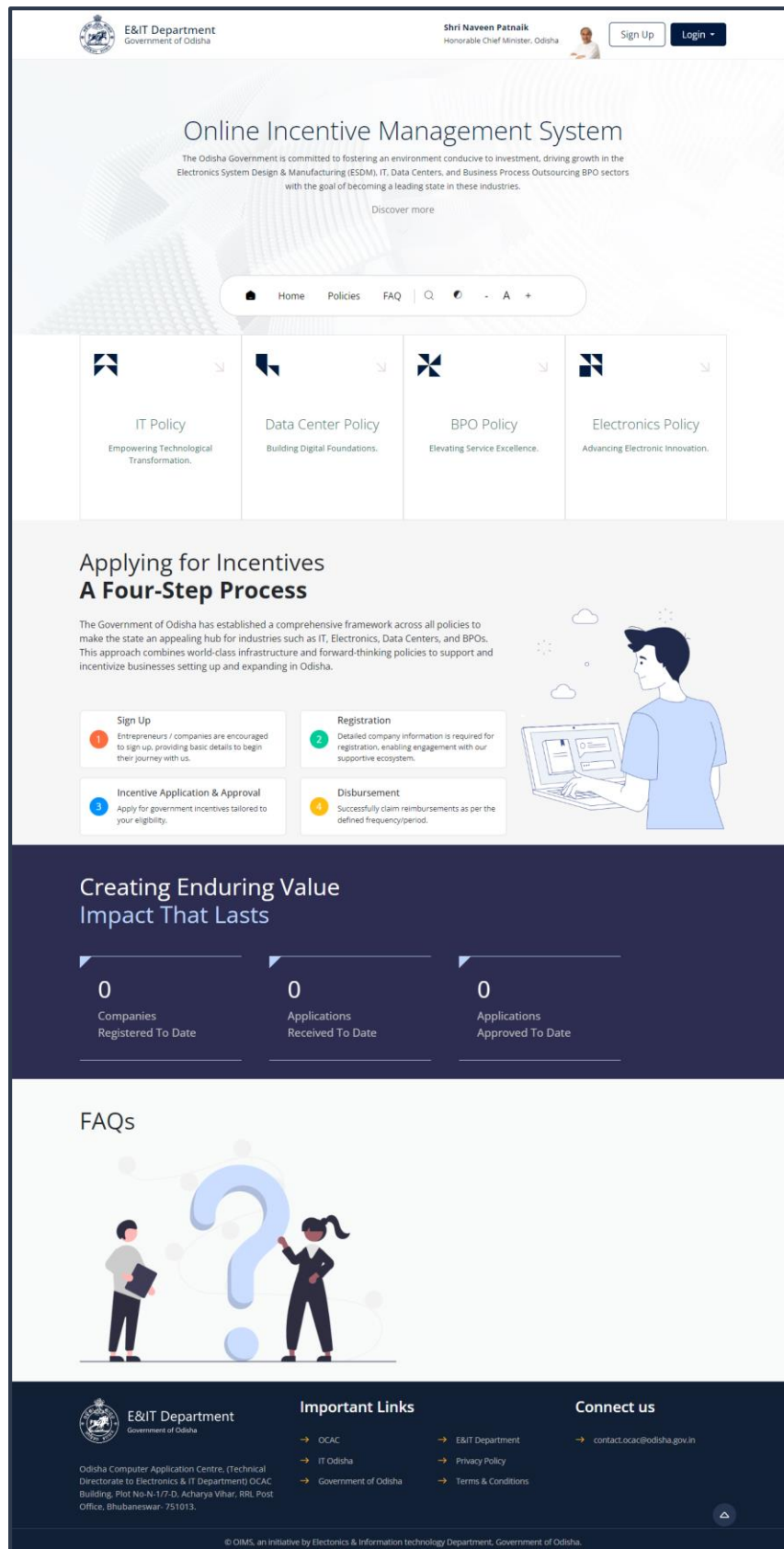


Figure 2-1 Home Page (1)

After entering the URL of the website, you will land onto the following **Home Page** as shown in **Fig. 2-1**.

2.2 Sign Up

For applying the incentives, the organizations or the entrepreneurs need to signup themselves by providing all required details in OIMS Portal. Once organizations or the entrepreneur has registered themselves successfully, the system shall send an email for registration confirmation along with login credentials.

Click on the **Sign Up** button in the Home Page (refer **Fig. 2-2**).

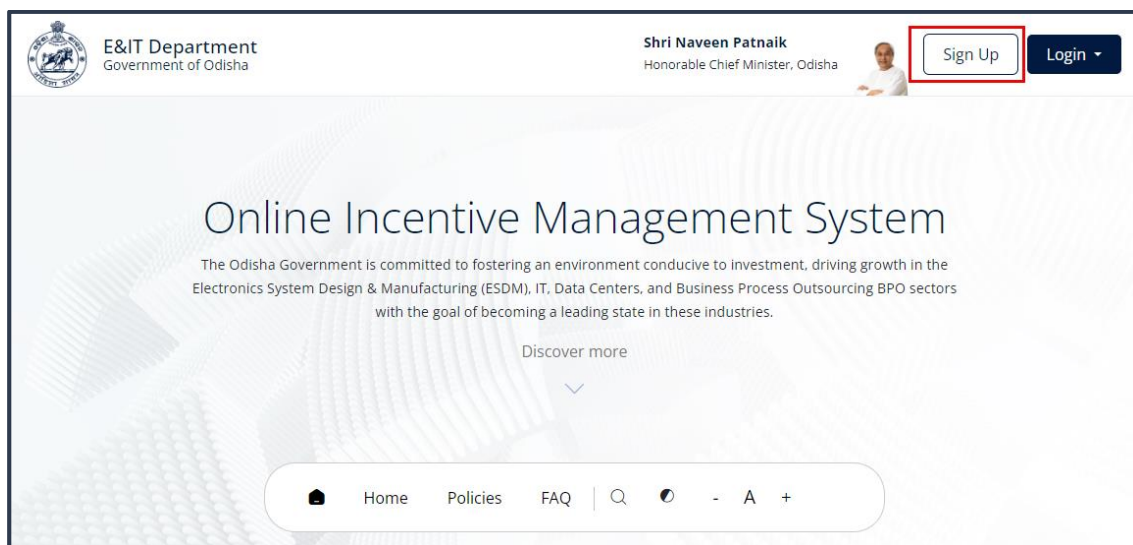


Figure 2-2 Home Page (2)

- To Sign Up with the application, click the **Sign Up** button as highlighted in the above figure.

The page further navigates to the Sign Up page (refer **Fig. 2-3**).

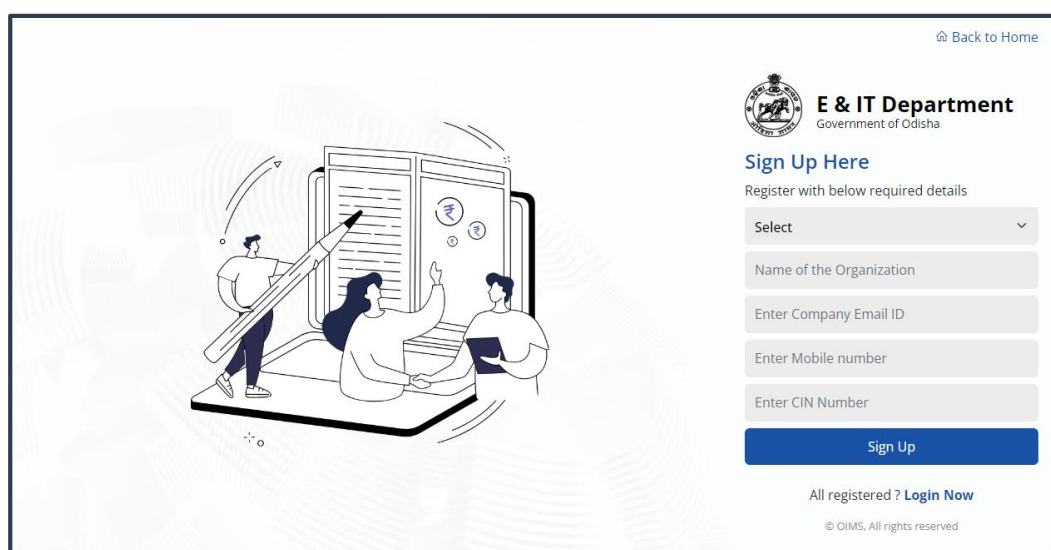


Figure 2-3 Sign Up Screen

With reference to **Fig. 2-3**, in the Sign Up page-

- Select the Type of Organizational Category (IT Company/ BPO/ Data Centre/ Electronic Systems Design & Manufacturing) from the drop down menu.
- Enter the Name of the Organization (from the above selected organization) in the text box field.
- Enter the Company Email ID in the text box field.
- Enter the Mobile Number (number to be used for the SMS and OTP) in the text box field.
- Enter the CIN Number (provide the 21- digit alphanumeric code of Corporate Identification Number) in the text box field.
- Click the **Sign Up** button.

Further a success pop-up populates the screen (refer **Fig. 2-4**).

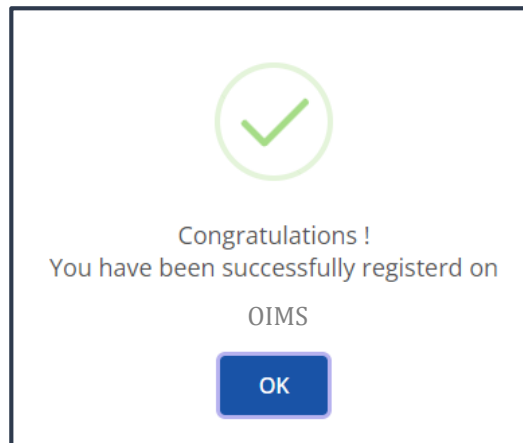


Figure 2-4 Confirmation Screen

With referring to **Fig. 2-4**, in the Pop-up page, it displays- *"Congratulation! You have been successfully registered on OIMS."*

On successful creation of the user, an email is shared with all the credentials details with the registered mail id.

- To close the pop-up message, click the **OK** button.

2.3 Log In

After successful signing up, the applicant has to login in to the portal by using the credential received through the email. The user name will be the registered email id and the password.

Click on the Login button in the Homepage (refer **Fig. 2-5**).

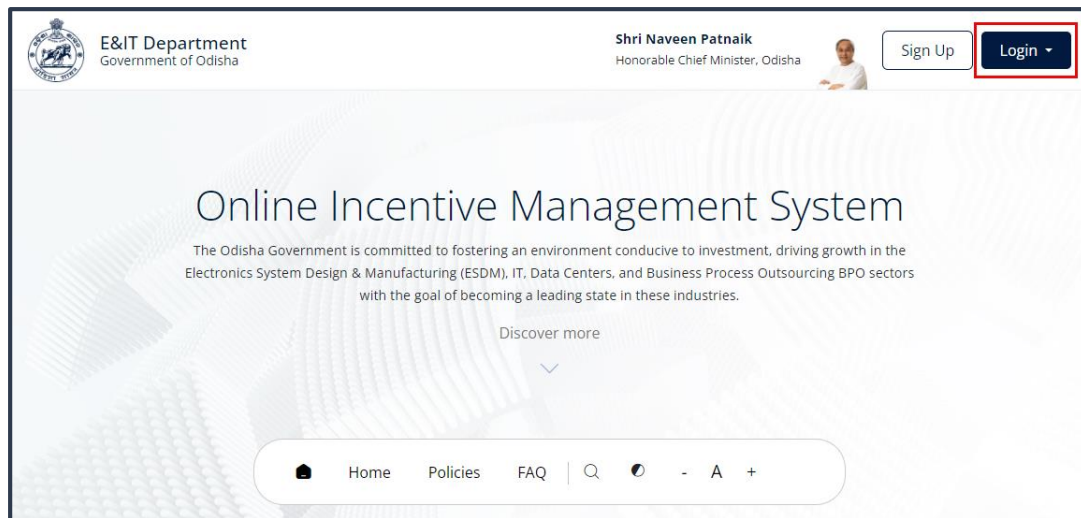


Figure 2-5 Home Page (3)

- Click on the Login button and further it expands to display the user-

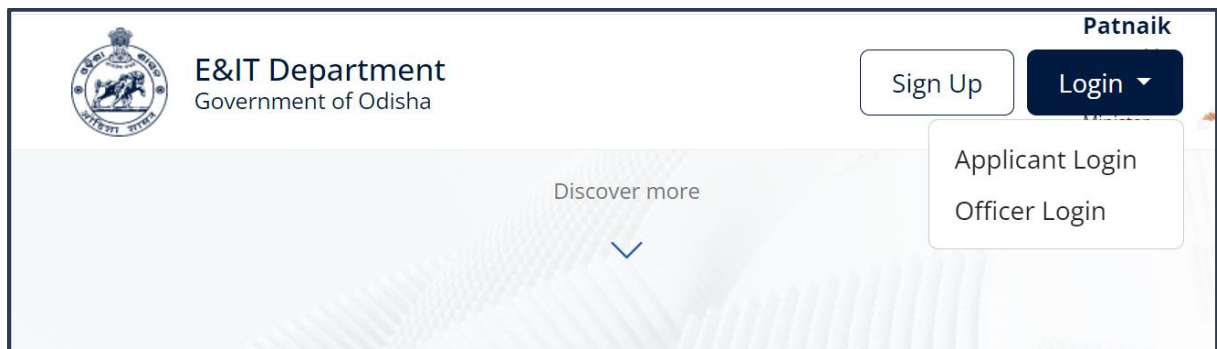


Figure 2-6 Home Page (4)

In referring to **Fig. 2-6-**

- Applicant Login
- Officer Login

To login with the applicant, click the **Applicant Login** button and the page further navigates to **Fig. 2-7**.

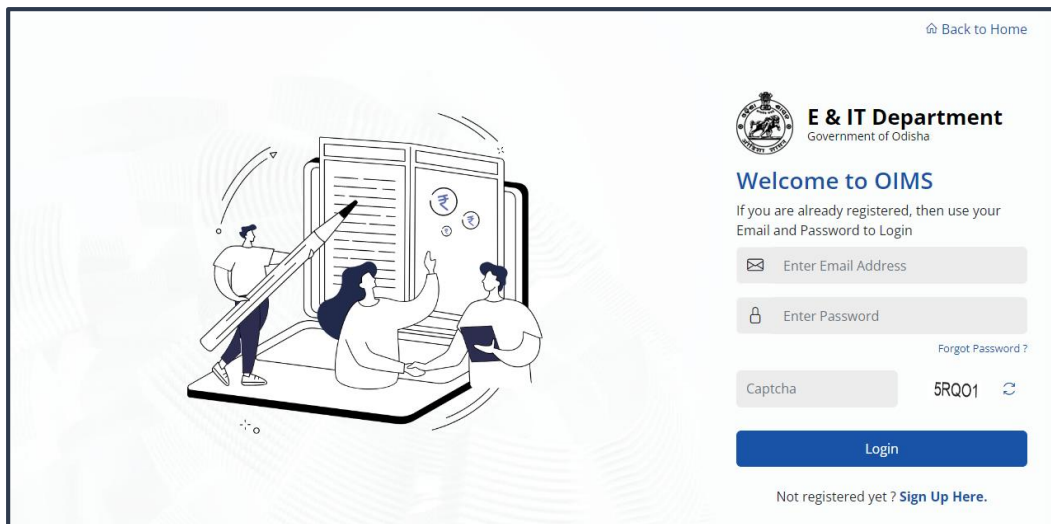



Figure 2-7 Log In Screen

In referring to **Fig. 2-7**, in the Login page-

- Enter the Email Address (enter the email id of the organisation that was provided at the time of registration) in the text box field.
- Enter the Password in the text box field.
- Enter the Captcha for security purpose in the text box field.

Note: User can change the Captcha if the same is not understandable, by clicking the refresh () icon.

- Click the **Login** button.

2.3.1 Forget Password

The application allows the user to retrieve password of both applicant and officers of government.

In case the user has forgotten the password, click the **Forgot Password** option in the login page. Refer to the highlighted section in **Fig 2-8**.

E & IT Department
Government of Odisha

Welcome to OIMS

If you are already registered, then use your Email and Password to Login

Enter Email Address

Enter Password

[Forgot Password ?](#)

Captcha 9JW48

Login

Not registered yet ? [Sign Up Here.](#)

Figure 2-8 Forgot Password Screen (1)

- Click the **Forgot Password** button.

[Back to Home](#)

E & IT Department
Government of Odisha

Welcome to OIMS

If you are already have password, then use your Email and Password to [Login](#).

Enter Email id

Captcha 065CG

Password will send to your Given Email Id

Submit


Not registered yet ? [Register at OIMS.](#)

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Figure 2-9 Forgot Password Screen (2)

Referring to **Fig. 2-9**, in the Forgot Password page-

- Enter the Email id (registered email id) in the text box field.
- Enter the Captcha for security purpose in the text box field.

Note: User can change the Captcha if the same is not understandable, by clicking the refresh () icon.

- Click the **Submit** button.

Further, the system to verify the email ID and generate a new password. The new password is sent to the above entered email id.

- To go to back to the homepage, click the **Back to Home** button.

Enter the new password in the login page and it further navigates to the Dashboard (refer **Fig. 2-10**).

2.4 Dashboard

After successful signing up, the applicant has to login in to the portal by using the credential received through the email. The user name will be the registered email id and the password.



Figure 2-10 Dashboard

Referring to **Fig. 2-10**, in the Dashboard it displays the detailed information of the status of the previously added registration.

- To apply for the incentive provided by the Government of Odisha, click the **Registration** tab.

Further the application form is divided into 5 parts where the user to provide all the necessary details.

2.4.1 Company Details

In this Company Details section, the user to add all the basic information related to the company.

E & IT Department
Government of Odisha

Dashboard Registration Welcome: testAdmin

Company Details

Company Name *
ABC Pvt Ltd

Incorporation date * ⓘ
01-02-2024

Date of Commencement of Commercial Production * ⓘ
01-02-2024

Document Proof of Incorporation ⓘ
65f3e71502b601710483221.pdf
1 file upto 1 mb or less (pdf)

Details of Founders / Co-Founders

Name *
Gender
☐ Male ☐ Female ☐ Transgender

Ethnicity / Race
☐ General ☐ ST ☐ SC ☐ OBC ☐ Minority

Caste Certificate ⓘ
Browse File
1 file upto 2 mb or less (pdf)

Differently abled? *
☐ Yes ☐ No

Certificate ⓘ
Browse File
1 file upto 2 mb or less (pdf)

Ownership stake percentage * ⓘ
20

+ Add More

Sl#	Name	Gender	Ethnicity / Race	Caste Certificate	Differently abled?	Certificate	Ownership stake percentage	Delete
1	Dikhya Mohanty	Female	General	65f3e71502b601710483221.pdf	No	65f3e71502b601710483221.pdf	20	

Details of Managing Directors

Name *
Dikhya Mohanty

Gender *
☐ Male ☒ Female ☐ Transgender

Ethnicity / Race *
General

Certificate * ⓘ
65f3e71502b601710483221.pdf
1 file upto 1 mb or less (pdf)

Differently abled? *
☐ Yes ☒ No

Director(s)

Name *
Dikhya Mohanty

+ Add More

Sl#	Name	Delete
1	Dikhya Mohanty	

CIN Registration Number ⓘ
65f3e74e7e47b1710483278.pdf
1 file upto 1 mb or less (pdf)

CIN Registration Doc * ⓘ
65f3e74e7e47b1710483278.pdf
1 file upto 1 mb or less (pdf)

GSTIN *
65f3e7554f5b21710483285.pdf
1 file upto 2 mb or less (pdf)

GSTIN Document *
65f3e7554f5b21710483285.pdf
1 file upto 2 mb or less (pdf)

Organization PAN Number *
65f3e7799d77c1710483321.pdf
1 file upto 1 mb or less (pdf)

Organization PAN Document *
65f3e7799d77c1710483321.pdf
1 file upto 1 mb or less (pdf)

Constitution of the Company ⓘ
Proprietorship

Nature of the Organization *
IT Company

Registered With
Select

Registered Document
65f3e7892eab1710483331.pdf
1 file upto 1 mb or less (pdf)

Type of Resolution
Power of Attorney

Resolution Document ⓘ
65f3e78646671710483338.pdf
1 file upto 1 mb or less (pdf)

Memorandum and Articles of Association Document ⓘ
65f3e78646671710483338.pdf
1 file upto 1 mb or less (pdf)

Self declaration ⓘ
65f3e78646671710483338.pdf
1 file upto 1 mb or less (pdf)


Save & Next Reset



Figure 2-11 Company Details Screen

Referring to **Fig. 2-11**, in the Company Details page-



- Enter the Company Name in the text box field.
- Select the Incorporation Date from the Calendar Control.
- Select the Date of Commencement of Commercial Production from the Calendar Control.

- Upload the Document Proof of Incorporation (file must be of 1 MB in size and in PDF format)


by clicking the icon ().

- To delete the uploaded file, click the **Delete** icon (.
- To view the uploaded file, click the **View** icon (.


In the **Details of Founders/Co-Founder** section-







- Enter the Name (name of the founder or co-founder) in the text box field.
- Select the Gender (of the founder or co-founder) in the Radio Button.
- Select the Ethnicity/Race (General/ST/SC/OBS/Minority of the Founders or Co-Founders) in the Radio Button.
- Upload the Caste Certificate (file must be of 1 MB or 2 MB in size and in PDF format) by clicking the icon (.
- Select Yes if the founder or co-founder is Differently abled else No.
- Upload the Certificate (file must be of 1 MB or 2 MB in size and in PDF format) by clicking the icon (.
- Enter the Ownership Stake Percentage in the text box field.
 - To add more founders or co-founder, click the **Add More** button.

In the **Details of Managing Directors** section-

- Enter the Name (of Managing Director/CEO) in the text box field.
- Select the Gender (of the Managing Director or CEO) in the checkbox.
- Select the Ethnicity/Race (General/ST/SC/OBS/Minority of the Founders or Co-Founders) in the Radio Button.
- Upload the Certificate of the race or ethnicity (file must be of 1 MB in size and in PDF format) by clicking the icon (.
- Select Yes if Managing Director is Differently abled else No.

In the **Directors** section-


- Enter the Name of the Director in the text box field.
 - To add more directors, click the **Add More** button.
- Enter the CIN Registration Number in the text box field.
- Upload the CIN Registration Doc (file must be of PDF format and within 1 MB size) by clicking the icon (.

- Enter the GSTIN in the text box field.
- Upload the GSTIN Document (file must be of PDF format and within 1 MB size) by clicking the icon ().
- Enter the Organization PAN Number in the text box field.
- Upload the Organization PAN Number (file must be of PDF format and within 1 MB size) by clicking the icon (.
- Select the Constitution of the Company from the drop down menu.
- Select the Nature of the Organization from the drop down menu.
- Select the Registered With from the drop down menu.
- Upload the Registered Document (file must be of PDF format and within 1 MB size) by clicking the icon (.
- Select the Type of Resolution from the drop down menu.
- Upload the Resolution Document (file must be of PDF format and within 1 MB size) by clicking the icon (.
- Upload the Memorandum and Articles of Association Document (file must be of PDF format and within 1 MB size) by clicking the icon (.
- Upload the Self-declaration file must be of PDF format and within 1 MB size) by clicking the icon (.
- Click the **Save & Next** button.
 - To change the details in the field, click the **Reset** button.

Further the page automatically navigates to the next section.

2.4.2 Address/Contact Details

In this Address/Contact details, the user to update the information related to the registered and operating location along with the contact details of the company.


E & IT Department
 Government of Odisha

Dashboard
 Registration

Welcome testAdmin

Company Details
 Address / Contact Details
 Employee / Employment Details
 Financial Details
 Company Account Details
 VFX Unit Details
 Type Of Unit

Address/Contact Details

Address of the Registered Office

Country *

INDIA

State *

Odisha

District *

CUTTACK

Block *

CUTTACK SADAR

Location *

Cuttack

Pin Code *

753001

Location & Space of Operation in Odisha

Select Space of Operation in Odisha *

Select

Location in Odisha *

+ Add More

Sl#	Select Space of Operation in Odisha	Location in Odisha	Delete
1	Govt. EMC Park	BBSR	

Location Outside Odisha

Country

Select

Location

+ Add More

Sl#	Country	Location	Delete
1	UNITED KINGDOM	UK	

Business Location Verification Certificate ⓘ

65f3ed01dde001710484737.pdf

1 file upto 1 mb or less (pdf)

Contact Person Details

Contact Person Name *

Designation *

Mobile No. of Contact Person *

Contact Person Email Address *

Office Telephone No

+ Add More

Sl#	Contact Person Name	Designation	Mobile No. of Contact Person	Contact Person Email Address	Office Telephone No	Delete
1	Alok Mohanty	Own	8763451549	dikhya.mohanty@csm.tech	06712416999	

← Prev

Save & Next

Reset

Figure 2-12 Address/Contact Screen

Referring to **Fig. 2-12**, in the Address/Contact Details, add all the data in the respective sections-

In the **Address of the Registered Details** section-


- Select the Country from the drop down menu.
- Select the State from the drop down menu.
- Select the District from the drop down menu.
- Select the Block from the drop down menu.

- Enter the Location (add the location according to the district and block name) in the text box field.
- Select the PIN Code from the drop section.

In the **Location & Space of Operation in Odisha** section-

- Select the Space of Operation in Odisha from the drop down menu.
- Enter the Location in Odisha in the text box field.
 - To add multiple places of operation in Odisha, click the **Add More** button.

In the **Location Outside Odisha** section-

- Select the Country from the drop down menu.
- Enter the Location in the text box field.
 - To add multiple places of operation outside Odisha, click the **Add More** button.
- Upload the Business Location Verification Certificate file must be of PDF format and within 1 MB size) by clicking the icon ().

In the **Contact Person Details** section-

- Enter the Contact Person Name in the text box field.
- Enter the Designation in the text box field.
- Enter the Mobile No. of Contact Person in the text box field.
- Enter the Contact Person Email Address in the text box field.
- Enter the Office Telephone No in the text box field.
 - To add more on the contact details, click the **Add More** button.
- Click the **Save & Next** button.
 - To change the details in the field, click the **Reset** button.

Further the page automatically navigates to the next section.

2.4.3 Employee/Employment Details

In the Employee/Employment Details section, the user updates the Employee details of their organization according to financial year and quarter.

Dashboard

Registration

Welcome testAdmin

Company Details

Address / Contact Details

Employee / Employment Details

Financial Details

Company Account Details

VFX Unit Details

Type Of Unit

Employee / Employment Details

Information of Odisha Domicile Employee

For The Financial Year *

Quarter *

Select

Select

Number of employee

	General (M) *	SC (M) *	ST (M) *	Disabled (M) *	General (F) *	SC (F) *	ST (F) *	Disabled (F) *	Total
Technical	0	0	0	0	0	0	0	0	0
Non-Technical	0	0	0	0	0	0	0	0	0
Other Support Staff	0	0	0	0	0	0	0	0	0

Information of Non Odisha Domicile Employee

For The Financial Year *

Quarter *

Select

Select

Number of employee

	General (M)	SC (M)	ST (M)	Disabled (Male)	General (F)	SC (F)	ST (F)	Disabled (F)	Total
Management	0	0	0	0	0	0	0	0	0
Technical	0	0	0	0	0	0	0	0	0
Non-Technical	0	0	0	0	0	0	0	0	0
Other Support Staff	0	0	0	0	0	0	0	0	0

Proof the employment in core operations * ⓘ

Browse File

1 file upto 1 mb or less (pdf)

← Prev

Save & Next

Reset

Figure 2-13 Employee/Employment Details Screen

Referring to **Fig. 2-13**, in the Employee/Employment Details page, the user to fill all the details against the sections.


In the **Information of Odisha Domicile Employee** section-

- Select the for the Financial Year from the Calendar Control.
- Select the Quarter from the drop down menu.
- Enter the Number of Employee (of the Technical/ Non-Technical/Other Support Staff) in the respective category.

In the **Information of Non Odisha Domicile Employee** section-

- Select the for the Financial Year from the Calendar Control.

Page 17 of 27

- Select the Quarter from the drop down menu.
- Enter the Number of Employee (of the Technical/ Non-Technical/Other Support Staff) in the respective category.
- Upload the Proof the employment in core operations file must be of PDF format and within 1 MB size) by clicking the icon ().
- Click the **Save & Next** button.
 - To change the details in the field, click the **Reset** button.

Further the page automatically navigates to the next section.

2.4.4 Financial Details

In the Financial Details section, the user to update the performance of the organization in last three years along with the other financial information.

E & IT Department
Government of Odisha

Dashboard Registration Welcome testAdmin

Financial Details

Performance Last three financial years (in Rs. Lakhs)

Financial Year *
Select

Export Turnover (in Rs)
Total *

Domestic Turnover *

Turnover Certificate * (i)
Browse File
1 file upto 1 mb or less (pdf)

+ Add More

Project Financing Details (INR Lakhs)

Equity Investment (i) Term Loan Amount Requested (i)

Term Loan Details (if any)

Name of financial institution(s) / Banks) Amount of Term Loan sanctioned

Rate of Interest (in %) Date of Term Loan Sanctioned
dd-mm-yyyy

Tenure for Term Loan (in Years) Loan Sanctioned Document (i)
Browse File
1 file upto 1 mb or less (pdf)

+ Add More

GST Return Details for the First Month / Quarter of Production

Date of First Sales Bill * Date of Return Filing *
dd-mm-yyyy dd-mm-yyyy

Break-up of Capital Investment made in Project (if any)

Type of Land Investment on Land (in Rs.)
Select

Investment on Land Document Total Area (in Sq. meter)
Browse File
1 file upto 1 mb or less (pdf)

Stamp Duty Charges Document proof of stamp duty charges
Browse File
1 file upto 5 mb or less (pdf)

Land Conversion Fee (if applicable) (i) Document proof of Land Conversion Fee
Browse File
1 file upto 5 mb or less (pdf)

Capital Expenditure on Equipment Capital Expenditure on Equipment Document
Browse File
1 file upto 5 mb or less (pdf)

Expenditure Building & Civil Work (excluding residential quarters / guest houses) Building & Civil Work Document
Browse File
1 file upto 5 mb or less (pdf)

Equipment Details

Type of Equipment (core operations) Amount (in Rs.)

Equipment Document
Browse File
1 file upto 1 mb or less (pdf)

+ Add More

Other Fixed Assets Details

Other Fixed Assets (Specify) Amount (in Rs.)

+ Add More

Proof of commencement of Commercial Production / Operation (First Sale Bill / Invoice) * Credit History Document
Browse File
1 file upto 1 mb or less (pdf) Browse File
1 file upto 1 mb or less (pdf)


Prev Save & Next Reset

Figure 2-14 Financial Details Screen

Referring to **Fig. 2-14**, in the Financial Details page, the user to fill all the details against the sections.

In the **Performance Last three financial years (in Rs. Lakhs)** section-


- Select the Financial Year from the Calendar Control.
- Enter the Export Turnover (in Rs) in the text box field.

- Enter the Domestic Turnover in the text box field.
- The Total amount is auto calculated.
- Upload the Turnover Certificate file must be of PDF format and within 1 MB size) by clicking the icon ().
- To add more information, click the **Add More** button.

In the **Project Financing Details (INR Lakhs)** section-

- Enter the Equity Investment in the text box field.
- Enter the Term Loan Amount Requested in the text box field.




In the **Term Loan Details (if any)** section-





- Enter the Name of financial Institution(s)/Bank(s) in the text box field.
- Enter the Amount of Term Loan sanctioned in the text box field.
- Enter the Rate of Interest (%) in the text box field.
- Select the Date of Term Loan Sanctioned from the Calendar Control.
- Enter the Tenure for Term Loan (in years) in the text box field.
- Upload the Loan Sanctioned Document file must be of PDF format and within 1 MB size) by clicking the icon ().
- To add more information, click the **Add More** button.

In the **GST Return Details for the First Month/Quarter of Production** section-


- Select the Date of First Sales Bill from the Calendar Control.
- Select the Date of Return Filing from the Calendar Control.

In the **Break-Up of Capital Investment made in Project (if any)** section-



- Select the Type of Land from the drop down menu.
- Enter the Investment on Land (in Rs.) in the text box field.
- Upload the Investment on Land Document file must be of PDF format and within 5 MB size) by clicking the icon ().
- Enter the Total Area (In Sq. meter) in the text box field.
- Enter the Stamp Duty Chargers in the text box field.
- Upload the Document proof of stamp duty charges (file must be of PDF format and within 5 MB size) by clicking the icon ().
- To delete the uploaded file, click the **Delete** icon ().

- To view the uploaded file, click the **View** icon ().
- Enter the Land Conversion Fee (if applicable) in the text box field.
- Upload the Document proof of Land Conversion Fee (file must be of PDF format and within 5 MB size) by clicking the icon (.
- Enter the Capital Expenditure on Equipment in the text box field.
- Upload the Capital Expenditure on Equipment Document (file must be of PDF format and within 5 MB size) by clicking the icon (.
- Enter the Expenditure Building & Civil Work (excluding residential quarters/ guest houses) in the text box field.
- Upload the Building & Civil Work Document (file must be of PDF format and within 5 MB size) by clicking the icon (.

In the **Equipment Details** section-

- Enter the Type of Equipment (core operations) in text box field.
- Enter the Amount (in Rs.) in text box field.
- Upload the Equipment Document (file must be of PDF format and within 1 MB size) by clicking the icon (.
- To add more information, click the **Add More** button.

In the **Other Fixed Assets Details** section-

- Enter the Other Fixed Assets (Specify) in text box field.
- Enter the Amount in text box field.
 - To add more information, click the **Add More** button.
- Upload the Proof of Commencement of Commercial Production/Operation (First Sale Bill/Voice) (file must be of PDF format and within 1 MB size) by clicking the icon (.
- Upload the Credit History Document (file must be of PDF format and within 1 MB size) by clicking the icon (.
- Click the **Save & Next** button.
 - To change the details in the field, click the **Reset** button.

Further the page automatically navigates to the next section.

2.4.5 Company Account Details

In Company Account Details, the user to update the account details of the organization in which the incentive amount is to be received.

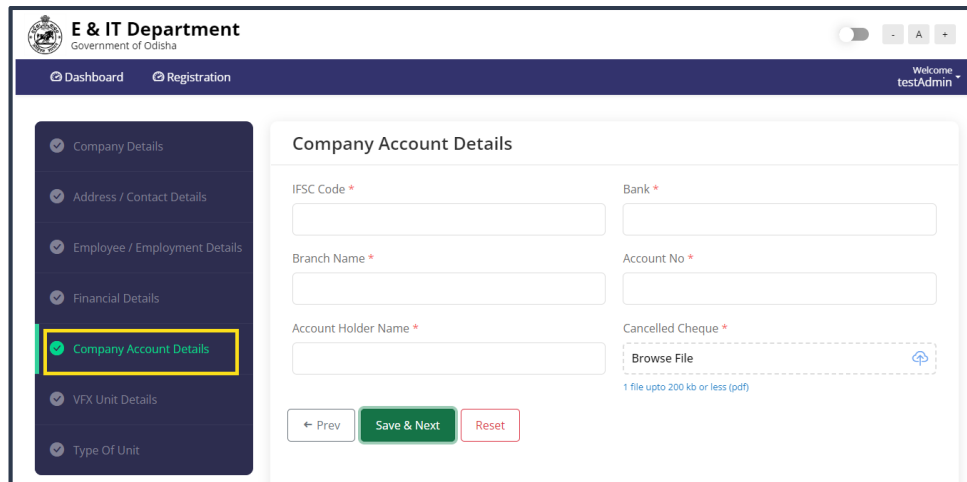





Figure 2-15 Company Account Details Screen

Referring to **Fig. 2-15**, in the Company Account Details Page-

- Enter the IFSC Code in the text box field.
- Enter the Bank in the text box field.
- Enter the Branch Name in the text box field.
- Enter the Account No in the text box field.
- Enter the Account Holder Name in the text box field.
- Upload the Cancelled Cheque (file must be of PDF format and within 200 kb size) by clicking the

icon ().

- To delete the uploaded file, click the **Delete** icon (.
 - To view the uploaded file, click the **View** icon (.
- Click the **Save & Next** button.
 - To change the details in the field, click the **Reset** button.

Further the page automatically navigates to the next section.

2.4.6 VFX Unit Details

In the VFX Unit Details section, the user to update the details if the organisation has any VFX or Animation unit.

The screenshot shows a web application interface for the E & IT Department, Government of Odisha. The top navigation bar includes a logo, the department name, and a 'Welcome testAdmin' message. The main content area is divided into a left sidebar and a right panel. The sidebar lists several steps in a registration process, with 'VFX Unit Details' currently selected and highlighted by a yellow box. The right panel, titled 'VFX Unit Details', contains a form with a dropdown menu asking 'Do you have VFX and Animation Unit?' and a 'Select' option. Below the dropdown are three buttons: 'Prev', 'Save & Next', and 'Reset'.

Figure 2-16 VFX Unit Details Screen (1)

Referring to **Fig. 2-16**, in the Company Account Details Page-

- Select *Yes* or *No* if the organization have VFX and Animation Unit from the drop down list.
 - If the user selects *Yes*, the page further expands and the user must fill all the information regarding VFX and Animation.

E & IT Department

Government of Odisha

Dashboard

Registration

Welcome testAdmin

Company Details

Address / Contact Details

Employee / Employment Details

Financial Details

Company Account Details

VFX Unit Details

Type Of Unit

VFX Unit Details

Do you have VFX and Animation Unit?

Yes

Investment for AVGC unit

200000

Document towards Investment for AVGC

65f411fc782331710494204.pdf

1 file upto 4 mb or less (doc)

Information of Odisha Domicile Employee

For The Financial Year

2022-23

Quarter

1st Quarter

Number of employees

	General (M)	SC (M)	ST (M)	Disabled (M)	General (F)	SC (F)	ST (F)	Disabled (F)	Total
Management	1	1	0	0	1	0	0	0	3
Technical	2	2	0	0	3	0	0	0	7
Non-Technical	1	0	0	0	1	0	0	0	0
Other Support Staff	0	0	0	0	0	0	0	0	0

Information of Non Odisha Domicile Employee

For The Financial Year

Select

Quarter

Select

Number of employees

	General (M)	SC (M)	ST (M)	Disabled (M)	General (F)	SC (F)	ST (F)	Disabled (F)	Total
Management									

← Prev


Save & Next



Reset

Figure 2-17 VFX Unit Details Screen (2)

Referring to **Fig. 2-17**, in the VFX Unit Details Page-

- Enter the Investment for AVGC unit in the text box field.
- Upload the Document towards Investment for AVGC (file must be of PDF format and within 200

kb size) by clicking the icon ().

- To delete the uploaded file, click the **Delete** icon ().
- To view the uploaded file, click the **View** icon ().

In the **Information of Odisha Domicile Employee** section-

- Select the For the Financial Year from the Calendar Control.
- Select the Quarter from the Calendar Control.

- Enter the Number of employees of (Management/ Technical/ Non-Technical/ Other Support Staff) in respective section.

In the **Information of Non Odisha Domicile Employee** section-

- Select the For the Financial Year from the Calendar Control.
- Select the Quarter from the Calendar Control.
- Enter the Number of employees (of the Management) in respective section.
- Click the **Save & Next** button.
 - To change the details in the field, click the **Reset** button.

Further the page automatically navigates to the next section.

2.4.7 Type of Unit

In the Type of Unit section, the user to fill the information if the organisation has any type of unit.

Figure 2-18 Type Of Unit Screen (1)

Referring to **Fig. 2-18**, in the Type of Unit Page-

- Select *New* or *Existing* of the Type of Unit from the drop down menu.
 - If the user selects Existing as the Type of Unit, the page expands where the user to enter the existing unit information.

The screenshot displays a form titled 'Type Of Unit Screen (2)'. It contains two dropdown menus at the top. The first dropdown, labeled 'Type of unit * ⓘ', has 'Existing' selected. The second dropdown, labeled 'Existing Unit Type *', has 'Select' selected. Below these is a third dropdown labeled 'Have you availed incentives in previous policy' with 'Select' chosen. At the bottom, there are three buttons: '← Prev' (light blue), 'Save & Next' (green), and 'Reset' (red outline).

Figure 2-19 Type Of Unit Screen (2)

- Select the Existing Unit Type from the drop down menu.
- Select Yes if the user has Availed Incentives in Previous Policy from the drop down menu else select No.
- Click the **Save & Next** button.
 - To change the details in the field, click the **Reset** button.

Further all the information is saved.

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