



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

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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.

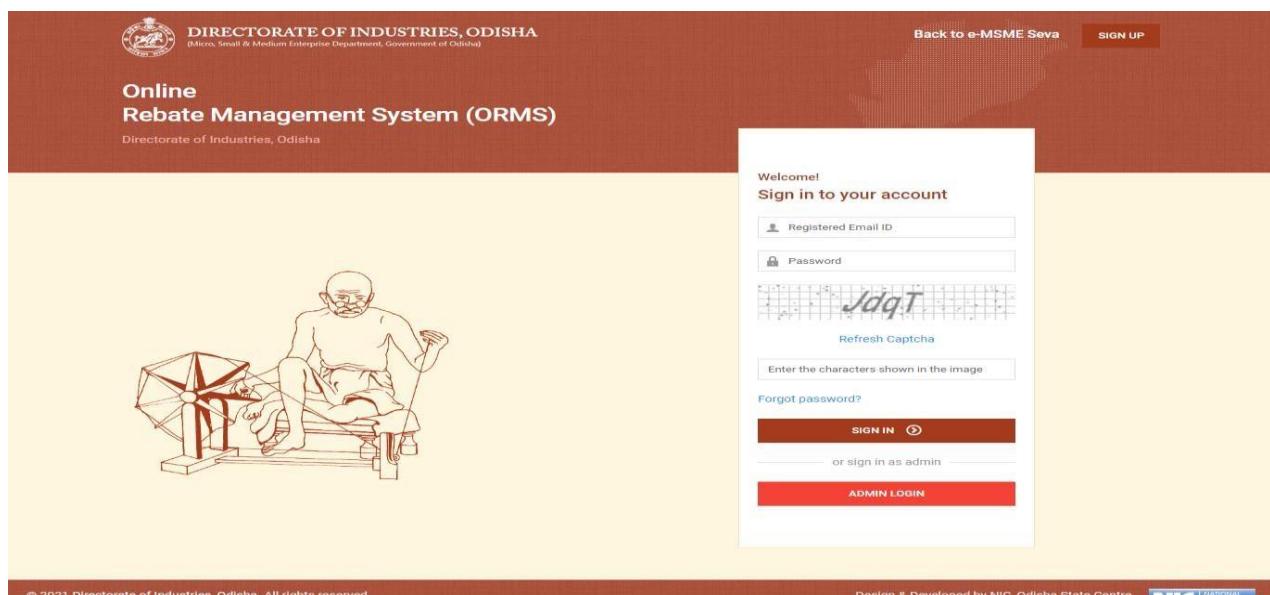


Image - 1 (Login Page)

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**

The screenshot shows the registration page for the Online Rebate Management System (ORMS). At the top right, there are 'Back to e-MSME Seva' and 'SIGN IN' buttons. The main content area is titled 'Welcome! Sign up to ORMS'. It is divided into several sections: 'Institution Information' (Name, Email ID, District, GMDSC/RIC Type, Address), 'Registration Information' (Regd. With ADM/DIC, ADM/DIC Regd. No., Regd. With OKVIB, OKVIB Regd. No., Do you have OKVIB Regd. No?, Regd. With KVIC, KVIC Regd. No., Validity Till), 'Bank Details' (Bank A/C No, A/C Holder Name, IFSC Code, Name of the Bank/Branch), 'Secretary Information' (Name, Mobile No, Address), 'President Information' (Name, Mobile No, Address), 'Committee Member List' (Name, Mobile No, Address), and a 'New Password' section. Each section contains input fields and validation messages. On the right side, there are four circular icons labeled 'Institution Information', 'Registration Information', 'Bank Details', and 'Secretary Information'. At the bottom, there are 'SUBMIT' and 'CANCEL' buttons, a CAPTCHA field with the code '6OosU', and a 'Refresh Captcha' link. The page title 'Online Rebate Management System (ORMS)' and subtitle 'Directorate of Industries, Odisha' are at the top left.

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)**.

Email Verification OTP(Online Rebate Management System) Inbox X

User Icon **Online Rebate Management System** <demo1.ntspl@gmail.com>
to subham.parida

2:59 PM (0 minutes ago) Star Reply More

DIRECTORATE OF INDUSTRIES, ODISHA
Bhubaneswar, State & Market Enterprise Department, Government of Odisha

Dear Test Enterprises,

Your OTP for email verification is **141426**

Thanks & Regards,
Addl. Director of Industries K&VI, Odisha .

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)**.

The screenshot shows the 'Institution Information' section of the registration form. It includes fields for Name, Email Id, Enter OTP, District, GMDIC/RIC Type, and Address. The 'Enter OTP' field contains 'Your OTP' and has a red border around the 'VERIFY OTP' button. To the right of the form, a vertical sidebar lists six steps: 1. Institution Information, 2. Registration Information, 3. Bank Details, 4. Secretary Information, 5. President Information, and 6. Committee Member Details.

Welcome!
Sign up to ORMS

Institution Information

Name :* Test Enterprises

Email Id :* te@ntspcl.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

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

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).

The screenshot shows a web-based application for managing committee members. On the left, there's a sidebar with numbered steps: 1. Institution Information, 2. Registration Information, 3. Bank Details, 4. Secretary Information, 5. President Information, and 6. Committee Member Details. Step 6 is highlighted with a red border. The main content area is titled "Committee Member List". It has input fields for Name, Mobile No, and Address, each with a required asterisk (*). Below these is a table with columns: Name, Mobile No, Address, and Action. Two rows are listed: one for "SAMSER" and another for "DILLIP SAHOO". To the right of the table is a blue "ADD" button, which is also highlighted with a red border. Further down, there are fields for "New Password:" and "Confirm Password:", both with asterisks. A CAPTCHA image showing "00sU" is displayed below the password fields. The entire interface has a light yellow background.

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).

This screenshot shows the same Committee Member List interface as Image 8, but with a modal window overlaid to show the password policy. The modal has a red border and contains the following text: "Password Policy: Password must contain at least eight characters, including special character, uppercase, lowercase letters and numbers." The main content area of the page is dimmed. The sidebar on the right remains visible, showing the steps 1 through 6. The "SUBMIT" and "CANCEL" buttons at the bottom of the modal are also visible.

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 user management interface with a table of users:

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

Below the table are password input fields:

New Password:^{*}
Confirm Password:^{*}

A CAPTCHA image displays the text "00sU". Below it is a "Refresh Captcha" button.

To the right, a vertical list of registration steps is shown:

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

At the bottom are "SUBMIT" and "CANCEL" buttons, and a note: "Enter the characters shown in the image" and "Please fill out this field."

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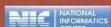


Image – 10 (Refresh Captcha)

- 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)**

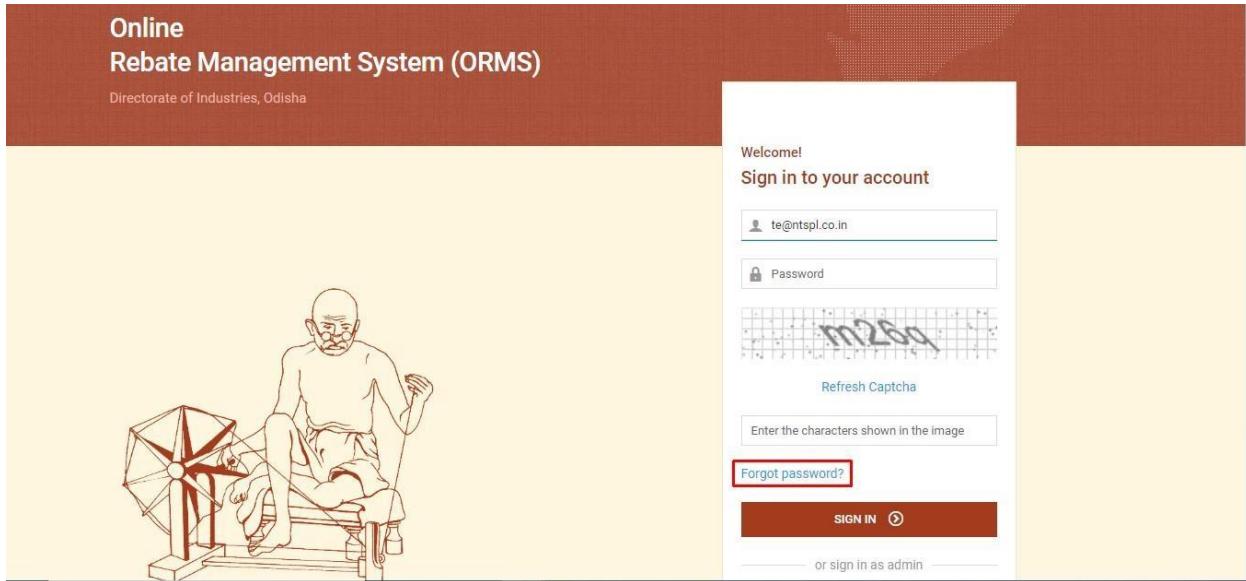


Image – 12 (Forgot Password button)

- 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](#)

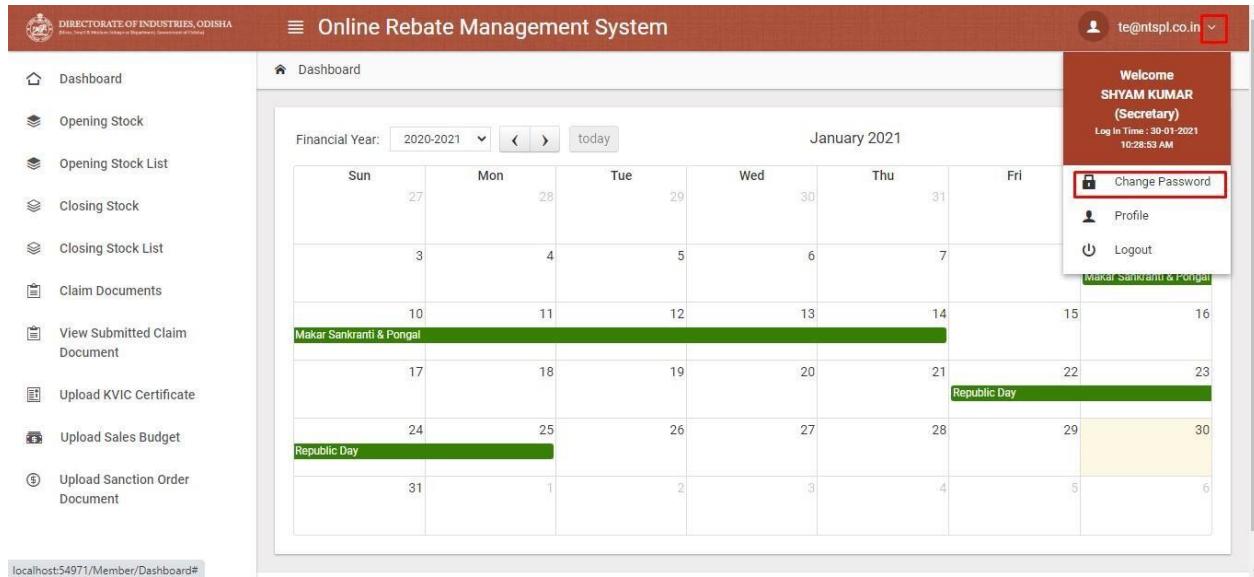
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Image -15 (Reset Password)

Change Password

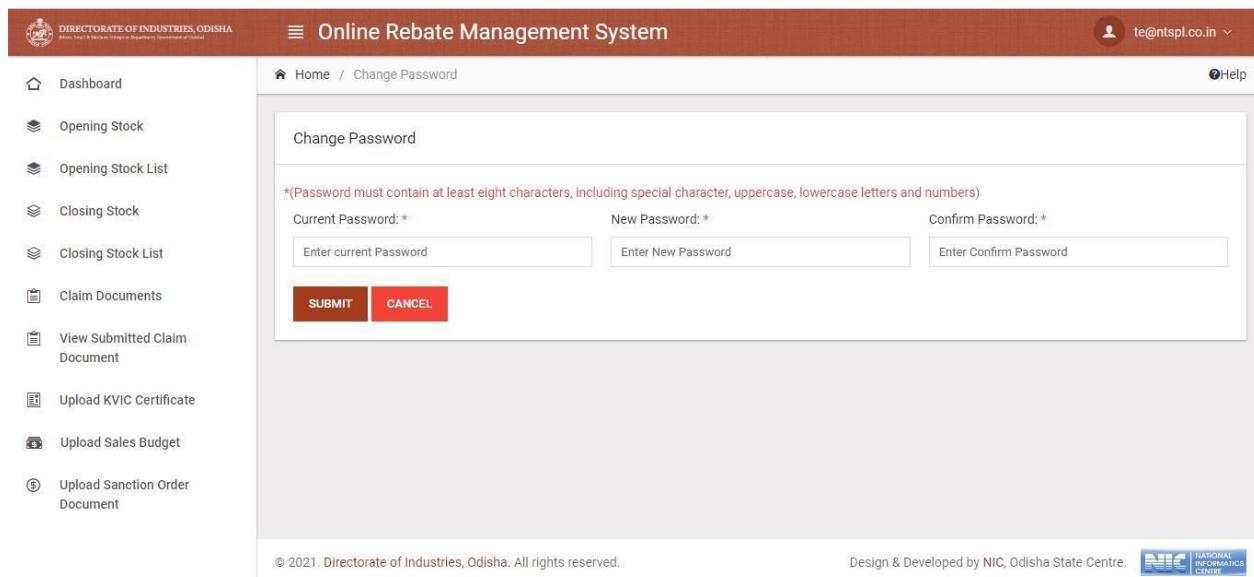
- After login **ORMS application**, user can able to **change the password** by click on **change password button** under **profile section** as per **Image -16 (Change Password button)**



The screenshot shows the 'Online Rebate Management System' dashboard. At the top right, there is a user profile with the name 'SHYAM KUMAR (Secretary)' and a log-in time of '10:28:53 AM'. Below the profile, there is a red box highlighting the 'Change Password' button. The main area features a calendar for January 2021. Several dates are highlighted in green, including 'Makar Sankranti & Pongal' from Jan 14 to Jan 16 and 'Republic Day' from Jan 26 to Jan 29. The URL 'localhost:54971/Member/Dashboard#' is visible at the bottom left.

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 within the 'Online Rebate Management System'. The form includes fields for 'Current Password', 'New Password', and 'Confirm Password'. Below the fields are 'SUBMIT' and 'CANCEL' buttons. The URL 'localhost:54971/Member/ChangePassword' is visible at the bottom left, and the footer contains copyright information and a NIC logo.

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.**

The screenshot shows the 'Online Rebate Management System' dashboard for January 2021. On the left, a sidebar lists various menu items: 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 area displays a calendar for January 2021. The days from 1 to 31 are shown sequentially. Specific dates are highlighted in green: January 1st through January 16th are labeled 'Makar Sankranti & Pongal'; January 24th through January 30th are labeled 'Republic Day'. The days 17th through 23rd are also highlighted in green. The top navigation bar includes the 'DIRECTORATE OF INDUSTRIES, ODISHA' logo, the system name 'Online Rebate Management System', and a user account icon with the email 'te@ntspl.co.in'. The bottom of the screen features a copyright notice for 2021 and a credit line to 'Design & Developed by NIC, Odisha State Centre' with the NIC logo.

Image -18(Dashboard)

This screenshot is similar to Image -18, showing the January 2021 dashboard. A modal window is open over the calendar, providing details about the 'Republic Day' spell period. The modal contains the following information:

- Spell Start Date :24-Jan-2021
- Spell End Date :31-Jan-2021
- No of Days :07 days
- [Go to Opening Stock // Go to Closing Stock](#)

At the bottom right of the modal is a 'CLOSE' button. The background calendar and sidebar are visible but dimmed. The top navigation bar and footer are identical to Image -18.

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**.

Online Rebate Management System

Home / Opening Stock

Opening Stock Details

| | |
|--------------------------|---------------------|
| Festival Name : | Republic Day |
| Head : | Select Head |
| Sub Head Details | |
| Sub Head(Product Name) : | Enter Sub Head |
| Unit Type : | Select Unit |
| Unit Price : | Enter Unit Price |
| Quantity : | Enter Opening Stock |
| Total Price : | |

ADD

SUBMIT **CANCEL**

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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**.

Online Rebate Management System

Home / Opening Stock

Opening Stock Details

| | |
|--------------------------|---------------------|
| Festival Name : | Republic Day |
| Head : | Cotton Khadi |
| Sub Head Details | |
| Sub Head(Product Name) : | Enter Sub Head |
| Unit Type : | Select Unit |
| Unit Price : | Enter Unit Price |
| Quantity : | Enter Opening Stock |
| Total Price : | |

| 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 |

ADD

SUBMIT **CANCEL**

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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, a sidebar lists various menu items: 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 header 'Online Rebate Management System' with a user icon and email 'te@ntspl.co.in'. Below the header, a breadcrumb navigation shows 'Home / Opening Stock / Opening Stock List'. A search section contains fields for 'Financial Year' (set to '2020-21') and 'Festival Name' (set to 'Select Festival'), with 'SEARCH' and 'CANCEL' buttons. A table titled 'Detail List' shows one row of data: Sl. No (1), Date (30-01-2021), Financial Year (2020-21), Festival Name (Republic Day), Spell Start Date (24-01-2021), Spell End Date (31-01-2021), and a 'View Details' button.

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' page. The sidebar on the left is identical to Image -22. The main content area shows a summary table with rows for 'Festival' (Republic Day), 'Spell Start Date' (24-01-2021), and 'Spell End Date' (31-01-2021). Below this is a 'Detail List' table with columns: Sl. No, Date, Head, Sub Head, Unit Type, Unit Price, Qty., and Total Price. Three rows are listed: 1. Cotton Khadi (Cotton Saree, Piece, 500.00, 100.00, 50000.00); 2. Cotton Khadi (Cotton Dhoti, Piece, 250.00, 100.00, 25000.00); 3. Silk Khadi (Silk Saree, Piece, 1000.00, 20.00, 20000.00). A red box highlights the 'Approval or Rejection Detail' section, which contains a table with columns: Sl. No, Status, Approver, Date, and Remarks. At the bottom, a footer notes '© 2021, Directorate of Industries, Odisha. All rights reserved.' and 'Design & Developed by NIC, Odisha State Centre. NIC NATIONAL INFORMATICS 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**.

The screenshot shows the 'Online Rebate Management System' interface. On the left, there's a sidebar with various menu items: 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 Details'. It has two input fields: 'Festival Name' and 'Head', both of which are highlighted with red boxes. Below these are several input fields for 'Sub Head Details': 'Sub Head(Product Name)', 'Unit Type', 'Unit Price', 'Quantity', and 'Total Price'. At the bottom right of this form area, there are four buttons: 'SUBMIT' (in a brown box), 'CANCEL' (in a red box), 'ADD' (in a blue box), and another 'ADD' button below it. At the very bottom of the page, there are copyright and development information.

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**.

This screenshot shows the same 'Online Rebate Management System' interface as Image -24, but with data entered. The 'Festival Name' is set to 'Republic Day' and the 'Head' is 'Silk Khadi'. The 'Sub Head Details' section contains the same fields as before. Below this is a table showing closing stock details:

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

At the bottom right, the 'SUBMIT' and 'CANCEL' buttons are visible, along with the 'ADD' button. The footer contains copyright and development information.

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, a sidebar lists various menu items: 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 header 'Home / Closing Stock / Closing Stock List'. Below this is a 'Search' section with fields for 'Financial Year:' (set to 2020-21) and 'Festival Name:' (set to 'Select Festival'), along with 'SEARCH' and 'CANCEL' buttons. A table titled 'Closing Stock List' displays a single row of data: View Details, 021, 2020-21, Republic Day, 24-01-2021, 25-01-2021, and a 'View' icon. At the bottom, a footer notes '© 2021. Directorate of Industries, Odisha. All rights reserved.' and credits 'Design & Developed by NIC, Odisha State Centre.' with the NIC logo.

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 'Online Rebate Management System' interface. The sidebar and header are identical to Image -26. The main content area shows 'Closing Stock Details (Pending)' with a 'BACK' button. It lists festival details: Republic Day, Spell Start Date: 24-01-2021, and Spell End Date: 25-01-2021. Below this is a 'Detail List' table:

| Total Price | Date | Item Description | Category | Unit | Quantity | Amount |
|-------------|------------|------------------|--------------|-------|----------|--------|
| 2 | 30-01-2021 | Cotton Khadi | Cotton Saree | Piece | 500.00 | 50.00 |
| 3 | 30-01-2021 | Silk Khadi | Silk Saree | Piece | 1000.00 | 5.00 |

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

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

At the bottom, a footer notes '© 2021. Directorate of Industries, Odisha. All rights reserved.' and credits 'Design & Developed by NIC, Odisha State Centre.' with the NIC logo.

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. On the left, a sidebar lists various options: Dashboard, Opening Stock, Opening Stock List, Closing Stock, Closing Stock List, Claim Documents (which is 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 'List of Documents to be Filled up for Rebate Proposal'. It contains two dropdown menus: 'Festival Name:' and 'Document List:', both labeled 'Select Festival' and 'Select Document'. A red 'SUBMIT' button is located at the bottom right of this section. Below this is a table with columns: SI No., Festival, Documents, Attachment, GMDIC Approval, Addl. Director Approval, DI Approval, and Status. The table displays the message 'No data available'. At the bottom, there is a section titled '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**.

The screenshot shows the same 'Online Rebate Management System' interface as Image -28. The sidebar and table structure are identical. However, the main content area now features a prominent red rectangular box containing the message 'Please submit your opening stock and closing stock before claim for rebate proposal.' This message is enclosed in a red border. The rest of the interface remains the same, including the 'SUBMIT' button and the 'No data available' message in the table.

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.**

The screenshot shows the 'Claim Documents' section of the system. On the left sidebar, there are various navigation links including Dashboard, Opening Stock, Closing Stock, Claim Documents, View Submitted Claim Document, Upload KVIC Certificate, Upload Sales Budget, and Upload Sanction Order Document. The main content area displays a table of documents with columns: Sl No., Festival, Documents, Attachment, GMDIC Approval, Addl. Director Approval, DI Approval, and Status. A dropdown menu titled 'Select Document' is open, listing several options. The 'Festival Name' field is populated with 'Republic Day'.

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.**

The screenshot shows the 'FORM - I' submission page. The left sidebar has the same navigation as the previous image. The main form contains sections for 'Retail Sale Details' and 'Remarks'. At the bottom, there is a table with columns: Sl. No., Head, Date, From Bill No, To Bill No, Retail Sales Amt, Rebate Paid Amt, Remarks, and Action. Buttons for 'ADD', 'SUBMIT', and 'CANCEL' are located at the bottom right.

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**.

The screenshot shows a form interface for entering data. At the top, there are four input fields: 'TO BILL NO.*' (with placeholder 'Enter To Bill No.'), 'Retail Sale Amt.*' (with placeholder 'Enter Retail Sale Amt.'), 'Rebate Paid Amt.*' (with placeholder 'Enter Rebate Paid Amt.'), and 'Remarks:' (with placeholder 'Enter Remarks'). Below these is a blue 'ADD' button with a red border. The main area contains a table with columns: Sl. No., Head, Date, From Bill No, To Bill No, Retail Sales Amt, Rebate Paid Amt, Remarks, and Action. Two rows of data are present:

| 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 | |
| 2 | Cotton Khadi | 25-01-2021 | 16 | 30 | 80500 | 8050.00 | From bill 16 to 30 | |

At the bottom right are 'SUBMIT' and 'CANCEL' buttons. The footer includes copyright information: '© 2021. Directorate of Industries, Odisha. All rights reserved.', 'Design & Developed by NIC, Odisha State Centre.', and the NIC logo.

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**.

The screenshot shows a dashboard for the 'Online Rebate Management System'. On the left, a sidebar lists navigation 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 header 'List of Documents to be Filled up for Rebate Proposal'. It includes two input fields: 'Festival Name:' (set to 'Republic Day') and 'Document List:' (set to 'Select Document'). Below this is a 'SUBMIT' button. The main table has columns: Sl No., Festival, Documents, Attachment, GMDIC Approval, Addl. Director Approval, DI Approval, and Status. Two rows of data are listed:

| Sl No. | Festival | Documents | Attachment | GMDIC Approval | Addl. Director Approval | DI Approval | Status |
|--------|--------------|-----------|------------|----------------|-------------------------|-------------|---------|
| 1 | Republic Day | | | Pending | Pending | Pending | Pending |
| 2 | Republic Day | | | 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.**

FORM - V

| 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 |

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 |

Center Wise Sales and Rebate Details

SUBMIT | **CANCEL**

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.**

FORM - VI

| 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 |

Center Wise Sales and Rebate Details

SUBMIT | **CANCEL**

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 'Online Rebate Management System' interface. On the left, a sidebar lists various menu items: 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 header 'Declaration Certificate'. It contains fields for 'Name of the Khadi Institution' (Test Enterprises) and 'Address' (BBSR). Below these are date selection fields: 'Month' (January), 'Spell Start Date' (24-01-2021), and 'Spell End Date' (25-01-2021). A bold section titled 'DECLARATION CERTIFICATE' follows. Under 'I Certify:-', there are five numbered points describing the declaration of subsidy usage. At the bottom right are 'SUBMIT' and 'CANCEL' buttons.

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 'Online Rebate Management System' interface. The sidebar includes the same set of menu items as Image - 36. The main content area has a header 'Audit Certificate from Chartered Accountant'. It contains fields for 'Institution Name' (Test Enterprises), 'Address' (BBSR), and 'Festival' (Republic Day). Below these are date selection fields: 'Month' (January), 'From Date' (24-01-2021), and 'To Date' (25-01-2021). A file upload field 'Upload Audit Certificate from Chartered Accountant' is present, with a red box highlighting the 'Choose File' button. At the bottom right are 'SUBMIT' and 'CANCEL' buttons.

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

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 :* Choose File No file chosen

SUBMIT **CANCEL**

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

List of Documents to be Filled up for Rebate Proposal

| SI 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 |

FINAL SUBMIT

Approval or Rejection Detail

| Sl. No | Status | Approver | Date | Remarks |
|-------------------|--------|----------|------|---------|
| No data available | | | | |

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**.

The screenshot shows the 'Online Rebate Management System' interface. On the left, a sidebar lists various menu items: 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 shows a success message: 'Successfully submitted the documents!'. Below this, there's a section for 'List of Documents to be Filled up for Rebate Proposal' with fields for 'Festival Name' (dropdown) and 'Document List' (dropdown). A 'SUBMIT' button is at the bottom right. A table below shows a single row for 'Republic Day' with status 'Pending' across all columns.

| 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**.

The screenshot shows the 'Online Rebate Management System' interface. The left sidebar includes the same menu items as in Image -40. The main content area shows a search interface with 'Financial Year' (2020-21) and 'Festival Name' (Republic Day) dropdowns, and 'SEARCH' and 'CANCEL' buttons. Below this is a table of submitted documents. The table has columns: Sl No., Festival, Documents, Attachment, GMDIC Approval, DI Approval, Addl. Director Approval, and Status. All rows show 'Pending' in the approval columns and 'Approved' in the status column. At the bottom, there's a section for 'Approval or Rejection Detail' with a table showing a single entry where the approver is 'jr@jr.com' and the date is '30-01-2021'.

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

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.**

The screenshot shows the 'Sanction Order' section of the system. The sidebar on the left lists various options, with 'Upload Sanction Order Document' highlighted by a red box. The main content area displays a table with columns: Sl. No, Sanction Order No., Financial Year, Document Status, Action, and View Disbursement Letter. The first row in the table has a status message 'Document is not uploaded' in a red box and a 'View' button in another red box.

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.**

This screenshot shows the 'Institution Sale/Rebate Details (FY 2020-21)' section. It includes a table for 'Rebate Spell Period' and 'Sanctioned Amount'. Below this is a section for 'Upload Documents' with a table for 'Document Name' and 'Upload File (Max Size 5MB)'. The 'SUBMIT' and 'BACK' buttons are located at the bottom right.

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 'Sanction Order' section of the Online Rebate Management System. On the left, there's a sidebar with various menu items like Dashboard, Opening Stock, Closing Stock, etc. The main area displays a table with columns: Sl. No., Sanction Order No., Financial Year, Document Status, Action, and View Disbursement Letter. A single row is shown, with the 'Approved' status highlighted in a red box. Below the table, there are links for View Submitted Claim Document, Upload KVIC Certificate, Upload Sales Budget, and Upload Sanction Order Document. At the bottom, there's a copyright notice and a logo for NIC, Odisha State Centre.

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

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 letter from the Office of the Addl Director of Industries (K&VI) : ODISHA, OKVI BOARD CAMPUS JANPATH, BHUBANESWAR. The letterhead includes the phone number (Ph No: 0674-2380566), email (Email Id: addl.dikvi@gmail.com), and a red print icon. The body of the letter starts with 'From,' followed by the name 'Addl. KVI (SAG) Addl. Director of Industries, (K&VI)'. It then lists 'To,' 'The Secretary, Test Enterprises, BBSR.' The subject line is 'Sub: Disbursement of rebate claims for the year 2020-21.' The letter continues with a message to 'Sir/Madam,' stating that an amount of Rs. 18500.00 has been credited to their account. It ends with a signature placeholder 'Yours Faithfully, Secretary' and 'Addl. Director of Industries, (K&VI)'.

Image -45 (Disbursement Letter)