

Enterprise's **User Manual**

# **CM-SRIM Portal**

Version - 1.0

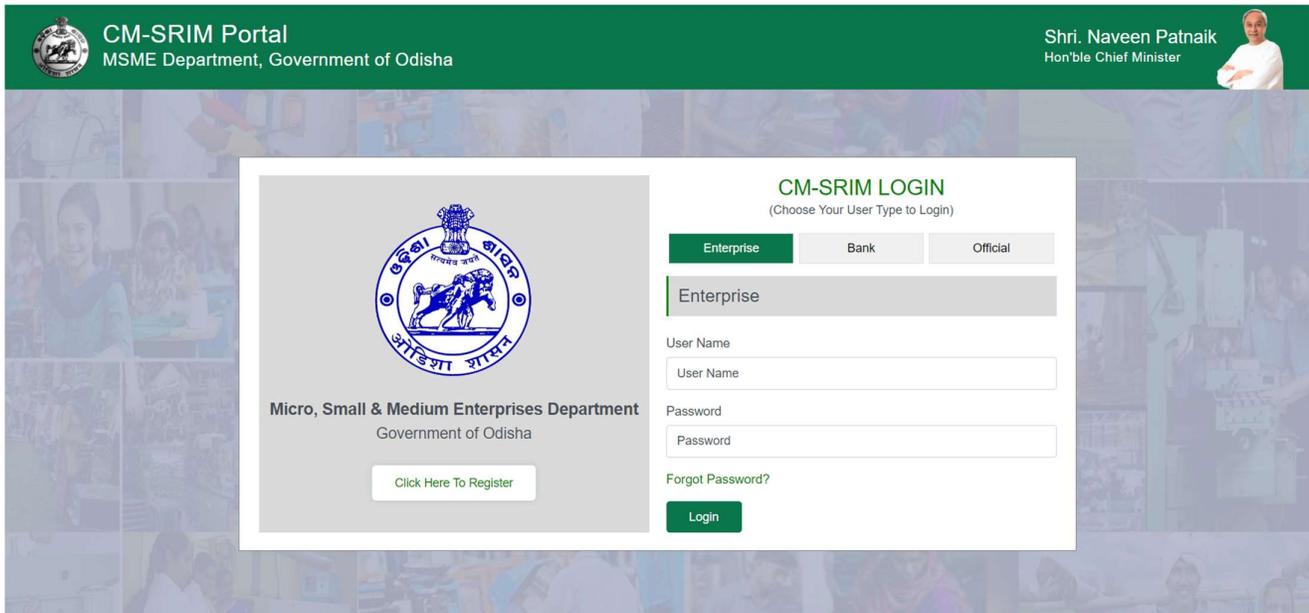


Directorate of Industries  
Micro, Small & Medium Enterprises Department  
Govt. of Odisha

## Step – 01 (Visit to CM-SRIM Portal)

Please type the URL (<https://cm-srim.odisha.gov.in>) on the address bar of the web browser to visit the CM SRIM portal.

You will find the portal home page (below image)



This is the official portal for the CM-SRIM Scheme.

You will find the links mentioned below

1. Operational Guideline Document. ([PDF](#))
2. User Manual Document. ([PDF](#))

There are also facilities for enterprise registration & login.

## Step – 02 (Enterprise Registration)

Enterprises have to register themselves for the first time to log in and use the CM-SRIM portal.

Steps for registration:

1. For registration click on the **“Click Here to Register”** button provided on the home screen.



2. It will navigate the user to the **Enterprise User Registration Form**.

### Enterprise User Registration Form

(Please fill the form and submit for registration)

**Enterprise Details:**

Name of the Enterprise *	<input type="text" value="Name of the Enterprise"/>	Category of the Enterprise :	<input type="text" value="Select Category of Enterprise"/>
Type of Organization *:	<input type="text" value="Proprietorship"/>	Udyam Registration No *:	<input type="text" value="Udyam Registration No"/> <small>UDYAM-XX-00-0000000</small>
Upload a Copy of UDYAM *:	<input type="button" value="Choose a file..."/>		

Accepted formats: jpg, png, jpeg,pdf. Max file size 500KB

**Applicant Details:**

Name of the Applicant *:	Designation *:	Mobile No. *:	Email ID *:
<input type="text" value="Name of the Applicant"/>	<input type="text" value="Proprietor"/>	<input type="text" value="Mobile No"/>	<input type="text" value="Email ID"/>
AADHAAR No. *:	Upload a Copy of AADHAAR *:		
<input type="text" value="Type AADHAAR No."/>	<input type="button" value="Choose a file..."/>		

Accepted formats: jpg, png, jpeg,pdf. Max file size 500KB

**Address of Registered Office:**

Address Line 1 *:	Address Line 2 *:	Village / Ward *:	Post *:
<input type="text" value="Enter Address"/>	<input type="text" value="Enter Address"/>	<input type="text" value="Village / Ward"/>	<input type="text" value="Post"/>
Police Station *:	State*:	District*:	Block/ULB *:
<input type="text" value="Police Station"/>	<input type="text" value="State"/>	<input type="text" value="District"/>	<input type="text" value="Block/ULB"/>
PIN *:			
<input type="text" value="PIN"/>			

Note\* After submitting the form you will receive verification OTPs sent to your registered Mobile No. & Email ID. You have to verify both OTPs on the next page.

3. After Filling out the registration form and uploading the required documents user has to **submit** the form. Upon submission, it will take you to the next page of the registration form.

**Enterprise User Registration Form**  
Please Fill the form and submit for registration

Enter OTP & Create Password:

Enter OTP sent to your Mobile No.: Enter Mobile OTP Resend

Enter OTP sent to your E-mail Id: Enter E-mail OTP Resend

Type Password: Type Password

Re-Type Password: Re-Type Password

\*Note  
You will be sent a registration confirmation SMS with your User ID and password to the registered mobile number and email ID after submission. Log in using the credentials provided.

Captcha  
hng  
Enter Captcha  
Submit

4. On the next page, the user has to provide the received OTPs to validate the mobile no and email ID for creating a password and **submit** the user registration form.
5. A **confirmation message** will be sent to the registered mobile no and email ID of the registered user as an intimation of successful registration.
6. Users can find their user ID and password in the registration mail.
7. Users can use the credentials to **log in** to the portal.

### Step – 03 (Login & Portal information)

Registered enterprise users can log in to the portal using the credentials received after registration. Steps for login:

1. Visit the Portal - <https://cm-srim.odisha.gov.in>.
2. Select the Enterprise user type. (Enterprise is the default)

**CM-SRIM LOGIN**  
(Choose Your User Type to Login)

Enterprise Bank Official

Enterprise

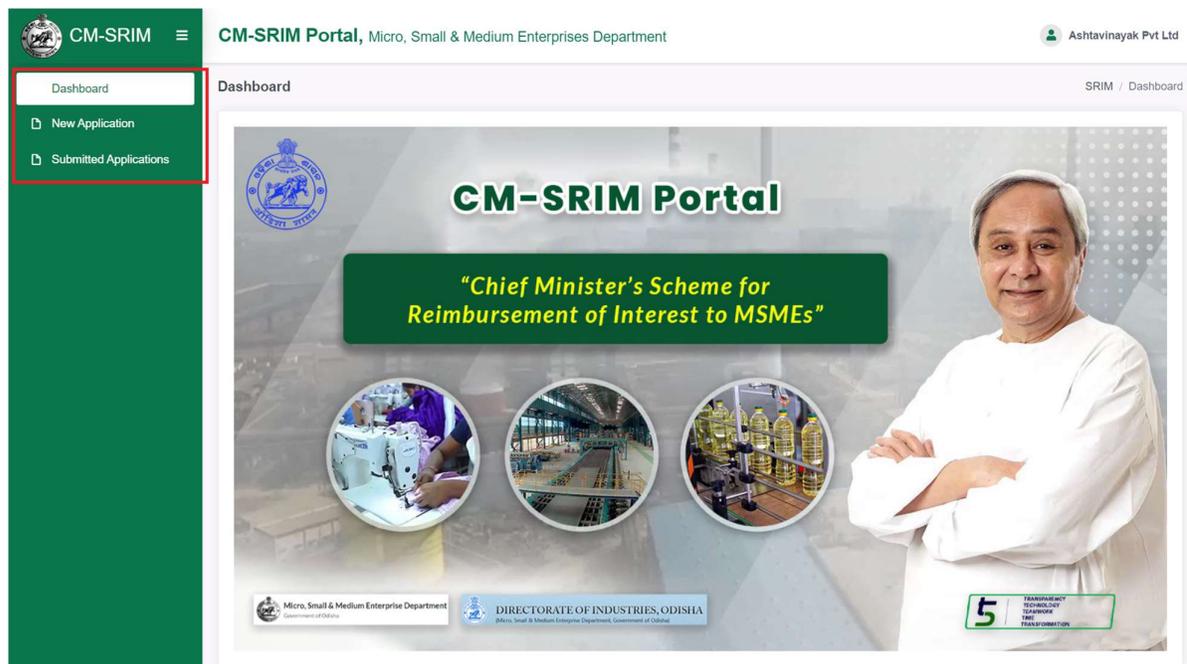
User Name  
User Name

Password  
Password

Forgot Password?

Login

- Type the user ID, and password and click on the “**Login**” button to log on to the portal.
- After successful login, the user will be redirected to the Portal Home Page.



- On the left, the user will find all the menus. (**Dashboard, New Application, Submitted Applications**)
- New Application** – On this page, the user will find the application form. The user will also find the guidelines for the application & the operation guideline document. (We recommend the user to read them before proceeding to the application)

Guidelines for Application (Please refer the Operational Guidelines of the scheme ) 

The below mentioned documents should be kept ready for uploading before proceeding with the application. Documents to be uploaded shall be self attested by the applicant.

- Udyam Registration Certificate
- Working Capital Loan / Export Packing Credit Sanction Order
- Chartered/Cost Accountant's Certificate on Annual Turn-over.  [Download Format](#)
- Power of Attorney / Board Resolution / Society Resolution as applicable, while signing as Partner / Managing Director / Authorised Signatory.(Not required for Proprietary Firm)

[Proceed to Application](#)

- Submitted Applications** – Here, the user can find the submitted applications which are applied earlier by the user. The user can also view the status of the application on this page.

S.No.	Application No	Application Date	Amount Claimed (INR)	Sanctioned Amount(INR)	Status	Action
1	CMSRIM0000007 (CP1 : 2023-24)	13-12-2023	₹ 800.00	--	Applied	

Showing 1 to 1 of 1 entries

Previous **1** Next

- Resubmit the Application**– If any of the submitted applications are returned by the officials for additional information or support documents, the user will find the application here on the **Submitted Applications** page. Users have to resubmit the returned application on this page by providing the necessary information or documents.
- The user will find the profile and change password options by clicking on the user icon placed in the top right corner of the portal.

- **View Profile** – To view the user profile.
- **Change Password** – To reset the current password.
- **Sign out** – To log out from the portal.

## Step – 04 (New Application)

- At first, the registered enterprise user has to **log in** to the portal using the credentials.
- After the login, the user will click on the **new application** link to access the application form.

- Users will find a **pop-up message** showing the **guidelines for the application and required documents**.

Guidelines for Application (Please refer the Operational Guidelines of the scheme ) 

The below mentioned documents should be kept ready for uploading before proceeding with the application. Documents to be uploaded shall be self attested by the applicant.

1. Udyam Registration Certificate
2. Working Capital Loan / Export Packing Credit Sanction Order
3. Chartered/Cost Accountant's Certificate on Annual Turn-over.  [Download Format](#)
4. Power of Attorney / Board Resolution / Society Resolution as applicable, while signing as Partner / Managing Director / Authorised Signatory.(Not required for Proprietary Firm)

[Proceed to Application](#)

- Users have to keep the documents ready before proceeding to the application. Click on the **“Proceed to Application”** button to go to the application form.
- The **CM-SRIM application form** will appear on the screen.

**CM-SRIM Portal**, Micro, Small & Medium Enterprises Department
 Ashtavinayak Pvt Ltd

Apply Application
Application / Apply Application

(Annexure-A)

### CM-SRIM Application Form

**Note\*** Application received after the due date / incomplete in any respect shall be liable for rejection

**Enterprise Details:**

Name of the Enterprise:	Ashtavinayak Pvt Ltd	Category of the Enterprise:	Medium Enterprises
Type of Organization:	Private Limited	Udyam Registration No.:	UDYAM-AV-89-1234567

**Applicant Details:**

Name of the Applicant:	Designation:	Mobile No.:	Email Id:
Sibabrata Hota	Proprietor	7846833771	sibabrata1988@gmail.com
AADHAAR No.:	Aadhaar Card:		
1234-1234-1234	<a href="#">View Aadhaar</a>		

**Address of Registered Office:**

Address Line 1:	Address Line 2:	Village / Ward :	Post:
M/33	Samanta Vihar	Chandrasekharpur	Chandrasekharpur
Police Station:	State:	District:	Block/ULB:
Chandrasekharpur	Odisha	Cuttack	Cuttacksadar
PIN:			
753001			

**Address of Manufacturing Unit:**

Address Line 1:	Address Line 2:	Village / Ward :	Post:
Enter Address	Enter Address	Village / Ward	Post
Police Station:	District (DIC):	Block/ULB:	PIN:
Police Station	District	Block/ULB	PIN

Date of commencement of Manufacturing activity. (If exact date is not available, please indicate the probable month & year):

Date   
  Month & Year   
 Date

**Items of Manufacture:**

Sl. No.:	Item:	Annual Installed Capacity		Actual Production in 2022-23		Add/Delete:
		Qty.:	Unit:	Qty.:	Unit:	
1			Select		Select	+

(a) Annual Turnover for 2022-23 FY from Manufacturing Activities(In Rs.): ₹

(b) Annual Turnover for 2022-23 FY from Non-Manufacturing Activities(In Rs.): ₹

(c) Total Annual Turnover for FY 2022-23 from all Activities(In Rs.): ₹

(d) % of Turnover from Manufacturing Activities to Total Turnover:

Details of Working Capital Loan / Export Packing Credit Sanctioned:

Name of the Bank:  Branch:  IFSC Code:  Official Email ID of Bank:

Bank Address:  Working Capital Loan/ EPC Ac. No.:  Working Capital Loan/ EPC Limit (In Rs.): ₹

Interest paid to Bank on Working Capital / EPC for the claim period (2023-24):

Select Claim Period for the FY 2023-24

(a) 01.04.2023 to 30.09.2023  (b) 01.10.2023 to 31.03.2024  (c) 01.04.2023 to 30.09.2023: ₹

Whether availed similar incentive under any other scheme of the State Govt./ Govt. of India for the period of application. If yes, please mention the name of the scheme with amount of benefit availed.

No  Yes

Interest Reimbursement Claim Amount (in Rs.): ₹

Documents to be Uploaded:

**Note\*** (Self-attested documents to be uploaded by the applicant)

Sl No.	Documents	Size / Type	
1	Udyam Registration Certificate:	Accepted formats: pdf. Max file size 1MB	<input type="button" value="Choose..."/>
2	Working Capital Loan / Export Packing Credit Sanction Order: (If it exceeds 10MB then upload the first five pages only)	Accepted formats: pdf. Max file size 10MB	<input type="button" value="Choose..."/>
3	Chartered/Cost Accountant's Certificate on Annual Turn-over:  Download Format	Accepted formats: pdf. Max file size 1MB	<input type="button" value="Choose..."/>
4	Power of Attorney / Board Resolution / Society Resolution, as applicable, while signing as Partner / Managing Director / Authorised Signatory (Not required for Proprietary Firm):	Accepted formats: pdf. Max file size 5MB	<input type="button" value="Choose..."/>

Undertaking:

I, **Sibabrata Hota** at present **Proprietor** of M/s **Ashtavinayak Pvt Ltd** certify that the information furnished as above is true and correct to the best of my knowledge and belief.

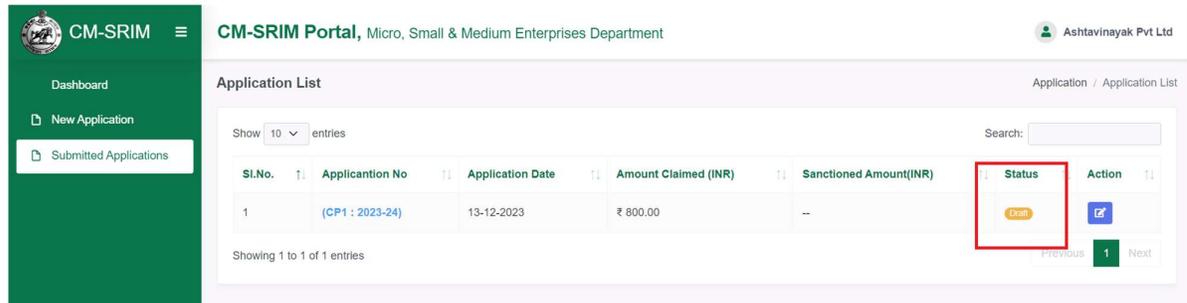
I hereby further certify that I have read the CM-SRIM guidelines carefully and I hereby undertake to fully abide by the terms and conditions of the 'CM-SRIM' guidelines.

I do hereby undertake that the operation of my unit has not gone out of production for continuous period of six months starting from 01/04/2023 .

Date : 13-12-2023

- Enterprise users will **fill up** the application form, **upload the necessary documents**, and **submit** the application.
- The application may be **received** for further process, **returned** for resubmission or **rejected** as per the merit of the application.

8. Returned applications will be resubmitted after being compiled by the enterprise user on the submitted applications page.
9. After submission of the application, the user can view the application status on the submitted applications page.



Detailed description of **status** are:

Sl. No.	Status	Description
01	<b>Draft</b>	The application is filled and saved. Not submitted.
02	<b>Applied</b>	The application is submitted.
03	<b>Under Process</b>	The application is received and under process. It may get rejected or approved
04	<b>Returned</b>	The application is returned due to some reasons. The applicant has to comply with it according to the reasons and resubmit.
05	<b>Rejected</b>	The application is rejected.
06	<b>Approved</b>	The application is approved/ sanctioned. The interest reimbursement amount will be credited to the bank account.

- Thank You -