RIICO- LM Module


Entrepreneur Login
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<th>Date</th>
<th>Description</th>
<th>Version</th>
</tr>
</thead>
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<tr>
<td>Isha Mehta</td>
<td>31-01-2017</td>
<td></td>
<td>1.0</td>
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1 Getting Started

A user must first login to the portal using its SSO Id. For this user needs to perform the following steps:

- Enter the following URL in the browser [https://sso.rajasthan.gov.in/signin](https://sso.rajasthan.gov.in/signin). User will be directed to the following interface.
- Login using the credentials i.e. the SSO Id and password.
- Enter the 6-digit captcha in the text box provided for the same and click on the “Login” button as highlighted in the image below, to login into the portal.

![SSO Login](image)

*Fig 1.1: SSO login*

After successful login, user will be directed to the following homepage. Select “RIICO” icon to access the RIICO services as shown below in the outlined box.

![RIICO Services](image)

*Fig 1.2: Select RIICO*

On selecting RIICO services, user will be directed to the homepage of its profile on RIICO portal.
2 Profile Generation

For first time users who do not have an active profile, a popup will be shown to create the plot profile. Select “Plot Owner” and and click on “OK” button highlighted in the image below, to generate the profile.

![Create Profile](image)

*Fig 2.1: Create profile*

User will be directed to the profile creation form as shown in the image below.

- Personal details of the user which include its name, date of birth, mobile no., email Id will be shown in the form. User should fill its alternative email address.
- To create the plot profile user should select the unit name and industrial area in which the plot exists.
- User should search the plot in “Your Plot Number” field. Simply enter a keyword of the plot no.
- All the plots satisfying the keyword will be displayed.
Fig 2.2: Select plot no.

- If Plot is found then select the plot and plot details are shown as under.

Fig 2.3: Profile creation- enter bank detail
If plot is not searched, then click check on “Plot Number does not Exists” and enter the plot number in text box as shown below.

Thereafter, user is required to enter the bank details. These details shall be used during refund of any online transaction to the concerned user.

![Profile Creation Form]

**Fig 2.4: Profile creation - new plot**

Click on save button as highlighted in the above image to generate the profile.

User can add multiple plot profiles. To add another profile, go to the homepage and Click on Drill down option along with the name as shown in Blue color and select “Create New Profile” to add another plot in the profile.

![Profile Creation Form]

**Fig 2.5: Create new profile**

User will be directed to the profile creation form. Fill the form following the same procedure as explained above.

All the profiles created by the user will be displayed in the My Profile section. Click on “My Profiles” option in the menu bar. User will be directed to the following interface displaying a list of profiles.
created by the user. Corresponding to each profile, its status will be displayed in the list. To edit or delete the profile use the edit button or delete button respectively.

<table>
<thead>
<tr>
<th>#</th>
<th>Profile Type</th>
<th>Profile Detail</th>
<th>Status</th>
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<td>Plot Owner</td>
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<td>Not Activated</td>
<td></td>
</tr>
</tbody>
</table>

**Fig 2.6: My profile**

After creating the profile, user is required to submit the authorization letter to the unit office of RIICO. To generate the authorization letter click on the print icon in the list. Following letter will be displayed to the user.

**Fig 2.7: Authorization letter**

User is required to take out a print out of the authorization letter on its company letter head. Thereafter submit the letter to RIICO unit office either physically or by post.

Note that, authorization letter submitted by email are not applicable.

Once a unit office receives the authorization letter, it will activate the profile. User will receive a notification on its registered mobile no. and email Id. Also the status of the profile will be updated in the list in the “My Profiles” section.
3 Online Plot Application

User is provided with a facility to submit plot application online. The navigation for the page will be as follows: My Dashboard >> Online applications >> Plot applications. User will be directed to an interface displaying a list of existing plot applications. To add a new plot application, click on the button.

User will be directed to a list of plot applications as shown in the image below. Select the application type by clicking on the radio button. After that, click on the “Next” button as highlighted in the image below.

**Fig 3.1: List of plot applications**

If, an application has sub types, user will be directed to a page displaying the application’s sub types. Select the required application sub type and click on “Next”.
Few applications are explained for reference. In the succeeding sections.

3.1 Application for Intimation of Commencement of Production Activity

User needs to follow the given navigation. Application list >> Application for intimation to Corporation >> Application for Intimation of Commencement of Production Activity

User will be directed to the following interface displaying a list of documents required to be submitted along with the concerned application.

Click on the “Apply” button to be directed to the following interface.

Plot details will be displayed in the form. User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload icon. Search the file from user’s computer and upload onto the system.
Fig 3.4: Upload documents

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the following interface. It will display the fees to be paid with the application.

Fig 3.5: View application and pay

Click on “Pay Now” button to submit the application. A pop up will be displayed to the user as shown in the image below. If user is sure to submit the application, click on the “Ok” button.
Fig 3.6: Pop up for payment

User will be directed to the payment gateway. After successful payment, application receipt will be generated as shown in the image below.

Fig 3.7: Application receipt

3.2 Application for Transfer of Plots – in Case of Sale

User needs to follow the given navigation. Application list >> Application for transfer of plots >> Application for transfer of plots- in case of sale.

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.
Search for entrepreneur to whom plot is to be transferred. Enter a keyword and search. All the entrepreneur search results will be displayed as shown in the image below. Click on “Select’ button to add the entrepreneur details to the form.
The entrepreneur details will be displayed in the form as shown in the image below.

![Image of entrepreneur form](image.png)

**Fig 3.10: Transfer to selected entrepreneur**

In case, the entrepreneur is new, User can add the entrepreneur details into the system. Click on the “Add New” button. Add new entrepreneur form will open up. Fill the entrepreneur and its member details and save the form.

User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload icon. Search the file from user’s computer and upload onto the system.

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the following interface. It will display the fees to be paid with the application.
Click on “Pay Now” button to submit the application. A pop up will be displayed to the user. If user is sure to submit the application, click on the “Ok” button. User will be directed to the payment gateway which is shown in the image below.
Fig 3.12: Payment gateway

After successful payment, application receipt will be generated.

3.3 Application for Merger for Plots

User needs to follow the given navigation. Application list >> Application for merger of plots.

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.
In case of merger of plots following mandatory detail are to be filled in the application form:

- **Application role:** Select the application role from the drop down menu.
- **No. of plots for merger:** Mention the no. of plots to be merged.
- **Plot no.:** From the drop down list, select the plot no. that is to be included in the merger of plots.

User can add multiple plots using the **Add** button. However, only the no. of plots mentioned for merger can be added in the form.

User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload **Upload** icon. Search the file from user’s computer and upload onto the system.

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.
3.4 Application for Sub Division of Plot

User needs to follow the given navigation. Application list >> Application for sub division of plot

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

In case of sub division of plot following mandatory detail are to be filled in the application form:

- **No. of plots for division**: Mention the no. of sub divisions to be created out of the concerned plot.
- **Plot no/ Area**: Provide a name/ plot no. to each sub division of plot. Also mention the area for each sub division. Note that, total area of sub division should be equal to the area of the plot divided.

User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload icon. Search the file from user’s computer and upload onto the system.

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.
3.5 Application for Time Extension

User needs to follow the given navigation. Application list >> Application for time extension >> Application for time extension - for utilization of plot

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

In case of time extension for utilization of plot following mandatory detail are to be filled in the application form:

- **Extension Up to:** Mention the time up to which the extension is required.
- **Site Position:** Mention the status of site at present. Select the appropriate category from the drop down menu.

Click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.
3.6 Application for Surrender of Plot

User needs to follow the given navigation. Application list >> Application for surrender of plot.

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

![Application for Surrender of Plot](image)

**Fig 3.16: Application for surrender of plot**

In the application detail section, user is required to provide the following details:

- **Surrender Type**: Select the surrender type from the drop down menu i.e. general or conditional. In case of conditional surrender type, user is further required to select the conditional type from the drop down menu.
- **Reason**: State a reason for surrender of plot.

Click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.
4 Online Payment & Transactions

User is provided with a facility to make online payments and transactions regarding the plots. The navigation for the page will be as follows: My Dashboard >> Online applications >> online payments and transactions. User will be directed to an interface displaying a list of existing payments and transactions. To make a new payment, click on the **Pay Now** button.

User will be directed to the following interface. Select the payment type i.e. outstanding payment or payment against demand note.

In case of outstanding payment, simply mention the payment amount and remark. Check the check box against “I accept Terms and Conditions for Online Payment” statement. Click on “Pay Now” button to submit the application.

![Pay Now Interface](image)

*Fig 4.1: Outstanding payment*

User will be directed to the payment gateway as shown in the image below.
After successful payment, payment receipt will be generated as shown in the image below.

![Payment Receipt Image]

*Fig 4.2: payment gateway*

After successful payment, payment receipt will be generated as shown in the image below.

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<td>AMT</td>
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<td>PID</td>
<td>AVN0002</td>
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<tr>
<td>TXNDATE</td>
<td>31/01/2017</td>
</tr>
<tr>
<td>Transaction Status</td>
<td>Y Y</td>
</tr>
</tbody>
</table>

*Fig 4.3: payment receipt*

In case of demand note, user needs to select the demand note no. from the drop down menu. Mention the payment amount and remark. Check the check box against “I accept Terms and Conditions for Online Payment” statement. Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, payment receipt will be generated.
Fig 4.4: Demand note payment
5  E-Auction

User is provided with a facility to auction for plots online. The navigation for the page will be as follows: My Dashboard >> Citizen Services >> E-Auction.

A list of currently active “E-Auction” would be displayed to the user as shown in the image below. Corresponding to each e-auction record its EMD submission end date, reserved bid price, highest bid price is mentioned.

![E-Auction List](image1)

**Fig 5.1: E-auction list**

User can view the auction in which it has participated by clicking on the “My Auctions” tab as shown in the image below.

![My Auction](image2)

**Fig 5.2: My auction**

To participate in an auction, click on the link “Click to Participate Now” in the e-auctions list. The link is highlighted in the image below.
Fig 5.3: Participate in e-auction

User will be directed to the following interface displaying the form to apply for online auction. User is required to enter plot details, entrepreneur details, and bank details in the form.

Fig 5.4: Apply for online auction application

- If the Firm is already existing then user should select “Yes” in “want to declare Entrepreneur” and enter the entrepreneur details and click on save button.
- If the Firm does not exists then user would select “No” in “want to declare Entrepreneur” and click on save button.
- After that user would enter the Directors / Members details by click on “Add Members” button.
- System would show the EMD amount against the plot to participate in E-Auction.
User would check on the “Acceptance of Term and conditions” to proceed further.

User would click on pay now button to pay the EMD Online. User would also select the offline method for payment and pay the payment through NEFT/RTGS. After making offline payment through NEFT/RTGS, he would inform the unit office and provide the UTR number to unit officials. Unit Officials would generate the EMD Receipt and after that he would be able to participate in E-Auction.

After successful deposition of EMD through Online / Offline mode, User would select “Highest Bid Price” button to view the trend of the bidding against the plot. He would click on “EMD Paid – Bid now” button to bid the bid amount against the plot.

User can view the bid price bided by it in the “My Auction” tab. All the auctions in which the user is participating will be listed out on this interface.

User can view its bids, by clicking on the “My Bid” column as highlighted in the above image. List of the bid will be displayed.
Similarly, user can view all the updates in highest bid of the plot, by clicking on the “Highest Bid” column. Refer Fig 5.6: View my auction. A list of highest bid will be displayed.

Click on the “Actions” tab to bid. The navigation for bidding for a plot is My Auctions >> Actions >> Bid Now.

User will be directed to the following interface. A Bid page would open which shows the time left details for bidding. User should enter the new bid amount and click on save button to submit the bid amount against the plot.
Fig 5.10: Submit bid

Once the bid time is crossed, status of E- Auction is changed to bid close and applicant would not be able to submit the bid.