



HSIIDC *Your Partner in Progress*

A Government Of Haryana Undertaking

PROJECT REPORT

...an offline report submitting utility.

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1. Introduction

“Haryana State Industrial and Infrastructure Development Corporation” (HSIIDC) has taken a great step to make an ease to its users.

Now, you can download this report template and you can fill it up at your convenience. You can then upload it after filling all details. All the filled details will get validated, as user fills them up. Only validated Project Report Template can be uploaded on online database.

Here is a guidance document that guides user regarding usage of the utility.

The Project Report Utility

This is an offline utility to submit Project Report details for the allotted plot. In this utility Yellow and Light Green shaded cells are calculated fields. User will not be able to edit these cells. Fields marked with ‘*’ (red asterisk) indicates mandatory entries. In this utility, wherever an amount is to be entered, enter it in (INR) “Lacs” only.

 Please collect and verify all the relevant information before using the utility.

Working Environment

This utility has been developed using Visual Basic for Application (VBA) environment provided into Microsoft Office Excel. **User must have Windows® operating system and Microsoft office 2003 or higher version (excel program) to fill up project report. In older (prior to 2003) version, (some/all) functionalities of the application may not work.** In Microsoft Excel, there is easy procedure to enable macros environment. Enabling Macro is must to run this utility. Next topic describes the same.

Enabling Macro

Microsoft Corporation has been released Microsoft Office in different versions. This report utility will work in MS-Excel 2003 and higher version. Up to MS-Office 2003, there were different steps to enable the macro. In MS-Excel 2007 and MS-Excel 2010, there is same method to enable Macros.

MS-Excel 2003





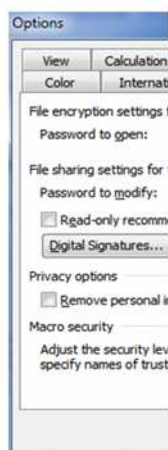
- Click on Tools → Options
- In displayed dialog box, select 'Security' tab. Then Click on 'Macro Security...'
- In displayed dialog box, select 'Low (not ...)' option in 'Security Level' tab.
- In 'Trusted Publishers' tab, select (Tick) 'Trust access to...' option. Then press “OK” to apply the settings.
- Close the file and restart MS-Excel.

MS-Excel 2007/2010


- In MS-Excel 2007: Click on Office Logo Button → From the menu click on - "Excel Options"
- In MS-Excel 2010: Click on green coloured 'File' menu. → From the menu click on - "Options"
- These both command will open Excel Options Dialog box.
- In this dialog box, click on 'Trust Centre' and then click on "Trust Center Settings...".
- From the Trust Centre Dialog Click on ActiveX Settings and select 'Enable all controls without....' option.

- From the Trust Centre Dialog Click on Macro Settings and select "Enable all macros" option. Also check 'Trust access to the...' option.
- After completing all the steps press 'OK'.
- Close the Excel and restart the Excel.

Performing these steps enables macros, which allows running VBA enabled applications and utilities. If macros are disabled in your system, the utility guides itself. You will find detailed guidance with illustrations for enabling macros in your system.


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	How to enable Macros or VBA Utility																			<< Back	
2	Note: This utility works well only in MS-Excel 2003 and higher versions. In older version, some or all functions may not work properly.																				
3																					
4																					
5	Version: 2007										2010										In MS-Excel - Vers
6																					
7	1 Click on Office Logo Button										1 Click on green coloured 'File' menu.										Step 1 Click on Tools -
8																					Step 2 In displayed dia
9																					
10																					
11																					
12																					
13	2 From the menu click on - "Excel Options"										2 From the menu click on - "Options"										Step 3 In displayed dia
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
This screen will appear at the start-up if macros are disabled in your system. If the macros are enabled in your system, this screen will not be displayed. You will be redirected to usual welcome screen.


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PROJECT REPORT UTILITY

- ✓ You must have Windows® operating system and **Microsoft office 2003 or higher version (excel program) to fill up project report.** In older (prior to 2003) version, (some/all) functionalities of the application may not work.
- ✓ This is an offline utility to submit Project Report details for the allotted plot.
- ✓ In this utility Yellow and Light Green shaded cells are calculated fields. User will not be able to edit these cells.
- ✓ "*" (red asterisk) indicates mandatory entries.
- ✓ In this utility, wherever an amount is to be entered, enter it in (INR) "Lacs" only. e.g. for 26,35,325 enter 26.35
for 42,56,504 enter 42.57
- ✓ Please collect and verify all the relevant information before using the utility.

 **Wrong/Incorrect information may lead to Cancellation or Permanent Rejection of your application.**



2. Getting Started

The very first step of the filling report is select “Status of the Applicant” and “Project Type”. These parameters are the most important parameters of the whole Project Report. Select these two values from the list, which you have filled at the time of online registration.

The screenshot shows a spreadsheet interface for the HSIIDC Project Report. At the top, there is the HSIIDC logo with the tagline "Your Partner in Progress" and "A Government Of Haryana Undertaking". The title "PROJECT REPORT" is centered. Below the title, there are two dropdown menus: "Status of the Applicant" set to "COMPANY" and "Project Type" set to "GENERAL". There are two buttons: "Proceed To Report" and "Macro Help". A "Reset All" button is highlighted with a red box. A note explains that the "Reset All" button allows users to reselect the 'Status of the Applicant' and 'Project Type'. A warning states: "Remember, use of 'Reset All' button will remove all feeded details from all respective sheets. This action is irreversible."

Selecting Applicant Status

Currently there are eight types of Statuses for the applicant. Select appropriate status that you have entered while applied to HSIIDC. Details of “Bio-Data” sheet depend on the Status of applicant.

This close-up shows the "PROJECT REPORT" title and the "Status of the Applicant" dropdown menu. The menu is open, displaying a list of options: COMPANY, INDIVIDUAL, PARTNERSHIP FIRM, PROPRIETORSHIP, LLP, JOINT APPLICANTS, TRUST, and HUF. A hand cursor is positioned over the "COMPANY" option. A callout box on the right explains: "Status of the Applicant: Select appropriate 'Status of the Applicant' here which you have entered while applied to HSIIDC."

Selecting Project Type

Currently there are six Project Types. Select appropriate Project Type that you have entered while applied to HSIIDC. Details of the project depend on the Project Type.

Project Type	GENERAL
	<ul style="list-style-type: none"> GENERAL PRESTIGIOUS MEGA NRI/PIO FDI PERSON WITH DISABILITY

Project Type:
Select appropriate 'Project Type' here which you have entered while applied to HSIIDC.

Warning

The “Project Type” and the “Status of the Applicant” are basic elements of the whole report details. So, be careful while selecting these two parameters. You can reselect any or all these parameter by clicking on “Reset All” button, which is placed on “Project Details” sheet. However, **this action removes all entered details form all the respective sheets.**

Note:

Reset All

→

This button will allow to **reselect** the '*Status of the Applicant*' and '*Project Type*'. You will see This button on top right portion of the 'Project Report' sheet.

***** Remember, use of 'Reset All' button will remove all feeded details from all respective**

After selecting these parameters, click on “**Proceed to Report**” button. Project Report template will be opened to you accordingly the parameters are selected. In this template three (3) sheets will be displayed. “**Project Details**” sheet contains details about project and project planning. “**Bio-Data**” sheet contains data regarding promoters’ details. And “**Past Performance Details**” sheet contains data about Existing Activities and/or Sister Concerns (if any).

PROJECT REPORT

Status of the Applicant	COMPANY
Project Type	GENERAL

Proceed To Report

Macro Help

Note:

Reset All

→

This button will allow to **reselect** the '*Status of the Applicant*' and '*Project Type*'. You will see This button on top right portion

“**Macro Help**” button will navigate to the help that demonstrates how to enable macros. We have already discussed about this point earlier.

Displayed three sheets contain all about project, scope, strategy, Raw Materials, Products, Applicant and Promoters, Promoter Types, Share of Promoters, Details of Existing Activities and Sister Concerns (if any). So, these sheets need to be verified for valid and correct data. To validate the sheet, there is “Validate Sheet” button given on each of the sheets. It will show you detailed message regarding missing/incorrect data representation if it is there. You will not be able to upload the “Project Report” file, unless all the three sheets are valid. This topic has been discussed in later chapter.

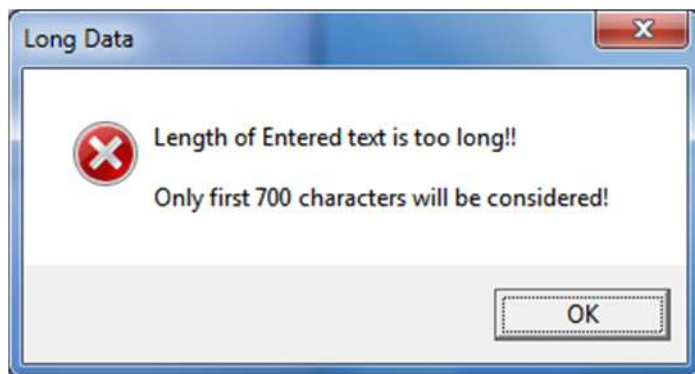
3. Project Details

Project Details sheet contains detailed information of Project, Project Planning, Scope, Finance, Manufacturing Process, Items/products, pollution details, Infrastructure, foreign Investors/Investment etc. This sheet is having many parameters mainly based on the “Project Type”.

PRO FORMA FOR PROJECT REPORT						
*** Enter all amounts in "Lacs" only.				Validate		Reset All
Status of the Applicant		COMPANY				
Project Type		GENERAL				
				Save		* - Mandatory
Sr. No.	Particulars					
1 *	Brief Introduction and background (max 700 characters)					
2 *	Proposed project to be set up: (brief detail of proposed activity- max 350 characters)					
3 *	Industry classification:					
4 *	Details of the proposed products and their end uses (max 525 characters)					
5	Whether the project is:					
	(a) Export oriented?	No				
	(b) Hi-tech (Please specify) : (max 350 characters)					
	(c) Involving Technical Collaboration?	No				
7 *	Details of Project Cost (Enter all amounts in Lacs only)		(INR - Lacs)			
	(a) Land :			0.00		

Project Details: Points to be kept in mind

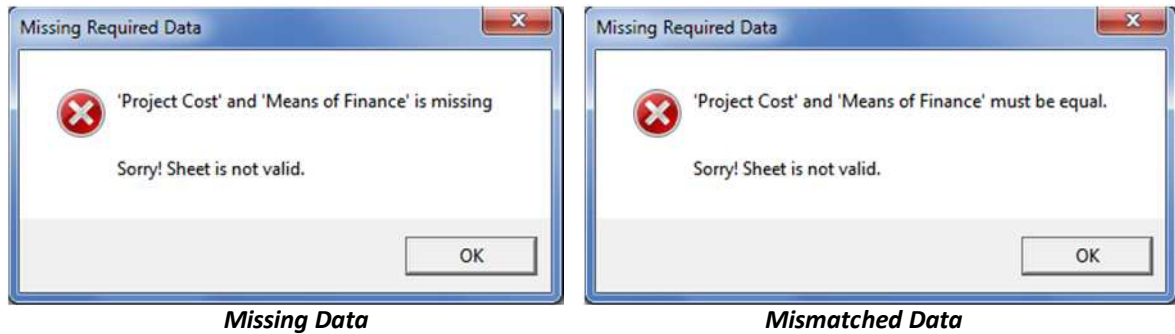
- **Restricted Data Length:** Wherever the length of the data is restricted, it is mentioned in number of characters. The text having characters more than the prescribed character length will be cut out. **This applies to all fields of the entire project report restricted with character length.**



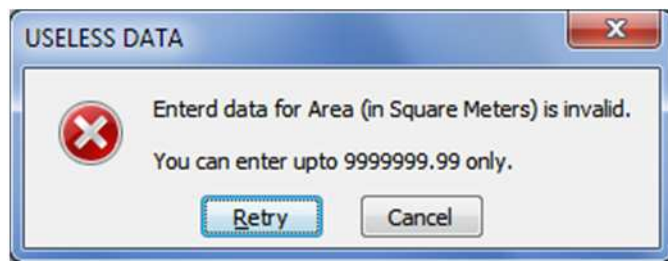
Direct **Cut, Copy and Paste** commands are disabled for the entire “Project Report” utility. You can’t directly cut or copy by using “Ctrl X” or “Ctrl C” and you can’t directly paste using “Ctrl V” or the short-cut/menu commands. But, if you want to cut/copy a part of entered data then press “F2” on that cell, select the desired amount

of data and copy/cut it, then, put cursor on the cell where you want to paste the copied data. Press “F2” and then press “Ctrl V”. The copied/cut data will be pasted.

- **Project Cost and Means of Finance:** This is mandatory information. These two data element regarding finance must be same. In case of any mismatch, the “Project Details” sheet will not be validated.



- **Details of Building and Proposed Covered Area:** This detail covers data regarding Building and Proposed Covered Area. All figures must be given in Square Meters (Sq.Mtrs. – Sqm). You can enter area up to 9999999.99 Sqm. If the area exceeds the limit, following message will appear.



Initially four (4) building parts (Basement, Ground Floor, First Floor and Second Floor) given. Each given building part is mandatory. At least enter “Zero” (0) if there is no data for any of the given building part. You can add more floors with the help of (Plus) button.

Details of Building and Proposed Covered Area		Area in Sqm.	Reset
BASEMENT			
GROUND FLOOR			
FIRST FLOOR			
2ND FLOOR			
Total		0.00	

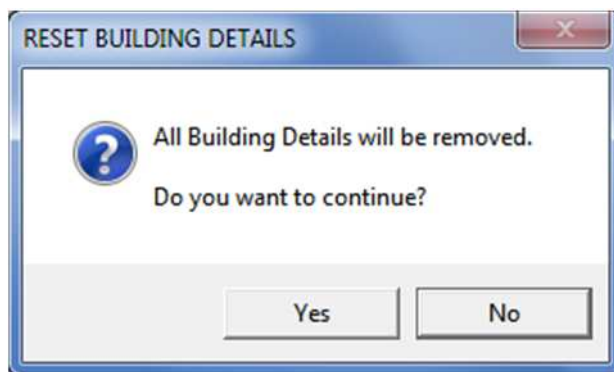
- **Adding Floor:** Adding floor is allowed only if valid data for all given building parts is entered. If data for any of the given building part is missing then following dialog will appear.


B	C
80	Details of Building and Proposed Covered Area
81	BASEMENT
82	GROUND FLOOR
83	FIRST FLOOR
84	2ND FLOOR
98	Total


Details of Building and Proposed Covered Area		Area in Sqm.	Reset
BASEMENT		395.00	
GROUND FLOOR		390.00	
FIRST FLOOR		421.00	
2ND FLOOR		421.00	
3RD FLOOR		421.00	
Total		2048.00	

When you insert a floor, the new floor will automatically be named. You can add up to fifteen floors. It is mandatory to enter area in newly entered row. Be careful while entering area and adding new row. However, you can reset data.

- **Reset Building and Covered Area Data:** “Reset” button allows you to re-enter the whole data after confirming whether it is accidental or intentional action.



Warning  Be careful while entering the Building Details and Covered Area. Because **“Reset” button removes all entered information and initializes it to the blank format.**
 → **“Details of Building and Proposed Covered Area” is mandatory.**

Tip  If you have added a row accidentally, then enter **“0.00”** as area of that particular building part (floor).

➔ **Details of Plant & Machinery:** This part of project detail is in tabular format. There are six (6) columns for furnishing the data of “Plant & Machinery”. From them “Name of Machinery”, “Nos.” and “Estimated Price (INR – Lacs)” are mandatory fields. Initially two (2) rows have been provided. You can add more accordingly your requirement. “Add Row” button will remain disabled until the given two rows are unused. As soon as details in all mandatory columns of the first two rows are filled, the “Add Row” button will be activated.

11 * Details of plant & machinery		Add Row	Reset	*Add Row* button will get activated only after two rows are utilized.			
Name of Machinery *	Nos. *	New / Second Hand	Imported / Indigenous	Source of Supply /Supplier Name	Estimated Price (INR - Lacs) *		
Total	0				0.00		

Initially two (2) blank rows and disabled “Add Row” button



11 * Details of plant & machinery		Add Row	Reset	*Add Row* button will get activated only after two rows are utilized.			
Name of Machinery *	Nos. *	New / Second Hand	Imported / Indigenous	Source of Supply /Supplier Name	Estimated Price (INR - Lacs) *		
HERFARRISTIKK 4 COLOUR PRINTER - H4C00A5404	6	New	Imported	Germany	0.84		
WELPRINTEK 5 COLOUR PRINTER TOWER - W5CT5AA05	2	Second Hand	Imported	Thailand	4.48		
Total	8				5.32		

First two (2) rows with data and enabled “Add Row” button

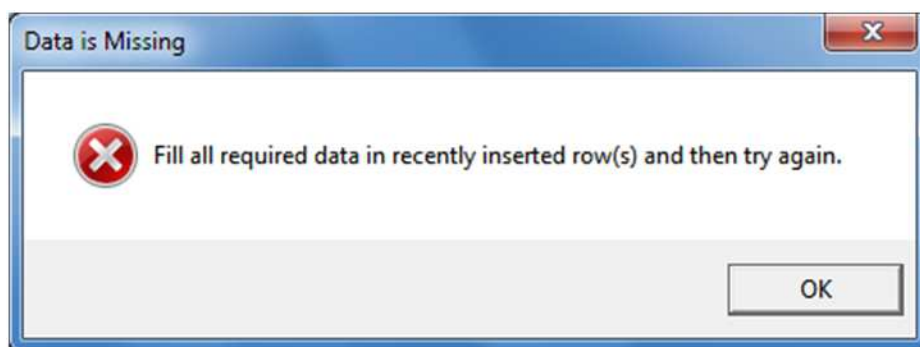


11 * Details of plant & machinery		Add Row	Reset	*Add Row* button will get activated only after two rows are utilized.			
Name of Machinery *	Nos. *	New / Second Hand	Imported / Indigenous	Source of Supply /Supplier Name	Estimated Price (INR - Lacs) *		
HERFARRISTIKK 4 COLOUR PRINTER - H4C00A5404	6	New	Imported	Germany	0.84		
WELPRINTEK 5 COLOUR PRINTER TOWER - W5CT5AA05	2	Second Hand	Imported	Thailand	4.48		
Total	8				5.32		

Added a new row and disabled “Add Row” button

After inserting a new row, the “Add Row” button will be again deactivated until the recently added row not used. Data entered in “Name of machinery” will automatically be converted into block (capital) letters.

If, any mandatory field of the newly added row is empty, and click on “Add Row” button then following message will appear.



Warning

- ➔ Be careful while entering the Plant and Machinery Data. Because **“Reset” button removes all entered information and intializes it to the blank format.**
- ➔ If any of the mandatory column has been used in a row then all the mandatory fields must be filled. Otherwise the sheet will not be validated.
- ➔ Machines with zero (0) ‘Estimated Price’ are not acceptable and will not be validated.

➔ **“Details of Plant & Machinery” is mandatory.**

Tip

If you have added a row accidentally, then leave it blank. Whole blank row is allowed. But, a row without value or having invalid data in any of the mandatory column is not allowed.

➔ **“FDI” Project Type and % of Total Investment:** if “FDI” project type is selected then it is important

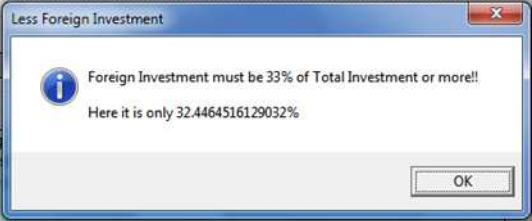
53	7 *	Details of Project Cost (Enter all amounts in Lacs only)	(INR - Lacs)
54		(a) Land :	1500.00
55		(b) Building :	1000.00
56		(c) Plant & Machinery :	230.00
57		(d) Misc. Fixed Assets :	84.00
58		(e) Total Fixed Investment (a+b+c+d) :	2814.00
59		(f) Prelim & Pre-op expenses :	125.00
60		(g) Contingencies/others	11.00
61		(h) Margin money for working capital	150.00
62		TOTAL (e+f+g+h)	3100.00
63		Means of Finance	(INR - Lacs)
64		(a) Capital :	2500.00
65		(b) Internal Accruals	50.00
66		(c) Unsecured Loans :	50.00
67		(d) Term Loans :	100.00
68		(e) Others:	400.00
69		TOTAL	3100.00
70		Expected completion time (Months) from Date of Offer of possession :	60
71			
72	8		
73		(a) Foreign Investment involved (INR - Lacs) *:	1023.00
74		(b) % of total investment	33.00%
75		(c) Name, address and details of Foreign Investor * (max 700 characters)	WelGraph Printing Technologies, 45-A/102, Harmony Streets, CA - 452154. A welknown publishing company having 16 presses in country and 8 presses outside countries.

to understand the percentage of investment. In “FDI” project type, Foreign Investment should be minimum 33% of the Total Investment. Following is formula of the Total Investment percentage calculation:

$$\text{Foreign Investment \%} = \frac{\text{Foreign Investment}}{\text{Total Investment}} \times 100$$

If involvement of the Foreign Investment is less than 33% of the Total Investment then following message will appear.

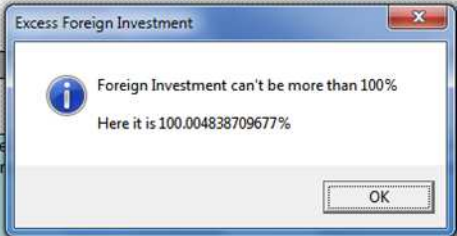
70	TOTAL	3100.00
71	Expected completion time (Months) from Date of Offer of possession :	60
72	8	
73	(a) Foreign Investment involved (INR - Lacs) *:	1005.84
74	(b) % of total investment	32.45%
	(c) Name, address and details of Foreign Investor * (max 700 characters)	WelGraph Printing A welknown public outside countries



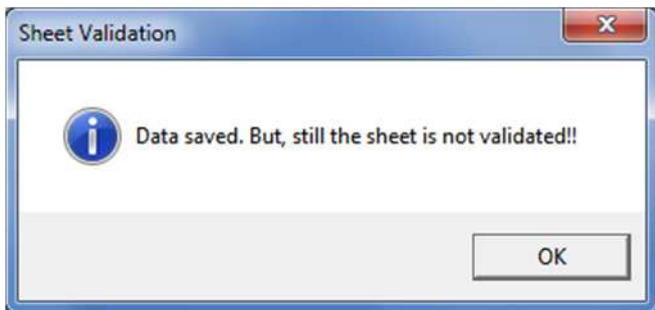
Less Foreign Investment
Foreign Investment must be 33% of Total Investment or more!!
Here it is only 32.4464516129032%

If involvement of the Foreign Investment is more than 100% then following message will appear.

70	TOTAL	3100.00
71	Expected completion time (Months) from Date of Offer of possession :	60
72	8	
73	(a) Foreign Investment involved (INR - Lacs) *:	3100.15
74	(b) % of total investment	100.00%
	(c) Name, address and details of Foreign Investor * (max 700 characters)	WelGraph Printing Te A welknown publishing outside countries.



Excess Foreign Investment
Foreign Investment can't be more than 100%
Here it is 100.004838709677%

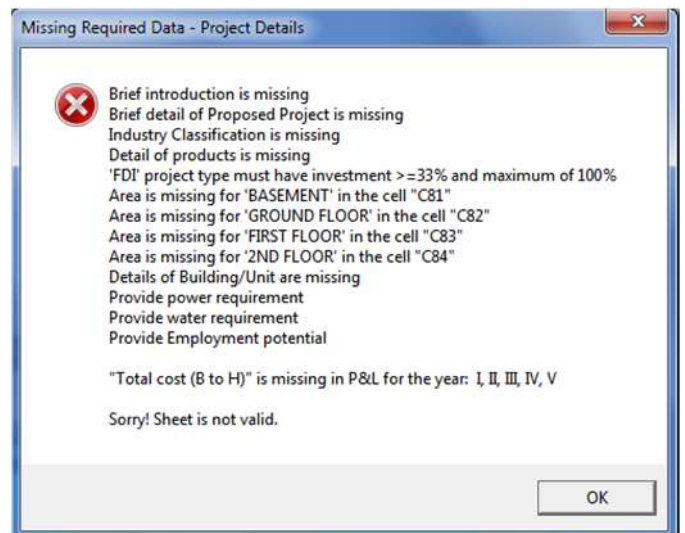


Project Details: Saving the Data

The “Save” button saves the entered data. But it will also intimate if the rest of the fields on the sheet is not filled or the sheet is not validated.

Project Details: Validating the sheet

When user will click on “Validate” button, the program will validate the entries of the “Project Details” sheet then go on to verify entries in other sheets. If the entire record-set gets successfully validated then only the project report file could be uploaded. If there is any error/data missing, an error message will appear. This error message will point out each point of error with proper description. The message also addresses cell address or title of the field, so that user can easily reach to the error containing cell and rectify it.

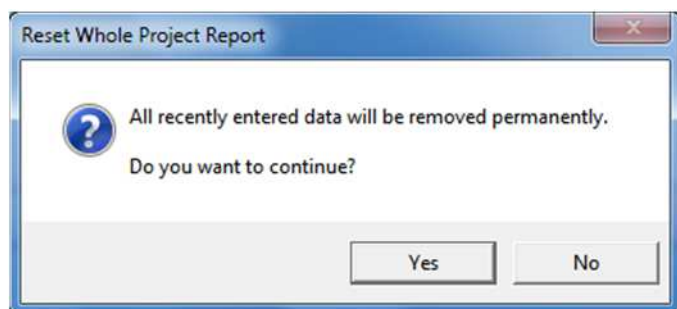


Working with “Reset All” button

The “Reset All” button is placed on “Project Details” sheet underneath green coloured title. This button helps to re-enter the entire record set.

Sr. No.	Particulars
1	PRO FORMA FOR PROJECT REPORT
2	*** Enter all amounts in "Lacs" only.
5	Status of the Applicant: INDIVIDUAL
6	Project Type: FDI
7	Buttons: Validate, Reset All , Save, * - Mandatory

When user will click on this button, a “Reset Whole Project Report” dialog will appear. This dialog confirms the action. Clicking on “Yes” button, entries of the entire Project Report get initialized and navigated to the home screen where user can re-select the “Status of the Applicant” and “Project Type”.



4. Bio-Data

Background and Experience Details		
* - Mandatory		
Status of the Applicant: INDIVIDUAL Project Type: FDI		
Whether the Applicant is presently carrying out any business activity:	No	
The "Name of Applicant" must be exactly the same as it was entered in online registration form on HSIIDC online portal. In case of any mismatch the Project Report File will not be successfully uploaded.		
A. Promoter details (for Individual / Proprietorship firm/ HUF) - Single		
Name of Applicant *:	Mr.	
Father's Name *:	Mr.	
(a) Movable assets (INR - Lacs):	0.00	
(b) Immovable assets (INR - Lacs):	0.00	
(c) Liabilities (INR - Lacs):	0.00	
Total Net worth * (a+b-c) (INR - Lacs):	0.00	
Date of Birth (DD/MMM/YYYY) *:	YYYY	
Educational Qualifications:		
(a) Academic Qualification:		
(b) Professional/ Technical Qualifications: (max 350 characters)		
Whether any sister concern is also running business activity? If No:	No	
Whether you are employed :	No	
Income tax details		
	Financial Year 2012-13 (INR - Lacs)	Financial Year 2011-12 (INR - Lacs)
(a) Taxable Income	0.00	0.00
(b) Income Tax paid	0.00	0.00

Details of “Bio-Data” sheet is based on “Status of the Applicant”. On this sheet, details of Partner/Promoters will be collected.

Any application for plot allotment has TWO types namely Individual and Company.

Individual Application Type is further categorized (which is known as ‘Status of the Applicant’) into **INDIVIDUAL, PROPRIETORSHIP** and **HUF**. *All these statuses will have only single promoter.*

There are seven categories under Company Application Type namely **COMPANY, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS, TRUST** and **Others**. *Each of these statuses can have more than one Promoter.*

A	B	C	D	E
Background and Experience Details				
* - Mandatory		Status of the Applicant: COMPANY		Project Type: GENERAL
Whether the Applicant is presently carrying out any business activity:		No	<p>The "Name of Applicant" must be exactly the same as it was entered in online registration form on HSI IDC online portal. In case of any mismatch the Project Report File will not be successfully uploaded.</p>	
B. Partner / Promoters / Directors Details (for 3 persons with highest stake/shareholding)				
Name of Applicant *:		Mr.		
Name of Promoter *:		Mr.		
Status *:				
Father's Name *:		Mr.		
Promoter type *:				
PAN *:				
UID :				
% Share *:		%	0.00 %	Enter figures without "%" symbol
(a) Movable assets (INR - Lacs):			0.00	
(b) Immovable assets (INR - Lacs):			0.00	
(c) Liabilities (INR - Lacs):			0.00	
Total Net worth * (a+b-c) (INR - Lacs):			0.00	
Date of Birth (DD/MMM/YYYY) *:			YYYY	
Educational Qualifications:				
(a) Academic Qualification:				
(b) Professional/ Technical Qualifications: (max 350 characters)				
Whether any sister concern is also running business activity?		No	Sister Concern/Subsidiary/Associates/Joint ventures/Control & Significant Influence as mentioned in accounting standards 18,21,23 and 27.	
If No:				
Whether you are employed :		No		
Income tax details				
		Financial Year 2012-13 (INR - Lacs)	Financial Year 2011-12 (INR - Lacs)	
(a) Taxable Income		0.00	0.00	
(b) Income Tax paid		0.00	0.00	

Bio-Data: Data Control and Navigation Bar

Sr.#	Button	Functionality
1	+New	<ul style="list-style-type: none"> Clears all the entry fields and makes space for new entry. Also releases from "View" mode. This button will work only for COMPANY, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS and TRUST Applicant Statuses.
2	Validate & Save	Validates the field entries before saving the record and then saves the record, if all the entries are correct and satisfy respective conditions.
3	Reset	Deletes all entered records from the database
4	<	Navigates to the first record

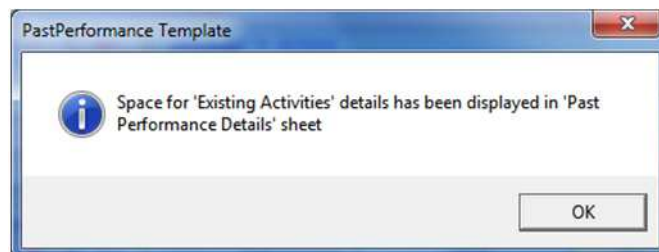
5	<	Navigates to the previous record
6	>	Navigates to the next record
7	>	Navigates to the last record
<ul style="list-style-type: none"> All record navigation buttons will work only for COMPANY, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS, TRUST and Others Applicant Statuses. 		
8	View	<p>Activates view mode to display entered records. In view mode user can also edit the displayed record.</p> <ul style="list-style-type: none"> The caption of "+ New" button will get changed to "Exit View", if no. of allowed (currently it is 3) persons have been entered, and, "Exit View" button will be disabled after deactivating the view mode.
9	Update	Updates data of currently displayed and modified/rectified record.
10	Delete	Allows deleting the displayed record.

Warning

To save modified/rectified data, user has to press "Update" button. Modified/rectified data will not be saved if user clicks on "+ New" or "Exit View" button without pressing "Update" button.

Bio-Data: Presently carrying out any business activity?

This question is situated on the top of the "Bio-Data" sheet. Exact phrase for the question is "Whether the Applicant is presently carrying out any business activity". Here a dropdown menu having 'Yes' and 'No' answer is available. If user selects 'Yes', a space for 'Existing Activity' details will be displayed in "Past Performance Details" sheet. A relevant message will also appear.



* DETAILS OF EXISTING ACTIVITIES OF APPLICANT				
6	Name of company/Concern *:	M/s		
7	Activity *:			
8	Operating since(Date) (DD/MMM/YYYY) *:		YYYY	
9	Products *: (max 150 characters)			
10	Location / address of the unit / business *: (max 200 characters)			
11	Major customers: (max 250 characters)			
12	No. of persons employed *:			
17	Working results (Last 3 yrs) *			
18		Financial Year 2012-13 (INR - Lacs)	Financial Year 2011-12 (INR - Lacs)	Financial Year 2010-11 (INR - Lacs)
19	(a) Capital / Share capital :	0.00	0.00	0.00
20	(b) Reserve & Surplus : (for negative figure, put "-")	0.00	0.00	0.00
21	(c) Net worth : (for negative figure, put "-")	0.00	0.00	0.00
22	(d) Net Block (Fixed Assets)	0.00	0.00	0.00
23	(e) Turnover :	0.00	0.00	0.00
24	(f) Export turnover	0.00	0.00	0.00
25	(g) Net profit : (for negative figure, put "-")	0.00	0.00	0.00
26	(h) Income tax Paid	0.00	0.00	0.00
27	(i) Excise duty paid	0.00	0.00	0.00
28	(j) VAT/sales tax paid	0.00	0.00	0.00

The "No" answer will erase all the information entered in 'Past Performance Details' sheet. So, be careful while changing the answer from "Yes" to "No".

Fields of "Existing Activities" in "Past Performance Details" Sheet

Bio-Data: ‘Sister Concern’ and details of ‘Employment’

There are two most important questions on the “Bio-Data” sheet.

- (1) Whether any sister concern is also running business activity? *And,*
- (2) If No, Whether you are employed?

Details of “Sister Concern” totally depend on these two questions. By default, ‘No’ will be displayed as answer of these two questions. If the first question is answered ‘Yes’ then the details of ‘Sister Concern’ will be displayed in “Sister Concern Details” sheet. A relevant message will also appear. The second question will disappear if the first question is answered ‘Yes’. If user answers ‘Yes’ to the second question then further details regarding ‘Employment’ will be displayed.

20	Whether any sister concern is also running business activity?	No	Sister Concern/Subsidiary/Associates/Joint ventures/Control & Significant Influence as mentioned in accounting standards 18,21,23 and 27.
21	If No:		
22	Whether you are employed :	No	

By default “No” as answer for both the questions

20	Whether any sister concern is also running business activity?	Yes
21	If No:	
22	Whether you are employed :	No

20	Whether any sister concern is also running business activity?	Yes
----	--	-----

Sister Concern Details

Space for Sister Concern details has been displayed in 'Past Performance' sheet

To save the recent changes press 'Update' button. (If the 'View' mode is activated.)

OK

Answered “Yes” for “business activity” (Sister Concern) - INDIVIDUAL, PROPRIETORSHIP and HUF

Bio-Data Details & Sister Concern Details

Continue to enter further details on the sheet.

Click on 'Validate & Save' Button to save the entry after filling data in all required/mandatory fields.

Please activate 'View' mode on 'Bio-Data' sheet to modify entered details.

Press 'Update' button to save the modified data.

OK

Warning

Both the answers may be “No” but they both cannot be “Yes”!

If any of the answers is “Yes” then another will be “No”.

If answer “Yes” is selected for “Employment”, then all displayed fields related to the employment details are mandatory.

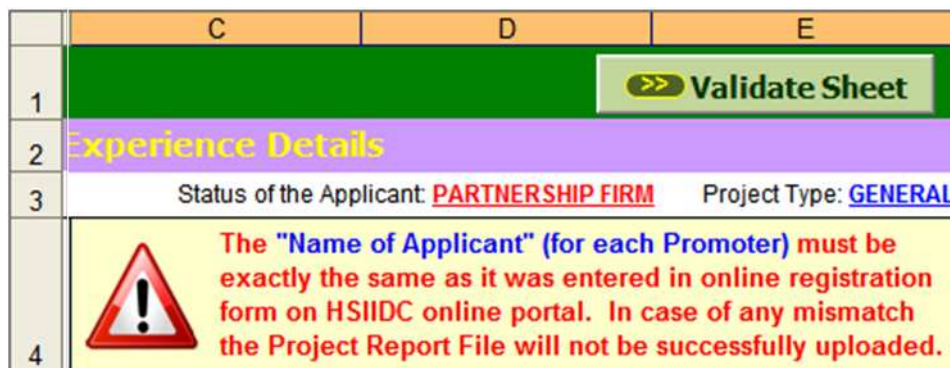
Answered “Yes” for “business activity” (Sister Concern) – COMPANY, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS, TRUST, Others

20	Whether any sister concern is also running business activity?	No	Sister Concern/Subsidiary/Associates/Joint ventures/Control & Significant Influence as mentioned in accounting standards 18,21,23 and 27.
21	If No:		
22	Whether you are employed :	Yes	
23	If Yes *:		
24	a) Name of employer (max 100 characters)		
25	b) Designation (max 75 characters)		
26	c) Current Place of Posting (max 75 characters)		
27	d) Period of service (in months)		
28	e) Job profile (max 100 characters)		
29	f) Annual remuneration (INR - Lacs)		

Answered “Yes” for “Employment”

Bio-Data: Important Field – “Name of Applicant”

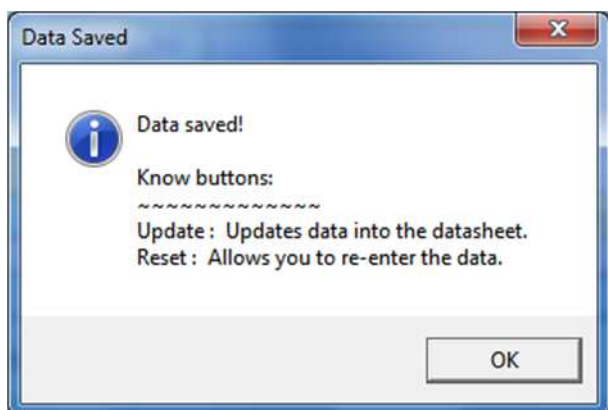
The “Name of Applicant” is one of the most important elements of the Project Report. **The “Name of Applicant” must be exactly the same as it was entered in online registration form on HSI IDC online portal.** In case of any mismatch the Project Report File will not be successfully uploaded. The note regarding the same is also shown on the top of the “Bio-Data” sheet. **The ‘Name of Applicant’ must be exactly the same for all promoters.**



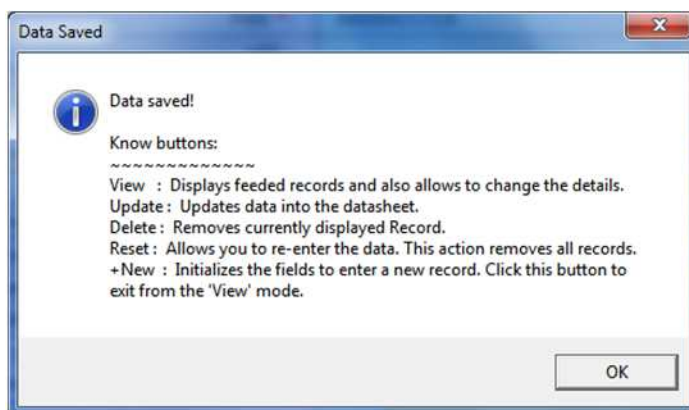
Bio-Data: Validate & Save button

After completing the entries of all fields, user has to press ‘Validate & Save’ button. This button validates the data before saving the data. If there is any wrong/missing data or any field having data that does not satisfy the rules, regulations or criteria set by HSI IDC, an error message will appear.

If there is no error, data will be saved. Upon saving the first record, an information message having brief guidance about all the data control and record navigation buttons will appear.



For INDIVIDUAL, PROPRIETORSHIP and HUF



for COMPANY, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS, TRUST, Others



Normal Mode

The yellow box in middle of the data control and the record navigation bar indicates the number of entered records. This box also shows current record index if the ‘View’ mode is activated.

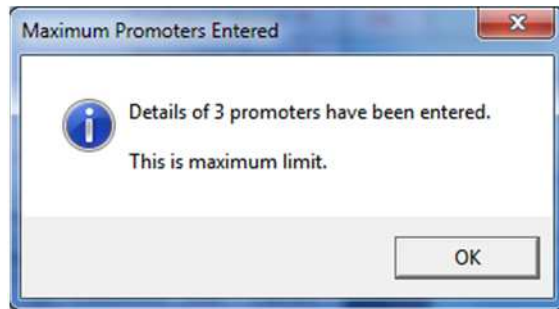


View Mode



For INDIVIDUAL, PROPRIETORSHIP and HUF applicant statuses, it displays only “Saved” instead of No. of records; hence these statuses can have only one promoter. After saving the data, view and edit mode is automatically activated for these

applicant statuses. Only “Reset” and “Update” button will work after saving the data. After saving first record, it will display a message stating just “Data Saved!” at the time of saving rest of the promoters. Currently, applicant can assign maximum 3 promoters only. Upon entering all the three promoters a message will appear as below.

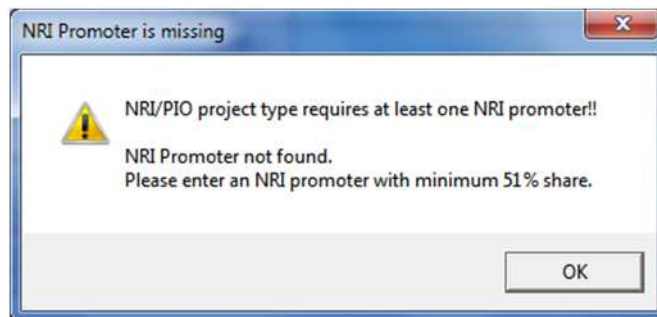
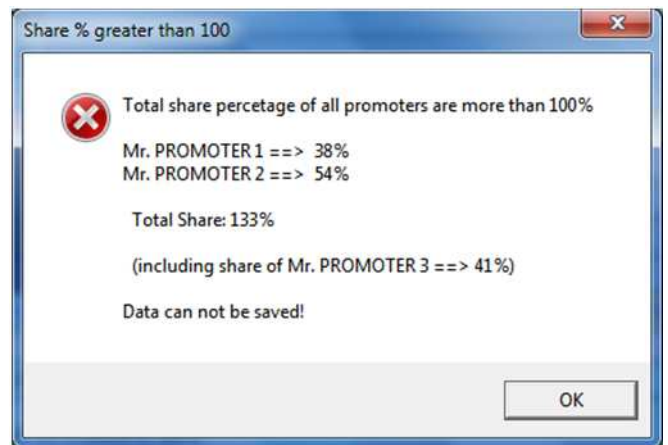


Bio-Data: Percentage (%) of Share

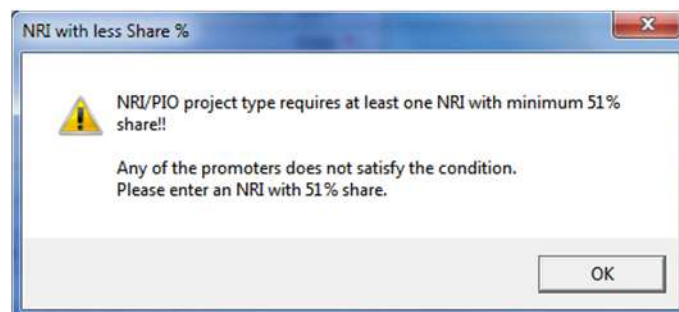
On Bio-Data sheet, there is a very important field named “% of Share”. This field indicates that much of share of the promoter in the Total Project Investment. This percentage of share must be 100% or less, but not more than 100%.

System will also check this rule while validating and saving the data. This field will appear only if the applicant status is COMPANY, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS, TRUST or Others. If total of the share percentage is more than 100% then a message will appear having all necessary information.

“NRI/PIO” Project Type and “% Share”: This project type requires at least one (1) NRI promoter with minimum 51% of share. The whole project report will not get validated if this condition is not satisfied. In fact, here two conditions are clubbed into one. First one is that, there must be at least one NRI promoter. Means, user has to select “NRI” from the ‘Promoter Type’ dropdown list. Secondly, from the ‘NRI’ promoters, any one must have invested minimum 51%. System will also check the same in two parts, and, if there is any mismatch or missing it will show message respectively.



“NRI” Promoter is missing



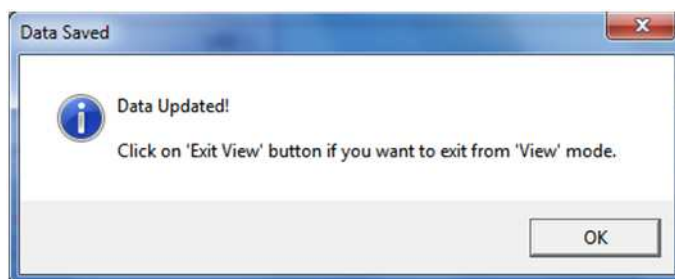
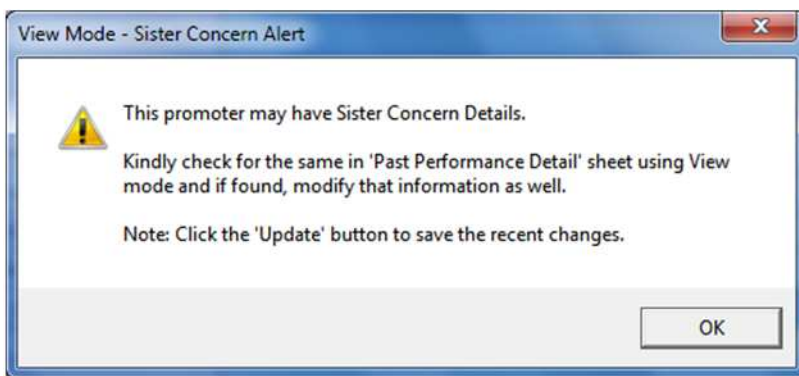
“NRI” promoter with less Share %

Bio-Data: Editing and Updating the Data

To edit or change the data, user has to activate the 'View' mode. View mode will available only with Company, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS, TRUST and Others types of Application Statuses. View mode allows user to modify or rectify the entered data. **User has to click the "Update" button to save the recently made changes or rectifications.**

If by mistake, user presses '+ New' / 'Exit View' button without pressing 'Update' button, the recently made changes will be lost.

The 'Update' button performs the same operations as the 'Validate & Save' button performs.

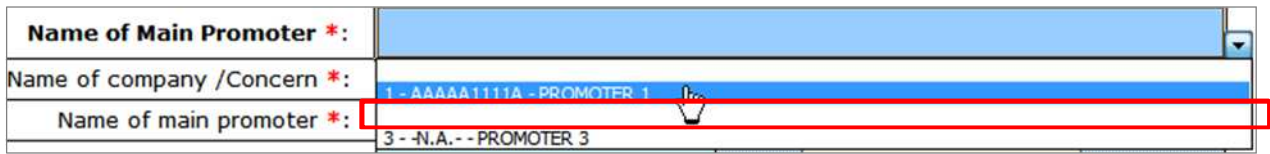


Bio-Data: Adding and Managing "Sister Concern" Data

As discussed earlier, details on the "Sister Concern Details" totally depend on two answers of "Bio-Data" sheet. First is "Existing Activities" (Present Business Activities) and second is "Sister Concern". If user selects "Yes" for Sister Concern data then space for 'Sister Concern' data-entry will appear in "Sister Concern Details" sheet.

* Sister Concern Details - Subsidiary / Associates / Joint ventures / Control & Significant Influence as mentioned in accounting standards 18,21,23 and 27.			
Name of Main Promoter *:			
Name of company / Concern *:	M/s		
Name of main promoter *:	Mr.		
Promoter type *:			
Share of the main promoter and their family members in this concern *:	%		
PAN of Company/Concern :			
Activity *:			
Operating since (Date) (DD/MMM/YYYY) *:		YYYY	
Products *: (max 150 characters)			
Location / address of the unit / business *: (max 200 characters)			
Major customers: (max 250 characters)			
No. of persons employed *:			
Working results (Last 3 yrs) *	Financial Year 2012-13 (INR - Lacs)	Financial Year 2011-12 (INR - Lacs)	Financial Year 2010-11 (INR - Lacs)
(a) Capital / Share capital :	0.00	0.00	0.00
(b) Reserve & Surplus : (for negative figure, put "-")	0.00	0.00	0.00
(c) Net worth : (for negative figure, put "-")	0.00	0.00	0.00
(d) Net Block (Fixed Assets)	0.00	0.00	0.00
(e) Turnover :	0.00	0.00	0.00
(f) Export turnover	0.00	0.00	0.00
(g) Net profit : (for negative figure, put "-")	0.00	0.00	0.00
(h) Income tax Paid	0.00	0.00	0.00

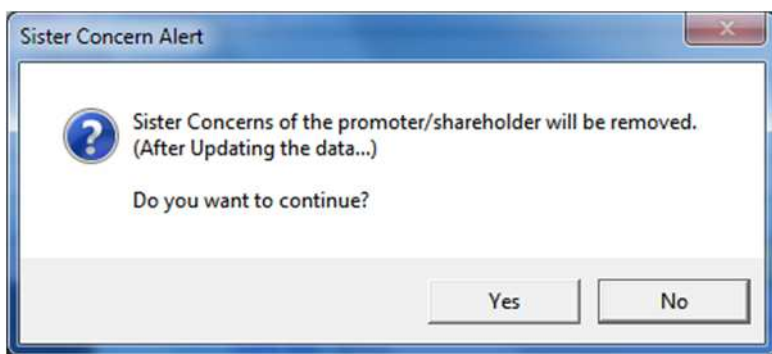
Sister Concern Details – Name of Main Promoter: This field is based on the “Name of Promoter” field of the “Bio-Data” sheet. This field is having a dropdown list of names of the promoters, who have answered ‘Yes’ for Sister Concern. This list contains only 3 names. The first character of each line of the list indicates index number of that particular Promoter. A blank row between the names indicates that, that particular promoter does not have any sister concern.



Here, blank row (second line) indicates that the second promoter does not have Sister Concern

Sister Concern Details – Data Control and Navigation Bar: This navigation bar works same as it is explained for ‘Bio-Data’ sheet data navigation bar.

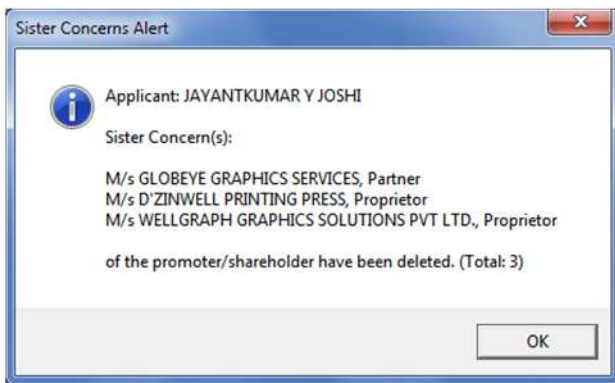
Bio-Data – Changing answer from ‘Yes’ to ‘No’ for “Sister Concern”: As discussed earlier, user can edit records in ‘View’ mode. When user changes the answer for “Sister Concern” from ‘Yes’ to ‘No’, a confirmation message will appear. This confirmation message confirms whether the action, which user wants to perform is accidental or intentional? It also clarifies that changing the answer to “No” will remove all Sister Concerns of that particular Promoter (if any) will be removed permanently after pressing the “Update” button. In short, the answer will take effect only after



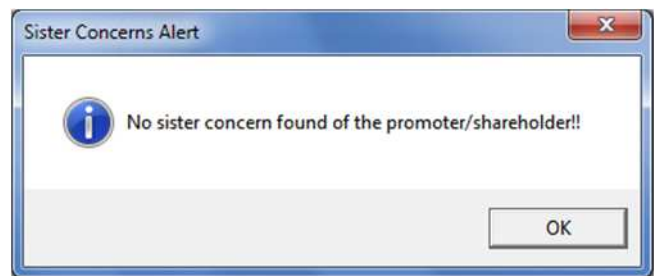
updating the data.

If user clicks on “Yes” on the displayed dialog and then clicks on “Update” button to save the changes, a message will appear having information about deleted Sister Concerns of that particular Promoter.

in ‘View’ mode. When user changes the answer for “Sister Concern” from ‘Yes’ to ‘No’, a confirmation message will appear. This confirmation message confirms whether the action, which user wants to perform is accidental or intentional? It also clarifies that changing the answer to “No” will remove all Sister Concerns of that particular Promoter (if any) will be removed permanently after pressing the “Update” button. In short, the answer will take effect only after



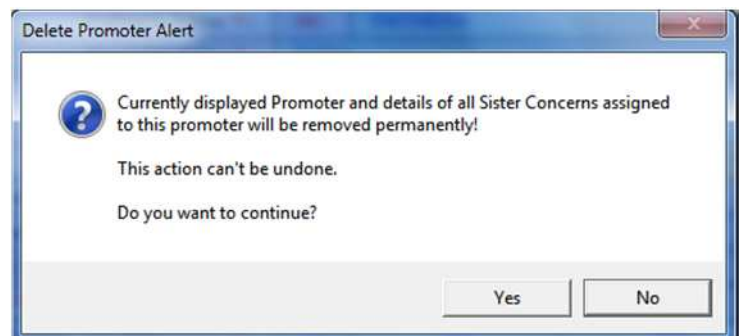
Message if Sister Concern found

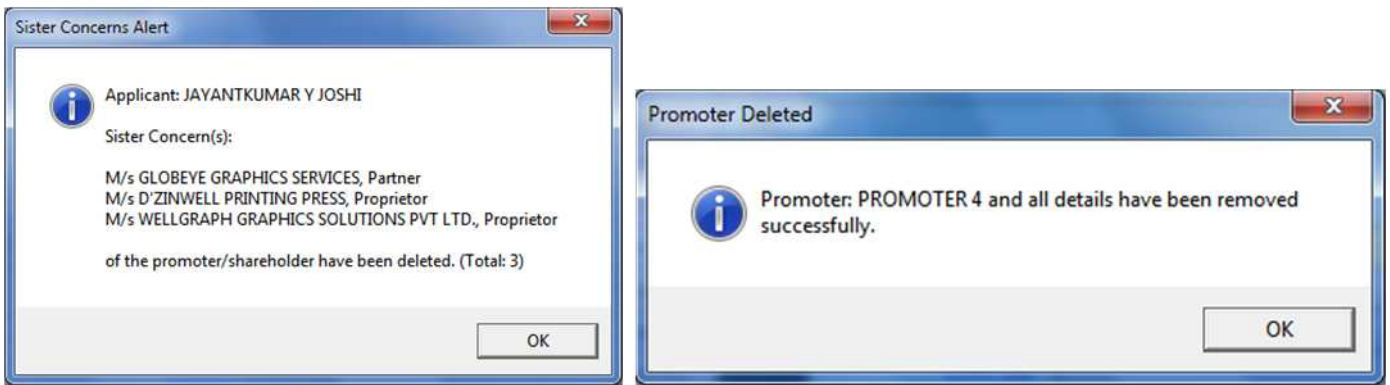


Message if Sister Concern not found

After displaying the message regarding Sister Concern, a dialog stating “Data updated” will also appear.

Bio-Data – Deleting Promoter: The “Delete” button on data control and navigation bar, allows user to delete the currently displayed promoter. It deletes the displayed Promoter after confirming the Details. If the user clicks on “Yes” button the promoter will get deleted and all Sister Concern of the current promoter will be deleted and a dialog box with details will





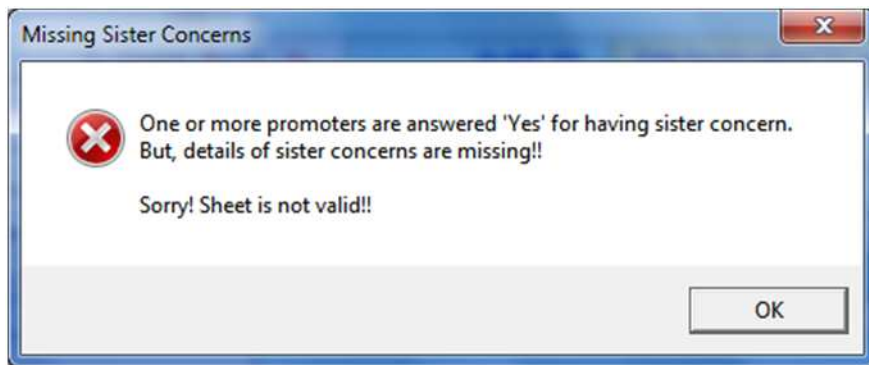
appear. And finally 'Promoter Deleted' message dialog will appear.

Bio-Data: Validating the Sheet

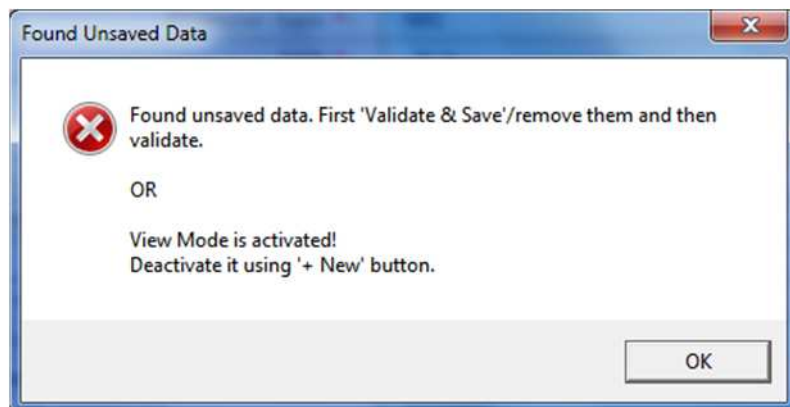
Method of validating all the sheets is same. Just press 'Validate Sheet' button. Here, on 'Bio-Data' sheet, it validates the sheet accordingly the Status of the applicant.

Bio-Data – Validating Promoters having Sister Concerns: If the Applicant Status is COMPANY, PARTNERSHIP FIRM, LLP, JOINT APPLICANTS, TRUST or Others, there may be more than one promoter and any/all of them may have Sister Concern. The "Validate Sheet" button also checks and verifies this condition also. If any of the promoter has answered 'Yes' for Sister Concern and details of those Sister Concern are missing then 'Missing Sister Concern' dialog will appear.

Except this, all other validations are checked while saving the data.



Bio-Data – "Unsaved Data" or "View" mode validation: As discussed earlier, user can edit the entered data only using 'View' mode. In the view mode, the recent change/rectification may loss if the user forgets to click the 'Update' button. That's why "Validate Sheet" button also checks this status also. If the view mode is activated it displays a message with directions to deactivate the view mode.



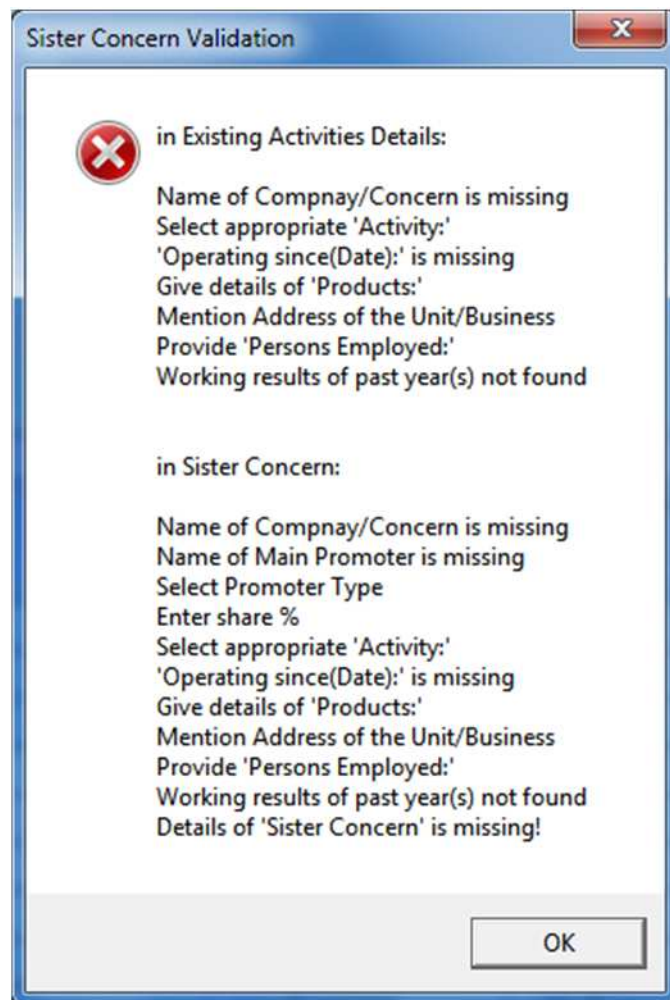
5.

Sister Concern Details

More or less, major fields and functionalities have been discussed in “Bio-Data” chapter. All functionalities are same for both “Bio-Data” and “Sister Concern Details” sheets. Mainly, data control and navigation bar is exactly same. Here, little difference is just of buttons given on the sheet.

The “Save All” button just saves all data laid on the Project Report file.

On this sheet, “Validate Sheet” button validates the accordingly the portions visible. As discussed earlier, upper portion of the sheet is for details of the ‘Existing Activities’ (Past Performance). Lower (underneath the ‘Existing Activities’) portion is for the “Sister Concern” details. The validation error also displays message accordingly in two portions.



Warning



The Project Report file will not be successfully uploaded, until all the three sheets are validated using “Valid Sheet” button, in spite of having correct and reliable data. Upon successful validation all them must have shown a dialog having ‘All parameters/data for ___ sheet is valid!’ text.