**IBPS Portal User Manual** 



सत्यमेव जयते Ministry of Electronics and IT (MeitY) Government of India





# India BPO Promotion Scheme (IBPS)

BPO Unit Portal Login: https://ibps.stpi.in/lgn

Abstract User Manual for IBPS Portal (https://ibps.stpi.in)

Reference IBPS User Manual V5.0 (https://ibps.stpi.in/help.php) IBPS Portal User Guide



### Contents

1.0	ORGANIZATION OF THE MANUAL	3
2.0	GENERAL INFORMATION	4
3.0	SYSTEM SUMMARY	4
3.1	System Overview	4
3.2	System Configuration	4
3.3	User Access Levels	4
4.0	GETTING STARTED	5
4.1	Login	5
4.2 0	Change Password	6
4.3	Forgot Password	6
5.0	IBPS SYSTEM	7
5.1	In Principle Approval (IPA)	7
5.2	Master Service Agreement (MSA)	
5.3	Commencement of Operation (CoO)	13
5.	3.1 Reporting Commencement of Operation (CoO)	13
5.	3.2 Acceptance of Commencement of Operation (CoO)	14
5.4	PF/Outsourcing Details	15
5.5	Quarterly Progress Report (QPR)	
5.6	Viability Gap Fund (First Instalment)-VGF1	
REFE	RENCE	

### 1.0 ORGANIZATION OF THE MANUAL

The User manual consists of four sections: General Information, System Summary, Getting Started and Using the System. General Information section explains the system in brief and the purpose for which it is intended. System Summary section provides a general overview of the system. The summary outlines the uses of the system's access and system's behaviour in case of any contingencies. Getting Started section explains how to get login it on the browsers. The section presents briefly about the system. Using The system section provides a detailed description of system functions.

### 2.0 GENERAL INFORMATION

IBPS portal (https://ibps.stpi.in/) is for the execution of India BPO Promotion Scheme (IBPS). This document provides step by step guidance for using the online system. This document is intended for the BPO/ITES units operating under IBPS.

### 3.0 SYSTEM SUMMARY

The System Summary section provides a general overview of the system. The summary outlines system's requirements, user access and system's behaviour in case of any contingencies.

#### 3.1 System Overview

IBPS Portal is a web-based application, which provide BPO/ITES units online access of every information, documents and various forms related to IBPS implementation. Unit can download approvals, apply & upload various forms. It supports browser compatibility, so units can use it on any latest browser i.e. Chrome, Firefox, IE etc.

#### 3.2 System Configuration

IBPS Portal is a web-based application and can be used on any latest web browser like Google Chrome, Mozilla Firefox, and Internet Explorer etc. The application requires an internet connection in order to perform the required activities.

#### 3.3 User Access Levels

Everyone can use portal for generic information about the scheme, but only qualified BPO/ITES units registered with STPI under IBPS are able to login and perform the required activities related to IBPS.

### 4.0 GETTING STARTED

This section explains how to login into the system.

#### 4.1 Login

Below screenshot shows the login page for the BPO/ITES unit. Use the credential provided in the Registered Email ID.

Ministry of Electronics and Information Technology Government of India	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India	
Home	Login	
	Email as Username Enter Username Please Enter Email as username Password Enter Password 1 + 45 = ? ⋧ Login	
	Forgot Password?	
Contact Us ∣ Content owned & maintained by STPI	MeitY   Digital India   India.Gov.in   MyGov STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap Last Updated on : 10 May 2018 Copyright STPI. All rights reserved 2018.	

If the BPO/ITES Unit does not have the username & password, the same can be requested at <u>ibps@stpi.in</u> using the registered Email id.

#### 4.2 Change Password

To change the password, navigate to the **CHANGE PASSWORD** tab after logging into the system.

Ministry of Electronics and Information Technology Government of India	STPR	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India
		HOME Add PF details QPR DOWNLOAD CHANGE PASSWORD LOGOUT
		Change Password
	Old Password :	Enter Old Password
	New Password :	Enter New Password
		At least 8 characters. At least 1 letter. At least 1 Capital.
		Up to 3 consecutive equal characters.
	Confirm Password :	Enter Confirm Password
		Change Password
	ontact I Is   STDI State Contact	MeitY   Digital India   India.Gov.in   MyGov e   Hale   Englisch   Terms & Conditions   Drivery Patien   Screen Pander Access   Siteman
Content owned & maintained b	y STPI	Last Updated on : 23 August 2018 Copyright STPI. All rights reserved 2018.

#### 4.3 Forgot Password

In case a BPO/ITES unit forgets its password, the same can be retrieved by clicking on the forget password link and by entering the registered Email and registered PAN No. to receive the password on Email.

Ministry of Electronics and Information Technology Government of India	Software Ministry	of Electronics & Information Technology Government of India	Power To Empower
Home	Req	uest Password	
	Note : Please Enter Registered email and Re New passowrd will be email to you registere	gistered PAN to request new password. ed email id.	
	Enter Registered Email :	Enter Email	
	PAN :	Enter PAN	
		Request Pass	sword
	MeitY   Digit	al India   India.Gov.in   MyGov	
Content owned & maintained	Contact Us   STPI State Contacts   Help   Feedback   by STPI Last U	Terms & Conditions   Privacy Policy   Screen Reader Access pdated on : 31 July 2018	s   Sitemap Copyright STPI. All rights reserved 2018.

### 5.0 IBPS SYSTEM

This section provides a detailed description of system functions.

### 5.1 In Principle Approval (IPA)

Below mentioned figure shows the Home screen available to a BPO/ITES unit after logging into the system. The figure highlights all the activities along with their timeline that the unit need to perform, the detail is available separately for every approved location (if multiple locations approved). Unit has to click on a location to check its respective stage

Ministry of Electronic Information Technic Government of In	cs and ology dia	Ministry of	f Electronics & Governm	Information ' ent of India	Fechnology	Digital Power To	I India Empower
			HOME	Add PF details	DOWNLOAD CHAN	ige password	LOGOUT
Test Entity Privat	te Limited (Dehradun	No. of Seats V	GF Amount IF	A Date	COO Date	Status	
Uttarakhand	Dehradun	50 7(	0000 0	1-01-2018		IPA PEND	DING
Description		Target timeline/ Submitted By	Signed/ Submit On	ted	Action		Status
In-Principle Approval (IP	'A)		04-01-2018	Downlo	ad IPA Accept IPA Err	ror in IPA	8
Master Service Agreeme	ent (MSA)	18-01-2018					8
Commencement of Ope	ration (CoO)	03-07-2018 OR 03-10-2018 (with penalty of 2%)	)				8
Request for release of V	GF1	28-09-2019					8
Request for release of V	GF2	28-09-2020					8
Request for release of V	GF3	28-07-2021					8
		MeitY   Digital	India   India.Gov.ir	MyGov			

Once the Option to Download IPA appears	, download the In-Principle Approval (IPA) from
portal.	

Ministry of Electronic Information Techno Government of Inc		Software Ministry o	Techno f Electronics Governi	logy Parks of & Information Tech nent of India	of India	Digital India Power To Empower
			HOME	Add PF details DC	OWNLOAD CHANGE P	ASSWORD LOGOUT
Test Entity Private	E Limited (Dehradun)	No. of Seats V	GF Amount	IPA Date	COO Date	Status
Uttarakhand	Dehradun	50 7	0000	04-01-2018		IPA PENDING
Description		Target timeline/ Submitted By	Signed/ Subn On	nitted	Action	Status
In-Principle Approval (IPA	N.		04-01-201	8 Download IP	A Accept IPA Error in	IPA
Master Service Agreemer	nt (MSA)	18-01-2018				3
Commencement of Oper	ation (CoO)	03-07-2018 OR 03-10-2018 (with penalty of 2%	)	Click	on NLOAD IPA	8
Request for release of VG	F1	28-09-2019				8
Request for release of VG	F2	28-09-2020				8
Request for release of VG	F3	28-07-2021				8
		MeitY   Digital	India   India.Gov	.in   MyGov	Dan dan Asaran I Citanan	
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Click on "Accept IPA" option if no error in the document.

Ministry of Electronic Information Techno Government of In		Software Ministry o	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India					
Government of m			HOME	Add PF details	DOWNLOAD CHANGE	PASSWORD LOGOUT		
Test Entity Privat	te Limited (Dehradun	)						
State	Location	No. of Seats V	GF Amount	IPA Date	COO Date	Status		
Uttarakhand	Dehradun	50 7	0000	04-01-2018		IPA PENDING		
Description		Target timeline/ Submitted By	Signed/ Sub On	omitted	Action	Status		
In-Principle Approval (IP	PA)		04-01-2	018 Down	load IPA Accept IPA Error i	n IPA		
Master Service Agreeme	ent (MSA)	18-01-2018						
Commencement of Ope	eration (CoO)	03-07-2018 OR 03-10-2018 (with penalty of 2%	)		Click on Accept IPA	8		
Request for release of V	GF1	28-09-2019						
Request for release of V	GF2	28-09-2020				8		
Request for release of V	GF3	28-07-2021				8		
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Otherwise, click on "**Error in IPA**" if the IPA document needs any correction. A popup will appear to enter the reason for not accepting the IPA and submit. The request will be reviewed and if required, a rectified IPA copy will be uploaded.

Ministry of Electronic Information Techno		Software Technology Parks of India Ministry of Electronics & Information Technology Government of India						
Government of Ind			HOME	Add PF detail:	s DOWNLOAD CHANG	E PASSWORD LOGOUT		
Test Entity Private	e Limited (Dehradun	) No. of Seats V(	GF Amount	IPA Date	COO Date	Status		
Uttarakhand	Dehradun	50 70	0000	04-01-2018		IPA PENDING		
Description		Target timeline/ Submitted By	Signed/ Subn On	nitted	Action	Status		
In-Principle Approval (IPA	N.		04-01-201	8 Dov	wnload IPA Accept IPA Erro	or in IPA		
Master Service Agreemer	nt (MSA)	18-01-2018				- 🚯		
Commencement of Oper	ation (CoO)	03-07-2018 OR 03-10-2018 (with penalty of 2%)			IP ac	A not cepted give		
Request for release of VG	F1	28-09-2019			da	ta and marks		
Request for release of VG	;F2	28-09-2020			10			
Request for release of VG	F3	28-07-2021				8		
Content owned & maintai	Contact Us   STPI State Co ned by STPI	MeitY   Digital   ntacts   Help   Feedback   Te Last Upda	India   India.Gov rms & Condition ated on : 21 June	.in   MyGov ns   Privacy Policy 2018	y   Screen Reader Access   Sitema Copyriat	p ht STPI. All rights reserved 20'		

#### 5.2 Master Service Agreement (MSA)

Click on **Download MSA** (Master Service Agreement) to download and view the MSA draft. In case of any issues or error in the draft, inform STPI PMU immediately.

Ministry of Electronics a Information Technolog Government of India		Software Ministry	of Electronic Govern	s & Information ment of India	rks of India on Technology	a Digita	<b>al India</b> D Empower
			HOME	Add PF detail	s DOWNLOAD	CHANGE PASSWORD	LOGOUT
Test Entity Private	Limited (Dehradu	un )					
State	Location	No. of Seats	VGF Amount	IPA Date	COO Date	Status	
Uttarakhand	Dehradun	50	70000	04-01-2018	To be Decla	red MSA PE	NDING
Description		Target timeline Submitted By	/ Signed/Sub On	omitted	Action		Status
In-Principle Approval (IPA)			04-01-2	018	Download I	IPA	S
Master Service Agreement	(MSA)	18-01-2018		In	timate MSA signed	Download MSA	
Commencement of Operat	tion (CoO)	03-07-2018 OR 03-10-2018 (with penalty o 296)	f				8
Request for release of VGF	1	28-09-2019					3
Request for release of VGF	2	28-09-2020					<b>B</b>
Request for release of VGF	3	28-07-2021					8
Content owned & maintain	Contact Us   STPI State ed by STPI	MeitY   Digi e Contacts   Help   Feedback   Last Uj	tal India   India.Go Terms & Conditio pdated on : 21 Jun	ov.in   MyGov ons   Privacy Policy ne 2018	/   Screen Reader Acces	ss   Sitemap Copyright STPI. All rigl	nts reserved 2018.

BPO/ITES unit can select a nearby STPI centre as per its preference for signing the MSA (after receiving IPA, BPO Unit should inform STPI PMU though email at *ibps@stpi.in* about the preferred STPI centre to sign MSA). Visit the selected centre along with two sets of INR 100 Stamp Papers (for each approved location mentioned in IPA), a valid ID proof, authorization letter, copy of IPA and other required documents within the timeframe mentioned in RFP to sign MSA. The MSA will be printed (in duplicate) on the stamp papers at respective STPI centre. BPO Unit has to sign the agreement in front of STPI official and submit all the copies of MSA.

After signing the agreement, login into the portal and enter the date of submission by clicking on "**Enter Details**" in MSA section.

Ministry of Electronics and Information Technology	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India
Com	Declare MSA
Select the Date of MSA Signed	Elect MSA Date
Mention the remarks about MSA Si	gned
in-Frinciple Age	Submit
Request for release of VGF1	38.52.157.

The Master Service Agreement copy duly signed by STPI will be uploaded in the portal. Unit can navigate to **Download MSA** button to download the signed MSA.

Ministry of Electrinics and Information Technology Government of India	with the second	Software Ministry	of Electronic Gover	cs & Information nment of India	rks of India n Technology	Digital India Power To Empower
		H	IOME Add	PF details QPR	DOWNLOAD CHANGE P	PASSWORD LOGOUT
Test Entity Private Lin	nited (Dehradun )					
State	Location	No. of Seats	VGF Amount	IPA Date	COO Date	Status
Uttarakhand	Dehradun	50	70000	04-01-2018	To be Declared	COO PENDING
Description		Target timeline, Submitted By	/ Signed/ Su On	bmitted	Action	Status
In-Principle Approval (IPA)			04-01-2	2018	Download IPA	<b>S</b>
Master Service Agreement (MSA)		18-01-2018	11-01-2	2018	Download MSA	<b>S</b>
Commencement of Operation	(CoO)	03-07-2018 OR 03-10-2018 (with penalty o 2%)	r.		Report to STPI about CoO	3
Request for release of VGF1		28-09-2019				8
Request for release of VGF2		28-09-2020				8
Request for release of VGF3		28-07-2021				8
c	ontact Us   STPI State Contact	MeitY   Digit s   Help   Feedback	al India   India.G Terms & Condit	ov.in   MyGov ions   Privacy Policy	Screen Reader Access   Sitemap	

#### 5.3 Commencement of Operation (CoO)

#### 5.3.1 Reporting Commencement of Operation (CoO)

BPO/ITES unit has to declare the actual date of Commencement of Operation along with the documentary proof of the same i.e. Rent Agreement/ Lease Deed, actual photographs of the location etc on IBPS portal.

#### Step 1 – Upload Mandatory Documents

Once MSA is signed and uploaded, CoO Phase will be enabled in the portal and the unit will be able to report following detail to STPI:

Submission of BPO/ ITES Unit's Location/Address: (Building and Area details only).

Submission of Number of current employees.

Submission of mandatory supporting documents. Browse all the 5 files to upload and click "Save" button shown on the screen.

Declare C	ommencement of Operation (CoO)
Ó Ma	x File Upload limit is 10 MB for each document.
Complete postal address of BPO/ITES setup :	Please Enter the complete postal address of BPO/ITES setup
Area of BPO location : (in sqft)	Please Enter the Area of BPO location.
Number of current employees : (number only)	Please Enter the Number of Employees.
Lease Deed/ Rent Agreement : (pdf only)	Choose file No file chosen
Photographs of premise : (pdf/zip only)	Choose file No file chosen
List of Staff in the Unit : (pdf only)	Choose file No file chosen
DOT registration detail : (pdf only)	Choose file No file chosen
Undertaking for No additional BPO in the city : (pdf only) Download Undertaking template	Choose file No file chosen
Upload Optional documents (Good to have) :-	
	Save

#### Mandatory Documents upload Screen

**Note:** Maximum file upload limit is **10 MB** for each file. If multiple files need to be uploaded for one document, it is recommended to 'create archive'/compress (Zip) the document/files and upload the same.

#### Step 2 – Upload Optional Documents

Here are optional/additional documents to be submitted:

#### **Optional Documents Upload Screen**

<ul> <li><u>Upload Optional documents (Good to have) :-</u></li> </ul>	
Video clip of premise. : (mp4/zip only)	Choose file No file chosen
Memorandum of Association & Article of Association : (pdf only)	Choose file No file chosen
Management structure for the BPO/ITES operation. : (pdf only)	Choose file No file chosen
Director Identification Number (DIN) for the operation. : (pdf only)	Choose file No file chosen
Other Documents. : (zip only)	Choose file No file chosen
	Save

- a. After uploading/saving all the documents, click on "**Submit**" button for final Upload/Submission and reporting CoO to STPI.
- b. Once the final submission is done, no changes can be made to the uploaded documents. A successful upload acknowledgement screen will appear after successful submission.

#### 5.3.2 Acceptance of Commencement of Operation (CoO)

CoO date will be accepted after following due verification from STPI:

- I. Screening of the uploaded documents provided by the unit.
- II. Onsite inspection of the reported unit premise by STPI.

		- 14	OME Addit	F details CP	R DOWNLOAD CHANGE	RALSWORD LOGOUT
Test Entity Privat	e Limited (Lucknow)	Ĭ	_			
State	Location	No. of Seats	VGF Amount	PA Date	CDO Date	Status
Utar Haden	Liddnew,	125	15000	25-04-2216	To be Declared	COO DECLARED
Description		Target timeline/ Submitted By	Signed/ Sal	withed	Adion	Sidua
in-Principle Approval (P	in-Principle Approvel (IPA)		25-06-2	218	Download #9.	C
Matter Service Agreement (MSA)		09-07-2018	12-07-2	210	Download MSA	Ö
Commencement of Ope	nter CoO	24-12-2018 04 34-05-2019 sette persenjan			CoO reported to \$170	8
Request for release of V	af 1					0
Request for release of W	972	31-12-1971				0
Request for release of V	5F3					0

### 5.4 PF/Outsourcing Details

Click on the Add PF/Outsourcing details to add PF establishment code and outsourcing company details (if any), as shown in below figure.

PF establishment code of the main bidding/executing entity is to be entered, who is employing the employees in the BPO/ITES unit.

Outsourcing detail should be entered if the unit is availing the option as per IBPS RFP provision.

Ministry of Flectback and Infurration Toulonology Government of India	STPI	Softwar Ministr	e Techno y of Electroni Gover	ology Park cs & Information mment of India	ts of India	Digital India
			HOME Add	PF dictails QPR	DOWNLOAD CHAN	GE PASSWORD LOGOUT
Test Entity Private Lim	ited (Lucknow)				2002 200	
State	Location	No. of Seats	VGF Amount	IPA Date	COO Date	Status
(JLa) Pradesh	Lucknow	100	75000	25-06-2018	12-07-2018	VGF-1 PENDING
Description		Target timelin Submitted B	e/ Signed/ Su y On	hmitteri	Action	Status
n Principle Approva (PA)		1	25-06-1	2018	Download ITA	0
Master Service Agreement (MSA	9	09-07-2018	12-07-2	2018	Downroad MSA	0
Commencement of Operation (	500)	24-12-2018 OR 24-03-2019 (with penalty 2%)	12-07-1	2018	Add PF./ Outsourcing detail	•
Request for release of VGF1		11-10-2015	8		He QPR	8
Request for release of VGF2		11-10-2020				0
Request for release of VGF3		11-08-2021				0

a. Unit will get the below screen after clicking on Add PF/Outsourcing details.

Ministry of Electronics and Information Technology Government of India	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India
	HOME Add PF details QPR DOWINLOAD CHANGE PASSWORD LOGOUT
	Add PF Establishment Details (Test Entity Private Limited)
Added PF Establishment details	Lucknow + Round-6   Add PF Establishment Add Outsourcing company details
Location wise PF Establishment code	
Location Name	Establishment code
Lucknow	123456
Outsourcing company details :	
	No Outsourcing company details added yet.

Unit has to add PF establishment code as shown in above figure.

Ministry of Electronics and Information Technology Government of India	Software Ministry o	Technology Parl f Electronics & Information Government of India	rechnology	
	HO Add PF Est	ME Add PF details QPR ablishment Details	DOWNLOAD CHANGE PASSWORD LOGOUT	
Added PF Establishment details	( Test En Lucknow + Round-6	tity Private Limited )  Add PF Establishment	Add Outsourcing company details	
Add Outsourcing company	details here			
Company Name	Enter Company Name	Company Address	Enter Company Address	
PF Establishment Code	Enter PF Establishment Code	Company CIN	Company CIN	
Upload Contract Documnet	Choose file No file chosen		Submit	

To add Outsourcing company details, click on Add Outsourcing company details. Form as shown above will be enabled to enter the detail.

#### 5.5 Quarterly Progress Report (QPR)

The Quarterly Progress Report (QPR) has to be filed regularly to enable the BPO/ITES unit for claiming Viability Gap Funding (VGF) under IBPS. **QPR may be filled by clicking on QPR button from menu.** The QPR option will be enabled for a location, after acceptance of CoO from STPI.

When BPO Unit click on **file QPR** then BPO/ITES Unit will get the below screen for QPR submission.

Ministry of Elect Information Te Government	onics and thnology f India	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India									
				HOME	Add PF details QPR	DOWNLOAD	CHANGE PASSWORD LOGOUT				
Shakti Infotech	Private Li	mited									
IPA Date :	22-08-	-2016		MSA Date :	07-09-2016	COO Date :	12-05-2017				
No of Seats :	100			Target Employment :	150	Location :	Patna, Bihar				
Year Quarter	Month	Add	Download	Signed N	Action						
2019 Jul-Sep	July	Add	Print	Choose file No file ch	osen Upload		Monthly Data to be submitted				
2019 Apr-Jun	June	Add	Print	Signe	ed MPR File	06-08-2019	9 Received by STPI				
2019 Apr-Jun	May	Add	Print	Signe	ed MPR File	06-08-2019	Received by STPI				
2019 Apr-Jun	April	Add	Print	Signe	ed MPR File	06-08-2019	Received by STPI				

- 1. Unit has to click on the ADD button (as in above picture) to file QPR.
- 2. Unit will get the below screen after clicking on ADD button.

		н	OME Add PF details	9 QPR	DOWNLOAD CHAN	GE PASSWORD	LOGOU	
Test Entity Pri	ivate Limited		10.	964.09 200	Vieto.	1.0		
IPA Date :	25-06-2017	MSA Date :	12-07-2017	COO D	ate : 12-	07-2017		
No of Seats :	100	Target Employment :	150	Locatio	on: Luc	know, Uttar Prades	shi	
Vear		2017		Monthly Em	0			
Quarter		Jul-Sep		Details for th	ne month (July-2017)	Nu	mber	
Month		July		Monthly Em	ployment	0		
Year		2017		Monthly Male Employment				
Download Excel Fi	le :	Download Excel Utility		Monthly	0			
How to use util	ity file			Monthly	Differently Abled Emplo	ed Employment 0		
inter to and an	ity me.			Monthly	Support Staff Employm	ployment 0		
Upload Employee	Details (CSV Format) :	Choose file No file	chosen	Total Emplo	yee Count	0		
Help file for mont	blu omployment calculation	Choose me into me	CIUSEI	Male Emp	oloyee Count	0		
nep ne for mont	my employment carculation			Female E	mployee Count	0		
		Unioa	d File	Different	ly Abled Employee Cour	nt O		
		- Opiou			and a second	U.S.S.		

- **3.** First of all, Unit has to download the Excel (UTILITY)) for Employee details. (As shown in the above picture)
- 4. After downloading the excel file, Unit needs to fill all the mandatory columns in excel file i.e. (Name of Employee, Designation, Female/Male, differently abled, Support Staff, Date of joining the unit, Last working day, AADHAAR Number/ Enrolment Number, Provident fund account Number etc.) as shown below.

E	15	• @ - =	_	_	_	_			ValidateDa	ata_ver_7 - Excel	_	_		_	_		۲		0	×
Fil	e	Home In	sert Pa	ige Layout	t For	mulas	Data Review	View Help	✓ Tell me what	t you want to do									우 Shar	e
Past	e 🔏 Clipi	Cut Copy + Format Painter board	Calibri B I	<u>U</u> .≁   Fo	*   11	• A*	A <sup>*</sup> ≡ ≡ <u>≡</u> • ≡ ≡ ≡	<ul> <li></li></ul>	Center + 🖙 +	ral • %	Conditional Formatting	Format as Table + Styles	Cell Ins Styles *	ert Delete	Format	∑ AutoSum ↓ Fill + ♦ Clear + E	Sort & Filter *	Find & Select *		~
F4		•	× v	$f_{x}$	Yes															•
1	A	В	C Enter la	D Ist Date fo	E or the mor	F nth data	G you are filling here	H 30-11-2017	1	4	J		к	L	м	N	0	P	Q	
2 3 3 4 7 8 9 100 11 12 13 14 15 16 17 18 18 20 21 22 22 22 22 24 22 24 22 24 22 22 24 22 22	3. No. 1 2 3 4	Name of Employee Madru Radra Abbey Abbe	Designati on STR-UD STR-UD STR-UD STR-UD	Female/ Female Female Male	Differen dy Abled (Yes/Ne YES) No	Support 1 Staff 0 No No No No No	Date of joining the Unit (dd-rum-syst) 20-11-201 20-11-201 20-11-201	Last day of the north or Date til engloyee volked in the conceny (d-time yym) 1/30-1-2017 1/30-1-2017 1/30-1-2017	AADHAAR Uurkee 123457851 123457851 123457850 1234578501	AsdhaarEncimerat 1023412345123453 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 3 2 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 5 2 3 5 3 5	Vumber Innnysystek.nm.2 783012345678	55)	Provident Fund Account Number 123456783012 123456783012 123456783012 123456783012	Employee State Insurance (ES) (ES) 4 2000 0 5 2000 0 5 2000 0 5 2000 0 5 2000 0 5 2000 0 5 2000 0	State           Profession           alTax           Applicable           (in:Ba)           S50.22           J <s50.00< td="">           S50.00           S50.00           S50.00</s50.00<>	PF Contribution ( in Re) 1200.0 1200.0 1200.0	PF Number of Employer 1 2349578 0 12349578 0 12349578 0 12345678	Outsourcee d Employee YesRio No No yes		
1	E	error	data   S	Summary	Mon	Data	(+)		4							-	m			<u>F</u>
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#### Enable the macro in excel file 5.

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6.

Please fill employee details in excel. After filling the employee details, go for the check data in summary sheet. Then click on 7. check data.

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8. If there is any error found in Data sheet then it will reflect error in data sheet.

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1 5. No. 2 1 3 2 4 3 5 4 6 5 7 6	Name of Employe ABC1 ABC2 ABC3 ABC3 ABC4	Designati on STPJD STPJD	Femalo/ Male	Different ly Abled (Yes/No)	Support Staff	Date of joining the Unit (dd-mm-	Last working Day if in this month or Date till			Employe e State	State		
2 1 8 2 8 3 5 4 5 5 7 6	ABC1 ABC2 ABC3 ABC3	STPJD STPJD	Female		(Tes/No)	mil	which VGF is filled (dd- mm-ywy)	AADHAAR Number	Provident Fund Account Number	e (ESI) Contribut	Professional Tax Applicable		
3 2 4 3 5 4 6 5 7 6	ABC2 ABC3 ABC4	STPJD	A MARTING AND	no	No	01-03-2017	01-11-2017	123456789012	12345678901234	1200	550		
4 3 5 4 6 5 7 6	ABC3		Female	00	No	01-03-2017	02-11-2017	123456789013	12345678901235	1200	550		
5 4 6 5 7 6	4864	STPJD	Female	no	140	01-03-2017	03-11-2017	123456789014	12345678901236	1200	550		
6 5 7 6		STPJD	Female	no	No	01-03-2017	04-11-2017	123456789015	12345678901237	1200	550		
7 6	ABC5	STPJD	Female	na	No	01-03-2017	05-11-2017	123456789018	12345678901238	1200	550		
And a second sec	ABC6	STPJD	Female	no	No	01-03-2017	05-11-2017	123456789017	12345678901239	1200	550		
8 7	ABC7	STPJD	Female	no	140	01-03-2017	07-11-2017	123456789018	12345678901241	1200	550		
9 8	ABC8	STPJD	Female	ne	No	01-08-2017	08-11-2017	123456789019	12345678901242	1200	550		
9 01	ABC9	STPJD	Female	ne	No	01-09-3017	09-11-2017	123456789020	12345678901243	1200	550		
11 10	ABC10	STPJD	female	no	No	01-03-2017	10-11-2017	123456789021	12345678901244	1200	550		
12 11	ABC11	STPJD	Female	no	No	01-03-2017	11-11-2017	123456789022	12345678901245	1200	550		
13 12	ABC12	STPJD	Female	no	No	01-03-2017	12-11-2017	123456789023	12345678901246	1200	550		
14 13	ABC13	STPJD	Female	no	No	01-03-2017	13-11-2017	123436789024	12345678901247	1200	550		
15 14	ABC14	STPJD	Female	no	No	01-03-2017	14-11-2017	123456789025	12345678901248	1200	550		
16 15	ABC15	STPJD	Female	00	No	01-03-2017	15-11-2017	123456789028	12345678901249	1200	550		
17 16	ABC16	STPJD	Female	ne	No	01-03-2017	16-11-2017	123456789027	12345678901250	1200	550		
18 17	ABC17	STPJD	Female	ne	No	01-03-2017	17-11-2017	123456789028	12345678901251	1200	550		
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10. Once all the details are filled correctly navigate to the summary sheet in excel file.

11. Click on create CSV button. It will create CSV file in the same location as the Excel utility file under the name of "**filename.csv**".

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12. Without opening the CSV file, unit needs to upload the file onto IBPS portal

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1	S.No	Name of Employee	Designation	Female/ Ma	ale Differently Abled	Support Staff	Date of joining the Unit L	last working Day i	AAOHAAR Number	Provident Fund Account f	Employee State Insuranc 5	State Professional	Tax A
2	- 93	ABCL	STPUD	Female	10	No	01-09-2017	01-11-2017	123456789012	12343678901234	1200	550	
з	1	ABC2	STPJÓ	Female	no	No	01-03-2017	02-11-2017	123456789013	12348678901235	1200	550	
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5	1	ABCA	STP/O	Female	no	No	01-03-2017	04-11-2017	123456799015	12345678901237	1200	550	
6		ABCS	STP/O	Female	no.	N0	01-03-2017	05-11-2017	121456789016	12345678901238	1200	550	
7	1 1	ABC6	STRID	Female	10	No	01-03-2017	06-11-2017	123456709017	12345678901239	1,200	550	
唐	23	ABC7	STINO	Female	no	No	01-03-2017	07-11-2017	123456789018	12345678901341	1200	550	
5	1	ABCB	STPUD	Female	no	Na	01-03-2017	08-11-2017	123456789019	12345678901242	1200	550	
20	1	ABC9	STPJO	Female	no	No	01-03-2017	09-11-2017	123456789020	12345678901243	1200	550	
11	11	ABC10	STPJD	female	no	No	01-03-2017	10-11-2017	123456789021	12345678901244	1.200	550	
27	1	ABC11	STRID	Female	60	No	01-03-2017	11-11-2017	123456789022	12345678901245	1200	550	
13	12	ABC12	STPVD	Female	70	No	01-03-2017	12-11-2017	123456799023	12345678901346	1200	550	
24	1	A8C13	STRIO	Female	60	No	61-63-2017	13-11-2017	123456789034	12345678901347	1200	550	
15	1	ABC14	STPSO	Female	50	No	01-03-2017	14-11-2017	123456789025	12345678901248	1.200	550	
16	-12	ABC15	STPUD	Female	10	No	01-03-2017	15-11-2017	123456729026	12345678901249	1200	550	
17	Ð	ABC16	STPJD	Female	no	No	01-63-2017	15-11-2017	123456789027	12345678901250	1200	550	
11.8	1	ABC17	STPID	Female	60	No	01-03-2017	17-11-2017	123456789028	12345678901253	1200	550	
13	1	ABC18	STPJO	Female	no	No	01-03-2017	18-11-2017	123456789029	12345678901252	1200	550	
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Note: - Please do not edit the format of the CSV file.

Date format for last working day should be in (dd-mm-yyyy).

All the fields except "State Professional Tax Applicable" are mandatory.

The QPR utility has been tested with **Microsoft Excel** software on **Microsoft Windows** platform. It is advised that the same software and platform may be used by the BPO/ITES units for filling QPR data.

- 13. Unit has to select the month for the quarter and upload the Employee details for the respective month.
- 14. After upload click on Save to see calculated employment.

		HO	ME Add PF details	QPR	DOWNLOAD	CHANGE PASSWC	ORD LOGO
Test Entity Private	Limited						
IPA Date :	25-06-2017	MSA Date :	12-07-2017	coc	) Date :	12-07-2017	
No of Seats :	100	Target Employment :	150	Loca	tion :	Lucknow, Utta	r Pradesh
Month		July		Monthly	Employment		2.4
Monthly Employment	Details						
Quarter		Jul-Sep		Details for	the month (July-20	17)	Number
Month		JUIY		Monthly	Employment		2.4
Year		2017		Month	y Male Employment	131 2011	1.2
Download Excel File :		Download Excel Utility		Month	ly Female Employme	ent	1.2
How to use utility file.				Month	ly Differently Abled	Employment	1.8
				Month	ly Support Staff Emp	oloyment	0.6
Upload Employee Details	(CSV Format) :	Choose file No file ch	iosen	Total Emp	oloyee Count		4
Help file for monthly emplo	ovment calculation	Linicaded	File	Male E	mployee Count		2
		opioadea	The second se	Female	Employee Count		2
		Upload	File	Differe	ntly Abled Employe	e Count	3
		and the second se		Suppor	t Employee Count		1

All the calculated monthly employment will be shown as in the above figure.

Unit can verify the employment. If it finds any discrepancy, the data can be updated in the Excel Utility, CSV file can be re-generated and uploaded.

15. After submitting monthly employment details, Unit need to fill the following information

- Area of operation
- Description of activity in the unit
- Revenue (in lakhs) from the unit for the respective month

Below is Current Level Information mandatory to fill

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	Area of Operation		Description of Activity in the u	ınit	Revenue (in	1 Laktis)	Cumulative Revenue from COO (in Lakhs)			
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Test Entity Private Limited         IPA Date :       25.06-2017       MSA Date :       12.07-2017       COD Date :       12.07-2017         No of Seats :       100       Target Employment :       150       Location :       Lucknow, Uttar Pradesh         Monthly Employment Details       Center Level Information       Project Details       Project Details       Project Details         Project Details "Please Provide the details of the projects"       Ourations       Ianguage       Remarks       Action         Project Details "Please Provide the details of the projects"       Ourations       Ianguage       Remarks       Action         Mark the MPR for the month Submit       Select Lown       Mark the MPR for the month Submit       Add         Metry Digital India (India.Govin   MyGov Contact Us   STR! State Contacts   Heip   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Stemap         Content owned & maintained by STB	Test Entity Private Limited         IPA Date :       25-06-2017       MSA Date :       12-07-2017       COD Date :       12-07-2017         No of Seats :       100       Target Employment :       150       Location :       Lucknow, Uttar Pradesh         Monthly Employment Details       Center Level Information       Project Details       Project Details       Project Details         Project Details "Please Provide the details of the projects"       Image: Center Level Information       Project Description(Domain)       Language       Remarks       Action         Select Court       Select Court       Mark the MPR for the month Submit       Add         Metry / Digital India   India.Gov.in   MyGov         Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Stemap         Content owned & maintained by STPI         Last Updated on : 05 May 2018		LOGOUT
IPA Date:       25-06-2017       MSA Date :       12-07-2017       COO Date :       12-07-2017         No of Seats :       100       Target Employment :       150       Location :       Lucknow, Uttar Pradesh         Monthly Employment Details       Center Level Information       Project Details       Project Details         Project Details "Please Provide the details of the projects"       Project Details       Project Name       Client Name       Client Country       Durations       Project Description(Domain)       Language       Remarks       Action         Select Court       Select Court       Select Supplication       Select Supplication       Add         Mark the MPR for the month Submit         Metry Digital India [India.Gov.in   MyGov         Context Us  STPI State Contacts   Heip   Feedback   Terms & Contributor   Privacy Policy   Screen Reader Access   Stemap         Context Us  STPI State Contacts   Heip   Feedback   2018	IPA Date:       25-06-2017       MSA Date:       12-07-2017       COO Date:       12-07-2017         No of Seats:       100       Target Employment:       150       Location :       Lucknow, Uttar Pradesh         Monthly Employment Details       Center Level Information       Project Details       Project Details         Project Details "Please Provide the details of the projects"       Project Details       Project Details         Pid Project Name       Client Name       Client Country       Durations (Months)       Language       Remarks       Action         Select Court       Select Court       Mark the MPR for the month Submit       Select langu       Add         Merit V Digital India   India.Gov.in   MyGov       Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Stemap       Conyright STPI. All rights reserved 2018         Content owned & maintained by STPI       Last Updated on : 05 May 2018       Copyright STPI. All rights reserved 2018	Test Entity Private Limited	
No of Seats :       100       Target Employment :       150       Location :       Lucknow, Uttar Pradesh         Monthly Employment Details       Center Level Information       Project Details       Project Details       Project Details         Project Details "Please Provide the details of the projects"       Project Details       Project Details       Action         Pid Project Name       Client Name       Client Country       Durations       Project Description(Domain)       Language       Remarks       Action         Select Court       Select Court       Mark the MPR for the month Submit       Select langu       Add         Metry Digital India [India.Gov.in   MyGov         Context Us  STPI State Contacts   Heip   Feedback   Terms & Contributor   Privacy Policy   Screen Reader Access   Stemap         Context Us  STPI State Contacts   Heip   Feedback   Yerms & Contributor   Privacy Policy   Screen Reader Access   Stemap         Context Us  STPI State Contacts   Heip   Feedback   Yerms & Contributor   Privacy Policy   Screen Reader Access   Stemap	No of Seats :       100       Target Employment :       130       Location :       Lucknow, Uttar Pradesh         Monthly Employment Details       Center Level Information       Project Details       Project Details       Project Details         Project Details "Please Provide the details of the projects"       Project Details       Remarks       Action         Pid Project Name       Client Country       Durations (Months)       Project Description(Domain)       Language       Remarks       Action         Select Court       Select Court       Select Court       Mark the MPR for the month Submit       Select langu       Add         Mark the MPR for the month Submit       Mark the J India.Gov.in   MyGov       Select Access   Stemap       Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Stemap       Copyright STPI. All rights reserved 2018         Content owned & maintained by STPI       Last Updated on : 05 May 2018       Copyright STPI. All rights reserved 2018	IPA Date : 25-06-2017 MSA Date : 12-07-2017 COO Date : 12-07-2017	
Monthly Employment Details       Center Level Information       Project Details         Project Details *Please Provide the details of the projects**       Project Details *Please Provide the details of the projects**         Pid Project Name       Client Country       Durations (Months)       Project Description(Domain)       Language       Remarks       Action         Select Logu       Select Court       Select Court       Mark the MPR for the month Submit       Add         Metry   Digital India   India.Gov.in   MyGov         Contact Us   STPI State Contacts   Help   Feedback   Terms & Contribins   Privacy Policy   Screen Reader Access   Stemap         Content owned & maintained by STPI	Monthly Employment Details       Center Level Information       Project Details         Project Details *Please Provide the details of the projects*       Project Details *Please Provide the details of the projects*         Pid Project Name       Client Name       Client Country       Durations (Months)       Project Description(Domain)       Language       Remarks       Action         Select Surger       Select Court       Select Court       Mark the MPR for the month Submit       Add         Mark the MPR for the month Submit       Mark the Jeff State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap       Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap       Control to strain the strain of the strain	No of Seats : 100 Target Employment : 150 Location : Lucknow, Uttar Prades	h/
Pid       Project Name       Client Country       Durations (Months)       Project Description(Domain)       Language       Remarks       Action         Select Court       Select Court       Mark the MPR for the month Submit       Select langu       Add         Mark the MPR for the month Submit       Mark the MPR for the month Submit       Select langu       Add         Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap         Content owned & maintained by STPI	Pid       Project Name       Client Country       Durations (Months)       Project Description(Domain)       Language       Remarks       Action         Select langu       Select langu       Select langu       Add       Add       Add         Mark the MPR for the month Submit       MeitY   Digital India   India Sov.in   MyGov       Select langu       Add         Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap.       Copyright STPI. All rights reserved 20'         Content owned & maintained by STPI       Last Updated on : 05 May 2018       Copyright STPI. All rights reserved 20'	Monthly Employment Details Center Level Information Project Details Project Details "Please Provide the details of the projects"	-
Add  Select Court  Mark the MPR for the month Submit  MeitY   Digital India   India.Cov.in   MyGov  Contact Us   STPI State Contacts   Help   Feedback,   Terms & Conditions   Privacy Policy   Screen Reader Access   Stemap  Content owned & maintained by STPI Iast Undated on 105 May 2018 Convrident STPI. All rights reserved 201	Select Court     Select Court       Mark the MPR for the month Submit   MeitY   Digital India { India.Gov.in   MyGov Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap Content owned & maintained by STPI Last Updated on : 05 May 2018 Copyright STPI. All rights reserved 201	Pld Project Name Client Name Client Country Durations (Months) Project Description(Domain) Language Remarks	Action
Mark the MPR for the month Submit MeitY   Digital India   India.Cov.in   MyGov Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap Content owned & mainfailed by STPI Last Ubdated on ::S Mw 2018 Copyright STPI.All rights reserved 201	Mark the MPR for the month Submit           MeitY   Digital India   India.Cov.in   MyGov           Contact Us   STPI State Contacts   Heip   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap           Content owned & maintained by STPI           Last Updated on : 05 May 2018           Copyright STPI. All rights reserved 201	Select Court V Select langu V	Add
MetY   Digital India   India.Gov.in   MyGov Contact Us   STPI State Conlacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap Content owned & maintained by STPI Lat Uddated on : 05 May 2018 Convrident STPI. All rights reserved 2011	MeitY   Digital India   India.Gov.in   MyGov Contact Us   STPI State Contacts   Help   Feedback,   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap Content owned & maintained by STPI Last Updated on : 05 May 2018 Copyright STPI. All rights reserved 201	Mark the MPR for the month Submit	
		MeitY   Digital India   India.Gov;in   MyGov Contact Us   STPI State Contacts   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Sitemap Content owned & maintained by STPI Last Updated on : 05 May 2018 Copyright STPI. All rights re	eserved 201

16. Unit needs to fill the project details as shown in below image.

If Unit has filled the above detail of respective month, then **Print** button will be enabled to print/download the QPR.

		ate Limi	ted						
IPA Dat	e:	25-0	6-2017		MSA Date :	12-07-2017	COO Da	ite :	12-07-2017
No of 5	eats :	100			Target Employment :	150	Location	n :	Lucknow, Uttar Pradesh
Year	Quarter	Month	Add	Downloa	id Si	gned MPR (PDF Only)		Date of Upload	Action
2017	Jul-Sep	July	Edit	Print	Choose file No fi	ile chosen	Upload		Signed Data to be Submitted

- 17. Unit has to print/download the QPR (as shown in the above image)
- 18. Then BPO Unit has to upload the signed and scanned QPR of the respective month.
- 19. Click on Save to submit.

#### Submitted QPR needs to be approved by STPI

To claim one-time waiver up to three months, (available from RFP Round 6), BPO/ITES Unit need to click on CLAIM ONE TIME WAIVER and select the effective start date of employment as shown in the below image.

	ware Technology Parks of India
	Claim one time waiver
As the employment of the unit is less than the required average emplo to avail this waiver please provide the following details.	oyment to claim VGF1. One time walver of up to 3 months for CoO can be avail as per the RFP. If you wish
Select Effect start date for employment calculation *	12-07-2017
Remarks *	
	Submit
	(

#### 5.6 Viability Gap Fund (First Instalment)-VGF1

QPR has to be filled for the complete period after commencement of operation as per Implementation timelines mentioned in RFP/MSA, for enabling to claim the first instalment of Viability Gap Funding (VGF1).

After clicking on the Submit VGF1 Claim, is required to enter date of submission of VGF1 claim. (As shown in the image below)

	VGF1 Claim	
Enter Date of submission of VGF1 claim	Select Date	Save
		(x)

1. After selecting the date, BPO Unit has to download CSV format file for details of items procured for the BPO/ITES unit.

Enter Date of submission of VGF1 claim	11-05-2018	Update
Download Excel utility File for Details of Items Brought into BPO/ ITE	S Unit Download	l
Upload List (CSV file only)	Choose file No file chosen Item details CSV File	File Upload
Generate CA Certificate		Print
Generate VGF1 Claim Form		Print

2. BPO Unit has to fill the CSV format file for details of items procured for the BPO/ITES unit.

	<b>5</b> •∂-∓						VGF_Util	ity_ver_3 - Exce	9				- 15	o ×
File	Home Insert	Page Lay	out Forn	nulas D	)ata Review	View Help		t you want to d						,♀ Share
Paste	X Cut Copy → Format Painter Clipboard ™	Calibri B <i>I</i> <u>U</u> ≁	•  10   ⊞ •   ∠ Font	• A* A* • <u>A</u> •		Ŷ + 2 <sup>b</sup> , Wrap T ■ ● ■ ■ Merge Alignment	ext Gene & Center + 😨 -	eral % * 58 Number	Conditional Format     Formatting       Table	as Cell Styles *	terner Ensert [ ↓	Delete Format Cells	∑ AutoSum * A ↓ Fill * Sort & Find & ✓ Clear * Filter * Select * Editing	~
A1	• I ×	√ _ f <sub>×</sub>	S. No.											~
1 . 6	в	с	D	E	F	G	н	1	J	к	L	м	N	0
1 5.0	Suppliers Name and	Invoice/ Bill	Invoice/ Bill Date(dd-mm- uuu)	Total Invoice Amount(Bs.)	Online Transaction ID/ Cheque/ DD No. of Payment	Online Transaction ID/ Cheque/ DD No. Date of Payment(dd-mm- www)	Online Transaction IDF ChequeF DD No. Amount of Payment(Rs.)	Name of Bank and Branch	Description of items/ equipment	Quantity received and accepted	Invoice value accepted(R s.)	Date of receipt of the items/ equipment (dd-mm-uuu)	BPO/ITES operations towards capital expenditure (CAI and/or operational expenditure (OPEX)	PEX)
2	1 HCL, Noida	Inv001	10-10-2017	3000000	1234567	10-10-2017	13000000	Citibank, New Delh	SAN Storage 10 Tb	2 Nos.	1000000	10-10-2017	CAPEX	
4	3 HCL, Noida	Inv001	10-10-2017	3000000	1234567	10-10-2017	13000000	Citibank, New Delh	Data Communication Equipments	10 Nos.	1000000	10-10-2017	OPEX	
5	4 Datacraft, Bangaluru	Inv084	10-10-2017	3000000	1234567	10-10-2017	13000000	Citibank, New Delh	Structured Cabling	1000 Mtrs	50000	10-10-2017	OPEX	
7	6 IBM India, Mumbai	Inv005	10-10-2017	500000	1234567	10-10-2017	1300000	Litibank, New Lielh	Server Systems	5 Nos.	500000	10-10-201/	CAPEX	
8		2		8 - 2	1				0		1 1			
9				0										
11	2	-	-								-			
12		8		8 8							1		10	
13		-											1	
15		-	-	-							-			
16														
17		-												
19	2	-	-	-							-			
20							-				1			
21			+	a - 2	-				2	-				
23		1	8	-										
24				S										
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27														
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29														
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31														
33														
- 22 -	1	C)	1 >>	171	-									
14	MonData	errorda	ta Sumi	mary	$\oplus$				4					4
Ready													III III	+ 70%

Below is the CSV Format

- 3. After filling all the required details, BPO Unit need to click on create CSV and upload the CSV file, on the portal as shown in above image, for details of items procured for the BPO/ITES unit BPO Unit can print:
  - a. Format for CA Certificate
  - b. Format for claiming VGF

## Format for CA Certificate

Thur bi of Frenderon Scheme	4	31-07-2018
	Appendix -B	
	CHARTERED ACCOUNTANT CERT	TIFICATE
I/We hereby confirm that I/W statement in respect of the ite of M/s Shakti Infotech Priva 07-09-2016 for location Patn	e have examined the item/equipment recei ms/equipment mentioned in the Table-1 ap tet Limited in respect of Master Service A a,Bihar is from the date of issue of IPA ar	pt registers, books of account and the bank spended, and each entry of the application ogreement (MSA) signed on dated ad hereby certify that:
<ol> <li>The following docume by mc/us, namely mate</li> <li>Relevant registers have information furnished information has been c</li> <li>The payments have be of items/equipment rec</li> <li>The payments have been the suppliers.</li> <li>All the items shown in Scheme(IBPS).</li> <li>Neither I/We nor any of our p associated concerns. I fully u</li> </ol>	nts/records have been furnished by the app rial bandling registers, original invoice/bil been authenticated under my/our seals, si is true and correct in all respects, no part is oncealed or withheld. en made by the said M/s Shakti Infotech I eviced against the original invoice bill(s) as en made through normal banking channel a the table are admissible for reimbursemen sartners is a partner/Director or an employen derstand that any submission made in this	solicant and have been examined and verified II, books of accounts and Bank Statement, gnatures. It has been ensured that the s false or misleading and no relevant <b>Private Limited</b> to the suppliers in respect i indicated in the Table-1 annexed hereto. and have been credited to the accounts of at provisions of India BPO Promotion the of the above named entity of its s certificate if proved incorrect or false, will
render me/us liable to face an warranted.	y penal action or other consequences as ma	ay be prescribed in the law or otherwise
	Signature & Stamp/Seal of th	he Signatory
	Name	
	Membership No.	
	Address of Firm	
	Name and Address of the In	nstitution where registered:
Date:		
Date: Place:		

							ITAT INCOME		INCOMPERATIVE				
				D	ETAILS OF I	IEMS/EQUIPM	te for each Unit/MS		D BPO/TIES UNIT				
SLNo. (i)	Suppliers Name and Address (ii)	Invoice/Bill No. (iii)	Invoice/Bill Date (iv)	Total invoice/Bill Amount (v)	Online Transaction ID/ Cheque/DD No. of Payment (vi)	Online Transaction ID/ Cheque/DD Date of Payment (vii)	Online Transaction 1D/ Cheque/DD Amount of Payment (viii)	Name of Bank and Branch (ix)	Date of receipt of the items/equipment (x)	Description of items/equipment (xi)	Quantity received and accepted (xii)	Invoice value accepted (xiii)	Capex/Opex (xiv)
Note :-	- For VGF	calculation le	ower of the t	otal expendi	ture in colum	n (viii) or (xi	ii) will be cor	nsider. A	all monetary figure	es should be INR.			
31-07-3	2018												2/3
1-07-;	2018												2/3
31-07-2	2018												2/3
31-07-?	2018 BPO Promo	tion Scheme			-								2/3
11-07-2	2018 BPO Promo	tion Scheme						Sign	ature & Stamp/Se	al of the Signatory	y:		2/3 31-07-2018

Format for C	laiming	VGF:
--------------	---------	------

For	m For Claiming Viabilit	y Gap Funding(VGF) toward	s Capital	
	Support under India	BPO Promotion Scheme(IBP	Senarate form for each MSA	
Section I				
Name of the Unit	Shakti Infotech Private Limited	In Principal Approval Number	STPI/HQ/PDC/09/2017-18/035/5	
Address of the BPO/ITES Unit	Shakti Infotech Private Limited, 3rd Floor, Kanodia Bhawan, Kachauri Ga Near Narayani Kanya School, Patna City. 800008 (Bihar). Patna, Bihar	ii, In Principal Approval Date Commencement of Operations Date	22-08-2016 12-05-2017	
City: Patna Pin: State: Bibar		VGF1 Claim Date:	11-05-2018	
(a) Number of BPO/ITES	Seats as per MSA		100	
(b) Employment Target(1.	5 times of (a))		150	
(c) Bid Amount per seat	6		79,000.00	
(d) Total Expenditure on admissible Items(Listed in Annexure A) with details of purchase and CA certificate as per Appendix-A and Appendix-B respectively	Rs. 0.00	(e) 50% of Total Expenditure(for which capital support is claimed)(50% of (d)))	Rs: 0.00	
(f) Total Capital Support-	(c)X(a)) or (c) whichever is lower	Rs. 0.00		
Section 2 (Installment	nt Claim Calculation) VGF1			
Average mont	h wise employment from Com	mencement of Operations Date * (Ti	II VGF1 Claim Date)	
May-2017 Jun-2017 Jul	-2017 Aug-2017 Sep-2017 Oct-201	7Nov-2017 Dec-2017 Jan-2018 Feb-2018	Mar-2018 Apr-2018 May-2018	
67.00 67.00 68	00 76.00 111.00 111.00	111.00 111.00 111.00 82.00	111.00 82.00 82	
(g) Total Average M	onthly Employment g=(M1+M	(2+Mn)/n	99.167	
(h) Percentage of En then consider factor	aployment Target h=(g)/b (h> 1 to calculate capital support)	=0.5(to Claim Capital Support) if h>1	0.661	
(i)Eligible capital su	pport for First Installment i=f	X 0.4 X h	0.00	
Section 3(To be fille Incentive for wider I	d only in case Special incentiv Dispersal within State includin	e Claimed for Wider Dispersal) g Rural Areas		
Is the BPO Located	other than State Capital : No			
		(k) Special Incentive(% of Eligible	Amount Claimed(k)*(f)%	
Wie	ier Dispersal	Capital Support)	Sources and the state of the second	
Wie Special incentive(5% for units setting up F locations other than	fer Dispersal 6 of eligible capital support) BPO/ITES operations at the State Capital.	Capital Support)		
Wie Special incentive(5% for units setting up E locations other than Section 4 (Total Fine	fer Dispersal 6 of cligible capital support) BPO/ITES operations at the State Capital. al Calculation)	Capital Support) 0%		
Wie Special incentive(5% for units setting up E locations other than Section 4 (Total Fin Total Amount Claim	ter Dispersal 6 of eligible capital support) BPO/ITES operations at the State Capital. al Calculation) ed (i+k)	Capital Support)	0.00	
Wie Special incentive(5% for units setting up E locations other than Section 4 (Total Fini Total Amount Claim 2% Penalty Period Ii	ter Dispersal 6 of cligible capital support) APO/ITES operations at the State Capital. al Calculation) eed (i+k) n Case of delay in COO(IN M	Capital Support)	0.00 0.00(2 Months)	
Wie Special incentive(5% for units setting up E locations other than Section 4 (Total Fini Total Amount Claim 2% Penalty Period Ii Total Eligible Amou	ter Dispersal 6 of cligible capital support) APO/ITES operations at the State Capital. al Calculation) eed (i+k) a Case of delay in COO(IN Me nt After Penalty	Capital Support) 0% onth)	0.00 0.00(2 Months) 0.00	
Wie Special incentive(5% for units setting up E locations other than Section 4 (Total Fini Total Amount Claim 2% Penalty Period Ii Total Eligible Amou Advance Amount	fer Dispersal 6 of cligible capital support) APO/ITES operations at the State Capital. al Calculation) sed (i+k) a Case of delay in COO(IN M- nt After Penalty	Capital Support) 0% onth)	0.00 0.00(2 Months) 0.00 50000.00	

Secti	on 4	
S.No	Documents Checklist	Enclosed (Yes/No)
1	Bank Guarantee Furnished valid for 2 years(5% of (c) X (a))	To be furnished afte VGF approved
2	Details of regular employees recruited/Joined the unit after Commencement of operation(as per Quarterly Progress Report)	
3	Necessary permissions and registrations required as per DoT Guidelines w.r.t BPO Operations	
4	Proof of Provident Fund Account Number of Regular Employees (recruited/ joined the unit after the issuance of IPA)	
5	Proof of Employee State Insurance(ESI) contribution for the regular employees eligible under this scheme and recruited/joined the unit after the issuance of IPA.	
6	Certificate of disability issued by a medical authority(Notified by State Govt.), if applicable	
7	Proof of expenditure incurred on admissible items like invoice in the name of company/authorized person	
8	Proof of ownership of space/lease agreement for at least 3 years.	
9	Quaterly progress report submitted to STPI for each quarter after Commencement of Operation	
10	Any other relevant documents	
Detai Other Docu	ls of L. 2.	

Undertaking and Declaration [/We hereby solemnly undertake/declare that the particulars stated above are true and correct to the best of my/our iconwledge and belief. No other application for Capital Support has been made or will be made in future against purchase covered by the application. (a) The items/equipment for which the claim has been made are covered under IBPS (as per list of admissible items (Annexure-A) of MSA) and meant for utilization of the BPO/TTES unit and will be utilize only in our unit and we shall not divert or dispose-off the items/equipment procured after commencement or operations at least up to three years. (b) The items/equipment for which the claim has been made have been entered into the stock register maintained by the unit. (c) Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim for capital support without prejudice to any other action that may be taken against us in this behalf. (d) All Claims are being made for BPO/TTES Operation set up under IBPS. (e) The amount overpaid, if any will be refunded by me/us to the excess amount paid. Signature of Authorized Signatory: Name in Block Letters: Designation: Name of the Applicant: Unit: Instructions: 1. It is mandatory to completely fill in all fields provided in the form. 2. In Section 4, row number 1 to 9 fill only either Yes or No. 3. In Section 4, row no. 10 fill the details of the documents submitted, if any.	India BPO Promotion Scheme	31-07-2018
<ul> <li>(a) The items/equipment for which the claim has been made are covered under IBPS (as per list of admissible items (Annexure-A) of MSA) and meant for utilization of the BPO/ITES unit and will be utilize only in our unit and we shall not divert or dispose-off the items/equipment procured after commencement of operations at least up to three years.</li> <li>(b) The items/equipment for which the claim has been made have been entered into the stock register maintained by the unit.</li> <li>(c) Any information, if found to be incorrect, wrong or misleading, will render/us liable to rejection of our claim for capital support without prejudice to any other action that may be taken against us in this behalf.</li> <li>(d) All Claims are being made for BPO/ITES Operation set up under IBPS.</li> <li>(e) The amount overpaid, if any will be refunded by me/us to the extent of the excess amount paid.</li> <li>Signature of Authorized Signatory:</li></ul>	Undertaking and Declaration I/We hereby solemnly undertake/declare that the particulars stated above are true knowledge and belief. No other application for Capital Support has been made or purchase covered by the application.	e and correct to the best of my/our r will be made in future against
Signature of Authorized Signatory:	<ul> <li>(a) The items/equipment for which the claim has been made are covered u admissible items (Annexure-A) of MSA) and meant for utilization of the l only in our unit and we shall not divert or dispose-off the items/equipment operations at least up to three years.</li> <li>(b) The items/equipment for which the claim has been made have been en maintained by the unit.</li> <li>(c) Any information, if found to be incorrect, wrong or misleading, will re claim for capital support without prejudice to any other action that may be (d) All Claims are being made for BPO/ITES Operation set up under IBPS (e) The amount overpaid, if any will be refunded by me/us to the extent of</li> </ul>	nder IBPS (as per list of BPO/ITES unit and will be utilized t procured after commencement of tered into the stock register ender/us liable to rejection of our e taken against us in this behalf. S. f the excess amount paid.
Name in Block Letters:	Signature of Authorized Signatory:	
Designation:	Name in Block Letters:	
Name of the Applicant: Unit: Date and Place: Instructions: 1. It is mandatory to completely fill in all fields provided in the form. 2. In Section 4, row number 1 to 9 fill only either Yes or No. 3. In Section 4, row no. 10 fill the details of the documents submitted, if any.	Designation:	
Unit: Date and Place: Instructions: 1. It is mandatory to completely fill in all fields provided in the form. 2. In Section 4, row number 1 to 9 fill only either Yes or No. 3. In Section 4, row no. 10 fill the details of the documents submitted, if any.	Name of the Applicant:	
Date and Place:	Unit:	
Instructions: 1. It is mandatory to completely fill in all fields provided in the form. 2. In Section 4, row number 1 to 9 fill only either Yes or No. 3. In Section 4, row no. 10 fill the details of the documents submitted, if any.	Date and Place:	
<ol> <li>It is mandatory to completely fill in all fields provided in the form.</li> <li>In Section 4, row number 1 to 9 fill only either Yes or No.</li> <li>In Section 4, row no. 10 fill the details of the documents submitted, if any.</li> </ol>	Instructions:	
<ol> <li>In Section 4, row number 1 to 9 fill only either Yes or No.</li> <li>In Section 4, row no. 10 fill the details of the documents submitted, if any.</li> </ol>	1. It is mandatory to completely fill in all fields provided in the form.	
3. In Section 4, row no. 10 fill the details of the documents submitted, if any.	2. In Section 4, row number 1 to 9 fill only either Yes or No.	
	3. In Section 4, row no. 10 fill the details of the documents submitted, if any.	
<ol> <li>All submitted supporting documents should be self-attested.</li> </ol>	4. All submitted supporting documents should be self-attested.	

- **4.** BPO Unit need to upload the below listed documents to claim the VGF (as shown in the image below):
  - i. Signed Format for CA Certificate.
  - ii. Signed Format for Claiming VGF.
  - iii. Documents supporting PF remittance.

Note: Only PDF file of above mentioned documents will be accepted.

Max File Upload limit is 10 MB for each document. (Uplo	ad PDF files only)
Mandatory documents *	
1. CA Certificate * (Including Invoice)	Choose file No file chosen
2. VGF claim form *	Choose file No file chosen
3. Documents supporting PF remittance *	Choose file No file chosen
Click here to upload Optional documents	
Click here to upload Optional documents	

Choose the respective files required to be uploaded then click on the **SAVE** button and BPO Unit will get the below image

Upload VGF1 claim documents in below section.		
Max File Upload limit is 10 MB for each document. (Upload PDF fil	es only)	
Mandatory documents *		
1. CA Certificate * (Including Invoice)	CA Certificate	Delete
2. VGF claim form *	Claiming VGF	Delete
3. Documents supporting PF remittance *	PF remittance	Delete
Click here to upload Optional documents		
Save Sub	omit VGF1 Claim	

After uploading all the mandatory documents, BPO Unit can also upload the optional documents. When BPO Unit click on "**click here to upload optional documents**" then the below image will appear

Click here to upload Optional documents	
4. ESI Related Documents	Choose file No file chosen
5. State Proof Tax	Choose file No file chosen
6. Disability Certificate	Choose file No file chosen
Other (If you want to upload multiple files. Please make a zip file then upload. )	Choose file No file chosen
Save Sub	mit VGF1 Claim

- 5. BPO Unit can upload the below listed optional documents:
  - i. ESI Related documents.
  - ii. State Prof Tax related documents.
  - iii. Disability Certificate.

After uploading all the documents, BPO Unit can submit their request for VGF claim.

### REFERENCE

IPA	:	In Principle Approval
MSA	:	Master Service Agreement
CoO	:	Commencement of Operation
QPR	:	Quarterly Progress Report
VGF1	:	Viability Gap Fund (First Instalment)
VGF2	:	Viability Gap Fund (Second Instalment)
SI	:	Special Incentive
BSD	:	Bid Security Deposit
EMD	:	Earnest Money Deposit
PBG	:	Performance Bank Guarantee
FBG	:	Financial Bank Guarantee
BPO Unit	:	Eligible BPO Unit Under IBPS
PMU	:	Project Management Unit