**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 V5.1 (https://ibps.stpi.in/Includes/Manual/User\_Manual\_V.5.1.pdf) IBPS Portal User Guide



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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	with the second	Software Technology Parks of Ministry of Electronics & Information Techr Government of India		f
Home		Login		
		Email as Username		
		Enter Username		
		Please Enter Email as username		
		Password		
		Enter Password		
		Please Enter Password		
		1 + 45 = ? 😋		
		Login		
		Forgot Password?		
	_			
Content owned & maintained b		MeitY   Digital India   India.Gov.in   MyGov s   Help   Feedback   Terms & Conditions   Privacy Policy   Screen R Last Updated on : 10 May 2018	Reader Access   Sitemap 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	чанаризне SP	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India	Digital India Power To Empower	f
		HOME Add PF details QPR DOWNLOAD CH	IANGE PASSWORD LOGOUT	<b>y</b>
		Change Password		
	Old Password :	Enter Old Password		
	New Password :	Enter New Password		
		<ul> <li>At least 8 characters.</li> <li>At least 1 letter.</li> <li>At least 1 Capital.</li> <li>At least 1 number.</li> <li>Up to 3 consecutive equal characters.</li> </ul>		
	Confirm Password :	Enter Confirm Password Change Password		
C Content owned & maintained b		MeitY   Digital India   India.Gov.in   MyGov s   Help   Feedback   Terms & Conditions   Privacy Policy   Screen Reader Access   Si Last Updated on : 23 August 2018 Cop	temap vyright 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 and Electronics and Information Technology Government of India		e Technology Parks of India	a Digital India Power To Empower
Home	Req	uest Password	
	Note : Please Enter Registered email and R New passowrd will be email to you register		
	Enter Registered Email :	Enter Email	
	PAN :	Enter PAN	
		Request Pas	ssword
	MeitY   Digi	tal India   India.Gov.in   MyGov	
ر Content owned & maintained t		Terms & Conditions   Privacy Policy   Screen Reader Acce Ipdated on : 31 July 2018	ss   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 Techno Government of Inc	logy		Software Technology Parks of India Ministry of Electronics & Information Technology Government of India					
			HOME	Add PF d	letails DO	OWNLOAD CH	IANGE PASSWOR	DLOGOUT
Test Entity Private	e Limited (Dehradun	)						
State	Location	No. of Seats	/GF Amount	IPA Date		COO Date	Status	
Uttarakhand	Dehradun	50	70000	04-01-2018			IPA PE	NDING
Description		Target timeline/ Submitted By	Signed/ Sub On	mitted		Action		Status
In-Principle Approval (IPA	N)		04-01-2	018	Download IF	A Accept IPA	Error in IPA	
Master Service Agreemer	nt (MSA)	18-01-2018						8
Commencement of Oper	ation (CoO)	03-07-2018 OR 03-10-2018 (with penalty of 29	6)					
Request for release of VG	F1	28-09-2019						8
Request for release of VG	iF2	28-09-2020						•
Request for release of VG	;F3	28-07-2021						8
Content owned & maintai		ontacts   Help   Feedback   T	l India   India.Go erms & Conditio lated on : 21 Jui	ons   Privacy I			temap byright STPI. All rid	hts reserved 20

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

Government of	India		HOME	Add PF	details DC	OWNLOAD CHANGE I	PASSWORD LOGO
Test Entity Priva	ate Limited (Dehradun	)					
State	Location	No. of Seats	VGF Amount	IPA Date		COO Date	Status
Uttarakhand	Dehradun	50	70000	04-01-201	18		IPA PENDING
Description		Target timeline/ Submitted By		mitted		Action	Status
In-Principle Approval (I	PA)		04-01-20	018	Download IP	A Accept IPA Error in	in IPA
Master Service Agreem	ent (MSA)	18-01-2018					6
Commencement of Op	eration (CoO)	03-07-2018 OR 03-10-2018 (with penalty of 2'	2%)		Click	on NLOAD IPA	
Request for release of N	VGF1	28-09-2019					
Request for release of V	VGF2	28-09-2020					
Request for release of V	VGF3	28-07-2021					<b>•••</b>

Click on "Accept IPA" option if no error in the document.

			HOME	Add PF details	DOWNLOAD CHANG	E PASSWORD LOGOU
Test Entity Private Li	mited (Dehradun	)				
State	Location	No. of Seats	VGF Amount	IPA Date	COO Date	Status
Uttarakhand	Dehradun	50	70000	04-01-2018		IPA PENDING
Description		Target timeline/ Submitted By	Signed/ Subr On	nitted	Action	Status
In-Principle Approval (IPA)			04-01-20	18 Dowr	nload IPA Accept IPA Erro	or in IPA
Master Service Agreement (M	ISA)	18-01-2018				
Commencement of Operation	n (CoO)	03-07-2018 OR 03-10-2018 (with penalty of 25	%)		Click on Accept IPA	3
Request for release of VGF1		28-09-2019				
Request for release of VGF2		28-09-2020				
Request for release of VGF3		28-07-2021				

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 Government of Inc	logy		Software Technology Parks of India Ministry of Electronics & Information Technology Government of India					
			HOME	Add PF details	DOWNLOAD CHANG	GE PASSWORD LOGOUT		
Test Entity Private	e Limited (Dehradun	)						
State	Location	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/ Submitte On	ed	Action	Status		
In-Principle Approval (IPA	A)		04-01-2018	Download	IPA Accept IPA Erro	r 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%)	)		ac	A not cepted give		
Request for release of VG	F1	28-09-2019				ta and marks		
Request for release of VG	iF2	28-09-2020						
Request for release of VG	F3	28-07-2021						
Content owned & maintai		ontacts   Help   Feedback   Te	India   India.Gov.in erms & Conditions   ated on : 21 June 20	Privacy Policy   Scree		p nt 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 Information Technol Government of Ind	s and ST	diane P	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India						I India Empower	
				HOME	Add	PF details	DOWNLOAD	CHANGE	PASSWORD	LOGOUT
Test Entity Private	e Limited (I	Dehradun )							_	
State	Loca		No. of Seats	VGF Amount	IPA Date	-	COO Dat		Status	
Uttarakhand	Dehi	adun	50	70000	04-01-2	018	To be De	clared	MSA PEN	IDING
Description			Target timeline Submitted By	/ Signed/ Su On			Actic	in		Status
In-Principle Approval (IPA	N)			04-01-2	2018		Downloa	d IPA		S
Master Service Agreemer	nt (MSA)		18-01-2018			Intima	te MSA signed	Download I	ASM	8
Commencement of Oper	ation (CoO)		03-07-2018 OR 03-10-2018 (with penalty o 2%)	f						8
Request for release of VG	F1		28-09-2019							8
Request for release of VG	iF2		28-09-2020							8
Request for release of VG	F3		28-07-2021							8
Content owned & maintai		STPI State Contacts	Help   Feedback	al India   India.G Terms & Condit odated on : 21 Ju	ions   Priva		reen Reader Ac			ts 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.

	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India
Cover	Declare MSA
Select the Date of MSA Signed	Select MSA Date
Mention the remarks about MSA Signed	Please Mention the remarks about MSA Signed
nnepe Aep mencemet	Submit
uest for release of VGP	×

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 Electronics and Information Technology Government of India	STOPI		of Electronic		arks of India ion Technology a	Digital India Power To Empower
		÷	HOME Add	PF details QF	PR DOWNLOAD CHANGE	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			Action	Status
In-Principle Approval (IPA)			04-01-2	018	Download IPA	<b>S</b>
Master Service Agreement (MS	A)	18-01-2018	11-01-2	018	Download MSA	<b>S</b>
Commencement of Operation	(CoO)	03-07-2018 OR 03-10-2018 (with penalty o 2%)	f		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 Conta		tal India   India.G   Terms & Condit		ry   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 Commencement of Operation (CoO)								
🗘 Max File Upload limit is 10 MB for each document.								
Please Enter the complete postal address of BPO/ITES setup								
Please Enter the Area of BPO location.								
Please Enter the Number of Employees.								
Choose file No file chosen								
Choose file No file chosen								
Choose file No file chosen								
Choose file No file chosen								
Choose file No file chosen								
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**

<u>Upload Optional documents (Good to have) :-</u>	
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.

		10	OME Add P	F details. QP	R DOWNLOAD OHANGE	RASSWORD LOGOUT
Test Entity Priva	ite Limited (Lucknow)					
State	Location	No. of Seats	WGF Amount	IPA Date	COO Date	Status
Uttar Pradesh	Luinew	100	75600	25-06-2318	In he Dectared	COO DECLARED
Description		Target timeline/ Submitted by	Signed/Sut On	mitted	Action	Status
In-Principle Approval (	PAJ		25-06-2	518	Download IPA	Ø
Master Service Agreen	ert (MSA)	09-07-2018	12-07-2	218	Download MSA	Č,
Commencement of Op	ention (CoO)	24-12-2018 OR 24-05-2019 with penatry of 2%	1		CoO reported to STRI	0
Request for release of	VGP1					0
Request for release of	VGF2	31-12-1971				0
Request for release of	VGF3					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.

I IBPS Bidder Home X								θ							
← → C ① 192.168.3.238/b;	os/Didder/index.php?GHZ=Mjl	5&ine=TI IVja25vdw=	-												
	Ministry of Electronics and information To also longy Government of India	Software Technology Parks of India Ministry of Electronics & Information Technology Government of India													
				HOME	dd PF details	QPR DOWNLOAD CH	ANGE PASSWORD LOGOUT								
	Test Entity Private Limi	ted (Lucknow)													
	State	Location	No. of Seats	VGFAmou	nt IPA Date	COO Date	Status								
	Uttar Pradesh	Lucknow	100	75000	25-06-201	8 12-07-2018	VGF-1 FENDING								
	Description		Target timeline Submitted By		/ Submitted On	Action	Status								
	In Principle Approval (PA)			25-	06-2018	Download IFA	<b>S</b>								
	Master Service Agreement (MSA)		09-07-2018	12-	07-2018	Download MSA	S								
	Commencement of Operation (Co	0)	24-12-2018 OR 24-03-2019 (with penalty of 2%)		07-2018	Add PF / Outsourcing del	ait 💽								
	Request for release of VGF1		11-10-2019			File QPR									
	Request for release of VGF2		11-10-2020				8								
	Request for release of VGF3		11-08-2021				8								
	Con Content owned & mainlained by S		s (Help (Feedback	Terms & Co	nalisov.in   Myison Inditions   Privacy 18 July 2018	Policy   Scieeri Reader Access   Sile	rniap right STPI. Ali rights reserved 2018.								

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

HOME     Add PF details     QPR     DOWNLOAD     CHANGE PASSWORD     LOGOUT	Ministry of Electronics and Information Technology Government of India	STPI	Ministry of Elec	chnology Par ctronics & Information Government of India		Digital Power To E	India
Added PF Establishment details       Lucknow + Round-6       Add PF Establishment       Add Outsourcing company details         Location wise PF Establishment code:-       Location Name       Establishment code         Location Name       Establishment code         Lucknow       123456         Outsourcing company details :			HOME	Add PF details QPR	DOWNLOAD	CHANGE PASSWORD	LOGOUT
Location wise PF Establishment code:-       Location Name     Establishment code       Lucknow     123456       Outsourcing company details :							
Location Name     Establishment code       Lucknow     123456       Outsourcing company details :							
Lucknow 123456 Outsourcing company details :			Round-6	Add PF Establishment	Add Outsourcing co	mpany details	
	Location wise PF Esta				Add Outsourcing co	mpany details	
	Location wise PF Esta Location Name		Establis		Add Outsourcing co	mpany details	

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

Ministry of Electronics and Information Technology Government of India	Ministry of Ele	chnology Parks of extronics & Information Teel Government of India	
	HOME	Add PF details QPR De	OWNLOAD CHANGE PASSWORD LOGOUT
		ishment Details	
Added PF Establishment details	Lucknow + Round-6	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.

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 Electronic Government of Covernment of Covernm	onics and chnology	rks of India on Technology									
HOME     Add PF details     QPR     DOWNLOAD     CHANGE PASSWORD     LOGOUT												
Shakti	Infotech	n Private L	imited									
IPA Date	2:	22-08	-2016		MSA Date :	07-09-2016	COO Date :	12-05-2017				
No of Se	eats :	100			Target Employment :	150	Location :	Patna, Bihar				
Year	Quarter	Month	Add	Download	Signed N	1PR (PDF Only)	Date of Upload	Action				
2019	Jul-Sep	July	Add	Print	Choose file No file cho	osen Uploa	ad	Monthly Data to be submitted				
2019	Apr-Jun	June	Add	Print	Signe	d MPR File	06-08-2019	Received by STPI				
2019	Apr-Jun	May	Add	Print	Signe	d MPR File	06-08-2019	Received by STPI				
2019	Apr-Jun	April	Add	Print	Signe	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.

		но	ME Add PF details	QPR	DOWNLOAD	CHANGE PASSW	ORD LOGOUT
Test Entity Priva	ate Limited						
PA Date :	25-06-2017	MSA Date :	12-07-2017	coc	D Date :	12-07-2017	
No of Seats :	100	Target Employment :	150	Loc	ation :	Lucknow, Utta	ar Pradesh
Month		July		Monthly	Employment		0
Monthly Employme	ent Details						
Quarter Month		Jul-Sep Julv			r the month (July-	,	Number
/ear		2017			ly Male Employme	ant	0
					ly Female Employ		0
Download Excel File :		Download Excel Utility			ly Differently Able		0
How to use utility	file.				ly Support Staff E		0
Jpload Employee De	tails (CSV Format) :				ployee Count	in profilient	0
pload Employee De	tans (cov ronnat) .	Choose file No file ch	losen	Male E	mployee Count		0
Help file for monthly	employment calculation			Female	e Employee Count		0
		Upload	Filo	Differe	ently Abled Employ	yee Count	0
		Opioad	i ne	Suppo	rt Employee Coun	t	0

- **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.

ŀ	35	• @ - •							ValidateDa	ita_ver_7 - Excel					ħ	- (	0 X
F	ile	Home	nsert F	<sup>D</sup> age Layout	Form	nulas	Data Review	View Help	𝒫 Tell me what	you want to do							A, Share
Pa	ste v	Cut Copy ÷ Format Paint board	Calib er B		⊞ •   <u>₹</u>	• A <sup>•</sup>		≫ - e <sup>b</sup> Wrap Text		ral ▼ % ୬ (	Conditional Format Formatting ~ Table ~ Styles		rt Delete Forma	📌 Clear 🔻	Sort & Filter •	Find &	^
F4		-	Xv		Yes			Alghinene	141		. Syles		- Centr		cutting		¥
1	A	В	C	D last Date for		F th data	G you are filling here	H 30-11-2017	1		J	К	LP	A N	0	P	QA
	C NI.	Name of		ti Fernale/	Abled	Suppor t Staff (Yes/N	Date of joining the	Last day of the month or Date till employee worked in the company (dd-mm-		Aadhaar Enrolment (12341234512345d		Provident Fund Account Number of Employee		ssion : PF cable Contribution			
2 3 4 5		Employee 1 Madhu 2 Radha 3 Abbey	on STPJD STPJD STPJD	Male Female Female Male	Yes YES YES	o) No Yes No	20-11-2017 20-11-2017 20-11-2017 20-11-2017	30-11-2017	123456789122 123456789123	2 3 1234567890123456		of Employee 1234567890123 1234567890123 1234567890123	5 1200.00 5	00.20 1200.3 50.00 1200.0	of Employer 12345678 10 12345678 10 12345678	9 No 9 No	
6 7 8		Abbie	STPJD	Male	No	No	20-11-2017					1234567890123			12345678		1
9 10 11	-																
12 13 14																	
15 16 17																	
18 19 20																	
21 22 23 24	-																
25 26																	
27 28		orro	rdata	Summary	Mon	Data	(+)		: 4								
Rea		erro	Tudid	Summary	WON	Data	Ð		: •						₽ -		+ 70%

#### 5. Enable the macro in excel file

ValidateData_ver_7 - Microsoft Excel       —         Home       Insert       Page Layout       Formulas       Data       Review       View       Acrobat       —         ValidateData_ver_7 - Microsoft Excel														
Paste V Format Painter B I U V H V A V F B F F F	E I Merge & Center * I Merge & Center * Merge & Center * Alignment I Mumber I Styles * Styles *	Insert Delete Format Cells Editing												
Security Warning Macros have been disabled. Options Microsoft Office Security Options ? X														
A B C D E J														
1 Enter last Date for the r Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file. Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the														
Differen Sta Name of Designatio Female/ tly Abled (Ye 2 S. No. Employee n Male (Yes/No) )	Aadhaar Enrolment Number r (12341234512345ddmmyyyyhh:mm:ss)	Provident F Account Nu of Employe												
3         1         Madhu         STPJD         Female         Yes         No           4         2         Radha         STPJD         Female         YES         Yes           5         3         Abbey         STPJD         Male         YES         No	Enable this content	122 123 1234567890123456789012345678 124	123456789 123456789 123456789											
6 4 Abbie STPJD Male No No		015	123456785											
8 9 10		_												
11 12 13	Open the Trust Center OK Cancel													
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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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3         Please check Row 4 as Designation field is not filled           4         Please check Row 4 as Provident Fund Account Number can't be Null	r res or No.												
5         Please check Row 4 PF Contribution is not filled           6         Please check Row 5 as Male/Female Data is Incorrect. It should be eithe           7         Please check Row 5 as data entered is not a date.	er Male or Female.				,								
<ol> <li>Please check Row 5 as start data can't be greater than end date.</li> <li>Please check Row 5 PF Number of Employee's Company is not filled</li> <li>Please check Row 5 as Outsourceed Employee Data is Incorrect. It shoul</li> <li>Please check Row 6 as Differently Abled Data is Incorrect. It should be end to be a start of the start</li></ol>	d There are 1 or more erro	ors in the data.	Please fix th	ose before e									
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		Name of Employee	Designati		Differen tly Abled	Suppor t Staff (Yes/N	Date of joining the	Last day of the month or Date till employee worked in the company (dd-mm-			Aadhaar Enrolm (1234123451234		-may col	Acco Num		Employee State Insurance (ESI) Contributio n(in Rs)	alTax	PF		Outsourd er d'Employ yer Yes/No			
3	1	Cmpioyee		Female	Yes	0)	20-11-2017	30-11-2017	12	23456789122					######################################	ŧ 1200.00	500.20	1200.	25 123456	789 No			
4		Radha	STPJD	Female	YES	Yes	20-11-2017			23456789124	1234567890123	456789012345	678			1200.00 1200.00	550.00	1200.	123456	789 No			
5		Abbey Abbie		Male	YES	No No	20-11-2017	30-11-2017		23456783124					********		550.00		00 123456	789 No			
7 8 9 10 11 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 26 27 28 29 30		- defrare																			]		*

10. Once all the details are filled correctly navigate to the summary sheet in excel file.

5. NO.	Name of Employe	on	Female/ Male	E Different ly Abled (Yes/No)	Staff	Date of joining the Unit (dd-mm- YYYY)	11111	AADHAAR Number	and the second se	Employe e State Insuranc e (ESI) Contribut	L State Professional Tax Applicable	M	N	0	P
	1 ABC1	STPJD		no	No	01-03-2017									
	2 ABC2	STPJD		no	No	01-03-2017									
	3 A/8C3	STPJD	Female	00	No	01-03-2017									
	4 A8C4	STPJD	Female	ne	No	01-03-2017	04-11-2017	123456789015	12345678901237	1200					
	5 ABC5	STPJD	Female	na	No	01-03-2017	05-11-2017	123456789015	12345678901238	1200	550				
	6 ABC6	STPJD	Female	00	No	01-03-2017	06-11-2017	123456789017	12345678901239	1200	550				
	7 ABC7	STPJD	Female	no	No	01-03-2017	07-11-2017	123456789018	12345678901241	1200	550				
	8 ABC8	STPJD	Female	ne	No	01-03-2017	08-11-2017	123456789019	12345678901242	1200	550				
	9 ABC9	STPJD	Female	ne	No	01-03-2017	09-11-2017	123456789020	12345678901243	1200	550				
	10 ABC10	STPJD	female	no	No	01-03-2017	10-11-2017	123456789021	12345678901244	1200	550				
	11 ABC11	STPJD	Female	no	No	01-03-2017	11-11-2017	123456789022	12345678901245	1200	550				
	12 ABC12	STPJD	Female	no	No	01-03-2017	12-11-2017	123436789023	12345678901246	1200	550				
	13 ABC13	STPJD	Female	np	No	01-03-2017	13-11-2017	123456789024	12345678901247	1200	550				
	14 ABC14	STPJD	Female	no	No	01-03-2017	14-11-2017	123456789025	12345678901248	1200	550				
	15 ABC15	STPJD	Female	no	No	01-03-2017	15-11-2017	123456789026	12345678901249	1200	550				
	16 ABC16	STPJD	Female	00	No	01-03-2017	16-11-2017	123436789027	12345678901250	1200	550				
	17 ABC17	STPJD	Female	no	No	01-03-2017	17-11-2017	123456789028	12345678901251	1200	550				
	18 A8C18	STPJD	Female	no	No	01-03-2017	18-11-2017	123456789029	12345678901252	1200	550				
	19 A8C19	STPJD	Female	no	No	01-03-2017	19-11-2017	123456789030	12345678901253	1200	550				
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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

	A B	ç	þ	t	1	6	H	1		K	L M
1 3	i. No. Name of Employee	Designation	Female/ Mal	e Differently Abled	Support Staff	Date of joining the Unit L	ast working Day if	AADHAAR Number	Provident Fund Account f	Employee State Insuranc	State Professional Tax
	1 ABC1	STPUD	Female	no	No	01-03-2017	00-11-2017	123456789012	12345678901234	1200	550
	2 ABC2	STPJD	Female	no	No	01-03-2017	02-11-2017	123456789013	12345678901235	1200	550
ř.	3 ABC3	STPIO	Female	no	No	01-03-2017	03-11-2017	123456789014	12345678901236	1200	550
	4 ABC4	STPID	Female	np	No	01-03-2017	04-11-2017	123456789015	12345678901237	1200	550
	5 ABC5	STPJO	Female	60	No	01-03-2017	05-11-2017	123456789036	12345678901238	1200	550
2	6 ABC6	STPUD	Female	60	No	01-03-2017	06-11-2017	123456709017	12345678901239	1200	550
	7 ABC7	STPIO	Female	no	No	01-03-2017	07-11-2017	123456789018	12345678901241	1200	550
	8 ABC8	STPUD	Female	60	No	01-03-2017	08-11-2017	123456789019	12345678901242	1200	550
1	9 ABC9	STPJO	Female	no	No	01-03-2017	09-11-2017	123456789020	12345678901243	1200	550
L	10 ABC10	STPJO	female	10	No	01-03-2017	10-11-2017	123456789021	12345678901244	1200	550
ŀ	11 ABC11	STPUD	Female	no	No	01-03-2017	11-11-2017	123456789022	12345678901245	1,200	550
I.	12 ABC12	STP/O	Female	60	No	01-03-2017	12-11-2017	123456799023	12345678901246	1200	550
ŧ.	13 ABC13	57790	Female	60	No	01-03-2017	13-11-2017	123456789034	12345678901347	1200	550
i	14 ABC14	STPUD	Female	50	No	01-03-2017	14-11-2017	123456789005	12345678901348	1200	550
	15 ABC15	STPUD	Female	no	No	01-03-3017	15-11-2017	123456789026	12345678901249	1200	550
P.	16 ABC16	STPIO	Female	10	No	01-03-2017	36-11-2017	123456799027	12345678901250	1200	550
Ł	17 ABC17	STPJD	Female	no	No	01-03-2017	17-11-2017	123456789028	12345678901251	1200	550
8	18 ABC18	STPID	Female	np	No	01-03-2017	18-11-2017	123456789029	12345678901252	1200	550
	19 ABC19	STPJO	Female	50	No	01-03-2017	19-11-2017	123456789030	12345678901253	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.

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			но	ME	Add PF details	QPR	DOWNLOAD	CHANGE PASSW	ORD LOGOUT		
Test Entity Private	Limited										
IPA Date :	25-06-2017	MS/	Date :	12	-07-2017	co	D Date :	12-07-2017			
No of Seats :	100	Targ	et Employment :	15	0	Loc	ation :	Lucknow, Utta	ar Pradesh		
Monthly Employment Det Monthly Employment D		I Information	Project Details								
Quarter		Jul-Sep				Details fo	r the month (July-	2017)	Number		
Month		July				Monthly	Employment		2.4		
Year		2017				Month	ly Male Employm	ent	1.2		
Download Excel File :		Downlo	ad Excel Utility			Month	ly Female Employ	ment	1.2		
How to use utility file.							ly Differently Abl		1.8		
Upload Employee Details	(CSV Format) :					Total Em	ployee Count		4		
Help file for monthly emplo	umont calculation	Ch	bose file No file c		1	Male E	mployee Count		2		
rep me for monthly emplo	symetric carculation		Uploaded	a rile			e Employee Count		2		
			Upload	File			ently Abled Emplo	•	3		
					•	Suppo	rt Employee Coun	t	1		
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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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			но	OME Add PF deta	ils QPR DOWNLOAD	CHANGE PASSWORD LOGOUT		
	Test Entity Priva	ite Limited						
	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 Employmen	t Details Center Lev	el Information Project Details					
	Center Level Inform	nation "Please Provide	the high level information o	f the Center"				
	Area of Operation		Description of Activity in the u		Revenue (in Lakhs)	Cumulative Revenue from COO (in Lakhs)		
	Automobile Aviation Banking and Financia Retail Telecommunications Health Care and Pha Power Agriculture Travel and Tourism Legal Any Other					0		
			Sav	e Monthly Details				
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IPA Date :	25-06-2017		MSA Date :	12-	07-2017	C	DO Date :		12-07-2017	
No of Seats :	100		Target Employm	ent : 150	)	Lo	cation :		Lucknow, Uttar Prade	esh
Monthly Employment I	Details Cen	ter Level Informa	Projec	t Details						
Project Details "Please				. oetans		_				
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		Select Count	_			Sel	ect langu 🔻			Add
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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.

Test E	ntity Priv	ate Limi	ted			Add PF details	QPR	DOWNLOAD C	HANGE PASSWORD LOGOUT
IPA Dat	-		6-2017		MSA Date :	12-07-2017	COO Da	te :	12-07-2017
No of S	eats :	100			Target Employment :	150	Locatio	n :	Lucknow, Uttar Pradesh
Year	Quarter	Month	Add	Downloa	id Sigi	ned MPR (PDF Only)		Date of Upload	Action
2017	Jul-Sep	July	Edit	Print	Choose file No file	e chosen	Upload		Signed Data to be Submitted
					MeiłY I Dinital	ndia   India.Gov.in   MyG	av.		

- 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.

Claim on	e time waiver
As the employment of the unit is less than the required average employment to claim to avail this waiver please provide the following details.	VGF1. One time waiver of up to 3 months for CoO can be avail as per the RFP. If you wish
Select Effect start date for employment calculation *	017
Remarks *	<i>d</i>
	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)

VGF	-1 Claim
Enter Date of submission of VGF1 claim	Select Date Save
	×

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

VGF1 (	Claim
Enter Date of submission of VGF1 claim	11-05-2018 Update
Download Excel utility File for Details of Items Brought into BPO/ IT	TES Unit Download
Upload List (CSV file only)	Choose file No file chosen File Upload Item details CSV File
Generate CA Certificate	Print
Generate VGF1 Claim Form	Print
Upload VGF1 claim documents in below section.	×

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

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1		Suppliers Name and Address	Invoice/ Bill No.	Invoice/ Bill Date(dd-mm- 4944)	Total Invoice Amount(Rs.)	Online Transaction ID/ Cheque/ DD No.	Chequel DD No. Date of Payment(dd-mm-	Online Transaction ID/ Cheque/ 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-uuuu)	BPO/ITES operations towards capital expenditure (I and/or operational expenditure (OPEX)	CAPEK)	
2	1	HCL, Noida HCL, Noida	Inv001 Inv001	10-10-2017		1234567	10-10-2017 10-10-2017	13000000	Citibank, New Delhi Citibank, New Delhi	SAN Storage 10 Tb	2 Nos. 100 Nos.	1000000	10-10-2017	CAPEX		
4		HCL, Noida	Inv001	10-10-2017	3000000	1234567	10-10-2017	13000000	Citibank New Delhi	Data Communication Equipments		1000000	10-10-2017	OPEX		
5	4	Datacraft, Bangaluru IBM India, Mumbai	Inv004	10-10-2017	3000000	1234567	10-10-2017 10-10-2017	13000000	Citibank, New Delhi	Structured Cabling	1000 Mitrs	50000				
6	5	IBM India, Mumbai	Inv005	10-10-2017	500000	1234567	10-10-2017	13000000	Citibank, New Delhi	Server Systems	5 Nos.	500000	10-10-2017	CAPEX		
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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

India BPO Promotion Scheme	31-07-2018
Appendix –B	
CHARTERED ACCOUNTANT CERT	TIFICATE
I/We hereby confirm that I/We have examined the item/equipment receip statement in respect of the items/equipment mentioned in the Table-1 ap of M/s Shakti Infortech Private Limited in respect of Master Service <b>07-09-2016</b> for location <b>Patna,Bihar</b> is from the date of issue of IPA an	pended, and each entry of the application greement (MSA) signed on dated
<ol> <li>The following documents/records have been furnished by the app by mc/us, namely material handling registers, original invoice/bill</li> <li>Relevant registers have been authenticated under my/our seals, sig information furnished is true and correct in all respects, no part is information has been concealed or withheld.</li> <li>The payments have been made by the said M/s Shakti Infotech P of items/equipment received against the original invoice bill(s) as</li> <li>The payments have been made through normal banking channel a the suppliers.</li> <li>All the items shown in the table are admissible for reimbursement Scheme(IBPS).</li> </ol>	I, books of accounts and Bank Statement, gnatures. It has been ensured that the false or misleading and no relevant <b>Private Limited</b> to the suppliers in respect indicated in the Table-1 annexed hereto, and have been credited to the accounts of
Neither I/We nor any of our partners is a partner/Director or an employe associated concerns. I fully understand that any submission made in this render me/us liable to face any penal action or other consequences as ma warranted.	certificate if proved incorrect or false, will
Signature & Stamp/Seal of th	e Signatory
Name	
Membership No	
Address of Firm	
Name and Address of the In	stitution where registered:
Date:	
Place:	
Table-1	
DETAILS OF ITEMS/FOLIPMENT BROUCHT INTO BRO/	TECHNIT

									O BPO/ITES UNIT				
SLNo. (i)	Suppliers Name and Address (ii)	Invoice/Bill No. (iii)	Invoice/Bill Date (iv)	Total invoice/Bill Amount (v)	ID/	Online Transaction ID/	te for each Unit/MS Online Transaction ID/ Cheque/DD Amount of Payment (viii)	Name of	Date of receipt of the items/equipment	Description of items/equipment (xi)		value	Capex/Opex (xiv)
Note :-	For VGF	calculation l	ower of the t	otal expendi					All monetary figure	s should be INR.	L	L	I
				-									
31-07-2	2018												2/3
31-07-2	2018												2/3
-													
-		stion Scheme						Sign	nature & Stamp/Sc	al of the Signatory	y:		2/3

Г

# Format for Claiming VGF:

For	m For Claiming Viability	y Gap Funding(VGF) toward	ds Capital		
	Support under India	BPO Promotion Scheme(IB)			
Section 1			Separate form for each MSA		
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 Gali, Near Narayani Kanya School, Patna City. 800008 (Bihar). Patna, Bihar		22-08-2016 12-05-2017		
City: Patna Pin: State: Bihar		VGF1 Claim Date:	11-05-2018		
(a) Number of BPO/ITES	Seats as per MSA	-	100		
(b) Employment Target(1.)			150		
(c) Bid Amount per seat			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 (e) whichever is lower	Rs. 0.00	•		
Section 2 (Installment	nt Claim Calculation) VGF1				
		nencement of Operations Date * (1	Fill VGF1 Claim Date)		
		Nov-2017 Dec-2017 Jan-2018 Feb-201			
	00 76.00 111.00 111.00	111.00 111.00 111.00 82.00	111.00 82.00 82		
	onthly Employment g=(M1+M	2+Mn)/n	99,167		
(h) Percentage of En		0.5(to Claim Capital Support) if h>			
(i)Eligible capital su	pport for First Installment i=f X	(0.4 X h	0.00		
Section 3(To be fille		e Claimed for Wider Dispersal)			
Is the BPO Located	other than State Capital : No				
Wie	ler Dispersal	(k) Special Incentive(% of Eligible Capital Support)	e Amount Claimed(k)*(f)%		
		%			
Section 4 (Total Fina	al Calculation)				
Total Amount Claim	ed (i+k)		0.00		
2% Penalty Period In	Case of delay in COO(IN Mo	nth)	0.00(2 Months)		
Total Eligible Amou	*	-	0.00		
Advance Amount	-		50000.00		

Section 4				
S.No	Documents Checklist	Enclosed (Yes/No)		
1	Bank Guarantee Furnished valid for 2 years(5% of (c) X (a))	To be furnished after 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			

Note: Any further documents if deemed required by STPI for clarification will be communicated to the unit while processiong the claim.

India BPO Promotion Scheme	31-07-2018
Undertaking and Declaration I/We hereby solemnly undertake/declare that the particulars stated above are knowledge and belief. No other application for Capital Support has been mad purchase covered by the application.	
<ul> <li>(a) The items/equipment for which the claim has been made are cover admissible items (Annexure-A) of MSA) and meant for utilization of only in our unit and we shall not divert or dispose-off the items/equipmoperations at least up to three years.</li> <li>(b) The items/equipment for which the claim has been made have been maintained by the unit.</li> <li>(c) Any information, if found to be incorrect, wrong or misleading, wi claim for capital support without prejudice to any other action that ma (d) All Claims are being made for BPO/ITES Operation set up under I (e) The amount overpaid, if any will be refunded by me/us to the extent</li> </ul>	the BPO/ITES unit and will be utilized ment procured after commencement of n entered into the stock register ill render/us liable to rejection of our y be taken against us in this behalf. IBPS.
Signature of Authorized Signatory:	
Name in Block Letters:	
Designation:	
Name of the Applicant:	
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.	
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.

Upload VGF1 claim documents in below section.	
Max File Upload limit is 10 MB for each document. (Upload PDF file	es 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	
Save Sub	omit VGF1 Claim

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 file	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