Industries Commissionerate
(GOVERNMENT OF GUJARAT)

IC Portal – Manager(RM) User Manual

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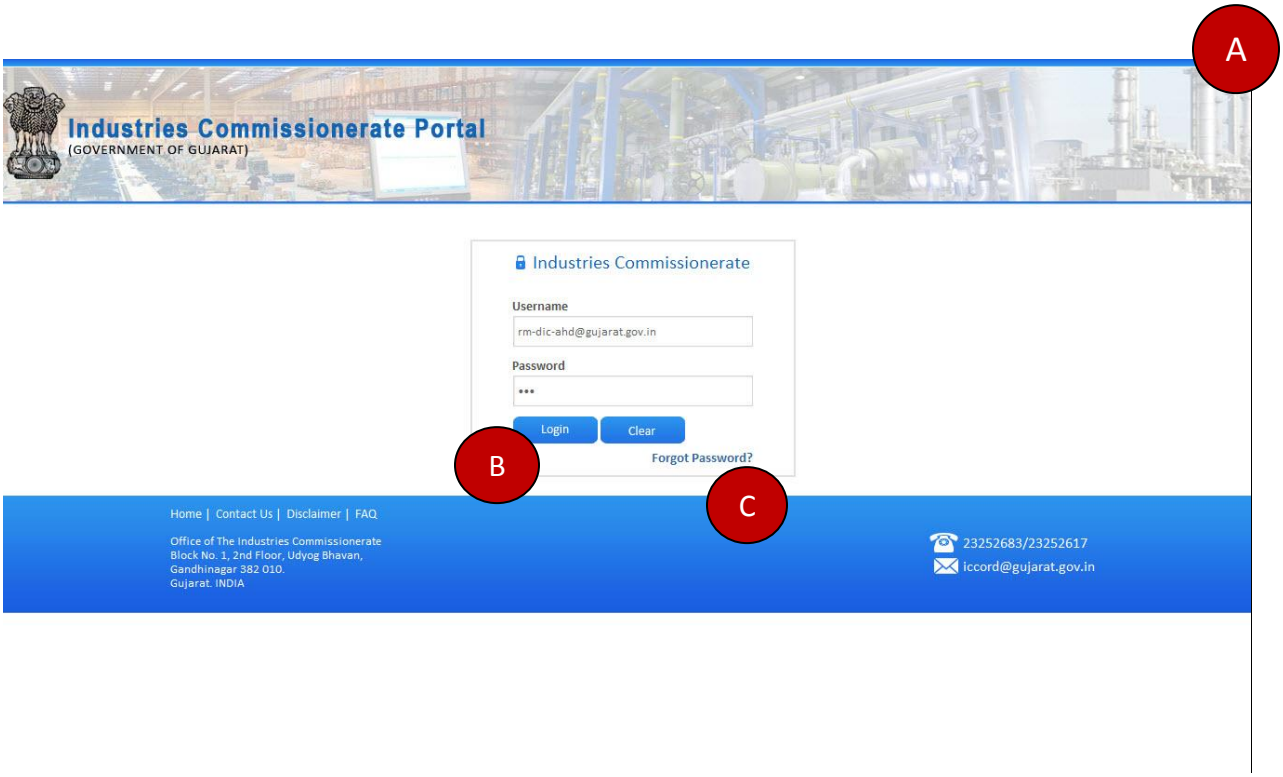
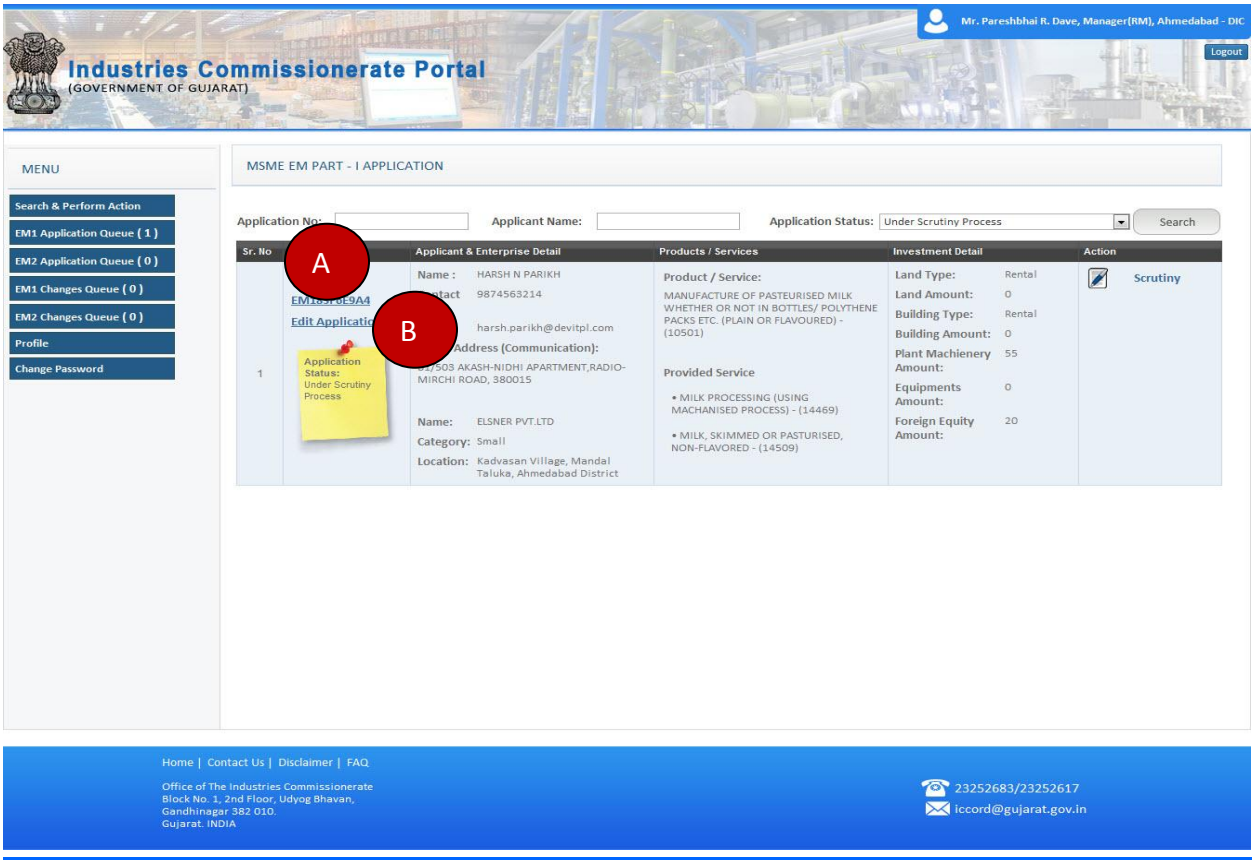
1. How do I login to the portal?

- Go to the URL :- http://10.10.46.175/IC/Home.aspx
- The following homepage will open.**(A)**

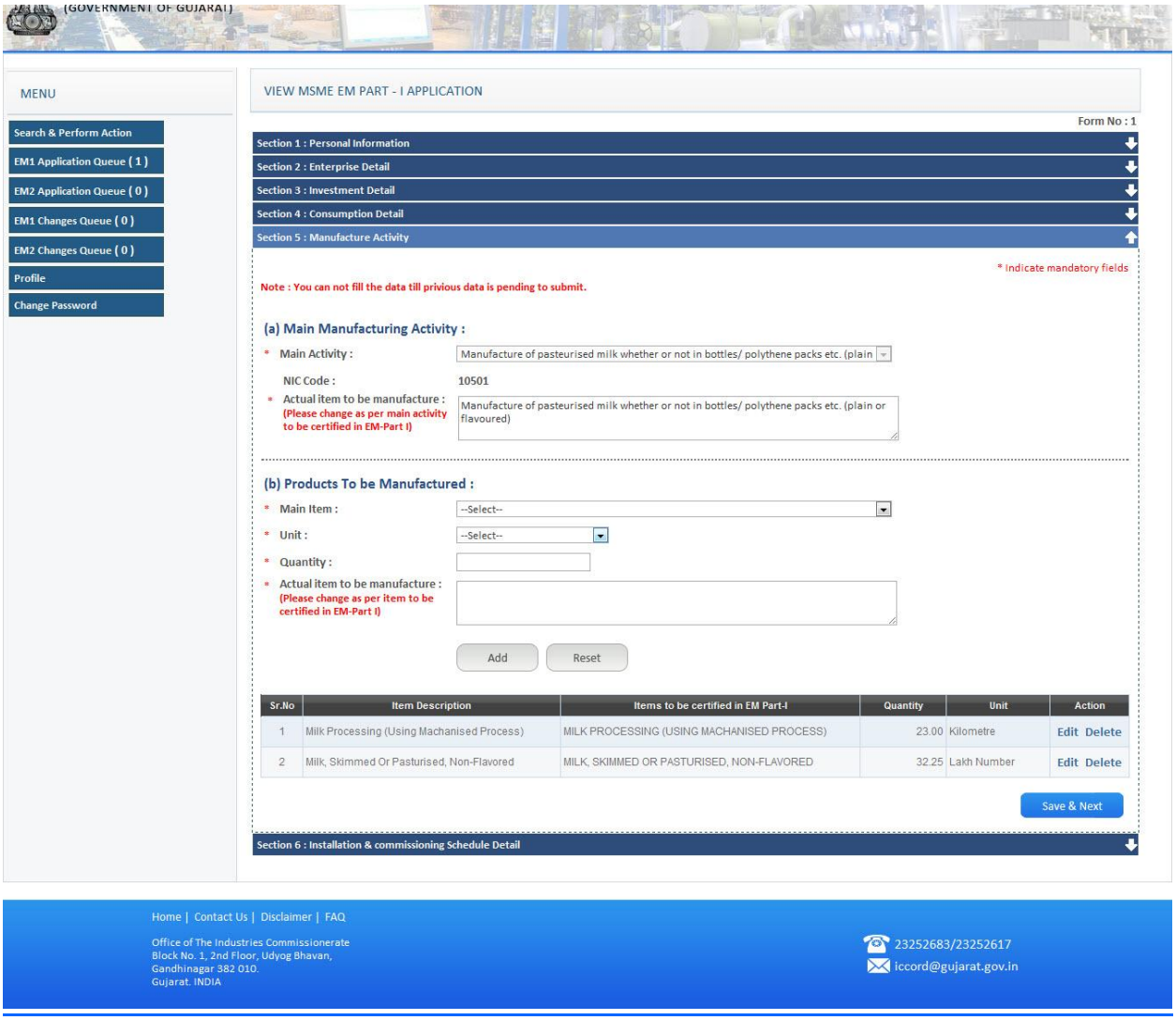


- After user name and password are entered, click on “Login” button to perform action.**(B)**
- If you forgot your password, then in that case click on “Forgot Password”, it will ask you to enter your Email ID to send your password on that Email ID.**(C)**

2. How do I Print or Edit Application?

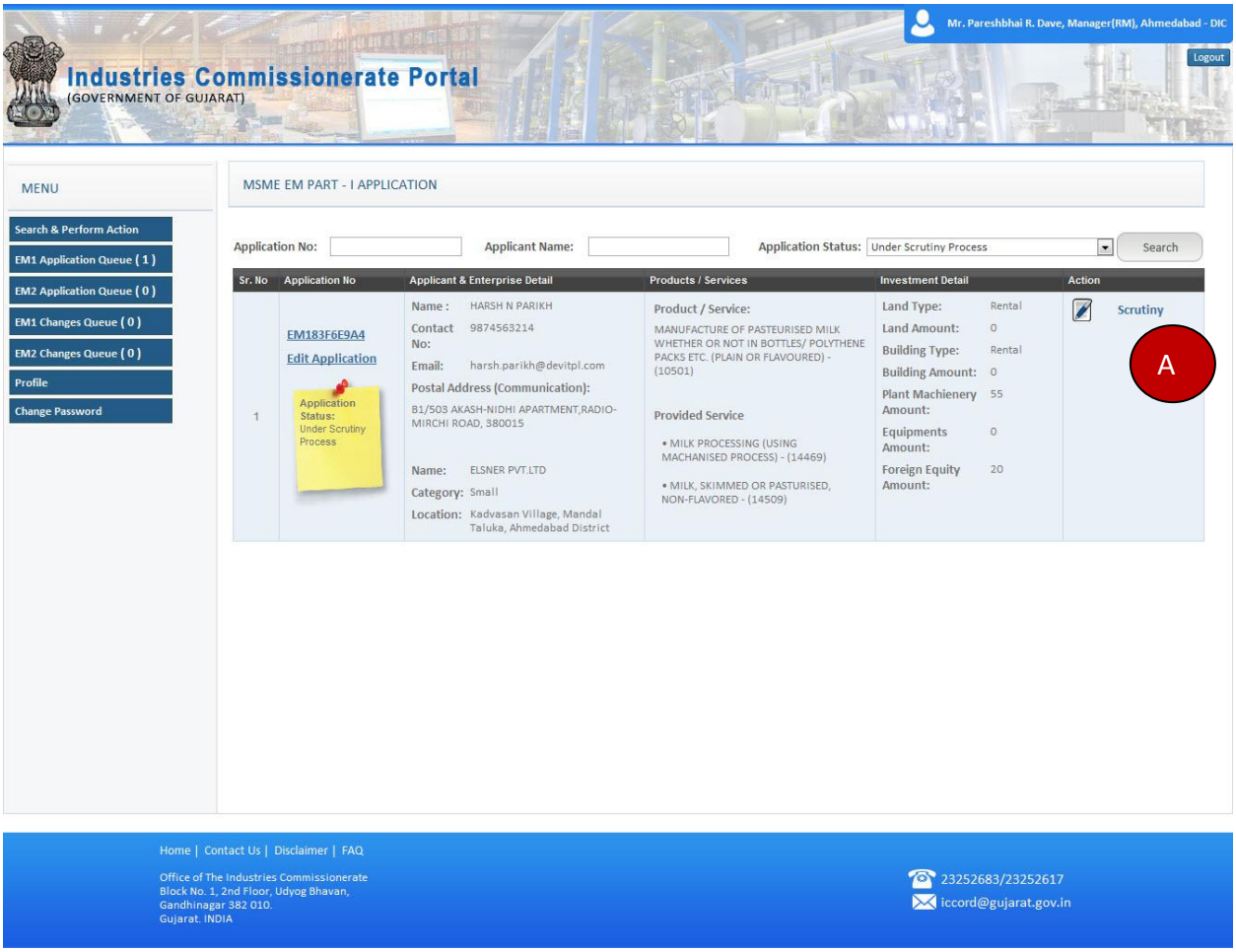


- If you want to print whole application, then click on “Application Number” which is displayed in second column of above screen shot.**(A)**
- If you want to edit manufacture or service details, then click on “Edit Application” link which is displayed in second column of above screen shot.**(B)**



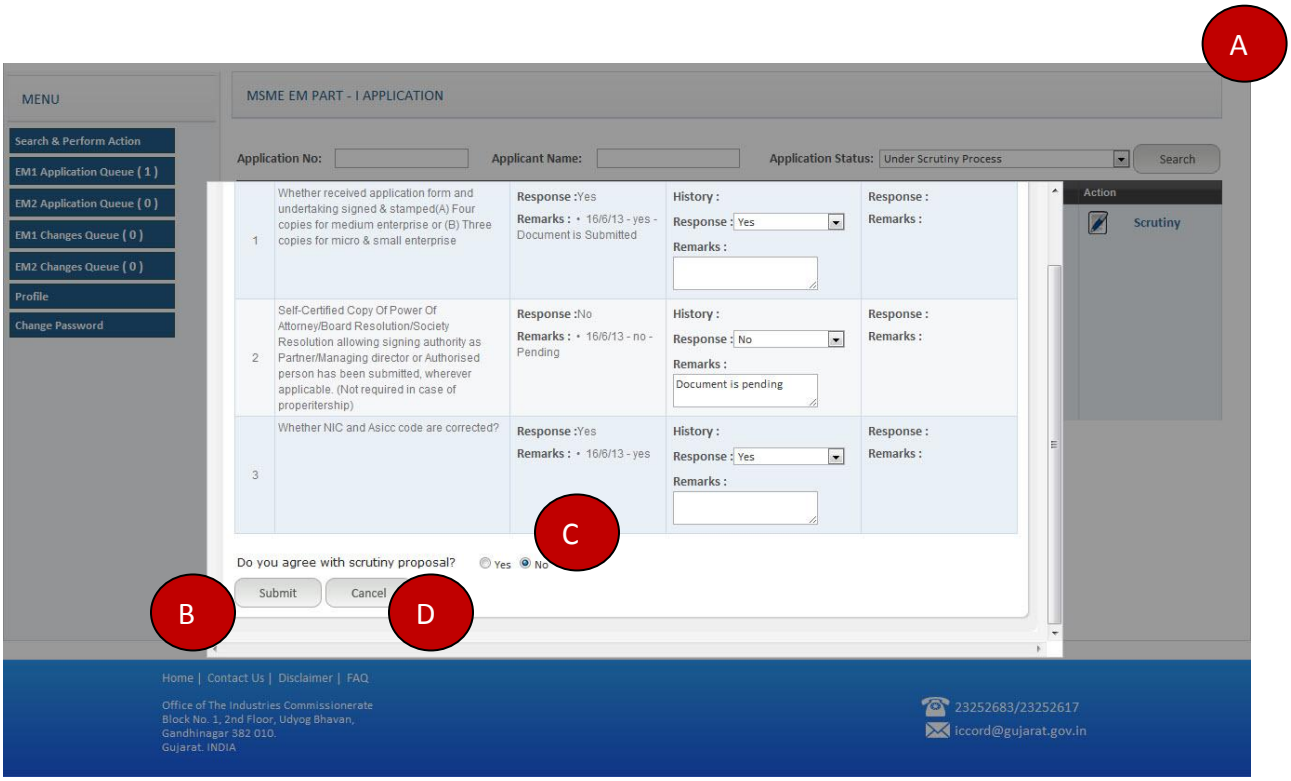
Here you can add new manufacturing / service activity and also update / delete activity applied for.

3. How do I Perform Scrutiny Process?



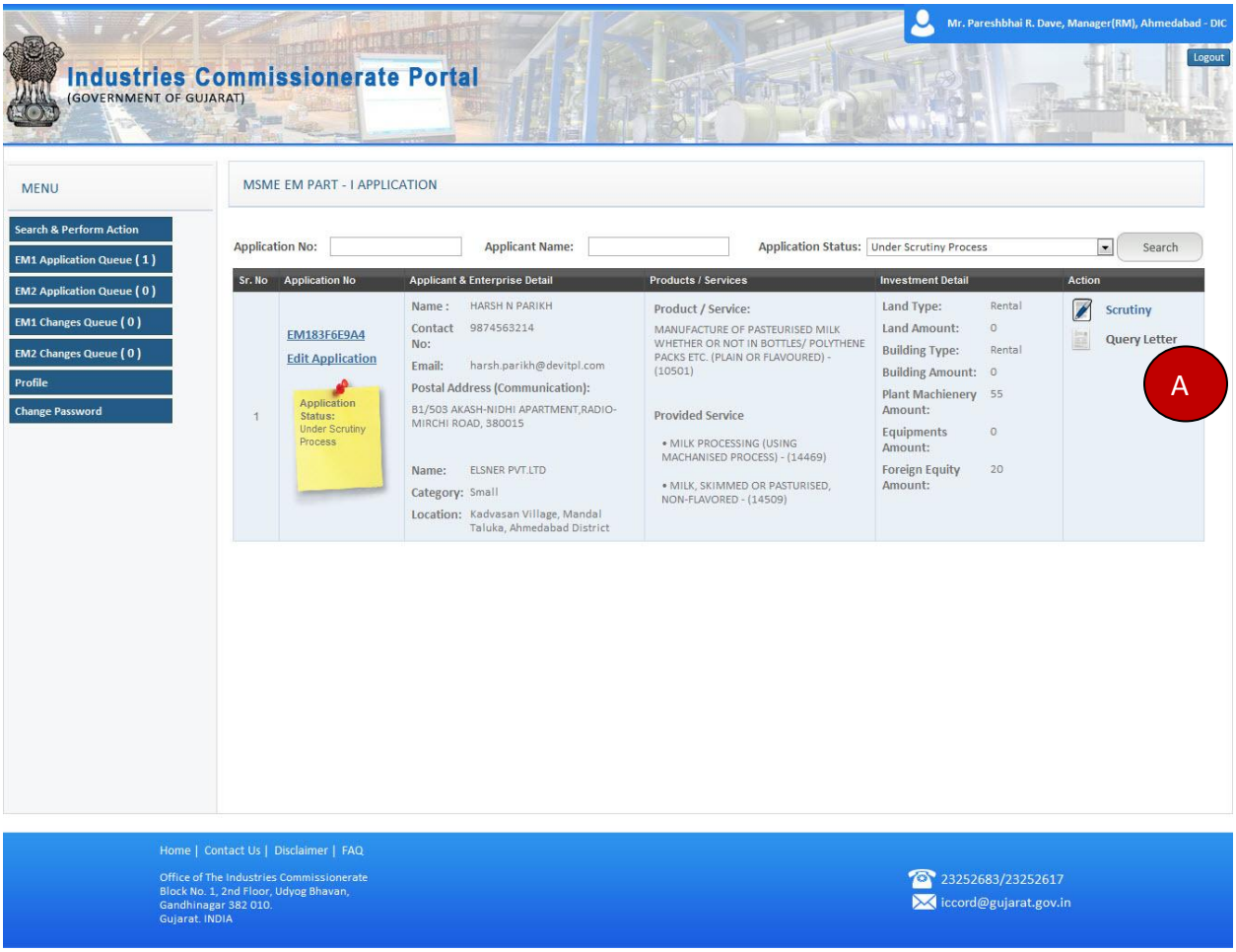
- All activity items are displayed in last column of table which is shown in above screenshot.
- Click on “Scrutiny” link which is displayed in above screenshot (in last column).**(A)**

4. How do I Enter ScrutinyData?



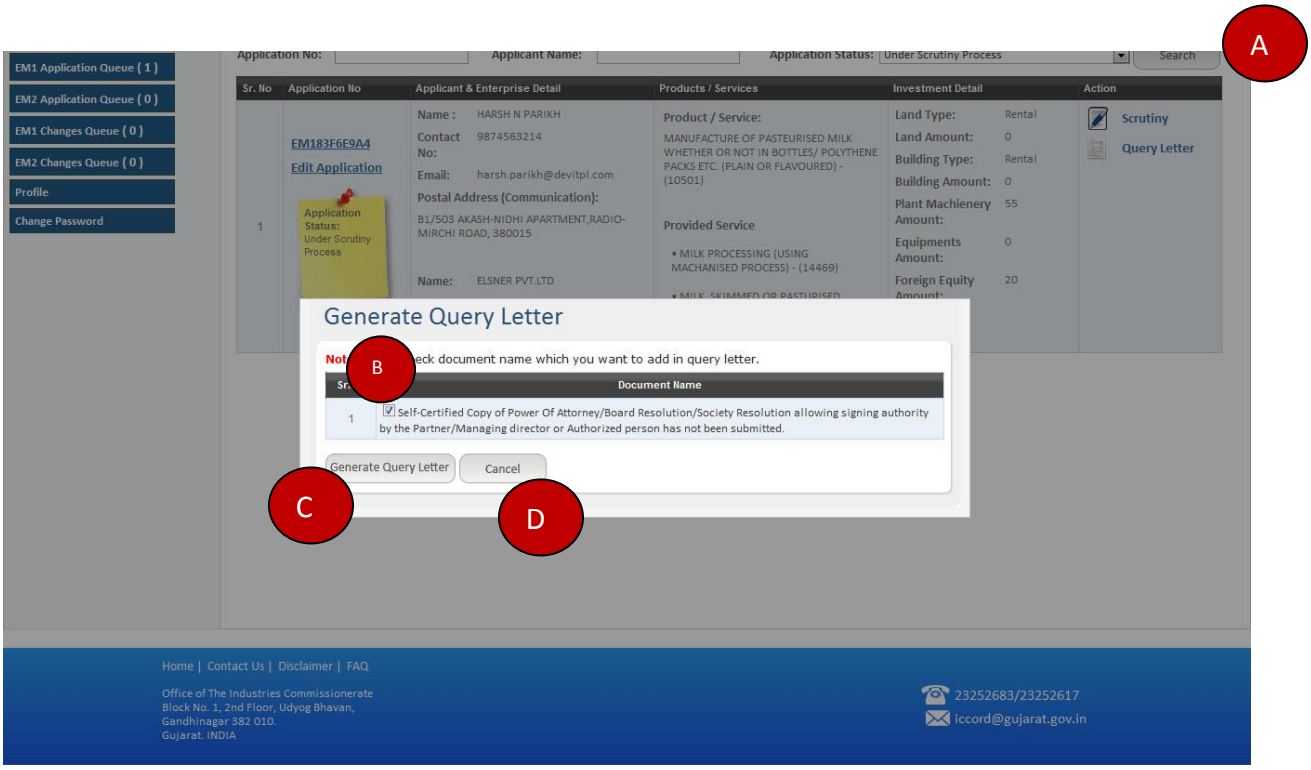
- When user clicks on “Scrutiny”, then system will open a popup to enter scrutiny data.**(A)**
- Manager has a facility to view clerk’s and his / her own response and remarks.
- To **save scrutiny data**, Please select appropriate response from “**Response dropdown**” and enter your remarks.**(B)**
- Three options are available for response – Yes, No and Not Applicable
- If you agree with scrutiny proposal, then select yes to auto populate clerk response and remark.**(C)**
- If you don’t want to save scrutiny data now and want to close a popup then click on “Cancel” button.**(D)**

5. How do I Generate Query Letter?



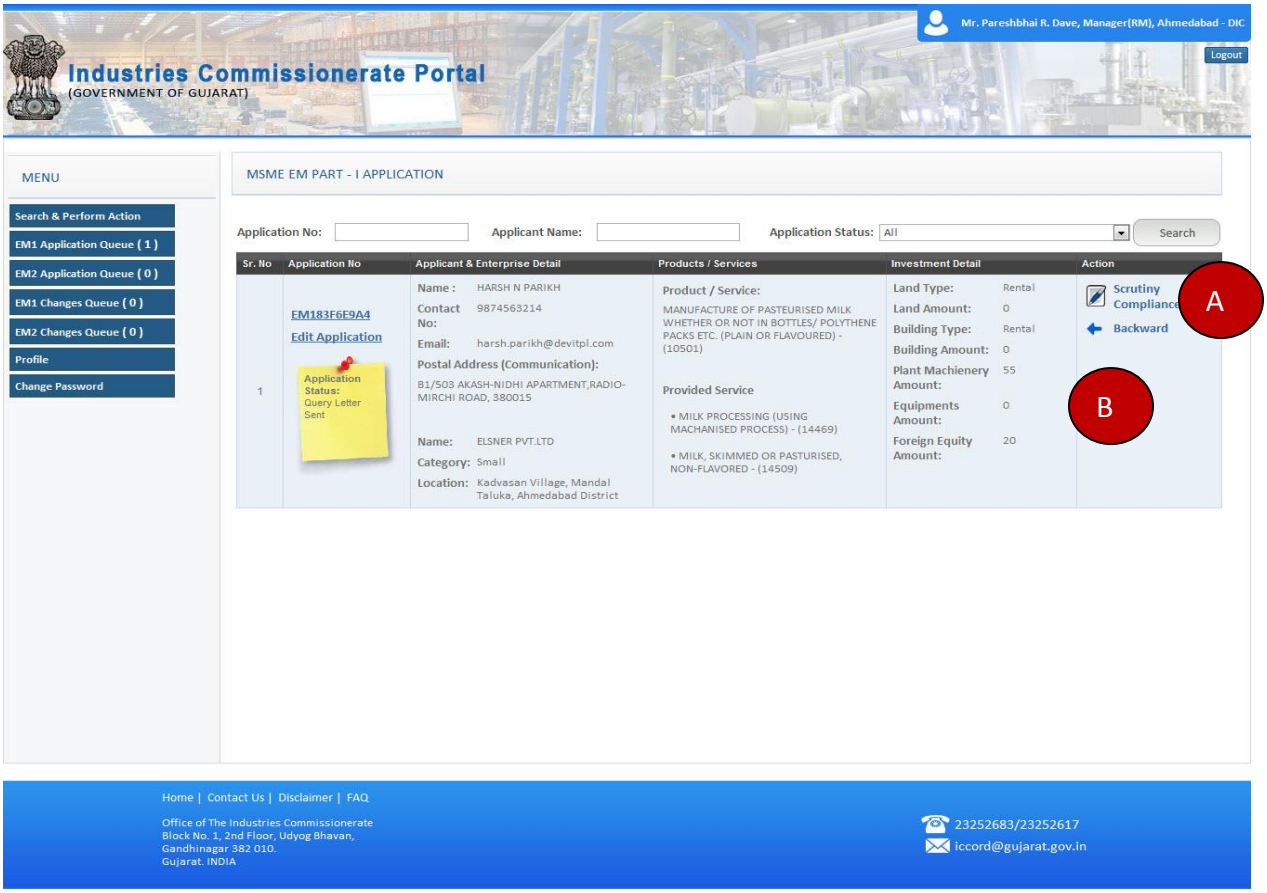
- on successful completion of scrutiny process, if any document is missing then "Query Letter" option will be available for that application. **(D)**

6. How do I Send a Query Letter?



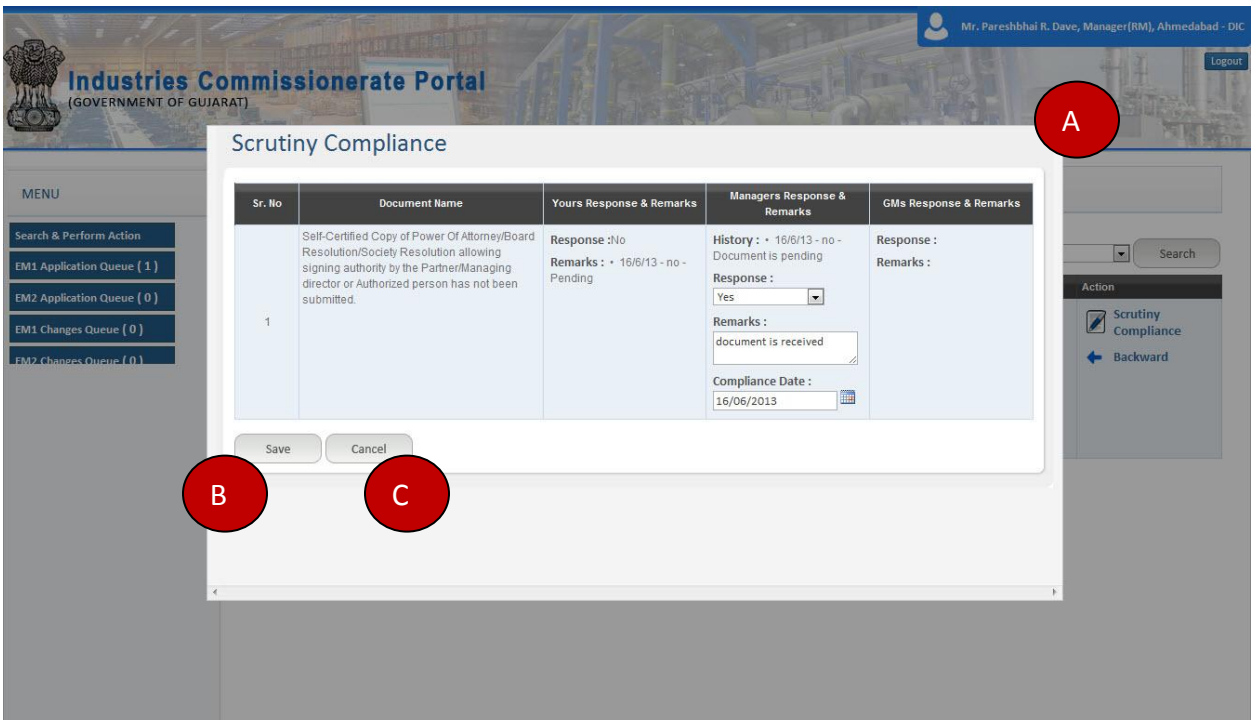
- When user clicks on “Query Letter”, then system will open a popup to Generate Query Letter.**(A)**
- Tick mark the check box to which documents you want to add in Query Letter.**(B)**
- When user clicks on “Generate Query Letter”, then system will send a Query Letter to the applicant.**(C)**
- If you don’t want to Send Query Letter now and want to close a popup then click on “Cancel” button.**(D)**

7. How do I Scrutiny Compliance or Application Send Back toClerk?



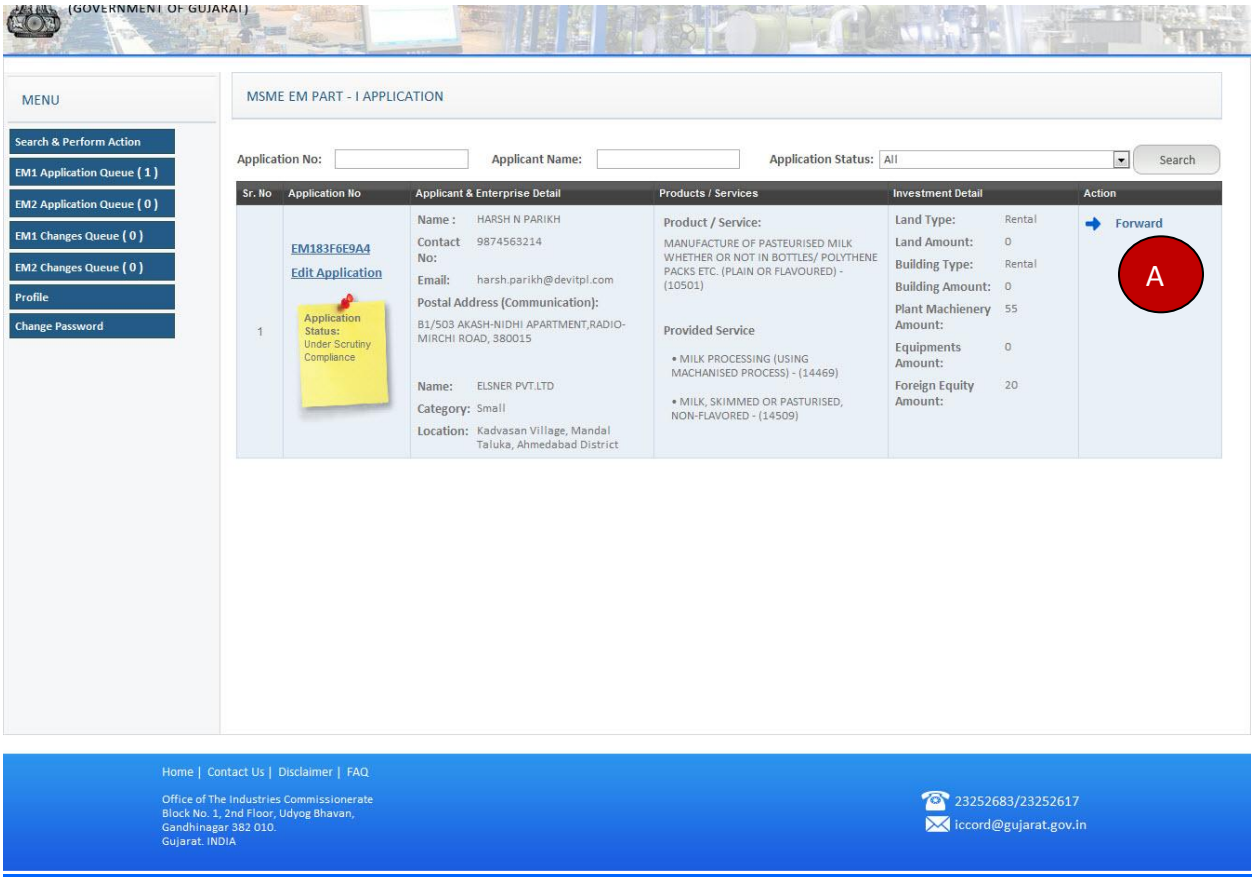
- After Sending a Query Letter, System will allow an option for “Scrutiny Compliance”
- When user clicks on “Scrutiny Compliance”, then system will open a popup to enter scrutiny compliance data.**(A)**
- When user clicks on “Backward” link, then application will automatically backwarded to respective Clerk. **(B)**

8. How do I Enter Scrutiny Compliance Data?



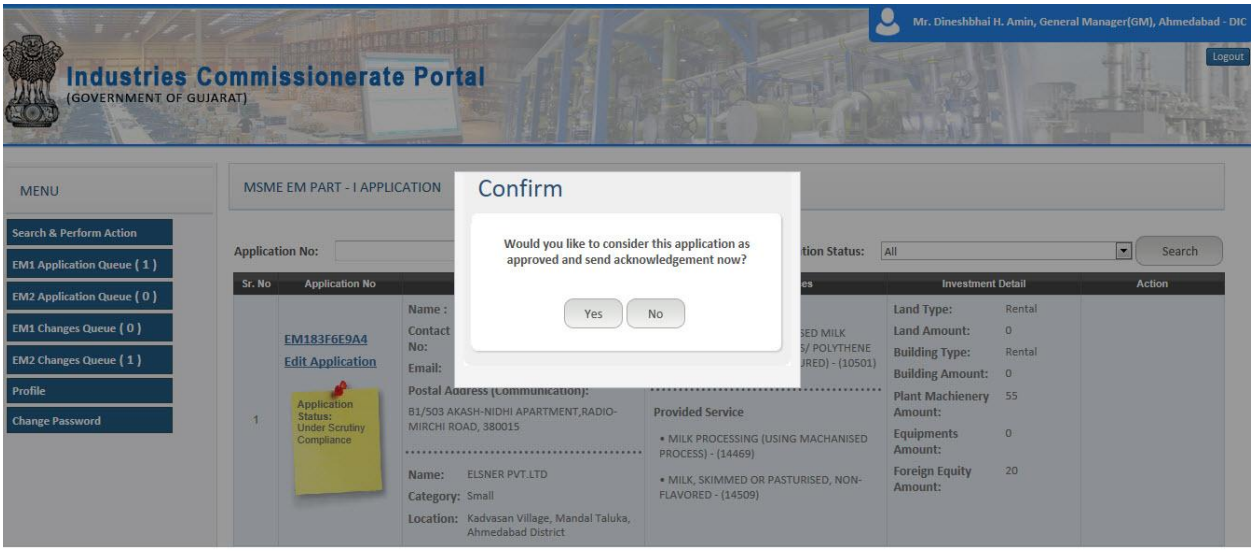
- When user clicks on “Scrutiny Compliance”, then system will open a popup to enter scrutiny compliance data.**(A)**
- To **save scrutiny data**, Please select appropriate response from “**Response dropdown**” and enter your remarks and compliance date. **(B)**
- Three options are available for response – Yes, No and Not Applicable
- If you don’t want to save scrutiny compliance data now and want to close a popup then click on “Cancel” button.**(C)**

9. How do I Forward applicant to General Manager?



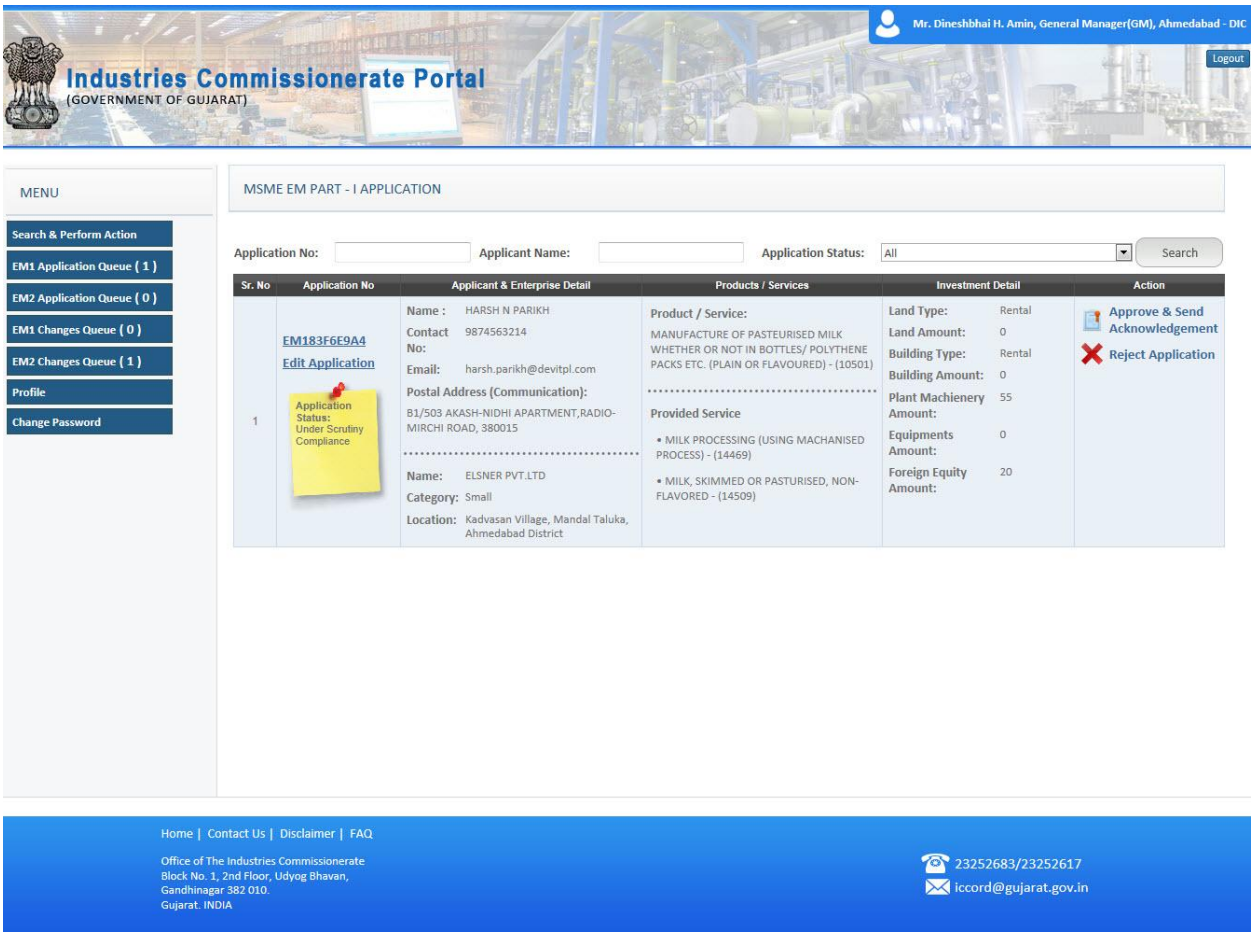
- After successful completion of Scrutiny or Scrutiny compliance process system will allow option to "**Forward**" application to the **General Manager**.
- If applicant's Enterprise Category is **small** or **medium** then System will allow option to **Forward"**. Otherwise Manager (RM) has an option to directly approve the application.
- If you want to "Forward" application to the General Manager then Click on "Forward" link.**(A)**

10. How do I Send Acknowledgement?



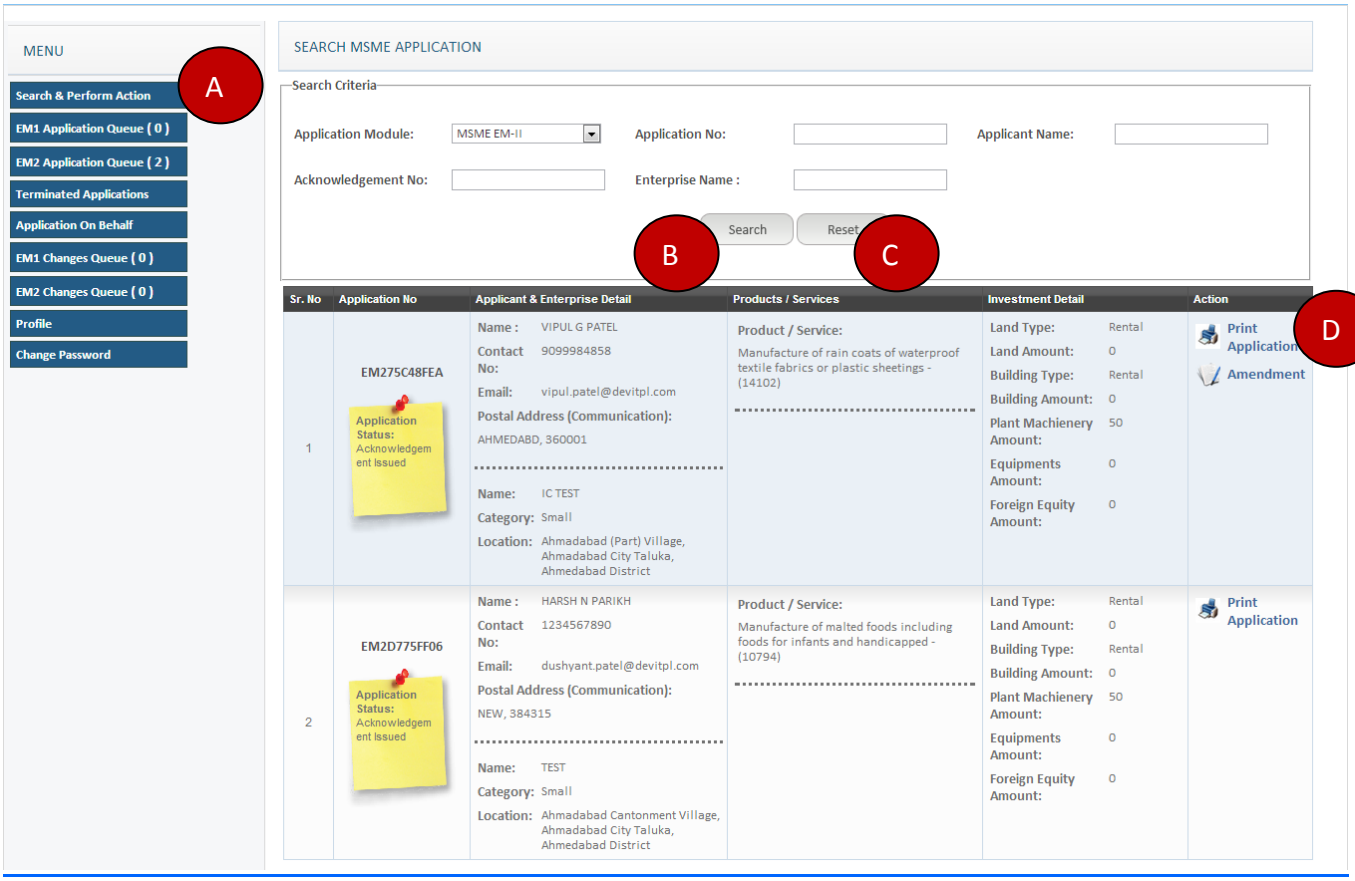
- If Enterprise Category is "**Micro**" and user enters "Yes" or "Not Applicable" at a time of "Scrutiny" or "Scrutiny Compliance" for all document then system will open a popup of confirmation to generate Acknowledgement.
- If user clicks on "Yes" then system will redirect to "Acknowledgement Page".

- On Acknowledgement Page user can perform two actions.
  - Approve the acknowledgement.
  - Print Acknowledgement.

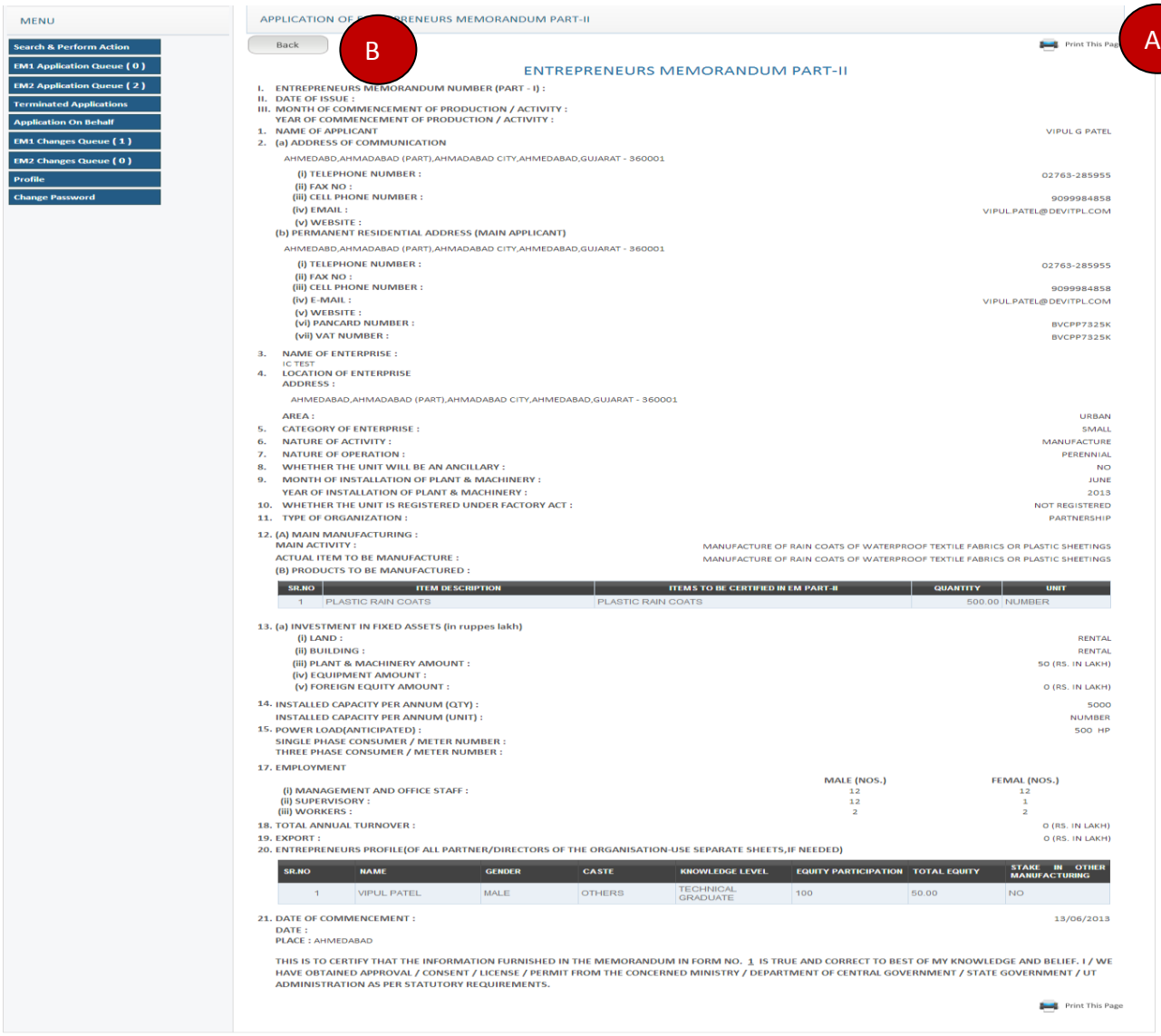


- If user clicks on “No” then system will redirect on “Application List” pages and in that case two options are available.
    - **Approve and Send Acknowledgement** – When user clicks on that link then system will redirect to “Print Acknowledgement Page”.
    - **Reject Application –** When user click on this link then application will be rejected.

11. How do I search an Application?

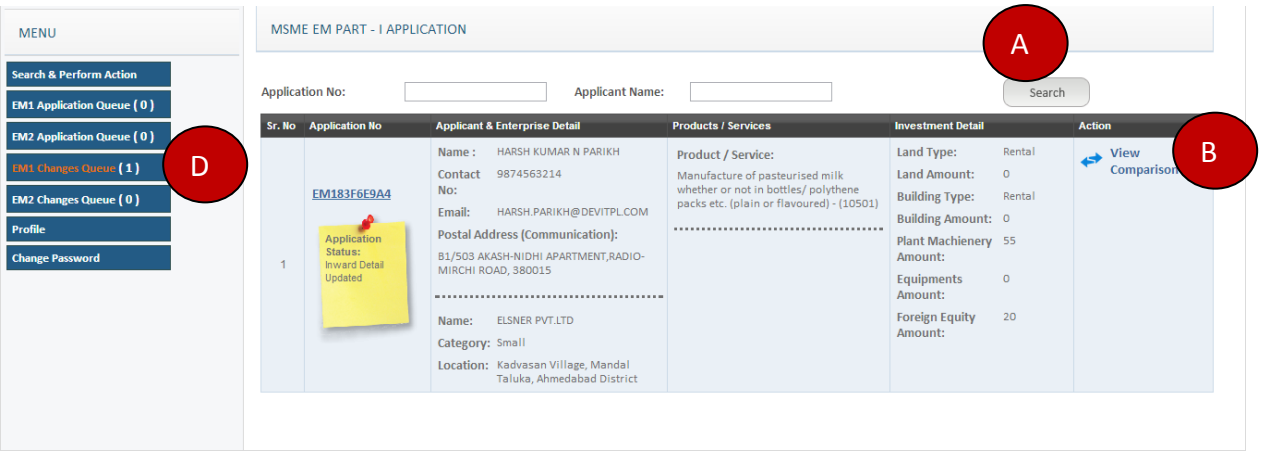


- If you want to search an application, then click on “Search & Perform Action” which is displayed in above screen shot.**(A)**
- Now enter your search criteria and then click on “Search” button **(B)**, it will bring you applications based on your search criteria entered.
- To reset all criteria click on “Reset” button. **(C)**
- If you click on “Print Application”, it will redirect you to page on which you will be able to take a print of whole application form. **(D)** as shown below.

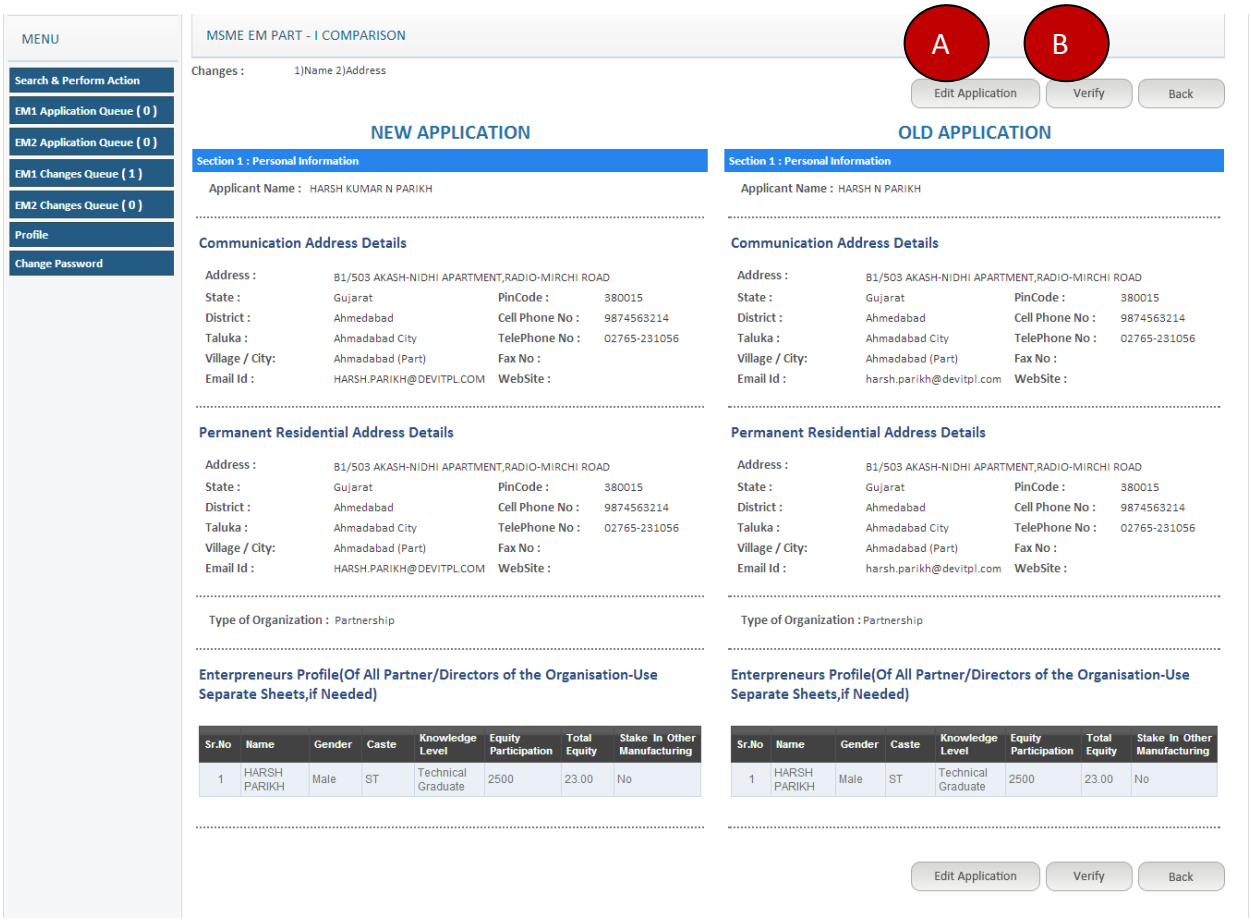


- To take a print of your application form click on “Print Application” button **(A)**
- If you want to go back, click on “Back” button. **(B)**

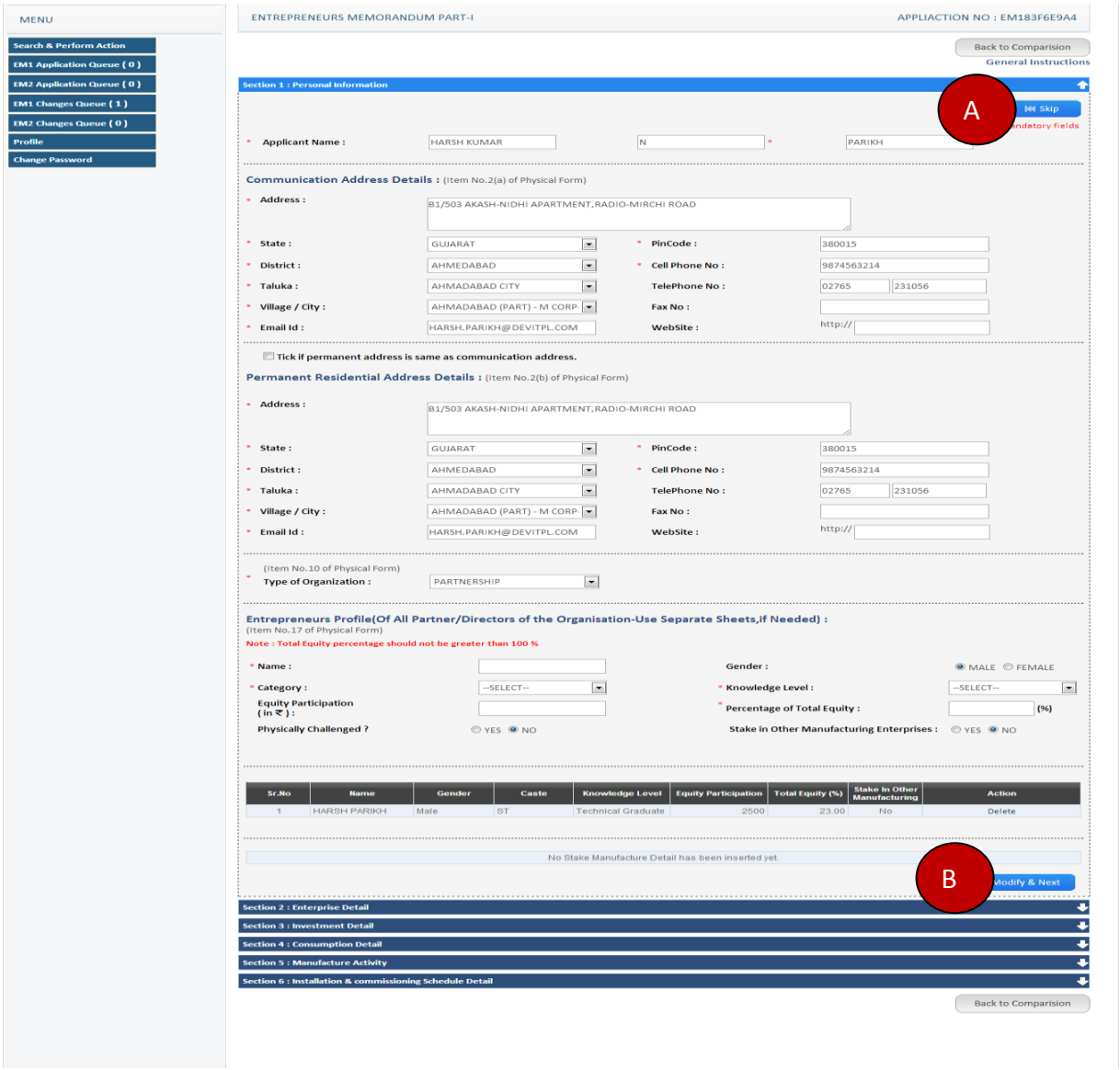
12. How do I perform Modification process on an application?



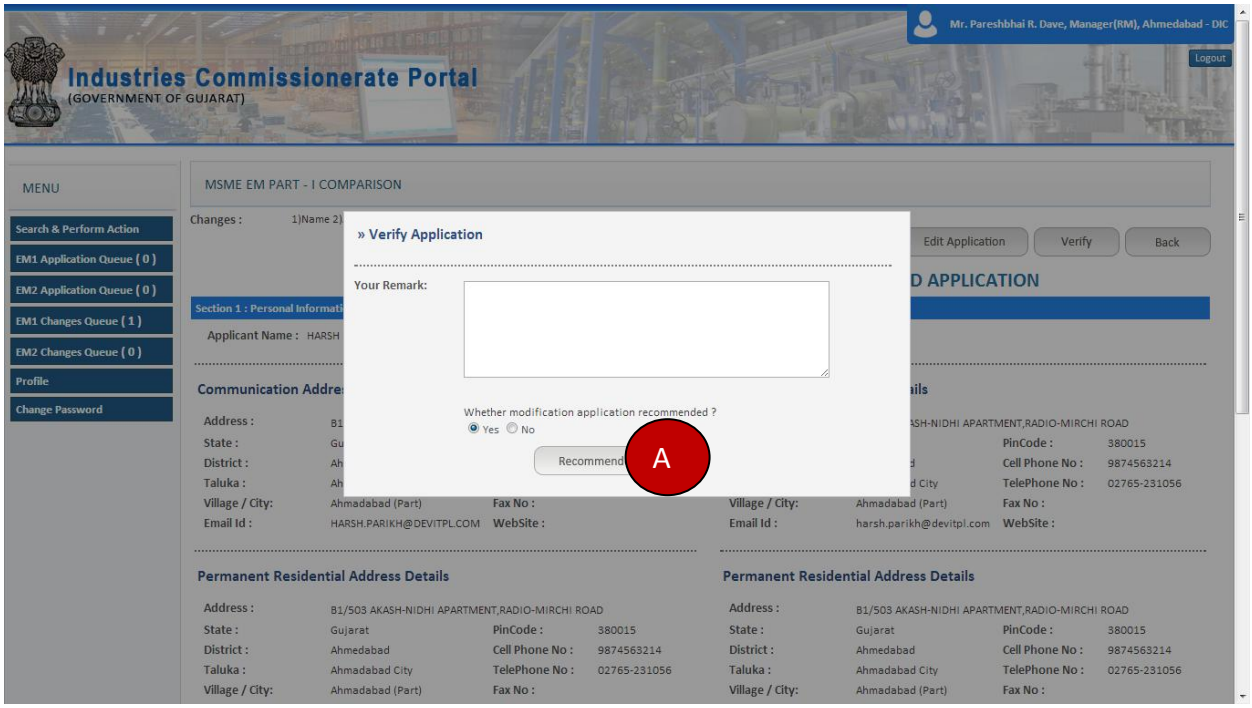
- To see pending modified applications please click on “EM1 Changes Queue”.**(D)**
- To search any particular application you need to add search criteria and then click on “Search” button. **(A)**
- To compare changes click on “View Comparison” button. **(B)**



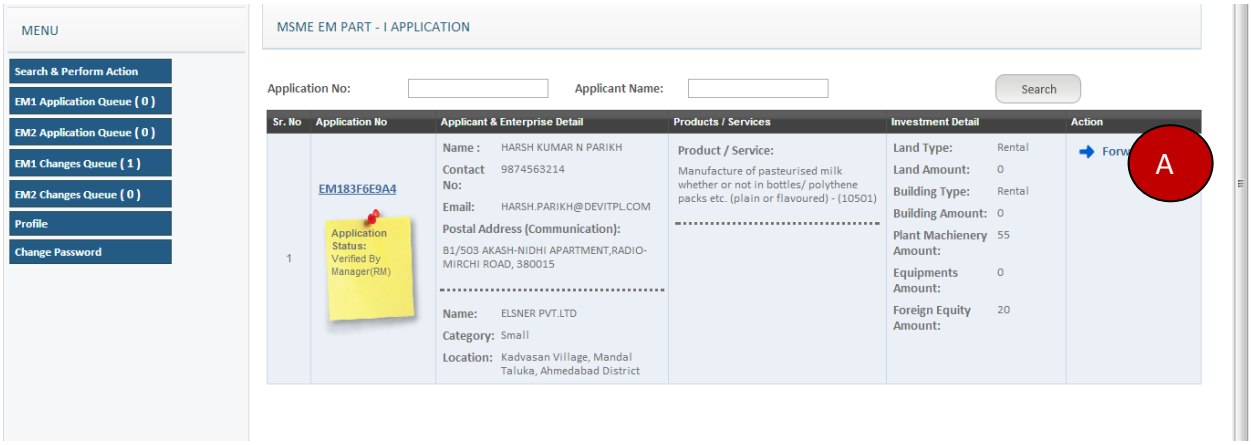
- You can edit application details by clicking on “Edit Application”. **(A)**
- You can verify application details by clicking on “Verify”. **(B)**



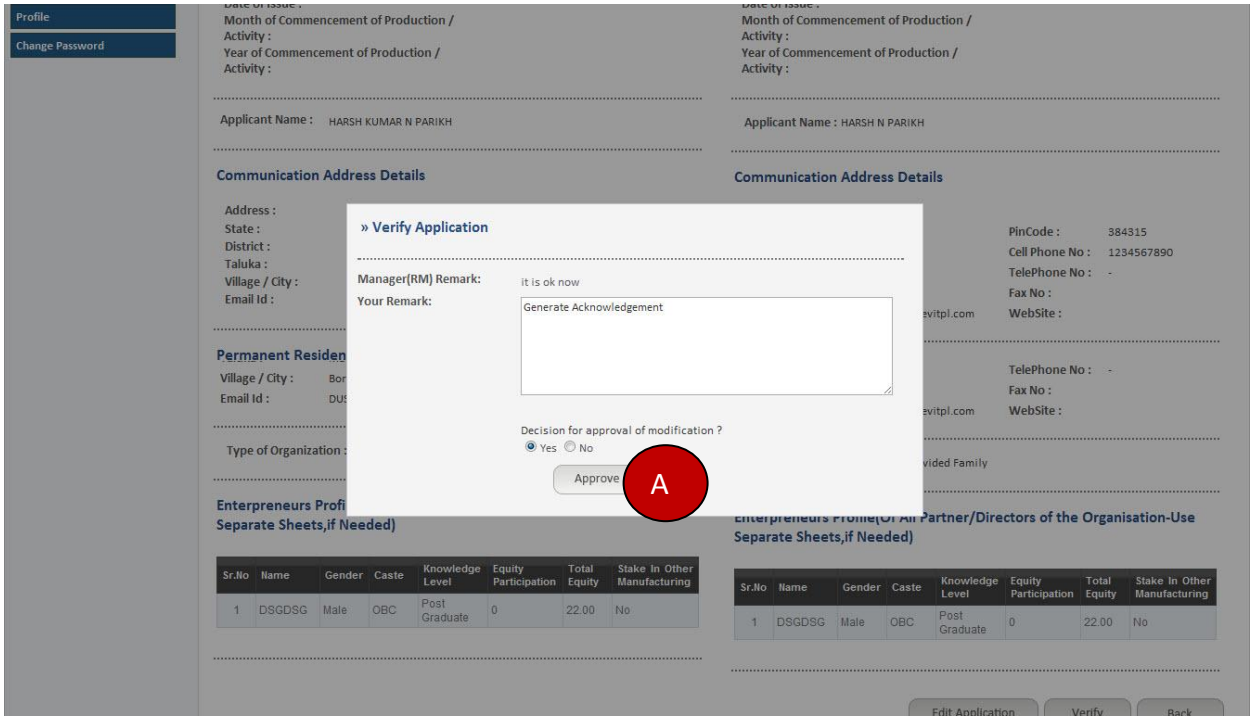
- After clicking on “Edit Application” button, you will be redirected to page shown as above (Like an application form).
- Every panel contains two buttons, which are “Modify & Next” **(A)** and “Skip” **(B)**.
- If you want to change any data in particular panel, then change your data and then click on “Modify & Next” button otherwise click on “Skip” button.
- At the end of the form you will see “Submit Application” button. To complete your amendment process please clicks on that button.



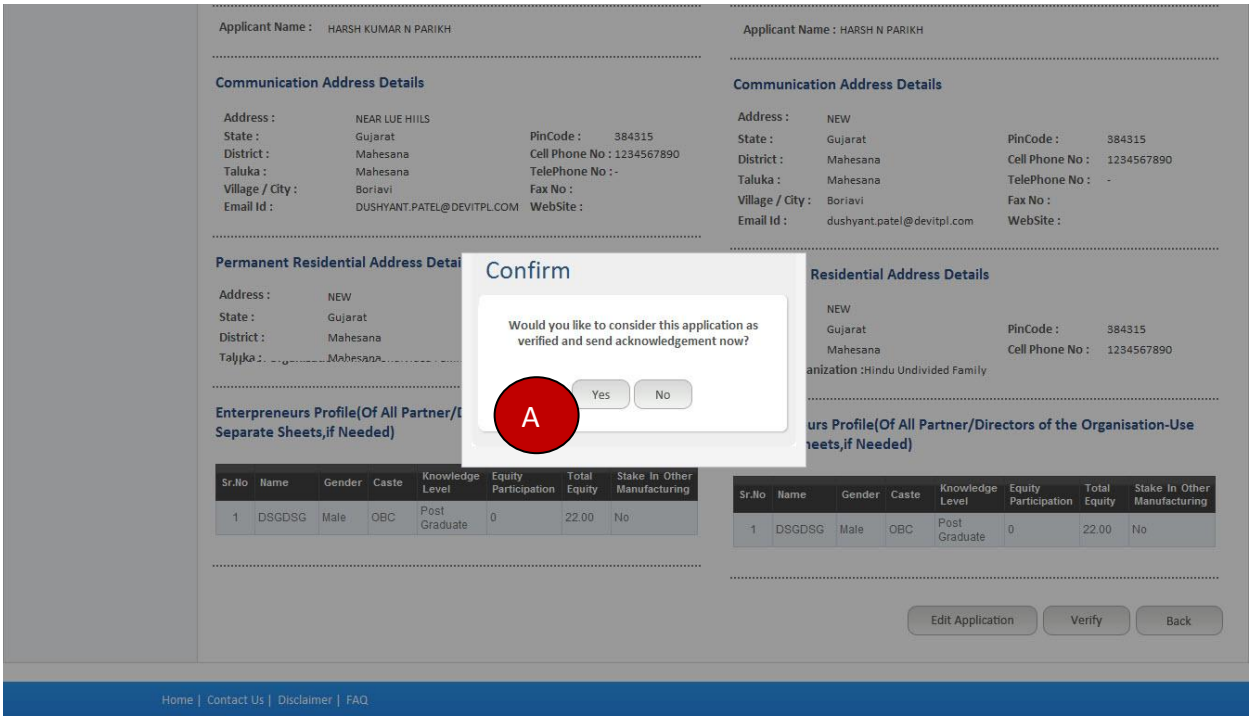
- After clicking on “Verify” button, you will be able to see popup shown as above if Enterprise Category is not “Micro”.
- Add your remark and then click on “Recommended” button. **(A)**



- To forward this application to respective General Manager, click on the “Forward” button. **(A)**

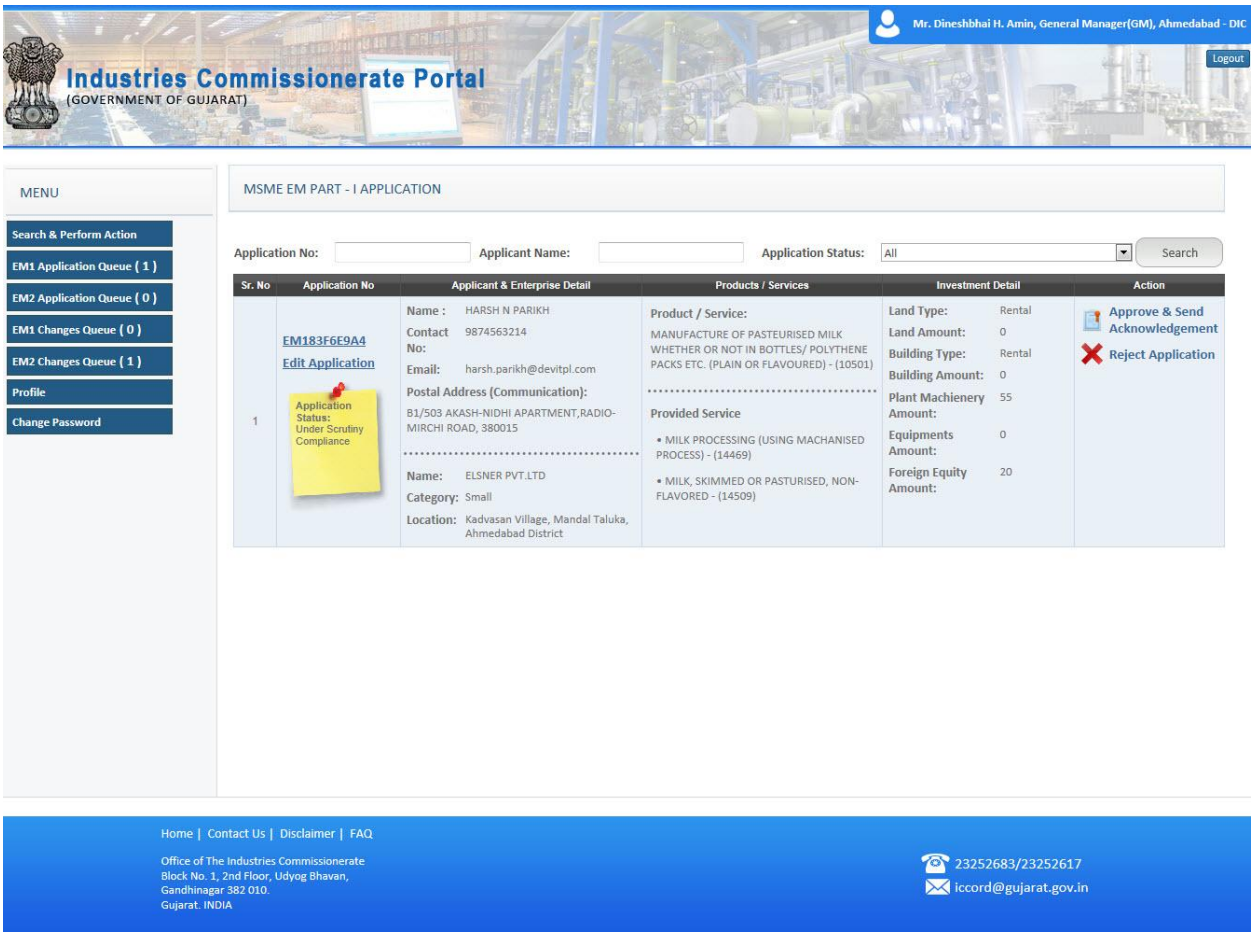


- After clicking on “Verify” button, you will be able to see popup shown as above if Enterprise Category is “Micro”.
- Add your remark and then click on “Approve” button. **(A)**



- If you click on “Approved” button a confirmation message will be shown to generate Acknowledgement.
- If user clicks on “Yes” then system will redirect on “Acknowledgement Page”.**(A)**

- On Acknowledgement Page user can perform two actions.
  - Approve the acknowledgement.
  - Print Acknowledgement.



- If user clicks on “No” then system will redirect on “Application List” pages and in that case two options are available.
    - **Approve and Send Acknowledgement** – When user clicks on that link then system will redirect on “Print Acknowledgement Page”.
    - **Reject Application –** When user click on this link then application will be reject.