



Prime Minister Employment Generation Program

Scheme

User Manual for PMEGP Portal

Prepared By



Trust Fintech Limited

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USER MANUAL FOR NEW APPLICATION

1. Objectives of PMEGP Portal:

Objectives:

- (i) To generate employment opportunities in rural as well as urban areas of the country through setting up of new self-employment ventures/projects/micro enterprises.
- (ii) To bring together widely dispersed traditional artisans/ rural and urban unemployed youth and give them self-employment opportunities to the extent possible, at their place.
- (iii) To provide continuous and sustainable employment to a large segment of traditional and prospective artisans and rural and urban unemployed youth in the country, so as to help arrest migration of rural youth to urban areas.

2. Eligibility Criteria:

“Eligibility Conditions of Beneficiaries”

1. For PMEGP new enterprises (Units)

- i. Any individual, above 18 years of age
- ii. There will be no income ceiling for assistance for setting up projects under PMEGP.
- iii. For setting up of project costing above Rs.10 lakhs in the Manufacturing sector and above Rs. 5 lakhs in the Business /Service sector, the beneficiaries should possess at least VIII standard pass educational qualification.
- iv. Assistance under the scheme is available only for new projects sanctioned specifically under the PMEGP. New Project here refers to an establishment / unit which is planned to be set up only after availing loan under PMEGP. The unit should not be an expansion or modernization of existing business.
- v. Existing Units (under PMRY, REGP or any other scheme of Government of India or State Government) and the units that have already availed Government Subsidy under any other scheme of Government of India or State Government are not eligible.

Other eligibility conditions for PMEGP (New units)

- (i) Projects without Capital Expenditure are not eligible for Financing under the Scheme.
- (ii) Cost of the land should not be included in the Project cost. Cost of the ready built shed as well as long lease or rental Work-shed/Workshop can be included in the project cost subject to restricting such cost of ready built as well as long lease or rental work shed/workshop to be included in the project cost calculated for a maximum period of 3 years only.



- (iii) PMEGP is applicable to all new viable microenterprises, including Village Industries projects *except activities prohibited by local Government/Authorities keeping in view environment or socio-economic factors* and activities indicated in the negative list of the guidelines (Para 30 of the guidelines)
- (iv) Trading activities
- a. Business / Trading activities in the form of sales outlets may be permitted in NER, Left wing Extremism (LWE)-affected districts and A & N Islands.
 - b. Retail outlets/Business - selling Khadi products, Village Industry products procured from Khadi and Village Industry Institutions certified by KVIC and products manufactured by PMEGP units and SFURTI clusters only may be permitted under PMEGP across the country.
 - c. Retail outlets backed by Manufacturing (including processing) / Service facilities may be permitted across the country.
 - d. The maximum cost of the project for Business / Trading activities as above [(a) and (b)] may be Rs.20 lakhs (at par with the maximum project cost for Service sector).
 - e. Maximum 10% of the financial allocation in a year in a state may be used for Business / Trading activities as above [(a), (b) and (c)].
- (v) Transport activities -Transport activities viz purchase of Cab/ Van/ Boat/ Motorboat/ Shikara etc. for transportation of tourists or general public will be allowed. A ceiling of 10% on the extent of projects financed under transport activities is applicable in all areas except NER, Hilly region, LWE-affected districts and A & N Islands, Goa, Puducherry, Daman & Diu, Dadra Nagar Haveli, J&K, Lakshadweep, or other specific areas as may be declared so by the Government.
- (vi) All new unit's setup under PMEGP will be mandatorily registered under Udyam Portal before Physical Verification of the Unit and the adjustment of the Margin Money in the PMEGP beneficiary loan account.

Note: Only one person from one family is eligible for obtaining financial assistance for setting up of new enterprise under PMEGP. The 'family' includes self, spouse and unmarried children.

2. For up-gradation of existing PMEGP/REGP/MUDRA units:

- i. All existing units financed under PMEGP/MUDRA scheme whose margin money claim has been adjusted and the first loan availed should have been repaid in stipulated time are eligible to avail the benefits.
- ii. The unit should have been making profit for the last three years.
- iii. Beneficiary may apply to the same financing bank, which provided first loan, or to any other bank, which is willing to extend credit facility for second loan.
- iv. Registration under Udyam portal is mandatory. "

3. Steps for New Application filing:

Step 1. Open a browser and enter the URL to access the new PMEGP Portal.

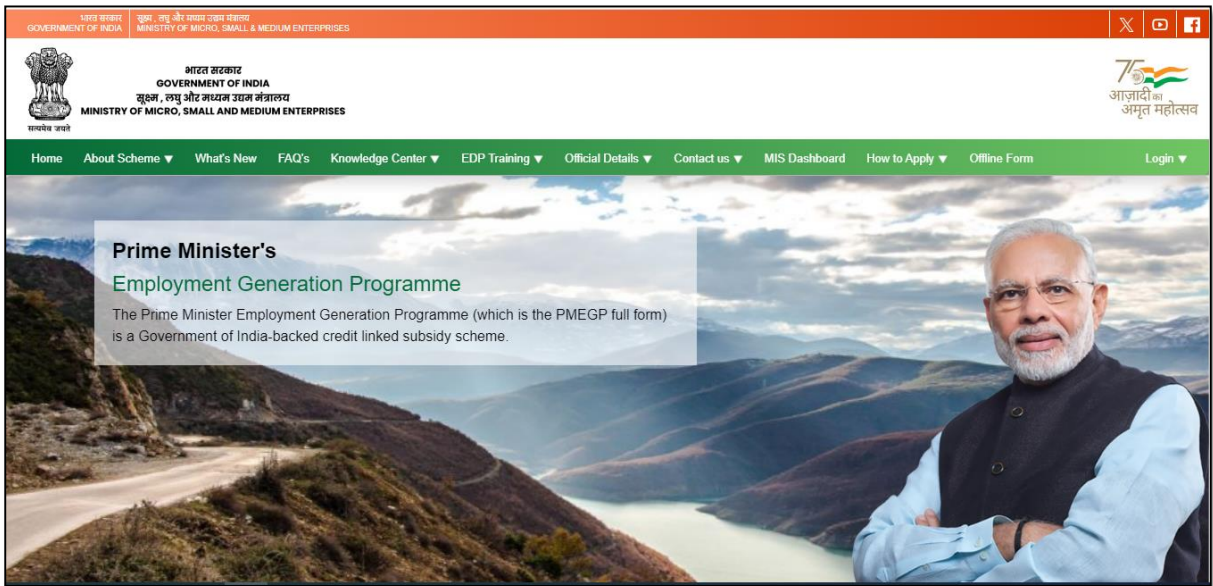


Fig: 1

Step 2. Click on the Login option located in the right corner of the menu bar.

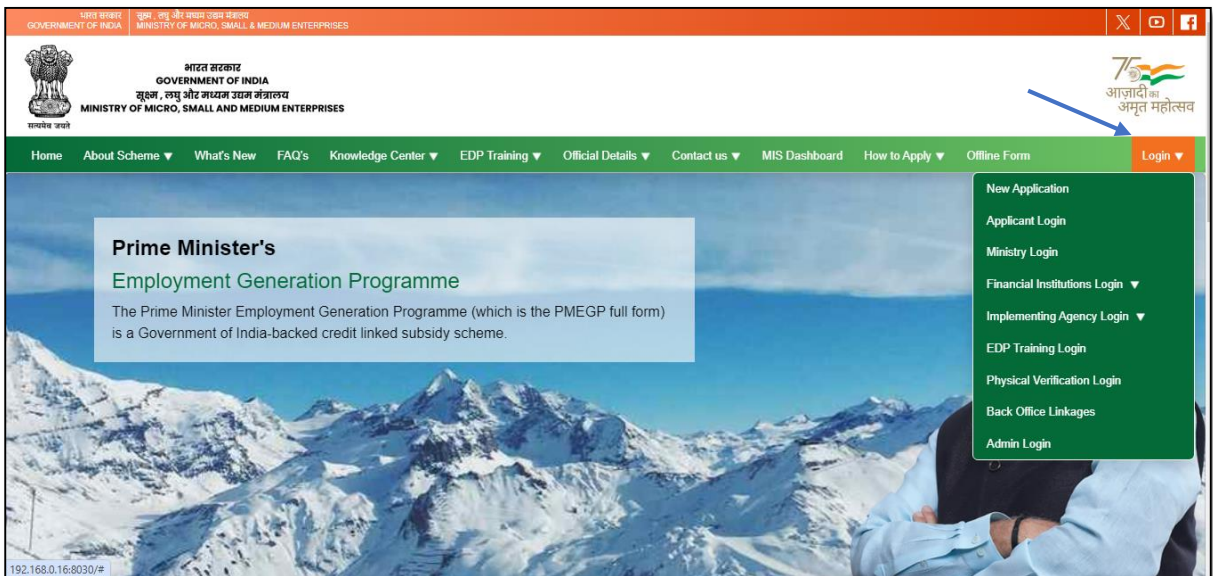


Fig: 2

Step 3. Click on the “New Application” option to navigate to the new application form.

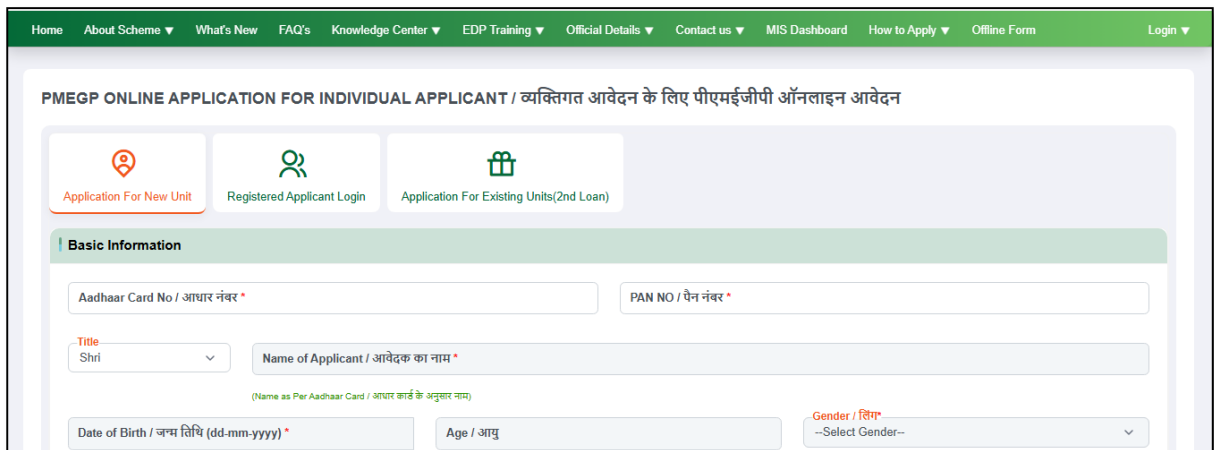



Fig: 3


Step 4. Complete all mandatory fields, select the required options from the dropdown menus, and click the 'Submit' button.

- i. Aadhaar Number,
- ii. PAN Number
- iii. Title
- iv. Implementing Agency
- v. State
- vi. District
- vii. Social Category
- viii. Special Category
- ix. Qualification
- x. Communication Address (if changes are required)
- xi. Primary Mobile Number
- xii. Secondary Mobile Number
- xiii. Unit Address
- xiv. Project Information
- xv. EDP Training Status
- xvi. Capital Expenditure
- xvii. Working Capital
- xviii. No of Employees
- xix. Primary Financing Bank
- xx. Alternate Financing Bank
- xxi. Avail CGTMSE Facility
- xxii. Where did you hear about PMEGP?





भारत सरकार
GOVERNMENT OF INDIA
सूक्ष्म, सानु और मध्यम उद्यम आयोग
MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES



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आज़ादी का
अमृत महोत्सव

Home
About Scheme
What's New
FAQ's
Success Stories
Knowledge Center
EDP Training
How to Apply
Offline Application
Contact us
Login

PMEGP ONLINE APPLICATION FOR INDIVIDUAL APPLICANT / व्यक्तिगत आवेदन के लिए पीएमईजीपी ऑनलाइन आवेदन

Application For New Unit

Registered Applicant Login

Application For Existing Units(2nd Loan)

Register Applicant Login(2nd Loan)

Basic Information

(Name as Per Aadhaar Card / आधार कार्ड के अनुसार नाम)

Communication Address

Unit Address Unit Location / इकाई का स्थान same as Communication Address

Project Information

Sr No	NIC Code	Product Description	Action
<input type="text" value="Have you completed EDP training ? क्या ईडीपी प्रशिक्षण संचालित है"/>			
<input type="text" value="Cost / परियोजना की लागत"/>			
<input type="text" value="Capital Expenditure / पूंजीगत व्यय"/>	<input type="text" value="Working Capital / कार्यशील पूंजी"/>	<input type="text" value="Total / कुल"/>	<input type="text" value="No. Of Employees / रोजगारों की संख्या"/>

Primary Financing Bank / बैंक विवरण

Alternate Financing Bank Name / दूसरा फ़ाइनेंसियल बैंक

Other Information

I hereby declare that information given above is true to the best of my knowledge. Any information to be found Incorrect/ False/ Wrong, I shall be liable for suitable Action. / मैं यहाँद्वारा घोषणा करता हूँ कि ऊपर दी गई जानकारी मेरे सर्वोत्तम ज्ञान के अनुसार सच है। यदि कोई भी जानकारी गलत/झूठी पाई जाती है, तो मैं उचित कार्रवाई के लिए उत्तरदायी होंगा।

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Click on the check mark for Declaration and then click on the submit button to proceed further.

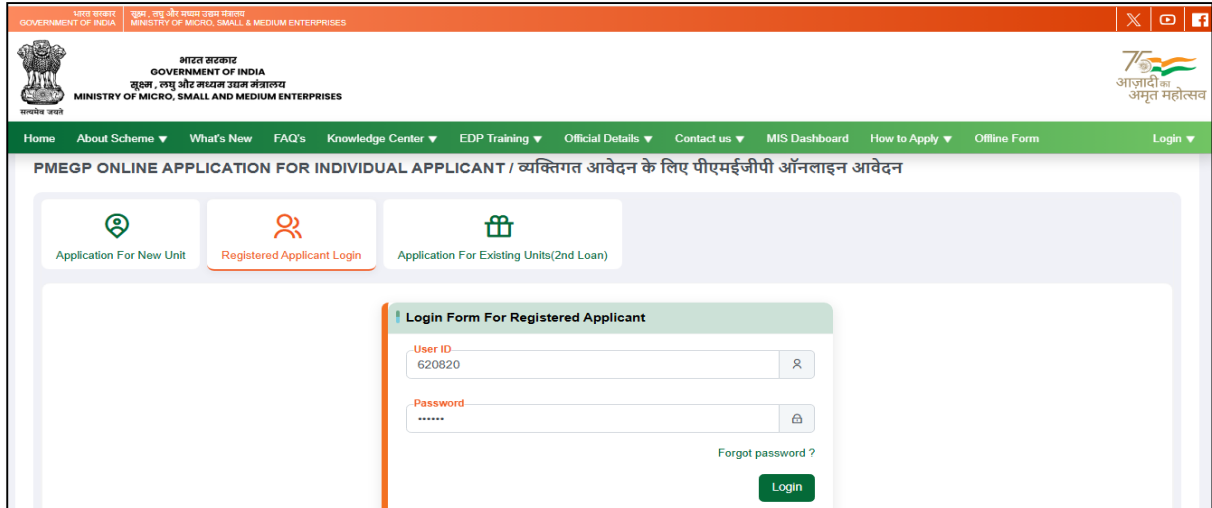
Fig: 4

Step 5. After clicking the Submit button, the application will display the 'User ID' and 'Password' for future login, as shown in Fig. 4. These credentials will also be sent to the applicant via SMS to their registered mobile number.

Fig: 5

4. Registered Applicant Login:

Step 6. Click on the “Registered Applicant Login” tab and log in using the User id and Password provided in the Step 5.

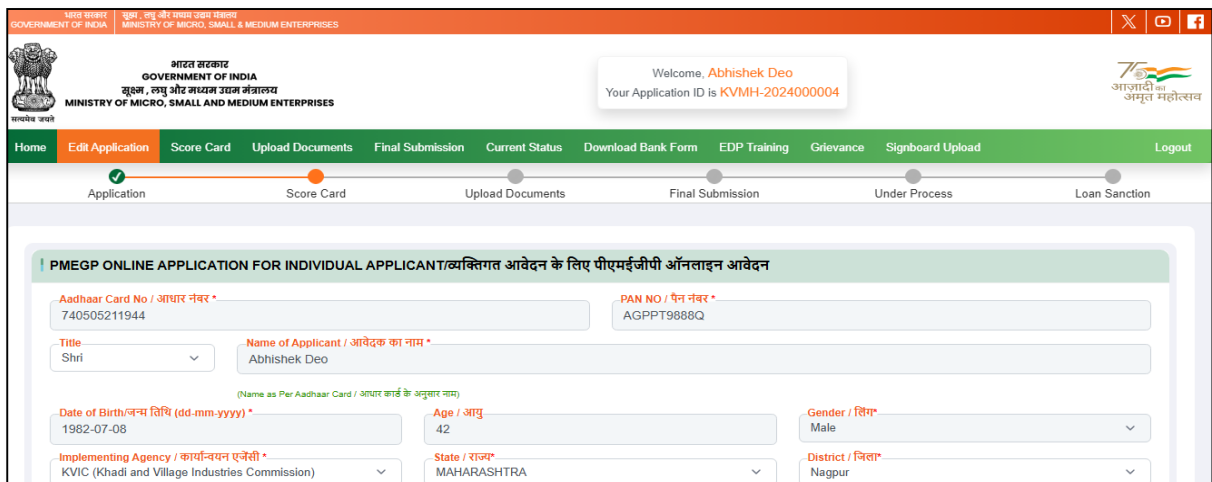


The screenshot shows the PMEGP ONLINE APPLICATION FOR INDIVIDUAL APPLICANT / व्यक्तिगत आवेदन के लिए पीएमईजीपी ऑनलाइन आवेदन. The 'Registered Applicant Login' tab is selected. The login form includes fields for User ID (620820) and Password (masked with dots). There is a 'Forgot password?' link and a 'Login' button.

Fig: 6

4.1 Edit Application:

Step 7. Click on the “Edit Application” tab to edit and update the existing details added at the initial level.



The screenshot shows the 'Edit Application' tab selected. The user is logged in as 'Abhishek Deo' with application ID 'KVMH-2024000004'. The form displays the following details:

- Aadhaar Card No / आधार नंबर: 740505211944
- PAN NO / पैन नंबर: AGPPT9888Q
- Title: Shri
- Name of Applicant / आवेदक का नाम: Abhishek Deo
- Date of Birth/जन्म तिथि (dd-mm-yyyy): 1982-07-08
- Age / आयु: 42
- Gender / लिंग: Male
- Implementing Agency / कार्यान्वयन एजेंसी: KVIC (Khadi and Village Industries Commission)
- State / राज्य: MAHARASHTRA
- District / जिला: Nagpur

Fig: 7

4.2 Score Card:

Step 8. Click on the “**Score Card**” tab to update the score details and upload the necessary documents. Once all the documents are updated click on Submit button to save all the details.

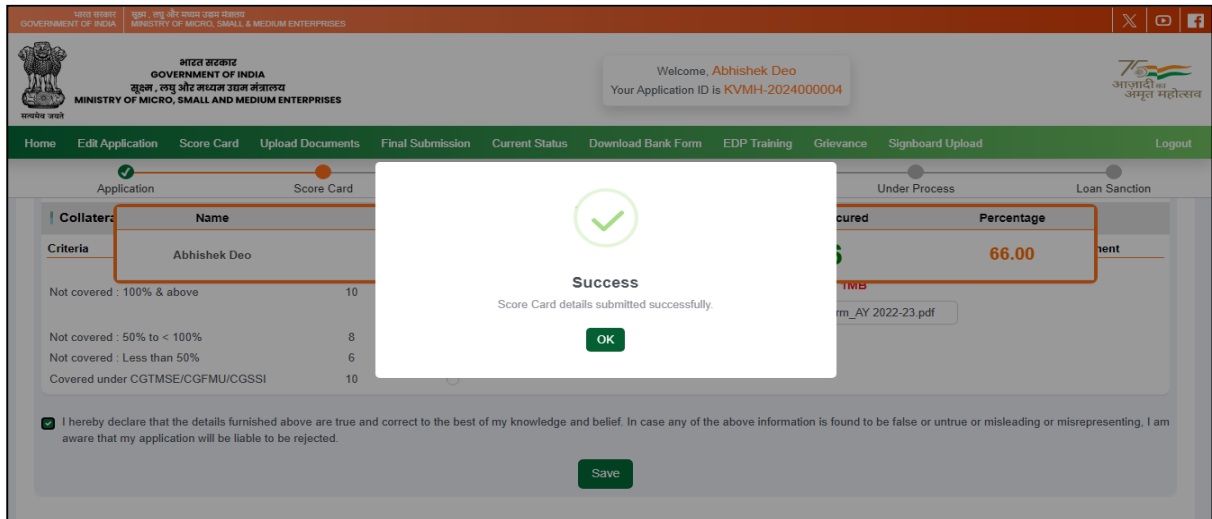


Fig: 8

4.3 Upload Documents:

Step 9. Click on the Upload Documents tab to upload all the mandatory documents listed in the tab. All documents size should be below 1 MB.

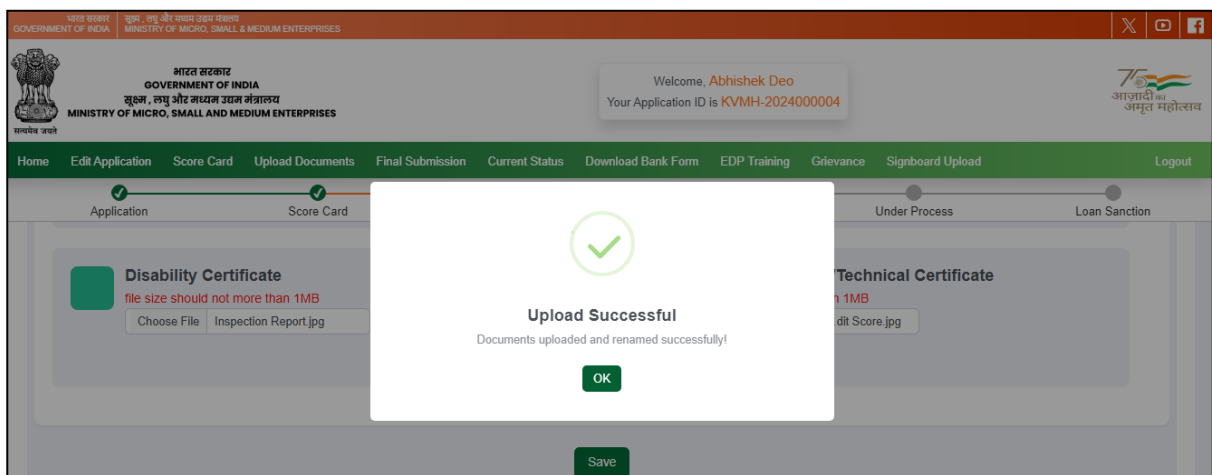


Fig: 9

4.4 Final Submission:

Step 10. Once all the details are updated click on the Final Submission Tab. Verify all the details and all the documents uploaded and click on the Final submit button the submit the application.

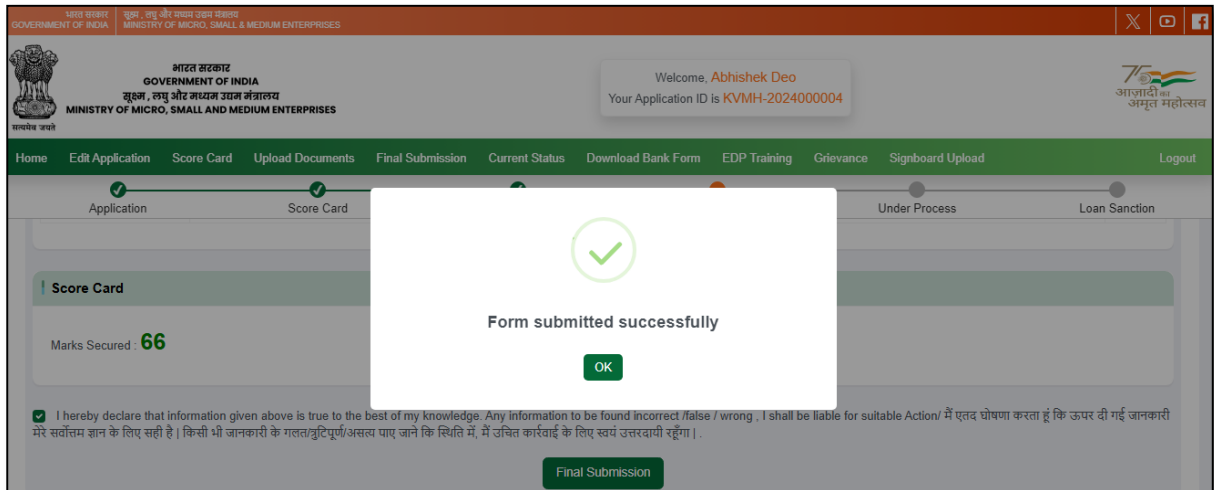


Fig: 10

Step 11. After clicking on the **Final Submit** button the application will be forwarded to Implementing agency as selected by the applicant.



5. Current Status:

Step 12. Clicking on the Current Status Menu will display the Status wise details of the application.

The screenshot shows the PMEGP portal interface. The top navigation bar includes 'Home', 'Edit Application', 'Score Card', 'Upload Documents', 'Final Submission', 'Current Status', 'Download Bank Form', 'EDP Training', 'Grievance', 'Signboard Upload', and 'Logout'. The 'Current Status' menu is highlighted. Below the navigation bar, a progress bar shows the application status: Application (Completed), Score Card (Completed), Upload Documents (Completed), Final Submission (Completed), Under Process (In Progress), and Loan Sanction (Completed). The main content area displays 'Application Status' for application ID KVHY-2024000002. The table below shows the status updates:

Application ID	Sr. No.	Date	Status	Remarks	Remarks By
KVHY-2024000002	1	15-11-2024	Online Application Filed	PART-1 of the application is completed	Applicant
	2	15-11-2024	Score Board Prepared	Score Card submitted successfully	Applicant
	3	15-11-2024	Document Uploaded	Files uploaded successfully	Applicant
	4	15-11-2024	Application Submitted	Status updated for final submission	Applicant
	5	26-11-2024	Return To Applicant	CGTMSE details to be updated.	Implementing Agency
	6	26-11-2024	Application Submitted	Status updated for final submission	Applicant
	7	26-11-2024	Forwarded To Primary Bank	Approved and submitted to Bank.	Implementing Agency
	8	26-11-2024	Loan Sanction By Bank	Application is in Loan Sanction By Bank Stage.	Bank
	9	26-11-2024	Contribution Deposite By Applicant	Beneficiary Contribution is Received.	Bank
	10	26-11-2024	EDP Training Certificate Submitted	EDP Training Certificate is Submitted Successfully.	Bank
	11	26-11-2024	Loan Released By Bank	Loan is Released Successfully.	Bank

6. EDP Training:

Step 13: Click on the EDP Training menu to Add the EDP Training details. To update the details, click on the Save button.

The screenshot shows the PMEGP portal interface with the 'EDP Training' menu highlighted. The main content area displays 'APPLICANT EDP DETAILS' for RAJESH KAKAR (Application ID: KVHY-2024000002). The form includes the following fields and options:

- Online EDP:** <https://www.udyami.org.in>
- Contact Detail:** 07526000333/07526000555
- Email:** helpdesk@udyami.org.in

For Project Cost Within 2 Lakh, EDP Is Not Mandatory ...

Select EDP Training Mode:*

- Online EDP
- Offline EDP

Select Type of EDP Training:*

- Pre EDP (before Bank Sanction)
- Post EDP (after Bank Sanction)

Note: Cost of training to be borne by the applicant

Training Center Name* MEGASOFT

Training Date From* 2024-11-04

Training Date To* 2024-11-15

Certificate Issue Date* 2024-11-18

Upload EDP Certificate * file size should not be more than 1MB

Choose File | No file chosen

Once EDP Details Submitted It Cannot Be Modified.....Kindly Contact Agency For Any Modification

Save Clear



7. Grievances:

Any queries related to the application to the Implementing Agency, Financing Bank, Technical Issues or Other queries can be reported and forwarded using this menu.

Step 14: Click on the Add new button to add the query, select the Subject and enter the comments and click on the save button.

Grievance Date	Subject	Email	Remarks	Status	Action
29-11-2024	Issues related to Financing Branch	demo@gmail.com	Sanction Letter not yet received from the Bank.	Open	Reply



8. Signboard Upload:

Step 15: Click on the browse and upload button to upload the copy of the Signboard.

9. Logout:

Step 16: Click on the logout button to sign out from the PMEGP Application.