RIPS Portal User Manual
For
Enterprise/Company Login
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1. **Overview**

In order to promote investment in the State of Rajasthan, and to generate employment opportunities through such investment, the State Government of Rajasthan, in the public interest, hereby issues “The Rajasthan Investment Promotion Scheme, 2014” (RIPS-2014).

The RIPS Portal has been formulated under the Rajasthan Investment Promotion Scheme 2014 to execute the vision of providing easy and convenient access to the services to the enterprise(s) through remote access. With the help of the portal, applicants shall be able to apply online for Subsidy or Tax Exemption. Applicants can view the application status of applied benefits, upload required documents, and register a complaint.

2. **Objectives**

Objectives of the RIPS Portal are to ensure the following:

1. Providing easy, anywhere and anytime access to Rajasthan Investment Schemes Services.
2. Reducing the number of visits of citizens to a Government office/Department for availing these subsidy and tax exemption benefits.
3. Reducing administrative tasks and service execution time and cost for the Government and Businesses.
4. Reducing direct interaction of citizens with the Government and encourage ‘e’- interaction and more efficient communication through the portals.
5. Ensure privacy and authorized access to applicant’s data.
3. **Sign Up Process**

To sign up for the RIPS Portal account

I. Go to [http://sso.rajasthan.gov.in/register](http://sso.rajasthan.gov.in/register)

II. Enter details of the applicant who wants to claim benefits:
   1. Select any option to register and click **Next**
   2. Enter One Time Password (OTP) received on registered mobile number.
   3. Create username and password of choice→ **Register**→**OK**
   4. Enter applicant’s details to update the profile→click **Update**→**OK**

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Select any option to register and click **Next**

OTP is sent on your registered mobile number

Create username and password and click **Register**

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Your SSO ID is created, update your profile and click **Update**
4. Login Process

I. Login to the RIPS portal
   To log in to the RIPS portal on a computer:

   1. Go to http://rips.girnarsoft.com/login.html
   2. Enter your SSO ID (Single Sign-On) and password
   3. Click Login

II. Forgot Password
   1. If you forgot your RIPS account password, go to https://sso.rajasthan.gov.in/signin and follow the steps below to request a new password.
5. Home Screen

After the successful login user will be redirected to the Dashboard as shown below.

I. Left Panel

My Dashboard - The Dashboard is a place where a user can get an at-a-glance overview of the account. The applicant can apply for a new application here, at the same time view filed application(s) status, view scheduled meeting, messages and lodge complaint(s).

My Profile - Users can update their personal information here. You can edit the name and last name, company name, address and log, TIN, and phone number.

Applied Benefits - Users can view their application details, including, application request no, benefits name, attached certificates.

Notifications - The notification is sent whenever an action is taken on the applicant's request. The user can view all notifications here.

Complaint - The user can make complaint here
6. Pending Application(s)

Pending application options allow users to view the application’s pending status from the applicant and the department side. The applicant can view submitted application form, view timelines of action taken by the department on an application, application status and attached certificates and forms.

I. Pending Application(s) - From Applicant Side

If the department needs some clarification from an entrepreneur then the officer submits the query to an entrepreneur. An entrepreneur receives the application back for clarification on certain points and an entrepreneur needs to resubmit the application to the department. The received application will be displayed on the Pending Application(s) - from Applicant side section.

To access view of all the pending application status from the applicant’s side:

- Go to My Dashboard > Pending Application(s) From Applicant Side.

![Pending Application(s) From Applicant Side](image)
**Edit** - Once the application is submitted applicant will not be able to make any corrections. The user will get the edit option when the department/nodal officer asks the clarification or sent back the application to an entrepreneur.

**View Filed Application**

Applicants can view and take print out of submitted application of the applied benefit.

To view the submitted application:

- Go to the **Dashboard > Pending Application(s) > View**
- Click **View Form**

To take the printout of the application form, click the printer icon.
### Exemption From Tax

**View Form**

**Applied for:** General/assumed Entity

**Name of the applicant Enterprise:** Genesis Infratech Pvt. Ltd.

**Enterprise Address:** G-1/2, Phase 2, Sector 16, Najafgarh, Delhi

**Email Address:** test2@gmail.com

**Constitution of enterprise:** Private Limited Company

**Total investment (as per project report):** Rs. 100,00,000

**Total Project cost as per approval project report:** Rs. 108,00,000

**Total Number of workers (as likely to be engaged):** 35

**Exemption Previously Availed:** (1) Under RIPS – 2010: No

(2) Under RIPS – 2003: No

(3) Under any other Scheme: No

**Business Type:** Service sector

**Goods manufactured/Services provided:** Multiplex Cinema Hall

**RIPS/US Approval Details:**

- DOC obtained
- RIPS/US Approval Date: 26/09/2015
- RIPS/US Approval Number: N/A

**Basis of Exemption being an enterprise under New/Expansion/Expansion/Industrial enterprise:**

**S.I.A./EM-Part III No.:** 2927

**Date of Commencement Of Commercial Production:** 26/09/2015

**Whether Board of Directors (in case of company) has passed resolutions:** Yes

**Details of contribution towards EMI/ESI or insurance policy for medical treatment of Employees under clause 11A.1.(a):**

- Number of employees: 35
- Date: October 2015

**Land Tax:** No

**LUXE Type:** No

**Electricity Tax:** No

**Entertainment Tax:** Yes

**Mandi Tax:** No

**Entry Tax:** No

**Women:**

- No

- Person with disability: No

**Cost Category:** General

**Whether the enterprise is in thrust sector:** No

**Name of the Thrust Sector:** N/A

**Attached Documents**

- **Document Title:** Project Report
  - **Attached Documents:** 1-attach_project_report.jpg
    - Approved

- **Document Title:** Supporting Affidavit
  - **Attached Documents:** 1-attach_supporting_affidavit.jpg
    - Approved

- **Document Title:** Copies Of Challan
  - **Attached Documents:** 1-attach_copies_of_challan.jpg
    - Approved

- **Document Title:** Proof Of Deposit
  - **Attached Documents:** 1-attach_proof_of_deposit.jpg
    - Approved

- **Document Title:** Copy Of Resolution
  - **Attached Documents:** 1-attach_copy_of_resolution.jpg
    - Approved

- **Document Title:** Attach Undertaking
  - **Attached Documents:** 1-attach_undertaking.jpg
    - Approved

- **Document Title:** SIA, in case of large scale
  - **Attached Documents:** 1-attach_sia.jpg
    - Approved

- **Document Title:** SIA, in case of large scale
  - **Attached Documents:** 1-attach_sia.jpg
    - Approved

**Signature of Applicant**
View Timeline

You can view a timeline of the application process. To view timelines:

- Go to the Dashboard > Pending Application(s) > View.
- Click View Timeline.

Here is the colour code for timelines:

COLOR CODE STANDS FOR TIMELINE
- ■ Step Done
- ▲ Step on Progress
- ● Step Rejected
- ▼ Step in Pending
Exemption from Tax - Form I
Geneva Infratech Pvt. Ltd.

Form Submitted
11/01/2016
Thank you!
We have received the form along with the required documents. The Concerned Authority will be
informing you soon with the status of your application after verifying the details provided by
you.
Status: Done

Request Approved by Nodal Officer
02/03/2016
All Docs checked and docs are approved by Nodal Officer
Status: Done

Meeting Scheduled
N/A
Meeting Scheduled for particular Request
Status: Done

Meeting Completed! Your Application is accepted
08/03/2016
During the meeting the Commissioner of Industries and other members have found that your application is eligible for the benefits under RIPS 2014 and so it is accepted.
Status: Approved

Certificate Created!
08/03/2016
Click on the button below to download the certificate. The physical copy of this certificate will be mailed on the address provided by you.
Status: Done

COLOR CODE STANDS FOR TIMELINE
- Step Done
- Step in Progress
- Step Rejected
- Step in Pending

Rajasthan Investment Promotion Scheme 2014
GM-DIC receives all the submitted application by entrepreneurs. DIC examines the applications and takes the necessary actions. The applicant can view the progress and the status of the submitted application in the *Pending Application (s) - From Department Side* section.

To access view of all the pending application status from the department’s side:

- Go to **My Dashboard** > **Pending Application(s) From Department Side**.

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**Customer Dashboard**

- **Request No.**
- **Subsidy Name**
- **View**
- **Edit**
- **Status**
- **Certificates**

**View Submitted Application**

**Exemption From Tax**

- **Name of the applicant**
- **Enterprise Address**
- **Email Address**
- **Total Investment (as per project report)**: Rs. 1,08,50,000
Exemption from Tax - Form I

Amano Clothing

Need More Documents!
10/13/2016

Inform the customer the Application needs more information!
10/15/2016

Based on the information provided in the form along with the required documents the application needs more document for further processing.

Status: Sent to Applicant

Request Pending For No Dues

Meeting Scheduling

Final Status on request Pending

Certificate Dispatch process pending

COLOR CODE STANDS FOR TIMELINE
- Step Done
- Step on Progress
- Step Rejected
- Step in Pending
7. Meeting (S) Scheduled
To discuss the submitted application, the department schedules meeting with the applicant. To view scheduled meeting details, click *Meeting Scheduled*.

8. Complaint (S)

This section will help applicant file and lodge a complaint and grievance related to the submitted application. The applicant can give details of the complaint and check complaint status online too.

- To register a complaint:
  - Go to the *Dashboard* > *Complaints* > *Launch Complaint*
  - Or
  - Go to the *home screen* > *Complaints*
  - Select subsidy name from the dropdown value
  - Write a complaint or grievance related to the applied benefit
  - Click *Register Complaint*

The user can also view complaint status from the left panel or notification icon on the Top-Left of the screen.
Step 1: Click here to view or register a complaint.

Step 2: Click here to view complaints.

Step 3: Find the commands here that you need to complete a task. Write your complaint here. Click here to send a complaint.
9. **Application Form for Subsidy/Exemption**

New Application section is a forms repository that contains the most recent forms of subsidy and exemption. Forms can be viewed, downloaded, printed and submitted online. To assist applicants, forms on the site can be viewed by form title along with form summary. Here are seven benefits forms for applicants to apply.

![New Application](image)

**How to Apply and Fill Form**

Electronic filing of subsidy or tax exemption benefit is very easy and simple. The online application form is self-explanatory. You can take sufficient time for your application and proceed step by step. Below are screenshots for each step.
Enter Applicants details and required project information
Click **Save & Continue** and proceed to next step
Step 2

Attach required documents for the application filing
Click **Save & Continue** and proceed to next step
If you want to go back to previous step for changes or to review, click **Previous**

Step 3

Attach required documents for the application filing
Click **Save & Continue** and proceed to next step
If you want to go back to previous step for changes or to review, click **Previous**
Step 4

Application for Exemption from Tax

Certificate of Valuation by Chartered Accountant

We hereby certify that to the best of our knowledge and belief, the enterprise has made investment and has acquired the following assets:

Details of Investment made in Fixed Assets

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost of land including documentation charges</td>
<td>620,000</td>
</tr>
<tr>
<td>2</td>
<td>Cost of land development (levelling or filling works)</td>
<td>40,000</td>
</tr>
<tr>
<td>3</td>
<td>Cost of factory sheds and other industrial buildings</td>
<td>6,000,000</td>
</tr>
<tr>
<td>4</td>
<td>Cost of plant and machinery</td>
<td>6,000,000</td>
</tr>
<tr>
<td>5</td>
<td>Cost of technical knowhow fees or drawing fees paid to foreign collaborators or foreign suppliers or paid to Government of India</td>
<td>5,000,000</td>
</tr>
<tr>
<td>6</td>
<td>Cost of other miscellaneous fix assets</td>
<td>100,000</td>
</tr>
<tr>
<td>7</td>
<td>Cost of validation control devices</td>
<td>2,727,276</td>
</tr>
</tbody>
</table>

Total: 12,717,775.00

We have checked the books of accounts of the enterprise, the invoices, sales bills and cost records and certify that the above information is true. I/We also certify that the above assets have been duly paid for and no need to record them in the books of the enterprise.

Place: Jaipur
Date: 14/03/2016

Signature
Application for Exemption from Tax

Name of the applicant: Enterprises
Email Address: remadur@gmail.com
Enterprise Address: NA
Total Investment (as per project report): Rs. 100,000,000
Total Project cost as per approved project report: Rs. 50,000,000
Total Number of workers (to finally to be employed): 50
Business Type: Manufacturing unit
RIPRA Approval Details: NDC obtained: 08/09/2014
Date of Commencement Of Commercial Production: 07/04/2016
Details of contribution towards MIP (if any): No
Whether the enterprise is in thrust sector: No
Project Report: 1 attach_project_report.jpg
Supporting Affidavit: 1 attach_supporting_affidavit.png
Copies Of Challan: 1 attach_challan_of_challan.png
Copies Of Challan: 1 attach_copy_of_challan.png
Proof Of Deposit: 1 attach_proof_of_deposit.png
Signature of Applicant: Signature

I have read the rules and conditions of the scheme and undertake to abide by them. I also verify that all the above facts are true to the best of my knowledge and belief.
Place: Jaipur
Date: 14/05/2016
10. **My Profile**

My Profile is a secure section of user’s personal information. The user can edit first and last name, company name, address and log, TIN, and phone number. Username, email address and district ID are non-editable fields.

To update a user profile:

- Go to the **home screen>My Profile**
- Edit the profile or upload a new company logo
- To save changes, click **Update Profile**

11. **Applied Benefits**

The Applied Benefits section allows the applicant to view and print the filed applications. The applicant can view attached certificates and other documents submitted at the time of application filing. The user can also view application timelines. To know more about Applied Benefits, click here.
12. **Notifications**

Notifications keep users informed with timely and application related content. Users can quickly and easily access important information relating to the submitted application(s).

To view the notification, the user can either click the icon on the top-left of the screen or click Notification on the Left Panel.

13. **Sign Out**

Protect your information- If you are using this online service on public computers like in a cybercafé or a library, it is important to ensure that you fully exit the application. So be sure to sign out from the public computer. To Sign out, click on **Sign-out icon** on the top-left of the screen.
If you are signed in, but not on the account dashboard, you can still need to sign out,

- Go to http://rips.girnarsoft.com
- Click **Sign out** on the top-left of the screen