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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 the 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**

![Sign Up Process Images]

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

OTP is sent on your registered mobile number

Create username and password and click **Register**

![Update Profile Image]

Rajasthan Investment Promotion Scheme 2014
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 and password
3. Click Login

II. Forgot Password
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, the nodal officer 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 total & pending applications of the district. The dashboard shows the graphical representation of a total number of approved, rejected and pending benefits. Latest filed application, district-wise, chats, MoMs and more.

**My Profile** - User can update their personal information here. Update your first and last name, phone number or address.

**Applied Benefits** - The section has complete detail of total application requests, including approved, rejected and pending benefits. The user can view applied application details, including application request no, benefits name, attached certificates.

**Calendar** - The section allows a user to view scheduled meeting. View calendar of scheduled meeting day, week and month wise.

**Notification** - The notification is sent whenever a new application is filed in the district. The user can view all notifications here.

**Report Management** - The section help a user manage reports of each district activity-wise, month-wise, approved and pending applications here. View and download reports in many formats, including PDF, XLS, and CSV.

**Complaint** - View all the filed complaints of applicants here. The section has details of subsidy request numbers, the message with complaint date.
6. My Dashboard

Dashboard displays the graphical representation of Total Application(s), Pending Application, Meeting Schedule, Complaint(s), and Pending MOM. It further displays latest subsidy application, chats with applicants, district-wise presentation of latest subsides.

Benefits of District

The pie chart represents total approved, rejected and pending benefits, investment & employment of the district.
Dashboard (Cont.)

Latest Subsidy

The Latest Subsidy section displays the most recent application submitted by applicants in the district.

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Subsidy Name</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIPS-00000209</td>
<td>Exemption from Tax - Form I</td>
<td>Pending at Nodal End</td>
<td><img src="filed_application_form.png" alt="View" /></td>
</tr>
<tr>
<td>RIPS-00000208</td>
<td>Exemption from Tax - Form I</td>
<td>Application Approved</td>
<td><img src="filed_application_form.png" alt="View" /></td>
</tr>
<tr>
<td>RIPS-00000195</td>
<td>Exemption from Tax - Form I</td>
<td>Pending at Nodal End</td>
<td><img src="filed_application_form.png" alt="View" /></td>
</tr>
</tbody>
</table>

Chat

The Chat section displays the most recent chats of the applicants. To view complete chat history of an application, click Open.
The Map displays total subsidies, stamp duty & conversion total exemption application filed in each division of Rajasthan.

7. My Profile

My Profile is a secure section of user’s personal information. The user can edit the first and last name, phone number and address.

To update a user profile:

- Go to the home screen > My Profile
- Enter details > Update
8. Applied Benefits

The section has complete details of applications applied for benefits details. The user can search for any benefit with Request Number, Enterprise Name, and Email Address. Further, the user can apply a filter to view subsidy status, view applications on the basis of the enterprise or constitution of an enterprise.

Search Option

If the nodal officer wants to search any application, s/he can search by application request number, enterprise name or email address. The user can apply filters to view applications by constitution of enterprise, basis of enterprise and by subsidy status wise.
I. Handling Pending Application(s)

Step 1 - Review Application

Once the application is submitted online by an applicant, it reflects under ‘Pending Application(s)’ section of the Nodal Officer RIPS account. A nodal officer can also take action on the pending application from the Applied Benefits section.

Dashboard

Click here to view pending application

Applied Benefits

Click here for drop-down menu, select Pending

Click here to view application
Review application, if you are not satisfied with the submitted details, click icon to disapprove the particular detail.

To view attached documents, click on the links. If you agree, click Approve, if you disagree, click Reject.

If any other document is required, check the box and select the document type from the drop-down menu.

Note: If any document is disapproved or nodal officer asks for document or clarification, the application comes under docs rejected-subsidy status.
If you agree with the application details and attachments, click **Approve**.

Once you approve the application, a message box will appear. Enter the message, add the email address of the concerned department and click **save**.

**CC Text**  The names of concerned persons need to mention in the CC Text. People mentioned in the CC Text will receive a copy of the Entitlement Certificate of the application also, their names will be displayed on the Entitlement Certificate.

Once the application is approved, 'Pending' subsidy status changes to **Docs Approved**. The applicant is informed when the application is processed.
Step 2 Send Mail to RIICO & Sales OR Edit Agenda

If the No Dues Certificates are required for the application, click **Send mail to RIICO & Sales**. The department will send the certificate based on the request to the nodal officer. Upon receiving the certificate, the nodal officer will upload it on the portal.

If the certificate is not required, click **Skip Step**

The agenda is automatically created once the attached documents are approved by the nodal officer. If the agenda requires any changes, click **Edit** > make changes > **Approve**.

Send Mail to RIICO & Sales

Now, if you have decided to obtain no dues certificate for the application from the RIICO & Sales department, you need to upload documents once you receive them. The status of the subsidy changes from **Doc Approved** to **Request Pending to RIICO & Sales**.

Once the department sends the document, the nodal officer needs to upload No Dues.
Skip Step

If the nodal officer doesn’t require any no dues certificate for the application, click **Skip Step** to send a meeting request. The subsidy status will change from the **Docs Approved** to **Request For Meeting**.

Edit Agenda

Once the documents are approved, the agenda is automatically generated by the system. You can click **View Agenda** to see the auto-generated form. If you want to make any changes to the spawn agenda, click **Edit** > make changes > **Approve**

User can edit the agenda

User can also edit the brief note

Click **Approve** to save the changes
9. Calendar

The nodal officer can view all the meetings scheduled by the Commissioner of Industries. The user has the option to view calendar day-wise, week-wise and month-wise.

To view scheduled meetings of applied benefits, a user can click Calendar on the left-panel or Meeting(s) Scheduled on the dashboard.

10. Pending MOM

The nodal officer gets the option to edit minutes of the meeting, once the meeting is scheduled by the Commissioner of Industries. The nodal officer can also write meetings of the meeting and approve the application. To write MOM,

1. Go to the dashboard> Pending MOM
2. Select option from the drop-down value
3. Write minutes of meeting> Submit
Action On Subsidy

Current Subsidy Stage
- Please select.
- Approved Subsidy
- Reject Subsidy
- On Hold Subsidy

Minutes Of Meeting

Click here and select the option

Click here

Write minutes of meeting

Click Submit

Submit
Entitlement Certificate

After the request for the meeting is sent to the commissioner of Industries, CI decides to approve or to reject the application. If the application is approved, MOM is created with the subject heading Approved Subsidy. Once the application is approved, Entitlement Certificate is automatically generated. The subsidy status changes to Request Approved. To view the certificate,

1. Go to the home screen > Applied Benefits
2. Search the application and click View Certificate (Form II) under Subsidy Status
11. Notifications

Notifications keep users informed with timely and application related content. Nodal officers 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.
View Timeline

When you click a notification link, it opens the timeline of the application.

Here is the colour code for timelines:

**COLOR CODE STANDS FOR TIMELINE**
- Step Done
- Step on Progress
- Step Rejected
- Step in Pending
12. Reports Management

Reports management allows users to manage report month-wise, activity-wise. They can view and download reports of each district activity-wise, month-wise, approved and pending applications here. View and download reports in PDF, XLS and CSV format.

To view a report, go to the home screen > Reports Management > select report type

Search Option

A user can apply a filter to view the month-wise summary of any district. To view the report

- Select month > District > DLSC/SLSC
- Click Filter
Month-wise Report

To view month-wise report of filed application, click Reports Management > Month Wise Report.

To download report, click Export Icon - select a format (Excel, PDF or CSV).
Activity-Wise Report

To view activity-wise report of the filed applications, click Reports Management > Activity-Wise Report

To download report, click Export Icon > select the format (Excel, PDF or CSV)

Approved Report

To view report of approved applications of the district, click Reports Management > Approved Report

To download report, click Export Icon > select the format (Excel, PDF or CSV)
Pending Reports

To view pending reports of the district, click Reports Management > Approved Report

To download report, click Export Icon  select the format (Excel, PDF or CSV)

13. Complaints

The complaint section will allow a nodal officer view registered complaint and grievance related to the submitted application.

- To view received complaints:
  - Go to the Dashboard > Complaints > Launch Complaint
    - Or
  - Go to the home screen > Complaints
  - Click icon to view complete detail and nature of the complaint.
A user can also view complaint status from the left panel or notification icon on the Top-Left of the screen.

![Image of the Rajasthan Investment Promotion Scheme interface showing complaints and details]
14. **SignOut**

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](http://rips.girnarsoft.com)
- Click **Sign out** on the top-left of the screen