DST Incentive Management Portal

Electronic Policy (2022-28)

Website: https://dstpolicy.gujarat.gov.in/



Gujarat is committed to promote faster and inclusive growth in electronics sector and has taken strategic steps towards achieving this objective in a holistic manner. Gujarat is the first and only State in the country to issue a sector focused Semiconductor Policy (2022-27) which aims to make Gujarat a major contributor in the Global Value Chain of semiconductor and display manufacturing sector. This will create an enabling foundation on which Gujarat will build a robust Electronics Manufacturing ecosystem.

To achieve this objective, the Gujarat Electronics Policy (2022-28) will focus on attracting investments and employment across the State by driving growth through incentives, process optimization and facilitating adoption of latest technologies in the electronics manufacturing.

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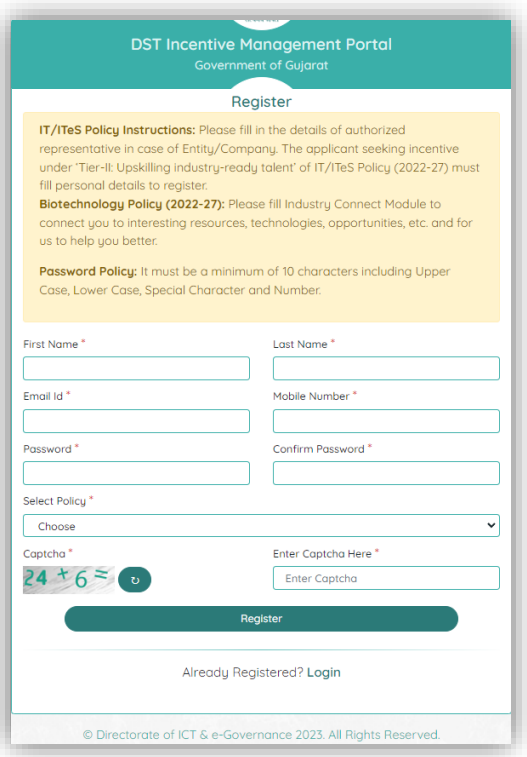
Incentive Details - Aatmanirbhar Gujarat Rojgar Sahay **31**

Request Extension: **35**

Revoke Request: **35**

User Registration

Users access the registration page of the application, by clicking on a 'Register' link from Home Page. Users are prompted to provide the required information.



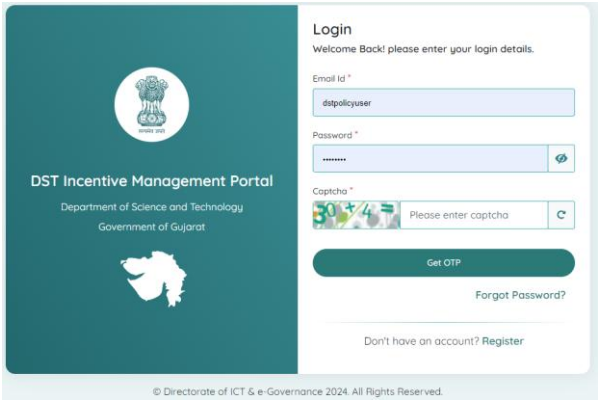
Users are prompted to provide the required information

Registration URL: https://dstpolicy.gujarat.gov.in/register

1. **First Name:** Add the first name of the user.
2. **Last Name:** Add the last name of the user.
3. **Email ID:** A unique identifier for the user
4. **Password:** A secure password to protect the account.
5. **Confirm Password:** Confirm password should be the same as the Password.
6. **Select Policy:** Select the 'Electronics Policy (2022-28)' option from the Select Policy dropdown.
7. **Captcha:** Enter a valid captcha and proceed to click on the 'Register' button.
8. After completing the registration process, the user will receive an email notification for verification. The user needs to click the '**Verify Email Address**' button. After verifying the email, the user registration process will be completed.

Login form

A login process that includes OTP and CAPTCHA is designed to enhance security by requiring users to provide a temporary code sent to their mobile device or email address and to verify that they are not a bot. So, it is recommended that users bring their mobile number when logging in.



Users access the login page of the application, by clicking on a "Log In" link.

Login URL: https://dstpolicy.gujarat.gov.in/login

1. **Email ID:** A unique identifier for the user
2. **Password:** A secure password associated with the user's account.
3. **Captcha:** Users need to complete the CAPTCHA by solving a visual calculation, and proceed to click on the 'Register' button.
4. **Get OTP:** The application validates the primary login credentials. If they are correct, the application sends an OTP request to the user's registered mobile number or email address.

If the OTP is correct and the CAPTCHA is solved successfully, the user is granted access to their account.

Forgot Password

The "Forgot Password" process using both email and mobile number typically involves allowing users to reset their password by verifying their identity through both their registered email address and mobile number.



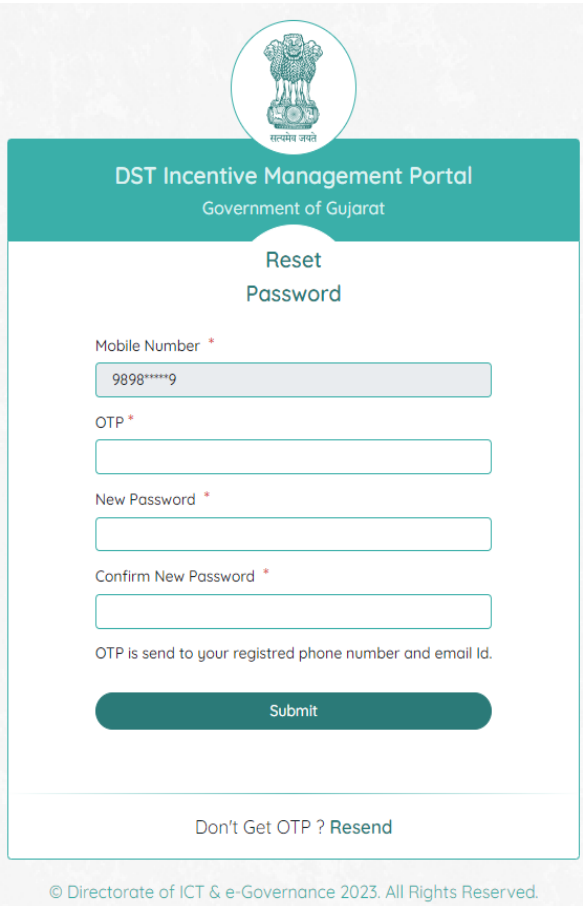
Users access the Forgot Password page of the application, by clicking on a "Forgot Password" link.

Forgot Password URL: https://dstpolicy.gujarat.gov.in/forget-password

1. **Mobile Number:** Enter the registered mobile number.
2. **Email Address:** Enter the registered Email Address.
3. **Submit:** Users submit the password reset request by clicking the 'Submit' button.

   If the provided username or email is valid, the application sends a verification code to the user's registered email address and mobile number.

Once users submit a valid Mobile Number and Email Address, the Application will navigate to the next screen.



4. **Reset Password:** Users are presented with a form where they can reset their password. They enter a new password and confirm it with OTP.

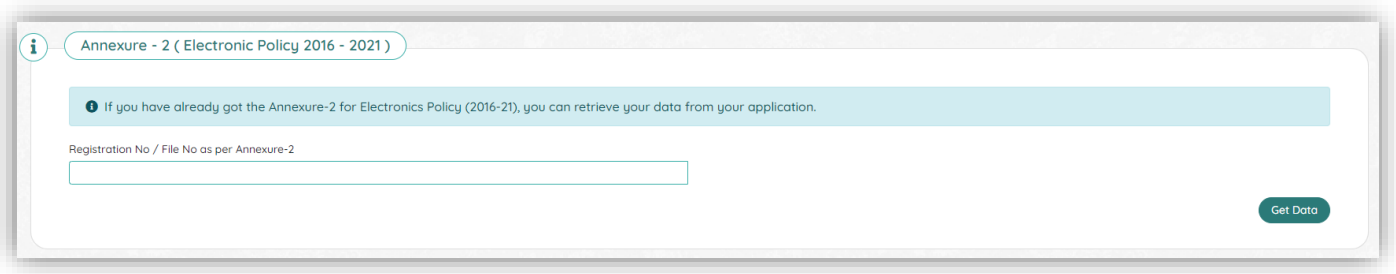
5. **Password Updated:** Once the new password is submitted and meets the password criteria, the user's password is updated, and a confirmation message is displayed.

   Users can now use their newly set password to log in to their account.

Information form

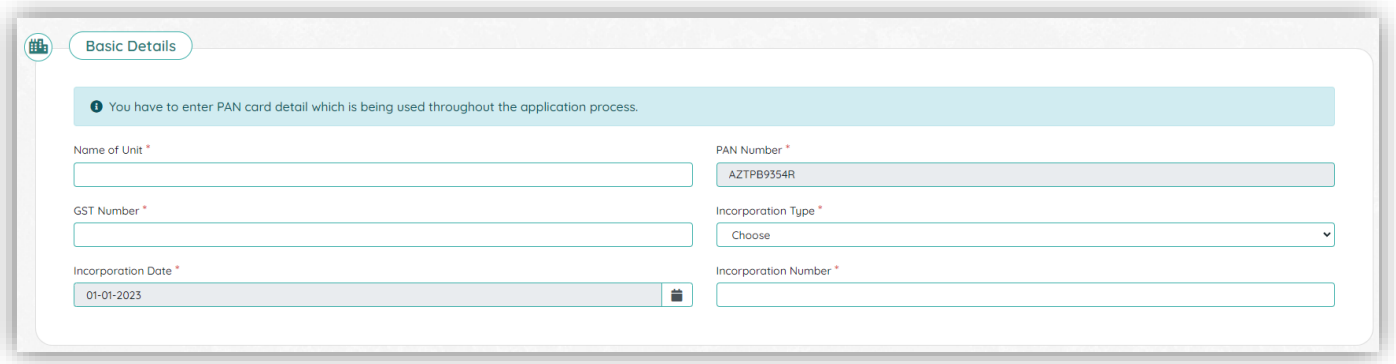
Annexure-2(Electronic Policy 2016-2021)

If you have already obtained Annexure-2 for the Electronics Policy 2016-21, you can retrieve your data directly from your application.



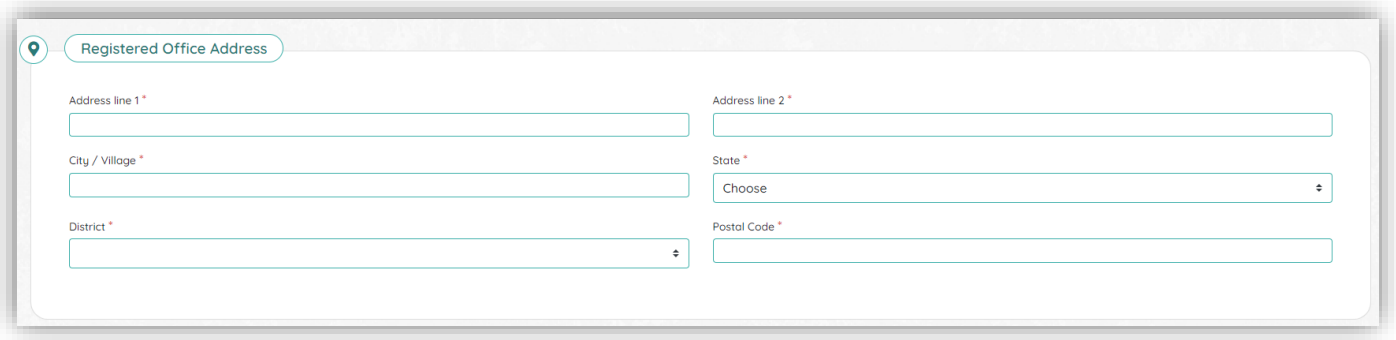
Basic Details

In this section, you must enter essential information about the entity, including foundational details relevant to its identification and structure.



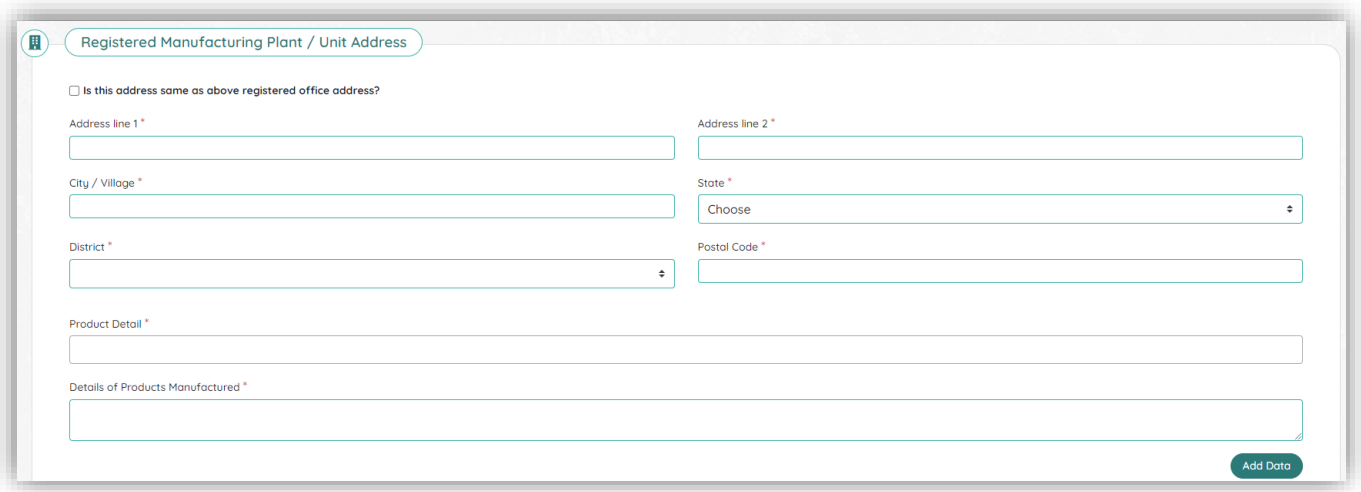
Registered Office Address

In this section, you must enter the registered office address details of the unit.



Registered Manufacturing Plant / Unit Address

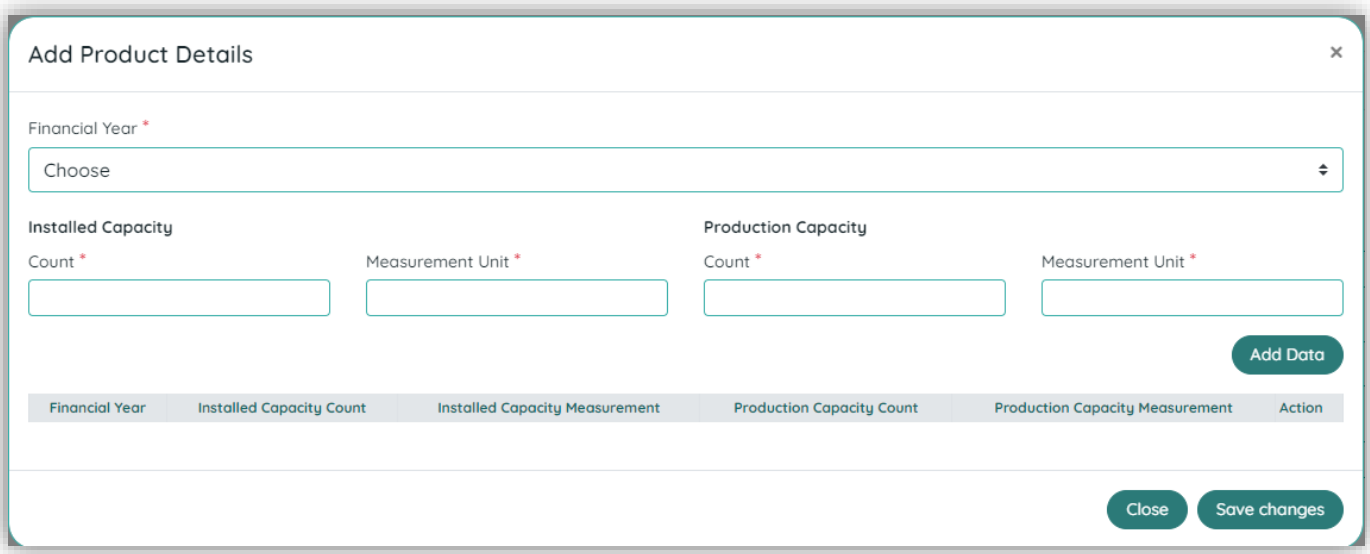
In this section, you are required to provide the address details of the registered manufacturing plant or unit, along with product information. Please include a brief description of the products manufactured



DST Incentive Management Portal: Electronic Policy (2022-28)

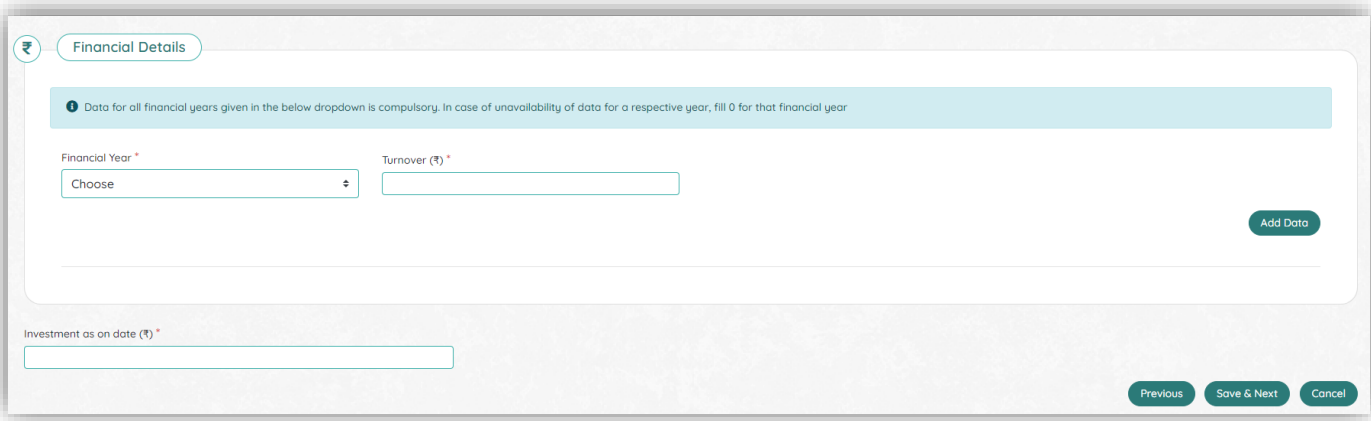
Product Details

In this section, necessary to provide comprehensive product details, including the installed capacity and production capacity for each financial year



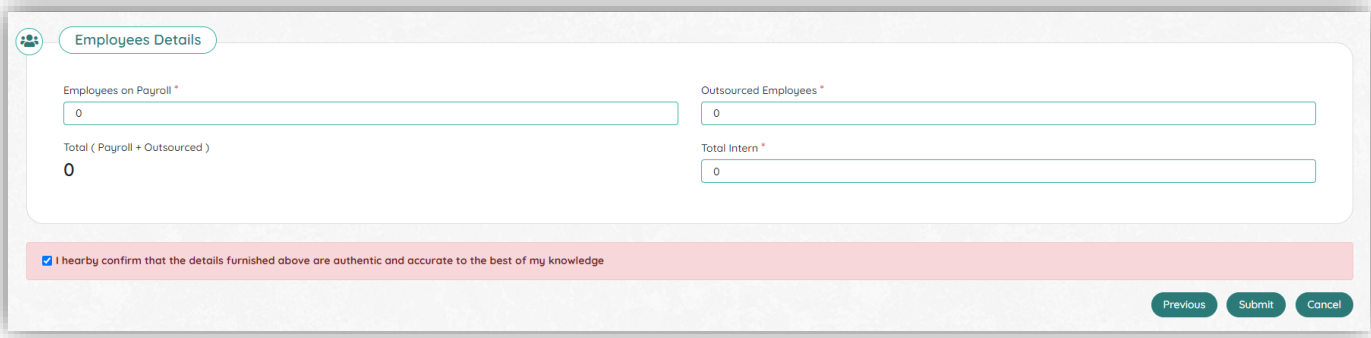
Financial Details

In this section, you are required to provide the turnover in rupees for each financial year. If data for any particular year is unavailable, please enter '0' (zero) for that financial year.



Employees Details

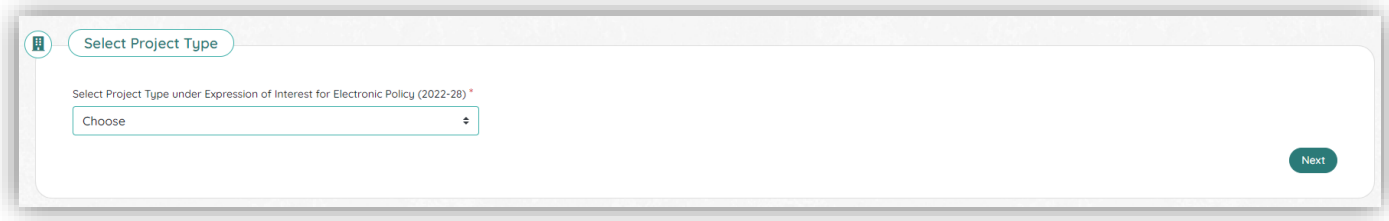
In this section, you are required to provide employment details for the unit.



Expression of Interest (Annexure One)

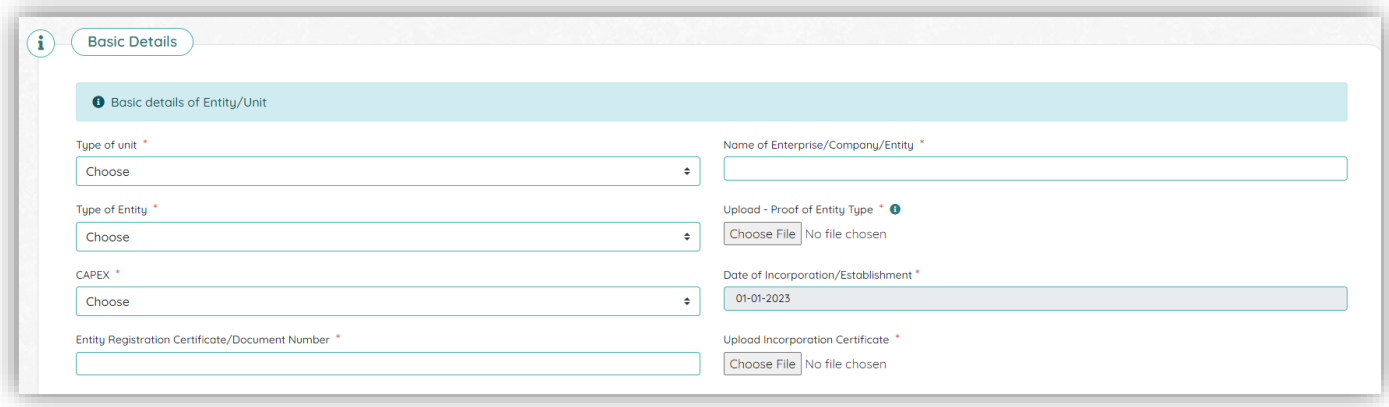
Project Type

Select project type under Expression of Interest for 2022-28



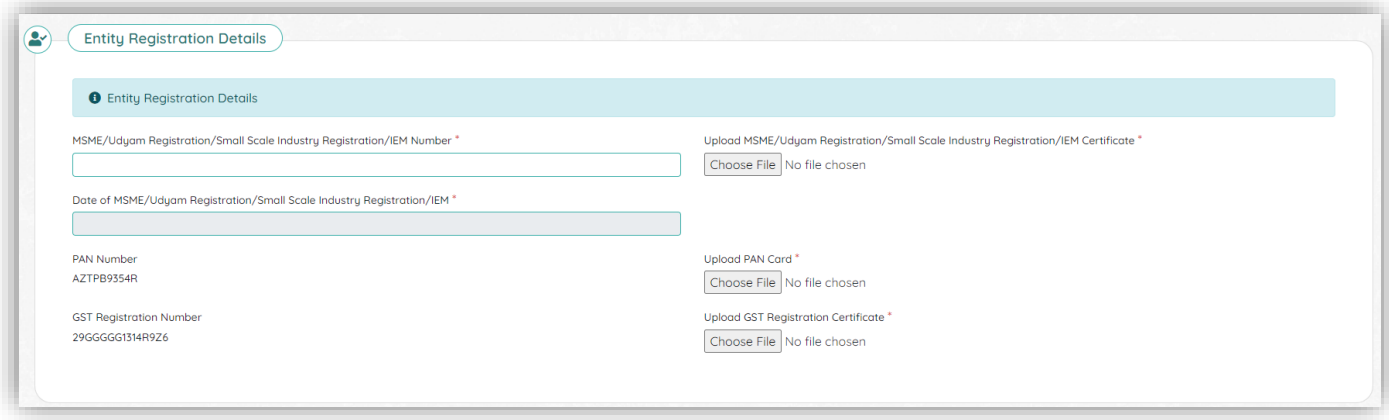
Basic Details

In this section, user needs to provide the basic details of the entity or unit, along with proof of incorporation in the form of the certificate



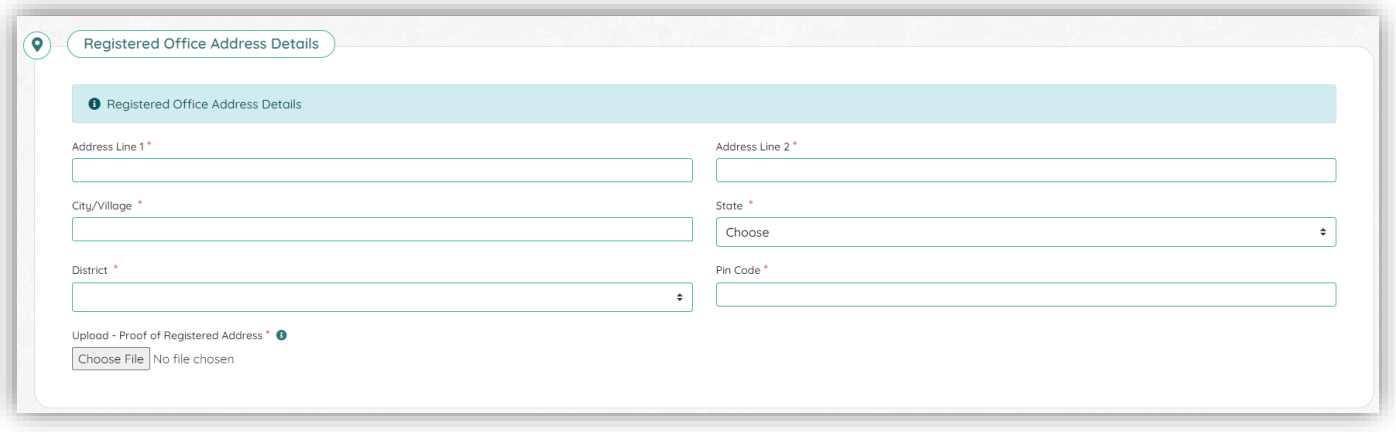
Entity Registration Details

In this section, provide the MSME/Udyam Registration, Small Scale Industry Registration, or IEM Number, along with the corresponding proof. Additionally, upload the proof of GST registration



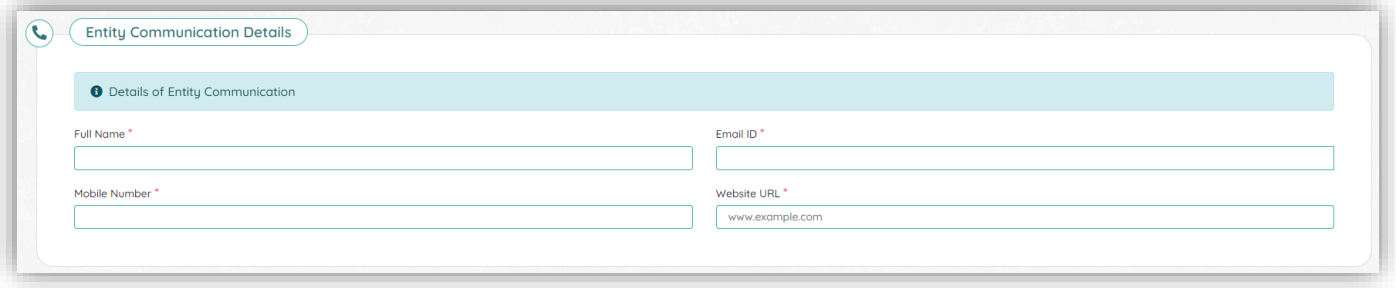
Registered Office Address Details

In this section, you are required to provide the address details of the registered manufacturing plant or unit. Please include proof of the registered address



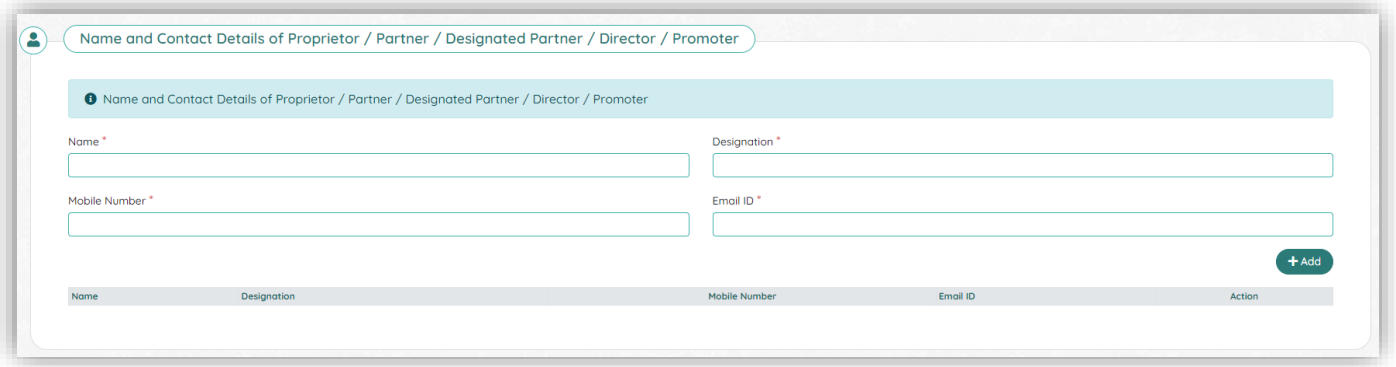
Entity Communication Details

In this section, provide the communication details for the entity, including the primary contact person, phone number, email address, and website URL



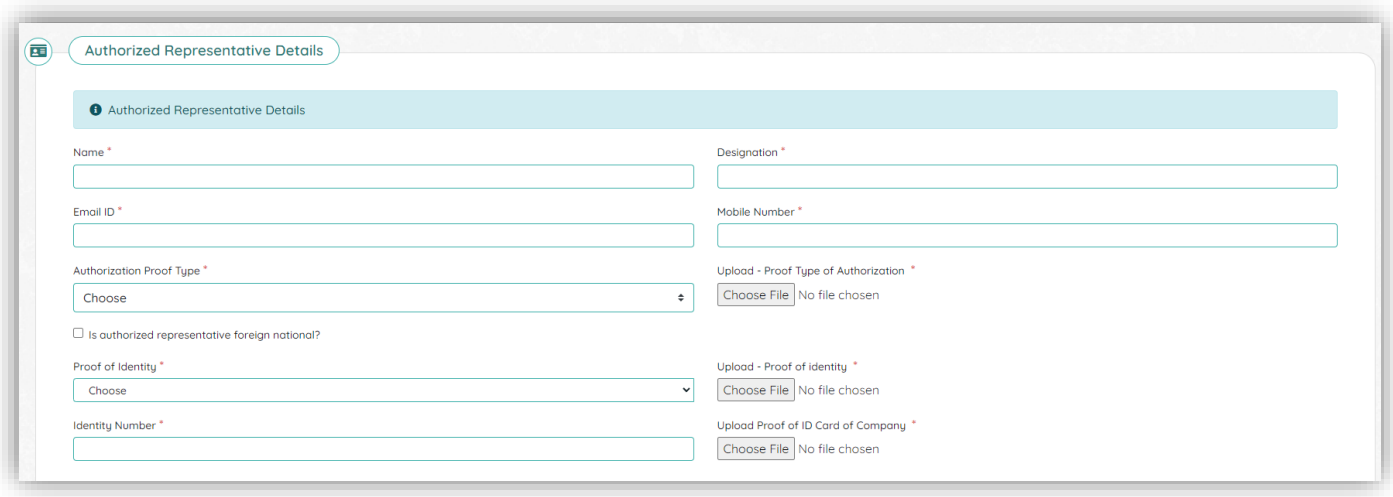
Name and Contact Details of Proprietor / Partner / Designated Partner / Director / Promoter

In this section, provide the name, designation, and contact details of the Proprietor, Partner, Designated Partner, Director, or Promoter, including their phone number and email address.



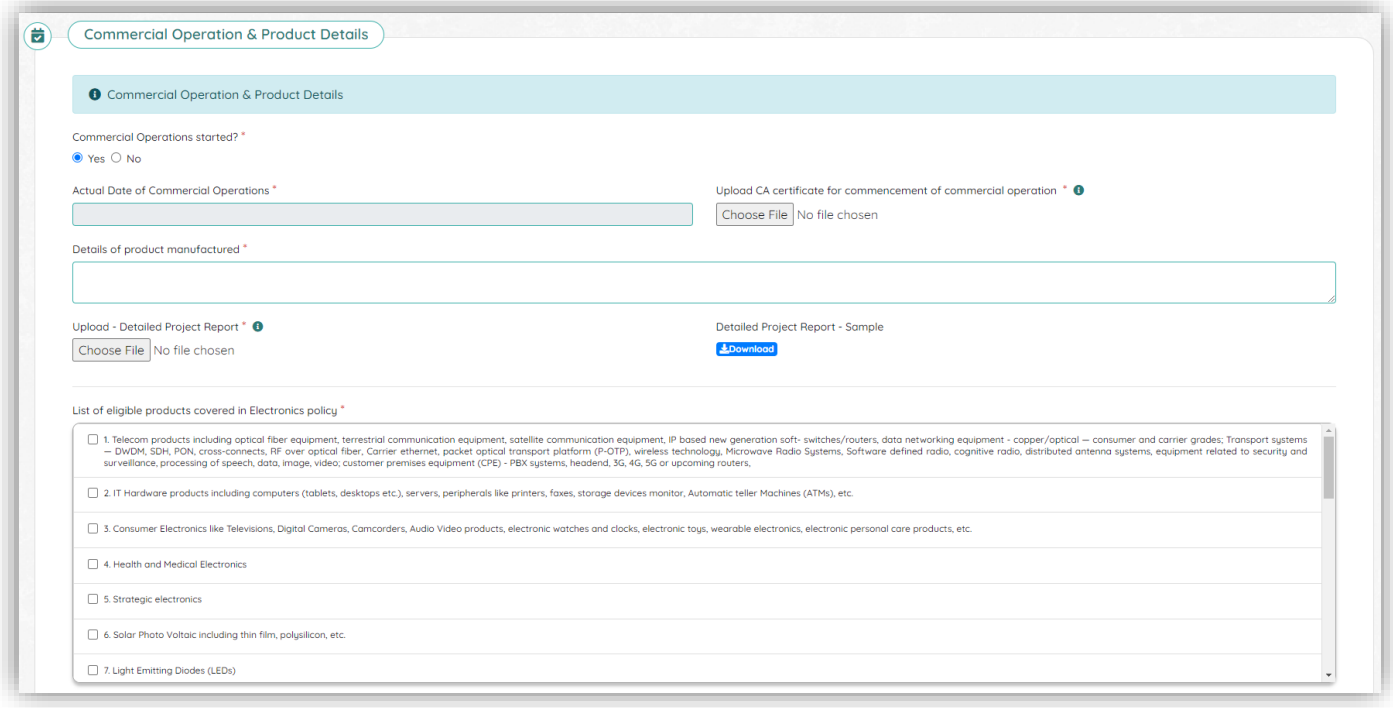
Authorized Representative Details

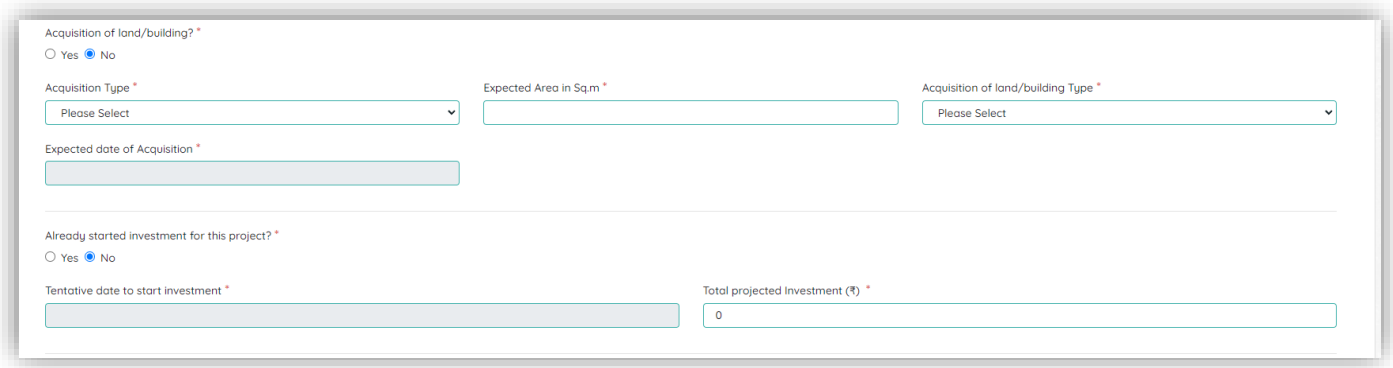
In this section, provide the details of the authorized representative. If the representative is a foreign national, a passport is mandatory. Additionally, you must upload proof of authorization, proof of identity, and the company ID card



Commercial Operation & Product Details

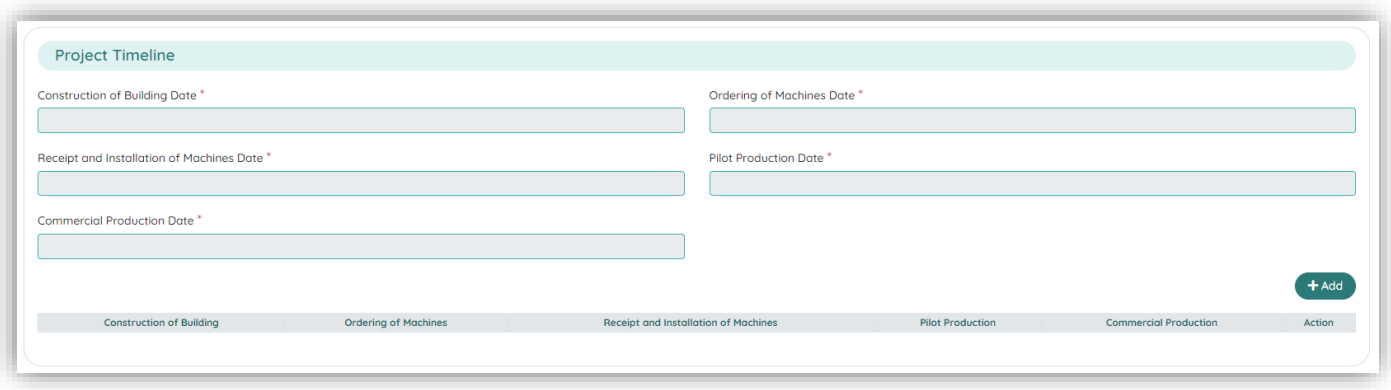
In this section, provide the details of the commercial operations and product covered in Electronic Policy (2022-28).





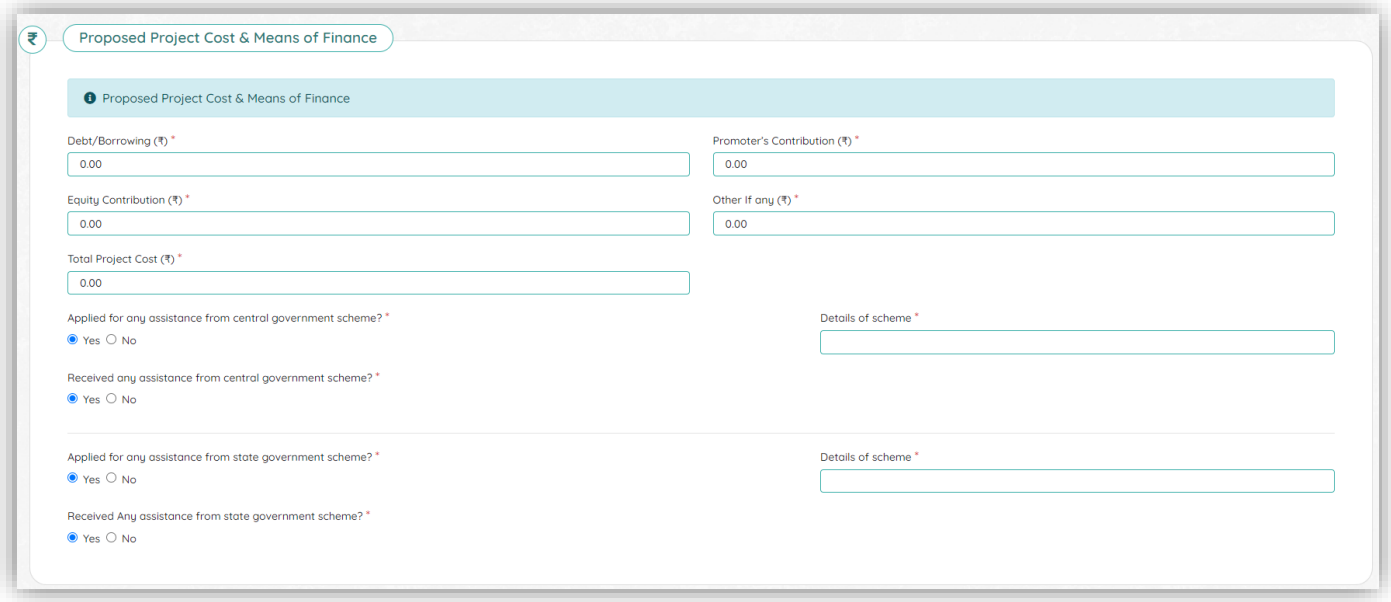
Project Timeline

Important dates related to the project timeline should be mentioned in this section.



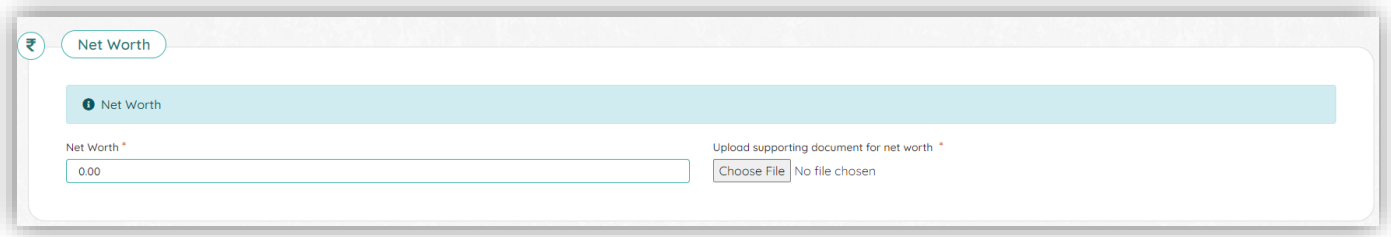
Proposed Project Cost & Means of Finance

Important dates related to the project timeline should be mentioned in this section.



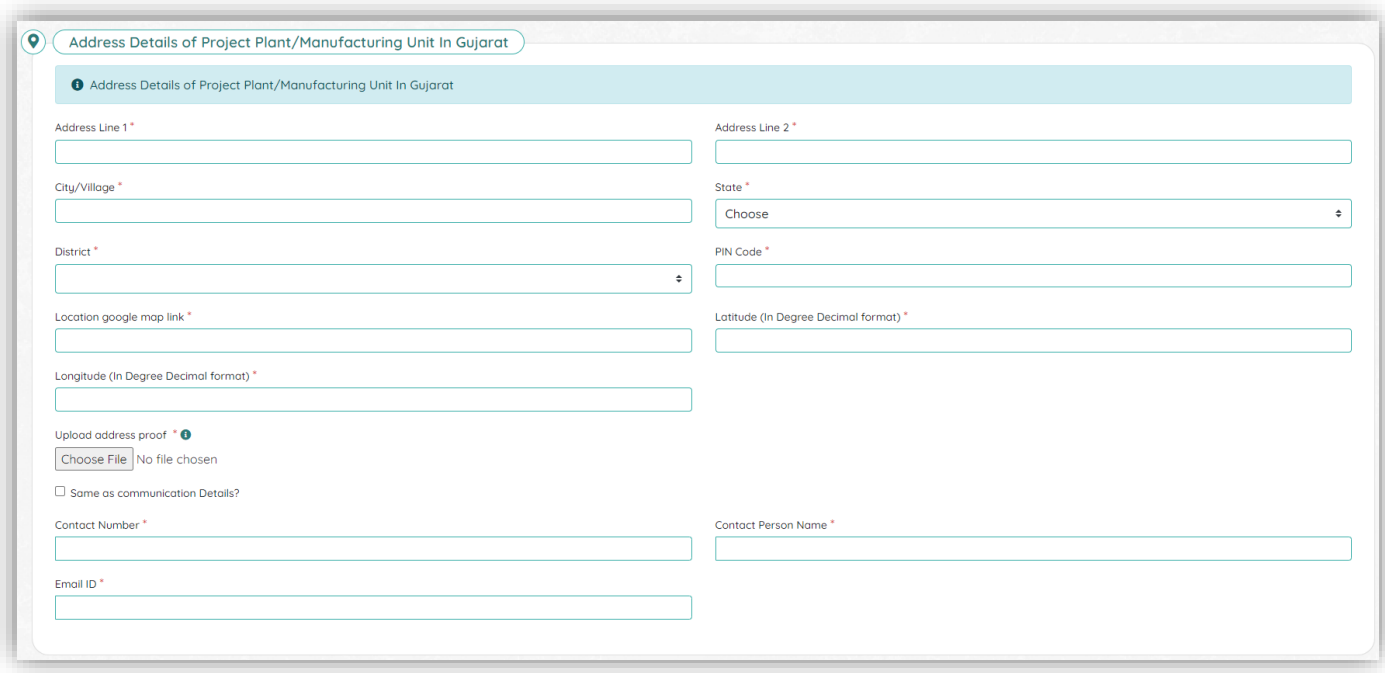
Net Worth

In this section provide details for Net worth and attach supporting document.



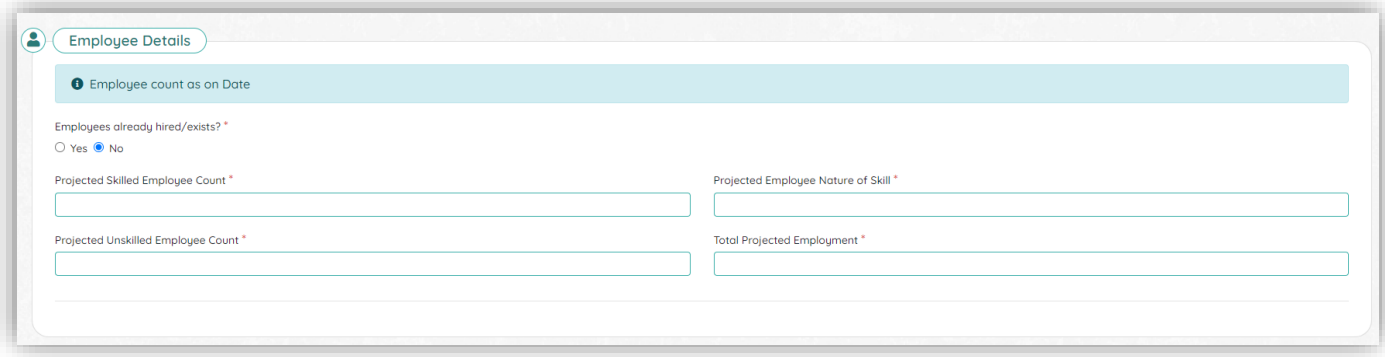
Address Details of Project Plant/Manufacturing Unit in Gujarat

In this section provide address details of Project Plant/Manufacturing unit in Gujarat.



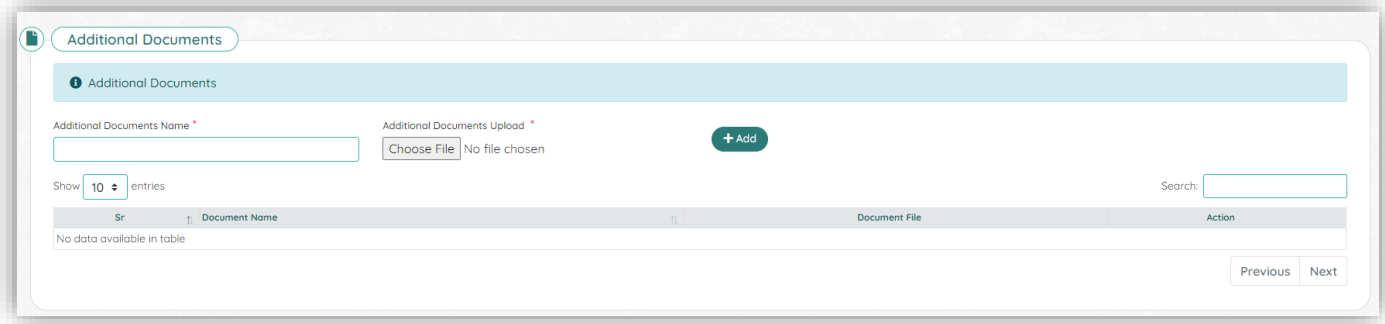
Employee Details

In this section provide details of unit's employee count as on date.



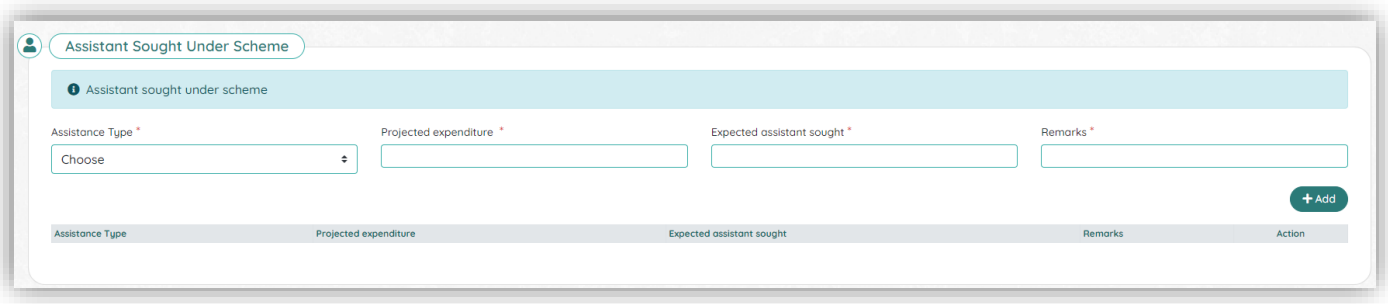
Additional Documents

In this section applicant can add one or more supporting document.



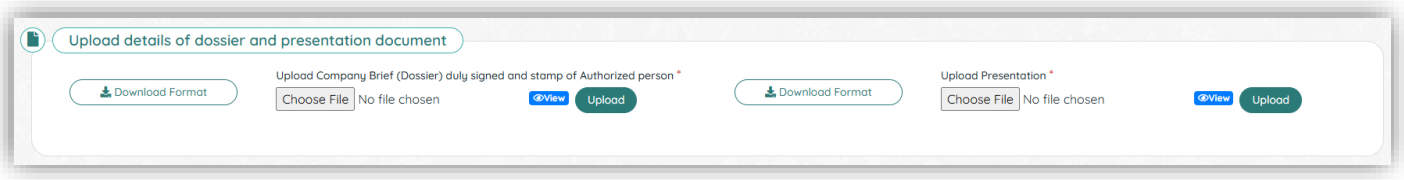
Assistant Sought Under Scheme

Mention the specific assistance sought under the Electronic Policy scheme.



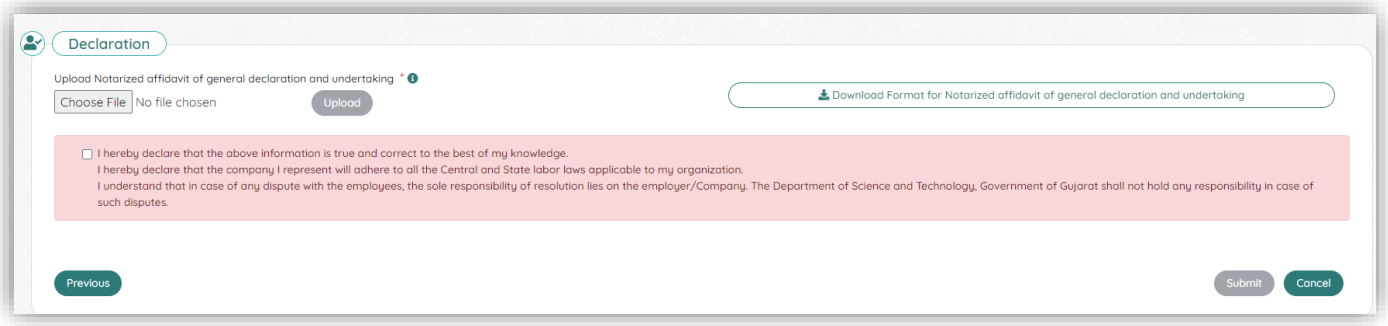
Upload details of dossier and presentation document

Required to upload Company Brief (Dossier) duly signed and stamp of authorized person and presentation as given format.

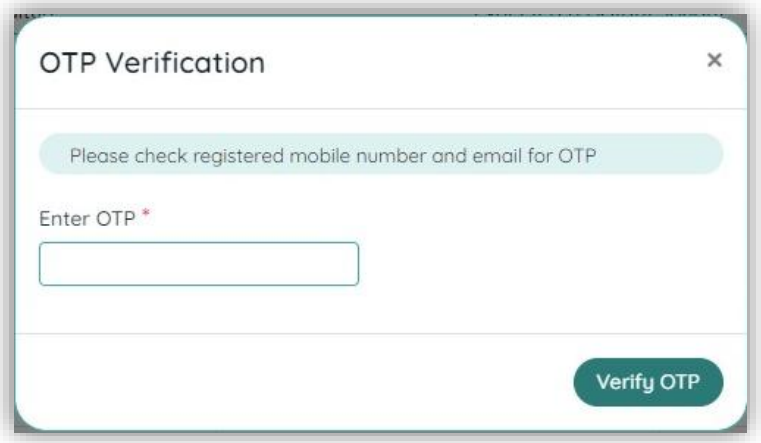


Declaration

In this section, the user must attach the 'Notarized Affidavit of General Declaration and Undertaking' in the provided format and check the box to accept the declaration. Only then will the submit button be enabled to complete the EOI Application.



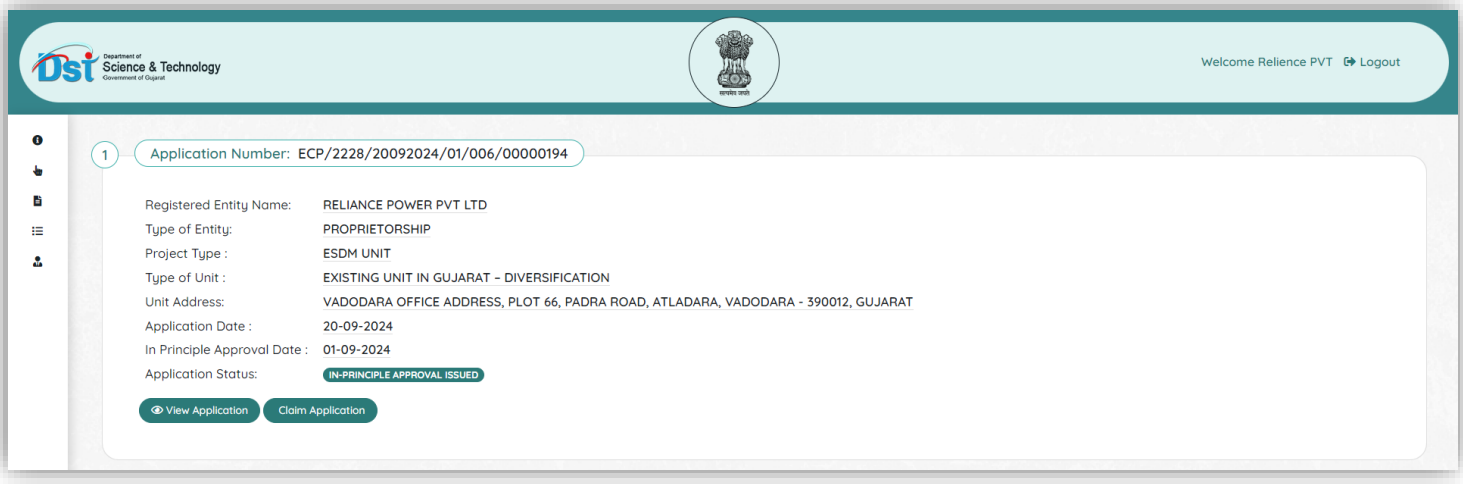
Upon clicking the Submit button, an OTP Verification popup will appear, and an OTP will be sent to the user's registered email ID and mobile number. Once the OTP is verified, the EOI application will be successfully submitted.



Claim Application

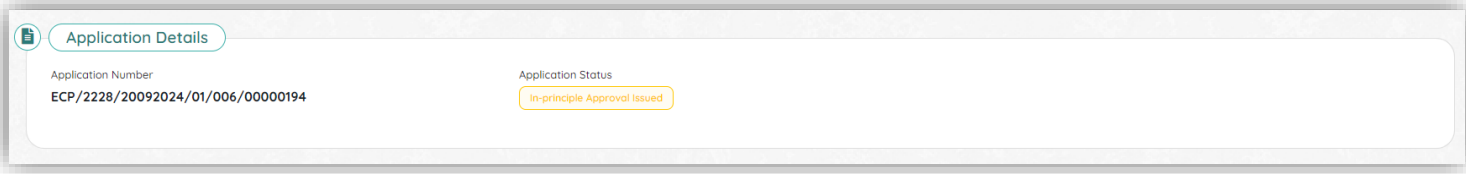
My Application – Claim Application

Once the applicant receives the in-principal approval, applicant may proceed with the claim application.



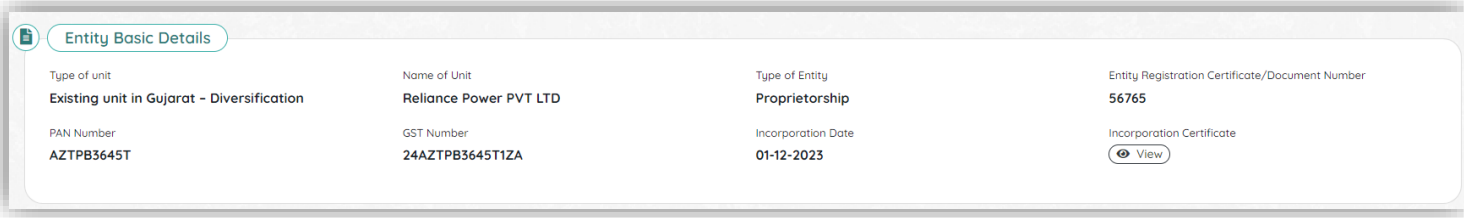
Application Details

In this section, application details are appeared of respective entity.



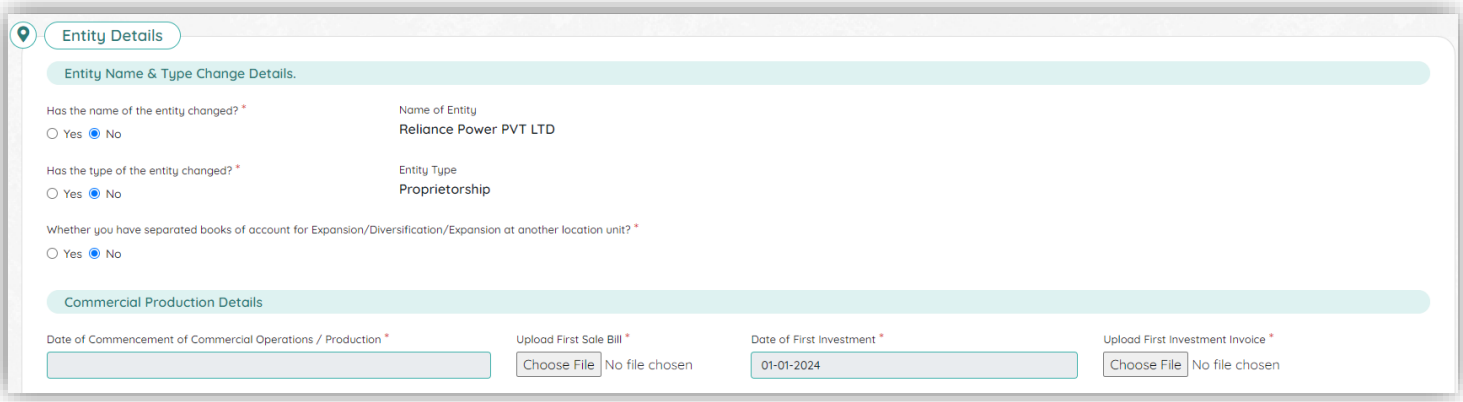
Entity Basic Details

In this section, displayed essential information about the entity, including foundational details relevant to its identification and structure



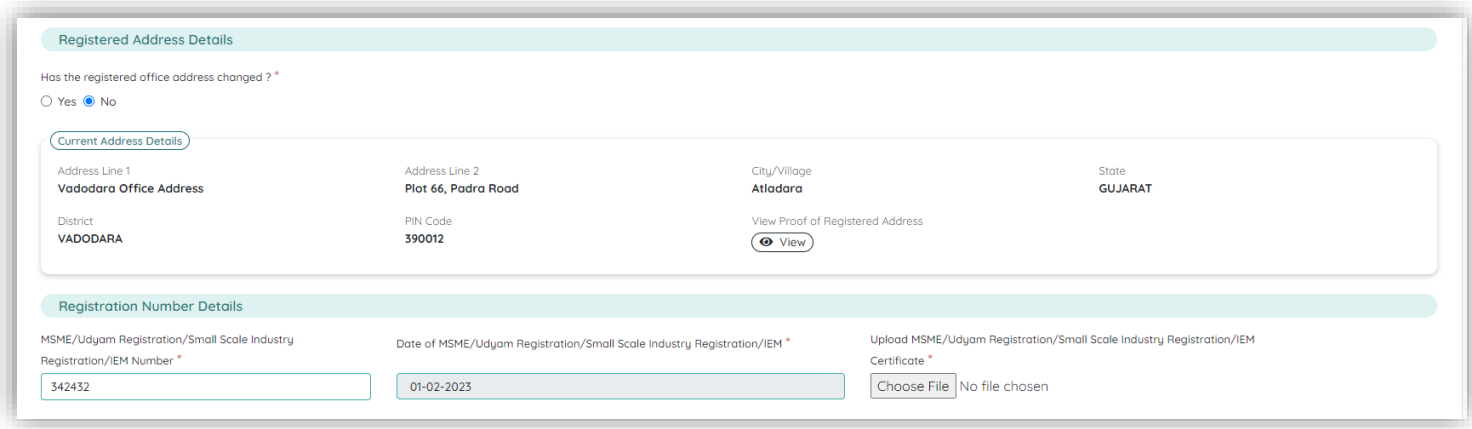
Entity Details

In this section, displayed essential information about the entity, including foundational details relevant to its identification and structure



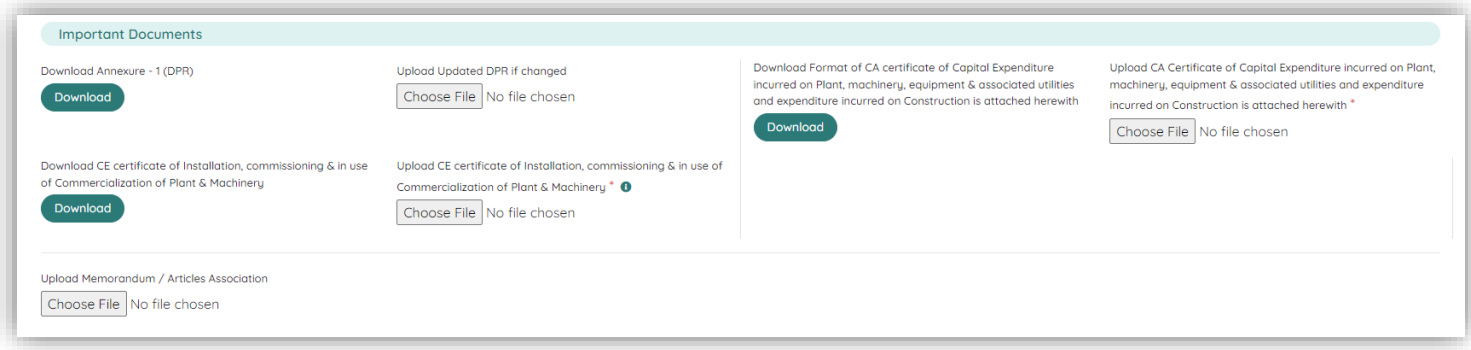
Registered Address Details

In this section, the applicant has the option to update the address details of the registered manufacturing plant or unit.



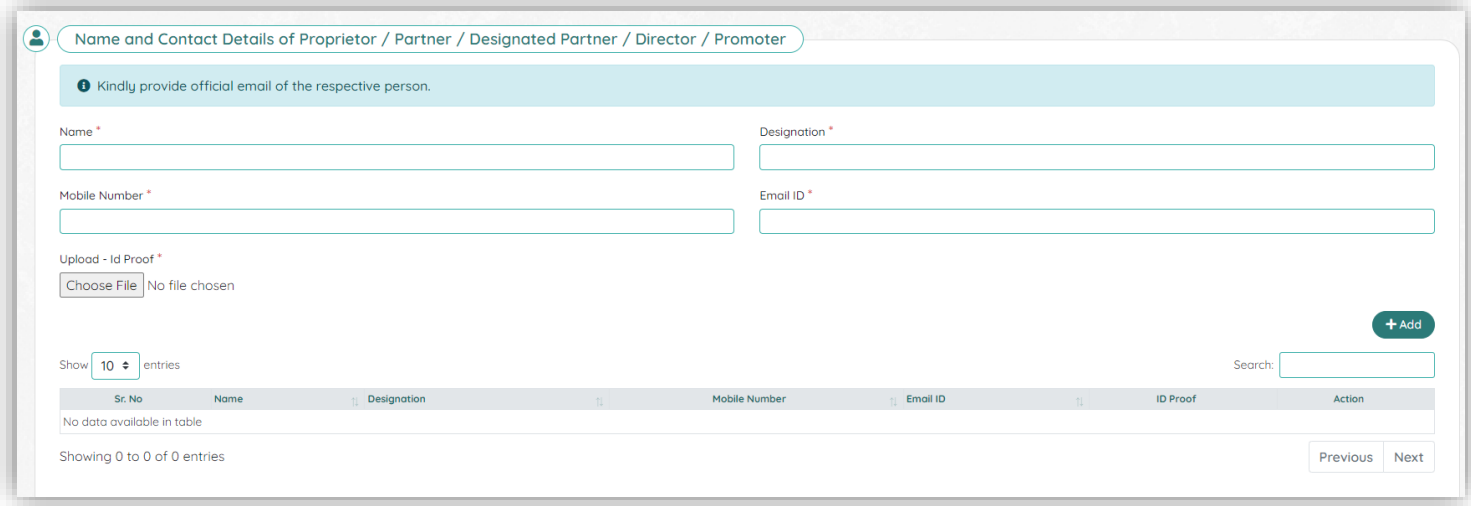
Important Documents

In this section, the applicant has the option to update the DPR document if it has been revised. Additionally, a few other important documents are required to be attached in this section.



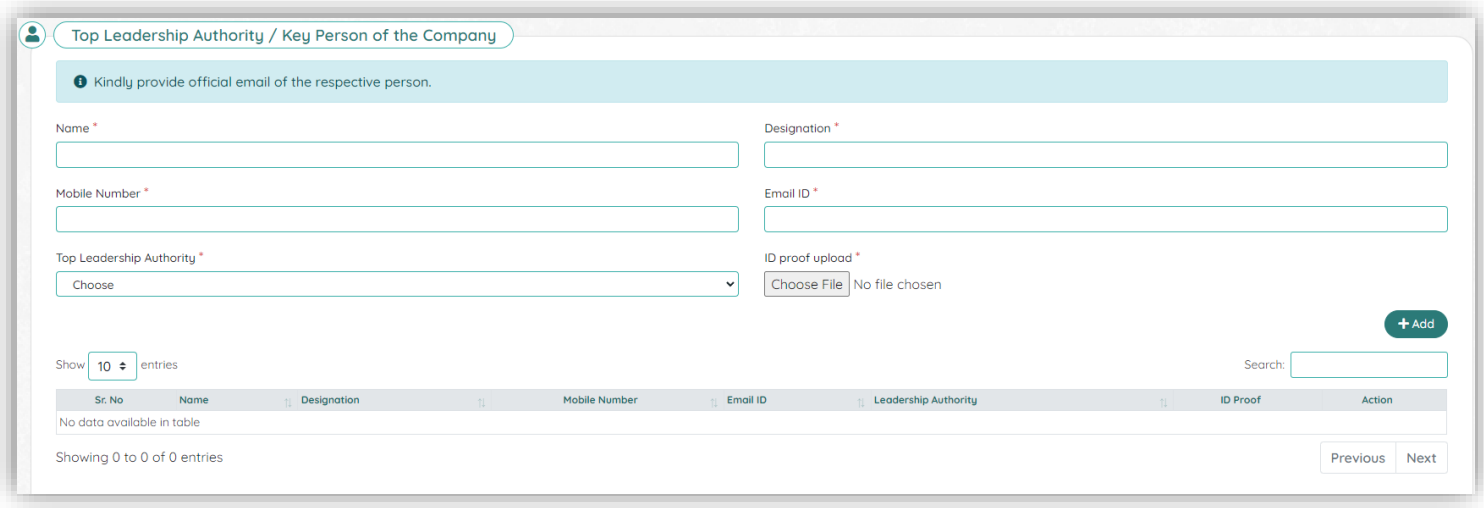
Name And Contact Details of Proprietor / Partner / Designation Partner / Director / Promoter

In this section, the applicant is required to provide details of any Proprietor, Partner, Designated Partner, Director, or Promoter, along with the attachment of their ID proof.



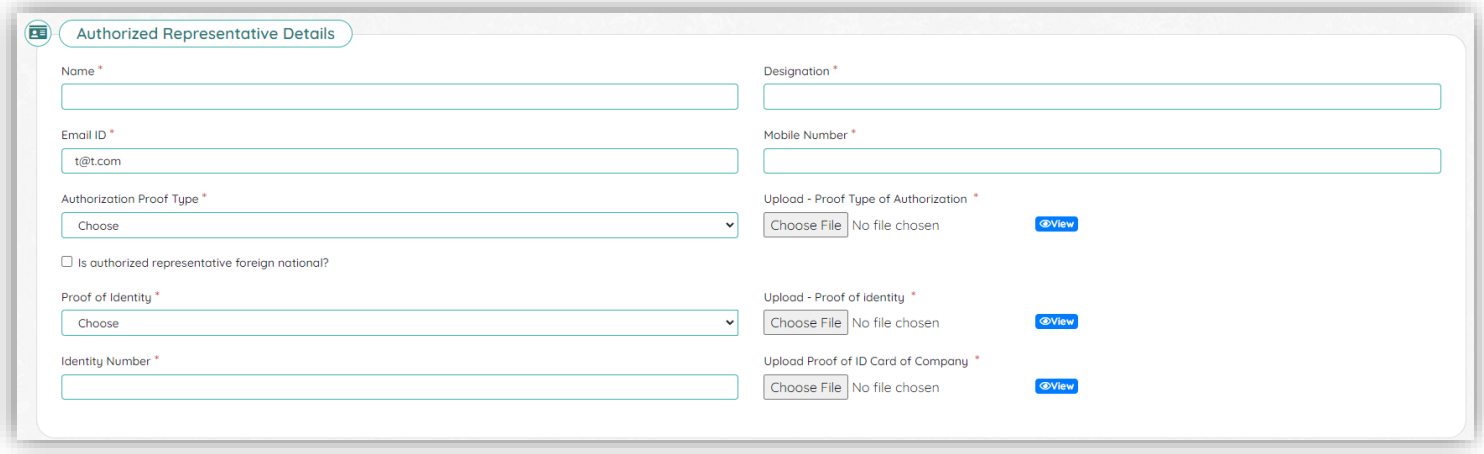
Top Leadership Authority / Key Person of the Company

In this section, the applicant is required to provide details of the Top Leadership Authority or Key Person of the Company.



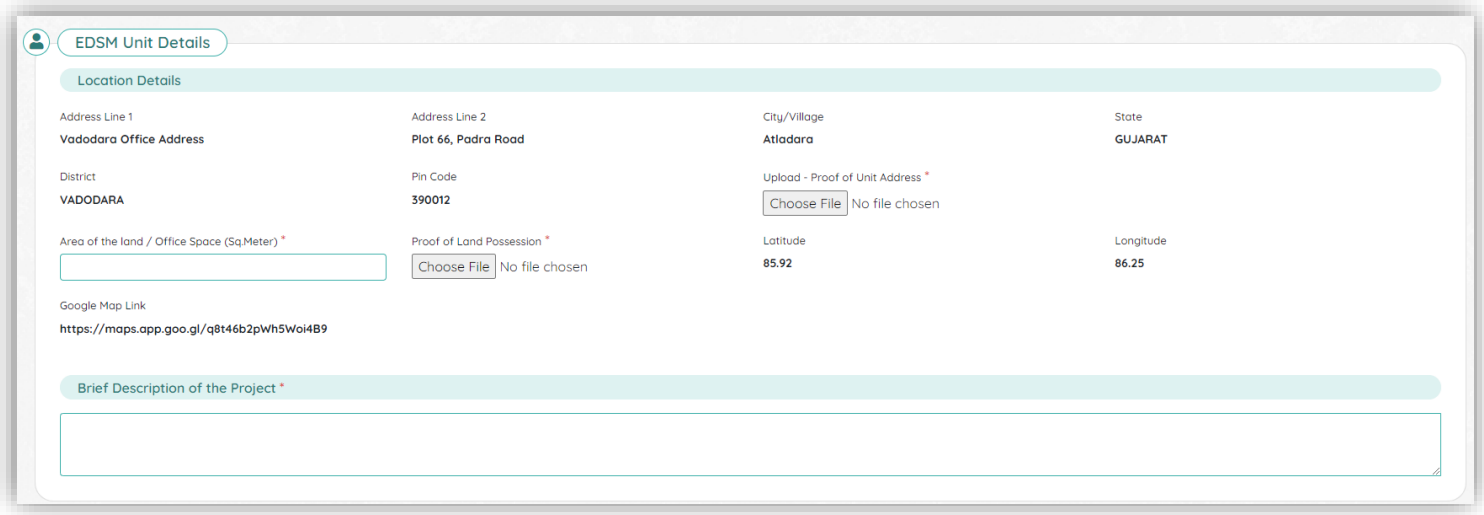
Authorized Representative Details

In this section, the applicant is required to provide details of the Top Leadership Authority or Key Person of the Company.



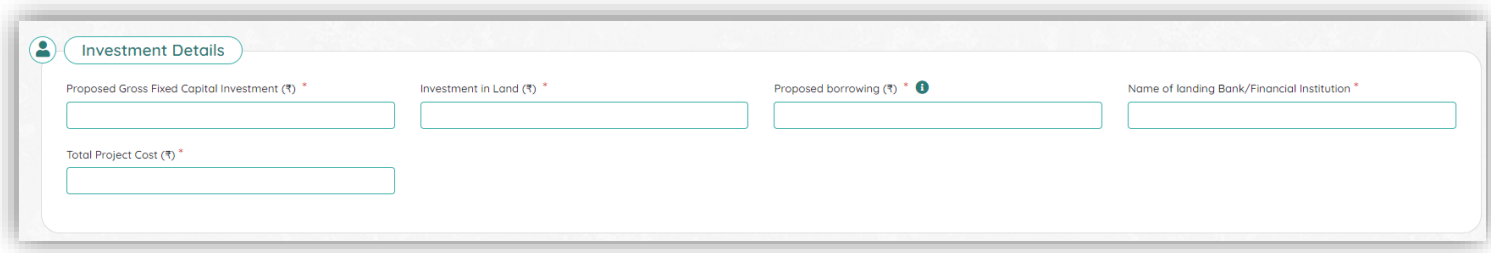
ESDM Unit Details

In this section, the applicant is required to provide details of the Top Leadership Authority or Key Person of the Company.



Investment Details

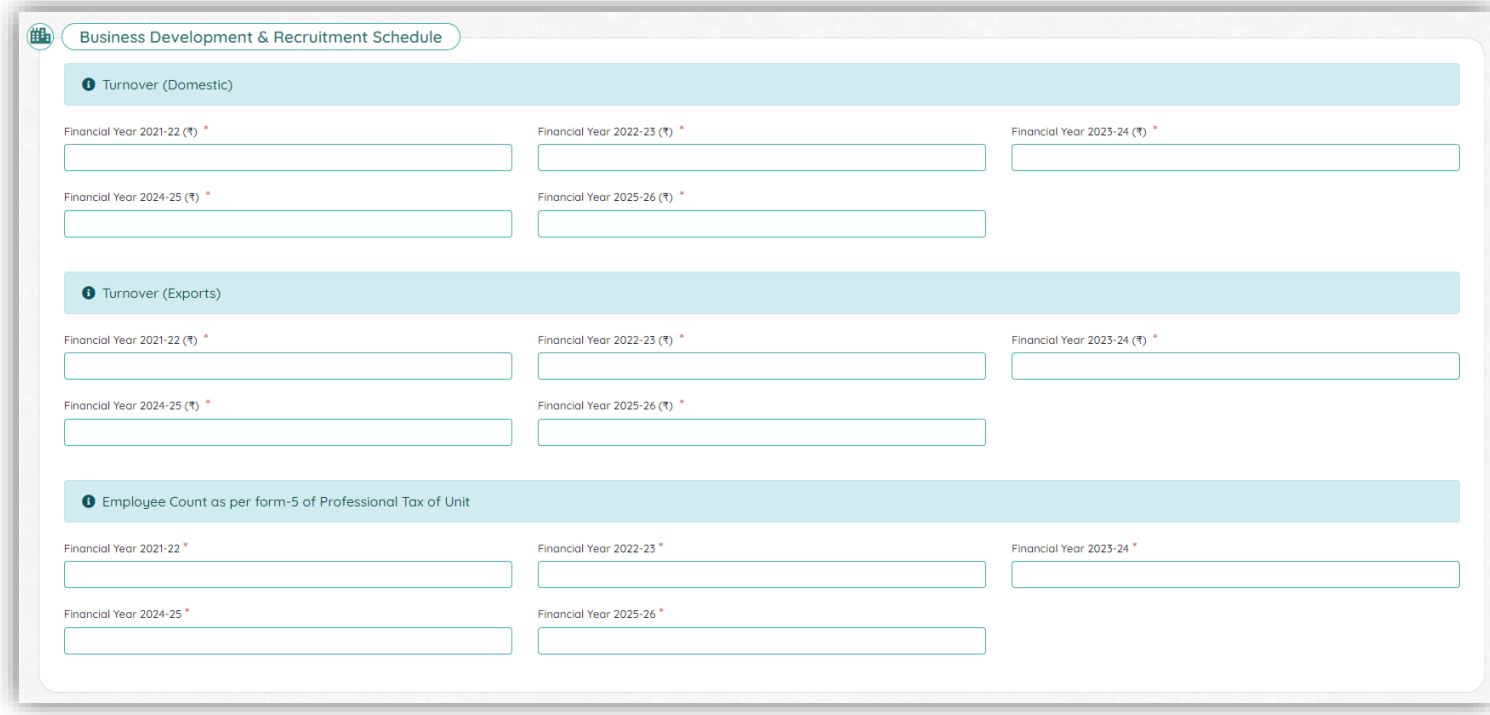
The applicant is required to provide details for the investment for respective unit.



Business Development & Recruitment Schedule

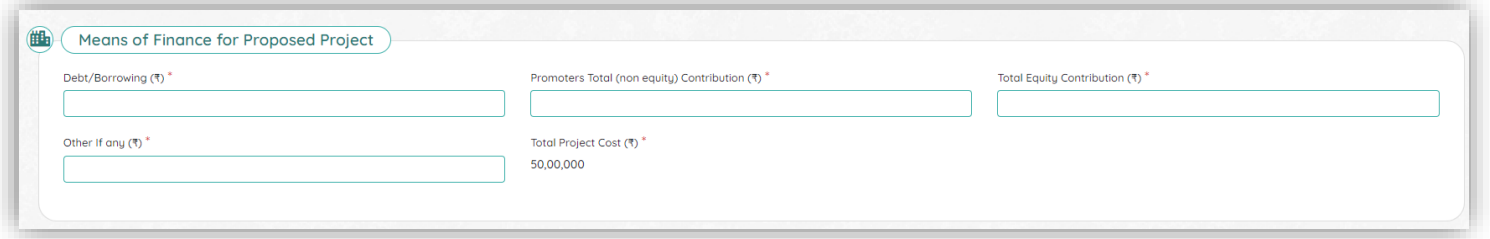
The applicant is required to provide details for the following three categories in this section:

- Domestic Turnover
- Export Turnover
- Employee Count



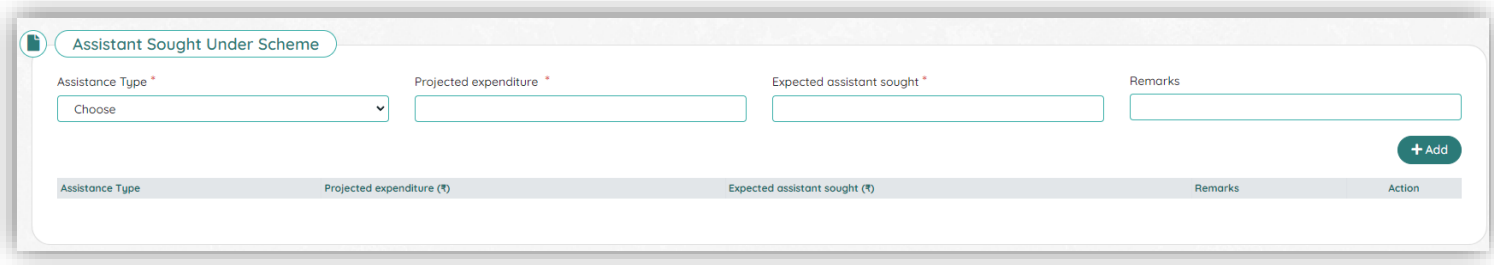
Means of Finance for Proposed Project

The applicant is required to provide the financial details of the proposed project. Additionally, the applicant has the option to include an additional financial entry by specifying a "Mean Name" along with its corresponding value.



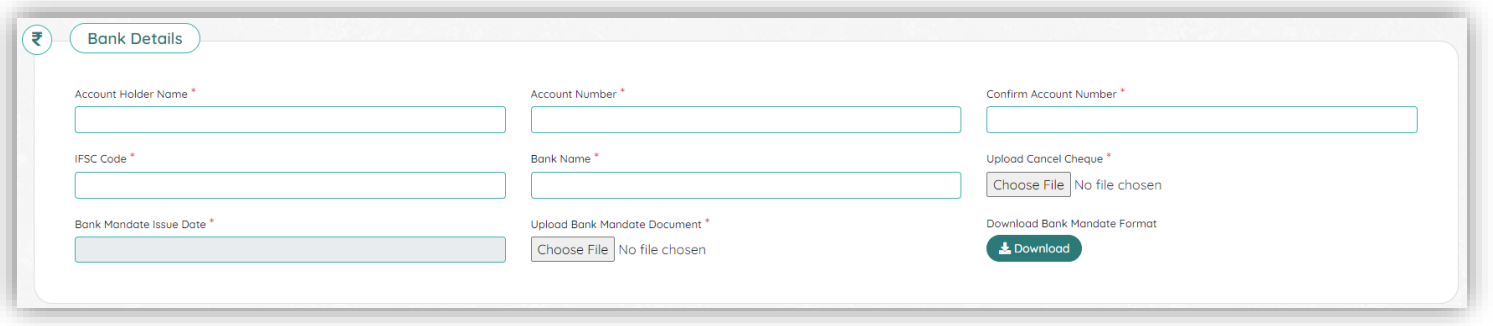
Assistant Sought Under Scheme

In this section, the applicant is required to provide details of the assistance being requested under the Electronic Policy scheme.



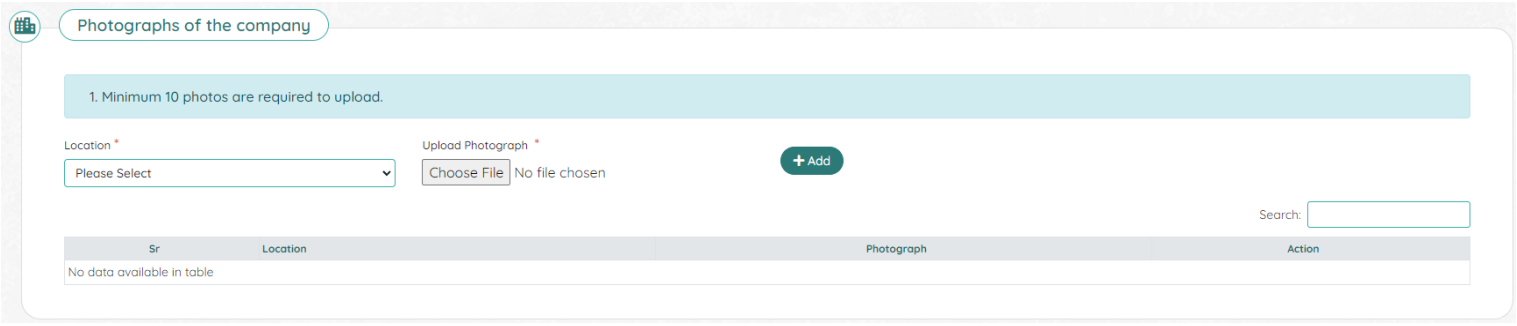
Bank Details

The applicant is required to provide bank details along with attachments of a cancelled cheque and a bank mandate in the specified format.



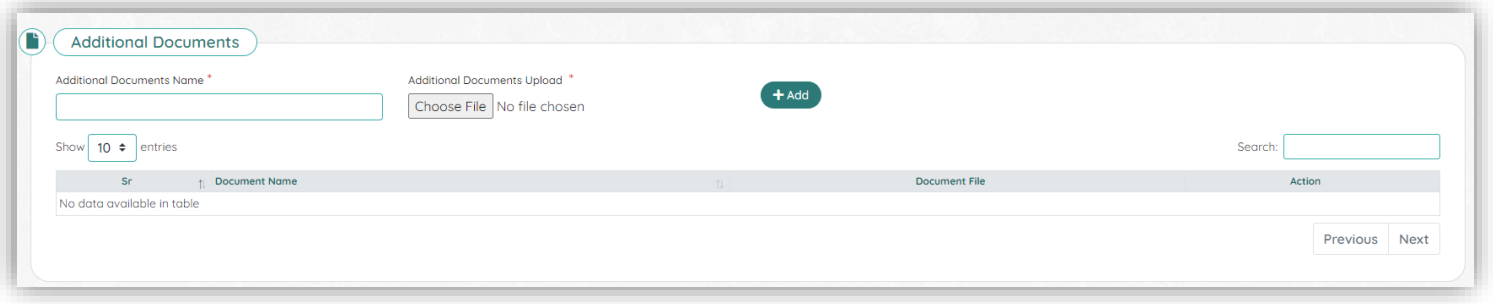
Photographs of the company

The applicant is required to upload a minimum of ten photos of the company's respective location.



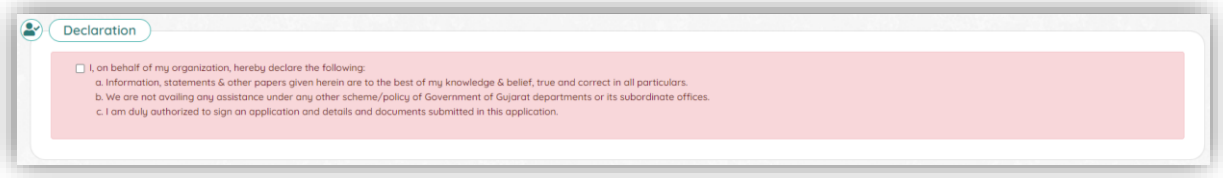
Additional Documents

In addition to all other sections, the applicant has the option to upload multiple supporting documents in this section.



Declaration

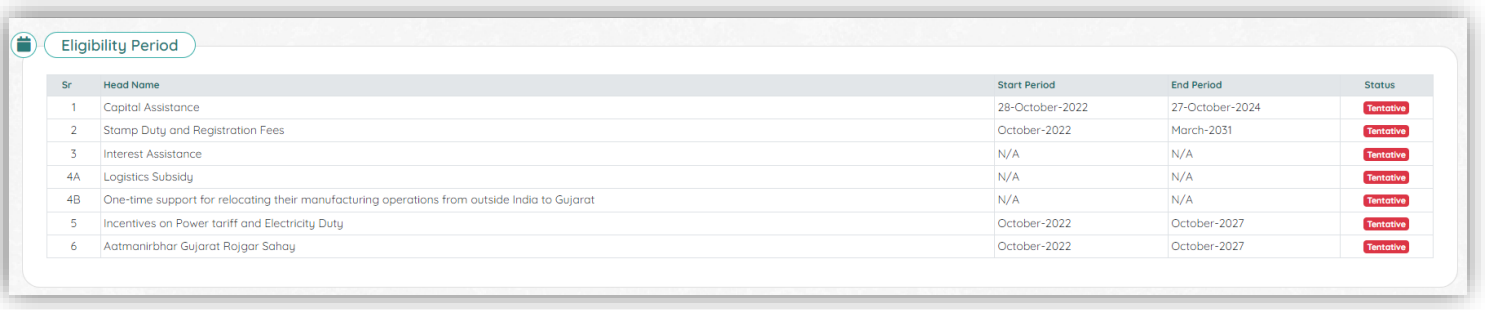
The submit button will only be enabled once the user has checked the checkbox and accepted the declaration, allowing them to complete the Claim Application. To enable the "Save & Start Claim" button, the applicant must first select the checkbox in the declaration section.



Incentive Claims

Eligibility Period

Incentive Claim Application for unit with your application number contains Eligibility Period section with start period and end period among with status.



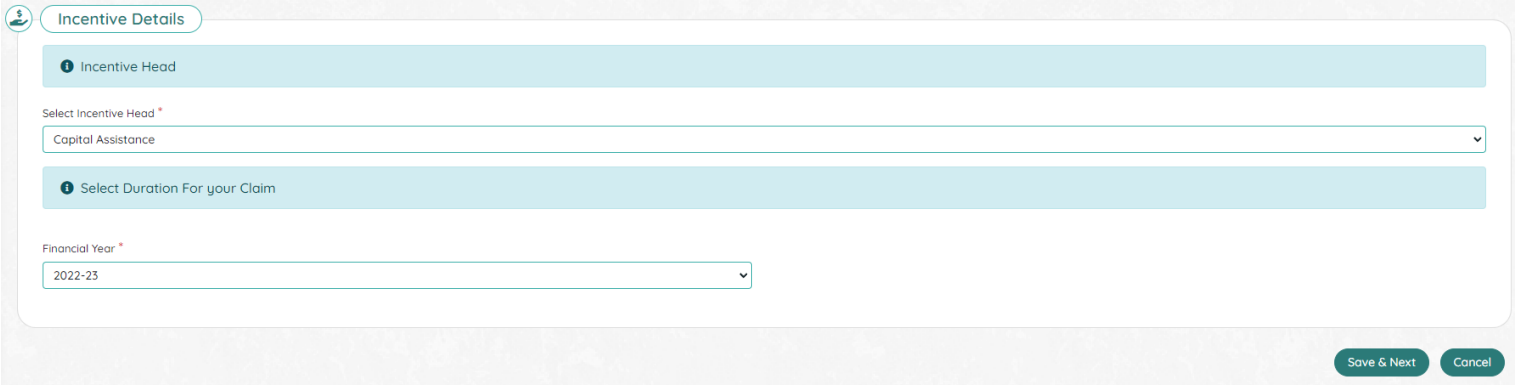
Eligibility Period

Sr	Head Name	Start Period	End Period	Status
1	Capital Assistance	28-October-2022	27-October-2024	Tentative
2	Stamp Duty and Registration Fees	October-2022	March-2031	Tentative
3	Interest Assistance	N/A	N/A	Tentative
4A	Logistics Subsidy	N/A	N/A	Tentative
4B	One-time support for relocating their manufacturing operations from outside India to Gujarat	N/A	N/A	Tentative
5	Incentives on Power tariff and Electricity Duty	October-2022	October-2027	Tentative
6	Aatmanirbhar Gujarat Rojgar Sahay	October-2022	October-2027	Tentative

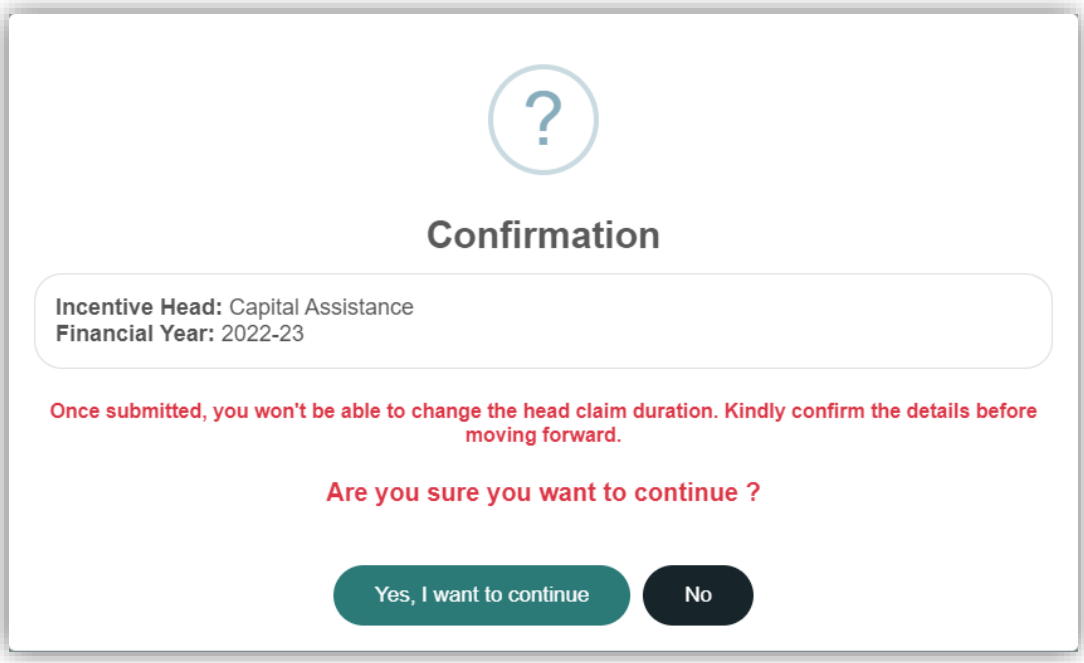
Note: Tentative status is system generated, and it will be finalized by GSEM Admin.

Incentive Details - Capital Assistance

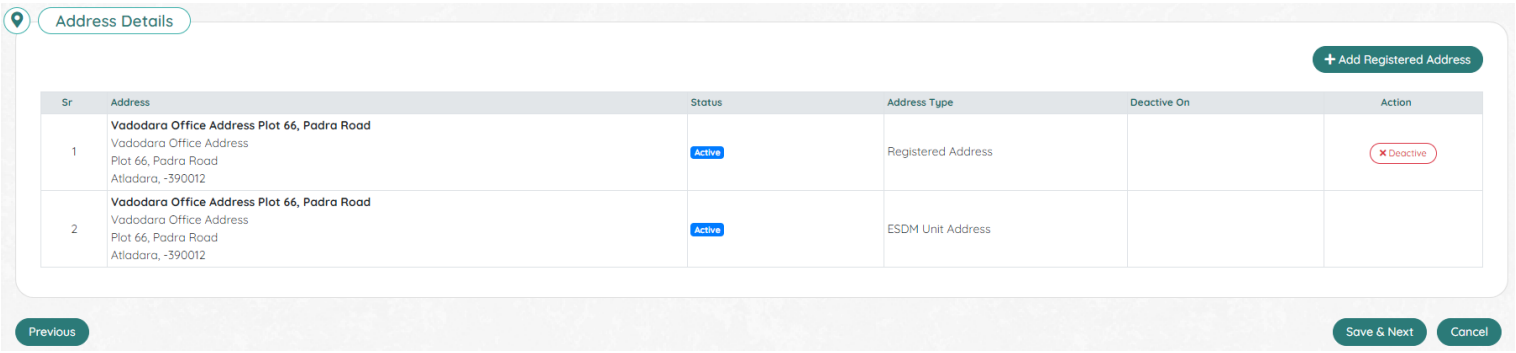
The applicant can initiate the process with any incentive head for the specified duration, as indicated by the start and end period listed next to the incentive head. First, select the appropriate incentive head, and then choose the relevant duration for your claim.



Upon clicking "Save & Next," the applicant must confirm the action by selecting "Yes, I want to continue" from the confirmation popup. After confirming, the applicant will no longer be able to modify the claim duration for the selected incentive head.

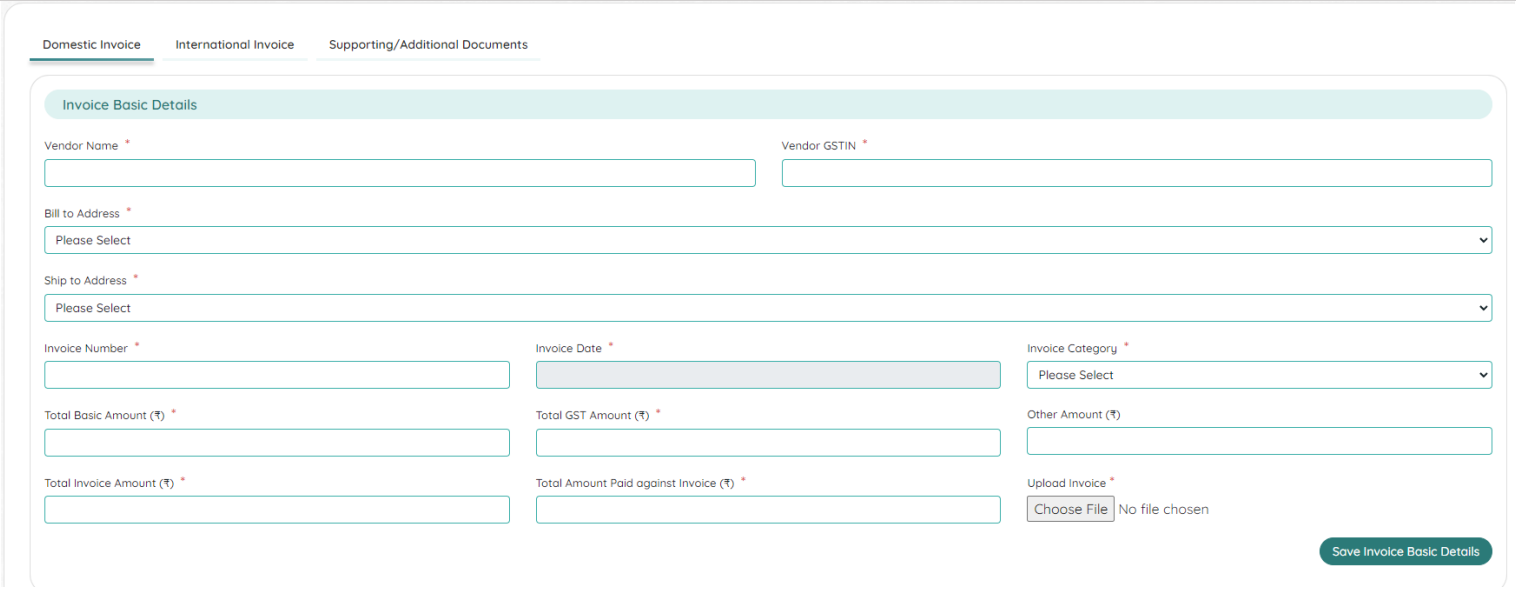


On the next screen, the applicant has the option to update the existing registered address. However, there is no option available to modify the ESDM unit address.

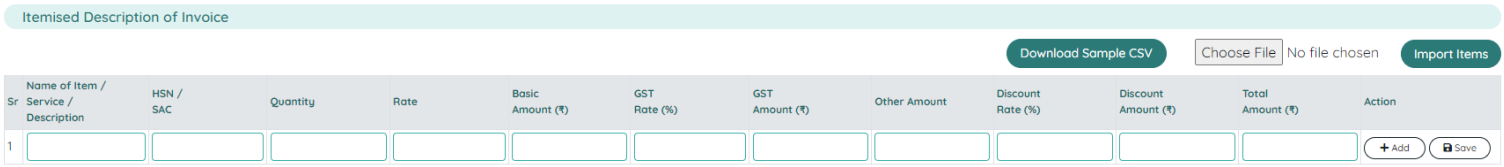


Click on 'Save & Next,' and the applicant will be directed to the Capital Assistance screen, which includes tabs for Domestic Invoice, International Invoice, and Supporting Documents. These tabs allow the applicant to enter the details for unit invoices.

Domestic Invoice

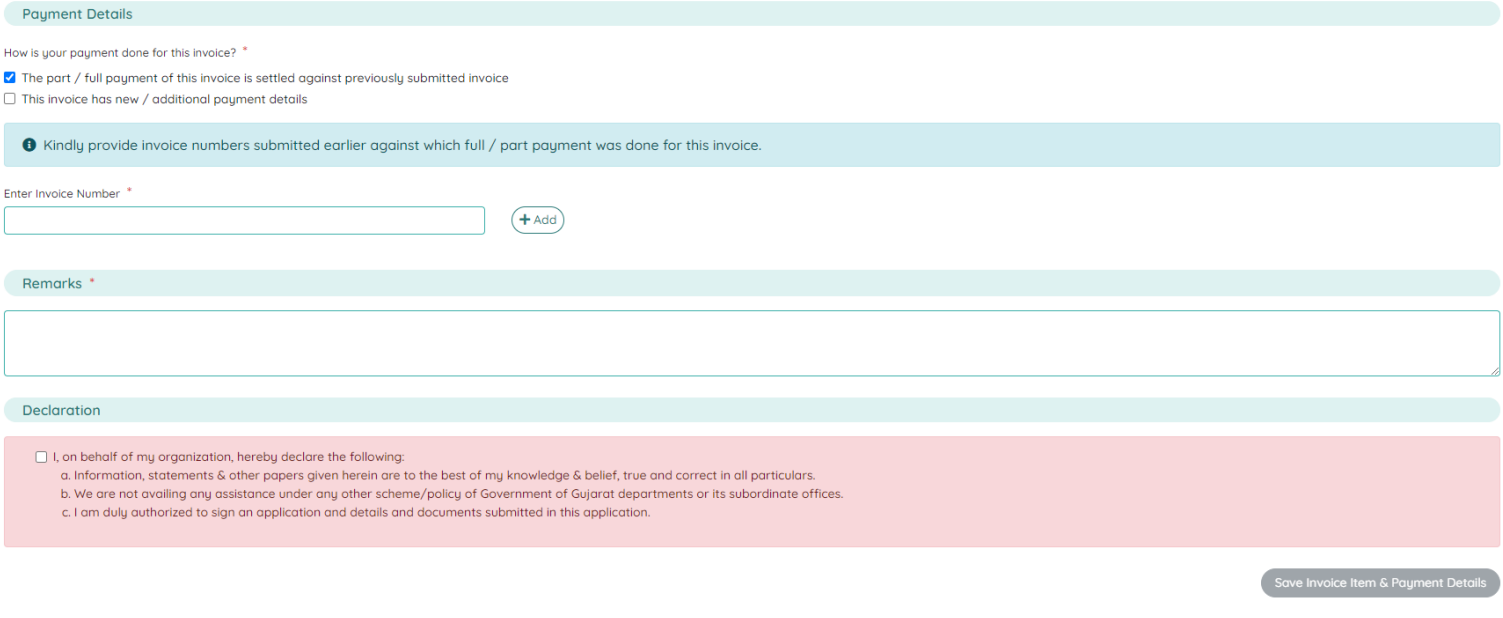


Applicants requires to add basic invoice details, and on click of 'Save Invoice Basic Details' button Itemised Description of Invoice section is enable.

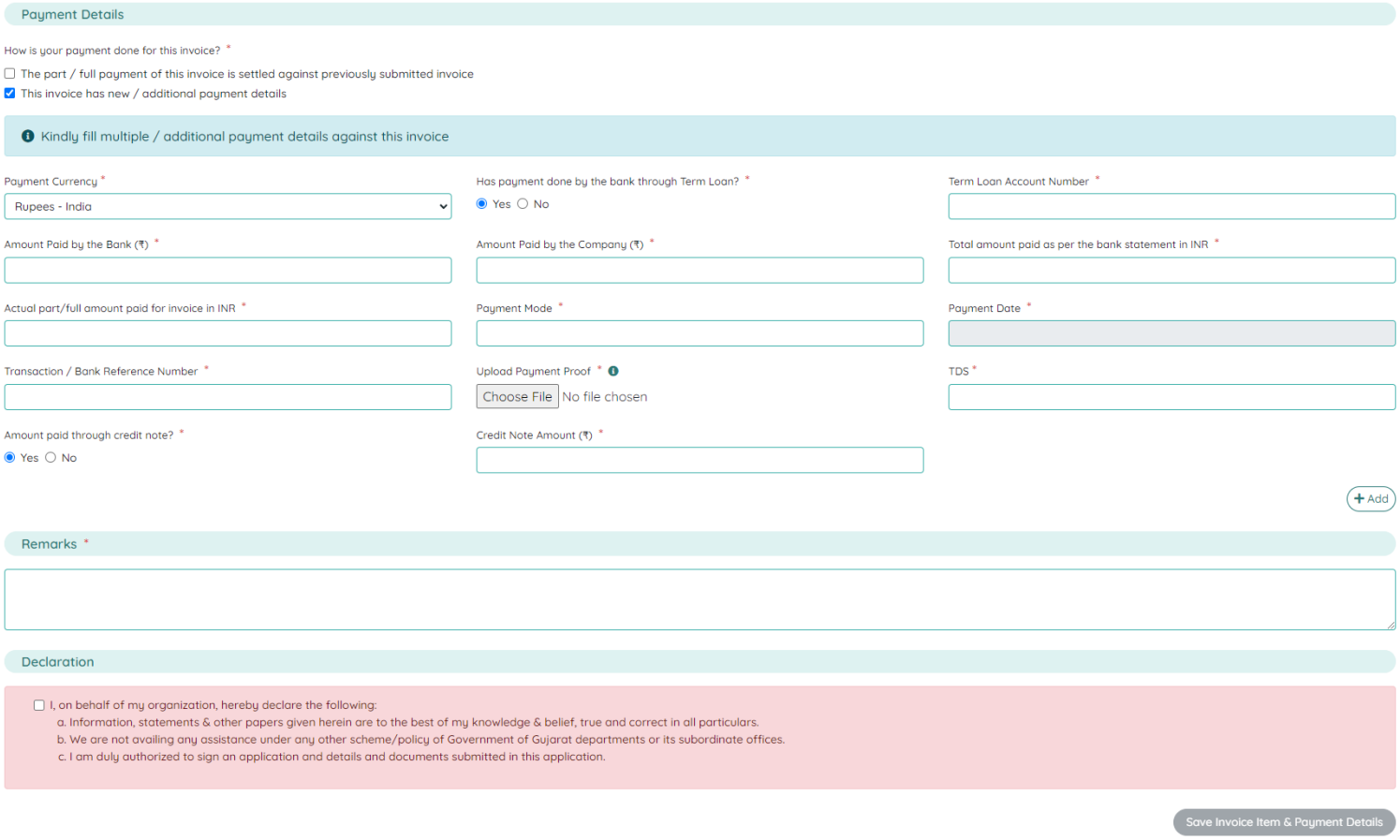


Payment Details

- Add reference invoice number for the part/full payment of this invoice is settled against previously submitted invoice.

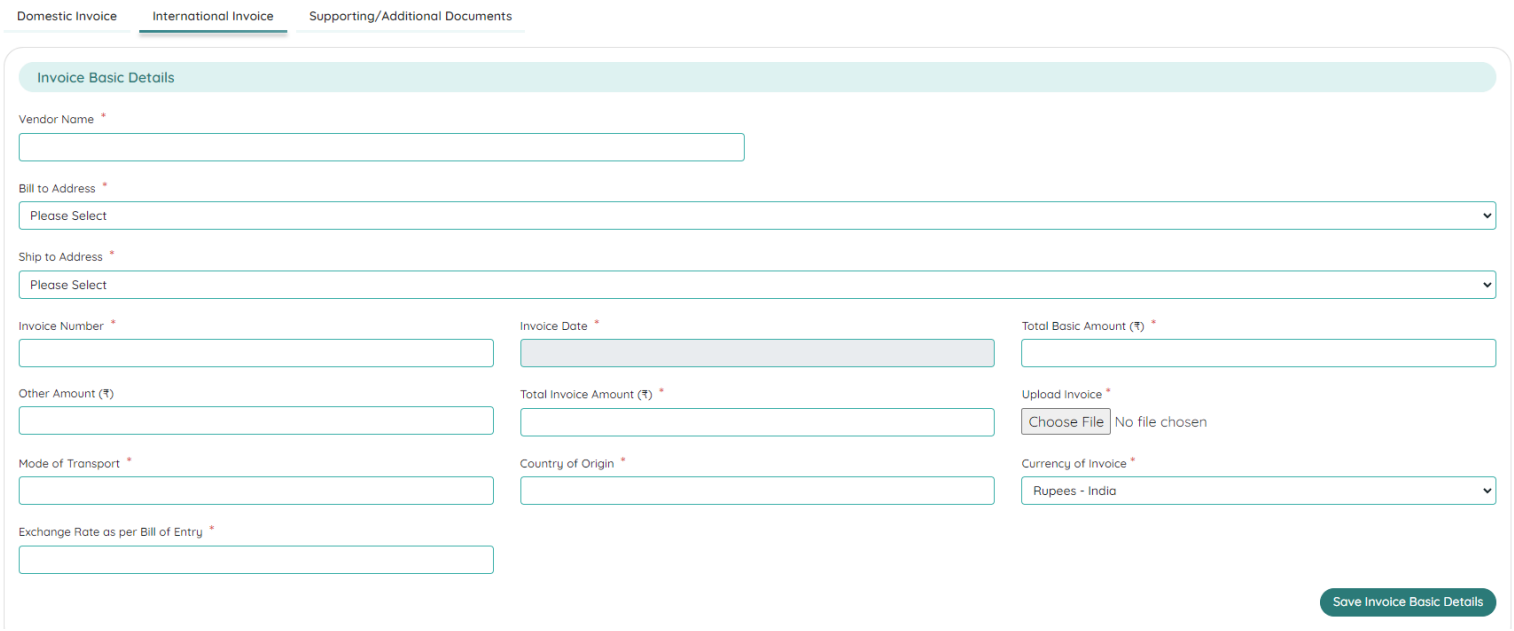


- Add payment for invoice of new/additional payment for this invoice.

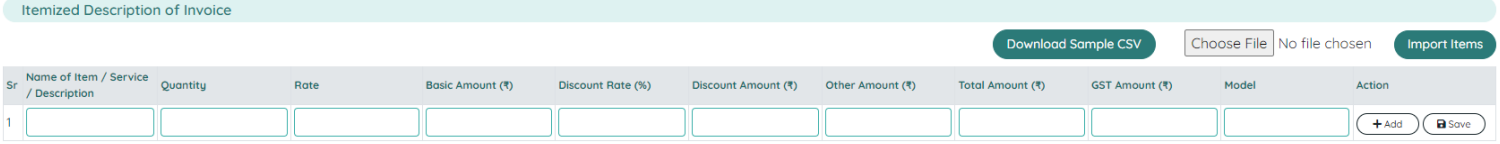


Applicants can choose one or more payment options for each individual invoice. Additionally, remarks can be added for each invoice submitted by the applicant. To save the invoice items and payment details, please select the checkbox under the declaration section

International Invoice

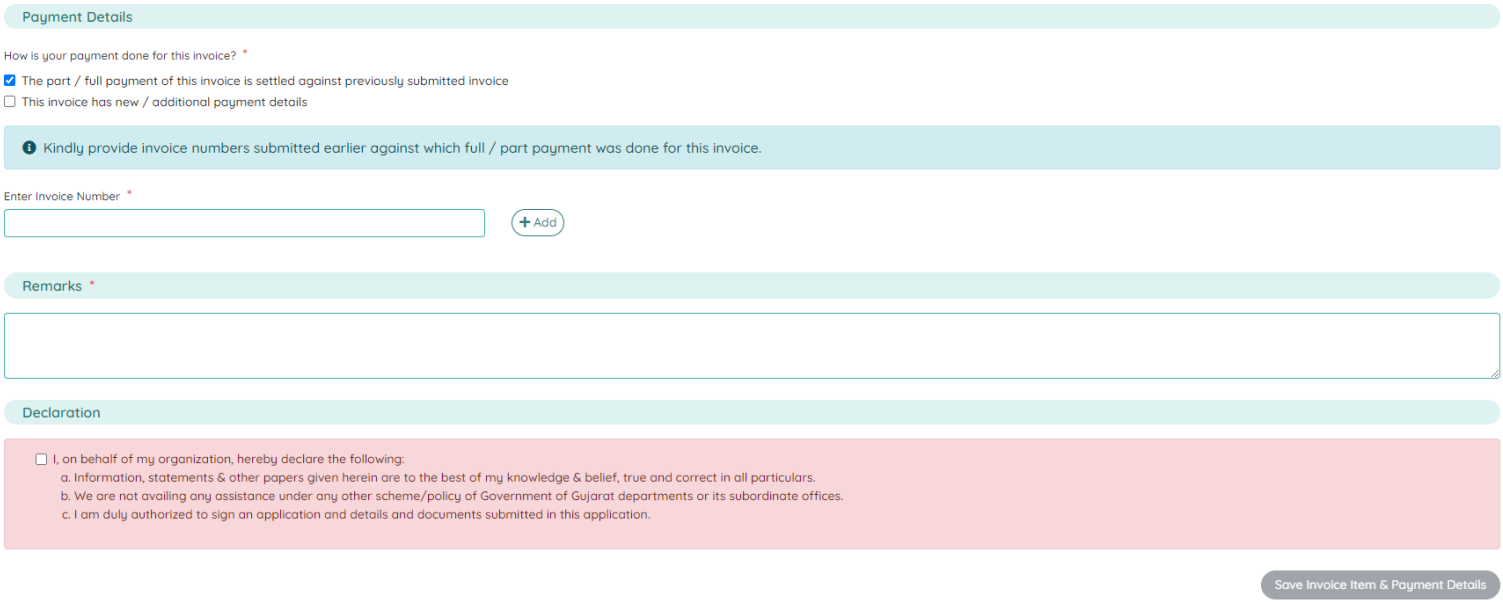


Applicants requires to add basic invoice details, and on click of 'Save Invoice Basic Details' button Itemised Description of Invoice section is enable.

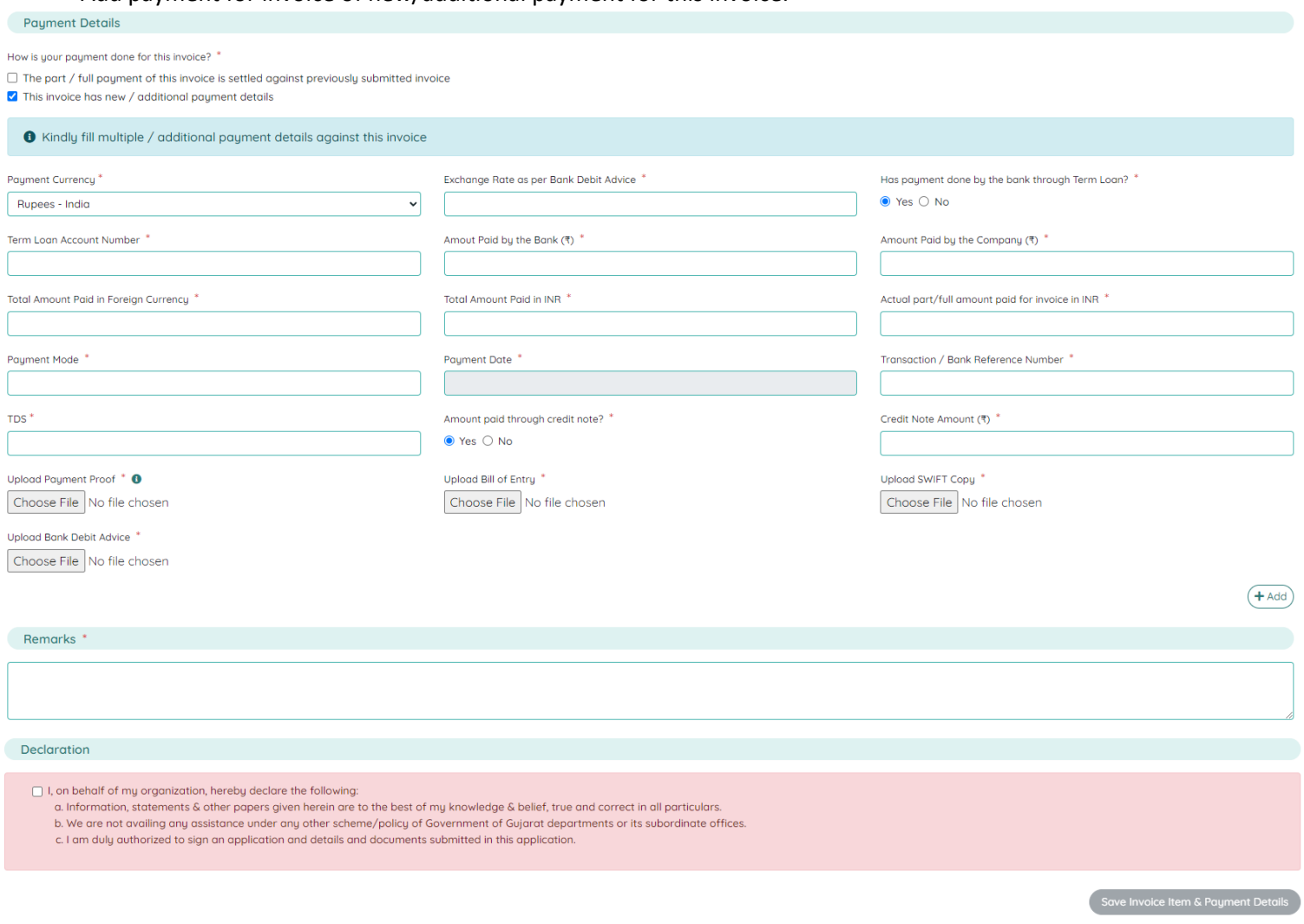


Payment Details

- Add reference invoice number for the part/full payment of this invoice is settled against previously submitted invoice.



- Add payment for invoice of new/additional payment for this invoice.

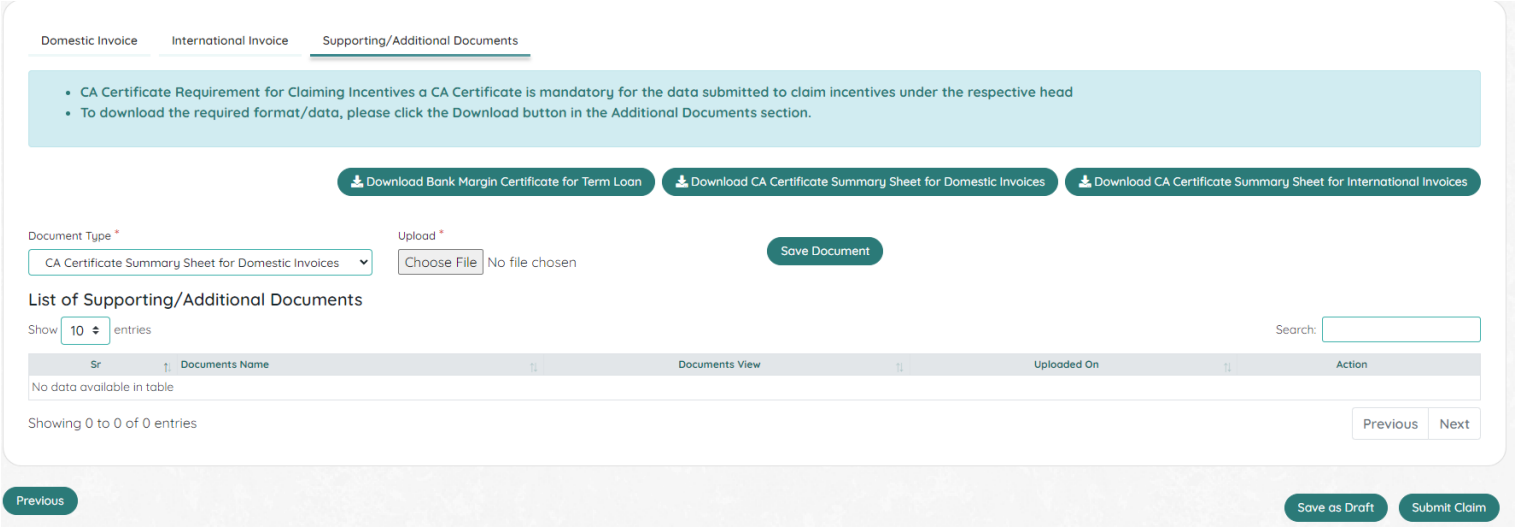


Applicants can choose one or more payment options for each individual invoice. Additionally, remarks can be added for each invoice submitted by the applicant. To save the invoice items and payment details, please select the checkbox under the declaration section

Supporting/Additional Documents

Applicants must require to upload below documents for the data submiited to claim successfully.

- CA Certificate Requirement for Claiming Incentives a CA Certificate is mandatory for the data submitted to claim incentives under the respective head
- To download the required format/data, please click the Download button in the Additional Documents section.



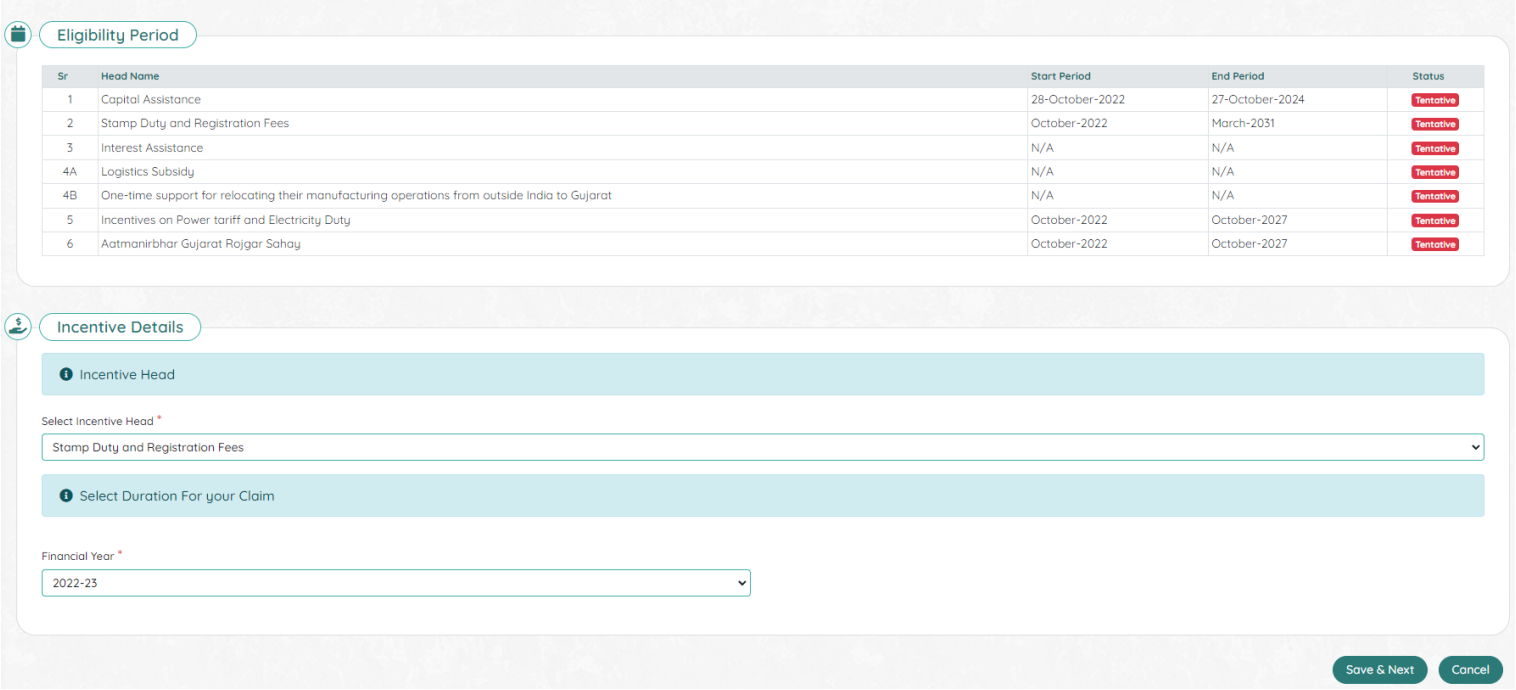
Upon successful submission of the Claim Application and First Claim, the system will redirect the user to the "My Application" page. Here, the applicant can view the details of their submitted claim in the Claim List.

By clicking the "Apply New Claim" button, the applicant can initiate a new claim for any applicable incentive head or time period.

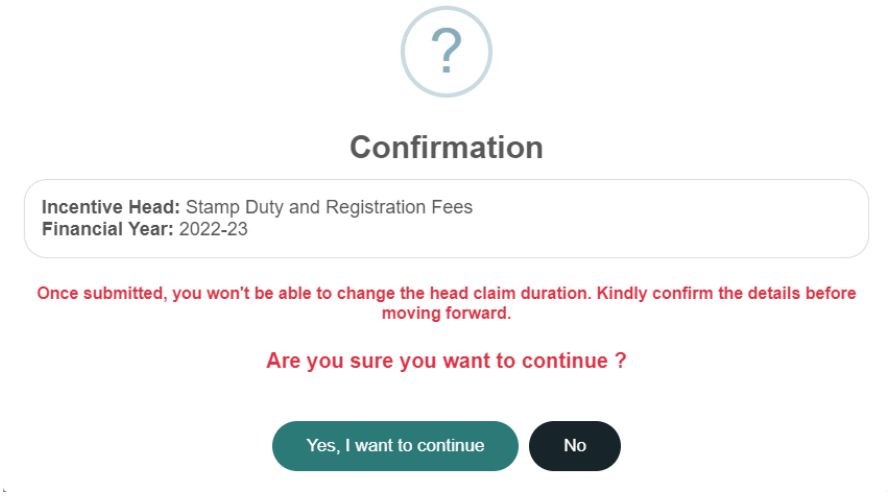


Incentive Details - Stamp Duty and Registration Fees

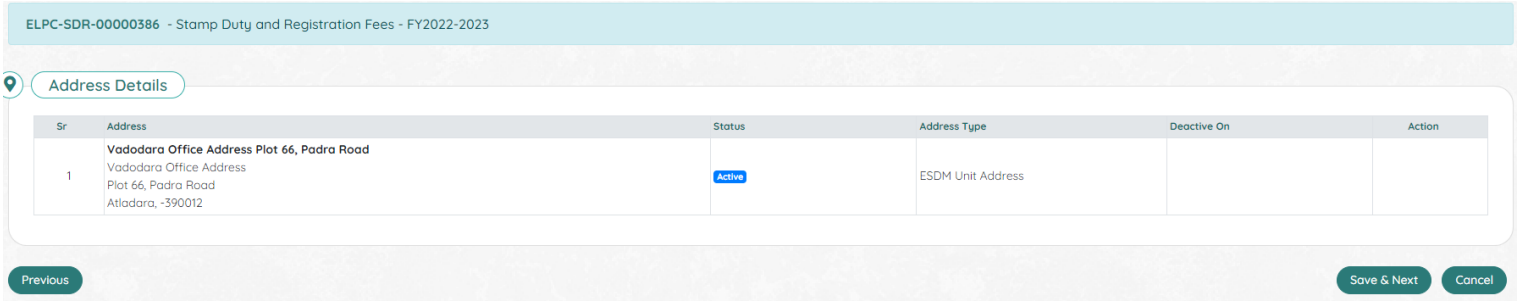
The applicant can initiate the process with ‘Stamp Duty and Registration Fees’ incentive head for the specified duration, as indicated by the start and end period listed next to the incentive head.



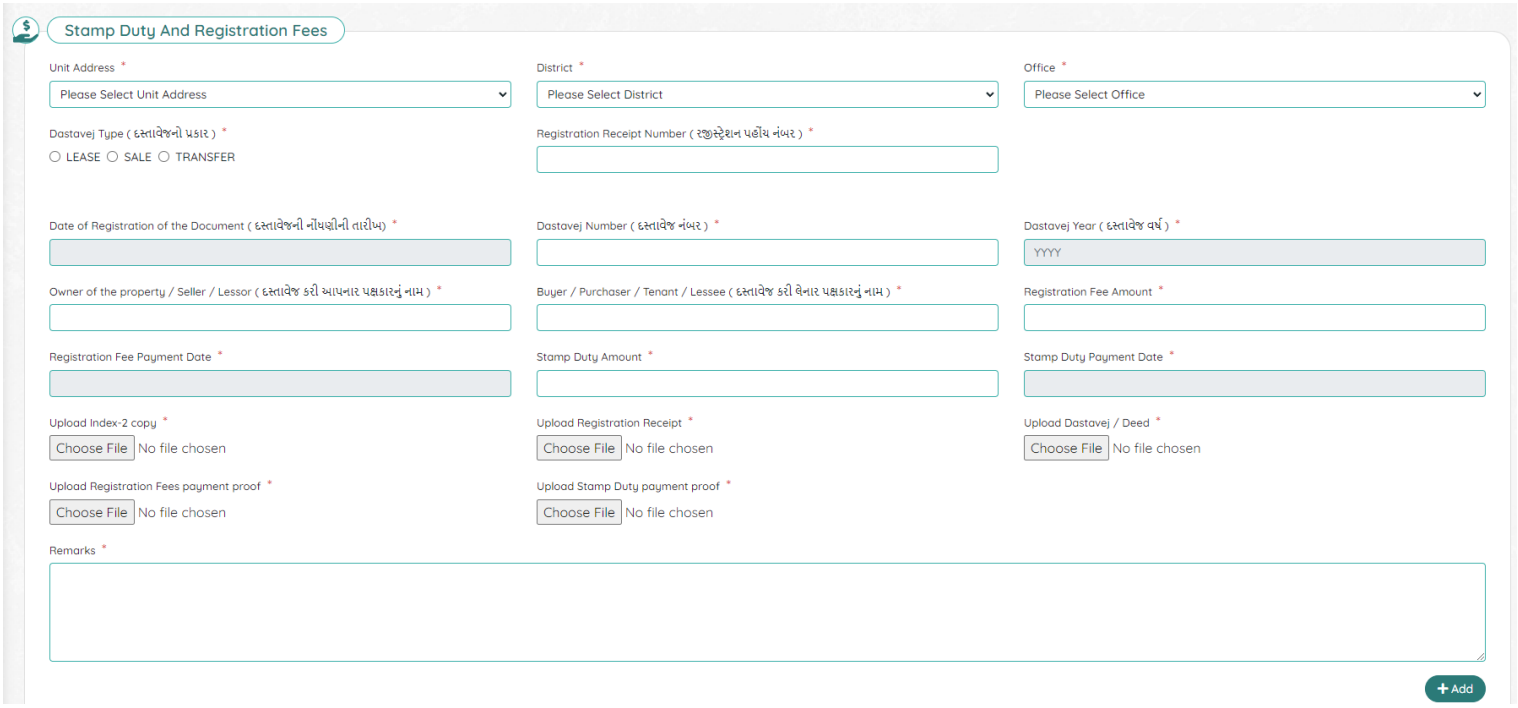
Upon clicking "Save & Next," the applicant must confirm the action by selecting "Yes, I want to continue" from the confirmation popup. After confirming, the applicant will no longer be able to modify the claim duration for the selected incentive head.



On the next screen, ESDM Unit Address Detail is apeared. There is no option available to modify the ESDM unit address.



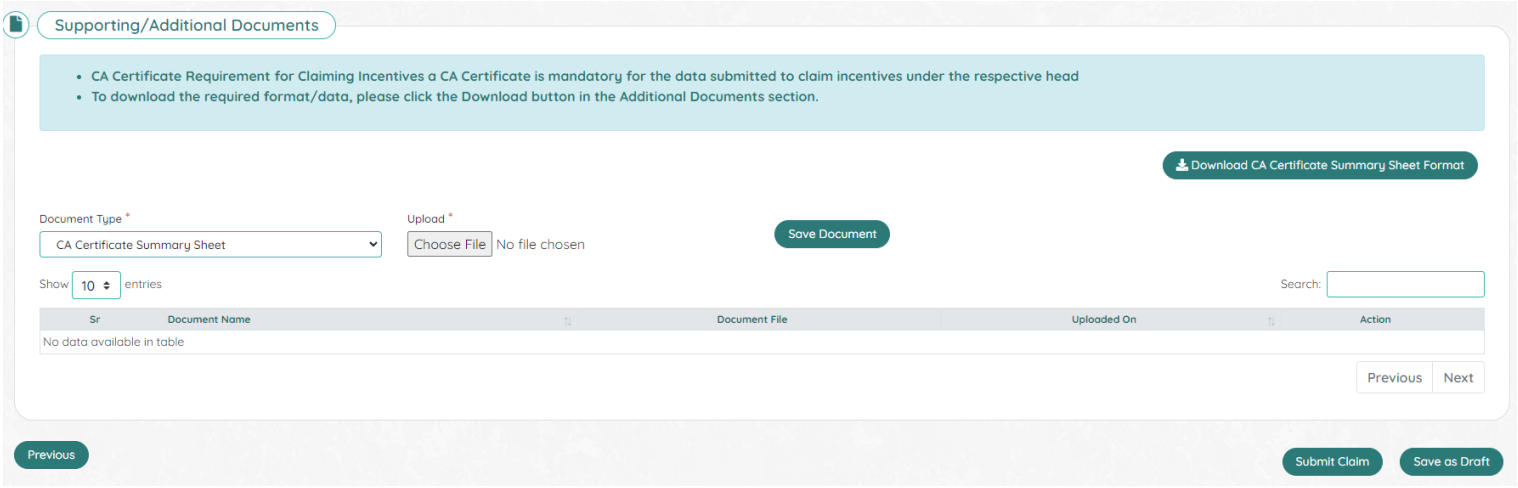
Upon clicking the "Save & Next" button, the applicant will be directed to the Claim page for Stamp Duty and Registration Fees. On this page, the applicant is required to provide all necessary details related to the Dastavej (legal document), along with the relevant attachment proof for validation. The applicant has the option to add one or more invoices under this incentive head.



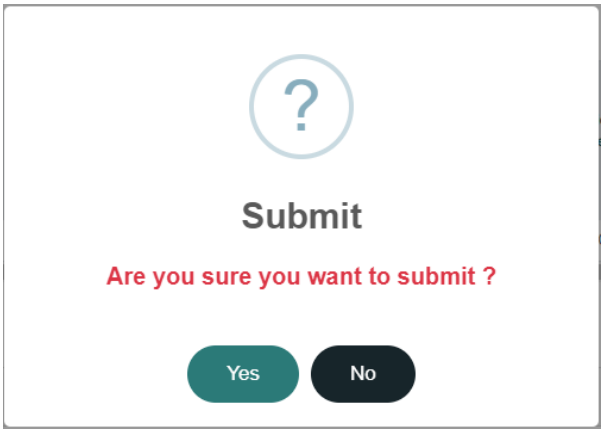
Supporting/Additional Documents

Applicants must require to upload below documents for the data submiited to claim successfully.

- CA Certificate Requirement for Claiming Incentives a CA Certificate is mandatory for the data submitted to claim incentives under the respective head
- To download the required format/data, please click the Download button in the Additional Documents section.

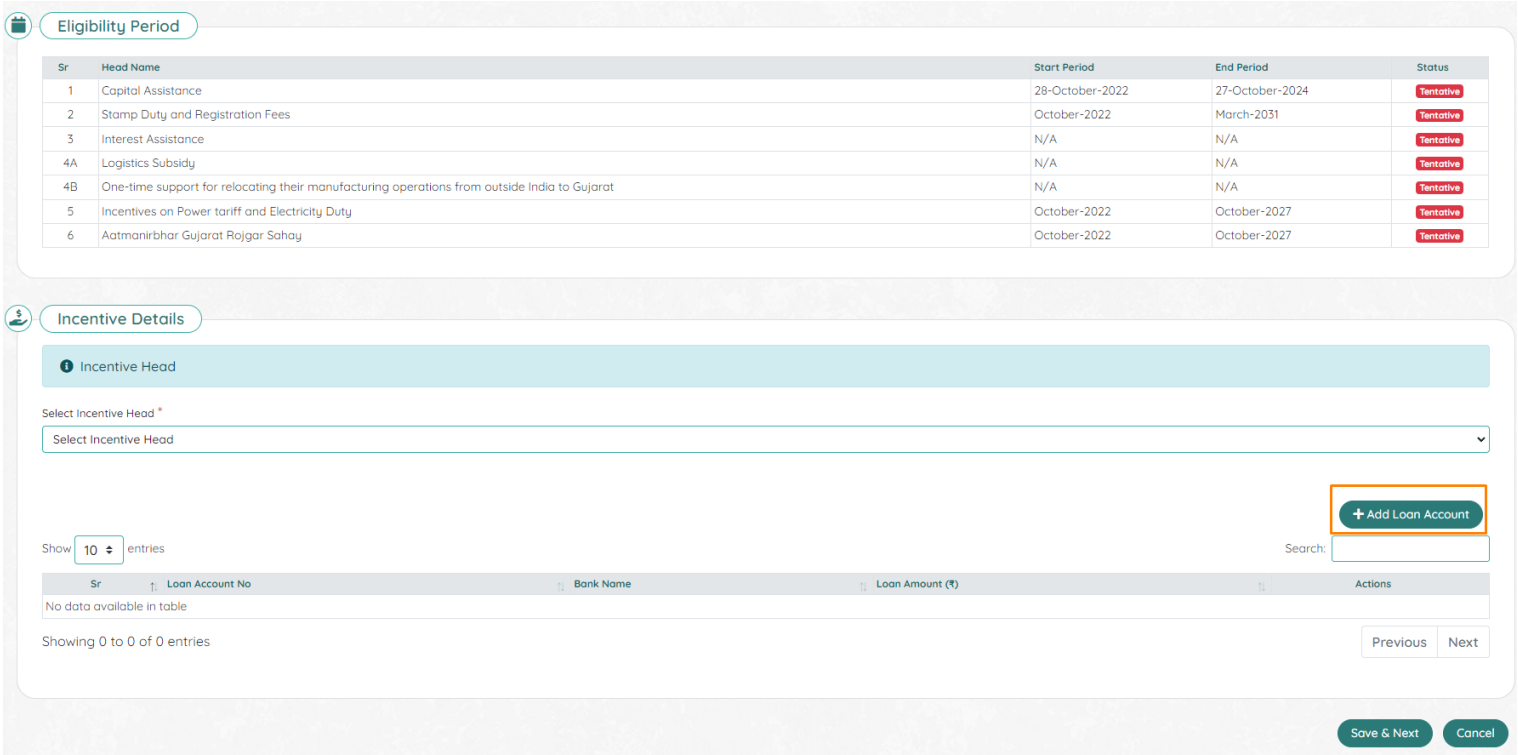


When the applicant clicks the "**Submit Claim**" button, a confirmation popup will appear. The applicant must click "Yes" to submit the claim. After submission, the applicant will be redirected to the "My Application" page, where they can view the details of their submitted claim in the Claim List.

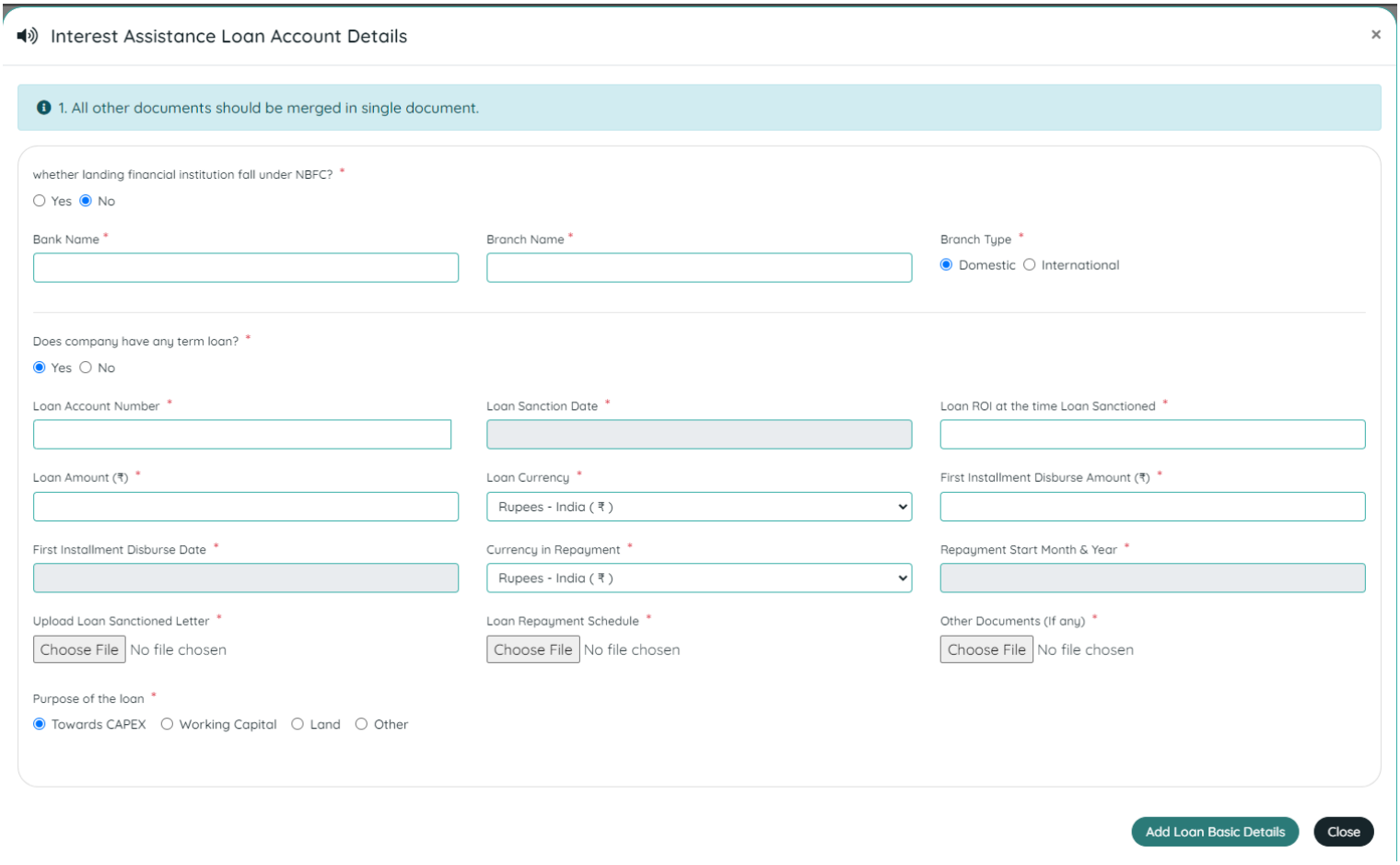


Incentive Details - Interest Assistance

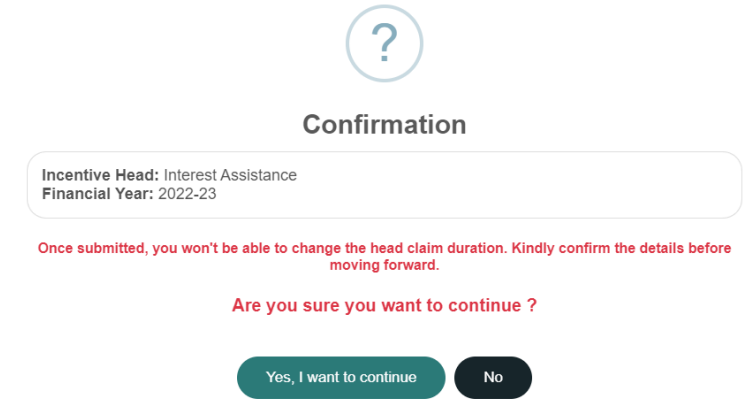
The applicant can initiate the process with 'Interest Assistance' incentive head for the specified duration, as indicated by the start and end period listed next to the incentive head.



To apply for the Interest Assistance incentive head, the applicant must first provide the term loan account details.

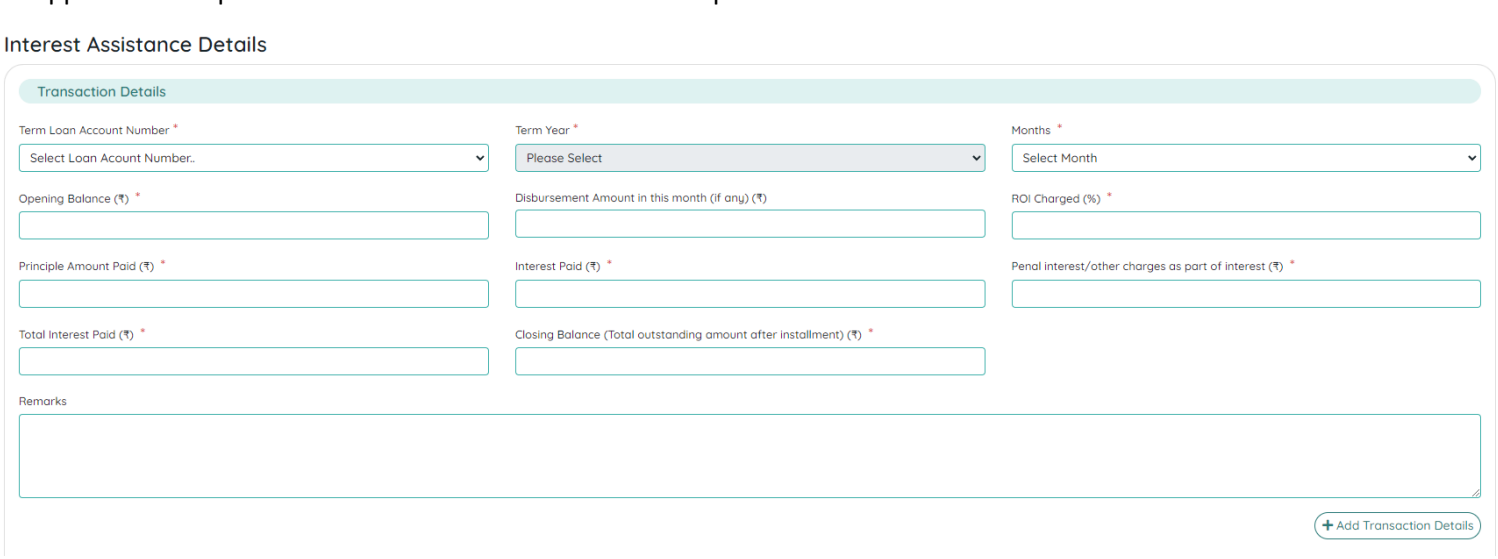


Once these details are added, the claim duration for Interest Assistance will be activated. The applicant can then select the applicable claim duration and proceed by clicking the "Save & Next" button.



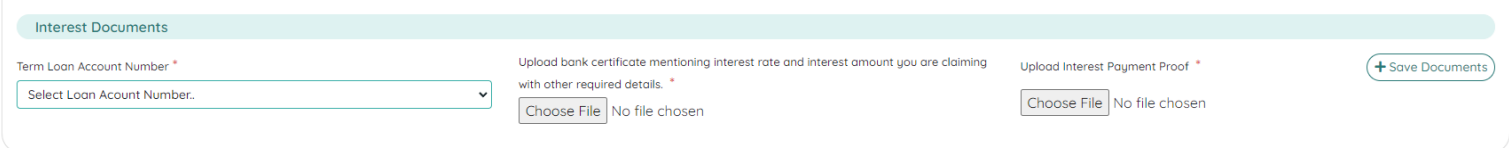
Interest Assistance Details

The applicant must provide the transaction details for the respective term loan.



Interest Documents

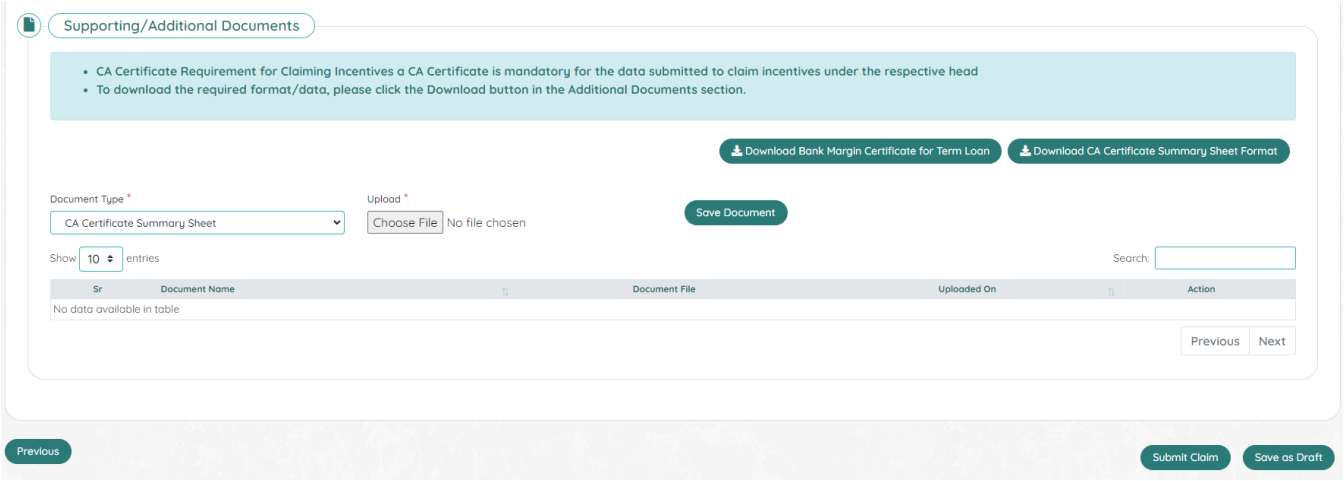
The applicant is required to upload the interest documents related to the respective term loan.



Supporting/Additional Documents

Applicants must require to upload below documents for the data submiited to claim successfully.

- CA Certificate Requirement for Claiming Incentives a CA Certificate is mandatory for the data submitted to claim incentives under the respective head
- To download the required format/data, please click the Download button in the Additional Documents section.

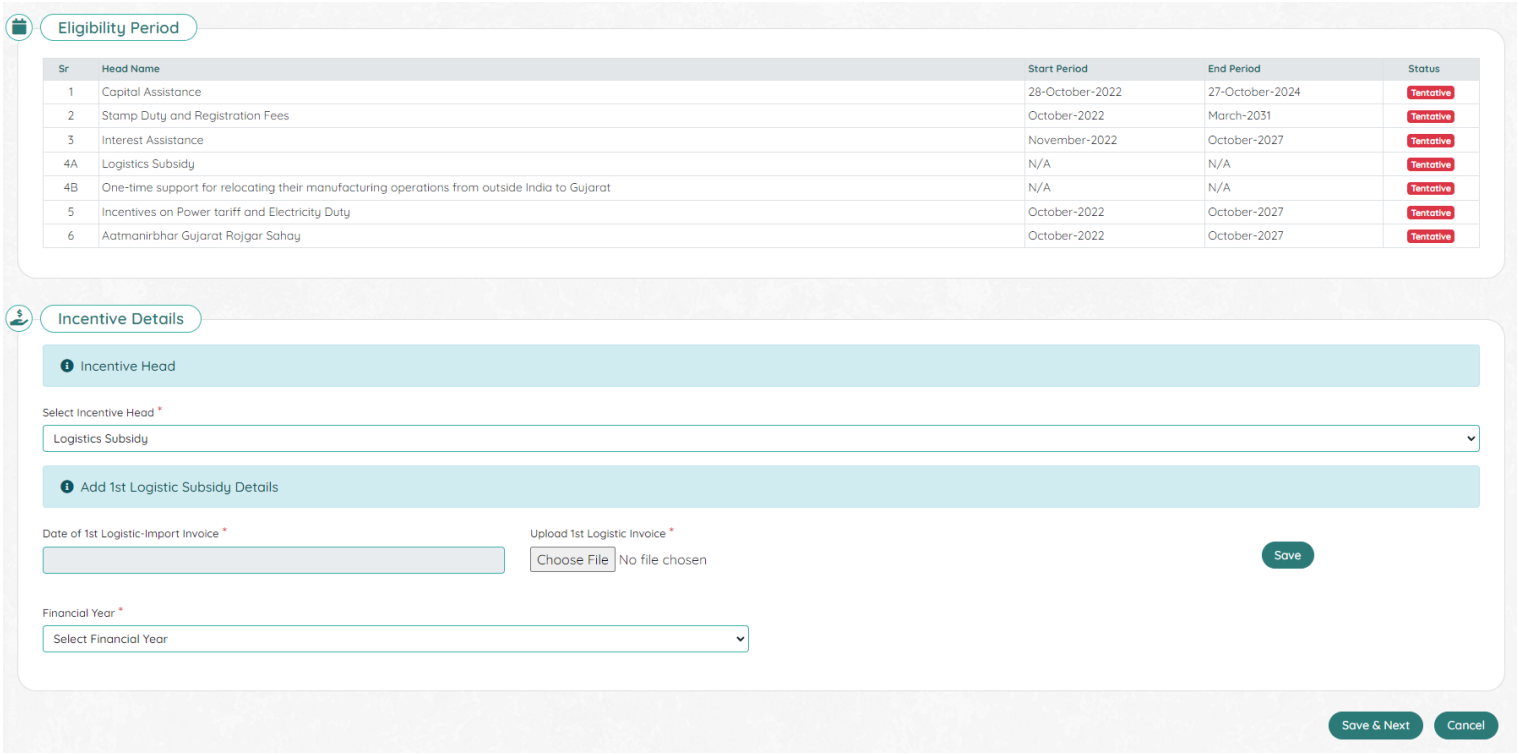


When the applicant clicks the "**Submit Claim**" button, a confirmation popup will appear. The applicant must click "Yes" to submit the claim. After submission, the applicant will be redirected to the "My Application" page, where they can view the details of their submitted claim in the Claim List.

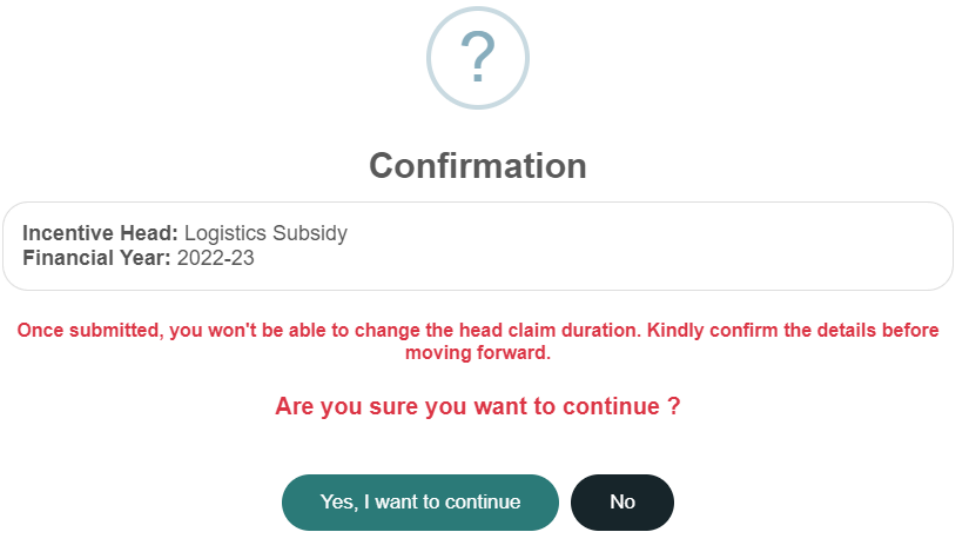
Incentive Details - Logistics Subsidy

The applicant can initiate the process with 'Logistics Subsidy' incentive head for the specified duration, as indicated by the start and end period listed next to the incentive head.

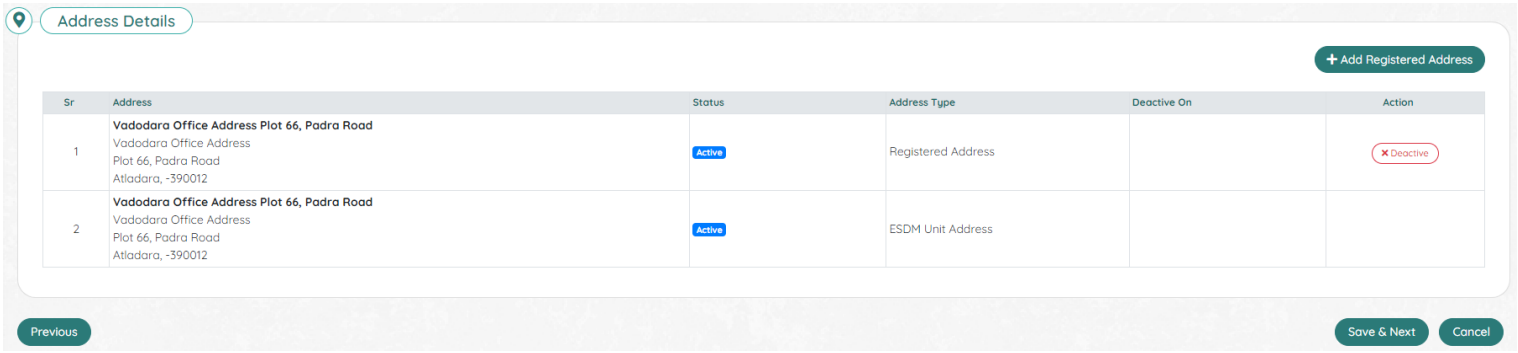
Once 'Date of 1st Logistic-Import Invoice' and 'Upload 1st Logistic Invoice' are added, the claim duration for Logistics Subsidy will be activated. The applicant can then select the applicable claim duration and proceed by clicking the "Save & Next" button.



Upon clicking "Save & Next," the applicant must confirm the action by selecting "Yes, I want to continue" from the confirmation popup. After confirming, the applicant will no longer be able to modify the claim duration for the selected incentive head.



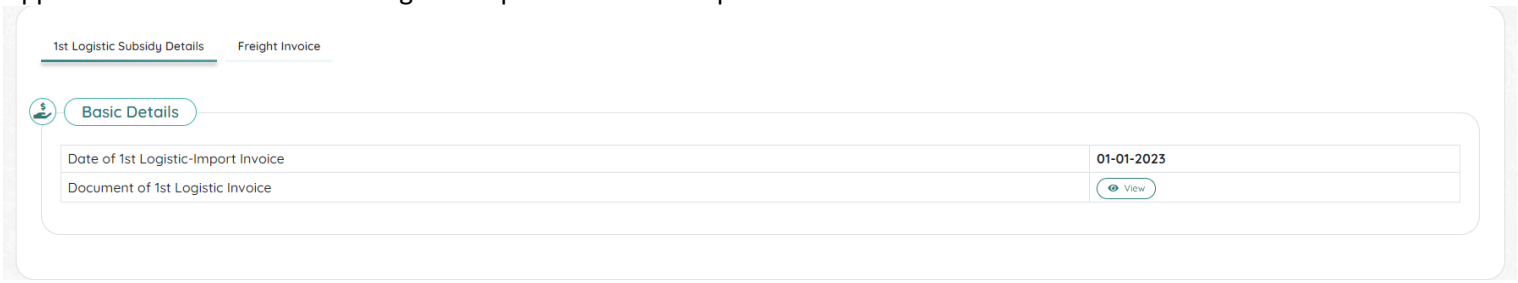
On the next screen, the applicant has the option to update the existing registered address. However, there is no option available to modify the ESDM unit address.



Click on 'Save & Next,' and the applicant will be directed to the Logistics Subsidy screen, which includes tabs for Domestic Invoice, International Invoice, and Supporting Documents. These tabs allow the applicant to enter the details for unit invoices.

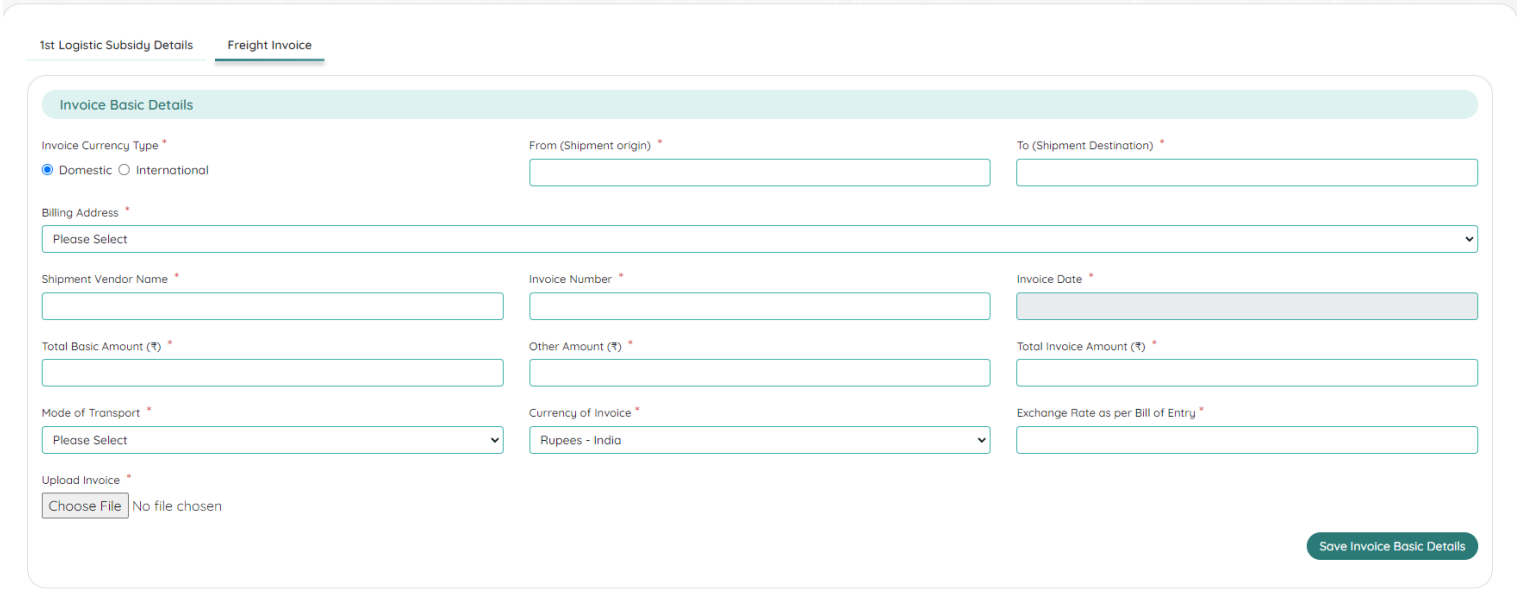
1st Logistic Subsidy Details

Applicant can view Date of 1st Logistic-Import Invoice and uploaded file in Basic Details section.



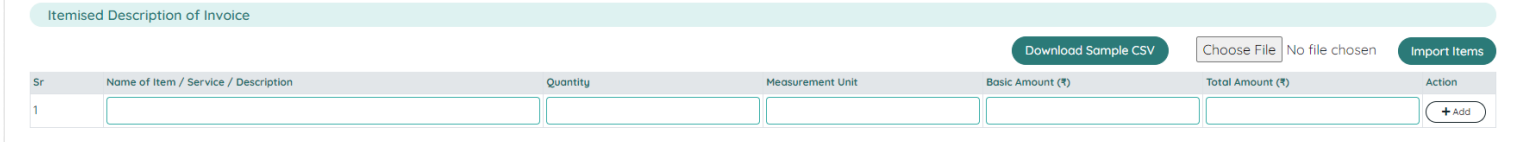
Freight Invoice

The applicant can initiate the process with add invoice for logistic from this tab.



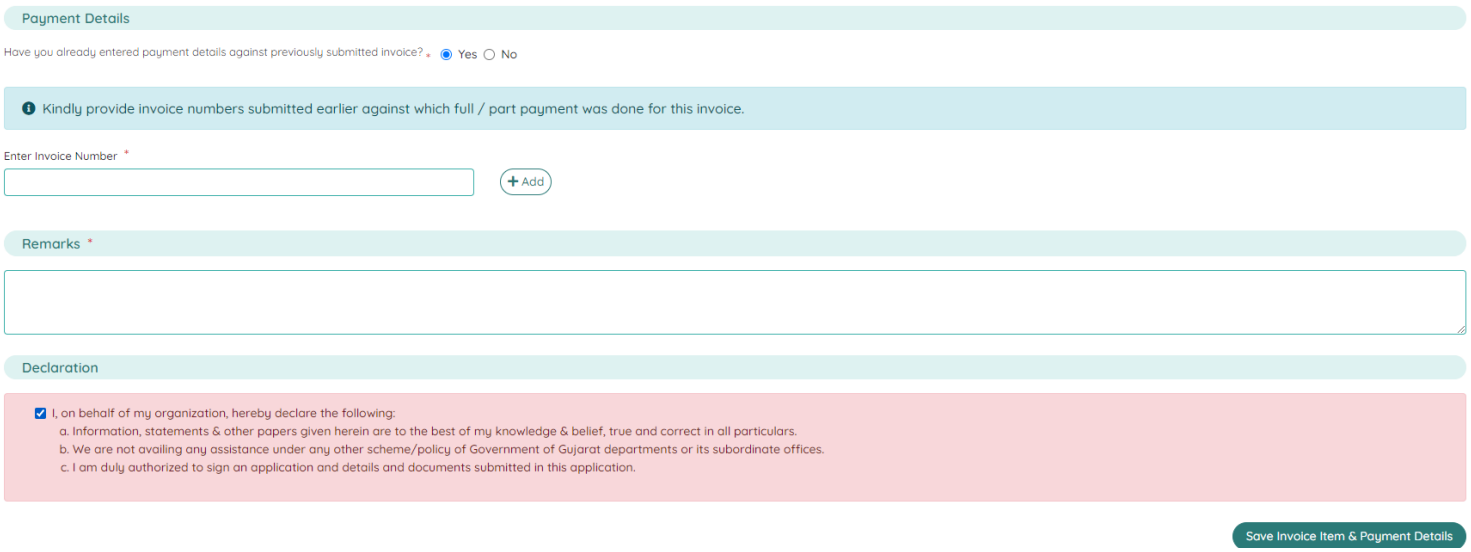
Itemized Description of Invoice.

Applicants requires to add basic invoice details, and on click of 'Save Invoice Basic Details' button Itemized Description of Invoice section is enabled.

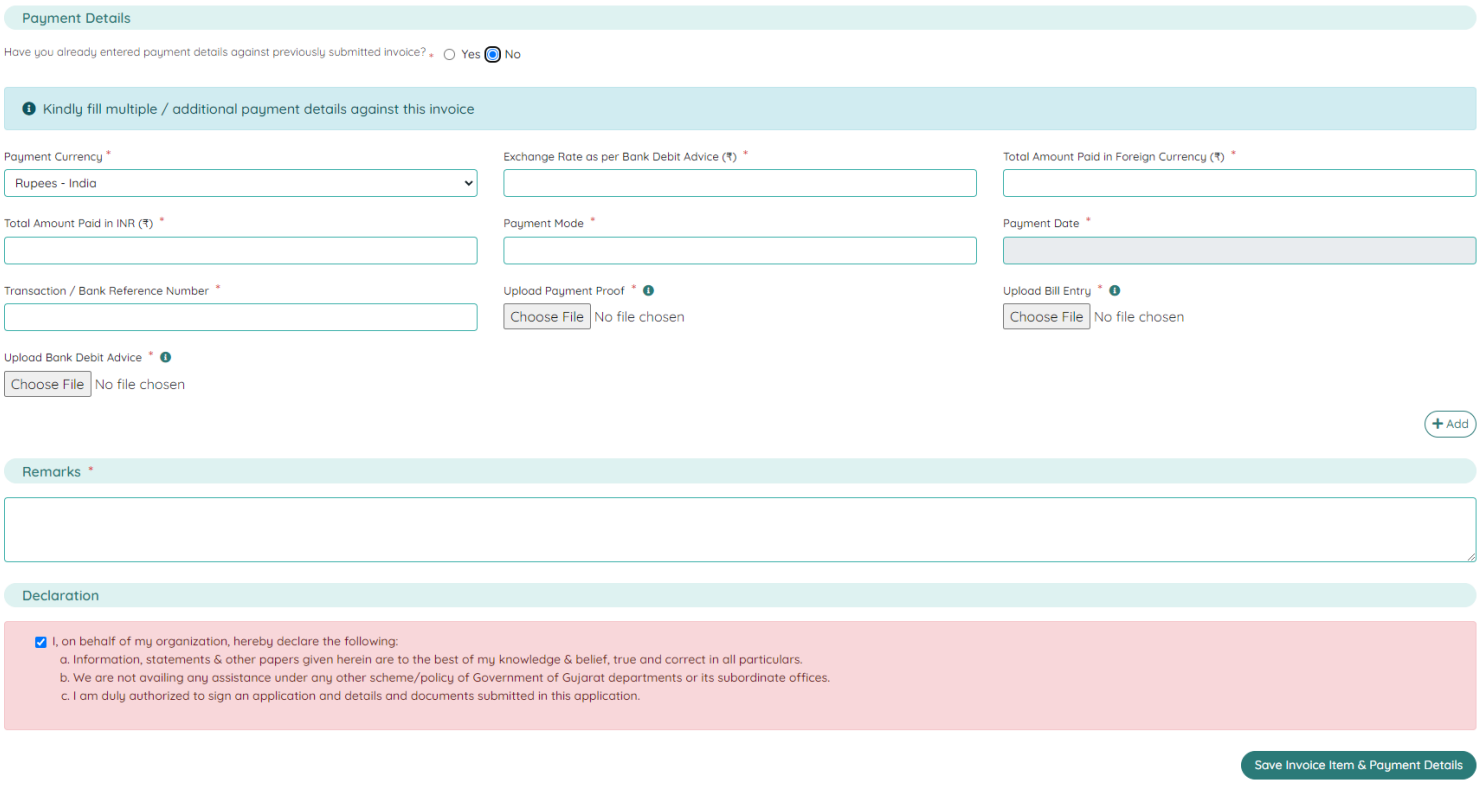


Payment Details

If the applicant selects "Yes" for the option "Have you already entered payment details against a previously submitted invoice," the applicant required to add payment details as below screen.



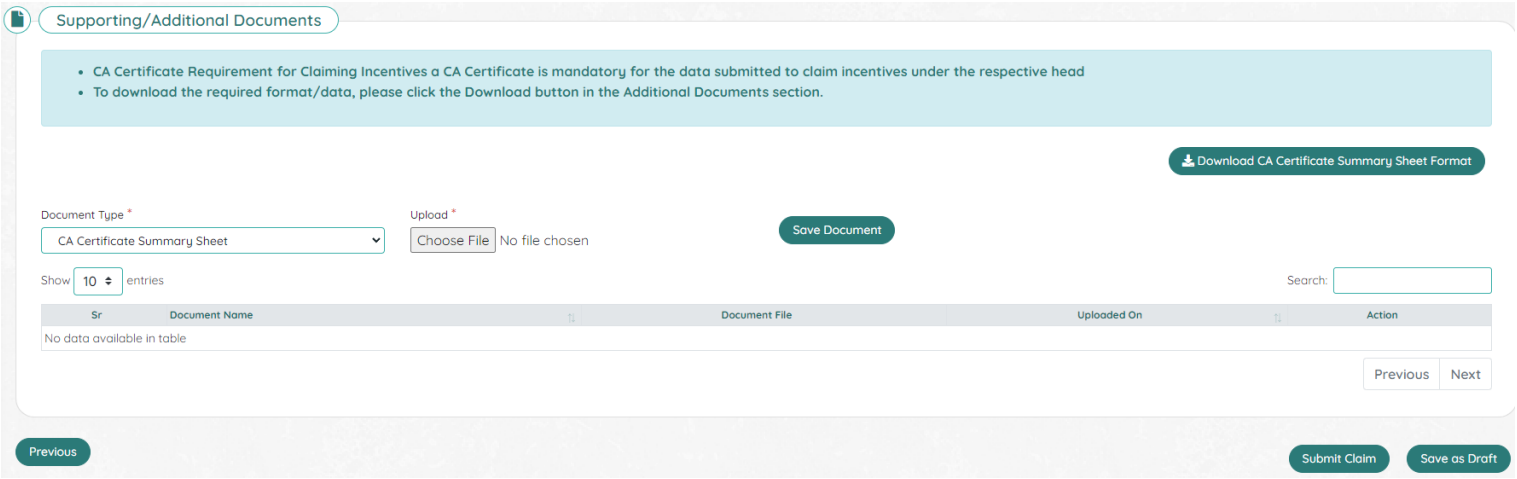
If the applicant selects "No" for the option "Have you already entered payment details against a previously submitted invoice" the applicant required to add payment details as below screen.



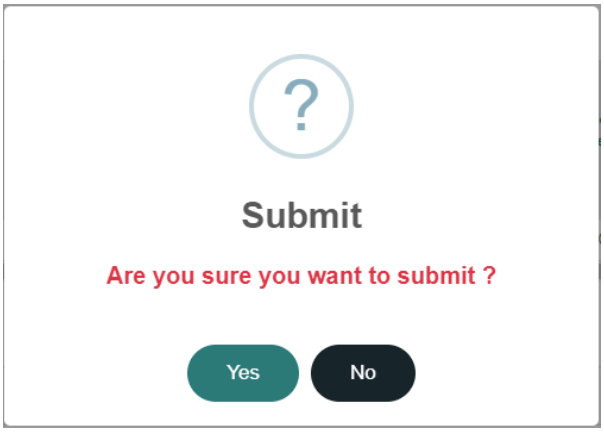
Supporting/Additional Documents

Applicants must require to upload below documents for the data submiited to claim successfully.

- CA Certificate Requirement for Claiming Incentives a CA Certificate is mandatory for the data submitted to claim incentives under the respective head
- To download the required format/data, please click the Download button in the Additional Documents section.

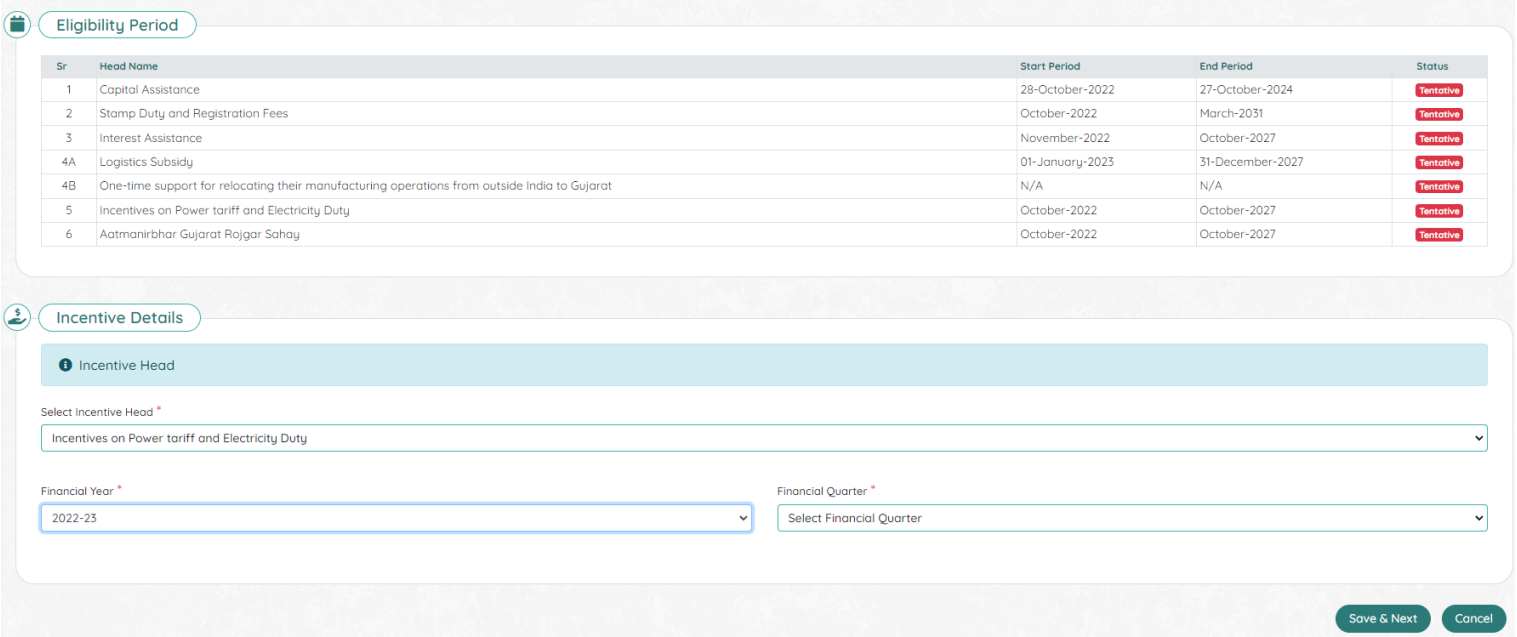


When the applicant clicks the "**Submit Claim**" button, a confirmation popup will appear. The applicant must click "Yes" to submit the claim. After submission, the applicant will be redirected to the "My Application" page, where they can view the details of their submitted claim in the Claim List.

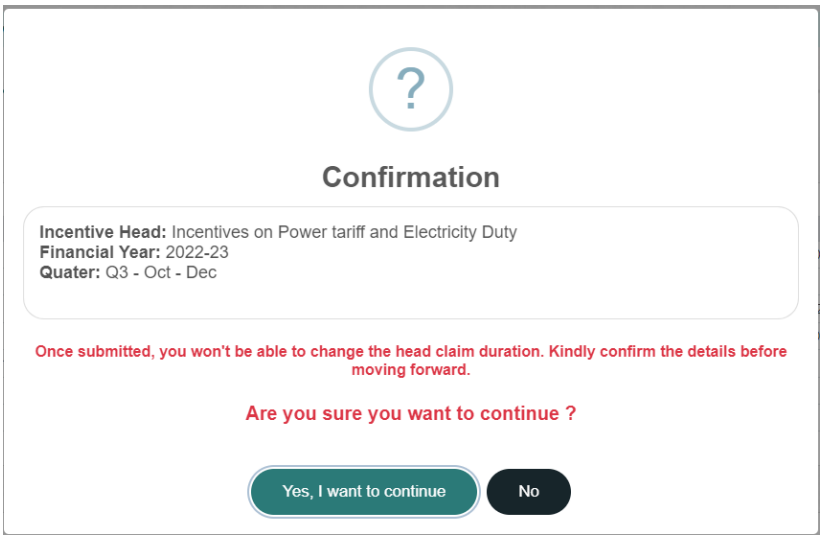


Incentive Details - Incentives on Power tariff and Electricity Duty

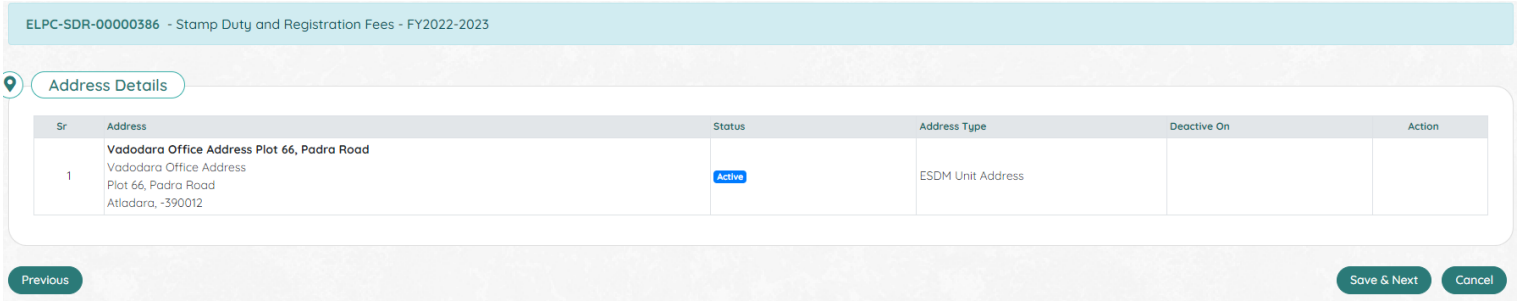
The applicant can initiate the process with 'Incentives on Power tariff and Electricity Duty' incentive head for the specified duration, as indicated by the start and end period listed next to the incentive head.



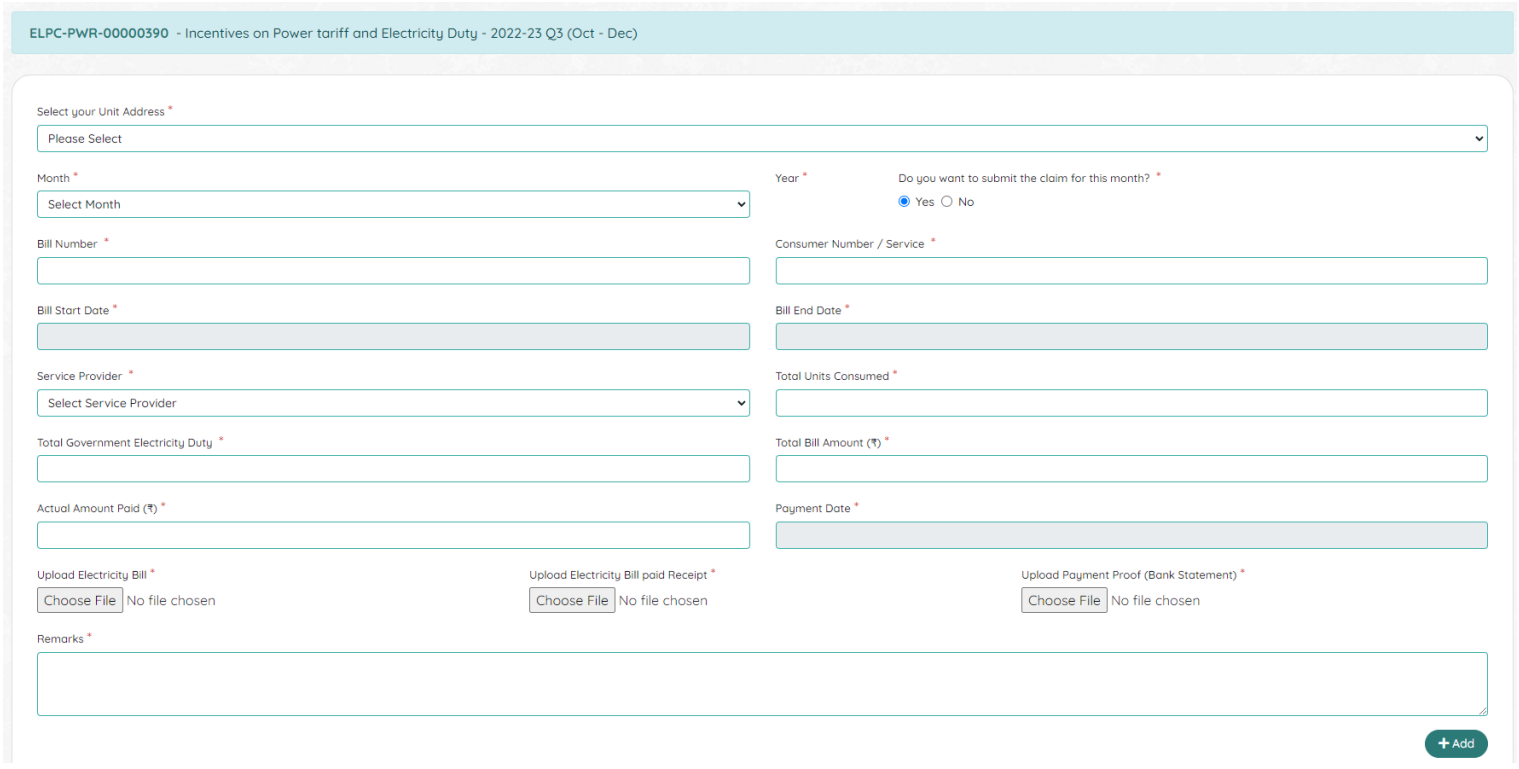
Upon clicking "Save & Next," the applicant must confirm the action by selecting "Yes, I want to continue" from the confirmation popup. After confirming, the applicant will no longer be able to modify the claim duration for the selected incentive head.



On the next screen, ESDM Unit Address Detail is apeared. There is no option available to modify the ESDM unit address.



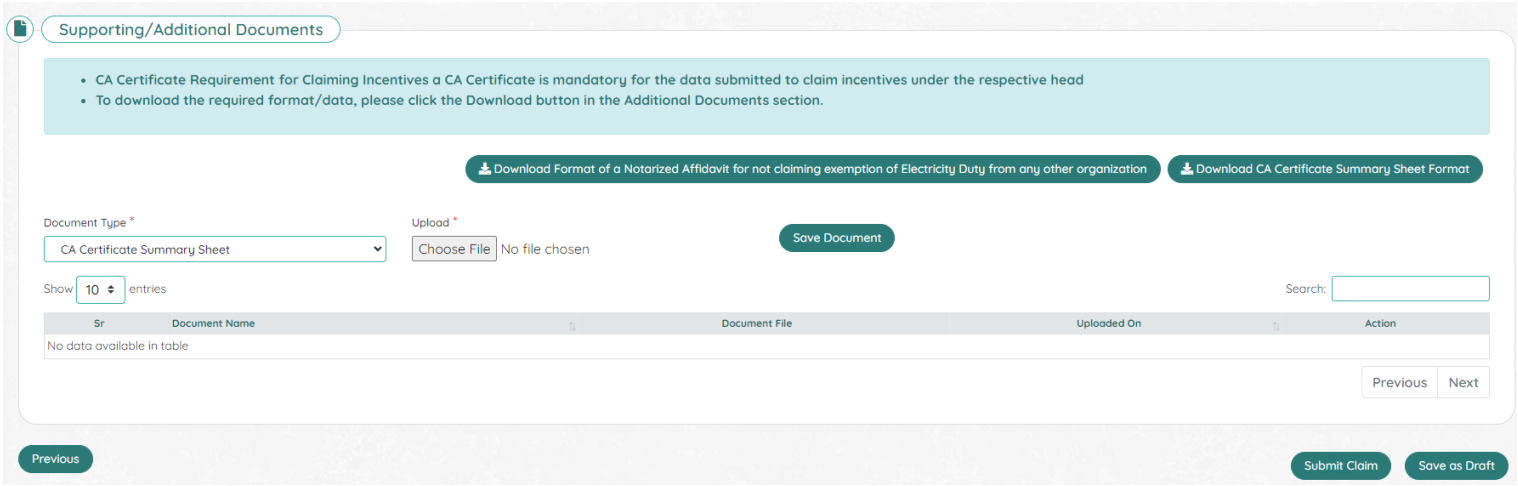
Upon clicking the "Save & Next" button, the applicant will be directed to the Claim page for ‘Incentives on Power tariff and Electricity Duty’. On this page, the applicant is required to provide all necessary details related to Power tariff and Electricity Duty, along with the relevant attachment proof for validation. The applicant has the option to add one or more invoices under this incentive head.



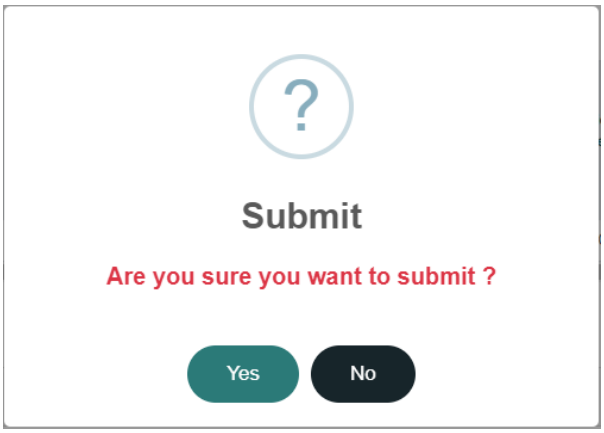
Supporting/Additional Documents

Applicants must require to upload below documents for the data submiited to claim successfully.

- Both ‘CA Certificate’ and ‘Notarized Affidavit’ are mandatory for the data submitted to claim incentives under the respective head.
- To download the required format/data, please click the Download button in the Additional Documents section.

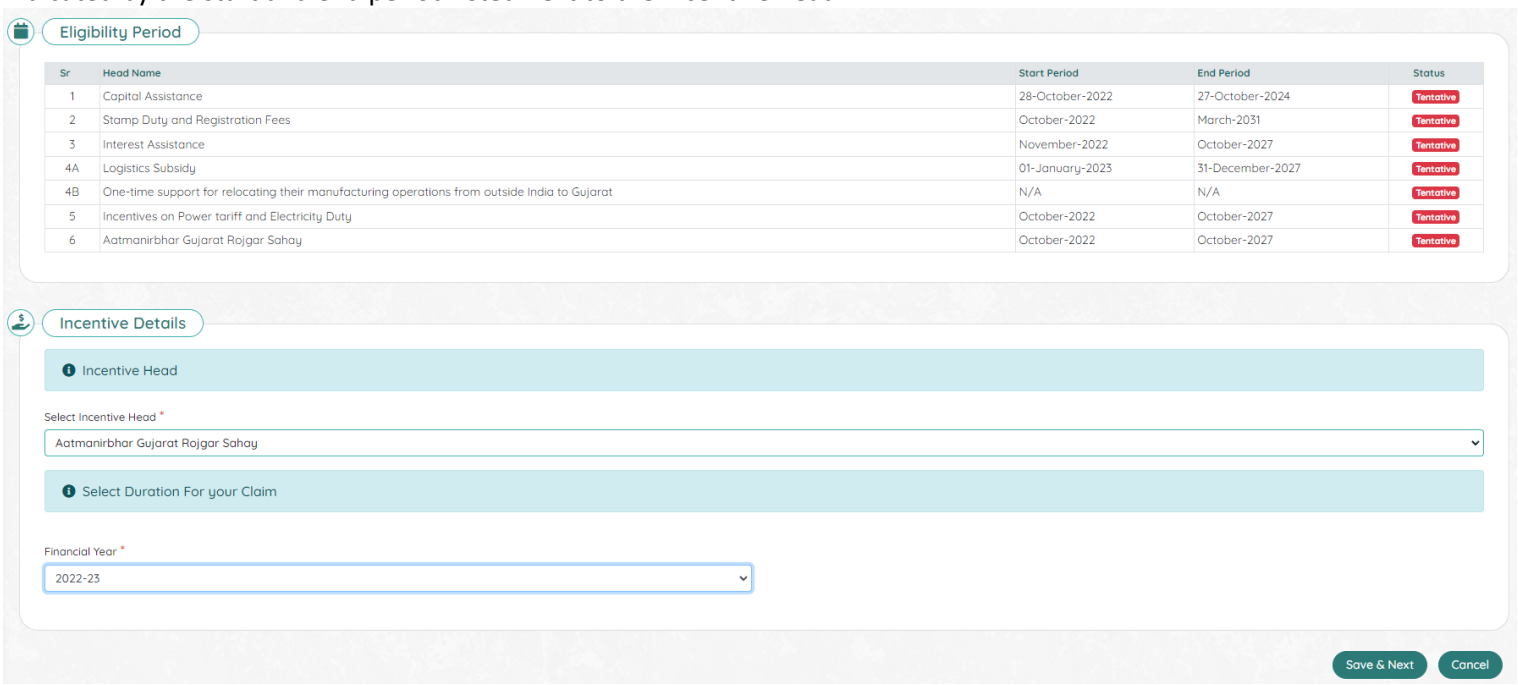


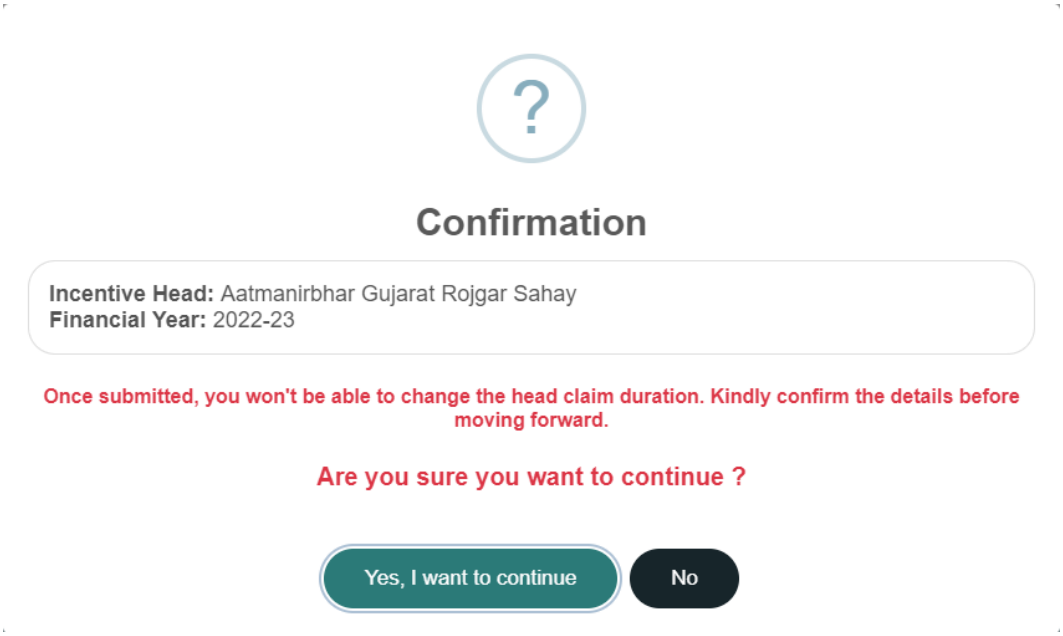
When the applicant clicks the "**Submit Claim**" button, a confirmation popup will appear. The applicant must click "Yes" to submit the claim. After submission, the applicant will be redirected to the "My Application" page, where they can view the details of their submitted claim in the Claim List.



Incentive Details - Aatmanirbhar Gujarat Rojgar Sahay

The applicant can initiate the process with ‘Aatmanirbhar Gujarat Rojgar Sahay’ incentive head for the specified duration, as indicated by the start and end period listed next to the incentive head.



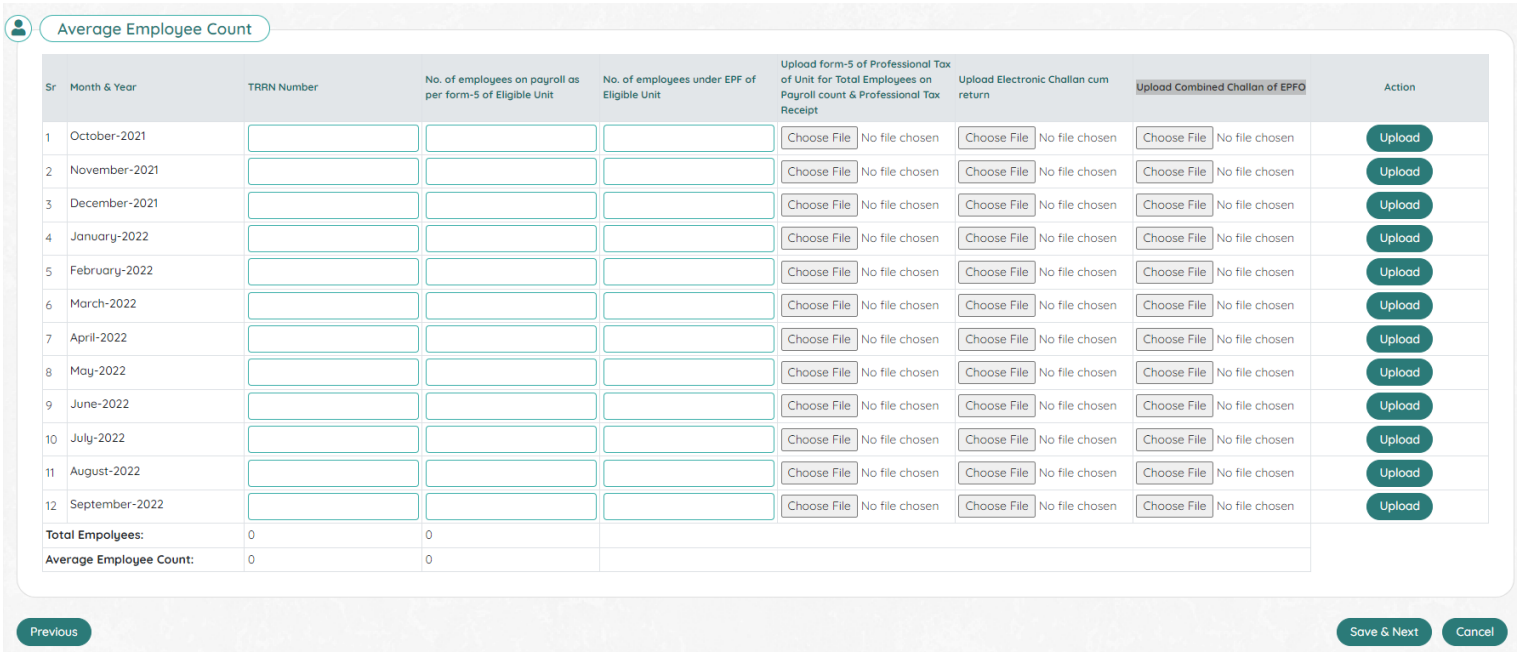


Upon clicking "Save & Next," the applicant must confirm the action by selecting "Yes, I want to continue" from the confirmation popup. After confirming, the applicant will no longer be able to modify the claim duration for the selected incentive head.

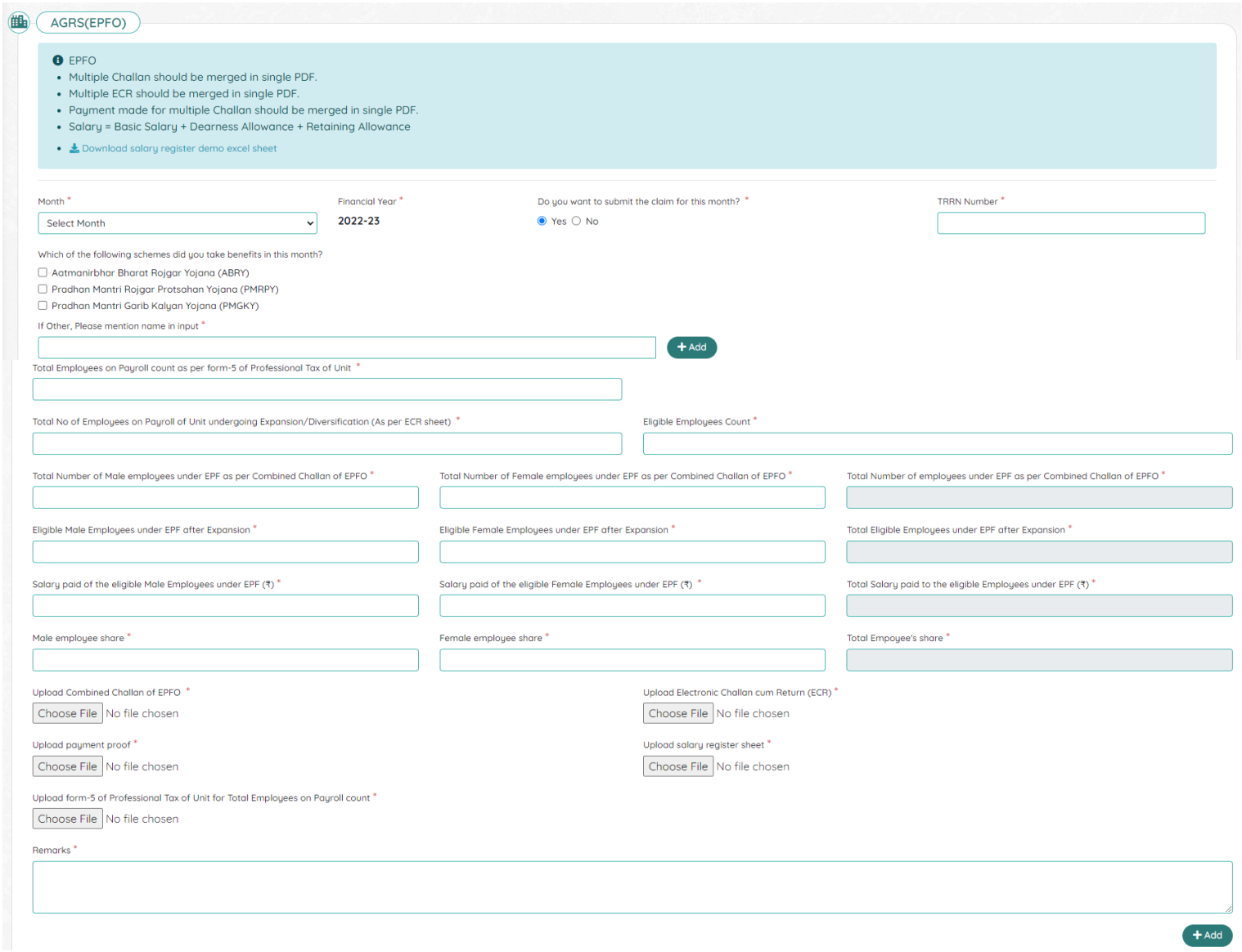
Average Employee Count

Applicant needs to fill details of employee count among with below attachment proof for both 'Expansion' and 'Diversification' type of Unit.

1. Form-5 of Professional Tax of Unit for Total Employees on Payroll count & Professional Tax Receipt
2. Electronic Challan cum return
3. Combined Challan of EPFO



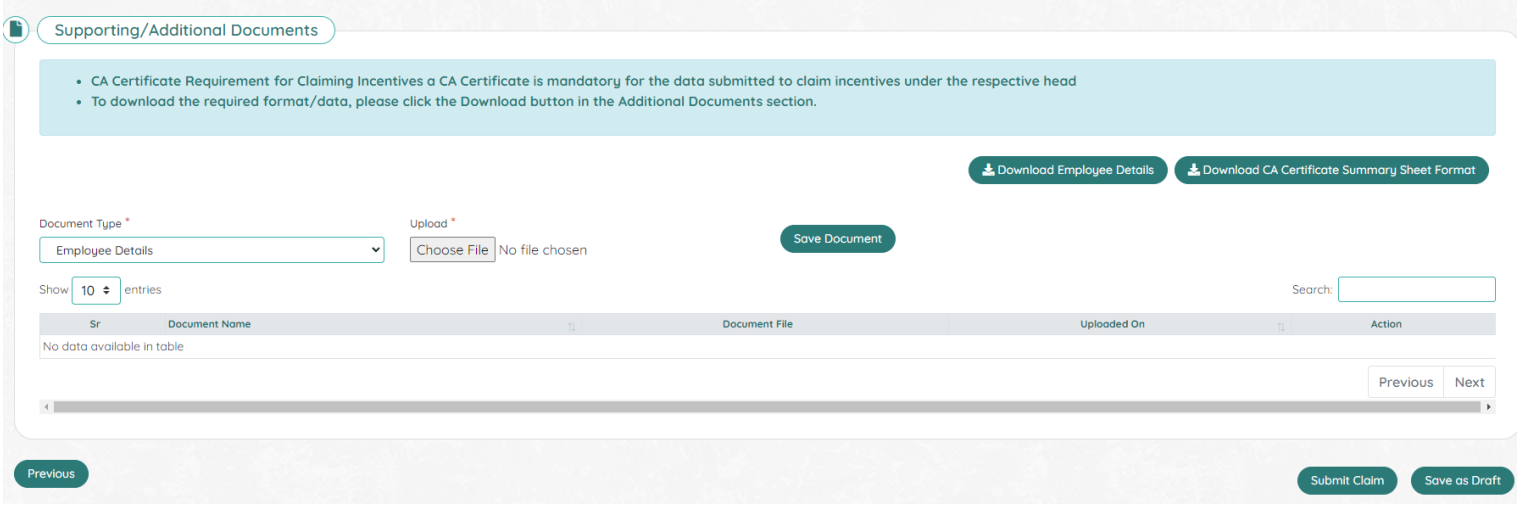
Upon clicking the "Save & Next" button, the applicant will be directed to the Claim page for 'Aatmanirbhar Gujarat Rojgar Sahay'. On this page, the applicant is required to provide all necessary details related to Power tariff and Electricity Duty, along with the relevant attachment proof for validation. The applicant has the option to add one or more invoices under this incentive head.



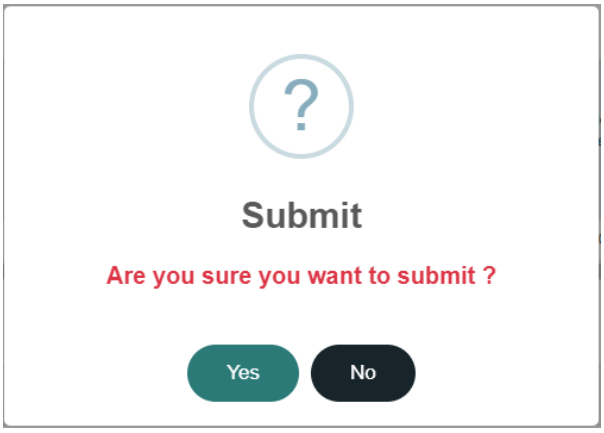
Supporting/Additional Documents

Applicants must require to upload below documents for the data submiited to claim successfully.

- Both ‘CA Certificate’ and ‘Employee Details’ are mandatory for the data submitted to claim incentives under the respective head.
- To download the required format/data, please click the Download button in the Additional Documents section.



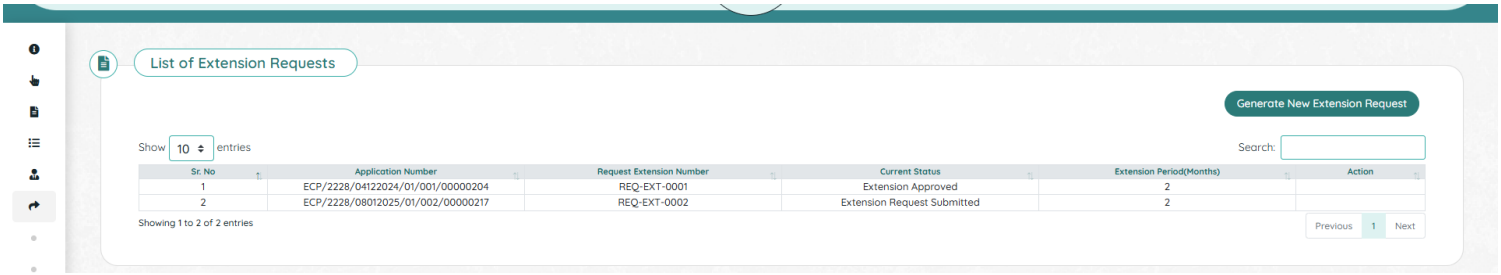
When the applicant clicks the "**Submit Claim**" button, a confirmation popup will appear. The applicant must click "Yes" to submit the claim. After submission, the applicant will be redirected to the "My Application" page, where they can view the details of their submitted claim in the Claim List.



Request Extension:

The **'Last Date to Fill Annexure 3'** for submitting the claim application is communicated along with the in-principal approval of your respective application. It is mandatory to apply and submit your claim application on or before this specified date.

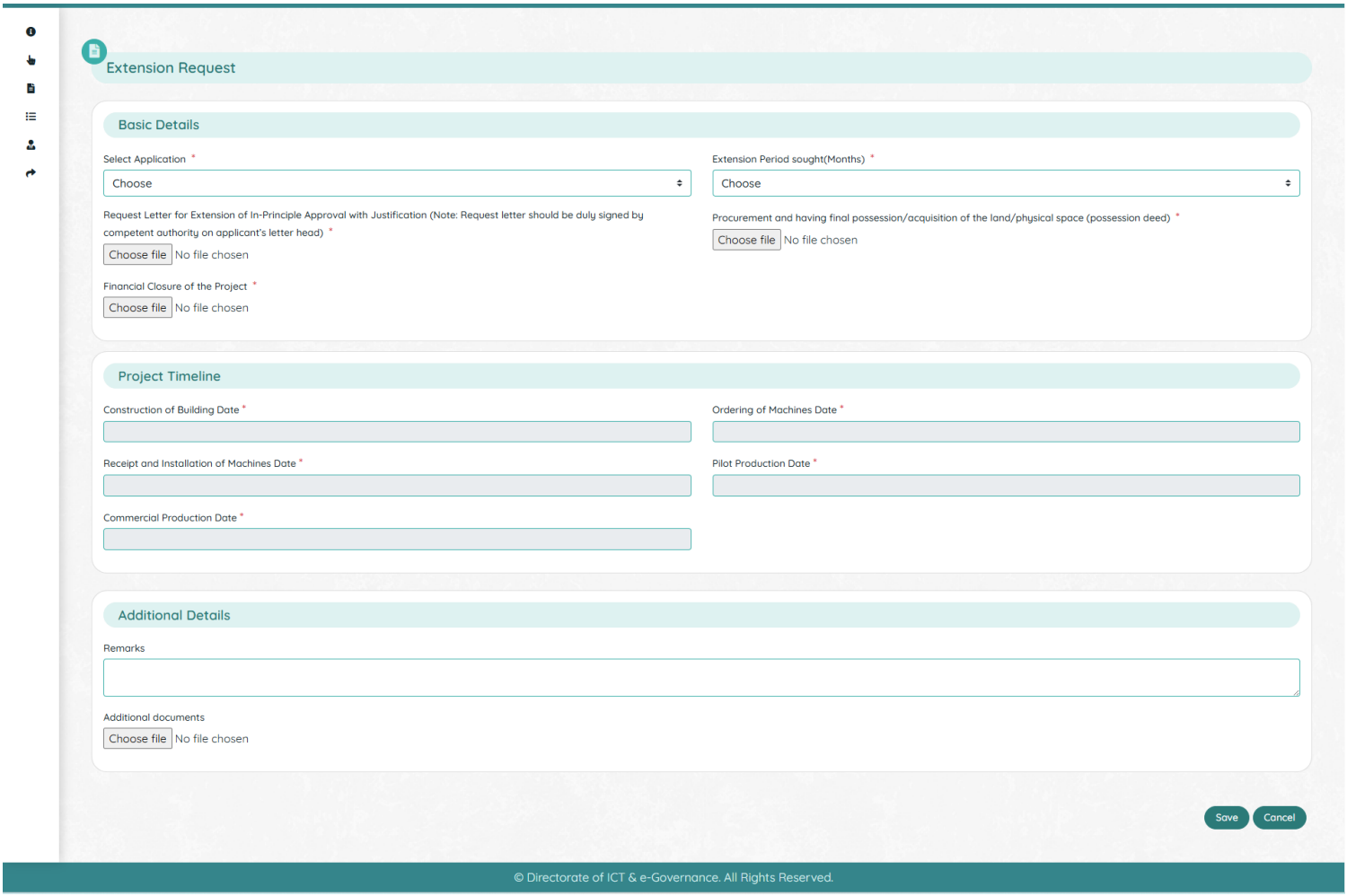
In case you miss the due date, there is a provision to submit an **Extension Request** to the GSEM Branch.



To initiate the extension process:

Click on the **'Generate New Extension Request'** button and provide the necessary details, including:

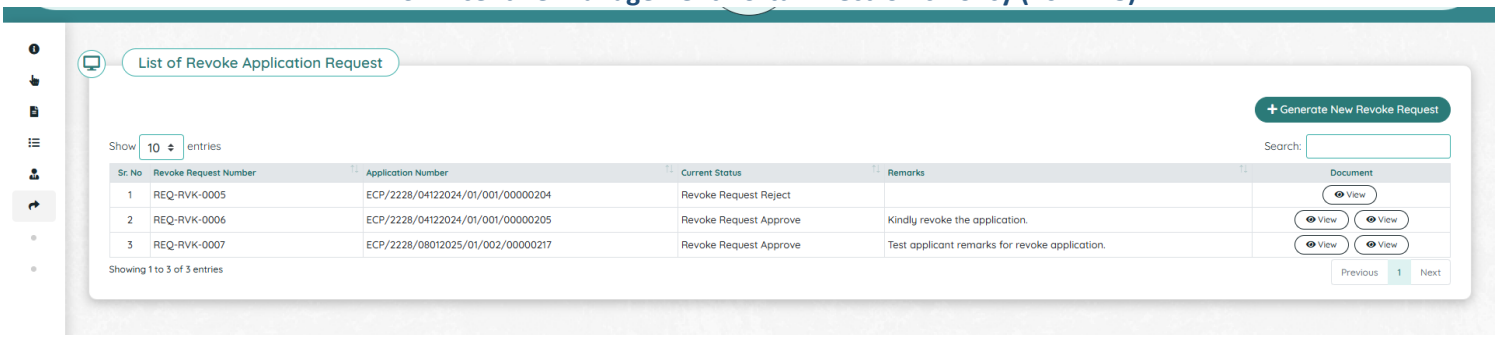
- The extended period sought.
- Supporting documents.
- Updated project timeline.



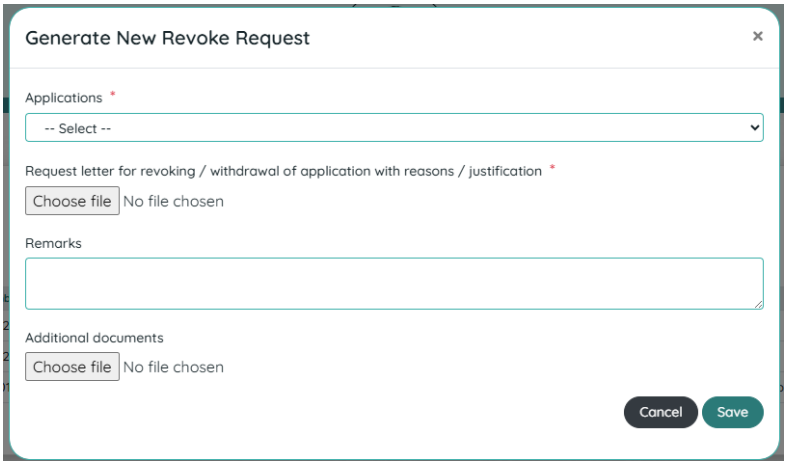
Once all required information and documents are uploaded, click the Save button to submit your extension request to the GSEM Branch for review.

Revoke Request:

Even if your application has received in-principal approval, and you are required to revoke the application due to any reason, you may submit a request for revocation to the GSEM Branch using this available option.



Kindly click on the **'Generate New Revoke Request'** action button. A popup will appear, where you can select the specific application from the dropdown list and upload the relevant documents.
You may also add remarks and any additional documents to support your revoke request.



Upon clicking the **Save** button, your revoke request will be submitted to the GSEM Branch. The designated authorized officers will review the provided details and, based on their assessment, your request will be either approved or rejected.