

# FISHERIES AND AQUACULTURE INFRASTRUCTURE DEVELOPMENT FUND

# (FIDF)

# FIDF PORTAL - USER MANUAL FOR CICEF

Nodal Implementing Agency National Fisheries Development Board, Hyderabad



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### **1. HOW TO LOGIN:**

User: CICEF, Bangalore.

This user manual gives complete guidance for the following activities in CICEF login:

- 1. View the list of applications forwarded by NFDB
- 2. Download the application and documents uploaded
- 3. Upload scrutiny report and forward to NFDB.

Type <u>www.fidf.in</u> in the chrome / IE10/ Mozilla Firefox browser- address bar and click enter. The FIDF portal will open. The landing page of FIDF portal is given below:



Click on Apply / Login given on the top right corner of the page. On clicking, the login page will be loaded. The same is given below:



Enter the username and password given to CICEF. And click login. The login page of CICEF will be loaded.

#### 2. CHANGE PASSWORD

After login, it is requested to change the password for CICEF login. Click on the right top corner "Profile Pic". There is an option to change the password.

FIDF			
ሰ Dashboard	FIDF Admin Panel / We	elcome CICEF	요 Change Password ① Logout
쉽 Scrutiny >			
FIDF Dashboard	SI No.	Particulars	Total
		CICEF LEVEL	
	1	Pending with CICEF	1

Click on change password. The following screen opens up:

FIDF
Dashboard
EIDE Dashboard
For The Dashboard

Type in the current password and the new desired password and click submit. The password will be changed and updated.

### **3. LOGIN DASHBOARD:**

After login into the portal, the landing page is as given below:

FIDF				
🛱 Dashboard	FIDF Admin Panel / We	lcome <b>CICEF</b>		)
쉽 Scrutiny ›				
FIDF Dashboard	SI No.	Particulars	Total	
		CICEF LEVEL		
	1	Pending with CICEF	1	
				1

The landing dashboard is showing pending proposals for scrutiny. If clicked on the count, then the list of pending proposals with CICEF can be viewed:

FIDF		9						
🔓 Dashboard	Home / Scrutiny Pending							
௴ Scrutiny >	Show 10 v entries Excel CSV PDF							
	Application No 🏦 Entity Type 🕼 Applicant Name 🕼 From	1 To 1 Date of Application 1 View 1						
	FIDF1084 11 Government 11 C.A. Latha IAS 11 Scrutiny Showing 1 to 1 of 1 entries	y officer 1 CICEF 24-11-2020 It VIEW It						

Click "VIEW" to view the details of the proposal. Once clicked, the following window opens up:

FIDF				۲
Dashboard	Proposal ID Applicant Details	:	FIDF1084	Photo
FIDF Dashboard	1. Name of the Department	:	Director of Fisheries	available
	2. Name of the Implementing Agency 3. Address of Implementing Agency	:	Oirector of Fisheries	Profile Photo
	b. Building No	:	Vikas Bhavan,	
	c. Village & Taluk Name d. District Name	:	Thiruvananthapuram Thiruvananthapuram	
	e. State f. Pincode	:	Kerala 605036	
	3. Mobile Number of Nodal Officer	;	9496007020	

The application contains 3 major sections, "Applicant Summary", "Project Summary", "Document Uploaded", "View Scrutiny Report" etc. The Applicant summary is as given above. The project Summary is as given below:

FIDF			ُ
☑     Dashboard       健     Scrutiny       ▶       FIDF Dashboard	Project Summary 1. Title of Project 2. Background and Introduction 3. Benefits and Justification	8	Development of Arhunkal Fishing Harbour As per the DPR As per the Dpr
	A. Objectives ACTIVITY NAME:ESTABLISHMENT OF FISHING Project cost 1a. No. of Units / Area 1b. Unit Cost (Rs. Lakhs) 1c. Project Cost (Rs. Lakhs) 2. Timeline for completion of project (after loan sanction by bank)	: HARBOURS : : : :	As per the DPR  1 1 10000 10000.00 0 Years 0 Months

Upon scrolling down, the documents uploaded in support of the proposal is also shown. The documents uploaded can be downloaded:

	FIDF					
			Part 2 : Documents Uploaded			
ŵ	Dashboard		1. Cost estimate as per local schedule of rates (SoR)	:		
ළු	Scrutiny	>	a. Capital Cost	ī	10000	
-	FIDF Dashboard		b. Operational Cost	÷	0	
			c. Cost Estimate for Civil Works	:		
			2. Whether assistance for this purpose has been obtained under any other scheme of the Central/ State Government/others?	:	No	
			3. Experience of the applicant in the field and details of training undergone, if any	:		
			<ol> <li>Source's for financial resources to meet the construction cost beyond the eligible subsidy</li> </ol>	;		
			Technical Details			

Click on  $\square$ , the respective document uploaded will open in a new window and can be viewed / saved. Upon scrolling down, the initial scrutiny report of NFDB can be seen.

FIDF		
<b>企 Dashboard</b>	Scrutiny Report	
௴ Scrutiny > FIDF Dashboard		
	A. Physical	
	1.Title of the Project Proposal	Development of Arhunkal Fishing Harbour
	2.State/UT	Kerala
	3.Name of district	Thiruvananthapuram
	4.Appendix No./Sector	7.1
	5.Component of Eligible Investment Activities (Guldeline Sl. No. & Name)	Establishment of Fishing Harbours
	6.Details of Implementing Agency	

The CICEF after the initial scrutiny shall accept or reject the application. This is as given below:

FIDF		
🛱 Dashboard	Source of beneficiary contribution : Letter from DOF / COF / Secretary of the respective state / : UT	
<ul><li>ℓ Scrutiny &gt;</li><li>FIDF Dashboard</li></ul>	ADDITIONAL DOCUMENTS UPLOADED	_
	Accept Reject	
	SCRUTINY DETAILS	

If rejected, the proposal will go and fall into NFDB scrutiny officer login.

# 4. VIEW ACCEPTED APPLICATIONS:

Once accepted, the proposal will move to scrutiny accepted list in CICEF login. Click on "Accepted" under the scrutiny tab given in the left pane. The following list will be shown:

	FIDF										(	
â	Dashboard	Home / Scrutiny Acc	cepted									
ூ	Scrutiny >	Show 10 v entr	ies									
	Pending Accepted	Excel CSV PDF							Search:			
	Forwarded	Application No	💵 Entity Type	1î	Applicant Name	11	From 11	To 11	Date of Application	-11	View	IT.
*	FIDF Dashboard	FIDF1084 < Showing 1 to 1 of 1	If Government entries	11	C.A. Latha IAS	.11	Scrutiny officer	CICEF	24-11-2020	,lt	VIEW	lt.
									Previ	ous	1 Nex	t

Click on VIEW to view the accepted proposal. This is the provision to process the application. Upon clicking view, CICEF can view the entire application. And upon scrolling down, the following options – "Upload Scrutiny" and "Print Application" are enabled.

FIDF		
Dashboard       健       Scrutiny       ►       FIDF Dashboard	b. Economic analysis and viability report     :       Expected Outcomes     :       Source of beneficiary contribution     :       Letter from DOF / COF / Secretary of the respective state / UT     :	
	ADDITIONAL DOCUMENTS UPLOADED	
	+ Upload Scrutiny Print Application ↔ SCRUTINY DETAILS  SCRUTINY DETAILS  SCrutiny Report ↔ Print Scrutiny Report	-1

# **5. UPLOAD CICEF SCRUTINY:**

CICEF can go through the details and documents and prepare the scrutiny report. There is no online provision to generate scrutiny report online. CICEF can upload the scrutiny report attached to the letter to NFDB. It may be noted that the uploaded document can be the final scrutiny report or a request letter to NFDB to obtain additional information from the applicant.

FIDF			)
ᢙ Dashboard       ᢙ Scrutiny       ► FIDF Dashboard	b. Economic analysis and viability report Expected Outcomes Source of beneficiary contribution Letter from DOF / COF / Secretary of the respective state / UT		
	ADDITIONAL DOCUMENTS UPLOADED		

Click on Upload scrutiny as given below:

Once upload scrutiny is clicked, the following window opens:

ile	Choose File No file chosen
emarks	

CICEF can attach the scanned copy of the scrutiny report / request letters to NFDB and can add remarks on the same. Click submit. Once clicked, the proposal will move from CICEF login to NFDB scrutiny officer login.

# 6. VIEW FORWARDED PROPOSALS:

Click on "Scrutiny" given in the left pane and click on "Forwarded". The forwarded list of proposals from CICEF login to NFDB is listed here.

FIDF - CICEF							F
🛱 Dashboard	Home / Scrutiny Forwa	arded List					
C2     Scrutiny     >     Show     10 ~ entries       FIDF Dashboard     Excel     CSV     PDF						Search:	
	Application No 斗	Entity Type 🕼	Applicant Name	From $\downarrow\uparrow$	To ↓↑	Date of Application 🌐	View 1
	FIDF1022	Government 🎼	Commissioner of Fisheries cum Fishermen Welfare	CICEF 1	Scrutiny officer	12-06-2020	VIEW UT
	FIDF1024	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
	FIDF1026	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
	FIDF1027	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
	FIDF1028	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
	FIDF1030	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
	FIDF1046	Government	Department of Fisheries	CICEF	Scrutiny officer	17-01-2020	VIEW
	FIDF1047	Government	Department of Fisheries	CICEF	Scrutiny officer	17-01-2020	VIEW
	FIDF1048	Government	Department of Fisheries	CICEF	Scrutiny officer	17-01-2020	VIEW

Click on VIEW button to further view the application. Scroll to the bottom to see the CICEF scrutiny reports / letters etc (Pl. see the screenshot below)

FIDF - CICEF							F
ሰ Dashboard		Activity	Name		Document Type File Tag	Doc	ument
🙆 Scrutiny	>	Establishment of Fish Landing Centers			nding Centers Model Study Report Studies	•	
FIDF Dashboard							
		© Scruting CICEF S NFDB Notes	CRUTI	A Prin	CICEF Notes	Replied	▲ View document
				12-08- 2021	Submitted: As per the evaluation of the submitted proposal, the proposal is found to be technicall feasible and financially viable. Accordingly, TEFR of the proposal has been prepared and enclose for your kind information and necessary action.	/ 12-08- 2021	•
				12-08- 2021	Submitted: As per the evaluation of the submitted proposal, the proposal is found to be technicall feasible and financially viable. Accordingly, TEFR of the proposal has been prepared and enclose	12-08- 2021	•