



सत्यमेव जयते

**FISHERIES AND AQUACULTURE
INFRASTRUCTURE DEVELOPMENT FUND**
(FIDF)

**FIDF PORTAL - USER MANUAL FOR
NCDC**

Nodal Implementing Agency
National Fisheries Development Board, Hyderabad



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1. HOW TO LOGIN:

User: NCDC, New Delhi

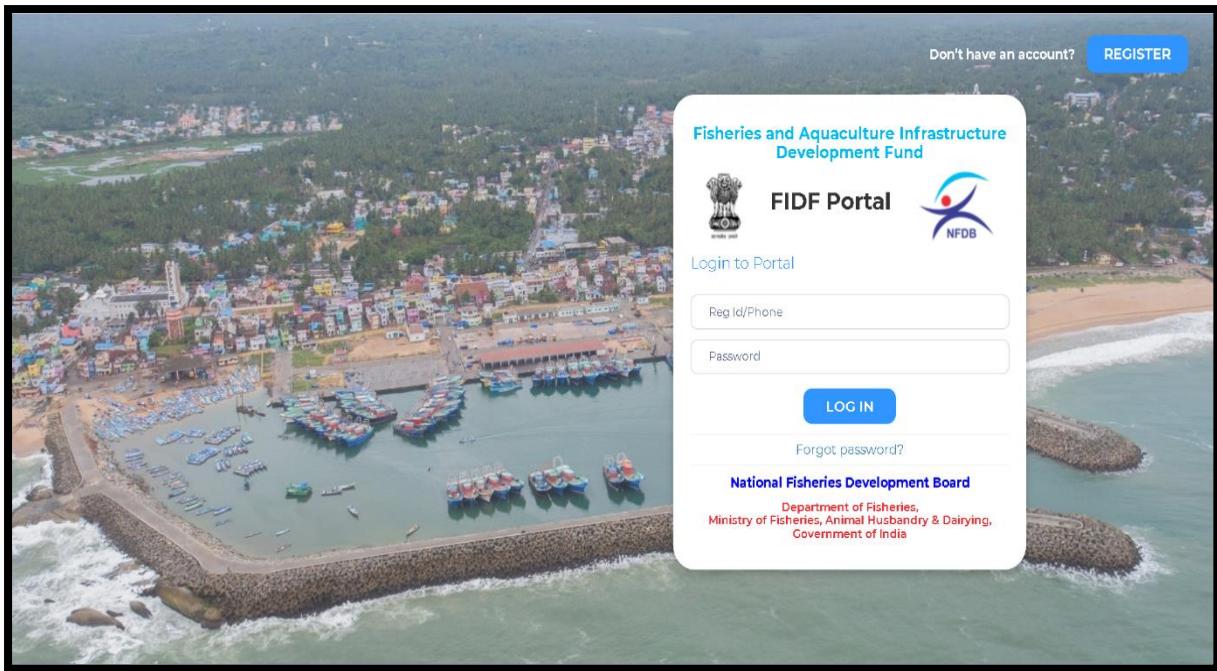
This user manual gives complete guidance for the following activities in NCDC login:

1. View the list of applications recommended and approved by CAMC
2. View and download the minutes of CAMC meeting and approval document
3. Sanction of loan to approved proposals from Cooperative entities
4. Release of loan and interest subvention to projects from Cooperative entities

Type www.fidf.in 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:

The screenshot shows the official website for the Fisheries and Aquaculture Infrastructure Development Fund (FIDF). The header includes the Government of India logo, the Ministry of Fisheries, Animal Husbandry & Dairying logo, and the Azadi Ka Amrit Mahotsav logo. The main navigation menu features links for Home, Who can Apply?, Who We Are?, Activities under FIDF, FIDF Dashboard, FAQs, Contact Us, and Apply / Login. The central content area displays a large image of a coastal fishing port with many boats.

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 NCDC. And click login. The login page of NCDC will be loaded.

2. CHANGE PASSWORD

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

Click on change password. The following screen opens up:

The screenshot shows a 'Change Password' form within a dark-themed application. On the left, there's a sidebar with icons and labels: 'Dashboard' (home icon), 'CAMC Approved' (document icon), 'Proposals' (document icon), 'Releases' (document icon), and 'Raise Query' (document icon). The main area has a light gray background and contains the 'Change Password' title at the top. Below it are three input fields: 'Current Password', 'New Password', and 'Re Enter Password'. At the bottom is a blue 'SUBMIT' button.

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

3. NCDC LOGIN DASHBOARD:

The screenshot shows the 'FIDF Admin Panel' dashboard. The sidebar on the left includes 'Dashboard' (home icon), 'CAMC Approved' (document icon), 'Proposals' (document icon), 'Releases' (document icon), and 'Raise Query' (document icon). The main content area displays a table titled 'FIDF Admin Panel / Welcome NCDC'. The table has columns: 'SI No.', 'Particulars', and 'Total'. It shows one entry: '1' under 'SI No.', 'CAMC recommended' under 'Particulars', and '1' under 'Total'. A small profile picture of a user is visible in the top right corner of the dashboard area.

The login page opens with a default dashboard, which gives the number of applications which are recommended by CAMC. On clicking the count, the following NCDC can view the list of all the CAMC approved applications. Only those entities who registered as cooperatives are shown in NCDC login.

On the left panel, the following are provided:

1. CAMC Approved: List of CAMC approved applications
2. Proposals: List of Cooperative entities proposals for which loan is yet to be sanctioned
3. Releases: List of Cooperative proposals for which loan has already been sanctioned

The detailed description is given in the subsequent pages.

4. VIEW CAMC RECOMMENDED APPLICATIONS:

Once Clicked, the following screen opens:

The screenshot shows a web-based application interface for FIDF. On the left, there is a sidebar with navigation links: Dashboard, CAMC Approved, Proposals, Releases, and Raise Query. The main content area is titled 'Home / CAMC Approved Applications'. It includes a search bar with 'Show 10 entries' dropdown, and buttons for 'Excel', 'CSV', and 'PDF'. A 'Search:' input field is also present. Below these are two rows of buttons: 'Download DPR', 'Download Minutes', and 'Download Approval'. The main table has columns: Application No, Type of Application, Name of Applicant, Title of Project, Date of Application, Date of CAMC Approval, and three download buttons. One row is shown in the table:

Application No	Type of Application	Name of Applicant	Title of Project	Date of Application	Date of CAMC Approval	Download DPR	Download Minutes	Download Approval
FIDF1091	SHG,NGOs,Cooperatives & Fish Produce Groups	Mandal Aqua Fisheries Co. Op. Society Ltd.	Establishment of Small Scale Shrimp Hatchery	23-07-2019	08-12-2021			

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

This will give the list of applications approved by Central Approval & Monitoring Committee (CAMC). This section gives the option to view the list of all applications which is referred to NCDC for sanction, release of loan, release of interest subvention for Cooperatives entity applications under FIDF.

Click on the folder button and download the complete Detailed Project Report in ZIP file format, Download minutes of the CAMC meeting & Download the CAMC approval document in PDF format.

5. VIEW & SANCTION COOPERATIVE PROPOSALS:

Separate window has been given to view the Cooperative Proposals, which are recommended by CAMC. On clicking “Proposals”, the following screen opens:

The screenshot shows a web-based application interface for FIDF. The left sidebar contains navigation links: Dashboard, CAMC Approved, Proposals, Releases, and Raise Query. The main content area is titled "Home / CAMC Approved Applications". It includes a search bar, a table header with columns for SI No, Application No, Applicant Name, Title of Project, Date of Application, Date of CAMC Approval, and View, and a table body containing one entry. The entry details are: SI No 1, Application No FIDF1091, Applicant Name Mandad Aqua Fisheries Co. Op. Society Ltd., Title of Project Establishment of Small Scale Shrimp Hatchery, Date of Application 23-07-2019, Date of CAMC Approval 08-12-2021, and a View button. At the bottom, it says "Showing 1 to 1 of 1 entries" and has Previous, Next, and a page number 1.

List of Cooperative entity - CAMC approved applications can be viewed. On clicking the view button against a proposal, the detailed view of application along with the attachment will be shown. The same is shown below:

The screenshot shows the detailed view of the application FIDF1091. The left sidebar is identical to the previous screenshot. The main content area is titled "Applicant Details". It lists the following information:

Proposal ID	:	FIDF1091
1. Name of the SHGs /NGOs / Cooperatives / Fish Produce groups	:	Mandad Aqua Fisheries Co. Op. Society Ltd.
2. Date of Incorporation	:	01-01-2018
3.Address		
Permanent Address		
a. Building No	:	
b. Village and Taluk	:	Mandad, Tal. Tala, Dist.Raigad, Maharashtra
c. District	:	Raigad
d. State	:	Maharashtra
e. Pincode	:	402111

Upon scrolling down the application, the details of application like activity proposed, documents attached can be viewed / downloaded. The scrutiny report submitted by NFDB can also be viewed/ downloaded. The same is as given below:

The screenshot shows the FIDF application interface. On the left, there is a sidebar with navigation links: Dashboard, CAMC Approved, Proposals, Releases, and Raise Query. The main content area displays several document uploads with their respective file names and download icons. Below this is a section titled "ADDITIONAL DOCUMENTS UPLOADED". At the bottom, there are four buttons: Print Application (blue), Scrutiny Report (red), Print Scrutiny Report (green), and Raise Query (orange).

Document	Description	Action
7. Expected Outcomes	: Other	
8. Source of beneficiary contribution	: Other	
9. Letter from DOF / COF / Secretary of the respective state / UT	: Other	
10. Firm Registration Certificate	: Other	
11. PAN Card	: Other	
12. GST Registration Certificate	: Other	

ADDITIONAL DOCUMENTS UPLOADED

Print Application Scrutiny Report Print Scrutiny Report Raise Query

Further scrolling down, the minutes and approvals of CAMC can be viewed & downloaded.

The screenshot shows the FIDF application interface. On the left, there is a sidebar with navigation links: Dashboard, CAMC Approved, Proposals, Releases, and Raise Query. The main content area displays the "CAMC" section. Under "CAMC MINUTES", there is a table with the following data:

CAMC Remarks	Minutes Document	Meeting Date	Approval Document	Approved on
recommended		12-08-2021		08-12-2021

Print Application Scrutiny Report Print Scrutiny Report Raise Query

On clicking the button, the respective documents in PDF format can be viewed and downloaded.

Further scrolling down, gives the data entry form for the sanction of loan by NCDC for the respective application. The form screen shot is as given below:

The screenshot shows the FIDF application interface. On the left, there's a sidebar with a user profile icon at the top, followed by a navigation menu with options: Dashboard (highlighted in green), CAMC Approved, Proposals, Releases, and Raise Query. The main content area has a title "1. Date of approval of loan" with a text input field. Below it are four more input fields: "2. Loan amount sanctioned", "3. Interest Subvention (%)", "4. Interest Subvention(Rs)", and "5. Upload". The "Upload" section contains a "Choose File" button with the message "No file chosen" and "(Upload Pdf)". At the bottom is a green "Submit" button.

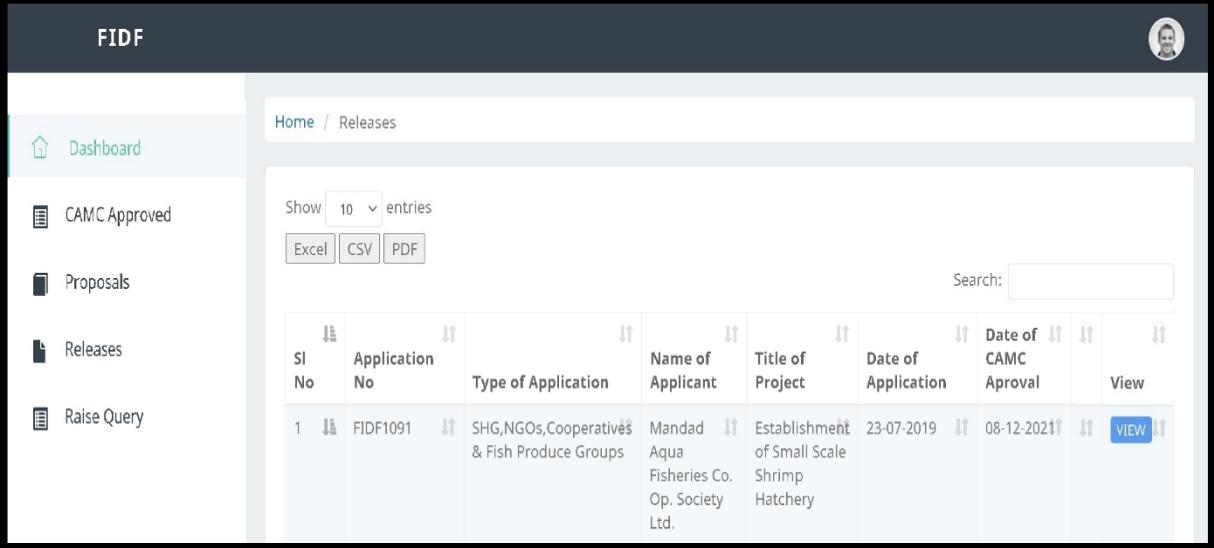
Here the NCDC can enter the details of loan approved for that respective application:

1. Date of Approval of loan: The date has to be selected in DDMMYYYY format
2. Loan Amount Sanctioned: Enter the loan amount sanctioned in Rs Lakhs. i.e. for example, for 100 Crores loan sanctioned, 10000.00 (100 lakhs) has to be entered.
3. Interest Subvention percentage: Enter interest subvention percentage applicable to the loan sanctioned
4. Interest subvention amount: Enter interest subvention amount in Rs. Lakhs applicable to the loan sanctioned.
5. Upload Sanction letter: Upload sanction letter of the loan for the respective project in PDF format.

This entry has to be done only once for the project. Once submitted, this application will be shown in “Releases” tab. The release of loan to be applicant can be entered in “Releases” section only.

6. UPDATE RELEASES TO APPLICATIONS:

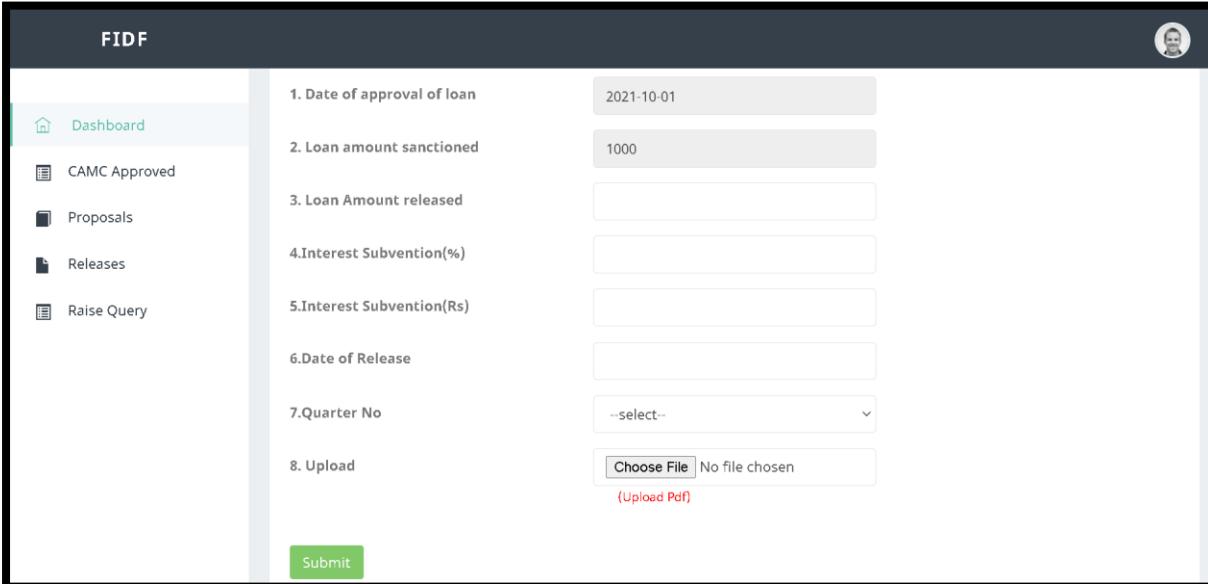
The applications which have been sanctioned loan will be shown in this page. On clicking “Releases”, the following window opens:



The screenshot shows a web-based application interface for FIDF. On the left, there is a sidebar with navigation links: Dashboard, CAMC Approved, Proposals, Releases (which is the active link), and Raise Query. The main content area has a header "Home / Releases". It includes a search bar, a "Show 10 entries" dropdown, and buttons for "Excel", "CSV", and "PDF". A "Search:" input field is also present. Below these are two tables. The first table lists the columns: SI No, Application No, Type of Application, Name of Applicant, Title of Project, Date of Application, Date of CAMC Approval, and View. The second table contains one row of data: SI No 1, Application No FIDF1091, Type of Application SHG, NGOs, Cooperatives & Fish Produce Groups, Name of Applicant Mandad Aqua Fisheries Co. Op. Society Ltd., Title of Project Establishment of Small Scale Shrimp Hatchery, Date of Application 23-07-2019, Date of CAMC Approval 08-12-2021, and a "View" button.

SI No	Application No	Type of Application	Name of Applicant	Title of Project	Date of Application	Date of CAMC Approval	View
1	FIDF1091	SHG, NGOs, Cooperatives & Fish Produce Groups	Mandad Aqua Fisheries Co. Op. Society Ltd.	Establishment of Small Scale Shrimp Hatchery	23-07-2019	08-12-2021	<button>VIEW</button>

Once clicking **VIEW** button, the details of the application and the sanction of loan details will be shown. At the bottom, the provision is given to enter the release of loan details. The same is shown below:



The screenshot shows a form for releasing a loan. On the left, there is a sidebar with navigation links: Dashboard, CAMC Approved, Proposals, Releases (which is the active link), and Raise Query. The main content area has a header "FIDF". The form consists of several input fields and dropdown menus:

- 1. Date of approval of loan: 2021-10-01
- 2. Loan amount sanctioned: 1000
- 3. Loan Amount released: (empty)
- 4. Interest Subvention(%): (empty)
- 5. Interest Subvention(Rs): (empty)
- 6. Date of Release: (empty)
- 7. Quarter No: -select-
- 8. Upload: Choose File [No file chosen] (Upload Pdf)

At the bottom, there is a green "Submit" button.

The date of approval of loan and the loan amount sanctioned in Rs. Lakhs will be displayed by the system, as it is already entered. NCDC has to enter the following details w.r.t the release of the loan:

1. Loan amount released: Enter loan amount released in Rs. Lakhs
2. Interest Subvention percentage: Enter interest subvention percentage applicable to the loan sanctioned
3. Interest subvention amount: Enter interest subvention amount in Rs. Lakhs applicable to the loan sanctioned.
4. Date of Release: Enter the date of release of loan amount
5. Upload Sanction letter: Upload sanction letter of the loan for the respective project in PDF format.

It is to note that NCDC can enter the releases to the same applicant multiple times by following the above procedure.