USER MANUAL
(EXTERNAL)

Industry Management Information System

Department of Industry,

Tripureshwor, Kathmandu, Nepal.

Table of Contents

1. Introduction

1.1 Purpose

The user documentation is designed to assist end users to use the product or service. This is often referred to as user assistance. The user documentation is a part of the overall product delivered to the customer. The User Manual contains all essential information for the user to make full use of the information system. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use.

1.2 Organization of the Manual

This section describes all the contents that are available in this document. This document contains system overview which describes all the functions, architecture of the system, user access mode, system category, Operational status, features provided by the system. Authorized User permission makes us clear about authorized user and their overall access. Support and services describe about the personnel data who will be responsible for the support. System summary describes the overall system configuration, data flows, User Access levels, Contingencies and Alternate Modes of operation. Getting started describes logging on, System Menu, Administrative functionalities, Exit System. Using the system section describes the detailed descriptions of the system function, special instruction for error correction, caveats and exceptions, Input Procedures and Expected Output. Reporting section describes Reporting Capabilities and Report Procedures. Glossary and Index section describes either Glossary or Index or any one of them can be provided for easier indexing of data in the documentation. Project References section describes provide a list of the references that userre used in preparation of this document in order of importance to the end user.

2. General Information

2.1 System Overview

The primary scope of the project is the design and development of a solution, to enable citizens, departments and sections to conduct the operational workflow through the use of single system. All the document management from different section from DOI is done here. Along with this, the system will altogether handle the overall process flow for different sections of DOI (Industry Registration and Licensing, .Foreign Investment and Technology Transfer, Administration and Facility, Planning and Monitoring and Evaluation, Legal/Law, and Account Section.

2.2 Support and Services

2.2.1 Information

This section provides help desk information including responsible personnel phone numbers for emergency assistance.

Name	Position

3. System Summary

Under the Digital Nepal framework, eight sectors – digital foundation, agriculture, health, education, energy, tourism, finance, and urban infrastructure – have been identified. Eighty digital initiatives have been identified that aim to propel socio-economic growth in Nepal by addressing crucial challenges while unlocking the growth potential in each of the eight key sectors.

One of the digital initiatives under the sector – Digital Foundation is the Paperless government. The paperless government will increase the transparency, efficiency, and collaborative environment among and between government, citizens, and businesses.

Currently, government agencies are trying to adopt IT systems. In this process of automating their functions, multiple agencies are developing a similar system for the same functions. This is not only leading to wastage of resources by duplication but also creating difficulty in interoperability and Central control & monitoring.

The Department of Industry is one of the major agencies at the Ministry of Industry which is responsible for the implementation of policy, acts, rules, and regulations related to industrial development, through which the Government of Nepal plans to strengthen the Nepalese economy. The department, as per the revised Industry Enterprise Act (IEA), 2016, administers and facilitates the Middle and Large-scale industries which have fixed assets of more than 100 million Nepalese rupees. Furthermore, its scope of function also includes foreign investment and technology transfer in the industry as the user as protection of industrial property

3.1 System Configuration

To access the application following system and network configuration is required.

SN	Component	Detail
1	**Operating System**	Microsoft Windows 10 / Linux Ubuntu or Mint
2	**RAM (Memory)**	16 GB
3	**CPU (Processing)**	8 V-Core
4	**Hard Disk (Space)**	256 GB
5	**Browser**	Google Chrome 90 or above/ Mozilla Firefox 85 or above
6	**Internet**	High Speed Internet with 10Mbps + speed
7	**Input Devices**	Keyboard/ Mouse
8	**Output Devices**	Monitor Screen

3.2. Data Flows

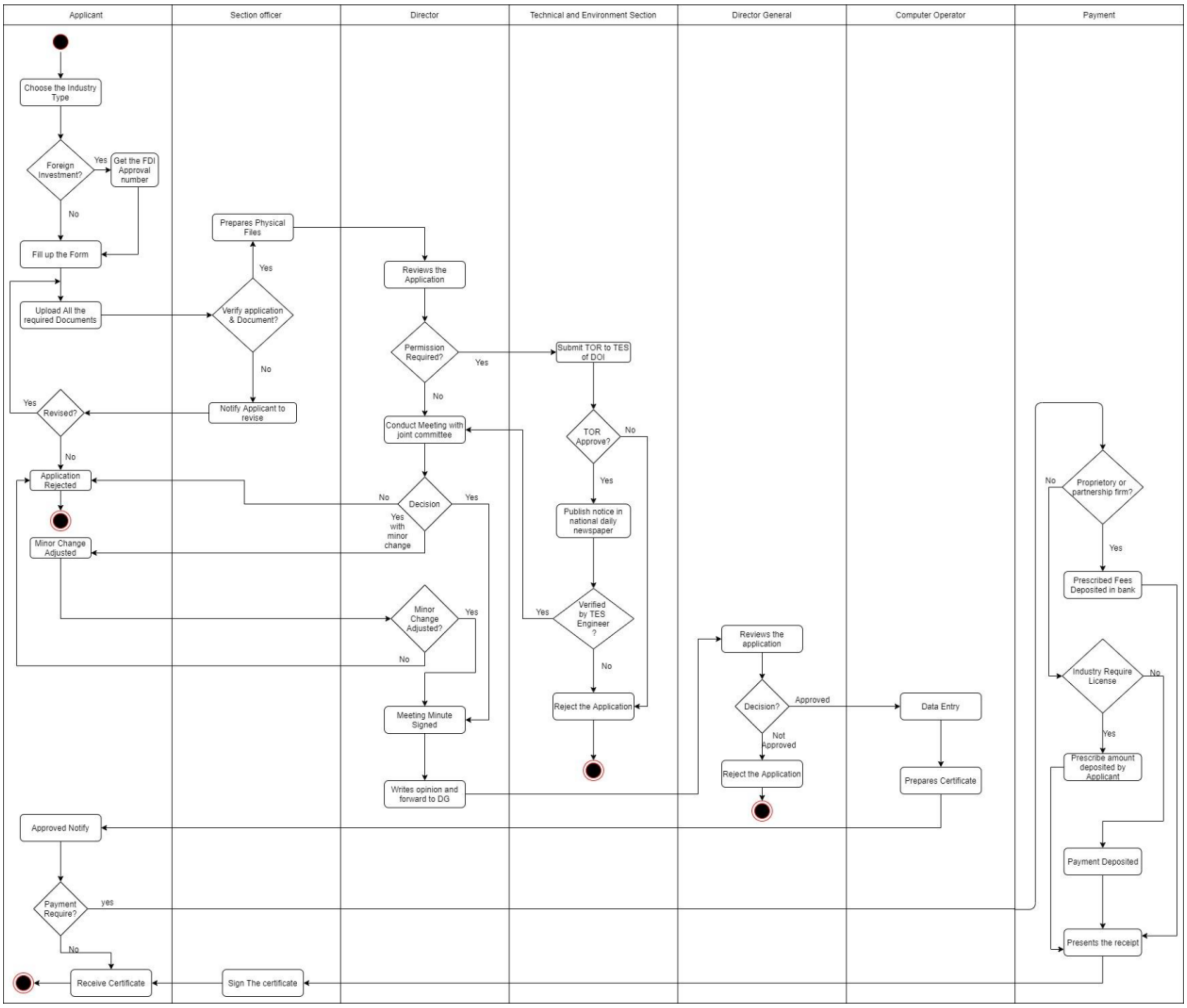


Figure 1: Data Flow

3.2 User Access Levels

3.3 Contingencies and Alternate Modes of Operation

In case of an emergency disaster, users have planned the following things for the continuation of the software. They are:

1. Backup database
2. Failure Recovery: Data Testing
3. Restoring the backup data

4. Getting Started

4.1 Login and register

For user login:

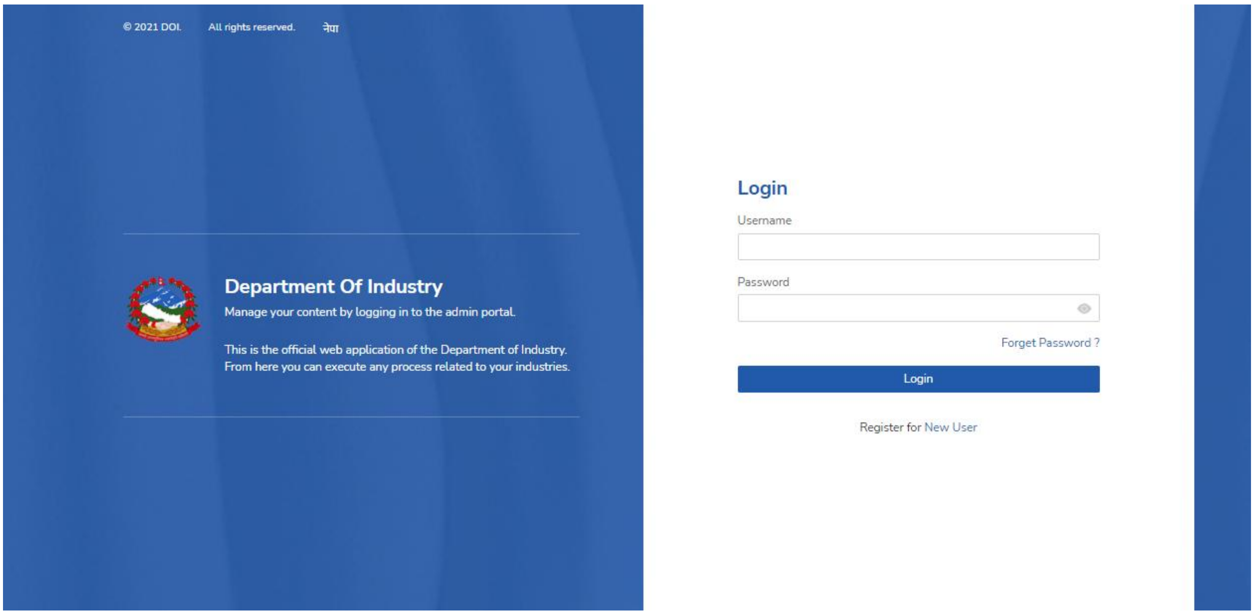


Figure 2: Login

Insert username and password on the login credential page. Then press the login button.

For user registration:

To register a user, click on the *New User* link below login button.

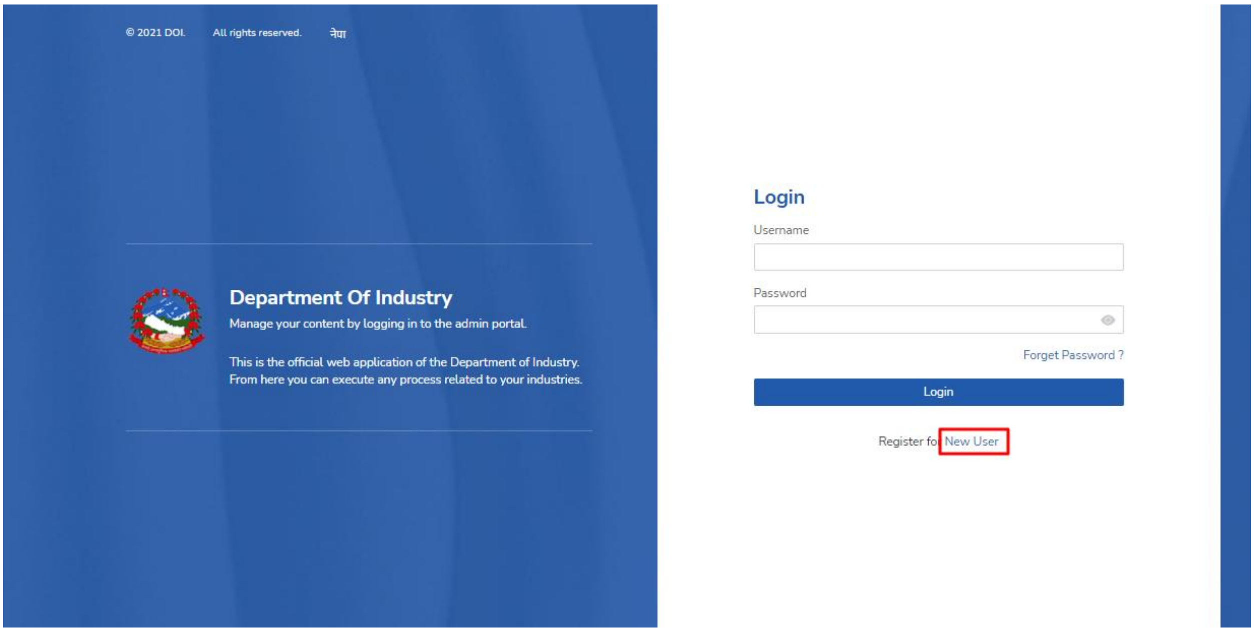


Figure 3: User registration

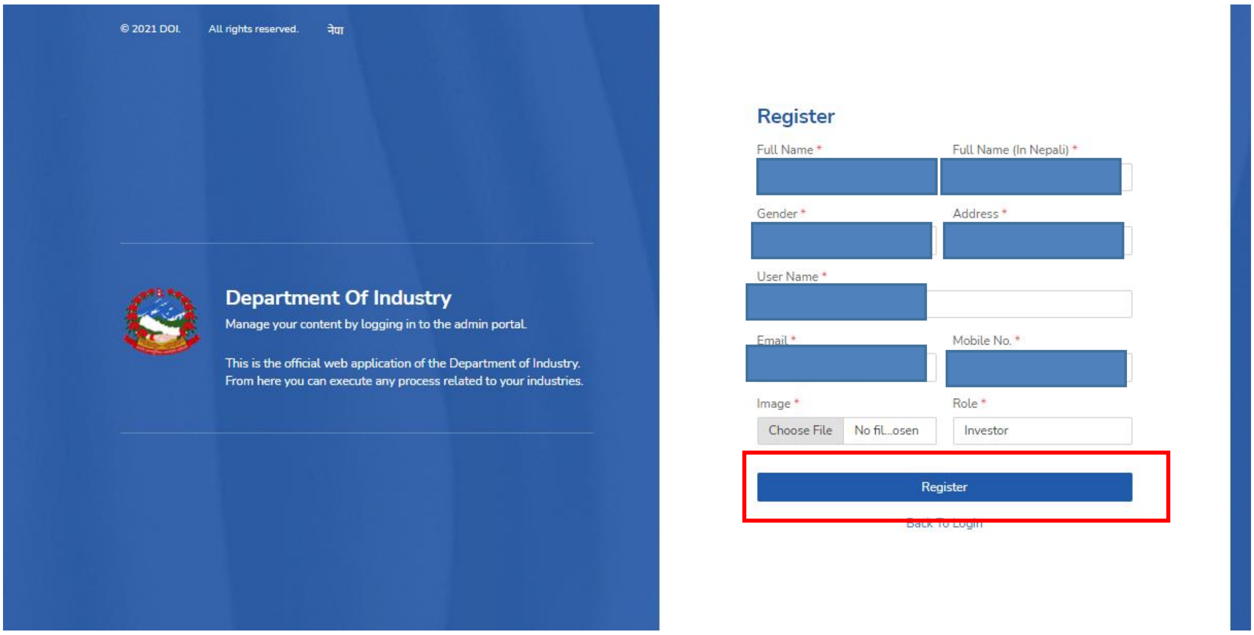


Figure 4: Registration form

Fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the register button to proceed to the next stage.

After the registration process, the system will ask for confirmation to register the user.

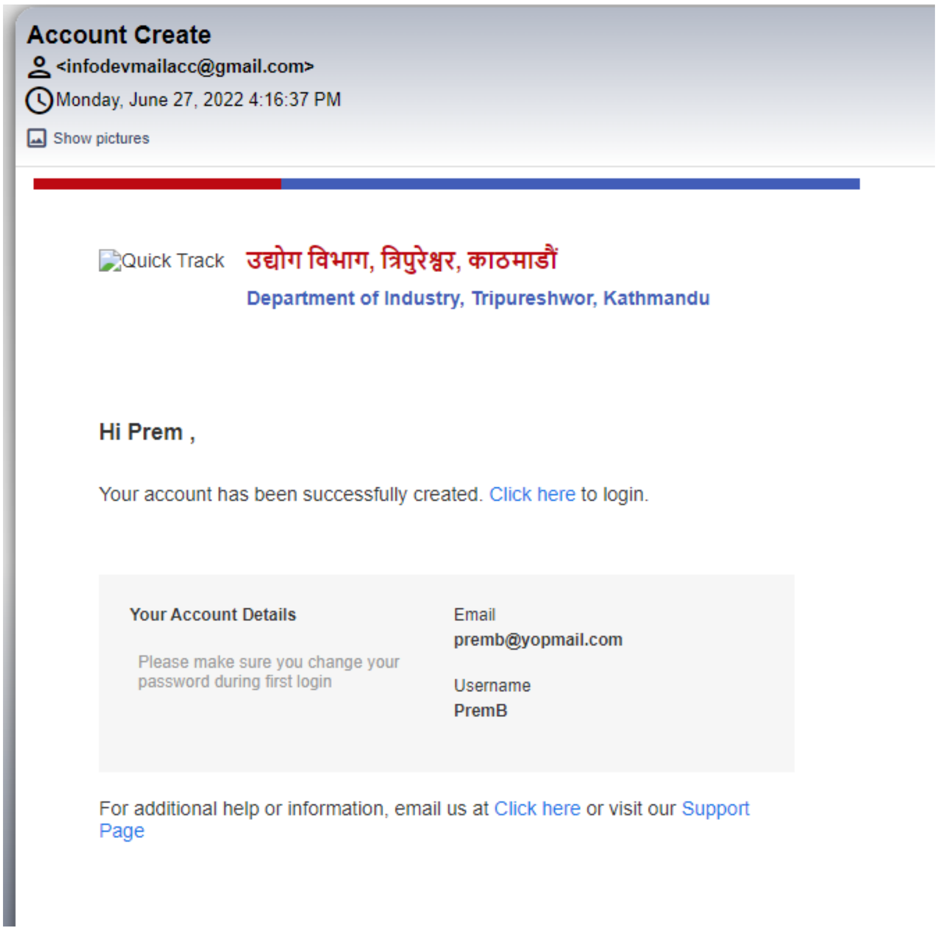


Figure : Registration Email

The email is sent to the inputted email address for confirmation of the user account with username. Once the email is received the user must click the click here for assigning the password of their account.

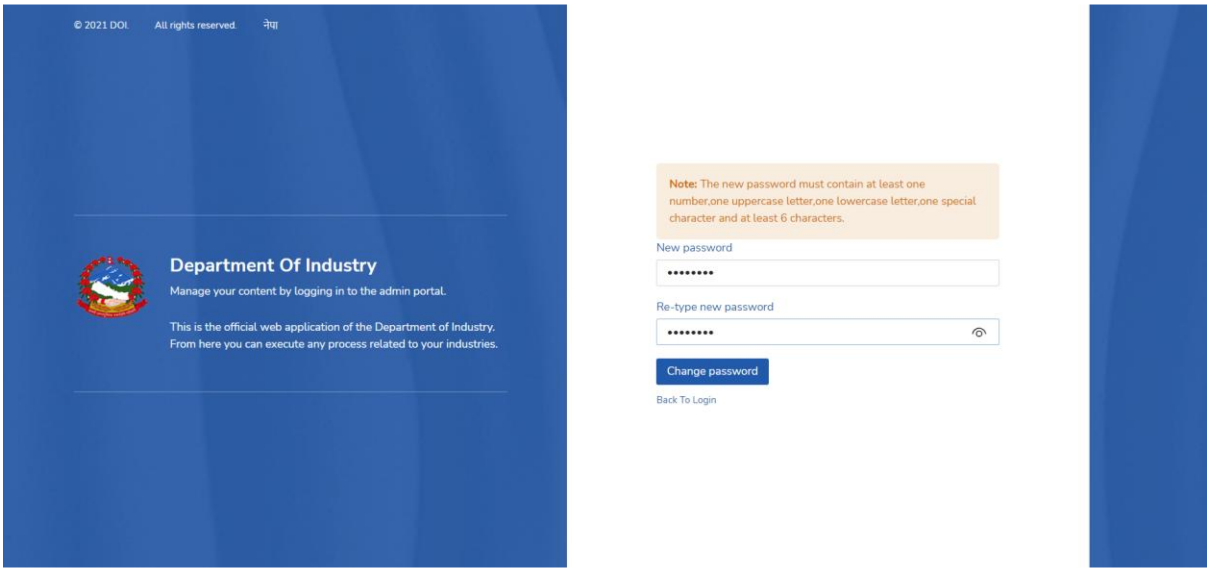


Figure : Set Password

The final step is to set the password to the account of the user for logging in.

4.2 Dashboard

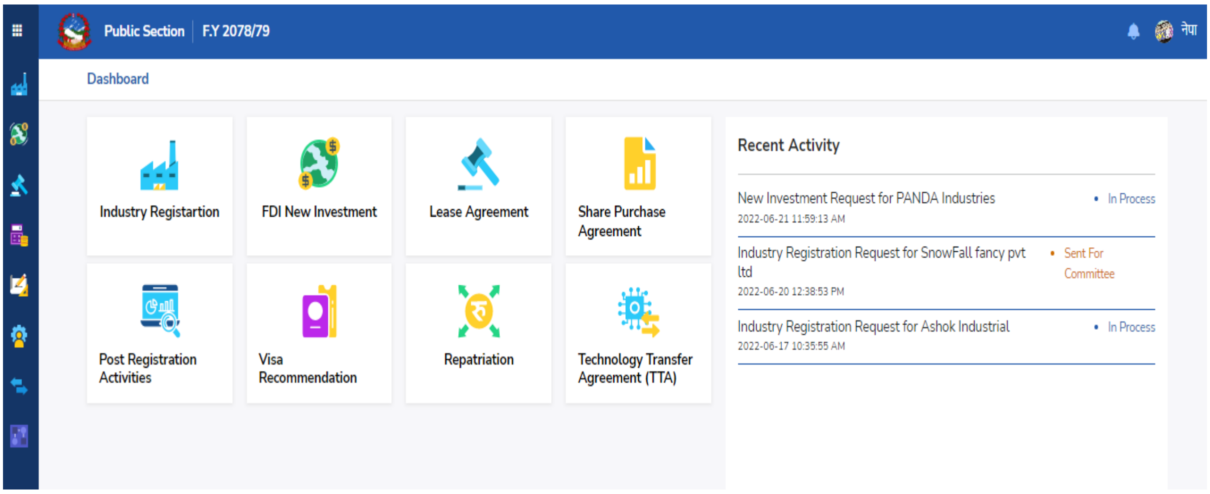


Figure 5.1:Dashboard

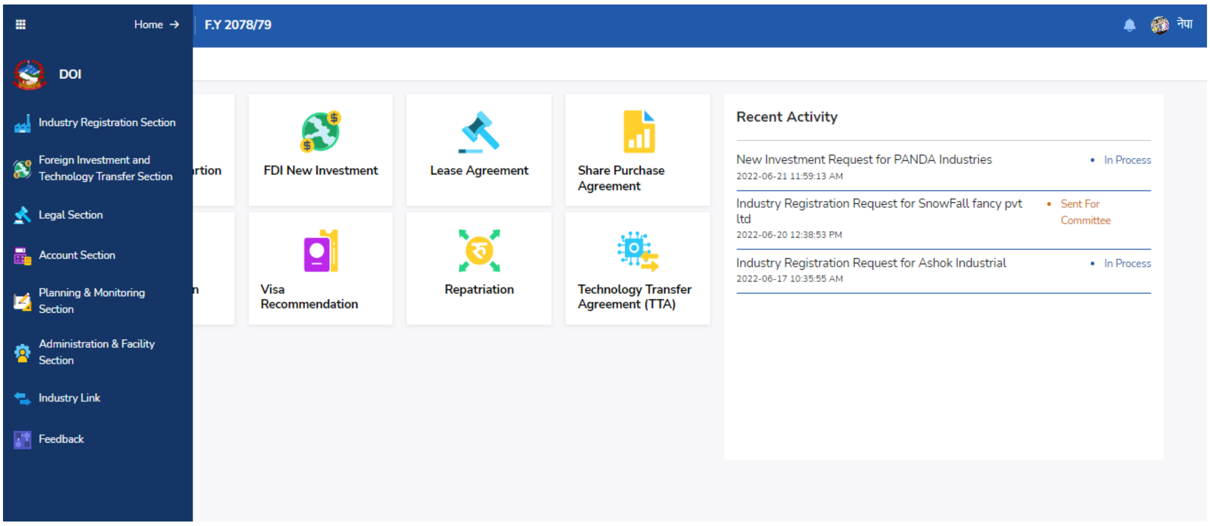
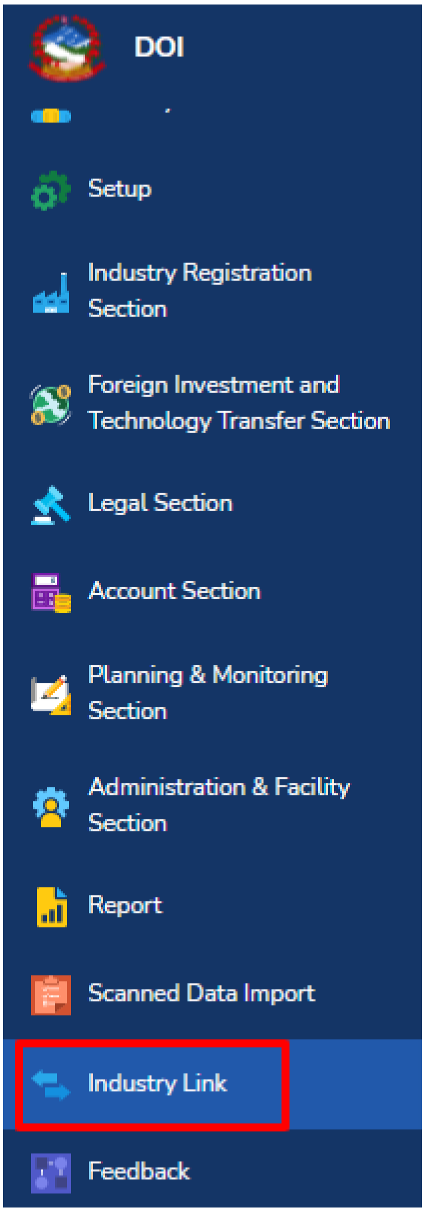
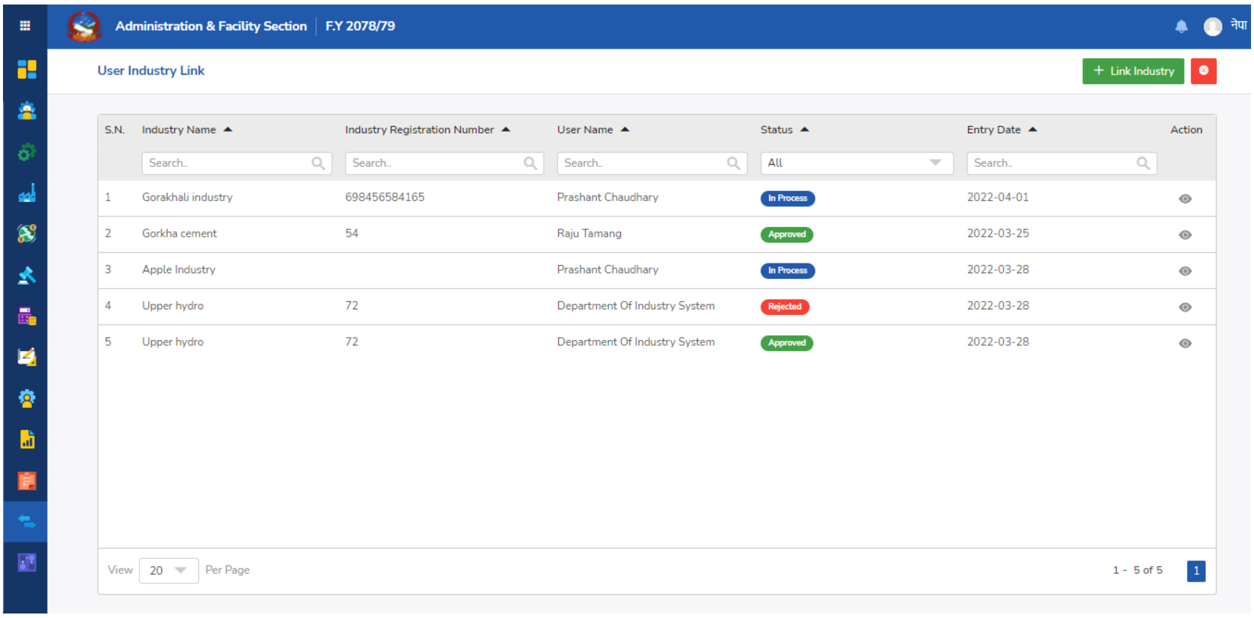


Fig 5.2 Dashboard

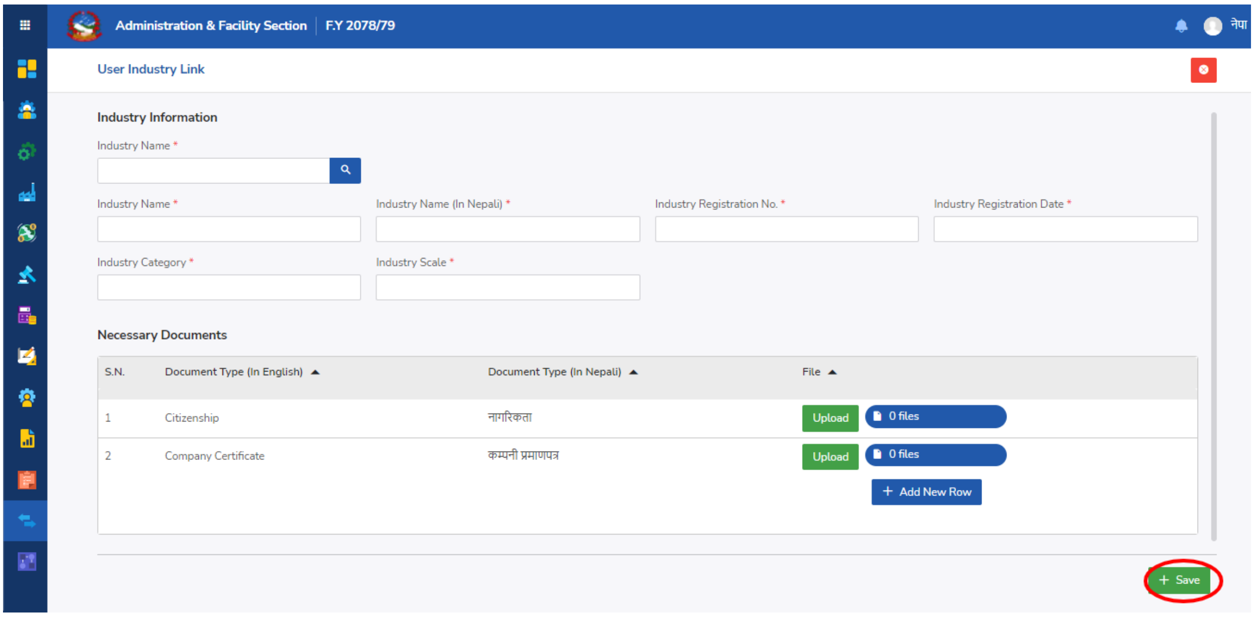
In the dashboard, you can find a navigation bar on the left side of the screen. This screen shows Industry Registration Section, Foreign Investment & Technology Transfer Section, Legal Section, Account Section, Planning & Monitoring Section, Administration & Facility Section, Industry Link and Feedback.

4.3 User Industry link





In this form, the user can see S.N., Industry Name, Industry Registration Number, User Name, Status, Entry Date, and Action.



The request for industry link will go into the approval flow within the DOI internal user. Once the request is approved, the user will be linked to the industry.

4.4 Industry Registration Section

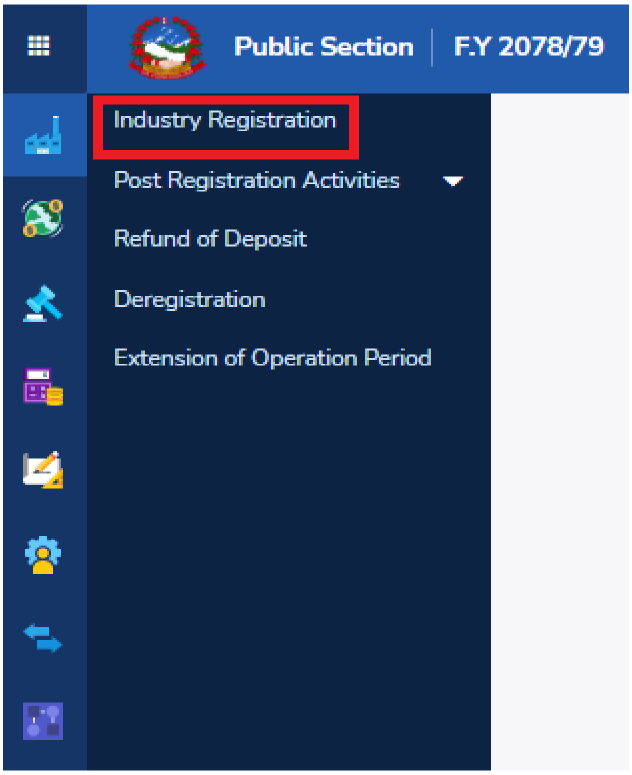


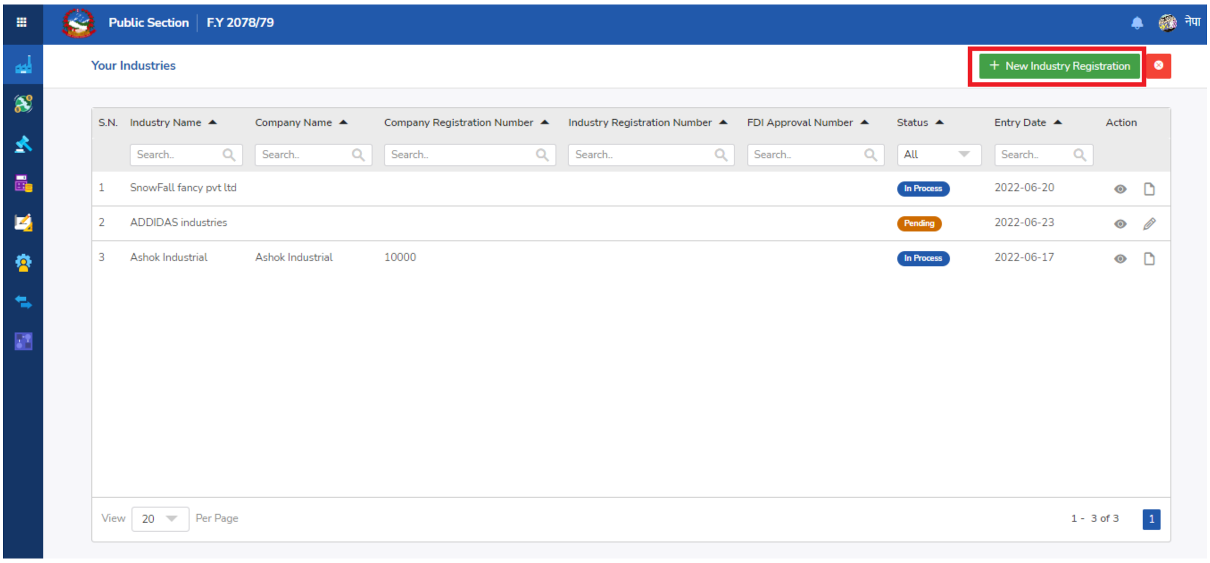
Figure 52: Dashboard>Industry Registration Section

The Industry Registration section in the system allows the user to register a new industry online by uploading all the necessary scanned documents. In the above screenshot, the user can see a list of sections.

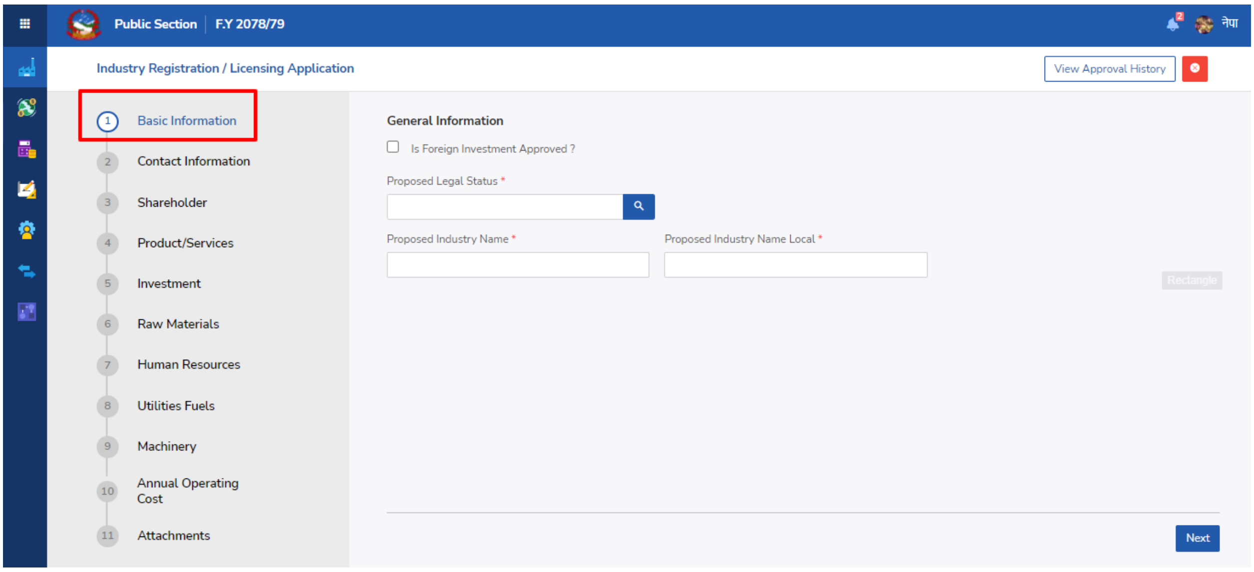
4.4.1 Industry Registration

This screen allows users to register for a new industry.

To register in a new industry, click on the New Industry Registration Button.



4.3.1.1 Basic Information

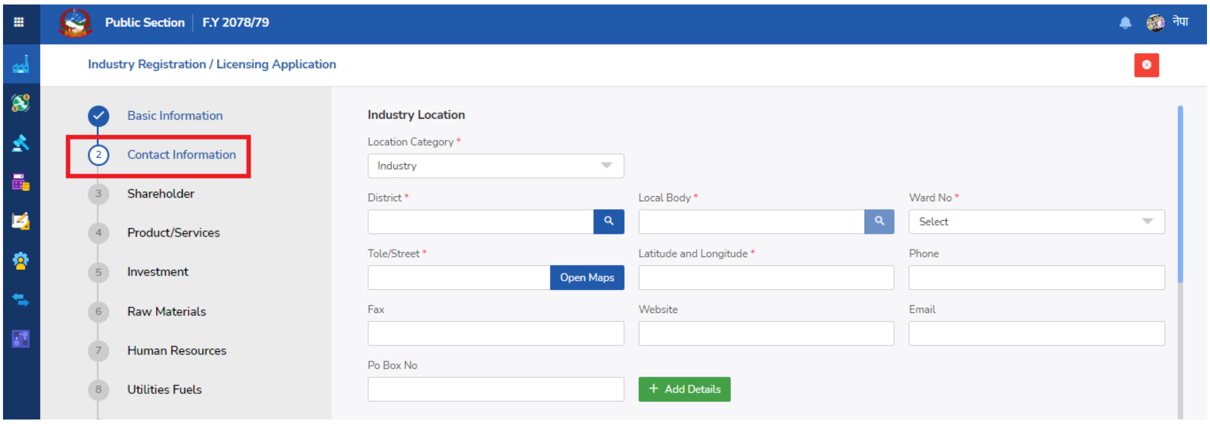


Fill out the Basic information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Next button and it will redirect to the contact information page.

Field Name	Description
Proposed Legal Status:	Select Proposed Legal Status from List.
Proposed Industry Name:	Enter Proposed Industry Name.
Proposed Industry Name Local:	Enter Proposed Industry Name in Nepali.
Estimated Operation Period (In Months):	Enter the estimated operation period in a month.
District:	Select District from the list.
Local Body:	Select Local Body from the list.
Ward No :	Select Ward No from the list.
Tole/Street:	Select the location from the map.
Phone:	Enter phone.
Fax :	Enter Fax.
Po Box No:	Enter Po Box No.
Email:	Enter Email.
Website:	Enter Website.

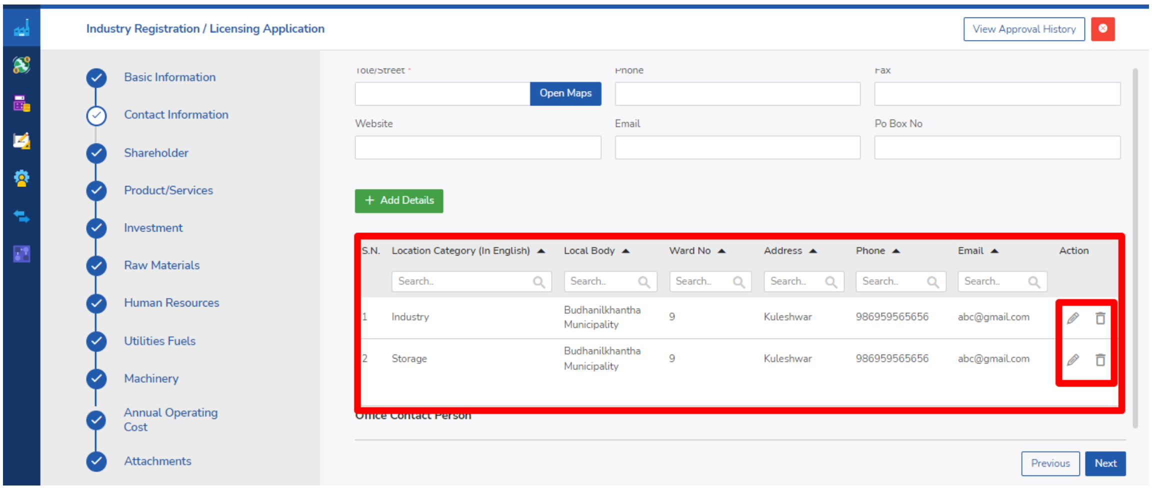
4.3.1.2 Contact Information

Industry Location/ storage location:



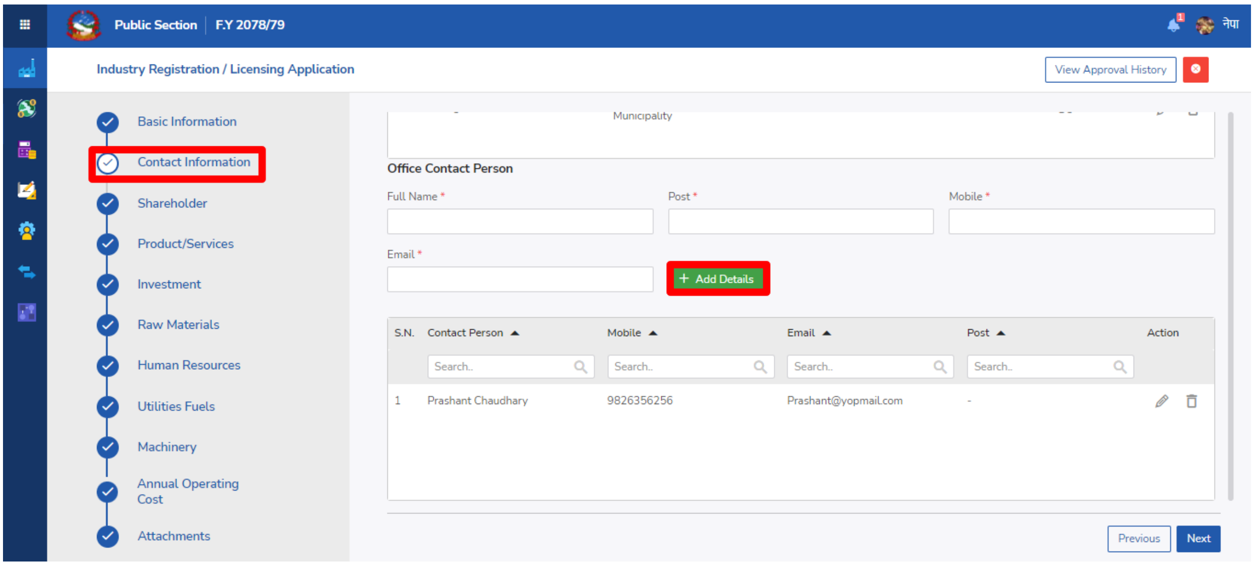
Fill out the Industry location form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details button.

Field Name	Description
Location Category:	Select Location Category from the list.
District:	Select District from the list.
Local Body:	Select Local Body from List.
Ward No:	Select Ward No.
Tole/Street:	Select the location from the map.
Latitude and longitude	After selection of tole/street, it will automatically generate the latitude and longitude.
Phone:	Enter your phone number.
Fax:	Enter Fax.
Website:	Enter website.
Email:	Enter Email.
Po Box No:	Enter Po Box No.



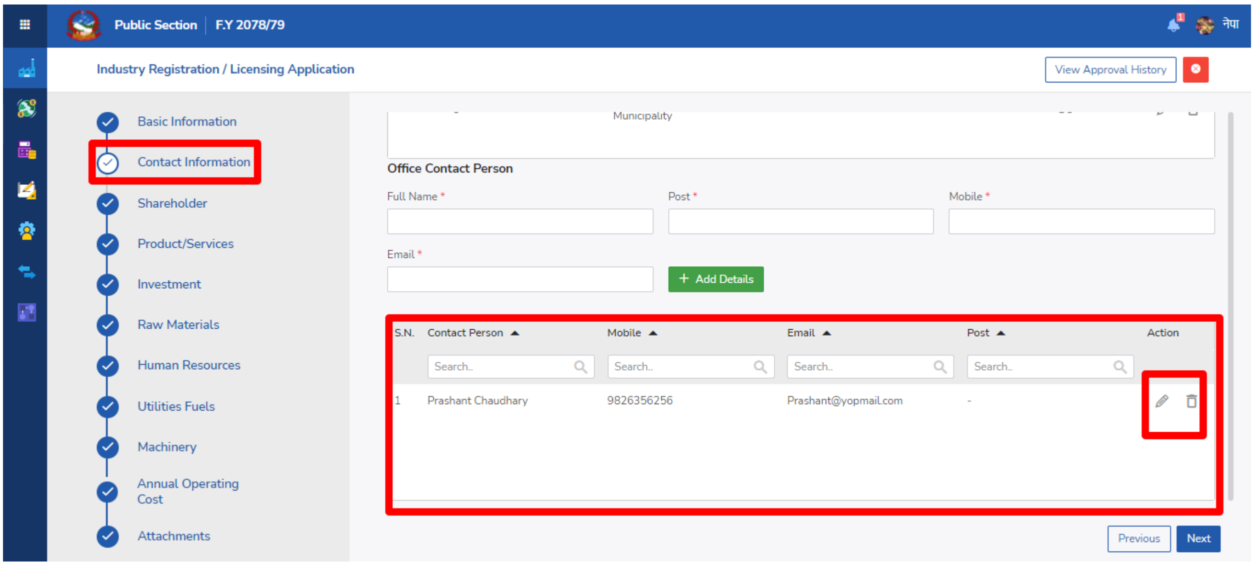
Here users can see the list of added industry locations in the table. To edit and delete industry location information, users can click on the edit and button icons to edit and delete the industry location information.

Office Contact Person:



Fill out the Office Contact Person form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details button.

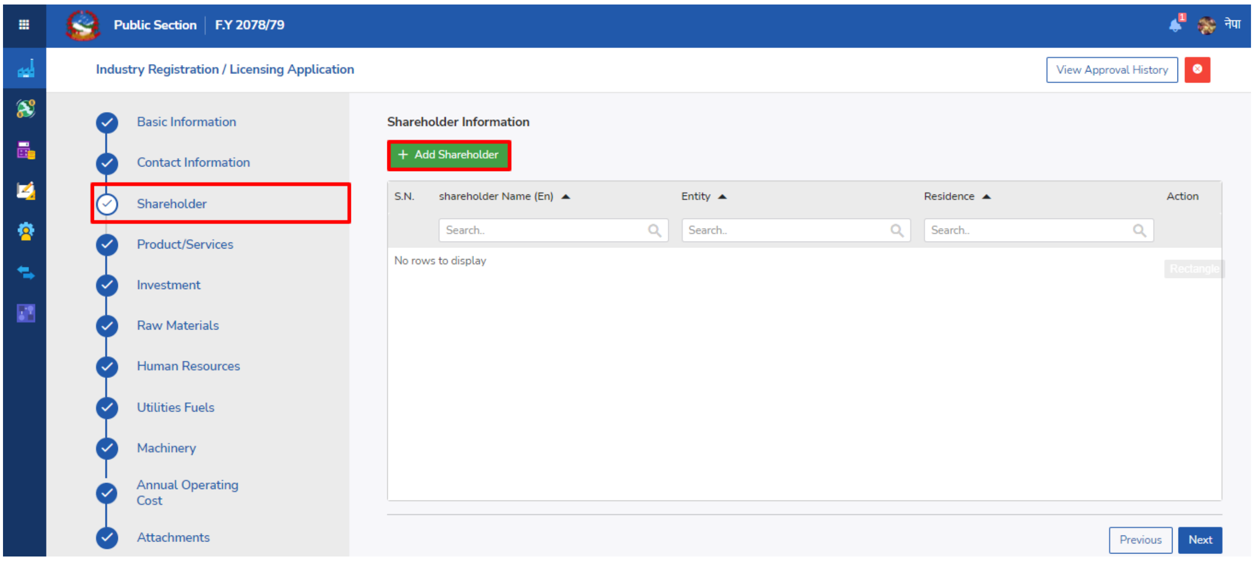
Field Name	Description
Full Name:	Enter Full Name.
Post:	Enter Post.
Mobile:	Enter Mobile.
Email :	Enter Email .

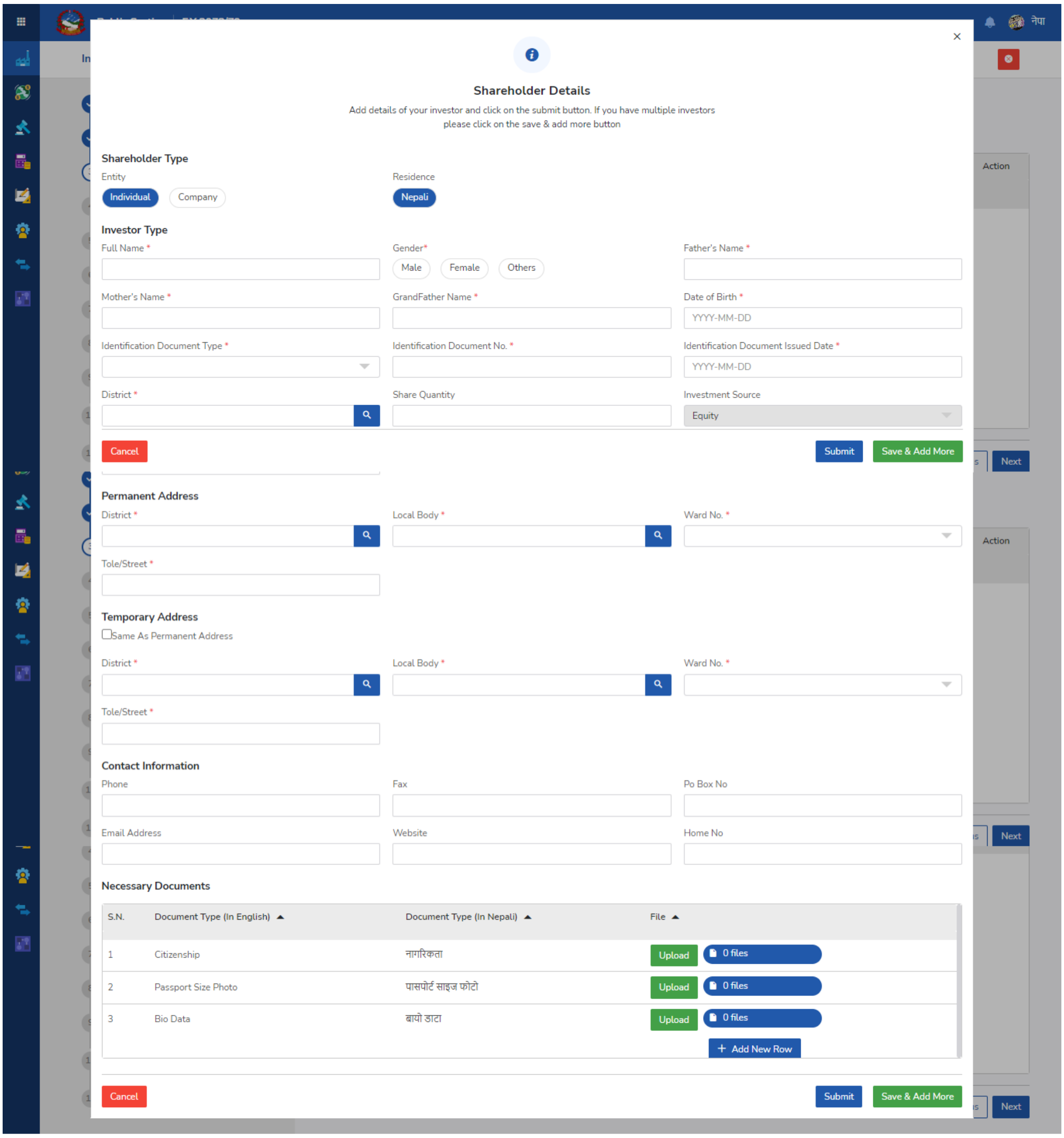


Here user can see the list of added office contact people in the table. To edit and delete contact person information, users can click on the edit and button icons to edit and delete the contact person's information. Click the Next button and it will redirect to the investor information page.

4.3.1.3 Investors Information

To add new investor information, click on the Add Investor Button.

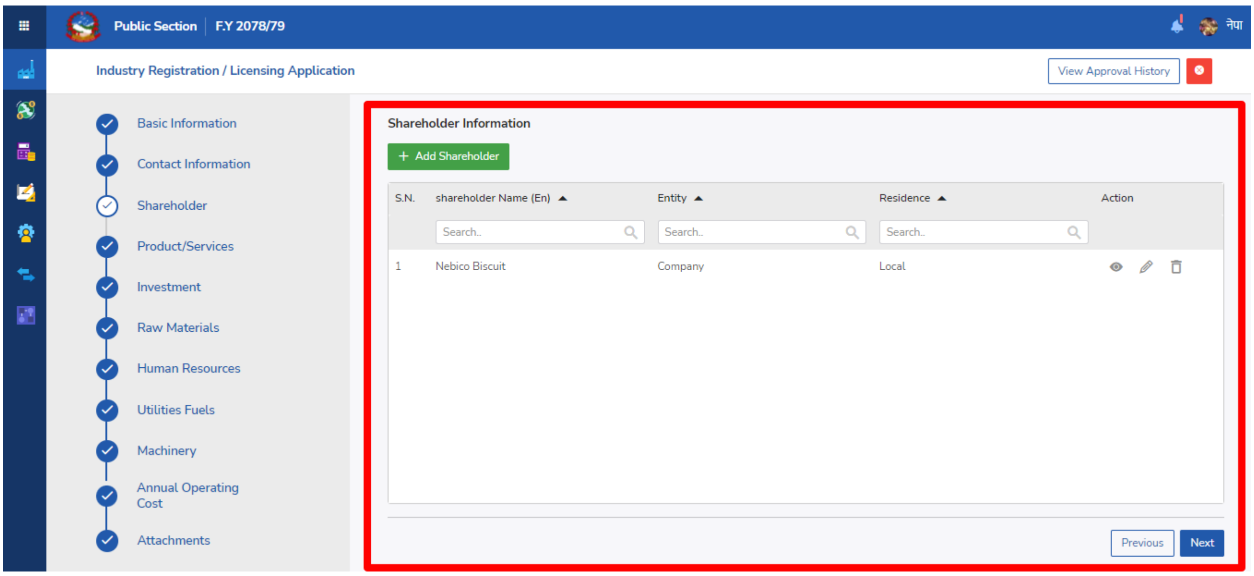




Fill the Investor information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the submit button.

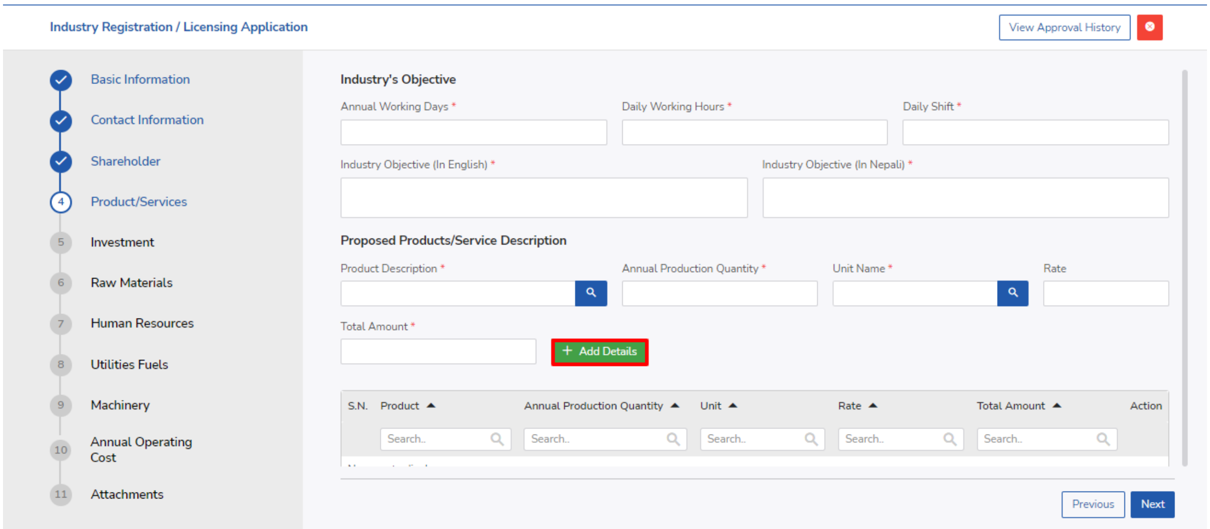
Field Name	Description
Shareholder Type	
Entity	Select Entity type.
Investor Type	
Full Name*	Enter Full Name.
Gender*	Select Gender.
Father's Name*	Enter Father Name.

Mother's Name*	Enter Mother Name.
Grandfather Name *	Enter Grandfather Name.
Date of Birth*	Enter birth date
Identification Document Type*	Select either National ID card, Citizenship or Passport
Identification Document No.*	Select Identification Document number.
Identification Document Issued Date*	Select issued date.
District*	Select district.
Share Quantity	Enter Share Quantity.
Investment source	Select investment source.
Investment Amount	Enter investment amount.
Permanent Address	
District*	Select District.
Local Body*	Select Local Body.
Ward No:	Select Ward No.
Tole/Street	Enter Tole/Street.
Temporary Address	
Same as permanent address	Check the box, if same as permanent address.
District*	Select District.
Local Body*	Select Local Body.
Ward No:	Select Ward No.
Tole/Street	Enter Tole/Street.
Contact Information	
Phone	Enter Phone
Fax	Enter Fax
Po Box No	Enter Po Box No
Email Address	Enter Email Address
Website	Enter website
Home No	Enter Home No
Necessary Documents	
Citizenship	Upload file
Passport Size Photo	Upload file
Bio Data	Upload file
Add new row	Click and select required document type and upload document.



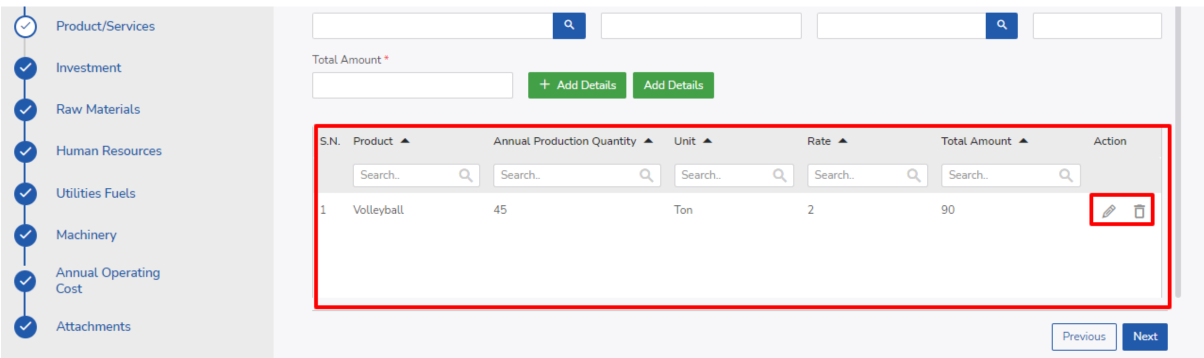
Here users can see the list of added investor information in the table. To edit, view, and delete investor information, users can click on the edit, view, and delete button icons to edit, view, and delete the investor information. Click the Next button and it will redirect to the product/services information page.

4.3.1.4 Product/services Information



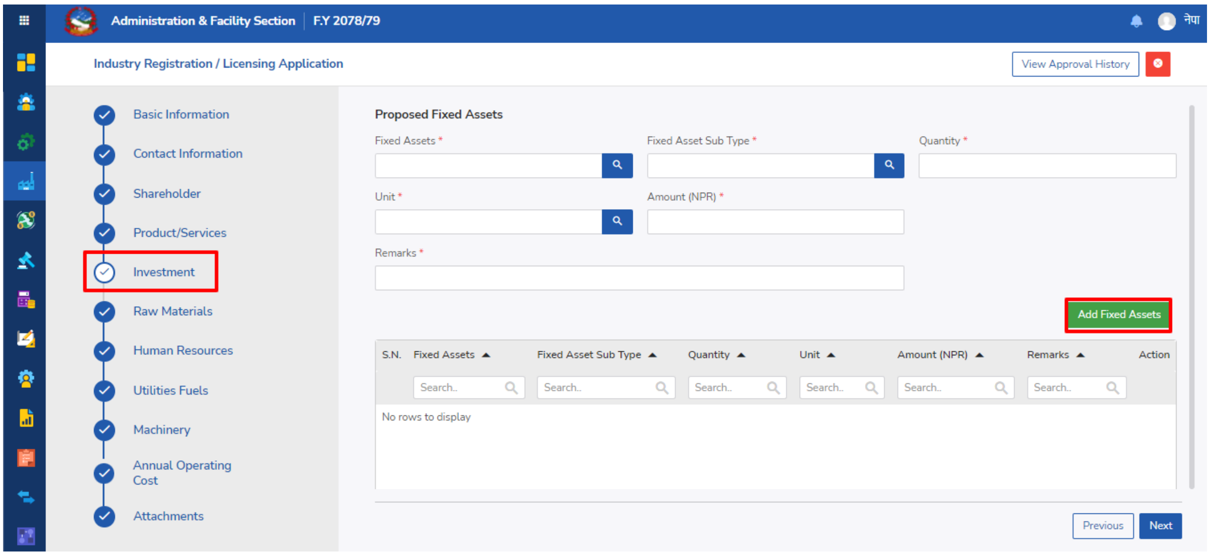
Fill out the Product/services form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details button.

Field Name	Description
Working Days	Enter Working Days
Working Hours	Enter Working Hours
Shift	Enter Shift
Industry Objective (In English)	Enter Industry Objective in English
Industry Objective (In Nepali)	Enter Industry Objective in Nepal
Product Description	Select Product Description
Annual Production Quantity	Enter Annual Production Quantity
Unit Name	Select Unit Name
Rate	Enter Rate
Gross Amount	Enter Gross Amount



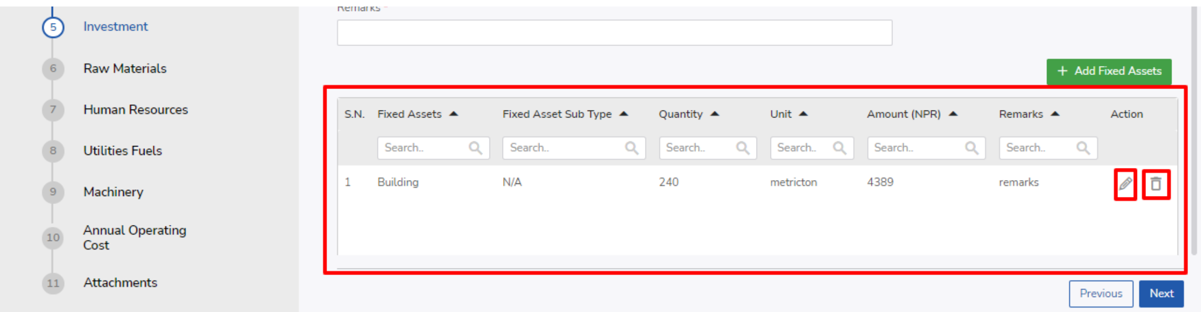
Here users can see the list of added product/services information in the table. To edit and delete product/services information, users can click on the edit and delete button icons to edit and delete the product/services information. Click the Next button and it will redirect to the Investment information page.

4.3.1.5 Investment Information

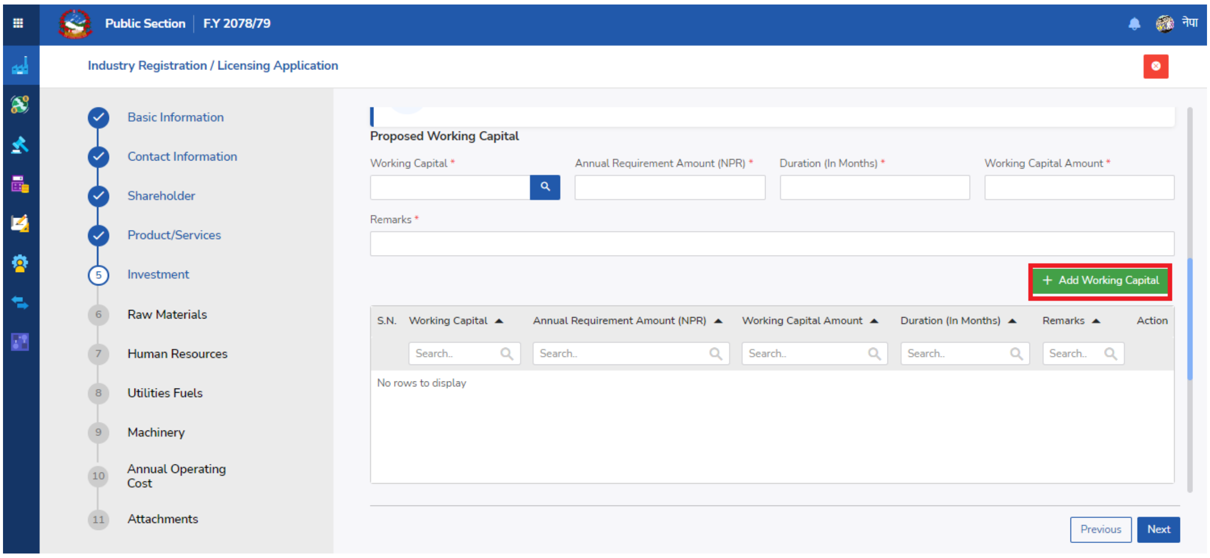


Fill the Proposed Fixed Assets form of investment information with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Fixed Assets Button.

Field Name	Description
Fixed Assets	Select Fixed Assets from list.
Quantity	Enter Quantity.
Unit	Select Unit.
Amount (NPR)	Enter Amount (NPR).
Remarks	Enter Remarks.

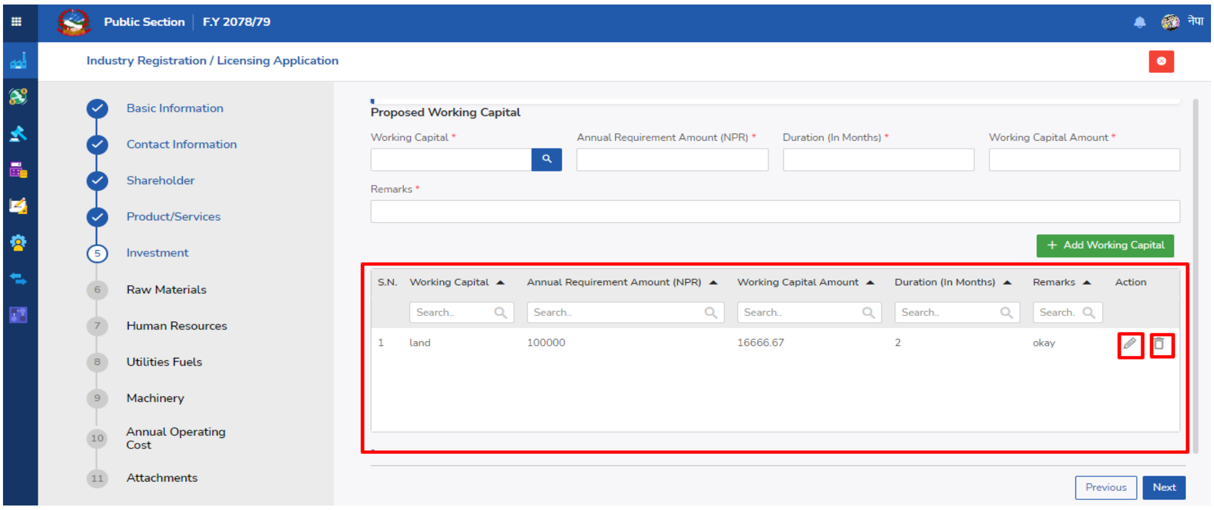


Here user can see the list of added proposed fixed assets in the table. To edit and delete proposed fixed assets information, users can click on the edit and button icons to edit and delete the proposed fixed assets Name.

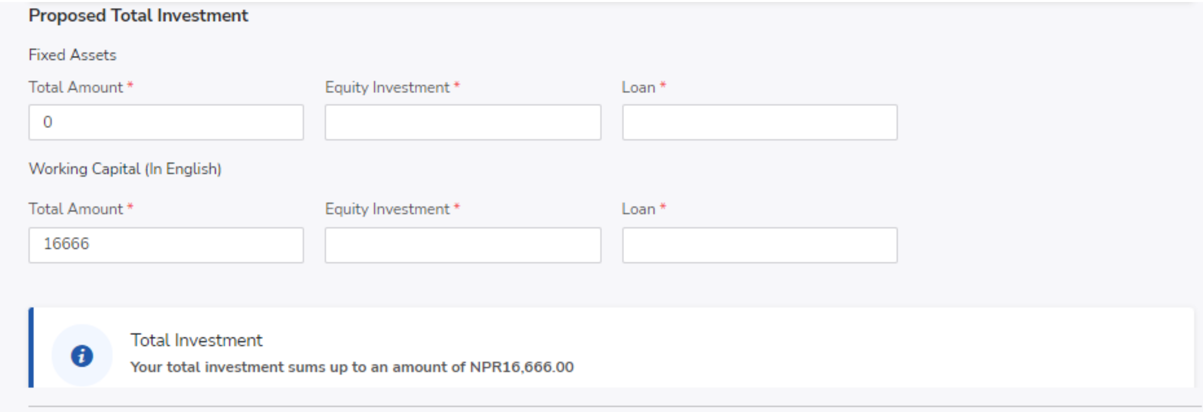


Fill the Working capital form of investment information with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Working Capital Button.

Field Name	Description
Working Capital	Select Working Capital
Annual Requirement Amount (NPR)	Enter Amount
Duration (In Months)	Enter Duration In Months
Working Capital Amount	Enter Working Capital Amount
Remarks	Enter Remarks

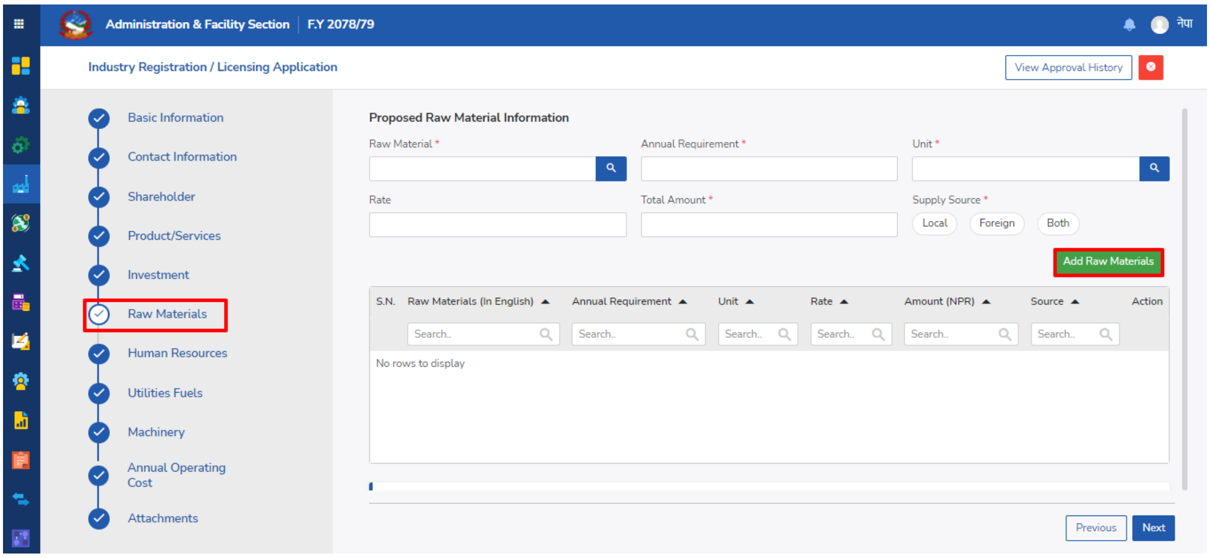


Here users can see the list of added working capital in the table. To edit and delete working capital information, users can click on the edit and button icons to edit and delete the working capital.



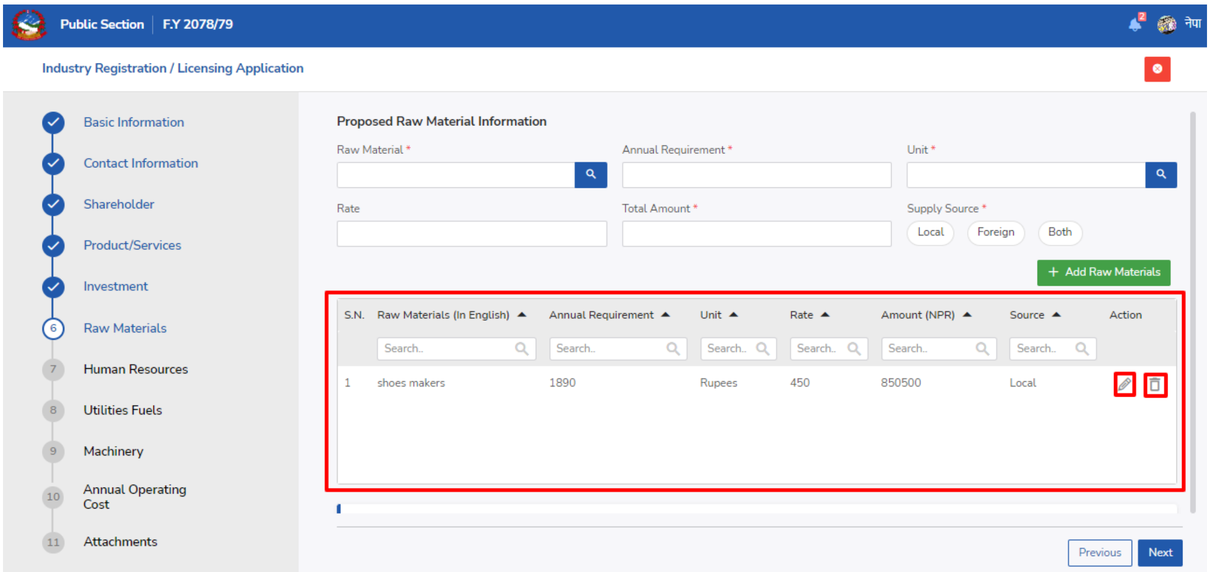
On the proposed total investment total amount will automatically generate from the system. The user should input the equity-investment amount and loan amount. There should be a sum of equity-investment and loan amount equal to the total amount.

4.3.1.6 Raw Materials



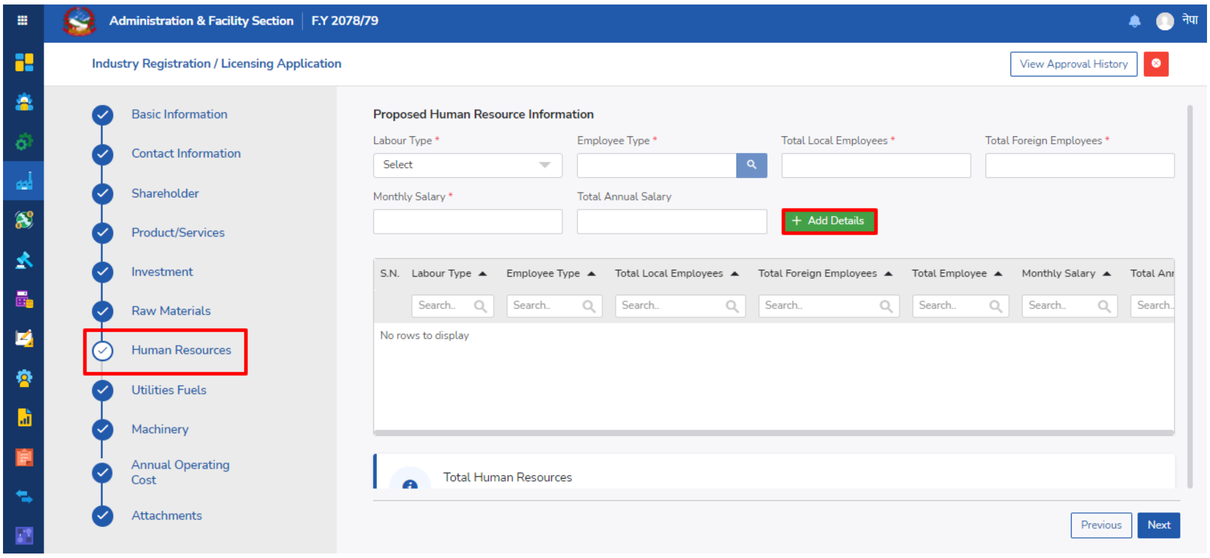
Fill the Raw materials form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Raw Materials Button.

Field Name	Description
Raw Material	Select Raw Material from the list.
Annual requirement	Enter Annual requirement.
Unit	Select Unit from List.
Rate	Enter Rate.
Total Amount	Enter Total Amount.



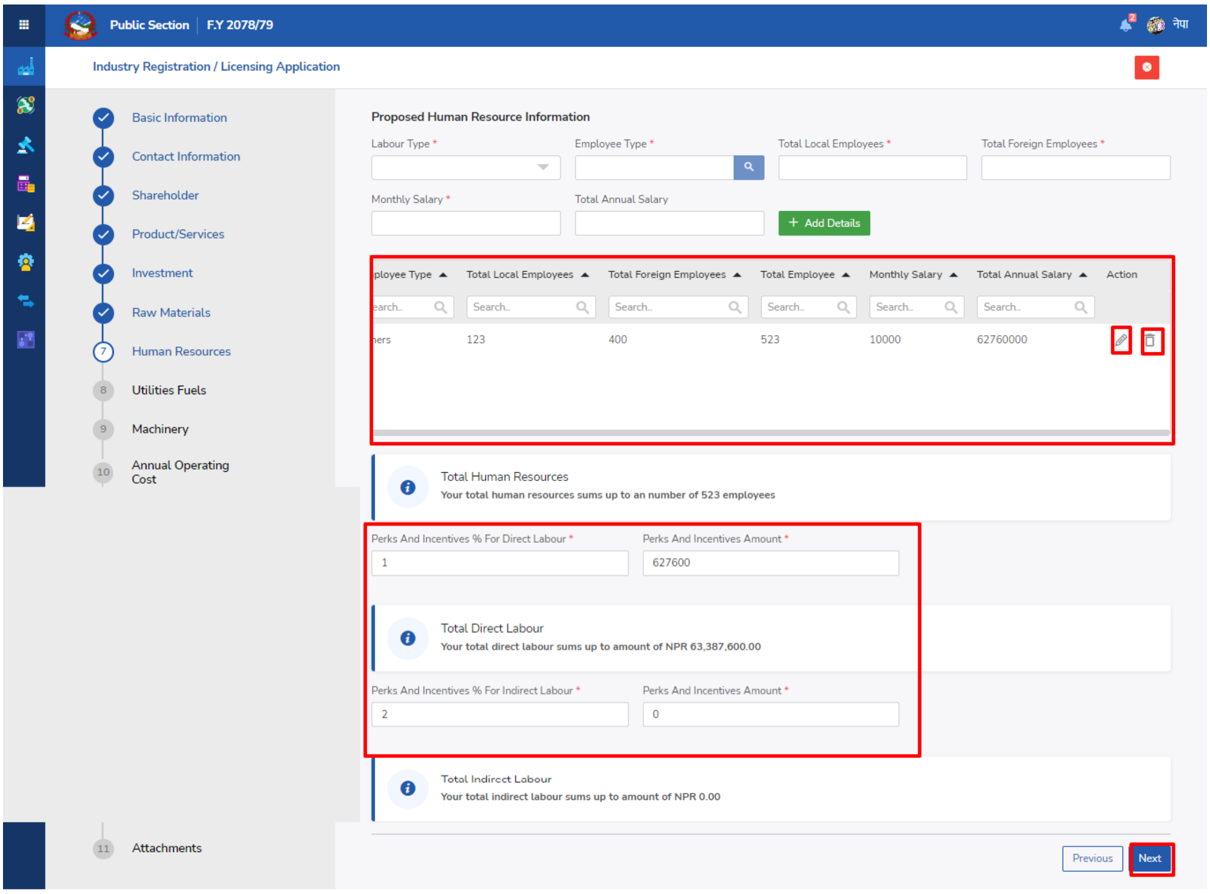
Users can see the list of added Raw materials in the table. To edit and delete Raw materials information, users can click on the edit and button icons to edit and delete the Raw Materials Name. Click on the Next button, it redirects to the Human Resources page.

4.6.1.7 Human Resource Information



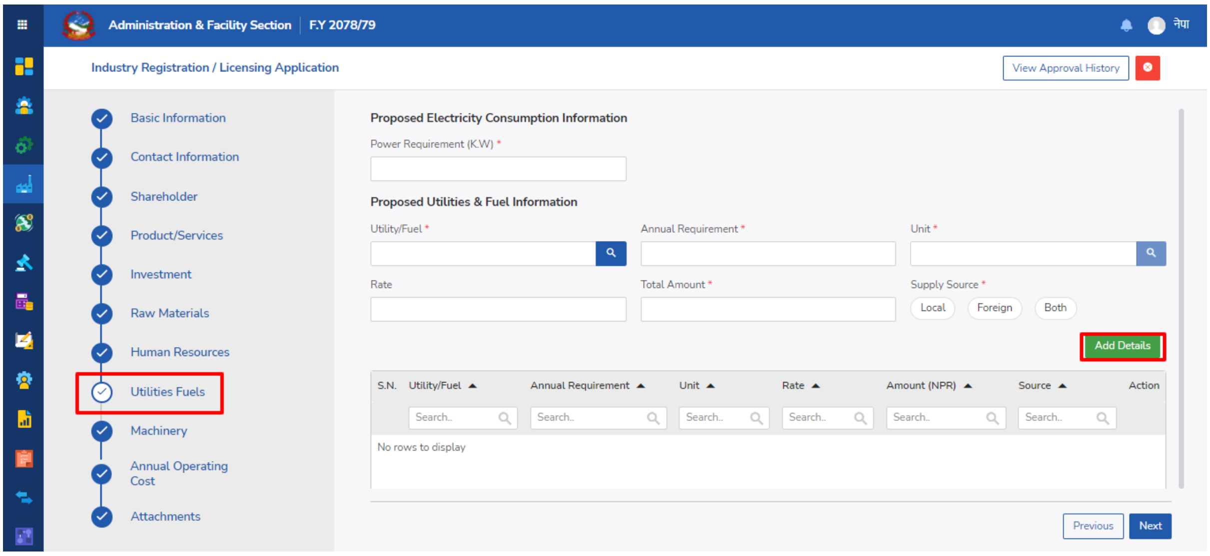
Fill the proposed human resources information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details Button.

Field Name	Description
Labour Type	Select labour type from the list
Employee Type (In English)	Select Employee Type (In English) from the list.
Total Local Employees	Enter Total Local Employees
Total Foreign Employees	Enter Total Foreign Employees
Monthly Salary	Enter Monthly salary
Total Annual Salary	Enter Total Annual Salary



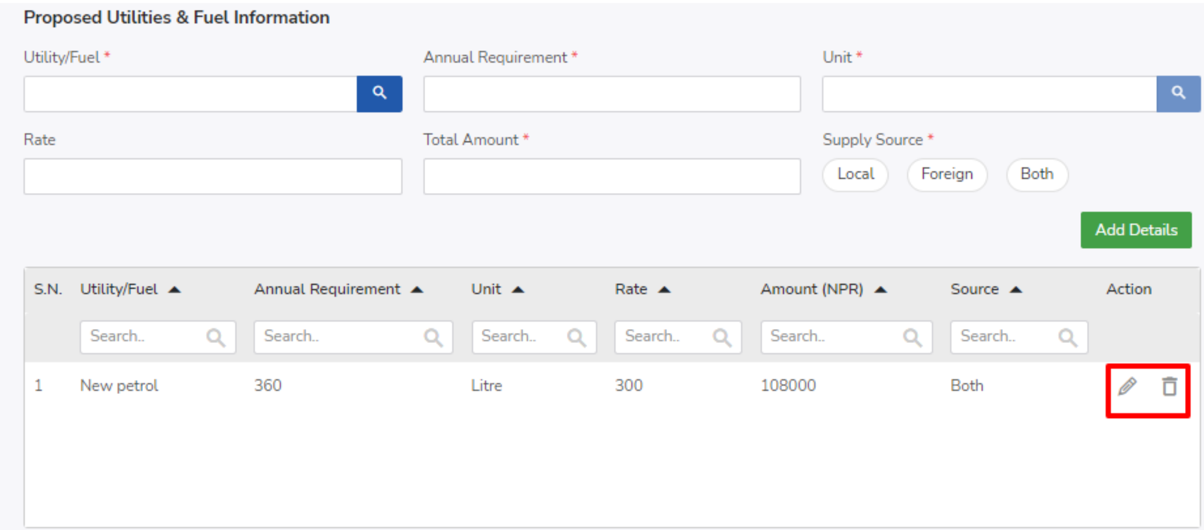
Users can see the list of added Human resources in the table. To edit and delete Human resources information, users can click on the edit and button icons to edit and delete the Employee Type. Click on the Next button, it redirects to the Utilities and Fuels page.

4.3.1.8 Utilities and Fuels



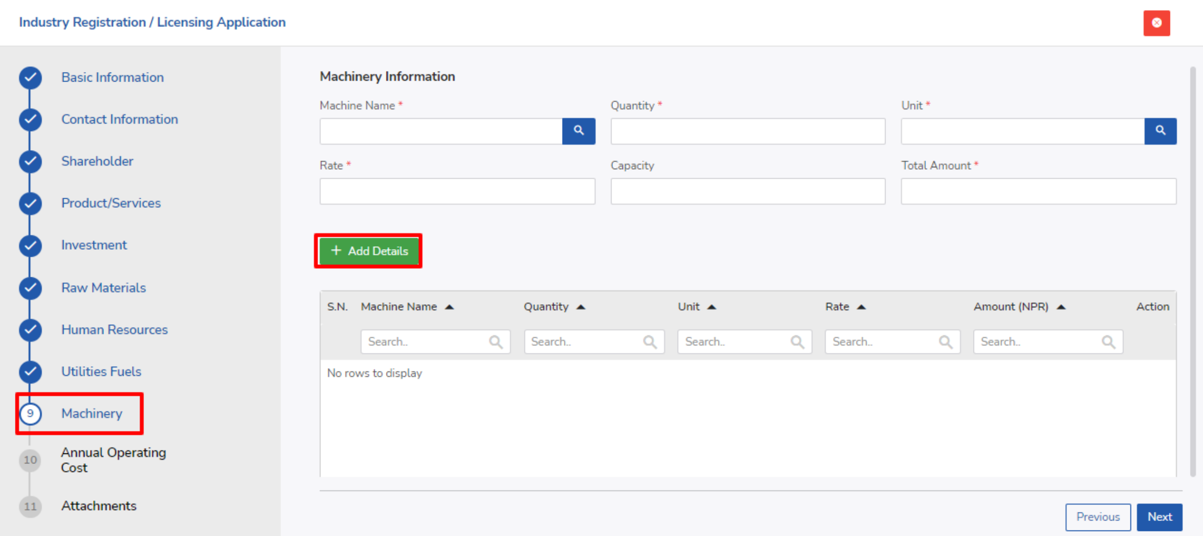
Fill the proposed utilities and fuels information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details Button.

Field Name	Description
Power Requirement (K.V.A)	Enter Power Requirement
Utility/Fuel	Select Utility/Fuel from the list.
Annual Requirement	Enter Annual Requirement
Unit	Select Unit from list.
Rate	Enter Rate.
Gross Amount	Enter Gross Amount .
Supply Section	Select Supply Section.



Users can see the list of added utilities and fuels in the table. To edit and delete utilities/fuels information, users can click on the edit and button icons to edit and delete. Click on the Next button, it redirects to the Machinery page.

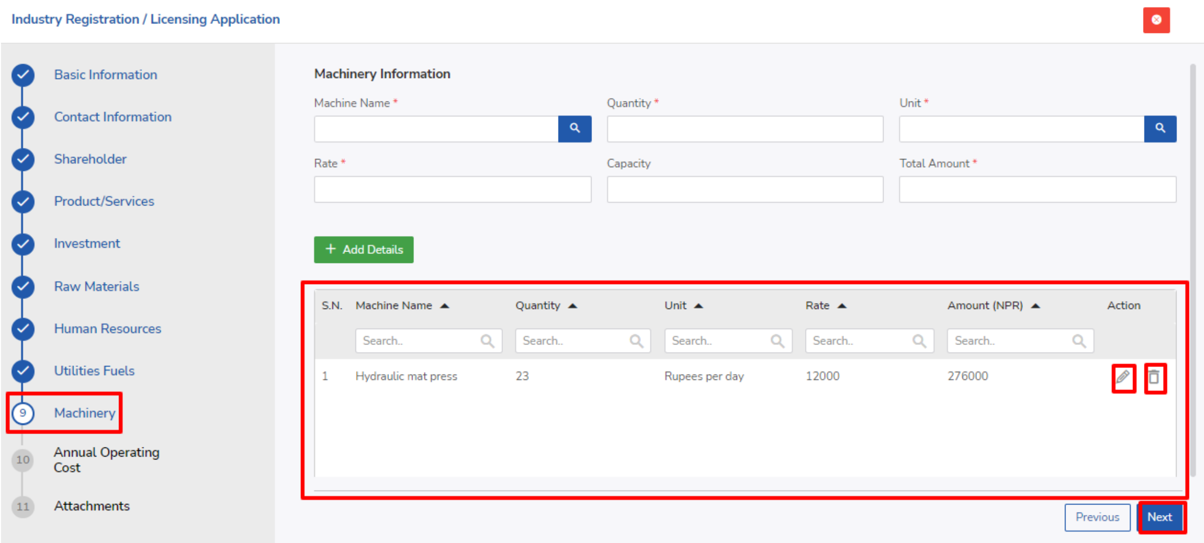
4.3.1.9 Machinery Information



Fill the Machinery information form of industry registration with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Add Details Button.

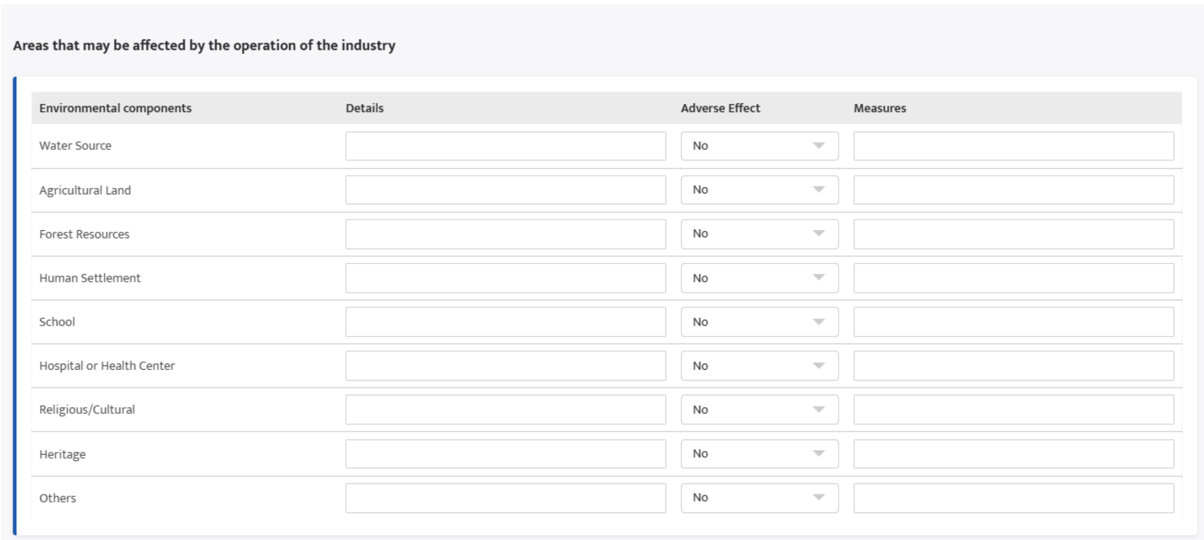
Field Name	Description
Machine Name	Select Machine Name from List.

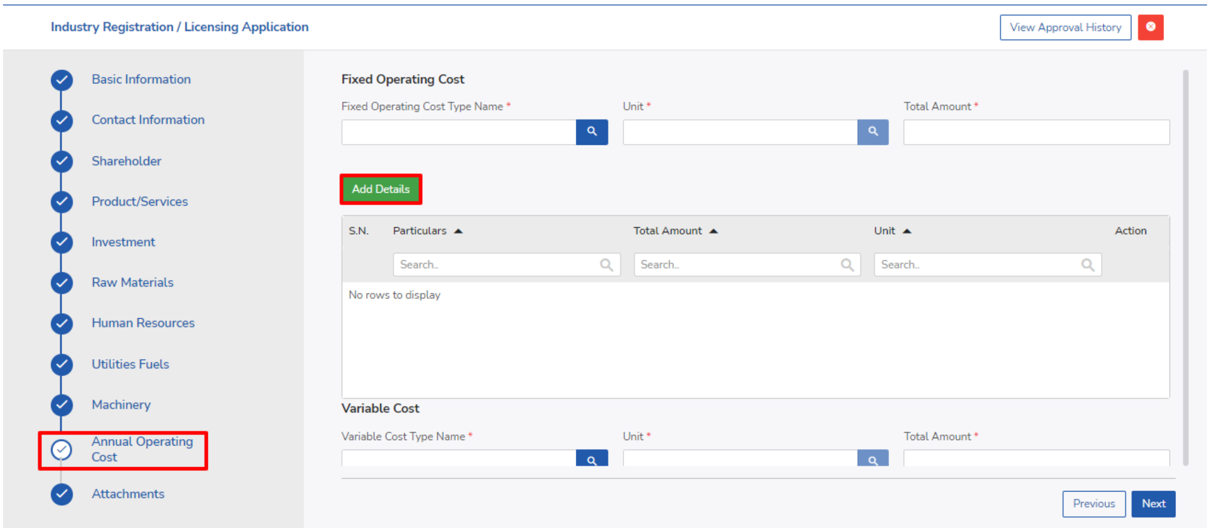
Quantity	Enter Quantity.
Unit	Select Unit from List.
Rate	Enter Rate.
Capacity	Enter Capacity
Total Amount	Enter Total Amount.



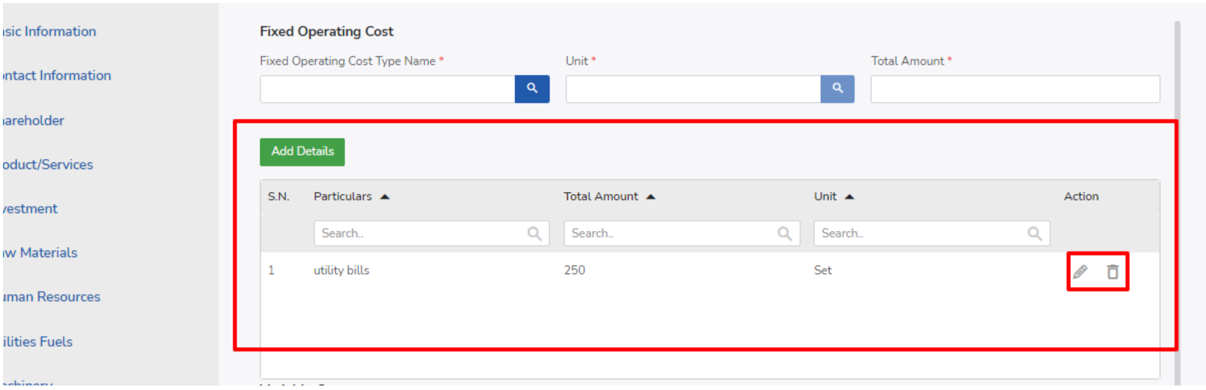
Users can see the list of added machinery information in the table. To edit and delete machinery information, users can click on the edit and button icons to edit and delete. Click on the Next button, it redirects to the Annual Operating cost.

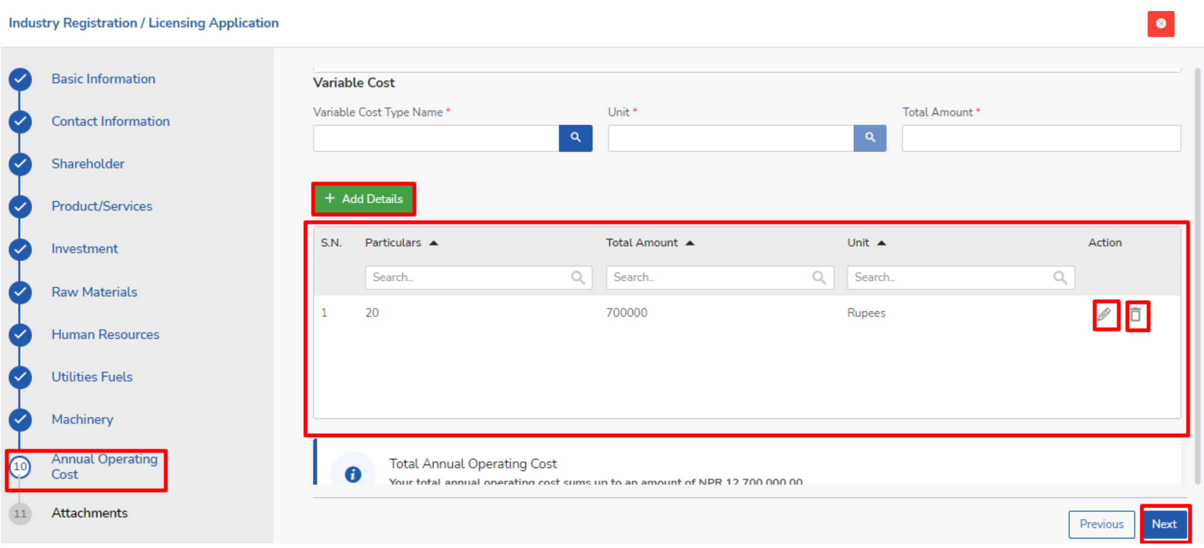
4.3.1.10 Annual Operating cost





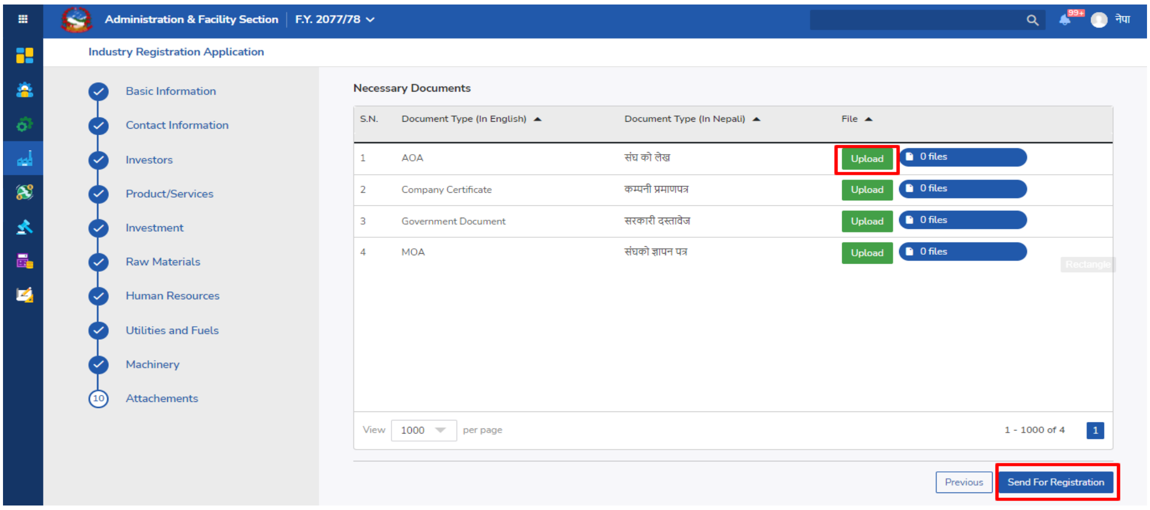
Should select fixed operating cost type name/ variable cost and should enete total amount after entering data should click on add details. After clicking on add details button fixed operating cost/ variable cost will save successfully. User can edit and delete added details from action menu.





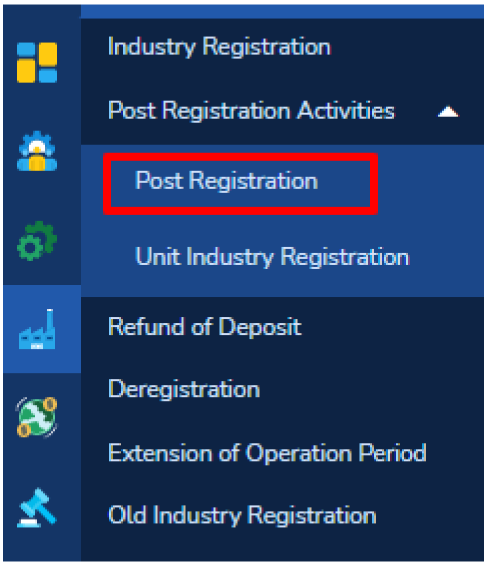
User can edit and delete needed data from this marked delete and edit icons. Click on the Next button, it redirects to the Attachment page.

4.3.1.11 Attachment

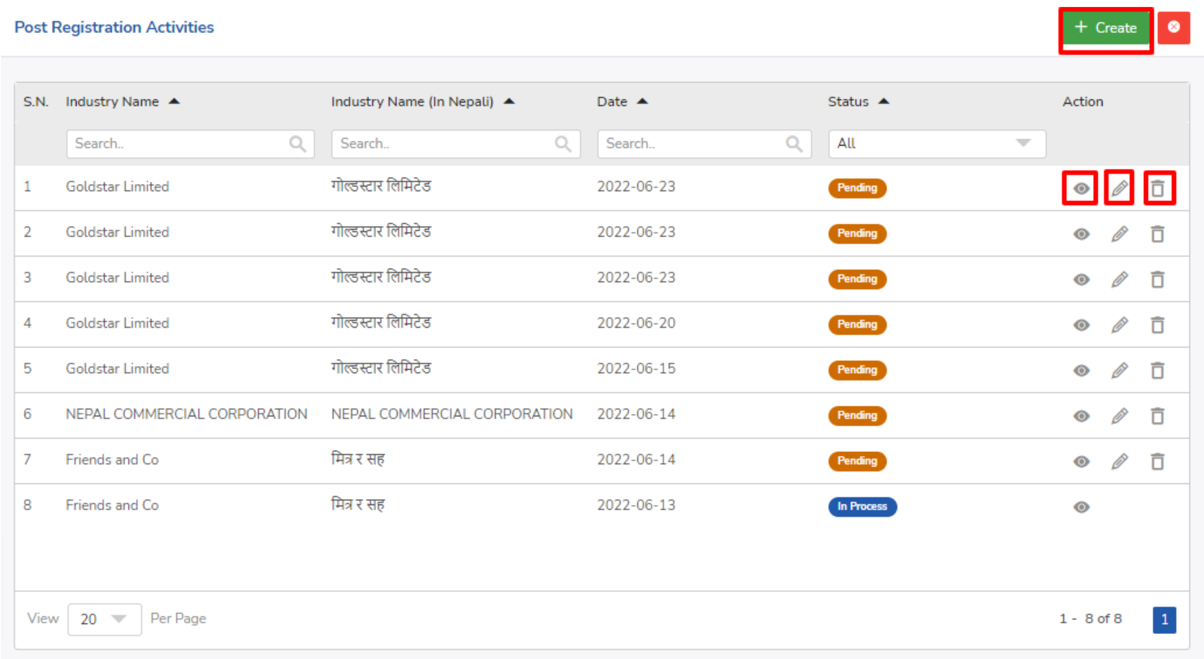


On the attachment, the part user should upload a necessary document for industry registration. Users can upload documents by clicking on the upload button. After uploading all necessary documents should click on send for registration button.

4.4.2 Post Registration Activities



The post registration activities section in the system allows users to make necessary changes in the functionality of their industry by requesting with the attachment of necessary documents. After clicked on post registration button user can see this screen.



On the above screen, user can see list of post registration activities where can see industry name, industry name in nepali data and status of post registration. User also can view , edit and delete post registartion by using related icons.

Sort:

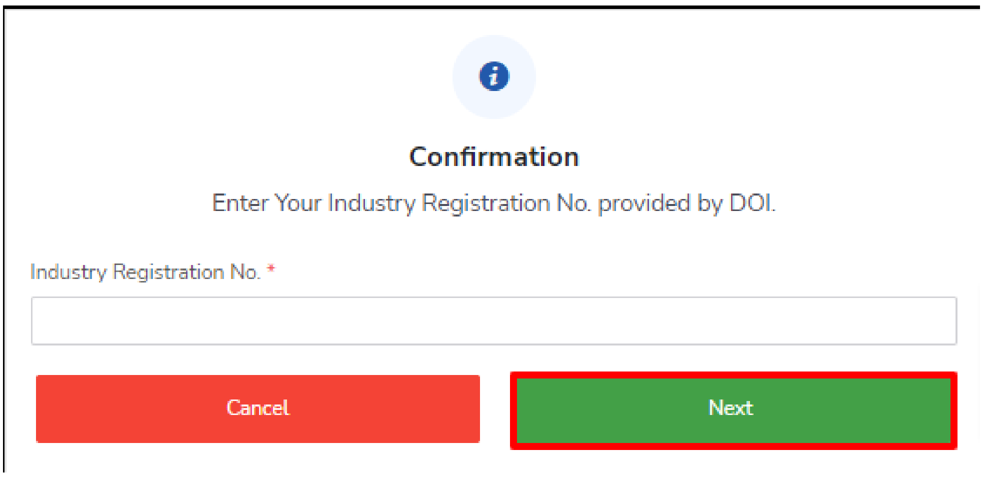
Users can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

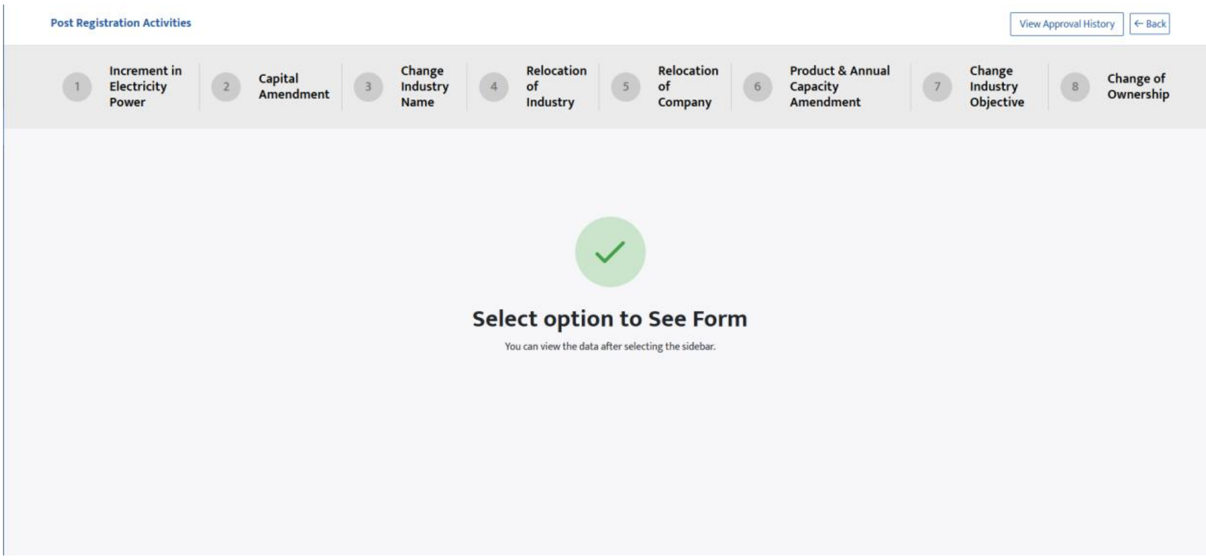
Users can also search existing data from the respective search fields.

Action:

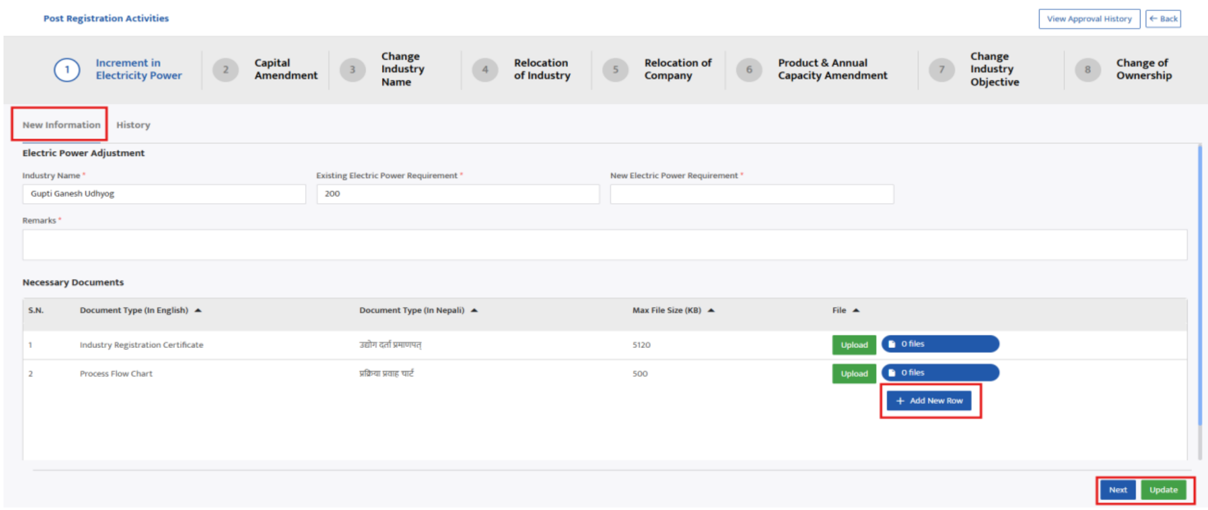
For post registration user should click on create button, after clicking on create button one pop up message will generated.



After generated this form user should enter industry number which industry need to post registration. After entering industry number should click on next button after click on next button then another page will generated.

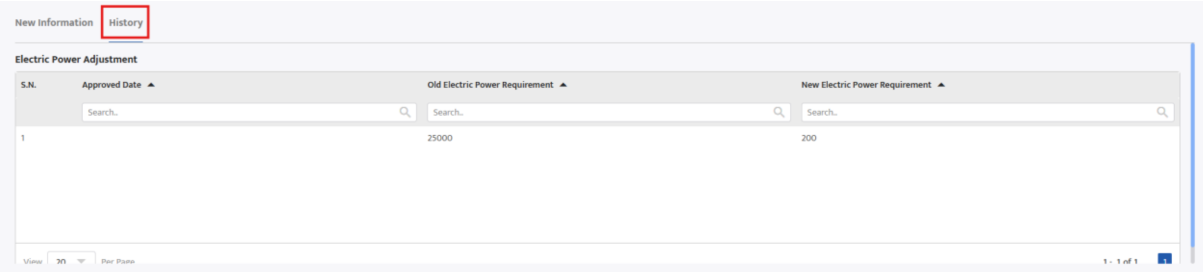


4.4.2.1 Increment in Electricity Power



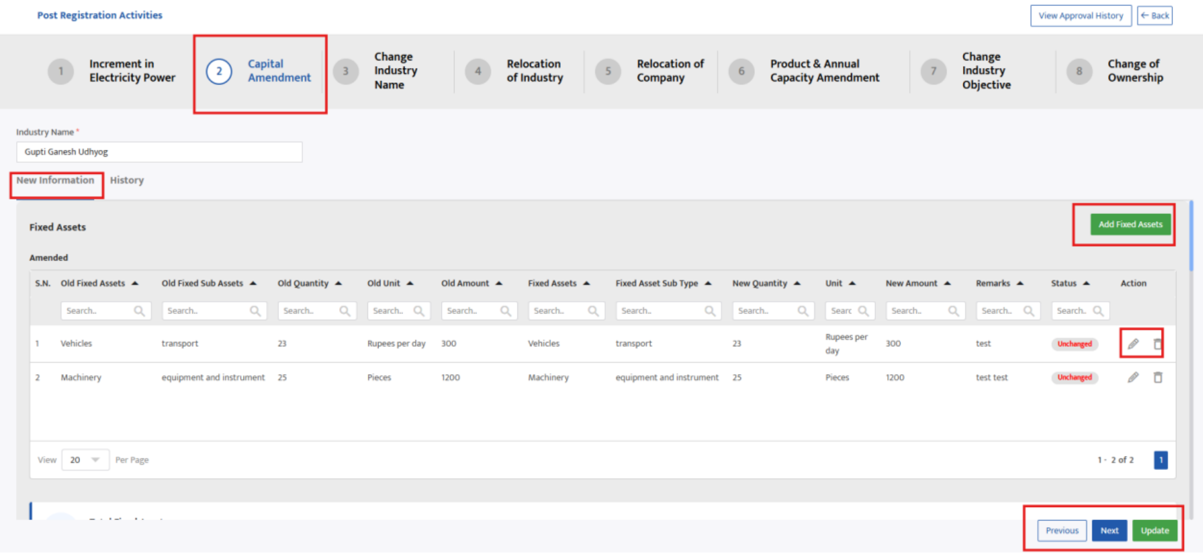
The existing electric power requirements field will be auto-generated once the user chooses an industry name. To change the electric power, the user must fill in the new electric power requirements, remarks fields, and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box. Click on the Reset button to clear the data.

Field Name	Description
Industry Name	Select the registered industry.
Existing Electric Power Requirements	Existing electric Power will be auto-generated after selecting the registered industry.
New Electric Power Requirements	Enter New electric Power.
Remarks	Enter remark for Adjustment of electric Power capacity.
Necessary Documents	Upload all necessary documents such as Committee Minutes, Industry Registration Certificate, and Process Flow Chart.



Users can view the history of all previous amendments made to an industry's details.

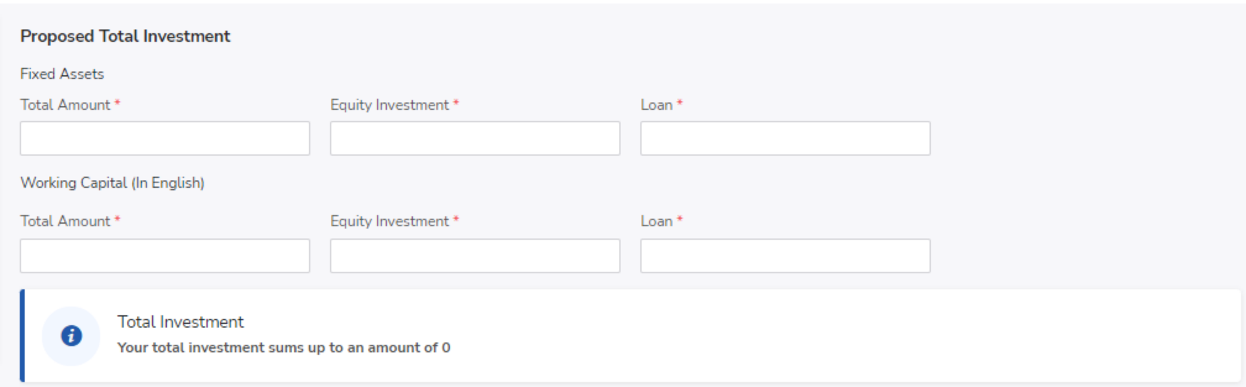
4.4.2.2 Capital Amendment



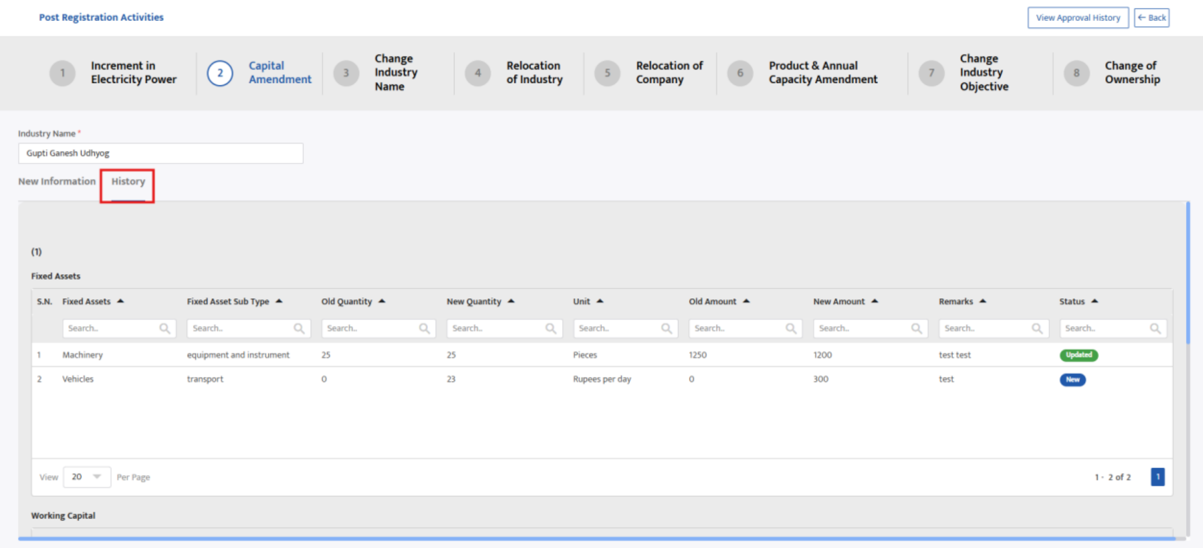
To change the Capital adjustment, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Proposed Fixed Assets	
Fixed Assets	Select the Fixed assets from the list.
Fixed Asset Sub Type	Select the Fixed asset sub type from the list.
Quantity	Enter the Quantity.
Unit	Select the Unit.
Amount (NPR)	Enter Amount(NPR)
Remarks	Enter Remarks

Add Fixed Assets	Click the Add Fixed Assets Button.
Proposed Working Capital	
Working Capital	Select Working Capital
Annual Requirement Amount (NPR)	Enter the Amount
Duration (In Months)	Enter the Duration(In Months)
Working Capital Amount	Calculate Working Capital Amount automatically
Remarks	Enter Remarks
Add Working Capital	Click the Add Working Capital Button

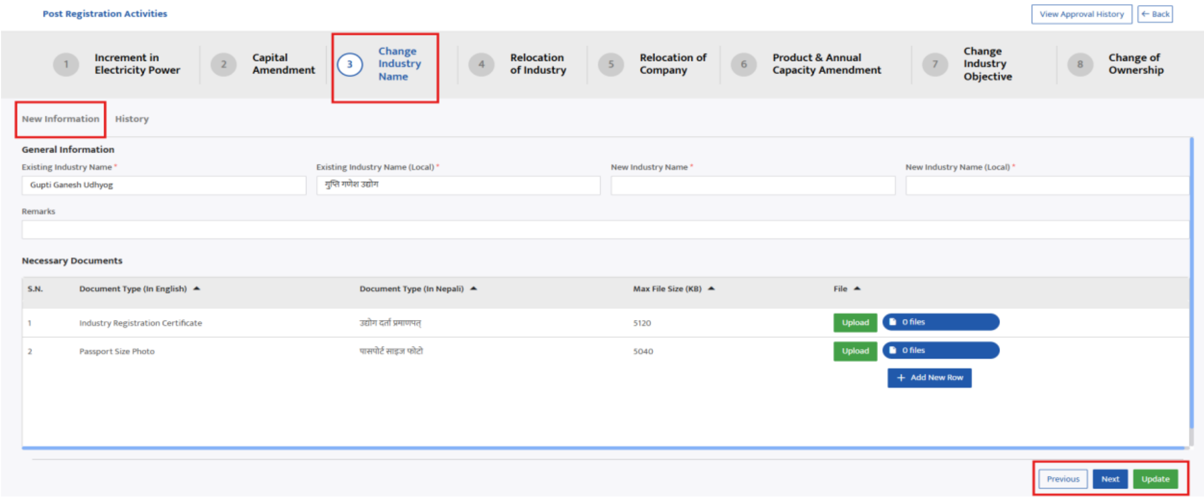


Equity investment and loans should be equivalent to the total amount on fixed assets and working capital.



Users can view the history of all previous amendments made to an industry's details.

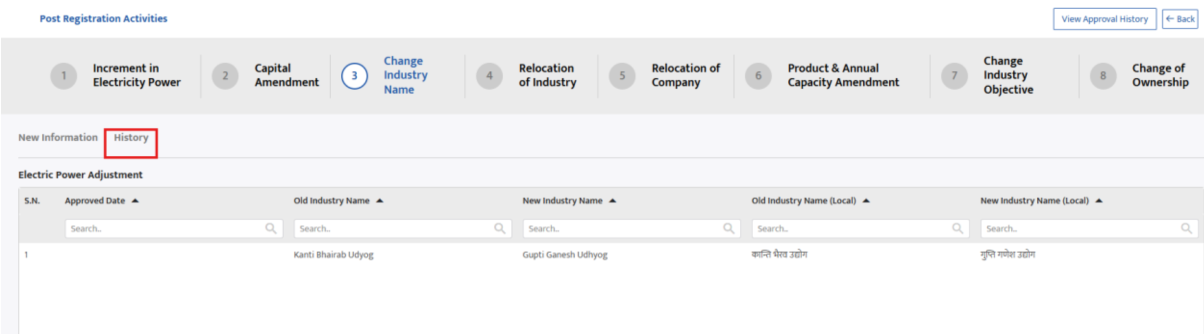
4.4.2.3 Change Industry Name



To fill out the Change Industry Name form, click on the change industry name menu.

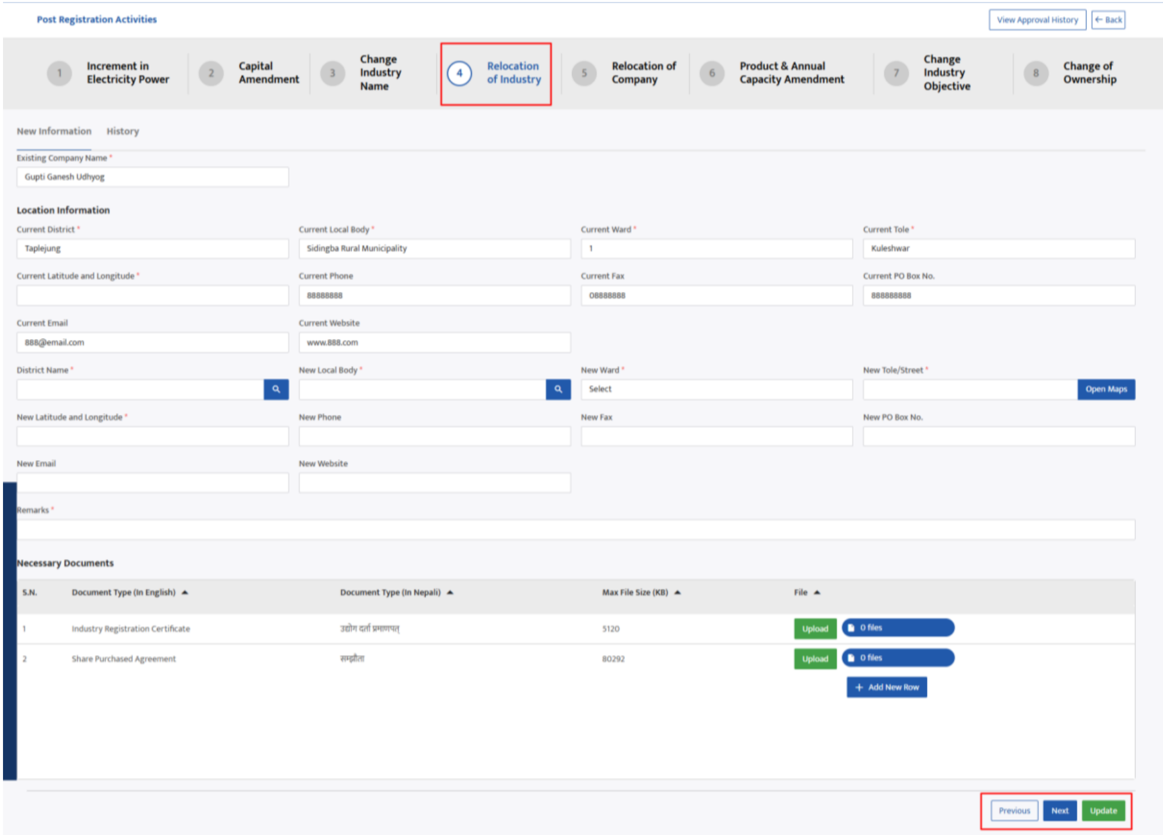
To change the name of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. Also click on Add New Row button for further document type list if required. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Existing Company Name	Appeared existing company name.
Existing Company Name (Local)	Appeared existing company name (Nepali).
New Industry Name	Enter New Industry Name.
New Industry Name (Local)	Enter Industry Name in Nepali.
Remarks	Enter Remarks.
Necessary Documents	uploads the document that is listed.



Users can view the history of all previous amendments made to an industry's details.

4.4.2.4 Relocation of Industry

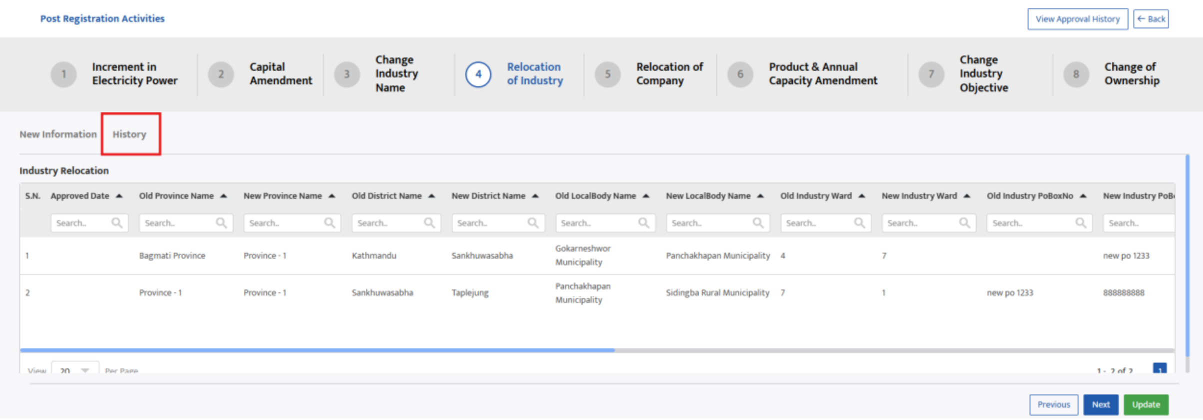


To fill out the Industry Location Change form, click on the relocation of industry menu.

To change the location of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. Also click on Add New Row button for further document type list if required. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

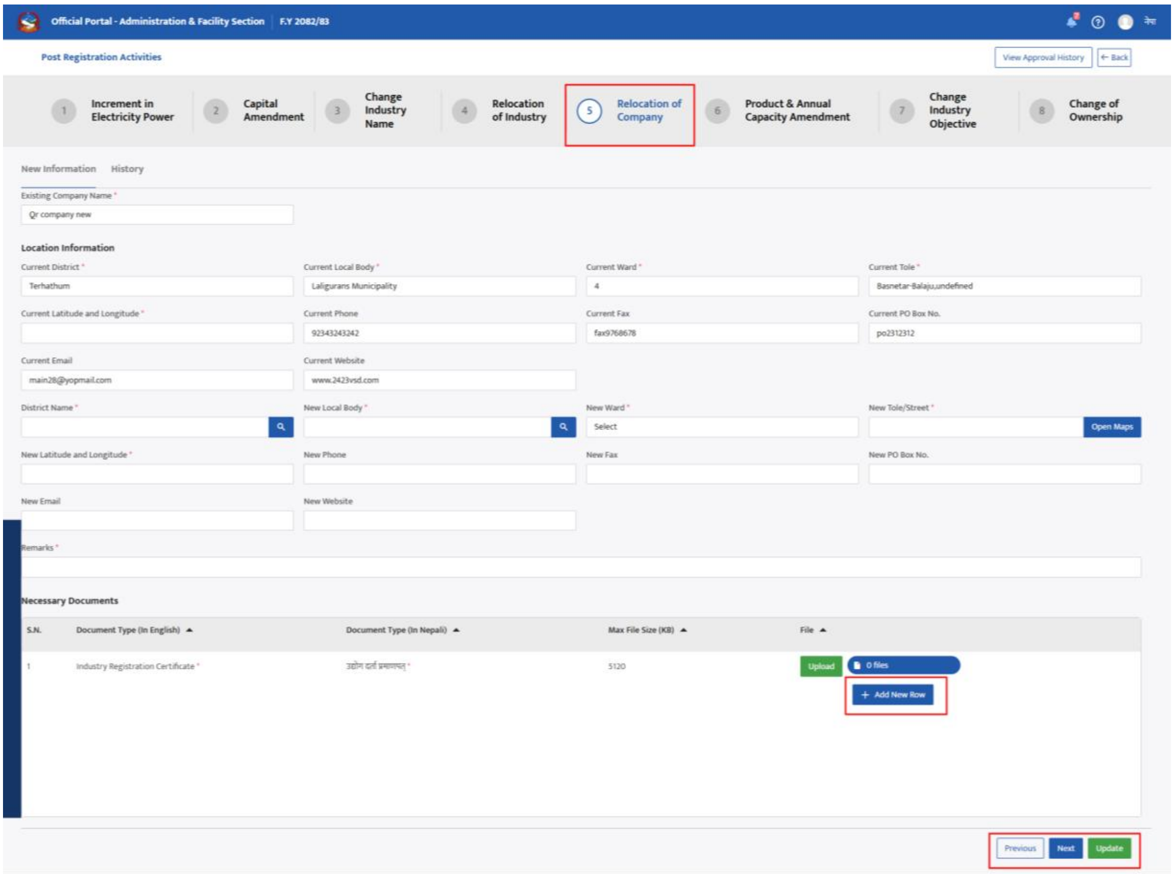
Field Name	Description
Existing Company Name	Select the Existing Company Name.
Location Information	
Current District	Data retrieved from the system.
Current Local Body	Data retrieved from the system.
Current Ward	Data retrieved from the system.
Current Tole	Data retrieved from the system.
Current Phone	Data retrieved from the system.
Current Fax	Data retrieved from the system.

Current PO Box No	Data retrieved from the system.
Current Email	Data retrieved from the system.
Current Website	Data retrieved from the system.
District Name	Select the District Name.
New Local Body	Select the New Local Body.
New Ward	Select the New Ward.
New Tole/Street	Select the New Tole/Street.
New Phone	Enter the New Phone.
New Fax	Enter the New Fax.
New PO Box No	Enter the New PO Box No.
New Email	Enter the New Email.
New Website	Enter the New Website.
Remarks	Enter the Remarks
Necessary Documents	uploads the document that is listed.



Users can view the history of all previous amendments made to an industry's details.

5.1.1.1 Relocation of Company

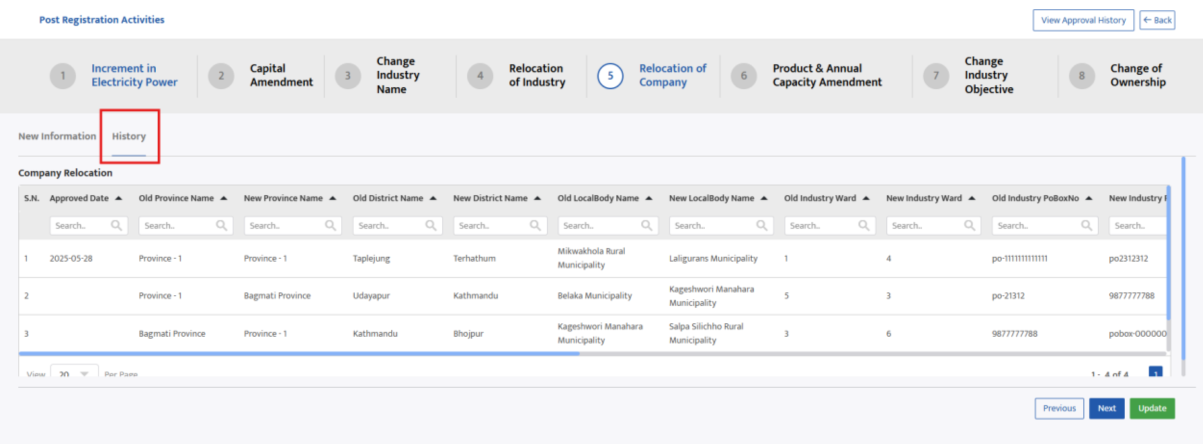


To fill out the Company Location Change form, click on the relocation of company menu.

To change the location of the company, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. Also click on Add New Row button for further document type list if required. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

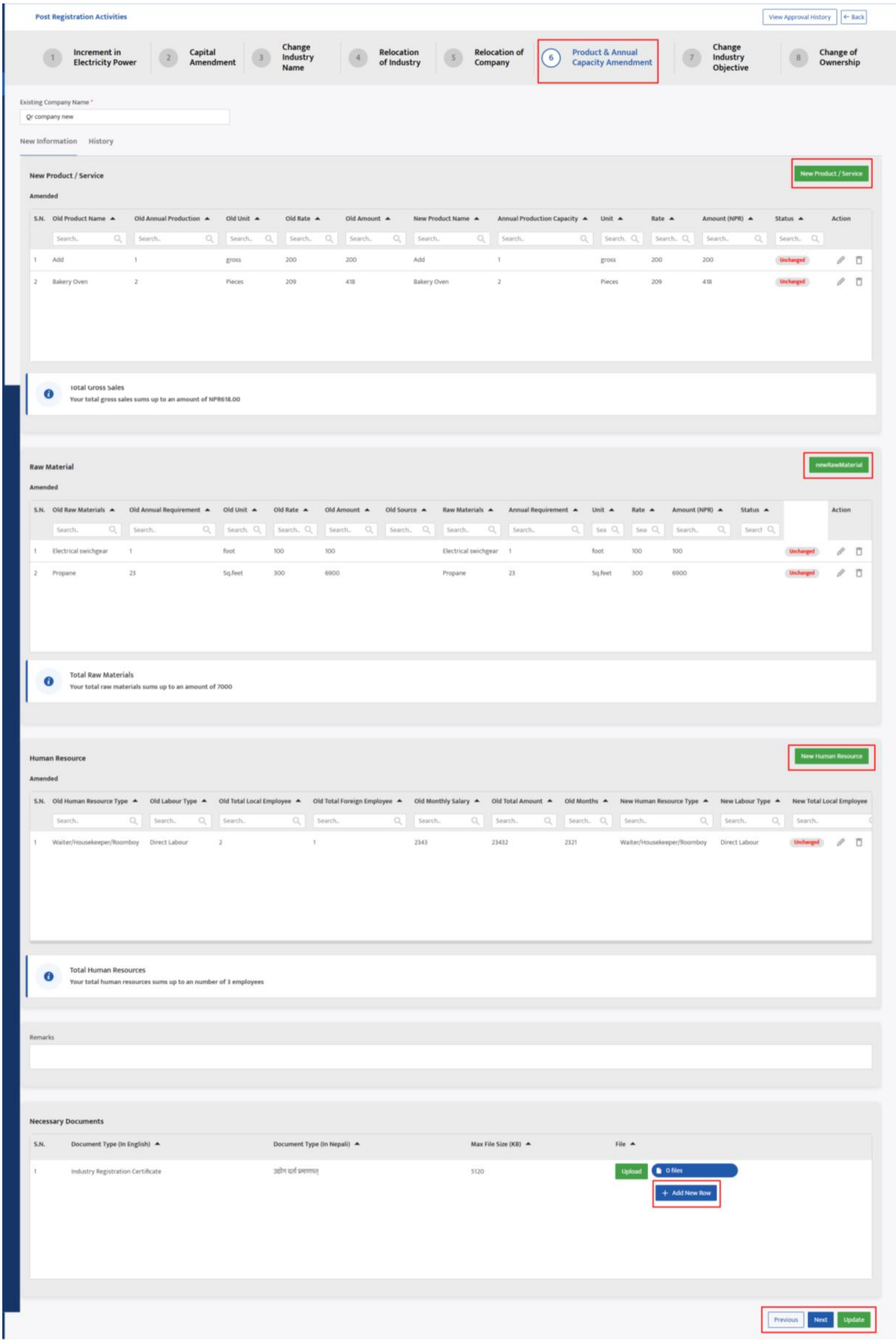
Field Name	Description
Existing Company Name	Select the Existing Company Name.
Location Information	
Current District	Data retrieved from the system.
Current Local Body	Data retrieved from the system.
Current Ward	Data retrieved from the system.
Current Tole	Data retrieved from the system.
Current Phone	Data retrieved from the system.

Current Fax	Data retrieved from the system.
Current PO Box No	Data retrieved from the system.
Current Email	Data retrieved from the system.
Current Website	Data retrieved from the system.
District Name	Select the District Name.
New Local Body	Select the New Local Body.
New Ward	Select the New Ward.
New Tole/Street	Select the New Tole/Street.
New Phone	Enter the New Phone.
New Fax	Enter the New Fax.
New PO Box No	Enter the New PO Box No.
New Email	Enter the New Email.
New Website	Enter the New Website.
Remarks	Enter the Remarks
Necessary Documents	uploads the document that is listed.



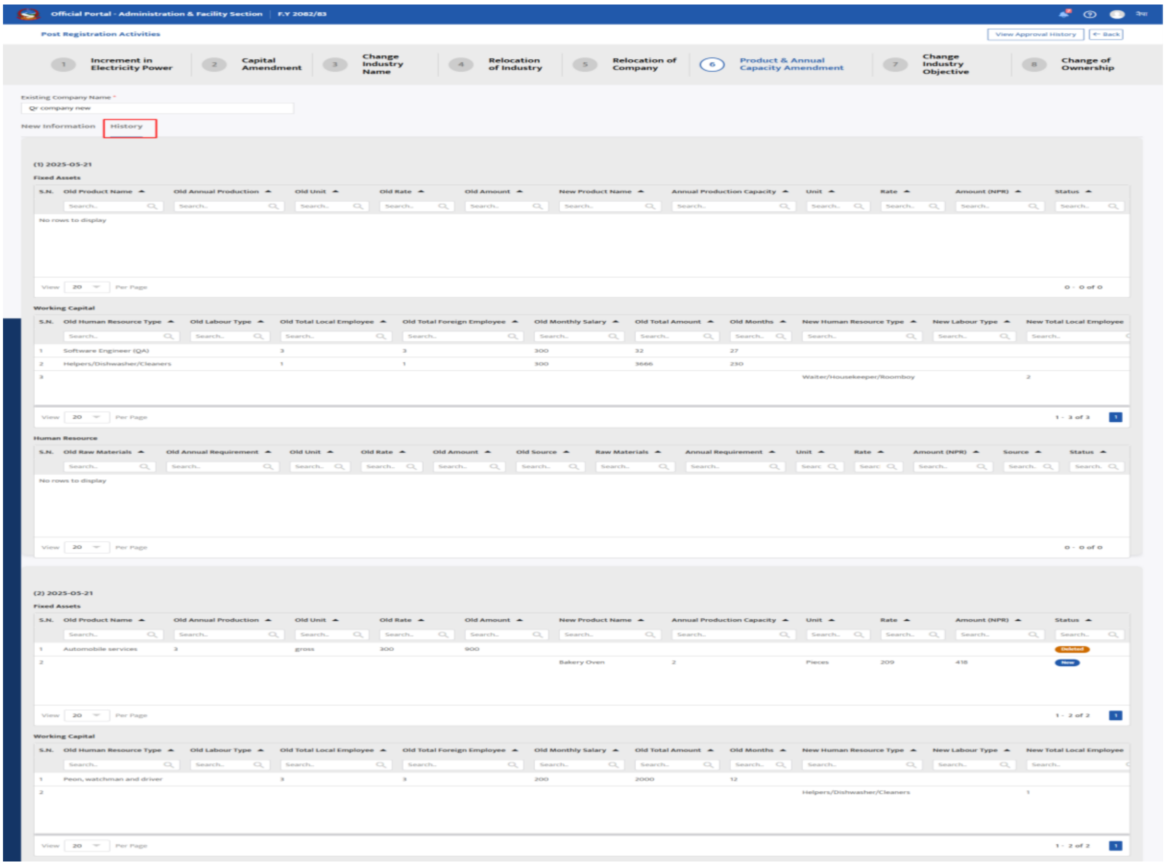
Users can view the history of all previous amendments made to an industry’s details.

4.4.2.5 Product & Annual Capacity Increment



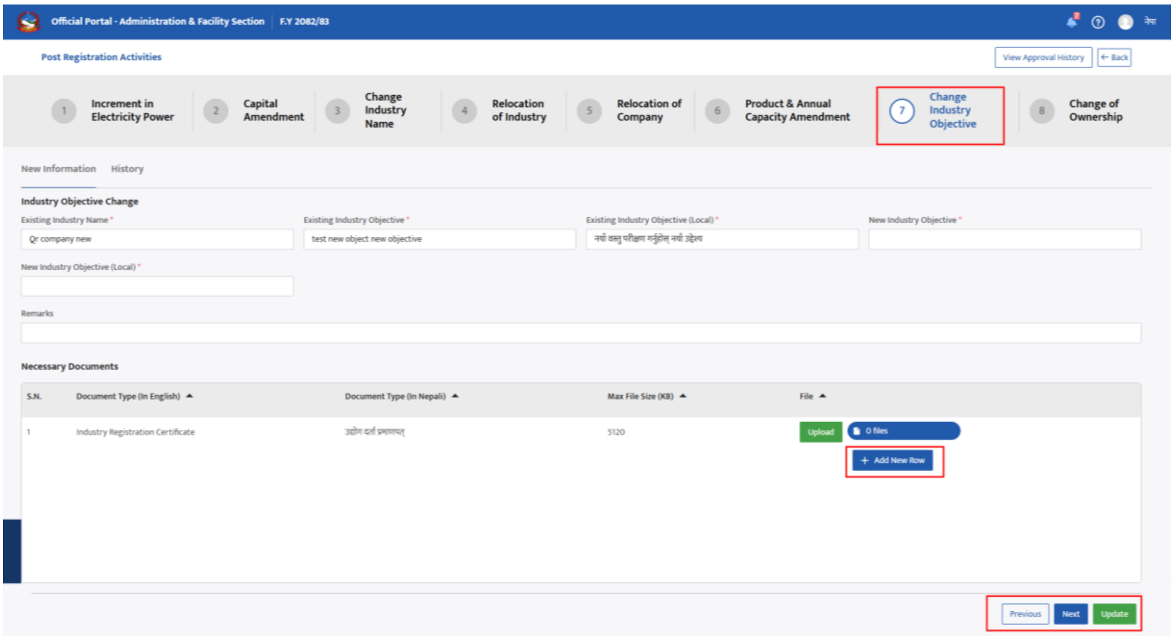
To change the production capacity of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Existing Company Name	Select the Existing Company Name.
New Product/Service	
Product/Services (In English)	Select the Product/Services.
Annual Production Capacity	Enter the Annual Production Capacity.
Unit	Select the Unit.
Rate	Enter Input Rate.
Total Amount	Enter the Total Amount.
Add Details	Click the Add Details Button
New Raw Material Information	
Raw Material	Select the Raw Material.
Quantity	Enter the Quantity.
Unit	Select the Unit.
Rate	Enter the Rate.
Total Amount	Enter the Total Amount.
Add Raw Materials	Click the Add Raw Material Button.
Remarks	Enter the Remarks.
Necessary Documents	uploads the document that is listed.



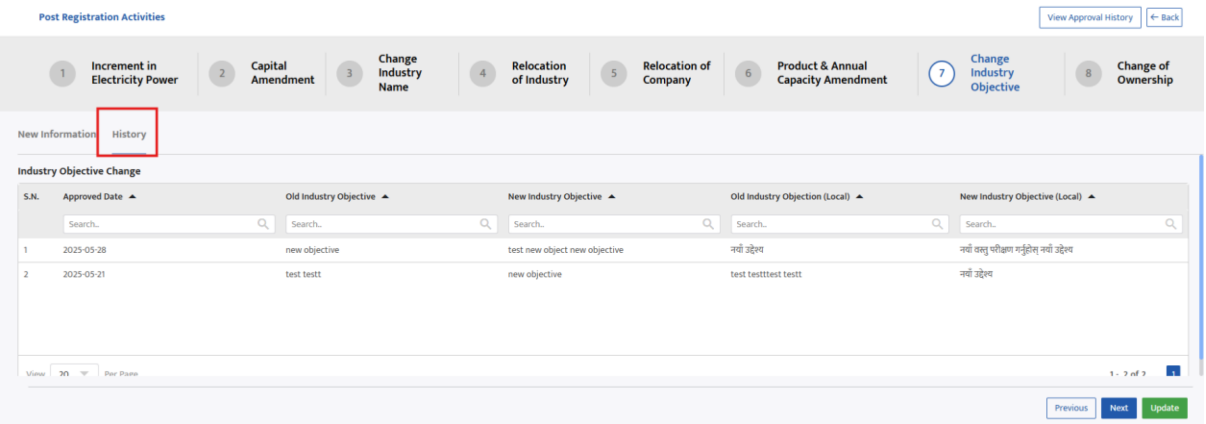
Users can view the history of all previous amendments made to an industry's details.

4.4.2.6 Change Industry Objective



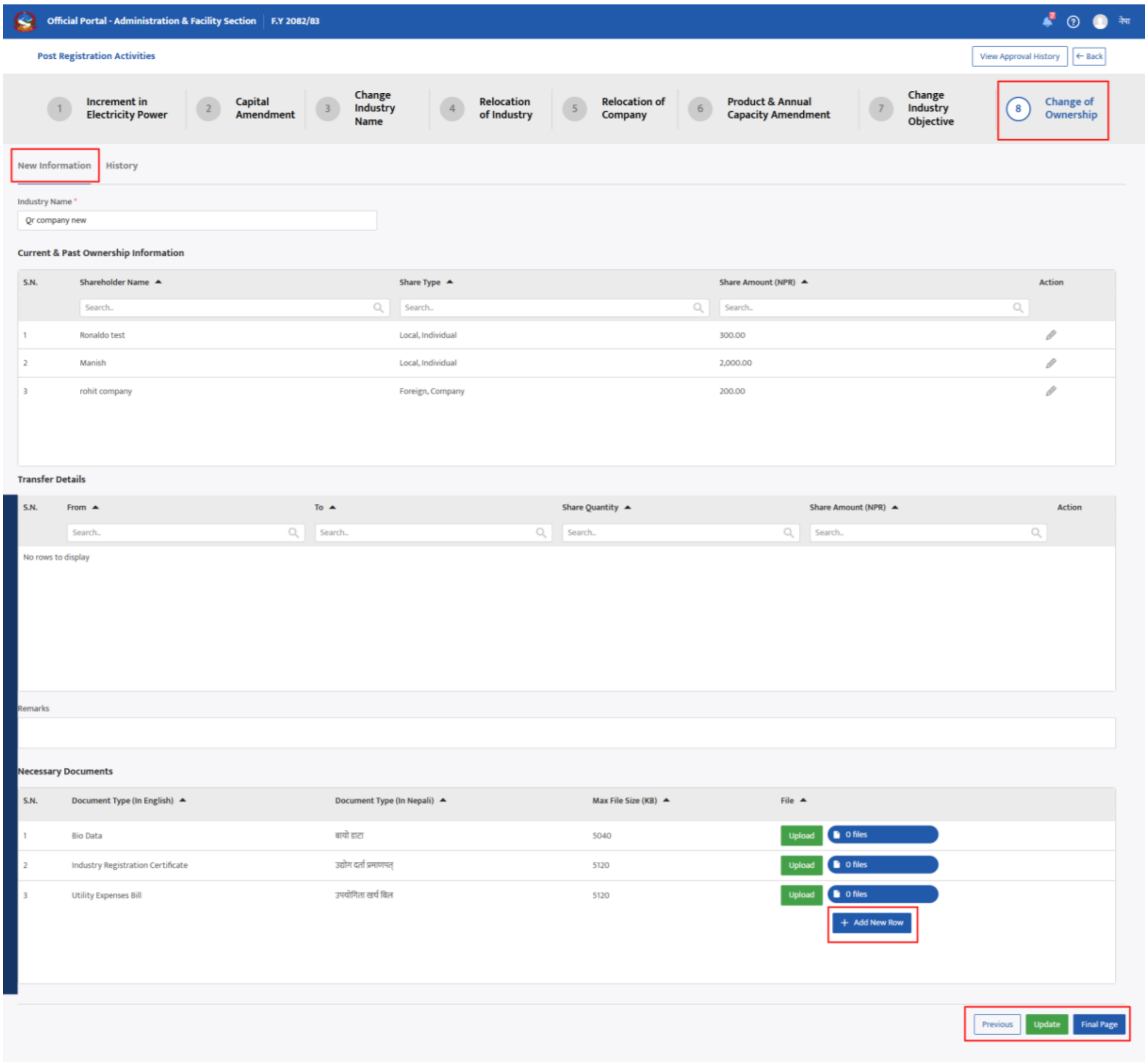
To change the Objective of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Industry Objective Change	
Existing Industry Name	Select the Existing Industry Name.
Existing Industry Objective	Data retrieved from the system.
Existing Industry Objective (Local)	Data retrieved from the system.
New Industry Objective	Input New Industry Objective.
New Industry Objective (Local)	Input New Industry Objective in Nepali.
Remarks	Input Remarks.
Necessary Documents	uploads the document that is listed.

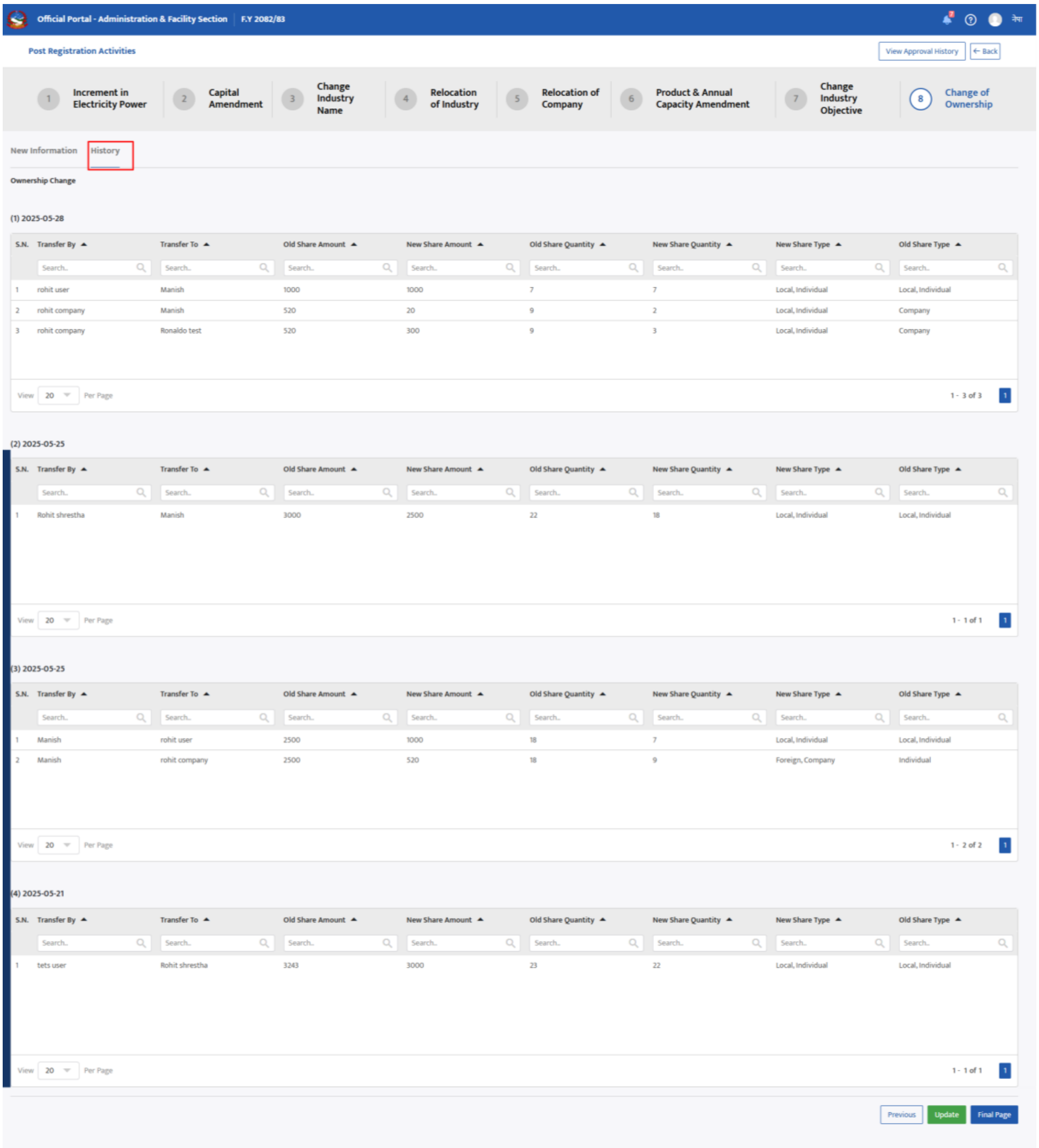


Users can view the history of all previous amendments made to an industry’s details.

4.4.2.7 Change of Ownership

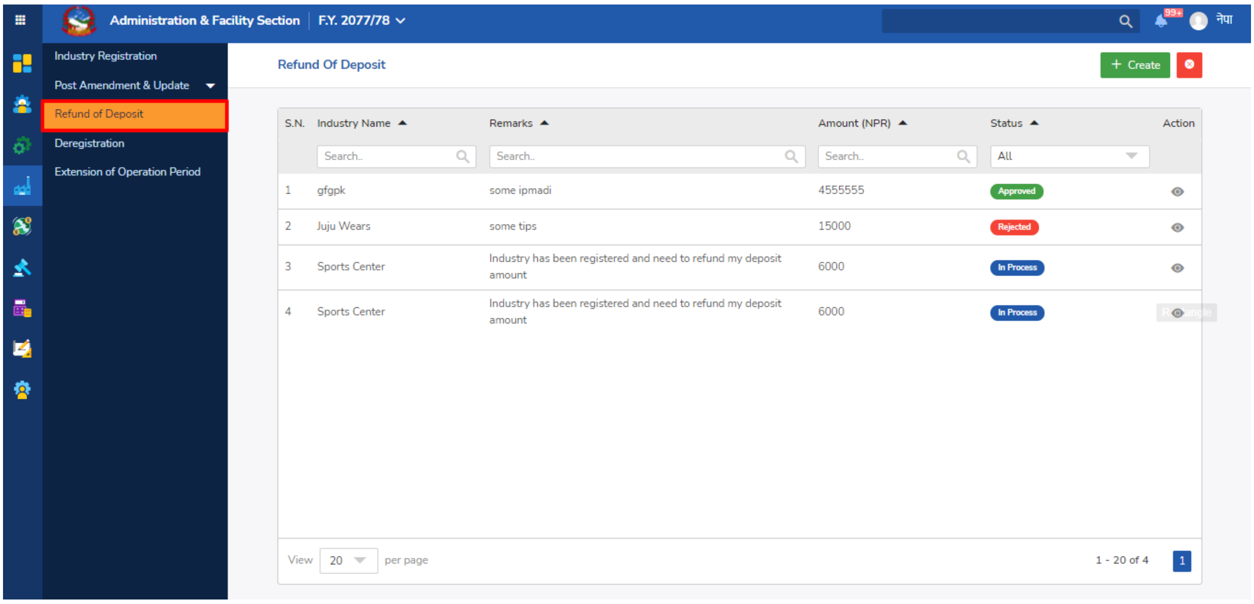


To change the investors and ownership detail of the industry, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the save button and confirm the action by pressing the save button in the confirmation dialog box.



Users can view the history of all previous amendments made to an industry’s details.

4.4.3 Refund of Deposit



This module of the project “Refund of Deposit” will allow the industry to claim the deposit amount easily. With the use of this module, refund of deposits will be efficient. The administrative process will be paperless and automated.

In the screen above, the user can see a list of requests for a refund of the deposit and on top of the table, the user can see S.N., Industry Name, Remarks, Amount(NPR) Status, Action

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

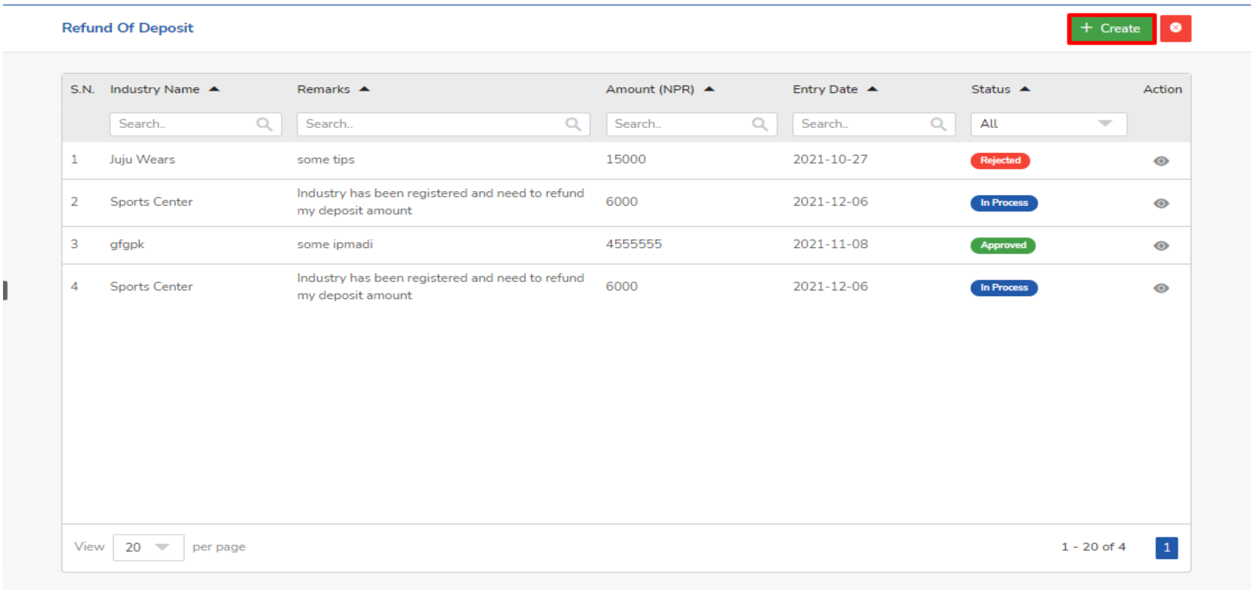
Search:

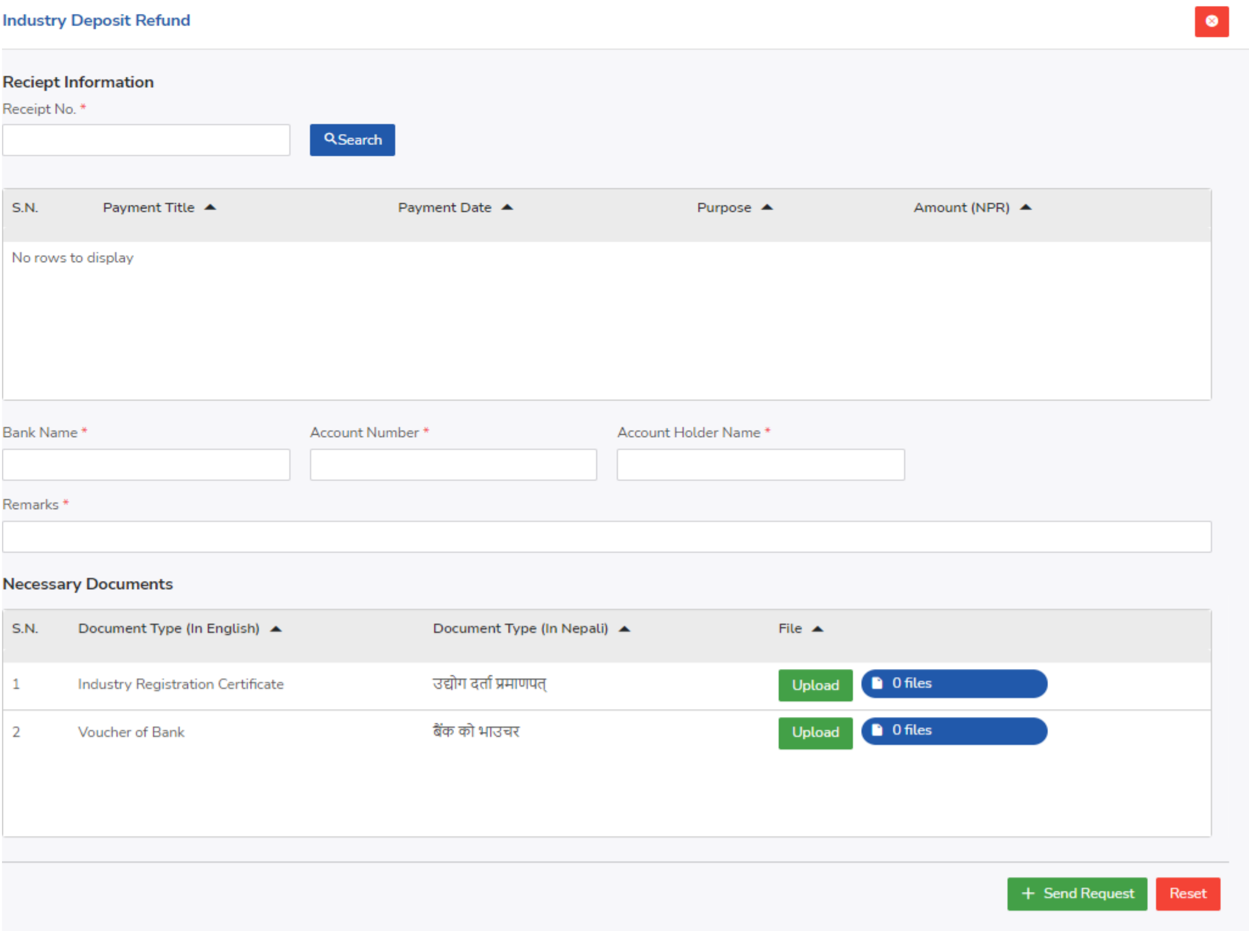
Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

To fill out the Refund of Deposit form, click on the Create Button.

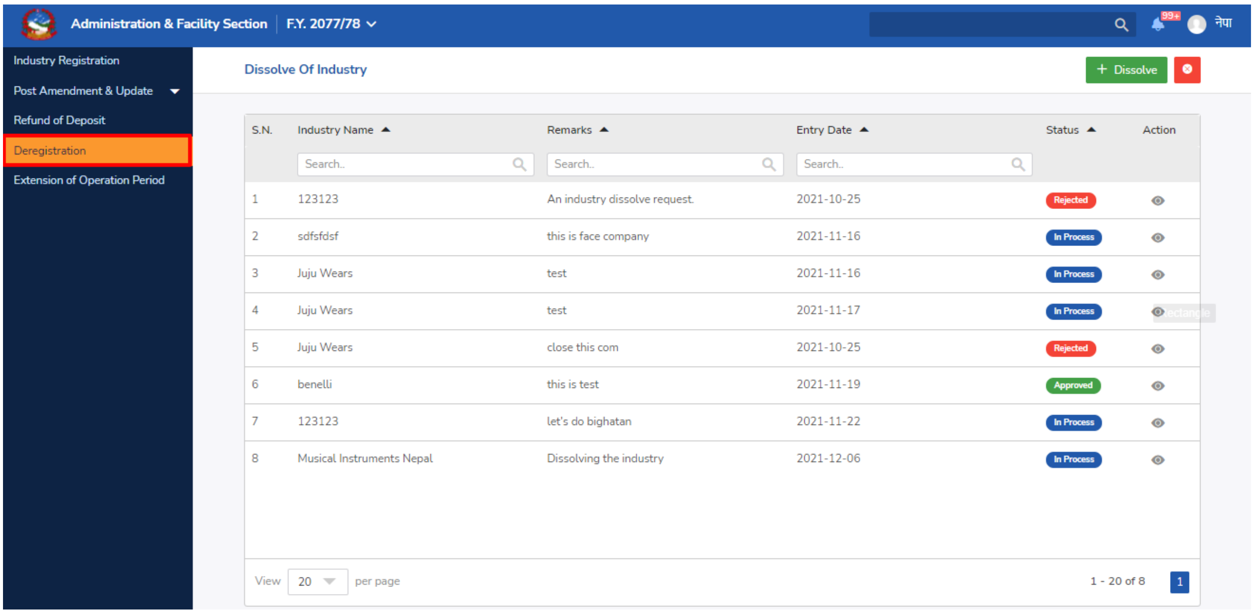




When the user enters the receipt number, all of the deposit details are displayed. To request the deposited funds, the user must fill out the necessary fields and upload the required documentation. After finishing filling out the fields, the user should click the send request button and confirm the action by pressing the save button in the confirmation dialog box. To clear the data, click the Reset option.

Field Name	Description
Receipt No.	Enter the Receipt No.
Bank Name	Input the Bank Name.
Account Number	Enter the Account Number.
Account Holder Name	Enter the Account Holder Name.
Remarks	Enter the Remarks.
Necessary Documents	uploads the document that is listed.
Send Request	Click the Send Request button.

4.4.4 Deregistration



This module of the project "Deregistration/Dissolution" will allow the industry to cancel the registration and stop the operation. This process delete industry from department of industry.

In the screen above, the user can see a list of requests to cancel the registration and on top of the table, the user can see S.N., Industry Name, Remarks, Entry Date, Status, Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

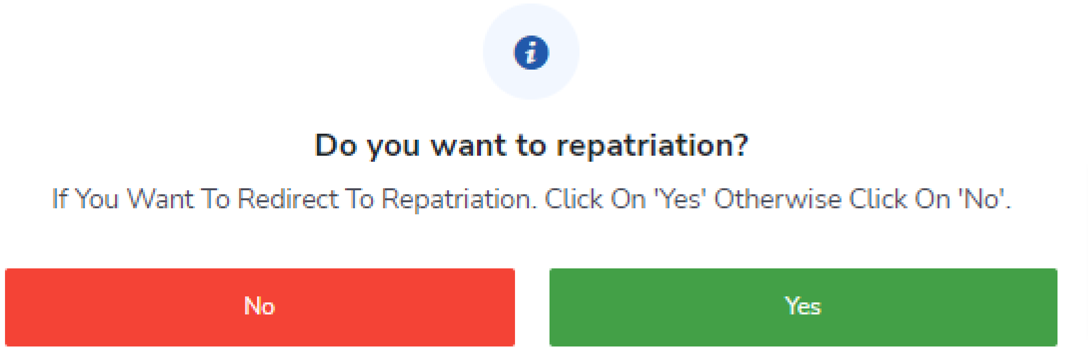
Search:

Users can also search existing data from the respective search fields.

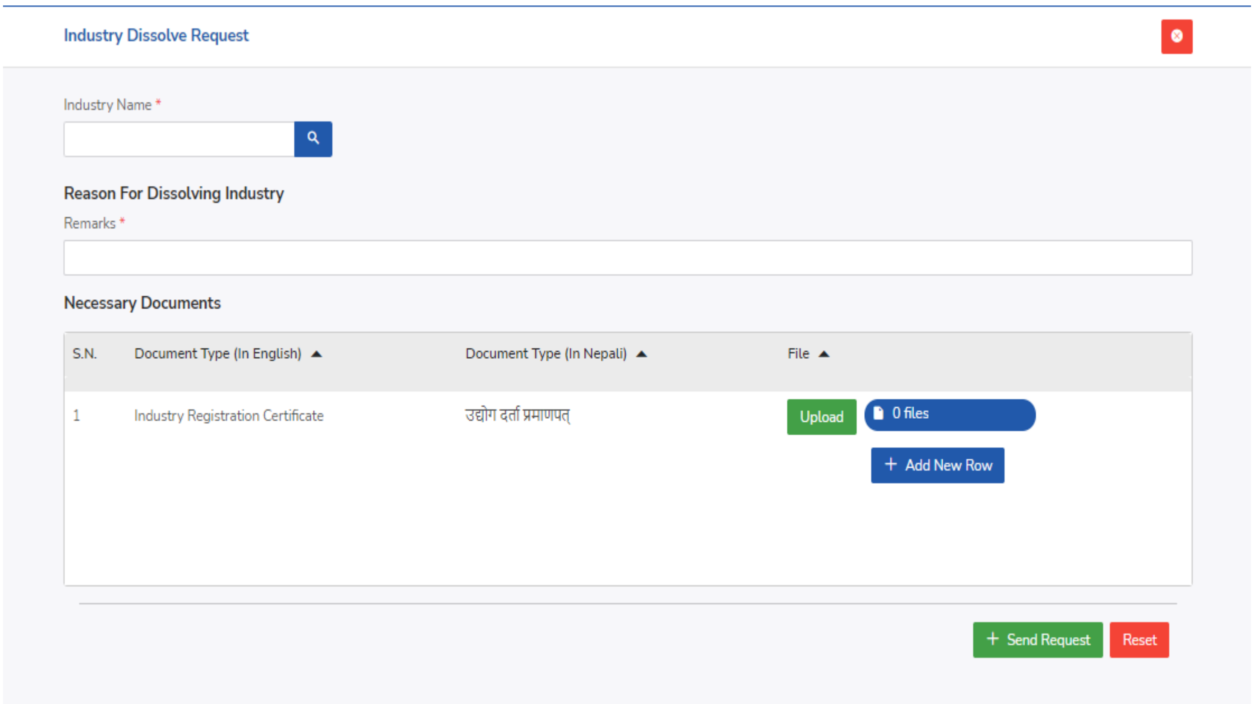
Action:

Users can change actions from the action bar. This tool is used to view the data.

To fill out the Deregistration form, click on the Dissolve Button. After clicking on dissolve buttion system askes DO you want to repatriation? If user want to repatriation before deregisteration of industry then should click on yes. After clicking on yes button system redirects on repatriation page.



If user clicks on No button then dissolve process will proceed.

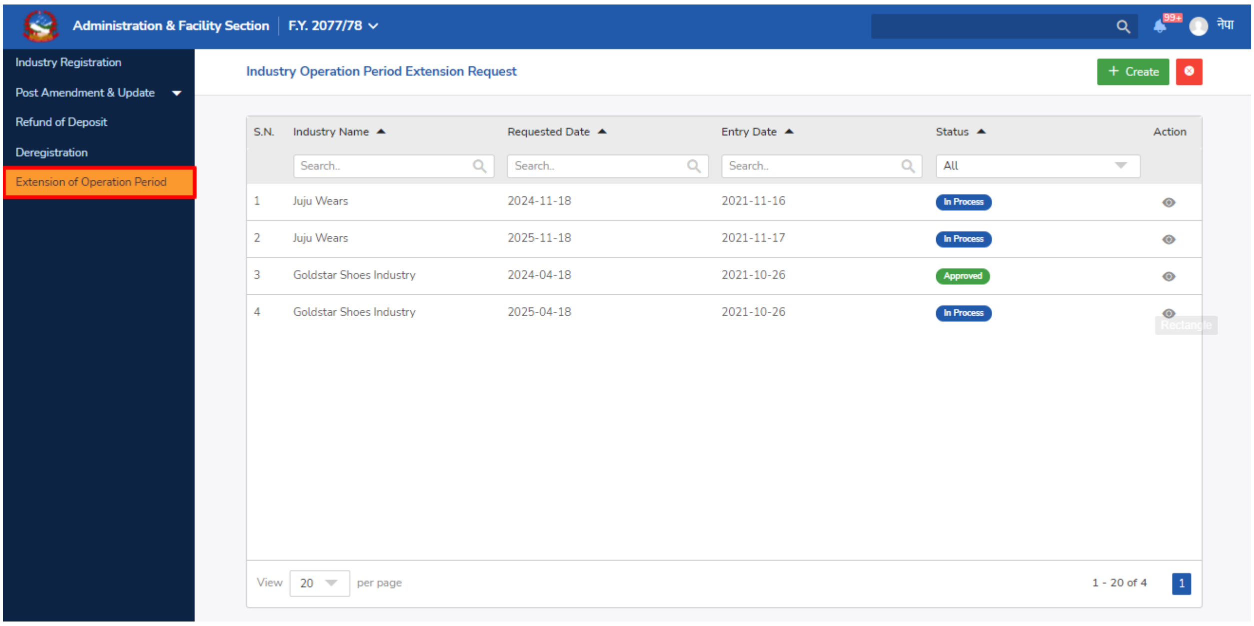


Fill the industry dissolve request form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. After filling the forms, the user should click the send request button and confirm the action by clicking the save button in the confirmation dialog box. Click the Reset button to clear the data.

Field Name	Description
Industry Name	Select the Industry Name.
Remarks	Enter the Remarks.

Necessary Documents	Upload the document that is listed.
Send Request	Click the Send Request button.

4.4.5 Extension of Operation Period



This module will allow extending the date of operation of the industry in case the industry could not be commenced on the given date.

In the screen above, the user can view a list of requests to the extent of the period of industry, and on top of the table, the user can view S.N., Industry Name, Requested Date, Entry Date, Status, Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

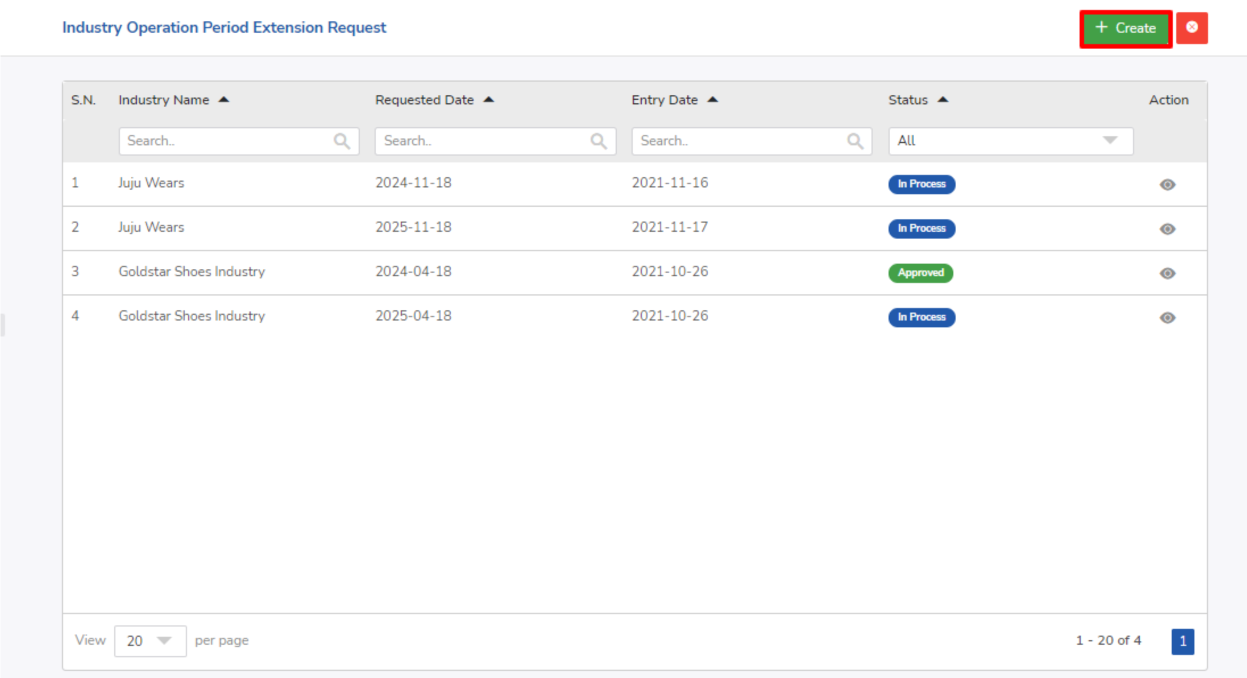
Search:

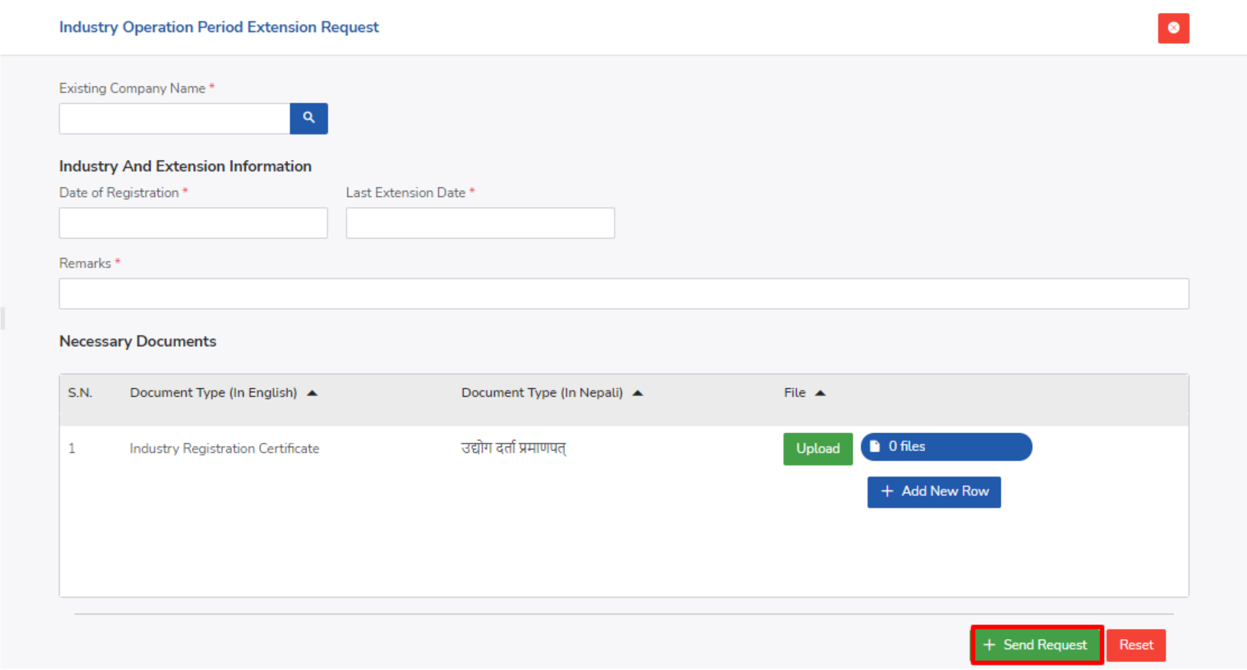
Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

To fill out the Industry Operation Period Extension Request form, click on Create Button.



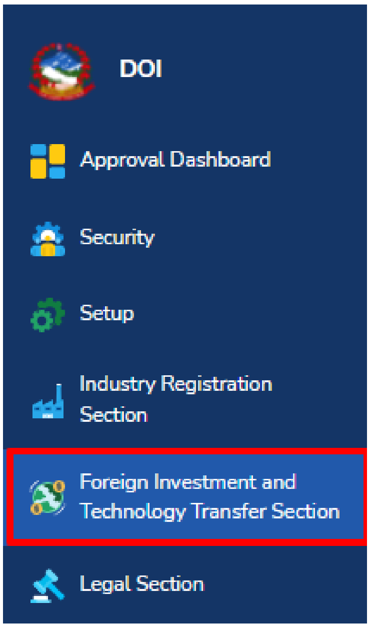


To extend the operation period, fill the form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the necessary documents. After the user finished filling out the fields, click the send request button and confirm the action by pressing the save button in the confirmation dialog box. Click on the Reset button to clear the data.

Field Name	Description
Existing Company Name	Select the existing company Name.

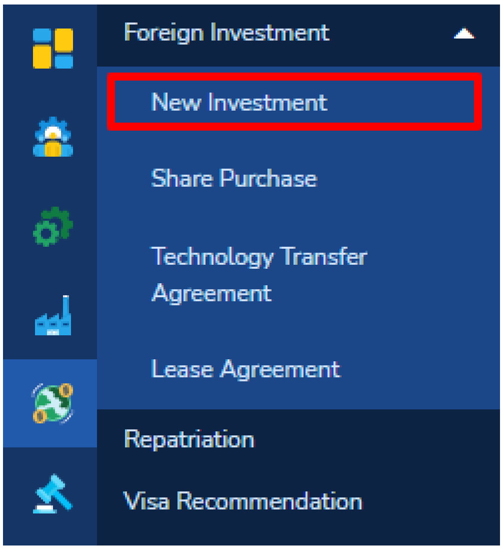
Date of Registration	Data retrieved from the system.
Last Extension Date	Data retrieved from the system.
Remarks	Enter the Remarks
Necessary Documents	Upload the document that is listed.
Send Request	Click the Send Request button.

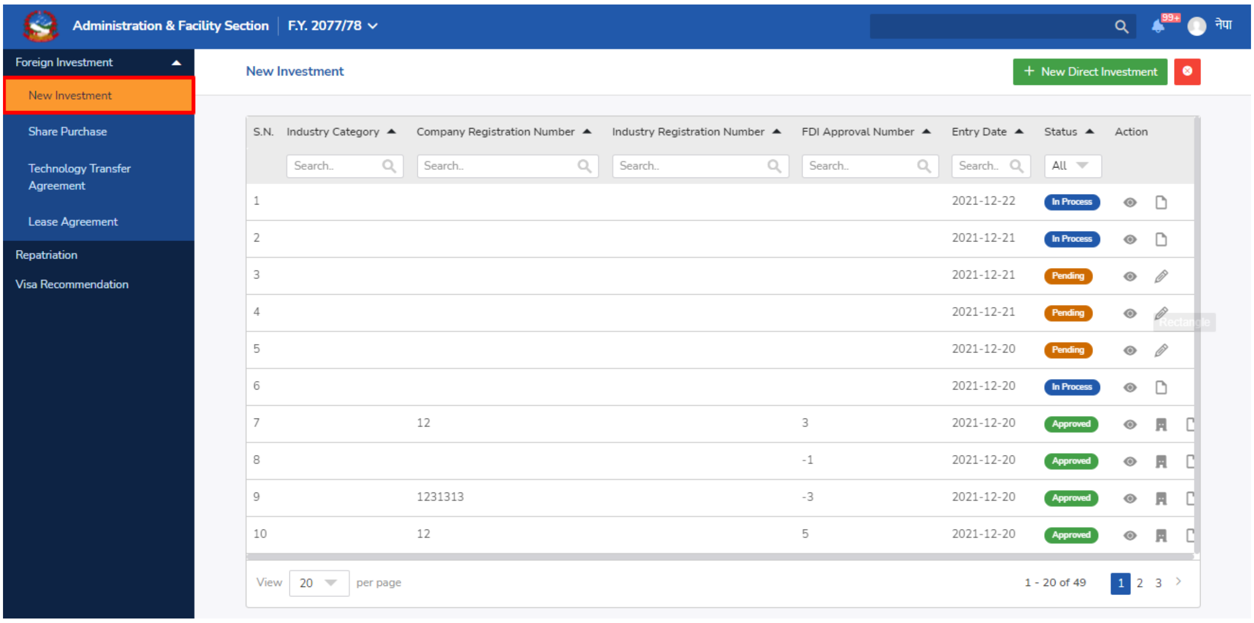
4.5 Foreign Investment and Technology Transfer Section



The foreign investment and technology transfer section module will allow foreign-invested industries to operate in Nepal by filling out and submitting an application on the system. After the application has been verified, the applicant will be notified of the approval for foreign investment.

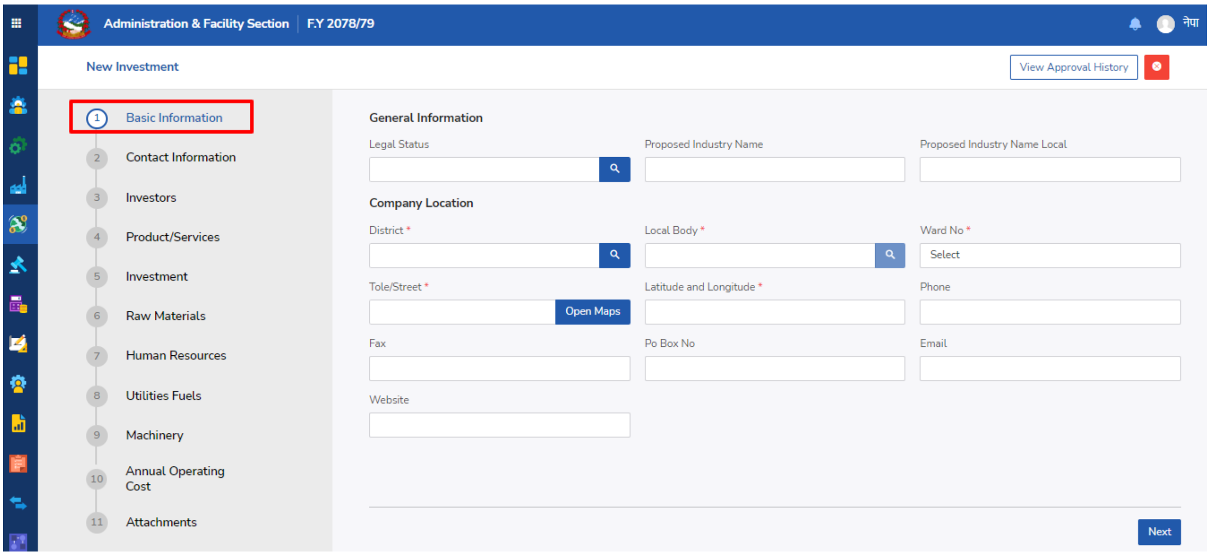
4.5.1 New Investment





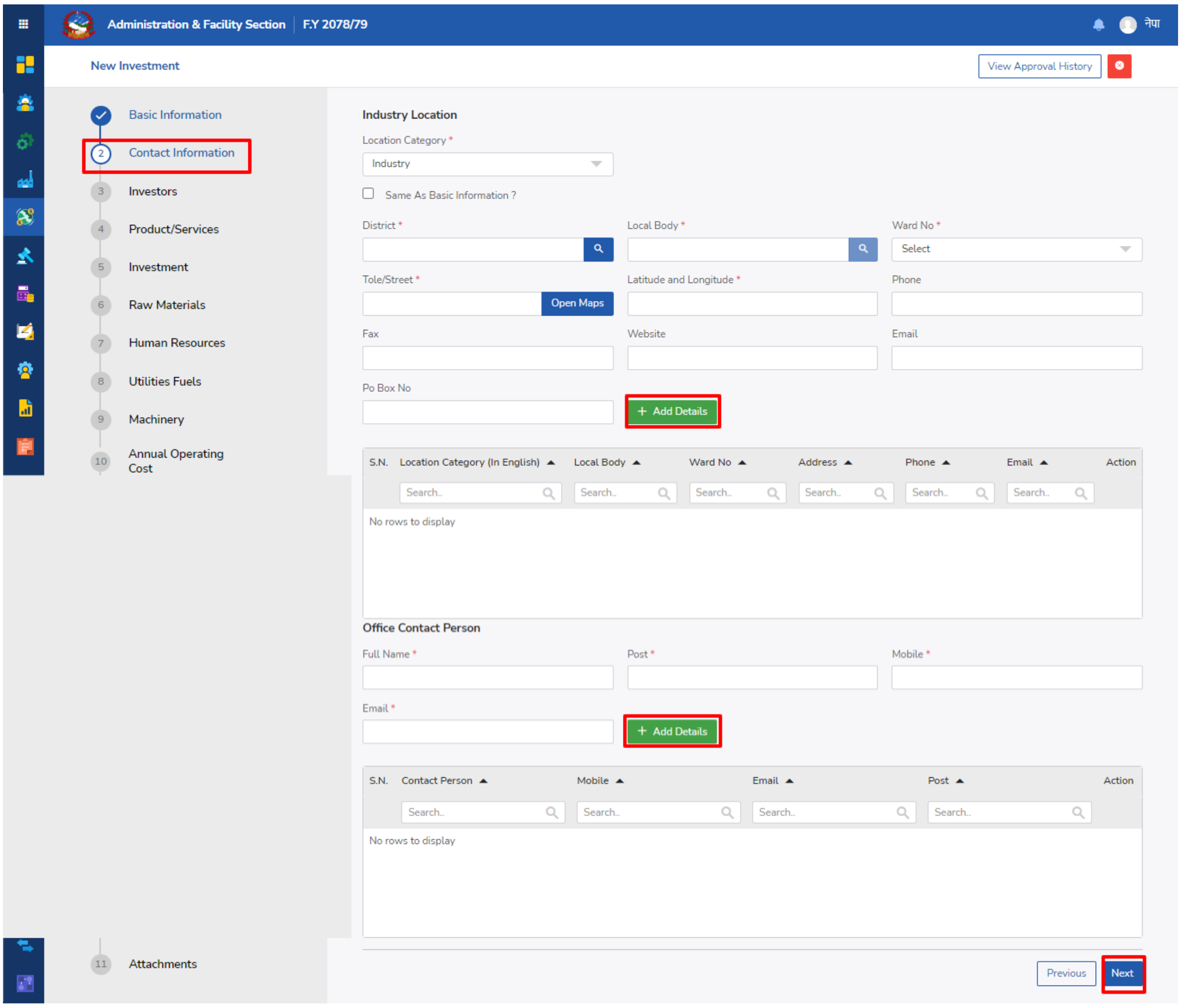
In this form, the user can view S.N., Industry Category, Company Registration Number, Industry Registration Number, FDI Approval Number, Entry Date, Status, and Action.

4.5.1.1 Basic Information



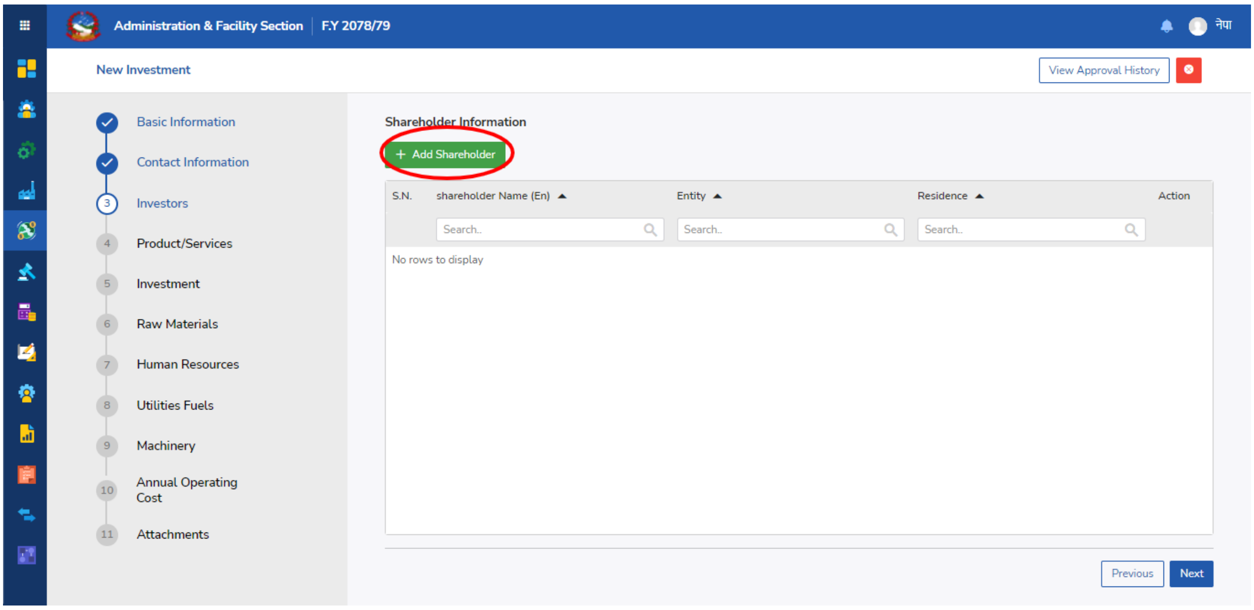
In this form, the user will fill the general information of the industry in which the user proposed for investment like Legal Status, Proposed Industry Name, and Proposed Industry Name local and also fill the company location details, after filling the form click on the Next button.

4.5.1.2 Contact Information

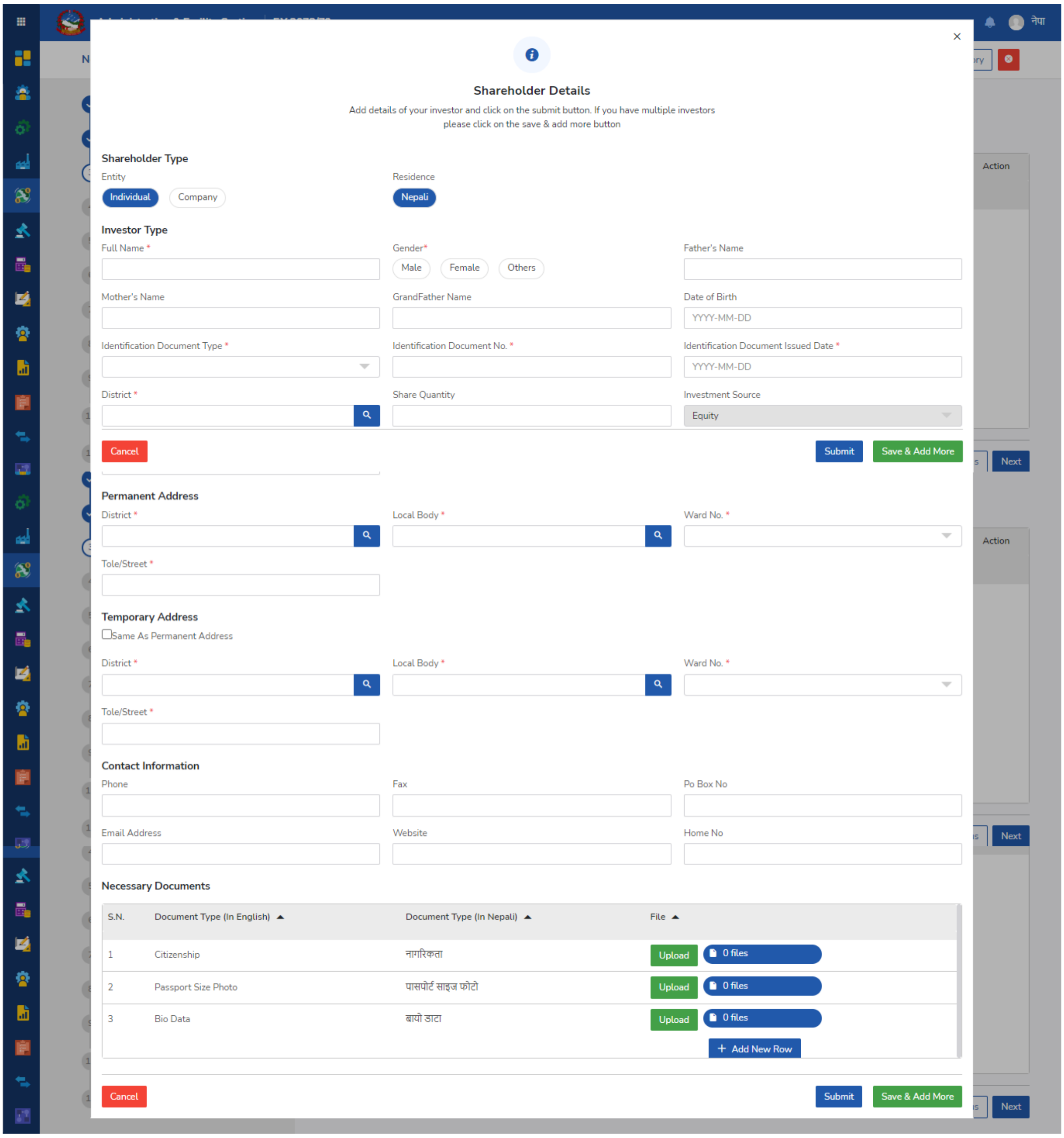


After clicking the next button on the basic information page it will direct the user to the contact information page where the user has to fill in the location and contact information of the industry. In the top panel of the form, the user has to fill in the location of the industry and click on the add details button which will show the information filled in the box below. After that user has to fill out the form of the office contact person and click on the add details button. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.3 Investors

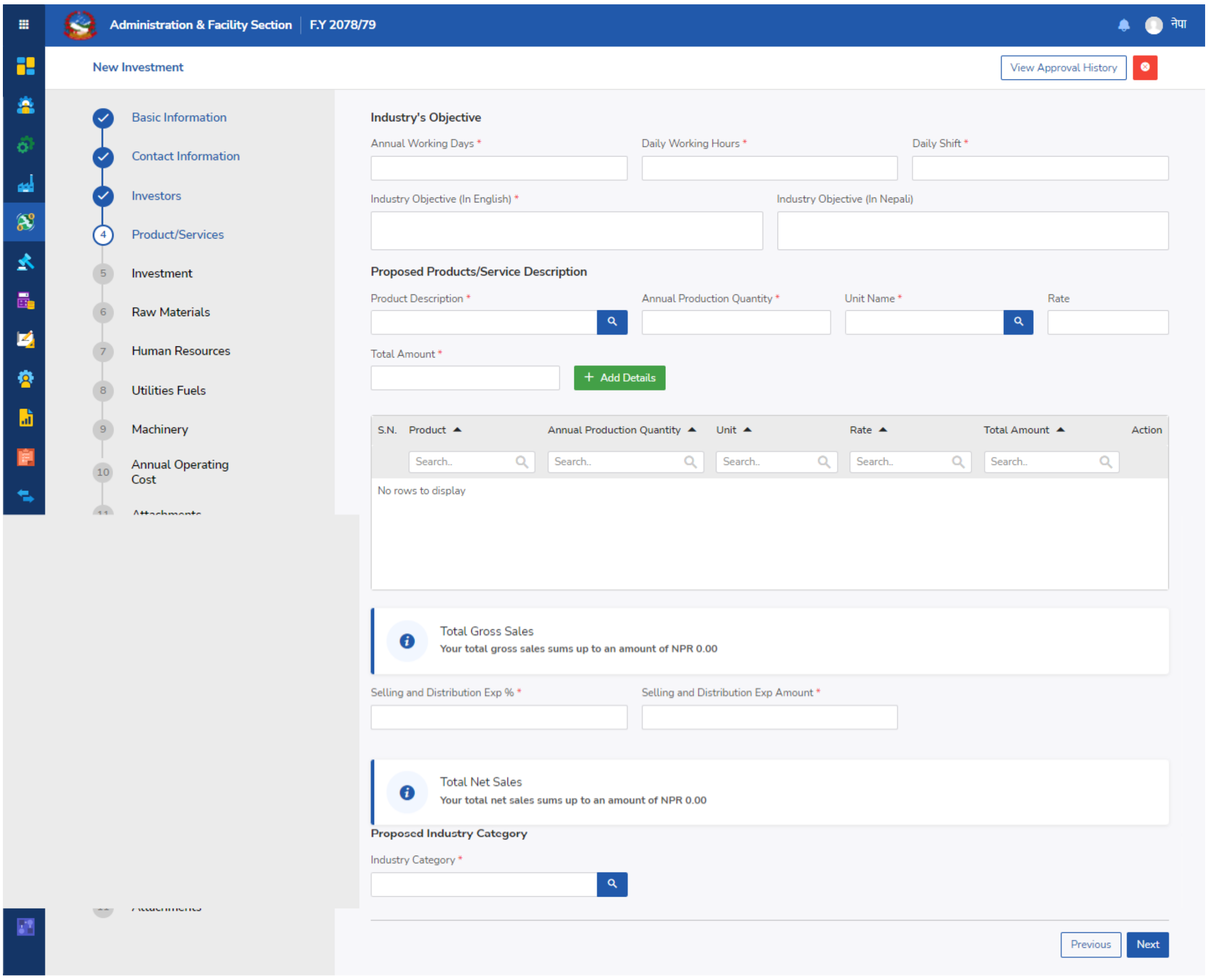


On this screen, the user can view the information about the investors. Here, the user can see S.N., Shareholder Name(En), Entity, Residence, and Action. Click on the next button to go to the next page or if the user wants to add new investors then click on the add shareholder button denoted by a red circle.



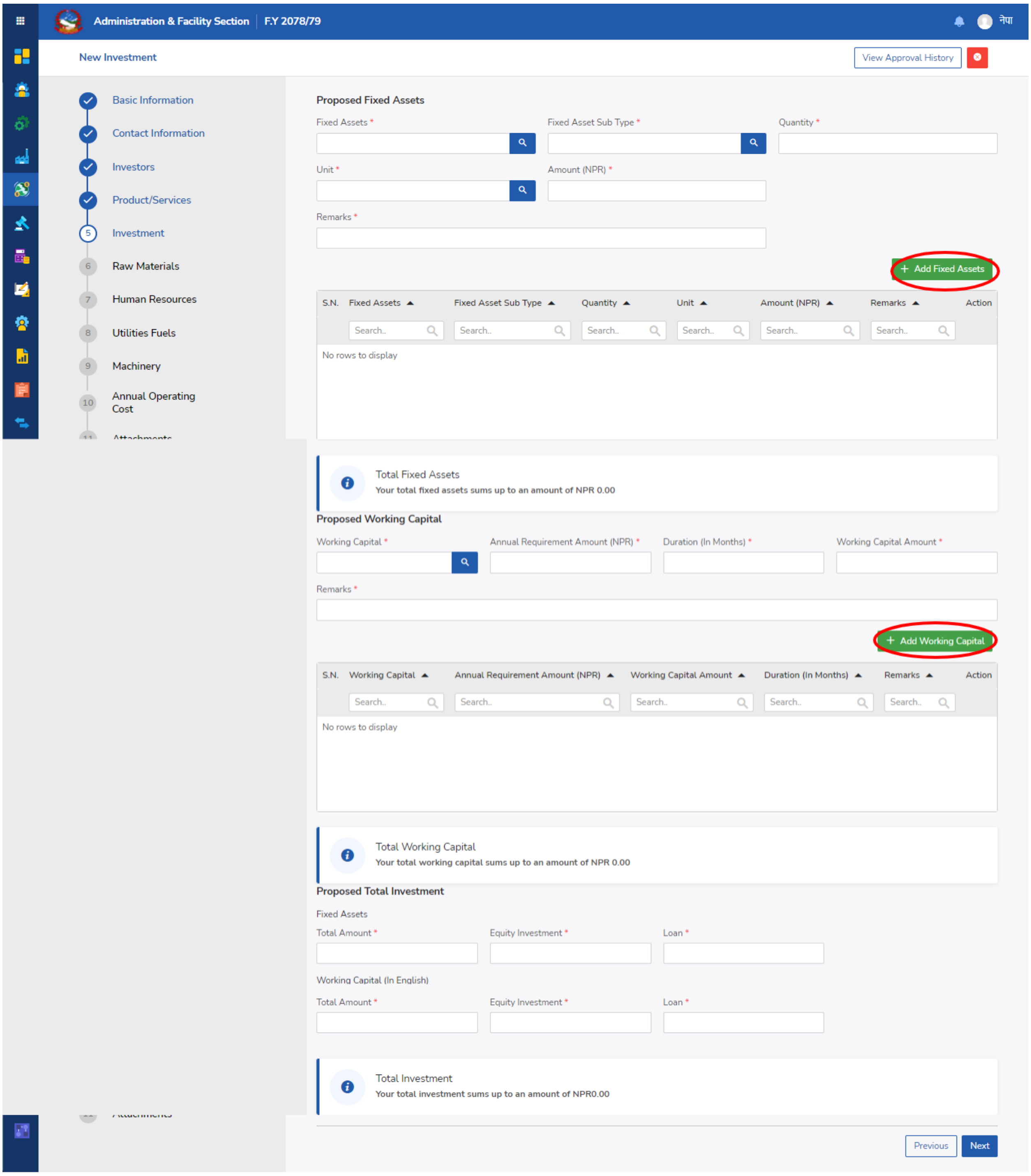
After clicking on the add shareholders button it will redirect the user to the page above. Here user needs to add details of the investor and click on the submit button but if there are multiple investors click on the save and add more button. Do not forget to fill out the form.

4.5.1.4 Products/Services



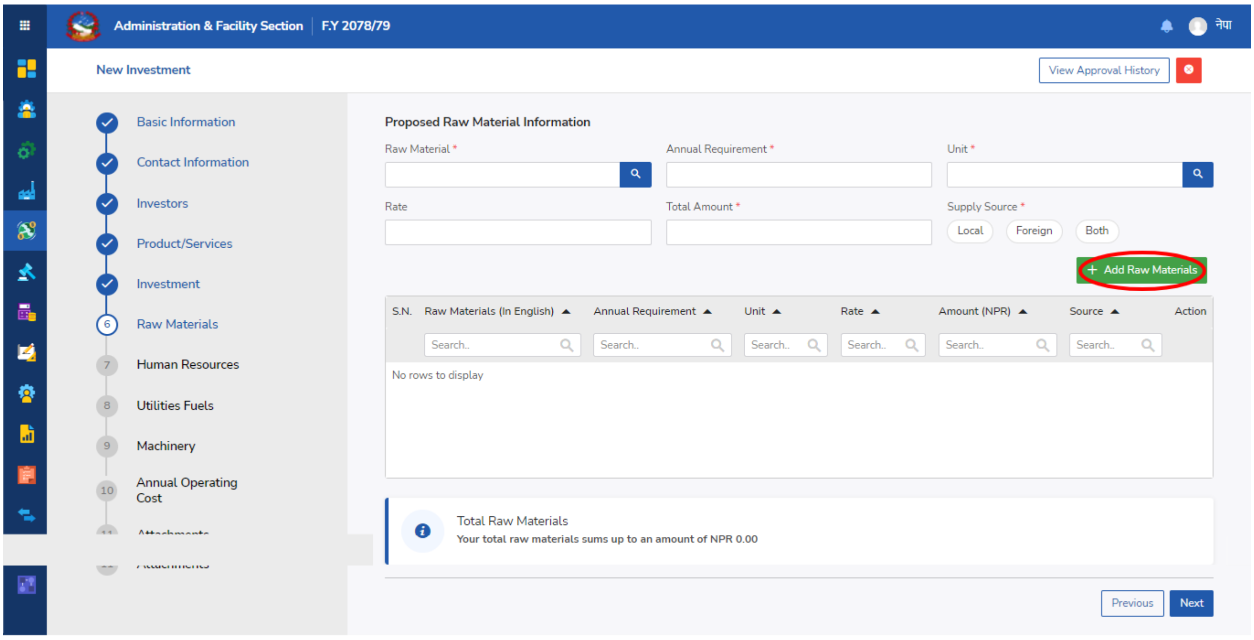
In this form, the user needs to fill in the information about the industry's objectives, and proposed products then click on the add details button which will show the data filled in the box below after that user needs to fill in gross sales and net sales then proposed industry category. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.5 Investment



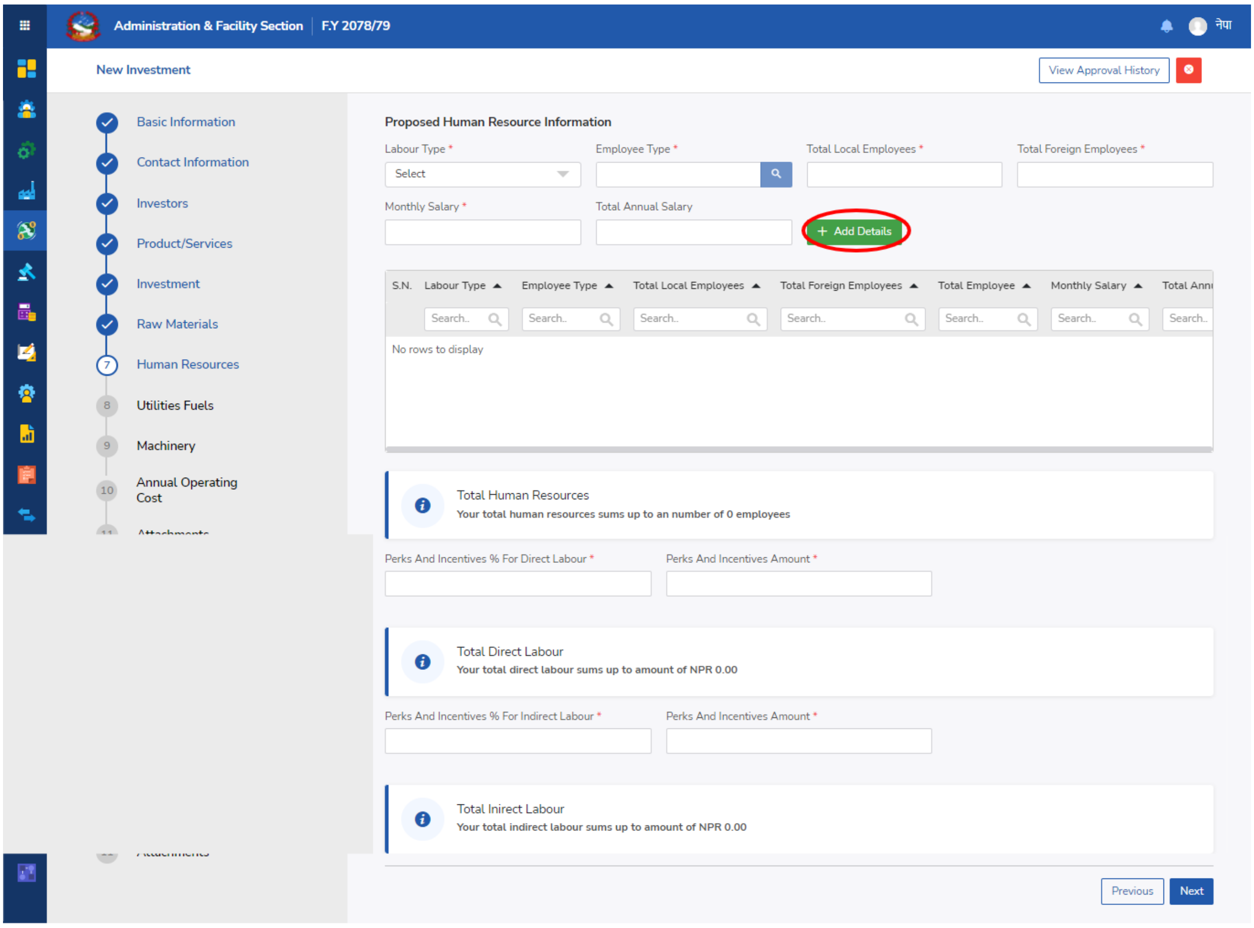
In this form, the user needs to fill in the proposed fixed asset information and click on the add fixed asset button which will show the information on the box below then the user has to fill in the proposed working capital and click on the add working capital button which will show the information on the box below and last the user has to fill in the proposed total investment. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.6 Raw Materials



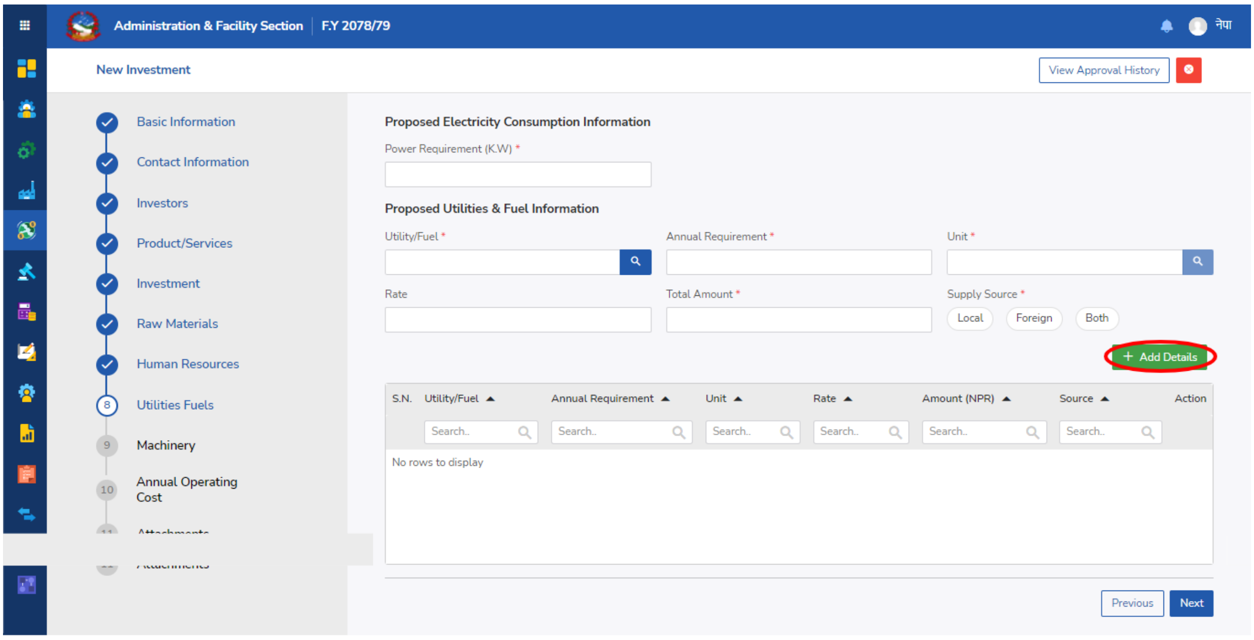
In this form, the user needs to fill in the proposed raw material information and click on the add raw materials button which will display the information filled in the box below. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.7 Human Resources



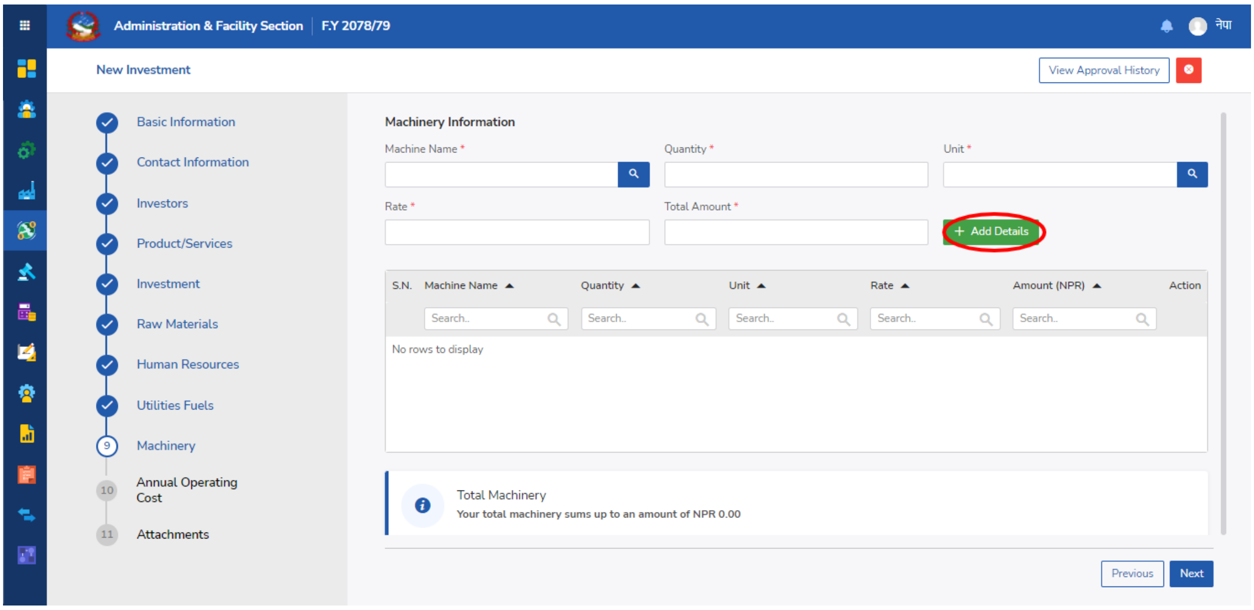
In this form, the user has to fill in the information about the proposed human resource information and click on the add details button which will display the information in the box below then the user has to fill in total human resources, total direct labor, and total indirect labor. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.4

4.5.1.8 Utility Fuels



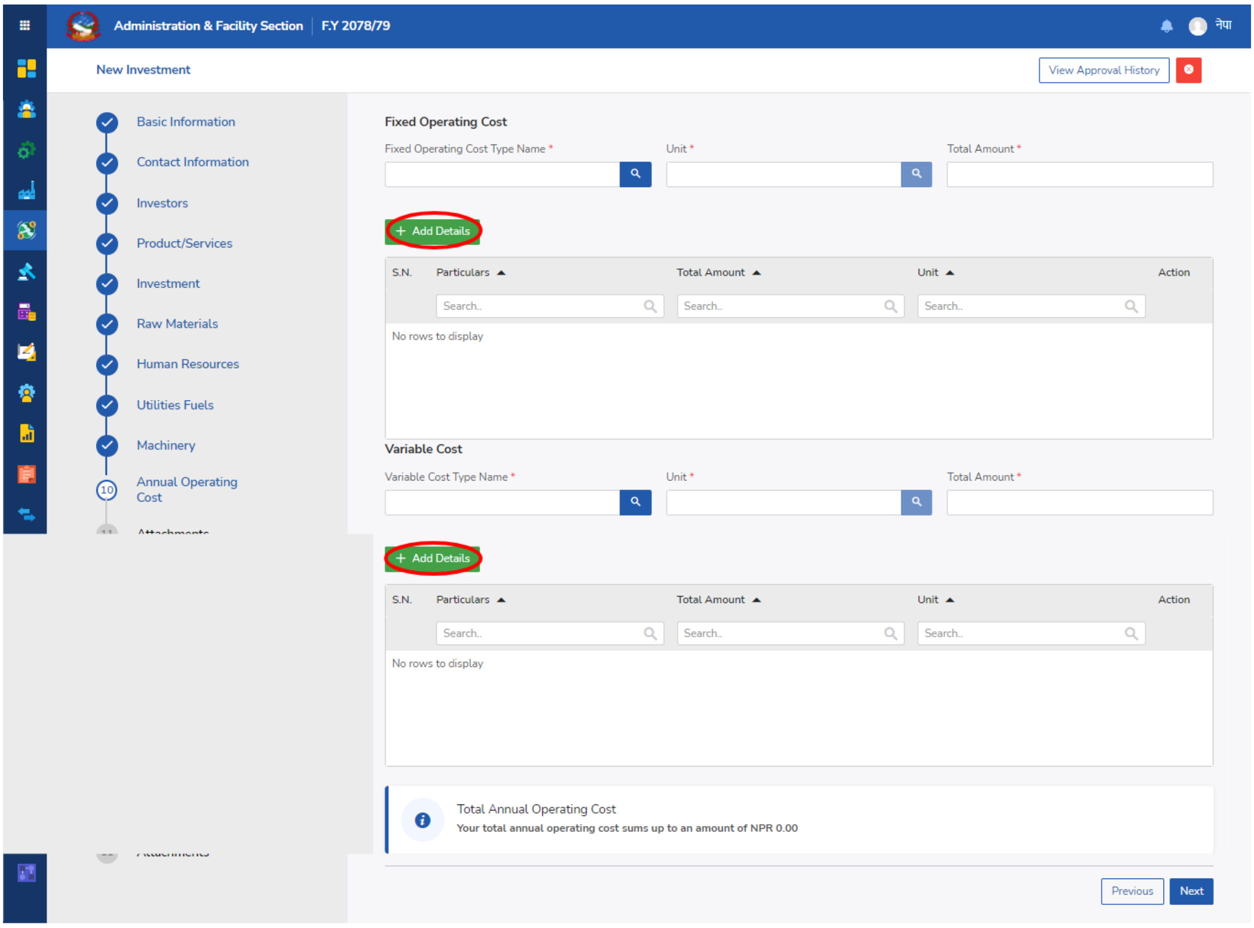
In this form, the user needs to fill in the proposed electricity consumption information and proposed utilities and fuel information then click on the add details button. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.9 Machinery



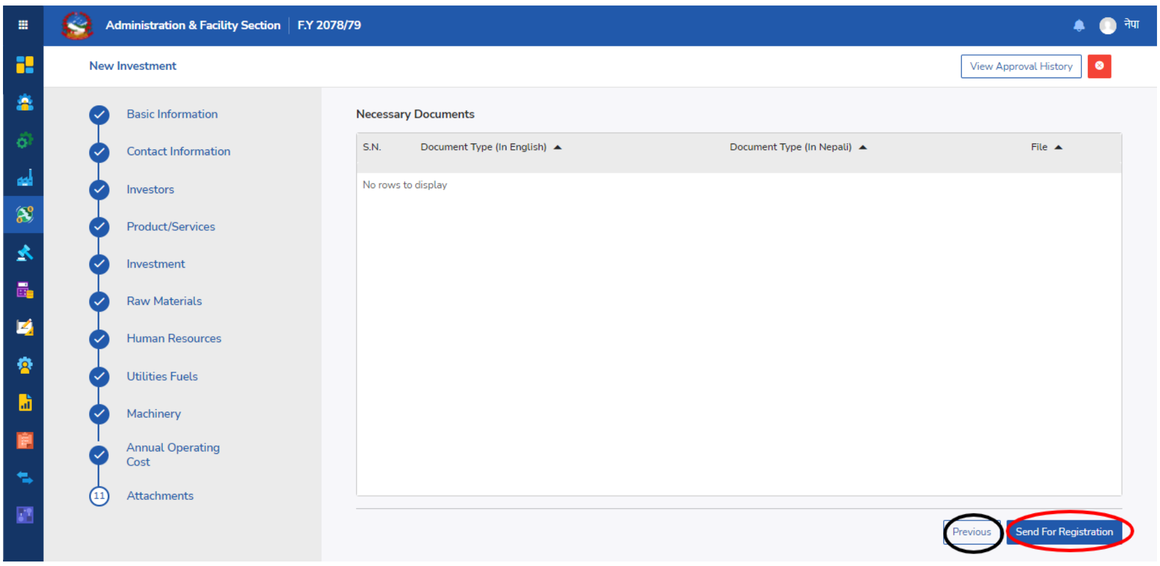
In this form, the user has to fill in the information about machinery and then click on the add details button which displays the information filled by the user in the box below. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

4.5.1.10 Annual Operating Cost



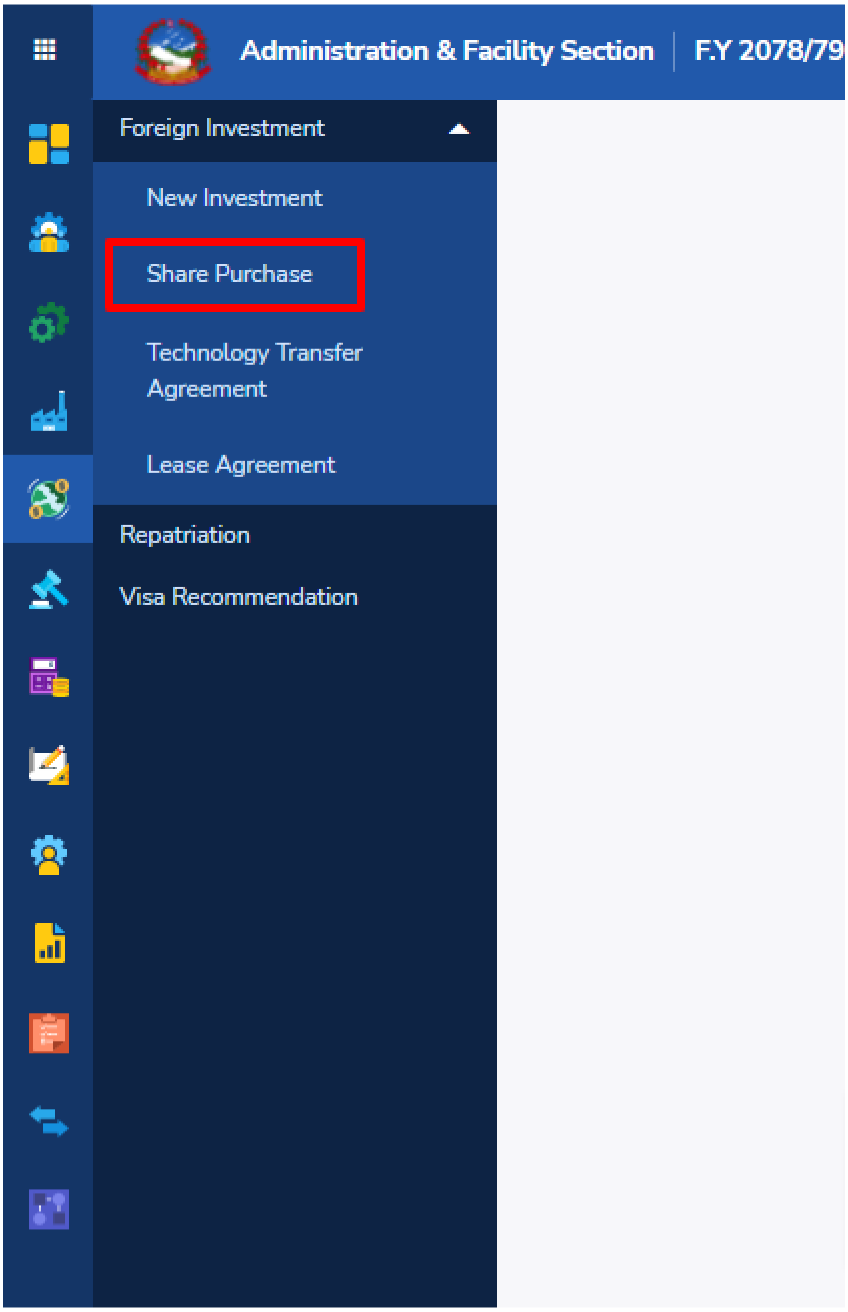
In this form, the user has to fill in the information about fixed operating costs and then click on the add details button which will display the information filled by the user in the box below. After that fill in the information about variable costs and then click on the add details button which will display the information filled by the user in the box below. Do not forget to fill out the information which is denoted by a red asterisk as they are mandatory then click on the Next button.

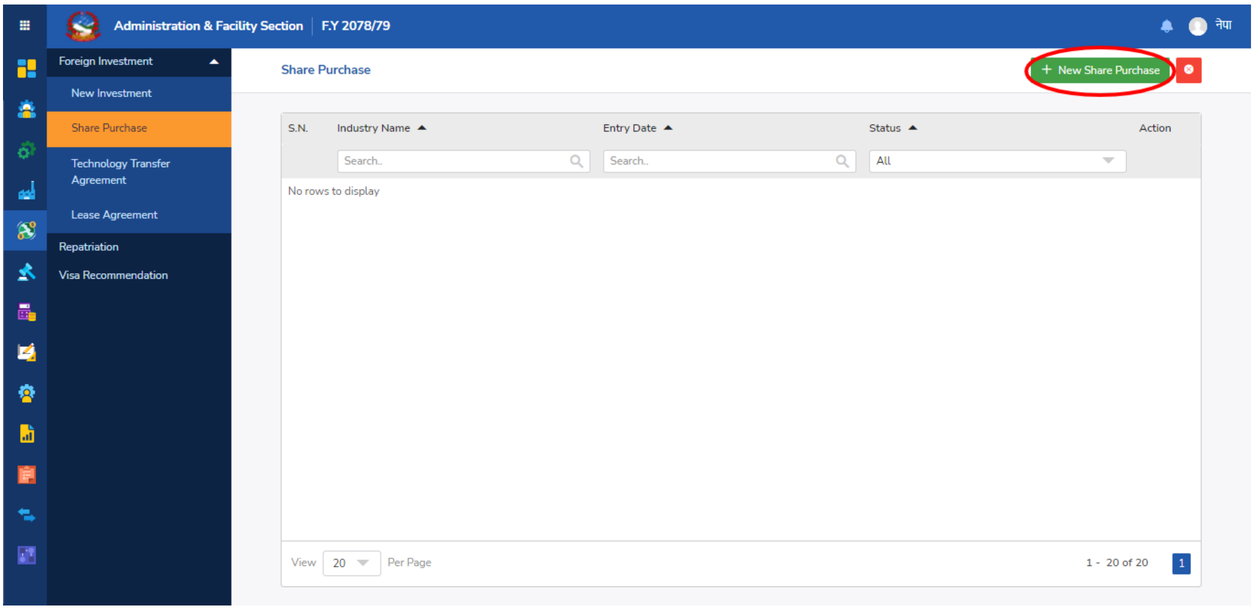
4.5.1.11 Attachments



In the last form, the user has to attach the necessary required documents then click on the send for registration button to register for the investment denoted by a red circle or click on the Previous button to edit the previous form if there are any mistakes.

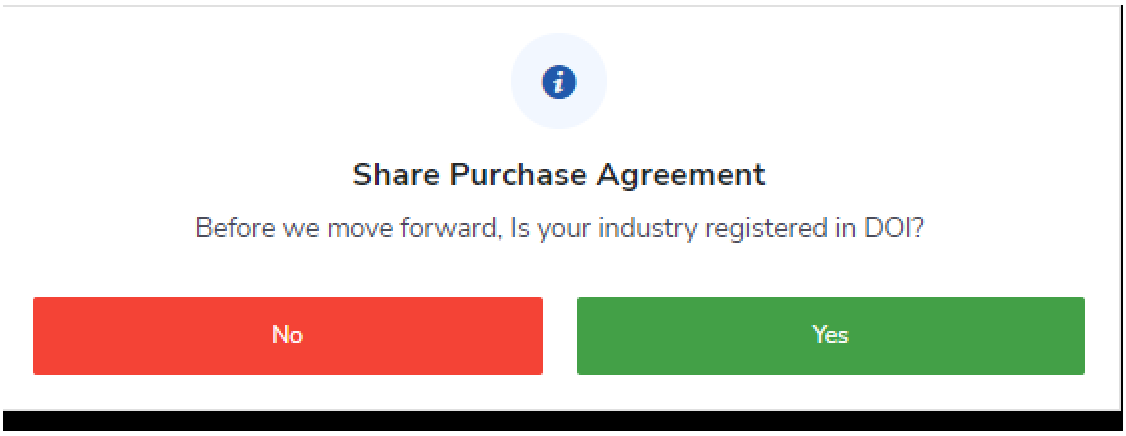
4.5.2 Share Purchase





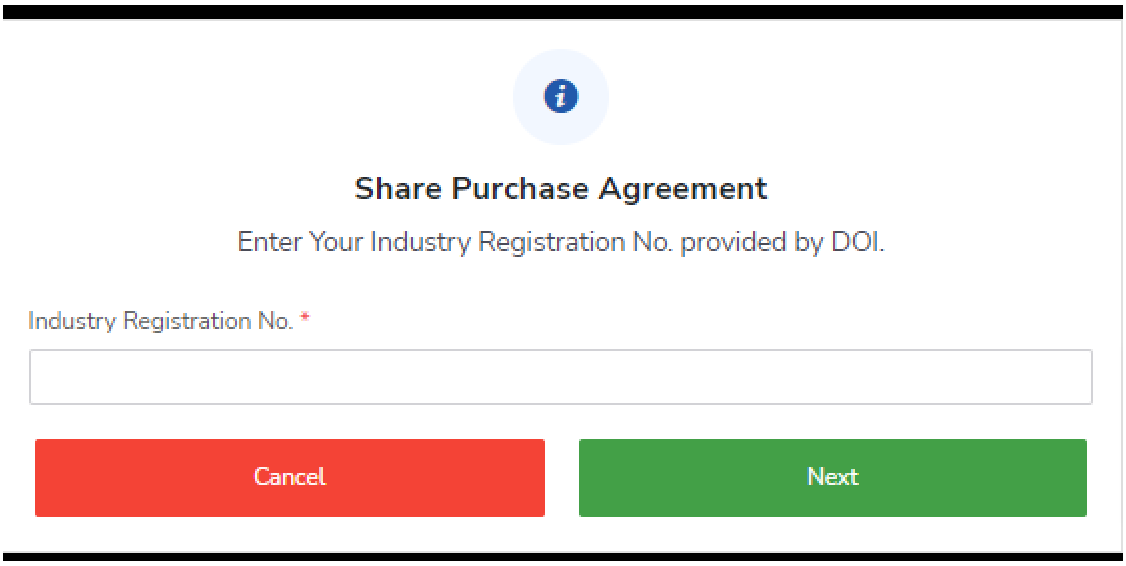
On this screen, the user can view the information about the share purchase. Here users can see S.N., Industry Name, Entry Date, Status, and Action. If the user wants to add a new share then click on the new share purchase button on the top right.

After clicking on the new share purchase button a dialog box will appear

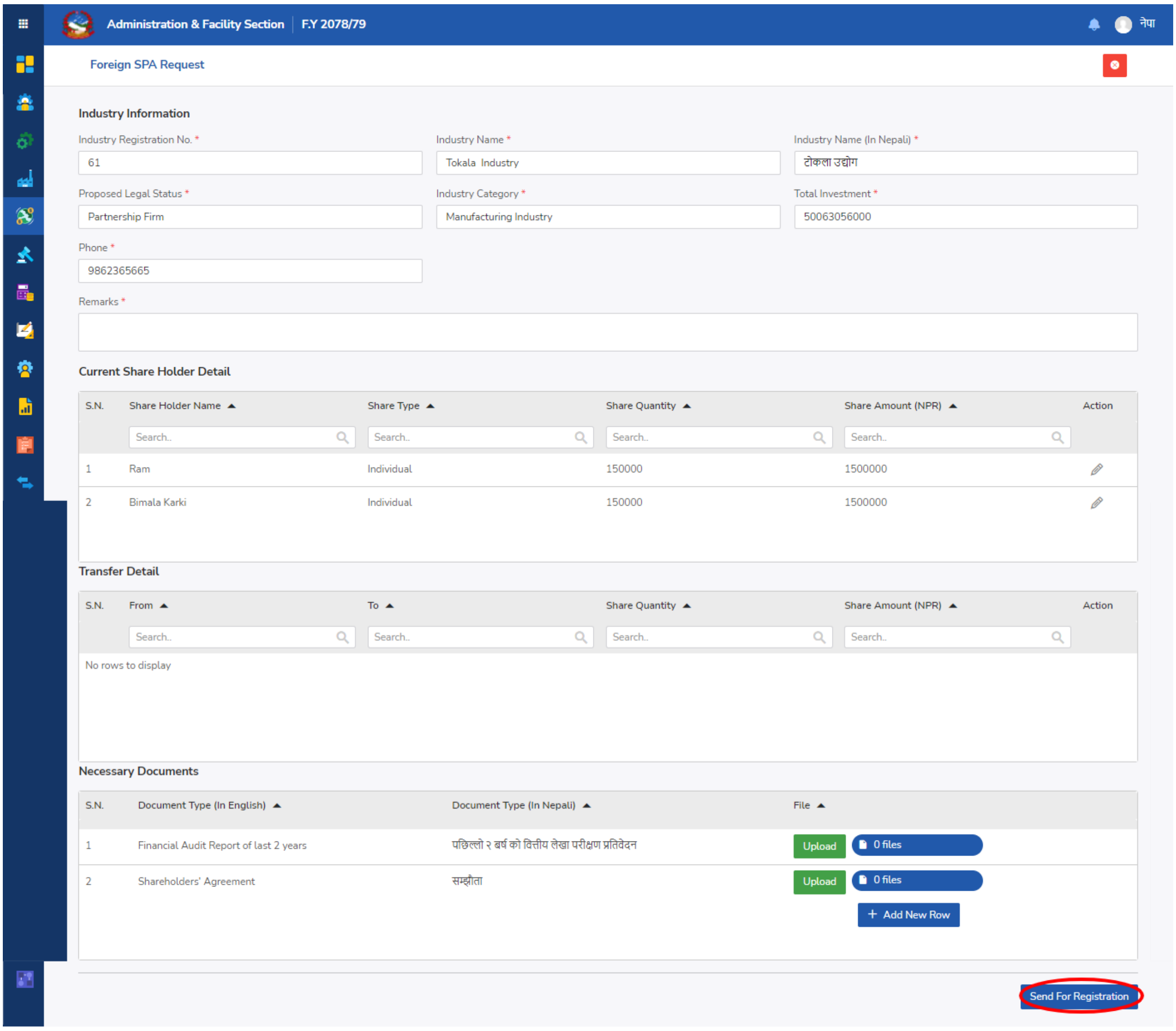


If the user has already registered the industry in DOI then click on the yes button and move forward otherwise click on the no button.

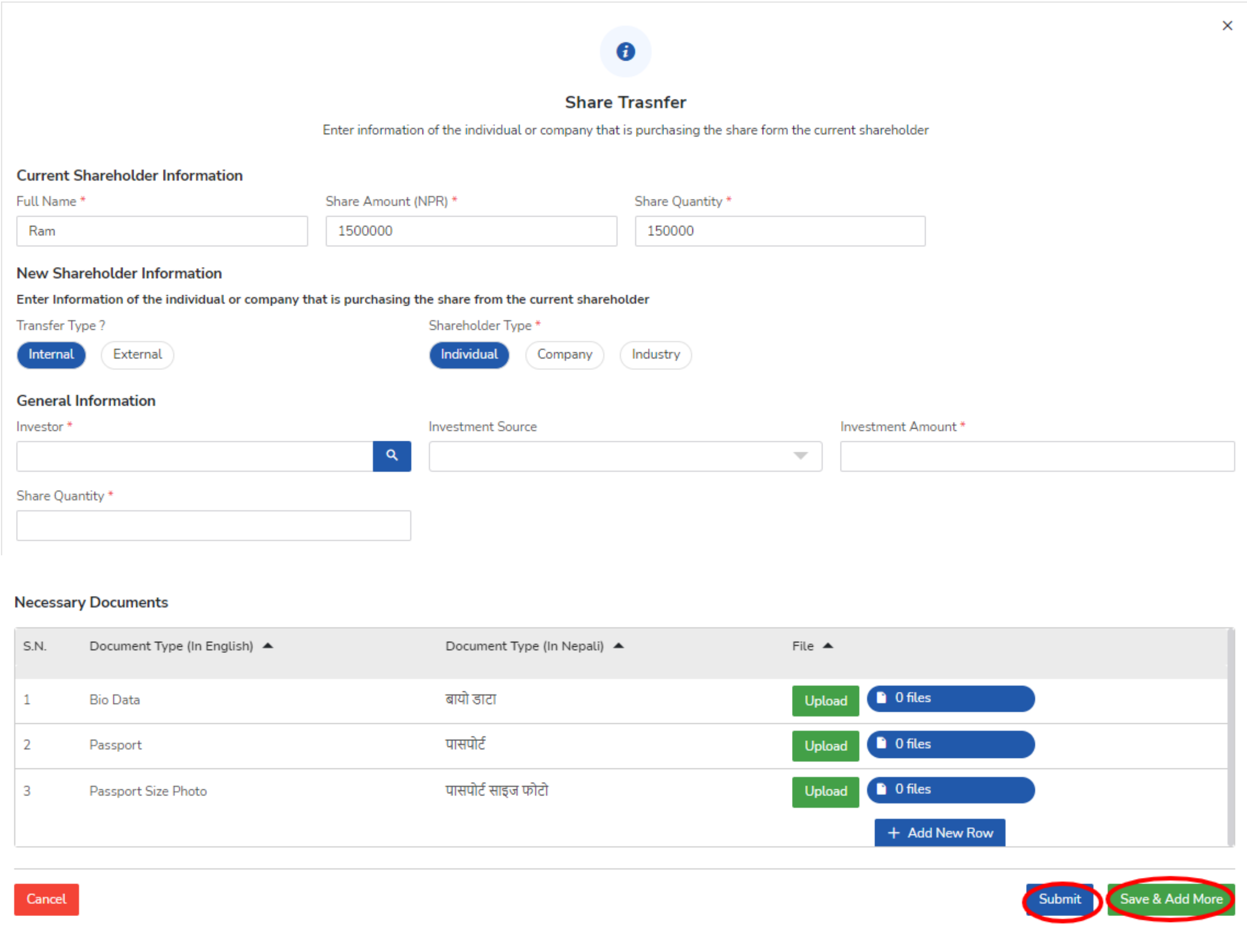
If the user’s answer is yes then again a dialog box will appear.



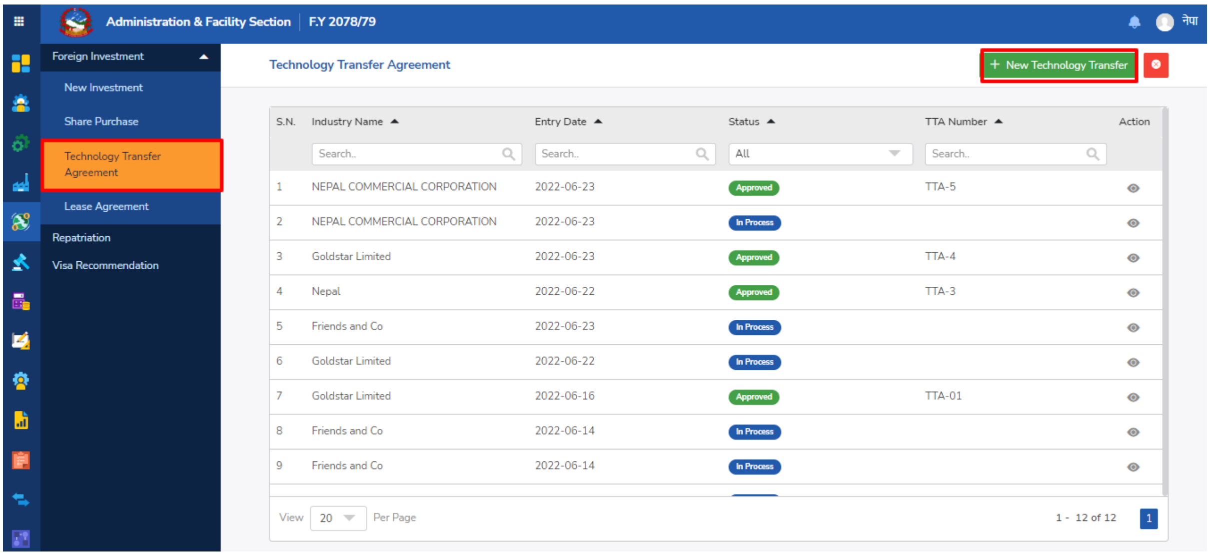
The user needs to provide the industry registration number which is provided by DOI then click on the next button to move forward.



After the user answers the dialog box it will redirect the user to the page above where the user has to fill in the industry information, current shareholder detail, transfer detail, and necessary documents. The user can edit the current shareholder and transfer detail by clicking the pencil-like button on the action column.



After the user clicks the edit button it will direct the user to the page above to edit the shareholder details the user needs the fill out the form and upload the necessary documents. If the user wants to add more shareholders then the user needs to click on the save and add more button on the bottom-right otherwise click on the submit button.do not forget to fill the fields with asterisks marks as they are mandatory.



In this form, the user can view the list of requests for technology transfer. The user can see S.N., Industry Name, Entry Date, Status, TTA noumber and Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

Search:

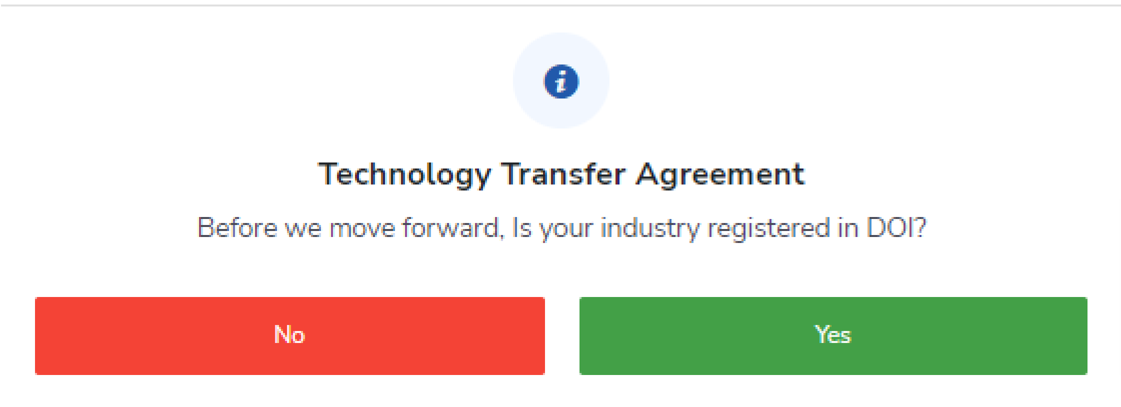
Users can also search existing data from the respective search fields.

Action:

Users can change actions from the action bar. This tool is used to view the data.

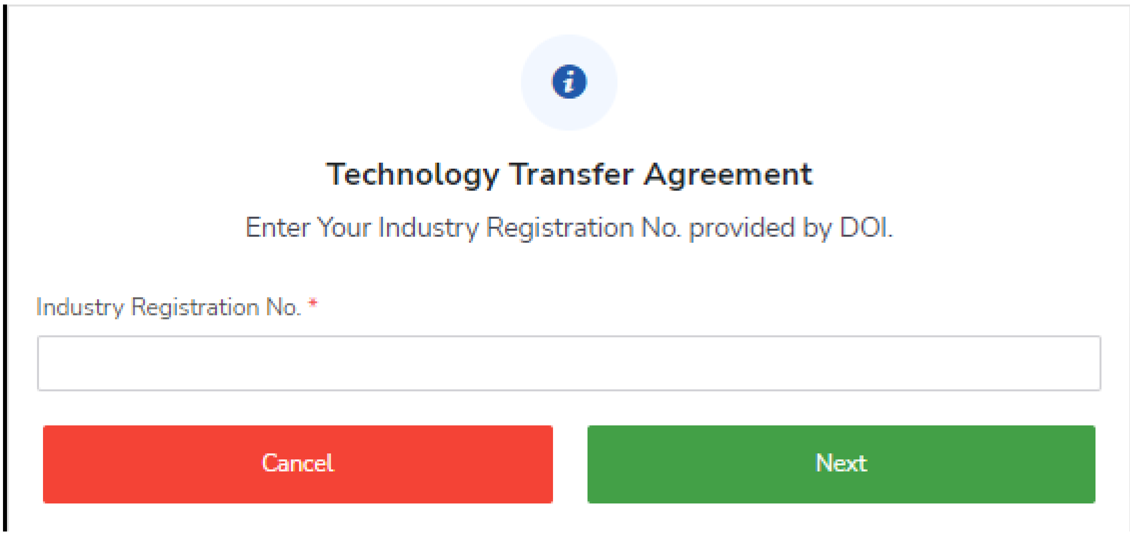
If the user wants to add a new share then click on the new share purchase button on the top right.

After clicking on the new share purchase button a dialog box will appear

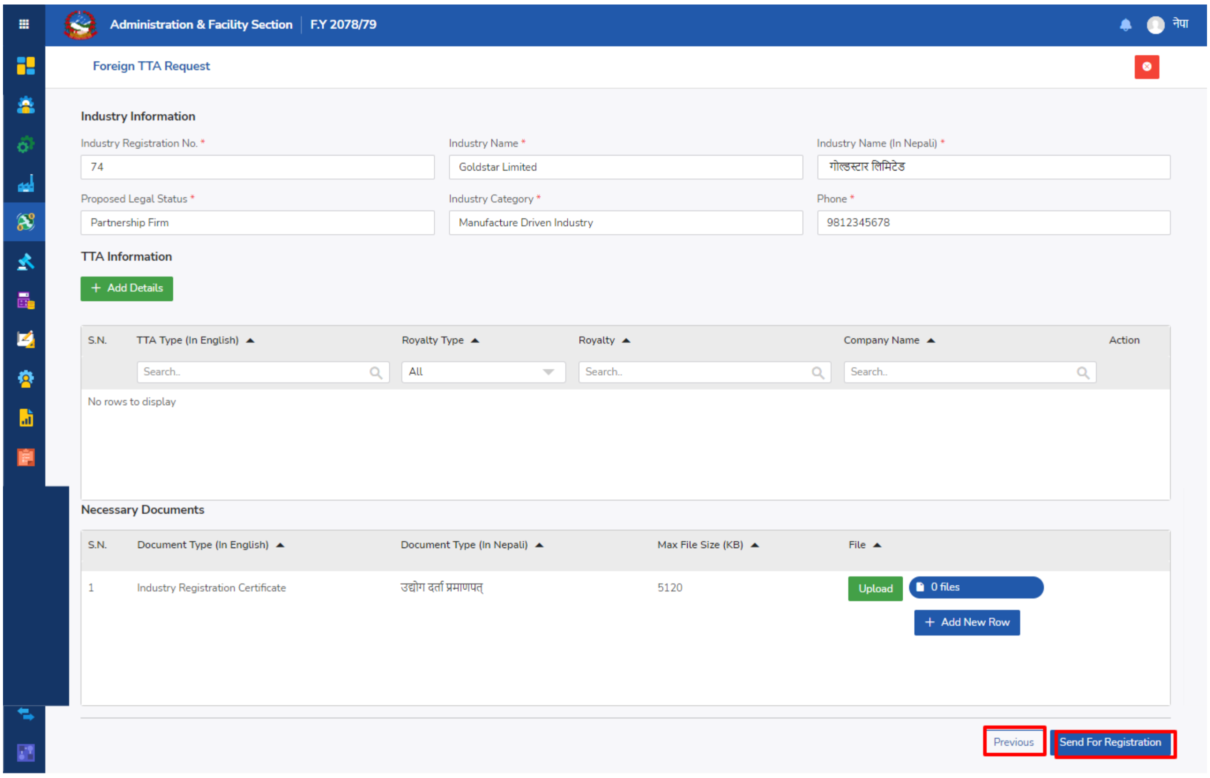


If the user has already registered the industry in DOI then click on the yes button and move forward otherwise click on the no button.

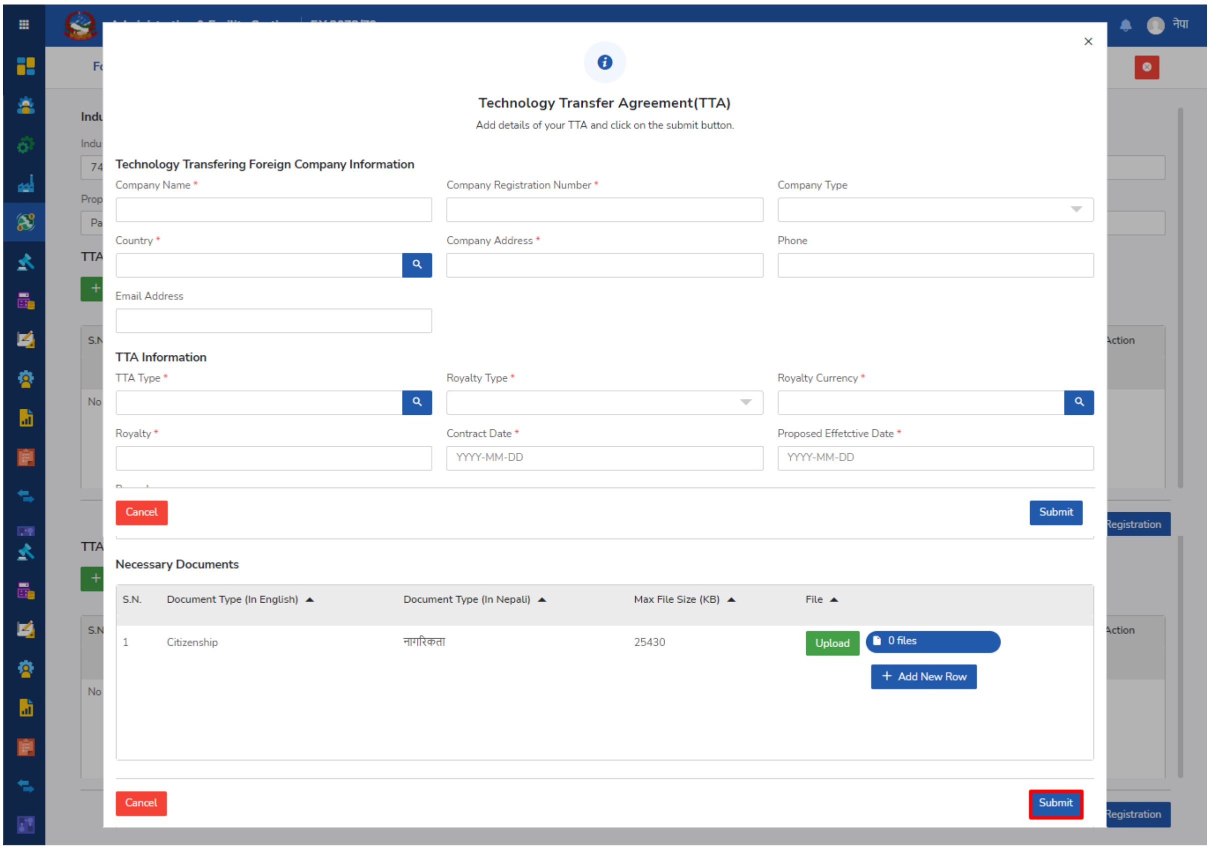
If the user's answer is yes then again a dialog box will appear.



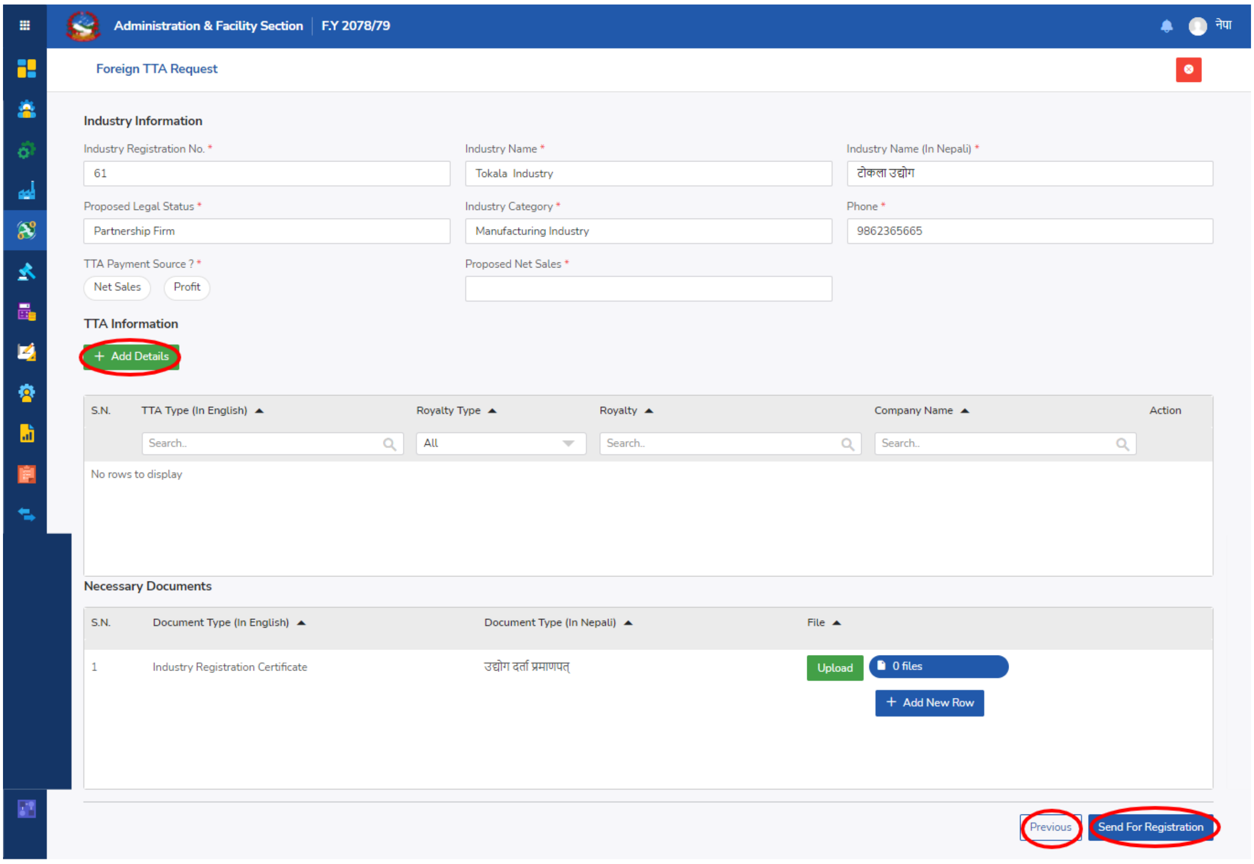
The user needs to provide the industry registration number which is provided by DOI then click on the next button to move forward.



After the user answers the dialog box it will redirect the user to the page above where the user has to fill in the industry information, TTA information, and necessary documents. After filling the industry information form user needs to click on the add details button.

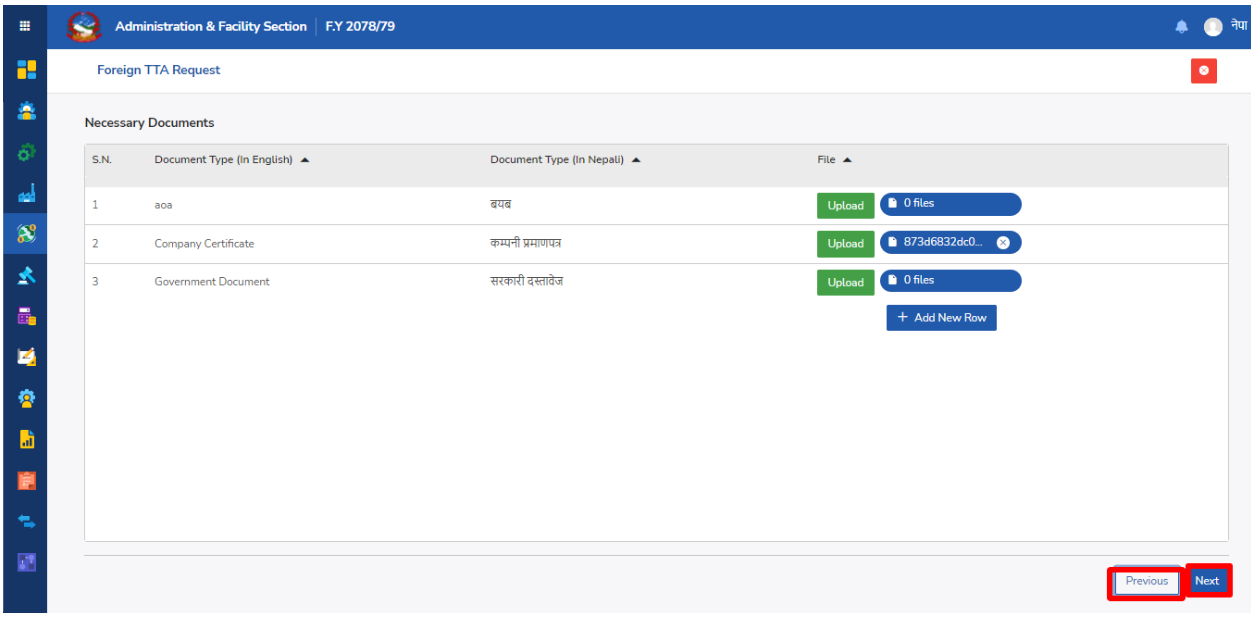


After clicking on the add details button it will direct the user to the form shown above. The user needs to fill out the form and upload the necessary documents. If there are more technology transfer companies then the user has to click on the save and add more button otherwise click on the submit button.



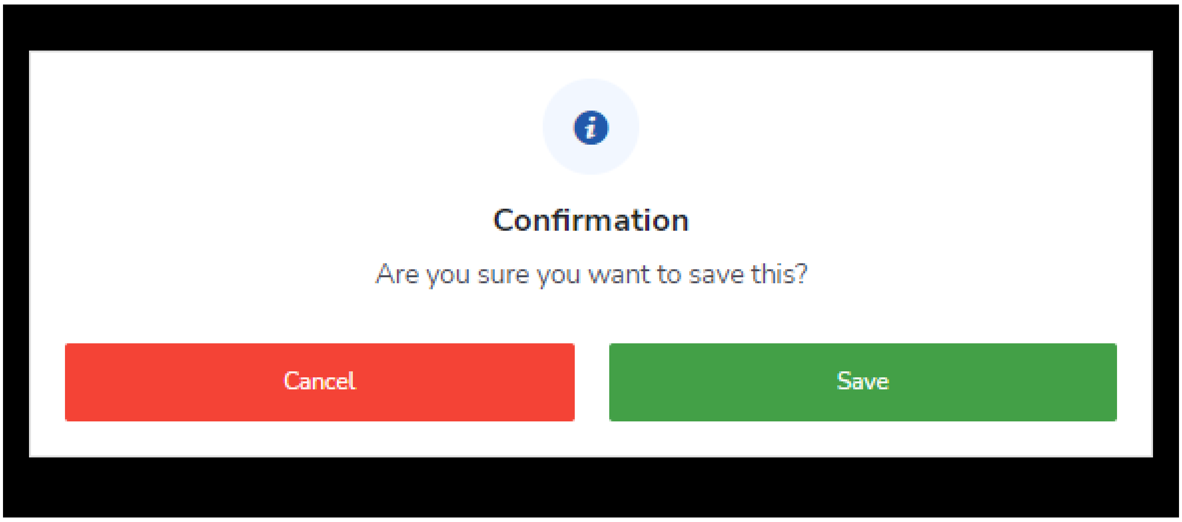
After the user fills the form by clicking the add details button and clicking on the submit button it will redirect the user to the previous form shown above and the information filled by the user will be displayed in the box below the add details button then the user needs to upload the necessary documents and click on the send for the registration button.

In the above form, there is a previous button next to send for registration button. if the user has forgotten to upload necessary documents or fill out the necessary form the user can go back by clicking on the previous button it will direct the user to the screen below.

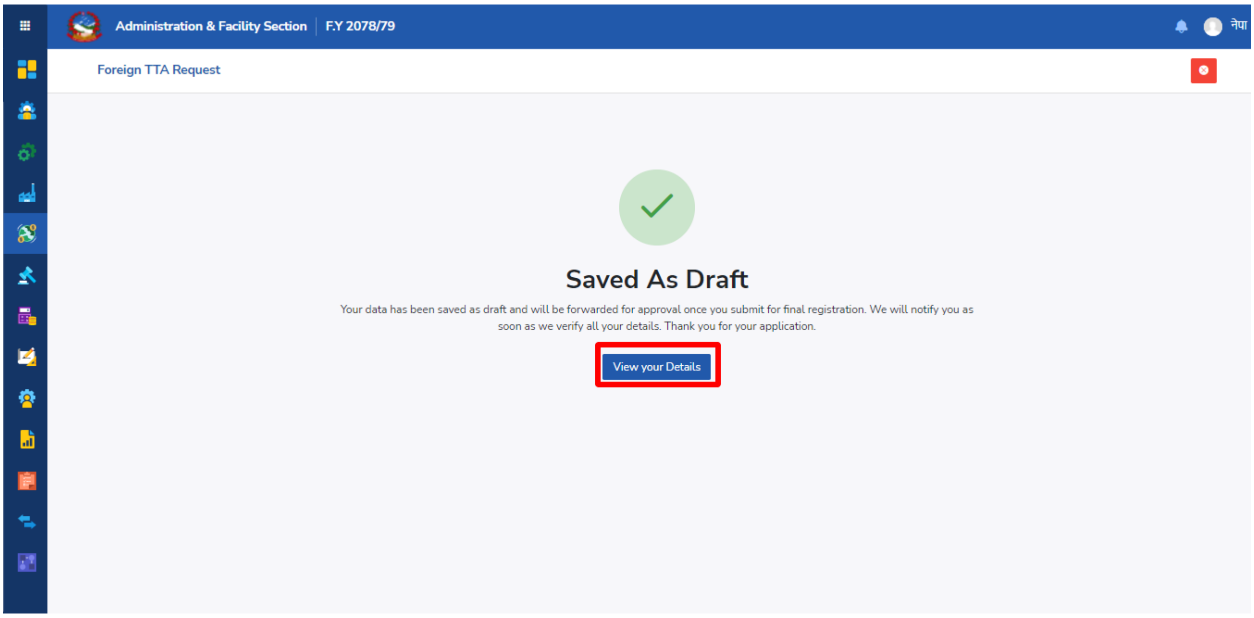


In the above screen, the user uploads the necessary documents but if the user needs to go further back and then click on the previous button it will redirect the user to previous forms.

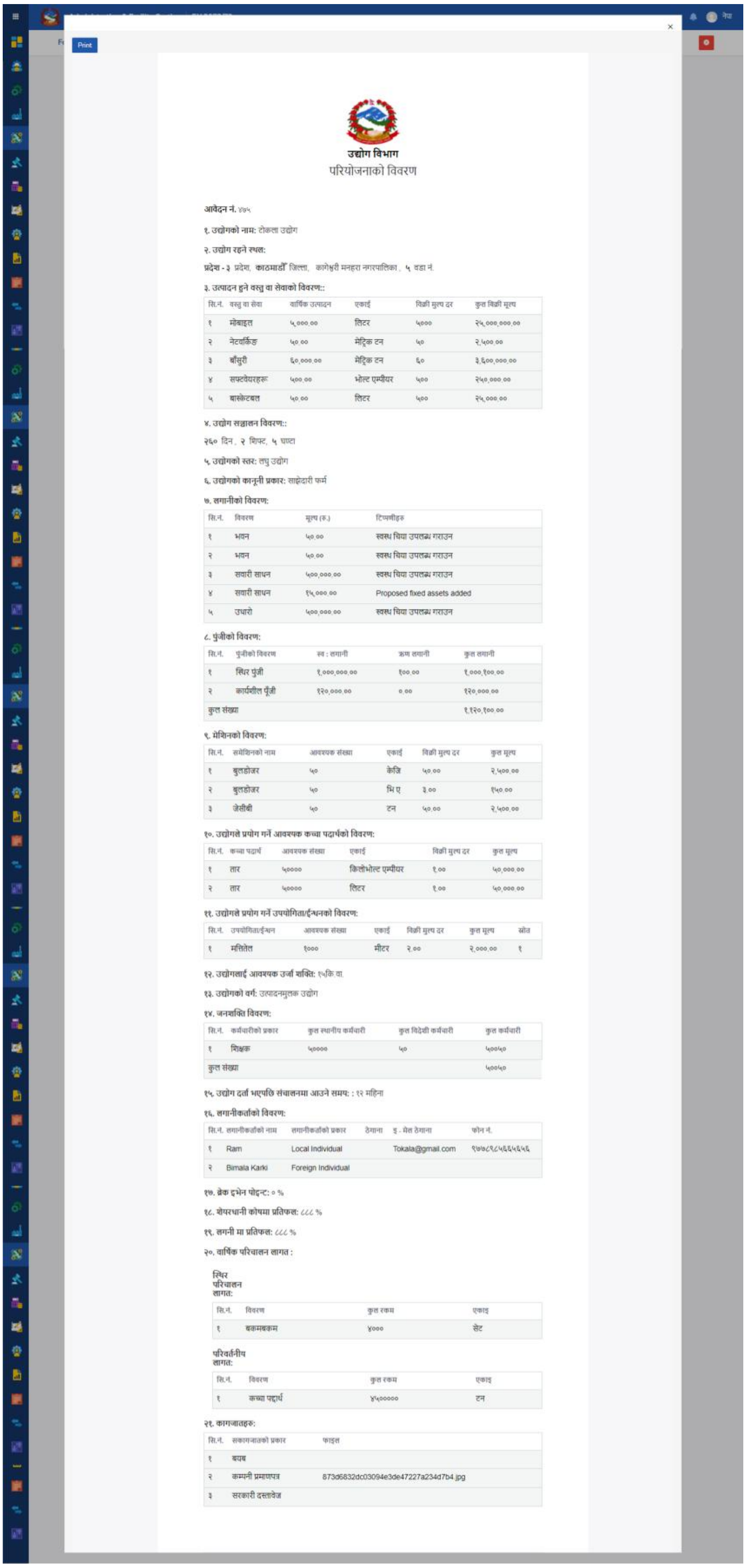
If the user needs to move forward and clicks on the Next button then a dialog box will appear



The user needs to click on the Save button to store the information after clicking on the save button it will direct the user to the screen below.



The information user added is saved as a draft in the application and will be forwarded for approval once you submit it for final registration. There is a view your details in the middle of the screen if the user clicks on that button it will direct the user to the screen below.


Print

उद्योग विभाग

परियोजनाको विवरण

आवेदन नं. ४७५

१. उद्योगको नाम: टोकला उद्योग

२. उद्योग रहने स्थल:

प्रदेश - ३ प्रदेश, काठमाडौँ जिल्ला, कागेश्वरी मनहरा नगरपालिका, ५ वडा नं.

३. उत्पादन हुने वस्तु वा सेवाको विवरण::

सि.नं.	वस्तु वा सेवा	वार्षिक उत्पादन	एकाई	बिक्री मुल्य दर	कुल बिक्री मूल्य
१	मोबाइल	५,०००.००	लिटर	५०००	२५,०००,०००.००
२	नेटवर्किङ	५०.००	मेट्रिक टन	५०	२,५००.००
३	बाँसुरी	६०,०००.००	मेट्रिक टन	६०	३,६००,०००.००
४	सफ्टवेयरहरू	५००.००	भोल्ट एम्पीयर	५००	२५०,०००.००
५	बास्केटबल	५०.००	लिटर	५००	२५,०००.००

४. उद्योग सञ्चालन विवरण::

२६० दिन, २ शिफ्ट, ५ घण्टा

५. उद्योगको स्तर: लघु उद्योग

६. उद्योगको कानूनी प्रकार: साझेदारी फर्म

७. लगानीको विवरण:

सि.नं.	विवरण	मूल्य (रु.)	टिप्पणीहरु
१	भवन	५०.००	स्वस्थ चिया उपलब्ध गराउन
२	भवन	५०.००	स्वस्थ चिया उपलब्ध गराउन
३	सवारी साधन	५००,०००.००	स्वस्थ चिया उपलब्ध गराउन
४	सवारी साधन	१५,०००.००	Proposed fixed assets added
५	उधारो	५००,०००.००	स्वस्थ चिया उपलब्ध गराउन

८. पुंजीको विवरण:

सि.नं.	पुंजीको विवरण	स्व : लगानी	ऋण लगानी	कुल लगानी
१	स्थिर पुंजी	१,०००,०००.००	१००.००	१,०००,१००.००
२	कार्यशील पूँजी	१२०,०००.००	०.००	१२०,०००.००
कुल संख्या				१,१२०,१००.००

९. मेशिनको विवरण:

सि.नं.	समेशिनको नाम	आवश्यक संख्या	एकाई	बिक्री मुल्य दर	कुल मूल्य
१	बुलडोजर	५०	केजि	५०.००	२,५००.००
२	बुलडोजर	५०	भि ए	३.००	१५०.००
३	जेसीबी	५०	टन	५०.००	२,५००.००

१०. उद्योगले प्रयोग गर्ने आवश्यक कच्चा पदार्थको विवरण:

सि.नं.	कच्चा पदार्थ	आवश्यक संख्या	एकाई	बिक्री मुल्य दर	कुल मूल्य
१	तार	५००००	किलोभोल्ट एम्पीयर	१.००	५०,०००.००
२	तार	५००००	लिटर	१.००	५०,०००.००

११. उद्योगले प्रयोग गर्ने उपयोगिता/ईन्धनको विवरण:

सि.नं.	उपयोगिता/ईन्धन	आवश्यक संख्या	एकाई	बिक्री मुल्य दर	कुल मूल्य	स्रोत
१	मत्तितेल	१०००	मीटर	२.००	२,०००.००	१

१२. उद्योगलाई आवश्यक उर्जा शक्ति: १५कि.वा.

१३. उद्योगको वर्ग: उत्पादनमुलक उद्योग

१४. जनशक्ति विवरण:

सि.नं.	कर्मचारीको प्रकार	कुल स्थानीय कर्मचारी	कुल विदेशी कर्मचारी	कुल कर्मचारी
१	शिक्षक	५००००	५०	५००५०
कुल संख्या				५००५०

१५. उद्योग दर्ता भएपछि संचालनमा आउने समय: : १२ महिना

१६. लगानीकर्ताको विवरण:

सि.नं.	लगानीकर्ताको नाम	लगानीकर्ताको प्रकार	ठेगाना	इ - मेल ठेगाना	फोन नं.
१	Ram	Local Individual		Tokala@gmail.com	९७७८९८५६६५६५६
२	Bimala Karki	Foreign Individual			

१७. ब्रेक इभेन पोइन्ट: ० %

१८. शेयरधानी कोषमा प्रतिफल: ८८८ %

१९. लगनी मा प्रतिफल: ८८८ %

२०. वार्षिक परिचालन लागत :

स्थिर परिचालन लागत:

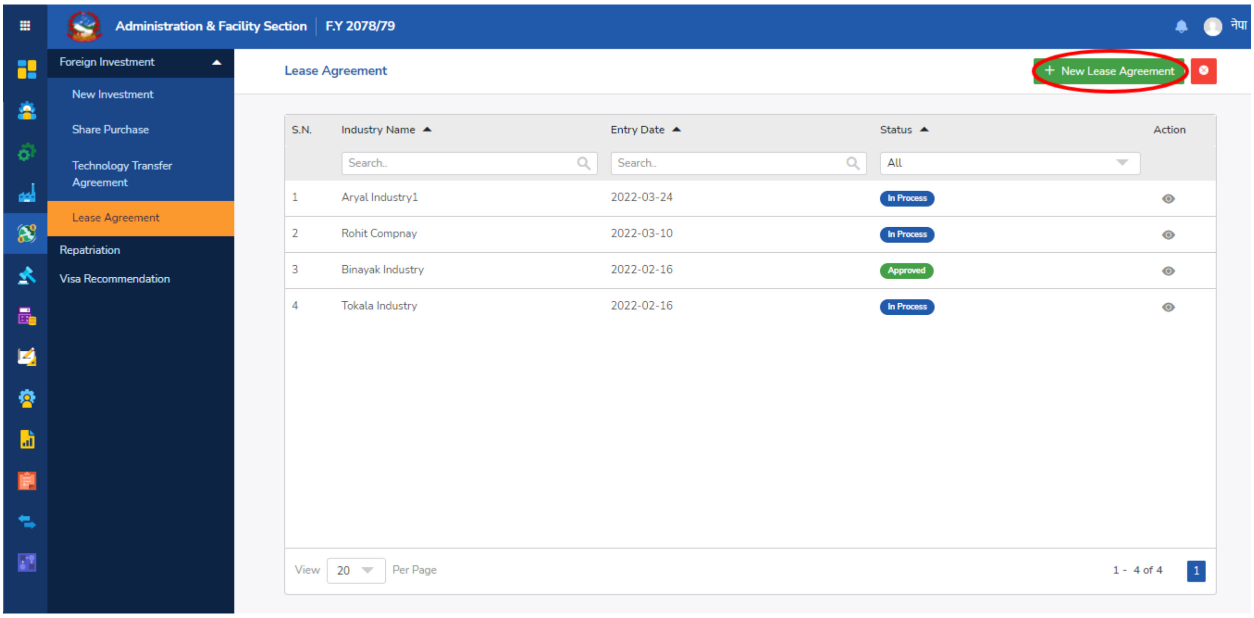
सि.नं.	विवरण	कुल रकम	एकाइ
१	बकमबकम	४०००	सेट

परिवर्तनीय लागत:

सि.नं.	विवरण	कुल रकम	एकाइ
१	कच्चा पद्दार्थ	४५०००००	टन

२१. कागजातहरु:

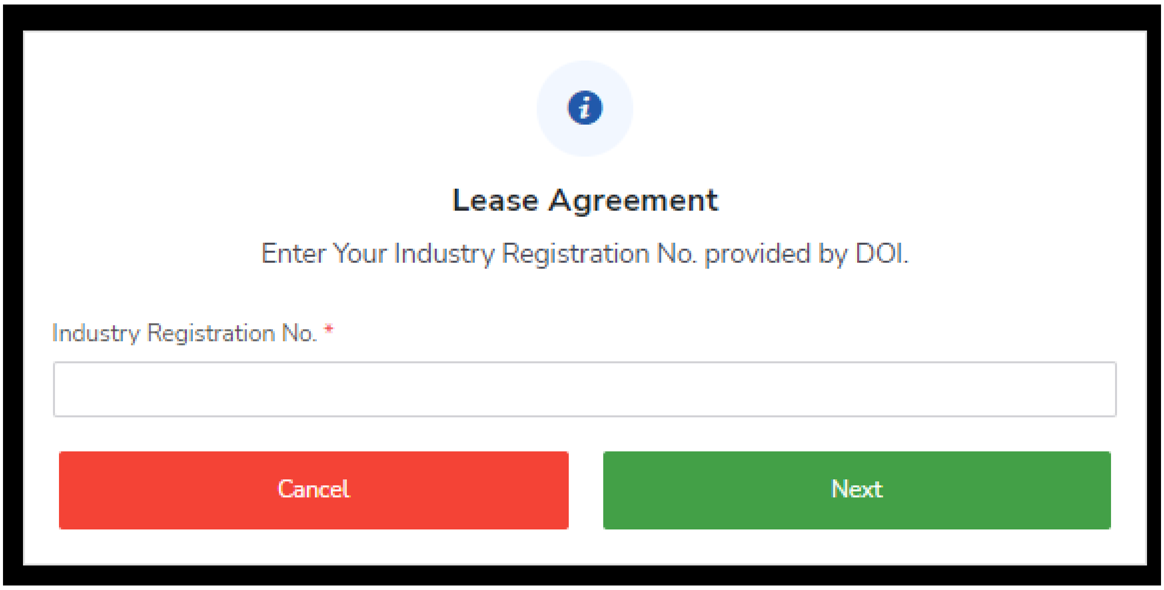
सि.नं.	सकागजातको प्रकार	फाइल
१	बयब	
२	कम्पनी प्रमाणपत्र	873d6832dc03094e3de47227a234d7b4.jpg
३	सरकारी दस्तावेज	



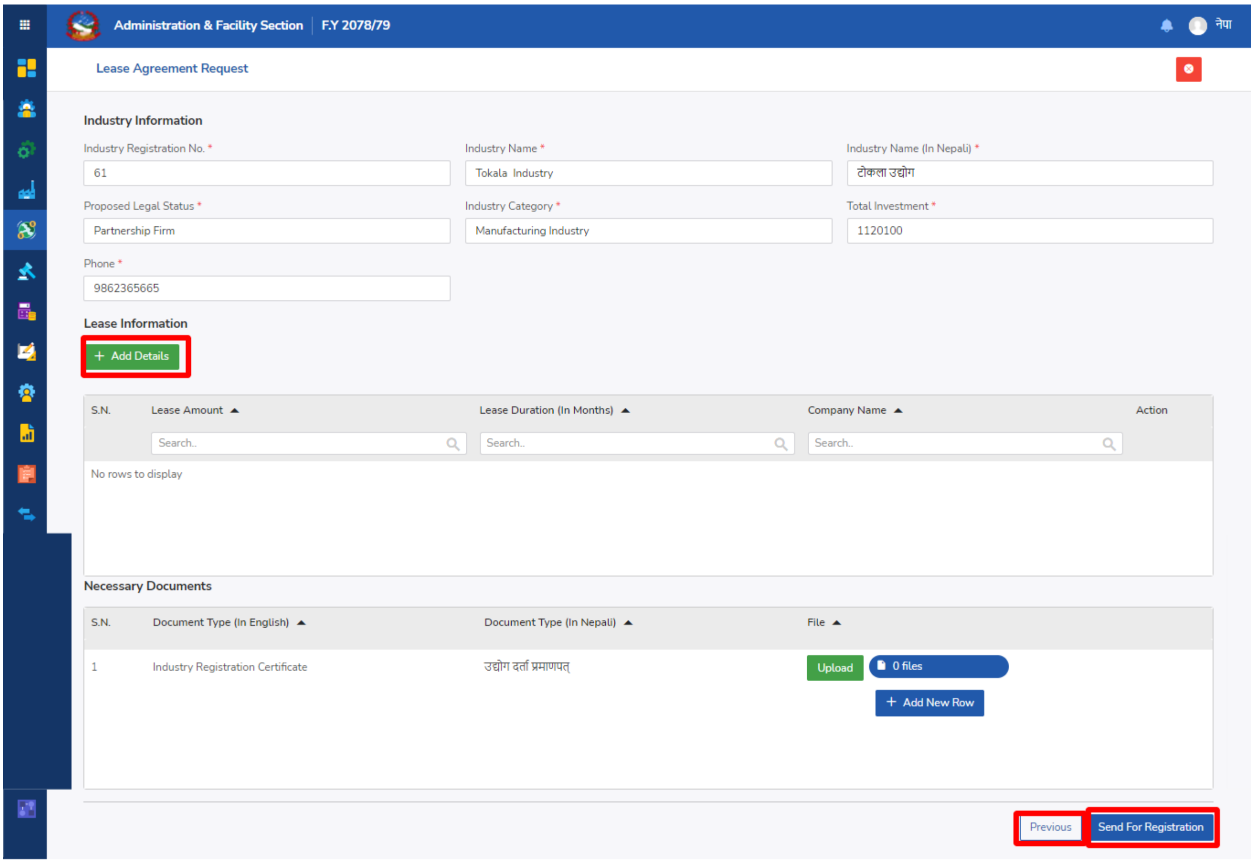
On this screen, the user can view the information about the lease agreement. Here users can see S.N., Industry Name, Entry Date, Status, and Action. If the user wants to add a new lease agreement then click on the new lease agreement button on the top right.

If the user has already registered the industry in DOI then click on the yes button and move forward otherwise click on the no button.

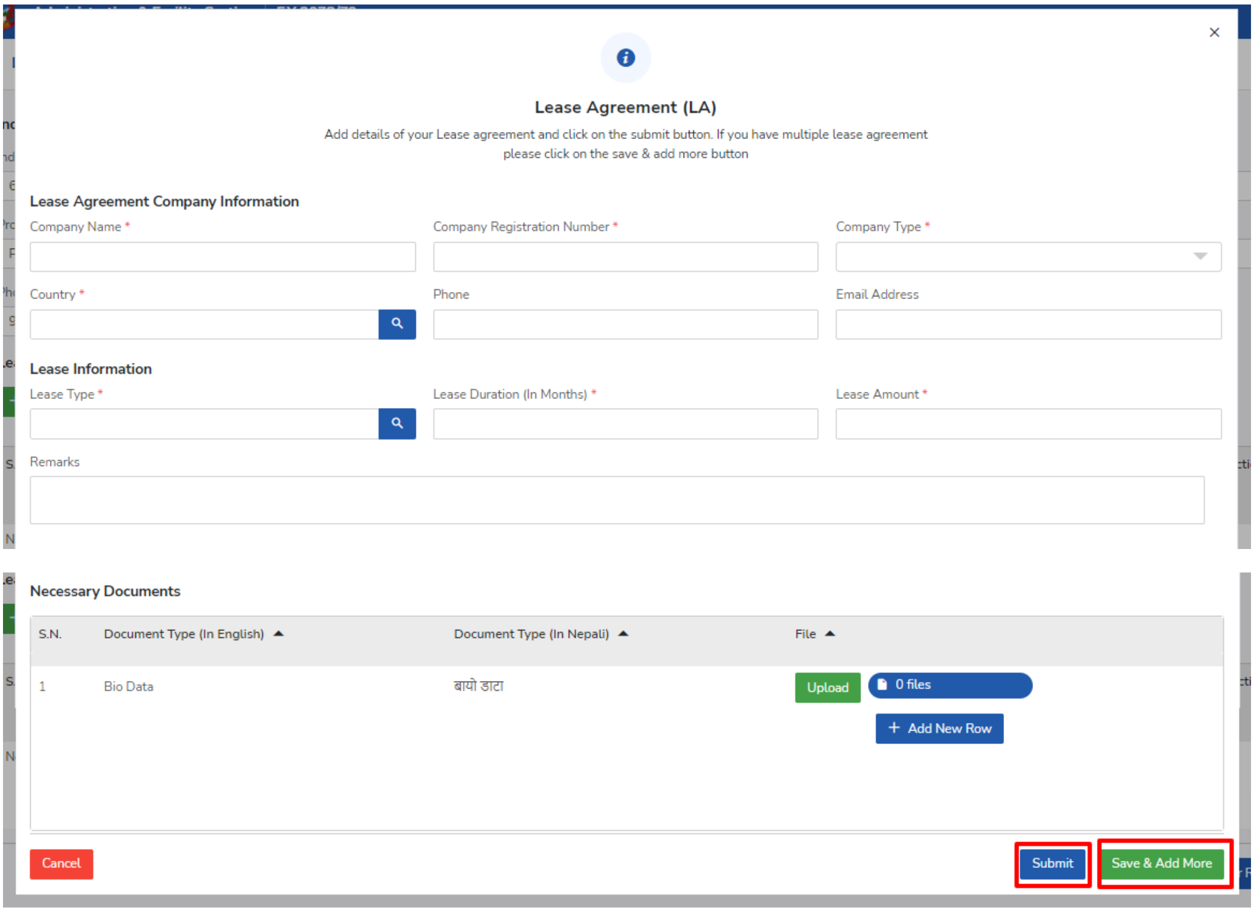
If the user's answer is yes then again a dialog box will appear.



The user needs to provide the industry registration number which is provided by DOI then click on the next button to move forward.

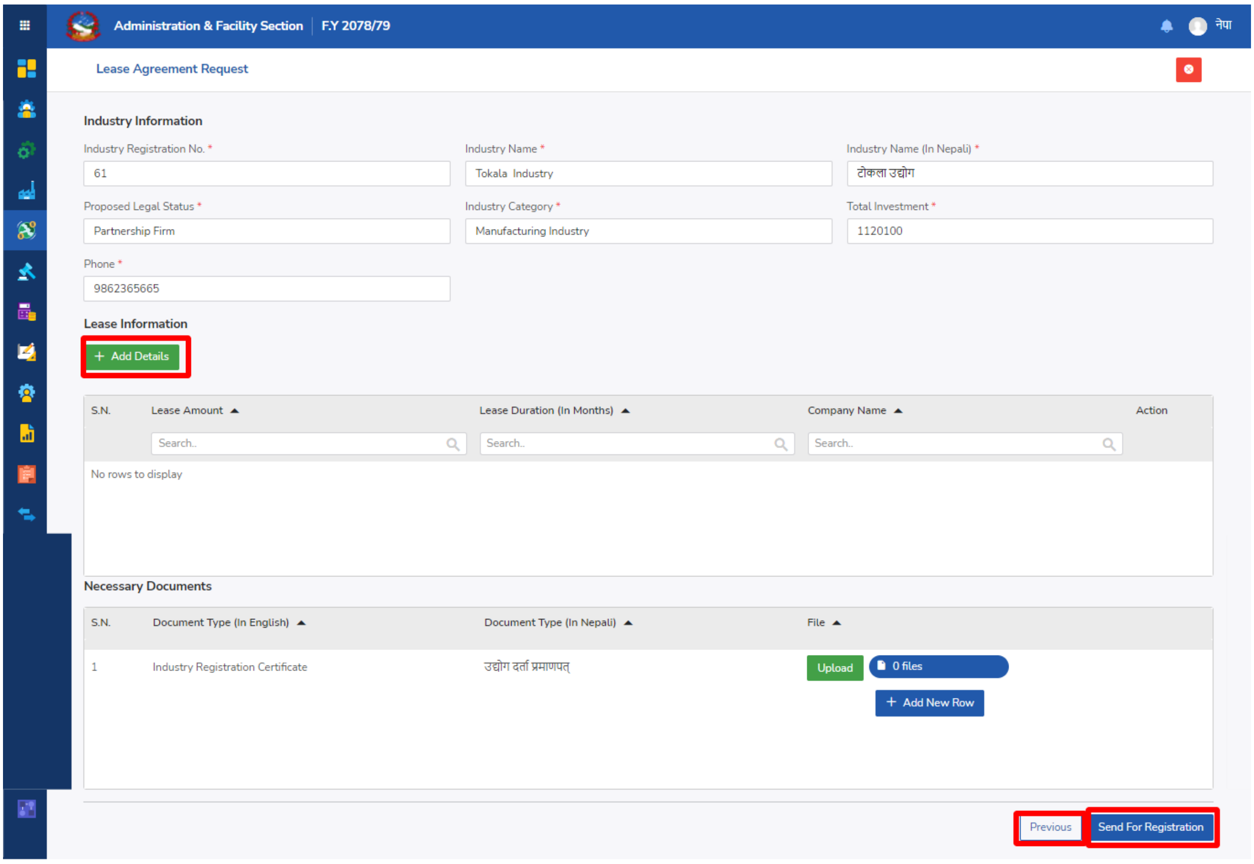


After the user answers the dialog box it will redirect the user to the page above where the user has to fill in the industry information, lease information, and necessary documents then click on the add details button it will direct the user to the form below.

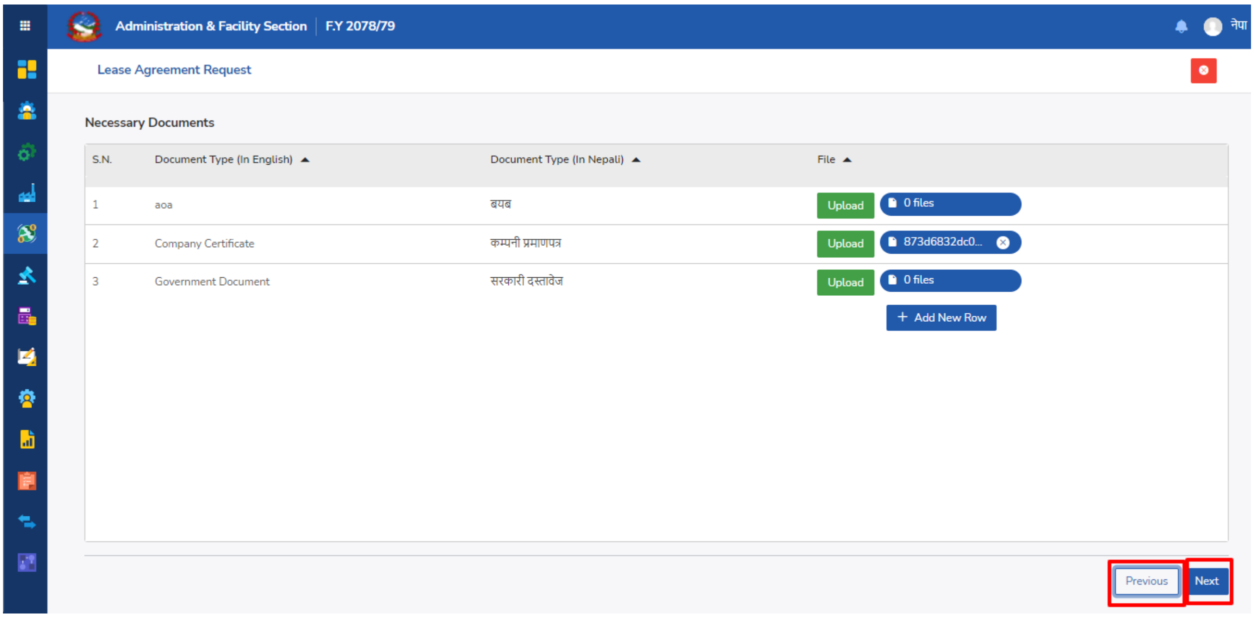


After the user clicks the add details button it will direct the user to the page above to edit the lease agreement details the user needs the fill out the form and upload the necessary documents. If the user wants to add more shareholders then the user needs to click on the save and add more button on the bottom-right otherwise click on the submit button and do not forget to fill the fields with asterisks marks as they are mandatory.

After the user fills the form by clicking the add details button and clicking on the submit button it will redirect the user to the previous form shown above and the information filled by the user will be displayed in the box below the add details button then the user needs to upload the necessary documents and click on the send for the registration button.

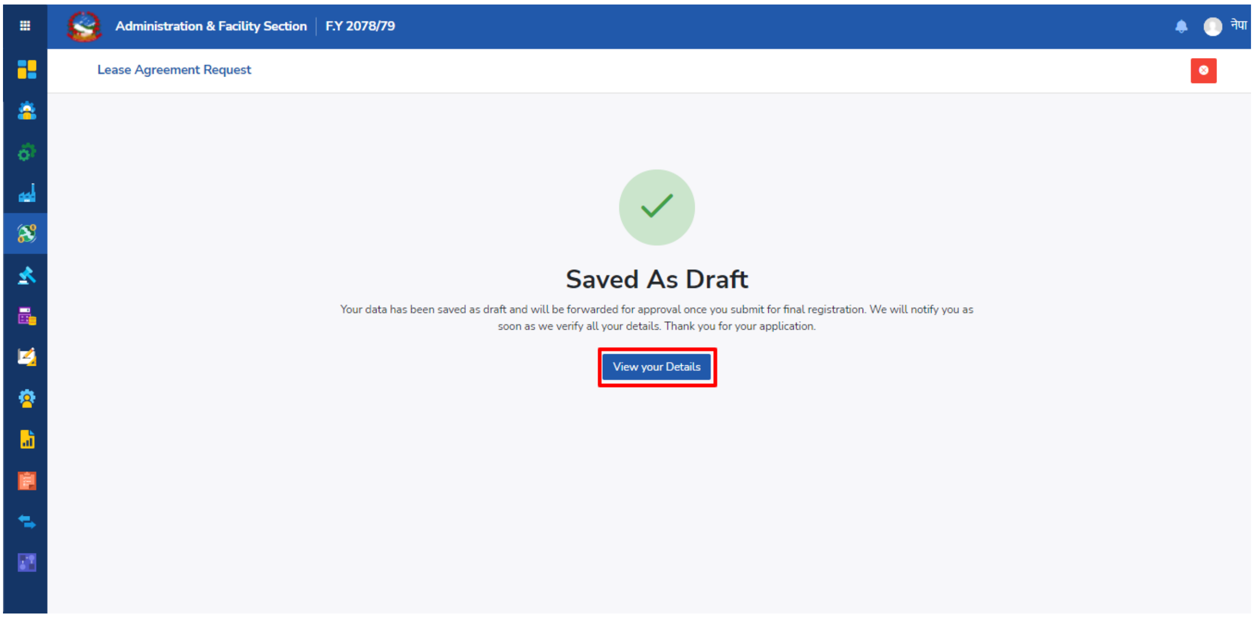


In the above form, there is a previous button next to send for registration button. If the user has forgotten to upload necessary documents or fill out the necessary form the user can go back by clicking on the previous button it will direct the user to the screen below.

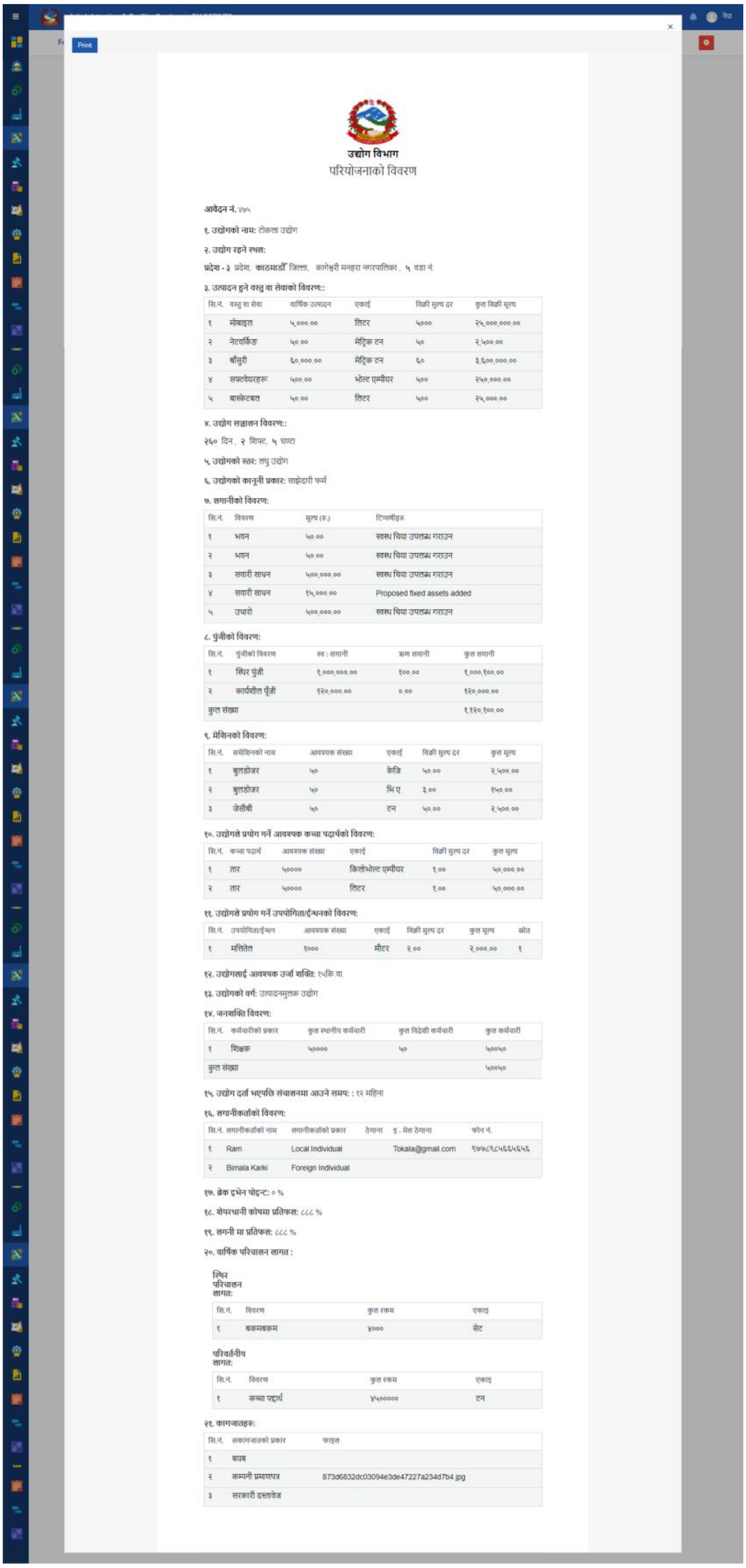


In the above screen, the user uploads the necessary documents but if the user needs to go further back and then click on the previous button it will redirect the user to previous forms.

If the user needs to move forward and clicks on the Next button. It will direct the user to the screen below.



The information user added is saved as a draft in the application and will be forwarded for approval once you submit it for final registration. There is a view your details in the middle of the screen if the user clicks on that button it will direct the user to the screen below.



Print

उद्योग विभाग

परियोजनाको विवरण

आवेदन नं. ४७५

१. उद्योगको नाम: टोकला उद्योग

२. उद्योग रहने स्थल:

प्रदेश - ३ प्रदेश, **काठमाडौँ** जिल्ला, कागेश्वरी मनहरा नगरपालिका , **५** वडा नं.

३. उत्पादन हुने वस्तु वा सेवाको विवरण::

सि.नं.	वस्तु वा सेवा	वार्षिक उत्पादन	एकाई	बिक्री मुल्य दर	कुल बिक्री मूल्य
१	मोबाइल	५,०००.००	लिटर	५०००	२५,०००,०००.००
२	नेटवर्किङ	५०.००	मेट्रिक टन	५०	२,५००.००
३	बाँसुरी	६०,०००.००	मेट्रिक टन	६०	३,६००,०००.००
४	सफ्टवेयरहरू	५००.००	भोल्ट एम्पीयर	५००	२५०,०००.००
५	बास्केटबल	५०.००	लिटर	५००	२५,०००.००

४. उद्योग सञ्चालन विवरण::

२६० दिन , २ शिफ्ट, ५ घण्टा

५. उद्योगको स्तर: लघु उद्योग

६. उद्योगको कानूनी प्रकार: साझेदारी फर्म

७. लगानीको विवरण:

सि.नं.	विवरण	मूल्य (रु.)	टिप्पणीहरु
१	भवन	५०.००	स्वस्थ चिया उपलब्ध गराउन
२	भवन	५०.००	स्वस्थ चिया उपलब्ध गराउन
३	सवारी साधन	५००,०००.००	स्वस्थ चिया उपलब्ध गराउन
४	सवारी साधन	१५,०००.००	Proposed fixed assets added
५	उधारो	५००,०००.००	स्वस्थ चिया उपलब्ध गराउन

८. पुंजीको विवरण:

सि.नं.	पुंजीको विवरण	स्व : लगानी	ऋण लगानी	कुल लगानी
१	स्थिर पुंजी	१,०००,०००.००	१००.००	१,०००,१००.००
२	कार्यशील पूँजी	१२०,०००.००	०.००	१२०,०००.००
कुल संख्या				१,१२०,१००.००

९. मेशिनको विवरण:

सि.नं.	समेशिनको नाम	आवश्यक संख्या	एकाई	बिक्री मुल्य दर	कुल मूल्य
१	बुलडोजर	५०	केजि	५०.००	२,५००.००
२	बुलडोजर	५०	भि ए	३.००	१५०.००
३	जेसीबी	५०	टन	५०.००	२,५००.००

१०. उद्योगले प्रयोग गर्ने आवश्यक कच्चा पदार्थको विवरण:

सि.नं.	कच्चा पदार्थ	आवश्यक संख्या	एकाई	बिक्री मुल्य दर	कुल मूल्य
१	तार	५००००	किलोभोल्ट एम्पीयर	१.००	५०,०००.००
२	तार	५००००	लिटर	१.००	५०,०००.००

११. उद्योगले प्रयोग गर्ने उपयोगिता/ईन्धनको विवरण:

सि.नं.	उपयोगिता/ईन्धन	आवश्यक संख्या	एकाई	बिक्री मुल्य दर	कुल मूल्य	स्रोत
१	मत्तितेल	१०००	मीटर	२.००	२,०००.००	१

१२. उद्योगलाई आवश्यक उर्जा शक्ति: १५कि.वा.

१३. उद्योगको वर्ग: उत्पादनमुलक उद्योग

१४. जनशक्ति विवरण:

सि.नं.	कर्मचारीको प्रकार	कुल स्थानीय कर्मचारी	कुल विदेशी कर्मचारी	कुल कर्मचारी
१	शिक्षक	५००००	५०	५००५०
कुल संख्या				५००५०

१५. उद्योग दर्ता भएपछि संचालनमा आउने समय: : १२ महिना

१६. लगानीकर्ताको विवरण:

सि.नं.	लगानीकर्ताको नाम	लगानीकर्ताको प्रकार	ठेगाना	इ - मेल ठेगाना	फोन नं.
१	Ram	Local Individual		Tokala@gmail.com	९७७८९८५६६५६५६
२	Bimala Karki	Foreign Individual			

१७. ब्रेक इभेन पोइन्ट: ० %

१८. शेयरधानी कोषमा प्रतिफल: ८८८ %

१९. लगनी मा प्रतिफल: ८८८ %

२०. वार्षिक परिचालन लागत :

स्थिर परिचालन लागत:

सि.नं.	विवरण	कुल रकम	एकाइ
१	बकमबकम	४०००	सेट

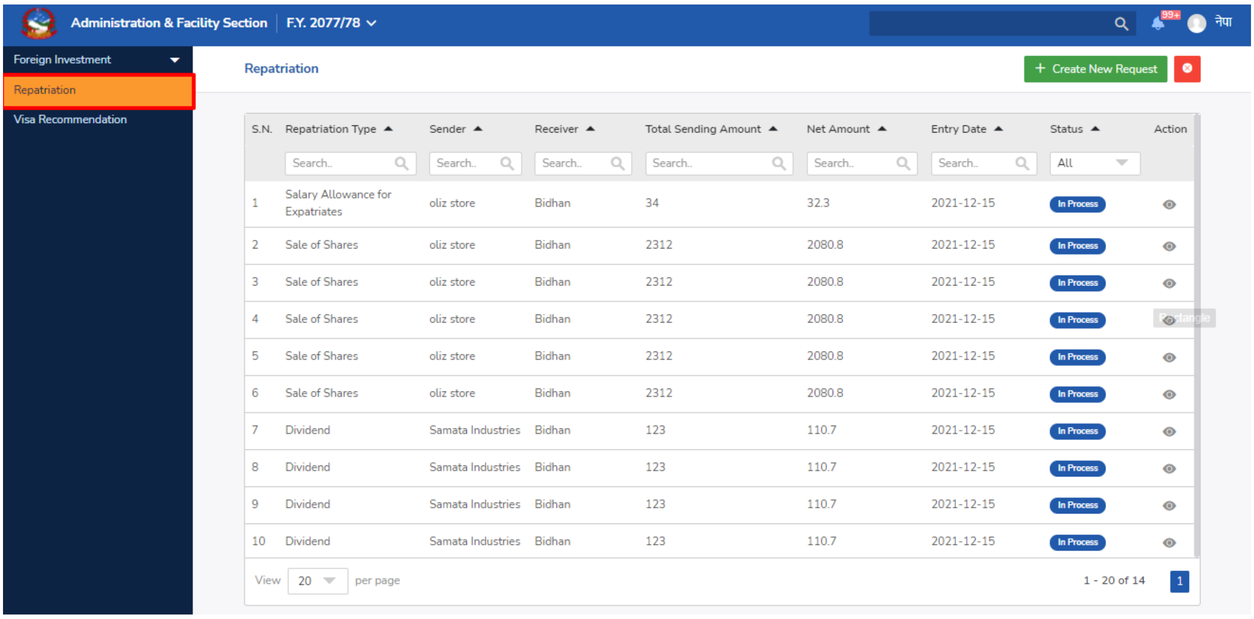
परिवर्तनीय लागत:

सि.नं.	विवरण	कुल रकम	एकाइ
१	कच्चा पदार्थ	४५०००००	टन

२१. कागजातहरु:

सि.नं.	सकागजातको प्रकार	फाइल
१	बयब	
२	कम्पनी प्रमाणपत्र	873d6832dc03094e3de47227a234d7b4.jpg
३	सरकारी दस्तावेज	

4.5.3 Repatriation



This module will allow the user to complete repatriation process and transfer money to their own country. The industry's repatriation approval procedure will be more streamlined with the help of this module. The administrative procedure will be completely paperless and computerized. The entire procedure will be digital, allowing consumers to track their progress.

In the screen above, user can see a list of requests for repatriation and on top of the table, user can see S.N., Repatriation Type,Sender,Receiver,Total Sending Amount,Net Amount,Entry Date,Status, Action

Sort:

User can sort the data ascending or descending by clicking the sort button just beside the heading.

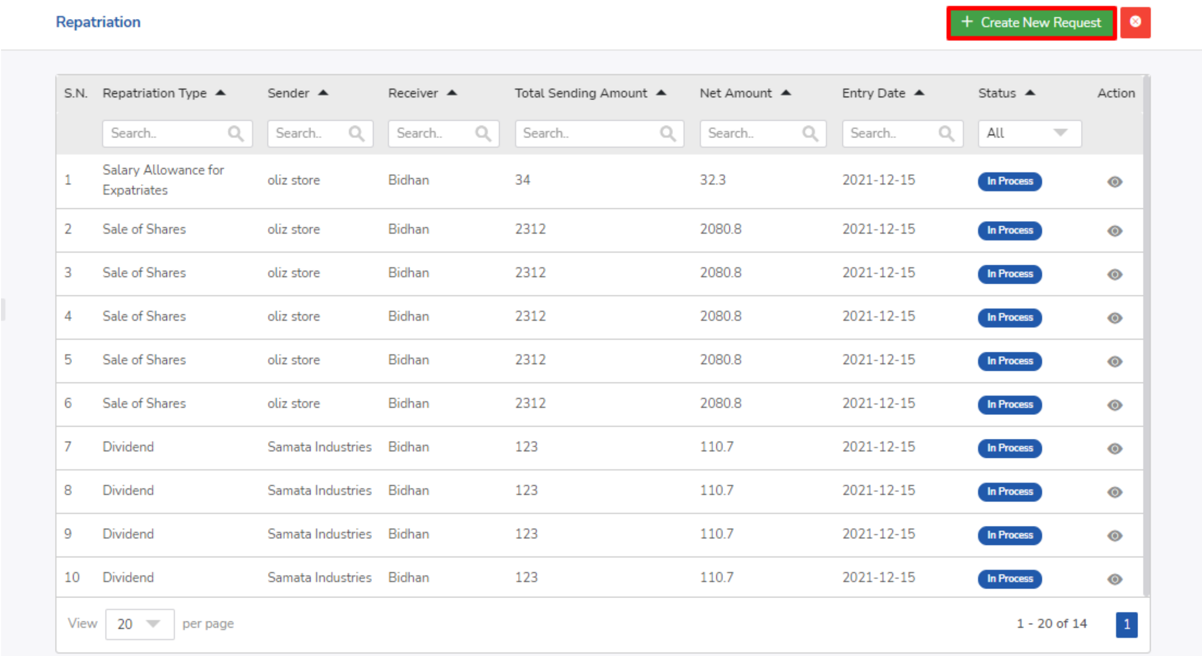
Search:

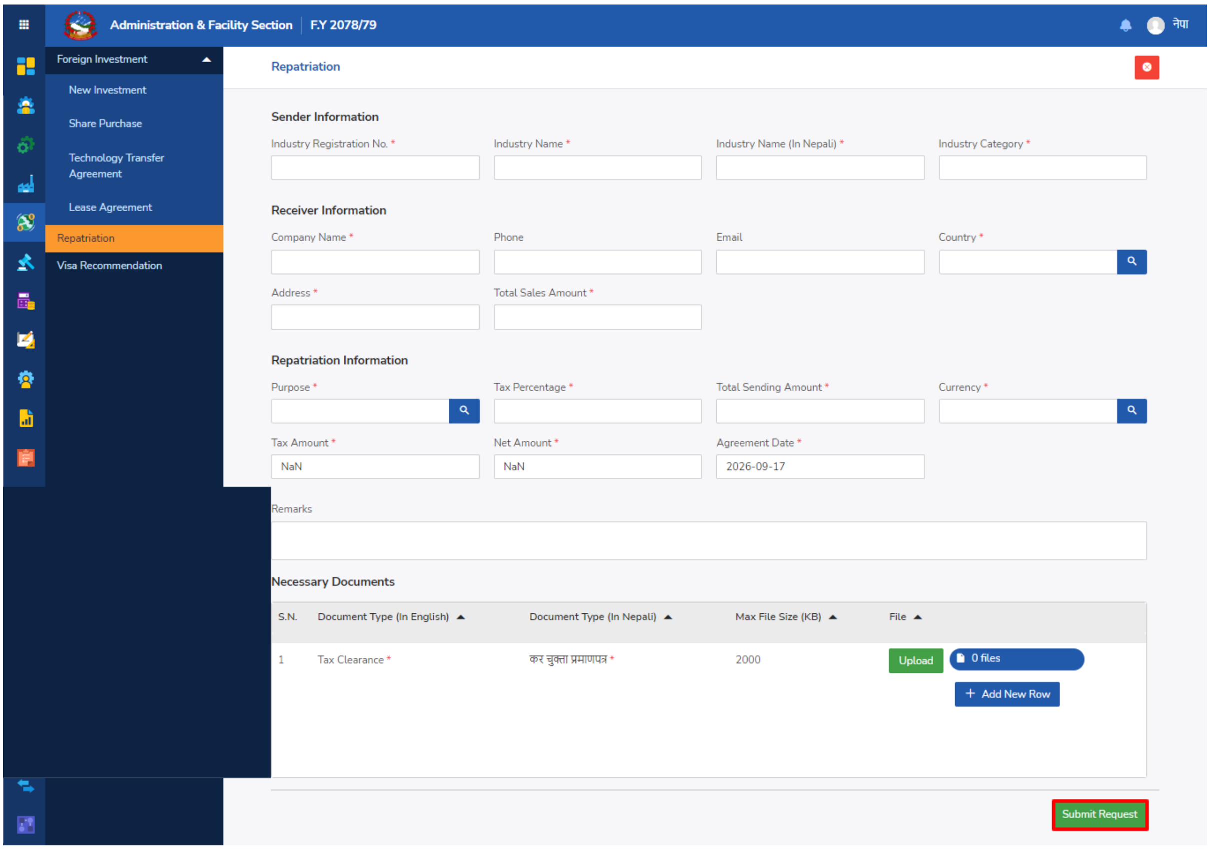
User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view the data.

To fill-out the form, click on the Create New Request Button.

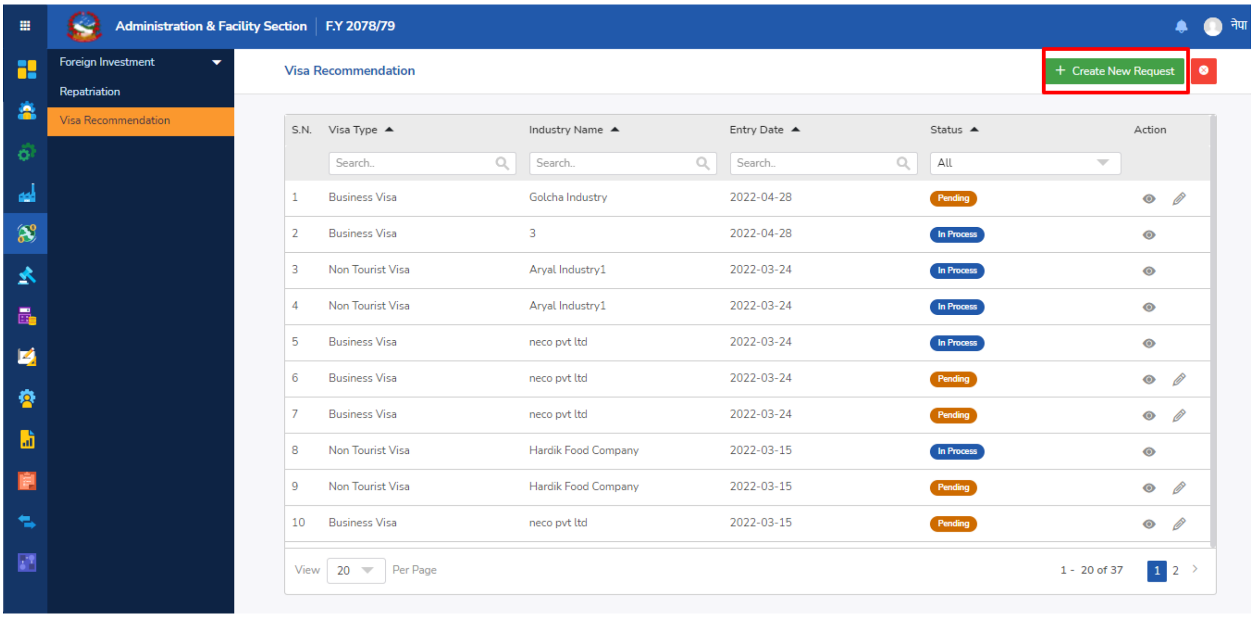




When a user enters the industry registration number, all the sender information is displayed. Remember to fill in the required fields marked with a red asterisk and upload the required documents. After finishing filling out the fields, the user should click the submit request button and confirm the action by pressing the save button in the confirmation dialog box.

Field Name	Description
Sender Information	
Industry Registration No.	Enter the Industry Registration No.
Industry Name	Data retrieved from system.
Industry Name (In Nepali)	Data retrieved from system.
Industry Category	Data retrieved from system.
Receiver Information	
Company Name	Enter the company Name.
Phone	Enter the phone Number.
Email	Input the email.
Country	Select the Country name from the list.
Address	Enter the Address.
Total Sales Amount	Enter the Total Sales Amount.
Repatriation Information	
Purpose	Select the Purpose from the list.
Tax Percentage	Data retrieved from system.
Total Sending Amount	Enter the total sending amount.
currency	Select the Currency from the list.
Tax Amount	Enter the Tax Amount.
Net Amount	Enter the Net Amount.
Agreement Date	Enter the Agreement date.
Remarks	Enter the remarks.
Necessary Documents	Upload the document that are listed.
Send Request	Click the Send request button.

4.5.4 Visa Recommendation



On this screen, the user can view the list of visa recommendations and the user can see S.N., Visa Type, Industry Name, Entry Date, Status, and Action.

Sort:

Users can sort the data ascending or descending by clicking the sort button just beside the heading.

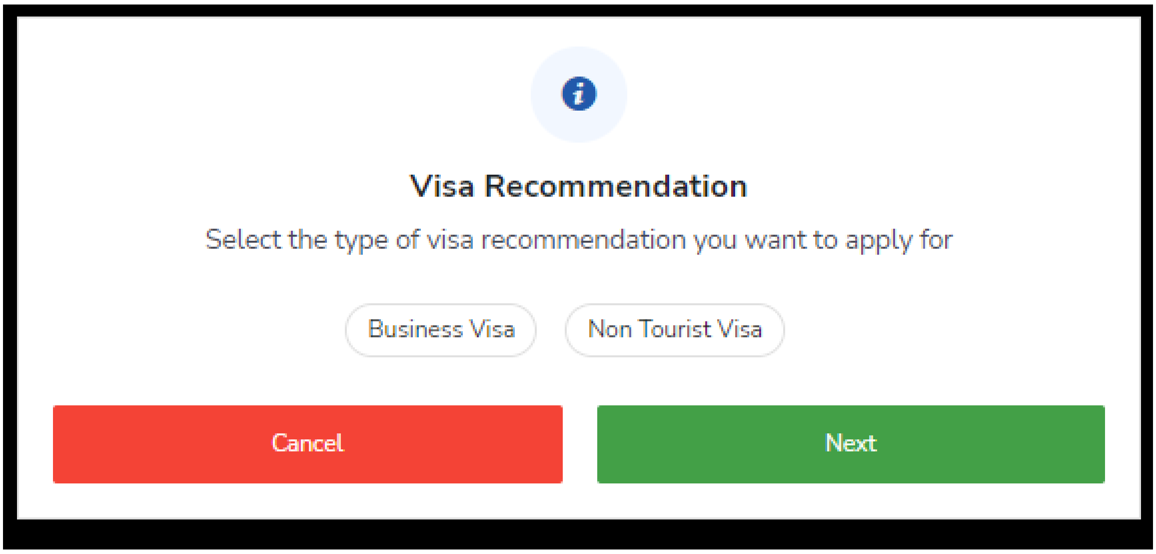
Search:

Users can also search existing data from the respective search fields.

Action:

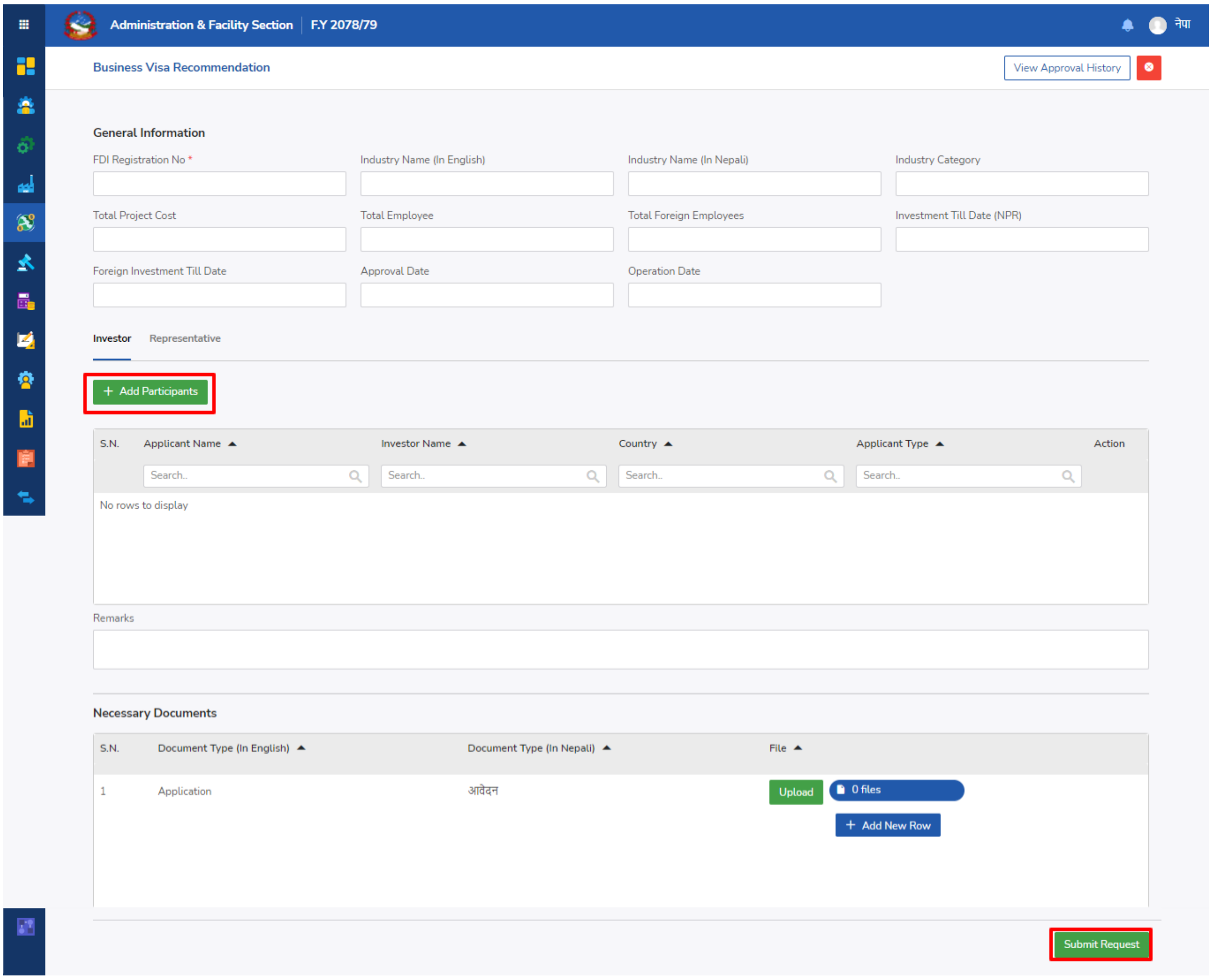
Users can change actions from the action bar. This tool is used to view the data.

To fill out the form, click on the Create New Request Button and a dialog box will appear.

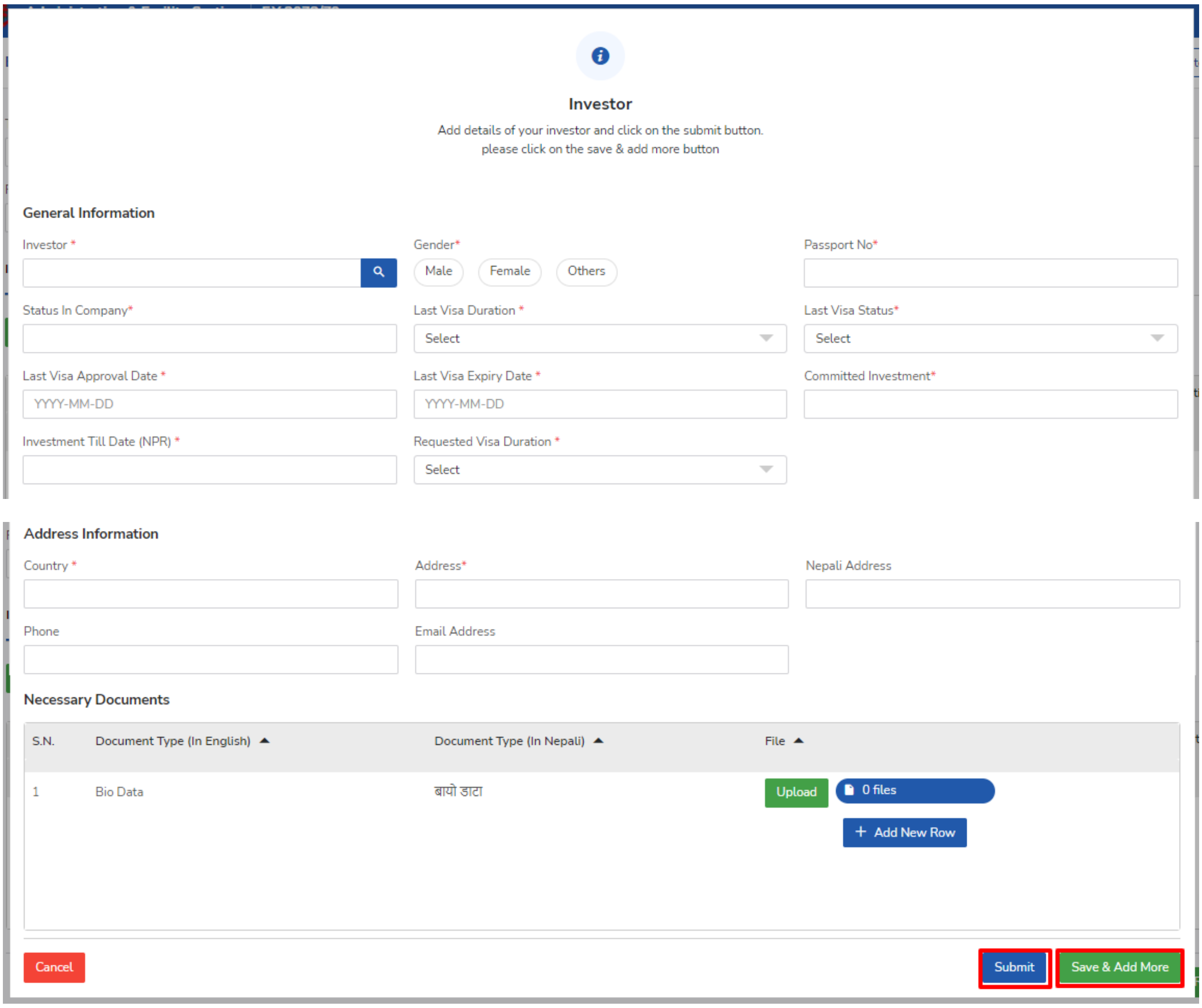


The dialog box will ask the user to which type of visa recommendation does the user wants to apply. There are two options Business Visa and Non Tourist Visa.

When the user selects Business Visa it will direct the user to the form below.

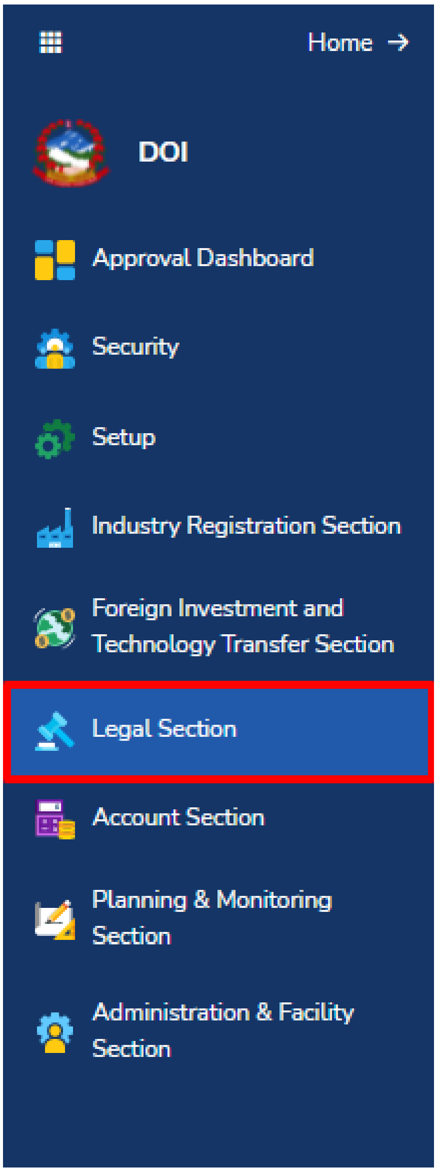


In this form, the user has to fill in the information about the industry and Employees then click on the add participant button which will lead the user to the form below.



In this form, the user needs to add details of the investor and upload the necessary documents then click on the submit button but if the user wants to add more investors then click on the save and add more button.

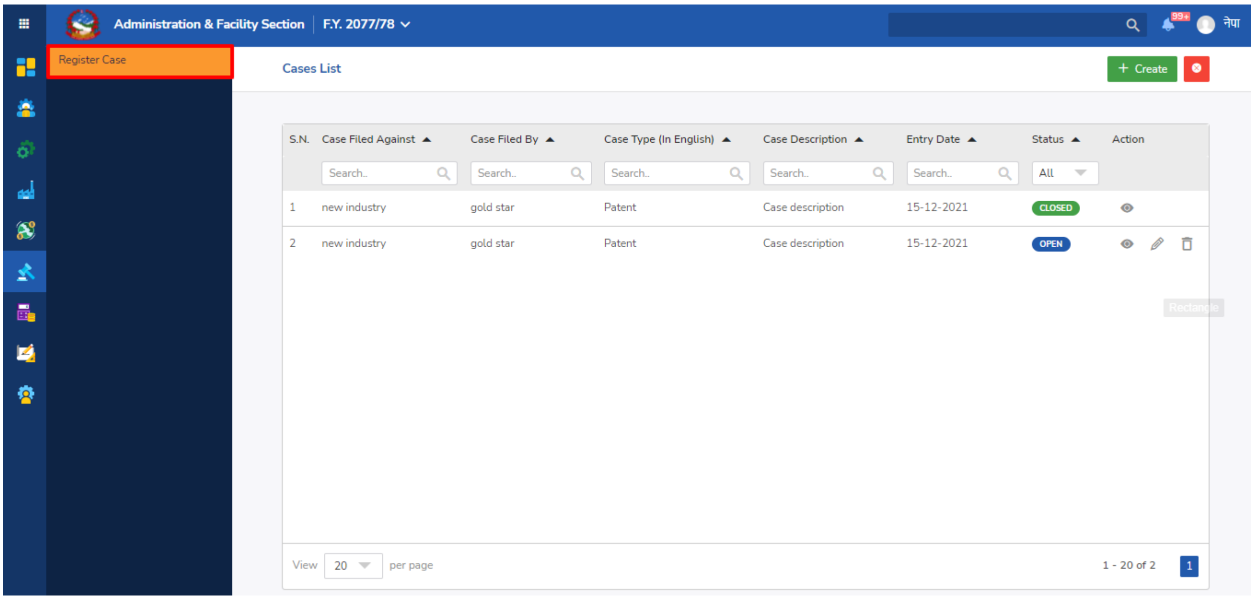
4.6 Legal Section



Legal Section module will help the industry to manage records of the legal cases and status of the case.

With the use of this module, the legal cases will be recorded in efficient manner.

4.6.1 Register Case



In the screen above, user can see a list of cases filed and on top of the table, user can see S.N., Case Filed Against, Case Filed By, Case Type (In English), Case Description, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just beside the heading.

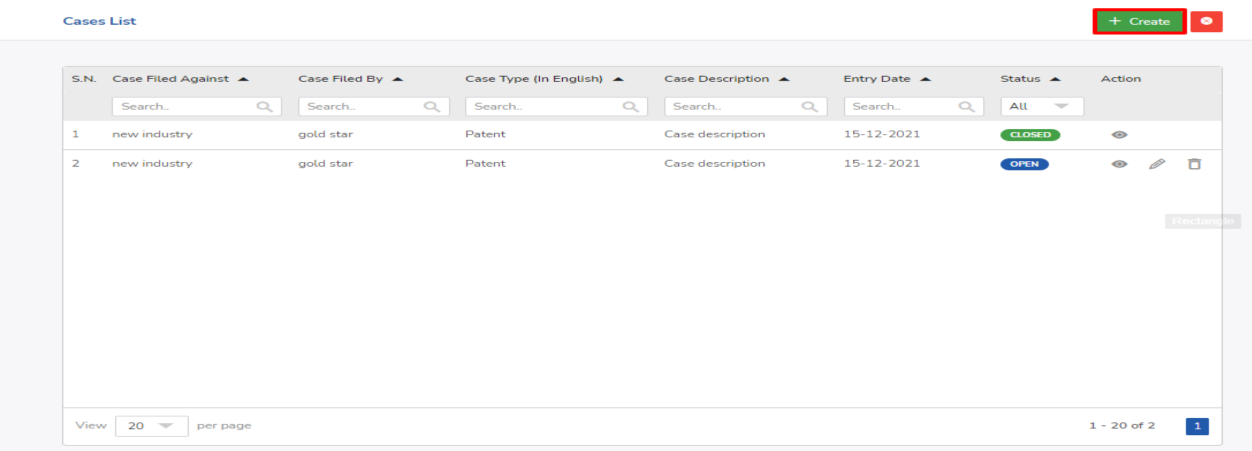
Search:

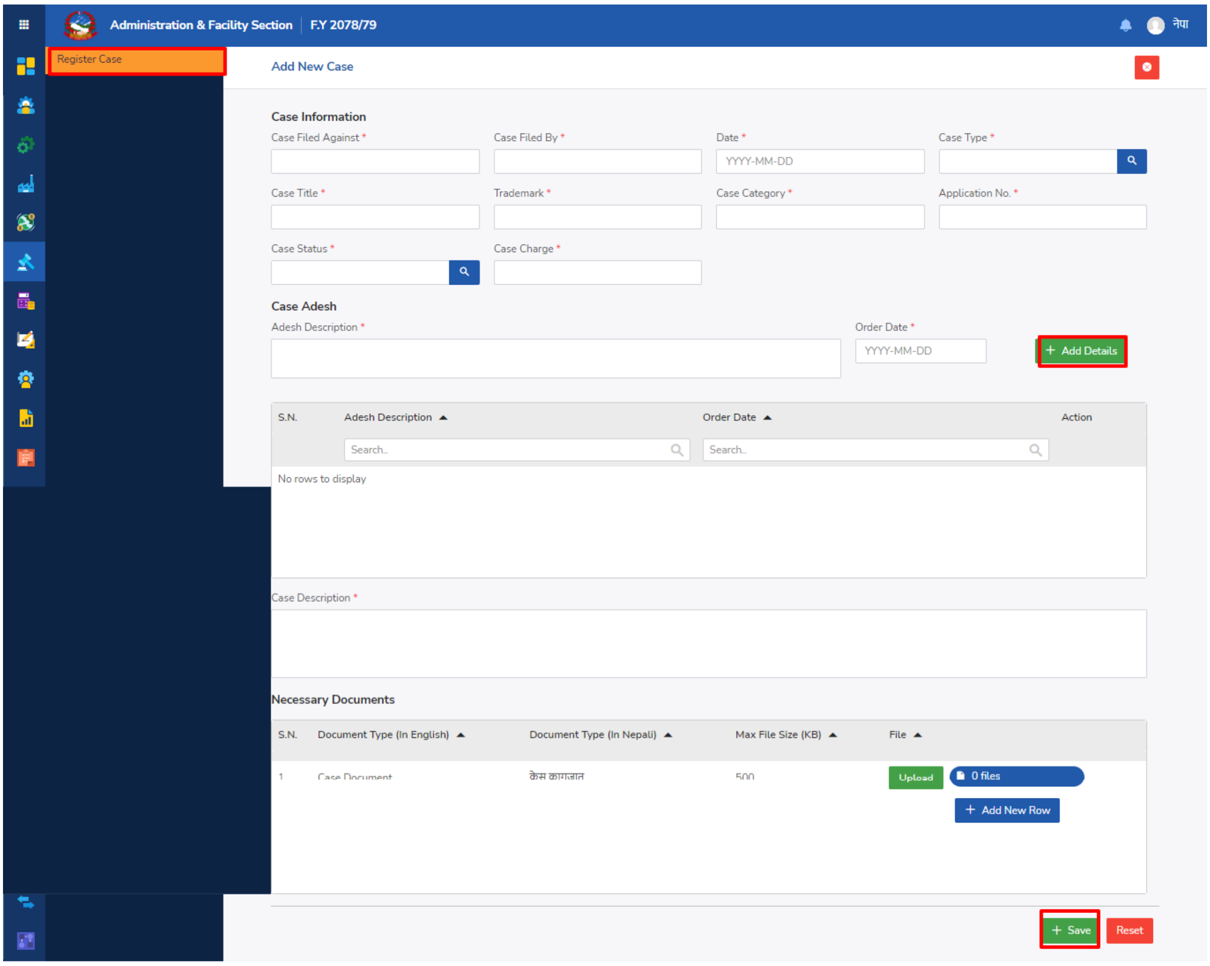
User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the new case filed form, click on the Create Button.



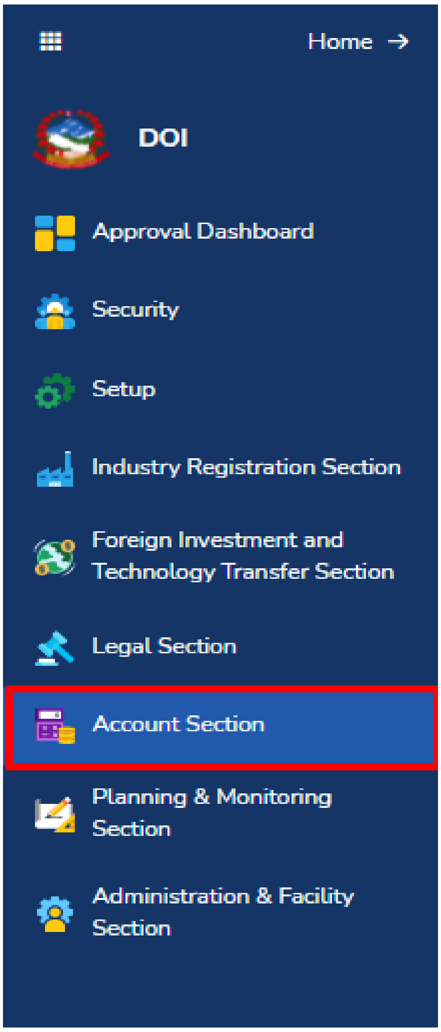


Fill the new case form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save button after filling out the forms and confirm the action by clicking the save button in the confirmation dialog box. To clear the data, press the Reset button.

Field Name	Description
Case Filed Against	Enter the Case Filed Against.
Case Filed By	Enter the case Filed By.
Date	Select the Date.
Case Type	Select the Case type.
Case Title	Enter the case title.
Trademark	Enter the trademark.
Case Category	Enter the case category.
Application No.	Input the Application No.

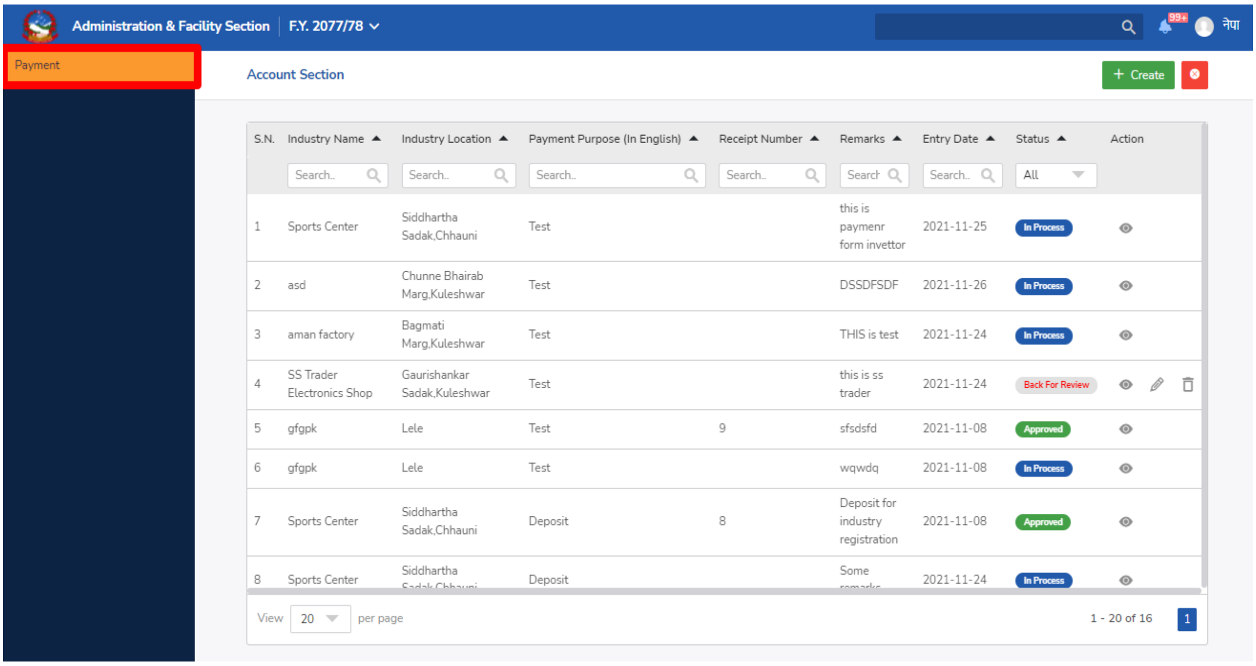
Case Status	Select the case status.
Case Charge	Enter the case charge.
Case Description	Enter the case description.
Necessary Documents	Upload the document that are listed.
Send Request	Click the Send request button.

4.7 Account Section



Account section module will help the industry to make require payment for industry operation. The payment will be recorded and the approval will be notified to the applicant. The account work for payment will be efficient with the usage of this module.

4.7.1 Payment



In the screen above, user can see a list of account payment and on top of the table, user can see S.N., Industry Name, Industry Location, Payment Purpose (In English), Receipt Number, Remarks, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

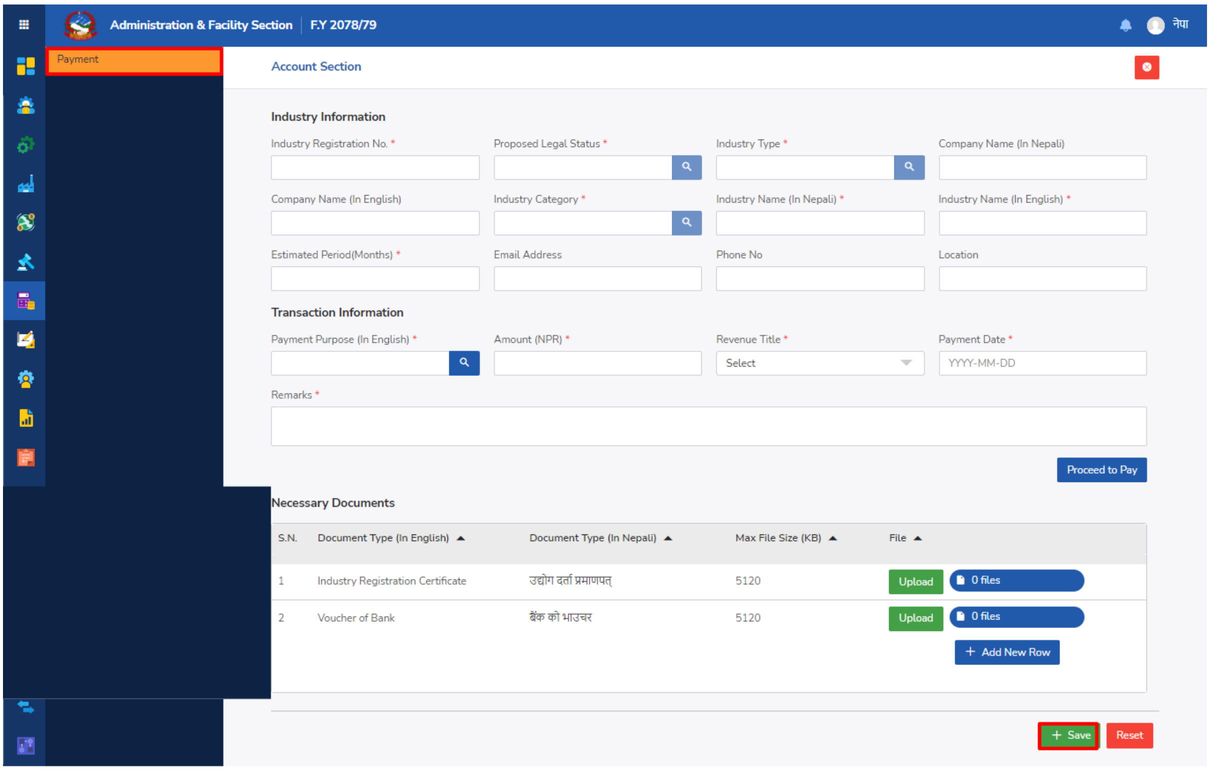
Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.

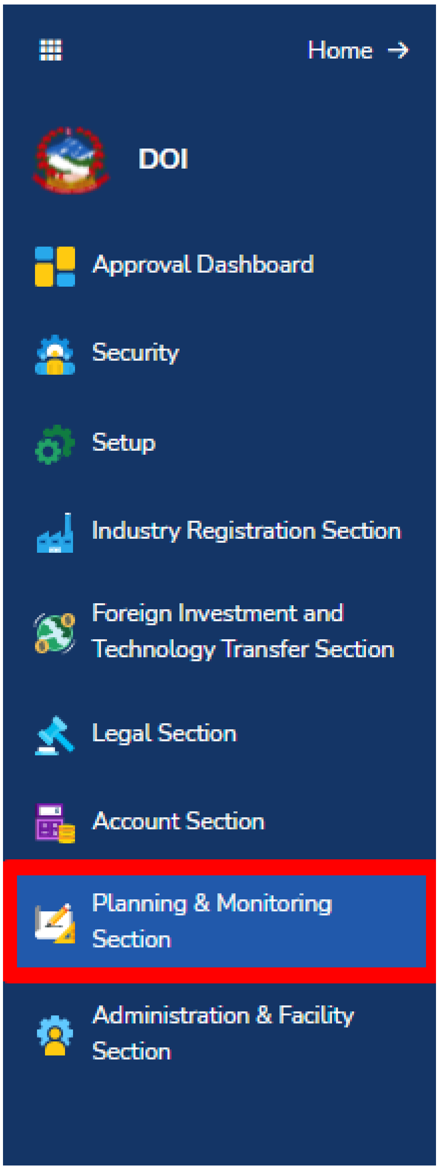


Fill the account section form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save button after filling out the forms and confirm the action by clicking the save button in the confirmation dialog box. To clear the data, press the Reset button.

Field Name	Description
Industry Information	
Industry Registration No.	Enter the Industry Registration No.
Proposed Legal Status	Data retrieved from system.
Industry Type	Data retrieved from system.
Company Name (In Nepali)	Data retrieved from system.
Company Name (In English)	Data retrieved from system.
Industry Category	Data retrieved from system.
Industry Name (In Nepali)	Data retrieved from system.
Industry Name (In English)	Data retrieved from system.
Estimated Period(Months)	Data retrieved from system.
Email Address	Data retrieved from system.

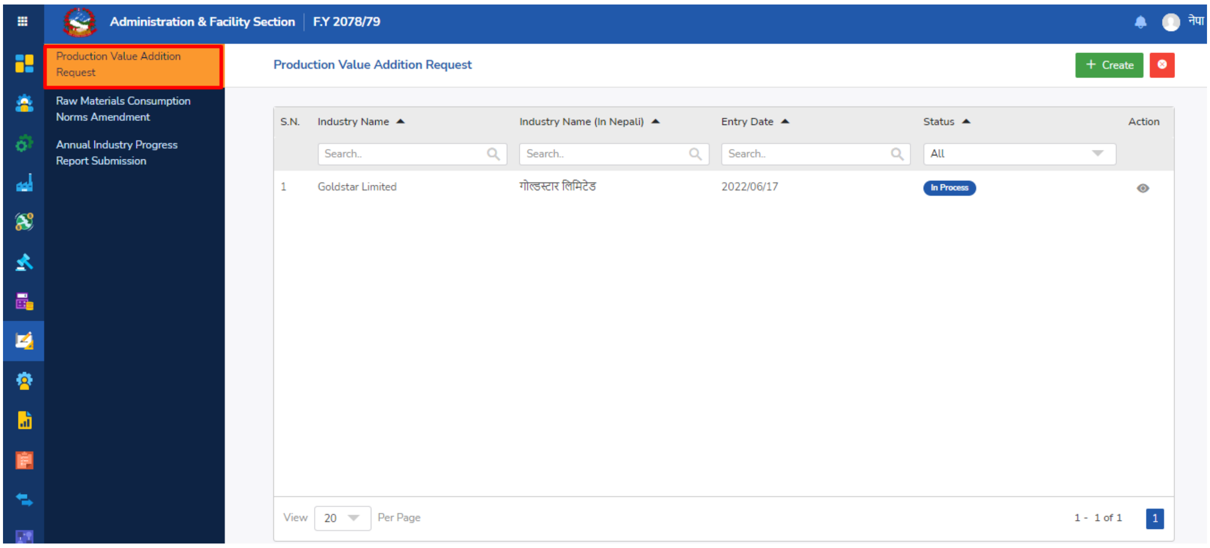
Phone No	Data retrieved from system.
Location	Data retrieved from system.
Transaction Information	
Payment Purpose (In English)	Select the payment purpose.
Amount (NPR)	Enter the Amount.
Revenue Title	Select the revenue title.
Payment Date	Select the payment date.
Remarks	Input the Remarks.
Necessary Documents	Upload the necessary documents.
Save	Click the Save button.

4.8 Planning and Monitoring Section



This module of the project "Planning & monitoring section " will help to generate the progress report of the industry .It will keep track of and analyze the industry's progress. The industrial statistics, as well as other publications, are published in this area.

4.8.1 Production Value Addition Request



In the screen above, user can see a list of Production Value Addition Request and on top of the table, user can see S.N., Industry Name, Industry Name in Nepali, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

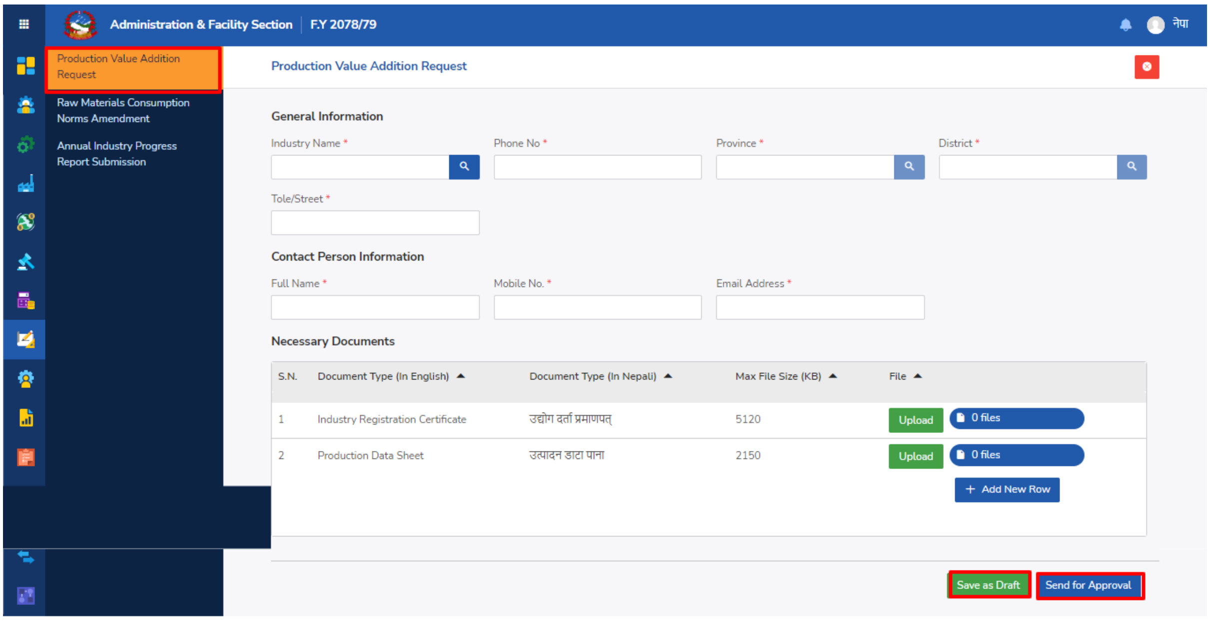
Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

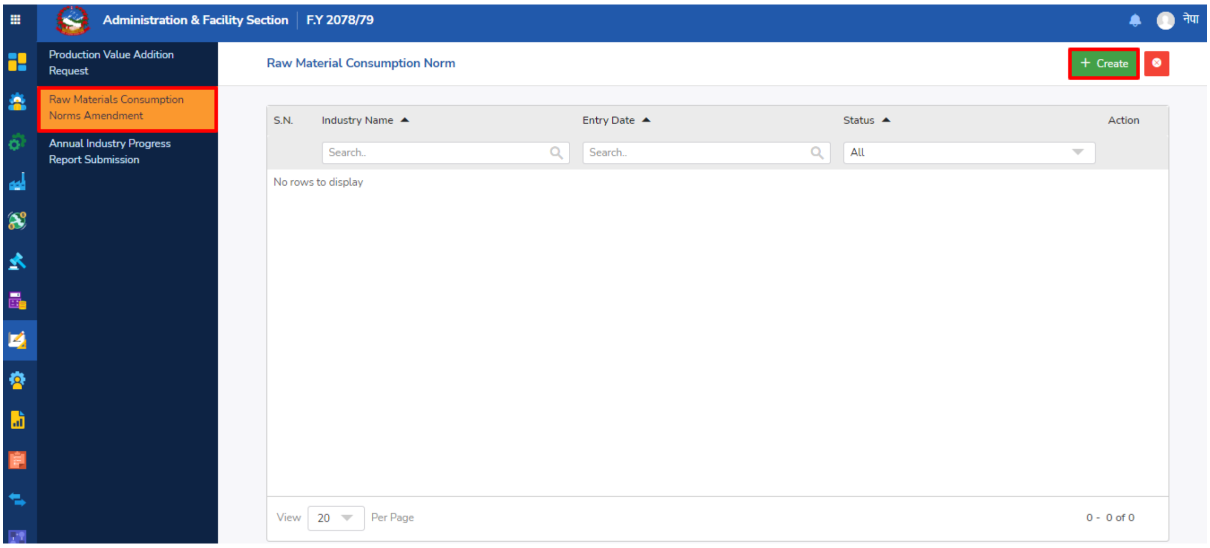
To fill-out the payment form, click on the Create Button.



Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save as draft button or Send for Approval after filling out the required fields.

Field Name	Description
General Information	
Industry Name	Enter the Industry Name.
Phone No.	Data retrieved from system.
Province	Data retrieved from system.
District	Data retrieved from system.
Tole/Street	Data retrieved from system.
Contact Person Information	
Full Name	Enter Full Name.
Mobile No.	Enter Mobile number.
Email Address	Inut Email address.
Necessary Documents	Upload the necessary documents.
Save as Draft	Click on Save as Draft button.
Send for Approval	Click on Send for Approval button.

4.8.2 Raw Materials Consumption Norms Amendment



In the screen above, user can see a list of Raw materials consumption norms and on top of the table, user can see S.N., Industry Name, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

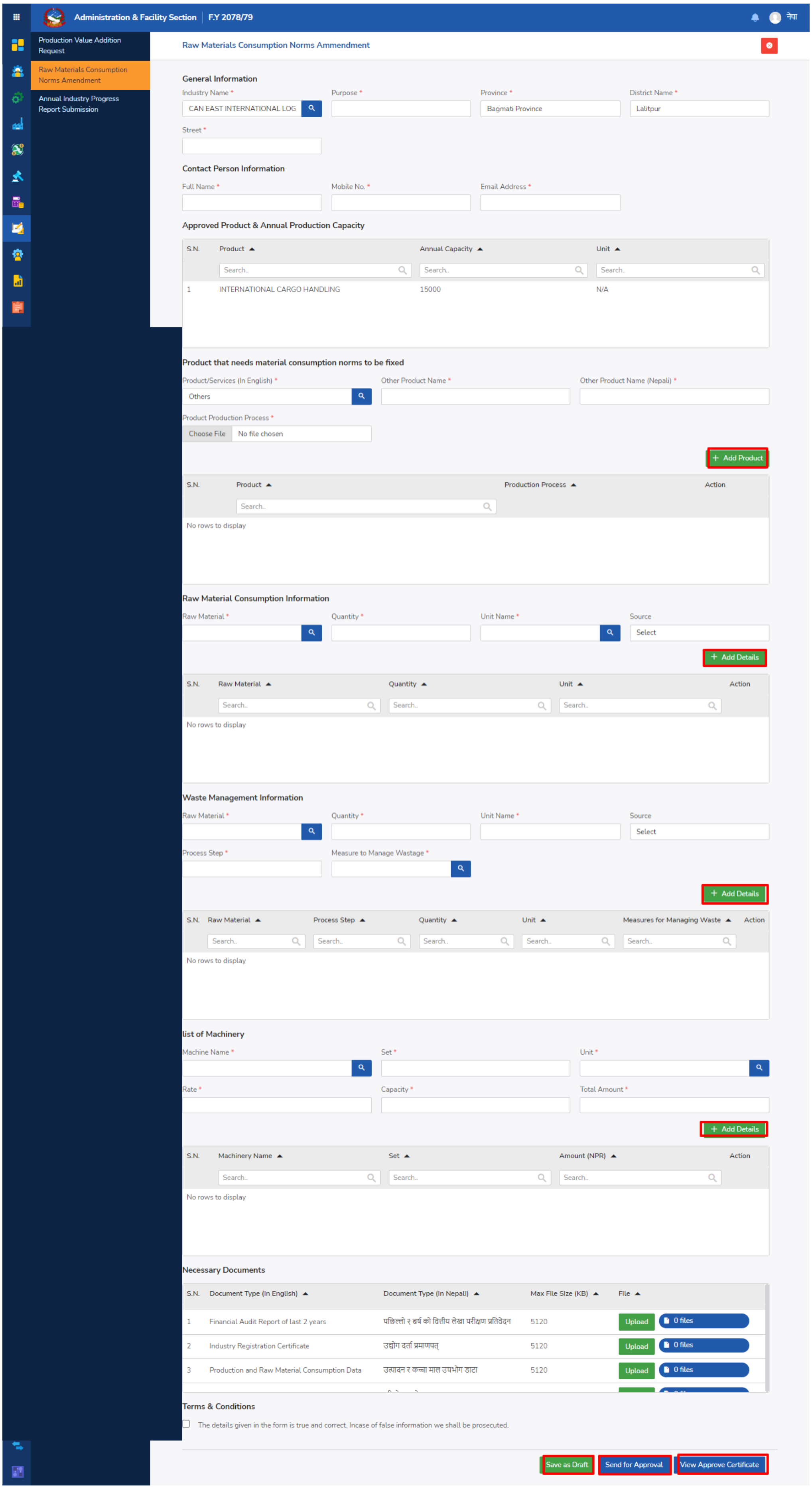
Search:

User can also search existing data from the respective search fields.

Action:

User can change action from the action bar. This tool is used to view and delete the data.

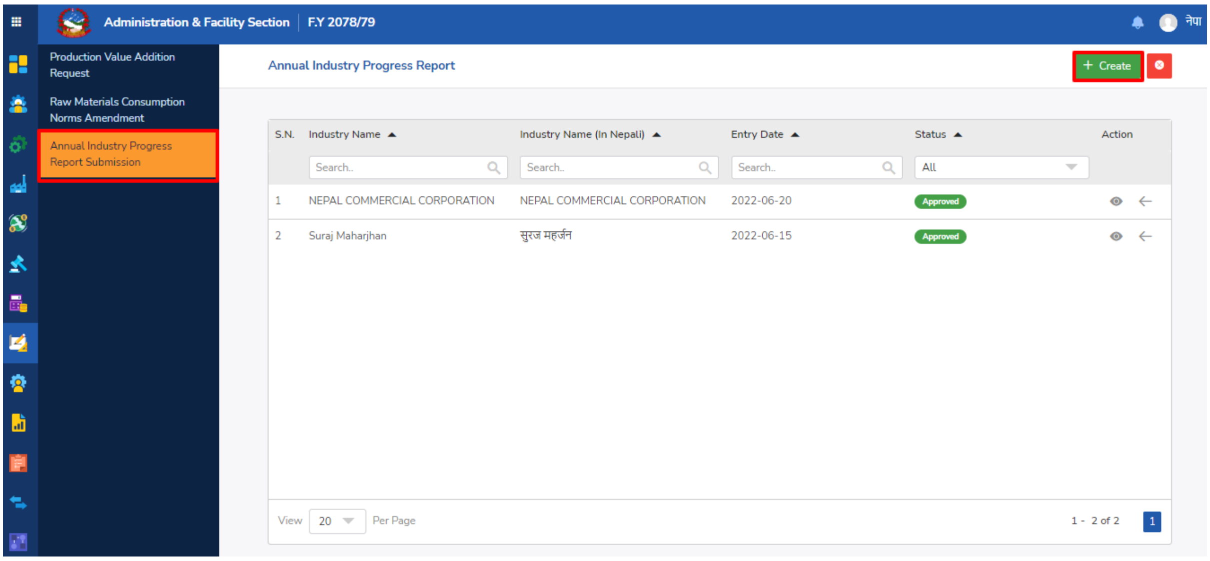
To fill-out the payment form, click on the Create Button.



Administration & Facility Section
F.Y 2078/79
Production Value Addition Request
Raw Materials Consumption Norms Amendment
Annual Industry Progress Report Submission
Raw Materials Consumption Norms Ammendment
General Information
Industry Name *
CAN EAST INTERNATIONAL LOG
Purpose *
Province *
Bagmati Province
District Name *
Lalitpur
Street *
Contact Person Information
Full Name *
Mobile No. *
Email Address *
Approved Product & Annual Production Capacity
S.N.
Product
Annual Capacity
Unit
1
INTERNATIONAL CARGO HANDLING
15000
N/A
Product that needs material consumption norms to be fixed
Product/Services (In English) *
Others
Other Product Name *
Other Product Name (Nepali) *
Product Production Process *
Choose File
No file chosen
Add Product
S.N.
Product
Production Process
Action
No rows to display
Raw Material Consumption Information
Raw Material *
Quantity *
Unit Name *
Source
Select
Add Details
S.N.
Raw Material
Quantity
Unit
Action
No rows to display
Waste Management Information
Raw Material *
Quantity *
Unit Name *
Source
Select
Process Step *
Measure to Manage Wastage *
Add Details
S.N.
Raw Material
Process Step
Quantity
Unit
Measures for Managing Waste
Action
No rows to display
list of Machinery
Machine Name *
Set *
Unit *
Rate *
Capacity *
Total Amount *
Add Details
S.N.
Machinery Name
Set
Amount (NPR)
Action
No rows to display
Necessary Documents
S.N.
Document Type (In English)
Document Type (In Nepali)
Max File Size (KB)
File
1
Financial Audit Report of last 2 years
पछिल्लो २ वर्ष को वित्तीय लेखा परीक्षण प्रतिवेदन
5120
Upload
0 files
2
Industry Registration Certificate
उद्योग दर्ता प्रमाणपत्
5120
Upload
0 files
3
Production and Raw Material Consumption Data
उत्पादन र कच्चा माल उपभोग डाटा
5120
Upload
0 files
Terms & Conditions
The details given in the form is true and correct. Incase of false information we shall be prosecuted.
Save as Draft
Send for Approval
View Approve Certificate

Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol and upload the relevant documents. The user should click the save as draft button or Send for Approval after filling out the required fields. Also view the approval certificate.

4.8.3 Annual Industry Progress Report Submission



In the screen above, user can see a list of Annual Industry progress report and on top of the table, user can see S.N., Industry Name,Industry Name in Nepali, Entry Date, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

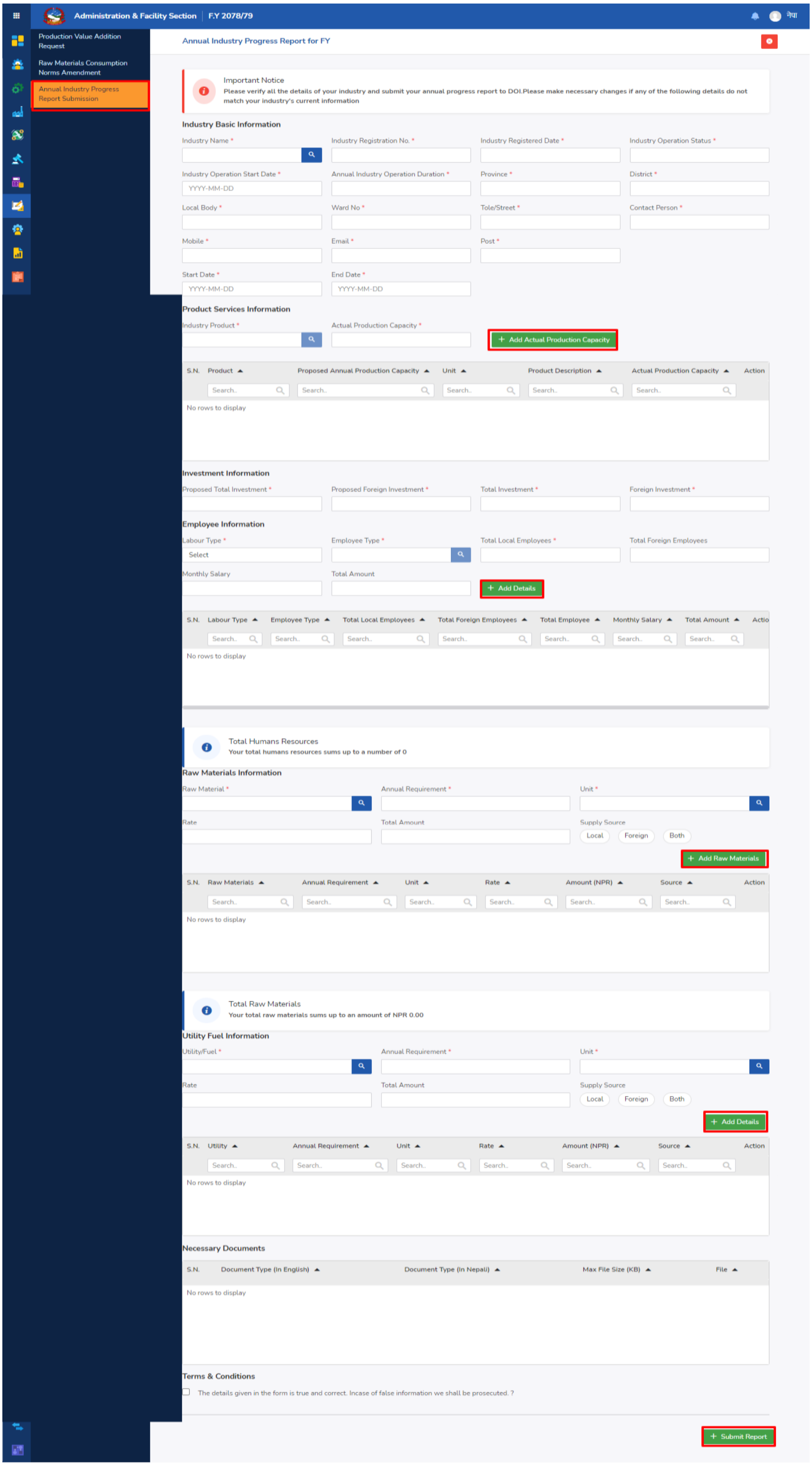
Search:

User can also search existing data from the respective search fields.

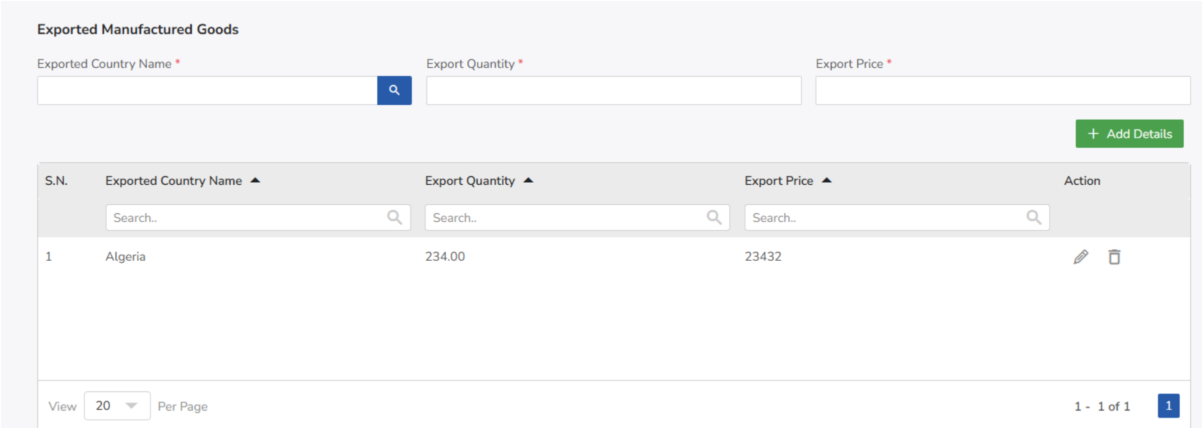
Action:

User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.



Administration & Facility Section | F.Y 2078/79
Production Value Addition Request
Raw Materials Consumption Norms Amendment
Annual Industry Progress Report Submission
Annual Industry Progress Report for FY
Important Notice
Please verify all the details of your industry and submit your annual progress report to DOI.Please make necessary changes if any of the following details do not match your industry's current information
Industry Basic Information
Industry Name *
Industry Registration No. *
Industry Registered Date *
Industry Operation Status *
Industry Operation Start Date *
Annual Industry Operation Duration *
Province *
District *
Local Body *
Ward No *
Tole/Street *
Contact Person *
Mobile *
Email *
Post *
Start Date *
End Date *
Product Services Information
Industry Product *
Actual Production Capacity *
Add Actual Production Capacity
S.N. Product Proposed Annual Production Capacity Unit Product Description Actual Production Capacity Action
No rows to display
Investment Information
Proposed Total Investment *
Proposed Foreign Investment *
Total Investment *
Foreign Investment *
Employee Information
Labour Type *
Employee Type *
Total Local Employees *
Total Foreign Employees
Monthly Salary
Total Amount
Add Details
S.N. Labour Type Employee Type Total Local Employees Total Foreign Employees Total Employee Monthly Salary Total Amount Actio
No rows to display
Total Humans Resources
Your total humans resources sums up to a number of 0
Raw Materials Information
Raw Material *
Annual Requirement *
Unit *
Rate
Total Amount
Supply Source
Local Foreign Both
Add Raw Materials
S.N. Raw Materials Annual Requirement Unit Rate Amount (NPR) Source Action
No rows to display
Total Raw Materials
Your total raw materials sums up to an amount of NPR 0.00
Utility Fuel Information
Utility/Fuel *
Annual Requirement *
Unit *
Rate
Total Amount
Supply Source
Local Foreign Both
Add Details
S.N. Utility Annual Requirement Unit Rate Amount (NPR) Source Action
No rows to display
Necessary Documents
S.N. Document Type (In English) Document Type (In Nepali) Max File Size (KB) File
No rows to display
Terms & Conditions
The details given in the form is true and correct. Incase of false information we shall be prosecuted. ?
Submit Report



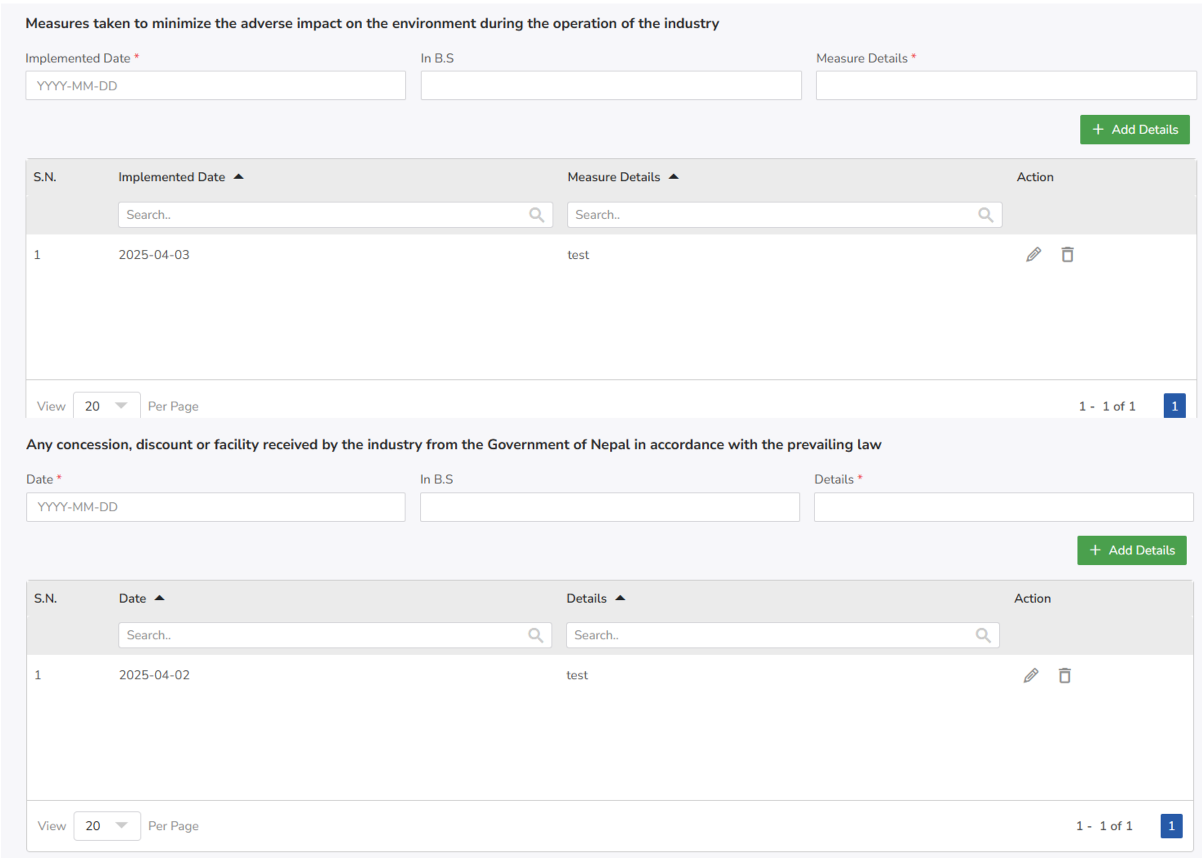
Exported Manufactured Goods

Exported Country Name * | Export Quantity * | Export Price *

+ Add Details

S.N.	Exported Country Name	Export Quantity	Export Price	Action
	Search..	Search..	Search..	
1	Algeria	234.00	23432	

View 20 Per Page 1 - 1 of 1 1



Measures taken to minimize the adverse impact on the environment during the operation of the industry

Implemented Date * YYYY-MM-DD | In B.S | Measure Details *

+ Add Details

S.N.	Implemented Date	Measure Details	Action
	Search..	Search..	
1	2025-04-03	test	

View 20 Per Page 1 - 1 of 1 1

Any concession, discount or facility received by the industry from the Government of Nepal in accordance with the prevailing law

Date * YYYY-MM-DD | In B.S | Details *

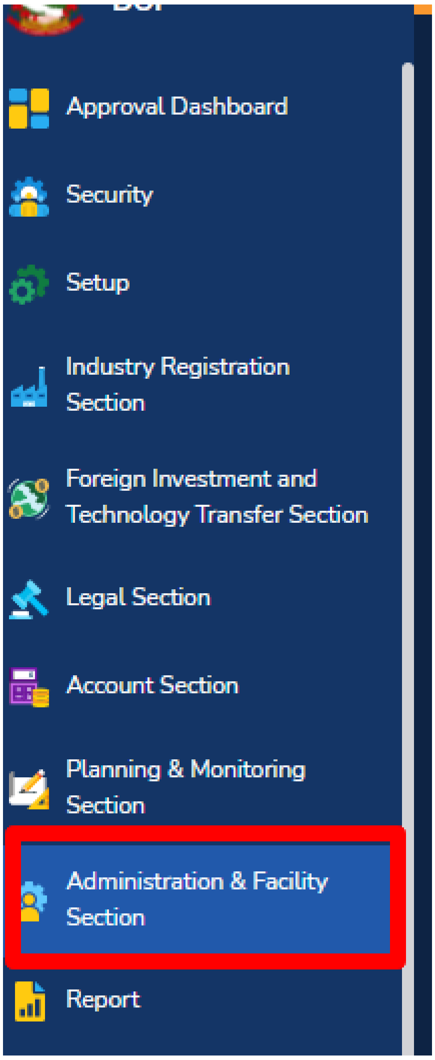
+ Add Details

S.N.	Date	Details	Action
	Search..	Search..	
1	2025-04-02	test	

View 20 Per Page 1 - 1 of 1 1

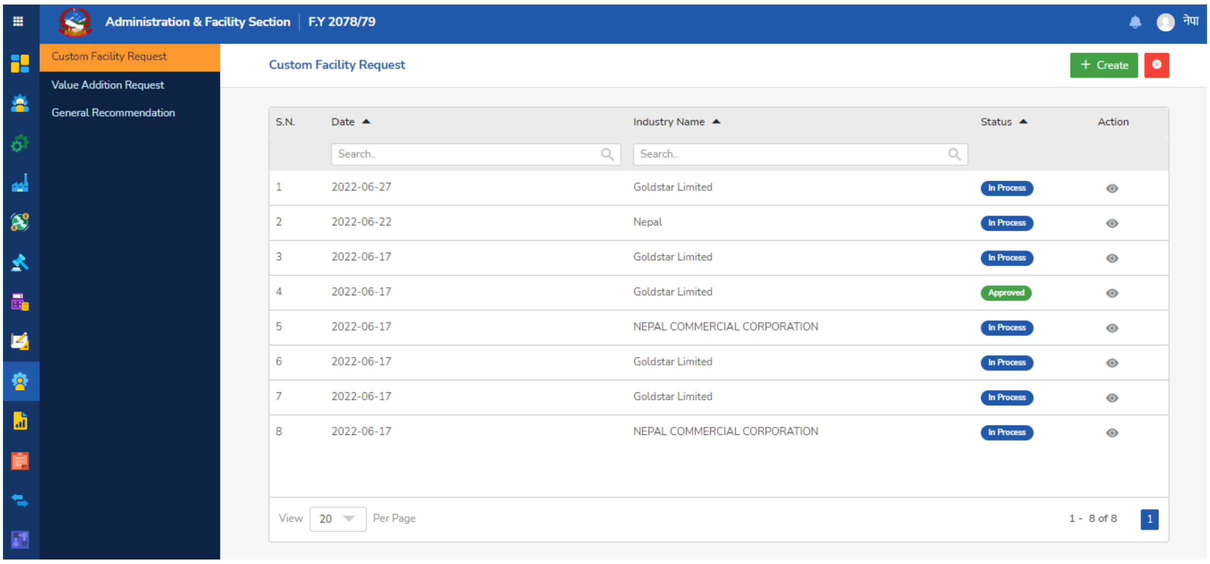
Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. The user should click Submit Report button after filling out the required fields.

4.9 Administration & Facility Section



This module of the project "Administration & Facility Section" will help you to know about your financial, administrative business information system.

4.9.1 Customer Facility Request



In the screen above, user can see a list of Annual Industry progress report and on top of the table, user can see S.N., Date, Industry Name, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

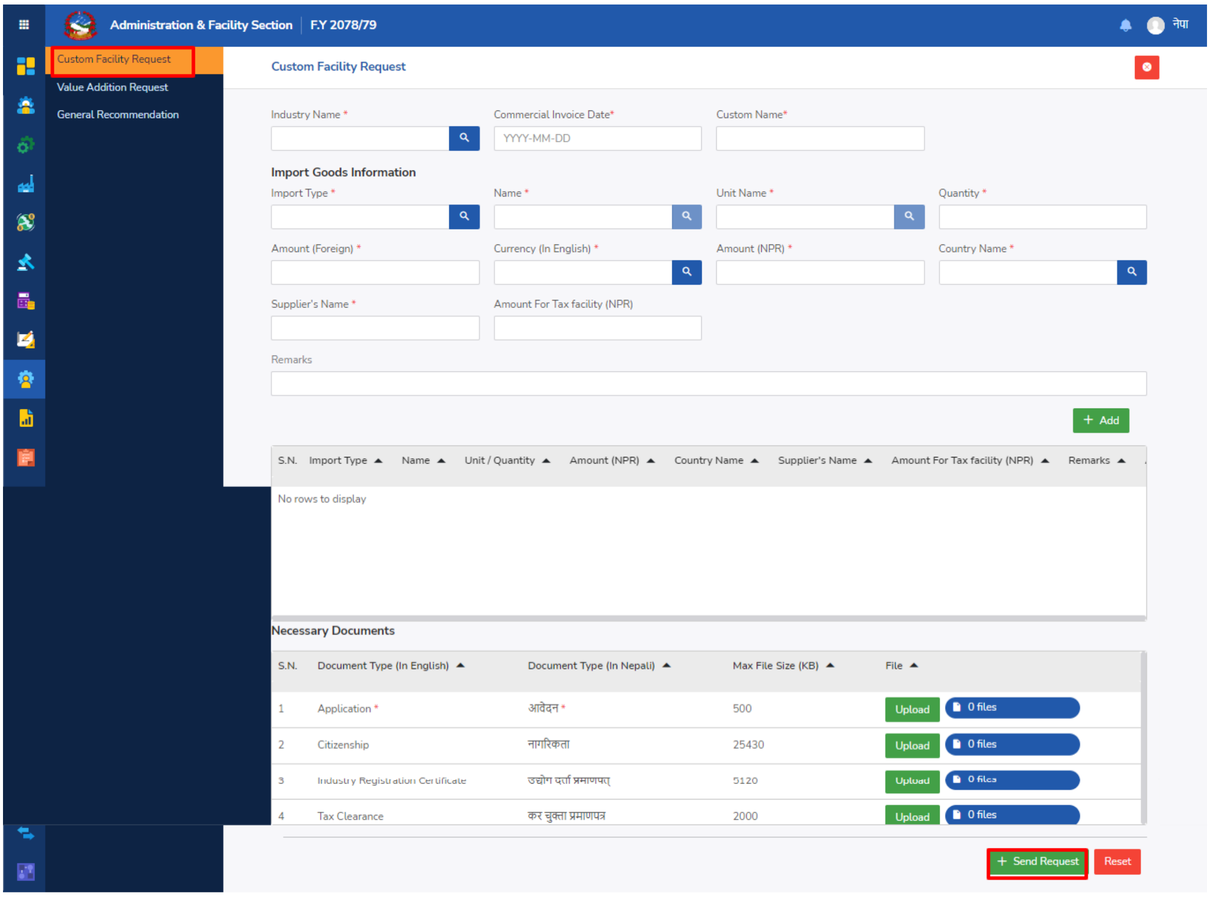
Search:

User can also search existing data from the respective search fields.

Action:

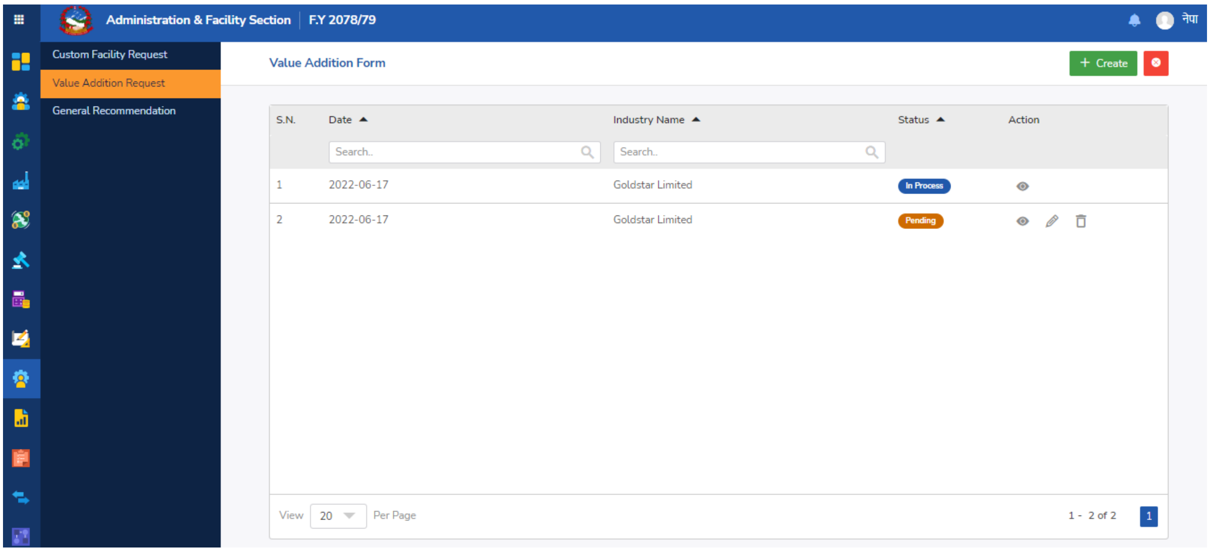
User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.



Fill the above form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. The user should click Send Request button after filling out the required fields.

4.9.2 Value Addition Request



In the screen above, user can see a list of Annual Industry progress report and on top of the table, user can see S.N., Date, Industry Name, Status, Action.

Sort:

User can sort the data ascending or descending by clicking the sort button just besides the heading.

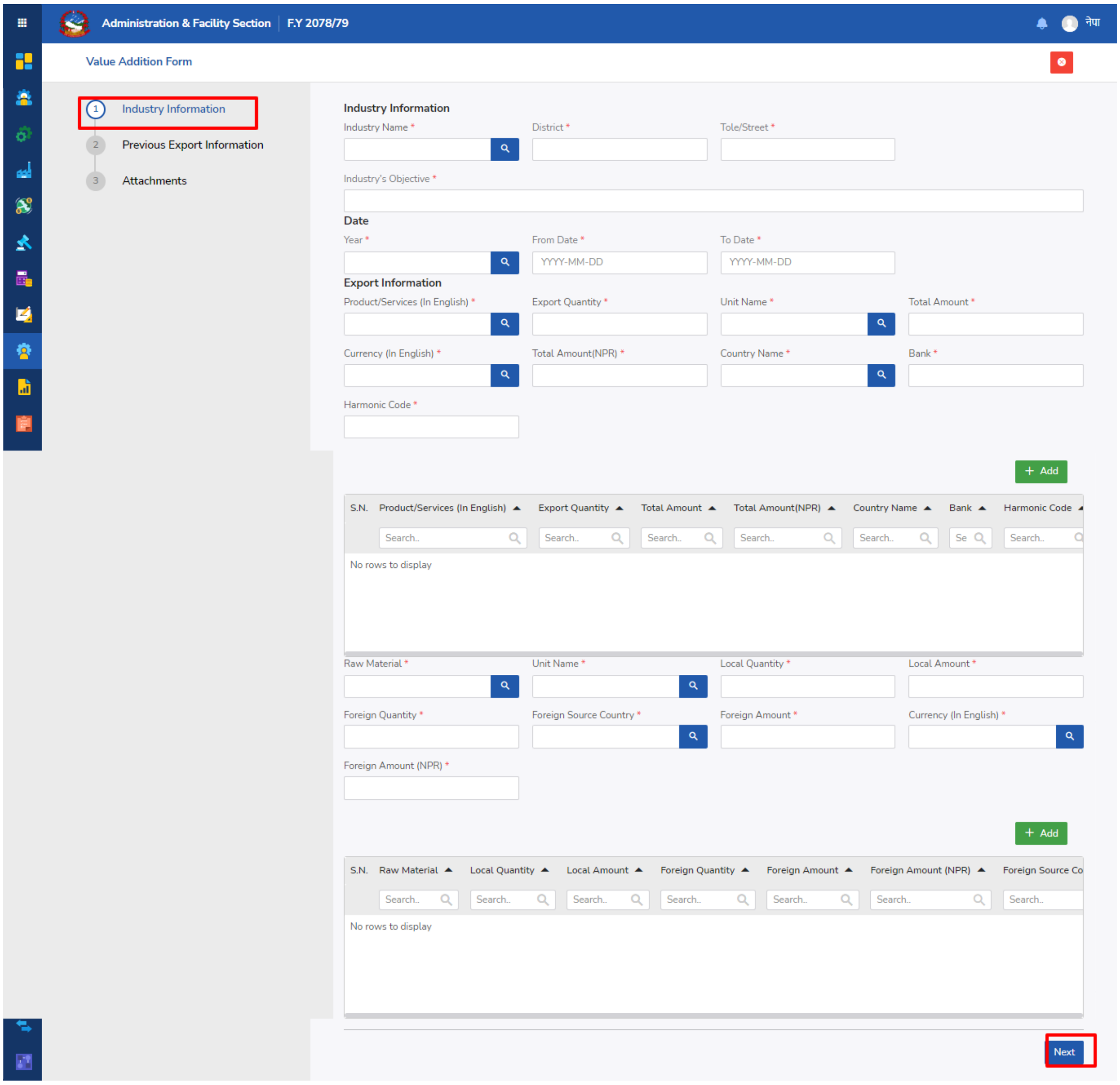
Search:

User can also search existing data from the respective search fields.

Action:

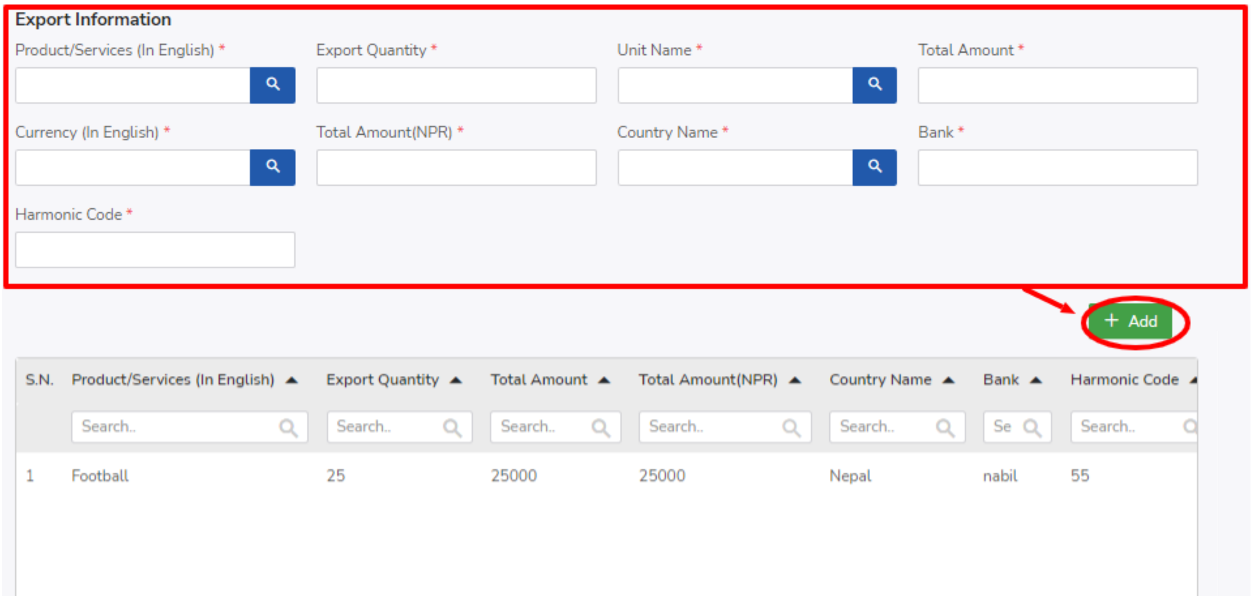
User can change action from the action bar. This tool is used to view and delete the data.

To fill-out the payment form, click on the Create Button.



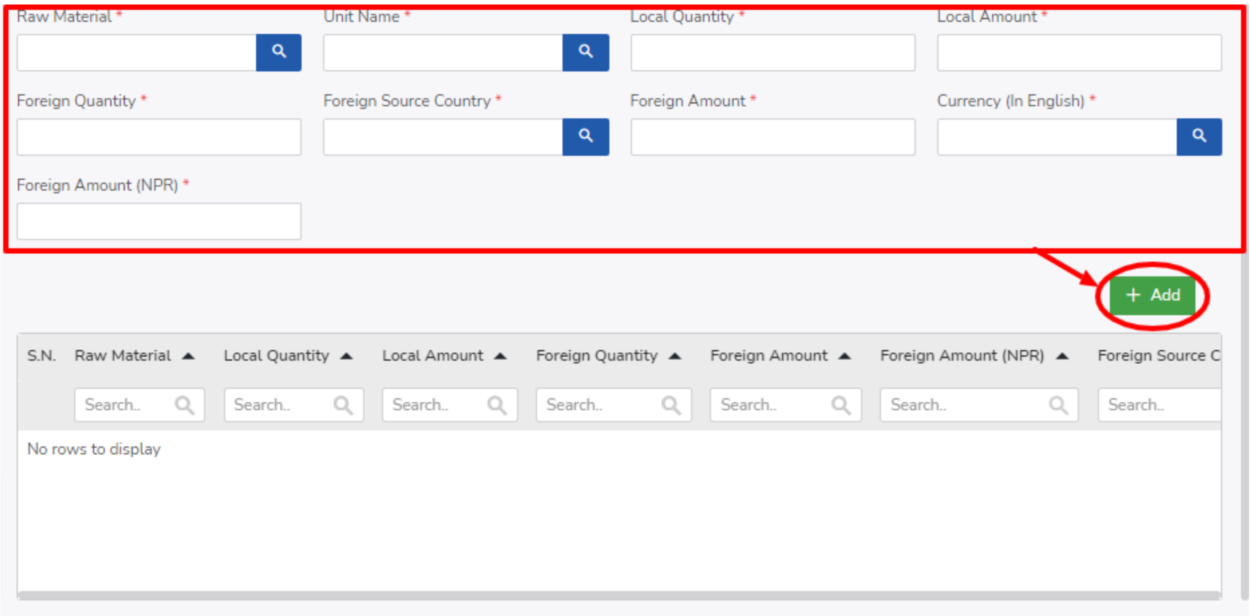
Fill the industry information form with appropriate data. Do not forget to fill the mandatory fields as denoted by the red asterisk symbol. After filling out the form, click the Next button and it will redirect to the contact information page.

From the above figure here is part of the form

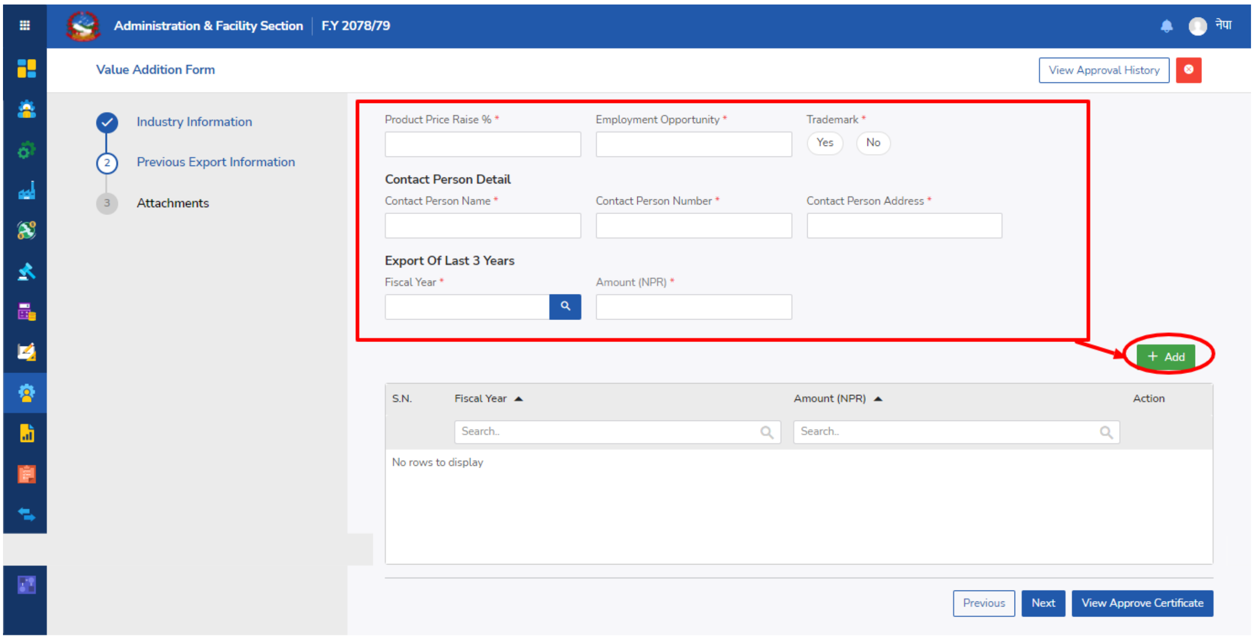


In this part of form after you fill the form inside the red box you have to click add button then the information you have filled will be displayed in the box below where user can see S.N. , Product/services(in English), Export Quantity, Unit Name, Total Amount, Currency(in English), Total Amount(NPR), Country Name, Bank, Harmonic Code.

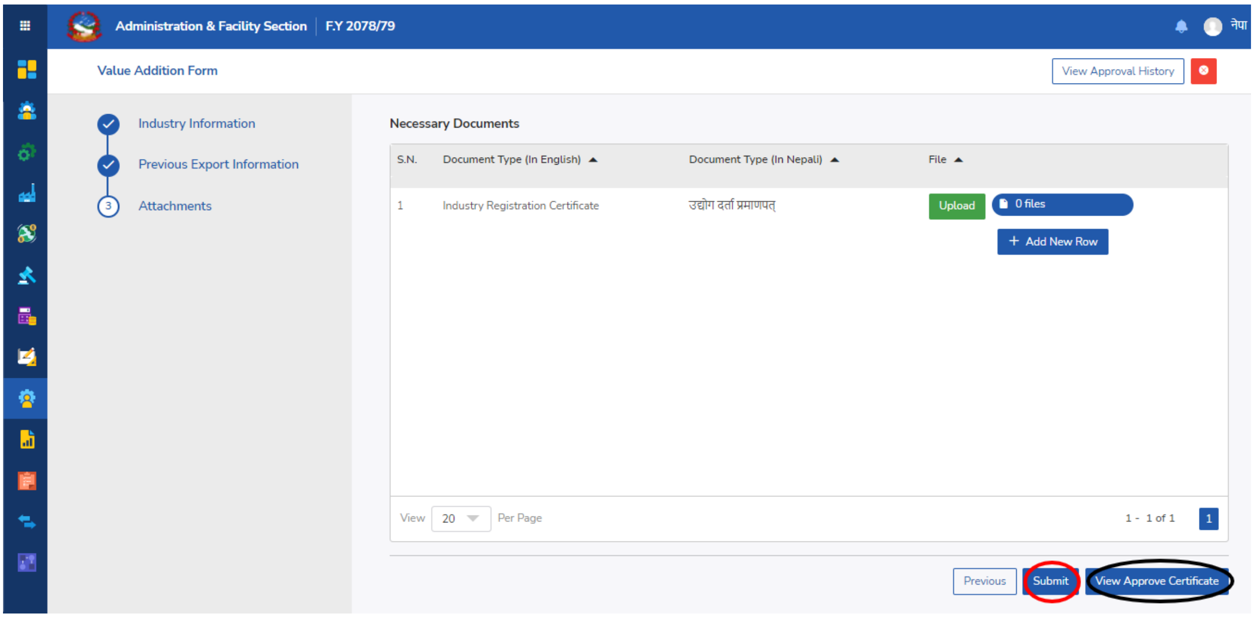
Like before figure



In this part of the form after you fill the form inside the red box, you have to click add button then the information you have filled will be displayed in the box below where the user can see S.N., Raw Material, Local Quantity, Local Amount, Foreign Quantity, Foreign Amount, Foreign Amount(NPR), Foreign source country and action.



After filling in the industry information and clicking the next button it redirects the user to the previous export information page. On this page, the user has to fill in product price raise(%), Employment Opportunity, Trademark, Contact Person Number, Contact Person Address, Export of Last 3 years, and Amount(NPR) and click add button.it will make the information that the user has filled displayed in the below box then click on the Next button.



After clicking the next button it redirects the user to the attachment page where the user has to upload the necessary documents and click on submit button which is covered with the red circle.

Next to submit button there is another button name view approve certificate which is denoted by black circle by clicking that button it directs to this page.


Print

नेपाल सरकार

उद्योग वाणिज्य तथा आपूर्ति मन्त्रालय

त्रिपुरेश्वर, काठमाडौं नेपाल

उद्योग विभाग

(योजना, अनुगमन तथा औधोगिक तथ्यांक शाखा)

प.सं. अ.द.२०७८।७९
च.नं.

मितिः २०७९-०१-०९

विषय:- मूल्य अभिवृद्धि (Value Addition) सम्बन्धमा।

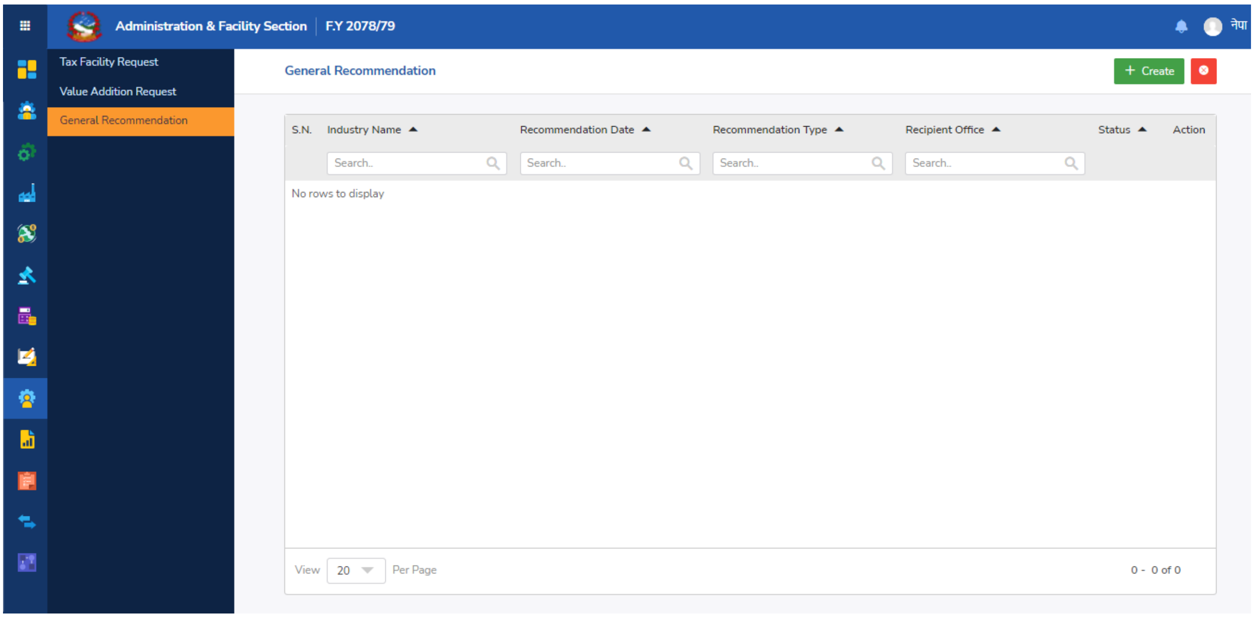
श्री
काठमाण्डौ महानगरपालिका, काठमाडौं।

प्रस्तुत बिषयमा त्यस उधोगले आफ्नो उत्पादन ()मा मूल्य अभिवृद्धि प्रमाणित गरिदिन दिएको निवेदन उपर कारवाही हुदा त्यस उद्योगले पेश गरेको तथा स्वघोषणा समेतका आधारमा उक्त उत्पादनको मूल्य अभिवृद्धि % (प्रतिसत) भन्दा बढी हुने देखिएको व्यहोरा मिति २०२६-०९-१७को निर्णयानुसार अनुरोध छ

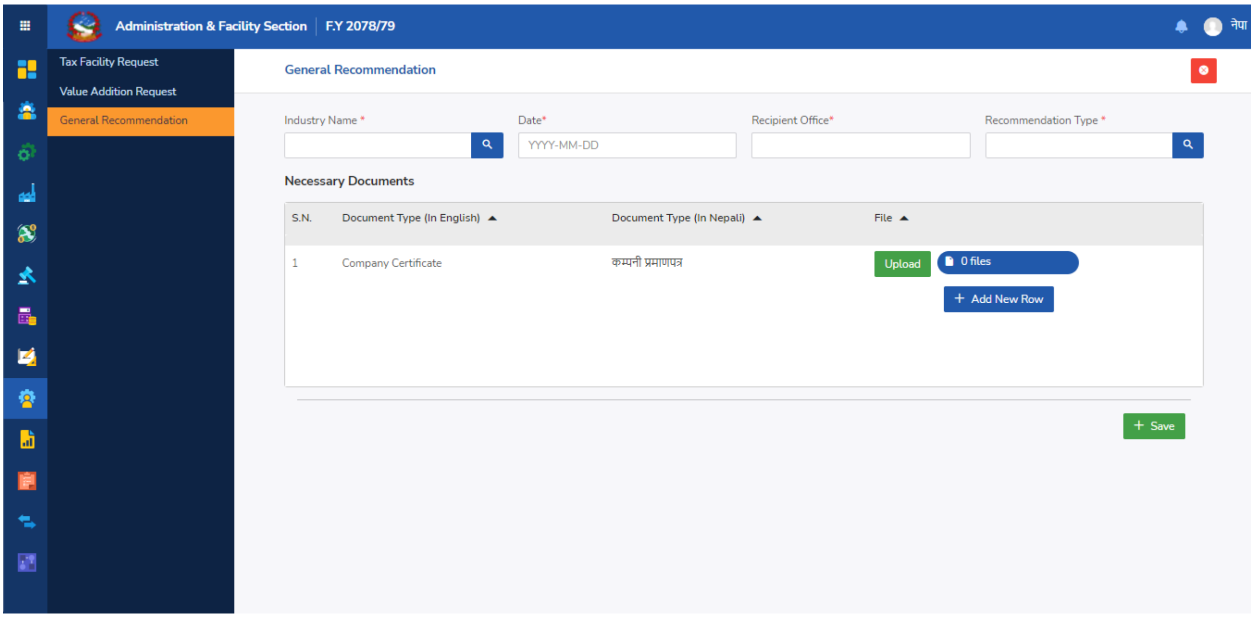
शाखा अधिकृत

एक्सचेन्ज: ४२६११०१, ४२६१२०३, ४२६११६८, ४२६११६९, फ्याक्स: ९७७-१-४२६१११२, इमेल: info@doind.gov.np, वेबसाइट: http://www.doind.gov.np
(कपया पत्राचार गर्दा पत्र संख्या र मिति उल्लेख गर्नहोला।)

4.9.3 General Recommendation

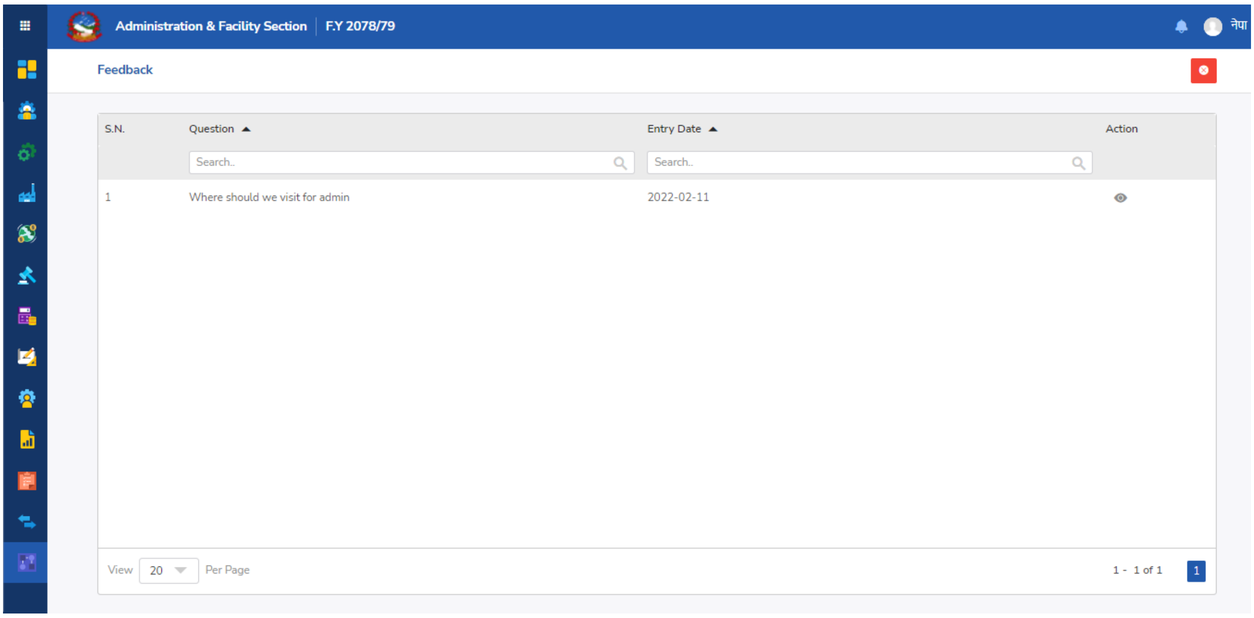


In the above picture, the user can see S.N., Recommendation Date, Recommendation Type, Recipient Office, Status, and action. To fill out the new case filed form, click on the Create Button.



The user has to fill in Industry Name, Date , Recipient Office, Recommendation Type, and upload necessary documents. All are mandatory as they all have an asterisk(*) sign. After filling in all the information click on the save button.

4.10 Feedback



5. Project References

There is no system that is available for taking references so Project References for Project Department of Industry are GEA, Digital Nepal Framework, and GEA guidelines.