

USER MANUAL
FOR
HMPI RECOGNITION CERTIFICATE MANAGEMENT
SYSTEM



कामये दुःखतप्तानाम्।
प्राणिनाम् आर्तिनाशनम्॥

HMPI RECOGNITION CERTIFICATE MANAGEMENT SYSTEM **(HRCMS)**

HMPI Units can apply for RC through online system by accessing the web application at www.kviconline.gov.in/hmpirc



After Login to the system various details of the HMPI Unit needs to be entered in the system.



Till Final Submission, the user can make necessary corrections in the form. Once Final Submission is done, no other modification can be made by the HMPI Unit user.



Submitted form will be visible to the respective KVIC SO/DO, chosen by the user. SO / DO will verify the data and make corrections if required. After verification/corrections, State /Divisional Director will forward the application to Director (HMPI), KVIC, Mumbai for confirming the RC fee Payment status.



Director (HMPI) will confirm receipt of the fees and update the payment status in the system.



Once the payment status is confirmed, respective SO /DO can download the RC from the system. State / Divisional Director will put their signature, seal and upload the RC in the system.



The HMPI Unit can download the RC from the system. SO/ DO and Director (HMPI) can also view / download RC.

STEP 1: Registration for New User :

- Enter the url: www.kviconline.gov.in/hmpirc in the web browser.
- Click on New Registration button, to create new user login.

The screenshot shows the homepage of the Khadi & Village Industries Commission (KVIC) website. The header features the KVIC logo, the text "Khadi India", and the full name of the commission. Below the header, there is a navigation menu on the left with links to Home, Dashboard, User Manual, and Guidelines. The main content area displays a "User Login" form with fields for Username and Password, and a "Login" button. A "New Registration" button is also visible in the top right corner of the form area. The footer indicates the website is designed and maintained by the Directorate of Information Technology, KVIC, Mumbai.

The screenshot shows the "User Registration" form on the KVIC website. The form is titled "USER REGISTRATION" and contains the following fields:

USER REGISTRATION	
STATE : *	<input type="text" value="-----Select-----"/>
OFFICE NAME : *	<input type="text" value="Search Office"/> <input type="text"/>
MOBILE NO. : *	<input type="text"/>
PASSWORD : *	<input type="password"/>
CONFIRM PASSWORD : *	<input type="password"/>
<input type="button" value="Submit"/>	

The form is displayed on a page with a "BACK" button in the top left corner. The footer of the page shows the system date and time as 17:37 on 26-02-2024.

- Enter user details in the user registration form and click on submit to save the details.

STEP 2: Login

- Enter User ID and Password and click on Login button.
- User ID will be phone number for HMPI Unit user.

Home

HOME

DASHBOARD

USER MANUAL

GUIDELINES

OFFICIAL LOGIN

Existing User

New Registration

User Login

User ID

Username

Password

Password

Login

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- Click on add new HMP Unit button, to add new HMP Unit details.

Home

HOME

DASHBOARD

USER MANUAL

GUIDELINES

OFFICIAL LOGIN

Existing User

New Registration

User Login

User ID

Username

Password

Password

Login

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STEP 3: Enter Basic details and click on save and next button.

The screenshot shows the 'STEP 1: BASIC INFO' form. The header includes the 'Khadi India' logo and the 'ONLINE HANDMADE PAPER UNIT REGISTRATION' title. Below the header is a navigation bar with tabs: 1. Basic Info, 2. Contact Details, 3. Finance Details, 4. Sales Details, 5. Employee Details, 6. Upload Documents, and 7. Payment & Final Submission. The form itself is titled 'STEP 1: BASIC INFO' and contains a table with 8 rows of input fields. Each row has a label on the left and a text input field on the right. The labels are: 1) APPLICATION TYPE (NEW / RENEWAL) *, 2) NAME OF HANDMADE PAPER UNIT *, 3) UDYAM REGISTRATION NUMBER *, 4) UDYAM REGISTRATION DATE *, 5) PAN NUMBER *, 6) GST NUMBER, 7) LEGAL STATUS *, and 8) YEAR OF ESTABLISHMENT *. The input fields for 1, 2, 3, 5, 6, 7, and 8 are currently empty, while the field for 4 contains the text 'Udyam Registration Number'. A green 'Save and Next' button is located at the bottom right of the form. The browser's address bar shows 'kviconline.gov.in/hmpirc/jsp/basic_info.jsp'.

STEP 1: BASIC INFO	
(Fill all required (*) fields to complete the form successfully.)	
1) APPLICATION TYPE (NEW / RENEWAL) *	-----{ SELECT }-----
2) NAME OF HANDMADE PAPER UNIT *	Handmade Paper Unit Name
3) UDYAM REGISTRATION NUMBER *	Udyam Registration Number
4) UDYAM REGISTRATION DATE *	
5) PAN NUMBER *	PAN Number
6) GST NUMBER	GST Number
7) LEGAL STATUS *	-----{ SELECT }-----
8) YEAR OF ESTABLISHMENT *	-----{ SELECT }-----

STEP 4: Enter Contact Details and click on save and next button.

The screenshot shows the 'STEP 2: CONTACT DETAILS' form. The header is the same as in Step 1. The navigation bar is also the same. The form is titled 'STEP 2: CONTACT DETAILS' and contains a table with 15 rows of input fields. Each row has a label on the left and a text input field on the right. The labels are: 9) RURAL OR URBAN *, 10) FULL ADDRESS OF THE MANUFACTURING UNIT *, 11) FULL ADDRESS OF THE REGISTERED OFFICE *, 12) NAME OF THE CONTACT PERSON *, 13) TELEPHONE NO./ MOBILE NO. *, 14) EMAIL, and 15) WEBSITE. The input fields for 9, 10, 11, 12, 13, 14, and 15 are currently empty. A green 'Save and Next' button is located at the bottom right of the form. The browser's address bar shows 'kviconline.gov.in/hmpirc/jsp/contact_details.jsp?HMP_ID=4'.

STEP 2: CONTACT DETAILS	
(Fill all required (*) fields to complete the form successfully.)	
9) RURAL OR URBAN *	----- SELECT -----
10) FULL ADDRESS OF THE MANUFACTURING UNIT *	
ADDRESS *	
STATE *	----- Select State -----
DISTRICT *	----- Select District -----
VILLAGE *	Village
PINCODE *	Pincode
11) FULL ADDRESS OF THE REGISTERED OFFICE *	
ADDRESS *	
STATE *	----- Select State -----
DISTRICT *	----- Select District -----
VILLAGE *	Village
PINCODE *	Pincode
12) NAME OF THE CONTACT PERSON *	Contact Person Name
13) TELEPHONE NO./ MOBILE NO. *	Telephone No./ Mobile No.
14) EMAIL	Email
15) WEBSITE	WEBSITE

STEP 5: Enter Finance and Raw Material Details and click on save and next button.

STEP 3: FINANCE & RAW MATERIAL DETAILS
(Fill all required (*) fields to complete the form successfully.)

15) SOURCE OF FINANCE (IN RS.) * :-

OWN	Own Contribution
KVIB	KVIB Contribution
KVIC	KVIC Contribution
BANK FINANCE	Bank Finance
OTHERS	Others Contribution

16) TYPE OF UNIT *
-----{ SELECT }-----

LIST OF MACHINERIES (PAPER MANUFACTURING UNIT MUST POSSESS ALL THESE MACHINERIES)

(I) RAG CHOPPER / CUTTER	Production Capacity
(II) HOLLANDER BEATER	Production Capacity
(III) AUTO VAT / DIPPING VAT / CYLINDER MOULD VAT	Production Capacity
(IV) HYDRAULIC / SCREW PRESS	Production Capacity
(V) CALENDAR MACHINE	Production Capacity
(VI) PAPER CUTTING MACHINE	Production Capacity
(VII) OTHER MACHINERIES (MENTION THE MACHINERY AND UNIT PRODUCTION IN CASE OF PAPER CONVERSION UNIT/PAPER MACHINE UNIT.)	

TOTAL NO OF MACHINERIES *

17) POWER CONNECTED (IN HP)

18) RAW MATERIAL USED

19) SOURCE OF WATER

20) PROCESS (HMP, CMW) & SIZE OF FACE WIDTH

Save and Next

STEP 6: Enter Production and Sales Details and click on save and next button.

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MINISTRY OF MICRO, SMALL AND MEDIUM ENTERPRISES, GOVERNMENT OF INDIA

ONLINE HANDMADE PAPER UNIT REGISTRATION

HMP UNIT DETAILS ADD UPDATE FORM

STEP 4: PRODUCTION & SALES DETAILS
(Fill all required (*) fields to complete the form successfully.)

21) PRODUCTS RANGE

22) PRODUCTION QUANTITY PER ANNUM *

23) PRODUCTION VALUE PER ANNUM (IN RS.) *

24) SALES VALUE (IN RS.) *

RETAIL	WHOLESALE	EXPORT	GOVT. SUPPLY
Sales Value	Sales Value	Sales Value	Sales Value

Save and Next

STEP 7: Enter Employee Details and click on save and next button.

STEP 5: EMPLOYEE DETAILS

(Fill all required (*) fields to complete the form successfully.)

26) CATEGORY-WISE EMPLOYEES

HANDICAPPED	GENERAL	SC	ST	OBC	MINORITY	FEMALE*	TOTAL*
							0

27) AVERAGE EARNINGS (PER ARTISAN)

Average Earnings

Save and Next

STEP 8: Upload Documents :

- Upload the mentioned documents by clicking on upload button.

Upload Documents

(Fill all required (*) fields to complete the form successfully.) Only pdf file of maximum size 1 mb is allowed for each document.

Note: All the six Documents Should be uploaded....

Sr. No.	Upload Description	View/ Upload Document	Delete
1	Undertaking (In case of Urban Unit) (As per Annexure - A). *	UPLOAD	--
2	Udyam/MSME Regn. Certificate. *	UPLOAD	--
3	List of products to be manufactured. *	UPLOAD	--
4	Fee Receipt/Challan copy. *	UPLOAD	--
5	Annual Turnover Report with no. of employees for previous year. *	UPLOAD	--
6	Undertaking for Compliance (As per Annexure -B). *	UPLOAD	--

- Then click on choose file and select required pdf file to be uploaded. Then click on save button and message will be displayed “SUCCESSFULLY DATA UPDATED”.

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HMP UNIT DETAILS ADD UPDATE FORM

1. Basic Info 2. Contact Details 3. Finance Details 4. Documents 5. Payment & Fee Submission

(Fill all required (*) fields to complete)

Sr. No.	Document Name	View/ Upload Document	Delete
1	Undertaking (In case of Urban Unit) (As per Annexure - A). *	UPLOAD	--
2	Udyam/MSME Regn. Certificate. *	UPLOAD	--
3	List of products to be manufactured. *	UPLOAD	--
4	Fee Receipt/Challan copy. *	UPLOAD	--
5	Annual Turnover Report with no. of employees for previous year. *	UPLOAD	--
6	Undertaking for Compliance (As per Annexure -B). *	UPLOAD	--

Allowed for each document.

- Then click on close button.

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ONLINE HANDMADE PAPER UNIT REGISTRATION

HMP UNIT DETAILS ADD UPDATE FORM

1. Basic Info 2. Contact Details 3. Finance Details 4. Documents 5. Payment & Fee Submission

(Fill all required (*) fields to complete)

Sr. No.	Document Name	View/ Upload Document	Delete
1	Undertaking (In case of Urban Unit) (As per Annexure - A). *	UPLOAD	--
2	Udyam/MSME Regn. Certificate. *	UPLOAD	--
3	List of products to be manufactured. *	UPLOAD	--
4	Fee Receipt/Challan copy. *	UPLOAD	--
5	Annual Turnover Report with no. of employees for previous year. *	UPLOAD	--
6	Undertaking for Compliance (As per Annexure -B). *	UPLOAD	--

Allowed for each document.

SUCCESSFULLY DATA UPDATED...

Close

- You can also view or delete uploaded documents by clicking on view or delete button.

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ONLINE HANDMADE PAPER UNIT REGISTRATION

HMP UNIT DETAILS ADD UPDATE FORM

1. Basic Info 2. Contact Details 3. Finance Details 4. Sales Details 5. Employee Details 6. Upload Documents 7. Payment & Final Submission

Upload Documents

(Fill all required (*) fields to complete the form successfully.) Only pdf file of maximum size 1 mb is allowed for each document.

Note: All the six Documents Should be uploaded...

Sr. No.	Upload Description	View/ Upload Document	Delete
1	Undertaking (In case of Urban Unit) (As per Annexure - A). *	VIEW	DELETE
2	Udyam/MSME Regn. Certificate. *	UPLOAD	--
3	List of products to be manufactured. *	UPLOAD	--
4	Fee Receipt/Challan copy. *	UPLOAD	--
5	Annual Turnover Report with no. of employees for previous year. *	UPLOAD	--
6	Undertaking for Compliance (As per Annexure -B). *	UPLOAD	--

Home

- After uploading all the documents save and next button will appear.

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HMP UNIT DETAILS ADD UPDATE FORM

1. Basic Info 2. Contact Details 3. Finance Details 4. Sales Details 5. Employee Details 6. Upload Documents 7. Payment & Final Submission

Upload Documents

(Fill all required (*) fields to complete the form successfully.) Only pdf file of maximum size 1 mb is allowed for each document.

Note: All the six Documents Should be uploaded...

Sr. No.	Upload Description	View/ Upload Document	Delete
1	Undertaking (In case of Urban Unit) (As per Annexure - A). *	VIEW	DELETE
2	Udyam/MSME Regn. Certificate. *	VIEW	DELETE
3	List of products to be manufactured. *	VIEW	DELETE
4	Fee Receipt/Challan copy. *	VIEW	DELETE
5	Annual Turnover Report with no. of employees for previous year. *	VIEW	DELETE
6	Undertaking for Compliance (As per Annexure -B). *	VIEW	DELETE

Home

Save and Next

- Click on save and next button to move to the next page.

STEP 9: Enter Payment Details and Submit your Application:

- Fee will be displayed as per type of application. For new application fee will be Rs. 5000 and for Renewal application fee will be Rs. 2000.
- Enter all the other details. Payment Confirmed by HO (Head Office) will be no. It will be displayed as “Yes” only after payment confirmation by HO in the later stage of the process.

Note :- You may refer to HMPI RECOGNITION CERTIFICATE MANAGEMENT SYSTEM (HRCMS) diagram given in the second page of this document.

The screenshot displays the 'ONLINE HANDMADE PAPER UNIT REGISTRATION' portal of the Khadi & Village Industries Commission (KVIC). The page title is 'HMP UNIT DETAILS ADD UPDATE FORM'. A navigation menu at the top includes: 1. Basic Info, 2. Contact Details, 3. Finance Details, 4. Sales Details, 5. Employee Details, 6. Upload Documents, and 7. Payment & Final Submission. The current step is 'STEP 7: PAYMENT & FINAL SUBMISSION'. Below this, a table contains the following details:

(Fill all required (*) fields to complete the form successfully.)	
28) FEE (AS PER TYPE OF APPLICATION) *	5000
29) DEMAND DRAFT NUMBER / NEFT NUMBER *	Demand Draft Number/NEFT Number
30) PAYMENT DATE *	Payment Date
31) PAYMENT CONFIRMED BY HO *	No

A green 'SUBMIT' button is located at the bottom of the form. The browser address bar shows 'kviconline.gov.in/hmpirc/jsp/pay_fsubmit.jsp?HMP_ID=4'. The Windows taskbar at the bottom indicates the system time as 12:07 on 27-02-2024.

- After filling all the details mentioned. You may click on submit button to finally submit the application form to State Office but before that you can also check the previous details filled by you by clicking on the navigation menu above.

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HMP UNIT DETAILS ADD UPDATE FORM

Home

1. Basic Info 2. Contact Details 3. Finance Details 4. Sales Details 5. Employee Details 6. Upload Documents 7. Payment & Final Submission

STEP 7: PAYMENT & FINAL SUBMISSION

(Fill all required (*) fields to complete the form successfully.)

28) FEE (AS PER TYPE OF APPLICATION) *	5000
29) DEMAND DRAFT NUMBER / NEFT NUMBER *	Demand Draft Number/NEFT Number
30) PAYMENT DATE *	Payment Date
31) PAYMENT CONFIRMED BY HO *	No

SUBMIT

- After confirming all the details user can click on submit button to submit the application form successfully.

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ONLINE HANDMADE PAPER UNIT REGISTRATION

User Login

LOGOUT

SHOW 10 ENTRIES SEARCH:

HMP ID	NAME OF THE HMP UNIT	APPLICATION TYPE	STATUS	VIEW / UPDATE
4(ONLINE)	ABCD	New	FORM SUBMITTED. YOUR APPLICATION IS UNDER PROCESS.	VIEW

Showing 1 to 1 of 1 entries Previous 1 Next

- Once Final Submission is done, no other modification can be made by the HMPI Unit user. They can only view the application.

- Submitted form will be visible to the respective KVIC SO/ DO, chosen by the user. SO (State Office) / DO (Divisional Office) will verify the data and make corrections if required.
- After verification/corrections, the State / Divisional Director will forward the application to HO (Head Office) Director (HMPI), KVIC, Mumbai for confirming the RC fee Payment status.
- Director (HMPI) will confirm receipt of the fees and update the payment status in the system.
- Once the payment status is confirmed, respective SO /DO can download the RC from the system.
- State / Divisional Director will put their signature, seal and upload the RC in the system.
- The HMPI Unit can download the RC from the system. SO/ DO and Director (HMPI) can also view / download RC.