USER MANUAL FOR HMPI RECOGNITION CERTIFICATE MANAGEMENT SYSTEM



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.

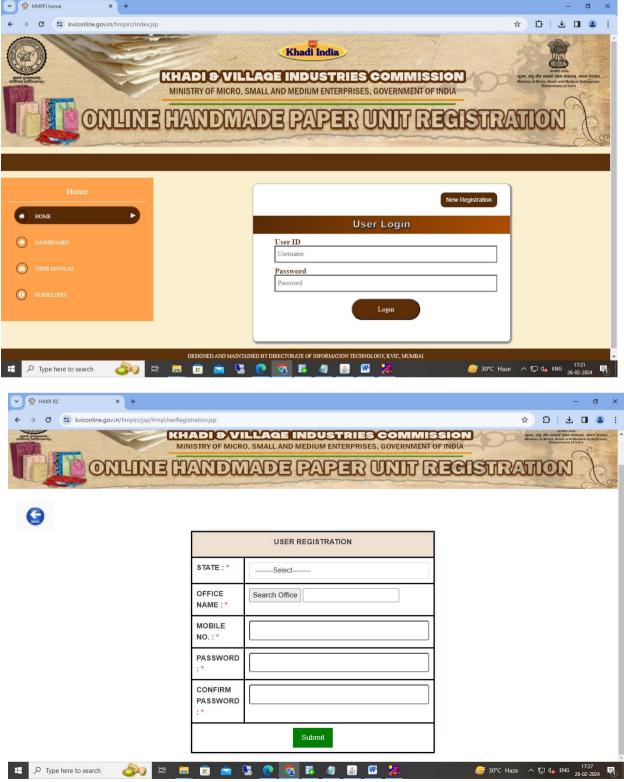
State / Divisional Director will put their signature, seal and upload the RC in the system.



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.



 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.



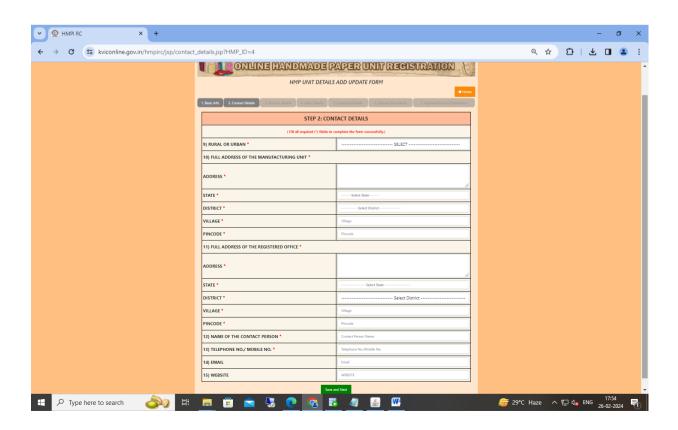
Click on add new HMP Unit button, to add new HMP Unit details.



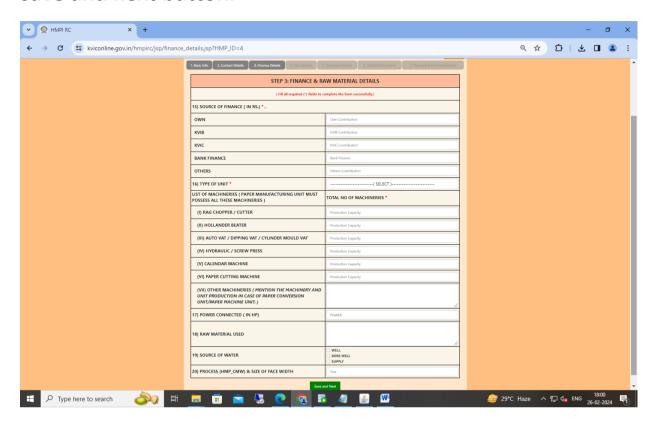
STEP 3: Enter Basic details and click on save and next button.



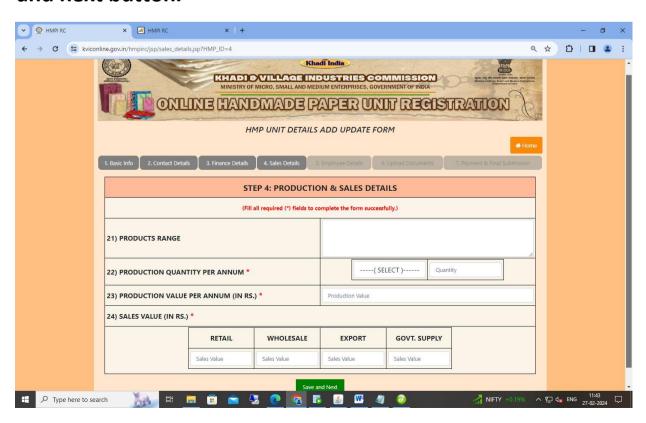
STEP 4: Enter Contact Details and click on save and next button.



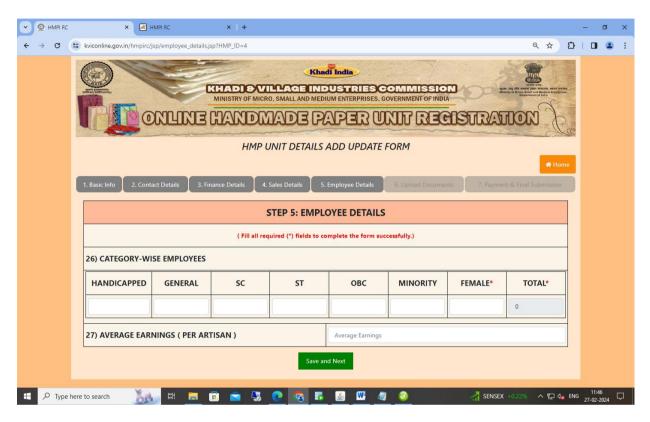
STEP 5: Enter Finance and Raw Material Details and click on save and next button.



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

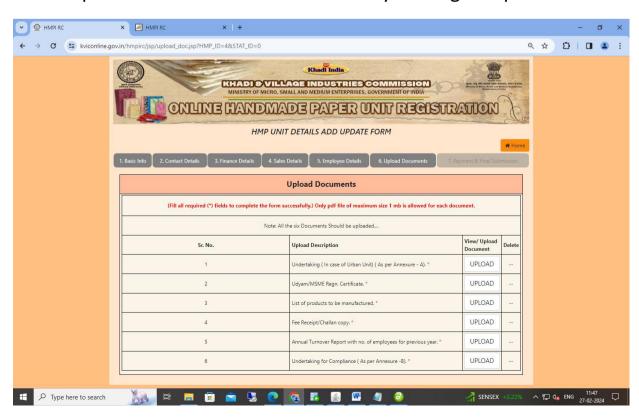


STEP 7: Enter Employee Details and click on save and next button.

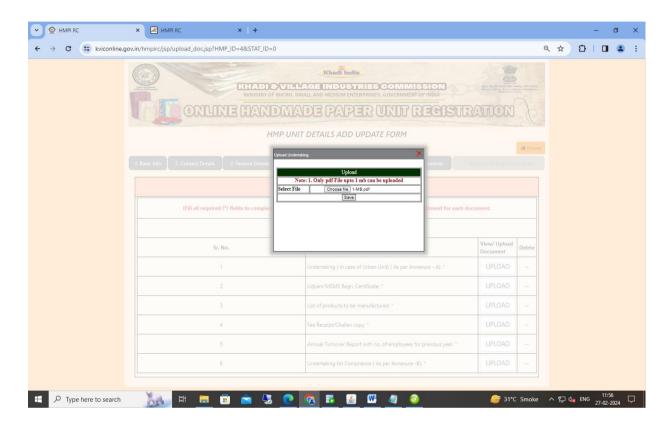


STEP 8: Upload Documents:

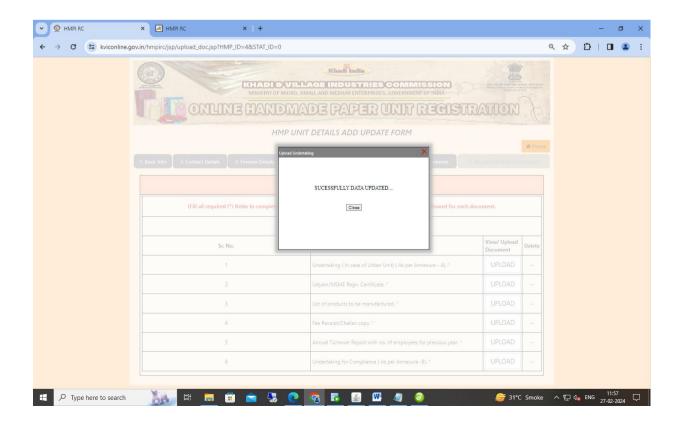
• Upload the mentioned documents by clicking on upload button.



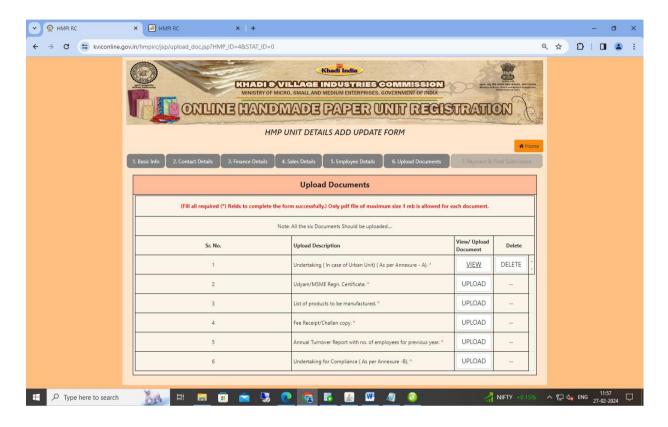
 Then click on choose file and select required pdf file to be uploaded. Then click on save button and message will be displayed "SUCCESSFULLY DATA UPDATED".



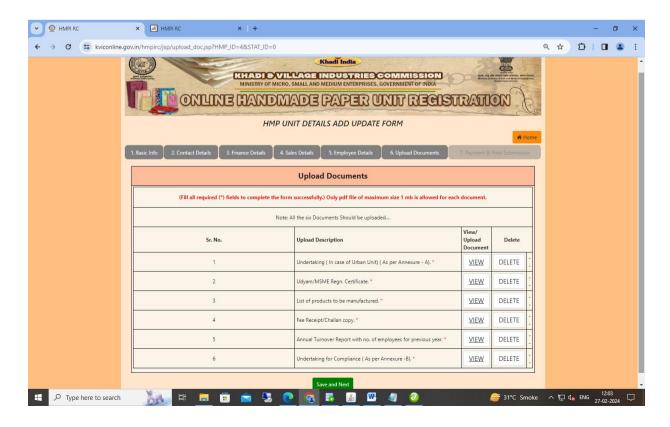
• Then click on close button.



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



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

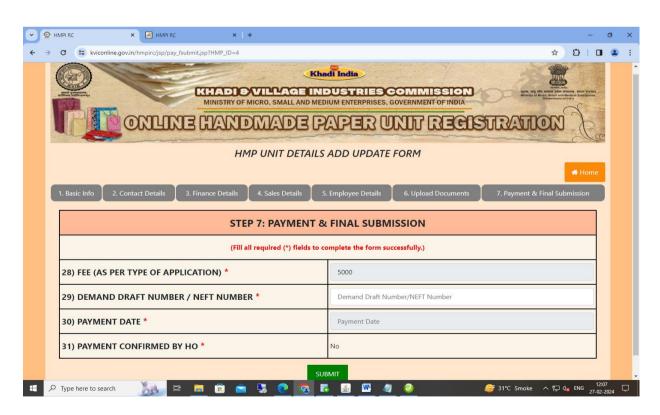


Click on save and next button to move to the next page.

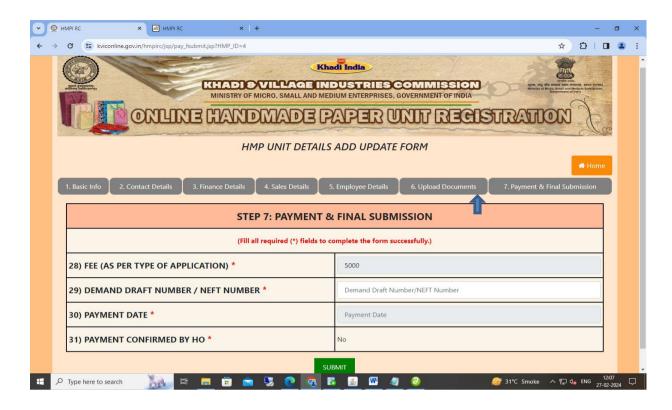
STEP 9: Enter Payment Details and Submit your Application:

- 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.



 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.



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



 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.