



अण्डमान तथा निकोबार द्वीपसमूह खादी तथा ग्रामोद्योग मंडल  
A & N ISLANDS KHADI & VILLAGE INDUSTRIES BOARD  
पोर्ट ब्लेयर / PORT BLAIR

**Guidelines for Filling the Online PMEGP Application**

1.	<b>Aadhar Number</b> : 12 digit Aadhar number of the applicant should be filled in.
2.	<b>Name of Applicant</b> : (i) Select prefix of name from the list, (ii) The applicant should fill his/her name exactly as it appears in the Aadhaar Card. In case of any mismatch in the name entered, the applicant will not be able to fill the form further.
3.	<b>Sponsoring Agency</b> : Select Agency (KVIC, KVIB, DIC) in which you want to submit the application form.
4.	<b>State</b> : Select State from the list.
5.	<b>District</b> : Select District from the list
6.	<b>Sponsoring Office</b> : Select Office from the list
7.	<b>Legal Type</b> : This Form is pertaining to Individual Applicant.
8.	<b>Gender</b> : Select Gender (i.e. Male, Female, Transgender)
9.	<b>Date of Birth</b> : (i) Date of Birth must be fill in the format of (DD-MM-YYYY) e.g. 15-12-1991. (ii) <b>Age</b> : Age should not less than 18 years. As soon as Date of Birth is entered the age will calculate dynamically.
10.	<b>Social Category</b> : Select Social Category of the applicant from the list (i.e. General, Other Backward Caste, Scheduled Caste, Scheduled Tribe, Minority)  <b>Special Category</b> : Select Special Category from the list (i.e. Ex-serviceman, Physically Challenged, Hill Border Area, North East Area)
11.	<b>Qualification</b> : Select qualification from the list (i.e. 8th Pass, Uner 8th, 10th Pass, 12th Pass, Graduate, Post Graduate, PHD, Diploma)
12.	<b>Address for Communication</b> : The Applicant should fill the complete postal address of the applicant including State, District, Pin Code, Mobile No., Email and PAN No.
13.	<b>Unit Location</b> : Select Unit Location (i.e. Rural OR Urban)
14.	<b>Proposed Unit Address</b> : The Applicant should fill the complete Unit address of the unit including Taluka, District, Pin Code (If Unit Address is same as Communication Address then click on communication Address to Unit Address)
15.	<b>Type of Activity</b> : Select from the activity list (i.e. Service or Manufacturing)
16.	<b>Name of the Activity</b> : (i) <b>Industry</b> : Select Industry from the List of Industry (ii) <b>Product Description</b> : Type the specific product description.
17.	<b>Whether EDP Training Undergone</b> : Select Yes Or No from the List .
18.	<b>Training Institute's Name</b> : If EDP Training Undergone YES, enter Training Institute Name in detail.
19.	<b>Loan Required</b> : (i) <b>Capital Expenditure</b> : Enter CE loan as proposed in the DPR in rupees. (ii) <b>Working Capital</b> : Enter WC loan as proposed in the DPR in rupees. (iii) <b>Total Loan</b> : The total loan will be calculated by the system automatically.
20.	<b>Bank Details</b> : (i) Enter IFSC code (ii) if IFSC code is not known then click on GET IFSC CODE button and select correct IFSC Code of Financing Bank. (iii) Enter optional Bank IFSC code.
21.	<b>2nd Financial Bank</b> : Enter IFS Code of the 2nd Financing Branch which is optional
	<b>After entering all necessary information in the appropriate field Click On "Save Applicant Data" button to Save the Details</b>
	After "Save Applicant Data", you need to Upload documents for final submission of application.
	After Final Submission of Application , Applicant ID and password will be sent to your registered Mobile No.
	<b>Necessary documents to be submitted</b>
I	Passport size photograph, Copy of Aadhar Card, ST / OBC / PHC / Ex-Serviceman Certificate, Highest Educational Qualification Certificate, Project Profile, Driving License & NOC for Route Permit for Vehicle.
II	Population Certificate [Residence Certificate' & 'Site Where unit proposed to be setup'] in the prescribed proforma.
III	'Consent Letter' from Financing Bank in the prescribed proforma which is optional.
IV	Local Certificate / Islander Card / Other documents if any to proof that the applicant is residing in A&N Islands for more than 10 years

**PMEGP ONLINE APPLICATION FOR INDIVIDUAL APPLICANT**  
**[Filled in Capital letters only]**

1.	<b>Aadhaar Card No:</b>												
2.	<b>Name of Applicant:*</b>	Shri / Smti. / Kum (Name as Per Aadhar Card)											
3.	<b>Sponsoring Agency*:</b>	<b>A&amp;N Islands Khadi &amp;Village Industries Board</b>											
4.	<b>State*:</b>	Andaman & Nicobar											
5.	<b>District*:</b>												
6.	<b>Sponsoring Office*:</b>	<b>A&amp;N Islands Khadi &amp;Village Industries Board</b>											
7.	<b>Legal Type*</b>	Individual / SHGs											
8.	<b>Gender*:</b>	Male / Female											
9.	<b>Date of Birth (dd-mm-yyyy) :*</b>			-			-					Age	
10.	<b>Social Category : *</b>	Gen / OBC / SC / ST / Minority											
	<b>Special Category (if any):</b>	Ex-Serv / Phy. Challenged / HB Area / NE Area											
11.	<b>Qualification:*</b>												
12.	<b>Communication Address: *</b>												
	Taluk/Block*:												
	District*:												
	Pin*:												
	Mobile No:*:												
	eMail:												
	PAN NO:												
13.	<b>Unit Location</b>	Rural											
14.	<b>Proposed Unit Address :</b>												
	Taluk/Block*:												
	District*:												
	Pin*:												
15.	<b>Type of Activity : *</b>	Manufacturing / Service / Trading											
16.	<b>Industry / Activity Name :</b>												
	Product Description:												
17.	<b>EDP Training Undergone:*</b>	Yes / No											
18.	<b>EDP Training Instn. Name [if Yes]</b>												
19.	<b>Project Cost :</b>	<b>Capital Exp.</b>	<b>Working Cap</b>	<b>Total</b>									
20.	<b>1st Financing Bank*:</b>												
	IFS/Bank Code*:												
	Branch Name*:												
	Address*:												
	District:												
21.	<b>Alternate Financing Bank Name</b>												
	2 <sup>nd</sup> Financing Branch IFS Code												

I hereby declare that information given above is true to the best of my knowledge. Any information to be found incorrect / false / wrong, I shall be liable for suitable Action.

**Signature of the applicant**

<b>Online Generated Applicant ID</b>	
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## **POPULATION CERTIFICATE**

### **RESIDENCE CERTIFICATE**

I, certify that Shri / Smti. / Kum. .... ,  
S/o / W/o / D/o ..... , R/o .....  
..... is residing in this village / Panchayat since .....  
years.

**Surpanch / Numberdar / Pradhan**

### **SITE WHERE UNIT PROPOSED TO BE SETUP**

I, certify that Shri / Smti. / Kum. .... ,  
S/o / W/o / D/o ..... , R/o .....  
..... has a land (Size ..... or rented  
Building size ..... in this village (Name of Village)  
..... I have no objection if the above entrepreneur sets up a  
unit of ..... (Name of the Industry) on the  
above site.

**Surpanch / Numberdar / Pradhan**

### **TO WHOM SO EVER IT MAY CONCERN**

This is to certify that Shri / Smti. / Kum. .... ,  
S/o / W/o / D/o ..... is a permanent resident of  
..... area. He / She intend to setup .....  
..... at .....  
area. The proposed activity having good scope for development in the area. In case his / her  
loan application is sponsored for the above activity by the A&NI KVIB, Port Blair under  
PMEGP of KVIC, this Bank will not have any objection to finance the project subject to  
fulfillment of all terms and conditions of the Bank for such loan.

**Signature & Seal of the Branch Manager**