

# **SLTC User Manual**

# (For the Manufacturers)

Application software for empanelment of manufacturers, approval of implements, equipment and machinery relating to Agriculture, Horticulture, Fisheries & Animal Resources Development sectors for popularisation under different schemes

July 2024

Odisha Farm Machinery Research & Development Centre
Directorate of Agriculture & Food Production
Department of Agriculture & Farmers' Empowerment
Government of Odisha

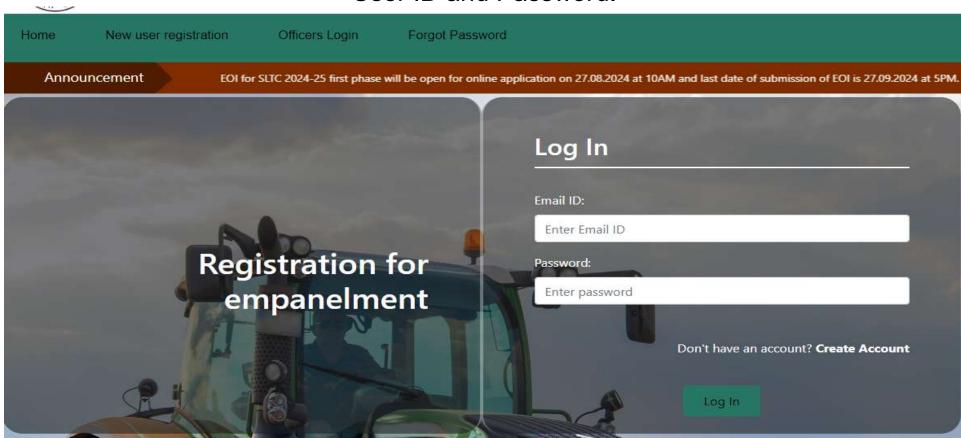
# Technical Partner- NIC, Bhubaneswar

#### Disclaimer:

- i. The User Manual is dynamic and can be updated as and when required through executive instructions of DA&FP(O).
- ii. The SLTC online module includes processes from registration of manufacturers till approval of make and models by the SLTC.
- iii. In the first instance, online modules for the execution of service level agreements rolled out for the make and models to be approved in the SLTC (2024-25).
- iv. Subsequently, it will be extended for renewal of SLAs to all the make and models.

# 1) MANUFACTURER/SOURCE COMPANY REGISTRATION a) Manufacturer Sign Up:

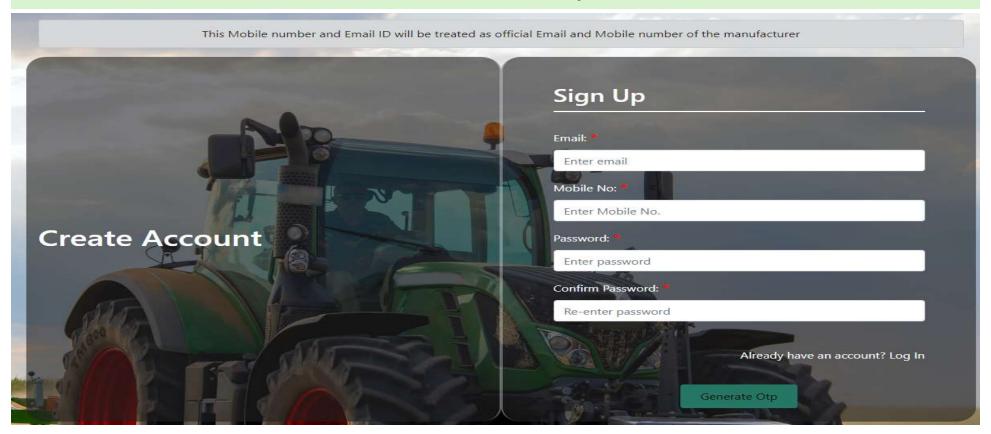
Manufacturer/Source Company needs to visit the webpage <a href="https://ofmrdc.odisha.gov.in">https://ofmrdc.odisha.gov.in</a> and click on "New user registration" menu to create User ID and Password.



## a) Manufacturers Sign Up (Continued...):

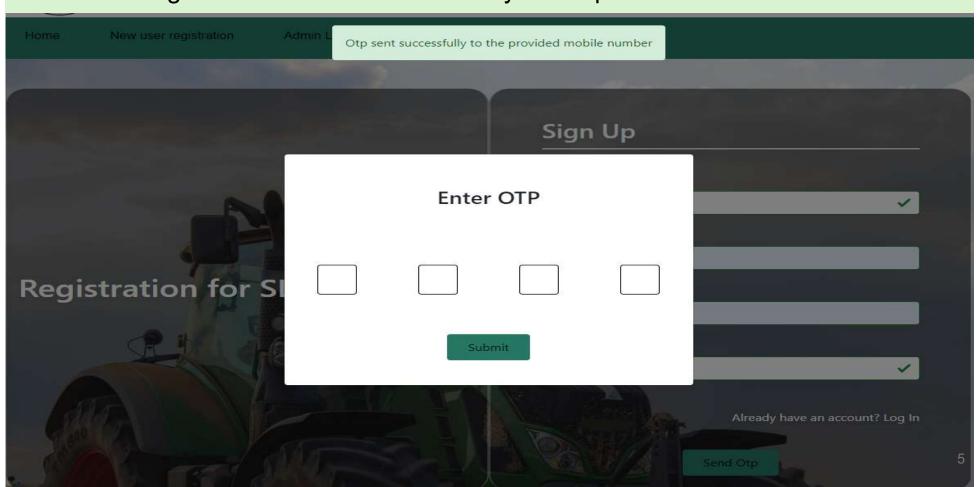
Manufacturers without any account will be redirected to the "Sign Up" and need to enter all the fields carefully.

Manufacturers need to duly verify that the Email ID and Mobile number are entered correctly.



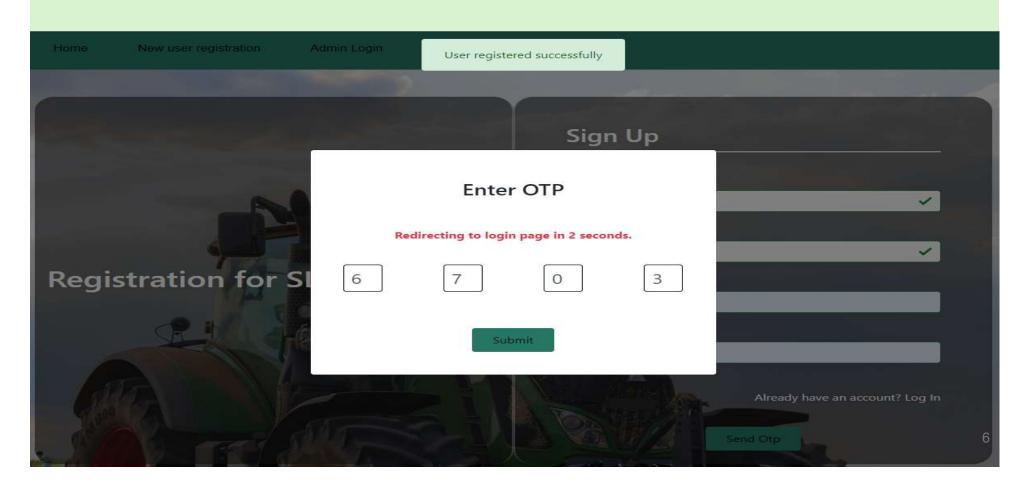
# a) Manufacturers Sign Up (Continued...):

Then click on "Generate OTP" button to receive a 4-digit OTP in the provided Mobile Number (OTP will remain valid for 10 mins only). If the OTP is delivered successfully, then the manufacturer can see a success message that "OTP sent successfully to the provided mobile number".



# a) Manufacturers Sign Up (Continued...):

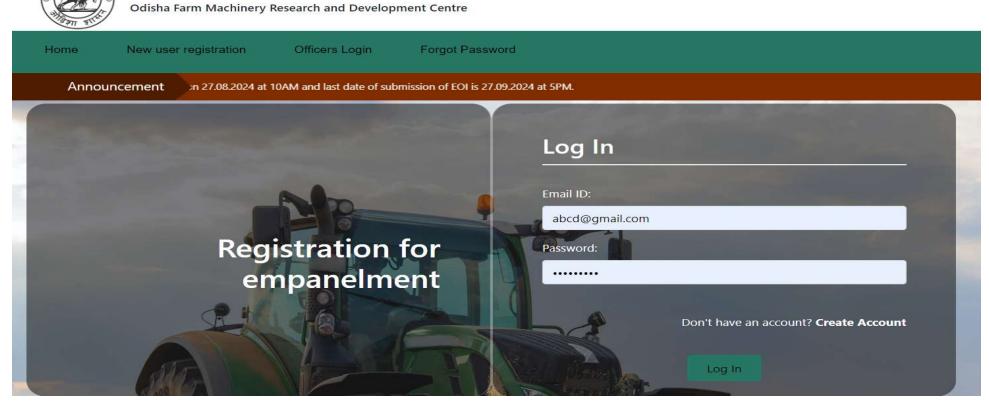
After entering correct OTP, user will be registered successfully. And will see a success message (User registered successfully) as below.



## b) Manufacturer Log in:

Now manufacturer is automatically redirected to the login page and need to fill the User ID and password created in sign up module.

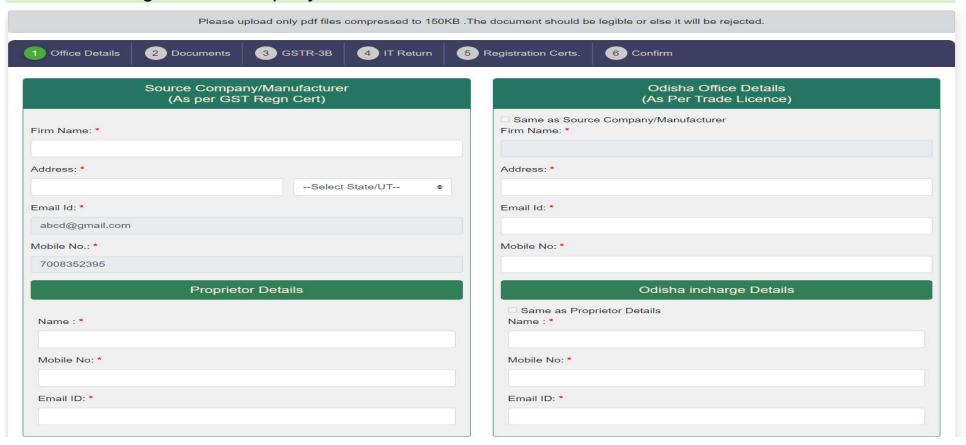
**OFMRDC** 



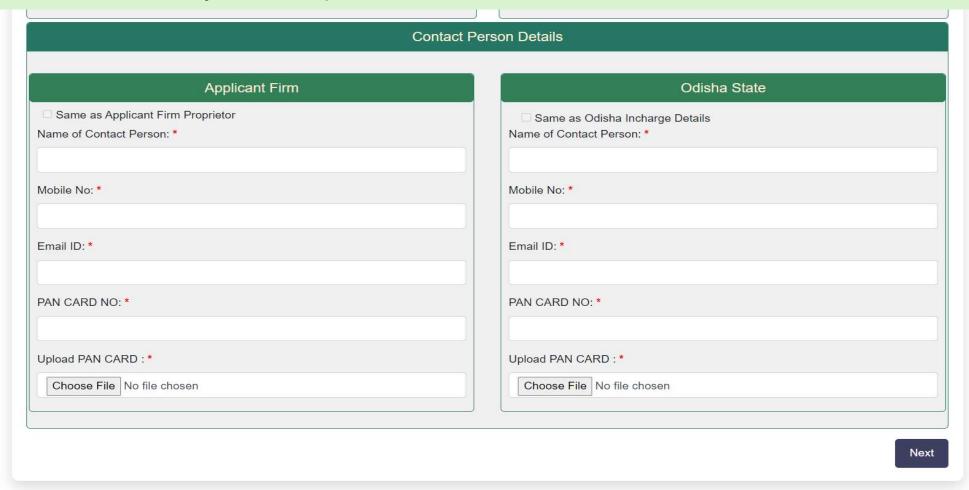
#### c) Filling up manufacturer profile form:

After login, manufacturer is redirected to the Manufacturer Profile interface where she/he needs to fill all the Mandatory fields (Marked with \*).

After filling Source company/Manufacturer details manufacturer can tick on the checkbox to

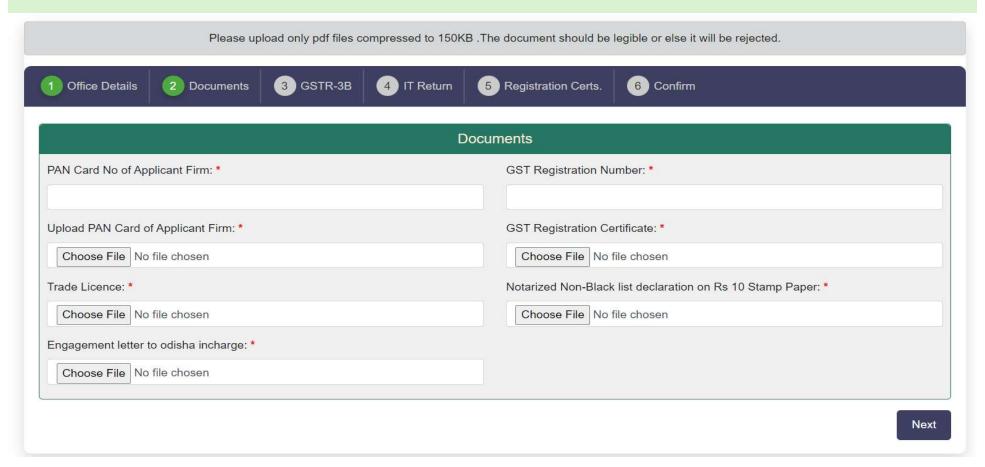


# c) Filling up manufacturer profile form (Continued...): Similarly contact person details can be auto filled if needed.

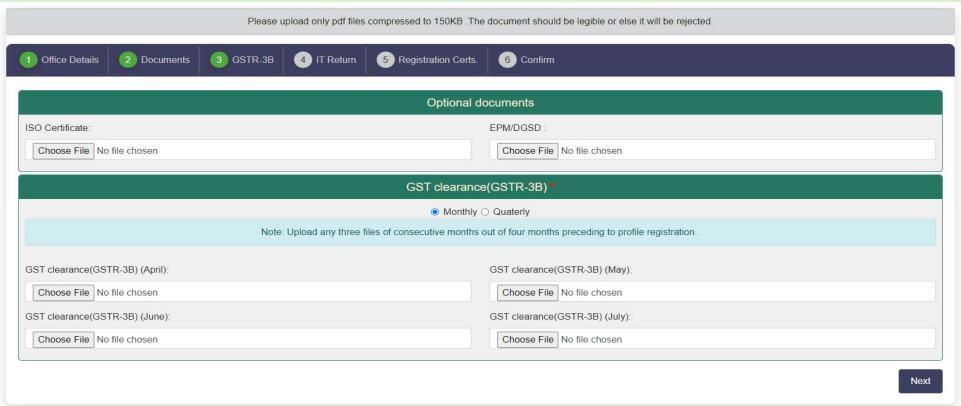


# d) Uploading of relevant documents:

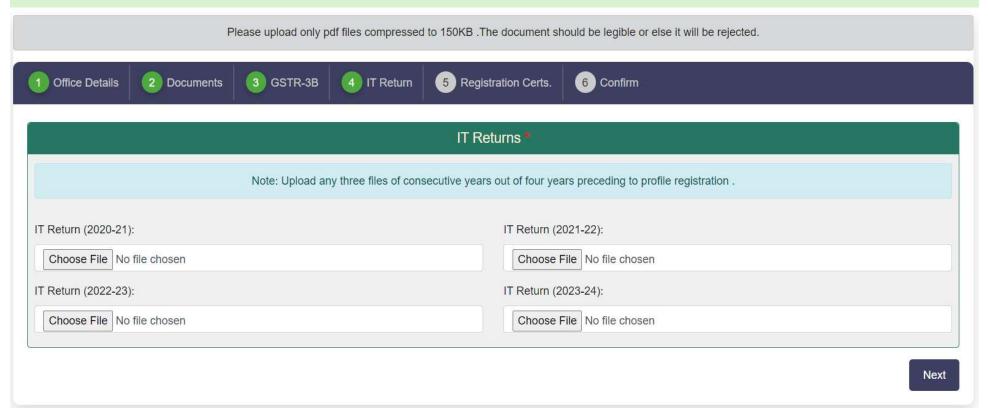
In Uploads section manufacturer should compress the documents in the pdf files so that each should not be more than 150 KB.



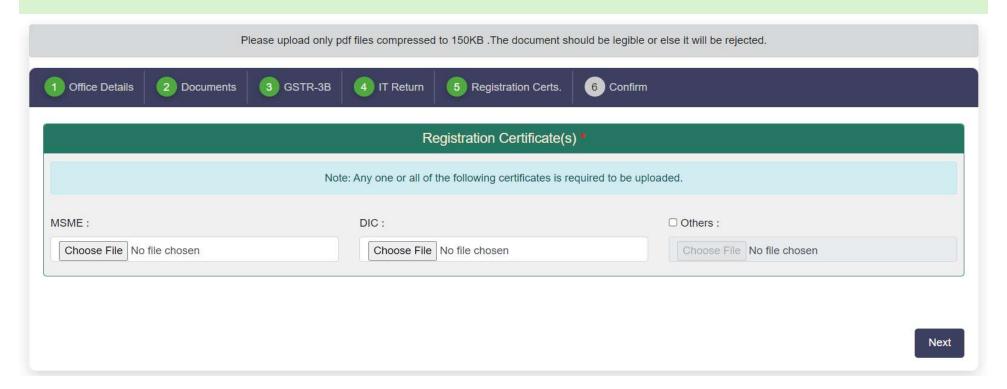
The GST Clearance (GSTR 3B) need to be uploaded for any three files of consecutive months/quarter out of four months/quarter preceding to the profile registration month/quarter.



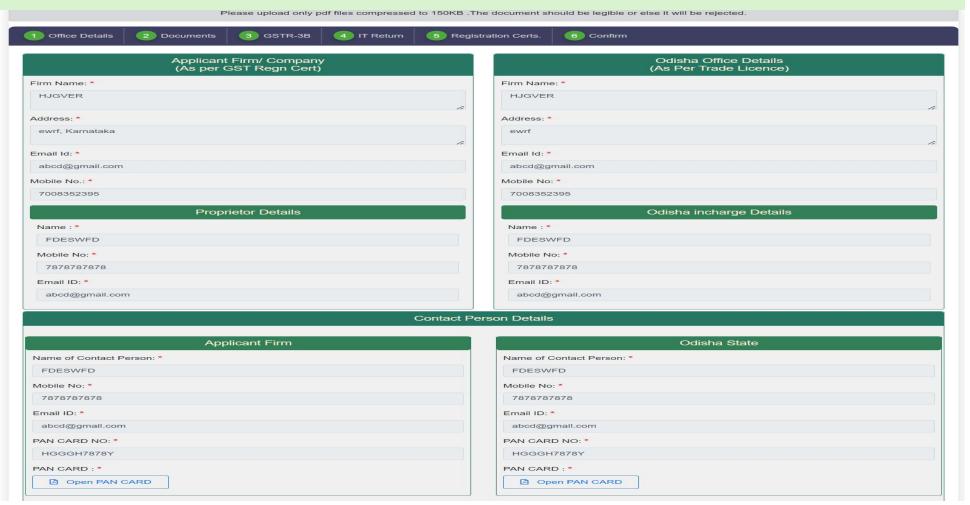
The IT Returns need to be uploaded for any three files of consecutive years out of four years preceding to the profile registration year.



The manufacturer can upload Registration Certificate from MSME/DIC. If there is any other type of Registration Certificate available; manufacturer can click on check box (others), upload certificate and specify the name of the issuing agency.



# e) Preview & Confirm Application:



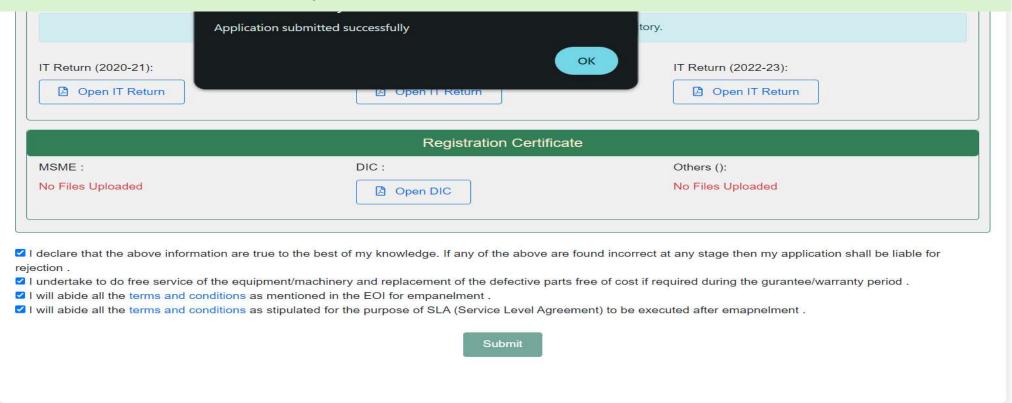
# e) Preview & Confirm Application (Continued):

View Uploaded Documents						
Pan Card No of Applicant Firm:  GRFGH6767I  GST Registration Number:  TR  Trade Licence:  Open Trade Licence  Engagement letter to odisha incharge:  Den Engagement letter  EPW/DGSD (Optional):		Pan Card of Applicant Firm: *  ② Open PAN CARD  GST Registration Certificate  ③ Open GST Registration Certificate  Notarized Non-Biacklist declaration Cert. on Rs10 Stamp Paper: *  ② Open Notarized declaration  ISO Certificate (Optional):  ② Open ISO Certificate				
	GST clearance(GS	STR-3B) (2024-25) *				
Note: Any three files of consecutive months are mandatory.						
GST clearance(GSTR-3B) (April):  ② Open GST clearance	GST clearance(GSTR-3B) (I					
	IT Returns *					
Note: Any three files of consecutive years are mandatory.						
IT Return (2020-21):      Open IT Return	IT Return (2021-22):	IT Return (2022-23):				
	Registratio	n Certificate				
MSME :	DIC: No Files Uploaded	Others (): No Files Uploaded				
I declare that the above information are true to the best of my knowledge. If any of the above are found incorrect at any stage then my application shall be liable for rejection .  I undertake to do free service of the equipment/machinery and replacement of the defective parts free of cost if required during the gurantee/warranty period .  I will abide all the terms and conditions as mentioned in the EOI for empaneiment .  I will abide all the terms and conditions as stipulated for the purpose of SLA (Service Level Agreement) to be executed after emapneiment .  Submit						

## e) Preview & Submission of Application (Continued):

Before submission, manufacturer must tick all the check boxes after going through the terms and conditions.

After successful submission there will be an alert on the screen "Application submitted successfully. Please save profile ID for future reference.



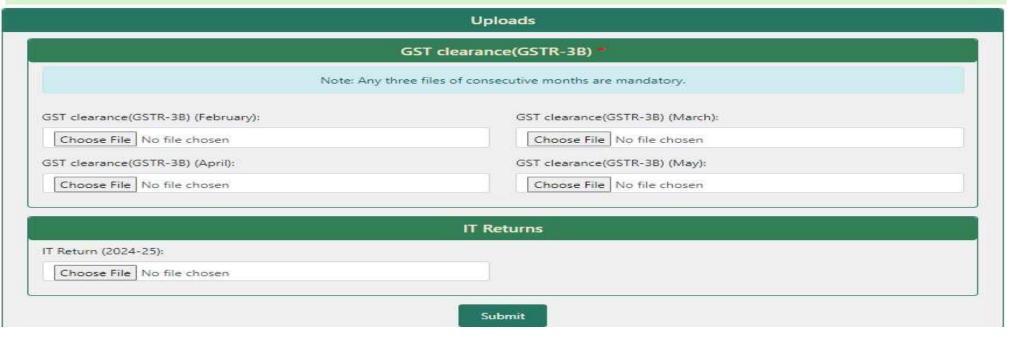
# Manufacturer profile application status

- The manufacturer profile (MFP) will be approved/rejected within next two working days from the date of submission of application by the manufacturer.
- SMS will be sent to the registered mobile number accordingly.
- Manufacturers can also view the application status in their log-in page.
- The registered manufacturer (whose manufacturer profile application is approved) can now add implement/technical details for empanelment of new make and models.

d) Updation of manufacturer profile (If required, applicable to already registered manufacturer)

After floating of Expression of Interest (EOI) for empanelment by OFMRDC, the manufacturer need to upload the required latest documents like GST clearance and IT clearance for the months/years preceding to issue of advertisement if not updated previously.

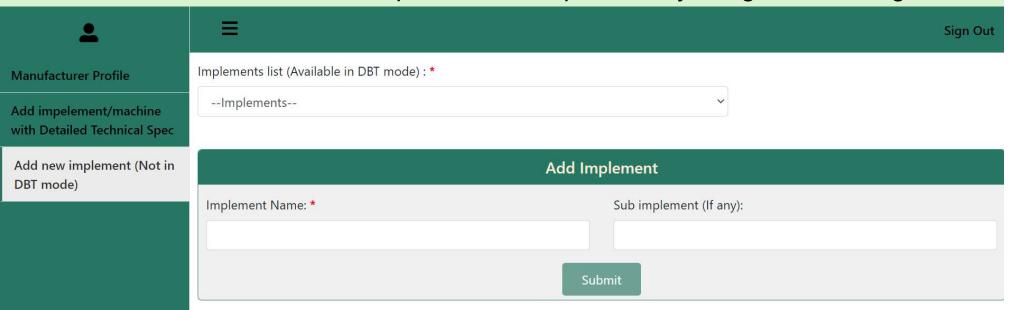
The manufacturer will be able to see the required documents to be updated after login.



# 2) Floating of EoI by AAE/EE, OFMRDC(Internal) 3) REQUEST FOR ADDITION OF NEW IMPLEMENTS (PRESENTLY NOT IN DBT MODE) a) Request by manufacturer

The registered manufacturer can see the option to add new implement (Not enlisted in DBT mode) by clicking "Add new implement (Not enlisted in DBT mode)".

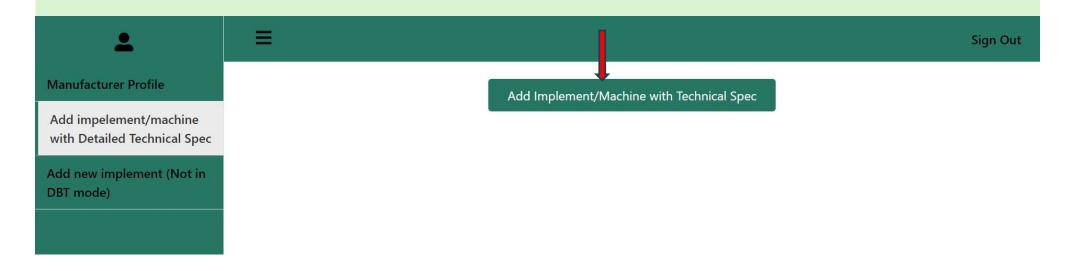
Manufacturer can submit the request to add implement by filling the following form.



## 4) Addition of implement details for approval

a)Filling up of application form and technical specification for each model of implement

Manufacturer can click on "Detailed Technical Spec" option and then click on "Add implement/Machine with Technical Spec". Then the manufacturer will be directed to fill up the application form to add an implement.



# b)Uploading of relevant documents Now manufacturers can fill in the application form to add an implement.

- 1. Please upload only pdf files compressed to 150KB (except for CTR/BIS/BEE (upto 5MB)). The document should be legible or else it will be rejected.
  - 2. In addition to the fields marked as mandatory(\*)you need to input other fileds wherever applicable.Mark "NA/0" for the fields not relevant.
- 1 Manufacturer/Source Company
- 2 Machine/Implement
- 3 CTR/BIS/BEE Details

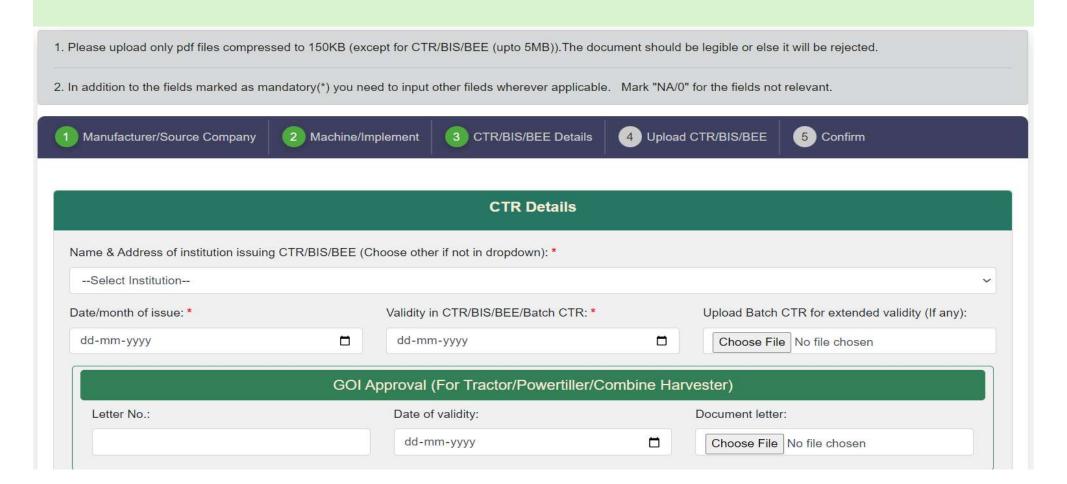


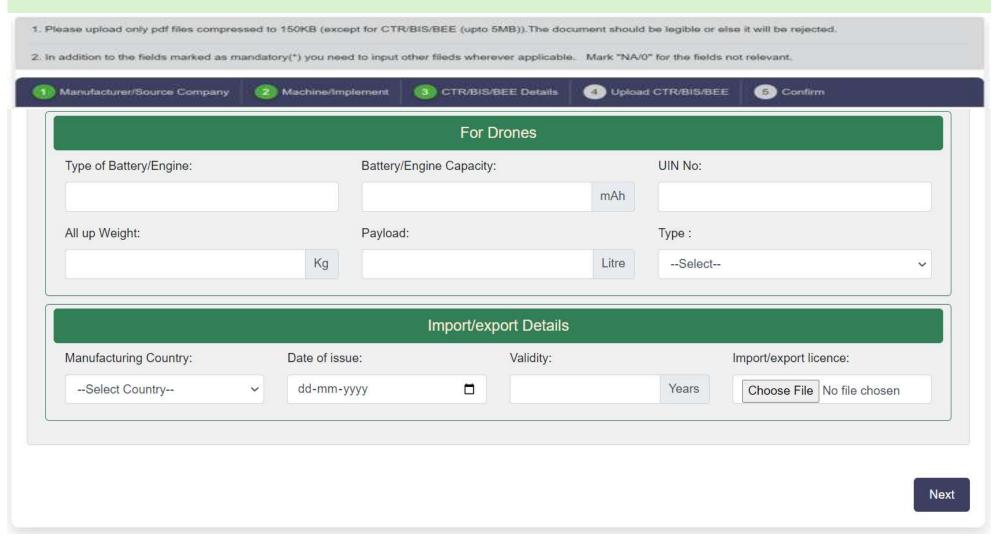


# Manufacturer/Source Company Details (As per CTR/BIS/BEE) Same as Applicant Firm Name: \* Address: \* Name of Manufacturer/Source Company(As per test report) MOU/Agreement with Manf/Source Company: \* Choose File No file chosen Manufacturer/Source Company (As per test report) Implement Manual: Choose File No file chosen

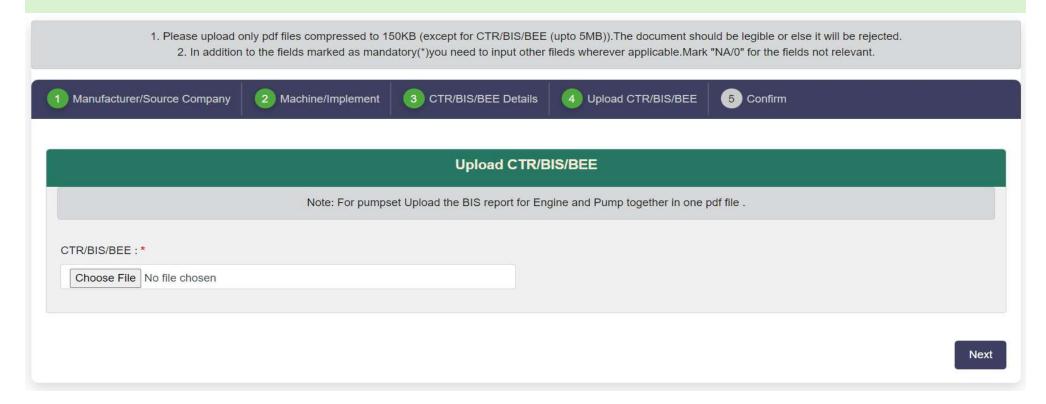
Nex

1. Please upload only pdf files compressed to 150KB (except for CTR/BIS/BEE (upto 5MB)). The document should be legible or else it will be rejected. 2. In addition to the fields marked as mandatory(\*)you need to input other fileds wherever applicable. Mark "NA/0" for the fields not relevant. 3 CTR/BIS/BEE Details Manufacturer/Source Company 2 Machine/Implement 4 Upload CTR/BIS/BEE 5 Confirm **Machine/Implement Details** Implement: \* Make: \* --Select Make----Select Implement--Model: \* Ex-factory Price \* E-Way Bill: Choose File No file chosen Minimum Observed Power of Machine Minimum Rated Power of Machine Type of Power Source: --Select Power Source--HP HP . Minimum PTO Power(Tractor operated machine) Type of body: BIS star rated more than 4? HP \$ --Select type of body----Select--BEE star rated more than 4? Input Capacity/Feed Rate: Suction --Select--Kg/Hr ¢ mm Discharge Delivery Head mm Metre Litre/Sec For combined harvestor For oil mill --Select----Select--**Output Capacity** For implements In Percentage Sprayer/Kisan drone Capacity Flattening % \$ Litre Kg/Hr Working Width/Effective width of Cutter bar Other specifications(if any): mm





## The CTR/BIS/BEE should be compressed up to 5MB



# c) Preview & Confirm

1. Please upload only pdf files compressed to 150KB (except for CTR/BIS/BEE (upto 5MB)). The document should be legible or else it will be rejected. 2. In addition to the fields marked as mandatory(\*)you need to input other fileds wherever applicable.Mark "NA/0" for the fields not relevant. 1 Manufacturer/Source Company 2 Machine/Implement 3 CTR/BIS/BEE Details 4 Upload CTR/BIS/BEE 5 Confirm Manufacturer/Source Company Details (As per test report)/BIS/BEE Name: \* Address: \* HJGVER ewrf MOU/Agreement with Manf/Source Company: Implement Manual: No Files Uploaded No Files Uploaded **Machine/Implement Details** Implement: \* Make: \* Power tiller Souza Sifang Agro Engineering Pvt.Ltd. E-Way Bill: Model: \* Ex-factory Price \* btyb 455 Rs E-Way Bill Type of Power Source: Minimum Observed Power of Machine Minimum Rated Power of Machine HP HP Minimum PTO Power(Tractor operated machine) Type of body: BIS star rated more than 4? HP BEE star rated more than 4? Input Capacity/Feed Rate: Suction Kg/Hr mm Delivery Head Discharge mm Metre Litre/Sec For combined harvestor For oil mill **Output Capacity** In Percentage For implements Sprayer/Kisan drone Capacity Kg/Hr Flattening % Litre Working Width/Effective width of Cutter bar Other specifications(if any): mm

# c)Preview & Confirm (Continued....) Manufacturer need to check the terms & condition before submission.

ame & Address of institution issuing	CTR/BIS/BEE: *				
College of Technology,Gobind Balla	abh Pant University of Ag	riculture and Technology, I	Pantnagar (U.P.)		
Name of manufacturer in CTR/BIS/BEE: *		Address of manufacturer as in CTR/BIS/BEE: *			
tybh			tyt		
ate/month of issue: *	Batch CTR (If any) : No Files Uploaded		CTR/BIS/DGCA:	Validity as per CTR/BIS/BEE/Batch CTR:	
01-08-2024			☐ CTR/BIS/DGCA	01-08-2024	
	GOI	Approval (For Tracto	r/Powertiller/Combine Harv	ester)	
Letter No.:		Date of validity:		Document letter : No Files Uploaded	
		F	or Drones		
Type of Battery/Engine:		Battery/Engine Capacit	y:	UIN No:	
			mAh		
		Payload:		Type :	
All up Weight:	Kg		Litre		
All up Weight:					
All up Weight:		Import	/export Details		
All up Weight:  Manufacturing Country:	Date of issue		/export Details Validity:	Import/export licence :	

Submit

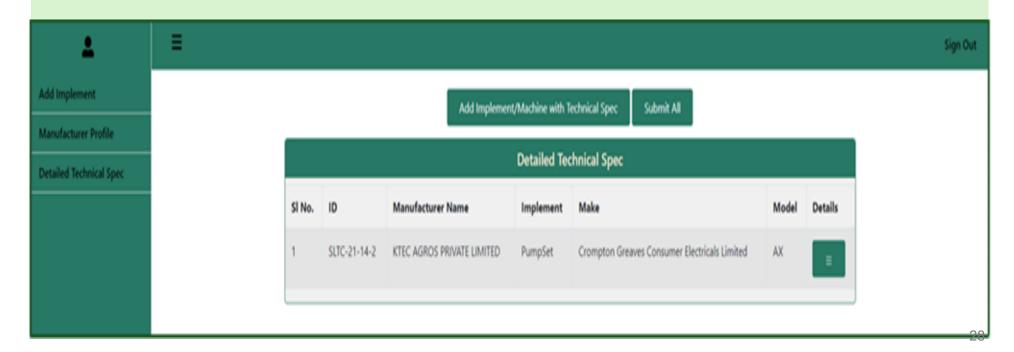
□ I declare that the above information is true as best of my knowledge. If it is found incorrect at any stage then my application shall be rejected.

## d) Manufacturer shall click on the "Submit All'

After clicking the "Add Implement/Machine" button, user can see the previously added implement and can add further implements.

If the manufacturer wants to add more models; shall repeat the same process as above(Point-4 a, b, c)

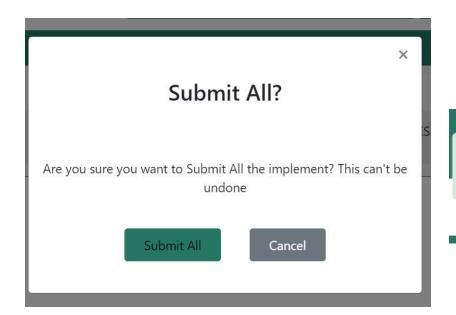
After the manufacturer has added all the implements, manufacturer needs to click on "Submit All" button before last date of submission.



# e) Alert after submission

First manufacturer view a confirm screen where she/he confirms that she/he wants to submit all the implements and this can't be undone.

Then an alert "Application forms to add "n" implements is submitted successfully" will be shown on the screen if the manufacturer has successfully submitted all implements details.



Application forms to add 1 implements is submitted successfully

# Checklist of Documents for SLTC application

A. Manufacturer Profile Registration						
SI No.	Name	Mandatory(M)/Optional(O)	Remarks			
1	PAN CARD of contact person of applicant farm	M				
2	PAN CARD of contact person of ODISHA	M				
3	PAN Card of Applicant Firm	M				
4	GST Registration Certificate	M				
5	Trade Licence	M				
6	Notarized Non-Black list declaration on Rs 10 Stamp Paper	M				
7	Engagement letter to odisha incharge	M				
8	ISO Certificate	0				
9	EPM/DGSD	0				
10	GST clearance(GSTR-3B)	M	Three files of consecutive months/Quarters out of four months/Quarters preceding to profile registration			
11	IT Return	M	Three files of consecutive years out of four years preceding to profile registration			
12	Registration Certificates (MSME/DIC/Any other)	M	Any one or all of the following certificates is required to be uploaded.			
13	Any other document as required in online application					

# Checklist of Documents for SLTC application

# B. For Empanelment of Implement Make & Model

		•				
SI	Name	Mandatory(M)/Optional(O)	Remarks			
No.						
1	MOU/Agreement with Manufacturer/Source Company:	M	Mandatory only if Manufacturer/Source Company is not same as applicant farm			
2	Implement Manual	0				
3	E-Way Bill	0				
4	Batch CTR	0				
5	Document letter	M	Mandatory only for Tractor/Power tiller/Combine Harvester			
6	Import/export licence	0				
7	CTR/BIS/BEE	M				
8	Any Other document as required in online application					

- The approved make and model will be notified at (<a href="https://agrisnetodisha.ori.nic.in">https://agrisnetodisha.ori.nic.in</a> ) and (<a href="https://ofmrdc.Odisha.gov.in">https://ofmrdc.Odisha.gov.in</a> )
- SMS also will be sent for approved/rejected models to the registered mobile number

**Thanks**