



सत्यमेव जयते

FISHERIES AND AQUACULTURE
INFRASTRUCTURE DEVELOPMENT FUND
(FIDF)

**FIDF PORTAL - USER MANUAL FOR
CICEF**

Nodal Implementing Agency
National Fisheries Development Board, Hyderabad



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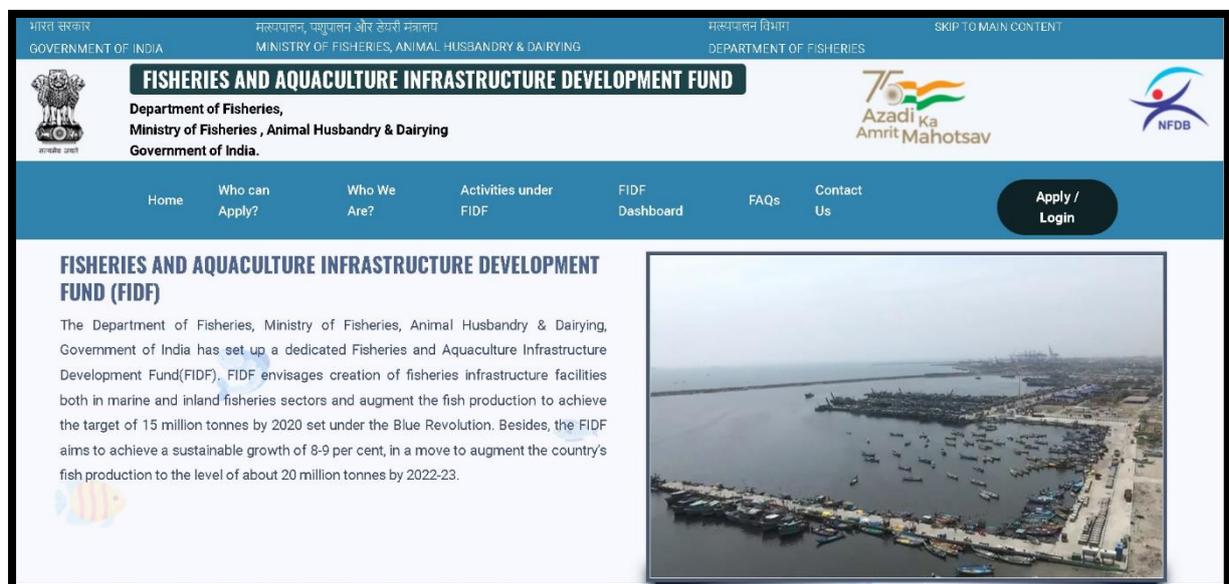
1. HOW TO LOGIN:

User: CICEF, Bangalore.

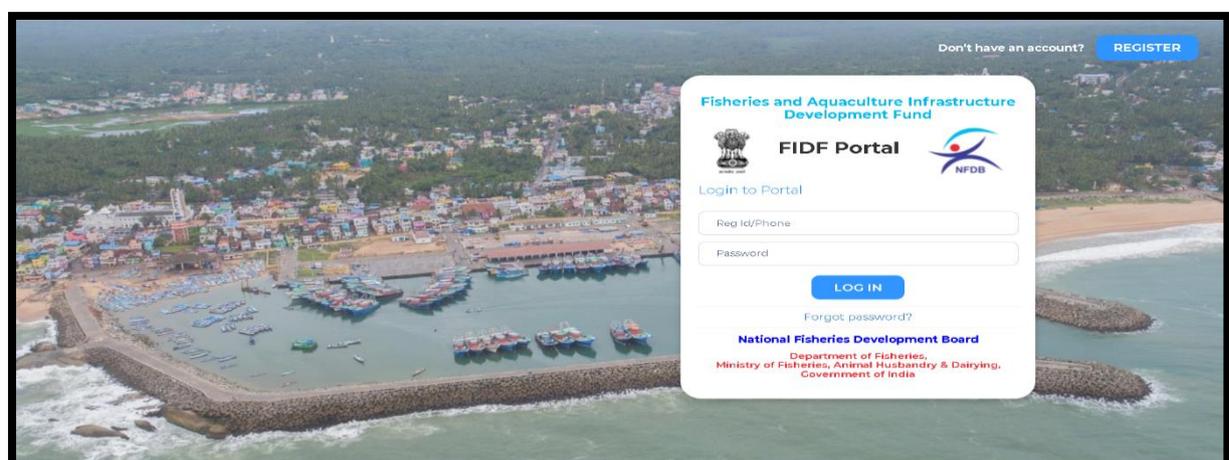
This user manual gives complete guidance for the following activities in CICEF login:

1. View the list of applications forwarded by NFDB
2. Download the application and documents uploaded
3. Upload scrutiny report and forward to NFDB.

Type www.fidf.in in the chrome / IE10/ Mozilla Firefox browser- address bar and click enter. The FIDF portal will open. The landing page of FIDF portal is given below:



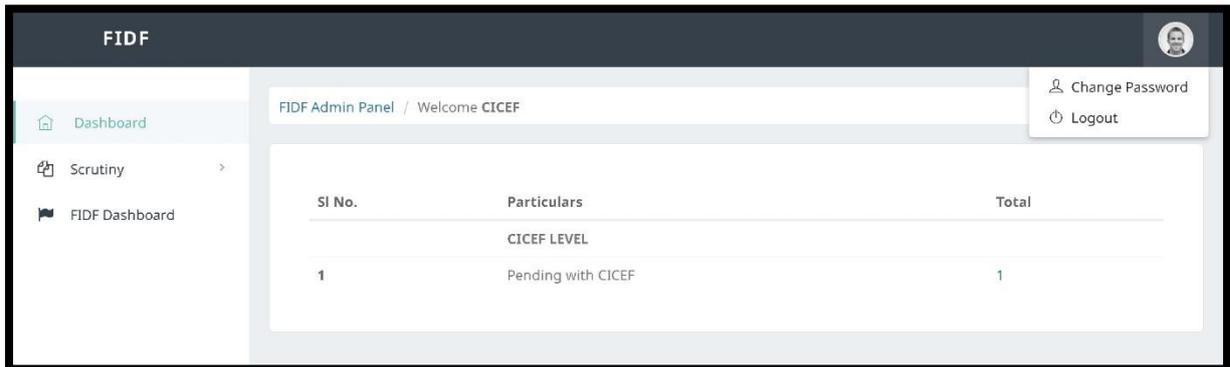
Click on Apply / Login given on the top right corner of the page. On clicking, the login page will be loaded. The same is given below:



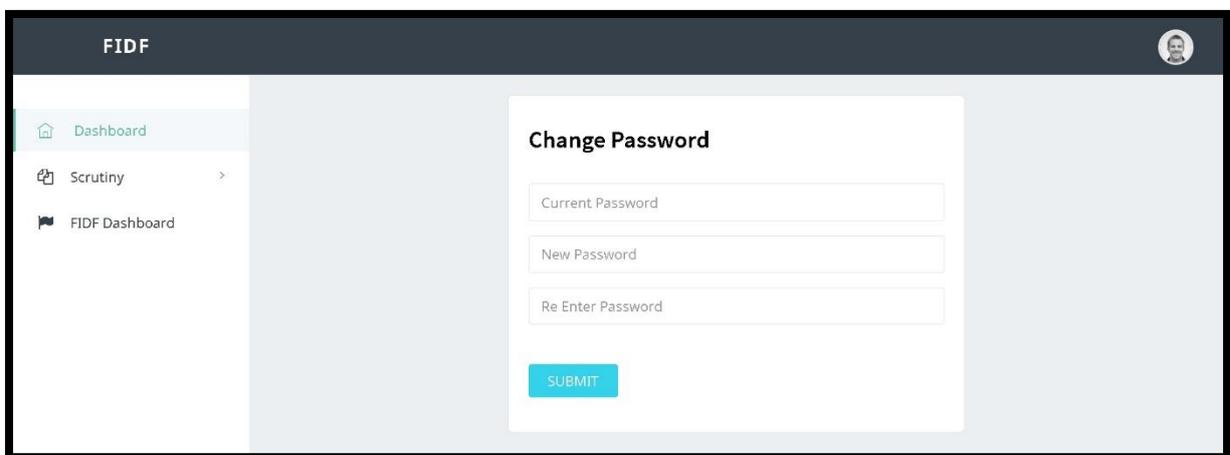
Enter the username and password given to CICEF. And click login. The login page of CICEF will be loaded.

2. CHANGE PASSWORD

After login, it is requested to change the password for CICEF login. Click on the right top corner “Profile Pic”. There is an option to change the password.



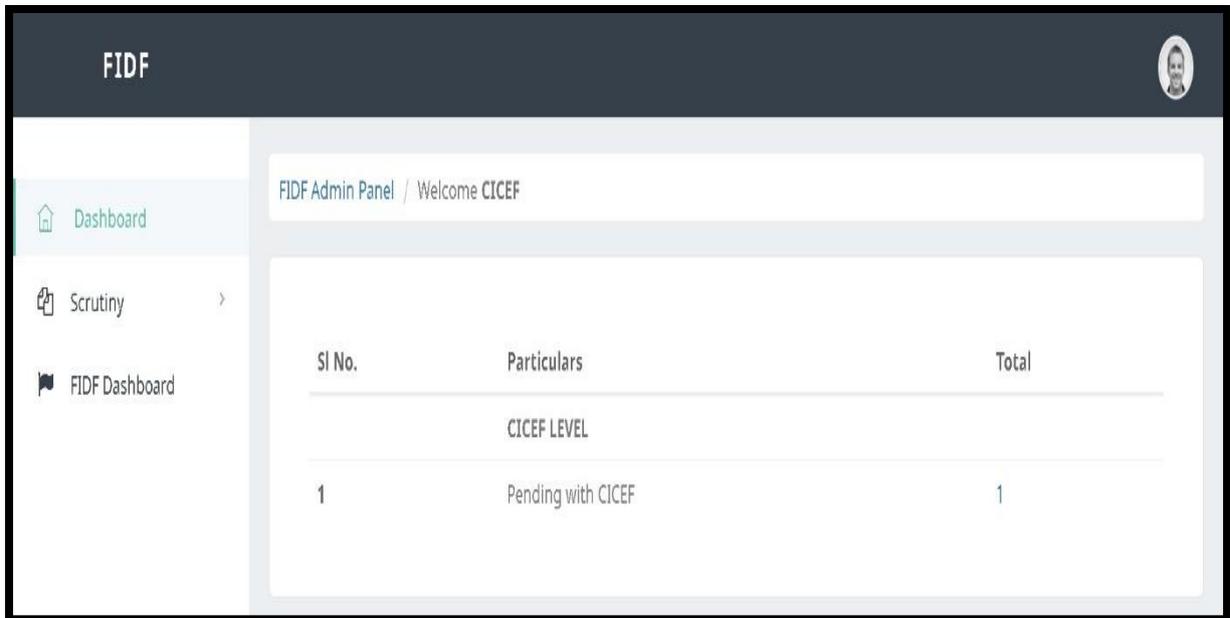
Click on change password. The following screen opens up:



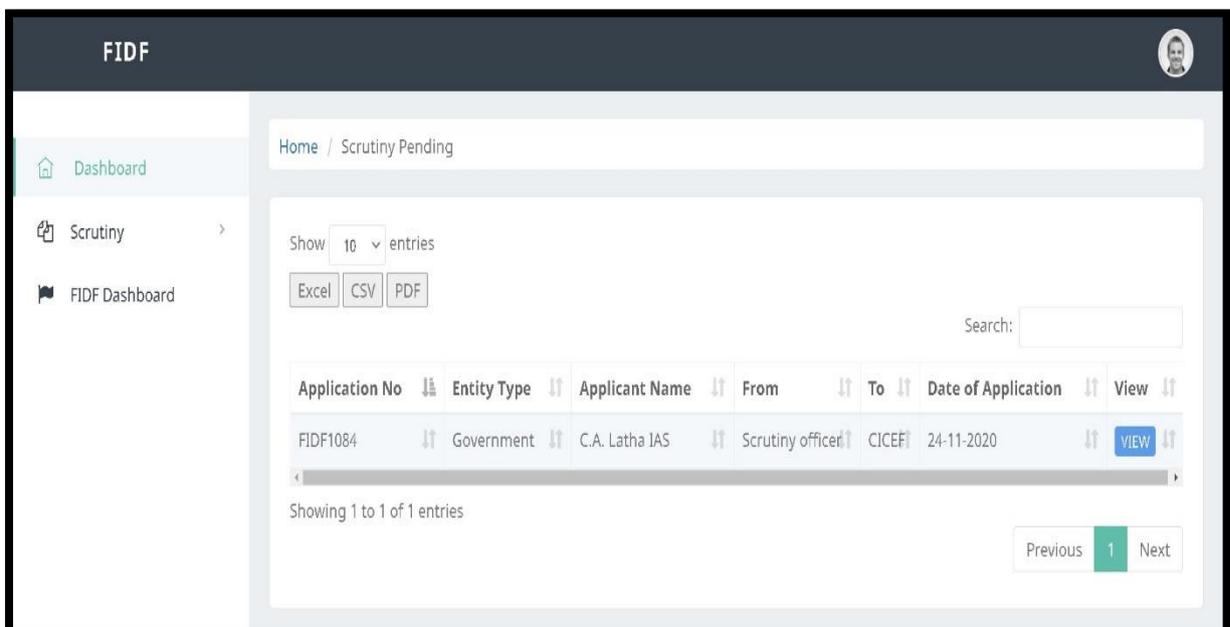
Type in the current password and the new desired password and click submit. The password will be changed and updated.

3. LOGIN DASHBOARD:

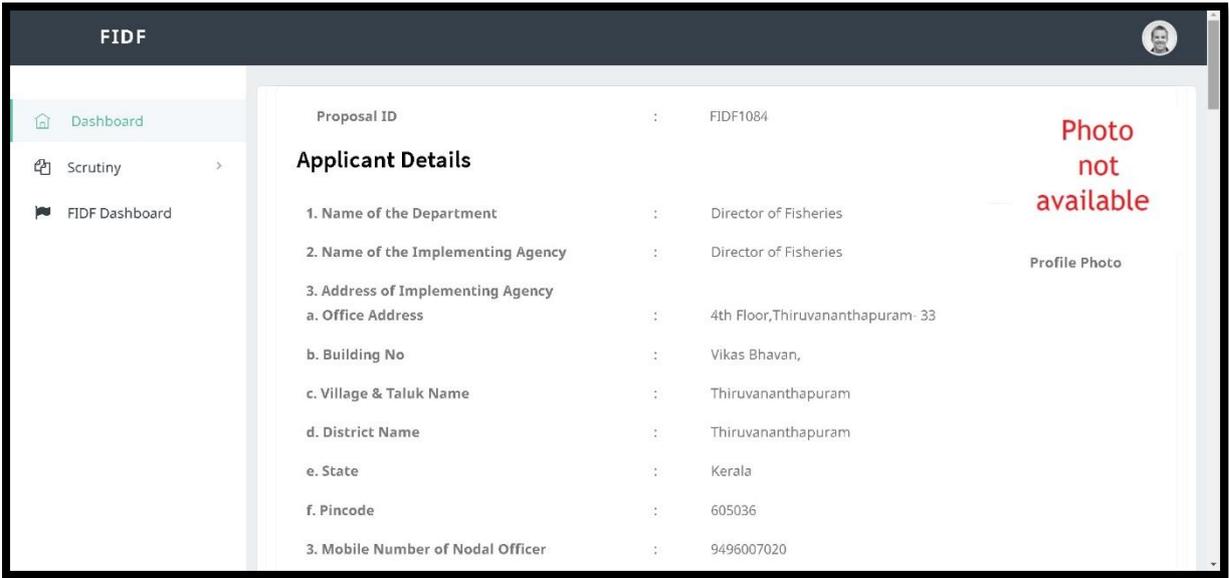
After login into the portal, the landing page is as given below:



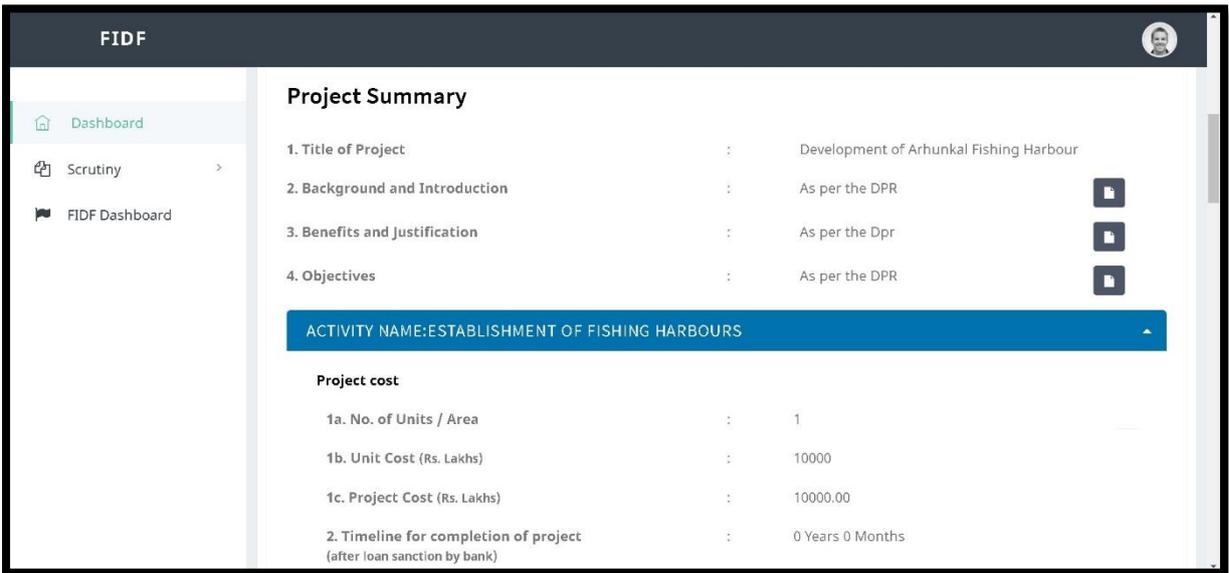
The landing dashboard is showing pending proposals for scrutiny. If clicked on the count, then the list of pending proposals with CICEF can be viewed:



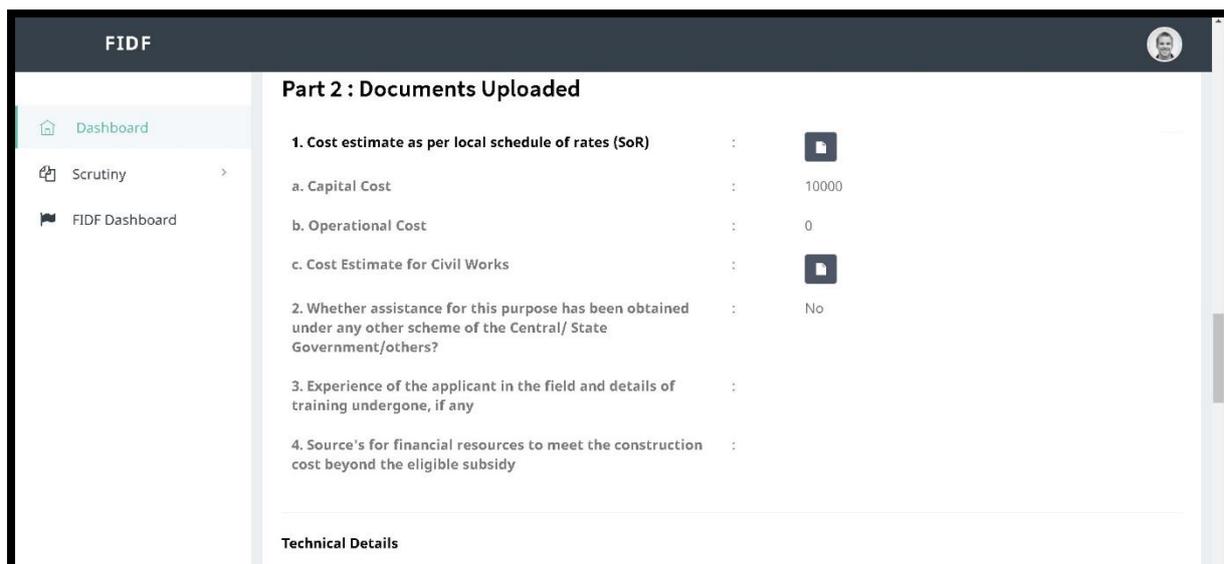
Click "VIEW" to view the details of the proposal. Once clicked, the following window opens up:



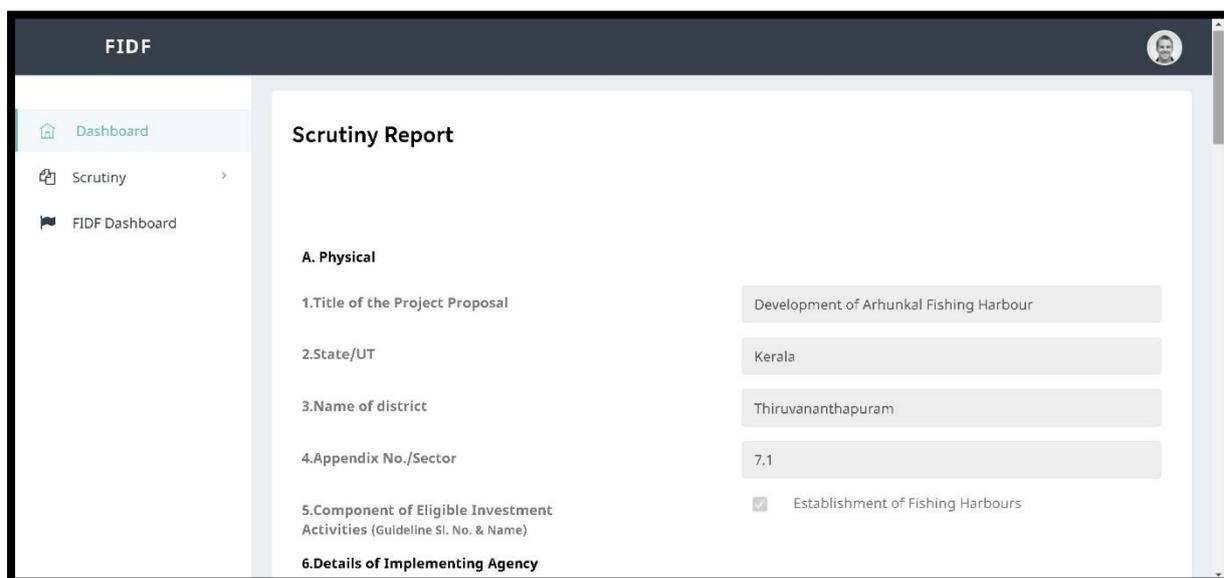
The application contains 3 major sections, “Applicant Summary”, “Project Summary”, “Document Uploaded”, “View Scrutiny Report” etc. The Applicant summary is as given above. The project Summary is as given below:



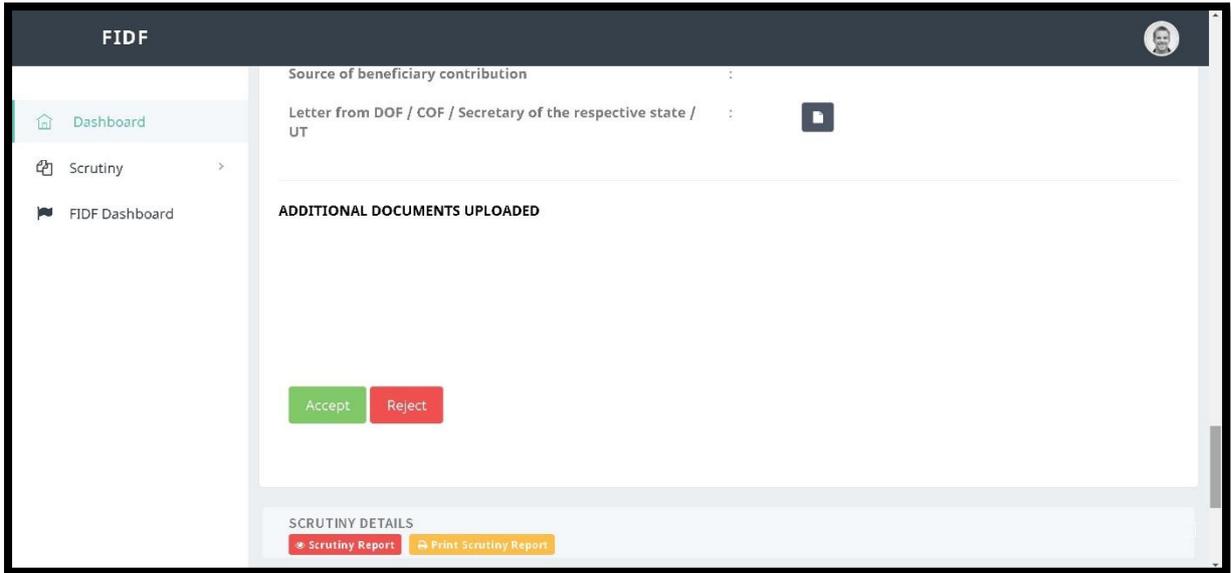
Upon scrolling down, the documents uploaded in support of the proposal is also shown. The documents uploaded can be downloaded:



Click on , the respective document uploaded will open in a new window and can be viewed / saved. Upon scrolling down, the initial scrutiny report of NFDB can be seen.



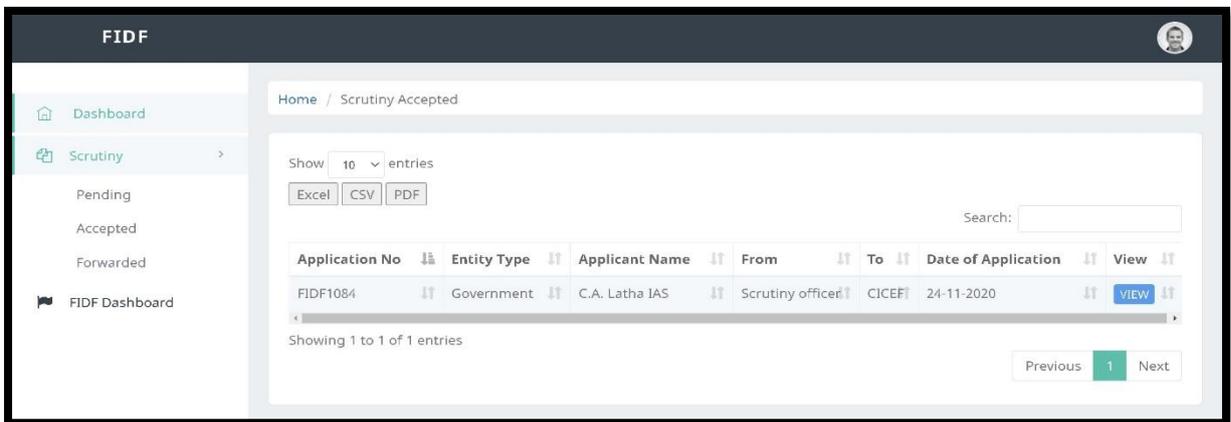
The CICEF after the initial scrutiny shall accept or reject the application. This is as given below:



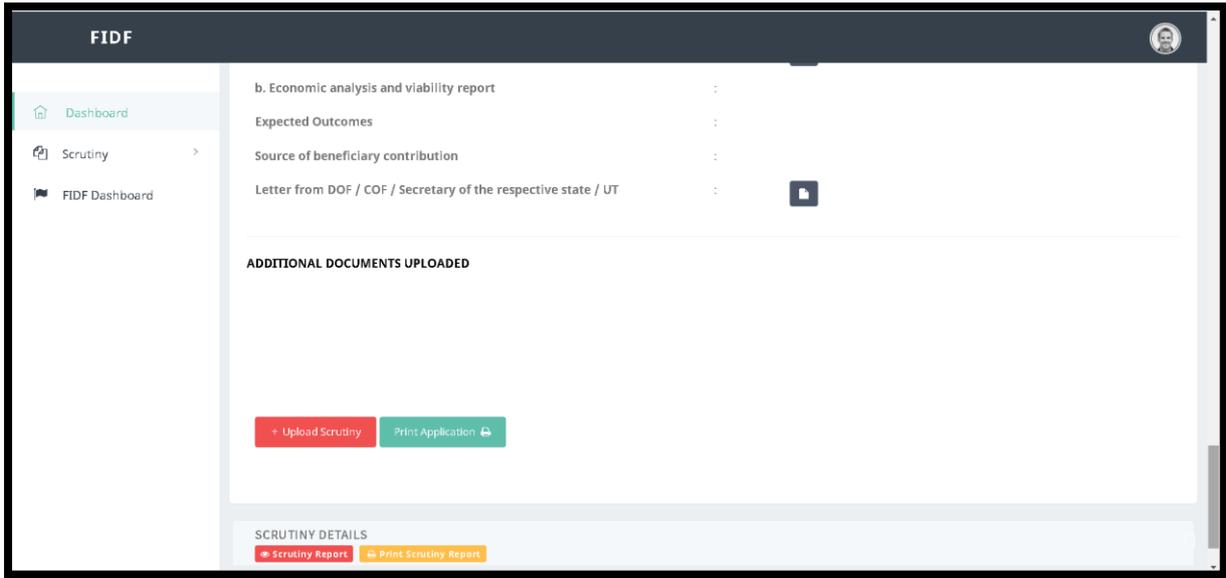
If rejected, the proposal will go and fall into NFDB scrutiny officer login.

4. VIEW ACCEPTED APPLICATIONS:

Once accepted, the proposal will move to scrutiny accepted list in CICEF login. Click on “Accepted” under the scrutiny tab given in the left pane. The following list will be shown:



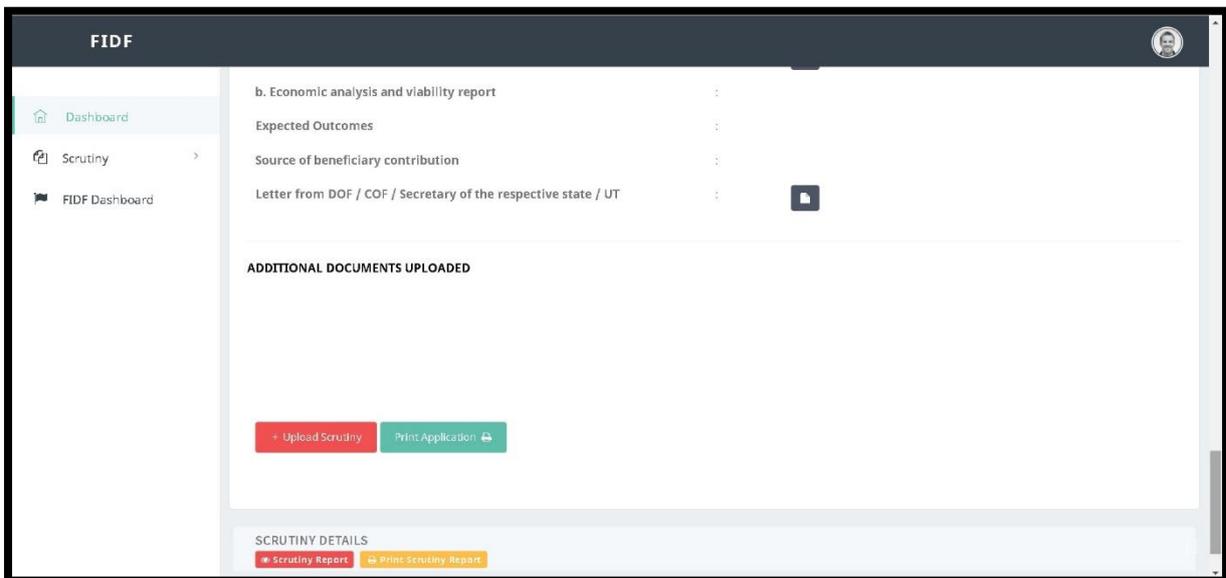
Click on [VIEW](#) to view the accepted proposal. This is the provision to process the application. Upon clicking view, CICEF can view the entire application. And upon scrolling down, the following options – “Upload Scrutiny” and “Print Application” are enabled.



5. UPLOAD CICEF SCRUTINY:

CICEF can go through the details and documents and prepare the scrutiny report. There is no online provision to generate scrutiny report online. CICEF can upload the scrutiny report attached to the letter to NFDB. It may be noted that the uploaded document can be the final scrutiny report or a request letter to NFDB to obtain additional information from the applicant.

Click on Upload scrutiny as given below:



Once upload scrutiny is clicked, the following window opens:

The screenshot shows a web form with two main sections: 'File' and 'Remarks'. The 'File' section contains a 'Choose File' button and the text 'No file chosen'. The 'Remarks' section is a large empty text area. At the bottom right of the form is a green 'Submit' button.

CICEF can attach the scanned copy of the scrutiny report / request letters to NFDB and can add remarks on the same. Click submit. Once clicked, the proposal will move from CICEF login to NFDB scrutiny officer login.

6. VIEW FORWARDED PROPOSALS:

Click on “Scrutiny” given in the left pane and click on “Forwarded”. The forwarded list of proposals from CICEF login to NFDB is listed here.

The screenshot shows the FIDF - CICEF dashboard. The left sidebar contains 'Dashboard', 'Scrutiny', and 'FIDF Dashboard'. The main content area is titled 'Home / Scrutiny Forwarded List'. It features a search bar, a 'Show 10 entries' dropdown, and buttons for 'Excel', 'CSV', and 'PDF'. Below this is a table with the following data:

Application No	Entity Type	Applicant Name	From	To	Date of Application	View
FIDF1022	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
FIDF1024	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
FIDF1026	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
FIDF1027	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
FIDF1028	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
FIDF1030	Government	Commissioner of Fisheries cum Fishermen Welfare	CICEF	Scrutiny officer	12-06-2020	VIEW
FIDF1046	Government	Department of Fisheries	CICEF	Scrutiny officer	17-01-2020	VIEW
FIDF1047	Government	Department of Fisheries	CICEF	Scrutiny officer	17-01-2020	VIEW
FIDF1048	Government	Department of Fisheries	CICEF	Scrutiny officer	17-01-2020	VIEW

Click on **VIEW** button to further view the application. Scroll to the bottom to see the CICEF scrutiny reports / letters etc (Pl. see the screenshot below)

The screenshot displays the 'FIDF - CICEF' application interface. On the left is a navigation menu with 'Dashboard', 'Scrutiny', and 'FIDF Dashboard'. The main content area features a table of activities, a 'SCRUTINY DETAILS' section with 'Scrutiny Report' and 'Print Scrutiny Report' buttons, and a 'CICEF SCRUTINY' table.

Activity Name	Document Type	File Tag	Document
Establishment of Fish Landing Centers	Model Study Report	Studies	

SCRUTINY DETAILS
[Scrutiny Report](#) [Print Scrutiny Report](#)

CICEF SCRUTINY

NFDB Notes	File	Sent on	CICEF Notes	Replied on	View document
		12-08-2021	Submitted: As per the evaluation of the submitted proposal, the proposal is found to be technically feasible and financially viable. Accordingly, TEFR of the proposal has been prepared and enclosed for your kind information and necessary action.	12-08-2021	
		12-08-2021	Submitted: As per the evaluation of the submitted proposal, the proposal is found to be technically feasible and financially viable. Accordingly, TEFR of the proposal has been prepared and enclosed for your kind information and necessary action.	12-08-2021	