

FISHERIES AND AQUACULTURE INFRASTRUCTURE DEVELOPMENT FUND

(FIDF)

FIDF PORTAL - USER MANUAL FOR DEPARTMENT OF FISHERIES

MINISTRY OF FISHERIES ANIMAL HUSBANDRY AND DAIRYING GOVERNMENT OF INDIA

Nodal Implementing Agency National Fisheries Development Board, Hyderabad



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1. HOW TO LOGIN:

User: Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying

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

- 1. Scheduling of Central Approval & Monitoring Committee (CAMC) Meeting
- 2. Upload of Minutes of CAMC
- 3. Upload of Approval of CAMC
- 4. Upload of Interest Subvention releases by GoI

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:

Don't have an	account? REGISTER
Fisheries and Aquaculture Infrastructure Development Fund	
Login to Portal	
Reg ld/Phone Password	
LOG IN Forgot password?	
National Fisheries Development Board Department of Fisheries, Ministry of Fisheries, Animal Husbandry & Dairying, Covernment of India	

Enter the username and password given to DOF. And click login. The login page of DOF will be loaded. This is given below:

FID	DF - DOF				₽					
谊	Dashboard FIDF Admin Panel / Welcome DOF									
	Scheduled Meeting Upload Minutes	SI No.	Particulars	Total						
		1	CAMC LEVEL Application pending with CAMC	13	_					
	Interest Subvention	2	Application rejected	1	_					
* *	FIDF Project Report FIDF Dashboard	3	CAMC recommended Application approved	52 52	-					
	_									

The above in the login page of DOF. The page shows the dashboard for the DoF.

2. CHANGE PASSWORD

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

FIDF - DOF			ц.
î Dashboard	FIDF Admin Panel / Welco	vme DO F	요 Change Password ① Logout
Scheduled Meeting	Si No.	Particulars CAMC LEVEL	Total
Upload Approval	1	Application pending with CAMC	17
Interest Subvention	2	Application rejected	1
🛃 FIDF Project Report	3	CAMC recommended	52
FIDF Dashboard	4	Application approved	52

Click on change password. The following screen opens up:

IDF - DOF		Į
🙆 Dashboard		
Scheduled Meeting	Change Password	
Upload Minutes	Current Password	
Upload Approval	New Password	
Interest Subvention	Re Enter Password	
 FIDF Project Report FIDF Dashboard 	SUBMIT	

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

3. DOF DASHBOARD:

This will show the break-up of applications at CAMC level. Each of the count in the dashboard is hyperlinked. Once clicked, the list of applications for the corresponding count will open.

On clicking on the count of application pending with CAMC, the following will open:

FIDF - DOF							P				
命 Dashboard	Home / Pending at C	AMC					_				
Scheduled Meeting	Upload Minutes Excel CSV PDF Search:										
 Upload Approval Interest Subvention 	SNo No	on 11 II Title of Project	Entity 👫 Type	Name of Iî Firm	↓î State	Date of Application	Jî View				
 FIDF Project Report FIDF Dashboard 	1 J1 FIDF1083	Establishment of State of art of Fisheries Training Centres, Gagret Dist. Una	Government	Director-cum- 1 Warden of Fisheries	Himachal Pradesh	01-09-2020	VIEW				
	2 FIDF1022	Construction of Fish Landing Centre at Mandapam (North) in Ramanathapuram District.	Government	Commissioner of Fisheries cum Fishermen Welfare	Tamil Nadu	12-06-2020	VIEW				
	3 FIDF1026	Development of Fish Landing Centre at	Government	Commissioner of Fisheries cum	Tamil Nadu	12-06-2020	VIEW				

This list shows the application pending for CAMC Meeting. The list is downloadable in MS Excel, CSV and PDF formats. There is view option given for each of the application. On clicking the view application, the application can be viewed, with all attachments submitted, scrutiny report of NFDB / CICEF etc.

On clicking view for a particular application, the following will open:

			ß
Proposal ID	:	FIDF1083	Photo
1. Name of the Department	:	Director-cum-Warden of Fisheries	available
 Name of the Implementing Agency Address of Implementing Agency Office Address 	:	Director-cum-Warden of Fisheries Matasaya Bhawan,	Profile Photo
b. Building No c. Village & Taluk Name	:	Changer Sector Directorate of Fisheries Bilaspur	
d. District Name	:	Bilaspur Himachal Pradesh	
f. Pincode 3. Mobile Number of Nodal Officer	:	174001	
	Applicant Details 1. Name of the Department 2. Name of the Implementing Agency 3. Address of Implementing Agency a. Office Address b. Building No c. Village & Taluk Name d. District Name e. State f. Pincode	Applicant Details1. Name of the Department:2. Name of the Implementing Agency:3. Address of Implementing Agency:a. Office Address:b. Building No:c. Village & Taluk Name:d. District Name:e. State:f. Pincode:	Applicant Details1. Name of the Department:Director-cum-Warden of Fisheries2. Name of the Implementing Agency:Director-cum-Warden of Fisheries3. Address of Implementing Agency:Director-cum-Warden of Fisheries3. Address of Implementing Agency:Matasaya Bhawan,b. Building No:Changer Sector Directorate of Fisheriesc. Village & Taluk Name:Bilaspurd. District Name:Bilaspure. State:Himachal Pradeshf. Pincode:174001

The application details will open. This includes, applicant details (screenshot given above), activity wise details in the proposal, documents attached, scrutiny report etc.

FIDF - DOF				₽ Î
<u>命</u> Dashboard	ACTIVITY NAME: ESTABLISHMENT OF STATE OF ART O	FFISHE	RIES TRAINING CENTRES	•
Scheduled Meeting	Project cost			
	1a. No. of Units / Area	:	1	
Upload Minutes	1b. Unit Cost (Rs. Lakhs)	:	517	
📰 Upload Approval	1c. Project Cost (Rs. Lakhs)	:	517.00	
Interest Subvention	 Timeline for completion of project (after loan sanction by bank) 	:	1 Years 6 Months	
🛃 FIDF Project Report	3. Name of Species (optional)	:		
FIDF Dashboard	Project Location			
	4a. Details of Location	:	Site	
	4b. where Project Activities are proposed to be taken up	9 9	Una,	
	4c. Revenue Village	;	Una	

Documents Uploaded:

FID	F - DOF				₽ Î
		Part 2 : Documents Uploaded			
ඛ	Dashboard	1. Cost estimate as per local schedule of rates (SoR)	:		
	Scheduled Meeting	a. Capital Cost	:	517	
	Upload Minutes	b. Operational Cost		0	
	Upload Approval	c. Cost Estimate for Civil Works	:		
■ <u>+</u>	Interest Subvention FIDF Project Report	2. Whether assistance for this purpose has been obtained under any other scheme of the Central/ State Government/others?	:	No	
×	FIDF Dashboard	3. Experience of the applicant in the field and details of training undergone, if any	:		
		4. Source's for financial resources to meet the construction cost beyond the eligible subsidy	:		
		Technical Details			×

Scrutiny report by NFDB / CICEF:

FIDF - DOF						ţ.
	ADDITION	AL DOC	UMENT	S UPLOADED		
🔂 Dashboard						
Scheduled Meeting	Activity	Name		Document Type	File Tag	Document
Upload Minutes	Establish	iment o	of Fish La	Inding Centers Model Study Report	Studies	•
🗐 opidad Minutes						
Upload Approval	Print Applie	cation 🧯	₽			
Interest Subvention	SCRUTIN	VDETAL				
🛃 FIDF Project Report	© Scrutin			nt Scrutiny Report		
FIDF Dashboard	CICEF S	CRUTII	NY			•
	NFDB Notes	File	Sent on	CICEF Notes	Replie	d View document
			12-08- 2021	Submitted: As per the evaluation of the submitted proposal, the pr is found to be technically feasible and financially viable. Accorr TEFR of the proposal has been prepared and enclosed for you	dingly, 2021	•

4. HOW TO SCHEDULE CAMC MEETING:

Click on the "Schedule Meeting" given on the left pane. On clicking the following page will open:

FIDF									6			
	Home / Sch	hedule CAMC Meeting List										
Dashboard												
Scheduled Meeting	Show 10	Show 10 entries Excel CSV PDF Search: Search:										
Upload Minutes	Excel											
Upload Approval	SNo ↓	CAMC Meeting Number	J↑	Date Of Meeting	Time of Meeting $\qquad \downarrow \uparrow \qquad$	Meeting Status	↓↑	Created On	Action 🔄			
Interest Subvention	1 ↓†	1 CAMC Meeting	1¢	22-02-2019	11:30	Completed	↓ ↑	12-08-20ŽÎ	Completed			
FIDF Project Report	2	2 CAMC Meeting		12-07-2019	11:30	Completed		12-08-2021	Completed			
FIDF Dashboard	3	3 CAMC Meeting		04-10-2019	15:00	Completed		12-08-2021	Completed			
	4	4 CAMC Meeting		22-01-2020	15:00	Completed		12-08-2021	Completed			
	5	5 CAMC Meeting		25-02-2020	15:00	Completed		12-08-2021	Completed			
	6	6 CAMC Meeting		09-06-2020	14:30	Completed		12-08-2021	Completed			
	7	7 CAMC Meeting		01-09-2020	15:00	Completed		12-08-2021	Completed			
	8	8 CAMC Meeting		10-12-2020	14:00	Completed		12-08-2021	Completed			
	9	9 CAMC Meeting		28-01-2021	14:30	Completed		12-08-2021	Completed			

This page will show the list of 10 CAMC meetings already completed under FIDF scheme. For scheduling 11th CAMC meeting, click "Schedule CAMC Meeting" button given at the top right corner of this page. Once "Schedule CAMC Meeting" button is clicked, the following page will open:

	FIDF									
â	Dashboard	Home / S	chedule CAMC							
1	Scheduled Meeting	1. CAMC	Meeting		12 CAMC Meeting					
	Upload Minutes	2. Date o	f CAMC							
101	Upload Approval	3. Time o	of CAMC							
	Interest Subvention	Show 1	0 ∨ entries							
Ŧ	FIDF Project Report		CSV PDF							
-	FIDF Dashboard						Search:			
		SI No	L1 Application No	LT Application Name	IT Title of Project	Date of Application	lî Date sent to DOF		Select Application	11
		1 ↓≞	FIDF1083	Satpal Mehta 🥼	Establishment of State of art of Fisheries Training Centres, Gagret Dist. Upa	01-09-2020	U1 01-09 2020			ļţ

The CAMC meeting number will be automatically updated in this page. The future date of CAMC and the time of CAMC can be selected. The list of applications pending to be taken up for CAMC will be listed out.

DOF can select the applications listed for the CAMC and click "SUBMIT"

The CAMC meeting is scheduled and can be seen at the bottom of the list.

FIDF											9
企 Dashboard	Home / S	ichedule CAMC Meetir	ig Li	st							
Scheduled Meeting	Show	10 v entries							Sche	edule CAMC Me	eting
Upload Minutes		CSV PDF									
Upload Approval									Search:		
Interest Subvention	SNo	CAMC Meeting Number	11	Date Of 11 Meeting	Time of Meeting	11	Meeting Status	11	Created 🗍 On	Action	11
🛃 🛛 FIDF Project Report	11 💵	11 CAMC Meeting	11	15-09-20ŽÎ		15:00	Completed	11	13-09-2021	Completed	11
FIDF Dashboard	12	12 CAMC Meeting		13-10-2021		17:45	Pending		04-10-2021	Mark Complet Reschedule M	
	 Showing 	11 to 12 of 12 entries							Previo	us 1 2	Next

Here the 12th CAMC Meeting is scheduled. The meeting status is shown as pending. Once we click "Mark Completed", then the system will treat this as completed. There is also option for rescheduling the meeting. If the same is clicked, the previous page will appear, wherein the date and time, any additional applications can be added to the meeting. Once the CAMC meeting is marked as completed, then DOF can upload the meeting minutes.

5. HOW TO UPLOAD CAMC MEETING MINUTES:

Once upload minutes is clicked, the applications in the CAMC meeting, which got completed will be shown as a list. The same is shown below:

FIDF								9
庙 Dashboard	Home /	Upload Minutes Lis	t					
Scheduled Meeting	Show	10 v entries						
🗐 Upload Minutes	Excel	CSV PDF				Sear	ch:	
Upload Approval	14	J1	ţ1	11	11	Date 🕸	ļ†	ţţ.
Interest Subvention	SI No	Application No	Application Name	Title of Project	Date of Application	sent to DOF	CAMC Meeting Number	Action
 FIDF Project Report FIDF Dashboard 	1 ↓1	FIDF1083	Satpal Mehta 🎝	Establishment of State of art of Fisheries Training Centres, Gagret Dist. Una	01-09-2020	01-09- J1 2020	12 CAMC 11 Meeting	Update
	2	FJDF1022	J. Jayakanthan, I.A.S.,	Construction of Fish Landing Centre at Mandapam (North) in Ramanathapuram District.	12-06-2020	12-06- 2020	12 CAMC Meeting	Update
	3	FIDF1026	J. Jayakanthan,	Development of Fish	12-06-2020	12-06-	12 CAMC	Update

DoF can update the approved meeting minutes by clicking "Update" button against each of the application. Once "UPDATE" button is clicked:

FIDF			
🔂 Dashboard	Upload Minutes		
🖬 Scheduled Meeting	Update Status *	select	~
Upload Minutes			
Upload Approval	Date of CAMC Meeting		
Interest Subvention	Remarks		
🛃 FIDF Project Report			
FIDF Dashboard	Upload Minutes	Choose File No file chosen	
		(Upload Pdf)	
	Submit		- 1

DOF shall update status, i.e. "Recommended" / "Raise Query" / "Rejected". Also the date of CAMC shall be entered, remarks if any and then select the PDF (scanned copy of minutes) to be uploaded. Then click "SUBMIT".

If DOF recommends the application, then DOF has to enter the "Amount approved for interest subvention" which will be popped out on selection. The screen is as given below:

FIDF			0
ሰ Dashboard	Upload Minutes		
Scheduled Meeting	Update Status *	Recommended	~
 Upload Approval Interest Subvention 	Amount approved for Interest Subvention Date of CAMC Meeting		
FIDF Project Report	Remarks		
FIDF Dashboard	Upload Minutes	Choose File No file chosen	10
	_	(Upload Pdf)	
	Submit		

The uploaded minutes copy will be reflected in the respective applicant login, FIDF Cell login. The same can be repeated for all the applications in the CAMC meeting scheduled.

6. HOW TO UPLOAD CAMC APPROVAL

The applications which have been updated with "Recommended" in the upload minutes' screen will be displayed here for uploading the approval of CAMC. On clicking Upload approval, the following screen will be displayed:

FIDF													
🔓 Dashboard	Home / Uploa	d Approval Lis	t										
Scheduled Meeting	Show 10 ~	Show 10 v entries											
Upload Minutes	Excel CSV	PDF				Sear	:h:						
Upload Approval	14	11	ļţ	ţ,	11	Date 🕼		1 1					
Interest Subvention		plication	Application Name	Title of Project	Date of Application	sent to DOF	CAMC Meeting Number	Action					
 FIDF Project Report FIDF Dashboard 	1 Jî FID	F1083 Jî	Satpal Mehta 🌵	Establishment of State of art of Fisheries Training Centres, Gagret Dist. Una	01-09-2020	01-09- Jî 2020	12 CAMC Meeting	Î Update					
	Showing 1 to	1 of 1 entries					Previous	1 Next					

The list of applications recommended by CAMC will be displayed here. Click on "UPDATE" button to upload CAMC Approval document (PDF). Once clicked on "UPDATE", the following screen will open up:

FIDF	
🔂 Dashboard	Upload Approval
Scheduled Meeting	Upload Approval
📃 Upload Minutes	Choose File No file chosen
📑 Upload Approval	(Upload Pdf)
Interest Subvention	Submit
🛃 🛛 FIDF Project Report	
FIDF Dashboard	

Choose the CAMC Approval document and click "SUBMIT". The approval document gets uploaded. This will be reflected in Applicant, NFDB – FIDF Cell and NABARD / NCDC logins for download & further processing.

7. ENTER INTEREST SUBVENTION RELEASES BY GoI

In DOF login, provision is given to capture the release of interest subvention amount to the Nodal Loaning Entities, i.e. NABARD & NCDC. Click on "Interest Subvention" to enter the details of the interest subvention release during a financial year. Once clicked, the following screen opens:

FIDF									۲
🔓 Dashboard	Home / Interest Subvention								
Scheduled Meeting	Show 10 v entries Excel CSV PDF						Sear	Add Interest	Subvention
Upload ApprovalInterest Subvention	SI 🎼 Financial Year 🎚 No (FY)	J† NLE	Amount for FIDF Interest Subvention (Rs)	11	J↑ Doc	Date of Release	11	Quarter 👫 No	1 Action
🛃 FIDF Project Report	1 1 2021-2022 1	NABARD	1000	11	D U1	14-09-2021	11	2 Jî	Edit Jî
FIDF Dashboard	Showing 1 to 1 of 1 entries							Previous	1 Next

Click on "Add Interest Subvention" button given at the top right corner. Upon clicking, the following screen opens:

	FIDF			۲
â	Dashboard	Interest Subvention		
	Scheduled Meeting	Select Financial Year (FY)	select	~
	Upload Minutes	Select NLE	select	~
	Upload Approval	Amount for FIDF Interest Subvention (Rs):		
	Interest Subvention	Date of Release		
<u>+</u>	FIDF Project Report			
-	FIDF Dashboard	Quarter No	select	~
		Upload	Choose File No file chosen	
			(Upload Pdf)	
		Submit		

In the above screen, the financial year of release, type of Nodal Loaning Entity (NLE), amount released (Rs) in lakhs, Date of release by GoI have to be selected and the order issued for the release has to be uploaded. Then click submit, the interest subvention released will get appended.

The interest subvention released will be used to generate MIS reports at DoF level.

8. VIEW FIDF DASHBOARD:

Upon clicking dashboard, the FIDF Dashboard will open in a new tab. The FIDF dashboard is updated on real time basis. For all the reports under the dashboard, there are drill down reports provided.



Upon clicking the "Top 10 States/UTs (Proposals Received)", then the following drill down report opens:

IRत सरकार DVERNMENT OF	FISHE Departme Ministry o	MINIS	ACULTURE I	डेयरी मंत्रालय ES. ANIMAL HUSBAND NFRASTRUCTU		INT FUND	Tox Azadi ka Amrit Mahotsav			
te cred					STATE/UT WISE -	STATUS OF PROPO	SALS		,	
		Propo	sals Received			CAMC Approv		NLE Sa	inctioned	
	S.No fl	Name of the State / UT	Proposals Received	Total Project Cost fl (Rain Cra) f	Proposals Approved	Approved Project Cost (Rs in Crs)	Amount Eligible for Interest Subvention (Re in Cra)	Sanctioned Proposals	Sanctioned Project Cost (Rs in Cra)	
	1	Tamil Nadu		41 1434.01	16	857.86	722.83	15	700.78	
	2	West Bengal		36 196.23	9	24.78	14.16	0	0	
	3	Maharashtra		16 148.54	4	2.71	1.04	0	0	
	4	Haryana		9 70.12	1	1.17	0.64	0	0	
	5	Andhra Pradesh		9 1338.21	7	1309.80	612.46	0	0	
	6	Jammu & Kashmir		7 799.55	1	73.58	55.48	o	0	
	7	autout		4 4755.00	F	4754.05	750.00	0	0	

Again, if any name of the State is clicked, drill down report of that corresponding state will open. Pls see below for the State of "Odisha"

भारत सरकार GOVERNMENT	of India		त्स्यपालन, पशुपालन ओ INISTRY OF FISHEF		5BANDRY & DAIRYI	ING		त्स्यपालन विभाग EPAR⊤MENT OF FI	SHERIES				
	FISHERIES AND AQUACULTURE INFRASTRUCTURE DEVELOPMENT Department of Fisheries. Ministry of Fisheries. Animal Husbandry & Dairying Gevernment of India. ODISHA: STATUS OF P							Azadi _{Ka} Amrit Mahotsav					
	SI No †↓	Applicant No	Name of the Activity	Type of Applicant	Name of the Project	Total Project Cost (Rs in Crs)	Proposal Receipt date	Status of Proposal	Project cost Recommended (Rsin Crs)	Amount eligible for interest subvention (RsinCrs)	Amount sanctioned by NLEs (Rs in Crs)		
	1	FIDF1105	Establishment of Fish Landing Centers	Government	Establishment of Fish Landing Centre at Sorana in Khordha District	9.30	05-08- 2020	NFDB Approved	9.30	0	D		
	2	FIDF1106	Establishment of Fish Landing Centers	Government	Establishment of Fish Landing Centre at Kalupadaghat in Khordha	7.56	05-08- 2020	NFDB Approved	7.56	0	0		