

Karmasathi Prakalpa Application

Guideline : Karma Sathi Prakalpa Application Guideline

KARMASATHI GUIDELINES FOR APPLICANT

The intended entrepreneur shall apply in the prescribed Application Form for assistance under the scheme either on-line through the Karma Sathi Prakalpa Portal or through physical application.

For On line Application through this Portal :

All information in online Application to be made in English

Before submission of application applicant is advised to keep ready documents to be uploaded as attachments:

PDF file of file size maximum 2 MB, Page size A4

1. Age Proof document
2. Residential Proof Document
3. Educational Qualification - School, College
4. Project Report – (You may see the Model projects to prepare your project)
5. Caste certificate(if applicable)
6. Employment Bank registration(if applicable)

Image file

Photo - Dimensions is 140 x 60 pixels (preferred), Size of file should be between 10 KB to 50 KB

Signature - Dimensions is 200 x 230 pixels (preferred) Size of file should be between 20 KB to 50 KB

Mobile for registration and OTP to be sent for registration. So mobile should be kept on and must not be in DNB mode. Registration is a must for application.

Submission of Address :

a) To submit form in online, applicants need to register online as a New User and Login with valid credentials.

b) Thereafter, fill-up the necessary information as mentioned in the online application

Manual Application Form :

i. The Application Form may be obtained free of cost the following offices:

a) Office of the Block Development Officer (BDO) in case the applicant resides in the rural areas.

b) Office of the Sub-Divisional Officer (SDO) in case the applicant resides in Municipal/Notified areas outside the areas of Kolkata Municipal Corporation.

c) Kolkata Municipal Corporation (KMC) in case the applicant resides in KMC area.

d) MSME Facilitation Centre (MFC) of District Industries Centre (DIC) in the district.

Physical Application Form under the scheme shall be submitted to:-

The Block Development Officer in case the intended entrepreneur resides in the rural areas, Office of the Sub-Divisional Officer in case of the intended entrepreneur resides in Municipal/Notified areas outside the areas of Kolkata Municipal Corporation and the Kolkata Municipal Corporation in case the intending entrepreneur resides in KMC area. Application Form may also be submitted directly at MSME Facilitation Centre (MFC) of District Industries Centre (DIC) in the district.