HANDLOOM AWARD MODULE(ORGANIZATION)

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Documents to be Kept Ready

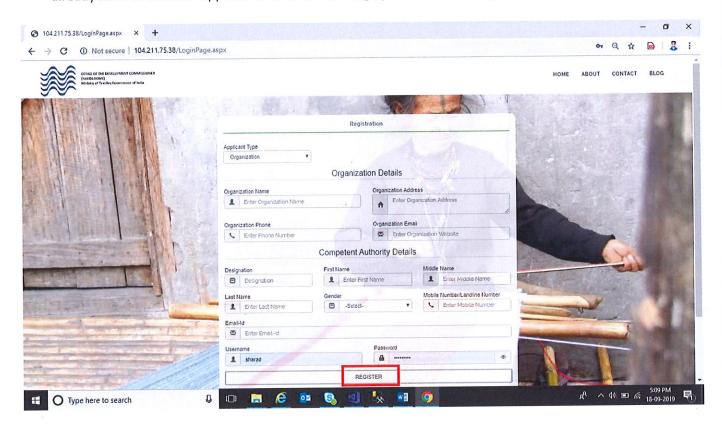
Suggested to keep the following documents ready in (soft copy for uploading) before registering into Handloom portal.

- 1. Recent Passport size photo in jpeg/jpg/png format.
- 2. Identity proof as Aadhar Card in PDF/jpeg/jpg/png format.
- Proof of date of Date of Birth as Aadhar Card/Voter ID card/PAN card/Driving License/Passport in PDF/jpeg/jpg/png format (in case of Individual)
 Or

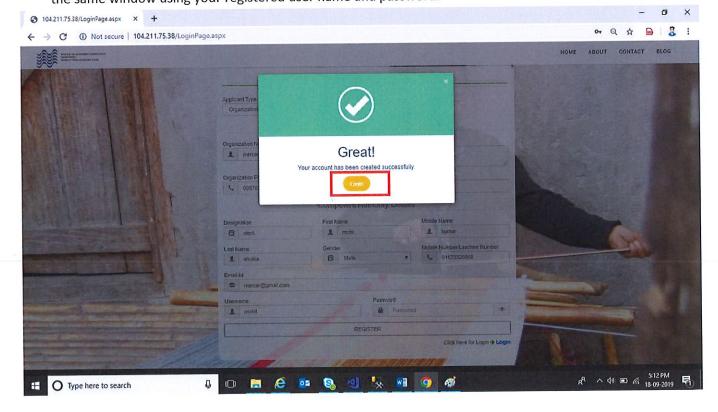
Proof of date of registration as Society Registration No./TAN No./TIN No./GST No. in PDF/jpeg/jpg/png format (in case of Society/Organization).

- 4. Details of weaving and exhibits in PDF/jpeg/jpg/png format.
- 5. Weaving Sample Picture in jpeg/jpg/png format (Minimum of 04 pictures)
- 6. Brief note in respect to entry/ product within 2 page (In format given below)
 - a. Historical Importance
 - b. Technique Used
 - c. Raw material & Technical Specification
 - d. Description of design

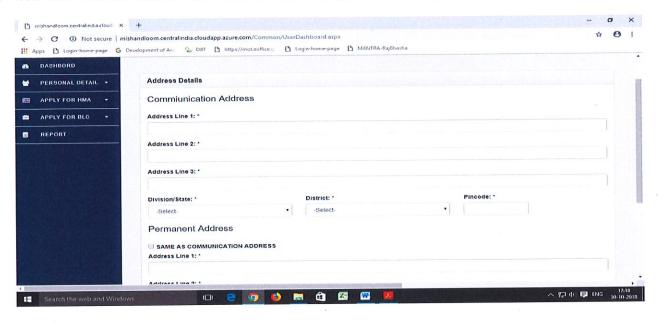
3. Fill up the details as required in the page. Create a user name and password (that you can remember and keep a note). This will be required in case you want to retrieve the details already filled or status of application later. After filling up details, click "Register".



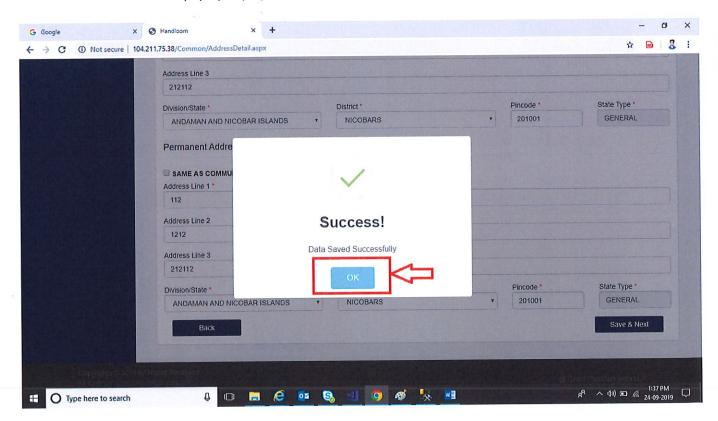
4. Account creation message will appear, on successful registration. Shown below. Click "Login" on the same window using your registered user name and password.



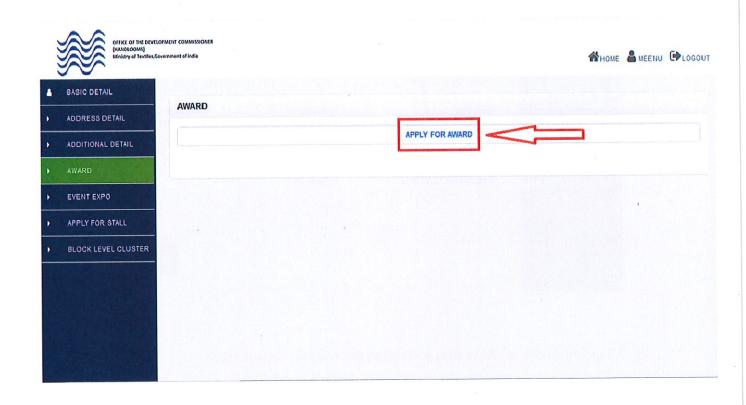
3. Now Click "Address Details". Now enter the data as required on the page as shown below.



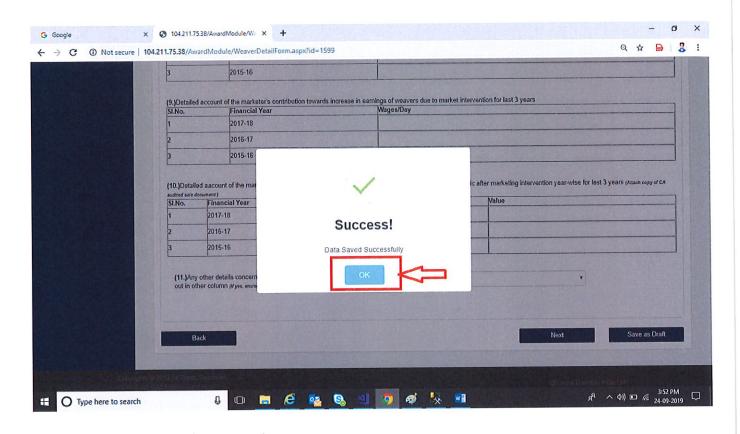
4. Click "Save & Next". A pop up saying "Data saved successfully" will appear. Click "OK".



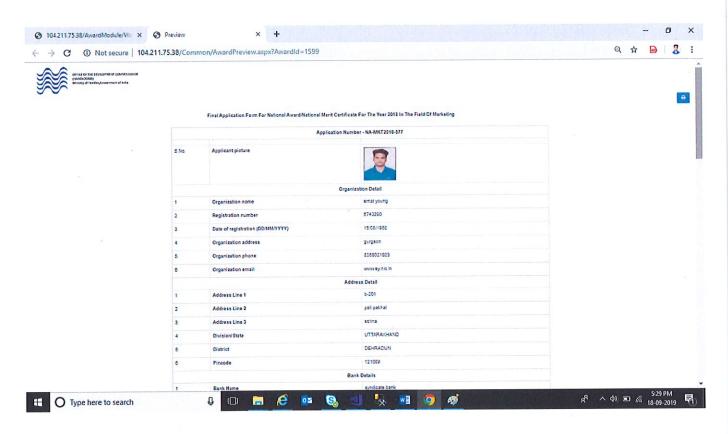
7. Click on "Apply for New Award".



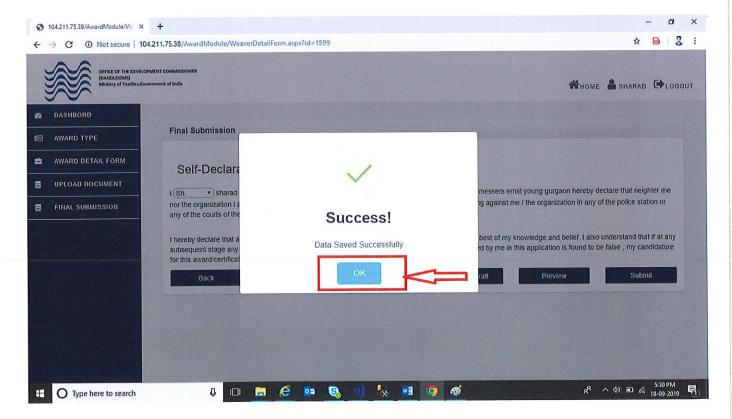
3. After entering data click "Save as Draft". A pop up saying "Data Saved successfully" will appear. Click "OK".



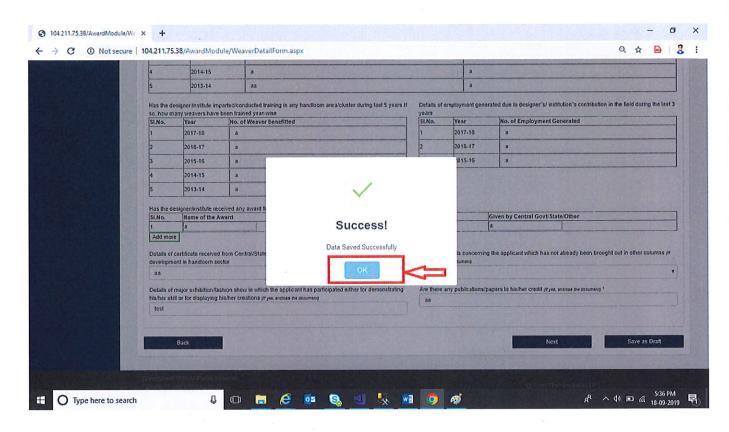
6. Fill details for self-declaration and Click "Preview" to see the details filled and submit.



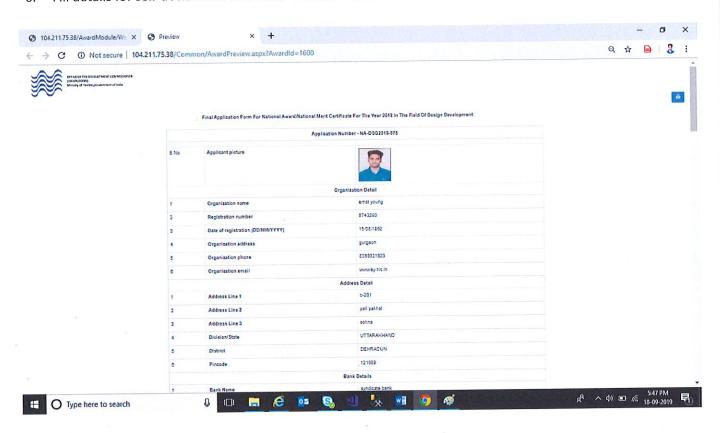
7. Alternatively, you can click save to save now and submit later. A pop message saying "Data saved successfully" will appear. Click "OK".



3. After entering data click "Save as Draft". A pop up saying "Data Saved successfully" will appear. Click "OK".



Fill details for self-declaration and Click "Preview" to see the details filled and submit.



7. Alternatively, you can click save to save now and submit later. A pop message saying "Data saved successfully" will appear. Click "OK".

