

Checklist — District Industries Centre (DIC)

Pre-Visit Section

2A Institution-specific particulars [PRE]

- DIC listing reference (state industries department portal) — text
- DIC type (from public listing): DIC (standard) / DIC with ODOP branding
- ODOP identified product for the district (from public listing) — text
- Composite or stand-alone (from public listing): Stand-alone DIC / Combined with MSME-DFO

2B Public displays expected at this institution [PRE — informational]

- PMEGP scheme poster with eligibility + subsidy %
- Udyam Registration process
- ODOP district product
- State enterprise incentive schemes (UYEGP / NEEDS / Seed Fund / District Awards)
- List of empanelled banks for PMEGP
- Grievance contact + CHAMPIONS portal
- RAMP Scheme / CLCSS information
- Single-window clearance process / MSE-CDP information
- District Industrial Profile

2C Pre-loaded scheme list [PRE — informational, no Kobo field]

- PMEGP — Prime Minister's Employment Generation Programme
- Udyam Registration
- ODOP — One District One Product
- State enterprise incentives (UYEGP / NEEDS / Seed Fund / District Awards)
- RAMP — Raising and Accelerating MSME Performance
- CLCSS — Credit Linked Capital Subsidy Scheme
- MSE-CDP — Micro and Small Enterprise Cluster Development Programme
- Single-window clearance
- DLCC — District Level Coordination Committee

Section 1 — On-arrival logging

Standard.

Section 2 — Observation: Infrastructure

2.2 Institution-specific facilities [OBS]

- Reception area with scheme information? — Y/N [photo]
 - Computers with internet for Udyam / PMEGP / RAMP portals present? — Y/N [photo]
 - Number of working computers — integer
 - Meeting / counselling room for entrepreneurs? — Y/N [photo]
 - Records room for enterprise data / MSME database? — Y/N
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Section 3 — Observation: Documents displayed

3.2 Institution-specific displays [DOC]

- PMEGP scheme poster with eligibility + subsidy % displayed? — Y/N [photo]
 - Udyam Registration process displayed? — Y/N [photo]
 - ODOP district product displayed? — Y/N [photo]
 - State enterprise incentive schemes displayed? — Y/N [photo]
 - List of empanelled banks for PMEGP displayed? — Y/N [photo]
 - Grievance contact + CHAMPIONS portal displayed? — Y/N [photo]
 - RAMP Scheme / CLCSS information or awareness material displayed? — Y/N [photo]
 - Single-window clearance process / MSE-CDP information displayed? — Y/N [photo]
 - District Industrial Profile reference displayed? — Y/N [photo]
 - Single-window clearance status sheet / monthly dashboard displayed? — Y/N [photo]
 - Project report template for bank loans available at the office? — Y/N [photo]
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Section 4 — Interview: Admin

4.1 Identification — institution-specific dropdowns

- Designation of person met (dropdown): General Manager / Functional Manager / Industries Extension Officer / PMEGP Desk Officer / RAMP Nodal Officer / Other
- Reporting line (dropdown): State Directorate of Industries / State MSME Department

4.5 Institution-specific quantitative items [ADMIN]

- Number of Udyam registrations facilitated in last 12 months — integer [not_known_allowed]
- Number of PMEGP applications received in last 12 months — integer [not_known_allowed]
- Number of PMEGP applications sanctioned in last 12 months — integer [not_known_allowed]
- Number of PMEGP applications disbursed in last 12 months — integer [not_known_allowed]
- PMEGP subsidy value disbursed in last 12 months — integer ₹ [not_known_allowed]
- ODOP cluster activities — short text
- Number of Industries Extension Officers posted at blocks — integer [not_known_allowed]

- RAMP Scheme awareness workshops conducted in last 12 months? — Y/N + short text
 - Infrastructure assistance provided (land / sheds / power / water / raw materials / MSE-CDP) in last 12 months? — short text
 - Marketing assistance (fairs, exhibitions, technology upgradation, quality testing, skill development) in last 12 months? — short text
 - Live MSME database maintained and periodic reports sent to State / national level? — Y/N + short text
 - Technical feasibility studies / viable project identification done in last 12 months? — short text
 - Number of entrepreneur walk-in counselling sessions per week — integer [not_known_allowed]
 - Did DIC attend the last DLCC meeting (PMEGP coordination)? — Y/N
 - Date of last DLCC meeting — date [not_known_allowed]
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Section 5 — Interview: Beneficiary

5.1 Beneficiary type — institution-specific dropdown

- Beneficiary type: New entrepreneur / PMEGP applicant / Udyam registrant / ODOP cluster member / Loan-follow-up visitor / Other
- **Target:** interview 3.

5.5 Institution-specific beneficiary items [USER]

- Purpose of visit (dropdown): New enterprise registration / PMEGP / Udyam / ODOP / Scheme information / Loan follow-up / RAMP / Single-window clearance / Other
 - Type of enterprise planned (dropdown): Manufacturing / Services / Trade / Agro
 - Stage in process (dropdown): Just enquiring / Prepared project report / Submitted application / Approved / Disbursed
 - Time from application to sanction — integer days [not_known_allowed]
 - Was the officer helpful in completing forms? — Poor / Average / Good
 - Received any support on infrastructure / marketing / technology upgradation / RAMP / feasibility study? — Y/N + details
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Section 6 — Closing

Standard.