Following are the steps for filling for Awards: -

- Once the user entered in a site they can find Awards option in the menu bar click the Login/Registration option it will move to the login page.

- First the MSMEs have to login with their credentials. If the user credentials is correct means it will go to the next page otherwise it will show an error so he/she has to login with the correct credentials.

Once user logged in the awards page with the perfect credentials, user can apply for awards via Apply Online option in the menu bar.
User can choose their Awards Category and should select the financial year for which they done those achievements.

Applicant should mention their bio-data and important details to consider their Application for Awards Evaluation.
Applicants should give their Factory / Unit details to the Directorate of MSME with their two unit photos. Officers from MSME analyze and validated the user unit details based on user application.

Applicant Should give their Udyog Aadhaar Memorandum (UAM) details and upload the document.
Applicant should mention their product, investment, turnover, employees and their which technology they used currently for their production. If they have any documents for the proof should upload for Evaluation purpose.

3. Investment (in Lakhs)
   a) Land and Building
   b) Plant and Machinery

4. Employees
   a) Men
   b) Women

5. Turn over Details
   Amount (in Lakhs)

6. Technology Used.
   - Self Developed (With Own R & D)
   - Indigenous/Imported
   - Conventional
   - Latest / Modern Technology
After the submission it will move to department portal.