

Who are eligible for the assistance under the scheme CITUS

I For establishing new unit :

- Assistance will be available to entrepreneurs in the categories of individuals/partnership firms, SHGs, Associations, enterprises from small scale / medium / co-operative/ private sector / public sector, interested for production of value added coir /coir blended items, where coir is the dominant fiber by setting up new coir unit or upgrading the existing unit.

II. Steps for availing assistance:-

1. Submit a **Detailed project report (DPR)** in the prescribed format to the nearest ROs/SROs of the Board through online
2. Obtain the **In Principle Approval (IPA)** for the project from the Board
3. Procure the plant & machinery as per the approval
4. Erect the machinery and establish the unit
5. Obtain Udhdyog Aadhar
6. Register the unit in Coir Board
7. Commence the production
8. Submit the applications **within one year after starting the production**

For modernizaion:

The units which have Coir Board registration and have successfully **completed 5 years after commencement of production,** can apply for availing assistance under this component.

How to Fill up the On-line DPR

Stage 1 - New Login Registration

1. Click on the link "Apply Now" of CITUS Scheme.
2. Click on the link "New Login Registration" in the Login.
3. **Enter Name, Aadhar Number, e-mail-id and Mobile Phone Number as per the format given on the screen**
4. **PAN number, email-id and Mobile Phone Number once entered cannot be changed later in the application form.**
5. **Now you should select a secret question from the pull down menu and then type your answer in the next field.** Note down the secret question and the answer immediately.
6. **You should now choose your User Name (minimum 8 characters and maximum 15 characters, numbers are allowed and no special characters are allowed).**
7. **Enter the Given Security PIN displayed on the screen.**
8. **You can now finalize the above details by clicking the CONFIRM Button. Remember, the email-id already used by anyone else for online application submission cannot be used again.**
9. Immediately you will receive your **user name** and **password** by email/SMS.

Note : In Future, all the communications will be send to this email and Mobile Number Only

Stage-2 Submit Detailed project Report (DPR)

1. In the login , type your user name and password received through email/SMS and click "Sign In"
2. Immediately you will be asked to change your password. Here you should set a new password and confirm it. Remember, password is case sensitive and password should contain minimum 8 characters.
3. After successful login You will be redirected to your Home Page.
4. Expand the Scheme CITUS by clicking on the + symbol
5. Click on the Link Detailed project Report and fill the Report as per the given Format
6. After submitting the Form , you will get a registration Number.
7. ***You will receive sms/email while Coir Board Approves/Rejects your DPR (IPA) , so that you can submit on line Application .***

Stage - 3 Application status

You can check your application status in the web site by login to your Home Page with your username and Password.

Keep visit your home page of www.coirservices.gov.in for the latest developments in your application