Department for Promotion of Industry and Internal Trade

Getting Started for Department for Promotion of Industry and Internal Trade
MINISTRY of Commerce and Industry
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1. Introduction

The Department of Industrial Policy & Promotion was established in 1995 and has been reconstituted in the year 2000 with the merger of the Department of Industrial Development. Earlier separate Ministries for Small Scale Industries & Agro and Rural Industries (SSI&A&RI) and Heavy Industries and Public Enterprises (HI&PE) were created in October, 1999.

With progressive liberalization of the Indian economy, initiated in July 1991, there has been a consistent shift in the role and functions of this Department. From regulation and administration of the industrial sector, the role of the Department has been transformed into facilitating investment and technology flows and monitoring industrial development in the liberalized environment.
2. Registration

Open the URL: http://services.dipp.gov.in/lms in the browser, to access the “DIPP” application.

Following screen will appear: -

Click on Register to register user
To register as a DIPP member, click on continue, registration form will display:-

Fill all Mandatory fields  
Click on Proceed to Next
Fill Mandatory fields
Click on Proceed to Next

Note:- To view the “Personal Details”, click on Previous button
To proceed further, check the Checkbox
Enter Captcha Code
Click on Proceed to Next
Enter the Mobile OTP which user has received on registered mobile no.
Enter Email OTP which user has received on registered email id.
Click on Submit OTP, user will get registered.

**Note:** If user has not received OTP then click on “Click to regenerate OTP”.

After successfully registration, user can login to the application using User Name and Password.

To login do the following steps:-
Click on Login
Enter User Name
Enter Password
Enter Captcha Code
Click on Submit, Dashboard will display
3. Industrial License

To apply for IL license, click on “Industrial License(IL)”

Two parts that are Under IDR Act 1951 and Under Arms Act 1959 will display.

3.1 Industrial License - Under IDR Act 1951
Click on “Under IDR Act 1951”
Fill mandatory fields
Note:- Fields marked with asterisk sign (*) are mandatory.

If user want to save the form as a draft and wants to complete the form later then click on "Save as Draft" or if user wants to move ahead click on "Next".
Fill mandatory fields

To go back, click on “Previous” button

To save the form as a draft, click on “Save as Draft”

To fill the form further, click on “Next”
Fill mandatory fields

To go back, click on “Previous” button
  To save the form as a draft, click on “Save as Draft”
  To fill the form further, click on “Next”
Fill mandatory fields
Upload Documents

To go back, click on “Previous” button
To save the form as a draft, click on “Save & Exit”
To view the filled form, click on “Preview”
To submit the form, click on “Final Submit”
After Final Submit we will process to Pay

Click on pay button
Click on pay now Button

Enter card details
Click on submit, Dashboard will display.
There are following modules available for "Under IDR Act 1951":-

Draft
  Payment Pending
  Submitted
IL Issued
  Clarification Required
  Rejected
Clarification Submitted
Draft: - Click on draft, to view the application forms which are in draft mode. Here user can final submit the form.

![Draft Application List](image)

Click on IL number, form will appear.
Fill the form and click on Submit.

Payment Pending: - Application forms whose payment has not done will appear here. Here user can do the payment.

![Payment Pending Application List](image)

Click on IL number, form will appear.
To pay the payment, click on “Pay Now”.

Submitted: - Here list of submitted form will appear.
To view the summary, click on IL number.
3.2 Industrial License - Under Arms Act 1959

Click on “Under Arms Act 1959”
Fill mandatory fields
Click on “Upload Attachments” to upload documents

Note: Fields marked with asterisk sign (*) are mandatory.

To upload documents, click on “Required Documents”
To save the form as a draft, click on “Save & Exit”
To view the filled form, click on “Preview”
To submit the form, click on “Final Submit”

There are following modules available for “Under Arms Act 1959”:-

Draft
  Submitted
  IL Issued
  Clarification Required
  Rejected
Clarification Submitted
**Draft** :- Click on draft, to view the application forms which are in draft mode. Here user can final submit the form.

Click on IL number, form will appear.
Fill the form and click on Submit.

**Submitted**:- Here list of submitted form will appear.

To view the summary, click on IL number.