

ONLINE PORTAL PROGRAM MANAGEMENT MANUAL



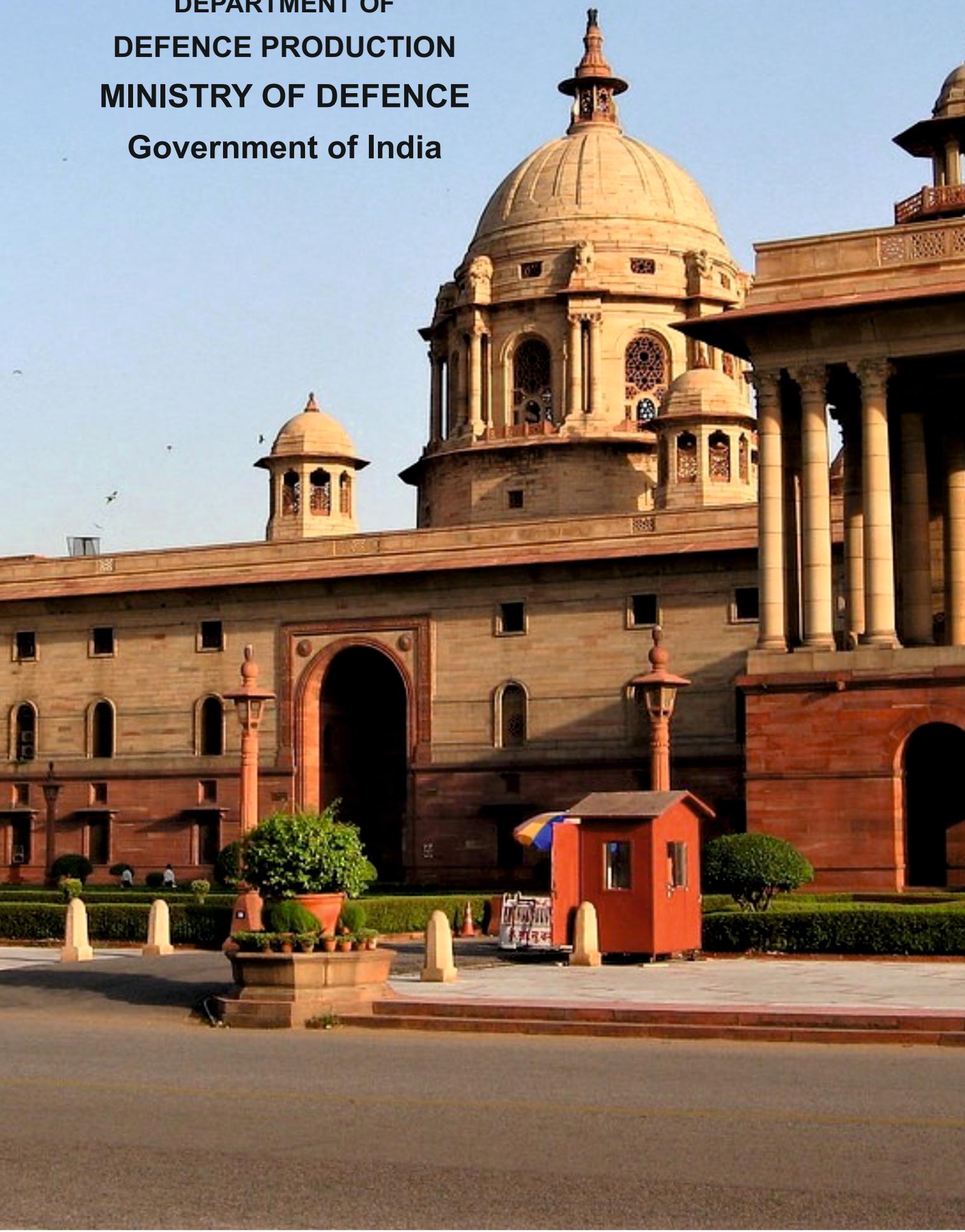
A Comprehensive 4 part guide to ensure accurate data acquisition, storage, tranche disbursement and project management approach, tailored to meet the rising demands for iDEX projects



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**DEPARTMENT OF
DEFENCE PRODUCTION
MINISTRY OF DEFENCE
Government of India**



ONLINE PORTAL PROGRAM MANAGEMENT MANUAL

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Introduction to iDEX Grant Disbursement and Data Management Portal

1. Brief about the portal:

iDEX aims at creation of an ecosystem to foster innovation and technology development in Defence and Aerospace by engaging Industries including MSMEs, start-ups, individual innovators, R&D institutes & academia and provide them grants/funding and other support to carry out R&D which has good potential for future adoption for Indian defence and aerospace needs. iDEX is funded and managed by a 'Defence Innovation Organization (DIO)' which has been formed as a 'not for profit' company as per Section 8 of the Companies Act 2013 for this purpose, by the two founder members i.e., Defence Public Sector Undertakings (DPSUs) - HAL & BEL. iDEX functions as the executive arm of DIO, carrying out all the required activities while DIO provides high level policy guidance to iDEX. In order to collect data, validate and disburse grants to our winners an online portal exists which envisions a digital process and transaction for our Defence India Startup Challenge (DISC) and Open Challenge (OC) winners.

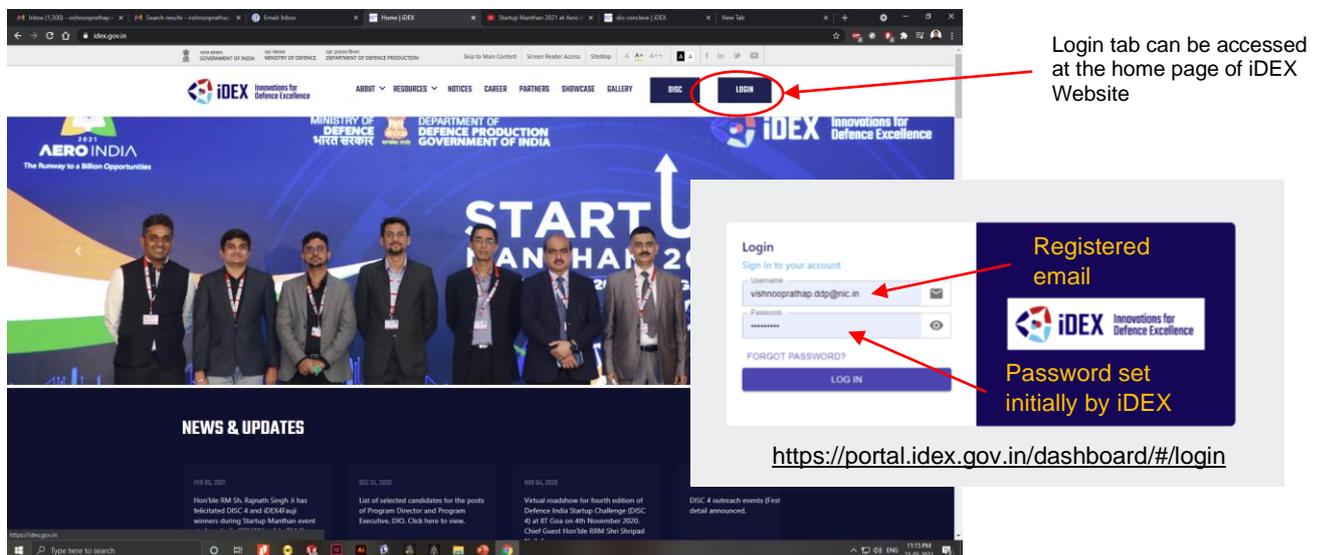


Fig. 1. Home page of iDEX

Access to the portal:

Step 1: On your browser search for the following website <https://idex.gov.in/>.

Step 2: Once website is loaded, click on Login tab which is visible on right hand top corner of the home page.

Step 3: Once the page is loaded, it will display two editable boxes where registered email id and password is required to be entered to access respective user accounts. Once data is entered, select the check box to verify that you are human and click Login.

Note:

There are various accounts for accessing the portal

- a) DISC/OC Winner User account
- b) Partner Incubator account
- c) Nodal Officer account
- d) DIO Admin & Officers accounts (CEO, CFO, COO, GMC & PDs/PEs)

2. Data Dashboard:

Once logged in, the statistics is visible on the dashboard. The various tabs available are

- a) Grant Disbursement
- b) Grant Diligence
- c) Product Management

a) Grant Disbursement:

The grant disbursement tab consists of subtabs namely stats (available only in DIO user account), dashboard, DISC Winner and spark details. The dashboard displays the list of projects registered with each user and the current status of each project in respective milestones. It also displays the status of the assessment and the relevant details of distribution of tranche amount expected to be released from milestone 0 to 5.

The DISC winner tab provides the details of registered DISC winners along with the contact details. Spark details provides basic details of the winner, DIO & NO details, challenge details, Product Development Budget (PDB) details along with uploaded files of respective startup/MSMEs AoA, MoA and SPARK Agreement.

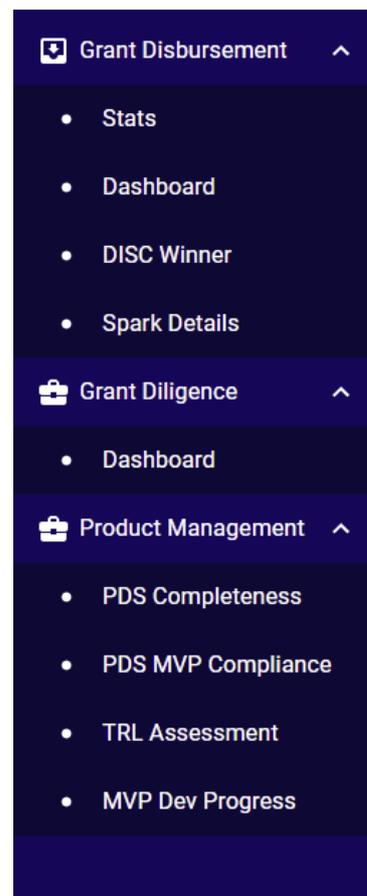


Fig. 2. Dashboard tabs

For SPARK Scheme details visit the following link:

https://idex.gov.in/sites/default/files/2020-09/5d5fc4f2c701def4b72aad9c_SPARK_-_Support_for_Prototype_and_Research_Kickstart_in_Defence_framework_under_iDEX.pdf

b) Grant Diligence:

The grant diligence tab consists of the following activity tabs

- Milestone tracker (Provides elaborate track record of each milestone)
- Diligence status (Provides in-depth information of each tranche released)
- Action to be taken

Under Action to be taken, exists a diligence checklist which consists of milestone-based packages. Under the check list multiple views such as Innovator MS Completion Package, Partner Incubator (PI) Assessment, Nodal Officer (NO) Assessment and DIO assessment & Grant Disbursement. The MS completion package is handled by the innovator and is required to enter the required milestone details regarding to work breakdown structure and the financial aspects of the relevant milestone. The details saved under the package will be available for the respective officials to review and grant approval. The PI assessment allows the respective PI attached with the winner to grant their respective approvals based on assessment in the innovator MS completion package. The same goes for the NO assessment. But the DIO assessment will be involved in deciding whether the tranche is to be released to respective innovator provided they are cleared in all the assessments.

c) Product Management

This tab is highly crucial in verifying the current status of product development stage and the respective TRL and MVP compliance is reached in respective milestones by the innovator and is verified by the PI and NO.

For detailed information on how product management is to be executed, please use the following link for the respective guidelines-

https://idex.gov.in/sites/default/files/2020-11/PMA_Guidelines_IDEX.pdf

The manual is basically divided into four sections / parts for portal access and utilization:

PART A – Innovator /DISC/ OC Winners

PART B – Partner Incubators

PART C – Nodal Officer / Agency

PART D – DIO Team



PART A

INNOVATOR / DISC / OC WINNERS

PORTAL ACCESS & DATA ACQUISITION

A. New SPARK Agreement Breakdown

As per the new format / version of the SPARK agreement, the following are the contents and requirements to fulfil the agreement and data logging on the portal.

1. Spark Agreement Legal Clauses
2. **Annexure A- Summary of Grant Appraisal**
3. **Annexure B- Product Concept and Definition**
4. **Annexure C- Statement of Provisional Product Development Budget & Matching Contribution**
5. **Annexure D- List of Enclosures & Exhibits**
6. **Annexure E- Product Development Completion Report**
7. **Annexure F- Precedence Requirement List**
8. **Annexure G- Project Deliverables**
9. **Annexure X- Framework for setting Milestones for SPARK Grantees**
10. **Annexure Y- Product Development Budget – Categories of Expenditures**
11. **Annexure Z- Certificate for Grant Utilisation and Product Development Expenditure**

12. Table A

Legend:

RED – Required data for portal

BLUE – Guidelines

| Annexure A SUMMARY OF SPARK GRANT APPRAISAL | | Completed Milestone # | SPARK Grant Sanctioned | Matching Contribution Commitment (Cash) | Matching Contribution Commitment (In-Kind) | Past Expenditures | Comments |
|--|---|-----------------------|------------------------|---|--|-------------------|--|
| 1 | Name of Primary Applicant | | | | | | |
| 2 | Challenge Title | | | | | | |
| 3 | Product Development Budget (Provisional) Prime Costs = Rs. Primary Overheads = Rs. Secondary Overheads = Rs. TOTAL = Rs. | | | | | | |
| 4 | SPARK Grant Approved = Rs. | | | | | | |
| 5 | Matching Contribution (Provisional) Cash (Minimum) = Rs. In-Kind = Rs. Past Expenditures = Rs. TOTAL = Rs. | #0 | Rs.<...> (10%) | Rs.<...> (10%) | Rs.<...> | | |
| | | #1 | Rs.<...> (20%) | Rs.<...> (20%) | Rs.<...> | Rs.<...> | *Documentary evidence submitted for MC Past Expenditures, if any |
| | | #2 | Rs.<...> (30%) | Rs.<...> (30%) | Rs.<...> | | *Documentary evidence for MC In-Kind Utilised in the completion of Milestones 0 & 1, presented on completion of Milestone 2; |
| 6 | Budget Diligence Risk | | | | | | |
| 7 | Budget Viability Risk | | | | | | |
| 8 | Product Viability Risk | | | | | | |
| 9 | Capacity & Competencies Risk | | | | | | |
| 10 | Product Development Duration | | | | | | <xx> months |
| 11 | Category under SPARK Grant | | | | | | Incubation Track |
| 12 | Partner Incubator Suggested by Grantee = <...> Nominated by DIO = <...> | #3 | | Rs.<...> (30%) | Rs.<...> | | *Documentary evidence for MC In-Kind Utilised in the completion of Milestones 2, presented on completion of Milestone 3; |
| | | #4 | Rs.<...> (30%) | Rs.<...> (10%) | Rs.<...> | | *Documentary evidence for MC In-Kind Utilised in the completion of Milestones 3, presented on completion of Milestone 4; |
| 13 | Recommendations for Risk Management & Mitigation <...> <...> | #5 | Rs.<...> (10%) | | Rs.<...> | | *Documentary evidence for MC In-Kind Utilised in the completion of Milestones 4 & 5, presented on completion of Milestone 5; |

Fig. 3. Some of the formats of the annexures of the new SPARK agreement

B. Entry of SPARK Details on the portal:

Step 1: Log in using innovator account details.

Step 2: After logging into the portal, click on Spark Details under Grant Disbursement.

Step 3: In the workspace, select the action icon 

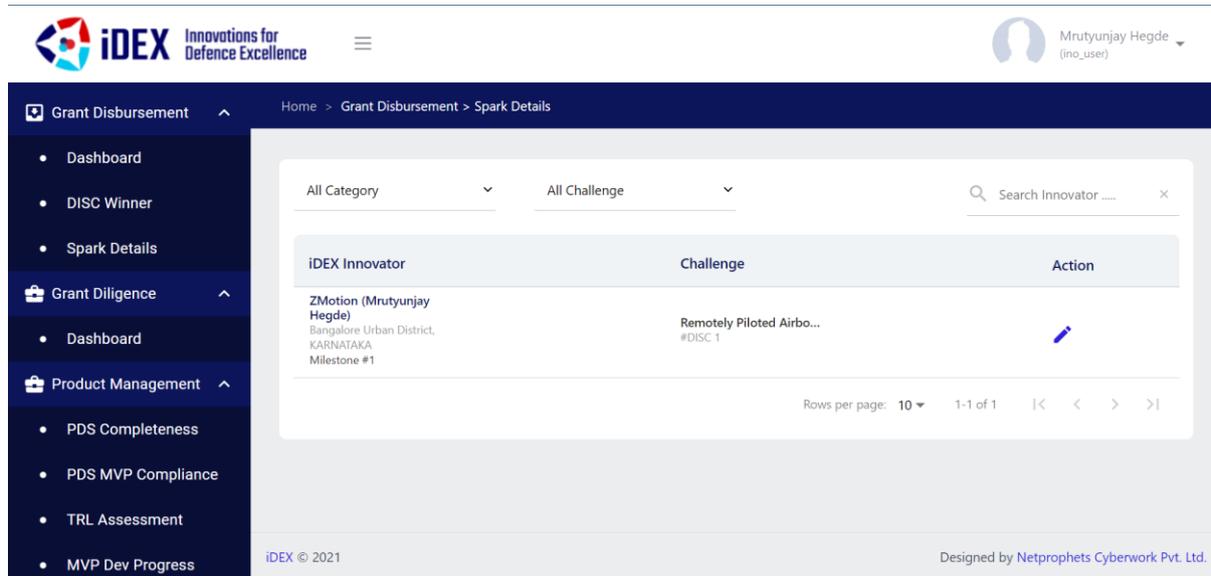


Fig. 4. Spark detail section access pane

Step 4: On selecting Action, the database for entering the basic details is visible. Select the required drop-down list boxes and enter the data related to your contract details. The registration and basic details of the technical appraisal are retrieved from Annexure A of the SPARK agreement. The milestone tranche splitup and timeline of each milestone is retrieved from Annexure C of the SPARK agreement.

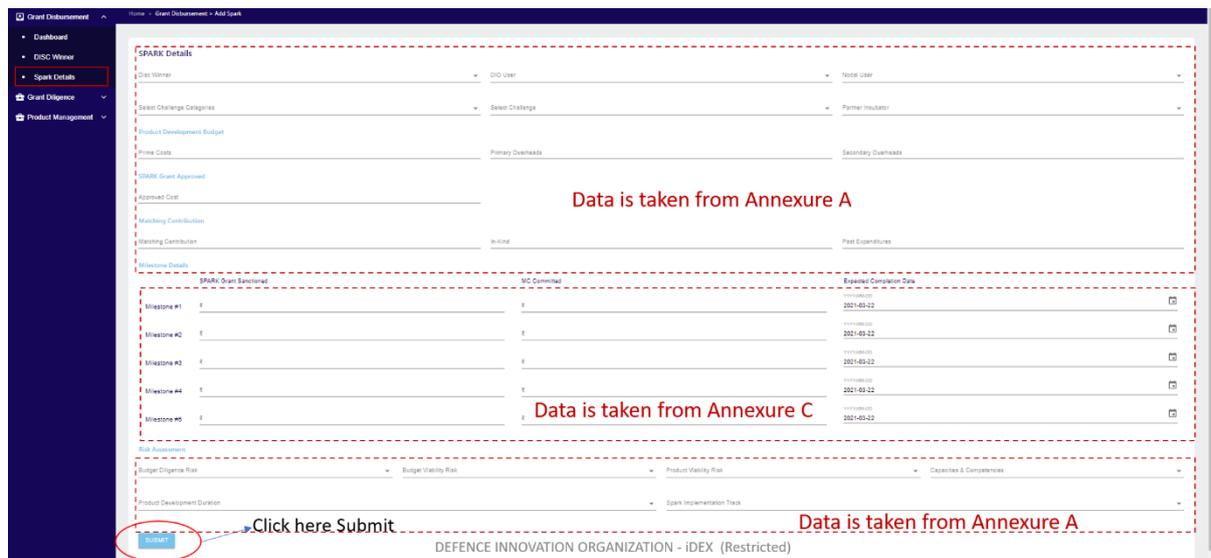


Fig. 5. Layout of spark details

Step 5: Click submit after entry of all details and mark as complete.

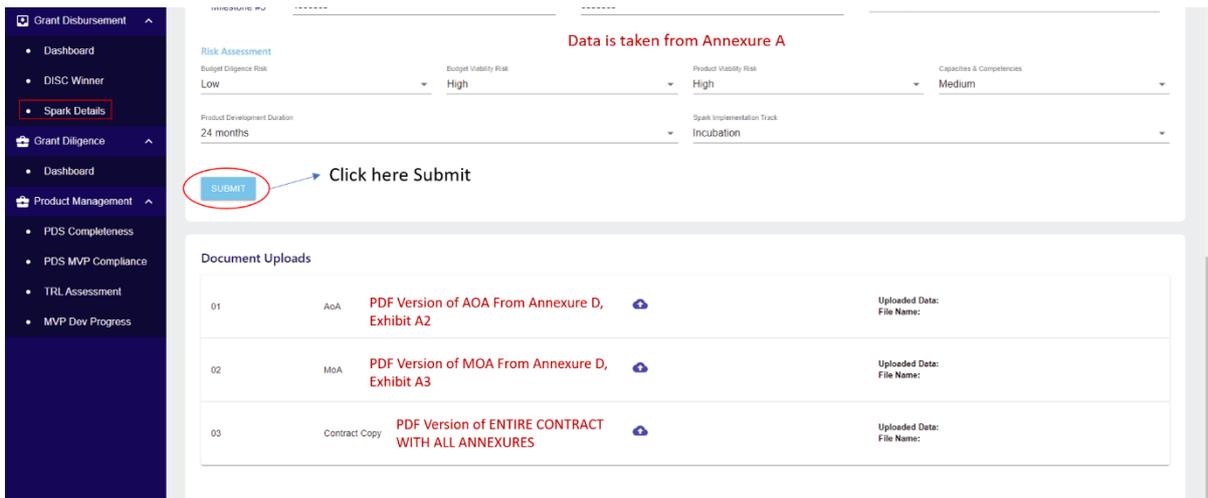


Fig. 6. File storage database under SPARK details

Step 6: Upload the AOA, MOA and entire soft copy of the contract

The AOA can be retrieved from the Annexure D, Exhibit A2 of the SPARK agreement

The MOA can be retrieved from the Annexure D, Exhibit A3 of the SPARK agreement

Steps 4 to 6 is considered as mandatory in order to complete the spark details data entry.

File size is maximum 25MB

C. Entry of details related to grant diligence on the portal:

Step 1: On the left side menu, click on Grant Diligence, the innovator details are visible. The data shows details related to innovator, challenge, milestone and diligence status.

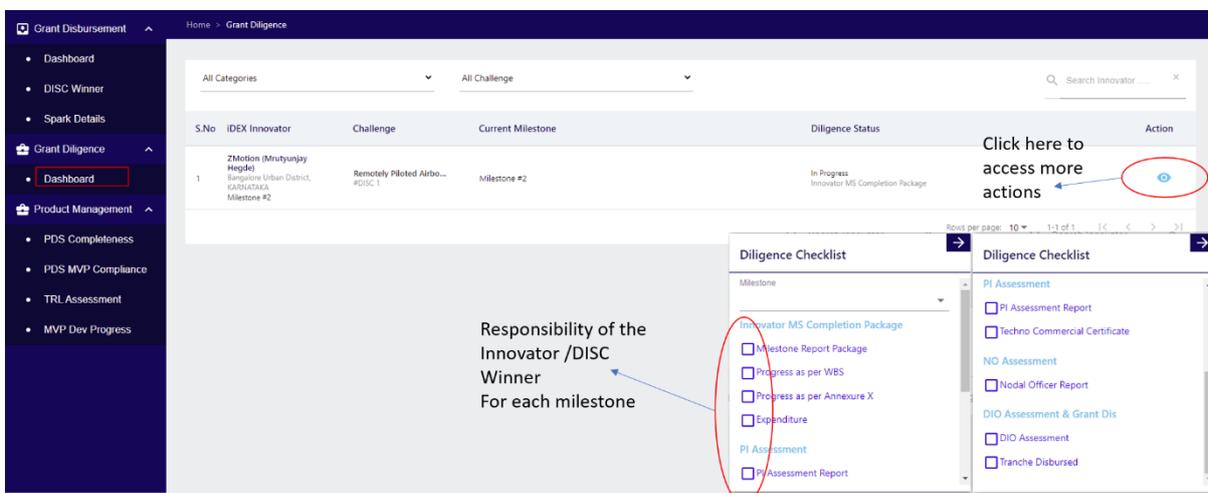


Fig. 7. Dashboard view for grant diligence

Step 2: Select the action (blue eye logo) button, to open the diligence checklist. Under the checklist select respective milestone and select milestone report package under Innovator MS completion package.

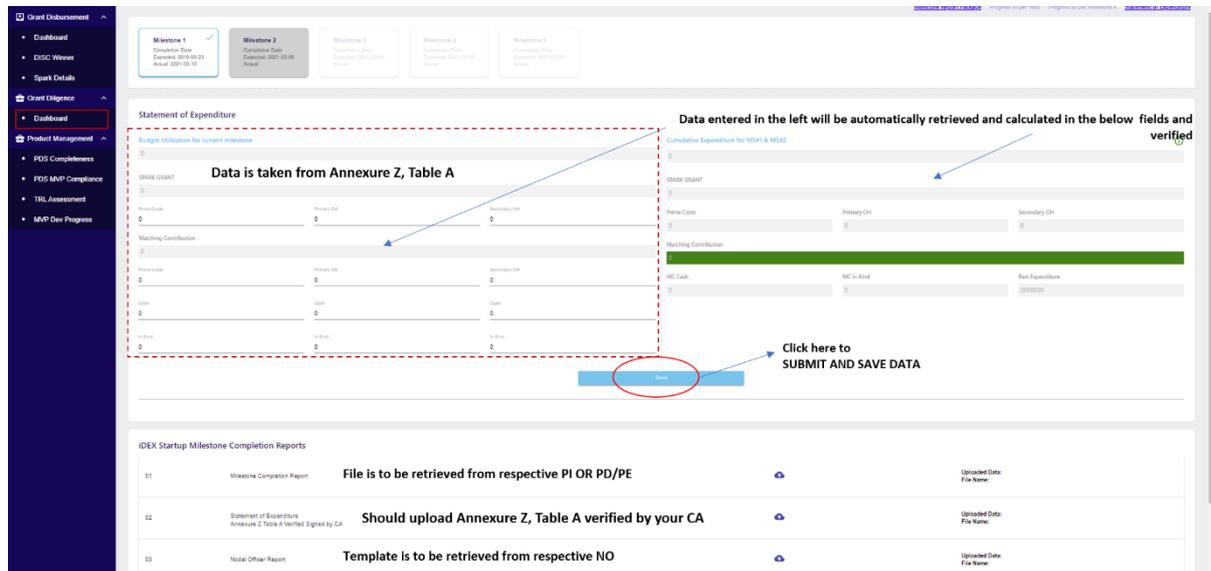


Fig. 8. milestone report package view

Step 3: Under statement of expenditure, based on the Product Development Budget utilization of each milestone relevant details is to be entered as per Annexure Z and Table A of the SPARK agreement.

Note: The prime cost, primary OH and secondary OH are only required to be entered. The cash and in-kind section are advised to be left 0. Only numerical data are required to be entered.

Step 4: On the right side, SPARK and Matching Contribution (MC) are automatically calculated. Verify the details entered and also verify whether the MC strip is in green color.

Step 5: Under iDEX startup milestone completion reports, upload the following items -

- i) Milestone completion report created and endorsed by DIO & the partner incubator in PDF format.
- ii) Annexure Z and Table A in PDF format, signed by Chartered Accountant.
- iii) Nodal Officer Report in PDF format with signature of the Nodal Officer of the respective challenge.

Step 6: Click on Save in order to submit and save the data for the particular milestone.

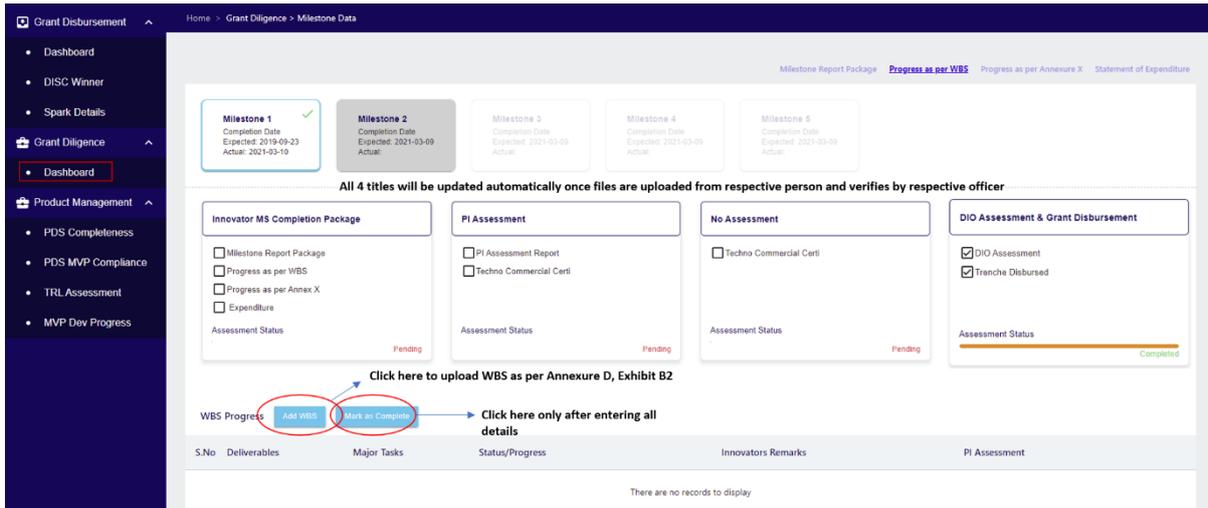


Fig. 9. Progress as per WBS checklist under Grant diligence view

Step 7: Select Progress as per Work Breakdown Structure (WBS) under the checklist or the link on the top right-hand side of the page. The view with various assessments and WBS input tabs Package are visible.

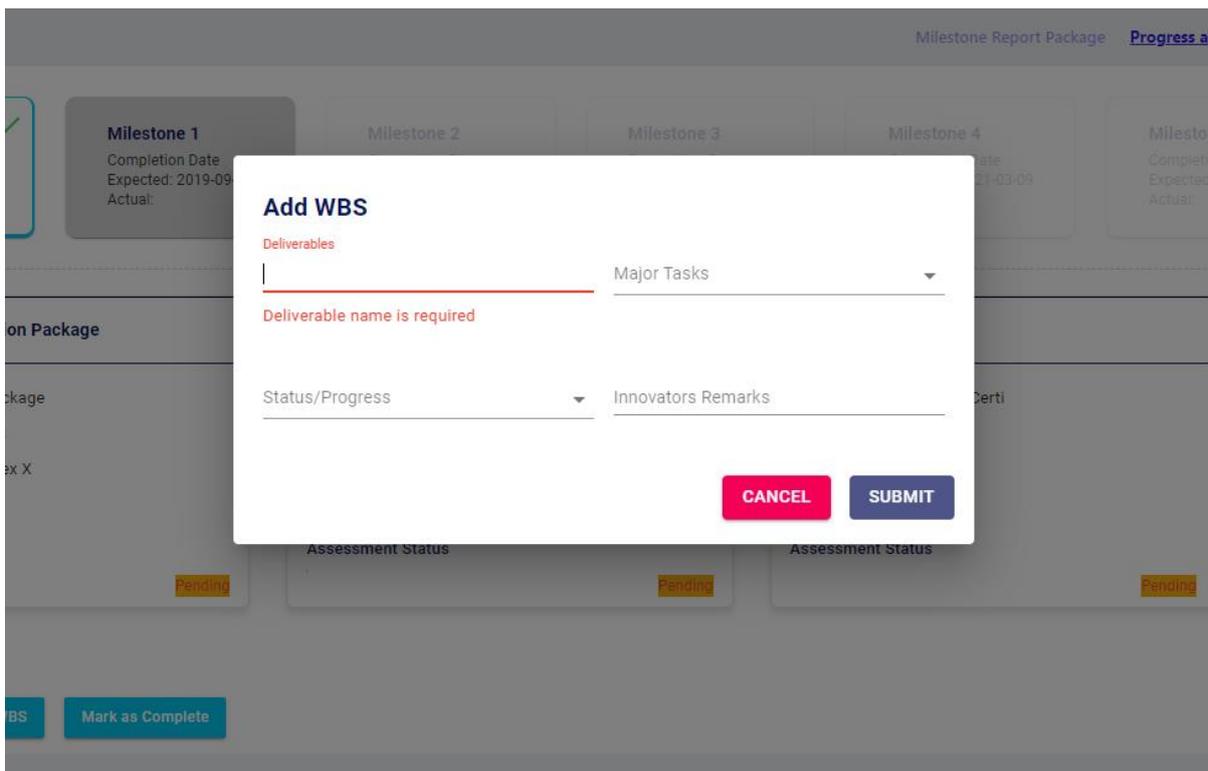


Fig. 10. WBS Input fields

Step 8: Click add WBS. A dialog box opens where the respective deliverables and tasks are entered in as per the WBS in the Annexure D of the SPARK agreement. Select the status /progress as per the drop-down list and add innovator remarks.

Step 9: Click submit and the WBS will be added to the list. Similarly repeat the process again and again until your required data entry for WBS is completed.

Step 10: After the WBS is prepared, Click on MARK AS COMPLETE button. This will end your current data entry and will be saved

Note: MARK AS COMPLETE is understood that the data would not be editable.

Step 11: In the similar manner, retrace back to the innovator package checklist by clicking action, on the grant diligence section. Under the checklist, select Progress as per Annexure X, the requisite page is opened..

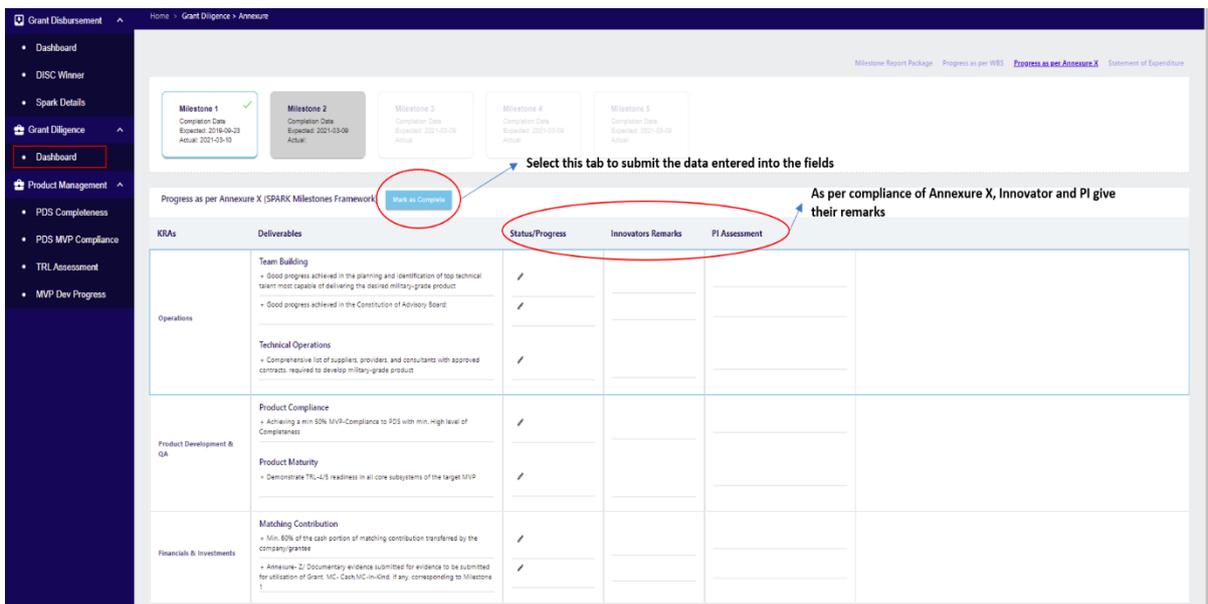


Fig. 11. View of Progress as per Annexure X

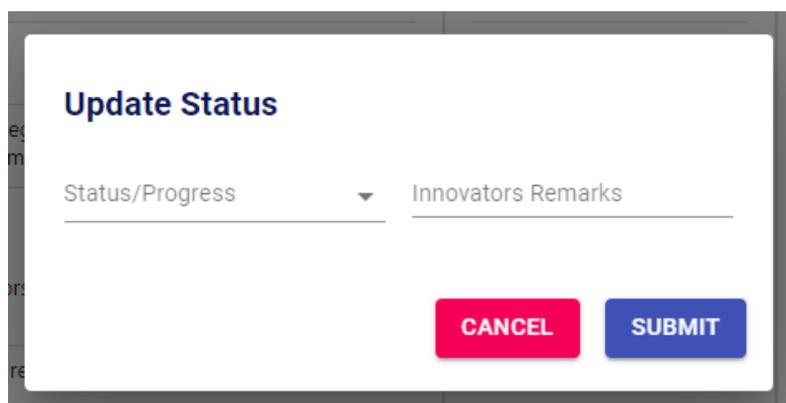


Fig. 12. Annexure X input fields

Step 12: Select the edit icon in each category and edit your remarks. An update status dialogue box is opened where you can update your status and remarks as per the drop down list.

Step 13: After data entry, click mark as complete and Annexure X details will be updated successfully.

By completing the above 13 steps, this concludes the grant diligence section for data entry and acquisition.

D. Program Management Details on the portal:

Step 1: Select Dash Board in Grant management and click on the product management icon /button as shown in the fig. 13.

The screenshot shows the iDEX portal dashboard. The left sidebar contains a navigation menu with 'Product Management' selected. The main content area displays a table of grant details. A callout box highlights the 'Sanctioned: ₹2,940,000.00' value in the M#1 column, with an arrow pointing to a 'Product management' button below it.

| S.No | iDEX Innovator | Challenge | M#0 | M#1 | M#2 | M#3 | M#4 | M#5 |
|------|---|-------------------------------------|--|---|---------------------------|-------------------|---------------------------|---------------------------|
| 1 | Skyroot aerospace pvt ltd (Naga Bharath Daka) Hyderabad, ANDHRA PRADESH Milestone #1 | Follage Penetration Ra... #DSC-4 | Sanctioned: ₹1,470,000.00 Completed | Sanctioned: ₹2,940,000.00 Product Management | Sanctioned: ₹4,410,000.00 | Sanctioned: ₹0.00 | Sanctioned: ₹4,410,000.00 | Sanctioned: ₹1,470,000.00 |

Fig. 13. Access to Product management workspace/pane

Step 2: As per the PMA excel sheet created for the technical appraisal, the requisite version is to be uploaded. Select browse button under file upload and upload the PMA sheet in excel format

Note: In the middle of the page, by clicking the cloud icon, the general template of the PMA sheet is always available for download if required. In the right hand side of the page, PI and NO agencies approval check box is visible.

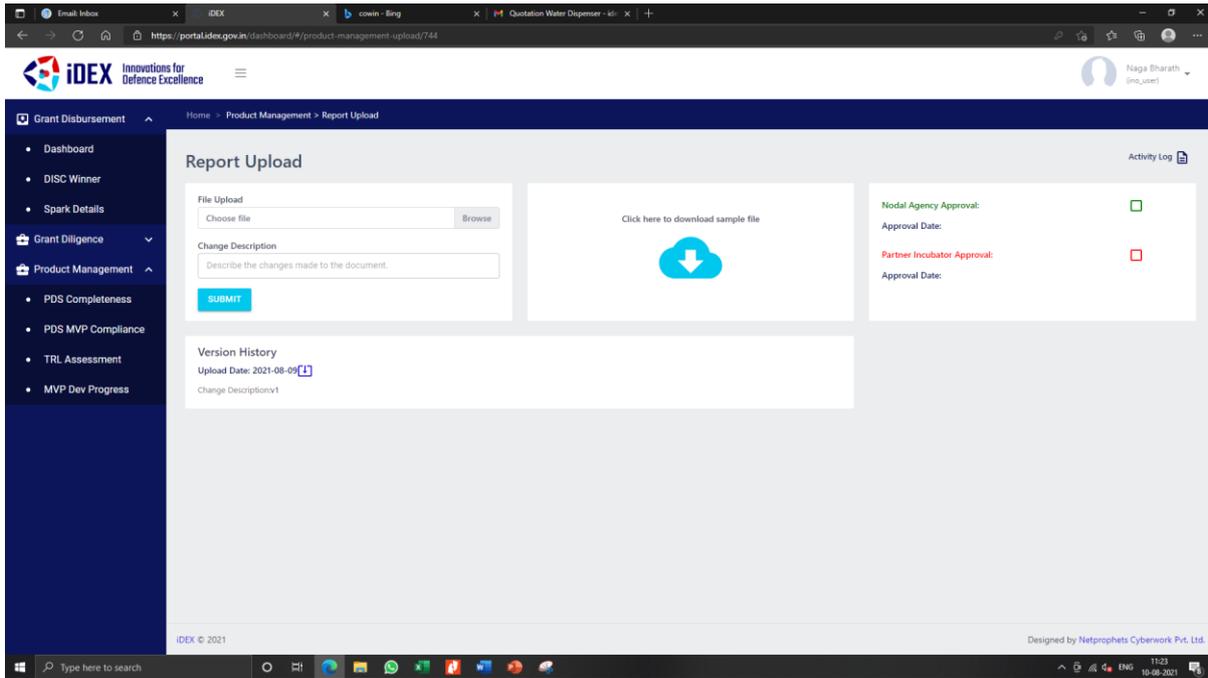


Fig. 14. Access PMA sheet upload section

Step 3: Once the sheet is uploaded, on the left side menu, click on Program Management, the innovator details are visible. The data shows details related to innovator, challenge, completeness rating, features & functionalities, operational constraints, performance, integration to target performance, test plans and procedures, Applicable QA and MIL standards. It also consists of other subtabs like MVP compliance Technology Readiness Level (TRL)

Step 4: Clicking on multiple tabs will display in multiple views as shown below in fig 15.

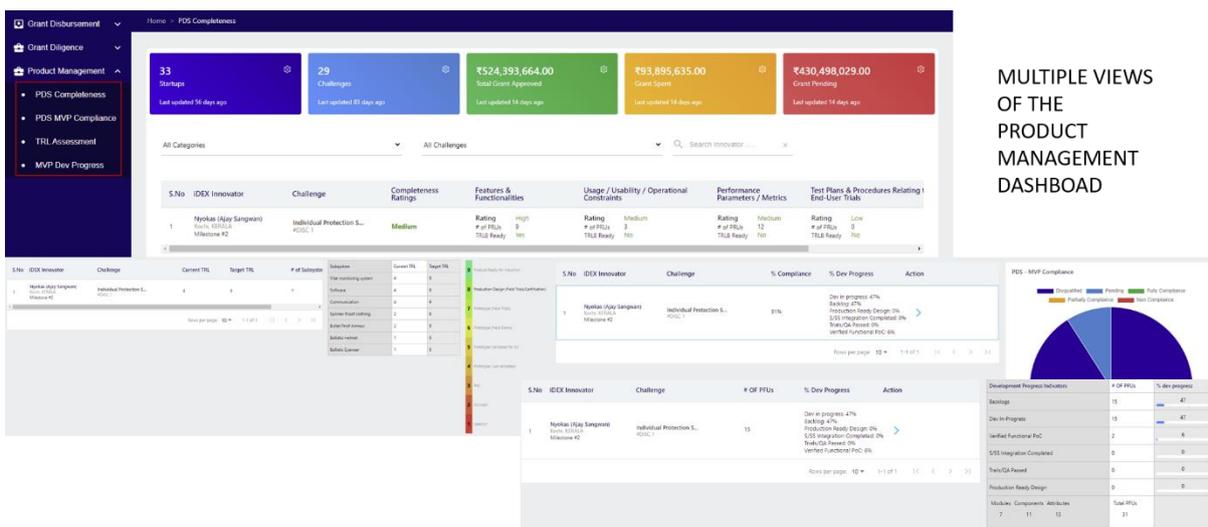


Fig. 15. Different views on the PMA sheet in pictogram format

This concludes the PMA data logging and acquisition.

E. Final verification requirements for innovators

After updating all the details on the portal, the following requirements are to be met in order to proceed for tranche release.

1. At milestone 0, direct PI, NO and DIO assessment is satisfactory by providing the following documents – MC cash bank statement, Bank details/ cancelled cheque, an undertaking for grant in aid and the signed contract scanned copy (which is uploaded in SPARK details).
2. During milestone 1-5, during utilization other than the above requirements which will be partially similar, the Annexure Z table A in CA letter head signed and sealed is also required to be uploaded and the innovator milestone package is to be updated in every milestone, including PMA sheet.
3. Make sure that all relevant approvals are met and techno commercial certificate from both PI and NO are received.



PART B

NODAL OFFICER

PORTAL ACCESS & DATA ACQUISITION

A. Data Viewing on the Portal

- The required basic data of the innovator can be viewed under the category of SPARK details.
- Program Management details are available under Product Management tab.
- To view their WBS and milestone requirements, it can be viewed under Grant diligence, by clicking the action icon and further viewing under the innovator package checklist.

B. Access to PMA Approval dashboard

Step 1: Log in using NO account details.

Step 2: After logging into the portal, click on dashboard under Grant Disbursement.

Step 3: Select Dash Board in Grant management and click on the product management icon /button as shown in the fig.16.

The screenshot shows the iDEX portal dashboard. The left sidebar contains navigation options: Dashboard, DISC Winner, Spark Details, Grant Diligence, Product Management, PDS Completeness, PDS MVP Compliance, TRL Assessment, and MVP Dev Progress. The main content area displays a table of grant disbursements. The table has columns for S.No, IDEX Innovator, Challenge, M#0, M#1, M#2, M#3, M#4, and M#5. The first row shows a grant for 'Skyroot aerospace pvt ltd (Naga Bharath Daka)' with a challenge 'Foliage Penetration Ra... #DISC 4'. The M#0 column shows a sanctioned amount of ₹1,470,000.00, and the M#1 column shows a sanctioned amount of ₹2,940,000.00. A callout box points to the 'Product management' icon and the sanctioned amount of ₹2,940,000.00.

| S.No | IDEX Innovator | Challenge | M#0 | M#1 | M#2 | M#3 | M#4 | M#5 |
|------|--|--------------------------------------|---------------------------|---------------------------|---------------------------|-------------------|---------------------------|---------------------------|
| 1 | Skyroot aerospace pvt ltd (Naga Bharath Daka) Hyderabad, ANDHRA PRADESH Milestone #1 | Foliage Penetration Ra... #DISC 4 | Sanctioned: ₹1,470,000.00 | Sanctioned: ₹2,940,000.00 | Sanctioned: ₹4,410,000.00 | Sanctioned: ₹0.00 | Sanctioned: ₹4,410,000.00 | Sanctioned: ₹1,470,000.00 |

Fig. 16. Access to Product management workspace/pane

Step 4: Once the product management icon is clicked, it will lead to the PMA upload page.

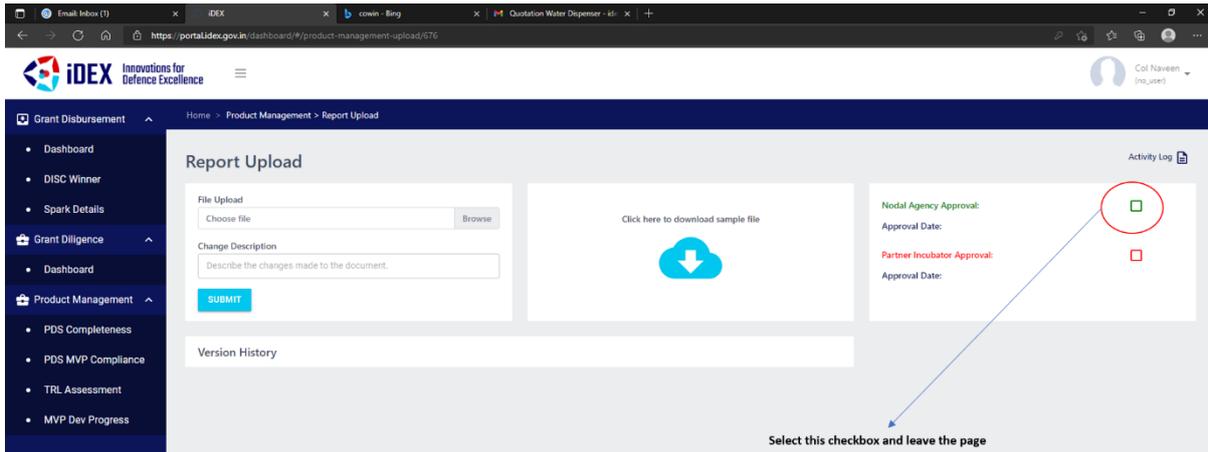


Fig. 17. Access to PMA approval page

Step 5: Click on the check box in green and a tick mark or color in green will be filled, indicating that approval has been sanctioned and the date of approval will be visible.

C. Access to NO Assessment page

Step 1: Select Dashboard under Grant diligence and select action. The diligence check list will be visible.

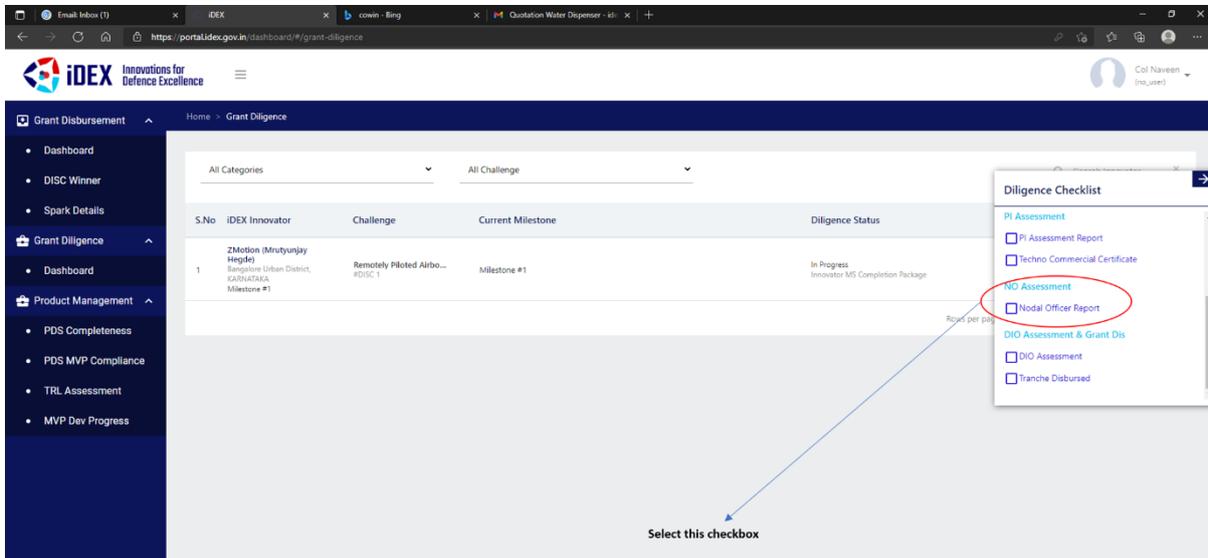


Fig. 18. Access to NO assessment

Step 2: Select nodal officer report and it will open the NO assessment page.

Fig. 19. NO assessment page

Step 3: As per the required format for NO report, prepare a PDF and upload the NO report by clicking on the upload icon.

Step 4: Under overall NO assessment, as per the drop-down list, select the required option.

Step 5: NO Remarks is mandatory and required to be displayed. Type it on the remarks column and click Save button. The details are uploaded successfully. It will be reflected to all stakeholders.

This Concludes the Nodal Officer section of the requirements for approval on the portal.



PART C

PARTNER INCUBATOR

PORTAL ACCESS & DATA ACQUISITION

A. Data Viewing on the Portal

- The required basic data of the innovator can be viewed under the category of SPARK details.
- Program Management details are available under Product Management tab.
- To view their WBS, Annexure X and milestone requirements, it can be viewed under Grant diligence, by clicking the action icon and further viewing under the innovator package checklist.

B. Access to PMA Approval dashboard

Step 1: Log in using PI account details.

Step 2: After logging into the portal, click on dashboard under Grant Disbursement.

Step 3: Select Dash Board in Grant management and click on the product management icon /button as shown in the fig.20.

The screenshot shows the iDEX portal dashboard. The left sidebar contains navigation options: Dashboard, DISC Winner, Spark Details, Grant Diligence, Product Management, PDS Completeness, PDS MVP Compliance, TRL Assessment, and MVP Dev Progress. The main content area displays a table of grant disbursements. The table has columns for S.No, IDEX Innovator, Challenge, M#0, M#1, M#2, M#3, M#4, and M#5. The first row shows a grant for 'Skyyroot aerospace pvt ltd (Naga Bharath Daka)' with a challenge 'Foliage Penetration Ra... #DISC 4'. The M#1 column shows a sanctioned amount of ₹2,940,000.00. A callout box points to this amount and the 'Product management' icon below it.

| S.No | IDEX Innovator | Challenge | M#0 | M#1 | M#2 | M#3 | M#4 | M#5 |
|------|---|--------------------------------------|---------------------------|---------------------------|---------------------------|-------------------|---------------------------|---------------------------|
| 1 | Skyyroot aerospace pvt ltd (Naga Bharath Daka) Hyderabad, ANDHRA PRADESH Milestone #1 | Foliage Penetration Ra... #DISC 4 | Sanctioned: ₹1,470,000.00 | Sanctioned: ₹2,940,000.00 | Sanctioned: ₹4,410,000.00 | Sanctioned: ₹0.00 | Sanctioned: ₹4,410,000.00 | Sanctioned: ₹1,470,000.00 |

Fig. 20. Access to Product management workspace/pane

Step 4: Once the product management icon is clicked, it will lead to the PMA upload page.

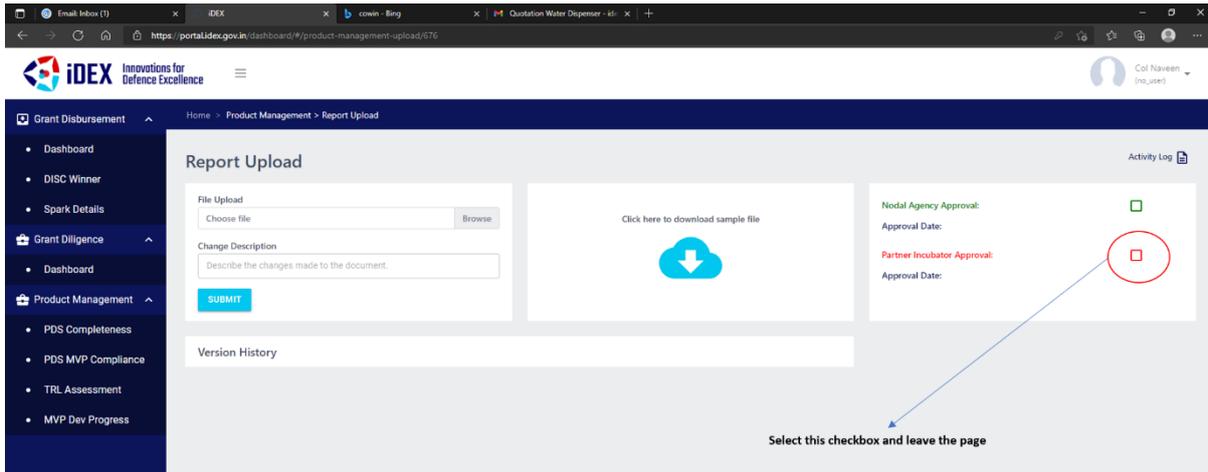


Fig. 21. Access to PMA approval page

Step 5: Click on the check box in green and a tick mark or color in red will be filled, indicating that approval has been sanctioned and the date of approval will be visible.

C. Access to PI Assessment page

Step 1: Select Dashboard under Grant diligence and select action. The diligence check list will be visible.

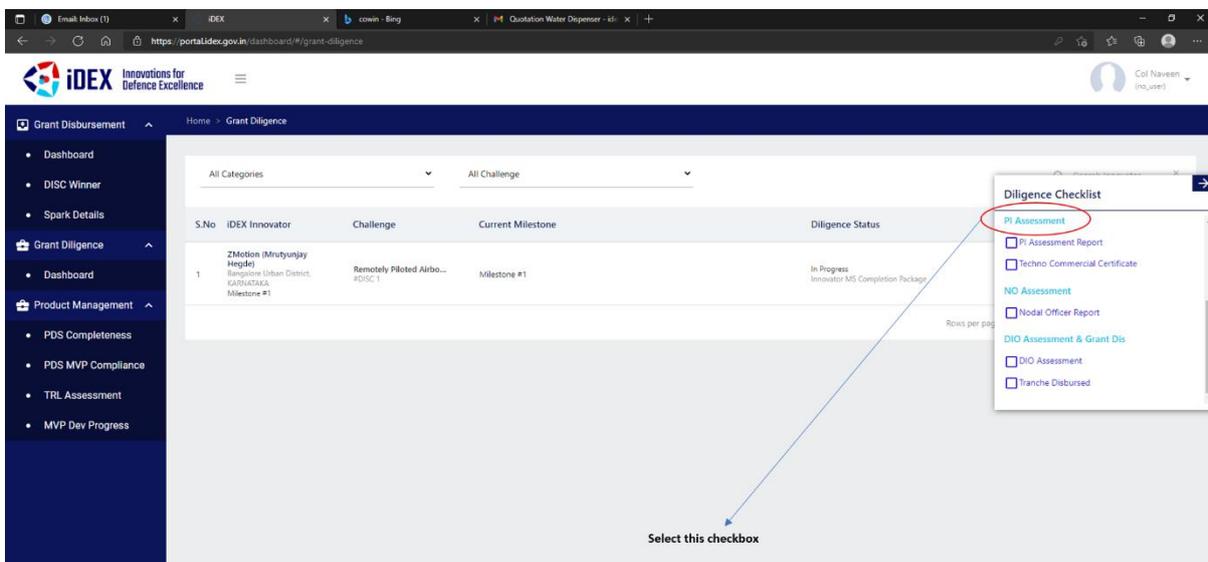


Fig. 22. Access to PI assessment

Step 2: Select PI assessment and it will open the PI assessment page.

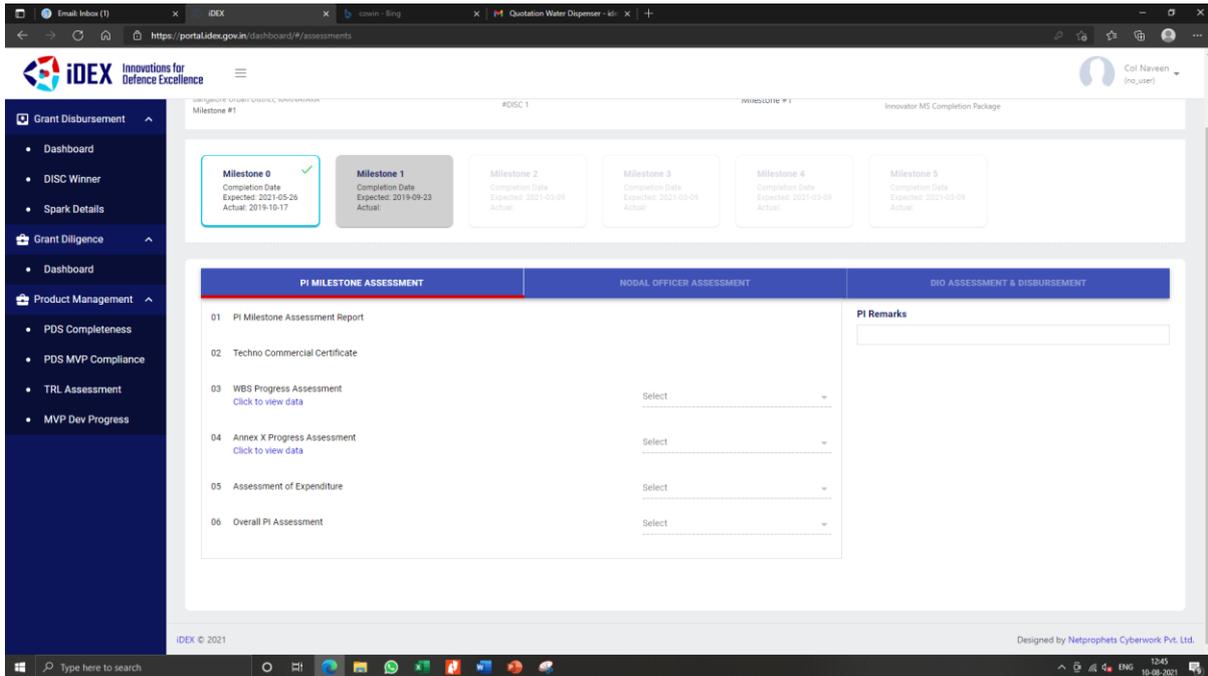


Fig. 23. PI assessment page

Step 3: As per the required format PI Milestone report, prepare a PDF and upload the milestone report by clicking on the upload icon. Similarly prepare techno commercial certificate and upload it also.

Step 4: Click to view WBS and provide your assessment based on the drop-down list for approval.

Step 5: Click to view Annexure X progress and provide your assessment based on the drop-down list for approval.

Step 6: Provide your assessment based on the drop-down list for expenditure assessment approval and overall PI assessment.

Step 7: If any remarks is required to be displayed, type it on the remarks column and click Save button. The details are uploaded successfully. It will be reflected to all stakeholders.

This Concludes the Partner Incubator section of the requirements for approval on the portal.



PART D

DIO ASSESSMENT

PORTAL ACCESS & TRANCHE DISBURSEMENT

A. Data Viewing on the Portal

- The required basic data of the innovator can be viewed under the category of SPARK details.
- Program Management details are available under Product Management tab.
- To view their WBS, Annexure X and milestone requirements, it can be viewed under Grant diligence, by clicking the action icon and further viewing under the innovator package checklist.

B. Access to DIO Assessment page

Step 1: Select Dashboard under Grant diligence and select action. The diligence check list will be visible.

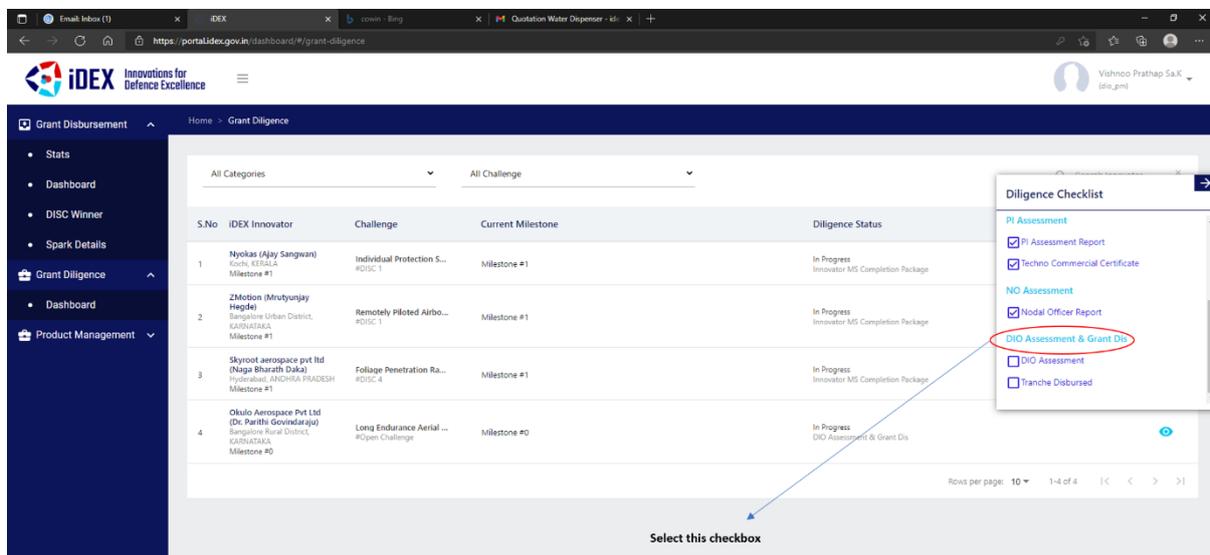


Fig. 24. Access to DIO assessment page

Step 2: Select DIO assessment check box and it will open the DIO assessment page.

Step 3: Under DIO assessment tab, DIO milestone assessment should be selected as per the categories in the drop-down list box.

Step 4: Under DIO assessment tab, GMC milestone assessment should be given by respective GMC member (i.e.) Finance Rep of DIO as per the categories in the drop down list box.

Step 4: Under DIO assessment tab, in similar manner, CFO, COO and CEO approval should be given by respective management members of DIO as per the categories in the drop down list box. For CFO approval, the relevant documents should be submitted to CFO via email.

Note: Any remarks for each category of assessment is also available. Click on submit to conclude each section.

The screenshot shows the iDEX portal interface for a DIO assessment. The top navigation bar includes the iDEX logo and user information. The main content area is divided into three columns: 'PI MILESTONE ASSESSMENT', 'NODAL OFFICER ASSESSMENT', and 'DIO ASSESSMENT & DISBURSEMENT'. The 'PI MILESTONE ASSESSMENT' column lists six steps: 01 DIO Milestone Assessment, 02 GMC Assessment, 03 CFO Approval, 04 COO Approval, 05 CEO Approval, and 06 Tranche Disbursed. The 'NODAL OFFICER ASSESSMENT' column shows dropdown menus for each step, with 'Approved' selected for most. The 'DIO ASSESSMENT & DISBURSEMENT' column displays a 'Digitally signed document-CEO' link and a 'DIO Remarks' section with the following entries: '2021-07-16 - DIO_PM - Kickoff Tranche for Skyroot Aerospace', '2021-07-16 - DIO_GMC - Recommended, as proposed', '2021-07-18 - DIO_COO - Approved', and '2021-07-22 - DIO_CEO - Approved'. A 'Tranche Disbursed' checkbox is also visible with a value of 1470000.

Fig. 25. DIO assessment page

Step 5: Once CEO approval is granted, a digital signature document is created as shown in fig.25. and it can be downloaded as PDF.

Step 6: For the purpose of tranche release, CFO will be entitled to release the grant amount requested by the respective PD/PE for Tranche Release. Remarks column is mandatory and detailed statement should be given for request of tranche release.

Step 7: Once the Tranche amount is finalized by CFO with verification of the required bank statements and CTR file, the tranche is released to innovator dedicated iDEX project account.

This Concludes the DIO assessment section of the requirements for approval on the portal.



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“Learning gives creativity. Creativity leads to thinking. Thinking provides knowledge. Knowledge makes you great.”

- Dr. A.P.J. Abdul Kalam



For Technical Queries, kindly contact the officers below:

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