



## Subsidy Release Adjustment

Version 1.0

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The purpose of this document is to describe the Subsidy Release Adjustment process in the MIS portal as carried out by the Lending Bank Branch.

There are three tabs are available-

S. No.	Option	Details
1.	All Applications	The <b>All Applications</b> tab shows a consolidated list of all applications with released subsidies, including those <b>pending subsidy adjustment</b> and those for which the subsidy adjustment has been completed.
2.	Pending Applications	The <b>Pending Applications</b> tab displays applications where subsidy adjustment is yet to be completed
3.	Subsidy Adjustment Completed	The <b>Subsidy Adjustment Completed</b> tab shows applications for which the subsidy adjustment has been successfully processed.

### Step-by-Step Process

#### Step 1: Login and Navigation

- Log in to the MIS Portal using valid user credentials.
- Navigate to the left-side menu and click on “**Subsidy Adjustment Application**.”
- The Subsidy Adjustment dashboard will open displaying the available tabs.

MINISTRY OF FOOD PROCESSING INDUSTRIES

Subsidy Adjustment Application

SUBSIDY RELEASE LIST

S.NO	APPLICATION NUMBER	APPLICANT NAME	TERM LOAN DISBURSE	TERM LOAN SANCTIONED	SANCTION DATE	FIRST DISBURSEMENT DATE	LAST DISBURSE
1	578523729824	Cop name	130000	201991.14	16-03-2024	02-01-2025	07-01-2025



## Step 2: All Applications Tab

Search & Filter:

- You can search for specific subsidy adjustment applications by Application Number.
- You can filter applications by selecting a date range using From Date and To Date.
- The Select Option dropdown allows you to choose the date type on which to filter the applications.  
The available options are:
  1. Sanction Date (default) — filter applications based on the date the loan was sanctioned.
  2. Last Disbursement Date — filter applications based on the date of the last disbursement made to the application.
  3. Subsidy Processing Date — filter applications on the date the subsidy was processed.
- After setting your search or filter criteria, click on **Search** button to display the desired applications.
- Click **Reset** to clear all search fields and default applications list again.

## Step 3: View/Open Buttons

ATION DATE	FIRST DISBURSEMENT DATE	LAST DISBURSEMENT DATE	STATE NAME	APPROVED CAPITAL INVESTMENT	SUBSIDY AMOUNT	STATUS	SUBSIDY CREDIT DATE	ACTION
-2024	02-01-2025	07-01-2025	Delhi	258963	1000	Pending	22-12-2025	<button>Open</button>
-2025	08-08-2025	08-08-2025	GOA	10000	490000	Complete	16-07-2025	<button>View</button>
-2023	17-08-2023	17-08-2023		20000	7000	Complete		<button>View</button>
-2023	03-05-2023	03-05-2023		100000	35000	Pending		<button>Open</button>



The **View** button will appear for applications where the subsidy has been adjusted, allowing users to open the application details and subsidy adjustment information in **view-only mode**.

Ministry of Food Processing Industries

Menu

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Back

**APPLICANT INFORMATION**

Application no	Name	State	Bank Name
277723730171	ShiftFPO	Delhi	STATE BANK OF INDIA
Capital Investment Approved (Rs.)	Term Loan Disburse (Rs.)	Term Loan Sanctioned (Rs.)	Term Loan Disbursement %
10000	8000	9000	88.89
Date of disbursement - First Tranche	Date of disbursement - Last Tranche		
08-08-2025	08-08-2025		

**SUBSIDY RELEASE INFORMATION**

#	IFSC Code	Transient A/c No.	Amount (Rs.)	Date of Credit	UTR No.	NEFT Ref No.
1	CBIN0282337	2322970000035	490000.00	16-07-2025	UBINJ25188627744	001258347549
2	CBIN0282337	2322970000035	490000.00	16-07-2025	UBINJ25188627744	001258347549
3	CBIN0282337	2322970000035	490000.00	16-07-2025	UBINJ25188627744	001258347549
4	CBIN0282337	2322970000035	490000.00	16-07-2025	UBINJ25188627744	001258347549
5	CBIN0282337	2322970000035	490000.00	16-07-2025	UBINJ25188627744	001258347549
6	CBIN0282337	2322970000035	490000.00	16-07-2025	UBINJ25188627744	001258347549
7	CBIN0282337	2322970000035	490000.00	16-07-2025	UBINJ25188627744	001258347549

**SUBSIDY RELEASE INFORMATION**

Receipt of Subsidy

Partial Received

**SUBSIDY ADJUSTMENT**

Loan Repayment Status

Standard  NPA

Unit Operations Status

Operational  Closed

Loan Status

Loan Foreclosed / Balance Transfer

**SUBSIDY RETURNED TO MINISTRY**

Name of Account	Account No.	Amount (Rs.)
test	12345	10000
Date of Reversal	UTR No.	
17-09-2025	12345	

When clicking the **Open** button, a subsidy adjustment form is displayed. The **Open** button appears for applications with pending subsidy adjustments that are ready for processing. Clicking it redirects the user to the application details page, where the subsidy can be adjusted.

#### Step 4: Proceed to Subsidy Adjustment

This section includes a dropdown input box with four selectable options:

1. Yes, received
2. Partially received
3. Not received
4. Received but returned inadvertently



- Shift Application
- Internal Sourcing
- Multiple Drp
- Upload Media
- Admin Report
- Who's Who
- Internal User Management
- Application Approval
- SMS Dashboard
- Sanction & Disbursement
- Credit Team Report
- Reports
- Subsidy Adjustment Application
- Subsidy Release Verification
- Manage Zone
- View Application
- Fund Monitoring Reports
- Performance Monitoring Reports

APPLICANT INFORMATION

Application no	Name	State	Bank Name
578523729824	Cop name	Delhi	CANARA BANK
Capital Investment Approved (Rs.)	Term Loan Disburse (Rs.)	Term Loan Sanctioned (Rs.)	Term Loan Disbursement %
258963	130000	201991.14	64.36
Date of disbursement - First Tranche	Date of disbursement - Last Tranche		
02-01-2025	07-01-2025		

SUBSIDY RELEASE INFORMATION

IFSC Code	Transient A/c No.	Amount	Date of Credit	UTR No.	NEFT Ref No.
CNRB0001234	5426386246586	90000.00	22-12-2025	UBINJ25188627752	1258347556
CNRB0001234	5426386246586	1000.00	22-12-2025	UBINJ25188627752	1258347556

Please confirm the receipt of subsidy \*

Submit

**Case 1:** If the user selects “Yes, received,” the subsidy adjustment options will start appearing.

Application no Name State Bank Name

277923729902	Sonu	Delhi	CANARA BANK
Capital Investment Approved (Rs.)	Term Loan Disburse (Rs.)	Term Loan Sanctioned (Rs.)	Term Loan Disbursement %
10000	8500	9000	94.44
Date of disbursement - First Tranche	Date of disbursement - Last Tranche		
02-12-2024	02-01-2025		

SUBSIDY RELEASE INFORMATION

IFSC Code	Transient A/c No.	Amount	Date of Credit	UTR No.	NEFT Ref No.
CNRB0001234	34563464	1000.00	19-12-2025	UBINJ25188627752	1258347556

Please confirm the receipt of subsidy \*

Yes,Received

SUBSIDY ADJUSTMENT

Loan Repayment Status	Unit Operations Status	Loan Status
<input type="radio"/> Standard <input type="radio"/> NPA	<input type="radio"/> Operational <input type="radio"/> Closed	<input type="checkbox"/> Loan Foreclosed / Balance Transfer

Submit

IFSC Code Transient A/c No. Amount Date of Credit UTR No. NEFT Ref No.

Please confirm the receipt of subsidy \*

Yes,Received

SUBSIDY ADJUSTMENT

1	Loan Repayment Status
2	Unit Operations Status
3	Loan Status

Standard  NPA

Operational  Closed

Loan Foreclosed / Balance Transfer

Submit



There are three categories are available as following –

- 1) Loan Repayment Status – having two options Standard and NPA
- 2) Unit Operations Status – having two options Operational and Closed
- 3) Loan Status – Loan Foreclosed and Balance Transfer

#### **Scenario - 1:**

Loan Repayment Status = Standard

Unit Operations Status = Operational

<b>SUBSIDY ADJUSTMENT</b>			
Loan Repayment Status	Unit Operations Status	Loan Status	
<input checked="" type="radio"/> Standard <input type="radio"/> NPA	<input checked="" type="radio"/> Operational <input type="radio"/> Closed	<input type="checkbox"/> Loan Foreclosed / Balance Transfer	
<b>SUBSIDY AMOUNT IS ADJUSTED IN SB/CA OF BENEFICIARY</b>			
IFSC Code	A/c No.	Amount	Date of Credit dd-mm-yyyy
UTR No. <input type="text"/>			
<b>SUBSIDY AMOUNT IS UTILISED IN LOAN REPAYMENT</b>			
Loan A/c No.	Date of Credit dd-mm-yyyy	Amount	
<b>Submit</b>			

**Important:** The final disbursement must be at least three years old, and at least 99% of the sanctioned amount should have been disbursed.



### Scenario - 2:

Loan Repayment Status = Standard

Unit Operations Status = Closed

Please confirm the receipt of subsidy \*

Yes,Received

**SUBSIDY ADJUSTMENT**

Loan Repayment Status	Unit Operations Status	Loan Status
<input checked="" type="radio"/> Standard <input type="radio"/> NPA	<input type="radio"/> Operational <input checked="" type="radio"/> Closed	<input type="checkbox"/> Loan Foreclosed / Balance Transfer

**SUBSIDY RETURNED TO MINISTRY (UNIT CLOSED / LOAN FORCLOSED / BT )**

Name of Account	Account No.	Amount (Rs.)
MINISTRY OF FOOD PROCESSING INDUSTRIES PMFME TELANGANA	307802010885175	

Date of Reversal UTR No.

dd-mm-yyyy

**Submit**

### Scenario - 3:

Loan Repayment Status = NPA

Unit Operations Status = Operational / Closed

**SUBSIDY ADJUSTMENT**

Loan Repayment Status	Unit Operations Status	Loan Status
<input type="radio"/> Standard <input checked="" type="radio"/> NPA	<input type="radio"/> Operational <input checked="" type="radio"/> Closed	<input type="checkbox"/> Loan Foreclosed / Balance Transfer

**SUBSIDY AMOUNT UTILISED AS RECOVERY**

Loan A/c No	Loan Amount Outstanding / Total Due	Date of NPA
		dd-mm-yyyy

Amount Adjusted Date of Adjustment

dd-mm-yyyy

**Submit**



#### Scenario - 4:

#### Loan Status – Loan Foreclosed and Balance Transfer (*Before 3 years*)

SUBSIDY ADJUSTMENT		Loan Status
Loan Repayment Status	Unit Operations Status	
<input type="radio"/> Standard <input type="radio"/> NPA	<input type="radio"/> Operational <input type="radio"/> Closed	
<input checked="" type="checkbox"/> Loan Foreclosed / Balance Transfer		
SUBSIDY RETURNED TO MINISTRY (UNIT CLOSED / LOAN FORCLOSED / BT)		
Name of Account	Account No.	Amount (Rs.)
MINISTRY OF FOOD PROCESSING INDUSTRIES PMFME TELANGANA	307802010885175	
Date of Reversal	UTR No.	
dd-mm-yyyy	<input type="button" value=""/>	
<input type="button" value="Submit"/>		

**Important:** When the Loan Status is checked, the Loan Repayment Status and Unit Operations Status fields are disabled.

The following are the validations implemented at Subsidy Adjustment Applications.

- a) The IFSC Code should be of 11 characters and 5th character should be 0.
- b) A limit of 18 integers is implemented at Account number.
- c) The amount fields in all cases should not be greater than the total subsidy amount.
- d) The date of credit should not be earlier than the Credit date displayed in the applicant information.
- e) The date of NPA should not be earlier than the last disbursement date and should also not allow future dates.
- f) Date of Reversal should not be earlier than disbursement date and future date should not be allowed.
- g) A limit of 100 characters is implemented at the name of the account.