



Subsidy Release Adjustment

Version 1.0

Date 07.01.2026

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 All Applications tab shows a consolidated list of all applications with released subsidies, including those pending subsidy adjustment and those for which the subsidy adjustment has been completed.
2.	Pending Applications	The Pending Applications tab displays applications where subsidy adjustment is yet to be completed
3.	Subsidy Adjustment Completed	The Subsidy Adjustment Completed 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.

SUBSIDY RELEASE ADJUSTMENTS

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Subsidy Release Verification
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Subsidy Release Adjustments

All Applications Pending Applications Subsidy Adjustment Completed

SUBSIDY RELEASE LIST

Application Number

Select Option
Sanction Date

From Date
dd-mm-yyyy

To Date
dd-mm-yyyy

Search Reset

S.NO	APPLICATION NUMBER	APPLICANT NAME	TERM LOAN DISBURSE	TERM LOAN SANCTIONED	SANCTION DATE	FIRST DISBURSEMENT DATE	LAST DISBURSEMENT DATE
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:
 - Sanction Date (default) — filter applications based on the date the loan was sanctioned.
 - Last Disbursement Date — filter applications based on the date of the last disbursement made to the application.
 - 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.

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SUBSIDY RELEASE ADJUSTMENTS

All Applications Pending Applications Subsidy Adjustment Completed

SUBSIDY RELEASE LIST

Application Number

From Date

dd-mm-yyyy

Select Option

Disbursement Date

Sanction Date

Disbursement Date

Value Date

Search

Reset

S.NO	APPLICATION NUMBER	APPLICANT NAME	TERM LOAN DISBURSE	TERM LOAN SANCTIONED	SANCTION DATE	FIRST DISBURSEMENT DATE	LAST DISBURSEMENT DATE
1	578523729824	Cop name	130000	201991.14	16-03-2024	02-01-2025	07-01-2025
2	277723730171	ShiftFPO	8000	9000	13-02-2025	08-08-2025	08-08-2025
3	277723730148	DifferentFSCAtBankCheck	18000	18000	28-08-2023	17-08-2023	17-08-2023
4	277723729960	Group SHG	90000	90000	01-05-2023	03-05-2023	03-05-2023
5	277723730249	Ajay FPO	350	600	14-05-2024	17-01-2025	30-01-2025
6	277723730171	ShiftFPO	8000	9000	13-02-2025	08-08-2025	08-08-2025

Step 3: View/Open Buttons

APPLICATION 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	Open
2025	08-08-2025	08-08-2025	GOA	10000	490000	Complete	16-07-2025	view
2023	17-08-2023	17-08-2023		20000	7000	Complete		view
2023	03-05-2023	03-05-2023		100000	35000	Pending		Open



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**.

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APPLICANT INFORMATION

Application no
277723730171

Name
ShiftFO

State
Delhi

Bank Name
STATE BANK OF INDIA

Capital Investment Approved (Rs.)
10000

Term Loan Disburse (Rs.)
8000

Term Loan Sanctioned (Rs.)
9000

Term Loan Disbursement %
88.89

Date of disbursement - First Tranche
08-08-2025

Date of disbursement - Last Tranche
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
test

Account No.
12345

Amount (Rs.)
10000

Date of Reversal
17-09-2025

UTR No.
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 Dtp
- Upload Media
- Admin Report
- Who's Who
- Internal User Management
- Application Approval
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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.
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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



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

SUBSIDY ADJUSTMENT

Loan Repayment Status

☒ Standard ☐ NPA

Unit Operations Status

☒ Operational ☐ Closed

Loan Status

☐ Loan Foreclosed / Balance Transfer

SUBSIDY AMOUNT IS ADJUSTED IN SB/CA OF BENEFICIARY

IFSC Code

A/c No.

Amount

Date of Credit

dd-mm-yyyy

UTR No.

SUBSIDY AMOUNT IS UTILISED IN LOAN REPAYMENT

Loan A/c No.

Date of Credit

dd-mm-yyyy

Amount

Submit

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

☒ Standard ☐ NPA

Unit Operations Status

☐ Operational ☒ Closed

Loan Status

☐ Loan Foreclosed / Balance Transfer

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

Name of Account

MINISTRY OF FOOD PROCESSING INDUSTRIES PMFME TELANGANA

Account No.

307802010885175

Amount (Rs.)

Date of Reversal

dd-mm-yyyy

UTR No.

Submit

Scenario - 3:

Loan Repayment Status = NPA

Unit Operations Status = Operational / Closed

SUBSIDY ADJUSTMENT

Loan Repayment Status

☐ Standard ☒ NPA

Unit Operations Status

☐ Operational ☒ Closed

Loan Status

☐ 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 Repayment Status

☐ Standard ☐ NPA

Unit Operations Status

☐ Operational ☐ Closed

Loan Status

☒ Loan Foreclosed / Balance Transfer

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

Name of Account

MINISTRY OF FOOD PROCESSING INDUSTRIES PMFME TELANGANA

Account No.

307802010885175

Amount (Rs.)

Date of Reversal

dd-mm-yyyy

UTR No.

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.

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