



Chhattisgarh Unified Industrial Portal

Government of Chhattisgarh

User Manual

For

***Raising & Accelerating MSME
Performance***

(Agency)

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1. Overview

The Raising and Accelerating MSME Performance (RAMP) programme is a World Bank-supported Central Sector Scheme of the Ministry of MSME, Government of India. It focuses on strengthening MSME competitiveness by improving market access, credit availability, institutional capacity, Centre-State coordination, addressing delayed payments, and promoting greening of MSMEs.

The program supports both Central and State Governments in implementing reforms and capacity-building initiatives through a structured and result-oriented approach. It also promotes digitization, ease of doing business, and formalization of MSMEs.

2. How to Get Started

Enter the website URL (<https://invest.cg.gov.in>) in the browser and the page navigates to the landing page of the One Click –Single Window System.

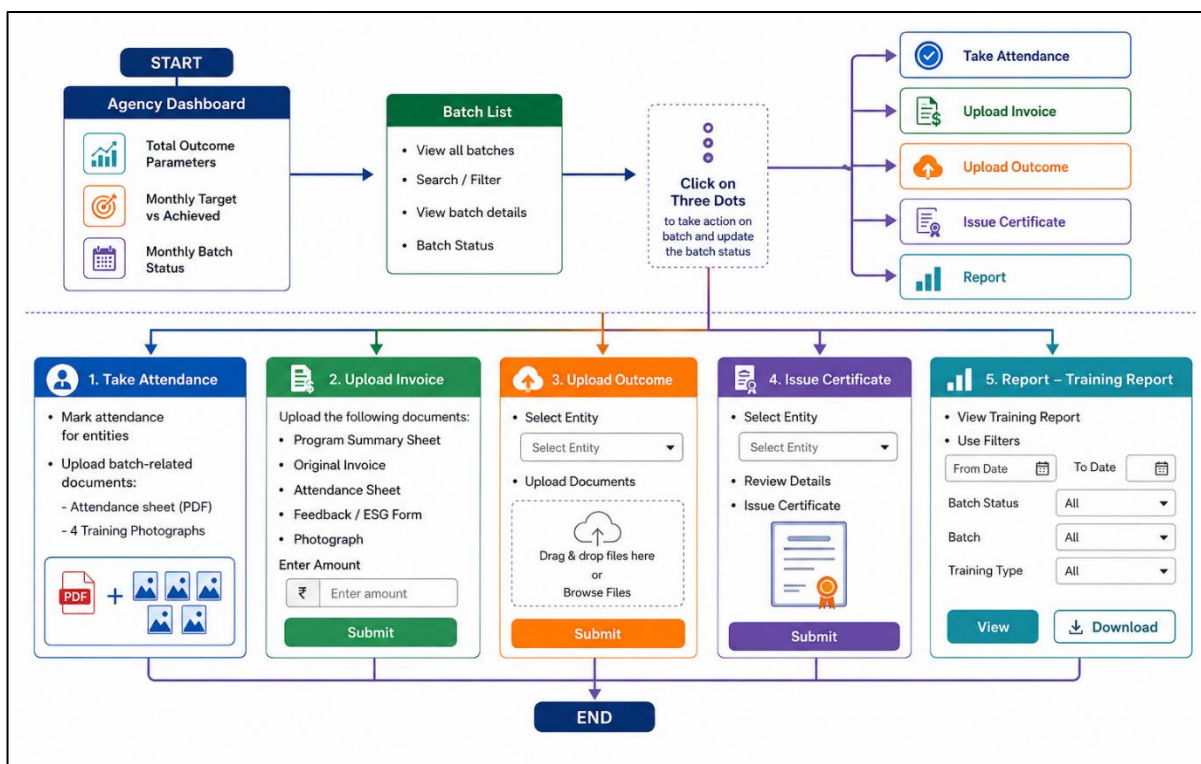


Figure 1: Homepage Screen

3. Raising & Accelerating MSME Performance

The Raising and Accelerating MSME Performance (RAMP) Training and Registration Portal provides MSMEs with real-time information on trainings and programme activities. It digitises the complete workflow, including registration, attendance, and certificate generation, ensuring transparency and accurate data management. The portal also supports effective monitoring and strengthens MSME capacity development across the State.

Agency User Workflow:



4. How to Login for Agency User's

To access Raising and Accelerating MSME Performance (RAMP) functionalities, agency users can log in using their credentials.

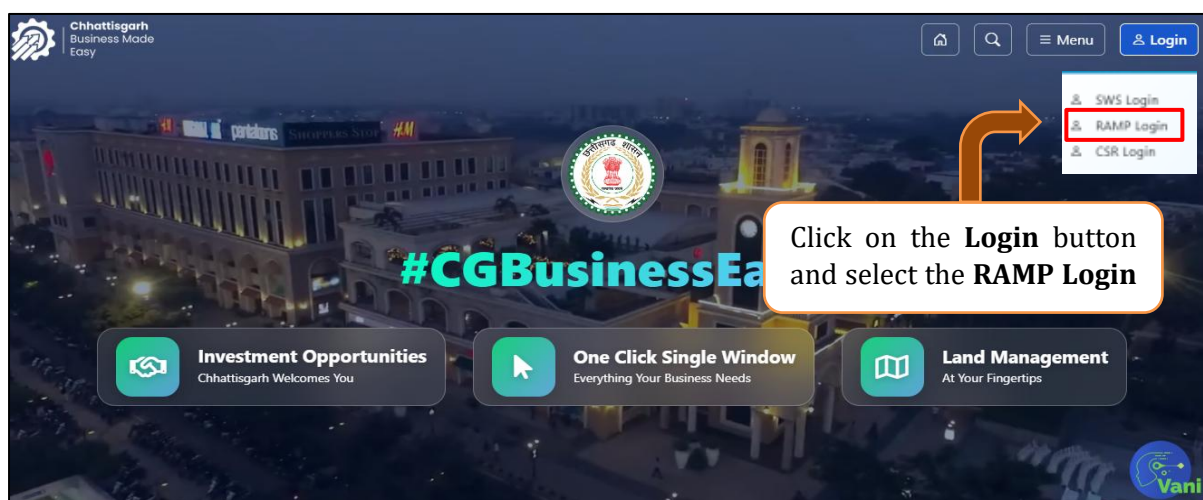


Figure 4.1: RAMP Login

After the admin generates and sends the agency ID and password via SMS, the agency can log in.

User enters the Login User ID and Password

Login to your account

User ID

Password

I'm not a robot reCAPTCHA

Login

[Forgot Password?](#) [Sign Up](#) [Back to Home](#)

Figure 4.2: Login Page

4.1. How to Add Trainer Details

In the Manage Trainer menu, the agency enters the details of the trainers who will provide trainings and workshops to the entity users.

Agency clicks the Add button to enter the trainer details

Manage Trainer

S No.	Trainer Details	Relevant Sector Experience (Name)	Experience in relevant sector (in years)	Total Years of Experience	Action
No trainer records found.					

Rows per page: 10 0 - 0 of 0

Figure 4.3: Trainer Screen

After clicking the **Add** button, the agency enters the trainer details, such as Trainer Basic and Qualification details, and clicks the **Submit** button to submit the trainer details, as shown in the figure.

Figure 4.4: Add Trainer Screen

After submitting the trainer details, the details are displayed in the Manage Trainer menu. The agency can use filters and download the trainer details.

S No.	Trainer Details	Relevant Sector Experience (Name)	Experience in relevant sector (in years)	Total Years of Experience	Action
1	Menu Contact Number : [redacted] E-mail Id : [redacted]	Iron and Steel	5	7	⋮

Figure 4.5: Trainer Details

4.2. How to Create Batches

In the Manage Batch menu, the agency creates batches for entity users to conduct training sessions and workshops. The agency can also filter the already added batches and their interventions, and download the batch details.

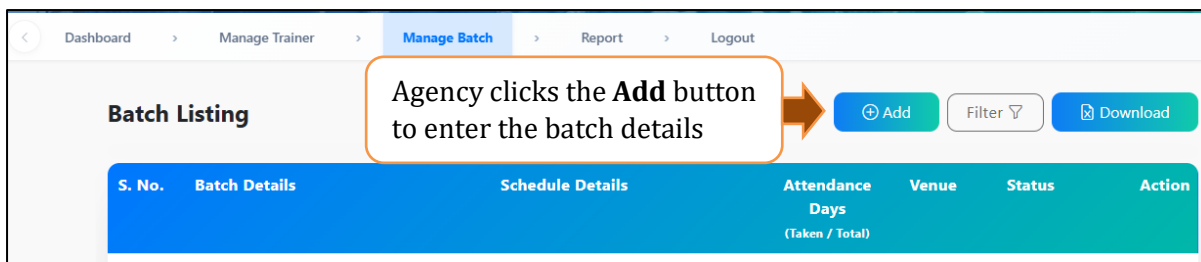


Figure 4.6: Create Batch

After clicking the **Add** button, the assigned District, Intervention, Activity, and Target details set by the Admin are displayed. The agency then enters the Batch details and schedule to create batches for entity users.

The screenshot shows the 'Add Batch' form. At the top right, there is a 'Back' button. The form is divided into two main sections: 'Batch Details' and 'Schedule Details'.
Batch Details Section:
 - Batch Name * (text input)
 - Relevant Sector Experience (Name) * (dropdown menu with '-- Select Sector --')
 - Trainer Name * (dropdown menu with '-- Select Trainer --')
 - Intervention * (dropdown menu with '-- Select Intervention --')
 - Activity * (dropdown menu with '-- Select activity --')
 - District * (dropdown menu with '-- Select District --')
 - Venue * (text input)
Schedule Details Section:
 - Year * (text input with 'Year' placeholder)
 - Month * (text input with 'Month' placeholder)
 - Target/Achieved* (text input with '/' placeholder)
 - Start Date * (calendar icon, DD-MM-YYYY format)
 - End Date * (calendar icon, DD-MM-YYYY format)
 - Start Time * (time picker with HH, MM, and AM/PM buttons)
 - Duration * (dropdown menu with '-- Select --')
 - Shift * (text input)
 At the bottom right, there are 'Reset' and 'Submit' buttons.

Figure 4.7: Add Batch Details

Upon submission of the batch details, the batch lists are displayed in the Manage Batch menu. The batch status will be shown as **Planning In-Progress**, as shown in the figure.

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	0/1	Moti Conferences Hall	Planning In-progress	⋮

Figure 4.8: Batch Listing Details

4.3. How to Take Action on Batches

The agency can click on the three dots to take action on the batch and update the batch status.

4.3.1. View

On click of **View** button agency users will be able to view the batch details.

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	0/1	Moti Conferences Hall	Planning In-progress	⋮ View Edit Assign Attendees Postpone
2	Batch-05 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 29 Apr 2026 to 29 Apr 2026 11:00 AM, morning Duration : 1 Hour	1/1	moti nagar, raipur	Completed	⋮

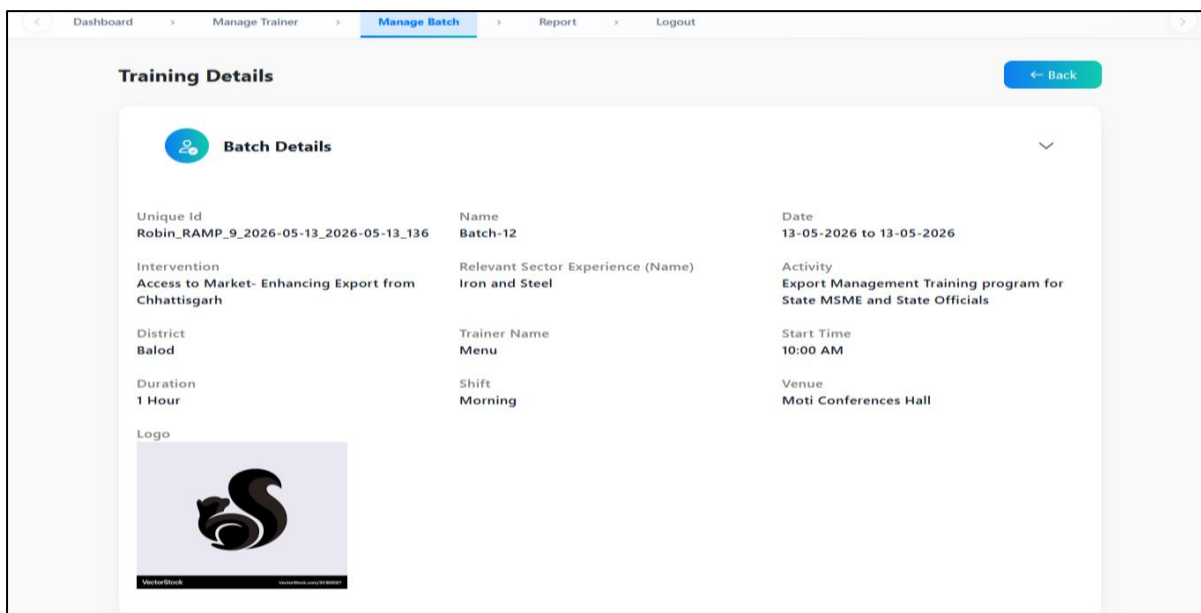


Figure 4.9: View Batch Details

4.3.2. Edit

On click of **Edit** button agency will be able to edit the batch details.

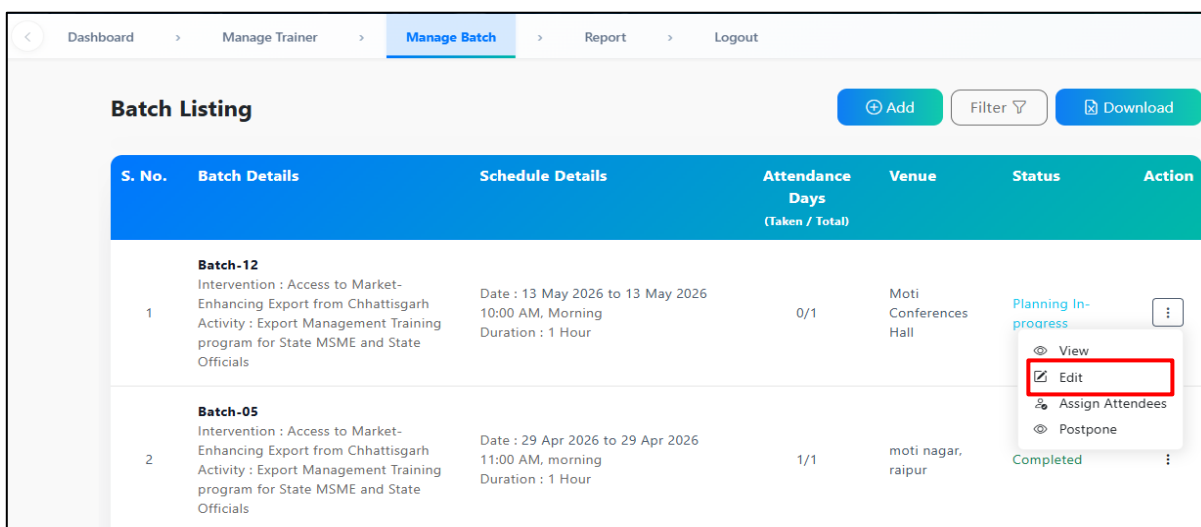


Figure 4.10: Edit Batch Details

4.3.3. Postpone

On clicking the **Postpone** button, the agency will be able to postpone the batch duration. The Postpone feature will be enabled only on the batch end date.

The screenshot shows the 'Manage Batch' interface. At the top, there are navigation links: Dashboard, Manage Trainer, Manage Batch (active), Report, and Logout. Below the navigation, there are buttons for Add, Filter, and Download. The main content is a table titled 'Batch Listing' with columns: S. No., Batch Details, Schedule Details, Attendance Days (Taken / Total), Venue, Status, and Action.

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	0/1	Moti Conferences Hall	Planning In-progress	View, Edit, Assign Attendees, Postpone
2	Batch-05 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 29 Apr 2026 to 29 Apr 2026 11:00 AM, morning Duration : 1 Hour	1/1	moti nagar, raipur	Completed	View, Edit, Assign Attendees, Postpone

The 'Postpone' button in the dropdown menu for Batch-12 is highlighted with a red box.

The second screenshot shows the 'Training Details' page. It has a 'Back' button at the top right. Below it, there are two sections: 'Batch Details' and 'Batch Postpone'. The 'Batch Postpone' section contains a 'Start Date' field with a placeholder 'DD-MM-YYYY' and a 'Submit' button.

Figure 4.11: Postpone Batch Duration

4.3.4. Assign Attendees

On clicking the **Assign Attendees** button, the agency will be able to assign entities.

- The agency can search by Entity Name, Mobile Number, or Registration ID.
- A minimum of 30 entities is required for batch creation.
- After assigning entities to the batch, the agency can remove an entity before submitting the attendee details.

The screenshot displays the 'Assign Attendees' page within a 'Training Details' section. The page includes a navigation bar at the top with 'Dashboard', 'Manage Trainer', 'Manage Batch', 'Report', and 'Logout'. The main content area is divided into two parts: 'Batch Details' and 'Assign Attendees'.

Batch Listing (Top Screenshot):

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	0/1	Moti Conferences Hall	Planning In-progress	View, Edit, Assign Attendees, Postpone
2	Batch-05 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 29 Apr 2026 to 29 Apr 2026 11:00 AM, morning Duration : 1 Hour	1/1	moti nagar, raipur	Completed	

Assign Attendees Page (Bottom Screenshot):

Entity Name(s)

S. No.	Entity Name	Registration ID	Agency Name	Assign
1	CsmTest (6879652865)	RAMP26050002	N/A	+
2	Pmn (9879877777)	RAMP26040006	agencya	+
3	rqwrteyuj (9251243456)	RAMP26040020	N/A	+
4	saurabh (9864231456)	RAMP26030008	N/A	+
5	xyz (9756542213)	RAMP26030007	N/A	+

Already Assigned Candidate(s)

S. No.	Entity Name	Registration ID	Agency Name	Unassign
1	abcxyz (8977665555)	RAMP26030009	Agencybbsr	🗑
2	jaya (9586957687)	RAMP26040019	AgencyPuri	🗑
3	ronak (9438747477)	RAMP26030010	mahi	🗑
4	nikki (8476746767)	RAMP26030011	mahi	🗑
5	smriti (9478748786)	RAMP26040018	AgencyPuri	🗑

Page 1 of 2 | Prev | Next | Save as Draft | Submit | Cancel

Figure 4.12: Assign Attendees Page

After submitting the entities Attendees details, the batch status will be shown as **Scheduled** in the batch listing, as shown in the figure.

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market- Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	0/1	Moti Conferences Hall	Scheduled	

Figure 4.13: Batch Status

4.3.5. Take Attendance

On the batch start day Take Attendance option will be enabled, then on clicking the **Take Attendance** button, the agency will be able to mark attendance for entities and upload batch-related documents, such as attendance sheets in PDF format and four training photographs.

Note: 90% attendance required for certificate.

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market- Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	0/1	Moti Conferences Hall	Scheduled	<ul style="list-style-type: none"> View Take Attendance

Dashboard > Manage Trainer > **Manage Batch** > Report > Logout

Training Details

← Back

Batch Details

Take Attendance

Date *

13-05-2026

Candidate Details

Absent

Present

Present

Present

Absent

Upload Attendance Sheet *

(File Format: .pdf & File size: 5MB)

Choose File No file chosen

Training Photos *

(File Format: .jpg, .jpeg, .png & File size: 5MB)

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Choose File No file chosen

Rows per page: **10**

1 - 5 of 5

Reset Submit

Figure 4.14: Mark Attendance

On batch end date, after submitting the entities attendance details, the batch status will be shown as **Completed** in the batch listing, as shown in the figure.

Dashboard > Manage Trainer > **Manage Batch** > Report > Logout

Batch Listing Add Filter Download

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	1/1	Moti Conferences Hall	Completed	

Figure 4.15: Batch Status

4.3.6. Invoice

On clicking the **Upload Invoice** button, the agency can upload documents such as the Program Summary Sheet, Original Invoice, Attendance Sheet, Feedback/ESG Form, and photographs. The agency must also enter the amount and click the Submit button to proceed with the invoice details.

Dashboard > Manage Trainer > **Manage Batch** > Report > Logout

Batch Listing Add Filter Download

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market-Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	1/1	Moti Conferences Hall	Completed	<ul style="list-style-type: none"> View Upload Invoice Upload Outcome Issue Certificate
	Batch-05 Intervention : Access to Market-Enhancing Export from Chhattisgarh	Date : 29 Apr 2026 to 29 Apr 2026		moti nagar		

Training Details ← Back

Batch Details ▼

Invoice Submission ▼

Program Summary Sheet
File Format: PDF | JPG | PNG | Max Size: 5MB
Choose File No file chosen

Original Invoice
File Format: PDF | JPG | PNG | Max Size: 5MB
Choose File No file chosen

Attendance Sheet
File Format: PDF | JPG | PNG | Max Size: 5MB
Choose File No file chosen

Feedback / ESG Form
File Format: PDF | JPG | PNG | Max Size: 5MB
Choose File No file chosen

Photograph
File Format: JPG, JPEG, PNG | Max Size: 5MB
Choose File No file chosen

Amount
In Rs
Enter amount

Submit

Figure 4.16: Invoice Submission

4.3.7. Outcome

On clicking the **Upload Outcome** button, the agency can select the entity, upload the required documents, and submit the details for each entity.

Batch Listing + Add Filter Download

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market- Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	1/1	Moti Conferences Hall	Completed	<ul style="list-style-type: none"> View Upload Invoice <li style="border: 2px solid red;">Upload Outcome Issue Certificate
	Batch-05 Intervention : Access to Market- Enhancing Export from Chhattisgarh	Date : 29 Apr 2026 to 29 Apr 2026		moti nagar		

Training Details ← Back

Batch Details ▼

Outcome Details ▼

Select Entity
-- Select Entity --

Udyam Registration
 Choose File No file chosen

Marketing Platforms
 Choose File No file chosen

Certifications
 Choose File No file chosen

Institutional Linkages
 Choose File No file chosen

Project Reports
 Choose File No file chosen

Loan Facilitation
 Choose File No file chosen

Inclusiveness
 Choose File No file chosen

Submit

Figure 4.16: Outcome Details

4.3.8. Certificate

On clicking the **Issue Certificate** button, the agency can issue certificates for the entities and click on submit to proceed with certificate issuance.

Batch Listing + Add Filter Download

S. No.	Batch Details	Schedule Details	Attendance Days (Taken / Total)	Venue	Status	Action
1	Batch-12 Intervention : Access to Market- Enhancing Export from Chhattisgarh Activity : Export Management Training program for State MSME and State Officials	Date : 13 May 2026 to 13 May 2026 10:00 AM, Morning Duration : 1 Hour	1/1	Moti Conferences Hall	Completed	<ul style="list-style-type: none"> View Upload Invoice Upload Outcome Issue Certificate
	Batch-05 Intervention : Access to Market- Enhancing Export from Chhattisgarh	Date : 29 Apr 2026 to 29 Apr 2026		moti nagar		

The screenshot displays the 'Issue Certificate' page within a 'Manage Batch' section. The page features a navigation bar at the top with links for Dashboard, Manage Trainer, Manage Batch, Report, and Logout. Below the navigation, there are four main sections: Training Details, Batch Details, Attendance Details, and View Certificate. The main content area shows a list of five individuals with their respective details:

Name	Agency Name	Father's Name	Attendance	Status
Pmn	agencya	father	0%	Not Eligible
nikki	mahi	shdsgs	100%	Allow
jaya	AgencyPuri	jshdsg	100%	Allow
CsmTest	--	SHYAM	100%	Allow
abcyz	Agencybbsr	abcfather	0%	Not Eligible

At the bottom of the page, there is a 'Rows per page' dropdown set to 10, a page indicator '1 - 5 of 5', and a 'Submit' button.

Figure 4.17: Issue Certificate

4.4. Report

In the Report section, the agency can click on the Training Report to view the details and download the report, and also use filter to search the report accordingly.

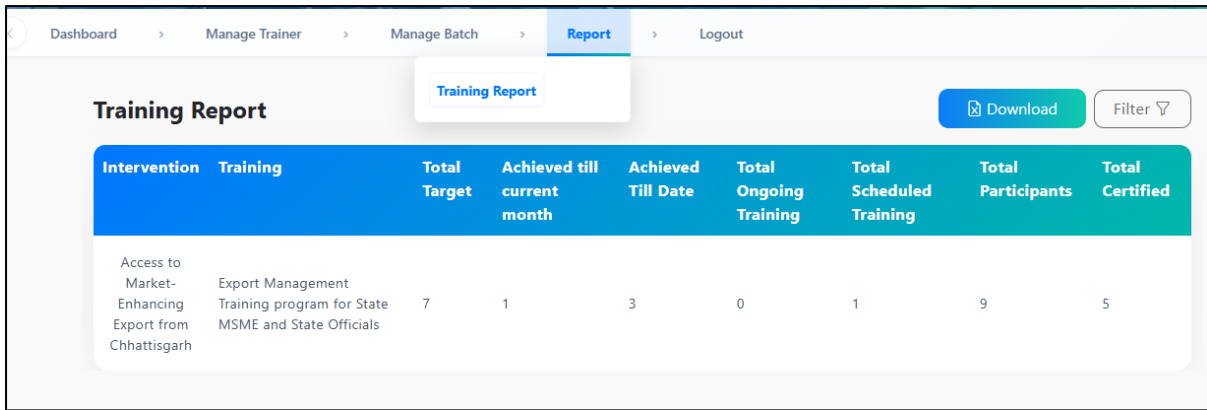


Figure 4.18: Training Report

4.5. Agency Dashboard

On the **Agency Dashboard**, the agency can view the total outcome parameters, monthly target vs. achieved data, and monthly batch status.

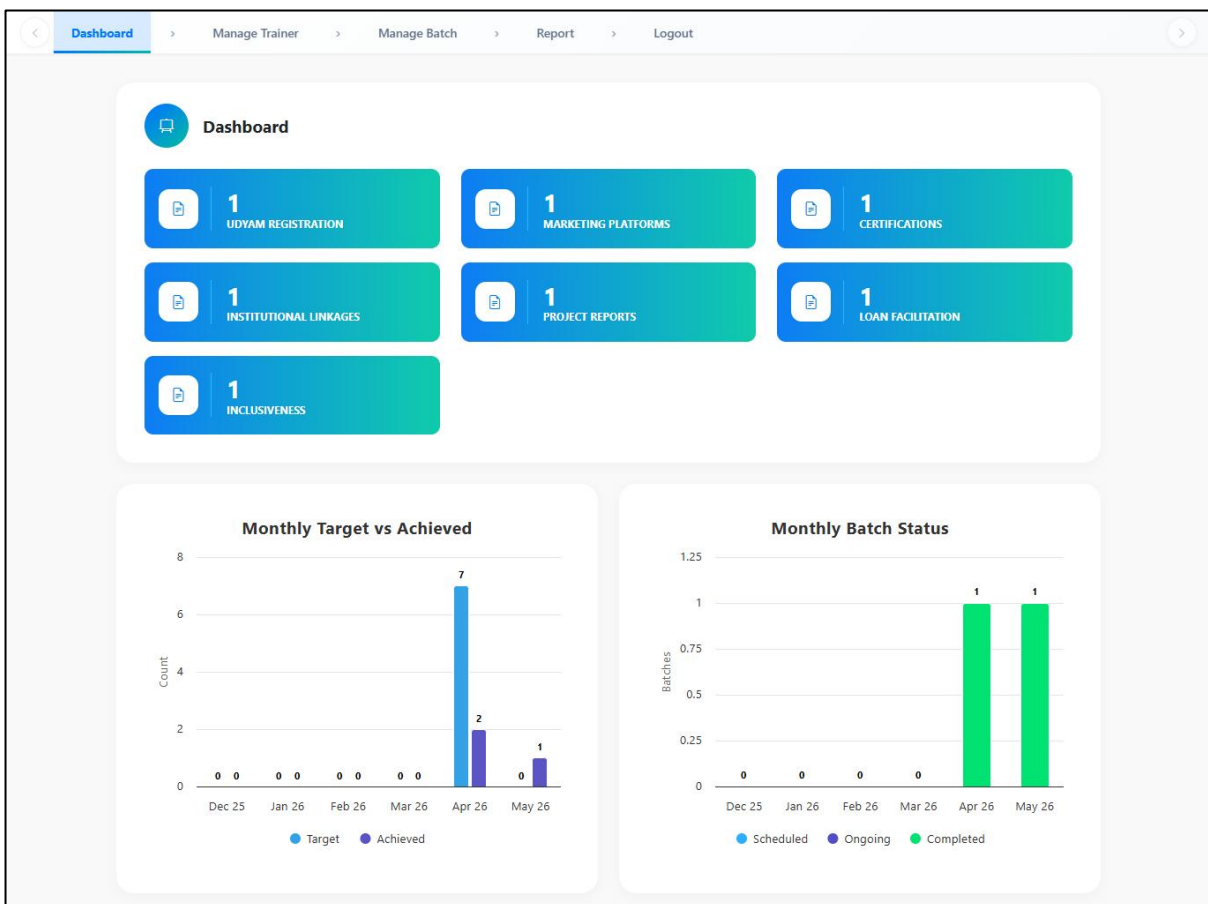


Figure 4.18: Dashboard