

User Manual For Filling Online Scorecard

Step 1: Registration of Implementing Agency Under SFURTI

Applicant can register as Implementing Agency through the Sfurti portal and create the user Id and password for sign in.

Applicants who have already registered as Implementing Agency, they can directly go to the login page to sign in.

Instructions for User Login:

1. To access the Officer's corner, you can login using the Valid Credential Provided by Admin.
- Please follow the below process to Login
 1. Enter Valid User Id.
 2. Enter Valid Password.
 3. Enter Valid Verification Code as given in Captcha Image.
 4. Verification Code is not case sensitive.
 5. Click on Login Button
2. Once you login with valid credential user will redirect to their Dashboard where multiple action has to be done.

Step 2: Downloading Instruction/Guidelines For Filling Concept Application and Scorecard.

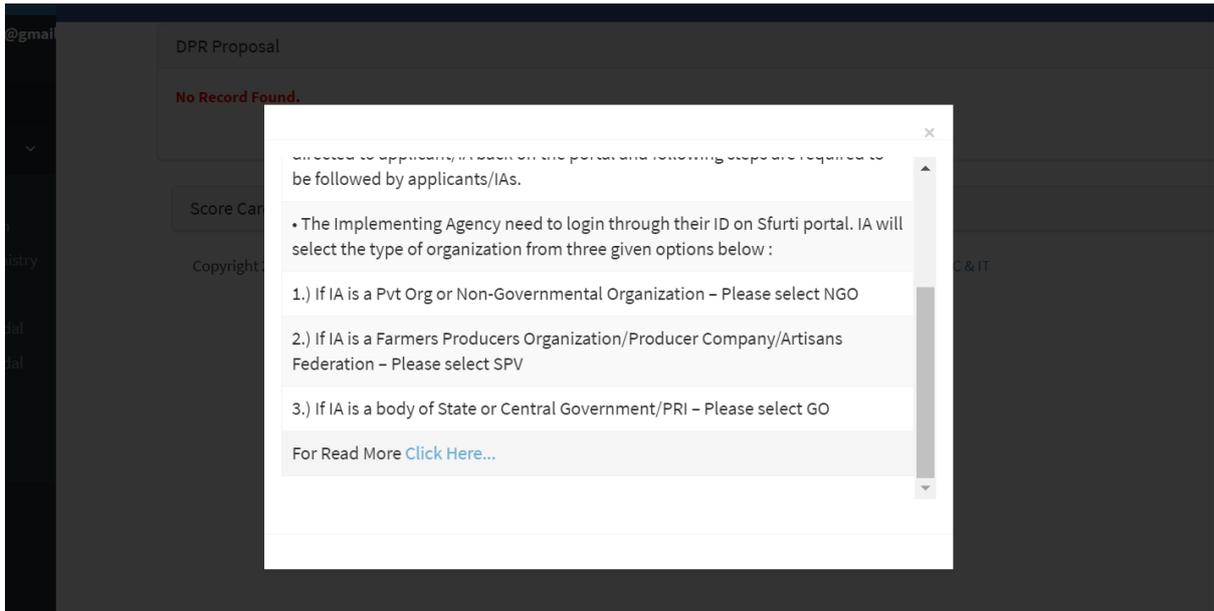
Post registration once the applicant login to the portal, the pop up of the instructions as well as user manual will be displayed. Please download these files to be used as reference while filling the scorecard. These are as below:

SFURTI - Concept Level Application

Ministry has decided for an early-stage evaluation of the concept application and to take up the most feasible proposals for further DPR (Detailed Project Report) development. The early-stage evaluation of the application will be done through an automated score card system after filling the concept application form on the Sfurti portal. All the concept proposals already submitted will be directed to applicant/IA back on the portal and following steps are required to be followed by applicants/IAs.

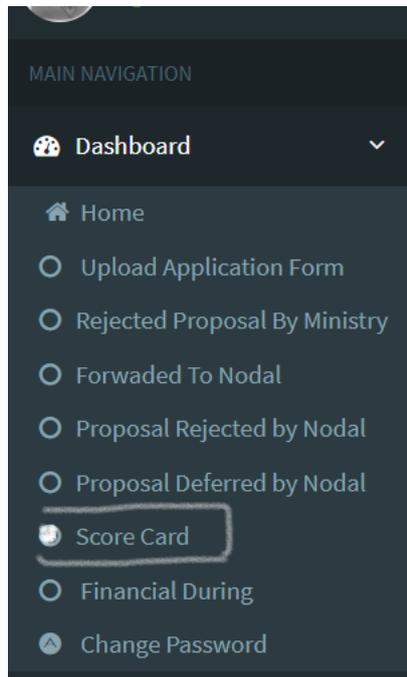
- The Implementing Agency need to login through their ID on Sfurti portal. IA will select the type of organization from three given options below :

- 1.) If IA is a Pvt Org or Non-Governmental Organization – Please select NGO



Step 3: Select 'Scorecard' from the dashboard.

Please select the option of 'Scorecard' from the dashboard, as given below.



Step 4: Filling basic details form as below, after login.

Applicant needs to fill the basic details as given below and save the details.

[Back](#)

Cluster Details

1. Name of Cluster * <input style="width: 95%;" type="text" value="Handloom Weaving Cluster"/>	2. Implementing Agency Name * <input style="width: 95%;" type="text" value="XYZ Trust"/>
State * <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;">ANDHRA PRADESH▼</div>	District * <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;">KURNOOL▼</div>

Save Details

Step 5: Select 'Edit' Option To Proceed Further

Once the "Cluster Details" are Saved the below page will be displayed. Kindly select the 'Edit' option to start filling the form and scorecard

No Record Found.

Score Card Data				
SNo.	Cluster Name	State Name	District Name	Delete
1	Handloom Weaving Cluster	ANDHRA PRADESH	KURNOOL	Edit

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• Designed and developed by NIC, Deity, MoC & IT

Step 6: Upload The Duly Filled Concept Application Form

The concept level application form needs to be filled and uploaded in this section. The format of the application form is uploaded in the portal and can be found on your dashboard.

If the proposal application form has already been filled earlier, kindly upload the same, if necessary, with few modifications.

New applicants must download the format of the Proposal Application Form from the dashboard and duly fill all the details of the application form.

Please note: To fill the indicators of the Scorecard, the proposal application form needs to be uploaded first, otherwise the scorecard cannot be filled.

Concept Note

Upload Concept Note

Choose File Proposal C...alda.docx

Upload

[Only pdf, jpeg, jpg files] File size should not exceed 5.0 MB

Only pdf, jpeg, jpg files and file name should not contain any special characters and any space between file name

Step 7: Filling of details against each indicator.

Please refer to the explanation for each indicator as given in the 'Instructions For Scorecard'

Select the options of each indicator and automatically the marks will be assigned as per scoring criteria.

Supporting document for respective indicator to be uploaded simultaneously, while selecting the options for the same indicator and before moving to the next indicator. The process of uploading of supporting document has been given, in the next step.

Implementing Agency

1.) Period of work experience in the proposed sector, within last 10 years

More than 5 Years

5 marks

Choose File Aurang_Conce.pdf
[View/Download](#)

Upload

2.) Period of Work experience in district where proposed cluster is located, within last 10 years

More than 8 Years

10 marks

Choose File 5116877031...87a4807.pdf
[View/Download](#)

Upload

3.) Number of Beneficiaries Covered by the Organization in the same sector

301 - 500 beneficiaries

3 marks

Choose File CLCSS_avg_25052021.pdf
[View/Download](#)

Upload

4.) Prior convergence with any other Government Agency/Scheme

Convergences with more than 1 scheme/ Gov

10 marks

Choose File 5116877031...87a4807.pdf
[View/Download](#)

Upload

5.) Type of Intervention Covered by the Organization as IA

Trainings, Capacity Building and Skill Upgrad

3 Marks

Choose File 5116877031...87a4807.pdf
[View/Download](#)

Upload

Step 8: Uploading of Supporting Evidence

To upload the supporting evidence for each indicator, choose file and upload the same, for respective indicator.

Once the form is uploaded against the indicator, it will complete the process for the same indicator and the message of **'Record Submitted Successfully'** will be displayed.

Implementing Agency

1.) Period of work experience in the proposed sector, within last 10 years

More than 5 Years 5 marks Choose File No file chosen
View/Download Record is submitted successfully.

[Upload](#)

2.) Period of Work experience in district where proposed cluster is located, within last 10 years

More than 8 Years 10 marks Choose File No file chosen
View/Download [Upload](#)

3.) Number of Beneficiaries Covered by the Organization in the same sector

301 - 500 beneficiaries 3 marks Choose File No file chosen
View/Download [Upload](#)

4.) Prior convergence with any other Government Agency/Scheme

Convergences with more than 1 scheme/ Gov 10 marks Choose File No file chosen
View/Download [Upload](#)

5.) Type of Intervention Covered by the Organization as IA

Trainings, Capacity Building and Skill Upgrad 3 Marks Choose File No file chosen
View/Download [Upload](#)

Step 9: Filling Information In Case Of Multiple Option Selection

There are certain indicators which may require to select multiple options, as mentioned in the explanation given in the instruction file. In those cases, please select multiple indicators from the checkbox, example given as below:

1.) Brownfield Project

--Select--

No prior interventions in the cluster in the sector

Soft interventions like Design Development and skill upgradation etc.

Formation of artisan/producer groups & capacity building

Production, Marketing in the cluster including marketing tie up etc

10Marks Choose File No file chosen
[Only pdf files] File size should not exceed 5.0 MB [Upload](#)

Step 10: View Scorecard & Forward To Nodal Agency

Once the details of all indicators of both the sections are filled then the applicant can view the scorecard from the tab of 'View Scorecard'.

Sectoral Experience and Exposure

1.) Period of work experience in the proposed sector, within last 10 years

More than 1 Year - 2 Years

2Marks

[View/Download](#)

2.) Period of Work experience in district where proposed cluster is located, within last 10 years

More than 2 Years-5 Years

6Marks

[View/Download](#)

3.) Length of existence of the Organization.

More than 4 Years - 7 years

6Marks

[View/Download](#)

4.) Number of Beneficiaries covered by the Organization in the past, in the district where cluster is located in any development related intervention.

301 - 500 beneficiaries

3Marks

[View/Download](#)

5.) Type of Intervention Covered by the Organization as IA

Mobilisation and formation of collectives/PGs/SHGs/FPOs

3Marks

[View/Download](#)

Financial Capacity of IA

1.) Average Annual Expenditure or Budget in last 3 Years

More than 50 L

5Marks

[View/Download](#)

2.) Average Annual Funding from Govt Bodies (State/Central in Last 3 Years)

More than 50 L

5Marks

[View/Download](#)

3.) Average Annual Funding from Non- Governmental Sources, CSR, Medium and Large Funding Agencies or any other source (Last 3 years)

More than 50 L

5Marks

[View/Download](#)

2.) Scope of Increase in Artisans' Incomes

More than 2 upto 3 times existing income in year 1

3Marks

[View/Download](#)

3.) Land ownership/lease by SPV (minimum 5000 sqft)

Registered leased

5Marks

[View/Download](#)

4.) Category of Proposed Beneficiary

Combination of various categories from marginalised sections as more than 50 % will also be considered

5Marks

[View/Download](#)

5.) Nature of District

Hilly Districts

10Marks

[View/Download](#)

6.) Type of Product or Craft

other National or State government recognitions

5Marks

[View/Download](#)

Final Result

Total Marks

78 Marks

[Forward to Nodal Agency](#)

[Print](#)

Please select the preferred Nodal Agency from the drop-down list.

The screenshot shows a 'Forward Application' dialog box with a dropdown menu titled '*Please Select'. The dropdown is open, showing a list of nodal agencies. The agency 'KVIC' is highlighted in blue. Below the list are two buttons: 'Forward to Nodal Agency' and 'Print'.

Nodal Agency
--Select--
Foundation for MSME Cluster(FMC)
KVIC
COIRBOARD
IIEG
NIMSME
NIESBUD
IEDO
IMEDF
J & K KVIB
Council for Handicrafts Development Corporations(COHANDS)
Central Institute of Hand Tools, Jalandhar
Hand Tool Design Development and Training Centre, Nagaur (Rajasthan)
Central Tool Room, Ludhiana
Central Tool Room and Training Centre, Kolkatta
Central Tool Room and Training Centre, Bhubaneshwar(CTTC)
Indo Danish Tool Room (ITDR), Jamshedpur
Tool Room & Training Centre, Guwahati
Indo-German Tool Room, Ahmedabad
Indo-German Tool Room, Aurangabad

The screenshot shows the 'Forward Application' dialog box with 'Council for Handicrafts Development Corporations(COHANDS)' selected in the dropdown menu. The 'Forward' button is highlighted in blue, and the 'Close' button is visible.

Kindly click the forward button after selecting the Nodal Agency and the final scorecard with Application and All uploaded supporting document will be forwarded to the concerned Nodal Agency.

Step 11: Submission Intimation And End Of Process

Once the scorecard is forwarded the below message will be displayed and the scorecard can be printed, if required.

5.) Nature of District

Hilly Districts

10Marks

[View/Download](#)

6.) Type of Product or Craft

other National or State government recognitions

5Marks

[View/Download](#)

Final Result

Total Marks

78 Marks

[Print](#)

Your ScoreCard is already send to Nodal Agency
