

# Applicant Manual



## Table of Contents

<b>General Instructions</b> .....	3
<b>Certification Process Flow</b> .....	3
<b>Applicant Sign-up</b> .....	4
<b>Applicant Login</b> .....	7
<b>Forgot Password</b> .....	8
<b>Set New Password</b> .....	9
<b>Flow for Applicant</b> .....	10

## General Instructions

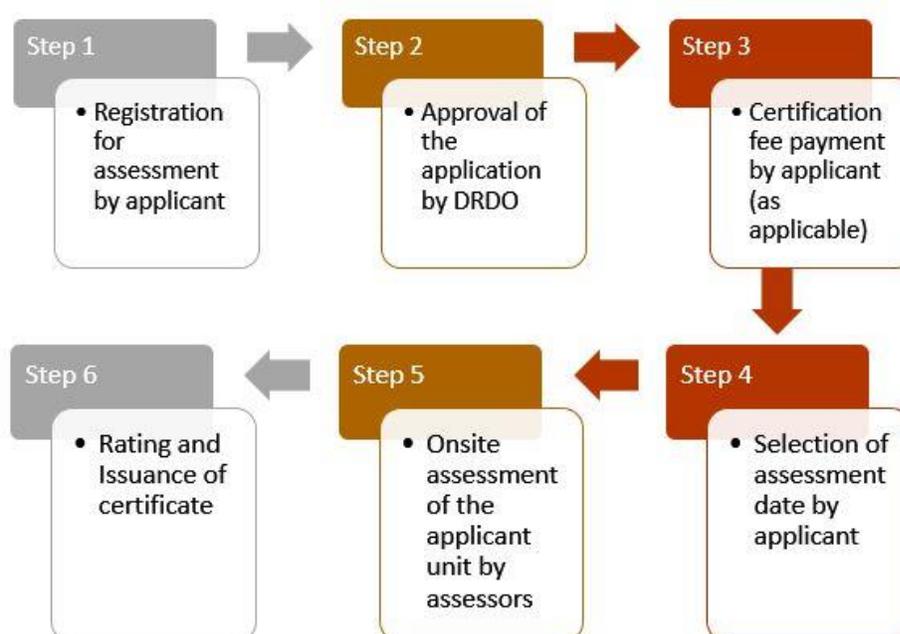
Official website of SAMAR is <https://samar.gov.in>

For SAMAR certification registration, the applicant must keep the following ready:

- Picture of site exterior of the applicant manufacturing unit
- GST certificate
- Udyam Registration Certificate (applicable only for MSMEs)
- DRDO certificate (applicable only for registered DRDO vendors)

## Certification Process Flow

The steps involved in the SAMAR certification process are shown below:



## Applicant Sign-up

On clicking the “Register” button available in the top right corner of the SAMAR website, the user will be directed to the sign-up page.



The applicant should be able to register by providing following required information:

**Sign Up** Already signed up? [Login](#)

First Name \*

Last Name \*

Email \*

Phone Number \*

Password \*

Re-enter Password \*

I agree to the Terms of Service & Privacy Policy

[Create Account](#)

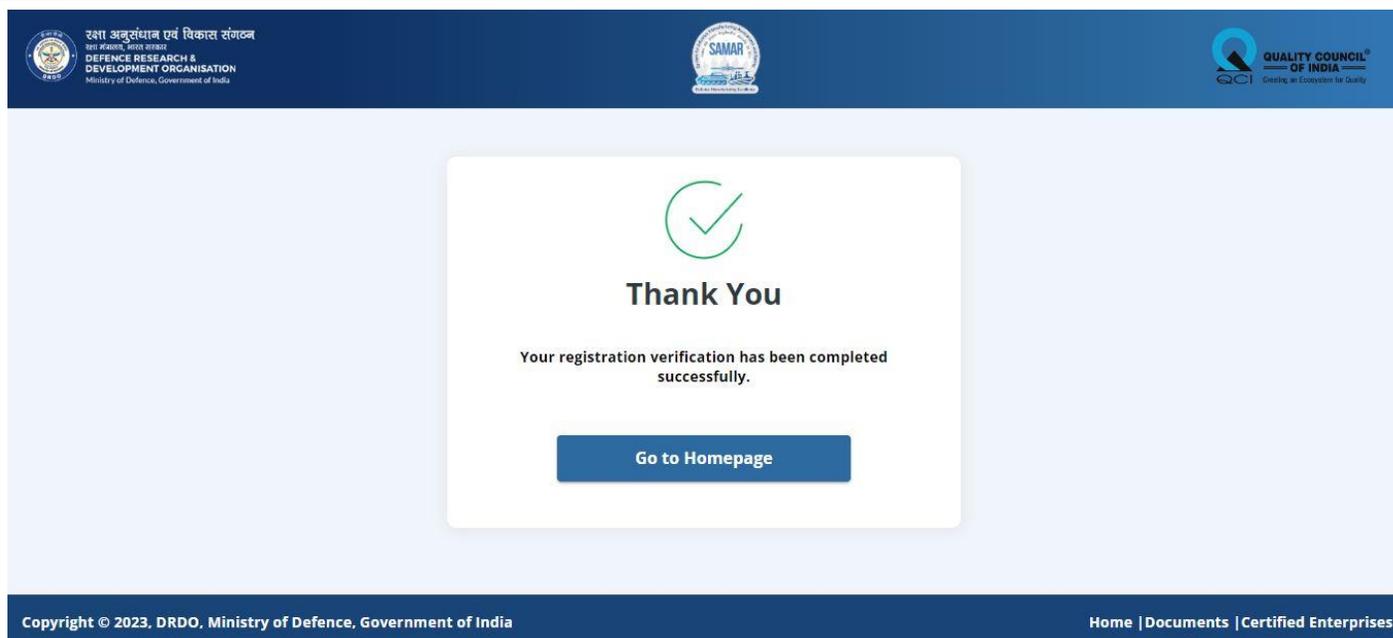
Copyright © 2023, DRDO, Ministry of Defence, Government of India Home | Documents | Certified Enterprises

1. First name: Applicant has to provide his First name ; Validation:- First name is required

2. Last name: Applicant has to provide his last name; Validation:- Last name is required
3. Email: Applicant has to provide an unregistered email address (that has been not registered yet); Validation:- This field is required, invalid email address is not allowed, The email has already been taken.
4. Phone number: Applicant has to provide his phone number (Enter 10 digit mobile number); Validation:- This field is required, invalid phone number
5. Password: Applicant has to Set the password according to the validation; Validation:- This field is required, At Least 6 characters required, At Least one lowercase is required, At Least one uppercase is required, At Least one special is required, At Least one numeric is required, Password cannot start or end with space, Password should have a minimum length of eight characters, consisting of at least one from each of the following character sets: Lowercase characters (a-z), Uppercase characters (A-Z), Digits (0-9), Special characters (@, #, %, \$)
6. Re-enter Password: Applicant has to enter same password which he entered in password field (Re-enter password and password both should be same); Validation:- This field is required, password does not match
7. Terms and condition (Applicant must agree to the terms and conditions by clicking the checkbox for signing up. The terms and conditions document is available in the Documents section of the portal):- Validation:- Declaration is required
8. Create Account: Applicant should be able to create an account by clicking on this button once all the above fields are filled, but if all fields are not filled then validation error will be shown and the user will not get signed up.
9. Enter OTP: After clicking on the “Create Account”, the applicant will be redirected and will receive an OTP in the registered email ID. The applicant will have to enter the OTP to validate the email ID.



10. Sign-up complete: After validation of the registered email ID, the applicant will be redirected to the thank you page. The applicant can login by clicking on the “Go to Homepage” option available in this page or by clicking on the “Click here to Login” option available in the OTP email sent to the applicant.



Other options available in the screen are explained as follows:

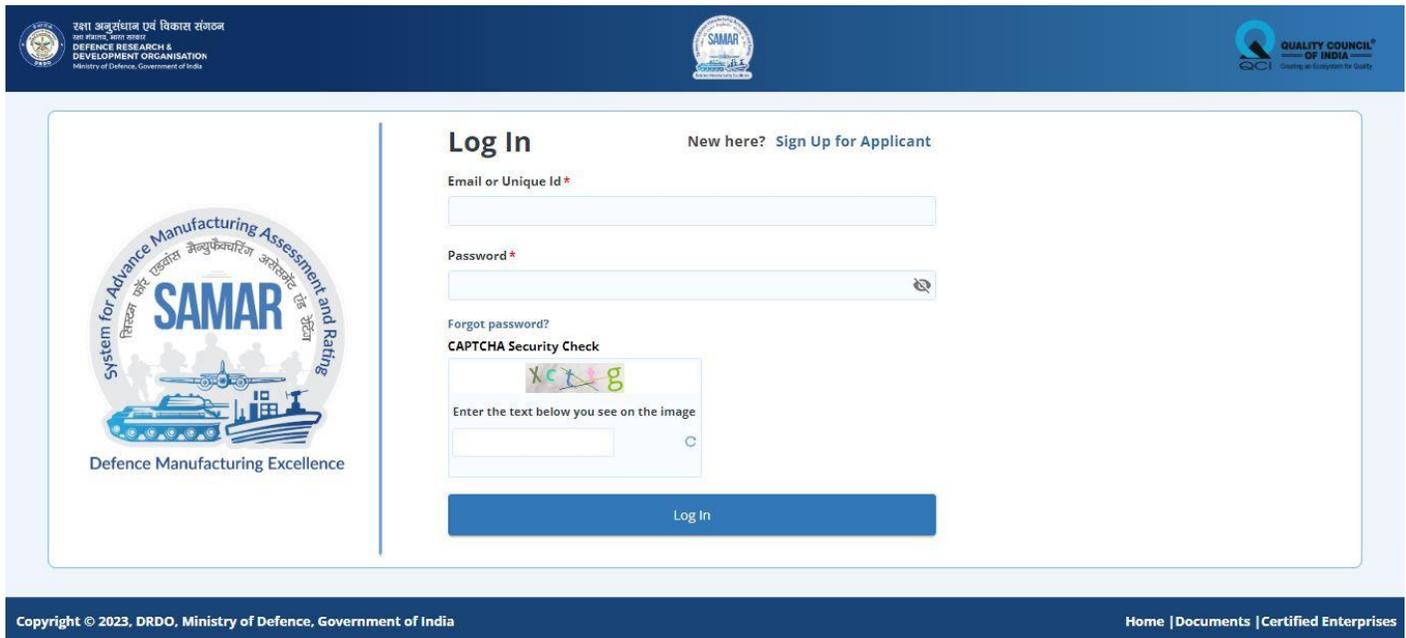
**Login:** Applicant will be directed to the login screen on clicking login

**Home:** On clicking this the user will be redirected to the Home page of SAMAR website.

**Documents:** On clicking this the user will be redirected to the documents page, which contains various documents like certification process, certification standard, website policies among others.

**Certified Enterprises:** On clicking this the user will be redirected to the certified Enterprises page and Name and Address of the Enterprise along with the certification level and how long it is valid that date will be shown. On clicking print the Certified Enterprises will be downloaded in the internal storage in the form of PDF. On clicking Go to login the user will be redirected to the login page.

## Applicant Login



संसा अनुसंधान एवं विकास संगठन  
असंशय, अज्ञान शून्य  
DEFENCE RESEARCH & DEVELOPMENT ORGANISATION  
Ministry of Defence, Government of India

DRDO

QUALITY COUNCIL OF INDIA  
Creating an Ecosystem for Quality

### Log In

New here? [Sign Up for Applicant](#)

Email or Unique Id \*

Password \*

Forgot password?

**CAPTCHA Security Check**



Enter the text below you see on the image

Log In

Copyright © 2023, DRDO, Ministry of Defence, Government of India

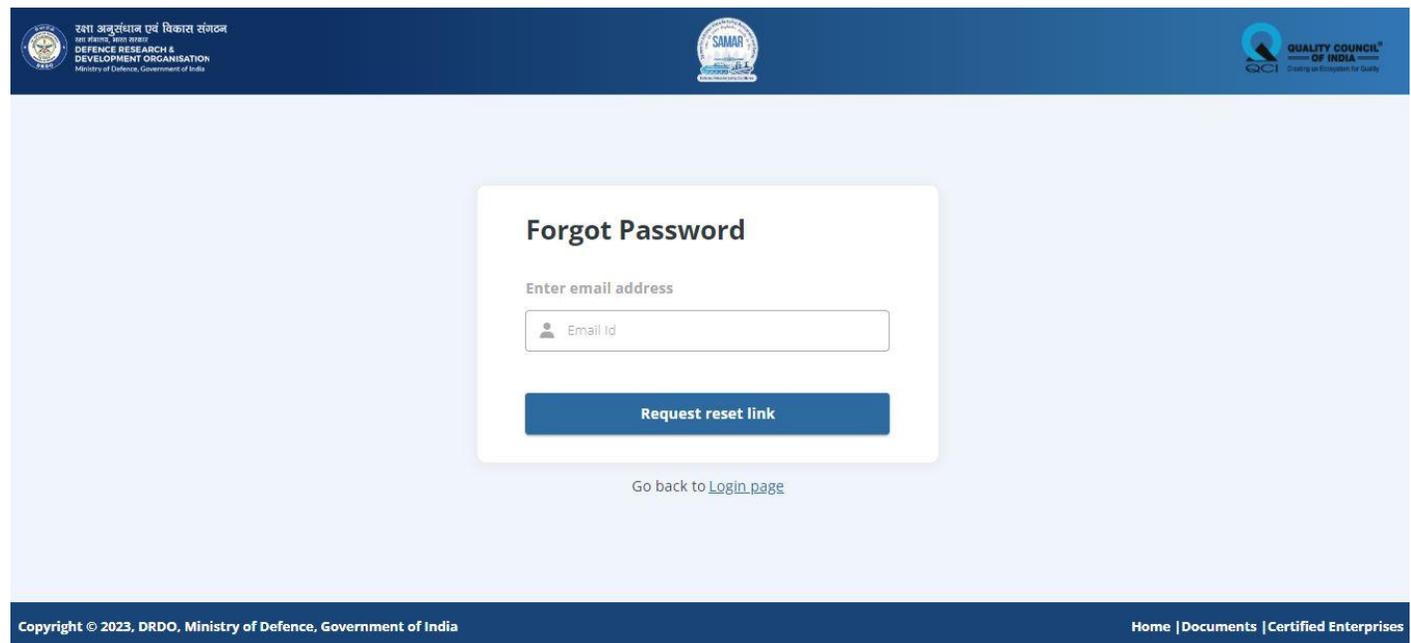
[Home](#) | [Documents](#) | [Certified Enterprises](#)

1. Email ID: User has to provide the registered email or the unique Id in the received email; Validation - This field is required
2. Password: User has to provide the registered password; Validation - This field is required
3. Captcha: User has to enter the captcha shown on screen; Validation - This field is required, Entered captcha must match the captcha shown on screen.

Once the user fills all the above fields and clicks on the Login button, he will be redirected to Homepage. In case user enters invalid credentials, the user will be shown an error toast “These credentials do not match our records. You have 4 attempts left only” and the number of attempts available keeps on decreasing with each failed attempt by the user.

## Forgot Password

In case a user forgets the registered password, he can click on the Forgot Password link provided on the Login screen in order to reset his password.

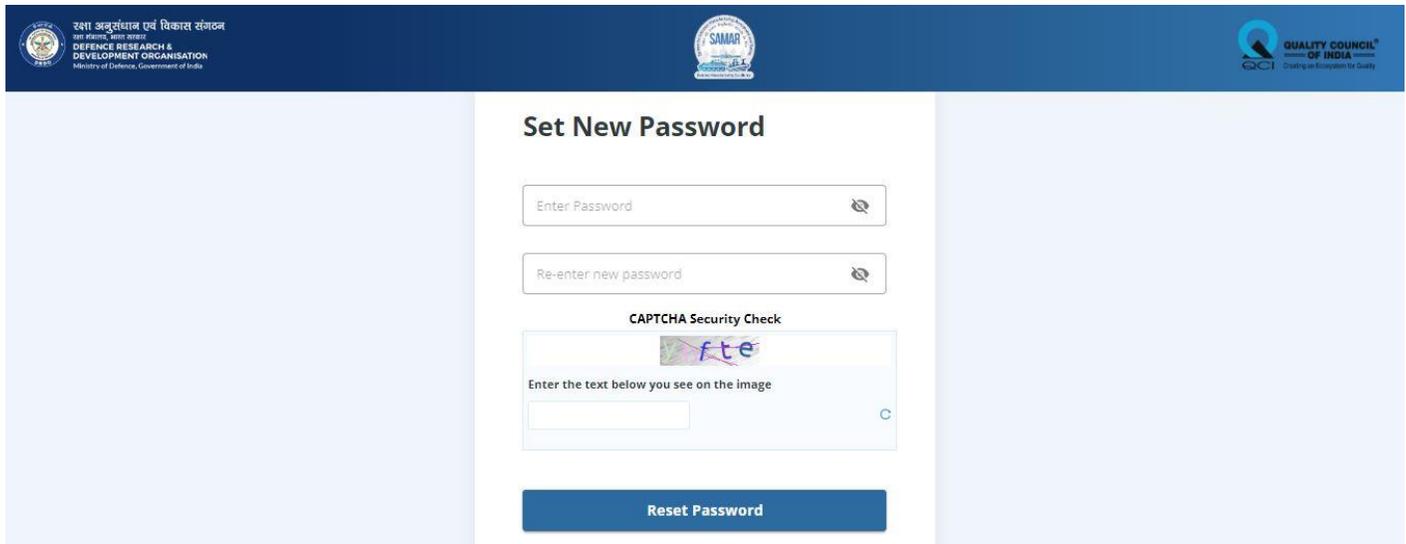


The Forgot Password page also has the option to go back to the Login page by clicking on the “Go back to Login Page” link.

1. Email - User has to provide his registered email address; Validation - This field is required, Invalid email address is not allowed, Entered Email address must be registered

A link will be sent to the entered email address if the entered ID is valid and registered in the system. User can click on the link sent to the entered email ID to change his password. The applicant will be redirected to **Set New Password** page.

## Set New Password



The screenshot shows a web interface for setting a new password. At the top, there are three logos: the DRDO logo on the left, the SAMAR logo in the center, and the QCI logo on the right. The main heading is "Set New Password". Below the heading, there are two input fields: "Enter Password" and "Re-enter new password". Below these fields is a CAPTCHA security check section with the text "CAPTCHA Security Check" and "Enter the text below you see on the image". The CAPTCHA image shows the letters "fte" in a stylized font. Below the CAPTCHA is a small input field and a "C" icon. At the bottom of the form is a blue button labeled "Reset Password".

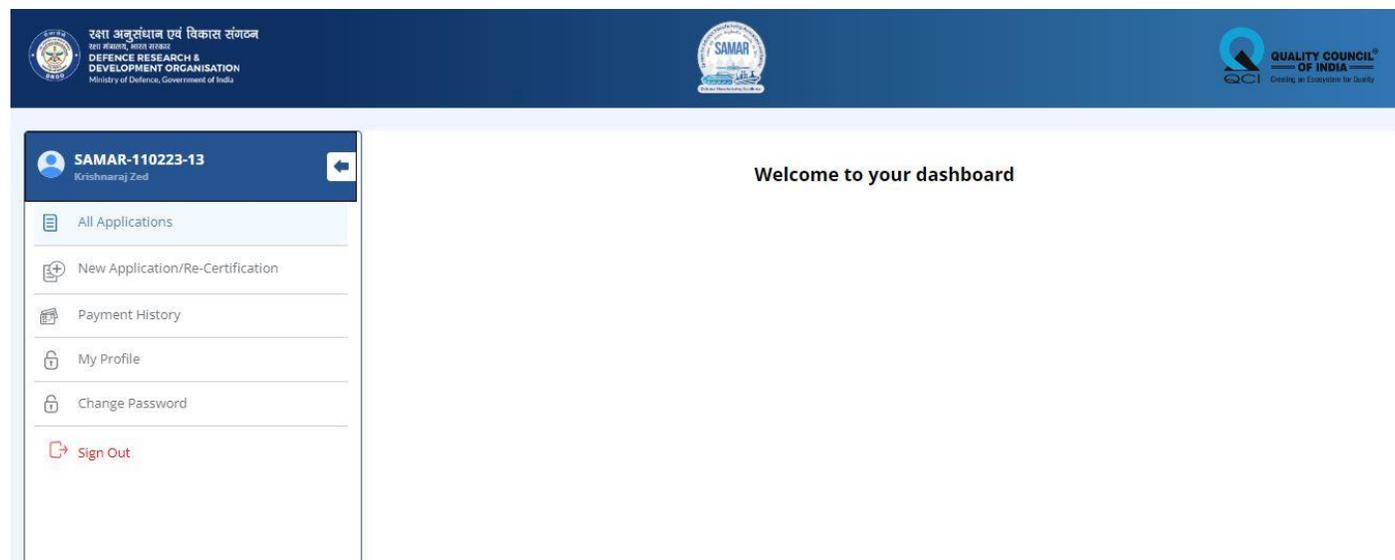
1. Password:- Applicant has to Set the password according to the validation; Validation:- This field is required, At Least 6 characters required, At Least one numeric is required, At Least one uppercase is required, At Least one special is required, At Least one numeric is required
2. Re-enter Password:- Applicant has to enter same password as same as which he entered in password field (Re-enter password and password both should be same); Validation:- This field is required, password does not match

Password will be changed to a newly set password once the user enters valid text in both fields and clicks on Reset Password button and success message "Password Changed Successfully" will be displayed to the user on screen.

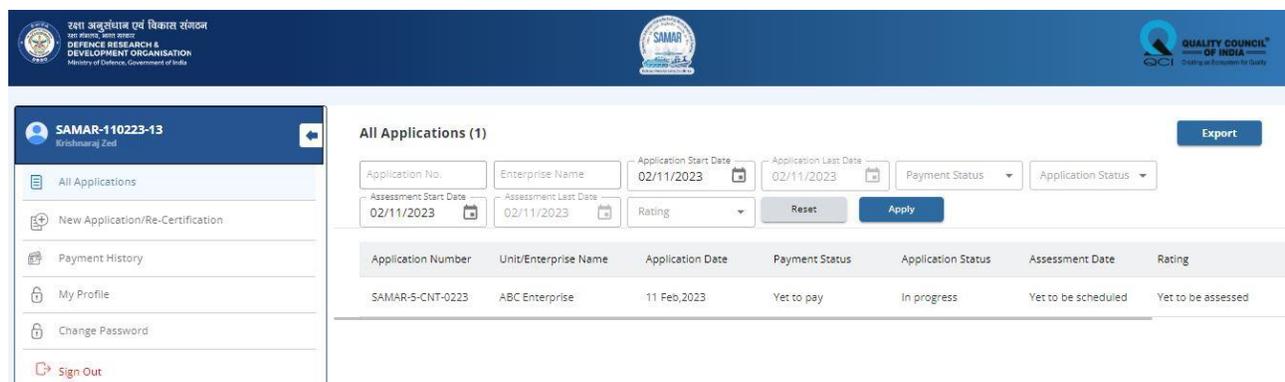
Then the user can login only using his newly set password. Old password becomes invalid.

## Flow for Applicant

After login the applicant is directed to the dashboard or home page of the application. The side bar in the dashboard has five options, which are explained in detail below:



1. **All Applications** - Here the Applicant will be shown all his applications that he has filled so far with their appropriate status.



Application Number	Unit/Enterprise Name	Application Date	Payment Status	Application Status	Assessment Date	Rating
SAMAR-S-CNT-0223	ABC Enterprise	11 Feb, 2023	Yet to pay	In progress	Yet to be scheduled	Yet to be assessed

After an application is submitted in the “New Application / Re-Certification” tab, the dashboard shows the following details:

- a. Application no: This will be generated after the application is submitted
- b. Enterprise Name: Enterprise name submitted by the applicant in the “New Application” form.
- c. Application date: Date on which the application was submitted will be displayed here.
- d. Payment status: The status will be displayed as “Yet to pay “until the user has not paid. The status should be displayed as “complete”, when the payment is completed.

- e. Application Status:
- The Status should be displayed as “In progress” before final submission of application
  - The status should be displayed as “Approval pending” when user submitted the application
  - The Status should be displayed as “Approved” after application approved by DRDO
  - The status should be displayed as “Application payment approved” after application approved by QCI.
  - The Status should be displayed as “Rejected “after application is rejected by DRDO
  - The Status should be displayed as “Payment Completed” once the user has made the payment for the assessment.
  - The Status should be displayed as “Scheduled” When user has scheduled his/her assessment date.
  - The Status should be displayed as “Application Assessment Progress” when the assessment has started and is in progress.
  - The Status should be displayed as “Application assessment completed” after completion of assessment.
  - The Status should be displayed as “Feedback submitted” when the user has submitted the feedback
- f. Assessment Date: The status should be displayed as “yet to schedule”, until the applicant scheduled the assessment. After scheduling, the assessment date will be shown.
- g. Rating: The status should be displayed as “Yet to be assessed”, until the assessment is completed. After completion of assessment the rating will be shown.

On mouse hover on the end of a particular row, the user will get various options:

- a. View: User can view his application from here
- b. Edit: This option remains enabled only until the application is in Progress and not yet Submitted. From here, the user gets redirected to the step from where his application is pending or the preview page in case the application has been completely filled. He can edit his application from here before submitting it.
- c. Report: This option is enabled only when assessment for that application has been completed and the report will get downloaded in the form of PDF. Otherwise, it remains disabled.
- d. Certificate: This option is enabled only when assessment for that application has been completed and the certificate will get downloaded in the form of PDF. Otherwise, it remains disabled.
- e. Feedback: This option is enabled only when feedback for that application has been submitted. Otherwise, it remains disabled.

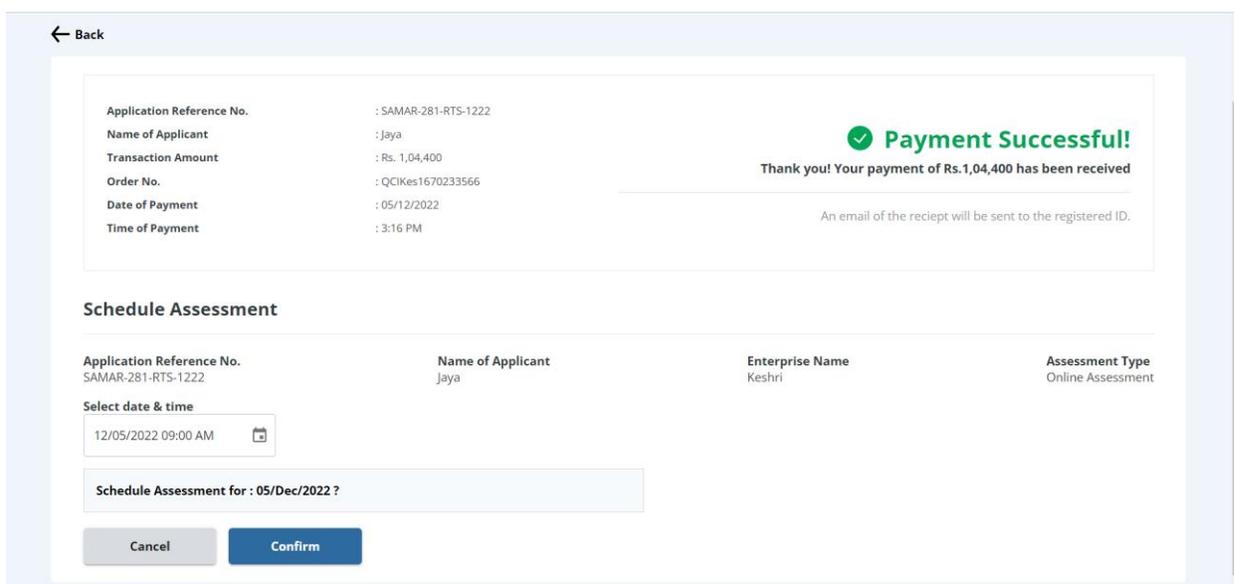
## 2. New Application / Re-Certification:

- a. On clicking this the tab, the user will be directed to the application page to submit a new application.

b. The applicant can fill the details of the manufacturing unit in the application form and submit the application.

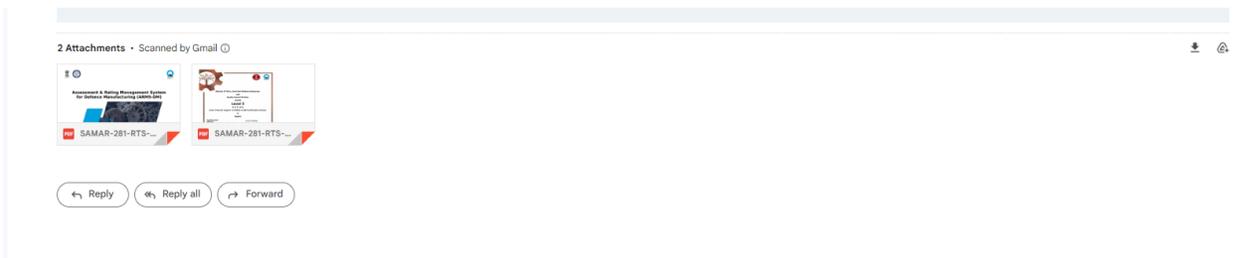
c. Payment: Once the application is approved by DRDO and reviewed by QCI, the applicant will be able to make payment. Applicant can click on the view icon for that application which redirects the user to the preview page of the application. It has a “Make Payment” button on the top right corner. This button redirects the Applicant to the Make Payment page. “View Application” button is provided from where the Applicant can review his application. Applicants can also see all the booking information which shows the total amount to be paid. He can then click on the “Make Payment” button which redirects the user to the Payment page where the user can fill in all the details for the payment. After successful payment, the status of the application gets changed to “Payment Completed”.

d. Schedule Assessment: After successful payment, the Applicant gets redirected to the Schedule Assessment page which shows “Payment Successful” status. “Pick Assessment Date” button is provided from where the Applicant can then pick a date for assessment. Assessment date can only be 10 or more days later from the current date, it cannot be earlier than 10 days. After the Applicant selects a date for assessment and clicks on the “Confirm” button, he gets redirected to the “All Applications” tab where he can see the status of that application updated to “Scheduled”. On clicking Pick assessment date below page will be shown



The screenshot displays a web interface for scheduling an assessment. At the top left, there is a 'Back' button. The main content area is divided into two sections. The upper section, titled 'Payment Successful!', features a green checkmark icon and the text: 'Thank you! Your payment of Rs. 1,04,400 has been received'. Below this, it states 'An email of the receipt will be sent to the registered ID.' To the left of this confirmation, a table lists application details: Application Reference No. (SAMAR-281-RTS-1222), Name of Applicant (Jaya), Transaction Amount (Rs. 1,04,400), Order No. (QCIKes1670233566), Date of Payment (05/12/2022), and Time of Payment (3:16 PM). The lower section, titled 'Schedule Assessment', contains a table with columns for 'Application Reference No.', 'Name of Applicant', 'Enterprise Name', and 'Assessment Type'. The values are SAMAR-281-RTS-1222, Jaya, Keshri, and Online Assessment, respectively. Below the table is a 'Select date & time' field with a calendar icon, showing '12/05/2022 09:00 AM'. A text input field below that contains 'Schedule Assessment for : 05/Dec/2022 ?'. At the bottom, there are 'Cancel' and 'Confirm' buttons.

e. Certificate & Feedback: After completion of the assessment, the Applicant will receive an email containing the assessment report and certificate. Further, the email will contain a link to provide feedback.



### 3. Payment History

When a user makes the payment, that payment will be shown in payment History.

### 4. My Profile

In this tab, the applicant will be able to edit / view the following fields:

- a) First name
- b) Last name
- c) Email Id
- d) Mobile No
- e) Unique Id

### 5. Change Password

In this tab, the applicant can change his password.

### 6. Sign out

On clicking this option, the applicant is signed out and redirected to the login page