

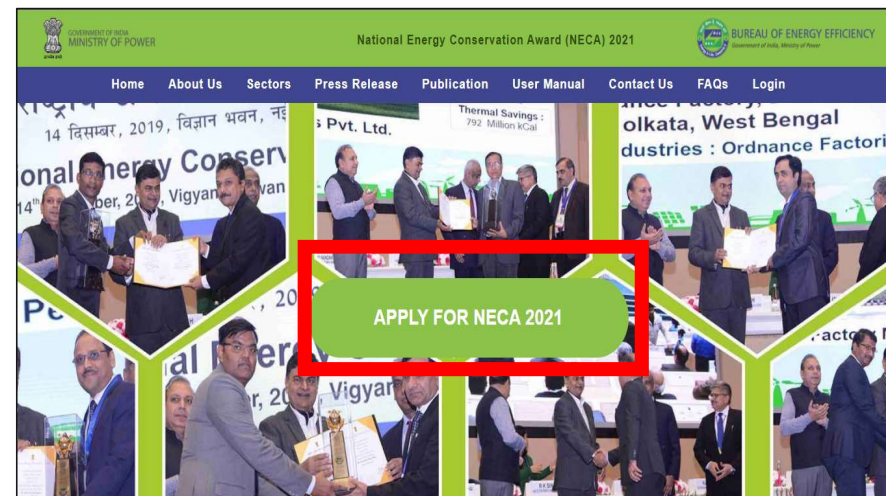
How to apply for NECA Awards 2021

Step 1: Registration on NECA Portal

- Go to the NECA Portal www.bee-neca.in
- Click the “ **APPLY FOR NECA 2021** ” button located on the homepage.
- Fill in the details as stated in the page
- Please ensure to provide a valid email id as verification link shall be sent to the email id submitted
- Please select the correct “Sector” and “Sub Sector” for which you want to apply for awards.
- Once all information is filled and checked, click on “ **REGISTER** ” button.

Step 2: Verification of account

- Once submitted, the email verification link shall be sent to the email id submitted while registering. Only after successful email verification, the user can login

A screenshot of the "NEW USER REGISTER" form on the NECA portal. The form is set against a background of award ceremony photos. It contains several input fields: Full name, Username, Email, Mobile No, Organization Name, Select Sector, Select Sub Sector, Password, and Confirm Password. There is a checkbox for "I Agree to the terms and conditions & privacy policy". A green "REGISTER" button is located at the bottom of the form and is highlighted with a red rectangular box.

How to apply for NECA Awards 2021

Step 3: Login on NECA Portal

- Visit the NECA Portal www.bee-neca.in
- Click “**LOGIN**” tab on top right corner of homepage
- Enter “**USERNAME** or **EMAIL ADDRESS**” and the corresponding “**PASSWORD**” used while registering
- Click “**LOGIN**” button

Step 4: Login on NECA Portal

- After login, user has to click on the “ **FORM** ” tab present in the application page.
- On clicking “**FORM**”, user would be directed on the application page from where user needs to download the sector specific form by clicking “ **DOWNLOAD THE FORM** ”.
- Applicant can fill the details offline in the downloaded form and prepare the documents & reports as asked in respective application from
- Upload the completed application form in the field “ **UPLOAD THE FILLED FORM** ” and supporting documents in “ **UPLOAD ATTACHMENTS** ”



Step 5: Submission of documents

- User can upload maximum 15 nos. of attachments up-to 10 MB each.
- Once application form and relevant supporting attachments have been uploaded, Pop-Up will display “**FORM SUCCESSFULLY UPLOADED**” and attachment list will show uploaded supporting documents.
- User can “**SAVE AS DRAFT**” the uploaded application form and attachments for reviewing later. Once application form and relevant supporting attachments have been uploaded, click on “**SUBMIT**” button.
- Application status will be displayed “**SUBMITTED**”.
- No further modification is allowed once form is submitted. User can only download and view the submitted form and its attachments

Note: Following types of participants shall not be considered:

1. Applicants having legal issues, blacklisted, defaulters in any of the government schemes.
2. Defaulters/repeated defaulters under Perform Achieve and Trade scheme.

The screenshot displays the NECA portal interface. The top left features the NECA logo and navigation links for 'Profile' and 'Form'. The main content area is titled 'FORM NAME - IRON' and 'HOME > FORM NAME - IRON'. A red arrow points to the 'Form & Documents Upload' section, which includes a 'Download the Form' button, an 'UPLOAD THE FILLED FORM (XLS,XLSX)' section with a 'Choose File' button, and an 'UPLOAD ATTACHMENTS (JPG,PNG,PDF)' section with a 'Choose File' button and a 'Clear All' button. A red box highlights the 'Save as Draft' and 'Submit' buttons. Below this is a table with columns 'S.No', 'Attachment Name', and 'Action', showing 'No Records'. A red arrow points to the 'Form & Documents Submission' section, which includes the 'Save as Draft' and 'Submit' buttons.

Form & Documents Upload

Form & Documents Submission