User Manual

(Priority Allotment of Plots)

Guidelines for online plot application submission on MIDC

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1. Introduction

The purpose of this document is to explain the entire process of how an Applicant can use Priority Allotment Portal to successfully apply for plots online.

This manual explains how to:

1. Get registered on Priority Land Allotment portal

2. Apply for available plots online

3. Submit required documents online

4. Make online payment for the applied land

2. Guidelines for Registration

The users are required to get registered on the Priority Land Allotment Portal to proceed accessing the system.

I) <u>Register as a New User</u>

Step 1:

Under the Login Section, Click on the 'Register New User' button, as shown in the screen below. Existing users can directly login using their registered Username and Password.
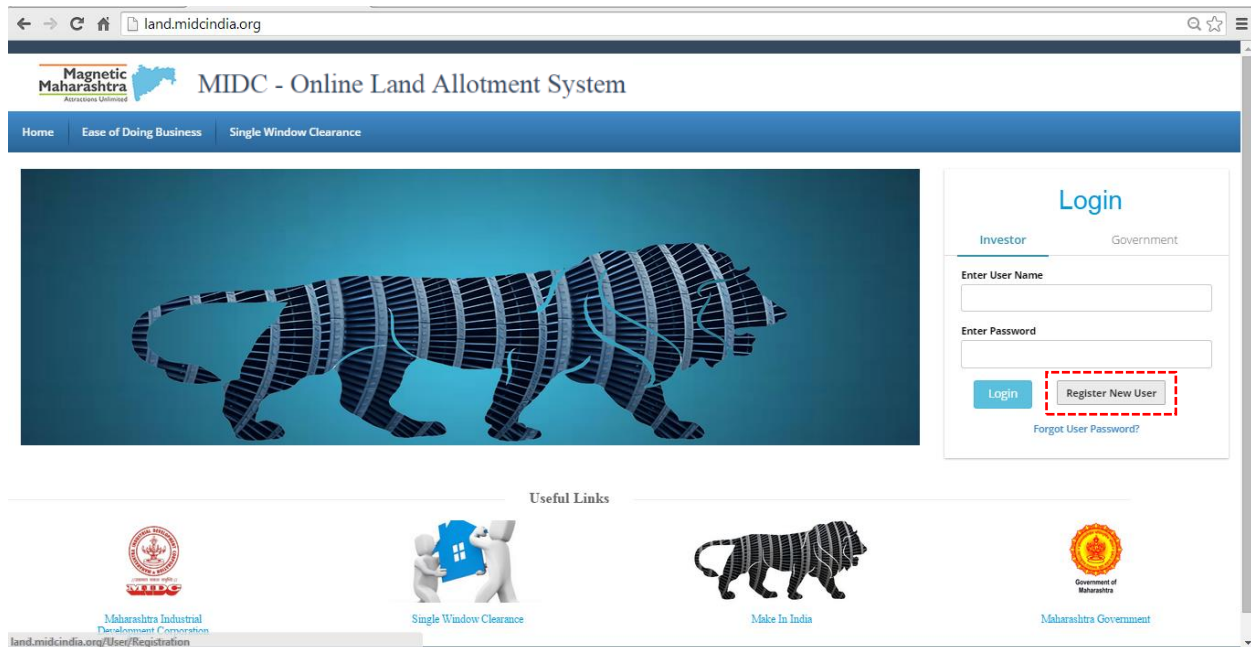

Fig 1: New User Registration

Step 2: A page seeking User Details is displayed.

Fig 2: User details for registration

The fields under this section should be filled using following guide lines.

User Name

In this section you provide a username to login to the portal.

Example: Testuser, Testuser123, etc.

Primary Contact Email

A valid *email id* of a person who is going to be a point of contact with the MIDC officials

Note: This User Name and Password will be used by you subsequently to log-into the Online Land Allotment System which will be used for applying for plots, viewing the dashboard, etc.

Security Questions

This question will be asked to you in case you forget your password and want the system to reset it. You need to select the most appropriate question out of a list of questions given in the selection box. (**Tip:** Select the question whose answer you can easily remember but it is difficult for others to crack)

Security Answer

Type your own answer for the selected security question. The security question and security answer can be used in case you forget your password. Do this by clicking on 'Forgot Password' option under the login section. It is mandatory that you remember the security answer or note it down securely.

Contact Information

Under this section Applicant should provide information (*Mobile Number*) of the person who is going to be a point of contact with the MIDC officials.

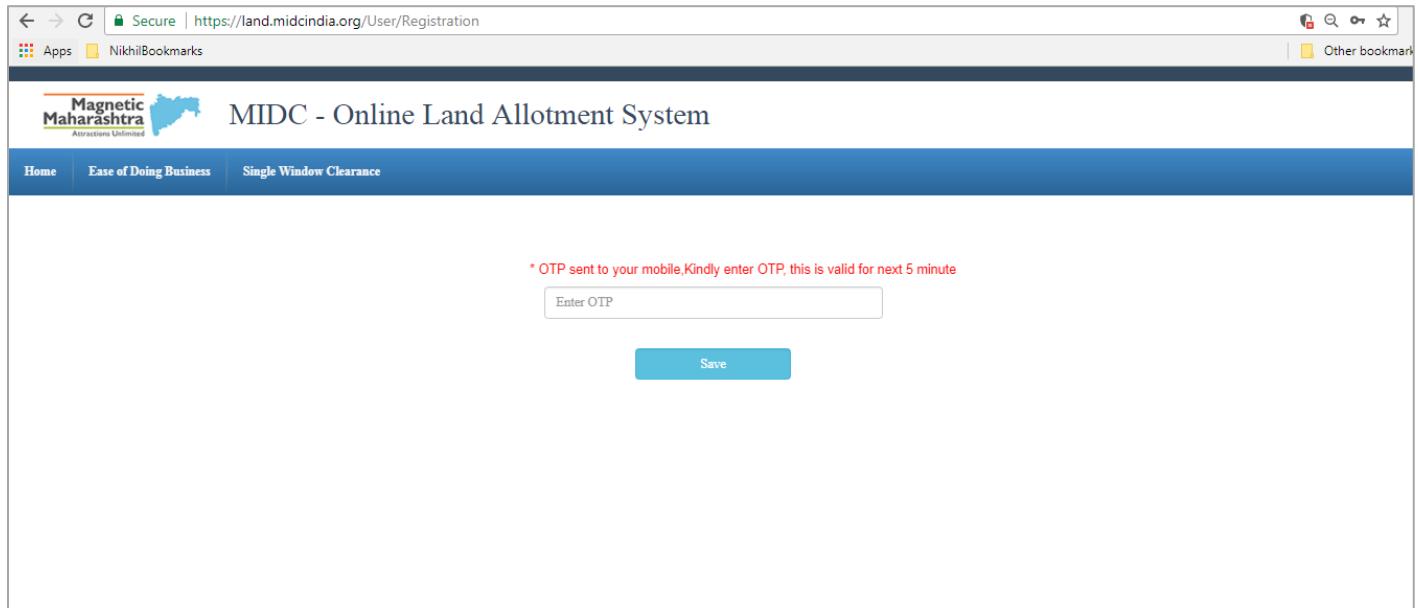On entering all the details, click on the 'proceed' button.

Password

This field must contain minimum 6 characters, at least one lowercase alphabetical character, one uppercase alphabetical character, one special character (e.g. '@', '#', '$', '.', '!', etc.) and one numeric character (i.e. 1, 2, 3, 4, 5, 6, 7, 8, 9, 0).

Example: abcDFr@53

Please Note that, all the fields marked with a '*' are mandatory fields required to be filled.

Step 3:

An OTP (One time password) will be sent to the registered Mobile Number, which must be entered in the field below.
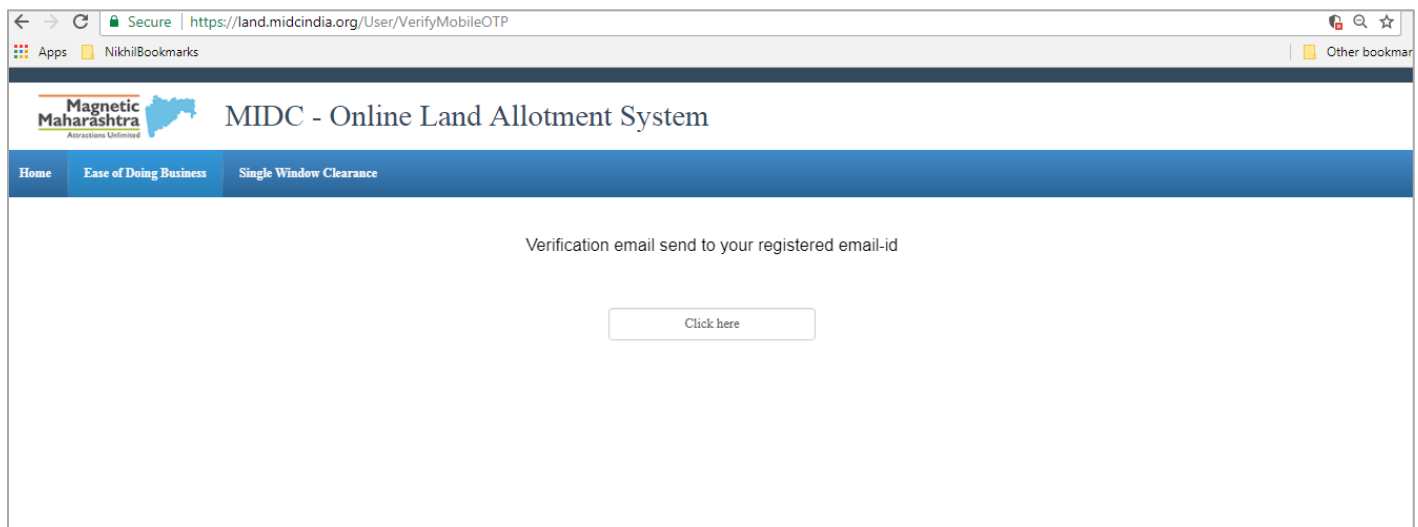

Fig 3: OTP sent to registered mobile

Step 4:

After entering the OTP, an activation link will be sent to your registered Email ID. Click on the 'Click Here' button in the email to activate the login.

Fig 4: Email Verification Link
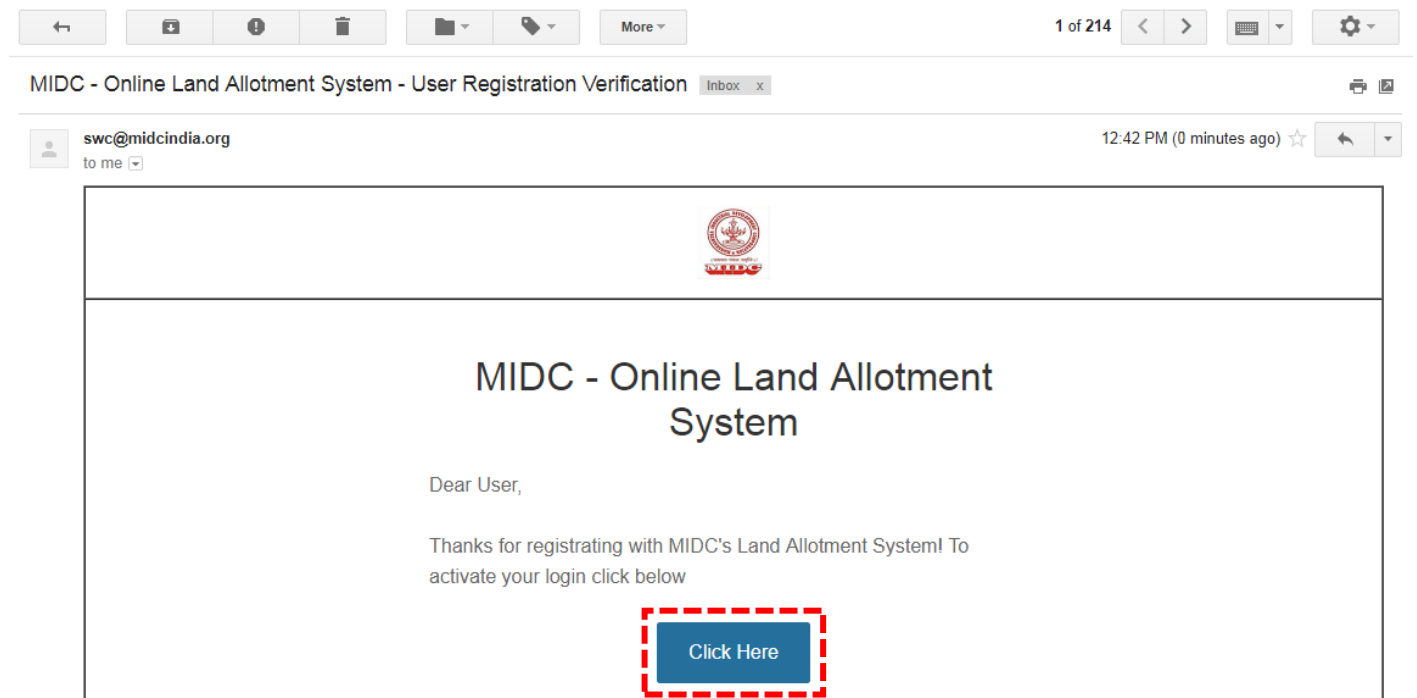
Fig 5: Registration Verification Email

3. Guidelines for applying for plots

Step 1:

Under the Login Section, enter the User Name and Password, click on the 'Login' button as shown in the screen below.

Fig: Login Page

Step 2:

Under the company details, fill the relevant details wherever necessary.

Fig: Company registration

Contact Information Section

Under this section the Applicant should provide legit information about the company, such as Company Name, Address, Company PAN, etc.

Company Constitution Type

If selected as Partnership or Limited Liability Partnership click the link 'Click here to Add Partner' which appears below the dropdown list.

Fig: Company details Constitution Type

Step 3:

On clicking the link 'Click here to Add Partner' a popup appears. Details of all the partners along with the correct shares must be filled.

The total of the partnership shares should amount to 100%, failing which the form cannot be submitted.

Fig: Owner / Partner Details

Fig: Company Partner Details

A summary of the partner details is displayed under the company details section, as shown below.

Fig: Partner Details

Step 4:

Click on 'process' button to proceed to the dashboard.

Step 5:

Following is the Home Page of Applicant (Dashboard) which shows the summary of all the applications for plots, like status, tracking ids, created date, etc.
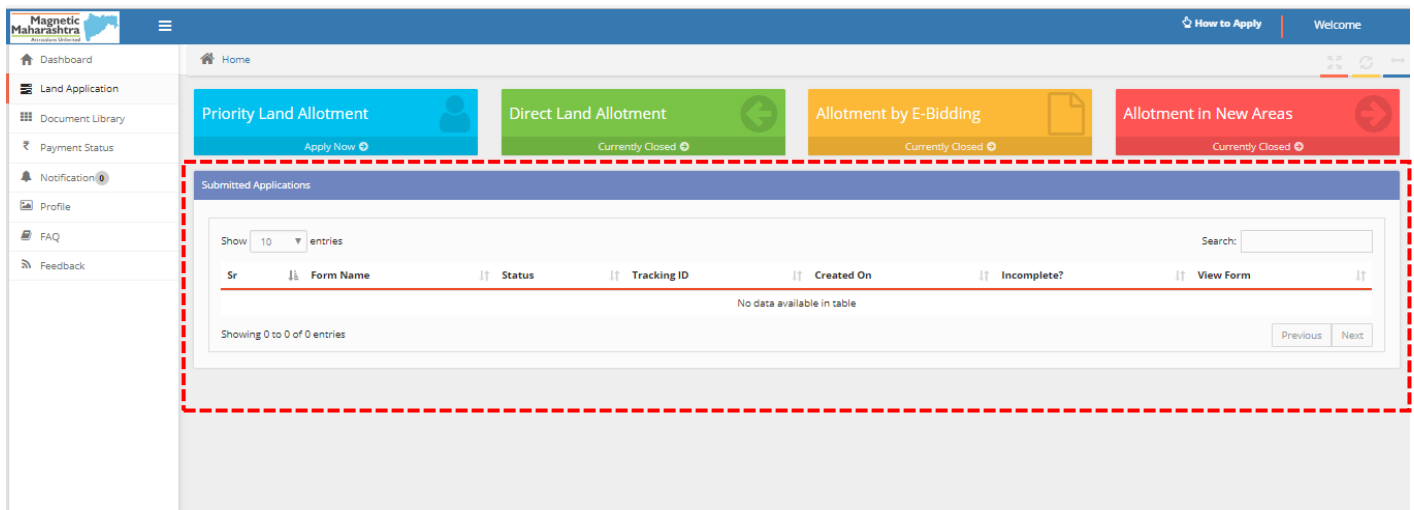
Fig: Dashboard

The dashboard provides the following:

1. Provision to apply for new plots by clicking on 'Apply Now' through any required allotment method, or review already registered plot details by selecting the plot from the Submitted applications section list.

2. View all Applicant Details provided on the side menu list such as (Document library, Payment status, Notification, Profile, etc.)

Step 6:

The company profile and applicant details filled while loging in, will be auto-generated and cannot be modified, as depicted below. Click on 'Save and Next' to proceed.

Step 7:

Enter all mandatory details in the fields and proceed. You can also review the data entered in the preceding stage by clicking on the 'Prev' button.

Fig: Land Requirement Details – 1

Processing Fees Amount

The processing fees amount is calculated based on the required land size value.

Priority Basis

The value selected under the Priority basis dropdown will determine the documents to be uploaded.

Existing Units of your company

If you select this as yes, a pop-up seeking details of your existing units will appear as below. Fill in all mandatory details. A selection list appears for the following: manufacturing activity type, manufactured items. Type the first few characters in these fields and select from the list.

Fig: Existing Unit details – Manufacturing Activity Type

Fig: Existing Unit details – Manufacturing Item

Step 8:

Click on the 'Save' button. Then click on 'Save and Next' button to proceed.

Step 9:

Under the Proposed project details section, enter all mandatory details and proceed to the Project details section. Fill mandatory details of the project.

Fig: Project Details – 1

Please Note : A selection list will appear in Nature of Project, Proposed Product No. and Raw Material No. after typing first few characters. Type first 3 characters into the field and select the relevant option from the list.

Fig: Selection List for Nature of Project

Fig: Selection List for Raw Material No.

Step 10:

Fill all the mandatory fields under the Finance Arrangements and Development details section

Fig: Project Details – 2

Step 11:

In the documents page, under the upload documents section, a list of documents to be uploaded will be displayed.

Note: The value selected in the 'Priority Basis field' under the land requirement page, will determine the documents to be uploaded.

*Files which have the mandatory field as '**Yes**' must compulsorily be uploaded in order to proceed to the next stage.*

*Files with the mandatory field marked as '**No**' may or may not be uploaded.*

Fig: Document Upload Section

To upload a file, follow the guidelines listed below:

1) Click on the 'Upload' button against each document, a popup will appear. Now select the click on 'browse' to select the equivalent file (only files of *.pdf type* is allowed) and click on 'OK'.

2) Once the file is selected, the name of file will be displayed under the File Name column.

3) If you want to change the uploaded file, click on the 'upload' button again and select the desired file and click 'OK'.

4) Once all the mandatory files are uploaded, the background of the document summary section turns green.

5) Click on 'Save and Next' to proceed.

Fig: Document Upload Section

Step 11:

An important notice will be displayed as shown below, which must be agreed by the applicant by clicking on the 'Proceed to Payment' button to continue to the last stage i.e. Payment.

Stage 5: Payment Notice

Payment summary will be displayed as below.

Please Note: Processing fees are calculated based on land size (Opted while filling the land size under the Land Requirement Details section)

Fig: Payment Summary

Step 12:

Payment Mode

You can pay through **online payment** via internet banking, credit card or debit card as per terms of the MIDC.

Fig: Payment

Step 13:

Click on 'Make Payment' button to redirect to the payment gateway and successfully complete the transaction.

Step 14:

After the payment is completed, the payment success page is displayed as follows:
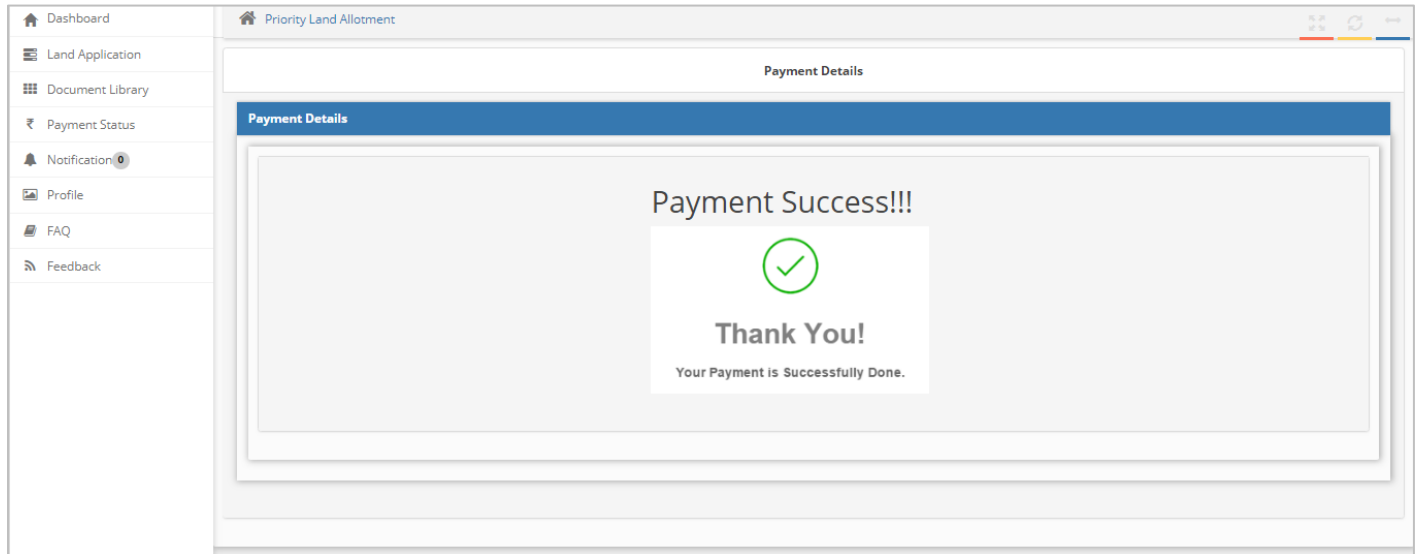

Fig: Payment Success

Step 15:

Once the payment is made, you can view the list of applications the dashboard, under the submitted applications section.
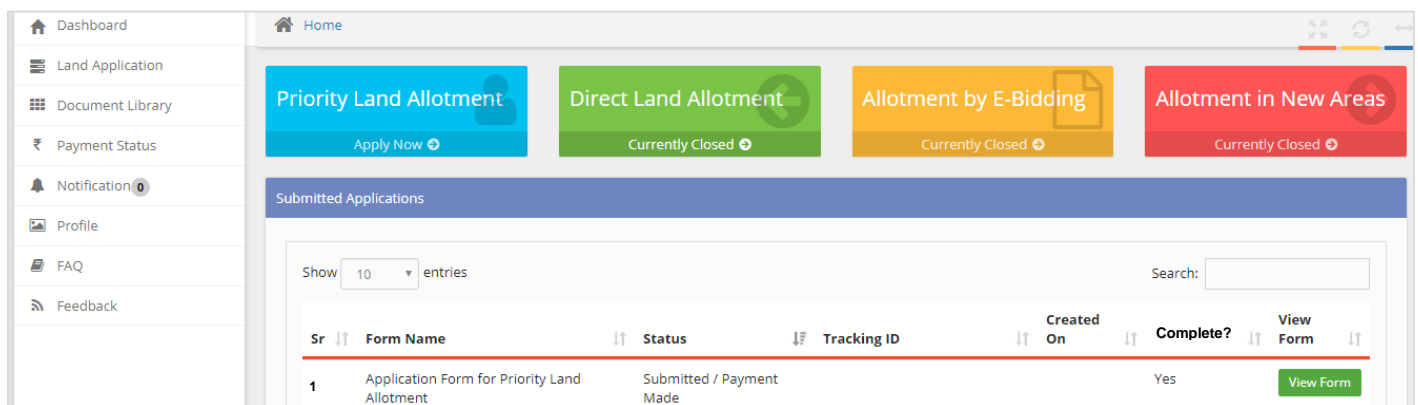

Fig: Application List on the Dashboard

Step 16:

To view the application status and application summary, click on the 'View Form' button. The road map for process completion is displayed.

1. Details such as application tracking number, department, date, processing stages etc. are displayed.
2. The completed stages are colored in green, and the pending stages are colored in red.
3. Once each progressing stage is complete, that stage turns green to denote it's complete.
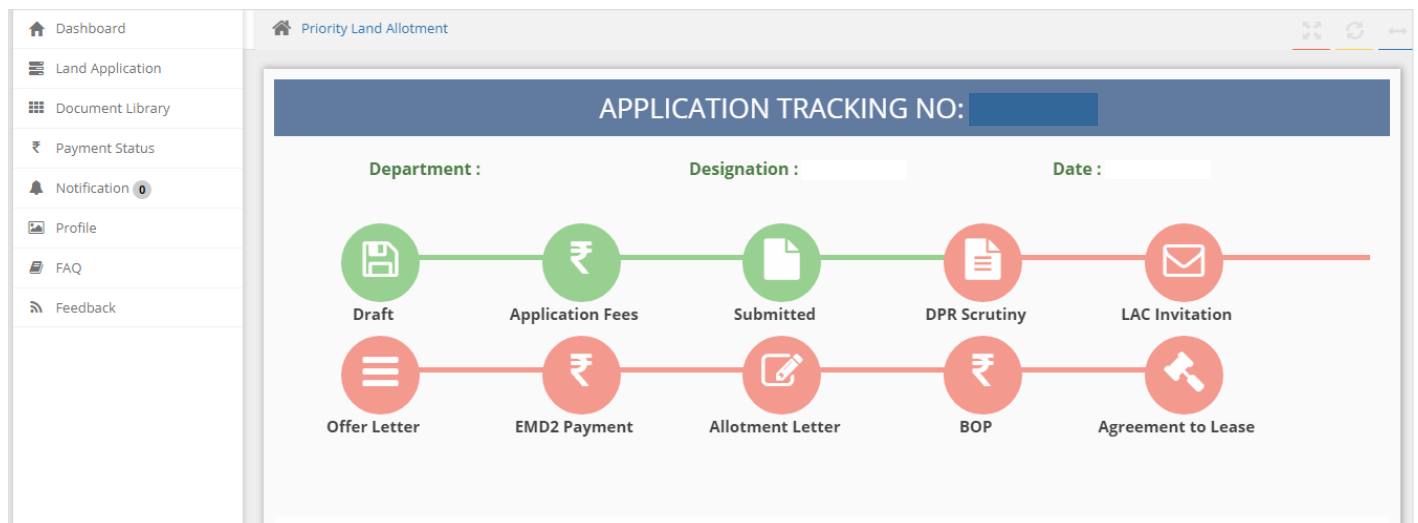
Fig: View Application Status

Step 17:

The status of the progressing stages, will be reflected in the status column in the dashboard for that application. Also, notifications will be sent via Email/SMS for the progressing stages.