

# **User Manual (Online Plot Application)**



**Guidelines for submission of online  
plot application on MIDC Portal**

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# 1. Introduction

Under the 'Ease of Doing Business' initiative of Government of Maharashtra, Maharashtra Industrial Development Corporation (MIDC) has introduced an integrated application for plot allotment.

The application will facilitate entrepreneurs with fair and easy process of plot allotment.

Under this application, the allotment of plots will be for Industrial Areas where *plot allotment is less than 80%*, new plot allotment will be made via online plot application.

Henceforth, MIDC will not maintain a seniority list of land application based on date of submission of application. Plot allotment will be done based on evaluation of project.

Maharashtra Industrial Development Corporation (MIDC) is going to invite request for plot allotment through the Online Plot Application.

The purpose of this document is to explain the entire process of how to use the application to participate in the application process online.

This manual explains how to:

1. Register on Online Plot Application Portal
2. Fill the application form for plot allotment
3. Upload the required documents
4. Make payment online
5. Submit the application form

## 2. Guidelines for Registration

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

### Step 1:

On the MIDC homepage, click on -

### I) Register as a New User

#### 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.



Magnetic Maharashtra  
Attractions Unlimited

MIDC - Online Land Allotment System

Home User Manual (Priority)

Investor Government

Enter User Name

Enter Password

Login Register New User

Forgot User Password?

Fig 1: New User Registration

#### Step 2:

A page seeking User Details is displayed on the User Registration page. To successfully register, fill the mandatory fields using the guidelines below and click on 'Proceed' button.

The screenshot shows the 'Register a New User' form on the MIDC - Online Land Allotment System. The form includes the following fields:

- User Name: Text input field.
- Primary Contact Email: Text input field with a red question mark icon.
- Security Question: Dropdown menu with '----Select----'.
- Password: Text input field with a red question mark icon.
- Mobile No.: Text input field.
- Security Answer: Text input field.
- Confirm Password: Text input field.

A blue 'Proceed' button is located at the bottom center of the form, highlighted with a red rectangular border.

Fig 2: User details for registration

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

### **User Name**

In this section you will 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

### **Mobile Number**

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

### **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 when you don't remember your login details. It is mandatory that you remember the security answer or note it down securely.

## 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

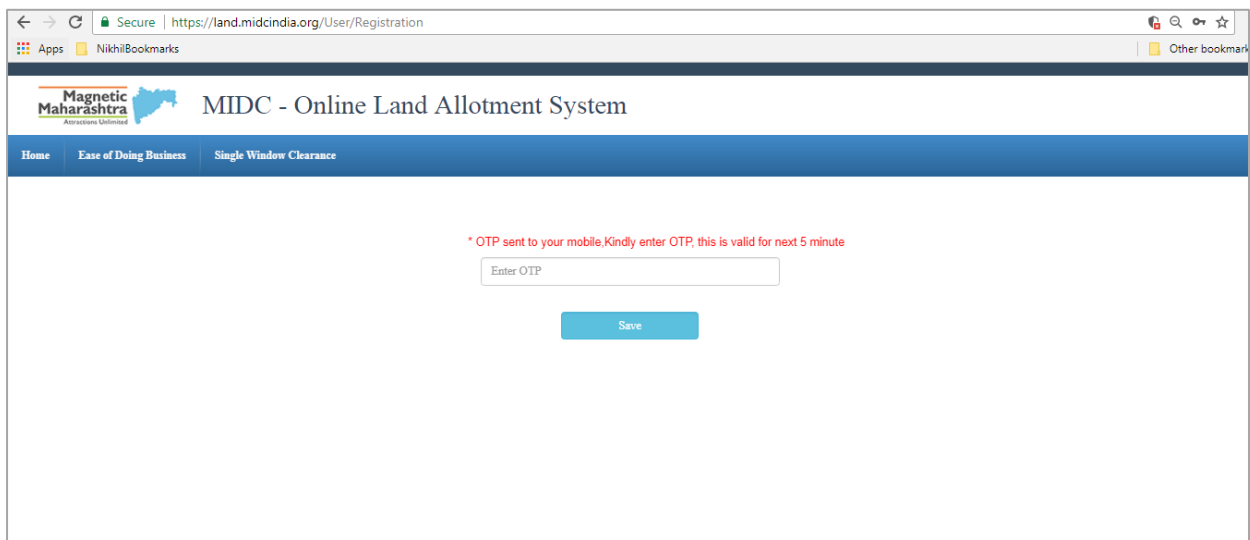
On entering all the details, click on the 'proceed' button.

**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.

**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.



The screenshot shows a web browser window with the URL <https://land.midcindia.org/User/Registration>. The page header includes the logo for 'Magnetic Maharashtra' and the title 'MIDC - Online Land Allotment System'. Below the header, there is a navigation bar with links for 'Home', 'Ease of Doing Business', and 'Single Window Clearance'. The main content area displays a red message: '\* OTP sent to your mobile. Kindly enter OTP, this is valid for next 5 minute'. Below this message is a text input field labeled 'Enter OTP' and a blue 'Save' button.

Fig 3: OTP sent to registered mobile

### Step 4:

A verification email will be sent to your registered email ID after entering the OTP. Click on the 'Click Here' button to go back to the login page and click the button in the email to activate your login credentials.

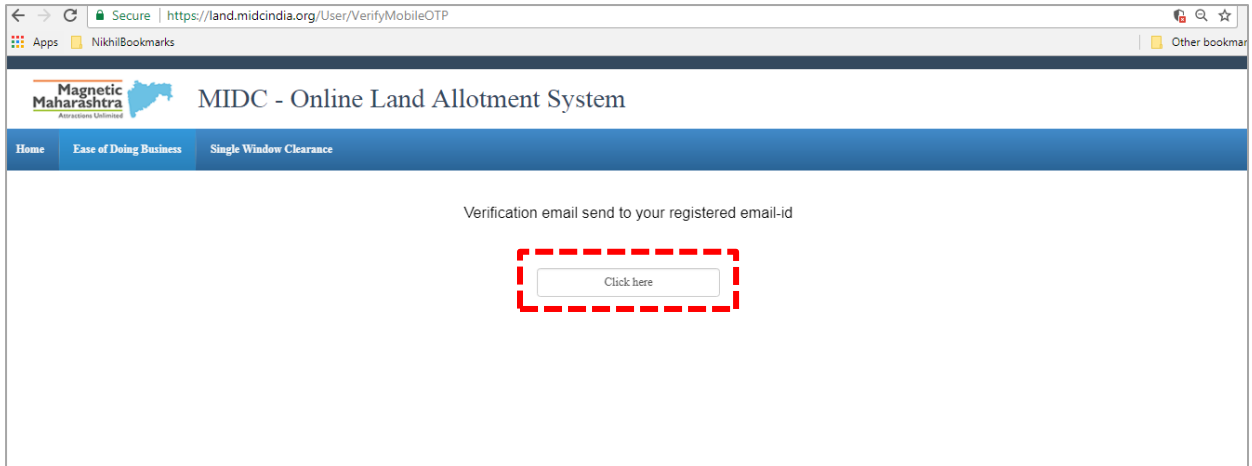


Fig 4: Email Verification Link

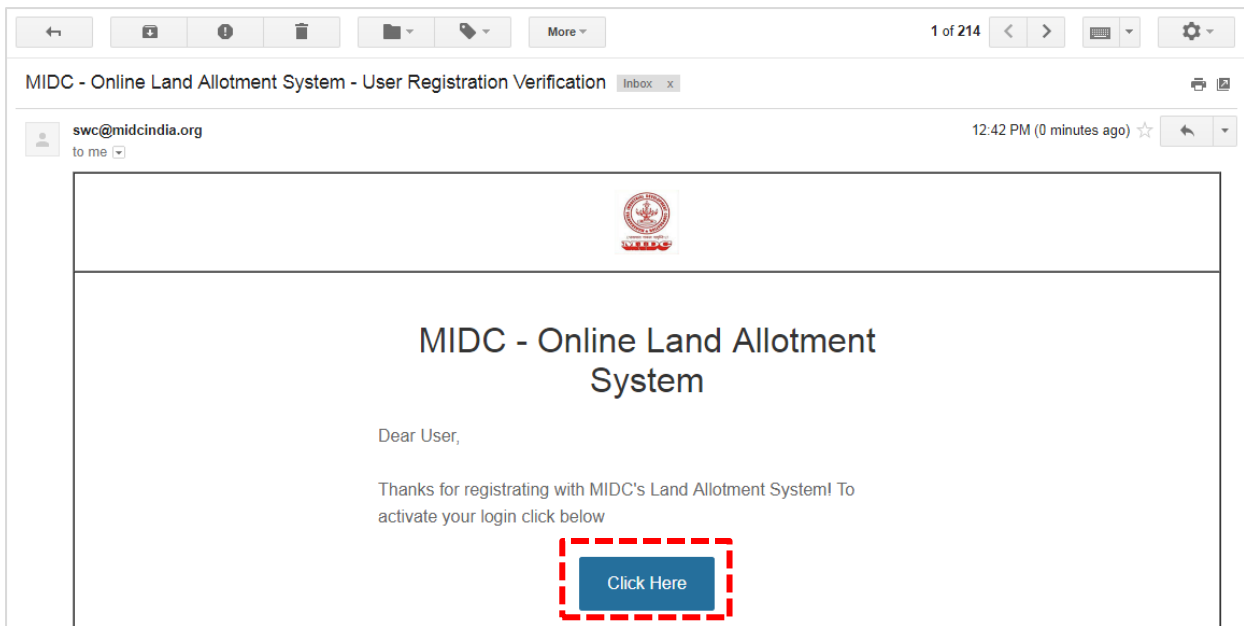


Fig 5: Registration Verification Email

### 3.Guidelines to Apply for plots

#### Step 1:

In Login Section, enter your registered User Name and Password, then click on the 'Login' button.



Fig: Login Page

#### Step 2:

A page seeking company details appears. Fill all the relevant and mandatory details.

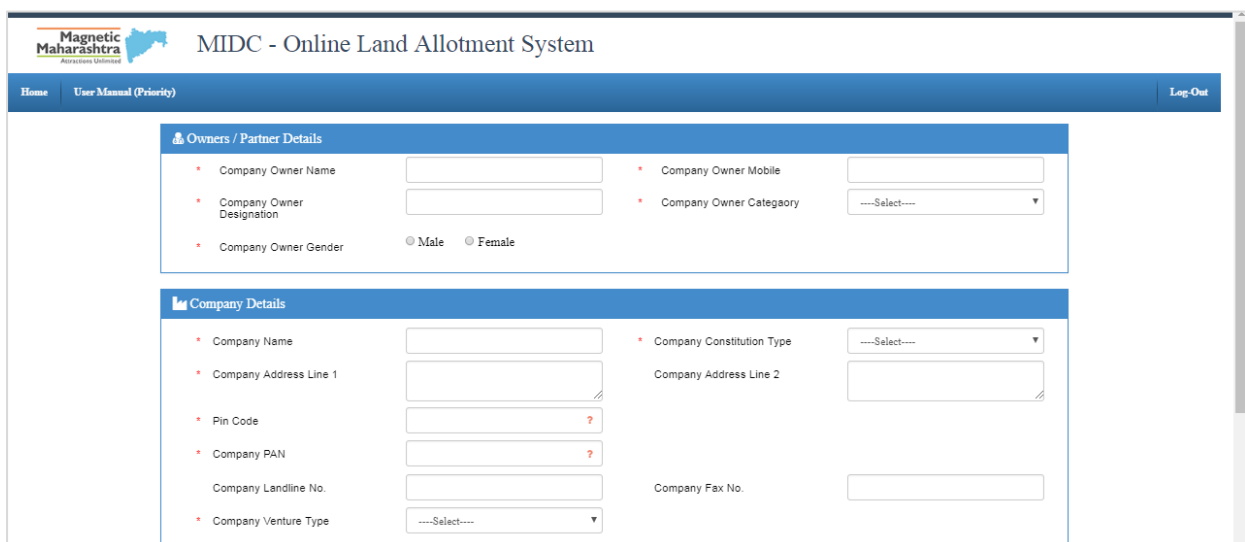


Fig: Company registration

#### Contact Information 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.

## Company Venture Type

The type of venture can be selected based on the following criteria:

As Per Project Investment –

- <= 25 Lakhs : Micro Industry
- >25 Lakhs & <= 5 Crore : Small Scale Industry
- >5 Crore & <= 10 Crore : Medium Scale Industry
- >10 Crore : Large Scale Industry

The screenshot shows a web form titled 'Company Details' with two sections: 'Company Details' and 'Owners / Partner Details'. In the 'Company Details' section, the 'Company Constitution Type' dropdown menu is open, showing a list of options including 'Partnership', 'Private Limited Company', 'Public Limited Company', 'Co-Operative', 'Trust', 'Central Government Undertaking', 'State Government Organization', 'Public Sector Company', 'Individual', 'Apartment of Owner Association', 'Co-Owner', 'Chief Promoter', 'State Government Undertaking', 'Central Government Organization', 'Hindu Undivided Family', 'Proposed Partnership', 'Proposed Public Limited Company', and 'Corporation'. The 'Partnership' option is highlighted in blue. A red dashed box highlights the dropdown menu. The 'Company Name' field is marked as a 'Required Field'.

Fig: Company details Constitution Type

### Step 3:

On clicking the link 'Click here to Add Partner' a popup appears seeking details of all the partners along with the correct partnership shares.

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

The screenshot shows the 'Owners / Partner Details' section of the form. It contains fields for 'Company Owner Name', 'Company Owner Mobile', 'Company Owner Designation', and 'Company Owner Category'. The 'Company Owner Gender' field has radio buttons for 'Male' and 'Female'. The 'Company Owner Category' field is a dropdown menu with '----Select----' as the current selection.

Fig: Owner / Partner Details

Fig: Company Partner Details

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

Partner Name	Gender	Type	Mobile	Email	Share(%)
Partner 1	Male	Current Lessee	9879879878	partner1@gmail.com	45
partner2	Male	Active	9889889889	partner2@gmail.com	55

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.

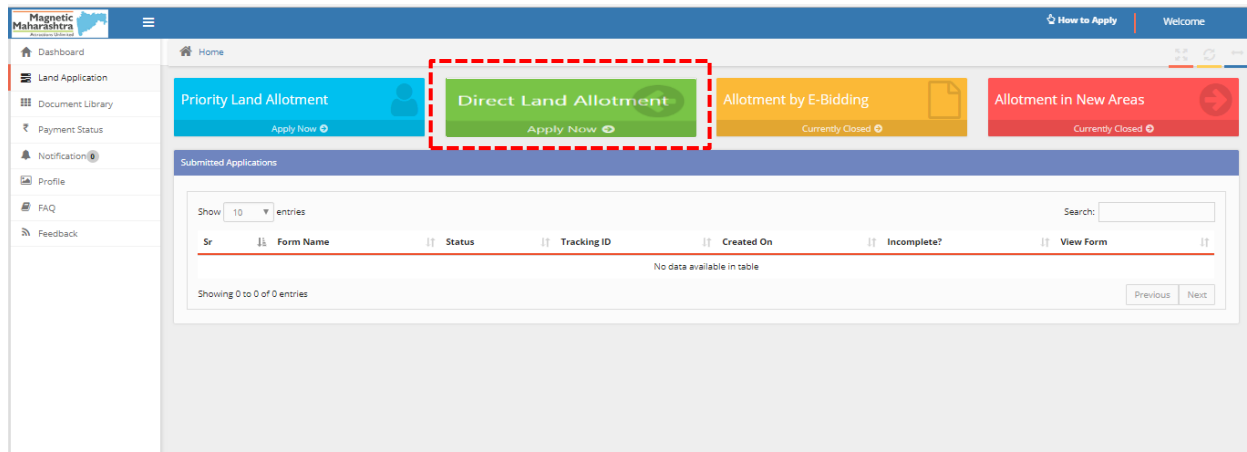


Fig: Applicant Dashboard

The dashboard provides the following:

1. Provision to apply for new plots by clicking on 'Apply Now' through any required allotment method as per cycle, 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:

On clicking on Apply Now via direct allotment, the details of company profile and applicant profile filled while logging in, will be auto-generated (and cannot be modified). 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, etc. Type the first few characters in these fields and select from the list.*

Fig: Existing Unit details

Fig: Existing Unit details – Manufacturing Item

**Step 8:**

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

**Step 9:**

You will be navigated to the Project Details page. Under the proposed project details section, enter all mandatory details of the project and proceed.

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.

The total cost of the project will be auto-generated on inputting the amount in the self, bank loan, etc. fields.

Finance Arrangements (in Lakhs)			
Self *	<input type="text" value="Finance Arrangement - Self"/>	Bank Loan *	<input type="text" value="Finance Arrangement Bank Loan"/>
Others *	<input type="text" value="Finance Arrangement Others"/>	FDI (if any) *	<input type="text" value="Finance Arrangement FDI"/>

Development Details			
Total Cost of Project (in Lacs) *	<input type="text" value="Total Project Cost"/>	Investment in Plant and Machinery (In Lac) *	<input type="text" value="Investment In PandM"/>
Investment in Building( Rs In Lakh) *	<input type="text" value="Investment In Building"/>	Plinth Area (sq metres) *	<input type="text" value="Plinth Area"/>
Builtup Area (sq metres) *	<input type="text" value="Builtup Area"/>	Land for Open Storage (sq metres) *	<input type="text" value="Land For Open Storage"/>
Any Other Area(sq metres) *	<input type="text" value="Any Other Area"/>	Power Requirement (KW) *	<input type="text" value="Power Requirement"/>
Water Requirement Domestic (m3/day) *	<input type="text" value="Water Requirement - Domestic"/>	Water Requirement Industrial (m3/day)* *	<input type="text" value="Water Requirement - Industrial"/>
Effluent Quantity(m3/day) *	<input type="text" value="Effluent Quantity"/>	Solid Waste (in kg) *	<input type="text" value="Solid Waste"/>
Number of Skilled Employees *	<input type="text" value="Number Of Skilled Employees"/>	Number of Unskilled Employees *	<input type="text" value="Number Of Unskilled Employees"/>
Number of Supervisory Employees *	<input type="text" value="Number Of Supervisory Employees"/>	Total Employees *	<input type="text" value="Total Employees"/>

Fig: Project Details – 2

**Step 11:**

Click on ‘Save & Next’ to proceed to the documents upload page.

## 4. Guidelines to upload documents

### Step 1:

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.

#	Document	Mandatory	File Name	Select File	Download
1	Detailed Project Report (DPR)	Yes		Upload	Download
2	Income Tax Returns for last 3 years or PAN Card	Yes		Upload	Download
3	Land Utilization and proposed built-up area of required land(block plan)	Yes		Upload	Download
4	Entity shall supply more than 50% of their products to Defense & its related permission/orders from defense	Yes		Upload	Download
5	Registration Certificate issued by Registrar of Firms or if Partnership Firm is not registered with Registrar of Firms, the copy of Partnership Deed.	Yes		Upload	Download

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. Click on 'Choose File' to select the equivalent file (only files of **.pdf type** is allowed) and click on 'OK'.

**Upload Files**

**Detailed Project Report (DPR)**

Choose File No file chosen

Please choose a file to upload .pdf only.

Files up to 5 MB only.

OK Cancel

- 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. Click on 'Save and Next' to proceed.

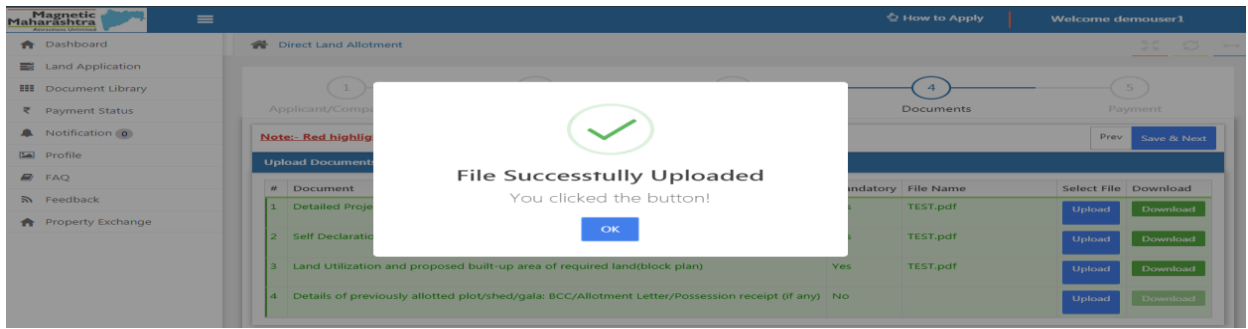


Fig: Successful document upload

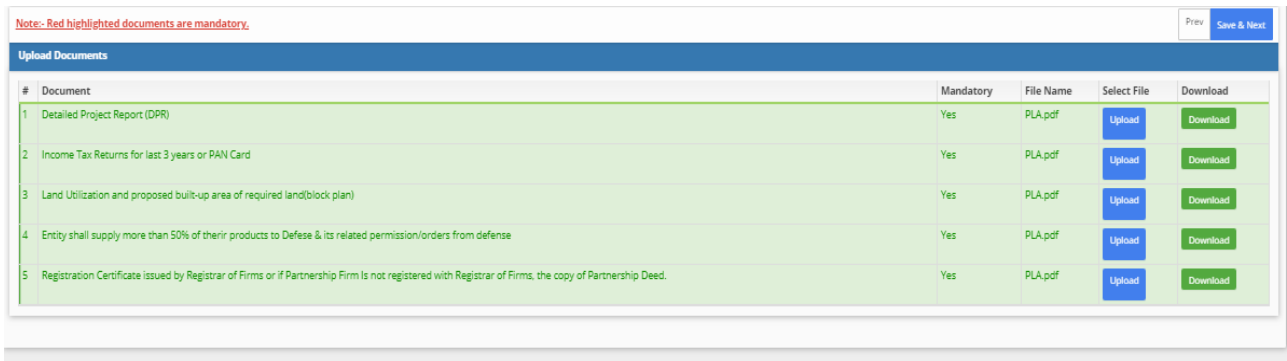
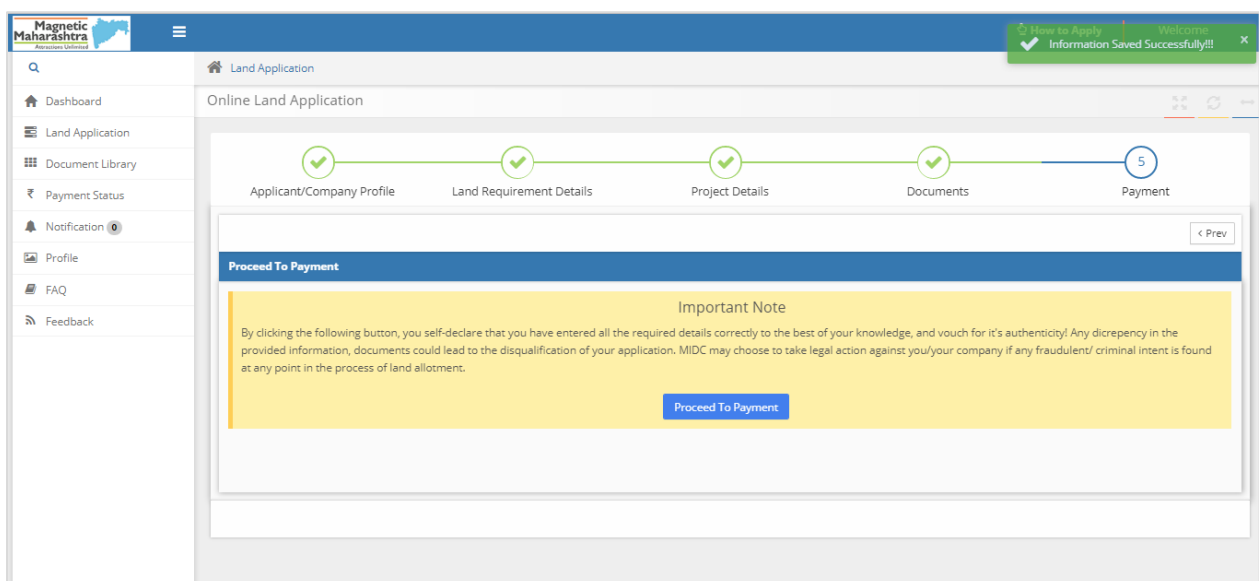


Fig: Document Upload Section

## Step 2:

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 make payment. A payment summary will be displayed.

Also, on scrolling down, the entire application can be reviewed, and in case of changes to it, click on the 'Prev' button to go back the previous sections.



Stage 5: Payment Notice

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



Payment Details			
Plot No :	[REDACTED]	Application Amt. :	168792
CGST :	180	SGST :	180
Processing Fees :	2000	Total Payable Amount :	171152

**Proceed for payment**

Fig: Payment Summary

### Step 3:

There appears terms and conditions that must be read and accepted, to continue making the payment.

On carefully reading, click on the 'I accept the terms and conditions' checkbox and click on the 'OK' button to proceed.

**Terms and Conditions For Online Payments**

The Terms and Conditions contained herein shall apply to any person ("User") using the services of MIDC for making Process fee and Earnest Money Deposit(EMD) for Online Plot Application payments through an online payment gateway service ("Service") offered by ICICI Bank Ltd. in association payment gateway service provider through MIDC's website i.e. www.midcindia.org. Each User is therefore deemed to have read and accepted these Terms and Conditions.

**A. Privacy Policy**

MIDC respects and protects the privacy of the individuals that access the information and use the services provided through them. Individually identifiable information about the User is not willfully disclosed to any third party without first receiving the User's permission, as covered in this Privacy Policy.

This Privacy Policy describes MIDC's treatment of personally identifiable information that MIDC collects when the User is on the MIDC's website. The MIDC does not collect any unique information about the User (such as User's name, email address, age, gender etc.) except when you specifically and knowingly provide such information on the Website. Like any business interested in offering the highest quality of service to clients, MIDC may, from time to time, send email to the User and other communication to tell the User about the various services, features, functionality and content offered by MIDC's website or seek voluntary information from the User.

Please be aware, however, that MIDC will release specific personal information about the User if required to do so in the following circumstances:

- in order to comply with any valid legal process such as a search warrant, statute, or court order, or available at time of opening the tender
- if any of User's actions on our website violate the Terms of Service or any of our guidelines for specific services, or
- to protect or defend MIDC's legal rights or property, the MIDC's site, or the Users of the site or;
- to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the security, integrity of MIDC's website/offerings.

**B. General Terms and Conditions For Payment made via Payment Gateway**

- Once a User has accepted these Terms and Conditions, he/ she may register on MIDC's website and avail the Services.
- Bidders are suggested to decide the payment option before making the payments, In case bidder wants to switch from one payment option to another the latest option will be valid.**

**If any bidder chooses to switch from one payment option to other the following is applicable:**

  - From INB to NEFT/RTGS – New NEFT/RTGS challan will be valid
  - From NEFT/RTGS to INB and then to NEFT/RTGS – User has to generate the new NEFT/RTGS challan as the previous challan will become void when bidder switched from NEFT/RTGS to INB.
  - From NEFT/RTGS to INB – INB will be valid and earlier challan will become void.

I accept the Terms & Conditions

OK

Fig: Terms and Conditions

### Step 4:

#### Payment Mode

The payment modes will be displayed. Select either of the modes to make the payment.

## 5. Payment Modes

You can either pay **online** via internet banking / credit card / debit card or via NEFT/RTGS as displayed below.

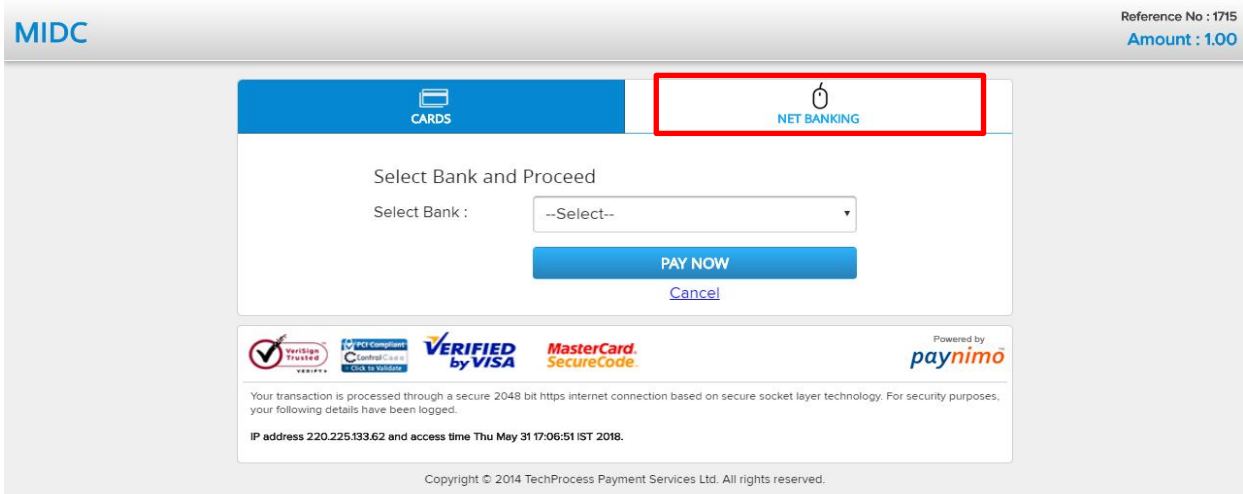
Payment Mode	<input type="radio"/> Internet Banking <input type="radio"/> NEFT/RTGS
	<input type="button" value="PAY"/>



### I) Payment via Internet Banking

#### Step 1:

For 'Internet Banking', select 'Internet Banking' radio button as payment mode and click on 'PAY'. Select the 'Net Banking' tab and select the bank from the dropdown list and proceed by clicking Pay Now.



MIDC Reference No : 1715  
Amount : 1.00

CARDS  NET BANKING

Select Bank and Proceed

Select Bank :

[Cancel](#)

VeriSign Trusted | PCI Compliant | VERIFIED by VISA | MasterCard SecureCode | Powered by paynimō

Your transaction is processed through a secure 2048 bit https internet connection based on secure socket layer technology. For security purposes, your following details have been logged.  
IP address 220.225.133.62 and access time Thu May 31 17:06:51 IST 2018.

Copyright © 2014 TechProcess Payment Services Ltd. All rights reserved.

Fig: Net Banking Mode

### II) Payment via Credit Card / Debit Card

#### Step 1:

Select 'Internet Banking' radio button as the payment mode and click on 'PAY'. Now, select 'Cards' tab and select either credit card or debit card as desired.

#### Step 2:

Fill all required details of the card and the card holder and click on 'Pay Now'.

Pay using **VISA** **MasterCard**

*For Maestro cards, please enter Expiry Date and CVV no. if available or else ignore and proceed.*

Credit card  Debit card

Select Credit Card Option : MasterCard

Card number : \* Enter Your Card Number

Card holder name : Enter Card Holder Name

Expiry date : \* MM YYYY

CVV number : \*

**PAY NOW**  
[Cancel](#)

Powered by **paynimō**

Fig: Credit Card/ Debit Card

**Step 3:**

A popup stating transaction processing is displayed as shown below.

MIDC Reference No : 448030 Amount : 1.00

Transferring data... please wait

Please do not press back button or refresh button

**TRANSACTION PROCESSING PLEASE WAIT**  
[Cancel](#)

**Step 4:**

A summary of the payment is displayed for review. Click on 'Confirm' if all the details are correct.

Confirmation	
Amount (in INR.)	1.00
Transaction Fee (in INR.)	0.0
Taxes (in INR.)	0.0
Total Amount (in INR.)	1.00

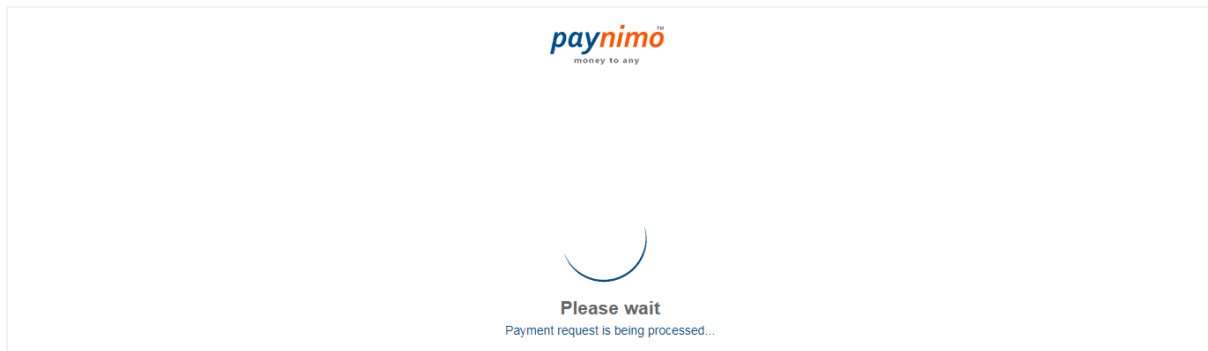
**Confirm** **Back**



Fig: Payment Summary

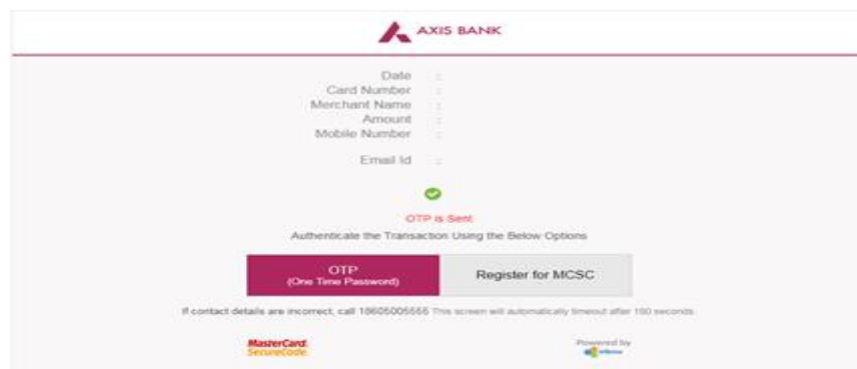
### Step 5:

Once you click on confirm, you will be redirected to the payment gateway.



### Step 6:

Make the payment via the payment gateway.



**Please Note:** A payment confirmation email and an SMS will be sent to the applicant on the registered email id and mobile number, on successful completion of payment.

### Step 7:

Once the payment is completed, a dialog box appears, stating the online land application has been successfully submitted. Click on 'Back to Home' to view the dashboard.

### Step 8:

If the payment is not successful, a fresh payment may have to be made for the application. In Case the amount for the previous payment is debited from your account, the same will be refunded.

## III) Payment via NEFT/RTGS

### Step 1:

For NEFT/RTGS, select the NEFT/RTGS radio button as payment mode.

Payment Mode	<input type="radio"/> Internet Banking <input checked="" type="radio"/> NEFT/RTGS
PLEASE WAIT ..	



## Step 2:

A challan will be generated, which consists of all details required to make the transaction (as shown below).

**Note:** Please do not generate multiple challans for the same application.

NATIONAL ELECTRONIC FUND TRANSFER (NEFT)/ REAL TIME GROSS SETTLEMENT (RTGS)	
(To be filled by Applicant in BLOCK LETTERS)	
Bank's Copy	
Date : 31/05/18	
Sr No	Details of Beneficiary
1	E-Proc Ref No
2	Beneficiary Name
3	Account No.
4	IFSC code
5	Bank
6	Branch
7	Amount in Rs. 1.00
8	Amount in words Rupees One Only

1. It is advised that all users make payment via NEFT at least one day in advance to the last day. In the event user making payment on the last day and same is not available for the user for validation on account of any reason whatsoever, MILA, its banker, or e-portal service provider or payment gateway service provider would not be held responsible in any manner.  
 2. It is the user's responsibility to ensure that NEFT payments are made to the exact details as mentioned in the challan. In the event of any discrepancy, payment would not be considered and would not be available for validation of Fees payment.  
 3. User is required to generate challan for every different fee payments since details in the challan are unique for every different approval fees. Bidder is not supposed to use challan generated for one fee payment for payment against another fee payment.

Remit the amount as per above details, by debiting my/our account for the amount of remittance plus Bank charges.

Customer's Signature  
 Contact Phone No:

FOR BANK'S USE ONLY

Rupees  
 Debited Applications A/c. Date of Transfer  
 Remittance No.

Authorised Signatory



## Step 3:

A status message of 'challan generated' along with the information required to proceed with the payment is displayed.

*Please Note: NEFT/RTGS can be done both online or offline. Kindly complete the payment 2 days before the closing date. Once the payment/ transaction is successful, the status is updated accordingly.*

*A payment confirmation email and an SMS will be sent to the applicant on the registered email id and mobile number, on successful completion of payment.*

## Step 4:

On clicking the 'back to home' button, the main dashboard is displayed. The status of the application is updated accordingly.

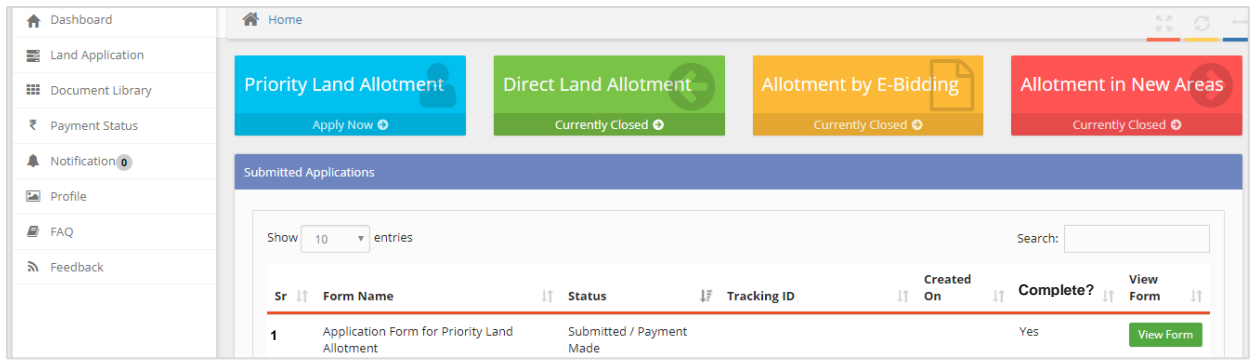


Fig: Application List on the Dashboard

### Step 5:

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.

### Step 6:

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.