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

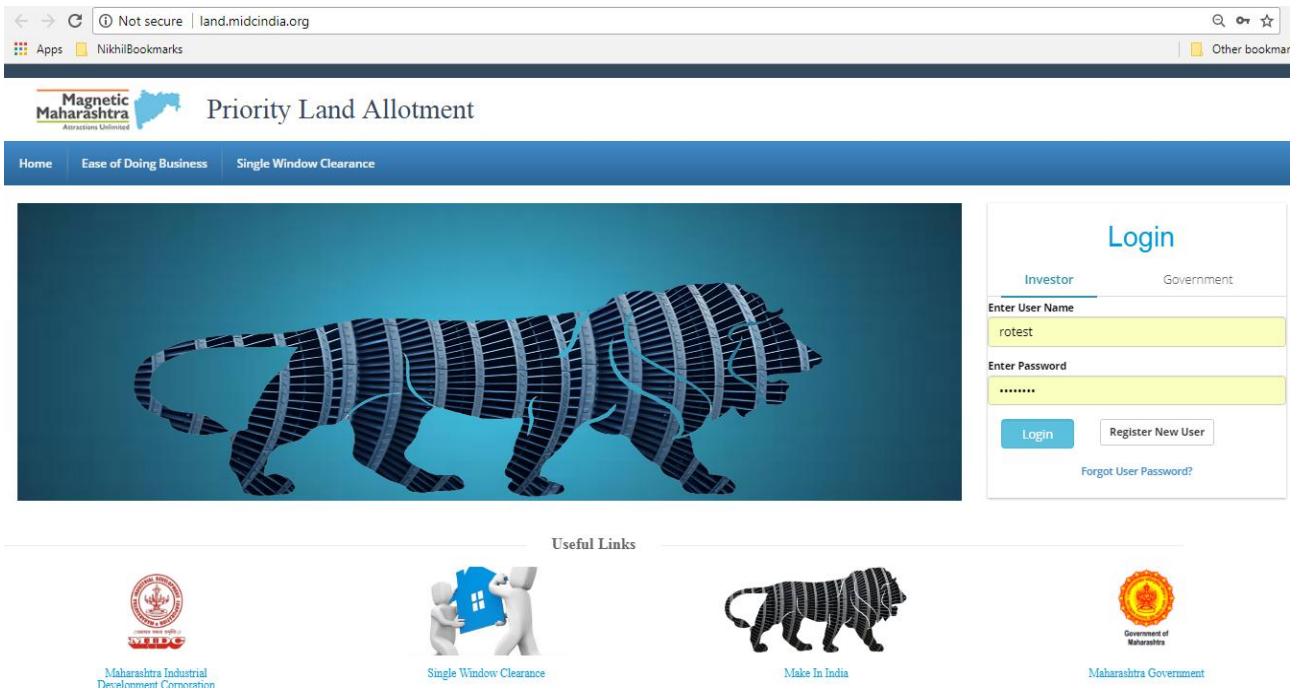How to Apply for **'Priority Land Allotment'** Portal?

1. On MIDC website (www.midcindia.org), please click on **'Consumer Portal'** link as shown below.
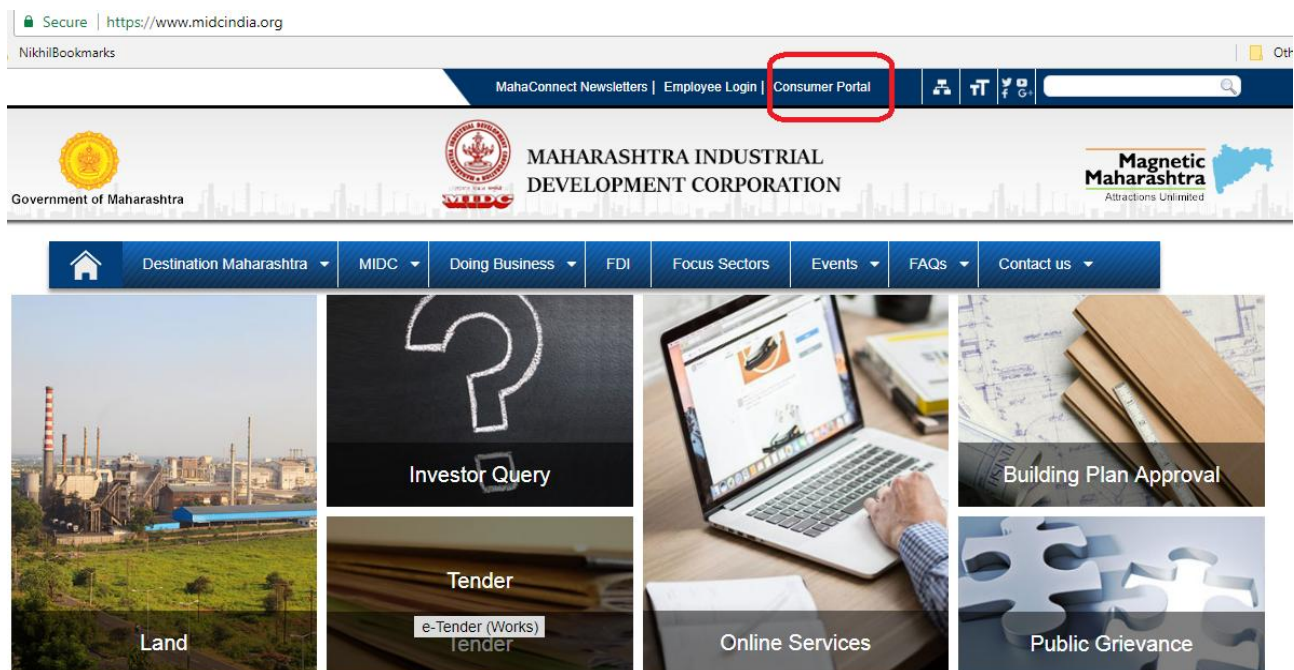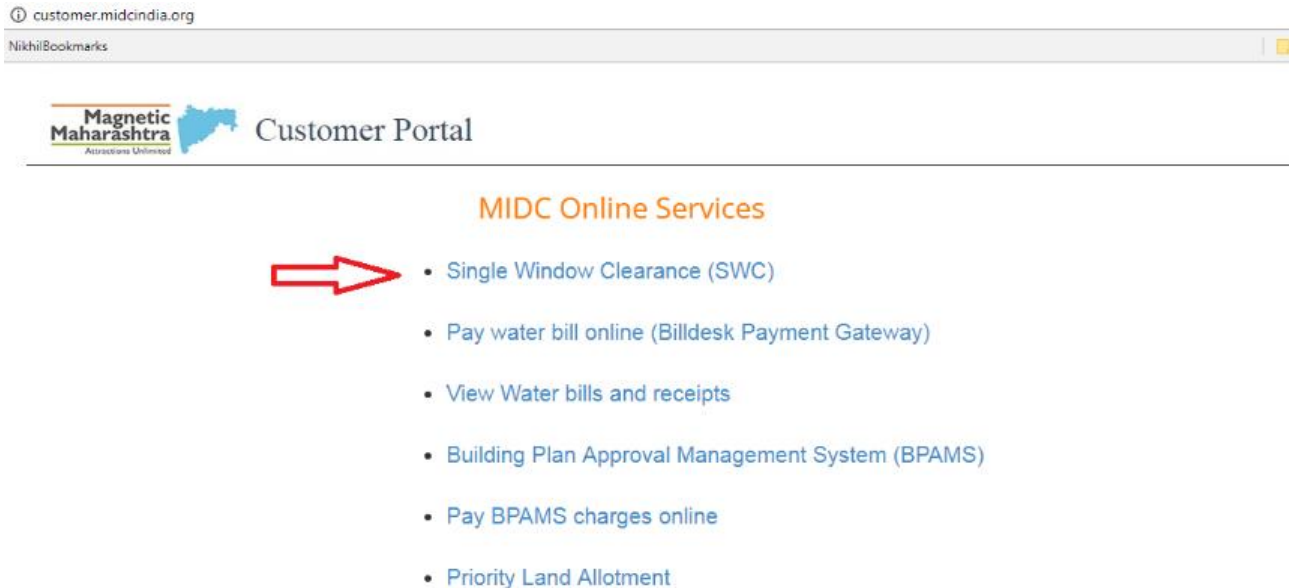
2. On Consumer Portal page, you can click on **'Priority Land Allotment'** as shown below
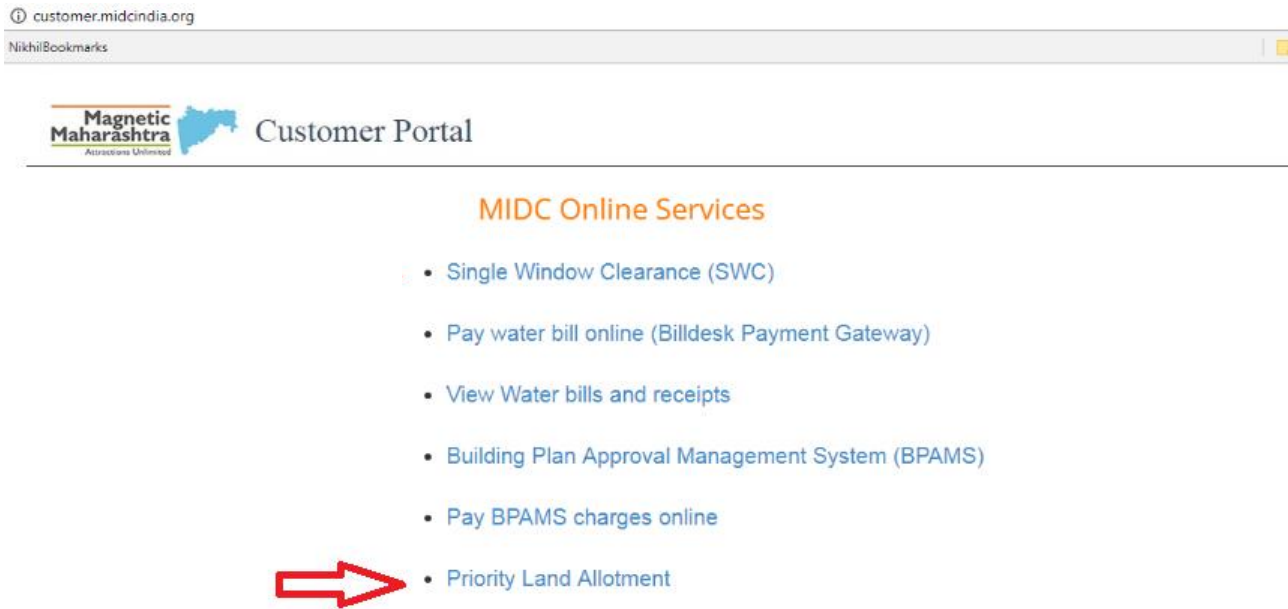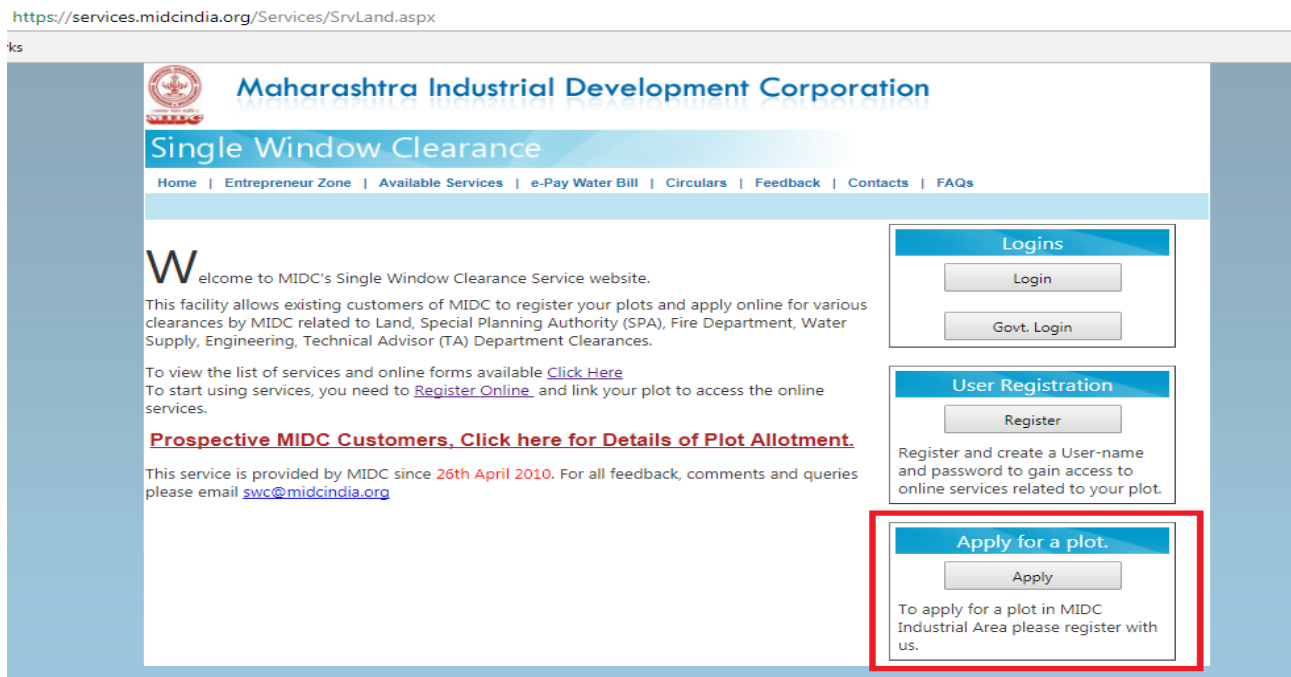

3. You will be redirected to the Priority Land Allotment Portal as shown below

4. Additionally, you can also access the Priority Allotment Portal by clicking on **'Single Window Clearance'** Link on Consumer Portal as shown below:

5. On Single Window Clearance page, please click **Apply** button under **'Apply for a plot'** section as shown below:

6. On the page, please refer section 3 **'Priority Allotment of Plots'**. Click on the corresponding link as shown below:

2. Guidelines for Registration

As a prerequisite, all users are required to register on the Priority Land Allotment Portal to access the system.

I) Register as a New User

Step 1:

Under the Login Section, Click on the 'Register here for New User' button, as shown in the screen below. Existing users can directly login using their login ID (Username) and password.
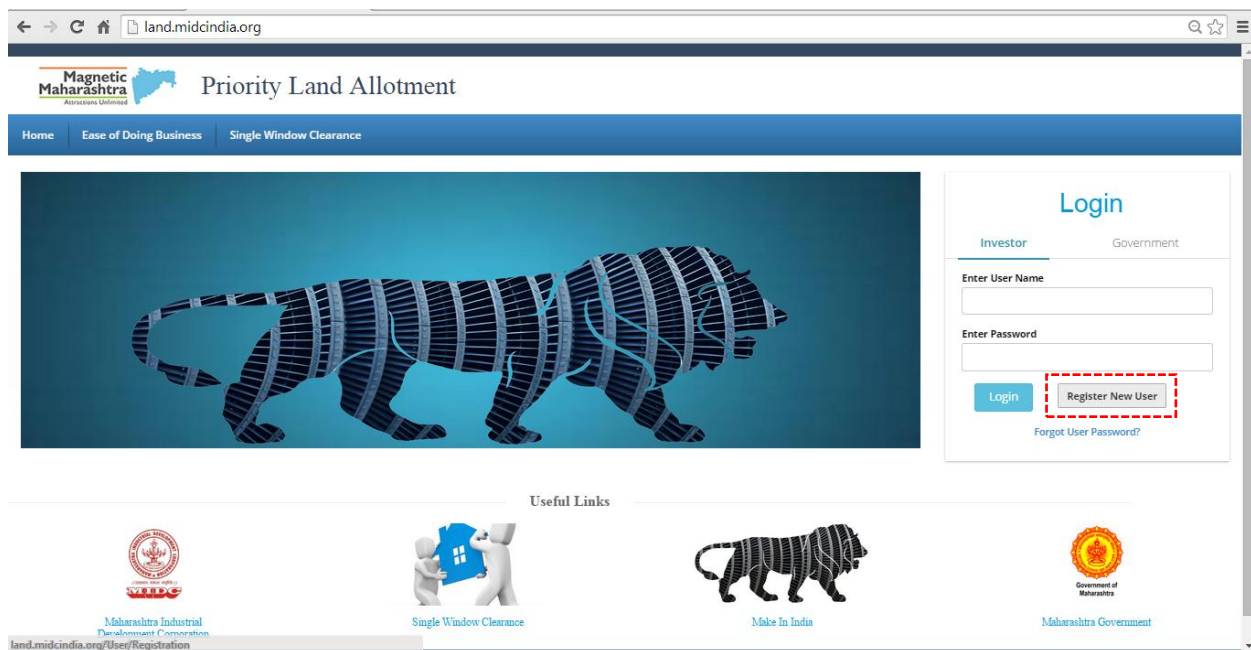

Fig 1: New User Registration

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 ID

In this section you provide a User ID (a valid *email id* of a person who is going to be a point of contact with the MIDC officials).

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

Note: This User ID and Password will be used by you subsequently to log-into the Priority Allotment Portal which will be used for applying for plots, viewing the dashboard, etc.

Security Questions

This is the question which will be asked to you in case you forget your password and want the system to reset this. 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 button 'proceed'.

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.
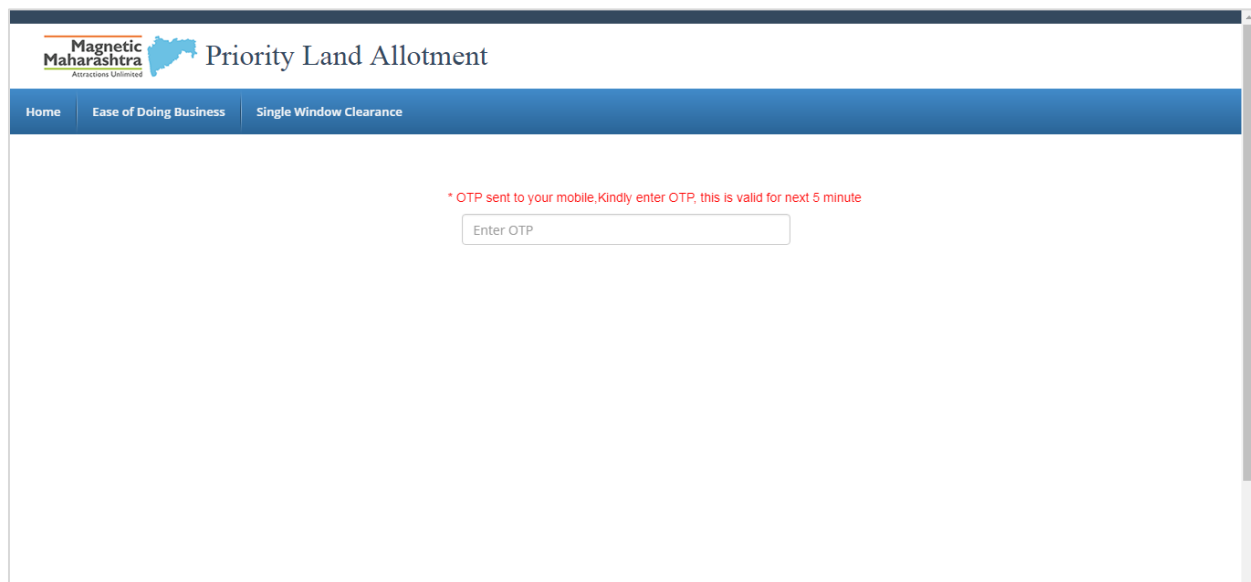
Fig 3: OTP sent to registered mobile

Step 4:

After entering the OTP, an activation link will be sent to your registered Email ID. Click on the 'Click Here' button to activate the login.
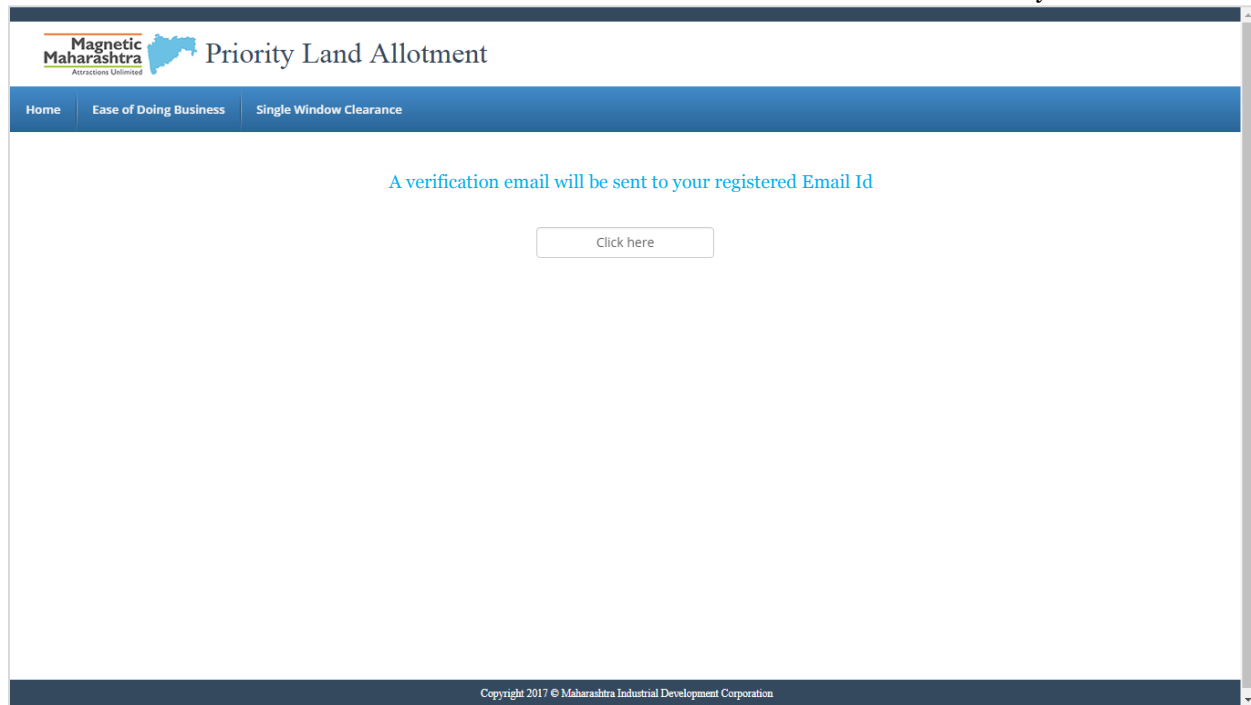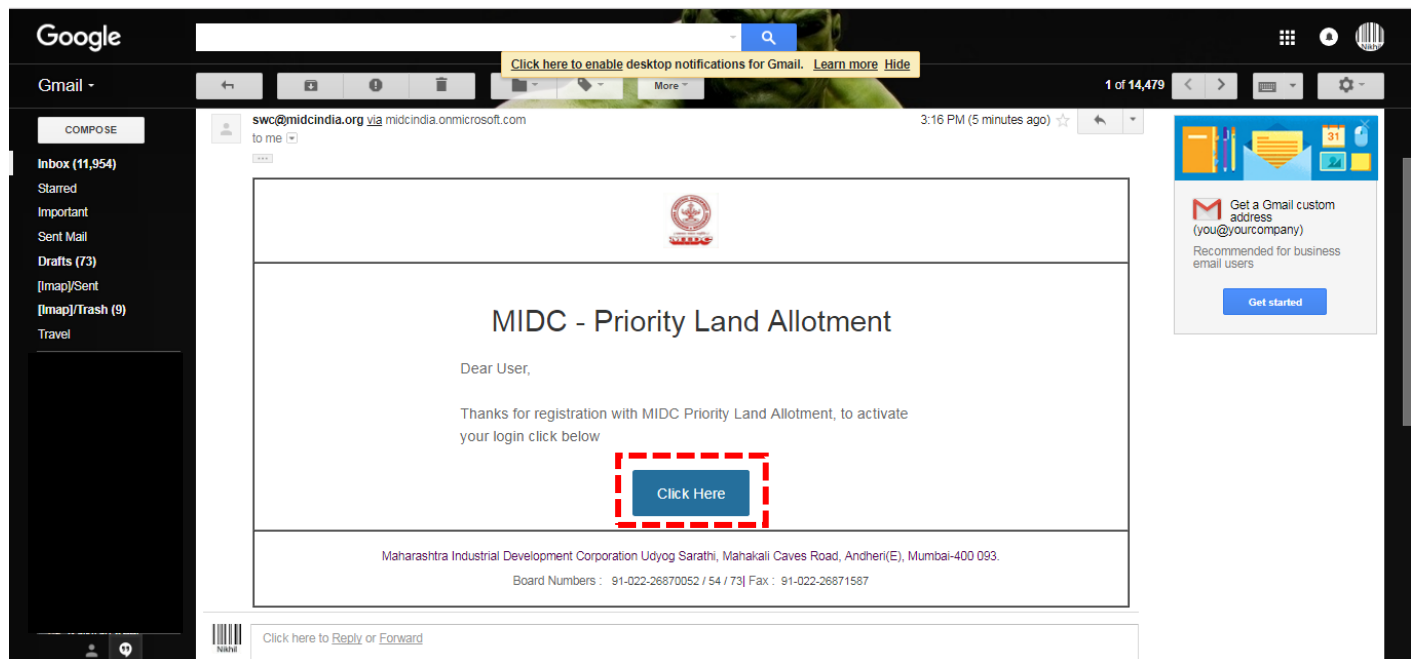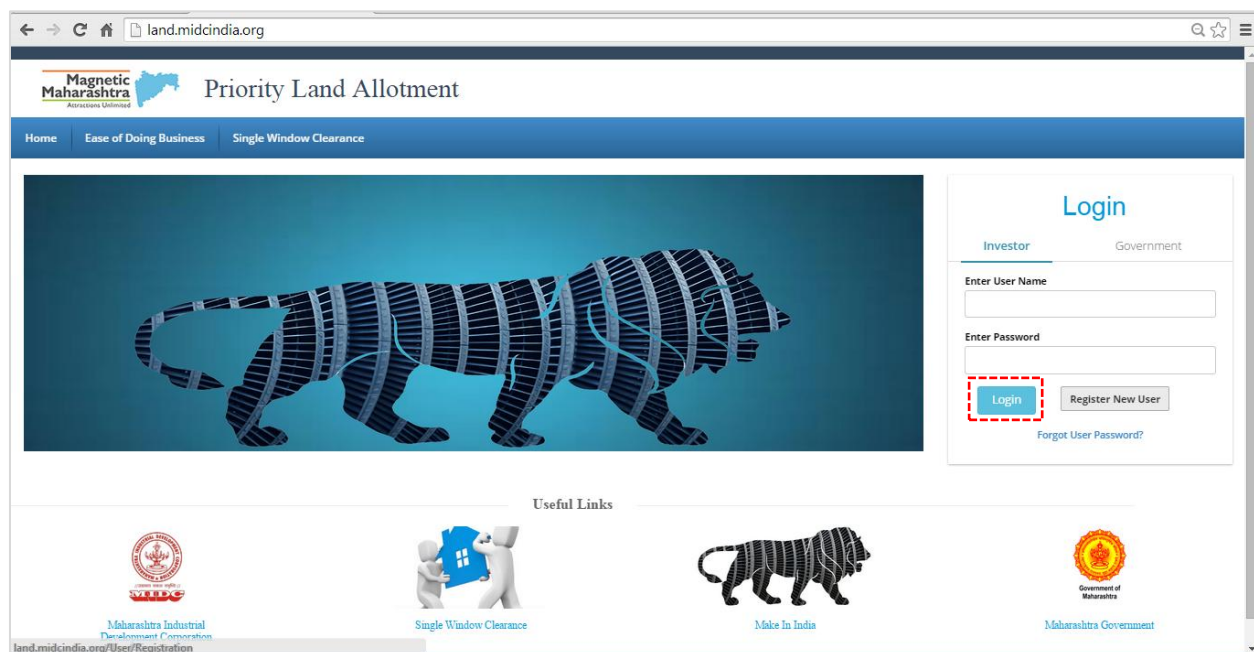
Fig 4: Email Verification Link

Fig 5: Registration Verification Email

3. Guidelines for applying for plots

Step 1:

Under the Login Section, enter the User Name / User ID 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 Applicant should provide information about the person who is going to be a point of contact with the MIDC officials in the fields: Company's Contact person's Name and Phone Number and Person's designation.

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: Company Partner Details

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

Fig: Application Details

Step 4:

Click on 'process' button to proceed to the dashboard

Step 5:

Home Page of Applicant (Dashboard) is provides the following:

1) Apply for new plots by clicking on 'Apply for New Plot' button, or review already registered plot details by selecting the plot from the dropdown list.

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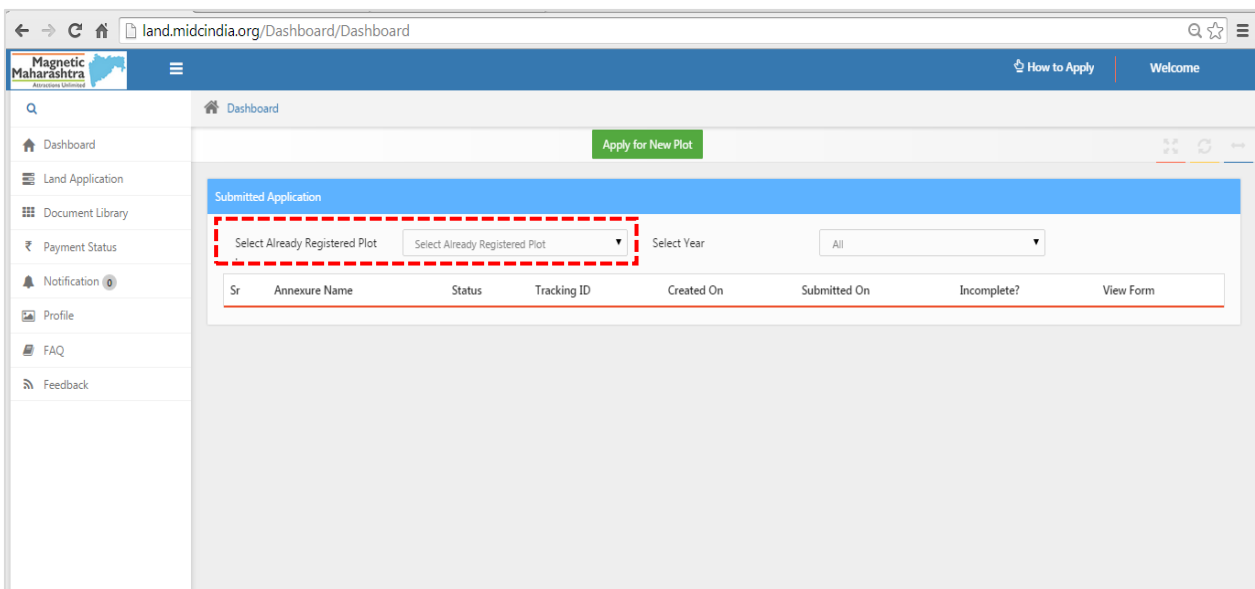

Fig: Dashboard

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.

Fig: Land Requirement Details – 2

Step 8:

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

Step 9:

Under the Project details section, enter all mandatory details and proceed.

Fig: Project Details – 1

Fig: Project Details – 2

Step 10:

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

Note: The value selected under the 'Priority Basis dropdown' under the land requirement stage will determine the documents to be uploaded.

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

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

To upload a file, follow the guidelines listed below:

1) Click on the 'Browse' button against each document, a popup will appear, now select the equivalent file and click on 'OK'.

2) Once the file is selected in the popup, the name of file will be displayed on the textbox next to the browse button.

3) Click on the 'Upload' button.

4) The files uploaded can also be removed by clicking on the 'Delete' button

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

Fig: Document Upload

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.

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).
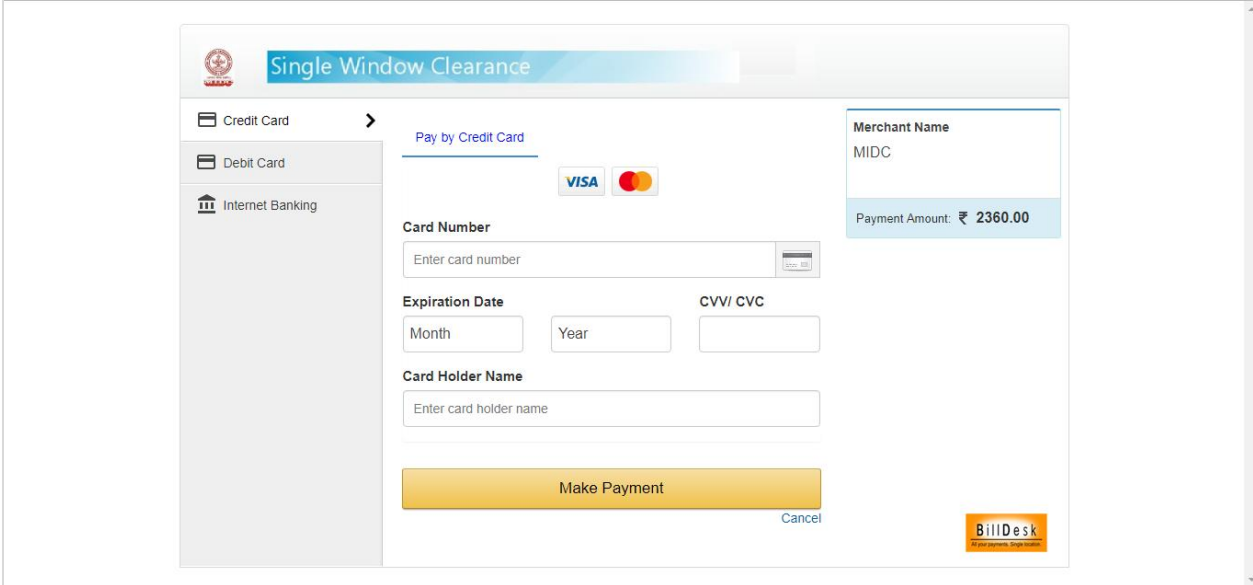

Fig: Payment Summary

Step 12:

Payment Mode

You can only 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.