

User Manual

(Priority Allotment of Plots)



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

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1. Introduction

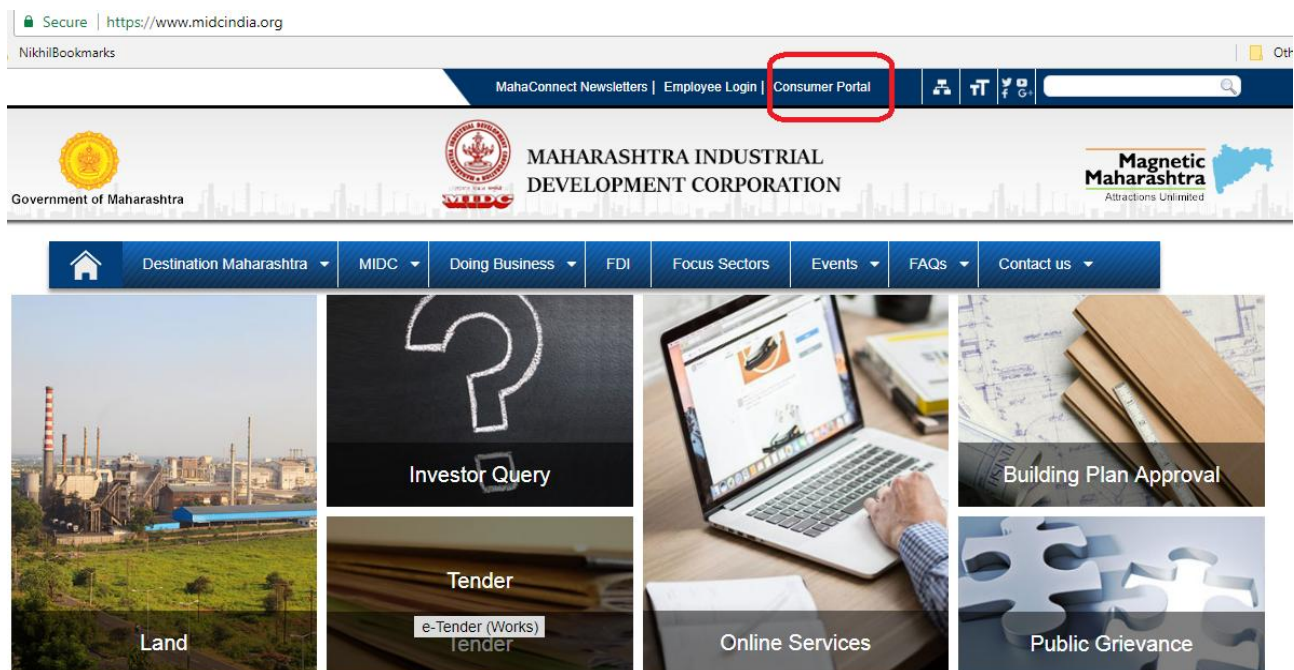
The purpose of this document is to explain the entire process of how an Applicant can use Priority Allotment Portal to successfully apply for plots online.

This manual explains how to:

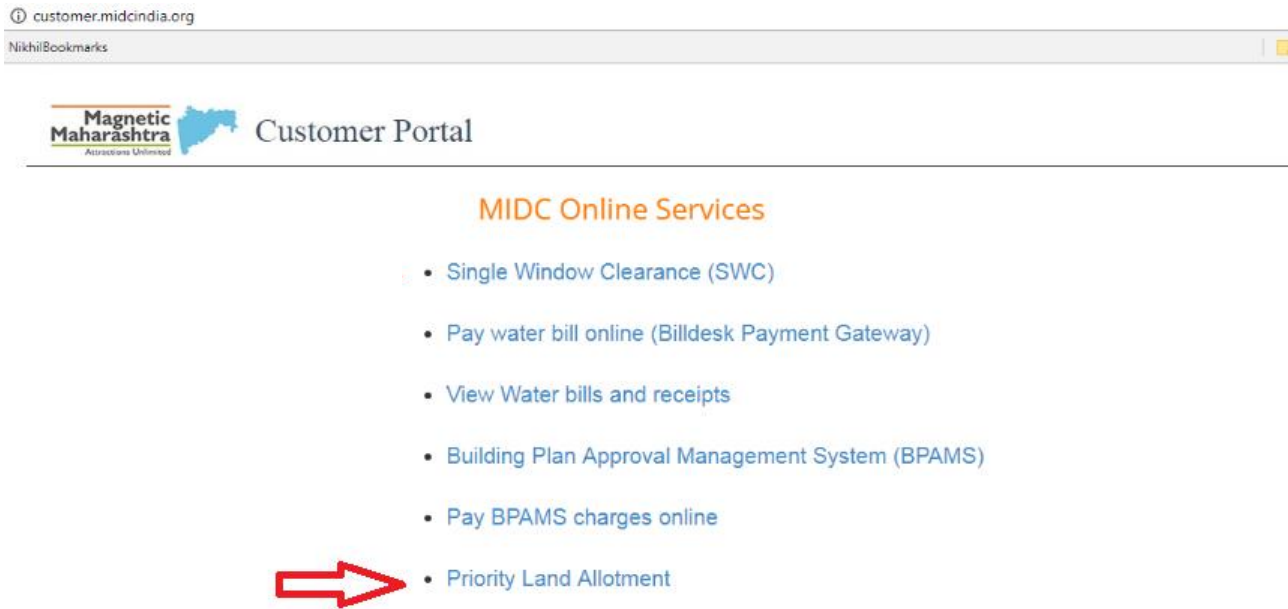
1. Get registered on Priority Land Allotment portal
2. Apply for available plots online
3. Submit required documents online
4. Make online payment for the applied land

How to Apply for ‘**Priority Land Allotment**’ Portal?

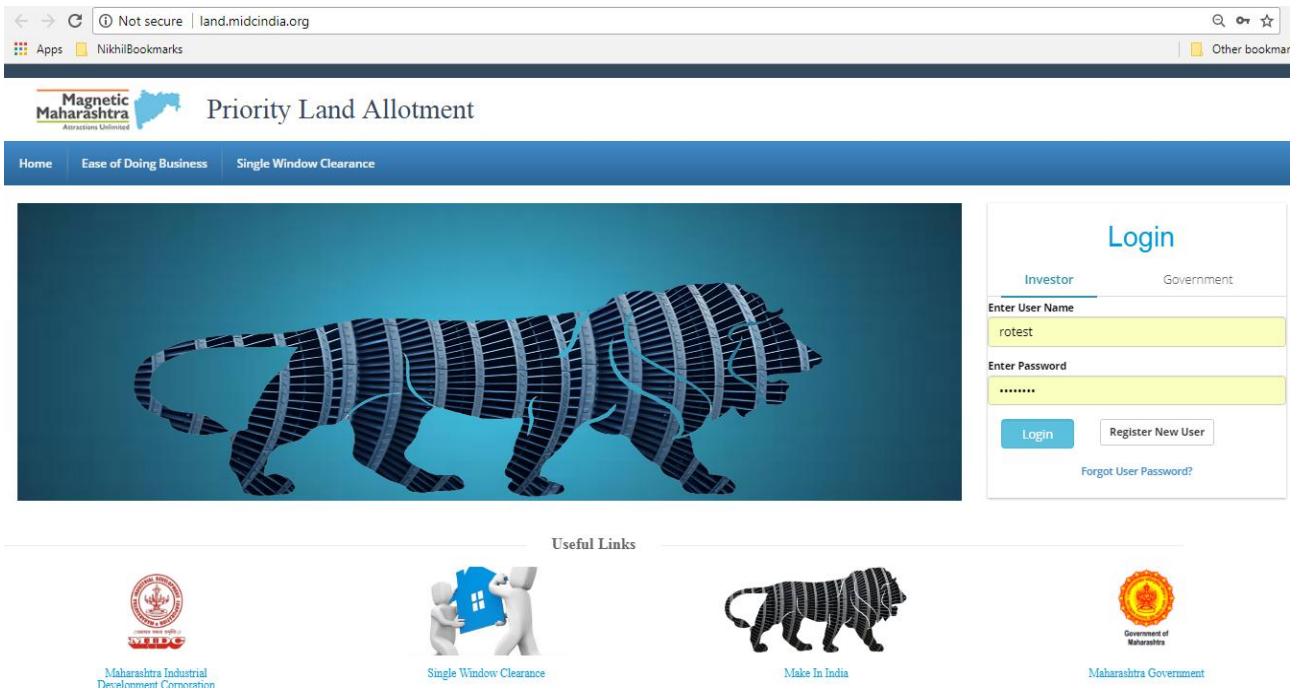
1. On MIDC website (www.midcindia.org), please click on ‘**Consumer Portal**’ link as shown below.



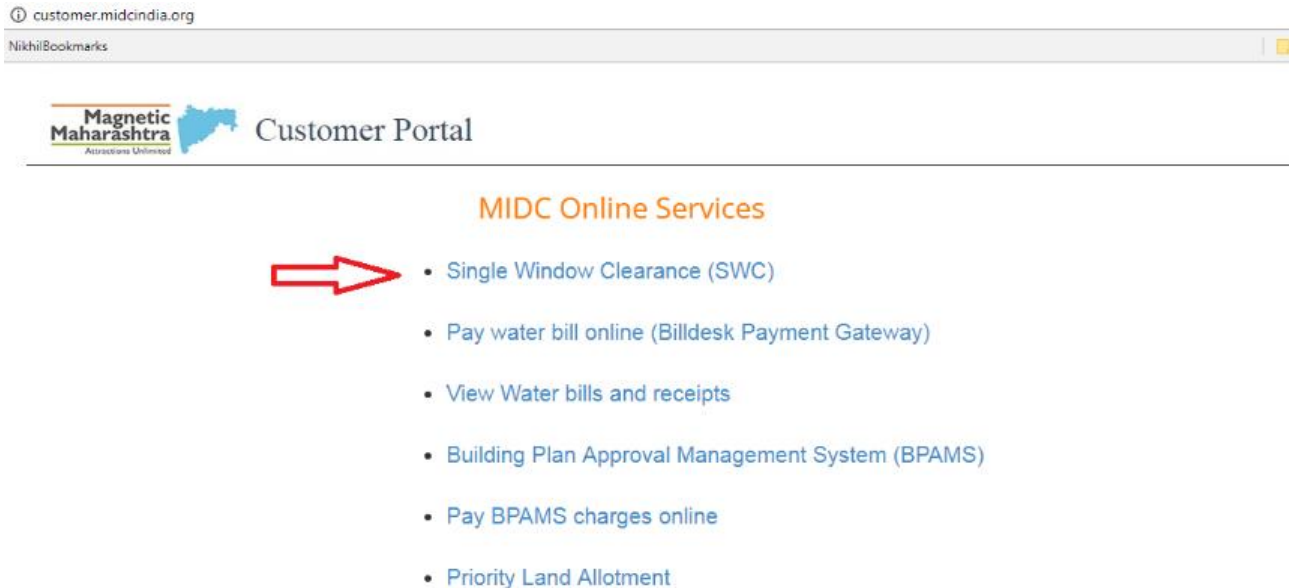
2. On Consumer Portal page, you can click on '**Priority Land Allotment**' as shown below



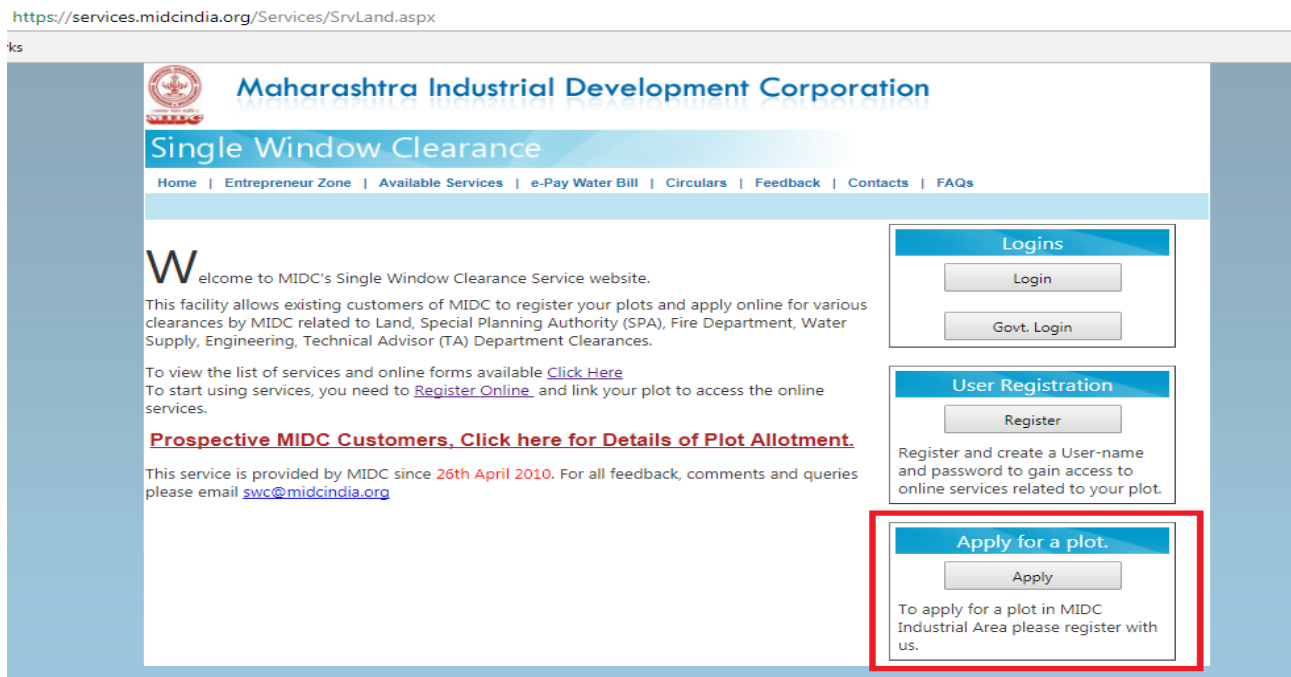
3. You will be redirected to the Priority Land Allotment Portal as shown below



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:

<https://services.midcindia.org/Services/VacantPlotsDetails.aspx>

Maharashtra Industrial Development Corporation

Single Window Clearance

ONLINE LAND ALLOTMENT

As per MIDC's Disposal of Land Regulations, 1975 and as per guidelines issued in accordance with the decisions taken by Board of MIDC / Chief Executive Officer, MIDC, allotment of plots/sheds/galas in industrial areas developed by Maharashtra Industrial Development Corporation is made to the needy entrepreneurs.

[Guidelines on Land Allotment System of MIDC](#) [Yearly Schedule for Land Application](#)

Following are the land allotment procedures

1) Allotment of plots by e-Bidding :- Status : **Open**

In the Industrial Areas where more than 80% of plots are allotted, for the remaining vacant plots the land will be allotted by e-Bidding. Regular advertisements will be issued through leading national newspapers. You can also subscribe here for getting notifications as and when the allotment cycle starts.

[User Manual](#)
[User Registration](#)
[Apply for Plot](#)

2) Direct Allotment of plots :- Status : **Open**

In the Industrial Areas where less than 80% of plots are allotted, for the remaining vacant plots the land will be allotted by direct allotment through Land Allotment Committee (LAC). Regular advertisements will be issued through leading national newspapers. You can also subscribe here for getting notifications as and when the allotment cycle starts.

- For General Queries: +918422944043
- For any Online Application Related Queries: 02226872074 | Ext. 323, 275
- For any Payment Related Queries: 022 39857537, 022 39857540
- Email: lac@midcindia.org
- Timings: Monday - Friday | 10 AM to 1 PM & 2 PM to 5 PM

[User Manual](#)
[Register To Apply For New Plot](#)
[Apply for Plot\(After Registration\)](#)

District	Industrial Area	List of plots for allotment	Map of plots for allotment	Applications Received
Beed	Majalgaon	Click Here	Click Here	Click Here

3) Priority Allotment of Plots :- Status : **Open**

Allotment of plots in all industrial areas under Priority Category (e.g. mega projects approved by Govt., FDI Units, units manufacturing products/machinery for Defence Dept., Fortune Global / Economic Times companies etc.) and for expansion of Existing Units will be done through applications submitted online to the concerned authority (Regional Officers / Dy. Chief Executive Officers / Jt. Chief Executive Officers) followed by LAC under the chairmanship of Jt. Chief Executive Officer.

[Register To Apply For New Plot](#)
[Apply for Plot\(After Registration\)](#)

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.

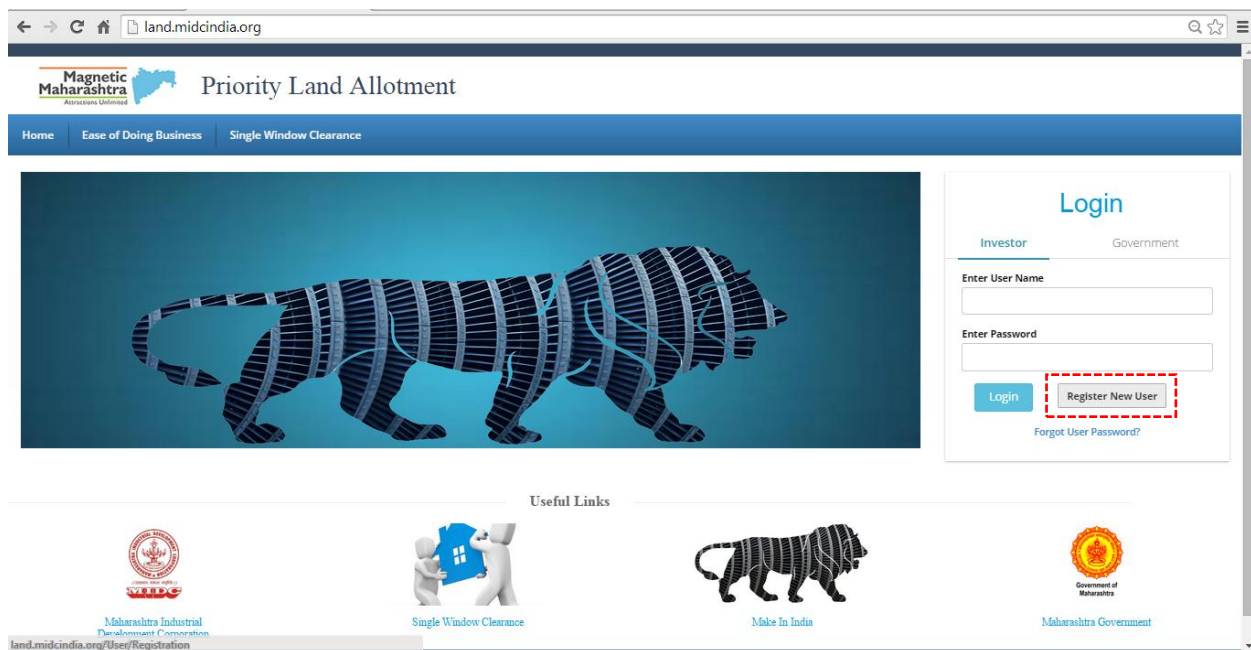


Fig 1: New User Registration

Step 2: A page seeking User Details is displayed.

The screenshot shows the 'User Details' registration form on the Priority Land Allotment Portal. The form is part of a web application with a header for 'Magnetic Maharashtra Attractions Unlimited' and a navigation bar with links to 'Home', 'Ease of Doing Business', and 'Single Window Clearance'. The form itself has a blue header with a user icon and the title 'User Details'. It contains six input fields arranged in two columns: 'User ID (Email)', 'Security Question' (a dropdown menu), 'Password', 'Mobile No.', 'Security Answer', and 'Confirm Password'. Each field has a red asterisk indicating it is required. A blue 'Proceed' button is located at the bottom center of the form.

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.

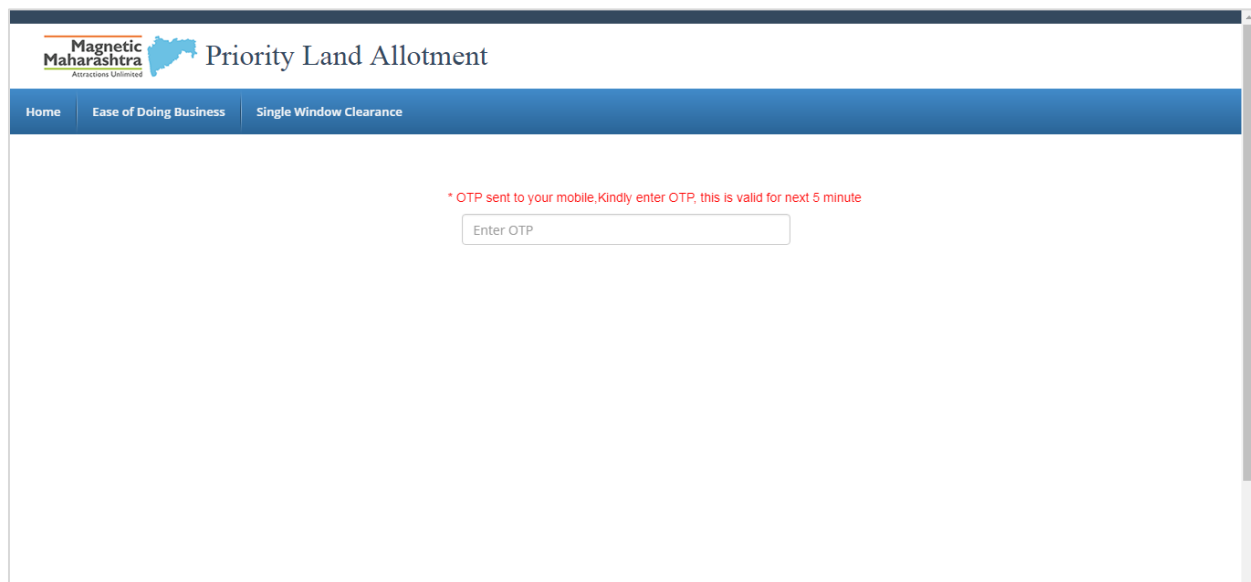
The screenshot shows a web browser window with the title 'Magnetic Maharashtra Priority Land Allotment'. The header includes the 'Magnetic Maharashtra' logo and the text 'Attractions Unlimited'. Below the header is a navigation bar with links: 'Home', 'Ease of Doing Business', and 'Single Window Clearance'. 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 with the placeholder text 'Enter OTP'.

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.

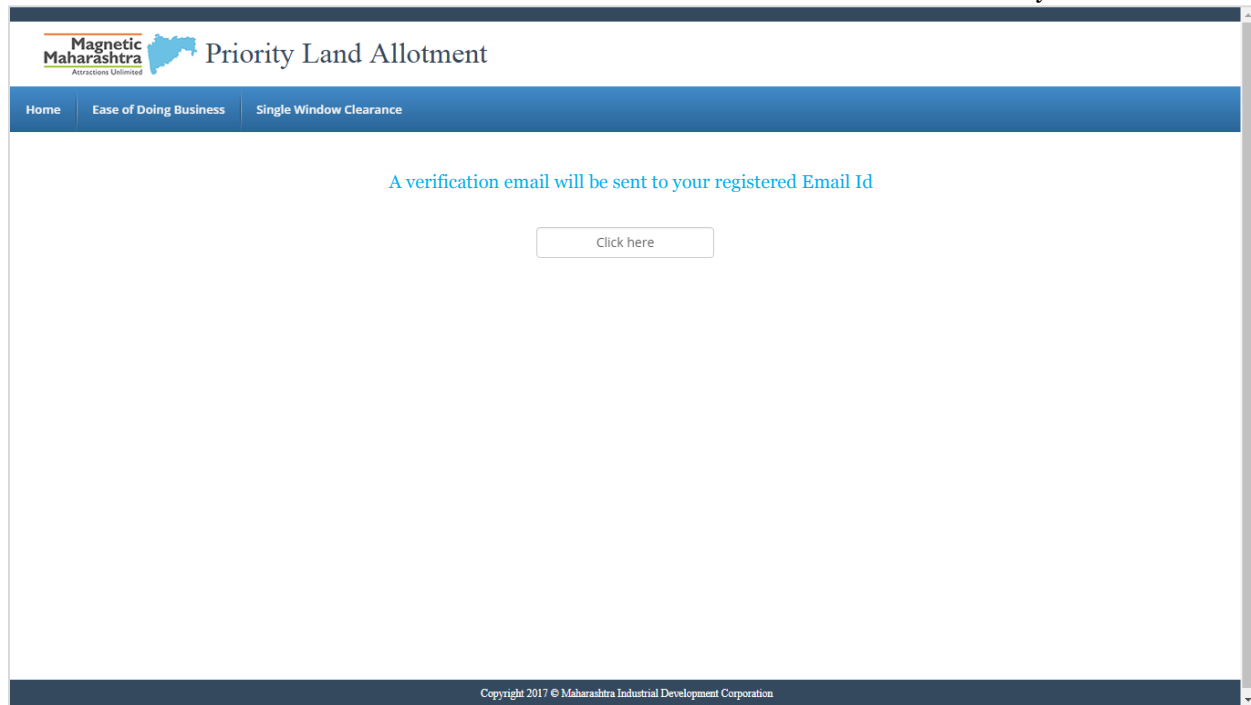


Fig 4: Email Verification Link

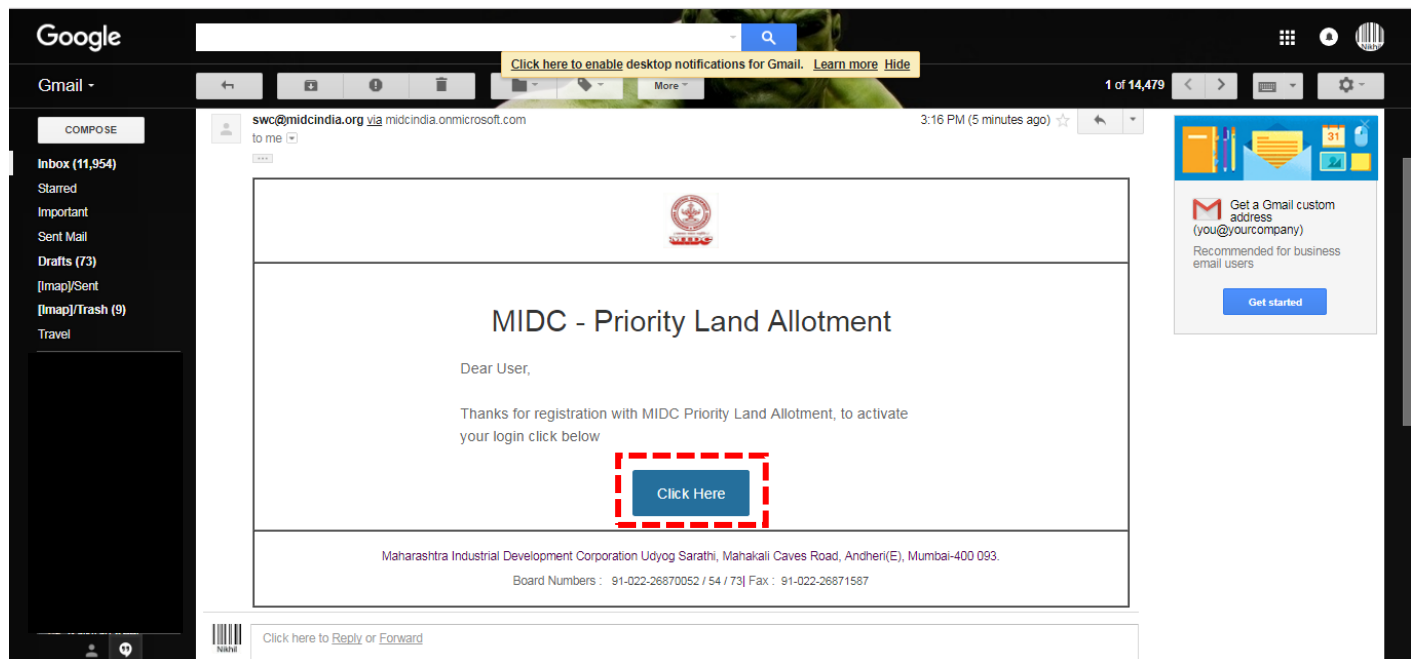
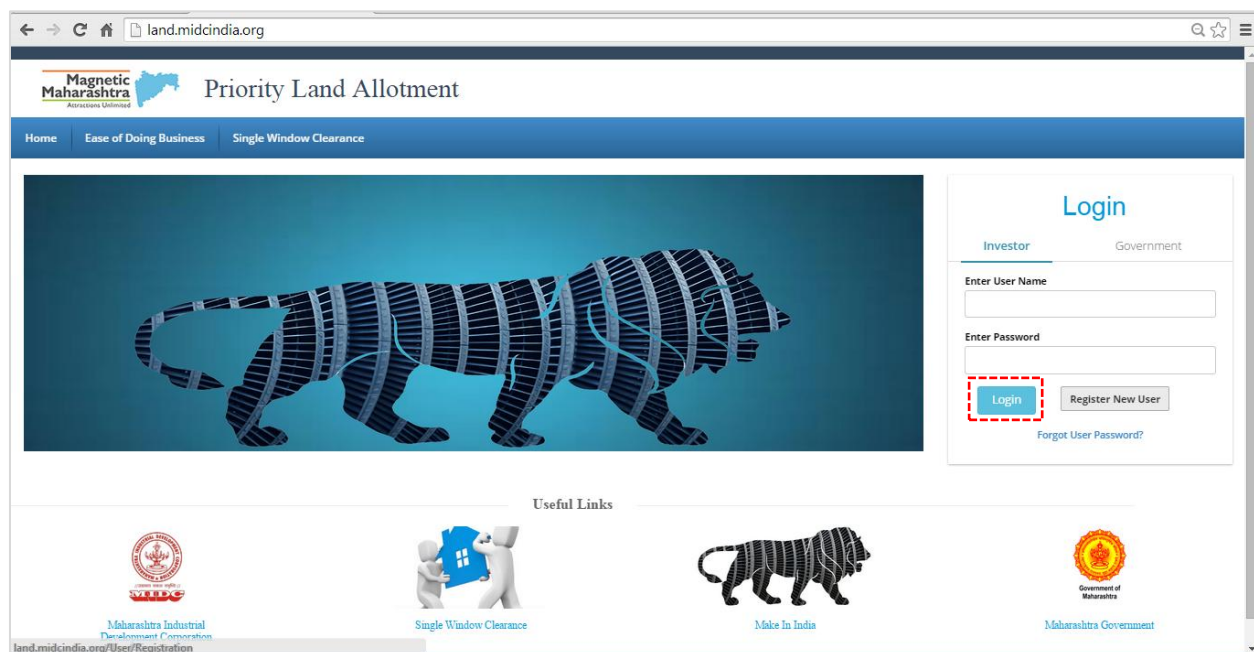


Fig 5: Registration Verification Email

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.



The screenshot displays the web interface of the Priority Land Allotment Portal. The browser's address bar shows the URL `land.midcindia.org`. The page header includes the 'Magnetic Maharashtra' logo and the title 'Priority Land Allotment'. A navigation bar contains links for 'Home', 'Ease of Doing Business', and 'Single Window Clearance'. The main content area features a large banner image of a tiger. On the right side, there is a 'Login' section with tabs for 'Investor' and 'Government'. It includes input fields for 'Enter User Name' and 'Enter Password', a 'Login' button (highlighted with a red dashed box), a 'Register New User' button, and a link for 'Forgot User Password?'. Below the banner, a 'Useful Links' section contains four icons: the Maharashtra Industrial Development Corporation (MIDC) logo, a 'Single Window Clearance' icon, a 'Make In India' tiger logo, and the Maharashtra Government logo.

Fig: Login Page

Step 2:

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

The screenshot displays the 'Priority Land Allotment' portal interface. At the top, there is a navigation bar with 'Home', 'Ease of Doing Business', and 'Single Window Clearance' links. Below this, the 'Company Details' section is highlighted. The form contains the following fields:

- Company Name (text input)
- Company Address Line 1 (text input)
- Pin Code (text input with a red question mark icon)
- Company PAN (text input with a red question mark icon)
- Company Landline No. (text input)
- Company Contact Person (text input)
- Contact Person Designation (text input)
- Company Venture Type (dropdown menu)
- Company Constitution Type (dropdown menu)
- Company Address Line 2 (text input)
- Company Fax No. (text input)
- Contact Person Mobile (text input)

Below the 'Company Details' section, the 'User Details' section is partially visible.

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

This screenshot shows the same 'Company Details' form as Figure 1, but with the 'Company Constitution Type' dropdown menu open. The dropdown list is highlighted with a red dashed border and contains the following options:

- Select----
- Select----
- Proprietorship
- Partnership** (highlighted in blue)
- Proposed Partnership
- Limited Liability Partnership (LLP)
- Proposed Limited Liability Partnership
- Private Limited Company
- Public Limited Company
- Public Sector Undertaking (PSU)
- Central Government Organization
- State Government Organization
- Co-Operative
- Trust

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.

The screenshot shows a 'Company Partner Details' popup window. It has a title bar with a close button. The form inside includes:

- Partner Name: text input field
- Partner Mobile: text input field
- Partner Share(%): text input field, highlighted with a red dashed border
- Gender: radio buttons for Male (selected) and Female
- Email ID: text input field

 At the bottom of the popup are two buttons: 'Add Partner' (in blue) and 'Close' (in white). The background shows a blurred view of the main application page with various form fields.

Fig: Company Partner Details

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

The screenshot displays the 'Application Details' page. At the top are navigation tabs: 'Home', 'Ease of Doing Business', and 'Single Window Clearance'. The main content area includes:

- Form fields for 'Contact Person Designation' and 'Company Venture Type' (a dropdown menu).
- A section titled 'Partner Details' (highlighted with a red dashed border) containing a table:

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
- A section titled 'User Details' containing:
 - User ID (Email): nikhilsalve75@gmail.com
 - Security Question: What is your first school name ?
 - Mobile No.: 9730348008
 - Security Answer: nikhil
- A 'Process' button at the bottom center.

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.)

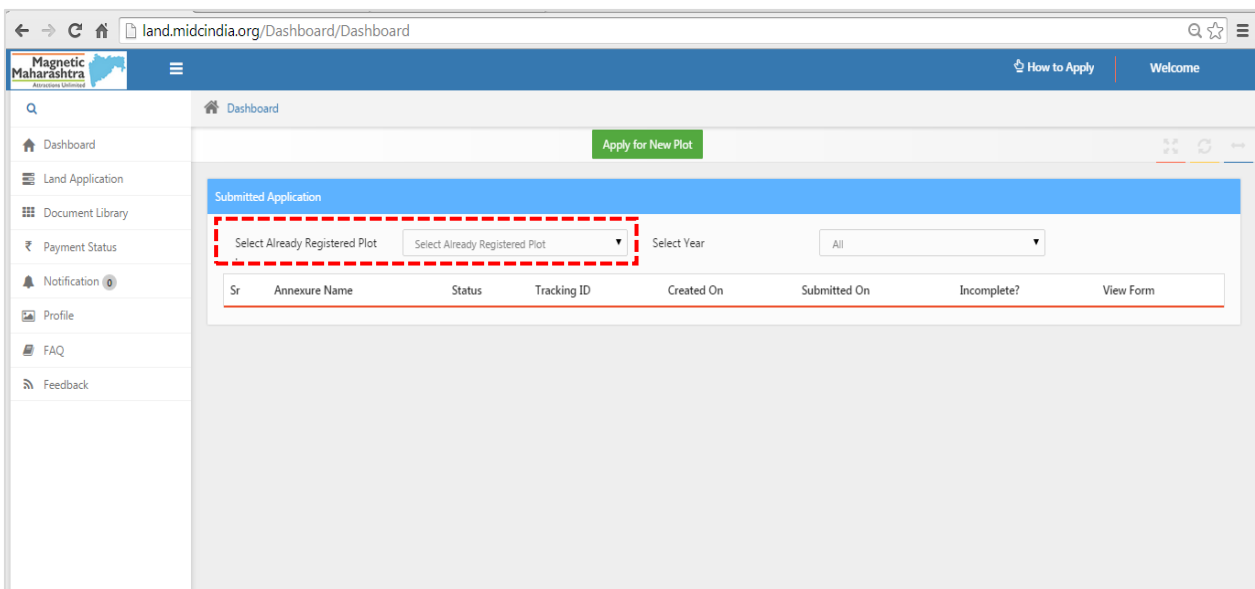


Fig: Dashboard

Step 6:

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

The screenshot shows the 'Applicant/Company Profile' step of the application process. The progress bar at the top indicates five steps: 1. Applicant/Company Profile (active), 2. Land Requirement Details, 3. Project Details, 4. Documents, and 5. Payment. The form is divided into two sections: 'Applicant Basic Information' and 'Company Basic Information'. The 'Applicant Basic Information' section contains fields for 'Company Owner/Head Name' (Test), 'Designation' (supervisor), 'Login Email ID' (nikhilsalve75@gmail.com), and 'Mobile Number' (9730348008). The 'Company Basic Information' section contains fields for 'Company Name' (Test Company), 'Constitution Type' (Partnership), 'Address Line 1' (TEst), 'Address Line 2' (Test 2), 'State' (Maharashtra), 'City' (Thane West), 'Pin Code' (401404), and 'Phone' (9730348008). A 'Save & Next >' button is highlighted in the top right corner of the form.

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.

The screenshot shows the 'Land Requirement Details' step of the application process. The progress bar at the top indicates five steps: 1. Applicant/Company Profile, 2. Land Requirement Details (active), 3. Project Details, 4. Documents, and 5. Payment. The form is divided into two sections: 'Land Requirement' and 'Details of Existing Units'. The 'Land Requirement' section contains fields for 'Industry Type' (Micro Scale Industry), 'Manufacturing Activity Nature' (Engineering), 'District' (Akola), 'Industrial Area' (Akola), 'Required Land Size (in Sq. M.)' (1), 'Processing Fees' (2000), 'Preferred Plot No.', 'Priority Basis' (FDI), and 'Are there Existing units of your company within/outside Maharashtra' (Yes). The 'Details of Existing Units' section contains fields for 'Address of Present Unit', 'Value of Present Plant and Machinery at Cost (Not Depreciated)' (0), and 'Solid Waste Generated (Kilograms/day)' (0). A 'Prev' button is highlighted in the top right corner of the form.

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.

The screenshot shows a web browser window with the URL land.midcindia.org/PriorityLandAllotment/Create. The page displays a form titled "Details of Existing Units" with a dropdown menu for "within/outside Maharashtra". The form contains the following fields:

Details of Existing Units	
Address of Present Unit *	Value of Present Plant and Machinery at Cost (Not Depreciated) *
Solid Waste Generated (Kilograms/day) *	Details About Present Effluents *
Existing Plot's Area (in m2) *	Quantity of Present Effluents/day(Litres/day) *
Present F.S.I. Consumed *	Present Water Consumption in ltrs/day *
Present Connected Electric load in KW/KVA *	Total Employment Generated *
Annual Turnover (in Lac, INR) *	Manufactured Item 1 *
Manufacturing Activity Type *	Manufactured Item 2 *
Manufactured Item 2 *	Manufactured Item 3 *
Remark (if any)	

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.

land.midcindia.org/PriorityLandAllotment/Create

Apps Demo SWC MIDC-CMS Single Window Clear old moss circular WELCOME TO MAHA New Tab Could not find stored MIDC-Portal Industrie outlook

Land Application
Document Library
Payment Status
Notification
Profile
FAQ
Feedback

Applicant/Company Profile Land Requirement Details **Project Details** Documents Payment

< Prev Save & Next >

Proposed Project Details

Nature of Project* Select

Raw Material No-1* Enter Raw Material 1 Proposed Product No-1* Enter Proposed Product 1

Raw Material No-2 Enter Raw Material 1 Proposed Product No-2 Enter Proposed Product 2

Raw Material No-3 Enter Raw Material 3 Proposed Product No-3 Enter Proposed Product 3

Raw Material No-4 Enter Raw Material 4 Proposed Product No-4 Enter Proposed Product 4

Raw Material No-5 Enter Raw Material 5 Proposed Product No-5 Enter Proposed Product 5

Finance Arrangements (in Lakhs)

Self* 0 Bank Loan* 0

Others* 0 FDI (if any)* 0

Fig: Project Details – 1

Finance Arrangements (in Lakhs)

Self* 0 Bank Loan* 0

Others* 0 FDI (if any)* 0

Total Project Cost* 0

Development Details

Total Cost of Project (in Lac)* 0 Investment in Plant and Machinery (In Lac)*

Investment in Building(Rs In Lakh)* Plinth Area (sq metres)*

Builtup Area (sq metres)* Land for Open Storage (sq metres)*

Any Other Area(sq metres)* Power Requirement (KW)*

Water Requirement Domestic (m3/day)* Water Requirement Industrial (m3/day)*

Effluent Quantity(m3/day)* Solid Waste (in kg)*

Number of Skilled Employees* Number of UnSkilled Employees*

Number of Supervisory Employees* Total Employees* 0

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.

The screenshot shows the 'Magnetic Maharashtra' portal interface. The main content area displays the 'Online Land Application' progress bar with five steps: Applicant/Company Profile, Land Requirement Details, Project Details, Documents (current step), and Payment. Below the progress bar is the 'Upload Documents' section, which contains a table with the following data:

#	Document	Template	Mandatory	Select File	Upload	Download	Delete
1	Detailed Project Report (DPR)		Yes	Browse	Upload	Download	Delete
2	Income Tax Returns for last 3 years or PAN Card		Yes	Browse	Upload	Download	Delete
3	Inspection report(For High Risk Building)		Yes	Browse	Upload	Download	Delete
4	Land Utilization and proposed built-up area of required land(block plan)		No	Browse	Upload	Download	Delete

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.

Proceed To Payment

Important Note

By clicking the following button, you self-declare that you have entered all the required details correctly to the best of your knowledge, and vouch for its authenticity! Any discrepancy in the provided information, documents could lead to the disqualification of your application. MIDC may choose to take legal action against you/your company if any fraudulent/ criminal intent is found at any point in the process of land allotment.

[Proceed To 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).

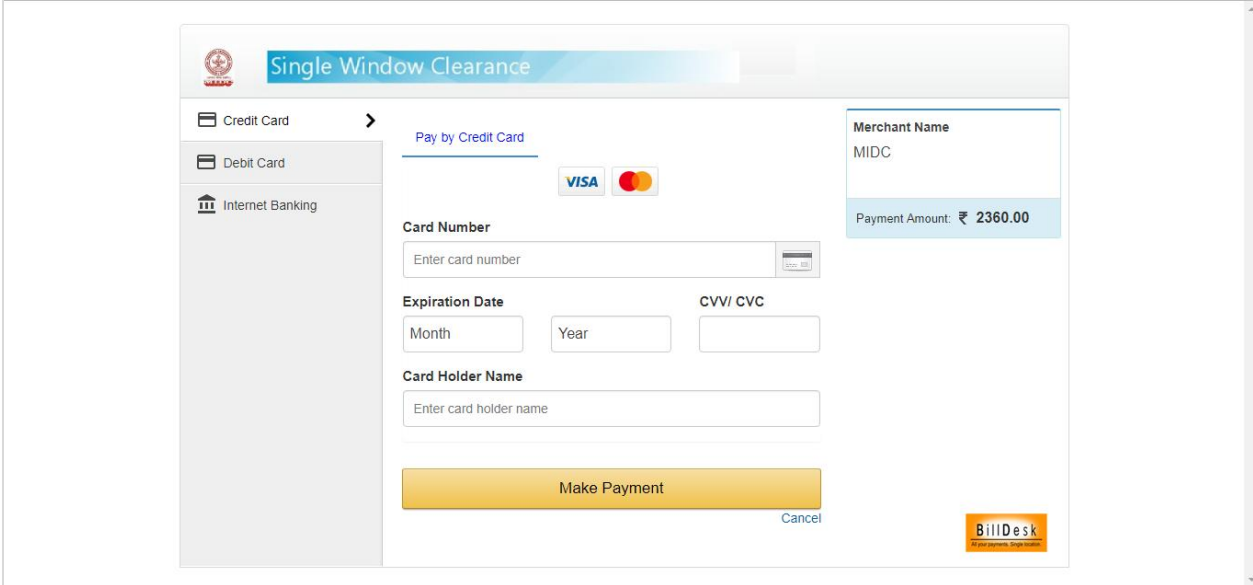
Payment Details			
Company Owner/Head Name :	Test	Mobile :	
Login Email ID :		Preferred Plot No. :	
CGST Amount(9%) :	180 Rs.	Processing Amount :	2000 Rs.
SGST Amount(9%) :	180 Rs.	Total Payable Amount :	2360 Rs.

[Proceed for payment](#)

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.



The screenshot displays the 'Single Window Clearance' portal interface. On the left, a sidebar contains three options: 'Credit Card', 'Debit Card', and 'Internet Banking'. The 'Credit Card' option is selected, leading to the 'Pay by Credit Card' section. This section includes logos for VISA and MasterCard. Below these, there are input fields for 'Card Number' (with a placeholder 'Enter card number'), 'Expiration Date' (split into 'Month' and 'Year' fields), and 'CVV/ CVC'. A 'Card Holder Name' field with the placeholder 'Enter card holder name' is also present. A large yellow 'Make Payment' button is at the bottom of the form, with a 'Cancel' link next to it. On the right side of the interface, a summary box shows 'Merchant Name' as 'MIDC' and 'Payment Amount' as '₹ 2360.00'. The BillDesk logo is visible in the bottom right corner.

Fig: Payment

Step 13:

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