MIDC Single Window Clearance Service

User Manual

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Change History:

Version	Note	Created By/ Date
V1.0	User Manual Created	Microsoft / 21-03-2010

Introduction

The Single Window Service launched by MIDC provides a single window view for the approvals and clearances from MIDC required by the MIDC customers.

The services currently offered through the portal are as follows:

Department	Service
Engineering	Application for No Dues Certificate
Engineering	Application for Construction of Temporary Structure / Monsoon Shed
Fire	Application for Provisional Fire Approval (Before Plan Approval from SPA)
Fire	Application for Final Fire Approval
Land	Application for Predetermined Lease
Land	Application for grant of Extension of Time Limit for obtaining BCC
Land	Application for Transfer of Plot / Change in name of the Company / Transfer through F.I./ D.R.T./Amalgamation -Demergers as per High Court Orders / Transfer in favour of Legal Hairs because of Death of Original Allottee
Land	Application for Grant of Permission for Amalgamation /Waiver of Marginal Distance
Land	Application for Grant of Permission of Sub Division of Plot
Land	Application for Grant of Permission for Change in Activity
Land	Application for Grant of Permission for Change in Land Use
Land	Application for Grant of Permission for Subletting
Land	Application for Grant of Permission for Mortgage Consent
Land	Application for Grant of Permission for Surrender of Plot & Refund
SPA	Application for Grant of MIDC Water Supply Connection
Technical Advisor	Application for locational NOC for new plot and expansion, change in activity etc.
Technical Advisor	Form of Application for Registration of IT Hardware unit to be made to the Registering Agency
Technical Advisor	Form of Application for Letter of Intent for IT Hardware unit to be made to the Registering Agency
Technical Advisor	Form of Application for Registration for IT Software / IT enabled / IT services units to be made to the Registering Agency.
Technical Advisor	Form of Application for Letter of Intent unit to be made to the Registering Agency.

Using the portal, the customer can avail the above services online thus significantly reducing the need for the customer to visit MIDC offices for the same. To avail any of the above services, the customer needs to register his / her plot on the portal once and then apply for various services against the registered plot. The application for a service is referred as “Submission” in this document.

The interface for Single Window Clearance Portal is divided into 2 parts:

1. Customer Login: For customers
2. MIDC Staff Login: For MIDC users to approve/ reject/ take action on submissions made by customer

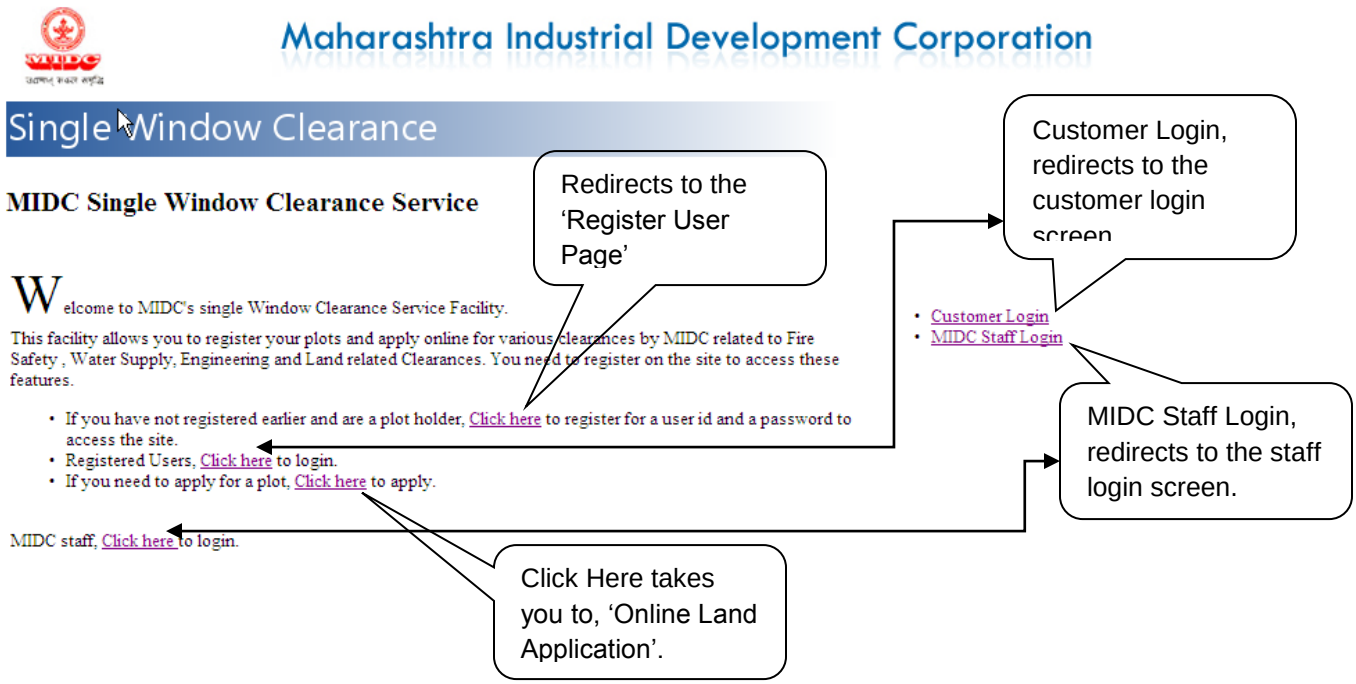
Authorised MIDC users using the portal are expected to perform the following tasks through the portal:

1. Approve Plot Registration
2. On receipt of physical documents sent by the customer, mark them as received against the appropriate submission
3. In case of queries related to the submission, write a query to the customer using the portal against the appropriate submission
4. Review the responses sent by the customer to the queries raised by MIDC authority against the appropriate submission through the portal
5. Approval or Reject the submissions related to the above services

At every stage of the above process, email notifications are sent to the specified email addresses of the customer and MIDC authority

Landing Page

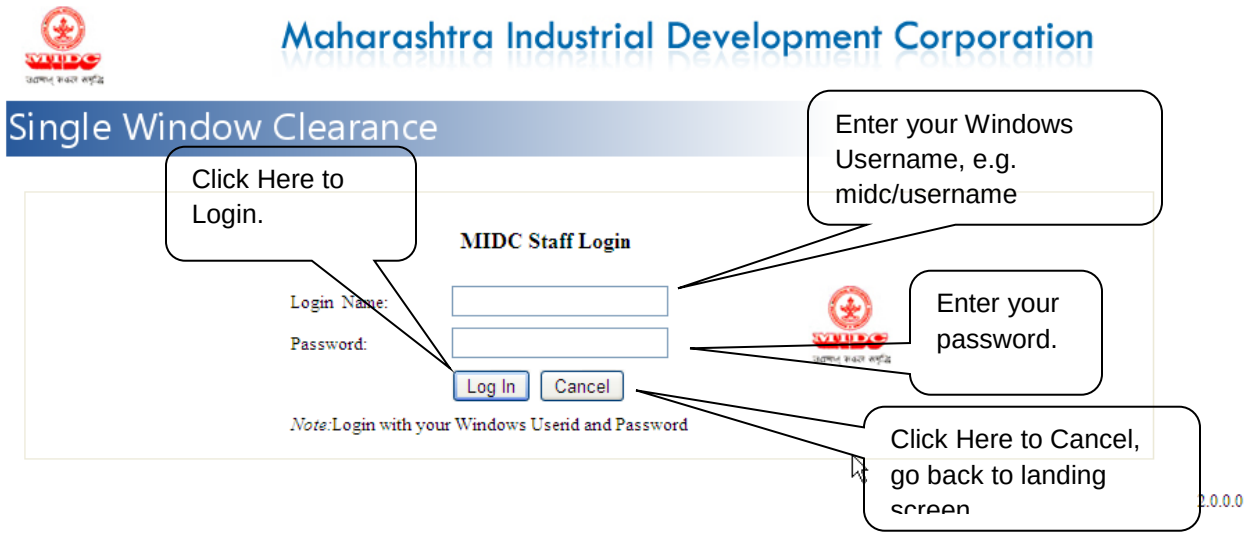
You can reach the Single Window Clearance Portal landing page once you click on 'Single Window Clearance Service' hyperlink on the top most right corner on MIDC portal (www.midcindia.org), or type in the url- www.services.midcindia.org/services in the address bar of your browser.



You have various options to choose from on this page. You can perform the following operation on this page:

1. Register as new user (customer)
2. Go to Customer Login (Registered Users)
3. Apply for- Land Online (Online Land Application)
4. MIDC Staff Login

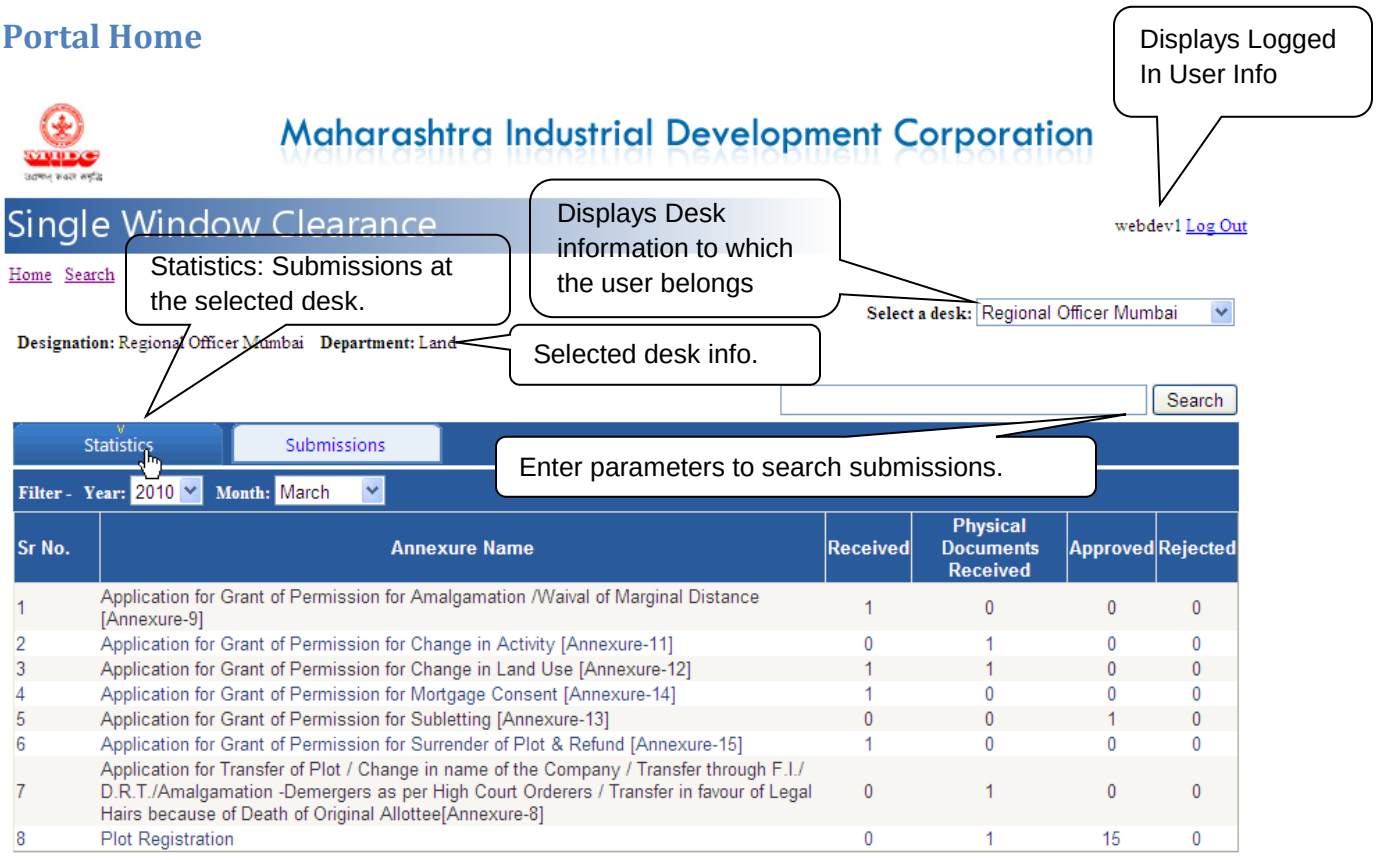
MIDC Staff Login



You have to enter your username and password in the respective boxes.

1. The format for username could be- <domain>\<username> or <username>
2. Enter your MIDC Active Directory User Name and Password
3. Click Cancel, if you want to abort.

Portal Home



Sr No.	Annexure Name	Received	Physical Documents Received	Approved	Rejected
1	Application for Grant of Permission for Amalgamation /Waival of Marginal Distance [Annexure-9]	1	0	0	0
2	Application for Grant of Permission for Change in Activity [Annexure-11]	0	1	0	0
3	Application for Grant of Permission for Change in Land Use [Annexure-12]	1	1	0	0
4	Application for Grant of Permission for Mortgage Consent [Annexure-14]	1	0	0	0
5	Application for Grant of Permission for Subletting [Annexure-13]	0	0	1	0
6	Application for Grant of Permission for Surrender of Plot & Refund [Annexure-15]	1	0	0	0
7	Application for Transfer of Plot / Change in name of the Company / Transfer through F.I./ D.R.T./Amalgamation -Demergers as per High Court Orderers / Transfer in favour of Legal Hairs because of Death of Original Allottee[Annexure-8]	0	1	0	0
8	Plot Registration	0	1	15	0

This is the home page of the Single Window Clearance Portal for MIDC Staff.

1. By default, you can view the statistics of the submissions made to your desk. As you can see, the different statuses- 'Received', 'Physical Documents Received', 'Approved', 'Rejected' display count of submissions under each of them.
2. On the topmost right corner, Logged in user information is displayed all the time.
3. Next to it is a 'Log Out'. You can click on this link to log out of the portal
4. Below it is a drop down, which shows the current selected desk of the logged in user. The drop down contains a list of desks to which the logged in user is mapped to.
5. Below it, you see a Search option. Enter any of the following search criterias and you can search a submission and its detailed information.
   a. Tracking Id.
   b. Mobile Number.
   c. Modified By.
   d. Plot Number.
   e. Submission Id(if possible).
   f. Company Name.
6. There are two filters available on the screen. Namely- Year and Month. Select the appropriate year and month to filter the statistics.

Submissions

Sr No.	Tracking ID	Company Name	Industrial Area/ Plot No.	Form Name	Received On	Status
1	SWC/3/Land/20100317/226	Datamatics Globel services Ltd.	Tarapur Industrial Area dat-123	Application for Grant of Permission for Surrender of Plot & Refund [Annexure-15]	17/03/2010	Submitted
2	SWC/3/Land/20100312/195	Datamatics Globel services Ltd.	Tarapur Industrial Area dat-123	Application for Grant of Permission for Amalgamation /Waival of Marginal Distance [Annexure-9]	12/03/2010	Submitted
3	SWC/3/Land/20100312/218	Datamatics Globel services Ltd.	Tarapur Industrial Area dat-123	Application for Grant of Permission for Change in Land Use [Annexure-12]	12/03/2010	Submitted
4	SWC/3/Land/20100312/220	Datamatics Globel services Ltd.	Tarapur Industrial Area dat-123	Application for Grant of Permission for Mortgage Consent [Annexure-14]	12/03/2010	Submitted

On the Submissions tab, you can see the list of all the submissions made against the desk. In addition, you have filters to refine this list based on - Year, Month, Status, Industrial Area.

Changing and setting the filters will change the count of the records available.

Submission Details

To view details of the submission, select a submission, by clicking on the 'Tracking Id'.

You will be navigated to another screen showing the detailed information about the submission.

Submission Detailed Information

Plot Registration

Maharashtra Industrial Development Corporation

Single Window Clearance

webdev1 Log Out

Home

Applicant Name: Tanaji Chavan
Tracking Id: SWC/3/Land/20100317/226

Print

Plot Registration | Plot Documents | Request | Documents | Processing

Plot Registration

Fields marked with (*) are mandatory.

Applicant Information

*	Name	: Tanaji Chavan			
*	Address	: Br-BA Road Lalbaug			
*	State	: MAHARASHTRA	*	District	: Thane
*	City/Town	: Mumbai	*	PIN	: 323232
*	Contact Phone	: (022)22-545454		Experience (Years)	: 5
	Contact Mobile	: +9834343434			
*	Education Qualification	: MCA	*	Special Category	: SSI
*	Contact Email	: testuser@gmail.com		Preference Category	: Freedom Fighter

Company Details

*	Name	: Datamatics Globel services Ltd.			
*	Address	: Andheri MIDC Andheri-(W)			
*	State	: MAHARASHTRA	*	District	: Aurangabad
*	City / Town	: Mumbai	*	Constitution Type	: Public Sector
*	Phone	: (022)22-545454	*	PIN	: 21212
	Website	: http://datamatics.com		Fax	: 423423
*	Contact Email1	: test@gmail.com		Contact Email3	: test3@gmail.com
	Contact Email2	: test2@gmail.com		Contact Email4	: test4@gmail.com

Details of Existing Units

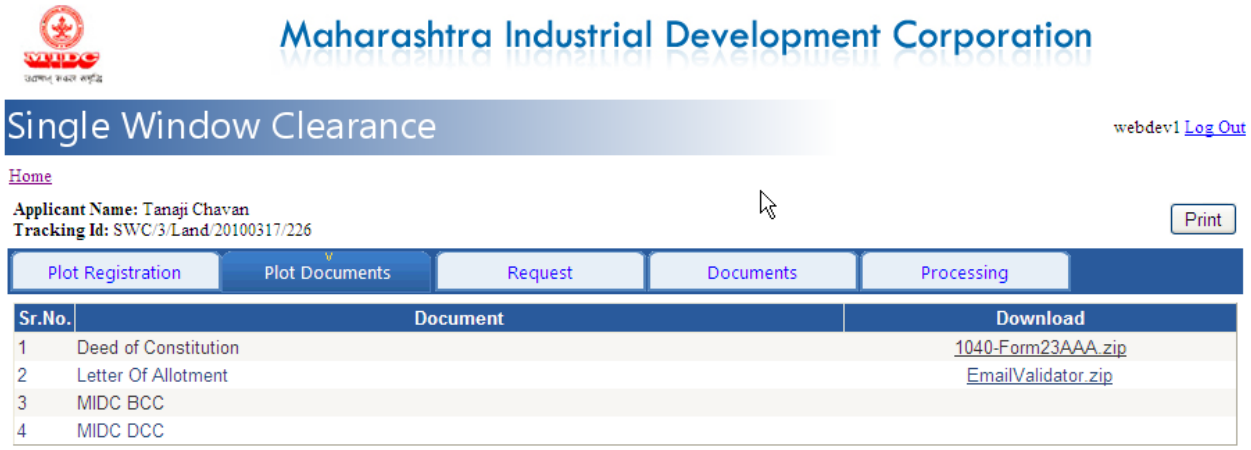
*	Industrial Area of present unit	: Tarapur Industrial Area
*	Present Plot No:	: dat-123
*	Area in m^2	: 23.00

Details of Location of the Units

	Address	: Datamatics Globle services ltd.			
*	State	: MAHARASHTRA	*	District	: Aurangabad
*	City / Town	: mumbai			
*	Phone No.	: 022 24389345	*	PIN	: 400010
*	Fax No.	: 24389345		Email Address	: test@midc.com
	SSI Registration Number	: ASYS23482342342			
	If granted by District Industries Centre / Joint Director of Industries, Mumbai Metropolitan Region(Please enclose of SSI Registration Certificate)	:			

This tab provides the detailed information about the plot registration.

Plot Documents



This tab provides a detailed list of documents uploaded by the customer with the Common Application Form. You can click on the Document and it will automatically be downloaded.
Note: It is not mandatory for the customer to upload soft copy of the above documents. However, the customer may do so; so that MIDC authorities can review the documents prior to the physical documents are received.

Request for Submission

This tab displays the information entered by the customer in the clearance/ submission applied for.

Documents

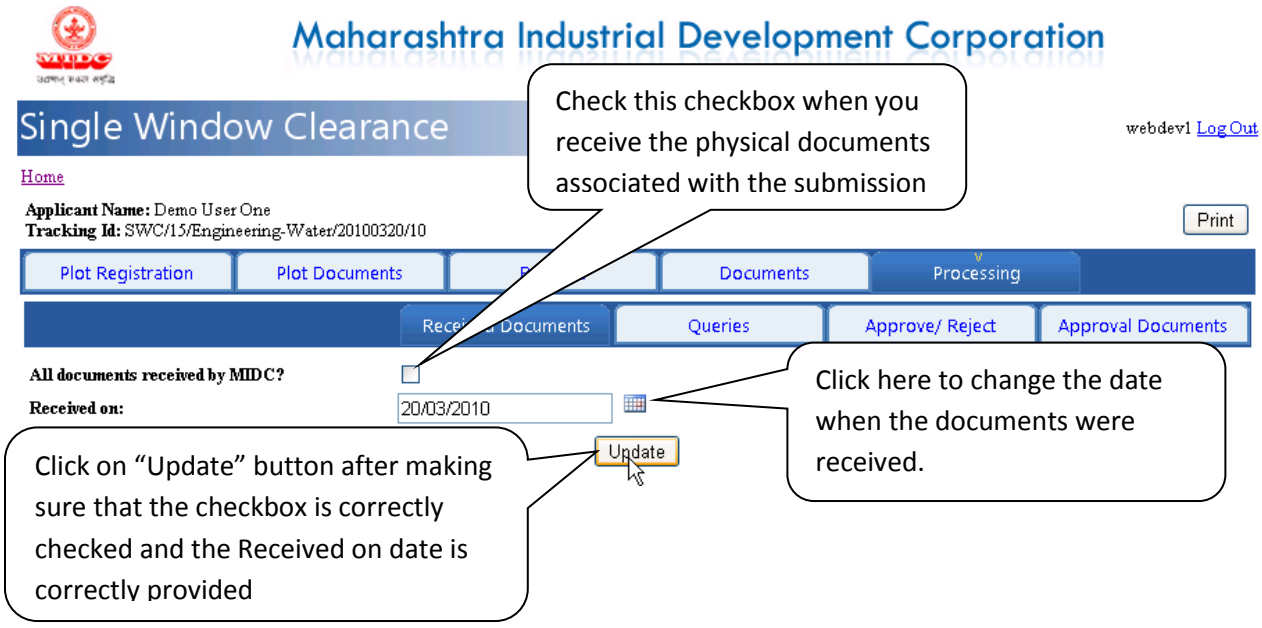
This tab displays a list of physical documents that are to be submitted by the Customer along with the application. The customer may upload soft copies of these documents as well. In that case, the download link under the 'Download' column will appear. You can click and download the respective document.

Note: It is not mandatory for the customer to upload soft copy of the above documents. However, the customer may do so; so that MIDC authorities can review the documents prior to the physical documents are received.

Processing

The "Processing" tab consists of sub-tabs which will take you to pages where MIDC authorities can process the applications received.

Received Documents



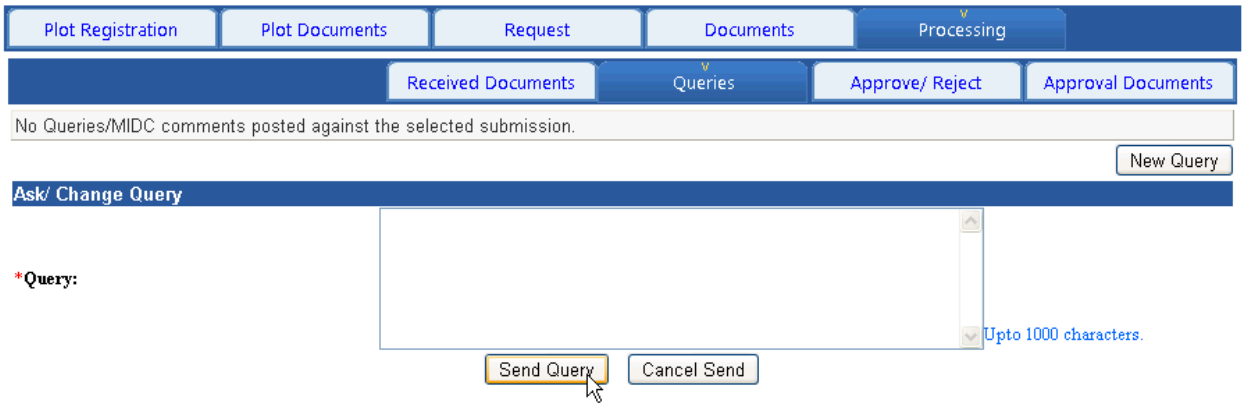
This tab is for changing the status of the submission. Once MIDC authority receives the documents submitted by the customer, the user needs to check the 'All documents received' checkbox, select date on which the documents were received, and click the update button to change the status to 'Documents Received. Email is sent to the user once the status is changed. Once updated the screen looks like the one below.

Note: This screen is to be used only when you receive documents related to the selected submission. Once the status of the received document is updated, it cannot be undone.

Queries

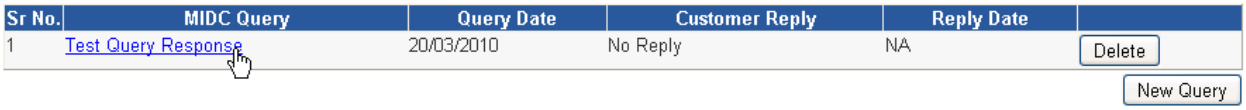
If there are any queries against the customer submission, the MIDC authority can send a query to the customer using the "New Query" button. An email notification will be sent to the customer containing the query details.

a. If you want to post a new query, select the 'New Query' option.

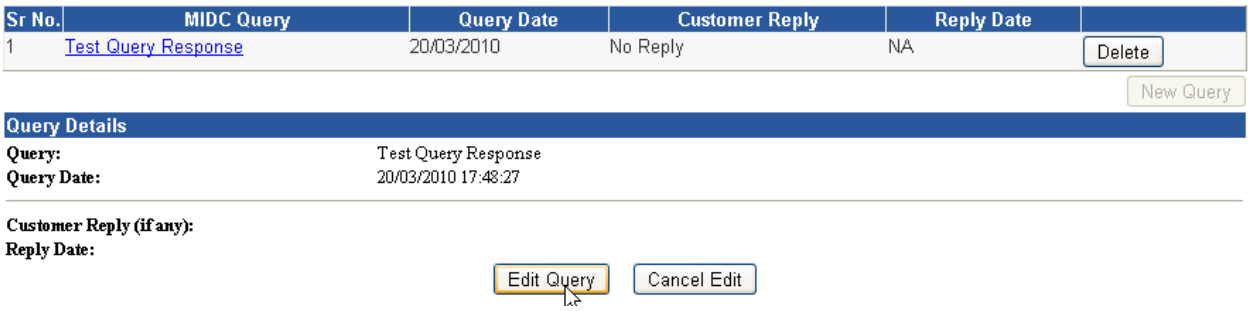


Enter your Query in the space provided. Click 'Send Query', and a query will be posted against the submission. An email is fired in the backend to the customer informing about the 'Query posting' event.

b. If you want to update the query:



Select the query and the screen will appear as below.



Select 'Edit Query' and you will have an interface as section 'a' above. Once updated, email will be sent to the customer informing about the change/ update in the query.
Customer response to the MIDC query will appear in the "Customer Reply" column.

Approve / Reject

You can ‘Approve’ or ‘Reject’ the submission using the ‘Approve’ or ‘Reject’ buttons. This will change the status of the submission to ‘Approved’ or ‘Rejected’. Email notification will be sent to the customer informing about the change in status.

Approval Documents

Once the status of the submission is changed to ‘Approved’, MIDC may upload the scanned copy of the approval documents e.g. NOC in this section. This will allow the customer to download these documents directly from the portal.