

An abstract graphic featuring three blue circles of varying sizes. The top circle is large, the middle one is small, and the bottom one is large. They are arranged along a diagonal line that runs from the top left towards the bottom right. The circles are composed of concentric blue rings. The background is white with thin blue diagonal lines.

# **MIDC Single Window Clearance Service**

User Manual

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**Change History:**

| <b>Version</b> | <b>Note</b>         | <b>Created By/ Date</b> |
|----------------|---------------------|-------------------------|
| <b>V1.0</b>    | 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 Heirs 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

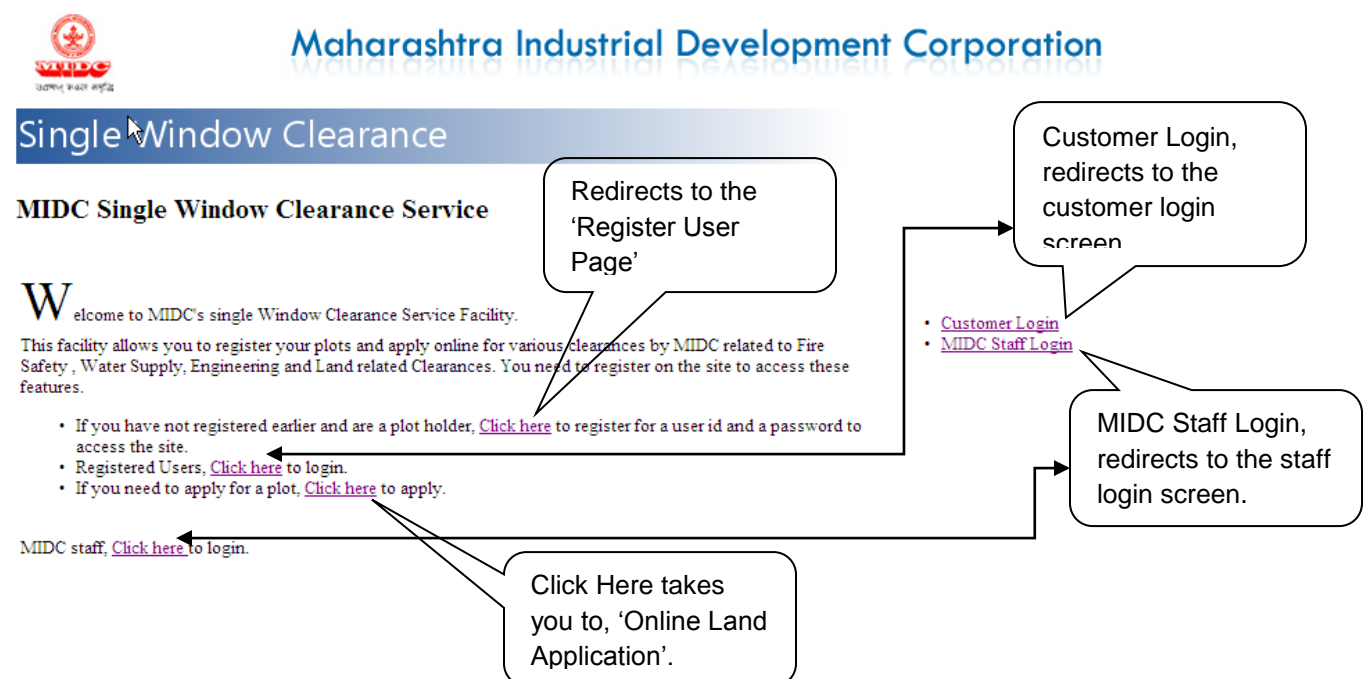
Authorised MIDC users using the portal are expected to perform the following tasks through the portal:

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](http://www.midcindia.org)), or type in the url- [www.services.midcindia.org/services](http://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

**Maharashtra Industrial Development Corporation**

### Single Window Clearance

**MIDC Staff Login**

Click Here to Login.

Enter your Windows Username, e.g. midc/username

Enter your password.

Click Here to Cancel, go back to landing screen

Log In Cancel

Note: Login with your Windows Userid and Password

2.0.0.0

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

**Maharashtra Industrial Development Corporation**

### Single Window Clearance

Home Search

Statistics: Submissions at the selected desk.

Displays Desk information to which the user belongs

Selected desk info.

Enter parameters to search submissions.

Displays Logged In User Info

webdev1 Log Out

Select a desk: Regional Officer Mumbai

Designation: Regional Officer Mumbai Department: Land

Filter - Year: 2010 Month: March

| 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 Heirs 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.

Filter - Year: 2010 Month: March

## Submissions



## Maharashtra Industrial Development Corporation

### Single Window Clearance

webdev1 [Log Out](#)

[Home](#) [Search](#)

Select a desk: Regional Officer Mumbai

Designation: Regional Officer Mumbai Department: Land

Search

| Statistics Submissions   |   |                                    |                                       |   |                |           |
|--|---|------------------------------------|---------------------------------------|---|----------------|-----------|
| Filter - Year: 2010 Month: March Status: Received Industrial Area: Tarapur Industrial Area |   |                                    |                                       |   |                |           |
| Sr No.   | Tracking ID                             | Company Name                       | Industrial Area/<br>Plot No.          | Form Name   | Received<br>On | Status    |
| 1  | <a href="#">SWC/3/Land/20100317/226</a> | Datamatics Globel<br>services Ltd. | Tarapur Industrial<br>Area<br>dat-123 | Application for Grant of<br>Permission for Surrender of Plot & 17/03/2010<br>Refund [Annexure-15]       |                | Submitted |
| 2  | <a href="#">SWC/3/Land/20100312/195</a> | Datamatics Globel<br>services Ltd. | Tarapur Industrial<br>Area<br>dat-123 | Application for Grant of<br>Permission for<br>Amalgamation /Waival of Marginal<br>Distance [Annexure-9] | 12/03/2010     | Submitted |
| 3  | <a href="#">SWC/3/Land/20100312/218</a> | Datamatics Globel<br>services Ltd. | Tarapur Industrial<br>Area<br>dat-123 | Application for Grant of<br>Permission for Change in Land<br>Use [Annexure-12]                          | 12/03/2010     | Submitted |
| 4  | <a href="#">SWC/3/Land/20100312/220</a> | Datamatics Globel<br>services Ltd. | Tarapur Industrial<br>Area<br>dat-123 | Application for Grant of<br>Permission for Mortgage Consent<br>[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.

Filter - Year: 2010 ▼ Month: March ▼ Status: All ▼ Industrial Area: T.T.C. ▼

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'.

|   |   |                                 |                                    |   |           |
|---|---|---------------------------------|------------------------------------|---|-----------|
| 1 | <a href="#">SWC/3/Land/20100317/226</a> | Datamatics Global services Ltd. | Tarapur Industrial Area<br>dat-123 | Application for Grant of Permission for Surrender of Plot & 17/03/2010 Refund [Annexure-15] | Submitted |
|---|---|---------------------------------|------------------------------------|---|-----------|

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



## Submission Detailed Information

### Plot Registration



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

##### Company Details

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

##### Details of Existing Units

|                                   |   |
|-----------------------------------|---|
| * Industrial Area of present unit | : <a href="#">Tarapur Industrial Area</a> |
| * Present Plot No:                | : <a href="#">dat-123</a>                 |
| * Area in m <sup>2</sup>          | : <a href="#">23.00</a>                   |

##### Details of Location of the Units

|               |   |               |                                 |
|---------------|---|---------------|---------------------------------|
| Address       | : <a href="#">Datamatics Global services Ltd.</a> |               |                                 |
| * State       | : <a href="#">MAHARASHTRA</a>                     | * District    | : <a href="#">Aurangabad</a>    |
| * City / Town | : <a href="#">mumbai</a>                          |               |                                 |
| * Phone No.   | : <a href="#">022 24389345</a>                    | * PIN         | : <a href="#">400010</a>        |
| * Fax No.     | : <a href="#">24389345</a>                        | Email Address | : <a href="#">test@midc.com</a> |

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



## 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 |
|-------------------|----------------------|------------------------------------|-----------|------------|
| Sr.No.            | Document             | Download                           |           |            |
| 1                 | Deed of Constitution | <a href="#">1040-Form23AAA.zip</a> |           |            |
| 2                 | Letter Of Allotment  | <a href="#">EmailValidator.zip</a> |           |            |
| 3                 | MIDC BCC             |                                    |           |            |
| 4                 | MIDC DCC             |                                    |           |            |

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



## 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 |
|--|----------------|---------|-----------|------------|
| Application for Grant of Permission for Surrender of Plot & Refund |                |         |           |            |

I/We submit herewith application for grant of Permission for Surrender of Plot and Refund, with details given below :

#### 1. Details

Agreement to Lease dated : 02/03/2010

Possession Receipt dated : 12/03/2010

#### 2. Documents

2.1 Original Copy of Agreement to Lease

2.2 Original Copy of Possession Receipt

Signature of Applicant / Authorised Person  
(Promoter / Proprietor / Partner / Director)

Note :- Document with one star (\*) is acceptable under self certification.

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

## Documents



**Maharashtra Industrial Development Corporation**

Single Window Clearance

webdev1 [Log Out](#)

[Home](#)

Applicant Name: Demo User Six  
Tracking Id: SWC/3/Land/20100317/264

[Print](#)

Plot Registration | Plot Documents | Request | Documents | Processing

| Sr. No. | Supporting Document  | Download |
|---------|----------------------|----------|
| 1       | Deed of Constitution |          |
| 2       | Letter Of Allotment  |          |
| 3       | MIDC BCC             |          |
| 4       | MIDC DCC             |          |

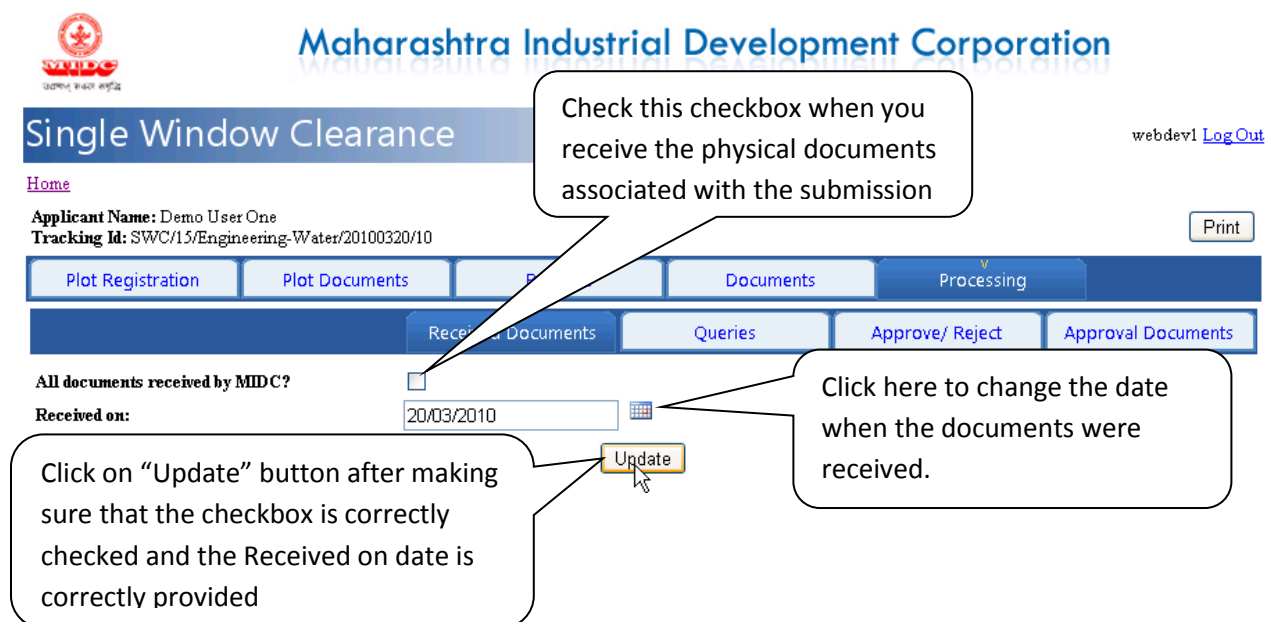
This tab displays a list of physical documents that are to be submitted by the Customer along with the application. The customer may upload soft copies of these documents as well. In that case, the download link under the 'Download' column will appear. You can click and download the respective document.

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



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Single Window Clearance

webdev1 [Log Out](#)

[Home](#)

Applicant Name: Demo User One  
Tracking Id: SWC/15/Engineering-Water/20100320/10

[Print](#)

Plot Registration | Plot Documents | Request | Documents | Processing

Received Documents | Queries | Approve/ Reject | Approval Documents

All documents received by MIDC? ☐

Received on: 20/03/2010

[Update](#)

Check this checkbox when you receive the physical documents associated with the submission

Click here to change the date when the documents were received.

Click on "Update" button after making sure that the checkbox is correctly checked and the Received on date is correctly provided

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.

 **Maharashtra Industrial Development Corporation**

Single Window Clearance webdev1 [Log Out](#)

[Home](#)

Applicant Name: Demo User Six  
Tracking Id: SWC/3/Land/20100317/264 Print

Plot Registration Plot Documents Request Documents Processing

Received Documents Queries Approve/ Reject Approval Documents

All documents received by MIDC? ☒

Received on: 19/03/2010 Update

## 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.

 **Maharashtra Industrial Development Corporation**

Single Window Clearance webdev1 [Log Out](#)

[Home](#)

Applicant Name: Demo User One  
Tracking Id: SWC/15/Engineering-Water/20100320/10 Print

Plot Registration Plot Documents Request Documents Processing

Received Documents Queries Approve/ Reject Approval Documents

No Queries/MIDC comments posted against the selected submission.

New Query

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

|                    |                |         |                 |                    |
|--------------------|----------------|---------|-----------------|--------------------|
| Plot Registration  | Plot Documents | Request | Documents       | Processing         |
| Received Documents |                | Queries | Approve/ Reject | Approval Documents |

No Queries/MIDC comments posted against the selected submission.

[New Query](#)

**Ask/ Change Query**

\*Query:

Upto 1000 characters.

[Send Query](#)
[Cancel Send](#)

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:

| Sr No. | MIDC Query                          | Query Date | Customer Reply | Reply Date |                        |
|--------|-------------------------------------|------------|----------------|------------|------------------------|
| 1      | <a href="#">Test Query Response</a> | 20/03/2010 | No Reply       | NA         | <a href="#">Delete</a> |

[New Query](#)

Select the query and the screen will appear as below.

| Sr No. | MIDC Query                          | Query Date | Customer Reply | Reply Date |                        |
|--------|-------------------------------------|------------|----------------|------------|------------------------|
| 1      | <a href="#">Test Query Response</a> | 20/03/2010 | No Reply       | NA         | <a href="#">Delete</a> |

[New Query](#)

**Query Details**

Query: Test Query Response  
Query Date: 20/03/2010 17:48:27

---

Customer Reply (if any):  
Reply Date:

[Edit Query](#)
[Cancel Edit](#)

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

|                    |         |                 |                    |
|--------------------|---------|-----------------|--------------------|
| Received Documents | Queries | Approve/ Reject | Approval Documents |
|--------------------|---------|-----------------|--------------------|

**Action:**

[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

|   |                    |         |                 |                    |
|---|--------------------|---------|-----------------|--------------------|
|   | Received Documents | Queries | Approve/ Reject | Approval Documents |
| No Approval documents available for current submission. |                    |         |                 |                    |

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.

