

Online system for issuing permission to operate industrial establishments manufacturing essential commodities and production units which require continuous process

With reference to Ministry of Home Affairs (MHA), Government of India (GOI) Order No. 40-3/2020 dated 24-03-2020, industrial establishments manufacturing essential commodities and production units requiring continuous process are allowed to operate during the national lockdown.

To facilitate such establishments in providing a no-contact permission letter to operate their units, MIDC has developed an online system for issuing these permission letters across all the 36 districts of Maharashtra.

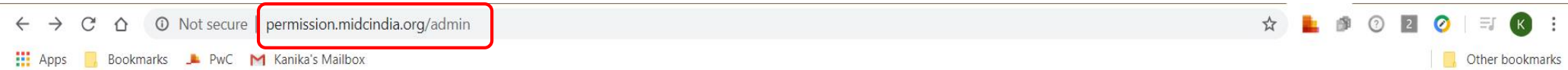
The intended users of this system are all establishments that require to remain operational as per the guidelines of MHA. The authorized representative of these establishments will apply for permission online via the portal after submitting requisite details.

On successful submission of application, the forms will be reviewed by the concerned District Collector and the necessary approvals will be provided online through the portal.

The following sections will assist the District Collectors on how to review and approve these applications.

Step 1: To login to the permission portal, visit <http://permission.midcindia.org/admin>

Step 2: Enter your official email ID (@maharashtra.gov.in) and click Sign In



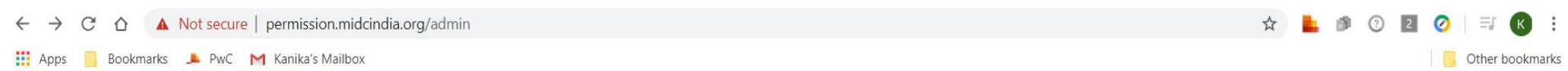
Collector Login

Enter your Username


Sign In

A white login form is centered on a dark blue background. The form has a title 'Collector Login'. Below the title is a text input field with the placeholder text 'Enter your Username'. The input field is highlighted with a red rectangular box. To the right of the input field is a small user icon. Below the input field is a blue button with the text 'Sign In'.

Step 3: You will receive an OTP on your registered email ID (@maharashtra.gov.in). Click Ok



Collector Login

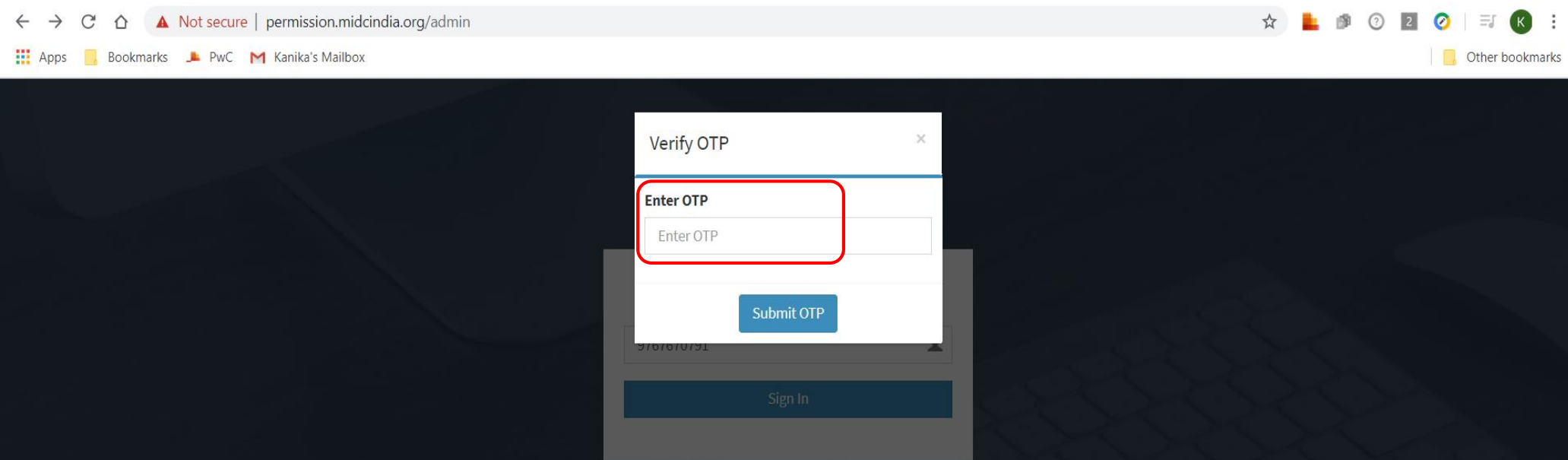


Please check your email id for OTP.

Ok

A 'Collector Login' form is shown in the background, partially obscured by a white modal dialog box. The dialog box contains the text 'Please check your email id for OTP.' and a blue 'Ok' button. The 'Ok' button is highlighted with a red rectangular border.

Step 4: Enter the OTP received on your email and click 'Submit OTP' button



Step 5: On successful login, your district-specific dashboard will be displayed to you

1. All pending applications that are not yet reviewed by the Collector Office
2. All applications marked as 'Under Scrutiny' that are yet to be approved or rejected by the Collector Office
3. All Approved applications
4. All Rejected applications

The screenshot shows the GOM Admin dashboard. The top navigation bar includes 'GOM | Admin' and a user profile. The main content area is titled 'Welcome Admin !' and 'Applications for Operation of Plant/Factory/Unit'. It features four status cards: PENDING (1), UNDER SCRUTINY (0), APPROVED (0), and REJECTED (0). Below the cards is a table with columns: District, Contact Person, Mobile No., Email Id, Status, and Action. The table contains one entry for Aurangabad with a pending status. The footer includes 'Showing 0 to 0 of 0 entries' and navigation buttons for 'Previous' and 'Next'.

Applications for Operation of Plant/Factory/Unit

- PENDING 1
- UNDER SCRUTINY 0
- APPROVED 0
- REJECTED 0

Show 10 entries Search:

| District | Contact Person | Mobile No. | Email Id | Status | Action |
|------------|----------------|------------|-----------|---------|-------------------------------------|
| Aurangabad | Abc | 1234567890 | test@test | pending | i + |

Showing 0 to 0 of 0 entries Previous Next

Step 6: All the applications submitted for your district will be displayed in the table

Click on the Action button  to view details of the specific application form

Click on the Action button  for details of employees required for operation of the unit

Not secure | permission.midcindia.org/dashboard

Apps Bookmarks PwC Kanika's Mailbox Other bookmarks

GOM | Admin





Welcome Admin ! Online

Dashboard



Welcome Admin !

Dashboard

Applications for Operation of Plant/Factory/Unit


| | | | |
|--|---|---|---|
|  PENDING 1 |  UNDER SCRUTINY 0 |  APPROVED 0 |  REJECTED 0 |
|--|---|---|---|

Show 10 entries Search:

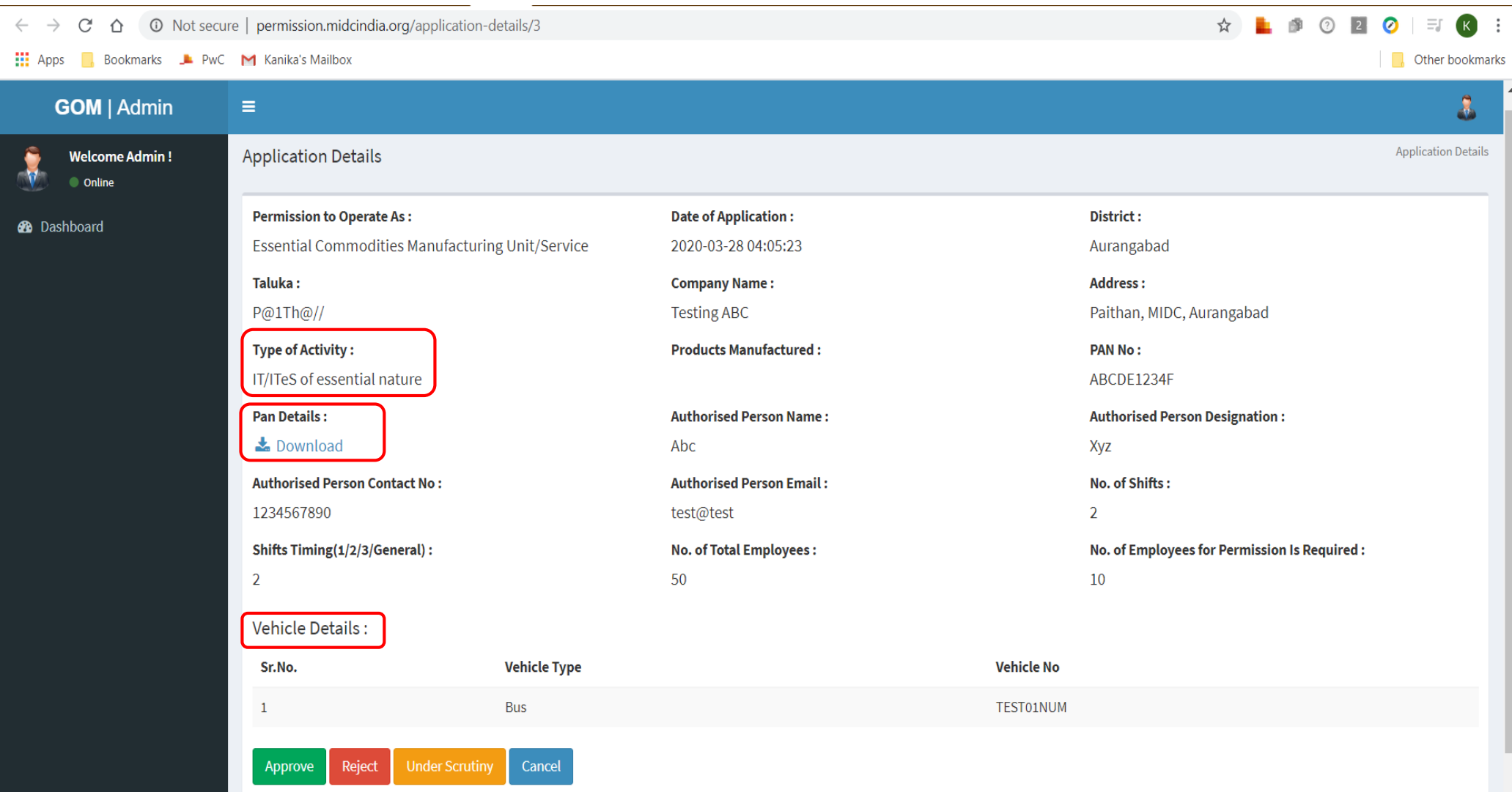
| District | Contact Person | Mobile No. | Email Id | Status | Action |
|------------|----------------|------------|-----------|---------|---|
| Aurangabad | Abc | 1234567890 | test@test | pending |   |

Showing 0 to 0 of 0 entries Previous Next

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Step 7: On the  Application Details screen, you can view the details and download the documents submitted by the applicant

You can also approve and reject the application by clicking on the buttons below. Details provided under Step 11




Application Details


| | | |
|---|---|--|
| Permission to Operate As : Essential Commodities Manufacturing Unit/Service | Date of Application : 2020-03-28 04:05:23 | District : Aurangabad |
| Taluka : P@1Th@// | Company Name : Testing ABC | Address : Paithan, MIDC, Aurangabad |
| Type of Activity : IT/ITeS of essential nature | Products Manufactured : | PAN No : ABCDE1234F |
| Pan Details : Download | Authorised Person Name : Abc | Authorised Person Designation : Xyz |
| Authorised Person Contact No : 1234567890 | Authorised Person Email : test@test | No. of Shifts : 2 |
| Shifts Timing(1/2/3/General) : 2 | No. of Total Employees : 50 | No. of Employees for Permission Is Required : 10 |

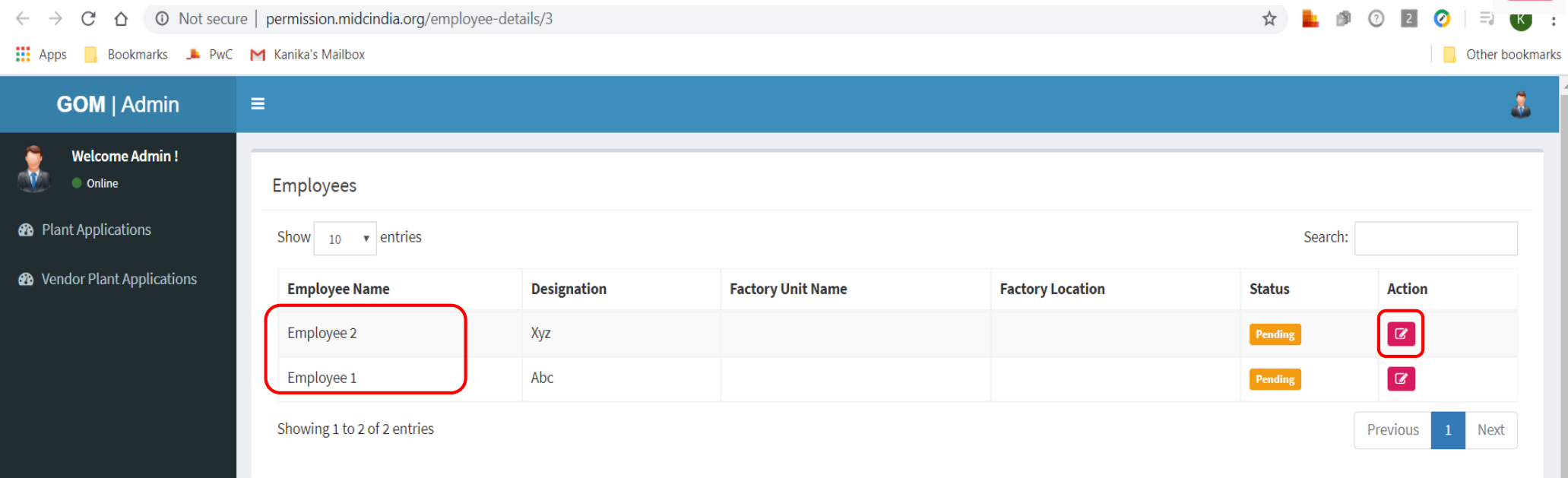
Vehicle Details :

| Sr.No. | Vehicle Type | Vehicle No |
|--------|--------------|------------|
| 1 | Bus | TEST01NUM |



[Approve](#) [Reject](#) [Under Scrutiny](#) [Cancel](#)

Step 8: On the  Employee Details screen, you can view the list of the employees as required by the establishment for smooth operation of their unit.

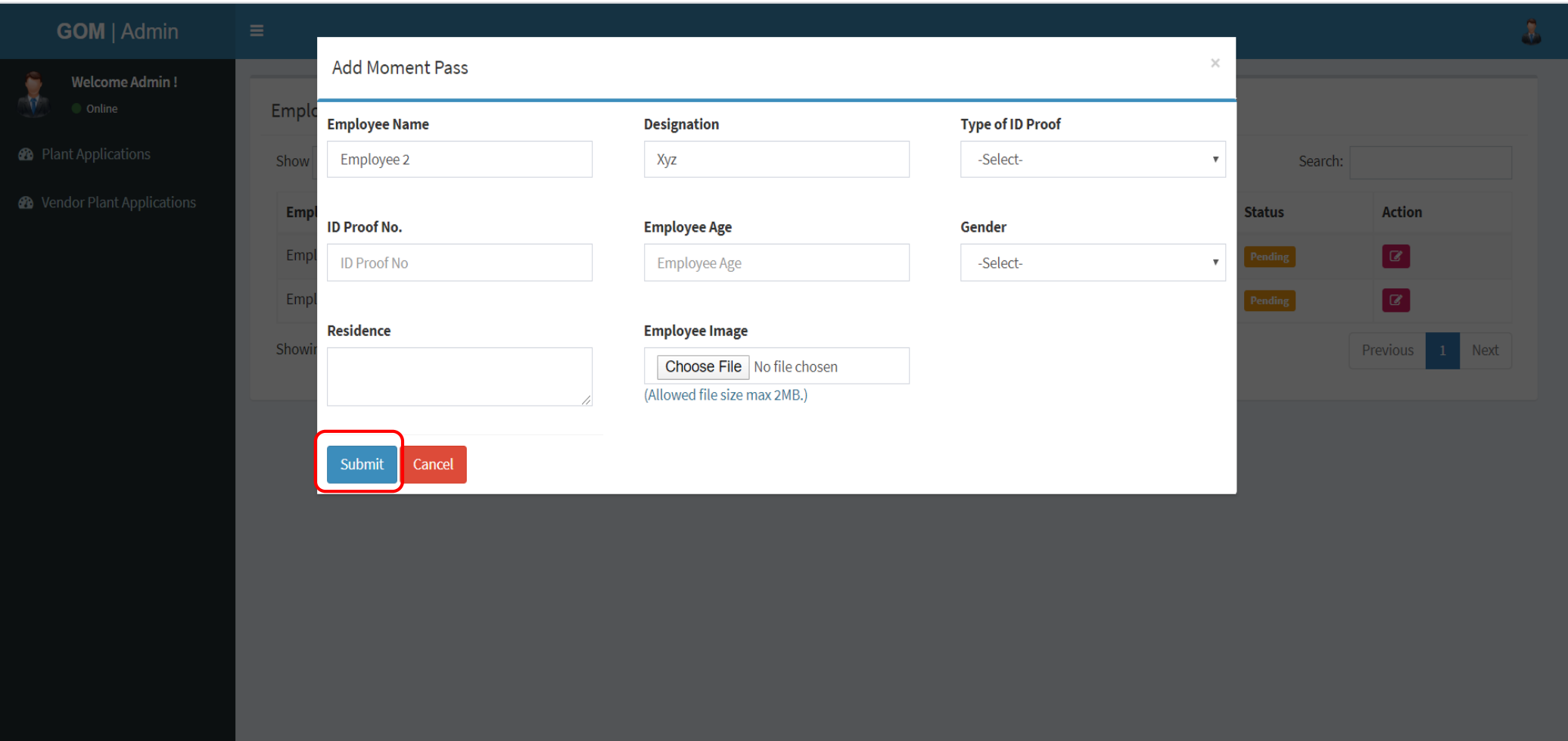
Step 9: To view more details and to approve the Employee pass, click on the action button 



The screenshot shows the GOM Admin interface. The main content area displays a table titled "Employees". The table has columns for Employee Name, Designation, Factory Unit Name, Factory Location, Status, and Action. Two entries are listed: Employee 2 (Designation: Xyz) and Employee 1 (Designation: Abc). Both have a "Pending" status. The "Action" column for Employee 2 contains a red square button with a white pencil icon, which is highlighted with a red box. The "Employee 2" row is also highlighted with a red box. The interface includes a sidebar with navigation options like "Plant Applications" and "Vendor Plant Applications", and a top navigation bar with "GOM | Admin".

| Employee Name | Designation | Factory Unit Name | Factory Location | Status | Action |
|---------------|-------------|-------------------|------------------|---------|---|
| Employee 2 | Xyz | | | Pending |  |
| Employee 1 | Abc | | | Pending |  |

Step 10: On the Employee Action screen, you can view the details of the employee and upload the Employee Movement Pass





The screenshot shows the 'Add Moment Pass' form in the GOM Admin interface. The form is a modal window with a white background and a blue border. It contains several input fields and dropdown menus. The 'Employee Name' field contains 'Employee 2', 'Designation' contains 'Xyz', and 'Type of ID Proof' is a dropdown menu with '-Select-' selected. The 'ID Proof No.' field contains 'ID Proof No', 'Employee Age' contains 'Employee Age', and 'Gender' is a dropdown menu with '-Select-' selected. The 'Residence' field is empty. The 'Employee Image' field has a 'Choose File' button and the text 'No file chosen' and '(Allowed file size max 2MB.)'. At the bottom of the form, there are two buttons: 'Submit' (blue) and 'Cancel' (red). The 'Submit' button is highlighted with a red rectangle. The background shows the GOM Admin interface with a sidebar on the left and a table of employees on the right. The table has columns for 'Status' and 'Action'. The 'Status' column has 'Pending' entries, and the 'Action' column has edit icons. The table has a search bar and pagination controls.

| Employee Name | Designation | Type of ID Proof |
|---------------|-------------|------------------|
| Employee 2 | Xyz | -Select- |

| ID Proof No. | Employee Age | Gender |
|--------------|--------------|----------|
| ID Proof No | Employee Age | -Select- |

| Residence | Employee Image |
|-----------|--|
| | Choose File No file chosen (Allowed file size max 2MB.) |

| Status | Action |
|---------|---|
| Pending |  |
| Pending |  |

Step 11: To approve/reject the application, click on the corresponding button at the bottom of the Application Details screen

permission.midcindia.org/application-details/3

GOM | Admin

Welcome Admin !
Online

Dashboard

Application Details

| | | |
|---|---|--|
| Permission to Operate As : Essential Commodities Manufacturing Unit/Service | Date of Application : 2020-03-28 04:05:23 | District : Aurangabad |
| Taluka : P@1Th@// | Company Name : Testing ABC | Address : Paithan, MIDC, Aurangabad |
| Type of Activity : IT/ITeS of essential nature | Products Manufactured : | PAN No : ABCDE1234F |
| Pan Details : Download | Authorised Person Name : Abc | Authorised Person Designation : Xyz |
| Authorised Person Contact No : 1234567890 | Authorised Person Email : test@test | No. of Shifts : 2 |
| Shifts Timing(1/2/3/General) : 2 | No. of Total Employees : 50 | No. of Employees for Permission Is Required : 10 |

Vehicle Details :

| Sr.No. | Vehicle Type | Vehicle No |
|--------|--------------|------------|
| 1 | Bus | TEST01NUM |

[Approve](#) [Reject](#) [Under Scrutiny](#) [Cancel](#)

Step 12: On clicking the approve button, the approval period screen will appear. Enter the validity period for the permission letter i.e. Valid from <<dd/mm/yyyy>> and Valid to <<dd/mm/yyyy>> and click Submit

The screenshot displays a web browser window with the URL `permission.midcindia.org/application-details/3`. The page is titled "GOM | Admin" and shows a user profile for "Admin" who is online. The main content area is titled "Application Details" and contains the following information:

- Permission to Operate As :** Essential Commodities Manufa
- Taluka :** P@1Th@//
- Type of Activity :** IT/ITeS of essential nature
- Pan Details :** Download
- Authorised Person Contact No :** 1234567890
- Shifts Timing(1/2/3/General) :** 2
- Vehicle Details :**

| Sr.No. | Vehicle Type | Vehicle No |
|--------|--------------|------------|
| 1 | Bus | TEST01NUM |

At the bottom of the application details, there are four buttons: "Approve", "Reject", "Under Scrutiny", and "Cancel".

The "Approval Letter Period" modal is open, featuring two input fields for "From Date" and "To Date", and two buttons: "Submit" and "Cancel".

Additional application details visible on the right side of the page include:

- District :** Aurangabad
- Address :** Paithan, MIDC, Aurangabad
- PAN No :** ABCDE1234F
- Authorised Person Designation :** Xyz
- No. of Shifts :** 2
- No. of Employees for Permission Is Required :** 10

Upload certificate screens to be added

Apply for Permit for operations of manufacturing unit

Apply for new permit / नवीन परवानगी साठी अर्ज

1. Use the above link to apply for a new permission
2. All Industrial Establishments manufacturing essential commodities and production units which require continuous process can apply for the permit through this platform
3. Fill in all the other details including employee details, vendor details
4. Enter your email address and mobile number
5. Upload the PAN copy (and process flowchart, if applicable) and click submit
6. Verify the email address by entering the OTP received
7. After approval from authority, you will receive an email alert. You can also download the permission letter after login
8. Print a hard-copy and keep it at the plant/unit at all times
9. Forging or Duplicating or making counterfeit documents will be considered punishable offense and strict actions will be taken against such establishments
10. The size of the document and phot should not be more than <<kb>>

Login to view permit / परवानगी पाहण्यासाठी लॉगिन करा

1. Use the above link to login to the system (for existing applicants)
2. Enter valid email address
3. Verify the email address by entering the OTP received
4. If your application is approved, you can download the permission letter