

# 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.**

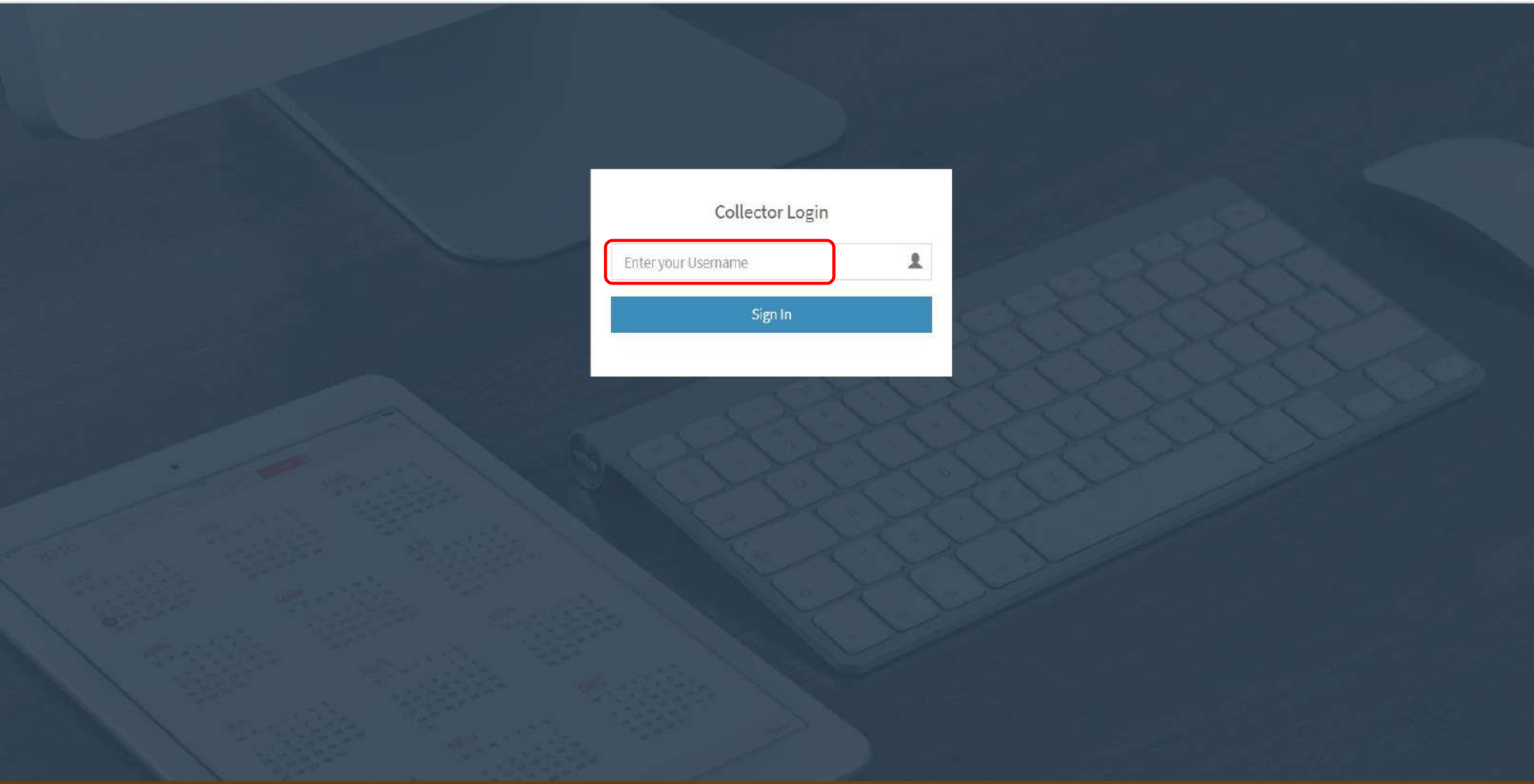
The intended users of this system are all establishments that require to remain operational as per the guidelines of MHA. The authorized representative of these establishments will apply for permission online via the portal after submitting requisite details.

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



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



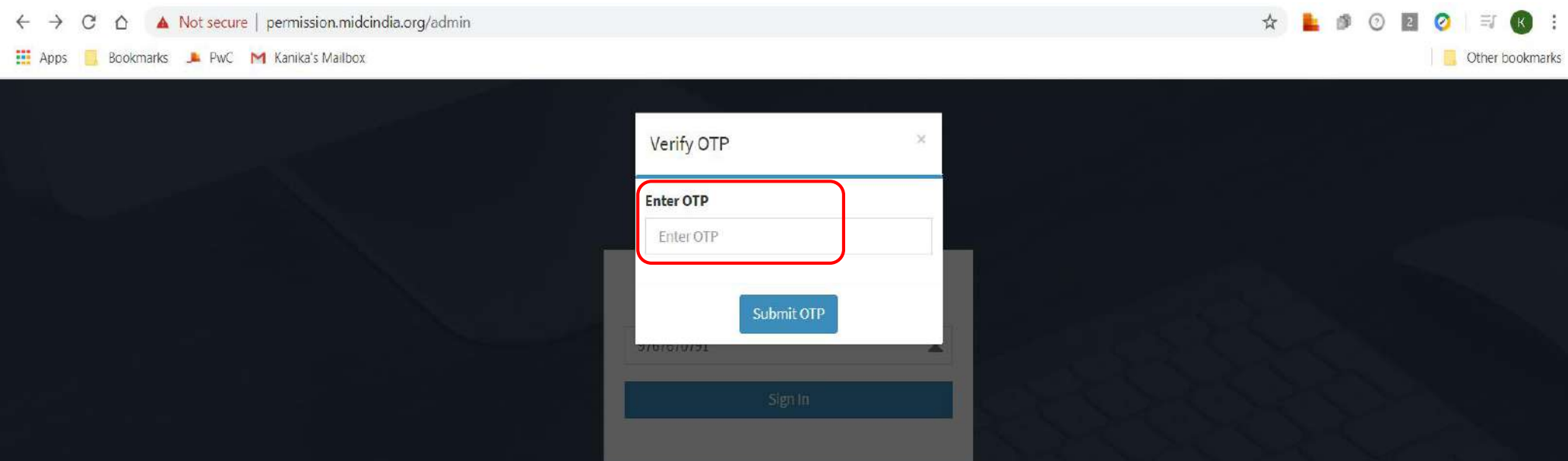
Collector Login

Please check your email id for OTP.

Ok

A screenshot of a web application interface. At the top, there is a grey box titled 'Collector Login' with a text input field and a user icon. Below this, a white modal dialog box is centered on the screen. The dialog contains the text 'Please check your email id for OTP.' and a blue button labeled 'Ok'. 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 summary cards: 'PENDING' (1), 'UNDER SCRUTINY' (0), 'APPROVED' (0), and 'REJECTED' (0). Below these is a table with columns for District, Contact Person, Mobile No., Email Id, Status, and Action. The table shows one entry for Aurangabad with a 'pending' status. The footer contains copyright information for ESDS Software Solution Pvt Ltd.

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	<a href="#">i</a> <a href="#">+</a>

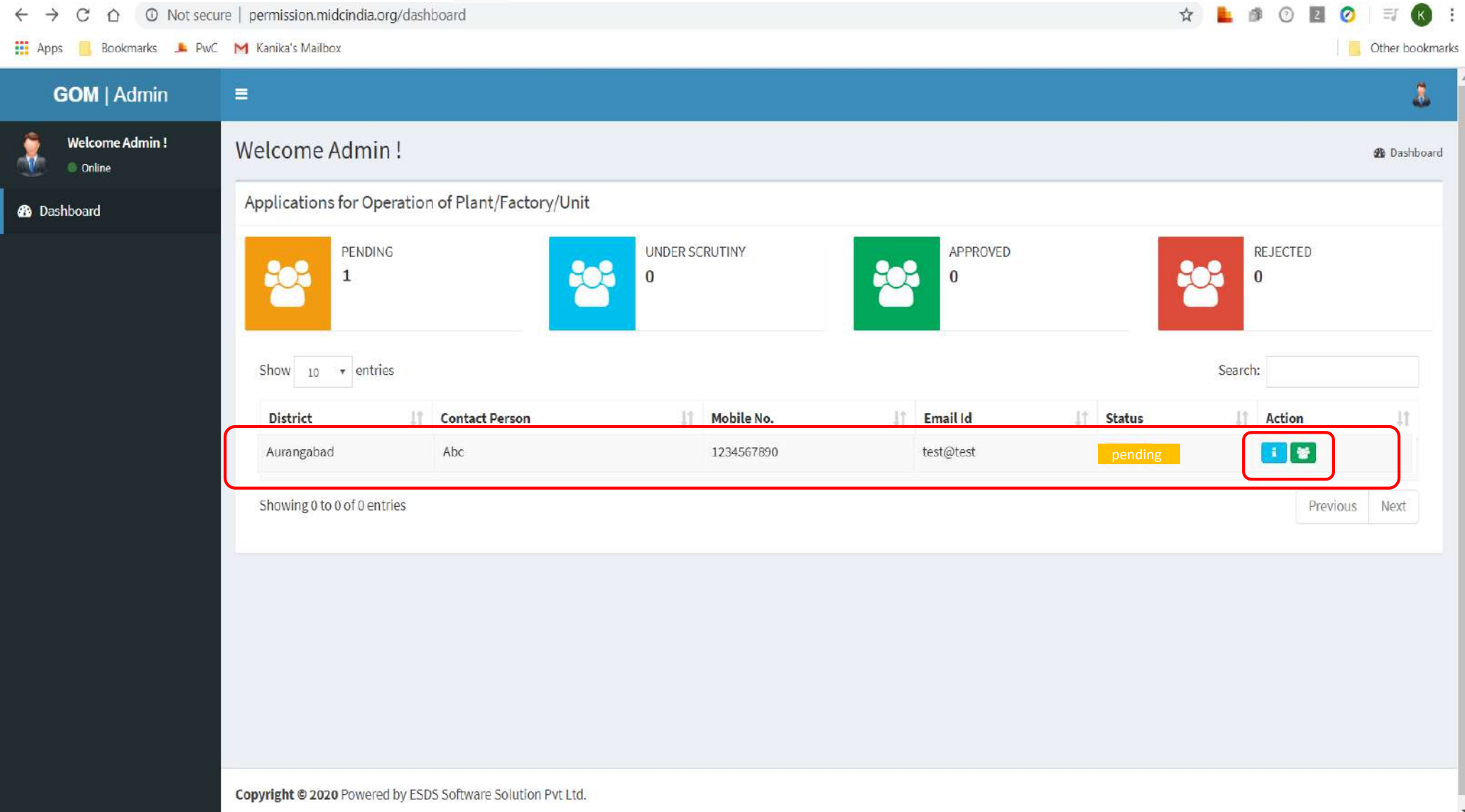
Showing 0 to 0 of 0 entries Previous Next

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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



The screenshot shows the GOM Admin dashboard. At the top, there's a navigation bar with 'GOM | Admin' and a user profile. Below that, a 'Welcome Admin!' message is displayed. The main content area is titled 'Applications for Operation of Plant/Factory/Unit' and features four summary cards: PENDING (1), UNDER SCRUTINY (0), APPROVED (0), and REJECTED (0). Below these cards is a search bar and a table of applications. The table has columns for District, Contact Person, Mobile No., Email Id, Status, and Action. A red box highlights the first row of the table, which shows an application for Aurangabad with a 'pending' status. The 'Action' column for this row contains two icons: an information icon and a group icon. At the bottom of the page, there is a footer with copyright information: 'Copyright © 2020 Powered by ESDS Software Solution Pvt Ltd.'

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:

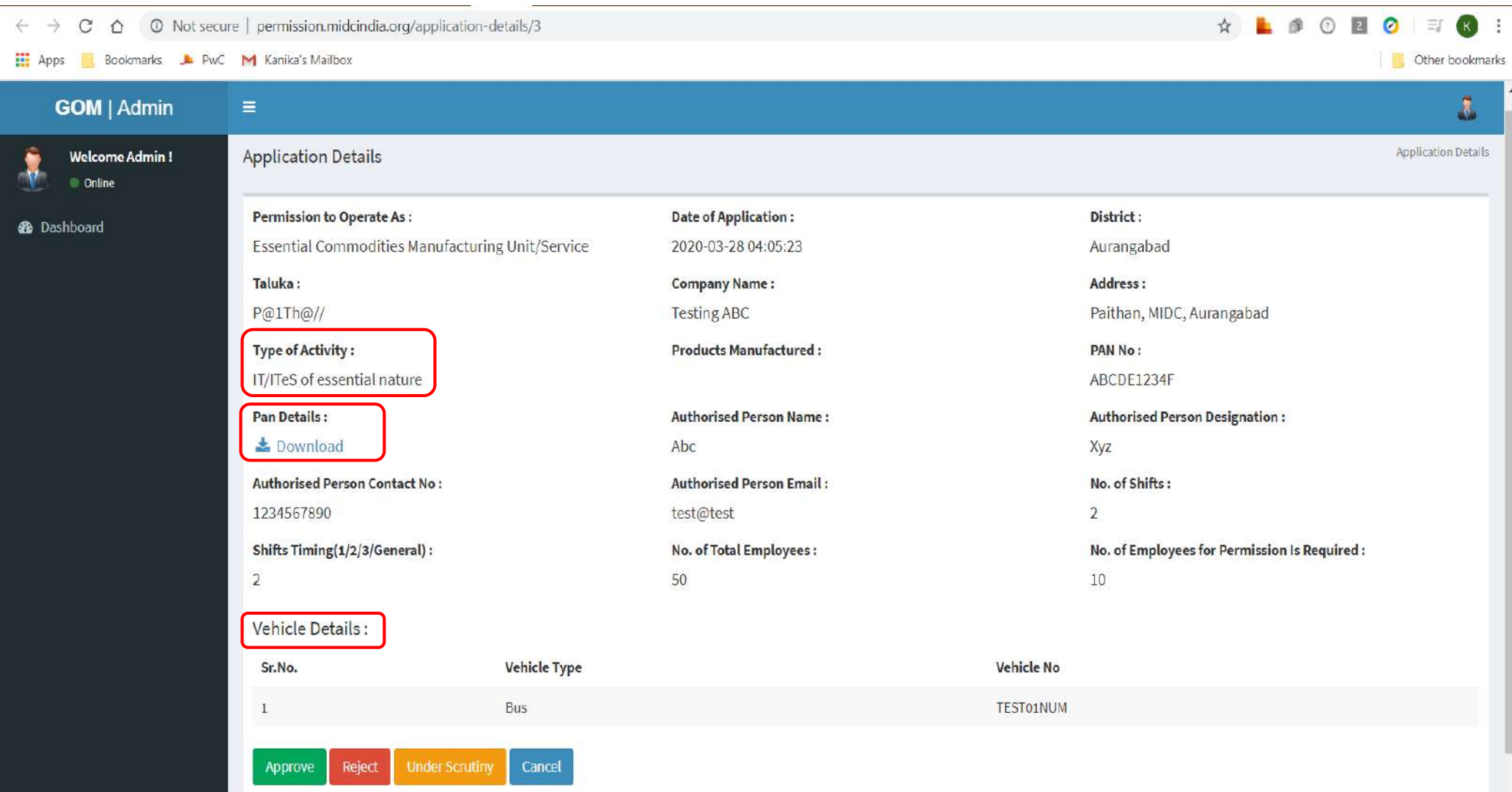
District	Contact Person	Mobile No.	Email Id	Status	Action
Aurangabad	Abc	1234567890	test@test	pending	 

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

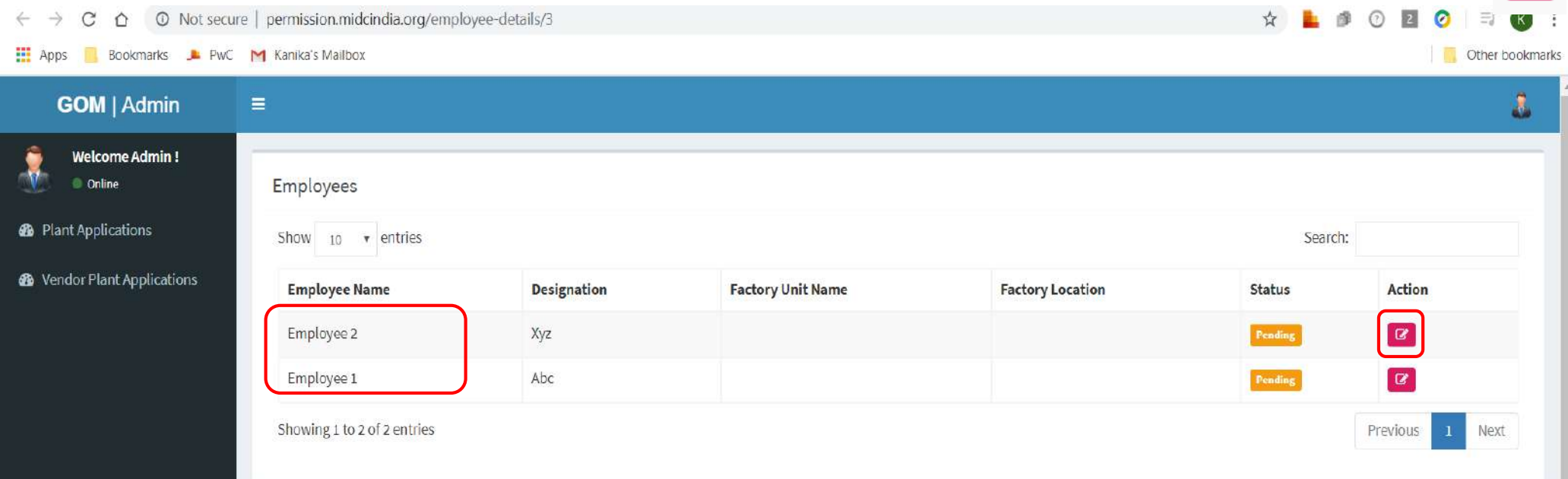
<b>Permission to Operate As :</b> Essential Commodities Manufacturing Unit/Service	<b>Date of Application :</b> 2020-03-28 04:05:23	<b>District :</b> Aurangabad
<b>Taluka :</b> P@1Th@//	<b>Company Name :</b> Testing ABC	<b>Address :</b> Paithan, MIDC, Aurangabad
<b>Type of Activity :</b> IT/ITeS of essential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

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 displays the GOM Admin interface. The main content area is titled "Employees" and features a table with the following data:

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

Below the table, it indicates "Showing 1 to 2 of 2 entries". Navigation controls include "Previous", "1", and "Next".



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

**GOM | Admin**

Welcome Admin !  
Online

- Plant Applications
- Vendor Plant Applications

**Add Moment Pass**

<b>Employee Name</b>	<b>Designation</b>	<b>Type of ID Proof</b>
Employee 2	Xyz	-Select-
<b>ID Proof No.</b>	<b>Employee Age</b>	<b>Gender</b>
ID Proof No	Employee Age	-Select-
<b>Residence</b>	<b>Employee Image</b>	
	<input type="button" value="Choose File"/> No file chosen (Allowed file size max 2MB.)	

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

**GOM | Admin** Application Details

Welcome Admin ! Online

Dashboard

### Application Details

<b>Permission to Operate As :</b> Essential Commodities Manufacturing Unit/Service	<b>Date of Application :</b> 2020-03-28 04:05:23	<b>District :</b> Aurangabad
<b>Taluka :</b> P@1Th@//	<b>Company Name :</b> Testing ABC	<b>Address :</b> Paithan, MIDC, Aurangabad
<b>Type of Activity :</b> IT/ITeS of essential nature	<b>Products Manufactured :</b>	<b>PAN No. :</b> ABCDE1234F
<b>Pan Details :</b> <a href="#">Download</a>	<b>Authorised Person Name :</b> Abc	<b>Authorised Person Designation :</b> Xyz
<b>Authorised Person Contact No. :</b> 1234567890	<b>Authorised Person Email :</b> test@test	<b>No. of Shifts :</b> 2
<b>Shifts Timing(1/2/3/General) :</b> 2	<b>No. of Total Employees :</b> 50	<b>No. of Employees for Permission Is Required :</b> 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 shows a web browser window with the URL `permission.midcindia.org/application-details/3`. The page is titled "GOM | Admin" and displays "Application Details" for a user named "Welcome Admin I". The application details include:

- 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 :**

The modal form "Approval Letter Period" is open, with the following fields and buttons:

- From Date** (input field)
- To Date** (input field)
- Submit** (button)
- Cancel** (button)

The background page also shows the following details:

- Products Manufactured :**
- Authorised Person Name :** Abc
- Authorised Person Email :** test@test
- No. of Total Employees :** 50
- 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

At the bottom of the page, there are buttons for **Approve**, **Reject**, **Under Scrifiny**, and **Cancel**.

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