

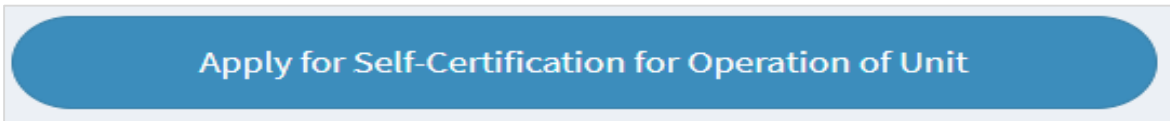
User Manual for Government of Maharashtra Self Certification/ Permission Web Application

Government of Maharashtra has developed an online Web Application for all the units manufacturing essential commodities and part of the continuous process industry to approve operations during national lockdown.

Industrial establishments permitted to operate as per the guidelines of Government of Maharashtra, can apply for the Self Certification/Permission through this platform. Please logon to the permission portal by visiting <http://permission.midcindia.org> and follow the steps mentioned below for

Submission of Part A of the Application:

1. For all the new applications, click on the 'Apply for Self-Certification for Operation of unit'

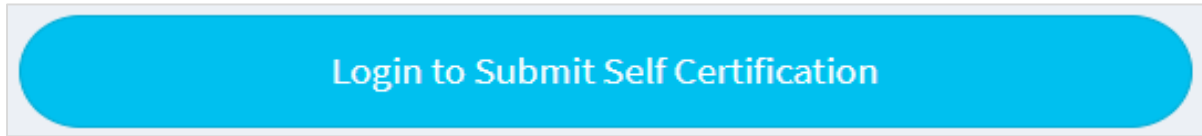


2. Select relevant details of District and Taluka from the dropdown
3. Select whether the industrial area within MIDC/Outside MIDC, accordingly select the Industrial Area/Industrial estate/Enter private industrial estate
4. Fill in the details of the Company Name and Factory/ Unit Address
5. Select the relevant option from the dropdown for Nature of activity and Category of Activity and the Products manufactured etc.)
6. Enter the Company PAN number and Upload the PAN.
7. Enter the Company GST number and Upload the copy of GST image
8. Enter details of the authorized person's name, designation, email and mobile number (This mobile number will be used for the verification of the application and further communication)
9. Enter the total number of total employees in the unit/factory
10. Click on the checkbox of self-declaration for the information submitted and submit your application.
11. You will receive an OTP on your mobile number, kindly enter the same with this step your application registration is complete

****Note:** Applications which are not verified with the OTP will not get registered.

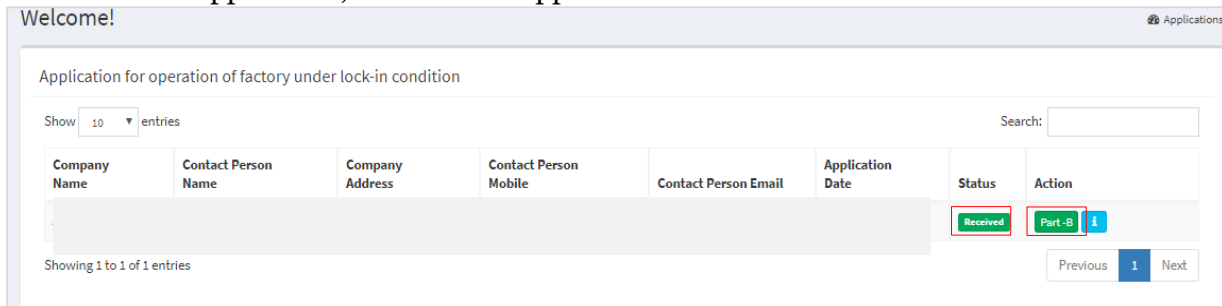
Submission of Part B of the Application:

1. For the existing applications, click on the option of 'Login to Submit Self-Certification'



2. Enter the mobile number (which was entered while submitting Part A of the application) verify the application with the OTP received

3. Click on the green 'Part B' button under 'Action' column as shown below to complete the 'Part-B' of the Application, status of the application will be 'Received'



Welcome! Applications

Application for operation of factory under lock-in condition

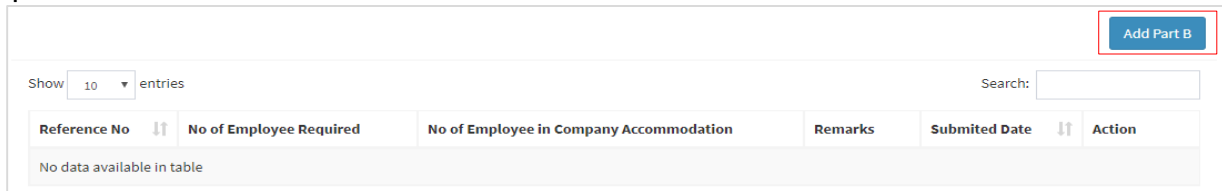
Show 10 entries Search:

Company Name	Contact Person Name	Company Address	Contact Person Mobile	Contact Person Email	Application Date	Status	Action
						Received	Part-B ⓘ

Showing 1 to 1 of 1 entries

Previous 1 Next

4. Click on the 'Blue icon' of 'Add Part B' as shown below



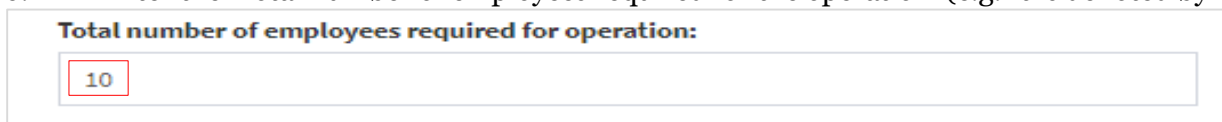
Show 10 entries Search:

Reference No	No of Employee Required	No of Employee in Company Accommodation	Remarks	Submitted Date	Action
No data available in table					

Add Part B

5. On the landing page you will see auto-populated data of 'Total number of employees' entered in Part-A of the application

6. Enter the 'Total number of employees required for the operation' (e.g. It is denoted by A)



Total number of employees required for operation:

7. Enter the number of employees for whom accommodation will be provided in company premises, enter corresponding address and paste the URL of this location address under Geo-Location as shown below (e.g. It is denoted by B)



Total number of employees required for operation: 10

Number of employees where accommodation provided in company premises: 4

Address of company premises, where accommodation provided for above: Test

Geo-location: https://maps.app.goo.gl/4g4ZRS6dACVJZH3RA

8. Enter the number of employees for whom accommodation will be provided in separate building within the same industrial area, enter corresponding address and paste the URL of this location address under Geo- Location as shown below (e.g. It is denoted by C)

Number of employees where accomodation provided in separate building within the same industrial area:	
<input type="text" value="4"/>	
Address details, where accommodation provided for above:	Geo-location:
<input type="text" value="Test"/>	<input type="text" value="https://maps.app.goo.gl/4g4ZRS6dACVJZH3RA"/>

9. Enter the number of employees for whom accommodation will be provided the same revenue village, enter corresponding name of the village, address and paste the URL of this location address under Geo- Location as shown below (e.g. It is denoted by D)

Number of employees where accommodation provided within the same revenue village:	Name of Village:
<input type="text" value="2"/>	<input type="text" value="Test"/>
Address details, where accommodation provided for above:	Geo-location:
<input type="text" value="Test"/>	<input type="text" value="https://maps.app.goo.gl/4g4ZRS6dACVJZH3RA"/>

Note: Please make sure, Total number of employees required for the operation= The number of employees for whom accommodation will be provided in company premises+ The number of employees for whom accommodation will be provided in separate building within the same industrial area+ The number of employees for whom accommodation will be provided the same revenue village (**A=B+C+D**),otherwise application will not get submitted


10. Enter the number of employees requiring transport and the number of vehicles required

Number of employees requiring transport:	Number of vehicles required:
<input type="text" value="6"/>	<input type="text" value="1"/>

11. Enter employee details (Name of the employee, Designation, Age, Gender). You can submit this information in 2 ways by filling the form or by uploading the data in excel file

Upload Employee Data:

Fill the Form Upload Excel File


- i) While filling the form, click on this  button, to add more number of employees or
- ii) To upload employee information in excel, download the template first, fill the information in the given template only and upload this updated file

Upload Employee Details:

No file chosen

(Allowed file size max 2MB). Allowed file type: xls,xlsx".

Upload Employee Details Template: [Click here](#)

12. Enter the vehicle details for employee commute, Type of Vehicle and the Vehicle number, click on the  button, to add more number of vehicles. Only 'Bus and Minibus' options are available, please do not add any other vehicle details

13. **Please read thoroughly and comply with National Directives for COVID-19 Management and Standard Operating Procedure for Social Distancing** by clicking on the checkboxes considering this as a very important point.

14. Upload the duly signed Self-Declaration letter on company's letterhead (Allowed file size max 2MB and Allowed file type: PDF). Template for the same is uploaded in the system for reference




Upload Self Declaration:





No file chosen

(Allowed file size max 2MB). Allowed file type: PDF".

[Click Here for Self Declaration format: Click here](#)

15. Click on the 'Submit Application' button to submit your application

16. Click on the yellow icon  to view the submitted application, click on the blue icon  to download your Self-Certification/ Permission Letter and click on the  to download vehicle pass

Reference No	No of Employee Required	No of Employee in Company Accommodation	Date of Application	Application Status	Vehicle Pass Status	Action
TE-20200420-00737	1	1	20-04-2020	Self Certificate Generated	Vehicle Pass Pending	   

17. If you require vehicular movement then vehicle movement pass is compulsory and for that application will be scrutinized by the Collector or Municipal Commissioner or anyone authorized on his behalf as specified in the notification dated 17/04/2020. Once the authority approves, the vehicle movement passes will be available for download in the same portal.

18. As per the guidelines of Govt of Maharashtra, you are requested to submit a daily activity report on the web application. The report shall be submitted by 2 pm every day. Click on **'Daily Report'** button

Part B Details Part A List - Part B List

[Add Part B](#) [Daily Report](#)

Show entries Search:

Reference No	No of Employee Required	No of Employee in Company Accommodation	Date of Application	Application Status	Vehicle Pass Status	Action
TE-20200420-00737	1	1	20-04-2020	Self Certificate Generated	Vehicle Pass Pending	Refresh Print Download Share

Showing 1 to 1 of 1 entries Previous **1** Next

19. Click on **'Add Daily Report'** button.

Daily Report List Part A List - Part B List - Daily Report List

[Add Daily Report](#)

You have to submit the Daily Report of operation of factory/unit before 2 pm.

Show entries Search:

Is unit in production	No. of Employees reported to work today	No. of Employees with any COVID like symptom	Date	Action
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

20. Fill in the details below and click on **'Submit'** button.

Welcome! Part A List - Part B List - Daily Report - Add Daily Report

Add Daily Report

Name of Unit: <input type="text" value="ABC Private Limited"/>	Location of Unit: <input type="text" value="Test"/>
Company PAN: <input type="text" value="AVAKL4500H"/>	Is unit in production: <input type="radio"/> Yes <input type="radio"/> No
No. of total Employees required for operation (as on date) as per self-certification: <input type="text" value="1"/>	No. of Employees reported to work today: <input type="text"/>
No. of total Employees where accommodations is provided in company premises (as on date) as per self certification: <input type="text" value="1"/>	No. of Employees actually accommodated within company premises (as on date): <input type="text"/>
No. of Employees with any COVID like symptom: <input type="text"/>	

I, **Test** on behalf of **ABC Private Limited** hereby declare that all the details provided in this confirmation are accurate to the best of my knowledge and belief.

[Submit Application](#) [Cancel](#)

21. Now, you can apply for **Employee Vehicle Pass**. This pass will be for individual employee who will be commuting to and fro from his residence to factory unit by car or four wheeler or bicycle or walk. Click on Employee Vehicle Pass link.

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

Welcome!

Application for operation of factory under lock-in condition

Show 10 entries

Company Name	Contact Person Name	Company Address	Contact Person Mobile	Contact Person Email	Application Date	Status	Action
ABC Private Limited	Test	Test	9686311021	pallavi.ghandat@pwc.com	20-04-2020	Received	Part-B

Showing 1 to 1 of 1 entries

22. Click on 'Add Employee Pass'

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

Employee/Vehicle Pass Request

Add Employee Pass

Show 10 entries

Sr. No.	Employee Count	Status	Date of Submission	Action
No data available in table				

Showing 0 to 0 of 0 entries

23. Fill in the required employee information of the HR Manager's name and HR Manager's Mobile number and click on Update.

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

Add Employee/Vehicle Pass Request

HR Manager Name: HR Manager Mobile No.:

Show entries

Employee Name	Mobile No	Vehicle Type	Mode of Transport	Vehicle No.	Residence Address	Shift	Action
ABC	<input type="text"/>	-Select-	-Select-	<input type="text"/>	<input type="text"/>	-Select-	Update

24. All the employees entered in all Part B applications will be available for selection for Employee Vehicle Pass. You can search for the particular employee from the list. Enter all information like Mobile No., vehicle number, if applicable and residence address. Also, select vehicle type, mode of transport and shift from the list. Click on 'Update' button to save the data.

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

Add Employee/Vehicle Pass Request

Employee Vehicle Pass - Submit Request

Show entries

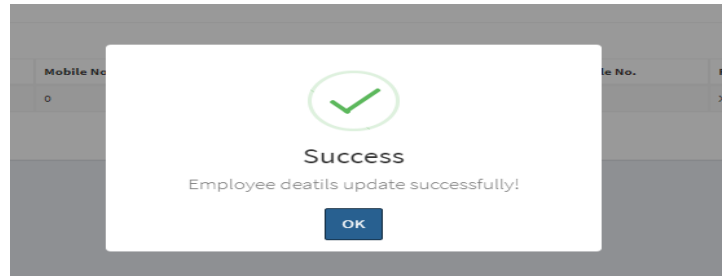
Search:

<input checked="" type="checkbox"/>	Employee Name	Mobile No	Vehicle Type	Mode of Transport	Vehicle No.	Residence Address	Shift	Action
<input checked="" type="checkbox"/>	ABC	0000000000	Four Wheeler	Company Owned	MNP	XYZ	Morning/General	<input type="button" value="Update"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

25. Following pop-up window will appear



26. Select **all employees for whom passes are required** by clicking on the checkbox next to the employee and then click on the 'Submit Employee Pass' button. Do not select employees one-by-one for this step. You will receive passes for all employees selected in one request in a single approval.

MAHARASHTRA INDUSTRIAL DEVELOPMENT CORPORATION

Add Employee/Vehicle Pass Request

Employee Vehicle Pass - Submit Request

Show entries

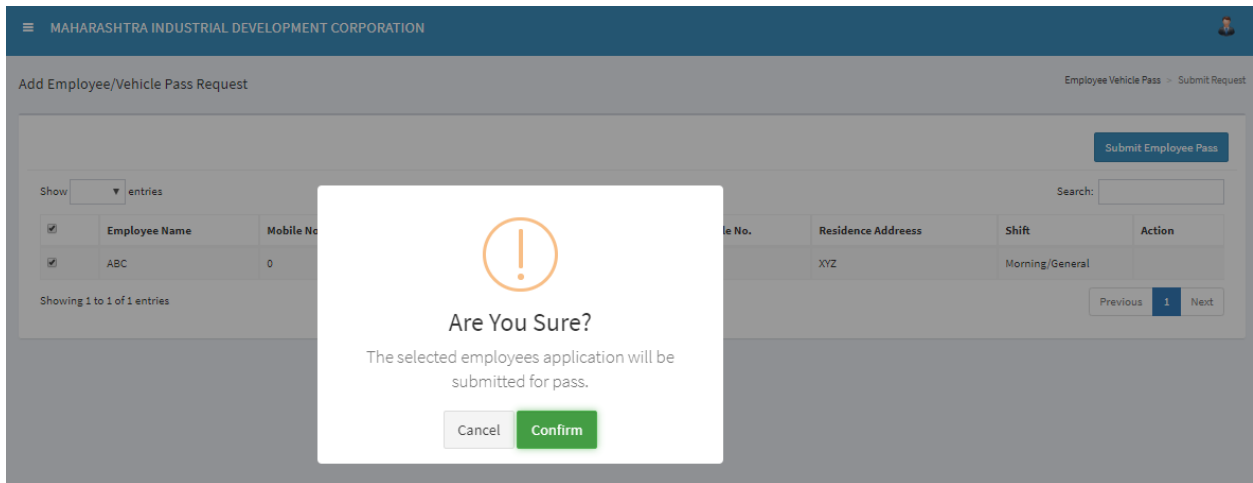
Search:


<input checked="" type="checkbox"/>	Employee Name	Mobile No	Vehicle Type	Mode of Transport	Vehicle No.	Residence Address	Shift	Action
<input checked="" type="checkbox"/>	ABC	0000000000	Four Wheeler	Company Owned	MNP	XYZ	Morning/General	<input type="button" value="Update"/>

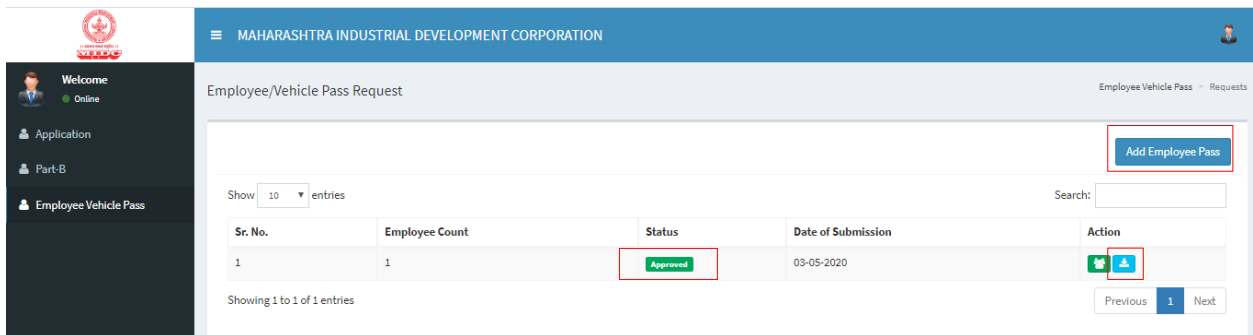
Showing 1 to 1 of 1 entries

Previous 1 Next

27. After submitting, click on the 'Confirm' button in the pop-up window. After clicking on 'Confirm' button, the application gets submitted to Govt. Authority for their decision of approval or rejection.



28. Once the employee vehicle pass is approved by the authority, the status of the pass will be 'Approved'. Click on the Blue icon  to download the employee vehicle pass.



29. The passes will be in a single file. Each pass will have security QR code on it. The authenticity of the pass can be checked by using any QR scanner app, where all details mentioned on the pass can be verified.

Applicants can apply for permission for additional employees in phases also, they should fill and submit the Part-B of the application for the new set of employees using the same login.

As a part of monitoring, designated Government official will visit the factory and accommodation locations for inspection anytime. If conditions mentioned in the self-certification are not fulfilled, the certification will be immediately cancelled, and necessary penal action will be taken as per rules.

Please note that, the facility of auto self-certification is provided for the genuine applicants, misuse of the system will be liable to punishment as per the clauses mentioned in the various notifications issued by Govt. of Maharashtra.