Standard Operating Procedure

Register

Submitted To:

Odisha Industrial Infrastructure Development Corporation



Level - 6, OCAC Tower, Acharya Vihar, Bhubaneswar - 751013, Odisha +91 (0)674 3012 900 | info@csmpl.com | www.csmpl.com

HILITHE IS





Table of Contents

	Tuble of contents	
1. l	ntroduction	3
1.1	About Automated Post Allotment Application	3
1.2	Overall Process Flow	6
1.3	Process Description	6
1.4	Flow chart of new water connection	7
1.5	For IDCO Officials	8
1.6	For Unit	14
1.7	GOIPAS help center (How to do)	21
1.8	Key Function Note of GOIPAS	35
1.9	Acronyms	35





1. Introduction

Odisha Industrial Infrastructure Development Corporation (IDCO) has been established in the year 1981 with the specific objective of creating infrastructure facilities in the identified Industrial Estate/Areas for rapid and orderly establishment and growth of industries, trade and commerce. Consistent with this objective IDCO has established/managed 86 Industrial Estates in areas all over the State. Besides, Acquisition and allotment of land to the industries in medium and large sector, assisting them in infrastructure development has been another prime function of this corporation. In addition to the above works, it takes up various construction activities entrusted by State and Central Government Departments and their corporations on agency or contract basis It provides escort services to investors/developers for implementation of Mega infrastructure Projects in the State.



1.1 About Automated Post Allotment Application

Post Allotment Services on Your Fingertips

The State of Odisha has implemented the Automated Post Allotment Application (GOIPAS) for smooth management of existing MSME business units associated with IDCO. This portal has been developed to facilitate online registrations, applications for any post allotment matters, online payments, application tracking and processing activities.

The portal has been envisioned to reduce the steps involved in the application process. It also enables the units to download the sanctioned letters, removing all physical interfaces between them and IDCO, thus reducing the burden on both.





Salient Features of the Portal:

Online Registration: To avail the services provided by the portal the units need to register themselves online. A registered unit is provided with unique user credentials through e-mail. The units will use these credentials for all future post allotment services.

Online Application and Payment Gateway: Online applications for all post allotment services have been enabled by this portal. The units can also pay their statutory dues like Ground Rent, Cess, and IMC Charges along with the processing fee for the post allotment request online through the payment gateway integrated with this portal. This ensures that the units enjoy hassle-free services from the comfort of their offices.

Application Status Tracking: To ensure prompt servicing of the applications the portal enables the units to track and monitor the progress of their applications. The system also sends e-mail and SMS alerts to the user to alert them about any change in the application status. A dedicated mobile application has also been developed for checking the status of the application.

Online Process and Approval: The internal processing in terms of document verification, authentication and field survey will be carried out using this application. Each stakeholder has been provided with a unique login credential to access the application allowing them to receive requests, process them and provide prompt approvals. The final office order is also communicated to the units through the application. By digitizing the entire process this application saves valuable time for the associated officials and units.

Online generation of Demand: The demand notice for the statutory dues of the existing units is generated through the system based on the provisions defined by IDCO. This demand notice can be viewed by accessing the application and is subsequently communicated to the respective units through emails or SMS.

Services offered in GOIPAS:

The following services related to post allotment maters are being provided in Automated Post Allotment Application:

- 1. Change in Name & Style
- 2. Change of Activity from Industry to industry
- 3. Change of Activity from Industry to Social Infrastructure
- 4. Change of Constitution
- 5. NOC for right mortgage permission





- 6. Reconstitution of Directors and Partners
- 7. Revocation of Cancellation of allotment
- 8. Surrender of Plot
- 9. New Water Connection
- 10. Sub-letting
- 11. Transfer of lease hold property for the balance lease period
- 12. Transfer of lease hold property under U/s- 29/SFC Act 1951
- 13. Transfer of Ownership of lease hold property by inheritants family members

The application also enables other activities like:

- 1. Any query related to Post allotment matters
- 2. Correction in Statutory dues

Navigation Steps for Business Units:

The following steps must be followed by the units to submit any post allotment application through GOIPAS portal:

- 1. Open the website using the URL: <u>www.idco.in</u>
- 2. Registered users can enter the login credentials and access the portal. New users have to register on the portal.
- 3. Choose **New Application** from the menu bar. A form will be visible mentioning the list of activities. Choose Post allotment activity type from the drop down box.
- 4. Fill the description and other necessary details in the text box.
- 5. Select the buttons for fresh application or already applied(in case the entrepreneur have previously applied to IDCO manually and kept the copy of the money receipt for processing fees towards the application)
- 6. Upload all the required documents as required by the application. Fill the document reference number and date if available in the text box.
- 7. Check the dialogue box to accept the terms & conditions
- 8. Click on the Apply button. It will redirect to the payment screen for clearance of dues and processing fee.
- 9. On the payment gateway pay the required fees by selecting the mode of payment.
- 10. After the payment has been successful, apply online by submitting the draft request. Helpdesk for any assistance: There is a dedicated helpdesk deployed in order to assist the units during online registration, payment or post allotment or application. The units can call the toll free number 1800-345-7133 or send email to <u>helpdesk@idco.in</u>. The helpdesk operative between 10 A.M. to 5 P.M.





1.2 Overall Process Flow



1.3 Process Description

In Automated Post Allotment Application (GOIPAS), the unit needs **to register** in GOIPAS portal-Unit Section (<u>www.portal.idco.in</u>). After registration, the unit will get the login credentials via E-mail and SMS.

The registered unit can apply for the **post allotment application** via GOIPAS portal. The IDCO authority will do the necessary due diligence like document verification and physical status check.

The document verification is done **by L1 authority**. After approval, the physical status of the application checked by **L2 authority**. In case of non-compliance of document, the authority can direct the unit for re-submission of valid documents.

The L2 authority of IDCO checks the physical progress of the unit and uploads relevant photographs in the portal. The **L3 authority** approves and provides remarks in the note sheet.

The **final authority** at IDCO approves and issues the **office order** for the particular applied unit.







1.5 For IDCO Officials

To start using the application, enter the URL (<u>http://portal.idco.in/</u>) in the browser. The components to be covered are as follows:

Approve Unit Registration

The user has to click on Registration primary link; the following screen will be displayed:

≡ н	ome > GO-iPA	S > Unit Registration								
Appr	pprove Registration									
New	New Request View									
From Unit l	om Date : I I Date : I I On Date :									
						All Results 1	- 10 Of 5372			
SI#	Ref. No.	Unit Name	Email Id	Mobile No.	Applied On	Action Taken On	Delete			
1	160308030	Preeanshu Polymers	preeanshupolymer@gmail.com	9337103700	08-Mar-2016	12-Mar-2016	1			
2	160322010	Taratarini Polymers Pvt. Ltd	taratarinipolymers.2021@gmail.com	8599011850	22-Mar-2016	22-Mar-2016	1			
3	160628017	Hindustan Concrete Products	blessingsrubber@gmail.com	9437064380	28-Jun-2016	02-Jul-2016	1			

- The user can view the registration request with details like Ref No., Unit Name, Email ID, Mobile No, Applied Date, Action Taken date. The user can also have the provision to delete the registration.
- The user can select the date range from date calendar, provide unit name and Ref No. in the textbox provided and click on show button to display the desired registration records.
- The user can approve/reject the registration.

Take action against a post allotment application

By clicking on Post Allotment Application, the following screen will be displayed:

Vie	v New Application					
N	w Request View Status Completed List					
Uni	Name : Application Type :Select	▼ Show				
					All Res	sults 1 - 6 Of 6
SI#	Unit Name	IE/IA Name	Application No.	Application Type	Pending From	Action
1	CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)	IA Chandaka	2016/46/263	Correction of Statutory Dues	07-Oct-2016	Take Action
2	VALLENTINA, RASULGARH BBSR	IE Bhubaneswar	2016/46/289	Other type	07-Oct-2016	Take Action
з	CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)	IA INFOCITY(EPIP)	2016/46/291	Correction of Statutory Dues	13-Dec-2016	Take Action
4	UMANG COLD STORAGE	IA Chandaka	2016/46/290	Other type	10-Jan-2017	Take Action
5	CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)	IA INFOCITY(EPIP)	2017/46/001	Other type	24-Jan-2017	Take Action
6	CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)	IA INFOCITY(EPIP)	2017/46/002	Other type	03-May-2017	Take Action

Standard Operating Procedure





The user can view the new application consisting of unit name, IE/IA name, application no, application type, pending from date and action.

The user can provide the unit name in the textbox provided and select the application type from the drop down menu. Click on show button to display the desired results.

The user can click on button to take necessary action on pending applications.

New I	Request	View Status	Completed List								
		Application	> Allotment >	Demand	Payment	Other Application	Document	Field Verification	Action Details	> Notes	
Applic	ation Det	ails									
Applic	Application Number : 2016/46/263										
Applie	ed For	: Correc	tion of Statutory	y Dues							
Unit N	Name	: CSM Te	echnologies(P)Lto	d.(Cybertech S	oftware and M	lultimedia (P)Ltd.)					
IE/IA I	Name	: IA Cha	ndaka								
Applie	ed on	1 : 13-Sep-2016									
Allotm	Allotment Details										
No Alle	lotment Deta	ails Found									
Dema	nd Detail	5									
SI# A	Allotment De	tails							Minimu	m Balance	Total Balance
1 L	A INFOCITY	EPIP), Plot/Shec	d No.: E/56, Allotr	ment No. 2440)7/Dt.06-Dec-2	014			1,58,22	6	3,15,364
2 I	A INFOCITY	INFOCITY(EPIP), Plot/Shed No.: E/42/H and E/42/I, Allotment No. 15791/Dt.14-Jul-2015 2,32,854 4,64,367									
Payme	ent Detail	s									
No pa	ayment info	rmation found.									

The user can see various details regarding entrepreneur application such as application number, applied for, unit name, IE/IA name, applied date, allotment details with balance info and payment details.

Oth	er Application									
SI#	IE/IA Name	Application No.	Applied Date	Applied	For			Current Status	Pendi	ing With
1	IA INFOCITY(EPIP)	2017/46/002	03-May-2017	Other ty	ype			In Progress	Prava	as Pattanaik
2	IA INFOCITY(EPIP)	2017/46/001	24-Jan-2017	Other ty	ype			Applied	Prava	as Pattanaik
3	IA INFOCITY(EPIP)	2016/46/291	13-Dec-2016	Correcti	ion of	Statutory Dues		Applied	Prava	as Pattanaik
4	IA Chandaka	2016/46/266	14-Sep-2016	Other ty	ype			Rejected		
5	IA INFOCITY(EPIP)	13-Sep-2016	Correcti	orrection of Statutory Dues			In Progress	DH MSME I		
Uploaded Document										
No	Document Uploaded	Document Uploaded								
Fie	d Verification									
Act	ion Details									
N	otes		Zoom In	Co	orres	pondence				Preview
	Noting 1			5	SI#	File Name	Authority	Action Taken On		RefNo
	Notes Zoomin Noting 1 Action Taken By : Unit Action Taken Dy : Unit Action Taken On : 13-Sep-2016 02:03 PM Notes : We have the below issues which need to be corrected. 1. The Plot no is not displayed for the allotment no 24407/ 06-Dec-2014. 2. For the allotment no 15792/14-July-2015, the IE Name is incorrect.				1	DCB	DH MSME I	07-Oct-2016		Nil/07-Oct-2016





The user can view the other application details consisting of parameters such as IE/IA Name, Application No, Applied Date, Applied For, Current Status and Pending data. It can also display the information regarding uploaded document, field verification and Action Details like noting from concerned officers and correspondence details.

Applica Noting 5	tion $ angle$ Allotment $ angle$	Demand	Payment	Other Application	Document	> Field Verification	Action Details	> Notes		
Action Taken By : CGM	MSME									
Action : Forward to Pac	dmalochan Maharana Act-2016 05:22 PM	1								
Notes :	CC-2010 05.22 PW									
Please sort out the issu	le.									
Noting 6										
, total g o										
otes										
										_
		BIU	×2 X ² ∅		ह 🗄 📰 म्या यस		Ω Styles •	Format	Font Size	
										_
										h.
Upload Document	Choose File No fi	ile chosen								
opidad Document	(Upload pdf or jpg file l	ess than 10MB)								
Mark as confidential						_				
				Draft	Mark Up Res	et				

The user can add their notes in the e-note sheet provided, upload the document by clicking on choose file, tick to mark as confidential in case of confidential letter.

Click on draft button to save it in draft mode, mark up to move the file up and reset to make changes in data.

	R
techno	logies



Viev	v Application								
Ne	w Request View Status Completed List								
Unit	t Name : Status	:Select	•	Show					
							A	Results 1	- 10 Of 79
SI#	Unit Name	IE/IA Name	Application No.	Application Type	Applied Date	Status	Pending With	Action	Undo Action
1	CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)	IA INFOCITY(EPIP)	2017/46/002	Other type	03-May-2017	In Progress	Pravas Pattanaik, Asst. Manager (MSME-I)	Call For	Recall
2	CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)	IA INFOCITY(EPIP)	2017/46/001	Other type	24-Jan-2017	Applied	Pravas Pattanaik, Asst. Manager (MSME-I)	Call For	Recall
3	CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)	IA INFOCITY(EPIP)	2016/46/291	Correction of Statutory Dues	13-Dec-2016	Applied	Pravas Pattanaik, Asst. Manager (MSME-I)	Call For	Recall
4	UMANG COLD STORAGE	IA Chandaka	2016/46/290	Other type	07-Oct-2016	In Progress	Pravas Pattanaik, Asst. Manager (MSME-I)	Call For	Recall
5	VALLENTINA, RASULGARH BBSR	IE Bhubaneswar	2016/46/289	Other type	07-Oct-2016	Applied	Pravas Pattanaik, Asst. Manager (MSME-I)	Call For	Recall
6	M.M. INDUSTRIES(MANCHESWAR)	IE Mancheswar	2016/46/286	Other type	06-Oct-2016	In Progress	DH MSME I	Call For	Recall
7	HYTECH PVT LTD.	IE	2016/46/288	Reconstitution of Directors	06-Oct-2016	Approved	DH MSME I	Call For	Recall

The user can view status for unit with call for and recall provision. In Call For, the higher authority can take action on any application directly and in Recall, a user can recall on the application noting if no action taken by higher authority.

View	Completed List Application					
New	Request View Status Completed List					
Statu	s :Select 🔻	Unit Name :		Show		
					All Res	ults 1 - 10 Of 214
SI#	Unit Name	IE/IA Name	Application No.	Application Type	Applied Date	Status
1	Grace Packaging Pvt. Ltd.	IE Mancheswar	2016/46/287	Other type	06-Oct-2016	Rejected
2	ABICEE PHARMACEUTICALS PVT.LTD.	IE Mancheswar	2016/46/283	Correction of Statutory Dues	04-Oct-2016	Approved
3	JBS INDUSTRIES	IE Mancheswar	2016/46/282	NOC for right mortgage permission	04-Oct-2016	Issued
4	s.s.Engineers	IE Mancheswar	2016/46/280	Other type	03-Oct-2016	Approved
5	NAVODAYA TRUST	IA Chandaka	2016/46/278	Other type	01-Oct-2016	Rejected
6	VARSHA ENTERPRISES	IA Chandaka	2016/46/277	Other type	30-Sep-2016	Approved
7	KEZ (Bangalore) Pvt. Ltd.	IA Chandaka	2016/46/274	Other type	26-Sep-2016	Approved
8	BANDANA GARMENTS	IA Chandaka	2016/46/271	NOC for right mortgage permission	20-Sep-2016	Issued
9	KUNJ ROLLER FLOUR MILL (P) LTD	IE Mancheswar	2016/46/270	Other type	19-Sep-2016	Rejected
10	LINGARAJ BISCUITS PRIVATE LIMITED	IA Chandaka	2016/46/268	NOC for right mortgage permission	16-Sep-2016	Issued

The user can view the completed project list in various status such as Issued, Approved, rejected.

Update physical status of an allotment and upload photo

Under Physical Status Update, the following screen will be displayed:

	R
technologie	S



Unit Name :	·
	UPDATE STATUS
Name of Unit	: NA
Plot/Shed No.	: NA
Allotment/Transfer Letter No & Date	: NA
Area Alloted	: Ac. NA
Whether any land has been encroached by the unit	: -Select ·
Present area in occupation	*
Purpose of allotment	: NA
Present Status of the Unit	: Select- •
Remarks	: (Maximum 200 characters)
Measure in Units	: Select-
Upload Image	: Choose Files. No file chosen (Upload jpg file less than 12MB)
	Update Cancel

The user can update on various components like land has been encroached by unit or not, provide the present area in occupation, update the present status of the unit from the drop down menu, provide the remarks, update the unit measure from drop down menu, upload image by clicking on choose file.

Click on update button to update the data and cancel button to cancel the transaction.

Tag allotment of seized unit

Under Unit Allocation, the following screen will be displayed:

=	Home → PMI	S > Uni	it Allocation					≪ Back	ə Prin
Un	it Allocation	Details	5						
Di	rision :	MSME	-I TE/IA Name : -Select-	•					
Un	it Name :								
All	otment From:		Allotment To :	Search					
								All Results 1 - 25 O	f 137
SI#	IE/IA Name	Party Code	Unit Name	Shed/ Plot No	Area	Allot No	Allotment Date	Purpose	Edit
1	IE Mancheswar	R6260	ALTRADE CONSTRUCTIONSPVT LTD IE MANCHESWAR	72/A	0.750	7437	12-Apr-2017	CONSTRUCTION OF BRIDGES BEARING	2
2	lE Mancheswar	R6260	ALTRADE CONSTRUCTIONSPVT LTD IE MANCHESWAR	71/B	2.030	7437.	12-Apr-2017	construction of bridgre	/
3	IE Mancheswar	R6268	TARINI AUTOMOBILES, IE MANCHESWAR	H-25	0.274	6217	25-Mar-2017	REPAIRING AND SERVICING OF 4 WHEELERS	 Image: A start of the start of
4	IE Mancheswar	R6246	KRISHNA PVC ENTERPRISERS, IE- MANCHESWAR	H-22	0.115	6221	25-Mar-2017	mfg unit of PVC Bathroom Door and Window	/
5	IE Mancheswar	R6000	ARNAPURNA COLD STORAGE and PRESERVATION	H-24	0.760	6268.	25-Mar-2017	ESTABLISHMENT OF COLD STORAGE FOR GREEN VEGETABLE	 Image: A start of the start of
6	IE Mancheswar	R0663	HYTECH PVT LTD.	119/A(P)	0.016	1669,	27-Jan-2017	MANUFACTURING UNIT	 Image: A start of the start of
7	IE Bhubaneswar	R0890	KALINGA PRINTERS	A/11(P)	0.007	1503.	24-Jan-2017	PRINTING PRESS	

The user can select the division, IE/IA name from the drop down menu, enter the unit name in the textbox provided, select the date range for Allotment (From and To). Click on search button to get the details.

Click

HBack

tech

on button to get back to previous page.

Click on edit button to edit the allocation details as follows:

Allotment Details			
	PARTY : R6260-ALTRADE	CONSTRUCTIONSPVT LTD IE MANCHESWAR	
IE/IA Name Area (in acre)	: IE Mancheswar : 0.750	Shed / Plot No Allotment No / Date	: 72/A : 7437/12-Apr-2017
Date of Possession	: · Small	Cost Of Land/Shed	: 63619.00 • PRIVATE LIMITED
Purpose Of Allotment	: CONSTRUCTION OF BRIDGES BEARING	Category	: -Select-
Moratorium Period (Months)	:		
Utilisation Status			
Lease Deed No./Date	:	Lease Period (Years) :	
Utilisation	: -Select-	Mortgage Letter No. / Date :	/
Action Against Default U	nit		
Show Cause No. / Date	:	Cancellation No. / Date :	
EUO Case No./Date	:	Other Case :	
Seized by IPICOL/OSFC	:		
Update Cancel			

The user can edit the details like provide Moratorium period in the textbox, select category from drop down menu, add the lease deed no. / date, add lease period (years), select utilization from drop down menu, add mortgage letter no/date, add show cause no./date,

Standard Operating Procedure





cancellation no/date, add EUO Case no/date, add other case and details for seized by IPICOL/OSFC.

Click on update button to update the data and cancel button to cancel the transaction.

1.6 For Unit

Apply/comply/withdraw for post allotment application

The user has to click on New Application primary link to get the following screen:

	Application Details Upload Document Make Payment Confirmation	
Post Allotment Services	Change in Name and Style Change of Activity from Industry to Industry Change of Activity from Industry to social infrastructure Change of Constitution Correction of Statutory Dues NOC for right mortgage permission	
Change of Activity from in	ndustry to social infrastructure	
Allotment	= 24407 / Dt.06-Dec-2014 (E/56) = = 15791 / Dt.14-Jul-2015 (E/42/H and E/42/I)	
Description	B I U x, x ² H H Syles Format Fort Size A ₁₁ A I	.e
New Activity	•	
	Save as Draft Next Reset	

Under Application Details:

- The user has to click on any of the post allotment services available in the list.
- Tick on Allotment details as per requirement
- Add the description in the textbox provided
- Enter the New Activity in the textbox provided
- The user can save it in draft mode/ move next or reset the details

In case, the application is in draft mode, it will be shown as follows:

Draft Application Draft New								
SI#	Activity Name	Last Updated On	Edit	Delete				
1	NOC for right mortgage permission	12-May-2017	Ø	1				
2	Change in Name and Style	16-Feb-2017	Ø	Î				
3	Change of Activity from industry to social infrastructure	10-Jan-2017	ø	Û				
4	Change of Activity from Industry to Industry	10-Jan-2017	ø	1				
5	Sub-letting	03-May-2017						





The user can click on edit so button to edit or update the details further.

The user can delete any record by clicking on delete 💼 button.

By clicking on Next, the user can move to upload document page:

			All	documents are mandatory and Upload only .pdf file less than 10
51#	Document Name	Ref. No.	Ref. Date	Upload
I	NOC from financial institution, if mortgage permission was issued earlier			Choose File No fsen
2	Copy of resolution passed by the Partners/Directors/Trustee of the firm/company/trust etc.			Choose File No fsen
3	As a proof of utilization of the allotted property, the allottee has to submit utilization certificate from the District Industries Centre/EM Part-II.			Choose File No fsen
1	Detailed Project Report of the unit.			Choose File No fsen
5	Consent/Sanction letter of the bank			Choose File No fsen
5	Document in support of performance of the Unit Balance sheets for last Three years.			Choose File No fsen
7	Document in support of performance of the Unit Electricity bill for last three months.			Choose File No fsen
3	Document in support of performance of the Unit Sales Tax Returns.			Choose File No fsen
pload	Any Other Document : Choose File No file chosen			

Under Upload Document:

- The user has to provide Ref No. in the textbox provided, Add Ref. Date from the inbuilt calendar and upload document by clicking on choose file.
- All documents should be uploaded in pdf version only with maximum limits of 10 mb.
- After uploading the documents, the user can save it in draft mode, go to previous page or move to next page.

By clicking on Next, the user can move to make payment page:

	Application Details Upload Document Make Payment Confirmation
Processing Fees	:₹5000/-
IT Corpus Fund	:₹50/-
Dues	: ®Total amount : ₹779731/- ©Prior Period Amount : ₹391080/-
Total	: ₹ 784781/- (Rupees Seven Lakh Eighty Four Thousand Seven Hundred Eighty One) Only
🗆 We undertake t	hat, the construction made over the allotted plot is as per the approved plan or to be approved by appropriate authority prior to construction. Previous Apply

Standard Operating Procedure





Under Make Payment:

- The user can see the fees to be paid under different heads.
- Then the user has to check on the declaration given.
- Click on Apply button to make necessary online payment.
- Click on previous button to go to previous page.

After clicking on apply button, the following screen will be obtained:

Customer Na	ame:	Customer Unique no:R4034
CSM Technol	logies(P)Ltd.(Cybertech So	oftware and M Purpose:
ultimedia (P)l	Ltd.)	Payment of CE, GR, IMC, IT CF, Processing Fee
Mobile No.:	9437305000	Email ID: info@csmpl.com
Amount:	1.00	
		URN : 623636
		(SAVE FOR FUTURE REFERENCE)
	Terms and Conditions :	
	I accept the Terms and C	Conditions contained herein that shall apply to any person
	using the services of Eas	sypay provided by Axis Bank for making payments through
	4	•
Pavn	nent Options	

After payment, the user will get the confirmation message and mail on successful submission of fee payment.

By clicking on View Application Primary Link, the user can view the status of the application.

CS/	R
techno	logies



View A	pplication							
SI#	Name of the IE/IA	Application No.	Applied Date	Applied For	Current Status	Pending At	Details	Apply for Withdraw
1	IA INFOCITY(EPIP)	2017/46/001	24-Jan-2017	Other type	Applied	Division Office Application Flow		Withdraw
2	IA INFOCITY(EPIP)	2016/46/291	13-Dec-2016	Correction of Statutory Dues	Applied	Division Office Application Flow		Withdraw
3	IA Chandaka	2016/46/266	14-Sep-2016	Other type	Rejected			Withdraw
4	IA Chandaka	2016/46/263	13-Sep-2016	Correction of Statutory Dues	In Progress	Division Office Application Flow		Withdraw
5	IA INFOCITY(EPIP)	2016/46/262	13-Sep-2016	Correction of Statutory Dues	In Progress	Division Office Application Flow		Withdraw

The user can view the details namely IE/IA Name, Application No, Applied Date, Category Applied For, Current Status, Pending Location, details and Apply for Withdraw.

By clicking on Application Flow, the user will get the following screen:

View Ap	plication						Ø	
SI#	Name of the IE/I/	SI#	Approval Level	Office Name	Authority Name	Processing Days	Current Status	Pending At
1	IA INFOCITY(EPI	1	L1	Division Office	Pravas Pattanaik, Asst. Manager (MSME-I)	5	Applied	Division Office
		2	L2	Division Office	DH MSME I	5		
2	IA INFOCITY(EPIF	3	L3	Head Office	Soubhagya Kumar Mohanty, Sr. Assistant (MSME)	5	Applied	Division Office Application Flow
3	IA Chandaka	4	L4	Head Office	CGM MSME	5	Rejected	
4	IA Chandaka	5	L5	Head Office	Chairman cum Managing Director	5	In Progress	Division Office
5	IA INFOCITY(EPIF						In Progress	Division Office Application Flow

By clicking on details button, the user can view the details of the application:

CS/		R
techno	logi	es



≡ •	Home > Application Details								
	Appli	cation 〉	Allotment	Payment Info	Other Application	Uploaded Document	Action 2		
Арр	lication Details		/			, <u>,</u> , , , , , , , , , , , , , , , , ,			
Ap	plication Number	: 2017/4	6/001						
Pos	st Allotment Service	: Other t	type						
Uni	it Name	: CSM Te	chnologies(P)	Ltd.(Cybertech So	ftware and Multimed	ia (P)Ltd.)			
IE/I	A Name	: IA INFO	CITY(EPIP)						
Plo	t/Shed No.	: E/56							
Ap	plied on	: 24-Jan-	2017						
Рауг	ment Details								
No	payment informatio	on found.							
Oth	er Application								
SI#	IE/IA Name			Application No.		Applied Date	Applied For		Current Status
1	IA INFOCITY(EPIP)			2016/46/291		13-Dec-2016	Correction of Statuto	ry Dues	Applied
2	IA Chandaka			2016/46/266		14-Sep-2016	Other type		Rejected
3	IA Chandaka			2016/46/263		13-Sep-2016	Correction of Statuto	ry Dues	In Progress
4	IA INFOCITY(EPIP)			2016/46/262		13-Sep-2016	Correction of Statuto	ry Dues	In Progress
Uplo	oaded Document	t							

User can click on withdraw button to withdraw the application after mentioning the specific reason.

Reason		
	★ B ▲ ▲ → B / U → x ₂ x ² → □ □ □ □ ≤ ≤ □ □ □ = ↓ · · · ▲ ▲ □ □ □ = ↓ Ω Styles ▼ Format ▼ Fort ▼ Ster ▼ A ₁ * ▲ • ▲ · ▲ · ▲ · ▲ · ▲ · ▲ · ▲ · ▲ · ▲ ·	4
		li.
Upload Document	Choose File No file chosen Upload only pdf file less than 10 MB	
	Withdrawn Cancel	

Pay various dues and view money receipt

In Statutory Dues, the user can view payment dues under different heads like Ground Rent, Cess and IMC to be paid in associated with arrear and current dues.



										_	
0	Allotment Details	Head		Arrear			Current		Advance Amount	Collection Amount	Bala Amo
			Principal	Interest	Penal Interest	Principal	Interest	Penal Interest			
9	IA INFOCITY(EPIP), Plot/Shed No.: E/56, Allotment No. 24407/Dt.06-Dec-	CE	61,875	0	0	61,875	448	75		0	1,
	2014	GR	82,500	0	0	82,500	597	99		0	1,
		IMC	12,513	11	2	12,763	91	15		0	
,	IA INFOCITY(EPIP). Plot/Shed No.: E/42/H and E/42/I. Allotment No.	CE	93,750	0	0	93,750	678	113		0	1.
	15791/Dt.14-Jul-2015	GR	1 25 000	0	0	1 25 000	904	151		0	2
		IMC	12,155	0	0	12,763	88	15		0	-,
Fo	ow more on Payment Heads. Click here	-mail us a	at helpdesk(@idco.in to	reach our H	elpdesk Tea	m.				
er c	Proceed to re, the user can click on Freeze button to freeze th	o Pay	bu	itton	in ord ulation	ler to n for	mako 15 dag	e payı ys.	nent.		
er c	Proceed to re, the user can click on Freeze button to freeze th ck on Generate Demand button to	o Pay e int	bu terest	tton calct the	in ord ulation dema	ler to n for nd.	make 15 day	e payı ys.	ment.		SHA
er c	Proceed to re, the user can click on Freeze button to freeze th k on Generate Demand button to	e int	bu terest	itton calci e the	in ord ulation dema	ler to n for nd.	make	e payı ys.	ment.		SHA
er C	Proceed to re, the user can click on Freeze button to freeze th k on Generate Demand button to k on button to	e int	butterest	t calcu t calcu t the	in ord ulation dema	ler to n for nd.	make	e payı ys.	ment. Date : 15-	Imposed in the second s	SHA
	Proceed to re, the user can click on Freeze button to freeze th button to freeze th Generate Demand button to button to	e int	butterest	t calcu t calcu the the	in ord ulation dema	ler to n for nd.	make	e payı ys.	ment. Date: 15-	Inter OPPOR	SHA
	Proceed to re, the user can click on Freeze button to freeze th button to freeze th button to freeze th button to button to button to button to	e int	but terest	tton calcu e the	in ord ulation dema	ler to n for nd.	make	e payı ys.	ment. Date : 15-	INV COPPOR	SHA
er C C SN SN SN SN SN SN SN SN SN SN SN SN SN	Proceed to re, the user can click on Freeze button to freeze th button to freeze th Generate Demand button to button to	e int	but terest	t calcu t calcu the	in ord ulation dema	ler to n for nd.	make	e payı ys.	ment.	Imp-2017	SHA
	Proceed to re, the user can click on Freeze button to freeze th button to button to	o Pay e int o ger	but but berest berate	Itton t calcu e the <u>nd Notice</u>	in ord ulation dema	ler to n for nd.	make	e payı ys.	ment.	May-2017	SHA
C C SN SN SN SN SN SN SN SN SN SN SN SN SN	Proceed to re, the user can click on Freeze button to freeze th b	o Pay e int o ger	but but berest berate	Itton t calcu e the nd Notice	in ord ulation dema	ler to n for nd.	make	e payı ys.	ment. Date : 15-	May-2017	SHA
er C C SN SN SN SN SN SN SN SN SN SN SN SN SN	Proceed to re, the user can click on Freeze button to freeze th b	o Pay e int o ger	but terest berate	Itton t calcu e the nd Notice	in ord ulation dema	ler to n for nd.	make	e payı ys.	Date : 15-	Nay-2017	SHA
C C C SNN ir: : : : : : : : : : : : : : : : : : :	Proceed to re, the user can click on Freeze button to freeze the button to freeze the button to freeze the button to freeze the button to button to button to Deco/APAAR40342017.180515 M Technologies(P)Lid (Cybertech Software and Multimedia (P)Lid) SRI PRIYADARSI NANU PANI, CSM Complex, STPI, CRPF Square, Bhubaneswar.751012, Or Demand Notice for May-2017 Allotment Letter No. 24407 D1:06-Dec-2014, Letter No. 15791 D1:14-Jul-2013 dam, the efference to the subject cited above, that is to anform you that the demand as on 15-May-2017 of you Allotment Details FOCITY (EPIP), PlotShed No.: E/56, Allotment No. 24407 D1:06-Dec-2014	o Pay e int o ger	but terest herate	Itton t calcu e the nd Notice	in ord ulation dema	ler to n for nd.	make	e payı ys.	Date : 15-	Rent Venal Interest	TUNITIE 75 99
	Proceed to re, the user can click on Freeze button to freeze the button to freeze the button to freeze the button to freeze button to freeze the button to button to button to button to button to button to compared by button to compared by compared by button to compared by button to compared by button to compared by button to compared by compared by c	o Pay e int o ger	but terest herate	Itton t calcu e the nd Notice	in ord ulation dema	ler to	make	e payl ys. st Prind o co o s	Current. Date: 15- 11,875 4 12,500 5 2,061 5	rent Penal Interest Second Second	75 99 15
	Proceed to re, the user can click on Freeze button to freeze the button to freeze the button to freeze the button to freeze the button to button to button to button to Decorption May 2017 Reference to the subject cited above, that is to inform you that the demand as on 15-May-2017 of you Allotment Details FOCITY (EPIP), PlotShed No: E42H and E421, Allotment No. 15791 Dr.14-Jul-2015	o Pay e int o ger	but terest herate	Itton t calcu e the nd Notice	in ord ulation dema	ler to	make	e payl ys. • Princi 0 6 0 6 0 8 2 11 0 5	Cut pal Interest 11,875 4 2,206 5 2,765 6	rett Penal Interest 48 9 97 9 98 6	75 99 115 1113
	Proceed to re, the user can click on Freeze button to freeze the button to freeze the button to freeze the button to freeze the button to freeze button to freeze the button to button to button to button to button to button to button to click on button to button to button to button to button to button to button to button to button to button to click on button to button to click on button to click on button to button to click on button to button to button to button to button to button to button to button to click on button to click on click o	o Pay e int o ger	but terest herate	atton	in ord ulation dema 61.875 82.500 12.513 93.750 1.2500	ler to	make	e payl ys. " Prince 0 6 0 8 2 11 0 5 0 1,2	Cut pal Interest 11,275 4 2,763 6 5,500 5	read: Penal Interest 4	SHA TUNITIE 75 99 15 113 151

This is without prejudice to our future claims arising out of any error or omissions.

technologies

N.B. : This is a system generated Demand Notice. Hence no signature is required.

Standard Operating Procedure





Property Tax Self-Assessment Form

Under Property Tax Self-Assessment Form, the user can view the assessment form:

	E Home > Property Tax											
View	View Assesment Form											
Vie	w											
SI#	Referrence Id	Financial Year	Property Address	Status	Edit	Delete	View					
1	17/R4034/0701/01	2017-18	B/35, IA INFOCITY(EPIP)	Submited								
2	2 17/R4034/0701/03 2017-18 56, IA INFOCITY(EPIP) Submitted											
3	3 17/R4034/0701/04 2017-18 p/74, IA INFOCITY(EPIP) Submited											

Update profile page

Under Manage Profile, the user can update the profile page:

Shed	Shed/Plot Details													
SI#	IE/IA Name	Shed/Plot No	Allotment Letter No/ Date	Alloted Area (in acre)	Date of Possession	Lease Deed No./Date	Lease Period	Utilisation						
1	IA INFOCITY(EPIP)	E/56	24407/06-Dec-2014	1.000	24-Dec-2014	1131407931/09-Dec-2014		Working						
2	IA INFOCITY(EPIP)	E/42/H and E/42/I	15791/14-Jul-2015	1.000		-/-		Working						
Profi	le Details													
Pror	Promoter/Authorized Person : Sri Priyadashi Pany Contact Person : +													
PAN	No.	: AABCC5512F	Address : D	ir. SRI PRIYADARSI NANU ANI, CSM Complex, STPI,	▲ ▼ // ★									
TIN	No.	: 21731119559	Email ID : in	nfo@csmpl.com	*									
Mair	n Promoter UID No.	: 477194145510	Mobile No. : 9	437305000	*									
FAX	No.	: 06742563791	Phone No. : 0	6742561462										
Enter Gen	OTP : erate OTP													

Click on Generate OTP link to create OTP which will be sent to respective mobile numbers.

After OTP verification, the user can click on update button in order to update the profile page.

Integration with CIF and GoiPLUS

GOIPAS is also integrated with other applications namely CIF and GoiPLUS to facilitate single window system for an initiative of Ease-of-Doing Business.







Change password

In Change Password link, the following screen will be displayed:

Change Password									
Old Password :		•							
New Password :		* (Minimum 8 characters)							
Confirm Password :		•							
	Change Cancel								
 N.B. : 1. The password should contain atleast 8 characters. 2. The password should also contain atleast one uppercase letter, one lowercase letter, one numeric and one special character. 									

Here, the user can provide the old password, new password and confirm password in the respective textbox provided. Click on change button to make necessary changes and click on cancel button to cancel the transaction.

Note: The password should contain atleast 8 characters.

The password should also contain atleast one uppercase letter, one lowercase letter, one numeric and one special character.

1.7 GOIPAS help center (How to do)

Access various reports and dashboard

Under Reports, the list of primary links available is listed below:



Under Registration Section

By clicking on reports, following screen will be displayed:





•	Registration Progress Report	+	IE/IA Details
+	Registration Status Report	+	Unit Status
•	Registration Details Report	+	MSME Query Builder
Pos	t Allotment Application	Civ	il Construction
•	Application Details Report	+	Yearly Financial Progress Report
+	Authority Performance Report	+	Monthy Financial Progress Report
+	Physical Verification Report	+	Target Vs Achievement Report
•	Division Consolidation Report	+	Pending Issue Details
De	mand & Collection	+	Civil Construction Project/Work Details
		+	Work Progress Report
•	Demand Report	+	Client Works
+	Demand Query Builder	+	PMIS Query Builder
+	Receipt of Payment Report		-
+	Head Wise Collection Report	Lar	nd
•	Collection Statement Report	+	Land Project Details
He	pdesk	En	vironment
•	Request Log Report	+	FDP Project Details
+	Request Consolidation Report	Los	zin
	Cussout	LUE	5
IVIT:	Support	+	Login Tracking
•	Sevice Log Report	Att	endance
		+	Monthly Attendance Report

By clicking on Registration Progress Report, following screen will be displayed:

Regi	stration Progre	ss Report						Export to Excel
SI No.	Name of the Division	Total no. of Units	No. of Units Cancelled (out of 3)	No. of regular Units Registered	No. of Units Cancelled but Registered	Total no. of Registration (5 + 6)	Total no. of Units excluding Cancelled but Unregistered (3 - (4 - 6))	Percentage of Registration ((7 / 8) * 100)
1	2	3	4	5	6	7	8	9
1	Water Supply and EC	6	0	6	0	6	6	100.00
2	Sambalpur	110	41	65	33	98	102	96.08
3	Balasore	354	54	270	6	276	306	90.20
4	MSME-II	347	84	215	65	65 280		85.37
5	Angul	102	14	74	6	80	94	85.11
6	Bolangir	200	23	149	8	157	185	84.86
7	MSME-I	1155	309	664	215	879	1061	82.85
8	Rourkela	504	98	323	44	367	450	81.56
9	Berhampur	523	266	181	152	333	409	81.42
10	Jajpur Road	102	22	64	5	69	85	81.18
11	Cuttack	866	81	526	48	574	833	68.91
12	Land	11	0	1	0	1	11	9.09
13	Maintenance	65	0	3	0	3	65	4.62

The user can export the data to excel by clicking on



button.

By clicking on Registration Status Report, following screen will be displayed:

CSAN®
technologies



Reg	istration Sta	atus	Report						Export to Excel		
Uni	t Name	:									
Dep	Department		-Select-		: -Select-	•					
Divi	sion Namo		Salaat -	Project Name	. Calast						
DIVI	sion Name		Select	Project Name	-Select-						
Stat	us	:	Select	Mandatory	:Select	▼ Show					
								All R	esults 1 - 25 Of 4317		
SI#	Party Code	Unit	Unit Name		Cancellation	EUO Case	Court Case	Utilization Status	Status		
1	R6007	A 2 2	Z KNITS, PIPILI KURKI IA	ITS,PIPILI KURKI IA					Registered		
2	R4299	A-1 I	ndustries			1780/Dt.07-Dec-2016			Not Registered		
3	R2306	A. B.	ENTERPRISES		2115/Dt.21-Sep-2005				Registered		
4	R0625	A. P.	ELECTRONICS		2050/Dt.22-Apr-2009				Registered		
5	R4795	A.Aji	t Kumar Patra, Expn.to Auto	nagar				Vacant	Registered		
6	R4490	A.B.	Cold Storgae						Registered		
7	R2304	A.G.	INDUSTRIES						Registered		
8	8 R5172 A		Enterprises,I.E.KALUNGA						Registered		
9	9 R2246 A.K INDUSTRIES					Closed	Registered				
10	R3844	A.K.	Das Associates Ltd.					Vacant	Registered		

By clicking on Registration Details Report, following screen will be displayed:

Reg	gistration D	etails R	eport	:								Export to Excel
Uni	it Name		:		Ref. No.	:						
De	partment / Di	vision	:	-Select-	Status	:	Select					
Fro	m Date		:	27-Jan-2016	To Date	:	03-Jun-2017					
Em	ail		:		Mobile	:						
PA	Ν		:		TIN	:						
Pro	omoter / Auth	orised Pe	rson :		Promoter UID	No :		Show				
											All Results 1	- 25 Of 3769
SI#	Ref. No.	Party Code	Unit N	Vame		Emai	il Id	Mobile No.	Registered On	Action Taken On	Action Taken by / to be taken by	Status
1	1 170603003 R4738 Saswatee Bus Body Bldg. IndsGC(ZONE-B) BOLANGIR			ZONE-B)	opee	chand@gmail.com	9437150947	03-Jun-2017	-NA-	CGM MSME	Pending	
2	2 170602005 ORISSA STEVEDORES LIMITED			m.m	.moharana@gmail.com	9437063499	02-Jun-2017	-NA-	CGM MSME	Pending		
3	170602004	R2725	PRITA	M DAS		pree	tamdas111@gmail.com	9861918189	02-Jun-2017	-NA-	CGM MSME	Pending

Under Post Allotment Application Section

By clicking on Post Allotment Application Status Reports, following screen will be displayed:

	R
techno	logies



Pos	st Allotment Application Sta	tus Reports									Expor	t to Excel
C	Division :	Choose Division Name		N	ame of the IE/IA :		Choose IE/IA I	Name				
Д	pplication Type :	Choose Application Type		A	pplication Status :		Choose Applic	ation Statu	s			
ι	Init Name :			A	pplication No. :							
P	ending At :	Choose Authority Name		Pe	ending In Days :							
Д	pply Date From :	27-Jan-2016	ť	A A	pply Date To :		03-Jun-2017			Ê		
L	ast Action From :		ť	La	ast Action To :					Ê		
		Search										
A	bstract Figure											\odot
										All F	Results 1 - 25	Of 1343
SL#	¥ Unit Name	IE/IA Name	Application Type		Apply Date	Application No.	Application Status	No. Of Pending Days	Pending At		Pending From	Note and Draft
1	Ankita Beverages	IE Jagatpur (New)	Transfer of lease hole lease period	d property for the balance	03-Jun-2017	2017/08/118	Applied		Sarat Kumar Bho Asst. Manager (Cuttack)	ol,	03-Jun-2017	

By clicking on Authority Performance Report, following screen will be displayed:

Aut	nority Performance Report								Export to Excel
Divi App Pen	sion : -Select- Application T lied On : 27-Jan-2016 Up To ding Days : Show	ype :Select : 03-Jun-2017	•						
SL#	Name of action taking Authority	No. of Application		No. of Pen	ding Days		No of File	No. of Notings	Average time per noting (Working
		Pending	0-7	8-15	16-30	>30	Disposed	made	day)
Hea	d Office								
1	CGM MSME	15	14	1			493	1519	2.57
2	CGM PC	1			1		3	6	38.14
3	Chairman cum Managing Director						186	218	15.12
4	Manager MIS	2		2			3	3	11.00
5	Pusparaj Pradhan	8	8				199	581	1.62
6	Ashok Kumar Sahoo, Asst. Manager (MSME)						21	41	3.34
7	Bimal Kishore Mishra, Sr. Assistant (MSME)	13	6	7			97	271	5.71
8	Chittaranjan Jagdev, Sr. Assistant (MSME)	14	5	1	5	3	51	108	9.28
9	Nityananda Das, Sr. Assistant (MSME)	1	1				29	82	8.39
10	Padmanava Senapati, Asst. Manager (Land)						25	41	0.88
11	Prajnadhara Mishra, Land Officer (Land)						79	259	1.76
12	Soubhagya Kumar Mohanty, Sr. Assistant (MSME)	16	14			2	117	294	4.30

By clicking on physical verification report, following screen will be displayed:





		Εχροτί το Εχο								
Name of	Jnit : CSM Technologies(P)Ltd.(Cybertech Software and Multim *									
Allotment	Details : 24407/06-Dec-2014 15791/14-Jul-2015 24407/06-Dec-2014 15791/14-Jul-2015									
STATUS REPORT										
1.	Name of Unit	: M/s. CSM Technologies(P)Ltd.(Cybertech Software and Multimedia (P)Ltd.)								
2.	Plot/Shed No.	: E/56								
3.	Allotment Letter No & Date	: 24407/06-Dec-2014								
4.	Area Alloted	: 1.000 Acre								
5.	Present area in occupation	: 1.000 Acre								
б.	Whether any land has been encroached by the unit	: No								
7.	Purpose of allotment	Establishment of an Export Oriented and Domestic Software Development IT Services, Support Technology Incubator Unit.								
8.	Present Status of the Unit	: Vacant								
9.	Remarks	: The unit is vacant								
10.	View Uploaded Images	: Gallery								
Verificatio	n done by Sachikanta Sahoo, Dy. Manager (MSME-I) on 02-Jan-2017 04:23 PM through Web.									

By clicking on Authority Day Book, following screen will be displayed:

	Home > Reports	> Post Allotment Application					€ Back ⊖ Print					
							Export to Excel					
Au Fro Un	Authority Name : Suvash Chandra Nathsh × Application Type : -Select- From Date : 01-Jan-2017 • To Date : 16-Aug-2024 • * Unit Name : Show											
	All Results 1 - 25 Of 8473											
SI#	Date and Time	Unit Name	Application Type	Application No.	Action Taken	Send to Authority	No of Working days taken					
1	11-May-2022 05:24 PM	MMG Enterprises Pvt. Ltd. (Prv. Laxmi Narayan Packaging)	Revocation of cancellation of allotment	2022/47/031	Mark Down	Bimal Kishore Mishra, Sr. Assistant (MSME)	0					
2	12-May-2022 06:51 PM	ORISSA TRANSFORMER (P) LTD.	NOC for mortgage permission	2022/47/033	Forward	Hemabanti Patra, Divisional Head (MSME-II)	1					
3	12-May-2022 06:53 PM	Suguna Foods Pvt. Ltd.	NOC for mortgage permission	2022/47/010	Forward	Rudra Madhab Sahoo, Company Secretary (Project Management Unit)	1					
4	13-May-2022 12:16 PM	Routray Industries	Transfer of lease hold property for the balance lease period	2021/46/194	Mark Up	Bhupendra Singh Poonia, Managing Director (IDCO)	2					
5	13-May-2022 12:21 PM	BALAJI MOTORS	Change of Constitution	2022/17/004	Mark Up	Bhupendra Singh Poonia, Managing Director (IDCO)	2					
6	13-May-2022 12:31 PM	SHOUKEEN INDUSTRIES	NOC for mortgage permission	2022/46/055	Forward	Saroj Kanta Mohanty, CGM (Personnel & Administration)	2					
7	13-May-2022 12:38 PM	A.K. Das Associates Ltd.	Transfer of lease hold property for the balance lease period	2021/47/124	Mark Up	Bhupendra Singh Poonia, Managing Director (IDCO)	2					
8	17-May-2022 11:08 AM	MODERN FLY ASH BRICKS,IID, KHORDHA	Transfer of lease hold property for the balance lease period	2022/47/001	Mark Down	Bimal Kishore Mishra, Sr. Assistant (MSME)	3					
Сору	right © 2024 IDCC), All Rights Reserved										

By clicking on GOIPAS Consolidation report, following screen will be displayed:





Department : -Select- Division :Select- Show
Registration
Total no. of Units (A) : 4317
Total no. of Unit Registered (B) : 3537
Total Unit to be registered (C) : 777
Total Registation pending for approval(D) : 3
Total Unit cancelled but unregistered(E) : 308
Percentage of registration [B/(A-E)]*100 : 88.23
Post Allotment Application
Applications received so far : 1343
Applications disposed off : 947
Applications objected and response awaited from unit : 214
Application under process in IDCO : 182
Application pending for more than 30 days : 129
Application awaiting from authority for more than 7 days : 16
Average disposal rate (Working days) : 35.02
Average rate for pending application (Working days) : 61.05

Under Demand & Collection Section

By clicking on Demand Report, following screen will be displayed:

Den	nand Repor	:		Export to Excel					
Dep	artment	: -Select- District : -Select-							
Divi	sion	:Select Project :Select							
Unit	t Name	: Show							
			All Res	ults 1 - 25 Of 4314					
SI#	Party Code	Prior Period Amount	iod Total Amount						
1	R6007	A 2 Z KNITS,PIPILI KURKI IA	0	15,540					
2	R4299	A-1 Industries	5,779	7,785					
3	R2306	A. B. ENTERPRISES	2	1,417					
4	R0625	A. P. ELECTRONICS	0	686					
5	R4795	A.Ajit Kumar Patra, Expn.to Autonagar	275	401					
6	R4490	A.B. Cold Storgae	2	437					
7	R2304	0	0						
8	R5172 A.G.Enterprises,I.E.KALUNGA 0 1								
9	R2246	A.K INDUSTRIES	0	0					

By clicking on Unit Name from above page, the following screen will be displayed:





Home > Reports > De	emand & Collection								•	Back 🔒 Print
Unit Name	: A 2 Z KNITS, PIPILI KURKI IA ((R6007)								
Allot	ment Details	Head		Arrear		Current			Collection	Balance
		Principal	Interest	Penal Interest	Principal	Interest	Penal Interest	Amount	Amount	
IA KURKI, PURI, Plot/Shed No	o.: 22, Allotment No. 16914/Dt.28-Jul-	CE	0	0	0	6,660	0	0	0	6,660
2015		GR	0	0	0	8,880	0	0	0	8,880
Total amount	: ₹15,540/- (Rupees Fifteen T	Thousar	nd Five Hu	ndred Fort	y) Only					
To know more on Payment H	eads, Click here									
Generate Demand Notice										

By clicking on payment heads, the following screen will be obtained:

SL#	Short Name	Full Name	1
1	CE	CESS	
2	GR	GROUND RENT	

By clicking on Generate Demand Notice, the following screen will be displayed:

Administrator admin						Your power to gro		HA UNITIES
No. : IDCO/APAA/R6007/2017-18/0603						Date : 03-Ju	n-2017	
Io, A 2 Z KNITS.PIPILI KURKI IA THE TREND SETTERS, C/86 PALASPALI COLONY, AIRPORT AREA, BHUBANESWAR - 751020, K Sub : Demand Notice for June-2017 Ref: Allotment Letter No.16914 Dt.28-Jul-2015 Sin'Madam, With reference to the subject cited above, that is to inform you that the demand as on 03-Jun-2017 of your	Demand CHORDHA	I Notice	ellow :					
Allotment Details	Head		Arrear			Current	Total	
		Principal	Interest	Penal Interest	Principal	Interest	Penal Interest	
IA KURKI, PURI, Plot/Shed No.: 22, Allotment No. 16914/Dt 28-Jul-2015	CE	0	0	0	6,660	0	(6,660
	GR	0	0	0	8,880	0	(8,880
Grand Total : ₹15,540/- (Rupees Fifteen Thousand Five Hundred Forty) Only Please note that the arrear dues carries interest and penal interest @ 12% and 2% respectively per anum cal This is without prejudice to our future claims arising out of any error or omissions. N.B. : This is a system generated Demand Notice. Hence no signature is required.	lculated on d	laily basis till the	payment is ma	ie. You are requested to	o deposit the abo	ve amount early	7, so as to clear your d	ues.





By clicking on Demand Query Builder, the following screen will be displayed:

Dem	nand Query	/ Builder			Export to Excel
Sh	ow By	: Unit Name × Sh	iow in	: Abstract	v
Div	vision	: Choose Division Name	oject	: Choose Project Name	
Ur	nit Name	: Mi	odule	Choose Module Name	
To	tal Amount	▼ : = ▼ He	ad	: Choose Head Name	
No	o of Rows	:	rt By	: Total Amount 🛪	Asc 🔻
		Search			
					All Results 1 - 25 Of 4314
SL#	Party Code	Unit Name		Prior Period Amount	Total Amount
1	R5569	NILACHAL METAL,		0	0
2	R2304	A.G. INDUSTRIES		0	0
3	R2246	A.K INDUSTRIES		0	0
4	R5192	A.K.EnterprisesI.E.KALUNGA		0	0
5	R3889	A.S. AUTOMOBILES(A.S.SOFTWARE)		0	0
6	R4796	A.Srinivas Sarab, Expn.to Autonagar		0	0
7	R0055	AMBIKA MOTOR GARAGE		0	0

By clicking on Receipt of Payment Report, the following screen will be displayed:

Reco	eipt of	Payment R	eport									Ехр	ort to E
Unit	t Name		:										
Dep	artment	/ Division	: -Select-	•	Status	: 5	Success		•				
Initi	nitiation From : 01-Apr-2017		: 01-Apr-2017		Initiatio	n To : 0	3-Jun-2017						
Rea	lization F	rom	:		Realizat	ion To :							
Refe	erence N	0.	:		URN	: [S	how			
51#												All Results 1 - 2	25 Of 8
	Party Code	Unit Name		Ref No.	erence	Initiation Date	Amount	Status	URN	Realized On	Realized Amount	All Results 1 - 2 Realization Mode	25 Of MR
	Party Code R1447	Unit Name BRIGHT CO	SMETIC PRODUCTS	Ref No. 170	erence 01447008	Initiation Date 02-Jun-2017	Amount 820	Status Success	URN 29684754	Realized On 02-Jun-2017	Realized Amount 820	All Results 1 - 2 Realization Mode Other Bank Net Banking	25 Of MR
1 2	Party Code R1447 R4574	Unit Name BRIGHT COS Sriram Cattl BOLANGIR	SMETIC PRODUCTS le feed Yudyog-ZONE-A	Ref No. 170 A I.E. 170	erence 01447008 04574001	Initiation Date 02-Jun-2017 02-Jun-2017	Amount 820 13,881	Status Success Success	URN 29684754 29680780	Realized On 02-Jun-2017 02-Jun-2017	Realized Amount 820 13,881	All Results 1 - 2 Realization Mode Other Bank Net Banking Cash	25 Of MR
1 2 3	Party Code R1447 R4574 R5766	Unit Name BRIGHT COS Sriram Cattl BOLANGIR BHAGABATI CHOUDWAR	SMETIC PRODUCTS le feed Yudyog-ZONE-/ I CONSTRUCTION I/E	Ref No. 170 A.I.E. 170 170	erence 01447008 04574001 05766001	Initiation Date 02-Jun-2017 02-Jun-2017 02-Jun-2017	Amount 820 13,881 876	Status Success Success Success	URN 29684754 29680780 29679042	Realized On 02-Jun-2017 02-Jun-2017 02-Jun-2017	Realized Amount 820 13,881 876	All Results 1 - 2 Realization Mode Other Bank Net Banking Cash Other Bank Net Banking	25 Of MR
1 2 3	Party Code R1447 R4574 R5766 R5443	Unit Name BRIGHT COS Sriram Cattl BOLANGIR BHAGABATI CHOUDWAR SATYASAI EI	SMETIC PRODUCTS le feed Yudyog-ZONE-/ l CONSTRUCTION.I/E R NTERPRISES, I/E BALAS	Ref No. 170 A I.E. 170 50RE 170	erence 01447008 04574001 05766001 05443003	Initiation Date 02-Jun-2017 02-Jun-2017 02-Jun-2017 02-Jun-2017	Amount 820 13,881 876 350	Status Success Success Success Success	URN 29684754 29680780 29679042 29678441	Realized On 02-Jun-2017 02-Jun-2017 02-Jun-2017 02-Jun-2017	Realized Amount 820 13,881 876 350	All Results 1 - 2 Realization Mode Other Bank Net Banking Cash Other Bank Net Banking Cash	25 Of MR

By clicking on Head wise collection Report, the following screen will be displayed:





≡∣н	ome > Reports > Demand & Collection							(€ Back ⊖ Print
Head	Wise Collection Report								Export to Excel
Divisi From Head	on :Select V IE/I Date : 27-Jan-2016 III To I : Choose Head Name St	A Name: Date : 03 now	Select -Jun-2017	•					
SI#	IE/IA Name	Head		Arrear			Current		Total
			Principal	Interest	Penal Interest	Principal	Interest	Penal Interest	
Angu	l								
1	IA Gundichapada	CE	9,86,410	97,258	16,396	5,48,456	70,476	13,563	17,32,559
2		GR	12,98,367	1,24,472	23,416	7,36,351	94,109	17,746	22,94,461
3	IA KANGULA, ANGUL	CE	1,548	186	34	11,316	176	34	13,294
4		GR	2,064	249	45	15,088	235	45	17,726
5	5		0	0	0	10,002	0	0	10,002
6		LC_PLT	0	0	0	14,40,000	0	0	14,40,000

By clicking on Collection Statement Report, the following screen will be displayed:

	Home > Report	s > Collection Stat	ement			H Bao	k 🔒 Print			
Coll	ection Statem	ient as per APAA	١				Export to Excel			
Account No : 915020036109462(Axis Bank, Samantarapur Branch) Division Name : -Select- Module Name : -Select- From Date : 01-Apr-2017 To Date : 03-Jun-2017 Search All Results 1 - 25 Of 88 Opening balance as on 01-Apr-2017 : 356,860,629										
SI#	Paid Date	Initiation Date	URN	Unit Name	Realized Amount	Cumulative Amount	Remarks			
1	01-Apr-2017	(01-Apr-2017)	28656241	R4354 - Tavasya Venture Partners Pvt. Ltd.	507	35,68,61,136				
2	01-Apr-2017	(01-Apr-2017)	28656760	R3388 - UTKAL ELECTRICAL INDUSTRIES	1,679	35,68,62,815				
3	01-Apr-2017	(01-Apr-2017)	28657385	R4911 - Susmita Automobiles, Expn.to Autonagar	751	35,68,63,566				
4	03-Apr-2017	(28-Mar-2017)	28543475	R1179 - MAXCARE LABORATORIES (P) LTD.	1,504	35,68,65,070				
5	03-Apr-2017	(29-Mar-2017)	28550267	R2120 - SURAJ INDUSTRIAL CHEM PVT LTD, BALGPUR	5,050	35,68,70,120				
6	03-Apr-2017	(29-Mar-2017)	28560087	R4553 - Vastu	55,916	35,69,26,036				
7	03-Apr-2017	(30-Mar-2017)	28588050	10062 - MAITHAN ISPAT LTD.	33,26,235	36,02,52,271				
8	03-Apr-2017	(30-Mar-2017)	28590170	R3093 - NAKSHATRA ASTRO MEDIA PVT. LTD.	4,725	36,02,56,996				

Under Helpdesk Section

By clicking on Request Log Report, the following screen will be displayed:





≡	Home > Reports	> Helpdesk								H Back	⊖ Print
Vie	w Request Log	Report								Exp	oort to Excel
Re	Request Type :Select		۲	Request SubType : S	ielect	t 🔻					
Di	Division :Select		•	Entrepreneur/Employee :	Entrepreneur/Employee :						
Re	Request Mode : Select •		•	Request Status : S	elect	•					
Re	Request From Date :			Request To Date :							
Ac	tion From Date	:		Action To Date :		Show					
									All Res	sults 1 - 2	5 Of 1982
SI	# Request SubType	e Employee/ Contact Name	Division/ Entrepre Organiza	neur/ tation	Designation	Contact No	Email	Received On	Request Mode	Status	Details
1	Entrepreneur Registration	Pradeep Tripathy	SOLAR II	IDUSTRIES INDIA LTD.	Plant Manager	7789849475		28-Jan- 2016 12:50PM	Telephonic	Closed	
2	Entrepreneur Registration	Baishnab Rout	Tavasya	Venture Partners Pvt. Ltd.	Sr. Manager	9438410100		28-Jan- 2016 2:10PM	Telephonic	Closed	

By clicking on Request Consolidation Report, the following screen will be displayed:

≡ н	ome > Reports > H	elpdesk										€ B	ick 🔒 Print
Requ	equest Consolidation Report Export to Excel												
Requ Date	Request From : 27-Jan-2016 Request To Date : 03-Jun-2017 Date Wise Type Wise												
Requ	Request Date Wise Consolidation : All Results 1 - 25 Of 494												
SI #	Poquest Date		Mail		г	Telephone On			Desk Supp	oort	Total		
SL#	Request Date	Request	Close	Pending	Request	Close	Pending	Request	Close	Pending	Request	Close	Pending
1	03-Jun-2017	0	0	0	0	0	0	0	0	0	0	0	0
2	02-Jun-2017	0	0	0	0	0	0	0	0	0	0	0	0
3	01-Jun-2017	0	0	0	0	0	0	0	0	0	0	0	0
4	31-May-2017	0	0	0	0	0	0	0	0	0	0	0	0
5	30-May-2017	0	0	0	5	5	0	4	4	0	9	9	0
6	29-May-2017	0	0	0	0	0	0	0	0	0	0	0	0
7	28-May-2017	0	0	0	0	0	0	0	0	0	0	0	0
8	27-May-2017	0	0	0	0	0	0	0	0	0	0	0	0
9	26-May-2017	0	0	0	0	0	0	0	0	0	0	0	0
10	25-May-2017	0	0	0	0	0	0	0	0	0	0	0	0

Under MIS Support Section

By clicking on Service Log Report, the following screen will be displayed:

techno	logies

logies 8				ISC 8001 & 14001 Corporation	ODISHA NEW OPPORTUNITIES
Home > Report	> Service Log Report				😝 Print
Service Log Report					Export to Excel
Description of Dec		-			
Requested By :	-Select-	Category Name	-Select-		
Status :	Select	 Token No. : 			
Lodged From Date :		Lodged To Date :			

Ass	igned From D	ate : Assigned To	Date :						
Ass	igned To	: -Select- Show							
								All Results	51 - 25 Of 1086
SI#	Token No	Requested By	Category	Lodged On	Status	Assigned To	Assigned On	Attended From	Attended To
1	17/24/0425	SK. Ahemadulla	Others	02-Jun-2017 10:34 AM	Assigned	SK. Ahemadulla	02-Jun-2017 10:34 AM		
2	17/09/0424	B.K Senapati	Cartridge	01-Jun-2017 12:00 PM	Solved	Sk. Akmal Anjum	01-Jun-2017 12:00 PM	12:00 PM	12:15 PM
3	17/09/0423	Bhaskar Giri	Cartridge	31-May-2017 02:25 PM	Assigned	SK. Ahemadulla	31-May-2017 02:25 PM		
4	17/09/0422	CMD RES OFFICE	Cartridge	31-May-2017 11:45 AM	Solved	Sk. Akmal Anjum	31-May-2017 11:45 AM	12:15 PM	12:55 PM
5	17/02/0421	Minaketana Sir	Desktop	31-May-2017 11:16 AM	Assigned	Manoranjan Sahoo	31-May-2017 11:16 AM		
6	17/02/0420	R Khilar	Desktop	31-May-2017 11:15 AM	Assigned	Manoranjan Sahoo	31-May-2017 11:15 AM		
7	17/02/0419	Bhaskar giri	Desktop	31-May-2017 11:06 AM	Solved	Sk. Akmal Anjum	31-May-2017 11:06 AM	11:20 AM	11:30 PM

Under MSME Section

By clicking on IE/IA Details, the following screen will be displayed:

	Home > Re	ports > MSME												H Back	🔒 Print
IE/I/	A Details													Б	port to Excel
Divi	Division :Select Search														
SI#	Division Name	Project Name	Total Area (in acre)	Total Area for common utility	Area Allotable	Total DLU Area	Area Alloted	Vacant Land	Total Unit	Misutilize	Working	Closed	Pipeline	Vacant	Not Updated
1	Angul	IA Gundichapada	459.100	0.000	459.100	0.000	377.676	81.424	16	0	0	0	1	0	15
2	Angul	IA KANGULA, ANGUL	5.000	0.000	5.000	0.000	2.336	2.664	5	0	1	1	1	0	2
3	Angul	IE Angul	14.750	0.000	14.750	0.000	11.824	2.926	25	0	4	2	4	0	15
4	Angul	IE Bhuban	20.000	0.000	20.000	0.000	16.455	3.545	7	0	0	0	0	0	7
5	Angul	IE KAMAKHYANAGAR	5.000	0.000	5.000	0.000									
6	Angul	IE Korian	4.590	0.000	4.590	0.000	0.088	4.502	3	1	0	0	0	0	2
7	Angul	IE Mahisapat	37.290	0.000	37.290	0.000	11.262	26.028	27	0	5	0	5	0	17
8	Angul	IE Talcher	71.200	0.000	71.200	0.000	36.352	34.848	20	0	3	0	1	0	16
9	Balasore	IA ANGARPADA	100.000	0.000	100.000	0.000	21.280	78.720	1	0	1	0	0	0	0
10	Balasore	IA Balgopalpur	155.880	0.000	155.880	0.000	136.157	19.723	15	1	2	0	0	0	12
11	Balasore	IA BAMPADA, BALASORE	44.740	0.000	44.740	0.000	38.376	6.364	4	0	1	0	0	0	3

By clicking on MSME Unit Status Report, the following screen will be displayed:

CS/	R
techno	logies



	Home > Reports > MSME	1					📢 Back 🖨 Print
MSN	/IE Unit Status Report						Export to Excel
Divi	Division :Select Search						
SI#	Division Name	Project Name	Misutilisation	Show Cause	Cancellation	EOU Case	Court Case
1	Angul	IA Gundichapada	0	0	0	1	1
2	Angul	IA KANGULA, ANGUL	0	0	0	0	0
3	Angul	IE Angul	0	6	2	1	2
4	Angul	IE Bhuban	0	0	0	0	3
5	Angul	IE KAMAKHYANAGAR	0	0	0	0	0
6	Angul	IE Korian	1	0	0	0	1
7	Angul	IE Mahisapat	0	5	4	2	2
8	Angul	IE Talcher	0	0	0	0	1
9	Balasore	IA ANGARPADA	0	0	0	0	0
10	Balasore	IA Balgopalpur	1	0	0	0	1
11	Balasore	IA BAMPADA, BALASORE	0	0	0	0	0
12	Balasore	IA Ganeswarpur	1	0	0	0	6
13	Balasore	IA HEMACHANDRAPUR, BARIPADA	0	0	0	0	0

By clicking on MSME Query Builder, the following screen will be displayed:

MSM	E Query Bulid	er								Export to Excel
View	/ Reports									
Distr Class	rict : sification :	All District - All Classific	• Division : ation - • Project Name :	All Division Select Project	•					
Grou	ир Ву :	Select	•							
Attrib	ute : -	Select-	T							
And	OR Submit									
+ Ade	d More Column				Total Records/No of	Page: 5	062/102	Page No 1	Page Size	50 📀 📀
SINo.	Project Name	Unit Code	Unit Name	Plot/Shed No.		Area Alloted (in Ac.)	Allot Letter No./Date	Purpose Of Allotment	Date of Possession	Status of Unit
1	IA KURKI, PURI	R6007	A 2 Z KNITS,PIPILI KURKI IA	22		0.444	16914/28- Jul-2015	KNITTING, WEAVING and GARMENTING UNIT		
2	IE Keonjhar	R4299	A-1 Industries			0.195	2118/05- Feb-2010	ICE and ICE CANDY UNIT	18-Feb- 2010	Not Working But misutilised

Under Attendance Section

By clicking on Monthly Progress Report, the following screen will be displayed:





Home > Report > Attendance					H Back	🖶 Print
Monthly Attendance Report						
Year & Month : June 🔻 2017	*					
Division / Section : -Select-	*					
Search by FullName :						
Search By : -Select-	•					
Submit						
Sl# Name	In Time	Out Time	Status	Working Hours		
Jun 1 2017						
1 Administrator			Absent	0		
Jun 2 2017						
2 Administrator			Absent	0		
Jun 3 2017						
3 Administrator			Absent	0		

The GOIPAS dashboard can be displayed as follows:

Home	>	GO-iPAS Dashboard
------	---	-------------------

Pending Application	-
Unit Q	5948
Registered	5221
To be registered	720
Pending	7
Helpdesk Q	6162
(i) By Phone	2991
(ii) Through E-mail	1189
(iii) On Desk Support	1982
Closed	6109
Open	53

Demand Q	9,21,51,19,612
MSME Recurring	74,32,98,828
MSME Onetime	95,10,66,257
Water Rent	52,64,35,583
Building	5,46,19,51,877
Mega Industry Recurring	-
Mega Industry OneTime	-

Collection Q	3,88,74,28,685
MSME	2,91,13,07,558
Water Rent	28,90,10,240
Mega Industry	-
Building	10,53,36,176
Processing Fee (PF)	2,53,47,160
IT Corpus Fund (ITCF)	16,43,336
GST on PF & ITCF	25,99,722

	Print
Application Q	7293
Disposed Off	6440
Approved, order to be issued	24
In progress	222
Objection Raised	537
Demand Raised	70
Applications pending > 30 days Q	118
Computational Analysis	
Applications received per month	243.1
Applications disposed per month	220.3
Notings made per month	4311
	22.75





The PMIS dashboard can be displayed as follows:

ideo ODISHA						A	sst. Manaj	ger(MSME-I)
NEW DEPORTUNITIES			📰 Rep	oorts 🔒 Change Passw	ord 🕜 l	Jser Manual	A Home	() Log Out
i≣ Menu			Select D	epartmentSelect	• •	Select Divisio	n MSM	E-I •
Civil Construction W	<i>l</i> ork		Details	P&C Construction	Nork			Details
Total Works		Selection		Total Works		Selection		
Requisition		Award		Requisition		Award		
Planning		Work Progress		Planning		Work Progr	ess	
Estimate		Revised Estimation	1	Estimate		Revised Es	stimation	I
Tender/RFQ		Completed		Tender/RFQ		Completed		(
Legal Issues			Details	Land Acquisition				Details
Total No. of Cases				Total project				173
Disposed				Area Required *			1,	38,433.946
i) In favour				IPICOL Assesment *			1,	44,167.318
ii) Against				Land Allotted *				43,173.863
Balance Cases Under	Trial							
	2							
MSME		Post Allotment Application	Details	Environment				Details
Total No. of IE/IA			6	FDP Details			No	Area *
Total Area *			1,650.422	Total No. of Projects			25	2,766.264
Common Utility *			12.000	i) Own Project			6	341.511
Allotable Area *			1,638.422	ii) Project by User Age	ency		19	2,424.753
Area Allotted *			898.490	In Principle Approval	by Gol, Mo	EF	2	89.424
Area Under D/L/U *			1.000	Stage-II Approval			13	5,212.407
Available Area *			738.932					





1.8 Key Function Note of GOIPAS

S.	Field Name	Field Description
No.		
1.	New Request	This is the new request for any post allotment application used by unit.
2.	View Status	The unit can view the status of the post allotment application applied for.
3.	Completed List	The unit can view the completed list of its post allotment applications.
4.	Allotment	The unit can view various allotment attached to them.
5.	Demand	The unit can generate the demand containing the components such as
		statutory dues, water dues, etc.
6.	Payment	The unit can make necessary payment for any post allotment application.
7.	Other Application	Other application can be viewed under this button.
8.	Document	The unit can upload various document required for post allotment
		application.
9.	Field Verification	The field verification details can be viewed from this button
10.	Action Details	This shows various action taken by the competent authority
11.	Notes	This displays the notes written for post allotment application
12.	Save as Draft	This helps to save the application in draft mode.
13.	Update	This will update the details for post allotment application.
14.	Remarks	This field is to capture additional remarks for the application.
15.	Generate OTP	The unit can generate OTP for security purpose.
16.	Freeze	The unit can freeze the interest liable to them for a period of 15 days.
17.	Proceed to Pay	The unit can proceed for payment to integrated payment gateway
		system.
18.	Withdraw	The unit can withdraw the post allotment application.

1.9 Acronyms

IDCO	Odisha Industrial Infrastructure Development Corporation
GOIPAS	Automated Post Allotment Application
PMIS	Project Monitoring Information System
OTP	One Time Password
IPICOL	Industrial Promotion & Investment Corporation of Odisha
OSFC	Orissa State Financial Corporation
EUO	Eviction of Unauthorized Occupants
IE/IA	Industrial Estate/Industrial Area