

**Guideline for Online Registration in  
IDCO Portal**

**APAA**



**Odisha Industrial Infrastructure Development  
Corporation (IDCO)**

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## 1. Introduction

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### 1.1 Purpose

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The Odisha Industrial Infrastructure Development Corporation (IDCO) is the nodal agency in the state to allot land/plot/shed/shop/Office space to mega industries and MSME sector. For any change of post allotment matter like change in the name & style, product, constitution of the firm etc. of industrial estates, IDCO was following a manual process i.e. the file process for any of the changes, which moves on from one department to other for getting approval. So to overcome this whole process and avoid dilemma, IDCO has introduced the **Automated Post Allotment Application (APAA)** with a simplified procedure and provision for the deemed approval.

This application facilitates quick clearances from different levels of authorities and maintains a complete transparency, speedy approval and hassle free process for any change of post allotment activity of industrial estates. This application helps us to track the procedure and also saves time both for the entrepreneur and also the action taking authorities. The stakeholders for this application are the entrepreneurs and IDCO officials.

An entrepreneur needs to apply online, provide necessary information related to the post allotment activity, deposit a processing fee for approval and obtain the office order.

The application provides the following benefits to entrepreneur and IDCO:

#### **Business Units**

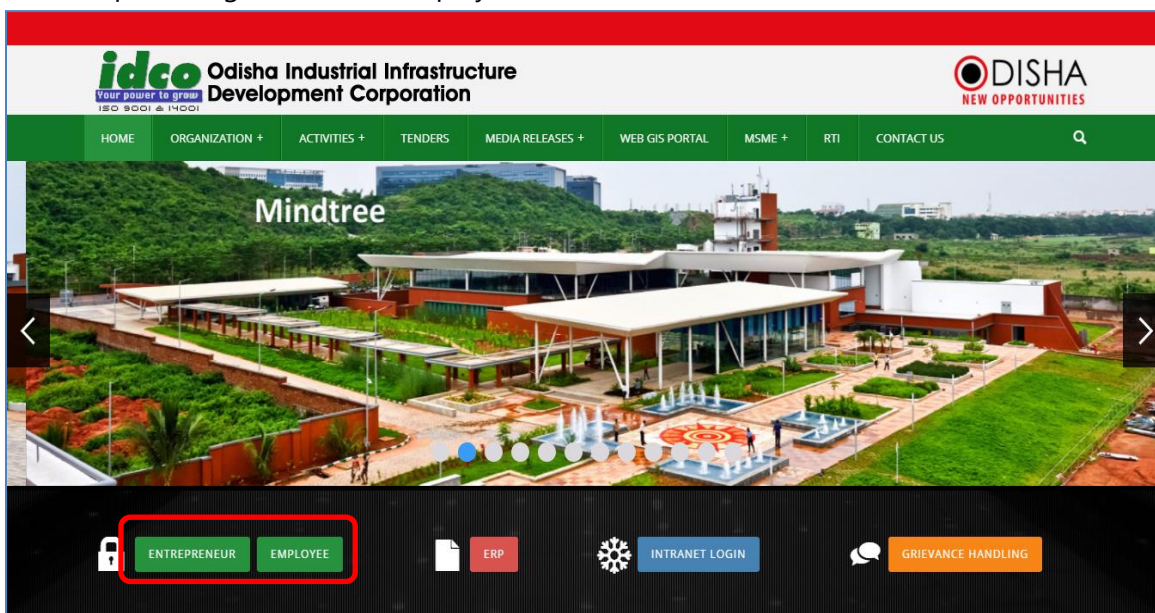
- ✓ Avoid repeated visits to IDCO
- ✓ Easy tracking of the request
- ✓ Simplifies Payment Option
- ✓ Get the status update in Email and SMS
- ✓ Instant response from IDCO for any issue
- ✓ Mobile Service for status checking

#### **IDCO**

- ✓ Time bound Approval Process
- ✓ Get the request history quickly
- ✓ Mobile Service for Field Verification
- ✓ MIS Report for Unit details
- ✓ SMS/E-mail alert for pending task
- ✓ Simplified tracking mechanism

## 1.2 Getting Started

1. To register with IDCO Portal for using Automated Post Allotment Application, visit the official website of IDCO (<http://www.idco.in>). Just below the banner of the website, you can find portal login screen as displayed below:



2. Two tabs are displayed under the portal login option
  - a. Entrepreneur
  - b. Employee

The **Entrepreneur** option has been provided for the business units associated with IDCO; they can register and get the user credential from IDCO by clicking on the entrepreneur link. Another button namely Employee is provided to IDCO staff for getting access in to the IDCO Portal for subsequent operation.

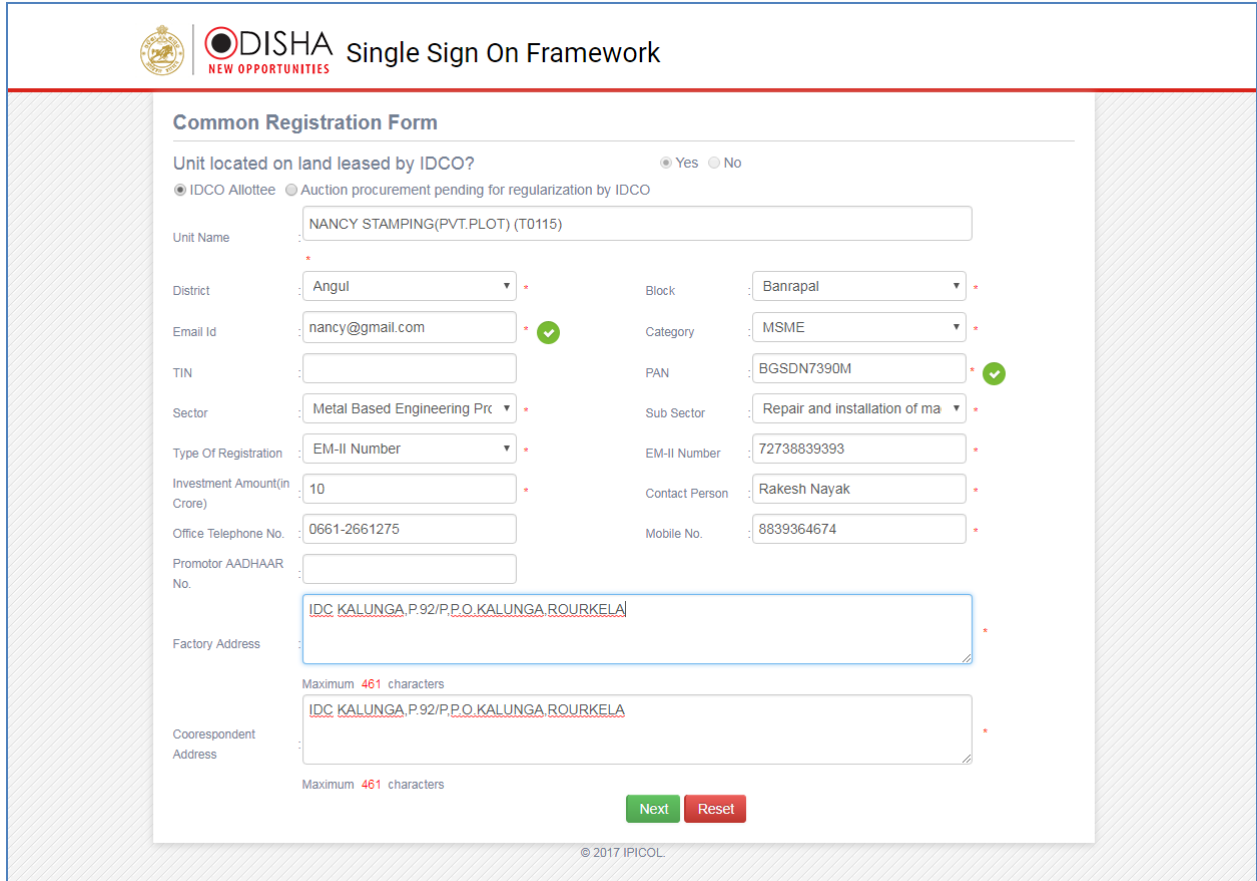
3. Click on the **Entrepreneur Button**. The below page will be displayed. On the top corner of the page, our **Helpdesk contact number (1800-345-7133)** and **Email id ([helpdesk@idco.in](mailto:helpdesk@idco.in))** is mentioned through which the user can get assistance for using the application smoothly. In the application, **Basic Understanding** of Automated Application and **Features** have been clearly described. Below the features, the basic **Services** offered by IDCO through this application have been mentioned.

On the bottom corner, two tabs are displayed namely **FAQ (Frequently Asked Question)** and **Feedback**, where the user can go through the standard queries for using the application and suggest their views on the applications as well as tips for further enhancements. The suggestions will be received by IDCO official for incorporating changes in the system. The right hand side of the page is equipped by a **Login Screen**,

with fields for putting the **User id** and **Password** to use the application. The login screen is also furnished with **Forgot Password** option. In the extreme bottom corner of the page a link named as User Manual is available, which enables the users to get exact procedure for registration in the portal.

The user who has already registered in other portal like CIF, GoiPLUS, CSR portal, SPMG (eSubidha), GO-SWIFT developed by the department may use their existing credential to login. To enroll in APAA, system will redirect to a form to furnish additional information and document as maintained in the point no 5 in this document.

If the unit user has not registered in any of the above application, they may click on the “Register Now” option. They will be redirected to the Common Registration Form.



**Common Registration Form**

Unit located on land leased by IDCO?  Yes  No

IDCO Allottee  Auction procurement pending for regularization by IDCO

Unit Name : NANCY STAMPING(PVT.PLOT) (T0115)

District : Angul Block : Banrapal

Email Id : nancy@gmail.com Category : MSME

TIN : PAN : BGSDN7390M

Sector : Metal Based Engineering Prc Sub Sector : Repair and installation of ma

Type Of Registration : EM-II Number EM-II Number : 72738839393

Investment Amount(in Crore) : 10 Contact Person : Rakesh Nayak

Office Telephone No. : 0661-2661275 Mobile No. : 8839364674

Promoter AADHAAR No. :

Factory Address : IDC KALUNGA,P.92/P.P.O.KALUNGA ROURKELA

Maximum 461 characters



Coorespondent Address : IDC KALUNGA,P.92/P.P.O.KALUNGA ROURKELA

Maximum 461 characters

[Next](#) [Reset](#)

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4. The above mentioned form will open when a user clicks on the "Register Now" link. The user needs to select unit located on land leased by IDCO whether IDCO Allottee or write the Unit Name in case of Auction Procurement pending for regularization by IDCO. Then, the user can start filling the fields like unit name, District, Block, E-mail ID, Category, TIN, PAN, Sector, Sub-sector, Type of Registration, Regd No, Investment Amount, Contact Person, Mobile No, Promoter Aadhaar No and Address.
5. After clicking on next, the user will view the additional Registration Form and provide the GST Identification No, PIN Code and FAX No. as per the below screenshot.

For any Query Regarding online services, please dial  
Toll Free Number: **1800-345-7133** Or write to [helpdesk@idco.in](mailto:helpdesk@idco.in)


**SSO Registration Form**

**Unit Details**

Industry Name	: GULF INTERNATIONAL(PVT. PLOT)
Promoter/Authorized Person	: Tushar Malik
Organization/Proprietor PAN	: BGDHC3794K
GST Identification No.	: <input type="text"/>
TIN	: <input type="text"/>
Main Promoter UID No.	: <input type="text"/>
Address	: IDC KALUNGA,P.O.KALUNGA,ROURKELA
PIN Code	: <input type="text"/> *
Email ID	: gulf@gmail.com
Mobile No.	: 8849474884
Phone No.	: 06612660540
FAX No.	: <input type="text"/>

**Mandatory Documents**

Sl#	Document Type	Upload pdf file less than 15MB!!!
1	Scanned copy of lease agreement on the allotted property/ Letter of handing over the possession/ Allotment order from IDCO/ Letter to deposit land premium and initial demand *	<input type="button" value="Choose File"/> No file chosen
2	Scanned copy of PAN Card of Company/Organization/Proprietor *	<input type="button" value="Choose File"/> No file chosen
3	Scanned copy of the valid photo identity proof of the main promoter/authorized person *	<input type="button" value="Choose File"/> No file chosen
4	Copy of the Power of Attorney/Legal heir certificate/ Authorization letter in Company letter Head	<input type="button" value="Choose File"/> No file chosen



(Please enter the Captcha text displayed below)

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The unit needs to upload the following documents with file size of less than 15 mb:

- ✓ Scanned copy of lease agreement on the allotted property/ Letter of handing over the possession/ Allotment order from IDCO/ Letter to deposit land premium and initial demand (for allottee by IDCO)

or

- ✓ Sell letter from financial institution (for units awarded by financial institution)
- ✓ Scanned copy of PAN Card of Company/Organization/Proprietor
- ✓ Scanned copy of the valid photo identity proof of the main promoter/authorized person
- ✓ Copy of the Power of Attorney/Legal heir certificate/Authorization Letter in Company Letter Head

6. After filling in all the details, uploading the documents as mentioned above, the user needs to fill the captcha test in the desired area. Then Proceed button needs to be clicked.

- An auto generated email and SMS notification will be sent to the email id and mobile number providing acknowledgment for the successful registration.



The above the acknowledgment screen will also be displayed after pressing the proceed option.

- The registration request will be received by Idco, after verifying the authenticity of the documents and details provided by the units, the authority may approve or reject the registration request for the APAA portal.
- After verification by authority instant SMS and notification will be sent to the unit.
- Upon successful approval, a system generated password will be sent by the portal to email address provided at time of registration (For the new registration request). Industry will be notified to change the password on their first login.
- For the Industry who has already registered through the Single Sign On framework may use their existing login credential to access the portal.

### 1.3 Helpdesk for any Assistance

A full-fledged Helpdesk has been set up by IDCO, so as to facilitate the units for any issue while using the application. The helpdesk can be reached by dialing the toll free number **1800-345-7133** or mailing to [helpdesk@idco.in](mailto:helpdesk@idco.in).

