

Automated Post Allotment Application (APAA)

User Manual

1-Sep- 2015

Revision History

Date	Version	Description	Author
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1. Introduction

The Odisha Industrial Infrastructure Development Corporation (IDCO) is the nodal agency in the state for creation of infrastructure facilities in identified Industrial Estates / Industrial Areas. 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 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.

1.1 Purpose

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 action taking authorities. The stakeholders for this application are the entrepreneurs and IDCO.

An entrepreneur needs to apply online, provide necessary information related to the post allotment activity and finally a processing fee for it. IDCO authority needs to take action at the specified time period.

1.2 Getting Started

To start using the application, enter the url in the browser to view the following login screen:

idco PMIS Project Monitoring Information System
For Odisha Industrial Infrastructure Development Corporation

Entrepreneur's Login **Employee Login**

Select Department --Select-- Select Division -- All Division --

Civil Construction Work				P&C Construction Work			
				Details			
Total Works	92	Selection	4	Total Works	94	Selection	15
Requisition	--	Award	64	Requisition	4	Award	28
Planning	3	Work Progress	16	Planning	2	Work Progress	19
Estimate	1	Revised Estimation	3	Estimate	5	Revised Estimation	1
Tender/RFQ	5	Completed	--	Tender/RFQ	1	Completed	18

Legal Issues		Land Acquisition	
		Details	
Total No. of Cases	1709	Total project	173
Disposed	906	Area Required *	1,38,433.946
i) In favour	870	IPICOL Assesment *	1,44,167.318
ii) Against	36	Land Allotted *	43,173.863
Balance Cases Under Trial	803		

In order to make any change of activity in the land details the entrepreneur must take approval of IDCO from the concerned department. To start using the application, enter the URL in the browser to view the above dashboard screen. Here there are two types of users- Entrepreneur's login and Employee login. Click on the Employee's login to make the required changes.

2. Employee User



Authorised Users

User Name

Password

Login

[User Manual](#)

For the Entrepreneur's login, if you are already a registered user, then enter the credentials i.e. Username and password in the respective space and click on log in button.

The administrator user has to configure the approval steps for various activities of each MSME projects (IE/IA). For doing so, click the **Master** primary link in the left menu and then click on the **Approval Config** button where in configuration screen is the default page as shown below-

Home » Master » Approval Config

Set Configuration Party Common Master Manage Document Approval Config Add Signature

View **Add**

Division Name : Balasore

Project Name : Balasore

Application Type : Allotment of additional land

No of Process : 3

Level No	Authority Name	Action Type	Notification Authority Name	Number of Days Required
1	CSM consultant.MSME	Choose Action Type	Choose Notification Authority Name	2
2	CGM	Choose Action Type	Choose Notification Authority Name	2
3	CMD	Choose Action Type	Choose Notification Authority Name	1

Copy above configuration to other project and application type

Submit **Reset**

The above screen is for the administrative user which displays the project wise and activity wise of change of activity land approval process steps.

- Select the division name from the drop down list.
- Select the project name from the drop down list
- Select the application type from the drop down list.
- Enter the no of process involved for approving the desired changes.
- Select the concerned authorities name involved in the approval process.
- Enter the no of days required for each level.
- Click on the check button and then the submit button.

The hierarchy is set for escalation of the issue to the higher authorities for approval.

To view for the details of the projects managed by the MSME users, login with the credentials of the MSME user in the login screen to display the following dashboard-

Classification	No(s)	Total Land	Area for Common Utility	Allotable Area	Area Allotted	Area Under Dispute/Litigation/Unusable	Area Available for Allotment
Industrial Estate	56	2909.175	--	2909.175	1686.014	--	1223.161
Industrial Area	46	5608.160	--	5608.160	2685.126	--	2923.034
IID	2	258.310	--	258.310	101.268	--	157.042
SEZ	2	946.121	--	946.121	144.067	--	802.054
Industrial Park	1	161.800	--	161.800	128.218	--	33.582
Total	107	9883.566	0.000	9883.566	4744.693	0.000	5138.873

IID : Integrated Infrastructural Development SEZ : Social Economic Zone All Figures are in ac.

The dashboard displays the details of total land allotted to various industrial estates, total area available for allotment, etc. against each project name.

Click the **Print** option to generate printout of the dashboard displayed.

To add for the details of unit allocation to different projects, details of post allotment, click the **Menu** option followed by the Manage Projects global link in the left menu-

The screenshot displays the PMIS (Project Monitoring Information System) interface for Odisha Industrial Infrastructure Development Corporation. At the top, there is a header with the logo, user information (CSM consultant, MSME, Consultant), and navigation links (Reports, Change Password, User Manual, Home, Log Out). Below the header is a menu bar with filters for District, Tahasil, and Division. The main content area features a 'Manage Projects' section with a table of project data and a left-hand menu.

Project Details	Total Land	Area for Common Utility	Allotable Area	Area Alloted	Area Under Dispute/Litigation/Unusable	Area Available for Allotment
MSME Projects	2897.920	12.000	2885.920	1686.014	1.000	1198.906
Unit Allocation						
Post Allotment Details						
Post Allotment Application	5481.160	--	5481.160	2686.048	--	2795.112
Demand Update						
Manage Entrepreneur	363.605	12.000	351.605	113.268	13.000	225.337
Reports	646.121	--	646.121	144.067	--	502.054
	161.800	--	161.800	159.833	--	1.967
	9550.606	24.000	9526.606	4789.230	14.000	4723.376

2.1 Manage Projects

The **Manage Projects** can be discussed under the following primary links-

The screenshot shows the 'Manage Projects' dropdown menu with the following links:

- Project Details
- IE/IA Details
- Unit Allocation
- Post Allotment Details
- Post Allotment Application
- Demand Update

- **Project Details**
- **IE/IA Details**
- **Unit Allocation**
- **Post Allotment Details**
- **Post Allotment Application**
- **Demand Update**

2.1.1 Project Details

To view infrastructure project developed by engineering section, click the Projects Details primary link in the left menu-

View Project Project Details Project Closure Project Transfer

View

Department Name : Division :

Project Type : :

Find By Project : **Show**

[All](#) Results 1 - 10 Of 558

Sl#	Project Code	Work Code	Project Name	District Name	Division Name	Project Type	Estimated Cost(in Lakh)	Tahasil Name
1	3217	--	N.I.F.T, BHUBANESWAR	Khurda	IIT Division	Deposit	0.00	
2	3217	D2153	N.I.F.T, BHUBANESWAR Academic Block Phase-II, NIFT, BHUBANESWAR	Khurda	IIT Division	Deposit	268.48	
3	3130	--	C.E.T, Bhubaneswar	Khurda	IIT Division	Deposit	0.00	
4	3130	D2132	C.E.T, Bhubaneswar Construction 600 seated boys hostel at CET Ghatikia Bhubaneswar	Khurda	IIT Division	Deposit	1,800.00	
5	3130	D2326	C.E.T, Bhubaneswar Construction of 2nd and 3rd floor of B-block, 3rd floor of A-block of Academic Building, CET,Ghatikia	Khurda	IIT Division	Deposit	491.83	
6	3130	D2325	C.E.T, Bhubaneswar Construction of 530 Seated Girl,s hostel Buiding of CET,Ghatikia	Khurda	IIT Division	Deposit	2,008.48	
7	3130	D1956	C.E.T, Bhubaneswar Construction of Extension to Lab. Buiding of CET,Ghatikia	Khurda	IIT Division	Deposit	2,628.60	
8	0006	--	Industrial Estate Khurda	Khurda	Bhubaneswar Construction Division-II	Own	3,158.85	Khurda
9	0603	--	Industrial Area IID Centre, Khurda	Khurda	Bhubaneswar Construction Division-II	Own	4,188.30	Khurda
10	1512	--	Industrial Area Food Processing Park, Khurda	Khurda	Bhubaneswar Construction Division-II	Own	19,416.00	Khurda

1 2 3 4 5 6 7 8 9 10 ...

To filter the list, select the department name from the drop down list division name from the dropdown list project type and project name and click the **Show** button.

2.1.2 IE/IA Details

To add for the details of projects managed under MSME, click the **MSME Projects** primary link in the left menu-

Home > Project Details * indicates mandatory field

Add MSME Projects Details

[Project Details](#)

[View](#) [Add](#)

Details

Name of CGM : MSME

Project Name :

Total Land(in Ac.) :

Common Utility Area(in Ac.) :

Dispute/Litigation/Unusable Area(in Ac.) :

Project Classification : -Select-

Project Category : --Select--

Rate Per Acre(In Lakhs) :

District : -Select-
 Angul
 Balasore
 Baragarh

Name of Tahasil : -Select-

Name of Division : -Select-
 Angul
 Balasore
 Berhampur

Remarks :
 (Maximum 300 characters)

[Submit](#) [Reset](#)

- Select the Name of the CGM from the drop down list provided. Here MSME is selected by default.
- Enter the Project Name in the space provided for the CGM selected.
- Enter the figure for the Total Land (in Ac.) available for project.
- Provide the details of Common Utility Area (in Ac.) for the respective project.
- Enter the figure for the total Dispute/Litigation/Unusable Area (in Ac) out of the total available area.
- Select the Project Classification and Project Category from the respective drop down list provided.
- Provide the figure for the Rate Per Acre (in Lakhs) for the total available land.
- Select the name of the District, Tahasil and Division from the respective list provided.
- Provide Remarks for the details of the projects added.
- Click the Submit button to save the project details added.

After adding the project details, click the **View** button to display the list of projects added-

View Projects Project Details

View Add

Division: --Select-- Find By Project: Show

All Results 1 - 10 Of 107

Sl#	Project Code	Project Name	District Name	Tahasil Name	Division Name	Land Cost(in Lakh)	Edit
1	0006	Industrial Estate Khurda	Khurda	Khurda	Bhubaneswar Construction Division-II	3,158.85	
2	0603	Industrial Area IID Centre, Khurda	Khurda	Khurda	Bhubaneswar Construction Division-II	4,188.30	
3	1512	Industrial Area Food Processing Park, Khurda	Khurda	Khurda	Bhubaneswar Construction Division-II	19,416.00	
4	1682	Industrial Area SEZ-CHANDAKA	Khurda	Khurda	Bhubaneswar Construction Division-II	13,377.33	
5	0701	Industrial Area INFOCITY(EPIP)	Khurda	Khurda	Bhubaneswar Construction Division-II	17,167.80	

The project names along with their code are displayed with the land cost for each.

To filter the list, select the name of the Division from the drop down list and click the **Show** button.

For any modifications in the project details, click the **Edit** option for the respective code-

Add MSME Projects Details Project Details

View Add

Details

Name of CGM : MSME

Project Name : 0006-Industrial Estate Khurda

Total Land(in Ac.) : 105.295

Common Utility Area(in Ac.) :

Dispute/Litigation/Unusable Area(in Ac.) :

Project Classification : Industrial Estate

Project Category :

Rate Per Acre(in Lakhs) : 3000000.00

District : Kandhamal
Kendrapara
Keonjhar
Khurda

Name of Tahasil : Khurda

Name of Division : Balasore
Berhampur
Bhubaneswar Construction Div.
Bhubaneswar Construction Div.

Remarks : (Maximum 200 characters)

Update Cancel

The user is redirected to the Project details edit page wherein enter changes for the respective fields and click the **Update** button to save the changes made.

2.1.3 Unit Allocation

For each of the MSME projects, an unit is being allotted having specific area available at a desired location. For unit allocation to various projects, click the **Unit Allocation** primary link in the left menu-

Home > Allotment Details ▲ indicates mandatory field

Add Allotment Details

Unit Allocation

View **Add**

Allotment Details

Project Name : * Total Land : Alloted Land : Common Utility & DLU : Allotable :

Name of the Present Unit : * Shed/Plot No : / *

Area (in acre) : * Allot Letter No : *

Date of Allotment : * Moratorium Period (Months) : *

Cost Of Land/Shed : * Purpose Of Allotment : *

Date of Possession : * Category : *

Amount Received : * Date of Receipt : * **Add More**

Utilisation Status

Utilisation : *

Lease Deed No. : *

Date : *

Mortgage Letter No. : *

Date : *

Action Against Default Unit

Show Cause Letter No. : *

Date : *

Cancellation Letter No. : *

Date : *

EUO Case No./Date : / *

Other Case : *

Seized by IPICOLIOSFC : *

Remarks : (Maximum 200 characters)

Submit **Reset**

In the **Allotment Details** section-

- Select the Project Name from the drop down list which is to be allotted.
- Enter the current location of the unit in the Name of the Present Unit space provided.
- Enter the Shed/Plot No. of the unit in the textbox provided.
- Provide the details of the Area (in acre) allotted for setting up the unit.
- Enter the Allot Letter No in the space provided.
- Select the Date of Allotment of the unit for the project from the calendar control.
- Provide the Moratorium Period (Months) for unit allotment.
- Enter the Cost of Land/Shed allotted in numeric figures in the space provided.
- Provide the detailed Purpose of Allotment of the area for setting the unit.
- Select the Date of Possession of the unit from the calendar control along with selecting the Category of allotment from the drop down list.
- Enter the Amount Received for setting the unit along with selecting the **Date** of receipt.
- Click the Add More option to include an additional record to the list.

In the **Utilization Status** column-

- Select the Utilization status of the unit from the drop down list.
- Provide the Lease Deed No. of the unit in the space provided.
- Select the lease Date on which it was signed from the calendar control provided.
- Provide the Mortgage Letter No. allotted selecting the Date for the same.

In the **Action Against Default Unit** section-

- Enter the Show Cause Letter No. in the space provided selecting the Date for the same.
- Provide the Cancellation Letter No. for the unit selecting Date for the same.
- Provide the EUO Case No. for the respective unit along with the Date.
- Enter the details of Other Cases (if any).

Provide the detailed Remarks of the unit allotment details.

Click the **Submit** button to save the data entered.

To view for the list of unit allocation details added, click the **View** option-

The screenshot shows a web interface titled "View Allotment Details". At the top right is a "Unit Allocation" button. Below it are "View" and "Add" buttons. A search bar contains fields for "Division: --Select--", "Project Name", "Unit Name", and "Utilisation: --Select--", with a "Search" button. Below the search bar, it says "Results 1 - 10 Of 4945". The main table has the following columns: S# (Serial Number), IE/IA Name, Unit Name, Area (in acre), Shed/Plot No, Allot Letter No/ Date of Allotment, Land Cost, Date of Possession, Utilisation, Amount Received, and Edit. Five rows of data are visible, each with an edit icon in the last column.

S#	IE/IA Name	Unit Name	Area (in acre)	Shed/Plot No	Allot Letter No/ Date of Allotment	Land Cost	Date of Possession	Utilisation	Amount Received	Edit
1	Comm. Estate Rourkela	(R0042)-ALLIED METAL & STEEL	0.036	B/7	/02-Mar-1989	270,000.00	01-Apr-1983	Not Working		
2	Comm. Estate Rourkela	(R0338)-CLEAN INDIA	0.021	B/4	9417/08-Dec-1981	157,500.00	01-Apr-1983	Working		
3	Comm. Estate Rourkela	(R0424)-DIPTY ENTERPRISES	0.050	A/6	6101/02-Mar-1989	375,000.00	01-Apr-1983	Not Working		
4	Comm. Estate Rourkela	(R0575)-GLOBES TIMES INDUSTRIES	0.036	A/7	11157/28-Jul-2005	270,000.00	27-Mar-1982	Not Working		
5	Comm. Estate Rourkela	(R0920)-KASHI INDUSTRIES	0.036	A/10	11155/28-Jul-2005	270,000.00	12-Dec-1979	Not Working		

The IE/IA names are displayed along the name of the unit, area allocated, land cost, possession date and utilization status.

For any modifications, click the **Edit** option for the respective unit name-

Add Allotment Details

[Unit Allocation](#)

View **Add**

Allotment Details

Project Name : Total Land : 4.719 Ac. Allotted Land : 0.711 Ac. Common Utility & DLU : 0.000 Ac. Allotable : 3.999 Ac.

Name of the Present Unit : Shed/ Plot No : /

Area (in acre) : Allot Letter No :

Date of Allotment : Moratorium Period (Months) :

Cost Of Land/Shed : Purpose Of Allotment :

Date of Possession : Category :

Amount Received : Date of Receipt : **Add More**

Utilisation Status

Utilisation :

Lease Deed No. :

Date :

Mortgage Letter No. :

Date :

Action Against Default Unit

Show Cause Letter No. :

Date :

Cancellation Letter No. :

Date :

EUC Case No./Date : /

Other Case :

Seized by IPICOL/ISFC :

Remarks :

(Maximum 200 characters)

Update **Cancel**

The user is redirected to the Unit Allocation edit screen wherein enter changes for the respective fields and click the **Update** button to save the changes made.

2.1.4 Post Allotment Details

To add for the details of the projects after allotment of the same to various clients along with enlisting the status of the application, click the [Post Allotment Details](#) primary link in the left menu followed by the **Add** button-

Home » Manage Project » Post Allotment Details

Add Post Allotment Details

[Post Allotment Issues](#)

View **Add**

Post Allotment Details

Project Name :

Unit Name :

Area :

Application Type :

Apply Date :

Status Of Application :

Lease Deed No./Date : /

Submit **Reset**

In the Add screen displayed.

- Select the Project Name from the drop down list which is to be allotted.

- Mention the Unit Name for the allotment project.
- Provide the details of the Area available for the project.
- Select the Application Type from the drop down list applied for the project along with the Apply Date from the calendar control provided.
- Select the current Status of Application from the list.
- Enter the Lease Deed No. of the project allotted along with selecting the Date from the calendar control.
- Click the **Submit** button to save the details of project post allocation.

After adding the post allotment details, click the **View** button to display the list of projects allotted-

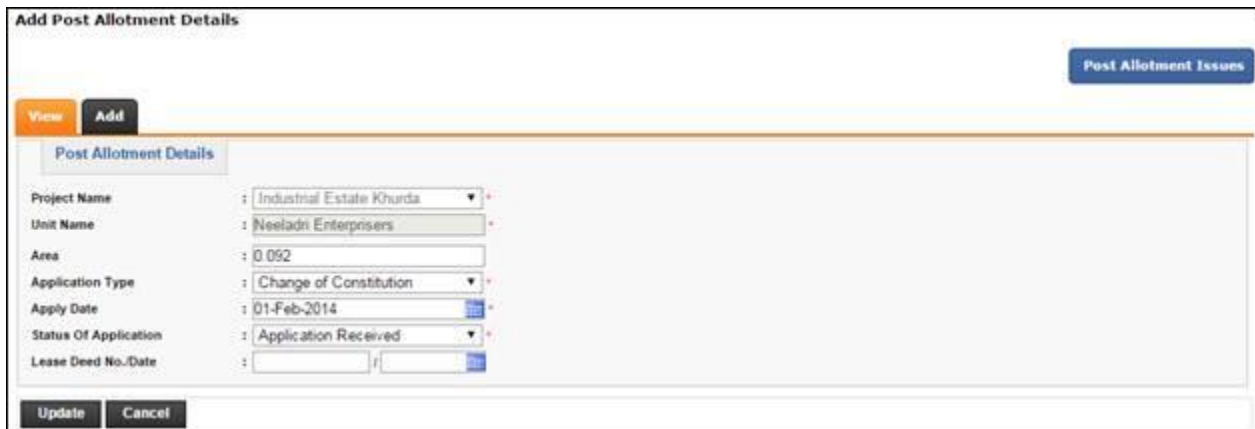


The screenshot shows a web interface titled "View Post Allotment Details". It features a table with 7 columns: S/N, Unit Name, Application Type, Apply Date, Status, Lease Deed No./Date, and Edit. There are 5 rows of data. A "Post Allotment Issues" button is visible in the top right corner.

S/N	Unit Name	Application Type	Apply Date	Status	Lease Deed No./Date	Edit
1	M/S. Laxminarayan Automobiles			NA		
2	M/S. Container Corporation of India Ltd	Change of Constitution	01-Feb-2014	Application Received		
3	M/S. Ramaya Rubber Products Inds.	Change of Constitution	20-Oct-2011	Approved		
4	M/S. Bulbul Electrical	Change of Constitution	31-Oct-2011	Application Received		
5	M/S. Tekno India	Change of Constitution	15-Nov-2011	Approved		

The unit names of the projects allotted are displayed along with the application type, date and status.

For any modifications, click the **Edit** option for the respective unit name-



The screenshot shows a web interface titled "Add Post Allotment Details". It contains a form with the following fields: Project Name (dropdown: Industrial Estate Khurda), Unit Name (dropdown: Neeladri Enterprises), Area (text: 0 092), Application Type (dropdown: Change of Constitution), Apply Date (calendar: 01-Feb-2014), Status Of Application (dropdown: Application Received), and Lease Deed No./Date (text:). There are "Update" and "Cancel" buttons at the bottom. A "Post Allotment Issues" button is in the top right corner.

The user is redirected to the Post allotment issues edit page wherein enter changes for the respective fields and click the Update button to save the changes made.

2.1.5 Post Allotment Application

To view the post allotment application status and pending application against the authority to take action, click on Post Allotment Application primary link in the left menu followed by the **New Request** button-



View New Application Form

New Request

View Status

Name of the IE/IA : Unit Name :

All Results 1 - 2 Of 2

Sl#	Unit Name	Name of the IE/IA	Application No.	Applied Date	Application Type	Details	Action
1	Cybertech Software & Multimedia Pvt. Ltd.	Chandaka	2015/02/001	07-Aug-2015	Change in Name and Style		<input type="button" value="Take Action"/>
2	Afixi Technologies Pvt. Ltd.	Chandaka	2015/02/004	07-Aug-2015	Change in Name and Style		<input type="button" value="Take Action"/>

The above screen is for the employee user. In this screen the user can see the request details raised by the entrepreneurs and accordingly take action.

User can search & view details for a particular application by entering the name of the IE/IA, unit name in the space provided.

View Application Form

New Request

View Status

Name of the IE/IA :

Unit Name :

Application No. :

Show

All Results 1 - 10 Of 16

Sl#	Unit Name	Name of the IE/IA	Application No.	Applied On	Total Days Passed	Status	Authority Name	Details	Action
1	SUPREME AUTOMOBILES (P) LTD,PLOT NO-W2/12,BALASORE I.E	Balasore	2015/14/001	25-Aug-2015	7	Issued	NA		Call For
2	MAMATA SUBHADARSINI	Chandaka	2015/02/013	25-Aug-2015	7	Mark Up	Divisional Head Bhubaneswar Construction Division II		Call For
3	MAMATA SUBHADARSINI	Chandaka	2015/02/014	25-Aug-2015	7	Applied	Shri Saroj Kumar Panigrahi		Call For
4	Pratik Enterprisers	Choudwar	2015/10/002	25-Aug-2015	7	Mark Down	CGM		Call For
5	Pratik Enterprisers	Choudwar	2015/10/003	25-Aug-2015	7	Applied	CGM		Call For
6	FALCON MARINE EXPORT LTD.	Chandaka	2015/02/012	13-Aug-2015	19	Issued	NA		Call For
7	Saraswati Engineering	Chandaka	2015/02/008	11-Aug-2015	21	Mark Down	Surya Narayan Mohanty		Call For
8	Saraswati Engineering	Chandaka	2015/02/009	11-Aug-2015	21	Applied	Shri Saroj Kumar Panigrahi		Call For
9	Afixi Technologies Pvt. Ltd.	Chandaka	2015/02/010	11-Aug-2015	21	Applied	Shri Saroj Kumar Panigrahi		Call For
10	Afixi Technologies Pvt. Ltd.	Chandaka	2015/02/011	11-Aug-2015	21	Applied	Shri Saroj Kumar Panigrahi		Call For

1 2

The above screen is for the administrative user. The purpose is to view the list of application details.

User can search & view details for a particular application by entering the name of the IE/IA, unit name and application in the space provided.

Take Action

[New Request](#)[View](#)

Application Details

Application Number : 2015/02/007

[Goto Checklist](#) [Write Notes](#)

Unit Name : Subrat Concrete Blocks & Tiles

Promotor Name : Mr. Jiban

Address : Prop:Smt. Pratima Samantray, Plt No F-11/4, Rental Colony, CRP Square, BBSR

Name of the IE/IA : Sarua

Applied For : Allotment of additional land

Applied on : 10-Aug-2015

Description : Ok

Sl#	Plot/Shed No.	Ref. of Allotment	Ref. of Possession	Ref. of Lease Deed	Alloted Area	Purpose of Allotment	Utilization Status	Lease Period
1	A/10	5315/04-Apr-2006	-	-/-	0.080	Concrete Blocks & Tile Mfg.Unit	Vacant	

Action Details

Sl#	Authority	Status	Action Taken On	Note
1	Dy. Manager (BCD-II)	Mark Up	10-Aug-2015	
2	Dy. Manager (BCD-II)	Objection to Unit	10-Aug-2015	
3	Subrat Concrete Blocks & Tiles (Unit)	Compliance By Unit	10-Aug-2015	
4	Dy. Manager (BCD-II)	Mark Down	10-Aug-2015	

Checklist Details

Sl#	Document Type	Download	Verify Status	Remarks
1	Copy of lease agreement on the allotted property executed in the Sub-Registrar's office.		Verified	
2	Proof towards clearance of IDCO dues in up-to-date like Ground rent, Cess, IMC & Water Charges if any.		Verified	
3	Copy of resolution passed by the Partners/Directors/Trustee of the firm/company/trust etc. for disposal of the property in favour of transferee unit through mutual process/share patterns if any.		Verified	
4	Justification for regularization of encroachment/allotment of additional land.		Verified	
5	Undertaking to regularize deviation of construction made on the property if any.		Verified	
6	Copy of valid PRC/ PMT or EM Part-I/ Part -II from DIC.		Verified	
7	For allotment of additional land recommendation of concerned Govt. DSWCA/SWCA/Nodal Agency (as applicable)		Verified	
8	Layout plan of the project duly drawn in scale showing the justification for regularization of encroachments/requirements of additional land.		Verified	

Notes

Upload Document :

 No file chosen

(Upload pdf or jpg file less than 4 MB)

The application is then escalated to the mapped authorities. The above screen is displayed to the higher authority for final approval. The concerned higher authority verifies the application details and the mark up if checklist is done and documents are submitted properly. Or else object/reject/cancel accordingly by giving their notes in the space provided.