

Change Request Module

Standard
Operating
Process
(SOP) to
apply
Correction
&
Approval



About Module

Standard Operating Process (SOP) to apply Correction & Approval

- Madhya Pradesh Industrial Development Corporation is introducing **Change request module**.
- In which Investor can apply for correction in the fields of Investment Planning, Organization Details & General Information except “Proposed Activity & Activity”.
- The investor has to verify the Correction application by UIDAI based e-Sign for the corrections to be implemented.
- To apply for correction the investor has to pay the application fee through the Portal only.
- Dept. user can check Old & New entered value by the Investor.
- For approval/Rejection ,Please use UIDAI based e-sign.
- After Approval the new changes will be reflected on all generated documents.

Step 1.1- Investor login Page

Steps-

To apply the corrections, Investors can log in to the account through their login credentials.



Login

Email ID

ashish.jain@awzpact.com

Password

jnocl 

Please enter above Captcha here

Sign up

Log In

Forgot Password

New User? click here to register

Step 1.2- Correction Apply Process

Steps-

1. After Successfully Login Please click on the Booking Application no for correction apply.

2. Afterward click on “Request for Correction” Button appear in the Left Menu.





The screenshot displays the 'Land Application Details' page. At the top, it shows the breadcrumb 'Home / Land Application Details', the total amount '₹ 2,39,35,10', and the total paid amount '₹ 2,39,35,10'. There are buttons for 'Cancel Application' and 'View in Map'. The application number is '1020892105050', with application and booking dates of '29/07/2021 10:37 AM' and '29/07/2021 10:40 AM' respectively. A 'Request For Correction' button is highlighted with a red box. The status is 'Pending for Acceptance of Survey Date'. Below this, there are tabs for 'Application Status', 'Application View', 'My Document', and 'Mails'. The main content area shows two steps: 'Application Filing' (dated 29/07/2021 10:37 AM) with details for Plot No. 42, Industrial Area, and Application Status 'Application Form-Completed', and 'eSign' (dated 29/07/2021 10:37 AM) with Signing Authority 'Ashish Jain' and eSign Status 'Completed'. Both steps have 'Edit' and 'Download Application' buttons.

Step 1.3- Correction Apply Process

Steps-

1. After click on the button, Please apply the correction in the “General information, Organisation details & Investment details” fields.

Edit Booking Information Applicant Name: Ashish Jain Industrial Area: Industrial park Ratlam

Application No: 1020892105050 Unit Name: Ats Technologies Plot No: Plot no.42    

General Information (If you want to update detail please check the checkbox) +

Organization Detail (If you want to update detail please check the checkbox) +

Investment Detail (If you want to update detail please check the checkbox) +

[Submit](#)

Step 1.4- Correction Apply Process

Steps- 1.On the screen all the previous entries will be displayed.

2.Investor can enter the new entries and save the information .

Application No: 1020892105050 Unit Name: Ats Technologies Plot No: Plot no.42

General Information (If you want to update detail please check the checkbox)

PERSONAL Details

Name of Applicant <input type="text" value="Ajay Traders"/> Old Value Ashish Jain	Mobile Number <input type="text" value="09685717107"/> Old Value 9753353395	Email Id <input type="text" value="ajay.jain@awzpact.com"/> Old Value ashish.jain@awzpact.com	Aadhaar Number <input type="text" value="Please enter aadharNo"/> Old Value 720304289771
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Firm/Company Details

Type of Business/Services <input type="text" value="select"/> Old Value PROPRIETORSHIP	Category of Organization <input type="text" value="select"/> Old Value Small	Firm/Company Name <input type="text" value="Please enter nameOfOrganization"/> Old Value Ats Technologies	GSTIN Number <input type="text" value="Please enter gstNo"/> Old Value
PAN Number <input type="text" value="Please enter pancardNo"/> Old Value CRHPP5566M	PWD Registration Number <input type="text" value="Please enter Registration Number"/> Old Value SM123456		

Step 1.5- PDF View of Correction Apply

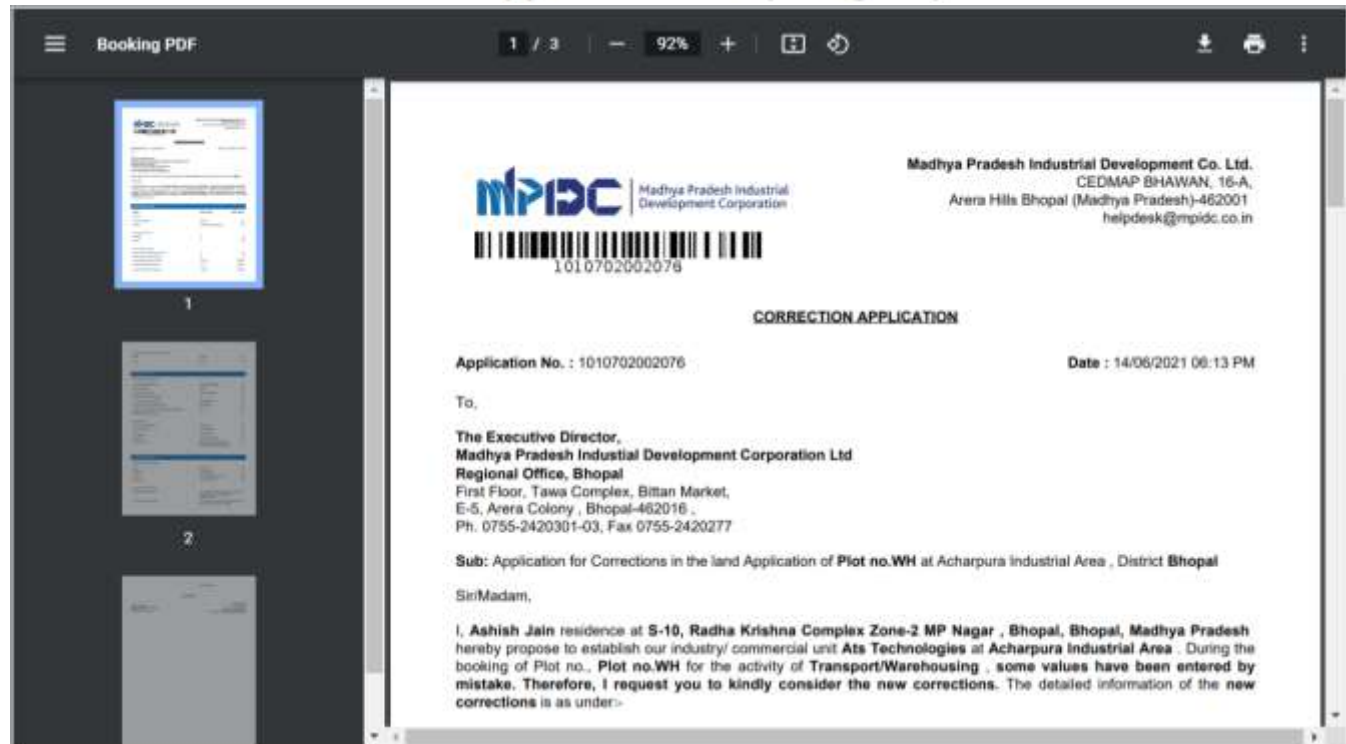
Steps-

1. After click on "Save & Next" button, the Old & New entered value will display in the PDF view.

Dashboard / Booking / Application PDF

Application No. : **1010702002076**

Application PDF (Unsigned)



The screenshot shows a PDF viewer interface with a dark header. The header contains a menu icon, the text "Booking PDF", and navigation controls including "1 / 3", a minus sign, "92%", a plus sign, a print icon, and a refresh icon. The main content area displays a document with the following details:

MPIDC Madhya Pradesh Industrial Development Corporation

Madhya Pradesh Industrial Development Co. Ltd.
CEDMAP BHAWAN, 16-A,
Arera Hills Bhopal (Madhya Pradesh)-462001
helpdesk@mpidc.co.in

CORRECTION APPLICATION

Application No. : 1010702002076 Date : 14/06/2021 06:13 PM

To,

**The Executive Director,
Madhya Pradesh Industrial Development Corporation Ltd
Regional Office, Bhopal**
First Floor, Tawa Complex, Bittan Market,
E-5, Arera Colony , Bhopal-462016 .
Ph. 0755-2420301-03, Fax 0755-2420277

Sub: Application for Corrections in the land Application of **Plot no.WH** at Acharpura Industrial Area , District **Bhopal**

Sir/Madam,

I, **Ashish Jain** residence at **S-10, Radha Krishna Complex Zone-2 MP Nagar , Bhopal, Bhopal, Madhya Pradesh** hereby propose to establish our industry/ commercial unit **Ats Technologies** at **Acharpura Industrial Area** . During the booking of Plot no., **Plot no.WH** for the activity of **Transport/Warehousing** , some values have been entered by mistake. Therefore, I request you to kindly consider the new corrections. The detailed information of the new corrections is as under:-

Step 1.6- UIDAI Based e-sign Process

Steps-

1. After view the PDF, To validate Please click on “Submit and Process for E-sign” button for UIDAI based e-sign.



I/We further solemnly affirm that the aforementioned declaration is correct to the best of my/our knowledge and belief.

<< Previous

Submit And Proceed For E-Sign

Step 1.7- Online Payment Process

Steps-

1. After e-sign please pay the Application fee through the Portal.

2. Now the Application is pending at the Dept. end for approval.



Payment Successful

Payment received successfully for the given transaction details. Kindly check your dashboard for further action.

Transaction Details

Booking No	1010702002076	Invoice No	1012002000751
Payment Reference No	1012002000751L001	Payment Date	30/07/2021 06:33 PM
Payment Mode	Online Payment	Amount	₹ 5,900
Plot Number	WH	Industrial Area	Acharpura Industrial Area
Payment Receipt		Download Payment Receipt	

[View Application](#)

[Go Home](#)

Step 2.1 – Approver Verification Process

Steps-

Approver
Login Through
“PRAYAS” by
using their
Login
Credentials.

PRAYAS
it also works differently...

MPIDC Madhya Pradesh Industrial Development Corporation

MPIDC | Madhya Pradesh Industrial Development Corporation

Address Details

MP Industrial Development Corporation Ltd
CEDMAP BHAWAN, 16-A,
Arera Hills Bhopal (Madhya Pradesh)-462011

Contact Details

Phone No : (0755) 2559979
Mobile No : (+91)9926371354; (+91)6268235118
Email : helpdesk[at]mpidc[dot]co[dot]in

[← Go to PRAYAS Home Page](#)

Login - User Management

Login Id

Password

meusv

Enter captcha

Login

[Get New Password](#) [Unblock Account](#)

Step 2.2 – Approver Verification Process

Steps-

1. After Successfully Login through Prayas, Please click on switch to Option.

2. Afterward click on “Land Bank”

The screenshot displays the PRAYAS dashboard for a Super Administrator. The dashboard includes a header with the MPIDC logo and the text 'Madhya Pradesh Industrial Development Corporation'. The main content area shows several statistics cards: 7 Regional Offices, 125 Industrial Areas, 39 Cities, 11 Locations, and 1 State. Below these is a 'TOTAL EMPLOYEE' card showing 1118 employees, with a breakdown into Verified (893), Unverified (53), and Relieved (172). To the right, a 'REGULAR EMP' card shows 802 employees, with a 'Verified' count of 763. A navigation menu is open on the right side, listing various options: PAYROLL, ANUBANDH, NIDAN, LANDBANK (highlighted with a red box), TADA, IMS, IIS, and CIS. The 'Switch To' button in the top right corner is also highlighted with a red box.

Category	Count
REGIONAL OFFICE	7
INDUSTRIAL AREA	125
CITY	39
LOCATION	11
STATE	1

TOTAL EMPLOYEE		
1118		
Verified	Unverified	Relieved
893	53	172

REGULAR EMP	
802	
Verified	763

Step2.3 – Approver Verification Process

Steps-

1. For view and Approval, Please click on the “Change request Application” button, appear in the Left Menu.

The screenshot shows a web dashboard with a blue sidebar on the left containing various icons. The main content area has a breadcrumb 'Home / Dashboard' and two buttons: 'Admin Dashboard' and 'View All Bookings'. Below this is a summary table with columns for 'New Land Applications', 'Land Booking', 'Appeals', and 'Refund'. The table contains numerical data and descriptive text for each category. A 'Click Here To Filter Records' button is located below the table. At the bottom, there are search filters for 'Industrial Area', 'Application Number', 'Application Date', 'Plot No.', and 'Application Status'. A blue button labeled 'Change Request Module' is positioned over the bottom left of the dashboard.

New Land Applications	Land Booking	Appeals	Refund		
1913/578 <small>Total Users/Investor</small>	183 <small>Total Draft Applications</small>	103 <small>Pending for e-Sign</small>	176 <small>Pending for Booking Amount</small>	6 <small>Total Processed</small>	468 <small>Total Applications</small>

Click Here To Filter Records

Industrial Area: Select Industrial Area
Application Number: Enter Application No.
Application Date: Enter Application Date
Plot No.:
Application Status: Select Booking Status

Change Request Module

https://vel-epi.mpsdc.com/USAUser/booking_approver/home#






Step2.4 – Approver Verification Process

Steps-

1. Afterward user can view all the applications in the listing form with status on the dashboard.

2. For Approval please click on the action button.

CORRECTION APPLY LIST

S.No.	Action	Unit Name	Status	Applicant Name	Application Number	Name of Regional office	Industrial Area	Plot No	Requested Date	Approved Date
1		Ats Technologies	Approved	Ashish Jain1	1020022012009	Indore	SEZ Phase I (Processing unit), Pithampur	D-65	19/07/2021	20/07/2021
2		Ats Technologies	Approved	Ajay Traders	1010582005017	Bhopal	Plastic Park Tamot	86	19/07/2021	20/07/2021
3		Ats Technologies	Rejected	Ashish Jain	1010712005102	Bhopal	Acharpura Textile Park	D17	19/07/2021	---
4		Ats Technologies	Pending for E-Sign	Ashish Jain	1020892105050	Indore	Industrial park Ratlam	42	29/07/2021	---
5		Ats Technologies	Pending for Approval	Ashish Jain	1010702002076	Bhopal	Acharpura Industrial Area	WH	30/07/2021	---

Showing 1 to 5 of 5 entries

Step2.5 – Approver Verification Process

Steps-

1. After verify all the applied correction Please click on the "Proceed for Approved & Generate Approval PDF" button.

General Information Organization Detail **Investment Planning**

INVESTMENT Details

section product details

Product Details

Proposed Activity	Activity
<input type="text"/>	<input type="text"/>
Old Value Services	Old Value Transport/Warehousing

section employment details

Employment Proposed

Unskilled	Skilled
<input type="text" value="56"/>	<input type="text" value="88"/>
Old Value 11	Old Value 11

section project requirements

Approve / Reject Correction Request

Booking Approving

Prev






Proceed for Approved & Generate Approval PDF >>

Step 2.6 – Approver Verification Process

Steps-

1.To Approve the corrections Please use UIDAI based e-sign and.

2.After the approval process is completed the status will updated. and will be displayed as "Approved" on the screen.

S.No.	Action	Unit Name	Status	Applicant Name	Application Number	Name of Regional office	Industrial Area	Plot No	Requested Date	Approved Date
1		Ats Technologies	Approved	Ashish Jain1	1020022012009	Indore	SEZ Phase I (Processing unit), Pithampur	D-65	19/07/2021	20/07/2021
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5		Ats Technologies	Approved	Ashish Jain	1010702002076	Bhopal	Acharpura Industrial Area	WH	30/07/2021	30/07/2021



THANK YOU