### SINGLE WINDOW SYSTEM

Standard Operating Process (SOP) for The Apply Intention, Approve the Intention, CAF & Apply for Services



### Introduction

Standard Operating Process (SOP) for The Apply Intention, Approve the Intention, CAF & Apply for Services

Madhya Pradesh Industrial Development Corporation is Introducing Single Window system, Investor can apply for any type of services for the Industry in a single platform.

 Here we can manage all the details or information related to industry or Investor

- Please find the Steps to apply Intention and Services at Investor end and view the Steps to Verify the Intention at Approver end.
- Investor's and Department user can also view the all details.

### Step 1.1 – Investor login

#### Step-

1.Investor can login the account through their login credential.



### Step 1.2 – Apply for Intention Process

#### Step-

1.Investor can Apply for Services in the left panel of dashboard.



### Step 1.3 – Apply for Intention Process

#### Step-

1.Investor can view all the Registered Intentions on Dashboard.

2.For Applying new Intention click on "Add New Intention" button.



### Step 1.4 – Apply for Intention Process

#### Step-

1. If the industry exist within a MPIDC then Investor can Apply for Intention by selecting Industrial Area and by Lease.

2. If the industry exist outside the MPIDC then Investor can Apply for Intention by selecting nearest Industrial Area.

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a Dettort	Hare   Apple to Series						
<ul> <li>Apply to CAP</li> </ul>	Control (Mallacation)						
🖬 Land Baskings	Apply for Services						
🖴 Malia. 👘	Industry Exist within	a MPEDC Industrial Area	Industry Exist outside the MPIDC Industrial Area				
D Expression of Interest (							
2 inves	All the details should be write	wing in arready ingestioned Laa	se : tail vitu change change Edit details at the time of Intertion creation				
1 Work Orders	Select Industrial Area Nam						
Ladiosetid	Electronic Complex		*				
₹ Lause Rent Bill	Sr #	Lease no.	Industrial Area	Plot No.	Plot size	Lease Date	
📕 Webe Bill Lat	1 0	-	Electronic Complex	41	57		
U New Water Connection							
1 fan Nor 👘	Continue and add Intention	resul					
<ul> <li>Change Report List</li> </ul>	Ŷ						

### Step 1.5 – Apply for Intention Process

#### Step-

Investor
 Add/ Edit
 Intention
 Details like
 Proposed Site
 Location ,
 Project Details
 etc.

Hume: / Principal Firms								
Add/Edit Intention Details								
Proposed site Location		Diret Muniter			behaviori done			
MPIDC		41			Electronic Comp	in .		
Depart		tion of the second s			Wiage			
Induse		Indiae			Wage Stating			
Total Land Area (o SQM)*		Total Council Anna (n. SCAD?		Tata Over Asse in SOUP				
Intel Land Area to SGM1* IIT 0		30			31. mm refer on provid			
Harden of Buildings for Meterns) *								
Height of Hubbing (in Meters) *		490001						
Project Details Propried Activity*		Setu 1	Sector 1			Line of Activity"		
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Pollution Category		Project Description"						
Orange		BI/BOICAL COTTON						
Total Investment (in Cr)*		trvestnent (n (NPI)			A Project Finalize	7	Project Name	
80)		100 D-1/ 1000 D			• Yes (C No.)		COTTON	
Proposed Gate of Operation*	Power Required	tón Walty'.	Water (n KL/Day)*			Employm	eit'	
23/10/2021	112		250			455		
About Entrepreneur								
Worren Entrepreneur	Differently Abled		Manarity					
	and the second		Contract Contract					

### Step 1.6 – Apply for Intention Process



### Step 1.7 – Apply for Intention Process

1.After successfully signed on the document, Investor can view Deemed Approved Intention Details.

Step-



# Based on the investment cost Intention is visible at MSME or MPIDC user.

Standard Operating Process (SOP) for The Raise Query Against any Intension (Departme n t Wise on Behalf of Investment Range)

- At MSME End When Investment cost should be less than equal to 50 cr, intention is visible at MSME Department. Competent Authority can raise any query to industry only once and within 7 days, if not it is consider as a deemed Approved.
- AT MPIDC End When Investment cost should be more than 50 cr, intention is visible at MPIDC Department. Competent Authority can raise any query to industry only once, if not it is consider as a deemed Approved.
- Industry can answer against the query within a time frame of 7 days else on the 8<sup>th</sup> day system can reject the intention automatically
- Department User Scrutiny of intention & query within 7 days else on the 8<sup>th</sup> day system can approve the intention automatically.

## Step 2.1 – Raise Query Process (Department End)

#### Steps-

Department / MSME Department User Login Through "PRAYAS" by using their Login Credentials.



## Step 2.2 – Raise Query Process (Department End)

#### Steps-

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

2.Afterward click on Single Window System(SWS).

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•	NEW Salary dig for the north of y 2016 in your modules.	> PW/ROLL > ANLEANDH > NICAN	Two Sar to X
& •	TR3 / 825 Webs Tale Cher The Outware Englisher Cher The Outware Englisher	) SAARAA ) LANCOANK ) TADA	
•	Monitoring Data - Statistics According to Employee	> maltex: > IVS	•
	Monthly Applications Detail ( From to ) + maintee According to Engineers World's Applications	) WBM F3N5	<u> </u>
*	Alitanteanu enorma vahhuð, anarosenund Alitanteu anena		

n://uzl-app.mpidcxpin/SWS/arenho

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## Step 2.3 – Raise Query Process (Department End)

#### Steps-

1.Department User can view All the details related total, In process, completed, rejected application and Intention list which he **Raised Query** by click on "Áction" button.

ashboard									
Total Fiscenced Application	Austonia	TICCHE	Ø	Application in C	organit 1	۲	Application in Fragmand		
ne Papal	New Treport			Ver Reput			lew Report		
Pre Establishment Services				Pre Operati	onal Services				
Dashboard - Pre Establishment S	ervice Count			Dashbo	ard - Pre Operatio	nal Service Co	unt		
Cont E + 5 = 5 + 1 = E + 1 =	fastad Systax			1		Der Ter	nud tee :		
201 Provident by Mathematics			٥	153 Passia	( by Mudabase				0
Inbox									
Prige() No (Ascending) =							1	r mark lost.	
a second distance of the second secon	Aging	Internation No.	Linit Nama		SectoriLine of Activity		Interition Date	Investment	im O
s.m. Mason minister status									
Raise Qurr	y Button	PROTUTIONI	Aveguart Group	Of Companies	Cattor garring & usa	Ang (small scale)	HPG(2021	45	

### Step 3.1 – Investor login

#### Step-

1.Investor can login the account through their login credential.



### Step 3.2 – Apply for CAF Process

#### Step-

1.Investor can view the Approved Intentions by click on 'Intention List' in the left panel of dashboard.



### Step 3.3 – Apply for CAF Process

#### Step-

1.Investor can Apply for Common Application Form for Approved Intention by click on the 'Action' Button.

intent	ion Details					
					7	Click Here To Filler Re
8	Project Name	Project No	Proposed Activity	Date of Operation	Intention Status	Action
1	COTTON	PR2110220003	Manufacturing: Foods, processed agricultural or manne products	23/10/2021	- Popullitantia-Approval	⇒⊡
2	ITHUE	PR2110220001	Services! IT riTen	23/10/2021	Avjactheonian Approval	
3	NA	PR211000018	Tradie/ Precision instruments	06/10/2021	Appertmentar Approved	
3	bg tolden	PR2H000016	Services! Mining	08/10/2021	Prostlemin-Agreet	
5	ΝΔ	PR2110080014	Manufacturing Apparel and testile products	68/10/2021	Weigerdirterman Repetter	

### Step 3.4 – Apply for CAF Process

#### Step-

1.In Common Application Form Investor update the Organization Details like Unit Name, Pan Number, GSTIN Number, Registration number.

troject Name: PR2110220003			
pplication Gala: 22/100021			
Organization Datalia Access Detail Contact Datal Project Datal	Menufacturing Detail Investment Detail		
Organization Details			
Linit Name	Ciganization Type		Orcanization Registered Under MSWE
Awapad Group of Companies	CONFRANY	*	Corganization Registered Under NSNE
Awzpact Group of Companies NSWE Registration Number (If Yes)	COVIPANY Fim Registrator Number:	*	Corganization Registered Under WSWE Registration Date
Avcipant Group of Companies MSIVE Registration Number (If Yes) S4654854858	CONFIRMY Firm Registration Number 256KG8L2010	×	Corganization Registered Under NSWE Registration Date: 03/05/0020
Avezant Group of Companies NSIVE Registration Number (If Yes) Se654864858 Scale of Industry :	CONFIRM Firm Registration Number 258K/SSL2010 Firm PAN Number	*	Corganization Registered Under NSNE Registration Date : 03/05/00/0 Firm (SSTIN Number:
Avopact Group of Companies MSVE Registration Number (ITYes) S4654854858 Scale of Industry : Nicro	CONFRANY Firm Registration Number 256KDSL2010 Firm PAN Number AdAPL 1234C	*	Corparization Registered Under NSWE Registration Date: 03/05/00/0 Firm GSTIN Number: 2/AAACM2990C12V
Avizpact Group of Companies NSIVE Registration Number (If Yes) S4654864858 Scale of Industry Nicco Wabsits URL 1'	CONFRANY Firm Registration Number: 256KG8L2010 Firm PAN Number: AAAPL:1234C Firm helpdesk.Number:*		Corganization Registered Under NSWE Registration Date : 03/05/00/0 Firm (SSTIN Number: 27AAACM/3900C12V Firm Email ID :

Save & North

### Step 3.5 – Apply for CAF Process

Step-

1.In Common Application Form Investor view and update the Address Detail .

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a Deltaid	Home - Interface - Common Acceleration Franches Televational Processed A	indu -	
Q ADDV TO CAP			
📕 Land Bookings	Project Name: PR2110220003		
🗈 Malika 🔷	Application (Jake . Za/TESTUT)		
O Operandiated			
2 100	Organization Details Address Detail Contact Detail Project De	tali Manufacturing Detail Investment Detail	
2 Wat Onlin	Registered Office Address		
in Londiesse Lot	Address Line ;	Qsha.	City
C Losse Revi Dil	6 Phase 5, Robit Nagar Ehopal	Bhajpur	Bhopal
III WANT BALLAR	Proofe		
U New Water Connection	esaze Communication Address		
🚊 BRANK 🔅 🔅	Address Line :	Ostid	City
/ Curry: Repart List	6 Phase 1, Rotet Nagar Bhopal	Chiutapur	Btopal
	Pircode		
	453028		
	3		
	<- Prevenan		Sour & Meet 10

### Step 3.6 – Apply for CAF Process

#### Step-

1.In Common Application Form Investor update the Contact detail of Director, Partner, Proprietor.

Project Name: PF uphation Cale: 22/15/	2110220003. 821				
Canadra Data	Attwo Data	rai Manufacturing Detail Investment Detail			
- Adverser Coss	Contraction Desired Topolog				
Contact Inform	tion (Director/Partner/Proprietor details)				
Contact Informa	tion (Director/Partner/Proprietor details)				
Contact Informa	tion (Director/Partner/Proprietor details)	Designation:		Date of Birth :	
Contact Informa	tion (Director/Partner/Proprietor details)	Designation: Nanaging Deector		Date of Birth : 171011560	
Contact Informa Name: NTN Mobile Number:	tion (Director/Partner/Proprietor details)	Designation: Natagrap Director Email Md.	×	Date of Birth : 171021560 Aadhaar Number (Last 4 Digit Only) :	

### Step 3.7 – Apply for CAF Process

#### Step-

1.In Common Application Form Investor update the Project Detail like Project Information and proposed Site Location.

me I teleston I Common Application Form for Manufacturing Proj	court Activity	
oject Name: PR2110220003 entates Tate: 82/00001		
Organization Details Address Detail Contact Detail Pro	von Dirtoil Manufacturing Detail Investment Detail	
Project information		
Project Name	Proposed Activity	Sector
COTTON	Nanufacturing	Foods, processed apricultural or marine products
Line of Activity :	Pollution Category :	Proposed Date of Operation
Line of Activity : Vegetable oil refinenes/Hydrogenation	Pollution Calegory Real	Proposed Date of Operation : 23/10/2021
Line of Activity : Vegetable of refinences/hydrogenation Women Entrepreneur	Poliution Category Rest Differently Abled	Proposed Date of Operation : 23/16/2021 Minority
Line of Activity Vegetable of refinences/Hydrogenation Women Entreprenour Yes	Poliution Category Real Differently Abled - Yes	Proposed Date of Operation 23/16/2021 Minonty: Yes
Line of Activity : Vegetable oil refinenesi Hydrogenation Women Entrepreneur Yes Proposed Site Location	Pollution Category Red Differently Abled Yes	Proposed Date of Operation 23/10/2021 Minority Yes
Line of Activity : Vegetable oil refinenes/Hydrogenation Women Entrepreneur Yes Proposed Site Location Phot Number	Poliution Category Red Offerently Abled : Yes Address/Industrial Area	Proposed Date of Operation 23/10/2021 Minonty Yes
Line of Activity Vegetable of refinences/Hydrogenation Women Entrepreneur Yes Proposed Site Location Plot Number 41	Poliulian Category Red Offerently Abled : Yes Address/Industriel Ared Elactronic Complex	Proposed Date of Operation 23/10/2021 Minority : Yes

### Step 3.8 – Apply for CAF Process

Step-

1.In Common Application Form Investor update the Manufacturing Details of Product .

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<ul> <li>Deficiel</li> </ul>	James / Johnston / Common Austin also Time to 1	to factory Dresser Artab		
Q Apply for CAF	Control of the contro	and the second		
🖬 Land Bookings	Project Name: PR2110220003			
🗈 Mailix	Application Date: 12/92/2021			
D Expension of Interest	8 C	115 50		
2) moves	Organization Details Address Detail Const	et Decal Project Decal Manufacturing Decal Investment D	ieta (	
<ol> <li>Work Online</li> </ol>				
a Lastenelist	Manufacturing Details			
t Losse Rent Bill	Manufacturing Datails II ins of Manufac	hinai		
🖻 Victor Dil Col	Broduct Name'	Quantity	TheP	Action
V New Water Connection	COTTON	500	True	
BUANC	3	and a second sec	1. 1999 B	
OurgeReported	Manufacturing Details (Raw Material Us	ed in Process)		
	Items"	Quantity*	Unit	Action'
	SURGICAL COTTON	400	32705	-
	Manufacturing Details (Production Cap)	scity()		
	Production Capacity'	Unit		Action'

### Step 3.9 – Apply for CAF Process

#### Step-

1.In Common Application Form Investor update the Investment Details and Employment Details .

	itar Makutactumg Propresed Actary				
Toject Name: PR2110220003 galacted Date 12/10/021					
Organization Details Address Detail (	Contact Detail Project Detail	Wendschung Detail	( Detail		
Investment Details					
Value of Land (in Lakhs):"		Value of Building (In Lakh	na);*	Value of Plant	& Machinery (in Lakhs)."
80		50		700	
Total Project Value (in Lakhs):		Total Project Value (in wo	eda):		
830		Eight Hundred Thirty			
Employment details					
	Direct Fee	vie Employment ."	Indirect Nale Employment :*		indirect Female Employment."
Direct Male Employment ."	WALL AND A REAL PROPERTY OF A RE				

### Step 3.9.1 – Apply for CAF Process



### Step 3.10 – Apply for CAF Process

SWS . Nite Dicker Step-MPID.C. Destional 1.After C Intention to Invest successfully Land Bookings D Expression of Interest Paymentof Incores the Common Payment Done Successfully .... Work Orders Application In Londiese Unt Please Apply for the services. Form, Investor CLASSE Ford Bill can Apply for Download Payment Riccogel Elitor Itel & Wow CAF FDF E Willy Covertion Services for 🗑 bekenhen Lieb Approved Bank Noc / Onre Repetilist Intention.

### Step 3.11 – Apply for Services Process

#### Step-

1.Investor can Apply for Services by clicking on 'Add Services' Button.

	INTENTION FORM		SERTION APPROVAL	$\rightarrow$	CAR FORM		x00 10	IVICES.	
Project Det	elis Common Appication Form	Documents							
Pre-Estab	Eshment Services								
Sr. No.	Name of Services		Service Request No	Name of Department	Instruction	Work Flow	Payment Status	Αρρίγ	3
		Pre-Establishment	Services are not added yet. T	io avail Pre-Establishment Se	svices please dick	on Add services.			
Pre-Opera	stanal Services								
Sr. No.	Name of Services		Service Request No	Name of Department	Instruction	Work Flow	Payment Status	Арріу	90
		Pre-Operational	Services are not added yet.T	o avail Pre-Operational Serv	ices please click on	Add services.			

### Step 3.12 – Apply for Services Process

#### Step-

1.Investor can Add the Pre -Establishment Services and Pre -Operational Services for which he want to apply .

U

ition ann D	No: PR2 Inc.23199	110220003			- We	n Appender
he - Es	atishner	Services Pre-Operational Services				
ŝr. No.	Apply	Name of Services	Name of Department	Instruction	Work Flew	Paymer Status
t	a	Professional Nax Registrations	Commencial Tax Department	Vice	Ven	Ven
2	8	Registration of Packers & Importers of Weights & Neasures.	Weights & Measure	New	Vew	Vew
3	8	Liceme for Dealers of Weight & Measures	Weights & Minister	Ves	Vew	Vite
4	0	Ucerse for Repairs of Weight & Measures	Wegth & Heasure	View	Vev	Ven
53	8	Literse for Manufacture of Weight & Hoassure	Weights & Meissure	Vew	Vew	Ven
8	۵	Permission to Transfer Boiler	Department of Industrial Policy & Investment Pranation	View	Vew	Ven
ŧ.	D	Manufacturing of Bollers under Bollers Act 1923	Department of Industrial Pokcy & Investment Promition	Wew	West	View
8	Ū	Registration of Boller	Department of Industrial Folicy & Investment Promotion	Ver	Ves	Ver
9	0	Registration under Boller Act to work as Manufacturer	Department of Industrial Policy & Investment Provident	View	Ver	Ven
				1000	-	Even I

### Step 3.13 – Apply for Services Process

#### Step-

1. After the selection of Services click on the "Proceed with Selected Services" Button 8

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e-Es	idéstra co	Services Pre-Operational Services				
Sr. No.	Apply	Name of Services	Name of Deportment	Instruction	Work Flow	Payme Status
1	8	Allocation of Water Connection in Industrial Assas under IVPIDC	Department of Industrial Policy & Investment Promotion	Vew	vev	Vev
2	0	Building Construction Permission in Industrial Area under MPIOCMSME Department of Science & Technology (Runit & Urban Areas)	Department of Industrial Policy & Investment Promotion	Vew	VVV	View
1	0	Land Allotment	Department of Industrial Policy & Investment Promotion	Vew	VEV	Ves
4	0	Approval for New Service Connection HT(Central Discon)	Energy Department	New	Ver	Vex
5	0	Approval for New Service Connection HT(East & Viest Discorri)	Energy Department	WW	vier	Ver
6	D	Approval of Factory PlanLayout	Labour Department	View	Vev	Ver
1	D	Consent To Establish Under Viater act 1974 and Section 21 of Air act 1981 and Authorization for Hazardous and other waster/Anagement and Transbaundty Movement) Rules (2016)	Pollution Control Board	View	View	VEN
ŧ.	0	Fire NDG	URBAN Development & Housing Department	West	Vite	Ver
9	0	Water Connection Through Municipal Corporation	URBAN Development & Housing Department	View	Ver	West
10	D.	Change of land use	Revenue Department	View	Vite	Ves

### Step 3.14 – Apply for Services Process



1.After successfully Submission of the Selection Of Services, Investor can Apply for Services.

		=)	🕐 Nilo Distary
	۵		
f	8		
	<b>.</b>		
	8	Successfully Submitted	
,	B	Your Services are successfully added under industrial Area Electronic Complex for project COTTON. Now click on button	
	-	and view Project and CAF Detail and apply for services.	
	र	Q View Project and Call Debai	
	=		
	U		
	2		
	1		

### Step 3.15 – Apply for Services Process

#### Step-

1.Investor can Apply for Services by Click on "Apply" Button.

								<b>@</b> **
Project Na Agaicatan Da	me: COTTON							Atl Sev
	итектион голы на	TENTION APPROVAL		AF JOKA		1405	uniti -	
Project Deta	els Conner Application Form Services Documents							
Pre-Estab	lishment Services							
Sr. No.	Name of Services	Service Request No	Name of Department	Instruction	Work Flow	Payment Status	Apply	Status
a.	Alocation of Water Connection in Industrial Areas under MPDC	SR2110220001	Department of Industrial Policy & Investment Protocology				A104	But App
a.	Building Construction Permission in Industrial Area under MPIDCMSHE Department of Science & Technology (Rural & Urban Areas)	592110220002	Department of Velueinal Policy & Investment Promotion				ADDY	NEAD
Pre-Opera	ational Services							
Sr. No.	Name of Services	Service Request No	Name of Department	Instruction	Work Flow	Payment Status	Apply	Status
t	Professional Tax Registrations	SR2110220003	Connercial Tax Department				Appy	hat Ap
2	Registration of Packers & Importers of Weighs & Neasures	SR2110220004	Weights & Weasum				Apply	No Ap
3	License for Repairs of Weight & Measures	SR2110220006	Viegtils & Weasure			<b>0</b>	Apply	MA
36	License for Manufacture of Weight & Measure	SR2110220007	Weights & Weature			10	ADDY	Bul Apr

### Step 3.16 – Apply for Services Process

Step-

1. Investor can View all the Generated Document in Document Section .



