

INDUSTRY MANAGEMENT SYSTEM

Standard
Operating
Process
(SOP) to
Verify the
Industry
Data



Introduction

Standard
Operating
Process
(SOP) to
Verify the
Industry
Data

- ❑ Madhya Pradesh Industrial Development Corporation is introducing Industry Management System to manage all the important information of MPIDC Industry.
- ❑ Here we can manage all the details & information related to MPIDC Industry like Plot Details, Organisation Details, Lease Details, Electricity & Water Connection Details.
- ❑ Please find the Steps to Verify & Update the Industry Data.

Step 1.1- Employee Permission Module

Steps-

1. Competent Authority of Regional Office can assign Permission to Employee to Verify the Industry Data.

2. Competent Authority Login Through prayas by using their Login Credentials

PRAYAS
it also marks attendance...

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@mpidc.co.in

[Go to PRAYAS Home Page](#)

Login - User Management

Login Id
[input type="text" value="supradm@..."]

Password
[input type="password" value="..."]

e1vft

Enter captcha
[input type="text" value="..."]

Login

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

PROCESS DESIGNED BY
MPIDC | Madhya Pradesh Industrial Development Corporation

POWERED BY
AWZPACT
TECHNOLOGIES & SERVICES
SOFTWARE & WEB SOLUTIONS

Step 1.2- Employee Permission Module

Steps-

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

2. Afterward click on Industry Management System(IMS)

The screenshot displays the Prayas portal interface for MPIDC (Madhya Pradesh Industrial Development Corporation). The user is logged in as PRAYAS on 27/04/2021 at 02:58 PM. A notification banner states: "NEW! Salary slip for the month July 2019 is now available." The dashboard features three main statistics cards:

- 774 / 813** VERIFIED / TOTAL OTHER THAN OUTSOURCE EMPLOYEE
- 130 / 144** VERIFIED / TOTAL OUTSOURCE EMPLOYEE
- 202** SELF VERIFICATION BY EMPLOYEE

The 'Switch To' dropdown menu is open, showing the following options:

- > PAYROLL
- > ANUBANDH
- > NIDAN
- > LANDBANK
- > [Redacted]
- > **IMS** (highlighted with a red box and a callout bubble: "Click on IMS (Industry Management System)")
- > IIS
- > CIS

The main content area includes sections for "Monitoring Data - Statistics According to Employee", "Monthly Applications Detail (From 21-Feb-21 to 20-Mar-21) - Statistics According to Employees Monthly Applications", and "Organization Structure Mapping- Statistics According Organization Structure".

Step 1.3- Employee Permission Module

Steps-

1. In Left Menu, please click on Employee Permission to assign Permission as per Sector wise & industrial Area Wise.

The screenshot displays the MPICD Land Bank Application dashboard. The top navigation bar includes the MPICD logo, the user role 'Super Administrator', and a 'Dashboard' link. The left sidebar menu has 'Employee Permission' highlighted. A red callout box points to the 'Employee Permission' menu item with the text: 'Click on Employee Permission to Assign Permission as per Ind Area'. The main content area shows a breadcrumb 'Home / Industry Details' and an 'Add New Industry' button. Below this is a summary dashboard with five cards: 'Total Industry' (1737), 'Total Incomplete' (1729), 'Total Complete' (8), 'Total Industry Verified' (0), and 'Industry End Pending' (8). At the bottom, there are search filters for 'Industrial Area', 'Sector', 'Industry Name', and 'Email Id'.

Metric	Value
Total Industry	1737
Total Incomplete	1729
Total Complete	8
Total Industry Verified	0
Industry End Pending	8

Step 1.4- Employee Permission Module

Steps-

1. Employee can be Search by applying Multiple Filtration like Employee code, Employee Name, Designation etc

2. After Employee has been search, please click on Action button.

Home / Employee Permission Back To Industry List

Employee Permission

Employee Code:

Employee Name:

Designation:

Email Id:

Mobile Number:

Reset Search Record

Name Of Employee (Ascending)

#	Employee Name	Designation	Employee Type	Email Id	Mobile No	Action
1	Achchhe Khan (1021384)	Helper (C-4)	Regular Employee	achchekhan07121967@gmail.com	9644025676	
2	Aishwarya Thakur (1021156)	Manager (C-2)	Regular Employee	aishwaryathakur505@gmail.com	9713858138	
3	Ajay Agrawal (1023042)	General Manager (C-1)	Deputed In Employee	ajay18764@yahoo.in	9826065756	

Assign Permission by Click on Action Button

Step 1.5- Employee Permission Module

Steps-

1. Afterward, Permission has been given either Industrial Area wise or Sector wise.

2. Please select one or more than one Industrial Area & Click on Save Permission.

Industrial Area Permission

Employee Name : Achchhe Khan (1021384)

Designation : Helper (C-4)

Mobile No : 9644025676

Select Permission type:

Industrial Area wise Sector wise

Select Industrial Area for granting Permission

Acharpura Industrial Area

Acharpura Textile Park

Badiakhedi

Bagroda

Food Park Babai

Food Park Pipariya

IID Bina

Industrial Park Bhojpur (Bagroda)

Industrial Park Bhopal (Acharpura)

Industrial Park Rehi

Industrial Park Sehore

Jambar Bagari

Kiratpur Phase-I

Mandideep

Mohasa Babai Phase-I

Pilukhedi

Plastic Park Tamot

Sidhguwan Phase-I

Sidhguwan Phase-II

Reset

Assign Permission by Click on Ind Area check box & Save Permission to proceed

Save Permission

Step2.1 – Industry Verification Process

Steps-

1. After Assign Permission to the Employee, Employee can login through Prayas by using their Login Credentials

The screenshot shows the PRAYAS login interface. At the top, the PRAYAS logo is displayed with the tagline "it also marks attendance...". The MPIDC logo and name "Madhya Pradesh Industrial Development Corporation" are visible in the top right corner. The main content area features the MPIDC logo and name, followed by "Address Details" and "Contact Details" sections. A yellow button labeled "Go to PRAYAS Home Page" is present. On the right, a "Login - User Management" form is shown with fields for "Login Id" (containing "supradipin"), "Password", and a captcha "e1vft". A red callout box with the text "Please Enter Prayas Email Id & password" points to the "Login" button. Below the form are links for "Get New Password" and "Unblock Account". The footer contains "PROCESS DESIGNED BY" with the MPIDC logo and "POWERED BY" with the AWZPACT logo.

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← Go to PRAYAS Home Page

Login - User Management

Login Id
supradipin

Password

e1vft

Enter captcha

Login

Get New Password Unblock Account

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Step2.2 – Industry Verification Process

Steps-

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

2. Afterward click on Industry Management System(IMS)

The screenshot displays the PRAYAS portal interface. The header includes the MPIDC logo and the text 'Madhya Pradesh Industrial Development Corporation'. The main content area shows a notification for a salary slip, three employee statistics cards, and a 'Monitoring Data' section. A 'Switch To' dropdown menu is open, listing options: PAYROLL, ANUBANDH, NIDAN, LANDBANK, IMS (highlighted with a red box and a callout bubble), IIS, and CIS. The callout bubble contains the text 'Click on IMS (Industry Management System)'.

Category	Verified / Total
OTHER THAN OUTSOURCE EMPLOYEE	774 / 813
OUTSOURCE EMPLOYEE	130 / 144
SELF VERIFICATION BY EMPLOYEE	202

Monitoring Data - Statistics According to Employee

Monthly Applications Detail (From 21-Feb-21 to 20-Mar-21) - Statistics According to Employees Monthly Applications

Organization Structure Mapping- Statistics According Organization Structure

Step2.3 – Industry Verification Process

Steps-

1. In Left Menu, please click on Industry List to verify the Industry Information.

2. Here Employee can able to see the Statistics of Industry and have multiple filtration to find out any particular Industry.

Home / Industry Details Add New Industry

Industry list

Industry Details

Click on Industry List to Verify the Industry Information

1737 Total Industry Total Industry Entries	1729 Total Incomplete Pending At Department For Verification	8 Total Complete Details Of Complete Entries	0 Total Industry Verified Details Of Industry Verification Done	8 Industry End Pending Total Pending At Industry For Verification
---	---	---	--	--

Industrial Area: --Select Industrial Area--
Sector: --Select Sector--
Industry Name: Please Enter Industry Name
Email Id: Please Enter Email Id
Mobile Number: Please Enter Mobile Number
Complete Status: --Select Status--

Step2.4 – Industry Verification Process

Steps-

1. Industry has been visible as per Permission has been assigned by Competent Authority.

2. Below Name of Industry there is edit option, please click on to verify the Industry Information.

The screenshot displays the 'Industry Details' page of a web application. At the top, there is a navigation bar with 'Home / Industry Details' and an 'Add New Industry' button. Below this, a summary section shows five key metrics: Total Industry (1737), Total Incomplete (1729), Total Complete (8), Total Industry Verified (0), and Industry End Pending (8). Each metric includes a brief description of what it represents.

The main form area contains several input fields: 'Industrial Area' (a dropdown menu), 'Sector' (a dropdown menu), 'Industry Name' (a text input), 'Email Id' (a text input), 'Mobile Number' (a text input), and 'Complete Status' (a dropdown menu). There are 'Reset' and 'Search Record' buttons at the bottom of the form.

Below the form is a table listing industry entries. A red callout box points to the edit icon in the first row, with the text 'Click on edit button to verify & update the Industry Details'. The table has columns for '#', 'Name of Industry', 'Organisation Type', 'Email', 'Mobile No.', 'Industrial Area', 'Plot No.', 'No. Of Lease', 'Verification Status', and 'Complete Status'.

#	Name of Industry	Organisation Type	Email	Mobile No.	Industrial Area	Plot No.	No. Of Lease	Verification Status	Complete Status
1	3ad Agriculture Equipment	-----	dineshwankhede2210@gmail.com	8435729458	Pilukhedi	21d m_type	1	Pending at Department End	Incomplete
2	A K Metal	PROPRIETORSHIP	AKMETAL786@GMAIL.COM	9303137130	Bagroda	41	1	Pending for Investor Verification	Complete
3	A S Enterprises	-----	asenhopal@gmail.com	9303106997	Bagroda	17	1		Incomplete
4	A.B.ENTERPRISES	PROPRIETORSHIP	abhineshbarya2811@gmail.com	8770270533	IID Bina	-----	0	Pending at Department End	Incomplete

Step2.5 – Industry Verification Process

Steps-

1. Please verify & update (in case of discrepancy) the Industry Details, Registered Office Address.

The screenshot displays a web application interface for adding a new industry. The page has a blue sidebar with navigation icons and a top navigation bar with 'Home' and 'Add New Industry' links. A 'Back To List' button is located in the top right corner. The main content area features four tabs: 'Industry Details' (active), 'Plot & Lease Details', 'Investment & Employment Detail', and 'Other Details'. The 'Industry Detail' section contains a form with the following fields:

Industry Detail		
1	Name of The Unit *	3A SOLAR AND RENEWABLE UR3A
2	Account Email Id	3asolarurja@gmail.com
3	Organization Type *	PROPRIETORSHIP
4	Registered Under MSME	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Type of Industry *	Small
6	Industry Status	Operational
	Registration No. *	Enter Here
	Date Of Issuance Of Registration No. *	Enter Date
7	GSTIN Number *	23AAACW1578L124
8	PAN Number *	ARTPC1850K
9	Website Link	Enter Website Link

The 'Registered Office Address' section contains a form with the following fields:

Registered Office Address		
1	Address	MQ 1757
2	State Name	Madhya Pradesh
3	District Name	Bhopal
4	Pin Code	462026

Step2.6 – Industry Verification Process

Steps-

1. Please verify & update (in case of discrepancy) the Communication Details, Authorized Person Details.

2. After Verification of Industry Details click on Save & next.

Communication(RO / HO) - New/Same As Registered		<input type="checkbox"/> Same as Registered Address
1	Address	163 devki Nagar Karod Berasia Road Bhopal
2	State Name	Madhya Pradesh
3	District Name	Bhopal
4	Pin Code	462011
Authorized Person Information		
Person who will be authorized by you to deal with Us.		
1	Authorized Person Name *	ARUN KUMAR TRIPATHI
2	Mobile Number *	9303137130
3	Alternate Mobile Number	Enter Mobile No.
4	Email Id *	AKMETAL786@GMAIL.COM
5	Alternate Email Id	Enter Email Id
6	Designation	Proprietor
7	Date Of Birth	31/05/1972

Verify the Industry Details like Name of Unit, Registered Office Address, Communication Address details & Authorized Person Information then Click on Save & Next

<< Previous

Save & Next >>

Step2.7 – Industry Verification Process

Steps-

1. Please verify & update (in case of discrepancy) the Lease Details like Plot Number, Industrial Area, Product Details & upload the Lease Document then Click on Save & next

Home / Add New Industry [Back To List](#)

Industry Details	Plot & Lease Details	Investment & Employment Detail	Other Details
------------------	----------------------	--------------------------------	---------------

Lease Details :

1	Industrial Area *	Maksi	<input type="button" value="📄"/>						
2	Plot No. *	21	<input type="button" value="📄"/>						
3	Lease Term	Select Lease Term	<input type="button" value="📄"/>						
4	Lease From Date	Select From Date	<input type="button" value="📅"/>						
5	Lease To Date	Select To Date	<input type="button" value="📅"/>						
6	Total Area *	1350.0	<input type="button" value="📄"/>						
7	Activity Performed	Manufacturing	<input type="button" value="📄"/>						
8	Activity Type	Others	<input type="button" value="📄"/>						
9	Activity / Product	Enter Activity / Product details	<input type="button" value="📄"/>						
10	Upload Lease Document	<table border="1"><thead><tr><th>Document Name *</th><th>Document No. *</th><th>Upload Document *</th></tr></thead><tbody><tr><td><input type="text" value="Enter Document Name"/></td><td><input type="text" value="Enter Document number"/></td><td><input type="button" value="Choose File"/> No file chosen</td></tr></tbody></table> <input type="button" value="+ Add Row"/>	Document Name *	Document No. *	Upload Document *	<input type="text" value="Enter Document Name"/>	<input type="text" value="Enter Document number"/>	<input type="button" value="Choose File"/> No file chosen	
Document Name *	Document No. *	Upload Document *							
<input type="text" value="Enter Document Name"/>	<input type="text" value="Enter Document number"/>	<input type="button" value="Choose File"/> No file chosen							

Enter Industrial Area, Plot Details, Area of Plot, Product Details, Lease Details & upload Lease Document then Click on Save & Next

[<< Previous](#) [Save & Next >>](#)

Step2.8 – Industry Verification Process

Steps-

1. In this section Investment Details & Employment Details has been filled by Industry after Department verify all the details of Industry.

2. Please click on save & Next.

Home / Add New Industry Back To List

Industry Details Plot & Lease Details Investment & Employment Detail Other Details

Investment Details (As On Today)

1	Building Cost (In Lakhs)	<input type="text" value="Building Cost (In Lakhs)"/>	
2	Plant & Machinery Cost (In Lakhs)	<input type="text" value="Plant & Machinery Cost (In Lakhs)"/>	
3	Other Investment	<input type="text" value="Enter Total Investment"/>	
4	Total Investment	<input type="text" value="0"/>	

Employment Details (Till Date)

On Companies Pay Roll

#		Highly Skilled Employee	Skilled Employee	Semi Skilled Employee	Un-Skilled Employee	Total
1	No Of Employee With Domicile	<input type="text" value="Enter here.."/>	<input type="text" value="0"/>			
2	Employee From Other States	<input type="text" value="Enter here.."/>	<input type="text" value="0"/>			

Contractual Employees

#		Highly Skilled Employee	Skilled Employee	Semi Skilled Employee	Un-Skilled Employee	Total
1	No Of Employee With Domicile	<input type="text" value="Enter here.."/>	<input type="text" value="0"/>			
2	Employee From Other States	<input type="text" value="Enter here.."/>	<input type="text" value="0"/>			

Enter Investment Details (up to till Date) & Employment Details then Click on Save & Next

<< Previous Save & Next >>

Step2.9 – Industry Verification Process

Steps-

1. Please verify & update (in case of any discrepancy) the Electricity Details & water Connection Details.

2. After verifying please click on Save button.

Home / Add New Industry Back To List

Industry Details | Plot & Lease Details | Investment & Employment Detail | Other Details

Electricity Connection Detail

1	IVRS Number !	IVRS Number <input type="text"/>
2	Electricity Consumption (as per Agreement in KVA)	Enter Consumption <input type="text"/>

Water Connection

1	Industrial Area *	Maksi <input type="text"/>
2	Lease No.	7765 <input type="text"/>
3	Plot No *	21 <input type="text"/>
4	Water Connection Number	Enter Water Connection Number <input type="text"/>
5	Connection Date	Select Date <input type="text"/>
6	Water Consumption (per day in 1000 Ltr) (as per Agreement)	Enter Consumption <input type="text"/>
7	Consumption Of Water For Next 5 Years (For Planning Purpose)	Enter Consumption <input type="text"/>
8	Water Source	Select <input type="text"/>
9	Connection Status	Select <input type="text"/>
10	Is there any Tube Well?	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
11	Is there any Special Rate ?	<input type="radio"/> Yes <input type="radio"/> No <input type="text"/>
12	Current Meter Reading *	Enter Current Meter Reading <input type="text"/>

Enter Electricity Details & water Connection Details then Click on Save button

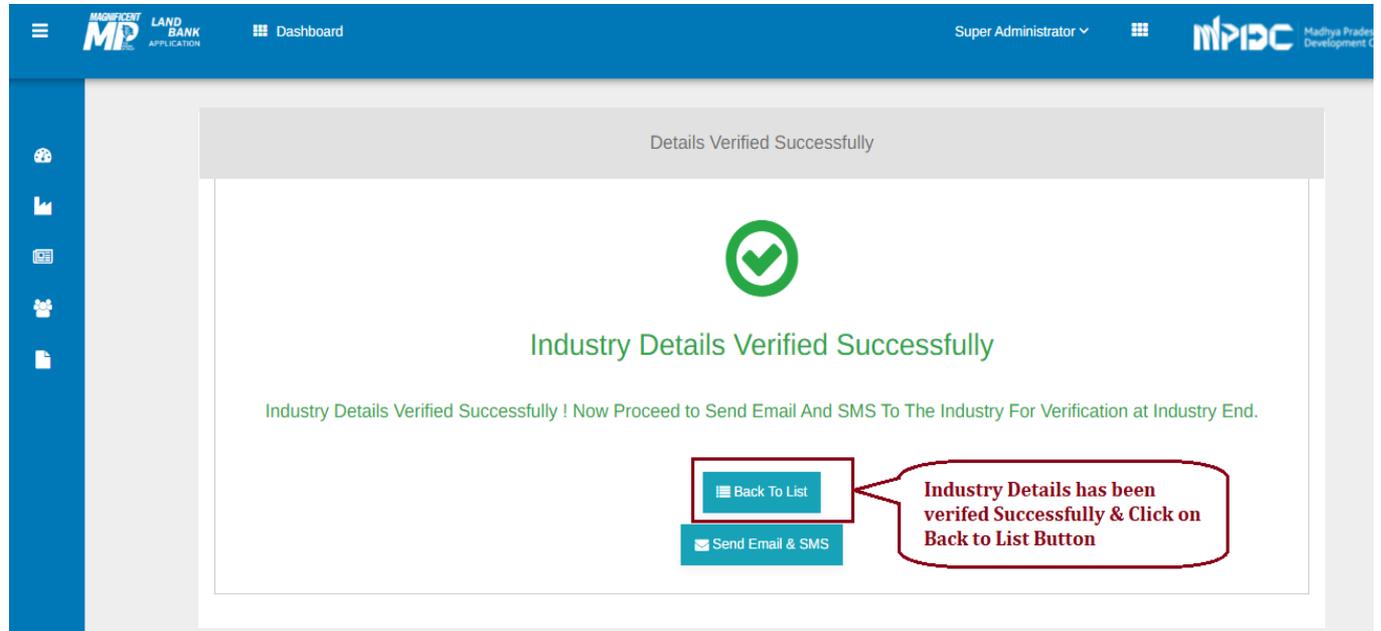
<< Previous Save

Step2.10 – Industry Verification Process

Step-

1. After Complete all the steps of Industry Verification, please click on Back to List Button.

2. Industry Details has been successfully verified.



The screenshot displays the MPDC Land Bank Application dashboard. The top navigation bar includes the MPDC logo, 'LAND BANK APPLICATION', 'Dashboard', and 'Super Administrator'. The main content area features a green checkmark icon and the text 'Industry Details Verified Successfully'. Below this, a message states: 'Industry Details Verified Successfully ! Now Proceed to Send Email And SMS To The Industry For Verification at Industry End.' Two buttons are visible: 'Back To List' and 'Send Email & SMS'. A red callout box points to the 'Back To List' button with the text: 'Industry Details has been verified Successfully & Click on Back to List Button'.



THANK YOU