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ISO 9001 & 14001

The State of Odisha has implemented the Automated Post Allotment Application (APAA) for smooth management of existing MSME business units associated with Industrial Infrastructure Development Corporation (IDCO). This portal has been developed to facilitate online applications for any post allotment matters, online payments, application tracking and processing activities.
The portal has been envisioned to reduce the steps involved in the application process. It also enables the units to download the sanction letters, removing physical interface on such matters between them and IDCO, thus reducing the burden on both.

Post Allotment Services on Your Fingertips
Automated Post Allotment Application

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

About Automated Post Allotment Application(APAA)

The unique Automated Post Allotment Application(APAA) provides hassle-free post allotment services for industrial units, with timely approval and transparency.

Features

| Online Registration | Online Application for Services | Payment through integrated Payment Gateway | Approval |

Services

- Payment of statutory dues and water charges
- Change in name and style
- Change of activity
- Change of constitution
- Mortgage permission
- Reconstitution of Directors or Partners
- Transfer of lease hold interest
- Revocation of cancellation
- Surrender of plot

FAQ   **FEEDBACK**

Entrepreneur Access

Enter Your User ID

Enter Your Password

Forgot Password?

Login

Not yet registered ?
Register Now

User Manual

Online Registration

To avail the services provided by the portal the units need to register themselves online. A registered unit is provided with unique user credentials through e-mail. The units will use these credentials for all future post allotment services. The list of information required during the registration in the portal is as follows:

- Unit Name
- Promoter/Authorized Person's Name
- Organization /Proprietor PAN No
- TIN No
- UID No of the Main Promoter
- Address (Unit)
- PIN Code
- Email Id
- Mobile No
- Phone No
- FAX No

For authentication, following documents in pdf format needs to be uploaded in the portal:

- Scanned copy of the lease agreement on the allotted property executed/letter of handing over the possession/ allotment letter from IDCO
- 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 on company letter Head

Few fields like TIN No, promoter's UID No, Phone No, FAX No are optional which the entrepreneur may wish to provide during online registration.

Online Application and Payment Gateway: Online applications for all post allotment services have been enabled by this portal. The units can also pay their statutory dues like Ground Rent, Cess, and IMC Charges along with the processing fee for the post allotment request online through the payment gateway integrated with this portal. This ensures that the units enjoy hassle-free services from the comfort of their offices.

Application Status Tracking: To ensure prompt servicing of the applications the portal enables the units to track and monitor the progress of their applications. The system also sends e-mail and SMS alerts to the user to apprise them about any change in the application status. A dedicated mobile application has also been developed for checking the status of the application.

Online Process and Approval: The internal processing in terms of document verification, authentication and field survey will be carried out using this application. The concerned IDCO officials have been provided with a unique login credential to access the application allowing them to receive requests, process them and provide prompt approvals. The final office order is also communicated to the units through the application. By digitizing the entire process this application saves valuable time for the associated officials and units.

Online Generation of Demand: The demand notice for the statutory dues of the existing units is generated through the system based on the provisions defined by IDCO. This demand notice can be viewed by accessing

Services offered in APAA

The following services related to post allotment maters are being provided in Automated Post Allotment Application:

- Change in name & style
- Change of activity from Industry to Industry
- Change of activity from Industry to Social Infrastructure
- Change of constitution
- NOC for right mortgage permission
- Reconstitution of Directors and Partners

The application also enables other activities like:

- Any query related to Post Allotment matters
- Correction in statutory dues
- Revocation of cancellation of allotment
- Surrender of Plot
- Transfer of lease hold property for the balance lease period
- Transfer of lease hold property under U/s- 29/SFC Act 1951
- Transfer of ownership of lease hold property to inheritor family members

Navigation Steps for Business Units:

The following steps must be followed by the units to submit any post allotment application through APAA portal:

1. Open the website using the URL: www.idco.in
2. Registered users can enter the login credentials and access the portal. New users have to register on the portal.
3. Choose New Application from the menu bar. A form will be visible mentioning the list of activities. Choose Post Allotment activity type from the drop down box.
4. Fill the description and other necessary details in the text box.
5. Select the buttons for fresh application or an existing one (in case the entrepreneur have previously applied to IDCO manually and kept the copy of the money receipt for processing fees towards the application)
6. Upload all the required documents as required by the application. Fill the document reference number and date if available in the text box.
7. Check the dialogue box to accept the terms & conditions
8. Click on the Apply button. It will redirect to the payment screen for clearance of dues and processing fee.
9. On the payment gateway, pay the required fees by selecting the mode of payment.
10. After the payment has been successful, apply online by submitting the draft request.

Helpdesk for any assistance: There is a dedicated helpdesk deployed in order to assist the units during online registration, payment or post allotment or application. The units can call the toll free number 1800-345-7133 or send an email to helpdesk@idco.in . The helpdesk is operative between 10 A.M. to 5 P.M on all working days.

For more details, visit **www.idco.in** | email: **helpdesk@idco.in** | Call toll free **1800 345 7133**

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NEW OPPORTUNITIES