USER GUIDE FOR UNIT REGISTRATION AND OTHER ACTIVITIES

The SEZ Mihan website is hosted on below URL

URL: https://mihansez.org

When the user opens SEZ Mihan website, “Registration for Unit Personnel” link is provided on the top right hand side for registration of authorized unit user.

**Registration for Unit Personnel**

If the users click on “Registration for Unit Personnel” link then following registration form will open.
All information for creating unit admin who belongs to particular Organization / Unit, for example, Name of the Organization / Unit, Designation, First Name, Last Name, Email, Cell No., etc needs to be filled up.

After user fills up all information, CAPTCHA needs to be arranged in ascending order. Form gets submitted using “Create New Account” button.

When form details submitted successfully then this message “We have got your registration request. We will verify your request soon” will appear on the screen.

When any person fills the Registration Form from the SEZ Mihan website, then registration request is sent to authorized person of particular unit, which is already registered with SEZ Mihan.

The following email format sent to authorized person of a particular unit for approving Unit user using “Account Creation Link”.

SEZ Mihan: New registration request raised against your organization “M/s. Maharashtra Airport Development Company Ltd.” for verification

info@mihansez.org

to me

3:10 PM (41 minutes ago)

Dear Sir,

New registration request raised against your organization “M/s. Maharashtra Airport Development Company Ltd.” for verification for Priyanka Hatwar. Please click the below link for further procedure for creating account’s password. Please use the PIN number (77572) for creating password

Account Creation Link

Regards,  
SEZ Mihan Nagpur Team
When the authorized person click on **“Account Creation Link”** from the email then it is redirected to set password form.

When Authorized Person of a particular unit sets the username and password for the user. There is also need to provide PIN Number from the email to validate real authorized person. Once the username and password is set for unit admin then unit admin is able to login in the SEZ Mihan website. Set password link that is available in mail is expired once the form gets submitted.
Unit Admin Login

URL: https://mihansez.org/users/unit_sign_in

Once the username and password set from “Set Password” then these credentials will be used for login in the SEZ Mihan website from the login page.

When Unit Admin successfully login then person is redirected to dashboard page.

There are two modules named as “Forms” and “Payment”. We need to click on “More Info” links from this module for more information.
Forms Module

- There are 7 sub-modules in the Forms module as follows:
  1. Application of Identity Cards
  2. Application of Temporary Identity Cards (Vendor/Contractor)
  3. Application of Temporary Identity Cards (Temporary Domestic/Foreign Associates)
  4. Application of Casual Entry Pass Request Entry
  5. Application of Car Passes/Stickers
  6. Application for Issue of Gate Passes for the Goods Vehicles
  7. Application for Good Pass for Supplies Received (Courier and Postal Services)

1. Application of Identity Card

- This list of already added identity card information of unit employees is visible when this particular page opens.
- The user can create identity cards by clicking on “Create Application of Identity Card”. On this page user can also search the records using search parameters such as Name of Applicant, Applicant Card No., Employee Code of Applicant, etc.
If user want to create new single user application of identity card then user need to click on “Create Application of Identity Card” or if you have bulk of user information for Application of Identity Cards then all information imported in bulk format using “Import Application of Identity Cards.”
Create Application of Identity Card

- In this form all information about employee in application of identity card, For example Photo of Employee, Name of Applicant, Blood group, Contact Number, Emergency Number, Aadhar Card No., etc needs to be filled up.
- After creating the Application of Identity Card then this particular record goes in “In Progress” status.
## Add Application Of Identity Card

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location (Sector)</td>
<td>Location of the applicant</td>
</tr>
<tr>
<td>Full Name Of the Applicant</td>
<td>Full name of the applicant</td>
</tr>
<tr>
<td>Employee Code</td>
<td>Employee code</td>
</tr>
<tr>
<td>Designation/Position</td>
<td>Position held in the company</td>
</tr>
<tr>
<td>Date of Joining Employer</td>
<td>Date of joining the employer</td>
</tr>
<tr>
<td>Contract Duration</td>
<td>Contract duration, if applicable</td>
</tr>
<tr>
<td>Identification Mark</td>
<td>Identification mark</td>
</tr>
<tr>
<td>Colour Of Eye</td>
<td>Colour of eye</td>
</tr>
<tr>
<td>Present Address (PS)</td>
<td>Present address (PS)</td>
</tr>
<tr>
<td>Present Address (State)</td>
<td>Present address (State)</td>
</tr>
<tr>
<td>Permanent Address (PS)</td>
<td>Permanent address (PS)</td>
</tr>
<tr>
<td>Permanent Address (District)</td>
<td>Permanent address (District)</td>
</tr>
<tr>
<td>Permanent Address (State)</td>
<td>Permanent address (State)</td>
</tr>
<tr>
<td>Contact No.</td>
<td>Contact number</td>
</tr>
<tr>
<td>Emergency No.</td>
<td>Emergency number</td>
</tr>
<tr>
<td>E-Mail Address</td>
<td>Email address</td>
</tr>
<tr>
<td>Location (Plot No)</td>
<td>Location (Plot No)</td>
</tr>
<tr>
<td>Date Of Birth</td>
<td>Date of birth</td>
</tr>
<tr>
<td>Department/Section</td>
<td>Department/Section</td>
</tr>
<tr>
<td>Regular or Temporary</td>
<td>Regular or temporary/contractual</td>
</tr>
<tr>
<td>Father’s/Husband’s Name</td>
<td>Father’s or Husband’s name</td>
</tr>
<tr>
<td>Height</td>
<td>Height</td>
</tr>
<tr>
<td>Present Address</td>
<td>Present address (PS)</td>
</tr>
<tr>
<td>Present Address (District)</td>
<td>Present address (District)</td>
</tr>
<tr>
<td>Present Address (PIN)</td>
<td>Present address (PIN)</td>
</tr>
<tr>
<td>Permanent Address (PS)</td>
<td>Permanent address (PS)</td>
</tr>
<tr>
<td>Permanent Address (State)</td>
<td>Permanent address (State)</td>
</tr>
<tr>
<td>Aadhar Card No.</td>
<td>Aadhar Card number</td>
</tr>
</tbody>
</table>

## Instructions
- Fill in all the required fields accurately.
- Upload a passport photo if necessary.
- Submit the application after reviewing the information entered.
➢ Import Application of Identity Cards

- With this form bulk of records for application of identity cards can be uploaded at one go.

- Download the sample format for Application of Identity Card in Excel-sheet and fill the all field mentioned in the Excel-sheet are compulsory to import bulk employee details.

- If any field by mistake is left off, then bulk import will not happen. For Example, Blood Group field information of any particular employee is not filled in Excel-sheet then that employee’s record will not imported in the website.

- Once the user imports Excel-sheet then successful message is visible on screen.

- If user imports Excel-sheet having bulk of employee details then there is provision for validation to check existing employee details with the help of Employee Code. If employee code is already added then that particular record is not imported again and message is visible “This Employee Code is already registered in Application of Identity Cards”.
➢ Edit Application of Identity Card

- If there is need to change any information about employee in application of identity card, For example Photo of Employee, Name of Applicant, Blood group, Contact Number, Emergency Number, Aadhar Card No., etc can be changed through this form.

- Once the application of identity card is approved then user won’t be able to change any information of approved application of identity card.
Edit Application Of Identity Card

Upload Passport Photo

Location(Sector):
17

Full Name Of the Applicant/Employee:
Satish Suresh Mahajan

Employee Code of the applicant/Employee:

Location(Plot No):
1

Date Of Birth:
19-05-1980

Designation/Position held in the Company:
Office Assistant

Department/Section/Division etc.:
Technical, Account

Date of Joining the Employer:
21-04-2004

Regular or Temporary/Contractual:
Contractual

Identification Mark:
Left Hand four Fingers

Father’s/Husband’s Name:
Suraj Mahajan

Colour Of Eye:
Black

Height:
Sft, 5'0"

Present Address:
PLOT NO.6, PANCHDEEP SOCIETY, JAIPRAKASH NAGAR, KHAMLA

Present Address(State):
Maharashtra

Present Address(PIN):
448005

Permanent Address:
PLOT NO.6, PANCHDEEP SOCIETY, JAIPRAKASH NAGAR, KHAMLA

Permanent Address(State):
Maharashtra

Permanent Address(PIN):
448005

Emergency No.:
98821718455

E-Mail Address:
satishm5131@gmail.com

Previous held (ID Card issued by MIHAN SEZ, if any):
No

AADHAR Card No.:
8510551784583

Submit Cancel
Approve Application of Identity Card

- The authorized person of a particular organization / unit has power to approve application of identity card from this section. Once the authorized person approved single user application of identity card then this application of card request is sent for verification to SEZ personnel.

- When authorized person approves in bulk format using “Bulk Approve Application of Identity Cards” then this application of card request is sent for verification to SEZ personnel.

- Only “In progress” status of applications get approved in this section. User can approve one or more than one record in the bulk of application of identity cards.

- It is compulsory to add the Name of Authorized Person and Designation of authorized person.
After click on “Approve Identity Card” button then give the message for such as “The application of identity card has been approved successfully”.

After this message the status of records change from “In Progress” to “Approved”.
View Application of Identity Card

Users can view all content for application of identity card by using view link from this module.
2. Application of Temporary Identity Cards (Vendors / Contractors)

- This module is only used for Contractor and Vendors application of temporary identity cards.
- List of contractor and vendors identity cards requests is visible on this page
- Unit Admin can create and manage any new application of temporary identity cards. Admin can also change status as Active or Inactive for any particular section.
- Records can be searched with Applicant Name, Applicant Card Number, and Status.

- Admin can create application for temporary identity card by using “Create Application of Temporary Identity Card”.

![Application of Temporary Identity Cards](image-url)
Create Application of Temporary Identity Cards (Vendors / Contractors)

- All information about Vendors / Contractor employee in application of temporary identity cards, for example Photo of Employee, Name of Applicant, Blood group, Contact Number, Emergency Number, Aadhar Card No., etc needs to be filled up in this form.
- After creating the Application of Identity Card then this application goes in “In Progress” status.
Add Application Of Temporary Identity Card

Name of the Employer(Vendor/Contractor)*: 

Location where engaged (Vector): 

Location where engaged (Plot No.): 

Contract Period (To): 

Full Name Of the Applicant/Employee*: 

Contract Period (From): 

Father’s/Husband’s Name: 

Nature of work to be carried out: 

Height: 

Date Of Birth: 

Blood Group*: 

Identification Mark: 

Address of the Contractor/Vendor: 

Colour Of Eye: 

Address of the Contractor/Vendor(P.S): 

Address of the Contractor/Vendor(District): 

Address of the Contractor/Vendor(State): 

Address of the Contractor/Vendor(PIN): 

Present Address of the Applicant: 

Contact No. of the Employer*: 

Present Address of the Applicant(P.S): 

Present Address of the Applicant(District): 

Present Address of the Applicant(State): 

Present Address of the Applicant(PIN): 

Contact No. of the Employee*: 

Emergency Contact No.**: 

E-Mail Address: 

AADHAR Card No.: 

Previously held /Card issued by MIHAN SEZ, if any: 

Submit  Cancel
Edit Application of Temporary Identity Cards (Vendors / Contractors)

- If there is need to change any information about Vendor / Contractor employee in application of temporary identity cards, for example Photo of Employee, Name of Applicant, Blood group, Contact Number, Emergency Number, Aadhar Card No., etc.

- Once the application of temporary identity card is approved then user won’t be able to change any information of approved application of temporary identity card.
Edit Application Of Temporary Identity Card

Name of the Employee (Vendor/Contractor)*
H & K J Projects Pvt. Ltd.

Location where engaged (Plant No.):
1

Contract Period (To):
31-12-2019

Full Name of the Applicant/Employee*:
Sarang Sanjayrao Chhode

Father’s/Husband’s Name:
Sanjay Wamanrao Chhode

Height:
168

Blood Group**
A+

Address of the Contractor/Vendor (PB):
Ambazari

Address of the Contractor/Vendor (State):
Maharashtra

Present Address of the Applicant:
TENAMENT NO. 0/34, KAMALA NO 153/1, ASIA TOWN, NEAR TO CHITRAKUT APARTMENT

Present Address of the Applicant (District):
Nagpur

Present Address of the Applicant (State):
Maharashtra

Contact No. of the Employer*:
07122399403

Emergency Contact No.*:
9794240333

AADHAAR Card No.:
520547525201563

Submit  Cancel
Approve Application of Temporary Identity Cards (Vendors / Contractors)

Admin can approve the temporary identity card by using this Approve link from this module.

There are the two section in approve application such as
1. Signature of authorized person of Unit
2. Signature of authorized person of the Vendor / Contractor

If the user click on submit button then give the message as “The application of temporary identity cards (vendors / contractors) has been approved successfully”.

After this message your form is completed and the application form progress status is change from “In Progress” to “Approved”.
**View Application of Temporary Identity Cards (Vendors / Contractors)**

<table>
<thead>
<tr>
<th>Application Card No.:</th>
<th>56/716/MC/7358R</th>
<th>Name of the Employer (Vendor/Contractor):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location where engaged (sector):</td>
<td>SEZ Zone</td>
<td>M.V. K.B. D. Enterprises Pvt. Ltd.</td>
</tr>
<tr>
<td>Contract Period (From):</td>
<td>27-02-2010</td>
<td></td>
</tr>
<tr>
<td>Nature of work to be carried out:</td>
<td>Consultant</td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>16-06-1985</td>
<td></td>
</tr>
<tr>
<td>Identification Mark:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colour of eye:</td>
<td>Black</td>
<td></td>
</tr>
<tr>
<td>Address of the Contractor /Vendor:</td>
<td>Stream 16 MT Layout Bani Nagar Nagpur - 33</td>
<td></td>
</tr>
<tr>
<td>Address of the Contractor /Vendor (District):</td>
<td>Nagpur</td>
<td></td>
</tr>
<tr>
<td>Address of the Contractor /Vendor (Pin):</td>
<td>440035</td>
<td></td>
</tr>
<tr>
<td>Present Address of the Applicant (State):</td>
<td>Maharashtra</td>
<td></td>
</tr>
<tr>
<td>Present Address of the Applicant (District):</td>
<td>Nagpur</td>
<td></td>
</tr>
<tr>
<td>Present Address of the Applicant (Pin):</td>
<td>440005</td>
<td></td>
</tr>
<tr>
<td>Contact No. of the Employer:</td>
<td>9764634003</td>
<td></td>
</tr>
<tr>
<td>Emergency Contact No.:</td>
<td>9764634003</td>
<td></td>
</tr>
<tr>
<td>AHRAM Card No.:</td>
<td>5203547681433</td>
<td></td>
</tr>
<tr>
<td>Progress Status:</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td>Reason of Rejected / On Hold (Unit):</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Valid Till:</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

User can only view all content for the application of temporary identity card by using this View link from this module.
3. Application of Temporary Identity Cards (Temporary Domestic / Foreign Associate)

- In this module the foreign associates and temporary domestic employee’s Temporary Identity Cards are generated.
- List of application for foreign associated / temporary domestic identity cards records are visible over here.
- Admin can create and manage any application of temporary identity cards.
- Here user can search records with Applicant Name, Unit Name, Applicant Card Number, and Status.

User can create application for temporary identity cards (temporary domestic / foreign associates) by using “Create Application of Temporary Identity Card (Temporary Domestic/ Foreign Association)” from this sub module.
Create Application of Temporary Identity Card (Temporary Domestic / Foreign Associates)

- There is need to fill up all information about domestic and foreign associates employee in application of temporary identity card, for example Photo of Employee, Name of Applicant, Blood group, Contact Number, Emergency Number, Aadhar Card No., etc.

- After creating the Application of Temporary Identity Cards (Temporary Domestic / Foreign Associates) then this application goes in “In Progress” status.
Add Application Of Temporary Identity Card

Name of the Employer of the Associate*

Location where engaged (Plot No):

Tenure of engagement (To):

Full Name of the Associate*

Date Of Birth:

Identification Mark:

Colour Of Eye:

Present Address:

Present Address(District):

Present Address(State):

Permanent Address:

Permanent Address(District):

Permanent Address(State):

Contact No.1:

E-Mail Address:

Passport No. in case of Foreigners:

Location where engaged (Vector):

Tenure of engagement (From):

Nature of work to be carried out:

Age:

Father’s/Husband’s Name:

Height:

Blood Group*:

Present Address(PS):

Present Address(State):

Permanent Address(PS):

Permanent Address(District):

Emergency Contact No.1:

AADHAR Card No. in case of Indian:

Submit Cancel

© 2013, MIHAN SEZ
 ➢ Edit Application of Temporary Identity Card (Temporary Domestic / Foreign Associates)

- If there is need to change any information about temporary domestic / foreign associates employee in application of temporary identity cards, For example Photo of Employee, Name of Applicant, Blood group, Contact Number, Emergency Number, Aadhar Card No., etc.

- Once the application of identity card is approved then user can’t able to change any information of approved application of identity card.
Approve Application Of Temporary Identity card (Temporary Domestic/ Foreign Association)

- User can approve for the temporary identity card by using this Approve link from this module.
- The authorized person of this particular organization / unit has power to approve application of temporary identity card from this section. Once the authorized person approved single user application of temporary identity card then this application of card request send for verification to SEZ user.
View Application of Temporary Identity Card (Temporary Domestic/Foreign Association)

User can only view all content for the application of temporary identity cards (temporary domestic/foreign associates) by using this View link from this module.
4. Application of Casual Entry Pass Request Format

- In this module casual entry request pass application can be created
- Lists of applications of casual entry pass request will be visible over here
- Admin can create and manage any new application of casual entry pass request.
- Records can be searched with Name of visitor, Applicant Card Number, and Status.

User can create application of casual entry pass request format by using “Create Application of casual entry pass request” from this sub module.
Create Application of Casual Entry Pass Request

- All information about casual pass request in Application of Casual Entry Pass Request, for example Name of Visitors, Name of Organization, Contact Number, Designation, etc needs to be filled up.

- After creating the application of casual entry pass request, it goes in “In Progress” status.
- **Edit Application of Casual Entry Pass Request**

If there is need to change any information about casual pass entry request in Application of Casual Entry Pass Request, for example Name of Visitors, Name of Organization, Contact Number, Designation, etc.

<table>
<thead>
<tr>
<th>Name of the Visitor*</th>
<th>Name of the Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pankhda Mahale</td>
<td>Maharashtra Airport Development Company</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designation/Position:</th>
<th>Contact No.*:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9895472668</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose of the Visit:</th>
<th>Name of the person to meet and his location:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of entry:</th>
<th>Vehicle Registration No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>I Card details:</th>
<th>E-mail address:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
User can only view all content for the application of casual entry pass request using this View link from this module.
5. Application of Car Passes / Stickers

- Car passes application can be managed through this module.
- List of applications of car passes is visible over here.
- This is a place where user can create and manage application for car passes.
- There is need to provide applicant details and vehicles details in application of car passes / stickers.
- Records can be searched with Name of Applicant, Applicant Card Number, and Status.

User can create application for car passes by using “Create Application of Car Pass” from this sub module.
Create Application of Car Passes / Stickers

- All information about car / vehicles in Application of Car Passes / Stickers, For example Name of Applicant, Applicant Card Number, I Card Number, etc can be filled up in this form.

- After creating the Application of Car Passes the record goes in “In Progress” status.
Edit Application of Car Passes / Stickers

- If there is need to change any information about Car in application of car passes / stickers, for example Name of Applicant, Applicant Card Number, I Card Number, etc.

- Once the application of car passes / stickers is approved then user won't be able to change any information of approved application of car passes / stickers.
### Edit Application Of Car Pass Request

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name of the Applicant/Employee*</td>
<td>Sneh Sharma</td>
</tr>
<tr>
<td>I Card No. [Issued by DC MIHAN SEZ]:</td>
<td>MAH-001</td>
</tr>
<tr>
<td>Father's/Husband's Name:</td>
<td></td>
</tr>
<tr>
<td>Date of Joining the Employer:</td>
<td></td>
</tr>
<tr>
<td>E-Mail Address:</td>
<td></td>
</tr>
<tr>
<td>Contact No.*:</td>
<td>9810472608</td>
</tr>
</tbody>
</table>

#### Vehicle Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Make and Model:</td>
<td></td>
</tr>
<tr>
<td>Vehicle Registration No.*:</td>
<td>MH-41-2010</td>
</tr>
<tr>
<td>Name of the owner*:</td>
<td>Shashank Dashmukh</td>
</tr>
<tr>
<td>Relationship with the owner:</td>
<td></td>
</tr>
<tr>
<td>If hired vehicle, name and address of the agency:</td>
<td></td>
</tr>
<tr>
<td>Duration of the contract(From):</td>
<td></td>
</tr>
<tr>
<td>Duration of the contract(To):</td>
<td></td>
</tr>
<tr>
<td>Car Pass/Sticker issued earlier, if any:</td>
<td></td>
</tr>
<tr>
<td>To be used for personal use or for general use:</td>
<td></td>
</tr>
</tbody>
</table>

[Submit]  [Cancel]
User can only view all content for the application of car pass request using this View link from this module.
Approve Application of Car Passes / Stickers

- The authorized person of this particular Organization / Unit has power to approve application of car passes / stickers from this section. Once the authorized person approve single user application of car pass request then this request sent for verification to SEZ user.

- After click on submit button message comes as “The application of car passes has been approved successfully”.

- After this message application form progress status is change from “In Progress” to “Approved”.

![Image of the MIHAN SEZ application form showing the approval process for car passes/stickers.](image-url)
6. Application for Issue of Gate Passes for Goods Vehicles

- Application for issue of gate passes for goods vehicles is filled up over here.
- List of applications of gate passes for goods vehicles is visible.
- Admin can search record with IEC Number of Unit, Applicant Card Number, and Status.
Create Application for Issue of Gate Passes for Goods Vehicles

- All information about goods vehicles of gate pass in application for issue of gate passes for goods vehicles, For example IEC Number of Unit, Applicant Card Number, Vehicle Registration Number, etc will be filled up over here.

- After creating the Application of Gate Passes for Goods Vehicles then the record goes “In Progress” status.
➢ **Edit Application for Issue of Gate Passes for Goods Vehicles**

- If there is need to change any information about good vehicles pass in application for issue of gate passes for goods vehicles, for example IEC Number of Unit, Applicant Card Number, Vehicle Registration Number, etc.

- Once the application for issue of gate passes for goods vehicles is approved then user won’t be able to change any information of approved application for issue of gate passes for goods vehicles.
User can only view all content for the application of gate passes for goods vehicles request using this View link from this module.
7. Application for Gate Pass for Supplied Received (Courier and Postal Services)

- In this module application of gate passes for supplied received by the goods suppliers can be created.

- This is all lists of applications of gate passes for supplied received, such as Name of the Courier or Postal Agency, IEC Number of Unit, Applicant Card Number, etc.

- This is a place where user can create and manage any new application of gate passes for goods supplied received request. Here user can search record with IEC Number, Applicant Card Number, and Status.
Create Application for Gate Pass for Supplied Received (Courier and Postal Services)

- There is need to fill up all information about courier and postal supplied employees in application for gate pass for supplied received, for example Name of the Courier and Postal Agency, IEC Number of Unit etc.

- After creating the Application for Gate Pass for Supplied Received then this application goes in “In Progress” status.
- **Edit Application for Gate Pass for Supplied Received (Courier and Postal Services)**

- If there is need to change any information about courier and postal services employee in application for gate pass for supplied received, for example Name of the Courier and Postal Agency, IEC Number of Unit etc.
- View Application for Gate Pass for Supplied Received (Courier and Postal Services)

User can only view all content for the application of gate pass for supplied received using this View link from this module.
Payments Module

There are two sub modules in Payments module are as follows:

1. Payment Deposit Request
2. Payment Transaction

1. Payment Deposit Request

- There is need to send the deposit request from unit user to Sez user in Payment Deposit request.
- This is all lists of payment deposit request, Such as Payment Deposit Request ID, Payment Mode, Deposit Amount, Deposit Date, etc.
- This is a place where user can create and send any new request for deposit payment.
- Here user can search record with Payment Deposit Request ID, and Status.
➤ **Create Payment Deposit Request**

- There is need to fill up all information about deposit request in Payment Deposit Request, for example Deposit Amount, Deposit Date, Payment Mode, Transaction ID, Bank Name, etc.
- There is need to fill all information about bank for deposit payments.
- After creating the Payment Deposit Request then this application goes in “Open” status.
- There is need to provide upload document files for upload the payment deposit slip.
- There is need to provide by the various payments mode such as Online Payment, By Cheque, Demand draft, Cash Payment, etc.
Edit Payment Deposit Request

- There is need to change all information about deposit request in Payment Deposit Request, For example Deposit Amount, Deposit Date, Payment Mode, Transaction ID, Bank Name, etc.

- There is need to change all information about bank for deposit payments.
View Payment Deposit Request

User can only view all content for the unit user deposit request by using this View link from this module.
• When SEZ user received any payment deposit request from any Organization / Unit then SEZ user will verify the payment deposit status in the bank statement then SEZ user will approve payment deposit request raised by Organization / Unit and requested deposited amount is added in payment transaction module. So SEZ user can use this deposited amount for further utilization for creating various kinds of application of identity card and vehicle card.

• After approval of this request by SEZ, this request status change from “Open” to “Approved”.

• When this request approved by SEZ user then unit user will not be able to perform any changes for this request.

➢ Payment Transaction

• When SEZ user approves payment deposit request raised by Organization / Unit and requested deposited amount is added in payment transaction module.
- It can be show the all list of transaction for deposit and utilized payments.
- Here user can search payment transaction record with Payment ID and Transaction Type.
- Once the SEZ user issues identity cards then unit user able to view details of issued application of identity cards.

- Unit user can view the payment utilized details such as Payment ID, Utilize Amount, Utilize Date, etc.