GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Office-Order

Management Information System of Industries Division is being prescribed with this order. The first report on this format will be submitted on the 10th of January, 2002. The monthly reports will be submitted on 10th of every month and weekly reports on 3rd, 10th, 17th and 24th of every month. The fortnightly reports will be submitted on 3rd and 17th of every month. The quarterly reports will be submitted on 5th of April/July/October/January of every year. This order comes into force with immediate effect.

Sd/-
(Brijesh Kumar)
Chief Executive Officer

Copy To :
1. P.S. to CEO
2. ACEO(U/G/A)
3. DCEO
4. OSD(P/C/R/V)
5. All GM's and HOD's
6. All Managers

Chief Executive Officer

MIS - SYSTEM

INDUSTRIES DIVISION

The formats are enclosed herewith description of each report is as under. The following reports are being prescribed.

1. **Report Name :** __SECTOR WISE OVERALL PROGRESS REPORT (MIS-IND-01)__
    OBJECTIVE   **:**   To get an overall perspective of allotted area and general performance indicator in the various industrial sectors.
    DATA CREATION :   By Manager (Industries) of concerned sector.
    FREQUENCY   **:**   Monthly.
    SUBMISSION   **:**   To CEO/ACEO.

2. **Report Name :** __MONTHLY STATUSOF INDUSTRIAL ALLOTMENTS (MIS-IND-02)__
    OBJECTIVE   **:**   To monitor the status of industrial allotments.
    DATA CREATION :   By Manager (Industries) of concerned sector.
    FREQUENCY   **:**   Monthly.
    SUBMISSION   **:**   To CEO/ACEO.

3. **Report Name :** __MONITORING OF DECISIONS TAKEN UNDER SINGLE TABLE CLEARANCES (MIS-IND-03)__
    OBJECTIVE   **:**   To monitor the effectiveness and performance of single table clearances.
    DATA CREATION :   By Manager (Industries) of concerned sector.
    FREQUENCY   **:**   Monthly.
    SUBMISSION   **:**   To CEO/ACEO.

4. **Report Name :** __MONTHLY PROGRESS REPORT (COMPARITIVE PROGRESS REPORT) (MIS-IND-04)__
    OBJECTIVE   **:**   To analyses industrial allotments vis a vis action plan and last years performances.
    DATA CREATION :   By Industries Division.
    FREQUENCY   **:**   Monthly.
    SUBMISSION   **:**   To CEO/ACEO.

5. Report Name : **MONTHLY COLLECTION ANALYSIS REPORT (MIS-IND-05)**
   OBJECTIVE   :   To monitor on the monthly basis the cash flows from Industries Division.
   DATA CREATION :   By Manager (Industries) of concerned sector.
   FREQUENCY   :   Monthly.
   SUBMISSION   :   To CEO/ACEO.

6. Report Name : **MONTHLY DEFAULT MONITORING REPORT (MIS-IND-06)**
   OBJECTIVE   :   To keep monitor the default status of industrial allottees.
   DATA CREATION :   By Manager (Industries).
   FREQUENCY   :   Monthly.
   SUBMISSION   :   To CEO/ACEO.

7. Report Name :   **MONTHLY REPORT OF VACANCY OF INDUSTRIAL PLOTS (MIS-IND-07)**
   Objective :   This report is related to vacant plot status, with the help of which scheme for left ever plots under any payment schemes of Industries Division, can be launched.
   Data Creation: Shall be entered by New Scheme of Industries Division.
   Frequency :   On a monthly basis.
   Submission :   To CEO/ACEO

8. Report Name :   **MONTHLY REGISTRATION STATUS REPORT (MIS-IND-08)**
   Objective :   This report details out about status of registration in every schemes.
   Data Creation: Shall be done by New Scheme of Industries Division.
   Frequency :   On a monthly basis, latest by 10th of every month.
   Submission :   To CEO/ACEO.

9. Report Name :   **INDUSTRIAL GROUPWISE STATUS OF GREATER NOIDA (PERMANENT REGISTERED S.S.I. INDUSTRIES) (MIS-US-09)**
   OBJECTIVE   :   To monitor the industrial allotments of S.S.I. Industries.
   DATA CREATION :   By Manager (Industries).
   FREQUENCY   :   Monthly.
   SUBMISSION   :   To CEO/ACEO.

INDUSTRIES DIVISION

MIS-IND-01

SECTOR WISE OVERALL PROGRESS REPORT

Due Date : 10th of every month

To,
CEO/ACEO

Name of Sector : ………………..   Month : ……..--------

S. No.	Particulars	Name of Sector						Total
		Sector-31 (Ecotech-I)	UK-1	UK-2	Toy City	Mahila Park	Etc.	
1	2	3	4	5	6	7	8	9
1.	Total Allotable Area in Acres							
2.	Total Number of Plot							
3.	Total Allotted Area in Acres							
4.	Total Number of Plot Allotted							
5.	Total Available Area in Acres							
6.	Total Vacant Plot							
7.	Total Provisional Allotment Issued							
8.	Number of SIA/SSI Issued							
9.	Number of NOC.PCB. Issued							
10.	Number of Confirmed Allotment							
11.	Number of Lease Plan Received							
12.	Number of Check List Issued							
13.	Number of Lease Deed Registered							
14.	Number of Possession Taken							
15.	Number of Building Plan approved							
16.	Number of Working Units							
17.	Under Construction							
18.	(A) Number of Defaulters (B) Defaulted Amount							

Incharge (Scheme)   G.M.(Industries)

INDUSTRIES DIVISION
MONTHLY STATUS OF INDUSTRIAL ALLOTMENTS
(Due Date : 10th of every month.)

To
 CEO/ACEO

Name of Sector : …………………………….. Month : ………………

Sr. No.	Name of Unit	Item	Plot No.	Area in sqm.	Prov. Allotment (A) Appl. Dt. (B) Allot. Dt.	Prov. SSI/SIA (A) Appl. Dt.	Prov. Trade tax Regtn.	NOC. PCB(A) Appl. Dt.(B) Allot. Dt.	Confirm Allot. Dt.	Lease Plan Reciept. Dt. Check List Issued Dt.	Registry(A) due dt. (B) Execution Dt.	Posses T. aken Dt.	Building Plan (A) Appl. Dt.(B) Approval Dt.	Term Loan Sanction	Working capital Sanction	Power Appl. Dt. Sanction Dt.	Power Sanction for Construction	Start Production Dt.	PMT/SSI/SIA	Trade Tax Regis.	Lience if any	Incentive	Others if any	Status of Payments Installment/ Lease Rent	Turn over	Employment	Net value Added in case of exp.	Over dues not paid since	Sickeness Status.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Incharge (Scheme)   G.M.(Industries)

INDUSTRIES DIVISION

MIS-IND-03

MONTHLY MONITORING OF DECISIONS TAKEN UNDER CLEARANCES, SINGLE TABLE

To,
CEO/ACEO

Due Date : 10th of every month

Name of Sector :………   Month : ………………

S. No.	Particulars	Pending since last month	Received during the month	Total	Decisions taken	Cancellation	Head Office	Pending
1	2	3	4	5	6	7	8	9
1.	Proposed Registration							
2.	Electricity							
3.	**NOC-Pollution** Greater Noida Pollution Control Board.							
4.	**Building Plan Approvals** Greater Noida U.P.S.I.D.C.							
5.	Sale Tax Registration							
6.	Forest Department							
7.	Drug License							
8.	Excise Department							
9.	HSD Storage							
10.	Fire NOC							
11.								

Manager (Ind.)   **G.M. (Ind.)**

INDUSTRIES DIVISION

MIS-IND-04

MONTHLY PROGRESS REPORT
(COMPARITIVE PROGRESS REPORT)

To,
CEO/ACEO

Sr. No.	Sector wise	Total No. of allotments	Achievement		Action Plan Target for this year		Achievement for this year		% achieve ment Progress ive	Some Achieve ment's reason
			2000-2001	2001-2002	Total	Upto this month	This month	Progressive		
1	2	3	4	5	6	7	8	9	10	11

Manager (Ind.)   I/c. (Ind.)

INDUSTRIES DIVISION

MONTHLY COLLECTION ANALYSIS REPORT
(Due Date : 10th of every month)

To,
CEO/ACEO
Greater Noida

Month :……………..

Particulars of Property	No.	Total Collections up to previous Month	Budgeted Collections for this month				Actual Collections for this month					Variances	Remarks
			Principal	Intt.	Others	Total	Principal	Intt.	Penal Intt.	Others	Total		
a) Industrial Scheme …… Scheme …….													

Incharge (Scheme)   G.M.(Ind.)

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INDUSTRIES DIVISION

MIS-IND-06

MONTHLY DEFAULT MONITORING REPORT

(**Due Date :** 10th of every Month)

To,
CEO/ACEO

Month : ……………..

Name of Scheme	No. of defaulters	Default Notices			Forfeiture Notices issued No.	Number due to forfeiture this month	Actual Forfeitures done	Amount forfeited	Refunds done/pending	Remarks
		One Inst.	Two Inst.	Three Inst.						
a) **Industrial Sectors** 1. 2. 3. 4. 5. 6.										
Total =										

Manager (Ind.)   **Incharge (Ind.)**

INDUSTRIES DIVISION

MIS-IND-07

MONTHLY REPORT OF VACANCY OF INDUSTRIAL PLOTS
(**Due Date :** 10th of every month)

To,
CEO/ACEO

Month : ………….….

Name of Scheme	Total No. of unallotted plot last month	Plots to (This month)				Total No. Plots available $A + B + C + D + E$
		Forfeited	Surrendered	Unallotted	Plots allotted	
	A	B	C	D	E	
a) Industrial 1. Ecotech-1 2. Ecotech-2 3. Ecotech-3 4. Toy City 5. Mahila Udhog						

Manager (Ind.)   I/c. (Ind.)

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INDUSTRIES DIVISION

MONTHLY REGISTRATION STATUS REPORT
Due Date : 10th of every month

To

CEO/ACEO

Month : …………

Sector Name	Scheme Name	Total No. of Plots for Registration	Registration done during the month	No. of Plots Registration over due	Remarks
a) Industrial **1.** **2.** **3.** **4.**					

I/c (Scheme)   **G.M. (Ind.)**

INDUSTRIES DIVISION

INDUSTRIAL GROUPWISE STATUS OF GREATER NOIDA
(PERMANENT REGISTERED S.S.I. INDUSTRIES)
Due Date : 10th of every month

To

CEO/ACEO

Month : …………

S. N.	NIC Group No.	Name of Industries	No. of Units	Investment in Lacs	Employment	No. of Function
1	2	3	4	5	6	7

I/c (Scheme)   **G.M. (Ind.)**