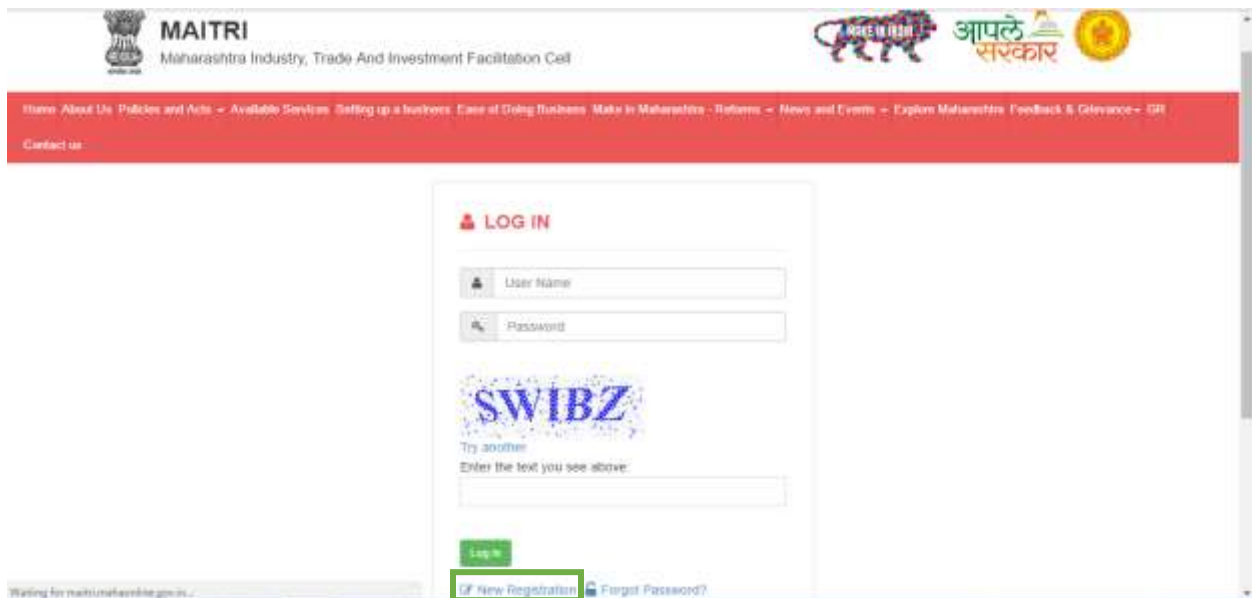


User Manual for **MAITRI**

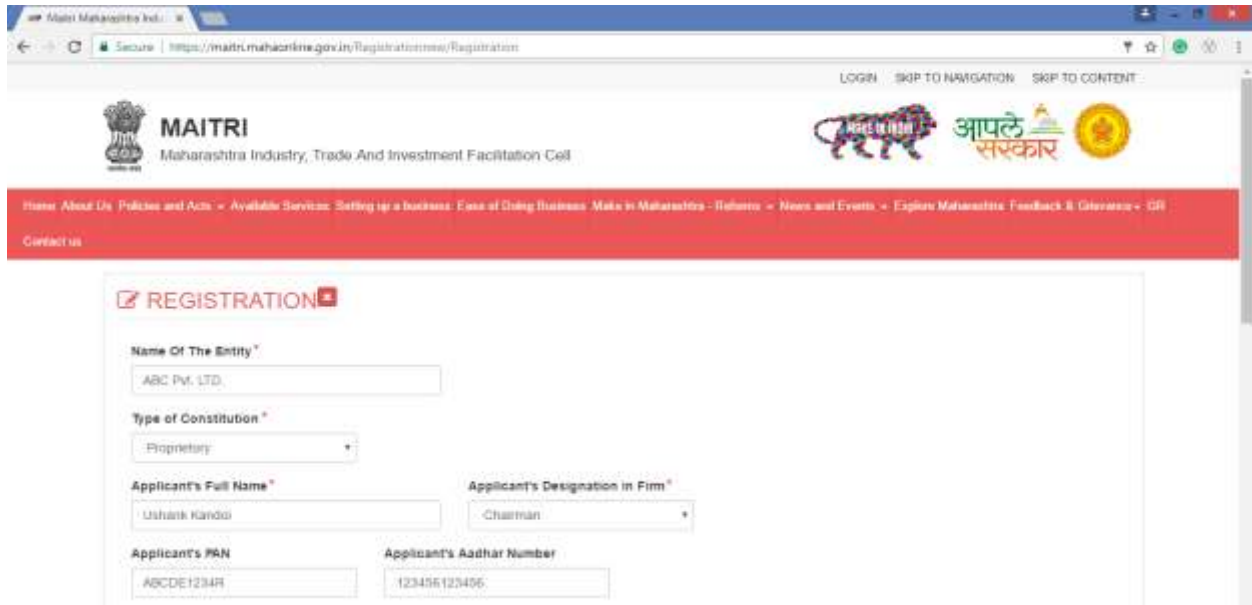
URL: <https://maitri.mahaonline.gov.in/Login/Login>



Step 1: The user needs to log in to the MAITRI – Single Window Portal (<https://maitri.mahaonline.gov.in/Login/Login>) to apply for required services and approvals.

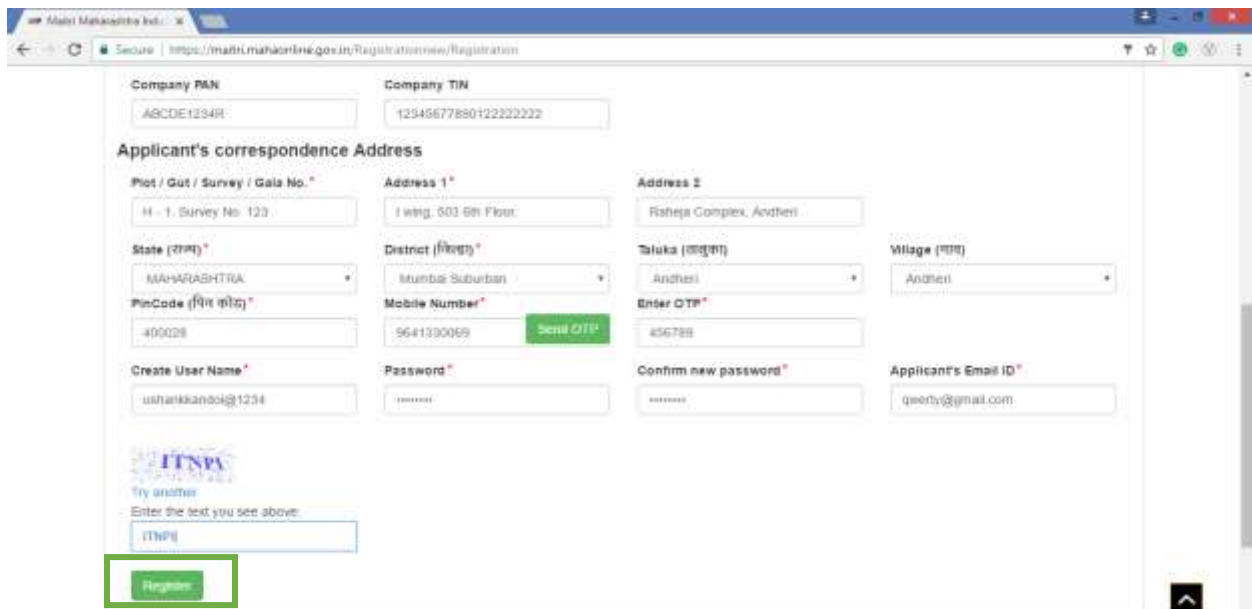


Step 2: After clicking on “New Registration” the user applying through MAITRI – Single Window Portal will have to register on the MAITRI portal. This can be done by accessing <https://maitri.mahaonline.gov.in/Registrationnew/Registration>. After filling in all the relevant details, the applicant will create a User Log-In and an auto-generate OTP using his mobile phone and the click on “Register”.



The screenshot shows the MAITRI Registration portal. The header includes the MAITRI logo and the text "Maharashtra Industry, Trade And Investment Facilitation Cell". There are navigation links for "LOG IN", "SKIP TO NAVIGATION", and "SKIP TO CONTENT". A red banner contains links for "Home", "About Us", "Policies and Acts", "Available Services", "Setting up a business", "Ease of Doing Business", "Make in Maharashtra - Initiatives", "News and Events", "Explore Maharashtra", "Feedback & Grievance", and "GRI". The main content area is titled "REGISTRATION" and contains the following fields:

- Name Of The Entity*: ABC Pvt. LTD.
- Type of Constitution*: Proprietary
- Applicant's Full Name*: Ushank Kandoi
- Applicant's Designation in Firm*: Chairman
- Applicant's PAN: ABCDE1234R
- Applicant's Aadhar Number: 123456123456

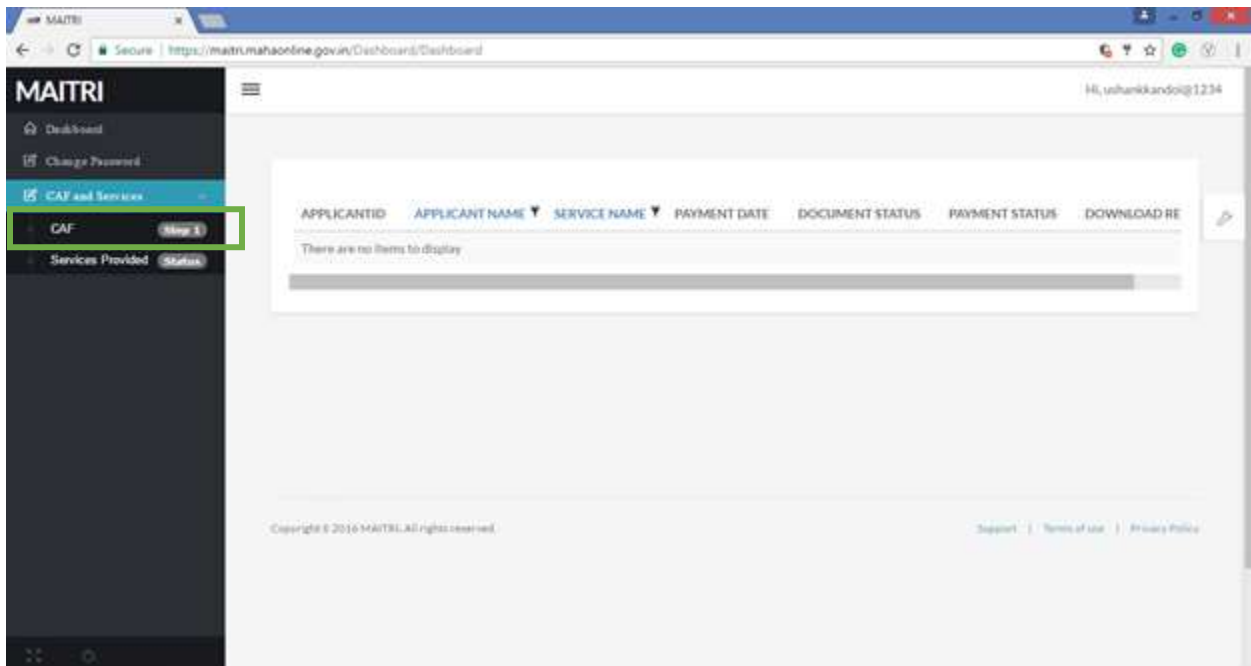
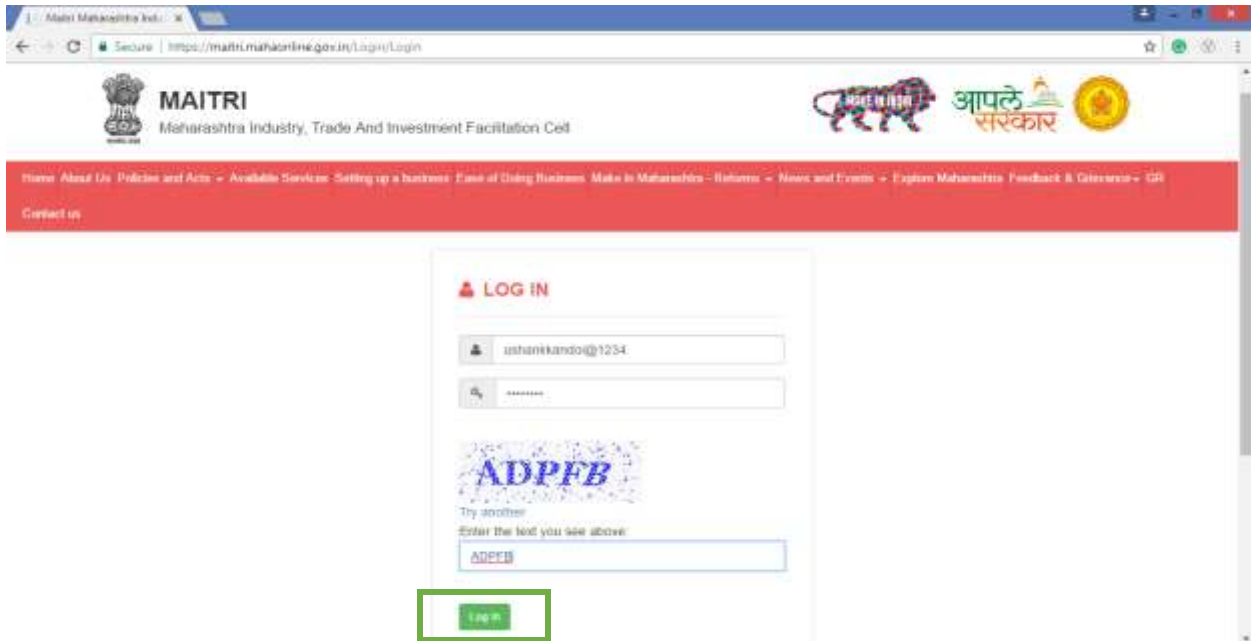


The screenshot shows the MAITRI Registration portal with the following fields:

- Company PAN: ABCDE1234R
- Company TIN: 123456789012222222
- Applicant's correspondence Address:
 - Plot / Out / Survey / Gate No.*: H - 1, Survey No. 123
 - Address 1*: I wing, 001 5th Floor.
 - Address 2: Raheja Complex, Andheri
 - State (राज्य)*: MAHARASHTRA
 - District (जिल्हा)*: Mumbai Suburban
 - Taluka (ता.जु.का): Andheri
 - Village (गाव): Andheri
 - PinCode (पिन कोड)*: 400028
 - Mobile Number*: 9641330069
 - Enter OTP*: 456789
- Create User Name*: ushankkandoi@1234
- Password*: [masked]
- Confirm new password*: [masked]
- Applicant's Email ID*: query@gmail.com

Below the form, there is a CAPTCHA section with the text "Enter the text you see above:" and the CAPTCHA image showing the text "ITNP". A green box highlights the "Register" button at the bottom left of the form.

Step 3: The username and password created on Registration form will have to be used for logging in on MAITRI and clicking on “CAF” as shown below



Step 4: After clicking on CAF, the user will have to fill the following fields as given in the attached screenshots. Upon entering the Aadhar number in the CAF, the fields under Applicant details are auto populated from the Registration Page

The screenshot shows the 'Application Form for Availing MAITRI Services' page. The left sidebar contains navigation options: Dashboard, Change Password, CAF and Services (selected), CAF (Step 1), and Services Provided (Status). The main content area has a title and two notes. Below is the 'APPLICANT DETAILS' section with the following fields:

- Applicant's Aadhar: 123456123456
- Applicant's PAN: ABCDE1234R
- NAME OF THE MANAGING DIRECTOR / DIRECTOR DULY AUTHORIZED BY THE COMPANY / MANAGING PARTNER / PARTNER / PROPRIETOR / CHAIRMAN
- Title: *
 Mr. Mrs. Ms.
- Full Name *: Ushank Kandoi

The screenshot shows the 'APPLICANT'S CORRESPONDENCE ADDRESS' section of the form. The fields are:

- Address 1 *: Ruteja Vihar
- Address 2: Chandivali
- State *: MAHARASHTRA
- District *: Mumbai Suburban
- Taluka/Tehsil: Andheri
- City/Town/Village: Andheri
- Pincode: 400026
- Email ID *: ushankkandoi1991@gmail.com

Below this is the 'CONTACT NUMBER' section:

- Country Code +: 91
- Mobile No. *: 9641320069

A green 'MOVE TO NEXT STAGE' button is located at the bottom of the form.

MAITRI HL.nashik@nshet.nic.in

Dashboard
Change Password
CAF and Services
CAF (Step 3)
Services Provided (Step 1)

Name of the Entity* **Constitution of the Entity*** **Brief summary of the activity of the entity**

If entity's place of activity is located in MIDC Industrial area, then click on MIDC, else select NON - MIDC. *
 MIDC Non-MIDC

Location of the place of the business of the entity for which the Common Application Form is being filled

District * **MIDC Area ***

Plot/Gala/Shed Number* **Plot/Gala/Shed Area*** **Address ***

Pincode * **Entity PAN***

ADDRESS OF HEAD OFFICE / COMPANY HEADQUARTERS

Address * **State ***

District * **Taluka** **Village**

Pincode * **Email ID**

LANDLINE NUMBER

Country code + **STD code** **Landline no**

Website

[Move to next Stage >>](#)

MAITRI HL.nashik@nshet.nic.in

Dashboard
Change Password
CAF and Services
CAF (Step 3)
Services Provided (Step 1)

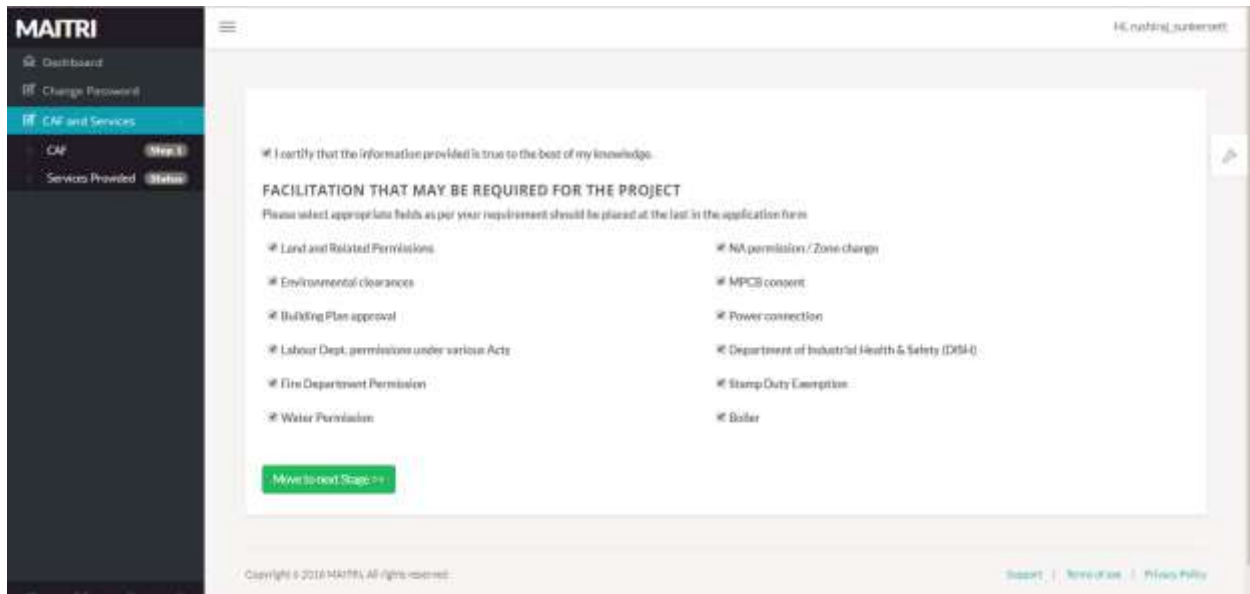
INDUSTRY DETAILS

Entity PAN **Entity TIN**

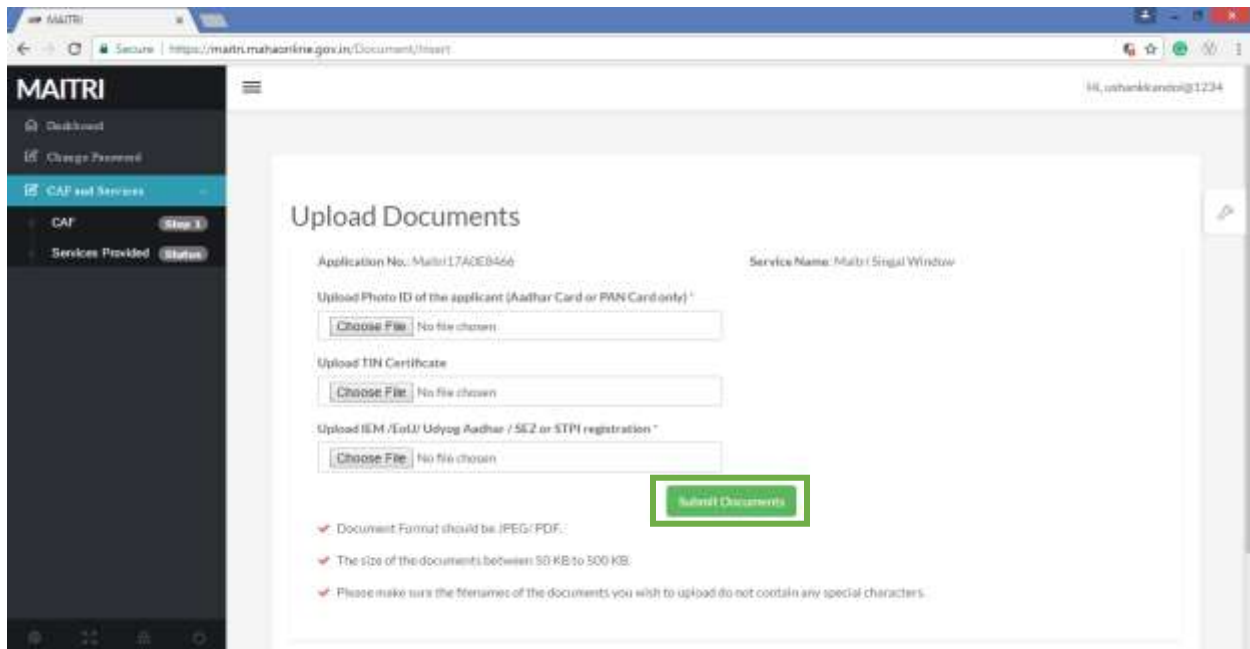
NATURE OF ACTIVITY *
 Manufacturing Service Business

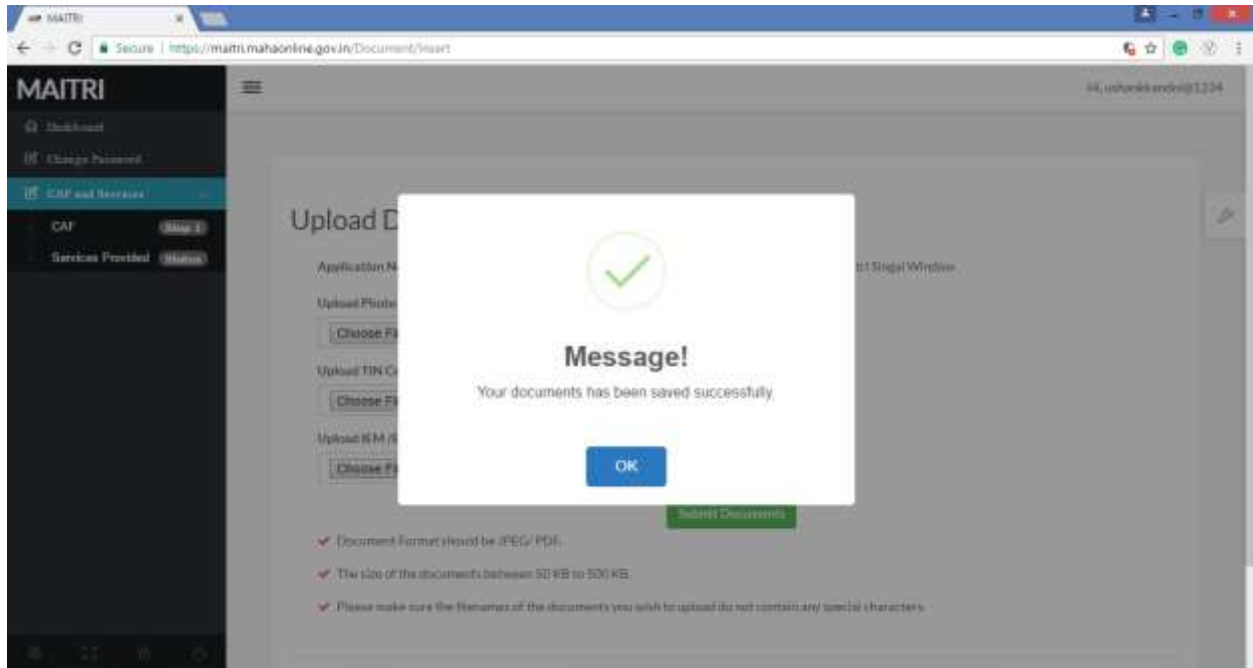
Details of the Activity:

[Move to next Stage >>](#)

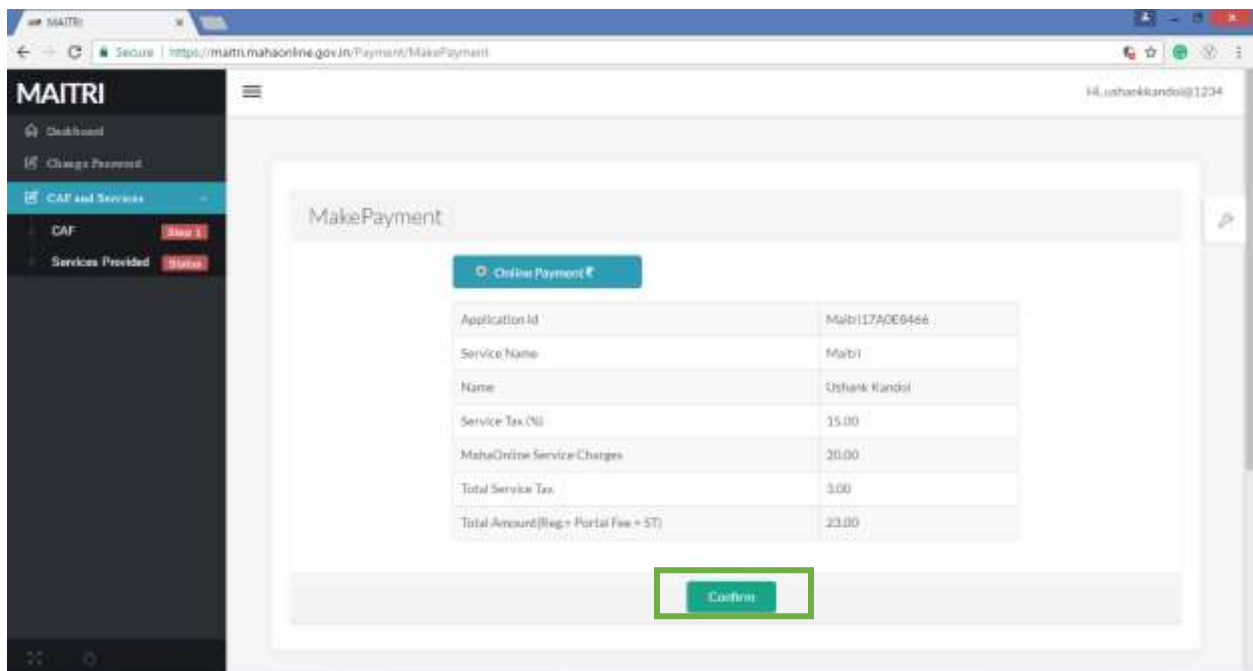


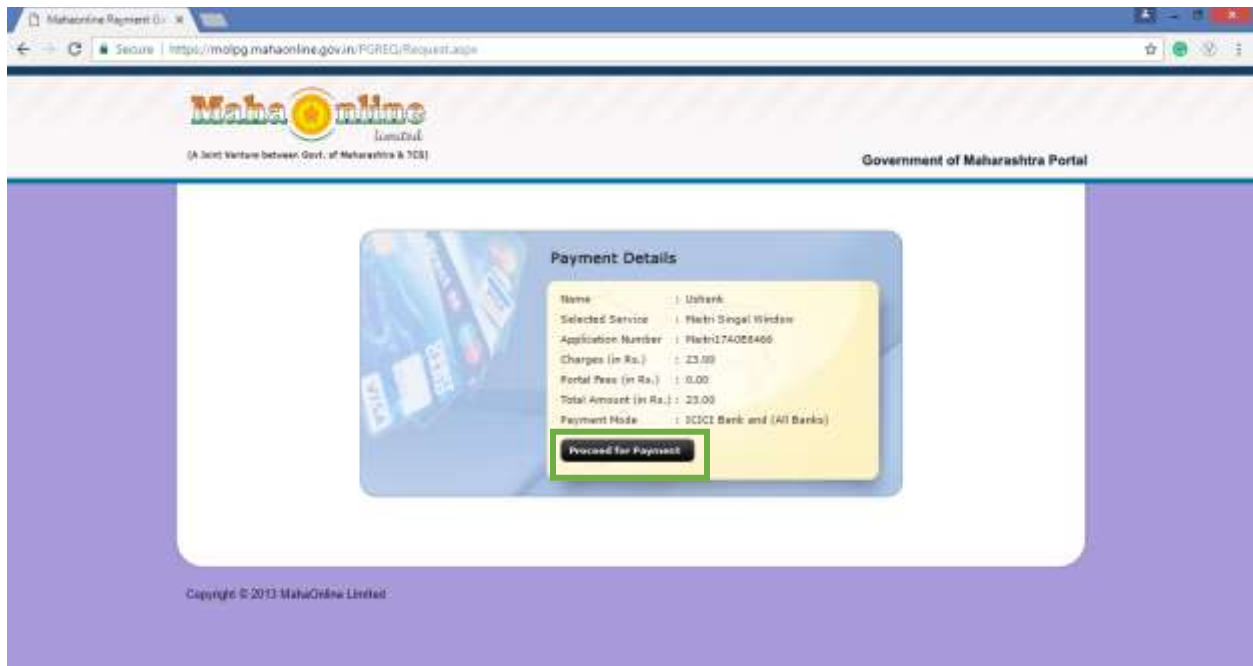
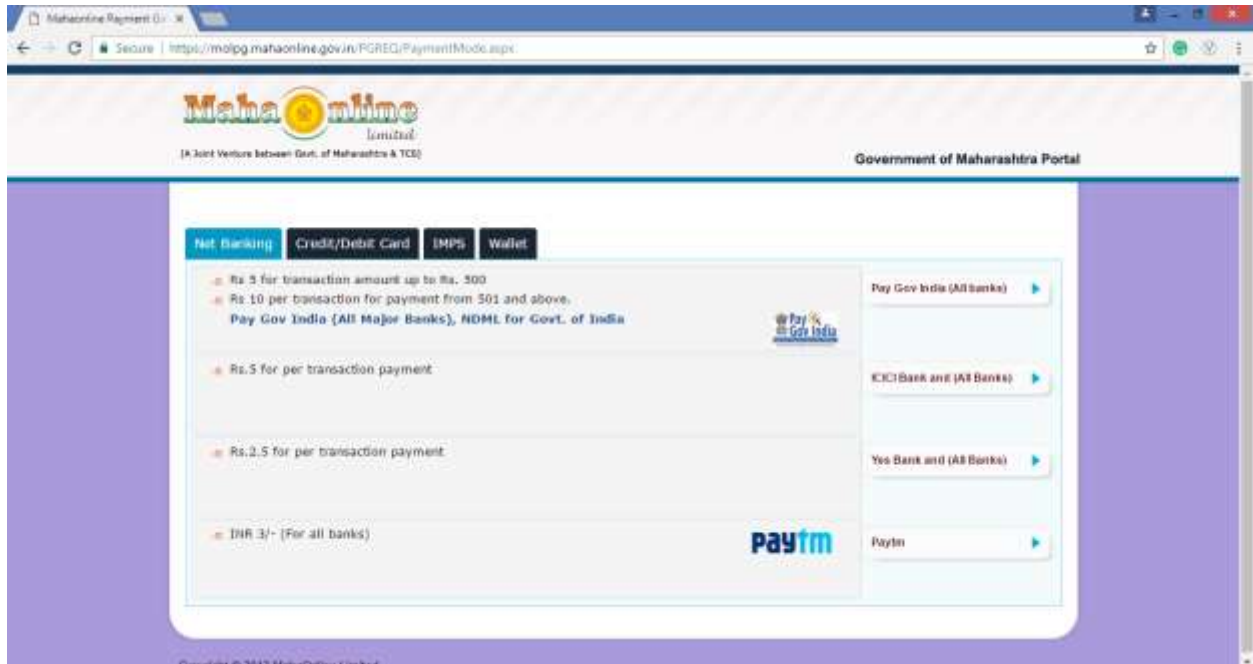
Step 5: After certifying, we reach the document submission page where we have to upload or fetch from DG-Locker the relevant documents and click on “Submit Documents”





Step 6: After submission of documents, the user will then have make to necessary payments for applying services on MAITRI.





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 TechProcess Payment Services Limited [IN] | https://www.tpsl-india.in/PaymentGateway/Transaction/request.jsp

Pay By	Welcome!
<ul style="list-style-type: none"> <li style="background-color: #0056b3; color: white; padding: 2px 5px;">Net Banking <li style="padding: 2px 5px;">Credit Card <li style="padding: 2px 5px;">Debit Card <li style="padding: 2px 5px;">Mobile Wallet 	<p>Please choose your preferred mode of payment from the options listed on left</p> <p>Net Banking : Conveniently pay using the online access to your banking account.</p> <p>Debit Cards : Pay using debit card linked to your bank account. Protected with 3D secure password and receive instant transaction status confirmation.</p> <p>Credit Cards : Pay using your VISA/MasterCard credit card and enjoy extended payback period as per the terms and conditions of your bank. Protected with 3D secure password and receive instant transaction status confirmation.</p> <p style="text-align: center;">Please Select Your ISP Bank</p> <p style="text-align: center;"> <input type="button" value="Continue to Payment"/> <input type="button" value="Cancel"/> </p>

One Click Payment

* Banks which are not available for payment option are on account of maintenance activity being carried out. Regret the inconvenience.

This webpage is managed by TechProcess Payment Services Limited (Unit no. 4) www.techprocs.com
 This site is best viewed with Internet Explorer 8.0 or higher, or Firefox 2.0 or higher, at a screen resolution of 1024x768.

POWERED BY TECHPRO - x
 TechProcess Payment Services Limited [IN] | https://www.tpsl-india.in/PaymentGateway/Transaction/request.jsp

Pay By	Debit Card
<ul style="list-style-type: none"> <li style="padding: 2px 5px;">Net Banking <li style="padding: 2px 5px;">Credit Card <li style="background-color: #0056b3; color: white; padding: 2px 5px;">Debit Card <li style="padding: 2px 5px;">Mobile Wallet 	<p>Please Select Your Debit Card</p> <p>W/ VISA / MASTER / MAESTRO</p> <p style="text-align: center;"> <input style="border: 2px solid green;" type="button" value="Continue to Payment"/> <input type="button" value="Cancel"/> </p>

One Click Payment

* Banks which are not available for payment option are on account of maintenance activity being carried out. Regret the inconvenience.

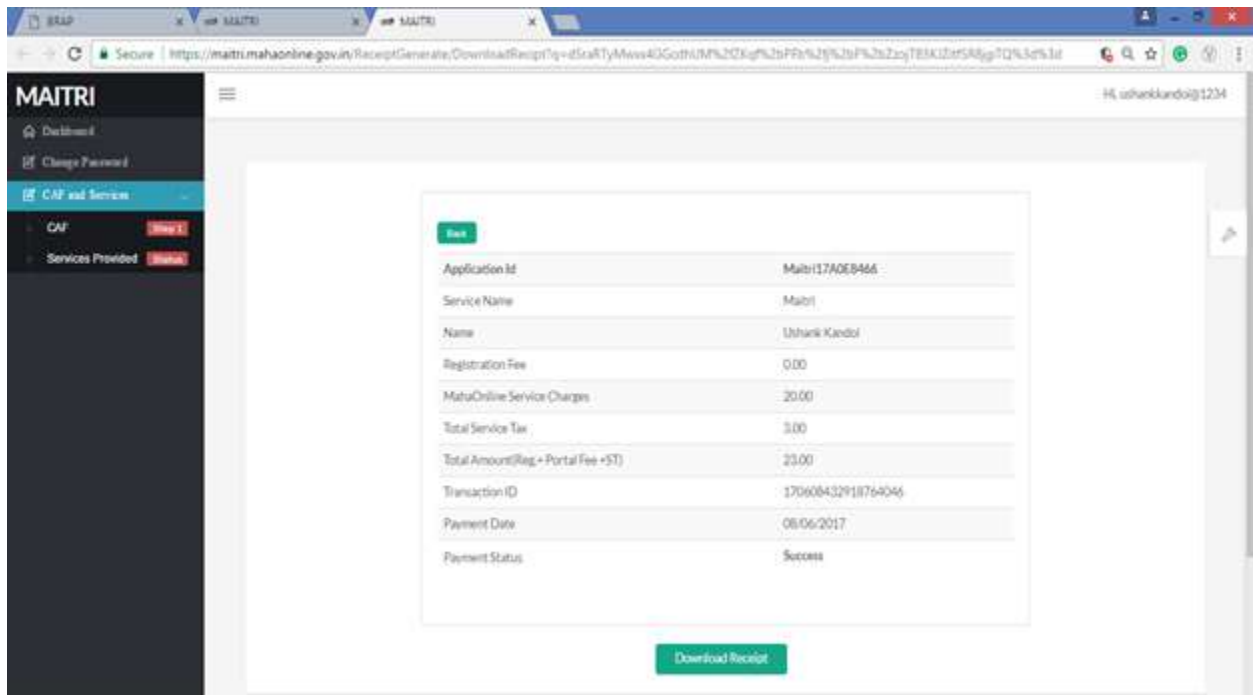
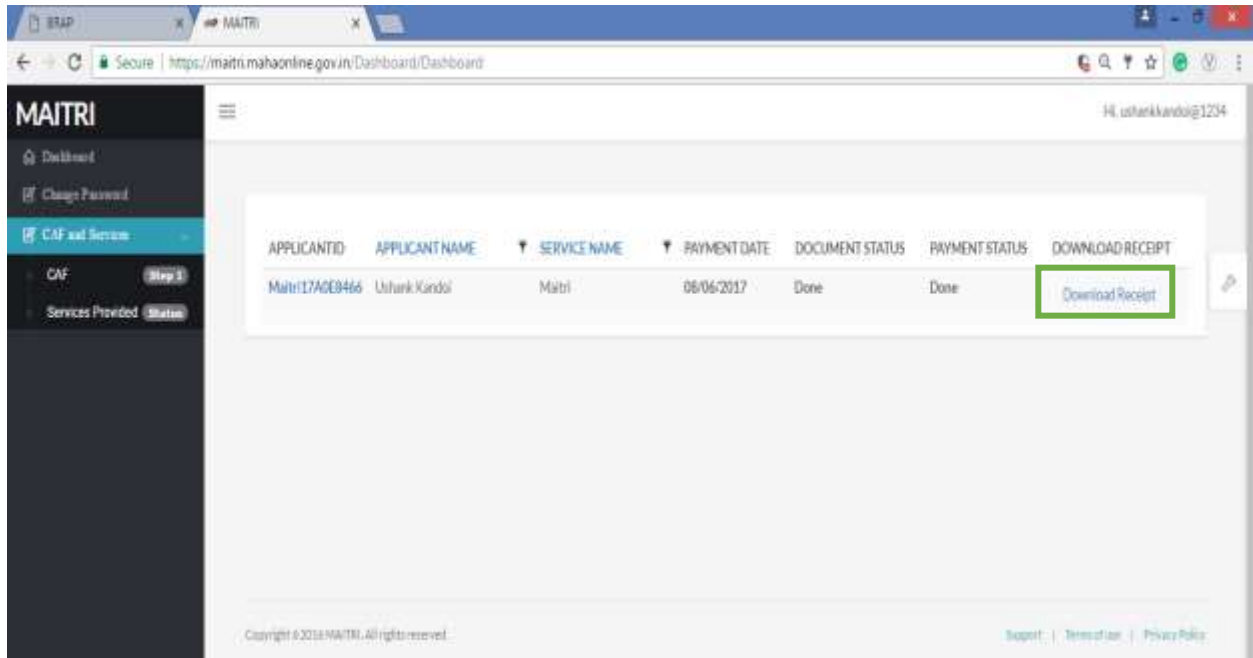
This webpage is managed by TechProcess Payment Services Limited (Unit no. 4) www.techprocs.com
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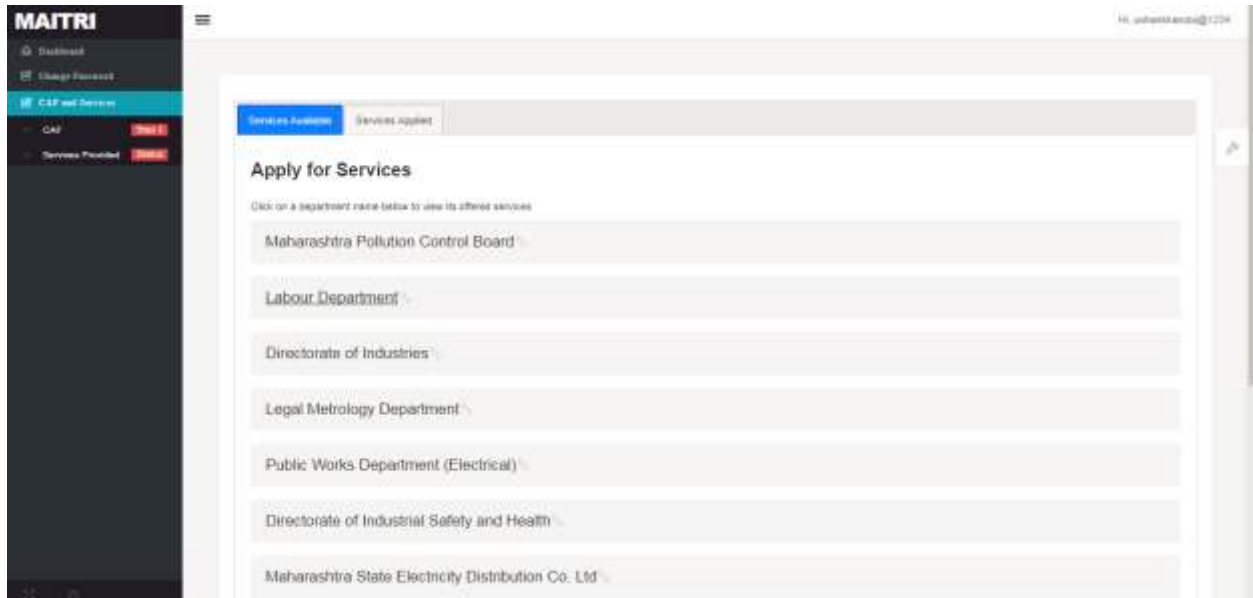
Step 7: The user will have to fill in the requisite details for making necessary payments and click on “Pay Now” to make the payments.



Step 8: After making the payment, the user will be able to download the receipt as shown below



Step 9: After making the payment, we can find an exhaustive list of approvals on MAITRI as given below in the screenshot



Step 10: To demonstrate the logic of auto population we can click on an approval where the common fields will get auto populated in the application form of the selected approval.

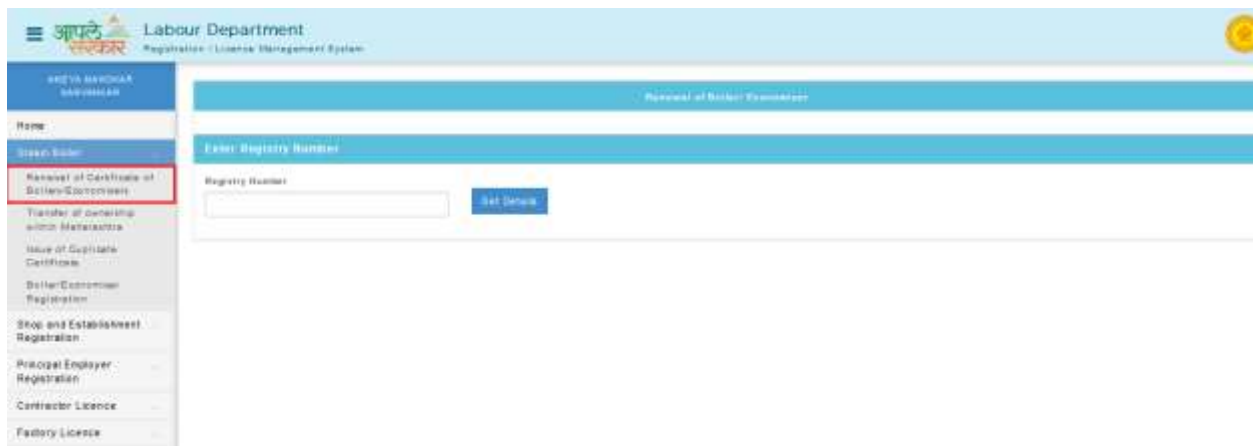
On clicking the Services Provided tab on the left hand dashboard, the applicant is transferred to a page with the list of services which he can apply via MAITRI and Boiler renewal is one of the services. The applicant on selecting Boiler renewal of gets automatically transferred to the URL. The applicant doesn't need to register or log in again here; he automatically lands on the page with the Boiler renewal form. The user has to fill in the form. The common details for the applicant are auto-populated on the Boiler renewal form using the fields he has filled in CAF.

Steps for Renewal certificate of Boilers/Economizers

Renewal certificate of Boilers/Economizers.

Step 1: Click on **Renewal certificate of Boilers/Economizers** from menu **Steam Boiler**. User can see Application Form (Application for Renewal certificate of Boilers/Economizers).

(Note: Fill Registry Number and click on Get details, it will export store data of relevant Boiler/Economizer in application form.)

The screenshot shows a web application interface for the Labour Department. The header includes the logo and text 'Labour Department Registrar License Management System'. A left-hand navigation menu lists various services, with 'Renewal of Certificate of Boiler/Economizers' highlighted in red. The main content area is titled 'Renewal of Boiler/Economizers' and contains a form with a 'Enter Registry Number' label, a text input field, and a blue 'Get Details' button.

(Note: Data will export after entering registry number and click of get details, as per below screen shot.)


Labour Department
 Registration / License Management System

Summary of Boiler Registration

Name
 Steam Boiler


Total Registry Number
 Registry Number: 5811022 [View Details](#)

Firm Details
 Full Name M/s. U. P. L. Ltd. Firm Full Address Plot No. 8 - 21/1 & 2/2 I.D.C., Tarapur THANE 401505

Bakery Details
 Boiler Number MBT - 04 Baker's Name Bhoolash Bhatia P Ltd

Boiler / Economizer Details
 Boiler/Economizer Type Boiler Boiler/Economizer Sub-Type Compact Boiler Fuel Used COAL
 Installed Working Pressure (kg. per sq. cm.) 10.54 Heating Surface Area (sq. mt.) 588 Hydraulic Test Pressure(kg. per sq. cm.) 25.25

Step 2: Select **Division, District & Office Name** where Postal Address and situation of the Boiler/Economizer and fill whole form as per given instruction.


Labour Department
 Registration / License Management System

Division: Mumbai **District**: Mumbai City **Office**: Directorate of Steam Boilers, Maharashtra, Mumbai

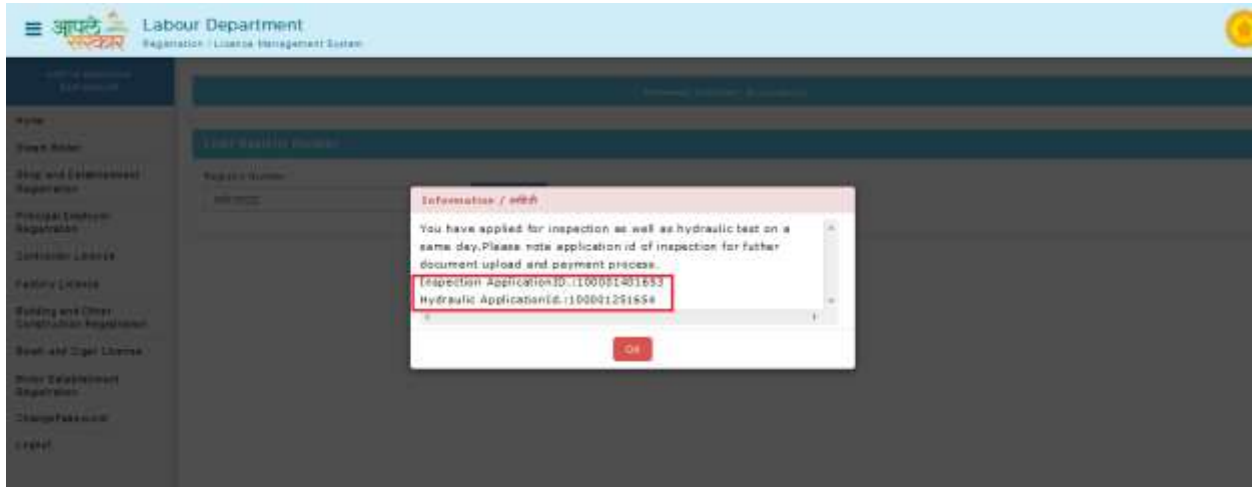
Sub-Division: Mumbai City **Region**: Mumbai City **Zone**: Mumbai City

Principal Employer Registration
 Name: ameyjanamaj@mahaboard.gov.in Phone Number: 984211276

Registration/Issued Details
 Category: REGULAR **RENEWAL OF CERTIFICATE** (RENEWAL OF CERTIFICATE) **REGISTRATION DATE**: 05/11/2016 **TO ENTER SERIAL INDUSTRIAL REPORT**: YES

Boiler Personnel Details
TYPE OF BOILER PERSONNEL: **CLASS OF BOILER PERSONNEL**: **NAME OF BOILER PERSONNEL**: **TYPE OF BOILER PERSONNEL - QUALIFICATION**:

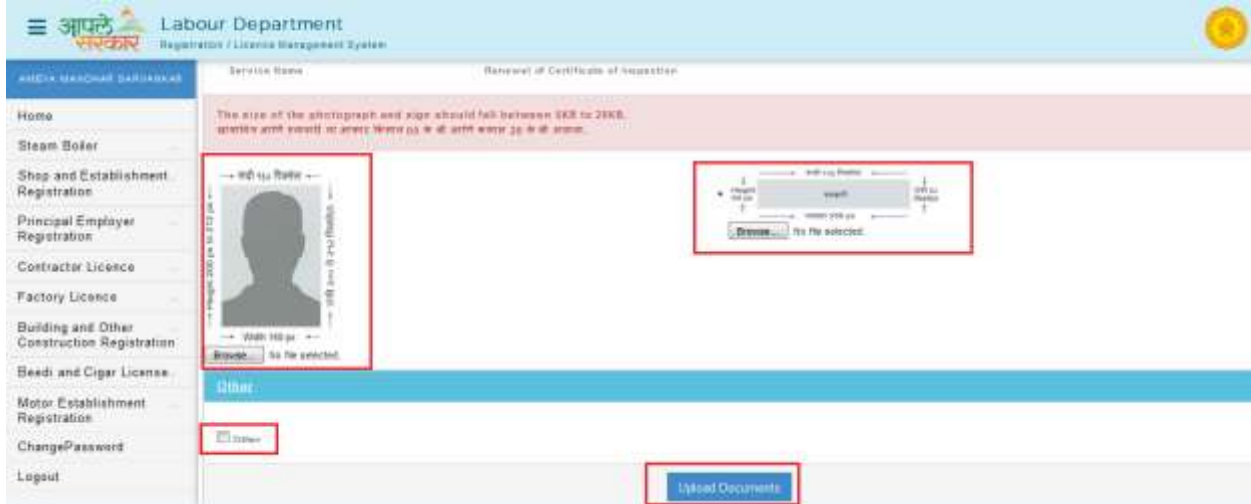
Step 3: After fill application form user can **submit** application, so user will get application save successfully message and application ID of Inspection and Hydraulic test.



Step 4: After fill application form user can **Upload Document** for generated application ID of renewal certificate of Inspection.



Step 5: Click of **Upload Document** can show types and name of documents which is need Upload to continue.



Step 6: Document upload successfully message will showing **Make Payment** option through **Online** or **Bank Challan** which will give you the transaction successful receipt after payment done.





Labour Department

Registration/License Management System

Thanks

Transaction is Successful

Application Id	10000001010
Service Name	Factory Renewal
Items	
Service Time Limit	7 (Working Days)
Email ID	www.la@maharashtra.gov.in
Registration Fee	0
Renewal Fee	0
Fee Amount(Reg + Renew)	0000
Life Fee	0
Change Fee	0

THANKS!!!