

## HOW TO APPLY?

### I. Types of Permits

There are six types of Inner Line Permit that are issued by the Government of Manipur.

1. **Special Category Permit:** People like Government Contractors, investors, traders with business establishments in the state. Maximum Duration of 3 years after which renewal must be done.
2. **Regular Permit:** Individuals who visit the state frequently subject to sponsor by any permanent resident of the state. Duration of permit is 3 months.
3. **Temporary Permit:** Tourists, business representatives or those who visit for a short period. Permit duration of 30 days. No renewal is allowed, applicant must apply for other type of permits before the date of expiration (please follow the Gazette Notification for more information).
4. **Labour Permit:** A specific to a group of labourers brought by any contractor or firm or company or individual engaging them for construction works only.
5. **Half Yearly-Working Inner Line Permit:** For Workers/Labours in unorganized sector duly and temporary Employees of Registered Private Sector companies, firms and institutions sponsored by any permanent resident of the State or by the management of the company, firm or institution not below the rank of Managing Director or Proprietor as the case may be for a period of 180 days or the period of stay in Manipur for the purpose whichever is earlier; The permit can be extended for another 180 days after following the same procedure. Extension beyond 360 days in total is not permitted. The person can apply for fresh working permit only after expiry of cooling in period of 30 days.
6. **Annual Working Inner Line Permit:** For Regular Employees of Registered Private Sector companies, firms and institutions duly sponsored by the management of the company, firm or institution not below the rank of Managing Director or Proprietor for a period of 360 days or the period of the employment/engagement whichever is earlier. The permit is not extendable. The person can apply for a fresh permit with minimum gap of one day between 2 permits.

### II. Application of Permits:

There are three ways to apply for Manipur Inner Line Permit.

- i. **Online**
  - ii. **Onsite (Counter)**
  - iii. **Onsite (Kiosk)**
- i. **Online:** Applicants can apply online for a Manipur Inner Line Permit through the portal [manipurilponline.mn.gov.in](http://manipurilponline.mn.gov.in). Select the preferred permit type, fill in the required details, and submit the application. An SMS with the application number will be sent—keep it for future reference. The application will be

reviewed, and if approved, the applicant will receive an SMS notification to proceed with payment. To pay, go to "Check Status" on the portal, enter the application number and date of birth and complete the payment process. Upon completion system will generate the Permit and will be available to print or download.

- ii. **Onsite(Counter):** In Manipur, several ILP counters have been set up in various locations, including Mao Gate, Jiribam Railway Station, Imphal Airport, and the DC office building for each district. To create or renew their permits, applicants can go to one of these offices. Please refer to the gazette notification to learn more about the types of permits and the office that can provide them.
- iii. **Onsite(Kiosk):** This is a new initiative and will be launched shortly. Applicant will be allowed to generate (Temporary) permits using a Kiosk system. These system will remove waiting time for the approval from the authority, hence it will be allowed to make payments immediately and generate the permits once the application is submitted. However, if the enforcement authority requests it, the applicant must present the ID they used during the application procedure.

### **III. Renewal of Inner Line Permit:**

- i. The authorities to issue permit may renew the permit on receipt of an application from concerned person or agency.
- ii. Only the Labour Permits, Special Permits, Half-yearly Working Inner Line Permits and Annual Inner Line Permits are allowed to renew.
- iii. Renewal of Temporary and Regular Inner Line permits are revoked.
- iv. Any further renewal beyond two times shall be referred to the Home Department for further renewal, who may consider renewal subject to satisfaction.
- v. All such renewals are subject to good conduct and non-involvement in any criminal activity.

### **IV. Authorities to issue Inner Line Permit:**

The following authorities are authorised to issue Inner line permit:

1. For special Category Permit: Home Department
2. For Regular Permit: All the Deputy Commissioners in their respective districts or any other agency authorised by the State Government.
3. For Temporary Permit: All Deputy Commissioners in their respective districts, Deputy Residents Commissioners or OSD of Manipur Bhawans New Delhi, Kolkatta and Guwahati, Officer in charge of Police Station at Mao, Jiribam, Jessami, Sinjowl, Imphal Airport and any other agency authorised by the state Government.

4. For Labour Permit: All the Deputy Commissioners in their respective districts, Deputy Labour Commissioner and any other agency authorised by the State Government.
5. Half yearly working Inner Line Permit: All the Deputy Commissioners in their respective districts and any other agency authorised by the State Government.
6. Annual Working Inner Line Permit: All the Deputy Commissioners in their respective districts and any other agency authorised by the State Government.