

Standard Operating Procedure

Of

Nivesh Mitra Portal / UPNEDA

**(To process the request of required PERMISSIONS/LETTER/NOCs
at UPNEDA Portal)**

Developed For

**Uttar Pradesh New and Renewable Energy
Development Agency (UPNEDA)**



Government of Uttar Pradesh

Dated - 10.07.2023

Submitted by



Designed & Developed by



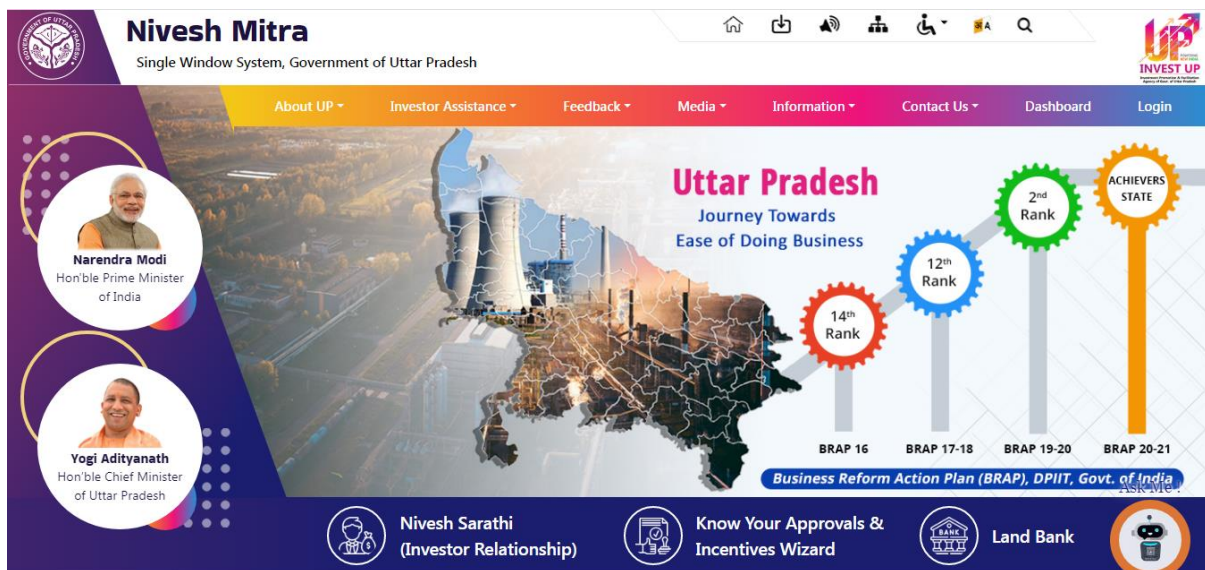
Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

Note:

- Use valid Login ID (currently active).
- Fields marked with * in the form are mandatory.

1. Accessing Module - NIVESH MITRA

- Visit website of **NIVESH MITRA** (<https://niveshmitra.up.nic.in/>) to access the module registration/login page.



- Click on **Login** tab from the web portal to redirect towards the Login/Registration page.

2. Processing of Requests

A. Nivesh Mitra Portal Registration & Login

Step 1: Portal Registration

- To register on **Nivesh Mitra** portal, visit the portal registration page via Login tab through the Nivesh Mitra website.
- Once clicked on the Login tab from portal, login/registration page will appear on screen as shown below:

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

The screenshot shows the Nivesh Mitra portal interface. At the top, there is a navigation bar with the logo of the Government of Uttar Pradesh and the text "Nivesh Mitra Single Window System, Government of Uttar Pradesh". Below this is a menu with options: About UP, Investor Assistance, Feedback, Media, Information, Contact Us, Dashboard, and Login. The main heading is "Entrepreneur/Admin Login". The login form includes a title "Login", radio buttons for "Entrepreneur" (selected) and "Admin", input fields for "Login ID OR Email-ID" and "Password", a verification code field with the code "YwK52", and buttons for "Login" and "Register Here". A link for "Forgot your Login ID/password?" is also present.

- Click on the **Register Here** button below on registration/login page, a new registration page will appear on screen with the following details:

- ✓ Company/Enterprise Name
- ✓ Entrepreneur First Name
- ✓ Entrepreneur Last Name
- ✓ Email ID
- ✓ Mobile Number
- ✓ Enter Verification Code

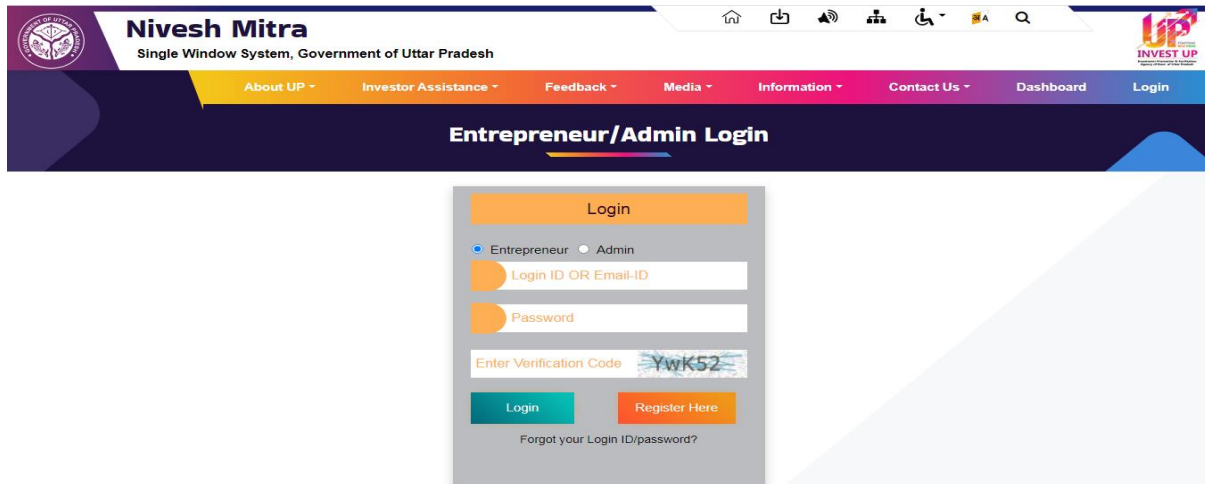
The screenshot shows the Nivesh Mitra portal registration page. At the top, there is a navigation bar with the logo of the Government of Uttar Pradesh and the text "Nivesh Mitra Single Window System, Government of Uttar Pradesh". Below this is a menu with options: About UP, Investor Assistance, Feedback, Media, Information, Contact Us, Dashboard, and Login. The main heading is "Registration". The registration form includes a title "Entrepreneur Registration", input fields for "Company/Enterprise Name", "Entrepreneur First Name", "Entrepreneur Last Name", "Email ID", and "Mobile Number", a verification code field with the code "h3M76", and a "Register" button. A link for "Already have an Account? Login" is also present.

- ✓ Enter all the required details on registration page and click on **Register** button below.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

Login Credentials to login to the portal

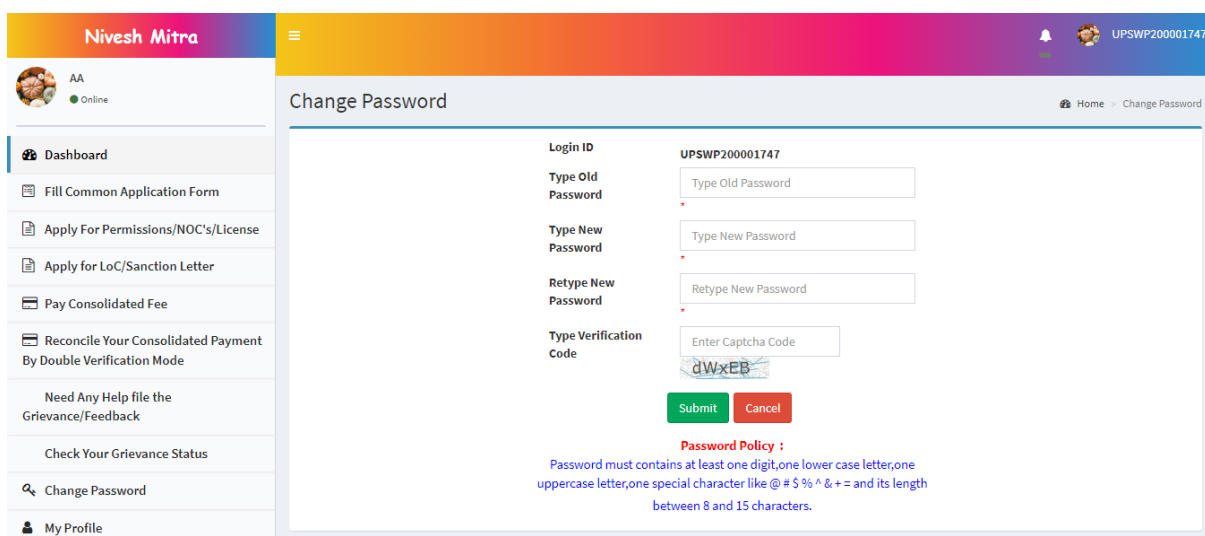
- Click on **Login** tab from the menu to login to the portal's Dashboard.



- Once clicked on the Login tab, login page will appear on screen as shown above.
- Enter the login credentials along with **Verification Code** and click on **Login** button below.

Step 2: Change Password

- After successful login to the **Nivesh Mitra** portal Dashboard, proceed with the password change step by entering details on screen.



Enter the following details in the Change Password page on screen:

- ✓ Type old password
- ✓ Type new password
- ✓ Retype new password

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

- ✓ Type verification code

Click on Submit button to submit the password change details further.

Step 3: Fill Common Application Form

- Once login performed to the portal's Dashboard, click on **Fill Common Application Form** option from the Dashboard's side menu and proceed accordingly.
- To fill the Common Application Form, proceed with the required details and follow the steps accordingly.
- Enter the required details field wise in the respective sections of **Common Application Form**.
- Enter Personal Details, Communication Address, and Permanent Address in the given fields section wise.
- Click on **Update & Next** button below to proceed further.
- Along with, SMS and Email will also be sent to the Applicant with confirmation of application form submission.

I – Select Unit Details

- Once the steps of Common Application Form are completed, proceed towards the procedures of Unit Details selection.
- Select unit details from the given options – **New Unit Details & Update Existing Unit Details**.
 - **Add Unit**
 - Enter the required details in Add Unit section of New Unit Details.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

- [Dashboard](#)
- [Fill Common Application Form](#)
- [Apply For Permissions/NOC's/License](#)
- [Apply for LoC/Sanction Letter](#)
- [Pay Consolidated Fee](#)
- [Reconcile Your Consolidated Payment By Double Verification Mode](#)
- [Need Any Help file the Grievance/Feedback](#)
- [Check Your Grievance Status](#)
- [Change Password](#)
- [My Profile](#)
- [Legend Used For Status Display](#)

✔ New Unit Details ○ Update Existing Unit Details Reset

All (*) fields are mandatory

Add Unit
Location Of The Unit
Authorised Person Details
Verify Authorised Person Email ID and Mobile No

Name of the Unit * <input type="text" value="VINOD"/>	Nature of Activity * <input type="text" value="Please Select"/>	No Of Employees * <input type="text" value="No Of Employees"/>
Estimated Project Cost(In INR) * <input type="text" value="Estimated Project Cost(In INR)"/>	Organization Type * <input type="text" value="Please Select"/>	Industry Type * <input type="text" value="Please Select"/>
Project Status * <input type="text" value="Please Select"/>	Expected/Actual Date of Start of Manufacturing/Services/Trading/Business * <input type="text" value="Expected date(dd/mm/yyyy)"/>	Unit Category(Investment on Plant/Machinery/Equipment) * <input type="text" value="Please Select"/>
Estimated Annual Turnover (In INR) * <input type="text" value="Estimated Annual Turnover"/>		

Save & Next

II - Location of the Unit

Nivesh Mitra

AA
● Online

- [Dashboard](#)
- [Fill Common Application Form](#)
- [Apply For Permissions/NOC's/License](#)
- [Apply for LoC/Sanction Letter](#)
- [Pay Consolidated Fee](#)
- [Reconcile Your Consolidated Payment By Double Verification Mode](#)
- [Need Any Help file the Grievance/Feedback](#)
- [Check Your Grievance Status](#)
- [Change Password](#)
- [My Profile](#)

✔ New Unit Details ○ Update Existing Unit Details Reset

All (*) fields are mandatory

Add Unit
Location Of The Unit
Authorised Person Details
Verify Authorised Person Email ID and Mobile No

Availability of Land / Leased space for Unit? * <input type="text" value="Please Select"/>	District * <input type="text" value="Please Select"/>	Tehsil <input type="text" value="Please Select"/>
Full Address * <input type="text" value="Address"/>	Pin Code <input type="text" value="Pin Code"/>	

Copyright © 2023 IT Solution powered by National Informatics Centre . Uttar Pradesh State Unit.
Version 2.0.1

III - Authorized Person Details

- [Apply For Permissions/NOC's/License](#)
- [Apply for LoC/Sanction Letter](#)
- [Pay Consolidated Fee](#)
- [Reconcile Your Consolidated Payment By Double Verification Mode](#)
- [Need Any Help file the Grievance/Feedback](#)
- [Check Your Grievance Status](#)
- [Change Password](#)
- [My Profile](#)
- [Legend Used For Status Display](#)

All (*) fields are mandatory

Add Unit
Location Of The Unit
Authorised Person Details
Verify Authorised Person Email ID and Mobile No

Same As Personal Details information

Name * <input type="text" value="Name"/>	Email ID * <input type="text" value="yourname@server.com"/>	Address * <input type="text" value="Address"/>
Mobile No : +91 * <input type="text" value="Mobile No"/>		

TERMS AND CONDITIONS:

1. I/We hereby, undertake that all the information furnished above is true and correct to the best of my/our knowledge and belief.No part of the information is false and nothing has been concealed therein.
2. All the required information is complete and legibly attached to this form.

Disclaimer : Please ensure that the email and phone no. provided in this form pertain to concerned person who may be contacted regarding the CAF filled through this login. Incorrect/Invalid information provided in this field may lead to de-activation of CAF created through this login.

Accept Terms and Conditions

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

IV - Verify Authorized Person Email ID and Mobile No.

The screenshot displays the 'Unit Details' page on the Nivesh Mitra portal. The page is divided into a sidebar and a main content area. The sidebar contains navigation links such as 'Dashboard', 'Fill Common Application Form', 'Apply For Permissions/NOC's/License', 'Apply for LoC/Sanction Letter', 'Pay Consolidated Fee', 'Reconcile Your Consolidated Payment By Double Verification Mode', 'Need Any Help file the Grievance/Feedback', 'Check Your Grievance Status', 'Change Password', and 'My Profile'. The main content area is titled 'Unit Details' and includes a sub-header 'Add Unit'. There are two tabs: 'New Unit Details' (selected) and 'Update Existing Unit Details'. A 'Reset' button is located in the top right corner. Below the tabs, there are four sections: 'Add Unit', 'Location Of The Unit', 'Authorised Person Details', and 'Verify Authorised Person Email ID and Mobile No'. The 'Verify' section contains two input fields: 'Email ID Verification' and 'Mobile No Verification', each with a 'Send OTP' button. A red note indicates '# All (*) fields are mandatory'. The footer shows 'Copyright © 2023 IT Solution powered by National Informatics Centre . Uttar Pradesh State Unit' and 'Version 2.0.1'.

- Mention the location details of the unit in the Location Details section.
- Enter Authorized Person details in the given fields.
- Thereafter, verify authorized person mobile no. and email id through OTP based verification process.

Step 4: Apply For Permissions/NOCs/Licenses/Incentive

Process - I

- To apply for Permissions/NOCs/Licenses/Incentive on web portal, first Select Enterprise/Unit for Which Department's Permission/NOCs/Licenses/Certificates/Incentive etc. is needed.
- Once the Unit Details are selected, a new table will appear on screen with Department and Services name respectively.
- Select Department name and Services and click on **Proceed with Choice** button below on the same page.
- Thereafter, select Department Name from the dropdown option.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

The screenshot shows the user interface for applying for permissions. The 'Select Department Name' dropdown is open, and the 'Department of Additional Sources of Energy' is selected. The 'Select Service Name' dropdown is currently empty.

- Thereafter, select **Service Name** from the dropdown on the same page and proceed with further details.
- Once the service name selected from the fields dropdown option, click on **View Applied Application** button below to view the details.

The screenshot shows the application details table. The 'View Applied Application' button is highlighted. The table contains one application entry with the following details:

Sr.No.	Department	Form Name	Sr.No.	Service Name	Application ID	Form Status	Status Change Date	Current Remarks	Fill/View Form
1.	Department of Additional Sources of Energy	Sanction for Bio Energy Project under Bio Energy Policy 2022	1.	Sanction for Bio Energy Project under Bio Energy Policy 2022	20000174701350010001	FEE PENDING	24/05/2023		

- Click on **Fill/View Form** action icon to view/reset the filled application form details.
- Once clicked on **Fill/View Form** action icon, user will redirect to the Bio Energy portal's company details page. From there, investor can fill the company basic details in Company Profile section and proceed with the project selection and final submission of filled/selected details.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

Process – II

Once the details shown on the screen, investor will have to click on the Action icon to land on the Company's profile page to fill the required company details. The page with following details will appear as shown below:

The screenshot displays the 'Project Details' section of the Nivesh Mitra Portal. The header includes the UPNEDA logo and the text 'Uttar Pradesh New & Renewable Energy Development Agency/उत्तर प्रदेश नवीन एवं नवीकरणीय ऊर्जा विकास अभिकरण'. Below the header, there are four main action buttons: 'Project Details' (selected), 'Fee Payment', 'Land Allotment', and 'Application Preview'. The 'Project Details' section contains the following fields:

- Project Type/परियोजना का प्रकार ***: Radio buttons for 'New Unit/नई इकाई' (selected) and 'Upgradation in Existing Unit/वर्तमान इकाई में उन्नयन'.
- Type of Plant/संयंत्र का प्रकार ***: Radio buttons for 'Compressed Bio-Gas (CBG) Plant' (selected), 'Bio Coal Plant', 'Bio Diesel Plant', and 'Bio Ethanol 2G Plant'.
- Proposed Capacity of Plant (In Kiloliters Per Day (KLPD)) ***: Input field with value '2.00'.
- Proposed Investment (In INR) ***: Input field with value '2.00'.
- Net Worth of the Company (In INR) ***: Input field with value '3.00'.
- Feed Stock of the Plant ***: Dropdown menu with 'Used Cooking Oil' selected.
- Copy of Balance Sheet of past three years...**: File upload section with 'Choose file' button, 'No file chosen' text, and 'View' button. (File Format/फाइल प्रारूप: PDF | Max File Size/अधिकतम फाइल साइज़: 10 MB)
- Pre-feasibility Report ***: File upload section with 'Choose file' button, 'No file chosen' text, and 'View' button. (File Format/फाइल प्रारूप: PDF | Max File Size/अधिकतम फाइल साइज़: 10 MB)

- Enter details in Project Details section and click on Save & Next button below.
- Once the user or investor filled the required details in the Project details section as shown above, he/she will have to make the fee payment to proceed towards the next step in the application process. The Fee Payment page will appear as shown below:

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

The screenshot displays the 'Fee Payment' step of the application process. The header includes the UPNEDA logo and the text 'Uttar Pradesh New & Renewable Energy Development Agency/उत्तर प्रदेश नवीन एवं नवीकरणीय ऊर्जा विकास अभिकरण'. Below the header, there are navigation tabs for 'Project Details', 'Fee Payment', 'Land Allotment', and 'Application Preview'. The 'Fee Payment' tab is active, showing a 'Paid' status. A note instructs users to submit an online application fee of Rs. 10.00 and download the receipt. The form includes a 'Mode of Fee Payment' dropdown menu with the option 'Submit Through The Payment Gateway' selected. A 'Proceed To Next Step' button is visible at the bottom.

- Once the fee payment submits through the payment gateway, click on the Proceed to Next Step button below. The next page with required details will appear as shown below:

The screenshot displays the 'Land Allotment' step of the application process. The header is identical to the previous step. The 'Land Allotment' tab is active. A note states that all plant locations in the selected district have already been allotted to investors. The form includes a question '1) Whether Investor Owns a Land or Not' with radio buttons for 'Yes' and 'No'. Below this is a section for 'Request Land from Government' with dropdown menus for 'District' and 'Tehsil', and a text input for 'Land Size (Square Feet)'. There is also an 'Upload Related Documents' section with a 'Choose file' button and a 'No file chosen' status. A 'Save & Continue' button is at the bottom.

- After successful submission of required fee, investor or user will move towards the next step of Land Allotment in the same process.
- Investor will have to enter the required details in the Land Allotment section and click on Save & Continue button below to proceed towards the next step.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

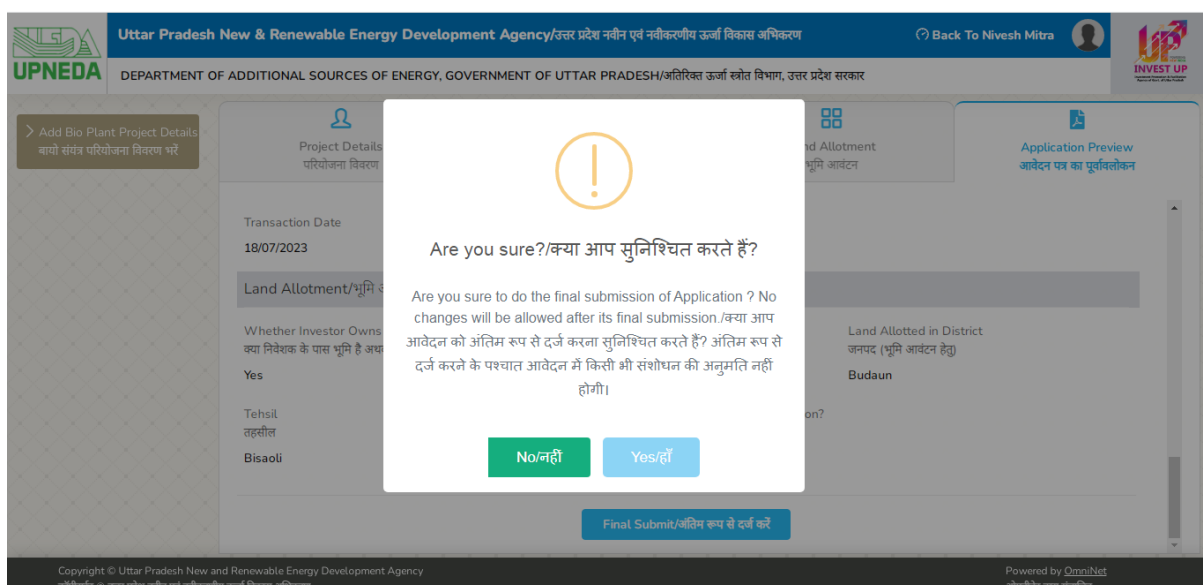
- There are two conditions with following requirements in the Land Allotment section are:

Condition I – In case, if the investor owns a piece of land and requested for or marked yes for land duty exemption in the application, a query will be raised by the administrator or department which will be reflected on the investor's dashboard. Once the query has raised by the admin, investor will have to revert back within the given timeframe with the required details.

Condition II – In case, if the investor does not own land but requested for a piece of land from the respective authority/government, query will be raised by the administrator or department regarding the same.

Condition III – In case, if the investor own a piece of land but not requested for duty exemption, no further query will be raised by the admin or department regarding the same.

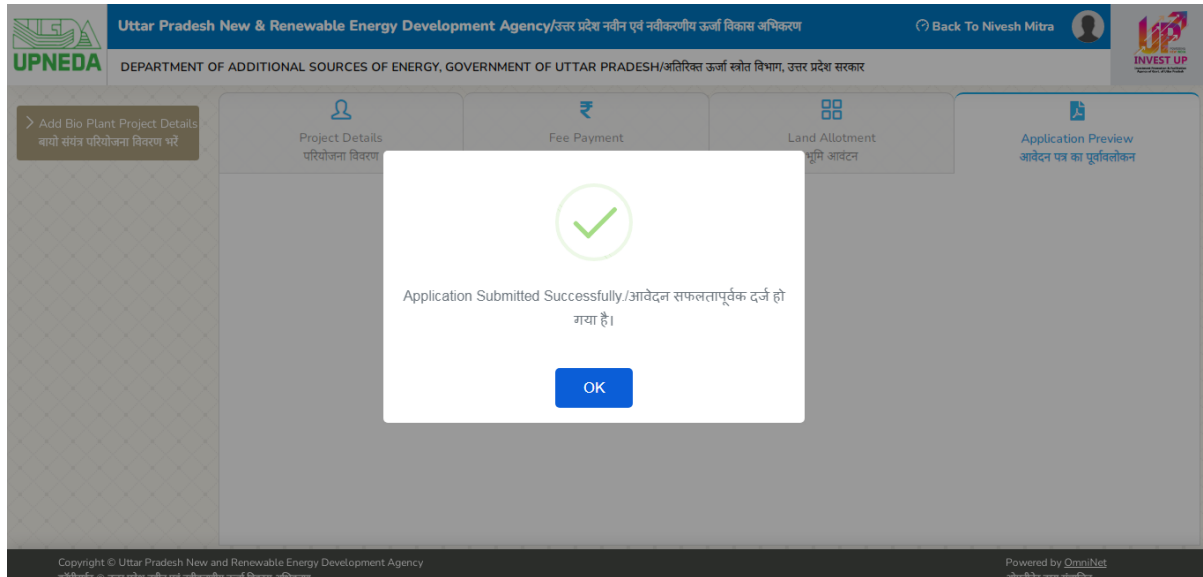
- Once the details are filled and saved in the Land Allotment section, user or investor can review the filled application in the next step before moving forward to do the final submit of filled application.
- Click on Final Submit button below.



The screenshot displays the Nivesh Mitra Portal interface. At the top, the header includes the UPNEDA logo, the agency name in Hindi and English, and a 'Back To Nivesh Mitra' link. The main content area shows a 'Project Details' form with fields for Transaction Date (18/07/2023), Land Allotment/भूमि, and Whether Investor Owns (Yes). A modal dialog box is centered on the screen, asking for confirmation: 'Are you sure?/क्या आप सुनिश्चित करते हैं?' and 'Are you sure to do the final submission of Application? No changes will be allowed after its final submission./क्या आप आवेदन को अंतिम रूप से दर्ज करना सुनिश्चित करते हैं? अंतिम रूप से दर्ज करने के पश्चात आवेदन में किसी भी संशोधन की अनुमति नहीं होगी।'. The dialog has 'No/नहीं' and 'Yes/हाँ' buttons. Below the dialog, a 'Final Submit/अंतिम रूप से दर्ज करें' button is visible. The footer contains copyright information for UPNEDA and a note that the portal is powered by OmniNet.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

- Once filled, reviewed, and clicked on final submit button below, a new pop-up screen with notification “**Are you sure**” will appear. Click on **Yes** button on the pop-up screen and ensure the final submission of filled details.



Process-III

DPR Approval Process

- Once the final submission done on portal, user/investor will have to login to the Dashboard again to proceed with the DPR approval process.
- Once logged in to the Dashboard, Sanction Letter Issued will reflect in the Form Status column.
- User will have to click on New Application to apply or upload DPR details to get it approved on portal.
- Once redirected to the DPR upload page, user will find the edit button through which the DPR will be uploaded.
- Once the DPR uploaded by user, details will be forwarded to the Admin.
- After receiving of DPR details, Admin will review and process the application. User will receive the query if any raised by the Admin; else the uploaded DPR will be approved by Admin on portal.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

Process-IV

Bank Guarantee Approval Process

- Once the final submission of DPR done on portal, user/investor will have to login to the Dashboard again to proceed with the Bank Guarantee approval process.
- Once logged in to the Dashboard, Sanction Letter Issued will reflect in the Form Status column.
- User will have to click on New Application to apply or upload Bank Guarantee details to get it approved on portal.
- Once redirected to the Bank Guarantee upload page, user will find the edit button through which the Bank Guarantee details will be uploaded.
- Once the Bank Guarantee uploaded by user, details will be forwarded to the Admin.
- After receiving of Bank Guarantee details, Admin will review and process the application. User will receive the query if any raised by the Admin; else the uploaded Bank Guarantee will be approved by Admin on portal.

3. Accessing Module - UPNEDA

- Visit website of UPNEDA (<https://www.upneda.in/>) to access the module.



The screenshot displays the UPNEDA website interface. At the top left is the UPNEDA logo and the text: "Uttar Pradesh New & Renewable Energy Development Agency", "Department of Additional Sources of Energy, Government of Uttar Pradesh", and "Portal for Bio Energy Plant". A navigation menu includes: Home, Bio Energy Policy, Bio Energy Projects, Apply Online, GO's and Orders, Information Center, Contact Details, and Portal Logins. The main content area features a large image of a bio-energy plant with a "Registration Process for Portal" overlay. The overlay contains the following text: "1. To Register on UPNEDA Bio Energy Portal as an Investor, fill Organisation/Company/Firm Name, Owner's Name, Legal Status, Firm Registration/GST No., Mobile Number, Email ID and Captcha in the respective fields and click on Register button". Below this text is a red button labeled "Click here for New Registration". At the bottom of the page, a "WHAT'S NEW" banner states: "The newly developed website of UPNEDA and UPNEDA Bio Energy Portal has been inaugurated on 15.10.2022."

- Click on **Portal Logins** tab from the web portal menu to login to the Administrator Dashboard.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

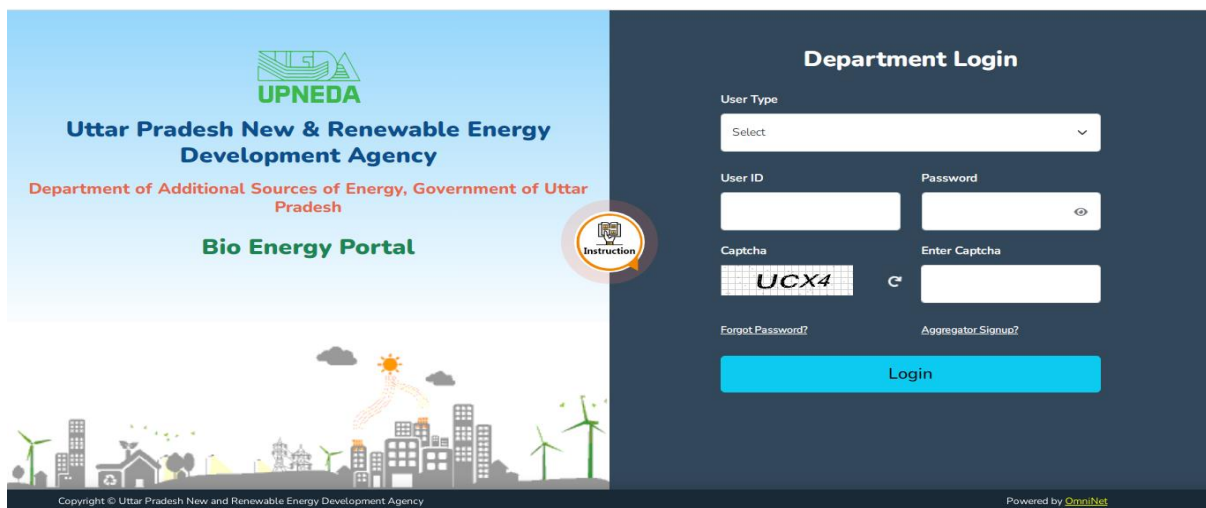
4. Processing of Requests Post Login

A. Administrator Login

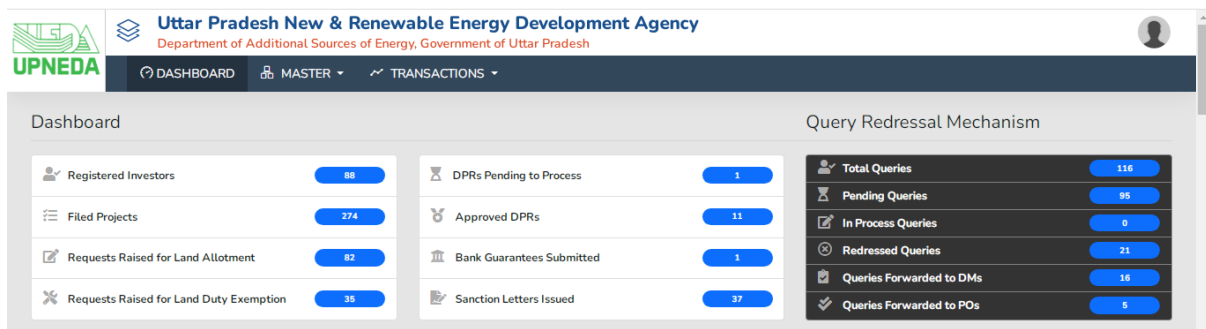
Admin will be authorized to see various reports which will help in monitoring the process and to see various statistics at all levels.

Step-1

- After clicking on the Admin login option, a login page with required details will appear on the screen.
- Select **User Type**, and enter the **User ID**, **Password**, and **Captcha** in the respective fields and click on **Login** button below.



- Once logged in with the required details, Dashboard screen will appear with further details.



Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

Details of Applications

Search By Project ID...

Show entries

S.No.	Project ID	Company Name	Type of Plant	District	Tehsil	Date of Application	Application Last Updated on	Current Status	View
1	BG34153	VINOD	Bio Coal Plant	Budaun	Badaun Sadar	11/07/2023	11/07/2023	Applications Pending for Approval	
2	BG34152	VINOD	Bio Diesel Plant	Pratapgarh	Kunda	03/07/2023	03/07/2023	Reject Request	
3	BG34151	Renewal Test	Bio Diesel Plant	Banda	Atarra	03/07/2023	03/07/2023	Reject Request	
4	BU34150	WARREN PRIVATE LIMITED	Bio Diesel Plant	Banda	Banda Sadar	03/07/2023	03/07/2023	Application Approved by UPNEDA	
5	BG34149	WARREN PRIVATE LIMITED	Bio Diesel Plant	Agra	Etmadpur	03/07/2023	03/07/2023	Application Rejected by UPNEDA	
6	BG34148	Amit	Bio Diesel Plant	Pratapgarh	Lalganj	03/07/2023	03/07/2023	Application Accepted by UPNEDA	
7	BG34147	NM DEMO	Bio Diesel Plant	Pratapgarh	Pratapgarh Sadar	03/07/2023	03/07/2023	Query Resolved by Investor	
8	BG26125	Ks	Bio Coal Plant	Ambekar Nagar	Ala Pur	09/05/2023	30/06/2023	Query Resolved by Investor	
9	BG34146	BG demo	Bio Diesel Plant	Pratapgarh	Raniganj	29/06/2023	29/06/2023	Application Approved by UPNEDA	
10	BG34145	Ks	Bio Diesel Plant	Pratapgarh	Lalganj	29/06/2023	29/06/2023	Application Approved by UPNEDA	
11	BG34144	Ks	Bio Diesel Plant	Barabanki	Ramnagar	29/06/2023	29/06/2023	Application Approved by UPNEDA	
12	BG28125	Ks	Bio Diesel Plant	Pratapgarh	Kunda	15/05/2023	29/06/2023	Application Rejected by UPNEDA	
13	BG34143	query demo 3	Bio Diesel Plant	Barabanki	Ramnagar	28/06/2023	28/06/2023	Application Approved by UPNEDA	
14	BG34142	demo query2	Bio Diesel Plant	Barabanki	Fatehpur	28/06/2023	28/06/2023	Application Rejected by UPNEDA	
15	BG34141	demo	Bio Diesel Plant	Barabanki	Haidargarh	28/06/2023	28/06/2023	Reject Request	

Showing 1 to 15 of 273 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [19](#) Next

- To view the details of any particular Project ID from the Dashboard's grid, click on View action icon against the same Project ID, details will appear on screen.

Step 2: Registered Investors

- If registered, details will appear in the Registered Investors section of Dashboard. To view the **Registered Investors** details on portal, click on the **Registered Investors** option from the Dashboard.

UPNEDA **Uttar Pradesh New & Renewable Energy Development Agency**
Department of Additional Sources of Energy, Government of Uttar Pradesh

DASHBOARD MASTER TRANSACTIONS

Registered Investors

Details of Registered Investors

Show entries

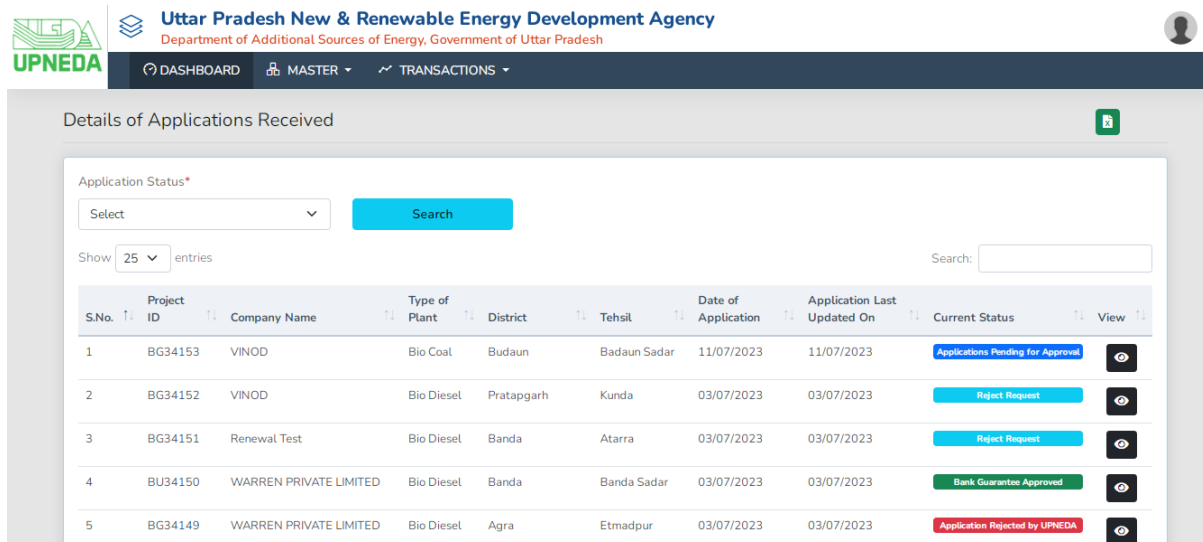
S.No.	Organisation/Company/Firm Name	Owner's Name	Organization Type	Email ID	Mobile No.	Date of Registration	View
1	Bhumi sewa pvt ltd	param	Limited (Ltd)	param@otpl.co.in	7007651915	09/11/2022	
2	Excel Enterprises	Neha Tiwari	Pvt. Ltd.	shuklaanupam872@gmail.com	7668960052	10/11/2022	
3	SG Group	Test Owner	Pvt. Ltd.	iam.thebestmona@gmail.com	8175953985	14/11/2022	
4	ABC	AMIT	Limited (Ltd)	akhand@otpl.co.in	9452222166	17/11/2022	
5	Green village pvt	a k raa	Limited (Ltd)	param@otpl.co.in	6386881375	21/11/2022	
6	OTPL	Sharad	Limited (Ltd)	sharad15082001@gmail.com	6386881375	09/12/2022	

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

- Once clicked on the **Registered Investors** option from Dashboard, details will appear on screen in a grid view structure.
- **View** action icon will appear in the same grid. View the details by clicking on the View action icon on screen.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 3: Filed Project

- To view the **Filed Project** details on portal, click on the **Filed Project** option from the Dashboard.
- Once clicked on the **Filed Project** option from Dashboard, details will appear on screen in a tabular form.



Uttar Pradesh New & Renewable Energy Development Agency
Department of Additional Sources of Energy, Government of Uttar Pradesh

DASHBOARD MASTER TRANSACTIONS

Details of Applications Received

Application Status*
Select Search

Show 25 entries Search:

S.No.	Project ID	Company Name	Type of Plant	District	Tehsil	Date of Application	Application Last Updated On	Current Status	View
1	BG34153	VINOD	Bio Coal	Budaun	Badaun Sadar	11/07/2023	11/07/2023	Applications Pending for Approval	View
2	BG34152	VINOD	Bio Diesel	Pratapgarh	Kunda	03/07/2023	03/07/2023	Reject Request	View
3	BG34151	Renewal Test	Bio Diesel	Banda	Atarra	03/07/2023	03/07/2023	Reject Request	View
4	BU34150	WARREN PRIVATE LIMITED	Bio Diesel	Banda	Banda Sadar	03/07/2023	03/07/2023	Bank Guarantee Approved	View
5	BG34149	WARREN PRIVATE LIMITED	Bio Diesel	Agra	Etmadpur	03/07/2023	03/07/2023	Application Rejected by UPNEDA	View

- **View** action icon will appear in the same grid of Filed Project details. View the details by clicking on the View action icon on screen.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 4: Request Raised for Land Allotment

- Requests raised by the investor regarding the land allotment will also reflect to the Admin's dashboard.
- Once the process of Land Allotment is finalized and approval is given by the concerned authority, the applicant can proceed for further process.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

- To view the Request Raised for Land Allotment details on portal, click on the **Request Raised for Land Allotment** option from the Dashboard.
- Once clicked on the **Request Raised for Land Allotment** option from Dashboard, details will appear on screen in a grid view structure.

Step 5: Request Raised for Land Duty Exemption

- To view the **Request Raised for Land Duty Exemption** details on portal, click on the **Request Raised for Land Duty Exemption** option from the Dashboard.
- Once clicked on the **Request Raised for Land Duty Exemption** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 6: DPRs Pending To Process

- The applicant can move on to the next step once the Land Allotment process is completed and the DM has granted his or her permission.
- A **Detailed Project Report (DPR)** outlining the project the applicant seeks to establish on the allotted land must be prepared by investor/applicant.
- Once the DPR is prepared, applicant will have to visit the portal where he/she will upload the **DPR** document along with certain detail.
- The uploaded DPR will be visible to concerned official (**Admin**). The concerned authority will view the **DPR** and will study it for providing approval. If the authority has any query, it will be raised and visible to the Applicant's Dashboard.
- If the DPR is approved, it will be visible to the applicant and the applicant will move to proceed for **New Application** further from the **Nivesh Mitra** portal.

Step 7: Approved DPRs

- The DPR must have final permission from the UPNEDA head office in order to be displayed in the Admin Login, which is controlled by head office.
- To view details of Approved DPRs on portal, click on the **Approved DPRs** option from the Dashboard.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

- Once clicked on the **Approved DPRs** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 8: Bank Guarantees Submitted

- Once the DPR is approved, the applicant will require submitting the Bank Guarantee of 3% of the Project Cost mentioned in DPR.
- The Bank Guarantee will be checked by the concerned authority and if found correct, will be approved.
- To view details of submitted bank guarantees on portal, click on the **Bank Guarantee Submitted** option from the Dashboard.
- Once clicked on the **Bank Guarantee Submitted** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 9: Sanction Letter Issued

- To get the Sanction Letter Issued, the applicant has to get the Bank Guarantee prepared by authorized Bank only and is required to upload the document through the portal user interface provided.
- Once the Bank Guarantee is approved, the status will start reflecting in Applicant Login and Applicant can now download Sanction Letter/Certificate. The applicant can now proceed with the setup of the project.
- To view details of Sanction Letter Issued on portal, click on the **Sanction Letter Issued** option from the Dashboard.
- Once clicked on the **Sanction Letter Issued** option from Dashboard, details will appear on screen in a grid view structure.

TRANSACTIONS

Step 15: Applications Received

- To view the details of Applications Received under the Transaction menu, click on **Applications Received** option from the Dashboard under the **Transaction** menu.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

- Once clicked on the **Applications Received** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 16: DPRs Pending To Process

- To view the details of **DPRs Pending to Process** under the Transaction menu, click on **DPRs Pending to Process** option from the Dashboard under the Transaction menu.
- Once clicked on the **DPRs Pending to Process** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 17: Queries Raised by Investors

- To view the details of **Queries Raised by Investors** under the Transaction menu, click on **Queries Raised by Investors** option from the Dashboard under the Transaction menu.
- Once clicked on the **Queries Raised by Investors** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related term/keyword in the Search box and press enter from the keyboard to view the searched result on screen.

Step 18: Details of Queries

- Once clicked on the **Queries Raised by Investors** under the **transaction** menu, **Query Status** and **Action Details** will appear on screen.
- Click on **View Details** action icon to view the **query details** which includes Ticket Number, Investor Name, Investor's Mobile/Phone No., Investor's Email ID, and Status.
- Click on Type Message field to send a query or message on the same page of view query.

Standard Operating Procedure of Nivesh Mitra Portal Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

B. Accessing the Module - UPNEDA

Visit website of UPNEDA (<https://www.upneda.in/>) to access the module. Click on **Portal Logins** option from the web portal menu.

UPNEDA
Uttar Pradesh New & Renewable Energy Development Agency
Department of Additional Sources of Energy, Government of Uttar Pradesh
Portal for Bio Energy Plant

Home Bio Energy Policy Bio Energy Projects Apply Online GO's and Orders Information Center Contact Details Portal Logins

Registration Process for Portal

1. To Register on UPNEDA Bio Energy Portal as an Investor, fill Organisation/Company/Firm Name, Owner's Name, Legal Status, Firm Registration/GST No., Mobile Number, Email ID and Captcha in the respective fields and click on **Register** button

Click here for New Registration

UPNEDA

WHAT'S NEW The newly developed website of UPNEDA and UPNEDA Bio Energy Portal has been inaugurated on 15.10.2022.

C. Processing of Requests (DM Login)

Step 1:

- After clicking on the **Portal Logins** option on web portal, a login page with required details will appear on the screen.
- Select User Type, and enter the User ID, Password, and Captcha and click on **Login** button below.

UPNEDA
Uttar Pradesh New & Renewable Energy Development Agency
Department of Additional Sources of Energy, Government of Uttar Pradesh
Bio Energy Portal

Department Login

User Type

District Magistrate (DM)

Select

UPNEDA Department

District Magistrate (DM)

Project Officer (PO)

Aggregator (AGG)

Chair Person (CP)

Inspection Member (IM)

UCX4

Forgot Password? Aggregator Signup?

Login

Copyright © Uttar Pradesh New and Renewable Energy Development Agency

Powered by OmniNet

- Once logged in with the required details, Dashboard screen will appear with further details.

Step 2: Filed Project

- To view the details of **Filed Projects**, click on **Filed Projects** option from the Dashboard.
- Once clicked on the **Filed Projects** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related keyword in the **Search** box and press enter from the keyboard to view the searched result on screen.

Step 3: Requests Raised for Land Allotment

- The Land related applications will start reflecting in respective DM Login, once it is filled and submitted.
- To view the details of **Requests Raised for Land Allotment**, click on **Requests Raised for Land Allotment** option from the Dashboard.
- Once clicked on the **Requests Raised for Land Allotment** option from Dashboard, details will appear on screen in a grid view structure.
- The Land Allotment process has to be finalized by DM within a certain period of time which will be decided by UPNEDA.
- All checks and validations will be implemented at every level, and all concerned users will receive SMS and emails at the appropriate times.

Step 4: Requests Raised for Land Stamp Duty Exemption

- To view the details of **Requests Raised for Land Stamp Duty Exemption**, click on **Requests Raised for Land Stamp Duty Exemption** option from the Dashboard.
- Once clicked on the **Requests Raised for Land Stamp Duty Exemption** option from Dashboard, details will appear on screen in a grid view structure.
- To search any particular detail, enter the related keyword in the Search box and press enter from the keyboard to view the searched result on screen.