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

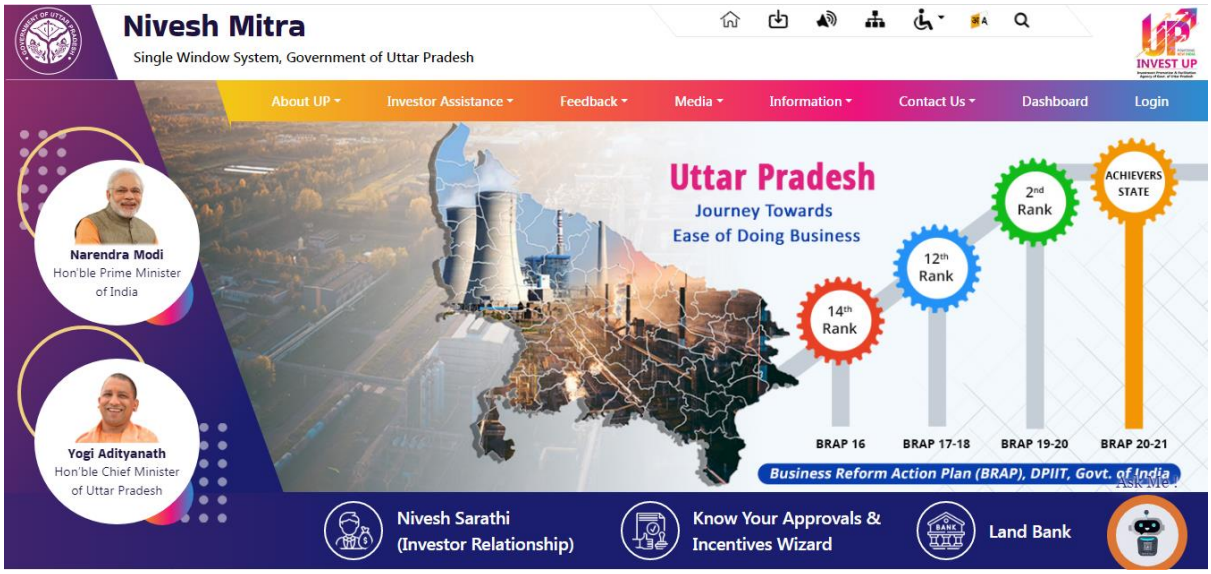
Designed & Developed by

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.

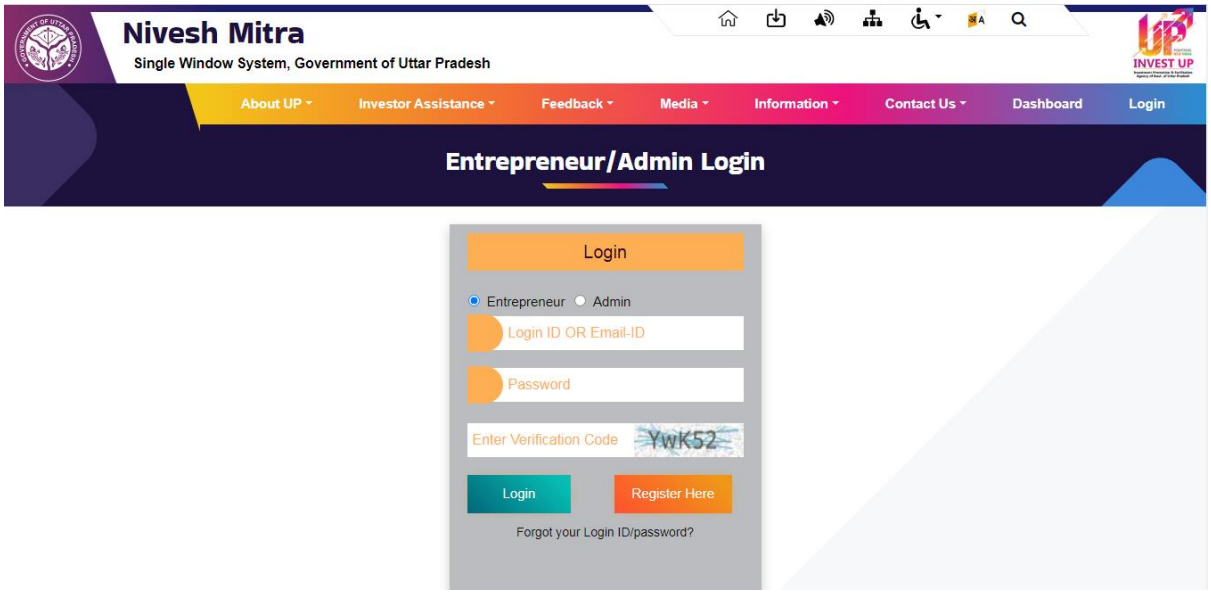
2. Processing of Requests

A. Nivesh Mitra Portal Registration & Login

Step 1: Portal Registration

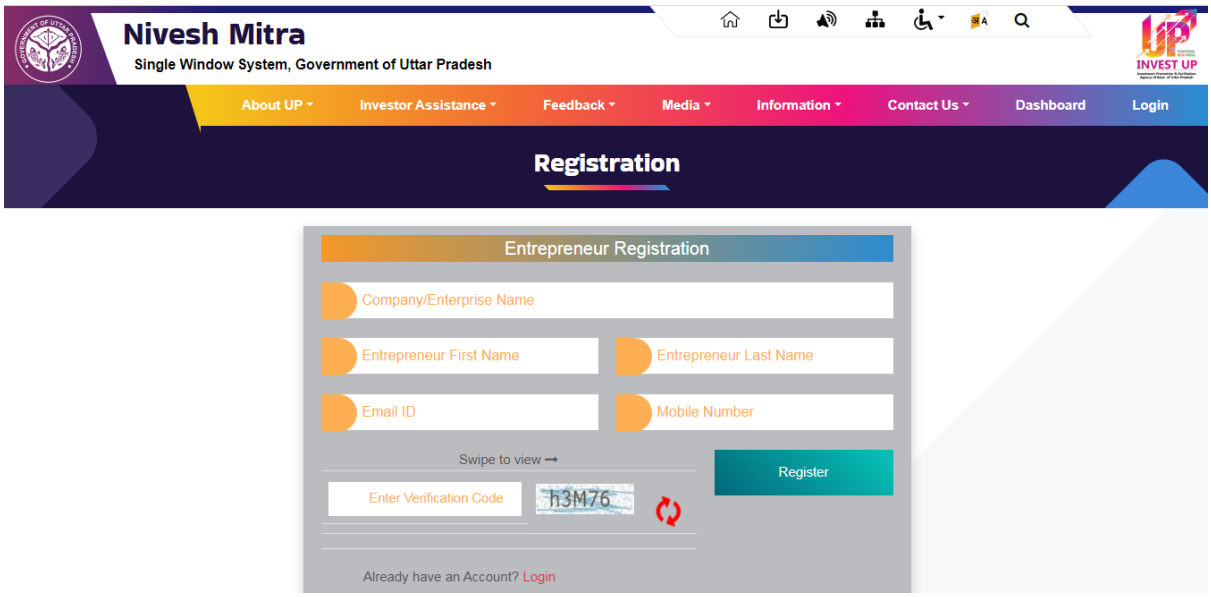
- To register on **Nivesh Mitra** portal, visit the portal registration page via Login tab through the Nivesh Mitra website.

- Once clicked on the Login tab from portal, login/registration page will appear on screen as shown below:



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

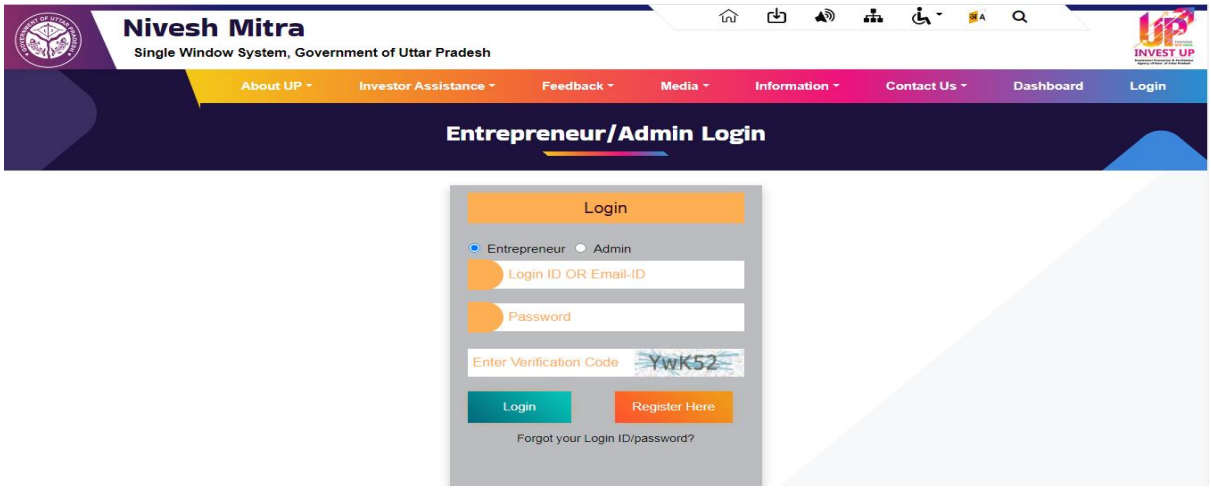
  ✓ Company/Enterprise Name
  ✓ Entrepreneur First Name
  ✓ Entrepreneur Last Name
  ✓ Email ID
  ✓ Mobile Number
  ✓ Enter Verification Code



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

Login Credentials to login to the portal

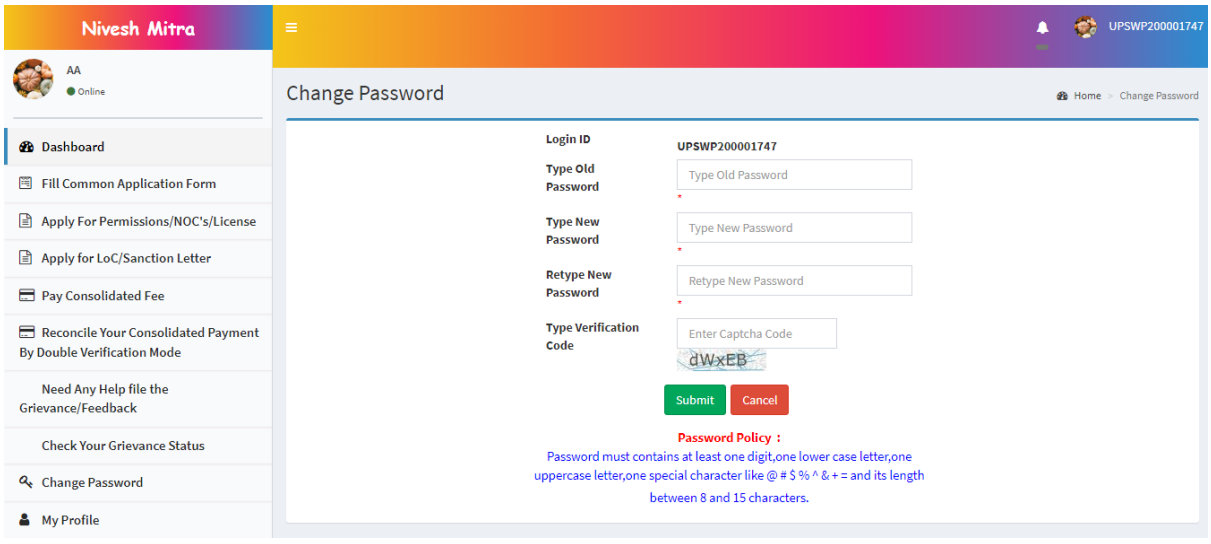
- Click on **Login** tab from the menu to login to the portal's Dashboard.



- 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

- ✓ Type verification code

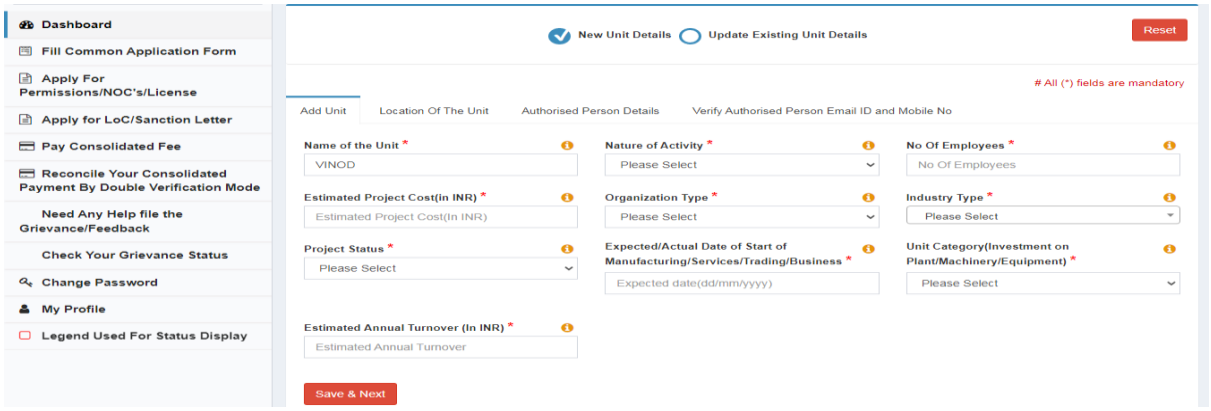
Click on Submit button to submit the password change details further.

Step 3: Fill Common Application Form

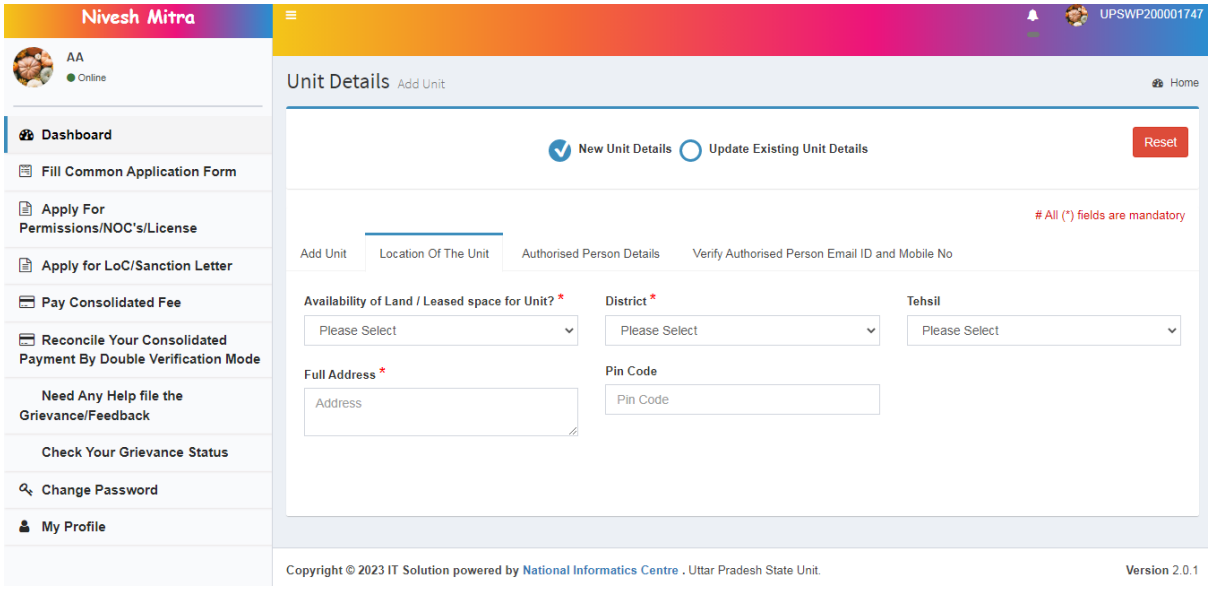
- Once login performed to the portal's Dashboard, click on **Fill Common Application Form** option from the Dashboard's side menu and proceed accordingly.
- To fill the Common Application Form, proceed with the required details and follow the steps accordingly.
- Enter the required details field wise 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

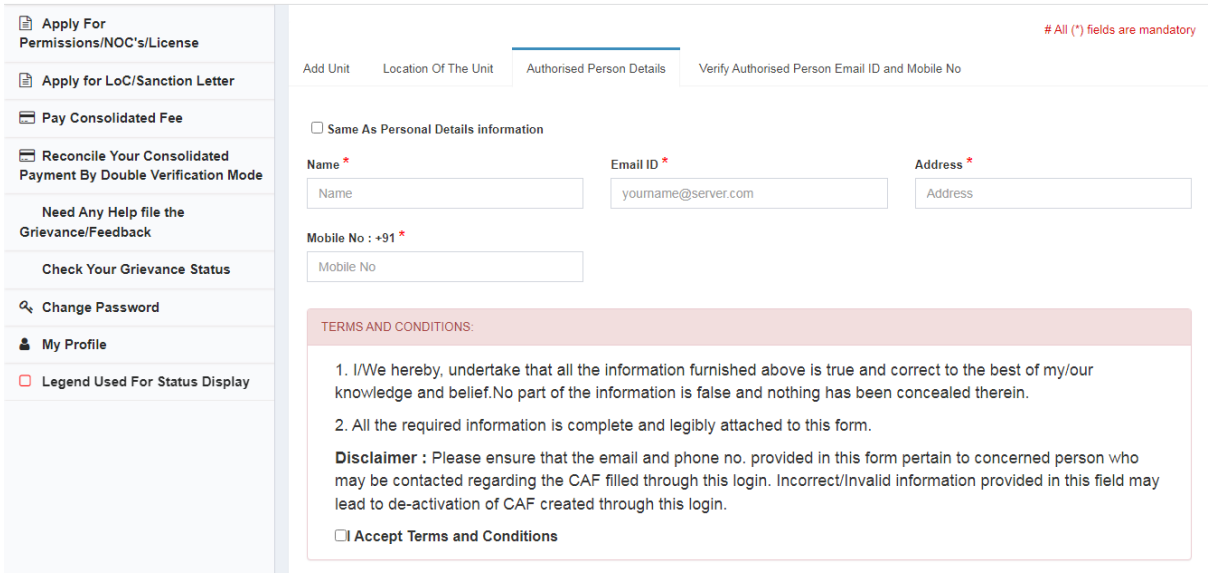
- Once the steps of Common Application Form are completed, proceed towards the procedures of Unit Details selection.
- Select unit details from the given options – **New Unit Details** & **Update Existing Unit Details.**
    - **Add Unit**
        - Enter the required details in Add Unit section of New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



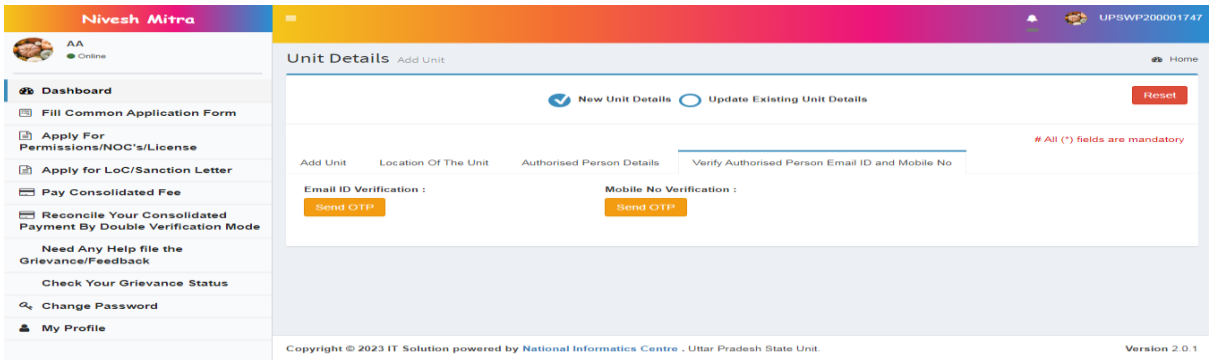
II - Location of the Unit



III - Authorized Person Details



IV - Verify Authorized Person Email ID and Mobile No.

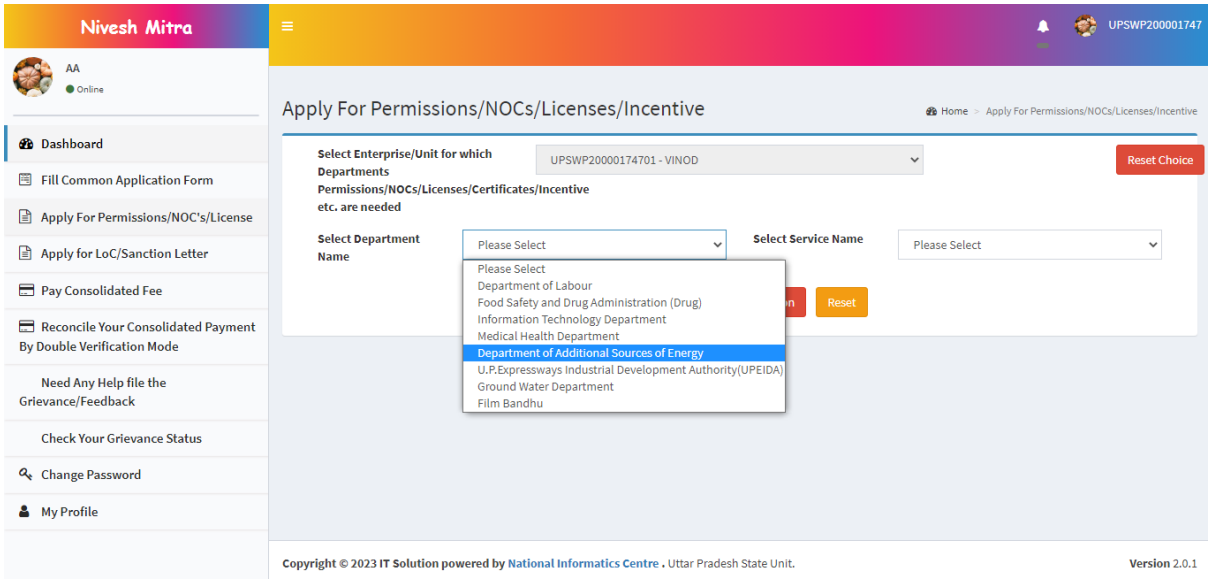


- Mention the location details of the unit in the Location Details section.
- Enter Authorized Person details in the given fields.
- Thereafter, verify authorized person mobile no. and email id through OTP based verification process.

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

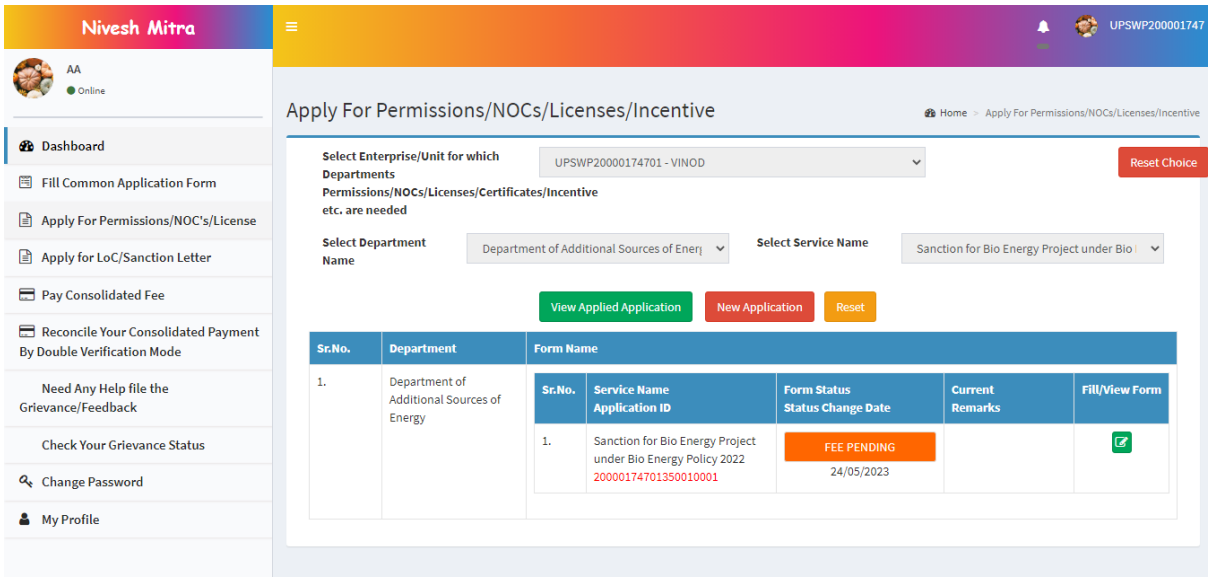
Process - I

- 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.



- 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.

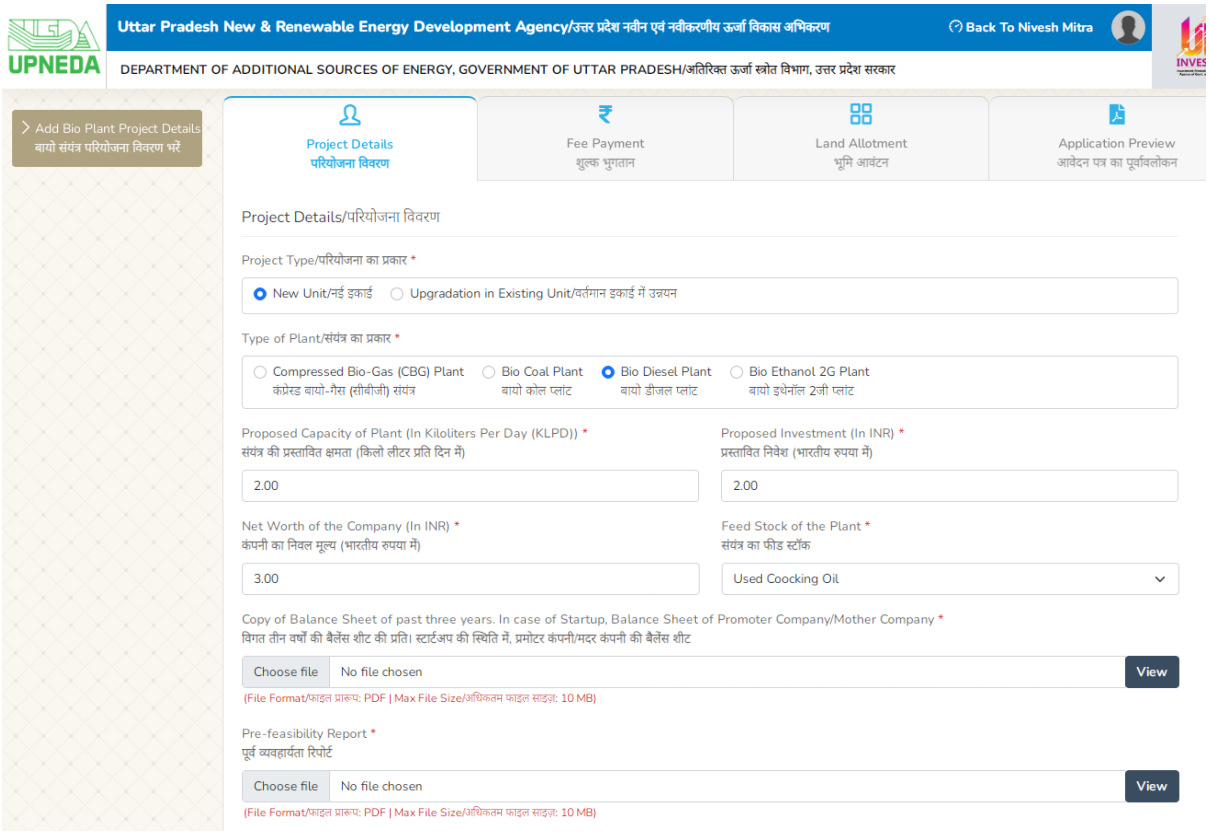


- Click on **Fill/View Form** action icon to view/reset the filled application form details.

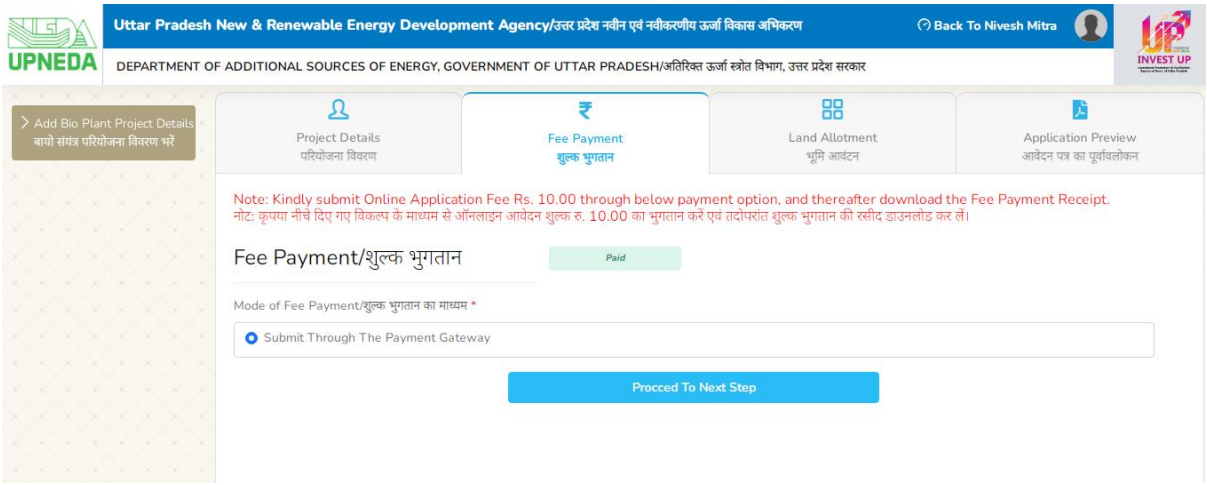
- Once clicked on **Fill/View** Form action icon, user will redirect to the Bio Energy portal's company details page. From there, investor can fill the company basic details in Company Profile section and proceed with the project selection and final submission of filled/selected details.

Process – II

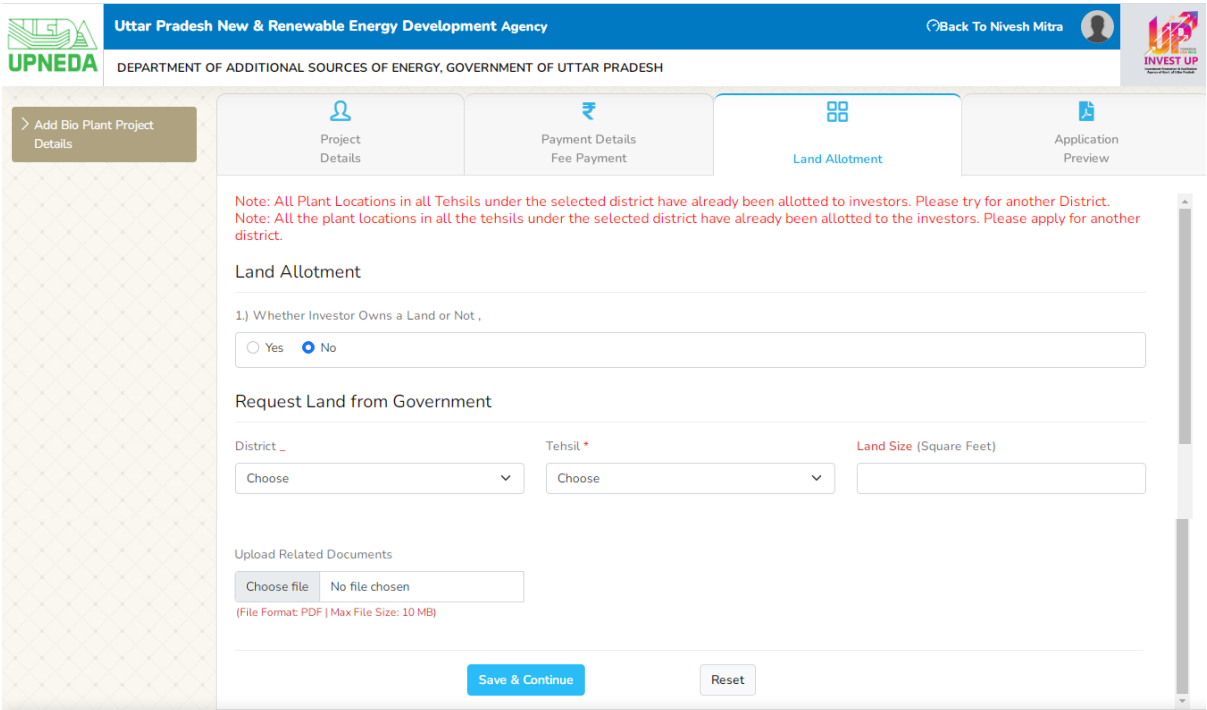
Once the details shown on the screen, investor will have to click on the Action icon to land on the Company's profile page to fill the required company details. The page with following details will appear as shown below:



- 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:



- 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:



- 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.

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

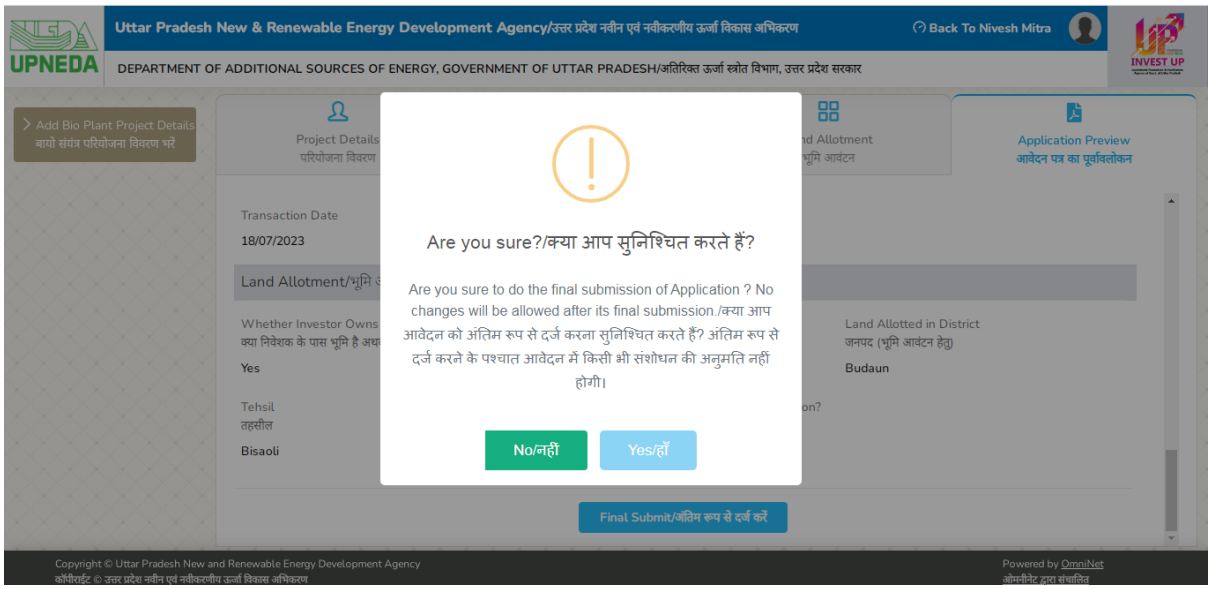
  Condition I – In case, if the investor owns a piece of land and requested for or marked yes for land duty exemption in the application, a query will be raised by the administrator or department which will be reflected on the investor's dashboard. Once the query has raised by the admin, investor will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

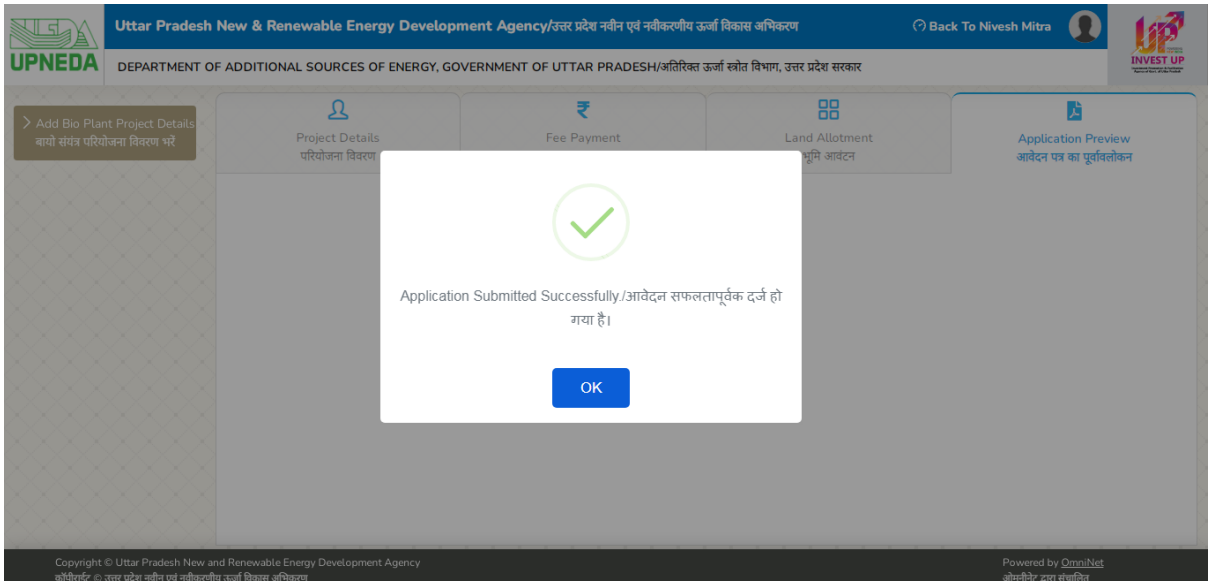
  Condition III – In case, if the investor own a piece of land but not requested for duty exemption, no further query will be raised by the admin or department regarding the same.

- 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.



- 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.

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**.**

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

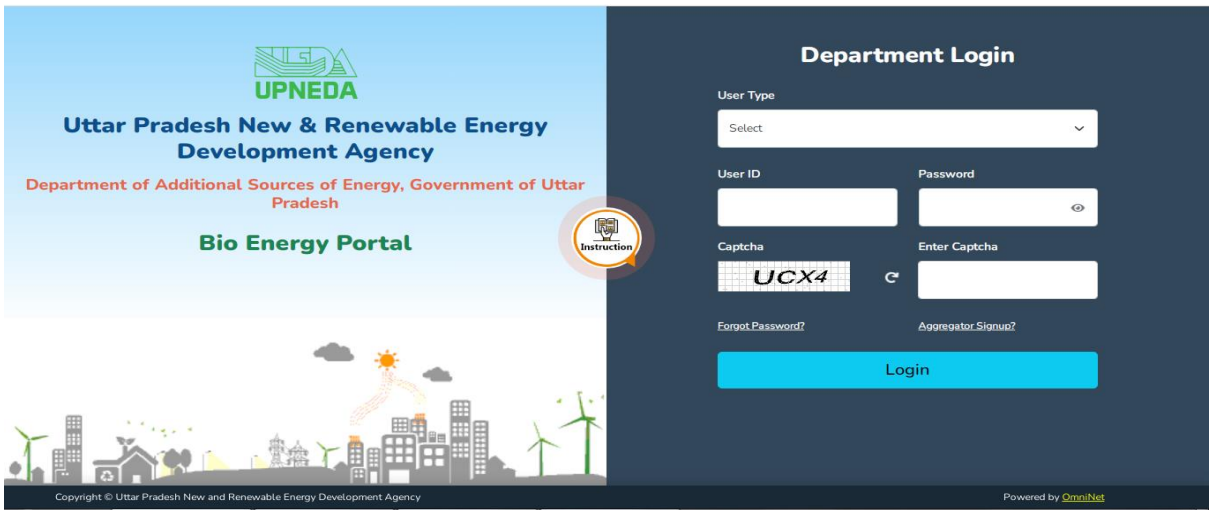
4. Processing of Requests Post Login

A. Administrator Login

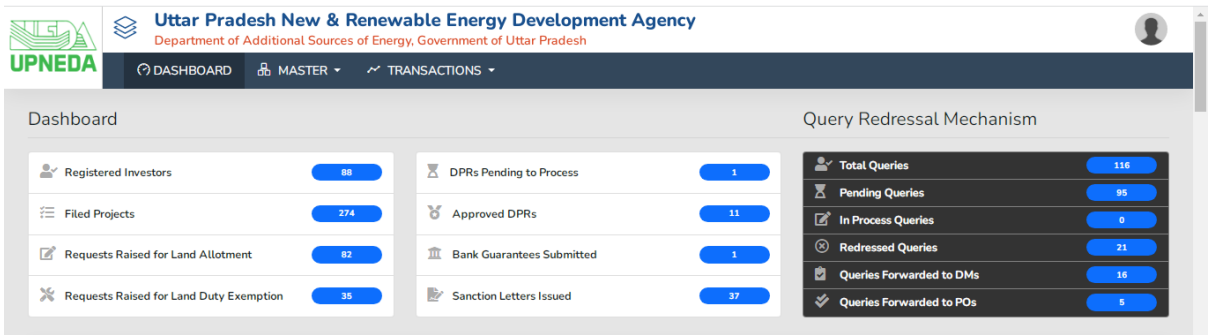
Admin will be authorized to see various reports which will help in monitoring the process and to see various statistics at all levels.

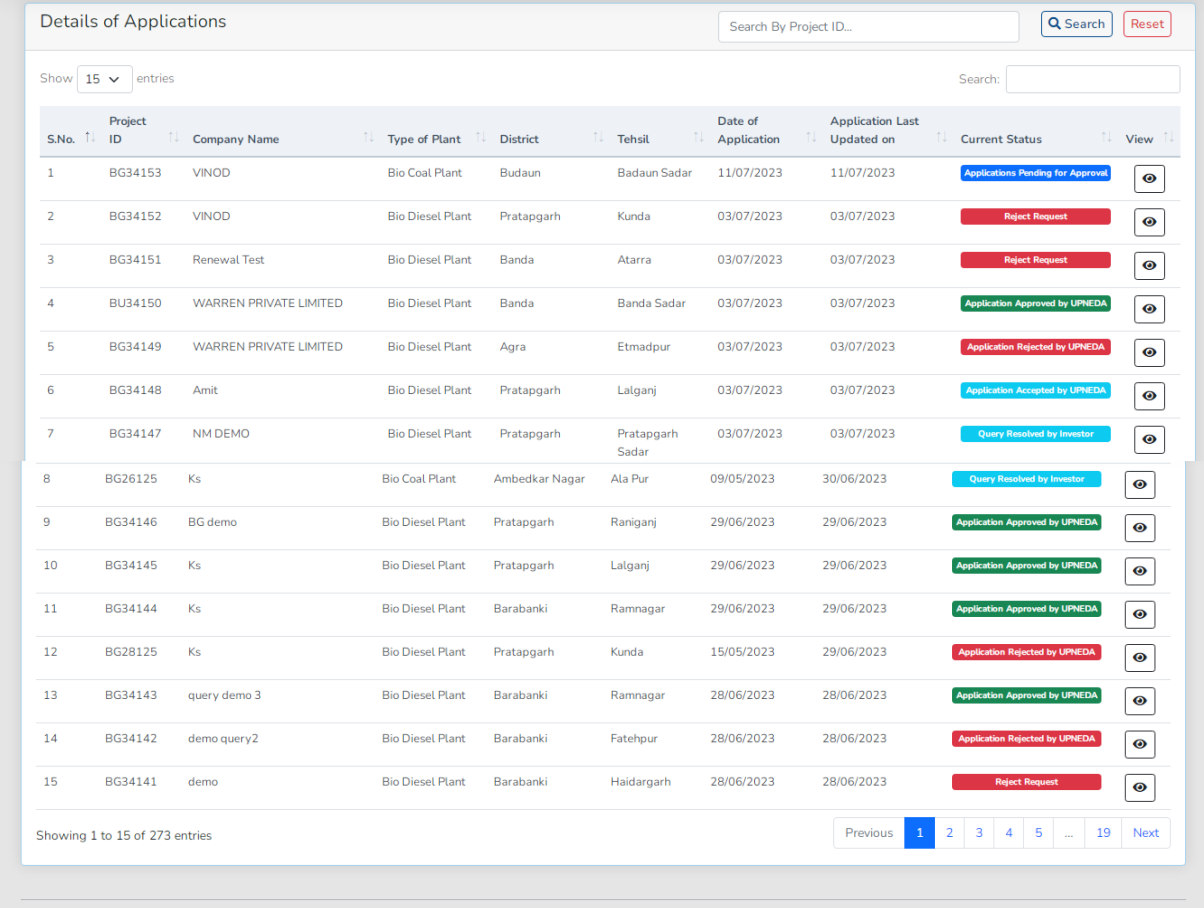
Step-1

- 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.

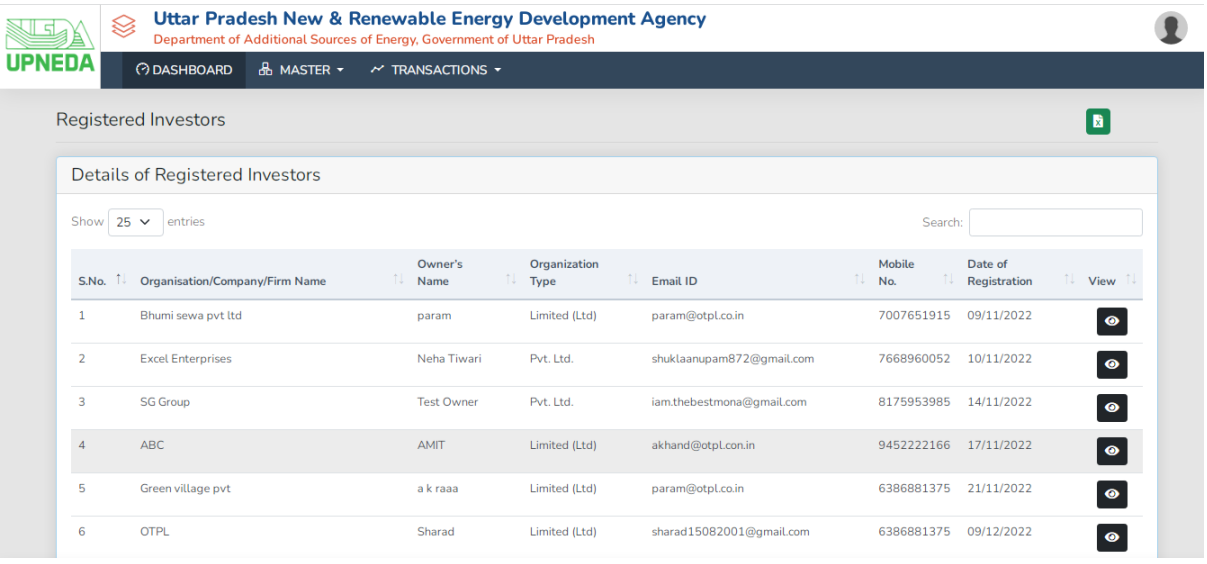




- To view the details of any particular Project ID from the Dashboard's grid, click on View action icon against the same Project ID, details will appear on screen.

Step 2: Registered Investors

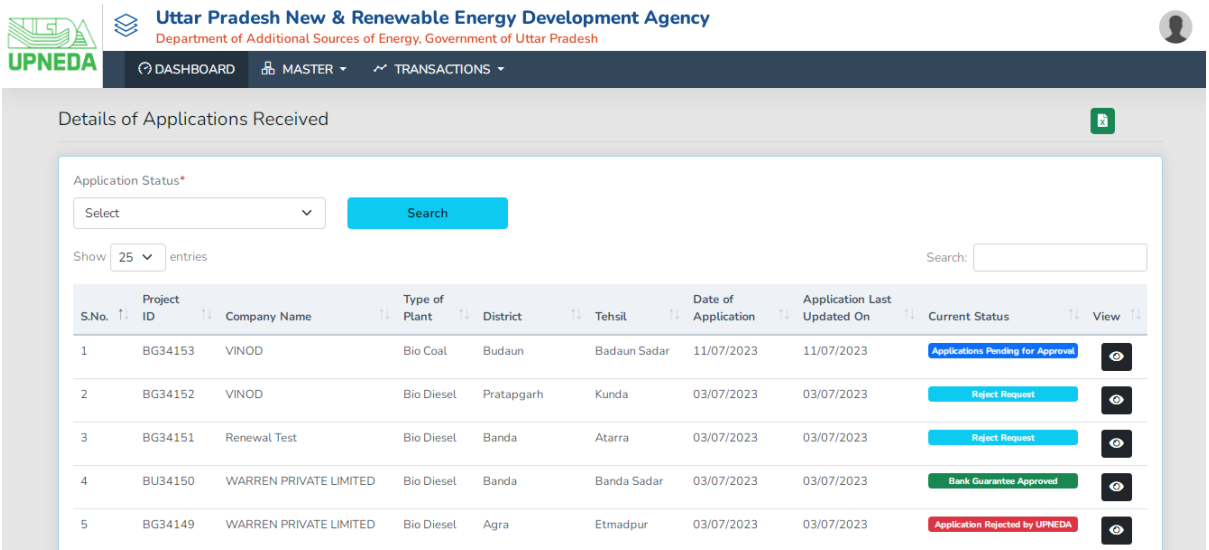
- If registered, details will appear in the Registered Investors section of Dashboard. To view the **Registered Investors** details on portal, click on the **Registered Investors** option from the Dashboard.



- 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.



- **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.

- 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 DRP 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.

- 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.

- 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

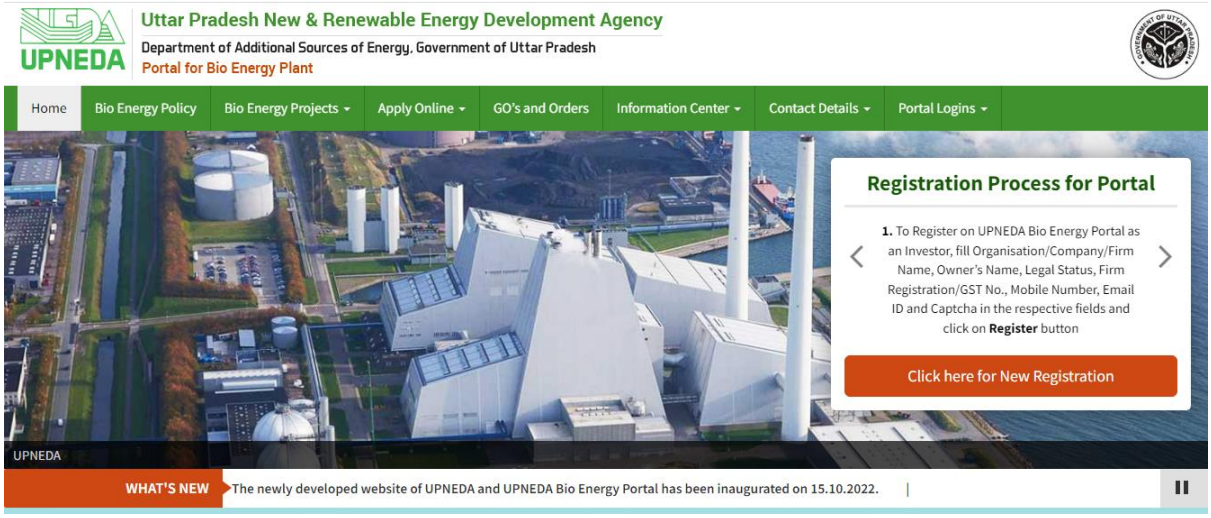
- To view the details of **Queries Raised by Investors** under the Transaction menu, click on **Queries Raised by Investors** option from the Dashboard under the Transaction menu.
- Once clicked on the **Queries Raised by Investors** option from Dashboard, details will appear on screen in a grid view 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.

B. Accessing the Module - UPNEDA

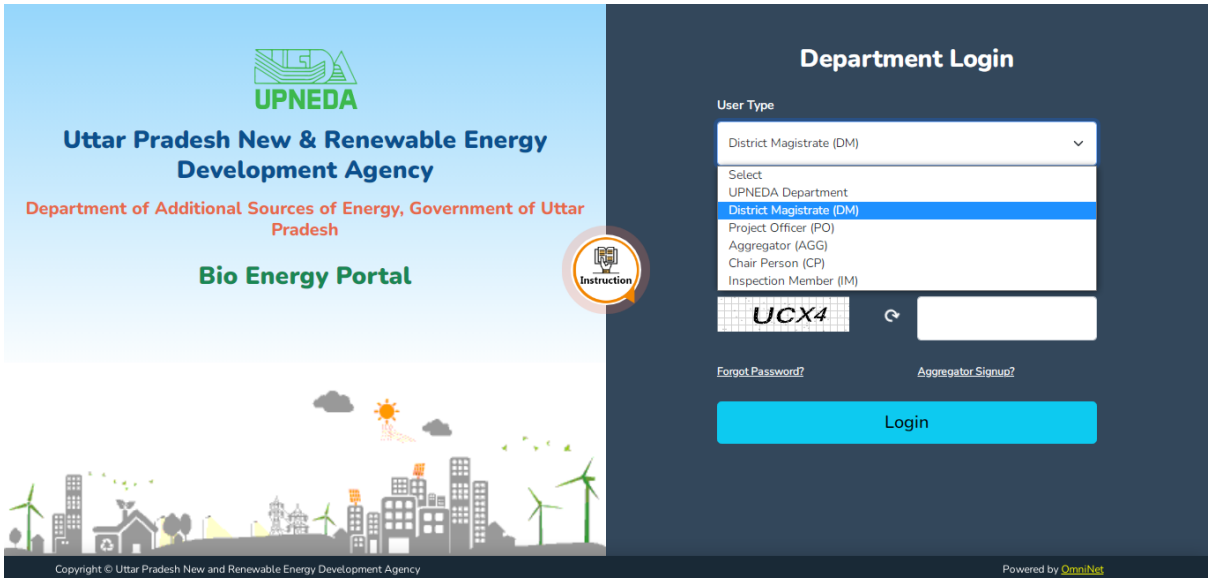
Visit website of UPNEDA (**https://www.upneda.in/)** to access the module**.** Click on **Portal Logins** option from the web portal menu.



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.



- 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.

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