

**Standard Operating Procedure
(SOP)**
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 - 28.10.2024

Submitted by



Designed & Developed by

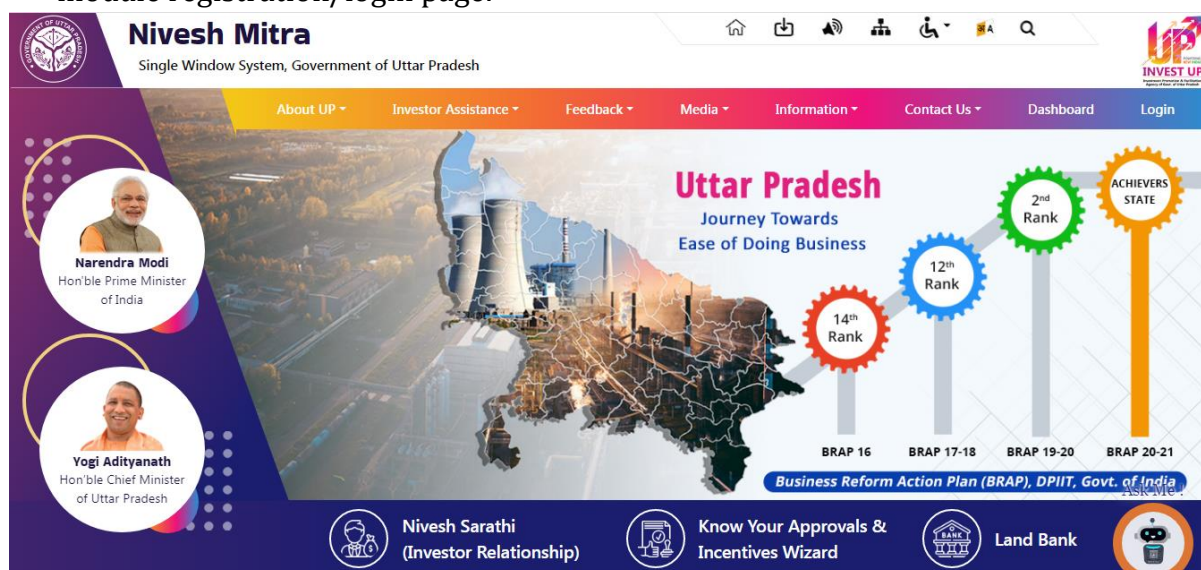


Note:

- 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:

Standard Operating Procedure(SOP) 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 header with the Uttar Pradesh Government logo, the text 'Nivesh Mitra Single Window System, Government of Uttar Pradesh', and a navigation bar with icons for home, share, help, user, accessibility, and search. Below the header is a menu bar with links: 'About UP', 'Investor Assistance', 'Feedback', 'Media', 'Information', 'Contact Us', 'Dashboard', and 'Login'. The main heading is 'Entrepreneur/Admin Login'. The login form includes a 'Login' button, radio buttons for 'Entrepreneur' (selected) and 'Admin', input fields for 'Login ID OR Email-ID', 'Password', and 'Enter Verification Code' (with a sample code 'YWK52'). There are 'Login' and 'Register Here' buttons, and a link for 'Forgot your Login ID/Password?'.

- Click on **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

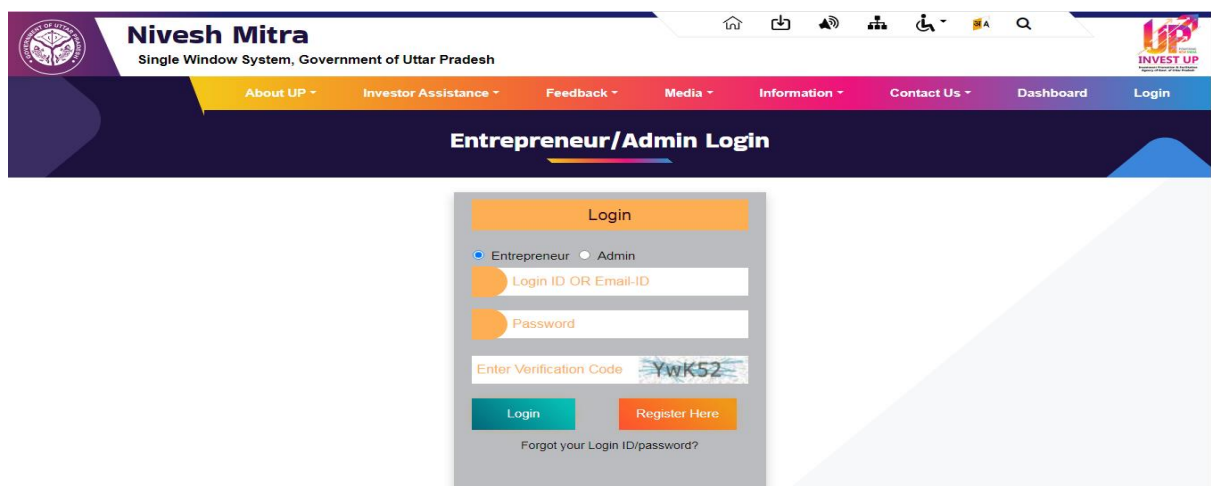
The screenshot shows the Nivesh Mitra portal registration page. The header and menu bar are identical to the login page. The main heading is 'Registration'. The registration form is titled 'Entrepreneur Registration' and includes input fields for 'Company/Enterprise Name', 'Entrepreneur First Name', 'Entrepreneur Last Name', 'Email ID', and 'Mobile Number'. There is a 'Swipe to view' indicator and a 'Register' button. Below the form, there is a 'Enter Verification Code' field with a sample code 'h3M76' and a 'Login' link. A note at the bottom says 'Already have an Account? Login'.

- ✓ 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.

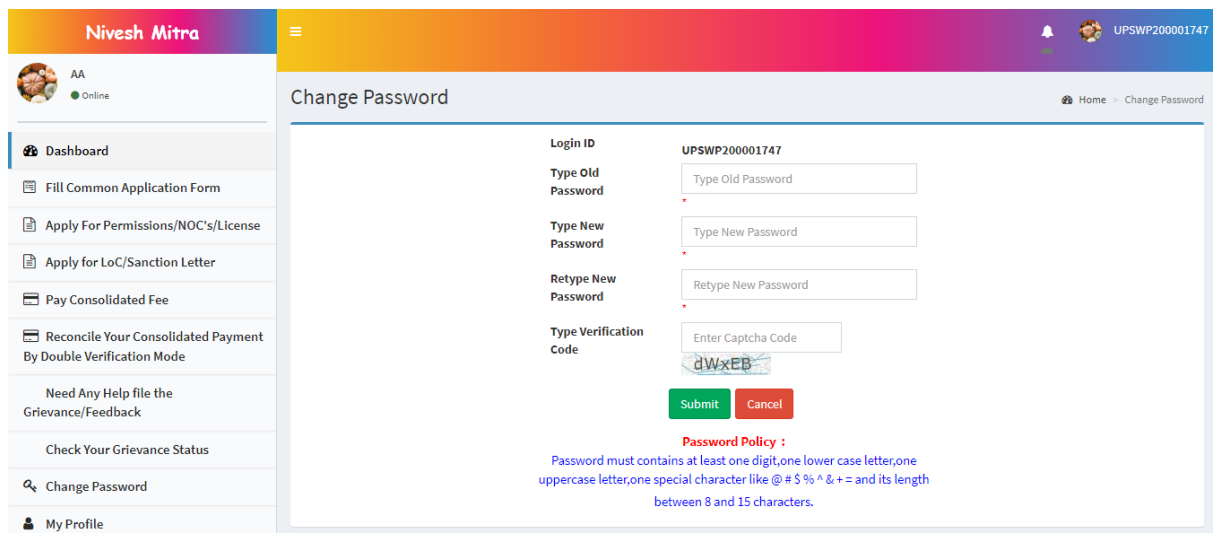
Standard Operating Procedure(SOP) of Nivesh Mitra Portal, Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)



- 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.

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

KIRAN

Online

Dashboard

Fill Common Application Form

Apply For Permissions/NOC's/License

Apply for LoC/Sanction Letter

Apply for Disbursement

Pay Consolidated Fee

Payment Reconciliation (Verification)

Raise Your Grievance

Check Grievance Status

Change Password

My Profile

Legend Used For Status Display

Common Application Form

Personal Details ☒ Communication Address Permanent Address Enterprise/Unit Details

First Name *KIRAN

Last NameSINGH

Mobile No : +91

Enterprise's Website

Category *

Select Category

Please Select Category.

Update & Next

Middle Name

Email *

DOB *

25 year(s) 5 month(s) 9 and day(s)

Pan No. *

Please Enter Pan No.

Father's / Mother's / Husband's Name *

Please Enter Father Name.

Gender *

Female

July 1999

SuMoTuWeThFrSa

27282930123

45678910

11121314151617

18192021222324

25262728293031

1234567

Fields marked with (*) are mandatory

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KIRAN

Online

Dashboard

Fill Common Application Form

Apply For Permissions/NOC's/License

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Payment Reconciliation (Verification)

Raise Your Grievance

Check Grievance Status

Change Password

My Profile

Common Application Form

Personal Details Communication Address ☒ Permanent Address

Country *India

District *BALLIA

Pin Code *231217

Update & Next

State *UTTAR PRADESH

TehsilBAIRIA

Address *abc

Fields marked with (*) are mandatory

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KIRAN

Online

Dashboard

Fill Common Application Form

Apply For Permissions/NOC's/License

Apply for LoC/Sanction Letter

Apply for Disbursement

Pay Consolidated Fee

Payment Reconciliation (Verification)

Raise Your Grievance

Check Grievance Status

Change Password

My Profile

Common Application Form

Personal Details Communication Address Permanent Address ☒ Enterprise/Unit Details

☐ Same As Communication Address

Country *India

District *BALLIA

Pin Code *231217

Submit

State *UTTAR PRADESH

TehsilBAIRIA

Address *abc

Fields marked with (*) are mandatory

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- 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.**

The screenshot shows the Nivesh Mitra portal interface. The user is logged in as KIRAN. The left sidebar contains navigation options: Dashboard, Fill Common Application Form, Apply For Permissions/NOC's/License, Apply for LoC/Sanction Letter, Apply for Disbursement, Pay Consolidated Fee, Payment Reconciliation (Verification), Raise Your Grievance, Check Grievance Status, and Change Password. The main area is titled 'Unit Details' with a sub-header 'Add Unit'. There are two radio buttons: 'New Unit Details' (selected) and 'Update Existing Unit Details'. A 'Reset' button is located in the top right corner.

- **Add Unit**
 - Enter the required details in Add Unit section of New Unit Details.

The screenshot shows the 'Add Unit' section of the Nivesh Mitra portal. The user is logged in as KIRAN. The left sidebar is the same as the previous screenshot. The main area is titled 'Unit Details' with a sub-header 'Add Unit'. There are four tabs: 'Add Unit' (selected), 'Location Of The Unit', 'Authorised Person Details', and 'Verify Authorised Person Email ID and Mobile No'. The 'Add Unit' tab is active, showing various input fields for unit details. A red message at the top right states '# All (*) fields are mandatory'. The fields include: Name of the Unit (OMNI), Nature of Activity (Please Select), No Of Employees (No Of Employees), Estimated Project Cost (Estimated Project Cost(In INR)), Organization Type (Please Select), Industry Type (Please Select), Project Status (Please Select), Expected/Actual Date of Start of Manufacturing/Services/Trading/Business (Expected date(dd/mm/yyyy)), Unit Category (Investment on Plant/Machinery/Equipment) (Please Select), and Estimated Annual Turnover (Estimated Annual Turnover). A 'Save & Next' button is located at the bottom left of the form.

II - Location of the Unit

Nivesh Mitra

KIRAN
Online

Dashboard

Fill Common Application Form

Apply For Permissions/NOC's/License

Apply for LoC/Sanction Letter

Apply for Disbursement

Pay Consolidated Fee

Payment Reconciliation (Verification)

Raise Your Grievance

Check Grievance Status

Change Password

Unit Details Add Unit

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? *

District *

Tehsil

Please Select

Please Select

Please Select

Full Address *

Pin Code

Address

Pin Code

III - Authorized Person Details

Nivesh Mitra

KIRAN
Online

Dashboard

Fill Common Application Form

Apply For Permissions/NOC's/License

Apply for LoC/Sanction Letter

Apply for Disbursement

Pay Consolidated Fee

Payment Reconciliation (Verification)

Raise Your Grievance

Check Grievance Status

Change Password

My Profile

Legend Used For Status Display

Unit Details Add Unit

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

☐ Same As Personal Details information

Name *

Email ID *

Address *

Name

youname@server.com

Address

Mobile No : +91 *

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.

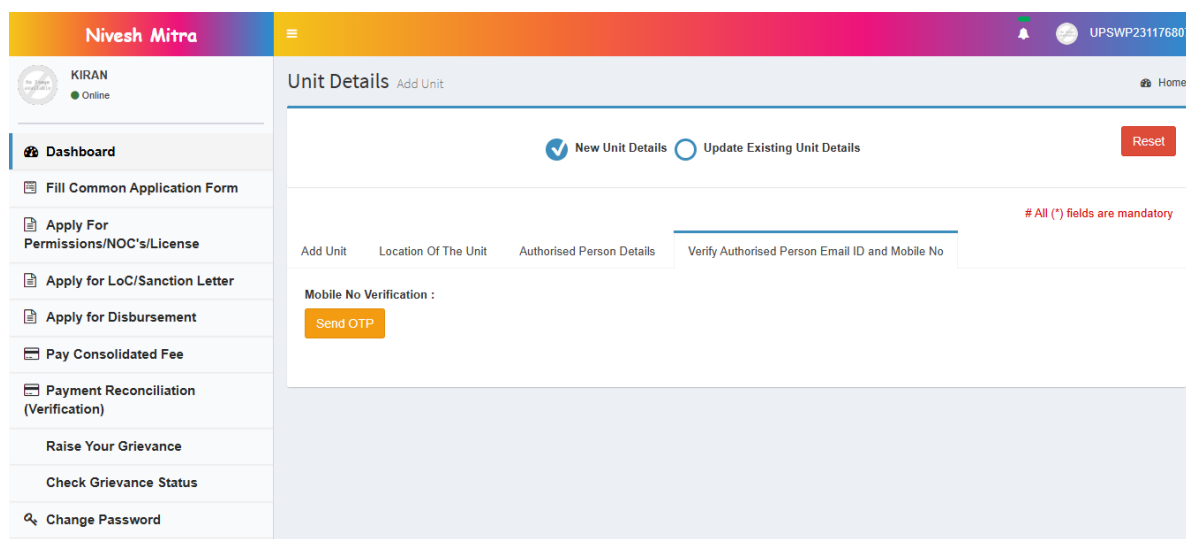
Disclaimer : Please ensure that the email and phone no. provided in this form pertain to concerned person who may be contacted regarding the CAF filled through this login. Incorrect/Invalid information provided in this field may lead to de-activation of CAF created through this login.

☐ Accept Terms and Conditions

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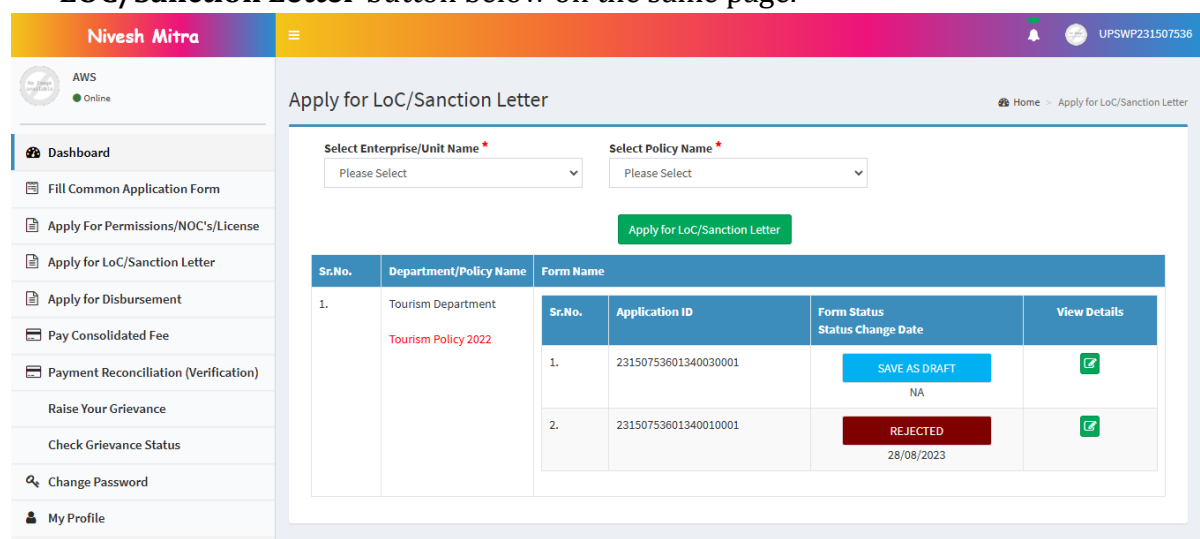
IV - Verify Authorized Person Email ID and Mobile No.



- Thereafter, verify authorized person mobile no. and email id through **OTP** based verification process.

Step 4: Apply For LOC/Sanction Letter Process – I

- To apply for LOC/Sanction Letter on web portal, first Select Enterprise/Unit for Which Department's LOC/Sanction Letter etc. is needed.
- Once the Unit Details are selected, select Policy Name and Industry Type from the dropdown options, respectively.
- Once the required options are selected from the given fields, click on **Apply for LOC/Sanction Letter** button below on the same page.



Sr.No.	Department/Policy Name	Form Name	Sr.No.	Application ID	Form Status	Status Change Date	View Details
1.	Tourism Department	Tourism Policy 2022	1.	23150753601340030001	SAVE AS DRAFT	NA	
			2.	23150753601340010001	REJECTED	28/08/2023	

- 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.

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 shows 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 tabs: 'Project Details', 'Fee Payment', 'Land Allotment', and 'Application Preview'. The 'Project Details' tab is active, showing a form with 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/कंप्रेस्ड बायो-गैस (सीबीजी) संयंत्र', 'Bio Coal Plant/बायो कोल प्लांट', 'Bio Diesel Plant/बायो डीजल प्लांट' (selected), and 'Bio Ethanol 2G Plant/बायो इथेनॉल 2जी प्लांट'.
- Proposed Capacity of Plant (In Kiloliters Per Day (KLPD)) ***: Text input field with '2.00'.
- Proposed Investment (In INR) ***: Text input field with '2.00'.
- Net Worth of the Company (In INR) ***: Text input field with '3.00'.
- Feed Stock of the Plant ***: Dropdown menu with 'Used Cooking Oil' selected.
- Copy of Balance Sheet of past three years, In case of Startup, Balance Sheet of Promoter Company/Mother Company ***: File upload section with 'Choose file' and 'No file chosen' buttons, and a 'View' button. Below it, the text '(File Format/फाइल प्रारूप: PDF | Max File Size/अधिकतम फाइल साइज़: 10 MB)' is displayed.
- Pre-feasibility Report ***: File upload section with 'Choose file' and 'No file chosen' buttons, and a 'View' button. Below it, the text '(File Format/फाइल प्रारूप: PDF | Max File Size/अधिकतम फाइल साइज़: 10 MB)' is displayed.

- 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:

The screenshot shows the 'Fee Payment' section of the Nivesh Mitra Portal. The header is the same as the previous screenshot. The 'Fee Payment' tab is active, showing a form with the following fields:

- Note: Kindly submit Online Application Fee Rs. 10.00 through below payment option, and thereafter download the Fee Payment Receipt.**
- Fee Payment/शुल्क भुगतान**: A green 'Paid' button.
- Mode of Fee Payment/शुल्क भुगतान का माध्यम ***: Radio buttons for 'Submit Through The Payment Gateway' (selected) and 'Other Mode'.
- Proceed To Next Step**: A blue button.

- 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 shows the 'Land Allotment' section of the Nivesh Mitra Portal. The header includes the UPNEDA logo, the agency name 'Uttar Pradesh New & Renewable Energy Development Agency', a 'Back To Nivesh Mitra' link, and a user profile icon. Below the header, there are four tabs: 'Project Details', 'Payment Details Fee Payment', 'Land Allotment' (which is active), and 'Application Preview'. A red note is displayed: 'Note: All Plant Locations in all Tehsils under the selected district have already been allotted to investors. Please try for another District. Note: All the plant locations in all the tehsils under the selected district have already been allotted to the investors. Please apply for another district.' The 'Land Allotment' section contains a question '1) Whether Investor Owns a Land or Not,' with radio buttons for 'Yes' and 'No' (selected). Below this is a 'Request Land from Government' section 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. At the bottom, there are 'Save & Continue' and 'Reset' buttons.

- 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 own 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.

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

The screenshot displays the Nivesh Mitra Portal interface. A central pop-up window with a yellow warning icon asks: "Are you sure?/क्या आप सुनिश्चित करते हैं?". Below this, it states: "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।". At the bottom of the pop-up are two buttons: "No/नहीं" (green) and "Yes/हाँ" (blue). The background shows the portal's navigation menu with options like "Add Bio Plant Project Details", "Project Details", "Land Allotment", and "Application Preview". The footer includes copyright information for UPNEDA and mentions it is powered by OmniNet.

- 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.

The screenshot shows the same portal interface as before, but the pop-up window now features a green checkmark icon and the message: "Application Submitted Successfully./आवेदन सफलतापूर्वक दर्ज हो गया है।". A single "OK" button (blue) is at the bottom of the pop-up. The background navigation and footer remain the same.

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.

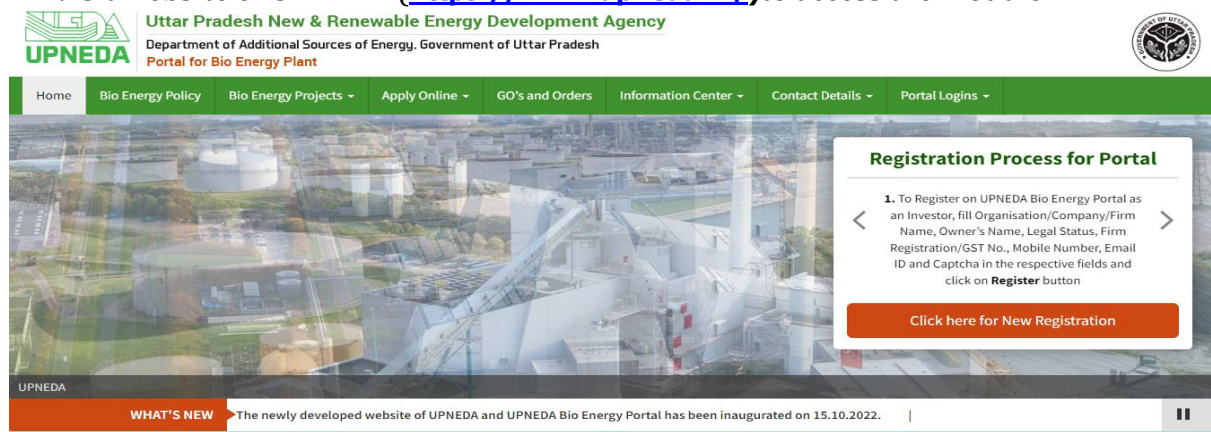
Process-IV

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.

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
Select

User ID
Password

Captcha
UCX4
Enter Captcha

Forgot Password? Aggregator Signup?

Login

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

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

DASHBOARD MASTER TRANSACTIONS

Dashboard

Query Redressal Mechanism

Registered Investors 88
Filed Projects 274
Requests Raised for Land Allotment 82
Requests Raised for Land Duty Exemption 35
DPRs Pending to Process 1
Approved DPRs 11
Bank Guarantees Submitted 1
Sanction Letters Issued 37

Total Queries 116
Pending Queries 95
In Process Queries 0
Redressed Queries 21
Queries Forwarded to DMs 16
Queries Forwarded to POs 5

Details of Applications

Search By Project ID... Search Reset

Show 15 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	

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

8	BG26125	Ks	Bio Coal Plant	Ambedkar 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 query 2	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.

**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 25 entries

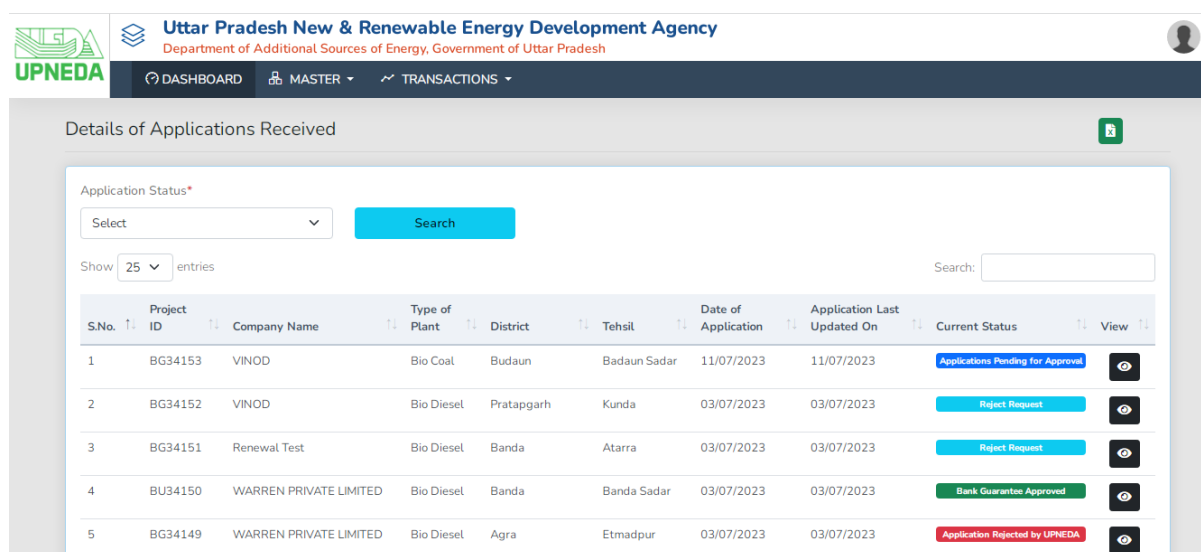
Search:

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 raaa	Limited (Ltd)	param@otpl.co.in	6386881375	21/11/2022	
6	OTPL	Sharad	Limited (Ltd)	sharad15082001@gmail.com	6386881375	09/12/2022	

- 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.



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	
2	BG34152	VINOD	Bio Diesel	Pratapgarh	Kunda	03/07/2023	03/07/2023	Reject Request	
3	BG34151	Renewal Test	Bio Diesel	Banda	Atarra	03/07/2023	03/07/2023	Reject Request	
4	BU34150	WARREN PRIVATE LIMITED	Bio Diesel	Banda	Banda Sadar	03/07/2023	03/07/2023	Bank Guarantee Approved	
5	BG34149	WARREN PRIVATE LIMITED	Bio Diesel	Agra	Etmadpur	03/07/2023	03/07/2023	Application Rejected by UPNEDA	

- **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 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 **Request Raised for Land Allotment** option from the Dashboard.
- Once clicked on **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 **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 **Approved DPRs** option from the Dashboard.
- Once clicked on **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 **Bank Guarantee Submitted** option from the Dashboard.
- Once clicked on **Bank Guarantee Submitted** option from the 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 **Sanction Letter Issued** option from the Dashboard.
- Once clicked on **Sanction Letter Issued** option from the 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 **Applications Received** option from the 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 **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.

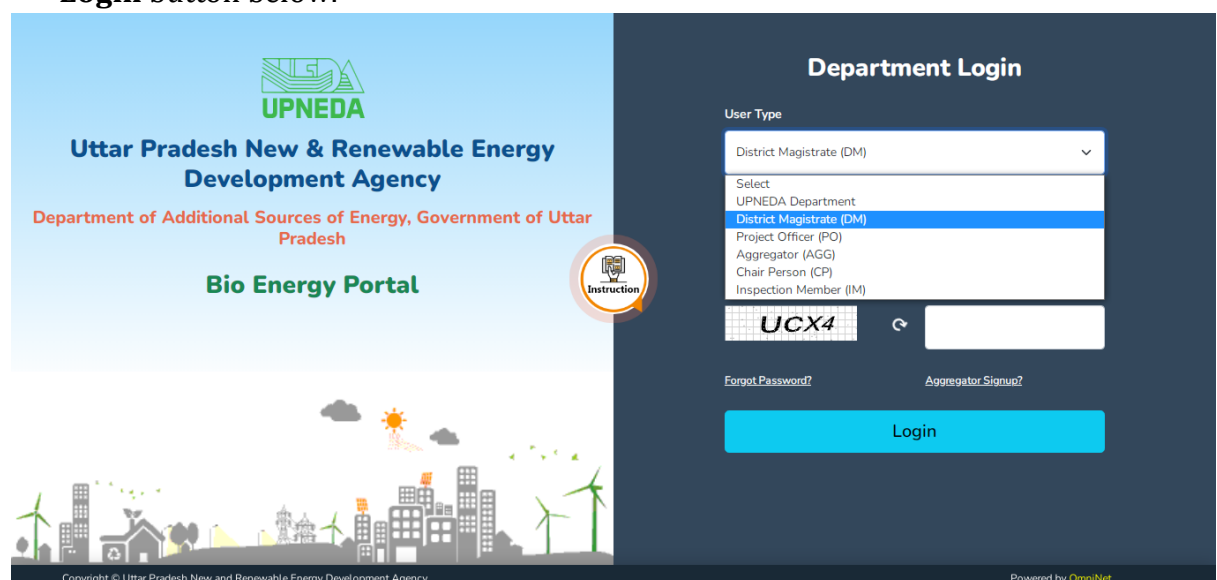
Standard Operating Procedure(SOP) of Nivesh Mitra Portal, Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)



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 **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 **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 **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.
