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



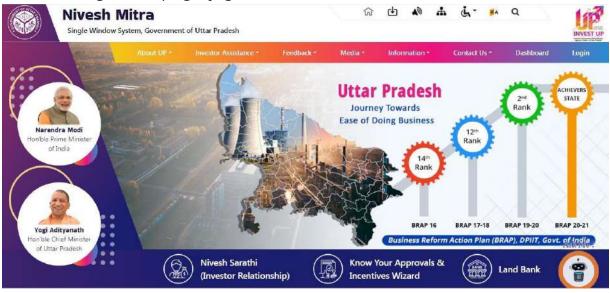


Note:

- 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:

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- 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

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		Already have an Account?	Login	2								

✓ 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.

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				Forgot your Login ID/	password?						

- 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.

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AA • Orline	Change Password		& Home Change Password
& Dashboard	Login ID	UPSWP200001747	
Fill Common Application Form	Type Old Password	Type Old Password	
Apply For Permissions/NOC's/License	Type New Password	Type New Password	
Apply for LoC/Sanction Letter	Retype Nev	-	
🖶 Pay Consolidated Fee	Password	Retype New Password	
Reconcile Your Consolidated Payment By Double Verification Mode	Type Verifi Code	Enter Capitcha Code	
Need Any Help file the Grievance/Feedback		Submit	
Check Your Grievance Status	Password r	Password Policy : nust contains at least one digit,one lower case letter,one	
4 Change Password		ter,one special character like @ #\$%^&+= and its length between 8 and 15 characters.	
🛔 My Profile		between a and 10 characters.	

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.

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Check Grievance Status Change Password Change		100,450 83	231/1/			
A Change Password			Submit			

- 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**.

Nivesh Mitra		🛕 🧽 UPSWP231176807
KIRAN © Datase	Unit Details Add Unit	de Home
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Apply For Permissions/NOC's/License		
Apply for LoC/Sanction Letter		
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Payment Reconciliation (Verification)		
Raise Your Grievance		
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• Add Unit

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

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Fill Common Application Form			
Apply For Permissions/NOC's/License	Add Unit Location Of The Unit Authorised Pe	srson Details Verify Authorised Person Email ID	# All (") fields are mandatory and Mobile No
Apply for LoC/Sanction Letter	Name of the Unit * 0	Nature of Activity *	No Of Employees*
Apply for Disbursement	OMNI	Please Select	No Of Employees
Pay Consolidated Fee	Estimated Project Cost(in INR)*	Organization Type *	Industry Type *
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Raise Your Grievance	Project Status * 😝	Expected/Actual Date of Start of Manufacturing/Services/Trading/Business *	Unit Category(Investment on Plant/Machinery/Equipment)*
Check Grievance Status	Please Select 👻	Expected date(dd/mm/yyyy)	Please Select ~
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Legend Used For Status Display	Estimated Annual Turnover		
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II - Location of the Unit

Nivesh Mitra	-		👗 🍥 UPSWP231176807
KIRAN • Online	Unit Details add Unit		& Home
Dashboard	🕑 N	ew Unit Details 🚫 Update Existing Unit Details	Reset
Fill Common Application Form			
Apply For Permissions/NOC's/License	Add Unit Location Of The Unit Authorised F	Person Details Verify Authorised Person Email ID and	# All (") fields are mandatory d Mobile No
Apply for LoC/Sanction Letter	Availability of Land / Leased space for Unit? *	District*	Tehsil
Apply for Disbursement	Please Select	Please Select	Please Select
🖻 Pay Consolidated Fee	Full Address *	Pin Code	
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Raise Your Grievance			
Check Grievance Status			
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III - Authorized Person Details

Nivesh Mitra	• • • • • • • • • • • • • • • • • • •	🛕 🥚 UPSWP231176807
KIRAN • Online	Unit Details Add Unit	de Home
🔹 Dashboard	💽 New Unit Details 🔘 Update Existing Unit Details	Reset
📧 Fill Common Application Form		
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Payment Reconciliation (Verification)	Name yourname@server.com	Address
Raise Your Grievance	Mobile No.	
Check Grievance Status		
4 Change Password	TERMS AND CONDITIONS	
🌲 My Profile	 I/We hereby, undertake that all the information furnished above is true and correc and belief.No part of the information is false and nothing has been concealed therei 	같은 것은 것은 것 같은 것 같은 것 같은 것은 것을 것 같은 것은 것을 것 같아요. 같은 것은 것 같은 것을 가지 않는 것을 가지 않는 것을 했다. 것을 것 같아요. 것 않 ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?
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	Copyright © 2024 IT Solution powered by National Informatics Centre , Uttar Pradesh State Unit.	Version 2.0.1

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KIRAN • Online	Unit Details Add Unit		ge Hom
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Fill Common Application Form			
Apply For Permissions/NOC's/License	Add Unit Location Of The Unit Authorise	d Person Details Verily Authorised Person Email ID and Mobile No	# All (*) fields are mandatory
Apply for LoC/Sanction Letter	Mobile No Verification :		
Apply for Disbursement	Send OTP		
Pay Consolidated Fee	_		
Payment Reconciliation (Verification)			
Raise Your Grievance			
Check Grievance Status			
4 Change Password			

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.

Nivesh Mitra	=						OPSWP231507.
AWS • Online	Apply for	LoC/Sanction Lett	er			🏟 Home	Apply for LoC/Sanction Lett
B Dashboard	Select E	nterprise/Unit Name *		Select Policy Name*			
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Apply For Permissions/NOC's/License				Apply for LoC/Sanction Letter			
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Apply for Disbursement	1	Tourism Department	Sr.No.	Application ID	Form Status		View Details
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4 Change Password							
My Profile							

- 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:

tar Pradesh New & Renewable Energy Developme	ent Agency/उत्तर प्रदेश नवीन एवं नवीकरणी	य ऊर्जा विकास अभिकरण 🔗 Ba	ick To Nivesh Mitra 🜘
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ject Details	₹ Fee Payment	Land Allotment	Application Preview
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Project Details/परियोजना दिवरण			
Project Type/परियोजना का प्रकार *			
o New Unit/मई उकाई 🔘 Upgradation in	n Existing Unit/वर्तमान इकाई में उन्नयन		
Type of Plant/संयेत्र का प्रकार *			
Compressed Bio-Gas (CBG) Plant कारेस्ड वायो-गैस (सीवीकी) संपंत्र) Bio Coal Plant O Bio Diesel Plant बायो कोल प्लाट बायो डीजल प्लाट	. 🔘 Bio Ethanol 2G Plant वायो इंग्रेनॉल 2जी प्लाट	
Proposed Capacity of Plant (In Kiloliters Pl संयंत्र की प्रस्तावित क्षमता (किलो लीटर प्रति दिन में)	er Day (KLPD) *	Proposed Investment (In INR) * प्रस्तावित निवेश (भारतीय रुपया में)	
2.00		2.00	
Net Worth of the Company (In INR) * कंपनी का निवल मुल्प (भारतीय रुपया में)		Feed Stock of the Plant * संयंत्र का फीड स्टॉक	
3.00		Used Coacking Oil	×
Copy of Balance Sheet of past three years विगत तीन वर्षों की बैलेंस श्रीट की प्रति। स्टार्टवय की स्थि		f Promoter Company/Mother Company *	
Choose file No file chosen			View
	तम प्रत्युल साहयुः: 10 ME)		
Pre-feasibility Report * युर्व व्यवहार्यता रिपोर्ट			
Choose file No file chosen			View
	Pre-feasibility Report * ਬੂਰੋਂ ਕਾਰਗੁਰੰਗ ਵਿਧੇਏ Choose file No file chosen	पूर्व व्यवहार्यता रिपोर्ट	Pre-feasibility Report * पूर्व व्यवहार्यता रिपोर्ट Choose file No file chosen

- 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:

Uttar Pradesh	New & Renewable Energy Develop	ment Agency/उत्तर प्रदेश नवीन एवं नवीकरणीय र	ज्ञ्री विकास अभिकरण 🔿 छ।	ack To Nivesh Mitra 🕥 👔
PNEDA DEPARTMENT O	OF ADDITIONAL SOURCES OF ENERGY, GO	OVERNMENT OF UTTAR PRADESH/अतिरिकत	ऊर्जा स्त्रोत विभाग, उत्तर प्रदेश सरकार	INVEST
> Add Bio Plant Project Details बागो संगंत्र परियोजना विवरण भरें	्रि Project.Details परियोजन विवरण	ह Fee Payment धुल्क पुगळन	28 Land Allotment धुमि आवंटन	Application Preview আইদে ফা কা যুয়াঁখলাজন
	Note: Kindly submit Online Applica नोट: कृषया नीचे दिए गए विजला के माळ्यम से प Fee Payment/शुल्फ भुगातान Mode of Fee Payment/कुल्फ भुगाता का माळ		nent option, and thereafter download एवं वदोपसंत शुल्क भुगतम की खीद याउमलोड क	the Fee Payment Receipt. र ले।
	Submit Through The Payment Gat	teway		
		Proceed To t	lext Stop	

• 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:

Uttar Prade	sh New & Renewable Energy Develo	pment Agency		🖓 Back To Nivesh Mitra	1
DEPARTMENT	F OF ADDITIONAL SOURCES OF ENERGY,	GOVERNMENT OF UTTAR PRAD	DESH		INVES
Add Bio Plant Project Detoils	Roject Details	R Payment Details Fee Payment	Land All	Ap	Distance Preview
	Note: All the plant locations in al district. Land Allotment 1) Whether Investor Owns a Land o	the tehsils under the select	rict have already been allotted to ed district have already been allo	investors. Please try for another D itted to the investors. Please apply	istrict. for another
	District_	Tehsil *		Land Size (Square Feet)	
	Choose	✓ Choose	×.		
	Upload Related Documents				
	Choose file No file chosen				
	(File Format: PDF Max File Size: 10 MB)				

- 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. If the investor does not provide the relevant information after three queries, the application can be cancelled.

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.

PNEDA DEPARTMENT OF	ADDITIONAL SOURCES OF I	NERGY, GOVERNMENT OF UTTAR PRADESH/अतिरिक्त ऊर्जो काले विभाग, उ	रलर प्रदेश सरकार	TRAILS
Adır Bin Plunt Project Octails ayıl ayla yıRılı sur Playn vi	प्र Project Details परियोगमा जिन्हरू	(1)	अप्रै Allohment: भूमि जानदेव	Application Preview सावेदन पत्र का पुर्दावतीकन
	Transaction Date 18/07/2023	Are you sure?/क्या आप सुनिश्चित करते हैं?		
	Land Allotment/भूमि Whether Investor Owns क्या निवेशंड के पास भूमि है अप	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 करता युतिथियत करते हैं? अंतिम रूप से	Land Atlatted in District জন্মহ (খুনি আইলে ব্রি)	
	Yes Tehsil तालील	दर्ज करने के पश्चात आवेदन में किसी भी संशोधन की अनुमति नहीं होगी।	Budeun on?	
	Bisaoli	No/नहीं Yes/(में		
		Final Submit/मीडेम क्या से दर्ज करें		

• 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.

NEW	Uttar Pradesh	New & Renewable Energy Develops	nent Agency/उत्तर प्रदेश नवीन एवं नवीकरणीय उ	र्जा विकास अभिवरण 🔿 Ba	ick To Nivesh Mitra
UPNEDA	DEPARTMENT O	ADDITIONAL SOURCES OF ENERGY, GO	VERNMENT OF UTTAR PRADESH/अतिरिक्त	कर्जा स्त्रोत विभाग, उत्तर प्रदेश सरकार	INVEST UP
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248.	1100				
					Powersd by <u>OrmiNet</u>

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 (<u>https://www.upneda.in/</u>)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.

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ashboard						Query Redressal	Mechanism	
, Registered Investo	15	DPRs F	Pending to Process		1	🛓 Total Queries		116
- 22/12/2		N N	1000			Pending Queries		95
Filed Projects	224	Appro	wed DPRs		u	🖉 In Process Queries		0
Requests Raised fo	r Land Allotment	🗍 🏦 Bank (Suarantees Submitted		1	Redressed Queries		u
6 n	r Land Duty Exemption			Queries Forwarded to DMs				
						W Queries roi wai deu	lo Foa	
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Details of Appl	ications				Search By P	roject ID	٩	Search Reset
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1	BG34146	BG demo	Bio Diesel Plant	Pratapgarh	Raniganj	29/06/2023	29/06/2023	Application Approved by UPMEDA	0
0	BG34145	Ks	Bio Diesel Plant	Pratapgarh	Lalganj	29/06/2023	29/06/2023	Application Approved by UPNEDA	0
1	BG34144	Ks	Bio Diesel Plant	Barabanki	Ramnagar	29/06/2023	29/06/2023	Application Approved by UPNEDA	0
2	BG28125	Ks	Bio Diesel Plant	Pratapgarh	Kunda	15/05/2023	29/06/2023	Application Rejected by UPNEDA	0
3	BG34143	query demo 3	Bio Diesel Plant	Barabanki	Ramnagar	28/06/2023	28/06/2023	Application Approved by UPNEDA	0
4	BG34142	demo query2	Bio Diesel Plant	Barabanki	Fatehpür	28/06/2023	28/06/2023	Application Rejected by UPNEDA	0
5	BG34141	demo	Bio Diesel Plant	Barabanki	Haidargarh	28/06/2023	28/06/2023	Reject Request	Θ
	g 1 to 15 of 273	Contrilog					Previous	2 3 4 5 19	Ne

• 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.

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egister	ed Investors							
Detail	s of Registered	Investors						
show 2	5 🗸 entries					Search	1:	
5.No.	Organisation/Comp	any/Firm Name	Owner's Name	Organization Type	Email ID	Mobile No.	Date of Registration	II. View
1	Bhumi sewa pvt (td		param	Limited (Ltd)	param@etpl.co.in	7007651915	09/11/2022	0
2	Excel Enterprises		Neha Tiwari	Pvt. Ltd.	shuklaanupam872@gmail.com	7668960052	10/11/2022	ø
3	SG Group		Test Owner	Pvt. Ltd.	iam.thebestmona@gmail.com	8175953985	14/11/2022	Θ
4	ABC		AMIT	Limited (Ltd)	akhand@otpl.con.in	9452222166	17/11/2022	Θ
5	Green village pvt		a k rasa	Limited (Ltd)	param@otpl.co.in	6386881375	21/11/2022	0
6	OTPL		Sharad	Limited (Ltd)	sharad15082001@gmail.com	6386881375	09/12/2022	0

- 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.

A	O DASHBOA	RD 🖁 MASTER 🛪 🛩	TRANSACTIO	NS 🔻					
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Applicatio	n Status*								
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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	Bədaun Sədər	11/07/2023	11/07/2023	Applications Pending for Approval	G
2	BG34152	VINOD	Bio Diesel	Pratapgarh	Kunda	03/07/2023	03/07/2023	Reject Research	G
з	BG34151	RenewalTest	Bio Diesel	Banda	Atarra	03/07/2023	03/07/2023	Reject Deposit	e
4	BU34150	WARREN PRIVATE LIMITED	Bio Diesel	Banda	Banda Sadar	03/07/2023	03/07/2023	Bank Guarantes Approved	e

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



Home

Uttar Pradesh New & Renewable Energy Development Agency Department of Additional Sources of Energy, Government of Uttar Pradesh UPNEDA Portal for Bio Energy Plant Contact Details - Portal Logins -**Bio Energy Policy** Bio Energy Projects -Apoly Online -GO's and Orders Information Center -**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

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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.



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.
