

**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

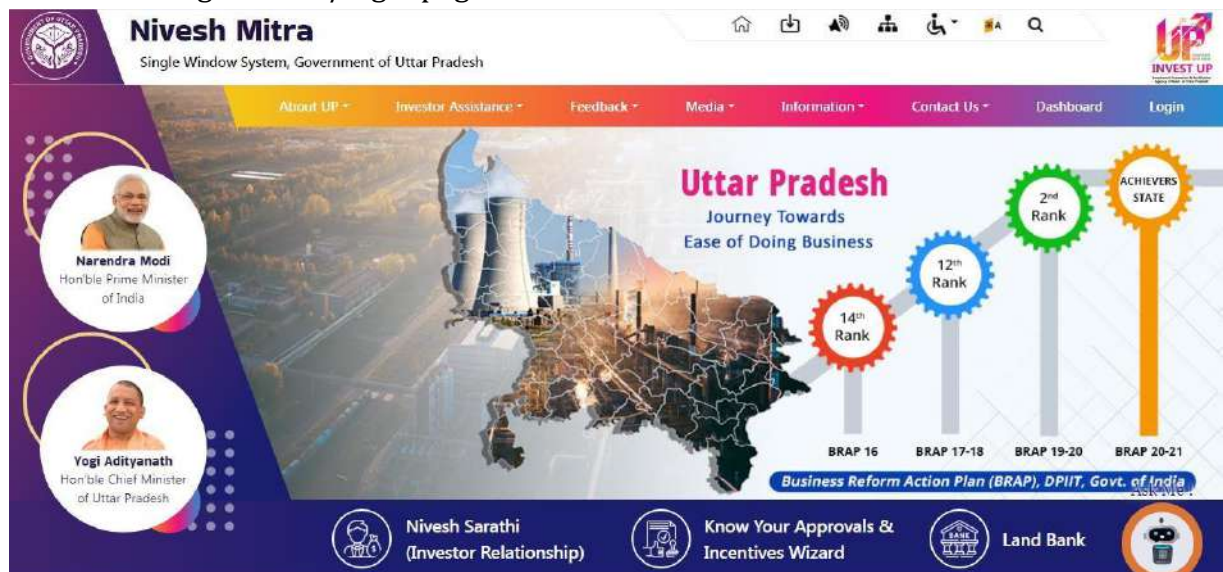


Note:

- 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 portal's name and logo, followed by a navigation menu with links like 'About UP', 'Investor Assistance', 'Feedback', 'Media', 'Information', 'Contact Us', 'Dashboard', and 'Login'. Below the menu, a large banner reads 'Entrepreneur/Admin Login'. The main content area features a login form with fields for 'Login ID OR Email ID', 'Password', and 'Enter Verification Code' (displaying 'YwK52'). There are radio buttons for 'Entrepreneur' (selected) and 'Admin'. A 'Login' button and a 'Register Here' button are at the bottom of the form, along with 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

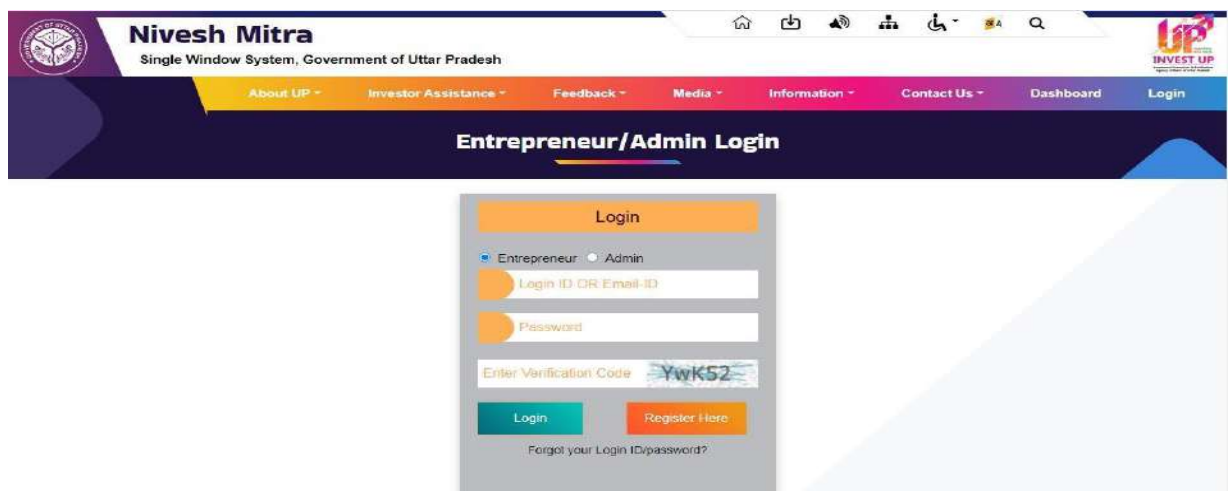
The screenshot shows the Nivesh Mitra portal registration page. It has the same header and navigation menu as the login page. Below the menu, a large banner reads 'Registration'. The main content area features a registration form titled 'Entrepreneur Registration'. It includes fields for 'Company/Enterprise Name', 'Entrepreneur First Name', 'Entrepreneur Last Name', 'Email ID', and 'Mobile Number'. There is a 'Register' button and a 'Swipe to view' section for 'Enter Verification Code' (displaying 'h3M76'). At the bottom, there is a link for '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.

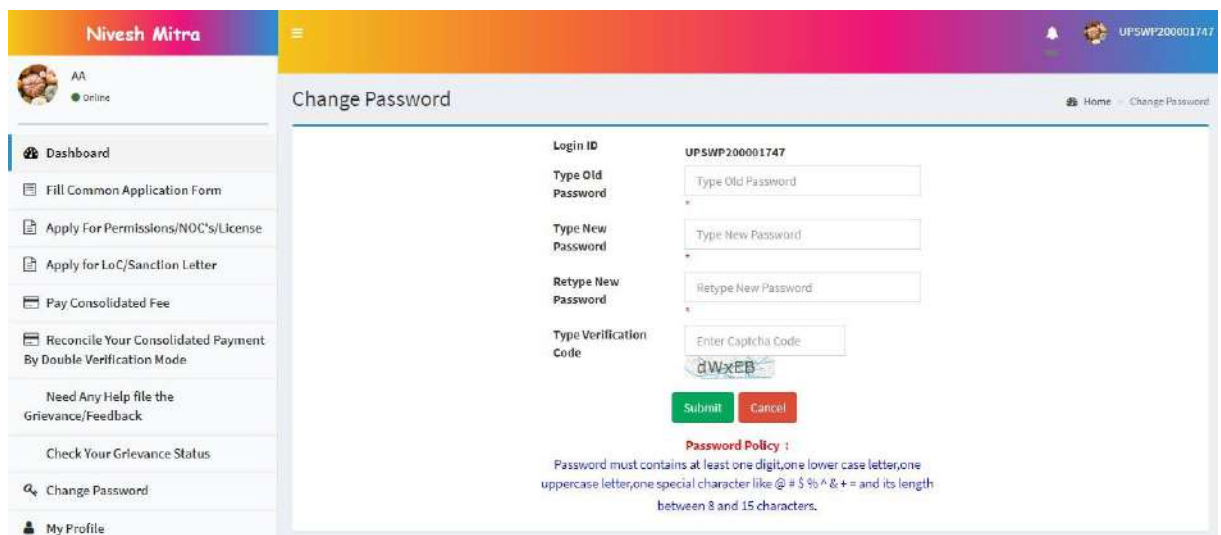
Standard Operating Procedure(SOP) of Nivesh Mitra Portal, Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)

The screenshot shows the Nivesh Mitra portal's login interface. At the top, there's a header with the Nivesh Mitra logo and the text 'Single Window System, Government of Uttar Pradesh'. Below this is a navigation 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 captcha image showing 'YwK52'). There are 'Login' and 'Register Here' buttons, and a link for '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.

The screenshot shows the 'Change Password' page on the Nivesh Mitra portal. The left sidebar contains a menu with options: 'Dashboard', 'Fill Common Application Form', 'Apply For Permissions/NOC's/License', 'Apply for LoC/Sanction Letter', 'Pay Consolidated Fee', 'Reconcile Your Consolidated Payment By Double Verification Mode', 'Need Any Help file the Grievance/Feedback', 'Check Your Grievance Status', 'Change Password', and 'My Profile'. The main content area is titled 'Change Password' and includes a 'Login ID' field with the value 'UP5WP200001747'. Below this are input fields for 'Type Old Password', 'Type New Password', 'Retype New Password', and 'Type Verification Code' (with a captcha image showing 'dWxPB'). There are 'Submit' and 'Cancel' buttons. A 'Password Policy' note states: 'Password must contains at least one digit, one lower case letter, one uppercase letter, one special character like @ # \$ % ^ & + = and its length between 8 and 15 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.

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

The screenshot shows the 'Common Application Form' on the Nivesh Mitra portal. The 'Enterprise/Unit Details' tab is active. The form includes fields for Personal Details (First Name, Last Name, Mobile No, Enterprise's Website, Category), Communication Address, Permanent Address, and Enterprise/Unit Details (Middle Name, Email, DOB, Pan No., Father's/Mother's/Husband's Name, Gender). A calendar for July 1999 is visible. The footer indicates 'Copyright © 2024 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit.' and 'Version 2.0.1'.

The screenshot shows the 'Common Application Form' on the Nivesh Mitra portal. The 'Communication Address' tab is active. The form includes fields for Country, State, District, Tehsil, Address, and Pin Code. The footer indicates 'Copyright © 2024 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit.' and 'Version 2.0.1'.

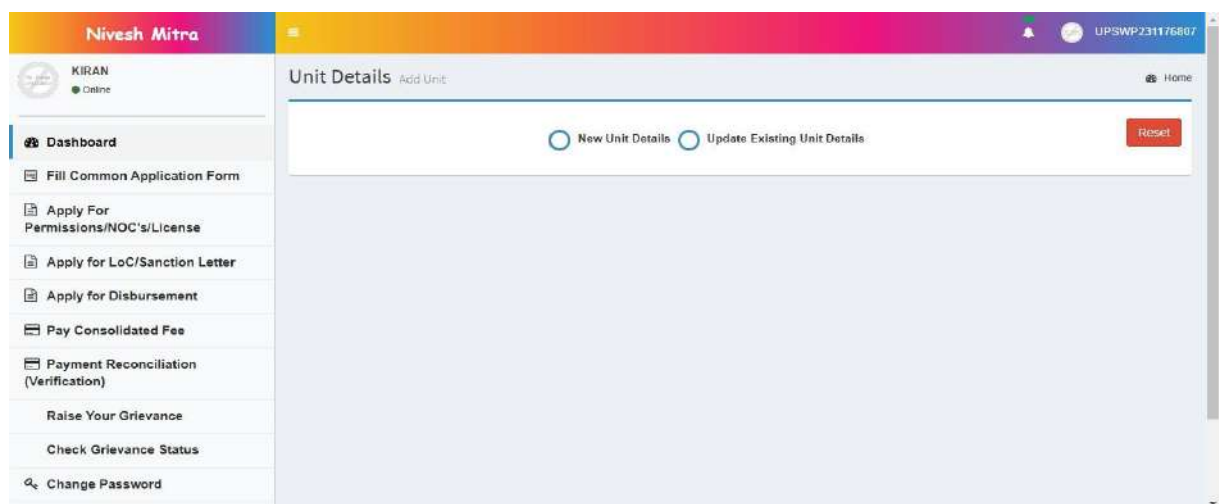
The screenshot shows the 'Common Application Form' on the Nivesh Mitra portal. The 'Enterprise/Unit Details' tab is active. The form includes a checkbox for 'Same As Communication Address' and fields for Country, State, District, Tehsil, Address, and Pin Code. The footer indicates 'Copyright © 2024 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit.' and 'Version 2.0.1'.

- 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**.

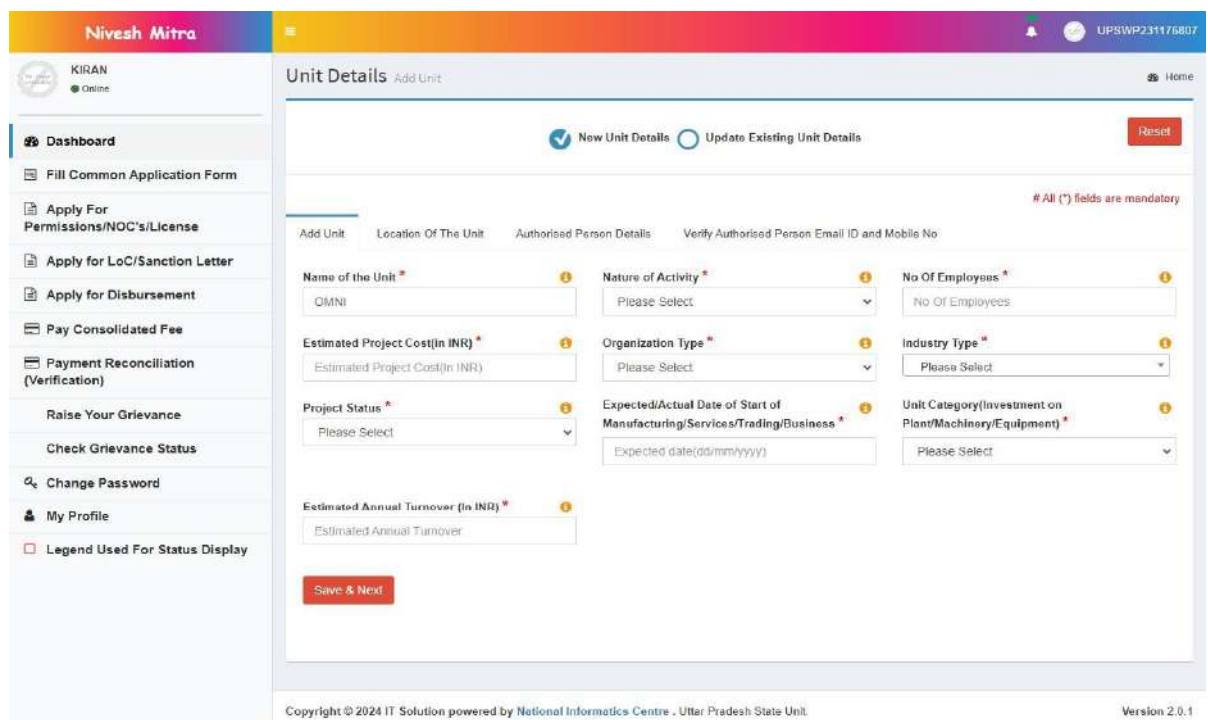
- Enter Personal Details, Communication Address, and Permanent Address in the given fields section wise.
- Click on **Update & Next** button below to proceed further.
- Along with, SMS and Email will also be sent to the Applicant with confirmation of application form submission.

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

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

Home

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? *
Please Select

District *
Please Select

Tehsil
Please Select

Full Address *
Address

Pin Code
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

Home

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 *
Name

Email ID *
youname@server.com

Address *
Address

Mobile No : +91 *
Mobile No

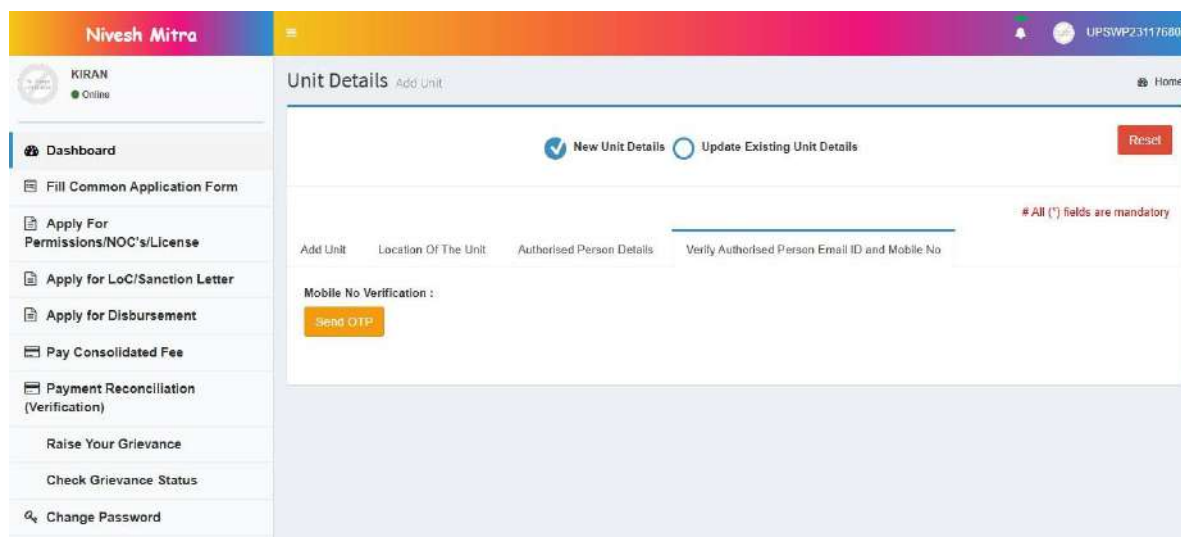
TERMS AND CONDITIONS:

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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Version 2.0.1

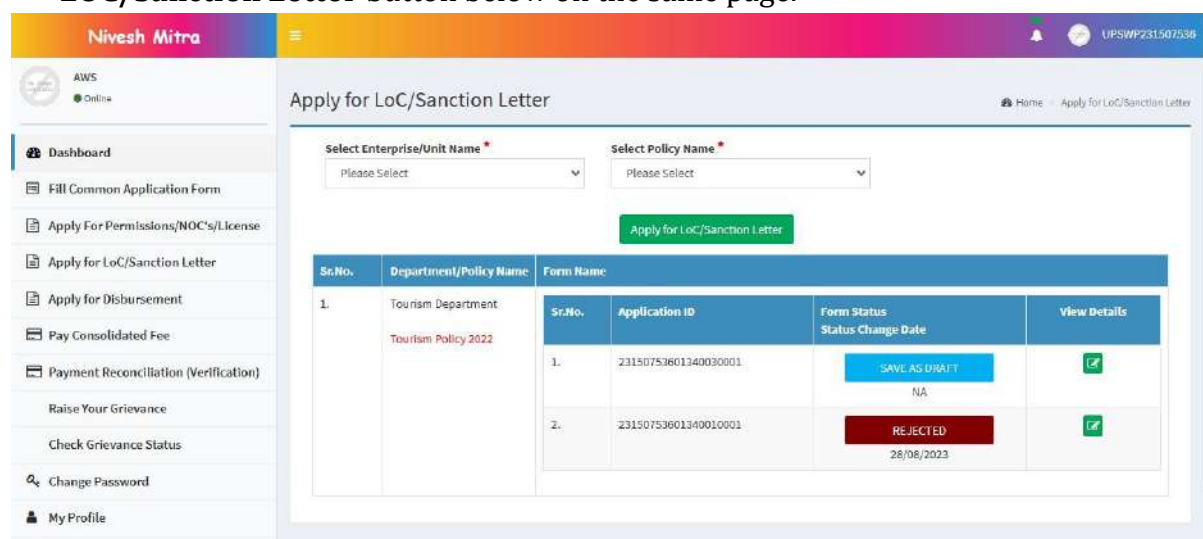
IV - Verify Authorized Person Email ID and Mobile No.



- 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 | Application ID | Form Status | Status Change Date | View Details |
|--------|------------------------|---------------------|----------------------|---------------|--------------------|--------------|
| 1. | Tourism Department | Tourism Policy 2022 | 23150753601340030001 | SAVE AS DRAFT | NA | |
| 2. | Tourism Department | Tourism Policy 2022 | 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/मर्यामन इकाई में उन्नयन'.
- Type of Plant/संयंत्र का प्रकार ***: Radio buttons for 'Compressed Bio-Gas (CBG) Plant/कोम्प्रेस्ड 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' entered.
- Proposed Investment (in INR) ***: Text input field with '2.00' entered.
- Net Worth of the Company (in INR) ***: Text input field with '3.00' entered.
- 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.
- Pre-feasibility Report ***: File upload section with 'Choose file' and 'No file chosen' buttons, and a 'View' button.

- 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. Below the header, there are four tabs: 'Project Details', 'Fee Payment', 'Land Allotment', and 'Application Preview'. 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. नोट: कृपया नीचे दिए गए विकल्प से माध्यम से ऑनलाइन आवेदन शुल्क रु. 10.00 का भुगतान करें एवं उपरोक्त शुल्क भुगतान की रसीद डाउनलोड कर लें।**
- 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 'Pay by Bank/बैंक द्वारा भुगतान'.
- 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 UPNEDA 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'. The 'Land Allotment' section contains a note about land availability, a question 'Whether Investor Owns a Land or Not' with 'Yes' and 'No' radio buttons (where 'No' is selected), and a 'Request Land from Government' section with dropdown menus for 'District' and 'Tehsil', and a text input for 'Land Size (Square Feet)'. At the bottom, there is an 'Upload Related Documents' section with a 'Choose file' button and a 'No file chosen' status, followed by a file format and size restriction '(File Format: PDF | Max File Size: 10 MB)'. Finally, there are 'Save & Continue' and 'Reset' buttons at the bottom right.

- 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:

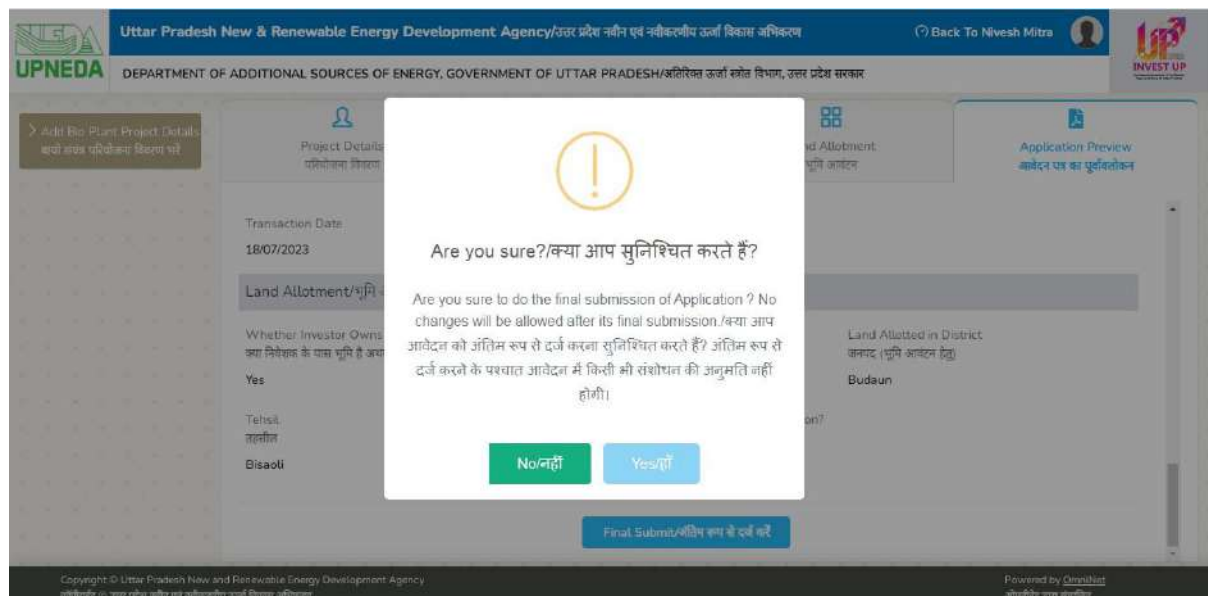
Condition I – In case, if the investor own a piece of land and requested for or marked yes for land duty exemption in the application, a query will be raised by the administrator or department which will be reflected on the investor's dashboard. Once the query has raised by the admin, investor will have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

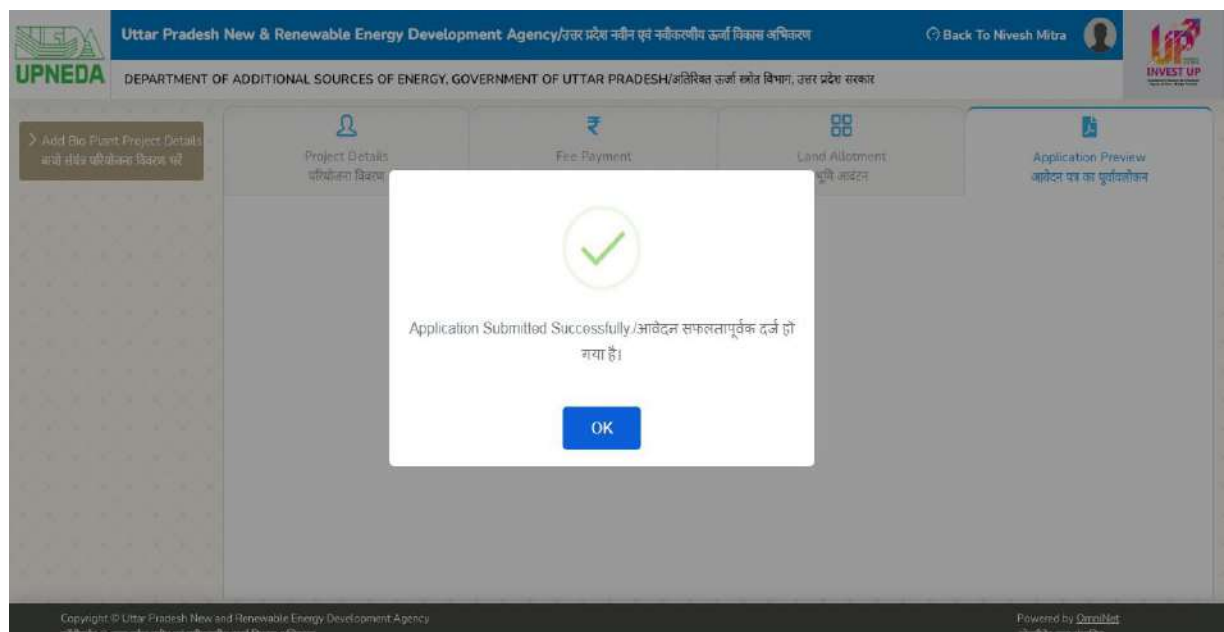
Condition III – In case, if the investor own a piece of land but not requested for duty exemption, no further query will be raised by the admin or department regarding the same.

- 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.

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



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



Process-III

DPR Approval Process

- Once the final submission done on portal, user/investor will have to login to the Dashboard again to proceed with the DPR approval process.
- Once logged in to the Dashboard, Sanction Letter Issued will reflect in the Form Status column.
- User will have to click on New Application to apply or upload DPR details to get it approved on portal.

- Once redirected to the DPR upload page, user will find the edit button through which the DPR will be uploaded.
- Once the DPR uploaded by user, details will be forwarded to the Admin.
- After receiving of DPR details, Admin will review and process the application. User will receive the query if any raised by the Admin; else the uploaded DPR will be approved by Admin on portal.

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.

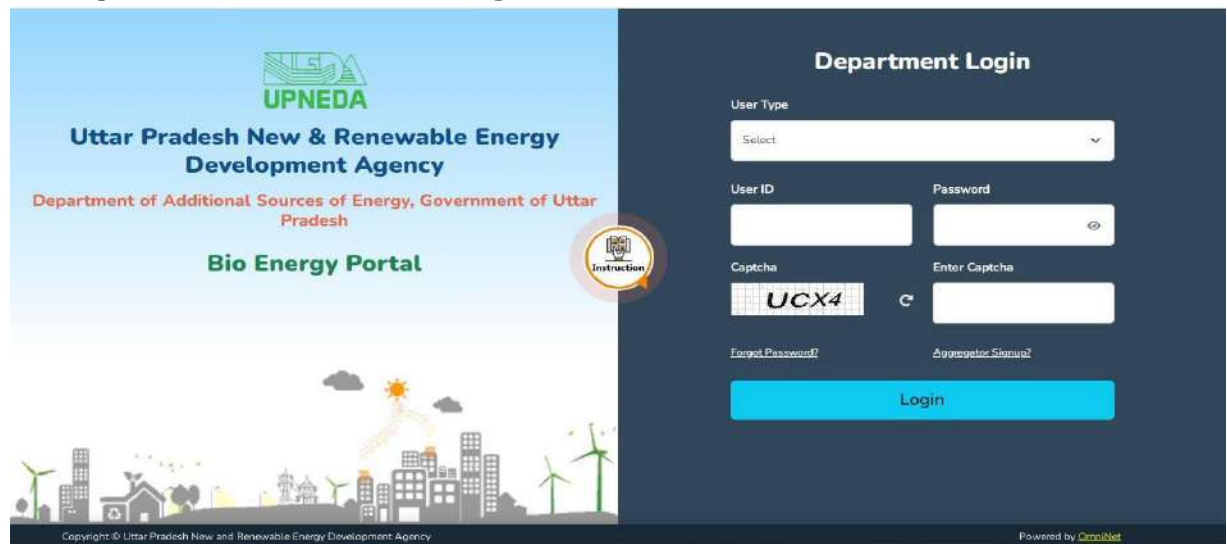
4. Processing of Requests Post Login

A. Administrator Login

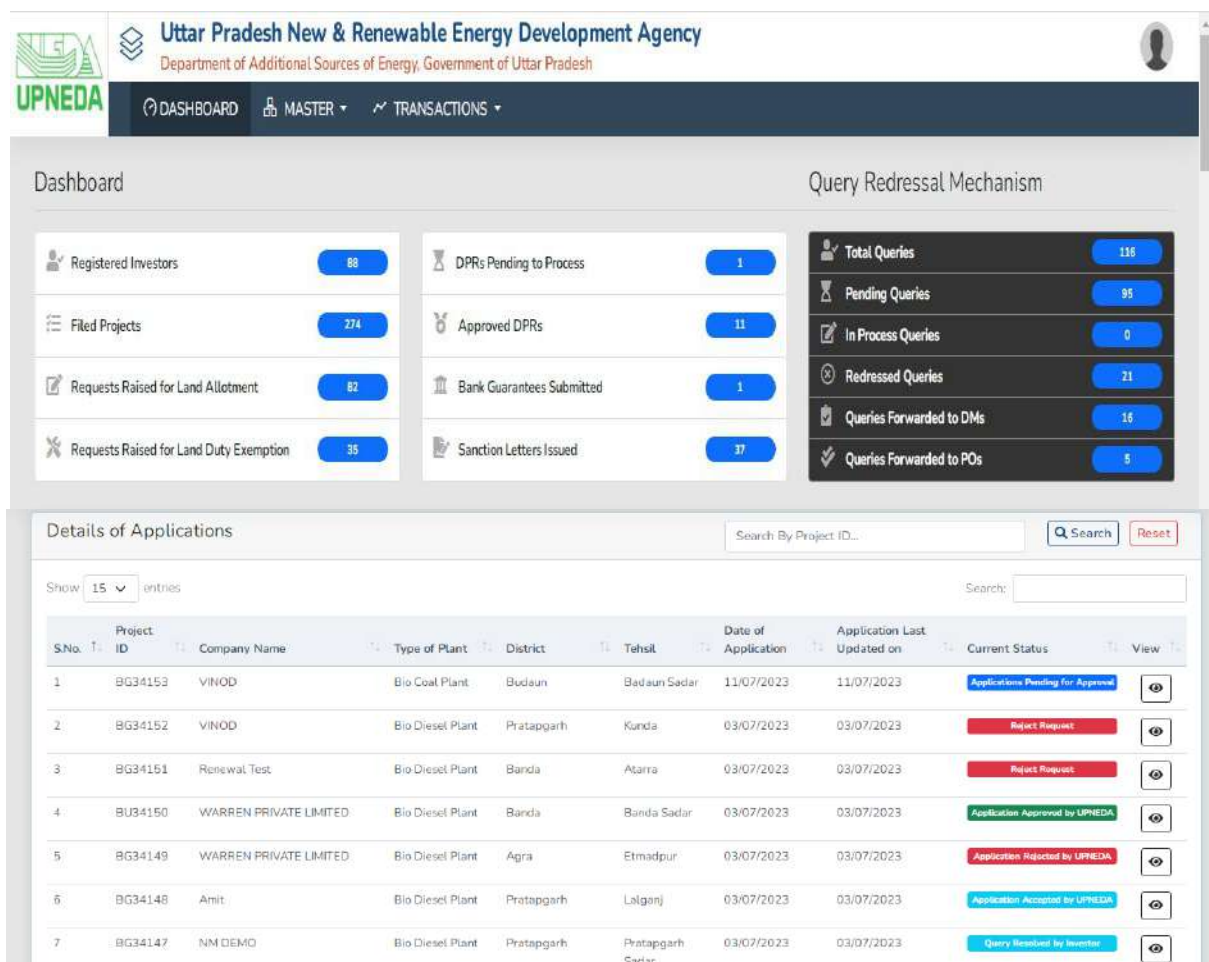
Admin will be authorized to see various reports which will help in monitoring the process and to see various statistics at all levels.

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.



| 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 | Lalgaonj | 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 Redressal 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 Received 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

Show25entries

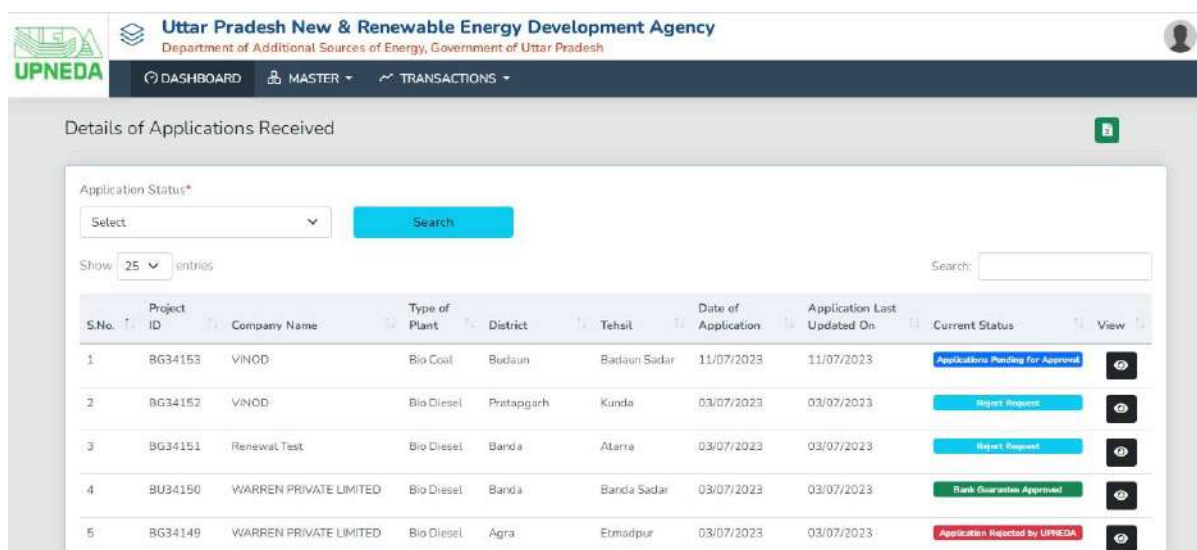
Search:

| S.No. | Organisation/Company/Firm Name | Owner's Name | Organization Type | Email ID | Mobile No. | Date of Registration | View |
|-------|--------------------------------|--------------|-------------------|---------------------------|------------|----------------------|---|
| 1 | Bhumi seva pvt ltd | param | Limited (Ltd) | param@otpl.co.in | 7007651915 | 09/11/2022 |  |
| 2 | Excel Enterprises | Neha Tiwari | Pvt. Ltd. | shuklaanupam972@gmail.com | 7668960052 | 10/11/2022 |  |
| 3 | SG Group | Test Owner | Pvt. Ltd. | iam.thebestmone@gmail.com | 8175953985 | 14/11/2022 |  |
| 4 | ABC | AMIT | Limited (Ltd) | akhandi@otpl.co.in | 9452222166 | 17/11/2022 |  |
| 5 | Green village pvt | a k rana | 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.



The screenshot displays the 'Details of Applications Received' page on the UPNEDA portal. The page features a search bar at the top with a dropdown for 'Application Status*' and a 'Search' button. Below the search bar, there is a 'Show' dropdown set to '25' and a 'Search' input field. The main content is a table with the following columns: S.No., Project ID, Company Name, Type of Plant, District, Tehsil, Date of Application, Application Last Updated On, Current Status, and View. The table contains five rows of data, each with a 'View' icon in the last column.

| 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 | Request Requested | |
| 3 | BG34151 | Renewal Test | Bio Diesel | Banda | Alarna | 03/07/2023 | 03/07/2023 | Request Requested | |
| 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.

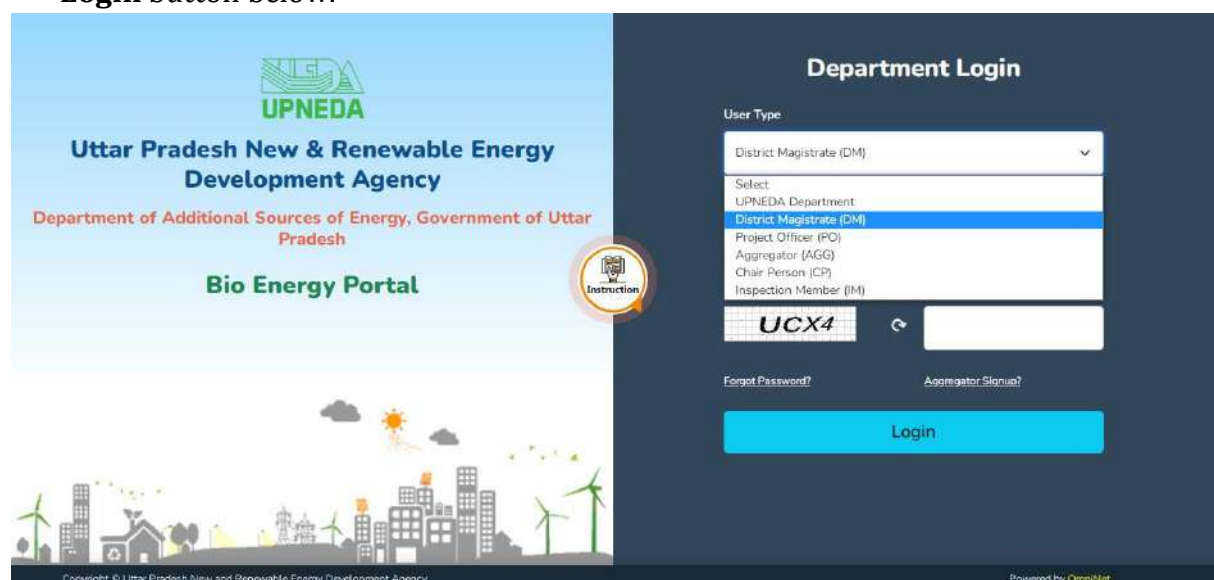
Standard Operating Procedure(SOP) of Nivesh Mitra Portal, Developed for Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA)



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.
