

Ref No: 1218-20/SIDA/office order

Dated: 20-5-19

Office Order

Existing orders relating to procedure for Allotment and Building Map approval of industrial plots are being amended partially as hereinafter, to make the procedure more Nivesh Mitra compliant -

- a. Applications shall be received online only through the Nivesh Mitra website/ app except the applications for allotment from those applicants mentioned on page no. 13, chapter 2 of Industrial Area Operating Manual- 2011.
- b. No hard copies shall be asked from the applicants filing applications online. Application entries along with the additional documents filed online shall be considered final. Assessment/ processing of applications shall be done on the basis of the documents received online.
- c. No additional documents shall be asked from the applicants and **NO OBJECTIONS** shall be raised, even if the applicant has not submitted all the required documents and / or if any discrepancy is found in his application and submitted documents, the application shall be summarily rejected without any correspondence with applicant. No attempt shall be made to contact the applicants either through email or mobile/ phone with regard to applications filed by them.
- d. Applications received in a given week from Sunday to Saturday shall be considered for processing - together as one lot.
- e. Detailed procedures for processing of applications for allotment and Building Maps are attached alongwith. Applications shall be processed accordingly adhering to the prescribed time limits.

Encl -as above

By M / ALL D.A.S.

(SANJAY PRASAD)
Chief Executive Officer


(2)

Dated 20-5-19

1218-20/SIDA/IA/Office Order

Copy forwarded for information and necessary action to-

1. ACEO, UPSIDA Kanpur
2. All Departmental Heads, UPSIDC Kanpur
3. All Regional Managers/ Project Officers/ Executive Engineers/ Accounts officers (in Regional offices)


(SANJAY PRASAD)
Chief Executive Officer

Encl -as above

Online Process for Industrial Land Allotment

Plot Advertisement

- (1) Process of advertisement of all Industrial plots will be initiated by the dealing assistants at the level of Regional office as per the directions from the Regional Manager of the concerned Regional office. Dealing assistants shall be responsible to feed data of plot on the UPSIDA Portal which will be locked for advertisement by the Regional Manager.
- (2) Dealing assistant of the concerned industrial area will login on onlineupsida.com with his user credentials (username and password). He shall select the regional office and Industrial Area Name. He will enter the below mentioned plot details:
 - a. Plot Number
 - b. Area (in sq.mts)
 - c. Land use
 - d. Current Status
 - e. Status
 - f. Sub Status"
 - g. Premises Use
 - h. Application location charge
 - i. Status of any existing assets on plot
- (3) Dealing assistant will also upload tracing of each plot alongwith a joint certificate clearly stating that the plot is under possession of UPSIDA, not under litigation, free from encroachment, the Joint certificate has to be signed (with date & time) by both - RM and corresponding Ex En and their staff as per their satisfaction.
- (4) Each tracing has to be duly signed by Junior Engineer preparing the same along with Assistant Engineer and Executive Engineer of the Civil Division and should be prepared after actual measurement of the site and not merely by tracing it from Layout.
- (5) Once the plot details are submitted by the dealing assistant, it will automatically be displayed in the account of Regional Manager.
- (6) To complete the process of advertisement of plot, the Regional Manager using his login would verify the plot details entered by the dealing assistant and click on "lock" to freeze and publish the plot.
- (7) The plot will be advertised on the online portal for 15 days before opening it for the allotment. Upon completion of 15 days from the date of advertisement, applicants shall be able to apply for the allotment of plots till the 23:59:59 HRS of coming Saturday.
- (8) If one or more applications are received for a certain plot in a week, no application will be accepted for that plot in the next week however if all the applications received against the particular plot are rejected, the plot shall automatically become available for allotment.

Process of applying through Nivesh Mitra

- (1) Applicant needs to register themselves in the Nivesh Mitra System(<https://niveshmitra.up.nic.in>) for allotment of the plots. Applications will be received and processed on weekly basis i.e. 00:00:00 HRS of Sunday till 23:59:59 HRS of Saturday as a batch.
- (2) Applicant can access Nivesh Mitra System with their login Id.
- (3) After login, applicant fills 'common application form' by inputting their details like personal information, communication address, permanent address and enterprise/unit details.
- (4) The applicants are allowed to create multiple units. Nivesh Mitra will allocate unique unit ID to each of units and applicant can apply for any service by clicking on "Apply for Permission/NOC's/License".
- (5) After Selection of plot ID, applicant needs to select the "Industrial Area Development Authority- UPSIDA", then "Land Allotment system" and finally click on proceed button.

- (7) The detailed terms and condition for land allotment is displayed. Applicant has to accept the terms and conditions before applying for the plot.
- (8) The applicants select the Regional Office, Industrial Area and select maximum of three plots in order of his preference.
- (9) Applicant can apply only for one plot at a time without any option for amalgamation or subdivision of plots.
- (10) The Applicant clicks on "Get Estimated Deposit" to view the amount he has to pay as processing fee and EMD amount. Processing fee & EMD for various purposes shall be as under:

Particulars	Rs. 500/ per Form	Rs. 1000/- per Form
Application Fee for Allotment	Rs. 500/ per Form	Rs. 1000/- per Form
Processing fee for allotment		
Up to 1 Acre	Rs. 2000/-	Rs. 1000/-
1 Acre to 3 Acres	Rs. 3000/-	Rs. 2000/-
Above 3 Acres	Rs. 10000/-	Rs. 3000/-
Earnest Money (Industrial)	10% of the total Premium	5% of the total Premium

- (11) Applicant has to click on proceed button, system shows a message displaying service request number and instruction to pay processing fee at Nivesh Mitra for further processing.
- (12) After clicking on OK the system redirects back to Nivesh Mitra portal for paying the Application fee with GST. Applicant clicks on proceed to pay and makes payment online.
- (13) After payment is successful, applicant reconciles the payment by double verification made by clicking "Click to proceed". Now, applicant can apply for any service by clicking on Apply for Permission/NOC's/License.
- (14) After selecting the unit ID, applicant selects the "Industrial Area Development Authority- UPSIDA", then selects the "Land Allotment system" and clicks on proceed button.
- (15) In the next screen, applicant clicks on Fill/View Form, he is redirected to the UPSIDA website where he checks his details filled on Nivesh Mitra portal and clicks on "Please proceed for filling other details" button.
- (16) Applicant is directed to UPSIDA online application where applicant enters applicant detail, upload photograph and signature, enters project details, upload documents as per the checklist given in Table below and proceeds for payment.

Table-1

Document	Requirement
Project profile duly signed by the applicant	In all cases
Certificate in case of category I & EC/ST/TH/Women	If applicable
Document showing net worth and turnover of previous year and relevant experience.	In all cases
Proposed land utilization plan duly signed by the applicant	In all cases
Identity proof duly signed by the applicant (Aadhar Card/PAN Card)	In all cases
Partnership deed duly notarised	In case of Partnership Firm
Certificate of Incorporation	In case of registered company
Certificate issued by Directorate of Industry and export promotion council in case of 100% EOU.	In case of 100% EOU
Memorandum of Association or Article of Association	In case of registered company
List of Shareholders and Directors along with their Shareholdings authenticated by CA	In case of registered company

Company Profile

In case of registered company

Certificate of Registration

In case of registered company

Bye-Laws of Society duly certified by Secretary/Chairman

In case of Society & Trust

List of Members of Society/Trust with their Addresses

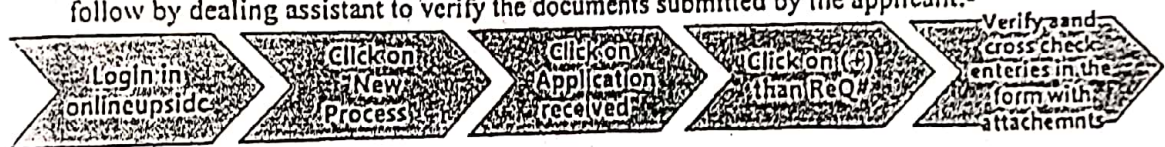
In case of Society & Trust

In case of Society & Trust

- (17) Applicant will not be able to apply without required/completed documents as per the above table. Online system will not accept any such application. No clarification/documents/papers will be entertained in this regard.
- (18) Statement of estimated payment is displayed and applicant clicks on "Pay Now" button. Applicant has option to pay online through net banking or credit card or he can pay through bank challan.
- (19) Once the payment is received in the UPSIDA account, the application is submitted automatically for processing at the UPSIDA end. Applicant is informed about the submission of application with service request number through e-Mail.
- (20) The date of receipt of application shall be the date when the bank confirms the receipt of payment in UPSIDC Bank Account. Direct payment by way of Credit /Debit card/ Net Banking stand at advantage as their receipt is confirmed immediately whereas those filling by challan may lose out because of delay in confirmation of receipt of application.

Processing of Land Allotment Applications

- (1) After application is received, it will be first assessed by the dealing assistant without waiting for the verification from the accounts section. Below are the steps which would be required to follow by dealing assistant to verify the documents submitted by the applicant:-



- (2) Dealing Assistant would be required to verify the applications as per the checklist as given in Table-1 while evaluating the documents submitted by the applicant. They are required to get a print out of all the documents submitted online make a file and process the application both offline i.e. on files and online. The application form entries shall be cross checked with the facts and figures in the attachments. Dealing assistant is supposed to verify the received application within 3 days and send it to the Regional Manager for further processing. They shall also send the file of the application to Regional Manager within this time limit of 3 days. No hard copy of any document will be submitted / nor asked for by the Regional Office for online approval of industrial land allotment.
- (3) Before moving the application to the Regional Manager, dealing assistant would have to fill the "verify marking" on the basis of documents enclosed by the applicant and forward the application to the RM by writing the suggestions/recommendations which will act as a note sheet and shall be taken into reference for next level assessment.
- (4) In case application found incomplete, dealing assistant shall recommend it for rejection within 3 days from the date of submission of application. In that case dealing assistant would clearly mark comment to the RM mentioning the reasons for rejection of application. Any incomplete application will be summarily recommended for rejection by the dealing assistant. The regional office shall have 11 days for processing of application from the date of submission.
- (5) After first level of scrutiny of application, the RM will review the application and noting/comments given by the dealing assistant. Allotment committee meeting shall be held on every Friday to consider application received in the previous week. In case of any problem the meeting shall be held on Saturday. The RM will also upload the minutes of the

(6)

chief manager-industrial area (CM-IA) on the portal within maximum 11 days from the date of submission of application. A hard copy of the letter and committee report shall also be sent to Chief Manager IA.

- (6) CM IA shall process the applications by taking out printout of the letter and committee report of Regional Level Committee. He shall forward/recommend the application to CM-IA for further processing.

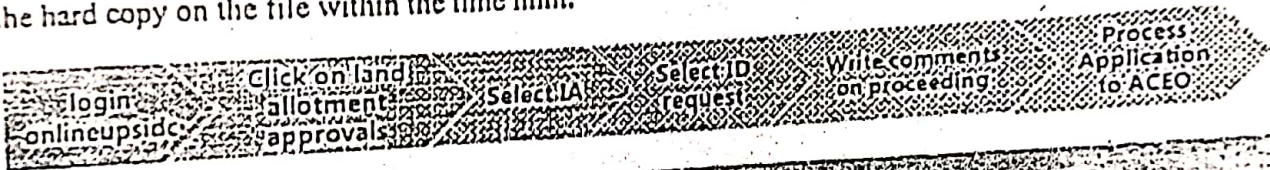
Below are the steps for forwarding the application to CM-IA:

Regional Manager Process



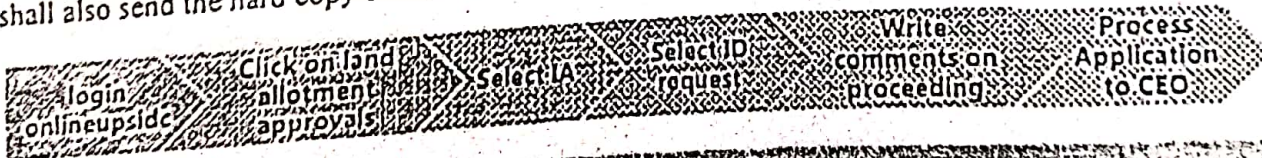
Chief Manager-Industrial Area (CM-IA)

Applications recommended/not recommended by the RM will be displayed in the CM-IA login. CM-IA will view the committee minutes and the cover letter uploaded by the regional manager. Based on the comments from the Regional Level Committee, CM-IA will further forward the application along with his comments to the Additional Chief Executive Officer (ACEO) for approval. He shall also send the hard copy on the file within the time limit.



Additional Chief Executive Officer (ACEO)

Applications along with proceeding forwarded by CM-IA will be first reviewed by the ACEO. The ACEO will give his comments and forward the application to the Chief Executive Officer (CEO). He shall also send the hard copy on the file.



Chief Executive Officer (CEO)

Application forwarded by the ACEO will finally be reviewed by the CEO. The CEO will go through the ACEO comments and will finally approve the application. He can reject the application with the approval to refund of EMD to the allottee. Application accepted/rejected by the CEO will be showcased in the login account of concerned Regional Manager.

Issue of approval/rejection letter

On the basis of decision made by the CEO, the RM will issue digitally signed allotment/rejection letter to applicant. In case the application status is rejected, the Regional Manager clearly state the reason in the letter for rejection of application. The RM will be able to issue the allotment letter only after the completion of payment verification by the accounts section. In case the plot preferred by the applicant is not available, RM will have the option to change the plot as per the availability within same region. As soon as the RM approves or rejects the application, the applicant is informed through eMail.

Table-2

Sl. No.	Designation	Time for Processing
1.	Dealing Assistant and Accounts	3 days
2.	Regional Manager/ Project Officer	8 days
3.	Chief Manger-Industrial Area	4 days
4.	Additional CEO	2 days
5.	CEO	2 days
6.	Digitally signing of Letter by Regional Manager	2 Days