User Manual For Building Plan Approval (for Entrepreneur's)

Step 1: Enter the URL https://niveshmitra.up.nic.in/



Step 2: Enter Login ID or Email Id, Password and Verification Code in the Login Window and Click on "Login" Button to Login



Step 3: New User Registration

Create User ID to Register on Nivesh Mitra by Clicking on "Register Here"



Step 4: Open Email For Email ID Verification Step 5: Click on the link received on the E-mail

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Note: Prophythicshmitra@gouln < norephy.niveshmitra@gouln	Weld	ome to Nivesh Mitra : UPSWP230634303								
To::rxisingh17480@gmail.com Der Ravi Singh Tank you for registering with Nivesh Mirea, An investor-friendly, efficient and effective Single Window Portal of Government of Uttar Pradesh. Pease click on the link given below to verify your =-mail id and Mobile Number Intergrit/Inveshmiter.aue.nci.cli/VerifyLogin.assex22822216jWTT.gckcWrkkbhTCMrtoffno/1 After above verification you can login on Nivesh Mitra with the following credentials : Der Id:: UDSWP230634303 Peaserify reasons, we request you to change your password once you login. To respondent dimeters of Nivesh Mitra are as follows : Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across multiple departments enabling global access. Single font-end portal interface across mult	N	noreply.niveshmitra@gov.in <noreply.niveshmitra@gov.in> 13:04</noreply.niveshmitra@gov.in>								
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Please click on the link given below to verify your e-mail Id and Mobile Number	Thank	you for registering with Nivesh Mitra, An investor-friendly, efficient and effective Single Window Portal of Government of Uttar Prades	sh.							
http://nveshmitra.up.nic.in/VerifyLogin.aspx?2B82CHjwTTcg8c6WrkUh3TG9KTGFno/1 After above verification you can login on Nivesh Mitra with the following credentials : User Id : UPSWP230634303 Password : JJM28FUE For security reasons, we request you to change your password once you login. The salient features of Nivesh Mitra are as follows : • Single front-end portal interface across multiple departments enabling global access • Transparent, unified, one-stop solution for investors with time bound delivery of services • Investor onboarding without need for physical interaction with various departments • Online application submission, payments, tracking of status, approvals and issuance of the certificate(s) • Comprehensive checklist of all requires approvals • Information vitard to suggest pre-establishment and pre-operation clearances • Common Application Form (CAP) to capture common information only once • Saves time, money and energy as repeated visits to different departments or required • Automatic SMS and -mail response to entrepreneur generated at each stage • Dashboard is with set of the part the part the part the part to the part the part to th	Please	click on the link given below to verify your e-mail Id and Mobile Number								
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User Id : UPSWP230634303 Password : JJM28FUE For security reasons, we request you to change your password once you login. The salient features of Nivesh Mitra are as follows : Single front-end portal interface across multiple departments enabling global access Transparent, unified, one-stop solution for investors with time bound delivery of services Investor onboarding without need for physical interaction with various departments Online application submission, payments, tracking of status, approvals and issuance of the certificate(s) Comprehensive checklist of all requisite approvals Information wizard to suggest pre-establishment and pre-operation clearances Common Application Form (CAF) to capture common information only once Saves time, money and energy as repeated visits to different departments not required Automatic SMS and e-mail response to entrepreneur generated at each stage Dashboard view of approvals, clearances in pipeline, etc	After a	bove verification you can login on Nivesh Mitra with the following credentials :								
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Step 6: Entrepreneur Login Verification



ENTREPRENEUR REGISTRATION AUTHENTICATION

Your email-id and mobile number has already been verified.

Click Here To Proceed For Login

Step 7: Entrepreneur Mobile Number Verification

Enter OTP received on Registered Mobile Number

Step 8: Enter Login credentials to Login in Nivesh Mitra Portal

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		About UP *	Investor Assistance -	Feedback -	Media -	-	Informat	tion -	Co	ontact Us	-	Dashbo	bard	Login	
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	If already have a logi ID & password ther Click on Login.	in	Password Enter Verification Coo Login Forgot your Logi	le AEAVS Register Here				Nev	v Us F	ser? Regis	trat	ion	re то		
https://niveshmitra.up.n	ic.in/Login.aspx		_												

Step 9: Change Password

Create New Password by Entering Old Password and Verification Code

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				Retype New Password	Retype New Password			
			nfirm New Password	Type Verification Code	Enter Captcha Code	GHaUq		
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			Click Here to	letter,one special charac characters. First time then after you	Password Policy : s at least one digit,one lower case le cter like @ # \$ % ^ & + = and its lengt you have to change the Cur will be able to access the a	tter,one uppercase h between 8 and 15 rrent Password pplication		
			Submit					

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Step 10: Password Confirmation

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O A https://niveshmitra.up.nic.in/Logout_page.aspx?changepassword=01

Password Updated Successfully

You have successfully logged out from Web Portal.

For security reasons, exit from your browser.

Now login again and get access the Application

Go to Home Page

Step 1: Login On Nivesh Mitra using Credentials created in previous step



Step 2: Fill Common Application Form Update Your Personal Details

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RAVI evaluation Online	Common Applicatio	on Form			« April 2023	
🚯 Dashboard	Personal Details 🙁 Co	mmunication Address Permanent Address	Enterprise/Unit Details		26 27 28 29 30 31 1	Fields marked with (*) are mandatory
Fill Common Application Form			E	nter Perso	2 2 4 5 6 7 8 nal Details	
Apply For Permissions/NOC's/License	First Name *	RAVI			16 17 18 19 20 21 22	
Apply for LoC/Sanction Letter	Last Name *	SINGH		Email *	23 24 25 26 27 28 29	
Pay Consolidated Fee	Mobile No : +91 *			DOB *	30 1 2 3 4 5 6	
Reconcile Your Consolidated Payment By Double Verification Mode	Enterprise's Website	7985324131 Enterprise's Website		Pan No. *	Pan No.	
Need Any Help file the Grievance/Feedback	Father's / Mother's /	Father's Name		Category *	Please Enter Pan No. Select Category	~
Check Your Grievance Status	Husband's Name* Gender *	Select Gender	~			
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Step 3: Update Communication Address

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🚯 Dashboard	Personal Details	Communio	cation Address 🙁	Permanent Address	Enterprise/Unit Details	Enter Co	mpany Details	Fields marked	with (*) ar	re mandatory
Fill Common Application Form								l		
Apply For Permissions/NOC's/License		Country *	Select Country		~	State *	Select State		~	
Apply for LoC/Sanction Letter		District*			~	Tehsil			~	
Pay Consolidated Fee						Address *	Address			
Reconcile Your Consolidated Payment By Double Verification Mode	,	Pin Code*	Pin Code							
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Step 4: Update the Permanent Address

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🚯 Dashboard	Personal Details Communica	ation Address Permanent	t Address 🙁			Fields marked with (*) are mandatory
Fill Common Application Form						
Apply For Permissions/NOC's/License	Same As Communication A	ddress				
Apply for LoC/Sanction Letter	Country *	Select Country	~	State *	Select State	v
Pay Consolidated Fee	District *		×	Tehsil		~
Reconcile Your Consolidated Payment By Double Verification Mode				Address *	Address	
Need Any Help file the Grievance/Feedback	Pin Code *	Pin Code				
Check Your Grievance Status		Submit				×
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My Profile						
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Step 5: Unit Details

Select New Unit Details/ Update Existing Unit Details

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Fill Common Application Form		Ú.		
Apply For Permissions/NOC's /License			# All (*) fie	alds are mandatory
Apply for LoC/Sanction Letter	Add Unit Location Of The Unit Authorised Person Details	Verify Authorised Person Email ID and Mobile No		
Pay Consolidated Fee	Email ID Verification : Not Verified M	lobile No Verification : Not Verified		
Reconcile Your Consolidated Payment By Double Verification Mode	573903 Verify Email ID	Send OT		
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Check Your Grievance Status				
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Step 6: Click on Add Unit

Enter Unit Details and Click on the "Save & Next" Button

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RAVI • Online	Unit Details Add Unit			a∰a Home
Dashboard		New Unit Details O Update Existing Unit Details		Reset
Fill Common Application Form				
Apply For Permissions/NOC's /License				# All (*) fields are mandatory
Apply for LoC/Sanction Letter	Add Unit Location Of The Unit Authorised Person Det	ails Verify Authorised Person Email ID and Mobile No		
Pay Consolidated Fee	Availability of Land / Leased space for Unit? *	District *	Tehsil	
Reconcile Your Consolidated Payment By Double Verification Mode	Please Select v	Please Select ~	Please Select	~
Need Any Help file the Grievance/Feedback	Address	Pin Code		
Check Your Grievance Status	Save & Next			
Q Change Password				
My Profile				
Legend Used For Status Display				

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Step 7: Click on the Location of the Unit

Enter the Location of the Unit and Click on the "Save & Next" Button

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RAVI entrate Online	Unit Details Add Unit			B Home
Dashboard		New Unit Details O Update Existing Unit Details		Reset
Fill Common Application Form				
Apply For Permissions/NOC's /License				# All (*) fields are mandatory
Apply for LoC/Sanction Letter	Add Unit Location Of The Unit Authorised Person Deta	ails Verify Authorised Person Email ID and Mobile No		
E Pay Consolidated Fee	Availability of Land / Leased space for Unit? *	District *	Tehsil	
Reconcile Your Consolidated Payment By Double Verification Mode	Please Select ~	Please Select ~	Please Select	~
Need Any Help file the Grievance/Feedback	Address	Pin Code		
Check Your Grievance Status	Save & Nevt			
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Step 8: Click on Authorized Person Details

Enter Authorized Person Details and Click on the "Final Submission" Button

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B Dashboard	Ne ^r	w Unit Details 🦳 Update Existing Unit Details		Reset
Fill Common Application Form	•	J		
Apply For Permissions/NOC's /License			# All (*) fields	are mandatory
Apply for LoC/Sanction Letter	Add Unit Location Of The Unit Authorised Person Details	Verify Authorised Person Email ID and Mobile No		
E Pay Consolidated Fee	Same As Personal Details information			
Reconcile Your Consolidated Payment By Double Verification Mode	Name Er	nail ID *	Address *	
Need Any Help file the Grievance/Feedback	Mobile No : +91 *			
Check Your Grievance Status	Mobile No			
♀ Change Password	TERMS AND CONDITIONS:			
A My Profile	TERMIS AND CONDITIONS.			
	1. I/We hereby, undertake that all the information the information is false and nothing has been co	n furnished above is true and correct to the best procealed therein.	of my/our knowledge and belief.No p	art of
	2. All the required information is complete and le	egibly attached to this form.		
	Disclaimer : Please ensure that the email and p regarding the CAF filled through this login. Incor through this login.	phone no. provided in this form pertain to concer rect/Invalid information provided in this field may	ned person who may be contacted / lead to de-activation of CAF created	i
	□I Accept Terms and Conditions			

Note down Display Unit ID For future Use

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Step 9: Select Department and Building Plan Services

	Department			
28.	Dairy Development Department			
29.	Food and Civil Supplies Department			
30.	Electronics Department			
31.	U.P.Expressways Industrial Development	√	Land Allotment System	
	Authority(UPEIDA)		Building Plan Approval System	
32,	Infrastructure & Industrial Development Department	V	Small, Medium and Large Industrial Undertakings	
			Small, Medium and Large Industrial Undertakings	
			Mega, Mega Plus and Super Mega Industrial Undertakings	
			Application for disbursal of incentives for Small Medium and Large Industrial Undertakings	
			Application for disbursal of incentives for Mega Mega Plus and Super Mega Industrial Undertakings	
			Incentive for Service Unit under EV Manufacturing and Mobility Policy 2022	\checkmark
			Incentive for Manufacturing Unit under EV Manufacturing	

Step 10: Click on Apply For Permissions/ NOCs/ Licenses Tab

Select Enterprise/ Unit ID, Select Department Name and Service Name (Through Dropdown)

Nivesh Mitra	=			A (OPSWP220001157
SHOBHIT • Online	Apply For Permissions/NO	Cs/Licenses/Incentive		🍰 Home 💈 Apply For Permission	ns/NOCs/Licenses/Incentive
🚯 Dashboard	Select Enterprise/Unit for which	LIDSW/D22000115727 - Test by DC			Reset Choice
Fill Common Application Form	Departments Permissions/NOCs/Licenses/Certifica	ates/Incentive			Reset Choice
Apply For Permissions/NOC's/License	etc. are needed				
Apply for LoC/Sanction Letter	Select Department U.P.Exp	ressways Industrial Development At 🛛 👻	Select Service Name	Building Plan Approval System	~
Pay Consolidated Fee		View Applied Application New A	Application Reset		
Reconcile Your Consolidated Payment By Double Verification Mode					
Need Any Help file the Grievance/Feedback					
Check Your Grievance Status					
A Change Password					
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Step 11: Check the Current Status and Proceed to fill further Form

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SHOBHIT Online	wesh Mitra Image: Construct on the second of the sec	ons/NOCs/Licenses/Incentive					
🚯 Dashboard	Select Er	nterprise/Unit for which	LIDCH	UD32000115702 ABC Co Ltd			Denst Chains
Fill Common Application Form	Departm Permissi	ents ons/NOCs/Licenses/Certifica	ites/Incent	ive		•	Reset Choice
Apply For Permissions/NOC's/License	etc, are r	needed					
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Reconcile Your Consolidated Payment By Double Verification Mode	Select Enterprise/Unit for which UPSWP22000115703 - ABC Co Ltd I Common Application Form ply For Permissions/NOC's/License ply for LoC/Sanction Letter y Consolidated Fee concile Your Consolidated Payment uble Verification Mode 1. U.P.Expressways St.No. Department U.P.Expressways St.No. Service Name I. U.P.Expressways St.No. Service Name Lup Expressways St.No. Service Name						
Need Any Help file the Grievance/Feedback	1.	U.P.Expressways Industrial Development Authority(UPEIDA)	Sr.No.	Service Name Application ID	Form Status Status Change Date	Current Remarks	Fill/View Form
Check Your Grievance Status			1.	Building Plan Approval System	APPROVED	AP Application Approved	C
Q Change Password				22000115105550020001	28/06/2023	Click bor	
My Profile						fill Furt	her
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Step 12: User Dash Board



Step 13: Entrepreneur Details



Step 14: Upload All Documents



Step 15: Enter Building Specification details

W	UPEIDA		Welcome : WARREN PRIVATE LIMITE	D 16 : UPSWP23000086116 Back Nivesh Mitra Pol	rtal
WARREN	I PRIVATE LIMITED 16	Building Specificat	ion		
) Build	ing Plan Approval				
Alle	otee Details			8	
Do	cument checklist		CHECKING OF DRAWINGS		
Bu Bu	ilding Specification	S.No.	Upload Enclosures	Required	
💧 Arc	hiect/Structual Engineer	1	SITE PLAN (Ref. 5.4.1 - B.)		
Vie	w Details	ŋ	Site Boundaries with Name/No. of the Properties & Roads abutting to the Proposed Site		
Pay	/ Building Plan Charge	ñ)	Plot No. & Name of the Company for the Proposed Site (to be checked with lease deed)		
		III)	Building Envelop @ each floor in relation to the Proposed Site		
		iv)	Detail of Areas -		
			a. Total Plot Area (sqm)(to be checked with Lease Deed)*	1000	
			 b. Ground Coverage as % of Plot Size (Refer 6.2.43.2) -* (451 – 2000) Sqm of 55% = 550 	200	
			c. Covered Area (Sqm) on each Floor for FAR calculation *	Ground Floor :	
			Max. covered area Sqm = 800	700	
				First Floor :	
				20	
				Windows Ink Worksp.	80

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Step 16: Enter Architect/ Structural Engineer Details

P	UPEIDA		Welcome : WARREN PRIVATE LIMITED 16 : UPSWP23000086116	Back Nivesh Mitra Portal
	Ω	Archiect/Structual Engineer		
WARRE	N PRIVATE LIMITED 16			
Build	ding Plan Approval			8
A A	lotee Details	Archiect Details		
0		Name of Archiect * :	Archiect License No. * :	
Do	ocument checklist	Shivam Architect	9764215476999	
💧 BI	uilding Specification	Address of Archiect *:	Archiect Registration No. *:	
💧 Ar	rchiect/Structual Engineer	87, downstreet	12345678909	
💧 Vi	ew Details			
Pa	ay Building Plan Charge	Structual Engineer Details		
		Name of Structual Engineer *:	Structual Engineer License No. *:	
		Avinash Engineer	987612562457736	
		Address of Structual Engineer *:	Structual Engineer Registration No. *:	
		Lucknow	2874672384634747	
		Submit Reset		

Step 17: Applicant View Complete Details

Ŷ	UPEIDA				Wel	come : WARREN PRIVATE	LIMITED 16 : UPSWP23000086116	Back Nivesh Mitra Porta	l
	Ω	View Details							
WARRE	N PRIVATE LIMITED 16								
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Do Do	ocument checklist		Nivesh Mitra U	nit Id :- UPSWP23000	086116	Industrial Node :-			
•	ului e le la		Name of the Ap	plicant :-Sawan-1		Plot No :- D-1	1004		
<u>е</u> ви	unding specification		Firm/Comapny	Name :- SA16		Firm/Comapny Consit	est ution :-		
🎒 Ar	chiect/Structual Engineer		CIN No. :- anxiu	iscib		Constution of Applica	nt :-		
Vie	ew Details		Mobile No :- 79	42145366		Phone No :- 2632			
Pa	ay Building Plan Charge		Email id :- test(ିgmail.com		PAN No :- NU154GCU0			
			Allotment Detai	ls					
			Allotment No :-	45	Allotment Date :- D-1		Allotment Letter :-		
					Annexure-4B : Checklist fo	r Non-Residential Buildin	9		
				CHECKL	IST-4B (For buildings other that	n those on individual res	idential plots)		
			(i) Ownership d	ocuments					
			S.No. U	pload Enclosures			Required	View	
			1. C	opies of Allotment Lette	er		Issued by UPEIDA	o	
			2. P	ossession Certificate			Issued by UPEIDA	Ο	

Step 18: Applicant Pay Building Plan



Step 19: Pay through Nivesh Mitra by clicking on "Pay Consolidated Fee" then Select Unit ID & click on Proceed Button

Nivesh Mitra	=				🛕 🍚 UPSWP2200011!
SHOBHIT Online	Pay Cons	olidated Fee			🍘 Home 🚿 Fee Paymen
🔁 Dashboard		Select Enterprise/Unit Name	UPSWP22000115737 - Test by RC	~	View Fee Deposition Details
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Apply For Permissions/NOC's/License				Of Fee In (INR)	
Apply for LoC/Sanction Letter	1.	U.P.Expressways Industrial Development Authority(UPEIDA)	Building Plan Approval System	9270000	Payment In Process
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Check Your Grievance Status					
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In Case of Rejection

Entrepreneurs can Apply again by repeating the process from Step 10 to Step 19

User Manual for Department

Authorized User Login Panel



Uttar Pradesh Expressways Industrial Development Authority A Govt. under UP Industrial Area Development Act 1976



» Enter Login Id or Email Id.

» Enter a correct Password. It must contain One number, one special character, one capital letter and one small letter.

» Enter verification code (captcha) in the respective textbox same as shown in the image picture.

330 +8.88%

» Click the 'Login' button for login in the portal.

» After successful login in, system send a confirmation message through SMS with login details.

Authorized User Login Panel

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Login

Forgot User Name / Password ?

Login, Dealing Assistant Dash Board



Dealing Assistant Enter Application Received Tab

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	1	UPSWP23000086102	SA-2	UPSWP23000086102	6	22/12/2021	22 Dec 2021 20:20:00:000	412 Days	Rejected by Chief Executive Officer	o
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	8	UPSWP23000086107	SA-7	UP5WP23000086107	35	06/07/2023	06 Jul 2023 14:34:07:000	11 Days	Application Pending At Architectural Assistant	Ø
	9	UPSWP23000086106	SA-6	UPSWP23000086106	23	05/07/2023	05 Jul 2023 16:59:04:000	12 Days	Pending At Investor Response	o
	10	UPSWP23000086129	SA-29	UPSWP23000086129	33	05/07/2023	05 Jul 2023 15:09:14:000	12 Days	Application Pending At Senior Manager /Chif	0

Dealing Assistant View Application on Click Unit ID



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Forward Application to Architect Assistant with the remark

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	9	UPSWP23000086106	SA-6	UPSWP2300008610	5 23	05/07/2023	05 Jul 2023 16:59:04:000	12 Days	Pending At Investor Response	ø
	10	UPSWP23000086129	5A-29	UPSWP2300008612	33	05/07/2023	05 Jul 2023 15:09:14:000	12 Days	Application Pending At Senior Manager /Chif	o

Architect Assistant enter the Application Inbox tab

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		10	UPSWP23000086107	SA-7	UPSWP23000086107	35	06/07/2023	06 Jul 2023 14:34:07:000	11 Days	Application Pending At Architectural Assistant	# 0

View Applicant's detail by clicking Unit ID. Architect Assistant forwards Application to Architect Planner

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Architect Planner and enters Application Inbox

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		9	UPSWP23000086108	SA-8	UPSWP23000086108	53	22/12/2021	22 Dec 2021 20:20:00:000	412 Days	New Application Request Initiated	# 0
		10	UPSWP23000086107	SA-7	UPSWP23000086107	35	06/07/2023	06 Jul 2023 14:34:07:000	11 Days	Application Pending At Architectural Assistant	# 0

Architect Planner View Application Details by Clicking Unit ID Architect Planner forwards the application to Senior Manager

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	10	UPSWP23000086107	SA-7	UPSWP2300008610	35	06/07/2023	06 Jul 2023 14:34:07:000	11 Days	Application Pending At Architectural	# 0

Senior manager Login and enter Application Inbox Tab

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		3	UP5WP23000086102	5A-2	UPSWP23000086102	6	22/12/2021	22 Dec 2021 20:20:00:000	412 Days	Rejected by Chief Executive Officer	
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		6	UPSWP22000115707	EWFBE	UPSWP22000115707	53	11/07/2023	11 Jul 2023 11:21:20:000	8 Days	Rejected by Chief Executive Officer	
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Senior Manager Check the application; if found any objections, then raise a query to the investor. Else forward the application to the CEO

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		9	UPSWP23000086108	SA-8	UPSWP23000086108	53	22/12/2021	22 Dec 2021 20:20:00:000	412 Days	New Application Request Initiated	# 0
		10	UP5WP23000086107	5A-7	UP5WP23000086107	35	06/07/2023	06 Jul 2023 14:34:07:000	11 Days	Application Pending At Architectural Assistant	# 0

CEO Login and enter the Application inbox tab

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		1	UPSWP23000086102	SA-2	UPSWP23000086102	6	22/12/2021	22 Dec 2021 20:20:00:000	412 Days	Rejected by Chief Executive Officer	o
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Showing 1 to 10 of 26 entries

Previous 1 2

Architectural Assistant

3 Next

CEO can Approve or Reject the Application and Forward that to the Senior manager

9	UPEIDA								Welcome: C	hief Executive Offic	er 🔺
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Senior Manager login And enter the Application inbox tab

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10	UPSWP23000086107	SA-7	UPSWP23000086107	35	06/07/2023	06 Jul 2023 14:34:07:000	11 Days	Application Pending At Architectural Assistant	# 0

Send Approval/Rejection to Applicant Approval Action

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Rejection Action

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Applicant Login in Nivesh Mitra Portal



Login to Nivesh Mitra Portal



Log out

You are Already logged in On Web Portal.

First Logout ,then login Again.

<u>Logout</u>



Applicant enter to the Dashboard



Enter the Certification/NOC for Approved Letter



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Version 2.0.1

Enter the Rejection details for the Rejected Letter



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Entrepreneurs can Apply again by repeating the process from Step 10 to Step 19

Thank You