



USER MANUAL

APPLYING FOR SERVICES IN NIVESH MITRA

Department of Infrastructure and Industrial Development, Uttar Pradesh

Nivesh Mitra- Single Window Portal, Government of Uttar Pradesh

URL: <http://niveshmitra.up.nic.in/>

Salient Features of Nivesh Mitra:

- 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
- Two-way interaction on digital platform between entrepreneurs and departments
- Channel for routing queries and interacting with departments for additional documentation
- Third party verification of certificates / licenses

For Applying for Services on Nivesh Mitra the applicant should have login ID and password.

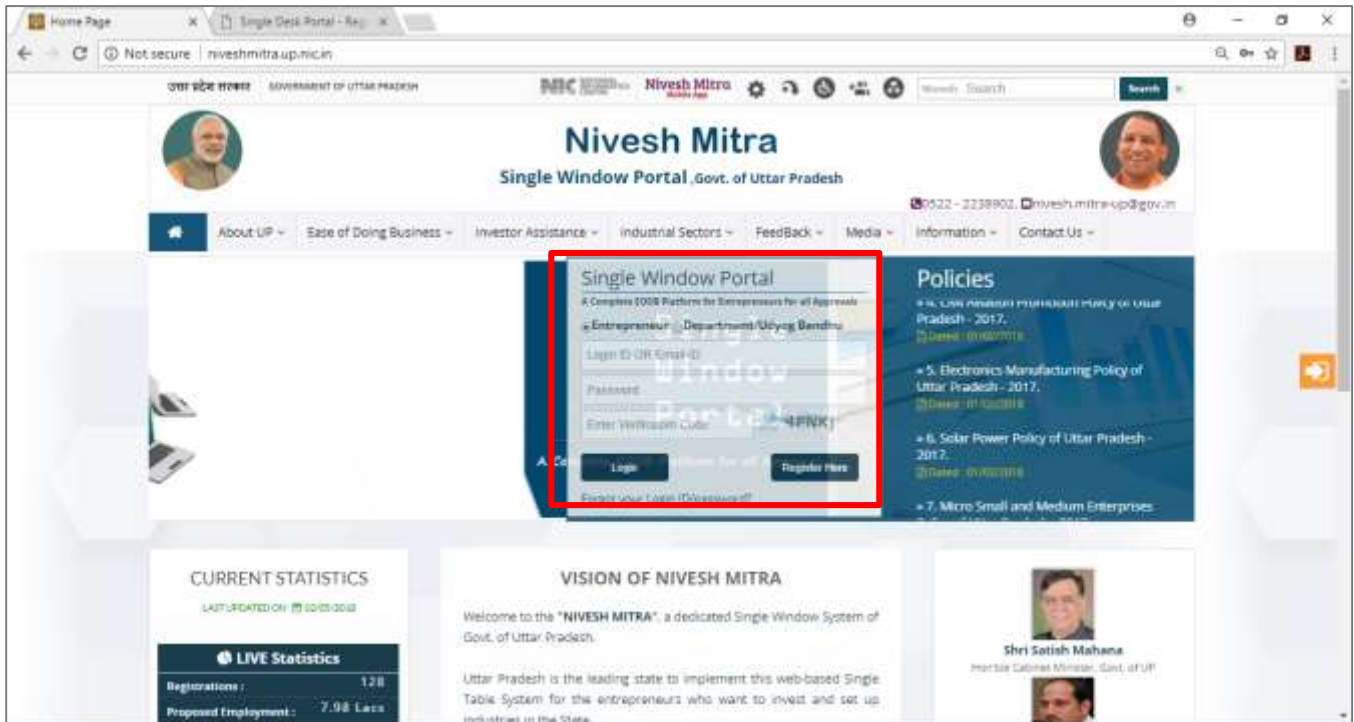


Fig 1: Home Page

The Entrepreneur after login will see the Dashboard on the status of no. of services he has applied

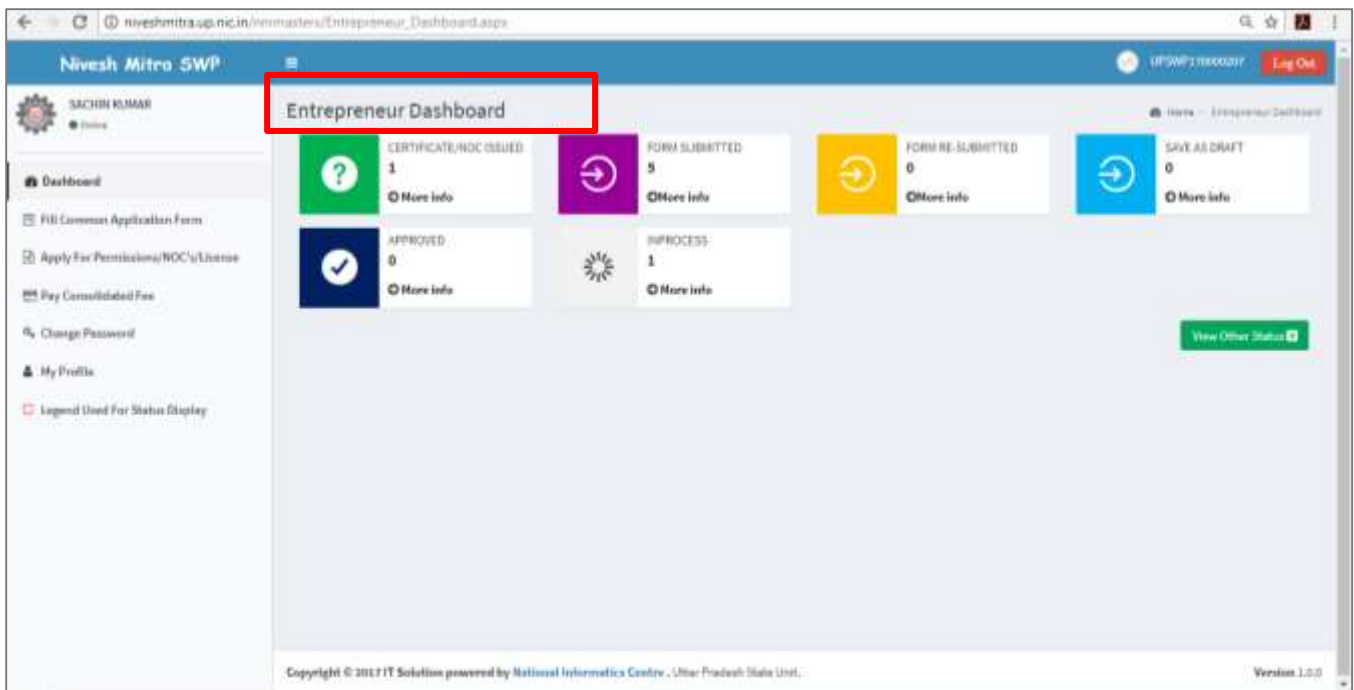


Fig 2: Applicant Dashboard

The Entrepreneur clicks on “Apply for Permissions/ NOCs/ License to apply for the service

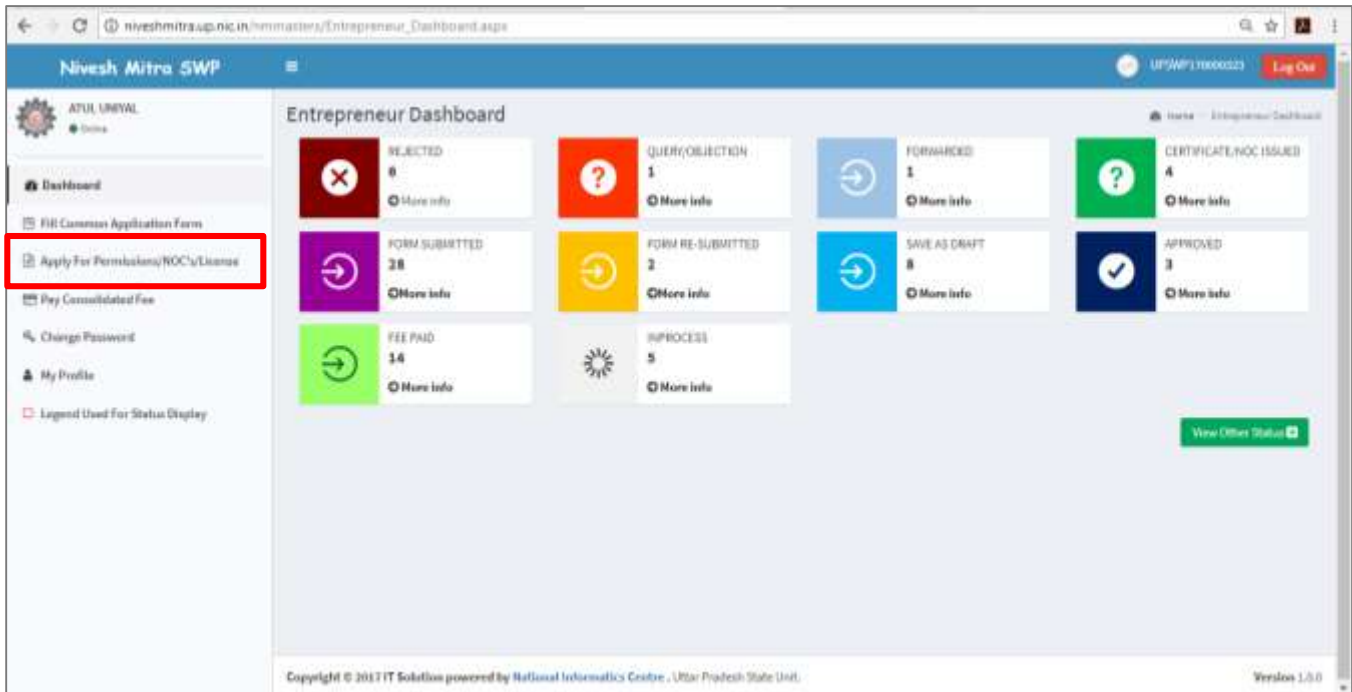


Fig 3: Apply for Services

The Entrepreneur selects the Unit for which he/ she wants to avail service

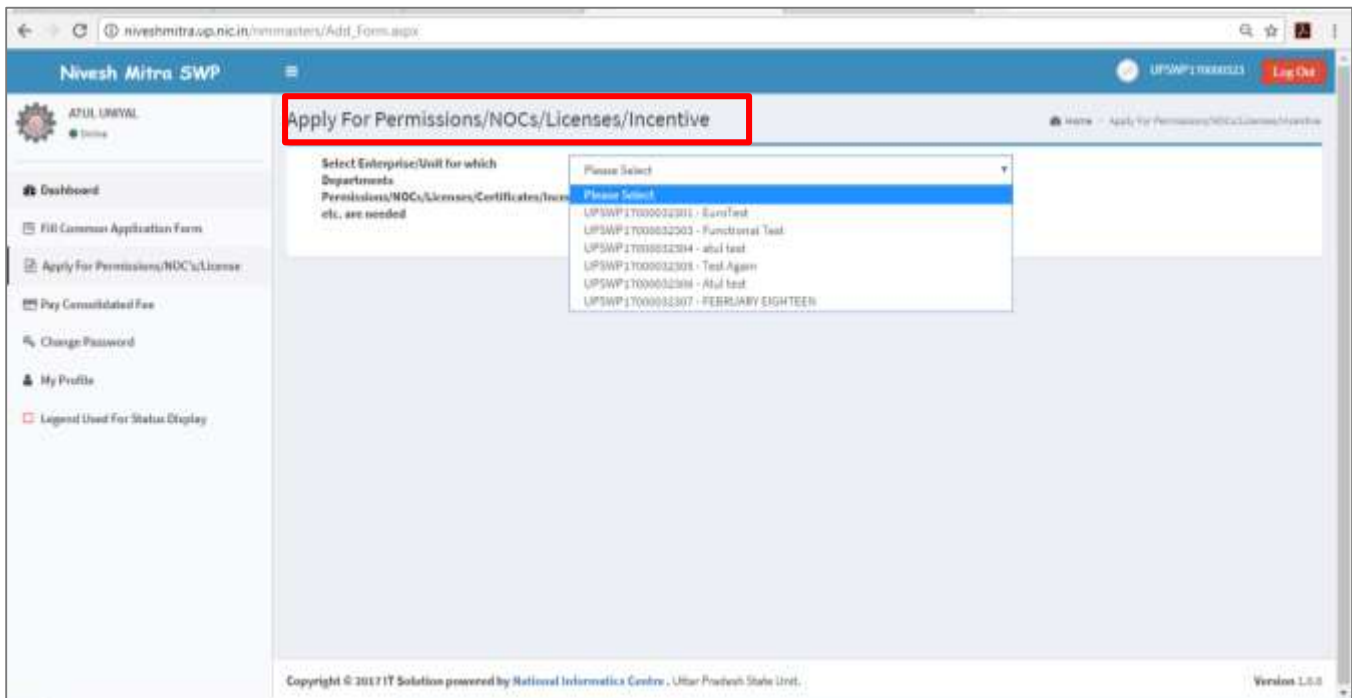


Fig 4: Unit selection page

The Entrepreneur selects the Unit and sees all the Departments and Forms to be applied.

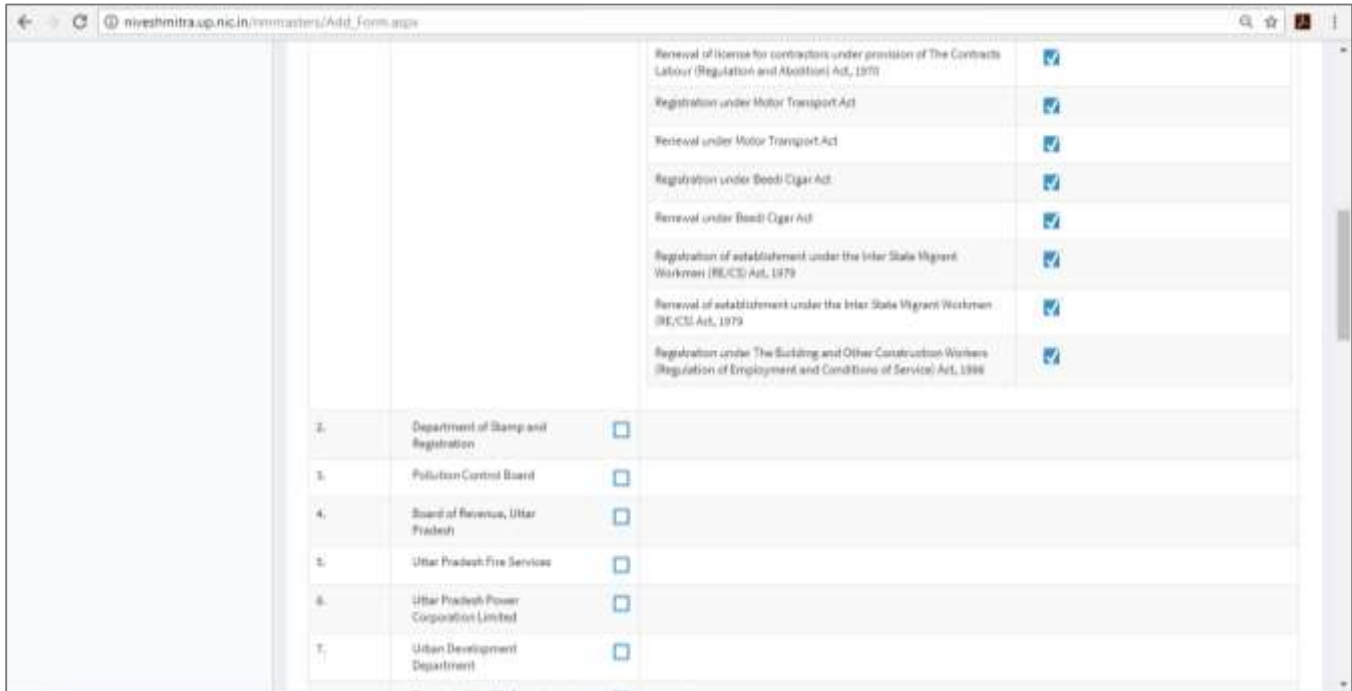


Fig 5: Department Name and Services

The Entrepreneur selects Department and Service and clicks on “Proceed” at the bottom of the page

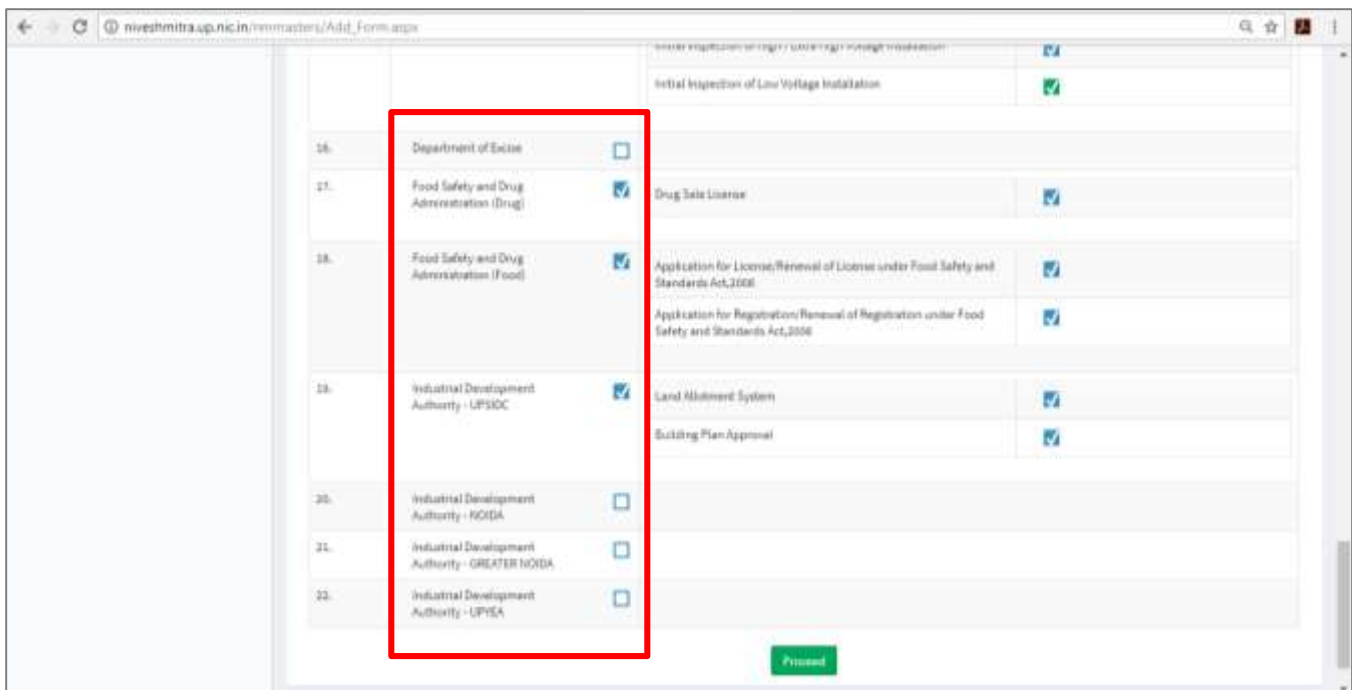


Fig 6: Form selection page

The Entrepreneur land on the page to apply for the service selected and clicks on form icon

Sr.No.	Form Name	Form Status Status Change Date	Pending Level At	Current Remarks	Print Form	FRU/View Form
1.	Registration of Partnership Firm, Society					
1.	Application for the issue of new licenses to the Manufacturer	FORM SUBMITTED 27/12/2017	District Nodal Officer			
2.	Application for issue of New License to Dealer	FORM SUBMITTED 27/12/2017	District Nodal Officer			
3.	Application for issue of New License to Repairer	FORM SUBMITTED 27/12/2017	District Nodal Officer			
4.	Renewal for the issue of new licenses to the Manufacturer	FORM SUBMITTED 27/12/2017	District Nodal Officer			
5.	Renewal for issue of New License to Dealer	FORM SUBMITTED 27/12/2017	District Nodal Officer			
6.	Renewal for issue of New License to Repairer	FEE PENDING	Pending At Entrepreneur	Fee Payment In Process		

Fig 7: Service application page

Here, for example, the Entrepreneur applied for Registration of Partnership Firms and Society. The respective form will get open.

उत्तर प्रदेश सरकार GOVERNMENT OF UTTAR PRADESH

आवेदन संख्या / अवे / District License No. ASANM1700032391

पूरा नाम / Full Name ATUL LUNYAL

जन्म तिथि / Date of Birth 03/10/1988

लिंग / Sex पुरुष / Male

मोबाइल नंबर / Mobile No. 9457761311

लैंडलाइन नंबर / Landline No. 125 Toot SAHT RAJENDAS NAGAR

पता / Address

ईमेल / Email haushatdevhat@gmail.com

कैपचा / Enter Captcha

नोट: * Mandatory fields

Fig 8: Form of the respective service

After filling the respective form and its submission the Entrepreneur will successfully apply for service on Nivesh Mitra