



User Manual

For

Applicants

of

Ground Water Department with Nivesh Mitra Portal,
Developed For



Ground Water Department, Government of Uttar Pradesh

Version 1.0

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Submitted By:

Designed & Developed By:



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Table of Contents

1. Introduction.....	3
1.1. Overview of the Web Application	3
1.2. Scope of the User Manual	3
1.3. Intended Audience of the Application	3
1.4. Application Convention	3
2. Applicant Login.....	4
2.1. Accessing the Web Portal	4
2.2. Registration & Login on Nivesh Mitra Single Window System	5
2.3. Fill Common Application Form	7
2.4. Apply for Permissions/NOCs/License.....	11
3. For Technical Support.....	14

1. Introduction

1.1. Overview of the Web Application

The integration of Ground Water Department Portal with Nivesh Mitra Portal provides the means to Commercial/Industrial/Infrastructural/Bulk Users (Applicant) to apply for NOC, Registration of Well and Renewal of Registration through Nivesh Mitra Portal.

The entrepreneurs will register on the Nivesh Mitra Portal and make a unit to apply for Services of Ground Water Department. The furnished details by the Applicant will be verified and processed by the concerned officials of Ground Water Department through Ground Water Department Portal.

Applicants and concerned departmental users can also track the status of applications from their respective login and will get SMS & Email alerts at all necessary steps.

1.2. Scope of the User Manual

This user manual will provide step by step guidance on how the Commercial/Industrial/Infrastructural/Bulk Users (Applicant) will apply for different services of Ground Water Department through Nivesh Mitra Portal and how the departmental users will use the software application to process the applications received for NOC, Registration and Renewal of Well.

1.3. Intended Audience of the Application

Commercial/Industrial/Infrastructural/Bulk Users (Applicant) and all concerned officials of Ground Water Department will be the intended audience of this application.

1.4. Application Convention

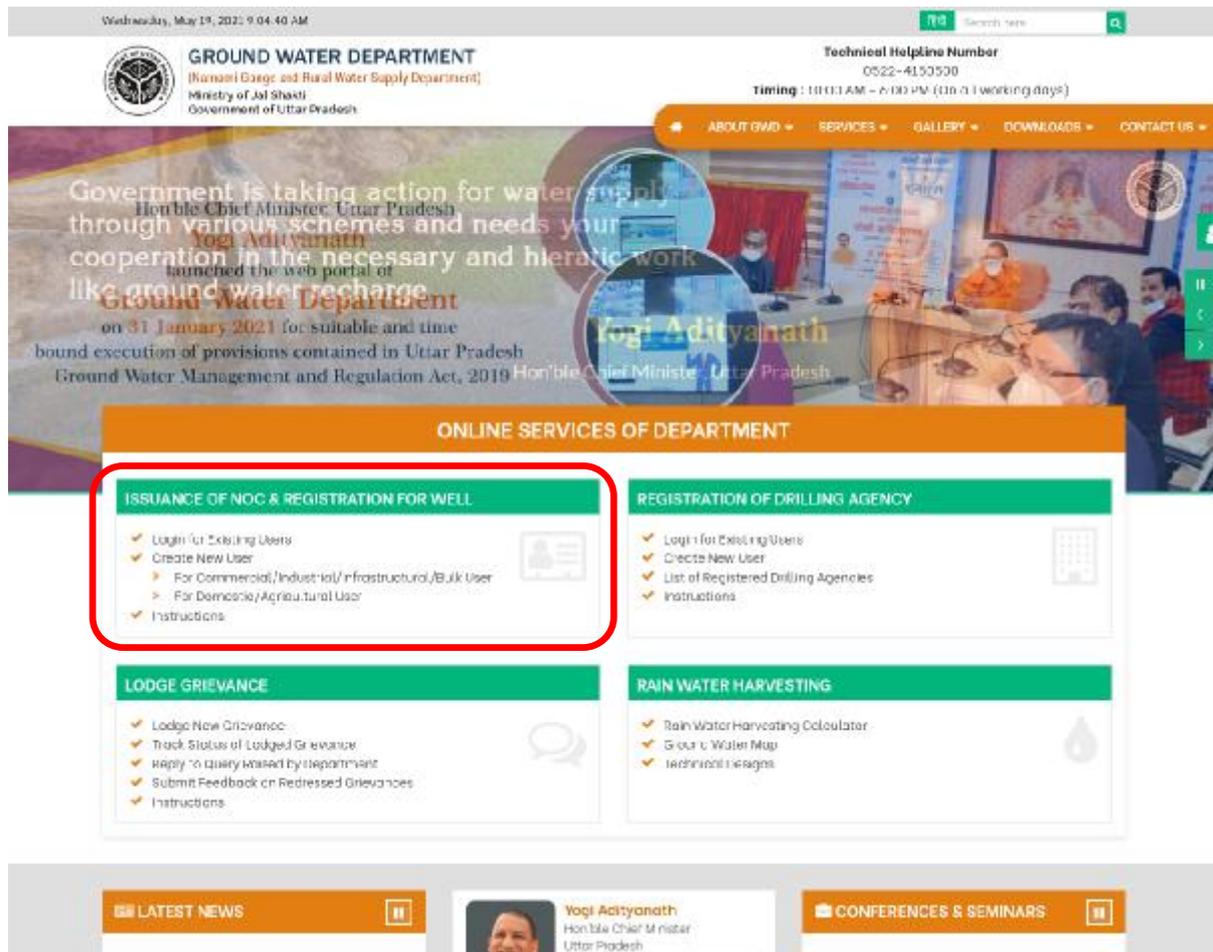
The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. Applicant Login

2.1. Accessing the Web Portal

To access the Web Portal, open “<http://upgwdonline.in>”. The home page of the portal will appear as shown below:



- From the **Issuance of NOC & Registration for Well** tile, click on **Create New User** main-link and then select **For Commercial/Industrial/Infrastructural/Bulk User** sub-link. After clicking on **For Commercial/Industrial/Infrastructural/Bulk User** sub-link, the home page of Nivesh Mitra Single Window System will open in a new tab. The user will register himself/herself and login into the Nivesh Mitra Single Window System to apply for the services of Ground Water Department.

OR

- The user can directly open the <https://niveshmitra.up.nic.in> link to access Nivesh Mitra Single Window System to apply for the services of Ground Water Department.

2.2. Registration & Login on Nivesh Mitra Single Window System

The home page of Nivesh Mitra Single Window System will appear as shown below:

The screenshot shows the Nivesh Mitra Single Window System home page. At the top, there is a header with the Nivesh Mitra logo and navigation menus. A central 'Entrepreneur Login' form is highlighted with a red callout box that says "Click on Register Here link to register yourselves". Below the login form are sections for 'Licenses/NOCs Statistics', 'VISION OF NIVESH MITRA', 'News/Alerts', 'USER FEEDBACK SUMMARY', 'Salient Features of Nivesh Mitra', and 'TESTIMONIAL'. The footer includes logos for India.gov.in, OPENDATA, MyGov, and PMNRF, along with page visit statistics.

Category	Count	Percentage
NOC Issued	836,100	83.3%
Rejected	45,170	11.2%
Query/Objection	10,120	2.7%
Request Pending	11,173	2.8%

Category	Count	Percentage
Satisfied	143,004	77.4%
Moderate	171,309	10.9%
Not Satisfied	21,622	11.6%

Page Visits
013304185

- Click on **Register Here** link to register.

- The registration page will appear as shown below:

उत्तर प्रदेश सरकार GOVERNMENT OF UTTAR PRADESH

NIC NATIONAL INFORMATION CENTER Nivesh Mitra Mobile app

Nivesh Mitra
Single Window System, Govt. of Uttar Pradesh

0522-2288902, 2237582, 2237583 nivesh.mitra-up[at]gov[dot]in

ENTREPRENEUR REGISTRATION [Go to Home](#)

Company/Enterprise Name

Entrepreneur First Name

Entrepreneur Last Name

Email ID

Mobile Number

Enter Verification Code

325UP

[Common Application Form Hints](#) : [\(In English\)](#) [\(In Hindi\)](#)

Register

Already have an Account? [Login](#)

- Fill required details and click on **Register** button. The user will be asked to verify the Email ID and Mobile Number and will get the Login credentials.
- After successful login the Dashboard of Nivesh Mitra Single Window System will appear as shown below:

Nivesh Mitra

AMIT Online

LP50P203921741

Entrepreneur Dashboard [Apply For Invoice/Debit Invoice](#) [Home](#) [Entrepreneur Dashboard](#)

CERTIFICATE NO. 24 More info	FORM SUBMITTED 4 More info	PENDING 0 More info	QUERY/OBJECTIVE 1 More info
REJECTED 19 More info	FORWARDED 8 More info	FORM RE-SUBMIT... 2 More info	SAVE AS DRAFT 29 More info
APPROVED 0 More info	FEE PAID 0 More info	IN PROCESS 3 More info	View Other Status

Need Any Help file the Grievance/Feedback

[Change Password](#)

[My Profile](#)

Legend Used For Status Display

- Click on required menu/link to perform related task.

2.3. Fill Common Application Form

The user will firstly fill the Common Application Form to submit their Personal Details, Communication Address, Permanent Address and Enterprise/Unit Details of the Business. To fill Common Application Form, click on **Fill Common Application Form** side menu. The screen will appear as shown below:

The screenshot shows the 'Common Application Form' interface. The 'Enterprise/Unit Details' tab is active. The form fields include: First Name (A), Last Name (B), Mobile No (98110002), Enterprise's Website, Father's/Mother's/Husband's Name (C), Gender (Male), Middle Name (MIDDLE NAME), and Category (GENERAL). A red callout box with the text 'Click on Register Here link to register yourself' points to the 'Register Here' link in the side menu.

- Fill the Personal Details in respective fields and click on **Save & Next** button to save the details and move on to the next tab to fill Communication Address. The screen to fill Communication Address will appear as shown below:

The screenshot shows the 'Common Application Form' interface with the 'Communication Address' tab selected. The form fields include: Country (India), State (UTTAR PRADESH), District (LUCKNOW), Tehsil (LUCKNOW), Address (DIP), and Pin Code (226002). A red 'Update & Next' button is visible at the bottom of the form.

- Fill the Communication Address in respective fields and click on **Save & Next** button to save the details and move on to the next tab to fill Permanent Address.

The screen to fill Permanent Address will appear as shown below:

The screenshot displays the 'Common Application Form' interface. The top navigation bar includes the user name 'Nivesh Mitra' and the user ID 'LPSWP200011741'. The left sidebar contains a 'Dashboard' menu with options like 'Fill Common Application Form', 'Apply For Permissions/NOC's/License', 'Apply For Incentive/Disbursement', 'Pay Consolidated Fee', 'Reconcile Your Consolidated Payment By Double Verification Mode', 'Need Any Help file the Grievance/Feedback', 'Change Password', 'My Profile', and 'Legend Used For Status Display'. The main content area shows the 'Common Application Form' with four tabs: 'Personal Details', 'Communication Address', 'Permanent Address', and 'Enterprise/Unit Details'. The 'Permanent Address' tab is selected and highlighted in green. Below the tabs, there is a checkbox for 'Same As Communication Address'. The form fields include: 'Country' (India), 'State' (UTTAR PRADESH), 'District' (LUCKNOW), 'Pin Code' (226001), and 'Address' (DIPL). A red 'Submit' button is located at the bottom of the form. A note at the bottom right states 'Fields marked with (*) are mandatory'. The footer contains the copyright information: 'Copyright © 2021 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit.' and the version number 'Version 1.0.3'.

- Fill the Permanent Address in respective fields and click on **Submit** button.
- After filling Personal Details and Communication and Permanent Address, the user will have to add his/her business/enterprise details for which the services are required.
To add the business/enterprise details, click on **Enterprise/Unit Details** button and select **New Unit Details**. The screen will appear as show below:

The screenshot displays the 'Unit Details' form. The top navigation bar includes the user name 'Nivesh Mitra' and the user ID 'LPSWP200011741'. The left sidebar is identical to the previous screenshot. The main content area shows the 'Unit Details' form with two radio buttons: 'New Unit Details' (selected) and 'Update Existing Unit Details'. A red 'Reset' button is located at the top right. Below the radio buttons, there is a note: '# A (*) fields are mandatory'. The form is divided into several sections: 'Add Unit', 'Location Of The Unit', 'Authorized Person Details', and 'Verify Authorized Person Email ID and Mobile No.'. The 'Add Unit' section contains the following fields: 'Name of the Unit' (Unit Name), 'Nature of Activity' (Please Select), 'No. Of Employees' (No. Of Employees), 'Estimated Project Cost (in INR)' (Estimated Project Cost (INR)), 'Organization Type' (Please Select), 'Industry Type' (Please Select), 'Project Status' (Please Select), 'Expected/Actual Date of Start of Manufacturing/Services/Trading/Business' (Expected date (dd/mm/yyyy)), 'Unit Category/Investment on Plant/Machinery/Equipment' (Please Select), and 'Estimated Annual Turnover (In INR)' (Estimated Annual Turnover). A red 'Save & Next' button is located at the bottom left of the form.

- Fill all the required Unit/Business details in respective fields and click on **Save & Next** button to save the details and move on to the next tab to fill Location of the Unit/Business.

The screen to fill Location of the Unit will appear as shown below:

- Fill required details of location of the Unit in respective fields and click on **Save & Next** button to save the details and move on to the next tab to fill Authorized Person Details. The screen to fill Authorized Person Details will appear as shown below:

- Fill Authorized Person Details in respective fields and accept the Terms & Conditions by selecting the Checkbox and then click on **Save & Next** button to save the details and move on to the next tab to verify the Email ID and Mobile Number of the Authorized Person.

The screen to verify the authorized Person's Email ID and Mobile Number will appear as shown below:

The screenshot shows the 'Unit Details' page in the Nivesh Mitra portal. The page has a blue header with the user's name 'Nivesh Mitra' and a profile icon. A left sidebar contains navigation options like 'Dashboard', 'Fill Common Application Form', and 'Apply For Permissions/NOC's /License'. The main content area is titled 'Unit Details' and has a sub-header 'Add Unit'. There are two radio buttons: 'New Unit Details' (selected) and 'Update Existing Unit Details'. A 'Reset' button is in the top right. Below, there are four tabs: 'Add Unit', 'Locate Of The Unit', 'Authorized Person Details', and 'Verify Authorized Person Email ID and Mobile No'. The 'Verify Authorized Person Email ID and Mobile No' tab is active, showing two input fields: 'Email ID Verification :' and 'Mobile No Verification :'. Each field has a 'Send OTP' button. A red note says '# & (*) fields are mandatory'. The footer contains copyright information and the version 'Version 1.0.0'.

- Click on **Send OTP** button and fill the received OTP in respective field to verify the Email ID and Mobile Number.

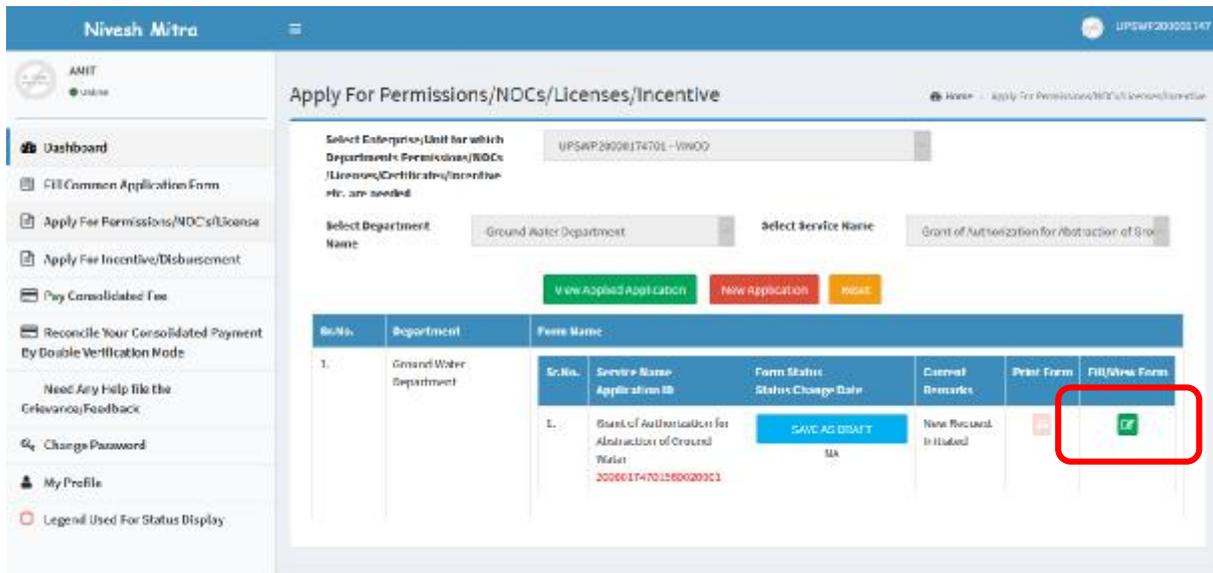
2.4. Apply for Permissions/NOCs/License

To apply for NOC, Registration and Renewal of Well, click on **Apply for Permissions/NOCs/License** side-menu. The screen will appear as shown below:

The screenshot shows the 'Apply For Permissions/NOCs/Licenses/Incentive' page. The sidebar on the left includes a 'Dashboard' and a menu item 'Apply For Permissions/NOC's/License'. The main content area contains three dropdown menus for selecting the Enterprise/Unit, Department Name, and Service Name. Below these are three buttons: 'View Applied Application', 'New Application', and 'Reset'. The footer of the page indicates it is powered by National Informatics Centre, Uttar Pradesh State Unit, and is Version 1.0.3.

- Select **Enterprise/Unit**, **Department Name** (select Ground Water Department) and **Service Name** (Registration of User for Abstraction of Ground Water/Grant of Authorization for Abstraction of Ground Water/Renewal of NOC for Abstraction of Ground Water) after that click on **New Application** button.
- To view applied application, click on **View Applied Application** button. Such application will appear if available.
- Click on **Reset** button to reset all the fields, if needed.

- After clicking on **New Application/View Applied Application** button the screen will appear as shown below:



- To fill/view form click on respective  [Fill/View Form] link from the grid view structure.
- After clicking on **Fill/View Form** link, the next screen will appear as shown below:



- Select **Type of Applicant** and click on **Click Here** button.
- On the next screens the user will be asked to submit Type of Well, Proposed Date of Construction of Well, Details of MSME if applicable etc. After filling these

details the application form will open. Fill Details of Well, Details of Pumping Device and Details of Utilization of Well and submit the application.

3. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.