

User Manual

For

Applicants

of

Ground Water Department with Nivesh Mitra Portal, Developed For



Ground Water Department, Government of Uttar Pradesh

Version 1.0 Dated 12.08.2021

Submitted By:

Designed & Developed By:





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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 "<u>http://upgwdonline.in</u>". The home page of the portal will appear as shown below:

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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 <u>https://niveshmitra.up.nic.in</u> link to access Nivesh Mitra Single Window System to apply for the services of Ground Water Department.



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2.2. Registration & Login on Nivesh Mitra Single Window System

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



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



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	Nivesh Mitra Single Window System, Govt. of Pradesh	Uttar
	ENTREPRENEUR REGISTRA	C522 - 2288902,2287582,2287583 Chivesh.mitra-up[at]gov[dot]in
		Company/Enterprise Name
	Brown Mithia (2009) Britstein and States	Entrepreneur First Name
	A Property Application	Entrepreneur Last Name
	Text 1 Car 2 Million Car 2	Email (D
	Save L. How	Mobile Number
	Common Application Form Hints : (In English) (In Hindi)	Enter Verification Code
		Register
		Already have an Account? Login

The registration page will appear as shown below:

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- 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:

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Concidenant	CERTIFICATEMO 24 Diversinfo	Э	FORM SUBMITTED 4 O More info	Э	PENDING O O Moreinfo	8	OLERYOBJECTICK 1 O Mare Info
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• 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:

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• 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:

Nivesh Mitra						🕘 LPSAP20081247
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• 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:



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Nivesh Mitra							CPSAP20081247
AMIT Dide	Common Applica	tion Form				O Home	Conteno s Application Farm
-	Personal Details Con	rmunication Address	Permanent Address 🖻	Enterprise/Writ Details		Fields markes	d with (*) are mandatory
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Fill Common Application Form	Decision						
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Apply For Incentive/Disbursement	Country*	tindiai	*	State*	UTTAR PRADESH		×
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- 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:

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de Dashboard		•	ew Unit Details 🚫 Update Existing Unit Deta	ila		Reset
E Fill Common Application Form						
Apply For Permissions/NOC's /License	Add Unit Location Of The Unit Aud	hossed IV	erson Detaile Verily Authorized Person Ernal I	D and M	# Art (*) for Apple No	ds are mendatory
Apply For Incentive/Disbursement	Name of the link *		Nature of Action		No Of Employaça	
E Pay Consolidated Fee	Unit Name	-	Please Solect	-	No Of Employees	
Reconcile Your Consolidated Payment By Double Verification Mode	Estimated Project Cost(in INR)*	0	Organization Type *	0	industry Type *	0
Need Any Help file the Grievance/Feedback	Estimated Project Costular NR)		Please Select	*	Please Selec:	*]
6 m	Project Status*	0	Manufacturing/Services/Trading/Business *	0	Plant/Machinery/Equipment)*	0
We Change Password	Prease Select.	×.	Expected date(dd/mm/y/yy)		Please Select	1
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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:



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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:

	Unit Details Add Unit		a Homa
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E Fill Common Application Form			
Apply For Permissions/NOC's /License	Add Unit Location Of The Unit Asth	crised Person Datalis Verify Authorised Person D	# All (*) fields are mandatory mail ID and Mobile No
Apply For Incentive/Disbursement			
E Pay Consolidated Fee	Game As Personal Details information		
🚍 Reconcile Your Consolidated	Name *	Email ID*	Address *
Payment By Double Verification Mode	Arre	yuquuunigan versom	Address
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	 I/We hereby, undertake that knowledge and belief.No part All the required information Disclaimer : Please ensure it may be contacted regarding it lead to de-activation of CAF of Comparison of CAF of the condition 	t all the information furnished above is b of the information is failse and nothing in is complete and legibly attached to this nat the email and phone no, provided in ne CAF filled through this login. Incorrect reated through this login.	rue and correct to the best of my/our as been concealed therein. form. this form pertain to concerned person who st/invalid information provided in this field may

 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:



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Fill Common Application Form		
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4. Change Password		
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• 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:

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🚳 Dachboard	Salact Enterplan/Unit for which Departments Permissions/NOCs	8
Fill Common Application Form	/Licenses/tertificates/incentive stc. are needed	
Apply For Permissions/NCC's/License	Relect Department Plasse Solvet	Please Select
T Apply For Incentive/Disbursement	Name	
Fay Consolidated Fee	Yiew Applied Application New Application Head	
Reconcile Your Consolidated Payment By Double Verification Node		
Need Any Help file the Enterconce/Terestback		
Re Change Password		
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- 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:

Nivesh Mitra								💮 UP\$WP20000314	
e ustre	Apply For Permissions/NDCs/Licenses/Incentive								
🏚 Dashboard	Select En	derprise; Unit for whi ents Permissions/NO	ich UPSi	UPSWP20000174701-V0000					
Fill Common Application Form	/License etc. are a	Certificates/incenti weded	we.						
Apply For Permissions/NOC's/License	Belect De	spartment	Ground Mater Dep	d Mater Department Belect Bervice Name			Grant of Authorization for Abstraction of Shor		
Apply Fee Incentive/Disbursement	Name								
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Reconcile Your Consolidated Payment	80.93s	Department	From Sa	Peers Name					
Need Ary Help file the		Ground Water . Bepartment	Sr.No.	Service Name Application ID	Form Status Status Change Date	Carried Armarks	Print Form	Fill/Mea Form	
Grievance/Feedback			L,	Baint of Authorization for Abstraction of Ground	SAVE AS URAFT NA	New Rectard. Initiated		C.	
A My Profile				Watan 20000174701560020001					
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- 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:

6	Nivesh Mitra Single Window System, Govt. of Uttar Pradesh
	GROUND WATER DEPARTMENT, UTTAR PRADESH
	Apply for Issuance of NOC/Authorization Certificate and Registration for Well क्रूप हेतु अनाधति प्रमाणपत्र,पाशिकार प्रमाणपत्र के निर्धमन एवं रलिस्ट्रीकरण हेतु आवेदन करें
). Type of Applicant / अचेदक र	भा प्रकार -
❀ Individual / আমিলের ○ 8	shalf of Firm/Company / पापी/कंपनी की तरफ से
	ट्रि COMMERCIAL/INDUSTRIAL/INFRASTRUCTURAL/BULK USER OF GROUND WATER वाणिलिका-ओशोगिका-अवसंरयनाम्मक/सामृहिक भूगर्भ जल उपयोक्ता प्राराष्ट्र सस्रसम्पद्धी क्लिकान्ट
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- 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



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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.

