



User Manual
for
Change/Addition of Product Service
(Industrial Estate Management System)
Developed for
Directorate of Industries & Enterprise Promotion,
Uttar Pradesh



Dated: 01.04.2026

Submitted by:



Designed & Developed by:



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1. Introduction

1.1. Overview of the Web Application

The software has been developed for the Change/Addition of Product service on the Industrial Estate Management System (IEMS) web portal of the Department of Industries & Enterprise Promotion, Uttar Pradesh. The module is designed for use by the respective authority to view, approve, reject, and process applications and appeals related to specific service requests through the web portal. It enables authorized users to log in, view, manage, process, and execute service requests.

The project details, notifications, intimations, and status of acceptance and rejection will be available to the respective users for further processing.

The concerned departmental users can also view the status of the entire project execution through their login and will receive SMS and email alerts at all necessary steps.

1.2. Scope of the User Manual

This user manual provides step-by-step guidance on how the respective authority will use the web portal to view, approve, reject, and appeal applications submitted for the respective service requests and process them after logging in.

1.3. Intended Audience of the Application

The Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh, will be the intended audience of this application.

1.4. Application Conventions

The application has the following conventions:

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

2. View Applications Submitted by the Applicant for Change/Addition of Product (DIC)

The approval process begins by reviewing the application details available on the dashboard screen of the web portal.

The dashboard displays the following information:

- Plot/Shed Status:** Total: 293. PLOTS: 293 Total Plots, 257 Vacant Plots, 36 Allotted Plots. SHEDS: 0 Total Sheds, 0 Vacant Sheds, 0 Allotted Sheds.
- Total Allotment:** Gem (2), Offline (31), Direct (2).
- Total Revenue:** ₹ 80000.00 (Eighty Thousand Only).
- Request Status:** REQUEST RECEIVED (129), REQUEST PENDING (85), REQUEST IN PROCESS (3), QUERY MARKED (3), REQUEST CLOSED (44).
- Service Wise Status Table:**

Service Name	Total Request Received	Total Pending Requests	Total Requests under Objection	Total Approved Requests	Total Rejected Requests
1 Request for Allotment of Plots/Sheds	53	33	0	20	0
2 Sending Request for Lease Deed Execution and Registration	28	18	2	10	0
3 Request for Transfer & Ownership Change-Modification of partner	2	2	0	0	0
4 Request for Transfer & Ownership Change	5	5	0	0	0
5 Request for Transfer & Ownership Change-Legal Heir	2	2	0	0	0
6 Service for Mortgage Permissions	8	3	0	3	2
7 Request for issue of 'No Dues' Certificate by the department after payment of all dues.	18	10	0	6	2
8 Request for Division of the Land.	3	2	0	0	1
9 Request for Change / Addition of Product	4	3	1	1	0
10 Request for Additional Unit	1	1	0	0	0
Total	124	79	3	40	5
- Land Type Details by Category Table:**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	21	2	0	966
M1 Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehousing Units)	5	0	0	15
Total	26	2	0	981
- Zone Wise Status Table:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASHIMANCHAL	NA	0/0	215	124	2	2	91
	Plot	12/20	71	39	1	1	32
Total		12/20	286	163	3	3	123

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3. Approval of Applications Submitted for Change/Addition of Product (DIC)

To proceed with actions on an application submitted for the Change/Addition of Product service, click the “Service Wise Request” option in the side menu of the dashboard and select the service “Change/Addition of Product”.

Click Service Wise Request

Request Status

REQUEST RECEIVED	REQUEST PENDING	REQUEST IN PROCESS	QUERY MARKED	REQUEST CLOSED
129	85	3	3	44

Service Wise Status

Service Name	Total Request Received	Total Pending Requests	Total Requests under Objection	Total Approved Requests	Total Rejected Requests
1 Request for Allotment of Plots/Sheds	53	33	0	20	0
2 Sending Request for Lease Deed Execution and Registration	28	18	2	10	0
3 Request for Transfer & Ownership Change-Modification of partner	2	2	0	0	0
4 Request for Transfer & Ownership Change	5	5	0	0	0
5 Request for Transfer & Ownership Change-Legal Heir	2	2	0	0	0
6 Service for Mortgage Permissions	8	3	0	3	2
7 Request for issue of 'No Dues' Certificate by the department after payment of all dues.	18	10	0	6	2
8 Request for Division of the Land.	3	2	0	0	1
9 Request for Change / Addition of Product	4	3	1	1	0
10 Request for Additional Unit	1	1	0	0	0
Total	124	79	3	40	5

Land Type Details by Category

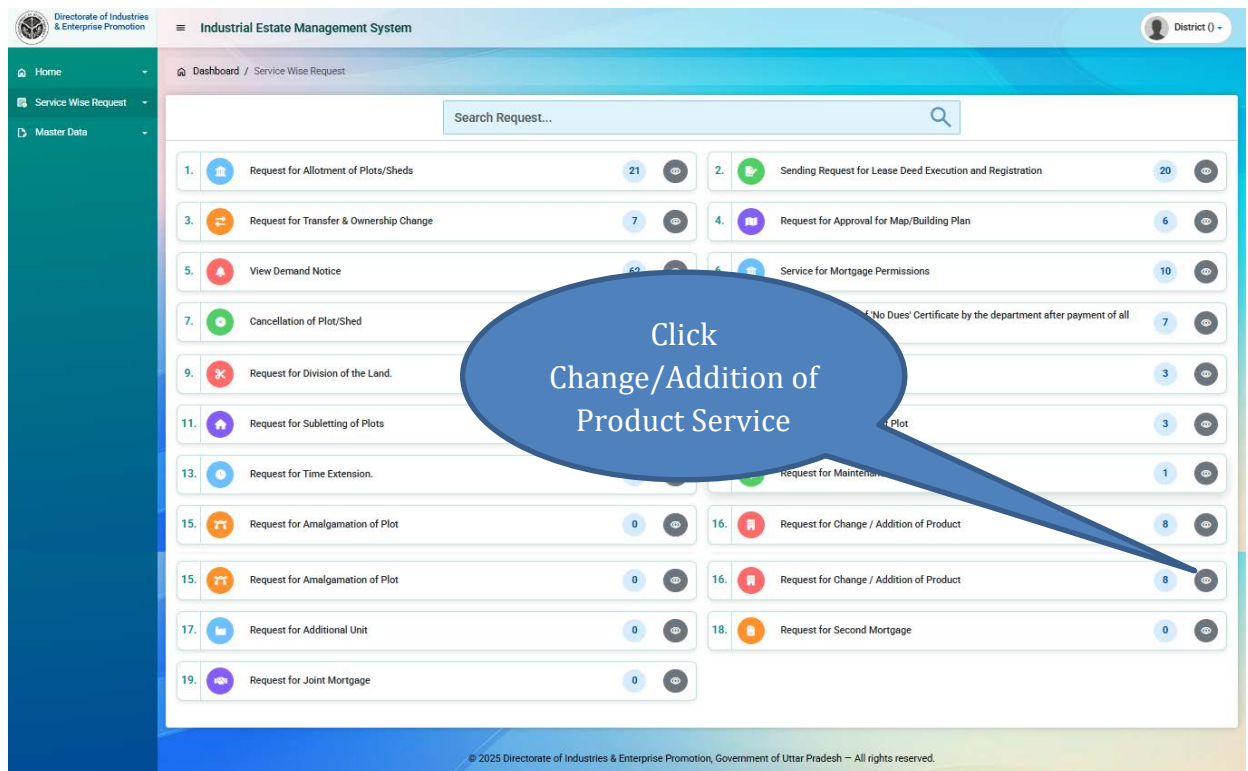
Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	21	2	0	966
Total	26	2	0	981

Zone Wise Status

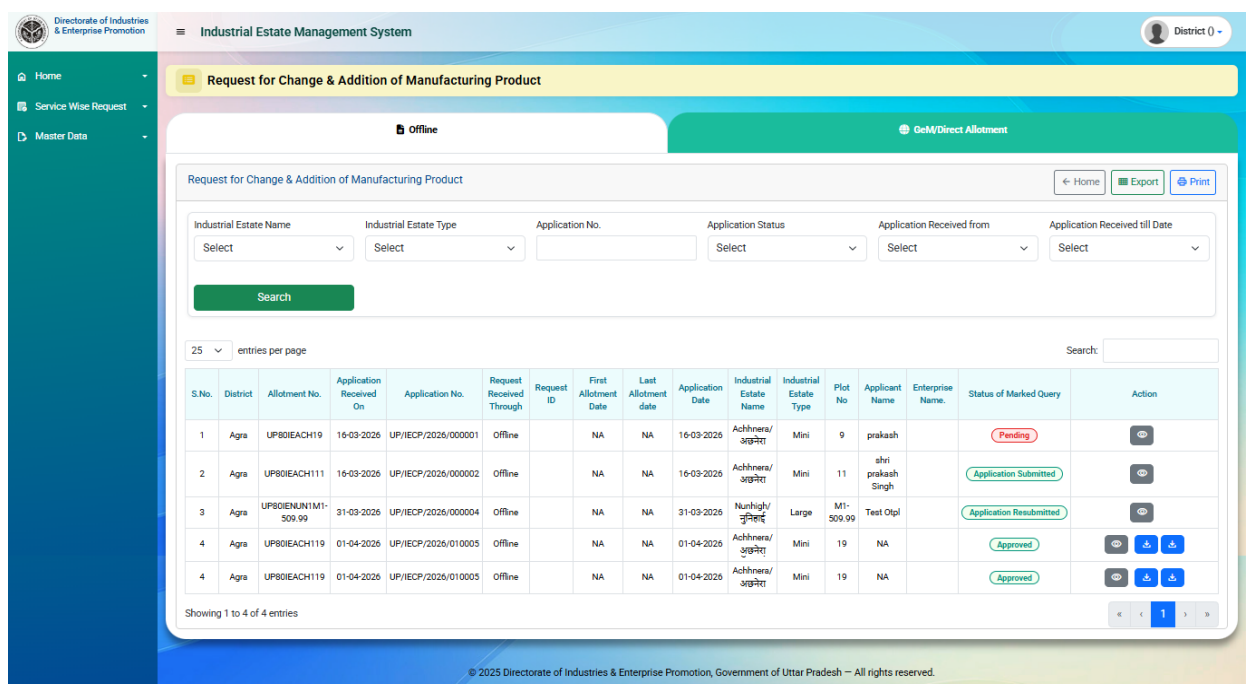
Zone	Type	Vasant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASHCHIMANCHAL	NA	0/0	215	124	2	2	91
	Plot	12/20	71	39	1	1	32
Total		12/20	286	163	3	3	123

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- Once the service request (**Change/Addition of Product**) is selected, a new page displaying the list of submitted applications appears on the screen, as shown below.



- To perform the required action for a specific application, click the **“View”** action button from the grid. The application actions page (**Approve/Reject**) with application details appears, as shown below.

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View Details

Preview of Form/प्रपत्र का पूर्वावलोकन करें एवं अंतिम रूप से दर्ज करें

Plot Details/भूखंड विवरण

1: District/जिल्ला	Agra	2: Industrial Estate/औद्योगिक आस्थान	Nunhigh/नुनिहई
3: Type of Industrial Estate/औद्योगिक आस्थान का प्रकार	Large	4: Plot/Shed Type/भूखंड/शेड का प्रकार	Plot
5: Plot/Shed No./ भूखंड/शेड संख्या	M1-509.99	6: Plot/Shed Area (in Sq. Mtr.)/भूखंड/शेड क्षेत्रफल	1000.00
7: Type of Plot/भूखंड का प्रकार	M1		

Basic Details of Applicant/अर्जितक का सामान्य विवरण

1: Applicant Name/अर्जितक का नाम	Test Otpj	2: Organization/Name of Firm/संस्थान/कर्म का नाम	gfgH#@#S@%4
3: Legal Status of Firm/कर्म की कानूनी स्थिति	Proprietary	4: Gender/लिंग	Male
5: Designation/पदनाम		6: Email Id/ईमेल आईडी	rohangupta.gupta4@gmail.com
7: Mobile No./मोबाइल नंबर	9919160083	8: PAN No./ पैन नंबर	BHVPK7845L
9: GST No./जीएसटी नं.		10: Firm's Address/कर्म का पता	
11: Category/वर्ग	GEN	12: State/राज्य	Uttar Pradesh
13: PIN Code/पिन कोड	0	14: District/जिल्ला	Agra

Partner Details/साझेदार विवरण

S.No.	Name	Partnership (in %)	Address	Phone No.	Email ID
1	Test Prakash	#S@%\$GHFGH	9670757580	testprakash@123.com	

Details of Proposed Product

S.No./क्रम संख्या	Proposed Product Name	Product Description	Type
1	sdfdsfd	dlfd	New

Product's Pollution Category Green

Uploaded Documents/अपलोड किए गए दस्तावेज

1: Affidavit for addition of product comprising	View	2: Detailed Project Report (Revised) duly signed by the Allottee	View
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Declaration/घोषणा

- The proposed addition/change of product does not violate the allotted land-use category, building bylaws, or zoning regulations.
- I/We agree to comply with all Industrial Estate Policy 2025 rules, building bylaws, pollution norms, and time limits.
- Any false information may lead to rejection/cancellation of permission and forfeiture of deposits.
- I/We hereby declare that I am abide in case of any amendment, modification, or revision in the Industrial Estate Management Policy / SOP or any Government Order issued from time to time.

All information provided is true and correct to the best of my/our knowledge.

Query Description

Kya haal chal hai.

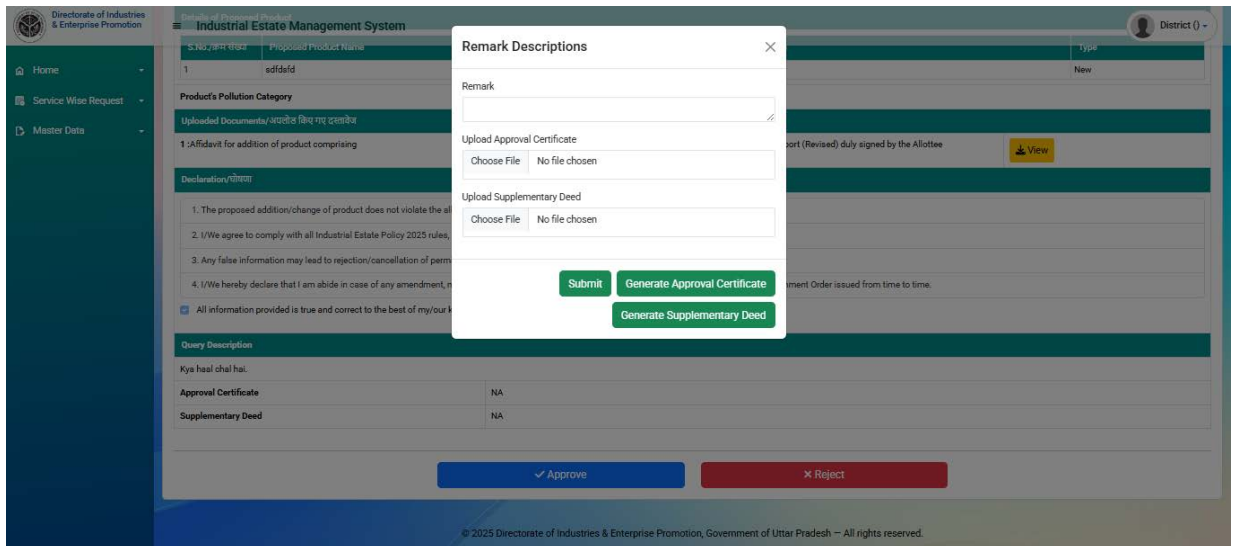
Approval Certificate	NA
Bye-laws certificate	NA
Approval Certificate	NA
Supplementary Deed	NA

[Approve](#) [Reject](#)

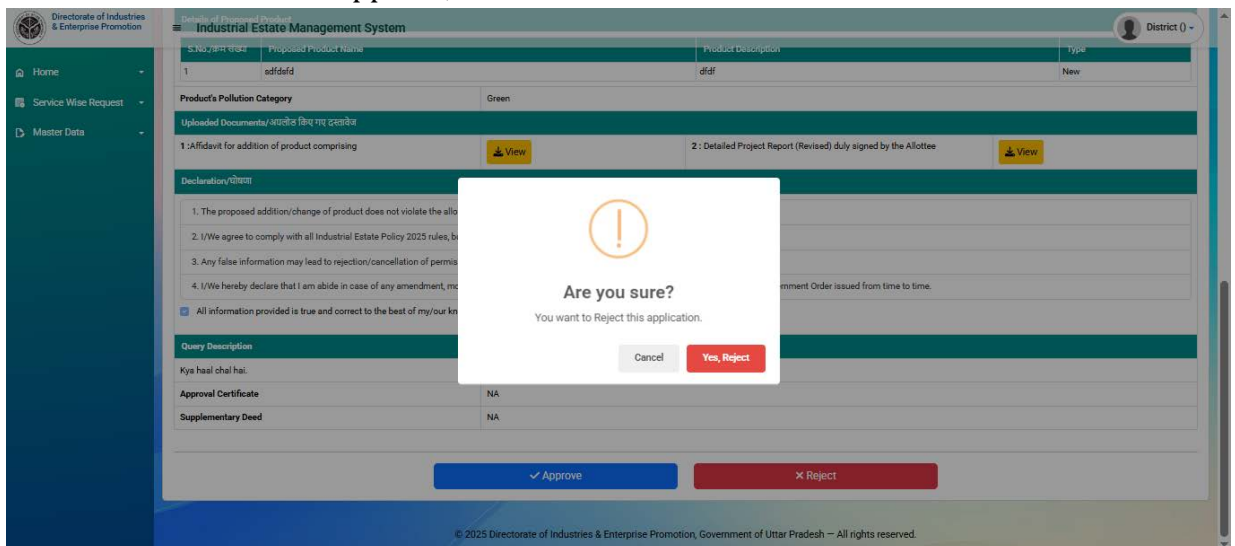
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- To approve the application, click the **“Approve”** button. The approval remarks box appears on the screen.
- Enter approval remarks, upload the required documents, and click the **“Submit”** button.
- Click the **“Generate Approval Certificate”** button to generate the approval certificate.
- Click the **“Generate Supplementary Deed”** button to generate the supplementary deed through the portal.

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- To reject the application, click the **“Reject”** button. An application rejection confirmation screen appears, as shown below.



- Click the **“Yes, Reject”** button to reject the application.

4. Appeal against the Applications Submitted for Change/Addition of Product (JCI)

The **Appellate Authority** (JCI Login) can view the application details after logging in to the **IEMS** web portal.

Service Wise Request

Dashboard

Plot/Shed Status

PLOTS	73	Total
SHEDS	0	Total Sheds

Total Allotment

Gem	2
Offline	31
Direct	2

Total Revenue

₹ 80000.00
Eighty Thousand Only

Request Status

REQUEST RECEIVED	129
REQUEST PENDING	84
REQUEST IN PROCESS	2
QUERY MARKED	2
REQUEST CLOSED	45

Service Wise Status

Service Name	Total Request Received	Total Pending Requests	Total Requests under Objection	Total Approved Requests	Total Rejected Requests
1 Request for Allotment of Plots/Sheds	53	33	0	20	0
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3 Request for Transfer & Ownership Change-Modification of partner	2	2	0	0	0
4 Request for Transfer & Ownership Change	5	5	0	0	0
5 Request for Transfer & Ownership Change-Legal Heir	2	2	0	0	0
6 Service for Mortgage Permissions	8	3	0	3	2
7 Request for issue of 'No Dues' Certificate by the department after payment of all dues.	18	10	0	6	2
8 Request for Division of the Land.	3	2	0	0	1
9 Request for Change / Addition of Product	4	2	0	1	1
10 Request for Additional Unit	1	1	0	0	0
Total	124	78	2	40	6

Land Type Details by Category

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	21	2	0	966
Total	26	2	0	981

Zone Wise Status

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASHCHIMANCHAL	NA	0/0	215	123	2	2	92
	Plot	12/20	71	39	0	0	32
Total		12/20	286	162	2	2	124

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Directorate of Industries & Enterprise Promotion

Industrial Estate Management System

JCI ()

Service Wise Request
View Details

Preview of Form/प्रपत्र का पूर्वावलोकन करें एवं अंतिम रूप से दर्ज करें

Plot Details/भूखंड विवरण			
1: District/जनपद	Agra	2: Industrial Estate/औद्योगिक अस्थान	Nunhigh/नुनिहाई
3: Type of Industrial Estate/औद्योगिक अस्थान का प्रकार	Large	4: Plot/Shed Type/भूखंड/शेड का प्रकार	Plot
5: Plot/Shed No./ भूखंड/शेड संख्या	M1-509.99	6: Plot/Shed Area (in Sq. Mtr.)/भूखंड/शेड क्षेत्रफल	1000.00
7: Type of Plot/भूखंड का प्रकार	M1		

Basic Details of Applicant/अवेदक का सामान्य विवरण			
1: Applicant Name/अवेदक का नाम	Test Optl	2: Organization/Name of Firm/संगठन/कर्म का नाम	gfghf@#%\$@%4
3: Legal Status of Firm/कर्म की कानूनी स्थिति	Proprietary	4: Gender/लिंग	Male
5: Designation/पदनाम		6: Email Id/ईमेल आईडी	rohangupta.gupta4@gmail.com
7: Mobile No./मोबाइल नंबर	9919160083	8: PAN No./ पैन नंबर	BHVPK7845L
9: GST No./जीएसटी नं.		10: Firm's Address/कर्म का पता	
11: Category/वर्ग	GEN	12: State/राज्य	Uttar Pradesh
13: PIN Code/पिन कोड	0	14: District/जनपद	Agra

Partner Details/साझेदार विवरण					
S.No.	Name	Partnership (In %)	Address	Phone No.	Email ID
1	Test Prakash	#S@%SGHFGH	9670757560	testprakash@123.com	

Details of Proposed Product			
S.No./क्रम संख्या	Proposed Product Name	Product Description	Type
1	sdfdsfd	dfdf	New

Product's Pollution Category: Green

Uploaded Documents/अपलोड किए गए दस्तावेज	
1: Affidavit for addition of product comprising	View
2: Detailed Project Report (Revised) duly signed by the Allottee	View

Declaration/घोषणा

1. The proposed addition/change of product does not violate the allotted land-use category, building bylaws, or zoning regulations.
2. I/We agree to comply with all Industrial Estate Policy 2025 rules, building bylaws, pollution norms, and time limits.
3. Any false information may lead to rejection/cancellation of permission and forfeiture of deposits.
4. I/We hereby declare that I am abide in case of any amendment, modification, or revision in the Industrial Estate Management Policy / SOP or any Government Order issued from time to time.

All information provided is true and correct to the best of my/our knowledge.

Query Description

Kya haal chal hai.

Approval Certificate	NA
...	...
Approval Certificate	NA
Supplementary Deed	NA

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Note: The remaining authorities will have view-only access to the applications on the **IEMS** web portal.

5. Technical Support

If any technical error occurs while using this software or web application, contact the technical helpline number at +91-522-4150500 or raise a query by emailing at info@iemsme.in.