



User Manual

for

First & Collateral Mortgage Permissions 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 First & Collateral Mortgage Permissions 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 the specific service requests through the web portal. It enables authorized users to log in, view, manage, process, and execute the 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 First & Collateral Mortgage Permissions (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. Includes PLOTS (Total: 293, Vacant: 257, Allotted: 36) and SHEDS (Total: 0, Vacant: 0, Allotted: 0).
- Total Allotment:** Gem (2), Offline (31), Direct (2).
- Total Revenue:** ₹ 80000.00 (Eighty Thousand Only).
- Request Status:**
 - REQUEST RECEIVED: 130
 - REQUEST PENDING: 84
 - REQUEST IN PROCESS: 2
 - QUERY MARKED: 2
 - REQUEST CLOSED: 46
- 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	54	34	0	20	0
2 Sending Request for Lease Deed Execution and Registration	28	17	2	11	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	2	0	1	1
10 Request for Additional Unit	1	1	0	0	0
Total	125	78	2	41	6
- Land Type Details by Category:**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
Manufacturing / Industrial Plot	21	2	0	965
Total	26	2	0	980
- Zone Wise Status:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASCHIMANCHAL	NA	0/0	215	123	2	2	92
	Plot	13/20	72	99	0	0	33
Total		13/20	287	162	2	2	125

3. Approval of Applications Submitted for First & Collateral Mortgage Permissions (DIC)

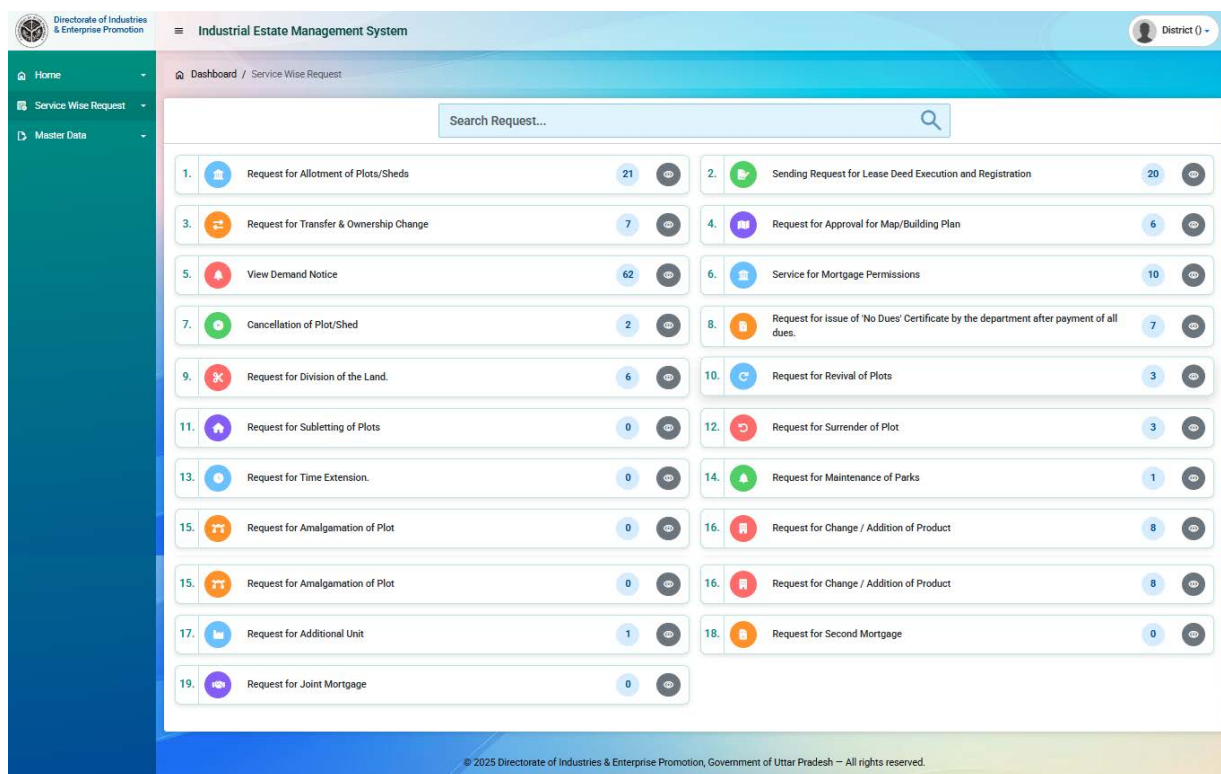
To proceed with actions on an application submitted for the First & Collateral Mortgage Permissions service, click the “Service Wise Request” option in the side menu and select the service “First & Collateral Mortgage Permissions”.

The screenshot displays the Industrial Estate Management System dashboard. The top navigation bar includes the Directorate of Industries & Enterprise Promotion logo, the system name, and a user profile dropdown. The left sidebar contains menu items: Home, Service Wise Request, and Master Data. The main content area is divided into several sections:

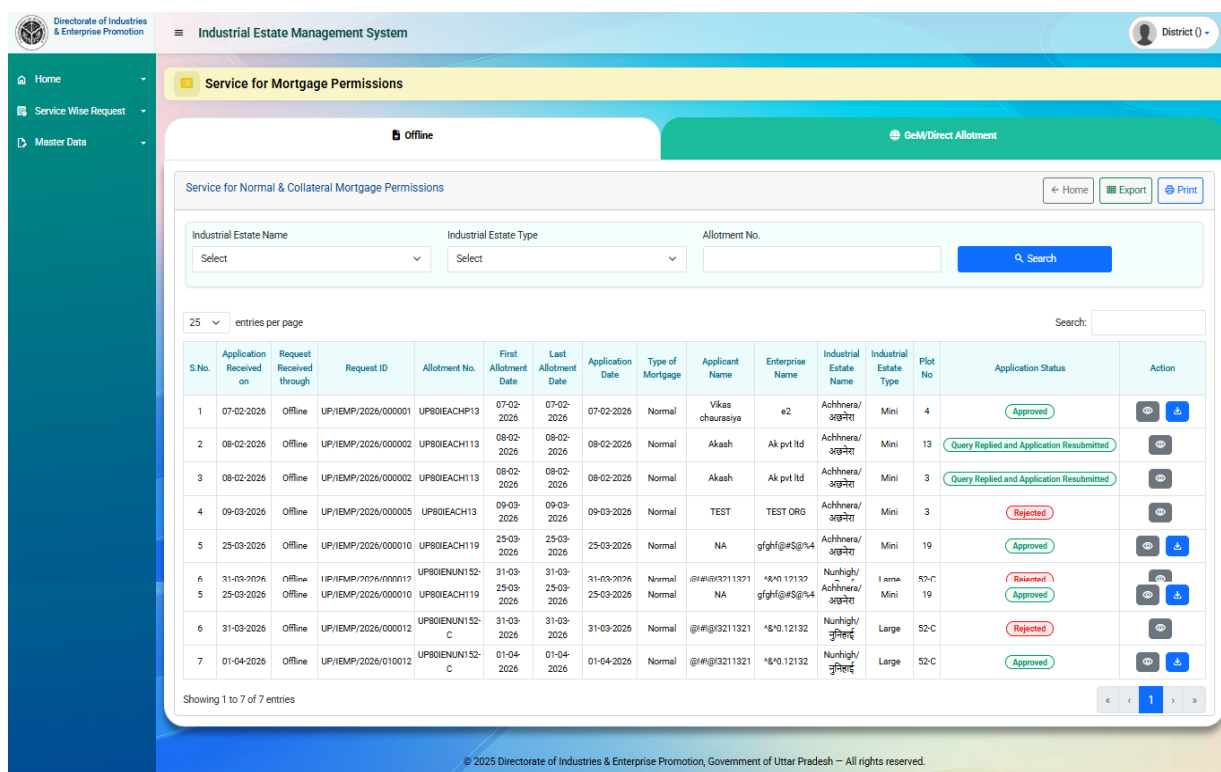
- Dashboard:** A summary section with a 'Plot/Shed Status' table showing 295 total plots/sheds, categorized by Plots (293 Total, 257 Vacant, 36 Allotted) and Sheds (0 Total, 0 Vacant, 0 Allotted). It also shows 'Total Allotment' for Gem (2), Offline (31), and Direct (2) methods. A 'Total Revenue' card shows ₹ 80000.00 (Eighty Thousand Only).
- Request Status:** A row of colored boxes representing request counts: Request Received (130), Request Pending (84), Request In Process (2), Query Marked (2), and Request Closed (46).
- Service Wise Status:** A table with columns for Service Name, Total Request Received, Total Pending Requests, Total Requests under Objection, Total Approved Requests, and Total Rejected Requests. It lists 10 services, with a total of 125 requests received, 78 pending, 2 under objection, 41 approved, and 6 rejected.
- Land Type Details by Category:** Two tables showing details for Manufacturing / Industrial Plot. The first table shows 21 Offline Allotted, 2 Direct Allotted, 0 GeM Allotted, and 965 Vacant. The second table adds a category for Industry recognized by the State Government, showing 5 Offline Allotted, 0 Direct Allotted, 0 GeM Allotted, and 15 Vacant, with a total of 26 Offline Allotted, 2 Direct Allotted, 0 GeM Allotted, and 980 Vacant.
- Zone Wise Status:** A table with columns for Zone, Type, Vacant/Allotted, Request Received, Request Pending, Request In Process, Query Marked, and Request Closed. It shows data for PASHCHIMANCHAL, with a total of 287 requests received, 162 pending, 2 in process, 2 query marked, and 125 closed.

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- Once the service request (**First & Collateral Mortgage Permissions**) 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 (**Query/Approve/Reject**) with application details appears, as shown below.

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View Details

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

Plot Details/प्लॉट विवरण

1: District/जिला	Agra	2: Industrial Estate/औद्योगिक अस्थान	Achhnera/अछनेरा
3: Type of Industrial Estate/औद्योगिक अस्थान का प्रकार	Mini	4: Plot/Shed Type/प्लॉट/शेड का प्रकार	Plot
5: Plot/Shed No. / प्लॉट/शेड संख्या	13	6: Plot/Shed Area (in Sq. Mtr.)/प्लॉट/शेड क्षेत्रफल	1000.00
7: Land Type/प्लॉट का प्रकार	M		

Basic Details of Applicant/अर्पितकर्ता का सामान्य विवरण

1: Applicant Name/अर्पितकर्ता का नाम	Akash	2: Organization/Name of Firm/संस्था/कर्म का नाम	Ak Pvt Ltd
3: Legal Status of Firm/कर्म की कानूनी स्थिति	Pvt Ltd	4: Gender/लिंग	Male
5: Designation/पदनाम		6: Email Id./ईमेल आईडी	thakurakashsinghtrathour@gmail.com
7: Mobile No./मोबाइल नंबर	8787092800	8: PAN No./ पैन नंबर	ABCDE1234Z
9: GST No./जीएसटी नं.	456456456456	10: Firm's Address/कर्म का पता	4564564564
11: Category/वर्ग	GEN	12: State/राज्य	Uttar Pradesh
13: PIN Code/पिन कोड	208001	14: District/जिला	Agra

Partner Details/साथीदार विवरण

S.No.	Name	Share (in %)	Address	Phone No.	Email ID
1	akash	100	sdfjsdf	8787092800	thakurakashsinghtrathour@gmail.com

Bank Details/बैंक विवरण

1: Area Under Possession (in Sq. Mtr.)	1000.00	2: Allotment Date/अवंटन तिथि	05-02-2026
3: Do you have a Letter from Bank Seeking NOC	Yes	4: Paid Outstanding Balance (INR)	100.00
5: Premium Amount Bank Agreed to Pay (INR)	100.00	6: Interest on Premium Amount Agreed to Pay	0.00
7: Bank Name	test	8: Bank Address	test address
9: Loan Amount Sanctioned	546.13	10: Purpose of Loan	Machinery
11: Loan Sanction Letter No.	00830000583	12: Loan Sanction Letter Date	2025-12-19
13: Payment Status			

Uploaded Documents/अपलोड किए गए दस्तावेज

1: Bank Loan Sanction Letter/बैंक ऋण स्वीकृति पत्र	View	2: Bank Declaration Letter/बैंक घोषणा पत्र	View
3: Allottee Affidavit	View	4: Proof of Unit Operations	View
5: MSME No Dues Certificate	View	6: Previous FI NOC	View
7: Bank Undertaking Letter	View		

Declaration/घोषणा

- I/We hereby declare that all details furnished above are true and correct to the best of my/our knowledge. In case of non-compliance or false information.
- The loan amount from the above-mentioned financial institution will be used only for establishment / operation of the approved unit on the allotted plot/shed.
- All remaining premium/installments will be paid after loan disbursement.
- A duplicate copy of the Lease Deed has been deposited with the Deputy Commissioner of Industries.
- The unit complies with all legal/statutory norms.
- The loan amount from the above-mentioned financial institution will be used only for establishment / operation of the approved unit on the allotted plot/shed.
- All remaining premium/installments will be paid after loan disbursement.
- A duplicate copy of the Lease Deed has been deposited with the Deputy Commissioner of Industries.
- The unit complies with all legal/statutory norms.
- In case of violation, mortgage permission shall stand automatically cancelled.
- Lessee will operate the enterprise on the plot in accordance with all legal rules.
- 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.

I hereby accept all terms, conditions, and obligations for Mortgage Permission Certificate in favour of Financial Institution.

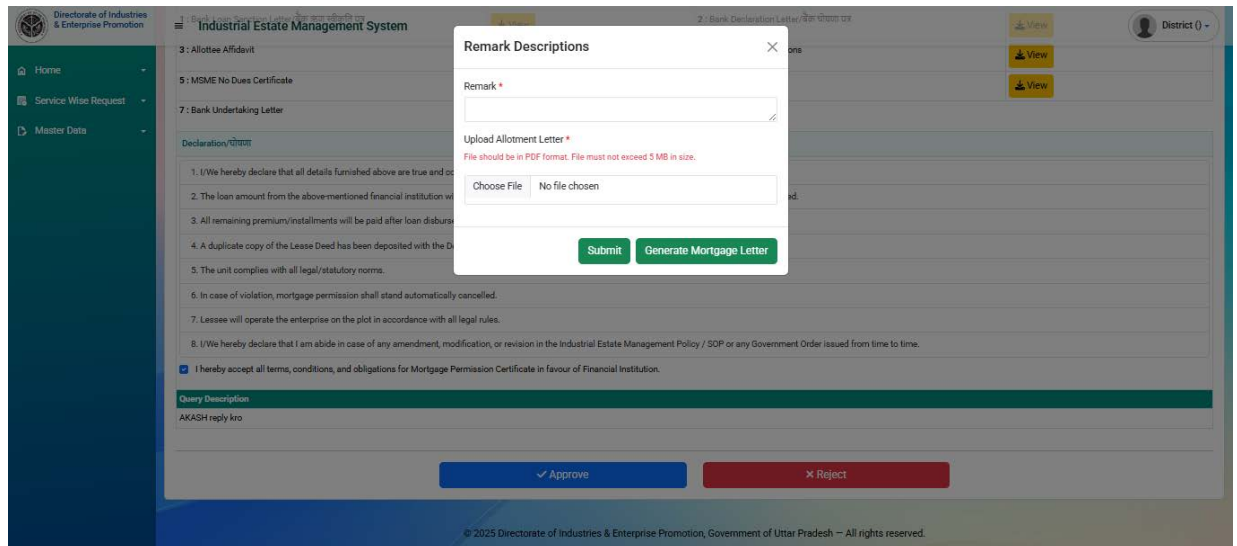
Query Description
AKASH reply kro

[✓ Approve](#) [✗ Reject](#)

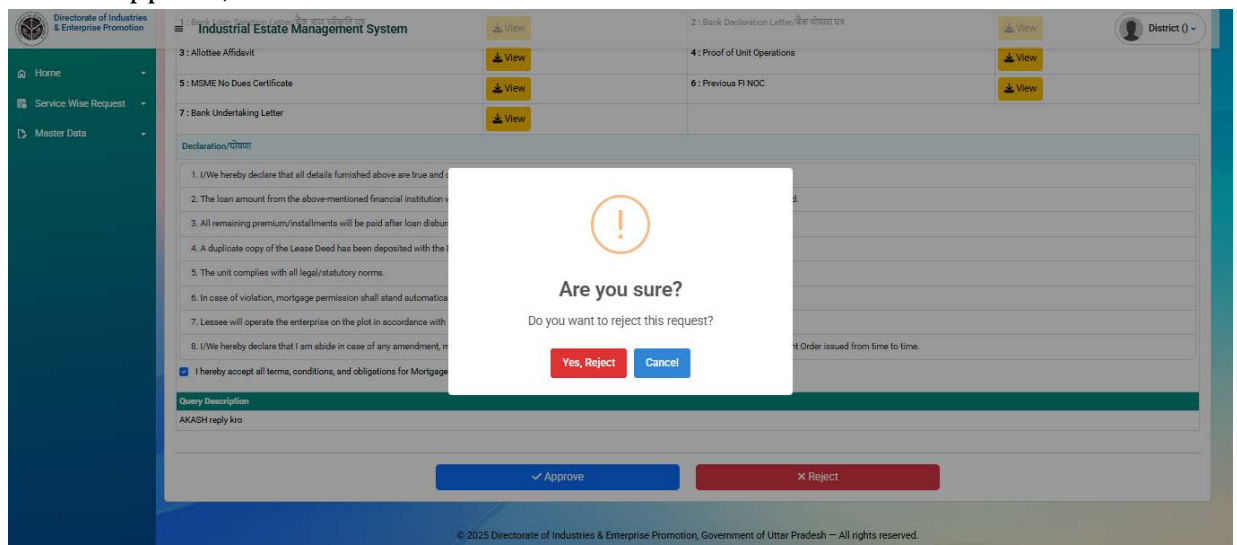
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- To approve the application, click the **“Approve”** button. Once the **“Approve”** button is clicked, an approval remarks box appears, as shown below.

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- Click the **“Submit”** button to submit the approval remarks.
- To generate the mortgage letter, click the **“Generate Mortgage Letter”** button.
- To reject an application, click the **“Reject”** button. A rejection confirmation dialog box appears, as shown below.



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

4. Appeal against Applications Submitted for First & Collateral Mortgage Permissions (JCI)

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

The screenshot displays the IEMS dashboard with the following sections:


- Dashboard Summary:**
 - Plot/Shed Status: Total: 734
 - PLOTS: 734 Total Plots, 698 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: 83
 - REQUEST IN PROCESS: 2
 - QUERY MARKED: 2
 - REQUEST CLOSED: 46
- 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	17	2	11	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	2	0	1	1
10 Request for Additional Unit	1	1	0	0	0
Total	124	77	2	41	6
- Land Type Details by Category:**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	23	2	0	963
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	28	2	0	978
- Zone Wise Status:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASCHIMANCHAL	NA	0/0	215	123	2	2	92
	Plot	12/20	71	38	0	0	33
Total		12/20	286	161	2	2	125

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Directorate of Industries
& Enterprise Promotion

Industrial Estate Management System

JCI ()

View Details

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

Plot Details/प्लॉट विवरण			
1 : District/जिल्ला	Barabanki	2 : Industrial Estate/औद्योगिक अस्थान	Amarsanda/अमरसण्डा
3 : Type of Industrial Estate/औद्योगिक अस्थान का प्रकार	Mini	4 : Plot/Shed Type/प्लॉट/शेड का प्रकार	Plot
5 : Plot/Shed No./प्लॉट/शेड संख्या	2	6 : Plot/Shed Area (in Sq. Mtr.)/प्लॉट/शेड क्षेत्रफल	2000.00
7 : Land Type/प्लॉट का प्रकार	M1		

Basic Details of Applicant/अवेदक का सामान्य विवरण			
1 : Applicant Name/अवेदक का नाम	Janardan	2 : Organization/Name of Firm/संस्था/कर्म का नाम	NPR
3 : Legal Status of Firm/कर्म की कानूनी स्थिति	Proprietary	4 : Gender/लिंग	Male
5 : Designation/पदनाम		6 : Email Id/ईमेल आईडी	janardanpandey692@gmail.com
7 : Mobile No./मोबाइल नंबर	8081892520	8 : PAN No./पैन नंबर	GNXP1002R
9 : GST No./जीएसटी नं.	09AAKFA9661M1ZQ	10 : Firm's Address/कर्म का पता	R 612 RQAM
11 : Category/वर्ग	GEN	12 : State/राज्य	Uttar Pradesh
13 : PIN Code/पिन कोड	208006	14 : District/जिल्ला	Barabanki

Partner Details/भारदार विवरण					
S.No.	Name	Din/Pan	Address	Phone No.	Email ID
1	Janardan		612 ram asrey nagar govind nagar	8081892520	janardanpandey692@gmail.com

Bank Details/बैंक विवरण			
1 : Area Under Possession (in Sq. Mtr.)	2000.00	2 : Allotment Date/आवंटन तिथि	06-02-2026
3 : Do you have a Letter from Bank Seeking NOC	Yes	4 : Paid Outstanding Balance (INR)	1000000.00
5 : Premium Amount Bank Agreed to Pay (INR)	1000000.00	6 : Interest on Premium Amount Agreed to Pay	500000.00
7 : Bank Name	Bank of baroda	8 : Bank Address	govind nagar
9 : Loan Amount Sanctioned	200000.00	10 : Purpose of Loan	Machinery
11 : Loan Sanction Letter No.	4546567	12 : Loan Sanction Letter Date	2026-03-04
13 : Payment Status	50% or more paid		

Uploaded Documents/अपलोड किए गए दस्तावेज			
1 : Bank Loan Sanction Letter/बैंक ऋण स्वीकृति पत्र	View	2 : Bank Declaration Letter/बैंक घोषणा पत्र	View
3 : Allottee Affidavit	View	4 : Proof of Unit Operations	View
5 : MSME No Dues Certificate	View	6 : Previous FI NOC	View
7 : Bank Undertaking Letter	View		

Declaration/घोषणा

- I/We hereby declare that all details furnished above are true and correct to the best of my/our knowledge. In case of non-compliance or false information.
- The loan amount from the above-mentioned financial institution will be used only for establishment / operation of the approved unit on the allotted plot/shed.
- All remaining premium/installments will be paid after loan disbursement.
- A duplicate copy of the Lease Deed has been deposited with the Deputy Commissioner of Industries.
- The unit complies with all legal/statutory norms.
- All remaining premium/installments will be paid after loan disbursement.
- A duplicate copy of the Lease Deed has been deposited with the Deputy Commissioner of Industries.
- The unit complies with all legal/statutory norms.
- In case of violation, mortgage permission shall stand automatically cancelled.
- Lessee will operate the enterprise on the plot in accordance with all legal rules.
- 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.

I hereby accept all terms, conditions, and obligations for Mortgage Permission Certificate in favour of Financial Institution.

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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.