

## **User Manual**

**for**

**Lease Deed Execution and Registration 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 Lease Deed Execution and Registration 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, raise a query, 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, raise a query, 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 Lease Deed Execution and Registration Service (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: 292. PLOTS: 292 Total Plots, 256 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 (127), REQUEST PENDING (83), REQUEST IN PROCESS (2), QUERY MARKED (2), 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	27	17	2	10	0
3 Request for Transfer & Ownership Change	5	5	0	0	0
4 Request for Transfer & Ownership Change-Legal Heir	2	2	0	0	0
5 Request for Transfer & Ownership Change-Modification of partner	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	1	0	1	1
9 Request for Change / Addition of Product	3	3	0	0	0
10 Request for Additional Unit	1	1	0	0	0
<b>Total</b>	<b>122</b>	<b>77</b>	<b>2</b>	<b>40</b>	<b>5</b>
- Land Type Details by Category Table 1:**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
Manufacturing / Industrial Plot	24	2	0	952
- Land Type Details by Category Table 2:**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
Manufacturing / Industrial Plot	24	2	0	952
Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehouses Units)	5	0	0	15
<b>Total</b>	<b>29</b>	<b>2</b>	<b>0</b>	<b>977</b>
- Zone Wise Status Table:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASHCHIMANCHAL	NA	0/0	215	124	2	2	91
	Plot	12/20	69	37	0	0	32
<b>Total</b>		<b>12/20</b>	<b>284</b>	<b>161</b>	<b>2</b>	<b>2</b>	<b>123</b>

### 3. Approval of Applications Submitted for Lease Deed Execution and Registration (DIC)

To proceed with actions on an application submitted for the Lease Deed Execution and Registration service, click the **“Service Wise Request”** option in the side menu and select the service **“Lease Deed Execution and Registration”**.

**Click Service Wise Request**

REQUEST RECEIVED	REQUEST PENDING	REQUEST IN PROCESS	QUERY MARKED	REQUEST CLOSED
127	83	2	2	44

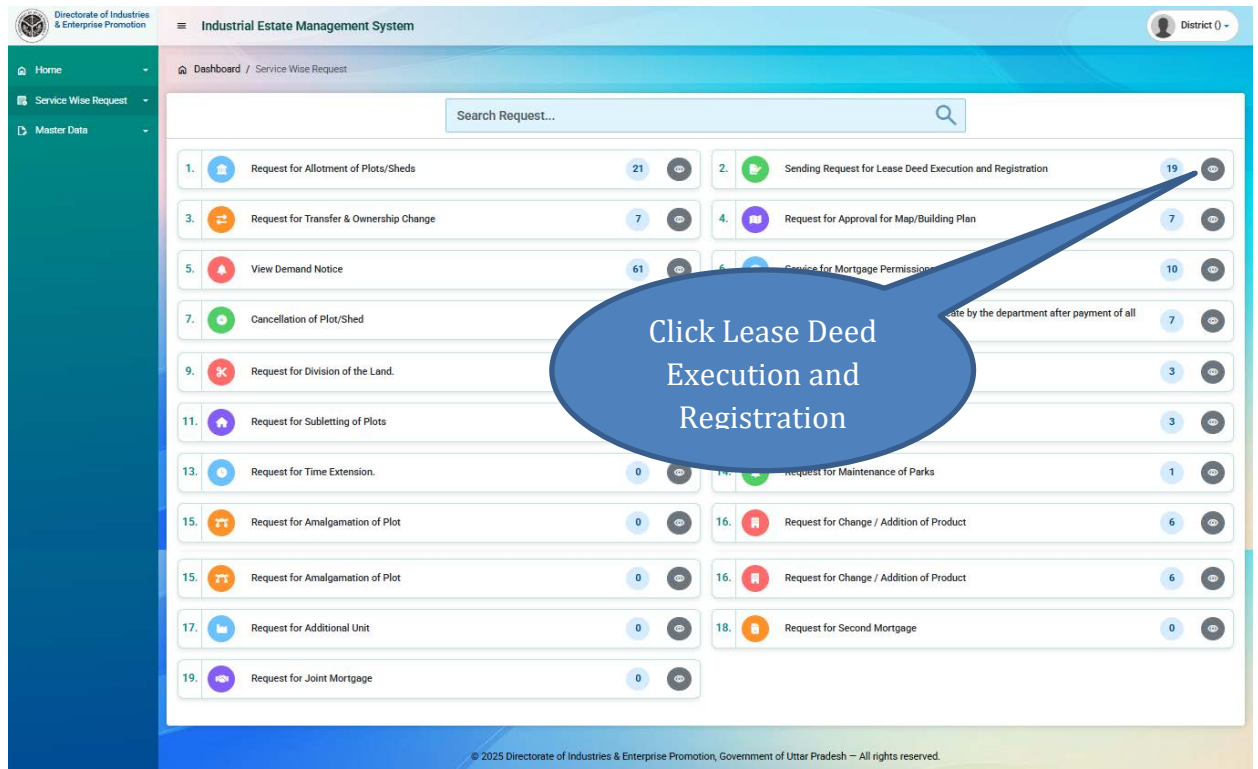
Service Name	Total Request Received	Total Pending Requests	Total Requests under Objection	Total Approved Requests	Total Rejected Requests
1 Request for Allotment of Plots/Sheds	53	33	0	20	0
2 Sending Request for Lease Deed Execution and Registration	27	17	2	10	0
3 Request for Transfer & Ownership Change	5	5	0	0	0
4 Request for Transfer & Ownership Change-Legal Heir	2	2	0	0	0
5 Request for Transfer & Ownership Change-Modification of partner	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	1	0	1	1
9 Request for Change / Addition of Product	3	3	0	0	0
10 Request for Additional Unit	1	1	0	0	0
<b>Total</b>	<b>122</b>	<b>77</b>	<b>2</b>	<b>40</b>	<b>5</b>

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
Manufacturing / Industrial Plot	24	2	0	962
<b>Total</b>	<b>29</b>	<b>2</b>	<b>0</b>	<b>977</b>

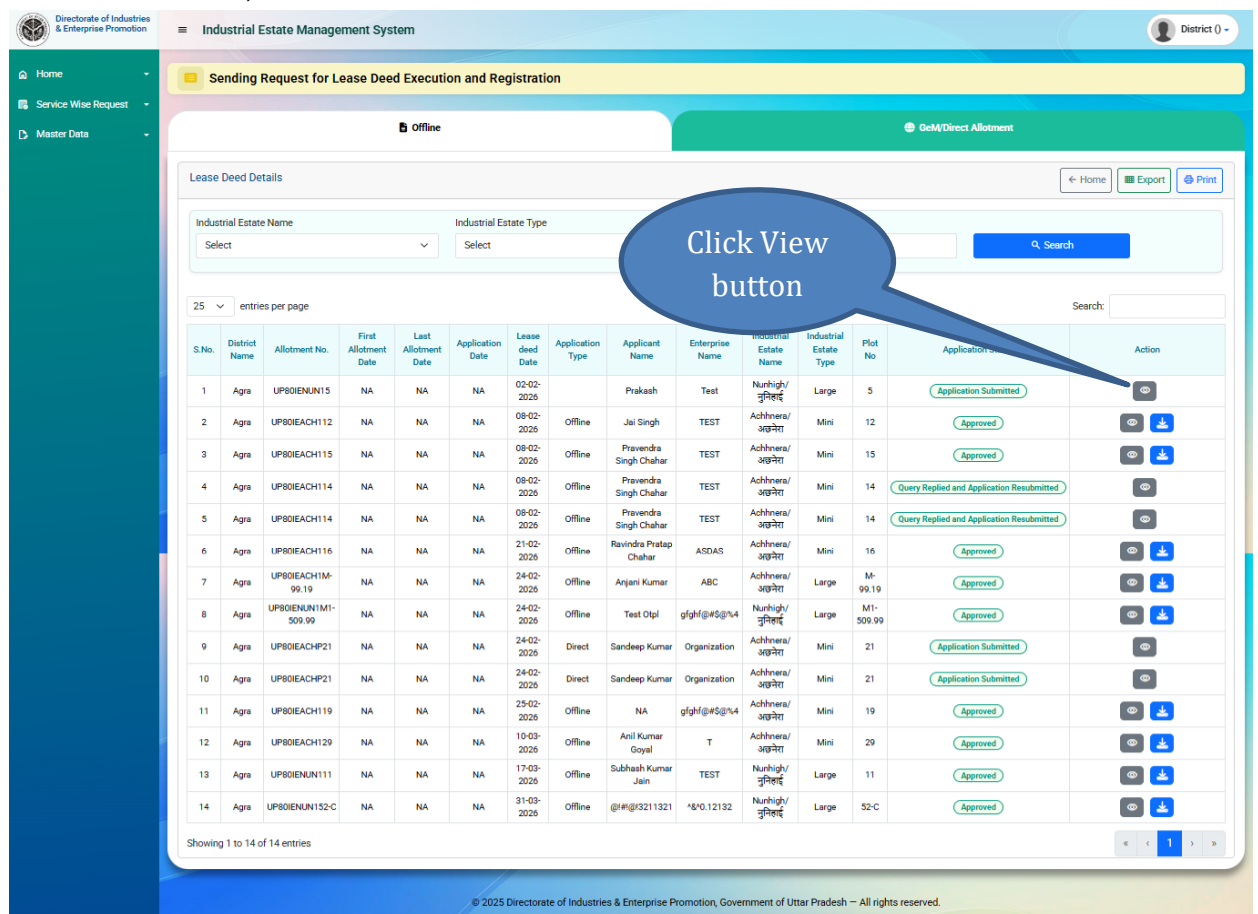
Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASCHIMANCHAL	NA	0/0	215	124	2	2	91
	Plot	12/20	69	37	0	0	32
<b>Total</b>		<b>12/20</b>	<b>284</b>	<b>161</b>	<b>2</b>	<b>2</b>	<b>123</b>

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# User Manual for Lease Deed Execution and Registration Service (Industrial Estate Management System), Developed for Directorate of Industries & Enterprise Promotion, Uttar Pradesh

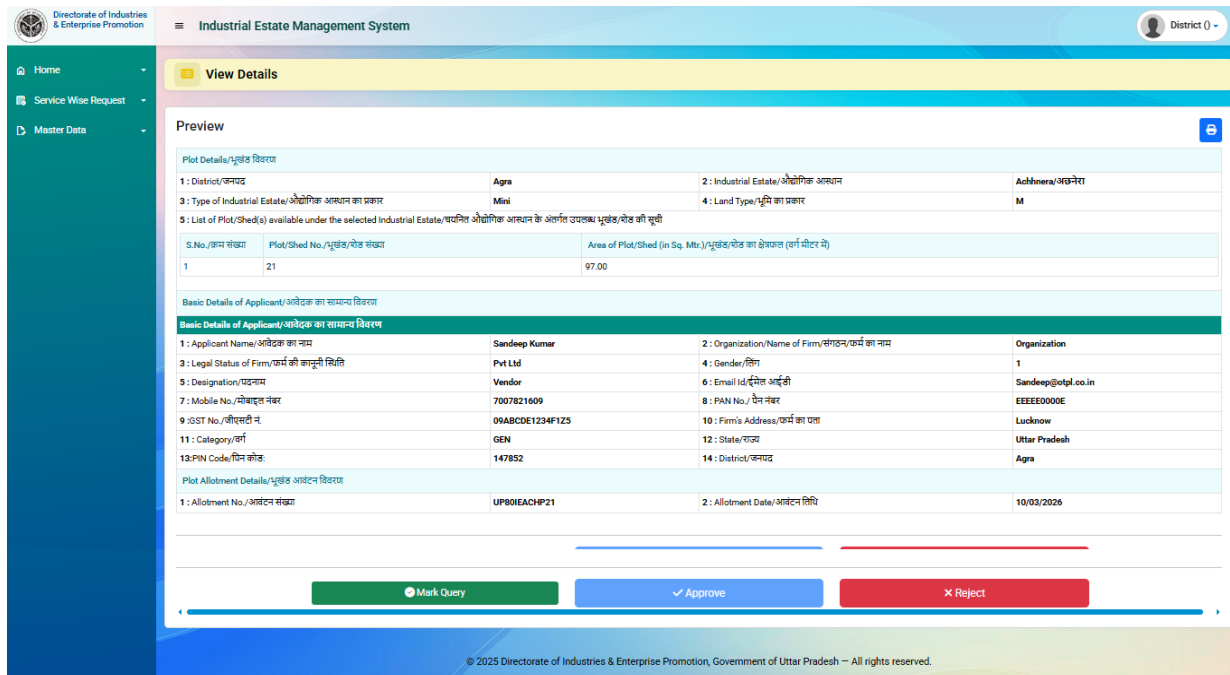


- Once the service request (**Lease Deed Execution and Registration**) is selected, a new page displaying the list of submitted applications appears on the screen, as shown below.



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- 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.



**View Details**

**Preview**

**Plot Details/प्लॉट विवरण**

1: District/जिल्हा	Agra	2: Industrial Estate/औद्योगिक अखला	Achhnera/अखनेरा
3: Type of Industrial Estate/औद्योगिक अखला का प्रकार	Mini	4: Land Type/भूमि का प्रकार	M
5: List of Plot/Sheet(s) available under the selected Industrial Estate/चयनित औद्योगिक अखला के अंतर्गत उपलब्ध प्लॉट/शीट की सूची			
S.No./क्रम संख्या	Plot/Sheet No./प्लॉट/शीट संख्या	Area of Plot/Sheet (in Sq. Mtr./प्लॉट/शीट का क्षेत्रफल (वर्ग मीटर में))	
1	21	97.00	

**Basic Details of Applicant/अर्थिक का सामान्य विवरण**

1: Applicant Name/अर्थिक का नाम	Sandeep Kumar	2: Organization/Name of Firm/संस्थान/कर्म का नाम	Organization
3: Legal Status of Firm/कर्म की कानूनी स्थिति	Pvt Ltd	4: Gender/लिंग	1
5: Designation/पदनाम	Vendor	6: Email Id/ईमेल आईडी	Sandeep@otpl.co.in
7: Mobile No./मोबाइल नंबर	7007821609	8: PAN No./पैन नंबर	EEEEEE000E
9: GST No./जीएसटी नं.	09ABCD1234F1Z5	10: Firm's Address/कर्म का पता	Lucknow
11: Category/वर्ग	GEN	12: State/राज्य	Uttar Pradesh
13: PIN Code/पिन कोड	147852	14: District/जिल्हा	Agra

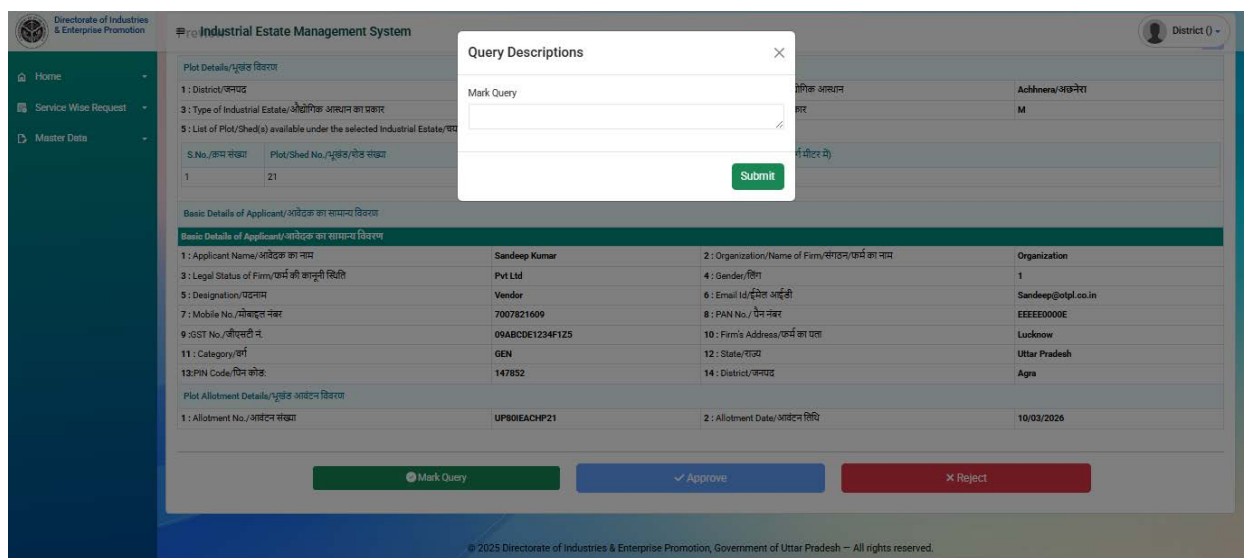
**Plot Allotment Details/प्लॉट आवंटन विवरण**

1: Allotment No./आवंटन संख्या	UP80EACHP21	2: Allotment Date/आवंटन तिथि	10/03/2026
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Buttons: **Mark Query** (green), **Approve** (blue), **Reject** (red)

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- To approve, click the **“Approve”** button.
- Once the **“Approve”** button is clicked, an approval remarks box appears. Enter the remarks and click the **“Approve”** button.
- To raise a query for the submitted application, click the **“Raise Query”** button. Once the **“Raise Query”** button is clicked, a pop-up screen with a query remarks box appears, as shown below.



**Query Descriptions**

Mark Query

Submit

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- Click the **“Submit”** button to submit the remarks and raise a query.
- To reject an application, click the **“Reject”** button. A rejection confirmation dialog box appears, as shown below.

- Once the remarks box appears, enter the rejection remarks and click the “Reject” button.

## 4. Appeal against Applications Submitted for Lease Deed Execution and Registration (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:**
  - Plot/Shed Status:** Total: 734. Includes PLOTS (734 Total, 698 Vacant, 36 Allotted) and SHEDS (0 Total, 0 Vacant, 0 Allotted).
  - 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
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	1	0	1	1
9 Request for Change / Addition of Product	4	3	0	1	0
10 Request for Additional Unit	1	1	0	0	0
<b>Total</b>	<b>124</b>	<b>78</b>	<b>2</b>	<b>41</b>	<b>5</b>
- 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
<b>Total</b>	<b>28</b>	<b>2</b>	<b>0</b>	<b>978</b>
- Zone Wise Status:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASCHIMANCHAL	NA	0/0	215	124	2	2	91
	Plot	12/20	71	38	0	0	33
<b>Total</b>		<b>12/20</b>	<b>286</b>	<b>162</b>	<b>2</b>	<b>2</b>	<b>124</b>

# User Manual for Lease Deed Execution and Registration Service (Industrial Estate Management System), Developed for Directorate of Industries & Enterprise Promotion, Uttar Pradesh

The screenshot displays the 'View Details' page of the Industrial Estate Management System. The interface includes a sidebar with 'Service Wise Request' and 'Master Data' options. The main content area is divided into three sections: 'Plot Details', 'Basic Details of Applicant', and 'Plot Allotment Details'.

**Plot Details:**

1: District/जिल्ला	Agra	2: Industrial Estate/औद्योगिक अस्थान	Nunhigh/नुनिहाई
3: Type of Industrial Estate/औद्योगिक अस्थान का प्रकार	Large	4: Land Type/भूमि का प्रकार	M

5: List of Plot/Shed(s) available under the selected Industrial Estate/चयनित औद्योगिक अस्थान के अंतर्गत उपलब्ध प्लॉट/शेड की सूची

S.No./क्रम संख्या	Plot/Shed No./प्लॉट/शेड संख्या	Area of Plot/Shed (in Sq. Mtr.)/प्लॉट/शेड का क्षेत्रफल (वर्ग मीटर में)
1	5	1000.00

**Basic Details of Applicant:**

1: Applicant Name/अवेदक का नाम	Prakash	2: Organization/Name of Firm/संस्थान/कर्म का नाम	Test
3: Legal Status of Firm/कर्म की कानूनी स्थिति	Pvt Ltd	4: Gender/लिंग	1
5: Designation/पदनाम	NA	6: Email Id/ईमेल आईडी	prakashthakur@gmail.com
7: Mobile No./मोबाइल नंबर	6392864151	8: PAN No./पैन नंबर	AH2PK1359G
9: GST No./जीएसटी नं.	09AHZPK1359G1ZS	10: Firm's Address/कर्म का पता	Bhadoli
11: Category/वर्ग	GEN	12: State/राज्य	Uttar Pradesh
13: PIN Code/पिन कोड	221402	14: District/जिल्ला	Agra

**Plot Allotment Details:**

1: Allotment No./अवंतन संख्या	UP80IENUN15	2: Allotment Date/अवंतन तिथि	30/01/2026
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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 +91-522-4150500 or raise a query by emailing at [info@iemsme.in](mailto:info@iemsme.in).