



User Manual
for
Reconstitution of Firm 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 Reconstitution of Firm service on the Industrial Estate Management System (IEMS) web portal of the Department of Industries and Enterprise Promotion, Uttar Pradesh. The module is designed and developed 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 and view, manage, process, and execute service requests.

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 Reconstitution of Firm (DIC)

The approval process can begin by reviewing the application details available on the web portal's dashboard screen.

The dashboard displays the following information:

- Plot/Shed Status (Total: 293):**
 - PLOTS:** 292 Total Plots, 255 Vacant Plots, 37 Allotted Plots
 - SHEDS:** 1 Total Sheds, 0 Vacant Sheds, 1 Allotted Sheds
- Total Allotment:** Gem (2), Offline (33), Direct (2)
- Total Revenue:** ₹ 80000.00 (Eighty Thousand Only)
- Request Status:**
 - REQUEST RECEIVED: 133
 - REQUEST PENDING: 85
 - REQUEST IN PROCESS: 3
 - QUERY MARKED: 3
 - REQUEST CLOSED: 48
- 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	55	34	0	21	0
2 Sending Request for Lease Deed Execution and Registration	28	18	2	10	0
3 Request for Transfer & Ownership Change-Modification of partner	3	3	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	2	0	4	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	5	2	1	2	1
10 Request for Additional Unit	1	1	0	0	0
Total	128	79	3	43	6
- Land Type Details by Category:**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
Manufacturing / Industrial Plot	23	2	0	954
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	979
- Zone Wise Status Table:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASCHIMANCHAL	NA	0/0	215	122	3	3	93
	Plot	12/21	74	40	0	0	34
	Shed	0/1	1	1	0	0	0
Total		12/22	290	163	3	3	127

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3. Approval of Applications Submitted for Reconstitution of Firm (DIC)

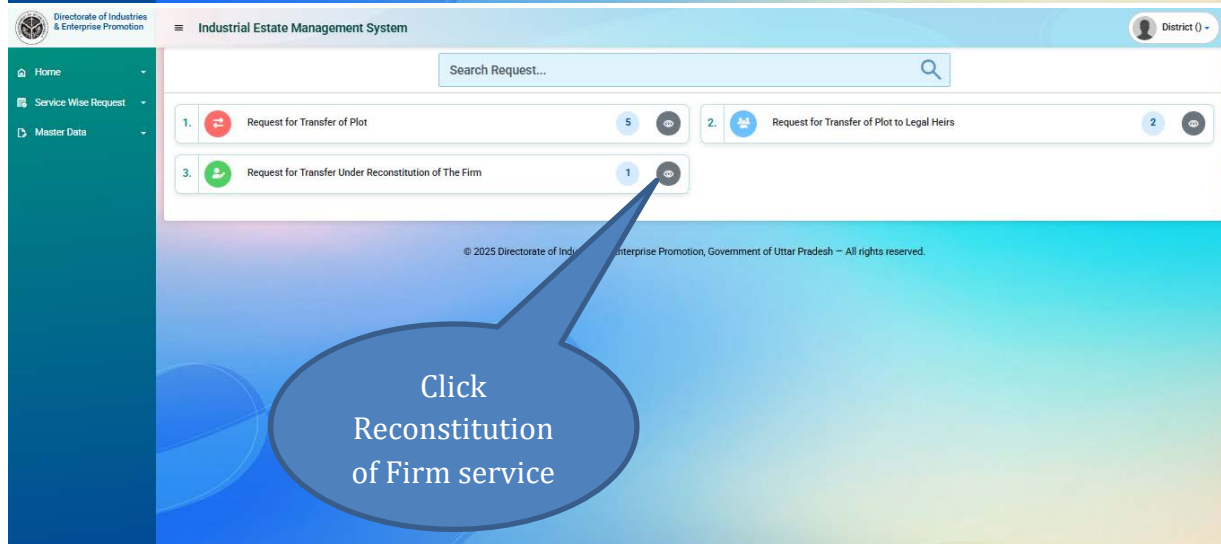
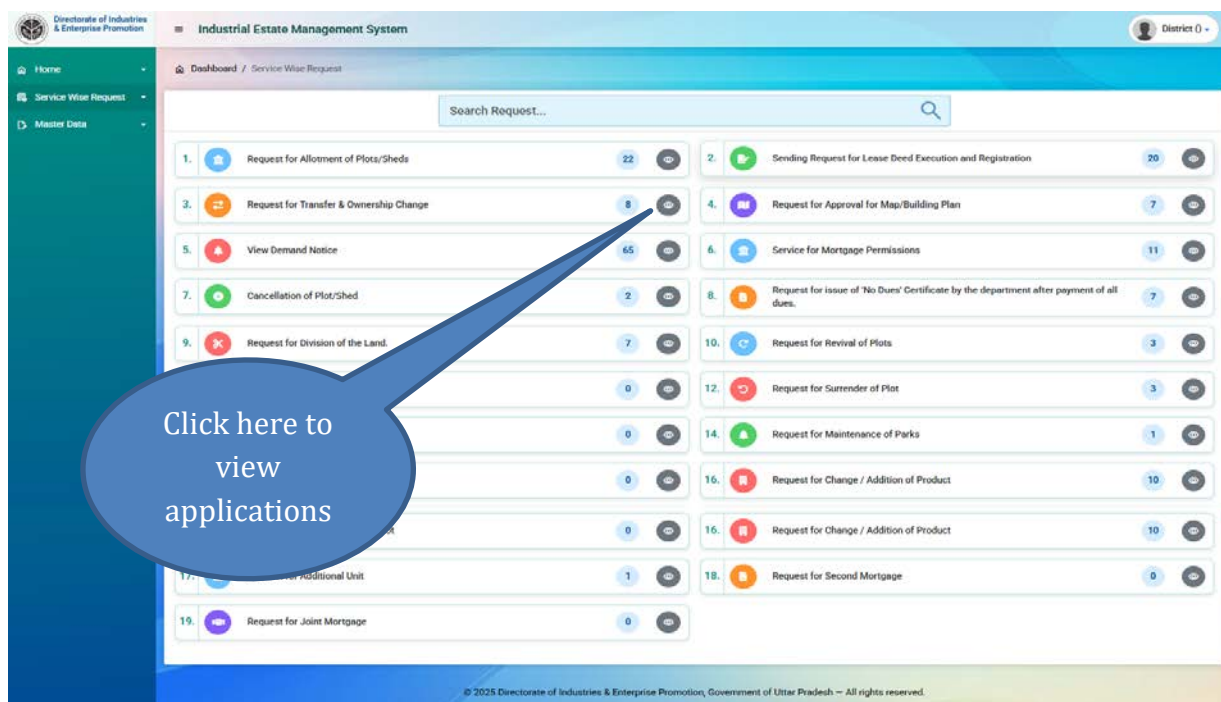
To proceed with actions on an application submitted for the Reconstitution of Firm service, click the “Service Wise Request” option in the side menu and select the service “Reconstitution of Firm”.

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, Overall, and Master Data. The main content area is divided into several sections:

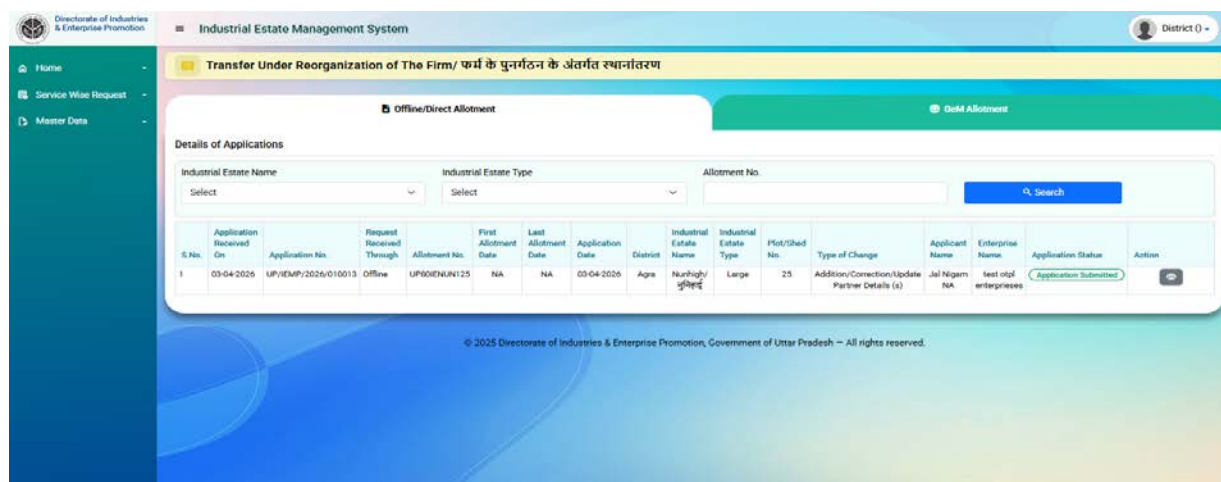
- Dashboard:** Shows Plot/Shed Status (Total: 293) with a grid for PLOTS (Total: 292, Vacant: 255, Allotted: 37) and SHEDS (Total: 1, Vacant: 0, Allotted: 1). It also includes Total Allotment (Gem: 2, Offline: 33, Direct: 2) and Total Revenue (₹ 80000.00, Eighty Thousand Only).
- Request Status:** A row of five colored boxes showing counts: REQUEST RECEIVED (133), REQUEST PENDING (85), REQUEST IN PROCESS (3), QUERY MARKED (3), and REQUEST CLOSED (48).
- 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 and a total row.
- Land Type Details by Category:** Two tables showing details for Manufacturing / Industrial Plot and Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehousing Units).
- 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 the PASHCHIMANCHAL zone.

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- Once the service request (**Reconstitution of Firm**) 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.

Directorate of Industries & Enterprise Promotion

Industrial Estate Management System

District ()

Transfer Under Reorganization of The Firm/ फर्म के पुनर्गठन के अंतर्गत स्थानांतरण ← Back

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

Plot Allotment Details/प्लॉट आवंटन विवरण

1: District of Industrial Estate/औद्योगिक अस्थान का जमाद	Agra	2: Industrial Estate/औद्योगिक अस्थान	Munhigh/मुनिहाई
3: Type of Industrial Estate/औद्योगिक अस्थान का प्रकार	Large	4: Plot/Shed Type/प्लॉट/शेड का प्रकार	Plot
5: Plot/Shed No./ प्लॉट/शेड संख्या	25	6: Plot/Shed Area (in Sq. Mtr.)/प्लॉट/शेड क्षेत्रफल	100.00
7: Land Type/प्लॉट का प्रकार	M		

Basic Details of Applicant/अप्लिकेंट का सामान्य विवरण

1: Applicant Name/अप्लिकेंट का नाम	Jal Nigam NA	2: PAN/पैन	
3: GST No./जीएसटी नंबर	BHVPK7845L	4: Category/कॉर्ग	GEN
5: Firm Name/फर्म का नाम		6: Address/पता	assdaASD
7: District/जमाद	Agra	8: State/राज्य	Uttar Pradesh
9: Pincode/पिनकोड	226001	10: Email ID/ईमेल आईडी	rohangupta.gupta4@gmail.com
11: Mobile No./मोबाइल नंबर	9919160083	12: Legal Status of Firm	Pvt Ltd
13: Total Land Cost			

Partner Details/होल्डर विवरण

S.No.	Name	Dir/Pan	Address	Phone No.	Email ID
1	Jal Nigam NA	100	ASDASDA	9670856512	NL@GMAIL.COM

Request for Reorganization/पुनर्गठन के लिए अनुरोध

1: Proposed Re-Constitution Details	Pvt Ltd	2: Nature of Request	Addition/Correction/Update Partner Details (s)
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S.No.	Name	Dir/Pan	Address	Phone No.	Email ID
1	Jal Nigam NA	45	HN076	9999126155	arjani.omninel@gmail.com

3: Firm Name: **rwrr** 4: Unit Operational Status: **Unit not started operation after the fixed period**

Fee Details Required

1: Processing Fee Against Reconstitution(NR)	0.00
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Uploaded Documents/अपलोड किए गए दस्तावेज

1: Amended Registered Partnership Deed / ROC Certificate	View	2: Affidavit of all Partners / Directors (No Dispute Declaration)	View
3: Aadhar of Authorised Signatory	View	4: PAN of Authorised Signatory	View
5: NOC from Bank / Financial Institution (if mortgaged)	View	6: Proof of Unit Operation (GST Return / Electricity Bill / Audit Report)	View
7: Certificate of Incorporation (in case of Company)	View	8: Board Resolution / Power of Attorney authorizing applicant	View
9: Death Certificate (if nomination due to death)	View	10: Heir/Succession Certificate / Registered Will	View
11: Affidavit: No Dispute in Court/Tribunal re: Plot/Firm	View	12: Bank Certified Signature Proof of Authorised Signatory	View
13: CA Certified List of Directors & Shareholders	View	14: Revised Memorandum or Article of Association	View
15: GST Certificate	View		

Guidelines & Declaration/दिशानिर्देश और घोषणा

Levy Guidelines (as per SOP)

- Proprietorship to Partnership/LLP/Pvt Ltd: 50% shareholding retained = Half levy rate
- Proprietorship to Partnership/LLP/Pvt Ltd: Less than 50% shareholding = Full levy rate
- Partnership changes: More than 50% unchanged = No levy
- Partnership to Proprietorship: Former partner had 50%+ = No levy, else Half rate
- Private/Public Ltd changes: 50%+ shareholders continue = No levy, else Half rate
- Stamp duty payable as per current property value

I/We hereby declare that:

1. There are no outstanding dues (lease rent, maintenance charges, interest, etc.) on the plot/shed, and no dues from any other department against the plot/unit.
2. There is no ongoing dispute among partners/shareholders/trustees and no case related to any dispute is under consideration in any Honble Court/Tribunal.
3. This application is being submitted within 6 months from the date of reorganization/change. I/We understand that delay beyond 6 months will attract penalty interest from the date of reorganization, and benefits of transfer levy exemption may not be granted.
4. I/We acknowledge that stamp duty will be payable as per the current property value in accordance with the provisions of the Stamp and Registration Act and government orders issued from time to time. The responsibility for payment lies with the allottee firm. A supplementary lease deed will need to be executed, and registration will be mandatory if there is a change in legal form.
5. All particulars mentioned in this application are true to the best of my/our knowledge and belief.
6. I/We shall comply with all rules, regulations, and conditions as prescribed in the allotment order and lease deed.
7. I/We understand that concealment of facts or providing false information may lead to rejection of application and cancellation of allotment.
8. I/We shall get the amended lease deed executed within the prescribed time limit after approval.
7. I/We understand that concealment of facts or providing false information may lead to rejection of application and cancellation of allotment.
8. I/We shall get the amended lease deed executed within the prescribed time limit after approval.
9. I/We shall ensure payment of applicable transfer levy, stamp duty, and other charges as determined by the competent authority.

I hereby accept all terms, conditions, and obligations for Modify Partner Details.

Mark Query
Approve for Payment
Reject

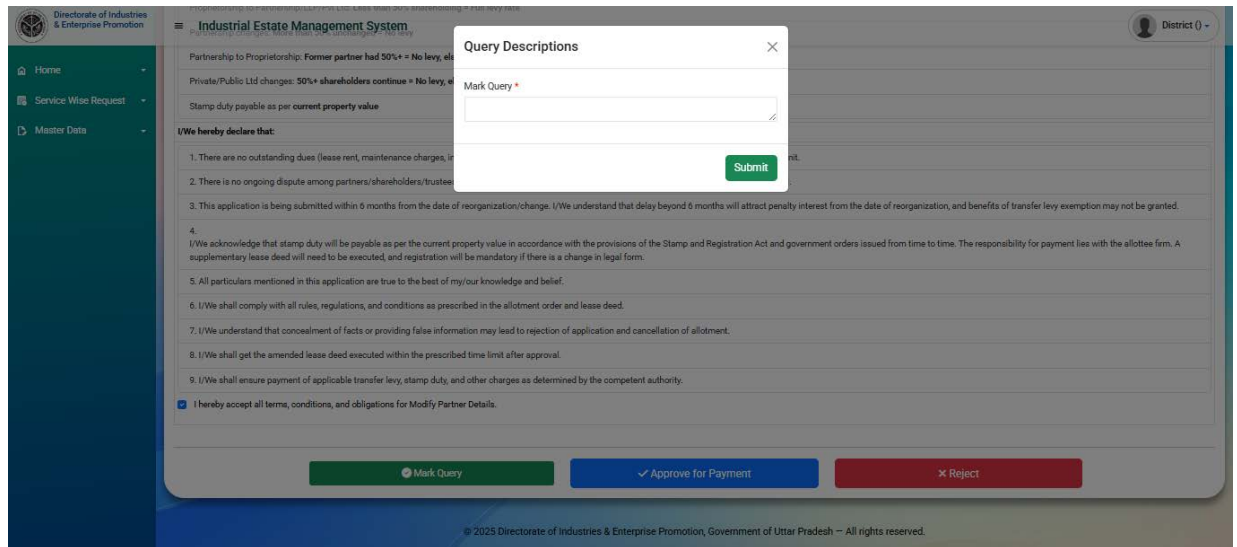
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- To approve, click the “Approve” button below.

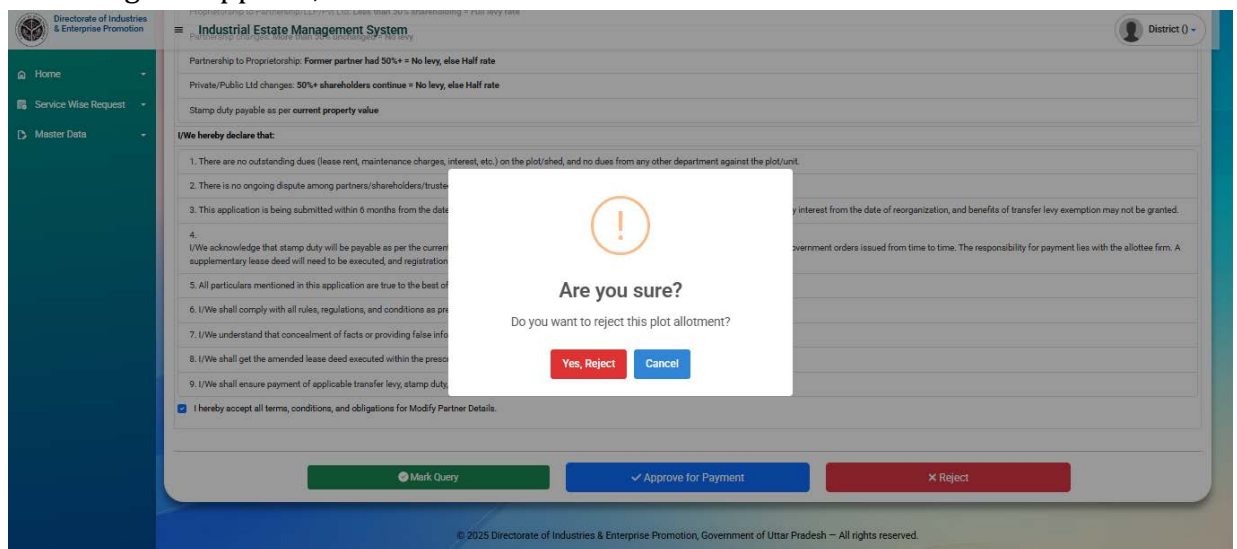
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- To raise a query for the submitted application, click the **“Raise Query”** button below. Once the **“Raise Query”** button is clicked, a pop-up screen with a query remarks box appears, as shown below.



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



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

4. Appeal against Applications Submitted for Reconstitution of Firm (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 for a user logged in as JCI. The dashboard includes several key sections:

- Plot/Shed Status:** A summary of plots and sheds. Total: 735.

Category	Total	Vacant	Allotted
LOTS	734	697	37
SHEDS	1	0	1
- Total Allotment:** Gem (2), Offline (33), Direct (2).
- Total Revenue:** ₹ 80000.00 (Eighty Thousand Only).
- Request Status:**

REQUEST RECEIVED	REQUEST PENDING	REQUEST IN PROCESS	QUERY MARKED	REQUEST CLOSED
133	85	3	3	48
- Service Wise Status:** A table showing request counts across various services.

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	55	34	0	21	0
2 Sending Request for Lease Deed Execution and Registration	28	18	2	10	0
3 Request for Transfer & Ownership Change-Modification of partner	3	3	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	2	0	4	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	5	2	1	2	1
10 Request for Additional Unit	1	1	0	0	0
Total	128	79	3	43	6
- Land Type Details by Category:** Two tables showing details for Manufacturing / Industrial Plot.

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	23	2	0	964

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	23	2	0	964
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	979
- Zone Wise Status:** A table showing request counts by zone and type.

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request in Process	Query Marked	Request Closed
PASCHIMANCHAL	NA	0/0	215	122	3	3	93
	Plot	12/21	74	40	0	0	34
	Shed	0/1	1	1	0	0	0
Total	12/22	290	163	3	3	127	

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Directorate of Industries & Enterprise Promotion

Industrial Estate Management System

JCI 0

Transfer Under Reorganization of The Firm/ फर्म के पुनर्गठन के अंतर्गत स्थानांतरण ← Back

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

Plot Allotment Details/प्लॉट आवंटन विवरण

1: District of Industrial Estate/औद्योगिक आस्थान का जमाद	Agra	2: Industrial Estate/औद्योगिक आस्थान	Nunhigh/नुनिसाई
3: Type of Industrial Estate/औद्योगिक आस्थान का प्रकार	Large	4: Plot/Shed Type/प्लॉट/शेड का प्रकार	Plot
5: Plot/Shed No./प्लॉट/शेड संख्या	25	6: Plot/Shed Area (in Sq. Mtr.)/प्लॉट/शेड क्षेत्रफल	100.00
7: Land Type/प्लॉट का प्रकार	M		

Basic Details of Applicant/अप्लिकेंट का सामान्य विवरण

1: Applicant Name/अप्लिकेंट का नाम	Jal Nigam NA	2: PAN/पैन	
3: GST No./जीएसटी नंबर	BHVPK7845L	4: Category/कॉ	GEN
5: Firm Name/फर्म का नाम		6: Address/पता	assdaASD
7: District/जमाद	Agra	8: State/राज्य	Uttar Pradesh
9: Pincode/पिनकोड	226001	10: Email ID/ईमेल आईडी	rohangupta.gupta4@gmail.com
11: Mobile No./मोबाइल नंबर	9919160083	12: Legal Status of Firm	Pvt Ltd
13: Total Land Cost			

Partner Details/भगीदार विवरण

S.No.	Name	Din/Pan	Address	Phone No.	Email ID
1	Jal Nigam NA	100	ASDASDA	9670858512	NL@GMAIL.COM

Request for Reorganization/पुनर्गठन के लिए अनुरोध

1: Proposed Re-Constitution Details	Pvt Ltd	2: Nature of Request	Addition/Correction/Update Partner Details (s)
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Fee Details Required

1: Processing Fee Against Reconstitution(NR)	0.00
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Uploaded Documents/अपलोड किए गए दस्तावेज

1: Amended Registered Partnership Deed / ROC Certificate	View	2: Affidavit of all Partners / Directors (No Dispute Declaration)	View
3: Aadhar of Authorised Signatory	View	4: PAN of Authorised Signatory	View
5: NOC from Bank / Financial Institution (if mortgaged)	View	6: Proof of Unit Operation (GST Return / Electricity Bill / Audit Report)	View
7: Certificate of Incorporation (in case of Company)	View	8: Board Resolution / Power of Attorney authorizing applicant	View
9: Death Certificate (if nomination due to death)	View	10: Heir/Succession Certificate / Registered Will	View
11: Affidavit: No Dispute in Court/Tribunal re: Plot/Firm	View	12: Bank Certified Signature Proof of Authorised Signatory	View
13: CA Certified List of Directors & Shareholders	View	14: Revised Memorandum or Article of Association	View
15: GST Certificate	View		

Guidelines & Declaration/दिशानिर्देश और घोषणा

Levy Guidelines (as per SOP)

Proprietorship to Partnership/LLP/Pvt Ltd: 50% shareholding retained = Half levy rate
Proprietorship to Partnership/LLP/Pvt Ltd: Less than 50% shareholding = Full levy rate
Partnership changes: More than 50% unchanged = No levy
Partnership to Proprietorship: Former partner had 50%+ = No levy, else Half rate
Private/Public Ltd changes: 50%+ shareholders continue = No levy, else Half rate
Stamp duty payable as per current property value

I/We hereby declare that:

1. There are no outstanding dues (lease rent, maintenance charges, interest, etc.) on the plot/shed, and no dues from any other department against the plot/unit.
2. There is no ongoing dispute among partners/shareholders/trustees and no case related to any dispute is under consideration in any Hon'ble Court/Tribunal.
3. This application is being submitted within 6 months from the date of reorganization/change. I/We understand that delay beyond 6 months will attract penalty interest from the date of reorganization, and benefits of transfer levy exemption may not be granted.
4. I/We acknowledge that stamp duty will be payable as per the current property value in accordance with the provisions of the Stamp and Registration Act and government orders issued from time to time. The responsibility for payment lies with the allottee firm. A supplementary lease deed will need to be executed, and registration will be mandatory if there is a change in legal form.
5. All particulars mentioned in this application are true to the best of my/our knowledge and belief.
6. I/We shall comply with all rules, regulations, and conditions as prescribed in the allotment order and lease deed.
7. I/We understand that concealment of facts or providing false information may lead to rejection of application and cancellation of allotment.
8. I/We shall get the amended lease deed executed within the prescribed time limit after approval.
9. I/We understand that concealment of facts or providing false information may lead to rejection of application and cancellation of allotment.
10. I/We shall get the amended lease deed executed within the prescribed time limit after approval.
11. I/We shall ensure payment of applicable transfer levy, stamp duty, and other charges as determined by the competent authority.

I hereby accept all terms, conditions, and obligations for Modify Partner Details.

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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.