



**User Manual**  
**for**  
**Subletting Permission 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 Subletting Permission 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 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 Subletting Permission (DI)

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: 8992			
<b>PLOTS</b>	8977 Total Plots	8900 Vacant Plots	77 Allotted Plots
<b>SHEDS</b>	15 Total Sheds	14 Vacant Sheds	1 Allotted Sheds
- Total Allotment:**
  - Gen: 0
  - Offline: 57
  - Direct: 2
- Total Revenue:** ₹ 132743.00 (One Lakh Thirty Two Thousand Seven Hundred Forty Three Only)
- Request Status:**
  - REQUEST RECEIVED: 245
  - REQUEST PENDING: 116
  - REQUEST IN PROCESS: 5
  - QUERY MARKED: 5
  - REQUEST CLOSED: 129
- 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	112	50	1	61	1
2 Sending Request for Lease Deed Execution and Registration	63	25	2	38	0
3 Request for Transfer & Ownership Change-Modification of partner	6	6	0	0	0
4 Request for Transfer & Ownership Change	12	8	0	4	0
5 Request for Transfer & Ownership Change-Legal Heir	5	3	0	2	0
6 Service for Mortgage Permissions	11	3	0	6	2
7 Request for issue of 'No Dues' Certificate by the department after payment of all dues.	20	10	0	8	2
8 Request for Division of the Land.	7	5	0	1	1
9 Request for Change / Addition of Product	7	4	2	2	1
10 Request for Additional Unit	2	2	0	0	0
<b>Total</b>	<b>245</b>	<b>116</b>	<b>5</b>	<b>122</b>	<b>7</b>
- Land Type Details by Category Table:**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	33	2	0	936
M1 Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehousing Units)	20	0	0	0
M2 Service Sector Enterprises (Healthcare, Finance, Technology, Retail, and Education)	3	0	0	1
M3 Specialized Training Institute / Common Facility Center (Hospital-dispensary-clinic) and Residential / Housing Accommodation for staff / workers (Hostel, dormitory)	3	0	0	0
M4 Commercial establishments whose manufacturing units are operated in the industrial area itself.	0	0	0	0
M5 Residential cum office (Mixed) buildings whose manufacturing units are operated in the industrial area itself. (in the premises of own manufacturing unit / plot)	0	0	0	0
<b>Total</b>	<b>59</b>	<b>2</b>	<b>0</b>	<b>937</b>
- Zone Wise Status Table:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
NA	NA	0/0	6	6	0	0	0
	<b>Total</b>	<b>0/0</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>
BUNDELKHAND	Plot	0/4	9	3	0	0	6
	<b>Total</b>	<b>0/4</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>
PURVANCHAL	Plot	2/31	79	13	2	2	56
	<b>Total</b>	<b>2/31</b>	<b>79</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>56</b>
BUNDELKHAND	Plot	0/0	9	3	0	0	6
	<b>Total</b>	<b>0/4</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>6</b>
PURVANCHAL	Plot	2/31	79	13	2	2	56
	<b>Total</b>	<b>2/31</b>	<b>79</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>56</b>
MADHYANCHAL	NA	0/0	1	1	0	0	0
	Plot	12/5	20	12	0	0	8
	<b>Total</b>	<b>12/5</b>	<b>21</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>8</b>
PASCHIMANCHAL	Plot	14/21	76	42	0	0	34
	Shed	0/1	1	1	0	0	0
	NA	0/0	215	122	3	3	93
	<b>Total</b>	<b>14/22</b>	<b>292</b>	<b>165</b>	<b>3</b>	<b>3</b>	<b>127</b>

### 3. Approval of Applications Submitted for Subletting Permission (DI)

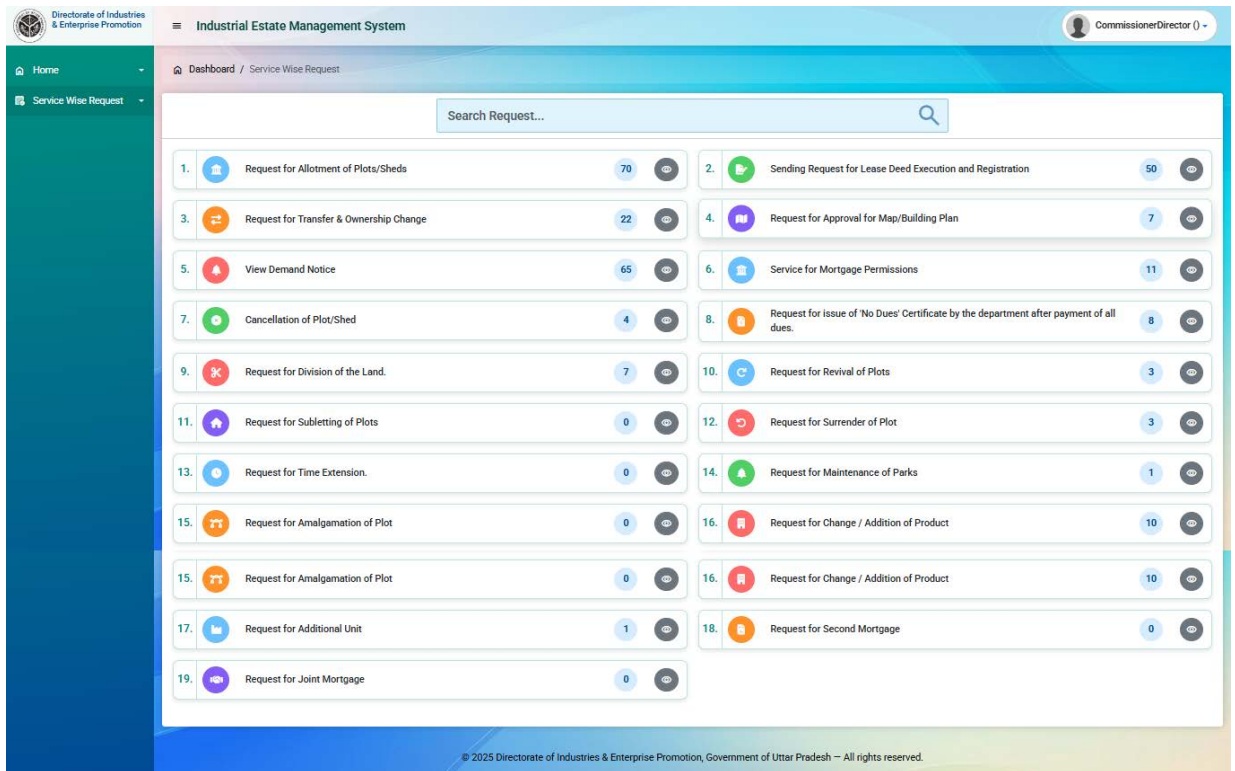
To proceed with actions on an application submitted for the Subletting Permission service, click the “Service Wise Request” option in the side menu and select the service “Subletting Permission”.

The screenshot displays the Industrial Estate Management System dashboard. It includes a sidebar with 'Home' and 'Service Wise Request' options. The main content area features several key sections:

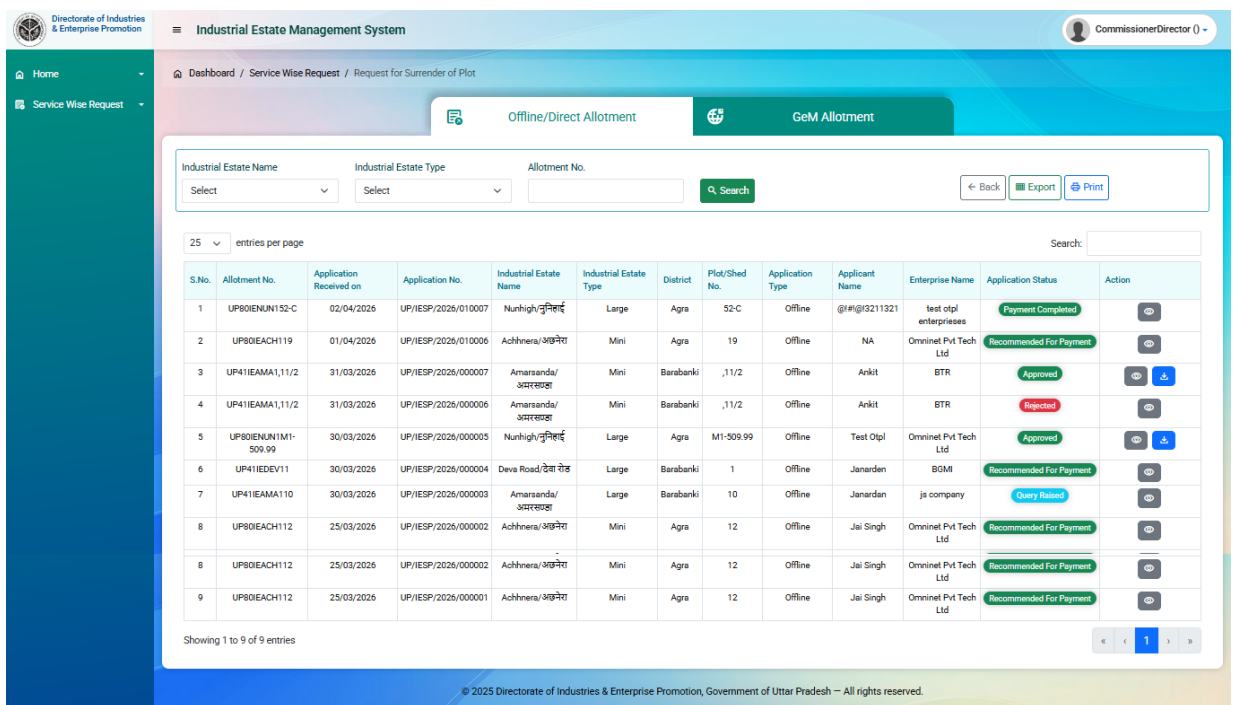
- Plot/Shed Status:** A summary table showing 8977 Total Plots (8900 Vacant, 77 Allotted) and 15 Total Sheds (14 Vacant, 1 Allotted).
- Total Allotment:** A breakdown showing 0 Gem, 57 Offline, and 2 Direct allotments.
- Total Revenue:** ₹ 132743.00 (One Lakh Thirty Two Thousand Seven Hundred Forty Three Only).
- Request Status:** A summary of 245 Request Received, 116 Request Pending, 5 Request In Process, 5 Query Marked, and 129 Request Closed.
- Service Wise Status:** A table listing 10 service categories with their respective counts for Request Received, Pending, Under Objection, Approved, and Rejected.
- Land Type Details by Category:** A table showing 5 categories (M1-M5) with counts for Offline, Direct, GeM, and Vacant allotments.
- Zone Wise Status:** A detailed table showing request counts across various zones (NA, BUNDELKHAND, PURVANCHAL, MADHYANCHAL, PASHCHIMANCHAL) and types (NA, Plot, Shed).

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- Once the service request (**Subletting Permission**) 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 on the screen.

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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 on the screen.
- Click the **“Yes, Reject”** button to reject the application.
- To approve, click the **“Approve”** button below.

The screenshot displays the 'Request for Subletting of Plots' form within the Industrial Estate Management System. The form is divided into several sections:

- Plot Details/प्रॉपर्टी विवरण:** Includes District (Agra), Industrial Estate (Large), Plot/Shed No. (52-C), Land Type (Plot), Industrial Estate (Nanhigh/गुडिफाई), Plot/Shed Type (Plot), and Plot/Shed Area (1100.00).
- Basic Details of Applicant/अर्ज़ीकर्ता का मूल विवरण:** Includes Applicant Name (@mp@3211321), PAN (BHVPK7845L), GST No. (OEN), Firm Name (S/O. 12132), Address (Uttar Pradesh), District (Agra), State (Uttar Pradesh), Pincode (0), Email (noemail@gmail.com), Mobile No. (8188023143), and Legal Status of Firm (Proprietary).
- Partner Details/साझेदार विवरण:** A table with columns for S.No., Name, Share (%), Address, Phone No., and Email ID. It shows 'No records found.'
- Details of proposed Subletting/अर्ज़ीकर्ता का प्रस्तावित विवरण:** Includes Total Area (1100), Type of Subletting (Full Plot/Shed), Area to be Subletted (1100.00), Remaining Area with Original Allottee (0.00), Status of Unit (Operational), and Mortgage by Bank/Financial Institute (No).
- Details of Proposed Sublessee (Third Party):** Includes Name (Demo Mndul), Mobile No. (8188023143), Email ID (noemail@gmail.com), Aadhaar Card (441473767116), Name of Sublessee Firm/Person (demo prvt), No. of Year (5), Subletting Period From (02/04/2026), Subletting Period To (02/04/2031), Legal Status of Firm (Society and Trust), GSTIN of Sublessee (22ABCC0E1234F125), PAN of Sublessee Firm (DSDSD4543S), Product/Service (dededassasssdada), Pollution Category (Green), and Total/Proposed Investment (2025).
- Subletting Rent & Charges:** Lists conditions like 2% collector circle rate, advance rent deposit, and 18% penal interest. It also shows a table for Collector Circle Rate (100.00) and Subletting Area (1100.00), resulting in a 3300.00 yearly rent.
- Declaration:** A checkbox for agreement to terms and conditions.
- Uploaded Documents/अर्ज़ीकर्ता द्वारा अपलोड की गई दस्तावेज़ें:** A list of 17 documents with 'View' buttons, including No Dues Certificate, Operational Proof, Bank NOC, Affidavit of Allottee, Sublessee Registration Document, Aadhaar/Authorized Signatory ID, Project Report, Pollution Category Certificate, Affidavit of Sublessee, Layout Map of Area Being Sublet, Project Report of Sublessee, Layout Showing Area to be Subletted, Pan Card of Sublessee, Aadhaar Card of Sublessee, Pan of Sublessee Firm, Sanctioned Map, Site Map, and Sanctioned Map.
- Query Description:** Shows 'Query Remark' (Query for testing) and 'Query Marked Date' (02/04/2026). A green box indicates 'The payment has been successfully completed by the applicant on 04/02/2026 14:35:14'.
- Approve Button:** A green button with a checkmark and the text 'Approve'.

## 4. Appeal against Applications Submitted for Subletting Permission (Government Login)

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

**Directorate of Industries & Enterprise Promotion** | Industrial Estate Management System | Government ()

**Dashboard**

**Plot/Shed Status** (Total: 8969)

<b>PLOTS</b>	8975 Total Plots	8900 Vacant Plots	75 Allotted Plots
<b>SHEDS</b>	14 Total Sheds	14 Vacant Sheds	0 Allotted Sheds

**Total Allotment**

- Gem: 9
- Offline: 64
- Direct: 2

**Total Revenue**

₹ 44211.00  
Forty Four Thousand Two Hundred Eleven Only

**Request Status**

- REQUEST RECEIVED: 234
- REQUEST PENDING: 111
- REQUEST IN PROCESS: 4
- QUERY MARKED: 4
- REQUEST CLOSED: 123

**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	108	48	1	59	1
2 Sending Request for Lease Deed Execution and Registration	62	24	2	38	0
3 Request for Transfer & Ownership Change	12	9	0	3	0
4 Request for Transfer & Ownership Change-Legal Heir	5	3	0	2	0
5 Request for Transfer & Ownership Change-Modification of partner	5	5	0	0	0
6 Service for Mortgage Permissions	11	4	0	5	2
7 Request for issue of 'No Dues' Certificate by the department after payment of all dues.	20	10	0	8	2
8 Request for Division of the Land.	6	3	0	2	1
9 Request for Change / Addition of Product	4	4	1	0	0
10 Request for Additional Unit	1	1	0	0	0
<b>Total</b>	<b>234</b>	<b>111</b>	<b>4</b>	<b>117</b>	<b>6</b>

**Land Type Details by Category**

Category	Offline Allotted	Direct Allotted	Gem Allotted	Vacant
M Manufacturing / Industrial Plot	34	2	0	935
M1 Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehousing Units	20	0	0	0
M2 Service Sector Enterprises (Healthcare, Finance, Technology, Retail, and Education)	3	0	0	1
M3 Specialized Training Institute / Common Facility Center (Hospital-dispensary-clinic) and Residential / Housing Accommodation for staff / workers (Hostel, dormitory)	3	0	0	0
M4 Commercial establishments whose manufacturing units are operated in the industrial area itself.	0	0	0	0
M5 Residential cum office (Mixed) buildings whose manufacturing units are operated in the industrial area itself. (in the premises of own manufacturing unit / plot)	0	0	0	0
<b>Total</b>	<b>60</b>	<b>2</b>	<b>0</b>	<b>936</b>

**Zone Wise Status**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
NA	NA	0/0	6	6	0	0	0
<b>Total</b>	<b>0/0</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
BUNDELKHAND	Plot	0/4	9	3	0	0	6
<b>Total</b>	<b>0/4</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
PURVANCHAL	Plot	2/30	75	11	2	2	64
<b>Total</b>	<b>2/30</b>	<b>75</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>64</b>	<b>6</b>
BUNDELKHAND	Plot	0/4	9	3	0	0	6
<b>Total</b>	<b>0/4</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
PURVANCHAL	Plot	2/30	75	11	2	2	64
<b>Total</b>	<b>2/30</b>	<b>75</b>	<b>11</b>	<b>2</b>	<b>2</b>	<b>64</b>	<b>6</b>
MADHYANCHAL	NA	0/0	1	1	0	0	0
<b>Total</b>	<b>12/5</b>	<b>20</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
PASCHIMANCHAL	Shed	1/0	1	1	0	0	0
<b>Total</b>	<b>12/20</b>	<b>69</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32</b>
NA	NA	0/0	215	124	2	2	91
<b>Total</b>	<b>13/20</b>	<b>285</b>	<b>162</b>	<b>2</b>	<b>2</b>	<b>123</b>	<b>123</b>

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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](mailto:info@iemsme.in).