



User Manual
for
Surrender of Plot 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 Surrender of Plot 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 and Enterprise Promotion, Government of Uttar Pradesh, is 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 Surrender of Plot (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 (292 Total, 255 Vacant, 37 Allotted) and SHEDS (1 Total, 0 Vacant, 1 Allotted).
- 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
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 Table:**

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASHCHIMANCHAL	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 Surrender of Plot (DIC)

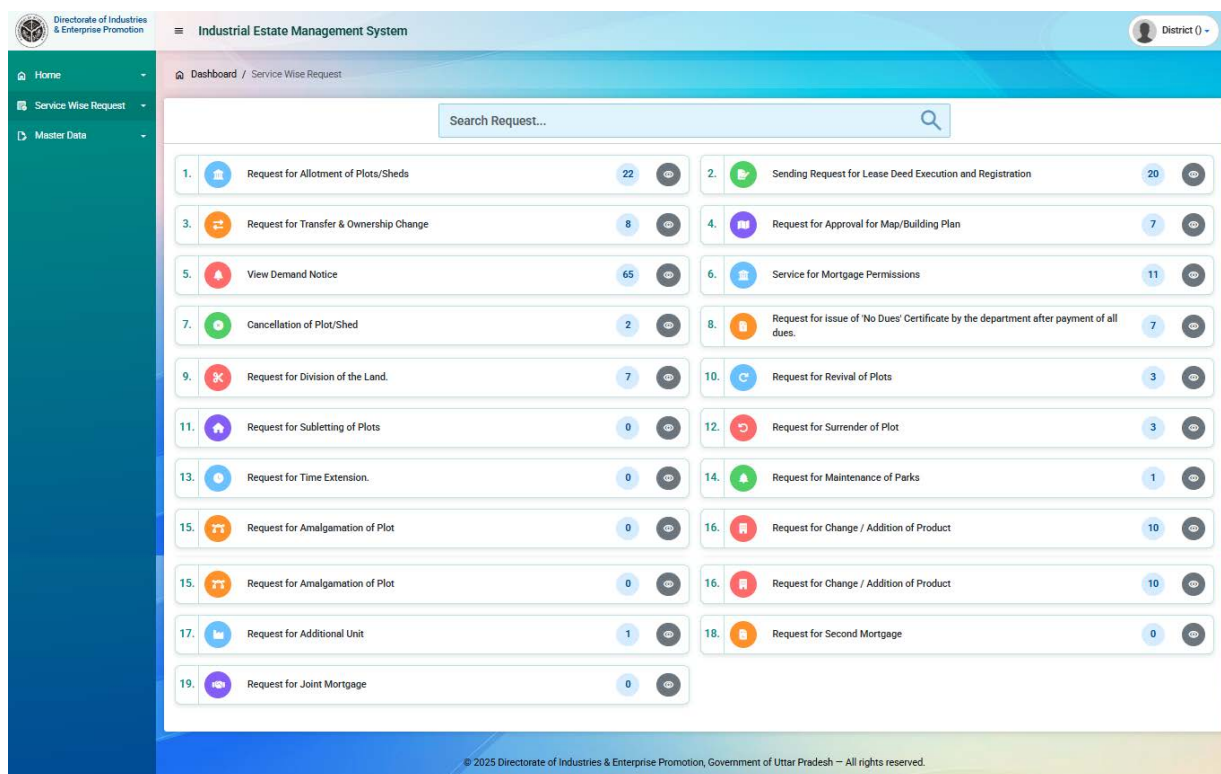
To proceed with actions on an application submitted for the Surrender of Plot service, click the “Service Wise Request” option in the side menu and select the service “Surrender of Plot”.

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:

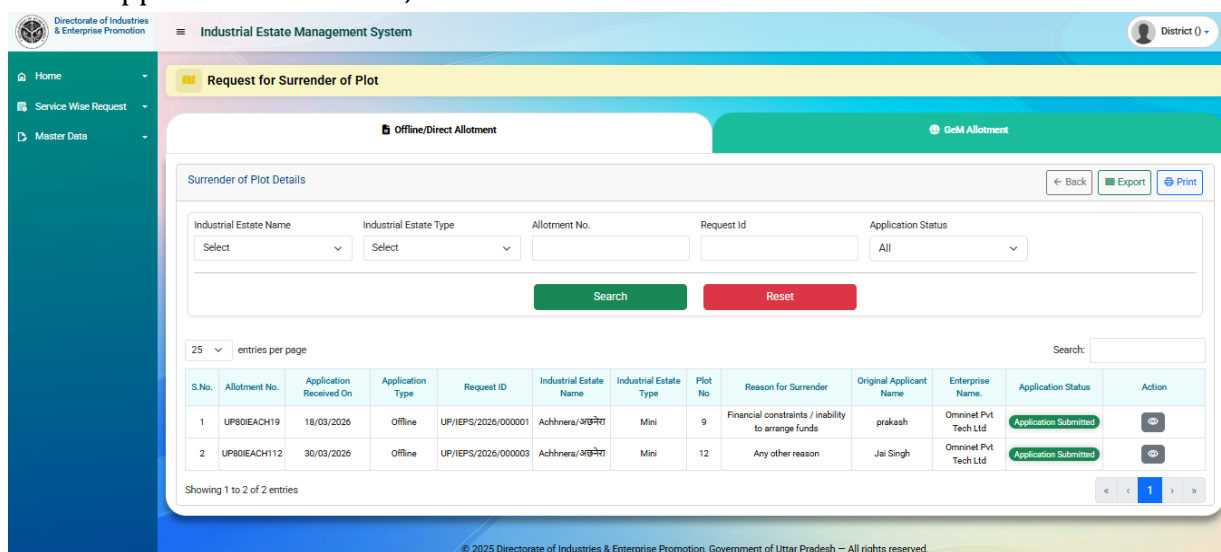
- Plot/Shed Status:** A summary card showing a total of 293 plots/sheds. It is broken down into Plots (292 Total, 255 Vacant, 37 Allotted) and Sheds (1 Total, 0 Vacant, 1 Allotted).
- Total Allotment:** A list of allotment types: Gem (2), Offline (33), and Direct (2).
- Total Revenue:** A red box showing ₹ 80000.00 (Eighty Thousand Only).
- Request Status:** A row of colored boxes representing request 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 different services and their respective counts.
- Land Type Details by Category:** Two tables showing details for Manufacturing / Industrial Plots. The first table shows 23 Offline Allotted, 2 Direct Allotted, 0 GeM Allotted, and 964 Vacant plots. The second table adds a category for 'Industry whose recognized by the State Government' with 5 Offline Allotted, 0 Direct Allotted, 0 GeM Allotted, and 15 Vacant plots, resulting in a total of 28 Offline Allotted, 2 Direct Allotted, 0 GeM Allotted, and 979 Vacant plots.
- Zone Wise Status:** A table showing the status of requests across different zones and types. For the PASHIMANCHAL zone, it shows 215 Request Received, 122 Request Pending, 3 Request In Process, 3 Query Marked, and 93 Request Closed for NA type plots, and 74 Request Received, 40 Request Pending, 0 Request In Process, 0 Query Marked, and 34 Request Closed for Plot type plots. A total row shows 290 Request Received, 163 Request Pending, 3 Request In Process, 3 Query Marked, and 127 Request Closed across all types.

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- Once the service request (**Surrender of Plot**) is selected to perform the relevant action, 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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Directorate of Industries & Enterprise Promotion

Industrial Estate Management System

District ()

Dashboard / Service Wise Request / Request for Surrender of Plot / Preview Request for Surrender of Plot

Preview

[Print](#)

Plot Details/भूखंड विवरण			
1: District of Industrial Estate/औद्योगिक आस्थान का ज़ोन	Agra	2: Industrial Estate/औद्योगिक आस्थान	Achnera/अछनेरा
3: Type of Industrial Estate/औद्योगिक आस्थान का प्रकार	Mini	4: Plot/Shed Type/भूखंड/शेड का प्रकार	Plot
5: Plot/Shed No./ भूखंड/शेड संख्या	9	6: Plot/Shed Area (in Sq. Mtr.)/भूखंड/शेड क्षेत्रफल	1000.00
7: Land Type/भूखंड का प्रकार	Plot		

Basic Details of Applicant/अर्पितक का सामान्य विवरण			
1: Applicant Name/अर्पितक का नाम	prakash	2: PAN/पैन	AAAPA1234A
3: GST No./जीएसटी नंबर	09BWUPS4260B125	4: Category/वर्ग	GEN
5: Firm Name/फर्म का नाम	Test	6: Address/पता	varanasi
7: District/ज़ोन		8: State/राज्य	Uttar Pradesh
9: Pincode/पिनकोड	221402	10: Email ID/ईमेल आईडी	shripaks99@gmail.com
11: Mobile No./मोबाइल नंबर	8303887001	12: Legal Status of Firm	Pvt Ltd

Partner Details/भागीदार विवरण					
S.No.	Name	Share (in %)	Address	Phone No.	Email ID
1	Prakash Singh	70	Varanasi	6305550770	admin@gmail.com

Surrender Details			
1: Reason for Surrender	Financial constraints / inability to arrange funds	2: Current Unit Status	Unit not Established
3: Construction Status on Plot	No Construction	4: Covered Area (sqm)	100.00
5: Carpet Area (sqm)	100	6: Constructed Area (sqm)	0.01

Payment Details

[View Demand Notice](#)

Uploaded Documents/अपलोड किए गए दस्तावेज	
1: Latest Payment Receipts (Lease Rent & Maintenance) View	2: Bank Account Details (Cancelled Cheque / Passbook) View

Declaration/घोषणा

I/We hereby declare that:

- I hereby declare that all dues related to the plot/shed have been deposited and there are no outstanding payments.
- I understand that the surrender value will be calculated as per Chapter 8 of SOP (Standard Operating Procedure) of Directorate of Industries & Enterprise Promotion, Govt. of Uttar Pradesh of Management Policy 2025 and construction value is not included.
- I/We voluntarily surrender the plot/shed without any claim on construction (if any).
- I understand that payment will be made on priority basis from the amount received by new allottee after auction.
- All information provided in this application is true and correct to the best of my knowledge.

I hereby accept all terms, conditions, and obligations for Surrender of Plot.

[Mark Query](#)

[Approve](#)

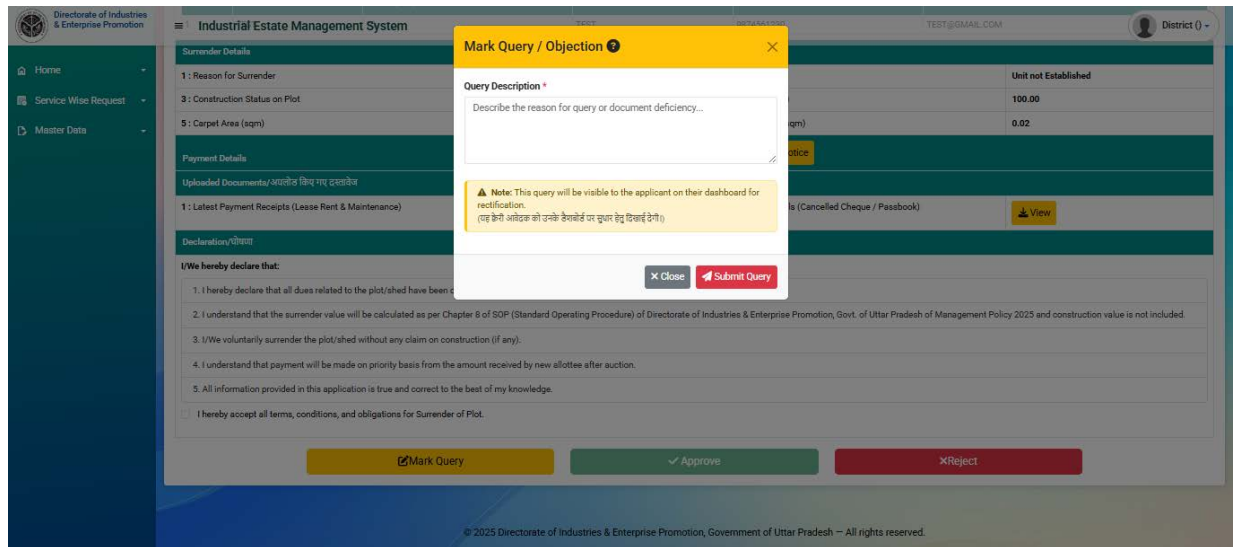
[Reject](#)

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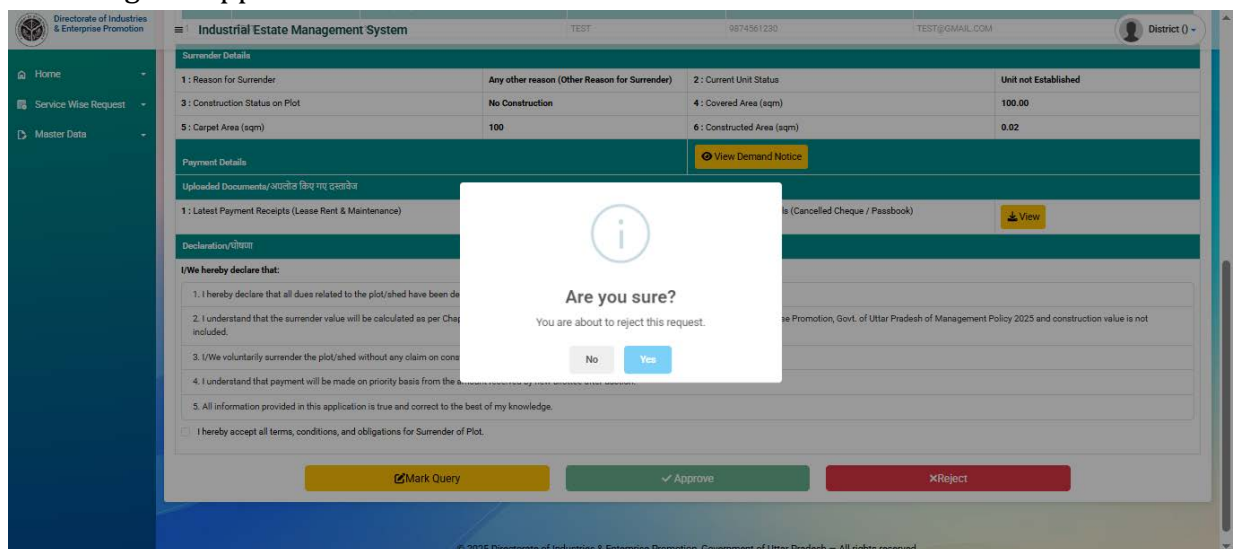
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- To raise a query for the submitted application, click the **“Raise Query”** button below. Once the **“Raise Query”** button is clicked, a pop-up screen with a query remarks box appears, as shown below.



- 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.

4. Appeal against Applications Submitted for Surrender of Plot (JCI Login)

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

The screenshot shows the IEMS dashboard with the following sections:

- Plot/Shed Status:** Total: 735. Includes PLOTS (734 Total, 697 Vacant, 37 Allotted) and SHEDS (1 Total, 0 Vacant, 1 Allotted).
- 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 showing request counts across various services.
- Land Type Details by Category:** Two tables showing details for Manufacturing / Industrial Plot and other categories.
- Zone Wise Status:** Table showing request counts across different zones and types.

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

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	Type	Vacant/Allotted	Request Received	Request Pending	Request in Process	Query Marked	Request Closed
PASHIMANCHAL	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

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

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Industrial Estate Management System

Dashboard / Service Wise Request / Request for Surrender of Plot / Preview Request for Surrender of Plot

Preview Print

Plot Details/प्लॉट विवरण			
1: District of Industrial Estate/औद्योगिक आस्थान का जनपद	Agra	2: Industrial Estate/औद्योगिक आस्थान	Achhnera/अछनेरा
3: Type of Industrial Estate/औद्योगिक आस्थान का प्रकार	Mini	4: Plot/Shed Type/प्लॉट/शेड का प्रकार	Plot
5: Plot/Shed No./प्लॉट/शेड नं.का	9	6: Plot/Shed Area (in Sq. Mtr.)/प्लॉट/शेड क्षेत्रफल	1000.00
7: Land Type/प्लॉट का प्रकार	Plot		

Basic Details of Applicant/अभिेदक का सामान्य विवरण			
1: Applicant Name/अभिेदक का नाम	prakash	2: PAN/पैन	AAAPA1234A
3: GST No./जीएसटी नंबर	09BWUPS4260B1Z5	4: Category/श्रेणी	GEN
5: Firm Name/फर्म का नाम	Test	6: Address/पता	varanasi
7: District/जिल्ला		8: State/राज्य	Uttar Pradesh
9: Pincode/पिनकोड	221402	10: Email ID/ईमेल आईडी	shripaks99@gmail.com
11: Mobile No./मोबाइल नंबर	8303887001	12: Legal Status of Firm	Pvt Ltd

Partner Details/साझेदार विवरण					
S.No.	Name	Share (in %)	Address	Phone No.	Email ID
1	Prakash Singh	70	Varanasi	6305550770	admin@gmail.com

Surrender Details			
1: Reason for Surrender	Financial constraints / inability to arrange funds	2: Current Unit Status	Unit not Established
3: Construction Status on Plot	No Construction	4: Covered Area (sqm)	100.00
5: Carpet Area (sqm)	100	6: Constructed Area (sqm)	0.01

Payment Details [View Demand Notice](#)

Uploaded Documents/अपलोड किए गए दस्तावेज

1: Latest Payment Receipts (Lease Rent & Maintenance) View	2: Bank Account Details (Cancelled Cheque / Passbook) View
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Declaration/घोषणा

I/We hereby declare that:

- I hereby declare that all dues related to the plot/shed have been deposited and there are no outstanding payments.
- I understand that the surrender value will be calculated as per Chapter 8 of SOP (Standard Operating Procedure) of Directorate of Industries & Enterprise Promotion, Govt. of Uttar Pradesh of Management Policy 2025 and construction value is not included.
- I/We voluntarily surrender the plot/shed without any claim on construction (if any).
- I understand that payment will be made on priority basis from the amount received by new allottee after auction.
- All information provided in this application is true and correct to the best of my knowledge.

I hereby accept all terms, conditions, and obligations for Surrender of Plot.

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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.