



**User Manual**  
**for**  
**Time Extension 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 Time Extension 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 Time Extension (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:**
  - PLOTS:** 8977 Total Plots, 8900 Vacant Plots, 77 Allotted Plots
  - SHEDS:** 15 Total Sheds, 14 Vacant Sheds, 1 Allotted Sheds
- Total Allotment:** Gem (9), Offline (57), Direct (2)
- Total Revenue:** ₹ 44211.00 (Forty Four Thousand Two Hundred Eleven 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-dispansary-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	66
	<b>Total</b>	<b>2/31</b>	<b>79</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>66</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	66
	<b>Total</b>	<b>2/31</b>	<b>79</b>	<b>13</b>	<b>2</b>	<b>2</b>	<b>66</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 Time Extension (DIC)

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

The screenshot displays the Industrial Estate Management System dashboard. It includes a sidebar menu with options like Home, Service Wise Request, and Master Data. 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 by category: Gem (0), Offline (57), and Direct (2).
- Total Revenue:** ₹ 44211.00 (Forty Four Thousand Two Hundred Eleven Only).
- Request Status:** A summary of request counts: Request Received (245), Request Pending (116), Request In Process (5), Query Marked (5), and Request Closed (129).
- Service Wise Status:** A table showing request counts across various service categories.
- Land Type Details by Category:** A table detailing land types such as Manufacturing / Industrial Plot, with counts for Offline, Direct, GeM, and Vacant plots.
- Zone Wise Status:** A detailed table showing request counts across different zones (NA, BUNDELKHAND, PURVANCHAL, MADHYANCHAL, PASHCHIMANCHAL) and types (NA, Plot, Shed).

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## User Manual for Time Extension Service (Industrial Estate Management System), Developed for Directorate of Industries & Enterprise Promotion, Uttar Pradesh

The screenshot displays the 'Industrial Estate Management System' dashboard. The left sidebar contains navigation options: Home, Service Wise Request, and Master Data. The main content area shows a 'Dashboard / Service Wise Request' view with a search bar and a grid of 19 service request items. Each item includes a number, a request description, and a count. The requests are as follows:

Request ID	Request Description	Count
1.	Request for Allotment of Plots/Sheds	70
2.	Sending Request for Lease Deed Execution and Registration	50
3.	Request for Transfer & Ownership Change	22
4.	Request for Approval for Map/Building Plan	7
5.	View Demand Notice	65
6.	Service for Mortgage Permissions	11
7.	Cancellation of Plot/Shed	4
8.	Request for issue of 'No Dues' Certificate by the department after payment of all dues.	8
9.	Request for Division of the Land.	7
10.	Request for Revival of Plots	3
11.	Request for Subletting of Plots	0
12.	Request for Surrender of Plot	3
13.	Request for Time Extension.	0
14.	Request for Maintenance of Parks	1
15.	Request for Amalgamation of Plot	0
16.	Request for Change / Addition of Product	10
17.	Request for Amalgamation of Plot	0
18.	Request for Change / Addition of Product	10
19.	Request for Additional Unit	1
20.	Request for Joint Mortgage	0

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- Once the service request (**Time Extension**) is selected to perform the relevant action, a new page displaying the list of submitted applications appears on the screen, as shown below.

The screenshot shows the 'Request for Extension of Time for Project Completion' page. It features a search form with the following fields: Industrial Estate Name, Industrial Estate Type, Allotment No., Application Status, and Application Received from. Below the search form is a table with the following columns:

S.No.	Allotment No.	Application Received On	Application No.	Request Received Through	First Allotment Date	Last Allotment date	Application Date	Industrial Estate Name	Industrial Estate Type	Plot No.	Original Completion Deadline	No. of Months Extension Requested	Reason for Delay	Original Applicant Name	Enterprise Name.	Application Status	Action
No data available in table																	

Showing 0 to 0 of 0 entries

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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 on the screen.
- To approve, click the “**Approve**” button below.
- 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 on the screen.
- 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. 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).