



User Manual
for
Transfer 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:



Table of Contents

1. Introduction	3
1.1. Overview of the Web Application.....	3
1.2. Scope of the User Manual.....	3
1.3. Intended Audience of the Application	3
1.4. Application Convention	3
2. View Application Submitted by the Applicant for Transfer of Plot (DIC Login)	4
3. Approval of Applications Submitted against Transfer of Plots (DIC Login)	5
4. View Application Submitted by the Applicant for Transfer of Plot (JCI Login)	9
5. Approval of Applications Submitted against Transfer of Plot (JCI Login)	10
6. Appellate against the Application Submitted for Transfer of Plot (AC)	13
7. For Technical Support.....	15

1. Introduction

1.1. Overview of the Web Application

The software has been developed for Transfer of Plot service for Industrial Estate Management System (IEMS) web portal, Department of Industries & Enterprise Promotion, Uttar Pradesh. The module is designed and developed for use by the respective authority to view, approve, reject, raise query, and process appeals for applications related to specific service requests through the web portal. It enables users to log in, manage the execution of service requests, and submit relevant details after logging in.

Along with, the project details, notifications, intimations, and status of acceptance and rejection, all will be available to the respective users for its further process.

The concerned departmental users can also view the status of the entire project execution from their login and will get SMS & 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 query, and appellate the applications (submitted) against the respective services request and process it after logging in.

1.3. Intended Audience of the Application

Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh will be the intended audience of this application.

1.4. Application Convention

The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. View Application Submitted by the Applicant for Transfer of Plot (DIC Login)

The approval process (*for unit functional for less than 1 year or not functional/Appellate JCI*) can begin by reviewing the application details available on the web portal's Dashboard screen.

The screenshot shows the dashboard of the Industrial Estate Management System. The left sidebar contains navigation options: Home, Service Wise Request, and Master Data. The main content area includes a 'Dashboard' section with a 'Plot/Sheds' overview (Total: 292) showing 36 Allotted Plots and 0 Allotted Sheds. A 'Total Allotment' section lists Gem (2), Offline (31), and Direct (2). A 'Total Revenue' section shows ₹ 80000.00 (Eighty Thousand Only). Below these are 'Request Status' cards: REQUEST RECEIVED (130), REQUEST PENDING (84), REQUEST IN PROCESS (3), QUERY MARKED (3), and REQUEST CLOSED (46). The 'Service Wise Status' table is as follows:

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	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	125	78	3	41	6

The 'Land Type Details by Category' section shows two tables. The first table has columns: Category, Offline Allotted, Direct Allotted, GeM Allotted, and Vacant. It lists 'Manufacturing / Industrial Plot' with 23 Offline Allotted, 2 Direct Allotted, 0 GeM Allotted, and 963 Vacant. The second table adds 'Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehousing Units)' with 5 Offline Allotted, 0 Direct Allotted, 0 GeM Allotted, and 15 Vacant. The total for both is 28 Offline Allotted, 2 Direct Allotted, 0 GeM Allotted, and 978 Vacant.

The 'Zone Wise Status' table is as follows:

Zone	Type	Vacant/Allotted	Request Received	Request Pending	Request In Process	Query Marked	Request Closed
PASCHIMANCHAL	NA	0/0	215	123	3	3	92
	Plot	12/20	72	39	0	0	33
Total		12/20	287	162	3	3	125

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3. Approval of Applications Submitted against Transfer of Plots (DIC Login)

To proceed with actions on an application submitted for the Transfer of Plot service, click **Service Wise Request** in the side menu of the Dashboard and select the service, **“Request for Transfer & Ownership Change”**.

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 district dropdown menu. The left sidebar contains navigation options: Home, Service Wise Request, and Master Data.

Dashboard Overview:

- Plot/Shed Status:** Total: 292. Includes PLOTS (292 Total, 256 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 (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
Total	122	77	2	40	5

Land Type Details by Category Table 1:

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	24	2	0	962

Land Type Details by Category Table 2:

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	24	2	0	962
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	29	2	0	977

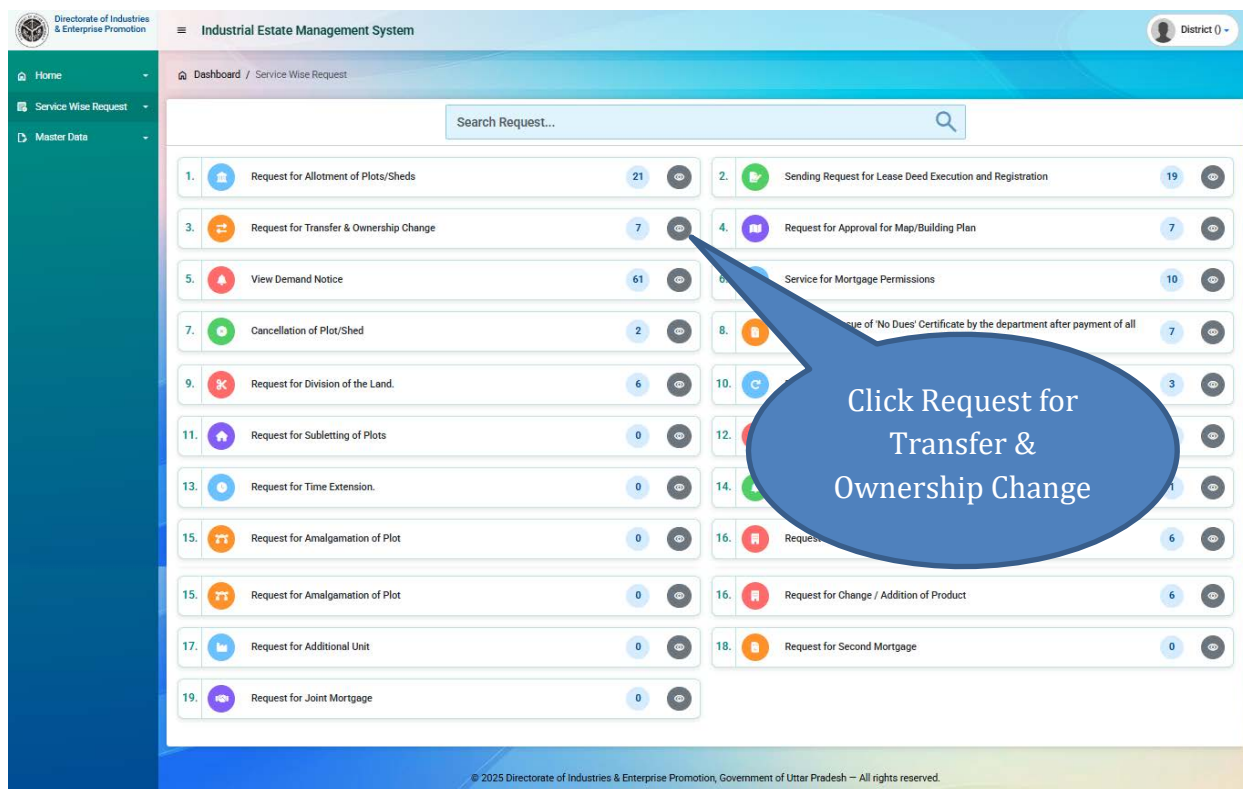
Zone Wise Status Table:

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

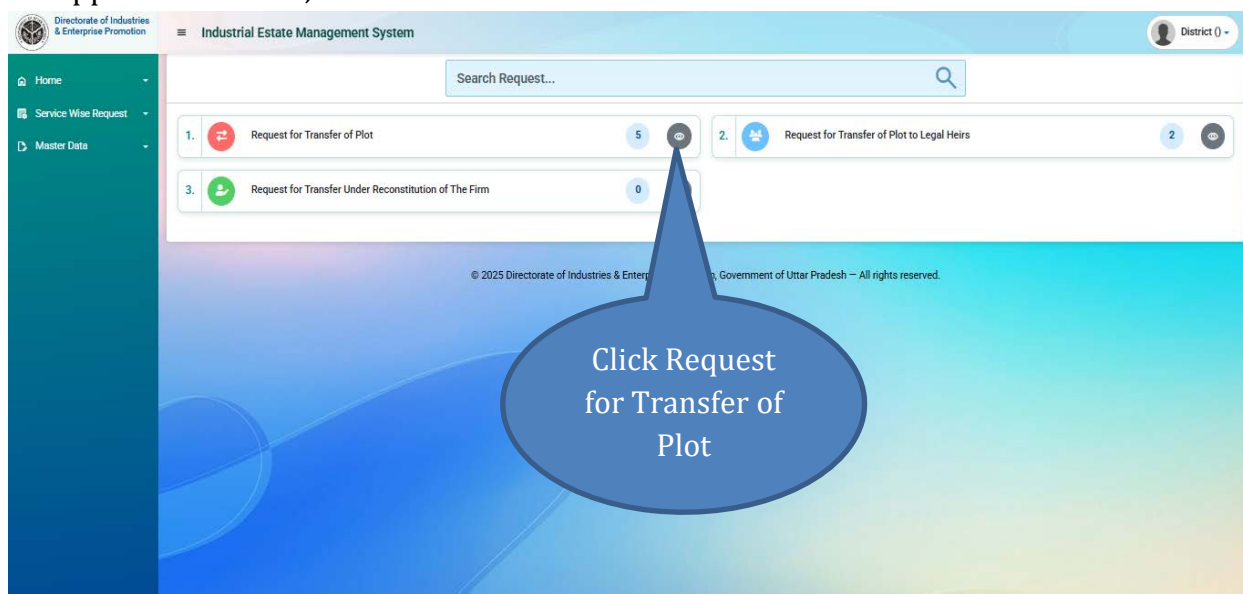
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- Once the required service is selected, a page with services list appears, as shown below.

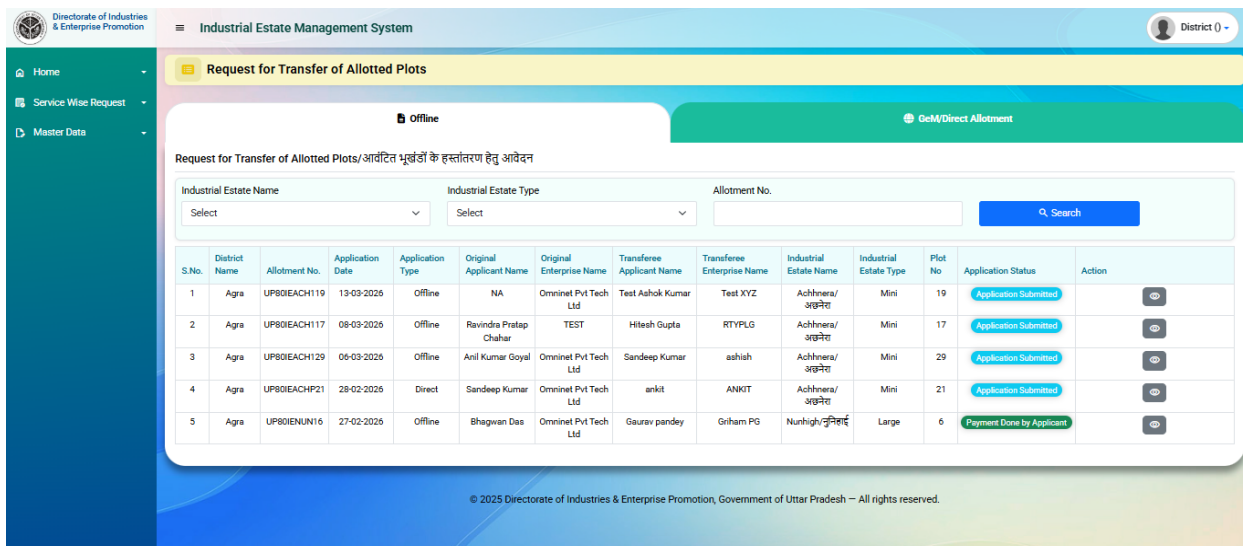


- Select service request **“Request for Transfer & Ownership Change”** to perform the relevant action. A new page with the list of transfer and ownership services appears on screen, as shown below.

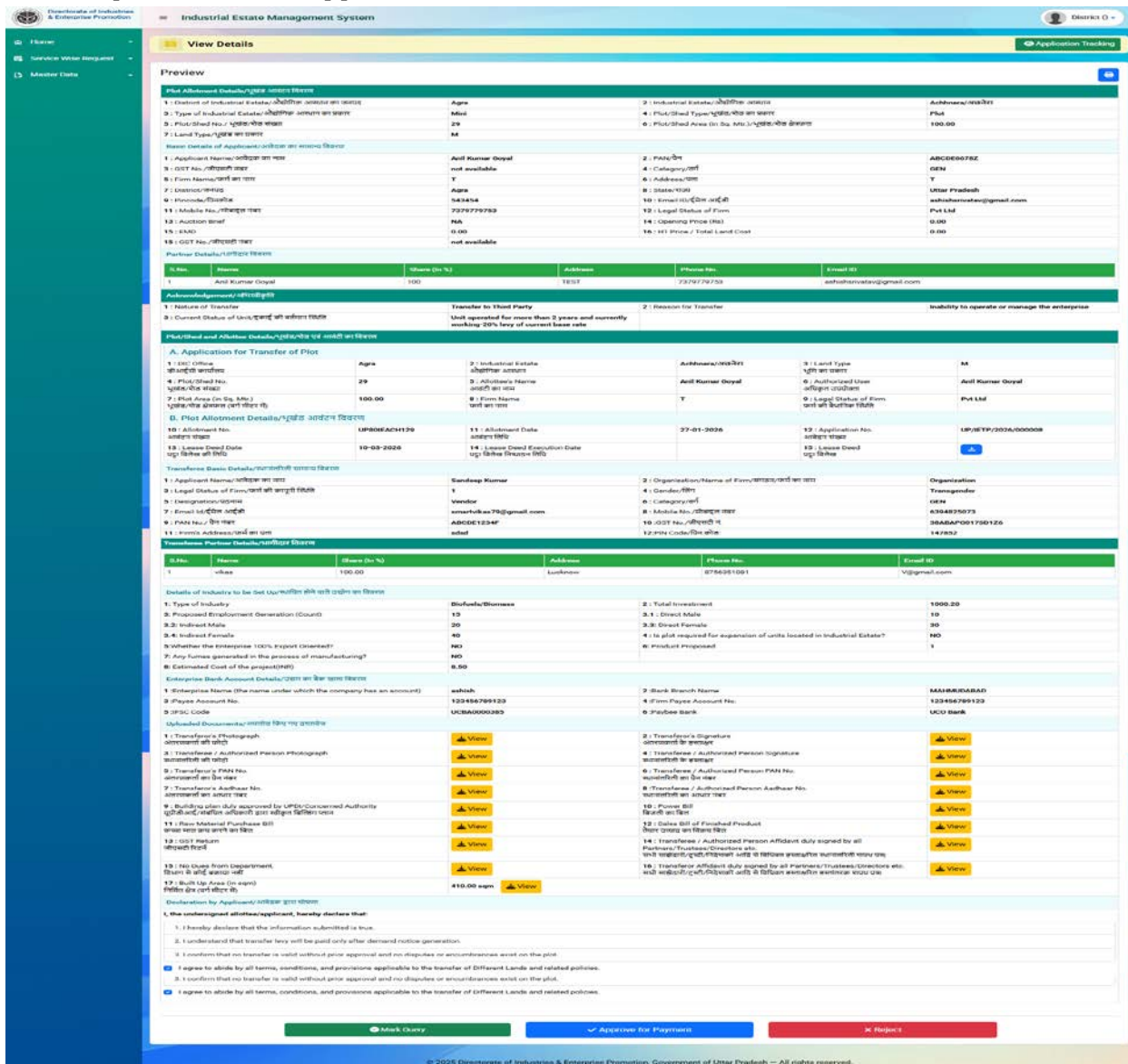


- Select **Request for Transfer of Plot** on the page, it will redirect to the page of service requests with application details, as shown below.

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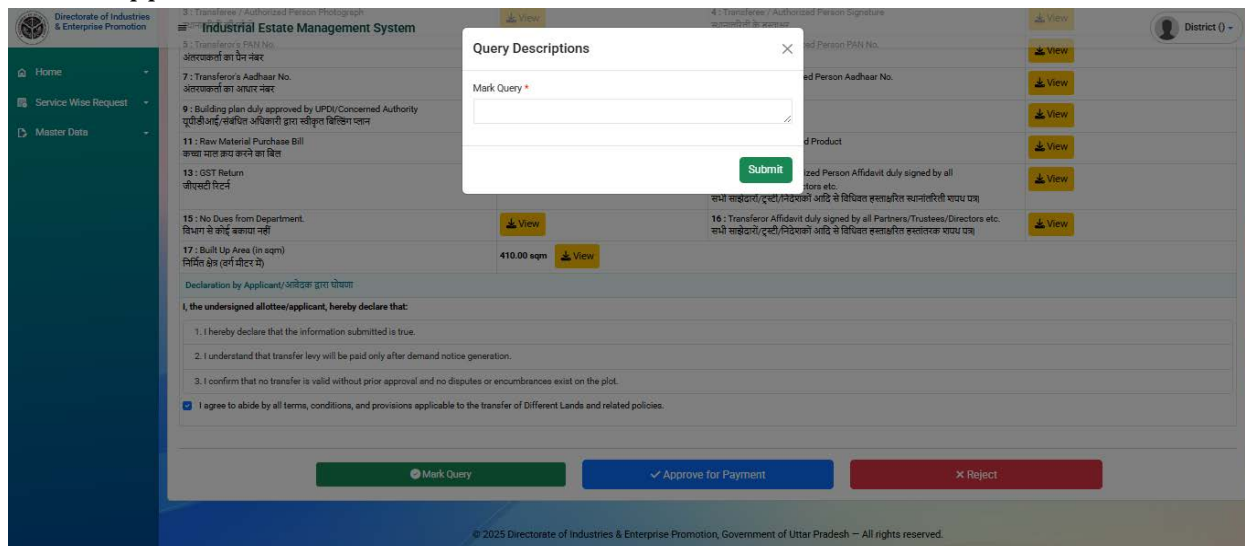


- To perform an action against the particular application, click the **View** action button from the grid. The application actions (**Query/Approve/Reject**) page with preview details appears, as shown below.



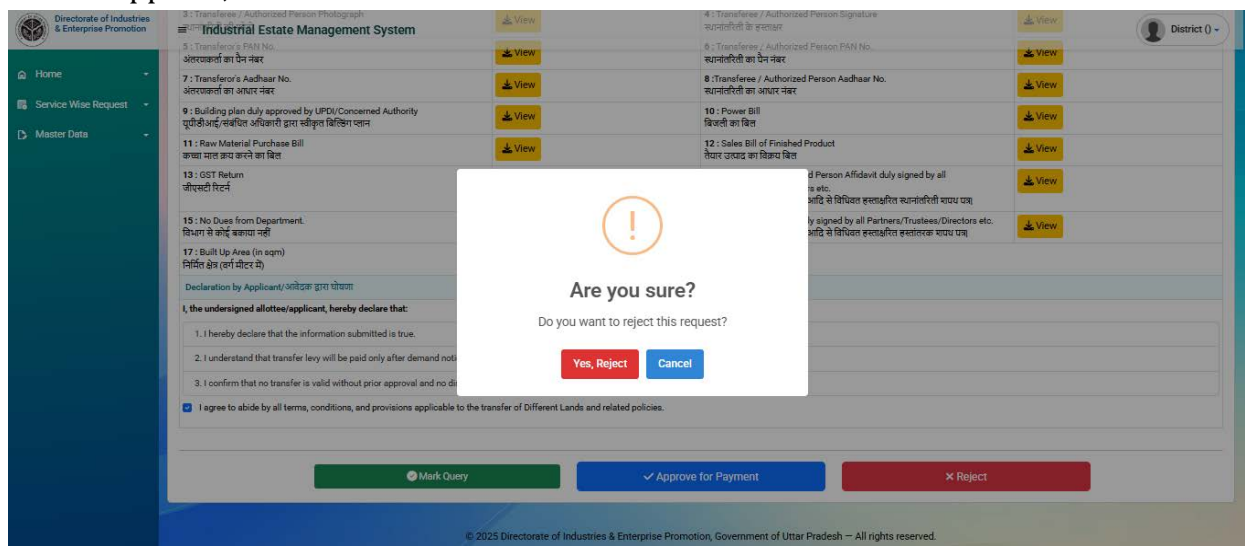
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- To approve, click the **Approve** button below. Once clicked the Approve button, approval remarks box appears on screen. Enter the remarks and click **Approve** button.
- To raise query against the application submitted, click the **Raise Query**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



The screenshot displays the 'Industrial Estate Management System' interface. A 'Query Descriptions' dialog box is open, featuring a 'Mark Query' text input field and a 'Submit' button. The background interface includes a sidebar with 'Home', 'Service Wise Request', and 'Master Data'. The main content area shows a list of application details with 'View' buttons. At the bottom, there are buttons for 'Mark Query', 'Approve for Payment', and 'Reject'. The footer contains the text: '© 2025 Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh – All rights reserved.'

- Click the **Submit** button to submit the remarks and raise a query.
- To reject an application, click the **Reject** button. Rejection confirmation dialogue box appears, as shown below.



The screenshot shows the same 'Industrial Estate Management System' interface. A confirmation dialog box is open, asking 'Are you sure?' and 'Do you want to reject this request?'. The dialog has 'Yes, Reject' and 'Cancel' buttons. The background interface is the same as the previous screenshot, showing the application details list and the 'Reject' button at the bottom. The footer contains the text: '© 2025 Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh – All rights reserved.'

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

4. View Application Submitted by the Applicant for Transfer of Plot (JCI Login)

The approval process *(for unit functional equal to or more than 2 years)* can begin by reviewing the application details available on the web portal's Dashboard screen.

The screenshot shows the dashboard of the Industrial Estate Management System. A blue callout bubble highlights the 'Service Wise Request' menu item on the left sidebar, with the text 'Click Service Wise Request'.

Request Status

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

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	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
Total	122	77	2	40	5

Land Type Details by Category

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

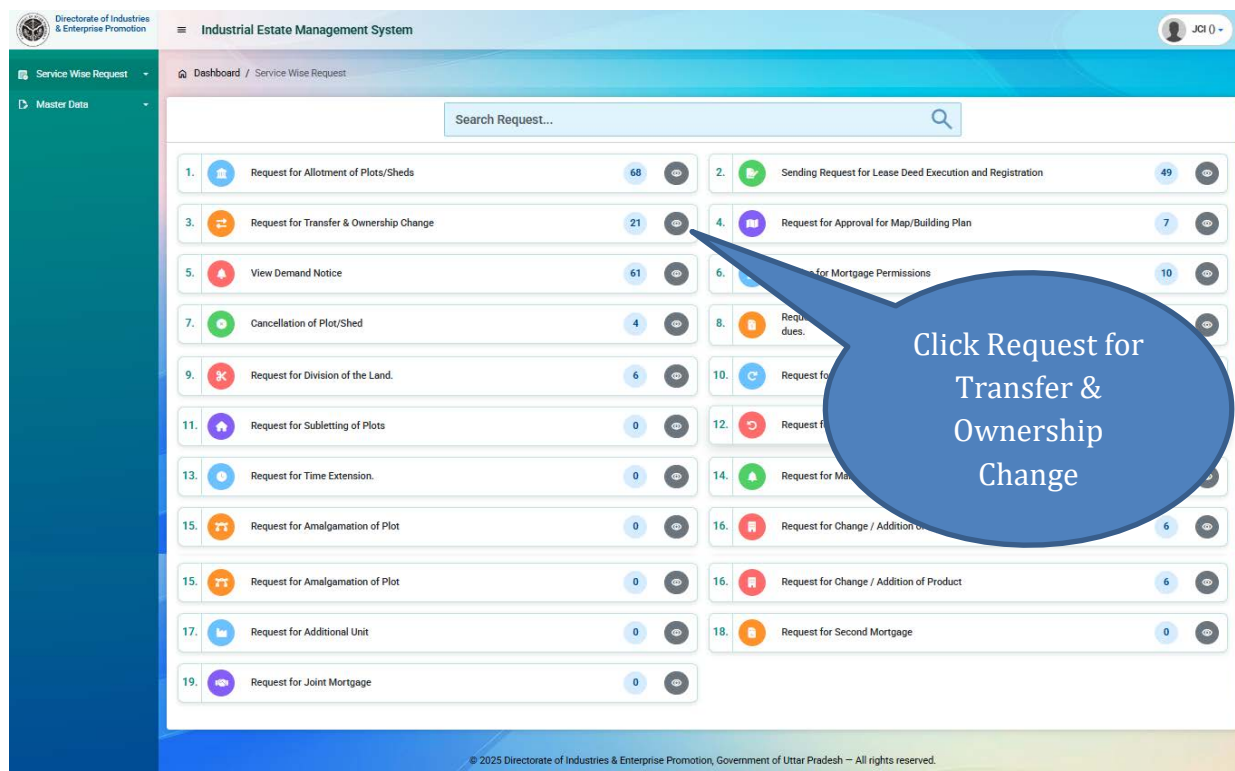
Zone Wise Status

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
Total		12/20	284	161	2	2	123

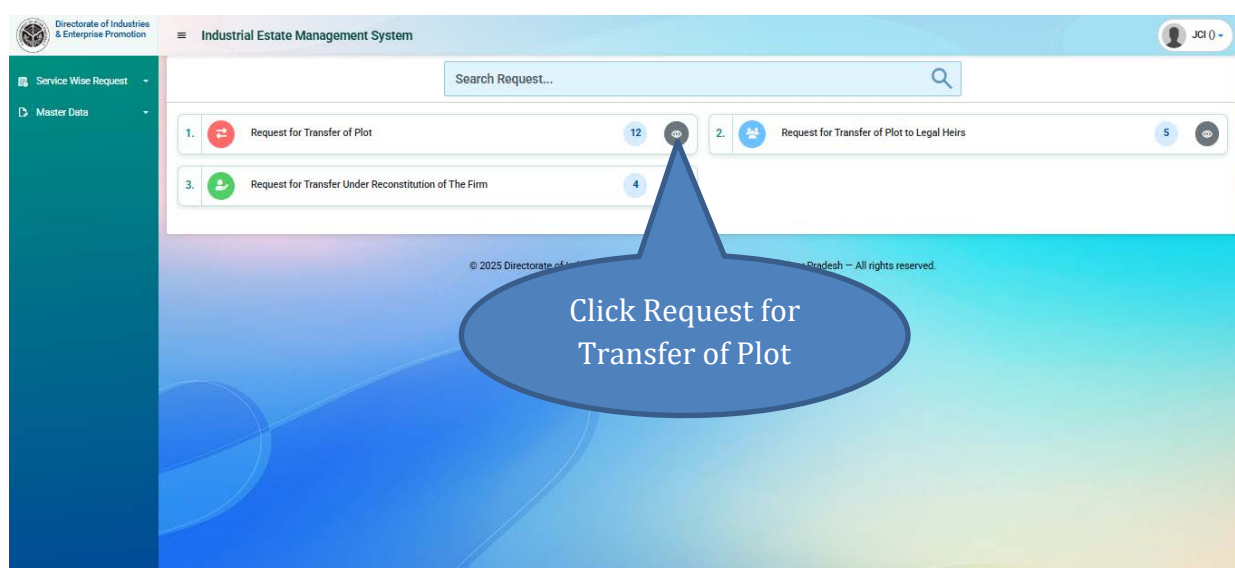
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5. Approval of Applications Submitted against Transfer of Plot (JCI Login)

To proceed with actions on an application submitted for the Transfer of Plot service, click **Service Wise Request** in the side menu and select the service, “**Request for Transfer & Ownership Change**”.



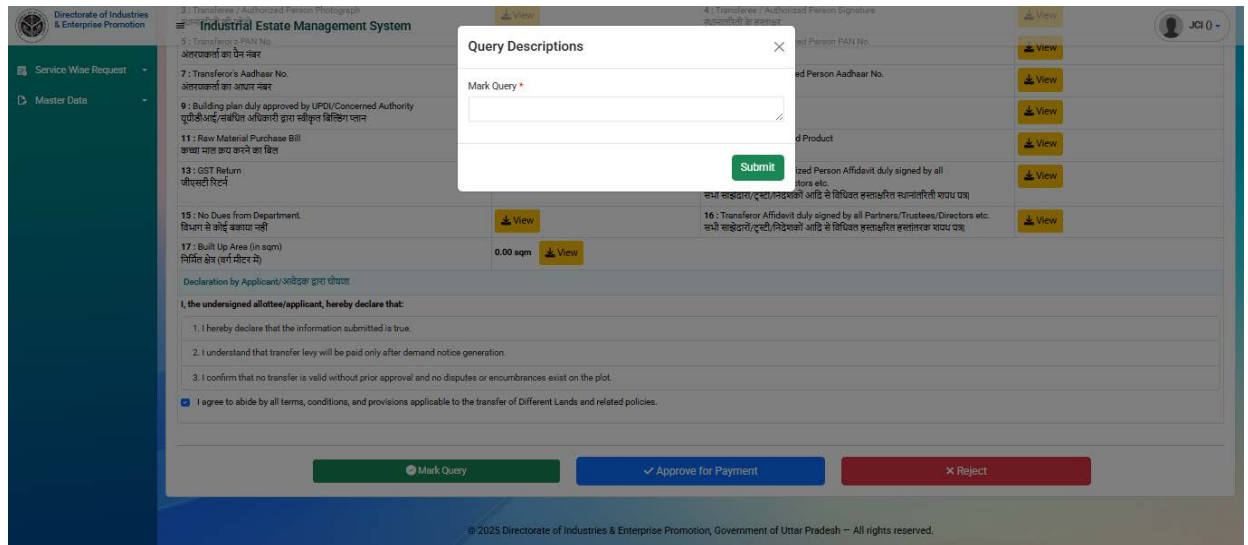
- Once the service request (**Request for Transfer & Ownership Change**) is selected to perform the relevant action, a new page with the list of transfer and ownership services appears on screen, as shown below.



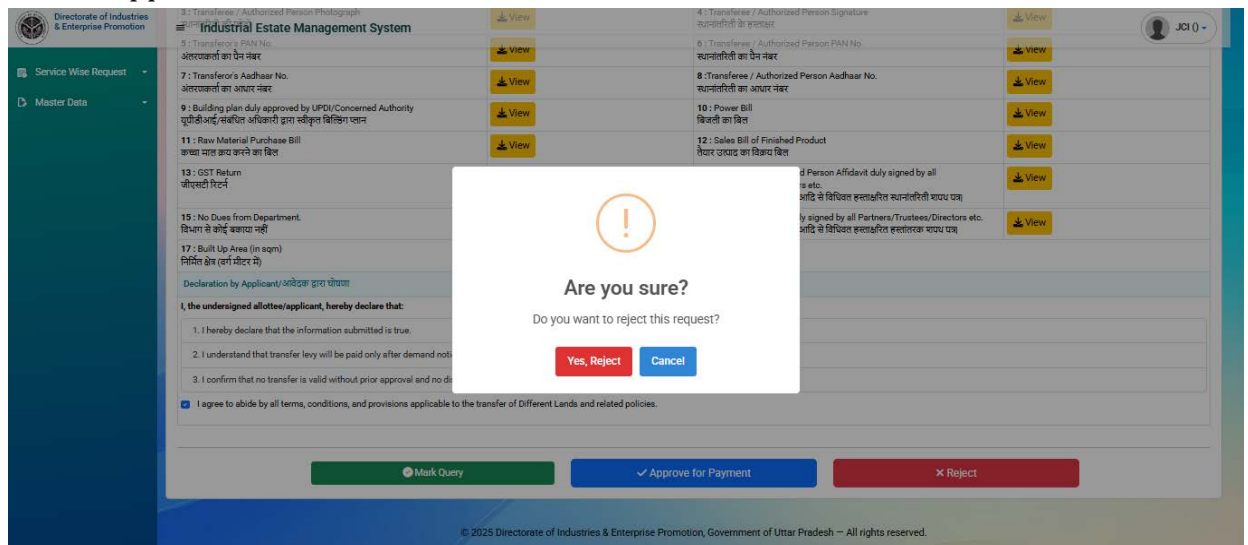
- Select **Request for Transfer of Plot** on the page, it will redirect to the page of transfer of plot requests with application details, as shown below.

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

- To approve, click the **Approve** button below.
- To raise query against the application submitted, click the **Raise Query** button below. Once clicked the raise query button, a pop-up screen with 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. Rejection confirmation dialogue box appears, as shown below.



- Click the **Yes, Reject** button to reject the application.
- Click **Cancel** button to cancel the rejection of application.

6. Appellate against the Application Submitted for Transfer of Plot (AC)

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

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/Cheds	110	50	1	59	1
2 Sending Request for Lease Deed Execution and Registration	63	24	2	39	0
3 Request for Transfer & Ownership Change-Modification of partner	5	5	0	0	0
4 Request for Transfer & Ownership Change	12	9	0	3	0
5 Request for Transfer & Ownership Change-Legal Heir	5	3	0	2	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	4	0	1	1
9 Request for Change / Addition of Product	6	4	1	1	1
10 Request for Additional Unit	1	1	0	0	0
Total	239	114	4	118	7

Land Type Details by Category

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M1 Manufacturing / Industrial Plot	31	2	0	937
M11 Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehousing Units)	70	0	0	0
M12 Service Sector Enterprises (Healthcare, Finance, Technology, Retail, and Education)	3	0	0	1
M13 Specialized Training Institute / Common Facility Center (Hospital-dispensary-clinic) and Residential / Housing Accommodation for staff / workers (hostel, dormitory)	3	0	0	0
M14 Commercial establishments whose manufacturing units are operated in the industrial area itself	0	0	0	0
M15 Residential cum office (Mixed) buildings whose manufacturing units are operated in the industrial area itself. (on the premises of own manufacturing unit / plot)	0	0	0	0
Total	57	2	0	938

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
Total		0/0	6	6	0	0	0
BUNDELKHAND	Plot	0/4	9	3	0	0	6
Total		0/4	9	3	0	0	6
PURVANCHAL	Plot	2/30	70	12	2	2	64
Total		2/30	76	12	2	2	64
BUNDEL KHAND	Plot	0/4	9	3	0	0	6
Total		0/4	9	3	0	0	6
PURVANCHAL	Plot	2/30	70	12	2	2	64
Total		2/30	76	12	2	2	64
MADHYANCHAL	NA	0/0	1	1	0	0	0
Total		12/5	20	12	0	0	8
PASCHIMANCHAL	Plot	14/20	73	40	0	0	33
Total		1/0	1	1	0	0	0
Total		0/0	215	123	2	2	93
Total		15/20	289	164	2	2	125

- Click **Service Wise Request** in the side menu of Dashboard to view the particular service on IEMS web portal.

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

7. For Technical Support

If any technical error occurs while using this software/web application, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at info@iemsme.in.