



**User Manual**  
**for**  
**Transfer to Legal Heirs 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

<b>1. Introduction .....</b>	<b>3</b>
<b>1.1. Overview of the Web Application.....</b>	<b>3</b>
<b>1.2. Scope of the User Manual.....</b>	<b>3</b>
<b>1.3. Intended Audience of the Application .....</b>	<b>3</b>
<b>1.4. Application Conventions.....</b>	<b>3</b>
<b>2. View Applications Submitted by the Applicant for Transfer to Legal Heirs (DIC) ...</b>	<b>4</b>
<b>3. Approval of Applications Submitted for Transfer to Legal Heirs (DIC).....</b>	<b>5</b>
<b>4. Appeal against Applications Submitted for Transfer to Legal Heirs (JCI) .....</b>	<b>9</b>
<b>5. Technical Support .....</b>	<b>10</b>

## **1. Introduction**

### **1.1. Overview of the Web Application**

The software has been developed for the Transfer to Legal Heirs 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 Transfer to Legal Heirs (DIC)

The approval process begins by reviewing the application details available on the dashboard screen of the web portal.

**Click Service Wise Request**

**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	110	49	1	60	1
2 Sending Request for Lease Deed Execution and Registration	63	25	2	38	0
3 Request for Transfer & Ownership Change-Modification of partner	5	5	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	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.	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>242</b>	<b>115</b>	<b>5</b>	<b>120</b>	<b>7</b>

**Land Type Details by Category**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M1 Manufacturing / Industrial Plot	33	2	0	935
M11 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>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>		0/0	6	6	0	0	0
BUNDELKHAND	Plot	0/4	9	3	0	0	6
<b>Total</b>		0/4	9	3	0	0	6
PURVANCHAL	Plot	2/31	79	13	2	2	66
<b>Total</b>		2/31	79	13	2	2	66
PURVANCHAL	Plot	0/4	9	3	0	0	6
<b>Total</b>		0/4	9	3	0	0	6
PURVANCHAL	Plot	2/31	79	13	2	2	66
<b>Total</b>		2/31	79	13	2	2	66
MADHYANCHAL	NA	0/0	1	1	0	0	0
Plot	12/5	20	12	0	0	0	8
<b>Total</b>		12/5	21	13	0	0	8
PASCHIMANCHAL	Plot	14/20	74	41	0	0	33
NA	0/0	215	123	3	3	92	
<b>Total</b>		14/20	289	164	3	3	125

© 2025 Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh – All rights reserved.

### 3. Approval of Applications Submitted for Transfer to Legal Heirs (DIC)

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

The screenshot shows the Industrial Estate Management System dashboard. A blue callout bubble with the text "Click Service Wise Request" points to the "Service Wise Request" option in the left-hand navigation menu. The dashboard includes several key sections:

- Dashboard Summary:** Shows total requests (8991), total allotment (Gem: 0, Offline: 45, Direct: 2), and total revenue (₹ 44211.00).
- Request Status:** A summary of request counts: Request Received (242), Request Pending (115), Request In Process (5), Query Marked (5), and Request Closed (127).
- Service Wise Status:** A table showing the status of requests across various service categories.
- Land Type Details by Category:** A table detailing the distribution of land types across different categories.
- Zone Wise Status:** A detailed 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	110	49	1	60	1
2 Sending Request for Lease Deed Execution and Registration	63	25	2	38	0
3 Request for Transfer & Ownership Change-Modification of partner	5	5	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	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.	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>242</b>	<b>115</b>	<b>5</b>	<b>120</b>	<b>7</b>

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	33	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>59</b>	<b>2</b>	<b>0</b>	<b>936</b>

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	2/31	79	13	2	2	66
	Total	2/31	79	13	2	2	66
	Total	0/4	9	3	0	0	6
PURVANCHAL	Plot	2/31	79	13	2	2	66
	Total	2/31	79	13	2	2	66
MADHYANCHAL	NA	0/0	1	1	0	0	0
	Plot	12/5	20	12	0	0	8
	Total	12/5	21	13	0	0	8
PASCHIMANCHAL	Plot	14/20	74	41	0	0	33
	NA	0/0	215	123	3	3	92
	Total	14/20	289	164	3	3	125

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

The top screenshot displays the 'Service Wise Request' dashboard. A search bar is at the top. Below it, a grid of 19 request items is shown, each with a status icon, a title, and a count. Item 3, 'Request for Transfer & Ownership Change', has a count of 21. A blue callout bubble points to this item with the text: 'Click here to navigate to *Transfer to Legal Heirs* page'.

The bottom screenshot shows the same dashboard after filtering. Only three items are visible: 'Request for Transfer of Plot' (12), 'Request for Transfer of Plot to Legal Heirs' (5), and 'Request for Transfer Under Reconstitution of The Firm' (4). A blue callout bubble points to the 'Request for Transfer of Plot to Legal Heirs' item with the text: 'Click Transfer of Plot to Legal Heirs'.

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

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

**Request for Transfer of Plot to Legal Heirs**

Transfer of Plot to Legal Heirs Details

Industrial Estate Name: Select | Industrial Estate Type: Select | Allotment No.: [ ] | Search

25 entries per page

S.No.	Application Received On	Application No.	Request Received Through	Request ID	Allotment No.	First Allotment Date	Last Allotment Date	Application Date	District	Industrial Estate Name	Industrial Estate Type	Plot/Shed No.	Date of Death	Original Applicant Name	Legal Heir Name	Enterprise Name	Application Status	Action
1	19-02-2026	UP/IETL/2026/00002	Offline	2	UP80IEACH116	08-02-2026	08-02-2026	19-02-2026	Agra	Achhnera/अग्रहरा	Mini	15		Pravendra Singh Chahar	Test	Pvt Ltd	Application Submitted	View
2	06-03-2026	UP/IETL/2026/00005	Offline	5	UP80IEACH117	06-12-2025	06-12-2025	06-03-2026	Agra	Achhnera/अग्रहरा	Mini	17		Ravindra Pratap Chahar	Test	Pvt Ltd	Application Submitted	View
3	17-03-2026	UP/IETL/2026/00009	Offline	9	UP41IEAMA137	13-03-2026	13-03-2026	17-03-2026	Barabanki	Amarsanda/अमरसन्दा	Mini	37		Janardan Aman	Proprietary		Approved	View

Showing 1 to 3 of 3 entries

- 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.

**View Details**

**Plot Details**

1: District of Industrial Estate: Agra | 2: Industrial Estate: Mini | 3: Type of Industrial Estate: Plot | 4: Plot/Shed Type: Plot | 5: Plot/Shed No.: 15 | 6: Plot/Shed Area (in Sq. Mtr.): 100.00 | 7: Land Type: M

**Basic Details of Applicant**

1: Applicant Name: Pravendra Singh Chahar | 2: PAN: BYAP58726T | 3: GST No.: 09ALJPC4256C1ZD | 4: Category: GEN | 5: Firm Name: TEST | 6: Address: TEST | 7: Pincode: 543454 | 8: Email: gaurav.sinha2711@gmail.com | 9: Mobile No.: 9603060306 | 10: Legal Status of Firm: Pvt Ltd | 11: Total Land Of Cost: 300000.00

**Allotment Details**

1: Allotment Letter: [ ] | 2: Date of Allotment: 08-02-2026

**Partner Details**

S.No.	Name	Address	Phone No.	Email ID
1	TEST	10	TEST	9676541230
2	Ravindra Pratap Chahar	100	100	844533235

**Plots To Legal Heirs Details**

S.No.	Applicant Name	Mobile Number	Email ID	Name of the Firm/Company	Pan No.	CIN No.	Authorized User	Address	State	District	Relation	Upload Identity Proof	Share Percentage
1	Test	121222	V@gmail.com						Uttar Pradesh	Barabanki	Brother	[ ]	100.00

**Uploaded Documents**

1: Death certificate of allottee/partner/trustee/director/shareholder Heir Certificate	View	2: Succession Certificate	View
3: Registered will (if any)/heir certificate (Aadhaar Card/Voter ID card)	View	4: Registered will (if any)/heir certificate (PAN card of heirs)	View
5: No Dues Certificate	View	6: Affidavits of all heirs in preprobed format	View
7: Identity proof of heirs (PAN card, Aadhaar card/passport/voter ID card)	View	8: Latest record of firm/trust/LLP/company issued from competent level describing the action regarding shareholding or shares after death or order of any competent court	View
9: Affidavit to the effect that no dispute related to the lease property is under consideration in any competent authority/court/tribunal.	View	10: NOC from Financing Bank/Lending Institution.	View
11: Partnership Deed.	View	12: Revised Memorandum of Association.	View

**Declaration by Applicant**

1. I acknowledge that the department has already recorded the death of the original allottee and has identified the legal heir(s) for the allotted plot/shed.

2. The information and documents submitted in this application are true, correct, and complete to the best of my knowledge.

**Declaration by Applicant**

1. I acknowledge that the department has already recorded the death of the original allottee and has identified the legal heir(s) for the allotted plot/shed.

2. The information and documents submitted in this application are true, correct, and complete to the best of my knowledge.

3. There is no dispute pending among legal heirs regarding the plot/shed or its succession.

4. No case or litigation is pending before any court/authority/tribunal concerning the allotted plot/shed.

5. All legal heirs have provided their consent / No Objection, wherever required.

6. I understand that false information or concealment may lead to rejection/cancellation of the service.

7. I agree that nomination/transfer will be processed strictly as per Industrial Estate Management Policy 2025 and applicable departmental rules.

I agree that processing of this request will be done strictly as per Industrial Estate Management Policy 2025, and the decision of the competent authority will be final. I hereby accept and agree to the above declaration.

**Allotment Letter**: NA

Buttons: Mark Query, Approve, Reject

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

- 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, as shown below.

The screenshot displays the 'Industrial Estate Management System' interface. A 'Query Descriptions' dialog box is open, allowing users to mark a query. The dialog contains a text input field labeled 'Mark Query \*' and a 'Submit' button. The background interface shows a list of application steps (e.g., 3: Registered will, 4: Registered will, 5: No Dues Certificate, 6: Affidavit of all heirs, 7: Identity proof of heirs, 8: Latest record of firm/trust/LLP, 9: Affidavit to the effect that no dispute related to the lease property is under consideration, 10: NOC from Financing Bank/Lending Institution, 11: Partnership Deed, 12: Revised Memorandum of Association) and a declaration section with seven numbered points. At the bottom, there are three buttons: 'Mark Query', 'Approve', and 'Reject'. The footer indicates '© 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. The rejection confirmation dialog box appears, as shown below.

The screenshot displays the 'Industrial Estate Management System' interface. A 'Are you sure?' dialog box is open, asking for confirmation to reject the application. The dialog contains the text 'Are you sure?' and 'Do you want to reject this legal heir request?' with two buttons: 'Yes, Reject It' and 'Cancel'. The background interface shows the same list of application steps and declaration section as the previous screenshot. At the bottom, there are three buttons: 'Mark Query', 'Approve', and 'Reject'. The footer indicates '© 2025 Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh – All rights reserved.'

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

## 4. Appeal against Applications Submitted for Transfer to Legal Heirs (JCI)

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

**Service Wise Request**

**Dashboard**

Plot/Shed Status: Total: 734

Total Allotment: Gem (2), Offline (31), Plot (2)

**Total Revenue**  
₹ 80000.00  
Eighty Thousand Only

**Request Status**

REQUEST RECEIVED	REQUEST PENDING	REQUEST IN PROCESS	QUERY MARKED	REQUEST CLOSED
130	84	3	3	46

**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	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
<b>Total</b>	<b>125</b>	<b>78</b>	<b>3</b>	<b>41</b>	<b>6</b>

**Land Type Details by Category**

Category	Offline Allotted	Direct Allotted	GeM Allotted	Vacant
M Manufacturing / Industrial Plot	23	2	0	953
M1 Industry whose recognized by the State Government (Large / Micro, Small, and Medium Manufacturing Units and Logistics & Transportation / Warehousing Units)	5	0	0	15
<b>Total</b>	<b>28</b>	<b>2</b>	<b>0</b>	<b>978</b>

**Zone Wise Status**

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

© 2025 Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh – All rights reserved.

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

The screenshot shows the 'View Details' page in the Industrial Estate Management System. The page is divided into several sections:

- Plot Details/भूखंड विवरण:** A table with 7 columns showing details like District (Agra), Type (Mini), Plot/Shed No. (15), Land Type (M), Industrial Estate (Aachhnera), and Plot Area (100.00).
- Basic Details of Applicant/अर्पितक का सामान्य विवरण:** A table with 10 columns showing details like Applicant Name (Pravendra Singh Chahar), PAN (09ALJP04256C1ZD), Firm Name (TEST), Pincode (543454), Mobile No. (9650506556), Address (TEST), Email (gaurav.sinha2711@gmail.com), and Legal Status (Pvt Ltd).
- Allotment Details/अर्पण विवरण:** A table with 2 columns showing Allotment Letter (download icon) and Date of Allotment (08-02-2025).
- Partner Details/साझेदार विवरण:** A table with 6 columns (S.No., Name, Address, Phone No., Email ID) listing partners TEST and Ravindra Pratap Chahar.
- Plots to Legal Heirs Details/कानूनी उत्तराधिकारियों को भूखंडों का विवरण:** A table with 13 columns (S.No., Applicant Name, Mobile Number, Email ID, Name of the Firm/Company, Pan No., CIN No., Authorised User, Address, State, District, Relation, Upload Identity Proof, Share Percentage) listing a plot for 'Test' with a share percentage of 100.00.
- Uploaded Documents/अर्पण के लिए मांग दस्तावेज:** A table with 11 columns listing various documents like Death certificate, Succession Certificate, Registered will, Affidavits, etc., with 'View' buttons.
- Declaration by Applicant/अर्पितक द्वारा घोषणा:** A section with two identical declaration forms. The first form has a checked box for 'I agree that processing of this request will be done strictly as per Industrial Estate Management Policy 2025, and the decision of the competent authority will be final. I hereby accept and agree to the above declaration.'
- Allotment Letter:** A table with 2 columns (Allotment Letter, NA).

At the bottom of the page, there is a copyright notice: © 2025 Directorate of Industries & Enterprise Promotion, Government of Uttar Pradesh – All rights reserved.

**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).