

**Document for High Risk File formats through  
Nivesh Mitra Single Window System  
in  
Government of Uttar Pradesh**

Prepared by



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## 1. Introduction

This document briefs about the steps to be followed for High risk drawings formats (except from **residential building others**). The submission of those proposal-files will be carried out through the **Nivesh Mitra Single Window System** in **Uttar Pradesh**.

## 2. Home Page

- (i) Go to the link <https://upobpas.in/BPAMSCient/Home.aspx>, it redirects you to the **UP Online Building Plan Approval System** page.

## 3. Finding Authority

### 3.1 Selecting Case Type

- To find your authority, if you select the **case type** as **Residential Building Others** and the district that you want to select, it will redirect to the concern development authority. Refer Figure 1. (Ex. Lucknow Development Authority is shown)

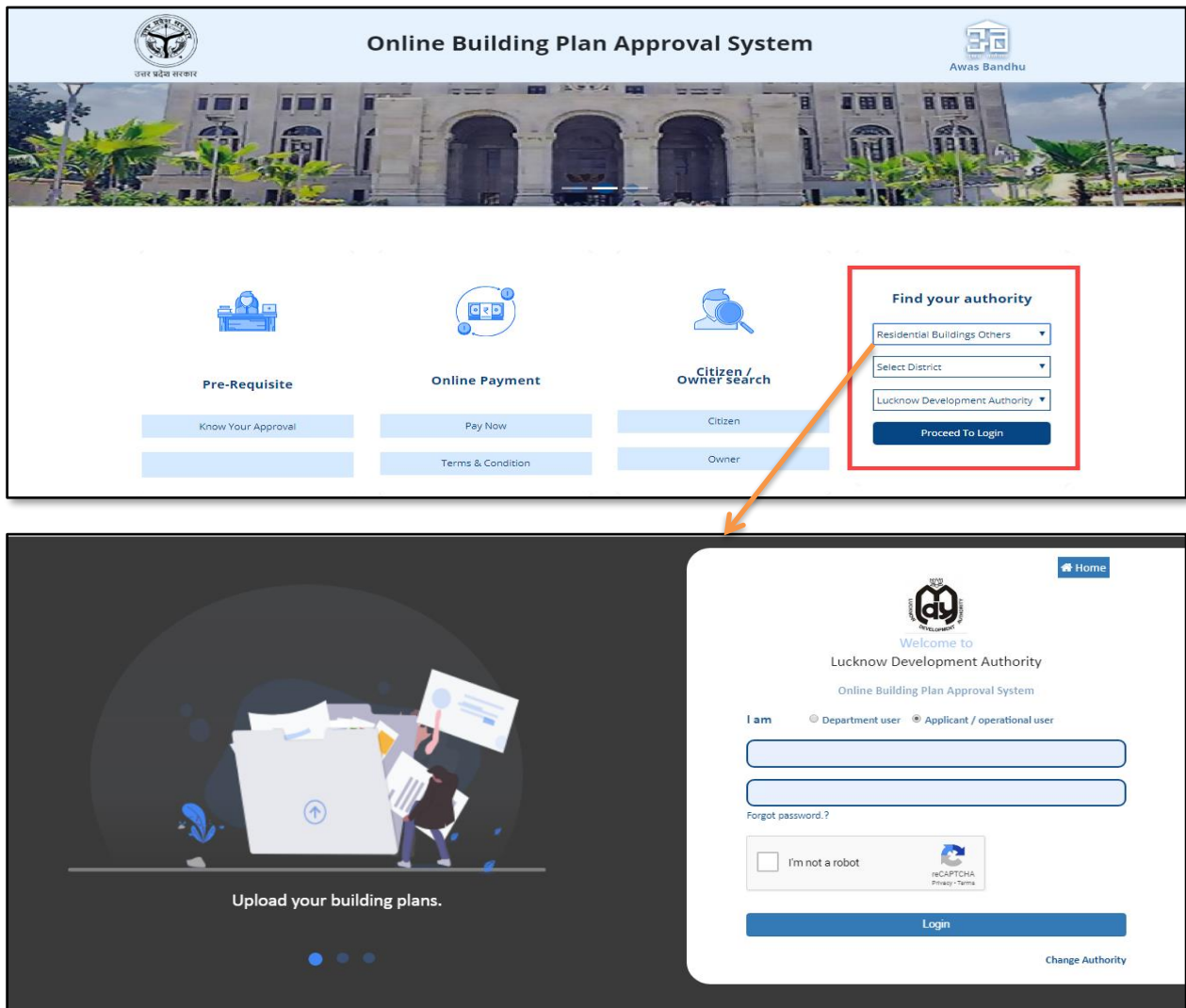


Figure 1

- If you select any case type except from **Residential Building Others**, it will move to the **Nivesh Mitra Single Window System** page as shown below.

Refer Figure 2.

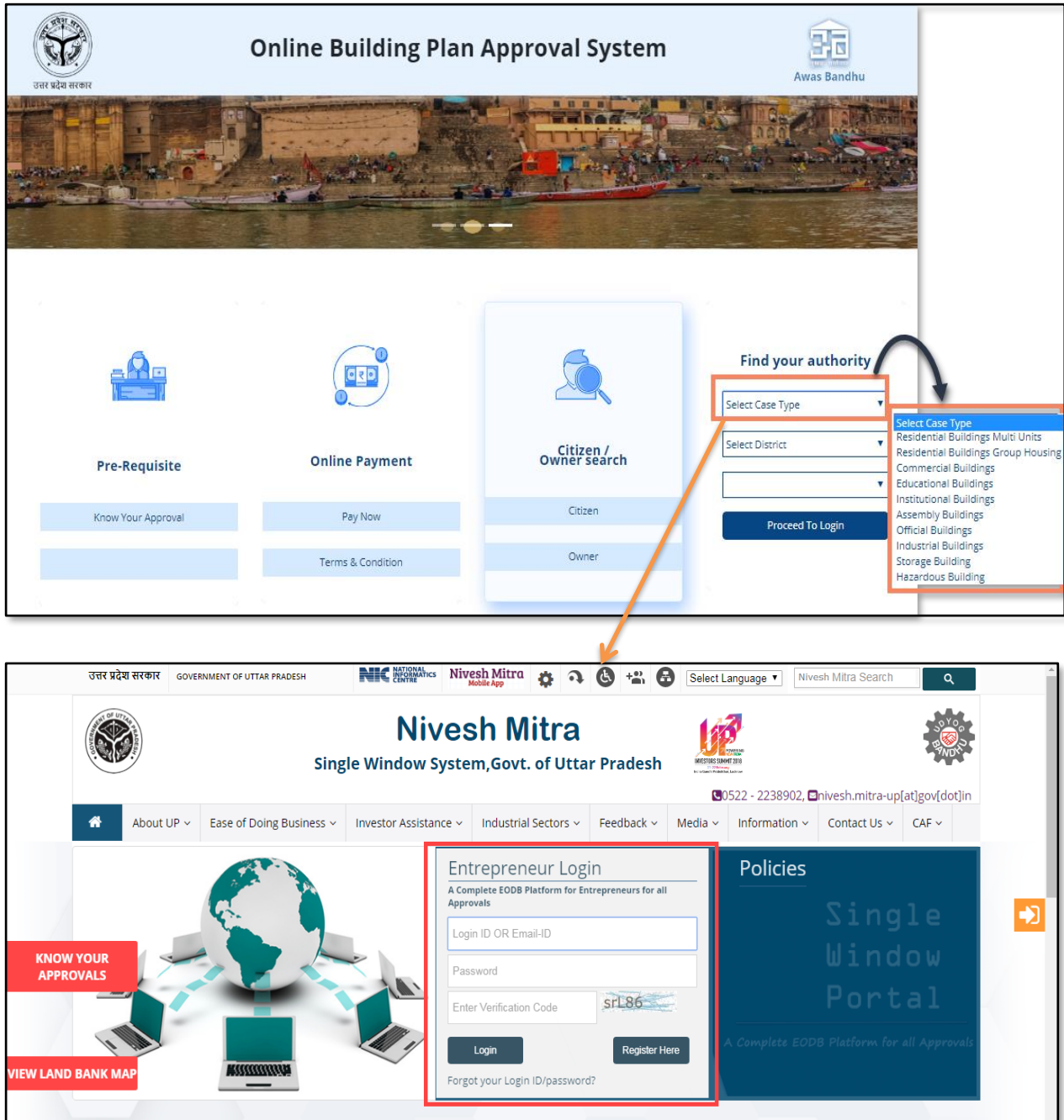



Figure 2: Nivesh Mitra Home Page

## 4. Entrepreneur Registration (For New Entrepreneur)

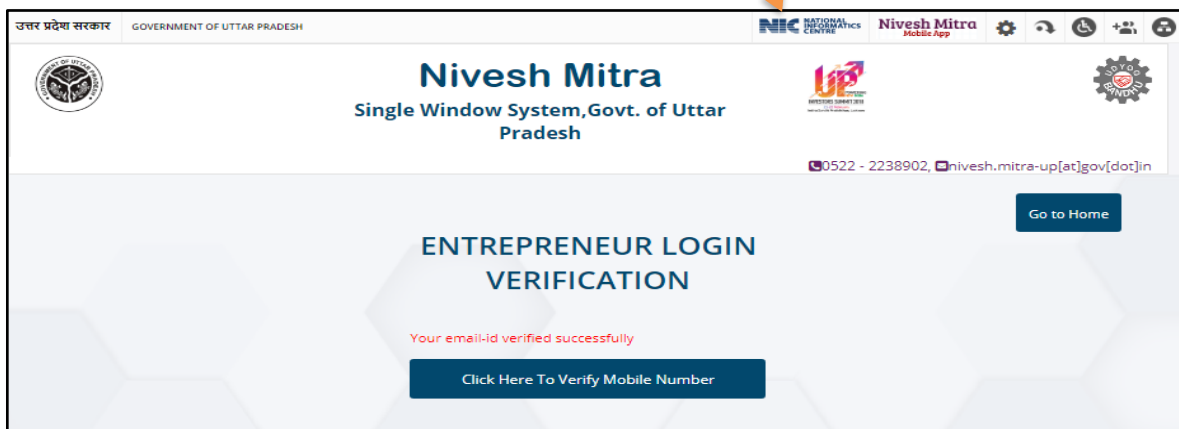
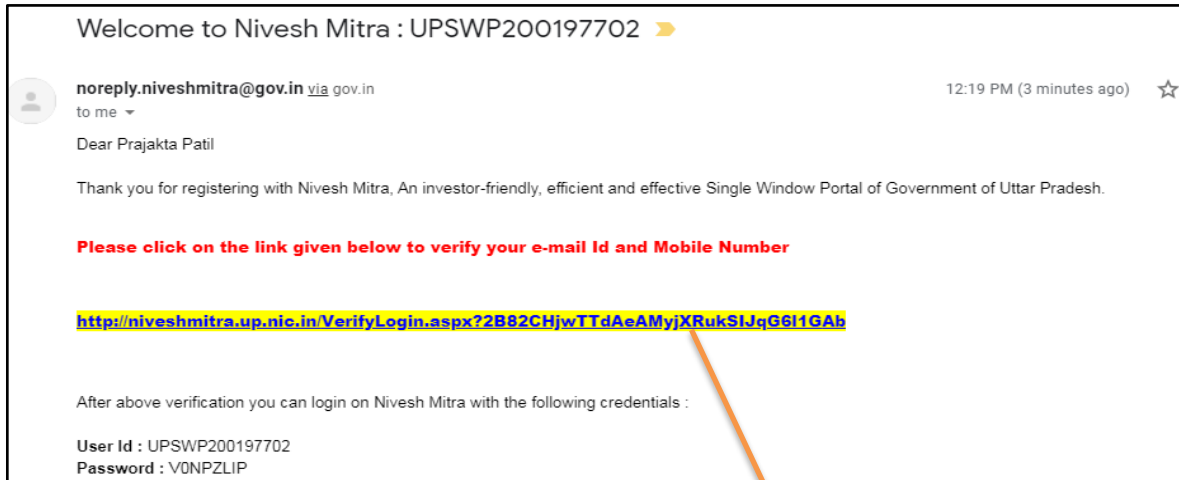
- (i) If you don't have a **Login ID/Email ID** and **Password**, click **Register Here**. It redirects you to the **Registration Form**.

- (ii) **Step 1:** Enter the **Company/Enterprise name**, your **First Name**, **Last Name**, **Email ID**, and **Mobile Number**. Enter the **Verification Code** provided. If you want to enter the new verification code, press  **Step 2:** Click **Register**.

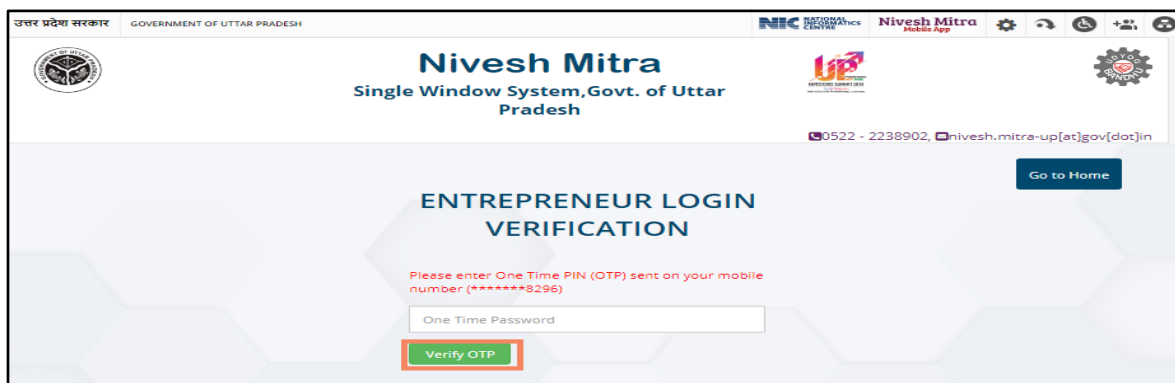
Common Application Form Hints are available in **Hindi** and **English**.

**Figure 3: Entrepreneur Registration Details**

- (iii) Once the Registration completes, the pop-up message appears on the window displaying that you have been registered successfully with **User ID** details. You will receive one link on your respective email ID to verify your email and Mobile number.
- (iv) Open your email, and click the yellow highlighted link for verification.



- (v) Your email-id is verified successfully. Now, click [Click Here To Verify Mobile Number](#) to verify the mobile number. Enter the One Time Password (OTP) that you have received on your phone and click **Verify OTP**. Your **Registration process** ends here.



## 5. Entrepreneur Login

- (i) Go to the **Nivesh Mitra Home Page**.
- (ii) Enter the **Login ID/Email ID, Password** and **Verification Code** provided.
- (iii) Click **Login**.

**Entrepreneur Login**  
A Complete EODB Platform for Entrepreneurs for all Approvals

Login ID OR Email-ID

Password

Enter Verification Code **UCPCD**

**Login** **Register Here**

[Forgot your Login ID/password?](#)

- (iv) If you forgot your Login ID or Password, click [Forgot your Login ID/password?](#).
- (v) On Forgot Password Window, enter your Login ID/Email ID and click **Send OTP** to receive the OTP on your respective email. Now, enter the received OTP number as shown in following window and proceed for Login.

उत्तर प्रदेश सरकार GOVERNMENT OF UTTAR PRADESH

**Nivesh Mitra**  
Single Window System, Govt. of Uttar Pradesh

0522 - 2238902, nivesh.mitra-up[at]gov[dot]in

**FORGOT PASSWORD**

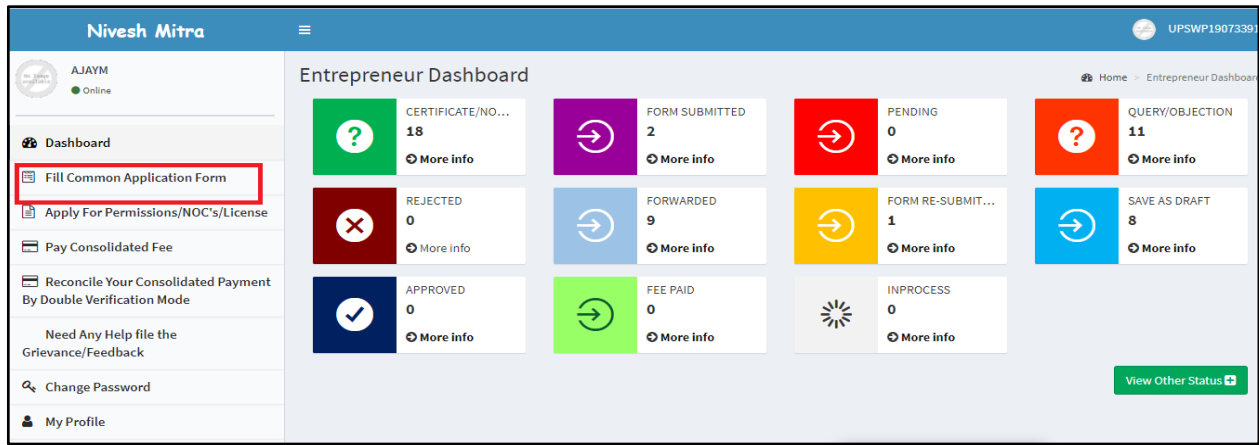
Entrepreneur  Department / Udyog Bandhu

Type Login/Email ID

**Send OTP** **Go to Home**

## 6. Common Application Form

- (i) After Login, the following window appears which shows the entrepreneur dashboard with the status of application forms.



- (ii) On the left side menu bar, click **Fill Common Application Form** tab. Again there are three subtabs such as **Personal Details, Communication Address, and Permanent Address**. Now the user needs to fill all the required details in common application form.

- (iii) Fill all the **Personal Details** and click **Update & Next**.

**Note:** All Asterisk Mark (\*) fields are mandatory to fill for user.

The screenshot shows the 'Common Application Form' with the 'Personal Details' tab selected. The form includes the following fields: First Name (\*), Last Name (\*), Mobile No. : +91 (\*), Enterprise's Website, Father's / Mother's / Husband's Name (\*), Gender (\*), Middle Name, Email (\*), DOB (\*), Pan No. (\*), and Category (\*). A note indicates that fields marked with (\*) are mandatory. An 'Update & Next' button is located at the bottom of the form.



(iv) Fill **Communication Address** details and click **Update & Next**.

The screenshot shows the 'Common Application Form' interface. The 'Communication Address' tab is active and marked with a green checkmark. The form contains the following fields: Country (India), State (UTTAR PRADESH), District (LUCKNOW), Tehsil (LUCKNOW), Address (aqs), and Pin Code (226017). A red 'Update & Next' button is located at the bottom center of the form area. The left sidebar shows navigation options like 'Dashboard', 'Fill Common Application Form', and 'Apply For Permissions/NOC's/License'. The top right corner displays the user's name 'Nivesh Mitra' and ID 'UPSWP190733915'.

(v) Provide the **Permanent Address** details and **Submit**.

The screenshot shows the 'Common Application Form' interface with the 'Permanent Address' tab selected and marked with a green checkmark. A 'Same As Communication Address' checkbox is checked. The form contains the following fields: Country (India), State (UTTAR PRADESH), District (LUCKNOW), Tehsil (LUCKNOW), Address (aqs), and Pin Code (226017). A red 'Submit' button is located at the bottom center of the form area. The left sidebar and top navigation are consistent with the previous screenshot.

(vi) Click **Enterprise/Unit details** and select **New Unit details**.

The screenshot shows the 'Unit Details' page with the 'Add Unit' header. There are two radio buttons: 'New Unit Details' and 'Update Existing Unit Details'. The 'New Unit Details' radio button is selected and circled in red. A red 'Res' button is visible on the right side of the page. The left sidebar and top navigation are consistent with the previous screenshots.

(vii) Provide the necessary details in **Add Unit** and **Save** them. Use **Reset** button to clear the filled information.

(viii) Select the **District**, **Tehsil** and **Availability of Land** from the drop-down list of options. Enter the Full address and Pin code. Now, click **Save & Next**.

- (ix) In the **Authorized Person Details** tab, if you select/check against **Same As Personal Details Information**, it will automatically fetch your details such as **Name, Email ID, Address and Mobile No.**

The screenshot shows the 'Unit Details' form with the 'Authorized Person Details' tab selected. The 'Same As Personal Details information' checkbox is checked. The form contains the following fields and values:

- Name \***: AJAYM BHOSALE
- Email ID \***: kinshu.rastogi@softtech-engr.com
- Address \***: aa|
- Mobile No : +91 \***: 8090002808

A 'Final Submission' button is located at the bottom of the form. A red note states '# All (\*) fields are mandatory'.

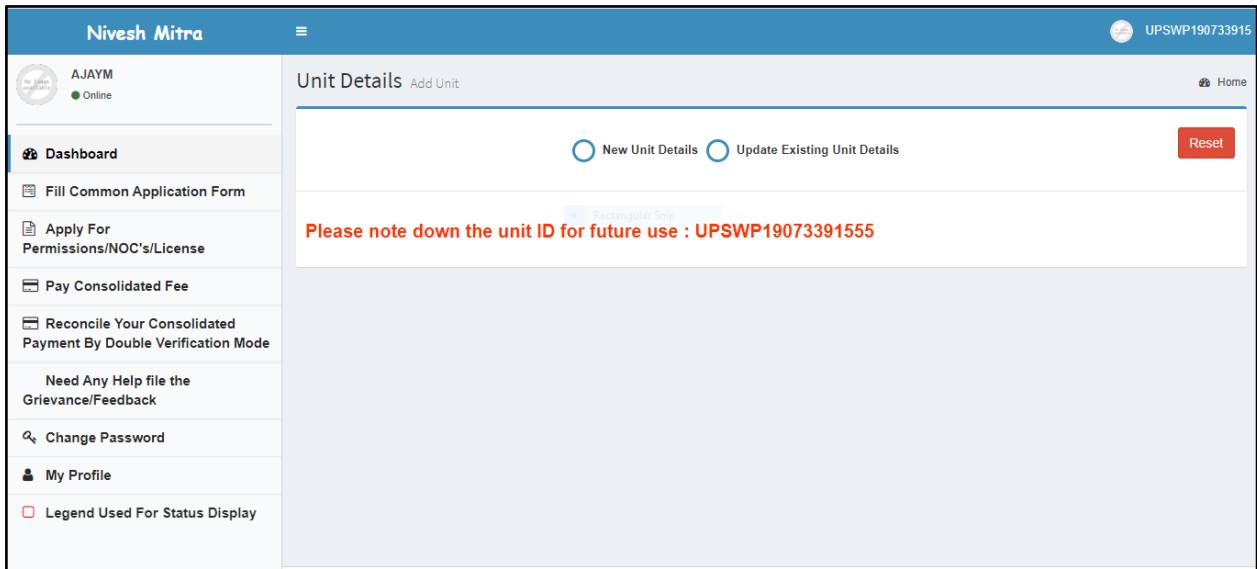
- (x) In the last tab of unit details (refer following Figure), verification of email ID and mobile number can be done. Now, Click **Verify Email ID**, the OTP will be available on your respective email ID, enter that OTP in the given text area. Same like email verification, click **Verify Mobile No.**, the OTP will be available on your mobile, provide that OTP for mobile verification.

The screenshot shows the 'Unit Details' form with the 'Verify Authorised Person Email ID and Mobile No' tab selected. The form contains the following sections and elements:

- Email ID Verification**: A text input field labeled 'Type OTP' and a green button labeled 'Verify Email ID'.
- Mobile No Verification**: A text input field labeled 'Type OTP' and a green button labeled 'Verify Mobile No.'.

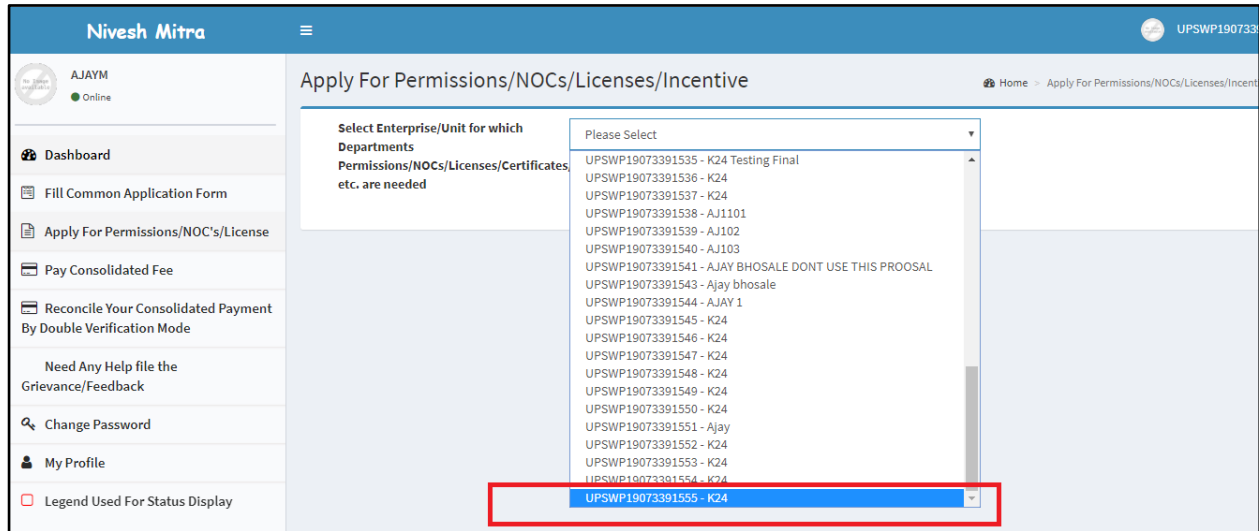
A red error message box is displayed at the bottom right with the text: 'Please enter One Time PIN (OTP) sent on your mobile number (\*\*\*\*\*2808)'. A copyright notice at the bottom reads: 'Copyright © 2020 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit'.

(xi) After verification, the application generates the Unit ID, refer following Figure.

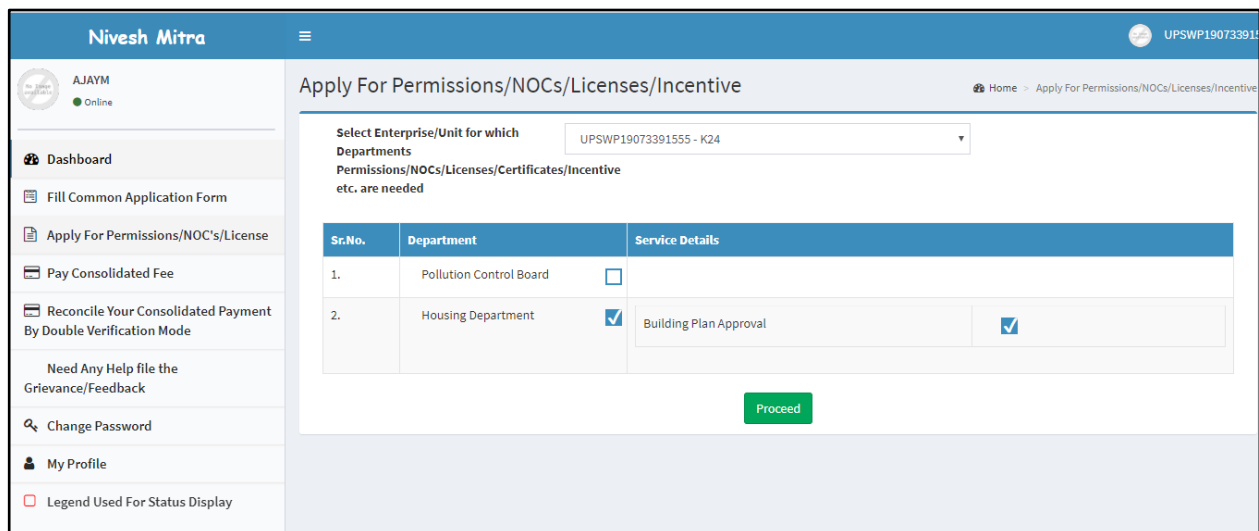




## 7. Applying for Permissions/NOC's/Licenses

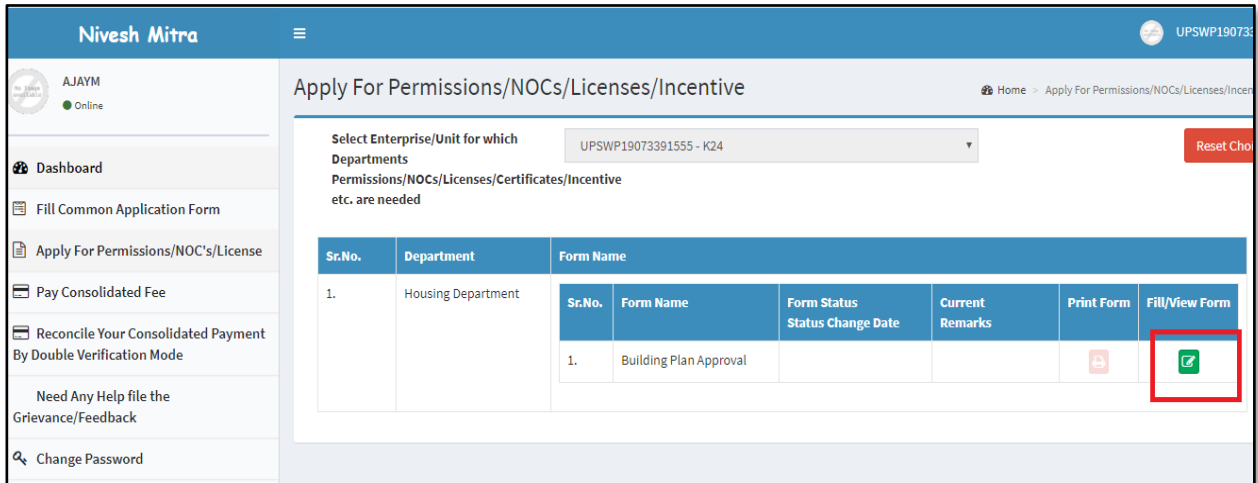
- (i) Go to the **Applying for Permissions/NOC's/Licenses** tab.
- (ii) Now, select the **Enterprise Unit** for which, the department permissions/NOC's/Licenses/certificates are needed from the drop-down list of options.



- (iii) After selecting the enterprise unit, the list of services gets available to user to which he can apply for. Select the service and proceed.



- (iv) On the next window, user can view the building plan approval form and can print the same with the help of  and  buttons respectively.





**Nivesh Mitra** UPSWP190733

AJAYM Online

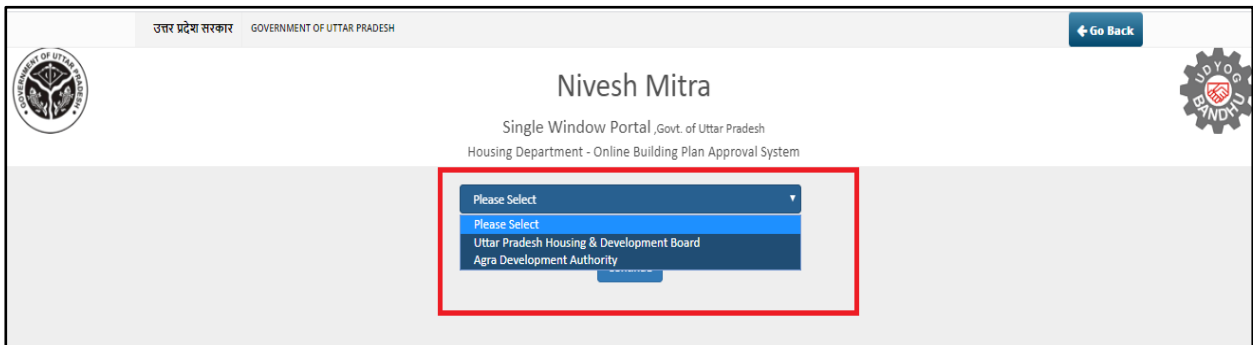
Apply For Permissions/NOCs/Licenses/Incentive

Select Enterprise/Unit for which Departments: UPSWP19073391555 - K24 Reset Choice

Permissions/NOCs/Licenses/Certificates/Incentive etc. are needed

Sr.No.	Department	Form Name	Form Status	Status Change Date	Current Remarks	Print Form	Fill/View Form
1.	Housing Department	Building Plan Approval					

- (v) The following drop-down list will display the list of district options that you have selected previously.



उत्तर प्रदेश सरकार GOVERNMENT OF UTTAR PRADESH Go Back

**Nivesh Mitra**

Single Window Portal, Govt. of Uttar Pradesh  
Housing Department - Online Building Plan Approval System

Please Select  
Uttar Pradesh Housing & Development Board  
Agra Development Authority

(vi) Fill the **Project Information** in **General Information** tab.

उत्तर प्रदेश सरकार GOVERNMENT OF UTTAR PRADESH

**Nivesh Mitra**  
Single Window Portal ,Govt. of Uttar Pradesh  
Housing Department - Online Building Plan Approval System

Common Application Form

General Information Applicant Information

Fields marked with \* are mandatory Save

**Project Information**

- \* Nature of Construction/ Case Type: New
- \* Is Revised?:  Yes  No
- \* Project Type: Building Permission - Normal
- \* District: Agra
- \* Tehsil: Agra
- \* Revenue Village: Abhaypura
- \* Land Mark: mall

(vii) Select your name from the drop-down list, the application will display the other details automatically. Rest of the form is same as in Building plan approval system.

**Nivesh Mitra**  
Single Window Portal ,Govt. of Uttar Pradesh  
Housing Department - Online Building Plan Approval System

Common Application Form

General Information Applicant Information

Fields marked with \* are mandatory Save

**Architect/ Structural Engineer/ Civil Engineer**

Consultant Category: Select

Name: ABHISHEK KUMAR MAURYA

Address: VILLAGE-CHHANHI POST-SARNATH DISTRICT-VARANA

COA/License No.: CA/2019/110073

Validity: 31/12/2020

Mobile Number: 8896244371

E-mail ID: abhishekmaurya256@gmail.com

**Applicant's Information**

Sr.No.	Owner Name	Email	Mobile Number	Attach Signature	Attached File
1	T	krastogi600@gmail.com	8090002808	Attach	

