

GOVERNMENT OF UTTAR PRADESH

Dept. of Infrastructure & Industrial Development — Nivesh Mitra 3.0

USER MANUAL

NM 3.0 — NMSWP Complete Guide

Nivesh Mitra 3.0 — Single Window Portal for Business Approvals

Version: 3.0

Prepared By: CMS Computers India Pvt. Ltd.

Portal: <https://niveshmitra.up.gov.in>

1. Introduction

Document Title	NM 3.0 User Manual — UPSWP Complete Guide
Version	3.0
Prepared By	CMS Computers India Pvt. Ltd.
Intended Users	Business applicants, Entrepreneurs, and Industrial unit owners
Related Docs	Registration Manual Login Manual Service Apply
Portal URL	https://niveshmitra.up.gov.in

1.1 Document Conventions

- Fields marked (*) are mandatory and must be completed before proceeding.
- Bold text denotes UI elements such as button names and field labels.
- Step instructions are numbered sequentially within each section.
- Note boxes highlight important reminders. Warning boxes denote critical requirements.

2. Login

Registered users may log in using their User ID, registered e-mail address, or PAN. For a detailed standalone guide including Forgot Password, refer to the Login User Manual .

STEP 2 — Login

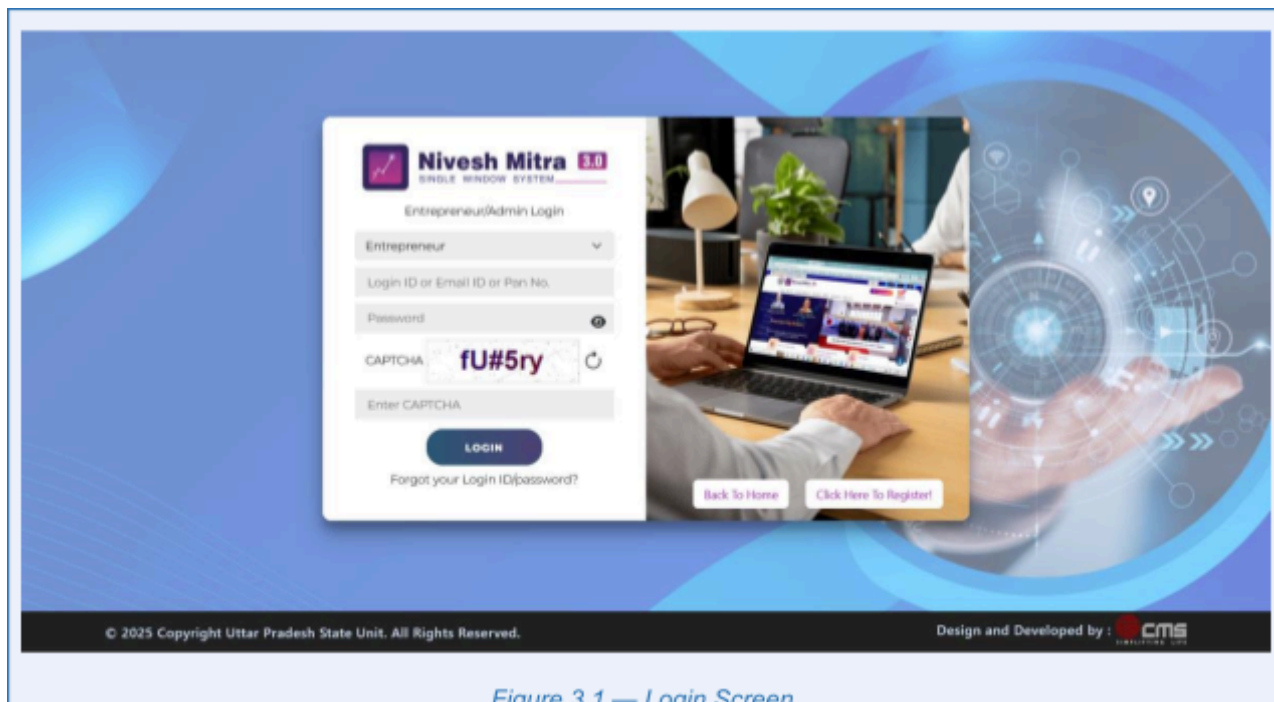


Figure 3.1 — Login Screen

2.1 Login Steps

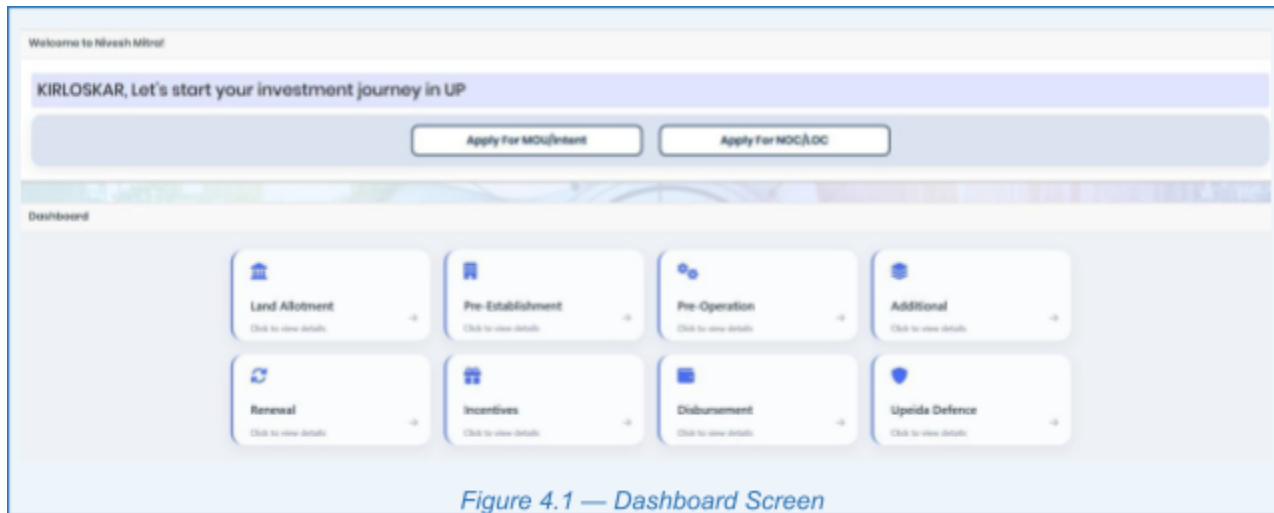
1. **Open the Login Page:** Navigate to the portal and click Login.
2. **Enter Identifier:** Enter your User ID, registered E-mail ID, or PAN.
3. **Enter Password:** Enter your password (case-sensitive).
4. **Complete CAPTCHA:** Enter the CAPTCHA characters shown on screen.
5. **Click Login:** Click Login to access the Dashboard.

Note: Use the 'Forgot your Login ID/password?' link if you cannot recall your password. Repeated failed attempts will temporarily lock the account.

3. Dashboard

Following successful login, the portal displays the Dashboard — the central navigation hub providing an overview of all applications and their statuses.

STEP 3 — Dashboard



#	UNIT ID	UNIT NAME	UNIT ADDRESS	SERVICES APPLIED	SERVICES APPROVED	SERVICES UNDER PROCESS	SERVICES QUERY RAISED	ACTION
1	UPSWP2600018101	MNJU	Area0123, District - AMROHA, Pincode - 226090	2	0	0	0	   
2	UPSWP2600018102	MNJU	Area0123, District - AGRA, Pincode - 229090	0	0	0	0	
3	UPSWP2600018103	RIYAZ	123, District - AGRA, Pincode - 225001	1	1	0	0	   
4	UPSWP2600018104	MNJU	214124, District - BAOHPAT, Pincode - 235252	1	0	0	0	   
5	UPSWP2600018105	MNJU	area0123, District - BADAUN, Pincode - 224343	0	0	0	0	
6	UPSWP2600018106	MNJU	12gdgrg, District - LUCKNOW, Pincode - 208022	1	0	0	0	   
7	UPSWP2600018107	MNJU	KNP, District - AGRA, Pincode - 208022	1	0	0	0	   
8	UPSWP2600018108	LABOUR DEPARTMENT	108 MIRZA NAGAR, District - AGRA, Pincode - 225001	1	1	0	0	   
9	UPSWP2600018109	MNJU	213, District - BADAUN, Pincode - 214114	1	0	0	0	   
10	UPSWP2600018110	MNJU	area0123, District - BALLIA, Pincode - 228090	6	0	1	0	   

3.1 Dashboard Components

- Application Panels — Summary counts of submitted, pending, and approved applications.
- Category Cards — Real-time status of each active approval request as per category.
- Navigation Menu — Access to all portal modules.

3.2 Getting Started from the Dashboard

6. **Review Panels:** Examine application summary cards to understand the current status of all submissions.
7. **Start a New Application:** Click Apply for NOC/LOC to initiate a new pre-establishment application.

4. KYA Questionnaire

The Know Your Approvals (KYA) Questionnaire identifies and recommends the regulatory approvals required for your proposed business or industrial unit based on its type, location, and scale.

STEP 4 — KYA Questionnaire

Figure 5.1 — KYA Questionnaire Screen

4.1 Completing the KYA Questionnaire

8. **Enter Project Name:** Fill all basic project details.
9. **Select Location:** Choose the correct District and Location from the dropdown menus.
10. **Select Industry Type:** Choose the applicable industry category. An incorrect selection will produce an inaccurate approvals list.

11. **Answer All Questions:** Respond to all mandatory questions accurately.
12. **Proceed:** Click Save & Next to advance to Project Financials.

 **Note:** All mandatory (*) fields must be completed before proceeding.

5. Project Financials

The Project Financials section captures the financial profile of the proposed project. Accurate figures are essential.

STEP 5 — Project Financials

Project Financials

1. Proposed Employment * 0 2. Value of Land (In Lakh) * 0

3. Value of Building (In Lakh) * 0 4. Value of Plant & Machinery (In Lakh) * 0

5. Expected Annual Turnover (In Lakh) * 0 6. Total Project Cost (In Lakh) (2+3+4) * 0.00

7. Project Category *

Previous Next

© 2020 Copyright Uttar Pradesh State Ltd. All Rights Reserved.

Figure 6.1 — Financials (Part 1)

Are you sure?

Please confirm Do you want to proceed with an investment of Lakh 15.00?

Yes, continue No, stay here

Previous Next

© 2020 Copyright Uttar Pradesh State Ltd. All Rights Reserved.

Figure 6.2 — Financials (Part 2)

Project Requirements

Project Requirement *	Project Status *	Building Height (meters) *
Power Requirement *	Yes No	Road Cutting Fee Estimation *
Road Cutting Fee Estimation *	Yes No	Tree Felling Permission *
Tree Felling Permission *	Yes No	Water Drawing Permission *
Water Drawing Permission *	Yes No	Electrical Safety Drawing/Plan Approval *
Electrical Safety Drawing/Plan Approval *	Yes No	Is your land agricultural? *
Is your land agricultural? *	Yes No	Do you require Medical Health Establishment License? *
Do you require Medical Health Establishment License? *	Yes No	Do you require Grant of License / Authorization Letter to Sell & Store Fertilizer? *
Do you require Grant of License / Authorization Letter to Sell & Store Fertilizer? *	Yes No	Do you require License for Sale/Storage/Exhibit/Display of Invertebrates? *
Do you require License for Sale/Storage/Exhibit/Display of Invertebrates? *	Yes No	Do you require Building plan approval? *
Do you require Building plan approval? *	Yes No	Do you require Possession of Plot? *
Do you require Possession of Plot? *	Yes No	Whether your Establishment has employed or had employed on any day of the preceding 12 months, 10 or more building workers as per Building and Other Construction Workers (BOCW) Act, 1948? *
Whether your Establishment has employed or had employed on any day of the preceding 12 months, 10 or more building workers as per Building and Other Construction Workers (BOCW) Act, 1948? *	Yes No	Are you required approval of plan to construct or take into use any building or a factory under the Factories Act, 1947? *
Are you required approval of plan to construct or take into use any building or a factory under the Factories Act, 1947? *	Yes No	Do you require Registration of establishments under Uttar Pradesh Shops and Commercial Establishments Act 1962? *
Do you require Registration of establishments under Uttar Pradesh Shops and Commercial Establishments Act 1962? *	Yes No	

Previous Next

© 2020 Copyright Uttar Pradesh State Ltd. All Rights Reserved.

Figure 6.3 — Financials (Part 3)

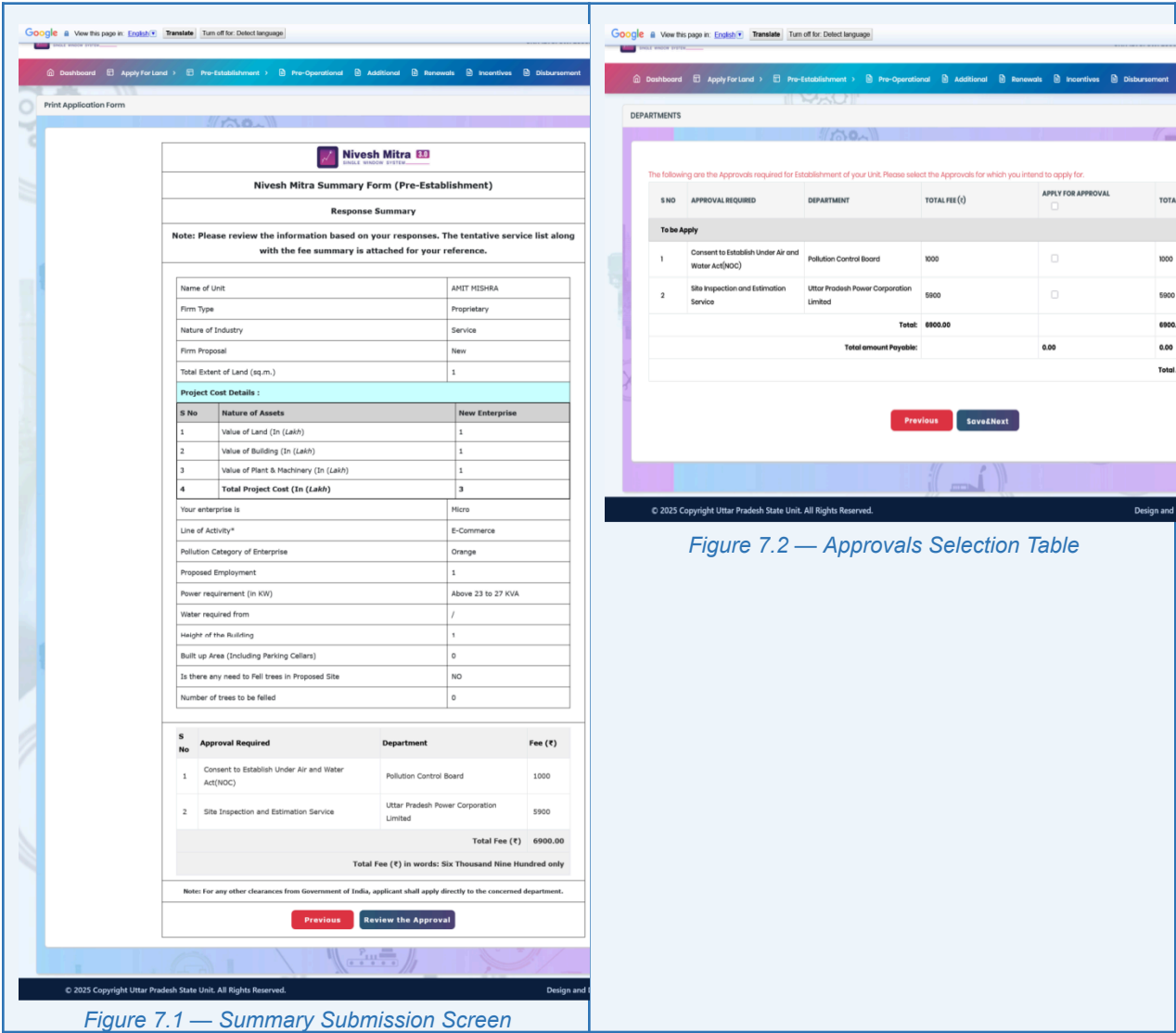
5.1 Entering Project Financial Details

13. **Total Project Cost:** Enter the overall project investment cost.
14. **Investment Breakdown:** Provide a breakdown by component: Land Value, Building Value, and Machinery Cost.
15. **Proceed:** Click Save & Next to advance to the Summary Submission section.

6. Summary Submission & Approval Selection

The Summary Submission page presents a consolidated list of all regulatory approvals applicable to your business unit. You must select the required approvals before proceeding to the Common Application Form.

STEP 6 — Summary Submission



6.1 Approvals Selection Table Columns

- Approval Name — Name of the regulatory approval or certificate.
- Department — Government authority responsible for the approval.

- Fee Amount — Statutory fee payable for the approval.
- Select — Checkbox to include the approval in the application.

6.2 Steps to Select and Confirm Approvals

16. **Review All Approvals:** Read through the complete list displayed in the table.
17. **Select Approvals:** Tick the checkbox against every applicable approval.
18. **Verify Total Fee:** Confirm the total payable amount shown at the bottom of the table.
19. **Proceed:** Confirm selection. The system navigates to the Common Application Form.

 **Note:** Only selected approvals will be processed. Deselected approvals are excluded from the current application.
Review your selection carefully before confirming — changes require re-submitting this section.

7. Common Application Form (CAF)

The Common Application Form (CAF) collects all required details about the business unit for registration and approval purposes. It is divided into four sections.

Figure 8.1 — CAF: Unit Details

Figure 8.2 — Communication Address

Figure 8.3 — Project Details

Figure 8.4 — CAF: Employment Details

7.1 Section 1 — Unit Details

- Unit Name, Land Area, Type of Industry
- Unit Address and Firm Type (e.g., Proprietorship, Private Limited)
- Land ownership status and Pollution Category

7.2 Section 2 — Communication Address

- Authorised Person Name, State, District, and Tehsil
- Mobile Number, E-mail Address, and Category (General / Other)
- Alternate contact details if applicable

7.3 Section 3 — Project Details

- Land Value, Building Value, Machinery Cost, Total Investment
- Expected Annual Turnover
- Proposed Start Date, Expected Completion Date, and project description

7.4 Section 4 — Employment Details

- Number of Direct Male and Female Employees
- Number of Indirect / Contractual Employees

7.5 Section 5 — Identity Details

- GST Number
Optional field. Enter your 15-digit alphanumeric GST Identification Number if applicable. Leave blank if not registered under GST.
- Aadhaar Number (Required)
Enter the 12-digit Aadhaar number of the authorized person. Must be a valid numeric entry — no spaces or special characters.
- Category of Registration (Required)
Select the applicable license category from the dropdown (e.g., IND LICENSE). Contact Nivesh Mitra helpdesk if your category is not listed.
- Registration No
Enter the official registration number associated with the selected category. This field auto-links with the Category of Registration.
- Registration Date (Required)
Select the date of registration using the calendar icon (date picker). Format: DD/MM/YYYY. Future dates may not be accepted.
- Type of Factories (Required)
Select the factory classification from the dropdown (e.g., Hazardous, Non-Hazardous). This determines applicable compliance rules.

7.6 Section 6 — Business Entity Details

This section captures details of key personnel associated with the business entity. Multiple persons can be added using the inline entry row.

- **Name (*Required*)** Enter the full name of the person being added. No abbreviations; use the name as per official records.
- **Designation (*Required*)** Select the applicable designation from the dropdown (e.g., Chief Executive Officer, Director). Contact your administrator if the required designation is not listed.
- **Address (*Required*)** Enter the residential or official address of the person. Include house number, street, city, and state for completeness.
- **Mobile Number (*Required*)** Enter a valid 10-digit mobile number. Do not include country code (+91) or spaces.
- **Email (*Required*)** Enter a valid email address (e.g., name@domain.com). Ensure the format is correct; invalid formats will not be accepted.
- **Gender (*Required*)** Select the applicable gender from the dropdown (Male / Female / Other).
- **Action** Use the green edit icon to modify an existing record. Use the red delete icon to permanently remove a record.

7.7 CAF General Instructions

20. **Complete All Sections:** Fill all mandatory (*) fields across all four sections accurately.
21. **Review Details:** Verify business, contact, financial, and employment data , Identity details and Business Entity details before proceeding.
22. **Save & Next:** Click Save & Next after completing each section to advance.

 **Note:** Incorrect or incomplete details will cause delays or rejection of the application.

8. Pre-Establishment Approvals

The Pre-Establishment Approvals section enables applicants to view all departments and services requiring clearance, apply for each individually, and initiate fee payment.

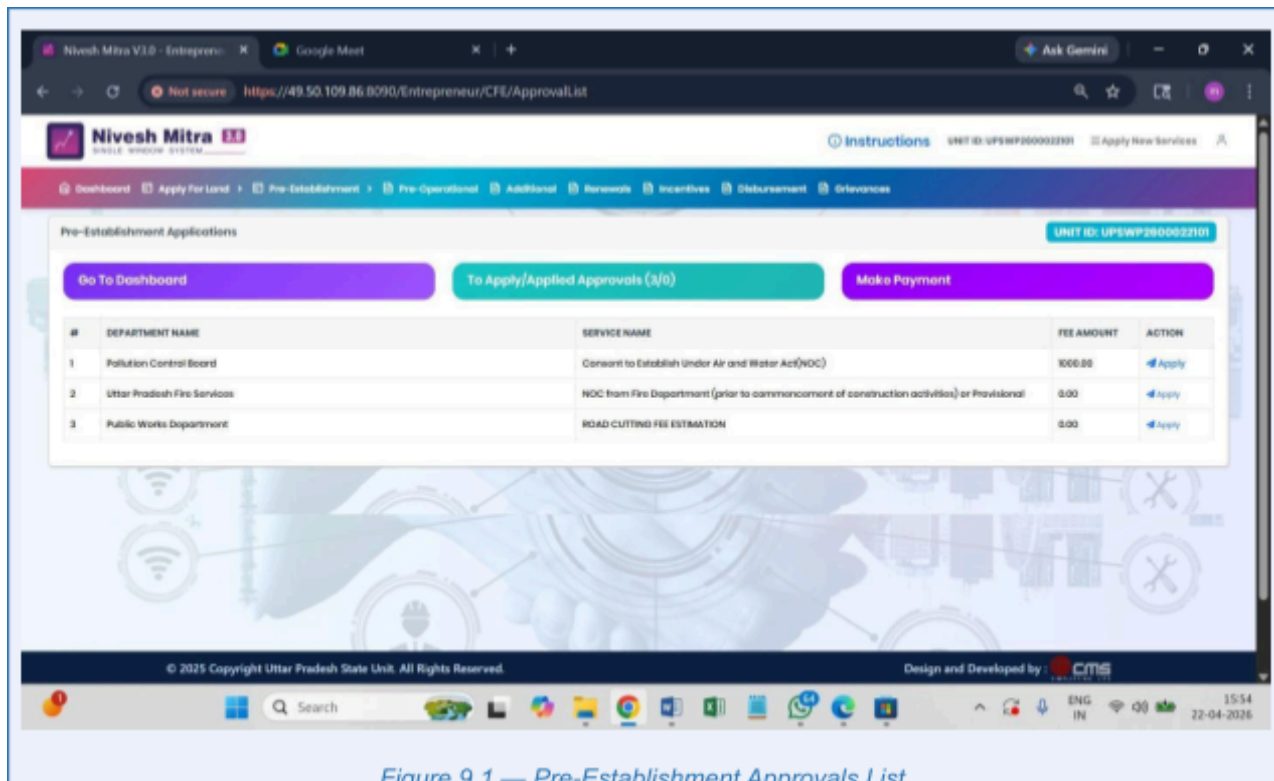


Figure 9.1 — Pre-Establishment Approvals List

8.1 Page Overview

- Department Name — Authority responsible for the approval.
- Service Name — Type of approval (e.g., Consent to Establish, Trade Licence).
- Fee Amount — Statutory fee for the service.
- Action (Apply) — Button to apply for the respective approval.

8.2 Navigation Options

- Go to Dashboard — Returns to the main dashboard.
- Applied Approvals — View approvals already applied for.
- Make Payment — Proceeds to the payment gateway.

8.3 Steps to Apply for Approvals

23. **Review the List:** Read through all approvals listed on the page.

24. **Apply for Each Service:** Click Apply next to each required service. Repeat for all applicable approvals.
25. **View Applied Approvals:** Navigate to the Applied Approvals section to confirm selections.
26. **Make Payment:** Click Final Payment to proceed to fee payment for all applied approvals.

 **Note:** Only approvals for which Apply is clicked will be processed. Any approval missed at this stage can be added later — see Chapter 12.

9. Fire Safety Certificate Application

The Fire Safety Certificate application comprises five sequential stages: Qualified Agency → Building Owner Details → Building Map Upload → Industry Case Details → Declaration.

9.1 Stage 1 — Qualified Agency

The screenshot displays the 'Fire safety certificate (Application Form) / अग्नि सुरक्षा प्रमाणपत्र (आवेदन पत्र)' interface. At the top, a progress bar indicates the current stage is '1. Qualified Agency'. Below this, the 'Qualified Agency' section is highlighted. It contains a label 'Types of No Objection Certificate (अग्नि सुरक्षा प्रमाण पत्र के प्रकार)' and a dropdown menu. The selected option is 'Provisional - अस्थायी (आवक निर्माण / सार्वजनिक स्वीकृति के पूर्ण) अग्नि सुरक्षा प्रमाण पत्र (FIRI NOC) हेतु'. A 'Next' button is located at the bottom of this section. The footer of the page shows '© 2025 Copyright Uttar Pradesh State Unit. All Rights Reserved.' and 'Design and Developed by CMS'.

Figure 10.1 — Fire Safety: Qualified Agency Screen

27. **Open the Application:** Navigate to Fire Safety Certificate (Application Form) from Pre-Establishment.
28. **Select NOC Type:** Locate the field Types of No Objection Certificate (NOC) and select the appropriate option (e.g., Provisional NOC, Final NOC).
29. **Proceed:** Click Next to advance to Stage 2.

9.2 Stage 2 — Building Owner Details

The screenshot displays the 'Building Owner Details' screen of the Nivesh Mitra V3.0 application. The interface includes a navigation bar with links like 'Dashboard', 'Apply For Land', and 'Fire/FireSafetyCertificate'. The main content area has two tabs: 'Owner (मालिक का कब)' and 'Authorized Person'. The 'Owner' tab is selected, showing input fields for 'Owner Name', 'Contact Number', and 'Email'. Below these is the 'Building Address (भवन का पता)' section with dropdown menus for 'Fire Station' and 'Police Station'. The footer contains copyright information and the CMS logo.

Figure 10.2 — Building Owner Details Screen

30. **Select Applicant Type:** Choose Owner or Authorised Person.
31. **Enter Owner Details:** Fill in Owner Name, Contact Number, and E-mail ID.
32. **Building Address:** Select the Fire Station and Police Station (if applicable). Complete all address fields.
33. **Proceed:** Click Next or Previous as required.

9.3 Stage 3 — Building Map Upload

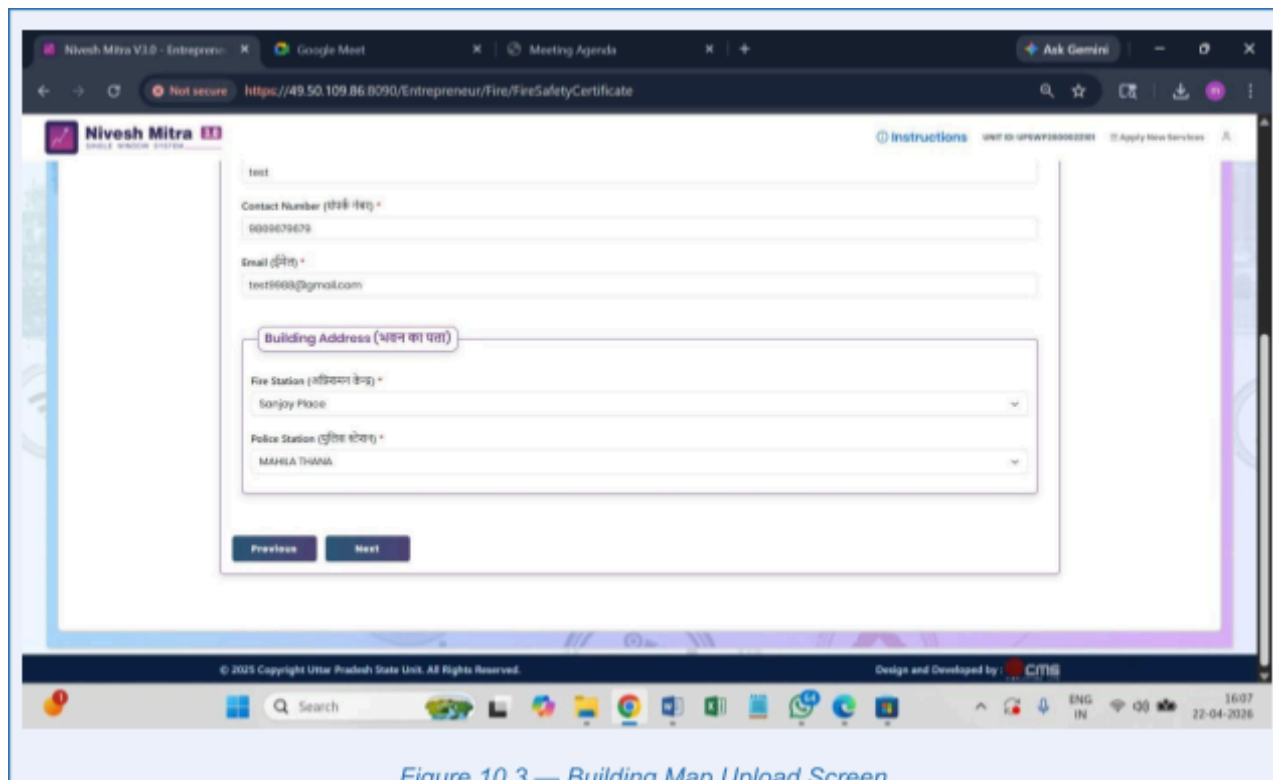


Figure 10.3 — Building Map Upload Screen

File Requirements

- Format: PDF only
- Maximum file size: 50 MB
- Must comply with UP Fire & Emergency Services Rules 2024 (Rule 43(8))

Required Map Contents

- Site Plan, All Floor Plans, Elevation Plan, Section Plan
- Project Report (for industrial units, where applicable)

34. **Click Choose File:** Select the required PDF from your device.

35. **Confirm Upload:** Verify the filename and confirm. Click Next to proceed.

⚠ Note: Only one PDF file may be uploaded. Maximum file size: 50 MB. Incomplete or unclear maps will be rejected by the reviewing authority.

9.4 Stage 4 — Industry Case Details

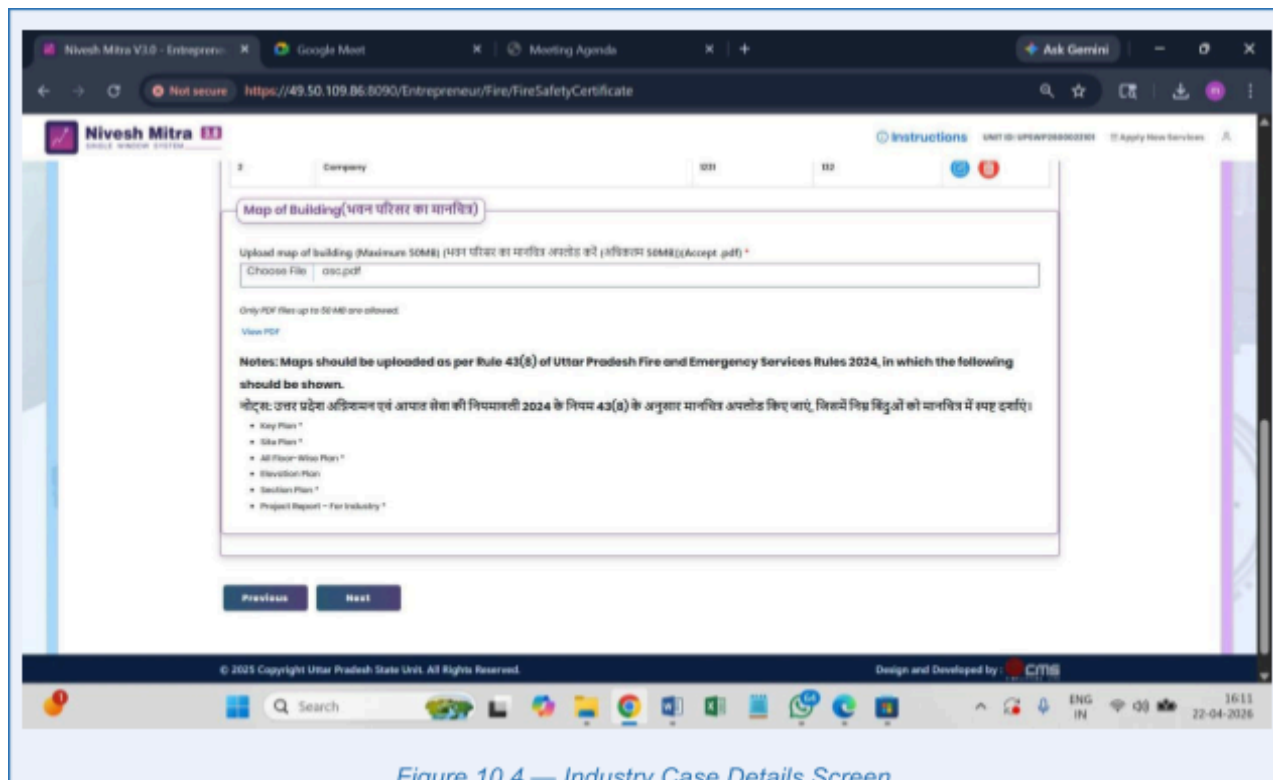


Figure 10.4 — Industry Case Details Screen

Basic Information

- Raw Material (कच्चा माल) — List all primary raw materials.
- Finished Goods (तैयार माल) — Describe the finished products.
- Names of Machines (मशीनों के नाम) — List all major machinery.

Technical Details

- Machine Working Pressure (in Pascals)
- Process Working Temperature (in °C)

Safety & Compliance (Select Yes / No)

- Is flammable gas used in the manufacturing process?
- Is a boiler installed on the premises?
- Is acid (H_2SO_4 , HCl , or other corrosive substances) used?
- Is chlorine or ammonia used?

36. **Complete All Fields:** Fill all mandatory (*) fields. Inaccurate safety data will result in rejection.

37. **Proceed:** Click Next to advance to the Declaration stage.

9.5 Stage 5 — Declaration

Figure 10.5a — Declaration Form

Figure 10.5b — Declaration Confirmation

38. **Read the Declaration:** Review all declaration statements carefully.
39. **Agree to Terms:** Tick the checkbox confirming all information is accurate and you agree to comply with applicable laws.
40. **Enter Name and Date:** Type your full name and confirm the current date.
41. **Submit:** Click Save to finalise the application. Use Previous if any section requires revision.

Note: Submission of the declaration finalises the Fire Safety Certificate application. Ensure all earlier sections have been reviewed before clicking Save.

10. PWD Road Cutting Permission

This chapter describes the procedure for applying for a Road Cutting Permission from the Public Works Department (PWD) through the Nivesh Mitra portal.

10.1 Application Steps

42. **Select Service:** On the Pre-Establishment Applications page, locate Public Works Department and click Apply next to Road Cutting for Estimation / Permission.
43. **Utility Details:** Select Along the Road or Across the Road. Enter District & Division, Road Name, Utility Type, distance from nearest landmark, crossing length (in metres), Chainage values (in KM), and Left / Right Side.
44. **Depth Information:** Enter the depth of cutting along the road and across the road.
45. **Crossing & Inspection:** Select whether the crossing uses a casing pipe (Yes / No), whether an inspection chamber is required (Yes / No), and the road-cutting restoration option.
46. **Save Application:** Review all details and click Save to submit the application.

 **Note:** Ensure all measurements and technical specifications are accurate. Incorrect data may delay approval.

11. Adding a Missed Approval

If an approval was inadvertently omitted, it can be added at any time from the Approval List in the Pre-Establishment section of your profile.

11.1 Procedure

47. **Open Pre-Establishment:** From the Dashboard, click Pre-Establishment.
48. **Select Unit:** Select your Unit and click the Action button to open application details.
49. **Apply Missing Approval:** In the Approval List section, click Apply next to the pending service.
50. **Verify Update:** Confirm the Applied Approvals count has increased and now matches Approvals Required.

 **Note:** All required approvals must be applied before final submission. Incomplete approvals will delay processing of the overall application.

12. Final Application Submission

After applying for all required approvals, the Final Submission process formally submits the consolidated application to the relevant departments for processing.

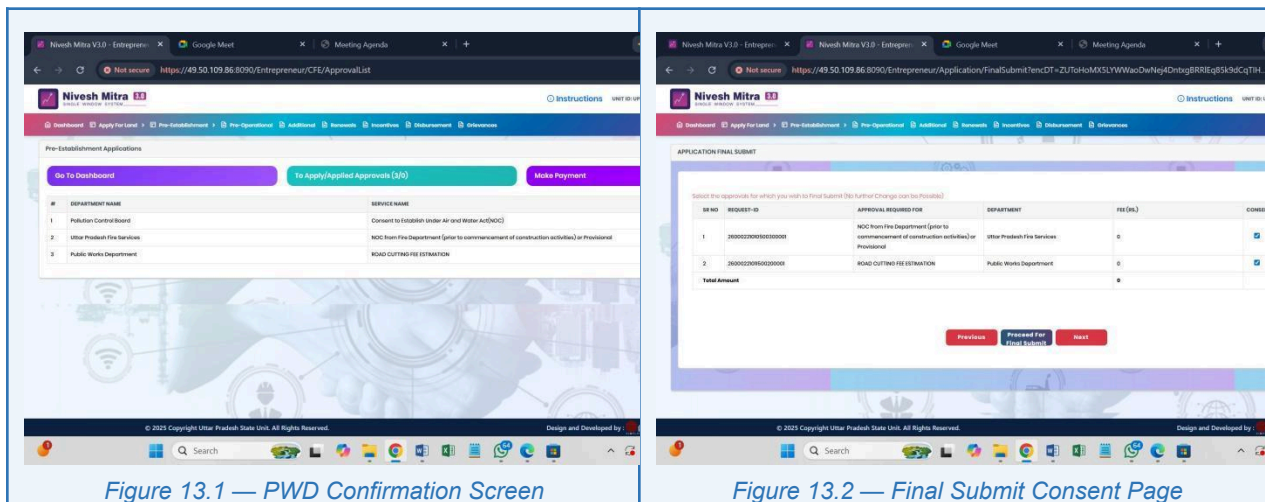


Figure 13.1 — PWD Confirmation Screen

Figure 13.2 — Final Submit Consent Page

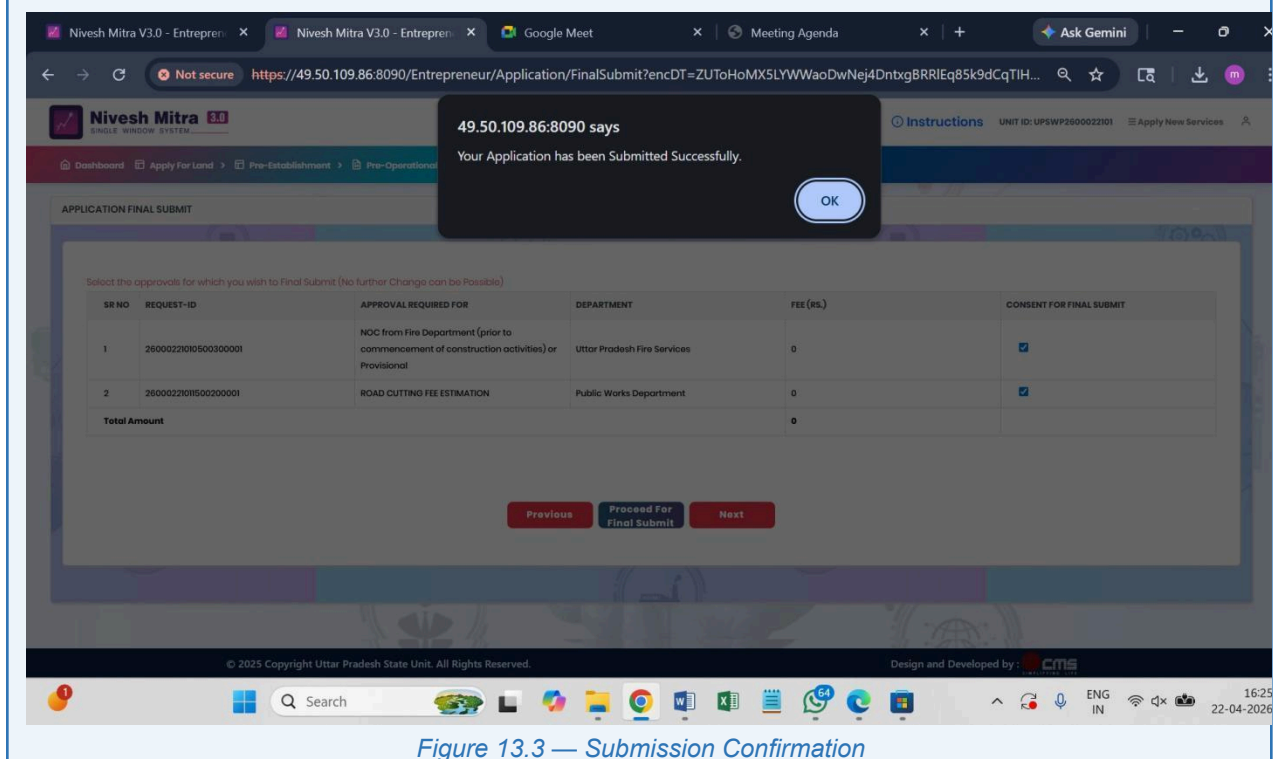


Figure 13.3 — Submission Confirmation

12.1 Final Submission Steps

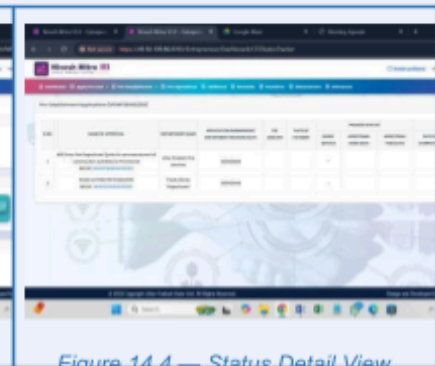
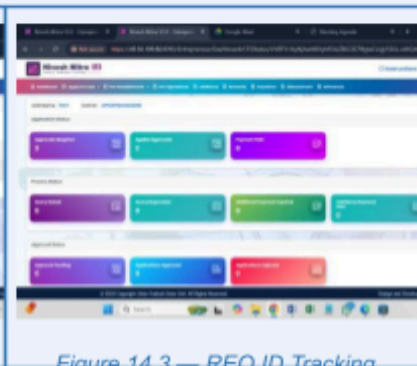
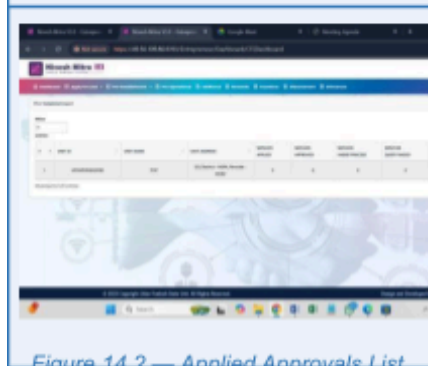
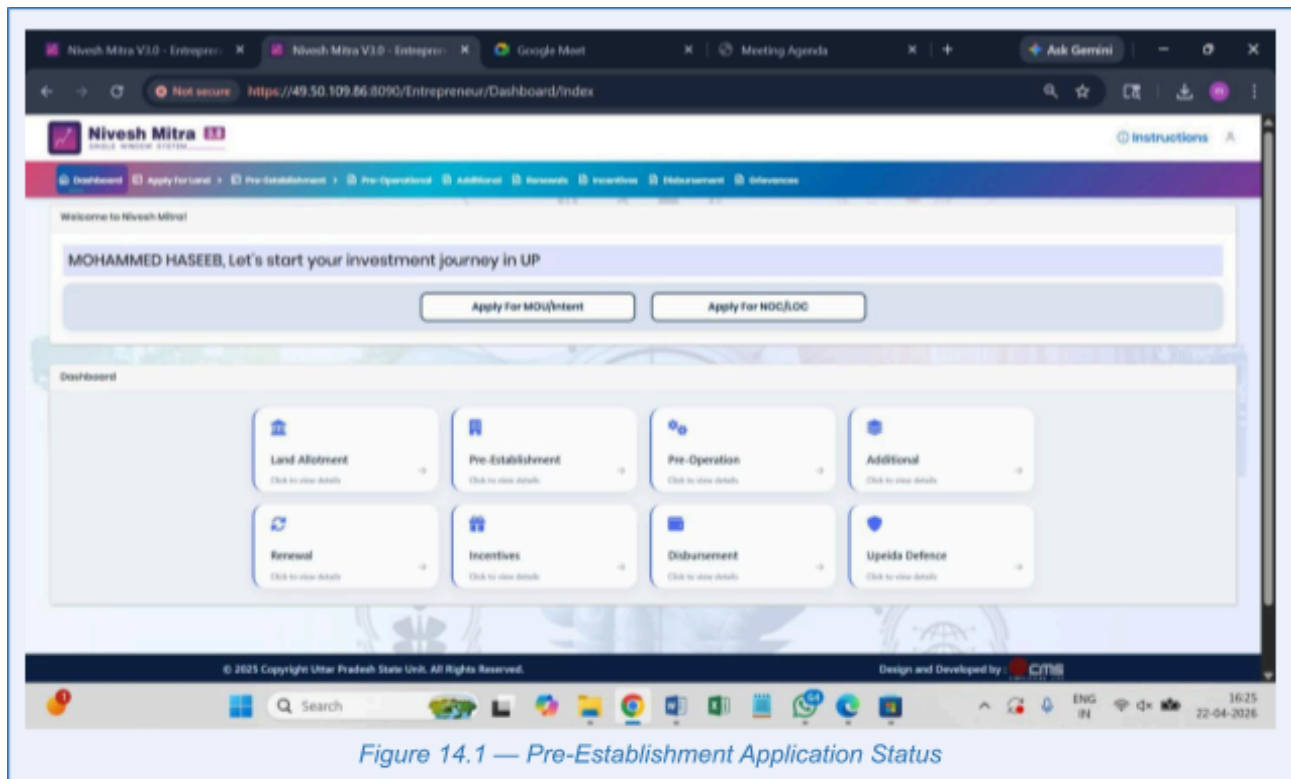
51. **Review Applications:** On the Application Final Submit page, verify the Department, Fee, and Approval Required For each listed service.
52. **Give Consent:** Tick the Consent for Final Submit checkbox for each service you wish to submit.
53. **Proceed for Final Submit:** Click Proceed for Final Submit, then click Next.
54. **Confirm:** Click OK on the confirmation message: 'Your Application has been Submitted Successfully.'



Important: Once submitted, the application cannot be modified.
Retain the application reference number for all future correspondence.
Verify all selected services are correct before clicking Proceed for Final Submit.

13. Tracking Approval Status

The portal provides real-time tracking for every approval request from submission through to final decision.



13.1 Tracking Steps

55. **View Applied Approvals:** Navigate to Pre-Establishment Applications. The list shows: Approval Name, Department, REQ ID, Submission Date, and Status.
56. **Note the REQ ID:** Each approval is assigned a unique Request ID (REQ ID). Record this for all future correspondence.

57. **View Detailed Status:** Click View in the Inspection / Status column for a detailed status page.
58. **Interpret Status Flow:** The status page shows: current stage (e.g., Forwarded, Pending, Query Raised, Completed), department actions, date/time updates, and any queries or document requirements.

 **Note:** Check the portal regularly for status updates and departmental queries. Respond promptly to queries to avoid processing delays. The UNIT ID and REQ ID is the primary reference for all approval-related correspondence.

Appendix A — Glossary

CAF	Common Application Form — unified form capturing all business and project details.
CAPTCHA	Completely Automated Public Turing test — security challenge to verify human users.
KYA	Know Your Approvals — questionnaire that determines applicable regulatory clearances.
NOC	No Objection Certificate — regulatory clearance issued by a competent authority.
OTP	One-Time Password — time-limited code sent to registered mobile for authentication.
PAN	Permanent Account Number — unique ten-character ID issued by India's Income Tax Dept.
PWD	Public Works Department — government body responsible for roads and infrastructure.
REQ ID	Request ID — unique system-generated reference number for each approval application.
NMSWP	Uttar Pradesh Single Window Portal — the integrated digital clearance platform.

Appendix B — Frequently Asked Questions

Q1. What should I do if I do not receive the OTP during registration?

Verify that the mobile number is active and correctly entered. Click Resend OTP after the countdown expires. If the problem persists, contact the portal helpdesk.

Q2. Can I edit my application after final submission?

Once finally submitted, the application cannot be modified. Review all details carefully before clicking Proceed for Final Submit.

Q3. What should I do if I missed applying for an approval?

Missed approvals can be added from the Approval List in the Pre-Establishment section of your profile. Refer to Chapter 12 for the detailed procedure.

Q4. How do I respond to a query raised by a department?

Navigate to Chapter 14 (Tracking), locate the relevant UNIT ID and REQ ID, click View, and provide the required documents or information as instructed by the department.

Q5. What file formats are accepted for document uploads?

Most upload fields accept PDF files only. The permitted format and maximum file size are displayed on each upload field. Ensure documents comply before uploading.

Q6. How do I track the status of a submitted approval?

Navigate to Pre-Establishment Applications, locate the relevant UNIT ID and REQ ID, and click View in the Inspection / Status history column. Refer to Chapter 14 for full guidance.

Q7. I forgot my password. How do I reset it?

Click 'Forgot your Login ID/password?' on the Login page and follow the five-step password reset procedure. For a detailed guide, refer to the Login User Manual Chapter 3.2 of this manual.