

Document for High Risk File formats through Nivesh Mitra Single Window System V2

Uttar Pradesh Development Authorities



Uttar Pradesh



Prepared by

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SoftTech
Empowering Transformation

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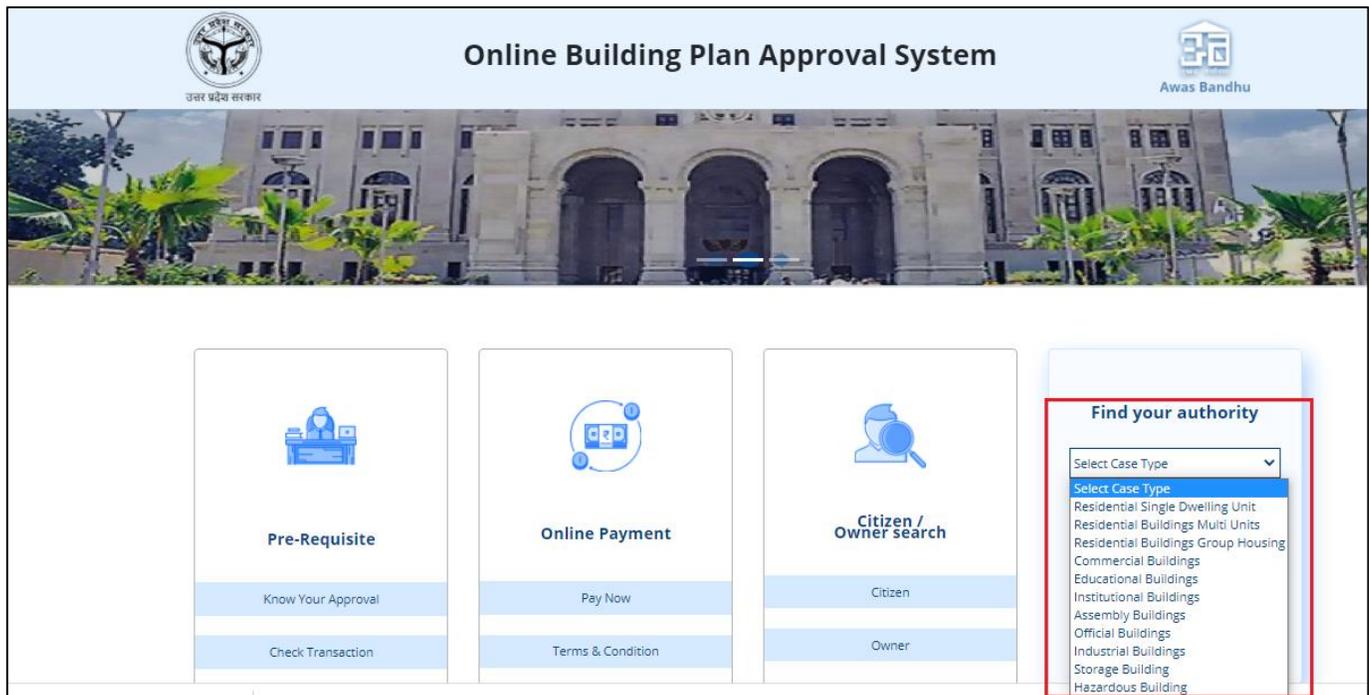
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1. Introduction

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.

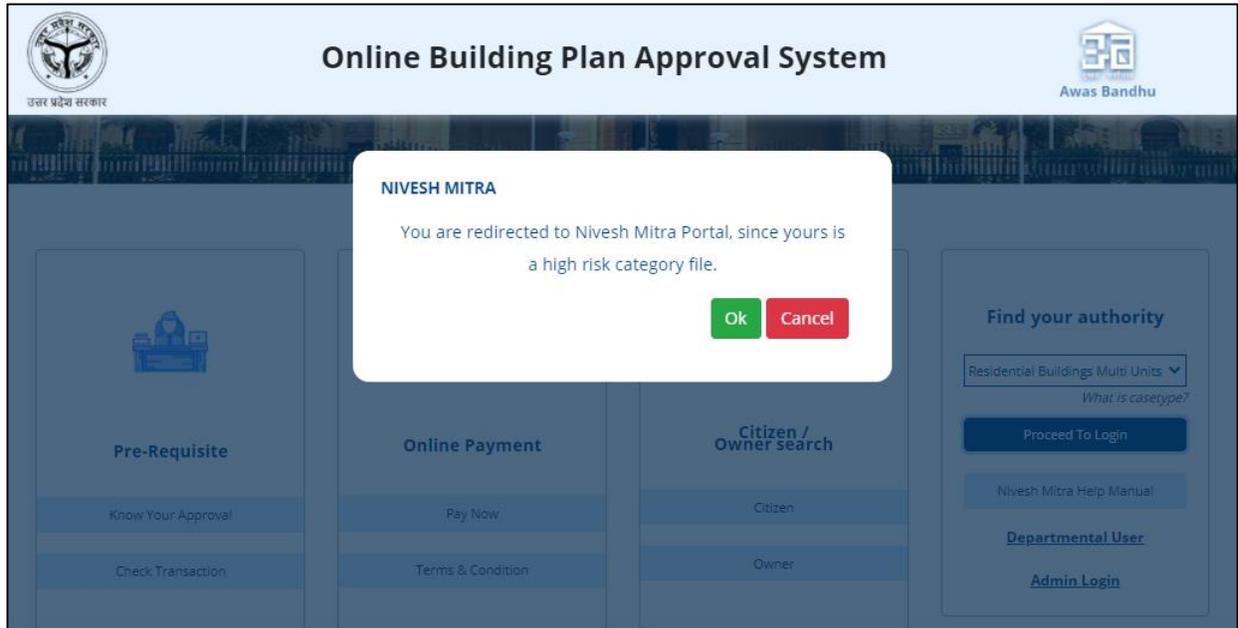
2. Home Page

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



3. Selecting Case Type

Select Case type from the drop down, Other than single dwelling unit all case type/all files will be redirected to Nivesh Mitra. Click **OK**



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**.

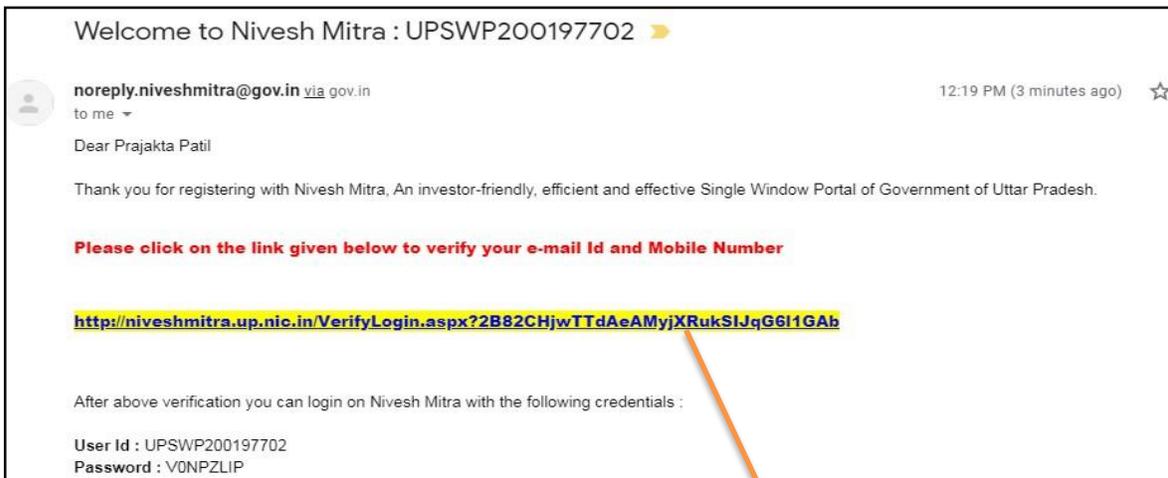
- (ii) **Step 1:** Enter the **Company/Enterprise name**, your **First Name**, **Last Name**, **Email ID**, and **Mobile Number**. Enter the

Verification Code provided. If you want to enter the new verification code, 

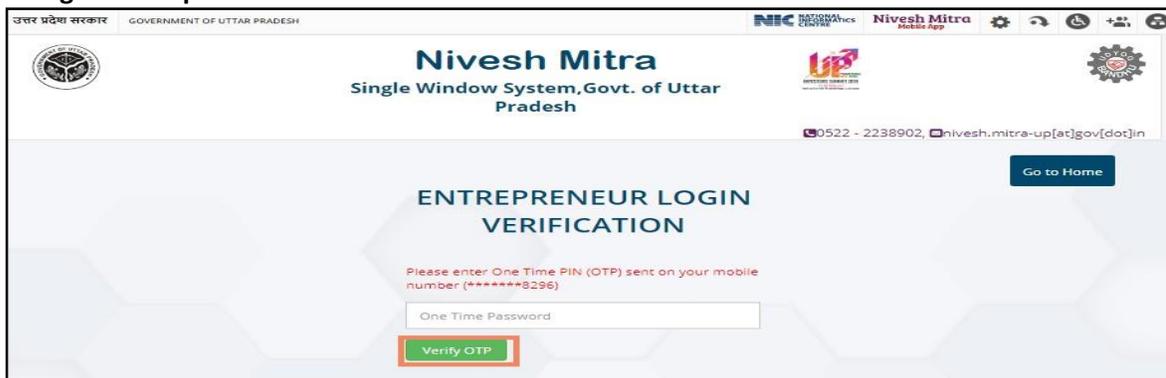
Step 2: Click **Register**.

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

- (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  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.**



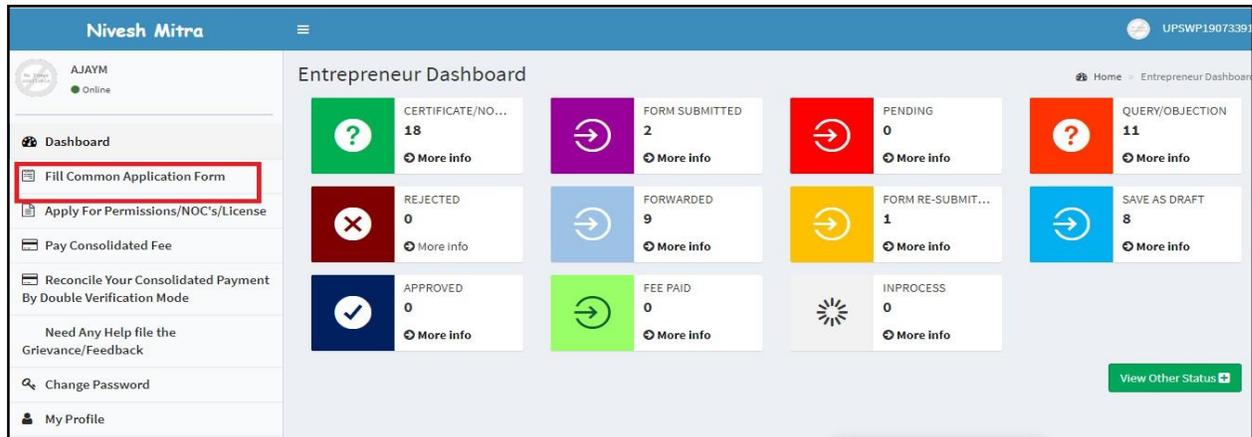
5. Entrepreneur Login

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

- (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.

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 contains the following fields:

- First Name ***: AJAYM
- Last Name ***: BHOSALE
- Middle Name**: Middle Name
- Mobile No : +91 ***: [Redacted]
- DOB ***: 22/06/1999
- Enterprise's Website**: Enterprise's Website
- Father's / Mother's / Husband's Name***: NAKUL
- Pan No. ***: AOQPR1377A
- Gender ***: Female
- Category ***: GENERAL

Additional fields include 'Email *' and '20 year(s) 6 month(s) 30 and day(s)'. A note at the top right states '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 user is logged in as Nivesh Mitra (AJAYM, Online). The 'Communication Address' tab is selected and marked with a green checkmark. The form contains the following fields: Country (India), State (UTTAR PRADESH), District (LUCKNOW), Tehsil (LUCKNOW), Address (aq5), and Pin Code (226017). A red 'Update & Next' button is visible at the bottom. The left sidebar contains navigation options like Dashboard, Fill Common Application Form, and Pay Consolidated Fee.

(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 (aq5), and Pin Code (226017). A red 'Submit' button is visible at the bottom. The left sidebar contains navigation options like Dashboard, Fill Common Application Form, and Pay Consolidated Fee.

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

The screenshot shows the 'Unit Details' page with the heading 'Add Unit'. There are two radio buttons: 'New Unit Details' (which is selected and circled in red) and 'Update Existing Unit Details'. A red 'Res' button is visible on the right side. The left sidebar contains navigation options like Dashboard, Fill Common Application Form, and Pay Consolidated Fee.

(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 fields are populated as follows:

- 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 'Reset' button is also present in the top right corner.

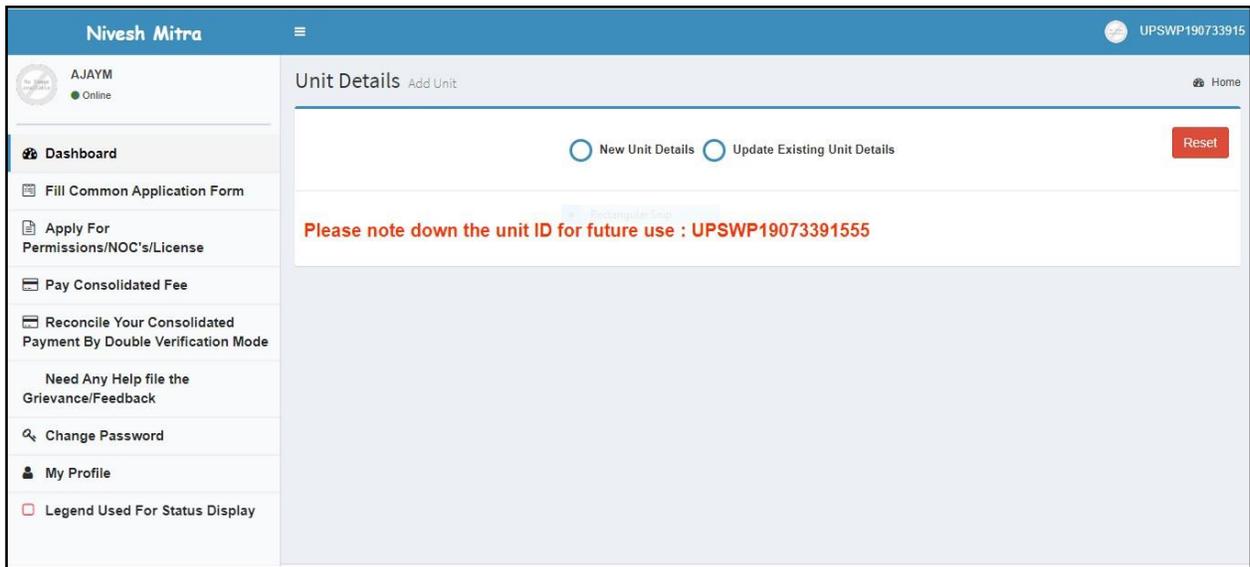
- (x) In the last tab of unit details (refer following Figure), verification of email ID and mobile number can be done. Now, Click **Verify Email ID**, the OTP will be available on your respective email ID, enter that OTP in the given text area. Same like email verification, click **Verify Mobile No.**,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

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

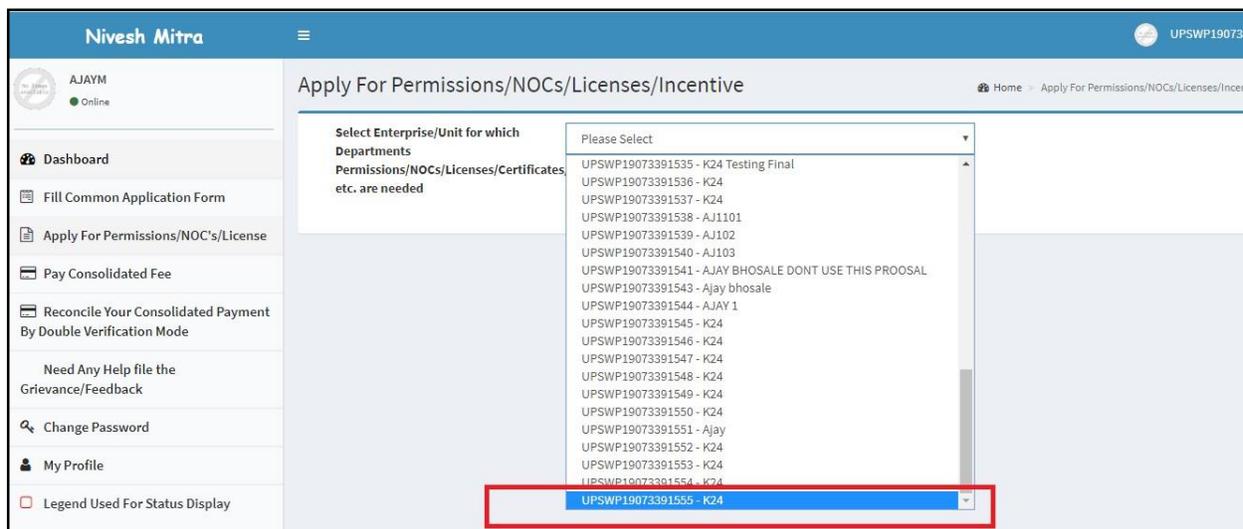
A red notification box in the bottom right corner contains the text: "Please enter One Time PIN (OTP) sent on your mobile number (*****2808)".

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

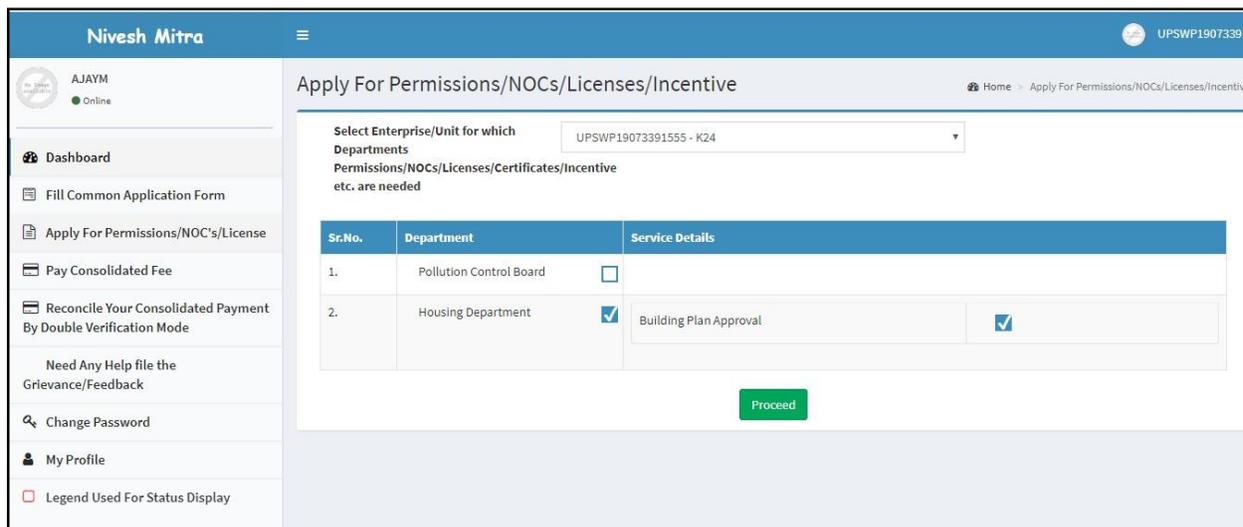


7. Applying for Permissions/NOC's/Licenses

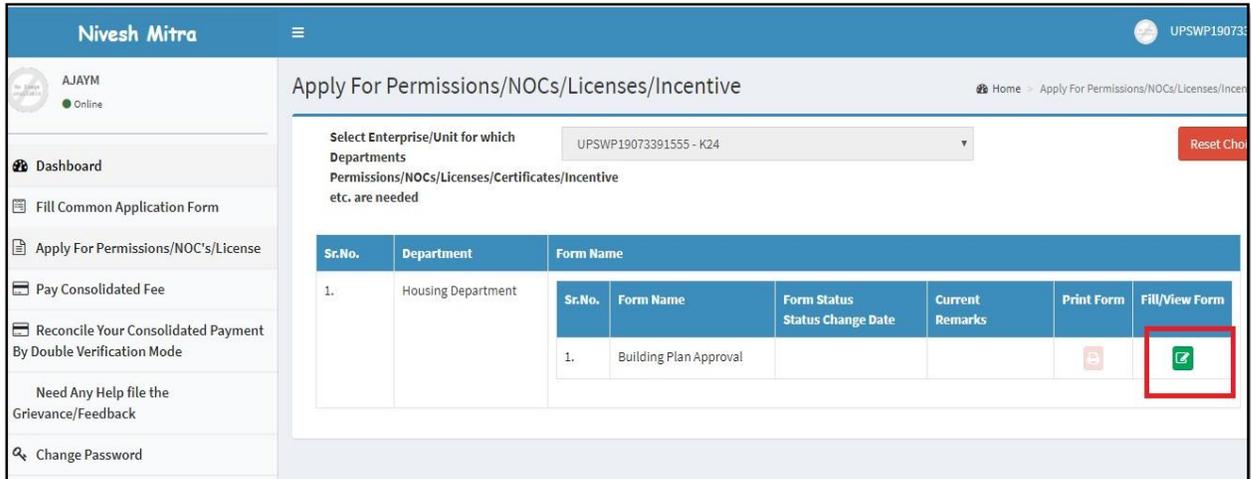
- (i) Go to the **Applying for Permissions/NOC's/Licenses** tab.
- (ii) Now, select the **Enterprise Unit** for which, the department permissions/NOC's/Licenses/certificates are needed from the drop-down list of options.



- (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.



Select Enterprise/Unit for which Departments: UPSWP19073391555 - K24

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

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

Please Select
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 Architect/Engineer 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.

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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-VARANASI

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	

(viii) After filling application information, Draft file will be created. Entrepreneur will fill Check Yes/NO/NA in application checklist.

(ix) Against site/property in order to know which NOC will be required.

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

File No. DRAFT/BSDA/BP/20-21/0069 (13 Dec 2020) High Risk Pre-Approval - Draft

Owner: SOFTTECH

Basti Development Authority

Common Application Form Required NOC Document Drawing Chat Board

General Information Applicant Information Application Checklist Plot Details GEO Location

Save & Continue

#	Description	Value	Remark
1	Does your site requires NOC from Municipal corporation	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
2	Does your plan fall under 300m radius of any monument?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
3	Is proposed plot near major crossroad(chauraha) or effecting traffic	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
4	Is your plot nearby irrigation land /irrigation canal	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
5	Is your plot abutting P/V/D road	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
6	Is your plot within 100meter of metro structure	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
7	Is proposed site within 30meter of railway land boundary	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
8	Is your Plot nearby forest Land or any major tree which require NOC from forest department	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
9	Is your plot abutting any National Highway	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
10	Are you going to use your building material in your plot ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	

(x) Plot details will be filled carefully as per site



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Housing Department - Online Building Plan Approval System



General Information Applicant Information Application Checklist **Plot Details** GEO Location NOC Status

Main Details

Land Use Zone	Commercial use Zone	Land Sub Use Zone	Mixed Use 1 (Built up area)
Plot Use	Commercial	Plot Sub Use	ResiComm Building
Development Area	Existing BuiltUp Area/Constructed area	Subdevelopment Area	Metro City Area
Plan on	Development Authority Approved Scheme	Scheme	MAHANAGAR
Plot No. / Survey No.	122	Max Building Height (In Meter)	6
Plot area as per site (Sq.Mt.)	200	Plot area as per Document (Sq.Mt.) Note:Minimum Plot area	200
Total Built Up Area (Sq.Mt.)	200	Circle Rate (In Rupees)	234
Existing Built up Area (Sq.Mt.)	0	Proposed Carpet Area (Sq.Mt.)	120
Estimated Cost including Internal Electricity & Internal Water Expense (In Rupees)	4346634		
Ground coverage area (Sq.Mt.)	200		
Number of stories including ground floor	3	If community Parking provided	<input type="radio"/> Yes <input checked="" type="radio"/> No

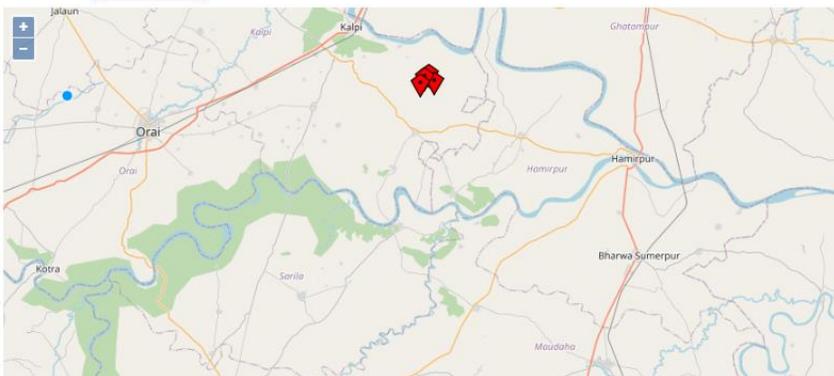
(xi) After Plot details In Geo-Location minimum 4 coordinates will be selected of site/property by enterpreneur. These geo cordinates will help site inspector to navigate.

Common Application Form Required NOC Document Drawing Fees Letter & Plan Chat Board

General Information Applicant Information Application Checklist Plot Details **GEO Location** NOC Status

Sr. No.	Latitude	Longitude
1	26.05815900000	79.85693300000
2	26.04822000000	79.86418100000
3	26.05404600000	79.85006700000
4	26.04616400000	79.84472600000

Side	Length (Mt.)
1-2	1321.16165111491
2-3	1551.58672087313
3-4	1026.02532867639
4-1	1807.12514271903



(xii) In Required NOC all those NOC which are required will come. These requirements will be on the basis of questions answered in Application checklist.

(xiii) If we click yes, option of Attachment will come. NOC will be attached by Entrepreneur.

Common Application Form **Required NOC** Document Drawing Fees Letter & Plan Chat Board

* Please Save CheckList After Selection. * If You Have NOC Document Then Check Yes. * If You Dont Have NOC Then Check No.

Sr. No.	Name	Value	Attach	Attached File
1	Do you have NOC of Municipal Corporation ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Attach	
2	Do you have NOC of Jal Sansthan ?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
3	Do you have NOC of ASI/Nma ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Attach	

(xiv) In Document tab, Attachment of Documents will come. Entrepreneur will attach documents as per requirement generated

Common Application Form	Required NOC	Document	Drawing	Fees	Letter & Plan	Chat Board
Please attach all chain of documents if applicable Attach doc from Required NOC Tab.						
Mandatory Documents		Conditional Mandatory Documents				
Approved Layout Sanctioned Letter		View Files				
Firm Files (NMA)		Attach Files				
Modern Construction Images (NMA)		Attach Files				
Google Earth Images (NMA)		Attach Files				
Ownership Document (NMA)		Attach Files				
Signature (NMA)		Attach Files				
Other Document (NMA)		Attach Files				
Elevation Document (NMA)		Attach Files				
Section Document (NMA)		Attach Files				

(xv) In Drawing Tab, PreDCR converted drawing will be attached.

Common Application Form	Required NOC	Document	Drawing	Fees	Letter & Plan	Chat Board
Drawing Name			Submitted On		Drawing	
TESTING DRAWING.dwg			04 Dec 2020		Download	

Form will be submitted by clicking on Submit Button. Fees will be generated and can be seen under Fees Tab. Once fees submitted, File will be submitted for Auto-scrutiny. Once file will be approved in Auto-scrutiny, it will be applied for Post approval through Apply for Post approval.