



USER MANUAL

FILLING COMMON APPLICATION FORM (CAF)

Department of Infrastructure and Industrial Development, Uttar Pradesh

Nivesh Mitra- Single Window Portal, Government of Uttar Pradesh

URL: <http://niveshmitra.up.nic.in/>

Salient Features of Nivesh Mitra

- Single front-end portal interface across multiple departments enabling global access
- Transparent, unified, one-stop solution for investors with time bound delivery of services
- Investor onboarding without need for physical interaction with various departments
- Online application submission, payments, tracking of status, approvals and issuance of the certificate(s)
- Comprehensive checklist of all requisite approvals
- Information wizard to suggest pre-establishment and pre-operation clearances
- Common Application Form (CAF) to capture common information only once
- Saves time, money and energy as repeated visits to different departments not required
- Automatic SMS and e-mail response to entrepreneur generated at each stage
- Dashboard view of approvals, clearances in pipeline, etc
- Two-way interaction on digital platform between entrepreneurs and departments
- Channel for routing queries and interacting with departments for additional documentation
- Third party verification of certificates / licenses

For filling the Common Application Form (CAF) the applicant should have login ID and password.

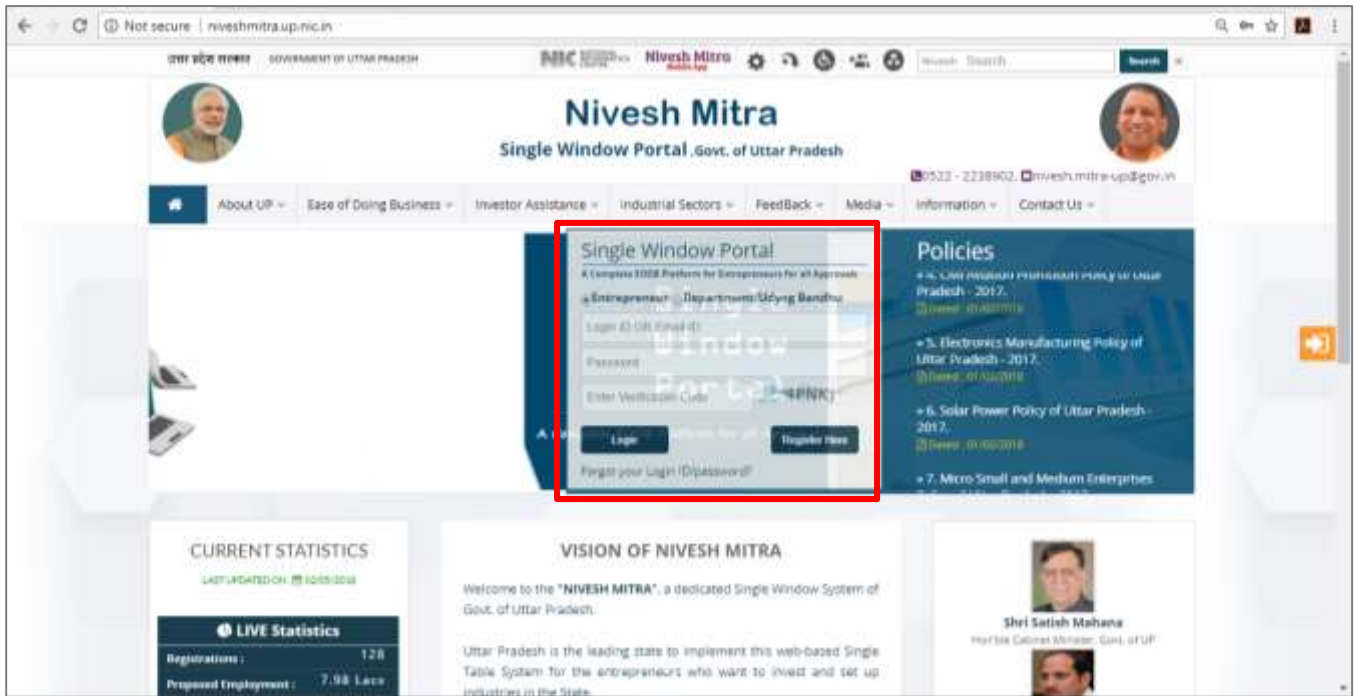


Fig 1: Home Page

The Entrepreneur will see the Common Application Form page after log in

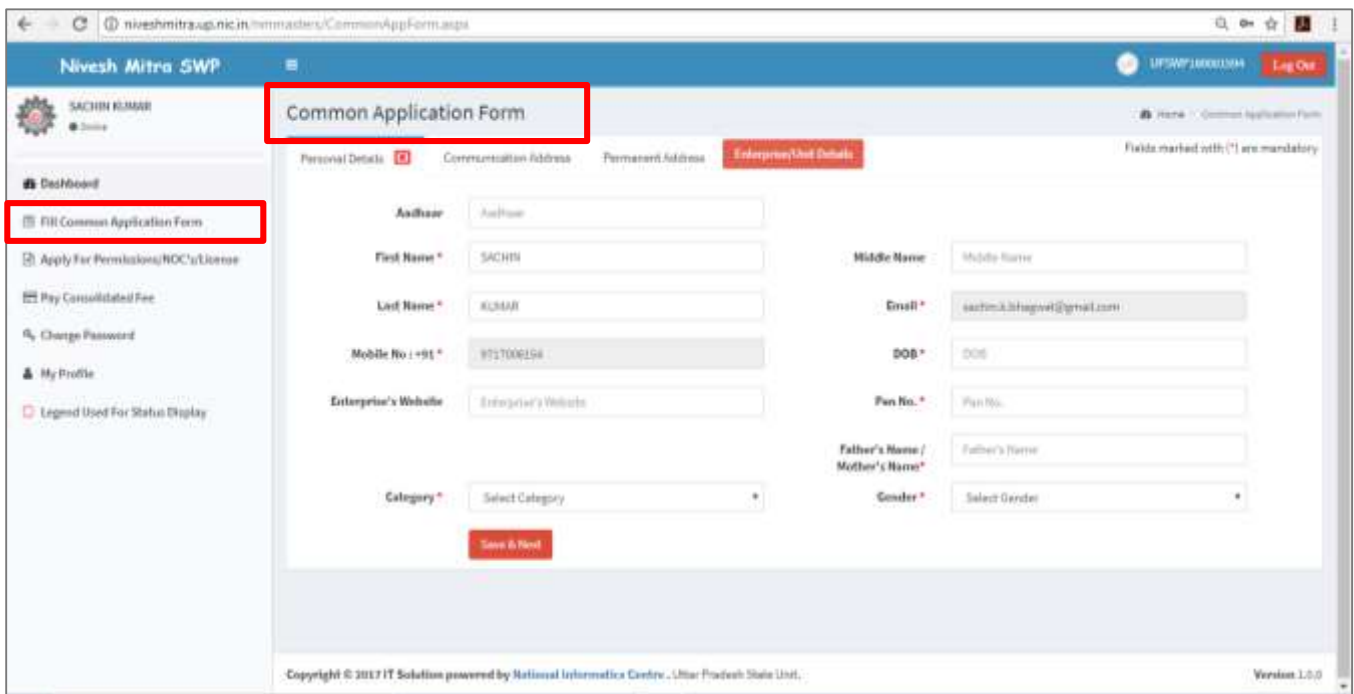


Fig 2: The Common Application Form

The Entrepreneur after filling the Personal Details and Communication Address fills the Unit Details

The screenshot shows a web browser window with the URL `niveshmitra.up.nic.in/niveshmitra/CommonAppForm.aspx`. The page title is "Common Application Form". The user is logged in as "SACHIN KUMAR" with the ID "UPSWP20000104". The "Personal Details" tab is active, and the form contains the following fields:

- Aadhaar: [Aadhaar]
- First Name*: SACHIN
- Last Name*: KUMAR
- Mobile No : +91*: 8721006104
- Enterprise's Website: [Enterprise's Website]
- Category*: GENERAL
- Middle Name: [Middle Name]
- Email*: sachin.k@niveshmitra.com
- DOB*: 12/04/1981
- Pan No.: [Pan No.]
- Father's Name / Mother's Name*: [Father's Name]
- Gender*: Select Gender

A "Save & Next" button is located at the bottom of the form. The footer contains the text "Copyright © 2017 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit, Version 1.0.0".

Fig 3: Personal Details Page

The Entrepreneur fills the Communication Address Page

The screenshot shows the same web browser window, but the "Communication Address" tab is now active. The form contains the following fields:

- Country*: Select Country
- District*: [District]
- Landline No.: [Landline No.]
- Fax No.: [Fax No.]
- State*: Select State
- Tehsil*: [Tehsil]
- Address*: [Address]
- Pin Code: [Pin Code]

A "Save & Next" button is located at the bottom of the form. The footer contains the text "Copyright © 2017 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit, Version 1.0.0".

Fig 4: Communication Address Page

The Entrepreneur fills the permanent address page

The screenshot shows a web browser window with the URL `niveshmitra.up.nic.in/nrmasters/CommonAppForm.aspx`. The page title is "Common Application Form". The user is logged in as "SACHIN KUMAR" with the ID "UPSWP30001094". The page has a navigation menu on the left with options like "Dashboard", "Fill Common Application Form", "Apply For Permissions(NOC's/License)", "Pay Consolidated Fee", "Change Password", "My Profile", and "Logout Used For Status Display". The main content area is titled "Permanent Address" and contains the following form fields:

- Country * (Dropdown menu: Select Country)
- State * (Dropdown menu: Select State)
- District * (Dropdown menu)
- Tehsil * (Dropdown menu)
- Address * (Text input field)
- Pin Code (Text input field)
- Landline No. (Text input field)
- Fax No. (Text input field)

A red "Submit" button is located below the form fields. A note at the top right states "Fields marked with (*) are mandatory". The footer contains the text "Copyright © 2017 IT Solution powered by National Informatics Centre , Uttar Pradesh State Unit." and "Version 1.0.0".

Fig 5: Permanent address page

The Entrepreneur fills the Unit details. The Entrepreneur can fill details of more than one units

The screenshot shows a web browser window with the URL `niveshmitra.up.nic.in/nrmasters/UnitSection.aspx`. The page title is "Unit Details - Add Unit". The user is logged in as "SACHIN KUMAR" with the ID "UPSWP30001094". The page has a navigation menu on the left with options like "Dashboard", "Fill Common Application Form", "Apply For Permissions(NOC's/License)", "Pay Consolidated Fee", "Change Password", "My Profile", and "Logout Used For Status Display". The main content area is titled "Unit Details" and contains the following form elements:

- Two radio buttons: "New Unit Details" (selected) and "Update Existing Unit Details".
- A red "Reset" button.

The footer contains the text "Copyright © 2017 IT Solution powered by National Informatics Centre , Uttar Pradesh State Unit." and "Version 1.0.0".

Fig6: New Unit Details

The Entrepreneur fills the New Unit details

Unit Details: Add Unit

✓ New Unit Details ○ Update Existing Unit Details

Save & Next

Fig 7: Unit Details Page

The Entrepreneur fills the location of the Unit

Unit Details: Add Unit

✓ New Unit Details ○ Update Existing Unit Details

Save & Next

Fig 8: Unit Location details

The Entrepreneur updates the Authorized Person Details for Final Submission

The screenshot shows a web browser window with the URL `niveshmitra.up.nic.in/nmmasters/UnitSection.aspx`. The page title is "Nivesh Mitra SWP". The user is logged in as "SACHIN KUMAR" with the ID "UPSWP180001594". The page is titled "Unit Details - Add Unit". There are two radio buttons: "New Unit Details" (selected) and "Update Existing Unit Details". A "Reset" button is in the top right. Below the radio buttons are three tabs: "Add Unit", "Location Of The Unit", and "Authorized Person Details" (active). The form fields are:

Name	Email ID	Address
<input type="text" value="Name"/>	<input type="text" value="yourname@server.com"/>	<input type="text" value="Address"/>
<input type="text" value="Company/Unit Website"/>	<input type="text" value="Mobile No (+91)"/>	
<input type="text" value="Company Website"/>	<input type="text" value="Mobile No"/>	

A "Final Submission" button is at the bottom left of the form. The footer contains "Copyright © 2017 IT Solution powered by National Informatics Centre, Uttar Pradesh State Unit" and "Version 1.0.0".

Fig 9: Authorized Person Details

The Entrepreneur gets the Unit details addition confirmation and Unit ID and completes the process of filling Common Application Form (CAF)

The screenshot shows the same web browser window. The "New Unit Details" radio button is now unselected, and "Update Existing Unit Details" is selected. A red message box displays: "Please note down the unit ID for future use : UPSWP18000159401". A dark red notification box in the bottom right corner says "Saved Successfully". The "Reset" button is still present. The footer is the same as in the previous screenshot.