

## Purpose of the Document

This document will explain how to apply for “Plot Allotment” on Single Window Portal in a language non-technical person can understand.

# User Guide



## Plot Allotment Through Single Window

## Contents

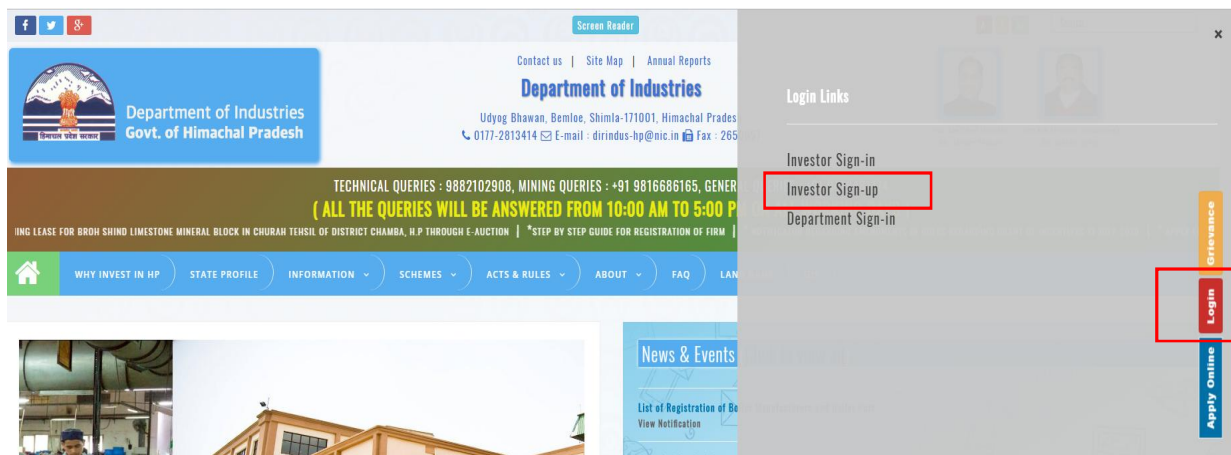
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## 1. Home Page

Department of Industries, Himachal Pradesh has launched the “Plot Allotment” for setting up of Industry on Private Land or Govt. Plot Allotment letter is required for Investors who needs Land, which falls in the Industrial Area. This guide gives step by step instructions for online application of Plot Allotment without any physical touch point. User will download the final digitally signed certificate from Single Window portal.

Website URL: <http://emerginghimachal.hp.gov.in/>

Click on “Login” button on right hand side of the screen.



Click on “Investor Sign-up” button if not already registered.

## 2. Registration/Login

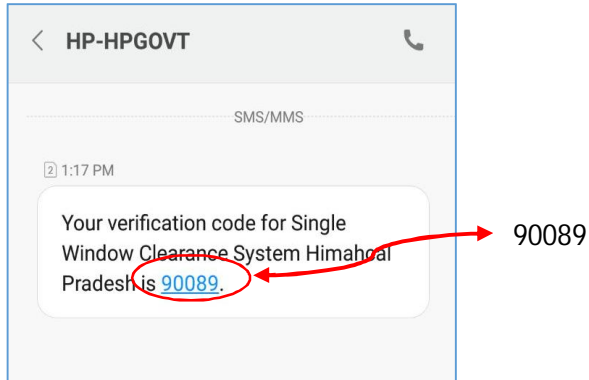
1. To register click on “Investor Sign-up” button.
2. Click on “Register” button on next screen.



3. Fill all the requisite details. After submission of details click on “Register” button as highlighted below.

A screenshot of the "Investor Registration Form" on a website. The form is titled "Investor Registration Form" with a sub-header "Please fill the detail:". It is divided into two main sections. The left section contains fields for "ENTER VALID EMAIL ID" (E-mail Address), "CHOOSE PASSWORD" (Password), and "RE-TYPE PASSWORD" (Password). Below these is the "Personal Information" section with fields for "ENTER FIRST NAME" (First Name), "ENTER LAST NAME" (Last Name), "ENTER PAN" (PAN Card No), "ENTER ADHAAR" (Adhaar No), and "ENTER ADDRESS" (Address). The right section contains fields for "SELECT COUNTRY" (Country), "SELECT STATE" (State), "SELECT CITY" (City Name), "SELECT DISTRICT" (District Name), "ENTER PIN CODE" (PIN Code), and "ENTER MOBILE" (Mobile Number). At the bottom of the right section, there is a "gajrat" logo, a "Get a new code" link, and a CAPTCHA area with the text "Please enter the letters as they are shown in the image above. Letters are not case-sensitive." A red rectangular box highlights the "REGISTER" button at the bottom right of the form.

4. User will receive "One Time Password" on mentioned mobile number.

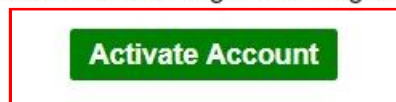


5. User need to enter this OTP in next screen and click on Verify OTP.

The image shows a web interface for verifying a secret code. The header is blue with the text 'Verify your Secret Code' and a key icon. Below the header, it says 'Please Entered the OTP that you have received on your mobile'. There is a section titled 'ENTER YOUR SECRET CODE' with a text input field containing the placeholder 'Enter your OTP'. Below the input field is a blue button labeled 'VERIFY OTP'.

6. After successful verification of OTP, an activation link is sent to the registered email id. Click on "[Activate Account](#)" in order to activate Single Window Account.

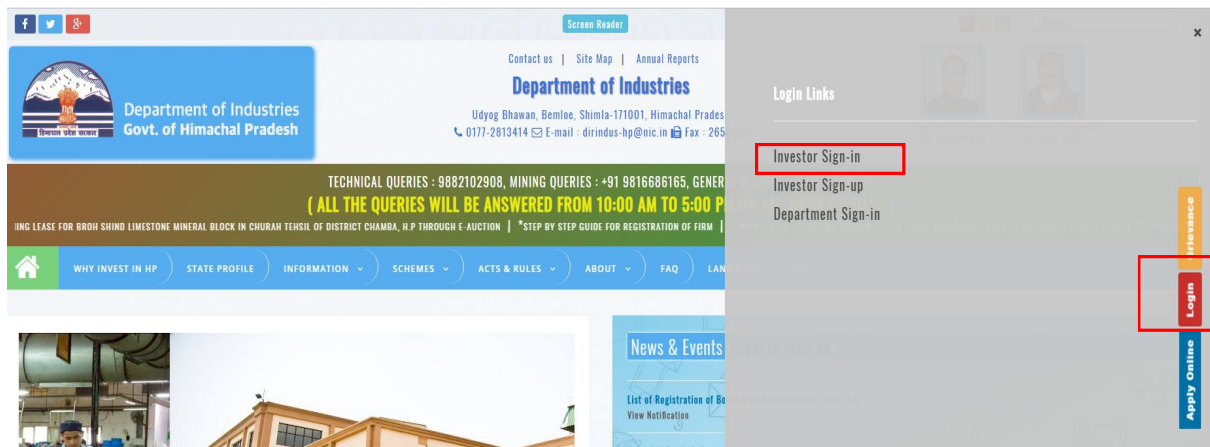
Please Activate Your Account in order to Login into Single Window Clearance System.



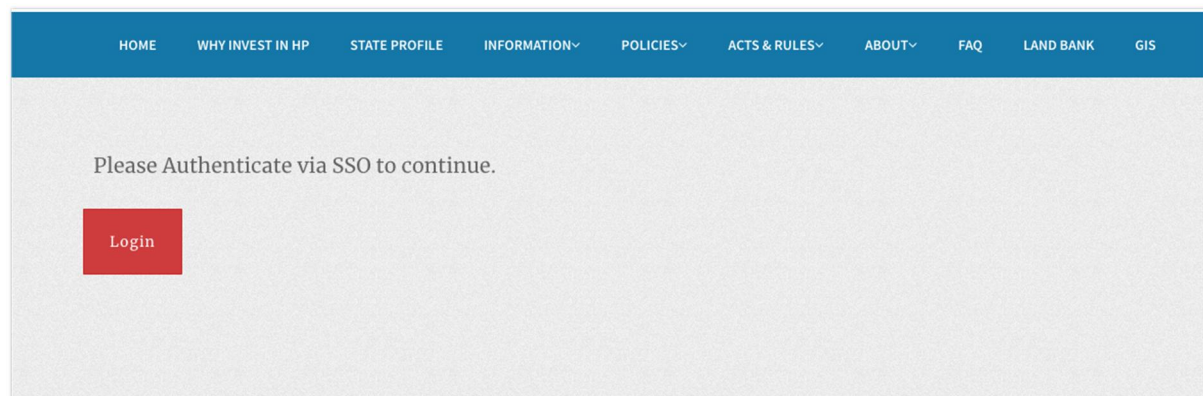
### 3. Investor Sign-in

1. Visit the website by following the link <http://emerginghimachal.hp.gov.in/>

Click on “Login” button on right hand side of the screen and then choose “Investor Sign-in” Option.



2. Click on “Login” to proceed to login screen.



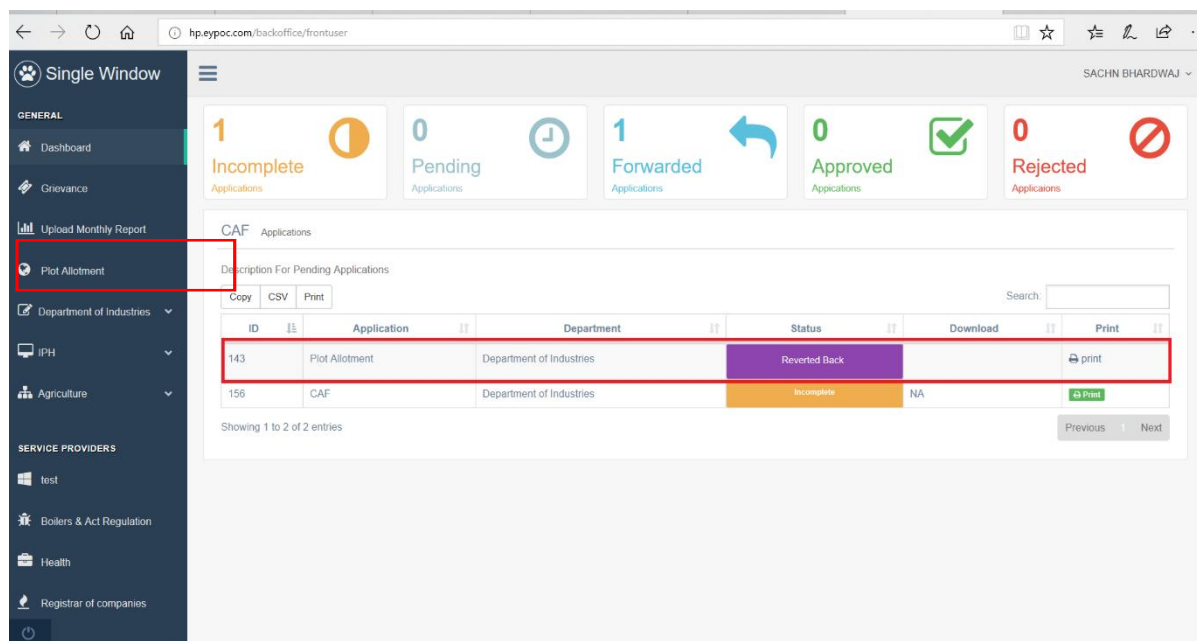
3. Enter IUID/Email ID and *Password & Captcha Code (displaying in the image)* on the following screen and click on "LOG IN".

The image shows the 'Investor Login' interface. At the top, a blue header contains the title 'Investor Login' and a key icon. Below the header, a prompt says 'Enter your username and password to log on:'. There are three input fields: the first contains '58704922', the second is labeled 'Password...', and the third contains the captcha code 'bwwfbek'. Below the captcha field, the text 'bwwfbek' is displayed, followed by the instruction 'Please enter the letters as they are shown in the image above. Letters are not case-sensitive.' and a link 'Get a new code'. Below this, there is a link 'Forgot Your Password' and two buttons: 'LOG IN' (which is circled in blue) and 'Register' (with an arrow pointing to it).

IUID is "Unique Investor Identification Number" which is sent to the registered mobile number and Email ID after Successful Registration.

## 4. Apply for Plot Allotment.

1. After Successful Login to the website, User dashboard will be appear on Investors screen. "Incomplete applications" will show the applications not completed by the applicant, "Pending applications" will show the applications pending with the department for approval, "Approved applications" will show approved applications of the investor and "Rejected applications" will show applications rejected by the department.



2. Click on "Plot Allotment" in the left panel of the screen. Enter details into the corresponding fields. Fields marked with \* are mandatory and cannot be left blank.

The screenshot shows the 'Plot Allotment' application form. At the top, there is a progress bar with four steps: Step 1 (Step 1 Description), Step 2 (Step 2 Documents), Step 3 (Step 3 Payment), and Step 4 (Step 4 Declaration). The 'Plot Allotment' link in the sidebar is highlighted with a red box. The form is divided into two main sections: 'APPLICANT DETAILS' and 'PERMANENT ADDRESS'. The 'APPLICANT DETAILS' section contains fields for SUID, Applicant Name, E-Mail, Mobile Number, Aadhaar Number, Country, State, District, City/Village, and Postal / Zip Code. The 'PERMANENT ADDRESS' section contains fields for Address, Country, State, and District. Fields marked with an asterisk (\*) are mandatory.

**APPLICANT DETAILS**

SUID *	Applicant Name *	E-Mail *
33846121	SACHIN BHARDWAJ	sachin660@gmail.com
Mobile Number *	Aadhaar Number	Address *
8727066454	Aadhaar Number	SHV SEC2
Country *	State *	District *
India	Himachal Pradesh	SHIMLA
City/Village *	Postal / Zip Code *	
SHIMLA	171001	

**PERMANENT ADDRESS**

Address *	Country *
test address	India
State *	District *
HP	Shimla



3. While filling mandatory details mentioned in CAF, Investor will select the type of required allotment i.e Industrial Plot/Shed: If the user intends to apply for land in Industrial Areas/ Estates there is option to enter the details of land or select the plot (district wise) through Online Geographical Information System (GIS).

High Court  
MC  
Industries  
mining  
Incentive

Telephone Number  
Fax  

FIRST CHOICE

Industrial Area \*  
Amb
Industrial Plots \*  
1,2,3A
Type of Allotment you require \*  
Plot

SECOND CHOICE

Industrial Area  
Gagret
Industrial Plots  
10,11
Type of Allotment you require  
Plot

THIRD CHOICE

Industrial Area  
Mehatpur
Industrial Plots  
11
Type of Allotment you require  
Plot

Requirement of Plot Area/built up area (in sq. mtrs) \*  
100
Constitution of the Proposed Enterprise \*  
Partnership
Category of Enterprise \*  
Micro
Nature of Activity \*  
Manufacturing
Main Manufacturing/Service Activity \*  
01116-Growing of groundnut oil seed
Pollution Category \*  
Orange

ADDITIONAL DETAILS

Proposed investment in Fixed Assets (₹ in Lakhs)

Land *	10000
Building *	100
Plant & Machinery (equipments in case of Service Unit) *	10
Other Fixed Capital *	100
Total *	10210

Means of Finance (₹ in Lakhs)

Promotor's Contribution *	100
Loan *	100
Subsidy (if any)	1
Foreign Equity *	100
Total *	301

EXPECTED EMPLOYMENT

Management & Office Staff *	Supervisory/Skilled *	Unskilled Workers *
10	10	10

OTHER REQUIREMENTS

Power Load Requirement (anticipated) in kW \*  
100
Requirement of Water (in Kilo Litres) Per Day \*  
1000

Whether the industrial enterprises is to be setup/promoted by person(s) with Disability either individually or collectively \*  
Yes
Whether the proposed enterprise falls in the category of thrust Industrial Enterprises ? \*  
Yes

If Yes, Select from the list of below thrust industry \*  
Yes
Indicate type of approval required for setting up of project Name of Department / Agency \*  
Yes

Other Fixed Capital \* 100 || Total \* | 10210 |

Foreign Equity \* 100 || Total \* | 301 |

EXPECTED EMPLOYMENT

Management & Office Staff *	Supervisory/Skilled *	Unskilled Workers *
10	10	10

OTHER REQUIREMENTS

Power Load Requirement (anticipated) in kW \*  
100
Requirement of Water (in Kilo Litres) Per Day \*  
1000

Whether the industrial enterprises is to be setup/promoted by person(s) with Disability either individually or collectively \*  
Yes
Whether the proposed enterprise falls in the category of thrust Industrial Enterprises ? \*  
Yes

If Yes, Select from the list of below thrust industry \*  
Yes
Indicate type of approval required for setting up of project Name of Department / Agency \*  
Yes

Thrust Name \*  
--Please Select--

Save & Next

© 2017 Directorate of Industries

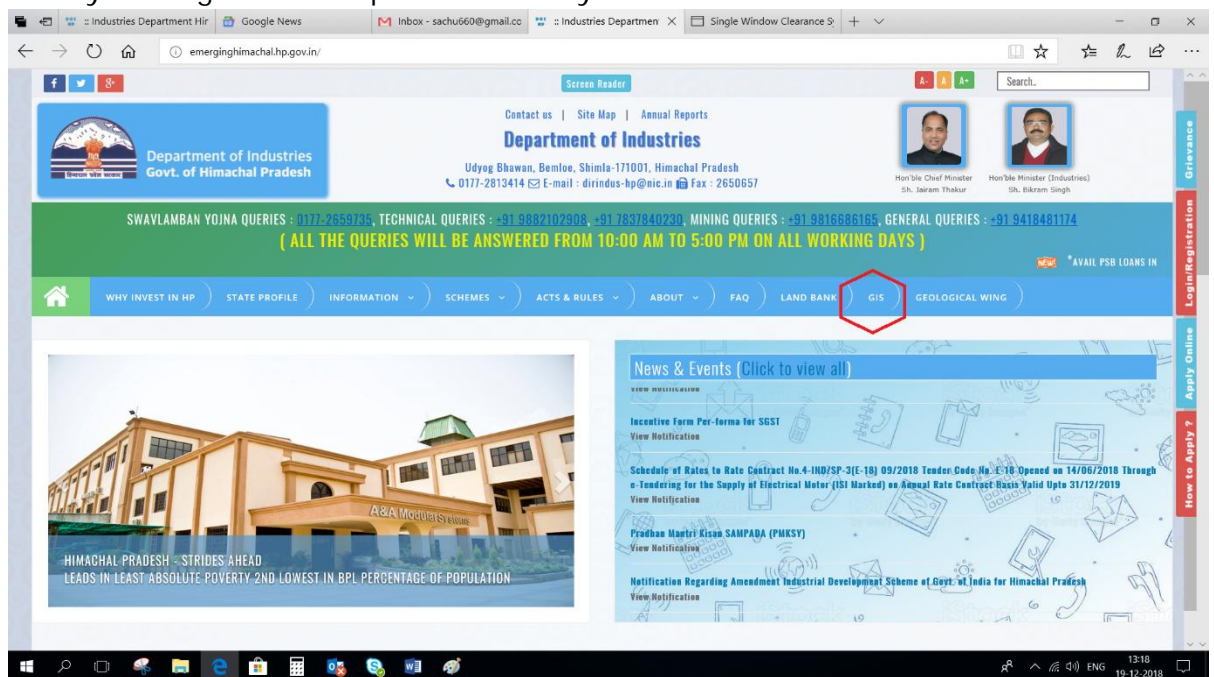
Click on Save & Next.

8 | Page

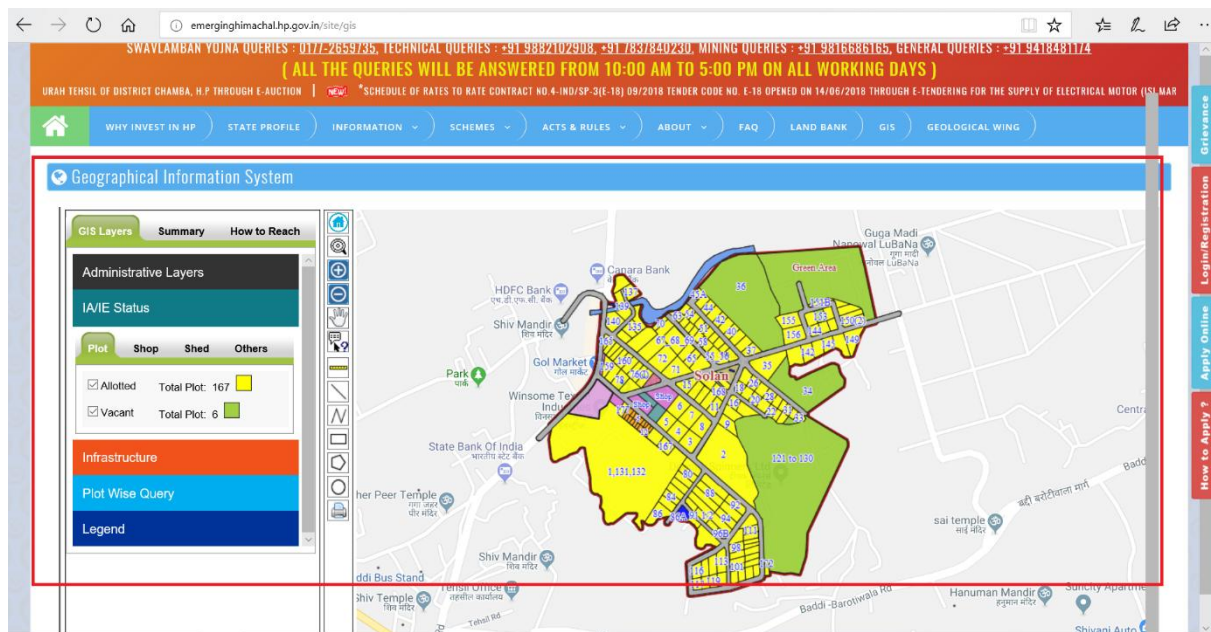
User Guide for Plot Allotment.

4. Industrial Plots availability can be viewed from GIS. For Industrial Plots availability go to the home screen of <http://emerginghimachal.hp.gov.in/>

5. And by clicking on GIS tab plots availability can be viewed.



6. After clicking on GIS Tab following screen will appear and as per vacant plot status in selected district investor can select the plot no desired in CAF form.



7. The next step will ask to upload the documents. Click on “Select File” to select respective documents and then click on “Upload” to upload the documents. The documents marked with \* are mandatory. The type of soft copy of document should be same as mentioned under ‘File Type’.

**Single Window**

**GENERAL**

- Dashboard
- Grievance
- Upload Monthly Report
- Plot Allotment
- Department of Industries
- IPHI
- Agriculture

**SERVICE PROVIDERS**

- test
- Boilers & Act Regulation
- Health
- Registrar of companies

**Plot Allotment (Upload Documents)** [Click here to manage your documents](#)

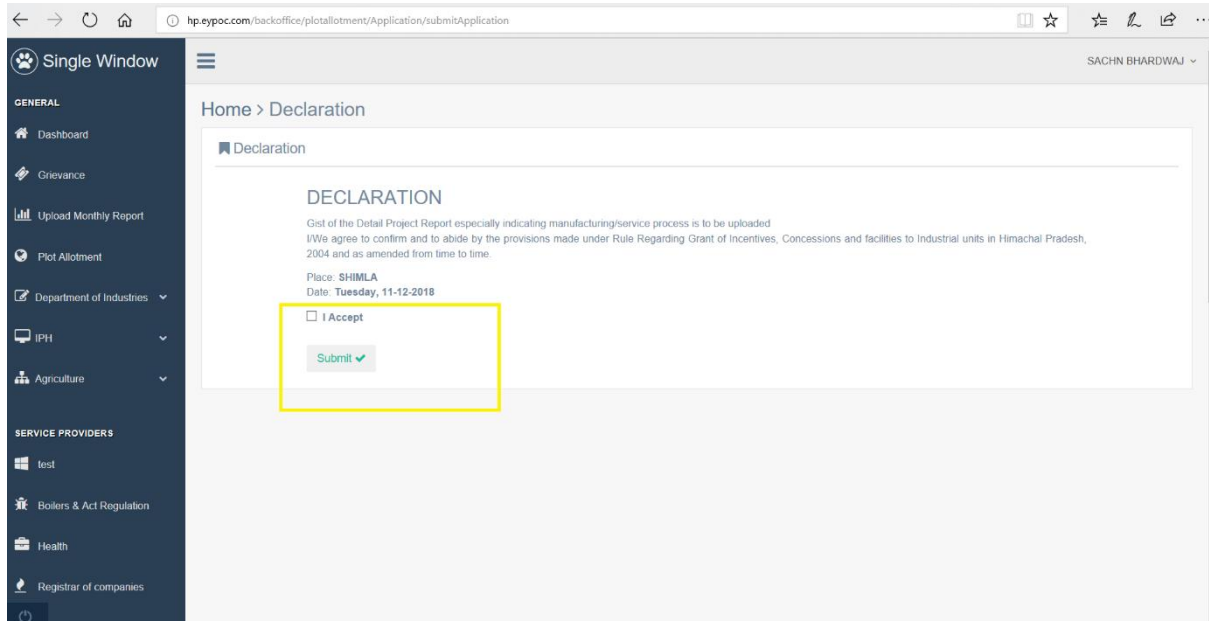
1 Applicant Detail 2 Project Detail 3 Document Checklist 4 Payment/Declaration

#	Document	File Type	Max File Size	Status	Action
1	Photo ID Proof *	pdf	25MB	Pending for Verification	<a href="#">Remove Document</a>
2	plot Undertaking *	pdf	25MB	<a href="#">Please Upload</a>	<a href="#">Browse...</a> <a href="#">upload</a>
3	Detailed Project Report (DPR) *	pdf	25MB	<a href="#">Please Upload</a>	<a href="#">Browse...</a> <a href="#">upload</a>

[Back](#) [Submit](#)

Please upload the documents one by one. And click on Submit button.

8. Click on checkbox to select "I accept" to accept the declaration and submit the application.



Single Window

GENERAL

- Dashboard
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SERVICE PROVIDERS

- test
- Boilers & Act Regulation
- Health
- Registrar of companies

Home > Declaration

DECLARATION

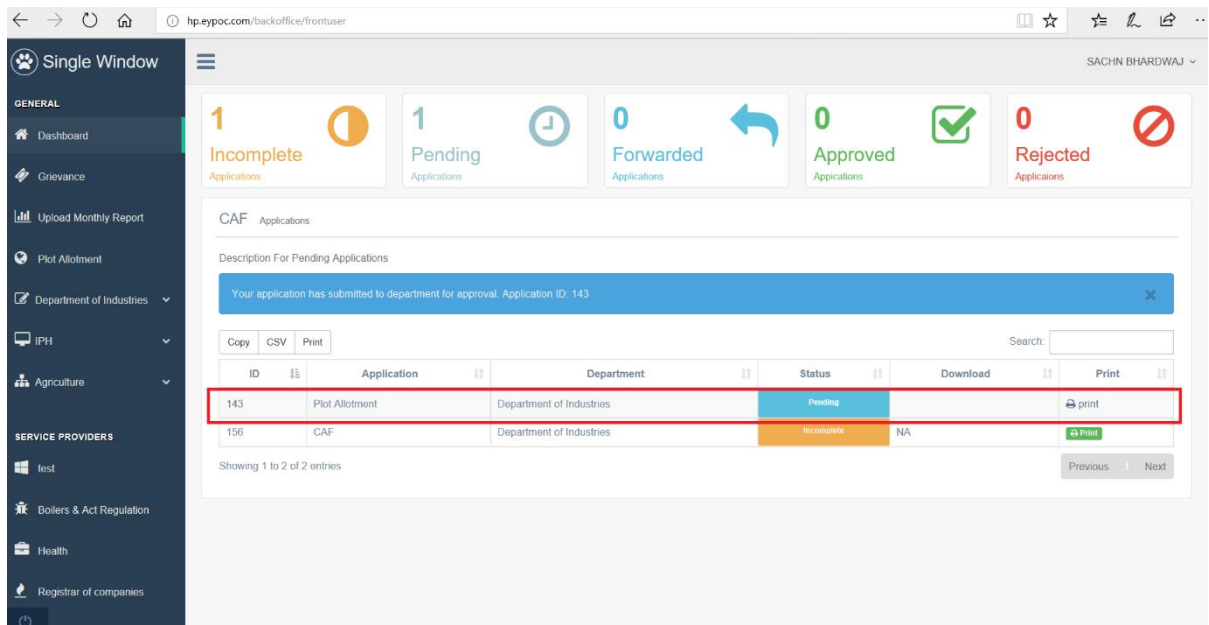
Gist of the Detail Project Report especially indicating manufacturing/service process is to be uploaded  
I/We agree to confirm and to abide by the provisions made under Rule Regarding Grant of Incentives, Concessions and facilities to Industrial units in Himachal Pradesh, 2004 and as amended from time to time.

Place: SHIMLA  
Date: Tuesday, 11-12-2018

☐ I Accept

Submit ✓

9. The submitted application will be seen on Investors' dashboard with the Pending status.



Single Window

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SERVICE PROVIDERS

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- Health
- Registrar of companies

1 Incomplete Applications

1 Pending Applications

0 Forwarded Applications

0 Approved Applications

0 Rejected Applications

CAF Applications

Description For Pending Applications

Your application has submitted to department for approval. Application ID: 143

Copy CSV Print

ID	Application	Department	Status	Download	Print
143	Plot Allotment	Department of Industries	Pending		print
156	CAF	Department of Industries	Incomplete	NA	Print

Showing 1 to 2 of 2 entries

Previous Next

10. After approval from the concerned authority fee payment tab will be activated in Investors dashboard for plot allotment as shown below.

Single Window

GENERAL

- Dashboard
- Grievance
- Upload Monthly Report
- Plot Allotment
- Department of Industries
- IPH
- Agriculture

SERVICE PROVIDERS

- Test
- Boilers & Act Regulation
- Health
- Registrar of companies

2 Incomplete Applications

0 Pending Applications

0 Forwarded Applications

0 Approved Applications

0 Rejected Applications

CAF Applications

Description For Pending Applications

Copy CSV Print

Search:

ID	Application	Department	Status	Download	Print
143	Plot Allotment	Department of Industries	Pending For Payment		Print
156	CAF	Department of Industries	Incomplete	NA	Print

Showing 1 to 2 of 2 entries

Previous Next

Payment Detail.

Order: 8722086484

Billing Name: SACHIN BHARDWAJ

Billing Address: SHIV SEC2, SHIMLA, SHIMLA, 171001

Contact Number: 8722086484

Payment BreakDown

Application Fees	
Aerialer	₹ 0
Penalty	₹ 0
Miscellaneous	₹ 0
Total:	₹ 230000

Terms & Conditions :-

- That the premium of the plot will be charged @ Rs. \_\_\_\_ per Sq. Mtr. in case of any variation in the area subsequently, the premium will be revised accordingly. The allottee shall be liable to pay additional amount on account of premium of land in case the cost of land is enhanced as a result of any land reference made to a court of law under the provisions contained in the Land Acquisition Act-1954 or any other orders passed by the appellate or reviewing Authority against the decision of such Court.
- The allottee will have to deposit 30% premium of land i.e. Rs. \_\_\_\_ (after adjustment of earnest money of Rs. \_\_\_\_ deposited with application form) within 30 days of allotment and 70% balance premium i.e. Rs. \_\_\_\_ in 5 equal installments payable on 1st \_\_\_\_ (month of allotment) of every year. No interest will be charged on the balance installments. However, interest will be charged on delayed payment @ 12% P.A. or as applicable from time to time as per the provisions of Incentive Rules applicable. 10% rebate on total premium of land will be given in case entire payment of premium is paid in lump sum at the time of execution of agreement to lease as against 5 annual installments of 70% balance premium of land/plot.
- That the allottee has applied for the allotment of \_\_\_\_ Sq. Mtr. land/plot and provisional allotment of \_\_\_\_ Sq. Mtr. is hereby made, which is less/ excess than of the size applied for. In case the allottee refuses to take over the possession of this provisionally allotted land/ plot on this ground in writing within 30 days of issue of allotment letter, the earnest money of Rs. \_\_\_\_ deposited by the allottee will be refunded without interest.(incorporate only if applicable)

Leave your view's

☒ I Accept all Terms and Conditions offered to me.

Pay Now

11. After accepting terms and conditions and clicking on pay now button the Investor will be redirected to Treasury payment gateway.

WELCOME, YOU ARE LOGGED AS - GUEST

**IFMIS - Government Receipts Accounting System**  
Treasuries, Accounts and Lotteries, Finance Department, Govt of HP

Pay Your Challan through Cyber Treasury, Govt of HP

**eChallan - Challan Payment Gateway**

**INDUSTRIES : ONLINE PAYMENT FACILITY THROUGH CYBER TREASURY, GOHP**  
NOTE: IF YOUR BANK ACCOUNT IS DEBITED, THEN DONOT MAKE DOUBLE PAYMENT WITHIN 24 HOURS.

DEPT: 212-Industries  
DDO: 212-CT000-083 D.D.(INDUSTRIES) SHIMLA  
DEPT REF. NO.: 143  
TENDER BY: SACHIN BHARDWAJ  
PERIOD FROM: 01-01-2018 To 31-12-2018

ID	Payment of (Service)	Head	Amount Rs.
1	LICENCE FEES	0852-07-800-02	230000

AMOUNT (₹): 230000 (Rupees Two Lakh Thirty Thousand)

PAYMENT TYPE: ☒ e-banking ☐ Manually

SELECT BANK: Select Bank

ENTER CODE: mFqa ENTER CODE

**MAKE PAYMENT** **CANCEL**

Latest 10 Transactions Done with Above Dept Ref No.  
No Previous Transaction Done with Above Dept Ref No.

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12. After successful payment of fee by Investor finally last step will be accepting the declaration as shown below.

Single Window

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SERVICE PROVIDERS

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Home > Declaration

**Declaration**

**DECLARATION**

Gist of the Detail Project Report especially indicating manufacturing/service process is to be uploaded  
I/We agree to confirm and to abide by the provisions made under Rule Regarding Grant of Incentives, Concessions and facilities to Industrial units in Himachal Pradesh, 2004 and as amended from time to time.

Place: SHIMLA  
Date: Tuesday, 11-12-2018

☒ I Accept

**Submit**



13. Click on Application ID (2411) as mentioned in screenshot to check the detailed real time status Monitoring.

The screenshot displays the HP EYPOC application timeline for Application ID 143. The timeline shows a series of events from Saturday, 15-12-2018 to Tuesday, 11-12-2018, involving GM Shimla, Investor, and ROC Nodal. The events include 'Approved', 'Investor check', 'Investor Reverted to Nodal', 'Investor has submitted the application to the department', 'No Comments', and 'Request you to pay amount of 220000 rupees'.

14. Once the Application get approved. Click on Download button in order to download the Plot Allotment approval letter.

The screenshot displays the HP EYPOC application status dashboard. The dashboard shows the status of applications: 0 Incomplete, 0 Pending, 0 Forwarded, 2 Approved, and 0 Rejected. Below the status summary, there is a table of CAF Applications. The table has columns for ID, Application, Department, Status, Download, and Print. The first row shows Application ID 143, Plot Allotment, Department of Industries, Status Approved, and a Download button. The second row shows Application ID 156, CAF, Department of Industries, Status Approved, and a Download button.

ID	Application	Department	Status	Download	Print
143	Plot Allotment	Department of Industries	Approved	Download	print
156	CAF	Department of Industries	Approved	Download	print



Single Window Clearance System  
Directorate of Industries(DOI)  
Govt. of Himachal Pradesh

Dated:- Saturday, 15/12/2018

To,

M/s Test Name,

test, Shimla

**Subject:-** Provisional allotment of Plot/ land in Industrial Area, Amb Distt. Shimla, H.P.

This is with reference no. **HPLAND/12/11/143/330** to your letter/ application dated **Thursday, 01/01/1970** for the allotment of **100 Sq. Mtr.** land/plot in the Industrial Area **Amb**, Tehsil \_\_\_\_\_, District **Shimla**. Plot No. **1,2,3A**, / land measuring \_\_\_\_\_ Sq. Mtrs. in Industrial Area/ village \_\_\_\_\_, Tehsil \_\_\_\_\_, District \_\_\_\_\_ is hereby allotted in your favour on provisional basis for setting up of **Micro Scale** Enterprise for the manufacture of \_\_\_\_\_ as acknowledged vide E.M-I number \_\_\_\_\_ dated \_\_\_\_\_ or/and approved by the State Level Single Window Clearance & Monitoring Authority (SLSWC&MA) as conveyed by Commissioner/Director of Industries, H.P. vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ (in case the project proposal is for setting up of Medium & Large Scale Enterprise).

**The provisional allotment of the plot/ land is however subject to following terms & conditions:-**

1. That the premium of the plot will be charged @ Rs. \_\_\_\_\_ per Sq. Mtr. In case of any variation in the area subsequently, the premium will be revised accordingly. The allottee shall be liable to pay additional amount on account of premium of land in case the cost of land is enhanced as a result of any land reference made to a court of law under the provisions contained in the Land Acquisition Act-1894 or any other orders passed by the appellate or reviewing Authority against the decision of such Court.

2. The allottee will have to deposit 30% premium of land i.e. Rs. \_\_\_\_\_ (after adjustment of earnest money of Rs. \_\_\_\_\_ deposited with application form) within 30 days of allotment and 70% balance premium i.e. Rs. \_\_\_\_\_ in 5 equal installments payable on 1st \_\_\_\_\_ (month of allotment) of every year. No interest will be charged on the balance installments. However, interest will be charged on delayed payment @ 12% P.A. or as applicable from time to time as per the provisions of Incentive Rules applicable. 10% rebate on total premium of land will be given in case entire payment of premium is paid in lump sum at the time of execution of agreement to lease as against 5 annual installments of 70% balance premium of land/plot.

3. That the allottee has applied for the allotment of \_\_\_\_\_ Sq. Mtr. land/plot and provisional allotment of \_\_\_\_\_ Sq. Mtr. is hereby made, which is less/ excess than of the size applied for. In case the allottee refuses to take over the possession of this provisionally allotted land/ plot on this ground in writing within 30 days of issue of allotment letter, the earnest money of Rs. \_\_\_\_\_ deposited by the allottee will be refunded without interest.(incorporate only if applicable)

[Digitally Signed 15-12-2018 06:11 AM]  
**Director of Industries**  
DEPARTMENT OF INDUSTRIES,  
Place: Shimla