



## **Guidelines to Seek Certificate for Tourism Unit in Uttar Pradesh**

### **Step 1 – Register on Nivesh Mitra Portal**

- To seek certificate, entrepreneur will have to register on Nivesh Mitra Portal. To register on Portal, visit official website of UP Tourism (<https://www.uptourism.gov.in/>) and go to New Tourism Policy 2022 page. Thereafter, click on **UP Tourism Policy Portal** link and open Nivesh Mitra Portal by clicking on **Apply for Tourism Unit Certificate through Nivesh Mitra** button.
- Subsequently, register on Nivesh Mitra portal by submitting Company/Enterprise Name, First & Last Name of Entrepreneur, Email ID, Mobile No. and Captcha in the respective fields of Registration Form.
- Thereafter, Login ID & Password will be sent on the entered Email ID. Along with, an Email verification link will also be sent. Verify entered Email ID through that link after which entered Mobile No. will be verified through One Time Password (OTP).
- After verification of Email ID & Mobile No., registration on portal will be completed.

### **Step 2 – Login through Nivesh Mitral Portal**

- Fill your Login ID or registered Email ID, Password & Captcha in the respective fields and click on **Login** button.

### **Step 3 – Fill Common Application Form (CAF)**

- After Login, click on **Fill Common Application Form** side menu and fill:
  - A. Personal Details**
    - First Name
    - Middle Name
    - Last Name
    - Date of Birth
    - Enterprise's Website
    - PAN No.
    - Father's/Mother's/Husband's Name
    - Category
    - Gender
  - B. Communication Address**
    - Country
    - State
    - District
    - Tehsil
    - Address
    - PIN Code
  - C. Permanent Address**
    - Country
    - State
    - District
    - Tehsil
    - Address
    - PIN Code



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- After filling details in the respective fields, click on **Submit** button. Details will be submitted subsequently.
- Once the CAF is submitted, create **Enterprise/Unit** by filling following details in respective forms:

**i. Add Unit**

- Name of Unit
  - Nature of Activity
  - No. of Employees
  - Estimated Project Cost (in INR)
  - Organization Type
  - Industry Type
  - Project Status
  - Expected/Actual Date of Start of Manufacturing/Services/Trading/Business
  - Unit Category (Investment on Plant/Machinery/Equipment)
  - Estimated Annual Turnover (in INR)
- Click on **Save & Next** button once the details are filled.*

**ii. Location of Unit**

- Availability of Land/Leased Space for Unit?
- District
- Tehsil
- Full Address
- PIN Code

*Click on **Save & Next** button once the details are filled.*

**iii. Authorized Person Details**

- Name
- Address
- Email ID
- Mobile No.

*Select the **Declaration** checkbox and click on **Final Submission** button once the details are filled.*

- After submitting above details, Authorized Person's Email ID & Mobile No. will be verified through OTP. Once the verification is done, Unit will be created.

*Entrepreneur is not allowed to apply for NOC unless he/she submits CAF. Details of CAF can be updated anytime.*

### **Step 4 – Apply for Permission/NOC/License/Incentive or Apply for LOC/Sanction Letter**

After submitting CAF, click on **Apply for Permissions/NOCs/License** or **Apply for LOC/Sanction Letter** side menu. Thereafter, select **Enterprise/Unit for which Department's Permissions/NOCs/Licenses/Certificates etc. are needed, Department Name** and **Service Name** from the respective fields and click on **New Application** button to validate the created **Unit/Enterprise** details.



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To validate the details, select the checkbox of **There is no need to modify the above furnished information** and click on **Validate** button. Details will be validated thereafter.

If Entrepreneur wants to edit the details then select the checkbox of **I Accept Terms & Conditions & I want to edit above furnished information** and then click on **Modify** button to do changes in **Proposed Employment, Estimated Project Cost (INR)** and **Estimated Annual Turnover (INR)**. Once the details are revised, click on **Modify** button again. Details will be changed and frozen.

*Please note that above changes are allowed only once. After Validation/Modification, no changes will be allowed in the above mentioned details.*

After validating the details, select **Department & Service** again and click on **View Applied Application** button. Subsequently, click on **Edit/Update** icon appearing in the grid/table. Entrepreneur will be redirected to the interface of UP Tourism Portal thereafter where they have to create Company Profile. To create the profile, Entrepreneur will have to submit below details:

### A. Create Company Profile

- **Basic Details**
  - Name of Authorized Person
  - Name of Company (in English)
  - Name of Company (in Hindi)
  - Company Type
  - Email ID
  - Mobile No.
  - Designation
  - Type of Organization
  - PAN
  - GSTIN
  - Website URL
- **Company Address & Contact Details**
  - Country
  - State
  - District
  - PIN Code
  - Company Address
  - Alternate Mobile No.
- **Upload Documents**
  - Aadhaar Card
  - PAN Card
  - GSTIN Certificate

Once all the details are filled, click on **Create** button. Profile will be created thereafter.

Please note that no changes will be allowed in Company Profile once the details are submitted. So kindly be attentive while filling the information.



## **B. Apply for Tourism Unit Certificate**

After creating the Company Profile, Entrepreneur will be redirected to Add Project to apply for Certificate. To Add Project fill below details:

- **Add New Project**
  - Project Name
  - Project District
  - Investment Proposed (INR)
  - Proposed Employment
  - Is MoU Signed on Nivesh Sarathi?
    - Yes (if yes then submit MoU No. and MoU Copy too)
    - No
  - Application Type

Once all the details are filled, click on **Submit** button. Project will be added thereafter.

*Please note that no changes will be allowed in the Project once added. So kindly be attentive while filling the information.*

After adding the project, Entrepreneur will be redirected to submit following details:

### **B.1. IF REGISTRATION OF NEW TOURISM UNIT**

- **REGISTRATION DETAILS**
  - Name of the Tourism Unit (In Hindi)
  - Category of Tourism Unit
  - District of Tourism Unit
  - Tourism Unit Details
  - Address of Tourism Unit (In English)
  - Address of Tourism Unit (In Hindi)
  - Available Facilities (Brief Description)
- **LAND RELATED DETAILS**
  - Is land available for the Project?
    - If **NO** then upload:
      - Duly Notarized Undertaking on Non-judicial Stamp Paper of Rs.100
      - Undertaking for Land Procurement (File Format: PDF | Max File Size: 5 MB)
      - Preliminary Report (if any) - (File Format: PDF | Max File Size: 5 MB)
      - Detailed Project Report/Preliminary Project Report (File Format: PDF | Max File Size: 40 MB)
    - If **YES** then submit:
      - Land Area (in Sq. Mtr.)
      - Land Ownership
        - Leased
        - Owned
        - Rented



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- Type of Land
  - Agricultural
  - Commercial
  - Educational
  - Industrial
  - Residential
- Tehsil
- Village
- Khasra/Gata No.
- **UPLOAD DOCUMENTS**
  - Land Document (File Format: PDF | Max File Size: 5 MB)
  - Preliminary Report (if any) - (File Format: PDF | Max File Size: 5 MB)
  - Detailed Project Report/Preliminary Project Report (File Format: PDF | Max File Size: 40 MB)
- Once all the details are filled, click on **Submit & Preview** button. Details will be submitted thereafter, and Entrepreneur will be redirected to preview and edit the filled details. Entrepreneur can edit the filled details, if required, and do the final submission of the application.
- Please note that no changes will be allowed in the application form once its final submission is done, hence Entrepreneur should do the required changes in the application by clicking on **Edit** button.
- Once the changes are done, if any, click on **Final Submit** button. Application will be submitted thereafter and forwarded to the concerned Authority of the Department for further processing.
- **Inspection** – Once the application is forwarded to the Department, the District Officer will schedule a site visit for inspection. Entrepreneur will be notified about the inspection schedule through SMS, Email & Dashboard Notification, and has to ensure their availability during inspection. Once the inspection is done, District Officer will upload the inspection report which will be further sent to the Higher Authorities of UP Tourism Department for processing. Action taken by the District Officer and Higher Authorities of Department will be notified to the Entrepreneur through SMS, Email & Dashboard Notification.
- **Query** - If Department raises any query in relation to the submitted application, Entrepreneur will have to redress the query at the earliest through their login. Until the query is not answered, the department will not proceed with the application.

*(Details of Applications submitted will appear under **Applications** section.)*

### B.2. IF RENEWAL OF TOURISM UNIT CERTIFICATE

#### • RENEWAL DETAILS

- Name of the Eligible Tourism Unit (In Hindi)
- District of Tourism Unit
- Type of Land
  - Agricultural
  - Commercial
  - Industrial
  - Residential
  - Educational
- Proposed Cost (In INR)
- Category of Tourism Unit
- Current Status of Project
- Proposed Date of Commissioning/Operational
- Have you availed Stamp Duty Waiver? (Yes/No)
  - If **Yes** then Details of Amount (In INR)
- Have you availed Land Use Conversion Waiver?
  - If **Yes** then Details of Amount (In INR)
- Have you availed Development Charges Waiver?
  - If **Yes** then Details of Amount (In INR)
- Address of Tourism Unit (In English)
- Address of Tourism Unit (In Hindi)
- Project Details

#### • UPLOAD DOCUMENTS

- Registration Certificate Issued by DoT (File Format: PDF | Max File Size: 5 MB)
- Detailed Project Report/Preliminary Project Report (File Format: PDF | Max File Size: 40 MB)
- Document of Stamp Duty Waiver (if applicable) (File Format: PDF | Max File Size: 5 MB)
- Document of Land Use Conversion Waiver (if applicable) (File Format: PDF | Max File Size: 5 MB)
- Document of Development Charges Waiver (if applicable) (File Format: PDF | Max File Size: 5 MB)

- Once all the details are filled, click on **Submit & Preview** button. Details will be submitted thereafter, and Entrepreneur will be redirected to preview and edit the filled details. Entrepreneur can edit the filled details, if required, and do the final submission of the application.
- Please note that no changes will be allowed in the application form once its final submission is done, hence Entrepreneur should do the required changes in the application by clicking on **Edit** button.
- Once the changes are done, if any, click on **Final Submit** button. Application will be submitted thereafter and forwarded to the concerned Authority of the Department for further processing. Action taken by the Authorities of Department will be notified to the Entrepreneur through SMS, Email & Dashboard Notification.
- **Query** - If Department raises any query in relation to the submitted application, Entrepreneur will have to redress the query at the earliest through their login. Until the query is not answered, the department will not proceed with the application.

*(Details of Applications submitted will appear under **Applications** section.)*



### C. Query Redressal System

Entrepreneur can raise query in relation to Tourism Unit, Certification and other related services through **Query Redressal System** available on their dashboard. To raise the query, click on **Raise Query** menu and submit below details:

- Subject
- Query related to which District?
- Query Remark
- Upload Query Related File, if any (**File Format: PDF/JPEG/JPG/PNG | Max File Size: 2 MB**)

After filling the above details, click on **Raise** button. Query will be lodged subsequently and forwarded to the concerned Authority of Tourism Department for redressal. Action taken on the lodged query will be notified to the Entrepreneur through SMS, Email and Dashboard Notification.