



UTTAR PRADESH STATE  
INDUSTRIAL DEVELOPMENT  
CORPORATION LIMITED

RAISE SERVICE REQUEST FOR BUILDING PLAN APPROVAL  
HELP DOCUMENT

**TENDER CREATION & PUBLISHING**



## How to Raise Service Request for Building Plan Approval

- 1- Step 1 To Login into the system Open Internet or chrome browser -> type <http://eservices.onlineupsidc.com/> in the address box

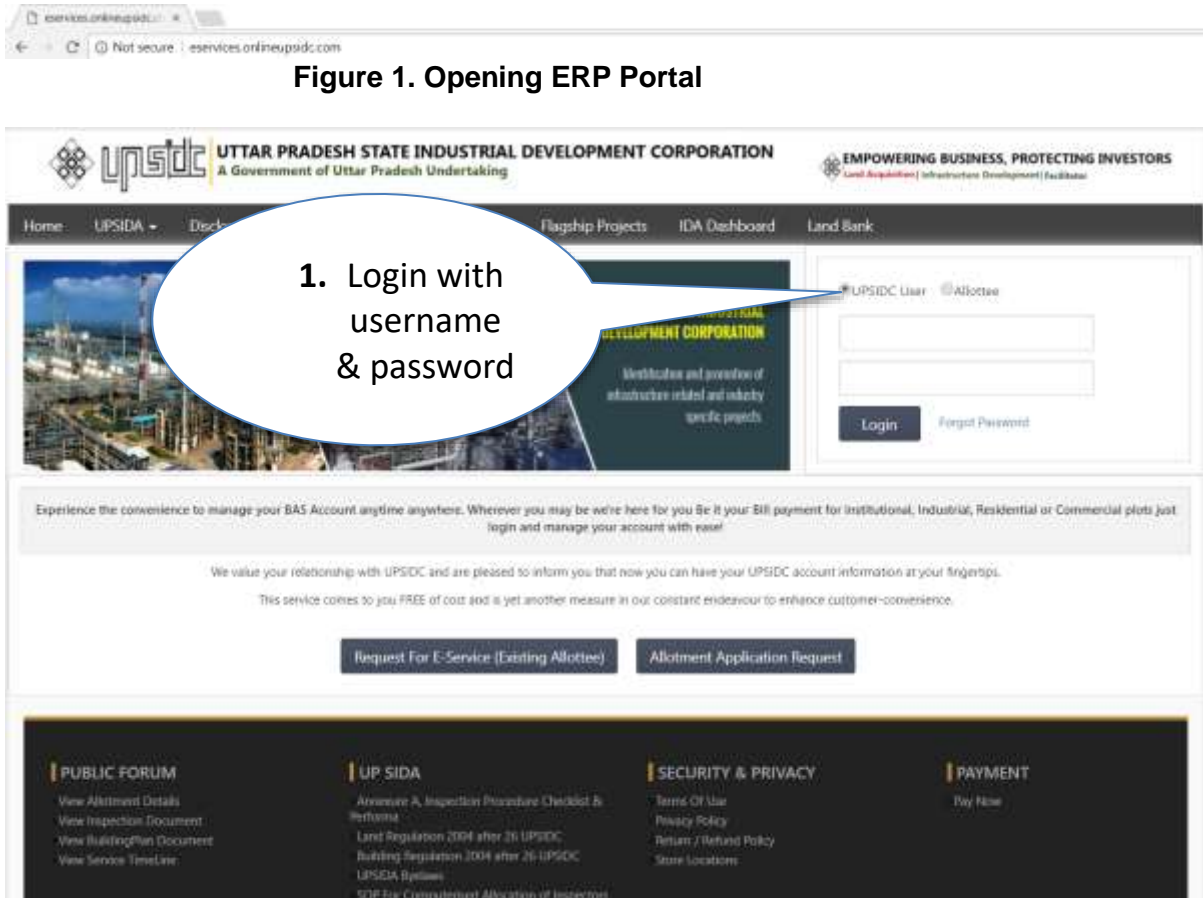


Figure 1. Opening ERP Portal



Fig: 2

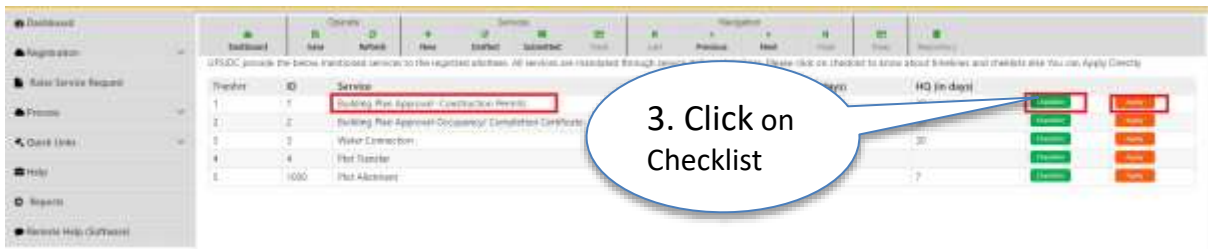


Fig: 3

Checklist: - View required document

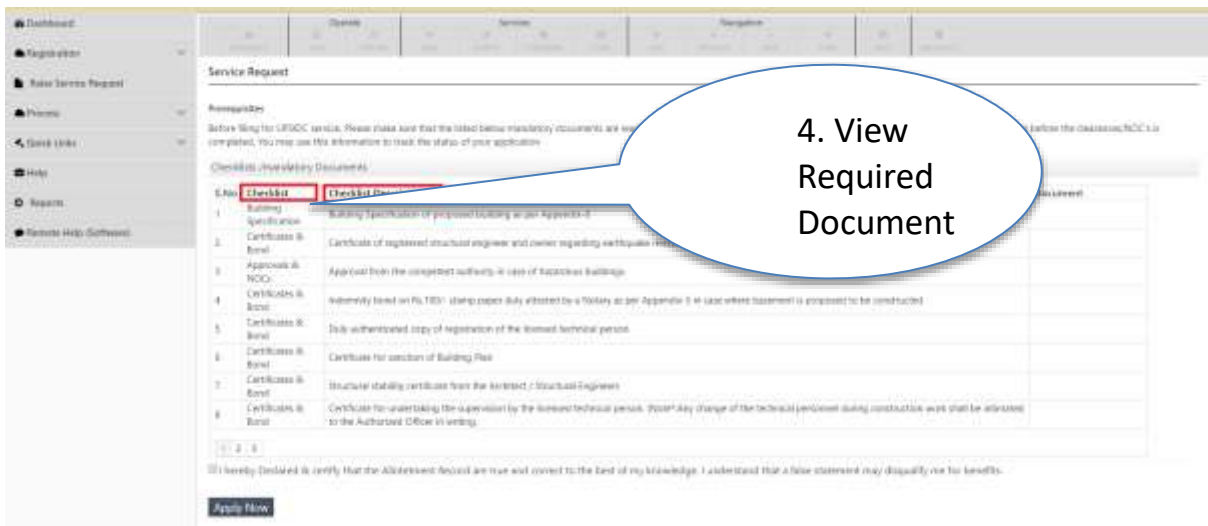


Fig: 4

Click on Apply Button

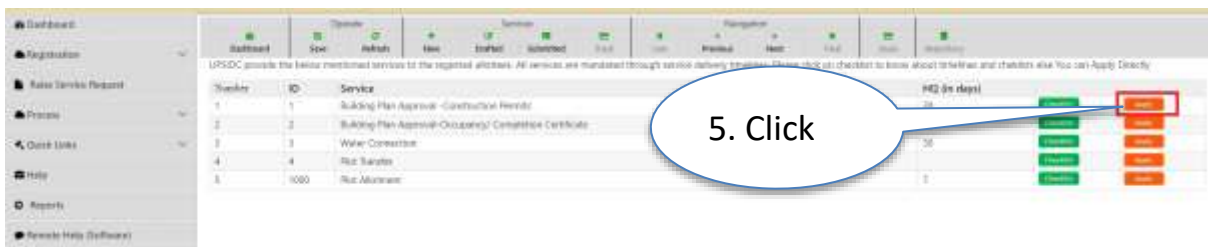


Fig: 5

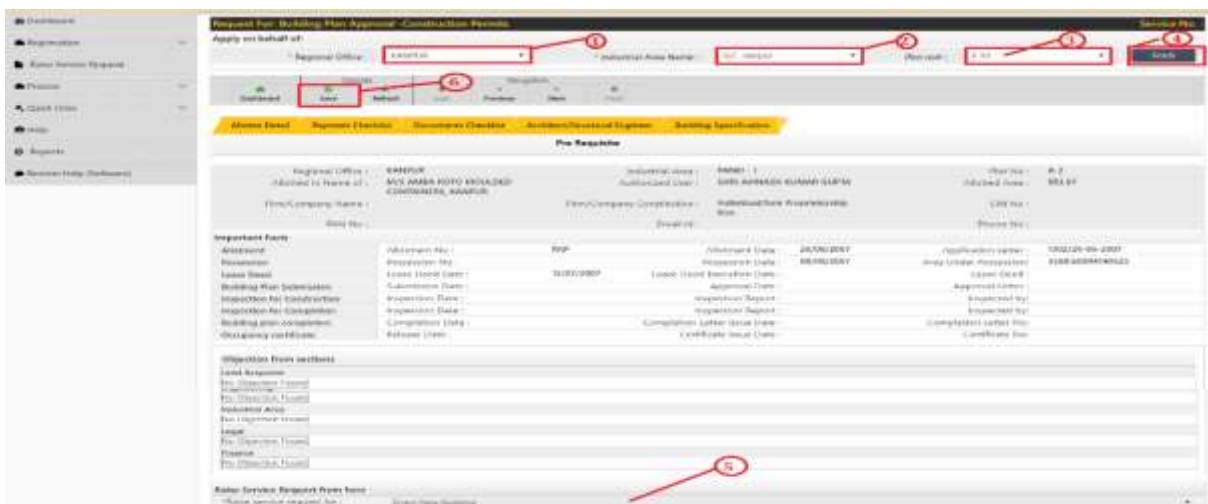


Fig: 6

- 1- Select regional office
- 2- Select Industrial Area Name
- 3- Select plot no.
- 4- Click on fetch button
- 5- Select service request case type
- 6- Click on save button

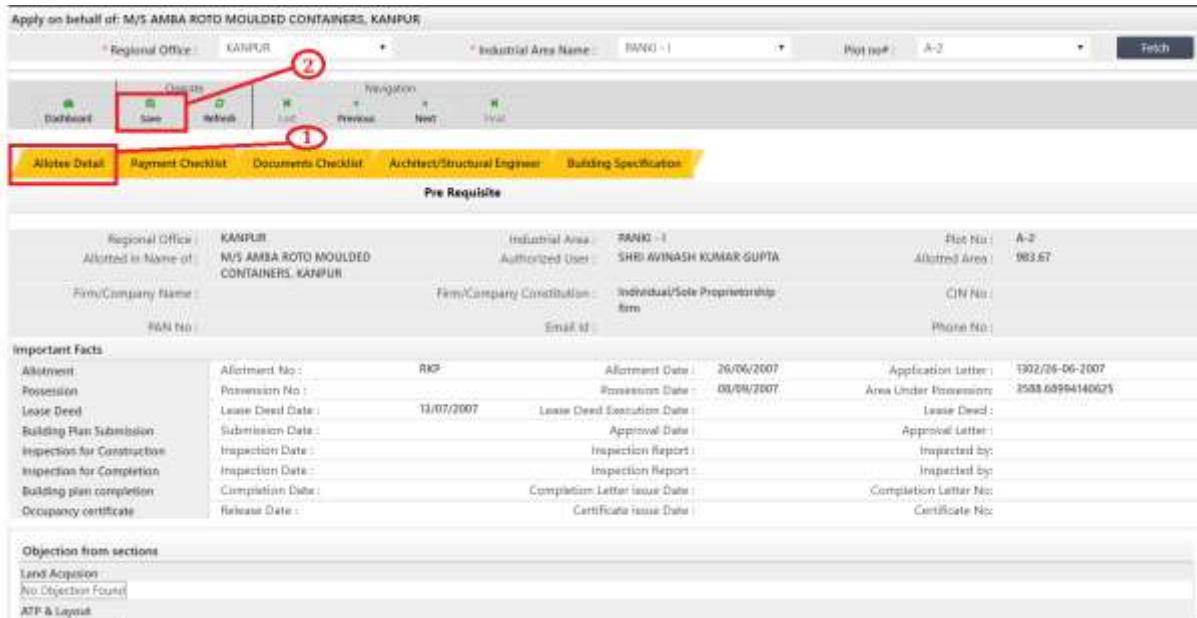


Fig: 7

- 1- Click on Allotee Detail and view and verify allotee Detail correct or not
- 2- Click on save



Fig: 8

- 1- Click on payment checklist for payment detail
- 2- Click on save

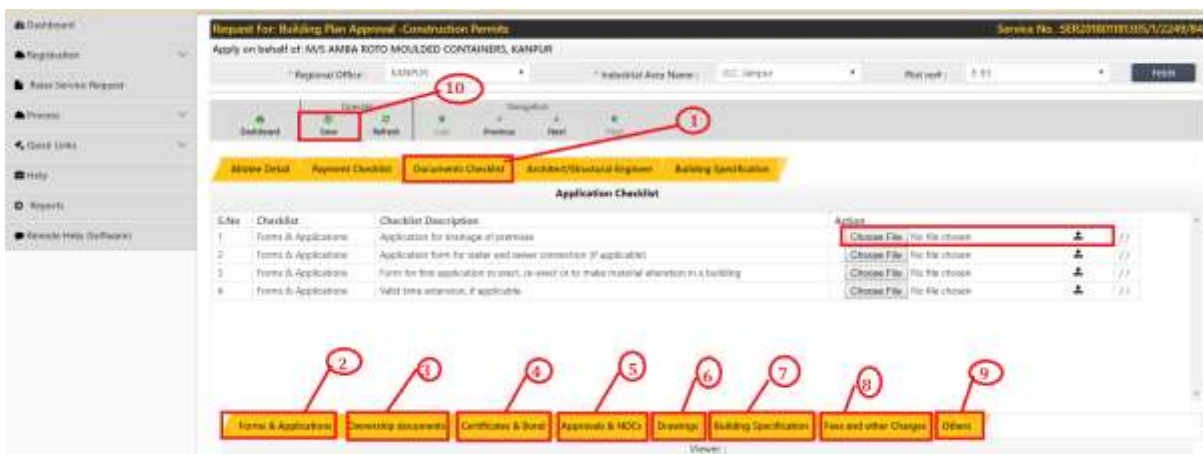


Fig: 9

- 1- Click on documents checklist
- 2- Upload form application document
- 3- Click on ownership documents button to upload respective document
- 4- Click on certificate & bond button to upload respective document
- 5- Click on approvals and NOCs button to upload respective document
- 6- Click on drawings button to upload respective document
- 7- Click on building specification button to upload respective document
- 8- Click on fees and other charges button to upload respective document
- 9- Click on other to upload respective document
- 10- Click on save button

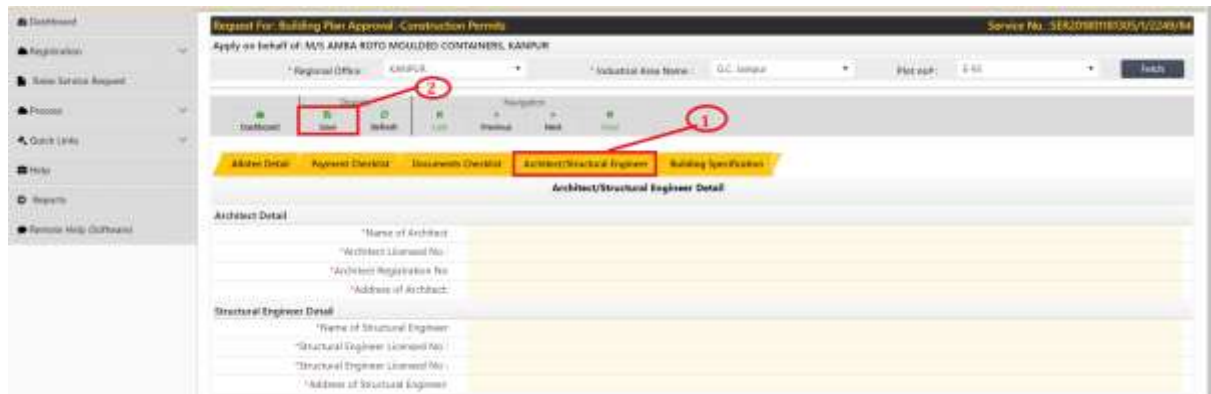


Fig: 10

- 1- Fill Architect/ structural detail
- 2- Click on save

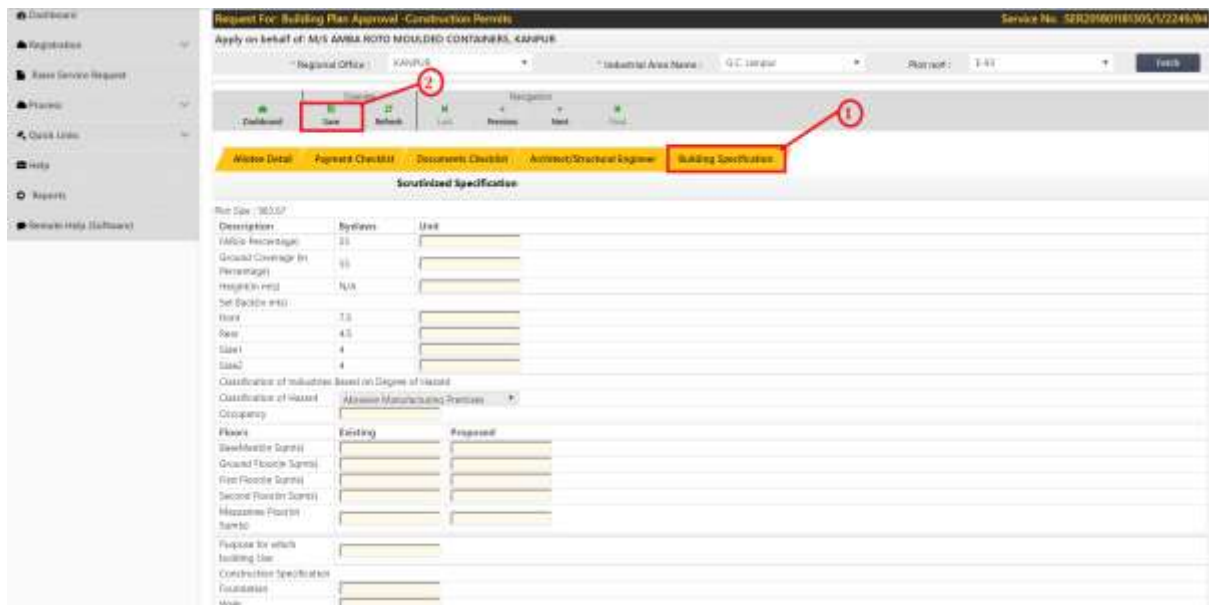


Fig: 11

- 1- Fill building specification details
- 2- save