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

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.
3. **Investor Sign-in**

1. Visit the website by following the link [http://emerginghimachal.hp.gov.in/](http://emerginghimachal.hp.gov.in/)

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

   ![Login Screen](image)

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

   ![Login Screen](image)
3. Enter IUID/Email ID and Password & Captcha Code (displaying in the image) on the following screen and click on “LOG IN”.

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.
3. While filling mandatory details mentioned in CAF, Investor will select the type of required allotment i.e Industrial Plot/Shed: If the user intents 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).

Click on Save & Next.
4. Industrial Plots availability can be viewed from GIS. For Industrial Plots availability go to the home screen of [http://emerginghimachal.hp.gov.in/](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’.

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.

9. The submitted application will be seen on Investors’ dashboard with the Pending status.
10. After approval from the concerned authority fee payment tab will be activated in Investors dashboard for plot allotment as shown below.
11. After accepting terms and conditions and clicking on pay now button the Investor will be redirected to Treasury payment gateway.

12. After successful payment of fee by Investor finally last step will be accepting the declaration as shown below.
13. Click on Application ID (2411) as mentioned in screenshot to check the detailed real time status Monitoring.

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

M/s Test Name,

Shimla

test, Shimla

Subject: Provisional allotment of Plot/land in Industrial Area, Ambi Dist. Shimla, H.P.

This is with reference to, HPLANN/2018/3433 dated 01/01/2018 for the allotment of 100 Sq. Mtr. land located in the Industrial Area Ambi, Tehsil Shimla, Plot No. 1.3A/16, measuring 1000 Sq Mtrs in Indusdrial Area village Ambi, Tehsil Shimla, District Shimla is hereby allotted to you on provisional basis for setting up of Micro Scale Enterprise for the manufacture of as acknowledged vide L/M No. dated and approved by the State Level Single Window Clearance & Monitoring Authority (SLSWCMA) as conveyed by CoramandatorDirector of Industries, H.P. vide letter No. dated 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 90% premium of land i.e. Rs. _______ (after adjustment of earnest money of Rs. _______ deposited with application form) within 30 days of allotment and 10% balance premium i.e. Rs. _______ in 6 equal installments payable on __________ (month of allotment) of every year. No interest will be charged on the balance installments. However, interest will be charged on delayed payments @ 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 against 5 annual installments of 10% 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. has been made, which is less than that 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