

STANDARD OPERATING PROCEDURE (SOP)

Official Field-by-Field Guide for State Level Officers Project Proposal Entry Workflow — BHAVYA Portal

Portal System:	Bharat Audyogic Vikas Yojna (BHAVYA) Portal
Target Users:	State Level Nodal Officer & Appraisers
Documentation Code:	SOP-BHAVYA-SLO-01
Functional Objective:	Step-by-step application framework for Industrial Parks under BHAVYA Scheme

June, 2026

Submission of Application for Development of Industrial Park under Bharat Audyogik Vikas Yojna (BHAVYA Scheme)

1. Background and Purpose

The Government of India has deployed a web application to systematically process and appraise detailed project proposals for industrial parks proposed under the Bharat Audyogik Vikas Yojna (BHAVYA Scheme). This unified platform standardizes data collection, financial modeling and eligibility evaluations to align state-level industrial infrastructure with national economic priorities.

This guide explains the steps to login, prepare and submit standard Detailed Project Reports (DPR) for industrial park developments. State Level Officers must strictly match field parameters against the guidelines listed below.



2. Access to the Portal

1. Open web browser and navigate to <https://nicdc.in/bhavya> in NICDC Website.

Alternatively, application link for BHAVYA Scheme is being created in DPIIT website Homepage (<https://www.dpiit.gov.in/>) as a banner, which is hyperlinked to the application portal. Additionally, the application link is also available in the DPIIT website in the following sections:

- a) Announcements
- b) What's New
- c) Important Links

2. Click 'Log In' button at the top-right corner of the page.

3. Completing the Credentials Overlay

- **Select Role:** Click on the specific radio item corresponding to 'State Officer'. Do not choose 'Reviewer' or 'Admin'.
- **Username:** Input your designated State's alphanumeric username into the field.
- **Password:** Input your allocated account password. Utilize the visible eye icon toggle to reveal text characters for accuracy check.
- **Login:** Click the blue 'Log In' button to access your account.
- The main account screen after login shows a dashboard and a button to create a new request.

4. The Five-Stage BHAVYA Scheme Information Matrices

To satisfy the automated portal verification rules and move through the framework, state officers must sequentially execute five core evaluation modules:

- **Step 1: Industrial Park Details:** Captures foundational administrative data, sponsoring agency types, land valuation, clear title ownership (0–100%), and mandatory GPS coordinates. It requires uploading KML file, PDF files of DPR and spatial blueprints/Master Plan layout.
- **Step 2: Connectivity and Land Suitability:** Records infrastructure connectivity parameters, including exact segment lengths and Right of Way (ROW) widths connecting the proposed park directly to National Highways, State Highways and planned access roads.
- **Step 3: Quality of DPR – Core, Value added, Social Infrastructure:** Details for internal road hierarchies (Arterial, Sub-Arterial, Collector, Local), storm-water drainage layouts, daily utility projections (Potable/Non-Potable Water in MLD, Power Grid substations in MVA/KV), green energy offsets, fiber-optic data connectivity (OFC), worker housing and complete annual O&M cost sheets.
- **Step 4: Industrial Ecosystem:** Maps the economic profile of the zone by logging employment generation metrics per acre, target manufacturing focus sectors and competing or complementary industrial complexes within a 100 Km radius using PM Gatishakti National Master Plan Portal mapping.
- **Step 5: Policy Enabler:** Tracks statutory turnaround metrics under the scheme, including absolute clearance counts (Max: 30), integration status with the state's unified Single Window System, renewable tariff incentives and the historical efficiency timeline for final land allotment issuance.

5. Systemic Compliance and Control Interfaces

- Fields marked with a red asterisk (*) must be fully filled to proceed further for filling the required fields
- Users must utilize footer command controls at the bottom of the page (< Back to Dashboard, < Previous, Save Draft, and Submit >) carefully
- Save Draft command frequently during active sessions
- Safely synchronize data before transferring final dossiers to the Reviewer and Admin appraisal tiers.

Detailed instructions have been provided in the subsequent sections. The accompanying SOP provides State Level Officers with a field-by-field protocol to ensure all park information is technically complete and compliant with relevant statutes, law and regulations before transitioning to next approval tier.

The screenshot shows the 'Detailed Project Report (DPR)' form for the 'Bharat Audyogik Vikas Yojna (BHAYVA)'. The form is titled 'Step 1 of 5: Industrial Park details'. It includes a progress bar showing '20% complete'. The form is divided into five steps: STEP 1: Industrial Park details (selected), STEP 2: Connectivity and Land Suitability, STEP 3: Quality of DPR - Core, Value added, Social Infrastructure, STEP 4: Industrial Ecosystem, and STEP 5: Policy enabler. The 'Industrial Park details' section includes fields for 'Sponsoring agency *', 'Select ownership type', 'Name of the Park *', 'Enter the industrial park name', 'Whether an SPV with NCDIT exists or process has been initiated? *', 'State / UT *', 'Hilly State' and 'Non-Hilly State' radio buttons, 'District *', 'Sub Division Name *', and 'Enter Sub-Division name'.

Step 1: Industrial Park Details

After clicking on the 'Fill DPR Form' tab on the Dashboard page, the application automatically redirects the session workspace to 'Step 1 of 5: Industrial Park Details'. BHAYVA Notification and Bhavya Scheme Guideline is available at the top heading of the page. Users may on the tab to read and download the documents.

6. Land Ownership & Encumbrance

- a) **Sponsoring Agency:** Open the pull-down selection interface and select either - CPSE or State & UT Government
- b) **Name of the Park:** Enter the Industrial Park Name

- c) **SPV / NICDIT Partnership Integration:** Click the select component and choose either 'Yes' or 'No' to define if an integrated Special Purpose Vehicle with NICDIT is formally active or currently initiated.
- d) Select either the 'Hilly State' or 'Non-Hilly State' option.
- e) **District Selection:** Choose the target district from the dropdown
- f) **Sub-Division Name:** Type the name of sub-divisional administrative block
- g) **Village Localization:** Enter the target village title. If the industrial layout crosses multiple distinct villages, click the '+ Add Village' text control to insert sequential name fields.
- h) **PIN Code:** Input the matching 6-digit postal index code for the local territory registry.
- i) **Geographic Coordinates (Latitude / Longitude):** Type the Geographic Coordinates up to 4 decimal index marks (e.g., Latitude: 24.6448, Longitude: 78.4567) to pin your park site to system GIS maps.

7. Land Valuation & Private Entity

- a) **Proposed Land Valuation (Rs.):** Input the land valuation figure in ₹. Avoid inserting manual commas or currency notation signs.
- b) **Private Entity Equity Ratio (%):** Input the percentage breakdown scale detailing private funding shares versus state asset ownership in PPP models.
- c) **Name of Private Entity:** Type the full corporate trade registry name of the associated private business partner where valid.
- d) **Type of Industrial Park:** Select the category of park's – Greenfield or Brownfield
- e) **Gross Area (Acres):** Type the absolute physical gross acreage scale measuring the complete park boundary blueprint.
- f) **Net Developable Area (Acres):** Input the precise net land space targeted solely for manufacturing layouts, internal logistics roads, commercial blocks and housing.
- g) **Proposed Area for Industrial Use:** Specify the direct acreage footprint dedicated purely to industrial setups, production floors, and factory structures.
- h) **Percentage of Total Park Area (%):** Type the percentage defining actual industrial land usage versus the total gross land layout.
- i) **KML/KMZ (Keyhole Markup Language Zipped) Maps Upload:** add spatial area maps
- j) **Encumbrance-free Area (%):** Input percentage from 0 to 100 stating the precise portion of land holding clear possession from legal disputes.
- k) **Risk & Conformity Verification Toggles:** Check the contextual checkbox items if they apply to the proposed site:
 - HT lines passing through the proposed land parcel

- Litigation / Court Cases Pending
- Land Use is in Conformity with nearest ULB's Notified Master Plan
- l) **Annexure-II:** User may refer list of components desired in the DPR as per BHAVYA Scheme guidelines
- m) **DPR Document Upload Block:** Click 'Choose File' to attach the detailed project report.
- n) **Master Plan Layout Upload:** Click 'Choose File' to attach the verified architectural spatial master plan blueprint layout.

'Click on Save Draft & Next'

Step 2: Connectivity and Land Suitability

This section tracks physical transit links critical to supply chain flows, as structured in interface screen. Only numeric parameters and verified Gatishakti / GIS relevant Platform Map are accepted.

8. Nearest National Highway, State Highway & Planned Road Access

- a) NH/SH ID/Number: (e.g., NH-48), Distance to NH (km): from the park, ROW (mtr), Map Upload: Gatishakti / GIS relevant Platform Map
- b) Access Road Surface Type: Open the options listing and pick the core engineering material used (e.g., Concrete or Bituminous).
- c) Access Road Length (Km), Access Road ROW (mtr), Map Upload: Gatishakti / GIS relevant Platform Map.

9. Connectivity for Rail, MMLP, Airport & Port Access

Enter Name, Distance (km) and Upload Gatishakti / GIS relevant Platform Map

10. Land Suitability - Gradient of Site in %

Digital Elevation Model (DEM) may be uploaded.

11. Proximity to Nearest ULB

- a) Name, distance (km) and Population as per Census 2011
- b) Notifications for ULB / extension of ULB boundary may be uploaded

12. Mode of land acquisition

- a) Select option either land pooling/town planning schemes or any other mode and Upload supporting documents: notification, approval or consent letter
- b) Enter the % of Land acquired under Land pooling/Town Planning Scheme or Through other Modes
- c) Enter proposed Land Valuation of Industrial Park per acre and upload Purchase Deed / Land Registry for Land Pooling

- d) Enter % of Total Funding for External Infrastructure Development keeping maximum cap: 25%

13. Confirmation of Water, power & gas pipeline availability at Site (with supporting documents)

[‘Click on Save Draft & Next’](#)

Step 3: Quality of DPR – Core, Value added, Social Infrastructure

This structural component defines the industrial positioning, utility layouts, load projections, and civil works cost spreadsheets across layout segments

14. Sector specific park - Select proposed sectors from the drop-down list

15. Internal Road Hierarchy Parameters (Metres)

Specify structural layout metrics for four clear layers of internal road hierarchy i.e., Arterial Road, Sub-Arterial Road, Collector and local roads with fields: ROW (Metres), Length (Km), and pick Type of Road from the drop-down (e.g., Concrete, Bituminous).

16. Pathways Along the Road Systems

Map localized pedestrian corridors flanking the core internal road layers:

- a) **Pedestrian walkways:** Type the target Right of Way (ROW) thickness in metres along with the total running network Length (Km).
- b) **Cycle track lanes:** Type the corresponding engineering ROW thickness in metres alongside the proposed tracking network Length (Km).

17. Civil Drainage Networks & Hydrological Water Resource Management

This onboarding wizard window collects hydrological safety attributes and industrial water networks. To safeguard the site against flooding and other issues, fill out the metrics below:

- a) **Drainage along the roads:** Enter the cumulative running length of all storm and surface drainage networks, Covered (Km) and Open drains (Km)
- b) **Water Supply Demand (MLD):** Type the comprehensive maximum daily resource volume required by the complete industrial area in Million Liters per Day (MLD).
- c) **Potable and Non-Potable (MLD) waster demand**
- d) Select the applicable checkboxes to register supply origins: Surface (Rivers, Reservoirs), Sub-surface (Borewells, Aquifers), or Hybrid (Combined allocations).
- e) **Distance to Source (Km):** from the primary supply source connection point.

- f) **Confirmation of Allocation Letter:** Click 'Upload Letter/PDF' to attach a digital copy of your official allocation sanction issued by water resource department or local state board.
- g) **SCADA Controlled Water Network:** Open the selection drop-down and choose 'Yes' or 'No' to indicate whether electronic SCADA automation supervises fluid lines.
- h) **Source Water Treatment Plant (WTP):** Use the selection control to verify if an active treatment facility exists at the source to fulfill the required demand.

18. Effluent Network & Treatment Facilities

Manage wastewater processing and environmental protection metrics carefully:

- a) Recycled Water Network: Confirm availability via the operational drop-down menu and mention the Treatment Capacity in MLD
- b) Conform the proposal of Zero Liquid Discharge Plant (ZLD) and SCADA Control

19. Power Network

- a) Enter the Demand (in MVA), Voltage Available (in KV) and Name of the MRSS/Sub-Station (Utilize the '+' control to add extra stations if multi-grid lines feed the park)
- b) Enter Total Capacity (in MVA), Surplus Capacity (in MVA) and Distance to MRSS (Km)
- c) Select the Sub-station Category: GIS (Gas Insulated Switchgear), AIS (Air Insulated Switchgear), or Hybrid.
- d) Choose 'Select' to confirm if lines run inside protected RCC utility trenches or open overhead corridors.
- e) SCADA Controlled Distribution: Confirm if automated grid control relays handle localized distribution loops.
- f) Enter the % of total power consumption proposed from Green Energy
- g) Verify whether Open access to State grid available.

20. Skill Development, Factory Sheds, CFC Blocks & Digital infrastructure

- a) Select whether Skill development facility is internal, local or both. Upload supporting document.
- b) Select whether Value added Infrastructure / Built to suit factories shed, Common Facilities Center (Testing lab, R&D center, etc.) and Digital infrastructure (OFC+High Speed) data connectivity is proposed or not. (Utilize the '+' control to add additional fields as per point 6 of Evaluation matrix at Annexure A of Guidelines)
- c) Add details in the user remarks such as total residential dwelling numbers under Worker housing, 'Distance from Existing OFC (Km) in Digital infrastructure and upload documentary proofs.

- d) Upload Proposed Infrastructure cost sheet: Click 'Sample file download' to pull the baseline budget spreadsheet format.

['Click on Save Draft & Next'](#)

Step 4: Industrial Ecosystem

This module establishes industrial cluster density mapping parameters.

- a) Employment Generation: Input the 'Jobs (in Number)'. Record total human resource employment count per acre, sector-wise employment details, timeline parameters & others inside 'User Remarks'.
- b) Industry Sectors proposed supported by demand assessment in the DPR: Select the option from dropdown list. Click 'Upload' to attach demand assessment verification surveys
- c) Nearest existing industrial area /park/cluster (non SEZ) within 100 Km: populate fields - Park Name, Total Plots, Allotted, Year of Commission, and Distance (km). Click '+ Add Park' to add rows.
- d) Upload GatiShakti map to pin your PM GatiShakti logistics corridor network map layout
- e) Demand Assessment Validation: Choose the appropriate assessment phase option from the dropdown menu, and click 'Upload' to append the comprehensive economic demand study report.

['Click on Save Draft & Next'](#)

Step 5: Policy Enabler & Single Window Integration

The closing framework section handles regulatory turnaround timelines and statutory commitments.

- a) Clearances required for setting up industries for proposed sectors: Enter the 'Number of Clearances (Max: 30)' required for industrial setup and add Name of clearance in the field box and Upload clearance related document.
- b) Clearances for establishment of industries are approved through Single Window System (SWS): Confirm compliance status by either selecting yes or no. Add Name of the Clearance in the field box, user remarks and Upload clearance related document for every selected clearance from the list.
- c) Renewable energy infrastructure provided: Select option yes or no & the type of Renewable Energy

- d) Select the option if Incentives for Renewable energy have been provided and/ or Differential power tariff for industries from residential has been kept minimum and click 'Upload' to present signed official notification papers.
- e) Actual time taken for land allotment from the date of application till issuance of allotment letter in last calendar year: Select Time Period' - within 60 days/ $\geq$ 60 days but less than 120 days/ beyond 120 days documenting the days from initial application up to official allotment letter issuance and upload the documentary proof.

'Click on Save Draft & Submit the application'