



User Manual of

StartInUP

Developed for

Department of IT & Electronics,

Uttar Pradesh Government



(Incubator Login)

Version 1.0

Dated 10.02.2022

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1. Introduction

1.1. Overview of the Web Application

The web portal of StartInUP has been developed for Department of IT and Electronics, Government of Uttar Pradesh. This module is intended to be used by the Startups, and Incubators to establish a world class startup ecosystem in the state by developing a robust infrastructure and providing conducive policy environment. This portal enables Startups to register on portal and furnish the related details after login.

The goal of web portal is to Establish India's largest Incubator in Lucknow and to promote the culture of innovation and entrepreneurship at the grass root level leading to employment generation & introduction of emerging technologies in niche sectors thereby contributing to state economy and empowerment of youth.

1.2. Scope of the User Manual

This user manual provides step by step guidance on how the Users will use the software to incubate with various Startups and apply for the Incentive.

1.3. Intended Audience of the Application

Incubators, Accelerator, Startup, Nodal Departments and all concerned users of StartInUP will be the intended audience of this application.

1.4. Application Convention

The application has the following conventions:

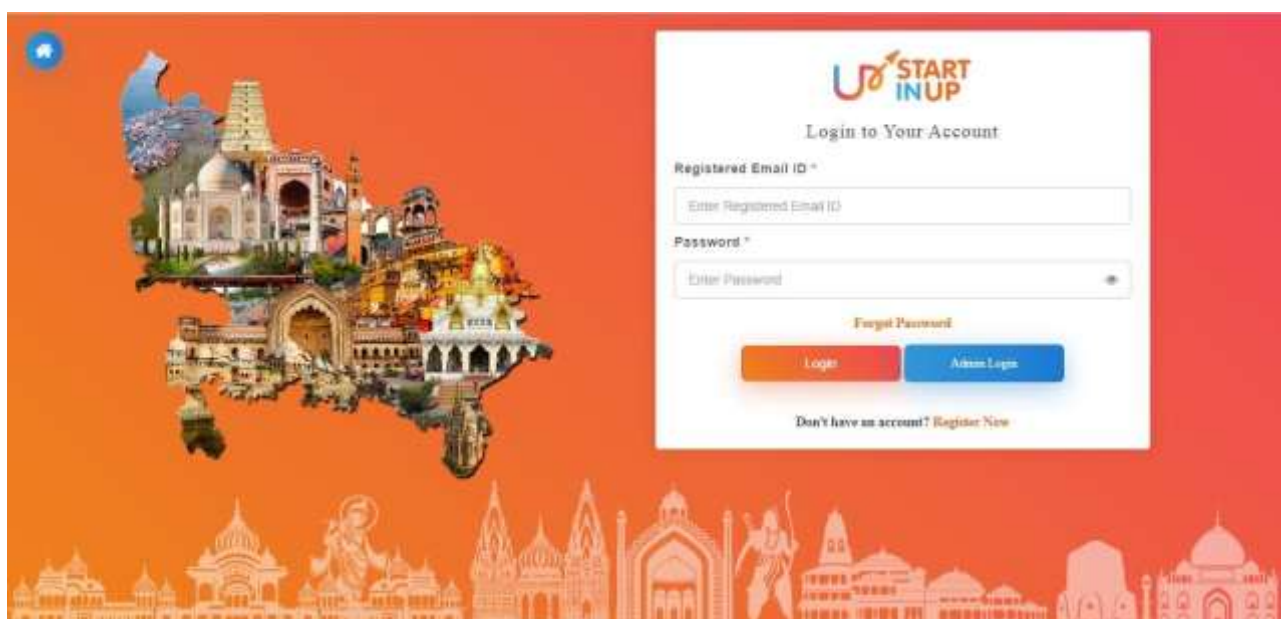
- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. Accessing the Web Portal

To access the Web Portal, open <https://startinup.up.gov.in/> after which you will be redirected to the official website of Invest UP. Page will appear as shown below:

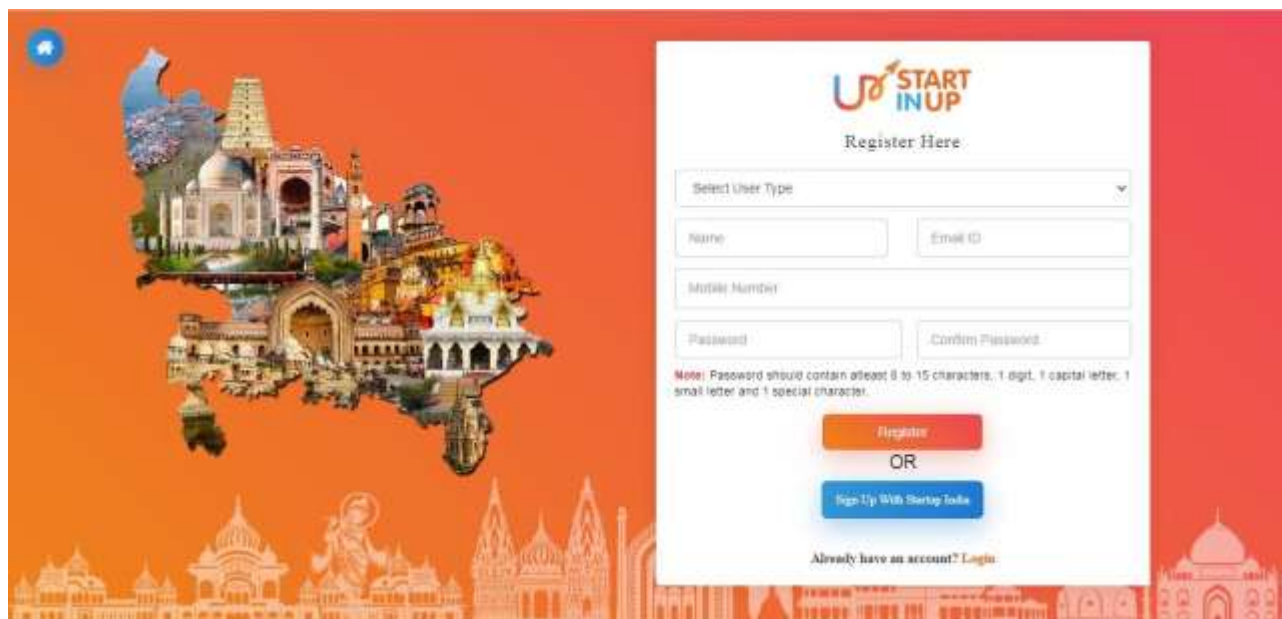


- Click on **Register/Login** link appearing on the homepage. Page will appear as shown below:



- If user is already registered, enter the **Email ID** and **Password** to login, else Click on **Register** button. Thereafter, user will be redirected to the Registration panel of

StartInUP. Page will appear as shown below:



- Select **User Type**, enter **Name**, **Email ID**, **Mobile Number**, **Password** & **Confirm Password** in the respective fields and click on **Register** button.
- Login using the registered **Email ID** and created **Password**; it will redirect you to the Registration Form of the selected User Type.

3. Incubator Login

Click on the Register/Login link from Web Portal, it will redirect you to the login page as shown below:



Enter your registered Email ID and password then click on LOG IN button to proceed.

3.1. Registration Form

Login on the portal and it will redirect you to the Startup Registration Form, page will appear as shown in below image:

The screenshot shows the 'Incubator Registration Form' with the following details filled in:

- Name of Host Institute: testing1453
- Type of Host Institute: Government Host Institute
- Name of Incubator: testing
- Industry type: Service Industry
- Date of Establishment: 15-05-2023
- Entity Type: Society (Under The Societas Registration Act, 1956)
- Industry: Advertising
- Sector: AdTech
- Corporate Identity Number (CIN): 345345
- Office Address: Plot No. 2, Sector-17A, Yamuna Enclave, Greater Noida, Gz
- State: Uttar Pradesh
- City: Deoria
- Region: Purvanchal
- Pincode: 228016
- Organization Email: testing@gmail.com
- Phone: 8052549078
- Mobile: 8052549078
- Website: http://startinup.up.gov.in/om/user/Reg/Incubator_registration_form_new

At the bottom, there are 'Save' and 'Next' buttons. A watermark for 'Activate Windows' is visible in the bottom right corner.

Fill the required details and click on the **Save** button then click on **Next** button to move to the next step.

Following are the details required to be entered in the Entity Details section page:

1. Name of Host Institute
2. Type of Host Institute
3. Name of Incubator
4. Industry Type
5. Date of Establishment
6. Entity Type
7. Industry
8. Sector
9. Corporate Identity Number(CIN)
10. Office Address
11. State
12. City
13. Region
14. Pincode
15. Organizational Email
16. Phone

- 17. Mobile
- 18. Website
- 19. Incubator Logo
- 20. Incorporation/Registration Certificate
- 21. Financial Statements of Incubator

Step-2 Category

Incubator Registration Form

Incubator Registration

Step 1 - Entity Details | **Step 2 - Category** | Step 3 - Registration Details

Name of Authorized Representative * : testing 1
Designation * : d
Official Address * : d

State : Uttar Pradesh
City * : Aligarh
Pincode * : 226016
Phone : 8052549078

Email Id * : dfs@gmail.com
KYC of authorized representative(PAN) * : ABCTY1234D
KYC of authorized representative(Aadhaar) * : 45
CV of authorized representative * : Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

KYC of authorized representative(PAN) * : Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)
KYC of authorized representative(Aadhaar) * : Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)
Signature of Authorized Representative * : Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)
Stamp Authorized Representative * : Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

Capital Grant * : 1,00,00,000
Operational Expenditure * : 1,50,00,000
Thrust Area * : 453
Incubator Architecture Map * : Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

Management Team

Name	Designation	Phone	Email id
t	d	8052549078	testing@gmail.com

Back Save Next



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Fill the required details and click on the Save button then click on Next button to move to the next step.

Following are the details required to be filled in the Category Section Page:

1. Name of Authorized Representative
2. Designation
3. Official Address

4. State
5. City
6. Pincode
7. Phone
8. Email ID
9. KYC of Authorized Representative
10. Signature of Authorized Representative
11. Stamp Authorized Representative
12. Capital Grant
13. Operational Expenditure
14. Thrust Area
15. Incubator Architecture Map


Incubator Registration Form


Incubator Registration

Step 1- Entity Details
 Step 2- Category
 Step 3- Registration Details

Infrastructure Details

Incubator Area (in SqFt)	Total No. of seat	Seat reserved for Startup	Seat available for Startup
<input type="text" value="ex.123"/>	<input type="text" value="ex.123"/>	<input type="text" value="ex.123"/>	<input type="text" value="ex.123"/>

IT Infrastructure

S.No.	Events	Details	Uploads		Action
1	Co-working space	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
2	Conference Room/Auditorium	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
3	Video conferencing Room	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
4	Meeting Room	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
5	Refreshment Zone	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
6	Front of the Building	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
7	Reception Area	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
8	Library	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
9	Desktop availability	<input type="text" value="ex.123"/>	Choose Files	No file chosen	
10	<input type="text" value="Any other"/>	<input type="text" value="ex.123"/>	Choose Files	No file chosen	

Add More

Fill the required details and click on the Submit button to complete the registration process.

Following details required to be filled in the Registration Details page to proceed:

1. Incubator Area
2. Total No. of Seat
3. Seat reserved for Startin UP
4. Seat available for Startin UP
5. IT Infrastructure

Associations / Collaborations

Skill Development / Training Program

Events/Programs

Name of Event <input type="text" value="Name of Event"/>	Type of event <input type="text" value="Type of event"/>	Place of event <input type="text" value="Place of event"/>
Event Details <input type="text" value="Event Details"/>	Date of event <input type="text" value="dd-mm-yyyy"/>	

Add More

Mentoring

Name <input type="text" value="Name"/>	Designation <input type="text" value="Designation"/>	Mobile <input type="text" value="Enter 10 digit mobile no."/>	Email Id <input type="text" value="ex.abc@gmail.com"/>
CV <input type="button" value="Choose File"/> No file chosen	Onboarding Certificate <input type="button" value="Choose File"/> No file chosen		

Add More

Collaboration with Govt. Departments

Department Name <input type="text" value="Department Name"/>	Contact Person Name <input type="text" value="Contact Person Name"/>	Please provide collaboration details <input type="text" value="Please provide collaboration details"/>
Address <input type="text" value="Address"/>	Mobile <input type="text" value="Enter 10 digit mobile no."/>	Email Id <input type="text" value="ex.abc@gmail.com"/>

Add More

Funding

Types of Funding <input type="text" value="Select"/>			
Fund size (in INR) <input type="text" value="Fund size (in INR)"/>	Focus Sector <input type="text" value="Focus Sector"/>	Date of MOU signed <input type="text" value="dd-mm-yyyy"/>	Details of MOU <input type="text" value="Details of MOU"/>
Funding certificate * <input type="button" value="Choose File"/> No file chosen			

Add More

Industry Connect

Yes No

Additional Support

Legal Marketing Finance Technical Others

Operational Details of Incubator

Startup Selection Criteria

Select multiple

No. of seats available	<input type="text" value="ex. 123"/>						
No. of Startup Enrolled	<input type="text" value="ex. 123"/>	Ideation	<input type="text" value="ex. 123"/>	Prototype	<input type="text" value="ex. 123"/>	Acceleration	<input type="text" value="ex. 123"/>
No. of Seat Allocated	<input type="text" value="ex. 123"/>	Ideation	<input type="text" value="ex. 123"/>	Prototype	<input type="text" value="ex. 123"/>	Acceleration	<input type="text" value="ex. 123"/>
No. of Seats Allocated to Govt. UP	<input type="text" value="ex. 123"/>	Ideation	<input type="text" value="ex. 123"/>	Prototype	<input type="text" value="ex. 123"/>	Acceleration	<input type="text" value="ex. 123"/>
No. of Startup Approved by Govt. UP	<input type="text" value="0"/>	Ideation	<input type="text" value="0"/>	Prototype	<input type="text" value="0"/>	Acceleration	<input type="text" value="0"/>
Others	<input type="text" value="ex. 123"/>	Ideation	<input type="text" value="ex. 123"/>	Prototype	<input type="text" value="ex. 123"/>	Acceleration	<input type="text" value="ex. 123"/>

Incubation Period

Stage	Minimum Period (in month)	Maximum Period (in month)
Ideation	<input type="text" value="ex. 123"/>	<input type="text" value="ex. 123"/>
Prototype	<input type="text" value="ex. 123"/>	<input type="text" value="ex. 123"/>
Acceleration	<input type="text" value="ex. 123"/>	<input type="text" value="ex. 123"/>

Portfolio of startups

Stage *	Entity Name *	Registered with Govt of UP	Entity Type
<input type="text" value="Select"/>	<input type="text" value="Entity Name"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>
Company Description	Thrust Area	Products & Services	
<input type="text" value="Company Description"/>	<input type="text" value="Thrust Area"/>	<input type="text" value="Products & Services"/>	
Date of Corporation	Date of Incubation		
<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>		

Contact Details

Registered Address: Mobile: Email id: Website:

Promoters Details

Name: Mobile: Email id:

I accept the Terms & Conditions

Please Note : The Certificate of Recognition for Incubator will be issued after verification of the application and documents submitted and final approval granted by the Government of UP.

[Add More](#)

[← Back](#) [Save](#)

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Once all the details are filled in the respective fields of Registration Details page, click on **Save** button below to save the details already filled.

Click on **Back** button below to go back and edit or preview the filled details as per the requirements.

4. Dashboard

After successfully completing the registration process, Incubator will be logged in to the dashboard. The page will appear as shown below:

UP START INUP | Dashboard | My Profile | Startups | Fund Details | Grievance / Feedback | Sujeet >

Reg. No. -> R/INCUBATOR/UP/LKO/2023/000030

Dashboard (Incubator)

5 Number of Incubated Startup	0 Total Incentive Form	0 Total Recommended	0 Total Recommendation Pending	0 Total Rejected
0 Total Disbursed Startup	0 Total Approved Incentive by Admin			

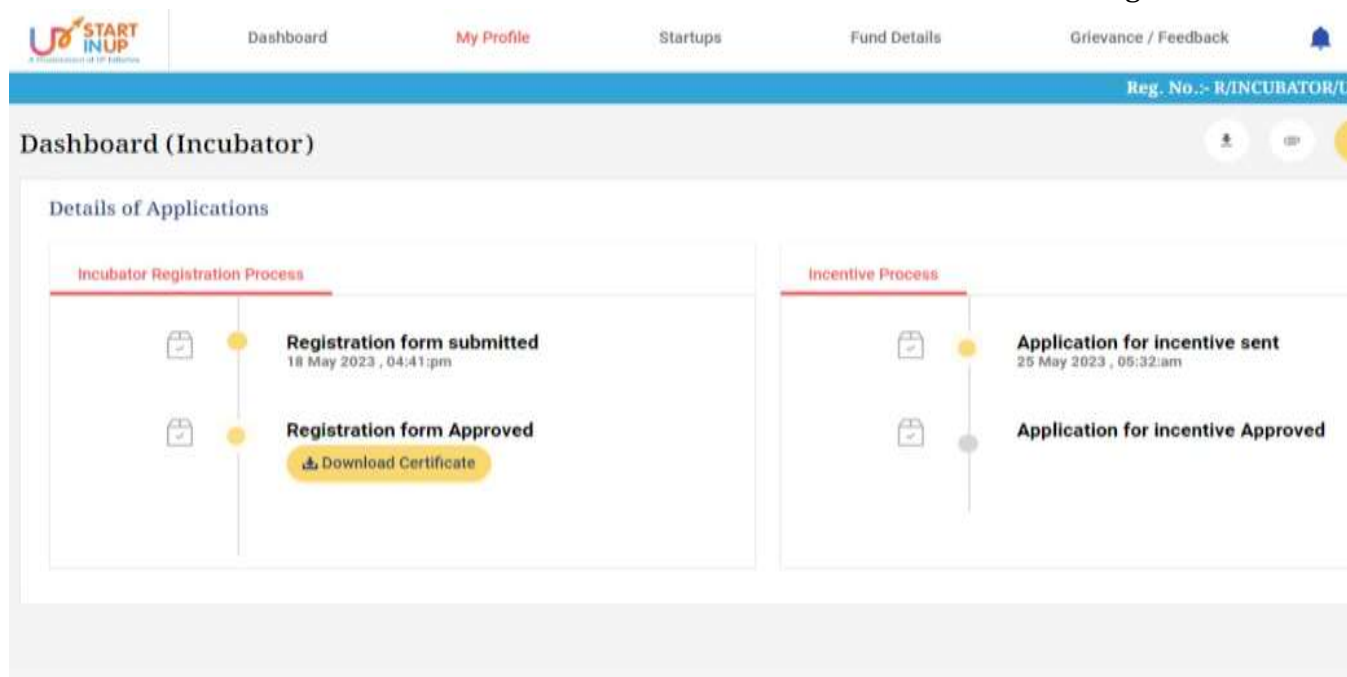
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- Dashboard of Incubator can be seen as above. Following details will be reflected on the Incubator's Dashboard:

1. Number of Incubated Startup
2. Total Incentive Form
3. Total Recommended
4. Total Recommendation Pending
5. Total Rejected
6. Total Disbursed Startup
7. Total Approved Incentive by Admin

4.1. My Profile

Click on My Profile Menu available at the left side of the screen to view the details as shown in below image



- Click on the Incubator Profile from **View Profile** menu to view the profile of the Incubator.
- Click on respective option from side menu to perform related task.

4.2. Incubator Profile

Uo START INUP | Dashboard | My Profile | Startups | Fund Details | Grievance / Feedback | Sujeeet

Reg. No. :- #/INCUBATOR/UP/1.MO/2023/0000

Incubator Profile

• Step 1- Entity Details | Step 2- Category | Step 3- Registration Details

Name of Host Institute *	Type of Host Institute *	Name of Incubator *
WORKING CAPITAL2	Non-government Host Institute	SUJEET
Industry type *	Date of Establishment *	Entity Type *
Service Industry	03-01-1994	Society (under The Societies Registration Act, 1860)
Industry *	Sector *	Corporate Identity Number (CIN)
Advertising Agriculture	AdTech Online Classified Organic Agriculture	1234576235
Office Address *	State	City *
GOMTINAGAR	Uttar Pradesh	Deoria
Region	Pincode *	Organization Email *
Purvanchal	225001	dwysujeet@gmail.com
Phone	Mobile *	Website *
Phone	9235886071	https://startinup.up.gov.in/crm/user/regDetails/incubatorP
Incubator Logo	Incorporation/Registration Certificate	Financial Statements of Incubator *
Choose File No file chosen	Choose File No file chosen	Choose File No file chosen
(File Format: JPG/JPEG/PNG, Max File Size: 1 MB)	(File Format: JPG/JPEG/PNG/PDF Max File Size: 2 MB)	(File Format: JPG/JPEG/PNG/PDF Max File Size: 2 MB)

Next

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Once Incubator Profile page will appear, following are the details required to be filled in Entity Details section:

1. Name of Host Institute
2. Type of Host Institute
3. Name of Incubator
4. Industry Type
5. Date of Establishment
6. Entity Type
7. Industry
8. Sector
9. Corporate Identity Number(CIN)
10. Office Address
11. State
12. City

13. Region
14. Pincode
15. Organizational Email
16. Phone
17. Mobile
18. Website
19. Incubator Logo
20. Incorporation/Registration Certificate
21. Financial Statements of Incubator

4.3. Step-2 Category

Click on Category Detail's option from the Dashboard's. The page will appear as shown below.

Reg. No.- R/INCUBATOR/UP/LKO/2023/000030

Incubator Profile

Step 1- Entity Details | **Step 2- Category** | Step 3- Registration Details

Name of Authorized Representative *
abc12

Designation *
abc

Official Address *
abc

State
Uttar Pradesh

City *
Lucknow

Pincode *
226001

Phone
4545443243

Email Id *
a@gmail.com

KYC of authorized representative(PAN) *
3456789

KYC of authorized representative(Aadhaar) *
3456789

CV of authorized representative *
Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

KYC of authorized representative(PAN) *
Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

KYC of authorized representative(Aadhaar) *
Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

Signature of Authorized Representative *
Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

Stamp Authorized Representative *
Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

Capital Grant *
1,00,00,000

Operational Expenditure *
1,50,00,000

Thrust Area *
23

Incubator Architecture Map *
Choose File No file chosen
(File Format: .JPG/.JPEG/.PNG/.PDF Max File Size: 2 MB)

Management Team

Name	Designation	Phone	Email Id	Action
ok	ok	34567890987	a@gmail.com	

Add More

Back Next

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Following are the details required to be filled in the Category Section Page:

Associations / Collaborations

Skill Developer / Training Program

Events/Programs

Name of Event	Type of event	Place of event
<input type="text"/>	<input type="text"/>	<input type="text"/>
Event Details	Date of event	
<input type="text"/>	<input type="text"/>	

Mentoring

Name	Designation	Mobile	Email id
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Work

Collaboration with Govt. Departments

Department Name	Contact Person Name	Please provide collaboration details
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	Mobile	Email id
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Work

Funding

Types of Funding			
<input type="text"/>			
Fund age in INR	Fund Sector	Date of MTO signed	Details of MTO
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Work

Funding certificate

Choose File No file chosen

Industry Connect

Yes No

Save Work

Additional Support

Legal Marketing Finance Technical Others

Operational Details of Incubator

Startup Selection Criteria

No. of seats available	<input type="text" value="25,000"/>
No. of Seats Enrolled	<input type="text" value="25,000"/> Ideation <input type="text" value="25,000"/> Prototype <input type="text" value="25,000"/> Acceleration
No. of Seats Allocated	<input type="text" value="25,000"/> Ideation <input type="text" value="25,000"/> Prototype <input type="text" value="25,000"/> Acceleration
No. of Seats Allocated to Govt. UP	<input type="text" value="25,000"/> Ideation <input type="text" value="25,000"/> Prototype <input type="text" value="25,000"/> Acceleration
No. of Seats Approved by Govt. UP	<input type="text" value="5"/> Ideation <input type="text" value="7"/> Prototype <input type="text" value="8"/> Acceleration
Others	<input type="text" value="25,000"/> Ideation <input type="text" value="25,000"/> Prototype <input type="text" value="25,000"/> Acceleration

Incubation Period

Stage	Minimum Period (in months)	Maximum Period (in months)
Ideation	<input type="text" value="24,000"/>	<input type="text" value="24,000"/>
Prototype	<input type="text" value="24,000"/>	<input type="text" value="24,000"/>
Acceleration	<input type="text" value="24,000"/>	<input type="text" value="24,000"/>

Portfolio of startups

Stage* Entity Name* Registered with Govt of UP Entity Type

Company Description Trust/Aid Products & Service

Date of Coporation Date of Incubation

Contact Details

Registered Address Mobile Email Id Website

Proprietors Details

Name Mobile Email Id

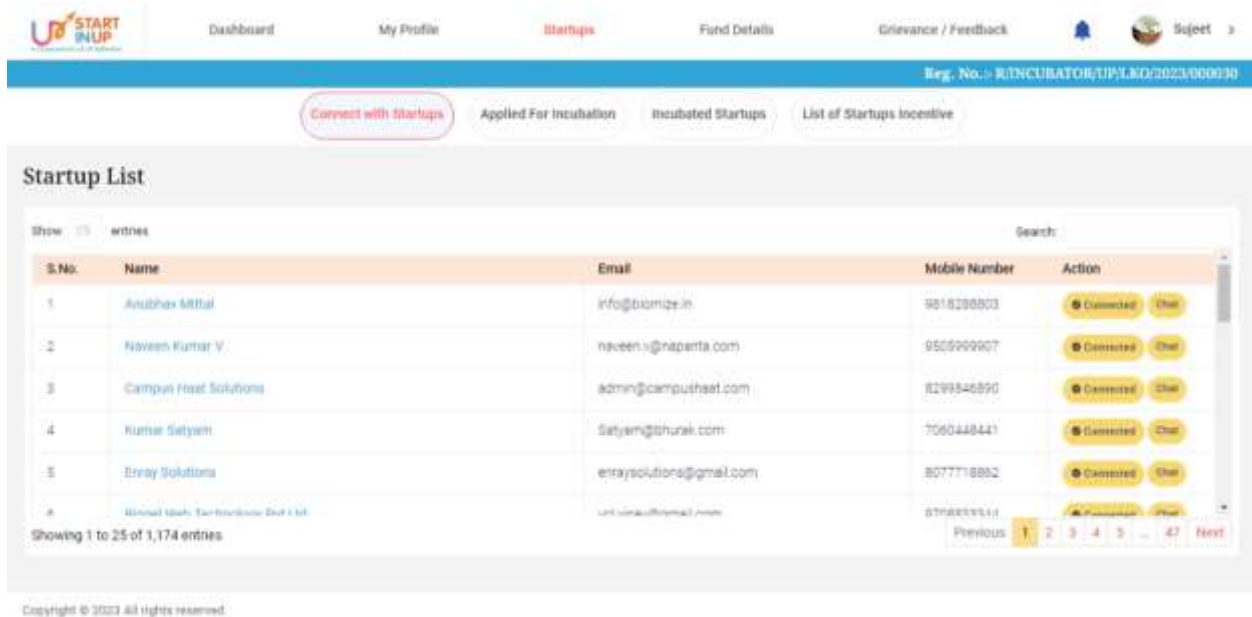
Please Note: The Certificate of Recognition for incubator will be issued after verification of the application and documents submitted and final approval granted by the Government of UP.

Click on **Add More** button/link on the same page to add more details section wise.

Click on **Back** button below to go back and edit or preview the filled details as per the requirements.

4.5. Startups

Click on the Startups from the upper menu bar of dashboard to connect with Startups, page will appear as shown below:



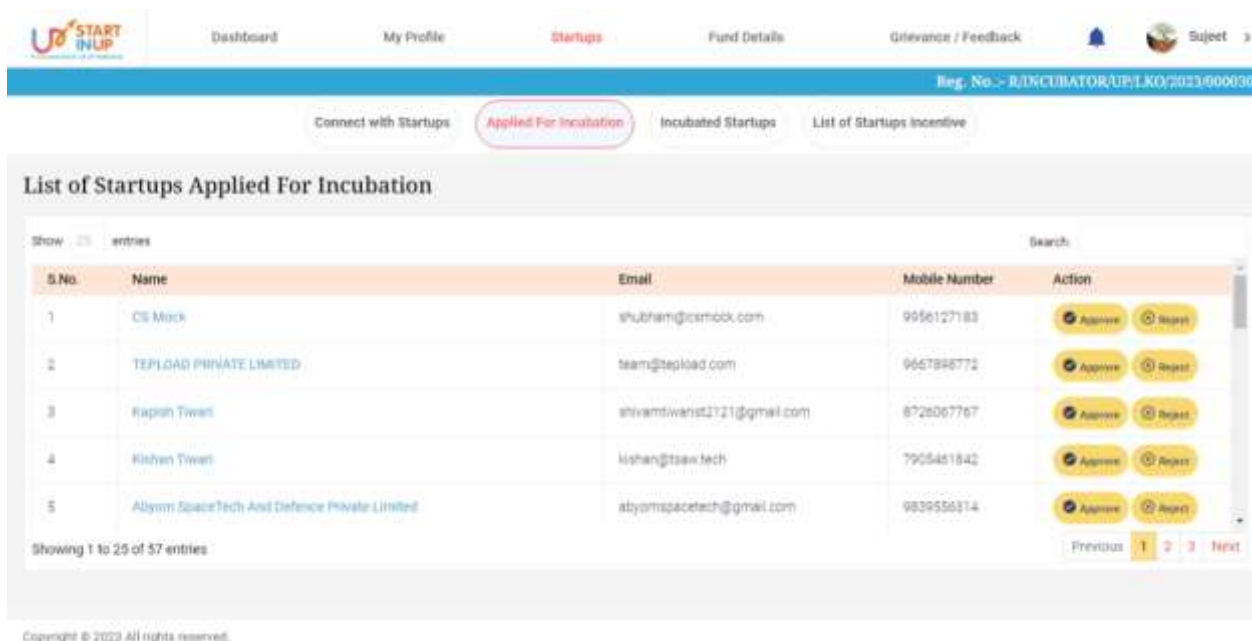
The screenshot shows the 'Startups' dashboard with a navigation bar at the top containing 'Dashboard', 'My Profile', 'Startups', 'Fund Details', 'Grievance / Feedback', and 'Subject'. Below the navigation bar, there are four tabs: 'Connect with Startups', 'Applied For Incubation', 'Incubated Startups', and 'List of Startups Incentive'. The 'Connect with Startups' tab is selected and highlighted with a red circle. The main content area displays a 'Startup List' table with columns for S.No., Name, Email, Mobile Number, and Action. The table contains six rows of startup information. At the bottom of the table, there is a pagination control showing 'Showing 1 to 25 of 1,174 entries' and a 'Previous' button followed by page numbers 1, 2, 3, 4, 5, and a 'Next' button.

S.No.	Name	Email	Mobile Number	Action
1	Anubhav Mittal	info@biomize.in	981828803	Connected Chat
2	Naveen Kumar V.	naveen.v@napenta.com	950900907	Connected Chat
3	Campus Heat Solutions	admin@campusheat.com	8299546890	Connected Chat
4	Kumar Satyam	Satyam@shurak.com	7060448441	Connected Chat
5	Enray Solutions	enraysolutions@gmail.com	8077718862	Connected Chat
6	Binodal Mishra, Santhosh Kumar Dutt & Co.	binodal@binodal.com	9798211114	Connected Chat

Click on **Chat** action button/link to connect or initiate the Chat process.

4.5.1. Applied for Incubation

Click on the Applied for Incubation option from Startups menu to **Approve/Reject** Incubation request sent by Startups as shown in below image:



The screenshot shows the 'Applied for Incubation' dashboard with a navigation bar at the top containing 'Dashboard', 'My Profile', 'Startups', 'Fund Details', 'Grievance / Feedback', and 'Subject'. Below the navigation bar, there are four tabs: 'Connect with Startups', 'Applied For Incubation', 'Incubated Startups', and 'List of Startups Incentive'. The 'Applied For Incubation' tab is selected and highlighted with a red circle. The main content area displays a 'List of Startups Applied For Incubation' table with columns for S.No., Name, Email, Mobile Number, and Action. The table contains five rows of startup information. At the bottom of the table, there is a pagination control showing 'Showing 1 to 25 of 57 entries' and a 'Previous' button followed by page numbers 1, 2, 3, and a 'Next' button.

S.No.	Name	Email	Mobile Number	Action
1	CS Mock	shubham@csmock.com	9956127183	Approve Reject
2	TEPLOAD PRIVATE LIMITED	team@tepload.com	9667898772	Approve Reject
3	Rajesh Tiwari	shivamtiwari2121@gmail.com	8726067767	Approve Reject
4	Rishan Tiwari	rishan@tsax.tech	7905461842	Approve Reject
5	Abyorn SpaceTech And Defence Private Limited	abyornspacetech@gmail.com	9839556314	Approve Reject

4.5.2. Incubated Startups

Click on the Incubated Startups option from Startups menu to view the details of incubated Startups as shown in below image:

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Click on **Revoke** action button/link to revoke.

4.5.3. List of Startups Incentive Form

Click on **List of Startups Incentive Form** option from Startups menu to view and recommend the Incentive form submitted by Incubated Startups as shown in below image:

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4.6. Apply Incentive Form

Click on the **Apply Incentive Form** option from side menu of dashboard as shown below:

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Click on **Save** button below to save the details to proceed further.

Click on **Next** button below to move towards the next step.

4.6.1. Capital Grant Incentive form

Click on the **Capital Grant/Operational Expenditure** option from Apply Incentive Form menu to fill the Incubator Application Form for availing Incentives as shown below:

[Capital Grant](#)
[Operational Grant](#)
[Applied Incentive Detail](#)

Capital Grant Incentive Form

[Select Incentive](#)
[Basic Eligibility](#)
[Incubator Details](#)
[Confirm and Submit](#)

Incentive Details

Up to Rs 1 crore to setup technical infrastructure in the incubator (Reimbursement basis)

Incubator must fulfill following conditions to be eligible for Capital Grant. Please confirm :

- 1 The incubator is not under any government institute. *
- 2 The equipment are purchased after the approval from PIU. *
- 3 The incubator has not received any incentive from any other govt department for these equipment. *
- 4 All the bills/invoices are certified by CAG Empaneled CA. *

Up to Rs 1 crore to setup technical infrastructure in the incubator (Reimbursement basis).

Sr.No.	Bill date	Amount	Equipment description	Justification
1	dd-mm-yyyy			
2	dd-mm-yyyy			
3	dd-mm-yyyy			
4	dd-mm-yyyy			
5	dd-mm-yyyy			
6	dd-mm-yyyy			
7	dd-mm-yyyy			
Total		0		

Browse for document upload: No file chosen

Fill the required details and click on **Save** and **Next** button respectively to continue.

UP START IN UP | Dashboard | My Profile | Startups | **Fund Details** | Grievance / Feedback | Query Response | User Help Steps | Subject >

Reg. No. > I/INCUBATOR/UP/LXO/2022/00030

Capital Grant | Operational Grant | Applied Incentive Detail

Capital Grant Incentive Form

◀ Select Incentive | **Basic Eligibility** | Incubator Details | Confirm and Submit ▶

Basic Eligibility

1	Upto a period of ten years from the date of incorporation/ registration, if it is incorporated as a private limited company (as defined in the Companies Act, 2013) or registered as a partnership firm (registered under section 59 of the Partnership Act, 1932) or a limited liability partnership (under the Limited Liability Partnership Act, 2008) in India *	<input type="checkbox"/>
2	Turnover of the entity for any of the financial years since incorporation/ registration has not exceeded one hundred crore rupees.*	<input type="checkbox"/>
3	Entity is registered/ incorporated in Uttar Pradesh*	<input type="checkbox"/>
4	Entity is working towards innovation, development or improvement of products or processes or services, or if it is a scalable business model with a high potential of employment generation or wealth creation. Provided that an entity formed by splitting up or reconstruction of an existing business shall not be considered a Startup.*	<input type="checkbox"/>

◀ Back | Save | Next ▶

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Select the Basic details and **Eligibility Criteria** to avail the incentive then click on **Save** and **Next** button respectively to proceed.

Incubator Details

Once all the details and procedures fulfilled in Basic Eligibility section, click on Save and Next button to proceed.

Following details will be mentioned on the Incubators Details page:

Incubator Details

1. Name of Incubator
2. Host Institute
3. PIU Approval Date
4. District
5. Region
6. Mobile No.
7. Email ID
8. Website

Bank Details

1. Incubator Account Holder Name
2. Incubator Account Number
3. Reconfirm Account Number
4. Bank Name

5. Branch Address
6. IFSC Code
7. Cancelled Cheque
8. Upload Application Form

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Enter the details and upload the required documents then click on **Submit** button.

Uo START INUP | Dashboard | My Profile | Startups | **Fund Details** | Grievance / Feedback | Query Response | User Help Steps | Support >

Reg. No. > I/INCUBATOR/UP/LXO/2022/00030

Capital Grant | Operational Grant | Applied Incentive Detail

Capital Grant Incentive Form

[← Select Incentive](#) |
 [→ Basic Eligibility](#) |
 [→ Incubator Details](#) |
 [• Confirm and Submit](#)

Final Submit

I accept the Terms & Conditions

I Herely declare that the above information is true to the best of my knowledge, Nothing has been concealed and no part of it is false. I futher declare that I have carefully read and understood the terms & condition of the Institute and do hereby agree to abide by the same.

[← Back](#) |
 [Submit to Nodal Agency](#)

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Preview the filled details and click on **Submit to Nodal Agency** button.

4.6.2. Operational Expenditure

Uo START INUP | Dashboard | My Profile | Startups | **Fund Details** | Grievance / Feedback | Query Response | User Help Steps | Support >

Reg. No. > I/INCUBATOR/UP/LXO/2022/00030

Capital Grant | **Operational Grant** | Applied Incentive Detail

Capital Grant Incentive Form

[• Select Incentive](#) |
 [→ Basic Eligibility](#) |
 [→ Incubator Details](#) |
 [→ Confirm and Submit](#)

Incentive Details

Financial support to incubators up to INR 30 Lakhs per year to cover operational expenditure for 5 years or until self-sustainable whichever is earlier. This incentive shall be granted to those incubators which have 10 or more startups incubated.

Expense Head	Estimated Expense (INR)	Expense Justification	Approved Amt. (INR)
Staff salary	<input type="text"/>	<input type="text"/>	<input type="text"/>
Marketing	<input type="text"/>	<input type="text"/>	<input type="text"/>
Offline advertisement	<input type="text"/>	<input type="text"/>	<input type="text"/>
Events and outreach program	<input type="text"/>	<input type="text"/>	<input type="text"/>
AMC of equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Experts honorarium	<input type="text"/>	<input type="text"/>	<input type="text"/>
Miscellaneous	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0		

[Save](#) |
 [Next →](#)

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Fill the required details and click on Save and Next button respectively to continue.

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Once the Select Incentive section filled and saved, tick mark the required details in Basic Eligibility section and click on Save button below to proceed.

Basic details in the Basic Eligibility section are:

1. The incubator has at least 10 DPIIT Registered startups incubated with them*
2. Operational grant is available for first 5 years only*
3. The incubator is established in Uttar Pradesh*

Incubator Details

Once all the details filled and clicked on Save and Next button below, the page with required details will appear as shown below.

Capital Grant Incentive Form

[Select Incentive](#)
[Basic Eligibility](#)
[Incubator Details](#)
[Confirm and Submit](#)

Incubator Details

Incubator Detail

Name of incubator:	SUJEET
Host Institute :	WORKING CAPITAL
PIU Approval date :	01-10-2019
District:	Lucknow
Region	
Mobile No.:	923588071

[Uo START IN LP](#)
[Dashboard](#)
[My Profile](#)
[Startups](#)
[Fund Details](#)
[Grievance / Feedback](#)
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[Capital Grant](#)
[Operational Grant](#)
[Applied Incentive Detail](#)

Incubator Account Number *

Reconfirm Account Number *

Bank Name *

Branch Address *

IFSC Code *

Cancelled Cheque * No file chosen
(File Format: PDF/PNG/JPG/JPEG, Max File Size: 2 MB)

[Back](#)
[Save](#)
[Next](#)

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Enter the required details in the Incubators details page and click on Save and Next button further to proceed.

Confirm and Submit

Once all the details filled and clicked on Save and Next button below, the Confirm and Submit section page with required details will appear as shown below.

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Tick mark the **Terms & Conditions** option and click on **Submit to Nodal Agency** button below to proceed.

4.6.3. Applied Incentive Detail

Click on the **Applied Incentive Detail** option from Apply Incentive Form menu to view the submitted Startup Incentive Form for availing Incentives as shown below:

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4.7. Grievance/Feedback

Click on the Grievance/Feedback menu from Dashboard to Add and View Grievance/Feedback as shown in below image:

The screenshot shows the 'Add Grievance / Feedback' form in the StartInUP application. The form is titled 'Add Grievance / Feedback' and contains the following fields:

- Incubator Name * (Text input: Sujet)
- Email ID * (Text input: dwysujeet@gmail.com)
- Contact Number * (Text input: 9235888071)
- Profession * (Text input: Incubator Founder)
- State * (Dropdown menu: Uttar Pradesh)
- City/District * (Dropdown menu: Deoria)
- Gender (Dropdown menu: Select Gender)
- Query Type * (Dropdown menu: Select)
- Comments * (Text area: Please fill out the your Grievance / Feedback)

At the bottom of the form, there are two buttons: 'Submit' (blue) and 'Reset' (yellow). The 'Add Grievance / Feedback' button in the top navigation bar is highlighted with a red circle.

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Following are the details required to be filled:

1. Incubator Name
2. Email ID
3. Contact Number
4. Profession
5. State
6. City/District
7. Gender
8. Query Type
9. Comments

- Once all the details are filled, click on Submit button to proceed further.
- Click on Reset button to reset details, if needed.

4.7.1. Add Grievance/Feedback

To **Add Grievance/Feedback**, click on **Grievance/Feedback** menu from **Dashboard** and then click on Add Grievance/Feedback side menu. Page will appear as shown below:

The screenshot shows the 'Add Grievance / Feedback' form. At the top, there is a navigation bar with 'Add Grievance / Feedback' and 'List of Grievance / Feedback' buttons. The form itself has the following fields:

- Incubator Name * (Text input)
- Email ID * (Text input, example: dwysujest@gmail.com)
- Contact Number * (Text input, example: 9235888071)
- Profession * (Text input, example: Incubator Founder)
- State * (Dropdown menu, example: Uttar Pradesh)
- City/District * (Dropdown menu, example: Deoria)
- Gender (Dropdown menu, example: Select Gender)
- Query Type * (Dropdown menu, example: Select)
- Comments * (Text area, placeholder: Please fill out the your Grievance / Feedback)

At the bottom of the form, there are two buttons: 'Submit' (blue) and 'Reset' (yellow).

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- Fill the required details and click on **Submit** button to add Grievance.
- Following are the details required to be filled:
 1. Incubator Name
 2. Email ID
 3. Contact Number
 4. Profession
 5. State
 6. City/District
 7. Gender
 8. Query Type(Select)
 9. Comments
- Click on Reset button to reset details, if needed.

4.7.2. List of Grievance/Feedback

To view added grievances, click on List of Grievance/Feedback. Page will appear as shown below:

The screenshot shows the 'List of Grievance / Feedback' page in the StartInUP application. The page features a navigation menu at the top with options: Dashboard, My Profile, Startups, Fund Details, Grievance / Feedback, and a profile icon labeled 'Subject'. Below the navigation is a blue header bar containing the registration number: 'Reg. No.: R/INCUBATOR/TIP/LED/2023/000030'. Two buttons are visible: 'Add Grievance / Feedback' and 'List of Grievance / Feedback' (which is highlighted). The main content area is titled 'List of Grievance / Feedback' and contains a table with the following data:

S.No.	Ticket Number	Query Type	Query/Grievance Description	Status/Reply	Action
1	922429991	Incubation Support	test test	Replied by Admin Date : 17-06-2022	View
2	53687169	Incubation Support	testing	Replied by Admin Date : 19-05-2023	View
3	325320067	Funding Support	testing2	Replied by Admin Date : 19-05-2023	View
4	592176710	Any Other Query or Grievance	testing purpose	Replied by Admin Date : 19-05-2023	View

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Click on **View** action icon link to view the **Ticket Number/Query Details**.

For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.