

WATER BILL PAYMENT UTILITY

Standard
Operating
Procedure(
SOP) for
Water Bill
Payment .



Introduction


- ❑ MP Industrial Development Corporation has enabled water bill payment from Public Portal.
- ❑ The user can pay their bills from the home page of the portal.
- ❑ Consumer can enter their connection id or Invest portal user id to check their payment details.
- ❑ Consumer can pay their bill online (Net Banking, NEFT/RTGS, challan) using the Invest 2.0

Step 1.1 – WATER BILL PAYMENT PROCESS

Step-

1. Enter Url –
www.invest.mp.gov.in

2. At header section there is option available for pay your bill.



The screenshot displays the homepage of the MP Invest Single Window System. The header navigation bar includes links for Home, FAQ, Contact Us, How to use Invest Portal, and MP Invest- Single window System. On the right side of the header, there are links for Login, Register, Central Inspection System, and Intention to Invest. Below the header, the MPIDC logo (MP Industrial Development Corporation Limited) is visible on the left. A navigation menu contains links for About Us, EoB, Land Allotment, Information, Notification, Grievance, Media, Tender, Policy, Act & Rules, and Login. A red box highlights the 'Pay Your Bill' button in the top right corner, with a red arrow pointing to it and the text 'Click on Pay Your Bill Button' next to it. The main content area features the headline 'Unleashing The Power Of Profitable Investment' and a sub-headline 'INVEST is acting as one stop solution for any investor wanting to establish & operate business in the state.' Below this, there is a section for 'investor experts' with a 'Read More' button. On the right side, there is a large graphic of a lion's head composed of colorful triangles and the 'MAGNIFICENT MP' logo with the tagline 'THE POWER OF TRUST'.

Step 1.2 – WATER BILL PAYMENT PROCESS

Step-

1.*Enter Connection ID (starting with AKW) or invest portal user id, email id, mobile number & click on “Get Bill Details”.
*These details are available in the previous bill.

The screenshot displays the MPDC (Madhya Pradesh Development Corporation) website interface for utility bill payments. The header includes navigation links such as Home, FAQ, Contact Us, and a search bar. The main heading is "Utility Bill Payment". Below this, there are two primary service cards: "WATER BILL SUBMISSION" and "LEASE RENT & MAINTENANCE BILL SUBMISSION". The "WATER BILL SUBMISSION" card is highlighted and contains the following details:

- Service description: "Use this service to pay your water bill payment through net banking, credit card, debit card, NEFT/RTGS."
- Input fields: "Connection No." (highlighted with a red box), "User Name (Old Portal Login ID)", "Connection No*", "Mobile No*", and "Email ID".
- Example values: "AKW-2587", "8485425690", and "pabir@rediffmail.com".
- Phone number: "Helpline - 006-9999".
- Button: "Get Bill Details" (highlighted with a black box).

An arrow points to the "Get Bill Details" button with the text "Click on Get Bill Details Button". The "LEASE RENT & MAINTENANCE BILL SUBMISSION" card follows a similar layout but is not the focus of this step.

Step 1.3 – WATER BILL PAYMENT PROCESS

Step-

User can check their pending bill and pay online.

Information of previously paid bills would also be available on the interface.

Home > Utility Bill Payment

WATER BILL SUBMISSION

Use this service to pay your water bill payment through net banking, credit card, debit card, NEFT/RTGS.

Connection No. Mobile No. Email ID

for e.g. - 428-9100

Industry Name	Amount	Pay Now
M/s Sri Mahalaxmi Industries	545436	<input type="button" value="PAY NOW"/>

LEASE RENT & MAINTENANCE BILL SUBMISSION

Use this service to pay your Lease Rent & Maintenance Bill payment through net banking, credit card, debit card, NEFT/RTGS.

Lease No. Mobile No. Email ID

for e.g. - RCL-0000

Click on Pay Now Button

Step 1.4 – WATER BILL PAYMENT PROCESS

Step-

1. When the user clicks on make payment button, user can view their Bill details.

The screenshot displays a web interface for a water bill. At the top left is the MPIDC logo and name: MP INDUSTRIAL DEVELOPMENT CORPORATION LTD. Below this is the address: Madhya Pradesh Industrial Development Co. Ltd., CEDMAP BHAWAN, 16-A, Amra Hills Bhopal (Madhya Pradesh)-462001. At the top right, the invoice number is 1042110000120 and the invoice date is 18/12/2021. The main section is titled 'Industry Details' and contains a table with the following information:

Industry Name : Mis Shri Mahalaxmi Industries	Water Connectio No : 2687
Proprietor : PROPRIETORSHIP	Water Connection Date :
Phone Number : 7747807777	Industrial Area : Lambara
Email Id : khayansaraj@gmail.com	City : Balaghat
Plot Number : Part of 35 & Part of 36	Address : H.No. 735, Near Katni ICE Factory, Industrial Area, Katni (M.P.)

Below the industry details is a section titled 'Water Consumption Details' which contains a table with the following data:

Minimum Consumption	Water Consumed	Billed Unit
31	0	31

Step 1.5 – WATER BILL PAYMENT PROCESS

Step-

User will select the payment mode (Online or NEFT/RTGS)

Payment Information

Payable Amount : ₹ 5,464

Amount in words: Five Thousand Four Hundred Sixty Four Rupees Only

#	Head Name	Amount (in INR)
1	Current Tube Well Charges	0
2	CGST On Current Tube Well Charges	0
3	SGST On Current Tube Well Charges	0
4	Previous Bill Amount	0
5	Previous Tubewell Charges	0
6	CGST On Previous Tubewell Charges	0
7	SGST On Previous Tubewell Charges	0
8	Previous Penalty	4,020
9	CGST On Previous Penalty	,308
10	SGST On Previous Penalty	,308
11	Current Penalty	0
12	CGST On Current Penalty	0
13	SGST On Current Penalty	0
14	Current Bill Amount	,812
Payable Amount		₹ 5,464
		(In Words) : Five Thousand Four Hundred Sixty Four Rupees Only

Select Payment Method

Online Payment Gateway (Credit Card, Debit Card, Netbanking, UPI or Water payments)

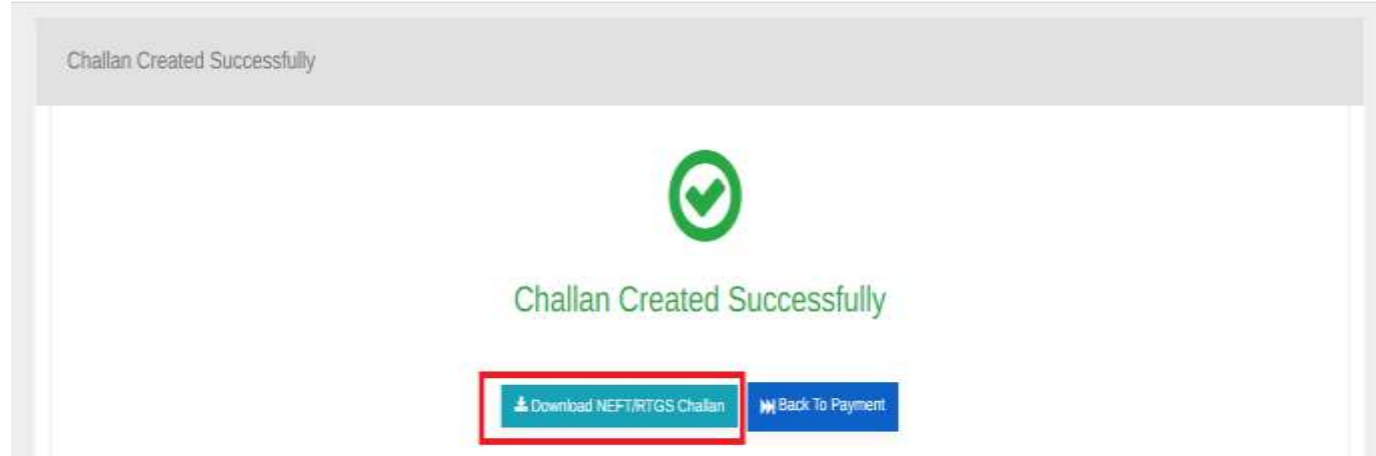
NEFT / RTGS

Pay Now

Step 1.6 – WATER BILL PAYMENT PROCESS

Step-

1.For NEFT/RTGS mode challan has to be downloaded for subsequent payment.



<input type="checkbox"/> RTGS / <input type="checkbox"/> NEFT (Tick the Appropriate box).	
Beneficiary Details	
Name : Madhya Pradesh Industrial Development Corporation Ltd	
Account No. : IDCJB400000012	
BANK : HDFC BANK LTD	
IFSC Code : HDFC0004989	
Date : 16/12/2021	
Check No. : _____	
Amount : _____	
Signature / Stamp by bank staff	

Please remit the funds as per details provided through <input type="checkbox"/> RTGS / <input type="checkbox"/> NEFT (Tick the Appropriate box).			
Remitter Details			
Branch Name : _____		Date : ___/___/___	
Customer Name : _____			
Account No. : _____		Cheque No. : _____	
Mobile No. : _____		Tel No. : _____	
Beneficiary Details			
Name : MP INDUSTRIAL DEVELOPMENT CORP LTD			
Address : CEDMAP BHAWAN, 16-A, Arera Hilla Bhopal (Madhya Pradesh)-462001			
Account No. : IDCJB400000012 Bank Name : HDFC BANK LTD			
Branch : Kanjurmarg Branch, Mumbai IFSC Code : HDFC0004989			
Amount (in figures) : 1636.80 /-			
Amount (in Words) : One Thousand Six Hundred Thirty Six Only			
Remarks : _____			
Signature of Authorised Signatory	1 st Signatory	2 nd Signatory	3 rd Signatory

Step 1.7 – WATER BILL PAYMENT PROCESS

Step-

1. For online Payment user is redirected to payment gateway where the user selects the bank & makes the payment.

The screenshot displays the HDFC Bank SmartHub payment gateway interface. At the top, the HDFC BANK logo is on the left and the SmartHub logo is on the right. A red banner at the top center indicates "Time left to complete transaction 14:26 mins".

The interface is divided into two main sections:

- Billing Information (Left Panel):**
 - Amount:** INR 5464.36
 - Order No:** 21120000008201
 - Merchant:** MP INDUSTRIAL DEVELOPMENT CORP LTD
 - Website:** <https://invest.mp.gov.in>
- Payment Options (Right Panel):**
 - A dropdown menu is set to "NET BANKING".
 - Below it, a dropdown menu shows "AvenuesTest".
 - The payable amount is displayed as "INR 5464.36 Payable Amount".
 - A prominent red button labeled "CONFIRM PAYMENT" is visible.
 - A "Cancel" link is located below the confirm button.

A small "Please Wait" icon is visible in the bottom right corner of the page.

Step 1.8 – WATER BILL PAYMENT PROCESS

Steps-

1. After making payment user can download payment receipt.

Payment Successful

Payment received successfully for the given transaction details. Kindly check your dashboard for further action.

Transaction Details

Invoice No	1042110000120	Payment Reference No	1042110000120.001
Payment Date	2025-12-16	Payment Mode	Online Payment
Amount	₹ 5,464		

Payment Receipt [Download Payment Receipt](#)

[Back To Home](#) [Process Next Payment](#)

Step 1.9 – WATER BILL PAYMENT PROCESS

Steps:

Payment
receipt of bill
payment.



MP INDUSTRIAL DEVELOPMENT
CORPORATION LTD.



1042110000120L001

Madhya Pradesh Industrial Development Corporation Ltd
CEDMAP BHAWAN, 16-A,
Aera Hills Bhopal (Madhya Pradesh)-462001
GSTIN No. - 23AACC66080D1ZU

Water Bill Payment Receipt

Paid

Invoice Number

1042110000120

Industry Name : M/s Shri Mahalaxmi Industries

Proprietor : PROPRIETORSHIP

Phone Number : 7747807777

Email Id : khynissansaj@gmail.com

Plot Number : Part of 35 & Part of 36

Reference Number

1042110000120L001

Water Connectio No : 2687

Wate Connection Date : NA

Industrial Area : Lamtara

City : Bhopal

Address : H.No. 735, Near Katni ICE Factory, Industrial Area,
Katni (M.P.)

Receipt Details

1	Paid Amount	5,464.36
2	Payment Received At	2021-12-16
3	Mode of Payment	Online Payment
4	UTR No/ Cheque No/Fund Transfer	NA
5	Transaction Number	TXN545797355846
6	Billing Date	16/12/2021 03:11 PM
	Total Amount :	5,464.36
Total Amount (in Words) : Five Thousand Four Hundred Sixty Four.		

Disclaimer : This is system generated invoice does not need any physical signature



THANK YOU