

LEASE RENT & MAINTENANCE BILL PAYMENT UTILITY

Standard
Operating
Procedure
(SOP) of
Lease Rent &
Maintenance
Bill Payment at
Investor End.



Introduction

- MP Industrial Development Corporation has enabled Lease Rent & Maintenance bill payment from Public Portal.
- The user can pay their bills from the home page of the portal.
- Consumer can enter their Lease Number 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 - LEASE RENT & MAINTENANCE 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 shows the MP Invest website interface. At the top, there is a blue navigation bar with links for Home, FAQ, Contact Us, How to use Invest Portal, and MP Invest - Single window System. On the right side of the bar are links for Login, Register, Central Inspection System, and Intention to Invest. Below the navigation bar is the MPDC logo (MP Industrial Development Corporation Limited) and a menu with options: About Us, EoDB, Land Allotment, Information, Notification, Grievance, Media, Tender, Policy, Act & Rules, and Login. A red box highlights the 'Pay Your Bill' link in the top right corner, with a red arrow pointing to it and the text 'Click on Pay Your Bill Button'. The main content area features a large graphic of a tiger's head made of colorful triangles. The text reads: 'Unleashing The Power Of Profitable Investment'. Below this, it states: 'INVEST is acting as one stop solution for any investor wanting to establish & operate business in the state.' There is a link for 'investor experts >>>>' and a green 'Read More' button. In the bottom right corner, there is a logo for 'MAGNIFICENT MP THE POWER OF TRUST'.

Step 1.2 - LEASE RENT & MAINTENANCE BILL PAYMENT PROCESS

Step-1.

*Enter Lease Number (Starting with ROL) 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 MPIDC (MP Industrial Development Corporation Limited) website interface for utility bill payments. The page is titled "Utility Bill Payment" and features two main service cards: "WATER BILL SUBMISSION" and "LEASE RENT & MAINTENANCE BILL SUBMISSION".

The "LEASE RENT & MAINTENANCE BILL SUBMISSION" card is the focus of this step. It includes the following fields and options:

- Lease No.** (highlighted with a red box)
- User Name (Old Portal Login ID)**
- Lease No.*** (example: ROL-9790)
- Mobile No.*** (example: 837005282)
- Email ID*** (example: mayraj@wadiology)
- Get Bill Details** button (highlighted with a red box)

The "WATER BILL SUBMISSION" card also has similar fields for Connection No., Mobile No., and Email ID, with a "Get Bill Details" button.

Step 1.3 - LEASE RENT & MAINTENANCE 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.

The screenshot displays the MPDC (Madhya Pradesh Development Corporation Limited) website interface for utility bill payments. The page is titled "Utility Bill Payment" and includes a navigation menu at the top with links for Home, FAQ, Contact Us, How to use Invest Portal, MP Invest - Single window System, Register, Central Inspection System, and Intention to Invest. The main content area is divided into two sections:

- WATER BILL SLUDDON:** This section provides instructions for paying water bills through net banking, credit card, debit card, NEFT/RTGS. It includes a form with fields for Connection No., Mobile No., and Email ID, and a "Get Bill Details" button.
- LEASE RENT & MAINTENANCE BILL SUBMISSION:** This section provides instructions for paying lease rent and maintenance bills through net banking, credit card, debit card, NEFT/RTGS. It includes a form with fields for Lease No., Mobile No., and Email ID, and a "PAY NOW" button. The "PAY NOW" button is highlighted with a red box.

The "LEASE RENT & MAINTENANCE BILL SUBMISSION" form contains the following data:

Lease No.	Mobile No.	Email ID
RCL-0790	8870085262	maya@pnpwalelogi

Example: RCL-9999

Industry Name	Amount	Pay Now
M/S Vay Parde	900	PAY NOW

Step 1.4 - LEASE RENT & MAINTENANCE BILL PAYMENT PROCESS

Step-

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

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

MPDC
Madhya Pradesh Industrial Development Co. Ltd.
GEMAMP BHOJWAP, T.S.,
Area 15th Block (Madhya Pradesh)-480001

Invoice No : **1012106002190**
Invoice Date : 20190208

Industry Details

Industry Name : B/S WESTON TEBROOM	Lease No. : 001-470
Proprietor :	Lease From : 20151004
Phone Number : 9826000000	Lease To :
Email id : test@gmail.com	Industrial Area : Madhamp
Address : PLOT NO. 14 B, SECTION NEW INDUSTRIAL AREA, MANDSEER	City : Bhopal

Payment Information:

Payable Amount : ₹ 47,232
Amount in words: Forty Seven Thousand Two Hundred Thirty Two Rupees Only

#	Head Name	Amount (in INR)
1	Yearly Lease Rent	3,344
2	100% on Yearly Lease Rent @0%	339
3	50% on Yearly Lease Rent @0%	659
4	Annual Maintenance Charge of Industrial Area (AMC) per Sqm }	38,588
5	50% on Maintenance @0%	3,173
6	50% on Maintenance @0%	3,173
7	Interest @6 per YTD of Yearly Lease Rent	1,891
8	50% on Interest @0%	0
9	100% on Interest @0%	0
10	Old Lease Amount	0
11	50% On Old Lease Amount	0
12	50% On Old Lease Amount	0
13	Old Maintenance Charge	0
14	50% On Old Maintenance Charge	0
15	50% On Old Maintenance Charge	0
16	Old Interest	0
17	50% On Old Interest	0
18	50% On Old Interest	0
19	50% on Maintenance (A)	750
20	50% on Lease Rent (A)	0
Payable Amount		₹ 47,232

In Words : Forty Seven Thousand Two Hundred Thirty Two Rupees Only

Select Payment Method

Online Payment Gateway (Credit card, Debit Card, NetBanking, UPI or Wallet payments)

NEFT / RTGS

Pay Now

Step 1.5 - LEASE RENT & MAINTENANCE BILL PAYMENT PROCESS

Step-

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



RTGS / NEFT (Tick the Appropriate box)	
Beneficiary Details Name : Madhya Pradesh Industrial Development Corporation Ltd. Account No. : IDCJB40000014 BANK : HDFC BANK LTD. IFSC Code : HDFC0004989 Date : 28/12/2021 Check No. : _____ Amount : _____ Signature / Stamp by bank staff 	Please remit the funds as per details provided through RTGS / 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, Anand Hills Bhopal (Madhya Pradesh)-462001 Account No. : IDCJB40000014 Bank Name : HDFC BANK LTD Branch : Karjurmang Branch, Mumbai IFSC Code : HDFC0004989 Amount (in Figure) : 718.05/- Amount (in Words) : Seven Hundred Eighteen Only Remarks : _____ Signature of Authorized Signatory 1 st Signatory 2 nd Signatory 3 rd Signatory

Step 1.7 - LEASE RENT & MAINTENANCE 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 several sections:

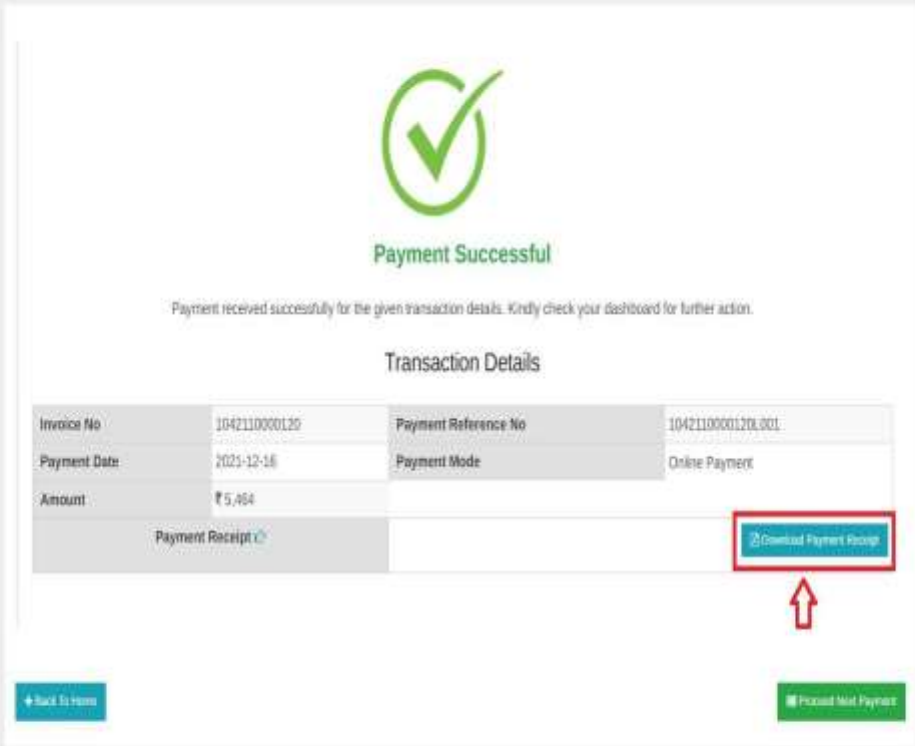
- Billing Information:** A blue sidebar on the left contains the following details:
 - Amount: **INR 5464.36**
 - Order No: **21120000008201**
 - Merchant: **MP INDUSTRIAL DEVELOPMENT CORP LTD**
 - Website: **https://invest.mp.gov.in**
- Payment Method:** A dropdown menu is set to **NET BANKING**.
- Merchant Selection:** A dropdown menu is set to **AvenuesTest**.
- Payable Amount:** **INR 5464.36** is displayed.
- Action Buttons:** A prominent red **CONFIRM PAYMENT** button is present, along with a smaller blue **Cancel** button.

A small "Payment Tools" icon is visible in the bottom right corner of the page.

Step 1.8 - LEASE RENT & MAINTENANCE BILL PAYMENT PROCESS

Steps-

1. After making payment user can download payment receipt.



The screenshot displays a payment confirmation interface. At the top center, there is a green checkmark icon inside a circle, followed by the text "Payment Successful". Below this, a message states: "Payment received successfully for the given transaction details. Kindly check your dashboard for further action." Underneath the message is a section titled "Transaction Details" containing a table with the following information:

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

Below the table, there is a "Payment Receipt" link and a "Download Payment Receipt" button, which is highlighted with a red box and a red arrow pointing upwards. At the bottom left, there is a "Back To Home" button, and at the bottom right, there is a "Process Next Payment" button.

Step 1.9 - LEASE RENT & MAINTENANCE BILL PAYMENT PROCESS

Steps:

Payment receipt of bill payment.



MP INDUSTRIAL DEVELOPMENT CORPORATION LTD.



1012105002191

Madhya Pradesh Industrial Development Corporation Ltd
CEDMAP BHAWAN, 16-A,
Aeris Hills Bhopal (Madhya Pradesh)-462001
GSTIN No. - 23AACCM6000D1ZU

Lease Rent & Maintenance Bill Payment Receipt

Paid

Invoice Number

1012105002191

Industry Name : M/S Vijay Patidar

Proprietor : PROPRIETORSHIP

Phone Number : 8718060925

Email Id : cvvijaypatidar@rediffmail.com

Plot Number : 32

Reference Number

1012105002191L001

Lease No : ROL-9790

Lease From : 22/03/2018

Lease To : 22/03/2117

Industrial Area : Bagroda

Address : 09, Chanakya, Chinar Fortune City, Hoshangabad,
Bhopal

City : Bhopal

Receipt Details

1	Paid Amount	9,884.02
2	Payment Received At	29/12/2021
3	Mode of Payment	Online Payment
4	UTR No/ Cheque No/Fund Transfer	NA
5	Transaction Number	TXN574750282093
6	Billing Date	29/12/2021 12:07 PM
Total Amount :		9,884.02
Total Amount (In Words) : Nine Thousand Eight Hundred Eighty Four.		

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



THANK YOU