# User Manual on IT-Automation For Himachal Pradesh Urban

**Development Department** 



# **IT-Automation HPUD Portal**

#### **Revision History**

Date	Version	Description	Author
27-Sept-2017	1.0	User Manual	Amitashree Mallick

HPUD Portal USER MANUAL for Website

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# 1. Website Portal

## **1.1 Getting Started With Website Portal**

To start using the website portal, enter the valid website address in the browser to view the following.



Home Page of HPUD:

In the above displayed HPUD Home page:

Click on the individual **FORM** link if new user to apply different forms for planning permission.

Click on the **LOGIN** link to view status and apply forms for existing users.

Click on the **OFFICER LOGIN** link page will redirect to Administrative login screen.

Click on **CHECK STATUS** link to know your application status by entering the reference number.

On clicking on **LOGIN** link, the user can view the following page:



In this Page two sections are displayed:

Private Professionals:

- User can click on **PRIVATE PROFESSIONALS** to login as private professionals.
- Already registered empanelled private professionals can only login to view dashboard.
- User can click on **CITIZENS** to login as citizen.
- Already registered user can login to view dashboard.

On clicking on respective user type, the user can view the following page:



After login user will view dashboard.

On clicking **ONLINE SERVICES** user will view list of forms.

### 1.2 Form-11

#### 1.2.1 Apply Form-11

The purpose of applying this form is to get permission of sub-Division/development of land.

This form can be applied by empanelled private professional from their dashboard on clicking **Online Services** and then Apply button of Form-11.

		Online Se	ervice Online Help	Fee Calcul
> Form List		Sad		
Form of application for permission. Form	n - 11 (See Rule 35(1))			Арр
Form of application for permission of De	velopment of Land / Construction	of Building. Form - 12 (See Rule 16(1))		Арр
Form Application for composition of offe	nces under section 39-C read with	sub-section (3) of section Form - 26 (5	iee Rule 35(1))	Арр

	Private Pro	ofessional Information	Checklist	to be filled Dor	ruments	+ 9(4)	indicates Mandatory Field
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Applicant Information							
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Mr. •		S/0 •		+91			•
JL			]		1 1 530	3 - 1	
Contact Information							
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Address PIN <b>Description of Land Pr</b> Mohal/Muzza/Phati Chatuni No. Chasra No. Fotal Plot Area(sq.m) Property Type		Subdivision/Developm	ent of Lanc	PIN Khata No. Latitude/Longi Area (sq.m) No. of Plot Use Type	:: :: :: :: :: :: :: :: :: :: :: ::	Select-	* 
Address PIN <b>Description of Land Pr</b> Mohal/Muzza/Phati Chatuni No. Chasra No. Otal Plot Area(sq.m) Property Type		Subdivision/Developm	ent of Lanc	PIN t Khata No. Latitude/Longi Area (sq.m) No. of Plot Use Type	::	Select-	* • • • • •

In the Proposed Construction Location Section-Select district from the drop down box. Select ULB from the drop down box. Select Ward from the drop down box. In the Applicant Information Section-Enter Applicant Name. Enter Applicant Guardian Name. Enter Mobile No. Enter Aadhaar No. In the Contact Information Section-Enter email Id. Enter Private Professional Mobile No. Upload Applicant Photo Enter Correspondence and Permanent Name Enter Correspondence and Permanent Guardian Name Select Correspondence and Permanent State from the dropdown box Select Correspondence and Permanent District from the dropdown box Enter Correspondence and Permanent Ward Name Enter Correspondence and Permanent Address Enter Correspondence and Permanent PIN Code

If Correspondence and permanent address are same then click on "**Same as Corr.** Address".

User will enter the **Description of land proposed for sub-Division/development of land proposed**:

Description of Land	Proposed for Subdivision/Develop	ment of Land		
Mohal/Muzza/Phati	:	*	Khata No.	:
Khatuni No.	:		Latitude/Longitude	:
Khasra No.	:	×	Area (sq.m)	:
Total Plot Area(sq.m)	:	Ŕ	No. of Plot	*
Property Type	: 🔵 Govt. 💿 Private		Use Type	:Select- *

Enter the Mohal/Muzza/Phati No.

Enter the Khata No, Khatuni No.

Select the Latitude/Longitude dimension.

Enter Khasra No.and Area

The Total Plot Area is calculated.

Enter the figure for the number of plots.

Choose the Property Type, either Govt. or Private.

Select the Use Type of the respective land.

#### In Details of plot after subdivision

Select whether Change of land-use is involved.

Select Type of CLU

Enter the plot details such as Plot No., Plot Area select the Type of land

Development. Here the user can either Add or remove the records.

There are three enable button Save As Draft, Next, Reset.

User can click on Save As draft to save the data in application and your application is in draft stage.

Click on reset button to clear all data.

User can click on **Next** button to Continue the application.

On clicking Next, the user is redirected to the following screen:

an → Form-11			Sad		۹ می
Form of application for A (beyound the limits a sub-division / developr	permission under sub-section (2) of s specified under section 30-A) of the nent of land.	section 15-A or clause ( Himachal Pradesh Tov	a) of section 16 vn and Country	or sub-section (1) of section Planning Act, 1977 (Act No	on 30 or section 30- o. 12 of 1977) for
Applicant Information	Private Professional Information	Checklist to be filled	Documents	수 몇(*) Indi	cates Mandatory Field
Private Professional Ir	oformation				
Registration No.	: RP0268/2016 *	Name	Ĩ	Aarav Sharma	*
Class	: • A	Plan Sub	mission Date	20-09-2017	<b> </b>
Address	: SBSM Complex Vill.Kufridhar,P.O.Ghanahatti Shimla, Town/Village-Ghanahatti, I Maximum 250 characters	Dist-Shimla, State-Himao	chal Pradesh, Pl	IN-171014	*
Documents / Maps					
Jamabandi Document	Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)	O Conveya	nce deed	Choose File No file cho (pdf/zip file only and Max 30 MB)	osen 💙 👩 file Size
Demarcation report	Choose File No file chosen (pdf/zip file only and Max file Size 30 MB)	📀 🛛 Tatima D	ocument	Choose File No file cho (pdf/zip file only and Max file MB)	osen 🖌 👔
Location Plan	Choose File No file chosen (pdf/zip file only and Max file Size 30 MB)	<ul> <li>Site Plan</li> </ul>		Choose File No file cho (pdf/zip file only and Max file MB)	osen 🖌 📀 Size 30 *
Proposed Consolidated Orientation")	Map 1(Note :- " Upload the proposed	consolidated map in Po	ortrait	Choose File No file choose File No file choose File No file choose file MB)	osen ✔* <mark>2</mark> Size 30
	← Prev	Save As Draft Next	→ Reset		

In this section user will enter the **Private professional information**:

Enter the registration No. in the text box then all other information will be autofilled.

User will upload different documents like Jamabandi document, conveyance deed etc.

There are three enable button **Save As Draft**, Next, Reset.

User can click on Save As draft to save the data in application and your application is in draft stage.

Click on reset button to clear all data.

Click the **Next** button to get redirected to the Checklist page.

In this section fill the checklist data as per the regulations.

ub-u	ivision / development of land.			
pplic	cant Information Private Professional	Information Checklist to b	e filled Documents	👘 👯 (*) Indicates Mandatory Fie
hec	klist to be filled			
SI#	Description	As per regulations	As proposed	Remarks Relaxation
1	Total Area of land (Sq. m.)	2500 (Maximum)	200	
2	Ownership & Revenue documents	Required	<ul> <li>Submitted</li> <li>Not Submitted</li> </ul>	
3	Minimum width of access required			
	Width of Vehicular access	5 (Minimum)	5	
4	Area for Basic Ammenties			
	Minimum Area of Soakpit	10.00 (Minimum)	20	
5	Distance from Motorable Road (Give name of road)(Meter)		4	
6	Width of existing path/road to the proposed land (Meter)		2	
7	Gradient of plot (Degree)	45 (Minimum)	45.	
8	Provision of Rain water Harvesting Tank	Required @ 20ltr per roof top area	1	
9	Whether proposed site is located nearby ASI Protected monument Yes No	(Upload NOC from the competent authority)	Choose File Noen	
10	Whether any HT/LT Line, crossing over the proposed land Yes _ No	(Upload NOC from HPSEB)	Choose File Noen	
11	Whether trees are standing on plot • Yes No			
	No. of trees	1 (Minimum)	1	
	Distance of tree from proposed development if not to be cut	2 (Minimum)	2	
	Whether Permission of Competent Douridary Yes No Distance from Forest Boundary	ant weet a s	Chasse Eile No. on	
12	Whether plot is Directly abutting with National Highway/State Highway/Bye- pass/Other H.P. Public Department Schedule road Yes No	(Upload NOC from the competent authority along with Site plan)	Choose File No en	
13	Whether proposed plot is abutting to natural drainage • Yes O No			
	Distance from Nullah	5 (Minimum)	5	
	Distance from Khud	10 (Minimum)	10	
14	Whether any Pipeline/Sewerage line crossing or passing through the plot • Yes O No	(Upload NOC from the competent authority)	Choose File Noen	
15	Any other information		No	

Then click on the Next button to view the following Document upload screen:

Ab > Form-11		Sad	•
Form of application for permission under sub-section (2) of A (beyound the limits as specified under section 30-A) of the sub-division / development of land.	f section 15-A or clause ( e Himachal Pradesh Tov	(a) of section 16 or si wn and Country Plan	ub-section (1) of section 30 or section 30- ning Act, 1977 (Act No. 12 of 1977) for
Applicant Information Private Professional Information	Checklist to be filled	Documents	💽 🎇 (*) Indicates Mandatory Field
Other Documents			
Any other NOC if required		Choose File	No file chosen 🖌 ly and Max file Size
Affidavit regarding Surrender of Path if required		Choose File	No file chosen 🖌 Iy and Max file Size
Any other Affidavit if required		Choose File (pdf/zip file onl 10 MB)	No file chosen 🖌 ly and Max file Size
Weather Agriculturist Himachali		: 💽 Yes  No	
Upload Signature			
Choose File No file chosen (jpg/jpeg/png/gif file only and Max file Size 1 MB)			
+ Prev	Save As Draft Finish	Reset	

In this section, the user will

Upload different documents like any other NOC if required, affidavit regarding surrender of path etc.

Upload Signature.

After entering all required information user will click on the **Save As Draft** to save the data in the application and in draft mode or can click on the **Finish** button to continue. • If User will click on Finish button then page will redirect to the Form-11 preview

page shown below.

SL#	Applicant Name	G	uardian Name	Applicant Mobile	No.	Aadhaar No.	
9	Mr. Amitashree h	Mällick S	o A K Mallick	9132857694		0000000000000	
							and the Contract of the Section
ivate P	rof, Mobile No.		1 911	32857694			
dense	Details						
orrespo	ondence Address			Permanen	Address		
iame Wardia	an blame	: Mr. Amitasi : 5/o A.K.Mai	hree Mallick lick	Name	Name	1 Mr. Amita 1 5/0 A K M	ishree Mallick Jallick
tate		: Himachai P	radesh	State		: Himachai	Pradesh
ensil		: Solan : Arki		District		: Solan : Arki	
own/w	illage/Ward	: Ward1		Town/Villa	ge/Ward	: Ward1	
iN	5	: R Colony, H : 763131	( <del>2</del>	PIN		: 763131	HP
script	tion of Land Prop	oosed for Subdivisi	on/Developr	nent of Land			
ivenue atuni l	village/Mohal No.	: 9221		Kha	ita No	1 1 23	
iasra N	40	i 12		Are	a (sq.m)	: 200.00	
strict	n Area(sq.m)	: 200.06 : Solan		-No. 1911	a piet	: 1 : Municipi	l Council Solan
and	ation	: 2-Raiway Station		Pro	perty Type	i Private P	roperty
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855		t aarav sharma t A		Pia	n Date	: 20-09-20	37
Idress		SBSM Complex VII 171014	LKufridhar.P.C	).Ghanahatti Shimla, Town/	village-Ghanaha	tti, Dist-Shimla, State	Himachal Pradesh, PiN-
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achthe	t to be filled						
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	Minimum of Ac	cess Required					
	Area for Basic A	nar access		5 (Minimum)	5		
	Minimum Area	of Soakpit		10.00 (Minimum)	20		
	Distance from	Motorable Road			.4		
	Width of existin	ng path/road to the	proposed	- inner	.2		
	deadloot of all	of (Degree)		45 (Minimum)	45		
	caracterite or pre-	are the weeks as a s	; Tank	Required @ 20ltr per ro	of 1		
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22 33.	Analysis on parameters     Provision of Parameters     Protected monu     Whether proposed fand     Whether any h     proposed fand     Whether trees a     No. of trees     Distance of tre     If not to be cut     Whether pool     Solutions of tre     Distance from     Whether propo     Distance from #     Distance from #     Distance from #     Distance from #     Whether any Pool     Solutions for #	an water Harvesting sed site is located neu- ument. TrLT Line, crossing are standing on plot te from proposed de forest standing on plot for the standing on plot for the standing of the standing hission of Competen rees Abutting to Forest Bo forest Boundary Directly Boundary one of the standing of the forest Boundary forest Boundary forest Boundary forest Boundary for standing of the forest Boundary one of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the standing of the	arby ASI over the evelopment t authority bundary National her H.B. g to natural	top area NOC from the competer authority NOC from HPSEB 1 (Minimum) 2 (Minimum) NOC from Forest Department 2 (Minimum) NOC from the competer authority accordingly wi Site plan 5 (Minimum) 10 (Minimum) NOC from the competer authority	nt elle		
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In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.

Then again the page will redirect to preview page

Then click on the **declaration** check box and confirm button to confirm your application.

When user will click on the Confirm button page will redirect to the payment page with the amount and reference number.

When user will click on the modify button then modify application or **Pay** button page which will redirect to HDFC payment gateway where user enters bank details and confirms payment.

On successful payment user is redirected to the confirmation page with the confirmation message and reference number.

Payment Summary		CUL
Payment Summary		
	Application Fee	₹4200.0
	Processing Fee	₹11.0
	e-Charges (2.00 <b>%</b> )	₹84.2
	Total Payment Amount	₹ 4,295.2

Now user can know the **approval status** of your application using the reference number.

Once the application is approved user can get an e-mail and SMS of your user Id and Password to **login** to user dashboard.

Now user can know the approval status of your application using the reference number.

Reference No.	: 01201700002			1
Applicant Name	: Amitashree M	allick		
Mobile No.	: 9132857694	Ema	il Id	: amitashree.mallick@csmpl.com
Form Name	: Form - 11	App	lied on	: 20-Sep-2017
Address	: Town/village :	Ward1, Tehsil : Arki, Dist :	Solan, State : Himach	hal Pradesh
ULB	: Municipal Cou	incil Solan Dist	rict	: Solan
	Your appl	ication is Under I Stay tune	Process <mark>at Cle</mark> ed to get your	erk, Municipal Council Solan r approval

Once application is Provisionally Approved user will pay the remaining fees by logging into account using mailed User id and Password.



After login to the account the above page will be shown.

Then click on **Click here to pay** button to pay the application fee. Then the page will redirect to make payment screen.

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2 2 4 5 6 7 8 0 10 11 12 12 13 14 15 her Doc fidavis re yo other c incelled H hether A	Connership & Be Minimum width of Venicula Area for Basic Am Minimum Area of Distance from M Vision of existing and Gradient of piot Provision of Rain Whether propose Provision of Rain Whether any Pit proposed land Whether any Pit Provision of trees Distance of tree development fir Whether Propose Mather trees ar No. of trees Distance from Nu Distance from Nu Distance from Nu Distance from Nu Distance from Nu Distance from Nu Distance from St Whether propose draining Distance from St Stance from St Stance from St Stance from St Distance from St	venue documents r access required requi	Required 5 (Minimum) 10,00 (Minimum)          -	Submitted 5. 10° 11 12 45 45 45 45 45 5. 45 45 5. 45 45 5. 45 45 45 45 45 45 45 45 45 45	ro922_113655.pd nit Price Per Sq N 31.00 Pricessi State 6-Char State 6-Char Tot	۲ ۲۰۰۲ (۲۰۰۲) ۱۰۰۲ (۲۰۰۳) ۱۰۰۲ (۲۰۰۳) ۱۰۰۲ (۲۰۰۳) ۱۰۰۲ (۲۰۰۳)	Application Pee ₹ 4.200.00 ₹ 11.00 ₹ 10.00 ₹ 10.00 2.00 ₹ 6.957.42

In this page the form preview will be displayed and then go to make payment section. Here the payment details will be shown, then choose the payment mode.

Then user has to pay online. Click on Pay Application Fee to redirect to HDFC payment gateway where user can enter details and confirm payment. User can click on back button to back to previous page.

Then click on the Confirm button and successful payment the user will be redirected to the payment confirmation page with the message shown below.



# 1.3 Form-12

#### 1.3.1 Apply Form-12

The purpose of applying this form is to get permission of development

of land/construction of building.

Online Service	Dnline Help Fee Calculato
Sad	. 🚺 🧕
	Apply
if Building. Form - 12 (See Rule 16(1))	Apply
sub-section (3) of section Form - 26 (See Rule 35	5(1)) Apply
	Online Service C Sad f Building, Form - 12 (See Rule 16(1)) ub-section (3) of section Form - 26 (See Rule 35

This form can be applied by empanelled private professional from their dashboard on clicking **Online Services** and then Apply button of Form-12.

Applicant Information	Checklist to be filled Priva	ate Professiona	Information Document	s	
Proposed Constructio	a Location			· · · · · · · · · · · · · · · · · · ·	ates Mandatory Fiel
vistrict : Solan	n Location	: .	icinal Council Parwanoo	* Ward - 1 Working M	Ioman Hostal
Strict Solari					inter noster
Applicant Information					
Applicant Name *	Guardian Name	•	Applicant Mobile No. *	Aadhaar No.	Co-sharer's (if any)
Mr. • Sad	S/0 ▼ Sad		+91 9976786786	88888888888	<b>•</b>
optact information					
mail ID	· amita122@gmail.com			200	
	unnurzbegnuncom				
				Upload	
				only max size 1 MB *	
orrespondence Addre	ss		Permanent Address	Same as C	orr. Address
ame	: Mr. V Sad		Name	Mr. • Sad	
uardian Name	∶ S/o ▼ Sad	*	Guardian Name	: S/o • Sad	
tate	: Himachal Pradesh	.▼ *	State	: Himachal Pradesh	*
listrict	Solan	★ 141	District	Solan	<b>*</b>
ehsil	: Arki	▼ (*)	Tehsil	: Arki	•
own/village/Ward	: 2	*	Town/Village/Ward	: 2	*
ddress	: 213		Address	: 213	*
		12			
IN	: 745454	*	PIN	: 745454	*
Description of Land P	roposed for Development of	Land/Construe	ction of Building	[	
4ohal/Muzza/Phati	: [1		Khata No	: 3	
hatuni No	: 3		Latitude/Longitude	:	•
hasra No	: 3	* -	Area (sq.m)	: 200.00	- O
otal Plot Area (sq.m)	: 200.00	*			
Whether Subdivision Ar	aproved : Ves INO		Whether property is a	ancestral :  Ves  N	3
ncestral property	Choose File No file chose	*	fine of property is a		
upporting document	(pdf/zip file only and Max file Si 10 MB)	że 🗸			
pplied Land Use	: Residential	▼ * 1	Maximum Permissible Ground Coverage (in	e : 200.00	*
			Sq.m)		
roposal Submitted for	: Approval of map	· ·	Property Type	: 🔵 Govt. 💿 Private	
ype of Construction	: Detached	▼ *			
a second					
io of Slock					
Ilock - 1	• [ *				
Si# Elage Tree *			Parking Area / Sector Pa-	r So m	Addition
Siw Floor Type *	Floor Area Sq. m.*		Farking Area / Service Floo	Exemption	Add More

#### In the Proposed Construction Location Section-

Select district from the drop down box.

Select ULB from the drop down box.

Select Ward from the drop down

#### box. In the Applicant Information Section-

Enter Applicant Name.

Enter Applicant Guardian Name.

Enter Mobile No.

Enter Aadhaar No.

#### In the Contact Information Section-

Enter email Id.

**Upload Applicant** 

#### Photo In Address Section-

Enter Correspondence and Permanent Name

Enter Correspondence and Permanent Guardian Name

Select Correspondence and Permanent State from the dropdown box

Select Correspondence and Permanent District from the dropdown box

Enter Correspondence and Permanent Ward Name

Enter Correspondence and Permanent Address

Enter Correspondence and Permanent PIN Code

If Correspondence and permanent addresses are same then click on "**Same as Corr.** Address".

#### User will enter the **Description of land proposed for development of land/** construction of building

Enter the Mohal/Muzza/Phati No. Enter the Khata No, Khatuni No. Select the Latitude/Longitude dimension. Enter Khasra No.and Area The Total Plot Area is calculated. Enter the figure for the number of plots.

Choose the Property Type, either Govt. or Private.

Select the Use Type of the respective land.

Description of Land	Proposed for Subdivision/Develop	oment of Land		
Mohal/Muzza/Phati	:	*	Khata No.	
Khatuni No.	3		Latitude/Longitude	:
Khasra No.	:	*	Area (sq.m)	:★ ♀
Total Plot Area(sq.m)	:	×	No. of Plot	*
Property Type	: 🔵 Govt. 💿 Private		Use Туре	:Select- *

#### In Builtup Area section-

Enter No. of Blocks., Floor Type, Approved Floor Area, Land-use Type, Parking Area, Actual Construction, Exemption Click on add more to provide more floor details

Click on remove to remove a floor detail

Choose if exemption required

Select whether Change of land-use is involved.

Select Type of CLU

Enter the plot details such as Plot No., Plot Area select the Type of land

Development. Here the user can either Add or remove the records.

There are three enable button Save As Draft, Next, Reset.

User can click on Save As draft to save the application as draft and fill later using reference number.

Click on reset button to clear all data.

User can click on Next button to Continue the application.

•	iomi	e > Form-12			
F	(be)	of application for permission under sub yond the limits as specified under section	-section (2) of section 15-A or n 30-A) of the Himachal Prad	r clause (a) of section 16 or su esh Act, 1977 (Act No. 12 of 1	ib-section (1) of section 30 or section 30- 977) for Development of Land /
C	onst	ruction of Building			
C	heck	klist to be filled	Private Professional Infor	mation Documents	Teld (*) Indicates Mandatory Field
13	ster	Description	As per regulations	As proposed	Remarks Relaxation
	۲.	Type of Area	Other	() Other	
	2	Total Plot Area (in sg.mt.)	250 (Maximum)	200.00	
	8	Ownership & Revenue Documents	Required	() Submitted	
	4.	Land-use		Not Submitted	
1	5	F.A.R.	1.75	1,00	
	6	Built up Area (in sq.mt.)		200,00	
	7.	Whether Construction Abuts with NH/SH/MDR/Other Roads Set Backs (Meter)			
		C Yes INO	3 (Minimum)	[	
		Rear	2 (Minimum)		
		Left Side	2 (Minimum)	2	
		Right Side	2 (Minimum)	3	
54	0	Number of Storey	NA	7	
.,	D.	Public Path/Public Road Existing at Site			
		Shown in Tatima	Required		d
				Submitted     Not Submitted	
	10	Parking Provision	Mandatory If Feasible	×	
	1.2	Over the Proposed Land			
	1.3	Ves ( No Whether proposed Plan is located nearby HEI Gligh Flood I should			
	14	O Yes  No Forest Boundary/STP (Sewage Treatment Plant)			
		Yes ( Pool No     Yes ( No     Yes ( No	S (Minimum)		
	15	Whether plot is Directly abutting with National Highway/State Highway/Bye- pass/Other H.P. Public Department Schedule road Yes ( No			
	16	Whether Proposed Plot is abutting to Natural Stream			
	17	Whether any Pipeline/Sewerage line crossing or passing through the plot Yes () No			
	1.01	Provision of Solar Passive Building	Mandatory	¥	
	20	persons with disability Whether the Proposed Plan is above			
		the road level on Valley Side.			
-	21	Whether proposed Plan is located in Sinking and Silding area O Yes ( No	Geological Report		
	~ ~	(Litres)	top area	27	
	24	Whether muck to be disposed at the dumping site of M.C.?	(Upload NOC Document)	Choose File Noen	
		Upload Documents where muck is to be disposed	(Upload Affidavit Document)	Choose File Noen Gadfzip file only and Max file Size to MB)	
	2.5	Muck to be Disposed (in Cubic mt.)	230 (Minimum)	230	
	26	Whether Proposed Plan have Provision of Soak Pit		Tes O No	
1	27	Whether Minimum Path available on Proposed Plan		Choose File Noen	
-	2/9	Risk based Classification of building		max file size 10 MB3	
		Whether building with communication tower		🖝 Yes 🔾 No	
		Whether proposal is for Group Housing Scheme		• Yes O No	
		whether building raised on land fill		• Yes O No	
		Whether building raised on reclaimed land		● Yes ◯ No	
	2159	Siope of Land (Degree)	45 (Maximum)	0	
		Height of Parking Floor (Meter)	2.30 (Maximum)	0	
		Height of Slapping Roof (Meter)	2.50 (Maximum)	0	
		Height of Floor (Meter)	3.50 (Maximum)	0	
		Height of Building (Meter)	21.00 (Maximum)	0	
		Maximum Hill Cut (Mater)	3.50 (Maximum)	0	
		Distance between two Blocks (Meter)	S (Minimum)	5	
		Height of Service Floor (Meter)	NA (Maximum)	0	
		Equivalent Car Space (Sq. Mt.)	NA (Maximum)	0	
		Shulldable Width	S (Minimum)		
	30	Photograph of Site 😒	Required	Choose File Noen	
	3:1	Any other information		artel MARY THE SIZE 10 MID	
			Save As Graft	The second se	

Click the **Next** button to get redirected to the Checklist page.

In this section fill the checklist data as per the regulations.

On clicking Next, the user is redirected to the following screen:

Home > Form-12		
Form of application for A (beyond the limits a Construction of Build	or permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section ( s specified under section 30-A) of the Himachal Pradesh Act, 1977 (Act No. 12 of 1977) for De ng	1) of section 30 or section 30- velopment of Land /
Applicant Information	Checklist to be filled Private Professional Information Documents	뿇(*) Indicates Mandatory Field
Impanel Information		
Professional Type Registration No.	: Govt.  Private  RP0268/2016  *	*
Mobile No.	* 9805375979	
Class	Plan Submission Date : 04-09-2017	<b>m</b>
Address	: SBSM Complex Vill.Kufridhar,P.O.Ghanahatti Shimla, Town/Village-Ghanahatti, Dist-Shimla, State-Himachal Pradesh, PIN-171014	*
Certification Certificat	e : Choose File No file chosen * (pdf/zip file only and Max file Size 10 MB)	
	← Prev Save As Draft Next → Reset	

In this section user will enter Impanel Information:

If applicant is citizen enter the registration No. in the text box then all other information will be auto-filled. If private professional is logged in his information automatically fills.

Upload Certification certificate of professional.

Then click on the Next button to view the following **Document** upload screen:

Home > Form-12			
Form of application for permission under sub-s A (beyond the limits as specified under section a Construction of Building	ection (2) of section 15-A or clause 30-A) of the Himachal Pradesh Act,	(a) of section 16 or sub-sec 1977 (Act No. 12 of 1977) f	tion (1) of section 30 or section 30- or Development of Land /
Applicant Information Checklist to be filled	Private Professional Information	Documents	👷 (*) Indicates Mandatory Field
Documents / Maps			
Jamabandi Document	Choose File No file chosen	(pdf/zip file only and	d Max file Size 10 MB) 🛛 🛷
Conveyance Deed/Sale/Lease	Choose File No file chosen	pdf/zip file only and	d Max file Size 10 MB) 🖌
Demarcation Report	: Choose File No file chosen	(pdf/zip file only and	d Max file Size 10 MB) 🛛 🖌 🧭
Tatima Document	Choose File No file chosen	(pdf/zip file only and	d Max file Size 10 MB) 🛛 🛩 💣
Location Plan	Choose File No file chosen	(pdf/zip file only and	d Max file Size 10 MB) 🗸 *🕢
Site Plan	Choose File No file chosen	(pdf/zip file only and	d Max file Size 10 MB) *
Structural Design /Stability Certificate	Choose File No file chosen	(pdf/zip file only and )	d Max file Size 10 MB) 🖌 *
Proposed Consolidated Map1(Note :- " Upload the proposed consolidated map in Portrait Orientation")	: Choose File No file chosen	(pdf file only and Mail (pdf file only and Mail)	ax file Size 10 MB) 🛛 🗸 * 오
Muck Disposable Quantity Plan	Choose File No file chosen	(pdf/zip file only and	d Max file Size 10 MB) 🖌
Other Documents			
Any other NOC if required	Choose File No file chosen	(pdf/zip file only and M	ax file Size 10 MB)
Affidavit regarding Surrender of Path if required	Choose File No file chosen	(pdf/zip file only and M	ax file Size 10 MB)
Any other Affidavit if required	Choose File No file chosen	(pdf/zip file only and M	ax file Size 10 MB)
Whether Agriculturist Himachali	: • Yes 🔿 No		
Upload Signature			
Upload Signature Signature	: Choose File No file chosen	(jpg.jpeg.png.gif file only ar	nd Max file Size 1 MB) 🖌 *
	← Prev Save As Draft Finish	→ Reset	

In this section, the user will

Upload different documents like any other NOC if required, affidavit regarding surrender of path etc.

Upload Signature.

After entering all required information user will click on the **Save As Draft** to save the data in the application and in draft mode or can click on the **Finish** button to continue.

If User will click on Finish button then page will redirect to the Form-12 preview page shown below.

51.W	Applicant Name	Coundian	Name	pplicant Mobil	e No.	Adhaar No		S	2 -
n Lenniasis	intr. sad	570 Sed		976786786		888888888888888888888888888888888888888	3-01-05-05		102.0
								Signatu	14.46
orre	ss Details spondence Address				Permanent Addre	196.16			
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Passar (	4.K	Solari Aver			District.		Solars	PT -	
course	invittage/ward (	2			Townsvillagerwa	iret i	3		
199-4		745454			87174	1	745454		
a ser	iption of land propo	sed for Developm	ent of Land/Cor	struction of	Building				
orra Sorra	na Nasi Ingga Sangaran Sangar Sangaran Sangaran Sang	5 39			Wand March		i se i t-wnoching w	fomen Hostel	
enador:	n Not Area (sq.m)	300.00			Whether Sub-	distators	1 110		
100 870 400	rty is anoneral i	14° etc. 43.			wateresting the	CHERTERISE CONTRACTOR	1 - C - C - C - C - C - C - C - C - C -		
10120-00	rky type i	Private			tota	continue that as	1 estatetesperies	norren Parovarna	G4 .
100423-3	And and the second s	teres de la constante en			SPOLYNCE COVE THE PERSON	ringer Giry	200.00		
an to the	Streets i	Plan which en en Chan 1.			Type of corist	PROTECTION CONTRACTOR	: Approval of i : Entachard	ren ale gin	
1.00	of Block 1 Floor Type	Floor Area 5q.	. m.	Parking Area	/ Service Floor Sc	ą. ero.		Exemptio	n
	Circulated Fileser	200.00		12.00				No	
193-047 0177-07	el Information	maray sharrow			flore internet over	Na co-	1 REDDARGE		
ofe:	isional Mobile No. I	9805375979			Type Plan Solumi	Nors Charter	i Private Profe	initia const	
a starter	55 3	SBSM Curriplex VI 171014	Listefriethar.P.CLCita	rialmantei Sitsireila	Town/Village-Gh	ariahisti, Di	st-Shiryla, State-141	reasons in a stand	Ph. WEIPH-
0+10191	cation certificate	-							
ect	list to be filled								
Let	Description Type of Area		As per regulation	a ti	As proposed Other		PhoresideFea		Pelacation
	Total Plot Area (in 5g		250 (Maximum)	•	200.00				
	Land-use	e documents			Residential				
	E.A.R.		1.25		1.00				
	Whether construction	aburto with							
	Set backs (Sq. mt.) Front		3 (MINIMUM)						
	Rear		2 (Minimum)		2				
	Shiggron Sitedan		2 (Minimum)		2				
	Number of storey Public path/Public roa	d existing at site	NA		4				
	Extenting an older		3 meter (Minim	L1933	38				
0	Farking prevision		Mandatory If Fe	na sitister	Sustain the set				
	Whether any HT/LT i the proposed land	ine, crossing over			PHO				
-	Forest Boundary/STP				inio .				
	Boundary	ng to Porest			740				
5.58	Whether plot is Direc National Highway/St pass/Other H.P. Pub	tly abutting with ate Highway/Bye- lic Department			P-440				
	Schedule road Whether proposed p	tor in adverticing to			1.44				
	Natural Stream Witeliter any Pipelin	er / Silver warmen er ungigten. A biert ver			Pulan				
i es	Provision of Solar Pa	ssive Building	Mandatory		¥				
7	Provision of barrier t	rien antioesci for Sy			1.445				
- 429	Whether the Propositive road level on Val	ed Plan is above ley side.	Pelas						
	Whether proposed P Sinking and Sliding a	tan is located in rea.			Peter				
2429	mam water harvester	& tank provision	flequired dP 20 top area	to per roof	- 08-9 				
	Whether muck to be d	inguished at the	is following of r	tert Fort house	to a				
	Uplead Decuments wi	vere entrole to to los	NOC Decoment		-				
-4	Muck to be disposed	(in Cubic mt.)	230 (Minimum)		230				
10	whether minimum proposed plan	ath available on	(Upload affiday surrender of pa	tt off					
-	Risk based Classificati	on of building			West.				
	COVER Proposal is fo	ar Grunige breakings			Weeks				
	Scheme whether building rais	ed on land fill			Y 05				
	Whether building raise larvel	net sam mechanisment			'¥'ных				
7	Slope of land (Degree)		-15 (Maximum)		0				
	Height of parking fino	(Matar)	2.30 (Maxmum	9	0				
	manging of floor pressor		3.50 (Maximum	3	-				
	Height of building the	ter3	23.00 (Maximus	6ev 6	0				
	Distance between two	blecks (Water)	5 (Minimum)	· ·	.5				
	Plinth height (Meter) Height of Service floor	CMeters	2 (Maximum) NA (Maximum)		0				
	Equivalent car Space		NA (MaxImum)		0				
	Photograph's of site		S (Minimum) Required		5-2-0-				
9	Any other informatic	an .							
scur	nents / Maps								
******	and document	2 8			Conveyance deed Tatimis document	n sa tao ni ka si ka		* ••••••••••••••••••••••••••••••••••••	
1000	on Plan sed Consolidated Map	а			Site Plan			el 📫 C	
truice	ural Design /Stability C	REFERÈNCIAS 2			NUMBER OF STREET	quantity Pla	115	• • • • • • • • • • • • • • • • • • •	
ther	Documents								
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In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.

Then again the page will redirect to preview page

Then click on the declaration check box and **confirm** button to confirm your application.

When user will click on the Confirm button page will redirect to the payment page with the amount and reference number.

When user will click on the modify button then modify application or Pay button page which will redirect to HDFC payment gateway.

On successful payment user is directed to the confirmation page with the confirmation message and reference number.

	Your Applicati	on Reference No : 02201	700017	
Payment Summary				
Floor No	Total Area Sq. m.	Parking Area Sq. m.	Unit Price (₹)	Price (₹)
Block- 1 Ground Floor	200.00	12.00	₹10.00	₹2000.00
			Building Fee	₹2000.00
			Total Payment Amount	₹2,000.00

Now user can know the approval status of your application using the reference number.

Once the application is approved user can get an e-mail and SMS of your user Id and Password to **login** to user dashboard.

Now user can know the approval status of your application using the reference number.

: Sad : 9976786786 : Form - 12	Email Id	· amita123@email.com	The as			
: 9976786786 : Form - 12	Email Id	· amita123@gmail.com				
: Form - 12	9976786786 Email Id : amita123@gmail.com					
	Applied on	: 04-Sep-2017	- T			
: Town/village : 2, Tehsil : Arki, Dist : Sol	lan, State : Himachal Prades	ih				
: Municipal Council Parwanoo	District	: Solan				
our application is Under P Stay tu	Process <mark>at Clerk, N</mark> ned to get your a	Aunicipal Council Parw pproval	vanoo			
	: Municipal Council Parwanoo our application is Under P Stay tu	: Municipal Council Parwanoo District Dur application is Under Process at Clerk, N Stay tuned to get your a	: Municipal Council Parwanoo District : Solan			

Once application is Provisionally Approved user will pay the remaining fees by logging into account using mailed User id and Password.



After login to the account the above page will be shown.

			Development of Land	Construction of	Boulding.			
spoliticae Sil.w	Applicant Name	Suamban	Name Applicant	Mobile No.	Adhaart	New Jon	1000	
1	petro Barat	Tire Said	\$15,55175	86	000000	9 (ES) (ES (ES) (ES-ES)		
					dir.			
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In this page the form preview will be displayed and then go to make payment section. Here the payment details will be shown, then choose the payment mode.

Then user has to pay online. Click on Pay Application Fee to redirect to HDFC payment gateway where user can enter details and make payment.

Then click on the Confirm button wherein the user will be redirected to the confirm payment page with the confirmation message shown below.

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User is notified with sms and mail once the payment is updated and certificate is issued.

## 1.4 Form-26

#### 1.4.1 Apply Form-26

The purpose of applying this form is to get permission of development of land/construction of building for any type of offence case.

Urban Development Department Government of Himachal Pradesh	Online Service	Online Help Fee Calculato
8 ≻ Form List	Sad	
<ul> <li>Form of application for permission. Form - 11 (See Rule 35(1))</li> </ul>		Apply
<ul> <li>Form of application for permission of Development of Land / Construction of</li> </ul>	f Building. Form - 12 (See Rule 16(1))	Apply
<ul> <li>Form Application for composition of offences under section 39-C read with s</li> </ul>	ub-section (3) of section Form - 26 (See Rule 3	5(1)) Apply

This form can be applied by empanelled private professional from their dashboard on clicking **Online Services** and then Apply button of Form-26.

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#### In the Offences/ Deviation Details Section-

Select Deviation Category.

#### In the Application Details Section-

Enter Reference No. of application for which deviation is being applied if already Form-12 is applied.

#### In the Proposed Construction Location Section-

Select district from the drop down box.

Select ULB from the drop down box.

Select Ward from the drop down

#### box. In the Applicant Information Section-

Enter Applicant Name.

Enter Applicant Guardian Name.

Enter Mobile No.

Enter Aadhaar No.

#### In the Contact Information Section-

Enter email Id.

**Upload Applicant** 

#### Photo In Address Section-

Enter Correspondence and Permanent Name

Enter Correspondence and Permanent Guardian Name

Select Correspondence and Permanent State from the dropdown box

Select Correspondence and Permanent District from the dropdown box

Enter Correspondence and Permanent Ward Name

Enter Correspondence and Permanent Address

Enter Correspondence and Permanent PIN Code

If Correspondence and permanent addresses are same then click on "Same as Corr.

#### Address".

User will enter the Description of land where offence is being carried out:

ohal/Muzza/Phati :	M123 *	Khata No : K34543
hatuni No. :	KT223	Latitude/Longitude :
ihasra No. :	KS32323 *	Area (Sq.mt.) : 250.00 * •
otal Plot Area(Sq.mt.):	250.00	Whether Subdivision : O Yes  No Approved
aximum Permissible: round Coverage(in q.mt.)	250.00 *	Proposal Submitted for: Revised Proposal of Approve 🔹 *
pplied Land-use :	Residential •	Type of construction

Enter the Mohal/Muzza/Phati No.

Enter the Khata No, Khatuni No.

Select the Latitude/Longitude dimension.

Enter Khasra No.and Area

The Total Plot Area is calculated.

Choose Whether subdivision approved.

Enter maximum permissible ground coverage.

Enter Proposal Submitted For.

Select Applied Land-use.

Select Type of Construction.

#### Enter Builtup Area Details

Enter the block details such as No. of Blocks., Floor Type, Approved Floor Area, Land-use Type, Parking Area, Actual Construction, Exemption. Here the user can either Add or remove the records.

There are three enable button Save As Draft, Next, Reset.

User can click on Save As draft to save the data in application and your application is in draft stage.

Click on reset button to clear all data.

User can click on Next button to Continue the application.

Click the Next button to get redirected to the **Private Professional Information** page.

🚳 > Form-26		Sad		۲
Form of application for (Act no. 12 of 1977).	composition of offences under section 39-C read w	ith sub-section (3) of sec	tion 39 of the Himachal Pra	desh Act, 1977
Applicant Information	Private Professional Information Checklist	Documents	뿇(*) Indica	ites Mandatory Field
Notice Information				
Notice No	N224	Notice Date :	28-08-2017	<b>611</b>
Notice Copy	Choose File No file chosen (pdf/zip file on	ly and Max file Size 10 MB)	~	
Reasons for compositi	on of offences			
Reason 1	Wrwer			*
Reason 2				
Reason 3				
Supported Document to	be Uploaded : Choose File No file ch MB)	nosen 🗾 (p	df/zip file only and Max file Siz	e 10 🗸
Private Professional In	formation			
Registration No.	RP0268/2016	Name :	Aarav Sharma	
Class	● A ○ B ○ C	Plan Submission Date :	28-08-2017	
Address	SBSM Complex Vill.Kufridhar,P.O.Ghanahatti Shimla, Town/Village-Ghanahatti, Dist-Shimla, Sta	te-Himachal Pradesh. Plf	N-171014	*
Certification Certificate	Choose File No file chosen * (pdf/zip file only and Max file Size 10 MB)			
	Prev Save As Draft	Next 🔶 Reset		

In this section user will enter the Private professional information:

Enter Notice Information like Notice No., Notice date, Notice Copy.

Enter Reasons for composition of offences.

Enter the registration No. in the text box then all other information will be autofilled.

On clicking Next, the user is redirected to the checklist screen:

In this section fill the **checklist** data as per the regulations.

Form (Act r	of application for composition of offences, 12 of 1977).	es under section 39-C read w	with sub-section (3) of section	39 of the Himachal Pradesh Act, 1977
Appli	sant information Private Professional	information Checklist	Documents	Todicates Mandatory Field
Chec	klist to be filled			
5144	Description	As per regulations	As proposed	Remarks Relaxation
1	Type of Area	Cather	( Other	
2	Total Plot Area (in sq.mt.)	250 (Maximum)	250.00	
-29	Ownership & Revenue documents	Required	C Submitted	
-4	Land-use	Mixed Landuse	Residential	
5	F.A.R.	1,25	1.08	
6	Built up area (in sq.mt.)	437.5	220.00	
7	Whether construction abuts with			
	NH/SH/MDR roads Set Backs (Meter)			
	C) Yes ( No Front	3 (Minimizin)	0	·
		2: (Minimisimi		
	Left Side	2 (Minimum)	0	
	Right Side	2 (Minimum)	Q	
	Number of Storey	As per Width of the Path		
0	Public path/Public road existing at site Existing at site	3.0 (Minimum)		
	Shown in Tatima	Required	C. Submitted	
			O Not Submitted	<u></u>
10	Parking provision	-ieedraned		
1.1	the proposed land	(Upload NOC from HPSEB)	(pdf/zip file only and Max file Size 30 Mig)	a
12	Whether proposed site is located nearby ASI Protected monument	(Upload NOC from the	Choose File Noen	
5.24	Whether proposed Flan is located	competent autronity)	The Size 20 Kills	
	nearby HFL (High Flood Level)	(Upload NOC from the competent authority)	(policip file only and blas file Size 30 MB)	Ld
1.4	Forest Boundary/STP (Sewage Treatment Plant)			
	Yes No No. of trees	if Applicable		a
	Distance of tree from proposed	2 (Minimium)	ii	
	development if not to be cut (Meter) Whether Permission of Competent		Choose File Noen	
	authority for cutting of trees	Gepartment)	(polizip file only and blac file size ab stas)	
	Whether plot is Abutting to Forest Boundary	5 (Minimiam)		
1.55	<ul> <li>Yes O No</li> <li>Distance from Forest Boundary (Meter)</li> <li>Whether plot is Directly abutting with National Highway/State Highway/Sye- pass/Other H.P. Public Department Schedule road</li> </ul>	(Uplead NOC from the competent authority along with Site plan)	Choose File Noen (petrale file only and Max file state so http:	
	🛞 Yes 🔘 No			
10	natural stream			
	Distance from biuliab (Meter)	3 (Minimans)		
	Distance from Khud/HPL of River (Meter)	5 (Minimum)		
17	Whether any Pipeline/Sewerage line crossing or passing through the plot	(Upload NOC from the competent authority)	Choose File Noen	
1.65	Provision of Solar Passive Building	Required		
1.9	Provision of barrier free access for persons with disability	N/A		
20	Whether the Proposed Plan is above the road level on Valley Side.	A Barrison		
21	Ves      No     Whether proposed Plan is located in			
	Sinking and Sliding area		(patricip file only and star file size 30 MB)	d
22	Rain water harvesting tank provision	Required	8	
23	Structural Stability Certificate	Required	Choose File Noen (pdf/zip file only and Max	L
24	Number of Dwelling Units	-03		
25	Whether proposed plan have provision of soak pit		I Yes O No	
26	Whether minimum path available on proposed plan		Ghoose File Noen	
27	<ul> <li>Yes O No</li> <li>Whether Plot is existing before 1979.</li> </ul>		File Size 30 Mills	
28	General requirements		UTTER UTIO	L
	Slope of land(Degree)	45 (Maximum)	0	
	Height of parking floor(Meter)	2.3 (Maximum)	0	L
	Height of slopping roof(Meter)	2.5 (Maximum)	٥	
	Height of floor(Meter)	3.5 (Maximum)	0	
	regnt of building(Meter)	1 ELE (Maximum)	<u> </u>	
	Distance between her bio-	5.5 (Maximian).	0	
	Piroth height(Meter)	3.5 (Maximum)	0	
	Height of Service floor(Meter)	N/A (Maximum)	0	
	Equivalent car Space(Sq. Mb)	N/A (Maximum)	0	
	Buildable width	5.0 (Maximum)	0	
29	Photograph of site 🌑	Required	Choose File Noen	
30	Any other information	As per the requirement of	and Max file Size 10 MB)	
		the case.		
		Save As Draft	Next - Reset	

Then click on the Next button to view the following **Document** upload screen:

A > Form-26		Sad	••• •
Form of application for composition of offences Act no. 12 of 1977).	under section 39-C read with sub-section	n (3) of section 39 of the Himachal Prades	sh Act, 1977
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Conveyance deed/sale/lease	Choose File No file chosen	(pdf/zip file only and Max file Size 30	~
Demarcation Report	: Choose File No file chosen	(pdf/zip file only and Max file Size 10	~*
Tatima Document	Choose File No file chosen	(pdf/zip file only and Max file Size 30	~* <sup>0</sup>
Copy of Approval Map	Choose File No file chosen	(pdf/zip file only and Max file Size 30	~ * <sup>0</sup>
Site Plan	Choose File No file chosen	(pdf/zlp file only and Max file Size 30	v * <sup>0</sup>
Affidavit of construction on own land	Choose File No file chosen	(pdf/zip file only and Max file Size 30	~* <sup>0</sup> 0
Any Other Document	Choose File No file chosen	(pdf/zip file only and Max file Size 30 MB)	
Proposed Consolidated Map1(Note :- " Upload the proposed consolidated map in Portrait Orientation")	Choose File No file chosen (pdf file only and Max file Size 30 MB)	20	v * <mark>0</mark>
Other Documents			
Any other NOC if required	Choose File No file chosen	(pdf/zip file only and Max file Size 30 MB)	
Copy of Sanction Letter	Choose File No file chosen	(pdf/zip file only and Max file Size 10	✓*
Any other Affidavit if required	: Choose File No file chosen	(pdf/zip file only and Max file Size 10 MB)	
Whether Agriculturist Himachali	: • Yes O No		
Copy of Sanction Drawing	Choose File No file chosen	(pdf file only and Max file Size 10 MB)	<b>~</b> *
Signature			
Signature	Choose File No file chosen (jpg.jpeg file only and Max file Size 1 MB)	*	
	hn		
	← Prev Save As Draft Finish →	Reset	

In this section Upload different documents like any other NOC if required, affidavit regarding surrender of path etc.

Upload Signature.

After entering all required information user will click on the Save As Draft to save the data in the application and in draft mode or can click on the Finish button to continue.

If User will click on Finish button then page will redirect to the Form-26 preview page.

In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.

Then again the page will redirect to **preview** page

Then click on the declaration check box and confirm button to confirm your application.

When user will click on the Confirm button page will redirect to the payment page with the amount and reference number

	Conserve	of application	tor comp	osition of offer let no. 12 of 19	nces under sec 77).	tion 39-C read	with s	sub-section (3) of sectio	n 39 of	the	Himaci	hal Pradesh	Town and
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When user will clicks on the modify button he can modify the application.

When user will clicks on the **Pay** button he is redirected to the HDFC payment page. User enters bank details and on successful payment he is redirected to confirmation page with the confirmation message and reference number.

Payment Summary								
			Builtup A	rea & Fees		Deviation	n Area & Fees	
Floor Type	05	е туре	Area	Unit Price (₹)	Price (₹)	Area	Unit Price(₹)	Price(₹)
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Total Amount								
						E	uilding Operation Fees	₹20.00
							Total	₹ 20.00
							Deviation Fees	₹ 20.00
							Total Payment Amount	₹ 40.00

Now user can know the **approval status** of your application using the reference number.

Once the application is approved user can get an e-mail and SMS of your user Id and Password to **login** to user dashboard.

Now user can know the approval status of your application using the reference number.

Reference No.	:	04201700006		
Applicant Name	÷	Ds		
Mobile No.	:	9132857694	Email Id	: amitashree.mallick@csn
Form Name	1	Form - 26	Applied on	: 27-Sep-2017
Address	:	Ward2, Solan, Solan, Himacha	l Pradesh	
ULB	:	Municipal Council Solan	District	: Solan
	١	Your application is l	Jnder Process	at Clerk, Municipal Co
		St	ay tuned to get	your approval

Once application is **Provisionally Approved** user will pay the remaining fees by logging into account using mailed User id and Password.

🚯 > Dashboard		Amitashree Mailick	0
	Your application has been Pay your app Click here	Provisionally Approved. Vication fee.	

Then click on **Click here to pay** button to pay the application fee. Then the page will redirect to make payment screen.

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In this page the form preview will be displayed and then go to make payment section. Here the payment details will be shown, then choose the payment mode.

Then user has to pay online.

User can click on back button to back to previous page.

User has to pay online by clicking on 'Pay Application fee' to redirect to HDFC payment gateway where he enters details and confirms payment.

Then successful payment user will be redirected to the confirm payment page with the confirmation message shown below.

	Payment Confirmation			
Your amour	nt of <b>₹94.00</b> has been succ	cessfully paid.		
	🗧 Go to Dashboard			
A DESCRIPTION OF THE OWNER OF			<b>NXX</b>	

Click on 'Go to Dashboard' to view dashboard where user can view all applied form details.

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User is notified by sms and e-mail once payment is updated and **certificate** is issued.