User Manual on IT-Automation For Himachal Pradesh Urban Development Department



IT-Automation HPUD Portal

Revision History

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HPUD Portal USER MANUAL for Website

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1. Introduction

1.1 Purpose

The Himachal Pradesh State is a predominantly hill State with the total population of 68.56 (6.85 Millions) residing in 55673 sq km area. Like any other part of our great country, urbanization is fast increasing and posing variety of problems related to urbanization in Himachal Pradesh as well. Currently urban population of the state is 6.89 Lakhs (0.69 Million) (10.04% of the total population) but it is fast increasing.

The Directorate of Urban Development was established during the year 1985-86 to direct, control and monitor the activities of the Urban Local Bodies in the state of Himachal Pradesh. The Directorate has been assigned the responsibility to look after the legislative, Administrative and Development activities of 54 Municipalities (Local Urban Bodies) i.e. 2 Municipal Corporations, 31 Municipal Councils and 21 Nagar Panchayats which covers 6.89 Lac urban population (2011 census report) which is about 9.2% of the total population of the state.

From 1986 to May,1994, the Directorate was performing nominal regulatory functions which merely relates to the coordination of development works, release of grants and passing of municipal budgets. Consequent upon the 74th amendment of the constitution and the enactment of 3 new Municipal Acts viz. H.P. Municipal Corporation Act, 1994, Municipal Act, 1994 and H.P Municipal Services Act 1994, numerous Constitutional, Statutory and obligatory functions are entrusted to the Directorate. The 74th Constitutional Amendment envisages greater decentralization of administrative, legislative and financial functions to the Urban Local Government coupled with more and more functional autonomy to all the municipalities.

1.2 Getting Started

To start using the application, enter the valid website address in the browser to view the following **Login Screen** of HPUD:

	Urban Development De Government of Himachal F	partment ^P radesh	
	SIGN IN		
	User Name	4	
	Password	A	
	Enter the code	2	
	Login		
	Lost your password ?		
20)17 © Urban Development Department. A	II Rights Reserved	

Figure 1: Login Screen

In the above displayed login screen:

- Enter the valid administrator user name in the <u>User Name</u> textbox.
- Enter the secret <u>Password</u> of the user.

Click the <u>Login</u> button to login.

On submitting, the user can view the following dashboard-





ULB-wise application report, NOC report, Application status, ULB-wise Pending, Collection Report, Notifications for payment update/ Take Action / Issue Permission, Change Password can be viewed in the dashboard. The major global links and primary links are displayed in the left column. The major global links include the following-

- Manage Master
- Manage Authority
- Manage Application
- Reports

2. Manage Master

2.1 Manage Ward

2.1.1 Add Ward Master

	ment Department			Super Administrator 🗸
🚯 Dashboard	Add Ward Mas	ter		
🌡 Manage Master 🗸 🗸	😤 > Manage Master > M	Nanage Ward		🏥 Sunday, Oct 8, 2017 9:00:44 PM
 Manage Ward 				
Manage Signature	Add View			
Payment Category		i		(*) indicates Mandatory Field
Manage Description	District	:Select	*	
Manage Range	ULB	Select	*	
Manage Checklist	Ward Name1	· · · · · · · · · · · · · · · · · · ·	. 0	
Manage FormList	Ward Namer		*	
Manage Logo		Submit Reset		
Manage Fast Track				
🛓 Manage Authority 🗸				
🗊 Manage Application 🧸				
🛱 Reports 🗸 🗸				

The purpose of this section is to create ward master details.



- Choose District, ULB
- Enter Ward Number and Name
- Click on Add More button to add more ward detail,
- Chick on Remove button to remove a ward detail.
- Click on Submit to save the ward details.
- Click on Reset to clear all data.

2.1.2 View Ward Master

Here the administrator can view list of ward information which has been already added.

	ment De achal Prade	partment	Super	Admini	strator 🖕				
🕐 Dashboard	🗉 Vie	ew Ward <mark>M</mark> aster							
🌡 Manage Master 🗸 🗸	🐴 > M	Nanage Master > Manage V	/ard 🗎 Sunday. Oct 8, 2	017 10:	46:16 PM				
 Manage Ward 									
Manage Signature	Ac	d View			A				
Payment Category					-				
Manage Description	Dist	rict :	Select VLB :Select V Show						
Manage Range									
Manage Checklist	SI.#	Block/ULB Name	Ward	Edit	Delete				
Manage FormList	4	Nagar Panchayat, Jawali	1-Bhanei ,2-Makrahan ,3-Lubh ,4-Kehrian-I ,5-Kehrian-II ,6-Jawali-II ,7-Jawali-II ,8-Jawali-II ,9-Dhan	1	0				
Manage Logo	2	Municipal Council,	1-Devi Talab ,2-Arjun Naga ,3-Maliwara Mohalla ,4-Geeta Bhawan ,5-Ganesh Colony ,6-Ast Bhuja ,7-Indira Colony	1	0				
Manage Fast Track		Jawalamukhi							
🛓 Manage Authority 🗸	3	Municipal Council	1-G.G.S.S.School ,2-Dewan Bagh ,3-Narda Sharda Mand ir ,4-Ralway Station Kirchamba ,5-Hospital Ward ,6-Sharotri Ward ,7- Radha Krishan Ward	1	0				
🗟 Manage Application 🗸									
🛱 Reports 🗸 🗸	4	Nurpur	1-Manatma Ganoni Memorial Municipal Library .2-Laoneshoer Manaoev .3-Ujjari Manaoev .4-Gupt Ganga .3-Mission ,o-Snakti Gali .7-Brajeshwari Devi ,8-Arya Smaj Mand ir ,9-Tehsil	4	U I				
	5	Municipal Council, Dehra	1-Rajgarh ,2-Amarpuri ,3-Hanuman Mandir ,4-Gaytri Mandir ,5-Dandeya-da-Peepal ,6-Shiv Mand ir ,7-Kanju Peer	1	0				
	6	Nagar Panchayat Sarkaghat	1-Tatih ,2-Ram Nagar ,3-Jamsai ,4-Kalas ,5-Kunlag ,6-Ropa Colony ,7-Behar Dabrog	1	0				

Figure 4: View Ward Master

- Administrator can search and view ward information by choosing a district and ULB Name.
- Administrator can edit ward information by clicking edit button.
- Administrator can delete a ward information by clicking on delete button

2.2 Manage Signature

2.2.1 Manage Signature

The purpose of this section is to upload signature of different authority.

Government of Hima	ment Department achal Pradesh		Super Administrator
🚯 Dashboard	Manage Signatur	re	
🜡 Manage Master 🗸 🗸	👫 > Manage Master > Ma	nage Signature	🚔 Sunday, Oct 8, 2017 10:57:52 PM
Manage Ward			
 Manage Signature 			
Payment Category			(*) Indicates Mandatory Field
Manage Description	District	:Select * *	
Manage Range	ULB	Select	
Manage Checklist	Designation	· Salart • •	
Manage FormList	Designation	·select	
Manage Logo	Authority	: *	
Manage Fast Track	Upload Signature	Choose File No file chosen *	
🛓 Manage Authority 🗸 🗸		(Unload ing/ ing/ glf/ nng imaga nnlu and May Size of 1	
🕼 Manage Application 🗸		(oppose 3b8-3be8-3br-bu8 nuese only and maxime or it	
🛱 Reports 🗸 🗸		Submit Reset	



- Choose District
- Choose Designation
- Choose name of Authority
- Upload Signature of authority.
- Click on submit to save the signature.
- Click on reset to clear all data.

2.3 Payment Category

2.3.1 Set Payment Category

The purpose of this section is to set Payment Details for different forms.

Select form name

Government of Hima	ment Department achal Pradesh			Super Administrator
🚯 Dashboard	Set Payment Cate	gory		
🎍 Manage Master 🗸 🗸	倄 > Manage Master > Paym	ent Category		🛗 Monday, Oct 9, 2017 11:36:05 AM
Manage Ward				
Manage Signature	Cot Dournont Cotogony]		
 Payment Category 				(*) Indicates Mandatory Field
Manage Description	Form Name	:Select	▼ ★ :	
Manage Range	District	:Select	*	
Manage Checklist				
Manage FormList			Submit Reset	
Manage Logo				
🛓 Manage Authority 🗸				
🔋 Manage Application 🧸				
🛱 Reports 🗸 🗸				



For Development / Subdivision of Land

- Select Category For Development / Subdivision of Land
- Select use type
- Select District
- Enter rate for municipal limits.
- Enter Processing Fee.
- Enter e-Charges
- Choose fee types whether payment will be after or before approval.
- On Click 'Same as above' data will be same as above record.
- Click on Submit to save details.
- Click on Reset to clear all data.

Set Payment Category				(*) Indicates Mandatory Fi
Form Name	Form - 11 :: (Form of application for permission.)	×		
Category	For development / sub-division of land	¥		
Use Type	: Residential	*		
District	: Bilespur	T #		
Municipal Council Bilaspur				
Municipal limits (Rs.)				
2.50				
Processing Fees		e-Charges		Building Operation Payment Type
Amount*	Payment Type	Percentage*	Payment Type	Payment Type
₹ 500	● Before ◯ After	% 3.00	🔿 Before 🖲 After	O Before After
Municipal Council Ghumarwi	in			Same as Abov
Municipal limits (Rs.)				
2.50				
Processing Fees		e-Charges		Building Operation Payment Type
Amount*	Payment Type	Percentage *	Payment Type	Payment Type
7 500	Refore After	4 2.00	O Bafara 🖉 Stars	O Batan a Mara

Figure 7: Set Payment Details for development / Subdivision of Land

For Building Operation

- Select Category For Building Operation
- Select use type
- Select District
- Choose Potential Zone Type in case of industrial use type
- Enter from Plot Area, To Plot Area and rate per Sq. m of area for residential use type.
- Enter from Floor Area and To Floor Area and rate per Sq. m of area for commercial use type.
- For more rates per Area click on add more.
- Enter Processing Fee.

- Enter e-Charges
- Enter Muck Quantity Fees
- Choose fee type whether payment will be after or before approval.
- On Click 'Same as above' data will be same as above record.
- Click on Submit to save details.
- Click on Reset to clear all data.

Set P	ayment Category									(*) In	dicates	Mandatory Fie
Form N	Name	: Form - 12 :: (Form	n of a	pplication for permis	ssion	•	*					
Catego	ory	: For building oper	ration			•	*					
Use Ty	rpe	: Residential				•	*					
Distric	t	: Bilaspur				٠	÷					
Muni	icipal Council Bi	laspur										
SI#	Plot Area							Rate	s in Rs. per Sq. Mtr.	of Floor Area		Add More
	From (Sq. Mtr.) *			To (Sq. Mtr.) *				Mun	iicipal limits (Rs.) *			
1	0			500.00				10.	00			0
Proce	essing Fees		e-	Charges				M	uck Quantity Fees ((Per Quantity)	Build Payn	ling Operatior nent Type
Amou	unt *	Payment Type	Pe	rcentage *	F	Payr	ment Type	An	nount*	Payment Type	Payn	nent Type
₹	12	🔵 Before 🖲 After	r	% 13.00		E	Before 💽 After		₹ 40.00	🔵 Before 🖲 After) B	efore 🔿 After
4							_				.41	•
Muni	icipal Council Gł	humarwin									S	ame as Above
	Plot Area							Rate	s in Rs. per Sq. Mtr.	of Floor Area		
SI#	From (Sq. Mtr.) *			To (Sq. Mtr.) *				Municipal limits (Rs.) *				Add More
1	0			500.00				10.	.00			0
Proce	essing Fees		e-	Charges				M	uck Quantity Fees ((Per Quantity)	Build Payn	ling Operatior nent Type
Amou	unt *	Payment Type	Pe	rcentage *	F	ayr	ment Type	An	nount *	Payment Type	Payn	nent Type
₹	12	🔵 Before 🖲 After	r I	% 13.00		E	Before 💽 After		₹ 40.00	🔵 Before 🖲 After	• B	efore 🔿 After
4												,

Figure 8: Set Payment Details for building operation

For Change of Existing Building Use

- Select Category For Change of Existing Building Use
- Select use type
- Select District
- Enter From Plot Area, To Plot Area and rate for municipal limits.
- For more rates per Area click on add more
- Enter Processing Fee.
- Enter e-Charges
- Choose fee types whether payment will be after or before approval.
- On Click 'Same as above' data will be same as above record.
- Click on Submit to save details.
- Click on Reset to clear all data.

For Change of Land use from original use

- Select Category For Change of Land use from original use
- Select use type
- Select District
- Enter From Plot Area, To Plot Area and rate per Sq.m of area for municipal limits.
- For more rates per Area click on add more
- Choose fee types whether payment will be after or before approval.
- On Click 'Same as above' data will be same as above record.
- Click on Submit to save details.
- Click on Reset to clear all data.

For Development Plan to Other Land use

- Select Category For Development Plan to Other Land use.
- Select use type
- Select District

- Enter From Plot Area, To Plot Area and rate per Sq.m of area for municipal limits..
- For more rates per Area click on add more
- Choose fee types whether payment will be after or before approval.
- On Click 'Same as above' data will be same as above record.
- Click on Submit to save details.
- Click on Reset to clear all data.

For Composition of Offences

- Select Category For Development Plan to Other Land use.
- Select use type
- Select District
- Enter ground floor rate, subsequent floor rate for Plan was approved and deviation upto 10% on setbacks
- Enter Number of times of rate for Plan was not approved and construction carried out without any deviation as per norms
- Enter number of times of rate for Plan was not approved & construction deviated up to extent of 10% on setbacks
- Enter Processing Fee.
- Enter e-Charges
- Enter Muck Quantity Fees
- Choose fee type whether payment will be after or before approval.
- Click on Submit to save details.
- Click on Reset to clear all data.

Set Payment Category						(*) In	dicates Mandatory Field	
Form Name	Form - 26 :: (Form /	Application for composition	10 🔻 *					
Use Type	Residential		*					
District	Bilaspur		*					
Municipal Council Bila	aspur							
Plan was approved and devia	tion upto 10% on setba	ks						
Municipal Limit		Ground Floor Rate₹			20.00			
		Subsequence Floor Rate	₹	21.00				
Plan was not approved and co	onstruction carried out	without any deviations						
Number of times of rate		2						
Plan was not approved and d	eviations carried out up	to extent of 10% on setbacks						
Number of times of rate		3						
Processing Fees		e-Charges	-Charges			Muck Quantity Fees (Per Quantity)		
Amount *	Payment Type	Percentage *	Payment Type	Amount '	*	Payment Type	Payment Type	
₹ 500	Before After	% 2.00	🔵 Before 💿 After	₹ 10	00.00	🔵 Before 🖲 After	Before After	
4							×	
Municipal Council Gh	umarwin						Same as Above	

Figure 9: Payment Details for Composition of Offences

2.4 Manage Description

2.4.1 Add Checklist Description

The purpose of this section is to create checklist description information.

- Select district name from the drop down list.
- Select ULB Name.
- Select use type from the drop down list.
- If administrator want to set same range or description for other district which is already been filled up, then click on the check box Same as.

- Select Type from the radio button list.
- If administrator chooses Description then first enter the description name then enter range from and range to value in the respective text boxes.

Urban Develop Government of Him	ment Department achal Pradesh			Super Administrator 🗸				
🚯 Dashboard	Image: Add Checklist Description							
🌡 Manage Master 🔍 🗸	👫 > Manage Master > M	anage Description		🛗 Wednesday, Oct 11, 2017 9:25:40 AM				
Manage Ward								
Manage Signature	Add View			Philadiana Mandatan, Fald				
Payment Category				(*) Indicates Mandatory Field				
 Manage Description 	District	Bilaspur	*					
Manage Range	ULB	Municipal Council Bilaspur	*					
Manage Checklist	Use Type	Commercial	🗴 💉 Same As					
Manage FormList		Commercial						
Manage Logo	District	Solan	•					
🛓 Manage Authority 🗸 🗸	ULB	Municipal Council Solan	•					
🗊 Manage Application 🗸	Туре	Range Opescription						
🛱 Reports 🛛 🗸	Sitt From (Sa Mtr.)	To/Co Mrr.)*	Add More					
	Sim From (Sq. mu.)	To (54, Md.)	Add Mole					
	1		0					
		Update						

Fig10: Add checklist Description

Click on submit or update button in order to save or update the checklist information in the application.

2.4.2 View Checklist Description

The purpose of this section is to create checklist description information.

- The user will select district.
- The user will select ULB.
- Select use type.
- Select Description Type
- Click on show button to view details.

Click on remove button to delete a description detail.

Urban Developr Government of Hima	ment Depart	ment				Super Administrator 🗸				
🚯 Dashboard	I View	Description								
🌡 Manage Master 🗸 🗸	age Master 🗸 👫 > Manage Master > Manage Description									
Manage Ward										
Manage Signature										
Payment Category	Add	View								
Manage Description	District	:Select VLB	;	Select						
Manage Range	Lise Type	Des Des	cription Type	Colort	Chant					
Manage Checklist	Use Type	-Select-	inpuon type .	Select	Snow					
Manage FormList	SI.#	Description	Range From	Range to	Delete Range	Delete Description				
Manage Logo	1		0.00	150.00	×	×				
💄 Manage Authority 🗸 🗸										
🗊 Manage Application 🗸			151.00	250.00	×					
Reports	2		0.00	150.00	×	×				
			151.00	250.00	×					
	3	Detached	150.00	250.00	×	×				
			251.00	500.00	×					
			501.00	0.00	×					

Figure 11: View Description

2.5 Manage Range

2.5.1 Add Checklist

The purpose of this section is to create Ranges for Set Authority.

- Select District
- Select ULB
- Enter Range
- Click on submit button to save details
- Click on Reset button to clear data.

	ment Department Ichal Pradesh			Super Administrator
🚯 Dashboard	Add/Edit Range			
👗 Manage Master 🔍	👫 > Manage Master > Mar	age Range		🛗 Friday, Sep 15, 2017 7:49:41 AM
 Manage Signature Payment Category 	Add		~	(*) Indicates Mandatory Field
Manage Description	District	Select	*	
 Manage Range 	ULB	:Select		
Manage Checklist	Use Type	Select	* Same As	
Manage FormList	Area Range (So Mtr.)	' Minimum	0	
Manage Logo	Area nange (34.mit.)	· Minimum Maximum		
 Manage Fast Track 		Submit Reset		
🛓 Manage Authority 🗸 🗸				
🗐 Manage Application 🗸				
🛱 Reports 🗸 🗸 🗸				
2017 © Urban Development Dep	partment. All Rights Reserved.			

Figure 12: Add Range

2.6 Manage Checklist

2.6.1 Add Checklist

The purpose of this section is to create one or more Checklist details for different form like form-11, form-12, form-26.

- The user will select district name from the drop down list.
- Select ULB from the drop down list.
- Select form name from the drop down list.
- If administrator want to set same checklist for other district which is already been filled up, then click on the check box Same as.
- Then fill all the required values in the text boxes of the checklist as per regulation, validation and Relaxation field.
- Click on the submit or update button in order to save or update the checklist information

Government of Himacha	nt Department I Pradesh			Super Administrator 🗸
🚯 Dashboard 🧮	Add Checklist			
🌡 Manage Master 🗸 🗸	👫 > Manage Master > Manage	Checklist		🛗 Friday, Sep 15, 2017 7:58:18 AM
Manage Ward				
Manage Signature	Add Checklist			(*) Indicates Mandatory Field
Payment Category				() moleaces monoscory new
Manage Description	District	Select	* *	
Manage Range	ULB	Select	*	
 Manage Checklist 	Select Form		▼ *	
Manage FormList				
Manage Logo	Use Type	Select-	*	
Manage Fast Track	Description	Select	▼ *	
🛓 Manage Authority 🗸 🗸	Range	Select	* Same As	
🗐 Manage Application 🗸		Submit Reset		
🛱 Reports 🗸 🗸 🗸				
2017 © Urban Development Depart	ment All Rights Reserved			

Figure 13: Add Checklist

2.7 Manage Form list

2.7.1 Manage form list

- The purpose of this section is to create one or more Form details.
- The user will select Form name from the drop down list.
- Enter the Headline name in the text box.
- Enter the Snippet in the text area box.
- Enter rule no in the text box.
- Enter enter rule details in the editor.
- Choose where it will be published by choosing the check lists.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data

Urban Developn Government of Himan	nent Department chal Pradesh		Super Administrator 🗸
Dashboard	Manage Form List		
👗 Manage Master 🗸 🗸	# > Manage Master > Manage FormList		🛗 Friday, Sep 15, 2017 8:02:11 AM
- Manage Ward			
Manage Signature	Add View		(*) Indicates Mandatory Field
Payment Category Manage Description	Form Name	Colore T	
Manage Range	11	·	
Manage Checklist	Head Line		
Manage FormList	Snippet		
Manage Logo			
- Manage Fast Track		Maximum 500 characters	
1 Manage Authority 🗸	Rule No		
Manage Application ~	Rule Details		
🛱 Reports 🗸 🗸 🗸			
		body s	
	Serial No	: 3	
	Publish On	- III Private Professional III Promoter III Other *	
		Submit Reset	
2017 © Urban Development Dep	artment. All Rights Reserved.		

Figure 14 : Create form list

2.7.2 View form list

Here the authorized user can view the list of all the form list information that is already been added previously.



Figure 15: View form list

- Authorized user can edit & modify the required changes in the form list details by clicking on edit button.
- Authorized user can delete the form list details by clicking on delete button.
- Authorized user can change the serial no of displaying form in the website by clicking on the checkbox of respective forms and then clicking on the Update Serial No button.

2.8 Manage Logo

2.8.1 Add Logo

Government of Him	ment Department achal Pradesh			Super Administrator 🗸
🚯 Dashboard	Add Logo			
🛔 Manage Master 🗸 🗸	倄 > Manage Master > Ma	nage Logo		🛗 Wednesday, Oct 11, 2017 9:53:35 AM
Manage Ward				
Manage Signature	Add View			
Payment Category	AudView			(*) Indicates Mandatory Field
Manage Description	District	:Select	*	
Manage Range	ULB	Select	*	
Manage Checklist	Logo Title	I constant in factor		
Manage FormList	Logo Hue		×	
Manage Logo	Logo Sub Title	:		
🛓 Manage Authority 🗸	Upload Big Logo	: Choose File No file chosen	*	
💷 Manage Application 🗸		(Upload .jpg/.jpgg/.gif/.ppg.image.only and Max Size of 1		
🛱 Reports 🗸 🗸		MB)		
	Upload Small Logo	: Choose File No file chosen	×	
		(Upload .jpg/.jpeg/.gjf/.png image only and Max Size of 1 MB) Submit Reset		

Figure 16: Add Logo

The purpose of this section is to add Logo for different ULBs to be displayed in headers of screen and certificates.

- Select District
- Select ULB
- Enter Logo Title
- Enter Logo Subtitle
- Upload Big Logo
- Upload Small Logo

2.8.2 View Logo

The purpose of this section is to view Logo details for different .

- Select District
- Select ULB
- Click on Edit Button to edit a logo detail
- Click on Publish button to active a logo
- Click on Unpublish button to deactive a logo
- Click on delete button to delete a logo detail.

Urban Developi	ment Departi achal Pradesh	ment						۲	Super Adminis	strator 🖕
🕋 Dashboard	I View L	.ogo								
🌡 Manage Master 🗸 🗸	☆ > Manage Master > Manage Logo									
Manage Ward										
 Manage Signature 	Add	View							-0	, â
 Payment Category 	Add									
Manage Description	Publishe	d Logo(s) 📕 (inpublished Logo(s)							
Manage Range	District	:Selec	t	ULB :	Select		▼ Show			
Manage Checklist										
Manage FormList	SI.#	District	ULB			Title	Sub Title	Big Logo	Small Logo	Edit
 Manage Logo 	1	Shimla	Municipal Corporation	Shimla		mcs		mcs	mcs	1
🛓 Manage Authority 🗸 🗸	2	Shimla	Municipal Council Theo	g		Rohru1	Rohru123	Rohru1	Rohru1	1
🗐 Manage Application 🤜	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1									
🛱 Reports 🗸 🗸 🗸	Showing 1 to	2 of 2 Records								



3. Manage Authority

3.1 Set Authority

The purpose of this section is to create the set authority details of an application according to different process.

Select the Process from the Drop down list.

- Select the District from the Drop down list.
- Select the ULB Name from the Drop down list.
- Select Use type.
- Select Area Range.
- Select the Forward To from the Drop down list.
- Enter Time line in the text box.
- Choose Authority Type from the check list.
- If administrator want to add more Authority click on the add more button.
- ✓ If administrator want to remove office click on remove.
- Training Assign Authority can plan training process for the applicant.
- Verifying Authority will verify application.
- Reverting Authority will revert the application.
- Approving Authority will approve the application.
- Click on the Submit button in order to save it in the application.

Urban Developm Government of Himache	ent Department al Pradesh							٨	Super Administrator 🖕
🕐 Dashboard 🧕	Set Authority	i.							
🌡 Manage Master 🗸 🗸	☆ Manage Authority	> Set Authority						🏥 Friday, i	Sep 15, 2017 8:23:05 AM
💄 Manage Authority 🗸 🗸								a desired a second s	
 Set Authority 	Set Authority							(*);	Indicates Mandatory Field
Job Delegation	Select Process		Salact			• *			
🕞 Manage Application 🗸	Select								
🛱 Reports 🗸 🗸	District :Select			¥. *					
	ULB	;	Select						
	Stage No.	From		Forward To *		Time Line (Days)	Authority Type	Add / Delete	Delegate
	1	Applicant		Select			Approving Authority	0	
							Verifying Authority		
							Reverting Authority		
							······································		
	Submit								
2017 © Urban Development Departmen	nt. All Rights Reserved.								



3.2 Job Delegation

3.2.1 Job Delegation

The purpose of this section is to delegate a job of one ULB's designation to another.

- Select the ULB
- Select Designation
- Select date from and date to for delegation period.
- Click on the Submit button in order to save it in the application.
- Click on the Reset button in order to clear all data.

Urban Developn Government of Hima	nent Department _{chal Pradesh}				Super Administrator 🗸
🌡 Manage Master 🗸 🗸	👫 > Manage Authority > Job	Delegation			🋗 Saturday, Sep 16, 2017 0:23:47 PM
🙎 Manage Authority 🗸 🗸					
Set Authority	lob Delegation View	Delegation			(*) Indicates Mandatory Field
 Job Delegation 					() monates monoacory meto
🗊 Manage Application 🗸	Job	Delegation From	J	ob Delegation To	
🛱 Reports 🛛 🗸 🗸	Office	:Select	* Office	:Select	*
	Designation	Select	* Designation	:Select	•
	Date From	:	* Date To	:	*
	Remarks	1			
					*
		all and			1
		Submit Reset			
2017 © Urban Development Dep	artment. All Rights Reserved.				

Figure 19 : Add Job Delegation

3.2.2 View Job Delegation

The purpose of this section is to view details of already set Job Delegation.

Select the ULB

- Select Designation
- Select date from and date to of delegation period.
- Click on the Show button to view details.
- Click on Update button to modify details.
- Click on Cancel to delete delegation details.

Urban Develop Government of Him	ment De achal Prade	partment								Super Admi	nistrator 🖕
🚯 Dashboard	⊡ Vie	ew Job Del	egation								
🌡 Manage Master 🗸 🗸	age Master V 👫 > Manage Authority > Job Delegation										
🛓 Manage Authority 🗸	🛓 Manage Authority 🗸										
Set Authority	lo	b Delegation	View Delegation								A
 Job Delegation 		0				2					
🗊 Manage Application 🗸	ULB :Select Designation :Select From Date					3	*				
🛱 Reports 🛛 🗸	To Date : 🚔 🕷 Show										
				200 00 00							
	SI.#	Delegation Fi	om	Delegation To		Date From	Date To	To Remarks	status	Edit	
		ULB	Designation	ULB	Designation						
	1	Municipal Council Parwanoo	JE	Municipal Council Kullu	JE	16-Sep- 2017	17-Sep- 2017	ok		Update Cance	1
	Showi	ng 1 to 1 of 1 Rec	ords								
2017 © Urban Development De	partment. /	All Rights Reserve	ed.								

Figure 20 : View Job Delegation

4. Manage Application

4.1 Update Payment

4.1.1 Update Payment

The purpose of this section is, when the applicant pay the application fee it will come to respective authority for verify and update their payment.

- Here user can view all the application which are need to be update their payment.
- User can search a particular application by using this search panel by giving Applicant name, Reference no, Mobile no, form no, from date, to date, Applied By, District, ULB

Urban Developm Government of Himad	i ent De hal Prade	partment								6	Super Admini	strator 🖕
🚯 Dashboard 🔲 Payment Update												
🌡 Manage Master 🗸 🗸	🛦 Manage Master 🗸 👫 > Manage Application > Payment Update 🏥 Friday, Sep 15, 2017 10:05:14 AM											
🛓 Manage Authority 🗸 🗸												_
🗊 Manage Application 🗸	U	odate Payment										e
 Payment Update 	, ,		1	- i	NE DE DE VEREN			1		18		
Application Form	App	licant Name	÷		Application/Ref.	No :			Form No	1	Select	*
NOC Applications	Mob	ile No.	:		From Date :		6	To Date	;		m	
Help Desk	Арр	lied By	:Select	۲	District	:	Solan		ULB		: Municipal Council S 🔻	
Send Message	Sh	now										
Reports V						Close Search P	anel 📀					
	📕 Ap	plied by Architect 🔳 A	pplied by Appli	cant 📕 Notice C	Senerated							
	SI.#	Name	Form No	Reference No.	Application Fee (₹)	Downloads	Status	Payment Mode	Challan Date	Payment Upd Date	ate Action	
	1	Sad	Form - 12	02201700020	8,858.00	View	Paid	Treasury	11-Sep- 2017	11-Sep-2017	Update P	syment
	2	Ds	Form - 12	02201700016	26.00		Not Updated	Treasury			Update P	ayment
2017 © Urban Development Depa	irtment. /	VI Rights Reserved.										

Figure 21 : Update Payment

If status is not updated, click on the Update Payment button to update the payment. And the screen will be like below.

Payment Update		+ (*) Indicates Mandatory Fie
Name : Amitashree Mallick Reference No : 02201700032 Mail : amitashree.mallick@csmpl.com Address : Town/Village : 12, Tehsil : Bharari, Dist	:: Bilaspur, State : Himachal Pradesh	Mobile No : 9132857694
Fee Amount (Rs.) Payment Date Payment Mode Remark	227.00 © Online *	

Figure 21 : Update Payment

- Enter Payment Date.
- Choose date
- Choose payment mode
- Enter Remarks
- Click on Submit to update the payment.
- Click on Cancel to cancel the payment and applicant will update the payment again.
- If status is paid, click on the Paid to view the payment details. This will come with a pop up.
- User can print the payment details using Print button

Payment Details

Application Fees								
Payment Through	: Online							
Payment Amount (₹)	: 600.00							
Transaction Id	: 138924860							
Payment Date	: 11-Oct-2017							
Payment Through	: Online							
Payment Amount (₹)	: 18.00							
Transaction Id	: 242809888							
Payment Date	: 11-Oct-2017							

User can view applicant details by clicking the applicant name

✓ User can view/ download Money Receipt by clicking on View button

Municipal C	RECEIPT
No. : 40	Dated: 09-Oct-201
Received with thanks from Sh./Smt. Ankita	
r/o Town/Village : asdfghjkl, Tehsil : Bharar	i, Dist : Bilaspur, State : Himachal Pradesh
Municipal Council Bilaspur, Bilaspur, Hima	hal Pradesh
Sum of Rupees Fourty-five Thousand, One I	Jundred And Twenty-five Only
A/C of Payment P.P. Case/Compounding / Char fee	age of landuse / Application / Cleanliness / other's
	Signature
	Sh. Umesh Gautam Assistant Draughtsman
₹ 45 125 00	

🖨 Print

4.2 Application Form

The purpose of this section is, when the applicant applies an application it will come to respective ULB authority for verification. Respective authorities can view it and take action.

4.2.1 New Applications

- Here authorized user can view all the new application and in progress application which are not yet approved.
- JE can schedule inspection by clicking on schedule Inspection button.
- User can take action by clicking on Take Action button.
- User can Forward/ Revert/ Reject/ Approve /Take Assistance/ Send for House Approval while taking action.
- If application is sent for house approval it is approved internally and approved in take action screen.
- Select ULB, authority name to take assistance
- Authority can add other charges to be paid after approval by applicant.

Government of Hima	ment De Ichal Prad	e partr esh	nent								6	Super A	Administrator 🖕
🚱 Dashboard	⊡ Vi	ew A	ll Application	S									
🌡 Manage Master 🗸 🗸	** >	Manag	e Application > App	lication Form							🛗 Frida	y, Sep 15, 20	17 10:42:21 AM
🛓 Manage Authority 🗸 🗸												9 - 3	
Manage Application ~	N	lew	Approved										ê 💼
Payment Update					- ti	2022 4231 2010 100000000	-10 -10		1)		1
 Application Form 	App	plicant	Name :			Application/Ref. N	No :			Status	1	All	•
NOC Applications	Mo	bile No). :			From Date	:		*	To Date	:		*
Help Desk	App	plied B	y :	Select	Ŧ	Form No	:	Select	•	District	;	Solan	*
Send Message	ULE	в	:	Select	•	Show							
Reports							Close Search	Panel 🔿					
# incposed •	A A	pplied l	oy Architect 📕 App	lied by Applicant 📒	Applicat	tion for Assistance						Showing 1 t	to 5 of 5 Records
		S1.#	Name & Form No		ULB N	ame A	pplication/R	ef. No	Applied O	n Payment Update Date	Pending S	itatus	Action
		1	Amitashree Form - 12		Munic Solan	ipal Council 0	2201700020		11-Sep-20	117 11-Sep-2017	JE		
2017 © Urban Development Dep	partment.	All Righ	ts Reserved.										

Figure 22: View All Applications

Remarks				
	: 🗋 Source X 🖒 🛱 🗟	@ < → Q % 票 學	$ = = \mathbf{P} \mathbf{B} \mathbf{I} \mathbf{U} \mathbf{S} \mathbf{x}_{c} \mathbf{x}^{c} \mathbf{I}_{c} \mathbf{A}^{-} $	
	12 第一書 書 ** 88 1	는 는 코 프 태· 🏼 🎞	🚆 😳 Ω 📲 Styles - Format - Font	• Size •
				Stre.
				A *
Inspection Details	Report should be in .pdf/.zip (N	lax 10Mb) and Site image should	be in .jpg/.gif/.png (Max 5Mb)	
Inspection Details	Report should be in .pdf/.zip (N	Iax 10Mb) and Site Image should	be in .jpg/.gif/.png (Max SMb) Other Document/Site Inspection :	noose File No file chosen
Inspection Details Inspection Details Site Photograph	Report should be in .pdf/.zip (N	lax 10Mb) and Site image should	be in .jpg/.giff.png (Max SMb) Other Document/Site Inspection :	noose File No file chosen
Inspection Details Inspection Details Site Photograph Add Other Fees	Report should be in .pdf/zip (k	lax 10Mb) and Site image should	be in .jpg/.giff.png (Max SMo) Other Document/Site Inspection :	noose File No file chosen
Inspection Details Inspection Details Site Photograph Add Other Fees Fee Description	Report should be in .pdf/zip (k Choose File) No file chosen	ax 10Mb) and Site image should	be in .jpg/.gff/.png (Max SMo) Other Document/Site Inspection : Report Amount (₹) :	hoose File No file chosen



- 4.2.2 Approved Applications
 - Here authorized user can view all the approved application.
 - Authority can view application details by clicking on applicant name.
 - Authority can view approval history by clicking on history button.
 - Authority can view approval form, money receipt, approval map by clicking on view button.
 - On clicking Send Notice button the authority can issue notice for the permission and applicant will not be able to apply NOC until authority re-grants permission.
 - On clicking Revoke button the authority revoke the permission and applicant will not be able to apply NOC until authority reviews the permission.
 - Applicant is notified about issue permission, send notice and revoke application by mail and sms.
 - Following screen appears on clicking Send Notice.

Urban Development De Government of Himachal Prad	epartment Jesh								(Super Admin	nistrator 🗸
🚯 Dashboard 🧮 Aj	pproved Application										
🜡 Manage Master 🗸 🏾 🖌 🖌	Manage Application > Application Fo	rm						1	Thur:	sday, Oct 12, 2017 6	5:13:29 PM
💄 Manage Authority 🗸											
B Manage Application 🗸 N	New Approved										۰
Payment Update		h								1	
Application Form Application Form	plicant Name :	Applicat	ation/Ref. No : Applied By			/		Select	•		
NOC Applications Mo	obile No. :	From Da	ite	:	Download Documents ×			×			₩×
Order/Notice	Farm Ma										
Help Desk	Select				Applica	ition Form	: b				
Send Message	Show				Money	Receipt	: 🖨				
Feedback/Complaint			Close Se	earch Pa	Certific	ate	: 1				
🛱 Reports 🗸 📕 A	Applied by Architect 🔳 Applied by Ap	plicant 📕 Notice Generated			Approv	ed Map	:		Show All	/ Showing 1 to 10 of	12 Records
SI.#	# Name & Form No.	ULB Name	Application/ Ref. No	Reg. No	Reg. Fee (₹)	Downloads	Status	History	NOC	Action	Send Login
1	Amitashree Form - 12	Municipal Council Solan	02201700021		2,236.80	View	Paid	Show		Send Notice	Send
2	Puspa Rani	Municipal Council Solan	04201700003		94.00	View	Paid	Show		Issue Permission	Send

Figure 24: View Approved Application

Lirban Development Department	Certificate .	B A B AB 🖓 HIM Line toutine
B Taxante B Deveropsion Sequest App	n	
A second based on a lot of a straight replaced a second as	Municipal Corporation Shimia	
Antester	(Permission for Development / Construction of building)	0
Annual Constant	500 <u>9220179018</u> Deted <u>15Keg2017</u>	 84
Class Contraction	Sh.Seri.Laba Mik.Awila Cili ShaMatiki 123. Ward2. Shenki(Istan), Shinachal Papikah	Kuninga David Span 🔹
e spinely forme & sucher (cd. spinely form);	Endparts: Preparation for Desemptions (Construction of Earling). You are hereing ganted performers for Deservice Faces 12 of the Weinschaf Product Team and Eau-ray Plenning act, 1017 p. 2016 (2016) (201	Devery 10 * d* Second MOC - Artes
	1. Subley portion shall be innered ad strety in accordance with the spanish hadrog day.	
	2. Provid, and and band and bands that only an over registerions plant	
	3 Sector would be out without the prior permission than the Competent Authority	
Transfer (m) & Parlam	4. The bells of commencement of an-yeighter and be interested to the office.	
	 The no projection contribution at girlst level analities attained from the office. Objection ISOC for exercise connection adult not be indust. 	
	 Standard permissible associate of conduction from the consentence of a search control of the 2 (2011) & . 2011 Segmether() 	
	7. Building what regise put to use prior to the more of conjumencentitude by the Conjumnit Authority	
	8. Ther height of periods that his on per approved plan	
	8. The regist of alloing cost shall be an per approved plan.	
2017 B. State Married and State Print, 58 Report Print, 56	10 Submusic of Enclus Stability Certificate of the Subling at the Sire of Its competition and Se Hansatray	

Figure 25: View Permission Certificate



Figure 26: View Approval Form

Urban Development Department Government of Himachal Pradesh	Money Receipt	2	· A · A · · ·	JESOLAN JE, Municipal Council Solan
Dashboard Permission Issued Applicatio				
Manage Application Manage Application > Application Form			🛗 Fri	
Payment Update Application Form NOC Applications Help Desk Send Message Feedback/Complaint Reports Applied Under Processing Take Applied Under Processing Take Applied None Form No	Municipal Corporation Shimla MONEY RECEIPT No. : 20 Dated: 16-Aug-2017 Received with thanks from Sh. Smt. Amita r/o Town/Village : Ward2, Tehsil : Shimla(Urban), Dist : Shimla, State : Himachal Pradesh Municipal Corporation Shimla, Shimla, Himachal Pradesh Sum of Rupees Six Housand, Six Hundred And Two Only A/C of Payment PP. Case Compounding / Change of landuse / Application / Cleanliness / other's fee	oplied By o Date LB	: -Select- : Municip	- • • • • • • • • • • • • • • • • • • •
S.F. Kame & rom No.	Signature Madhulta Sahoo Clerk Municipal Corporation Shimla	aid S	NOC Beak	Action
2017 © Urban Development Department. All Rights Reserved.				



Government of Himag	ent De	partment ^{sh}	Payment Deta	ils			e	Print X			(Super Admin	istrator 🚽
Bashboard	∎ Ap	proved Appli	Payment Amount	₹) :12.00									
🌡 Manage Master 🗸 🗸		Ianage Application :	Payment Through	: Online									12:05 PM
🛓 Manage Authority 🗸 🗸			Payment Date	: 04-Oct-2017									
🕞 Manage Application 🗸			Authority Remark	: ok									
Payment Update		Approved	Remark Date	: 06-Oct-2017									8
Application Form	Appl	icant Name	Payment Amount	(₹) :2224.80					Applied By		:	Select	
NOC Applications	Mob	ile No	Payment Through : Online Payment Date : 05-Oct-2017 To D										
Order/Notice	WICD	iic ivo.	Payment Date	: 05-Oct-2017					TO DUIC				
Help Desk	Forn	n No	Authority Remark	: 04									
Send Message		ow	Remark Date	: 06-Oct-2017									
Feedback/Complaint		_			Close Sea	rch Pan	el 🛛						
🛱 Reports 🗸 🗸	M Ap	plied by Architect 🔳	Applied by Applican	t 📕 Notice Generated							Show All	/ Showing 1 to 10 of 1	2 Records
	SI.#	Name & Form No.	U	.B Name	Application/ Ref. No	Reg. No	Reg. Fee (र)	Downloads	Status	History	NOC	Action	Send Login
	1	Amitashree Form - 12	м	unicipal Council Solan	02201700021		2,236.80	View	Paid	Show		Send Notice	Send
	2	Puspa Rani	M	unicipal Council Solan	04201700003		94.00	View	Paid	Show		Issue Permission	Send

Figure 28: View payment details

Click on generate to fill Notice Details and save notice.

Authority can send login details, issue permission, send notice, revoke/review the the application.

Order/Notice	
> Order/Notice	🛗 Thursday, Oct 12, 2017 5:20:35 PM
Form List View Notice	
Form-15	r Generate
Form of structural stability certificate and soil investigation Report	
Form-18	r Generate
Order of revocation/ modification of development Permission	
Form-19	r Generate
Order	
Form-20	r Generate
Notice under section 38 of the himachal pradesh town and country Planning act, 1977 (act no. 12 of 1977)	

Figure 29: View Notice List

- User Details are auto-filled
- Enter Demographic Details
- Enter other details
- Click on generate button to preview and send notice
- Click on cancel to go back to approved applications list.

Form-15 View			 (*) Indicates N 	landatory Field
User Details				
User Name	: Amitashree	* Mobile No.	: +91 9132232312	*
Address	: Town/Village : 1, Tehsil : Bharari, Dist : Bilaspur, State : Himachal Pradesh	*		
Application Inform	Maximum 123 characters ation			
Application Number	: 02201700021	* Date	: 06-10-2017	*
Demographic Infor	mation			
District	: Solan	▼ * ULB	: Municipal Council Solan	• •
Tehsil	Select-	* *		
Mauja	2	* Khasra No.	2	*
Civil Engineer Deta	ls			
Name	:	* Regd No.	:	*
Regd Date	:	* Address	:	
			Maximum 200 characters	
Geologist Details				
Name	:	* Regd No.	:	*
Regd Date	:	* Address	:	
			Maximum 200 characters	
	Generate Cancel			

Figure 30: Form15 Notice

- Following screen appears on clicking Revoke
- Click on Submit to revoke the application

-		
Revoke/Review Appl	lication	🛗 Thursday, Oct 12, 2017 5:35:55 PM
		(*) Indicates Mandatory Field
Applicant Name	: Amitashree View Application Details	
Mobile No	: 9132857694 Mai	l Id : amitashree.mallick@csmpl.com
Applied For	: Form - 11 App	lied On : 03-Oct-2017
, ipplica i ol	Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or su	ub-section (1) of
Form Description	: section 30 or section 30-A (beyound the limits as specified under section 30-A) of the Himachal Pradesh Country Planning Act, 1977 (Act No. 12 of 1977) for sub-division / development of land.	Town and
	View Approval History	
Last Authority Remark		
Sh.BR Negi Exe	ecutive Officer; Head quarter, Shimla	↓ :1 ≐ 05-0ct-2017
> Remarks		
court proceed	lings	
court procedu	au Es	
· · · · · · · · · · · · · · · · · · ·		
Action	: Revoke Application	
Remarks	: 🕞 Source 🗶 🔓 🛱 🗟 🐟 🛷 🔍 📞 🎭 🗮 💖+ 📼 🤿 🎮	
	B I U S X₂ X° IX A· Ø· X ₪ 注 := := := := ?? % ≥ ± ±	■ 話+
	The format the styles the styles the styles the style styles the style	
		1
		4 *
	Submit	
	Submit	



4.3 NOC Applications

The purpose of this section is, when the applicant applies an NOC application it will come to respective ULB authority for verification. Respective authorities can view it and take action.

4.3.1 New Applications

- Here authority can view all the new application and in progress application which are not yet approved.
- Authority can take action by clicking on Take Action button.

- Authority can Forward/ Revert/ Approve /Take Assistance while taking action.
- Select ULB, authority name to take assistance

Urban Develop Government of Him	ment De achal Prade	partmen	ıt							A 🖸 🔺 🖬 ·	Madhul Clerk, N	ita Sahoo Iunicipal Cor	poration Shir	•
🚯 Dashboard	⊡ Vie	ew NOO	C Applicati	ons										
🗒 Manage Application 🗸		/lanage Ap	plication > NO	C Applications							🗎 Frida	y, Sep 15, 20	17 11:56:59 A	M
Payment Update														
Application Form	N	A.D.	proved											
 NOC Applications 		aw Ap	proved											
Help Desk	App	licant Nar	ne :	:		lication/Ref. N	No :	0220170	0010	Form No	:Select-			
Send Message	Moh	ila No			From	nam Data		00	To Date			00		
Feedback/Complaint	WOL	ne no.			FIO	From Date :			10 Date					
🛱 Reports 🛛 🗸	Арр	lied By	:	Select	▼ Dist	trict	:Select 🔻			ULB	4	Select	•	
	st	wo												
						1	Close Search	Panel 🛇						
				Application/Ref					Checklist					
	SI.#	Name	Mobile No.	No	NOC Type	Applied On	Building P	hoto	Doc	Pending Status		Details	Action	
	1	Amita Form - 12	9132857694	02201700010	Permanent	19-Aug- 2017	Confin Confin Service Service Service Service			Clerk, Municipal Corporat Shimla	tion	Details	Take Action	l
	2	Amita Form -	9132857694	02201700010	Permanent	19-Aug- 2017	Diel You between the statistics	Hangaver T		Clerk, Municipal Corporat Shimla	tion	Details	Take Action	
2017 © Urban Development De	partment. A	II Rights Re	served.											

Figure 32: View NOC Applications

🚯 Dashboard	View NOC Applic	ations				Silver:
Manage Application ~ Payment Update	👫 > View NOC Application	15				Photo 🏥 Friday, Sep 15, 2017 1:13:36 PM
Application Form NOC Applications	Permanent NOC :					•
Help Desk Send Message Feedback/Complaint	NOC Type Block Name	: Permanent : Block 1		Applie	ed On : 19-Aug-201	7
🛱 Reports 🗸 🗸	Floor	Use Type	Number of Connections			Photo
	Basement 1		1	NA	NA	Cited View Houses
	Stability Document User Remarks	: 🛃				
2017 © Urban Development Dep	partment. All Rights Reserved.					



- 4.3.2 Approved Applications
 - Here authorized user can view all the approved applications.
 - Authority can send login details, issue permission, send notice for the application.
 - Authority can view application details by clicking on applicant name/ NOC Details.
 - Authority can view approval history by clicking on view All Remarks in NOC Details.

Urban Developm	i ent De hal Prade	partmen	t							A 🛛 🔺 🛚	MadbuliGler	hulita Sahoo k, Municipal (Corporation Shir
👸 Dashboard	∎ Vie	ew NOC	Application	ns							Salvas		
Manage Application ~	# > u	undefined :	undefined								Phote 🛗	Friday, Sep 15	, 2017 1:32:36 PM
🛱 Reports 🗸 🗸													
	New Approved										ê		
	Арр	licant Nan	ie	¢		Reference No.	1	1		Form No	:	Select	•
	Mob	oile No.		1		From Date	:	:		To Date	:		m
	Арр	lied By		:Select	۲	District	:)	Select	τ.	ULB	:	Select	•
	Sh	now											
						(llose Search Pan	el 🛇					
	SI.#	Name	Address				Mobile No.	Reference No.	Applied On	Building Photo	Checklist Doc	Total Apply	Action
	1	Amita Form - 12	Town/Village : W Pradesh	Vard2, Tehsil : Shiml	(Urban), Dist : :	: Shimlə, State : Himəchəl 9132857694 02201700010 18-A 2017			18-Aug- 2017	的關係		1	NOC Details
	Showin	ng 1 to 1 of	l Records										
	2 30												
2017 © Urban Development Depa	irtment. A	All Rights Re	served.										

Figure 34: View Approved Application

1				
				🏥 Thursday, Oct 12, 2017 5:03:04 PM
Application progr	ess status			
Applicant Name	: Amitashree Mallick	Application No	: 02201700010	
Mobile No	: 9132857694	Mail Id	: amitashree.mallick@csmpl.com	
Applied For	: Form - 12	Applied On	: 16-Aug-2017	
ULB	: Municipal Council Solan	District	: Solan	
Forwarded Rev	ert to Previous Authority 🔳 Revert to applicant	Approved 🖉 Rejected		
> Remark	(S			
Amita,JE				
∽ Remar	ks			
ok				



4.4 Order/Notice

The purpose of this section is to generate and view notices.

- 4.4.1 Add Notice
 - Click on Generate of required notice form.

ī	Order/Notice	
1	> Order/Notice	🛗 Thursday, Oct 12, 2017 5:20:35 PM
-	Form List View Notice	
	Form-15	A Generate
	Form of structural stability certificate and soil investigation Report	
	Form-18	r Generate
	Order of revocation/ modification of development Permission	
	Form-19	A Generate
	Order	
	Form-20	r Generate
	Notice under section 38 of the himachal pradesh town and country Planning act, 1977 (act no. 12 of 1977)	
-		

Figure 36: View All Notice Forms

- Enter User details, Application Details, related Notice Form Details.
- Click on generate to preview notice of corresponding form.

Form-15 View			(*) Indicates	Mandatory Field
User Details				
User Name	: Amitashree	* Mobile No.	+91 9132232312	*
Address	: Town/Village : 1, Tehsil : Bharari, Dist : Bilaspur, State : Himachal Pradesh			
	Maximum 123 characters	<i>a</i> *		
Application Informa	tion			
Application Number	: 02201700021	* Date	: 06-10-2017	m
Demographic Inform	nation			
District	: Solan	• • ULB	: Municipal Council Solan	•
Tehsil	Select-	* *		
Mauja	: 2	* Khasra No.	: 2	+
Civil Engineer Detail	s			
Name	:	* Regd No.	f	*
Regd Date	:	Address	ŧ	
			Maximum 200 characters	1.*
Geologist Details				
Name		* Regd No.	-	
Regd Date	:	Address	2	
				*
	Generate Cancel		Maximum 200 characters	

Figure 37: Notice Form

🌡 Manage Master 🗸 🗸	💏 > Manage Application > Orde	r/Notice			🛗 Thursday, Oct 12, 2017 6:27:12 PM
💄 Manage Authority 🗸 🗸					
🕞 Manage Application 🗸	Form-15 Preview				
🛱 Reports 🗸 🗸	Form of structural stability of	ertificate and soil investigation Report			
Summary Report	ronn or selected a second y	er une are and a an interaugurout report			
Payment Report	User Details				
- Online Payment Report	User Name	: Amitashree Mallcik		Mobile No	: 9132857694
- Application Report	Address	: HP			
UseWise Collection	Application Information				
NOC Report	Application Number	: 02201700005		Date	: 10-Oct-2017
Pending Report					
	Demographic Information				
	District	: Bilaspur		ULB	: Municipal Council Bilaspur
	Tehsil	: Bharari			
	Mauja	: 2		Khasra No	: 2,3
	Civil Engineer Details				
	Name	: A Mallick		Regd No	: R31233
	Regd Date	: 11-Oct-2017		Address	: HP
	Geologist Details				
	Name	: K Mallick		Regd No	: R13312
	Regd Date	: 11-Oct-2017		Address	: HP
	<u> </u>		Modify Confirm		

Figure 38: Notice Form preview

Click on confirm to generate the notice or modify to edit the notice form.

Confirm Notice	
Anage Application > Order/Notice	🋗 Thursday, Oct 12, 2017 6:35:52 PM
Confirm Notice	
Notice No NO050280000117 has been generated successfully	
🗲 Print Notice 🧲 Back	

Figure 39: Confirm Notice

- Applicant is notified by email and sms with notice details when notice is generated. Applicant is not able to apply for NOC until permission is re-granted.
- 4.4.2 View Notice
 - User can view notice Number, notice document, notice status, issue date in his section.
 - Select notice and click on delete button to delete a notice.

Urban Developn Government of Hima	m ent Department schal Pradesh				Super Admini	strator 🗸					
🚯 Dashboard	View Notice Details										
🌡 Manage Master 🗸 🗸	Analoge Application > Order/Notice	Nanage Application > Order/Notice									
🛓 Manage Authority 🗸 🗸											
🛿 Manage Application 🗸	Form-18 View					a 👔					
Payment Update		Open Search Panel	0								
Application Form											
NOC Applications	SI.# Applicant Name	Form Name	Notice No	Notice Status Not	ce Notice Date	Edit					
Order/Notice	1 Dfd	Form - 18	NO040500000117	Permission Regranted							
Help Desk				0							
Send Message	Showing 1 to 1 of 1 Records										
Feedback/Complaint											
🛱 Reports 🗸 🗸 🗸											

Figure 40: View All Notices

4.5 Send Message

4.5.1 Add

The purpose of this section is to send message to authorities.

- Select District
- Select Designation
- Select Authority
- Enter Subject of message
- Attach documents if required
- Enter message
- Click on Submit to send message to selected authorities
- Click on reset to clear all data
- Recipient Authorities are notified by email and sms regarding the message.

Urban Developi Government of Hima	ment Department achal Pradesh		Super Administrator 🗸
🛔 Manage Master 🗸 🗸	A > Manage Application > Send Me	SSRe	Friday, Sep 15, 2017 2:11:51 PM
💄 Manage Authority 🗸 🗸			
🗟 Manage Application 🗸	Add View		(*) Indicates Mandatory Field
Urban Development I Government of Himatal Pro ▲ Manage Master ◆ ▲ Manage Authority ◆ ● Manage Authority ◆ ● Manage Authority ◆ ● Payment Update ● - Application Form ● - NOC Applications ● - Help Desk ● ● Feedback/Complaint ● ◎ Reports ◆	Officer Type	: Officers	· · · · · · · · · · · · · · · · · · ·
 Application Form NOC Applications 	District	:Select 🔻 💌	
⊷ Help Desk	Designation	· -Select •	
Send Message	Authority	:Select 🔻	
Feedback/Complaint	Subject	·	
및 Reports V	Document	Choose File No file chosen (.pdf file only and Max size file Size 10 MB)	
	Message		
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		Submit Rest	
2017 © Urban Development De	partment. All Rights Reserved.		



4.5.2 View

Authority can view all sent messages

- Enter Subject of message
- Choose date
- Click on show to filter records.
- Click on delete to delete a message
- Click on edit to modify message

~										
Urban Developm Government of Himag	n ent Depa chal Pradesh	irtment					Super Ac	iministrator 🖕		
🚯 Dashboard	⊡ View	/ Send Messa	3e							
🕹 Manage Master 🗸 😽 > Manage Application > Send Message 🗎 Friday, Sep 15, 2017 2:14:46 PM										
🛓 Manage Authority 🗸 🗸										
🕞 Manage Application 🗸	Add	View						ê 👔		
Payment Update	- Payment Update									
Application Form	Subjec	t :		Date	:	Show				
NOC Applications			1			-		F 11		
Help Desk	S	I.# Notify From	Notity To		Subject	Document	Notification On	Edit		
 Send Message 	1	Me	Madhulita Sahoo (Clerk) of Shimla		Form 12 application		15-Sep-2017 02:14:16 PM	1		
Feedback/Complaint	Showing	1 to 1 of 1 Records								
🛱 Reports 🗸 🗸 🗸		n to up in the second sec								
2017 © Urban Development Dep	artment. All F	Rights Reserved.								



4.6 Feedback

The purpose of this section is to view all feedbacks of users from website feedback form.

- Click on subject name to view message details
- Click on email to send email.

Urban Develop Government of Him	Urban Development Department Super Administrator Government of Himachal Pradesh Super Administrator										
🚯 Dashboard	⊒ Vi	ew F	eedback/Complai	nt							
🛔 Manage Master 🗸 🗸	* >	😤 > Manage Application > Feedback/Complaint									
🛓 Manage Authority 🗸	Manage Authority v										
🕃 Manage Application 🗸	Γ	/iew							ê 👔		
Payment Update	7				Open Search I	Panel 🔮					
Application Form	Cl # Manue Mobile No. Email Cubiest							Turne	Action		
NOC Applications		SI.#	Name	MODILE NO	Email	Subject	Posted Un	Туре	Action		
- Order/Notice		1	Madhulita Sahoo	9132857694	madhulita.sahoo@csmpl.com	Licence	27-Sep-2017	FeedBack			
Help Desk		2	Amitashree Mallick	9132857694	amitashree.mallick@csmpl.com	Unauthorised construction	27-Sep-2017	FeedBack			
Send Message											
 Feedback/Complaint 	Show	ing 1 to	2 of 2 Records								
🛱 Reports 🗸 🗸											



5. Reports

5.1 Summary Report

The purpose of this section is to view total applications applied, under processing,

reverted, provisionally approved, permission issued, rejected for all ULBs.

- Select Form Name, District, ULB
- Click on show to refine search.
- Click on ULB to view all ULB data
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.

Urban Developr Government of Hima	Urban Development Department Government of Himadhal Pradesh O 29:53 Super Administrator -										
Dashboard	3										
🌡 Manage Master 🗸 🗸	Summary Report of Online Building Planning Permission										
💄 Manage Authority 🗸 🗸	😤 > Reports > Summary Report					🛗 Tuesday, Mar	12, 2019 0:47:21 PM				
🗊 Manage Application 🗸											
🛱 Reports 🛛 🗸 🗸	View						•				
 Summary Report 	Oper	i Search Panel 오									
ULB wise Payment Report	Area	Applied	Under Processing	Reverted	Provisionally Approved	Permission Issued	Rejected				
Online Payment Report	ULB (54)	2432	505	423	169	1330	6				
Application Report											
Total (Fee) Collection											
NOC Report											
Pending Report											
		2									



Urban Developn Government of Himag	n ent De j hal Prade:	partment ^{sh}									0 27:58 🙆	Super Administrator
👔 Dashboard		line Payment Penorts of	Ruilding Planning	Permission								
🌡 Manage Master 🔍 🗸	UII	nine Payment Reports of	building Flatining	rennission								
💄 Manage Authority 🛛 🗸	 	leports > ULB wise Payment Report									🛗 Tuesday, I	Mar 12, 2019 0:29:29 PM
🕞 Manage Application 🗸												_
🛱 Reports 🗸 🗸 🗸	Or	nline Payment Reports										ė.
- Summary Report	Area	Туре	Select	• F	rom Date	:		m×	To Date		:	m ×
 ULB wise Payment Report 	Distr	rict		• I	JLB		Select		Show			
- Online Payment Report	0100		-select-				select		SHOW			
Application Report Total (Fee) Collection	Total o	collection (2,10,55,539.86)				Close Search P	anei 🛇					
NOC Report	SI.#	ULB Name	Development Fees(₹)	CLU Fees(₹)	Built Up Fees(₹)	Deviation Fees(₹)	e-Charges(₹)	Muck Fees(₹)	Processing Fees(₹)	Other Fees(₹)	Total Fees(₹)	Total Application
- Pending Report	1	Municipal Council Rampur	9772.5	9880	242500.15	285924	18661.69	46425	53000	34177.3	700340.64	103
	2	Municipal Council Theog	0	0	170084.66	0	7772.54	0	19500	70000	267357.2	38
	3	Municipal Council Rohru	8777.93	437347.56	194925.15	45592	23315.63	11250	30000	105161.09	856369.36	60
	4	Nagar Panchayat Narkanda	0	0	9736.4	0	1561.39	0	2000	40309.93	53607.72	8
	5	Municipal Council Solan	3912.5	312608.3	681878.78	111184	48314.65	32285	155500	386619.66	1732302.89	300
	6	Municipal Council Nalagarh	0	17768.96	38056	13476	4914.96	21743.2	22500	57788	176247.12	40
	7	Municipal Council Parwanoo	0	0	4295.24	0	196.36	250	5000	0	9741.6	9
	8	Municipal Council Baddi	0	189062.69	362291.18	0	168067.56	29300	132500	4941598	5822819.43	231
	9	Municipal Council Nahan	17181.76	63698.44	148802.75	0	19608.14	3250	65500	379795.73	697836.82	132
	10	Municipal Council Paonta	60566.62	278531.84	387279.73	49192	58437.88	9250	159000	1091046	2093304.07	286
	11	Municipal Council Bilaspur	0	9587.07	68468.1	9968	4602.48	31950	19500	23442.72	167518.37	37
	12	Nagar Panchayat Talai	0	8691.2	11607.12	0	794.12	0	3000	3172.5	27264.94	13
	13	Municipal Council Ghumarwin	0	44666.72	155524.17	21600	8208.43	8375	45500	19448.28	303322.6	80

Figure 45: ULB wise Paymet Report

Click on each number link to view all respective applications.

Irban Developm overnment of Himad	nent Dep chal Pradesh	artment									⊘ 26:1	7 🙆 ^{Supe}
board	⊡ Ann	lication Penorts o	of Online Building Danning P	ermission								
Master 🗸	- hh	nication Reports c		CITIISSION								_
uthority 🗸	A > Re	ports > Application Report									Ē	Tuesday, Mar 12
pplication \checkmark		-										
~	Viev	N				Open Search	Panel 🛇					
Report	Applied	2435 Provisionally Apr	proved 169 Certificate Issued 1330	Pending 508 Reve	rted 423 Rele	acted 6						
ayment						Planning						
/ment Report	SI.#	Name	Email	Mobile No.	Form Name	Permission Fees (₹)	Ref. No	ULB Name	Date of Submission	Documents	Status	Time Period Taken
Collection	1	Mohan Singh	rahulbunty542@gmail.com	9459140725	Form - 12	14657.00	02201700001	Municipal Council Una	04-Dec-2017	Download	Certificate Issued	View
t port	2	Mohan Singh	rahulbunty542@gmail.com	9459140725	Form - 11	9910.66	01201700001	Municipal Council Una	04-Dec-2017	Download	Certificate Issued	View
	3	Satpal	Thakur.nk582@gmail.com	8628813582	Form - 12	4790.53	02201700003	Municipal Council Una	09-Dec-2017	Download	Certificate Issued	View
	4	Vikash	rv21403@gmail.com	8894402617	Form - 26	19296.02	04201700003	Nagar Panchayat Baijnath-Paprola	21-Dec-2017	Download	Certificate Issued	View
	5	Vijay Kumar	mamgain_pk@yahoo.co.in	9418087307	Form - 12	150825.06	02201700004	Municipal Council Solan	11-Jan-2018	Download	Certificate Issued	View
	6	Neelam Kumar	Thakur.nk582@gmail.com	8628813582	Form - 12	18808.83	02201700005	Municipal Council Una	09-Dec-2017	Download	Certificate Issued	View
	7	Suresh Kumar	suny.sn17@gmail.com	9736966108	Form - 26	0.00	04201700005	Municipal Council Ghumarwin	29-Dec-2017		JE	View
	8	Prem Singh	santosh.sharma38@gmail.com	9418468452	Form - 26	500.00	04201700006	Municipal Council Mandi	28-Dec-2017	Download	Provisionally Approved	View
	9	Neeraj Soni	neerajtradersngb@yahoo.com	9816072088	Form - 12	500.00	02201700007	Municipal Council Nagrota-Bagwan	04-Dec-2017		Reverted to	View

Figure 46: Application Report

5.2 ULB Wise Payment Report

The purpose of this section is to view the total no. of application, total no of payment, total month wise.

- There are filter parameters like month, year, form no., district, ULB.
- Authorized user can search total no. of payment by clicking on show button.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- When user click on the total no. of Payment link page will redirect to application-wise payment details page.

Urban Developn Government of Hima	nent De chal Prade	partment ^{sh}						Ø	29:53 🙆 Super	Administrator
🚯 Dashboard	I									
🜡 Manage Master 🔍 🧹	Or	lline Payment Report of On	line Building P	lanning Permission						
💄 Manage Authority 🗸	* > F	teports > Online Payment Report							🛗 Tuesday, Mar 12, :	2019 0:29:47 PM
🗊 Manage Application 🗸										
큐 Reports 🗸 🗸	0	nline Payment								•
- Summary Report					Open Search Panel					
 ULB wise Payment Report 	Total	Pald Amount (₹) 2,09,04,050.00 Total	Page Wise Pald Amour	it(₹) (49,198.00)						
Online Payment Report	SI.#	Name	Form No	Application No	Payment Reference No.	Payment Date	Transaction Id	Status	Amount (₹)	Details
 Application Report 	1	Sonam	Form - 11	01201900036	HPUD2061552373497	12-Mar-2019	201907163333644	Success	500.00	Show
- Total (Fee) Collection	2	Sunil Sood	Form - 12	02201900432	HPUD9731552372673	12-Mar-2019	201907163672402	Success	500.00	Show
NOC Report	3	Mahinder Pal Singh	Form - 12	02201801709	HPUD8431552368988	12-Mar-2019	201907134420922	Success	500.00	Show
 Pending Report 	4	Surinder Kumar Thakur	Form - 12	02201900319	HPUD5711552367269	12-Mar-2019	201907166347787	Success	14,005.00	Show
	5	Rakesh Kumar	Form - 12	02201800425	HPUD6021552366339	12-Mar-2019	201907133084778	Success	8,720.00	Show
	6	Prince	Form - 26	04201900048	HPUD6591552305581	11-Mar-2019	201907002697743	Success	13,047.00	Show
	7	Virender Singh	Form - 12	02201900427	HPUD8291552287777	11-Mar-2019	201907043848873	Success	500.00	Show
	8	Rahubal	Form - 12	02201900240	HPUD4151552305160	11-Mar-2019	201907002479236	Success	4,669.00	Show
	9	Ravi Kumar	Form - 12	02201800476	HPUD5431552287615	11-Mar-2019	IGAFPKTXZ9	Success	2,088.00	Show
	10	Bhagwati Prasad	Form - 12	02201900242	HPUD5651552305076	11-Mar-2019	201907097563459	Success	4,669.00	Show
	Tota	l.							49,198.00	
	Show	NI / Showing 1 to 10 of 3558 Records						2 3 4 5	5 6 7 8 9	10 > »

Figure 47: Online Payment Report

Urban Developme Government of Himach	ent Depa al Pradesh	artment							🔒 Supe	r Administrator 🖕
🚯 Dashboard 🔤	Plan	ing Permission	Reports							
🌡 Manage Master 🗸 🗸	🔺 > Re	ports > Payment Report							🛗 Friday, Oct 13,	2017 11:25:46 AM
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🗊 Manage Application 🗸	Viev	V								+ = +
🛱 Reports 🗸 🗸 🗸				-		-	1			
Summary Report	Applic	ant Name :		Application 1	No.	:		Payment Mode	:All	•
 Payment Report 	Form	No :	All •	From Date		:	*	To Date	:	*
Online Payment Report	Distric	t :	Select	ULB		Select	•			
Application Report						Derect				
UseWise Collection	Sho	w								
NOC Report					Close Sear	ch Panel 🔗				
Pending Report	Month	October Year 2017								
	SI.#	Name	Form Name	Application No.	Challan No.	Trans. Id	Payment Date	Payment Updated Date	Total Fees (₹)	Payment Mode
	1	Rahul	Form - 26	04201700024	123	123	07-Oct-2017	07-Oct-2017	32.00	Treasury
	2	Anjali	Form - 12	02201700033	123	123	06-Oct-2017	06-Oct-2017	22,770.00	Treasury
	3	Rahul	Form - 26	04201700024	123	123	06-Oct-2017	07-Oct-2017	22.00	Treasury

Figure 48: Payment Detail Report

5.3 Online Payment report

The purpose of this section is to view the applications whose payment is made through online. There are different filter parameters like applicant name, application no, payment reference no, form no, from date and to date.

- Authorized user can search particular application payment details by clicking on show button.
- Authorized user can show the applicant details by clicking on applicant name.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- Authorized user can click on the show link of Details column to view the success and failure history of online payment.
- When authorized user click on the show link below modal pop up will open.

Master 🗸			Sector Saliang							
Authority 🗸 🐣	> Re	ports > Online Payment Report							🛗 Tuesday, Mar 12,	201
Application \checkmark										
× _	On	line Payment			Open Search I	Panal 🔿				
/ Report	tal Pa	ald Amount (₹) 2.09.04.050.00 T	otal Page Wise Paid Amo	unt (₹) 49 198.00	opensearch					
Payment										
ayment Report	1.#	Name	Form No	Application No	Payment Reference No.	Payment Date	Transaction Id	Status	Amount (₹)	D
on Report		Sonam	Form - 11	01201900036	HPUD2061552373497	12-Mar-2019	201907163333644	Success	500.00	\$
e) Collection 2		Sunil Sood	Form - 12	02201900432	HPUD9731552372673	12-Mar-2019	201907163672402	Success	500.00	
ort 3		Mahinder Pal Singh	Form - 12	02201801709	HPUD8431552368988	12-Mar-2019	201907134420922	Success	500.00	
Report 4		Surinder Kumar Thakur	Form - 12	02201900319	HPUD5711552367269	12-Mar-2019	201907166347787	Success	14,005.00	
5		Rakesh Kumar	Form - 12	02201800425	HPUD6021552366339	12-Mar-2019	201907133084778	Success	8,720.00	
6		Prince	Form - 26	04201900048	HPUD6591552305581	11-Mar-2019	201907002697743	Success	13,047.00	1
7		Virender Singh	Form - 12	02201900427	HPUD8291552287777	11-Mar-2019	201907043848873	Success	500.00	5
8		Rahubal	Form - 12	02201900240	HPUD4151552305160	11-Mar-2019	201907002479236	Success	4,669.00	
9		Ravi Kumar	Form - 12	02201800476	HPUD5431552287615	11-Mar-2019	IGAFPKTXZ9	Success	2,088.00	
1	0	Bhagwati Prasad	Form - 12	02201900242	HPUD5651552305076	11-Mar-2019	201907097563459	Success	4,669.00	
Т	otal								49,198.00	

Figure 50: Online Payment Report

Name	Payment Ref. No.	Date	Trans. Id	Res. Message	Account Id	Status
Rishi	4111507362721	13-10- 2017	TXN190201720310	Success	349323201232	Success

Figure 51: Payment Details

5.4 Application Report

The purpose of this section is to view the application details which are applied for planning permission.

- There are different filter parameters like applicant name, reference no, status, form no, from date and to date, applied by, district, ULB.
- Authorized user can search particular application details by clicking on show button.
- Authorized user can show the applicant details by clicking on applicant name.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.

Urban Develop	oment Iachal Pi	Depai radesh	rtment									⊘ 26:1	7 Super Add	Iministrato
Dashboard Manage Master		Appl	ication Reports of	Online Building Planning Per	mission									
🛓 Manage Authority 🗸	*	> Rep	orts > Application Report									e	Tuesday, Mar 12, 201	9 2:53:28
🕞 Manage Application 🗸			-										_	_
🛱 Reports 🗸 🗸		View					Open Search	Panel 🛇					+	
Summary Report ULB wise Payment	Ap	oplied	2435 Provisionally Appro	wed 169 Certificate Issued 1330 Pen	ding S08 Reve	rted 423 Reje	ected 5							
Online Payment Report Application Report	2	51.#	Name	Email	Mobile No.	Form Name	Planning Permission Fees (₹)	Ref. No	ULB Name	Date of Submission	Documents	Status	Time Period Taken	
- Total (Fee) Collection	1	I	Mohan Singh	rahulbunty542@gmail.com	9459140725	Form - 12	14657.00	02201700001	Municipal Council Una	04-Dec-2017	Download	Certificate Issued	View	
 NOC Report Pending Report 	2	2	Mohan Singh	rahulbunty542@gmail.com	9459140725	Form - 11	9910.66	01201700001	Municipal Council Una	04-Dec-2017	Download	Certificate Issued	View	
	3	3	Satpal	Thakur.nk582@gmail.com	8628813582	Form - 12	4790.53	02201700003	Municipal Council Una	09-Dec-2017	Download	Certificate Issued	View	
	4	1	Vikash	rv21403@gmail.com	8894402617	Form - 26	19296.02	04201700003	Nagar Panchayat Baijnath-Paprola	21-Dec-2017	Download	Certificate Issued	View	
	5	5	Vijay Kumar	mamgain_pk@yahoo.co.in	9418087307	Form - 12	150825.06	02201700004	Municipal Council Solan	11-Jan-2018	Download	Certificate Issued	View	
	e	5	Neelam Kumar	Thakur.nk582@gmail.com	8628813582	Form - 12	18808.83	02201700005	Municipal Council Una	09-Dec-2017	Download	Certificate Issued	View	
	7	7	Suresh Kumar	suny.sn17@gmail.com	9736966108	Form - 26	0.00	04201700005	Municipal Council Ghumarwin	29-Dec-2017		JE	View	
	8	3	Prem Singh	santosh.sharma38@gmail.com	9418468452	Form - 26	500.00	04201700006	Municipal Council Mandi	28-Dec-2017	Download	Provisionally Approved	View	
	9	9	Neeraj Soni	neerajtradersngb@yahoo.com	9816072088	Form - 12	500.00	02201700007	Municipal Council Nagrota-Bagwan	04-Dec-2017		Reverted to applicant	View	

Figure 52: Application Report

5.5 Total(Fee) Collection

The purpose of this section is to view the use-wise payment collections.

- There are different filter parameters like form, district, ULB, year, month.
- Authorized user can search particular collection details by clicking on show button.
- Authorized user can view detailed payment application-wise by clicking on View Details button.
- Authorized user can click on print button to print the report.

Urban Developn Government of Hima	Hert Department hal Pradesh Use-wise Collection Report of Online Building Planning							© 29 : 53 Super Administrator					
Dashboard	I												
🌡 Manage Master 🗸 🗸	Use-wise Colle	ction Report o	f Online Building	, Planning P	ermission								
💄 Manage Authority 🗸 🗸	👫 > Reports > Total (F	ee) Collection							🛗 Tuesday, N	lar 12, 2019 0:46:14 PM			
🕞 Manage Application 🗸		Yex Viex Form No :select- Month : -All- Development Fees ₹ 32,386.58											
🛱 Reports 🔍 🗸	View												
- Summary Report	Form No		Select		District	: "Select-		ULB	Select				
- ULB wise Payment	Manth		- Selector		Vear	- Selector							
Online Payment Report	Month		All	•	real	: 2019	•	snow					
- Application Report						Close Search Panel O							
 Total (Fee) Collection 		Developme	nt Fees			CLU Fees			Built Up Fees				
NOC Report		Development Fees ₹ 32,386.58				₹ 3 02 841.60			₹760276.50				
Pending Report	Development Fees ₹ 32,386.58					(0,02,011100			(, ,00,2, 0,00				
		Deviation	Fees			e-Charges			Muck Fees				
		₹1,62,4	60.00			₹1,39,190.09			₹1,22,387.50				
						N							
						ю							
		Processing	g Fees			Other Fees			Total Fees				
		Vew Form No : -Select Month : wall Development Fees ₹ 32,386.58 Devlation Fees ₹ 1,62,460.00 Processing Fees ₹ 3,79,000.00				₹ 32,07,427.45			₹51,05,969.72				
										View Details			

Figure 53: Total (Fee) Collection Report

Urban Developme	e nt De al Prade	partment ^{sh}									Super A	dministrator 🖕
👔 Dashboard 🔤	Co	llection Reports										
🌡 Manage Master 🗸 🗸	* >	Collection Reports									🛗 Friday, Sep 15, 20	017 3:07:45 PM
🛓 Manage Authority 🗸 🗸												The set of
🗊 Manage Application 🗸	Vi	ew										• •
🛱 Reports 🗸 🗸						Open Searc	h Panel 🛇					
											Total Collection	1: 1,15,146.72
	SI.#	Name	Form Name	Ref. Number	Development Fees (₹)	CLU Fees (₹)	Built Up Fees (₹)	Deviation Fees (₹)	e-charges (₹)	Muck Fees (₹)	Processing Fees (₹)	Total Fees (₹)
	1	Amitashree Mallick	Form-12	02201700001	0.00	2,400.00	60,000.00	0.00	0.00	0,00	0.00	62,400.00
	2	Puspa Rani	Form-12	02201700006	500.00	0.00	2,100.00	0.00	0.00	1,200.00	100.00	3,900.00
	3	Dipti Rani	Form-12	02201700007	2,400.00	0.00	4,000.00	0.00	252.30	2,000.00	10.00	8,662.30
	4	Amita	Form-12	02201700010	2,400.00	0.00	4,000.00	0.00	192.30	0.00	10.00	6,602.30
	5	Dfd	Form-12	02201700012	1,000.00	0.00	2,400.00	0.00	342.06	8,000.00	2.00	11,744.06
	6	Puspa Rani	Form-12	02201700015	5,000.00	0.00	0.00	0.00	150.30	0.00	10.00	5,160.30
	7	Sad	Form-12	02201700018	6,800.00	0.00	1,800.00	0.00	485.76	7,590.00	2.00	16,677.76
	Showir	ng 1 to 7 of 7 Records										
			_	_	_		_	_			_	
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Figure 54: Application Detail Report

5.6 NOC Report

The purpose of this section is to view the application details which have applied NOC.

Urban Developm Government of Himac	ient De hal Prade	partment					O 29:49	Super Add	ministrator 🖕
Dashboard Anage Master	■ NC	OC Reports of 0	Online Building Planning Permission						
🛓 Manage Authority 🗸	# > F	Reports > NOC Report					a 1	uesday, Mar 12, 201	9 0:46:39 PM
I Manage Application ↓ I Reports ↓	Vi	ew						+	
Summary Report ULB wise Payment	Applie	d 301 Approved	Open Search Park						
Report Online Payment Penort	SI.#	Name	Address	Form No	Application No.	Applied On	Building Photo	Status	Details
Application Report Total (Fee) Collection	1	Kiran	TownVillage : RAMSHILA, Tehsil : Kullu, Dist : Kullu, State : Himachal Pradesh	Form - 12	02201801161	11-Mar-2019		Pending	Show
NOC Report Pending Report	2	Gurdeep Singh	Town/Village : Ward No.06, Tehsil : Ponta Sahib, Dist : Sirmaur, State : Himachal Pradesh	Form - 12	02201900007	08-Mar-2019		Pending	Show
	3	Neelam	DAULTPUR CHOWK, Amb, Una, Himachal Pradesh	Form - 26	04201800416	07-Mar-2019		Approved	Show
	4	Naresh Kumar	BHATER KALAN, Hamirpur, Hamirpur, Hirnachal Pradesh	Form - 26	04201800090	07-Mar-2019		Pending	Show
	5	Sarwan Singh	TownVillage : Galua, Tehsil : Una, Dist : Una, State : Himachal Pradesh	Form - 12	02201800909	28-Feb-2019		Pending	Show
	6	Vidya Devi	TownVillage : Badripur, Tehsil : Ponta Sahib, Dist : Sirmaur, State : Himachal Pradesh	Form - 12	02201800681	28-Feb-2019	-	Approved	Show
	7	Bimla Devi	Town/Village : BADU, Tehsil : Hamirpur, Dist : Hamirpur, State : Himachal Pradesh	Form - 12	02201801771	28-Feb-2019		Pending	Show

Figure 55: NOCReport

- There are different filter parameters like applicant name, application/reference no, status, form no, from date and to date, district., ULB
- Authorized user can search particular NOC application details by clicking on show button.
- Authorized user can see application details by clicking on the Applicant Name.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- When user click on show link page will redirect to NOC details page.

5.7 Pending Report

The purpose of this section is to view the application details which are not yet approved.

- There are different filter parameters like applicant name, reference no, mobile no, form no, from date and to date, district, ULB
- Authorized user can search particular application details by clicking on show button.
- Authorized user can view the application details by clicking on applicant name.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- Authorized user can click on the edit times link to view the edit history of application
- Authorized user can view approval history details by clicking on Pending Status link.

Government of Himag	opment Department Imadul Pradesh ×												@ 29:	55 🙆 Super Adr	ninistrator 🖕
🛓 Manage Authority 🗸	# > F	teports > Pending Report												🏥 Tuesday, Mar 12, 201	9 0:46:59 PM
Manage Application	Vi	ew												+	•
Summary Report	App	licant Name				Appli	cation/Ref. No	:				Form No	: -	Select	٠
Report	Mob	ile No.	1			From	Date				m ×	To Date			*
Online Payment Report Application Report	Desi	gnation	-	-Select		▼ Statu	s		Over due		•	District	:	Select	•
Total (Fee) Collection	ULB		: -	-Select		▼ Sho	w								
NOC Report								Close Search	Panel 🔿						
 Pending Report 	SI.#	Name	Form N	o. Mobile I	o. Aş	pplication/Ref. No	Applied On	Pending Status						Pending Days	History
	1	Gian Chand	Form -	12 9805234	312 02	2201900359	28-Feb-2019	Junior Assistant, M	unicipal Council Ro	ohru				Over due 12 Days	
	2	Sh. Krishan Lal	Form -	8628056	003 02	2201900290	28-Feb-2019	Junior Assistant, Municipal Council Rohru						Over due 12 Days	
	3	Sohan Lal 🚺	Form - 2	9882223	368 04	4201800251	24-Sep-2018	Clerk, Municipal Council, Jogindernagar					Over due 13 Days		
	4	Sant Ram 🕕	Form -	9882223	368 01	1201900011	05-Feb-2019	Clerk, Municipal Council, Jogindernagar					Over due 13 Days		
	5	Joginder Singh 🕕	Form -	9736216	295 02	2201900132	21-Jan-2019	Clerk, Municipal Co	ouncil Solan					Over due 14 Days	
	6	Geeta Devi 🕕	Form -	9816700	004 02	2201900182	29-Jan-2019	Clerk, Municipal Co	ouncil Solan					Over due 15 Days	
	7	Kokala Devi 1	Form -	9418420	935 02	2201900200	04-Feb-2019	Junior Assistant, N	agar Panchayat Su	ini				Over due 15 Days	
	8	Prem Lal 🚺	Form -	12 7018603	709 02	2201801686	17-Nov-2018	Sundernagar Drau	ghtsman, Municipa	al Council Su	ndernagar			Over due 17 Days	
	9	Giriraj 🔞	Form -	9805463	326 02	2201800085	24-Jan-2018	Sundernagar Drau	ghtsman, Municipa	al Council Su	ndernagar	-		Over due 18 Days	
	10	Gopal Sharma 🕕	Form -	9418000	791 02	2201801368	01-Nov-2018	Sundernagar Drau	ghtsman, Municipa	al Council Su	ndernagar			Over due 19 Days	
	11	Jai Singh 🕕	Form - 2	26 9418066	758 04	4201900023	17-Jan-2019	Sundernagar Drau	ghtsman, Municipa	al Council Su	ndernagar			Over due 19 Days	
	12	Dharam Singh	Form -	11 7018331	062 01	1201900023	19-Feb-2019	Executive Officer, I	Municipal Council F	Paonta				Over due 19 Days	
	13	Mohnish Mittal 1	Form -	9418139	240 02	2201801583	25-Oct-2018	Executive Officer, I	Municipal Council 1	Nalagarh				Over due 17 Days	

Figure 56: Pending Report