

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



# IT-Automation HPUD Portal

## Revision History

Date	Version	Description	Author
08-Sept-2017	1.0	User Manual	Amitashree Mallick
05-Dec-2017	1.1	User Manual	Amitashree Mallick

# **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:

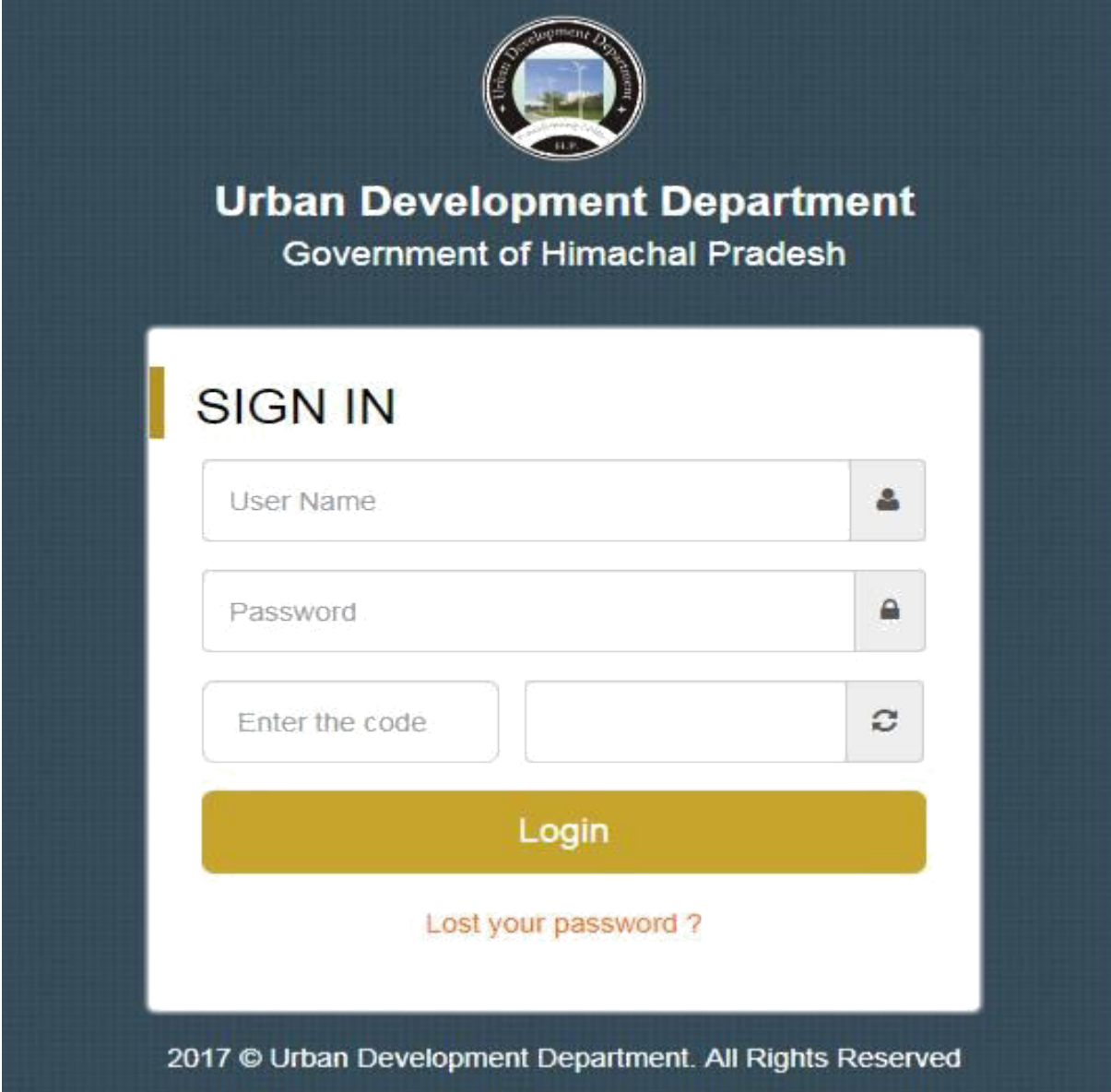
The image shows the login screen of the Urban Development Department, Government of Himachal Pradesh. At the top center is a circular logo with a landscape scene and the text 'Urban Development Department' and 'H.P.' around it. Below the logo, the text 'Urban Development Department' and 'Government of Himachal Pradesh' is displayed in white on a dark blue background. The main content area is a white box with a yellow vertical bar on the left. Inside this box, the text 'SIGN IN' is at the top. Below it are three input fields: 'User Name' with a user icon, 'Password' with a lock icon, and 'Enter the code' with a refresh icon. A large yellow 'Login' button is below these fields. At the bottom of the white box is a link that says 'Lost your password?'. At the very bottom of the dark blue background, the text '2017 © Urban Development Department. All Rights Reserved' is displayed.

Figure 1: Login Screen

In the above displayed login screen:

- Enter the valid administrator user name in the User Name textbox.
- Enter the secret Password of the user.

Click the Login button to login.

On submitting, the user can view the following dashboard-

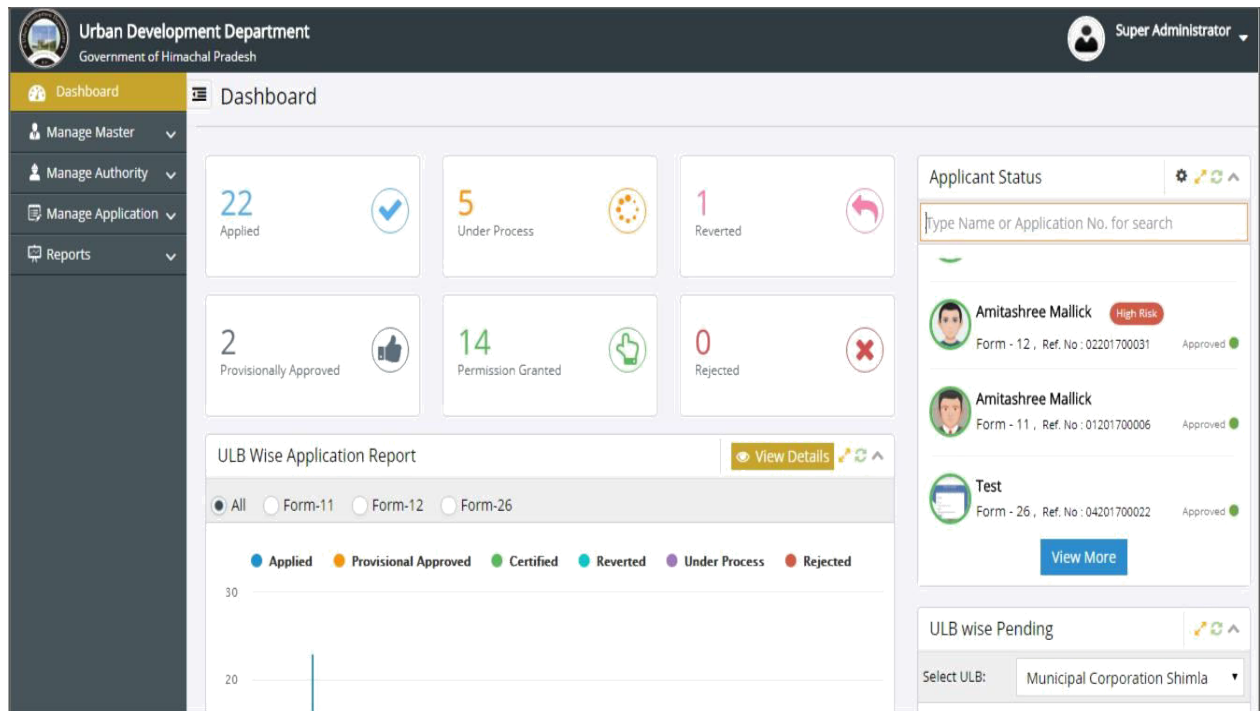


Figure 2: Dashboard

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

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


The screenshot shows the 'Add Ward Master' form within the Urban Development Department portal. The header includes the department logo, name, and the user 'Super Administrator'. The left sidebar lists various management options under 'Manage Master'. The main form area has a breadcrumb trail 'Manage Master > Manage Ward' and a timestamp. It features an 'Add' button and a 'View' button. The form fields are: 'District' (dropdown menu), 'ULB' (dropdown menu), and 'Ward Name' (text input). Each field is marked with a red asterisk indicating it is mandatory. Below the fields are 'Submit' and 'Reset' buttons. A legend note states '(\*) Indicates Mandatory Field'.


Figure 3: Add Ward Master

- Choose District, ULB
- Enter Ward Number and Name
- Click on Add More button to add more ward detail,
- Click 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.


**Urban Development Department**  
 Government of Himachal Pradesh


 Super Administrator

Dashboard
 Manage Master
 Manage Ward
 Manage Signature
 Payment Category
 Manage Description
 Manage Range
 Manage Checklist
 Manage FormList
 Manage Logo
 Manage Fast Track
 Manage Authority
 Manage Application
 Reports

**View Ward Master**

> Manage Master > Manage Ward
 Sunday, Oct 8, 2017 10:46:16 PM

Add View

District : --Select-- ULB : --Select-- Show













Sl.#	Block/ULB Name	Ward	Edit	Delete
1	Nagar Panchayat, Jawali	1-Bhanei, 2-Makrahan, 3-Lubh, 4-Kehrian-I, 5-Kehrian-II, 6-Jawali-I, 7-Jawali-II, 8-Jawali-III, 9-Dhan		
2	Municipal Council, Jawalamukhi	1-Devi Talab, 2-Arjun Naga, 3-Maliwara Mohalla, 4-Geeta Bhawan, 5-Ganesh Colony, 6-Ast Bhuja, 7-Indira Colony		
3	Municipal Council Nagrota-Bagwan	1-G.G.S.S.School, 2-Dewan Bagh, 3-Narda Sharda Mandir, 4-Railway Station Kirchamba, 5-Hospital Ward, 6-Sharotri Ward, 7-Radha Krishan Ward		
4	Municipal Council Nurpur	1-Mahatma Gandhi Memorial Municipal Library, 2-Labheshber Mahadev, 3-Ujjari Mahadev, 4-Gupt Ganga, 5-Mission, 6-Shakti Gali, 7-Brajeshwari Devi, 8-Arya Smaj Mandir, 9-Tehsil		
5	Municipal Council, Dehra	1-Rajgarh, 2-Amarpuri, 3-Hanuman Mandir, 4-Gaytri Mandir, 5-Dandeya-da-Peepal, 6-Shiv Mandir, 7-Kanju Peer		
6	Nagar Panchayat Sarkaghat	1-Tatih, 2-Ram Nagar, 3-Jamsai, 4-Kalas, 5-Kunlag, 6-Ropa Colony, 7-Behar Dabrog		

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.

Figure 5: Manage Signature

- 🎬 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

Urban Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

Set Payment Category

Manage Master > Payment Category

Monday, Oct 9, 2017 11:36:05 AM

Set Payment Category (\*) Indicates Mandatory Field

Form Name : --Select-- \*

District : --Select-- \*

Submit Reset

Figure 6: Set Payment Details

### **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 Field

Form Name

: Form - 11 :: (Form of application for permission.)

Category

: For development / sub-division of land

Use Type

: Residential

District

: Bilaspur

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	<input checked="" type="radio"/> Before <input type="radio"/> After	% 3.00	<input type="radio"/> Before <input checked="" type="radio"/> After	<input type="radio"/> Before <input checked="" type="radio"/> After

Municipal Council Ghumarwin

Municipal limits (Rs.)









2.50

☐ Same as Above

Processing Fees		e-Charges		Building Operation Payment Type
Amount *	Payment Type	Percentage *	Payment Type	Payment Type
₹ 500	<input checked="" type="radio"/> Before <input type="radio"/> After	% 3.00	<input type="radio"/> Before <input checked="" type="radio"/> After	<input type="radio"/> Before <input checked="" type="radio"/> After

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 Payment Category
(\*) Indicates Mandatory Field

Form Name : Form - 12 :: (Form of application for permission) \*
Category : For building operation \*
Use Type : Residential \*
District : Bilaspur \*

Municipal Council Bilaspur

Sl#	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.) *	To (Sq. Mtr.) *	Municipal limits (Rs.) *		
1	0	500.00	10.00		

Processing Fees		e-Charges		Muck Quantity Fees (Per Quantity)		Building Operation Payment Type
Amount *	Payment Type	Percentage *	Payment Type	Amount *	Payment Type	Payment Type
₹ 12	<input type="radio"/> Before <input checked="" type="radio"/> After	% 13.00	<input type="radio"/> Before <input checked="" type="radio"/> After	₹ 40.00	<input type="radio"/> Before <input checked="" type="radio"/> After	<input checked="" type="radio"/> Before <input type="radio"/> After

Municipal Council Ghumarwin
☐ Same as Above

Sl#	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.) *	To (Sq. Mtr.) *	Municipal limits (Rs.) *		
1	0	500.00	10.00		

Processing Fees		e-Charges		Muck Quantity Fees (Per Quantity)		Building Operation Payment Type
Amount *	Payment Type	Percentage *	Payment Type	Amount *	Payment Type	Payment Type
₹ 12	<input type="radio"/> Before <input checked="" type="radio"/> After	% 13.00	<input type="radio"/> Before <input checked="" type="radio"/> After	₹ 40.00	<input type="radio"/> Before <input checked="" type="radio"/> After	<input checked="" type="radio"/> Before <input type="radio"/> After

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
(\*) Indicates Mandatory Field

Form Name : Form - 26 :: (Form Application for composition o \*  
Use Type : Residential \*  
District : Bilaspur \*

Municipal Council Bilaspur

Plan was approved and deviation upto 10% on setbacks

Municipal Limit	Ground Floor Rate ₹	20.00
	Subsequence Floor Rate ₹	21.00

Plan was not approved and construction carried out without any deviations

Number of times of rate : 2

Plan was not approved and deviations carried out upto extent of 10% on setbacks

Number of times of rate : 3

Processing Fees		e-Charges		Muck Quantity Fees (Per Quantity)		Building Operation Payment Type
Amount *	Payment Type	Percentage *	Payment Type	Amount *	Payment Type	Payment Type
₹ 500	<input type="radio"/> Before <input checked="" type="radio"/> After	% 2.00	<input type="radio"/> Before <input checked="" type="radio"/> After	₹ 1000.00	<input type="radio"/> Before <input checked="" type="radio"/> After	<input checked="" type="radio"/> Before <input type="radio"/> After

Municipal Council Ghumarwin
☐ 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 Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

Manage Master

Manage Ward

Manage Signature

Payment Category

Manage Description

Manage Range

Manage Checklist

Manage FormList

Manage Logo

Manage Authority

Manage Application

Reports

Add Checklist Description

Manage Master > Manage Description

Wednesday, Oct 11, 2017 9:25:40 AM

Add View

(\*) Indicates Mandatory Field

District : Bilaspur \*

ULB : Municipal Council Bilaspur \*

Use Type : Commercial \* ☒ Same As

District : Solan

ULB : Municipal Council Solan

Type : ☐ Range ☒ Description

Sl#	From (Sq. Mtr.) *	To (Sq. Mtr.) *	Add More
1			

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 Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

View Description

Manage Master > Manage Description

Wednesday, Oct 11, 2017 9:30:43 AM

Add View

District : --Select-- ULB : --Select--

Use Type : --Select-- Description Type : --Select-- Show

Sl.#	Description	Range From	Range to	Delete Range	Delete Description
1		0.00	150.00		
		151.00	250.00		
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.

Urban Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

Add/Edit Range

Manage Master > Manage Range

Friday, Sep 15, 2017 7:49:41 AM

Manage Ward  
Manage Signature  
Payment Category  
Manage Description  
Manage Range  
Manage Checklist  
Manage FormList  
Manage Logo  
Manage Fast Track

Manage Authority  
Manage Application  
Reports

Add

(\*) Indicates Mandatory Field

District : --Select-- \*

ULB : --Select-- \*

Use Type : --Select-- \* ☐ Same As

Area Range (Sq.Mtr.) : Minimum  Maximum

Submit Reset

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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

Urban Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

Add Checklist

> Manage Master > Manage Checklist

Friday, Sep 15, 2017 7:58:18 AM

Add Checklist (\*) Indicates Mandatory Field

District : --Select-- \*

ULB : --Select-- \*

Select Form : --Select-- \*

Use Type : --Select-- \*

Description : --Select-- \*

Range : --Select-- \* ☐ Same As

Submit Reset

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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 Development Department  
Government of Himachal Pradesh

Super Administrator

Friday, Sep 15, 2017 8:02:11 AM

Manage Master > Manage FormList

Form Name: --Select--

Head Line:

Snippet:

Maximum 500 characters

Rule No:

Rule Details:

Serial No: 3

Publish On: Private Professional, Promoter, Other

Submit Reset

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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.

Urban Development Department  
Government of Himachal Pradesh

Super Administrator

Friday, Sep 15, 2017 8:03:22 AM

Manage Master > Manage FormList

Form Name Head Line Snippet Rule Number Publish Status Edit

1	Form - 12	Form of application for permission of Development of Land / Construction of Building.	Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 30 or section 30-A (beyond the limits as specified under section 30-A) of the Himachal Pradesh Town and Country Planning A..	See Rule 16(1)	Private Professional, Other	
2	Form - 26	Form Application for composition of offences under section 39-C read with sub-section (3) of section	Form Application for composition of offences under section 39-C read with sub-section (3) of section	See Rule 35(1)	Private Professional, Other	

Showing 1 to 2 of 2 Records

Update Serial Number

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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

The screenshot shows the 'Add Logo' form within the Urban Development Department system. The form is titled 'Add Logo' and includes a sidebar menu on the left with options like 'Dashboard', 'Manage Master', 'Manage Ward', 'Manage Signature', 'Payment Category', 'Manage Description', 'Manage Range', 'Manage Checklist', 'Manage FormList', 'Manage Logo', 'Manage Authority', 'Manage Application', and 'Reports'. The top navigation bar shows 'Urban Development Department' and 'Government of Himachal Pradesh'. The status bar at the top right indicates 'Super Administrator' and the date 'Wednesday, Oct 11, 2017 9:53:35 AM'. The form itself has two tabs: 'Add' and 'View'. It contains several fields: 'District' (dropdown), 'ULB' (dropdown), 'Logo Title' (text), 'Logo Sub Title' (text), 'Upload Big Logo' (file upload), and 'Upload Small Logo' (file upload). Each field has a red asterisk indicating it is mandatory. Below the 'Upload Big Logo' and 'Upload Small Logo' fields, there is a note: '(Upload .jpg/.jpeg/.gif/.png image only and Max Size of 1 MB)'. At the bottom of the form, there are 'Submit' and 'Reset' buttons.

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 deactivate a logo
- ❏ Click on delete button to delete a logo detail.

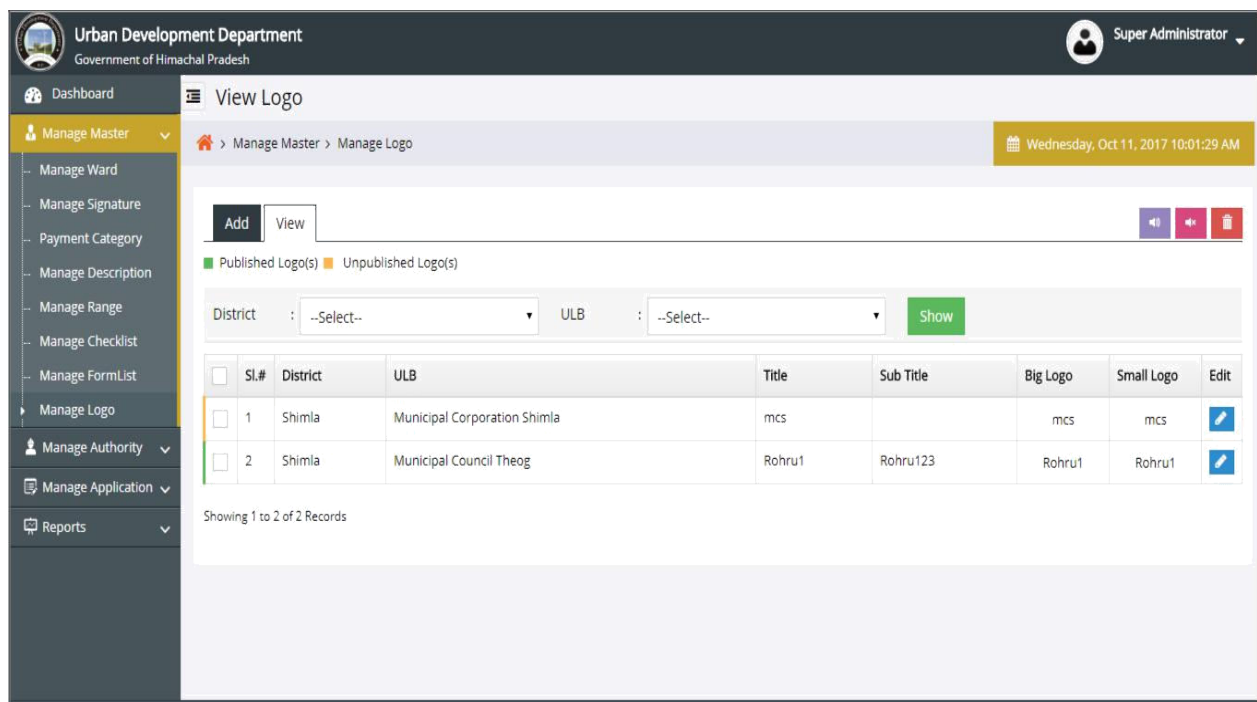


Figure 17: View Logo

## 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 Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

Manage Master

Manage Authority

Set Authority

Job Delegation

Manage Application

Reports

Set Authority

Friday, Sep 15, 2017 8:23:05 AM

Set Authority (\*) Indicates Mandatory Field

Select Process : --Select-- \*

District : --Select-- \*

ULB : --Select-- \*

Stage No.	From	Forward To *	Time Line (Days)	Authority Type	Add / Delete	Delegate
1	Applicant	--Select--		<input type="checkbox"/> Approving Authority <input type="checkbox"/> Verifying Authority <input type="checkbox"/> Reverting Authority <input type="checkbox"/> Training Assign Authority	+	

Submit

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Figure 18 : Set Authority

## 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.

The screenshot shows the 'Job Delegation' form within the 'Urban Development Department' application. The interface includes a sidebar with navigation options: 'Manage Master', 'Manage Authority', 'Set Authority', 'Job Delegation', 'Manage Application', and 'Reports'. The main content area is titled 'Job Delegation' and contains two columns: 'Job Delegation From' and 'Job Delegation To'. Each column has dropdown menus for 'Office' and 'Designation', and date pickers for 'Date From' and 'Date To'. A 'Remarks' text area is located below these fields. At the bottom of the form are 'Submit' and 'Reset' buttons. A red asterisk (\*) indicates mandatory fields. The top of the page shows the user is logged in as 'Super Administrator' on 'Saturday, Sep 16, 2017 0:23:47 PM'. The footer states '2017 © Urban Development Department. All Rights Reserved.'

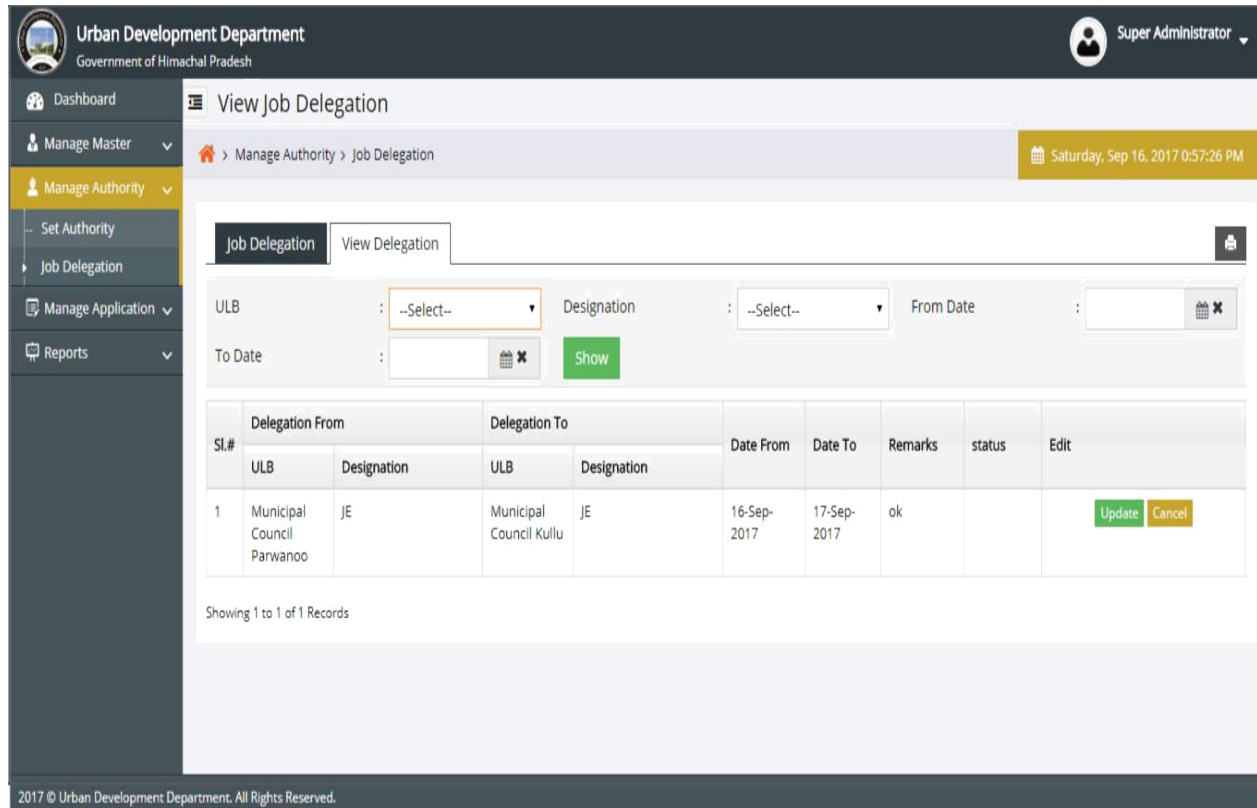
Figure 19 : Add Job Delegation

### 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 Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard | View Job Delegation

Manage Master | Manage Authority | Set Authority | Job Delegation | Manage Application | Reports

Job Delegation | View Delegation

ULB : --Select-- Designation : --Select-- From Date : To Date : Show

Sl.#	Delegation From		Delegation To		Date From	Date 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 Cancel

Showing 1 to 1 of 1 Records

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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 Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

Manage Master

Manage Authority

Manage Application

Payment Update

Application Form

NOC Applications

Help Desk

Send Message

Feedback/Complaint

Reports

Payment Update

Manage Application > Payment Update

Friday, Sep 15, 2017 10:05:14 AM

Update Payment

Applicant Name :  Application/Ref. No :  Form No : --Select--

Mobile No. :  From Date :  To Date :

Applied By : --Select-- District : Solan ULB : Municipal Council S

Show

Close Search Panel

Applied by Architect Applied by Applicant Notice Generated

Sl.#	Name	Form No	Reference No.	Application Fee (₹)	Downloads	Status	Payment Mode	Challan Date	Payment Update Date	Action
1	Sad	Form - 12	02201700020	8,858.00	<a href="#">View</a>	Paid	Treasury	11-Sep-2017	11-Sep-2017	<a href="#">Update Payment</a>
2	Ds	Form - 12	02201700016	26.00		Not Updated	Treasury			<a href="#">Update Payment</a>

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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 Field

Name : Amitashree Mallick  
Reference No : 02201700032  
Mail : amitashree.mallick@csmpl.com  
Address : Town/Village : 12, Tehsil : Bharari, Dist : Billopur, State : Himachal Pradesh
Mobile No : 9132857694

Fee Amount (Rs.) : 327.00  
Payment Date : 05-10-2017  
Payment Mode : ☒ Online  
Remark :

Source

B I U S x x' T A-

Styles Format Font Size

Submit Cancel

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

 Print

### 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

Money Receipt

 Print

**Municipal Council Bilaspur**

**MONEY RECEIPT**

No. : 40

Dated: 09-Oct-2017

Received with thanks from Sh./Smt. Ankita

r/o Town/Village : asdfghjkl, Tehsil : Bharari, Dist : Bilaspur, State : Himachal Pradesh

Municipal Council Bilaspur, Bilaspur, Himachal Pradesh

Sum of Rupees Forty-five Thousand, One Hundred And Twenty-five Only

A/C of Payment P.P. Case/Compounding / Change of landuse / Application / Cleanliness / other's fee

₹ 45,125.00

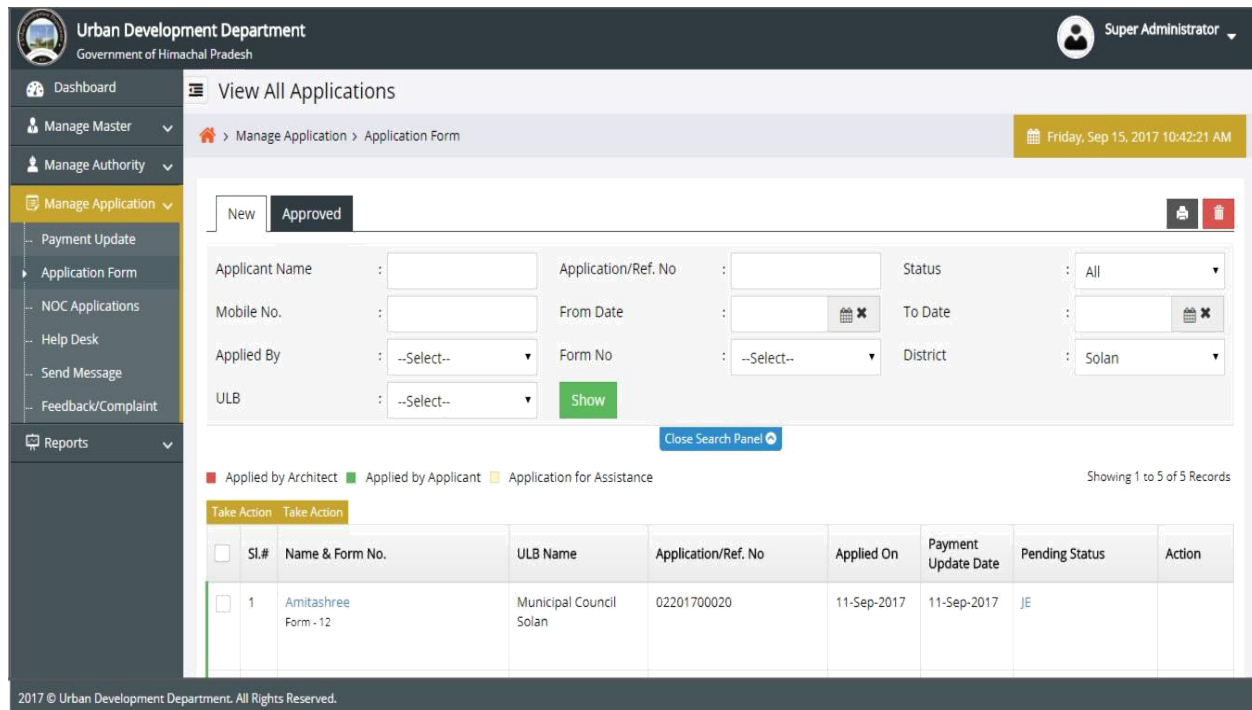
Signature  
Sh. Umesh Gautam  
Assistant Draughtsman  
Municipal Council Bilaspur

## 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.



Urban Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard

Manage Master

Manage Authority

Manage Application

Payment Update

Application Form

NOC Applications

Help Desk

Send Message

Feedback/Complaint

Reports

View All Applications

Manage Application > Application Form

Friday, Sep 15, 2017 10:42:21 AM

New Approved

Applicant Name : Application/Ref. No. : Status : All

Mobile No. : From Date : To Date :

Applied By : --Select-- Form No. : --Select-- District : Solan

ULB : --Select-- Show

Close Search Panel

Applied by Architect Applied by Applicant Application for Assistance

Showing 1 to 5 of 5 Records

Take Action Take Action

SI.#	Name & Form No.	ULB Name	Application/Ref. No.	Applied On	Payment Update Date	Pending Status	Action
1	Amitashree Form - 12	Municipal Council Solan	02201700020	11-Sep-2017	11-Sep-2017	JE	

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Figure 22: View All Applications

Urban Development Department  
Government of Himachal Pradesh

JESOLAN  
JE, Municipal Council Solan

Action

Remarks

Forward Forward with observation Need Assistance Revert with observation Revert to Applicant with observation

Source

Report should be in .pdf/.zip (Max 10Mb) and Site image should be in .jpg/.gif/.png (Max 5Mb)

Inspection Date

Site Photograph

Other Document/Site Inspection Report

Add Other Fees

Fee Description

Amount (₹)

Forward

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Figure 23: Take Action

#### 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 Department**  
Government of Himachal Pradesh

**Approve Form**

**FORM-12**  
Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 30 or section 30-A (beyond the limits as specified under section 30-A) of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12 of 1977) for Development of Land / Construction of Building.

No. 02201700010 Dated 16-Aug-2017

To,  
Municipal Corporation Shimla  
Government of Himachal Pradesh

I/We hereby apply for permission to undertake/carry out the sub-division /development of land under Kharsa No. 12132 measuring 290.00 square Metre, over which I/we possess the necessary ownership rights, situated at Block No. 1 Plot No. 1 District Shimla, Himachal Pradesh.

I/We hereby submit the following documents :-

1. A copy of title/ownership documents i.e. latest jamabandi in original.
2. A copy of latest original talima showing Kharsa number(s), description and area of land in question, abutting path with its width as well as adjoining Kharsa number(s) falling on all the outer limits/ boundaries of the land in question. The land applied for is shown in red, in the talima.
3. Three sets of Location Plan in the scale of 1:1000 showing North direction, indicating the land in question, showing main approach road(s), name of road(s) on which the property and boundaries abuts, important public buildings like hospital, school, cinema, petrol pump, existing land uses / building uses surrounding the land.
4. Three sets of Site Plan in the scale of 1:200 showing North direction and all the boundaries of land in question, abutting path with its width, natural features like nullahs, ponds, trees, slopes, contours at an interval of 5.00 Metres if the land is undulated, high tension lines passing through or adjoining the land, existing roads, highways showing the right of way, railway lines, airports with their specification(s) and boundaries, showing details of utilities and services like water supply, drainage, sullage, sewage, sewerage alongwith disposal of drainage, sullage, sewage, position of septic tank, soak pit, rain harvesting tank.

Showing 1 to 1 of 1 Records

History	NOC	Action
Show	NOC Details	Send Notice

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Figure 26: View Approval Form

**Urban Development Department**  
Government of Himachal Pradesh

**Money Receipt**

**Municipal Corporation Shimla**

**MONEY RECEIPT**

No. : 20 Dated: 16-Aug-2017

Received with thanks from Sh. Smt. Anita

r/o Town/Village : Ward2, Tehsil : Shimla(Urban), Dist : Shimla, State : Himachal Pradesh

Municipal Corporation Shimla, Shimla, Himachal Pradesh

Sum of Rupees Six Thousand, Six Hundred And Two Only

A/C of Payment PP. Case/Compounding / Change of landuse / Application / Cleanliness / other's fee

₹ 6,602.30

Signature  
Madhulita Sahoo  
Clerk  
Municipal Corporation Shimla

Showing 1 to 1 of 1 Records

History	NOC	Action
Show	NOC Details	Send Notice

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Figure 27: View money receipt



Order/Notice

Order/Notice

Thursday, Oct 12, 2017 5:20:35 PM

Form List

View Notice

Form-15	Generate
Form of structural stability certificate and soil investigation Report	
Form-18	Generate
Order of revocation/ modification of development Permission	
Form-19	Generate
Order	
Form-20	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 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

### Application Information

Application Number : 02201700021 \*

Date : 06-10-2017 \*

### Demographic Information

District : Solan ▼ \*

ULB : Municipal Council Solan ▼ \*

Tehsil : --Select- ▼ \*

Mauja : 2 \*

Khasra No. : 2 \*

### Civil Engineer Details

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 Application
Thursday, Oct 12, 2017 5:35:55 PM  
(\*) Indicates Mandatory Field

---

Applicant Name	: Amitashree <a href="#" style="color: #007bff; text-decoration: none;">View Application Details</a>		
Mobile No	: 9132857694	Mail Id	: amitashree.mallick@csmpl.com
Applied For	: Form - 11	Applied On	: 03-Oct-2017
Form Description	Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 30 or section 30-A (beyond the limits as specified under section 30-A) of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12 of 1977) for sub-division / development of land.		

[View Approval History](#)

#### Last Authority Remark

**Sh.BR Negi**  
 Executive Officer, Head quarter, Shimla

05-Oct-2017

> Remarks

court proceedings

#### Action

: Revoke Application

#### Remarks

:

Source | ✂️ | 📄 | 🗑️ | 📁 | ⬅️ | ➡️

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Styles ▾
Format ▾
Font ▾
Size ▾

[Submit](#)

Figure 31: Revoke Application

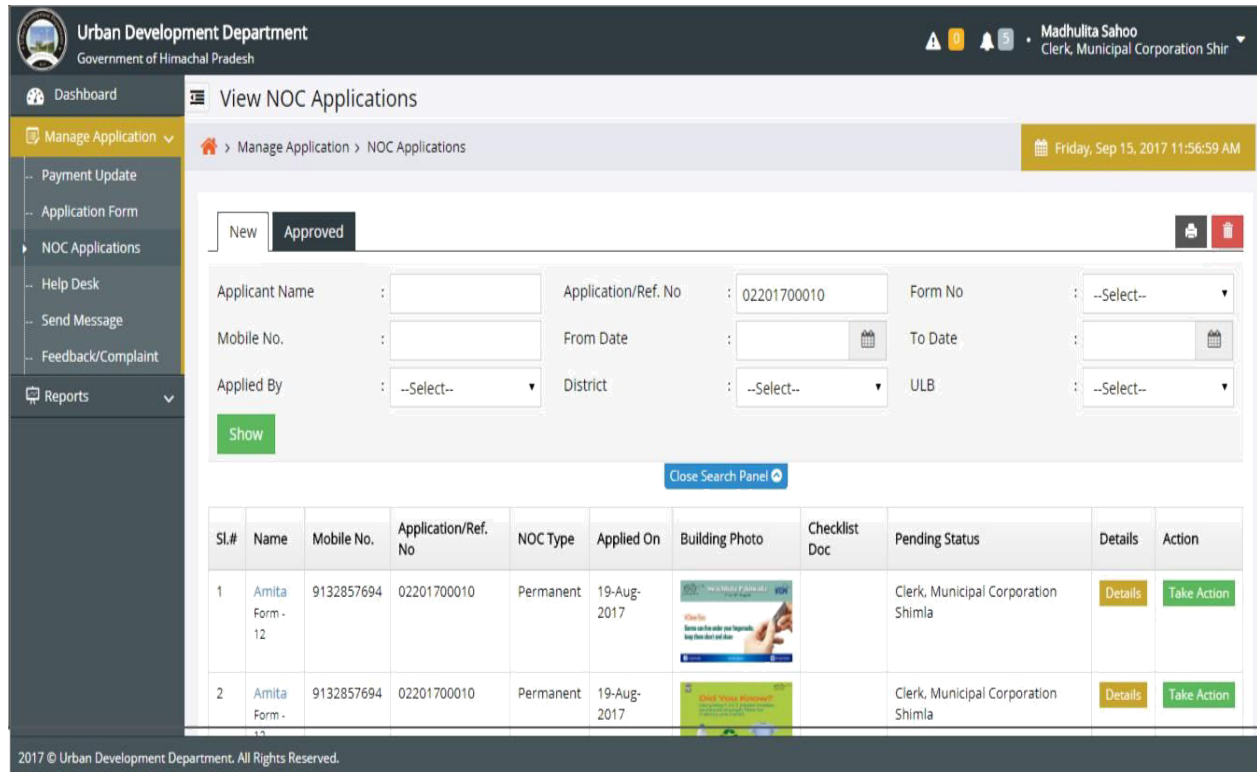
### 4.3 NOC Applications

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 Development Department  
Government of Himachal Pradesh

Madhulita Sahoo  
Clerk, Municipal Corporation Shir

Dashboard

Manage Application

Payment Update

Application Form

NOC Applications

Help Desk

Send Message

Feedback/Complaint

Reports

View NOC Applications

Manage Application > NOC Applications

Friday, Sep 15, 2017 11:56:59 AM

New Approved



Applicant Name : Application/Ref. No. : 02201700010 Form No. : --Select--

Mobile No. : From Date : To Date :

Applied By : --Select-- District : --Select-- ULB : --Select--

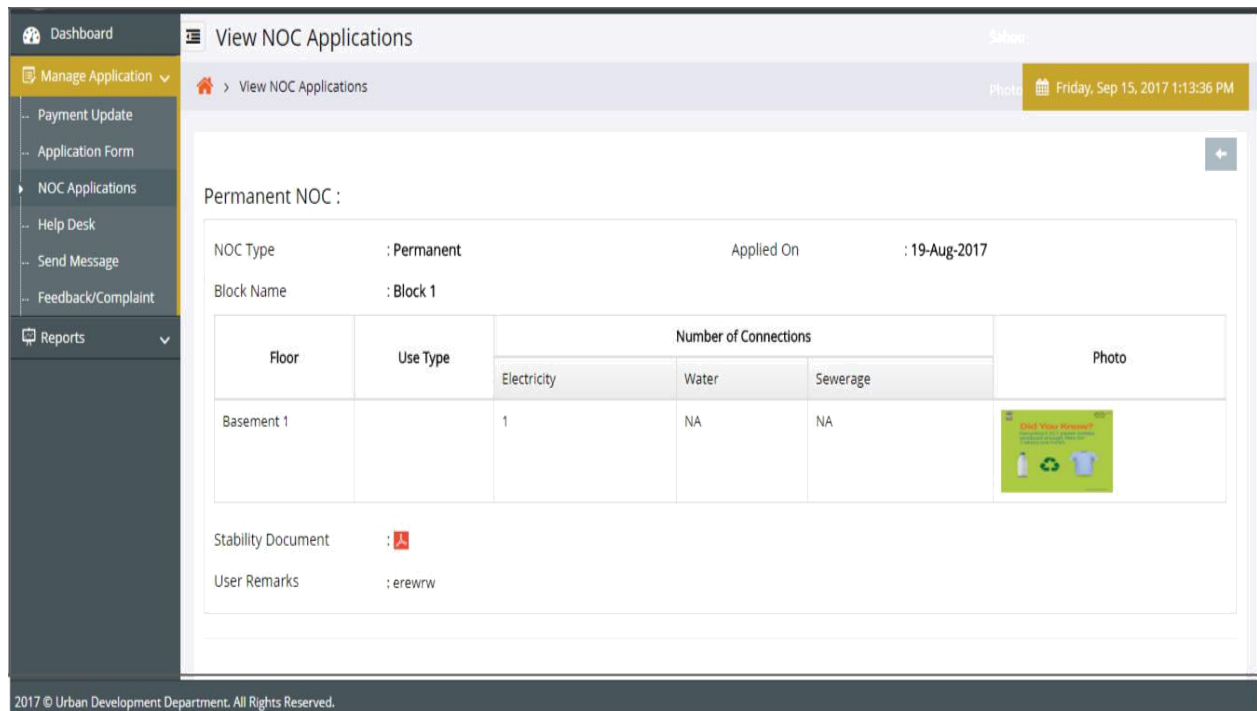
Show

Close Search Panel

Sl.#	Name	Mobile No.	Application/Ref. No	NOC Type	Applied On	Building Photo	Checklist Doc	Pending Status	Details	Action
1	Amita Form - 12	9132857694	02201700010	Permanent	19-Aug-2017			Clerk, Municipal Corporation Shimla	Details	Take Action
2	Amita Form - 13	9132857694	02201700010	Permanent	19-Aug-2017			Clerk, Municipal Corporation Shimla	Details	Take Action

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Figure 32: View NOC Applications



Dashboard

Manage Application

Payment Update

Application Form

NOC Applications

Help Desk

Send Message

Feedback/Complaint

Reports

View NOC Applications


View NOC Applications


Friday, Sep 15, 2017 1:13:36 PM

Permanent NOC :

NOC Type : Permanent Applied On : 19-Aug-2017

Block Name : Block 1

Floor	Use Type	Number of Connections			Photo
		Electricity	Water	Sewerage	
Basement 1		1	NA	NA	

Stability Document : 

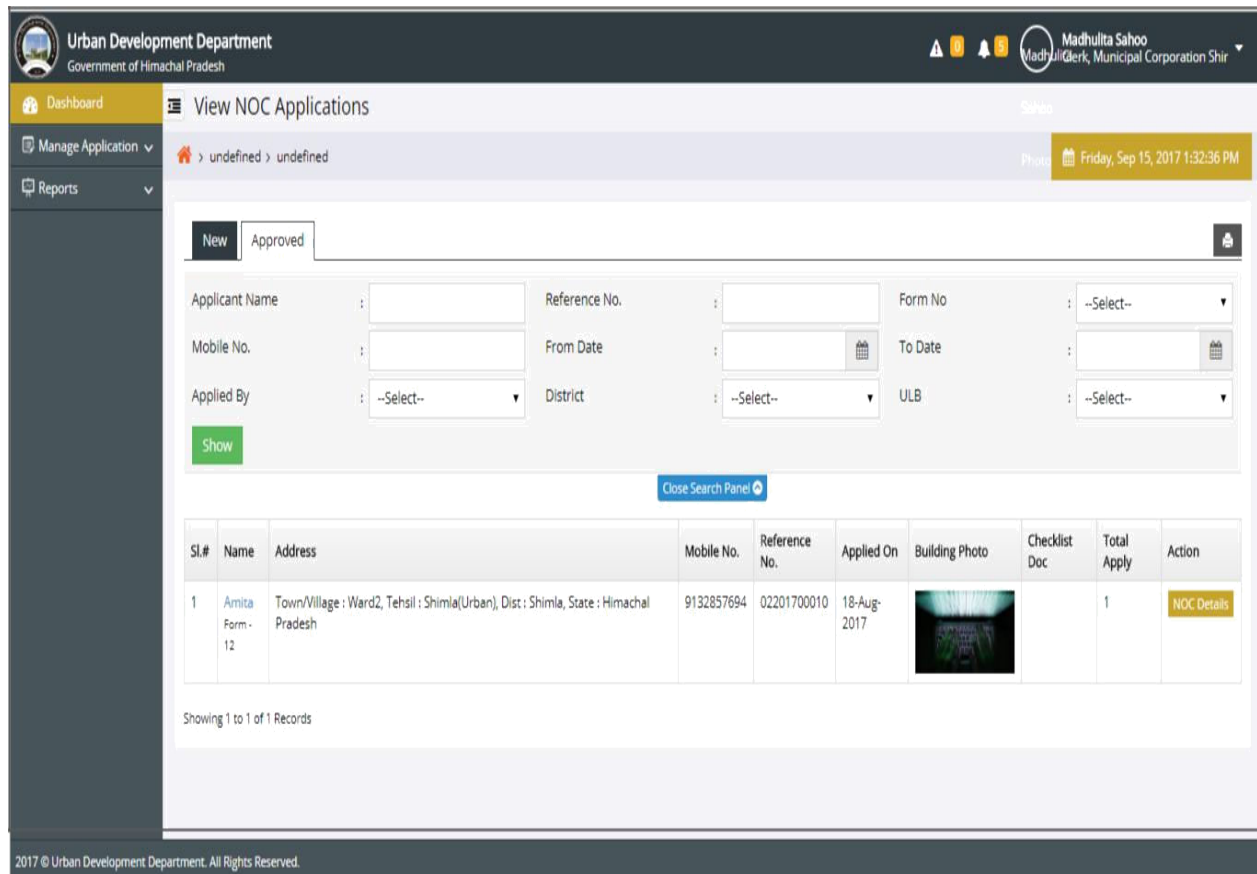
User Remarks : erewrw

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Figure 33: View NOC Details

#### 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 Development Department  
Government of Himachal Pradesh

Madhulita Sahoo  
Clerk, Municipal Corporation Shir

Dashboard View NOC Applications

> undefined > undefined

Friday, Sep 15, 2017 1:32:36 PM

New Approved


Applicant Name : Reference No. : Form No. : --Select--

Mobile No. : From Date : To Date :

Applied By : --Select-- District : --Select-- ULB : --Select--

Show

Close Search Panel


Sl.#	Name	Address	Mobile No.	Reference No.	Applied On	Building Photo	Checklist Doc	Total Apply	Action
1	Amita Form - 12	Town/Village : Ward2, Tehsil : Shimla(Urban), Dist : Shimla, State : Himachal Pradesh	9132857694	02201700010	18-Aug-2017			1	<a href="#">NOC Details</a>


Showing 1 to 1 of 1 Records

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Figure 34: View Approved Application






 Thursday, Oct 12, 2017 5:03:04 PM


Application progress 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
Revert to Previous Authority
Revert to applicant
Approved
Rejected




AmitaJE


 1

18-Aug-2017

> Remarks



AmitaJE

 1

18-Aug-2017

v Remarks


ok

Figure 35: View All Remarks

## 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.

Order/Notice

Order/Notice

Thursday, Oct 12, 2017 5:20:35 PM

Form List

View Notice

Form-15

Generate

Form of structural stability certificate and soil investigation Report

Form-18

Generate

Order of revocation/ modification of development Permission

Form-19

Generate

Order

Form-20

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

### Application Information

Application Number : 02201700021 \*

Date : 06-10-2017 \*

### Demographic Information

District : Solan \*

ULB : Municipal Council Solan \*

Tehsil : --Select- \*

Mauja : 2 \*

Khasra No. : 2 \*

### Civil Engineer Details

Name : \*

Regd No. : \*

Regd Date : \*

Address : \*

Maximum 200 characters

### Geologist Details

Name : \*

Regd No. : \*

Regd Date : \*

Address : \*

Maximum 200 characters

Generate

Cancel

Figure 37: Notice Form

Manage Master

Manage Authority

Manage Application

Reports

Summary Report

Payment Report

Online Payment Report

Application Report

UseWise Collection

NOC Report

Pending Report

Manage Application > Order/Notice

Thursday, Oct 12, 2017 6:27:12 PM

Form-15 Preview

Form of structural stability certificate and soil investigation Report

### User Details

User Name : Amitashree Mallick

Mobile No : 9132857694

Address : HP

### Application Information

Application Number : 02201700005

Date : 10-Oct-2017

### Demographic Information

District : Bilaspur

ULB : Municipal Council Bilaspur

Tehsil : Bharari

Khasra No : 2,3

Mauja : 2

### 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

Modify

Confirm

Figure 38: Notice Form preview

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

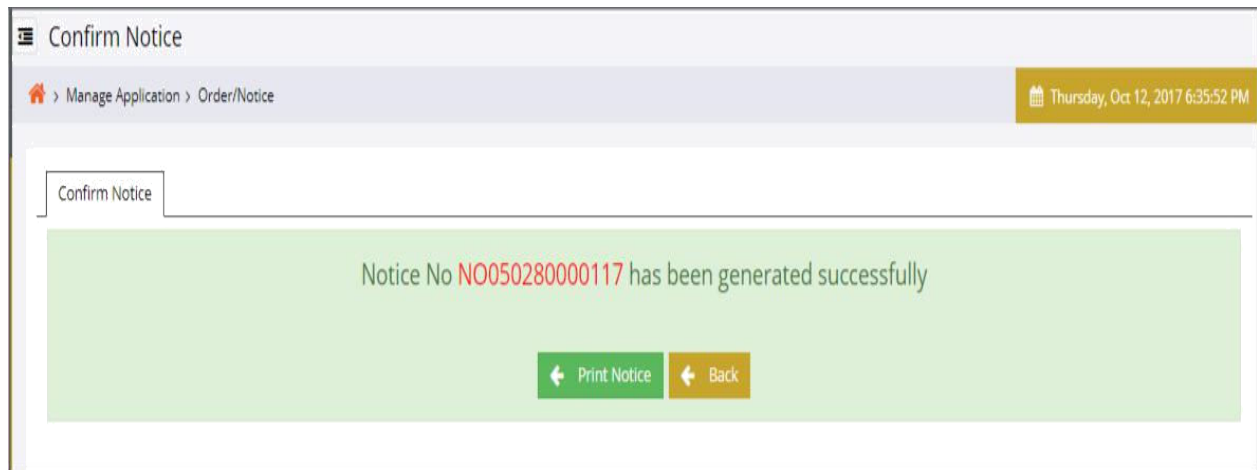



Figure 39: Confirm Notice


- 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 Development Department  
Government of Himachal Pradesh


Super Administrator

Dashboard
Manage Master
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Manage Application
Payment Update
Application Form
NOC Applications
Order/Notice
Help Desk
Send Message
Feedback/Complaint
Reports

View Notice Details

> Manage Application > Order/Notice

Thursday, Oct 12, 2017 5:53:31 PM

Form-18
View

Open Search Panel

	Sl.#	Applicant Name	Form Name	Notice No	Notice Status	Notice	Notice Date	Edit
<input type="checkbox"/>	1	Dfd	Form - 18	NO040500000117	Permission Regranted			










Showing 1 to 1 of 1 Records

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 Development Department  
Government of Himachal Pradesh

Super Administrator

Friday, Sep 15, 2017 2:11:51 PM

Manage Master

Manage Authority

Manage Application

Payment Update

Application Form

NOC Applications

Help Desk

Send Message

Feedback/Complaint

Reports

Add View

(\*) Indicates Mandatory Field

Officer Type : ☐ Officers

District : --Select-- \*

Designation : --Select-- \*

Authority : --Select-- \*

Subject : \*

Document : Choose File No file chosen (pdf file only and Max size file Size 10 MB)

Message

Submit Reset

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Figure 41: Send Message

#### 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

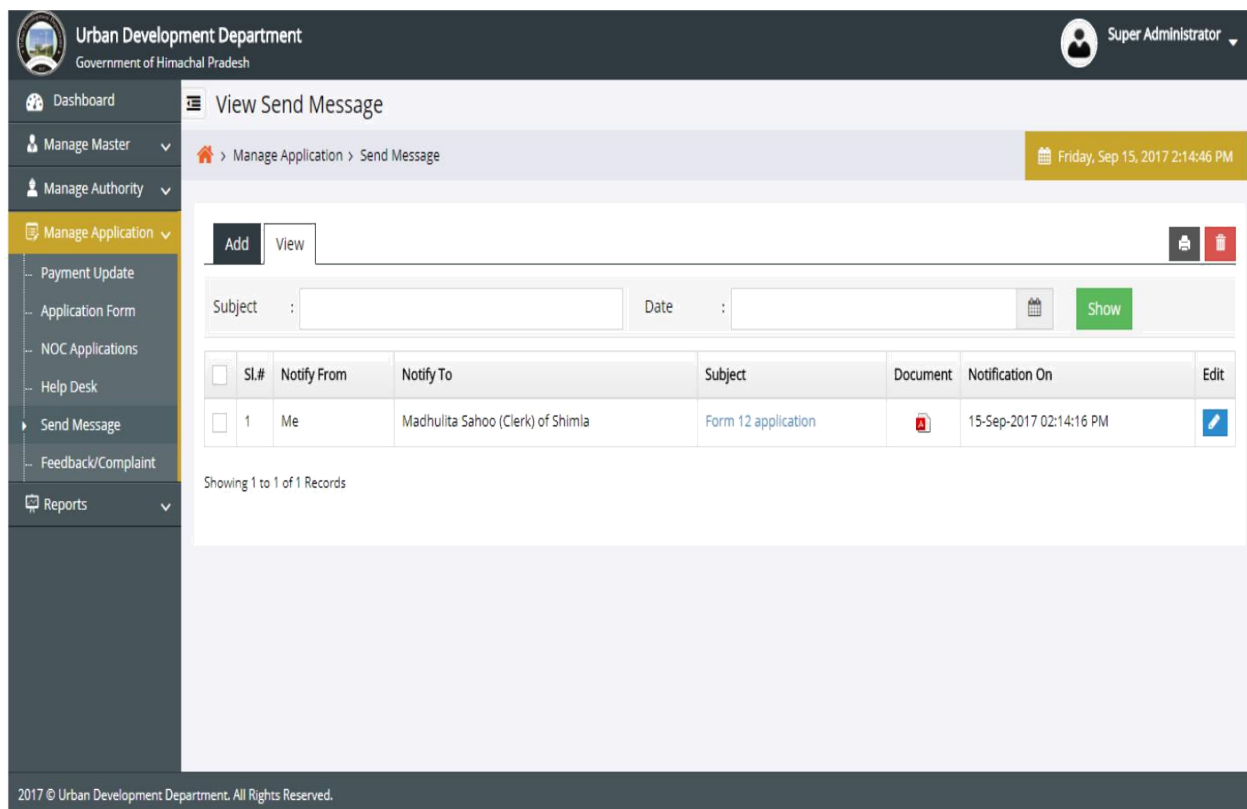



Figure 42: View Sent Messages


## 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 Development Department  
Government of Himachal Pradesh


Super Administrator

Dashboard
Manage Master
Manage Authority
Manage Application
Payment Update
Application Form
NOC Applications
Order/Notice
Help Desk
Send Message
Feedback/Complaint
Reports

View Feedback/Complaint

> Manage Application > Feedback/Complaint

Thursday, Oct 12, 2017 6:50:45 PM

View
Open Search Panel

<input type="checkbox"/>	Sl.#	Name	Mobile No	Email	Subject	Posted On	Type	Action
<input type="checkbox"/>	1	Madhulita Sahoo	9132857694	madhulita.sahoo@csmpl.com	Licence	27-Sep-2017	FeedBack	
<input type="checkbox"/>	2	Amitashree Mallick	9132857694	amitashree.mallick@csmpl.com	Unauthorised construction	27-Sep-2017	FeedBack	

Showing 1 to 2 of 2 Records

Figure 43: View Feedbacks

## 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.



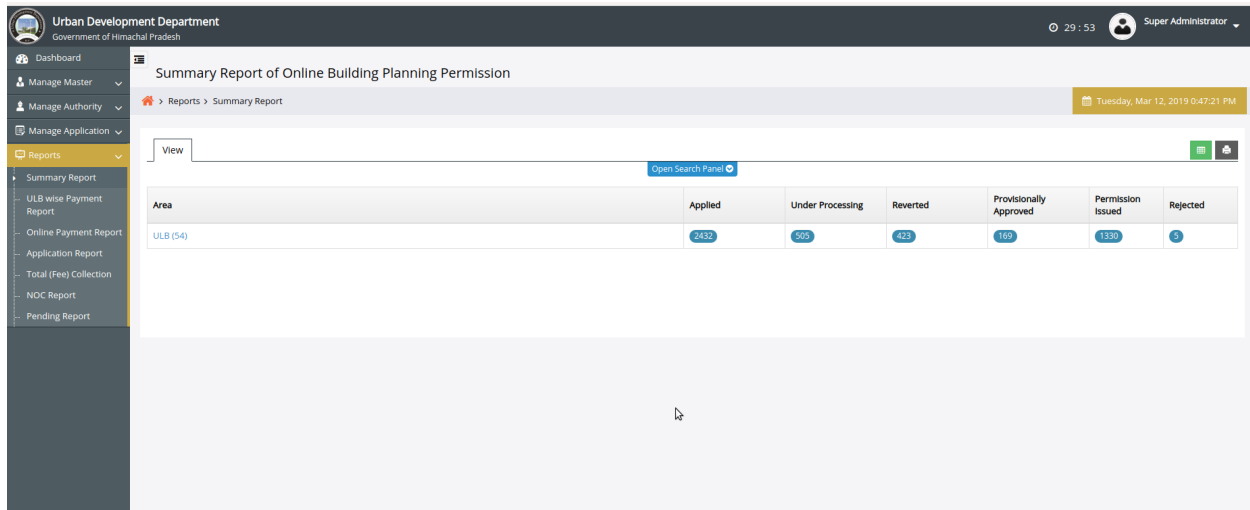


Figure 44: Summary Report

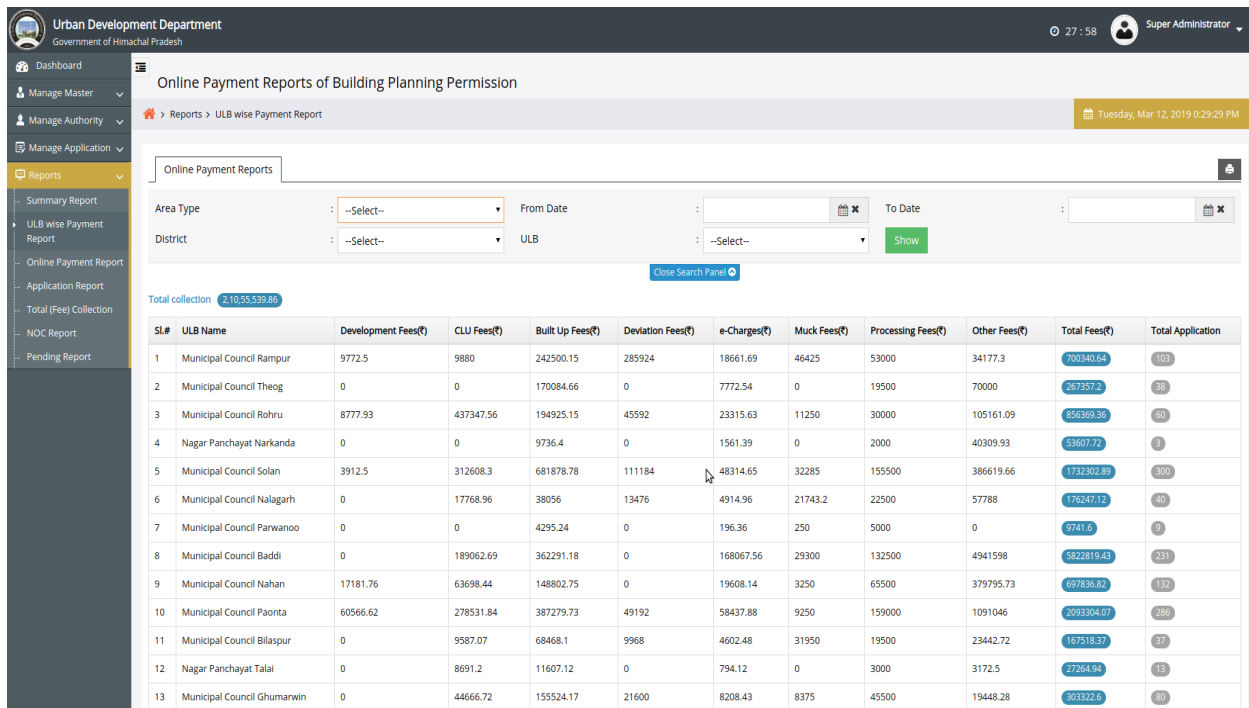


Figure 45: ULB wise Paymet Report

Click on each number link to view all respective applications.

Sl.#	Name	Email	Mobile No.	Form Name	Planning Permission Fees (₹)	Ref. No	ULB Name	Date of Submission	Documents	Status	Time Period Taken
1	Mohan Singh	rahulbunty542@gmail.com	9459140725	Form - 12	14657.00	02201700001	Municipal Council Una	04-Dec-2017	Download	Certificate Issued	View
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 Baljnath-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 applicant	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 Development Department  
Government of Himachal Pradesh

29 : 53 Super Administrator

Dashboard  
Manage Master  
Manage Authority  
Manage Application  
Reports  
Summary Report  
ULB wise Payment Report  
Online Payment Report  
Application Report  
Total (Fee) Collection  
NOC Report  
Pending Report

### Online Payment Report of Online Building Planning Permission

Reports > Online Payment Report

Tuesday, Mar 12, 2019 6:29:47 PM

Online Payment

Open Search Panel

Total Paid Amount (₹) 2,09,04,050.00 Total Page Wise Paid Amount (₹) 49,198.00

Sl.#	Name	Form No	Application No	Payment Reference No.	Payment Date	Transaction Id	Status	Amount (₹)	Details
1	Sonam	Form - 11	01201900036	HPUD2061552373497	12-Mar-2019	201907163333644	Success	500.00	Show
2	Sunil Sood	Form - 12	02201900432	HPUD9731552372673	12-Mar-2019	201907163672402	Success	500.00	Show
3	Mahinder Pal Singh	Form - 12	02201801709	HPUD8431552368988	12-Mar-2019	201907134420922	Success	500.00	Show
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	IGAFPKTX29	Success	2,088.00	Show
10	Bhagwati Prasad	Form - 12	02201900242	HPUD5651552305076	11-Mar-2019	201907097563459	Success	4,669.00	Show
Total								49,198.00	

Show All / Showing 1 to 10 of 3558 Records

1 2 3 4 5 6 7 8 9 10 >

Figure 47: Online Payment Report

Urban Development Department  
Government of Himachal Pradesh

Super Administrator

Dashboard  
Manage Master  
Manage Authority  
Manage Application  
Reports  
Summary Report  
Payment Report  
Online Payment Report  
Application Report  
UseWise Collection  
NOC Report  
Pending Report

### Planing Permission Reports

Reports > Payment Report

Friday, Oct 13, 2017 11:25:46 AM

View

Applicant Name : Application No. : Payment Mode : --All--

Form No : --All-- From Date : To Date :

District : --Select-- ULB : --Select--

Show

Close Search Panel

Month October Year 2017

Sl.#	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.

Urban Development Department  
Government of Himachal Pradesh

29 : 53 Super Administrator

Online Payment Report of Online Building Planning Permission

Reports > Online Payment Report

Tuesday, Mar 12, 2019 02:47 PM

Online Payment

Open Search Panel

Total Paid Amount (₹) 2,09,04,050.00 Total Page Wise Paid Amount (₹) 49,198.00

Sl.#	Name	Form No	Application No	Payment Reference No.	Payment Date	Transaction Id	Status	Amount (₹)	Details
1	Sonam	Form - 11	01201900036	HPUD2061552373497	12-Mar-2019	201907163333644	Success	500.00	Show
2	Sunil Sood	Form - 12	02201900432	HPUD9731552372673	12-Mar-2019	201907163672402	Success	500.00	Show
3	Mahinder Pal Singh	Form - 12	02201801709	HPUD8431552368988	12-Mar-2019	201907134420922	Success	500.00	Show
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	IGAFPK7XZ9	Success	2,088.00	Show
10	Bhagwati Prasad	Form - 12	02201900242	HPUD5651552305076	11-Mar-2019	201907097563459	Success	4,669.00	Show
Total								49,198.00	

Show All / Showing 1 to 10 of 3558 Records

1 2 3 4 5 6 7 8 9 10 >

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.

<div> <div> <div> Urban Development Department  Government of Himachal Pradesh </div> </div> <div> 26 : 17 <div>  Super Administrator </div> </div> </div>											
<div> <div> Dashboard Manage Master Manage Authority Manage Application Reports </div> <div> Summary Report ULB wise Payment Report Online Payment Report Application Report Total (Fee) Collection NOC Report Pending Report </div> </div>											
<div> <div> Application Reports of Online Building Planning Permission </div> <div> Reports &gt; Application Report </div> <div> Tuesday, Mar 12, 2019 2:53:28 PM </div> </div>											
<div> <div> View </div> <div> Open Search Panel </div> </div>											
<div> <div> Applied 2435 Provisionally Approved 159 Certificate Issued 1330 Pending 508 Reverted 423 Rejected 6 </div> </div>											
Sl.#	Name	Email	Mobile No.	Form Name	Planning Permission Fees (₹)	Ref. No	ULB Name	Date of Submission	Documents	Status	Time Period Taken
1	Mohan Singh	rahulbunty542@gmail.com	9459140725	Form - 12	14657.00	02201700001	Municipal Council Una	04-Dec-2017	Download	Certificate issued	View
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 Bajnath-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 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.



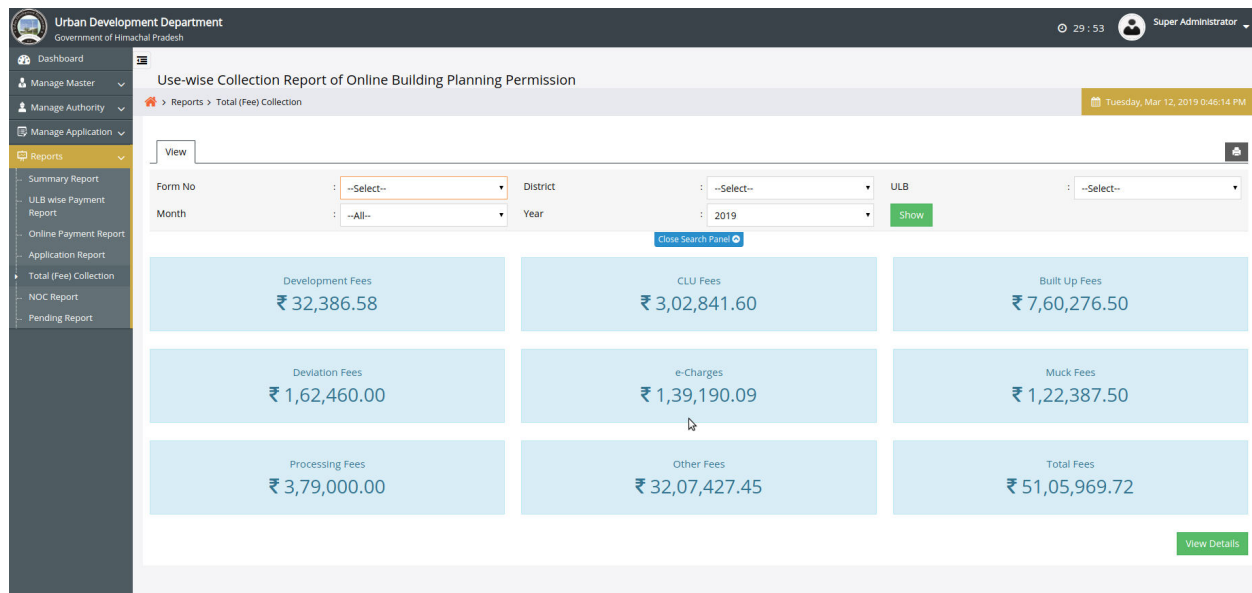


Figure 53: Total (Fee) Collection Report

**Collection Reports**

View Open Search Panel

Total Collection: 1,15,146.72

Sl.#	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	Armita	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

Showing 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.

Sl.#	Name	Address	Form No	Application No.	Applied On	Building Photo	Status	Details
1	Kiran	Town/Village : RAMSHILA, Tehsil : Kullu, Dist : Kullu, State : Himachal Pradesh	Form - 12	02201801161	11-Mar-2019		Pending	Show
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, Himachal Pradesh	Form - 26	04201800090	07-Mar-2019		Pending	Show
5	Sarwan Singh	Town/Village : Galua, Tehsil : Una, Dist : Una, State : Himachal Pradesh	Form - 12	02201800909	28-Feb-2019		Pending	Show
6	Vidya Devi	Town/Village : Badripur, Tehsil : Ponta Sahib, Dist : Sirmaur, State : Himachal Pradesh	Form - 12	02201800681	28-Feb-2019		Approved	Show
7	Birmia 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.

**Urban Development Department**  
Government of Himachal Pradesh

29 : 55 Super Administrator

Manage Authority Manage Application

Reports > Pending Report

Tuesday, Mar 12, 2019 0:46:59 PM

View

Applicant Name : Application/Ref. No. : Form No. : --Select--

Mobile No. : From Date : To Date :

Designation : --Select-- Status : Over due District : --Select--

ULB : --Select-- Show

Close Search Panel

Sl.#	Name	Form No.	Mobile No.	Application/Ref. No	Applied On	Pending Status	Pending Days	History
1	Gian Chand	Form - 12	980523422	02201900359	28-Feb-2019	Junior Assistant, Municipal Council Rohru	Over due 12 Days	
2	Sh. Krishan Lal	Form - 12	8628056003	02201900290	28-Feb-2019	Junior Assistant, Municipal Council Rohru	Over due 12 Days	
3	Sohan Lal	Form - 26	9882223368	04201800251	24-Sep-2018	Clerk, Municipal Council, Jogindernagar	Over due 13 Days	
4	Sant Ram	Form - 11	9882223368	01201900011	05-Feb-2019	Clerk, Municipal Council, Jogindernagar	Over due 13 Days	
5	Joginder Singh	Form - 12	9736216295	02201900132	21-Jan-2019	Clerk, Municipal Council Solan	Over due 14 Days	
6	Geeta Devi	Form - 12	9816700004	02201900182	29-Jan-2019	Clerk, Municipal Council Solan	Over due 15 Days	
7	Kokala Devi	Form - 12	9418420935	02201900200	04-Feb-2019	Junior Assistant, Nagar Panchayat Suni	Over due 15 Days	
8	Prem Lal	Form - 12	7018603709	02201801686	17-Nov-2018	Sundernagar Draughtsman, Municipal Council Sundernagar	Over due 17 Days	
9	Giriraj	Form - 12	9805463326	02201800085	24-Jan-2018	Sundernagar Draughtsman, Municipal Council Sundernagar	Over due 18 Days	
10	Gopal Sharma	Form - 12	9418000791	02201801368	01-Nov-2018	Sundernagar Draughtsman, Municipal Council Sundernagar	Over due 19 Days	
11	Jai Singh	Form - 26	9418066758	04201900023	17-Jan-2019	Sundernagar Draughtsman, Municipal Council Sundernagar	Over due 19 Days	
12	Dharam Singh	Form - 11	7018331062	01201900023	19-Feb-2019	Executive Officer, Municipal Council Paonta	Over due 19 Days	
13	Mohnish Mittal	Form - 12	9418139240	02201801583	25-Oct-2018	Executive Officer, Municipal Council Nalagarh	Over due 17 Days	

Figure 56: Pending Report

