

UDH Project

Citizen Service Subscription and  
Process Flow of Services

User Manual

# Process Flow: Subscribing Services

- Citizen will be login through SSO (Single Sign On).
- In the citizen Apps select the Urban Service Application and click on it. It will redirect to Urban Services Portal.
- By Default citizen Dashboard will be visible.
- Click on the Citizen Services link for availing the services from the side panel menu.
- Services list will be visible to the citizen user.
- Against each of the service subscribe button is there click on subscribe button for availing the service.

- After click on Subscribe button citizen will be redirected to the subscription form where citizen will be subscribing for the service. In that Name, validity, fees for the services are being described.
- Select the UIT/ Development Authority from the drop down list given. Citizen can subscribe for various types of UIT/ DA.
- After selecting UIT/DA, accept the terms and condition by clicking on the checkbox.
- Then click on “Proceed to Subscribe” Button.
- Service will be availed.

- If the subscription is free then citizen can avail the services directly.
- If the service is of Paid type then the citizen will be redirected to the payment gateway, by paying the fees citizen can avail the services.
- The fig , shows successful message after availing the services.

(Refer Slides 5 to 12 )



### Rajasthan Single Sign On v7.4

One Digital Identity for all Applications

ENG हिन्दी



SKOCH AWARD (GOLD)  
SMART GOVERNANCE AWARD 2017



Digital Identity (SSOID/ Username)  
ronakchittora.maddy

Forgot Digital Identity (SSOID/ Username)?

Password  
●●●●●●●●

Forgot Password?

Enter Captcha  
8 2 3 9 9 6 323996

REGISTER LOGIN CANCEL

HELPDESK (FOR ALL APPLICATIONS)



Citizen Apps (G2C)

My Transactions

My Logs

Helpdesk

1) In the G2C panel  
Select the Urban  
Services Icon.

ments

SORT BY

Quick Search

SIMPLE VIEW



URBAN SERVICES



APPLICATION STATUS

ARMS LICENCE

ARTISAN REG.

BHAMASHAH

BRSY

BSBY

CHALLENGE FOR CHANGE



EBAZAAR

E-DEVASTHAN

EHR

E-LEARNING

E-LIBRARY

E-MITRA

E-MITRA REPORTS

EMPLOYMENT



IFMS-RAJSSP

ISTART

ITI APP

MADARSA

MINES

MJSA

MSME

PANCHAYAT



QLIK ANALYTICS

RAJ BIOSCOPE

RAJ E-SIGN

RAJ VAULT

RAJ MANDI

RAJ SAMPARK

RAJ SILICOSIS

RAJASTHAN STACK



My Dashboard

Citizen Services

Notifications

Back to SSO



**RONAK CHITTORA [RONAKCHITTORA.MADDY ]**

☎ 9460028517 ✉ ronakchittora.maddy@gmail.com

🏠 10 Fouz Baxi Ki Haveli Shri Nath Marg , UDAIPUR , RAJASTHAN , PIN: 313001

**Aadhar Number:** NA **Date of Birth:** 23/12/1989

Citizen is Redirected to the Urban Services Application Portal.

Property ID Creation Application Summary

**Draft/Submit Date:** 29-Nov-2017 **Property No.:** 108 **UIT/Authority:** UIT, Kota **Scheme:** Ajay Aahuja Nagar Punarwas **CurrentStatus:** Draft

[View More...](#)

Online EMD Payment Summary

No Record Found

[View More...](#)

Name Transfer/Lease Application Summary

**Draft/Submit Date:** 30-Nov-2017 **Application Number:** UIT-KOTA/FY17-18/MUT/3 **Application Type:** Name Transfer / Substitution / Mutation **Current Status:** Draft

[View More...](#)



Department: **Jaipur Development Authority** Application Number: **LSA/DA/20172018/67**; Date: **09-Jun-2017**; Service Number: **ABC/XYX/12345** Applicant Name: **Mr. ABCXYZ** Current Status: **Demand Note Issued**

[View and Pay Demand Note](#) [View Application](#)

To avail Services click on citizen services menu.

[View More...](#)

[My Dashboard](#)

[Citizen Services](#)

[Help](#) +

## Property Id Application Summary

**Draft/Submit Date:** 18-Aug-2017 **Property No.:** A/13/ABC **UIT/Authority:** Bikaner (UIT) **Scheme:**Bikaner Development Authority of Rajasthan  
**CurrentStatus:**Approve and Property Id Generated

**Draft/Submit Date:** 18-Aug-2017 **Property No.:** A/22/ABC **UIT/Authority:** Bikaner (UIT) **Scheme:**Bikaner Development Authority of Rajasthan  
**CurrentStatus:**Submitted

[View More...](#)

## Other Application Summary

1.  
 No - **MUT/UIT-BKNR/FY17-18/2**  
 Date - -  
 Type -  
**NameTransferSubstitutionMutation**  
 Status - **Draft**

2.  
 No - **MUT/UIT-BKNR/FY17-18/1**

## EMD Payment Summary

1.  
 No - **TENDER\_UDR\_2017-18-B56**  
 Name - **Clean City**  
 Ref No - **30**, Amount - **7200**  
 Payment Date - **31-Jul-2017 07:33 PM**,  
 Payment Status - **Successful**

2.  
 No - **TENDER\_UDR\_2017-18**  
 Name - **Regular Maintenance of City**

## Community Center Booking Summary

1. Department:  
**Jaipur Development Authority** Application Number: **LSA/DA/20172018/67**; Date: **09-Jun-2017**; Community Center Name: **ABC Community Hall, Jaipur** Applicant Name: **Mr. ABCXYZ** Booking Date: **From 15-Jul-2017 to 16-Jul-2017 (2 Days)** Current Status: **Booked**

2. Department:



My Dashboard

Citizen Services

Help +

### My Services

You have not subscribed any service.

### Available Services

S.No	Service Name	Plan	Fee (Rs.)	Validity	Action
1	Property Details (Property ID Generation)	Paid	100.00	0 LifeTime	<a href="#">Subscribe</a>
2	Name Transfer / Substitution / Mutation	Free	0.00	Lifetime	<a href="#">Subscribe</a>
3	Lease Exemption Certificate	Free	0.00	Lifetime	<a href="#">Subscribe</a>
4	Payment Gateway for E-Tendering (EMD)	Free	0.00	Lifetime	<a href="#">Subscribe</a>
5	Community Center Bookings	Free	0.00	Lifetime	<a href="#">Subscribe</a>

Click on subscribe Button for availing the services.

## Citizen Services

### Proceed For Services Subscription

Service Name : Payment Gateway for E-Tendering (EMD)

Subscription Validity : Lifetime

Subscription Fee (Rs.) : 0.00

GST on Fee (Rs.) : 0.00

Net Payable Amount (Rs.) : 0.00

Select UIT/Development Authority : --Select One--

1) Select UIT/DA from the List given for which service has to be avail.

(After successful subscription you will be able to avail this service for above selected uit/development authority only. You will have to subscribe this service by paying subscription fee (if applicable) separately for each uit/development authority.)

(सफल सदस्यता के बाद आप इस सेवा का उपयोग केवल ऊपर चयनित यूआईटी / विकास प्राधिकरण के लिए ही कर सकते हैं। आपको प्रत्येक सेवा / विकास प्राधिकरण के लिए इस सेवा की सदस्यता अलग से सदस्यता शुल्क (यदि लागू हो) का भुगतान करके लेनी होगी।)

I hereby declare that I have carefully read all the terms and conditions of this Service and agree to terms & condition and privacy policy of UIT/DA.

Back To Services

2) Check the Terms and Conditions

3) Click on 'Proceed to Subscribe' button.

Proceed to subscribe

✓ Service Subscribed Successfully.



## Citizen Services

Service has been subscribed

### Services Subscription Detail

**Service subscription successfully completed.**

**Service Name** : Payment Gateway for E-Tendering (EMD)

**Subscription Validity** : Lifetime

**Subscription Fee (Rs.)** : 0.00




**Paid Amount (Rs.)** : 0.00

**Effective From** : 17-Jan-2018

**Subscribed UIT/Development Authority** : Barmer

Click on 'Back to My services' button. It will be redirected to service page.

Back To My Services

View Proceed	View Proceed	View Proceed	View Proceed
 <p>Payment Gateway for E-Tendering (EMD)</p>	 <p>Community Center Bookings</p>	 <p>Online Challan</p>	
View Proceed	View Proceed	View Proceed	

Citizen Services available for subscription

EMD of Tender services icon will be visible to the citizen.

S.No	Service Name	Plan	Fee (Rs.)	Validity	Action
1	Property ID Creation	Free	0.00	Lifetime	Subscribe
2	Name Transfer / Substitution / Mutation	Free	0.00	Lifetime	Subscribe

- There are different types of More Services, for subscribing any type of services same above process from (Refer Slide 2 to 12 ) to be followed.
- Different types of Services includes:-
  - 1) Property Id Creation
  - 2) Name Transfer/ Mutation Service
  - 3) Lease Exemption/ Freehold Service.
  - 4) Community Hall Booking.
  - 5) Lease Collection Yearly.
  - 6) Offline Challan
  - 7) Payment for E-Tendering

# Service: Property Id Creation

- Same Process for Subscribing the Service, as explained in Earlier Slides. (Refer Slides 8 to 11)
- Click on Proceed Button from the Activated Service Widget and Select the UIT/DA. (Refer Slides 34 to 35)
- Step1:- Select the filter criteria.
  - Select the Property Type.
  - Select the Scheme Group and then Scheme Name OR select only the Scheme Name.
  - After applying filter click on “View Properties” button
  - List of Properties popup will be opened. Select the Property by clicking on “Select” button.



# UIT, Udaipur

Moti Magri Road , Udaipur , Rajasthan

0294-2412484, 0294-2413735

uitudaipur@rediffmail.com

## Property Id Creation

[Back to List](#)

### Search Property

Type of Property for which you want to create Property Id \*

Plot

Scheme Group

behind Meladi Mata temple

Scheme Name \*

behind Meladi Mata temple

[View Properties](#)

- 1) Select the Property Type .
- 2) Select the Scheme Group from the available list.
- 3) Select the Scheme Name list will be activated according to the Scheme Group. OR Citizen can select direct Scheme Name also.
- 4) Click on 'View Properties' button as per the filter selection criteria.

Note :-

If you not found your property in above search list please [Click Here](#) for fill your property Manually.



### Property List



Search By Plot Number, Property Id

Select the Property by clicking on 'Select' button.

#	Plot Number	Property Id	Area	Usage Type	Property Type	Select
1	1	NA	1000.00 Square Feet	Residential	Plot	Select
2	1/1-	NA	1000.00 Square Feet	Residential	Plot	Select
3	1/10-	NA	1000.00 Square Feet	Residential	Plot	Select
4	1/100-	NA	1000.00 Square Feet	Residential	Plot	Select
5	1/11-	RJUDR1/0002/1076H	1000.00 Square Feet	Residential	Plot	View
6	1/12-	NA	1000.00 Square Feet	Residential	Plot	Select
7	1/13-	NA	1000.00 Square Feet	Residential	Plot	Select
8	1/14-	NA	1000.00 Square Feet	Residential	Plot	Select
9	1/15-	NA	1000.00 Square Feet	Residential	Plot	Select
10	1/16-	NA	1000.00 Square Feet	Residential	Plot	Select



UIT, U  
Moti M  
0294-24  
uitudai

Property Id Creation

Search Property

Type of Property for which

Plot

Scheme Group

behind Meladi Mata tem

Note :-

If you not found your prop

Back to List

View Properties



- Step2:- After selecting the respective Property enroll the Property.
- Step3:- Enter the Property Details and Click on “Save and Continue” Button. After that whole form will be visible and enter the details.
- Step4:- Enter the Allotment Details with the Original Allottee Details at the time of Allotment, Lease Patta Details, One time Lease Certificate Details / Last Lease Deposit Details, Current Owner Details (as per today’s Date) and Upload the Required Documents.

( Refer Slides 52 to 55 )

- **Enter all the Mandatory Fields Marked with asterisk (\*).**



UIT, Udaipur

Moti Magri Road , Udaipur , Rajasthan

0294-2412484, 0294-2413735

uitudaipur@rediffmail.com

## Property Id Creation

[Back to List](#)

If wrong Property has been selected click on 'Change' button for selecting another property.

### Property Details

Scheme Name \*

behind Meladi Mata temple

Complete Plot Number \*

1/18-

Property Type \*

Plot

Change

Landmark 1

Near Hospital Road

Landmark 2

Landmark 3

Area Unit \*

Square Feet

Area \*

1000

Usage Type \*

Residential

Sub Usage Type

Commercial cum Residential

Is Corner

Yes

Facing Type

East

Road Type

60 Feet

Longitude

Latitude

Click on 'Save and Continue' button.

Save and Continue

Date of Allotment \*

01-Feb-2001

Allotment Number \*

A.123

Date of Possession

08-Mar-2002

Possession Reference Number

456

Title \*

Mr

Name \*

Mahela Jaywardene

Father/Husband Name \*

Kumar Sangakara

### Lease Deed (Patta) Details

Is Lease Deed Issued \*

Yes

Date of Lease Deed Issued

10-Apr-2001

Lease Deed Document Number

A.123/2001-2002

Lease Deed Issued To

Original Allottee

Name of Lease Deed Issued

Mahela Jaywardene

Father Name of Lease Deed Issued

Kumar Sangakara

### OTLC (One Time Lease Certificate) Details

Is One Time Lease Certificate Issued \*

No

OTLC Issue Date

DD/MM/YYYY

OTLC Document Number

OTLC Amount (in RS)

### Last Lease Deposit Details

Enter Anyone Detail either from OTLC or Last Lease Deposit Details.

Have you ever deposited Lease \*

Yes

Date of Last Lease Deposited

01-Apr-2003

Lease deposited till date

31-Mar-2004

Lease Amount Deposited

14500

Receipt/Challan Number

45863

Add Current Owner

Ownership Type \*

Transferee

If Transferee then add

Transferee Reference Number

Transferee Reference Date

DD/MM/YYYY

Effective From \*

DD/MM/YYYY

Please add current owner(s) detail. If property has more than one owner, please add each owner.

Click on 'Add Current Owner' Button for adding Owner.

Upload Documents

Allotment Letter

Last Mutation Certificate

Lease Deed (Patta) including Stamps bothside Issued by DA/UIT

Receipt of Previous Lease

Upload the Mandatory Documents

For Paying the Fee click on 'Pay Fee and Submit' Button. It will be redirected to Payment Gateway.

To update the Details click on 'Update Draft' button.

Update Draft

Pay Fee and Submit

Current Owner Detail



Enter the Basic Details of the Owner.

Below details belong to me

Name \*

Mr Nitesh Kumar Garg

Father/Husband Name \*

Kumar Garg

Address Line 1 \*

Kota

Address Line 2

PIN Code \*

313002

Gender \*

Male

Mobile Number \*

9509911154

Phone Number

Email Id \*

nitesh.garg@e-connectsolutions.com

Aadhar Number \*

568975896325

PAN Number

Bhamashah Id

Save Cancel

- Step5:- Click on 'Pay and Submit' button for submitting the Application and for paying the fees.
- Step6:- After successfully paying the online fees Application is submitted to the UIT department and they will process the application.
- Step7:- When the application status is changed to 'Approved and Property Id Generated' then the Property Number will be generated against the Property.

## Property Details

[Back to Search List](#)

Property Id : RJ1/5000/0001H

Property Id Number.

For Printing the Document.

## Scheme

Scheme Group Name

Govind Nagar

Scheme Name

block A

## Plot Details

Complete Plot Number

a/11

Area

1000 Square Meter

Usage Type

Residential

Sub Usage Type:

N/A

Property Type

Plot

Is Corner

No

Facing Type

Road Type

Longitude

NA

Latitude

NA

Landmark 1

NA

Landmark 2

NA

Landmark 3

NA

## Allotment and Original Allottee Detail

Date of Allotment

04-Feb-1999

Allotment Number

343

Date of Possession

NA

Possession Reference Number

## Current Owner Details


### Owner Type

Original Allottee

## Documents

Allotment Letter 

Receipt of Previous Lease


Lease Deed (Patta) including Stamps bothside  
Issued by DA/UIT 

Last Mutation Certificate

## Application Workflow/Movement History

### Application Workflow History.

1


 22-February-2018 01:20 PM

Assigned by **Super User** and forwarded/assigned to **Sunita Kalwadia**



RG

2

 22-February-2018 01:26 PM

Approve and Property Id Generated by **Super User** and forwarded/assigned to **Sunita Kalwadia**



ok

Online Payment Receipt