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)

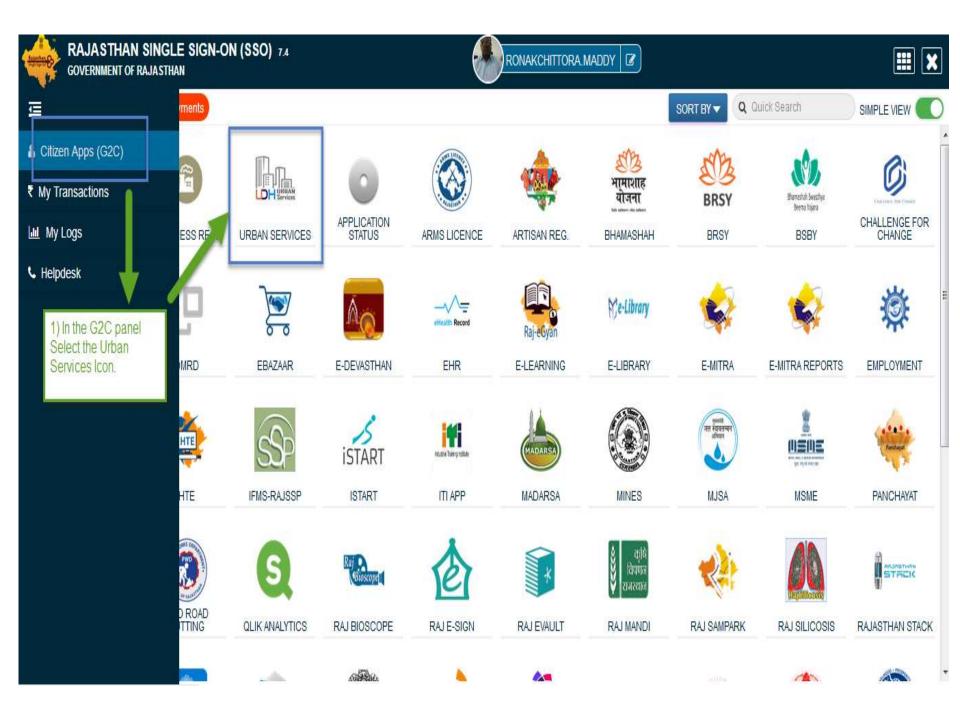


Q Search

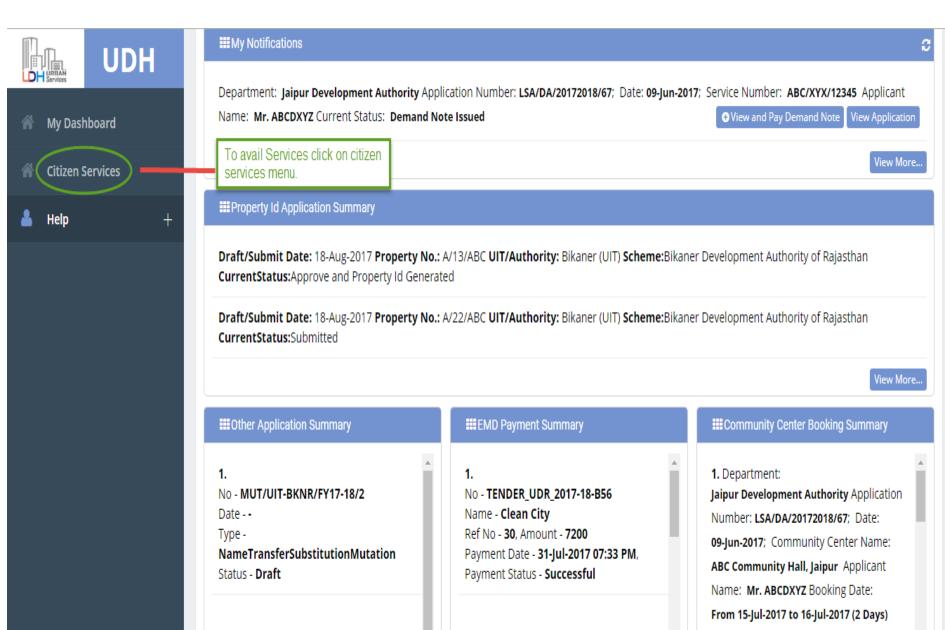


Password	For	got Digit	al Identity (SS	OID/ Username
	TTTTTT		Enter Capt	Forgot Passwor
8 2 ³	99	6	823996	51a
			LOGIN	CANCEL
			LUGIN	CANCEL





	UDH	Ξ	Authorities and UIT's Online Services	∆ 0	🛓 RONAK CHITTORA 🗸
My Dash		-	RONAK CHITTORA [RONAKCHITTORA.MADDY] 9460028517 Improved rom romakchittora.maddy@gmail.com 10 Fouz Baxi Ki Haveli Shri Nath Marg, UDAIPUR, RAJASTHAN, PIN: 313001 Adhar Number: NA Date of Birth: 23/12/1989	Citizen is Redirected to the Urban Services Application Portal.	
👫 Notifica	tions				
Back to	sso	=	Property ID Creation Application Summary		
		D	raft/Submit Date: 29-Nov-2017 Property No.: 108 UIT/Authority: UIT, Kota Scheme:Ajay A	ahuja Nagar Punarwas Curren	tStatus:Draft
					View More
			Online EMD Payment Summary		
			No Record Found		
					View More
		=	Name Transfer/Lease Application Summary		
			raft/Submit Date: 30-Nov-2017 Application Number: UIT-KOTA/FY17-18/MUT/3 Applicatio atus:Draft	o n Type: Name Transfer / Subs	titution / Mutation Current
					View More



2. No - MUT/UIT-BKNR/FY17-18/1 2. No - TENDER_UDR_2017-18 Name - Regular Maintenance of City

2. Department:

Current Status: Booked

demoprojects.e-connectsolutions.com/UDH/EIS#HelpServices

My Dashboard

A 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	Subscribe
2	Name Transfer / Substitution / Mutation	Free	0.00	Lifetime	Subscribe
3	Lease Exemption Certificate	Free	0.00	Lifetime	Subscribe
4	Payment Gateway for E-Tendering (EMD)	Free	0.00	Lifetime	Subscribe
5	Community Center Bookings	Free	0.00	Lifetime	Subscribe

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	1) Select UIT/DA from the List given for which service has to be			
GST on Fee (Rs.)	:	0.00	avail.			
Net Payable Amount (Rs.)	: F	0.00				
Select UIT/Development Authority	:	Select One	•			

(After successfull 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।)

evideclare 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

1 I

2) Check the Terms and Conditions

3) Click on 'Proceed to Subscribe' button.



✓ Service Subscribed Sucessfully.

*	My Dashboard	Citizen Services	Service	has been subscribed
*	Citizen Services	Services Subscription Detail	_	
ñ	Notifications	Service subscription sucessfully 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.

View	/ Proceed	View	Proceed	View	Proceed	View	Proceed
	ayment Gateway for E-Tendering (EMD)	(Community Center Bookings	Online Challan			
View	/ Proceed	View	Proceed	View	Proceed		
Citize	n Services available for subscriptio	n	EMD of Tender services icon w the citizen.	vill be visible to			
S.No	Se	ervice N	lame	Plan	Fee (Rs.)	Validity	Action
1	Property ID Creation			Free	0.00	Lifetime	Subscribe
2	2 Name Transfer / Substitution / Mutation			Free	0.00	Lifetime	Subscribe

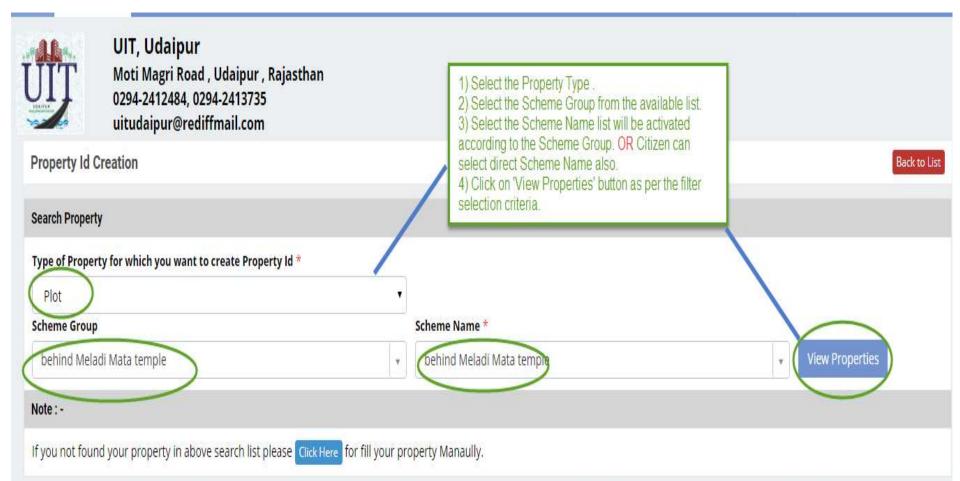
- There are different types of More Services, for subscribing any type of services same above process from (Refer Slide 2 to 12) to be followed.
- Different types of Services includes:-

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.

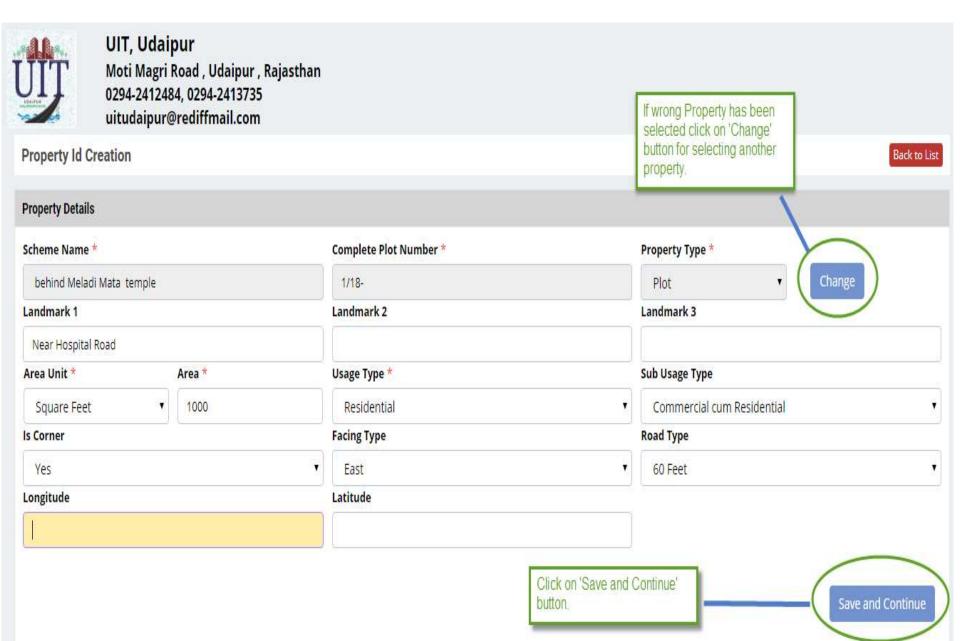


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UIT, U UIT Moti M 0294-24	Se	earch By Plot Number,	Property Id Q	. 0	Select the I clicking on	Property by 'Select' button.		
uitudai	#	Plot Number	Property Id	Area	Usage Type	Property Type	Select	
Property Id Creation	1	1	NA	1000.00 Square Feet	Residential	Plot	Select	Back to List
Search Property	2	1/1-	NA	1000.00 Square Feet	Residential	Plot	Select	
Type of Property for which	3	1/10-	NA	1000.00 Square Feet	Residential	Plot	Select	
Plot	4	1/100-	NA	1000.00 Square Feet	Residential	Plot	Select	
Scheme Group	5	1/11-	RJUDR1/0002/1076H	1000.00 Square Feet	Residential	Plot	View	
behind Meladi Mata tem	6	1/12-	NA	1000.00 Square Feet	Residential	Plot	Select	lew Properties
Note : -	7	1/13-	NA	1000.00 Square Feet	Residential	Plot	Select	
If you not found your prop	8	1/ <mark>14</mark> -	NA	1000.00 Square Feet	Residential	Plot	Select	
	9	1/15-	NĄ	1000.00 Square Feet	Residential	Plot	Select	
	10	1/ <mark>1</mark> 6-	NA	1000.00 Square Feet	Residential	Plot	Select	
	Page	e 1 of 22 Total Rec	ords 218	1 2	3 4 5 6	7 8 9 10		

- 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 (*).



Date of Allotment * Allotment Num			ber *	Date of Possession			Possession Reference Number	
01-Feb-2001 A.123			08-Mar-2002 456		456			
Title *	Name *				Father/Husband Name *			
Mr	Mahela Jayward	lene			Kumar Sangak	ar Sangakara		
Lease Deed (Patta) Details								
Is Lease Deed Issued *			Date of Lease Deed Issued			Lease Deed Docu	ument Number	
Yes		•	10-Apr-2001			A.123/2001-200)2	
Lease Deed Issued To			Name of Lease Deed Issued			Father Name of Lease Deed Issued		
Original Allottee		•	Mahela Jaywardene			Kumar Sangakara		
OTLC (One Time Lease Certificate)) Details							
Is One Time Lease Certificate Issu	ied *		OTLC Issue Date			OTLC Document	Number	
No		•	DD/MM/YYYY					
OTLC Amount (in RS)								
Last Lease Deposit Details Enter Anyone Detail either from Last Lease Deposit Details.			OTLC or					
Have you ever deposited Lease *			Date of Last Lease Deposited			Lease deposited	till date	
Yes		•	01-Apr-2003			31-Mar-2004		
Lease Amount Deposited			Receipt/Challan Number					
14500			45863					

Current Owner as on Date - 23-Apr-2018

Ownership Type *	Transferee Reference Number	Transferee Reference Date	Effective From *
Transferee	Y	DD/MM/YYYY	DD/MM/YYYY
If Transferee then add Upload Documents	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.
Allotment Letter 1 Last Mutation Certificate 1 Lease Deed (Patta) including Stamps bothside Receipt of Previous Lease 1	Upload the Mandatory Documents	Fee and	ng the Fee click on 'Pay Submit' Button. It will be d to Payment Gateway.
		To update the Details click on Update Draft' button.	Update Draft Pay Fee and Submit

Add Current Owner

Current Owner Detail	Enter the Basic	c Details of the	×	
Below details belong to me	Owner.			
Name *		Father/Husband Nam	e *	
Mr 🔻 Nitesh Kumar Garg		Kumar Garg		
Address Line 1 *		Address Line 2		
Kota				
PIN Code *	Gender *			
313002	Male	•		
Mobile Number *	Phone Number		Email Id *	
9509911154			nitesh.garg@e-connectsolutions.com	
Aadhar Number *	PAN Number		Bhamashah Id	
568975896325				
			Save Cancel	
	0 71			

- 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			Print Back to Search List
Property Id : RJ1/5000/0001H	Property Id Number.		For Printing the
Scheme			Document.
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 Issued by DA/UIT	a) including Stamps bothside	Last Mutation Certificate
Application Workflow/Movement History			Application Workflow History	
1 22-February-2018 01:20 PM Assigned by Super User and forwarded	l/assigned to Sunita Kalwadia			
RG RG				
22-February-2018 01:26 PM Approve and Property Id Generated by	Super User and forwarded/assigned to Sunita Kal	wadia		
🗩 ok				

Online Payment Receipt