UDH Project

Citizen Service Subscription and Process Flow of Services
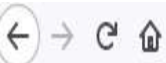
User Manual

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)

TM

Rajasthan Single Sign On

Rajasthan Single Sign On v7.4

One Digital Identity for all Applications

ENG | हिन्दी

SKOCH AWARD (GOLD)
SMART GOVERNANCE AWARD 2017

GeoTrust
SECURED
2018-01-17 UTC

Digital Identity (SSOID/ Username)

ronakchittora.maddy

Forgot Digital Identity (SSOID/ Username)?

Password

••••••••••

Forgot Password?

Enter Captcha

8 2 3 9 9 6   823996   ⟳

👤 REGISTER   LOGIN   CANCEL

👤 HELPDESK (FOR ALL APPLICATIONS)

1,49,02,17,73

Citizen Apps (G2C)

₹ My Transactions

My Logs

Helpdesk

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

SORT BY ▼   Q Quick Search   SIMPLE VIEW

ESS RE	URBAN SERVICES	APPLICATION STATUS	ARMS LICENCE	ARTISAN REG.	BHAMASHAH	BRSY	BSBY	CHALLENGE FOR CHANGE
MRD	EBAZAAR	E-DEVASTHAN	EHR	E-LEARNING	E-LIBRARY	E-MITRA	E-MITRA REPORTS	EMPLOYMENT
HTE	IFMS-RAJSSP	ISTART	ITI APP	MADARSA	MINES	MJSA	MSME	PANCHAYAT
D ROAD TTING	QLIK ANALYTICS	RAJ BIOSCOPE	RAJ E-SIGN	RAJ EVAULT	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...

UDH

- My Dashboard
- Citizen Services
- Help +

My Notifications

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

[⊕ View and Pay Demand Note] [View Application]

To avail Services click on citizen services menu.

[View More...]

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. ABCDXYZ** Booking Date: **From 15-Jul-2017 to 16-Jul-2017 (2 Days)** Current Status: **Booked**

2. Department:

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

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	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
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 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।)

☐ 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

- 🏠 My Dashboard
- 🏠 Citizen Services
- 🏠 Notifications

Citizen Services

Service has been subscribed

Services Subscription Detail

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.

Back To My Services

View	Proceed	View	Proceed	View	Proceed	View	Proceed

Payment Gateway for E-Tendering (EMD)

Community Center Bookings

Online Challan

View	Proceed	View	Proceed	View	Proceed

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

Citizen Services available for subscription

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: Name Transfer/ Substitution/ Mutation

- 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)

- <u>Intro</u>:- For transferring the Name of the property use the service. By two ways Property can be searched by applying the filter criteria:-

    - Find through Property Id
    - Find through Scheme Name

- Name transfer application, the property which is approved and id number is generated that only property number can be searched by the shown filter criteria.

UIT, Udaipur
Moti Magri Road , Udaipur , Rajasthan
0294-2412484, 0294-2413735
uitudaipur@rediffmail.com

Application for Name Transfer / Substitution / Mutation

Back to List

Search Property

1) Apply the filter criteria, for searching the Property. By two Types Property can be searched.

Please search and select your property

Find Through Property Id   Find Through Scheme Name

If you know Property Id:-

Enter Property Id Number

Enter the Property Id Number   Pick   Reset   Click on 'Pick' button.

UIT, Udaipur

Moti Magri Road , Udaipur , Rajasthan
0294-2412484, 0294-2413735
uitudaipur@rediffmail.com

Application for Name Transfer / Substitution / Mutation

Search Property

Please search and select your property

ℹ Find Through Property Id	ℹ Find Through Scheme Name

(2 Method) Find through Scheme Name.
Select the Scheme Name from the Drop Down.
Click on 'Search' button.

If you know scheme name :-

Scheme Name

behind Meladi Mata temple ▾

Search   Reset

- Step2:- After clicking on 'Search' button Property Popup will open. The property which is approved and Property Id Number is generated that only property will be visible in the popup. Select the property for which application has to be applied.

- Step3:- The selected Property details will be shown to the citizen user.

- Step4:- Select the Reason for Name Transfer.

- Step5:- Enter the Document Number and Document Reference Date.

- Step6:- Add the Transferee Details. Basic Details only to be required.

- Step7:- Upload all the Mandatory Documents according to the 'Selected Reason' document list will appear. (Reason selected in Step 4)

- Step8:- Click on 'Draft' button for submitting the application in Draft Mode.

(Refer Slide 64 to 66)

Property Detail

Change Property

Scheme Name	: **behind Meladi Mata temple**		
Property ID	: **RJUDR1/0002/1076H**	Plot Number	: **1/11-**
Zone	: **South**	Developer Type	: **Urban Improvement Trust**
Developer's Name	: **UIT Udaipur**	Area	: **1000 Square Feet**
Usage Type	: **Residential**	Property Type	: **Plot**
Lease Deed Issued	: **Not Issued**	Lease Deed Issue Date	: **NA**
One Time Lease Certificate	: **Not Issued**		

Select Application Type from the List.

Application Type

Application Type *

Purchased from Original Allottee Through Sale Deed ▼

Document Reference Number *

456

Document Reference Date *

01-Apr-2018

Enter the Document Number and Reference Date

Transferee Details

Add Transferee

Add the Transferee Details

Please add current owner/transferee details. If property has more than one owner/transferee, please add each of all owner/transferee.

Upload Documents

Sr. No.	Mandatory	Documents
1.	No	Photo ID issued by Government (Aadhar Card/ Driving License / Passport / Bhamashah etc.)
2.	Yes	Registered Sale Deed
3.	No	Allotment / Possession / Reservation Letter Issued by DA/UIT
4.	No	Site Plan Issued by DA/UIT
5.	No	In Case of Constructed Property Oldest Electricity / Water Bill
6.	No	Receipt(s) of Amount Deposited in DA/UIT
7.	No	In case property is mortgage letter from Financial Institution

Upload the Documents

Declaration and Undertaking

1. I/We hearby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this application.

2. This Mutation is being done on the basis of documents uploaded by me online and the responsibility of all such uploaded document being genuine and true lies with me. In case, any uploaded document is found forged or tampered or false, the undersigned will not be liable for any action for this mutation and I/We will be solely responsible for such fraudulent document and offence.

3. There is no legal or possession dispute with anyone regarding above property.

4. I/We will follow and abide by the building by laws and rules of UIT, Udaipur.

5. I/We will may be prosecuted for any false/incorrect information, electronically signed and accepted by me/us today on 27-Apr-2018 04:15 PM

☐ I hereby declare that I/We have carefully read all the terms and conditions of this Service and agree to terms & conditions and privacy policy of UIT, Udaipur.

Check the checkbox for accepting the Terms and condition.

Click on 'Save as Draft' Button for saving the application in the Draft Mode.

Save as Draft   Back to List

How to Validate Digital Signature :- Please Click Here to know how to validate digital signatur

- Step9:- As the application is saved in the Draft Mode then from the Dashboard click on 'View More' button from the Name Transfer / Lease Application widget.

My Application Summary

List of Application Summary.
1) Application Status= 'Draft'. For them click on Action 'Edit' Button.

2) Click on 'Edit' Button.

Search By application number   🔍 ⟳   [XLS] [🖨]

#	Draft/Submit Date	Application Number	Application Type	Current Status	Action
51	16-Dec-2017	UIT-UDPR/FY17-18/LC/3	Lease Collection Yearly	Submitted	✏️
52	16-Dec-2017	UIT-UDPR/FY17-18/LC/2	Lease Collection Yearly	Assigned	✏️
53	12-Dec-2017	UIT-UDPR/FY17-18/LC/1	Lease Collection Yearly	Submitted	✏️
54	09-Dec-2017	UIT-UDPR/FY17-18/MUT/35	Name Transfer / Substitution / Mutation	Draft	✏️
55	08-Dec-2017	UIT-UDPR/FY17-18/MUT/34	Name Transfer / Substitution / Mutation	Draft	✏️
56	07-Dec-2017	UIT-UDPR/FY17-18/LFC/30	Lease Exemption Certificate / Freehold	Demand Note Issued	✏️
57	07-Dec-2017	UIT-UDPR/FY17-18/MUT/33	Name Transfer / Substitution / Mutation	Submitted	✏️
58	04-Dec-2017	UIT-UDPR/FY17-18/MUT/44	Name Transfer / Substitution / Mutation	Assigned	✏️
59	04-Dec-2017	UIT-UDPR/FY17-18/MUT/45	Name Transfer / Substitution / Mutation	Assigned	✏️
60	04-Dec-2017	UIT-UDPR/FY17-18/MUT/46	Name Transfer / Substitution / Mutation	Assigned	✏️

Page 6 of 8   **Total Records 76**   Show 10 ▼   « 1 2 3 4 5 **6** 7 8 »

Application for Name Transfer / Substitution / Mutation

Application Opened in Draft Mode.
This is the Application No.

Back to List

Application No.: UIT-UDPR/FY17-18/MUT/35 **Date:** 09-Dec-2017 **Current Status:** Draft

Property Detail

Change Property

Scheme Name	:	**behind Meladi Mata temple**		
Property ID	:	**RJUDR1/0002/1076H**	Plot Number	: **1/11-**
Zone	:	**South**	Developer Type	: **Urban Improvement Trust**
Developer's Name	:	**UIT Udaipur**	Area	: **1000 Square Feet**
Usage Type	:	**Residential**	Property Type	: **Plot**
Lease Deed Issued	:	**Not Issued**	Lease Deed Issue Date	: **NA**
One Time Lease Certificate	:	**Not Issued**		

Application Type

Application Type *

Purchased from Original Allottee Through Sale Deed ▼

Document Reference Number *   **Document Reference Date** *

test   01-Dec-2017

Transferee Details

Add Transferee

#	Name	Father/Husband Name	Address	Mobile Number	Email Address	Action
1	Mr NITESH KUMAR GARG	Mr test	568, W/o Nitesh Kumar Garg, Nahargarh, Kishanganj, Baran	9460854860	meghagarg.udr@gmail.com	

Upload Documents

Sr. No.	Mandatory	Documents
1.	No	Photo ID issued by Government (Aadhar Card/ Driving License / Passport / Bhamashah etc.)
2.	Yes	Registered Sale Deed
3.	No	Allotment / Possession / Reservation Letter Issued by DA/UIT
4.	No	Site Plan Issued by DA/UIT
5.	No	In Case of Constructed Property Oldest Electricity / Water Bill
6.	No	Receipt(s) of Amount Deposited in DA/UIT
7.	No	In case property is mortgage letter from Financial Institution

All the Mandatory Documents Uploaded Successfully.

3.	No	Allotment / Possession / Reservation Letter Issued by DA/UIT 📤
4.	No	Site Plan Issued by DA/UIT 📤
5.	No	In Case of Constructed Property Oldest Electricity / Water Bill 📤
6.	No	Receipt(s) of Amount Deposited in DA/UIT 📤
7.	No	In case property is mortgage letter from Financial Institution 📤

Declaration and Undertaking

1. I/We hearby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this application.

2. This Mutation is being done on the basis of documents uploaded by me online and the responsibility of all such uploaded document being genuine [covered by callout] ny uploaded document is found forged or tampered or false, the undersigned will not be liable for any action for this mutation and I/We will be solely responsible [covered by callout] d offence.

3. There is no legal or possession dispute with anyone regarding above property.

4. I/We will follow and abide by the building by laws and rules of UIT, Udaipur.

5. I/We will may be prosecuted for any false/incorrect information, electronically signed and accepted by me/us today on 09-Dec-2017 12:51 PM

☑ I hereby declare that I/We have carefully read all the terms and conditions of this Service and agree to terms & conditions and privacy policy of UIT, Udaipur.

> Click on Update and Submit Button for submitting the Application to the UIT.

Update Draft   **Update and Submit**   **Back to List**

- As the application is submitted it will reflect at the UIT/ DA Authority for taking further action.
- Citizen can view the application status and can download the certificate later on when the status of the application is 'Application Disposed'.