Application form A (Applicant)

कृषि भूमि को गैर कृषि भूमि मे संपरिवर्तन कराने के हेतू

एसएसऔं आई डी पर लोग इन करे, यदि एसएसऔं आई डी नहीं बनी हुई है तो आप ई—मित्र पर जा कर या Rajasthan Single Window Clearance System से भी आवेदन कर सकते हैं।

1. सर्च पर जा कर RajSSO (https://sso.rajasthan.gov.in) लिखे फिर ओके करे।



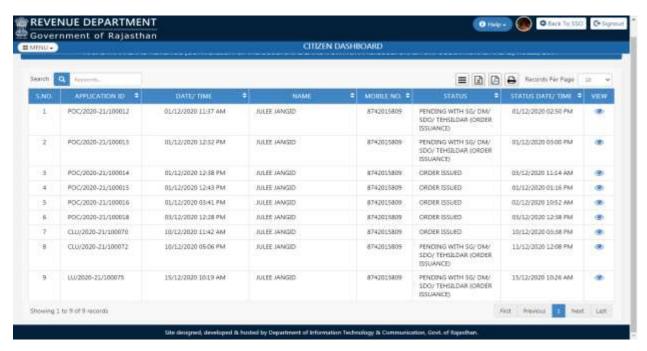
2. एसएसऔ आई डी लिखे, पासवर्ड लिखे फिर अन्त में एक कोड आता है उसे लिखे तब लोग—इन पर क्लिक करे।



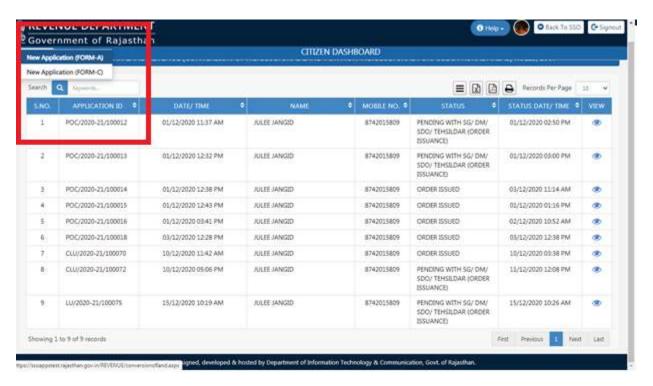
3. बायीं तरफ Government apps (G2G), Citizen apps (G2C) आयेगा, आप Citizen apps (G2C) पर क्लिक करे। जैसा नीचे दिखाया गया है। Citizen apps (G2C) में आप Revenue (Land Conversion) एप्पलिकेशन पर जाये।



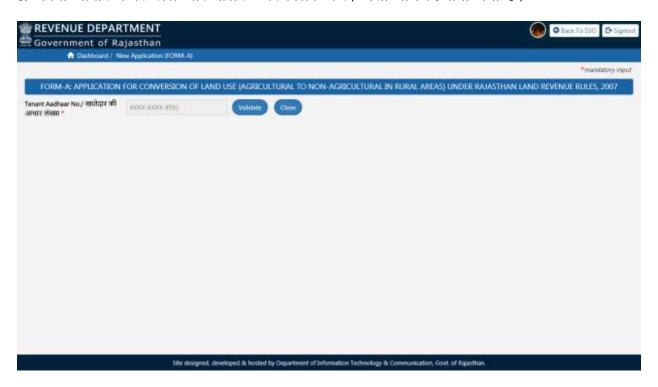
5. CITIZEN DESHBOARD पर आपके द्वारा पुर्व में आवेदन की गई सभी एप्पलिकेशन दिखायी देगी।



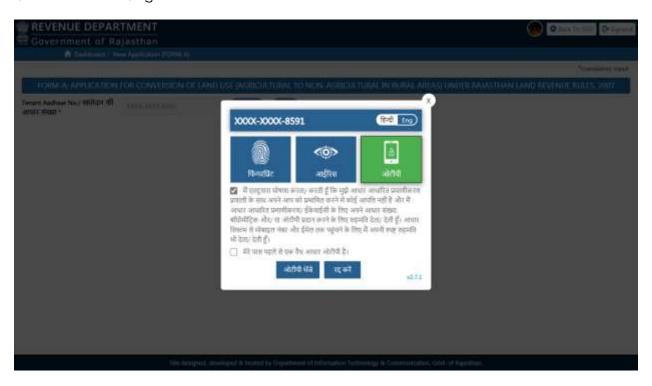
6. अब आप ऊपर बायीं तरफ मेन्यू पर जाये और क्लिक करे तथा फोर्म़—ए सलेक्ट करे। जैसा नीचे दिखाया गया है।



6. अपना आधार नम्बर डाले और वैलिडैट पर क्लिक करे। जैसा नीचे दिखाया गया है।

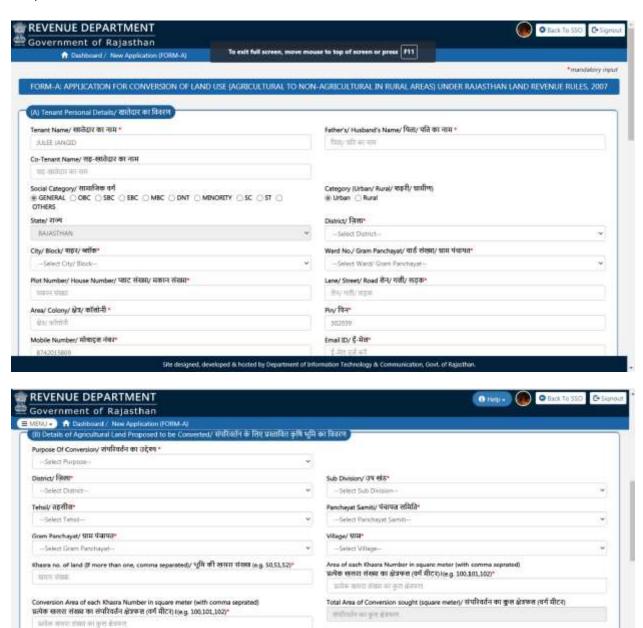


7. पहले नम्बर के Check box पर टिक करे फिर आप ओटीपी भेजे पर क्लिक करे, और आपके फोन पर एक ओटीपी आयेगा, उस ओटीपी को टायप करे फिर ओटीपी मान्य पर क्लिक करे। ऐसा करने पर एप्पलीकेशन फोर्म—ए खुल जायेगा। जैसा निचे दिखाया गया है।





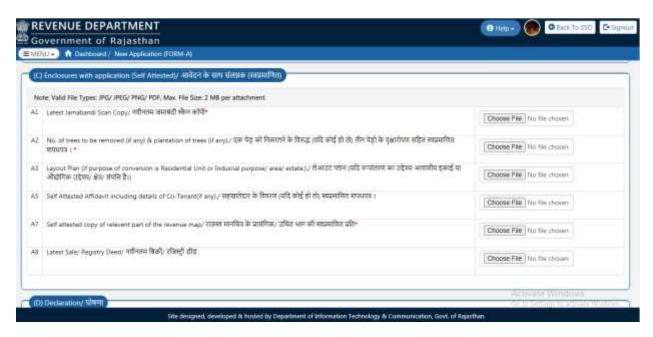
8. अब आप अपनी सभी जानकारी भरीये जो फोर्म में पुछी गई है तथा सभी आवश्यक दस्तावेज अपलोड करे।



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Distance from any other Road or Rural path (in meter)/ किसी अन्य सड़क या प्रामीण यथ से दूरी (वीटर

Distance from Railway Une/ National Highway/ Government Highway (in meters/ रेजचे शाहन/ राष्ट्रीय राजपार्गा/ सरकारी राजपार्ग से दूरी (मीटर में)



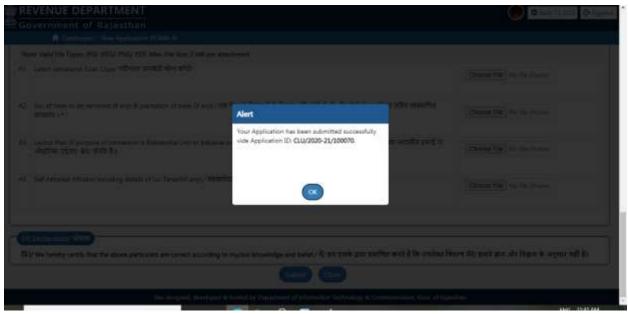
ध्यान दे— एप्पलीकेशन फोर्म में आपको दो या दो से अधिक खसरा नम्बर, प्रत्येक खसरा संख्या का क्षेत्रफल(वर्ग मीटर) तथा प्रत्येक खसरा संख्या का संपरिवर्तन क्षेत्रफल(वर्ग मीटर) लिखते समय उन्हें अलग करने के लिए अल्पविराम (,) लगाने कि आवश्यकता होती है। उदाहरण:— यदि खसरे कि जानकारी सारणी के अनुसार है,

क्रमांक	खसरा नम्बर	खसरा संख्या का क्षेत्रफल	खसरा संख्या का संपरिवर्तन क्षेत्रफल
1.	101	50000	10000
2.	102	5000	2000
3.	103	1200	1200
4.	104	4200	3569

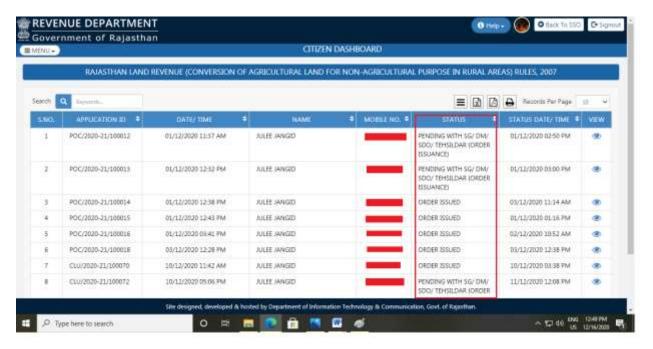
फोर्म में निम्नलिखित तरिके से भरनी है।

खसरा नम्बर (101,102,103,104), प्रत्येक खसरा संख्या का क्षेत्रफल (वर्ग मीटर)(50000,5000,1200,4200) तथा प्रत्येक खसरा संख्या का संपरिवर्तन क्षेत्रफल(वर्ग मीटर)(10000,2000,1200,3569) इस प्रकार से भरा जायेगा।

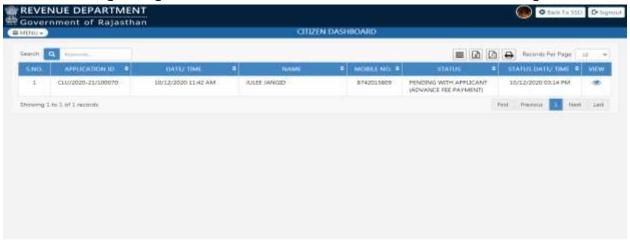
8. सभी सूचनायें भरने के बाद सब्मिट पर क्लिक करे, फिर यस बटन पर क्लिक करे। अब आपके पास एक एप्पलीकेशन नम्बर आयेगा, आप उसे नोट कर ले। फिर ओके बटन पर क्लिक करे।



आप जब भी Revenue (Land Conversion) पर जायेगे, आपकी एप्पलीकेशन आपको Citizen Dashboard पर दिखायी देगी और आप यह भी देख सकते है की आपकी एप्पलीकेशन किस सम्बन्धित अधिकारी के पास है और उसका कितना काम हो गया है, तथा आपको आगे क्या करने की जरूरत है। आपको ये सभी जानकारी आपके मोबाइल नम्बर पर मैसेज द्वारा तथा ई—मेल द्वारा मिल जायेगी।



- 9. अब आपकी एप्पलीकेशन कि आगे कि प्रक्रिया में तीन संम्भावना बनती है-
- अ) रिजेक्ट :— यह तब होता है जब आपकी एप्पलीकेशन वैध ना हो तथा जिस भी कारण से आपकी एप्पलीकेशन रिजेक्ट हुई है वह आपको बता दिया जायेगा।
- ब) ओब्जेक्ट :— यह तब होता है जब आपकी एप्पलीकेशन में कोई त्रुटि होती है, जिस भी कारण से आपकी एप्पलीकेशन पर कोई ओब्जेक्शन आया है वह आपको बता दिया जायेगा। आप उस त्रुटि को दूर कर के उस एप्पलीकेशन को पुनः भेज सकते है, फिर आगे कि प्रक्रिया शुरू हो जायेगी।
- स) जनरेट डिमांड :— जब आपकी एप्पलीकेशन सही होगी तो आपको एक डिमांड जनरेट होगा, इसमें आपको न्युनतम शुल्क ऑनलाइन अदा करना होगा। फिर आपको RajSSO (https://sso.rajasthan.gov.in) पर लोगइन करना होगा, आपकी एप्पलीकेशन पर निचे अग्रिम भुगतान विवरण में आपको दिखायी देगा की आपको कितना न्युनतम शुल्क अदा करना है। Pay Now पर क्लिक करके आप वह शुल्क अदा करे।

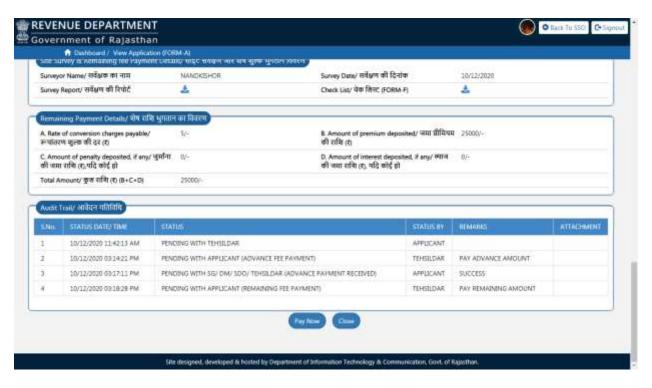




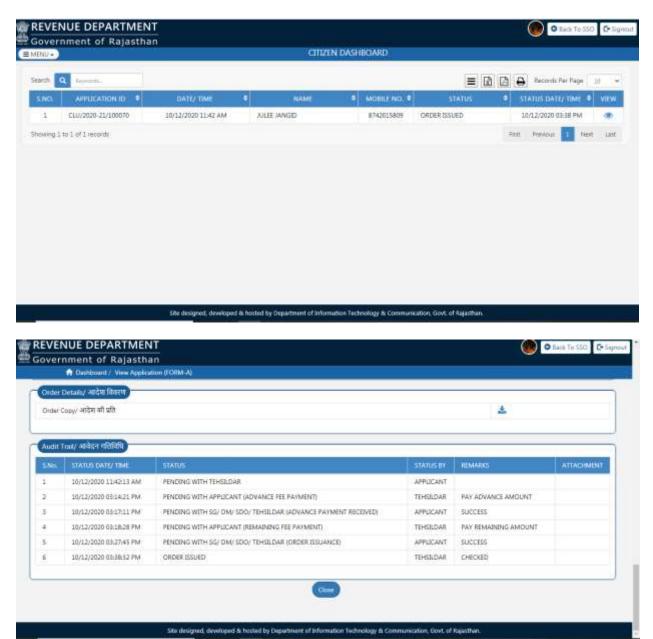
10. अब आपकी एप्पलीकेशन आगे सम्बन्धित अधिकारी के पास चली जायेगी। यदि आपकी एप्पलिकेशन में आगे की प्रक्रिया में कोई भी रूकावट या त्रुटी आती है तो आपको वह बता दि जायेगी और आप उसे सही कर एप्पलीकेशन को आगे की प्रक्रिया के लिए भेज दे।

11. अंत में आपके पास शेष शुल्क के लिए एक डिमांड जनरेट होगा, तब आपको RajSSO (https://sso.rajasthan.gov.in) पर लोगइन करना होगा, इसमे आपको निचे शेष भुगतान विवरण मे रूपान्तरण शुल्क कि दर तथा कुल राशि बता दि जायेगी, Pay Now पर क्लिक करके आपको शेष शुल्क ऑनलाइन अदा करना होगा। यह प्रक्रिया का अंतिम चरण है।

अब आपकी एप्पलीकेशन आगे कि प्रक्रिया के लिए सम्बन्धित अधिकारी के पास चली जायेगी।



12. अब आपको संपरिवर्तन के लिए आदेश इश्यू कर दिया जायेगा। आप आदेश की प्रति आप RajSSO (https://sso.rajasthan.gov.in) पुनः लोग—इन कर के अपनी एप्पलिकेशन पर जा कर प्राप्त कर सकते है। जैसा नीचे दिखाया गया है।



13. डिजिटल साइन (ई-साइन) आदेश :--



GOVERNMENT OF RAJASTHAN REVENUE DEPARTMENT

FORM-B

[See Rule 9(3),(4) and (6)]

Office of Prescribed Authority: TEHSILDAR, AJMER

Certificate Ref. No: CLU/2020-21/100069

Date: 09-12-2020

CONVERSION ORDER

On the application of PARDEEPP of village AMBA MASEENA Tehsil AIMER, agricultural land held by him in his khatedari tenancy is hereby converted for a non-agricultural purpose under rule 9 of the Rajasthan Land Revenue (Conversion of Agricultural Land for Non-Agricultural in Rural Areas) Rules, 2007, the particulars of which are given as under:

- 1. Names of applicant khatedar/tenants: PARDEEPP
- 2. Father's/husband's name: FATHER
- 3. Complete Address: HOUSE, LANE, AREA, RAJASTHAN-302012
- 4. Social Category (SC/ST/GEN etc...): GENERAL
- 5. Details of the Land converted:
- (a) Name of the village/Gram Panchayat/Tehsil: AMBA MASEENA/DOOMARA/AJMER
- (b) Khasra No. of the land: 10,12
- (c) Area of each Khasra No. (in square meter): 52,12
- (d) Area converted of each Khasra No. (in square meter): 50,10
- (e) Area converted (in sq. meter): 60
- 6. Purpose of Conversion: RESIDENTIAL UNIT
- 7. Rate of conversion charges payable (4): 10/-
- 8. Premium deposited (₹): 133/-
 - (a) Advance Amount of premium deposited (₹) with date and no. of challan: 122/-, 09/12/2020, 20000233133
 - (b) Remaining Amount of premium deposited (₹) with date and no. of challan: 11/-, 09/12/2020, 20000233117
- Amount of penalty deposited (*), if any, with date and no. of challan: 22/-, 09/12/2020, 20000233117
- 10. Amount of interest deposited (₹), if any, with date and no. of challan: 11/-, 09/12/2020, 20000233117
- Whether the order issued under Rule 13 for regularization: YES
- 12. The above conversion order shall be subject to the following conditions:-
 - The land converted for the above non-agricultural purpose shall not be used for any other nonagricultural purpose, without obtaining prior permission of the Prescribed Authority.
 - ii. If the applicant falls to use the land for the converted purpose within a period or extended period, if any, specified in rule 14 of these rules, the permission shall be withdrawn and the premium money deposited by the applicant shall be forfeited.
 - iii. No land as mentioned in rule 4 shall be used for any non-agricultural purpose.
 - No part of the land converted for public utility purpose shall be used for any other nonagricultual purpose without valid permission from the Prescribed Authority.
 - v. The applicant is allowed to remove 4 trees from the converted land on the condition that he will plant three times of shady or densetrees in lieu of the removed trees within a year, failing which he shall be charged Rs 500 per year which is remained unplant in form of penalty in revenue head.



Digitally Signed by Sandeep Mittal Designation : SR, DEY OPS Date: 2020.12.09 16:16:15 IST Reason: Approved Location: BHARATEUR

Disclaimer: This is a digitally signed certificate and does not required any physical signature

धन्यवाद

Author: संदीप मित्तल एवं जुली जांगिड़

ONLINE APPLICATION DISPOSAL PROCEDURE APPLICATIONFORCONVERSIONOFLANDUSE(AGRICULTURE TO NON-AGRICULTURE IN RURAL AREAS) UNDER RAJASTHAN LAND REVENUE RULES, 2007 (FORM-A)

1. STATE GOVERNMENT (Prescribed Authority) login to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as shown in figure below.



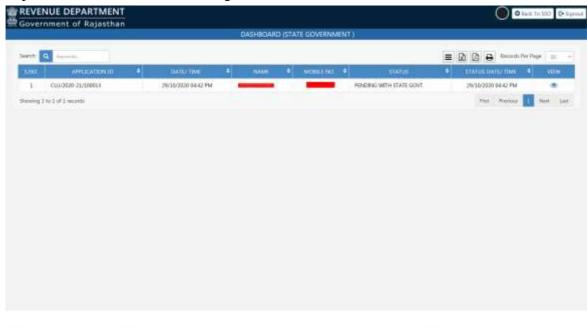
2. After successful login, STATE GOVT select Government Apps (G2G) and in this window STATE GOVERNMENT (Prescribed Authority) select the "REVENUE (LAND CONVERSION)" application as highlighted in the figure below.



3. STATE GOVERNMENT (Prescribed Authority) is presented with his/her "DASHBOARD(STATE GOVERNMENT)" wherein all the applications pending for his/her



disposal are listed as shown in the figure below.



- 4. STATE GOVERNMENT (Prescribed Authority) have three possibilities
 - 1. GENRATE DEMAND: STATE GOVERNMENT (Prescribed Authority) reviews the application thoroughly along with supporting documents uploaded by the applicant and if all OK then forward to DM for advance fee calculation. He/she may optionally upload any relevant document, if applicable and then clicksthe "FORWARD" button.
 - 2. OBJECT: For any discrepancy in the application/ documents, he/ she will click the "OBJECT" button to send the application back to applicant along with the details in REMARKS section.
 - 3. REJECT: If further processing of the application is not required and application is not valid, he/she will click "REJECT" to dispose the application.

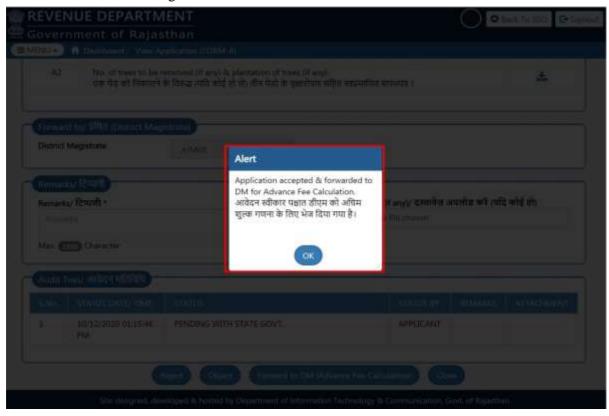
In any case, applicant is notified of this event through SMS/ Email.

5. When application is acceptable at primary step, it is forward to DM for Minimum fee calculation.





6. STATE GOVERNMENT (Prescribed Authority) is presented with a confirmation message as shown below indicating that application is forwarded to DM for Fee calculation. Application status is now updated as "PENDING WITH DM (FEE CALCULATION)". Applicant is notified of this event through SMS/ Email.

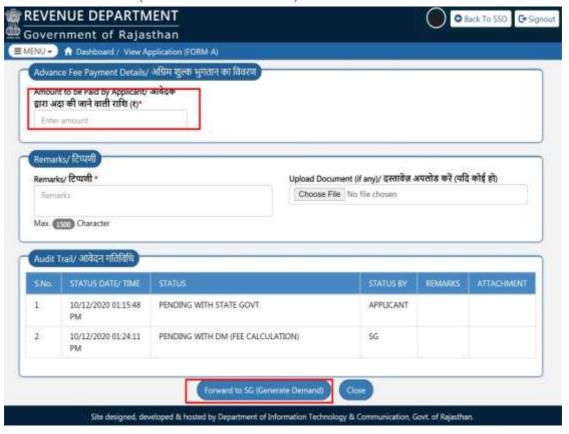


7. Respective DM login to the system to review the application forwarded to him/her by STATE GOVERNMENT (Prescribed Authority) as shown below.

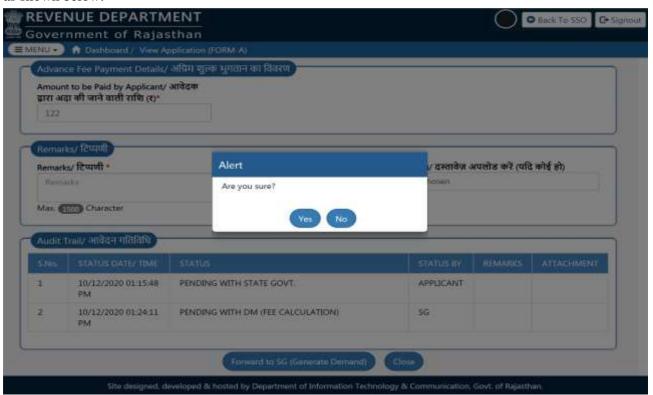




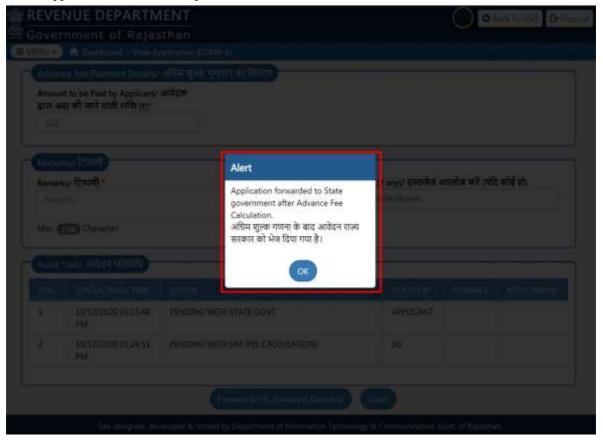
8. DM reviews the application and documents thoroughly and if all OK then DM enter advance amount and forward to STATE GOVERNMENT for further Generate demand by clicking on "FORWARD TO SG (GENERATE DEMAND)" BUTTON.



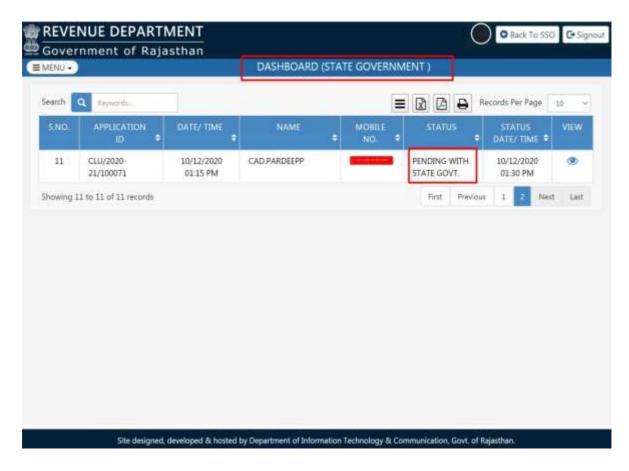
9. DM clicks the ACCEPT button as shown above and is presented with a confirmation window as shown below.



10. Upon clicking "YES" above, DM is presented another window as shown below specifying that application is returned back to SG for "GENRATE DEMAND" i.e. advance payment as per rules. Application status is now updated as "PENDING WITH STATE GOVT."

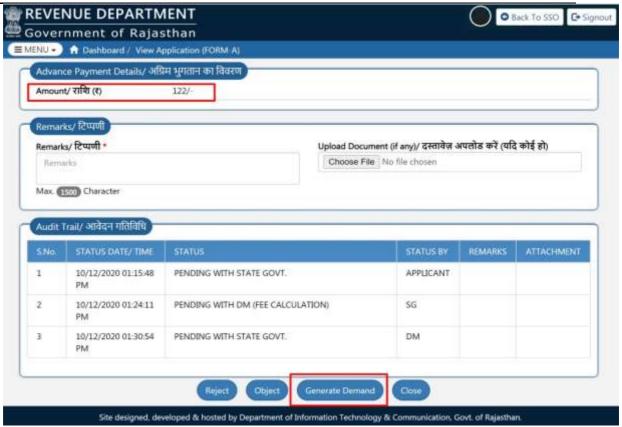


11. STATE GOVERNMENT (Prescribed Authority) login on portal and then application is pending at STATE GOVERNMENT level.



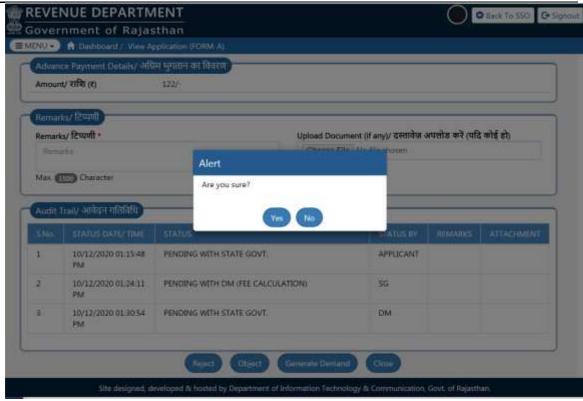
12. STATE GOVERNMENT (Prescribed Authority) clicks on "GENRATE DEMAND" for advance fee.





13. Assuming that application is acceptable, STATE GOVERNMENT (Prescribed Authority) clicks the "GENRATE DEMAND" button as shown above and is presented with a confirmation window as shown below.

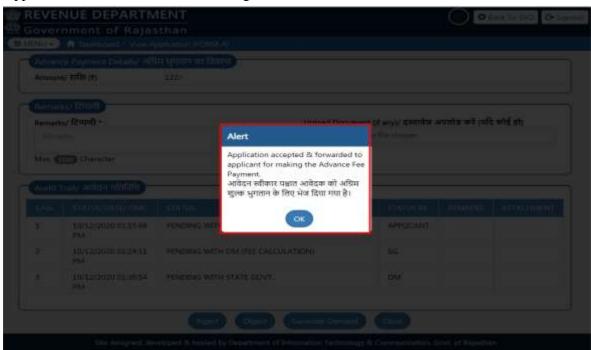






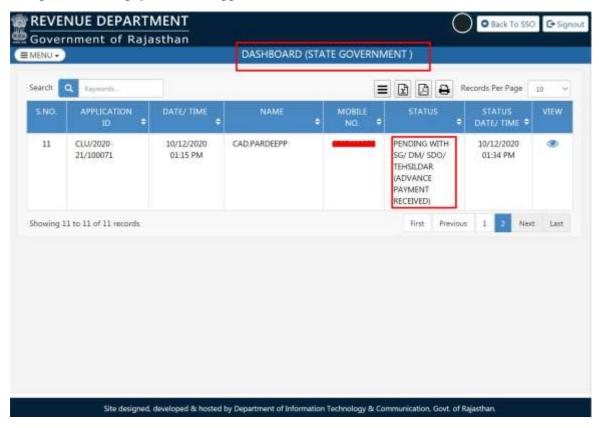
14. Application status is now updated as "PENDING WITH APPLICANT (ADV FEE PAYMENT)" Upon clicking "YES" above, STATE GOVERNMENT (Prescribed Authority) is presented another window as shown below specifying that application is accepted and returned back to applicant for making the online payment i.e. advance payment as per rules.

Applicant is notified of this event through SMS/Email.



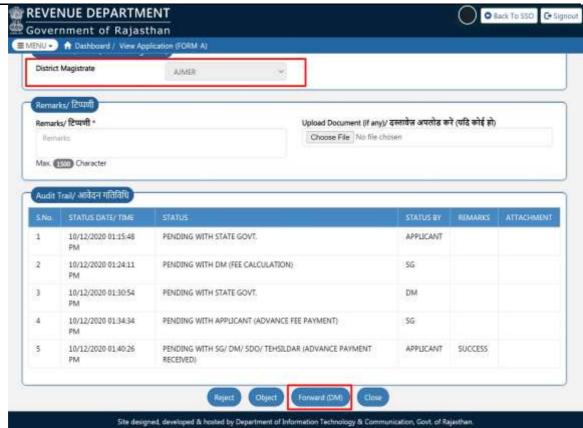


- 15. After successful ePayment by applicant, Application is re-directed back to the STATE GOVERNMENT. Application status is now updated as "PENDING WITH STATE GOVT/DM/SDO/TEHSILDAR" and applicant is also notified of this event through SMS/Email.
- 16. STATE GOVERNMENT (Prescribed Authority) login back to the system to validate the receipt of advance payment from applicant as shown below.

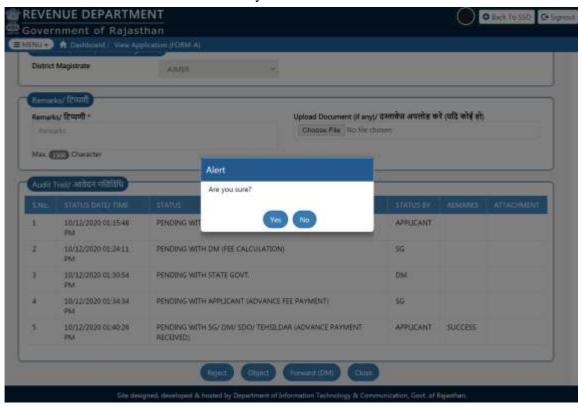


17. STATE GOVERNMENT (Prescribed Authority) select the respective DM's (DISTRICT) and clicks "FORWARD TO DM" button to forward the application to selected DM for further processing as shown below.

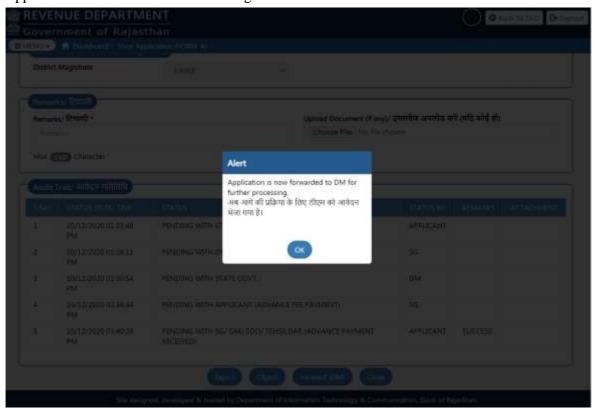




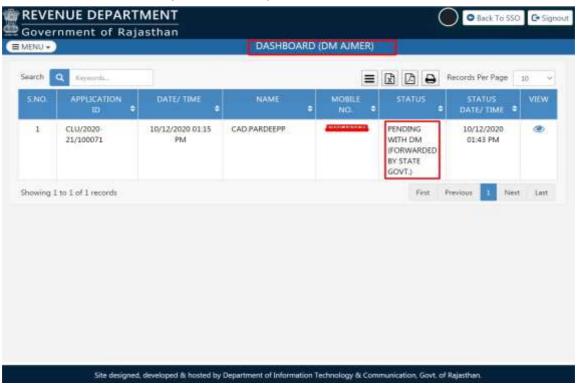
18. STATE GOVERNMENT (Prescribed Authority) is presented with a confirmation window as shown below wherein Prescribed Authority clicks the "YES" button.



19. STATE GOVERNMENT (Prescribed Authority) is presented with a confirmation message as shown below indicating that application is forwarded to selected DM for further processing. Application status is now updated as "PENDING WITH DM (FWD BY STATE GOVT)". Applicant is notified of this event through SMS/ Email.



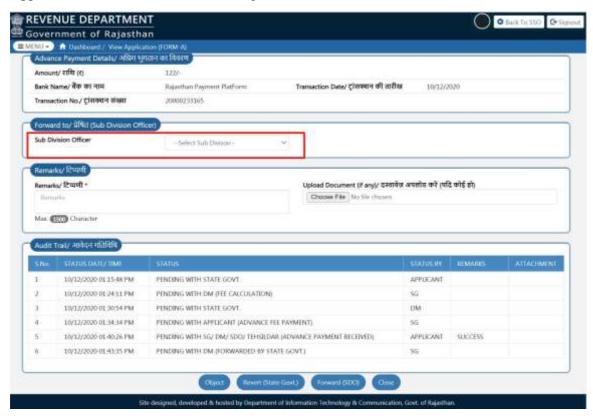
20. Respective DM login to the system to review the application forwarded to him/her by DESIGNATED OFFICER (STATE GOVT) as shown below.



21. DM reviews the application and documents thoroughly and if all OK, forwards the application to respective SDO by selecting a SDO as highlighted below and then clicks "FORWARD (SDO)" button to forward the application to selected SDO for further processing.

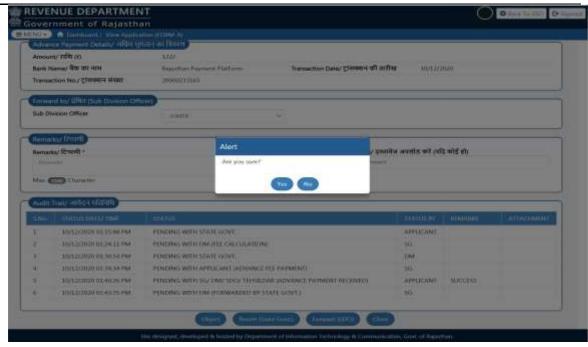
Alternatively, DM may also click the "REJECT" or "OBJECT" or "REVERT (STATE GOVT)" button as the case may be.

Applicant is notified of this event through SMS/ Email.

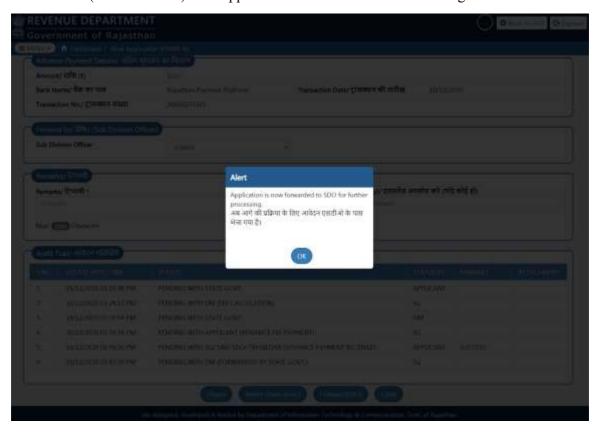


22. After clicking the "FORWARD TO SDO" button, DM is presented with a confirmation window as shown below wherein DM clicks the "YES" button to forward the application to selected SDO for further processing.

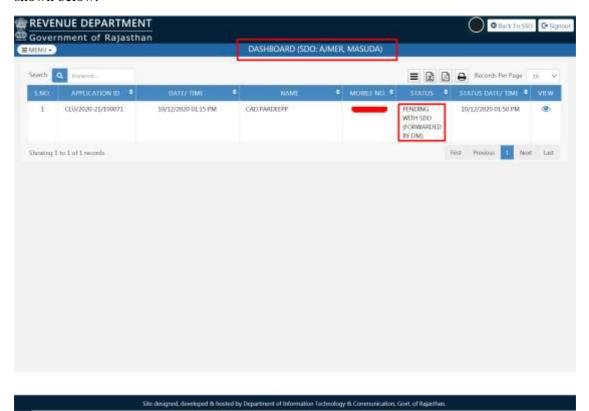




23. DM is presented with another confirmation window as shown below indicating that application is forwarded to selected SDO. Application status is now updated as "PENDING WITH SDO (FWD BY DM)" and applicant is notified of this event through SMS/ Email.

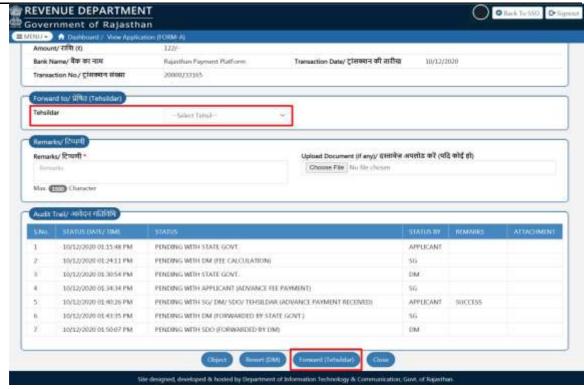


24. Respective SDO login to the system to VIEW the application forwarded to him/her by DM as shown below.

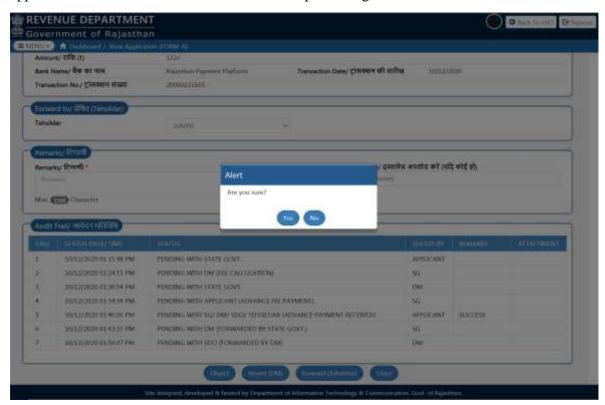


25. SDO reviews the application and documents thoroughly and if all OK, forwards the application to respective TEHSILDAR by selecting a TEHSILDAR as highlighted below and then clicks "FORWARD (TEHSILDAR)" button to forward the application to selected TEHSILDAR for further processing. Alternatively, SDO may also click the "REJECT" or "OBJECT" or "REVERT (DM)" button as the case may be. Applicant is notified of this event through SMS/Email.

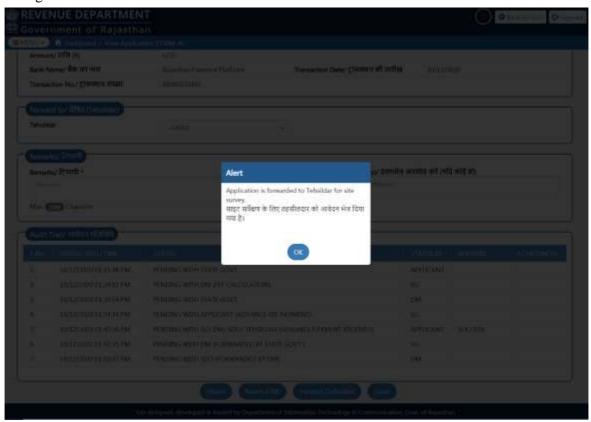




26. After clicking the "FORWARD (TEHSILDAR)" button, SDO is presented with a confirmation window as shown below wherein SDO clicks the "YES" button to forward the application to selected TEHSILDAR for further processing.

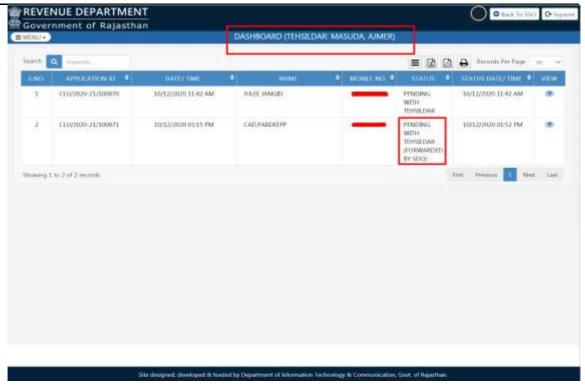


27. SDO is presented with another confirmation window as shown below indicating that application is forwarded to selected TEHSILDAR. Application status is now updated as "PENDING WITH TEHSILDAR (FWD BY SDO)" and applicant is notified of this event through SMS/ Email.

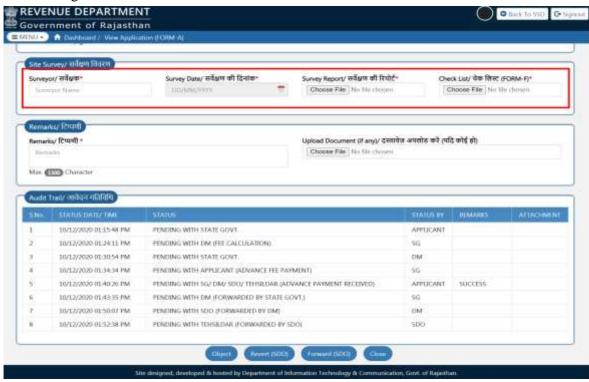


28. Respective TEHSILDAR login to the system to VIEW the application forwarded to him/ her by SDO as shown below.

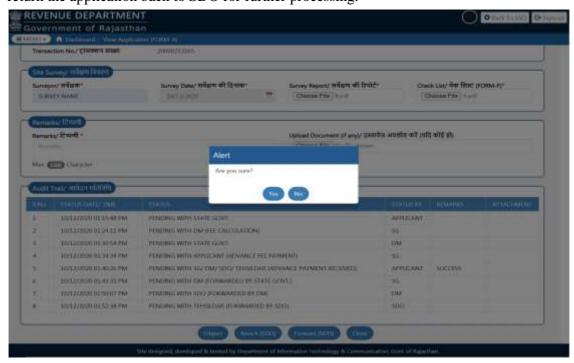




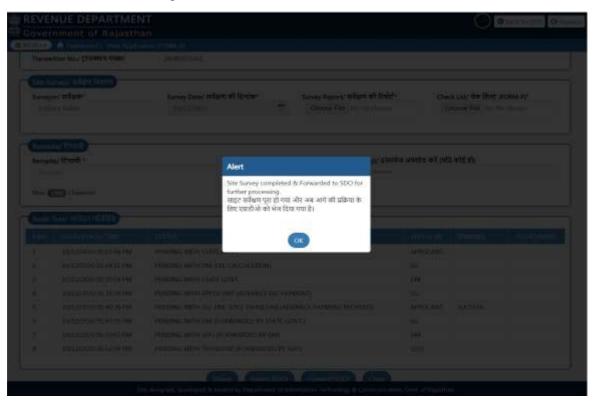
29. TEHSILDAR reviews the application and documents thoroughly and if all OK, conducts onsite SURVEY of the proposed site/land and subsequently, enters the required SURVEY details and uploads the SURVEY REPORT and CHECK LIST(FORM-F) in the system and click on the "FORWARD (SDO)" button to return the application back to SDO. Applicant is notified of this event through SMS/ Email.



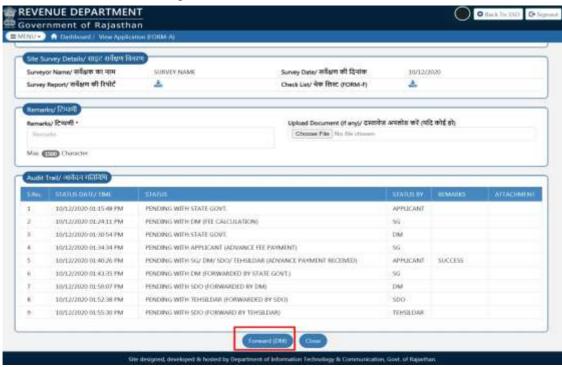
30. After clicking the "FORWARD (SDO)" button, TEHSILDAR is presented with a confirmation window as shown below wherein TEHSILDAR clicks the "YES" button to return the application back to SDO for further processing.



31. TEHSILDAR is presented with another confirmation window as shown below indicating that application is returned back to SDO along with SITE SURVEY REPORT. Application status is now updated as "PENDING WITH SDO (FWD BY TEHSILDAR)" and applicant is notified of this event through SMS/ Email.

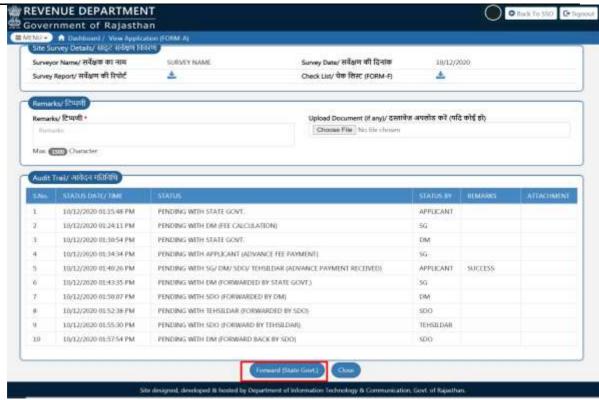


32. As shown earlier in this document, the process is reversed now i.e. respective SDO login back to the system to review the application and SURVEY REPORT and if all OK, adds his/her recommendations (REMARKS) and returns the application back to respective DM. Applicant is notified of this event through SMS/ Email.

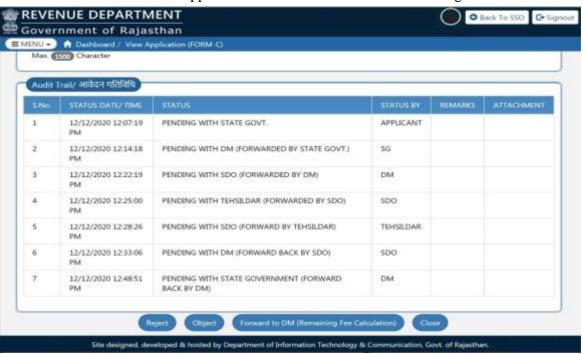


33. Similarly, respective DM login back to the system to review the application, SURVEY REPORT and recommendation of SDO. If all OK, adds his/her recommendations (REMARKS) and returns the application back to STATE GOVT. Applicant is notified of this event through SMS/ Email.



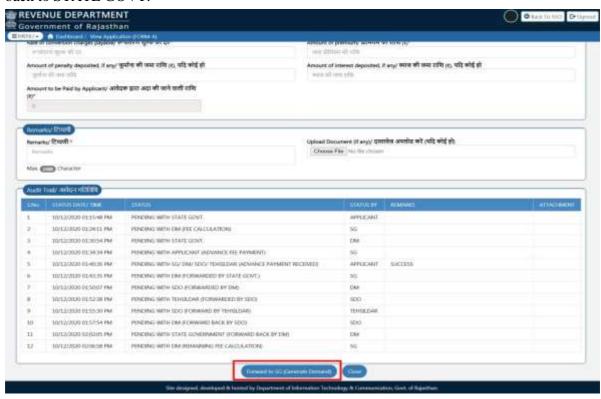


34. STATE GOVERNMENT (Prescribed Authority) login back to the system to review the application, SURVEY REPORT, recommendation of SDO and DM. If all OK, STATE GOVERNMENT forward the application to the DM for calculate remaining amount.



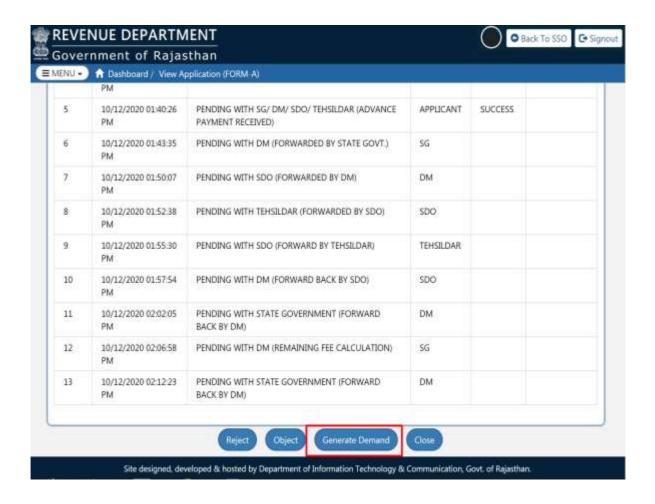


35. Respective DM login back to the system to review the application, SURVEY REPORT and recommendation of SDO. If all OK enters the balance amount (fee) to be paid by the applicant online (ePayment) adds his/her recommendations (REMARKS) and returns the application back to STATE GOVT.

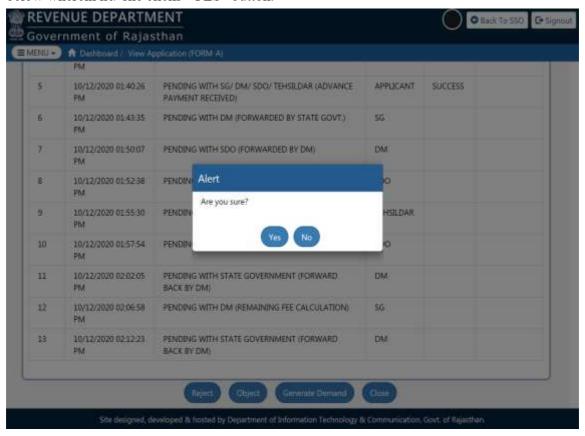




36. STATE GOVERNMENT (Prescribed Authority) login back to the system enters the balance amount (fee) to be paid by the applicant online (ePayment) and then clicks the "GENERATE DEMAND" button as shown below. STATE GOVERNMENT needs a copy of map indicating the specific land to be converted (land conversion) in whole area. Alternatively, he/she may also click on "REJECT" button to reject the application OR "OBJECT" button to return the application back to application for rectifying the discrepancy. Applicant is notified of this event through SMS/ Email.

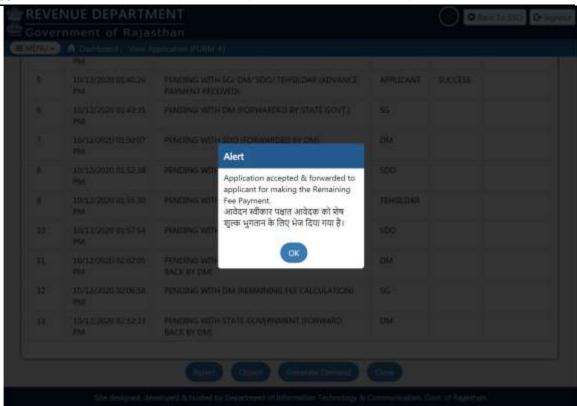


37. Assuming that all OK, STATE GOVERNMENT (Prescribed Authority) clicks the "GENERATE DEMAND" button and is presented with a confirmation window as shown below wherein he/she clicks "YES" button.



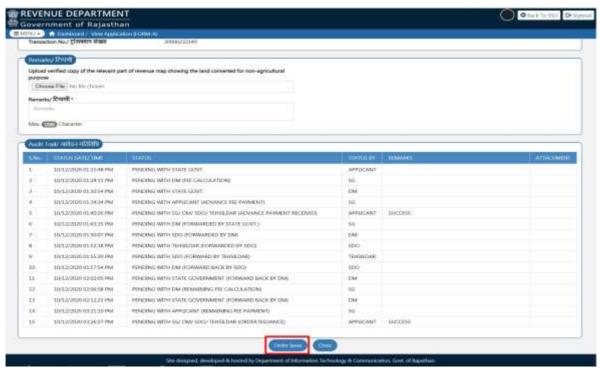
38. STATE GOVT is presented with another confirmation message indicating that application is returned back to applicant for making the balance payment online (ePayment).



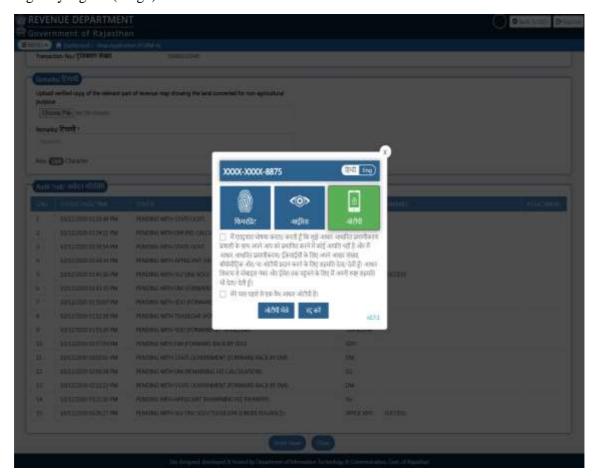




- 39. As shown earlier in this document, applicant makes the balance payment online (ePayment) using the "Rajasthan Payment Platform (RPP)" payment gateway and upon successful ePayment. Application status is now updated as "PENDING WITH STATE GOVT (ORDER ISSUANCE)". Applicant is also notified of this event through SMS/Email.
- 40. STATE GOVERNMENT (Prescribed Authority) login back to the system to verify the receipt of balance payment (Fee) from the applicant and upload verified copy of revenue map showing the land converted for non-agriculture purpose(If required). If all OK, clicks "ORDER ISSUE" button as highlighted in the figure below to proceed with ORDER ISSUANCE.

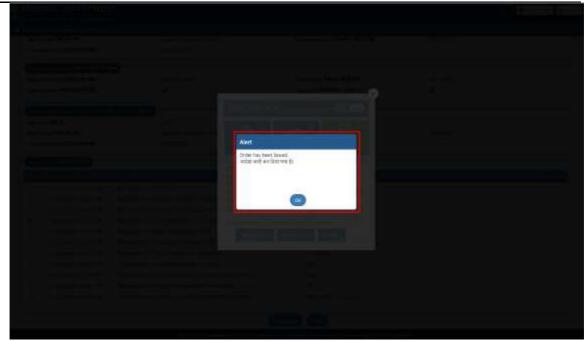


41. STATE GOVERNMENT (Prescribed Authority) is re-directed to AADHAAR VERIFICATION window as explained earlier in this document. This is done to issue the digitally signed (eSign) ORDER.



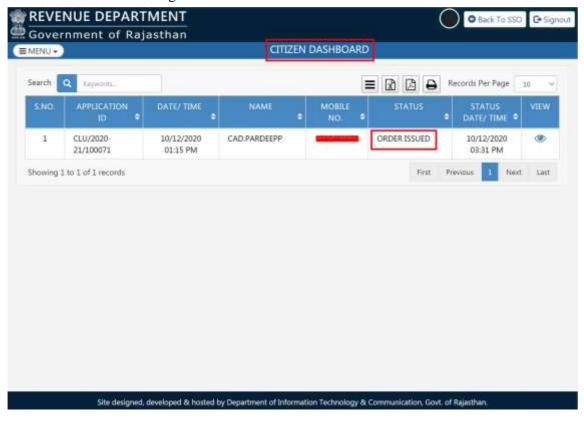
42. Upon successful AADHAAR VERIFICATION, system presents STATE GOVERNMENT (Prescribed Authority) with a confirmation window as shown below indicating that ORDER has been ISSUED.







43. Application status is now updated as "ORDER ISSUED" as shown below and applicant is also notified of this event through SMS/ Email.



44. Digitally signed (eSign) Order.



GOVERNMENT OF RAJASTHAN REVENUE DEPARTMENT

FORM-B

[See Rule 9(3),(4) and (6)]
Office of Prescribed Authority: STATE GOVERNMENT

Certificate Ref. No: CLU/2020-21/100071

CONVERSION ORDER

On the application of CAD.PARDEEPP of village AJAYSAR Tehsil AJMER, agricultural land held by him in his khatedari tenancy is hereby converted for a non-agricultural purpose under rule 9 of the Rajasthan Land Revenue (Conversion of Agricultural Land for Non-Agricultural in Rural Areas) Rules, 2007, the particulars of which are given as under:

- 1. Names of applicant khatedar/tenants: CAD.PARDEEPP
- 2. Father's/husband's name: FATHER
- 3. Complete Address: HOUSE, LANE, AREA, RAJASTHAN-302012
- 4. Social Category (SC/ST/GEN etc...): GENERAL
- 5. Details of the Land converted:
 - (a) Name of the village/Gram Panchayat/Tehsil: AJAYSAR/AJAYSAR/AJMER
 - (b) Khasra No. of the land: 12,15
 - (c) Area of each Khasra No. (in square meter): 52,160
 - (d) Area converted of each Khasra No. (in square meter): 50,150
 - (e) Area converted (in sq. meter): 200
- 6. Purpose of Conversion: DEVELOPMENT OF SEZ
- 7. Rate of conversion charges payable (₹): 10/-
- 8. Premium deposited (₹): 133/-
 - (a) Advance Amount of premium deposited (₹) with date and no. of challan: 122/-, 10/12/2020, 20000233165
 - (b) Remaining Amount of premium deposited (₹) with date and no. of challan: 11/-, 10/12/2020, 20000233149
- 9. Amount of penalty deposited (₹), if any, with date and no. of challan: 12/-, 10/12/2020, 20000233149
- 10. Amount of interest deposited (₹), if any, with date and no. of challan: 13/-, 10/12/2020, 20000233149
- 11. Whether the order issued under Rule 13 for regularization: YES
- 12. The above conversion order shall be subject to the following conditions:-
 - The land converted for the above non-agricultural purpose shall not be used for any other nonagricultural purpose, without obtaining prior permission of the Prescribed Authority.
 - ii. If the applicant falls to use the land for the converted purpose within a period or extended period, if any, specified in rule 14 of these rules, the permission shall be withdrawn and the premium money deposited by the applicant shall be forfeited.
 - iii. No land as mentioned in rule 4 shall be used for any non-agricultural purpose.
 - IV. No part of the land converted for public utility purpose shall be used for any other non-agricultual purpose without valid permission from the Prescribed Authority.
 - v. The applicant is allowed to remove 3 trees from the converted land on the condition that he will plant three times of shady or densetrees in lieu of the removed trees within a year, failing which he shall be charged Rs 500 per year which is remained unplant in form of penalty in revenue head.



Digitally Signed by San leep Mitta Designation : SR, DE OPS Date: 2020.12.10 11:01:47 IST Reason: Approved Location: BHARATHUR

Disclaimer: This is a digitally signed certificate and does not required any physical signature.

THANK YOU

Date: 10-12-2020

