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.

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

SORT BY ▼   Q Quick Search   SIMPLE VIEW

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

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

UDH

☰

🔔 0   **👤 RONAK CHITTORA ▾**

- 🏠 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 +

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:

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

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

My Dashboard

Citizen Services

Notifications

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: Lease Collection Yearly

- Same Process for Subscribing the Service, as explained in Earlier Slides. (Refer Slides 8 to 11)

- Click on Proceed Button from the Activated Lease Collection Yearly Service Widget and Select the UIT/DA. (Refer Slides 34 to 35)

- <u>Intro</u>:- For depositing the Lease use the service. By two ways Property can be searched by applying the filter criteria:-

    - Find through Property Id

    - Find through Scheme Name

- Lease Exemption / Freehold Certificate 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

| ⓘ Find Through Property Id | ⓘ Find Through Scheme Name |

If you know scheme name :-

Scheme Name

| behind Meladi Mata temple | ▾ |

[Search] [Reset]

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

- 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:- (i) In the selected Property, if the OTLC certificate is issued then the citizen cannot apply again.

- Step4:- (ii) In the selected Property, if the OTLC certificate is 'Not issued' then the citizen can deposit the lease amount.

UDH

My Dashboard

Citizen Services

Notifications

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**		

Previous Deposit Details in System

No previous lease detail available

Here Lease Deposit Details can be viewed as per the Details entered by UIT/DA.

In this section, Given for Citizen to enter the Last Lease Deposit Details. If only Previous Deposit detail is not available.

Last Lease Deposit Details

Note : - This detail should be enter when only previous lease detail doesn't exist in system and should be greater than previous lease detail.

Have you ever deposited Lease *	Date of Last Lease Deposited *	Lease deposited till date *
Yes	DD/MM/YYYY	DD/MM/YYYY

Lease Amount Deposited *	Receipt/Challan Number *	

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DH

Lease Deposit For

Lease Deposit From *

DD/MM/YYYY

Lease Deposit To *

DD/MM/YYYY

Enter the Lease Deposit Date for which Year Lease has to be deposit by the citizen.

Upload Documents

Sr. No.	Mandatory	Documents
1.	No	Registered Sale Deed
2.	No	Allotment letter issued by DA/UIT
3.	No	Possession Letter Issued by DA/UIT
4.	No	Last Mutation Certificate
5.	No	Receipt of Previous Lease

Upload all the Documents as it is required by the UIT/DA.

- Step5:- After selecting the Property, enter the Last Lease Deposit Details which the citizen is already paid (Last Lease Details) only. This details to be entered if and only if Previous deposit detail is not available in the system. Previous Lease details will be entered by UIT/DA.

- Step6:- Enter the Lease Deposit for details, which is to be deposit. And Upload the Documents.

- Step7:- Check the checkbox of terms and condition.

- Step8:- Click on 'Save as Draft' button.
                    (Refer Slide No. 92)

Lease Deposit For

Lease Deposit From *

DD/MM/YYYY

Lease Deposit To *

DD/MM/YYYY

Enter the Lease Deposit Date for which Year Lease has to be deposit by the citizen.

Upload Documents

Sr. No.	Mandatory	Documents
1.	No	Registered Sale Deed
2.	No	Allotment letter issued by DA/UIT
3.	No	Possession Letter Issued by DA/UIT
4.	No	Last Mutation Certificate
5.	No	Receipt of Previous Lease

Upload all the Documents as it is required by the UIT/DA.

- Step9:- After Saving the Application in Draft Mode it will be redirected to the Application Summary List view.

My Application Summary

Application Summary List View. Here all the Applied Application is visible to the Citizen.

Click on 'Edit Icon' button for submitting the Property to the UIT, whose current Status is in Draft Mode.

⊖ Back to Dashboard

Search By application number

#	Draft/Submit Date	Application Number	Application Type	Current Status	Action
1	29-Apr-2018	UIT-UDPR/FY18-19/LFC/1	Lease Exemption Certificate / Freehold	Draft	✏
2	05-Apr-2018	SGN/FY18-19/MUT/1	Name Transfer / Substitution / Mutation	Application Disposed	✏
3	23-Mar-2018	UIT-UDPR/FY17-18/LFC/35	Lease Exemption Certificate / Freehold	Submitted	✏
4	23-Mar-2018	UIT-JLM/FY17-18/MUT/1	Name Transfer / Substitution / Mutation	Demand Note Paid	✏
5	21-Mar-2018	UIT-Barmer/FY17-18/MUT/1	Name Transfer / Substitution / Mutation	Application Disposed	✏
6	20-Mar-2018	JDA-JODHPU/FY17-18/MUT/1	Name Transfer / Substitution / Mutation	Application Disposed	✏
7	16-Mar-2018	UIT-Pali/FY17-18/MUT/1	Name Transfer / Substitution / Mutation	Application Disposed	✏
8	15-Mar-2018	UIT-UDPR/FY17-18/MUT/72	Name Transfer / Substitution / Mutation	Demand Note Paid	✏
9	24-Feb-2018	UIT-SW/FY17-18/MUT/2	Name Transfer / Substitution / Mutation	Demand Note Issued	✏
10	23-Feb-2018	UIT-BWD/FY17-18/MUT/1	Name Transfer / Substitution / Mutation	Application Disposed	✏

My Dashboard

Citizen Services

Notifications

- Step10:- Click on 'Edit Icon' Button for submitting the Application. All the saved details will be viewed to citizen.

- Step11:- After this Click on 'Update and Submit' button for submitting the property to the UIT/DA.