# **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.

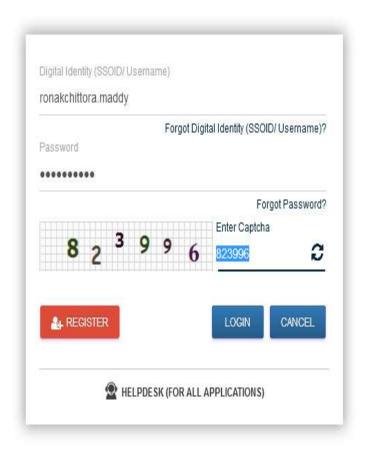
- After click on Subscribe button citizen will be redirected to the subscription form where citizen will be subscribing for the service. In that Name, validity, fees for the services are being described.
- Select the UIT/ Development Authority from the drop down list given. Citizen can subscribe for 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.

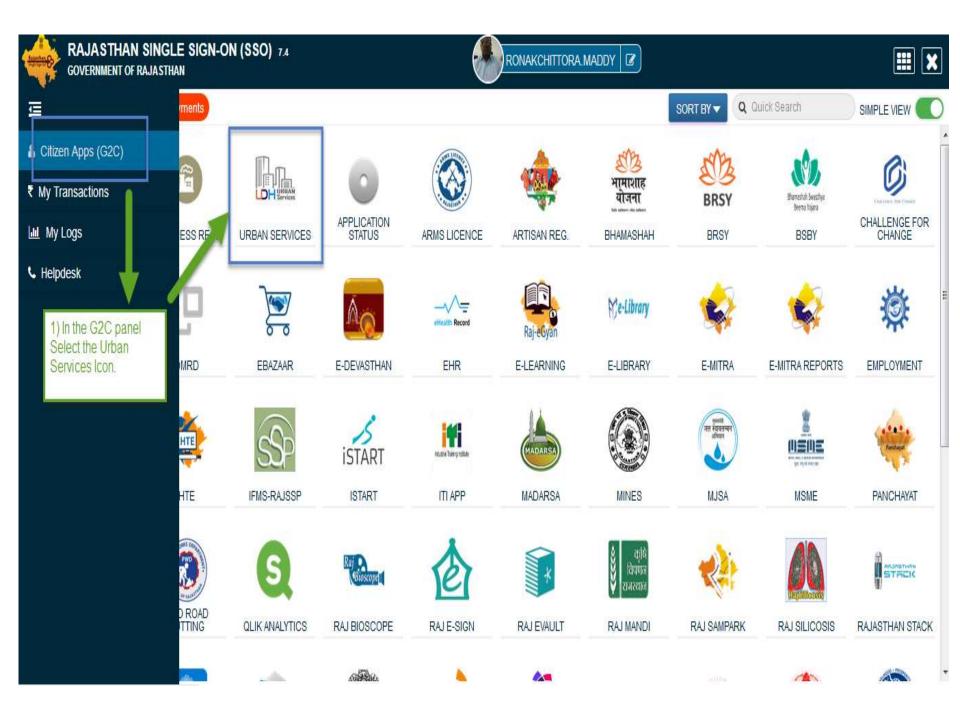
- If the subscription is free then citizen can avail the services directly.
- If the service is of Paid type then the citizen will be redirected to the payment gateway, by paying the fees citizen can avail the services.
- The fig, shows successful message after availing the services.

(Refer Slides 5 to 12)











## UDH

В

### **Authorities and UIT's Online Services**



RONAK CHITTORA •



Citizen Services

Motifications

Back to SSO



■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.

Simple 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

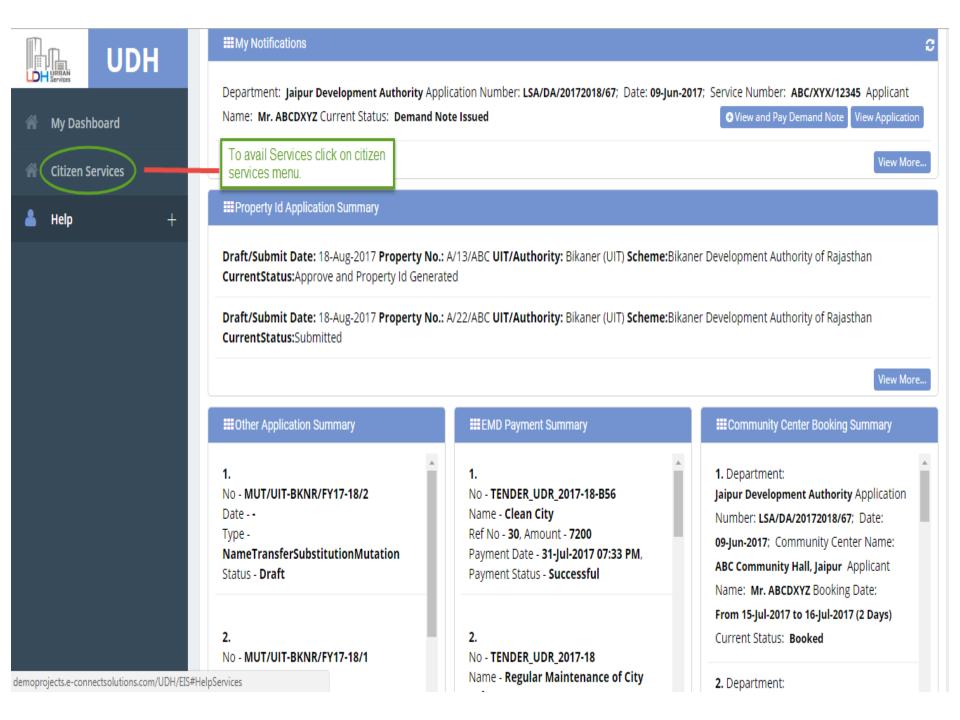
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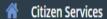
■Name Transfer/Lease Application Summary

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...









## 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 avail.

Net Payable Amount (Rs.) : 0.00

Select UIT/Development Authority : Galet 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 भगतान करके लेनी होगी।)

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.

--Select One--

**Back To Services** 

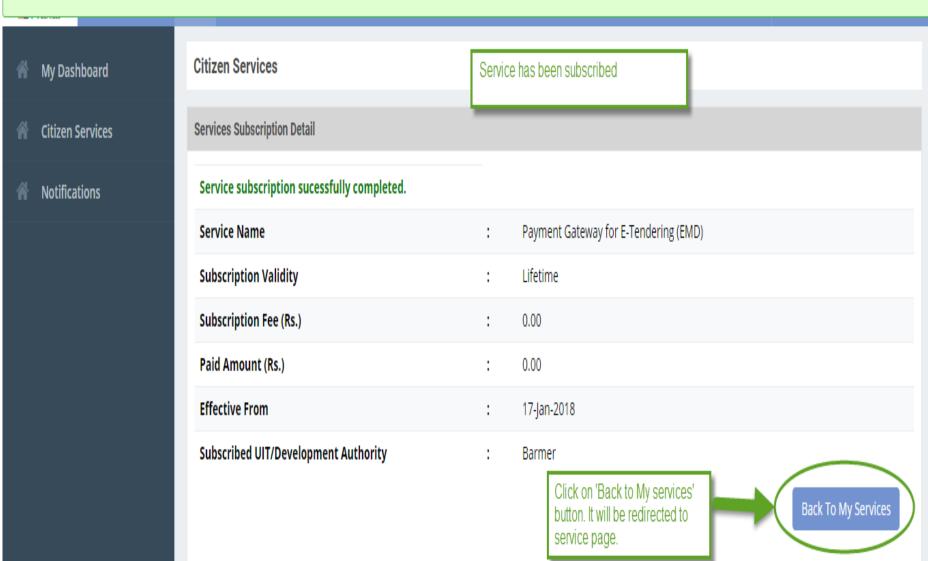
2) Check the Terms and Conditions

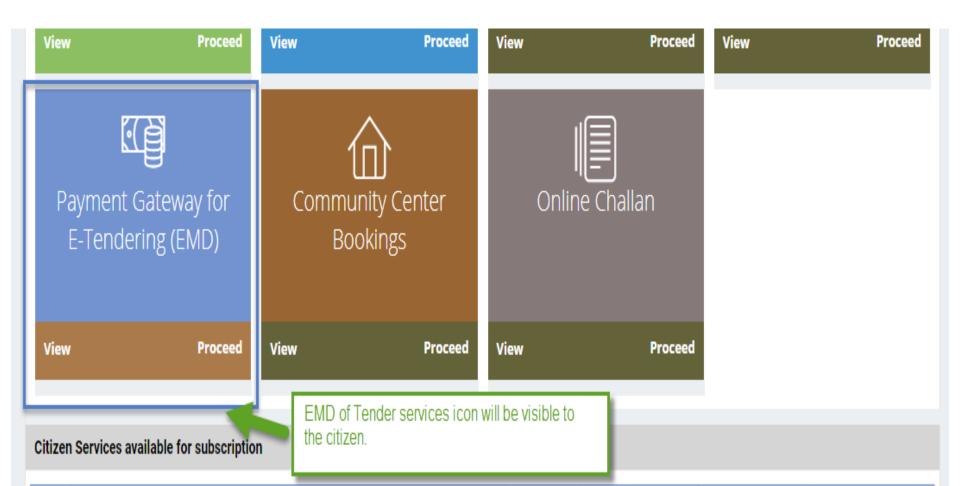
3) Click on 'Proceed to Subscribe' button.

Proceed to subscribe



✓ Service Subscribed Sucessfully.





S.N	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)
- Intro:- 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.

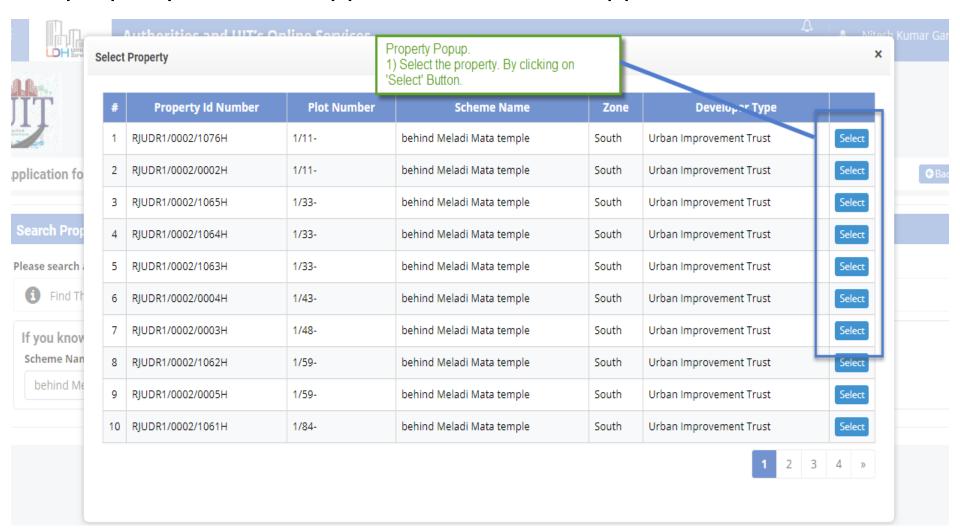




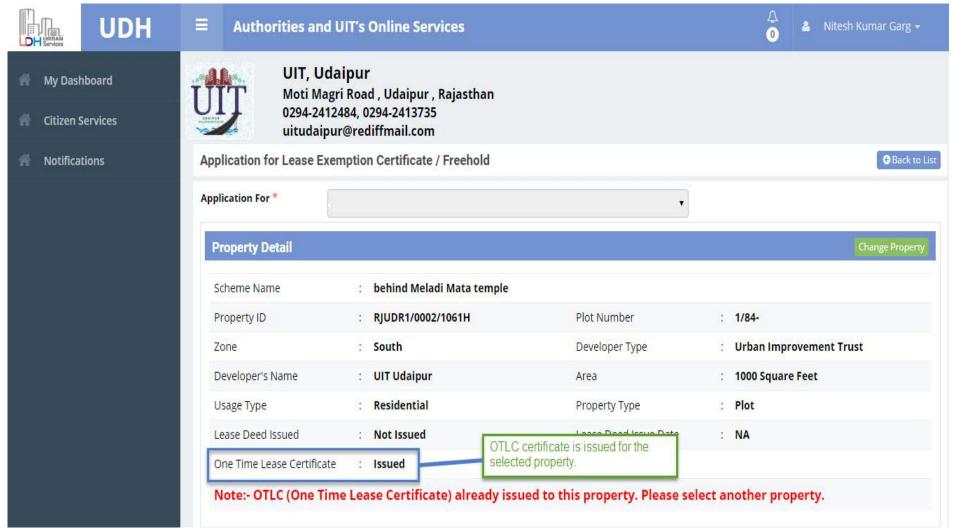
## UIT, Udaipur Moti Magri Road , Udaipur , Rajasthan 0294-2412484, 0294-2413735 uitudaipur@rediffmail.com

### Application for Name Transfer / Substitution / Mutation Back to List (2 Method) Find through Scheme Search Property Name. Select the Scheme Name from the Drop Down. Please search and select your property Click on 'Search' button. Find Through Scheme Name Find Through Property Id If you know scheme name :-Scheme Name behind Meladi Mata temple Search Reset

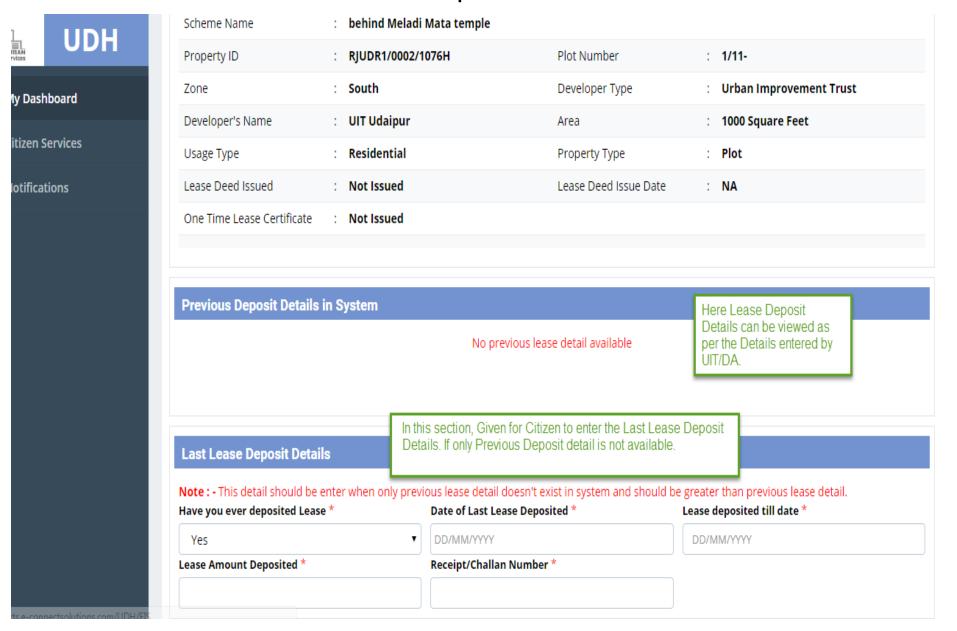
• Step2:- After clicking on 'Search' button Property Popup will open. The property which is approved and Property Id Number is generated that only property will be visible in the popup. Select the property for which application has to be applied.



- Step3:- The selected Property details will be shown to the citizen user.
- Step4:- (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.



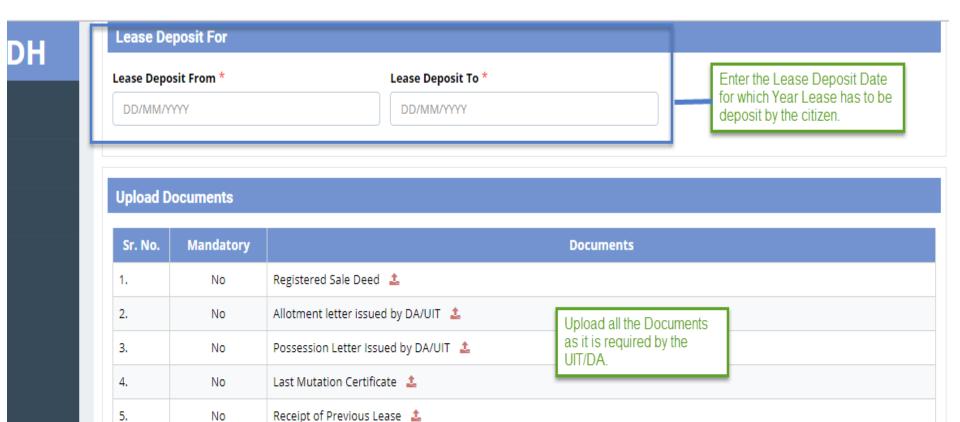
DH

	Lease Deposit For		
Enter the Lease Deposit Date	Lease Deposit To *	Lease Deposit From *	
for which Year Lease has to be deposit by the citizen.	DD/MM/YYYY	DD/MM/YYYY	
	DD/MM/YYYY	DD/MM/YYYY	

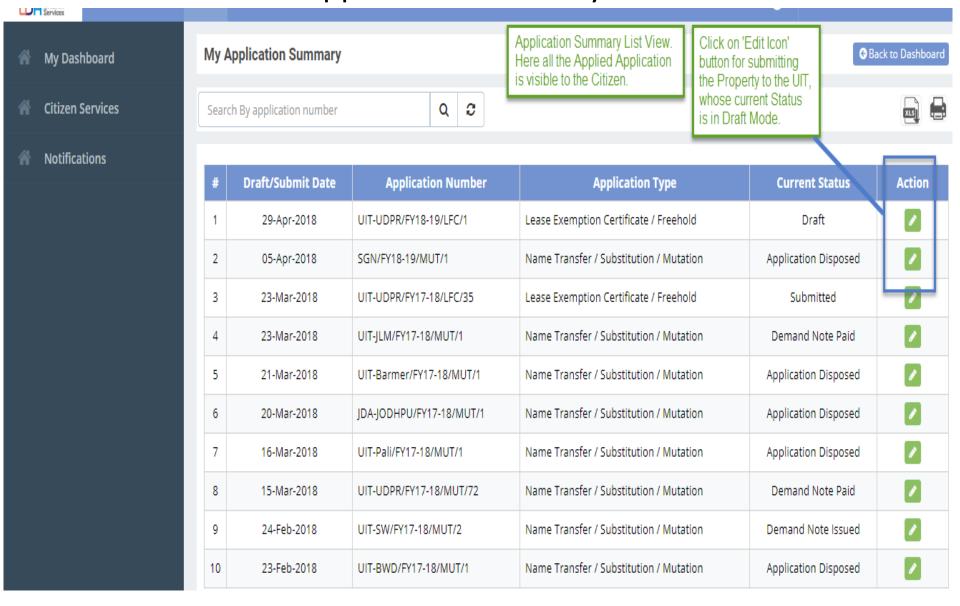
## **Upload Documents**

Sr. No.	Mandatory		Documents
1.	No	Registered Sale Deed 🚣	
2.	No	Allotment letter issued by DA/UIT 🕹	Upload all the Documents
3.	No	Possession Letter Issued by DA/UIT 🕹	as it is required by the UIT/DA.
4.	No	Last Mutation Certificate 🕹	
5.	No	Receipt of Previous Lease 💄	

- 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)



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



- 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.