

UDH Project

Citizen Service Subscription and  
Process Flow of Services

User Manual

# Process Flow: Subscribing Services

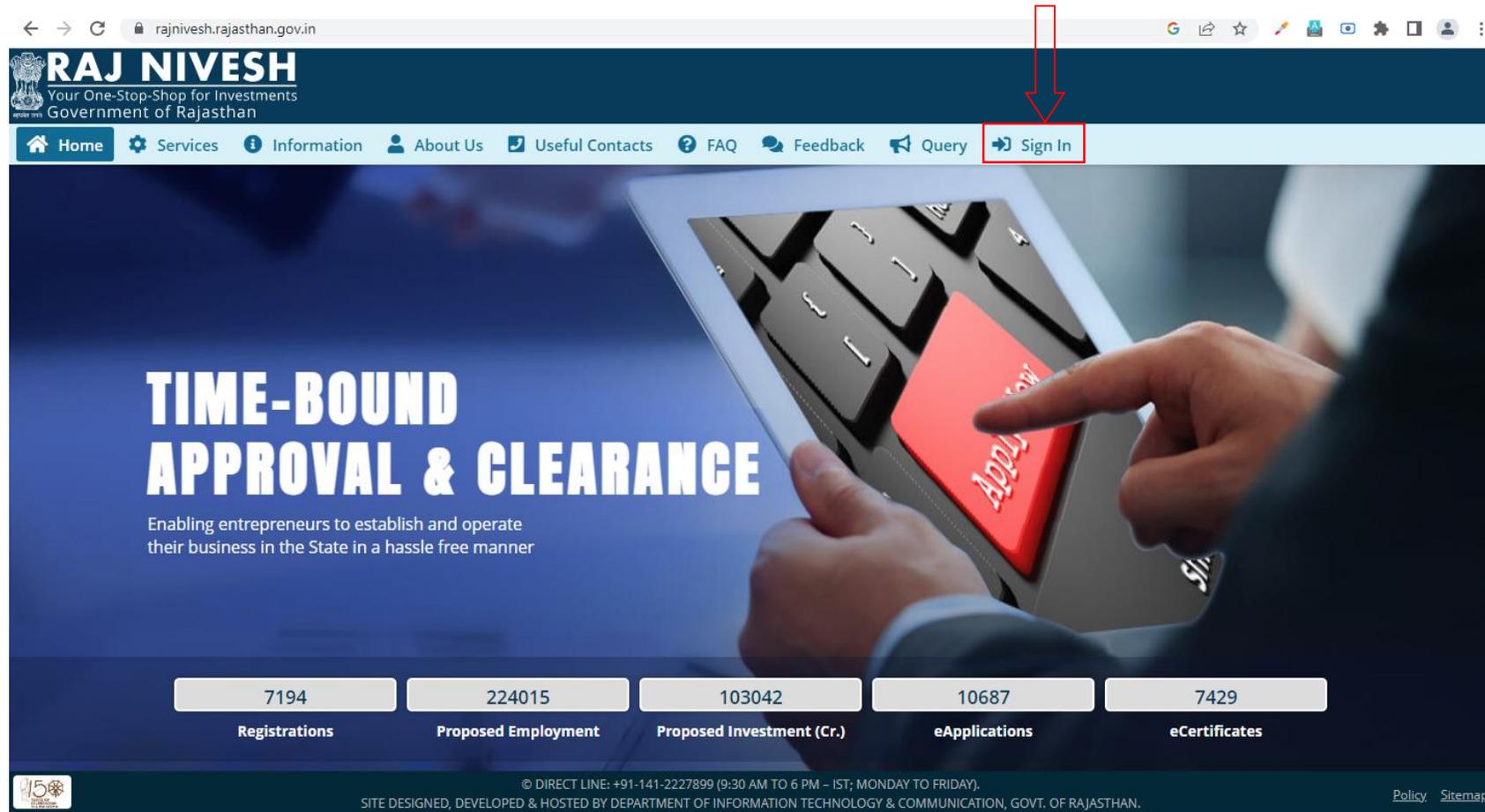
- Citizen will go to url: <https://rajnivesh.rajasthan.gov.in> and sign in through SSO (Single Sign On).
- In the citizen Apps select the Urban Service Application and click on it. It will redirect to Urban Services Portal.
- By Default citizen Dashboard will be visible.
- Click on the Citizen Services 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.

Go to URL: <https://rajnivesh.rajasthan.gov.in>

Click on Sign In



Redirects to <https://sso.rajasthan.gov.in/signin>



**Rajasthan Single Sign On v7.4**  
One Digital Identity for all Applications

ENG हिन्दी



SKOCH AWARD (GOLD)  
SMART GOVERNANCE AWARD 2017



Digital Identity (SSOID/ Username)  
ronakchitlora.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)



Citizen Apps (G2C)

My Transactions

My Logs

Helpdesk

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

Documents

SORT BY

Quick Search

SIMPLE VIEW



URBAN SERVICES



APPLICATION STATUS



ARMS LICENCE



ARTISAN REG.



BHAMASHAH



BRSY



BSSBY



CHALLENGE FOR CHANGE



ESS REF



MRD



EBAZAAR



E-DEVASTHAN



EHR



E-LEARNING



E-LIBRARY



E-MITRA



E-MITRA REPORTS



EMPLOYMENT



HTE



IFMS-RAJSSP



ISTART



ITI APP



MADARSA



MINES



MUSA



MSME



PANCHAYAT



ROAD CUTTING



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...](#)



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:

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	<a href="#">Subscribe</a>
2	Name Transfer / Substitution / Mutation	Free	0.00	Lifetime	<a href="#">Subscribe</a>
3	Lease Exemption Certificate	Free	0.00	Lifetime	<a href="#">Subscribe</a>
4	Payment Gateway for E-Tendering (EMD)	Free	0.00	Lifetime	<a href="#">Subscribe</a>
5	Community Center Bookings	Free	0.00	Lifetime	<a href="#">Subscribe</a>

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

✓ Service Subscribed Successfully.



My Dashboard

Citizen Services

Notifications

### Citizen Services

Service has been subscribed

#### Services Subscription Detail

**Service subscription successfully 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

<b>View</b>	<b>Proceed</b>	<b>View</b>	<b>Proceed</b>	<b>View</b>	<b>Proceed</b>	<b>View</b>	<b>Proceed</b>
 <p>Payment Gateway for E-Tendering (EMD)</p>		 <p>Community Center Bookings</p>		 <p>Online Challan</p>			
<b>View</b>	<b>Proceed</b>	<b>View</b>	<b>Proceed</b>	<b>View</b>	<b>Proceed</b>		

**Citizen Services available for subscription**

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

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

# Service: Property Id Creation

- Same Process for Subscribing the Service, as explained in Earlier Slides.
- 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.



**UIT, Udaipur**

Moti Magri Road , Udaipur , Rajasthan

0294-2412484, 0294-2413735

uitudaipur@rediffmail.com

- 1) Select the Property Type .
- 2) Select the Scheme Group from the available list.
- 3) Select the Scheme Name list will be activated according to the Scheme Group. **OR** Citizen can select direct Scheme Name also.
- 4) Click on 'View Properties' button as per the filter selection criteria.

### Property Id Creation

[Back to List](#)

### Search Property

Type of Property for which you want to create Property Id \*

Scheme Group

Scheme Name \*

[View Properties](#)

Note :-

If you not found your property in above search list please [Click Here](#) for fill your property Manaully.

UIT Logo  
Property Id Creation  
Search Property  
Type of Property for which  
Plot  
Scheme Group  
behind Meladi Mata tem  
Note :-  
If you not found your prop

### Property List

Search By Plot Number, Property Id

#	Plot Number	Property Id	Area	Usage Type	Property Type	Select
1	1	NA	1000.00 Square Feet	Residential	Plot	Select
2	1/1-	NA	1000.00 Square Feet	Residential	Plot	Select
3	1/10-	NA	1000.00 Square Feet	Residential	Plot	Select
4	1/100-	NA	1000.00 Square Feet	Residential	Plot	Select
5	1/11-	RJUDR1/0002/1076H	1000.00 Square Feet	Residential	Plot	View
6	1/12-	NA	1000.00 Square Feet	Residential	Plot	Select
7	1/13-	NA	1000.00 Square Feet	Residential	Plot	Select
8	1/14-	NA	1000.00 Square Feet	Residential	Plot	Select
9	1/15-	NA	1000.00 Square Feet	Residential	Plot	Select
10	1/16-	NA	1000.00 Square Feet	Residential	Plot	Select

Page 1 of 22 Total Records 218

1 2 3 4 5 6 7 8 9 10 ... » »»

Select the Property by clicking on 'Select' button.



Back to List

View Properties

- 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.
- **Enter all the Mandatory Fields Marked with asterisk (\*).**



UIT, Udaipur

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0294-2412484, 0294-2413735

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### Property Id Creation

[Back to List](#)

If wrong Property has been selected click on 'Change' button for selecting another property.

#### Property Details

Scheme Name \*

behind Meladi Mata temple

Complete Plot Number \*

1/18-

Property Type \*

Plot

Change

Landmark 1

Near Hospital Road

Landmark 2

Landmark 3

Area Unit \*

Square Feet

Area \*

1000

Usage Type \*

Residential

Sub Usage Type

Commercial cum Residential

Is Corner

Yes

Facing Type

East

Road Type

60 Feet

Longitude

Latitude

Click on 'Save and Continue' button.

Save and Continue

<b>Date of Allotment *</b>	<b>Allotment Number *</b>	<b>Date of Possession</b>	<b>Possession Reference Number</b>
01-Feb-2001	A.123	08-Mar-2002	456

<b>Title *</b>	<b>Name *</b>	<b>Father/Husband Name *</b>
Mr ▼	Mahela Jaywardene	Kumar Sangakara

#### Lease Deed (Patta) Details

<b>Is Lease Deed Issued *</b>	<b>Date of Lease Deed Issued</b>	<b>Lease Deed Document Number</b>
Yes ▼	10-Apr-2001	A.123/2001-2002
<b>Lease Deed Issued To</b>	<b>Name of Lease Deed Issued</b>	<b>Father Name of Lease Deed Issued</b>
Original Allottee ▼	Mahela Jaywardene	Kumar Sangakara

#### OTLC (One Time Lease Certificate) Details

<b>Is One Time Lease Certificate Issued *</b>	<b>OTLC Issue Date</b>	<b>OTLC Document Number</b>
No ▼	DD/MM/YYYY	
<b>OTLC Amount (in RS)</b>		

#### Last Lease Deposit Details

Enter Anyone Detail either from OTLC or Last Lease Deposit Details.

<b>Have you ever deposited Lease *</b>	<b>Date of Last Lease Deposited</b>	<b>Lease deposited till date</b>
Yes ▼	01-Apr-2003	31-Mar-2004
<b>Lease Amount Deposited</b>	<b>Receipt/Challan Number</b>	
14500	45863	

Current Owner as on Date - 23-Apr-2018

Add Current Owner

Ownership Type \*

Transferee

Transferee Reference Number

Transferee Reference Date

DD/MM/YYYY

Effective From \*

DD/MM/YYYY

If Transferee then add

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.

Upload Documents

Upload the Mandatory Documents

Allotment Letter

Last Mutation Certificate

Lease Deed (Patta) including Stamps bothside Issued by DA/UIT

Receipt of Previous Lease

For Paying the Fee click on 'Pay Fee and Submit' Button. It will be redirected to Payment Gateway.

To update the Details click on 'Update Draft' button.

Update Draft

Pay Fee and Submit

Current Owner Detail



Enter the Basic Details of the Owner.

Below details belong to me

Name \*

Mr ▼ Nitesh Kumar Garg

Father/Husband Name \*

Kumar Garg

Address Line 1 \*

Kota

Address Line 2

PIN Code \*

313002

Gender \*

Male ▼

Mobile Number \*

9509911154

Phone Number

Email Id \*

nitesh.garg@e-connectsolutions.com

Aadhar Number \*

568975896325

PAN Number

Bhamashah Id

Save

Cancel

- 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

[Back to Search List](#)

Property Id : RJ1/5000/0001H

Property Id Number.

For Printing the Document.

## Scheme

### 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) including Stamps bothside  
Issued by DA/UIT [↓](#)

Last Mutation Certificate

### Application Workflow/Movement History

#### Application Workflow History.

1

22-February-2018 01:20 PM

Assigned by Super User and forwarded/assigned to Sunita Kalwadia

RG

2

22-February-2018 01:26 PM

Approve and Property Id Generated by Super User and forwarded/assigned to Sunita Kalwadia

ok

Online Payment Receipt