

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 v7.4

One Digital Identity for all Applications

ENG हिन्दी



SKOCH AWARD (GOLD)
SMART GOVERNANCE AWARD 2017



Digital Identity (SSOID/ Username)

ronakchittora.maddy

[Forgot Digital Identity \(SSOID/ Username\)?](#)

Password

●●●●●●●●

[Forgot Password?](#)

8 2 3 9 9 6

Enter Captcha


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.

Comments

SORT BY ▼

Quick Search

SIMPLE VIEW



URBAN SERVICES



APPLICATION
STATUS



ARMS LICENCE



ARTISAN REG.



BHAMASHAH



BRSY



BSSBY



CHALLENGE FOR
CHANGE



EBAZAAR



E-DEVASTHAN



EHR



E-LEARNING



E-LIBRARY



E-MITRA



E-MITRA REPORTS



EMPLOYMENT



IFMS-RAJSSP



ISTART



ITI APP



MADARSA



MINES



MUSA



MSME



PANCHAYAT



QLIK ANALYTICS



RAJ BIOSCOPE



RAJ E-SIGN



RAJ EVALT



RAJ MANDI



RAJ SAMPARK



RAJ SILICOSIS



RAJASTHAN STACK



UDH



Authorities and UIT's Online Services



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**
URBAN Services

[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](#)

✓ 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

The screenshot displays the 'Citizen Services available for subscription' section. It features three main service tiles:

- Payment Gateway for E-Tendering (EMD)**: Highlighted with a red border. A green arrow points to it from a callout box stating: "EMD of Tender services icon will be visible to the citizen."
- Community Center Bookings**
- Online Challan**

Below the tiles is a table listing specific 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

Service: Name Transfer/ Substitution/ Mutation

- 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)
- Intro:- 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.



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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

Cancel

Click on 'Pick' button.



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uitudaipur@rediffmail.com

Application for Name Transfer / Substitution / Mutation

[Back to List](#)

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.

Property Popup.
1) Select the property. By clicking on 'Select' Button.

#	Property Id Number	Plot Number	Scheme Name	Zone	Developer Type	
1	RJUDR1/0002/1076H	1/11-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
2	RJUDR1/0002/0002H	1/11-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
3	RJUDR1/0002/1065H	1/33-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
4	RJUDR1/0002/1064H	1/33-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
5	RJUDR1/0002/1063H	1/33-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
6	RJUDR1/0002/0004H	1/43-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
7	RJUDR1/0002/0003H	1/48-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
8	RJUDR1/0002/1062H	1/59-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
9	RJUDR1/0002/0005H	1/59-	behind Meladi Mata temple	South	Urban Improvement Trust	Select
10	RJUDR1/0002/1061H	1/84-	behind Meladi Mata temple	South	Urban Improvement Trust	Select

1 2 3 4 »

- 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.

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

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

Add the Transferee
Details

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 signature

- 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.

The screenshot displays the UDH (Urban Development & Housing) dashboard. The left sidebar contains navigation links: My Dashboard, Citizen Services, and Notifications. The main content area features several widgets:

- Online EMD Payment Summary**: Shows a payment record for 'Construction of Roads' with a paid amount of 1,050.00 on 14-Apr-2018. A 'View More...' button is present.
- Community Center Booking Summary**: Lists two bookings for Nitesh Kumar Garg at the Chitrakoot Nagar Community Centre. The first booking is for the period 01-Jun-2018 to 02-Jun-2018, and the second is for 18-Apr-2018 to 18-Apr-2018. A 'View More...' button is present.
- Name Transfer/Lease Application Summary**: This widget is highlighted with a green box. It shows two applications: one for Name Transfer / Substitution / Mutation (Draft/Submit Date: 05-Apr-2018, Status: Application Disposed) and another for Lease Exemption Certificate / Freehold (Draft/Submit Date: 23-Mar-2018, Status: Submitted). A green callout box points to the 'View More...' button in this widget, with the text 'Click on 'View More' button'.
- Payment Against Demand Note**: A widget at the bottom of the dashboard.

My Application Summary

[Back to Dashboard](#)

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

2) Click on 'Edit'
Button.



#	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

« 1 2 3 4 5 6 7 8 »



uitudaipur@rediffmail.com

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 *

test

Document Reference Date *

01-Dec-2017








Transferee Details

Transferee Details Added

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.

- 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'.