## **UDH Project**

# Citizen Service Subscription and Process Flow of Services

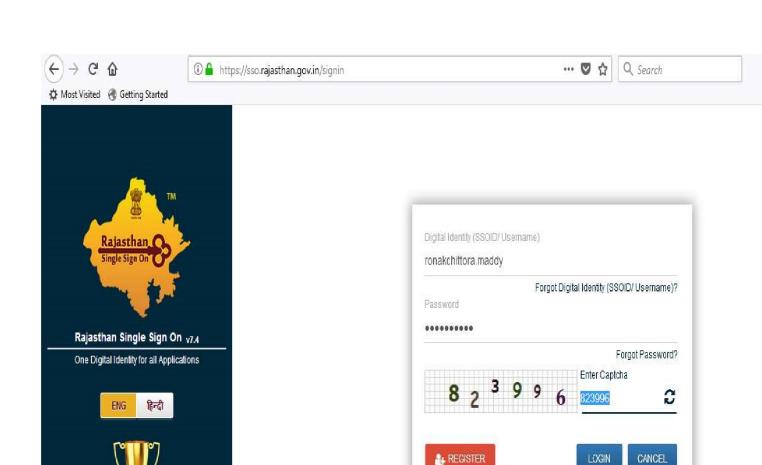
**User Manual** 

## **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.

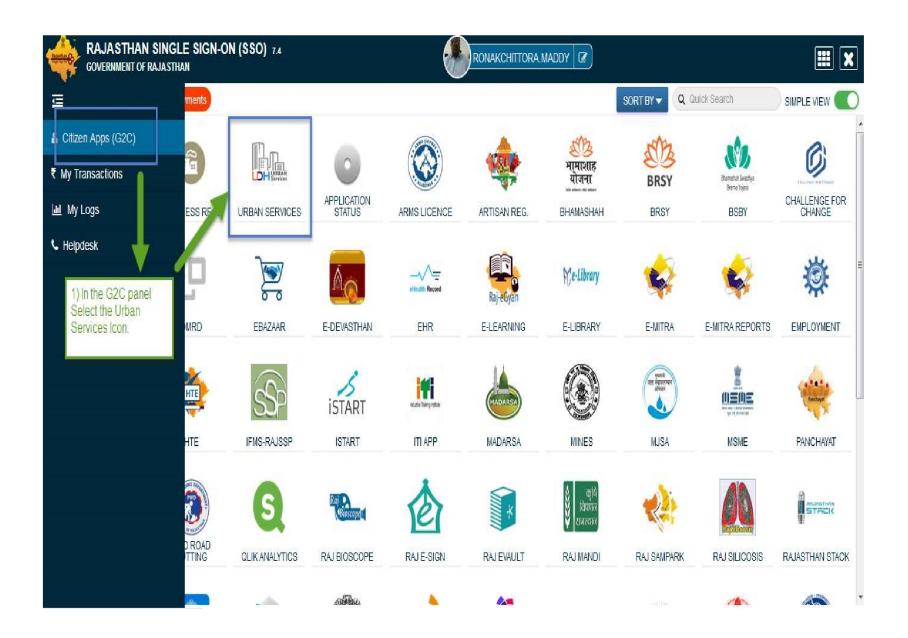


SKOCH AWARD (GOLD)
SMART GOVERNANCE AWARD 2017

SECURED 2018-01-17 UTC MELPDESK (FOR ALL APPLICATIONS)

1,49,02,17,73

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







Citizen Services

Motifications

Back to SSO



#### RONAK CHITTORA [RONAKCHITTORA.MADDY]

■ 9460028517 Image: pronakchittora.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** 

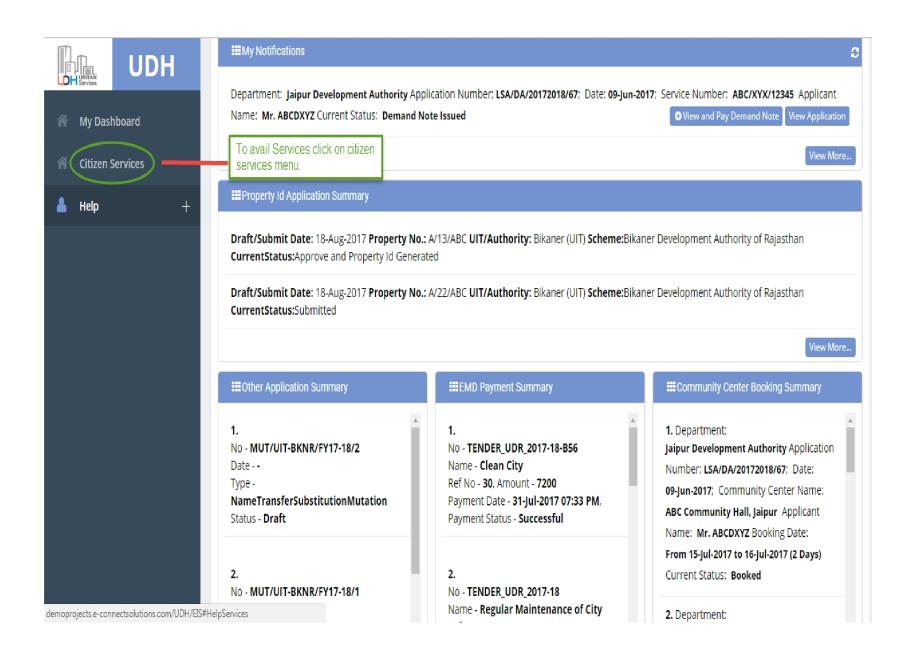
No Record Found

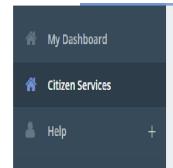
View More

■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 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

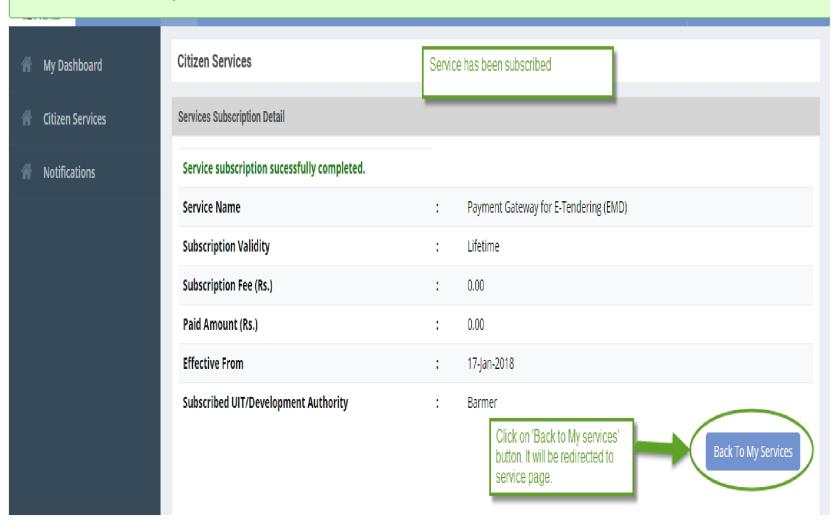
Click on subscribe Button for availing the services.

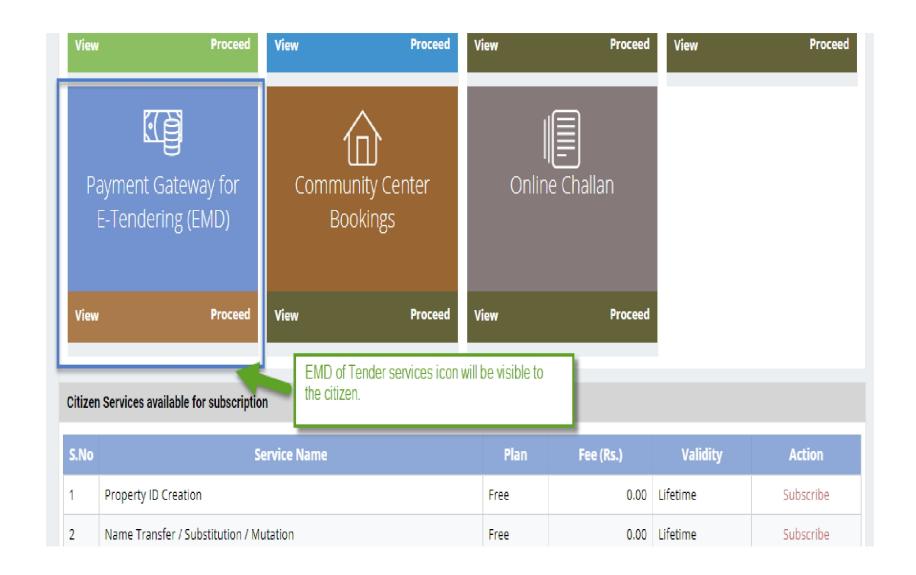
demoprojects.e-connectsolutions.com/UDH/EI\$/Services

#### Citizen Services Proceed For Services Subscription Service Name Payment Gateway for E-Tendering (EMD) **Subscription Validity** Lifetime 1) Select UIT/DA from the List Subscription Fee (Rs.) 0.00 given for which service has to be avail. GST on Fee (Rs.) 0.00 Net Payable Amount (Rs.) Select UIT/Development Authority --Select 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 उपर चयनित युआईटी / 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।) udeclare that I have carefully read all the terms and conditions of this Service and agree to terms & condition and privacy policy of UIT/DA. 2) Check the Terms and Conditions 3) Click on 'Proceed to Subscribe' button. Back To Services



✓ Service Subscribed Sucessfully.



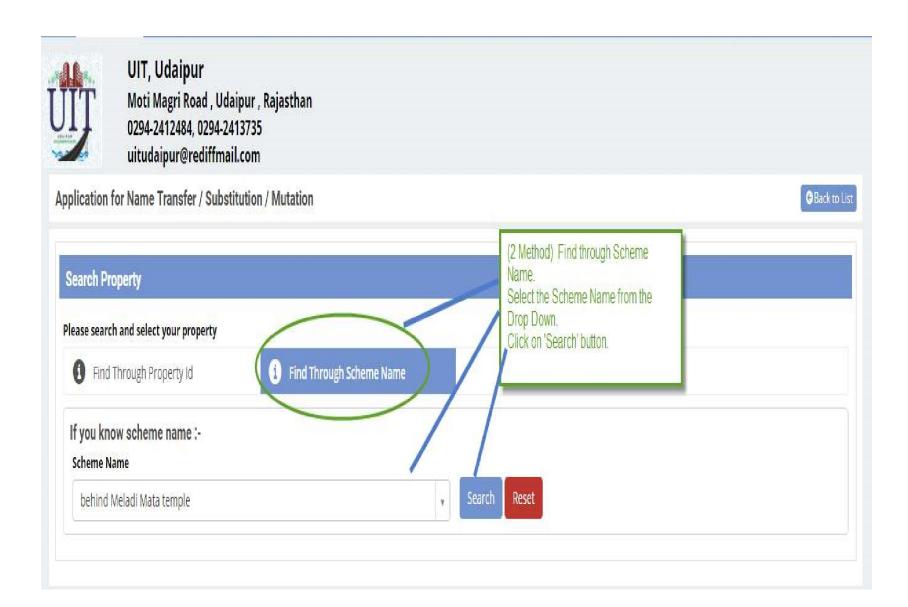


Service: Name Transfer/ Substitution/ Mutation

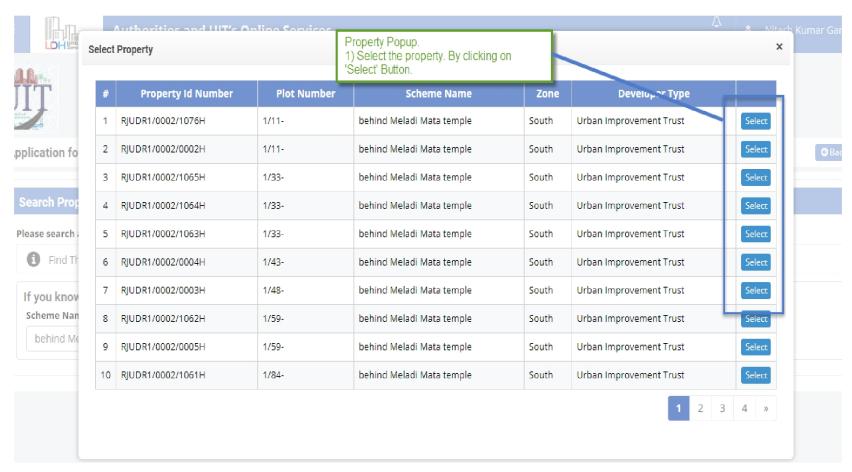
- Same Process for Subscribing the Service, as explained in Earlier Slides.
- Click on Proceed Button from the Activated Service Widget and Select the UIT/DA. (Refer Slides 34 to 35)
- Intro:- For transferring the Name of the property use the service. By two ways Property can be searched by applying 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.

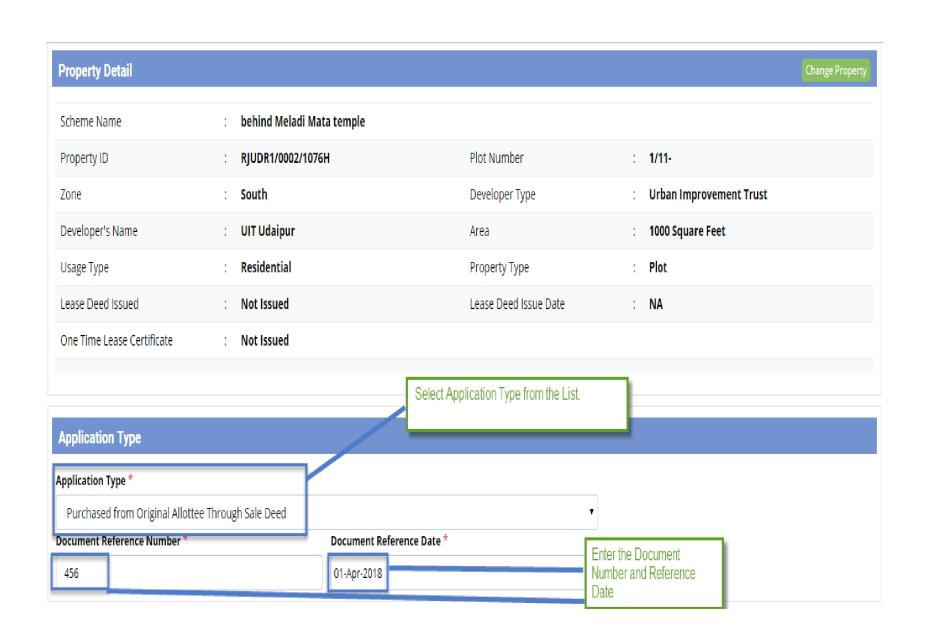


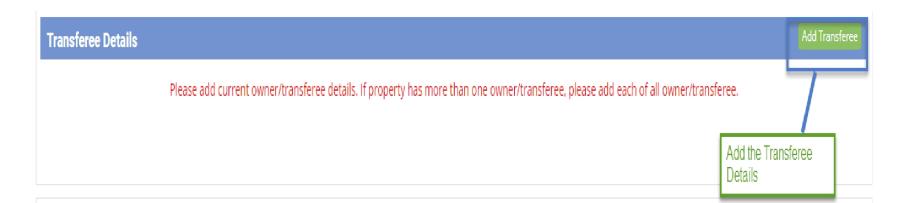


Step2:- After clicking on 'Search' button Property Popup will open. The property which is approved and Property Id Number is generated that only property will be visible in the popup. Select the property for which application has to be applied.



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



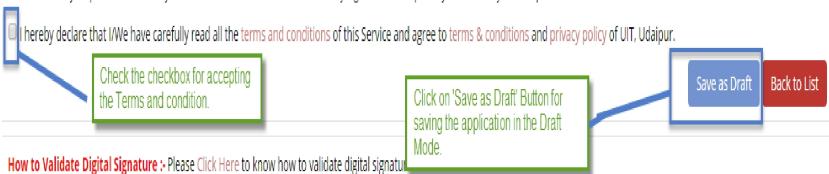


## Upload Documents

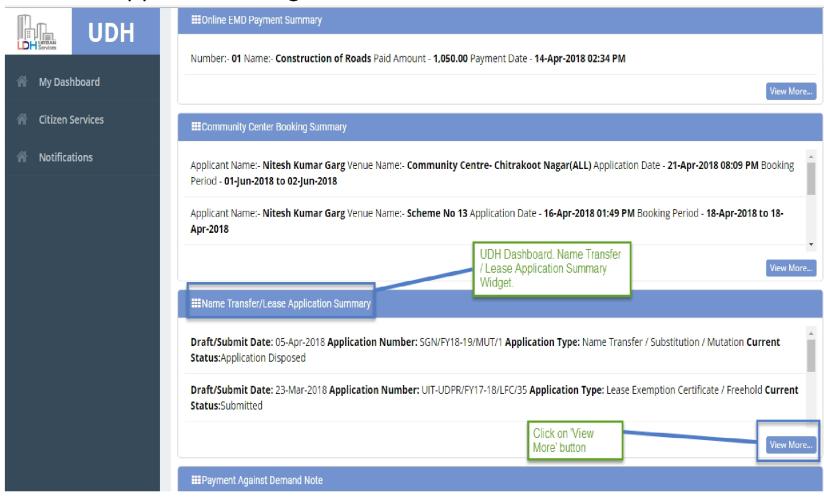
Sr. No.	Mandatory	Documents		
1.	No	Photo ID issued by Government (Aadhar Card/ Driving License / Passport / Bhamashah etc.) 🕹		
2.	Yes	Registered Sale Deed 🕹		
3.	No	Allotment / Possession / Reservation Letter Issued by DA/UIT 🕹	Upload the Documents	
4.	No	Site Plan Issued by DA/UIT 🚣		
5.	No	In Case 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 😩		

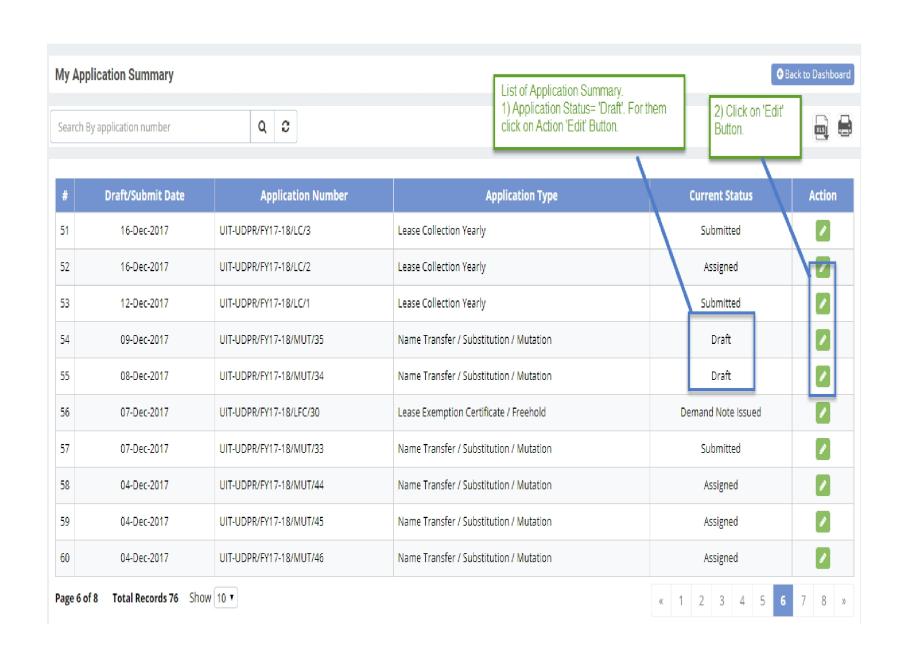
### **Declaration and Undertaking**

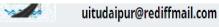
- 1. I/We hearby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this application.
- 2. This Mutation is being done on the basis of documents uploaded by me online and the responsibility of all such uploaded document being genuine 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



 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.







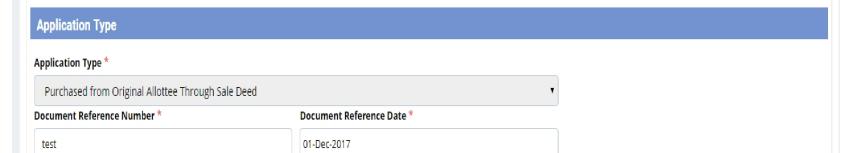
Application for Name Transfer / Substitution / Mutation

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			



Transferee Details			Transferee Details Added Add Transfere			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	<b>✓</b> x

#### **Upload Documents** Mandatory Sr. No. Documents Photo ID issued by Covernment (Aadhar Card/ Driving License / Passport / Bhamashah etc.) 🕹 All the Mandatory Documents Uploaded Registered Sale Deed 👃 Yes Successfully. Allotment / Possession / Reservation Letter Issued by DAYON No Site Plan Issued by DA/UIT 🎄 4. No In Case of Constructed Property Oldest Electricity / Water Bill 💄 5. No Receipt(s) of Amount Deposited in DA/UIT 🌲 6. No In case property is mortgage letter from Financial Institution 🎄 No

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 🍰

#### **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 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 Submit Button for
- 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 09-Dec-2017 12:51 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, Udainur.

Update Draft Update and Submit

to the UIT.

submitting the Application

Back to List

ny uploaded

d offence.

- 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'.