User Manual on IT-Automation
For
Himachal Pradesh Town & Country Planning
# IT-Automation HPTCP Portal

## Revision History

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1 Introduction

1.1 Purpose

The Town and Country Planning Department was created as a small cell of the H.P. Public Works Department in the year 1964 and the same continued up to 1979. During the year 1979, an independent Directorate was created but charge of the Director continued to be held by the Engineer-in-Chief (B&R) or the Chief Engineer of H.P. Public Works Department, till 1993, when an independent Director was appointed as Head of the Department.

Town and Country Planning is a social transformation development process to ensure creation of functionally workable, economically viable, socially acceptable, environmentally sustainable and aesthetically pleasing living environment for humanity in both rural and urban habitats, through optimum, just and balanced use of scarce land resources in view of demographic, socio-economic, techno-legal dynamics which is foremost necessity of the day.

Town and Country Planning ensure planned, systematic, sustainable development of urban and rural habitations and is a prerequisite for all modern development schemes. Development Plans, Sectorial Plans and Town Planning Schemes go a long way in catering to civic and other urban services infrastructure, transportation and other requirements that ensure dynamism and a healthy living environment for humanity.

Himachal Pradesh, being a hill State, is endowed with rich eco-system and cultural heritage. Although, there is a low level of urbanization in the State, yet during recent years of urbanization has been exerting high pressure on scarce urban land resources. There are 59 small and medium towns in the State, with only Shimla as Class-I city. As per 2011 census, urban population of the State in these urban areas was 6, 88,704 persons, which is about 10.04% of the total population of the State.

Due to various developmental priorities of the Government activities and opening of new areas, a large number of new growth centers are coming up very fast. The Pressure on land in the state has increased manifold leading to haphazard and unplanned construction activities in the towns, Growth Centers and their surrounding areas. Town and Country Planning Department (hereinafter referred as “TCP”) manages and regulates this increasing trend in urbanization and to check the un-authorized construction activities.

1.2 Getting Started

To start using the application, enter the valid IP address in the browser to view the following Log in Screen of HPTCP:
In the above displayed Administrative login screen:

- Enter the valid administrator user name in the **User ID** textbox.
- Enter the secret **Password** of the user.
- Click the **Submit** button to login.

On submitting, the user can view the following dashboard:
Here in the dashboard the major global links and primary links are displayed in the left column. The major global links include the following:

- **Manage Master**
- **Manage Authority**
- **Manage CMS**
- **Manage Application**
- **Reports**

2 **Manage Master**

2.1 **Office Master**

2.1.1 **Add Office Master**

The purpose of this section is to create the office master details.

- Choose the Office type from the radio button.
- Enter the Office name.
- Enter the DD Code.
- Enter the Treasury Code.
- If administrator want to add more office, click on the add more button.
• If administrator want to remove office click on remove.
• Click on the submit button in order to save it in the application.
• Click on the reset button for clearing all the data's.

2.1.2 View Office Master
Here the authorized user can view the list of office information that is already been added previously.

Fig 4: View Office Master

• Authorized user can search & view details for a particular office type by choosing the Office type from the drop down list.
• Authorized user can edit & modify the required changes in the office details by clicking on edit button.
• Authorized user can search & view details for a particular office in the Office name textbox.
• Authorized user can delete the office details by clicking on delete button.

2.2 Office Tagging

2.2.1 Add Office Tagging
The purpose of this section is to create the office tagging details.
The user will select district from the drop down list.
- Select area type from the drop down list.
- Select Notified Area Name from the drop down list.
- Choose Office Type from the radio button.
- Select Office name from the drop down.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data’s.

2.2.2 View Office Tagging

Here the authorized user can view the list of office tagging information that is already been added previously.
Authorized user can search & view details for a particular office tagging by choosing the District from the drop down list.

Authorized user can search & view details for a particular office tagging by choosing the Notified Area from the drop down list.

Authorized user can search & view details for a particular office tagging by choosing the Area Type from the drop down list.

Authorized user can edit & modify the required changes in the office tagging details by clicking on edit button.

2.2.3 Archive Office Tagging

Here the authorized user can view the list of office tagging information that is already been archived.
Authorized user can search & view details for a particular archive office tagging information by choosing the District Name from the drop down list.

Authorized user can search & view details for a particular office tagging by choosing the Notified Area from the drop down list.

Authorized user can search & view details for a particular office tagging by choosing the Area Type from the drop down list.

2.3 Tehsil Master

2.3.1 Add Tehsil Master

The purpose of this section is to create the Tehsil of a district details.
Fig 8: Add Tehsil Master

- The user will select district from the drop down list.
- Enter the tehsil name in the text box.
- If administrator want to add more tehsil click on the add more button.
- If administrator want to remove more tehsil click on the remove button.
- Click on the submit button in order to create tehsil information in new case or click on the update button in the case of update tehsil information.
- Click on the reset button or cancel button for clearing all the datas or reset the update respectively.
- Click on the right side district name to view all the tehsil under that district.

2.4 Manage Center

2.4.1 Add Manage center

The purpose of this section is to create the Center of a district with respect to area type.
The user will select district from the drop down list.

- Select Area Type from the drop down list.
- Choose Center type from the radio buttons of Select center.
- Click on the submit button in order to create center information in new case or click on the update button in the case of update.
- Click on the reset button or cancel button for clearing all the data or reset the update respectively.
- Click on the right side district name to view the center of that respective district with respect to area type.

2.5 Manage Signature

2.5.1 Manage Signature

The purpose of this section is to upload the signature of different authority.
2.6 Area Name

2.6.1 Add Notified Area Name

The purpose of this section is to create the area Name Master.

- The user will select designation from the drop down list.
- Select authority Name from the drop down list.
- Upload the signature of concern authority.
- Click on the submit button in order to save it.
- Click on the reset button for clearing all the data's.
The user will select district from the drop down list.

Select area type from the drop down list.

Select Notified Area from the drop down list.

Enter the Area name in the text box.

If administrator want to add more Area name click on the add more button.

Click on the submit button in order to create the area name information.

Click on the reset button for clearing all the data's.

### 2.6.2 View Notified Area Name

Here the authorized user can view the list of all the area name information that is already been added previously.

Authorized user can search & view details for a particular area name by choosing the District from the drop down list.

Authorized user can search & view details for a particular area name by choosing the Notification Area from the drop down list.

Authorized user can search & view details for a particular area name by choosing the Area
Type from the drop down list.

- Authorized user can edit & modify the required changes in the area name details by clicking on edit button.
- Authorized user can delete the area name details by clicking on delete button.

### 2.7 Manage Village

#### 2.7.1 Add Village

The purpose of this section is to create the village name information.

![Add Village Form](image)

**Fig13: Add Village**

- The user will select district from the drop down list.
- Select area type from the drop down list.
- Select Notified Area from the drop down list.
- Select Area Name from the drop down list.
- Enter the Village name in the text box.
- If administrator want to add more village Name click on the add more button.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data's.
2.7.2 View Village Name

Here the authorized user can view the list of all the Village Name information that is already been added previously.

![View Village](image)

**Fig 14: View Village**

- Authorized user can search & view details for a particular village by choosing the District from the drop down list.
- Authorized user can search & view details for a particular village by choosing the Notified Area from the drop down list.
- Authorized user can search & view details for a particular village by choosing the Area Type from the drop down list.
- Authorized user can edit & modify the required changes in the village name details by clicking on edit button.
- Authorized user can delete the village details by clicking on delete button.
2.8 Relaxation Details

2.8.1 Add Relaxation Parameter

The purpose of this section is to create the relaxation information.

![Add Relaxation Parameter](image)

- The user will select construction type from the drop down list.
- Enter the Relaxation Parameter name in the text box.
- If administrator want to add more Relaxation Parameter click on the add more button.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data’s.

2.8.2 View Relaxation Parameter

Here the authorized user can view the list of all the relaxation parameter information that is already been added previously.
Authorized user can search & view details for a particular relaxation parameter by choosing the construction type from the drop down list.

Authorized user can edit & modify the required changes in the relaxation parameter details by clicking on edit button.

Authorized user can delete the relaxation parameter details by clicking on delete button.

2.9 Payment Category

2.9.1 Set Payment Category

The purpose of this section is to set payment details for different forms.
• The user will select Form name from the drop down list.
• If administrator select the form e.g : Appendix-10.

![Set Payment Category](image)

• The user will select User type from the drop down list.
• Select Application Status from the drop down list.
• Choose Class from the radio buttons.
• Registration Amount will be displayed according to all the above filled datas. User can set/Update that amount.
• Click on the submit button in order to save it in the application.
• Click on the reset button for clearing all the data’s.
• If administrator select the form e.g : Form:11.
(Process:- 1)

- Select Category from the drop down list.
- If user will choose the category: - For Development/sub-Division of land.
- Payment will be like the above.
- User can set Municipal limits & Outside Municipal limits in the text box below that.
- Choose Potential Zone Type form the radio buttons.
- Set the Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area means their Municipal limits & Outside Municipal limits in the text box below that.
- If user want add more Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area click on the
add more.

- If want to remove it click on the remove.
- Clicking on the **Same as Above** the data will be same as the above record.
- Click on the update button in order to save it in the application.
- User can do this for different districts.

**Process:-2**

- If user will choose the category:- For change of land use from the original use /Development plan to other land use ; Another Land Use Changed to will come. Select anyone from the drop down list.
In case of Development plan to other land use category you have to follow the following steps.

- Set the Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area means their Municipal limits & Outside Municipal limits in the text box below that.
- If user want add more Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area click on the add more.
- If want to remove it click on the remove.
- Clicking on the Same as Above the data will be same as the above record.
- Click on the update button in order to save it in the application.
• User can do this for different districts.

(process-3)

• In case of **For change of land use from the original use** category you have to follow the following steps.

  ![Set Payment Category](image)

  ![Una](image)

  • Choose **Potential Zone Type** form the radio buttons.
  
  • Set the **Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area** means their Municipal limits & Outside Municipal limits in the text box below that.
  
  • If user want add more **Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area** click on the add more.
  
  • If want to remove it click on the remove.
• Clicking on the **Same as Above** the data will be same as the above record.
• Click on the update button in order to save it in the application.
• User can do this for different districts.
• If administrator select the form e.g : **Form:12**. All the step as like **form:11** according to necessity it should be followed by all these above three processes.
• If administrator select the form e.g : **Form:16**.

![](image)

• User set **Appeal Fees** in the text box.
• This process is same for **Form:52, Form:39, Form:38, Form:35, Form:34**.
• User set **Appeal Fees/Renewal Fees /Registration Fees** in the text box.
• Click on the submit or update button in order to save or update fees for different form.

### 2.9.2 View Payment Category

Here the authorized user can view the list of all the payment of each forms information that is already been added previously.
Authorized user can search & view details for a particular payment details of all the form of different district by choosing the District from the drop down list.
2.10 Manage Description

2.10.1 Add Checklist Description

The purpose of this section is to create checklist description information.

Fig17: Add checklist Description

- The user will select district name from the drop down list.
- Select area type from the drop down list.
- Select notified area from the drop down list.
- Select area name from the drop down list.
- Select use type from the drop down list.
- If administrator want to set same range or description for other district which is already been filled up, then click on the check box Same as.
- Select Type from the radio button list.
- If administrator choose Range then enter the range from and range to value in the respective text boxes.
- If administrator choose Description then first enter the description name then enter the
range from and range to value in the respective text boxes.

Fig18: Add checklist Description

- Click on the submit or update button in order to save or update the checklist information in the application.

2.11 Manage Checklist

2.11.1 Add Checklist

The purpose of this section is to create one or more Checklist details for different form like form-11, form-12, form-26.
**Fig15: Add Checklist**

- The user will select district name from the drop down list.
- Select area type from the drop down list.
- Select notified area from the drop down list.
- Select area name from the drop down list.
- Select form name from the drop down list.
- If administrator want to set same checklist for other district which is already been filled up, then click on the check box Same as.
- Then fill all the required values in the text boxes of the checklist as per regulation, validation and Relaxation field.
- Click on the submit or update button in order to save or update the checklist information.
2.12 Manage Form list

2.12.1 Manage form list

The purpose of this section is to create one or more Form details.

Fig15: Create form list

- The user will select Form name from the drop down list.
- Enter the Headline name in the text box.
- Enter the Snippet in the textarea box.
- Enter rule no in the text box.
- Enter enter rule details in the editor.
Choose where it will be published by choosing the check lists.

Click on the submit button in order to save it in the application.

Click on the reset button for clearing all the data's.

### 2.12.2 View form list

Here the authorized user can view the list of all the form list information that is already been added previously.

![View Form List](image)

**Fig 16: View form list**

- Authorized user can edit & modify the required changes in the form list details by clicking on edit button.
- Authorized user can delete the form list details by clicking on delete button.
- Authorized user can change the serial no of displaying form in the website by clicking on the checkbox of respective forms and then clicking on the Update Serial No button.
3 Manage Authority

3.1 Set Authority

3.1.1 Manage Authority

The purpose of this section is to create the set authority details of an application according to different process.

- Select the Process from the Drop down list.
- Select the District from the Drop down list.
- Select the Area type from the Drop down list.
- Select the Notified Area from the Drop down list.
- Select the Forward To from the Drop down list.
- Select the Office from the Drop down list.
- Enter time line in the text box.
- Choose Authority Type from the check list.
- If administrator want to add more Authority click on the add more button.
- If administrator want to remove office click on remove.
- Training Assign Authority can plan training process for the applicant.
- Verifying Authority will verify application.
• Reverting Authority will revert the application.
• Approving Authority will approve the application.
• Click on the Submit button in order to save it in the application.

4 Manage CSM

4.1 Pages

4.1.1 Add Page

The purpose of this section is to create the pages.

- Enter the Page name.
- Upload the image for respective pages to view as page banner, its not mandatory.
- Choose Link Type from the radio button as internal or external: if its external give the url.
- Choose window status from the radio buttons.
4.1.2 View Pages
Here the authorized user can view the list of page information that is already been added previously.

- Authorized user can search & view details for a particular page by entering the page name in the text box and clicking on show button.
- Authorized user can edit & modify the required changes in the page details by clicking on edit button.
- Authorized user can archive the page details by clicking on archive button.
- Authorized user can publish the page by clicking on publish button.
- Authorized user can unpublish the page by clicking on unpublish button.

4.1.3 Archive page
Here the authorized user can view the list of page information that is already been archived.
Authorized user can search & view details for a particular archived page by entering the date from or date to.

Authorized user can delete the page details permanently by clicking on delete button.

Authorized user can enable the page by clicking on enable button.

4.2 Global Link

4.2.1 Global link

The purpose of this section is add the global link details.

The user will select Menu Type from the drop down list.

Choose the pages from the check list.

Arrange the order of the menus by clicking and dragging on it.

If you want to delete the page from the menu click on the delete icon of pages.

After all these things choose which menus user want to publish by clicking a tick mark in
Finally click on the publish button to publish the menus in front view like below.

4.3 Primary link

4.3.1 Add Primary link

The purpose of this section is to user will manage the Primary link details.

- The user will select Global link from the drop down list.
- Choose the pages from the check list.
- Arrange the order of the menus by clicking and dragging on it.
- If you want to delete the page from the menu click on the delete icon of pages.
- After all these things choose which menus user want to publish by clicking a tick mark in
the check boxes.

- Finally click on the publish button to publish the menus in front view like below.

4.4 Secondary link

4.4.1 Add Secondary link

The purpose of this section is to manage the Secondary link details.

- The user will select Global link from the drop down list.
- The user will select Primary link from the drop down list.
- Choose the pages from the check list.
- Click on the add link button to add.
- Arrange the order of the menus by clicking and dragging on it.
- If you want to delete the page from the menu click on the delete icon of pages.
• After all these things choose which menus user want to publish by clicking a tick mark in the check boxes.
• Finally click on the publish button to publish the menus in front view like below.

4.5 What's New

4.5.1 Add News

The purpose of this section is to add news details.

- Enter the Headlines.
- Enter the expire date of news.
- Upload news document.
- Enter news details.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

4.5.2 View News

Here the authorized user can view the list of news information that is already been added previously.
Authorized user can search & view details for a particular news by entering the headline in the text box.

Authorized user can edit & modify the required changes in the news details by clicking on edit button.

Authorized user can archive the news details by clicking on archive button.

Authorized user can publish the news by clicking on publish button.

Authorized user can unpublish the news by clicking on unpublish button.

Authorized user can hide the news from the home page which are already been published by clicking on hide from home page button.

Authorized user can show the news from the home page which are already been published by clicking on show from home page button.

4.5.3 Archive News
Here the authorized user can view the list of news information that is already been archived previously.
Fig 3: Archive news

- Authorized user can search & view details for a particular archived news by entering the date from or date to.
- Authorized user can search & view details for a particular archived news by entering the headlines in the text box.
- Authorized user can delete the news details permanently by clicking on delete button.
- Authorized user can enable the news by clicking on enable button.

4.6 Form/ Checklist

4.6.1 Add Form/ Checklist

The purpose of this section is to add form / checklist details.

- Enter the Headlines.
- Upload document.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

### 4.6.2 View News

Here the authorized user can view the list of form/checklist information that is already been added previously.

- Authorized user can search & view details for a particular form/checklist by entering the headline in the text box.
- Authorized user can archive the form/checklist details by clicking on archive button.
- Authorized user can publish the form/checklist by clicking on publish button.
- Authorized user can unpublish the form/checklist by clicking on unpublish button.

### 4.6.3 Archive Download

Here the authorized user can view the list of form/checklist information that is already been archived previously.
• Authorized user can search & view details for a particular archived form / checklist by entering the headlines in the text box.
• Authorized user can delete the form / checklist details permanently by clicking on delete button.
• Authorized user can enable the form / checklist by clicking on enable button.

4.7 Notification & Order

4.7.1 Add Notification

The purpose of this section is to add notification and order details.
- Select Notification type from drop down list
- Enter the Headlines.
- Enter the expiry date from the calendar.
- Upload the document.
- Enter detail about the notification in the text area.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

4.7.2 View Notification
Here the authorized user can view the list of notification information that is already been added previously.

- Authorized user can search & view details for a particular notification by selecting notification type in the drop down.
- Authorized user can search & view details for a particular notification by entering the headline in the text box.
- Authorized user can archive the notification details by clicking on archive button.
- Authorized user can publish the notification by clicking on publish button.
- Authorized user can unpublish the notification by clicking on unpublish button.

4.7.3 Archive Notification
Here the authorized user can view the list of notification information that is already been archived previously.
• Authorized user can search & view details for a particular archived notification by entering the date from or date to.

• Authorized user can search & view details for a particular archived notification by entering the notification type in the text box.

• Authorized user can delete the notification details permanently by clicking on delete button.

• Authorized user can enable the notification by clicking on enable button.

4.8 Media Gallery

4.8.1 Add Media Gallery

The purpose of this section is to add Media gallery details.

• Choose Media type from radio button.

• Enter the Caption.

• Upload the media document.

• Click on the submit button in order to save it in the application.

• Click on the reset button for clearing all the data.
4.8.2 View Media Gallery
Here the authorized user can view the list of media gallery information that is already been added previously.

- Authorized user can search & view details for a particular notification by selecting media type in the drop down.
- Authorized user can archive the media gallery details by clicking on archive button.
- Authorized user can publish the media gallery by clicking on publish button.
- Authorized user can unpublish the media gallery by clicking on unpublish button.

4.8.3 Archive Media Gallery
Here the authorized user can view the list of media gallery information that is already been archived previously.
• Authorized user can search & view details for a particular archived media gallery by entering the date from or date to.
• Authorized user can search & view details for a particular archived media gallery by entering the media type in the text box.
• Authorized user can delete the media gallery details permanently by clicking on delete button.
• Authorized user can enable the media gallery by clicking on enable button.

4.9 Banner

4.9.1 Add Banner
The purpose of this section is to add banner details.

• Enter the Caption.
• Upload the banner photo.
• Click on the submit button in order to save it in the application.
• Click on the reset button for clearing all the data.
4.9.2 View Banner
Here the authorized user can view the list of banner information that is already been added previously.

- Authorized user can delete the banner details by clicking on delete button.
- Authorized user can publish the banner by clicking on publish button.
- Authorized user can unpublish the banner by clicking on unpublish button.

4.10 Act & Rule

4.10.1 Add Act & Rule
The purpose of this section is to add act & rule details.
• Enter the Headlines.
• Upload the document.
• Enter detail about the act & rule in the text area.
• Click on the submit button in order to save it in the application.
• Click on the reset button for clearing all the data.

**4.10.2 View Act & rule**
Here the authorized user can view the list of act & rule information that is already been added previously.

- Authorized user can search & view details for a particular act & rule by entering the headline in the text box.
- Authorized user can archive the act & rule details by clicking on archive button.
- Authorized user can publish the act & rule by clicking on publish button.
- Authorized user can unpublish the act & rule by clicking on unpublish button.
4.10.3 Archive Act & Rule
Here the authorized user can view the list of act & rule information that is already been archived previously.

- Authorized user can search & view details for a particular archived act & rule by entering the date from or date to.
- Authorized user can search & view details for a particular archived act & rule by entering the Headlines in the text box.
- Authorized user can delete the act & rule details permanently by clicking on delete button.
- Authorized user can enable the act & rule by clicking on enable button.

4.11 Important Link

4.11.1 Add Important Link
The purpose of this section is to add important link and order details.
- Enter the Link Name in the text box.
- Enter url of the link.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

4.11.2 View Important Link

Here the authorized user can view the list of notification important link that is already been added previously.

- Authorized user can archive the important link details by clicking on archive button.
- Authorized user can publish the important link by clicking on publish button.
- Authorized user can unpublish the important link by clicking on unpublish button.
4.11.3 Archive Important link

Here the authorized user can view the list of notification important link that is already been archived previously.

- Authorized user can delete the important link details permanently by clicking on delete button.
- Authorized user can enable the important link by clicking on enable button.

4.12 Development Plan

4.12.1 Add Development Plan

The purpose of this section is to add development plan details.

- Enter the Area name in text box.
- Upload the photo of development plan.
- Enter headline of the plan.
- Upload the document of development plan.
- If user want to add more development plan document click no the add more.
- If want to remove click on the remove button.
- Click on the submit button in order to save it in the application.
• Click on the reset button for clearing all the data.

4.12.2 **View Development Plan**
Here the authorized user can view the list of development plan information that is already been added previously.

- Authorized user can search & view details for a particular development plan by entering the headline in the text box.
- Authorized user can edit details for a particular development plan by clicking on the edit button.
- Authorized user can archive the development plan details by clicking on archive button.
- Authorized user can publish the development plan by clicking on publish button.
- Authorized user can unpublish the development plan by clicking on unpublish button.

4.12.3 **Archive Development plan**
Here the authorized user can view the list of development plan information that is already been archived previously.
- Authorized user can search & view details for a particular archived development plan by entering the Headlines in the text box.
- Authorized user can delete the development plan details permanently by clicking on delete button.
- Authorized user can enable the development plan by clicking on enable button.

4.13 Minister/ Officer Profile

4.13.1 Add Minister / Officer Profile
The purpose of this section is to add minister / officer details.

- Enter the Officer name in text box.
- Upload the photo of the Officer.
- Enter Designation of the Officer.
- Enter Qualification of the Officer.
- Choose Link Type from the radio buttons.
- If link type is internal, select plugin page for it.
- If link type is External, give the url of that link.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.
4.13.2 View Minister / Officer Profile

Here the authorized user can view the list of minister / officer information that is already been added previously.

- Authorized user can edit details for a particular minister / officer by click on the edit button.
- Authorized user can edit details for a particular sl no of minister / officer; Then click on Update serial number button.
- Authorized user can archive the minister / officer details by clicking on archive button.
- Authorized user can publish the minister / officer by clicking on publish button.
- Authorized user can unpublish the minister / officer by clicking on unpublish button.

4.13.3 Archive Minister / Officer Profile

Here the authorized user can view the list of minister / officer information that is already been archived previously.
• Authorized user can search & view details for a particular archived minister / officer by entering the date from or date to.

• Authorized user can delete the minister / officer details permanently by clicking on delete button.

• Authorized user can enable the minister / officer by clicking on enable button.

• Authorized user can enable the minister / officer by clicking on enable button.

### 4.14 Employee Directory

#### 4.14.1 Add Employee Directory

The purpose of this section is to add employee details.

- Choose employee type.
- If employee type is new; Enter the employee name in text box.
- Upload the photo of employee.
- Enter the employee designation in text box.
- Enter the employee qualification in text box.
• Enter the employee phone no in text box.

• Enter the employee mobile no text box.

• Click on the submit button in order to save it in the application.

• Click on the reset button for clearing all the data.

• If employee type is existing.

---

### Add Employee Directory

![Image of Add Employee Directory form]

- Employee Type: [New] or [Existing]
- Select Profile: Y.P.S. Verma
- Employee Name: Anil Sharma
- Upload Photo: [Choose File] No file chosen
- Designation: Junior Assistant (Apartment)
- Qualification:
- Phone No:
- Mobile No: 9459223697
- Email: anilpandit68@hotmail.com

[Submit] [Reset]

---

- Select profile of the employee; All data will come with having values.
- User can only change upload photo and phone no.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

---

4.14.2 View Employee Directory

Here the authorized user can view the list of employee information that is already been added previously.
• Authorized user can search & view details for a particular employee by entering the employee name in the text box.
• Authorized user can edit details for a particular employee by click on the edit button.
• Authorized user can archive the employee details by clicking on archive button.

4.14.3 Archive Employee Directory
Here the authorized user can view the list of employee information that is already been archived previously.

• Authorized user can search & view details for a particular archived employee by entering the employee name in the text box.
• Authorized user can search & view details for a particular archived employee by entering
- Authorized user can delete the employee details permanently by clicking on delete button.
- Authorized user can enable the employee by clicking on enable button.

4.15 Manage Meta Tag

4.15.1 Meta Tag

The purpose of this section is to meta tag for each page.

- Select the Page name from the drop down.
- Enter the Title of the page in the text box.
- Enter the Key Word of the page in the text area.
- Enter the Description of the page in the text area.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.
- Click on the submit button in order to save it in the application.

## 5 Manage Application

### 5.1 Payment Update

#### 5.1.1 Payment Update

The purpose of this section is, when the applicant pay the application fee it will come to respective authority for verify and update their payment.

![Payment Update](image)

- Here user can view all the application which are need to be update their payment.
- Click on the Open search panel, search panel will come out.
• User can search a particular application by using this search panel by giving Applicant name, Reference no, Mobile no, form no, from date, to date, Applied By, District, Area type or Notified Area.

• If status is Not updated, click on the **Update Payment** button for update the payment; And the screen will be like below.
- Enter Payment Date.
- Choose Payment mode.
- Give your Remark.
- Click on the Submit button to save the data and payment will be updated.
- Click on the cancel button to cancel the payment update.
- If status is paid, click on the Paid to view the payment details. This will come with a pop up.
- User can print it by clicking on the Print button the payment details.
View to download the money receipt of the payment.

<table>
<thead>
<tr>
<th><strong>Payment Details</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Amount (₹)</strong></td>
<td>50,250.00</td>
</tr>
<tr>
<td><strong>Payment Through</strong></td>
<td>DD</td>
</tr>
<tr>
<td><strong>Bank Name</strong></td>
<td>HDFC</td>
</tr>
<tr>
<td><strong>DD No</strong></td>
<td>005519 &amp; 001</td>
</tr>
<tr>
<td><strong>Payment Date</strong></td>
<td>26-Oct-2015</td>
</tr>
</tbody>
</table>

The applicant has deposited registration fee amounting to Rs. 50,000/- vide D.D. No. 005519 dated 13.10.2015 of HDFC Bank and conveyance fee amounting to Rs. 250/- vide D.D. No. 001191 dated 20.10.2015 of HDFC Bank. The fees has been deposited by the applicant in accordance to the Rule -41 & 42 of the H.P. Town and Country Planning Rules, 2014.

**Remark Date** | 26-Oct-2015

- Authorized user can see all details about the applicant by clicking on the **Applicant name**.
5.2 Application Form

5.2.1 View All Application

The purpose of this section is, when the applicant apply the application will come to respective authority for verify the user can see it and take the action.

- Here authorized user can view all the new application and in progress application which are not yet approved.
- After full fill all the protocol user can take the action.
- Authorized user wants to transfer the application to other authority click on the Transfer button.
- On clicking on transfer, the user can view the following screen.
• It showing the last authority name who take the action and the area and designation.
• Enter authority Name to whom you want to transfer the application.
• Click on the submit button to make your transfer success.
• Click on reset to clear the data.

5.2.2 Approved Application

Here the authorized user can view the list of application which are already been approved.

- Authorized user can search & view details for a particular application by entering the datas in the search panel as explained before.
- Authorized user can see all details about the applicant by clicking on the Applicant name.
- Authorized user will send the notice to the applicant by clicking on the Send Notice button.
- On clicking on Send Notice, the user can view the below screen.
• Here the authorized user will send order/notice to the applicant by clicking on generate button. This is explained in order/notice section.

• A Email and Sms will be sent to the applicant and applicant and also can see the notice details by login to user dashboard of applicant.

• Authorized user will issue the permission to the applicant by clicking on issue permission.

• When issue permission click user can see the below issue certificate page.

• Here user enter the section name.
• Enter the Remark.
• Then click on preview to view the certificate preview as below screen.

![Certificate Preview](image)

• Authorized user can click on print button to print the certificate.
• Authorized user can click on issue certificate button it ask for confirmation.
• When click on ok user will issue permission to the applicant and page redirect to approved application.
• Now the user can click the download column view button and below pop up will open.

![Download Pop-up](image)
• By clicking on the Application form User can see the below Approve form and click on the print button to print the approve form.

- Approve Form

FORM 12
Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 20 or section 30-A (beyond the limits as specified under section 30-A) of the Himachal Pradesh Town and Country Planning Act, 1977 (Act No. 12 of 1977) for Development of Land / Construction of Building.

No. 022015000002 Dated 02-Nov-2015

To The Director, Town and Country Planning Department, Himachal Pradesh, Shimla.

I/we hereby apply for permission to undertake/ carry out the sub-division / development of land under Khasra No. 320/2 measuring 200.00 Square Metre, over which I/we possess the necessary ownership rights, situated at Block No. , Plot No.

District: Shimla, Himachal Pradesh.

I/we hereby submit the following documents:
1. A copy of title/ ownership documents i.e. latest jamabandi in original.
2. A copy of latest original tennama showing khasra number(s), description and area of land in question, abutting path with its width as well as adjoining khasra number(s) falling on all the outer limits/ boundaries of the land in question. The land applied for is shown in red in the tennama.

• By clicking on the challan User can see the below challan copy and click on the print button to print the challan.

- Treasury Challan

T.R.1
CHALLAN
(For Treasury Office Use)

Challan No. 66666666 Challan Date. 10-Sep-2015

(To be filled in by the Tenderer)

Tendered By: Test Application
Particulars: Towards application fee of TCP.
Amount (Rs.) 30,150.00 (Rupees) Thirty Thousand, One Hundred And Fifty Only

(Signature of Tenderer)

(To be filled in by the departmental officer or the treasury)

Treasury Code:
DDO Code: (On whose behalf the money is tendered)

Major-Code Sub-Major Minor-Code Sub-Head Amount
Rs. Rs. Rs. Rs. Rs.
• By clicking on the money receipt User can see the below **Money Receipt** and click on the print button to print the receipt.

![Money Receipt Image]

- **Special Area Development Authority Ghanahatti**
  - No.: 118
  - Dated: 05-Nov-2015
  - Received with thanks from Sh. Smt. Neelam
  - r/c Town/Village: Kasumpati, Tehsil: Shimla(Urban), Dist: Shimla, State: Himachal Pradesh
  - Ghanahatti, Special Area, Shimla, Himachal Pradesh
  - Sum of Rupees: Two Thousand, Two Hundred And Seventy-seven Only
  - A/C of Payment P.P. Case / Compounding / Change of Inaduse / Application / Cleanliness / other's fee
  - ₹ 2,277.00

• By clicking on the certificate User can view the below **Certificate** and click on the print button to print the Certificate.

• Authorized user can click the status column Paid button to see the payment details.
• By clicking on the **Show** User can see the **Application Progress Status** in which user can check the application progress with the authority remarks as below screen.

![Application Progress Status](image)

• By clicking on the **Back Button** User can return back to the **Approved Application**.
5.3 NOC Applications

5.3.1 View NOC Application

The purpose of this section is, when the applicant applies the application for NOC will come to respective authority for verify the user can see it and take the action.

- Here authorized user can view all the new application and in progress application which are applied for NOC and also not yet approved.
- Authorized user can see all details about the applicant by clicking on the Applicant Name.
- After full fill all the protocol user can take the action.

5.3.2 Approved NOC Application

Here the authorized user can view the list of NOC applications which are already been approved.
• Authorized user can search & view details for a particular application by entering the data in the search panel as explained before.
• Authorized user can see all details about the applicant by clicking on the Applicant Name.
• Authorized user can click on the show link of Details column to show the NOC Details.
• When user click on show link page will redirect to NOC details page.

Authorized user can click on the NOC Certificate to print it.

5.4 Order/Notice

5.4.1 Order/Notice
The purpose of this section is to send order/notice to the applicant. When authorized user click on the order/notice user will see the below screen.
• User can send the required order/notice to the applicant by clicking on the generate button.

• By clicking on generate user will redirect to respective order/notice page as below.
• Enter User Name, Mobile No. etc as per the required field in the form then click on the generate button to generate the notice.
• Click on cancel button to back to the order/notice page.
• By clicking on generate button user will redirect to the corresponding notice form preview page as the page show below.

![Form-19 Preview](image)

• If user click on modify button the it redirect to order/notice form page and the data in the field is filled up if want any modification then change it and click on the update button.
• Then preview page will display again with the modified data.
• Click on Confirm button to generate the notice and it will redirect to confirm notice page as the page show below.
- Authorized user can print the notice by clicking on Print Notice button.
- Then click on Back button page will redirect to generate notice page.

### 5.5 Feedback/Complaint

#### 5.5.1 View Feedback/Complaint

The purpose of this section is to view and take action of feedback and complaint send by the applicant.

- There is different search filter like Type and Subject.
- Authorized user can search by clicking on show button.
- User can delete a particular feedback or complaint details record by selecting the checklist against it and clicking on the delete button.
- Authorized user can take action against a complaint by clicking on take action.
5.6 Notification/Alert

5.6.1 Add Notification/Alert

The purpose of this section is to send notification/alert to the application user.

- The user will select district from the drop down list.
- Select designation from the drop down list.
- Select Authority Name from the drop down list.
- Enter the Subject in the text box.
- Upload Document if any.
- Enter the Message in the editor.
- Click on the submit button in order to send the notification.
- Click on the reset button for clearing all the data's.
5.6.2 View Notification/Alert
Here the authorized user can view the list of all the notification that is already been send previously.

- Authorized user can search & view details for a particular notification by entering the subject in the text box.
- Authorized user can search & view details for a particular notification by choosing a Date.
- Authorized user can show the message details by clicking on the subject link.
- Authorized user can edit & modify the required changes in the Notification details by clicking on edit button.
- Authorized user can delete the Notification details by clicking on delete button.

5.7 Training Attendance

5.7.1 Add Trainee Attendance
The purpose of this section is the authorized user can add the attendance details to the applicant to whom training is assigned.
- Authorized user choose date from and date to then click on the show button.
- It will show the list of trainees.
- Authorized user choose present or absent from the radio button to give the attendance.
- Then click on submit button to save the data in the application.

5.8 Training Feedback

5.8.1 Add Training Feedback
The purpose of this section is to give feedback against the applicant training completion.
• Authorized user can give feedback to a particular trainee by selecting the check box.
• Enter the Feedback in the text area.
• select the Status from the Status drop down list.
• Then click on submit button to save the data in the application.
• Click on the reset button for clearing all the data's.

5.8.2 View Training Feedback
The purpose of this section is the authorized user can add the attendance details to the applicant to whom training is assigned.

• There is different search filter like applicant date, from date, to date and status.
• Authorized user can search by clicking on show button.
• User can click on name link to show the trainee details.
• Authorized user can click on show link to view the feedback details.
6 Manage Master

6.1 Registration Report

6.1.1 View Registration Report

The purpose of this section is to view the total no. of application which are applied by Architect, Draught man, Engineer, Surveyor, Town planner, Architect Assistant, Engineer (Diploma holder), Promoter and Estate Agent in district wise.

- There are different filter parameter like state, district, year and month.
- Authorized user can search by clicking on show button.
- Authorized user can click on the total applied number link to show the details of the applicant.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- When user click on the number link page will redirect to registration report page.
- In this section user can view the details of registration application.
There are different filter parameter like applicant name, reference no, status, applied by, from date, to date, state, district, form no.

Authorized user can search a particular application by clicking on show button.

Authorized user can click on the Name column link to view the applicant details.

Authorized user can click on the download button to download this report.

Authorized user can click on print button to print the report.

### 6.2 Payment Report

#### 6.2.1 View Payment Report

The purpose of this section is to view the total no. of application, total no of payment, registration fee, convenience fee and total in month wise.
- There are two filter parameters: month and year.
- Authorized user can search the total number of payments by clicking on the show button.
- Authorized user can click on the download button to download the report.
- Authorized user can click on the print button to print the report.
- When the user clicks on the total number of Payment link, the page will redirect to the registration payment Details page.
- In this page, the user can view the payment details of the applied applications.
There are different filter parameters like applicant name, reference no, payment mode, form no, from date and to date.

Authorized user can search particular application payment details by clicking on show button.

Authorized user can click on the download button to download this report.

Authorized user can click on print button to print the report.

### 6.3 Online Payment Report

#### 6.3.1 View Online Payment Report

The purpose of this section is to view the applications whose payment is made through online.
There are different filter parameters like applicant name, application no, payment reference no, form no, from date and to date.

Authorized user can search particular application payment details by clicking on show button.

Authorized user can show the applicant details by clicking on applicant name.

Authorized user can click on the download button to download this report.

Authorized user can click on print button to print the report.

Authorized user can click on the show link of Details column to view the success and failure history of online payment.

When authorized user click on the show link below modal pop up will open.

<table>
<thead>
<tr>
<th>S.I.</th>
<th>Name</th>
<th>Form No</th>
<th>Application No</th>
<th>Payment Reference No.</th>
<th>Payment Date</th>
<th>Transaction Id</th>
<th>Status</th>
<th>Application Fee (₹)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bhim Singh</td>
<td>Appendix-10</td>
<td>09201500791</td>
<td>2001449119902</td>
<td>02-Dec-2015</td>
<td>119081438</td>
<td>Success</td>
<td>1,005.00</td>
<td>Show</td>
</tr>
<tr>
<td>2</td>
<td>Suraksha Sharma</td>
<td>Appendix-10</td>
<td>09201500792</td>
<td>651144039009</td>
<td>02-Dec-2015</td>
<td>118931693</td>
<td>Success</td>
<td>1,005.00</td>
<td>Show</td>
</tr>
<tr>
<td>3</td>
<td>Ajay Kumar</td>
<td>Appendix-10</td>
<td>09201500789</td>
<td>9911448524908</td>
<td>26-Nov-2015</td>
<td>1118265540</td>
<td>Success</td>
<td>2,010.00</td>
<td>Show</td>
</tr>
<tr>
<td>4</td>
<td>Devashish Chaudhary</td>
<td>Appendix-10</td>
<td>09201500790</td>
<td>8741448250598</td>
<td>26-Nov-2015</td>
<td>1118231057</td>
<td>Success</td>
<td>2,010.00</td>
<td>Show</td>
</tr>
<tr>
<td>5</td>
<td>Uljwal Sharma</td>
<td>Appendix-10</td>
<td>09201500785</td>
<td>8151448321250</td>
<td>24-Nov-2015</td>
<td>11180252550</td>
<td>Success</td>
<td>2,010.00</td>
<td>Show</td>
</tr>
<tr>
<td>6</td>
<td>Sushil Kumar</td>
<td>Appendix-10</td>
<td>09201500786</td>
<td>2301448262145</td>
<td>23-Nov-2015</td>
<td>1178285158</td>
<td>Success</td>
<td>2,010.00</td>
<td>Show</td>
</tr>
<tr>
<td>7</td>
<td>Arjun Singh</td>
<td>Appendix-10</td>
<td>09201500787</td>
<td>4331448279914</td>
<td>23-Nov-2015</td>
<td>117880121</td>
<td>Success</td>
<td>1,005.00</td>
<td>Show</td>
</tr>
</tbody>
</table>
6.4 Application Report

6.4.1 View Application Report

The purpose of this section is to view the application details which are applied for planning permission.
• There are different filter parameters like applicant name, reference no, status, form no, from date and to date, applied by, state and district.
• Authorized user can search particular application details by clicking on show button.
• Authorized user can show the applicant details by clicking on applicant name.
• Authorized user can click on the download button to download this report.
• Authorized user can click on print button to print the report.

6.5 License Report

6.5.1 View License Report

The purpose of this section is to view the application details which are applied license.

![License Report Form Image]

• There are different filter parameters like applicant name, reference no, status, form no, from date and to date, applied by, state and district.
• Authorized user can search particular application details by clicking on show button.
• Authorized user can show the applicant details by clicking on applicant name.
• Authorized user can click on the download button to download this report.
• Authorized user can click on print button to print the report.
6.6 NOC Report

6.6.1 View NOC Report
The purpose of this section is to view the application details which are applied NOC.

- There are different filter parameters like applicant name, reference no, status, form no, from date and to date, applied by, state and district.
- Authorized user can search particular application details by clicking on show button.
- Authorized user can see all details about the applicant by clicking on the Applicant Name.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- Authorized user can click on the show link of Details column to show the NOC Details.
- When user click on show link page will redirect to NOC details page.
6.7 Training Report

6.7.1 View Training Report
The purpose of this section is to view the application details to which training is assigned.

<table>
<thead>
<tr>
<th>S#</th>
<th>Name</th>
<th>Reference No.</th>
<th>Training Date</th>
<th>Attendance (Present/Total days)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ruchil Rana</td>
<td>08201500811</td>
<td>Not Assigned</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>Sh. Dagu Ram Bharmouria</td>
<td>08201500802</td>
<td>03-Nov-2015 To 03-Nov-2015</td>
<td>0/1</td>
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<td>Sh. Yogesh Sood</td>
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<td>Sh. Rekesh Kumar</td>
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<td>03-Nov-2015 To 03-Nov-2015</td>
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<td>5</td>
<td>Sh. Saurabh Thaper</td>
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<td>03-Nov-2015 To 03-Nov-2015</td>
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<td>6</td>
<td>Smt. Anshu Dhadwal Anad</td>
<td>08201500797</td>
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<td>7</td>
<td>Suraksha Sharma</td>
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<td>8</td>
<td>Bhim Singh</td>
<td>08201500791</td>
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</table>

- There are different filter parameters like applicant name, reference no, training status, form no, from.
- Authorized user can search particular application details by clicking on show button.
- Authorized user can see all details about the applicant by clicking on the Applicant Name.
- Authorized user can click on print button to print the report.

6.8 Pending Report

6.8.1 View Pending Report
The purpose of this section is to view the application details which are not yet approved.
• There are different filter parameters like applicant name, reference no, mobile no,
form no, from date and to date, select office, designation.
• Authorized user can search particular application details by clicking on show button.
• Authorized user can show the applicant details by clicking on applicant name.
• Authorized user can click on the download button to download this report.
• Authorized user can click on print button to print the report.
• Authorized user can click on the no. of Times link to show the history details of alert send to the authority.
• When user click on the link the below modal pop up will shown.

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<tr>
<th>SL #</th>
<th>Name</th>
<th>Form No.</th>
<th>Mobile No.</th>
<th>Ref. No.</th>
<th>Applied On</th>
<th>Pending Status</th>
<th>Pending Days</th>
<th>History</th>
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<tbody>
<tr>
<td>1</td>
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<td>8805234612</td>
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<td>13-Nov-2015</td>
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<td>02201500007</td>
<td>17-Nov-2015</td>
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<td>04201500005</td>
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<tr>
<td>4</td>
<td>Must Ram</td>
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<td>Rajesh Kumar &amp; Laiq Ram</td>
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<td>02201500010</td>
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**Alert History**

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<th>Head Line</th>
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<td>Joginder case</td>
<td>pl process</td>
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<td>anant ram</td>
<td>why case is pending pl. process immediately</td>
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