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



## **IT-Automation HPTCP Portal**

#### **Revision History**

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# HPTCP Portal USER MANUAL for Website

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## 1. Website Portal

## 1.1 Getting Started With Website Portal

To start using the website portal, enter the valid IP address in the browser to view the following



Home Page of HPTCP:

In the above displayed HPTCP Home page:

- Click on the **ONLINE SERVICES** link to Apply different forms for registration and planning permission.
- Click on the OFFICER LOGIN link page will redirect to Administrative login screen.
- Click on **CHECK APPLICATION STATUS** link to know your application status by entering the reference/application number.

On clicking on ONLINE SERVICES link, the user can view the following page-

About Us Planning Regulation C	olonies/ Apartments Notifications/ Orders Media	Act & Rule Development Plan
Online Services		Ē
For any queries regarding online service	is, kindly contact support person at 09459790162.	🔔 Citizens & Others
Regularization of Deviations and Unit	The new promotors can register in form 24	The new citizen can apply form 11 for
<ul> <li>Regularization of Deviations and Un- authorized Constructions</li> <li>The new private professionals can register</li> </ul>	The new promoters can register in form-34 and can renew in form-38.      Apply form -11 for division/ sub-division of	<ul> <li>The new citizen can apply form -11 for division/sub-division of land.</li> <li>Apply form-12 for new/ existing building</li> </ul>
-	and can renew in form-38.	
authorized Constructions           > The new private professionals can register	and can renew in form-38.  Apply form -11 for division/ sub-division of land by registered promoters.	division/sub-division of land.
<ul> <li>authorized Constructions</li> <li>The new private professionals can register thier details in Appendix - 10.</li> <li>Apply form -11 for division/ sub-division of the sub-division of th</li></ul>	and can renew in form-38.  Apply form -11 for division/ sub-division of land by registered promoters.  Apply form-12 for new/ existing building	<ul> <li>division/sub-division of land.</li> <li>Apply form-12 for new/ existing building construction.</li> <li>Apply form-16 for appeal case and form-26</li> </ul>

In this Page three sections are displayed:

#### Private Professional:

- User can click on **Sign Up** button of Private Professional section for private professional registration.
- Already registered private professional can click on **Sign in** button to login to user dashboard.

## Promoters:

- User can click on **Sign Up** button of Promoters section for promoter registration.
- Already registered promoter can click on **Sign in** button to login to user dashboard.

#### Citizens & Others:

- User can click on **Apply Online** button for applying planning permission.
- Already registered user can click on **Sign in** button to login to user dashboard.

## 1.2 Appendix-10

## 1.2.1 Apply Appendix-10

When the user clicks on Private Professional Registration Sign Up button it will redirect to Private Professional Registration page shown below.

Governm	ent of Himachal Pradesh		T-	T T+ Search 1	Fext Q
×	× v	ents Notifications	/ Orders Media	Act & Rule Development Plan	
Home > Private Prof	fessional Registration				
Registration of Private	e Professionals namely Town Planner	s/ Architects/ Engin	eers/ Draughtsmen/ S	-	
					landatory Field
Personal Informat	tion	1			
User Type	:Select	* Ge	nder :	● Male ○ Female ○ Other	
Applicant Name	:	* Up	load Photo :		*
Mobile Number	: +91	*		Browse	
Alternate Number	:	]			
Email ID	:	*		(jpg, jpeg, gif, png only)	
Applicant Status	:Select 🔻	*			
Address Details					
Correspondence	e Address	Pe	ermanent Addres	S Same as Corr. Ad	dress
Name	: Mr. •	* Na	ime :	Mr. •	×
Guardian Name	: S/o *	* Gu	iardian Name :	S/o T	] *
State	: Himachal Pradesh 🔻	]		Himachal Pradesh	].
		]			
District		]	strict :		
Tehsil	-Select		hsil :	Select	
Town/Village/Ward	:	]* To	wn/Village/Ward :		
Address	:	Ad	dress :		*
DIN					4
PIN		119 *	N :		
Registration Detai					
	e Council of Architecture, New Delhi ur	nder the Architects A	Act, 1972	: 🔿 Yes 💿 No	
Qualification Deta					
Qualification	:Select	* * (	lass	: • A • B • C	
Degree /Diploma Certificate	Choose File No file chosen (pdf file only and Max file Size 1 MB	* 🕜			
Upload Signature					
Choose File No f	file chosen *				

Appendix-10 can be applied by different user like architect, architect assistant, engineer, draughts man, engineer (diploma holder), surveyor, town planner.

User will enter the Personal information like -

- Select the User Type from the select box.
- Choose the Gender from radio button.
- Enter applicant name in the textbox.
- Upload profile photo, enter mobile no, email id etc.
- Enter the Mobile Number, Alternate Number and Email ID of the employee in the respective textboxes provided.
- Then select the Application Status Individual or Company/group from the select box.
  - When User chooses Company/group then the **Employee Details of Company/group** section will be displayed.

Employee Detail	s of Company/G	roup		
Registration No.	:	*		
Employee Name	:	*	Address	:
Category	-Select-	*	Qualification	:Select *
Registration Certific		No file chosen * Max file Size 1 MB)	Degree /Diploma Certificate	Choose File No file chosen * (pdf file only and Max file Size 1 MB)
				Add More

- User will enter the registration no then the employee information will auto-filled in the respective fields.
- If user wants to add more employee details then click on the **Add more** button.
- Then user will upload the Documents details of company/group like certificate of registration of company/group, resolution regarding authorized signatory and other document.

Certificate of	Choose File No file chosen *	Resolution regarding	Choose File No file chosen *
registration of	(pdf file only and Max file Size 1 MB)	Authorised Signatory	(pdf file only and Max file Size 1 MB)
Company/Group			
Other document	Choose File No file chosen		
	(pdf file only and Max file Size 1 MB)		

User will enter the Address details -

ddress Details				
Correspondence	Address	Permanent Ado	dress 🗌 Same as Corr. Addr	ess
Name	: Mr. •	Name	: Mr. •	
Guardian Name	: S/o •	Guardian Name	: S/o •	T
State	: Himachal Pradesh •	State	: Himachal Pradesh 🔹 *	T
District	:Select *	District	:Select *	t
Tehsil	:Select *	Tehsil	:Select * *	·
Town/Village/Ward	:	Town/Village/Ward	:	·
Address	:	Address	:	
	*		*	T
PIN	:	PIN	:	,

- Enter the Applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Select the State name form the select box.
- Select the District name form the select box.
- Then select the tehsil name, enter town name, address, pin.
- Click on the same as corr. Address check box if both permanent and correspondence address are same.

User will enter the Registration Details -

- Choose the Is registered with the Council of Architecture, New Delhi under the Architects Act, 1972 as YES or No.
  - If Yes, then enter the registration No. and Upload registration certificate.

Registration Details					
Is registered with the Council of Architecture, New Delhi under the Architects Act, 1972           Registration Number         *         Registration Certificate	<ul> <li>Yes No</li> <li>Choose File No file chosen * (pdf file only and Max file Size 1 MB)</li> </ul>				

#### User will enter the Qualification Details -

Qualification Details					
Qualification	:Select	*	Class	: • A () B () C	
Degree /Diploma Certificate	: Choose File No file chosen (pdf file only and Max file Size 1 MB)	* 🕜			

- Select qualification from the select box.
- Then choose the class from the radio button.
- Then Upload the signature.

After entering all required information user will click on the Save As Draft to save the data in the application or can click on the Next button to continue.

- If User will click on Next button then page will redirect to the private professional registration preview page.
- In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.
- In preview page user can view the Payment details for this registration in Payment details section.
- Then user can choose the payment mode from the radio button as Online or Treasury Challan.
- If user chooses Online mode then then click on the declaration check box and click on the Confirm Button.
- If user chooses the Treasury Challan then click on the Generate Challan Link to print the challan.

Treasury Challan		🖨 Print 🛛 🗙			
	T.R.1 CHALLAN				
	(For Treasury Office Use)				
Challan No. :	Challan Date. : 11-Dec-2015				
Tendered By :	(To be Filled in by The Tenderer)				
Particulars : Towards application fee of TCP.					
Amount (Rs.) : 3,015.00 (Rupees) Three Thousand And Fifteen Only					
		of Tenderer)			
(10 De fille) Treasury Code :	in by the departmental officer or the treasury)				
DDO Code :	(On whose behalf the money is tendered)				
Major-Code Sub-M	jor Minor-Code Sub-Head	Amount			
		Rs			
		Rs Rs			
		Rs.			
		Rs.			

• Then click on Save As Draft button page will redirect to Confirm Registration Page showing the registration Fee and reference number.

Home > Pr	ivate Professional Registration	
	Pay registration fee of ₹ 3,015.00 Upload the copy of paid challan using reference number <mark>08201500010</mark>	
	Print Challan 🗲 Back	

- Note down the reference number to update upload copy of challan.
- Then deposit the challan in back and get the copy of challan document.
- Then in website portal click on the Know Your status link the below pop will open.

a, IAS		
ef Secre	Know your application status	×
harma,	Enter Your Application Number Submit	ion
RVICES		

our reference no. in the textbox and click on **Submit** button.

- When user click on Submit button page will redirect to acknowledgment page and then click on fill data button to upload the challan copy.
- Then the registration page will open and click on the update button to update the challan copy.
- User can click on Cancel button to back to previous page.
- Then upload the challan copy and enter the challan no and challan date.
- Then click on the declaration check box and confirm button to confirm your registration.
- When user will click on the Confirm button page will redirect to the confirm page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.
- Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as shown in below.

Private Professional Signir	ר
Email Id :	
Password :	
Login Back	
A <u>Click here</u> to get your password.	

Registered Private professional can give their user Id and password to go to user dashboard as shown below.

	Welcome Sh Registration No. :	. Vikrant Shar <sup>B-371</sup>	ma (Architec	ts)	Nev	v Application	Regist	tration Deta	ils 🔺 🧿
orm lo.	:Select		oply :		Approve Date	:		<b>**</b>	Show
	Applicant Name	Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details	Action
a la	Ishwari Nand	Form - 12	02201500027		Draft	View	58		Show
ê.	Shanti Devi	Form - 12	02201500021	1,787.00	Pending at Planning Officer,	View	100	Show	
	Vidhya Devi	Form - 12	02201500018	1,613.00	Pending at Planning Officer,	View	100	Show	
P	Shobu Ram	Form - 26	04201500006	4,648.00	Pending at Planning Officer,	View	100	Show	
9,	Uma Devi	Form - 12	02201500006	1,860.00	Draft	View	66		Show
	Joginder Singh	Form - 12	02201500005	16,763.00	Pending at Planning Officer,	View	100	Show	
	Sh. Vikrant Sharma	Appendix - 10	08201500612			View	0	Show	

## 1.3 Appendix-1

#### 1.3.1 Apply Appendix-1

The registered user after login into his/her account can view the dashboard of the same where he/she gets option to apply for new applications as shown above. Click the New Application button-

*	About Us	Planning Regulation	Colonies/ Apartments	Notifications/ Orders	Media	Act & Rule	Development Plan
<b>a</b>	> Form List						Welcome Sh. Vikrant Sharma
		Icome Sh. Vik	rant Sharma	(Architects)			Registration Details
	<mark>ppendix-1</mark> ularization of	Deviations and Un-autho	rized Constructions (Impo	rtant instructions 2)			Apply
	orm - 11 — m of applicati	on for permission of sub-	division / development of la	and. (See Rule 16(1))			Apply
	orm - 12 — m of applicati	on for permission of Deve	lopment of Land / Constru	ction of Building. (See Rule	16(1))		Apply
	orm - 16 — m of Applicati	on for Appeal. (See Rule 2	2)				Apply
	orm - 26 — m Application	for composition of offen	es under section 39-C reac	d with sub-section (3) of sec	ction (See F	Rule 35(1))	Apply

For applying for Regularization of Deviations and Un-authorized Constructions, click the Apply option for Appendix-1-

Hierarchy Details Of A				(*) Indicates Mandatory Field	
incluicity because of the	rea				
District	-Select	Notified Ar	ea : -Select-	*	
Name of Village/town	-Select-				
Applicant Information					
Applicant Name *	Guardian Na	ime *	Mobile No +	Add / Delete	
Mr. •	5/O, *		*91	•	
Contact Information			transfer to the second s		
Email ID		<ul> <li>Upload Ap Photo</li> </ul>			
Alternate Number				Upload	
51 00 IN					
Postal Address				ne as Postal Address	
	Mr	- Nome	Nice -	-	
	570 •	Guardian M			
		* State	Elimachal Pradest		
		District	Select_		
	-Select *	• Tehsii	: _Select_	* *	
Town/village/Ward :		* Town/Villa	serWard =		
Address :		Address			
PIN		PIN			
Upload sanction letter Upload Sanctioned Plan Date of Sanction			Choose File No (pdf/zip file only and MB) Choose File No (pdf/zip file only and 30 MB)	Max file Size 5	
Whether applicant's building	ig was retained in previous Ret	tention Policies.	: 🔘 Yes 💌 No		
Features of present pla	an being submitted sho	wing deviations and u	nauthorized constructions	5.	
Mauza		* Khata/Khat	auni No.		
Pargana :		Latitude/Lo	ingitude		
Khasra No :		Area (sq.m		+ <b>O</b>	
Description of Building :	-Select-	Property Ty	vpe : O Govt.  Privat	e	
Details of Deviations					
Total Plot Area (sq.m)		• Maximum	Permissible :		
		Area (sq.m	L3		
Open Area/Area under <sup>1</sup> Set Backs (sq.mt.)		Permissible	FAR		
Total Permissible built : up area		No. of stor Permissible			
No. of Blocks		÷.			
Remarks :					
043	aximum 500 characters				

In the Hierarchy Details of Area column-

 Hierarchy Details Of	Area				
District :	Select	<b>▼</b> ★	Notified Area	:Select	*
Name of Village/town :	Select	▼ *			

• Select the name of the District, Notified Area and Name of Village/town from the respective drop down lists.

In the Application Information column-

Applicant Information			
Applicant Name *	Guardian Name *	Mobile No *	Add / Delete
Mr. •	S/O. •	+91	0

- Enter the Applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Enter the Mobile Number in the space provided.
- Click the Add/Delete option either to add or remove the applicant information accordingly.

In the Contact Information column-

Email ID	:	*	Upload Applicant Photo	:
Alternate Number	:			Upload *
Postal Address			Permanent Add	ress Same as Postal Address
Name	: Mr. •	*	Name	: Mr. •
Guardian Name	: S/o •	*	Guardian Name	: S/o •
State	: Himachal Pradesh	▼ ★	State	Himachal Pradesh •
District	:Select	* *	District	:Select • •
Tehsil	:Select	*	Tehsil	:Select 🔻 *
Town/Village/Ward	:	*	Town/Village/Ward	*
Address	:		Address	:
		*		*
PIN	:		PIN	:

- Enter Email ID and Alternate Number of the employee in the respective textboxes provided.
- Upload profile photoof the employee.

In the Postal Address section-

- Enter the applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Select the State name form the select box.
- Select the District name form the select box.
- Then select the tehsil name, enter town name, address, pin.
- Click on the same as corr. Address check box if both permanent and correspondence address are same.

Vhether belongs to Below Poverty Line(BPL) or Economically Weaker Sections(EWS)	: 🔵 Yes 💿 No
Vhether the permission for building construction was taken earlier	: • Yes O No
Name of the Person in whose name earlier plan was sanctioned	:
Jpload sanction letter	Choose File No file chosen * (pdf/zip file only and Max file Size 5
Jpload Sanctioned Plan	MB) : Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)
Date of Sanction	:
Whether applicant's building was retained in previous Retention Policies.	: 🔵 Yes 💿 No

- Choose Yes or No whether belongs to BPL or EWS.
- Choose Yes or No whether having permission for building construction.
- Enter the name of the person in whose name earlier plan was sanctioned.
- Upload the sanction letter and Sanction Plan.
- Select the Date of Sanction.
- Choose Yes or No whether applicant's building was retained previously.

#### In the following section-

Features of present	t plan being submitted sho	owing deviati	ons and unauthor	ized constructions.
Mauza	:	*	Khata/Khatauni No.	:
Pargana	:		Latitude/Longitude	:
Khasra No	:	*	Area (sq.m)	:
Description of Building Use	:Select-	▼ *	Property Type	: 🔵 Govt. 💿 Private

- Enter the name of the Mauza, Khata, Pargana in the respective textboxes.
- Select the Latitude/Longitude dimension.
- Enter the Khasra No. and the total Area.
- Select the Description of Building Use
- Choose the Property Type, either Govt. or Private.

#### In the Details of Deviation column-

Details of Deviation	าร	
Total Plot Area (sq.m)	*	Maximum Permissible: 1100 * Area (sq.mt.)
Open Area/Area under Set Backs (sq.mt.)	: 100	Permissible FAR : 1000
Total Permissible built up area	: 1200000	No. of storeys : 1090.91 Permissible
No. of Blocks	*	
Remarks	:	
	Maximum 500 characters	

- The Total Plot Area is displayed as per the area entered.
- Enter the figure for the Maximum Permissible Area.
- Accordingly, the Open Area is calculated.
- Enter the Permissible FAR figure for construction.
- Accordingly, the Total Permissible built up area is calculated along with No. of storeys Permissible.
- Enter the No. of Bocks to be built.
- Enter the requisite Remarks for the deviations.

#### For Plot Details-

lot D	etails			
	ner Change of 🥂 💽 Yes 🔵 No use Involved	Type of CLU	J Involved : For change of Land Use from	Ŧ
SI#	Plot No.*	Plot Area*	Type of land Development*	Add More
1			Select	0

- Choose Yes or No whether change of land use is involved or not.
- If Yes-
  - Select the type of CU involved-
    - Enter the plot details such as Plot No., Plot Area selecting the Type of land Development.
  - Here the user can either Add or remove the records.

After entering all required information user will click on the Save As Draft to save the data in the application or can click on the Next button to continue.

• If User will click on Next button then page will redirect to the document upload screen-

Documents	🗢 👳 🕈 Indicates Mandatory Field
est Jamabandi Document	: Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)
tima Document	: Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)
tructure Stability Certificate	: Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)
atest Photograph of site with date	: Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)
ffidavit to the effect that building has been constructed on own land	Choose File No file chosen * (pdf/zip file only and Max file Size
OC of Competent authority to the effect that no litigation in pending in respect of such eveloping /building abutting National Highways/ State Highways /Scheduled Road or land wned by Railways of Civil Aviation.	: Choose File No file chosen (pdf/zip file only and Max file Size 30 MB)
resent Location Plan	: Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)
resent Site Plan	: Choose File No file chosen * (pdf/zip file only and Max file Size 30 MB)
roposed Consolidated Map1	: Choose File No file chosen * • (pdf file only and Max file Size 30 MB)
/eather area falls in Green area/Heritage prior to the act Dated 07-12-2000/22-08-2002	: 🔿 Yes 💿 No 🔮
eather land/building falls within HIMUDA Colonies where such colonies are maintained by LB's	: 🔵 Yes 💿 No
/eather applicant has already availed relaxation/exemption under various retention policies	: 🔿 Yes 💿 No
leather Proposed site falls in park, sewerage or other facility under approved plotting.	: 🔿 Yes 💿 No
/eather the parking floor is converted into any other use	: 🔿 Yes 💿 No
/eather there is any encroachment upon Government land	: 🔿 Yes 💿 No
/eather proposed site falls in HFL	: 🔿 Yes 💿 No
pload signature of applicant	
Choose File No file chosen pg.jpeg.png.gif file only and Max te Size 1 MB)	
← Prev Save As Draft Finish → Res	t

- Upload the land related documents such as latest jamabadi document, tatima document, structure stability document, etc. in the respective fields.
- Click the Choose File option to upload the Signature of the employee.
- Click the Save as Draft option to save the document in the draft mode.
- Click Finish to finish entering data.

- On doing so, the user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.
- In preview page user can view the Payment details for this registration in Payment details section.
- Then user can choose the payment mode from the radio button as Online or Treasury Challan.
- If user chooses Online mode then then click on the declaration check box and click on the Confirm Button.
- If user chooses the Treasury Challan then click on the Generate Challan Link to print the challan.

Treasury Challan	🖨 Print	×
	T.R.1 CHALLAN	
	(For Treasury Office Use)	
Challan No. :	Challan Date. : 11-Dec-2015	
	'o be Filled in by The Tenderer)	
Tendered By : Particulars : Towards application fee of		
Amount (Rs.) : 3,015.00	(Rupees) Three Thousand And Fifteen Only	
	(Signature of Tenderer)	
Tragging Code	by the departmental officer or the treasury)	
DDO Code :	(On whose behalf the money is tendered)	
Major-Code Sub-Maj	r Minor-Code Sub-Head Amount Rs.	
	Ks Rs	
	Rs.	
	Rs.	
	Rs	

• Then click on Save As Draft button page will redirect to Confirm Registration Page showing the registration Fee and reference number.

Home 🔸 Private Professional Reį	gistration	
Upload	Pay registration fee of ₹ 3,015.00 I the copy of paid challan using reference number <mark>08201500010</mark>	
	Print Challan 🗲 Back	

- Note down the reference number to update upload copy of challan.
- Then deposit the challan in back and get the copy of challan document.
- Then in website portal click on the Know Your status link the below pop will open.

a, IAS		
ef Secre	Know your application status	×
harma,	Enter Your Application Number Submit	ion
RVICE:		(OUR STAT

0

ur reference no. in the textbox and click on **Submit** button.

- When user click on Submit button page will redirect to acknowledgment page and then click on fill data button to upload the challan copy.
- Then the registration page will open and click on the update button to update the challan copy.
- User can click on Cancel button to back to previous page.
- Then upload the challan copy and enter the challan no and challan date.
- Then click on the declaration check box and confirm button to confirm your registration.
- When user will click on the Confirm button page will redirect to the confirm page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.
- Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as shown in below.

Private Professional Signin
Email Id :
Password :
Login Back
A <u>Click here</u> to get your password.

Registered Private professional can give their user Id and password to go to user dashboard as shown below.

	Welcome Sh Registration No. :	. Vikrant Sharı <sup>B-371</sup>	ma (Architec	ts)	New	Application	Regist	tration Deta	ils 🔺 🧿
Form No.	:Select	▼ Ap Da	oply :		Approve Date	:		<b>**</b>	Show
	Applicant Name	Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details	Action
The second secon	Ishwari Nand	Form - 12	02201500027		Draft	View	58		Show
Q.	Shanti Devi	Form - 12	02201500021	1,787.00	Pending at Planning Officer,	View	100	Show	
Ø.	Vidhya Devi	Form - 12	02201500018	1,613.00	Pending at Planning Officer,	View	100	Show	
P	Shobu Ram	Form - 26	04201500006	4,648.00	Pending at Planning Officer,	View	100	Show	
9,	Uma Devi	Form - 12	02201500006	1,860.00	Draft	View	66		Show
	Joginder Singh	Form - 12	02201500005	16,763.00	Pending at Planning Officer,	View	100	Show	
	Sh. Vikrant Sharma	Appendix - 10	08201500612			View	0	Show	

## 1.4 Form-11

## 1.4.1 Apply Form-11

The purpose of applying this form is to get permission of sub-Division/development of land. When User click on Others section Apply Online button it will redirect to form list.

Home > Form List	
- Form - 11	
Form of application for permission of sub-division / development of land. (See Rule 16(1))	Apply
Form - 12	
Form of application for permission of Development of Land / Construction of Building. (See Rule 16(1))	Apply
Form - 16	
Form of Application for Appeal. (See Rule 22)	Apply
Form - 26	
Form Application for composition of offences under section 39-C read with sub-section (3) of section (See Rule 35(1))	Apply
Form - 35	
Application for certificate of registration as Estate Agent. (See Rule 41(1))	Apply

Here click the Apply option for Form-11

This form can be applied by registered private professional from their dashboard and click on **New application button** and then Apply button of form-11.

Applicant Information	Private Profession	al Information	Checklist to be filled Do	cuments	📲 🦉 (*) Indicates Mandatory Field	_
Land Area Details						
District	:Select	*	Notified Area	:Select	*	
Name of Village	Select	*				
Applicant Informa	tion					
Applicant Name *		Father/Husbar	nd Name *	Mobile Number *	Add / Delete	
Mr. •		Mr. •		+91	•	
Contact Informatio	on					
Email ID	:	*	Upload Photo	:	*	
Alternate Number	:				Upload	
Correspondence	Address		Permanent	Address	Same as Corr. Address	
Name	: Mr. 🔻	*	Name	: Mr. •	*	
Guardian Name	: S/o •	*	Guardian Nam	ie : S/o 🔻	*	
State	Himachal Prades	h •	State	: Himachal Pra	desh 🔻 *	
District	:Select	* *	District	:Select	*	
Tehsil	Select	*	Tehsil	:Select	*	
Town/Village/Ward	:	*	Town/Village/V	Vard :	*	
Address	:		Address	:		
		*			*	
PIN	:	*	PIN	:	*	
Description of Lan	d Proposed for S	ubdivision/D	evelopment of Land			
Revenue Village/Moha	1:	*	Khata No	:		
Khatuni No	:		Latitude/Longi	tude :	<b>Ŷ</b>	
Khasra No	:	*	Area (sq.m)	:	* 0	
Total Plot Area(sq.m)	:	*	No. of Plot	:	*	
Property Type	: 🔵 Govt. 💿 Priva	te	Use Type	:Select-	*	
Land Purpose	:Select	v				

In the Land Area Details column-

• Select district from the drop down box.

- Select Area type from the drop down box.
- Select Notified area from the drop down box.
- Select Name of Village from the drop down box.

In the Applicant information column -

- Enter applicant name in the text box.
- Enter father/husband name in the text box.
- Enter mobile no in the text box.
- If want to add more details then click on add more button.

User will enter the Contact information like -

• Upload profile photo, enter alternate mobile no, email id.

User will enter the Address details -

- Enter the Applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Select the State name form the select box.
- Select the District name form the select box.
- Then select the tehsil name, enter town name, address, pin.
- Click on the same as corr. Address check box if both permanent and correspondence address are same.

User will enter the Description of land proposed for sub-Division/development of land information:

and Purpose :	For change of Lanc	Use fror 🔻			
Property Type :	🔵 Govt. 💿 Private		Use Type	: Commercial	*
otal Plot Area(sq.m) :	2100	*	No. of Plot	: 1	*
Khasra No :	232	*	Area (sq.m)	: 2100	* 🖸
Khatuni No :	123		Latitude/Longitude	:	<b>?</b>
Revenue Village/Mohal:	12	*	Khata No	: 23	

- Enter the Revenue Village name.
- Enter the Khata No, Khatuni Noand Khasra No. in the respective textboxes.
- Select the Latitude/Longitude dimension.
- Enter the total Area.
- The Total Plot Area is calculated.
- Enter the figure for the number of plots.
- Choose the Property Type, either Govt. or Private.
- Select the Use Type of the respective land.
- Select the Land Purpose from the list provided.
- Enter the plot details such as Plot No., Plot Area selecting the Type of land Development.
  - $\circ$   $\;$  Here the user can either Add or remove the records.

There are three enable button Save As Draft, Next, Reset.

- User can click on Save As draft to save the data in application and your application is in draft stage.
- Click on reset button to clear all data's.
- User can click on Next button to Continue the application.

On doing so, the user is redirected to the following screen-

Applicant Information	Private Professional Information	Checklist to be filled	Documents	< 暋(*) Indicates M	andatory Field
Private Professiona	l Information				
Registration No.	:	* 🛛 Name	:		*
Class	: • A () B () C	Plan Subi	mission Date : 28-06-2016	<b></b>	
Address	:				
	Maximum 250 characters				*
Oocuments / Maps					
Jamabandi Document	Choose File No file chosen (pdf/zip file only and Max file Size 30 MB)	* Conveyar 🕜		File No file chosen	0
Demarcation report	Choose File No file chosen (pdf/zip file only and Max file Size 30 MB)	Tatima D		File No file chosen	*0
Location Plan	(pdf/zip file only and Max file Size 30 MB)	Site Plan	· · · · · · · · · · · · · · · · · · ·	ile No file chosen	*0
Proposed consolidated map	Choose File No file chosen (pdf/zip file only and Max file Size 30 MB)	*0			

In this section user will enter the Private professional information:

- Enter the registration No. in the text box then all other information will be auto-filled.
- User will upload different documents like Jamabandi document, conveyance deed etc.
- There are three enable button Save As Draft, Next, Reset.
- User can click on Save As draft to save the data in application and your application is in draft stage.
- Click on reset button to clear all data's.

Click the Next button to get redirected to the Checklist page-

ne	cklist to be filled				
1#	Description	As per regulations	As proposed	Remarks	Relaxation
1	Total Area of land (Sq. m.)	200 (Maximum)	200		
2	Ownership & Revenue documents	Required	<ul> <li>Submitted</li> <li>Not Submitted</li> </ul>		
3	Width of Path				
	Width of Vehicular access	5 (Minimum)			
4	Area for Basic Ammenties				
	Minimum Area of Soakpit	400.00 (Minimum)			
5	Distance from Motorable Road (Give name of road)	з			
6	Width of existing path/road to the proposed land	45 (Maximum)			
7	Gradient of plot (Degree)	45 (Minimum)			
	Tank		17	[]	
9	Whether proposed site is located nearby ASI Protected monument Yes    No	(Upload NOC from the competent authority)	Choose file Nosen (pdf/zip file only and Max file Size 10 MB)		
10	Whether any HT/LT Line, crossing over the proposed land Yes \() No	(Upload NOC from HPSEB)	Choose file Nosen (pdf/zip file only and Max file Size 10 MB)		
11	Whether trees are standing on plot	4 (Maximum)			
	No. of trees	100 (Maximum)			
	Distance of tree from proposed development if not to be cut Whether Permission of Competent authority for cutting of trees	(Upload NOC from Forest Department)	Choose file No Scn (pdf/zip file only and Max file Size 10 MB)		
	Whether plot is Abutting to Forest Boundary Yes No Distance from Forest Boundary	200 (Minimum)			
12	Whether plot is Directly abutting with National Highway/State Highway/Bye- pass/other H.P. Public Department Schedule road	(Upload NOC from the competent authority along with Site plan)	Choose file Nosen (pdf/zip file only and Max file Size 10 MB)		
13	Whether proposed plot is abutting to natural drainage	100 (Minimum)			
	Yes No     Distance from Nullah	200 (Maximum)			
	Distance from Khud		1		
14	Whether any Pipeline/Sewerage line crossing or passing through the plot ves O No	(Upload NOC from the competent authority)	Choose file Nosen (pdf/zip file only and Max file Size 10 MB)		
15	Any other information				

In this section fill the checklist data as per the regulations. Then click on the Next button to view the following Document upload screen-

oplicant Information Private Professional Information Check	klist to be filled Documents < 🦉 (*) indicates mandatory field
her Documents	
ny other NOC if required	: Choose file No file chosen (pdf/zip file only and Max file Size 10 MB)
ffidavit regarding Surrender of Path if required	: Choose file No file chosen (pdf/zip file only and Max file Size 10 MB)
ny other Affidavit if required	: Choose file No file chosen (pdf/zip file only and Max file Size 10 MB)
Veather Agriculturist Himachali	: • Yes 🔿 No
bload Signature	
	: • Yes O No

In this section, the user will upload different documents like any other NOC if required, affidavit regarding surrender of path etc.

Upload the signature of the employee.

After entering all required information user will click on the Save As Draft to save the data in the

application and in draft mode or can click on the Finish button to continue.

• If User will click on Finish button then page will redirect to the form-11 preview page shown below.

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- In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.

- Then click on the declaration check box and confirm button to confirm your application.
- When user will click on the Confirm button page will redirect to the confirm page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.
- Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as discussed in Appendix-10.
- Now user can know the approval status of your application using the reference number.

Reference No.	:	01201501517						
Applicant Name	:	Test						
Mobile No.	:	9878787300	Email Id	:	test55@gmail.com			
Form Name	:	form11	Applied on	:	14-Dec-2015			
Address	:	Town/village : Test,	Tehsil : Shimla1, Dist : Shir	mla, Sta	te : Himachal Pradesh			
Notified Area	:	Shimla	Area Type	:	Planning Area	District	:	Shimla

Your application has been approved Your user credential has been send to your mail. Login your account to pay the application fee of ₹ 30,150.00 only.

• For knowing the application fee, login to account and make the payment.

Home > Dashboard				
Welcome Test		New Application	Registration Details	<b>A</b> []
	Your application had been appro	oved		
	Pay your application fee.	oveu.		
	Click here to pay			

After login to the account the above page will be shown.

Then click on **Click here to pay** button to pay the application fee. Then the page will redirect to make payment screen-

beyound the	e limits as specific velopment of lar	Histion under sub-section (2) of fied under section 30-A) of the 10.	Himachal Pradesh	Town and Country I	Planning Act. 1	977 CALL NO. 1	2 of 1977) for sub-	
	Information							
Applicant	- Marrie	Father nan	ne Me	ibile No.		-		
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Email ID		1. testsseaman.com				100.00	P	
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hecklist								
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		evenue documents	200 (Maximum) Required	200 Submitte				
	width of Path							
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		Motorable Road	3	2				
		g pathwood to the proposed	45 (Maximum)	14.05				
		in water Harvesting Tank	1.0	npetent (				
	Protected monu	ad site is located nearby ASI ment	NOC from the con authority					
10	proposed land	T/LT Line crossing over the	NOC FOR HPSEB					
	Whether trees a	re standing on plot	A Children Handerson					
	No. of trees	a freides destationent	100 (Maximum)	+				
		r from proposed not to be cut						
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1.0	Whether prope	used plot is abuilting to natural						
	Distance from h	iutan	100 (Minimum)	100				
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- In this page the form preview will be displayed and then go to make payment section. Here the payment details will be shown, then choose the payment mode.
- Then user can choose the payment mode from the radio button as Online or Treasury Challan.
- If user chooses Online mode then then click on the declaration check box and click on the Confirm Button.
- If user chooses the Treasury Challan then click on the Generate Challan Link to print the challan.
- Then go to the bank and deposit the Challan.
- Then again login account and click on the Click here to pay button to update the challan copy.
- User can click on back button to back to previous page.
- Then upload the challan copy and enter the challan no and challan date.
- Then click on the declaration check box and confirm button to confirm your payment.
- Then click on the Confirm button wherein the user will be redirected to the confirm payment page with the confirmation message shown below.

Payment Confirmation		
rayment committation		
	Your amount of <b>₹ 30,150.00</b> have successfully paid.	

Then click on Go to Dashboard button to back to dashboard page shown below.

🚯 > Dashb	oard						
<b>Welco</b>	ome Test			Nev	v Application Re	egistration Det	ails 🔺 🚺
Form : [ No.	Select •	Apply : Date	Ĕ	Approve Date	:	Ĕ	Action Apply Appeal
Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details	Re-Apply
Form - 11	01201501517	30,150.00	Paid	View	(100)	Show	Show

From this dashboard user can click on **Apply Appeal** button for applying form-16.

## 1.5 Form-12

## 1.5.1 Apply Form-12

The purpose of applying this form is to get permission of development of land/construction of building.

Home > Form List	
Form - 11	
Form of application for permission of sub-division / development of land. (See Rule 16(1))	Apply
Form - 12	
Form of application for permission of Development of Land / Construction of Building. (See Rule 16(1))	Apply
Form - 26	
Form Application for composition of offences under section 39-C read with sub-section (3) of section (See Rule 35(1))	Apply
Form - 35	
Application for certificate of registration as Estate Agent. (See Rule 41(1))	Apply
Form - 57	
Apartment Branch For Issuance Of Essentiality Certificate And License (See Rule 66)	Apply

User click on Others section Apply Online button it will redirect to form list.

User can click on **Apply button** of Form-12 and page will redirect to form-12 page shown below. This form can be applied by registered private professional from their dashboard and click on **New application button** and then **Apply button** of form-12.

When citizen/ registered private professional click on **Apply button** of Form-12 the below page will shown.

Applic	ant Information	Private Professional Information			Checklist to	Checklist to be filled Documents			😁 👼(*) indicates mandatory fi			
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Name	e of Area	Shimla										
	cant Informatio	on									Add / Delete	
Mr.	• Test			Guardian Na	me - Test		Mobile	9877777		-		
MIL.	•    Test			MIL.	1655		491	20111111				
Conta	act Information	1										
Email ID		tedr11@	rr.II		*	Upload Photo		0				
Alterr	hate Number									pload		
Corr	espondence A	ddress				Permanen	t Addres	35	💌 Same a	s Corr. Ai	ddress	
Name	2	Mr. •	Test		+	Name		Mr. •	Test		*	
Guar	dian Name	5/0 •	Test		*	Guardian Nan	ne	S/0 ¥	Test		*	
State		Elimachal Pradesh			*	State	7	Himach	al Pradesh	,		
Distri	ct	Shimla			*	District		Shimla			• •	
Tehsi	1	Shimla1			*	Tehsil		Shimla1		,	• •	
		Test			*	Town/Village/Ward		Test				
Addre		: Test				Address :				÷.		
a set of					*							
PIN	:	: 222222			*	PIN		222222			+	
Descr	iption of land	propose	d for De	velopment	t of Land/Co	onstruction of	of Buildi	ng				
Rever	nue Village/Mohal	Test			*	Khata No	9	R11			1	
Khatu	ini No	F11f11				Latitude/Long	itude			•		
Khasi	ra No	F11f12			*	Area (sq.m)		200		* •		
	· · · · · · · · · · · · · · · · · · ·					Approved		مندى مدارى				
Case	Reference No.	R11						1			-	
			relal			Maximum Permissible -				_		
Abbit	ed land use	Comme	Cal			Ground Cover Sq.mt.)		200				
Categ	tory	For Buil	ding Oper	ation 🔹	*	Property Type	i i	🔿 Govt.	Private			
Desci	ription	gigjh		•	*							
Built	ip Area											
		1			*							
Block		5			1							
SI#	Floor Type *	Floor	Area Sq. n	n. <b>*</b>	Land Use Type		Parking	Area *	Exe	emption	Add More	
1	Ground Floor	• 200			Commercial	•	200				•	
Plot D	Details											
Whet		• Yes (	⊃ No			Type of CLU I	volved	For char	nge of Land U	ise froi	•	
SI#	Plot No.*			Plot Area*		Type of I			e of land Development*			
	1	6		200		Comme					0	

For permission of development of land/construction of building will enter the following information:

User will enter the Hierarchy Details Of Area -

- Select district from the drop down box.
- Select Area type from the drop down box.
- Select Notified area from the drop down box.
- Select Name of Village from the drop down box.

User will enter the Applicant information like -

- Enter applicant name in the text box.
- Enter father/husband name in the text box.
- Enter mobile no in the text box.
- If want to add more details then click on add more button.

User will enter the Contact information like -

• Upload profile photo, enter alternate mobile no, email id.

User will enter the Address details -

- Enter the Applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Select the State name form the select box.
- Select the District name form the select box.
- Then select the tehsil name, enter town name, address, pin.
- Click on the same as corr. Address check box if both permanent and correspondence address are same.

User will enter the **Description of land proposed for development of land/construction of building** information:

- Enter Revenue village name, khata No, khatuni No etc.
- Enter Khasara No., Area and if want to add more then click on add more button.
- Like this enter all the required information.

User will enter the **Built Up Area** information:

- Enter the no. of block in the text box.
- When user enter a number in the block that no.of block will shown.
- Then enter the required block details like floor type, floor area, land use type, parking area etc.

User will enter the **Plot Details** information:

- Choose whether change of land use involved as Yes or No from the radio button.
- If chooses Yes then select type of CLU involved from the select box.
- Then enter the Plot details as plot no, plot area, type of land development.
- If want to add more plot details then click on add more button.

User can click on Save As draft to save the data in application and your application is in draft stage.

Click on reset button to clear all data.

User can click on Next button to **Continue** the application.

Registration No.	: R031509010002	*	Name	Bhjhgjh	
Class	: • A		Plan Submission Date	: 15-12-2015	<b>#</b>
Address	: F, Town/Village-Fg, Dist-Shimla,	State-Himachal	Pradesh, PIN-988777		*
ocuments / Maps	;				
Jamabandi Document	: Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	*	Conveyance deed	(pdf/zip file only and Max file 30 MB)	
Demarcation report	: Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	*	Tatima Document	(pdf/zip file only and Max file 30 MB)	-
Location Plan	: Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	*	Site Plan	(pdf/zip file only and Max file 30 MB)	-
Proposed consolidated map	: Choose file No file chosen ✓ (pdf/zip file only and Max file Size 30 MB)	*			

If user will click on Next Button the below Page will displayed.

In this section user will enter the Private professional information:

- Enter the registration No. in the text box then all other information will be auto-filled.
- User will upload different documents like Jamabandi document, conveyance deed etc.
- There are three enable button Save As Draft, Next, Reset.
- User can click on Save As draft to save the data in application and your application is in draft stage.
- Click on reset button to clear all data.
- User can click on Next button to Continue the application.
- If user will click on Next Button the below Page will displayed.

	nd the limits as specified under section 3 opment of Land / Construction of Buildir			
	icant Information Private Professional	Information Checklist to	be filled Documents	<ul> <li>         要(*) indicates mandatory fi     </li> </ul>
he si#	cklist to be filled	As per regulations	As proposed	Remarks Relaxatio
1	Type of Area	Core Nest-Core Restricted Green Heritage Sinking Siiding Other	Core     Non-Core     Restricted     Green     Heritage     Sinking     Silding	
2	Total Plot Area (in Sq.Mt.)	400 (Minimum)	O Other	
з	Ownership & Revenue documents	Required	Submitted	
4	Land-use	200	Not Submitted 200	
5	F.A.R. Built up area(in Sq.Mt.)	2.5	1.00	
0		200	200	
~	Set Backs			
	Front	100 (Maximum)	100	
	Rear	200 (Maximum)	100	
	Left Side	200 (Maximum)	100	
	Right Side	200 (Maximum)		
8	Number of story's	5	100	
9		3	5	
9	Road/path existing at site Existing at site	400 (Maximum)	300	
	Shown in Tatima	Required	<ul> <li>Submitted</li> </ul>	
	· · · · · · · · · · · · · · · · · · ·		O Not Submitted	
11	Whether any HT/LT Line, crossing over the proposed land Yes No	(Upload NOC from HPSEB)	(pdf/zip file only and Max file Size 10 MB)	
12	Whether proposed site is located nearby ASI Protected monument	(Upload NOC from the	Choose file Nosen	
13	Yes No     Whether proposed Plan is located	competent authority)	(pdf/zip file only and Max file Size 10 MB) Choose file Nosen	
	nearby HFL • Yes No	(Upload NOC from the competent authority)	(pdf/zip file only and Max file Size 10 MB)	
14	Whether trees are standing on plot • Yes No	nii	Nil	
	No. of trees	200 (Maximum)	200	
	Distance of tree from proposed development if not to be cut Whether Permission of Competent authority for cutting of trees	(Upload NOC from Forest Department)	Choose file Nosen (pdf/zip file only and Max file Size 10 MB)	
	Whether plot is Abutting to Forest Boundary	200 (Minimum)	200	
. >	Yes No     Distance from Forest Boundary     Material States and the second states of the second states and states a	(Upload NOC from the competent authority along with Site plan)	(pdf/zip file only and Max file Size 10 MB)	
16	Whether proposed plot is abutting to natural drainage	100 (Minimum)		
	Yes No Distance from Nullah	200 (Minimum)	200	
	Distance from Khud			
17	Whether any Pipeline/Sewerage line crossing or passing through the plot	(Upload NOC from the competent authority)	Choose file Nosen (pdf/zip file only and Max file Size 10 MB)	
18	Provision of Solar Passive Building	200	Size 10 MB)	
19	Provision of barrier free access for	200	200	
20	persons with disability Whether the Proposed Plan is above	View	200	
	the road level on Valley Side. • Yes No			
21	Whether proposed Plan is located in Sinking and Sliding area Yes No		Choose file Nosen (pdf/zip file only and Max file Size 10 MB)	
22	Rain water harvesting tank provision	200	200	
23	Structural Stability Certificate	Required	Choose file Nosen (pdf/zip file only and Max file Size 10 MB)	
24	Number of Dwelling Units	5	5	
25	General requirements Slope of land(Degree)	100 (Maximum)	100	
	Height of parking floor(Meter)	100	100	
	Height of slopping roof(Meter)	100 (Maximum)	100	
	Height of floor(Meter)	100 (Maximum)	100	
	Height of building(Meter)	100 (Minimum)		
			100	
	Maximum hill cut(Meter)	100	100	
	Distance between two blocks(Meter)	100 (Minimum)	100	
	Plinth height(Meter)	100 (Minimum)	100	
	Height of Service floor(Meter)	100		
	Equivalent car Space (Meter)	100		
	Buildable width(Meter)	100 (Minimum)	100	
26	Photograph's of site	Required	Choose file Nosen	
			(pdf.jpg.jpeg.png file only and Max file Size 10 MB)	

In this section fill the checklist data as per the regulations. Then click on the Next button the below screen will displayed.

oplicant Information	Private Professional Information	Checklist to be filled	Documents	+	<b>祭</b> (*) indicates mandatory field
ther Documents					
NOC from HPPCB in ca	se of Industry		: Choose file No (pdf/zip file only and 10 MB)		
Registration Certificate	from industry Department in case of	industry	: Choose file No (pdf/zip file only and 10 MB)		
ny other NOC if requi	red		: Choose file No (pdf/zip file only and 10 MB)		
ffidavit regarding Surr	render of Path if required		: Choose file No (pdf/zip file only and 10 MB)		
ny other Affidavit if re	quired		: Choose file No (pdf/zip file only and 10 MB)		
Veather Agriculturist H	imachali		: • Yes 🔿 No		
oload Signature					
Choose file No file pg.jpeg,png,gif file only ile Size 1 MB)					

In this section user will upload different documents like NOC from HPPCB, any other NOC if required etc. Then upload the signature.

After entering all required information user will click on the Save As Draft to save the data in the application and in draft mode or can click on the Finish button to continue.

If User will click on Finish button then page will redirect to the form-12 preview page shown below.

	ant information	and.	r section (2) of section 15-A ( 135-A) of the Printerhal Prat	and Country Place	ALL THAT ALL AL	and the starting of the
SLA	Applicant N Mr. Test	lamine -	Father Name	Mobile No.		Card D
	nate Pan		Lesdy h 1 abrill 1			
	ss Details					
Peterre	rspondence Address ie idion Nome		nia'	Permanent Address. Fuame Guardian Naone	- Mr. Twitt	
State Desite		1 PERMAN	mail Pracestin	Share District	Shimachal P	hadesh
Ten	nige sil novelage/Woard	SPORTO	a. 195	Tetrali Toemonilage/Avand	Strandard Tent	
A-13-01	cars	i test		Address	1000	
ISCH	iption of land pr	oposed for Dev	relopment of Land/Cor	nstruction of Building		
	nue village/Monat	Tenta Children		Refeatur foio	1.0113	
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Area (Sq. m) Whether Subdivision	2000/065	
case	Reference mo	- # 1 C		Plot No.	1 T	
	and the size	stores		Area Type Name Of Village	Planning Acts	e.
of a set	States President States	200.00		Property Type Applied land use	Commercial	
2-3 m	c.1			Description	elen	
the last	s of Block 1 Floor Type	Floor Area 5	g. m. Land Use			Exemption
	Ground Floor	200.00	Commerce	and 200.00	in the set	Nia
	etails					
_		For change of L	and Use from the original us			
Plot:	Nec.		Plot Area 200:00		of land Developmen	**
wat	e Professional In	formation				
AD THE		C DAVID DAVID		megestration hills	15-12-2015	02
autors a		t. Town/village-1	g. Oist Shimia, State Himach	al Pradest, Ptt-968777		
	nents / Maps	-		Conveyance deel		
	There is a second se			Tatima document Site Plan		
vi.age	owed consolidated					
	list to be filled					
Same -	Description Type of Area		As per regulations Core Nam-Core	As proposed Core	Remarks	Relaxation
			Non-Core Restricted Green			
			Frank Rouger Satohology			
	Total Plot Area on 5		400 Overmano	200.00		
	Comership & Rever		Required	Submitted		
-	Cand-use FAR		200	1.00		
	Bull up areasir Sist	-es.	ndo	200		
₹	Set backs (Sq. m.)					
	Rear		100 Maximumi 200 Maximumi	100		
	sen side Right side		200 (Maximum) 200 (Maximum)	100		
-	Number of story's		5	3		
•	Road/path existing Existing of site	at site	400 ditastrum	800		
10	Shoen in Tatima Parking provision		Required 200	Submitted 200		
11	Valuettuer any HTALT		NOC from the competent	200		
12	Whether proposed meanly ASI Proberts		NGC from the competent authority	-		
13	Whether proposed meaning HFL		NOC from the competent			
2.4	No. of trees	standing on plot	net	1941		
	Distance of tree fro development if not	to be cut	200 (Maximumi)	200		
	Whether Permission authority for cutting	of competent of trees	NGC Promi Forest Department	REC.		
	Whether plot is Abs Boundary					
	Sectance from Fore Whether plot is Day with National High		200 (Manamaurite	200		
	With National High Highway Bye-pace Department Sched	other H.P. Public ule road	NOC from the competent authority accordingly with Site plan			
16	whether proposed to matural drawlage		100 (Skremutru			
	Distance from Null		200 (Meriman)	200		
	Distance from Khu					
1.6	Sinbesting or suitsonig		suthority 200	200		
19	Provision of Solar P Provision of barrier persons with disabi		200	200		
20	Whather the Propo above the roald leve	end Plan to If on Valley Side	Ters			
2.1	whether proposed in Sinking and Slide	Plan is located	Report)			
22	Rom water harvesti		Report) 200	200		
23	Structural Statility of Dealling	Certificate	D 5-			
25	General requireme	nts				
	Slope of landsDepri Height of parking f		100-dutaximumi 100-	100		
	Height of slopping.	rootWeters	100-048480-001	100		
	Height of SoonWet		100 dviaximumi 100 dvinimumi	100		
	Maximum hill cutit	nepera	100 100 (Minimutto	+ 00		
	Distance between t blocks(hieler) Flinth beightdvieter		100 04 00000	100		
	Height of Service fil	oce@Meeers	100	a		
	Experience and the two		100 100 (Minimumu	0 100		
	Photographys of sile		0	-		
	Any other informati Documents					
trat.	ANTI PERMITER SAFER	schemer and Reports		NOC THEM HEPC IS		
240,240	dration Certificate In itment	and anti-strately		Any other NOC		
	her Agriculturist Her	Laschule II	Warms-			
vect	ration					

In this page user can page the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.

Then again the page will redirect to preview page.

Then click on the declaration check box and confirm button to confirm your application. When user will click on the Confirm button page will redirect to the confirm Application page with the confirmation message and reference number.

Ног	me > Confirm Application
	Your application for form12 has been Submitted successfully
	Your Reference number is <mark>02201501516</mark>
	You can know your application status by using this Reference number
	Your Application shall be considered duly submitted from the date of submission of original documents
	← Back

- Now user can know the approval status of your application using the reference number.
- Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as discussed in Appendix-10.
- Now user can know the approval status of your application using the reference number

Reference No.	:	01201501517				
Applicant Name	:	Test				
Mobile No.	:	9878787300	Email Id	: test55@gmail.com		
Form Name	:	form11	Applied on	: 14-Dec-2015		
Address	:	Town/village : Test,	Tehsil : Shimla1, Dist : Shir	mla, State : Himachal Pradesh		
Notified Area		Shimla	Area Type	: Planning Area	District	: Shimla

The user can also know the application fee then login to account and make the payment.

After login to the account the below page will shown.

Home > Dashboard				
Welcome Test		New Application	Registration Details	40
	Your application had been ap			
	Pay your application fee Click here to pay	2.		

Then click on Click here to pay button to pay the application fee. Then the page will redirect to make payment page. Then pay the application fee. It is same as discussed in form-11. Please refer to Form-11 section.

# 1.6 Form-16

### 1.6.1 Apply Form-16

The purposes of applying this form for apply appeal if any notice is send to user.

pplicant Information         Applicant Name       :         Mobile Number       :       +91       98         Email ID       :       Test556         Applicant Status       :       Individ         Correspondence       Address       :       Individ         Guardian Name       :       Mr.       •         Guardian Name       :       S/o       •         State       :       Himaci         District       :       Shimla         Teshsil       :       Shimla         Town/Village/Ward       :       Test         Address       :       Test         PIN       :       988888         ocuments       :       N00402         Order No       :       N00402         Order Document       :       :         Appeal Document       :       :         Ground of appeal       :       :         Ground of appeal       :       :	* 78787300 * Gmail.Com * Ial • f Applicant * Test *	Gender Permanent Add		ndatory field
Application No : 0120150   pplicant Information : Test   Mobile Number : +91 98   Email ID : Test556   Applicant Status : Individ   Correspondence Address : Mr. •   Guardian Name : S/o •   State : Himach   District : Shimla   Town/Village/Ward : Test   Address : Test   PIN : 988888   ocuments : No0402   Order No : N00402   Order Document : Choo   Appeal Document : :   Ground of appeal : :	* 78787300 * Gmail.Com * Ial • f Applicant * Test *		*	
pplicant Information         Applicant Name       :         Mobile Number       :       +91       98         Email ID       :       Test556         Applicant Status       :       Individ         Correspondence       Address       :       Mr.         Guardian Name       :       S/o       .         State       :       Himaci         District       :       Shimla         Town/Village/Ward       :       Test         Address       :       Test         PIN       :       988888         Ocuments       :       NO0402         Order No       :       NO0402         Order Document       :       :         Appeal Document       :       :         Ground of appeal       :       :         Ground of appeal       :       :         :       :       :	* 78787300 * Gmail.Com * Ial • f Applicant * Test *		*	
Applicant Name : Test   Mobile Number : +91 98   Email ID : Test556   Applicant Status : Individ   Correspondence Address : Mr.   Guardian Name : S/o .   State : Himacl   District : Shimla   Town/Village/Ward : Test   Address : Test   PIN : 988888   Ocuments : No0402   Order No : N00402   Order Document : .   Appeal Document : .   Ground of appeal : .	Gmail.Com * aal • * of Applicant *		*	
Mobile Number : +91 98 Email ID : Test556 Applicant Status : Individ Correspondence Address : Name : Mr. • Guardian Name : S/o • State : Himaci District : Shimla Tehsil : Shimla Town/Village/Ward : Test Address : Test PIN : 988888 Ocuments Order No : NO0402 Order No : NO0402 Order Document : Choo (pdf, zip f 10 MB) Ground of appeal : Sou	Gmail.Com * aal • * of Applicant *		*	
Email ID : Test556 Applicant Status : Individ Correspondence Address : Name : Mr. • Guardian Name : S/o • State : Himaci District : Shimla Town/Village/Ward : Test Address : Test Address : Test PIN : 988888 Ocuments Order No : NO0402 Order No : NO0402 Order Document : Choo (pdf, zip f 10 MB) Ground of appeal : Sou	Gmail.Com * aal • * of Applicant *	Permanent Add		
Applicant Status Individ   Correspondence Address Mr.   Name Mr.   Guardian Name S/o   State Himaci   District Shimla   Tehsil Shimla   Town/Village/Ward Test   Address Test   PIN 988888   Ocuments Order No   Order No N00402   Order Document E   Appeal Document E   Ground of appeal E   E E	of Applicant *	Permanent Add		
Correspondence Address Name : Mr. • Guardian Name : S/o • State : Himaci District : Shimla Tehsil : Shimla Town/Village/Ward : Test Address : Test PIN : 988888 Ocuments Order No : NO0402 Order No : NO0402 Order Document : Appeal Document : Choo (pdf, zip f 10 MB) Ground of appeal : Source S	of Applicant *	Permanent Add		
Name : Mr. • Guardian Name : 5/o • State : Himach District : Shimla Town/Village/Ward : Test Address : Test PIN : 988888 Ocuments Order No : NO0402 Order Document : Appeal Document : Appeal Document : Choo (pdf, zip f 10 MB) Ground of appeal : Source : Ground of appeal : Source :	* Test *	Permanent Add		
Guardian Name : 5/o • State : Himacl District : Shimla Town/Village/Ward : Test Address : Test PIN : 988888 Ocuments Order No : NO0402 Order Document : 10 Appeal Document : 10 Appeal Document : 10 Ground of appeal : 980 Ground of appeal : 980 Ground of appeal : 980 Source Source So	*		ress Same as Corr. Addi	ress
State : Himach District : Shimla Tehsil : Shimla Town/Village/Ward : Test Address : Test PIN : 988888 Ocuments Order No : NO0402 Order Document : Appeal Document : Appeal Document : Ground of appeal : Source : Market State (pdf, zip f 10 MB)	Test	Name	: Mr. 🔻 Test	*
District : Shimla Tehsil : Shimla Town/Village/Ward : Test Address : Test PIN : 988888 Ocuments Order No : NO0402 Order Document : Appeal Document : Choo (pdf, zip f 10 MB) Ground of appeal : Source : B I		Guardian Name	S/o ▼ Test	
Tehsil       :       Shimla         Town/Village/Ward       :       Test         Address       :       Test         Address       :       Test         PIN       :       988888         Ocuments       :       N00402         Order No       :       N00402         Order Document       :       Image: Chool of the second s	al Pradesh 🔹 *	State	Himachal Pradesh	*
Town/Village/Ward : Test Address : Test PIN : 988888 Occuments Order No : NO0402 Order Document : Appeal Document : Ground of appeal : Source : B I	*	District	: Shimla 🔹	k
Address : Test PIN : 988888 Ocuments Order No : NO0402 Order Document :  Appeal Document :  Choo (pdf, zip f 10 MB) Ground of appeal :  Sou	▼ *	Tehsil	Shimla1	*
PIN : 988888 Ocuments Order No : NO0402 Order Document : Appeal Document : Ground of appeal : Source B I Choo (pdf, zip f 10 MB)	*	Town/Village/Ward	: Test	k
ocuments         Order No       : NO0402         Order Document       : •         Appeal Document       : •         Ground of appeal       : •         Image: Second seco		Address	: Test	
ocuments         Order No       : NO0402         Order Document       : •         Appeal Document       : •         Ground of appeal       : •         Image: Second seco	*			*
Order No : NO0402 Order Document : Appeal Document : (pdf, zip f 10 MB) Ground of appeal : B I Sou	*	PIN	: 988888	*
Order Document : Appeal Document : (pdf, zip f 10 MB) Ground of appeal : B I Source B I				
Appeal Document : Choo (pdf, zip f 10 MB) Ground of appeal : Sou B I	*			
(pdf, zip f 10 MB) Ground of appeal : B I B I		Order Date	: 14-12-2015	*
Ground of appeal :	e file No file chosen *	Other Document	: Choose file No file chosen	
	le only and Max file Size		(pdf, zip file only and Max file Size 10 MB)	
B I © S	ce   🖶 🗋 🖻 🖉 🖷 📄 🗶 🗄		2, ¢9   ≣   ₩.+	
		·····································		
		• Size • <u>A</u> • A•	<pre>:</pre>	
			4	*

In this page many information's are auto-filled.

- Select the applicant status.
- Then write the notice no in the text field then order document and order date are auto-filled.
- Then upload appeal document.
- Upload other document if any.
- Then enter the description regarding ground of appeal.

After entering all required information user will click on the Save As Draft to save the data in the application or can click on the Next button to continue.

- If User will click on **Next** button then page will redirect to the form-16 preview page.
- In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.
- In preview page user can view the Payment details for this registration in Payment details section.
- Then user can choose the payment mode from the radio button as Online or Challan.
- If user chooses Online mode then then click on the declaration check box and click on the **Confirm Button.**
- If user chooses the Challan then click on the **Print Challan Link** to print the challan.

reasury Challan				🖨 Print
		T.R.1 CHALLAN		
	(For	Treasury Office Use)		
Challan No. :		Challan Date.	: 11-Dec-2015	
Tendered By :	(To be Fi	illed in by The Tenderer)		
-	application fee of TCP.			
Amount (Rs.) : 3,015.00		(Rupees) Three Thous	and And Fifteen Only	
Treasury Code :	(To be filled in by the	departmental officer or t		of Tenderer)
DDO Code :	(On	whose behalf the money is	tendered)	
Major-Code	Sub-Major	Minor-Code	Sub-Head	Amount Rs.
				Rs.

• Then click on Save As Draft button page will redirect to acknowledgment Page showing the appeal Fee and reference number.



- Note down the reference number to update upload copy of challan.
- Then deposit the challan in back and get the copy of challan document.

la, IAS				
ef Secre	Know your application status		×	
narma,	Enter Your Application Number	Submit		on
RVICE:			_	OUR STAT

- Then in website portal click on the Know Your status link the below pop will open.
- Enter your reference no. in the textbox and click on Submit button.
- When user click on submit button page will redirect to acknowledgment page and then click on fill data button to upload the challan copy.
- Then the form16 page will open and click on the update button to update the challan copy.
- User can click on Cancel button to back to previous page.
- Then upload the challan copy.
- Then click on the declaration check box and confirm button to confirm your appeal.
- When user will click on the Confirm button page will redirect to the confirm page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.
- Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as discussed in **Appendix-10**.

# 1.7 Form-26

### 1.7.1 Apply Form-26

The purpose of applying this form is to get permission of development of land/construction of building for any type of offence case.

Home > Form List	
Form - 11	
Form of application for permission of sub-division / development of land. (See Rule 16(1))	Apply
Form - 12	
Form of application for permission of Development of Land / Construction of Building. (See Rule 16(1))	Apply
┌── Form - 26	
Form Application for composition of offences under section 39-C read with sub-section (3) of section (See Rule 35(1))	Apply
Form - 35	
Application for certificate of registration as Estate Agent. (See Rule 41(1))	Apply
F Form - 57	
Apartment Branch For Issuance Of Essentiality Certificate And License (See Rule 66)	Apply

When User click on Others section **Apply Online** button it will redirect to form list.

User can click on **Apply button** of Form-26 and page will redirect to form-26 page shown below. This form can be applied by registered private professional from their dashboard and click on **New application button** and then **Apply button** of form-26.

When citizen/ registered private professional click on **Apply button** of Form-26 the below page will shown.

Applicant information	Private Professiona	al information	Checklist	Documents		🔶 👷(*) in	dicates Mandatory Fiel
Offences/Deviation	Details						
Deviation Category	Plan was not app	roved and const	truction carrie	ed out without dev	• *		
pplication Details							
Subject	Test						*
lierarchy Details Of	fArea						
District :	Shimla	• •	6	Area Type	3	Planning Area	• -
Notified Area	Shimla	• •		Name of Village	4	Badi	•
	Additional Shimla Planning area						
		ionining or co					
Applicant Informatio	50	Father Name			Mobile	No. *	Add / Delete
Mr. • Test		Mr. T	est	1.	+91	9888888888	•
ontact Information	1						-
Email ID :	Townson and			Upload Photo	á		
Alternate Number				<ul> <li>Article and a statistic strands of the statistic strands o</li></ul>			oad
							osa
Correspondence A	ddress			Permanent Ad	ddres	s Same as t	Corr. Address
Name	Mr. • Test		<i>8</i>	Name	4	Mr. • Test	-
Guardian Name	S/o • Test			Guardian Name	4	S/0 • Test	
State :	Himachal Prades			State		Himachal Pradesh	•
District		•		District		Shimla	•
							•
Tehsil	Shimla(Rural)			Tehsil		Shimla(Rural)	
Town/Village/Ward	Leaner -			Town/Village/War		Test	*
Address :	Test			Address	3	Test	
PIN :	988888	8		PIN		988888	
	L	٦ <u>ــــــــــــــــــــــــــــــــــــ</u>		Pilly		300000	
Revenue Village/Mohal		is being carr	ied out	Khata No	a.	Test	
Khatuni No	Test			Latitude/Longitud	le :		9
Khasra No :	1			Area (sq.m)		400	. 0
Total Plot Area(Sq.mt.)				Whether Subdivis		Yes   No	
1				Approved	asati - 700		
Case Reference No.	F11			Plot No.	3	1	•
Maximum Permissible Ground Coverage(in	400	-		Category	3	For Building Operation	•
Sq.mt.)							
Applied land use :	Residential	•	U .	Description	3	Detached	* *
Builtup Area							
	1	-	0				
Block - 1							
SI# Floor Type *	Floor Area Sq. n	n.* L	and Use Type		arking A		Add More
			Commercial	• 1	00	L	
1 Ground Floor	• 200			- CUR			

For permission of construction of building in any type of offence case will enter the following information:

#### User will enter the **Offences/Deviation Details**-

• Select deviation category from the drop down box.

### User will enter the Application Details-

- If user chooses Plan was approved and deviations beyond permissible limits from deviation category then enter the registration No in the textbox then other informations will be auto-filled.
- Then enter the subject details in the textbox.
- If user chooses other than the above case then enter only the Subject text box and then filled the below information.

### User will enter the Hierarchy Details Of Area -

- Select district from the drop down box.
- Select Area type from the drop down box.
- Select Notified area from the drop down box.
- Select Name of Village from the drop down box.

#### User will enter the Applicant information like -

- Enter applicant name in the text box.
- Enter father/husband name in the text box.
- Enter mobile no in the text box.
- If want to add more details then click on add more button.

#### User will enter the Contact information like -

• Upload profile photo, enter alternate mobile no, email id.

#### User will enter the Address details -

- Enter the Applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Select the State name form the select box.
- Select the District name form the select box.
- Then select the tehsil name, enter town name, address, pin.
- Click on the same as corr. Address check box if both permanent and correspondence address are same.

User will enter the **Description of land where Offence is being carried out** information:

- Enter Revenue village name, khata No, khatuni No etc.
- Enter Khasara No., Area and if want to add more then click on add more button.

• Like this enter all the required information.

User will enter the **Built Up Area** information:

- Enter the no.of block in the text box.
- When user enter a number in the block that no.of block will shown.
- Then enter the required block details like floor type, floor area, land use type, parking area etc.

User will enter the **Plot Details** information:

- choose whether change of land use involved as Yes or No from the radio button.
- If chooses Yes then select type of CLU involved from the select box.
- Then enter the Plot details as plot no, plot area, type of land development.
- If want to add more plot details then click on add more button.

- User can click on Save As draft to save the data in application and your application is in draft stage.
- Click on reset button to clear all data's.
- User can click on Next button to Continue the application.
- If user will click on Next Button the below Page will displayed.

Applicant Information	Private Professional Information	Checklist Documents	← 🦉 (*) Indicate	s Mandatory Field
lotice Informatio	n			
Notice No	: No11	Notice Date	: 14-12-2015	1
Notice Copy	: Choose file No file chosen (pdf/zip file only and Max file Size 10 MB)			
easons for comp	position of offences			
Reason 1	: Test			*
Reason 2	:			
Reason 3	:			
Supported Documer	t to be Uploaded		: Choose file No file chosen (pdf/zip file only and Max file Size 1 MB)	
rivate Profession	nal Information			
Registration No.	: RP0046/2015	* Name	: Aarundh Chauhan	
Class	: • A	Plan Submissi	on Date: 15-12-2015 🛛 🕯	1
Address	: V.P.O- Baijnath Tehsil- Baijnath DisttKangra, Town/Village-Baiji	nath/ Ward No11, Dist-Kangra	a, State-Himachal Pradesh, PIN-176125	*

In this section user will enter the Notice information if any:

- Enter the notice Number.
- Enter notice date.
- Then upload notice copy.

Then enter the reasons of composition of offences information:

• Enter the reasons in the text boxes.

Then user will enter the Private professional information:

• Enter the registration No. in the text box then all other information will be auto-filled.

- User can click on Save As draft to save the data in application and your application is in draft stage.
- Click on reset button to clear all data.
- User can click on Next button to Continue the application.
- If user will click on Next Button the below Page will displayed.

epti	cant Information Private Professional	Information Checklist	Documents	🗢 👷(*) indicates Mai	ndatory riel
nec	klist to be filled				
	Description	As per regulations	As proposed	Remarks	Relaxation
	Type of Area	Non-Core	( Non-Core		
	Total Plot Area (in sq.mt.)	350 (Minimum)	400	1	-
	Ownership & Revenue documents	Required	Submitted		
			Not Submitted	l,	
	Land-use	As per IDP Shimla		-	100
	F.A.R.	1.75	0.50	-	100
	Built up area(in sq.mt.)	700	200		100
				al	
	O Yes INO	2 (Minimum)	1	r r	1001
	Rear	2 (Minimum)	1		
	Left Side	2 (Minimum)			
	Right Side	2 (Minimum)			
	Number of story's	Strictly upto FAR and Upto		15 - P	127
	Road/path existing at site	the Height of 21 meter	21		
	Existing at site	3 meter minimum (Minimum)	1		
	shown in Tatima	Required	( Submitted		
			O Not submitted		
0	Parking provision	Mandatory If Feasible			
2	Whether any HT/LT Line, crossing over the proposed land • Yes  No	(Upload NOC from HPSEB)	Choose file No	, in the second s	
2	Whether proposed site is located			r	
	💌 Yes 🔘 No	competent authority)	(pdf/alp file only and Max file Size 10 MB)		
2	Whether proposed Plan is located nearby HFL	(Upload NOC from the competent authority)	Choose file Nosen (pdf/aip file only and Max file Size 10 MB)		
4	Whether trees are standing on plot		Size 10 MB		
	Yes O No	1511			
	No. of trees	2 (Minimum)	I. I.		
	Distance of tree from proposed development if not to be cut	(Upload NOC from Forest Department)	Choose file Nosen		
	Whether Permission of Competent authority for cutting of trees		(poll/spr file only and Mas file Size 10 MB)		
	Whether plot is Abutting to Forest Boundary	5 (Minimum)	12		
	Yes O No     Distance from Forest Boundary		24		
5	Whether plot is Directly abutting with National Highway/State Highway/Bye- pass/Other H.P. Public Department Schedule road	(Upload NOC from the competent authority along with Site plan)	Choose file. No sen (pdf/ap file only and Mas file Size 10 MB)		
6	Whether proposed plot is abutting to			Ē.	
	Yes No     No     Distance from Nullah	5 (Minimum)			
	Distance from Khud				
2	Whether any Pipeline/Sewerage line crossing or passing through the plot	(Upload NOC from the	Choose file Nosen		
	• Yes O No	competent authority)	(prdf/aip file only and Max file Size 10 MB)		
8	Provision of Solar Passive Building	Mandatory if With in Urbanizable limit			
9	Provision of barrier free access for persons with disability	Mandatory in Public & Semi Public use	1	L	
0	Whether the Proposed Plan is above the road level on Valley Side.	Stan Go	1		
¥.	💌 Yes 🔾 No			r	
1	Whether proposed Plan is located in Sinking and Sliding area		Choose file Nosen battizes file only and Max file Size 10 MB)	l. al	
2	Rain water harvesting tank provision	Required @ 20 ltr per roof		1	
3	Structural Stability Certificate	top area Required	Choose file Nosen		
4	Number of Dwelling Units		(pulling file only and Max file Size 10 MB)	1991 2	-
		8 Minimum if not for sale Otherwise 8 Maximum		al al	100
5	General requirements Slope of land(Degree)	45 (Maximum)		0	100
	Height of parking floor(Meter)	4			
	Height of slopping root(Meter)	2.70 (Maximum)		2	
	Height of floor(Meter)	2.70 (Minimum)			
	Height of building(Meter)	21 (Maximum)			
		10			
	Meximum hill cut(Meter)	3.50			
	Distance between two blocks(Meter)	S (Minimum)			
	Plinth height(Meter)		()()		
	Height of Service floor(Meter)				
	Equivalent car Space Buildable width	5 (Minimum)			
6	Photograph's of site	S (Minimum) Required		r/ 12	
-			Choose file Nosen (ndt.jpa.jpeg.prg file only and Max file Size 10 MB)		
7	Any other information	If Required	and the second	10 1	

In this section fill the checklist data as per the regulations. Then click on the**Next button** the below screen will displayed.

Applicant Information	Private Professional Information	Checklist	Documents	🔶 👷 (*) Indicates Mandatory Field
Documents				
Jamabandi Document	: Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	0	Conveyance deed	: Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)
Demarcation report	Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	0	Tatima Document	: Choose file No file chosen * (pdf/zip file only and Max file Size 30 MB)
Location Plan	Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	0	Site Plan	: Choose file No file chosen * (pdf/zip file only and Max file Size 30 MB)
Any Other Document	: Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	0	Affidavit of construction on own land	: Choose file No file chosen * (pdf/zip file only and Max file Size 30 MB)
Proposed consolidated map	: Choose file No file chosen (pdf/zip file only and Max file Size 30 MB)	•0		
NOC from HPPCB in ca Registration Certificate	se of industry from industry Department in case o	f industry	(pdf/zip file MB) : Choos (pdf/zip file	e file No file chosen only and Max file Size 10 e file No file chosen only and Max file Size 10
Any other NOC if requi	red			e file No file chosen only and Max file Size 10
Affidavit regarding Sur	render of Path if required			e file No file chosen only and Max file Size 10
Any other Affidavit if re	quired			e file No file chosen only and Max file Size 10
Weather Agriculturist H	limachali		: • Yes (	) No
ignature				
		~		

In this section user will User will upload different documents like Jamabandi document, conveyance deed etc.

Then upload different documents like NOC from HPPCB, any other NOC if required etc.

Then upload the signature.

After entering all required information user will click on the Save As Draft to save the data in the application and in draft mode or can click on the **Finish button** to continue.

• If User will click on **Finish** button then page will redirect to the form-26 preview page shown below.

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- In this page user can page the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.
- Then click on the declaration check box and confirm button to confirm your application.
- When user will click on the Confirm button page will redirect to the confirm Application page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.

Once the application is approved user can get an e-mail and SMS of your user Id and Password to log in to user dashboard as discussed in **Appendix-10**.

• Now user can know the approval status of your application using the reference number also know the application fee then log in to account and make the payment.

A	fter log in to the account the below page will be shown.			
	Home > Dashboard			
	Welcome Test	New Application	Registration Details	<b>A</b> []
	Your application had been ap Pay your application fee Click here to pay	·		

Then click on **Click here to pay** button to pay the application fee. Then the page will redirect to make payment page. Then pay the application fee click on **Click here to Pay** button. It is same as discussed in form-11. Please refer to **Form-11** section.

Reference No.	:	01201501517					
Applicant Name	:	Test					
Mobile No.	:	9878787300	Email Id	: test55@gmail.com			
Form Name	:	form11	Applied on	: 14-Dec-2015			
Address	:	Town/village : Test,	Tehsil : Shimla1, Dist : Shir	nla, State : Himachal Pradesh			
Notified Area	:	Shimla	Area Type	: Planning Area	District	: Shimla	
			ir user credentia	ion has been approve Il has been send to yo ne application fee of	our mail.		

# 1.8 Form-34

# 1.8.1 Apply Form-34

When User click on Promoters section Sign Up button it will redirect to form34 page. Promoters can apply form-34 for registration.

Applicant Information	Documents			← 🚆 (*) indicates m	and
Applicant Informat	tion				
Applicant Status	: Individual	*			
Personal Informat	ion				
Applicant Name	:	*		*	
Father Name	:	*		Browse	
Gender	:  Male  Female  Other		(ipg,	jpeg, gif, png only)	
Mobile Number	: +91	* Email ID	:	1	*
Registration/Ident	ification Details				
PAN No	:	* PAN Docu	iment : Choos	e file No file chosen	*0
				nly and Max file Size 1	
Wheather registered a	as a promoter in Himachal Pradesh	i or any other state	:  Yes (	No	
Certificate of Registrat			Choos	e file No file chosen	*
			(pdf file or MB)	nly and Max file Size 1	
	any Bussiness as a promoter in Sta	ite of Himachal Pradesh or a	any Other :	) No	
State					_
Copy Of Licence			(pdf file or	e file No file chosen	*
Project Details du	uring last 5 vear		MB)		
Project Details	:	Completiz	on certificate : Choos	e file No file chosen	K
roject betails		issued by		ly and Max file Size 1	
Wheather Applicant p	oosses Requisite Qualification		: • Yes (		
Qualification & Experi				e file No file chosen	*
Quantication a Experi				nly and Max file Size 1	0
Address Details					
	Address of Applicant	Perman	ent Address	Same as Corr. Add	res
		7		1	
Name Guardian Name	: Mr. •	* Name * Guardian	: Mr. ▼ Name : S/o ▼	۱ ۱	*
Guardian Name	: 5/0 •	* Guardian	Name : S/o 🔻	t	*
Guardian Name State	: S/o	* Guardian ▼ * State	Name : S/o •	al Pradesh 🔹	* * *
Guardian Name State District	: S/o  Himachal PradeshSelect	*     Guardian       ▼     *       State       ▼     District	Name : S/o • : Himach :Select	al Pradesh •	* * *
Guardian Name State	: S/o  Himachal PradeshSelect	* Guardian ▼ * State	Name : S/o •	al Pradesh •	* * * * *
Guardian Name State District	: S/o  Himachal PradeshSelect	*     Guardian       ▼     *       State       ▼     District	Name : S/o • : Himach :Select :Select	al Pradesh •	* * * * *
Guardian Name State District Tehsil	: S/o  Himachal PradeshSelect	*     Guardian       *     State       *     District       *     Tehsil	Name : S/o • : Himach :Select :Select	al Pradesh •	* * * * *
Guardian Name State District Tehsil Town/Village/Ward	: S/o  Himachal PradeshSelect	*     Guardian       *     State       *     District       *     Tehsil       *     Town/Villa	Name : S/o • : Himach :Select age/Ward :	al Pradesh •	* * * * * *
Guardian Name State District Tehsil Town/Village/Ward	: S/o  Himachal PradeshSelect	*     Guardian       *     State       *     District       *     Tehsil       *     Town/Villa	Name : S/o • : Himach :Select age/Ward :	al Pradesh •	* * * * * * *
Guardian Name State District Tehsil Town/Village/Ward Address	S/o     Image: S/o       Himachal Pradesh      Select      Select       Image: Select       Im	*     Guardian       *     State       *     District       *     Tehsil       *     Town/Villa       Address	Name : S/o • : Himach :Select age/Ward :	al Pradesh •	* * * * * *
Guardian Name State District Tehsil Town/Village/Ward Address PIN	S/o     Image: S/o       Himachal Pradesh      Select      Select       Image: Select       Im	*     Guardian       *     State       *     District       *     Tehsil       *     Town/Villa       Address       *     PIN	Name : S/o • : Himach :Select age/Ward :	al Pradesh •	* * * * *
Guardian Name State District Tehsil Town/Village/Ward Address PIN Other information	:       S/o       ▼         :       Himachal Pradesh       ▼         :      Select       ▼         :      Select       ▼         :           <	*     Guardian       *     State       *     District       *     Tehsil       *     Town/Villa       Address       *     PIN	Name : S/o • : Himach :Select :Select :Select :Select :Select :Select :Select :Select :Select :Select	al Pradesh • • • • • • • • • • • • • •	* * * * *
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Guardian Name State District Tehsil Town/Village/Ward Address PIN Other information	:       S/o       ▼         :       Himachal Pradesh       ▼         :      Select       ▼         :      Select       ▼         :           <	*     Guardian       *     State       *     District       *     Tehsil       *     Town/Villa       *     Address       *     PIN	Name : S/o • : Himach :Select :Select :Select :Select :Select :Select :Select :Select :Select :Select	al Pradesh • • • • • • • • • • • • • •	* * * * * *

For registration promoter has to enter the following information:

Applicant Information-

• Select the Applicant Status from the select box.

### User will enter the **Personal information** like -

- Enter applicant name in the text box.
- Enter father name in the text box.
- Choose the gender from radio button.
- Enter applicant name in the textbox.
- Upload profile photo, enter mobile no, email id etc.

### User will enter the Registration/Identification details like -

- Enter PAN no in the text box.
- Upload PAN document.
- Choose from radio button as registered as a promoter in Himachal pradesh or any other state.
- If chooses yes then enter certificate of registration.
- Enter project details during last 5 years.
- Enter project details in the text area and upload completion certificate issued by authority.
- If want to add more project details click on the add more button.

### User will enter the Address details -

- Enter the Applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Select the State name form the select box.
- Select the District name form the select box.
- Then select the tehsil name, enter town name, address, pin.
- Click on the same as corr. Address check box if both permanent and correspondence address are same.

## User will enter the Other Information -

• Enter Other Information if any in the text area.

- User can click on Save As draft to save the data in application and your application is in draft stage.
- Click on reset button to clear all data's.
- User can click on Next button to Continue the registration.
- If user will click on Next Button the below Page will displayed.

	Application for certificate of regis	tration by Promoter
oplicant Informati	on Documents	<ul> <li></li></ul>
ocuments		
eceipt of Bank gu	iarantee/FD	: Choose file No file chosen *0 (pdf file only and Max file Size 1 MB)
Detail of Assets an	d Liabilities	: Choose file No file chosen *0 (pdf file only and Max file Size 1 MB)
ielf certified stater	ment	: Choose file No file chosen *0 (pdf file only and Max file Size 1 MB)
Jndertaking Rega	rding engaging services of qualified expert	: Choose file No file chosen * (pdf file only and Max file Size 1 MB)
ncome tax return:	s of preceding 3 years	
Certificate1	: Choose file No file chosen Certi (pdf file only and Max file Size 2 MB)	ficate2 : Choose file No file chosen (pdf file only and Max file Size 2 MB)
Certificate3	: Choose file No file chosen (pdf file only and Max file Size 2 MB)	
gnature		
ignature	: Choose file No file chosen * (jpg.jpeg.png file only and Max file Size 1 MB)	
	← Prev Save As Draft Fi	nish → Reset

In this section user will upload different documents like Receipt of bank guarantee/FD, details of assets and liabilities etc.Then upload the signature.

After entering all required information user will click on the Save As Draft to save the data in the application and in draft mode or can click on the Finish button to continue.

- If User will click on **Finish** button then page will redirect to the form-34 preview page.
- In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.
- In preview page user can view the Payment details for this registration in Payment details section.
- Then user can choose the payment mode from the radio button as Online Banking or DD.

- If user chooses Online mode then then click on the declaration check box and click on the **Confirm Button.**
- Then user will redirect to online payment gateway form payment.
- If user chooses the DD then enter the DD Information as below.
- Enter DD No. in the Text box.
- Enter DD date.
- Upload DD copy.
- Enter Bank name.
- Then click on the declaration check box and confirm button to confirm your registration.
- When user will click on the Confirm button page will redirect to the confirm page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.

Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as discussed in **Appendix-10**.

## 1.9 Form-35

### 1.9.1 Apply Form-35

When User click on Others section Sign Up button it will redirect to form list page then estate Agent can apply form-35 for registration.

Home > Form List	
Form - 11 Form of application for permission of sub-division / development of land. (See Rule 16(1))	Apply
Form - 12 Form of application for permission of Development of Land / Construction of Building. (See Rule 16(1))	Apply
Form - 26 Form Application for composition of offences under section 39-C read with sub-section (3) of section (See Rule 35(1))	Apply
Form - 35 Application for certificate of registration as Estate Agent. (See Rule 41(1))	Apply
Form - 57 Apartment Branch For Issuance Of Essentiality Certificate And License (See Rule 66)	Apply

User can click on Apply button for estate agent registration and page will redirect to form-35 page shown below.

Applicant Information	Documents			
Applicant Informa	ation			
Applicant Status	: Individual •			
Personal Informa	tion			
Applicant Name	:		*	
Father Name	:		Browse	
Gender	:   Male   Female   Other			
Mobile Number	<b>*</b> +91	Email ID	:	
Registration/Iden	tification Details			
PAN No			:	
PAN Document			: Choose file No file chosen *	
			(pdf file only and Max file Size 1 MB)	
Wheather registered	as an Estate Agent in Himachal Pradesh or any	other state		
Certificate of Registra	ation		Choose file No file chosen * (pdf file only and Max file Size 1	
Requisite Experience	Certificate		MB) : Choose file No file chosen *	
Requisite Experience	certificate		(pdf file only and Max file Size 1 MB)	
Address Details				
	Address of Applicant	Permanent Addr	ess Same as Corr. Address	
Name	: Mr. •	Name	: Mr. •	
Guardian Name	: S/o V	Guardian Name	: S/o V *	
State	Himachal Pradesh •	State	Himachal Pradesh •	
District	:Select ▼ *	District	:Select *	
Tehsil	:Select • *	Tehsil	:Select *	
Town/Village/Ward	*	Town/Village/Ward	*	
Address	*	Address	*	
DIN	:	DIN	*	
PIN		PIN	*	
Other information				
Other information 1	:	Other Information 2		
	Maximum 200 characters		Maximum 200 characters	
Other information 3	:	Other Information 4	:	

For registration Estate Agent will enter the following information:

Applicant Information-

• Select the Applicant Status from the select box.

User will enter the Personal information like -

- Enter applicant name in the text box.
- Enter father name in the text box.
- Choose the gender from radio button.
- Enter applicant name in the text box.
- Upload profile photo, enter mobile no, email id etc.

User will enter the Registration/Identification details like -

- Enter PAN no in the text box.
- Upload PAN document.
- Choose from radio button as registered as an estate agent in Himachal pradesh or any other state.
- If chooses yes then enter certificate of registration.

User will enter the Address details -

- Enter the Applicant Name in the text box.
- Enter the Guardian Name in the text box.
- Select the State name form the select box.
- Select the District name form the select box.
- Then select the tehsil name, enter town name, address, pin.
- Click on the same as corr. Address check box if both permanent and correspondence address are same.

User will enter the Other Information -

• Enter Other Information if any in the text area.

- User can click on Save As draft to save the data in application and your application is in draft stage.
- Click on reset button to clear all data's.
- User can click on Next button to Continue the registration.
- If user will click on Next Button the below Page will displayed.

cuments			
eceipt of Bank Jarantee/FD	: Choose file No file chosen ✓ (pdf file only and Max file Size 1 MB)	Self certified statement	: Choose file No file chosen ✓ * ? (pdf file only and Max file Size 1 MB)
come tax returns	of preceding 3 years		
ertificate1	: Choose file No file chosen (pdf file only and Max file Size 2 MB)	Certificate2	: Choose file No file chosen (pdf file only and Max file Size 2 MB)
ertificate3	: Choose file No file chosen (pdf file only and Max file Size 2 MB)		
gnature			
ignature	: Choose file No file chosen ✓* (jpg,jpeg,png file only and Max file Size 1 MB)		NO IMAGE AVAILABLE

In this section user will upload different documents like Receipt of bank guarantee/FD, details of assets and liabilities etc. Then upload the signature.

After entering all required information user will click on the Save As Draft to save the data in the application and in draft mode or can click on the Finish button to continue.

• If User will click on Finish button then page will redirect to the form-35 preview page.

Applicant Name : Ankit Kumar   Father name : Abuln   Gender : Synopset   Gender : Synopset   Malbe Kumber : Synopset   PAN No DDDDDDDDDD PAN Document :   PAN No DDDDDDDDDD PAN Document :   Registration Certificate : :   Registration Certificate : :   Registration Certificate : :   Correspondence Address of Applicant Permanent Address   Correspondence Address of Applicant State :   Mame : : :   State : : :   Guardian Name : : :   State : : : :   Pin : : : : <t< th=""><th>pplicant Informati</th><th>on</th><th></th><th></th></t<>	pplicant Informati	on		
Heter name i. Mula   Gender ii. Male   Mobile Number ii. 277666666   Email D ii. 2776766666   Email D DDDDDDDDDD PAN Document   Registration centralizate ii. 2   Registration centralizate ii. 2   Registration centralizate ii. 2   Registration centralizate iii. 2   Name Mr. Ankit Kumar   Guardian Name iii. 2   Storespondence Adress of Applicant Name   Guardian Name iii. 500 Abuln   Guardian Name iii. 500 Abuln   State iii. 510 Abuln   Guardian Name iii. 500 Abuln   State iii. 510 Abuln   Guardian Name iii. 500 Abuln   State iii. 510 Abuln   Outher information 1 iii. 510 Abuln   Chromer Million iii. 510 Abuln   State iii. 510 Abuln   Chromer Million iii. 510 Abuln   State iii. 510 Abuln   Aburnet iii. 510 Abuln   Aburnet iii. 510 Abuln   Aburnet, Fib. iii.	Applicant Status	: Individual		
Gender If Male   Mobile Number If STREEGEGEGEGE   Buill D If STREEGEGEGEGE   PAN NO ODDODDDDD   PAN Document If Streegement   Registration Certificat If Streegement   Requisite Experience Certificat If Streegement   Requisite Experience Certificat Name   Requisite Sperience Certificat Name   Requisite Sperience Certificat If Marchall Pradesh or any other state   Requisite Sperience Certificat Name   Requisite Sperience Certificat Name   Requisite Sperience Certificat Name   Stare If Mr.Ankit Kumar   Guardian Name If Stock Male   Interinformation I If East   Regustration	Applicant Name	: Ankit Kumar		
Mobile Number :: 9776666665   PAN NO DDDDDDDD   PAN NO DDDDDDDDD   PAN NO DDDDDDDD   PAN NO DDDDDDDD   PAN NO DDDDDDDD   PAN NO DDDDDDDD   PAN NO DDDDDDD   PAN NO PAN NO   PAN NO DDDDDDD   PAN NO DDDDDDD   PAN NO PAN NO   PAN NO PAN NO   Pan No PAN No   Pan No Pan No   State State   Pan No Shimla   Shimla District   Shimla State   Pin x S33333   Pin x S3333   Pin x Sason   Receipt of Bank work Conventence trafficate x   Pannet the feet the sate sate sate sate sate sate sate sat	Father name	: Abuln		
Email D e. enkl11@gmall.com   PAN No DDDDDDDDDD   PAN Document i   Wheater register as as tasta Agent in Himachal Pradesh or any other state i   Registration Certificate i   Registration Certificate i   Registration Certificate i   Amme Mr. Ankit Kumar   State i   Himachal Pradesh Guardian Name   State i:   State i:   State i:   Station i:   Domm/Ullage/Ward i:   diff i:   Station i:   Correspondence Certificate i:   i: i:   State i:   State i:   State i:   District i:   Station i:   Correspondence Certificate i:   Conventingtion i:   State i:   State i:   State i:   Conventingtion i:   Conventingtion i:   Conventingtion i:   Conventingtion i:   PiN i:   State i:   Reciption flamstion i:   State i:   Conventingtion i:   PiN i:   State i:   Reciption flamstion i:   State i:   State i:   Conventer i:   Reciption flamstion i: <td>Gender</td> <td>: Male</td> <td></td> <td></td>	Gender	: Male		
Entrain O         E ankin (regination)           PAN No         DODODDDDDD         PAN Document         E           Wheather registered as an Estate Agent in Himachal Pradesh or any other state         in No           Registration Certificate         in Correspondence Certificate         in Correspondence Certificate           Correspondence Address of Applicant         Permanent Address         in Correspondence Certificate           Guardian Name         : S/o Abuin         Guardian Name         : S/o Abuin           Guardian Name         : S/o Abuin         Guardian Name         : S/o Abuin           State         : Himachal Pradesh         State         : Himachal Pradesh           District         : Shimla1         Tohsil         : Shimla1           Tohn/Village/Ward         : dd         in Correspondence         in Correspondence           PiN         : Sassass         PiN         : Sassass         in Correspondence           Other information 1         : test         Other information 2         : -         in Correspondence           Receipt of Bank         : Efficiente 2         : -         : -         in Correspondence         : -           Information 2         : -         : -         Certificate 2         : -         : -           Information 3	Mobile Number	: 9776666666		IMAGE
Whether registered as an Estate Agent in Himachal Pradesh or any other state no   Registration Certificat :   Requisite Experience Certificate :   Rame :: Mr. Ankit Kumar Permanent Address   Cuardian Name :: S/o Abuln Guardian Name :: S/o Abuln   State :: Himachal Pradesh State : Himachal Pradesh   District :: Shinla1 : Shinla1 : Shinla1   Tohn/Village/Ward :: Shinla1 : Shinla1 : Shinla1   Tohn/Village/Ward :: 33333 PIN :: 333333   PIN :: 333333 PIN :: 333333   Other information 1 :: state :: 333333   information 3 ::	Email ID	: anki11@gmail.com		AVAILABLE
Registration Certification       since service servic	PAN No	DDDDDDDDD	PAN Document	: <mark>ठ</mark>
Requisite Experience ⊂ triffcate       gramant Action (1)         Name       if Mr. Ankit Kumar       Name       if Mr. Ankit Kumar         Guardian Name       if SO Abuln       Guardian Name       if SO Abuln         State       if Himachal Pradesh       Guardian Name       if SO Abuln         State       if Himachal Pradesh       Guardian Name       if So Abuln         State       if Himachal Pradesh       Guardian Name       if So Abuln         State       if Himachal Pradesh       if So Abuln       if So Abuln         State       if Shimal       State       if Himachal Pradesh         State       if Shimal       if Shimal       if Shimal         Town/Village/Ward       if de       if Shimal       if Shimal         Town/Village/Ward       if State       if Shimal       if Shimal         Town/Village/Ward       if State       if Shimal       if Shimal         State       if Shimal       if Shimal       if Shimal         Internofination 1       if te	Wheather registered a	as an Estate Agent in Himachal Pradesh or	r any other state	: No
Correspondence between of Applicant       Permanent Address         Name       i       Mr. Ankit Kumar       Name       i       Mr. Ankit Kumar         State       i       State       i       Mr. Ankit Kumar       State       i       Mr. Ankit Kumar         State       i       Himachal Pradesh       State       i       Himachal Pradesh         District       i       Shimla       District       i       Shimla         Town/Village/Ward       i       dd       i       i       State       i       dd         Town/Village/Ward       i       dd       i       i       dd       i       dd       i       dd         Town/Village/Ward       i       dd       i       i       dd       i	Registration Certificat	e		:
Name       :       Mr. Ankit Kumar       Name       :       Mr. Ankit Kumar         Guardian Name       :       S/o Abuln       Guardian Name       :       S/o Abuln         State       :       Himachal Pradesh       State       :       Himachal Pradesh         District       :       Shinha       :       Shinha       :       Shinha         Tehsil       :       Shinha       :       Shinha       :       Shinha         Town/Village/Ward       :       dd       :       Shinha       :       Shinha         Town/Village/Ward       :       dd       :       :       Shinha       :       Shinha         Other Information       :	Requisite Experience	Certificate		: 🔼
Guardian NameS Yo AbulnGuardian NameS Yo AbulnState1Himachal PradeshState1Himachal PradeshDistrict2ShimlaDistrict2ShimlaTehsil2Shimla1Tehsil2Shimla1Town/Vilage/Ward2dTown/Vilage/Ward2dPIN2333333Other information 12e	Correspondence	Address of Applicant	Permanent Addre	255
State: Himachal PradeshState: Himachal PradeshDistrict: ShimlaDistrict: ShimlaTown/Village/Ward: Shimla1: Town/Village/Ward: ddTown/Village/Ward: dd: Gwin/Village/Ward: ddPIN: 333333Other information 1: testOther information 2: -Other information 1: testOther information 2: -: -Other information 2: -: -Other information 2: -Other information 3: -: -: -: -Other information 4: est: -: -: -Other information 5: -: -: -: -Other information 6: -: -: -: -Other information 7: -: -: -: -Other information 8: -: -: -: -Other information 9: -: -: -: -Other information 9: -: -: -: -Other information 9: -: -: -: -Income tax clear-: -: -: -: -Income tax clear-: -: -: -: -Payment Details: -: -: -: -Into Feel 9: -: -: -: -Polon 1: -: -: -: -Into Feel 9: -: -: -: -Into Feel 9: -: -: -: -Into Feel 9: -:	Name	: Mr. Ankit Kumar	Name	: Mr. Ankit Kumar
District       : Shimla       District       : Shimla         Tehsil       : Shimla1       Tehsil       : Shimla1         Town/Village/Ward       : dd       . Gwn/Village/Ward       : dd         PIN       : 33333       . Gwn/Village/Ward       : dd         Other Information 1       : test       . Other Information 2       :         Other Information 3       :       . Other Information 4       :         Other Information 3       :           Receipt of Bank       :	Guardian Name	: S/o Abuln	Guardian Name	: S/o Abuln
Tesli       : Shima1       Tesli       : Shima1         Town/Village/Ward       : dd       Town/Village/Ward       : dd         Town/Village/Ward       : 333333       : Sissa333         Other information 1       : test       Other information 2       : 333333         Other information 3       : = -       Other information 4       : = -         Other information 3       : = -       Other information 4       : = -         Other information 4       : = -       Other information 4       : = -         Other information 5       : = -       Other information 4       : = -         Other information 6       : = -       : = -       : = -         Income tax clearct       : = -       Certified statement : : : : : : : : : : : : : : : : : : :	State	: Himachal Pradesh	State	: Himachal Pradesh
Town/Village/Ward       : dd       Town/Village/Ward       : dd         PIN       : 333333       PIN       : 333333         Other Information 1       : test       Other Information 2       : -         Other Information 3       : -       Other Information 2       : -         Other Information 3       : -       Other Information 2       : -         Other Information 3       : -       Other Information 4       : -         Other Information 4       : -       : -       : -         Other Information 4       : -       : -       : -         Other Information 4       : -       : -       : -         Other Information 4       : -       : -       : -         Other Information 4       : -       : -       : -         Other Information 4       : -       : -       : -         Other Information 4       : -       : -       : -         Income tax clearue       : -       : -       : -         Certificate 3       :       : -       : -         aggistration Fee       : < 500.00	District	: Shimla	District	: Shimla
PIN       : 333333       PIN       : 333333         Other information 1       : test       Other information 2       :         Other information 3       :       Other information 4       :         Other information 3       :       Other information 4       :         Other information 3       :       Other information 4       :         Other information 4       :           Other information 5       :       Self certified statement :          Other information 4       :           Other information 4       :           Other information 5       :           Other information 5       :           Income tax clearance certificate for last 3 years            ayment Details       :            rotal Fee       :       :            op 0       :       :             option Fee       :       :	Tehsil	: Shimla1	Tehsil	: Shimla1
Other information 1:testOther information 2:Other information 3:-Other information 4:-Other information 3:-Other information 4:-OccumentsReceipt of Bank guarantee/FD:Self certified statemer :::Income tax clear:Self certified statemer :::Income tax clear::Certificate 2::Certificate 3::-::Certificate 3:::::Ayment Details:::::Registration Fee:::::Payment Mode::::::DD No.::::::Copy of DD:::::::copy of DD:::::::certartion:::::::copy of DD::::::::copy of DD::::::::copy of DD::::::::::::::::::::::::::::::::<				
Other information 3 : - Other information 4 : -   Receipt of Bank guarantee/FD    Receipt of Bank guarantee/FD  : - Self certified statement : -   Income tax clearance certificate for last 3 years Certificate 2 : Certificate 3 : Certificate 2 : Certificate 3 : Certificate 2 : Certificate 3 : Certificate 2 </td <td>PIN</td> <td>: 333333</td> <td>PIN</td> <td>: 333333</td>	PIN	: 333333	PIN	: 333333
Accuments   Receipt of Bank guarantee/FD   guarantee/FD   Income tax clearance   Certificate1   i   -   Certificate3   i     Pagment Mode   i   I   OD   Online banking   I   I   DD Date   i   Copy of DD   i   Choose file   No file chosen +   i   I   DD Date   I   I   Conse file   No file chosen +   Bank Name  <	Other information 1	: test	Other information 2	:
Receipt of Bank guarantee/FD       :       Self certified statement :       :         Income tax clearus       :       -       Certificate 3       :         Certificate1       :       -       Certificate 2       :       -         Certificate3       :       -       ·       ·       ·         ayment Details       :       -       ·       ·       ·         Registration Fee       :       \$ 500.00       Convenience Charge(0.5%)       :       \$ 2.50         Total Fee       :       \$ 502.50       :       :       ·         Payment Mode       :       DD       Online banking       :       :       ·         DD NO.       :       :       .       DD Date       :       .       :       .         Copy of DD       :       :       .	Other information 3	:	Other information 4	:
guarantee/FD :   guarantee/FD :   Income tax clearance certificate for last 3 years   Certificate1 :   certificate3 :   : :   Certificate3 :   : :   Certificate3 :   : :	ocuments			
Certificate1       :       Certificate2       :         Certificate3       :       :           Payment Details        Registration Fee     ₹ 500.00       convenie-c Charge(0.5%)     : ₹ 2.50           Total Fee     : ₹ 502.50       Payment Mode     : ● DD _ Online banking         DD NO.       : ● DD _ Online banking         Copy of DD       : ● Choose file No file chosen * Bank Name		: 📕	Self certified stateme	nt : 📕
Certificate3       :         Payment Details         Registration Fee       : € 500.00         convenie-c Charge(0.5%)       : € 2.50         Total Fee       : € 502.50         Payment Mode       : ● DD ● Online banking         DD NO.       : ● DD ● Online banking         copy of DD       : ● Image: Choose file No file chosen *         Bank Name       : ● Image: *	Income tax cleara	nce certificate for last 3 years		
Payment Details         Registration Fee       ₹ 500.00       Convenience Charge(0.5%)       ₹ 2.50         Total Fee       ₹ 502.50       : ₹ 502.50       : ₹ 500.00         Payment Mode       : ● DD ○ Online banking       : ● DD ○ Online banking         DD NO.       : ● Choose file No file chosen *       DD Date       : ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●	Certificate1	:	Certificate2	:
Registration Fee       : ₹ 500.00       Convenience Charge(0.5%)       : ₹ 2.50         Total Fee       : ₹ 502.50	Certificate3	:		
Total Fee     : ₹ 502.50       Payment Mode     : ● DD ○ Online banking       DD NO.     : ● DD ○ Online banking       Copy of DD     : ● Choose file No file chosen *       Bank Name     : ● Choose file No file chosen *       Copy of DD     : ● Choose file No file chosen *       Bank Name     : ● Choose file No file chosen *	ayment Details			
Payment Mode       : • DD Online banking         DD NO.       : • DD Date         Copy of DD       : • Choose file No file chosen * (pdf file only and Max file Size 1 MB)         Declaration	Registration Fee	:₹500.00 Co	onvenience Charge(0.5%)	:₹2.50
DD NO. : DD Date : * DD Date * * * * DD Date * * * * * * * * * * * * * * * * * * *	Total Fee	:₹502.50		
Copy of DD     :     Choose file No file chosen * Bank Name     :     *       (pdf file only and Max file Size 1 MB)     :     *	Payment Mode	: • DD Online banking		
(pdf file only and Max file Size 1 MB) Declaration	DD NO.	*	DD Date	*
Declaration I/ we hereby declare that, the facts and contents stated above are true to the best of my/our knowledge and belief.	Copy of DD		Bank Name	*
I/ we hereby declare that, the facts and contents stated above are true to the best of my/our knowledge and belief.	eclaration			
	I/ we hereby declare	that, the facts and contents stated above are t	true to the best of my/our knowledg	e and belief.

- In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.
- In preview page user can view the Payment details for this registration in Payment details section.
- Then user can choose the payment mode from the radio button as Online Banking or DD.

- If user chooses Online mode then then click on the declaration check box and click on the Confirm Button.
- Then user will redirect to online payment gateway form payment.
- If user chooses the DD then enter the DD Information as below.
- Enter DD No. in the Text box.
- Enter DD date.
- Upload DD copy.
- Enter Bank name.
- Then click on the declaration check box and confirm button to confirm your registration.
- When user will click on the Confirm button page will redirect to the confirm page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.

Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as discussed in Appendix-10.

### 1.10 Form-38

#### 1.10.1 Apply Form-38

Registered Promoter can apply the Form-38 for renewal of certificate of registration from the user dashboard as shown below.

Form :S No.	Select	Apply :     Date		Dat	prove :			Show	
Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details	Furnished Return	Action	×

User can click on **Apply Renewal** link of Show Column for applying renewal or can click on **New application button** and then form-38.

			<ul> <li>         록(*) indicates mandatory field     </li> </ul>
egistration Details			
Registration No.	RM0001/2015 *		
Registration Date.	04-09-2015	Expiry Date	: 04-09-2020
romoter Informatio	on		
Applicant Status	Individual 🔻 *		
Applicant Name	* Test		
Gender	Male Female Other		(jpg, jpeg, gif, png only)
Mobile Number	+91 9876543234 *	Email ID	: Yyyy@Rr.Yt *
PAN No	5432212312		
Correspondence A	ddress of Applicant	Permanent Addr	ess Same as Corr. Address
Name	Mr. Test	Name	· Mr. • Test
Guardian Name	S/o Test	Guardian Name	: S/o 🔻 Test
State	Himachal Pradesh *	State	: Himachal Pradesh 🔻 *
District	Shimla *	District	: Shimla 🔹 \star
Tehsil	Shimla1 *	Tehsil	: Shimla1 *
Town/Village/Ward	* Test	Town/Village/Ward	: Test *
Address	Test	Address	: Test
	*		*
PIN	* 444444	PIN	*
ocuments			
Self certified statement		Copy of registration certificate	Choose file No file chosen *
Receipt of Bank	(pdf file only and Max file Size 1 MB) Choose file No file chosen ✓*	certificate	(pdf file only and Max file Size 1 MB)
guarantee/FD	(pdf file only and Max file Size 1 MB)		
Income tax returns of th	e preceeding 3 years		
Certificate1	Choose file No file chosen *	Certificate2	Choose file No file chosen *
Certificate3	(pdf file only and Max file Size 1 MB) Choose file No file chosen (pdf file only and Max file Size 1 MB)		(pdf file only and Max file Size 1 MB)

In this page all user information will be auto-filled and user only upload the income tax returns of preceding 3 years documents.

After uploading all required document user will click on the Save As Draft to save the data in the application and in draft mode or can click on the Next button to continue.

• If User will click on **Next** button then page will redirect to the form-38 preview page.

	Application for r		M-38 ate of registration by the	Promoter
romoter Informat	tion			
Applicant Status	: Individual			
Applicant Name	: Test			
Gender	: Male			
Mobile Number	: 9876543234			
Email ID	: yyyy@rr.yt			
PAN No	: 5432212312			
Correspondence Address			Permanent Addr	ess
	: Mr. test		Name	
Name				: Mr. test
S/o, C/o, W/o, D/o	: Test		S/o, C/o, W/o, D/o	: Test
State	: Himachal Pradesh		State	: Himachal Pradesh
District	: Shimla		District	: Shimla
Tehsil	: Shimla1		Tehsil	: Shimla1
Town/Village/Ward	: test		Town/Village/Ward	: test
Address	: test		Address	: test
PIN	: 444444		PIN	: 44444
egistration Detail	S			
Registration No.	: RM0001/2015			
Registration Date	: 04-Sep-2015		Expire Date	: 04-Sep-2020
ocuments				
Self certified	: 🖪		Copy of registration	: 🖪
statement	•		certificate	
Receipt of Bank guarantee/FD	: 🔼			
Certificate1	certificate for last 3 years		Certificate2	
Certificate3	: 🗖		Certificatez	: 🔼
certificates	•			
ayment Details				
Registration Fee	:₹2,000.00	Conveyen	ce Charge(0.5%)	:₹10.00
Total Fee	: ₹ 2,010.00			
Payment Mode	:      DD Online banking			
				: *
DD NO.	•	^	DD Date	·
Bank Name	:	*	DD Document	: Choose file No file chosen *
				(pdf file only and Max file Size 1 MB)
eclaration				
pelief.	that there is no court case on this p	roperty and the la	cts and contents stated abo	ove are true to the best of my/ our knowledge an
		Modify	Confirm	

- In this page user can view the application preview if any modification required then click on modify button then modify the required changes then click on the update button to update it in application.
- Then again the page will redirect to preview page.
- In preview page user can view the Payment details for this registration renewal in Payment details section.
- Then user can choose the payment mode from the radio button as Online Banking or DD.
- If user chooses Online mode then then click on the declaration check box and click on the **Confirm Button.**
- Then user will redirect to online payment gateway form payment.
- If user chooses the DD then enter the DD Information as below.
- Enter DD No. in the Text box.
- Enter DD date.
- Upload DD copy.
- Enter Bank name.
- Then click on the declaration check box and confirm button to confirm your registration.
- When user will click on the Confirm button page will redirect to the confirm page with the confirmation message and reference number.
- Now user can know the approval status of your application using the reference number.

Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as discussed in **Appendix-10**.

## 1.11 Form-39

#### 1.11.1 Apply Form-39

Registered Estate agent can apply the Form-39 for renewal of certificate of registration from the user dashboard.

For applying Form-39 please refer the apply Form-38 section.