

# **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-



**Department of Town & Country Planning**  
 Government of Himachal Pradesh

[Skip to main Content](#) | [Download Screen Reader](#)


T- T T+

[Home](#)
[About Us](#)
[Planning Regulation](#)
[Colonies/ Apartments](#)
[Notifications/ Orders](#)
[Media](#)
[Act & Rule](#)
[Development Plan](#)

## Online Services

Home > Online Building Permission


For any queries regarding online services, kindly contact support person at **09459790162**.



### Private Professional

- > **Regularization of Deviations and Un-authorized Constructions**
- > The new private professionals can register thier details in Appendix - 10.
- > Apply form -11 for division/ sub-division of land by registered private professionals.
- > Apply form-12 for new/ existing building construction by registered private professionals.
- > Apply form-16 for appeal case.
- > Apply form-26 for any type of offence case.


[Sign Up](#)
[Sign in](#)



### Promoters

- > The new promoters can register in form-34 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 construction by registered promoters.
- > Apply form-47 to get the licence for construction of building.
- > Apply form-16 for appeal case and form-26 for any type of offence case.

[Sign Up](#)
[Sign in](#)



### Citizens & Others

- > The new citizen can apply form -11 for division/sub-division of land.
- > Apply form-12 for new/ existing building construction.
- > Apply form-16 for appeal case and form-26 for any type of offence case.
- > The new estate agent can register in form-35 and can renew in form-39.

[Apply Online](#)
[Sign in](#)

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.



Registration of Private Professionals namely Town Planners/ Architects/ Engineers/ Draughtsmen/ Surveyors, their qualifications & competency.

(\*) Indicates Mandatory Field

#### Personal Information

User Type	: --Select-- *	Gender	: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Applicant Name	: <input type="text"/> *	Upload Photo	:  <input type="button" value="Browse"/> *
Mobile Number	: +91 <input type="text"/> *		
Alternate Number	: <input type="text"/>		
Email ID	: <input type="text"/> *		
Applicant Status	: --Select-- *		

#### Address Details

Correspondence Address	Permanent Address <input type="checkbox"/> Same as Corr. Address
Name : Mr. <input type="text"/> *	Name : Mr. <input type="text"/> *
Guardian Name : S/o <input type="text"/> *	Guardian Name : S/o <input type="text"/> *
State : Himachal Pradesh *	State : Himachal Pradesh *
District : --Select-- *	District : --Select-- *
Tehsil : --Select-- *	Tehsil : --Select-- *
Town/Village/Ward : <input type="text"/> *	Town/Village/Ward : <input type="text"/> *
Address : <input type="text"/> *	Address : <input type="text"/> *
PIN : <input type="text"/> *	PIN : <input type="text"/> *

#### Registration Details

Is registered with the Council of Architecture, New Delhi under the Architects Act, 1972 : ☐ Yes ☒ No

#### Qualification Details

Qualification	: --Select-- *	Class	: <input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C
Degree /Diploma Certificate	: <input type="button" value="Choose File"/> No file chosen *		

(pdf file only and Max file Size 1 MB)

#### Upload Signature

No file chosen \*

(jpeg, jpg, gif, png file only and Max file Size 1 MB)

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 Details of Company/Group

Registration No.	:	<input type="text"/>	*	
Employee Name	:	<input type="text"/>	*	Address : <input type="text"/>
Category	:	<input type="text" value="-Select-"/>	*	Qualification : <input type="text" value="--Select--"/>
Registration Certificate	:	<input type="button" value="Choose File"/> No file chosen	*	Degree /Diploma Certificate : <input type="button" value="Choose File"/> No file chosen
		(pdf file only and Max file Size 1 MB)		(pdf file only and Max file Size 1 MB)
<input type="button" value="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.

### Document Details of Company/Group

Certificate of registration of Company/Group	:	<input type="button" value="Choose File"/> No file chosen	*	Resolution regarding Authorised Signatory	:	<input type="button" value="Choose File"/> No file chosen	*
		(pdf file only and Max file Size 1 MB)				(pdf file only and Max file Size 1 MB)	
Other document	:	<input type="button" value="Choose File"/> No file chosen					
		(pdf file only and Max file Size 1 MB)					

User will enter the Address details –

### Address Details

Correspondence Address		Permanent Address		<input type="checkbox"/> Same as Corr. Address
Name	: Mr. <input type="text"/> *	Name	: Mr. <input type="text"/> *	
Guardian Name	: S/o <input type="text"/> *	Guardian Name	: S/o <input type="text"/> *	
State	: Himachal Pradesh ▾ *	State	: Himachal Pradesh ▾ *	
District	: --Select-- ▾ *	District	: --Select-- ▾ *	
Tehsil	: --Select-- ▾ *	Tehsil	: --Select-- ▾ *	
Town/Village/Ward	: <input type="text"/> *	Town/Village/Ward	: <input type="text"/> *	
Address	: <input type="text"/> *	Address	: <input type="text"/> *	
PIN	: <input type="text"/> *	PIN	: <input type="text"/> *	

- 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		: <input checked="" type="radio"/> Yes <input type="radio"/> No
Registration Number	: <input type="text"/> *	Registration Certificate : <input type="button" value="Choose File"/> No file chosen *
(pdf file only and Max file Size 1 MB)		

User will enter the Qualification Details -

Qualification Details	
Qualification	: --Select-- ▾ *
Class	: <input checked="" type="radio"/> A <input type="radio"/> B <input type="radio"/> C
Degree /Diploma Certificate	: <input type="button" value="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**

**(To be Filled in by The Tenderer)**

Tendered By : \_\_\_\_\_

Particulars : Towards application fee of TCP.

Amount (Rs.) : **3,015.00**
(Rupees) **Three Thousand And Fifteen Only**

(Signature of Tenderer)

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

Treasury Code : \_\_\_\_\_

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

Major-Code	Sub-Major	Minor-Code	Sub-Head	Amount
				Rs. _____
				Rs. _____
				Rs. _____
				Rs. _____
				Rs. _____

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

Home > Private Professional Registration

Pay registration fee of ₹ 3,015.00

Upload the copy of paid challan using reference number 08201500010

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.

Know your application status

Enter Your Application Number Submit

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 Signin

Email Id :

Password :

Login
Back

[Click here](#) to get your password.

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

**Welcome Sh. Vikrant Sharma (Architects)**  
Registration No. : B-371

New Application
Registration Details

10

Form No. : --Select--

Apply Date :

Approve Date :

Show

	Applicant Name	Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details	Action
	Ishwari Nand	Form - 12	02201500027	--	Draft	<a href="#" style="color: #007bff;">View</a>	<div style="border: 1px solid #007bff; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">58</div>		<a href="#" style="color: #007bff;">Show</a>
	Shanti Devi	Form - 12	02201500021	1,787.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	<div style="border: 1px solid #007bff; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">100</div>	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Vidhya Devi	Form - 12	02201500018	1,613.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	<div style="border: 1px solid #007bff; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">100</div>	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Shobu Ram	Form - 26	04201500006	4,648.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	<div style="border: 1px solid #007bff; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">100</div>	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Uma Devi	Form - 12	02201500006	1,860.00	Draft	<a href="#" style="color: #007bff;">View</a>	<div style="border: 1px solid #007bff; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">66</div>		<a href="#" style="color: #007bff;">Show</a>
	Joginder Singh	Form - 12	02201500005	16,763.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	<div style="border: 1px solid #007bff; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">100</div>	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Sh. Vikrant Sharma	Appendix - 10	08201500612	--		<a href="#" style="color: #007bff;">View</a>	<div style="border: 1px solid #007bff; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">0</div>	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	

## 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-

The screenshot displays a web application interface for a registered user, Sh. Vikrant Sharma (Architects). The top navigation bar includes links for Home, About Us, Planning Regulation, Colonies/ Apartments, Notifications/ Orders, Media, Act & Rule, and Development Plan. The user is logged in, and the dashboard shows a list of application forms with 'Apply' buttons.

Form Name	Description	Action
Appendix-1	Regularization of Deviations and Un-authorized Constructions (Important instructions 2)	Apply
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

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

About Us

Planning Regulation

Colonies/ Apartments

Notifications/ Orders

Media

Act & Rule

Development Plan

Un-authorized Constructions

Welcome Sh. Vikrant Sharma

Regularization of Deviations and Un-authorized Constructions

Applicant Information

Documents

(\*) indicates Mandatory Field

Hierarchy Details Of Area

District: --Select--

Notified Area: --Select--

Name of Village/town: --Select--

Applicant Information

Applicant Name \*

Guardian Name \*

Mobile No \*

Add / Delete

Mr.

S/O.

+91

Contact Information

Email ID \*

Alternate Number \*

Postal Address

Permanent Address

Same as Postal Address

Mr.

S/O.

Himachal Pradesh

--Select--

--Select--

Mr.

S/O.

Himachal Pradesh

--Select--

--Select--

Whether belongs to Below Poverty Line(BPL) or Economically Weaker Sections(EWS)

Whether the permission for building construction was taken earlier

Name of the Person in whose name earlier plan was sanctioned

Upload sanction letter

Upload Sanctioned Plan

Date of Sanction

Whether applicant's building was retained In previous Retention Policies.

Yes

No

Yes

No

Choose File

No file chosen

(pdf/zip file only and Max file Size 5 MB)

Choose File

No file chosen

(pdf/zip file only and Max file Size 30 MB)

Yes

No

Features of present plan being submitted showing deviations and unauthorized constructions.

Mauza \*

Pargana \*

Khasra No \*

Description of Building Use \*

Khata/Khatauni No. \*

Latitude/Longitude \*

Area (sq.m) \*

Property Type

Govt.

Private

Details of Deviations

Total Plot Area (sq.m) \*

Open Area/Area under Set Backs (sq.m.) \*

Total Permissible built up area \*

No. of Blocks \*

Remarks

Maximum 500 characters

Maximum Permissible Area (sq.mt.) \*

Permissible FAR \*

No. of storeys Permissible \*

Plot Details

Whether Change of Land use involved

Yes

No

Prev

Save As Draft

Next

Reset


15

In the Hierarchy Details of Area column-

Hierarchy Details Of Area			
District	:	--Select--	*
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	

- 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-



### Contact Information

Email ID :	<input type="text"/>	*	Upload Applicant Photo :	<div><input type="button" value="Upload"/></div>	*
Alternate Number :	<input type="text"/>				
<b>Postal Address</b>			<b>Permanent Address</b> <input type="checkbox"/> Same as Postal Address		
Name :	Mr. <input type="text"/>	*	Name :	Mr. <input type="text"/>	*
Guardian Name :	S/o <input type="text"/>	*	Guardian Name :	S/o <input type="text"/>	*
State :	Himachal Pradesh	*	State :	Himachal Pradesh	*
District :	--Select--	*	District :	--Select--	*
Tehsil :	--Select--	*	Tehsil :	--Select--	*
Town/Village/Ward :	<input type="text"/>	*	Town/Village/Ward :	<input type="text"/>	*
Address :	<input type="text"/>	*	Address :	<input type="text"/>	*
PIN :	<input type="text"/>		PIN :	<input type="text"/>	

- Enter Email ID and Alternate Number of the employee in the respective textboxes provided.
- Upload profile photo of 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 from the select box.
- Select the District name from 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.

Whether belongs to Below Poverty Line(BPL) or Economically Weaker Sections(EWS)	: <input type="radio"/> Yes <input checked="" type="radio"/> No
Whether the permission for building construction was taken earlier	: <input checked="" type="radio"/> Yes <input type="radio"/> No
Name of the Person in whose name earlier plan was sanctioned	: <input type="text"/> *
Upload sanction letter	: <input type="button" value="Choose File"/> No file chosen * (pdf/zip file only and Max file Size 5 MB)
Upload Sanctioned Plan	: <input type="button" value="Choose File"/> No file chosen * (pdf/zip file only and Max file Size 30 MB)
Date of Sanction	: <input type="text"/> <input type="button" value="Calendar"/> *
Whether applicant's building was retained in previous Retention Policies.	: <input type="radio"/> Yes <input checked="" type="radio"/> 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 plan being submitted showing deviations and unauthorized constructions.**

Mauza	: <input type="text"/> *	Khata/Khatauni No.	: <input type="text"/>
Pargana	: <input type="text"/>	Latitude/Longitude	: <input type="text"/> <input type="button" value="Location"/>
Khasra No	: <input type="text"/> *	Area (sq.m)	: <input type="text"/> <input type="button" value="Add"/>
Description of Building Use	: <input type="text" value="--Select-"/> *	Property Type	: <input type="radio"/> Govt. <input checked="" type="radio"/> 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 Deviations**

Total Plot Area (sq.m) :  \*

Maximum Permissible :  \*

Open Area/Area under :  Set Backs (sq.mt.)

Permissible FAR :

Total Permissible built :  up area

No. of storeys :  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-

**Plot Details**

Whether Change of Land use Involved : ☒ Yes ☐ No

Type of CLU Involved :

Sl#	Plot No.*	Plot Area*	Type of land Development*	Add More
1	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>	<div><div></div><div></div></div>

- 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/Drawings

Latest Jamabandi Document

 No file chosen \*  
 (pdf/zip file only and Max file Size 30 MB) ?

Tatima Document

 No file chosen \*  
 (pdf/zip file only and Max file Size 30 MB) ?

Structure Stability Certificate

 No file chosen \*  
 (pdf/zip file only and Max file Size 30 MB)

Latest Photograph of site with date

 No file chosen \*  
 (pdf/zip file only and Max file Size 30 MB)

Affidavit to the effect that building has been constructed on own land

 No file chosen \*  
 (pdf/zip file only and Max file Size 30 MB)

NOC of Competent authority to the effect that no litigation is pending in respect of such developing /building abutting National Highways/ State Highways /Scheduled Road or land owned by Railways of Civil Aviation.

 No file chosen  
 (pdf/zip file only and Max file Size 30 MB)

Present Location Plan

 No file chosen \*  
 (pdf/zip file only and Max file Size 30 MB) ?

Present Site Plan

 No file chosen \*  
 (pdf/zip file only and Max file Size 30 MB) ?

Proposed Consolidated Map1

 No file chosen \*  
 (pdf file only and Max file Size 30 MB) ?

Weather area falls in Green area/Heritage prior to the act Dated 07-12-2000/22-08-2002

☐ Yes ☒ No ?

weather land/building falls within HIMUDA Colonies where such colonies are maintained by ULB's

☐ Yes ☒ No

Weather applicant has already availed relaxation/exemption under various retention policies

☐ Yes ☒ No

Weather Proposed site falls in park, sewerage or other facility under approved plotting.

☐ Yes ☒ No

Weather the parking floor is converted into any other use

☐ Yes ☒ No

Weather there is any encroachment upon Government land

☐ Yes ☒ No

Weather proposed site falls in HFL

☐ Yes ☒ No

## Upload signature of applicant

 No file chosen \*  
 (jpg,jpeg,png,gif file only and Max file Size 1 MB)

← Prev

Save As Draft

Finish →

Reset

- 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**

**(To be Filled in by The Tenderer)**

Tendered By : \_\_\_\_\_

Particulars : Towards application fee of TCP.

Amount (Rs.) : **3,015.00**
(Rupees) **Three Thousand And Fifteen Only**

(Signature of Tenderer)

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

Treasury Code : \_\_\_\_\_

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

Major-Code	Sub-Major	Minor-Code	Sub-Head	Amount
				Rs. _____
				Rs. _____
				Rs. _____
				Rs. _____
				Rs. _____

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

Home > Private Professional Registration

Pay registration fee of ₹ 3,015.00

Upload the copy of paid challan using reference number 08201500010

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.

Know your application status

Enter Your Application Number

Submit

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

[Click here](#) to get your password.

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

**Welcome Sh. Vikrant Sharma (Architects)**  
Registration No. : B-371

New Application
Registration Details

0

Form No. : --Select--

Apply Date :

Approve Date :

Show

	Applicant Name	Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details	Action
	Ishwari Nand	Form - 12	02201500027	--	Draft	<a href="#" style="color: #007bff;">View</a>	58		<a href="#" style="color: #007bff;">Show</a>
	Shanti Devi	Form - 12	02201500021	1,787.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	100	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Vidhya Devi	Form - 12	02201500018	1,613.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	100	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Shobu Ram	Form - 26	04201500006	4,648.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	100	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Uma Devi	Form - 12	02201500006	1,860.00	Draft	<a href="#" style="color: #007bff;">View</a>	66		<a href="#" style="color: #007bff;">Show</a>
	Joginder Singh	Form - 12	02201500005	16,763.00	Pending at Planning Officer,	<a href="#" style="color: #007bff;">View</a>	100	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	
	Sh. Vikrant Sharma	Appendix - 10	08201500612	--		<a href="#" style="color: #007bff;">View</a>	0	<span style="background-color: #ff9900; color: white; padding: 2px 5px; border-radius: 3px;">Show</span>	

## 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.



The screenshot shows a web interface titled 'Home > Form List'. It contains a list of five forms, each with a title, a description, and an 'Apply' button. The forms are:

Form Number	Description	Action
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 Professional Information

## Checklist to be filled

## Documents



(\*) Indicates Mandatory Field

## Land Area Details

District	:	--Select--	*	Notified Area	:	--Select--	*
Name of Village	:	--Select--	*				

## Applicant Information

Applicant Name *	Father/Husband Name *	Mobile Number *	Add / Delete
Mr. <input type="text"/>	Mr. <input type="text"/>	+91 <input type="text"/>	

## Contact Information

Email ID	:	<input type="text"/>	*	Upload Photo	:	 <input type="button" value="Upload"/>
Alternate Number	:	<input type="text"/>				

## Correspondence Address

Name	:	Mr. <input type="text"/>	*
Guardian Name	:	S/o <input type="text"/>	*
State	:	Himachal Pradesh	*
District	:	--Select--	*
Tehsil	:	--Select--	*
Town/Village/Ward	:	<input type="text"/>	*
Address	:	<input type="text"/>	*
PIN	:	<input type="text"/>	*

## Permanent Address

☐ Same as Corr. Address

Name	:	Mr. <input type="text"/>	*
Guardian Name	:	S/o <input type="text"/>	*
State	:	Himachal Pradesh	*
District	:	--Select--	*
Tehsil	:	--Select--	*
Town/Village/Ward	:	<input type="text"/>	*
Address	:	<input type="text"/>	*
PIN	:	<input type="text"/>	*

## Description of Land Proposed for Subdivision/Development of Land

Revenue Village/Mohal:	<input type="text"/>	*	Khata No	:	<input type="text"/>
Khatuni No	:	<input type="text"/>	Latitude/Longitude	:	<input type="text"/>
Khasra No	:	<input type="text"/>	*	Area (sq.m)	:
Total Plot Area(sq.m)	:	<input type="text"/>	*	No. of Plot	:
Property Type	:	<input type="radio"/> Govt. <input checked="" type="radio"/> Private	Use Type	:	--Select--
Land Purpose	:	--Select--			

Prev

Save As Draft

Next

Reset

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:

### Description of Land Proposed for Subdivision/Development of Land

Revenue Village/Mohal :	<input type="text" value="12"/>	*	Khata No	:	<input type="text" value="23"/>	
Khatuni No	:	<input type="text" value="123"/>	Latitude/Longitude	:	<input type="text"/>	
Khasra No	:	<input type="text" value="232"/>	Area (sq.m)	:	<input type="text" value="2100"/>	
Total Plot Area(sq.m)	:	<input type="text" value="2100"/>	No. of Plot	:	<input type="text" value="1"/>	*
Property Type	:	<input type="radio"/> Govt. <input checked="" type="radio"/> Private	Use Type	:	<input type="text" value="Commercial"/>	*
Land Purpose	:	<input type="text" value="For change of Land Use fror"/>				

Sl#	Plot No.*	Plot Area*	Type of land Development*	Add More
1	<input type="text"/>	<input type="text"/>	--Select--	

- Enter the Revenue Village name.
- Enter the Khata No, Khatuni No and 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.
  - 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
← (\*) Indicates Mandatory Field

### Private Professional Information

Registration No. :  \* ⓘ
Name :  \*

Class : ☒ A ☐ B ☐ C
Plan Submission Date : 28-06-2016 ⓘ

Address :  \*  
Maximum 250 characters

### Documents / Maps

Jamabandi Document :  No file chosen \* ⓘ  
(pdf/zip file only and Max file Size 30 MB)

Conveyance deed :  No file chosen \* ⓘ  
(pdf/zip file only and Max file Size 30 MB)

Demarcation report :  No file chosen \* ⓘ  
(pdf/zip file only and Max file Size 30 MB)

Tatima Document :  No file chosen \* ⓘ  
(pdf/zip file only and Max file Size 30 MB)

Location Plan :  No file chosen \* ⓘ  
(pdf/zip file only and Max file Size 30 MB)

Site Plan :  No file chosen \* ⓘ  
(pdf/zip file only and Max file Size 30 MB)

Proposed consolidated map :  No file chosen \* ⓘ  
(pdf/zip file only and Max file Size 30 MB)

← Prev
Save As Draft
Next →
Reset

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-

Applicant Information
Private Professional Information
Checklist to be filled
Documents
+ (\*) indicates mandatory field

### Checklist to be filled

Sl#	Description	As per regulations	As proposed	Remarks	Relaxation
1	Total Area of land (Sq. m.)	200 (Maximum)	200		
2	Ownership & Revenue documents	Required	<input checked="" type="radio"/> Submitted <input type="radio"/> Not Submitted		
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)	3			
6	Width of existing path/road to the proposed land	45 (Maximum)			
7	Gradient of plot (Degree)	45 (Minimum)			
	Tank				
9	Whether proposed site is located nearby ASI Protected monument <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority)	Choose file No ...sen (pdf/zip file only and Max file Size 10 MB)		
10	Whether any HT/LT Line, crossing over the proposed land <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from HPSEB)	Choose file No ...sen (pdf/zip file only and Max file Size 10 MB)		
11	Whether trees are standing on plot <input checked="" type="radio"/> Yes <input type="radio"/> No	4 (Maximum)			
	No. of trees	100 (Maximum)			
	Distance of tree from proposed development if not to be cut	(Upload NOC from Forest Department)			
	Whether Permission of Competent authority for cutting of trees		Choose file No ...sen (pdf/zip file only and Max file Size 10 MB)		
	Whether plot is Abutting to Forest Boundary <input checked="" type="radio"/> Yes <input type="radio"/> No	200 (Minimum)			
	Distance from Forest Boundary				
12	Whether plot is Directly abutting with National Highway/State Highway/Bypass/Other H.P. Public Department Schedule road <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority along with Site plan)	Choose file No ...sen (pdf/zip file only and Max file Size 10 MB)		
13	Whether proposed plot is abutting to natural drainage <input checked="" type="radio"/> Yes <input type="radio"/> No	100 (Minimum)			
	Distance from Nullah	200 (Maximum)			
	Distance from Khud				
14	Whether any Pipeline/Sewerage line crossing or passing through the plot <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority)	Choose file No ...sen (pdf/zip file only and Max file Size 10 MB)		
15	Any other information				

Prev
Save As Draft
Next
Reset

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

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

Applicant Information Private Professional Information Checklist to be filled Documents ← (\*) indicates mandatory field

#### Other Documents

Any other NOC if required

: Choose file No file chosen

(pdf/zip file only and Max file Size 10 MB)

Affidavit regarding Surrender of Path if required

: Choose file No file chosen

(pdf/zip file only and Max file Size 10 MB)

Any other Affidavit if required

: Choose file No file chosen

(pdf/zip file only and Max file Size 10 MB)

Weather Agriculturist Himachali

: ☒ Yes ☐ No

#### Upload Signature

Choose file No file chosen \*

(jpg/jpeg/png/gif file only and Max file Size 1 MB)

← Prev

Save As Draft

Finish →

Reset

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.

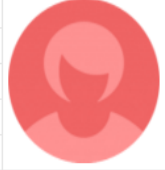
After entering all required information user will click on the Save As Draft to save the data in the application and in draft mode or can click on the Finish button to continue.

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

[illegible]

- 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.

Home > Application Status

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 : Shimla, State : 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 ApplicationRegistration Details

Your application had been approved.

Pay your application fee.

[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-



Form of application for permission under sub-section (2) of section 15-A of clause (a) of section 16 or sub-section (1) of section 30 or section 30-A (beyond the limits as specified under section 30-A) of the Municipal Pradhan Town and Country Planning Act, 1977 (Act No. 12 of 1977) for sub-division / development of land.

**Applicant Information**

Applicant Name: Mr. Test, Father name: Mr. Test, Mobile No.: 9876543210  
 Email ID: test55@gmail.com, Alternate No.: -

**Address Details**

Correspondence Address: Name: Mr. Test, Guardian Name: S/o Test, State: Himachal Pradesh, District: Shimla, Tehsil: Shimla, Town/Village/Ward: Test, Address: 123456, PIN: 171001  
 Permanent Address: Name: Mr. Test, Guardian Name: S/o Test, State: Himachal Pradesh, District: Shimla, Tehsil: Shimla, Town/Village/Ward: Test, Address: 123456, PIN: 171001

**Description of Land Proposed for Subdivision/Development of Land**

Revenue Village/Mohal: Village-1, Revenue No.: 111, Branch No.: 111, Total Plot Area(sq.m): 200.00, District: Shimla, Notified Area: Shimla, Name of Area: Village-1, Purpose: For change of Land Use from the original use, Khata No.: 111, Area (sq.m): 200.00, No. of Plot: 1, Planning Area: Test, Property Type: Private Property, Use Type: Commercial, Map Location: -

**Plot Details**

Plot No.: 1, Plot Area: 100.00, Type of land development: Commercial

**Private Professional Information**

Name: Dushy, Registration No.: 8031500010002, Class: Survey, Plan Date: 14-12-2018

**Documents / Maps**

Existence document: ☒, Conveyance deed: ☐, Demarcation report: ☒, Title document: ☐, Location Plan: ☒, Site Plan: ☒, Proposed subdivided map: ☒, Proposed Combined Map: ☐

**Checklist**

Sr	Description	As per regulations	As proposed	Remarks
1	Total Area of land	200 (Maximum)	200	
2	Coverage & Revenue documents	Required	Submitted	
3	Width of Path	5 (Minimum)	5	
4	Area for Basic Amenities	400.00 (Minimum)	400	
5	Distance from Motorable Road	3	2	
6	Width of existing pathway to the proposed land	45 (Maximum)	45	
7	Provision of Rain water Harvesting Tank	1:5	1:5	
8	Whether proposed site is located nearby any Protected monument	NOC from the competent authority	<input checked="" type="checkbox"/>	
10	Whether any HT/LT Line crossing over the proposed land	NOC from HPSEB	<input checked="" type="checkbox"/>	
11	Whether trees are standing on plot	3 (Maximum)	3	
	Distance of tree from proposed development if not to be cut	100 (Maximum)	100	
	Whether permission of Competent authority for cutting of tree	NOC from Forest Department	<input checked="" type="checkbox"/>	
	Whether plot is Abutting to Forest Boundary (Distance from Forest Boundary)	100 (Maximum)	200	
12	Whether plot is directly abutting with national highway or state highway or any other T.P.	NOC from the competent authority along with site plan	<input checked="" type="checkbox"/>	
13	Whether proposed plot is abutting to natural drainage	100 (Minimum)	100	
	Distance from drain	200 (Maximum)	200	
15	crossing or passing through the plot	any other information		

**Other Documents**

Any other NOC if required: ☐ No, Affidavit regarding Surrender of Path if required: ☐ No, Any other Affidavit: ☐ No, Whether Agricultural land: ☐ Yes, Bonafide certificate: ☐ No

**Application Fee Details**

Plot No.	Plot Area (sq. M.)	Purpose	Type of land development	Unit Price Per Sq. M.	Application Fee
1	100.00	For change of Land Use	Commercial	₹ 100.00	₹ 20,000.00
				₹ 100.00	₹ 10,000.00
				₹ 100.00	₹ 100.00
					<b>Total Fee: ₹ 30,100.00</b>

**Make Payment**

Application Fee: ₹ 30,000.00, Conveyance Charges (5%): ₹ 150.00, Total Fee: ₹ 30,150.00  
 Payment mode: ☐ Online, ☒ Treasury, Generate Challan (pay fee at Treasury and Update)  
 Please provide your challan details if already paid in treasury  
 Challan No.: , Challan Date: , Upload copy of challan:  or file chosen:


- 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


Your amount of ₹ 30,150.00 have successfully paid.

← Go to Dashboard

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

 > Dashboard


 Welcome Test

[New Application](#) [Registration Details](#) 

Form No. :

Apply Date :

Approve Date :

Action 

[Apply Appeal](#)

[Re-Apply](#)

Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details
Form - 11	01201501517	30,150.00	Paid	<a href="#">View</a>	100	<a href="#">Show</a> <a href="#">Show</a>

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.

The screenshot shows a web interface titled 'Home > Form List'. It contains a list of five forms, each with a title, a description, and an 'Apply' button. The forms are: Form - 11 (Form of application for permission of sub-division / development of land), Form - 12 (Form of application for permission of Development of Land / Construction of Building), Form - 26 (Form Application for composition of offences under section 39-C read with sub-section (3) of section), Form - 35 (Application for certificate of registration as Estate Agent), and Form - 57 (Apartment Branch For Issuance Of Essentiality Certificate And License).

Form Number	Description	Action
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.

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

Applicant Information
Private Professional Information
Checklist to be filled
Documents

(\*) indicates mandatory field

### Hierarchy Details Of Area

District : Shimla
Area Type : Planning Area
Notified Area : Shimla
Name of Village : village-1
Name of Area : Shimla

### Applicant Information

Applicant Name *	Guardian Name *	Mobile No *	Add / Delete
Mr. Test	Mr. Test	+91 9877777777	Add Delete

### Contact Information

Email ID : tedr11@ff.ill
Alternate Number :
Upload Photo :
Upload

### Correspondence Address

Name : Mr. Test
Guardian Name : S/o Test
State : Himachal Pradesh
District : Shimla
Tehsil : Shimla1
Town/Village/Ward : Test
Address : Test
PIN : 222222

### Permanent Address

☒ Same as Corr. Address
Name : Mr. Test
Guardian Name : S/o Test
State : Himachal Pradesh
District : Shimla
Tehsil : Shimla1
Town/Village/Ward : Test
Address : Test
PIN : 222222

### Description of land proposed for Development of Land/Construction of Building

Revenue Village/Mohal : Test
Khatuni No : F11f11
Khasra No : F11f12
Case Reference No. : R11
Applied land use : Commercial
Category : For Building Operation
Description : R11h
Khata No : R11
Latitude/Longitude :
Area (sq.m) : 200
Approved :
Plot No. : 1
Maximum Permissible : 200
Property Type :
☐ Govt.
☒ Private

### Builtup Area

No. of Blocks : 1
Block - 1

Sl#	Floor Type *	Floor Area Sq. m. *	Land Use Type *	Parking Area *	Exemption	Add More
1	Ground Floor	200	Commercial	200	<input type="checkbox"/>	Add

### Plot Details

Whether Change of Land use involved :
☒ Yes
☐ No
Type of CLU Involved : For change of Land Use from

Sl#	Plot No. *	Plot Area *	Type of land Development *	Add More
1	1	200	Commercial	Add

Prev
Save As Draft
Next
Reset

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.

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.

**Private Professional Information**

Registration No. : R031509010002 \*      Name : Bhjhgjh

Class : ☒ A      Plan Submission Date : 15-12-2015

Address : F, Town/Village-Fg, Dist-Shimla, State-Himachal Pradesh, PIN-988777 \*

**Documents / Maps**

Jamabandi Document : <input type="button" value="Choose file"/> No file chosen ✓ *	Conveyance deed : <input type="button" value="Choose file"/> No file chosen ✓ *
Demarcation report : <input type="button" value="Choose file"/> No file chosen ✓ *	Tatima Document : <input type="button" value="Choose file"/> No file chosen ✓ *
Location Plan : <input type="button" value="Choose file"/> No file chosen ✓ *	Site Plan : <input type="button" value="Choose file"/> No file chosen ✓ *
Proposed consolidated map : <input type="button" value="Choose file"/> No file chosen ✓ *	

(pdf/zip file only and Max file Size 30 MB)

← Prev    Save As Draft    Next →    Reset

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.

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

Applicant Information

Private Professional Information

Checklist to be filled

Documents

+

⚠(\*) Indicates mandatory field

#### Checklist to be filled

Sl#	Description	As per regulations	As proposed	Remarks	Relaxation
1	Type of Area	Core Non-Core Restricted Green Heritage Sinking Sliding Other	<input checked="" type="radio"/> Core <input type="radio"/> Non-Core <input type="radio"/> Restricted <input type="radio"/> Green <input type="radio"/> Heritage <input type="radio"/> Sinking <input type="radio"/> Sliding <input type="radio"/> Other		
2	Total Plot Area (in Sq.Mt.)	400 (Minimum)	300		
3	Ownership & Revenue documents	Required	<input checked="" type="radio"/> Submitted <input type="radio"/> Not Submitted		
4	Land-use	200	200		
5	F.A.R.	2.5	1.00		
6	Built up area(In Sq.Mt.)	500	200		
7	Set Backs <input type="radio"/> Yes <input checked="" type="radio"/> No				
	Front	100 (Maximum)	100		
	Rear	200 (Maximum)	100		
	Left Side	200 (Maximum)	100		
	Right Side	200 (Maximum)	100		
8	Number of story's	5	5		
9	Road/path existing at site				
	Existing at site	400 (Maximum)	300		
	Shown in Tatima	Required	<input checked="" type="radio"/> Submitted <input type="radio"/> Not Submitted		
10	Settling permission	---	---		
11	Whether any HT/LT Line, crossing over the proposed land <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from HPSEB)	<input type="button" value="Choose file"/> No ...sen ✓ (pdf/zip file only and Max file Size 10 MB)		
12	Whether proposed site is located nearby ASI Protected monument <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority)	<input type="button" value="Choose file"/> No ...sen ✓ (pdf/zip file only and Max file Size 10 MB)		
13	Whether proposed Plan is located nearby HFL <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority)	<input type="button" value="Choose file"/> No ...sen ✓ (pdf/zip file only and Max file Size 10 MB)		
14	Whether trees are standing on plot <input checked="" type="radio"/> Yes <input type="radio"/> No	nil	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)	<input type="button" value="Choose file"/> No ...sen ✓ (pdf/zip file only and Max file Size 10 MB)		
	Whether plot is Abutting to Forest Boundary <input checked="" type="radio"/> Yes <input type="radio"/> No	200 (Minimum)	200		
15	Whether plot is Directly abutting with National Highway/State Highway/Bye-pass/Other H.P. Public Department Schedule road <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority along with Site plan)	<input type="button" value="Choose file"/> No ...sen ✓ (pdf/zip file only and Max file Size 10 MB)		
16	Whether proposed plot is abutting to natural drainage <input checked="" type="radio"/> Yes <input type="radio"/> No	100 (Minimum)	100		
	Distance from Nullah	200 (Minimum)	200		
	Distance from Khud				
17	Whether any Pipeline/Sewerage line crossing or passing through the plot <input checked="" type="radio"/> Yes <input type="radio"/> No	(Upload NOC from the competent authority)	<input type="button" value="Choose file"/> No ...sen ✓ (pdf/zip file only and Max file Size 10 MB)		
18	Provision of Solar Passive Building	200	200		
19	Provision of barrier free access for persons with disability	200	200		
20	Whether the Proposed Plan is above the road level on Valley Side. <input checked="" type="radio"/> Yes <input type="radio"/> No	View			
21	Whether proposed Plan is located in Sinking and Sliding area <input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="button" value="Choose file"/> No ...sen ✓ (pdf/zip file only and Max file Size 10 MB)		
22	Rain water harvesting tank provision	200	200		
23	Structural Stability Certificate	Required	<input type="button" value="Choose file"/> No ...sen ✓ (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	<input type="button" value="Choose file"/> No ...sen ✓ (pdf/jpg/jpeg/png file only and Max file Size 10 MB)		
27	Any other information				

← Prev

Save As Draft

Next →

Reset

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

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

Applicant Information Private Professional Information Checklist to be filled Documents ← (\*) Indicates mandatory field

### Other Documents

NOC from HPPCB in case of Industry	:	<input type="button" value="Choose file"/> No file chosen (pdf/zip file only and Max file Size 10 MB)
Registration Certificate from industry Department in case of industry	:	<input type="button" value="Choose file"/> No file chosen (pdf/zip file only and Max file Size 10 MB)
Any other NOC if required	:	<input type="button" value="Choose file"/> No file chosen (pdf/zip file only and Max file Size 10 MB)
Affidavit regarding Surrender of Path if required	:	<input type="button" value="Choose file"/> No file chosen (pdf/zip file only and Max file Size 10 MB)
Any other Affidavit if required	:	<input type="button" value="Choose file"/> No file chosen (pdf/zip file only and Max file Size 10 MB)
Weather Agriculturist Himachali	:	<input checked="" type="radio"/> Yes <input type="radio"/> No

### Upload Signature

No file chosen  
(jpg/jpeg,png,gif file only and Max file 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.



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

#### Applicant Information

SLR	Applicant Name	Father Name	Mobile No.
1	Mr. Test	Mr. Test	9877777777

Email ID:  Address No.:



#### Address Details

Correspondence Address	Permanent Address
Name: <input type="text"/>	Name: <input type="text"/>
Guardian Name: <input type="text"/>	Guardian Name: <input type="text"/>
State: <input type="text"/>	State: <input type="text"/>
District: <input type="text"/>	District: <input type="text"/>
Tehsil: <input type="text"/>	Tehsil: <input type="text"/>
Town/Village/Ward: <input type="text"/>	Town/Village/Ward: <input type="text"/>
Address: <input type="text"/>	Address: <input type="text"/>

#### Description of land proposed for Development of Land/Construction of Building

Revenue Village/Mohala: <input type="text"/>	Khata No.: <input type="text"/>
Khata No.: <input type="text"/>	Area (sq.m): <input type="text"/>
Khata No.: <input type="text"/>	Whether Subdivision Approved: <input type="text"/>
Total Plot Area (sq.m): <input type="text"/>	Plot No.: <input type="text"/>
Case Reference No.: <input type="text"/>	Area Type: <input type="text"/>
Current Use: <input type="text"/>	Name of Village: <input type="text"/>
Notified Area: <input type="text"/>	Property Type: <input type="text"/>
Map Location: <input type="text"/>	Applied Land Use: <input type="text"/>
Maximum Permissible Ground Coverage (Sq.m): <input type="text"/>	Description: <input type="text"/>
No. of Blocks: <input type="text"/>	

Slr	Floor Type	Floor Area Sq. m.	Land Use Type	Parking Area Sq. m.	Exemption
1	Ground Floor	200.00	Commercial	200.00	No

#### Plot Details

Type of CLU involved:

Plot No.	Plot Area	Type of land Development
1	200.00	Commercial

#### Private Professional Information

Name: <input type="text"/>	Registration No.: <input type="text"/>
Class: <input type="text"/>	Plan Date: <input type="text"/>
Address: <input type="text"/>	

#### Documents / Maps

Final Land document: <input type="text"/>	Conveyance deed: <input type="text"/>
Demarcation report: <input type="text"/>	Taxmap document: <input type="text"/>
Location Plan: <input type="text"/>	Site Plan: <input type="text"/>
Proposed consolidated map: <input type="text"/>	

#### Checklist to be filled

Slr	Description	As per regulations	As proposed	Remarks	Relaxation
1	Type of Area	Core Non-Core Restricted Green Heritage SOSR Other	Core		
2	Total Plot Area in Sq.Mtr	400 (Minimum)	200.00		
3	Ownership & Revenue documents	Required	Submitted		
4	Land Use	200	1.00		
5	F.A.R.	2.5	1.00		
6	Built up area in Sq.Mtr	500	200		
7	Set backs (Sq. m.)				
	Front	100 (Maximum)	1.00		
	Side	200 (Maximum)	1.00		
	Left Side	200 (Maximum)	1.00		
	Right Side	200 (Maximum)	1.00		
8	Number of storeys	5	3		
9	Road/path existing at site				
	Existing at site	400 (Maximum)	3.00		
	Shown in Taxmap	Required	Submitted		
10	Parking provision	200	200		
11	Whether any HT/LT Line crossing	NOC from the competent authority	NO		
12	Whether proposed site is located nearby Air Protected monument	NOC from the competent authority	NO		
13	Whether proposed Plan is located nearby HTL	NOC from the competent authority	NO		
14	Whether trees are standing on plot				
	Age of trees	Nil	Nil		
	Distance of tree from proposed development if not to be cut	200 (Maximum)	2.00		
	Whether permission of competent authority for cutting of trees	NOC from Forest Department	NO		
	Whether plot is Abutting to Forest Boundary				
	Distance from Forest Boundary	200 (Maximum)	2.00		
15	Whether plot is directly abutting with National Highway/State Highway/Other H.P. Public Department Schedule road	NOC from the competent authority according to site plan	NO		
16	Whether proposed plot is abutting to natural drainage	100 (Maximum)	1.00		
	Distance from nullah	200 (Maximum)	2.00		
	Distance from khud				
17	Drinking water supply through one line	NOC from the competent authority	NO		
18	Provision of Solar Passive Building	200	200		
19	Provision of barrier free access for persons with disability	200	200		
20	Whether the Proposed Plan is above the road level on Valley Side	Yes			
21	Whether proposed Plan is located in Sinking and Sliding area	Uploaded Soil Investigation Report	NO		
22	Rain water harvesting tank provision	200	200		
23	Structural Safety Certificate	0	NO		
24	Number of Dwelling Units	5	3		
25	General requirements				
	Slope of land (Degree)	100 (Maximum)	1.00		
	Height of parking (Foot/Meter)	100	1.00		
	Height of stopping road (Meter)	100 (Maximum)	1.00		
	Height of Road (Meter)	100 (Maximum)	1.00		
	Height of Building (Meter)	100 (Maximum)	1.00		
	Maximum hill cut (Meter)	100	1.00		
	Distance between two blocks (Meter)	100 (Minimum)	1.00		
	Plinth height (Meter)	100 (Minimum)	1.00		
	Height of Service Road (Meter)	100	0		
	Equivalent car Space (Meter)	100	0		
	Substrate width (Meter)	100 (Minimum)	1.00		
26	Photography of site	0	NO		
27	Any other information				

#### Other Documents

Affidavit regarding Surrender of Path	Registration Certificate from Industry Department	NOC from MPFCB	Any other NOC
Any other Affidavit	Whether Agricultural Homestead		

#### Declaration

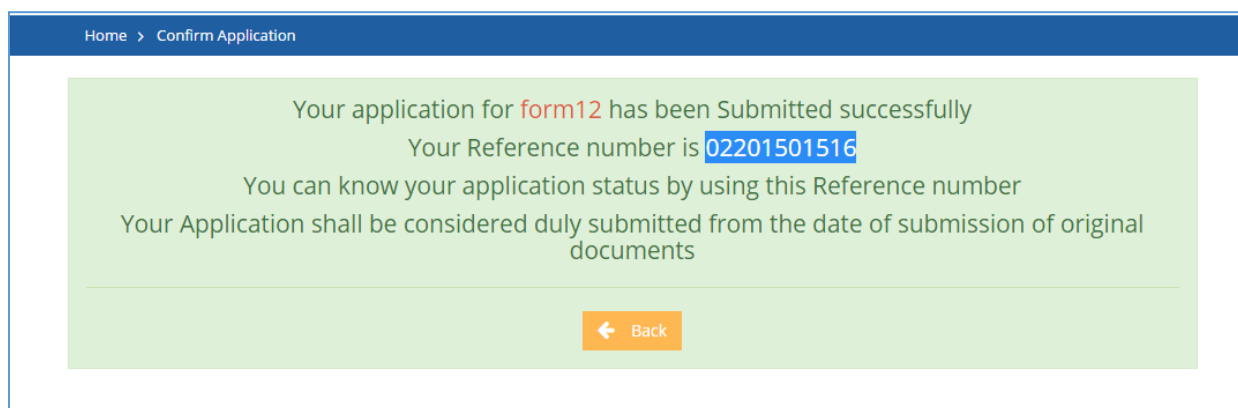
I, the undersigned, declare that there is no court case on this property and the facts and contents stated above are true to the best of my knowledge and belief.

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.

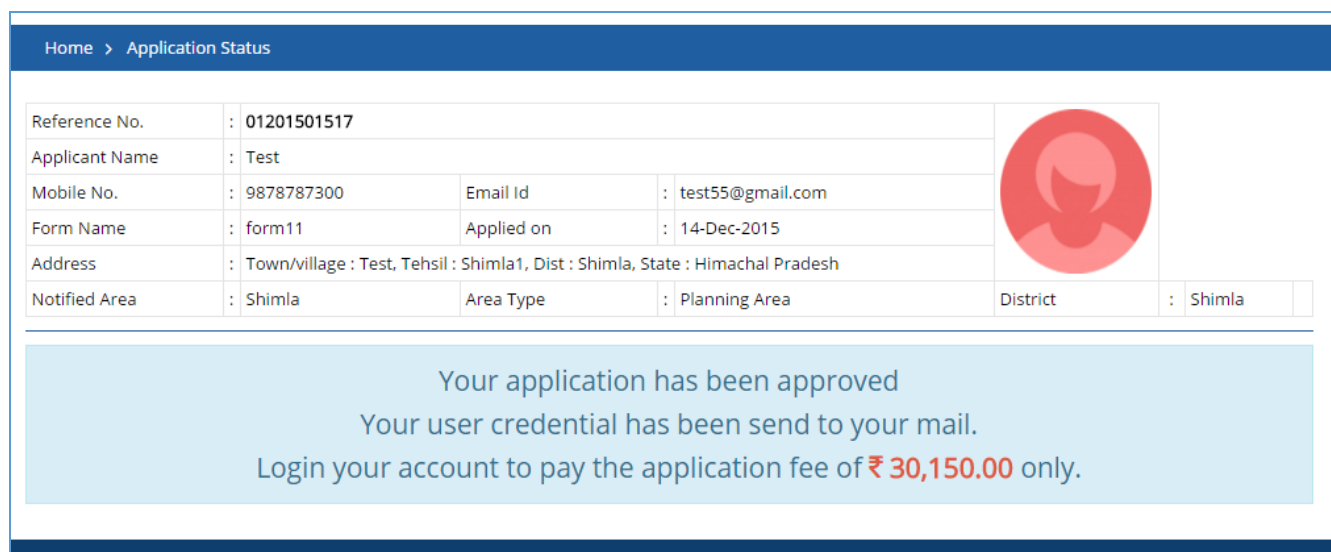
Then again the page will redirect to preview page.

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.



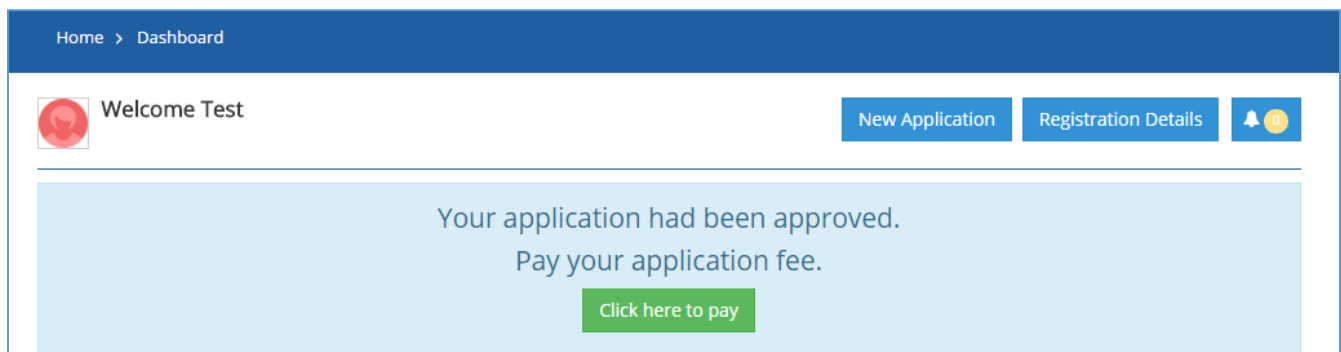
- Now user can know the approval status of your application using the reference number.
- Once the application is approved user can get an e-mail and SMS of your user Id and Password to login to user dashboard as discussed in Appendix-10.
- Now user can know the approval status of your application using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




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.

## Form of Application for Appeal

 (\*) indicates mandatory field

## Appeal Information

Application No : 01201501517 \*

## Applicant Information

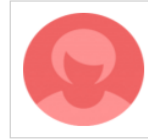
Applicant Name : Test \*

Gender : ☒ Male ☐ Female ☐ Other

Mobile Number : +91 9878787300 \*

Email ID : Test55@Gmail.Com \*

Applicant Status : Individual \*



## Correspondence Address of Applicant \*

Name : Mr. Test \*

Guardian Name : S/o Test \*

State : Himachal Pradesh \*

District : Shimla \*

Tehsil : Shimla1 \*

Town/Village/Ward : Test \*

Address : Test \*

PIN : 988888 \*

## Permanent Address \*

☒ Same as Corr. Address

Name : Mr. Test \*

Guardian Name : S/o Test \*

State : Himachal Pradesh \*

District : Shimla \*

Tehsil : Shimla1 \*

Town/Village/Ward : Test \*

Address : Test \*

PIN : 988888 \*

## Documents

Order No : NO040200000915 \*

Order Document :  \*

Order Date : 14-12-2015 \*

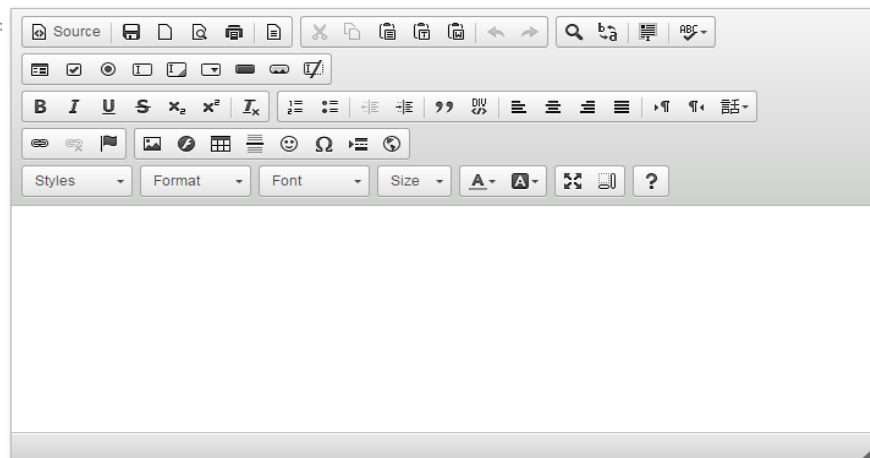
Appeal Document : Choose file No file chosen \*

(pdf, zip file only and Max file Size 10 MB)

Other Document : Choose file No file chosen \*

(pdf, zip file only and Max file Size 10 MB)

Ground of appeal :



Save As Draft

Next

Reset

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.

Treasury Challan

Print

T.R.1  
CHALLAN

(For Treasury Office Use)

Challan No. : \_\_\_\_\_ Challan Date. : 11-Dec-2015

(To be Filled in by The Tenderer)

Tendered By : \_\_\_\_\_

Particulars : Towards application fee of TCP.

Amount (Rs.) : 3,015.00 (Rupees) Three Thousand And Fifteen Only

(Signature of Tenderer)

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

Treasury Code : \_\_\_\_\_

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

Major-Code	Sub-Major	Minor-Code	Sub-Head	Amount
				Rs. _____
				Rs. _____
				Rs. _____
				Rs. _____
				Rs. _____

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

Home > Private Professional Registration

Pay registration fee of ₹ 3,015.00

Upload the copy of paid challan using reference number 08201500010

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.

Know your application status

Enter Your Application Number Submit

- 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.



The screenshot shows a web interface titled 'Home > Form List'. It contains a list of five forms, each with a title, a description, and an 'Apply' button. The forms are:

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

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.

Form of application for composition of offences under section 39-C read with sub-section (3) of section 39 of the Himachal Pradesh Town and Country planning Act, 1977 (Act no. 12 of 1977).

Applicant Information Private Professional Information Checklist Documents (\*) Indicates Mandatory Field

### Offences/Deviation Details

Deviation Category : Plan was not approved and construction carried out without dev \*

### Application Details

Subject : Test \*

### Hierarchy Details Of Area

District : Shimla \* Area Type : Planning Area \*  
Notified Area : Shimla \* Name of Village : Badi \*  
Name of Area : Additional Shimla Planning area

### Applicant Information

Applicant Name *	Father Name *	Mobile No. *	Add / Delete
Mr. Test	Mr. Test	+91 9888888888	

### Contact Information

Email ID : mr@ww.ll \*  
Alternate Number :

Upload Photo : Upload \*

### Correspondence Address

Name : Mr. Test \*  
Guardian Name : S/o Test \*  
State : Himachal Pradesh \*  
District : Shimla \*  
Tehsil : Shimla(Rural) \*  
Town/Village/Ward : Test \*  
Address : Test \*  
PIN : 988888 \*

### Permanent Address

☒ Same as Corr. Address

Name : Mr. Test \*  
Guardian Name : S/o Test \*  
State : Himachal Pradesh \*  
District : Shimla \*  
Tehsil : Shimla(Rural) \*  
Town/Village/Ward : Test \*  
Address : Test \*  
PIN : 988888 \*

### Description of land Where Offence is being carried out

Revenue Village/Mohal : Badi \*  
Khatuni No : Test \*  
Khasra No : Test \*  
Total Plot Area(Sq.mt.) : 400 \*  
Case Reference No. : F11 \*  
Maximum Permissible Ground Coverage(In Sq.mt.) : 400 \*  
Applied land use : Residential \*

Khata No : Test \*  
Latitude/Longitude : \*  
Area (sq.m) : 400 \*  
Whether Subdivision Approved : ☒ Yes ☐ No \*  
Plot No. : 1 \*  
Category : For Building Operation \*  
Description : Detached \*

### Builtup Area

No. of Blocks : 1 \*

#### Block - 1

Sl#	Floor Type *	Floor Area Sq. m. *	Land Use Type *	Parking Area *	Exemption	Add More
1	Ground Floor	200	Commercial	100	<input type="checkbox"/>	

### Plot Details

Whether Change of Land use Involved : ☐ Yes ☒ No

Prev Save As Draft Next Reset



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.

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

Form of application for composition of offences under section 39-C read with sub-section (3) of section 39 of the Himachal Pradesh Town and Country planning Act, 1977 (Act no. 12 of 1977).

Applicant Information Private Professional Information Checklist Documents ← (\*) Indicates Mandatory Field

**Notice Information**

Notice No : No11 Notice Date : 14-12-2015

Notice Copy : Choose file No file chosen  
(pdf/zip file only and Max file Size 10 MB)

**Reasons for composition of offences**

Reason 1 : Test \*

Reason 2 :

Reason 3 :

Supported Document to be Uploaded : Choose file No file chosen  
(pdf/zip file only and Max file Size 10 MB)

**Private Professional Information**

Registration No. : RP0046/2015 \* Name : Aarundh Chauhan

Class : A Plan Submission Date : 15-12-2015

Address : V.P.O.- Baijnath Tehsil- Baijnath  
Distt.-Kangra, Town/Village-Baijnath/ Ward No.-11, Dist-Kangra, State-Himachal Pradesh, PIN-176125 \*

← Prev Save As Draft Next → Reset

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.

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.

Form of application for composition of offences under section 39-C read with sub-section (3) of section 39 of the Himachal Pradesh Town and Country planning Act, 1977 (Act no. 12 of 1977).

Applicant Information

Private Professional Information

Checklist

Documents

(\*) indicates Mandatory field

#### Checklist to be filled

Sl#	Description	As per regulations	As proposed	Remarks	Relaxation
1	Type of Area	Non-Core	<input checked="" type="radio"/> Non-Core		
2	Total Plot Area (in sq.mt.)	350 (Minimum)	400		
3	Ownership & Revenue documents	Required	<input checked="" type="radio"/> Submitted <input type="radio"/> Not Submitted		
4	Land-use	As per IDP Shimla			
5	F.A.R.	1.75	0.50		
6	Built up area(in sq.mt.)	700	200		
	<input type="radio"/> Yes <input checked="" type="radio"/> No				
	Front	2 (Minimum)			
	Rear	2 (Minimum)			
	Left Side	2 (Minimum)			
	Right Side	2 (Minimum)			
8	Number of story's	Strictly upto FAR and Upto the Height of 21 meter			
9	Road/path existing at site	3 meter minimum (Minimum)			
	Shown in Tatima	Required	<input checked="" type="radio"/> Submitted <input type="radio"/> Not Submitted		
10	Parking provision	Mandatory If Feasible			
11	Whether any HT/LT Line, crossing over the proposed land	(Upload NOC from HPSEB)	<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
12	Whether proposed site is located	competent authority)	<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
13	Whether proposed Plan is located nearby NBL	(Upload NOC from the competent authority)	<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
14	Whether trees are standing on plot	Nil			
	No. of trees	2 (Minimum)			
	Distance of tree from proposed development if not to be cut	(Upload NOC from Forest Department)	<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
	Whether Permission of Competent authority for cutting of trees				
	Whether plot is Abutting to Forest Boundary	5 (Minimum)			
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
	Distance from Forest Boundary				
15	Whether plot is Directly abutting with National Highway/State Highway/Bye-pass/corridor i.e. Public Department Schedule road	(Upload NOC from the competent authority along with Site plan)	<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
16	Whether proposed plot is abutting to				
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
	Distance from Nullah	5 (Minimum)			
	Distance from Khud				
17	Whether any Pipeline/Sewerage line crossing or passing through the plot	(Upload NOC from the competent authority)	<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
18	Provision of Solar Passive Building	Mandatory if With in Urbanizable limit			
19	Provision of barrier free access for persons with disability	Mandatory in Public & Semi Public use			
20	Whether the Proposed Plan is above the road level on Valley Side.	View			
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
21	Whether proposed Plan is located in Sinking and Sliding area		<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
	<input checked="" type="radio"/> Yes <input type="radio"/> No				
22	Rain water harvesting tank provision	Required @ 20 ltr per roof top area			
23	Structural Stability Certificate	Required	<input type="button" value="Choose file"/> No ... .sen (pdf/zip file only and Max file Size 10 MB)		
24	Number of Dwelling Units	8 Minimum if not for sale Otherwise 5 Maximum			
25	General requirements				
	Slope of land(Degree)	45 (Maximum)			
	Height of parking floor(Meter)	4			
	Height of slopping roof(Meter)	2.70 (Maximum)			
	Height of floor(Meter)	2.70 (Minimum)			
	Height of building(Meter)	21 (Maximum)			
	Maximum hill cut(Meter)	3.50			
	Distance between two blocks(Meter)	5 (Minimum)			
	Plinth height(Meter)				
	Height of Service floor(Meter)				
	Equivalent car Space				
	Buildable width	5 (Minimum)			
26	Photograph's of site	Required	<input type="button" value="Choose file"/> No ... .sen (pdf, jpg, png, .org file only and Max file Size 10 MB)		
27	Any other information	If Required			

Prev

Save As Draft

Next

Reset

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

Form of application for composition of offences under Section 35-C read with 30B-section (2) of the Himachal Pradesh Town and Country planning Act, 1977 (Act no. 12 of 1977).

Applicant Information Private Professional Information **Checklist** Documents

← (\*) Indicates Mandatory Field

### Documents

Jamabandi Document : <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 30 MB)</small>	Conveyance deed : <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 30 MB)</small>
Demarcation report : <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 30 MB)</small>	Tatima Document : <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 30 MB)</small>
Location Plan : <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 30 MB)</small>	Site Plan : <input type="button" value="Choose file"/> No file chosen ✓ * <small>(pdf/zip file only and Max file Size 30 MB)</small>
Any Other Document : <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 30 MB)</small>	Affidavit of construction on own land : <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 30 MB)</small>
Proposed consolidated map : <input type="button" value="Choose file"/> No file chosen ✓ * <small>(pdf/zip file only and Max file Size 30 MB)</small>	

### Other Documents

NOC from HPPCB in case of Industry	: <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 10 MB)</small>
Registration Certificate from Industry Department in case of industry	: <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 10 MB)</small>
Any other NOC if required	: <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 10 MB)</small>
Affidavit regarding Surrender of Path if required	: <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 10 MB)</small>
Any other Affidavit if required	: <input type="button" value="Choose file"/> No file chosen * <small>(pdf/zip file only and Max file Size 10 MB)</small>
Weather Agriculturist Himachali	: <input checked="" type="radio"/> Yes <input type="radio"/> No

### Signature

Signature :  No file chosen ✓

← Prev Save As Draft Finish → Reset

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.

### Applicant Information

S/N	Applicant Name	Partner Name	Mobile No.
1	Mr. T. T. T.	Mr. T. T. T.	011-111-1111

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Address Details

Current Address		Permanent Address	
Name	Mr. T. T. T.	Name	Mr. T. T. T.
County	Kenya	County	Kenya
Sub-county	Kenya	Sub-county	Kenya
Ward	Kenya	Ward	Kenya
Postcode	Kenya	Postcode	Kenya

### Description of land proposed for Development of Land/Construction of Building

Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.
Area of land proposed for development	2000 sq. m.	Area of land proposed for development	2000 sq. m.

S/N	Floor Type	Floor Area Sq. m.	Land Use Type	Parking Area Sq. m.	Exemption
1	Ground Floor	2000 sq. m.	Residential	2000 sq. m.	No

### PLOT DETAILS

S/N	Plot No.	Plot Area	Type of Land Development
1	Plot No. 1	2000 sq. m.	Residential

### Private Professional Information

Name	Mr. T. T. T.	Signature	Mr. T. T. T.
Address	Mr. T. T. T.	Signature	Mr. T. T. T.

### Documents & Maps

Documents	Yes	Documents	Yes
Documents	Yes	Documents	Yes
Documents	Yes	Documents	Yes
Documents	Yes	Documents	Yes

### Checklist to be filled

S/N	Description	As per regulations	As proposed	Remarks	Signature
1	Topic of Area	2000	2000		
2	Total Area of the plot in sq. m.	2000	2000		
3	Area of the plot in sq. m.	2000	2000		
4	Area of the plot in sq. m.	2000	2000		
5	Area of the plot in sq. m.	2000	2000		
6	Area of the plot in sq. m.	2000	2000		
7	Area of the plot in sq. m.	2000	2000		
8	Area of the plot in sq. m.	2000	2000		
9	Area of the plot in sq. m.	2000	2000		
10	Area of the plot in sq. m.	2000	2000		
11	Area of the plot in sq. m.	2000	2000		
12	Area of the plot in sq. m.	2000	2000		
13	Area of the plot in sq. m.	2000	2000		
14	Area of the plot in sq. m.	2000	2000		
15	Area of the plot in sq. m.	2000	2000		
16	Area of the plot in sq. m.	2000	2000		
17	Area of the plot in sq. m.	2000	2000		
18	Area of the plot in sq. m.	2000	2000		
19	Area of the plot in sq. m.	2000	2000		
20	Area of the plot in sq. m.	2000	2000		
21	Area of the plot in sq. m.	2000	2000		
22	Area of the plot in sq. m.	2000	2000		
23	Area of the plot in sq. m.	2000	2000		
24	Area of the plot in sq. m.	2000	2000		
25	Area of the plot in sq. m.	2000	2000		
26	Area of the plot in sq. m.	2000	2000		
27	Area of the plot in sq. m.	2000	2000		
28	Area of the plot in sq. m.	2000	2000		
29	Area of the plot in sq. m.	2000	2000		
30	Area of the plot in sq. m.	2000	2000		
31	Area of the plot in sq. m.	2000	2000		
32	Area of the plot in sq. m.	2000	2000		
33	Area of the plot in sq. m.	2000	2000		
34	Area of the plot in sq. m.	2000	2000		
35	Area of the plot in sq. m.	2000	2000		
36	Area of the plot in sq. m.	2000	2000		
37	Area of the plot in sq. m.	2000	2000		
38	Area of the plot in sq. m.	2000	2000		
39	Area of the plot in sq. m.	2000	2000		
40	Area of the plot in sq. m.	2000	2000		
41	Area of the plot in sq. m.	2000	2000		
42	Area of the plot in sq. m.	2000	2000		
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44	Area of the plot in sq. m.	2000	2000		
45	Area of the plot in sq. m.	2000	2000		
46	Area of the plot in sq. m.	2000	2000		
47	Area of the plot in sq. m.	2000	2000		
48	Area of the plot in sq. m.	2000	2000		
49	Area of the plot in sq. m.	2000	2000		
50	Area of the plot in sq. m.	2000	2000		
51	Area of the plot in sq. m.	2000	2000		
52	Area of the plot in sq. m.	2000	2000		
53	Area of the plot in sq. m.	2000	2000		
54	Area of the plot in sq. m.	2000	2000		
55	Area of the plot in sq. m.	2000	2000		
56	Area of the plot in sq. m.	2000	2000		
57	Area of the plot in sq. m.	2000	2000		
58	Area of the plot in sq. m.	2000	2000		
59	Area of the plot in sq. m.	2000	2000		
60	Area of the plot in sq. m.	2000	2000		
61	Area of the plot in sq. m.	2000	2000		
62	Area of the plot in sq. m.	2000	2000		
63	Area of the plot in sq. m.	2000	2000		
64	Area of the plot in sq. m.	2000	2000		
65	Area of the plot in sq. m.	2000	2000		
66	Area of the plot in sq. m.	2000	2000		
67	Area of the plot in sq. m.	2000	2000		
68	Area of the plot in sq. m.	2000	2000		
69	Area of the plot in sq. m.	2000	2000		
70	Area of the plot in sq. m.	2000	2000		
71	Area of the plot in sq. m.	2000	2000		
72	Area of the plot in sq. m.	2000	2000		
73	Area of the plot in sq. m.	2000	2000		
74	Area of the plot in sq. m.	2000	2000		
75	Area of the plot in sq. m.	2000	2000		
76	Area of the plot in sq. m.	2000	2000		
77	Area of the plot in sq. m.	2000	2000		
78	Area of the plot in sq. m.	2000	2000		
79	Area of the plot in sq. m.	2000	2000		
80	Area of the plot in sq. m.	2000	2000		
81	Area of the plot in sq. m.	2000	2000		
82	Area of the plot in sq. m.	2000	2000		
83	Area of the plot in sq. m.	2000	2000		
84	Area of the plot in sq. m.	2000	2000		
85	Area of the plot in sq. m.	2000	2000		
86	Area of the plot in sq. m.	2000	2000		
87	Area of the plot in sq. m.	2000	2000		
88	Area of the plot in sq. m.	2000	2000		
89	Area of the plot in sq. m.	2000	2000		
90	Area of the plot in sq. m.	2000	2000		
91	Area of the plot in sq. m.	2000	2000		
92	Area of the plot in sq. m.	2000	2000		
93	Area of the plot in sq. m.	2000	2000		
94	Area of the plot in sq. m.	2000	2000		
95	Area of the plot in sq. m.	2000	2000		
96	Area of the plot in sq. m.	2000	2000		
97	Area of the plot in sq. m.	2000	2000		
98	Area of the plot in sq. m.	2000	2000		
99	Area of the plot in sq. m.	2000	2000		
100	Area of the plot in sq. m.	2000	2000		

### Other Documents

Documents	Yes	Documents	Yes
Documents	Yes	Documents	Yes
Documents	Yes	Documents	Yes
Documents	Yes	Documents	Yes

### Declaration

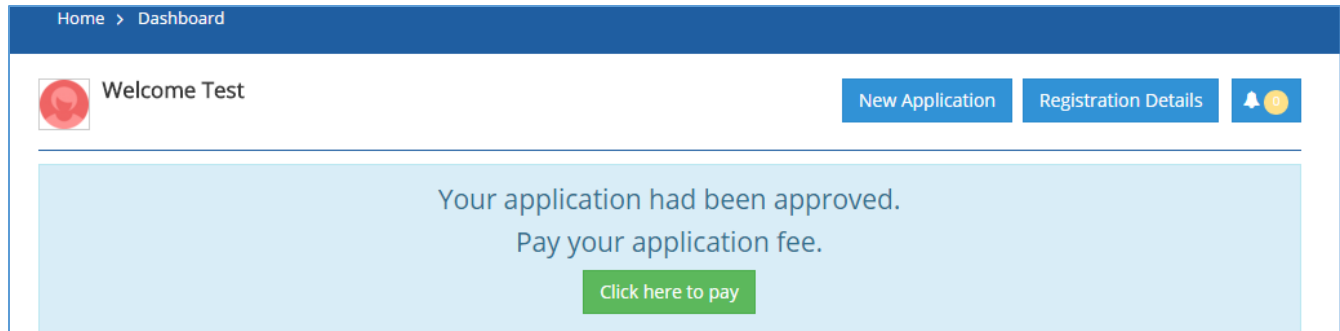
I, the undersigned, declare that the information provided in this form is true and correct to the best of my knowledge and belief.

- 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.
- 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.

After log in to the account the below page will be shown.



Home > Dashboard

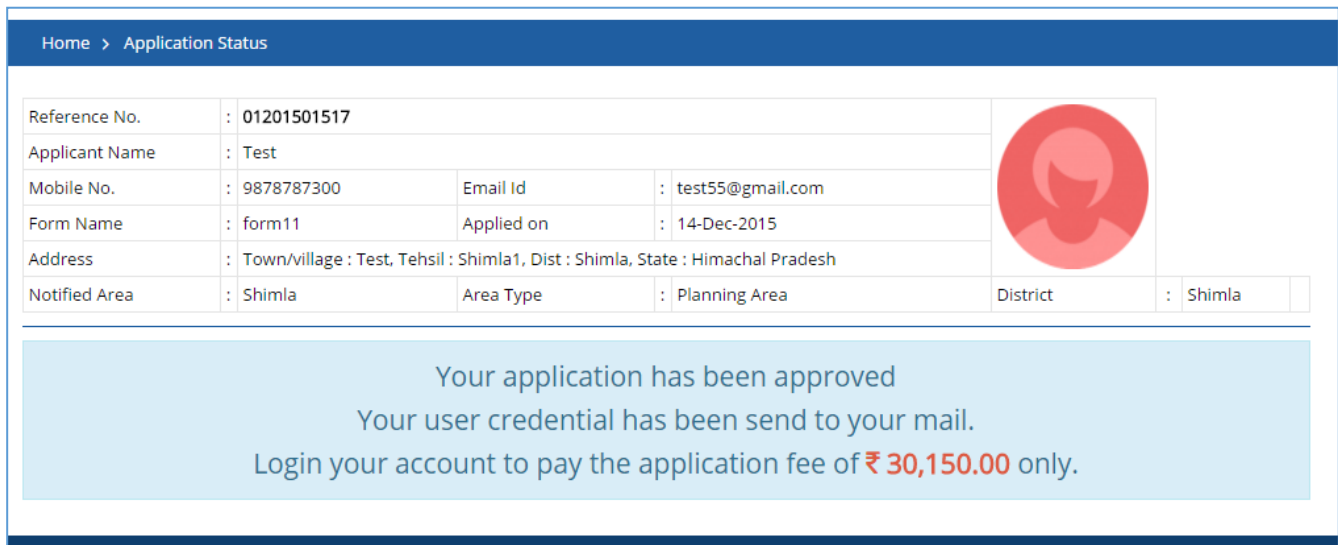
Welcome Test

New Application Registration Details

Your application had been approved.  
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.



Home > Application Status

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 : Shimla, State : 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.

## **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.



Application for certificate of registration by Promoter

Applicant Information

Documents



(\*) indicates mandatory field

Applicant Information

Applicant Status : Individual \*

Personal Information

Applicant Name : \*

Father Name : \*

Gender : ☒ Male ☐ Female ☐ Other

Mobile Number : +91 \*

Email ID : \*



Registration/Identification Details

PAN No : \*

PAN Document :  No file chosen \*  
(pdf file only and Max file Size 1 MB)

Whether registered as a promoter in Himachal Pradesh or any other state

: ☒ Yes ☐ No

Certificate of Registration

:  No file chosen \*  
(pdf file only and Max file Size 1 MB)

Whether conducted any Business as a promoter in State of Himachal Pradesh or any Other State

: ☒ Yes ☐ No

Copy Of Licence

:  No file chosen \*  
(pdf file only and Max file Size 1 MB)

Project Details during last 5 year

Project Details : \*

Completion certificate issued by Authority :  No file chosen \*  
(pdf file only and Max file Size 1 MB)

Whether Applicant posses Requisite Qualification

: ☒ Yes ☐ No

Qualification & Experience certificate

:  No file chosen \*  
(pdf file only and Max file Size 1 MB)

Address Details

Correspondence Address of Applicant

Name : Mr. \*

Guardian Name : S/o \*

State : Himachal Pradesh \*

District : --Select-- \*

Tehsil : --Select-- \*

Town/Village/Ward : \*

Address : \*

PIN : \*

Permanent Address

☐ Same as Corr. Address

Name : Mr. \*

Guardian Name : S/o \*

State : Himachal Pradesh \*

District : --Select-- \*

Tehsil : --Select-- \*

Town/Village/Ward : \*

Address : \*

PIN : \*

Other information

Other Information 1 :   
Maximum 200 characters

Other Information 2 :   
Maximum 200 characters

Other Information 3 :   
Maximum 200 characters

Other Information 4 :   
Maximum 200 characters

← Prev

Save As Draft

Next →

Reset

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.

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

Application for certificate of registration by Promoter

Applicant Information
Documents

←
(\*) indicates mandatory field

### Documents

Receipt of Bank guarantee/FD

Detail of Assets and Liabilities

Self certified statement

Undertaking Regarding engaging services of qualified expert

Income tax returns of preceding 3 years

Certificate1

Certificate3

Certificate2

Choose file
No file chosen

(pdf file only and Max file Size 1 MB)

Choose file
No file chosen

(pdf file only and Max file Size 1 MB)

Choose file
No file chosen

(pdf file only and Max file Size 1 MB)

Choose file
No file chosen

(pdf file only and Max file Size 1 MB)

Choose file
No file chosen

(pdf file only and Max file Size 2 MB)

Choose file
No file chosen

(pdf file only and Max file Size 2 MB)

### Signature

Signature

Choose file
No file chosen

(jpg, jpeg, png file only and Max file Size 1 MB)

← Prev
Save As Draft
Finish →
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.

The screenshot shows a web interface titled 'Home > Form List'. It contains a list of five forms, each with a title, a description, and an 'Apply' button. The forms are:

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

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

## Application for certificate of registration as Estate Agent

### Applicant Information

### Documents

← (\*) indicates mandatory field

### Applicant Information

Applicant Status : Individual \*

### Personal Information

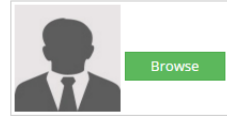
Applicant Name : \*

Father Name : \*

Gender : ☒ Male ☐ Female ☐ Other

Mobile Number : +91 \*

Email ID : \*



### Registration/Identification Details

PAN No : \*

PAN Document :  No file chosen \*  
(pdf file only and Max file Size 1 MB)

Whether registered as an Estate Agent in Himachal Pradesh or any other state : ☒ Yes ☐ No

Certificate of Registration :  No file chosen \*  
(pdf file only and Max file Size 1 MB)

Requisite Experience Certificate :  No file chosen \*  
(pdf file only and Max file Size 1 MB) ?

### Address Details

#### Correspondence Address of Applicant

Name : Mr. \*

Guardian Name : S/o \*

State : Himachal Pradesh \*

District : --Select-- \*

Tehsil : --Select-- \*

Town/Village/Ward : \*

Address : \*

PIN : \*

#### Permanent Address

☐ Same as Corr. Address

Name : Mr. \*

Guardian Name : S/o \*

State : Himachal Pradesh \*

District : --Select-- \*

Tehsil : --Select-- \*

Town/Village/Ward : \*

Address : \*

PIN : \*

### Other information

Other information 1 :    
Maximum 200 characters

Other Information 2 :    
Maximum 200 characters

Other information 3 :    
Maximum 200 characters

Other Information 4 :    
Maximum 200 characters

← Prev

Save As Draft

Next →

Reset

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.

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

Applicant Information

Documents

← (\*) indicates mandatory field

### Documents

Receipt of Bank guarantee/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)

Income tax returns of preceding 3 years

Certificate1

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)

Certificate3

Choose file

No file chosen

(pdf file only and Max file Size 2 MB)

### Signature

Signature

Choose file

No file chosen ✓ \*

(jpg,jpeg,png file only and Max file Size 1 MB)

NO IMAGE AVAILABLE

← Prev

Save As Draft

Finish →

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-35 preview page.

## Applicant Information

Applicant Status : Individual  
 Applicant Name : Ankit Kumar  
 Father name : Abuln  
 Gender : Male  
 Mobile Number : 9776666666  
 Email ID : [anki11@gmail.com](mailto:anki11@gmail.com)  
 PAN No : DDDDDDDDD

PAN Document : 

Whether registered as an Estate Agent in Himachal Pradesh or any other state : No  
 Registration Certificate : --  
 Requisite Experience Certificate : 




## Correspondence Address of Applicant


Name : Mr. Ankit Kumar  
 Guardian Name : S/o Abuln  
 State : Himachal Pradesh  
 District : Shimla  
 Tehsil : Shimla1  
 Town/Village/Ward : dd  
 PIN : 333333  
 Other information 1 : test  
 Other information 3 : --

## Permanent Address

Name : Mr. Ankit Kumar  
 Guardian Name : S/o Abuln  
 State : Himachal Pradesh  
 District : Shimla  
 Tehsil : Shimla1  
 Town/Village/Ward : dd  
 PIN : 333333  
 Other information 2 : --  
 Other information 4 : --

## Documents

Receipt of Bank guarantee/FD : 

Self certified statement : 

## Income tax clearance certificate for last 3 years

Certificate1 : --  
 Certificate3 : --

Certificate2 : --

## Payment 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 :  No file chosen  
(pdf file only and Max file Size 1 MB)

Bank Name :

## Declaration

☐ I/ we hereby declare that, the facts and contents stated above are true to the best of my/our knowledge and belief.

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 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.

**Welcome Test**  
Registration No. : RM0001/2015

[New Application](#)
[Registration Details](#)

Form No. : --Select--
Apply Date : 
Approve Date : 
[Show](#)

Form No.	Application No.	Application Amount (in Rs.)	Status	Download	Filled up %	Details	Furnished Return	Action
Form - 38	0720151515	2,010.00	Senior Assistant,	<a href="#">View</a>	63	<a href="#">Show</a>		<a href="#">Apply Renewal</a>
Form - 34	0520150001	201.00	Paid	<a href="#">View</a>	100	<a href="#">Show</a>	<a href="#">Apply Furnished</a>	<a href="#">Show</a>

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

Application for renewal of certificate of registration by the Promoter

(\*) indicates mandatory field

---

### Registration Details

Registration No.	: RM0001/2015 *		
Registration Date.	: 04-09-2015  *	Expiry Date	: 04-09-2020  *

### Promoter Information

Applicant Status : Individual ▼ * Applicant Name : Test * Gender : <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other Mobile Number : +91 9876543234 * Email ID : Yyyy@Rr.Yt * PAN No : 5432212312	<div style="border: 1px solid #ccc; width: 80px; height: 80px; background-color: #ccc; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> </div> <p style="color: red; font-size: small;">(jpg, jpeg, gif, png only)</p>
---	--

#### Correspondence Address of Applicant

Name	: Mr. ▼ Test *
Guardian Name	: S/o ▼ Test
State	: Himachal Pradesh ▼ *
District	: Shimla ▼ *
Tehsil	: Shimla1 ▼ *
Town/Village/Ward	: Test *
Address	: Test *
PIN	: 444444 *

#### Permanent Address

☒ Same as Corr. Address

Name	: Mr. ▼ Test *
Guardian Name	: S/o ▼ Test
State	: Himachal Pradesh ▼ *
District	: Shimla ▼ *
Tehsil	: Shimla1 ▼ *
Town/Village/Ward	: Test *
Address	: Test *
PIN	: 444444 *

### Documents

Self certified statement : <span style="border: 1px solid #ccc; padding: 2px;">Choose file</span> No file chosen ✓ * <span style="color: red; font-size: small;">(pdf file only and Max file Size 1 MB)</span>	Copy of registration certificate : <span style="border: 1px solid #ccc; padding: 2px;">Choose file</span> No file chosen ✓ * <span style="color: red; font-size: small;">(pdf file only and Max file Size 1 MB)</span>
Receipt of Bank guarantee/FD : <span style="border: 1px solid #ccc; padding: 2px;">Choose file</span> No file chosen ✓ * <span style="color: red; font-size: small;">(pdf file only and Max file Size 1 MB)</span>	
Income tax returns of the preceeding 3 years	
Certificate1 : <span style="border: 1px solid #ccc; padding: 2px;">Choose file</span> No file chosen * <span style="color: red; font-size: small;">(pdf file only and Max file Size 1 MB)</span>	Certificate2 : <span style="border: 1px solid #ccc; padding: 2px;">Choose file</span> No file chosen * <span style="color: red; font-size: small;">(pdf file only and Max file Size 1 MB)</span>
Certificate3 : <span style="border: 1px solid #ccc; padding: 2px;">Choose file</span> No file chosen * <span style="color: red; font-size: small;">(pdf file only and Max file Size 1 MB)</span>	

Save As Draft
Next
Reset


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.

**FORM-38**  
Application for renewal of certificate of registration by the Promoter

**Promoter Information**

Applicant Status	: Individual	
Applicant Name	: Test	
Gender	: Male	
Mobile Number	: 9876543234	
Email ID	: <a href="mailto:yyyy@rr.yt">yyyy@rr.yt</a>	
PAN No	: 5432212312	

**Correspondence Address**

Name	: Mr. test
S/o, C/o, W/o, D/o	: Test
State	: Himachal Pradesh
District	: Shimla
Tehsil	: Shimla1
Town/Village/Ward	: test
Address	: test
PIN	: 444444







**Permanent Address**

Name	: Mr. test
S/o, C/o, W/o, D/o	: Test
State	: Himachal Pradesh
District	: Shimla
Tehsil	: Shimla1
Town/Village/Ward	: test
Address	: test
PIN	: 444444


**Registration Details**

Registration No.	: RM0001/2015	Expire Date	: 04-Sep-2020
Registration Date	: 04-Sep-2015		

**Documents**

Self certified statement	: 	Copy of registration certificate	: 
Receipt of Bank guarantee/FD	: 		
<b>Income tax clearance certificate for last 3 years</b>			
Certificate1	: 	Certificate2	: 
Certificate3	: 		

**Payment Details**

Registration Fee	: ₹ 2,000.00	Conveyance Charge(0.5%)	: ₹ 10.00
Total Fee	: ₹ 2,010.00		
Payment Mode	: <input checked="" type="radio"/> DD <input type="radio"/> Online banking		
DD NO.	: <input type="text"/> *	DD Date	: <input type="text"/>  *
Bank Name	: <input type="text"/> *	DD Document	: <input type="button" value="Choose file"/> No file chosen * <small>(pdf file only and Max file Size 1 MB)</small>

**Declaration**

☐ I/ we hereby declare that there is no court case on this property and the facts and contents stated above are true to the best of my/ our knowledge 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 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.