

**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

Contents

1	Introduction.....	8
1.1	Purpose.....	8
1.2	Getting Started	8
2	Manage Master.....	10
2.1	Office Master	10
2.1.1	Add Office Master	10
2.1.2	View Office Master.....	11
2.2	Office Tagging	11
2.2.1	Add Office Tagging	11
2.2.2	View Office Tagging.....	12
2.2.3	Archive Office Tagging.....	13
2.3	Tehsil Master	14
2.3.1	Add Tehsil Master	14
2.4	Manage Center.....	15
2.4.1	Add Manage center.....	15
2.5	Manage Signature	16
2.5.1	Manage Signature	16
2.6	Area Name	17
2.6.1	Add Notified Area Name	17
2.6.2	View Notified Area Name	18
2.7	Manage Village.....	19
2.7.1	Add Village	19
2.7.2	View Village Name.....	20
2.8	Relaxation Details.....	21
2.8.1	Add Relaxation Parameter	21
2.8.2	View Relaxation Parameter.....	21
2.9	Payment Category.....	22
2.9.1	Set Payment Category.....	22
2.9.2	View Payment Category.....	28
2.10	Manage Description.....	30
2.10.1	Add Checklist Description.....	30
2.11	Manage Checklist	31
2.11.1	Add Checklist.....	31
2.12	Manage Form list.....	33
2.12.1	Manage form list	33
2.12.2	View form list	34

3	Manage Authority.....	35
3.1	Set Authority.....	35
3.1.1	Manage Authority.....	35
4	Manage CSM.....	36
4.1	Pages.....	36
4.1.1	Add Page.....	36
4.1.2	View Pages	37
4.1.3	Archive page.....	37
4.2	Global Link	38
4.2.1	Global link.....	38
4.3	Primary link.....	39
4.3.1	Add Primary link.....	39
4.4	Secondary link.....	40
4.4.1	Add Secondary link.....	40
4.5	Whats New	41
4.5.1	Add News	41
4.5.2	View News.....	41
4.5.3	Archive News.....	42
4.6	Form/ Checklist.....	43
4.6.1	Add Form/ Checklist.....	43
4.6.2	View News.....	44
4.6.3	Archive Download	44
4.7	Notification & Order	45
4.7.1	Add Notification	45
4.7.2	View Notification	46
4.7.3	Archive Notification	46
4.8	Media Gallery	47
4.8.1	Add Media Gallery	47
4.8.2	View Media Gallery.....	48
4.8.3	Archive Media Gallery.....	48
4.9	Banner	49
4.9.1	Add Banner	49
4.9.2	View Banner	50
4.10	Act & Rule	50
4.10.1	Add Act & Rule.....	50
4.10.2	View Act & rule.....	51
4.10.3	Archive Act & Rule.....	52

4.11	Important Link.....	52
4.11.1	Add Important Link.....	52
4.11.2	View Important Link.....	53
4.11.3	Archive Important link.....	54
4.12	Development Plan	54
4.12.1	Add Development Plan.....	54
4.12.2	View Development Plan	55
4.12.3	Archive Development plan.....	55
4.13	Minister/ Officer Profile.....	56
4.13.1	Add Minister / Officer Profile	56
4.13.2	View Minister / Officer Profile	57
4.13.3	Archive Minister / Officer Profile	57
4.14	Employee Directory	58
4.14.1	Add Employee Directory.....	58
4.14.2	View Employee Directory	59
4.14.3	Archive Employee Directory	60
4.15	Manage Meta Tag.....	61
4.15.1	Meta Tag	61
5	Manage Application	62
5.1	Payment Update.....	62
5.1.1	Payment Update.....	62
5.2	Application Form.....	66
5.2.1	View All Application.....	66
5.2.2	Approved Application	67
5.3	NOC Applications	73
5.3.1	View NOC Application.....	73
5.3.2	Approved NOC Application	73
5.4	Order/Notice	74
5.4.1	Order/Notice	74
5.5	Feedback/Complaint.....	77
5.5.1	View Feedback/Complaint	77
5.6	Notification/Alert	78
5.6.1	Add Notification/Alert	78
5.6.2	View Notification/Alert	79
5.7	Training Attendance.....	79
5.7.1	Add Trainee Attendance	79
5.8	Training Feedback.....	80

5.8.1	Add Training Feedback.....	80
5.8.2	View Training Feedback.....	81
6	Manage Master.....	82
6.1	Registration Report.....	82
6.1.1	View Registration Report	82
6.2	Payment Report.....	83
6.2.1	View Payment Report	83
6.3	Online Payment Report.....	85
6.3.1	View Online Payment Report	85
6.4	Application Report	87
6.4.1	View Application Report	87
6.5	License Report	88
6.5.1	View License Report	88
6.6	NOC Report.....	89
6.6.1	View NOC Report	89
6.7	Training Report.....	90
6.7.1	View Training Report	90
6.8	Pending Report.....	90
6.8.1	View Pending Report	90

1 Introduction

1.1 Purpose

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

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


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

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

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

1.2 Getting Started

To start using the application, enter the valid IP address in the browser to view the following Log in Screen of HPTCP:



Department of Town & Country Planning

Government of Himachal Pradesh

Login

[Lost your password ?](#)


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Fig 1: Login Screen


In the above displayed Administrative login screen:

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

On submitting, the user can view the following dashboard-



Department of Town & Country Planning
 Government of Himachal Pradesh


Super Administrator

- Dashboard
- Manage Master
 - Office Master
 - Office Tagging
 - Tehsil Master
 - Manage Center
 - Manage Signature
 - Area Name
 - Manage Village
 - Relaxation Detail
 - Payment Category
 - Manage Description
 - Manage Checklist
 - Manage FormList
- Manage Authority
- Manage CMS
- Manage Application
- Reports

Dashboard
 > Dashboard

Friday, Dec 11, 2015 10:55:58 AM

Pvt. Professional/Promoter/Est. Agent Registration

Applied 807	Approved 757	Pending 45	Reverted 5
View All	View All	View All	View All

Planning Permission

Applied 22	Approved 2	Pending 14	Reverted 6
View All	View All	View All	View All

Applicant Status

Type Name or Application No. for search

Suneet Kumar Sole Proprietor Of M/s Shubham Construction
 Form - 34
 Ref. No : 05201500103

Pending ●

Ruchi Rana
 Appendix - 10
 Ref. No : 08201500811

Pending ●

Amit Kumar & Ashwani
 Form - 12
 Ref. No : 02201500026

Pending ●

Ganeshu
 Form - 12

Authority wise Pending

Select Office : Shimla (Divisional Office)

District Wise Application Report

☒ All
 ☐ Form-11
 ☐ Form-12
 ☐ Form-16
 ☐ Form-26

[View Details](#)

Fig 2: Dashboard

Here in the dashboard the major global links and primary links are displayed in the left column. The major global links include the following-

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

2 Manage Master

2.1 Office Master

2.1.1 Add Office Master

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

Add Office Master

Manage Master > Office Master

Add View

Office Type : ☒ Divisional ☐ Sub-Divisional ☐ Head Quarter ☐ Other

Sl#	Office Name*	DD Code	Treasury Code	Add / Delete
1	<input type="text" value="Shimla"/>	<input type="text" value="002"/>	<input type="text" value="002"/>	<input type="button" value="Add"/>

Submit Reset

Fig 3: Add Office Master

- Choose the Office type from the radio button.
- Enter the Office name.
- Enter the DD Code.
- Enter the Treasury Code.
- If administrator want to add more office, click on the add more button.

- If administrator want to remove office click on remove.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data's.

2.1.2 View Office Master

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

View Office Master

Home > Manage Master > Office Master Tuesday, Nov 3, 2015 4:39:27 PM

[Add](#) [View](#) Print Delete

Office Name : Office Type : Divisional Show

<input type="checkbox"/>	Sl.#	Office Name	DD Code	Treasury Code	Office Type	Created On	Last Updated On	Edit
<input type="checkbox"/>	1	Dharamshala			Divisional	16-Jun-2015	16-Jun-2015	Edit
<input type="checkbox"/>	2	Hamirpur			Divisional	16-Jun-2015	16-Jun-2015	Edit
<input type="checkbox"/>	3	Kullu			Divisional	16-Jun-2015	16-Jun-2015	Edit
<input type="checkbox"/>	4	Mandi			Divisional	16-Jun-2015	16-Jun-2015	Edit
<input type="checkbox"/>	5	Nahan			Divisional	16-Jun-2015	16-Jun-2015	Edit
<input type="checkbox"/>	6	Shimla	003	003	Divisional	10-Jun-2015	17-Aug-2015	Edit
<input type="checkbox"/>	7	Solan			Divisional	10-Jun-2015	12-Jul-2015	Edit

Showing 1 to 7 of 7 entries

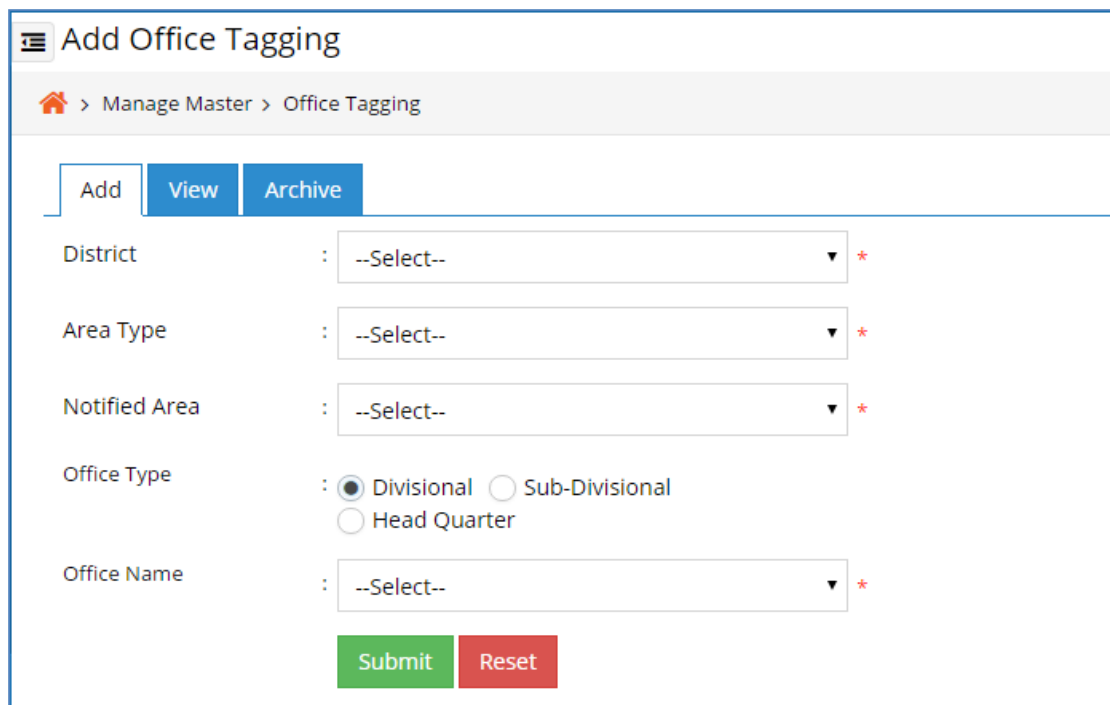
Fig 4: View Office Master

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

2.2 Office Tagging

2.2.1 Add Office Tagging

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



Add Office Tagging

Home > Manage Master > Office Tagging

Add | View | Archive

District : --Select-- *

Area Type : --Select-- *

Notified Area : --Select-- *

Office Type : ☒ Divisional ☐ Sub-Divisional
☐ Head Quarter

Office Name : --Select-- *

Submit **Reset**

Fig 5: Add Office Tagging

- The user will select district from the drop down list.
- Select area type from the drop down list.
- Select Notified Area Name from the drop down list.
- Choose Office Type from the radio button.
- Select Office name from the drop down.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data's.

2.2.2 View Office Tagging

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

hal Pradesh

View Office Tagging

Manage Master > Office Tagging Tuesday, Aug 11, 2015 11:41:03 AM

[Add](#)
[View](#)
[Archive](#)

District : --Select--
 Area Type : --Select--
 Notified Area : --Select--
 [Show](#)

Sl.#	Area Name	Tagged Office	Created On	Edit
1	Amb-Gagret, Planning Area, Una	Una (Sub-divisional Office)	07-Aug-2015	Edit
2	Kinnaur Notified Area, Planning Area, Kinnaur	Shimla (Divisional Office)	01-Jul-2015	Edit
3	Kufri, Special Area, Shimla	kufri (Sub-divisional Office)	15-Jul-2015	Edit
4	Rampur Bushahar, Planning Area, Shimla	Rampur Bushehar (Sub-divisional Office)	16-Jun-2015	Edit
5	Rohru, Planning Area, Shimla	Kufri (Divisional Office)	05-Jun-2015	Edit
6	Sarahan, Special Area, Shimla	Rampur Bushehar (Sub-divisional Office)	20-Jul-2015	Edit
7	Shimla, Planning Area, Shimla	Shimla (Divisional Office)	11-Jun-2015	Edit

Fig 6: View Office Tagging

- Authorized user can search & view details for a particular office tagging by choosing the District from the drop down list.
- Authorized user can search & view details for a particular office tagging by choosing the Notified Area from the drop down list.
- Authorized user can search & view details for a particular office tagging by choosing the Area Type from the drop down list.
- Authorized user can edit & modify the required changes in the office tagging details by clicking on edit button.

2.2.3 Archive Office Tagging

Here the authorized user can view the list of office tagging information that is already been archived.

Chal Pradesh

View Archived Office Tagging

Home > Manage Master > Office Tagging Tuesday, Aug 11, 2015 11:42:03 AM

[Add](#)
[View](#)
[Archive](#)

District : --Select--
 Area Type : --Select--
 Notified Area : --Select--
 [Show](#)

Sl.#	Area Name	Tagged Office	Updated On
1	Rohru, Planning Area, Shimla	Shimla (Head Quarter)	05-Jun-2015 05:02 PM
2	Rohru, Planning Area, Shimla	Kufri (Divisional Office)	05-Jun-2015 04:35 PM
3	Rohru, Planning Area, Shimla	Shimla (Head Quarter)	05-Jun-2015 04:35 PM
4	Rohru, Planning Area, Shimla	Theoge 2 (Sub-divisional Office)	05-Jun-2015 04:33 PM
5	Rohru, Planning Area, Shimla	Shimla (Head Quarter)	05-Jun-2015 01:21 PM
6	Shimla, Planning Area, Shimla	Una (Sub-divisional Office)	11-Jun-2015 11:25 AM
7	Shimla, Planning Area, Shimla	Shimla (Head Quarter)	11-Jun-2015 10:46 AM

Fig 7: Archive Office Tagging

- Authorized user can search & view details for a particular archive office tagging information by choosing the District Name from the drop down list.
- Authorized user can search & view details for a particular office tagging by choosing the Notified Area from the drop down list.
- Authorized user can search & view details for a particular office tagging by choosing the Area Type from the drop down list.

2.3 Tehsil Master

2.3.1 Add Tehsil Master

The purpose of this section is to create the Tehsil of a district details.

Tehsil Master

> Manage Master > Tehsil Master

Tuesday, Aug 11, 2015 11:45:14 AM

Tehsil Master

(*) indicates mandatory field

District :	Bilaspur ▼ *	- Shimla
Tehsil Name 1	Namhol *	Shimla(Urban), Shimla(Rural), Chopal, Theog, Rampur, Rohru, Chirgaon, Tikar, Nankhari, Dodrakwar, Suni, Junga, Kumharsain, Jubbal(Deorha), Kotkhai, Cheta
Tehsil Name 2	Jhanduta *	
Tehsil Name 3	Ghumarwin *	
Tehsil Name 4	Naina Devi *	
Tehsil Name 5	Bilaspur Sadar *	+ Bilaspur
Tehsil Name 6	Bharari *	+ Chamba
		+ Hamirpur
		+ Kangra

Update Cancel

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

2.4.1 Add Manage center

Chal Pradesh

Manage Center

Home > Manage Master > Manage Center Tuesday, Aug 11, 2015 0:05:24 PM

Manage Center (*) indicates mandatory field

District : Bilaspur *

Area Type : Planning Area *

Select Center : ☐ ULB ☒ TCP ☐ SADA *

- Bilaspur
- + Other ULB
- Planning Area
 - TCP (TCP)
- + Special Area
- + ULB
- + Chamba
- + Hamirpur

Fig9: Add center

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

2.5 Manage Signature

2.5.1 Manage Signature

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

Manage Signature

Home

Manage Master

Manage Signature

Tuesday, Aug 11, 2015 0:12:21 PM

Add

(*) indicates mandatory field

Designation

:

Assistant Town Planner (ATP)

Authority

:

Bishnu Sahoo(Assistant Town Planner)

Upload Signature

:

Choose File

No file chosen

(.pdf file only and Max size file Size 10 MB)

Submit

Reset

Fig10: Add Signature

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

2.6 Area Name

2.6.1 Add Notified Area Name

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

Add Notified Area

Home

Manage Master

Area Name

Tuesday, Aug 11, 2015 0:20:07 PM

Add

View

(*) indicates mandatory field

District

:

--Select--

*

Area Type

:

--Select--

*

Notified Area

:

--Select--

*

Area Name

:

*

☐ Architect Power of Authority

Area Name

:

*

☐ Architect Power of Authority

Submit

Reset

Fig11: Add Notification Area

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

2.6.2 View Notified Area Name

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

View Notified Area

Manage Master > Area Name

Tuesday, Aug 11, 2015 0:22:25 PM

AddView

District : --Select--

Area Type : --Select--

Notified Area : --Select--

Show

<input type="checkbox"/>	Sl.#	District	Area Type	Notified Area	Area	Edit
<input type="checkbox"/>	1	Shimla	Planning Area	Shimla	Additional Shimla Planning area	
<input type="checkbox"/>	2	Shimla	Planning Area	Chopal	Chopal Plannning Area	
<input type="checkbox"/>	3	Shimla	Planning Area	Rampur Bushahar	Exempted Rampur Planning Area	
<input type="checkbox"/>	4	Shimla	Special Area	Kufri	Extended Kufri Special Area	
<input type="checkbox"/>	5	Shimla	Special Area	Ghanahatti	Ghanahatti Special Area	
<input type="checkbox"/>	6	Shimla	Special Area	Hatkoti	Hatkoti Special Area	
<input type="checkbox"/>	7	Kinnaur	Planning Area	Kinnaur Notified Area	Kinnaur Area 1	

Fig 12: View Area Name

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

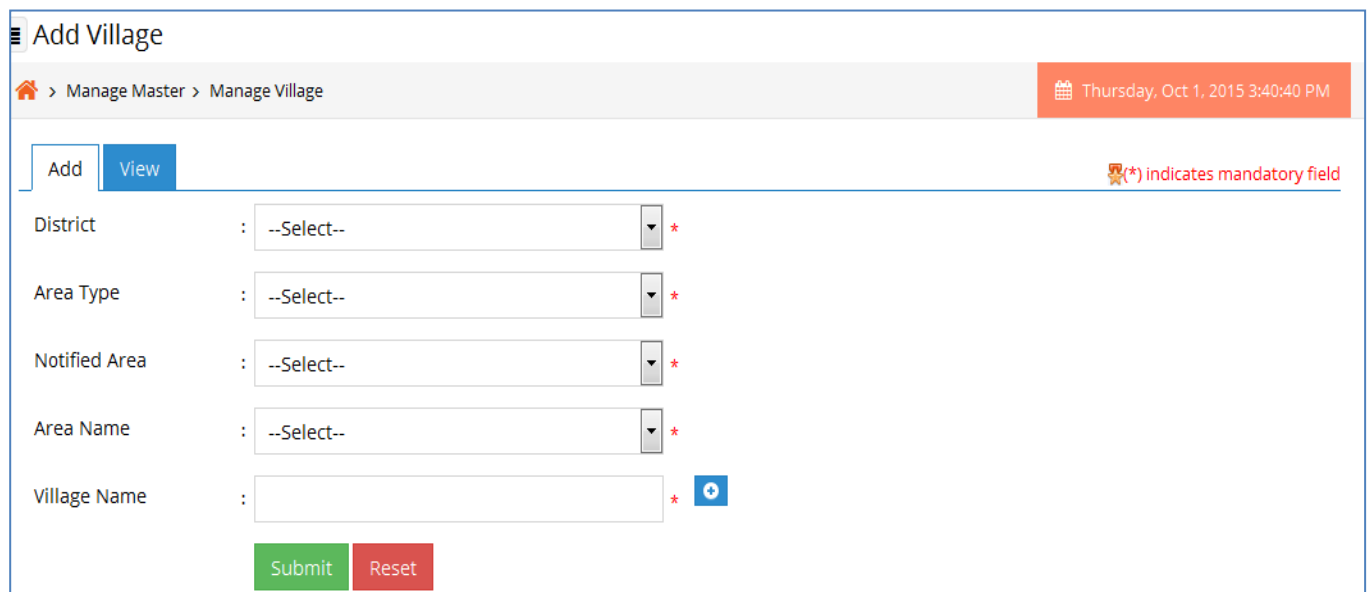
Type from the drop down list.

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

2.7 Manage Village

2.7.1 Add Village

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



Add Village

Manage Master > Manage Village Thursday, Oct 1, 2015 3:40:40 PM


Add View (*) indicates mandatory field

District : --Select-- *

Area Type : --Select-- *

Notified Area : --Select-- *

Area Name : --Select-- *

Village Name : * 

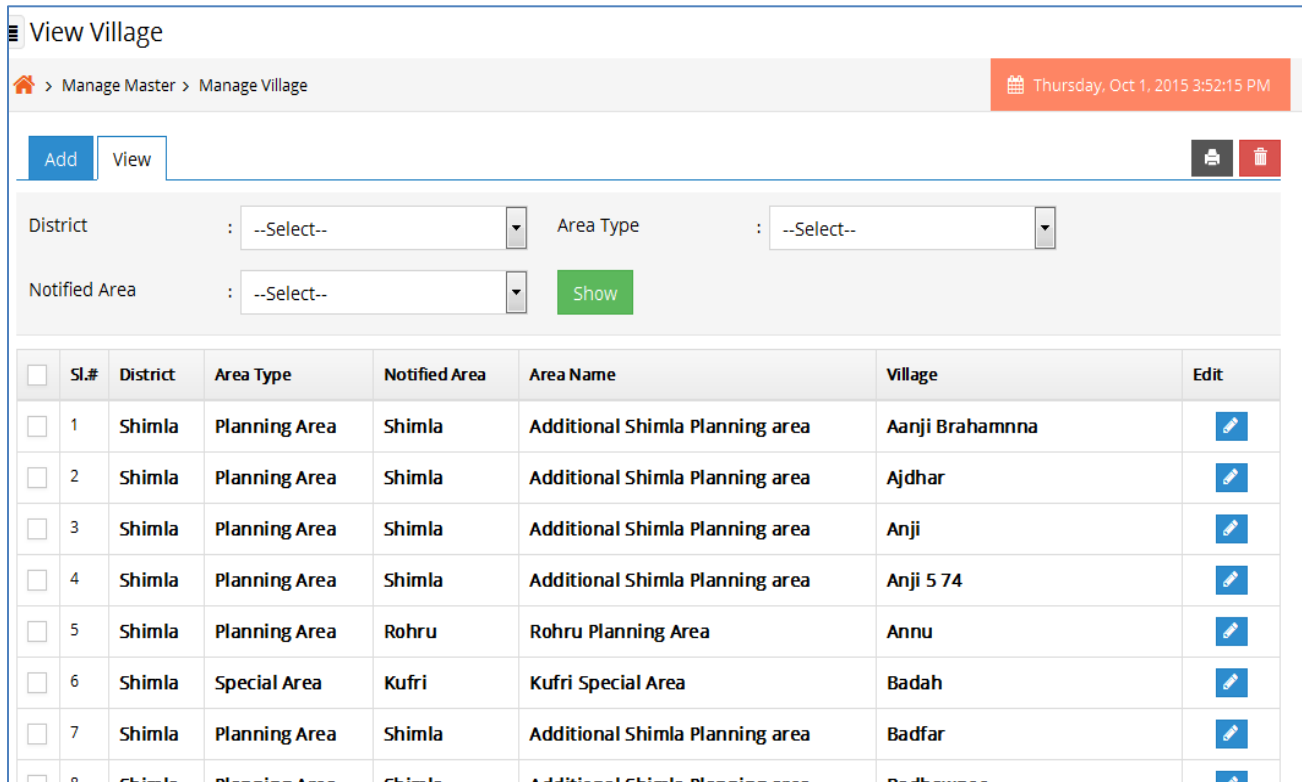
Submit Reset

Fig13: Add Village

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

2.7.2 View Village Name

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



Sl.#	District	Area Type	Notified Area	Area Name	Village	Edit
1	Shimla	Planning Area	Shimla	Additional Shimla Planning area	Aanji Brahamna	
2	Shimla	Planning Area	Shimla	Additional Shimla Planning area	Ajdhar	
3	Shimla	Planning Area	Shimla	Additional Shimla Planning area	Anji	
4	Shimla	Planning Area	Shimla	Additional Shimla Planning area	Anji 5 74	
5	Shimla	Planning Area	Rohru	Rohru Planning Area	Annu	
6	Shimla	Special Area	Kufri	Kufri Special Area	Badah	
7	Shimla	Planning Area	Shimla	Additional Shimla Planning area	Badfar	
8	Shimla	Planning Area	Shimla	Additional Shimla Planning area	Badhawa	

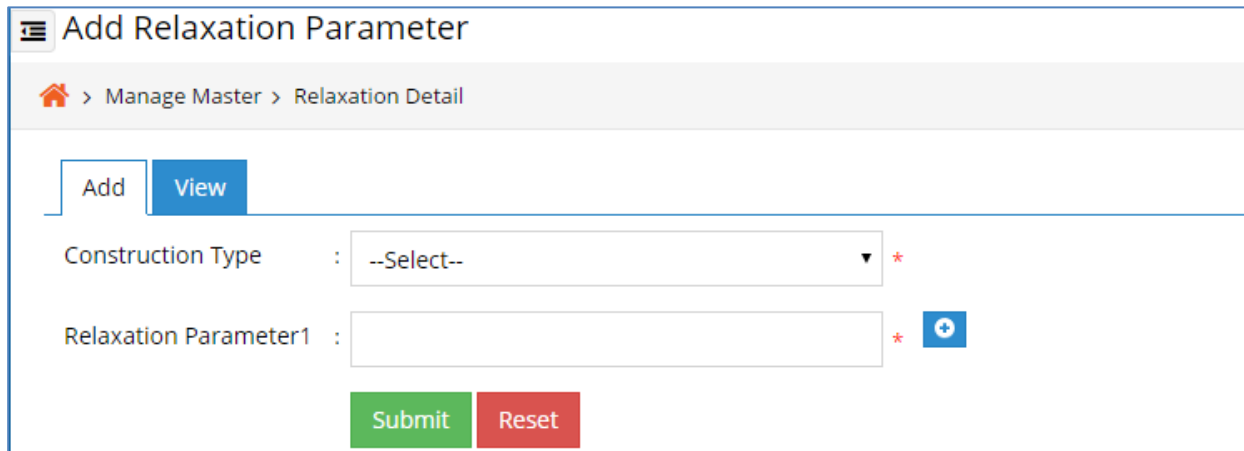
Fig 14: View Village

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

2.8 Relaxation Details

2.8.1 Add Relaxation Parameter

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



The screenshot shows a web application interface for adding a relaxation parameter. At the top, there is a title bar 'Add Relaxation Parameter' with a menu icon. Below it is a breadcrumb trail: 'Home > Manage Master > Relaxation Detail'. The form has two tabs: 'Add' (active) and 'View'. The 'Add' tab contains two input fields: 'Construction Type' with a dropdown menu showing '--Select--' and a red asterisk, and 'Relaxation Parameter1' with a text box, a red asterisk, and a blue plus icon. At the bottom are two buttons: 'Submit' (green) and 'Reset' (red).

Fig15: Add Relaxation Parameter

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

2.8.2 View Relaxation Parameter

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

View Relaxation Parameter

Home

> Manage Master > Relaxation Detail

Tuesday, Aug 11, 2015 0:35:54 PM

Add

View

Print

Delete

Construction Type

: --Select--

Show

<input type="checkbox"/>	Sl#	Relaxation Parameters	Edit
<input type="checkbox"/>	1	Relaxation in set back	
<input type="checkbox"/>	2	Relaxation in Parking Height	
<input type="checkbox"/>	3	Relaxation in Soakage Pit Area	
<input type="checkbox"/>	4	Relaxation in Open/Green Area	
<input type="checkbox"/>	5	Relaxation in total bld ht	
<input type="checkbox"/>	6	Relaxation in Width of path	
<input type="checkbox"/>	7	Relaxation in Roof Height	
<input type="checkbox"/>	8	Relaxation in Plot Size	
<input type="checkbox"/>	9	Relaxation in Floor height	

Fig 16: View relaxation parameter

- Authorized user can search & view details for a particular relaxation parameter by choosing the construction type from the drop down list.
- Authorized user can edit & modify the required changes in the relaxation parameter details by clicking on edit button.
- Authorized user can delete the relaxation parameter details by clicking on delete button.

2.9 Payment Category

2.9.1 Set Payment Category

The purpose of this section is to set payment details for different forms.

Set Payment Category

Home

> Manage Master > Payment Category

Set Payment Category

View

Form Name

: --Select--


*


Submit

Reset

Fig15: Set Payment Details

- The user will select Form name from the drop down list.
- If administrator select the form e.g : Appendix-10.


Set Payment Category


 > Manage Master > Payment Category

Set Payment Category

View

Form Name : Appendix - 10 :: (Registration of Private Professi ▼ *

User Type : Town Planner ▼ *

Applicant Status : Company/Group ▼ *

Class : ☒ A ☐ B ☐ C

Registration Amount : 6000 *

Update

Reset

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

Set Payment Category

> Manage Master > Payment Category
Friday, Nov 6, 2015 10:35:49 AM

Set Payment Category View
(*) Indicates Mandatory Field

Form Name : Form - 11 :: (Form of application for permission) *

Category : For development / sub-division of land *

Bilaspur

Municipal limits (Rs.)		Outside Municipal limits (Rs.)	
2.50		1.00	

Potential Zone Type	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.)	To (Sq. Mtr.)	Municipal limits (Rs.)	Outside Municipal limits (Rs.)	
<input type="radio"/> High <input checked="" type="radio"/> Low	0	1000.00	5.25	5.25	
	1000.00	5000.00	10.50	10.50	

Una ☐ Same as Above

Municipal limits (Rs.)		Outside Municipal limits (Rs.)	
2.50		1.00	

Potential Zone Type	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.)	To (Sq. Mtr.)	Municipal limits (Rs.)	Outside Municipal limits (Rs.)	
<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low	0	1000.00	7.90	7.90	
	1000.00	5000.00	13.50	13.50	
	5000.00	0	15.75	15.75	

Update

(Process:- 1)

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

add more.

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

(Process:-2)

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

[Manage Master](#) > [Payment Category](#)
Friday, Nov 6, 2015 11:24:39 AM

Set Payment Category
View

(*) Indicates Mandatory Field

Form Name : Form - 11 :: (Form of application for permission) *

Category : Development Plan to other Land Use *

Land Use Changed to : Public and Semi-Public *

Bilaspur

Sl#	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.)	To (Sq. Mtr.)	Municipal limits (Rs.)	Outside Municipal limits (Rs.)	
1	0	1000.00	32.00	21.00	
2	1000.00	0	52.00	36.00	

Solan ☐ Same as Above

Sl#	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.)	To (Sq. Mtr.)	Municipal limits (Rs.)	Outside Municipal limits (Rs.)	
1	0	1000.00	32.00	21.00	
2	1000.00	0	52.00	36.00	

Una ☐ Same as Above

Sl#	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.)	To (Sq. Mtr.)	Municipal limits (Rs.)	Outside Municipal limits (Rs.)	
1	0	1000.00	32.00	21.00	
2	1000.00	0	52.00	36.00	

Update

- In case of **Development plan to other land use** category you have to follow the following steps.
- Set the **Plot Area in Sq. Mtr.** & **Rates in Rs. per Sq. Mtr. of Floor Area** means their Municipal limits & Outside Municipal limits in the text box below that.
- If user want add more **Plot Area in Sq. Mtr.** & **Rates in Rs. per Sq. Mtr. of Floor Area** click on the add more.
- If want to remove it click on the remove.
- Clicking on the **Same as Above** the data will be same as the above record.
- Click on the update button in order to save it in the application.

- (Process:-3)**

- Set Payment Category

>

Manage Master

>

Payment Category

Friday, Nov 6, 2015 11:49:20 AM

Set Payment Category

View

(*) Indicates Mandatory Field

Form Name

:

Form - 11 :: (Form of application for permission)

*

Category

:

For change of Land Use from the original use

*

Land Use Changed to

:

Industrial

*

Bilaspur

Potential Zone Type	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.)	To (Sq. Mtr.)	Municipal limits (Rs.)	Outside Municipal limits (Rs.)	
<div><div><div><div></div><div>High</div></div><div><div></div><div>Medium</div></div><div><div></div><div>Low</div></div></div></div>	0	1000.00	5.25	5.25	<div><div></div><div></div></div>
	1000.00	5000.00	10.50	10.50	<div><div></div><div></div></div>
	5000.00	0	13.15	13.15	<div><div></div><div></div></div>

Una

Same as Above

Potential Zone Type	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area		Add More
	From (Sq. Mtr.)	To (Sq. Mtr.)	Municipal limits (Rs.)	Outside Municipal limits (Rs.)	
<div><div><div><div></div><div>High</div></div><div><div></div><div>Medium</div></div><div><div></div><div>Low</div></div></div></div>	0	1000.00	7.90	7.90	<div><div></div><div></div></div>
	1000.00	5000.00	13.50	13.50	<div><div></div><div></div></div>
	5000.00	0	15.75	15.75	<div><div></div><div></div></div>

Update

- Choose **Potential Zone Type** form the radio buttons.
- Set the **Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area** means their Municipal limits & Outside Municipal limits in the text box below that.
- If user want add more **Plot Area in Sq. Mtr. & Rates in Rs. per Sq. Mtr. of Floor Area** click on the add more.
- If want to remove it click on the remove.

- Clicking on the **Same as Above** the data will be same as the above record.
- Click on the update button in order to save it in the application.
- User can do this for different districts.
- If administrator select the form e.g : **Form:12**. All the step as like **form:11** according to necessity it should be followed by all these above three processes.
- If administrator select the form e.g : **Form:16**.

Set Payment Category

Home > Manage Master > Payment Category

Set Payment Category View

Form Name : Form - 16 :: (Form of Application for Appeal.) *

Appeal Fees : 100.00 *

Update

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

2.9.2 View Payment Category

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

View Payment Category

Manage Master > Payment Category

Friday, Nov 6, 2015 1:07:23 PM

Set Payment Category

View

District

:

Hamirpur

Show

Form - 11

For development / sub-division of land

Sr. No.	Component	Municipal limits (Rs.)	Outside Municipal limits (Rs.)
1	Development of land	2.50	1.00

For building operation

1. Residential Use

Sr. No.	Plot Area		Rates in Rs. per Sq. Mtr. of Floor Area	
	Plot From	Plot To	Municipal limits (Rs.)	Outside Municipal limits (Rs.)
1	100.00Sq. Mtr.	120.00Sq. Mtr.	3.00	1.50
2	120.00Sq. Mtr.	150.00Sq. Mtr.	6.00	2.50
3	150.00Sq. Mtr.	250.00Sq. Mtr.	10.50	5.00

For change of Land Use from the original use

1. Commercial Use

Sr. No.	Floor Area		Rates in Rs. per Sq. Mtr. of Floor Area	
	Plot From	Plot To	Municipal limits (Rs.)	Outside Municipal limits (Rs.)
1	0.00Sq. Mtr.	200.00Sq. Mtr.	79.00	59.00
2	200.00Sq. Mtr.	0.00Sq. Mtr.	157.50	118.00

Development Plan to other Land Use

1. Public and Semi-Public Use

Sr. No.	Floor Area		Rates in Rs. per Sq. Mtr. of Floor Area	
	Plot From	Plot To	Municipal limits (Rs.)	Outside Municipal limits (Rs.)
1	0.00Sq. Mtr.	1000.00Sq. Mtr.	32.00	21.00
2	1000.00Sq. Mtr.	0.00Sq. Mtr.	52.00	36.00

Form - 12

Form - 34

Fee Amount : ₹ 50,000.00

Form - 47

Before Fee : ₹100.00

After Fee : ₹175.00

Cover Application Fee : ₹200.00

Fig 16: View payment Category

- Authorized user can search & view details for a particular payment details of all the form of different district by choosing the District from the drop down list.

2.10 Manage Description

2.10.1 Add Checklist Description

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

Checklist Description (*) indicates mandatory field

District : --Select-- *

Area Type : --Select-- *

Notified Area : --Select-- *

Area Name : --Select-- *

Use Type : --Select-- * ☐ Same As

Type : ☐ Range ☒ Description

Description: *

Sl#	From (Sq. Mtr.) *	To (Sq. Mtr.) *	Add More
1			

Fig17: Add checklist Description

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

range from and range to value in the respective text boxes.

Form titled "Add Checklist Description" with a sidebar on the left and a top header "t of Himachal Pradesh". The form contains the following fields:

- District: Shimla *
- Area Type: Planning Area *
- Notified Area: Shimla *
- Area Name: Additional Shimla Planning area *
- Use Type: Industrial * ☒ Same As

Below these fields is a yellow-shaded section with the following fields:

- District: --Select--
- Area Type: --Select--
- Notified Area: --Select--
- Area Name: --Select--

At the bottom, there is a "Type" section with radio buttons: ☐ Range and ☒ Description.

Fig18: Add checklist Description

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

2.11 Manage Checklist

2.11.1 Add Checklist

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

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

in the application.

2.12 Manage Form list

2.12.1 Manage form list

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

Manage Form List

> Manage Master > Manage FormList

Thursday, Nov 5, 2015 5:27:55 PM

Add View (*) Indicates Mandatory Field

Form Name : Form - 15 *

Head Line : *

Snippet : *

Maximum 500 characters

Rule No : *

Rule Details :

Serial No : 16

Publish On : ☐ Private Professional ☐ Promoter ☐ Other *

Submit Reset

Fig15: Create form list

- The user will select Form name from the drop down list.
- Enter the Headline name in the text box.
- Enter the Snippet in the text area box.
- Enter rule no in the text box.
- Enter rule details in the editor.

- Choose where it will be published by choosing the check lists.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data's.

2.12.2 View form list

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

View FormList

Home > Manage Master > Manage FormList

Thursday, Nov 5, 2015 5:45:06 PM

AddView

<input type="checkbox"/>	Sl#	Form Name	Head Line	Snippet	Rule Number	Publish Status	Edit
<input type="checkbox"/>	1	Appendix - 10	Registration of Private Professionals	Registration of Private Professionals namely Town Planners/ Architects/ Engineers/ Draughtsmen/ Surveyors, their qualifications and competency	See Rule 17		<div></div>
<input type="checkbox"/>	2	Appendix - 10 Renewal	Registration Renewal of Private Professionals	Registration of Private Professionals namely Town Planners/ Architects/ Engineers/ Draughtsmen/ Surveyors, their qualifications and competency	See Rule 17		<div></div>
<input type="checkbox"/>	3	Form - 11	Form of application for permission of sub-division / development of land.	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.	See Rule 16(1)	Private Professional, Promoter, Other	<div></div>
<input type="checkbox"/>	4	Form - 12	Form of application for permission of Development of Land / Construction of Building.	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.	See Rule 16(1)	Private Professional, Promoter, Other	<div></div>

Fig 16: View form list

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

3 Manage Authority

3.1 Set Authority

3.1.1 Manage Authority

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

Set Authority

> Manage Authority > Set Authority

Thursday, Nov 5, 2015 6:28:45 PM

Set Authority

(*) Indicates Mandatory Field

Select Process : --Select-- *

District : --Select-- *

Area Type : --Select-- *

Notified Area : --Select-- *

Stage No.	From	Forward To *	Office	Time Line (Days)	Authority Type	Add / Delete
1	Applicant	--Select--	--Select--		<input type="checkbox"/> Approving Authority <input type="checkbox"/> Verifying Authority <input type="checkbox"/> Reverting Authority <input type="checkbox"/> Training Assign Authority	<div>+</div>

Submit

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

- Reverting Authority will revert the application.
- Approving Authority will approve the application.
- Click on the Submit button in order to save it in the application.

4 Manage CSM

4.1 Pages

4.1.1 Add Page

The purpose of this section is to create the pages.

The screenshot shows the 'Add Pages' form in a CMS interface. The form is titled 'Add Pages' and has a breadcrumb trail 'Manage CMS > Pages'. The date and time 'Friday, Nov 6, 2015 3:08:47 PM' are displayed in the top right corner. The form has three tabs: 'Add', 'View', and 'Archive'. The 'Add' tab is active. The form fields are as follows:

- Page Name**: A text input field with a red asterisk indicating it is mandatory.
- Upload Photo**: A file upload field with a 'Choose File' button and 'No file chosen' text. A note '(Only gif,jpg,png files upto 1MB)' is displayed.
- Link Type**: Radio buttons for 'Internal' (selected) and 'External'.
- Window Status**: Radio buttons for 'Same' (selected) and 'New'.
- Page Type**: Radio buttons for 'Content' (selected), 'Plugin', and 'None'.
- Page No**: A dropdown menu showing '1' and a '+' button to add more.
- Content**: A rich text editor with a toolbar containing various formatting options (bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, undo, redo, search, find and replace, etc.). The editor area is empty.

At the bottom of the form, there are two buttons: 'Submit' (green) and 'Reset' (red).

- Enter the Page name.
- Upload the image for respective pages to view as page banner, its not mandatory.
- Choose Link Type from the radio button as internal or external: if its external give the url.
- Choose window status from the radio buttons.

- If the page is an internal page, Select the type of page as Content / Plugin or None
- If the type of page is Content, give page no & Page content.
- If the type of page is Plugin, select the Plugin pages from the drop down.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

4.1.2 View Pages

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

View Page

Manage CMS > Pages

Friday, Nov 6, 2015 3:33:12 PM

AddViewArchive

Page Name :

Show

Published Document

Unpublished Document

	Sl.#	Page Name	Link Type	URL	Plugin	Featured Image	Created on	Edit
<input type="checkbox"/>	1	Terms & Conditions	Internal				24-Sep-2015	
<input type="checkbox"/>	2	Privacy Policy	Internal				24-Sep-2015	
<input type="checkbox"/>	3	Disclaimer	Internal				24-Sep-2015	
<input type="checkbox"/>	4	Essentiality Certificate	Internal				29-Aug-2015	
<input type="checkbox"/>	5	Registered License	Internal				29-Aug-2015	
<input type="checkbox"/>	6	Act & Rule	Internal		actRule		24-Aug-2015	
<input type="checkbox"/>	7	Ex-Employee Profile	Internal				16-Jun-2015	

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

4.1.3 Archive page

Here the authorized user can view the list of page information that is already been archived.

Archive Page

Manage CMS > Pages

Friday, Nov 6, 2015 3:46:29 PM

AddViewArchive

Date From :

Date To :

Show

<input type="checkbox"/>	Sl.#	Page Name	Link Type	URL	Plugin	Featured Image	Created on
<input type="checkbox"/>	1	example	Internal				06-Nov-2015

Showing 1 to 1 of 1 entries

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

4.2 Global Link

4.2.1 Global link

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

Global Link

Manage CMS > Global Link

Friday, Nov 6, 2015 3:54:43 PM

Global Link

(*) Indicates Mandatory Field

Pages

Select Menu Type

Main

☐ ABOUT TCP
☐ About Us
☐ Act & Rule
☐ Administrative Orders
☐ Apartment/ Colonies Regulation
☐ Appendix-1
☐ Appendix-8
☐ Citizen Charter
☐ Citizen Facilitation

Main Menu

About Us

Planning Regulation

Colonies/ Apartments

Notifications/ Orders

Media

Act & Rule

Development Plan

Bottom Menu

Important Links

Disclaimer

Privacy Policy

Terms & Conditions

FAQ

Feedback/Complaints

Top Menu

No menus assigned

Home Portlet

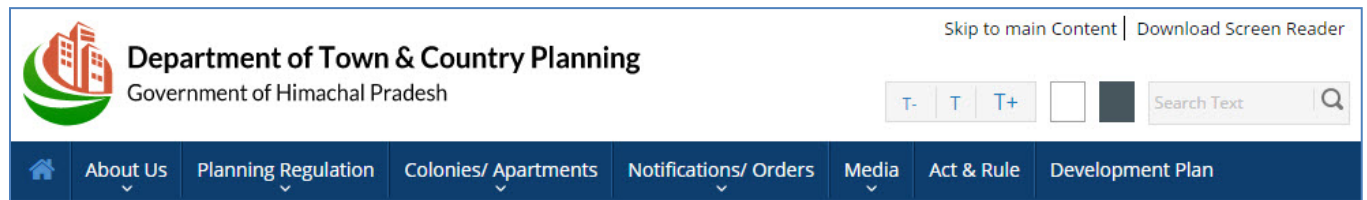
ABOUT TCP

Publish Menu

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

the check boxes.

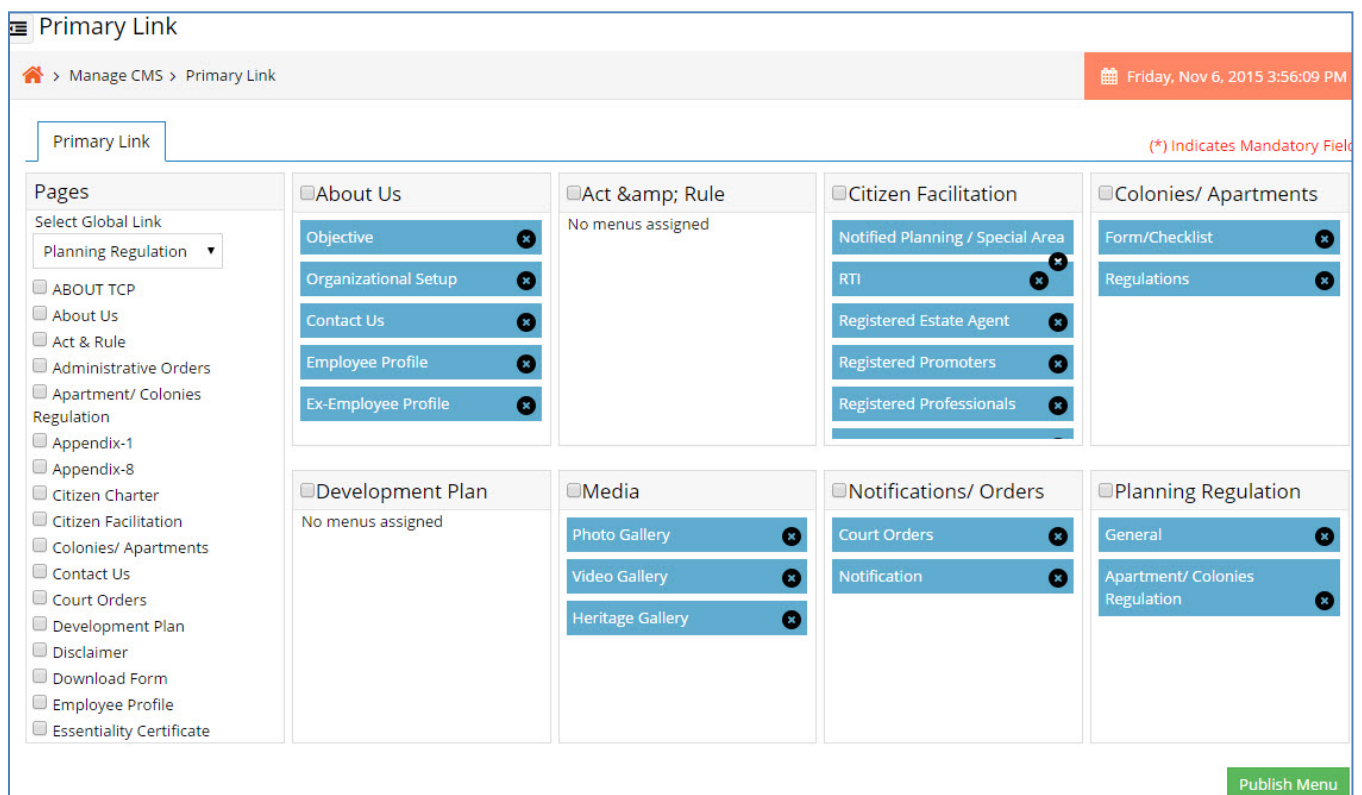
- Finally click on the publish button to publish the menus in front view like below.



4.3 Primary link

4.3.1 Add Primary link

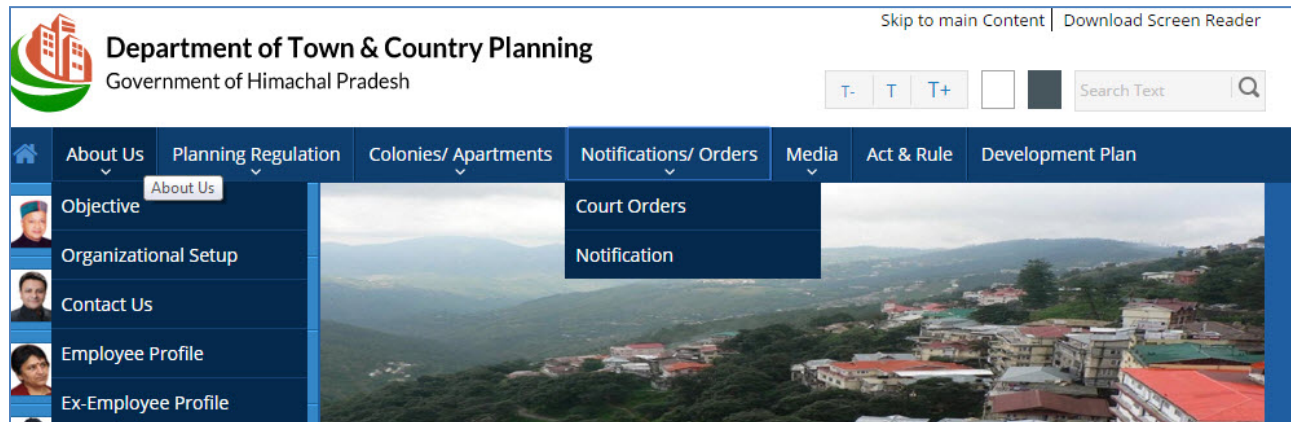
The purpose of this section is to user will manage the Primary link details.



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

the check boxes.

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



4.4 Secondary link

4.4.1 Add Secondary link

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

The screenshot displays the 'Secondary Link' management interface within a CMS. At the top, there's a breadcrumb trail: 'Home > Manage CMS > Secondary Link'. A timestamp 'Friday, Nov 6, 2015 4:35:54 PM' is shown in the top right. The main area is titled 'Secondary Link' and contains a table with columns for 'Pages', 'Objective', 'Organizational Setup', 'Contact Us', and 'Employee Profile'. The 'Objective' column is currently selected and shows a list of links: 'ABOUT TCP', 'About Us', and 'Act & Rule', each with a delete icon. The other columns show 'No menus assigned'. A 'Publish Menu' button is located at the bottom right. A note '(*) Indicates Mandatory Field' is visible in the top right corner of the form area.

- The user will select Global link from the drop down list.
- The user will select Primary link from the drop down list.
- Choose the pages from the check list.
- Click on the add link button to add.
- Arrange the order of the menus by clicking and dragging on it.
- If you want to delete the page from the menu click on the delete icon of pages.

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

4.5 Whats New

4.5.1 Add News

The purpose of this section is to add news details.

The screenshot shows the 'AddNews' form within a CMS interface. The breadcrumb navigation is 'Manage CMS > Whats New'. The current date and time are 'Friday, Nov 6, 2015 4:44:46 PM'. The form has three tabs: 'Add', 'View', and 'Archive', with 'Add' being the active tab. A note on the right states '(*) Indicates Mandatory Field'. The form fields include:

- Headline**: A text input field with a red asterisk indicating it is mandatory.
- Expire Date**: A date picker field.
- Document**: A file upload field with a 'Choose File' button and the text 'No file chosen'. A note below it specifies '(,pdf file only and Max size file Size 10 MB)'.
- Details**: A rich text editor with a toolbar containing various formatting options (bold, italic, underline, strikethrough, text color, background color, link, unlink, list, indent, outdent, quote, undo, redo) and a large text area for content.

 At the bottom of the form are two buttons: 'Submit' (green) and 'Reset' (red).

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

4.5.2 View News

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

View News

Home

> Manage CMS > Whats New

Friday, Nov 6, 2015 4:45:43 PM

AddViewArchive

Star

Home

Print

Speaker

Back

Forward

Headline :

Show

Published Document

Unpublished Document

<input type="checkbox"/>	Sl.#	Headline	Document	Expire Date	Show on Home Page	Created On	Edit
<input type="checkbox"/>	1	Notification for inviting objection/suggestions on draft HPTCP(Amendment) Rules ,2015)		03-Feb-2016		28-Oct-2015	
<input type="checkbox"/>	2	Policy for Establishment of "Dr. A.P.J. Abdul Kalam e-Map Centre" in Town and Country Planning Department and Special Area Development Authority (SADA).				20-Oct-2015	
<input type="checkbox"/>	3	Comparison between notifications dated 28.02.2011 and 13.08.2015 in respect of IDP,Shimla.				23-Sep-2015	
<input type="checkbox"/>	4	Award letter of RFP-I,II & III				21-Sep-2015	

- Authorized user can search & view details for a particular news by entering the headline in the text box.
- Authorized user can edit & modify the required changes in the news details by clicking on edit button.
- Authorized user can archive the news details by clicking on archive button.
- Authorized user can publish the news by clicking on publish button.
- Authorized user can unpublish the news by clicking on unpublish button.
- Authorized user can hide the news from the home page which are already been published by clicking on hide from home page button.
- Authorized user can show the news from the home page which are already been published by clicking on show from home page button.

4.5.3 Archive News

Here the authorized user can view the list of news information that is already been archived previously.

Archive News

[Home](#) > [Manage CMS](#) > [Whats New](#)

Friday, Nov 6, 2015 4:46:30 PM

[Add](#)
[View](#)
[Archive](#)

Headline : Date From : Date To : [Show](#)

<input type="checkbox"/>	Sl.#	Headline	Document	Expire Date	Created On
<input type="checkbox"/>	1	Date for Opening of Financial Proposal in respect of RFP's has been extended to 05/08/2015			01-Jan-1970
<input type="checkbox"/>	2	Presentation Schedule			01-Jan-1970
<input type="checkbox"/>	3	Presentation in respect of RFP-I, RFP-II and RFP-III			01-Jan-1970
<input type="checkbox"/>	4	The revised RFP-I and RFP-II will be uploaded by 16/06/2015			01-Jan-1970

4.6 Form/ Checklist

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

- Enter the Headlines.

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

4.6.2 View News

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

View Form/Checklist

Manage CMS > Form/Checklist

Friday, Nov 6, 2015 4:47:47 PM

AddViewArchive

Headline :

Show

Published Document

Unpublished Document

	Sl.#	Headline	Document	Created On	Edit
<input type="checkbox"/>	1	Form/checklist for Planning Permission cases		26-Feb-2015	
<input type="checkbox"/>	2	Form/checklist for Sub division Cases		26-Feb-2015	
<input type="checkbox"/>	3	Form/Checklist for registration of promoter		25-Feb-2015	
<input type="checkbox"/>	4	Form/Checklist for registration of Estate Agent		25-Feb-2015	
<input type="checkbox"/>	5	Form/Checklist for License		25-Feb-2015	
<input type="checkbox"/>	6	Form/Checklist for completion & occupation certificate		18-Feb-2015	

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

4.6.3 Archive Download

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

- Authorized user can search & view details for a particular archived form / checklist by entering the headlines in the text box.
- Authorized user can delete the form / checklist details permanently by clicking on delete button.
- Authorized user can enable the form / checklist by clicking on enable button.

Add Notification & Order

> Manage CMS > Notification & Order

Add

View

Archive

Notifications Type

:

- Select -

*

Headline

:

*

Expire Date

:

Document

:

Choose File

No file chosen

*(.pdf file only and Max size file Size 10 MB)

Details

:

Maximum 500 characters

Submit

Reset

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

4.7.2 View Notification

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

Sl.#	Headline	Document	Expire Date	Created On	Edit
<input type="checkbox"/> 1	Notification Regarding Himachal Pradesh PublicService Guarantee Act,2011			01-Jan-1970	
<input type="checkbox"/> 2	Notification as Required under Clause(3) of Article 348 of the Constitution of India			01-Jan-1970	
<input type="checkbox"/> 3	Updated TCP Rules, 1978			01-Jan-1970	
<input type="checkbox"/> 4	Town and Country Planning Draft Rules, 2014			01-Jan-1970	

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

4.7.3 Archive Notification

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

Archive Notification

Home > Manage CMS > Notification & Order Friday, Nov 6, 2015 5:31:18 PM

Add View Archive

Notifications: - Select - Date From : Date To : **Show**

<input type="checkbox"/>	Sl.#	Headline	Document	Expire Date	Created On
<input type="checkbox"/>	1	Citizens Charter			01-Jan-1970

Showing 1 to 1 of 1 entries

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

4.8 Media Gallery

4.8.1 Add Media Gallery

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

Add Media Gallery

Home > Manage CMS > Media Gallery

Add View Archive

Media Type : ☒ Image Gallery ☐ Video Gallery ☐ Heritage Gallery

Caption : *

Upload Photo : No file chosen *Only .jpeg .jpg or gif file and size 1 MB Only

Submit Reset

- Choose Media type from radio button.
- Enter the Caption.
- Upload the media document.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

4.8.2 View Media Gallery

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

View Gallery

> Manage CMS > Media Gallery





Friday, Nov 6, 2015 5:46:52 PM

AddViewArchive

Media Type : --Select--

Show

Published DocumentUnpublished Document

<input type="checkbox"/>	Sl.#	Caption	Media Type	Image	Show on Home Page	Created On	Edit
<input type="checkbox"/>	1	HPTCP Worshop at Woodville Palace Hotel 3	Image		<input checked="" type="checkbox"/>	10-Jul-2015	
<input type="checkbox"/>	2	HPTCP Worshop at Woodville Palace Hotel 2	Image		<input checked="" type="checkbox"/>	10-Jul-2015	

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

4.8.3 Archive Media Gallery


Here the authorized user can view the list of media gallery information that is already been archived previously.

Archive Gallery

Manage CMS > Media Gallery
Friday, Nov 6, 2015 5:49:00 PM

Add View Archive

Media Type : --Select-- Date From : Date To : Show

<input type="checkbox"/>	Sl.#	Caption	Media Type	Image	Created On
<input type="checkbox"/>	1	test image	Image		01-Jan-1970

Showing 1 to 1 of 1 entries

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

4.9 Banner

4.9.1 Add Banner

The purpose of this section is to add banner details.

Add Banner

Manage CMS > Banner

Add View

Caption :

Upload Photo : Choose File No file chosen

Submit Reset

*Only .jpeg, .jpg or gif file and size 1 MB Only

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

4.9.2 View Banner

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

View Banner









Manage CMS > Banner

Friday, Nov 6, 2015 6:02:33 PM

AddView

Published Document

Unpublished Document

<input type="checkbox"/>	Sl.#	Caption	Banner Image	Created On	Edit
<input type="checkbox"/>	1			02-Mar-2015	
<input type="checkbox"/>	2			22-Jan-2015	
<input type="checkbox"/>	3			22-Jan-2015	
<input type="checkbox"/>	4			22-Jan-2015	

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

4.10 Act & Rule

4.10.1 Add Act & Rule

The purpose of this section is to add act & rule details.

Add Act & Rule

Manage CMS > Act & Rules

AddViewArchive

Headline

:

*

Document

:

Choose File

No file chosen

*(.pdf file only and Max size file Size 10 MB)

Details

:

Maximum 500 characters

Submit

Reset

- Enter the Headlines.
- Upload the document.
- Enter detail about the act & rule in the text area.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

4.10.2 View Act & rule

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

View Act & Rule

Manage CMS > Act & Rules

Friday, Nov 6, 2015 6:08:29 PM

AddViewArchive

Headline :

Show

Published Document

Unpublished Document

<input type="checkbox"/>	Sl.#	Headline	Document	Show on Home Page	Created On	Edit
<input type="checkbox"/>	1	Draft Notification for Amendment in Rules-2014 as sent to AD			30-Jun-2015	
<input type="checkbox"/>	2	HPTCP(Amedment) Act 2015			16-Apr-2015	
<input type="checkbox"/>	3	HP Town and Country Planning Rules 2014			25-Mar-2015	
<input type="checkbox"/>	4	Prescribed limits in respect of exemptions from permission under the Himachal Pradesh Town and Country Planning Act,1977 in Rural Areas of the Planning and Special Areas.			27-Jan-2015	

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

4.10.3 Archive Act & Rule

Here the authorized user can view the list of act & rule information that is already been archived previously.

View Act & Rule

> Manage CMS > Act & Rules

Friday, Nov 6, 2015 6:09:04 PM

AddViewArchive

Headline :

Date From :

Date To :

Show

<input type="checkbox"/>	Sl.#	Headline	Document	Created On
<input type="checkbox"/>	1	H.P. Apartment & Property Regulation Act & Rules-2005		27-Jan-2015

Showing 1 to 1 of 1 entries

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

4.11 Important Link

4.11.1 Add Important Link

The purpose of this section is to add important link and order details.

Add Important Link

> Manage CMS > Important Link

Add View Archive

Link Name : *

URL : *

Submit Reset

- Enter the Link Name in the text box.
- Enter url of the link.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.

4.11.2 View Important Link

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

View Important Link

> Manage CMS > Important Link
Friday, Nov 6, 2015 6:18:33 PM

Add View Archive

Published Document Unpublished Document

<input type="checkbox"/>	Sl.#	Headline	URL	Created On	Edit
<input type="checkbox"/>	1	National Voters Services Portal	http://eci.nic.in/eci/nvsp-download.html	01-Jan-1970	
<input type="checkbox"/>	2	Dial.gov	http://dial.gov.in/	01-Jan-1970	
<input type="checkbox"/>	3	Gazette Notifications	http://rajpatrahimachal.nic.in/	01-Jan-1970	
<input type="checkbox"/>	4	National Portal of India	http://india.gov.in/	01-Jan-1970	
<input type="checkbox"/>	5	Himachal Pradesh State Portal	http://himachal.gov.in/	01-Jan-1970	

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

4.11.3 Archive Important link

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

Archive Important Link

> Manage CMS > Important Link

Friday, Nov 6, 2015 6:19:05 PM

Add

View

Archive

<input type="checkbox"/>	Sl.#	Headline	URL	Created On
<input type="checkbox"/>	1	Government of India	http://india.gov.in/	01-Jan-1970

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

4.12 Development Plan

4.12.1 Add Development Plan

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

Add Development Plan

> Manage CMS > Development Plan

Friday, Nov 6, 2015 6:25:26 PM

Add

View

Archive

(*) Indicates Mandatory Field

Area Name :

Upload Photo :

Choose File No file chosen

*Only .jpg or gif file and size 1 MB Only

Sl#	Headline *	Upload Document <small>*(.pdf file only and Max size file Size 10 MB)</small>	Add/Delete
1	<input type="text"/>	<div>Choose File No file chosen</div>	<div><div></div></div>

Submit

Reset

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

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

4.12.2 View Development Plan

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

View Development Plan

Manage CMS > Development Plan Friday, Nov 6, 2015 6:25:58 PM

Add View Archive

Headline : Show

Published Document Unpublished Document

<input type="checkbox"/>	Photo	Headline	Download	Edit
<input type="checkbox"/>		BAROTIWALA Development Plan		
<input type="checkbox"/>		BHARMOUR Report on Study of Built Environment		

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

4.12.3 Archive Development plan

Here the authorized user can view the list of development plan information that is already been archived previously.

Archive Development Plan

Manage CMS > Development Plan Friday, Nov 6, 2015 6:26:30 PM

Add View Archive

Headline : Show

<input type="checkbox"/>	Photo	Headline	Download	Edit
<input type="checkbox"/>		aaa gdsfgsdfgs		

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

4.13 Minister/ Officer Profile

4.13.1 Add Minister / Officer Profile

The purpose of this section is to add minister / officer details.

Add Officer Profile

> Manage CMS > Minister/Officer Profile

AddViewArchive

Officer Name :

*

Upload Photo :

Choose File

No file chosen

Only .jpeg-.jpg or gif file and size 1 MB Only

Designation :

*

Qualification :

Link Type :

☒ Internal

☐ External

Select Plugin :

- Select -

Submit

Reset

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

4.13.2 View Minister / Officer Profile

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

View Officer Profile









> Manage CMS > Minister/Officer Profile

Friday, Nov 6, 2015 6:43:51 PM

AddViewArchive

Published Document

Unpublished Document

<input type="checkbox"/>	Sl.#	Officer Name	Designation	Qualification	Photo	Edit
<input type="checkbox"/>	1	Sh. Virbhadra Singh	Honble Chief Minister			
<input type="checkbox"/>	2	Sh. Sudhir Sharma	Urban Development Minister			
<input type="checkbox"/>	3	Smt. Manisha Nanda	Additional Chief Secretary	IAS		
<input type="checkbox"/>	4	Sh. Sandeep Kumar	Director	HAS		

Update Serial Number

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

4.13.3 Archive Minister / Officer Profile

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

Archive Officer Profile

> Manage CMS > Minister/Officer Profile

Friday, Nov 6, 2015 6:44:31 PM

AddViewArchive

Date From

:

Date To

:

Show

<input type="checkbox"/>	Sl.#	Officer Name	Designation	Qualification	Photo
<input type="checkbox"/>	1	fhghj	has		

- Authorized user can search & view details for a particular archived minister / officer by entering the date from or date to.
- Authorized user can delete the minister / officer details permanently by clicking on delete button.
- Authorized user can enable the minister / officer by clicking on enable button.
- Authorized user can enable the minister / officer by clicking on enable button.

4.14 Employee Directory

4.14.1 Add Employee Directory

The purpose of this section is to add employee details.

Add Employee Directory

Manage CMS > Employee Directory

Add
View
Archive

Employee Type : ☒ New ☐ Existing

Employee Name : *

Upload Photo :

Choose File No file chosen

 Only .jpg or gif file and size 1 MB Only

Designation : *

Qualification :

Phone No :

Mobile No :

Email :

Submit

Reset

- Choose employee type.
- If employee type is new; Enter the employee name in text box.
- Upload the photo of employee.
- Enter the employee designation in text box.
- Enter the employee qualification in text box.

- Enter the employee phone no in text box.
- Enter the employee mobile no text box.
- Click on the submit button in order to save it in the application.
- Click on the reset button for clearing all the data.
- If employee type is existing.

Add Employee Directory

[Home](#) > [Manage CMS](#) > [Employee Directory](#)

Add
View
Archive

Employee Type : ☐ New ☒ Existing

Select Profile : Y.P.S. Verma *

Employee Name : Anil sharma *

Upload Photo : No file chosen Only .jpg or gif file and size 1 MB Only

Designation : Junior Assistant (Apartment) *

Qualification :

Phone No :

Mobile No : 9459223697

Email : anilpandit68@hotmail.com

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

4.14.2 View Employee Directory

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

View Employee Profile

Manage CMS > Employee Directory









Friday, Nov 6, 2015 6:45:55 PM

AddViewArchive

Employee Name :

Designation :

Show

<input type="checkbox"/>	Sl.#	Photo	Employee Name	Qualification	Phone No	Mobile No	Profile Update %	Edit
<input type="checkbox"/>	1		Sh. Sudhir Sharma, Minister TCP		0177-2620623	9418500001	71	
<input type="checkbox"/>	2		Sh. Diwan Negi, Sr. P.S to Honourable Minister(TCP)		0177-2620623	9418020964	57	
<input type="checkbox"/>	3		Smt. Manisha Nanda, Additional Chief Secretary(TCP/Housing)	IAS	0177-2621195	9418500018	86	
<input type="checkbox"/>	4		Sh. Rikhi Ram, Under Secretary (TCP)		0177-2880516	9816159237	57	

- Authorized user can search & view details for a particular employee by entering the employee name in the text box.
- Authorized user can edit details for a particular employee by click on the edit button.
- Authorized user can archive the employee details by clicking on archive button.

4.14.3 Archive Employee Directory

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

Archive Employee Profile

Manage CMS > Employee Directory

Friday, Nov 6, 2015 6:46:25 PM

AddViewArchive

Employee Name :

Designation :

Show

<input type="checkbox"/>	Sl.#	Employee Name	Designation	Qualification	Phone No	Mobile No	Photo
<input type="checkbox"/>	1	Smt. Anjali Sharma	TCP(HQ), Directorate		0177-2621450	9418072391	
<input type="checkbox"/>	2	Apartment Cell	Directorate		0177-2624762		
<input type="checkbox"/>	3	Sh. Bhushan Kalra	P.O.D.T.P.Office,Mandi		01905-222114	9418543377	
<input type="checkbox"/>	4	Smt. Prem Lata Chauhan	P.O(Addl),S.D.T.P. Office, Rampur		01782-233213	9418589531	
<input type="checkbox"/>	5	Sh. Y.P. Nanda	P.O.S.D.T.P. OFFICE,Parwanoo		01792-223507	9418179548	
<input type="checkbox"/>	6	Smt. Jiwan Lata	ATP, H/Pur (Addl.Charge),S.D.T.P. OFFICE, Bilaspur		01978-224332	9418920028	
<input type="checkbox"/>	7	sundeeep	state town planner				

- Authorized user can search & view details for a particular archived employee by entering the employee name in the text box.
- Authorized user can search & view details for a particular archived employee by entering


the employee designation in the text box.


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

4.15 Manage Meta Tag

4.15.1 Meta Tag

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

 **Meta Tag**

 > Manage CMS > Manage Meta Tag

Meta Tag

Page Name : --Select--

Title :

Key Ward :

Description :

Submit

Reset

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

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

5 Manage Application

5.1 Payment Update

5.1.1 Payment Update

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

Payment Update

>

Payment Update

Saturday, Nov 7, 2015 10:26:22 AM

Update Payment

Open Search Panel

Applied by Architect

Applied by Applicant

Notice Generated

Sl.#	Name	Form No	Reference No	Application Fee (₹)	Downloads	Status	Payment Mode	DD/Challan Date	Payment Update Date	Action
1	Test	Form - 34	05201500503	201.00	View	Paid	Bank	12-Oct-2015	31-Oct-2015	
2	Sdfds	Form - 34	05201500502	201.00		Payment Cancel	Bank			
3	Test	Form - 34	0520150001	201.00	View	Paid	Bank	04-Sep-2014	04-Sep-2015	
4	Fgfh	Form - 35	061509030001	502.50	View	Paid	Bank	01-Sep-2015	03-Sep-2015	
5	Nanu Pany 1	Form - 34	051509020001	201.00	View	Paid	Bank	02-Sep-2015	02-Sep-2015	
6	Test	Form - 34	051509010001	201.00	View	Paid	Bank	01-Sep-2015	01-Sep-2015	
7	Fghfgh	Form - 35	061508310003	502.50	View	Paid	Bank	01-Nov-2015	02-Nov-2015	
8	Fghfgh	Form - 35	061508310002	502.50	View	Paid	Bank	31-Aug-2015	31-Aug-2015	
9	Dfgd	Form - 35	061508310001		View	Paid	Bank	01-Nov-2015	02-Nov-2015	
10	Fgf	Form - 34	051508310001	201.00		Not Updated	Bank	18-Aug-2015		Update Payment

- Here user can view all the application which are need to be update their payment.
- Click on the Open search panel, search panel will come out.

Payment Update

> Manage Application > Payment Update

Saturday, Nov 7, 2015 11:10:55 AM

Update Payment

Applicant Name :

Reference No. :

Form No : --Select--

Mobile No. :

From Date :

To Date :

Applied By : --Select--

District : --Select--

Area Type : --Select--

Notified Area : --Select--

Show

Close Search Panel

- User can search a particular application by using this search panel by giving Applicant name, Reference no, Mobile no, form no, from date, to date, Applied By, District, Area type or Notified Area.
- If status is Not updated, click on the **Update Payment** button for update the payment; And the screen will be like below.

ning

ate

on >

Payment Details

Print X

Payment Amount (₹) : 50,250.00

Payment Through : DD

Bank Name : HDFC

DD No : 005519 & 001

Payment Date : 26-Oct-2015

Authority Remark

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

Remark Date : 26-Oct-2015

Form

To D

Area

View to download the money receipt of the payment.

Money Receipt

Print X

Town and Country Planning Department

SHIMLA

MONEY RECEIPT

No. : 118

Dated: 05-Nov-2015

Received with thanks from Sh./Smt. Neelam

r/o Town/Village : Kasumpati, Tehsil : Shimla(Urban), Dist : Shimla, State : Himachal Pradesh

Ghanahatti, Special Area, Shimla, Himachal Pradesh

Sum of Rupees Two Thousand, Two Hundred And Seventy-seven Only

A/C of Payment P.P. Case/Compounding / Change of landuse / Application / Cleanliness / other's fee

₹ 2,277.00

Cashier/Accountant

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

5.2 Application Form

5.2.1 View All Application

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

View All Applications

Manage Application > Application Form

Saturday, Nov 7, 2015 0:24:08 PM

New

Approved

Open Search Panel

Applied by Architect

Applied by Applicant

Application for Assistance

Show All/ Showing 1 to 20 of 49 entries

<input type="checkbox"/>	Sl.#	Name	Form No.	Mobile No.	Ref. No.	Applied On	Payment Update Date	Pending Status	Action
<input type="checkbox"/>	1	Sushil Sharma	Appendix - 10	9816043555	08201500769	06-Nov-2015		Junior Assistant (Law Branch) (Head Quarter), Shimla	
<input type="checkbox"/>	2	Sonakshi	Appendix - 10	8988000091	08201500768	05-Nov-2015		Director (Head Quarter), Shimla	
<input type="checkbox"/>	3	Swaroop,maan Sukh,brij Lal	Form - 12	9736302145	02201500004	05-Nov-2015		Assistant Town Planner (Divisional Office), Shimla	Transfer
<input type="checkbox"/>	4	Shubham Sharma	Appendix - 10	8626984841	08201500763	04-Nov-2015		Law Officer (Head Quarter), Shimla	
<input type="checkbox"/>	5	Rishi	Form - 12	9459790162	02201500003	04-Nov-2015		Draughtsman/JE/Junior Draughtsman/Senior Planning Draughtsman (Divisional Office), Shimla	
<input type="checkbox"/>	6	Mithulesh Sharma	Appendix - 10	9817031210	08201500755	30-Oct-2015	02-Nov-2015	Law Officer (Head Quarter), Shimla	

- Here authorized user can view all the new application and in progress application which are not yet approved.
- After full fill all the protocol user can take the action.
- Authorized user wants to transfer the application to other authority click on the **Transfer** button.
- On clicking on transfer, the user can view the following screen.

Planning

Transfer To

Authority Name : Rajesh Sharma

Area : (Divisional), Shimla

Designation : JE

Authority Name : Rajeev Kumar (Senior Assistant)

Submit

Reset

ame	Form No.	Mobile No.	Ref. No.	Applied On	Payment Update Date
-----	----------	------------	----------	------------	---------------------

- It showing the last authority name who take the action and the area and designation.
- Enter authority Name to whom you want to transfer the application.
- Click on the submit button to make your transfer success.
- Click on reset to clear the data.

5.2.2 Approved Application

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

Approved Application

Manage Application > Application Form

Friday, Dec 4, 2015 10:29:45 AM

New

Approved

Applicant Name

:

Reference No.

:

Form No

:

--Select--

Mobile No.

:

From Date

:

01-01-2015

To Date

:

04-12-2015

Applied By

:

--Select--

Show

Close Search Panel

Applied by Architect

Applied by Applicant

Notice Generated

Show All/ Showing 1 to 20 of 32 entries

Sl.#	Name	Form No	Ref. No	Reg. No	Reg. Fee (₹)	Downloads	Status	History	NOC	Action
1	Drfdgr	Form - 12	02201500525		3,015.00	View	Paid(Not Updated)	Show		
2	Dfgv	Form - 11	01201500524		40,200.00	View	Approved	Show		
3	Dfrtgdtfr	Form - 11	01201501516		20,100.00	View	Approved	Show		
4	Gvdfgrdf	Form - 11	01201501516		20,100.00	View	Paid	Show		Issue Permission
5	Rrrrrr	Form - 16	03201500002		101.00	View	Paid	Show		
6	Rrrrrr	Form - 11	01201501516		20,100.00	View	Paid	Show		Send Notice

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

Order/Notice

Home > Manage Application > Application Form Friday, Dec 4, 2015 10:34:31 AM

Form List View Notice

Form-15 Generate

Form of structural stability certificate and soil investigation Report

Form-18 Generate

Order of revocation/ modification of development Permission

Form-19 Generate

Order

Form-20 Generate

Notice under section 38 of the himachal pradesh town and country Planning act, 1977 (act no. 12 of 1977)

- Here the authorized user will send order/notice to the applicant by clicking on generate button. This is explained in order/notice section.
- A Email and Sms will be sent to the applicant and applicant and also can see the notice details by login to user dashboard of applicant.
- Authorized user will issue the permission to the applicant by clicking on issue permission.
- When issue permission click user can see the below issue certificate page.

Issue Certificate

Home > Manage Application > Application Form Friday, Dec 4, 2015 10:34:31 AM

Issue Certificate

Section : *

Remark :

Source Copy Paste Undo Redo Find Bold Italic Underline Strikethrough Text Color Background Color Bulleted List Numbered List Indent Outdent Link Unlink Image Table

Styles Format Font Size

Preview Issue certificate

- Here user enter the section name.

- Enter the Remark.
- Then click on preview to view the certificate preview as below screen.

Certificate

Print

Sr. No. : 94

Department of Town and Country Planning
Government of Himachal Pradesh

Permission for development/ sub-division of land/Construction of building

No. : 01201501516 Dated : 16-Sep-2015

To
Sh./Smt./M/s Gvdfgrdf
Dssf, , Dfdxf, Shimla1, Shimla, Himachal Pradesh


Subject: Permission for development/Sub-division of land/Construction of building

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

Show All/ S				
o	R	Download Documents		History
3		Application Form	:	Show
4		Challan	:	Show
2		Money Receipt	:	Show
2		Certificate	:	Show
1				Show
	20,100.00	View	Paid	Show
	20,100.00	View	Approved	Show

- By clicking on the Application form User can see the below **Approve form** and click on the print button to print the approve form.

Approve Form
Print



FORM-12
Form of application for permission under sub-section (2) of section 15-A or clause (a) of section 16 or sub-section (1) of section 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.

No. : 02201500002
Dated : 02-Nov-2015

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

I/We hereby apply for permission to undertake/carry out the sub-division /development of land under Khasra No. 333/2 measuring 200.00 square Metre, over which I/we possess the necessary ownership rights, situated at Block No. Plot No. District Ghanahatti Himachal Pradesh.

I/We hereby submit the following documents :-

- A copy of title/ownership documents i.e. latest jamabandi in original.
- A copy of latest original tatima showing Khasra number(s), description and area of land in question, abutting path with its width as well as adjoining Khasra number(s) falling on all the outer limits/ boundaries of the land in question. The land applied for is shown in red, in the tatima.

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

Treasury Challan
Print

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

Challan No. : 6666666
Challan Date. : 10-Sep-2015

(To be Filled in by The Tenderer)

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

(Signature of Tenderer)


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

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

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

- By clicking on the money receipt User can see the below **Money Receipt** and click on the print button to print the receipt.

Money Receipt
Print

Special Area Development Authority Ghanahatti

MONEY RECEIPT

No. : 118
Dated: 05-Nov-2015

Received with thanks from Sh./Smt. Neelam

r/o Town/Village : Kasumpati, Tehsil : Shimla(Urban), Dist : Shimla, State : Himachal Pradesh

Ghanahatti, Special Area, Shimla, Himachal Pradesh

Sum of Rupees Two Thousand, Two Hundred And Seventy-seven Only

A/C of Payment P.P. Case/Compounding / Change of landuse / Application / Cleanliness / other's fee

₹ 2,277.00

- By clicking on the certificate User can view the below **Certificate** and click on the print button to print the Certificate.
- Authorized user can click the status column Paid button to see the payment details.

Planning

Payment Details

Print X

Payment Amount (₹)	: 50,250.00
Payment Through	: DD
Bank Name	: Oriental bank of commerce
Payment Date	: 06-Nov-2015
Authority Remark	: The Registration fee amounting to Rs. 50,000/- deposited by the applicant is as per Rule-41 & 42 of the H.P. Town and Country Planning Act, 1977. The applicant has also deposited e-charge fee amounting to Rs. 250/-only.
Remark Date	: 17-Nov-2015

Status

- By clicking on the **Show** User can see the **Application Progress Status** in which user can check the application progress with the authority remarks as below screen.

Application Progress Status

Manage Application > Application Form

Saturday, Nov 7, 2015 0:56:59 PM

Application progress status

Applicant Name	: Rita Minhas	Mail Id	: designgroup8519@gmail.com
Mobile No	: 9418088882	Applied For	: Appendix - 10
Applied On	: 31-Oct-2015		

☐ Forwarded
 ☐ Revert to Previous Authority
 ☐ Revert to applicant
 ☒ Approved
 ☐ Rejected

Ankit Justa
 Junior Assistant (Law Branch), Head quarter, Shimla

117.212.96.114 02-Nov-2015

> Remarks

Mukta Kashyap
 Law Officer, Head quarter, Shimla

59.96.65.204 03-Nov-2015

> Remarks

Sundeep Sharma
 State Town Planner, Head quarter, Shimla

117.212.97.74 03-Nov-2015

> Remarks

Sandeep Kumar
 Director, Head quarter, Shimla

117.220.159.79 04-Nov-2015

> Remarks

- By clicking on the **Back Button** User can return back to the **Approved Application**.

5.3 NOC Applications

5.3.1 View NOC Application

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

View NOC Applications


> Manage Application > NOC Applications

Thursday, Dec 10, 2015 2:33:26 PM

New

Approved

Open Search Panel

Sl.#	Name	Mobile No.	Reference No.	NOC Type	Applied On	Building Photo	Pending Status	Details	Action
1	Drfdgr	9888888888	02201500525	Temporary	09-Dec-2015		Rejected	<div>Details</div>	
2	Sunil	9999999999	211507290006	Temporary	21-Aug-2015		Draughtsman/JEE/Senior Planning Draughtsman (Divisional Office), Shimla	<div>Details</div>	<div>Take Action</div>
3	Sunil	9999999999	211507290006	Temporary	17-Aug-2015		Rejected	<div>Details</div>	

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

5.3.2 Approved NOC Application

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

Manage Application > NOC Applications

Thursday, Dec 10, 2015 2:35:31 PM

New

Approved

Open Search Panel

Sl.#	Name	Address	Mobile No.	Reference No.	Applied On	Building Photo	Total Apply	Action
1	Sunil	1, 1, 1, Shimla, Himachal Pradesh	9999999999	211507290006	17-Aug-2015		2	NOC Details
2	Sumit Mishra	Df, Gfdg, Dfg, Shimla, Himachal Pradesh	9861452100	201507170001	21-Jul-2015		2	NOC Details

Showing 1 to 2 of 2 entries

- Authorized user can search & view details for a particular application by entering
- the datas in the search panel as explained before.
- Authorized user can see all details about the applicant by clicking on the Applicant Name.
- Authorized user can click on the show link of Details column to show the NOC Details.
- When user click on show link page will redirect to NOC details page.

Permanent NOC :

NOC Type

: Permanent

Applied On

: 18-Aug-2015

block Name

: Block 1

Floor Name

: Ground Floor

Sl.#	Category Name	No. of Connections	Photo
1	Electricity	1	PermBuildPhoto_20150818_182325.jpg

User Remarks

:

Applied for permanent Noc

Approval Date


: 18-Aug-2015

Admin Remarks

:

OK

NOC Certificate



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

5.4 Order/Notice

5.4.1 Order/Notice

The purpose of this section is to send order/notice to the applicant. when authorized user click on the order/notice user will see the below screen.

Order/Notice

Manage Application > Application Form
Friday, Dec 4, 2015 10:34:31 AM

Form List
View Notice

Form-15
Generate
Form of structural stability certificate and soil investigation Report

Form-18
Generate
Order of revocation/ modification of development Permission

Form-19
Generate
Order

Form-20
Generate
Notice under section 38 of the himachal pradesh town and country Planning act, 1977 (act no. 12 of 1977)

- User can send the required order/notice to the applicant by clicking on the generate button.
- By clicking on generate user will redirect to respective order/notice page as below.

Order

Manage Application > Order/Notice
Friday, Dec 4, 2015 11:52:04 AM

Form-19
View
(*) Indicates Mandatory Field

User Details

User Name : * Mobile No. : +91 *
Address : *
Maximum 200 characters

Demographic Information

District : --Select-- * Area Type : --Select-- *
Notified Area : --Select-- * Tehsil : --Select-- *

Award Information

Amount (Rs.) : * Awarded in favour of : *
File Date : *

Generate Cancel

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

Form-19 Preview

Friday, Dec 4, 2015 0:13:54 PM

Form-19 Preview

User Details

User Name

: Gvdfgrdf

Mobile No

: 9888888888

Address

: Town/Village : dfdx, Tehsil : Shimla1, Dist : Shimla, State : Himachal Pradesh

File Date

: 09-Dec-2015

Demographic Information

District

: Shimla

Block/ULB

: Planning Area

Tehsil

: Shimla1

Award Information

Amount(Rs.)

: 200.00

Awarded in favour of

: Test

Modify

Confirm

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

Confirm Notice

Home

> Manage Application > Application Form

Friday, Dec 4, 2015 0:22:11 PM

Confirm Notice

Notice No **NO040200000815** has been generated successfully

Print Notice

Back

- Authorized user can print the notice by clicking on Print Notice button.
- Then click on Back button page will redirect to generate notice page.

5.5 Feedback/Complaint

5.5.1 View Feedback/Complaint

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

View Feedback/Complaint

Home

> Manage Application > Order/Notice

Monday, Dec 7, 2015 0:08:41 PM

View

Open Search Panel

<input type="checkbox"/>	Sl.#	Name	Mobile No	Email	Subject	Posted On	Type	Action
<input type="checkbox"/>	1	Rasmi Ranjan Swain	9776653754	sairasmi1@gmail.com	Feedback about Site	24-Aug-2015	FeedBack	
<input type="checkbox"/>	2	Sunil Sharma	9867567800	Sharma@gmail.com	Systematic urban and rural growth.	24-Feb-2015	FeedBack	
<input type="checkbox"/>	3	Fghgh	9876567890	fgf@dfd.ghg	Fghfg	23-Feb-2015	Complaint	View Remark
<input type="checkbox"/>	4	Sdfdv	9876787800	dfd@sdrfd.fhfg	Systematic urban and rural growth.	23-Feb-2015	Complaint	View Remark
<input type="checkbox"/>	5	Dfdf Sdfdf	9876767200	dsfsd@fghfg.ghjh	Encourage planned and systematic urban .	23-Feb-2015	FeedBack	

Showing 1 to 5 of 5 entries

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

5.6 Notification/Alert

5.6.1 Add Notification/Alert

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

The screenshot shows a web application interface for adding a notification or alert. The title bar reads 'Add Notification/Alert'. Below it, a breadcrumb trail shows 'Manage Application > Order/Notice' and a timestamp 'Friday, Dec 4, 2015 0:41:49 PM'. The form has two tabs: 'Add' (selected) and 'View'. A red asterisk note indicates that fields marked with an asterisk are mandatory. The form fields are: 'District' (dropdown menu, mandatory), 'Designation' (dropdown menu), 'Authority' (dropdown menu), 'Subject' (text box, mandatory), 'Document' (file upload button labeled 'Choose file' and 'No file chosen', with a note '(pdf file only and Max size file Size 10 MB)'), and 'Message' (rich text editor with a toolbar and a large text area). At the bottom, there are 'Submit' and 'Reset' buttons.

- The user will select district from the drop down list.
- Select designation from the drop down list.
- Select Authority Name from the drop down list.
- Enter the Subject in the text box.
- Upload Document if any.
- Enter the Message in the editor.
- Click on the submit button in order to send the notification.
- Click on the reset button for clearing all the data's.

5.6.2 View Notification/Alert

Here the authorized user can view the list of all the notification that is already been send previously.

The screenshot shows a web application titled 'View Notification'. At the top, there is a breadcrumb trail: 'Home > Manage Application > Notification/Alert'. A red status bar on the right indicates the date and time: 'Thursday, Dec 10, 2015 1:14:53 PM'. Below the breadcrumb, there are two tabs: 'Add' and 'View', with 'View' being the active tab. To the right of the tabs are icons for printing and deleting. Below the tabs, there are search filters for 'Subject' and 'Date', each with a text input field and a calendar icon. A green 'Show' button is positioned to the right of the date field. Below the search filters is a table with the following columns: 'Sl.#', 'Notify From', 'Notify To', 'Subject', 'Document', 'Notification On', and 'Edit'. The table contains one entry with the following data: '1', 'Me', '(Junior Assistant) of Shimla', 'Action not taken yet', a document icon, '16-Jul-2015 11:49:39 AM', and an empty 'Edit' cell. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'.

Sl.#	Notify From	Notify To	Subject	Document	Notification On	Edit
1	Me	(Junior Assistant) of Shimla	Action not taken yet		16-Jul-2015 11:49:39 AM	

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

5.7 Training Attendance



5.7.1 Add Trainee Attendance

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

Trainee Attendance

> Manage Application > Training Attendance Thursday, Dec 10, 2015 1:20:20 PM

Attendance

Date From : 01-11-2015  Date To : 19-11-2015  Show

Sl #	Name	Training Date	01-Nov-2015	02-Nov-2015	03-Nov-2015	04-Nov-2015	05-Nov-2015	06-Nov-2015	07-Nov-2015	08-Nov-2015	09-Nov-2015	10-Nov-2015	11-Nov-2015	12-Nov-2015
1	vishakha	03-Nov-2015 To 03-Nov-2015			<input type="radio"/> Present <input type="radio"/> Absent									
2	RAJUL GUPTA	03-Nov-2015 To 03-Nov-2015			<input type="radio"/> Present <input type="radio"/> Absent									
3	RAJUL GUPTA	03-Nov-2015 To 03-Nov-2015			<input type="radio"/> Present <input type="radio"/> Absent									
4	vikrant tegta	03-Nov-2015 To 03-Nov-2015			<input type="radio"/> Present <input type="radio"/> Absent									

- Authorized user choose date from and date to then click on the show button.
- It will show the list of trainees.
- Authorized user choose present or absent from the radio button to give the
- attendance.
- Then click on submit button to save the data in the application.

5.8 Training Feedback

5.8.1 Add Training Feedback

The purpose of this section is to give feedback against the applicant training completion.

6 Manage Master

6.1 Registration Report

6.1.1 View Registration Report

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

Home > Reports > Registration Report

Friday, Dec 4, 2015 1:52:13 PM

View

State : Himachal Pradesh

District : --Select--

Year : --All--

Month : --All--

Show

Close Search Panel

	Promoter	Est. Agent	Architect	Drt. Man	Engineer	Surveyor	Town Planner	Arch. Asst.	Engineer(Diploma)
Applied	26	8	323	65	329	4	3	14	3
Approved	18	8	303	55	278	4	2	4	0

Sl.#	District Name	Promoter	Estate Agent	Architect	Draughts Man	Engineer	Surveyor	Town Planner	Architect Assistant	Engineer(Diploma)
1	Bilaspur	0	0	7	0	8	0	0		
2	Chamba	0	0	1	0	2	0	0		
3	Hamirpur	0	0	0	0	7	0	0		
4	Kangra	0	0	11	3	26	0	0		
5	Kinnaur	0	0	1	0	0	0	0		
6	Kullu	4	0	3	0	3	0	0		
7	Lahaul And Spiti	0	0	0	0	0	0	0		
8	Mandi	0	0	7	3	4	0	0		
9	Shimla	3	0	104	3	11	0	1		
10	Sirmaur	1	0	3	3	3	0	0		

Show All / Showing 1 to 10 of 12 entries

1 2 > >>

- There are different filter parameter like state, district, year and month.
- Authorized user can search by clicking on show button.
- Authorized user can click on the total applied number link to show the details of the applicant.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- When user click on the number link page will redirect to registration report page.
- In this section user can view the details of registration application.

View

←

📄

🖨

Applicant Name :

Reg/Ref No. :

Status : --Select--

Applied By : Architect

From Date :

To Date :

State : Himachal Pradesh

District : Shimla

Form No : --Select--

Show

Close Search Panel

Applied 124 Approved 122 Certificate Issued 122 Pending 2 Reverted 1

- There are different filter parameter like applicant name, reference no, status, applied by, from date, to date, state, district, form no.
- Authorized user can search a particular application by clicking on show button.
- Authorized user can click on the Name column link to view the applicant details.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.

6.2 Payment Report

6.2.1 View Payment Report

The purpose of this section is to view the total no. of application, total no of payment, registration fee, convenience fee and total in month wise.

View

Applicant Name :
Reg/Ref No. :
Payment Mode :

Form No :
From Date :
To Date :

Show

Close Search Panel

Month: October Year: 2015

Sl.#	Name	Form Name	Ref. No / Regd.No	Challan No / DD No	Trans. Id	Payment Date	Payment Updated Date	Reg. Fee (₹)	Conv. Fee (₹)	Total App. Fee (₹)	Payment Mode
1	Sunil Kumar Sood	Form - 34	05201500090 / RM0006/2015	002246 & 002	002246 & 002247	20-Oct-2015	31-Oct-2015	50,000.00	250.00	50,250.00	DD
2	Deepak Virmani	Form - 34	05201500088	000406	000406 & 977807	13-Oct-2015	31-Oct-2015	50,000.00	250.00	50,250.00	DD
3	Sh. Ajay Singh Cheema	Form - 34	05201500087 / RM0007/2015	796202 and 1079	796202 and 10790	24-Sep-2015	31-Oct-2015	50,000.00	250.00	50,250.00	DD
4	Sh. Vijay Kumar Singh	Form - 34	05201500084 / RM0001/2015	005654	005654	02-Feb-2015	26-Oct-2015	50,000.00	250.00	50,250.00	DD
5	Sh. Bharat Mittal, Director	Form - 34	05201500079 / RM0002/2015	005519 & 001	005519 & 001	13-Oct-2015	26-Oct-2015	50,000.00	250.00	50,250.00	DD
6	Anuj Sharma	Appendix - 10	08201500748		114622562	23-Oct-2015	23-Oct-2015	2,000.00	10.00	2,010.00	Online Payment
7	Rachana Bhapa	Appendix - 10	08201500711 / RP0053/2015	NA	NA	29-Apr-2015	17-Oct-2015	1,000.00	5.00	1,005.00	Treasury
8	Neer Singh Ranote	Appendix - 10	08201500743	0112144	0112144	13-Aug-2015	16-Oct-2015	1,000.00	5.00	1,005.00	Treasury
9	Ashwinder Chadha	Appendix - 10	08201500742	4910012	4910012	24-Aug-2015	15-Oct-2015	2,000.00	10.00	2,010.00	Treasury
10	Neeraj Kumar Kaushik	Appendix - 10	08201500734 / RP0048/2015		113332555	13-Oct-2015	13-Oct-2015	2,000.00	10.00	2,010.00	Online Payment
Total								2,58,000.00	1,290.00	2,59,290.00	

- There are different filter parameters like applicant name, reference no, payment mode, form no, from date and to date.
- Authorized user can search particular application payment details by clicking on show button.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.

6.3 Online Payment Report

6.3.1 View Online Payment Report

The purpose of this section is to view the applications whose payment is made through online.

View Online Payment Report

Home

Reports

Payment Reports

Friday, Dec 4, 2015 3:24:01 PM

Online Payment

Form No. : --Select--

Applicant Name :

Transaction ID :

From Date :

To Date :

Payment Reference No. :

Application No. :

Show

Close Search Panel

Total Paid Amount (₹) 33,030.00

Total Page Wise Amount (₹) 14,673.00

Sl.#	Name	Form No	Application No	Payment Reference No.	Payment Date	Transaction Id	Status	Application Fee (₹)	Details
1	Bhim Singh	Appendix - 10	08201500791	3001449119962	03-Dec-2015	119081438	Success	1,005.00	Show
2	Suraksha Sharma	Appendix - 10	08201500792	6511449039909	02-Dec-2015	118931693	Success	1,005.00	Show
3	Ajay Kumar	Appendix - 10	08201500789	9911448524908	26-Nov-2015	118205540	Success	2,010.00	Show
4	Devashish Chaudhary	Appendix - 10	08201500790	8741448535096	26-Nov-2015	118231057	Success	2,010.00	Show
5	Ujjwal Sharma	Appendix - 10	08201500785	8151448376256	24-Nov-2015	118025258	Success	2,010.00	Show
6	Sushil Kumar	Appendix - 10	08201500786	2301448262146	23-Nov-2015	117826518	Success	2,010.00	Show
7	Arjun Singh	Appendix - 10	08201500787	4331448279914	23-Nov-2015	117880121	Success	1,005.00	Show

- There are different filter parameters like applicant name, application no, payment reference no, form no, from date and to date.
- Authorized user can search particular application payment details by clicking on show button.
- Authorized user can show the applicant details by clicking on applicant name.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- Authorized user can click on the show link of Details column to view the success and failure history of online payment.
- When authorized user click on the show link below modal pop up will open.

Payment History						
Name	Payment Ref. No.	Date	Trans. Id	Res. Message	Account Id	Status
Bhim Singh	3001449119962	03-12-2015 00:00	119081438	Transaction Successful		Success
Bhim Singh	2781449119323	--	--	--	--	Failure
Bhim Singh	1951449119624	--	--	--	--	Failure

6.4 Application Report

6.4.1 View Application Report

The purpose of this section is to view the application details which are applied for planning permission.

View

Applicant Name

:

Reg/Ref No.

:

Status

:

--Select--

Applied By

:

Citizen

From Date

:

To Date

:

State

:

Himachal Prades

District

:

Shimla

Form No

:

--Select--

Show

Close Search Panel

Applied

68

Approved

20

Certificate Issued

4

Pending

46

Refused

1

Sl.#	Name	Email	Mobile No.	Form Name	Reg. Fee (₹)	Ref. Number	Area Name	Village Name	Date of Submission	Status
1	Ashis Kar Citizen	ashis@gmail.com	9861450211	Form - 11		201508070001	Shimla		07-Aug-2015	Pending
2	Dddd Citizen	ww@qq.ll	9877777777	Form - 26		04201500519	Shimla	village-1	30-Sep-2015	Pending
3	Dfd Citizen	dfgd@ffg.jj	9865421000	Form - 26	1608.00	0420151515	Ghannati	village 2	09-Sep-2015	Pending

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

6.5 License Report

6.5.1 View License Report

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

View

Applicant Name

:

Reg/Ref No.

:

Status

:

--Select--

Applied By

:

Citizen

From Date

:

To Date

:

State

:

Himachal Pradesh

District

:

Shimla

Form No

:

--Select--

Show

Close Search Panel

Applied 68

Approved 20

Certificate Issued 4

Pending 46

Refused 1

Sl.#	Name	Email	Mobile No.	Form Name	Reg. Fee (₹)	Ref. Number	Area Name	Village Name	Date of Submission	Status
1	Ashis Kar Citizen	ashis@gmail.com	9861450211	Form - 11		201508070001	Shimla		07-Aug-2015	Pending
2	Dddddd Citizen	ww@qq.ll	9877777777	Form - 26		04201500519	Shimla	village-1	30-Sep-2015	Pending
3	Dfd Citizen	dfgd@ffg.jj	9865421000	Form - 26	1608.00	0420151515	Ghannati	village 2	09-Sep-2015	Pending

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

6.6 NOC Report

6.6.1 View NOC Report

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

The screenshot shows a web application titled 'View NOC Reports'. The breadcrumb navigation is 'Home > Reports > NOC Report'. The date and time are 'Thursday, Dec 10, 2015 2:14:39 PM'. There is a 'View' button and an 'Open Search Panel' button. Below this, a status summary shows 'Applied 1', 'Approved 0', and 'Refused 0'. A table lists the application details:

Sl.#	Name	Address	Form No	Application No.	Applied On	Building Photo	Details
1	Neelam	Town/Village : Kasumpati, Tehsil : Shimla(Urban), Dist : Shimla, State : Himachal Pradesh	Form - 12	02201500002	08-Dec-2015		Show

Showing 1 to 1 of 1 entries

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

The screenshot shows a web application titled 'NOC Details'. The breadcrumb navigation is 'Home > NOC Details'. The date and time are 'Thursday, Dec 10, 2015 2:17:23 PM'. There is a back button. The title is 'Temporary NOC 1 :'. The details are as follows:

NOC Type	: Temporary	Applied On	: 08-Dec-2015
User Remarks	: I have completed the plinth as per approved plan kindly issue me temporary for one number of water and electricity connection.		

6.7 Training Report

6.7.1 View Training Report

The purpose of this section is to view the application details to which training is assigned.

Training Report					
Open Search Panel					
Sl#	Name	Reference No.	Training Date	Attendance (Present/Total days)	Status
1	Ruchi Rana	08201500811	Not Assigned	--	--
2	Sh. Dagu Ram Bharmouria	08201500802	03-Nov-2015 To 03-Nov-2015	0/1	Completed
3	Sh. Yogesh Sood	08201500800	03-Nov-2015 To 03-Nov-2015	0/1	Completed
4	Sh. Rakesh Kumar	08201500799	03-Nov-2015 To 03-Nov-2015	0/1	Completed
5	Sh. Saurabh Thaper	08201500798	03-Nov-2015 To 03-Nov-2015	0/1	Completed
6	Smt. Anshu Dhadwal Anad	08201500797	03-Nov-2015 To 03-Nov-2015	0/1	Completed
7	Suraksha Sharma	08201500792	Not Assigned	--	--
8	Bhim Singh	08201500791	Not Assigned	--	--

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

6.8 Pending Report

6.8.1 View Pending Report

The purpose of this section is to view the application details which are not yet approved.

View Pending Applications

Home

>

Reports

>

Pending Report

Thursday, Dec 10, 2015 2:21:34 PM

View

Open Search Panel

Sl.#	Name	Form No.	Mobile No.	Ref. No.	Applied On	Pending Status	Pending Days	History
1	Joginder Singh 1	Form - 12	9805234612	02201500005	13-Nov-2015	Planning Officer (Divisional Office), Shimla	Pending 2 Days	4 Times
2	Anant Ram 1	Form - 12	9816681474	02201500007	17-Nov-2015	Draughtsman/JE/Junior Draughtsman/Senior Planning Draughtsman (Divisional Office), Shimla	Pending 1 Days	12 Times
3	Shobu Ram 2	Form - 26	7807736000	04201500006	19-Nov-2015	Planning Officer (Divisional Office), Shimla	Pending 2 Days	
4	Mast Ram 1	Form - 12	9816035352	02201500009	20-Nov-2015	Draughtsman/JE/Junior Draughtsman/Senior Planning Draughtsman (Divisional Office), Shimla	Pending 1 Days	
5	Rajesh Kumar & Laiq Ram 1	Form - 12	9805010191	02201500010	20-Nov-2015	Draughtsman/JE/Junior Draughtsman/Senior Planning Draughtsman (Divisional Office), Shimla	Pending 1 Days	

- There are different filter parameters like applicant name, reference no, mobile no,
- form no, from date and to date, select office, designation.
- Authorized user can search particular application details by clicking on show button.
- Authorized user can show the applicant details by clicking on applicant name.
- Authorized user can click on the download button to download this report.
- Authorized user can click on print button to print the report.
- Authorized user can click on the no. of Times link to show the history details of alert
- send to the authority.
- When user click on the link the below modal pop up will shown.

Alert History				
Sl #	Sending Date	Sending To	Head Line	Message
1	23-Nov-2015	Planning Officer, Divisional Office, Shimla	joginder case	pl process
2	19-Nov-2015	JE, Divisional Office, Shimla	anant ram	why case is pending pl. process immediately
3	19-Nov-2015	JE, Divisional Office, Shimla	anant ram	why case is pending pl. process immediately
4	17-Nov-2015	JE, Divisional Office, Shimla	JOGINDER SINGH CASE	PLEASE EXAMINE THE CASE

