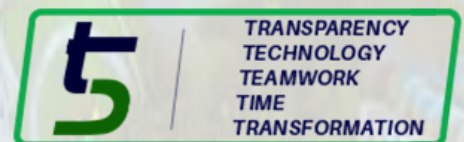




# **Directorate of Municipal Administration, Government of Odisha**

## **Citizen User Manual for – Land & Building Regularization**

**V1.0**



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# **1 Introduction**

## **1.1 Background**

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 115 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Land & Building Regularization is one of the focus areas for the HuDD to help all stakeholders and citizen get their Unauthorized Land and Building Approved through end-to-end automation of the processes involved.

Land & Building Regularization Module envisages complete automation of all processes related to Unauthorized area approval at Odisha. The approval process involves applicants submitting application as per the byelaws of the state of Odisha. The application submission follows series of departmental approvals and NoC from pre-defined departments in line with the byelaws of Odisha. All the processes and steps including calculation of fee, payment of fee, receipt of approval for the certificates etc. would be delivered online through an integrated one stop solution. Citizen would not be required to visit any of the external departments such as NMA, Fire etc. for NoC as the solution has the potential to bring integrated experience.

SUJOG – Land & Building Regularization Module under OBPAS shall enable local government to bring in transparency, accountability and time-bound service for the public. With SUJOG LBR, professionals like architects, engineers, supervisors can seek permission for approval of Unauthorized Land & Building for any Urban Local Body / District Town and Country Planning / Centre for Municipal Administration with a speedy, hassle-free and user-friendly procedure, online.

## **1.2 Scope of this Document**

The purpose of this document is to help the Citizens in operating the Online Building Plan Approval System. It provides a digital interface, allowing the users to apply for the Land & Building Regularization and subsequently make the payment online.

This manual covers up the various features of Land & Building Regularization and every feature is defined with a screenshot for user assistance.

## ***1.3 Intended Audience and Functionalities***

This manual can be used by Citizens to monitor and track their Regularization application and make Online fee payments.

The OBPAS allows the User to

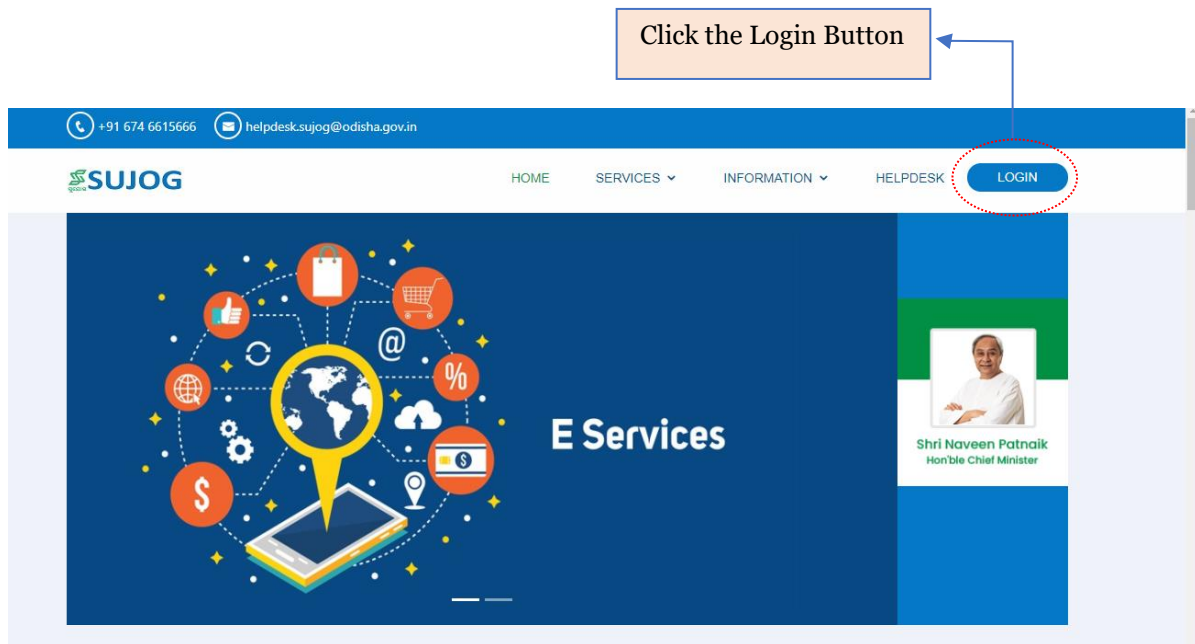
- Apply for a Building Permit, Regularization of land and building, Layout approval etc
- Complete the Payment for OBPAS
- Download receipts of the payments.
- Keep a track of the status of the Application.

## 2 General Functions

### 2.1 Registering into the system

To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>



Once the user clicks the login button, the bellow screen will appear

The screenshot shows the SUJOG Odisha registration form. The form is titled 'REGISTER' and includes the SUJOG Odisha logo. It has three input fields: 'Mobile Number \*' with a placeholder '+91 Enter your mobile number', 'Name \*' with a placeholder 'Enter your name', and 'City \*' with a placeholder 'Select your city' and a dropdown arrow. Below these fields is a link 'Have an account? LOGIN' and a large orange 'CONTINUE' button. Three callout boxes with arrows point to the input fields: 'Enter Your Mobile Number' points to the Mobile Number field, 'Enter Name' points to the Name field, and 'Select your city from the dropdown' points to the City field.

The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. if the user does not receive the OTP he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered the OBPAS homepage will appear.

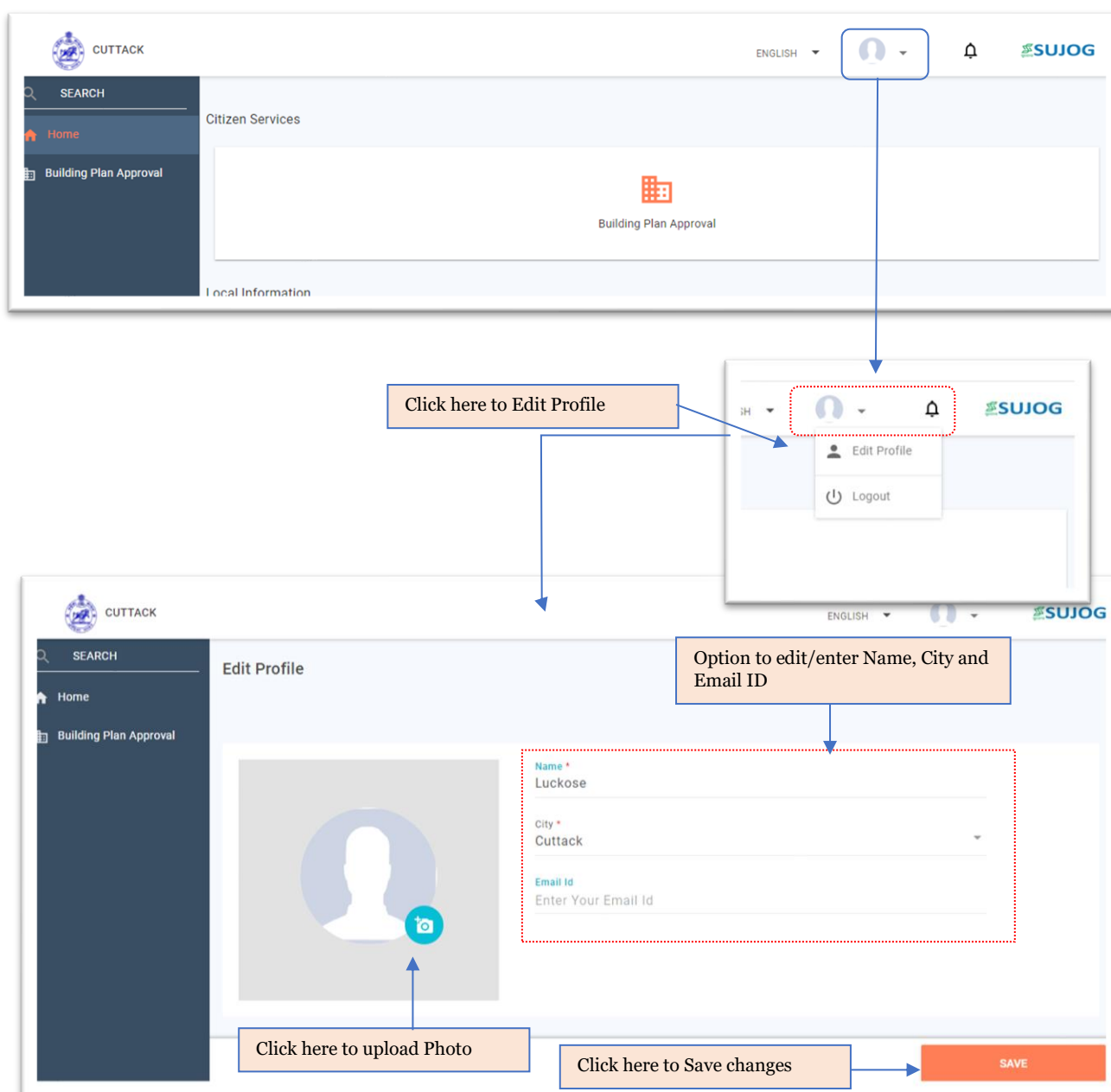
## 2.2 OBPAS Homepage

On Login/Register, the homepage will appear to the user.

## 2.3 Editing the Profile

Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on 'Edit Profile'
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



### 3 Applying for Land Regularization

The Land regularization service is meant for approval of unauthorized Sub divided plots. This Service can be applied for by Citizen (Applicant) Only. This service is governed by the following:

1. Scheme for regularization of unauthorized Layouts 2017:
2. For regularization of plots prior to 30th May 2017

ODA (P&BS) Amendment Rules 2022:

Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022

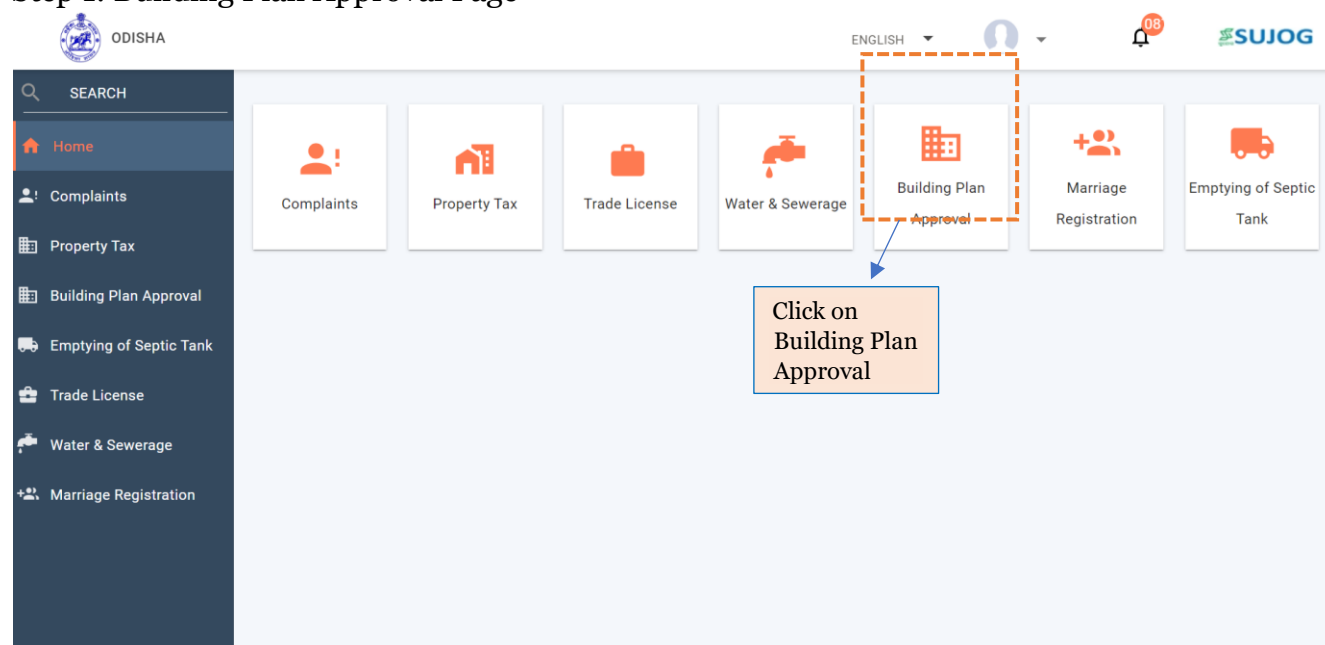
**Important: The Land Regularization service will be applicable for ODA areas only as currently there is no scheme or provision in OTPIT Bye Laws for Land regularization**

**No Unauthorized land will be regularized which were sub divided after 29th December 2022**

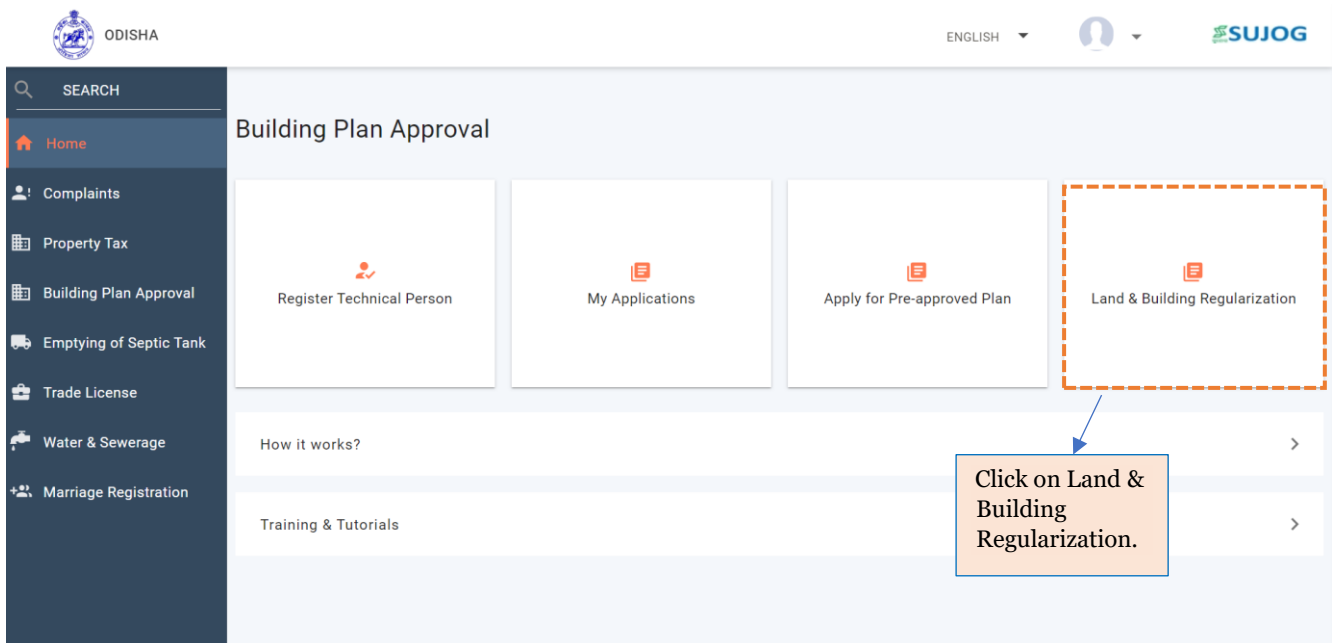
#### 3.1 Application Form

Follow the steps below to apply for Land Regularization:

Step 1: Building Plan Approval Page










## Step 2: Land Regularization Page.

Inside the land building regularization page Architects and Technical Persons will find options to create Land regularization application and option to go into my applications.



### 3.1.1 Pre-Application Details & Declaration.


ODISHA

ENGLISH



SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Land (Part plot) Regularization

No Unauthorized land will be regularized which were sub divided after 29th December 2022.

## Pre Application Details

Site plan template to be downloaded  
[Download Template](#)

Land Regularization Type to be availed \*

☐ Regularization of plots subdivided prior to 30th May 2017

☐ Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022

## Declaration regarding Permissibility of Regularization

[Show Declaration](#)

APPLY

#### Site Plan Template format:

Citizens must download this template, fill the details, draw the site plan layout and then upload it in the document upload section.

<div> LAYOUT PLAN OF SUB-DIVIDED PLOT  (SHOWING PLOT DIMENSION &amp; ABUTTING ROAD WIDTH) </div>	<div> (SPACE LEFT FOR SEAL &amp; SIGNATURE  OF APPROVING AUTHORITY) </div>
	<div> <b>(A) PLOT AREA STATEMENT</b> </div> <div> i. Plot area (as per record): _____ Sq.m  ii. Plot area (as per possession): _____ Sq.m </div> <div> <b>(B) PLOT SCHEDULE</b> </div> <div> i. Name of the Plot Owner: _____  ii. Revenue Plot No: _____  iii. Khata No. _____  iv. Mouza: _____  v. Tahasil: _____  vi. P.S. _____  vii. District: _____ </div> <div> <b>REGULARISATION OF  UNAUTHORISEDLY SUB-DIVIDED PLOT</b> </div>
<div> PART REVENUE SITE PLAN SHOWING THE PLOT AND SURROUNDING REVENUE PLOTS </div>	

## Land Regularization type to be availed:

- 1) Regularization of plots subdivided prior to 30<sup>th</sup> May 2017.

If the plot was subdivided before 30<sup>th</sup> May 2017, then citizen must select the first option.

Minimum access road width has to be = 4.5 meters

Compounding fee charges:

- Up to 500 sqft plot area - No Charge
- Above 500 sqft plot – 5000 sqft Plot area – 1% of BMV of Plot
- Above 5000 sqft Plot area - 5% of BMV of Plot

- 2) Regularization of plots subdivided on or after 30<sup>th</sup> May 2017 till 29<sup>th</sup> December 2022.

If the plot was subdivided after 30<sup>th</sup> May 2017 but before 29<sup>th</sup> December 2022, then citizen must select the second option.

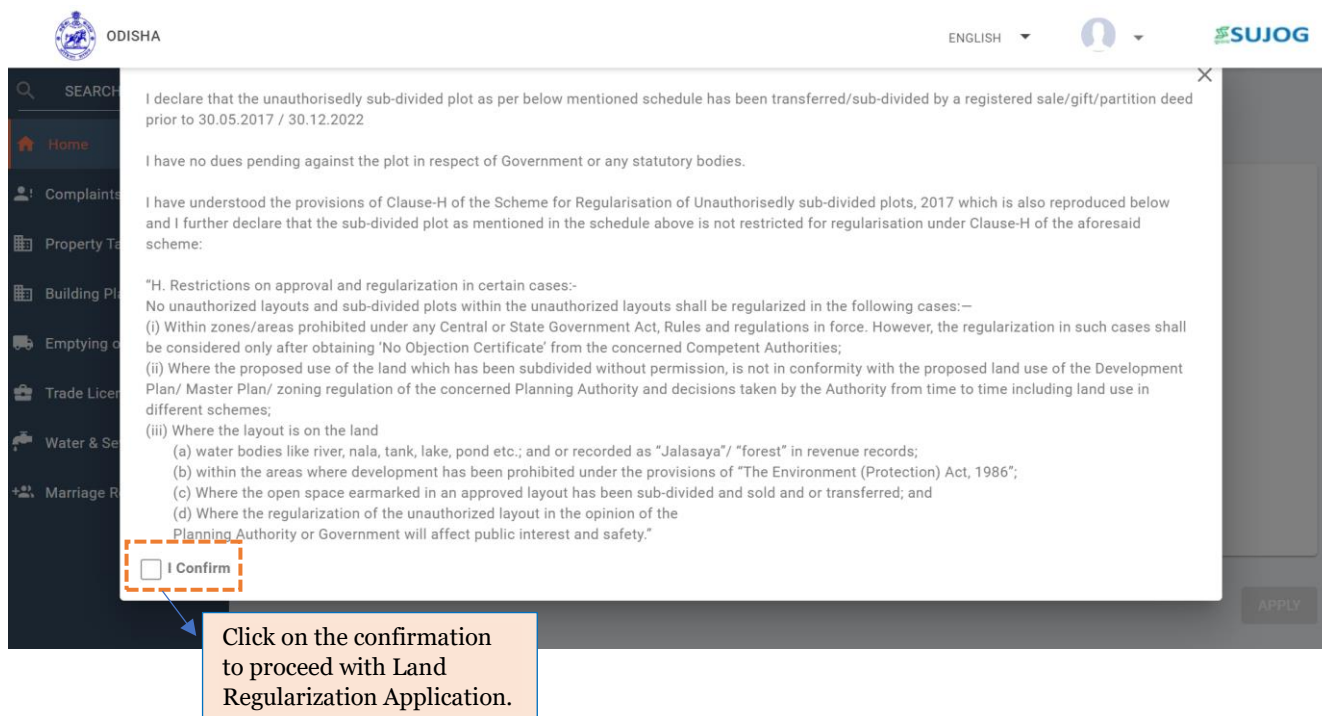
Minimum access road width has to be = 6 meters.

Compounding fee charges:

- 15% of BMV of Plot

## Declaration regarding Permissibility of Regularization:

Citizens must review the declaration carefully before proceeding, if further applicable then click on confirm to apply.



ODISHA

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan

Emptying of

Trade License

Water & Sewerage

Marriage Register

I declare that the unauthorisedly sub-divided plot as per below mentioned schedule has been transferred/sub-divided by a registered sale/gift/partition deed prior to 30.05.2017 / 30.12.2022

I have no dues pending against the plot in respect of Government or any statutory bodies.

I have understood the provisions of Clause-H of the Scheme for Regularisation of Unauthorisedly sub-divided plots, 2017 which is also reproduced below and I further declare that the sub-divided plot as mentioned in the schedule above is not restricted for regularisation under Clause-H of the aforesaid scheme:

"H. Restrictions on approval and regularization in certain cases:-  
No unauthorized layouts and sub-divided plots within the unauthorized layouts shall be regularized in the following cases:-  
(i) Within zones/areas prohibited under any Central or State Government Act, Rules and regulations in force. However, the regularization in such cases shall be considered only after obtaining 'No Objection Certificate' from the concerned Competent Authorities;  
(ii) Where the proposed use of the land which has been subdivided without permission, is not in conformity with the proposed land use of the Development Plan/ Master Plan/ zoning regulation of the concerned Planning Authority and decisions taken by the Authority from time to time including land use in different schemes;  
(iii) Where the layout is on the land  
(a) water bodies like river, nala, tank, lake, pond etc.; and or recorded as "Jalasaya"/ "forest" in revenue records;  
(b) within the areas where development has been prohibited under the provisions of "The Environment (Protection) Act, 1986";  
(c) Where the open space earmarked in an approved layout has been sub-divided and sold and or transferred; and  
(d) Where the regularization of the unauthorized layout in the opinion of the Planning Authority or Government will affect public interest and safety."

☐ I Confirm

APPLY

Click on the confirmation to proceed with Land Regularization Application.

### 3.1.2 Basic Details Section

On top of the page there are sectional timeline, which helps to identify the current section on which the user is filling up details. The current section is highlighted in orange color.

Click on the dropdown to select the city.

**Land Regularization**

1 Basic Details 2 Primary Applicant Details 3 Documents to be uploaded 4 Summary

**Basic Details**

Application Type \*  
Regularization

Service Type \*  
Land Regularization

City \*  
Select City

**Plot Details Section**

**NEXT STEP >**

Fill all the required data. The data filled here will be reflected in the permit letter.

Click on Add plot to add data for another plot.

**Plot Details**

District \*  
Village \*  
Select Village

Layout Plot number

Khata \*

Landowner Name \*

Sale Deed No. \*

Per Acre BMV Value \*

Area of land to be Free Gifted

Tehsil \*

Revenue Plot Number (As per ownership document) \*

Plot Area \*

Kisam \*

GPA Holder Name If Present

Sale Deed Date \*  
dd/mm/yyyy

Is part of plot required to be Free Gifted \*  
Select

Reason for Free Gift

**+ ADD ANOTHER PLOT**

**NEXT STEP >**

**Following are the fields in Details of Plot**

Name of the section	Mandatory/Non-Mandatory	Description
District	Mandatory	Provide the name of the district
Tehsil	Mandatory	Provide the name of the tehsil
Village	Mandatory	Provide the name of the Village or Mouza
Revenue Plot Number (As per ownership document)	Mandatory	Provide the Revenue plot no
Layout Plot number	Non-Mandatory	Provide if plot is part of layout
Plot area	Mandatory	Provide area of the plot
Khata	Mandatory	Provide khata no of the plot
Kisam	Mandatory	Provide kisam of the plot
Landowner name	Mandatory	Provide Landowner/s name
GPA Holder name if present		Provide GPA holder/holders name if applicable
Sale deed no	Mandatory	Provide sale deed no of the land
Sale deed date	Mandatory	Provide sale deed date of the land
Per Acre BMV Value	Mandatory	Provide Per acre benchmark valuation value for the plot acquired from the Tehsil or sub registrar office
Is part of plot required to be Free Gifted *	Mandatory	If part of plot needs to be free gifted select yes, else select no.
Area of land to be Free Gifted	Non-Mandatory	If yes, provide area
Reason for Free Gift	Non-Mandatory	If yes provide reason

**Property Tax**

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

**Total Plot Area**

Total Plot Area

Provide access road width.

**Means of Access Section**

Access Road width \*

Enter Access Road width

Click on next step to proceed with the application.

**NEXT STEP >**

### 3.1.3 Primary Applicant Details Section

The screenshot displays the 'Land Regularization' process. The 'Primary Applicant Details' section is active, showing a form with the following fields:


- Applicant Information**
  - Mobile No. \*: Enter Mobile No. (with a search icon and information icon)
  - Applicant Name \*: Enter Applicant Name
  - Email: Enter Email
  - Correspondence Address \*: Enter Correspondence Address
  - ☒ Is Primary Owner ?

Navigation buttons at the bottom right include '< PREVIOUS STEP' and 'NEXT STEP >'.


Following are the fields in Owners' details section.


Field Name	Field Type	Purpose
Mobile No	Mandatory Field	Enter Registered Mobile Number of the Landowner (Citizen) and click the search button on the right side. Owners' information will get auto populated
Applicant Name	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Email	Optional Field	Enter Email Id of the owner
Correspondence Address	Mandatory Field	Enter Correspondence Address of the Owner

### 3.1.4 Document Upload Section

ODISHA

ENGLISH





SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Land Regularization

Application No. BLR-CTC-2024-03-11-000995

✓

Basic Details

✓

Primary Applicant Details

3

Documents to be uploaded

4

Summary

Documents Required (Self Attested)

Only one file can be uploaded for one document. If multiple files need to be uploaded, then please combine all files in a pdf and then upload.

Land Owner ID Proof (Self Attested)

1

Land Owner ID Proof (Self Attested) \*  
Only .jpg, .jpeg, .png and .pdf files. 50MB max file size.

Select Document Type \*  
Select Document Type

CHOOSE FILE

ID Proof of GPA holder if present

2

ID Proof of GPA holder if present  
Only .jpg, .jpeg, .png and .pdf files. 50MB max file size.

Select Document Type  
Select Document Type

CHOOSE FILE

Sale Deed

Select Document Type \*

PREVIOUS STEP

NEXT STEP

Following are the fields in Required Documents section.

Document name	Mandatory/Non-Mandatory	Description
Landowner ID proof	Mandatory	Upload Scanned copy of Landowner’s ID Proof.
ID of GPA holder if present	Non-Mandatory	Upload Document if applicable to project.
Sale Deed	Mandatory	Upload Scanned copy of Sale deed.
ROR	Non-Mandatory	Upload Document if applicable to project.
GPA holder document if present.	Non-Mandatory	Upload Document if applicable to project.
Legal heir death certificate if applicable.	Non-Mandatory	Upload Document if applicable to project.
Site Plan Layout	Mandatory	Upload the site plan layout.
Benchmark value certificate from Sub-registrar.	Mandatory	Upload the benchmark value certificate from sub-registrar.
Other documents	Non-Mandatory	Upload Document if applicable to project.

### 3.1.5 Summary Section

The screenshot displays the 'Land Regularization' application summary page. The left sidebar contains a search bar and a list of services: Home, Complaints, Property Tax, Building Plan Approval (highlighted), Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area shows the application progress: Basic Details (checked), Primary Applicant Details (checked), and Summary (active). The 'Application Summary' section includes an 'Application Fee Detail' table and a 'Basic Details' section.

**Application Fee Detail**

Application Fee Detail		Paid Amount <b>Rs 830</b> To be Paid
Land Development Fee	830	
Paid Amount	830	

**Basic Details**

Application Type	Service Type	City
Regularization Application	Land Regularization	Cuttack

Buttons: < PREVIOUS STEP, SUBMIT >

**Declaration**

I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any inaccuracy at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf.

Buttons: < PREVIOUS STEP, SUBMIT >

**Annotations:**

- Review the entered application details and click on the edit button if any changes are required.
- Application fee with breakdown to be paid.
- Scroll down to the bottom of the application and check the tick box to give declaration.
- Click here to go to the previous page.
- Click on submit button to submit the application.



### 3.2 Application Submission and Fee Payment.

After the application has been submitted successfully, citizen can proceed for application fee payment.

Step 1: Initiate Application Fee if Architect/Technical Person is making the Payment.

ODISHA

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Application for Land Regularization

Application No. BLR-CTC-2024-03-09-000991

Application Submitted Successfully

A notification regarding Land regularization application creation has been sent to the applicant at the registered mobile no.

Click here to view the application fee payment details.

GO TO HOME

MAKE PAYMENT

Step 2: Application fee details

ODISHA

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Payment Information

Consumer Code BLR-CTC-2024-03-11-000995

Payment Collection Details

Fee Estimate

Land Development Fee	830
Arrears	0
Total Amount	830

Total Amount  
Rs 830

Payer Details

Payer \*

Owner

Payer Name \*

COMMON OWNER

Payer Mobile No. \*

+91 | 9898989898

Select the payment option then click on make payment.

Choose Payment Option (Please choose a payment option to continue with your payment)

☒ CCAVENUE

MAKE PAYMENT >

## Housing and Urban Development Department

Transaction times out in 14:21 mins

BL

### Billing Information

Housing

Address

Zip Code

City

State

Select Country

Mobile Number

Email

Notes (Optional)

☐ My Billing and Shipping address are different

### ORDER DETAILS

Order #:  
PG\_CTC\_2024\_03\_11\_066107\_22

Coupon Code  [Apply](#)

Order Amount 830.00

**Total Amount INR 830.00**

**CC Avenue**  
**CHECKOUT**

Checkout login for registered users only.

Enter Username

### Payment Information

Credit Card

Debit Cards

Net Banking

Wallet

UPI

We Accept :  

Card Number

I agree with the [Privacy Policy](#) by proceeding with this payment.

**INR 830.00** (Total Amount Payable)

**Make Payment**

[Cancel](#)

Enter Password

[Forgot Password?](#)

**Login**

**Click on Make payment.**



MasterCard SecureCode Verified by VISA SafePay RuPay UPI

### Step 3: Final fee Payment confirmation and Regularization certificate download

The screenshot displays the 'Payment Information' page on the SUJOG portal. The page header includes the ODISHA logo, language selection (ENGLISH), user profile, and the SUJOG logo. A left sidebar lists various services, with 'Building Plan Approval' highlighted. The main content area shows a green checkmark and the message 'Payment has been paid successfully!'. Below this, a notification states that a message has been sent to the user's registered mobile number. To the right, there are 'DOWNLOAD' and 'PRINT' buttons. A 'Payment Receipt No.' is displayed as '03/2023-24/1370732'. The application number 'BLR-CTC-2024-03-11-000995' is shown at the top. Three callout boxes provide instructions: 'Application fee Payment status.' points to the green checkmark; 'Click here to download and print the payment receipt.' points to the 'DOWNLOAD' button; and 'Payment receipt number.' points to the receipt number.

Payment Information Application No. BLR-CTC-2024-03-11-000995

Payment has been paid successfully!

A notification regarding Payment has been sent to the registered Mobile No. of the user/owner.

Payment Receipt No. 03/2023-24/1370732

Application fee Payment status.

Click here to download and print the payment receipt.

Payment receipt number.

## 3.3 Track application progress

The following steps has to be followed to track application progress after applicationsubmission to approving authority.

### Step 1 – Open My Applications Page

The screenshot shows the 'My Applications' page on the SUJOG portal. The layout is similar to the previous page, with the ODISHA logo, language selection, user profile, and SUJOG logo at the top. The left sidebar lists services, with 'Building Plan Approval' highlighted. The main content area displays a table of applications. The first application is highlighted with a dashed orange border. A callout box points to the application number 'BLR-CTC-2024-03-09-000991' with the instruction 'Select the respective application by referring to the application number.'.

My Applications

Application number	BLR-CTC-2024-03-11-000995
Owner Name	COMMON OWNER
Service type	MODULE_LR1
Assigned To	NA
Status	WF_ARCHITECT_DOC_VERIFICATION_INPROGRESS
SLA (Days Remaining)	NA
<a href="#">VIEW DETAILS</a>	

Application number BLR-CTC-2024-03-09-000991

Owner Name COMMON OWNER

Service type MODULE\_LR2

Assigned To NA

Status WF\_ARCHITECT\_APPROVAL\_INPROGRESS

SLA (Days Remaining) NA

Select the respective application by referring to the application number.

## Step 2: Application Status

The screenshot displays the 'Application Details' page for application number BLR-CTC-2024-03-11-000995. The left sidebar contains a menu with options: Home, Complaints, Property Tax, Building Plan Approval (highlighted), Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area shows the 'Task Status' section, which is highlighted with a dashed orange border. This section includes a 'VIEW HISTORY' link and a table with the following data:

Date	Updated By	Status	Current Owner	Comments
11/03/2024	COMMON OWNER	Document Verification Pending	IA	

Below the 'Task Status' section is the 'Pre Application Details' section, which includes the text: 'Land Regularization Type to be availed Registered before 30th May, 2017' and a 'SHOW DECLARATION' link. A blue arrow points from the 'Application Status.' text box to the 'Task Status' section.

## Step 3: Application Progress History.

This screenshot shows the same 'Application Details' page as Step 2, but with an additional callout box. The 'Task Status' section is still highlighted with a dashed orange border. A blue arrow points from the 'VIEW HISTORY' link in this section to a callout box that says: 'Click here to view the application history.'

ODISHA

ENGLISH

SUJOG

Task Status

1

WF\_LR1\_INITIATED

Date

11/03/2024

Updated By

COMMON OWNER

Status

WF\_LR1\_INITIATED

Current Owner

NA

Comments

2

WF\_LR1\_PENDING\_APPL\_FEE

Date

11/03/2024

Updated By

COMMON OWNER

Status

Pending Application Fee Payment

Current Owner

NA

Comments

3

WF\_LR1\_DOC\_VERIFICATION\_INPROGRESS

Date

11/03/2024

Updated By

COMMON OWNER

Status

Document Verification Pending

Current Owner

IA

Comments

Scroll down to view the current application status.

ODISHA

ENGLISH

SUJOG

1

WF\_LR1\_INITIATED

Date

11/03/2024

Updated By

COMMON OWNER

Status

WF\_LR1\_INITIATED

Current Owner

NA

Comments

2

WF\_LR1\_PENDING\_APPL\_FEE

Date

11/03/2024

Updated By

COMMON OWNER

Status

Pending Application Fee Payment

Current Owner

NA

Comments

3

WF\_LR1\_DOC\_VERIFICATION\_INPROGRESS

Date

11/03/2024

Updated By

COMMON OWNER

Status

Document Verification Pending

Current Owner

IA

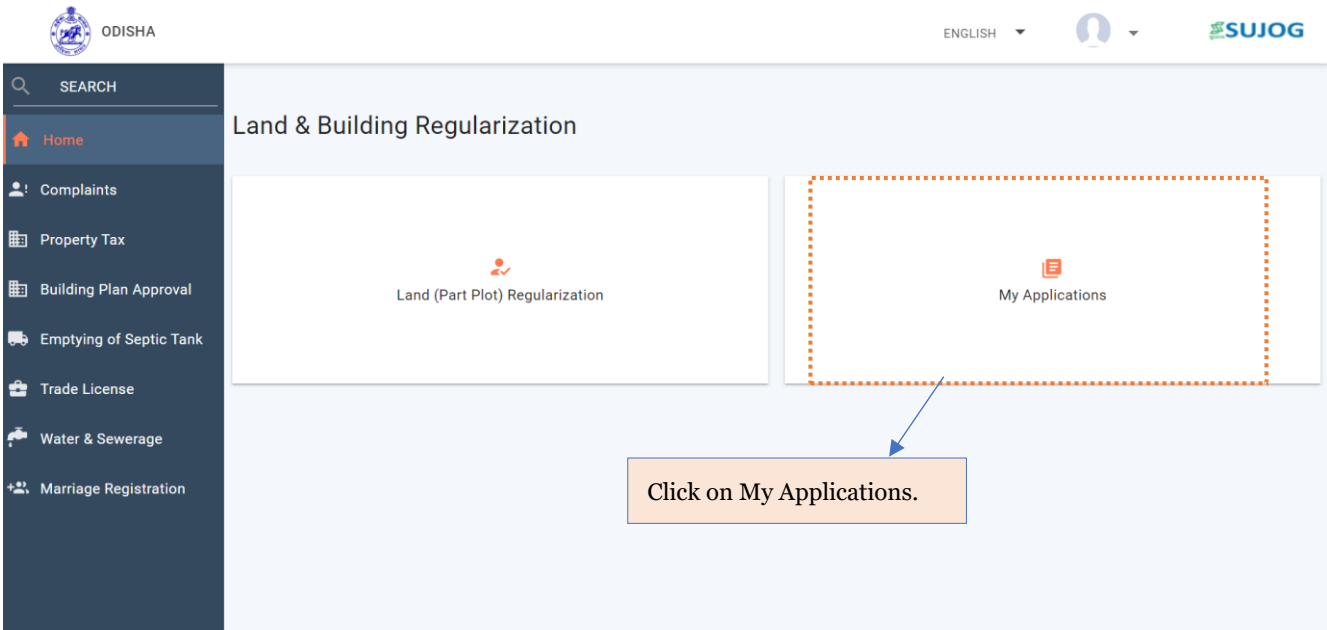
Comments

Current application status.

### 3.4 Sent Back to Citizen

Once the Approving Officer sends back the file for any correction purpose, the citizen can view the status of the application in my application tab.

Step 1: My Applications.



Click on the view details option.

## FORWARD

Click on the 'Upload' option to upload the documents.

## Step 2: Forward Application.

The screenshot shows the SUJOG Odisha portal interface. On the left is a dark blue sidebar with a search bar and a list of services: Home, Complaints, Property Tax, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled 'Application for Land Regularization' with a sub-header 'Application No. BLR-CTC-2024-03-09-000991'. A large green checkmark icon is followed by the text 'Application Forwarded Successfully' and 'Application Forward Successfully'. To the right, the 'Application number' is listed as 'BLR-CTC-2024-03-09-000991'. A blue arrow points from the success message to a callout box that says 'Application has been forwarded successfully.' At the bottom right, there is a 'HOME' button.

After application is forwarded to the official and once the application has been Approved, citizen can proceed with final fee payment.

## 3.5 Final Fee Payment

Please follow the bellow steps to pay Permit fee.

### Step 1: My Application

The screenshot shows the 'My Applications' section of the SUJOG Odisha portal. The sidebar is the same as in the previous screenshot, with 'Building Plan Approval' highlighted in orange. The main content area is titled 'My Applications'. A table lists application details, with the first row highlighted by an orange dashed border. The details are as follows:

Application number	BLR-CTC-2024-03-11-000995
Owner Name	COMMON OWNER
Service type	MODULE_LR1
Assigned To	NA
Status	WF_ARCHITECT_PENDING_SANC_FEE_PAYMENT
SLA (Days Remaining)	NA

Below the table is a red link labeled 'VIEW DETAILS'. A blue arrow points from this link to a callout box that says 'Click on the view details option.' Below the table, another application entry is partially visible, showing 'Application number' as 'BLR-CTC-2024-03-09-000991' and 'Owner Name' as 'COMMON OWNER'.



## Step 2: Application Detail

Complaints

Property Tax

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Task Status

VIEW HISTORY

Date	Updated By	Status	Current Owner	Comments
20/02/2024	IA	Pending Sanction Fee Payment	IA	dzsfg

Document 1

VIEW

Application Fee Detail

Paid Amount

Rs 560

MAKE PAYMENT

Click on Make payment to proceed with payment.

## Step 3: Permit fee details

ODISHA

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Payment Information

Consumer Code BLR-CTC-2024-03-11-000995

Application fee to be paid.

Payment Collection Details

Fee Estimate

REG_SANIC_ADJUSTMENT_AMOUNT_1	1000
Land Compounding Fee	37
Arrears	0
Total Amount	1037

Total Amount

Rs 1037

Payer Details

Payer \*

Owner

Payer Mobile No. \*

+91 | 9898989898

Payer Name \*

COMMON OWNER

Select the payment option then click on make payment.

Choose Payment Option (Please choose a payment option to continue with your payment)

CCAvenue

MAKE PAYMENT >

Housing and Urban Development Department

Transaction times out in 14:21 mins

BL

Billing Information

Housing

Address

Zip Code

City

State

Select Country

Mobile Number

Email

Notes (Optional)

☐ My Billing and Shipping address are different

ORDER DETAILS

Order #:

PG\_CTC\_2024\_03\_11\_066107\_22

Coupon Code

Apply

Order Amount

830.00

Total Amount

INR 830.00

CC-Avenue

CHECKOUT

Checkout login for registered users only.

Enter Username

Payment Information

Credit Card

Debit Cards

Net Banking

Wallet

UPI

We Accept :

Card Number

I agree with the Privacy Policy by proceeding with this payment.

INR 1037.00 (Total Amount Payable)

Make Payment

Cancel

Enter Password

Forgot Password?

Login

Click on Make payment.

## Step 4: Final fee Payment confirmation and Regularization certificate download

ODISHA

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marginal Registration

Payment Information

Application No. BLR-CTC-2024-03-11-000995

DOWNLOAD

PRINT

Payment has been paid successfully!

A notification regarding Payment has been sent to the registered Mobile No. of the user/owner.

Payment Receipt No.

03/2023-24/1370735

Final fee Payment status.

Click here to download and print the payment receipt.

Payment receipt number.

### 3.6 Download Regularization Certificate

Please follow the bellow steps to Download Building Permit.

#### Step 1: My Application

My Applications

Application number	BLR-CTC-2024-03-11-000995
Owner Name	COMMON OWNER
Service type	MODULE_LR1
Assigned To	NA
Status	Approved
SLA (Days Remaining)	NA

[VIEW DETAILS](#)

Click on the view details option.

#### Step 2: Application details page

Application Details

Permit No. BLR/CTC/000053

[DOWNLOAD](#) | [PRINT](#)

[VIEW HISTORY](#)

Task Status

Date	Updated By	Status
01/03/2024	IA	WF_BLR3_APP

[Signed Regularization Certificate](#)

[Signed Layout Plan](#)

[Sanction Fee Receipt - 01/03/2024](#)

[Application Fee Receipt](#)

[Sanction Fee Demand - 01/03/2024](#)



[Application Fee Demand](#)

[BLR\\_APPLICATION\\_DOWNLOAD](#)

Paid Amount  
Rs 27750  
Paid

Once the Approver signs the regularization Certificate and the Layout PDF, Citizen can download it from the download section of their application.

# Sample format of Land Regularization Certificate.

**Cuttack Municipal Corporation**  
**Letter No. BLR/CTC/000054, Cuttack, Dated: 04/03/2024**  
**APPLICATION NO. BLR-CTC-2024-03-01-000962**

Permission under Scheme for regularization of unauthorised layout/subdivided plots, notified in the Extraordinary Gazette no.1034 dated 30 May 2017 is hereby granted in favour of Land Owner, for regularization of unauthorizedly sub-divided plot

Revenue Plot No.	Plot Area	Khata No	Kisam	Village	Land Owner Name	GPA Holder Name
555555	5000	1544	gharabari	Andarpur	mtt	N.A.

In the Development Plan area of Cuttack subject to the following conditions/restrictions :-

1.

a. The land in question must be in lawful ownership and peaceful possession of the applicant.

b. The permission accorded for regularization of the unauthorizedly sub-divided plot cannot be construed as an evidence to claim right, title and interest on the plot on which the permission has been granted.

c. If any dispute arises with respect to right, title, interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute; and any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.

d. Application for building plan approval over the regularized sub-plot shall be considered in accordance with the provisions of the Scheme for regularization of unauthorised layout/subdivided plots, land-use specified in the Development Plan and the Planning & Building Standards Rules/regulations, in operation; and any such provisions applicable at the time of such application.

2.

a. The sub-divided plot shall be accessible by an approved means of access of 9 meter in width; and the 5000 sq. meter strip of land free-gifted to the local body vide deed no. dtd. shall be merged with the existing road for future widening of the road to at least 6.00 meter wide.

3.

**Area statement of the sub-plot**

(a)	Total Plot Area	5000 sq. meter
(b)	Area free-gifted for road widening purpose	0 sq. meter
(c)	Net Plot Area	5000.0 sq. meter

4.

**The sub-plot is regularised on payment of following fees -**

Sl No.	Item	Amount (Rs)
i	REG_SANC_ADJUSTMENT_AMOUNT_1	10000.0
ii	Compounding fee for regularization of sub-plots	1,8532935E7

iii	REG_LAND_DEV_FEE_REWORK_ADJUSTMENT	5000.0
iv	Scrutiny-fee (Land development fee)	20000.0

Date: 04/03/2024

BY ORDER OF

IA

Authorized Officer

Cuttack Municipal Corporation

Signature Not Verified

Digitally Signed

DN: cn=IA, o=Cuttack Municipal Corporation, email=ia@cuttack.org.in, c=IN

Signature Not Verified

Digitally Signed

DN: cn=IA, o=Cuttack Municipal Corporation, email=ia@cuttack.org.in, c=IN

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## 4 Applying for Building Regularization

After filling the necessary details in the Building Regularization application by the Architect/Technical Person, it will be forwarded to the Citizen (Owner) for His/Her review and approval.

Only after getting the approval can the application fee be paid and submitted to the approving authority by the Architect/Technical Person.

Follow the bellow steps to review the Building Regularization application filled by the Architect/Technical Person and to provide Citizen Approval

### 4.1 Citizen Approval

Application Details

Application No. BLR-CTC-2024-03-08-000989

DOWNLOAD

PRINT

Task Status

Date

08/03/2024

Updated By

Mousumi Choudhury

Status

WF\_BLR1\_CITIZEN\_APPROVAL\_PENDING

Current Owner

OBPAS TESTING CITIZEN

Comments

VIEW HISTORY

Application Fee Detail


Land Development Fee	0
REG_BLDNG_OPRN_FEE	8020
Paid Amount	8020

Paid Amount


Rs 8020


To be Paid

Application is at citizen side for approval.

ODISHA

ENGLISH





SEARCH

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Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Document - 7

Citizen

08/03/2024

VIEW FILE

Structural Safety Certificate (If Low risk building/15m height Architect, Up to 15 m Civil Engineer, and Above – Structural Engineer – Message to be Shown)

File

Document - 8

Uploaded By

Citizen

Uploaded Date

08/03/2024

VIEW FILE

Site supervision certificate

File

Document - 9

Uploaded By

Citizen

Uploaded Date

08/03/2024

VIEW FILE

Declaration

☐ I hereby Solemnly affirm and declare that the information furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf.

TAKE ACTION

Once confirmed click on declaration

Then click on take action

#### Site supervision certificate

File

Document - 9

Uploaded By

Citizen

Uploaded Date

08/03/2024

Click on send to Architect to get the application corrected.

#### Declaration



I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical employee to submit a building plan application on my behalf.

Click on approve to give Citizen approval

SEND TO ARCHITECT

Approve

TAKE ACTION ▾