



UDH: Online Services

Getting Started Guide & User Manual

Citizen Services and Process Flow of Services

E-Connect Solutions Pvt. Ltd.
G-18 to20, IT Park Extension,
MIA, Udaipur-313001 INDIA

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Table of Contents

1	UDH APPLICATION OVERVIEW.....	6
1.1	Purpose	6
2	GETTING STARTED	7
2.1	Accessing the UDH Urban Services Application	7
2.2	Dashboard.....	8
3	CITIZEN SERVICES	10
3.1	Property ID Creation	13
3.2	Name Transfer/ Substitution / Mutation.....	19
3.3	Lease Exemption/ Free Hold Certificate	23
3.4	Lease Collection Yearly.....	28
3.5	Payment Gateway for E-Tendering (EMD)	33
3.6	Community Hall Booking	40
3.7	Payment against Demand Note.....	47
4	NOTIFICATIONS	49
5	REFUND ACCOUNTS.....	50
6	USER MANUAL	51

Table of Figures

Figure 2.1 Accessing the UDH website	7
Figure 2.2 Citizen SSO Application	8
Figure 2.3 Selecting the UDH Portal.....	8
Figure 2.4 UDH Dashboard	9
Figure 2.5 Profile Options	9
Figure 3.1 Citizen Services Home	10
Figure 3.2 Subscribing Service	11
Figure 3.3 Subscribe Service Confirmation	11
Figure 3.4 My Subscriptions: View Options	11
Figure 3.5 Service Subscription Details	12
Figure 3.6 Proceeding the Service.....	12
Figure 3.7 Citizen Services: Selecting Authority.....	13
Figure 3.8 Searching Property.....	13
Figure 3.9 Selecting Property from the Property List	14
Figure 3.10 Property ID Creation	14
Figure 3.11 Property Details	16
Figure 3.12 Owner Details.....	17
Figure 3.13 Property ID Creation Draft	17
Figure 3.14 My Property ID Creation Applications	18
Figure 3.15 Payment Receipt	18
Figure 3.16 Property ID Certificate	18
Figure 3.17 Search Property for Transfer/ Substitution/ Mutation through Property ID	19
Figure 3.18 Search Property for Transfer/ Substitution/ Mutation through Scheme Name.....	19
Figure 3.19 Select Property.....	19
Figure 3.20 Application Form for Transfer/ Substitution/ Mutation	20
Figure 3.21 Dashboard with the Name Transfer/Lease Application.....	21
Figure 3.22 My Application Summary.....	21
Figure 3.23 Application opened in draft mode	22
Figure 3.24 Updating and Submitting Application.....	22
Figure 3.25 View Demand Note	23
Figure 3.26 Status of Demand Note.....	23
Figure 3.27 Demand Note	23
Figure 3.28 Search Property for Lease Exemption/ Free Hold Certificate	24
Figure 3.29 Search Property for Lease Exemption/ Free Hold Certificate through Scheme Name.....	24
Figure 3.30 Select Property.....	24
Figure 3.31 Application form for Lease Exemption/ Free Hold Certificate.....	25
Figure 3.32 Add current owner	26
Figure 3.33 Lease Application Summary	26
Figure 3.34 My Application Summary.....	27
Figure 3.35 Download eSigned Receipt	27
Figure 3.36 Status of Demand Note.....	27
Figure 3.37 eSigned Certificate	28
Figure 3.38 Search Property for Lease Collection Yearly	28
Figure 3.39 Search Property for Lease Collection Yearly through Scheme Name	29
Figure 3.40 Select Property.....	29
Figure 3.41 Application Form for Lease Collection Yearly	30
Figure 3.42 My Application Summary	31
Figure 3.43 Lease Collection Yearly Form in Draft Mode	31
Figure 3.44 Lease Application Summary	32

Figure 3.45 View Demand Note	32
Figure 3.46 Status of Demand Note	33
Figure 3.47 Demand Note	33
Figure 3.48 Active Tender List	34
Figure 3.49 Tender Details	34
Figure 3.50 Process for Tender Payment	35
Figure 3.51 Tender Details`	36
Figure 3.52 Online Payment for Tender.....	36
Figure 3.53 Online Payment Transaction Response	37
Figure 3.54 Payment Acknowledgement Receipt.....	37
Figure 3.55 Citizen Dashboard	38
Figure 3.56 Online EMD Payments List.....	38
Figure 3.57 Tender Payment Details.....	39
Figure 3.58 Tender Participation Receipt	39
Figure 3.59 Paying Slip for NEFT/RTGS	40
Figure 3.60 Community Centers List.....	41
Figure 3.61 Community Center Description.....	42
Figure 3.62 Cancellation Details.....	43
Figure 3.63 Checking Availability for Community Center	43
Figure 3.64 Booking Details for the Community Center	44
Figure 3.65 Venue Booking	44
Figure 3.66 Online Payment Gateway Transaction Response	45
Figure 3.67 Payment Receipt	45
Figure 3.68 Dashboard with the Booking Summary	46
Figure 3.69 My Community Center Booking	46
Figure 3.70 Booking Details of the Community Center	47
Figure 3.71 Search Online Challan	48
Figure 3.72 Challan Receipt	48
Figure 4.1 Notifications.....	49
Figure 4.2 My Notifications/ Tasks.....	50
Figure 5.1 Refund Accounts Table	50
Figure 5.2 Add Refund Account	51

1 UDH Application Overview

1.1 Purpose

The purpose of this User Manual is to educate the users about the UDH portal. This User Manual is a guide to the citizens about UDH portal, the services that the UDH portal provides and how the citizens can subscribe and avail those services through the portal. All the services that are provided to the citizens are explained and a walk through of these services are given. It is assumed that the User of the present system has Hands-On experience of Basic PC Usage and also has conceptual understanding about the working of this system.

This document helps the user to understand the structure of the UDH portal. The document covers all the modules of the portal and explains functionalities of each of them in detail.

This document helps user with:

- Getting Started with the UDH Portal through SSO
- Subscribing the services provided by the UDH Portal
- Availing the services provided by the UDH Portal
- Different processes available in the module UDH Portal

2 Getting Started

This manual provides a general walkthrough of the application. The logical arrangement of the information shall enable the citizen to understand the sequence and flow of the system application.

2.1 Accessing the UDH Urban Services Application

For accessing UDH Services portal user first has to go to SSO (Rajasthan Single Sign On) portal and sign in with the correct credentials. To get SSO credentials user has to register himself/herself as a Citizen on SSO Portal by providing mobile number and Aadhar Number. Once the registration completed successfully, user will be provided User Id and Password to access the SSO portal. To login into SSO portal user has to enter his/her credentials through following screen.

The link to the SSO portal is: <https://sso.rajasthan.gov.in>

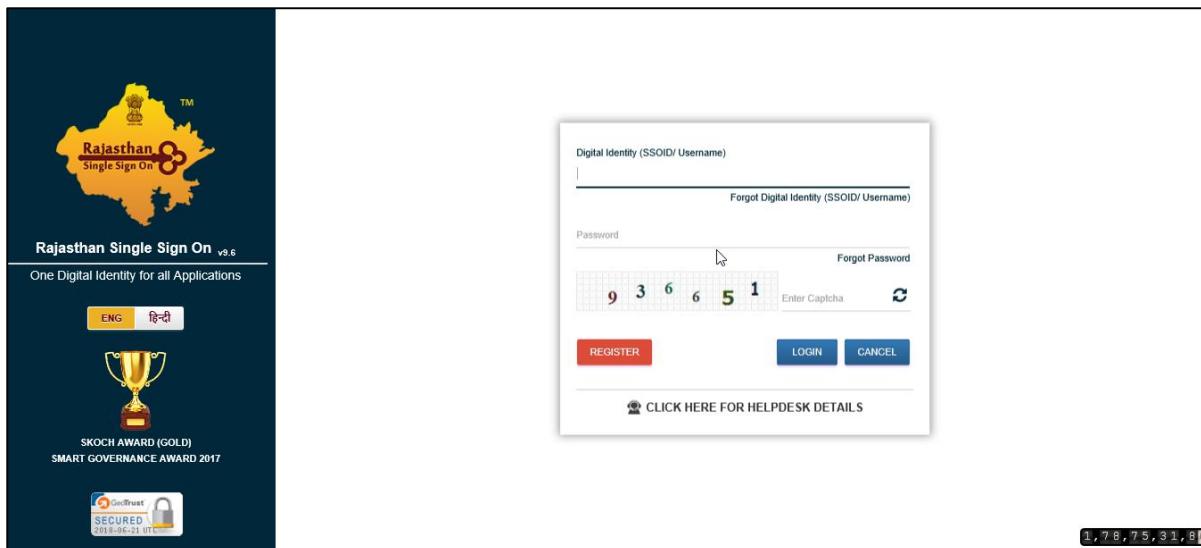


Figure 2.1 Accessing the UDH website

After his credentials are verified, he is directed to the home page of the SSO Portal. The home page consists of various types of Applications shortcuts in the Active or Inactive state. The help desk is given for assisting user.

To reach the UDH portal, the user first has to select the Citizen Services from SSO, Citizens Apps (G2C) Services from the side panel and the respective applications portals that are available for citizens will be displayed.

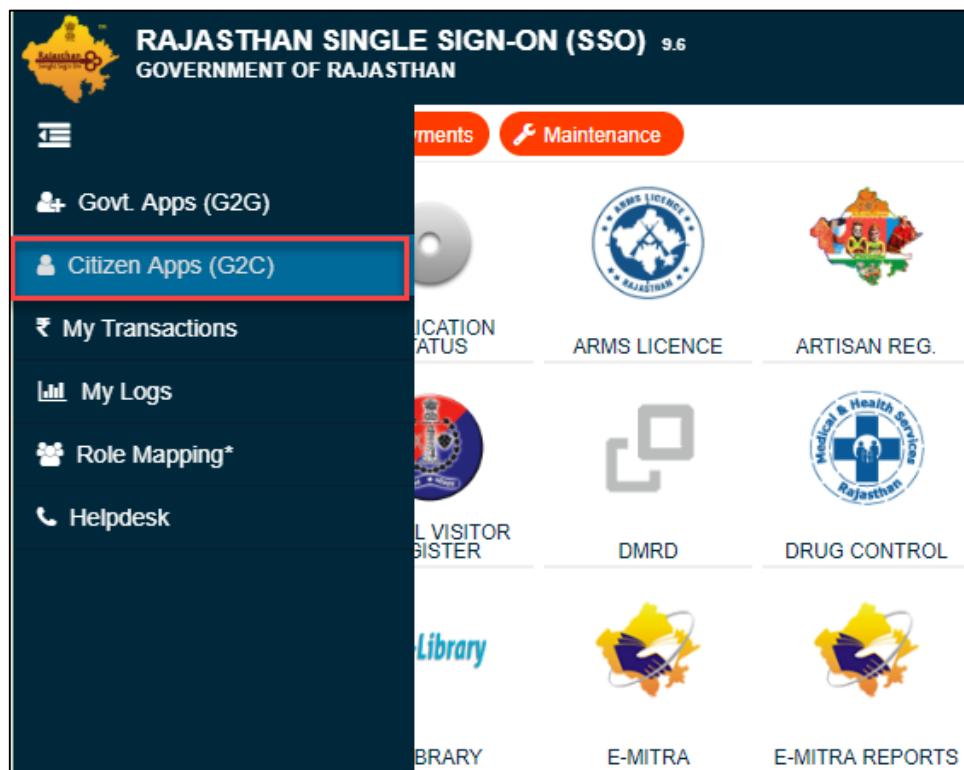


Figure 2.2 Citizen SSO Application

The User can select Urban Services Icon, which will redirect him to the UDH Application portal.

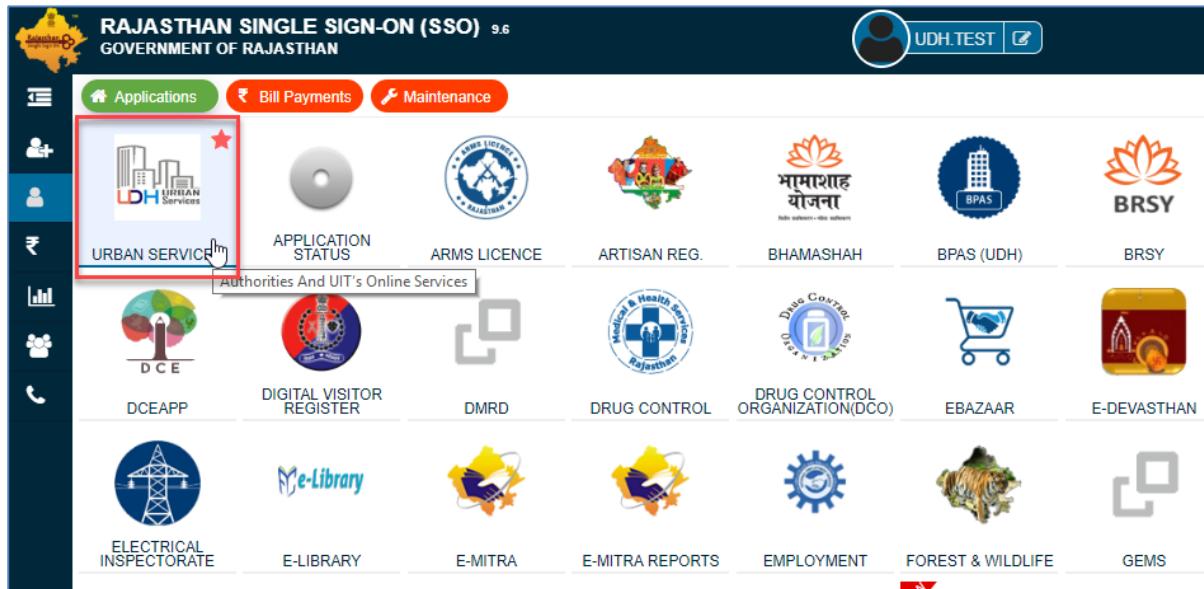


Figure 2.3 Selecting the UDH Portal

2.2 Dashboard

Once user successfully logs-in UDH Services application, the user is directed to the dashboard of the UDH portal.

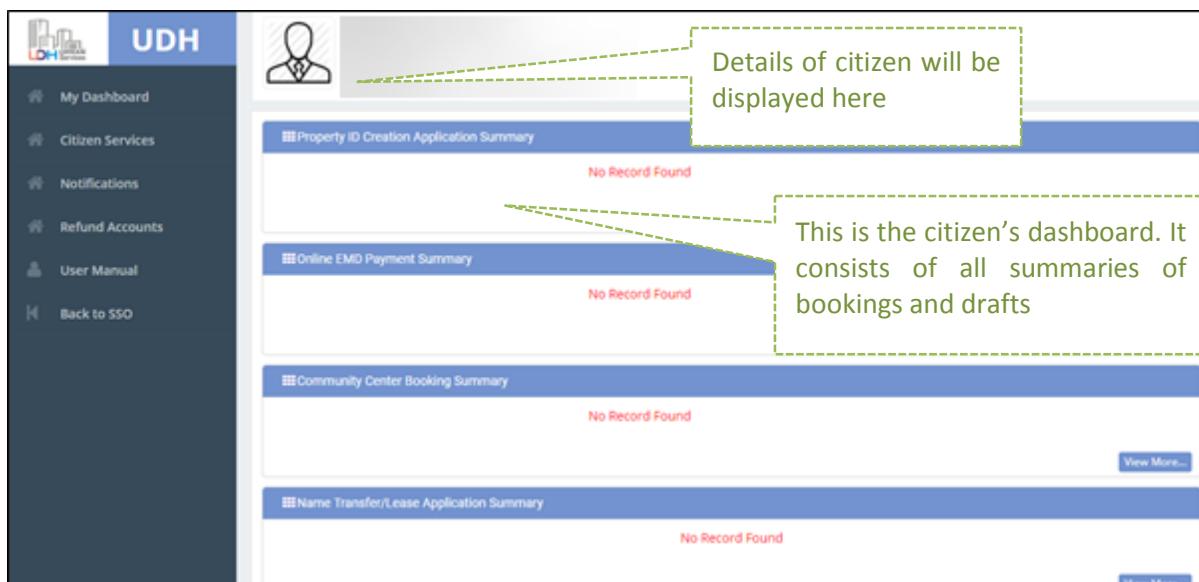


Figure 2.4 UDH Dashboard

The dashboard provides complete overview about the services. It consists of summary of all the service applications that the user has subscribed. If the user has not subscribed any services the dashboard would be clear. On subscribing any service, the summary of the application would be added to the dashboard. As given in the above screen, the summary of Property ID Creation Application, EMD Payments Application, Community Center Booking Application, and Lease Applications are shown in dashboard as user has subscribed these services. All the Login User details such as Name, Phone No., Aadhar Number, Date of Birth and State are displayed on the top. On the left panel, User has options of-

- **My Dashboard** : Redirects the citizen to the dashboard of the UDH Application
- **Citizen Services**: Redirects the citizen to Citizen Services Page where User can subscribe for different services
- **Notifications** : Redirects the citizen to notifications page where all the tasks and status are shown
- **Refund Accounts**: Redirects the citizen to Refund Accounts page which contains lists of bank accounts of the login user that are used for getting refunds.
- **User Manual** : To download the User Manual for UDH Application Portal
- **Back to SSO**: Redirects the citizen back to the SSO Home page.

On the top, user has his profile name, clicking on which will open choices to **back to SSO** which will lead him back to SSO Home Page and **Log Out** to log out of the application as well as SSO portal.

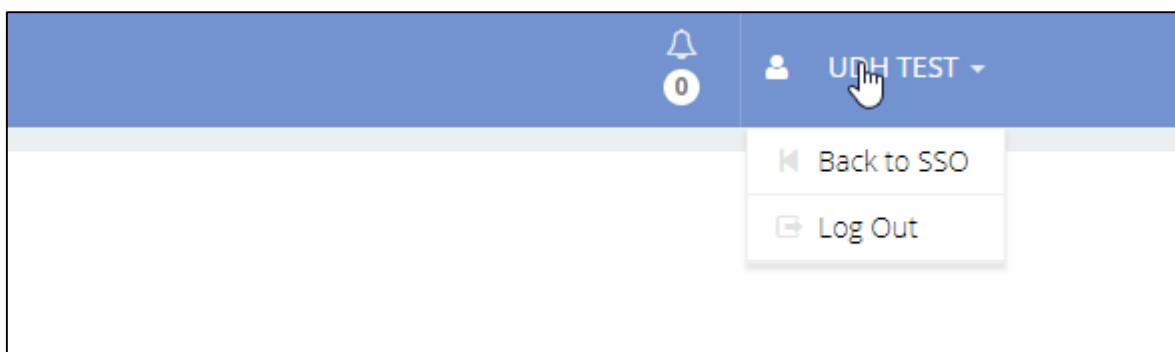


Figure 2.5 Profile Options

3 Citizen Services

The citizen services are those services that are provided by the UDH application portal to the user/citizens. For availing these services, the citizen first has to subscribe these services and pay the subscription fees online if applicable. After the subscription the respective service gadget will be added to section under My Services. The subscription plans can be paid or free for the services. The validity signifies the time period for which the particular subscription of the service is valid, after which it has to be renewed.

To reach Citizen Services Module, User can use following navigation –

UDH Dashboard>> Citizen Services

Following services are available to the citizens. The citizens have to click on **Subscribe** to go to the subscription page.

Citizen Services available for subscription					
S.No	Service Name	Plan	Fee (Rs.)	Validity	Action
1	Property ID Creation		0.00	Lifetime	Subscribe
2	Name Transfer / Substitution / Mutation		0.00	Lifetime	Subscribe
3	Lease Exemption/Free Hold Certificate		0.00	Lifetime	Subscribe
4	Lease Collection Yearly	Free	0.00	Lifetime	Subscribe
5	Payment Gateway for E-Tendering (EMD)	Free	0.00	Lifetime	Subscribe
6	Community Hall Booking	Free	0.00	Lifetime	Subscribe
7	Payment Against Demand Note	Free	0.00	Lifetime	Subscribe

Figure 3.1 Citizen Services Home

- On clicking on Subscribe button of the respective service, the user will be leaded to page for subscribing the service. The form containing details of subscription is displayed which shows Service Name, Subscription Validity, Subscription Fee, Tax, Net Payable Amount and respective UIT/Development Authority.
- User has to select the particular UIT/Development Authority for which he wants to subscribe the service. The user can subscribe the same service for different authorities and for each subscription user has to pay subscription fee separately if applicable (The subscription fee can be free or paid to the citizen).
- User also has to select the checkbox for declaring the commitment for terms and conditions of UIT/DA.
- To proceed further user can click on **Proceed to Subscribe** or click on **Back to Services** to go back to the list of services. A pop up window appears which confirms user whether he/she surely want to subscribe that service. If the fees is to be paid, on clicking **Proceed to Subscribe**, user will be guided to payment gateway for online payment of the fees.

Citizen Services

Proceed For Services Subscription

Service Name	:	
Subscription Validity	:	Lifetime
Subscription Fee (Rs.)	:	0.00
GST on Fee (Rs.)	:	0.00
Net Payable Amount (Rs.)	:	0.00
Select UIT/Development Authority	:	UIT, Abu

(After successful subscription you will be able to avail this service for above selected uit/development authority only. You will have to pay subscription fee (if applicable) separately for each uit/development authority.)

(सफल सदस्यता के बाद आप इस सेवा का उपयोग केवल ऊपर चयनित यूआईटी / विकास प्राधिकरण के लिए ही कर सकते हैं। आपको प्रायेक सेवा / विकास प्राधिकरण के लिए इस सेवा की सदस्यता अलग से सदस्यता मुख्य (एवं लागू हो) का भुगतान करके होनी होगी।)

I hereby declare that I have carefully read all the [terms and conditions of this Service](#) and agree to [terms & condition](#) and [privacy policy of UIT/DA](#)

[Back To Services](#) [Proceed to subscribe](#)

Figure 3.2 Subscribing Service

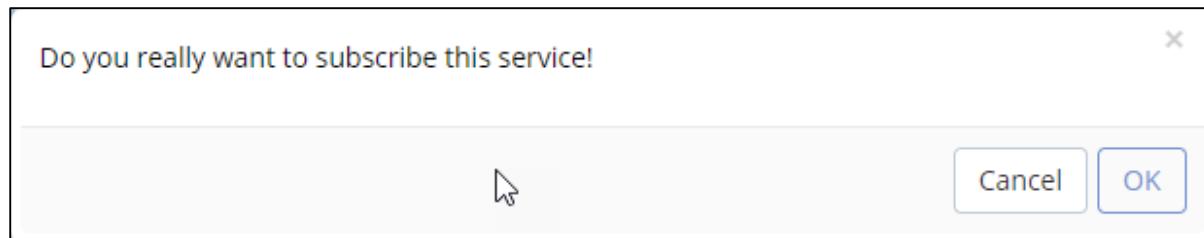


Figure 3.3 Subscribe Service Confirmation

On clicking OK, a message of confirmation that the subscription is successful is displayed. The user can find the respective subscribed service gadget under the panel of **My Subscriptions** in the Citizen Services Home Page. There are 2 options given to User, the **View** option and the **Proceed** option.

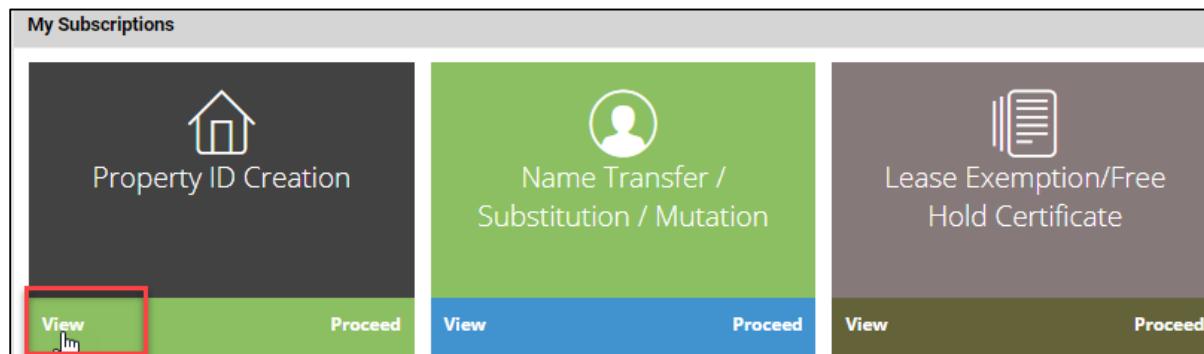


Figure 3.4 My Subscriptions: View Options

The view options allows the user to see the subscription history. The service subscription details such as the Subscription Name, Subscription Validity, Subscription fees, and the dates from which the service is effective and till which date. The validity signifies the time frame till which the subscription is valid after which it is to be renewed. The subscription fees is the amount of fees that is paid by citizen for subscribing these services. The UIT/Development Authority which subscribes the service is included in the details. All the services that citizen subscribes are added to this list of subscriptions which can be later viewed by the user.

Service Subscription Details

1 :- Service Name	: Property ID Creation
Subscription Validity	: Lifetime
Amount	: 0.00
Effective From	: 09-Jan-2018
Effective Till	: Lifetime free
Subscribed UIT/Development Authority	: UIT, Bikaner

Close

Figure 3.5 Service Subscription Details

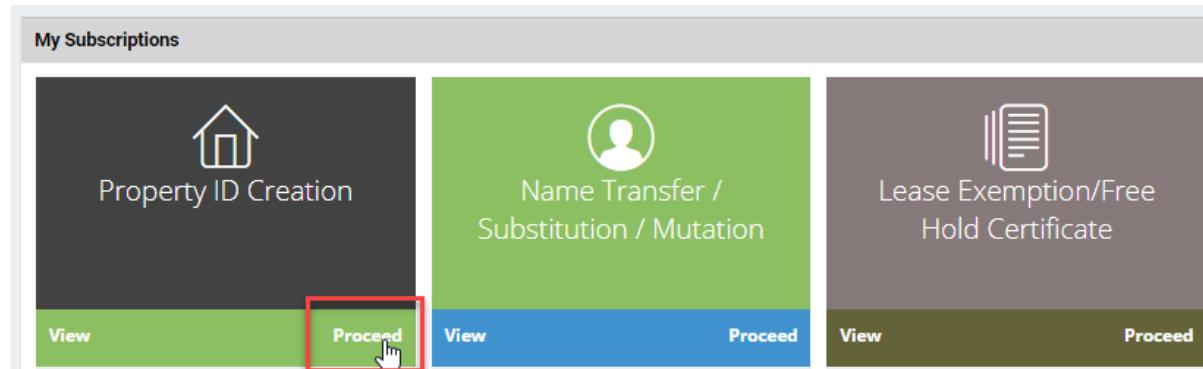


Figure 3.6 Proceeding the Service

To avail a particular service, user has to click on **Proceed** option, in the respective subscribed service gadget. After which he will be directed to page containing the list to all the UIT/DA that user has subscribed that service from. The list can consist of single or multiple authorities depending on the subscription of the respective user/citizen.

Citizen Services

Service Name: Property ID Creation

Please select UIT/Development Authority from below list :-

#	Name	Code	Address	Action
1.	UIT, Abu	UIT-ABU	Talhati Abu Road	Proceed
2.	UIT, Bikaner	UIT-BKNR	Rath Khana Colony	Proceed
3.	UIT, Udaipur	UIT-UDPR	Moti Magri Road	Proceed

This is the list of UIT/DA that are selected for subscribing the service

Back

Figure 3.7 Citizen Services: Selecting Authority

After proceeding, the user/citizen can proceed with the respective service.

3.1 Property ID Creation

Property Id is a seventeen/twenty digit unique number of each property that is provided by respective UIT/ Development Authority after approval of Property Id application. For example **RJUDR1/0139/0094H** is a seventeen digit Property Id issued for house and **RJUDR1/0139/0094F001** is a twenty digit Property Id issued for flat. The Property ID helps the identification of all the properties that come under UIT/DA. For accessing this application, user first has to subscribe the Property Id service using the above mentioned process of service subscription in [Citizen Services](#) section of this document.

User will be guided to a form where he/she can select the Property type, Scheme Group and Scheme Name. After selecting the respective property, User has to click on **View Properties** button.

UIT, Udaipur
Moti Magri Road , Udaipur , Rajasthan
0294 - 2412484, 2413735
uitudaipur@rediffmail.com

Property Id Creation

Search Property

Type of Property for which you want to create Property Id *

Plot

Scheme Group

BHUWANA

Scheme Name *

BHUWANA

Enter the type of property here

Enter the Scheme Group & Scheme Name and click on View Properties

View Properties

Note : -

If you not found your property in above search list please [Click Here](#) for fill your property Manually.

Back to List

Figure 3.8 Searching Property

After which all the properties that fall under that scheme and scheme group along with their plot number, property id, and old property id, area, property type and view option to entire details of property. The list of property can be searched by plot number and property id.

Note: Property ID creation is a mandatory prerequisite for the working of all the other services.

Property List							
Search By Plot Number, Property Id						This is the list of properties with their details. Select the required property	
#	Plot Number	Property Id	Old Property Id	Area	Usage Type	Property	Select
1	10	NA	NA	0.00 Square Feet	Residential	Plot	
2	11	NA	NA	0.00 Square Feet	Residential	Plot	
3	12	NA	NA	1650.00 Square Feet	Residential	Plot	
4	13	NA	NA	1650.00 Square Feet	Residential	Plot	
5	14	NA	NA	2055.00 Square Feet	Residential	Plot	
6	15	NA	NA	0.00 Square Feet	Residential	Plot	
7	16	NA	NA	0.00 Square Feet	Residential	Plot	
8	17	NA	NA	0.00 Square Feet	Residential	Plot	
9	18	NA	NA	0.00 Square Feet	Residential	Plot	
10	19	NA	NA	0.00 Square Feet	Residential	Plot	

Page 1 of 9 Total Records 87

1 2 3 4 5 6 7 8 9 »

Figure 3.9 Selecting Property from the Property List

Property Details

Enter the Scheme Name

Scheme Name *

CENTRAL AREA RESIDENTIAL EXTENSION SCHEME BLOCK - A

Landmark 1

Area Unit *

Square Feet

Is Corner

Old Property Id

Complete Plot Number *

10

Landmark 2

Area *

0

Citizen can enter landmarks like Road, Hotel, etc. that is near to the property

Usage Type *

--Select One--

Longitude

Property Type

Plot

Landmark 3

Sub Usage Type

Residential

Road Type

--Select One--

Latitude

Back to List

Change

Save and Continue

Figure 3.10 Property ID Creation

On clicking select option the property details page is displayed. This page displays property details as per records of respective UIT/DA. User can change/update/enter false/missing details as per records available in documents with his/her.

- User has to fill the property details which consists of Property details such as Scheme Name, plot number and property type which can be changed.
- The Landmarks, Usage Type, Facing direction of the property, Latitude and Longitude are also to be entered .Click on **Save and Continue**.
- Allotment and Original Allottee details: In this section, user has to enter first allotment details with the name of original allottee.
- Lease Deed (Patta Details): In this section user has to specify Lease Deed (Patta) details. If Patta has been issued by the respective UIT/DA user has to enter complete details of Lease Deed (Patta) as per record available.
- OTLC (One Time Lease Certificate): In this section user has to declare whether he/she has got OTLC certificate issued or not. In case OTLC issued user has to enter complete details of OTLC.
- Last Lease Deposit Details: In this section user has to enter Last Leas deposit details if OTLC has not been issued.

- Current Owner Details as on application date: In this section the current owner details as on date of application are to be filled along with the declaration that the current owner is a Transferee or Original Allottee. In case the current owner is Transferee, user also has to upload the transfer related documents such as last Mutation Certificate.
- Upload Documents: In this section user has to upload all required documents such as Allotment Letter issued by UIT/Development Authority, Last Mutation Certificate (in case property has been transferred), OTLC Certificate (In case OTLC has been issued), Last Lease Deposit Receipt (In case OTLC has not been issued).
- The user can click on either **Update Draft** or **Submit** or **Pay Fee and Submit**.
- If user submits the application a unique application number will be provided to the user for future reference.

Property Id Creation

Property Details

Scheme Name *	Complete Plot Number	Enter the property details here
CENTRAL AREA RESIDENTIAL EXTENSION SCHEME BLOCK-A	14	
Landmark 1	Landmark 2	
Area Unit *	Sub Usage Type	
Square Feet	Residential	
Is Corner	Road Type	
No	--Select One--	
Old Property Id	Longitude	
	Latitude	

Allotment and Original Allottee Detail

Date of Allotment *	Allotment Number *	Date of Possession	Possession Reference Number
DD/MM/YYYY		DD/MM/YYYY	
Title *	Name *	Father/Husband Name *	
Enter the allotment and allottee details like the name, date of possession etc.			
Lease Deed (Patta) Details	Date of Lease Deed Issued	Lease Deed Document Number	
Is Lease Deed Issued *	DD/MM/YYYY		
No	Name of Lease Deed Issued	Father Name of Lease Deed Issued	
Lease Deed Issued To	--Select One--		
OTLC (One Time Lease Certificate) Details	OTLC Issue Date	Number	
Is One Time Lease Certificate Issued *	DD/MM/YYYY		
No			
OTLC Amount (in RS)			
Last Lease Deposit Details	Enter the last lease deposit details here	Lease deposited till date	
Have you ever deposited Lease *		DD/MM/YYYY	
No			
Lease Amount Deposited			
Current Owner as on Date - 02-Jul-2018			
Ownership Type *	Transferee Reference Number	Transferee Reference Date	Add Current Owner
Transferee			
Please add current owner(s) details			
If the ownership type is Original, no details of owner is required, if ownership type is Transferee User can add current owner details by clicking here			
Upload Documents			
Allotment Letter Issued from Development Authority/UIT <input type="button" value="Upload"/>			
Last Mutation Certificate <input type="button" value="Upload"/>			
Lease Deed (Patta) including stamp borthside issued by Development Authority/UIT <input type="button" value="Upload"/>			
User has to upload documents here			
		Update Draft	Pay Fee and Submit

Figure 3.11 Property Details

If the **Ownership Type** is Original Allottee, no other details are required.

If the **Ownership Type** is Transferee, then he has to attach the original owner details by clicking on add owner details button and a dialog box will appear.

Current Owner Detail

Below details belong to me

Name *

Address Line 1 *

Address Line 2

PIN Code *

Gender *

Mobile Number *

Phone Number

Email Id *

Aadhar Number *

PAN Number

Bhamashah Id

Add the current owner details here & click on Save

Father/Husband Name

Save **Cancel**

Figure 3.12 Owner Details

- The user has to add the personal details such as Name, Father's name, Address, PIN code, PAN number, Aadhar number, E-Mail ID and Bhamashah ID.
- Click on Save to save the details. If the user selects Update Draft, the draft will be updated and stored in Property ID Summary under My Dashboard.
- If the User selects Pay Fees and Submit he will be guided to payment window through which he can deposit the fees and a receipt would be generated.
- After successfully paying the online fees Application is submitted to the UIT department and they will process the application.
- When the application status is changed to 'Approved and Property Id Generated' then the Property Number will be generated against the Property.
- The Property ID creation application summary is shown on dashboard which displays the created application with their respective details and status.
- On clicking View More, user would be guided to the table of created applications and their details. User can Action button which will be lead him/her to the application form given in Fig 3.9, along with the stored details. The draft can be updated by the user.
- In the application form user has option to **Submit the Draft** and Pay the fees through the online gateway. After a successful transaction, Payment Receipt can be displayed.

Property ID Creation Application Summary

Draft/Submit Date: 27-Jun-2018 Property No.: 1 UIT/Authority: UIT, Udaipur Scheme:AYAD KH. NO.1032 to 1034, 1033/2528 Current Status:Draft

Draft/Submit Date: 27-Jun-2018 Property No.: 10 UIT/Authority: UIT, Udaipur Scheme:CENTRAL AREA RESIDENTIAL EXTENSION SCHEME BLOCK -A Current Status:Draft

View More...

Figure 3.13 Property ID Creation Draft

My Property Id Creation Applications							Back to Dashboard	
#	Draft/Submit Date	Plot Number	UIT/Authoriz Name	Property ID Creation with their current status	Property Id	Old Property Id	Current Status	Action
1	27-Jun-2018	1	UIT, Udaipur	AYAD KH. NO.1032 to 1034, 1033/2528	NA	NA	Draft	
2	27-Jun-2018	10	UIT, Udaipur	CENTRAL AREA RESIDENTIAL EXTENSION SCHEME BLOCK -A	NA	NA	Draft	
3	27-Jun-2018	14	UIT, Udaipur	CENTRAL AREA RESIDENTIAL EXTENSION SCHEME BLOCK -A	NA	NA	Draft	
4	27-Jun-2018	a/2	UIT, Abu	MAHARANA PRATAP NAGAR	NA	NA	Draft	

Page 1 of 1 Total Records 4 Show 10 ▾ 1

Figure 3.14 My Property ID Creation Applications

UIT, Udaipur
Moti Magri Road , Udaipur , Rajasthan
0294 - 2412484, 2413735
uitudaipur@rediffmail.com

Payment Acknowledgement Receipt

Service :	Property ID Creation
Challan Number :	7480653
Payment Mode :	Online
Payment Channel :	Rajasthan Payment Platform (RPP)
Transaction ID :	LSB16095164290
Amount :	100.00
Date and Time :	28-Feb-2018 05:21 PM
Status :	SUCCESS
Description :	Application Fee
Reference Plot No -	229, Scheme - BHUWANA

Note :

- 1. The successful transaction date will be treated as deposit date in UIT, Udaipur account.
- 2. If the amount is debited from your bank account and receipt is not generated due to technical fault, you are requested to wait for 24 Hrs for confirmation of amount. After reconciliation of the account the acknowledgement of receipt will be made available on this portal. If the amount is reverted to your bank account you may make payment again.
- 3. In case transaction failure you may contact to our payment gateway service provider on the contact details mentioned on this portal. Please mention Challan Number to locate your transaction.
- 4. If payment is made through Credit/Debit Card/Netbanking/Wallet, in case of any refund the amount will be credited back to the Credit/Debit Card/Netbanking/Wallet through which it was received. UIT, Udaipur will not entertain any Charge back what so ever.
- 5. UIT, Udaipur will not be responsible in case the amount is not credited/deposited in UIT, Udaipur account due to transaction failure.

Printed On: 22-Jun-2018 12:11 PM

Figure 3.15 Payment Receipt

If the Property ID is generated, the status of property in the summary section in My Dashboard will be changed to “Approved”. User can view the certificate by clicking on view “Property ID Certificate” which will open the certificate and can be printed by the user.

UIT, Udaipur
Moti Magri Road , Udaipur , Rajasthan
0294 - 2412484, 2413735
uitudaipur@rediffmail.com

Date of Issue: 28-Dec-2017

Unique Property ID Registration Details
----- RJUDR1/0054/0005H -----

Particulars of Property / संपत्ति का विवरण		
S.No.	Particular	Description
1	Type of Property / प्रॉपर्टी का प्रकार	Plot
2	Plot Number / मूल्यांकित संख्या	10
3	Old Property Id / पुरानी संपत्ति आईडी	---
4	Name of Scheme / योजना का नाम	Rebariyo Ka Gudda Kh. No. 840/703 Me, 702 Me, 701 Me, 701/2, 841/715
5	Scheme Location & Details / योजना का स्थान और विवरण	REBARIYO KA GUDDA
6	Area along with unit / क्षेत्रफल	1250.00 Square Feet
7	Corner (Yes/No) / कोना (हाँ/नहीं)	No

Figure 3.16 Property ID Certificate

3.2 Name Transfer/ Substitution / Mutation

The Name Transfer/ Substitution/ Mutation service allows citizen/user to apply for transfer the property in case when the owner of property is changed due to any reason i.e. mutation, sale, and gift. For accessing this service, user first has to subscribe using the above mentioned process of service subscription in Citizen Service section of this document.

On clicking on option to **proceed**, user will be guided to page of Name Transfer/ Substitution/ Mutation application where he/she can select the property either through **Property ID or Scheme Name**. For searching through Property ID, User can enter the Property ID Number and select the option to **Pick** which selects the property through its Property ID. An option to **Reset** is provided to change the property ID Number.

User can search property through Property ID as well as Scheme Name

Please search and select your property

Find Through Property Id **Find Through Scheme Name**

If you know Property Id:-
Enter Property Id Number

Pick **Reset**

Enter the property ID number here & click on Pick

Figure 3.17 Search Property for Transfer/ Substitution/ Mutation through Property ID

User can also search for the property through scheme name. The user has to select the scheme name from the checkbox and click on search button to search for the property. An option to **Reset** is provided to change the property ID Number.

Please search and select your property

Find Through Property Id **Find Through Scheme Name**

If you know scheme name :-
Scheme Name

BHUWANA KH. NO. 4692 / 1385

Search **Reset**

Enter the scheme name here & click on search

Figure 3.18 Search Property for Transfer/ Substitution/ Mutation through Scheme Name

After which the records of properties in that scheme are displayed out of which user can select the desired property

Select Property

#	Property Id Number	Plot Number	Scheme Name	
1	RJUDR1/0131/0005H	229	BHUWANA	NORTH ZONE
2	RJUDR1/0131/0003H	272	BHUWANA	NORTH ZONE

Click here to select the property

Select **Select**

1

Figure 3.19 Select Property

- After selecting property, an application form of all property details is displayed along with the application type, document reference number and date.

- The application type is to be specified that is reason of the name transfer along with the document reference name and date.
- The transferee details has to be entered if the property owner is transferee with the details of the original owner. According to the reason, list of documents would be changed that have to be uploaded.

Application for Name Transfer / Substitution / Mutation

[Back to List](#)

Property Detail

Scheme Name	: BHUWANA	Here are the property details here
Property ID	: RJUDR1/0131/0003H	
Zone	: NORTH ZONE	Developer Type :
Developer's Name	:	Area : 1210.05 Square Feet
Usage Type	: Residential	Property Type : Plot
Lease Deed Issued	: Issued	Lease Deed Issue Date : 16-Jan-2002
One Time Lease Certificate	: Issued	

Application Type

Application Type *
--Select One--

Document Reference Number *

Document Reference Date *
 DD/MM/YYYY

Select the application type that is reason for the transfer along with document reference number & date

Transferee Details

Please add current owner/transferee details. If property has more than one owner, add each of all transferees.

Add the transferee details here

Upload Documents

Upload the documents here

Declaration

Select the checkbox for declaration of terms & conditions

I declare that the information furnished by me/us are true and nothing material has been concealed about this application.

1. I/We declare that the information furnished by me/us are true and nothing material has been concealed about this application.

2. The undersigned will not be liable for any action taken by any authority or person regarding above property.

3. I/We will abide by the building by laws and rules of UIT, Udaipur.

4. I/We will not be prosecuted for any false/incorrect information, electronically signed and accepted by me/us today on 22-Jun-2018 12:43 PM.

5. This application is being done on the basis of documents uploaded by me online and the responsibility of all such uploaded document being genuine lies with me. In case my uploaded document is found forged or tampered or false, the undersigned will not be liable for any action for this mutation and I/We will be liable for such fraudulent document and offence.

I hereby declare that I/We have carefully read all the [terms and conditions](#) of this Service and agree to [terms & conditions](#) and [privacy policy](#) of UIT, Udaipur.

Click here to save the application as a draft

[Save as Draft](#) [Back to List](#)

Figure 3.20 Application Form for Transfer/Substitution/Mutation

- User has to commit and select the checkbox for declaring the Terms Conditions and Policies. After User can **Save as Draft** which saves the details as draft As the application is saved in the Draft Mode then from the Dashboard click on ‘View More’ button from the Name Transfer /Lease Application widget.
- The **Back to List** button redirects user to property search page. The user has option to change the property for which he can click on **Change Property**. User can also validate digital signature by clicking on the link given at the bottom as “**How to get digital signature**”.
- As the application is saved in the Draft Mode then from the dashboard click on ‘View More’ button from the Name Transfer /Lease Application widget, which will lead user to list of Lease Application Summary.

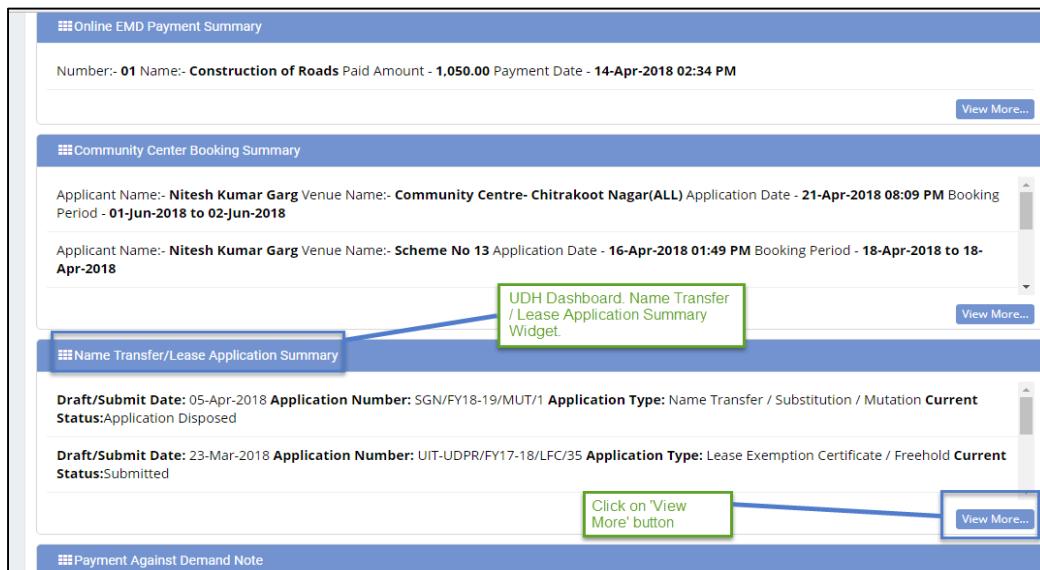


Figure 3.21 Dashboard with the Name Transfer/Lease Application

- The user can edit the application in draft mode by clicking on the edit button. At least one applicant details has to be added to successfully update the draft.

My Application Summary						
#	Draft/Submit Date	Application Number	Application Type	Current Status	Action	
51	16-Dec-2017	UIT-UDPR/FY17-18/LC/3	Lease Collection Yearly	Submitted		
52	16-Dec-2017	UIT-UDPR/FY17-18/LC/2	Lease Collection Yearly	Assigned		
53	12-Dec-2017	UIT-UDPR/FY17-18/LC/1	Lease Collection Yearly	Submitted		
54	09-Dec-2017	UIT-UDPR/FY17-18/MUT/35	Name Transfer / Substitution / Mutation	Draft		
55	08-Dec-2017	UIT-UDPR/FY17-18/MUT/34	Name Transfer / Substitution / Mutation	Draft		
56	07-Dec-2017	UIT-UDPR/FY17-18/LFC/30	Lease Exemption Certificate / Freehold	Demand Note Issued		
57	07-Dec-2017	UIT-UDPR/FY17-18/MUT/33	Name Transfer / Substitution / Mutation	Submitted		
58	04-Dec-2017	UIT-UDPR/FY17-18/MUT/44	Name Transfer / Substitution / Mutation	Assigned		
59	04-Dec-2017	UIT-UDPR/FY17-18/MUT/45	Name Transfer / Substitution / Mutation	Assigned		
60	04-Dec-2017	UIT-UDPR/FY17-18/MUT/46	Name Transfer / Substitution / Mutation	Assigned		

Figure 3.22 My Application Summary

uitudaipur@rediffmail.com

Application for Name Transfer / Substitution / Mutation

Application Opened in Draft Mode.
This is the Application No.

Application No.: UIT-UDPR/FY17-18/MUT/35 Date: 09-Dec-2017 Current Status: Draft

[Back to List](#)

Property Detail		Change Property	
Scheme Name	: behind Meladi Mata temple	Plot Number	: 1/11-
Property ID	: RJUDR1/0002/1076H	Developer Type	: Urban Improvement Trust
Zone	: South	Area	: 1000 Square Feet
Developer's Name	: UIT Udaipur	Property Type	: Plot
Usage Type	: Residential	Lease Deed Issue Date	: NA
Lease Deed Issued	: Not Issued	One Time Lease Certificate	: Not Issued

Application Type	
Application Type *	Purchased from Original Allottee Through Sale Deed
Document Reference Number *	Document Reference Date *
test	01-Dec-2017

Figure 3.23 Application opened in draft mode

3.	No	Allotment / Possession / Reservation Letter Issued by DA/UIT
4.	No	Site Plan Issued by DA/UIT
5.	No	In Case of Constructed Property Oldest Electricity / Water Bill
6.	No	Receipt(s) of Amount Deposited in DA/UIT
7.	No	In case property is mortgage letter from Financial Institution

Declaration and Undertaking	
1. I/We hereby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this application. 2. This Mutation is being done on the basis of documents uploaded by me online and the responsibility of all such uploaded document being genuine document is found forged or tampered or false, the undersigned will not be liable for any action for this mutation and I/We will be solely responsible. 3. There is no legal or possession dispute with anyone regarding above property. 4. I/We will follow and abide by the building by laws and rules of UIT, Udaipur. 5. I/We will be prosecuted for any false/incorrect information, electronically signed and accepted by me/us today on 09-Dec-2017 12:51 PM <input checked="" type="checkbox"/> I hereby declare that I/We have carefully read all the terms and conditions of this Service and agree to terms & conditions and privacy policy of UIT, Udaipur.	
Click on Update and Submit Button for submitting the Application to the UIT.	
Update Draft Update and Submit Back to List	

Figure 3.24 Updating and Submitting Application

- After Submission, if fees is to be paid for Name Transfer/ Mutation Application, a demand note is generated by respective Authority/UIT and the user is notified through the means of Message, Mail and notification on the dashboard. The notification will guide the user to pay the required demand note after which UIT/DA will process and assign the Transfer/Mutation Application. The current status would be then changed to “Disposed”. After which, the user can download the Transfer/Mutation Certificate from the dashboard.
- In the application form, the user has option to view the demand note and print the payment receipt.

Declaration and Undertaking

1. I/We hereby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this application.
2. There is no legal or possession dispute with anyone regarding above property.
3. I/We will follow and abide by the building by laws and rules of UIT, Udaipur.
4. I/We will may be prosecuted for any false/incorrect information, electronically signed and accepted by me/us today on 02-Dec-2017 05:36 PM
5. This Mutation is being done on the basis of documents uploaded by me online and the responsibility of all such uploaded document being genuine and true lies with me. In case, any uploaded document is found forged or tampered or false, the undersigned will not be liable for any action for this mutation and I/We will be solely responsible for such fraudulent document and offence.

I hereby declare that I/We have carefully read all the [terms and conditions](#) of this Service and agree to [terms & conditions and privacy policy](#) of UIT, Udaipur.

[View Demand Note](#) [View Payment Receipt](#) [Back to List](#)

Figure 3.25 View Demand Note

Demand Note

Application for Name Transfer / Mutation

Application Detail

Application Number	:	UIT-UDPR/FY17-18/MUT/31	Property Id	:	RJUDR1/0002/1064H
Date	:	02-Dec-2017	User can click here to view demand note		
			UIT, Udaipur		

Demand Note Detail

Demand Note Number	:	DN/427/20172018/	Amount	100.00
Generated On	:	02-Dec-2017	View Demand Note	View Demand Note

Payment is paid against this demand note.

[Back to Dashboard](#)

Figure 3.26 Status of Demand Note

Demand Note

Demand Note No. : DN/427/20172018/ Control No. : 641617600005 Depositor's Details :-		Demand Note Date : 02-Dec-2017 Valid Upto : 02-Jan-2018	
Depositor Name :	Email :	Mobile No. :	Address :
Plot Details :- Property Id :- Property Holder's Name : Address :			
Scheme Details :- Scheme Name : behind Meladi Mata temple Scheme Location : Meladi Mata temple Developer Type : Urban Improvement Trust Zone : South Sector : UIT Udaipur			
Deposit Amount :-			
Sr.No.	Head	Remark	Amount (Rs.)
1	Urban Assessment		100.00
			Total 100.00

Figure 3.27 Demand Note

3.3 Lease Exemption/ Free Hold Certificate

This application is used to issue the Lease Exemption Certificate/ Free hold use of services. The citizens can submit their properties for exemption from lease to respective authority under which it falls. To avail this service, the user first has to subscribe using the above mentioned process of service subscription in [Citizen Services](#) section of this document.

On clicking on option to **proceed**, user will be guided to page of Lease Exemption/ Free Hold Certificate where he/she can select the property either through **Property ID or Scheme Name**.

Application For *

One Time Lease Certificate (OTLC)

One Time Lease Certificate (OTLC)

Free Hold Certificate

Search Property

Please search and select your property

Find Through Property Id

If you know Property Id:-

Enter Property Id Number

Pick Reset

Select the Application for OTLC or Free hold certificate

User can search property through Property ID as well as Scheme Name

Enter the property ID number here & click on Pick

Figure 3.28 Search Property for Lease Exemption/ Free Hold Certificate

For searching through Property ID, User can enter the Property ID Number and select the option to **Pick** which selects the respective property or **Reset** to change the property ID Number. User can also search for the property through scheme name. The user has to select the scheme name from the checkbox and click on search button to search for the property. An option to **Reset** is provided to change the property ID Number.

Search Property

Please search and select your property

Find Through Property Id

Find Through Scheme Name

If you know scheme name :-

Scheme Name

BHUWANA KH. NO. 4692 / 1385

Search Reset

Enter the scheme name here & click on search

Figure 3.29 Search Property for Lease Exemption/ Free Hold Certificate through Scheme Name

After which the records of properties in that scheme are displayed out of which user can select the desired property

#	Property Id Number	Plot Number	Scheme Name	Zone	Developer Type	
1	RJUDR1/0131/0005H	229	BHUWANA	NORTH ZONE		Select
2	RJUDR1/0131/0003H	272	BHUWANA	NORTH ZONE		Select

1

Figure 3.30 Select Property

After user picks a property, he/she is directed to the Application form for Lease Exemption/ Free Hold Certificate. The user can choose option for application as “**One Time Lease Certificate (OTLC)**” or “**Free Hold Certificate**”. In the selected Property, if the OTLC certificate is issued then the citizen cannot apply again.

Application for Lease Exception Certificate and Payment against due Lease

Application For * One Time Lease Certificate (OTLC) Select the application form for OTLC or Free hold certificate

Property Detail

Scheme Name	: BHUWANA
Property ID	: RJUDR1/0131/0005
Zone	: NORTH ZONE
Developer's Name	:
Usage Type	: Residential
Lease Deed Issued	: Issued
One Time Lease Certificate	: Not Issued
Number	: 229
Developer Type	:
Area	: 968.40 Square Feet
Property Type	: Plot
Lease Deed Issue Date	: 21-Jul-2003

Curren Owner Details

Please add current owner/transferee details. If property has more than one owner

Add Current Owner Add the current owner details by clicking here after which a dialog box appears shown in Fig 3.28

Upload Documents

Sr. No.	Mandatory	Documents
1.	No	Photo ID issued by Government (Aadhar Card/ Driving License / Passport / Bhamashah etc.) Upload
2.	Yes	Allotment letter issued by DA UIT Upload
3.	No	Possession Letter Issued by Development Authority/UIT Upload
4.	No	Lease Deed (Patta) including Stamps bothside Issued by Development Authority/UIT Upload
5.	No	Site Plan Issued by DA/UIT Upload
6.	No	Receipt(s) of Amount Deposited in DA/UIT Upload
7.	No	In Case of Constructed Property Oldest Electricity / Water Bill Upload
8.	No	In case property is mortgage letter from Financial Institution Upload
9.	Yes	Receipt of Previous Lease Upload

Declaration and Undertaking

1. I/We hereby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this application.
 2. There is no legal or possession dispute with anyone regarding above property.
 3. I/We will follow and abide by the building by laws and rules of UIT, Udaipur.
 4. I/We will be prosecuted for any false/incorrect information, electronically signed and accepted by me/us today on 22-Jun-2018 02:44 PM
 I hereby declare that I/We have carefully read all the [terms and conditions](#) of this Service and agree to [terms & conditions](#) and [privacy policy](#) of UIT, Udaipur.

Click on Save as Draft to save the application

Save as Draft **Back to List**

Figure 3.31 Application form for Lease Exemption/ Free Hold Certificate

- The application form consists of Property Details, Current Owner Details, Documents Uploading Section and Declaration.
- The property details are concerned with the scheme, property id, lease deed issue, property type and area. Lease deed and OTLC Certificate status are also mentioned. Owner details can be added by clicking on the option **Add Current Owner**.
- A pop up window will appear where the owner details such as name, father's name, and date of birth, address, pin code, Aadhar number, and PIN code can be added.
- If the SSO ID belongs to himself, then he can select the checkbox for **Below Details Belong to me**, for not entering the details again.
- After filling the details, click on **save as draft** to save the details of owner or **back to list** to get back to list.

Figure 3.32 Add current owner

- The documents which have to be uploaded are enlisted in table which status if they are mandatory or not. The documents which are not uploaded till the time are marked red. The user can upload that document when option comes on clicking the document name.
- The User has to click the checkbox which declares the undertaking, terms and conditions. User can click on **Save as Draft** to save the details or **Back to List** to go back to list of properties.
- Click on ‘Edit Icon’ Button for submitting the Application. All the saved details can be viewed by the citizen.
- User can also validate digital signature by clicking on the link given at the bottom as “**How to get digital signature**”.
- After Saving the Application in Draft Mode it will be redirected to the Application Summary List view. After this, click on ‘**Update and submit**’ button for submitting the property to the UIT/DA.
- User can view the status of application from the dashboard under Lease Application Summary in dashboard by clicking on “View More” button and selecting his application from My Application summary.
- User can see the status of his application which he has submitted.
- After submission, if fees is to be paid for Lease Exemption Certificate/ Free hold Application, a demand note is generated by respective Authority/UIT and the user is notified through the means of Message, Mail and notification on the dashboard. The notification will guide the user to pay the required demand note after which UIT/DA will process and assign the Lease Exemption Certificate/ free hold Application. The current status would be then changed to ““Disposed”. After which, the user can download the Lease Exemption Certificate/ free hold Certificate from the dashboard.

Figure 3.33 Lease Application Summary

My Application Summary					
Search By application number		Application Number	Application Type	Current Status	Action
#	Draft/Submit Date				
1	30-Nov-2017	UIT-UDPR/FY17-18/MUT/30	Name Transfer / Substitution / Mutation	Mutation Certificate Generated	
2	30-Nov-2017	UIT-UDPR/FY17-18/LFC/29	Lease Exemption Certificate / Freehold	Application Disposed	
3	02-Dec-2017	UIT-UDPR/FY17-18/MUT/31	Name Transfer / Substitution / Mutation	Application Disposed	
4	04-Dec-2017	UIT-UDPR/FY17-18/MUT/54	Name Transfer / Substitution / Mutation	Modify Demand Note	
5	04-Dec-2017	UIT-UDPR/FY17-18/MUT/41	Name Transfer / Substitution / Mutation	Assigned	
6	04-Dec-2017	UIT-UDPR/FY17-18/MUT/42	Name Transfer / Substitution / Mutation	Assigned	
7	04-Dec-2017	UIT-UDPR/FY17-18/MUT/53	Name Transfer / Substitution / Mutation	Demand Note Issued	
8	04-Dec-2017	UIT-UDPR/FY17-18/MUT/52	Name Transfer / Substitution / Mutation	Assigned	
9	04-Dec-2017	UIT-UDPR/FY17-18/MUT/51	Name Transfer / Substitution / Mutation	Assigned	
10	04-Dec-2017	UIT-UDPR/FY17-18/MUT/50	Name Transfer / Substitution / Mutation	Assigned	

Page 1 of 8 Total Records 75 Show 10 ▾

1 2 3 4 5 6 7 8 »

Figure 3.34 My Application Summary

Declaration and Undertaking

1. I/We hearby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed above.
 2. There is no legal or possession dispute with anyone regarding above property.
 3. I/We will follow and abide by the building by laws and rules of UIT, Udaipur.
 4. I/We will may be prosecuted for any false/incorrect information, electronically signed and accepted by me/us today on 30-Nov-2017.

I hereby declare that I/We have carefully read all the terms and conditions of this Service and agree to [terms & conditions and privacy policy of UIT, Udaipur](#).

[View Demand Note](#) [View Payment Receipt](#) [Download eSigned Certificate](#) [Back to List](#)

Figure 3.35 Download eSigned Receipt

Demand Note

Application for Name Transfer / Mutation

Application Detail	
Application Number	: UIT-UDPR/FY17-18/MUT/31
Date	: 02-Dec-2017
Property Id : RJUDR1/0002/1064H T, Udaipur	

Demand Note Detail	
Demand Note Number	: DN/427/20172018/
Generated On	: 02-Dec-2017
Amount	: 100.00
View Demand Note	

Payment is paid against this demand note.

[Back to Dashboard](#)

Figure 3.36 Status of Demand Note

क्रमांक : UIT-UDPR/FY17-18/LFC/29		दिनांक :- 11-Jan-2018 03:18 PM
तीज मुक्ति प्रमाण पत्र		
1- भूसंचारी का नाम / Plot Holder's Name		
2- पिता / पति का नाम / Father / Husband Name	Mr sdfdsfsdf	
3- भूमाल संख्या / Plot Number	1/84-	
4- योजना का नाम / Scheme Name	behind Meladi Mata temple	
5- क्षेत्रफल / Area	1000 Square Feet	
6- वार्षिक शहरी जमावंटी की राशि (प्रतिवर्षी) / Annual urban settlement amount (per year)	0.125	
7- एकमात्र शहरी जमावंटी की राशि / Amount of lump sum urban settlement	1	
(केवल 6 की राशि को 8 गुणा करें)		
उपरोक्त एकमात्र शहरी जमावंटी की राशि 1 अंके ऊपरे एक अपरे रखीद / चालान नंबर DN/426/2017/2018/ दिनांक 30-Dec-2017 द्वारा जमा कराये गये अतः उक्त भूमाल को आवंटन / कटा पत्र जारी होने की तिथि ते 99 वर्ष तक शहरी जमावंटी के मुकाबले से उक्त भूमाल को मुक्ति प्रदान जाता है		
Officer in Charge (Lease) UIT, Udaipur		

Figure 3.37 eSigned Certificate

3.4 Lease Collection Yearly

This application is provided to citizens for depositing their lease. The citizens must enter the previous lease deposit details if there is no records of previous lease deposit details, otherwise they will be entered by the UIT/DA. If the OTLC Certificate is not issued then than citizen can deposit the Lease Amount and if the OTLC Certificate is not issued, the citizen cannot apply again. To avail this service, the user first has to subscribe using the above mentioned process of service subscription in [Citizen Services](#) section of this document.

On clicking on option to **proceed**, user will be guided to page of Lease Collection Yearly where he/she can select the property either through **Property ID or Scheme Name**. For searching through Property ID, User can enter the Property ID Number and select the option to **pick** which selects the respective property or **Reset** to change the property ID Number.

Figure 3.38 Search Property for Lease Collection Yearly

User can also search for the property through scheme name. The user has to select the scheme name from the checkbox and click on search button to search for the property. An option to **Reset** is provided to change the property ID Number.

Search Property

Please search and select your property

Find Through Property Id Find Through Scheme Name

If you know scheme name :-

Scheme Name

BHUWANA KH. NO. 4692 / 1385

Search Reset

Figure 3.39 Search Property for Lease Collection Yearly through Scheme Name

After which the records of properties in that scheme are displayed out of which user can select the desired property

#	Property Id Number	Plot Number	Scheme Name	NORTH ZONE	
1	RJUDR1/0131/0005H	229	BHUWANA	NORTH ZONE	<input type="button" value="Select"/>
2	RJUDR1/0131/0003H	272	BHUWANA	NORTH ZONE	<input type="button" value="Select"/>

Figure 3.40 Select Property

When the property is finally selected by user, user is taken to following application form.

Application for Lease Collection Yearly

[Back to List](#)

Property Detail		Here are the property details		Change Property
Scheme Name	: BHUWANA	Plot Number	: 229	
Property ID	: RJUDR1/0131/0005H	Developer Type	:	
Zone	: NORTH ZONE	Area	: 968.40 Square Feet	
Developer's Name	:	Property Type	: Plot	
Usage Type	: Residential	Lease Deed Issue Date	: 21-Jul-2003	
Lease Deed Issued	: Issued			
One Time Lease Certificate	: Not Issued			

Previous Deposit Details in System		If previous lease details are available, they will be shown here	
No previous lease detail available			

Last Lease Deposit Details			
Note : - This detail should be enter when only previous lease detail doesn't exist in system and should be greater than previous lease detail. Have you ever deposited Lease * <input type="radio"/> No <input type="radio"/> Yes Date of Last Lease Deposited * <input type="text"/> DD/MM/YYYY Lease Amount Deposited * <input type="text"/> Receipt/Challan Number * <input type="text"/>			
Enter the last lease deposits here			

Lease Deposit For			
Lease Deposit From * <input type="text"/> DD/MM/YYYY	Lease Deposit To * <input type="text"/> DD/MM/YYYY	Enter the dates for depositing the lease	

Upload Documents			
Sr. No.	Mandatory	Documents	
1.	No	Registered Sale Deed <input type="file"/>	Upload the documents here
2.	No	Allotment letter issued by DA UIT <input type="file"/>	
3.	No	Possession Letter Issued by Development Authority/UIT <input type="file"/>	
4.	No	Last Mutation Certificate <input type="file"/>	
5.	No	Receipt of Previous Lease <input type="file"/>	

Declaration and Undertaking			
1. I/We hereby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this mutation application. 2. There is no legal or possession dispute with anyone regarding above property. 3. I/We will follow and abide by the building by laws and mutation Rules of UIT, Udaipur. 4. I/We will be prosecuted for any false/incorrect information, Electronically signed and accepted. <input checked="" type="checkbox"/> I hereby declare that I/We have carefully read all the terms and conditions of this Service and agree to terms & conditions and privacy policy of UIT, Udaipur.			
Click on Save as Draft 018 03:27 PM			
		Save as Draft	Back to List

Figure 3.41 Application Form for Lease Collection Yearly

- The application form consists of property details concerned with the scheme, property id, lease deed issue, property type and area. The Previous deposits and last lease deposit details are also specified.
- There are mandatory fields about the last lease deposits that have to be filled by the user.
- The dates from which Lease Deposit are valid are also to be filled by the user. Certain documents have to be uploaded by the user.
- In the selected Property, if the OTLC certificate is issued then the citizen cannot apply again.

- After selecting the Property, enter the Last Lease Deposit Details which the citizen has already paid (Last Lease Details). This detail is to be entered if and only if previous deposit detail is not available in the system.
- The documents which have to be uploaded are enlisted in table which status if they are mandatory or not. The documents which are not uploaded till the time are marked red. The user can upload that document when option comes on clicking the document name.
- The User has to click the checkbox which declares the undertaking, terms and conditions. User can click on **Save as Draft** to save the details or **Back to List** to go back to list of properties.
- After Saving the Application in Draft Mode it will be redirected to the Application Summary List view .Click on ‘Edit Icon’ Button from Action field for submitting the Application. All the saved details will be visible to citizen.

My Application Summary					
Search By application number				Action	
#	Draft/Submit Date	Application Number	Application Type	Current Status	Action
1	28-Jun-2018	UIT-UDPR/FY18-19/LCY/31	Lease Collection Yearly	Draft	

Page 1 of 1 Total Records 1 Show 10 ▾

Figure 3.42 My Application Summary

Last Lease Deposit Details		
Note :- This detail should be enter when only previous lease detail doesn't exist in system and should be greater than previous lease detail. Have you ever deposited Lease * Date of Last Lease Deposited * Lease deposited till date * <input type="radio"/> Yes 11-Jun-2018 10-Jun-2018 Lease Amount Deposited * Receipt/Challan Number * 78888 56565565		
Lease Deposit For		
Lease Deposit From *	Lease Deposit To *	
13-Feb-2018	25-Jun-2018	
Upload Documents		
Sr. No.	Mandatory	Documents
1.	No	Registered Sale Deed
2.	No	Allotment letter issued by DA/UIT
3.	No	Possession Letter Issued by Development Authority/UIT
4.	No	Last Mutation Certificate
5.	No	Receipt of Previous Lease
Declaration and Undertaking		
1. I/We hereby declare and confirm that all above information furnished by me/us is true and correct. 2. There is no legal or possession dispute with anyone regarding above property. 3. I/We will follow and abide by the building by laws and mutation Rules of UIT, Udaipur. 4. I/We will be prosecuted for any false/incorrect information. Electronically signed and accepted by me/us today on 28-Jun-2018 10:45 AM. <input checked="" type="checkbox"/> I hereby declare that I/We have carefully read all the terms and conditions of this Service and agree to terms & conditions and privacy policy of UIT, Udaipur.		
Update Draft Update and Submit Back to List		

Figure 3.43 Lease Collection Yearly Form in Draft Mode

- After this Click on ‘**Update and submit**’ button for submitting the property to the UIT/DA. User can also update the draft for later changes in the details or go back to list in application summary. The updated application will go to UIT/DA for approval.

- After submission, if fees is to be paid for Lease Yearly Collection Application, a demand note is generated by respective Authority/UIT and the user is notified through the means of Message, Mail and notification on the dashboard. The notification will guide the user to pay the required demand note after which UIT/DA will process and assign the Lease Collection Receipt. After which, the user can download the Lease Collection Receipt from the dashboard.
- After reaching dashboard, in the Lease Collection Summary, user can reach to his form and status has been changed to disposed, user can download his eSigned certificate.

My Application Summary					
#	Draft/Submit Date	Application Number	Application Type	Current Status	Action
41	29-Dec-2017	UIT-UDPR/FY17-18/MUT/65	Name Transfer / Substitution / Mutation	Sent for Clarification	
42	29-Dec-2017	UIT-UDPR/FY17-18/MUT/66	Name Transfer / Substitution / Mutation	Sent for Clarification	
43	30-Dec-2017	UIT-ALWAR/FY17-18/LCY/1	Lease Collection Yearly	Submitted	
44	30-Dec-2017	UIT-UDPR/FY17-18/LCY/4	Lease Collection Yearly	Application Disposed	
45	04-Jan-2018	UIT-UDPR/FY17-18/LCY/5	Lease Collection Yearly	Application Disposed	
46	05-Jan-2018	UIT-UDPR/FY17-18/MUT/67	Name Transfer / Substitution / Mutation	Application Disposed	
47	05-Jan-2018	UIT-UDPR/FY17-18/LFC/31	Lease Exemption Certificate / Freehold	Demand Note Issued	
48	05-Jan-2018	UIT-UDPR/FY17-18/MUT/68	Name Transfer / Substitution / Mutation	Application Disposed	
49	08-Jan-2018	UIT-UDPR/FY17-18/MUT/69	Name Transfer / Substitution / Mutation	Application Disposed	
50	08-Jan-2018	UIT-UDPR/FY17-18/LFC/32	Lease Exemption Certificate / Freehold	Lease Certificate Generated	

Page 5 of 8 Total Records 75 Show 10 ▾

Figure 3.44 Lease Application Summary

Declaration and Undertaking

1. I/We hereby declare and confirm that all above information furnished by me/us are true and nothing material has been concealed about this mutation application.

2. There is no legal or possession dispute with anyone regarding above property.

3. I/We will follow and abide by the building by laws and mutation Rules of UIT, Udaipur.

4. I/We will be prosecuted for any false/incorrect information, Electronically signed and accepted by me/us today on 30-Dec-2017 05:05 PM

I have read the terms & conditions of this Service and agree to terms & conditions and privacy policy of UIT, Udaipur.

User can view demand note from here

[View Demand Note](#) [View Payment Receipt](#) [Back to List](#)

Figure 3.45 View Demand Note

Demand Note

Application for Name Transfer / Mutation

Application Detail			
Application Number	: UIT-UDPR/FY17-18/MUT/31		
Date	: 02-Dec-2017		
Property Id	RJUDR1/0002/1064H UIT, Udaipur		
User can click here to view demand note			
Demand Note Detail			
Demand Note Number	: DN/427/20172018/	Amount	: 100.00
Generated On	: 02-Dec-2017	View Demand Note	: View Demand Note
Payment is paid against this demand note.			
		Back to Dashboard	

Figure 3.46 Status of Demand Note

Demand Note

Demand Note No. : DN/592/20172018/ Control No. : 641617600005		Demand Note Date : 30-Dec-2017 Valid Upto :30-Jan-2018	
Depositor's Details :-			
Depositor Name :		Mobile No. :	
Email :		Address :	
Plot Details :-			
Property Id :-	RJUDR1/0002/1064H	Plot Number :	1/33-
Scheme Details :-			
Scheme Name :	behind Meladi Mata temple	Sector :	
Scheme Location :	Meladi Mata temple		
Developer Type :	Urban Improvement Trust	Developer Name :	UIT Udaipur
Zone :	South		
Deposit Amount :-			
Sr.No.	Head	Remark	Amount (Rs.)
1	Malva Deposit		100.00
		Total	100.00
Note/Instructions : If you have received demand online in the dashboard of your "Single Sign On (SSO)" account you can click on the link provided where you will get the payment options available. You have to select the desired payment mode and proceed accordingly.			

Figure 3.47 Demand Note

3.5 Payment Gateway for E-Tendering (EMD)

This application allows citizens to pay the EMD amount through the online payment gateway. A tender participant receipt is provided by the UIT/DA soon as the payment is completed. To avail this service, the user first has to subscribe using the above mentioned process of service subscription in [Citizen Services](#) section of this document.

On clicking on option to **proceed**, user will be guided to page of Payment Gateway for E-Tendering(EMD) where all the tenders are enlisted in a tabular form with their Tender Number, Tender ID, Tender Name, the opening and closing dates of tender, the estimate cost and an action button for viewing the details of tender.

Active Tenders List								
#	Tender Id	Tender Number	Tender Name	Payment Start Date	Payment End Date	Opening Date	Estimate Cost (Rs.)	Actions
1	821	07/01	Construction and widening of 100 feet road from NH 76 to Atal Seva Kendra (Sapetiya).	08-Jun-2018 06:30 PM	25-Jun-2018 06:30 PM	26-Jun-2018 09:30 AM	2,59,87,000.00	View Detail
2	888	28_03	Development of Park along Ayad River in Navratan Complex. 2803	14-Jun-2018 03:30 PM	27-Jun-2018 06:30 PM	28-Jun-2018 09:30 AM	7,99,000.00	View Detail
3	891	28_11	Development of Pichola Facing Unused Land at Din Dayal Park. 2811	14-Jun-2018 04:50 PM	This is the list of tenders. Click on ""View Details" to get the details of respective tender			
4	909	28_08	Restrengthening of Road from Dudhtalai to Din Dayal Park. 2808	14-Jun-2018 04:20 PM				
5	906	28_05	Construction of Drain and Nallah Covering at Amrit Nagar/Mahaveer Colony 2805	14-Jun-2018 03:40 PM	27-Jun-2018 06:30 PM	28-Jun-2018 09:30 AM	3,32,000.00	View Detail
6	905	28_04	Construction of RCC Shed at Bhuwana Choraha. 2804	14-Jun-2018 03:40 PM	27-Jun-2018 06:30 PM	28-Jun-2018 09:30 AM	6,43,000.00	View Detail
7	911	28_14	Construction of Tube Well at Rajeev Gandhi Smariti Udyyan. (Rani Road). 2814	14-Jun-2018 04:50 PM	27-Jun-2018 06:30 PM	28-Jun-2018 09:30 AM		View Detail

Figure 3.48 Active Tender List

- On selecting the desired tender from the list, and clicking the **Action**, button user will be leaded to page containing details of tender such as the opening and closing dates, payment mode, SPPP UBN number, Payment mode, E-Proc tender ID, Estimate cost, Payment mode and Tender fee details. The Apply button is displayed in the bottom if the EMD payment start date has commenced.
- User can click on **apply** button which will lead to user to payment process.

UIT, Udaipur																																																					
Moti Magri Road , Udaipur , Rajasthan																																																					
0294 - 2412484, 2413735																																																					
uitudaipur@rediffmail.com																																																					
Tender Id: - 888																																																					
Back to List																																																					
Tender Details <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="background-color: #cccccc; padding: 5px;">Tender Title</td> </tr> <tr> <td colspan="3" style="padding: 5px;">Development of Park along Ayad River in Navratan Complex. 2803</td> </tr> <tr> <td style="width: 33%;">Tender Number</td> <td style="width: 33%;">Payment Start Date</td> <td style="width: 33%;">Payment End Date</td> </tr> <tr> <td>28_03</td> <td>14-Jun-2018 03:30 PM</td> <td>27-Jun-2018 06:30 PM</td> </tr> <tr> <td>Date of Publish on Portal</td> <td>Tender Opening Date</td> <td>Estimate Cost (In Rs.)</td> </tr> <tr> <td>14-Jun-2018 03:30 PM</td> <td>28-Jun-2018 09:30 AM</td> <td>7,99,000.00</td> </tr> <tr> <td>E-Proc Tender Id</td> <td>SPPP UBN Number</td> <td>Payment Mode</td> </tr> <tr> <td>2018 UITUD_111745_1</td> <td>ITU1819WSOB00109</td> <td>Online</td> </tr> <tr> <td>E-Proc Tender URL</td> <td>SPPP UBN URL</td> <td>Tender Detail URL</td> </tr> <tr> <td>Click to view</td> <td>Click to view</td> <td></td> </tr> <tr> <td colspan="3"> Tender Fee Details <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="background-color: #cccccc; padding: 5px;">Earnest Money Deposit (In Rs.)</td> </tr> <tr> <td colspan="3" style="padding: 5px;">3,995.00 [तीन हजार नौ सौ पंचानवे रुपये]</td> </tr> <tr> <td style="width: 33%;">Tender Document Fee (In Rs.)</td> <td style="width: 33%;">Tender Fee (In Rs.)</td> <td style="width: 33%;">Tender Fee (In Rs.)</td> </tr> <tr> <td>200.00 [दो सौ रुपये]</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">Click on Apply to button which will lead to payment gateway</td> </tr> </table> </td> </tr> <tr> <td colspan="3" style="text-align: right;">Apply Back to List</td> </tr> </table>			Tender Title			Development of Park along Ayad River in Navratan Complex. 2803			Tender Number	Payment Start Date	Payment End Date	28_03	14-Jun-2018 03:30 PM	27-Jun-2018 06:30 PM	Date of Publish on Portal	Tender Opening Date	Estimate Cost (In Rs.)	14-Jun-2018 03:30 PM	28-Jun-2018 09:30 AM	7,99,000.00	E-Proc Tender Id	SPPP UBN Number	Payment Mode	2018 UITUD_111745_1	ITU1819WSOB00109	Online	E-Proc Tender URL	SPPP UBN URL	Tender Detail URL	Click to view	Click to view		Tender Fee Details <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="background-color: #cccccc; padding: 5px;">Earnest Money Deposit (In Rs.)</td> </tr> <tr> <td colspan="3" style="padding: 5px;">3,995.00 [तीन हजार नौ सौ पंचानवे रुपये]</td> </tr> <tr> <td style="width: 33%;">Tender Document Fee (In Rs.)</td> <td style="width: 33%;">Tender Fee (In Rs.)</td> <td style="width: 33%;">Tender Fee (In Rs.)</td> </tr> <tr> <td>200.00 [दो सौ रुपये]</td> <td></td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;">Click on Apply to button which will lead to payment gateway</td> </tr> </table>			Earnest Money Deposit (In Rs.)			3,995.00 [तीन हजार नौ सौ पंचानवे रुपये]			Tender Document Fee (In Rs.)	Tender Fee (In Rs.)	Tender Fee (In Rs.)	200.00 [दो सौ रुपये]			Click on Apply to button which will lead to payment gateway			Apply Back to List		
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200.00 [दो सौ रुपये]																																																					
Click on Apply to button which will lead to payment gateway																																																					
Apply Back to List																																																					

Figure 3.49 Tender Details

- The user will be guided to another page which shows the available payment modes and final tender details with an option to **Proceed** to payment process.
- The user can ensure the tender details for which the payment is about to be made and choose the payment mode.
- User can go back details or to list by clicking on **Back to Detail** and **Back to List** respectively.

UIT, Udaipur
Moti Magri Road , Udaipur , Rajasthan
0294 - 2412484, 2413735
uitudaipur@rediffmail.com

Tender Details

Tender Number:- 28_03
Tender Name:- Development of Park along Ayad River in Navratan Complex. 2803

Available Payment Modes

Option:- Payment Gateway (Aggregator)

Note:-

- The claim against payment made through EFT in any other UIT/DA bank account other than "Paying Slip for EFT (NEFT/RTGS)" will not be available three days prior to closing date of apply for bid.
- Option to make payment through EFT (NEFT/RTGS) will not be available three days prior to closing date of apply for bid.

Buttons: Proceed (green), Back to Detail (blue), Back to List (red)

Figure 3.50 Process for Tender Payment

- On clicking **Proceed**, user is taken to billing details of the tender which include Tender details, Applicant Details which have to be filled in by the user, Tenderer category to be selected and tender fee details which contains Earnest Money Deposit, Tender Document Fee and RISL processing fee.
- According to the Tendered Category the EMD value will change. User has to select the payment mode from BG, Online, and NEFT/RTGS. Available payment modes may differ in each tender. It depends on the configuration set by the respective UIT/DA on each tender.
- How to pay through selected payment mode is described in above section.
- The user has to approve the checkbox declaring the terms and conditions. After which user can click on **Proceed** to move further in the payment process.
- User can go back details or to list by clicking on **Back to Detail** and **Back to List** respectively.

Tender Details

Tender Number:- 28_03
Tender Name:- Development of Park along Ayad River in Navratan Complex. 2803
Estimated Cost (Rs.):- 7,99,000.00 [सात लाख नियानबे हजार रुपये]

Applicant Details

Applicant Name *	Company Name *	Company Reg. Number *
UDH TEST		
Mobile Number *	Email Address *	Address *
9509911154		
Aadhar Number *	PAN Number *	Payment Mode *
		--Select One--

Tenderer (Applicant) Category

Tenderer (Applicant) Category * --Select One-- Select the tender category according to which EMD fee will change

Tender Fee Details

Fee Type	Amount
Earnest Money Deposit	3,995.00
Tender Document Fee	200.00
RISL Processing Fee	500.00

I hereby declare that I have carefully read all the terms and conditions of this Service and agree to terms & condition and [privacy policy](#) of online payment.

Actions: Proceed | Back to Detail | Back to List

Figure 3.51 Tender Details`

- After clicking on Proceed button, user will be taken to the payment gateway where the user can select the type of payment gateway he/she wants to select.
- The user has to check the terms and conditions and click on **Proceed to Payment** after which he will be redirected to the payment gateway.
- User can select option for going back to the application.

Proceed For Online Payment

Tender Number	:	74/01
Tender Name	:	Construction of Road at Gajsingh Ji Ki Badi, Azad Nagar and Gulshan Nagar Colony in Division-IV
Earnest Money Deposit	:	37,460.00
Tender Document Fee	:	1,000.00
RISL Processing Fee	:	1,000.00
Net Payable Amount (Rs.)	:	39,460.00 (Round Off)
Please select one payment option		Select the Payment Gateway from the list.
<input checked="" type="checkbox"/> check the terms and Conditions <input type="checkbox"/> I hereby declare that I have carefully read all the terms and conditions and agree to terms & condition and privacy policy of online payment.		<input type="button" value="Rajasthan Payment Platform (RPP)"/>
<input type="button" value="Back to Application"/>		<input type="button" value="Proceed to Payment"/>

Figure 3.52 Online Payment for Tender

- After the successful payment is made, the user will be taken to page of Online Payment Transaction Response which shows the transaction status, transaction amount and payment details. If the transaction fails, status would be shown as "failed".

Online Payment Gateway Transaction Response													
Transaction done successfully. Please note down below mentioned details for your reference.													
Online Payment Summary <table border="1"> <tr> <td>Transaction Number</td> <td>233082</td> </tr> <tr> <td>Bank Reference Number</td> <td>U1230000646434</td> </tr> <tr> <td>Transaction Date</td> <td>17-Jan-2018 06:49</td> </tr> <tr> <td>Paymnet Details</td> <td>Online Payment Gateway for ETendering</td> </tr> <tr> <td>Transaction Amount (Rs.)</td> <td>5.00</td> </tr> <tr> <td>Transaction Status</td> <td>SUCCESS</td> </tr> </table>		Transaction Number	233082	Bank Reference Number	U1230000646434	Transaction Date	17-Jan-2018 06:49	Paymnet Details	Online Payment Gateway for ETendering	Transaction Amount (Rs.)	5.00	Transaction Status	SUCCESS
Transaction Number	233082												
Bank Reference Number	U1230000646434												
Transaction Date	17-Jan-2018 06:49												
Paymnet Details	Online Payment Gateway for ETendering												
Transaction Amount (Rs.)	5.00												
Transaction Status	SUCCESS												
<small>Click on 'Back to Dashboard' for redirecting to User Dashboard.</small>	<input type="button" value="Back to Dashboard"/>												
	<input type="button" value="Online Payment Receipt"/>												
<small>If payment successful status will be 'Success' and if transaction failed Status will be 'Failed'</small>													
<small>For Taking Print out click on 'Online Payment Receipt' for receipt.</small>													

Figure 3.53 Online Payment Transaction Response

- After clicking on ‘Back to Dashboard’ the user will be redirected to the dashboard. After clicking on **Online Payment Receipt** which will take the print of the payment receipt of the tender.

 UIT, Udaipur Moti Magri Road , Udaipur , Rajasthan 0294-2412484, 0294-2413735 uitudaipur@rediffmail.com								
Payment Acknowledgement Receipt <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Challan Number : 233082</td> </tr> <tr> <td style="padding: 2px;">Payment Mode : Online</td> </tr> <tr> <td style="padding: 2px;">Payment Channel : Rajasthan Payment Platform (RPP)</td> </tr> <tr> <td style="padding: 2px;">Transaction ID : U1230000646434</td> </tr> <tr> <td style="padding: 2px;">Transaction Amount : 39,460.00</td> </tr> <tr> <td style="padding: 2px;">Transaction Date and Time : 17-Jan-2018 06:49 PM</td> </tr> <tr> <td style="padding: 2px;">Transaction Status : SUCCESS</td> </tr> </table> <p>Note :</p> <ol style="list-style-type: none"> 1. The successful transaction date will be treated as deposit date in UIT, Udaipur account. 2. If the amount is debited from your bank account and receipt is not generated due to technical fault, you are requested to wait for 24 Hrs for confirmation of amount. After reconciliation of the account the acknowledgement of receipt will be made available on this portal. If the amount is reverted to your bank account you may make payment again. 3. In case transaction failure you may contact to our payment gateway service provider on the contact details mentioned on this portal. Please mention Challan Number to locate your transaction. 4. If payment is made through Credit/Debit Card/Netbanking/Wallet, in case of any refund the amount will be credited back to the Credit/Debit Card/Netbanking/Wallet through which it was received. UIT, Udaipur will not entertain any Charge back what so ever. 5. UIT, Udaipur will not be responsible in case the amount is not credited/deposited in UIT, Udaipur account due to transaction failure. <p style="text-align: right; font-size: small;">Printed On: 17-Jan-2018 06:56 PM</p>		Challan Number : 233082	Payment Mode : Online	Payment Channel : Rajasthan Payment Platform (RPP)	Transaction ID : U1230000646434	Transaction Amount : 39,460.00	Transaction Date and Time : 17-Jan-2018 06:49 PM	Transaction Status : SUCCESS
Challan Number : 233082								
Payment Mode : Online								
Payment Channel : Rajasthan Payment Platform (RPP)								
Transaction ID : U1230000646434								
Transaction Amount : 39,460.00								
Transaction Date and Time : 17-Jan-2018 06:49 PM								
Transaction Status : SUCCESS								

Figure 3.54 Payment Acknowledgement Receipt

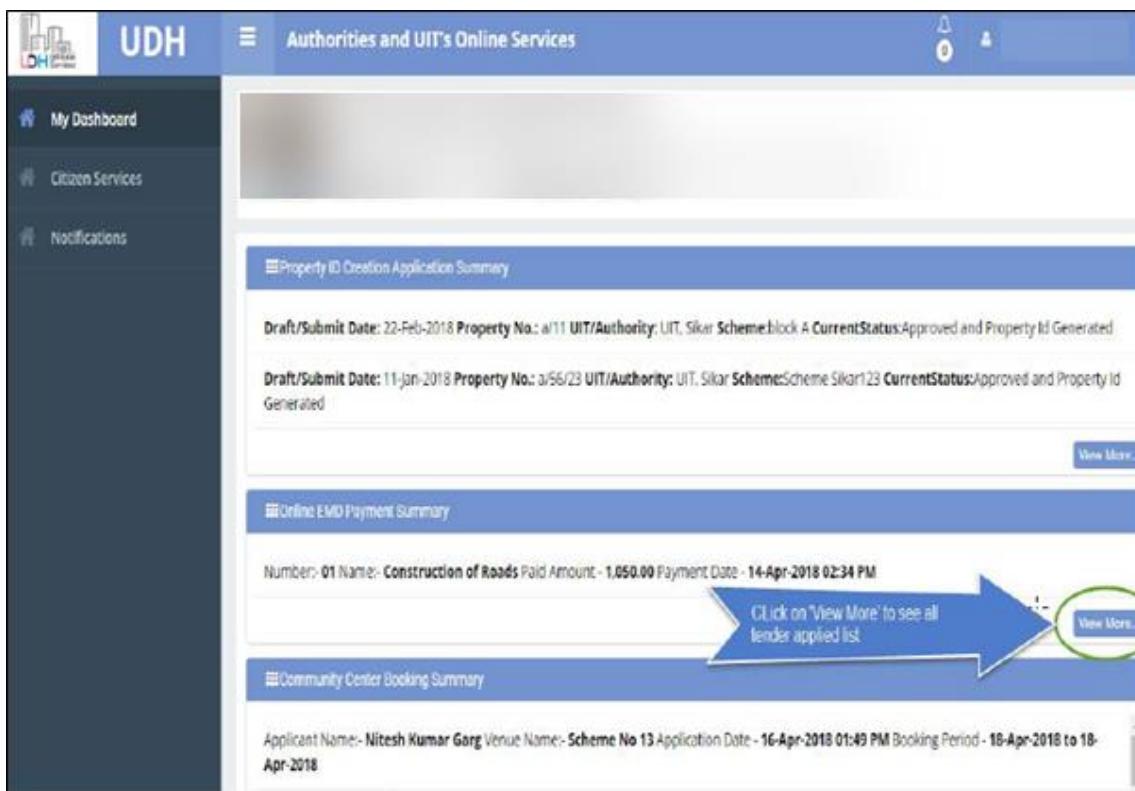


Figure 3.55 Citizen Dashboard

- From the Citizen Dashboard in the respective service section click on 'view more' button. List of Tender Applications will be visible. In the action tab of respective record click on 'view details' button.
- All the details of the applied Tender will be visible and user can take the print of 'Tender Participant Receipt' which has to be uploaded on E-Proc as well as NEFT/RTGS paying slip.

My Online EMD Payments				
#	Tender Details	Payment Details	Status	Actions
1	Tender Number - 01 Tender Name - Construction of Roads	Transaction Reference No - 240671, Amount - 1,050.00 Bank Reference No - U1230000701119, Payment Date - 14-Apr-2018 02:34 PM	Received	View details
2	Tender Number - 01 Tender Name - Construction of Roads	Transaction Reference No - 240001, Amount - 825.00 Bank Reference No - U1230000696517, Payment Date - 05-Apr-2018 12:51 PM	EMD Refunded	View details
3	Tender Number - NIT001 Tender Name - Tender For Test	Transaction Reference No - 239510, Amount - 5,600.00 Bank Reference No - U1230000692583, Payment Date - 28-Mar-2018 01:10 PM	EMD Refunded	View details
4	Tender Number - 23 Tender Name - UIT Sikar	Transaction Reference No - 239206, Amount - 92,000.00 Bank Reference No - U1230000690360, Payment Date - 23-Mar-2018 02:23 PM	EMD Refunded	View details
5	Tender Number - ee Tender Name - sddssdsd	Transaction Reference No - 239114, Amount - 40,240.00 Bank Reference No - U1230000689071, Payment Date - 21-Mar-2018 03:40 PM	Received	View details

Figure 3.56 Online EMD Payments List

Applicant Details		
Applicant Name <input type="text"/>	Company Name sdf	Company Reg. Number sfs
Mobile Number <input type="text"/>	Email Address <input type="text"/>	Address Wdfw
Aadhar Number <input type="text"/>	PAN Number <input type="text"/>	Payment Mode Online
EMD Status Received	EMD Receipt Date 14-Apr-2018 02:34 PM	Total Amount Received (In Rs) Rs. 1,050.00
Earnest Money Deposit (In Rs.) 450.00 [चार सौ पचास रुपये]	Tender Document Fee (In Rs.) 100.00 [एक सौ रुपये]	RISL Processing Fee (In Rs.) 500.00 [पाँच सौ रुपये]
Payment Details		
Online Payment Detail		
Transaction Reference Number <input type="text"/>	Bank Reference Number <input type="text"/>	Transaction Date 14-Apr-2018 02:34 PM
Amount (In Rs) 1,050.00	<div style="border: 1px solid green; padding: 5px;"> Click on 'Tender Participation Receipt' and 'Online Payment Receipt' for the Taking the Print out of the receipt. </div> <div style="text-align: right; margin-top: -20px;"> Tender Participation Receipt Online Payment Receipt </div>	

Figure 3.57 Tender Payment Details

UIT, Udaipur			
Moti Magri Road , Udaipur , Rajasthan 0294-2412484, 0294-2413735 uitudaipur@rediffmail.com			
Tender Participation Receipt			
Date & Time : 24-May-2018 03:49 PM			
Tender Detail		Tender Participation Receipt	
Tender Id :	1111	Procurement Entity :	TEST
Tender Title :	TEST111TETT	Tender Opening Place :	UIT, UDAIPUR
Tender Value :	1,00,000.00		
Applicant Detail		Tender Participation Receipt	
Name of Entity :	TEST	Mobile :	9460854860
User Id :	GARGNITESH KUMAR@GMAIL.COM	Registration Type :	SSO REGISTRATION
Applicant Category :	EMD Value 2% - Others than (2,3,4,5)		
Payment To Be Deposit			
Head Name		Amount	
Earnest Money Deposit		2,000.00	
RISL Processing Fee		500.00	
Tender Fee		500.00	
		Total :	3,000.00
Amount			
Payment Detail		Amount	
Payment Mode :	EFT (NEFT/RTGS)	Payment Status :	SUCCESS
Payment Channel :		Instrument Number :	UTTRTRNAS012345
Instrument Date :	24-May-2018	Instrument Amount :	3000

Figure 3.58 Tender Participation Receipt

PAYING SLIP FOR NEFT/RTGS	
Service Name :	Payment Gateway for E-Tendering (EMD)
Beneficiary Name :	Secretary Urban Improvement Trust Udaipur EMD
Beneficiary Account Number :	
Beneficiary IFSC Code :	
Amount :	
Generated On :	
Valid Till :	

Note :

- "Beneficiary Account Number" is an unique transaction number to every transaction, do not use this for other transaction.
- Please pay exact amount which written with Beneficiary Account Number on payment slip other wise your payment will rejected.

Figure 3.59 Paying Slip for NEFT/RTGS

3.6 Community Hall Booking

This application allows the citizens to book the community hall or centers across the state as well as pay the booking fees online. The citizens can view the details of various community centers, check the availability and book the community hall according to their choice and pay the requisite amount for booking. To avail this service, the user first has to subscribe using the above mentioned process of service subscription in [Citizen Services](#) section of this document.

On clicking on option to **proceed**, the user will be guided to the list of the community halls under the control of the respective authority or UIT. User can select any community center out of the list of the community hall centers which also contains an option to **View Details** which will lead the full details of that community hall.

UIT, Udaipur
 Moti Magri Road , Udaipur , Rajasthan
 0294 - 2412484, 2413735
 uitudaipur@rediffmail.com

List of Community Centers [Back to List](#)

 **Community Center**
 Sector-8, Udaipur
 Contact Person Details: [View Details](#)

Select the community center from the list & click on "View Details"

 **Community Centre- Pratap Nagar**
 Opposite P.H.E.D. Department Pratap Nagar, Udaipur
 Contact Person Details: 9460970713, Mr. Vijay Prakash Patel [View Details](#)

 **Community Centre- Sector-11**
 Sector-11 , Udaipur
 Contact Person Details: 7737142005, Mr. Kanhaiya Lal Dangi [View Details](#)

 **Community Centre- Sector-14**
 Sector-14, Udaipur
 Contact Person Details: 9413842498, Mr. Mahendra Kurmar Barfa [View Details](#)

 **Community Centre- Chitrakoot Nagar**
 Chitrakoot Nagar A-Block,Bhuwana , Udaipur
 Contact Person Details: 9799511550, Mr. Ankit Sharma [View Details](#)

 **Community Centre- Ashirwad Nagar**
 Ashirwad nagar, Shobhagpura(Anushree Watika k samne) Udaipur
 Contact Person Details: 9694077462, Mr. Sanjay Meena [View Details](#)

[Back to List](#)

Figure 3.60 Community Centers List

- After selecting UIT in which Community Hall is to be Booked: The list of Community Center will be visible to the Citizen. Click on 'View Detail' Button, as per the required.
- The list of Venues will be visible to the citizen with the Photo Gallery and Community Center Description. As required click on the 'Check Availability' button. The rent of the venue is also mentioned. The user can select the option to see "Cancellation Rules" to see rules/regulations regarding cancelling of a booking.

Community Centre- Sector-8 , नेशनल सेक्टर-8, Udaipur [Back to Community Center](#)

Full Description

Total Area: 24960 Sq.Feet., Two Room total Size 696 Sq. Feet, One Hall total Size 3677.75 Sq. Feet, law total area 7821 Sq Feet, Toilet total size 464 Sq. Feet, Store total size 224 Sq Feet, Open Space total area 12077.25 Sq. Feet

Photo Gallery


NO
IMAGE
AVAILABLE


Venues

 <p>Community Centre- Sector-8-पीछे का ताँत Description: Community Centre- Sector-8 Back Garden Rent/Day: 33344</p> <p>Check Availability Cancellation Rule</p>	 <p>Community Centre- Sector-8-निर्मित क्षेत्र Description: Community Centre- Sector-8 Nirmit Kshetra Rent/Day: 41840</p> <p>Check Availability Cancellation Rule</p>	 <p>Community Centre- Sector-8 All Description: Community Centre- Sector-8 All Rent/Day: 48212</p> <p>Check Availability Cancellation Rule</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Back to List](#)

Figure 3.61 Community Center Description

- The cancellation rules will guide user to various rules/regulations and charges such as Cleanliness, Electricity, Rent, Security Deposits, days before the booking is cancelled and the reason for cancelling of the booking.
- The Calendar will be visible with the current status of Community Hall whether it is “Allotted”, “Some Part is Booked”, “Available” or “Cancellation Rules”.

Cancellation Detail							
Booking Cancellation Rules (Community Centre- Sector-8-पीछे का लांग) as on 05-Jul-2018							
#	Head	Applicant Category	Reason	days before event (deduction in %)			
				Up to 3	0 to 1	1 to 2	3 to 10
1	Cleanliness Charges	General/Citizen	Booking Cancelled By Applicant	NA	0%	0%	0%
2	Cleanliness Charges	General/Citizen	Booking Cancelled By Applicant On Death Of Family Member	NA	0%	0%	0%
3	Electricity Charges	General/Citizen	Booking Cancelled By Applicant On Death Of Family Member	NA	0%	0%	0%
4	Electricity Charges	General/Citizen	Booking Cancelled By Applicant	NA	0%	0%	0%
5	Rent (Community Center)	General/Citizen	Booking Cancelled By Applicant	NA	100%	100%	100%
6	Rent (Community Center)	General/Citizen	Booking Cancelled By Applicant On Death Of Family Member	NA	0%	0%	0%
7	Security Deposit (Community Center)	General/Citizen	Booking Cancelled By Applicant On Death Of Family Member	NA	0%	0%	0%
8	Security Deposit (Community Center)	General/Citizen	Booking Cancelled By Applicant	NA	0%	0%	0%

Note: Amount of remaining heads will be refunded 100% at the time of booking cancellation

Figure 3.62 Cancellation Details

- After selecting the required date total amount will be displayed. Click on “Book Now” button as per the Date Selection.

Booking Calendar						
July 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
Available						
15	16	17	18	19	20	21
Available						
22	23	24	25	26	27	28
Available						
29	30	31	1	2	3	4
Available						
5	6	7	8	9	10	11
Allotted	Available	Some Part is Booked				
Cancellation Rule						
Back to List						

Check Availability

Enter the dates for checking the availability of the venue

Booking Date From:

Booking Date To:

Figure 3.63 Checking Availability for Community Center

- After the book now button is clicked, the user is asked to fill in the application form containing the details of the user, the user has to select the checkbox for agreeing the terms and conditions. User can also view the cancellation rules .After which he can select the option for Book & Pay Online.
- After which a dialog box appears, to ensure if the user wants to book this venue, user can click on OK.

Community Centre- Sector-8-पीछे का लॉन

[Back to Check Availability](#)

Booking Details For Community Centre- Sector-8-पीछे का लॉन

Date From : 06-Jul-2018

Total Venu Amount(Rs): 41688.00/-

Enter the applicant details

Applicant Category: General/Citizen

07-Jul-2018

Applicant Category: General/Citizen

Application Form

Name of Applicant UDH TEST	Father/Husband Name	Booking Purpose --Select One--
Complete Address		
City Name	Pin Code	Mobile No
Phone No	GSTN No	Click here to pay the fees online

All the input fields are Mandatory (अनिवार्य)

Note: On clicking Book and Pay Online, you will be redirected to payment gateway for making payment.

Yes, I Agree With Terms & Conditions Regarding Community Hall Booking

Cancellation Rule

[Book & Pay Online](#)

Figure 3.64 Booking Details for the Community Center



Figure 3.65 Venue Booking

- The user is taken to the payment window for online payment process. After a successful payment, a transaction response summary of the payment. The online payment receipt can be viewed or printed. User can go to dashboard using **Back to Dashboard** option.

Online Payment Gateway Transaction Response

Transaction done successfully. Please note down below mentioned details for your reference.

Online Payment Summary	
Transaction Number	241473
Bank Reference Number	U1230000704890
Transaction Date	21-Apr-2018 08:09
Payment Details	Community Center Booking
Transaction Amount (Rs.)	5.00
Transaction Status	SUCCESS

1) Click on 'Back to Dashboard' button.

2) Click on Online Payment Receipt for Taking the Acknowledgement receipt print.

```

graph LR
    A[1) Click on 'Back to Dashboard' button.] --> B(( ))
    B --> C[2) Click on Online Payment Receipt for Taking the Acknowledgement receipt print.]
    C --> D[Online Payment Receipt]
    style B fill:#c0e0c0,stroke:#0070C0,color:#0070C0
    style C fill:#c0e0c0,stroke:#0070C0,color:#0070C0
    style D fill:#D9C38E,color:#0070C0
  
```

Figure 3.66 Online Payment Gateway Transaction Response

UIT, Udaipur
Moti Magri Road , Udaipur , Rajasthan
0294-2412484, 0294-2413735
uitudaipur@rediffmail.com

Online Payment Acknowledgement Receipt.

Payment Acknowledgement Receipt

Service :	Community Center Bookings
Challan Number :	241473
Payment Mode :	Online
Payment Channel :	Rajasthan Payment Platform (RPP)
Transaction ID :	U1230000704890
Transaction Amount :	44,950.00
Transaction Date and Time :	21-Apr-2018 08:11 PM
Transaction Status :	SUCCESS
Description :	Community Center Booking

Note :

- The successful transaction date will be treated as deposit date in UIT, Udaipur account.
- If the amount is debited from your bank account and receipt is not generated due to technical fault, you are requested to wait for 24 Hrs for confirmation of amount. After reconciliation of the account the acknowledgement of receipt will be made available on this portal. If the amount is reverted to your bank account you may make payment again.
- In case transaction failure you may contact to our payment gateway service provider on the contact details mentioned on this portal. Please mention Challan Number to locate your transaction.
- If payment is made through Credit/Debit Card/Netbanking/Wallet, in case of any refund the amount will be credited back to the Credit/Debit Card/Netbanking/Wallet through which it was received. UIT, Udaipur will not entertain any Charge back what so ever.
- UIT, Udaipur will not be responsible in case the amount is not credited/deposited in UIT, Udaipur account due to transaction failure.

Printed On: 21-Apr-2018 08:23 PM

Figure 3.67 Payment Receipt

- User can go to dashboard and find his/her payment summary enlisted in the respective booking details. User can then further go on My Community Center Bookings and view his booking under "My Community Center Bookings"
- After which the list of all the community center bookings by user are displayed.
- User can select his selected booking, which will open an application form containing Booking details, applicant details and payment details. The form can be printed by clicking the **print** option. User can also apply for **Booking Cancellation Request**.

Property ID Creation Application Summary

Draft/Submit Date: 11-Jan-2018 Property No.: a/56/23 UIT/Authority: UIT Sikar Scheme:Scheme Sikar123 Current Status:Approved and Property Id Generated

Draft/Submit Date: 27-Dec-2017 Property No.: test UIT/Authority: UIT, Udaipur Scheme:test Current Status:Assigned.

[View More...](#)

Online EMD Payment Summary

Number:- 74/01 Name:- Construction of Road at Gajsingh Ji Ki Badli, Azad Nagar and Gulshan Nagar Colony in Division-IV Paid Amount - 39,460.00 Payment Date - 17-Jan-2018 06:49 PM

[View More...](#)

Community Center Booking Summary

Applicant Name:- Nitin Nehra Venue Name:- Community Centre- Sec-12(ALL) Application Date - 17-Jan-2018 02:49 PM Booking Period - 30-Jan-2018 to 31-Jan-2018

Applicant Name:- Ronak Lal Chittora Venue Name:- Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 04:23 PM Booking Period - 29-Jan-2018 to 29-Jan-2018

Applicant Name:- Ronak Lal Chittora Venue Name:- Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 04:12 PM Booking Period - 28-Jan-2018 to 28-Jan-2018

Click on 'View More' for the respective services.

[View More...](#)

Name Transfer/Lease Application Summary

Draft/Submit Date: 13-Jan-2018 Application Number: UIT-UDPR/FY17-18/LFC/34 Application Type: Lease Exemption Certificate / Freehold Current Status:Demand Note Generated

Draft/Submit Date: 13-Jan-2018 Application Number: UIT-UDPR/FY17-18/LFC/33 Application Type: Lease Exemption Certificate / Freehold Current Status:Receipt Generated

Draft/Submit Date: 11-Jan-2018 Application Number: UIT-SKR/FY17-18/MUT/1 Application Type: Name Transfer / Substitution / Mutation Current Status:Submitted

[View More...](#)

Online Challan

Challan Date: 11-Jan-2018 Challan Number: UIT-UDPR/FY17-18/CHN/6 Challan Status: Challan Paid

Challan Date: 09-Jan-2018 Challan Number: UIT-UDPR/FY17-18/CHN/4 Challan Status: Challan Paid

Challan Date: 29-Dec-2017 Challan Number: UIT-UDPR/FY17-18/CHN/1 Challan Status: Challan Paid

[View More...](#)

Figure 3.68 Dashboard with the Booking Summary

Authorities and UIT's Online Services

My Community Center Bookings

The services list with all the records will open.

[click on 'View details'](#)

#	Booking Details	Payment Details	Status	Actions
3	Applicant Name - Ronak Lal Chittora Venue Name - Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 04:12 PM Booking Period - 28-Jan-2018 to 28-Jan-2018	Transaction Reference No - 233035, Amount - 10,000.00 Bank Reference No - U1230000645325, Payment Date - 16-Jan-2018 04:12 PM , Transaction Status - Success	Booking Confirmed	View details
4	Applicant Name - Ronak Lal Chittora Venue Name - Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 03:43 PM Booking Period - 26-Jan-2018 to 26-Jan-2018	Transaction Reference No - 233033, Amount - 10,000.00 Bank Reference No - U1230000645311, Payment Date - 16-Jan-2018 03:44 PM , Transaction Status - Success	Booking Confirmed	View details
5	Applicant Name - Ronak Lal Chittora Venue Name - Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 03:36 PM Booking Period - 25-Jan-2018 to 25-Jan-2018	Transaction Reference No - 233032, Amount - 10,000.00 Bank Reference No - U1230000645303, Payment Date - 16-Jan-2018 03:37 PM , Transaction Status - Success	Booking Confirmed	View details
6	Applicant Name - Ronak Lal Chittora Venue Name - Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 03:30 PM Booking Period - 24-Jan-2018 to 24-Jan-2018	Transaction Reference No - 233031, Amount - 10,000.00 Bank Reference No - U1230000645293, Payment Date - 16-Jan-2018 03:30 PM , Transaction Status - Success	Booking Confirmed	View details
7	Applicant Name - Ronak Lal Chittora Venue Name - Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 03:27 PM Booking Period - 23-Jan-2018 to 23-Jan-2018	Transaction Reference No - 233030, Amount - 10,000.00 Bank Reference No - U1230000645288, Payment Date - 16-Jan-2018 03:27 PM , Transaction Status - Success	Booking Confirmed	View details
8	Applicant Name - Ronak Lal Chittora Venue Name - Community Centre- Sec-12(ALL) Application Date - 16-Jan-2018 02:54 PM Booking Period - 22-Jan-2018 to 22-Jan-2018	Transaction Reference No - 233010, Amount - 10,000.00 Bank Reference No - U1230000645250, Payment Date - 16-Jan-2018 02:54 PM , Transaction Status - Success	Booking Confirmed	View details
9	Applicant Name - Nitish Kumar Garg Venue Name - Community Centre- Sec-9(ALL) Application Date - 13-Jan-2018 05:06 PM Booking Period - 05-Apr-2018 to 06-Apr-2018	Transaction Reference No - 232958, Amount - 56,020.00 Bank Reference No - U1230000643871, Payment Date - 13-Jan-2018 05:07 PM , Transaction Status - Success	Booking Cancellation Requested	View details
10	Applicant Name - Nitish Kumar Garg Venue Name - Community Centre- Sec-12(ALL) Application Date - 13-Jan-2018 04:41 PM Booking Period - 21-Jan-2018 to 21-Jan-2018	Transaction Reference No - 232957, Amount - 29,860.00 Bank Reference No - U1230000643867, Payment Date - 13-Jan-2018 04:41 PM , Transaction Status - Success	Booking Confirmed	View details

Page 1 of 8 Total Records 80 Show 10 • 1 2 3 4 5 6 7 8 <

Figure 3.69 My Community Center Booking

- In the details of Booking, user has option to “print booking memo”, which will allow the user to print the booking memo or print the online receipt. User also has option to see the Cancellation Rule.

 UIT, Kota CAD Colony , Dadabari , Kota , Rajasthan PIN: 324009 (+91-0744) 2500777, 2405000, 2500828 kotauit@yahoo.com	
Online Bookings Details	
<input type="button" value="Cancellation Rule"/> <input type="button" value="Back to List"/> <input type="button" value="Print"/>	
Booking Details	
Venue Name Ajay ahuja nagar	Application Number CHB/UIT-KOTA/FY18-19/2
Booking From 30-Jun-2018	Booking To 01-Jul-2018
Status Booking Confirmed	Purpose Convocation
Applicant Details	
Applicant Category General/Citizen	Applicant Name Nitesh Kumar Garg
City df	Father Name fgdfg
Mobile No 9460854860	Address dfg
	Pin Code 313002
	Email gargnitesh.kumar@gmail.com
Payment Details	
Online Payment Detail	
Transaction Reference Number 247321	Bank Reference Number U1230000741799
Amount 39,600.00	Transaction Date 29-Jun-2018 01:01 PM
Status Success	Status Detail Transaction successful

Figure 3.70 Booking Details of the Community Center

3.7 Payment against Demand Note

This application provides citizens to view the challan and pay the challan fees online. To avail this service, the user first has to subscribe using the above mentioned process of service subscription in [Citizen Services](#) section of this document.

On clicking on option to **proceed**, user would be guided to page of Online Challan where user can search status of any challan through the challan number which can be entered in a search box. User can click on Search button and the details of respective challan will be displayed.

Online Challan

Search Online Challan

Challan Number
UIT-UDPR/FY17-18/CHN/14

Search

Enter the challan number and select the "Search" option

Challan Detail			
Challan Number	: UIT-UDPR/FY17-18/CHN/14	Valid To	: 28-Feb-2018
Section	: Other	Service	: Miscellaneous
Applicant Name	: test	Father/Husband Name	: test
Total Amount	: 100.00	Payment Status	: Initiated
Remark	: test		
Payment against this Demand Note is already initiated and NEFT/RTGS payment slip is generated.			
		Print	Cancel

Click here to print receipt

Figure 3.71 Search Online Challan

User can pay the required fees online through online payment. If the challan is already paid, the confirmation message will be displayed. User has option to print the challan through the **Print** button which will print the challan receipt.

UIT, Udaipur
Moti Magri Road , Udaipur , Rajasthan
0294-2412484, 0294-2413735
uitudaipur@rediffmail.com

Date:- 26-Feb-2018 ; Valid upto:- 28-Feb-2018

Section	Other		
Challan No	UIT-UDPR/FY17-18/CHN/14		
Applicant Name	test Father/Husband test		
Plot No.	NA		
Scheme/Khasra	NA		
Service	Miscellaneous		
Remark	test		
Details of Amount to be Deposited			
Code	Head	Remark	Rupees
NA	Late Fee	test	100.00
Total			100.00
Amount(One Hundred Rupees)		Signature of Authority	

Figure 3.72 Challan Receipt

4 Notifications

The system provides the user to view his tasks and to reach Notifications, User can use following navigation –

UDH Dashboard>> Notifications

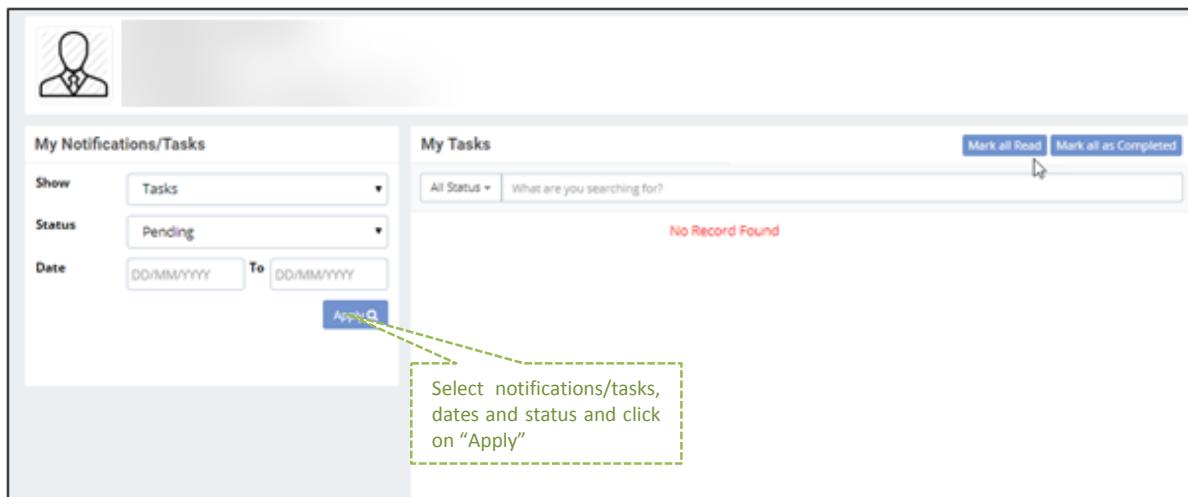


Figure 4.1 Notifications

The notifications consists of all the tasks and actions that the user has completed within a fixed period of time according to their status whether they are pending or completed. The date can be filtered and the user has to click on **Apply**. In the section of **My Task**, all the actions or tasks user has done during that period are displayed along with their date and time them were completed. On clicking any task, user is redirected to that respective task application form. The actions that can be taken by the user on the task are **Approve** or **Submit**.

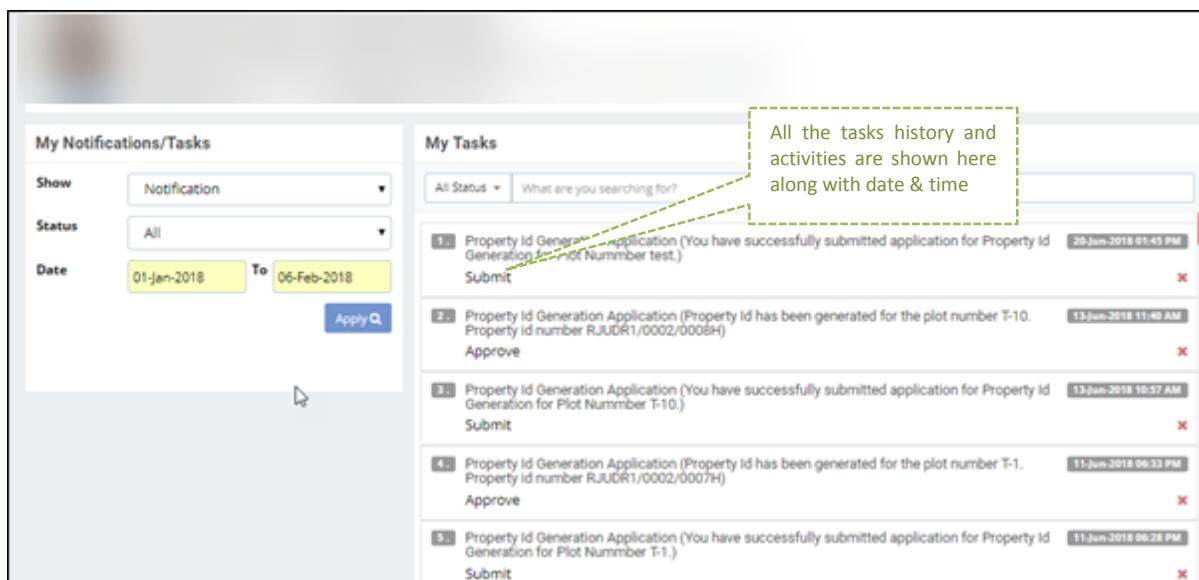


Figure 4.2 My Notifications/ Tasks

5 Refund Accounts

The refund accounts feature of the applications allows user to add the required refund account details through which the refund amount can be availed by the user. To reach the refund accounts, user can follow this navigation-

UDH Dashboard>> Refund Accounts

The user reaches the page of refund accounts, where all the account details are displayed in a tabular form. The user is provided with the option to print or export the account records. The records can be filtered on the basis of status that can be Drafted, Submitted or Assigned.

The screenshot shows the 'Refund Accounts' table. At the top, there's a search bar and a 'Add New Refund Account' button. The table itself has columns for #, Account Owner (Profile), Account Holder Name, Account Number, Account Type, Bank Name, IFC Code, Status, Is Active, and Actions. A green dashed box highlights the first two columns as 'List of selected accounts of user for availing Refund'. Another green dashed box highlights the 'Add New Refund Account' button. A third green dashed box highlights the 'Actions' column with the text 'Click on Action to update account details'.

#	Account Owner (Profile)	Account Holder Name	Account Number	Account Type	Bank Name	IFC Code	Status	Is Active	Actions
1							Submitted	Yes	
2									

Page 1 of 1 Total Records 2 Show 10 ▾

Figure 5.1 Refund Accounts Table

Another feature to add new refund account is also provided to the user. As user clicks on the add new refund account option, a dialog box appears on which user can add details of the account such as Account type, Bank name, IFC Code, Account Number and Account holder name. Submitted records cannot be edited. User can **save as draft, save and submit or cancel**.

Add Edit Account X

Account Type *	Bank Name *	IFC Code
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="text"/>
Account Number *	Account Holder Name *	
<input type="text"/>	<input type="text"/>	

Note: Submitted records are not editable

Save as Draft Save and Submit Cancel

Figure 5.2 Add Refund Account

6 User Manual

This option allows the user to download the User Manual of the Application directly to the user's system.