PROCEDURE FOR APPLYING ONLINE APPLICATIONS FOR VARIOUS ACTIVITIES UNDER LAND MANAGEMENT (FOR CITIZEN)

1. Before applying online application to various land related activities, the applicant would register himself on Single Sign On website i.e. "**sso.rajasthan.gov.in**", if not registered earlier on **sso.rajasthan.gov.in**

2. After registration, applicant would login at **"sso.rajasthan.gov.in"** using his credentials on above site.

3. After Login into Single Sign On, a home page would display and the applicant would click on **"Home"** Image and a relevant list of all Departments would display under "**Application**" tab. The applicant would select **"RIICO"** Services from the available department list.

4. The applicant would register himself on **RIICO services** by selecting **"NO"** in "Are you already registered".

5. The applicant would create his profile for a plot and get activate the profile from concerned unit office. the applicant would create profile for each land/ plot.

6. To create the profile, the applicant would follow following procedure :
   a. He would select the "Create Profile" under his credential details. A page would open in which applicant would select the "Plot Owner".
   b. A new page would open in which applicant would enter his plot details by selecting Unit Office name, Industrial area name and plot details. In plot details, plot is searched by using keywords i.e. entrepreneur name as well as plot number.
   c. In case Plot is not searched using plot number and entrepreneur name, the applicant would select the "**Plot Number does not exists**" and enter the plot details.
   d. The applicant would also enter the bank details for communicating online transaction between RIICO and applicant.
   e. The applicant would click on **"Save"** button to submit the details.

7. To view the status of profile, the applicant would follow following procedure :
   a. He would select the **"My Profiles"** under menu bar at left side.
   b. A relevant list of all created profiles will display to him along with their status.
   c. He would print the Authority letter on company's letter head by click on "**print**" button and submit the authorization letter to concerned unit office through registered mail or by Physical Presence in the concerned unit office.
   d. Once the profile is activated, status of the profile would automatically change.

8. To apply the online application related to various activities of land, the applicant would follow following procedure :

   a. He would select the profile on which he want to submit the online application. To change the profile, he would select "**Change Profile**" under his credential details.

   b. He would select the plot number on which he wants to apply the online application.

   c. He would select **"Online Operations >> Plot Applications"** from the menu bar on left side.

   d. A new page would open which shows the default list of applied online applications along with their current status. he would view the details of applied application by click on "**View**" button.

   e. To apply new application, he would select the **"Apply Now"** button. relevant list of available application category as per **"Annexure – A"** would display to him.

   f. He would select the desired category and click on "**next**" button to proceed further. A relevant list of available application under that category would display to him.

   g. He would select the desired application and click on **"next"** button to proceed further.

   h. He would view the details of previous applied application under that application. he would also view the list of required documents.

   i. Before applying the online application, he would scan all the requisite document required for desired activity and will upload. He would click on **"Apply"** button to apply the application.

   j. He would fill the application details and upload the requisite document required for desired activity and click on **"Save and Proceed"** button.

   k. He would view the details of the processing fee required for processing of application and submit the application fee online using **"Pay Now"** button.

   l. A page will open to pay the requisite payment. After successful payment, application would be considered as submitted.

Applications List

	Select Application Type
○	Application for Approval of Building Plan
○	Application for Change in Company
○	Application for Change in Constitution
○	Application for Change in Land Use
○	Application for Handing Over Original Document
○	Application for Intimations to Corporation
○	Application for Merger of Plots
○	Application for Permission of Mortgage
○	Application for Refund of Money
○	Application for Regularization of Excess Land / Strip Of Land
○	Application for Relaxation / Ammendments in Set Backs
○	Application for Re-Scheduling of Premium Amount
○	Application for Sub Letting and Sub Leasing of Plot
○	Application for Subdivision of Plot
○	Application for Surrender of Plot
○	Application for Time Extension
○	Application for Transfer of Plots
○	Application No Dues / NOC's