



RIICO- LM Module

# Getting Started Guide & User Manual

**Entrepreneur Login**

E-Connect Solutions Pvt. Ltd.  
G-18 to20, IT Park Extension, MIA,  
Udaipur-313003 INDIA

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## 1 Getting Started

A user must first login to the portal using its SSO Id. For this user needs to perform the following steps:

- Enter the following URL in the browser <https://sso.rajasthan.gov.in/signin>. User will be directed to the following interface.
- Login using the credentials i.e. the SSO Id and password.
- Enter the 6-digit captcha in the text box provided for the same and click on the “Login” button as highlighted in the image below, to login into the portal.

Fig 1.1: SSO login

After successful login, user will be directed to the following homepage. Select “RIICO” icon to access the RIICO services as shown below in the outlined box.

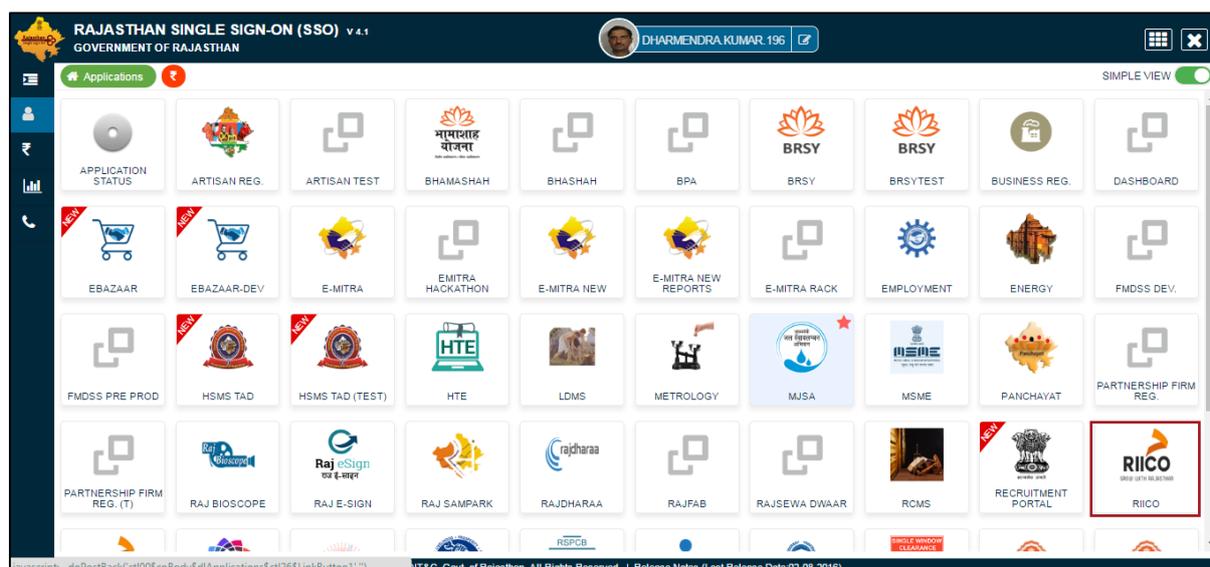
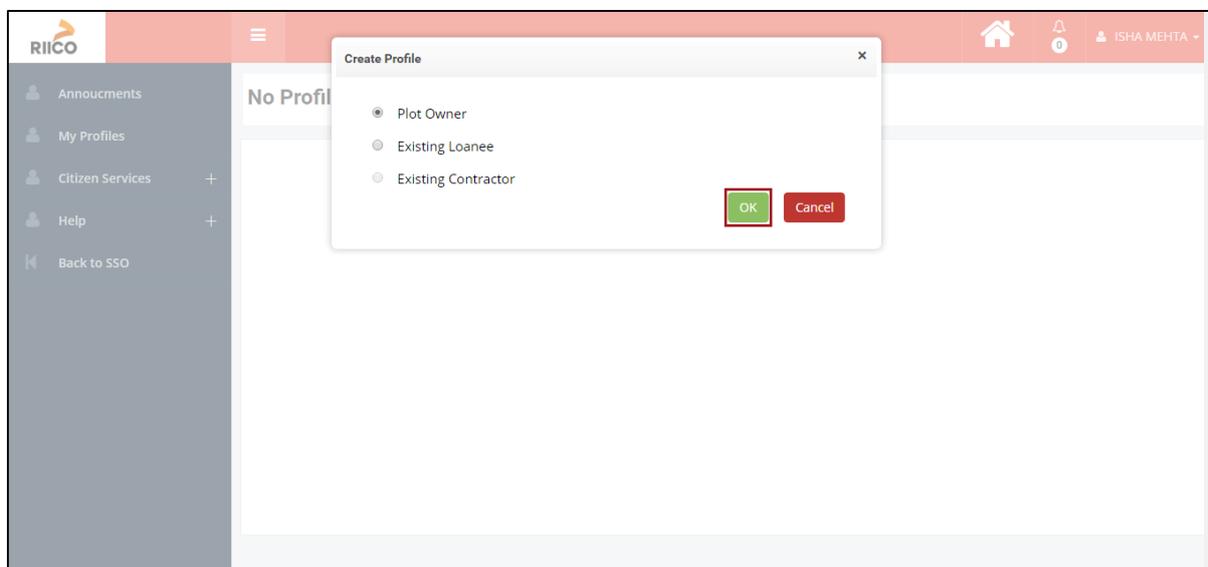


Fig 1.2: Select RIICO

On selecting RIICO services, user will be directed to the homepage of its profile on RIICO portal.

## 2 Profile Generation

For first time users who do not have an active profile, a popup will be shown to create the plot profile. Select “Plot Owner” and click on “OK” button highlighted in the image below, to generate the profile.



*Fig 2.1: Create profile*

User will be directed to the profile creation form as shown in the image below.

- Personal details of the user which include its name, date of birth, mobile no., email Id will be shown in the form. User should fill its alternative email address.
- To create the plot profile user should select the unit name and industrial area in which the plot exists.
- User should search the plot in “Your Plot Number” field. Simply enter a keyword of the plot no.
- All the plots satisfying the keyword will be displayed.

**Profile Creation**

---

**Personal Detail**

Name:  Date of Birth:

Mobile:  Email-Id:

Alternate Email:   Entrepreneur exists:

---

**Profile Detail**

Select Unit:

Select Industrial Area:

Your Plot Number:   Plot Number doesn't exists.

---

**Bank Detail**

Bank Name:  Account Name:

Account Number:  IFSC code:

Fig 2.2: Select plot no.

- If Plot is found then select the plot and plot details are shown as under.

**Profile Creation**

---

**Personal Detail**

Name:  Date of Birth:

Mobile:  Email-Id:

Alternate Email:   Entrepreneur exists:

---

**Profile Detail**

Select Unit:

Select Industrial Area:

Your Plot Number:   Plot Number doesn't exists.

---

**Plot Details**

Plot Number : H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura), M/S JUPITER METAL PRIVATE LIMITED  
 Allotted To : M/S JUPITER METAL PRIVATE LIMITED Current Owner : NEMI CHAND JAIN

---

**Bank Detail**

Bank Name:  Account Name:

Account Number:  IFSC code:

Fig 2.3: Profile creation- enter bank detail

- If plot is not searched, then click check on “Plot Number does not Exists” and enter the plot number in text box as shown below.
- Thereafter, user is required to enter the bank details. These details shall be used during refund of any online transaction to the concerned user.

Fig 2.4: Profile creation- new plot

Click on save button as highlighted in the above image to generate the profile.

User can add multiple plot profiles. To add another profile, go to the homepage and Click on Drill down option along with the name as shown in Blue color and select “Create New Profile” to add another plot in the profile.

Fig 2.5: Create new profile

User will be directed to the profile creation form. Fill the form following the same procedure as explained above.

All the profiles created by the user will be displayed in the My Profile section. Click on “My Profiles” option in the menu bar. User will be directed to the following interface displaying a list of profiles

created by the user. Corresponding to each profile, its status will be displayed in the list. To edit or delete the profile use the edit  button or delete  button respectively.

My Profiles				
#	Profile Type	Profile Detail	Status	Action
1	Plot Owner	H1001 ( M/S JUPITER METAL PRIVATE LIMITED,Export Promotion Industrial Park (EPIP) )	Not Activated	  
2	Plot Owner	h-18, 19, 20	Not Activated	  

Fig 2.6: My profile

After creating the profile, user is required to submit the authorization letter to the unit office of RIICO.

To generate the authorization letter click on the print  icon in the list. Following letter will be displayed to the user.





---

Unit Head  
RIICO Ltd, Jaipur (EPIP-Sitapura)

Sub: Activation of my online user profile for submission of various activities at H1001 ( M/S JUPITER METAL PRIVATE LIMITED,Export Promotion Industrial Park (EPIP) ) .

Dear Sir,

With reference to above, I request you to please activate my Online Profile (ISHA MEHTA SSO ID: ISHA31MEHTA, Phone Number: 9460351585, Email: isha31mehta@gmail.com) to perform various activities related to the [H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)] on behalf of our Company /Firm /Trust/Society I also declare that information provided in the SSO ID is correct and true as per record.

I hereby submit that I am authorized signatory for performing for all activities related to the above Plot (as per RIICO record). I also agree to inform RIICO immediately for deactivating my profile in case de-authorization and I liable for all online activities performed using the above SSO ID.

For M/S JUPITER METAL PRIVATE LIMITED

Authorized Signatory & Name

Remarks:

1. This application is to be submitted on the Firm/Company Letter Head with the Seal of Authorized Signatory (Primary Contact for RIICO). Please note that CIN Number must be mentioned in the same.
2. In case of Private Ltd/ Limited Company an original Board Resolution/Authorized Person from the Board is required to be submitted along with Application. In case of Partnership firm, authorization from all Partners is required.

Fig 2.7: Authorization letter

User is required to take out a print out of the authorization letter on its company letter head. Thereafter submit the letter to RIICO unit office either physically or by post.

Note that, authorization letter submitted by email are not applicable.

Once a unit office receives the authorization letter, it will activate the profile. User will receive a notification on its registered mobile no. and email Id. Also the status of the profile will be updated in the list in the “My Profiles” section.

### 3 Online Plot Application

User is provided with a facility to submit plot application online. The navigation for the page will be as follows: My Dashboard >> Online applications >> Plot applications. User will be directed to an interface displaying a list of existing plot applications. To add a new plot application, click on the  button.

User will be directed to a list of plot applications as shown in the image below. Select the application type by clicking on the radio button. After that, click on the “Next” button as highlighted in the image below.

**H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)**

---

Applications List

**Select Application Type**

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

Back
Next

Fig 3.1: List of plot applications

If, an application has sub types, user will be directed to a page displaying the application’s sub types. Select the required application sub type and click on “Next”.



Fig 3.2: Application’s sub type

Few applications are explained for reference. In the succeeding sections.

### 3.1 Application for Intimation of Commencement of Production Activity

User needs to follow the given navigation. Application list >> Application for intimation to Corporation >> Application for Intimation of Commencement of Production Activity

User will be directed to the following interface displaying a list of documents required to be submitted along with the concerned application.



Fig 3.3: List of documents required

Click on the “Apply” button to be directed to the following interface.

Plot details will be displayed in the form. User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload  icon. Search the file from user’s computer and upload onto the system.



Fig 3.4: Upload documents

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the following interface. It will display the fees to be paid with the application.

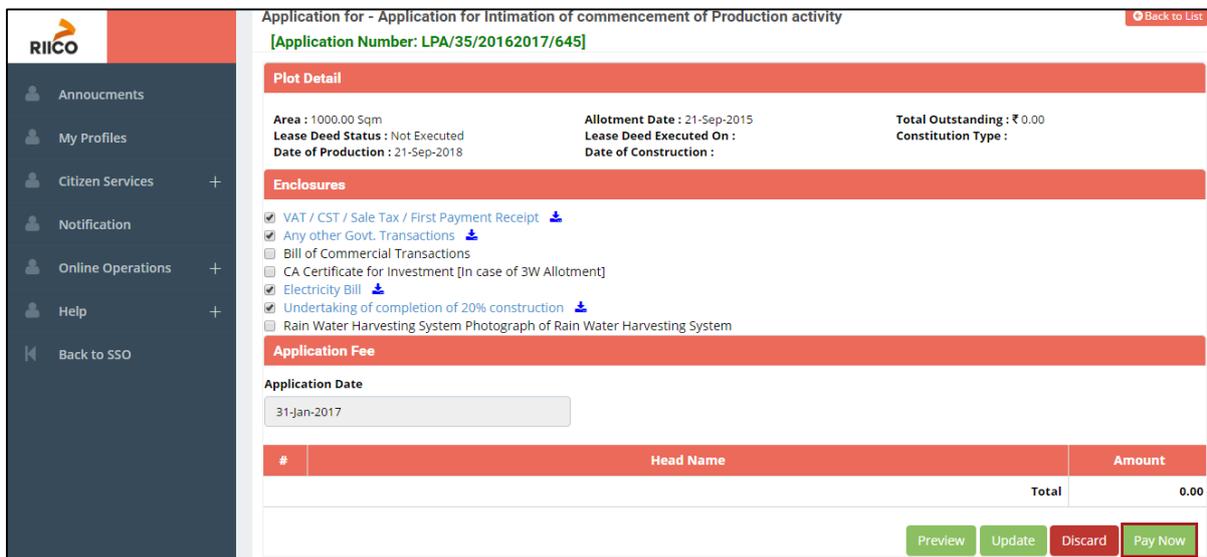


Fig 3.5: View application and pay

Click on “Pay Now” button to submit the application. A pop up will be displayed to the user as shown in the image below. If user is sure to submit the application, click on the “Ok” button.



Fig 3.6: Pop up for payment

User will be directed to the payment gateway. After successful payment, application receipt will be generated as shown in the image below.

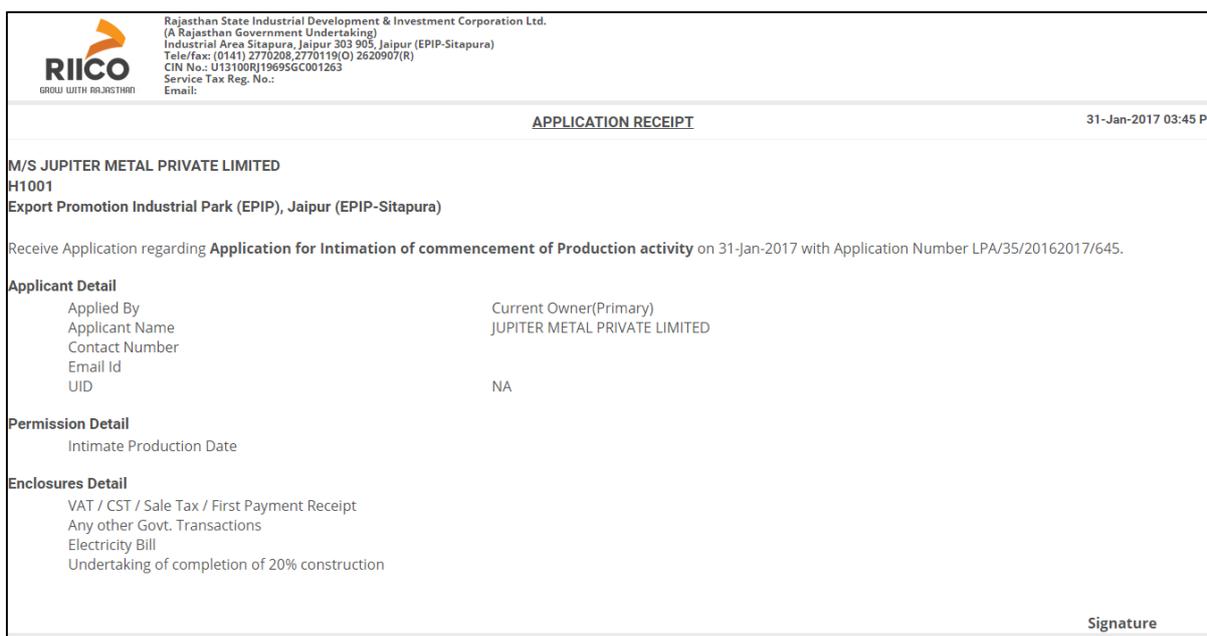


Fig 3.7: Application receipt

### 3.2 Application for Transfer of Plots – in Case of Sale

User needs to follow the given navigation. Application list >> Application for transfer of plots >> Application for transfer of plots- in case of sale.

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

### H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)

Application for - Application for Transfer of Plot - in case of Sale Back to List

---

**Plot Detail**

Area : 1000.00 Sqm      Allotment Date : 21-Sep-2015      Total Outstanding : ₹ 0.00  
 Lease Deed Status : Not Executed      Lease Deed Executed On :      Constitution Type :  
 Date of Production : 21-Sep-2018      Date of Construction :

---

**Application Detail**

Sale Deed Type: Registered Sale Deed      Number:      Date: 31-Jan-2017  
 Registration Date: 10-Jan-2017      Product Name:

---

**Entrepreneur**

as Add New

---

**Enclosures**

- Sale Deed [+](#)
- Lease Deed
- Undertaking by Seller [+](#)
- Undertaking by Purchaser [+](#)
- Project outline/ Project Profile
- Registered General Power of Attorney [+](#)
- Registered Partnership Deed from Registrar of Firms / Memorandum of Article & Association of purchaser (From Registrar of Firms)
- Service Tax Undertaking
- Original Lease Deed or NOC from Financial Institution
- Identity proof of Purchaser

---

**Application Fee**

Application Date: 31-Jan-2017 Save & Proceed

Fig 3.8: Application for transfer of plot

Search for entrepreneur to whom plot is to be transferred. Enter a keyword and search. All the entrepreneur search results will be displayed as shown in the image below. Click on “Select’ button to add the entrepreneur details to the form.

**Entrepreneur Search Result**

Enter Keyword to Search in below List

S.No	Name	Type	PAN No.	Member/Owner	Address	City	Actions
1	Apoorva Karan Prakash	Joint Sector Undertaking		N/A	,M-23, Income Tax Colony, Tonk Road, Jaipur-18	Jaipur	Select
2	BEENA AGARWAL W/O SUBHASH AGARWAL	Individual		N/A	E-68, SHASTRI NAGAR	Jaipur	Select
3	Dr. SHUBHASH GUPTA	Individual		N/A	N/A		Select
4	Jugal Kishore Vyas	Individual		N/A	N/A		Select
5	Naresh Kasliwal	Individual		N/A	3950,LAL HAVELI, RASTA M.S.B. JOIHARI BAZAR, JAIPUR,	Jaipur	Select
6	Om Prakash Verma	Individual		N/A	N/A		Select

Fig 3.9: Entrepreneur search result

The entrepreneur details will be displayed in the form as shown in the image below.

**H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)**

Application for - Application for Transfer of Plot - in case of Sale Back to List

---

**Plot Detail**

Area : 1000.00 Sqm	Allotment Date : 21-Sep-2015	Total Outstanding : ₹ 0.00
Lease Deed Status : Not Executed	Lease Deed Executed On :	Constitution Type :
Date of Production : 21-Sep-2018	Date of Construction :	

---

**Application Detail**

<b>Sale Deed Type</b>	<b>Number</b>	<b>Date</b>
Registered Sale Deed		31-Jan-2017
<b>Registration Date</b>	<b>Product Name</b>	
10-Jan-2017		

---

**Entrepreneur**

Search Entrepreneur by Name, PAN (Please Enter at least 2 Characters) Add New

<b>Name</b> : Miss BEENA AGARWAL W/O SUBHASH AGARWAL	<b>Constitution Type</b> : Individual	<b>Registered On</b> :
<b>PAN [Permanent Account Number]</b> :	<b>Date of Birth</b> :	<b>Nationality</b> : Indian
<b>Mobile Number</b> :	<b>Father/Husband Name</b> :	<b>Email Id</b> :

Edit Change

---

**Enclosures**

- Sale Deed
- Lease Deed
- Undertaking by Seller
- Undertaking by Purchaser
- Project outline/ Project Profile
- Registered General Power of Attorney
- Registered Partnership Deed from Registrar of Firms / Memorandum of Article & Association of purchaser (From Registrar of Firms)
- Service Tax Undertaking
- Original Lease Deed or NOC from Financial Institution
- Identity proof of Purchaser

---

**Application Fee**

**Application Date**

31-Jan-2017

Save & Proceed

Fig 3.10: Transfer to selected entrepreneur

In case, the entrepreneur is new, User can add the entrepreneur details into the system. Click on the “Add New” button. Add new entrepreneur form will open up. Fill the entrepreneur and its member details and save the form.

User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload icon. Search the file from user’s computer and upload onto the system.

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the following interface. It will display the fees to be paid with the application.

### H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)

Application for - Application for Transfer of Plot - in case of Sale [Application Number: LPA/35/20162017/646] Back to List

---

**Plot Detail**

Area : 1000.00 Sqm Allotment Date : 21-Sep-2015  
 Lease Deed Status : Not Executed Lease Deed Executed On :  
 Date of Production : 21-Sep-2018 Date of Construction : Total Outstanding : ₹ 0.00  
Constitution Type :

---

**Application Detail**

<b>Sale Deed Type</b>	<b>Number</b>	<b>Date</b>
Registered Sale Deed		31-Jan-2017
<b>Registration Date</b>	<b>Product Name</b>	
10-Jan-2017		

---

**Entrepreneur**

Name : Miss BEENA AGARWAL W/O SUBHASH AGARWAL	Constitution Type : Individual	Registered On :
PAN [Permanent Account Number] :	Date of Birth :	Nationality : Indian
Mobile Number :	Father/Husband Name :	Email Id :

Edit Change

---

**Enclosures**

- Sale Deed 📎
- Lease Deed
- Undertaking by Seller 📎
- Undertaking by Purchaser 📎
- Project outline/ Project Profile
- Registered General Power of Attorney 📎
- Registered Partnership Deed from Registrar of Firms / Memorandum of Article & Association of purchaser (From Registrar of Firms)
- Service Tax Undertaking
- Original Lease Deed or NOC from Financial Institution
- Identity proof of Purchaser

---

**Application Fee**

Application Date  
31-Jan-2017

#	Head Name	Amount
1	Application Permission Fee	2,000.00
<b>Total</b>		<b>2,000.00</b>

**ⓘ You will be directed to the Payment gateway on submission of the Application.**

Preview
Update
Discard
Pay Now

Fig 3.11: Transfer of plots fees

Click on “Pay Now” button to submit the application. A pop up will be displayed to the user. If user is sure to submit the application, click on the “Ok” button. User will be directed to the payment gateway which is shown in the image below.

**RIICO Ltd**

Application Processing Fee for Application for Transfer of Plot - in case of Sale with Appl No. LPA/35/20162017/646 dated 31-Jan-2017

English

**Billing Information**

MS JUPITER METAL PRIVATE LIMITED

OM TOWERCHURCH ROAD M.I.ROAD

302001 Jaipur

Rajasthan India

0000000000 NA@NA.COM

Notes (Optional)

My Billing and Shipping address are different

**Payment Information**

Net Banking >

All Other Banks

AvenuesTest

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

Save your bank name with CCAvenue Checkout for future payments.

Email/Mobile

NA@NA.COM

Password

Please enter Password.

**INR 2000.00** (Total Amount Payable)

Make Payment Cancel

**ORDER DETAILS**

Order #: 10893

Coupon Code  [Apply](#)

Order Amount 2000.00

**Total Amount INR 2000.00**

**CC Avenue CHECKOUT**

Checkout login for registered users only.

Enter Username

Enter Password

[Forgot Password?](#)

Fig 3.12: Payment gateway

After successful payment, application receipt will be generated.

### 3.3 Application for Merger for Plots

User needs to follow the given navigation. Application list >> Application for merger of plots.

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

Fig 3.13: Application for merger of plots

In case of merger of plots following mandatory detail are to be filled in the application form:

- **Application role:** Select the application role from the drop down menu.
- **No. of plots for merger:** Mention the no. of plots to be merged.
- **Plot no.:** From the drop down list, select the plot no. that is to be included in the merger of plots.

User can add multiple plots using the **Add** button. However, only the no. of plots mentioned for merger can be added in the form.

User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload  icon. Search the file from user's computer and upload onto the system.

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.

### 3.4 Application for Sub Division of Plot

User needs to follow the given navigation. Application list >> Application for sub division of plot

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

Fig 3.14: Application for sub division of plot

In case of sub division of plot following mandatory detail are to be filled in the application form:

- **No. of plots for division:** Mention the no. of sub divisions to be created out of the concerned plot.
- **Plot no/ Area:** Provide a name/ plot no. to each sub division of plot. Also mention the area for each sub division. Note that, total area of sub division should be equal to the area of the plot divided.

User is required to upload the documents to be attached with the applications. In the list of enclosures, check the check box against the documents that user wants to upload. Once the check box is checked, click on the upload  icon. Search the file from user’s computer and upload onto the system.

If documents in the list of enclosures are mandatory, the checkbox will be automatically checked and disabled. User is required to upload the document from the system mandatorily before proceeding.

After uploading all the required enclosures, click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.

### 3.5 Application for Time Extension

User needs to follow the given navigation. Application list >> Application for time extension >> Application for time extension- for utilization of plot

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

**H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)**

Application for - Application for Time Extension - for Utilization of Plot Back to List

**Plot Detail**

Area : 1000.00 Sqm	Allotment Date : 21-Sep-2015	Total Outstanding : ₹ 0.00
Lease Deed Status : Not Executed	Lease Deed Executed On :	Constitution Type :
Date of Production : 21-Sep-2018	Date of Construction :	

**Application Detail**

Existing Investment(in Cr)	Proposed Investment(in Cr)	Actual Period for Land Utilization
<input type="text"/>	<input type="text"/>	<input type="text"/>
Production Commence Date	Extension Upto	Site Position
<input type="text" value="21-Sep-2018"/>	<input type="text" value="16-Jan-2019"/>	<input type="text" value="Constructed"/>

Remarks

**Application Fee**

Application Date

**Save & Proceed**

Fig 3.15: Application for time extension

In case of time extension for utilization of plot following mandatory detail are to be filled in the application form:

- **Extension Up to:** Mention the time up to which the extension is required.
- **Site Position:** Mention the status of site at present. Select the appropriate category from the drop down menu.

Click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.

### 3.6 Application for Surrender of Plot

User needs to follow the given navigation. Application list >> Application for surrender of plot.

User will be directed to the interface displaying a list of documents required to be submitted along with the concerned application. View the list of documents and click on the “Apply” button to be directed to the following interface.

**H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)**

Application for - Application for Surrender of Plot Back to List

**Plot Detail**

Area : 1000.00 Sqm	Allotment Date : 21-Sep-2015	Total Outstanding : ₹ 0.00
Lease Deed Status : Not Executed	Lease Deed Executed On :	Constitution Type :
Date of Production : 21-Sep-2018	Date of Construction :	

**Application Detail**

Surrender Type:  Conditional Type:

Reason:

**Application Fee**

Application Date:

**Save & Proceed**

Fig 3.16: Application for surrender of plot

In the application detail section, user is required to provide the following details:

- **Surrender Type:** Select the surrender type from the drop down menu i.e. general or conditional. In case of conditional surrender type, user is further required to select the conditional type from the drop down menu.
- **Reason:** State a reason for surrender of plot.

Click on the “Save & Proceed” button highlighted in the image above. User will be directed to the interface displaying the fees to be paid with the application.

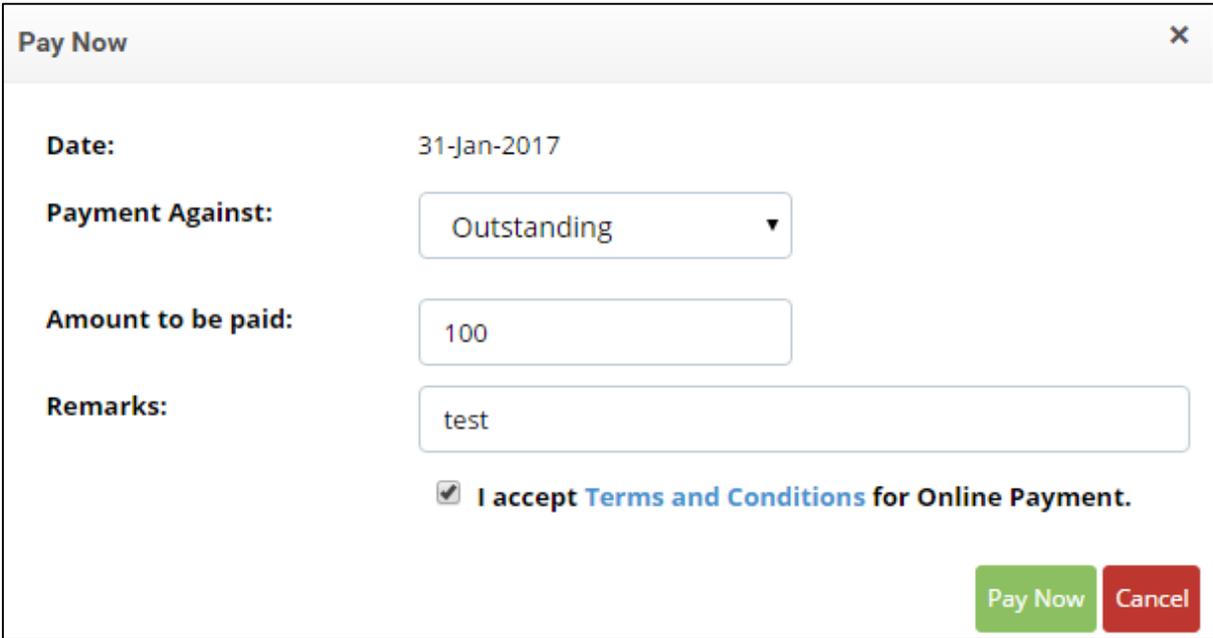
Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, application receipt will be generated.

## 4 Online Payment & Transactions

User is provided with a facility to make online payments and transactions regarding the plots. The navigation for the page will be as follows: My Dashboard >> Online applications >> online payments and transactions. User will be directed to an interface displaying a list of existing payments and transactions. To make a new payment, click on the **Pay Now** button.

User will be directed to the following interface. Select the payment type i.e. outstanding payment or payment against demand note.

In case of outstanding payment, simply mention the payment amount and remark. Check the check box against “I accept Terms and Conditions for Online Payment” statement. Click on “Pay Now” button to submit the application.



The screenshot shows a web form titled "Pay Now" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Date:** 31-Jan-2017
- Payment Against:** A dropdown menu with "Outstanding" selected.
- Amount to be paid:** A text input field containing "100".
- Remarks:** A text input field containing "test".
- I accept Terms and Conditions for Online Payment.**
- At the bottom right, there are two buttons: a green "Pay Now" button and a red "Cancel" button.

Fig 4.1: Outstanding payment

User will be directed to the payment gateway as shown in the image below.

Fig 4.2: payment gateway

After successful payment, payment receipt will be generated as shown in the image below.

PRN	306003019505
BID	1485864580575
AMT	10.00
PID	AVN0002
TXNDATETIME	31/01/2017
Transaction Status	Y ▼
Return To the Merchant Site	

Fig 4.3: payment receipt

In case of demand note, user needs to select the demand note no. from the drop down menu. Mention the payment amount and remark. Check the check box against “I accept Terms and Conditions for Online Payment” statement. Click on “Pay Now” button to submit the application. User will be directed to the payment gateway. After successful payment, payment receipt will be generated.

**Pay Now** ✕

**Date:** 31-Jan-2017

**Payment Against:**

**Demand Note Detail:**

**Amount to be paid:**

**Remarks:**

**I accept [Terms and Conditions](#) for Online Payment.**

Fig 4.4: Demand note payment

## 5 E-Auction

User is provided with a facility to auction for plots online. The navigation for the page will be as follows: My Dashboard >> Citizen Services >> E-Auction.

A list of currently active “E-Auction” would displayed to the user as shown in the image below. Corresponding to each e-auction record its EMD submission end date, reserved bid price, highest bid price is mentioned.

S.No	Unit	Industrial Area	Sale Camp	Plot Number	Area	Closing Date	Reserved Bid/Price	Highest Bid Price	Action/Status
1	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 86	2000.00 Sqm	09-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
2	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 90	2000.00 Sqm	09-Jan-2017	3000.00	N/A	<a href="#">Click to participate Now.</a>
3	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 92	2000.00 Sqm	09-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
4	Jhalawar	Bhawani Mandi	Jhalawar Online	A-10	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
5	Jhalawar	Bhawani Mandi	Jhalawar Online	A-11	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
6	Jhalawar	Bhawani Mandi	Jhalawar Online	A-4	3000.00 Sqm	31-Jan-2017	1000.00	1,500.00	<a href="#">Click to participate Now.</a>
7	Jhalawar	Bhawani Mandi	Jhalawar Online	A-7	3000.00 Sqm	31-Jan-2017	1000.00	1,500.00	<a href="#">Click to participate Now.</a>
8	Jhalawar	Bhawani Mandi	Jhalawar Online	A-8	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
9	Jhalawar	Bhawani Mandi	Jhalawar Online	A-9	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>

Fig 5.1: E- auction list

User can view the auction in which it has participated by clicking on the “My Auctions” tab as shown in the image below.

Fig 5.2: My auction

To participate in an auction, click on the link “Click to Participate Now” in the e-auctions list. The link is highlighted in the image below.

S.No	Unit	Industrial Area	Sale Camp	Plot Number	Area	Closing Date	Reserved Bid/Price	Highest Bid Price	Action/Status
1	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 86	2000.00 Sqm	09-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
2	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 90	2000.00 Sqm	09-Jan-2017	3000.00	N/A	<a href="#">Click to participate Now.</a>
3	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 92	2000.00 Sqm	09-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
4	Jhalawar	Bhawani Mandi	Jhalawar Online	A-10	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
5	Jhalawar	Bhawani Mandi	Jhalawar Online	A-11	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
6	Jhalawar	Bhawani Mandi	Jhalawar Online	A-4	3000.00 Sqm	31-Jan-2017	1000.00	1,500.00	<a href="#">Click to participate Now.</a>
7	Jhalawar	Bhawani Mandi	Jhalawar Online	A-7	3000.00 Sqm	31-Jan-2017	1000.00	1,500.00	<a href="#">Click to participate Now.</a>
8	Jhalawar	Bhawani Mandi	Jhalawar Online	A-8	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>
9	Jhalawar	Bhawani Mandi	Jhalawar Online	A-9	3000.00 Sqm	31-Jan-2017	1000.00	N/A	<a href="#">Click to participate Now.</a>

Fig 5.3: Participate in e-auction

User will be directed to the following interface displaying the form to apply for online auction. User is required to enter plot details, entrepreneur details, and bank details in the form.

Apply Online Auction Application for EMD Payment [Application Number - LSA/DA/20162017/226] [Back to Search List](#)

**Allotment Plan Detail**

Sale Campaign: E-Auction in Bikaner, Bikaner, Karni Ext.  
 Reserved Bid Price: 3,000.00  
 Usage Type: Industrial

Plot: SP - 90, Karni Ext., Bikaner  
 Duration: 02-Jan-2017 TO 09-Jan-2017

**Applicant Detail**

Name: ASEEM GUPTA  
 Address: S/O: Vijay Kumar, 1131, Kalal Majri, , Ambala, Ambala City AMBALA HARYANA  
 PAN Number: [Blank]  
 Mobile Number: 9467948321  
 Email Id: ASEEMSUPER@GMAIL.COM

**Plot Detail**

Application Date: 09-Jan-2017  
 Applying for Existing Entrepreneur: No

**Entrepreneur Detail**

Want to declare Entrepreneur: No

**Payment Details**

#	Head	Amount (in ₹)
1	Earnest Money	1,50,000.00
2	Earnest Money	3,00,000.00
Amount to be Paid		₹ 4,50,000.00
Four Lac Fifty Thousand Rupees Only		

Payment Option: Online  
 I accept Terms and Conditions for Online Payments.

[Update](#) [Pay Now](#) [Cancel](#)

Fig 5.4: Apply for online auction application

- If the Firm is already existing then user should select “Yes” in “want to declare Entrepreneur” and enter the entrepreneur details and click on save button.
- If the Firm does not exists then user would select “No” in “want to declare Entrepreneur” and click on save button.
- After that user would enter the Directors / Members details by click on “Add Members” button.
- System would show the EMD amount against the plot to participate in E-Auction.

- User would check on the “Acceptance of Term and conditions” to proceed further.
- User would click on pay now button to pay the EMD Online. User would also select the offline method for payment and pay the payment through NEFT/RTGS. After making offline payment through NEFT/RTGS, he would inform the unit office and provide the UTR number to unit officials. Unit Officials would generate the EMD Receipt and after that he would be able to participate in E-Auction.

After successful deposition of EMD through Online / Offline mode, User would select “Highest Bid Price” button to view the trend of the bidding against the plot. He would click on “EMD Paid – Bid now” button to bid the bid amount against the plot.

S.No	Unit	Industrial Area	Sale Camp	Plot Number	Area	Closing Date	Reserved Bid/Price	Highest Bid Price	Action/Status
1	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 86	2000.00 Sqm	09-Jan-2017	1000.00	1,100.00	EMD Due
2	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 90	2000.00 Sqm	09-Jan-2017	3000.00	3,100.00	EMD Paid - Bid Now
3	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 92	2000.00 Sqm	09-Jan-2017	1000.00	N/A	Click to participate Now.
4	Jhalawar	Bhawani Mandi	Jhalawar Online	A-10	3000.00 Sqm	31-Jan-2017	1000.00	1,400.00	Click to participate Now.
5	Jhalawar	Bhawani Mandi	Jhalawar Online	A-11	3000.00 Sqm	31-Jan-2017	1000.00	N/A	Click to participate Now.
6	Jhalawar	Bhawani Mandi	Jhalawar Online	A-4	3000.00 Sqm	31-Jan-2017	1000.00	1,500.00	Click to participate Now.
7	Jhalawar	Bhawani Mandi	Jhalawar Online	A-7	3000.00 Sqm	31-Jan-2017	1000.00	1,500.00	Click to participate Now.
8	Jhalawar	Bhawani Mandi	Jhalawar Online	A-8	3000.00 Sqm	31-Jan-2017	1000.00	1,600.00	Click to participate Now.
9	Jhalawar	Bhawani Mandi	Jhalawar Online	A-9	3000.00 Sqm	31-Jan-2017	1000.00	1,200.00	Click to participate Now.

Fig 5.5: Status of e-auction application

User can view the bid price bided by it in the “My Auction” tab. All the auctions in which the user is participating will be listed out on this interface.

#	Application Detail	Bid Closing Time	My Bid	Highest Bid	Action
1	Sale Camp: E-Auction in Bikaner; Application Number: LSA/DA/20162017/225 Date: 09-Jan-2017; Current Status: Draft; Plot Number: SP - 86	09-Jan-2017 07:20 PM	1,100.00	1,100.00	Actions
2	Sale Camp: E-Auction in Bikaner; Application Number: LSA/DA/20162017/226 Date: 09-Jan-2017; Current Status: Pending; Plot Number: SP - 90	09-Jan-2017 07:20 PM	4,000.00	4,000.00	Actions

Fig 5.6: View my auction

User can view its bids, by clicking on the “My Bid” column as highlighted in the above image. List of the bid will be displayed.

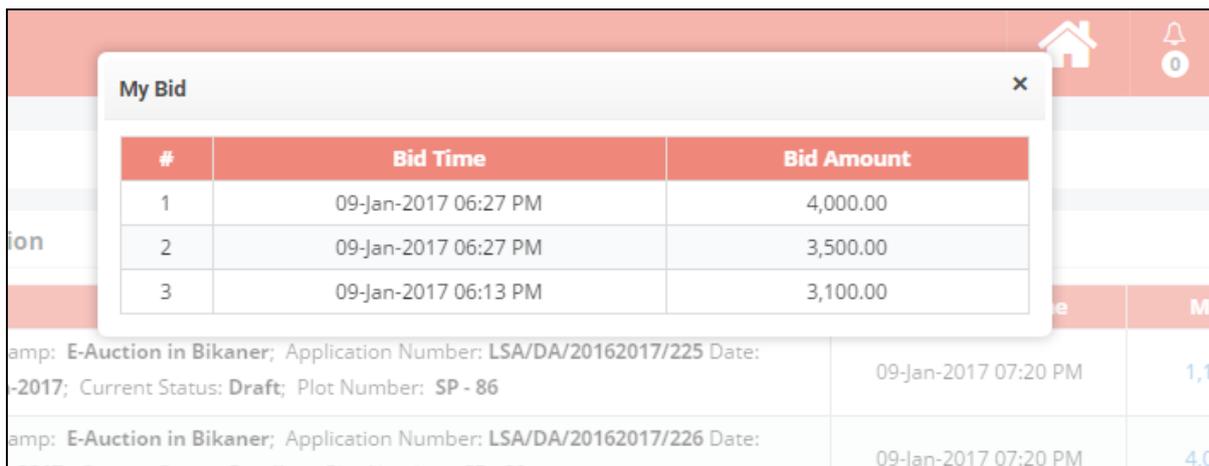


Fig 5.7: My bid

Similarly, user can view all the updates in highest bid of the plot, by clicking on the “Highest Bid” column. Refer Fig 5.6: View my auction. A list of highest bid will be displayed.

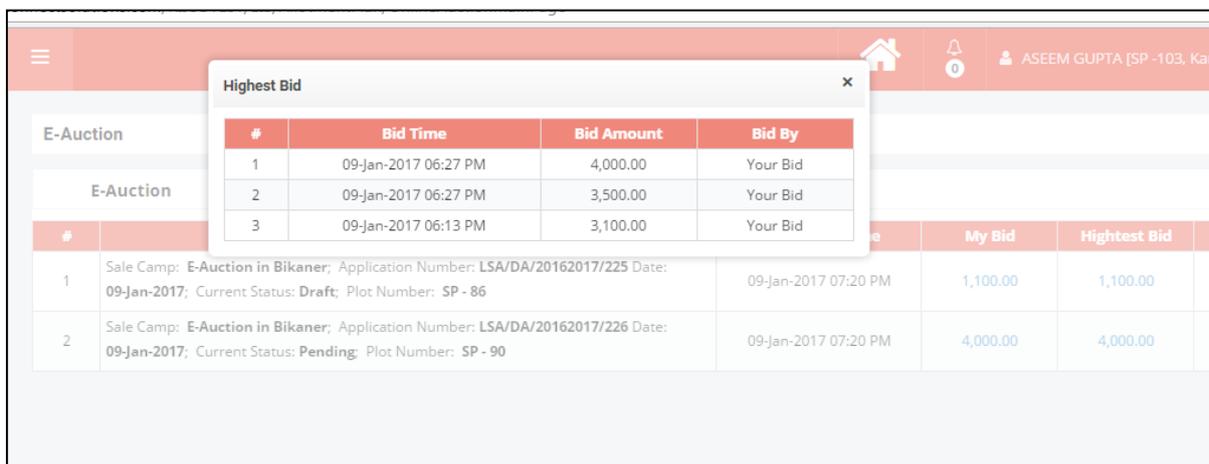


Fig 5.8: Highest bid

Click on the “Actions” tab to bid. The navigation for bidding for a plot is My Auctions >> Actions >> Bid Now.

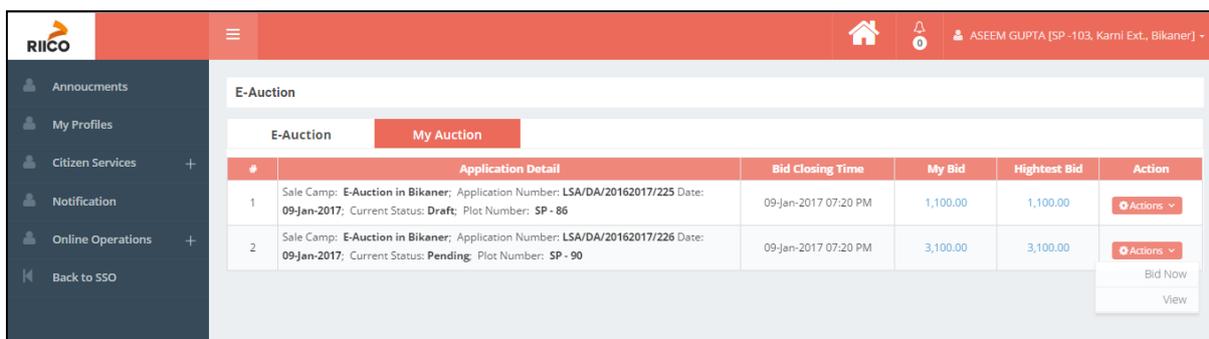


Fig 5.9: Bid now

User will be directed to the following interface. A Bid page would open which shows the time left details for bidding. User should enter the new bid amount and click on save button to submit the bid amount against the plot.

The screenshot shows a 'Change Bid Price' dialog box with the following details:

- Application Detail**
- Sale Scheme:** E-Auction in Bikaner
- Bid Closing Time:** 09-Jan-2017 07:20 PM
- Server Time:** 09-Jan-2017 06:26 PM
- Application No.:** LSA/DA/20162017/226
- Application Date.:** 09-Jan-2017
- Last Bid:** 3,100.00
- Highest Bid:** 3,100.00

A yellow bar indicates **Time Left: 00 Days 00 Hr. 53 Min. 07 Sec.**

The **New Bid Price** is set to 3500. The **Save** button is highlighted with a red box.

Fig 5.10: Submit bid

Once the bid time is crossed, status of E- Auction is changed to bid close and applicant would not be able to submit the bid.