

RIICO- LM Module

# Getting Started Guide & User Manual

**Entrepreneur Login** 

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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 <u>https://sso.rajasthan.gov.in/signin</u>. 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.

Raj	iSSO Login
-	ISHA31MEHTA
	Forgot Username/ SSOID?
	•••••
	Forgot Password?
Please	e enter 6-tigit captcha code in text box
170	270 2
<b>≜</b> + R	Register
Note: I SSO	Employees of Govt. of Rajasthan can use their Official Email ID as ID (username@rajasthan.gov.in/@rajpolice.gov.in/@riico.co.in/ @rvpn.co.in/@jaipurmetrorail.in).
	HELPDESK (FOR ALL SSO APPLICATIONS)

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.

tereter B	GOVERNMENT OF	SINGLE SIGN-O RAJASTHAN	N (SSO) v 4.1			DHARMENDRA KU	MAR.196			<b></b>
	Applications									SIMPLE VIEW
<mark>≗</mark> ₹	0		C	र्थ्यि मामाशाह योजना	C	C	BRSY	BRSY		C
Laid	STATUS	ARTISAN REG.	ARTISAN TEST	BHAMASHAH	BHASHAH	BPA	BRSY	BRSYTEST	BUSINESS REG.	DASHBOARD
فر	EBAZAAR	EBAZAAR-DEV	E-MITRA		E-MITRA NEW	E-MITRA NEW REPORTS			ENERGY	FMDSS DEV.
	FMDSS PRE PROD	HSMS TAD	HSMS TAD (TEST)	HTE	LDMS	METROLOGY	MJSA	MSME	PANCHAYAT	PARTNERSHIP FIRM REG.
	PARTNERSHIP FIRM REG. (T)	Raj Dioscope	Raj eSign छा दु-सावन RAJ E-SIGN	RAJ SAMPARK	<b>Crajdharaa</b> Rajdharaa	RAJFAB	LD RAJSEWA DWAAR	RCMS	RECRUITMENT PORTAL	RICO RICO
			.sallies.	An.	RSPCB			SINGLE WINDOW CLEARANCE		<u>~</u> •
javascript	t:doPostBack('ctl00\$cpB	ody\$dlApplications\$ctl	26\$LinkButton1',")	IT&C, Govt. of Rajasth	an. All Rights Reserved.	Release Notes (Last Re	lease Date:02-08-2016)			

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 and click on "OK" button highlighted in the image below, to generate the profile.

2	=			A A	
RIIĆO		Create Profile	×	••••••	
	No Profil				
A My Profiles		Plot Owner			
		Existing Loanee			
		<ul> <li>Existing Contractor</li> </ul>			
			OK Cancel		

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			
Deresenal Datail			
Personal Detail		Data of Diaths	
Name:	ISHA MEHTA	Date of Birth:	01-Mar-1991
Mobile:	9460351585	Email-Id:	isha31mehta@gmail.com
Alternate Email:		Entrepreneur exists:	
Profile Detail			
Select Unit:	Jaipur (EPIP-Sitapura)		
Select Industrial Area:	Export Promotion Industrial 🔻		
Your Plot Number:	H-100	Plot Number doesn't exists.	
Bank Detail	H1001-M/S JUPITER METAL PRIVAT	E LIMITED(Export Promotion Industrial P	ark (EPIP))
Bank Name:		Account Name:	
Account Number:		IFSC code	
			Save

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:	ISHA MEHTA	Date of Birth:	01-Mar-1991
Mobile:	9460351585	Email-Id:	isha31mehta@gmail.com
Alternate Email:		Entrepreneur exists:	
Profile Detail			
Select Unit:	Jaipur (EPIP-Sitapura)		
Select Industrial Area:	Export Promotion Industrial		
Your Plot Number:	H1001, Export Promotion Industrial P	Plot Number doesn't exists.	
Plot Details			
Plot Number : H1001, Export Promotion Allotted To : M/S JUPITER METAL PRIVAT	Industrial Park (EPIP), Jaipur (EPIP-Sitapu E LIMITED	ra), M/S JUPITER METAL PRIVATE LIMITED Current Owner : NEMI CHAND JAIN	
Bank Detail			
Bank Name:	HDFC Bank	Account Name:	esha
Account Number:	5101119124015	IFSC code	HDFC0000452
			Save Cancel

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.

Profile Creation			
Personal Detail			
Name:	ISHA MEHTA	Date of Birth:	01-Mar-1991
Mobile:	9460351585	Email-Id:	isha31mehta@gmail.com
Alternate Email:		Entrepreneur exists:	
Profile Detail			
Select Unit:	Select Unit 🔻		
Select Industrial Area:	-Select Industrial Area-		
Your Plot Number:		✓ Plot Number doesn't exists.	
Please provide Plot Detail:	h-18, 19, 20		
Bank Detail			
Bank Name:	ICICI bank	Account Name:	esha
Account Number:	5101119124015	IFSC code	icic00005624
			Save

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.

RIICO	E A ISHA MEHTA [H1001, Export Promotion Industrial Park (EPIP),	Jaipur (EPIP-Sitapura)] 👻
Annoucments	H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)	Notifications     Change Profile
👗 My Profiles		🕅 Create New Profile
Citizen Services	+ Plot Applications No Record Found	🕒 Log Out
Notification	View More	
Online Operations	+	
💄 Help	+	
Back to SSO		

#### 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 is 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	Ø ₽ ×				

#### 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 <sup>(a)</sup> 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
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.

H1	001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)
Арр	lications List
	Select Application Type
۲	Application for Approval of Building Plan
0	Application for Change in Company
0	Application for Change in Constitution
0	Application for Change in Land Use
0	Application for Handing Over Original Document
۲	Application for Intimations to Corporation
•	Application for Merger of Plots
$\odot$	Application for Permission of Mortgage
0	Application for Refund of Money
0	Application for Regularization of Excess Land / Strip Of Land
0	Application for Relaxation / Ammendments in Set Backs
0	Application for Re-Scheduling of Premium Amount
	Application for Sub Letting and Sub Leasing of Plot
$\odot$	Application for Subdivision of Plot
•	Application for Surrender of Plot
0	Application for Time Extension
	Application for Transfer of Plots
0	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".

H1	001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)
Арр	plications for Application for Intimations to Corporation
	Select Application's Sub Type
	Application for Intimation for Execution of Lease Deed
$\odot$	Application for Intimation of 20% Construction
۲	Application for Intimation of commencement of Production activity
$\odot$	Application for Intimation of Commencement of Production for Re-Sale
	Application for Intimation of Completion of Mortgage
$\odot$	Application for Intimation of Construction of Rain Water Harvesting System.
	Application for Intimation of Power of Attorney Issued
	O Back 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.

H1(	001, Export Promotion Industrial Park (EPIP), Jaipur	(EPIP-Sitapura)	
Deta	ils of Application for Intimation of commencement of Production activity		
Pre	vious Application's Details		
No	application has been applied yet.		
Do	cuments Required		
#	Document Name	Required to Submit	Template
1	VAT / CST / Sale Tax / First Payment Receipt	No	
2	Any other Govt. Transactions	No	
3	Bill of Commercial Transactions	No	
4	CA Certificate for Investment [In case of 3W Allotment]	No	
5	Electricity Bill	No	
6	Undertaking of completion of 20% construction	No	
7	Rain Water Harvesting System Photograph of Rain Water Harvesting System	No	
			Generation Back Apply

#### 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  $\stackrel{2}{=}$  icon. Search the file from user's computer and upload onto the system.

H1001, Export Promotion In	dustrial Park (EPIP), Jaipur (E	PIP-Sitapura)	
Application for - Application for Intimat	ion of commencement of Production activ	vity	Generation Back to List
Plot Detail			
Area : 1000.00 Sqm Lease Deed Status : Not Executed Date of Production : 21-Sep-2018	Allotment Date : 21-Sep-2015 Lease Deed Executed On : Date of Construction :	Total Outstanding : ₹ 0.00 Constitution Type :	
Enclosures  VAT / CST / Sale Tax / First Payment Receip	it 🕹		
<ul> <li>Any other Govt. Transactions</li> <li>Bill of Commercial Transactions</li> </ul>			
<ul> <li>CA Certificate for investment [in case of 3%</li> <li>✓ Electricity Bill <sup>1</sup>/<sub>4</sub></li> <li>✓ Undertaking of completion of 20% construints</li> </ul>			
Rain Water Harvesting System Photograph     Application Fee	of Rain Water Harvesting System		
Application Date			
31-Jan-2017			
			Save & Proceed

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.

RIICO		Application for - Application for Intin [Application Number: LPA/35/2016]	nation of commencement of Production activ 2017/645]	vity	Seck to List
Annoucments		Plot Detail			
My Profiles		Area : 1000.00 Sqm Lease Deed Status : Not Executed Date of Production : 21-Sep-2018	Allotment Date : 21-Sep-2015 Lease Deed Executed On : Date of Construction :	Total Outstanding : ₹ 0.00 Constitution Type :	
Citizen Services	+	Enclosures			
Notification		<ul> <li>VAT / CST / Sale Tax / First Payment Rec</li> <li>Any other Govt, Transactions</li> </ul>	zeipt 🛓		
Online Operation	ns +	Bill of Commercial Transactions CA Certificate for Investment [In case of Electricity Bill	f 3W Allotment]		
📥 Help	+	Indertaking of completion of 20% cons     Rain Water Harvesting System Photogram	struction 🔹 aph of Rain Water Harvesting System		
Back to SSO		Application Fee			
		Application Date			
		31-Jan-2017			
		#	Head Name		Amount
				Total	0.00
				Preview Update Disc	card Pay Now

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.

Raja (A R Indi Tele CIN GROUL WITH RAJISTIAN	sthan State Industrial Development & Investment Corp apathan Government Undertaking) ustrial Area Sitapura, Japur 303 905, Jaipur (EPIP-Sitapura frax: (041) 277208,27701190() 2620907(R) No.: U131008[106956C001263 ice Tax Reg. No.:	oration Ltd. a)	01 I 0017 02:45 PM
		APPLICATION RECEIPT	31-Jan-2017 03:45 PM
M/S JUPITER METAL PRIV			
Export Promotion Industri	al Park (EPIP), Jaipur (EPIP-Sitapura)		
Receive Application regard	ing Application for Intimation of commend	ement of Production activity on 31-Jan-2017 with Application Number LPA/35/2016201	7/645.
Applicant Detail			
Applied By		Current Owner(Primary)	
Applicant Name Contact Number		JUPITER METAL PRIVATE LIMITED	
Email Id			
UID		NA	
Permission Detail			
Intimate Producti	on Date		
Enclosures Detail			
VAT / CST / Sale T Any other Govt T	ax / First Payment Receipt ransactions		
Electricity Bill			
Undertaking of co	mpletion of 20% construction		
			c:
			Signature

*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 Indus	trial Park (EPIP), Jaipur (EPIP-Sit	apura)
Application for - Application for Transfer of	Plot - in case of Sale	G Back to List
Plot Detail		
Area : 1000.00 Sqm Lease Deed Status : Not Executed Date of Production : 21-Sep-2018	Allotment Date : 21-Sep-2015 Lease Deed Executed On : Date of Construction :	Total Outstanding : ₹ 0.00 Constitution Type :
Application Detail		
Sale Deed Type	Number	Date
Registered Sale Deed		31-Jan-2017
Registration Date	Product Name	
10-Jan-2017		
Entrepreneur		
as		Q Add New
Enclosures		
<ul> <li>Sale Deed 1</li> <li>Lease Deed</li> <li>Undertaking by Seller 1</li> <li>Undertaking by Purchaser 1</li> <li>Project outline/ Project Profile</li> <li>Registered General Power of Attorney 1</li> <li>Registered Partnership Deed from Registrar of F</li> <li>Service Tax Undertaking</li> <li>Original Lease Deed or NOC from Financial Institution Identity proof of Purchaser</li> <li>Application Fee</li> <li>Application Date</li> <li>31-Jan-2017</li> </ul>	irms / Memorandum of Article & Association of purcha uution	iser (From Registrar of Firms)
		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.

Entrepr	eneur Search Result						
Enter	Keyword to Search in below	List					
S.No	Name	Туре	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.

Application for - Application for Transfer of Plot - in c	ase of Sale		G Back to L
***			
Plot Detail			
Area : 1000.00 Sqm Lease Deed Status : Not Executed Date of Production : 21-Sep-2018	Allotment Date : 21-Sep-2015 Lease Deed Executed On : Date of Construction :	Total Outstanding : ₹ 0.00 Constitution Type :	
Application Detail			
Sale Deed Type	Number	Date	
Registered Sale Deed	•	31-Jan-2017	
Registration Date	Product Name		
10-Jan-2017			
Entrepreneur			
Search Entrepreneur by Name, PAN (Please Enter at least 2 Character	2)		Q Add New
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
Enclosures			
Sale Deed Case Deed Case Deed Undertaking by Seller Undertaking by Purchaser Project outline/ Project Profile Registered General Power of Attorney Registered Partnership Deed from Registrar of Firms / Merr Service Tax Undertaking Original Lease Deed or NOC from Financial Institution Identity proof of Purchaser	iorandum of Article & Association of purchaser (From Registrar of	Firms)	
Application Fee			
Application Date			

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  $\stackrel{\circ}{=}$  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.

pplication for - Application for Transfer of Plot - in c	ase of Sale [Application Number: LPA/35/	20162017/646]	GBack to Li
Plot Detail			
Area : 1000.00 Sqm Lease Deed Status : Not Executed Date of Production : 21-Sep-2018	Allotment Date : 21-Sep-2015 Lease Deed Executed On : Date of Construction :	Total Outstanding : ₹ 0.00 Constitution Type :	
Application Detail			
ale Deed Type	Number	Date	
Registered Sale Deed	•	31-Jan-2017	
egistration Date	Product Name		
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
Enclosures			
<ul> <li>Sale Deed ▲</li> <li>Lease Deed</li> <li>Undertaking by Seller ▲</li> <li>Undertaking by Purchaser ▲</li> <li>Registered General Power of Attorney ▲</li> <li>Registered Partnership Deed from Registrar of Firms / Men</li> <li>Service Tax Undertaking</li> <li>Original Lease Deed or NOC from Financial Institution</li> <li>Identity proof of Purchaser</li> </ul> Application Fee	norandum of Article & Association of purchaser (Fr	om Registrar of Firms)	
pplication Date			
31-Jan-2017			
	Head Name		Amount
Application Permission Fee	Head Maille		2.000
· /ypicduur remission ree		Total	2,000.0

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.

			English	
3illing Informat	ion		ORDER DETAILS	
MS JUPITER ME	TAL PRIVATE LIMITED		Order #:	1089
OM TOWERCHL	JRCH ROAD M.I.ROAD		Coupon Code App	oly
302001		Jaipur	Order Amount 2	2000.0
Rajasthan		India 🔻	Total Amount INR 20	00.0
0000000000		NA@NA.COM		
Notes (Optional) My Billing and Yayment Inform	Shipping address are differen	t	Checkout login for registered users Enter Username Enter Password	i only.
Notes (Optional) My Billing and Payment Inform Net Banking	Shipping address are differen nation	t	Checkout login for registered users Enter Username Enter Password Enter Password?	only.
Notes (Optional) My Billing and Payment Inform Net Banking	Shipping address are differen nation All Other Banks	t	Checkout login for registered users Enter Username Enter Password Forgot Password?	Login
Notes (Optional) My Billing and Payment Inform Net Banking	All Other Banks AvenuesTest	t 	Checkout login for registered users Enter Username Enter Password Forgot Password?	Login
Notes (Optional) My Billing and Payment Inform Net Banking	All Other Banks All AvenuesTest Note: We will redirect verifies your net banki	t you to the bank you have chosen above. Once the bank ng credentials, we will proceed with your payment.	Checkout login for registered users Enter Username Enter Password Forgot Password?	Login
Notes (Optional) My Billing and Payment Inform Net Banking	All Other Banks AvenuesTest Note: We will redirect verifies your net bank	t you to the bank you have chosen above. Once the bank ng credentials, we will proceed with your payment. k name with CCAvenue Checkout for future payments.	Checkout login for registered users Enter Username Enter Password Forgot Password?	s only.
Notes (Optional) My Billing and Payment Inform Net Banking	All Other Banks AvenuesTest Note: We will redirect verifies your net banki Email/Mobile	t you to the bank you have chosen above. Once the bank ng credentials, we will proceed with your payment. k name with CCAvenue Checkout for future payments.	Checkout login for registered users Enter Username Enter Password Forgot Password?	s only.
Notes (Optional) My Billing and Payment Inform Net Banking	All Other Banks All Other Banks AvenuesTest Note: We will redirect verifies your net banki Email/Mobile NA@NA.COM	t you to the bank you have chosen above. Once the bank ng credentials, we will proceed with your payment. k name with CCAvenue Checkout for future payments.	Checkout login for registered users Enter Username Enter Password Forgot Password?	c only.
Notes (Optional) My Billing and Payment Inform Net Banking	All Other Banks AvenuesTest Note: We will redirect verifies your net banki Email/Mobile NA@NA.COM Password	vou to the bank you have chosen above. Once the bank ng credentials, we will proceed with your payment. k name with CCAvenue Checkout for future payments.	Checkout login for registered users Enter Username Enter Password Forgot Password?	Login

#### 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.

Diat Datail							
Area : 1000.00 ! Lease Deed Sta Date of Produc	Sqm I <b>tus :</b> Not Executed I <b>tion :</b> 21-Sep-2018		Allotment Date : 21-Se Lease Deed Executed Date of Construction :	2p-2015 On : :	Total Const	Outstanding:₹0.00 itution Type :	
Application D	etail						
pplicant Role			No of Plot for Merger		Existi	ng Investment(in Cr)	
Plot Owner Fo	or All Plot	•			2		
roposed Invest	ment(in Cr)		Industrial Area		Plot	No	
			Export Promotion Ind	ustrial Park (EPIP)	G1-	31	
1800.00	a Sam	•	Allottad		Cons	petructed	
1000.00	Sqiii		Anoted			istructed	A
#	Plot No		Area	Plot Status		Construction Status	Actions
1 G1270		1000.00 Sqm		Allotted	Constru	ucted	
H1001		1000.00 Sqm		Allotted	Constru	ucted	
Enclosures							
Merger Plan Constitution	of Merging Plots						

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  $\triangleq$  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.

## 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.

H1001, Export P	H1001, Export Promotion Industrial Park (EPIP), Jaipur (EPIP-Sitapura)										
Application for - Applic	cation for S	Subdivision of Plot							Generation Back to List		
Plot Detail											
Area : 1000.00 Sqm Lease Deed Status : Not Executed Date of Production : 21-Sep-2018				Allotment Date : 21-Sep Lease Deed Executed O Date of Construction :	0-2015 n:			Total Outstanding : ₹ 0.00 Constitution Type :			
Application Detail											
Deed Status				NOC Taken				Plot Early Divided			
RIICO				No				No	•		
Existing Investment(in Cr)	Existing Investment(in Cr)				n Cr)			Transfer Commitment made			
								Yes	•		
Details				Reason for Division							
No of Plot for Division				Current Area							
		2	2	1000.00	Sqm	T					
Plot Number/Area				Plot Number/Area							
A1		500		A2		500					
Enclosures											
🕑 Sub Division Plan 🛓											
Undertaking in case of	unauthorize	d construction									
Application Fee											
Application Date											
31-Jan-2017											
									Save & Proceed		

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 <sup>1</sup>/<sub>2</sub> 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.

## 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 I	ndustrial Park (EPIP), Jaipur (E	PIP-Sitapura)							
Application for - Application for Time	Extension - for Utilization of Plot	G Back to List							
Plot Detail									
Area: 1000.00 SqmAllotment Date: 21-Sep-2015Total Outstanding: ₹0.00Lease Deed Status: Not ExecutedLease Deed Executed On:Constitution Type:Date of Production: 21-Sep-2018Date of Construction:Constitution Type:									
Application Detail									
Existing Investment(in Cr)	Proposed Investment(in Cr)	Actual Period for Land Utilization							
Production Commence Date	Extension Upto	Site Position							
21-Sep-2018	16-Jan-2019	Constructed •							
Remarks Application Fee									
Application Date									
31-Jan-2017		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.

## 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 o	f Plot			Back to List						
Plot Detail										
Area : 1000.00 Sqm Lease Deed Status : Not Executed Date of Production : 21-Sep-2018	Allotment Date : 21-Sep-20 Lease Deed Executed On : Date of Construction :	)15	Total Outstanding : ₹ 0.00 Constitution Type :							
Application Detail										
Surrender Type		Conditional Type								
Conditional	•	Realloted with joined ve	enture	•						
Reason										
test										
Application Fee										
Application Date										
31-Jan-2017										
				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.

## 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.

Pay Now		×
Date: Payment Against:	31-Jan-2017 Outstanding	
Amount to be paid:	100	
Remarks:	test	
	I accept Terms and Conditions for Online Payment.	
	Pay Now Car	ncel

Fig 4.1: Outstanding payment

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

RIICO Lto				
est			E	nalish
Billing Information			ORDER DETAILS	
NA		Order #:	1089	
NA			Coupon Code	Apply
NA		NA	Order Amount	100.0
NA		Select Country	Total Amount	INR 100.0
000000000		NA@NA.COM		
Notes (Optional)			CHECKOU	T
			Checkout login for regis	stered users only.
My Billing and Shippin	g address are different		Enter Username	
Payment Information			Enter Password	
Net Banking >			Forgot Password?	Login
	All Other Banks			
	Select Bank	¥		
	Note: We will redirect you verifies your net banking (	to the bank you have chosen above. Once the bank credentials, we will proceed with your payment.		
	Save your bank n	ame with CCAvenue Checkout for future payments.		
	INR 100.00 (Total A	Amount Payable)		
	Make Payment C	ancel		

Fig 4.2: payment gateway

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

306003019505							
1485864580575							
10.00							
AVN0002							
31/01/2017							
Υ·							
Return To the Merchant Site							
	300003019303       1485864580575       10.00       AVN0002       31/01/2017       Y▼						

#### 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: Payment Against:	31-Jan-2017	
Demand Note Detail:	-SelectOne-	
Amount to be paid:	100	
Remarks:	test	
	I accept Terms and Conditions for Online Payment.	
	Pay Now Car	ncel

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.

RIICO	Ξ								ASEEM GUPTA	[SP -103, Karni Ext., Bikaner] +
Annoucments	E-Au	ction								
My Profiles		E-Auction	My Au	My Auction						
📥 Citizen Services —	S.No	Unit	Indutrial Area	Sale Camp	Plot Number	Area	Closing Date	Reserved Bid/Price	Highest Bid Price	Action/Status
Allotments	1	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 86	2000.00 Sqm	09-Jan-2017	1000.00	N/A	Click to participate Now.
E-Auction	2	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 90	2000.00 Sqm	09-Jan-2017	3000.00	N/A	Click to participate Now.
Online Operations +	з	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	N/A	Click to participate Now.
Back to SSO	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	N/A	Click to participate Now.
	9	Jhalawar	Bhawani Mandi	Jhalawar Online	A-9	3000.00 Sqm	31-Jan-2017	1000.00	N/A	Click to participate Now.

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.

RIICO						۵ 0	💄 ASEEM GUPTA [SP -103, Karni Ext., Bikaner] +
Annouc	ments	E-	Auction				
👗 My Prof	iles		E-Auction	My Auction			
💄 Citizen S	Services	-			No Payment Detail Exists		
📥 Allotm	nents						
E-Auct	tion						
Notifica	tion						
a Online (	Operations	+					
📕 🛛 Back to							

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.

RIIĈO	≡								ASEEM GUPTA	[SP -103, Karni Ext., Bikaner] -
Annoucments	E-Au	ction								
My Profiles		E-Auction	My Au	My Auction						
📥 Citizen Services —	S.No	Unit	Indutrial Area	Sale Camp	Plot Number	Area	Closing Date	Reserved Bid/Price	Highest Bid Price	Action/Status
Allotments	1	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 86	2000.00 Sqm	09-Jan-2017	1000.00	N/A	Click to participate Now.
E-Auction	2	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 90	2000.00 Sqm	09-Jan-2017	3000.00	N/A	Click to participate Now.
Online Operations	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	N/A	Click to participate Now.
Back to SSO	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	N/A	Click to participate Now.
	9	Jhalawar	Bhawani Mandi	Jhalawar Online	A-9	3000.00 Sqm	31-Jan-2017	1000.00	N/A	Click to participate Now.

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.

RIIC	0			Ξ			*	A ASEEM	GUPTA [SP -103, Karni Ext., Bikaner] +
👗 Ai	nnoucme	ents		Apply (	Online Auction Application for EMD Payr	nent [Application Number -	LSA/DA/20162017/226]		Back to Search List
<b>&amp;</b> M	/ly Profile:			Allotm	ent Plan Detail				
a ci	itizen Ser Iotificatio	vices	+	Sale Car E-Auctio Reserve	<b>mpaign</b> on in Bikaner,Bikaner, Karni Ext. <b>ed Bid Price</b> 0		Plot SP - 90, Karni Ext., Bikaner Duration 02-Jan-2017 TO 09-Jan-2017		
<b>a</b> o	Online Op	erations	+	Usage T Industri	<b>Type</b> ial				
	ack to SS	o		Applie Name: ASEEM 0 Address	icant Detail GUPTA s		PAN Number Mobile Number	Email Id	
				S/O: Vija	ay Kumar, 1131, Kalal Majri, , , Ambala, Ambala	City AMBALA HARYANA	9467948321	ASEEMS	UPER@GMAIL.COM
				Plot D Applicat	Detail tion Date				
				09-Jan	n-2017	No	•		
				Entre	preneur Detail				
				Want to No	o declare Entrepreneur v				
									• Add Members
				Paym	nent Details				
				#		Head			Amount (in ₹)
				1	Earnest Money				1,50,000.00
				2	Earnest Money				3,00,000.00
							Amount to	o be Paid	₹ 4,50,000.00
								Fo	ur Lac Fifty Thousand Rupees Only
							Payme	nt Option Online	e v
								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.

RI	20		≡								🛓 ASEEM GUPTA	[SP -103, Karni Ext., Bikaner] •
	Annoucments		E-Au	ction								
	My Profiles			E-Auction	My Au	ction						
	Citizen Services	+	S.No	Unit	Indutrial Area	Sale Camp	Plot Number	Area	Closing Date	Reserved Bid/Price	Highest Bid Price	Action/Status
	Notification		1	Bikaner	Karni Ext.	E-Auction in Bikaner	SP - 86	2000.00 Sqm	09-Jan-2017	1000.00	1,100.00	EMD Due
	Online Operations	+	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
	Back to SSO		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.

RIICO		=		*	A O ASEE	M GUPTA [SP -103, Karni Ext., Biki	kaner] <del>-</del>
Annoucments		E-Auc	stion				
My Profiles			E-Auction My Auction				
Citizen Services	+		Application Detail	Bid Closing Time	My Bid	Hightest Bid Action	n
Notification		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	<b>~</b>
Online Operations	+	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	~
M Back to SSO							

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.

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	My Bid			×	↓ 0
	#	Bid Time	Bid Amount		
	1	09-Jan-2017 06:27 PM	4,000.00		
ion	2	09-Jan-2017 06:27 PM	3,500.00		
	3	09-Jan-2017 06:13 PM	3,100.00	e	
amp: E-Auction in Bikaner; Application Number: LSA/DA/20162017/225 Date: -2017; Current Status: Draft; Plot Number: SP - 86				Jan-2017 07:20 PM	1,1
amp: E-Auction in Bikaner; Application Number: LSA/DA/20162017/226 Date: 09-Jan-2017 0					4,0

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.

RIICO					<b>^</b>	A O ASE	EM GUPTA [SP -103,	Karni Ext., Bikaner] +
Annoucments		E-Au	ction					
My Profiles			E-Auction	My Auction				
Citizen Services	+			Application Detail	Bid Closing Time	My Bid	Hightest Bid	Action
Notification		1	Sale Camp: E-Auct 09-Jan-2017; Curre	tion in Bikaner; Application Number: LSA/DA/20162017/225 Date: ant Status: Draft; Plot Number: SP - 86	09-Jan-2017 07:20 PM	1,100.00	1,100.00	Actions V
Online Operations	+	2	Sale Camp: E-Auct 09-Jan-2017; Curre	ion in Bikaner; Application Number: LSA/DA/20162017/226 Date: ent Status: Pending; Plot Number: SP - 90	09-Jan-2017 07:20 PM	3,100.00	3,100.00	Actions Y
Back to SSO								Bid Now
								View

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.

Change Bid Price			×			
Application Deta	il					
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		Hightest Bid: 3,100.00				
Time Left: 00 Days 00 Hr. 53 Min. 07 Sec.						
New Bid Price	3500					
L.		Save	el			

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.