ONLINE APPLICATION SERVICES – USER MANUAL

HSVP

हरियाणा शहरी विकास प्राधिकरण

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1. Introduction

Haryana Shehri Vikas Pradhikaran (HSVP), is an urban planning agency established in 1977 for planned development of cities in Haryana. The Haryana Chief Minister is the Chairman of the authority. The authority is responsible for development and maintenance of the residential areas, commercial areas, industrial areas and institutional areas. The authority has divided the districts of Haryana into five divisions or zones - Faridabad Zone, Gurgaon Zone, Hisar Zone, Panchkula Zone and Rohtak Zone.

1.1 Objectives

The objectives of the document are to:
- Explain various features of the Apply Online Services
- Explain end to end processing of the system
- Enable the user to easily understand the various functions of the Apply Online Services and operations

1.2 Users

The users of the application can be categorized into the following categories:
- Allottees
- Citizen
- Officials
- Banks

2. About the Online Application System

The online application system will help user to avail following list of Application types:

S.No.	Application Type
1.	Mortgage Permission Letter
2.	De- Mortgage permission Letter
3.	Transfer Permission Letter (Through Allottee)
4.	Transfer Permission Letter (Within Family)
5.	Transfer Permission Letter (Through GPA)
6.	Transfer Permission Letter/Re-Allotment Letter(Through Court Decree)
7.	Transfer Permission Letter (NRI)
8.	Re-Allotment Letter (Through Allottee)
9.	Re-Allotment Letter (Within Family)
10.	Re-Allotment Letter (Through GPA)
11.	Surrender of Application (e-Auction)
12.	Re-schedule Appointment
13.	Withdraw GPA Permission

3. Quick Start Tips

The web portal has been developed to be as intuitive as possible. Here are some important tips for using the portal:

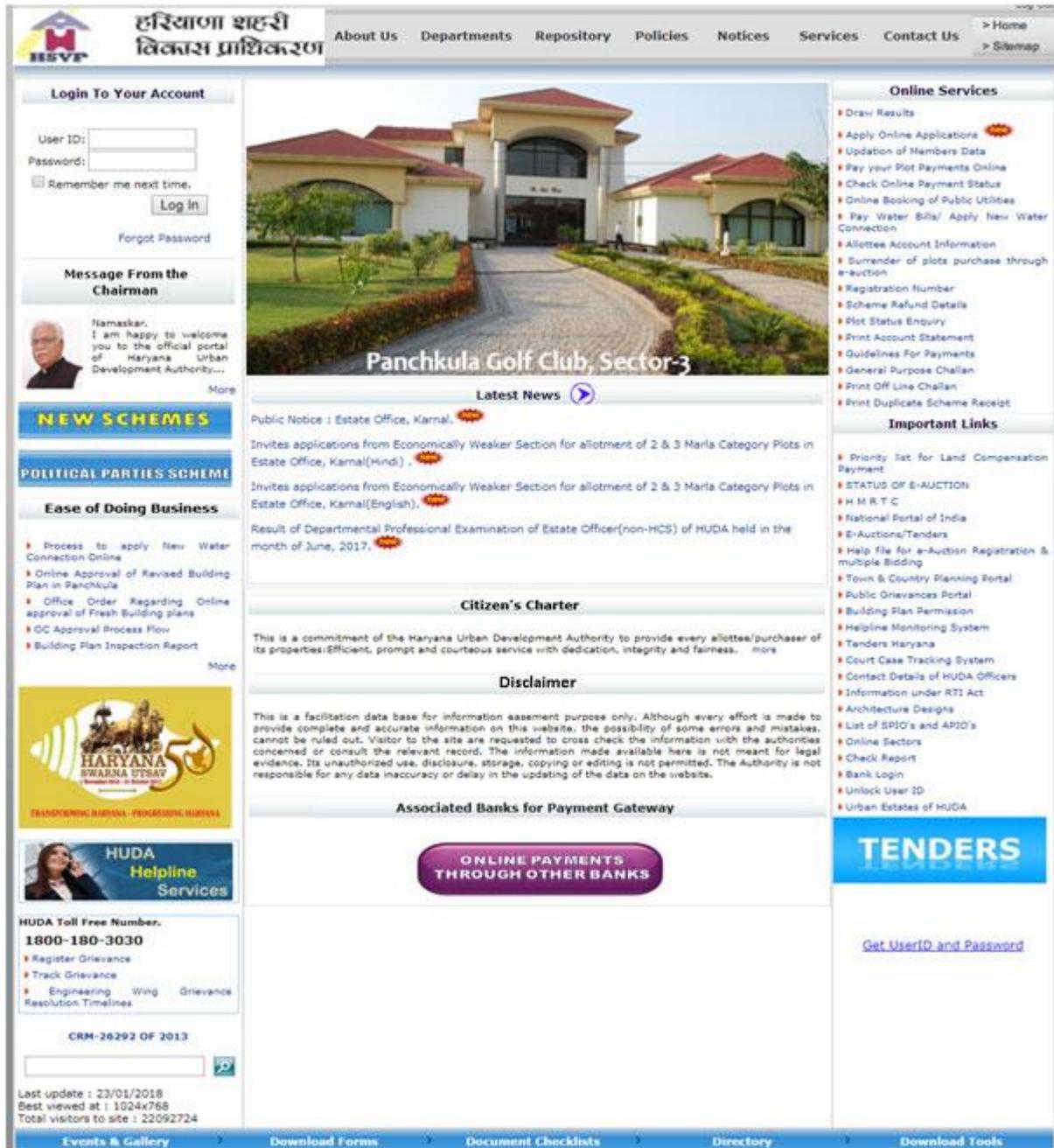## 3.1 Log on to the website – www.hsvphry.org.in

Figure 1: Log on to the website

3.2   Login with User ID and Password

Figure 2Login with User ID and Password

3.3 Fill in the mandatory details, if you are new user:

Figure 3Fill in the mandatory details

System will redirect you to Homepage after submitting details. However in case you are not a new user, the above step will be redirected to home page directly.

Figure 4 Homepage

3.4   Select Suitable Application Type:

- Select suitable "Application Type"
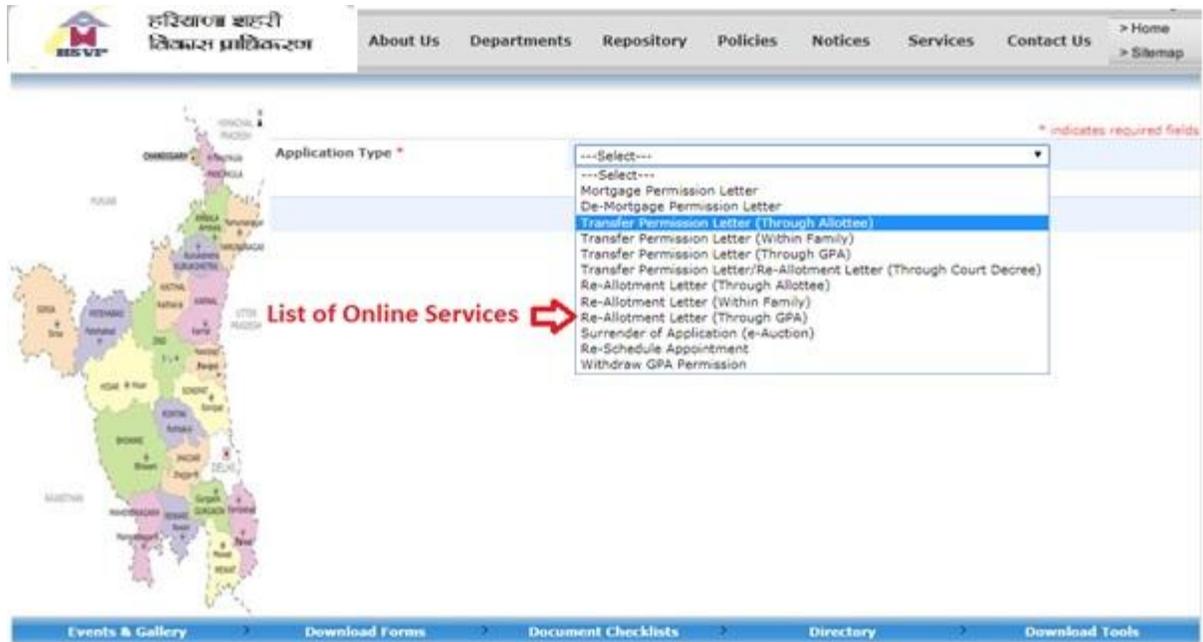- Click on "Proceed"

Figure 5 Select Application Type

3.5 Different procedure for different application:

3.5.1 Mortgage Permission Letter

- Select "Appointment Time Slot"
- Name of Bank/Institution and address in favor of which permission is to be granted
- Upload required Document
- After filing the form, click on "Proceed' and user will receive "Online Application Receipt"

Figure 6 Mortgage Permission Letter

3.5.2 De-Mortgage Permission Letter
- Upload required Document
- After filing the form, click on "Proceed" and user will receive "Online Application Receipt"

Name of Allottee *	
Father/Spouse Name *	
Address *	
Contact No./Mobile No. *	
Aadhar No. *	
Plot No. *	
Sector No. *	
Urban Estate *	
Type of Property *	
Size of Plot *	
Approval Letter Memo No*	
Approval Letter Date*	

* indicates required fields

Upload Documents

Upload Documents : (Each file should be less than 500kb. and .pdf only)

1) NOC from Bank/Institution containing the details including plot/property no. and sector * Choose File No file chosen

Declaration : I undertake that

1. The aforesaid plot/property is free from all encumbrances, litigation, dispute, attachments/court case etc.

2. The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment.

3. If the Haryana Urban Development Authority suffers any loss on account of De-Mortgage of above said plot/property, then I/we and my/our legal heirs will be responsible for the same and will indemnify the HUDA and its officers.

4. I/we have uploaded the scanned copies of the following Original documents which I will show at the time of my/our appointment/appearance at Estate Office:

4.1. NOC from Bank/Institution containing the details including plot/property no. and sector.

Verification :

I hereby verify that the contents of above said application are true and correct. No part of it is false and nothing material has been concealed therein. If at any stage the same is found to be incorrect or false, I shall be fully responsible for the same and will indemnify the HUDA and its officers.

☐ I have read all Terms & Condition and I accept all Terms & Coditions.

Proceed   Back To Home

Figure 7De-Mortgage Permission Letter

3.5.3 Transfer Permission Letter (Through Allottee)

- Select "Appointment Time Slot"
- Select "Building Constructed" as "Yes" or "No" and fill further details if needed
- Enter all the Details of "Proposed Applicant/Transferee"

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- Select "Yes" to "Add Transferee Joint Holder Detail" if property is a joint hold property
- Click on "Proceed" to go to "Payment Gateway"
- After payment, user will receive "Online Application Receipt"

Figure 8 Transfer Permission Letter throughAllottee

Note: *Sample of Photographs to be uploaded are mentioned in Annexure - I*

Figure 9 Add Transferee Joint Holder

Click on "Proceed" to go to "Payment Gateway"

Application Receipt Generated after Payment

Figure 10 Online Payment

HARYANA URBAN DEVELOPMENT AUTHORITY
Online Application Form for Transfer Permission Letter
(Through Allottee)   Panchkula

Application No./ (Application Type) :

Name of Allottee (S) :

Father/Spouse Name

Address

Contact No./Mobile No. :

Plot No.

Sector No. :

Type of Property (Residential/Commercial) :

Size of Plot :

* Details of Proposed Applicant(s)/Transfree(s):

Name	:	Father/SpouseName	:
Corr. Address	:	Per. Address	:
Gender	:	Marital Status	:

Declararion :-

I undertake that:-

A). The aforesaid plot/property is free from all encumbrances, litigation, dispute, attachments/court case etc.
B). The 9" boundry wall is constructed OR 9" boundry wall is not required to be constructed because of non offer of possession.
C). The aforesaid plot/property has not been mortgaged with any bank/Financial institution.
D). The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment
E). Occupation Certificate has been issued OR O.C has not been issued as the plot is vacant. I/We will apply for issuance of O.C. within 30 days of the transfer of the plot/property in my /out name.
F). If the Haryana Urban Development Authority suffers any loss on aacount of transfer of the above said property, then I/We and My/Out legal heris will be responsible for the same and will indemnify the HUDA and its officers.
G). For more detail please login to HUDA Portal.
VERIFICATION:-
   I hereby verify that the contents of above said application are true and correct. No part of it is false and noting materialhas been concealed therein. If at any stage the same is found to be incorrect or false, i shall be fully responsible for the same and will indemnify the HUDA and its officers.

Details of Payments:- ₹ .   --   **Appointmment Date :-**   09/01/2018 (10:00 AM - 10:30 AM)

Figure 11 Appointment Receipt

3.5.4 Transfer Permission Letter (Within Family)

- Select "Appointment Time Slot"
- Click on "Proceed" to go to "Payment Gateway"
- After payment, user will receive "Online Application Receipt"

Figure 12 Transfer Permission Letter within Family

3.5.5 Transfer Permission Letter (With GPA)

- Select "Appointment Time Slot"

- Enter details of GPA and upload documents
- Click on "Proceed" to go to "Payment Gateway"
- After payment, user will receive "Online Application Receipt"

Figure 13 Transfer Permission Letter with GPA

3.5.6 Transfer Permission Letter (Through Court Decree)
- Select "Appointment Time Slot"
- Enter details of GPA and upload documents

- Click on "Proceed" to go to "Payment Gateway"
- After payment, user will receive "Online Application Receipt"

Figure 14Transfer Permission Letter (Through Court Decree)

3.5.7 Transfer Permission Letter(NRI)

- Step 1: Go to the Website www.hsvphry.org.in
- Step 2: Click on " Apply online Application for NRI"

- Step 3: Enter "User ID and Password"

Figure 15 Log on to the Website: Apply online Application for NRI

- Step 4: Select " Application Type" and Proceed
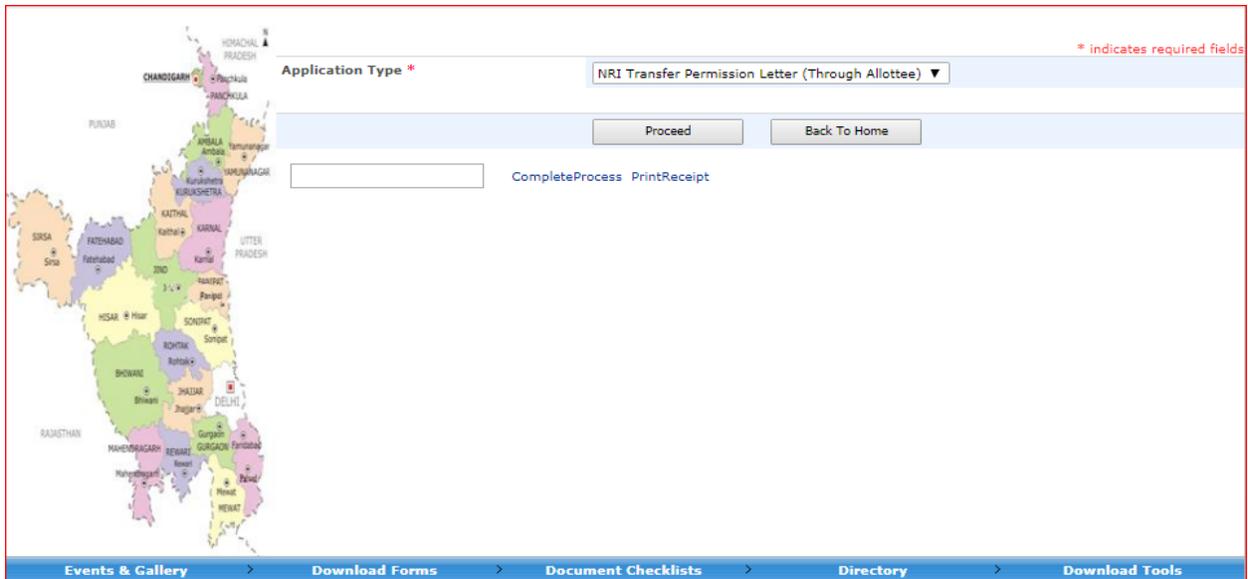

Figure 16 Select Application Type

- Step 5: Fill in all the Details in the Form and Update the Details

Figure 17 Fill in Mandatory Details

- Step 6: Enter all the Details in Application Form and Proceed to go to the Payment Gateway.

Appointment Time Slots *	Select... ▼
Name of Allottee *	
Father/Spouse Name *	
Address *	
Contact No./Mobile No. *	
Aadhar No.	
OCI No.	
Plot No. *	
Sector No. *	
Urban Estate *	
Type of Property *	
Size of Plot *	
Building Constructed *	---Select--- ▼

Fill Details of Trasnferee

Details of Proposed Applicant/Transferee

Name *		Father/Spouse Name *	
Parmanent Address *		Correspondence Address *	
Nationality*	---Select--- ▼	OCI Number	
Aadhar No.		Gender*	---Select--- ▼
Martial Status*	---Select--- ▼	Contact/Mobile No. *	
Email ID*			

Add Transferee Joint Holder Detail :   ○ Yes   ● No

Application Fee Detail :

Fee Type :	ADMIN	Fee :	5000.00
Inclusive of SGST(9%) + CGST(9%):	900	Total Amount :	5900

Upload Documents

Upload Documents :   (Each file should be less than 500kb.)

1) Front Side Photo of Property * (jpeg only)   Choose File No file chosen
2) Rear Side Photo of Property * (jpeg only)   Choose File No file chosen
3) OCI Number * (pdf only)   Choose File No file chosen
4) Passport Number * (pdf only)   Choose File No file chosen

Declaration : I undertake that
1. The aforesaid plot/property is free from all encumbrances, litigation, disputes, attachments/court case etc.
2. The 9" boundary wall is constructed or 9" boundary wall is not required to be constructed because of non offer of possession.
3. The aforesaid plot/property has not been mortgaged with any Bank/Financial Institution.
4. The said plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment.
5. Occupation Certificate has been issued or O.C. has not been issued as the plot is vacant. In case of constructed properties, I/We will apply for issuance of O.C. within 30 days of the transfer of the plot/property in My/Our names.
6. If the Haryana Shahari Vikas Pradhikaran suffers any loss on account of transfer of the above said porperty, then I/We and My/Our legal heirs will be responsible for the same and will indemnify the HSVP and its officers.

Verification :
I hereby verify that the contents of above said application are true and correct. No part of it is false and nothing material has been concealed therein. If at any stage the same is found to be incorrect or false, I shall be fully responsible for the same and will indemnify the HSVP and its officers.

☐   I have read all Terms & Condition and I accept all Terms & Coditions.

Proceed   Back To Home

Figure 18 Transfer Permission Letter (NRI)

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3.5.8 Re-Allotment Letter(Through Allottee/Within Family/Through GPA)

- Select "Appointment Time Slot"
- Enter transfer permission details and upload required documents
- Click on "Proceed" to go to "Payment Gateway"
- After payment, user will receive "Online Application Receipt"

Figure 19 Re-Allotment Letter (Through Allottee/ Within Family/Through GPA)

3.5.9 Surrender of Application (e-Auction)

- Details are automatically fetch from user account
- User needs to click on "Get Details" and user will be redirected to next page
- Enter contact details and remarks
- Click on "Submit Application" and user will receive application receipt

Figure20 Surrender of Application

Figure21   Submission of Surrender Application

3.6.0 Easy Appointment Re-scheduling

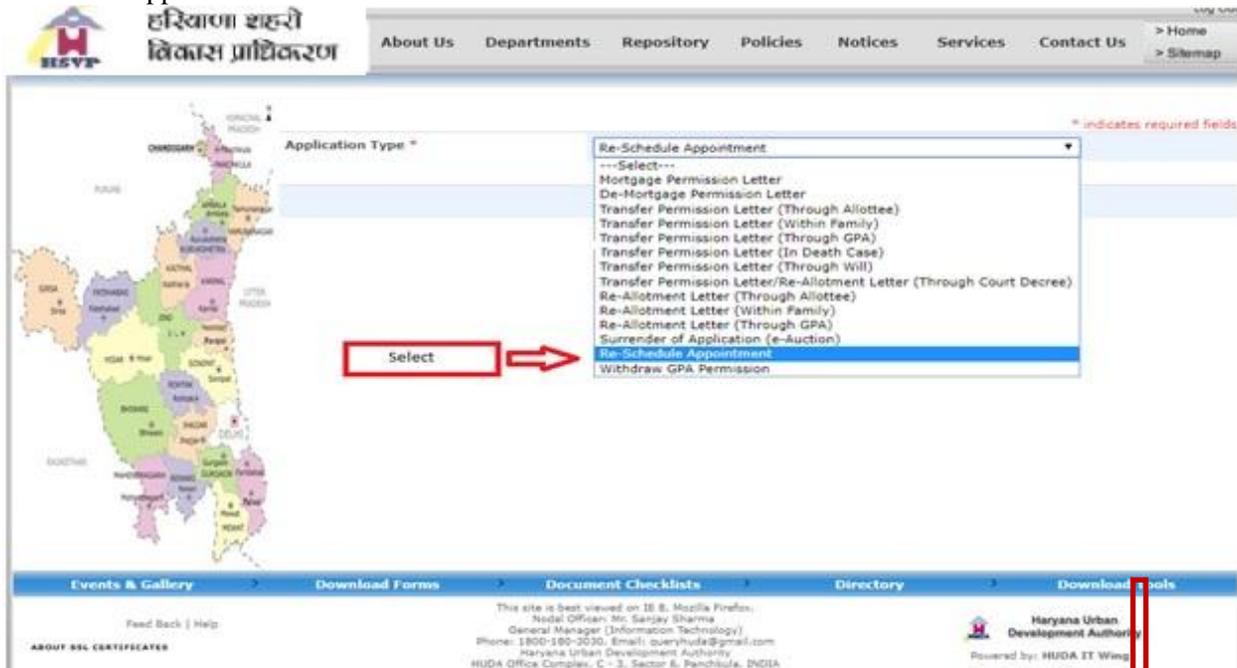- Select "Re-Schedule Appointment"
- Appointment will be rescheduled

Figure22 Easy Appointment Re-scheduling

Appointment will be rescheduled to Available Time Slot

Figure 23 Reschedule Appointments

3.5.8 Withdraw GPA

- Select "Withdraw GPA"
- Click on "End GPA" to withdraw GPA

Figure 24 Withdraw GPA

ANNEXURE I

Reference photographs (Front Side Image and Back Side image of the Building/plot/Commercial Property)

- *House Number and Sector must be visible in photograph uploaded*

Figure 25 Front side image of the plot-1

Figure 26 Back side image of the plot-1

House No./Sector

Figure 27 Front side image of the plot-2
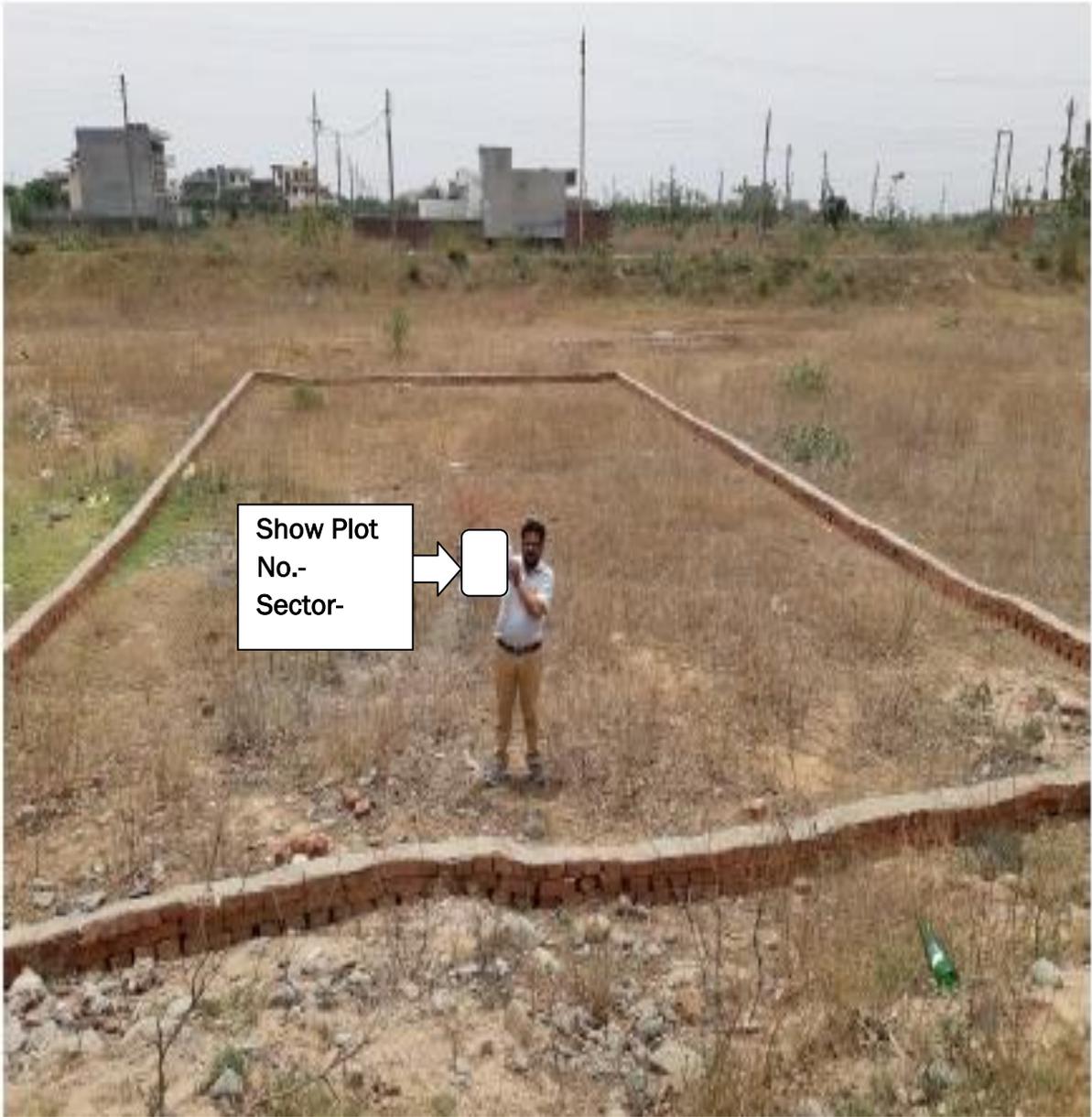
Figure 28 Back side image of the plot-2

Figure 29 Front side image of the plot-3

Show Plot No.-
Sector-

Figure 30 Back side image of the plot-3

Figure 31 Front side image of the plot-4

Figure 32 Back side image of the plot-4

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Thank You