

eNagar

e-Enabling public service in Urban Local Bodies of Gujarat State

User Manual Document

Version 1.0

BUILDING PERMISSION MODULE

(License Registration - Citizen)

July 2019

DOCUMENT RELEASE NOTE

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Version: 1.0

Name	Version No.	Description
User Manual	Version 1.0	User Manual Document for e-Nagar which contains details of Building Permission (License Registration) Process.

Revision Details:

Reference No	Action taken (Add / Del / Change / Replace)	Preceding Page No.	New Page No.	Revision Description

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CHAPTER 1. Portal Registration

1.1 Citizen Registration

- 1. Open the link: <u>https://enagar.gujarat.gov.in/DIGIGOV</u>
- $\leftarrow \ \ \rightarrow \ \ {\bf C} \quad \ \ {\bf B} \quad \ \ {\rm https://enagaruat.gujarat.gov.in/DIGIGOV/index.jsp}$



- 2. Click on Register. Marked in Red Circle.
- 3. Enter Mobile no or Email ID.
- 4. Choose Password.
- 5. Click on Generate OTP.
- Mobile number will be the user name

# Home	📌 Quick Pay 🗸	✓ Certificate Verification	n Online Services 🔨	🗸 🔺 Downloads 🗸	I Municipalities	📥 Login 🗸	🚑 Register	Language 🗸
		Citizen Re All fields	egistration					
Mobile Nur	mber	<u>ر</u> C)R Email Id abc@example	.com	@		-	
Password				1	WEAK *		k.	
The Passwo	rrd is required Note: Whene	Gener ever Mobile Number is en	ATE OTP	ault username.		H		
	Mobile Nut Password The Password	A Home ♀ Quick Pay > Mobile Number Password Phe Password is required Note: Whene	Home	A Hone ✓ Quick Pay ✓ Cettilicate Verificatio Cettilicate Verificatio Citizen Registration Citizen Registration Citizen Registration Call fields are required Mobile Number Mobile Number Password Password The Password is required CIENERATE OTF CIENERATE OTF Note: Whenever Mobile Number is entered, it will be your defa	Image: Anome Image: Contribution Certification Citizen Registration All fields are required Mobile Number Image: Contribution Password Password CENERATE OTF Note: Whenever Mobile Number is entered, it will be your default username.	Image: Anometail and anometail anometail and anometail anometail and anometail and anometail anometai	Image: Anotable of the service of the se	Image: Another Section of Contract Vertification Image: Contract Vertification Indication of Contract Vertification <

1.2 Login Process

Enter Mobile no as a User name Put decided Password. Personal will selected automatically from dropdown. Entre Captcha details. Press Login

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		Login			• maneipennes	a cogin -	and the state	congoige -
		UserName 9825299055	۵				P	
		Password						
			2.			6		200
		Persona				K.	· 小台书	a star
		Citizen						ALC: N
	Mobile Number	Captcha * 14835 14835	ø		<u>e</u>		X	백만
		Login 🔶						T.
	Password	Forgot pa	assword?	WEAK				
	The Password is requ	Dept have an approval?						
		DOUT HAVE AN ACCOUNT?						
DUN	N	SIGN UP		2.				
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CHAPTER 2. License Registration Process.

2.1 New License Registration

1. After Login below mentioned screen will appear. Click on "Building Permission"



2. Then click on Building Permission Services than License Registration.

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Nagar Vigen	=	Pallav joshi ~
Request List	R Home	
Marriage Application	Change Password	
Building Permission		-
Buidling Permission Services	Your Password has expired. Please change Password to login. Note: Password should contains atleast one snecial	
Buidling Development Permission	character;one numeric character;one alphabet and Number of characters should be between 8 to 16.	
License Registration		
Building Progress Entry	Old Password WEAK	
Building Use Certificate	New Password WEAK	
Part Plan, Zoning, F Form Application		
? Complaints And Grievance	Confirm New Password WZAK	
▲ Fire and Emergency :	Captcha	
# Estate Management	9 8507 ~	
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3. Then click on Apply for License. Select your Nagarpalika or Development Authority where you want to apply for License registration.

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Nagar.		≡		Pallav joshi ~
Request List	>	A Building Permission / Buidlin	ng Permission Services / License Registration / Apply for License	
Marriage Application	>	Analian Par / Analia	and the Free	
Building Permission	~	Application For 7 Applic	Cation For	·
Buidling Permission Services	~	Application For Application For) Urban Development Authority / Urban Development Authority
Buidling Development Permission	>		(!)	
License Registration	~	Select ULB / યુ.એલ.	Are you sure?	· ·
Apply for License		Select ULB	Do you want to continue with Gandhinagar Municipal Corporation	
Search License		યુ.એલ.બી કોડ Gandhinagar Municipal	No Yes!	•
License Holders List				
Surrender License				
Building Progress Entry	>		PROCEED	
Building Use Certificate	>			
Part Plan, Zoning, F Form	>	© 2017. Copyright Urban Developme	ent & Urban Housing Department All Rights Reserved	
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4. After selection of ULB/ Development Authority. Select Application Type. (New / Renew/Grade Change/Duplicate). By default it was selected as New only.

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Nagar.	≣							PALLAV JOSH	41 ~	1
Request List >		Type of Application	New / 1	નવું 🔿 Renew / નવીકરણ કરો 🔿	Grade Change / ગ્રેડ બદલો	🔿 Duplicate / ડુપ્લિકેટ				
Marriage Application		એપ્લિકેશનનો પ્રકાર				-				
Building Permission		License Type લાઈસન્સ પ્રકાર			Is Aadhaar Card Availabl આધાર કાર્ડ ઉપલબ્ધ છે?	e? 🔿 Yes / હા 💿 No / ના				
? Complaints And Grievance		Select	~							
Fire and Emergency										
Estate Management		First Name	*		Middle Name					
E License >										
📥 Professional Tax 💦		Last Name			Date of Birth		•			
Property Tax		Country Code								
Hall Booking		દેશનો કોડ	* Mabila Number		Email Id		•			
Manage Profile >			moone number							
Water And Drainage										
My Payment History		Phone Number								
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5. Then select License Type.

Nagar	≣				PALLAV JOSH	
Request List		License Type વાઈસન્સ પ્રકાર દર્શact	Is Aadhaar Card Available? આધાર ડાંડ ઉપવબ્ધ છે? 🚫 Yes / હા 💿 No / ન	ı		
Marriage Application > Building Permission >		Select				
Complaints And Grievance >		Architect / આર્ડિટેક્ટ Engineer / એન્જિનિયર	Middle Name			
Estate Management		Structural Engineer grade - 1 / સ્ટ્રક્યરલ એન્જિનિયર ગ્રેડ - 1 Structural Engineer grade - 2 / સ્ટ્રક્યરલ એન્જિનિયર ગ્રેડ - 2	Date of Birth	*		
E License >		Structural Engineer grade - 3 / સ્ટ્રક્ચરલ એન્જિનિયર ગ્રેડ - 3 Clerk of work grade - 1 / કલાર્ક ઓફ વર્ક ગ્રેડ - 1		*		
Property Tax		Clerk of work grade - 2 / ક્લાર્ક ઓફ વર્ક ગ્રેડ - 2 Clerk of work grade - 3 / ક્લાર્ક ઓફ વર્ક ગ્રેડ - 3	Email Id			
t Hall Booking		Supervisor grade - 1 / સુપરવાઇઝર ગેડ - 1				
Manage Profile >		supervisor grade - 3 / સુપરવાઇઝર ગેડ - 2 Supervisor grade - 3 / સુપરવાઇઝર ગેડ - 3				
B My Payment History	Permanent	/ Supervisor grade - 4 / સુપરવાઇઝર ગ્રેડ - 4 🗸			~	

6. After selection License Type Enter Personal Details like First name, Middle Name, Last Name, DOB, Email ID, Mobile No, Present address and Permanent address.

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Nayar_	≡							PALLAV JO	ihi v	*
🔲 Request List	•	Type of Application	New /	નવું 🔿 Renew / નવીકરણ કરો 🤇) Grade Change / ગ્રેડ બદલો	🔵 Duplicate / કુપ્લિકેટ				
Marriage Application	>	ઓપ્લર્કશનનો પ્રકાર								
Building Permission	•	License Type લાઈસન્સ પ્રકાર			ls Aadhaar Card Available આધાર કાર્ડ ઉપલબ્ધ છે?	e? Yes / હા 💿 No / ના				
? Complaints And Grievance	•	Engineer / એન્જિનિયર								
▲ Fire and Emergency	>	First Name પ્રથમ નામ			Middle Name મધ્ય નામ					
# Estate Management	•	Harsh			p					
License	>	Last Name			Date of Birth					
🚔 Professional Tax	>	છલ્લુ નામ Joshi			જન્મ તારાખ 04/04/1990					
Property Tax	•	Country Code	Mobile Number		Email Id					
Hall Booking	>	દેશનો કોડ	મોબાઇલ નંબર		ઇમેઇલ આઈડી pallav inchi@tee com					
Manage Profile	>	71			pattav.josin@tcs.com					
Water And Drainage	>	Phone Number ફોન નંબર								
My Payment History	>	07912345678								
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Nagar_	≡					PALLAV JOS	shi v	*
Request List	✓ ઉપરની જેમ	ł Building/Apartment no.		Street Name				
Marriage Application	>	મકાન / એપાર્ટમેન્ટ નં 123	•	શેરીનું નામ Infocity				
Building Permission	>	Land Mark Name		Area Name				
? Complaints And Grievance	>	बन्डमाङ नाम Nr Garimapark		ાવસ્તાર Gandhinagar				
Fire and Emergency		Country		State				l.
Estate management License	· · · · · · · · · · · · · · · · · · ·	Select Country	*	Select State	*			I
Professional Tax	•	District જિલ્લા		City શહેર				J.
Property Tax	S	Select District	~	Select City	~			
All Booking	>	Pin Code પીન કોડ						
Manage Profile	>	382424						
Water And Drainage								
es my Payment History	Eligibility	Criteria / યોગ્યતાના માપદંડ				~		
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7. Check Eligibility Criteria for License Type, Qualification and Required Experience.

Eligibility Criteria / ય	ોગ્યતાના માપદડ			· · · · · · · · · · · · · · · · · · ·
Г	License Type	Qualification	Required Experience	
Γ	Engineer	ME/ M.Tech Civil	0 Years	
Γ	Engineer	B.E./ B. Tech Civil	2 Years	
Γ	Engineer	Diploma in Civil Engineering	5 Years	

8. Update Educational Details. Select from Drop Down. In case Institute Name is not available in the list, then user can enter the Name of Institute and click on Add button.

Education Details / શિક્ષણ વિગતો				~
Qualification લાયકાત B.E./ B. Tech Civil	v	Institute Name સંસ્થા નામ L D College Of Engineering, Ahmedabad	Q	
Completion Month પૂર્ણ થયાનો મહિનો		Completion Year પૂર્ણ થયાનુ વર્ષ		
4	^	2003	~	
		ADD RESET		

- 9. Update Experience Details (If Any). And Press "ADD"
 - a. Edit \rightarrow To update details
 - b. Delete \rightarrow To delete record

ce Details /	અનુભવ વિગતો						~
Name of In સંસ્થાનું નામ Name of I	stitute/Organization nstitute/Organization			Nature of Job જોબ પ્રકાર Nature of Job			
Month of E અનુભવના મ Select	xperience રહિના	~		Year of Experience અનુભવના વર્ષ Select		~	
		ADD RESE	at				
	Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions		
	Larsen & Tubro	Engineer	5	2	View / Edit / Delete		
Total Expe કુલ અનુભવ 2.42	ience						

10. Update Questionnaire and click on Next.

No / ¤il
No / «Il
)

11. Attach the soft/Scan Copies of require documents. Kindly upload proper photo in the attachment as that will be printed on the certificate.

Home					
	Application Form / অংশ্ত ধর			Document Attachments /	જોડાણો
Document Atta	chments / જોડાણો				~
Checklist - Documen	nt CheckList Ø Photo ID proof	€ Local Address Proof	Graduation Certificate	PG-Certificate	Experience Certificate
IMG_20160405	5_1 008PTE18190043	008PTE18190043	Drag & Drop Files Here	Drag & Drop Files Here	Drag & Drop Files Here
	W			II	II
Note -	Maximum 2 MB Allowed (OnlyIPG	JPEGBMPGIFPNGTIF		XLSXLSXPPTPPTX	PPSX are allowed)

12. Add any additional documents if required

ttachiment		v
File Description બિડાણનુ વિવરણ Attach File	Attach File િબ્દાણ Choose File No file chosen	
	ADD ATTACHMENT	
Description विवरख़	File Name ફાઈલનુ નામ	Action પ્રક્રિયા

13. Update the Checkbox for agreement and click on Submit.

I hereby undertake to abide by all rul carry out my responsibilities as prescr responsibilities as above, the Compete action as defined in the General Deve	es, regulations, standing orders, requisitions and instructions given by the ibed in the General Development Control Regulations. I also understand int Authority reserves the right to de-register me, forfeit my security de opment Control Regulations and as per the provisions of the Act.	e Competent Authority and shall that if I fail to perform my posit and take other appropriate
હુ સક્ષમ સત્તાંધકાર દ્વારા આપવામાં આવેવ રેગ્યુલેશન્સમાં સૂચવ્યા મુજબ મારી જવાબદા લાઇસન્સ ૨૯ કરવા, મારા સિક્યોરિટી ડિપો અનામત રાખે છે.	ા તમામાં નિયમાં, ાવાનયમાં, સ્થાયા હુકમાં, આવશ્યકતાઓ અને સૂચનાઓનુ પાલન ક રીઓ હાથ ધરિશ. હું એ પણ સમજુ છું કે જો હું ઉપરની જવાબદારી નિભાવવામાં નિષ ઝેટ જપ્ત કરવા અને જનરલ ડેવલોપમેન્ટ કંટ્રોલ રેગ્યુલેશન્સમાં વ્યાખ્યાયિત કર્યા મુજબ	ડર છુ અન જનરવ ડવવપમન્ટ કટ્રોલ બ્ફળ રહુ તો, સક્ષમ સત્તાધિકાર મારુ ા અન્ય યોગ્ય પગલાં લેવાનો અધિકાર
	RESET CLOSE	
		← BACK SUBMIT ✓

14. The Application no will be generated with below mentioned Pop up.



15. On click of OK, Acknowledgement Receipt will be generated as shown below.



- 16. This application will submitted to the Department for further processing. Once application is approved, User can make online Payment as shown in section 0
- 17. Also an automated Email and SMS will go to the applicant on email Id and mobile number mentioned in the application form.

0	Mon 4/15/2019 3:41 PM noreply-enagar@gujarat.gov.in AUTO MAIL: Gandhinagar Municipal Corporation: License registration application APPROVED	
Pallav :	Joshi	~
Action Ite	ems	+ Get more apps

"External email. Open with Caution"

Dear Sir/Madam,

Your application for Engineer license with acknowledgement number 008LCP19200023 is approved on 15/04/2019. Please pay INR 5000 to complete the registration process .

Regards,

Gandhinagar Municipal Corporation

Note: This is system generated mail, please do not reply.

2.2 Renew License Registration

- 1. Login to eNagar Portal using valid credentials.
- 2. Go to Building Permission →Building Permission Services → License Registration → Apply for License Registration
- 3. For Renewal of License, Select Renew in the application form.

Application Form / અરજી પત્ર	Document Attachments / श्रीऽश्वि	Ĺ
Personal Details / અંગત વિગતો		~
Select ULB યુ.એલ.બી કીડ Gandhinagar Municipal Corporation	•	
Type of Application એપ્લિકેશનનો પ્રકાર	🚫 New / નવું 💿 Renew / નવીકરણ કરો 🔵 Grade Change / ગ્રેડ બદલો 🔵 Duplicate / ડૂપ્લિકે	5
4. Enter the License no and	click on "Search"	

License Registration Number લાઈસન્સ નોંધણી નંબર	SEARCH	
008AR181910003		

- 5. Data will be populated based on License Registration Number. Update the details if required.
- 6. Add attachments (If any) and click on "submit". Below mentioned Popup will come.
- 7. On click of Ok, Acknowledgement receipt will be downloaded. Based on this application number user can track the application status.



8. This application will submitted to the Department for further processing. Once application is approved, User can make online Payment as shown in section 0

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 Nopend
 Nopend

Dear Sir/Madam,

Your application for Architect license with acknowledgement number 008 LCP 19200024 is approved on 16/04/2019. Please pay INR 5000 to complete the registration process .

Regards,

Gandhinagar Municipal Corporation

Note: This is system generated mail, please do not reply.

2.3 Grade Change

- 1. Login to eNagar Portal using valid credentials.
- 2. Go to Building Permission →Building Permission Services → License Registration → Apply for License Registration
- 3. For changing grade of License, Select Grade Change in the application form.

Application Form 7 428 44	Document Attachments / Volsigit
Select ULB ચુ.એવ.બી કોડ Gandhinagar Municipal Corporation Type of Application એપ્લિકેશનનો પ્રકાર	• ∽
License Registration Number	

4. Enter the License no and click on "Search"

License Registration Number લાઈસન્સ નોંધણી નંબર	SEARCH
008AR181910003	

5. Data will be populated based on License Registration Number. Select the License type from the drop down. User would be allowed to apply for upgrade license only.

License Type	
લાઈસન્સ પ્રકાર	
Structural Engineer grade - 1	~

6. Update Education details as required for grade change.

Eligibility Criteria / યોગ્યતાના માપદંડ

License Type	Qualification	Required Experience
Structural Engineer grade - 1	B.E./ B. Tech Civil	10 Years
Structural Engineer grade - 1	ME/ M.Tech Civil	3 Years
Structural Engineer grade - 1	Ph. D in Structural Engineering.	3 Years

Qualification Institute Name बाय3td संस्था नाम Q Select Institute Name Completion Month Completion Year पूर्श् यथानो महिनो पूर्श् यथानु वर्ष Select Select Select Y	tion Details / શિક્ષણ વિગતો					
Select rinstitute Name Completion Month Completion Year पूर्श धर्थाने महिनो पूर्श धर्थाने वर्ष Select rinstitute Name	Qualification લાયકાત Scient		Institut સંસ્થા ન	e Name ામ		Q
Select Select	Select Completion Month ນນໂອນເຫ] ມ.ໂຣຕ)	~	Comple นต์ ยอ	te Name		
	Select	^	Select			~
	Qualification	Institute Name	Completion Month	Completion Year	Actions	
Qualification Institute Name Completion Month Completion Actions	Ph. D in Structural Engineering.	L D College Of Engineering, Ahmedabad	5	2015	View / Edit / Delete	

7. Update the experience details and click on "Add", if required.

Name of Institute/Organization Nature of Job Name of Institute/Organization Nature of Job Month of Experience Year of Experience अनुष्पवना पर्ध Select ADD RESET Name of Institute/Organization Nature of Job Month of Experience Augendent of Select ^ ADD RESET Name of Institute/Organization Nature of Job Month of Experience Actions ADD RESET Total Experience Year of Experience gar vargneq	Details / અનુભવ વિગતો					
Name of Institute/Organization Nature of Job Month of Experience अनुभावना वर्ध Year of Experience अनुभावना वर्ष Select ^ ADD RESET Image: Comparization in the second structural Engineer is in the s	Name of Institute/Organization સંસ્થાનું નામ		1	Nature of Job જોબ પ્રકાર		
Month of Experience พลูตินสน ม(โล้สน Year of Experience พลูตินสน ณโ Select Select ADD RESET Name of Institute/Organization Nature of Job Month of Experience Year of Experience Larsen & Tubro Structural Engineer 2 View / Edit / Delete	Name of Institute/Organization		1	Nature of Job		
Select	Month of Experience અનુભવના મહિના		1	Year of Experience અનુભવના વર્ષ		
ADD RESET Name of Institute/Organization Nature of Job Month of Experience Year of Experience Actions Larsen & Tubro Structural Engineer 5 2 View / Edit / Delete Total Experience ধূৰ অনুপৰ	Select	^	2	Select		^
Name of Institute/Organization Nature of Job Month of Experience Year of Experience Actions Larsen & Tubro Structural Engineer 5 2 View / Edit / Delete Total Experience કુલ અનુભવ Structural Engineer Structural Engineer Structural Engineer Structural Engineer	I	ADD RESET				
Larsen & Tubro Structural Engineer 5 2 View / Edit / Delete Total Experience કુલ અનુભવ	Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions	
Total Experience કુલ અનુભવ	Larsen & Tubro	Structural Engineer	5	2	View / Edit / Delete	
	Total Experience કુલ અનુભવ					
2.42	2.42					

No / ¤ii
No / «Il
•

8. Update the required attachment as per the updated education and experience details.

ecklist - Document CheckList Photo Photo ID proof Local Address Proof Graduation Certificate PG-Certificate Drag & Drop Files Here Files	cument Attachments	D D				
ecklist - Document CheckList Photo Photo ID proof Local Address Proof Graduation Certificate PG-Certificate Drag & Drop Files Here Drag &		s / જોડાણો				
Photo Photo ID proof Local Address Proof Graduation Certificate PG-Certificate Experience Certificate Image: Drag & Drop Files Here	ecklist - Document CheckLi	ist				
Image: Drag & Drop Files Here Image: Drag & Drop Files Here	✓ Photo	Photo ID proof	Local Address Proof	Graduation Certificate	PG-Certificate	✓ Experience Certificate
	IMG_20160405_1	Drag & Drop Files Here	008PTE18190043			

9. Add any additional documents if required.

File Description		
બિડાણનુ વિવરણ	Attach File	
	બિડાણ	
Attach File	Chappen File No file shares	
	Choose File No file chosen	
	ADD ATTACHMENT	
Description	File Name	Action
ดีสวม	કાઈલન નામ	પ્રક્રિયા

10. Click on Check box and then click on submit.

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act. § असभ स्ताधिंडा? द्वारा आपवामां आवेषा तमाम लियमो, विलिधमो, श्याधी ड्रंभो, आवश्यर्थताओ अने सूचलाओलुं पालन इन्हे कुं अने જનરલ डेवलपमेल्ट इंट्रोव ठेयुवेशन्समां सूचल्या मुष्ठभ मारी જवाબદाરीओ હाथ धरिश. इं थे पछ समञ्ज कुं 8 जो डुं ઉपरनी जवाબદारी लिभाववामां लिभ्रभ रह तो, सक्षम सत्ताधिंडा? यहा आपवामां आवेष तमाम लियमो, विलिधमो, श्याधी ड्रंभो, आवश्यर्थताओ अने सूचलाओलुं पालन इन्हे कुं अने जनरब डेवलपमेल्ट इंट्रोव ठेयुवेशन्समां सूचला मुष्ठभ मारी अवाબदारीओ हाथ धरिश. इं थे पछ समञ्ज कुं 8 जो डुं ઉपरनी जवाબદारी लिभाववामां लिभ्रभ रख तो, सक्षम सत्ताधिंडा? यहा अध्रे क्षा के जवाल हे हैं हो ठेयुवेशन्समां व्याप्याधित डर्या मुर्शक अन्य योज्य पगवां वेवानो अधिंडा? याया साम राभे छे. CLOSE

11. Below mentioned Popup will come.

A Home		
	Message	
	Vector Ve	our Application is saved with Application Number : 08LCP19200025 . Please Note this for your oference.
		ок

- 12. On click of OK, Acknowledgement receipt will be generated.
- 13. This application will submitted to the Department for further processing. Once application is approved, User can make online Payment as shown in section 0

2.4 Duplicate License

- 1. Login to eNagar Portal using valid credentials.
- 2. Go to Building Permission →Building Permission Services → License Registration → Apply for License Registration
- 3. For getting duplicate copy of License, Select Duplicate in the application form.

Application Form / અરજી પત્ર	Document Attachments / જોડાણો	
Personal Details / અંગત વિગતો		~
Select ULB યુ.એલ.બી કોડ Gandhinagar Municipal Corporation	•	
Type of Application એપ્લિકેશનનો પ્રકાર	🔿 New / નવું 💿 Renew / નવીકેરણ કરો 🔿 Grade Change / ગ્રેડ બદલો 🔿 Duplicate / ડૂપ્લિકેન્	2
4. Enter the License no and	click on "Search"	

License Registration Number લાઈસન્સ નોંધણી નંબર	SEARCH	
008AR181910003		

- 5. Data will be populated based on License Registration Number. Update the details if required.
- 6. Add attachments (If any) and click on "submit". Below mentioned Popup will come.
- 7. On click of Ok, Acknowledgement receipt will be downloaded. Based on this application number user can track the application status.



- 8. This application will submitted to the Department for further processing.
- 9. Once Application is approved, user can download the certificate as shown in section 0
- 10. User will get the notification through mail as well email for all the events.

 Normal Market Market

Dear Sir/Madam,

Your application for Architect license with acknowledgement number 008 LCP 19200024 is approved on 16/04/2019. Please pay INR 5000 to complete the registration process .

Regards,

Gandhinagar Municipal Corporation

Note: This is system generated mail, please do not reply.

2.5 Surrender License

- 1. Login to eNagar Portal using valid credentials.
- 2. Go to Building Permission \rightarrow Building Permission Services \rightarrow License Registration \rightarrow Surrender License
- 3. Select the ULB / Development Authority for which the license is issued.

Application Form / અરજી પત્ર	Document Attachments / જોડાણો	
Personal Details / અંગત વિગતો		~
Select ULB યુ.એલ.બી કીડ Gandhinagar Municipal Corporation Type of Application એપ્લિકેશનનો પ્રકાર	• ઁ ં New / નવું (Renew / નવીકરણ કરો (Grade Change / ગ્રેડ બદલો (Duplicate / ડુપ્લિકેટ	

4. Enter the License no and click on "Search"

License Registration Number લાઈસન્સ નોંધણી નંબર	SEARCH	
008AR181910003		

- 5. Data will be populated based on License Registration Number.
- 6. Update effective date from which user wants to surrender the license.
- 7. Click on "submit". Then below mentioned Popup will come.
- 8. On click of Ok, Acknowledgement receipt will be downloaded. Based on this application number user can track the application status.



- 9. This application will submitted to the Department for further processing.
- 10. Once Application is approved, License will be cancelled and license holder will not be able to perform any action based on the License Registration number.

11. User will get the notification through mail as well email for all the events.

	e i nespona i quinconeps is nore i lags is caning coom i	
	Tue 4/16/2019 4:04 PM noreply-enagar@gujarat.gov.in AUTO MAIL: Gandhinagar Municipal Corporation: License registration application APPROVED	
lo Pallav J	Joshi	^
Action Ite	ems + Get more a	ps
"External	l email. Open with Caution"	

Dear Sir/Madam,

Your application for Architect license with acknowledgement number 008LCP19200024 is approved on 16/04/2019. Please pay INR 5000 to complete the registration process

Regards,

Gandhinagar Municipal Corporation

Note: This is system generated mail, please do not reply.

2.6 Status Tracking

1. User can check the application status in the Request list as follows:

Nayar		
Request List	Click here to kno	w the a
Marriage Applicati	on →	
Building Permissio		
? Complaints And Gr	evance >	
Fire and Emergene		
Estate Manageme	t >	
License		
Professional Tax		
Property Tax		
Hall Booking		

2. User can see the status of application as per below.

Nagar Vojstat		≡						PALLAV JOSHI ~
Request List	~	🏫 / Request	List					
Request List								
Marriage Application	>	Search:	Q					Show 10 v entries
Building Permission	>	Sr No. 🔺	Application Number 💲	Application Name 💲	Applicant Name 💲	Action Owner 🗘	Status 🗘	Application Date
? Complaints And Grievance	>							
Fire and Emergency	>	1	008LCP19200023	License Registration	Harsh P Joshi	TOWN PLANNING DEPARTMENT L1 OFFICER	In Progress	Mon Apr 15 14:27:39

÷.

2.7 Online Payment and Certificate Download

2.7.1 Online Payment

- 1. Building Permission \rightarrow Building Permissison Services \rightarrow License Registration \rightarrow Search License Registration
- 2. Select ULB or Authority for which you have done application.
- 3. Search result will show the application done by the user.
- 4. Click on Proceed to Pay in the Action.

Search Result / શોધ પરિણામ										
One Record found.										1
S. NO.	License Registration Number	Application Number	License Holder's Name	License Type	Mobile Number	Email Id	License Expiry Date	Status	Payment Receipt	Actions
1	View Application	008LCP19200023	Harsh P Joshi	Engineer	99999999999	pallav.joshi@tcs.com	Approved	N.A.	Proceed to Pay	

5. Select your Payment Gateway.

Select Your Paymen	at Gateway
• • • • • • • • • • • • • • • • • • • 	o 🌃 वैंक अंग्रेक बहीदर Bank of Baroda
PROCEED	l de la companya de l

6. Select the Payment method and provide necessary details.

							1	
Payment Deta	ils							
Debit/Credit	Card	Please enter your card d	etails		Order Summary			
💼 Internet Banl	king	Card Number		Order No.: 301502				
📄 Wallets		Expiry Date/Valid Thru	Merchant Name					
综 NEFT / RTGS		Month •	multiAccountPayout2					
🌍 Cash		Name of the card holder			Amount: 151	94.00		
			Processing fee:					
				С	ancel GS1:			
					Total:			
					Visit https://www.sbiepay.co know the status of your transa	m to action.		

7. After successful payment, Payment receipt will be generated.

My Payment History \rightarrow My Payment History

Sr No	Application Name	Track Id	Payment Amount	Payment Date	Merchant Name	Payment Status	Action	Download Receipt
1	License Registration	301492	1000	04/04/2019 07:05:36 PM	SBIEPAY	Success		Download

- 8. Also, user can download Payment receipt from Search screen.
 Building Permission → Building Permissison Services → License Registration → Search Liense Registration
- 9. Click on the Payment Receipt Number.

7 Re	Records found, displaying all Records.									
S. NO.	License Registration Number	Application Number	License Holder's Name	License Type	Mobile Number	Email Id	License Expiry Date	Status	Payment Receipt	Actions
1	008AR10042910007	008LCP19200022	dsadsad dsadsad sdsad	Architect	9878978978	nilu.kargathra@gmail.com	11/04/2024	Approved	N.A.	Proceed to Pay
2	008AR10042410008	008LCP19200021	dsadsadsad	Architect	9088978978	123@tcs.com	10/04/2024	Complete	B008BPM1920001037	Download License

10. Payment Receipt Format is as follows:

Gandhinagar Mahana	amily Court, Sector-11											
Gandhinagar Mananagar Seva Sadari Filst Floor, M.S. Bullung, M.Falling Court, Sector-11, Gandhinagar-382011												
Payment Receipt												
Receipt Number	: B008BPM1819001024	Payment Date	: 15-02-2019 01:42 PM									
Application Name	: NEW LICENSE REGISTRATION	Mobile Number	: 9909683103									
Payee Name	: JADEJA SANJAYSINH RAJENDRASINH	Email	: test.gmc@tcs.com									
Applicant Address	: 12124 SANTOSH SECT	FOR17 , GANDHINAGAR - 3	382017									
Pay Mode	: CASH											
Application Number	: 008LCP18190010	License Type	: ARCHITECT									
License Holder's Name	: JADEJA SANJAYSINH RAJENDRASINH	License Holder's Address	: 12124 SANTOSH SECTOR17 ,									
License Number	: 008AR181910004		GANDHINAGAR - 382017									
LICENSE R	Payment Head EGISTRATION FEE	Amount	5001.0									
Amount In Words												
Received At	: Town Planning - Office	2										
Stamp & Signature	:											

2.7.2 License Download

- 1. To download license, in the search screen, select ULB/ Authority and click on search button.
- 2. Click on the Download License link in the action column. This link will be available once Department user digitally signs the certificate after successful payment.
- 3. Also, User will get the digitally signed copy of certificate via mail. In this mail, user will get User ID and password for Portal Login.



- 4. Based on the User ID and Password received, POR can login to the portal and apply for Building Permission Pre-scrutiny and related services.
- 5. Certificate format is as follows:



2.8 Communication

Whenever there is any problem in the documents uploaded, Department can ask for updated documents. In this case Department will raise query for the documents non-compliant. Applicant will get the mail as well as SMS for Non – compliance.

1. For updating the documents, Login the portal using valid credential.

Approach 1:

2. Go to request list \rightarrow Search the application.

Nagar Bagar		Ξ	DAI
Request List Click here	re to know t	application status	
Marriage Application	~ſ		
Building Permission	>	My Dues / મારુ બાકી	
? Complaints And Grievance	>		
Fire and Emergency	>		
# Estate Management	>		
E License	>		
Professional Tax			
Property Tax	>		
1 Hall Booking	>		
Manage Profile	,		

3. User can see the status of application as per below.

Nagar Coginat		≡						PALLAV JOSHI ~
🗏 Request List	~	🚖 / Request	t List					
Request List								
Harriage Application	>	Search:	Q					Show 10 ▼ entries
Building Permission	•	Sr No. 🔺	Application Number 💲	Application Name 💲	Applicant Name 💲	Action Owner 🗘	Status 🗘	Application Date
? Complaints And Grievance	>	1	0.001 CD 10200022	Lisense Peristustion	Haveb D. Jashi	TOWN DI ANNING DEDARTHENT LA DEFICED	la Dragman	Man Apr 15 14:27:29
Fire and Emergency	>	· ·	000LCP 19200023	License negistration	narsh P Joshi	TOWN PLANNING DEPARTMENT ET OFFICER	in Progress	MOIT Apr 15 14:27:39

- 4. Click on the application number, application form will open.
- 5. Go to tab Communication, click on the communication ID. On click of that details will open. Applicant can read the remarks provided by Department and list of documents which needs to be updated.
- 6. Click on the View link and upload the updated documents.
- 7. Click on the button, updated documents.