

USER MANUAL

REGARDING

ONLINE WORKFLOW BASED SYSTEM

For

ISSUANCE OF DEVELOPMENT PERMISSION CERTIFICATE

FOR DEVELOPMENT AUTHORITY

A STATUTORY AUTHORITY OF THE GOVERNMENT OF WEST BENGAL

(Version 1.0)

FROM GOVERNMENT TO GOVERNANCE

Minimizing Red-Tapism, Discretion Enhancing Accountability, Service Quality

1

System Overview

Step 1: Applicant need to apply for Development Permission online along with necessary documents.

Step 2: Then information's are verified and feasibility of the project and other aspect of the site are judged by authority at different levels.

Step 3: If required, authority may ask for more information from the applicant

Step 4: Finally, either the application is sanctioned of rejected.

If sanctioned, applicant would be asked to deposit fees and thereafter Development Permission Certificate would be issued.

Important Instruction

Before applying for the Online Development Permission Certificate applicant needs to keep the following information and all the other required information ready with him/her:

- Valid Mobile number
- Valid Email ID
- Khatian number
- Plot number
- Class of land as per ROR(for land information)

Also, he/she should keep soft copy of all required documents ready for upload.

e.g.

- Copy of Deed of the land owner
- Current rent receipt(Khajna Roshid) (Not Mandatory)
- Detail plan showing plan sections and elevation(Not Mandatory)
- LR ROR
- Mutation Certificate of Land/Municipality/Municipal Corporation(Not Mandatory)
- Other Deeds(Not Mandatory)
- RS/LR plot index map
- Site plan of proposed area

When he/she has all the above mentioned documents/information ready he can go to the application and start application by open the URL: <u>http://wbuddevauth.gov.in/</u> in your browser.

How to Apply

<u>Step 1</u>:

Open the URL: <u>http://wbuddevauth.gov.in/</u> in your browser. Select the appropriate development authority from the Citizen Corner. For our reference we are selecting **Asansol Durgapur Development Authority** and click the link **Prepare Application** for applying new application.

← → C △ ③ Not secure wbuddevauth.gov.in	☆ ● ₹ ⊖ ;
issuance of development permission certificate for Department of Urban Development & Municipal Affairs	DEVELOPMENT AUTHORITY
Login User Name Password SaQq11 Enter Captcha Log In Errord Password	TIZEN CORNER
Site Designed, Hosted and Maintained by <u>National Informatics Centre</u> Best viewed in Internet Explorer 8.07 Firebox 3.6 or later <u>- Legal Disclaimet</u>	

<u>Step 2</u>:

3

Choose the Development Permission for whichever required

- Residential below 7.5 katha/10 katha
- Others (includes Residential above 7.5 katha/10 katha, commercial, Industrial, Institutional, Mixed Use & Housing)

For our reference here we are selecting **Residential below 7.5 katha/10 katha** and click the Click To Proceed.

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Click To Proceed	
Designed, Developed & Implemented by National Informatics Centre	

<u>Step 3</u>:

Enter your valid mobile number and **Request for OTP**. OTP will be send to applicant's mobile number.

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Designed, Developed & Implemented by <u>National Informatics Centre</u>	

<u>Step 4</u>:

After receiving OTP enter the same in appropriate field with in 10 min. and Submit. If you did not receive OTP then you can click on **OTP Resend** button.

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Designed, Developed & Implemented by <u>National Informatics Centre</u>	

<u>Step 5</u>:

5

Enter all valid information and upload required soft copy in application form. Then click to **Save Draft Application** button and then **Submit Application** button. If you need to modify any information in the form, it should be done before clicking **Submit Application** button.

After final submission of the application form, applicant could no longer make any changes in the application.

In case of any confusion with the application applicant can temporarily save the application as Draft and when all fields are verified properly, he/she can submit the same.

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DESIGNED AND DEVELOPED BY NATIONAL INFORMATICS CENTRE

DEPARTMENT OF URBAN DEVELOPMENT & MUNICIPAL AFFAIRS

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Detail Plan Showing Plan Sections and Elevation	Choose File No file chosen						
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After clicking on **Submit Application** applicant can take a print or save the application.

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Copy of Application Submitted

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Applicant	Details		
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Update Draft Application/Sent back to Applicant

<u>Step 1</u>:

Click on **Update/Submit Draft Application** link for updating /final submission of a previously drafted application or application sent back to applicant by officers for insufficient data/documents.

Department of Urban Develo	pment & Municipa	al Affairs		
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<u>Step 2</u>:

Insert the same mobile number/registered mobile number as saved application for updation.

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Designed, Developed & Implemented by <u>National Informatics Centre</u>	

<u>Step 3</u>:

OTP verification as described before

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	Designed, Developed & Implemented by <u>flational information Centre</u>		

<u>Step 4</u>:

Select the application Id to update from dropdown list

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			Designed, Developed & Implemented by <u>National Informatics Centre</u>	e	

<u>Step 5</u>:

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The application will open then change the data and upload softcopy and submit the application.

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DEPARTMENT OF URBAN DEVELOPMENT & MUNICIPAL AFFAIRS

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Online Payment

Step 1:

A SMS will be sent to the applicant to deposit the money when the CEO approves the application.

Applicant goes to the **Citizen Corner** and click to **Payment by Applicant** link.



<u>Step 2</u>:

Put applicant registered mobile number and click **Request for OTP** button

-) → C @	🔍 🎽 wbuddevauth.gov.in/Page	/ADDA_Login.aspx		
M	ASANSOL DURGAPU	Sunday Jun	4 2020, 10-05:50 PM	
Home Prepare App	plication Update/Submit Prepared Application	View Status of Application Payment by Applicant		
Payl	ment by Applicant			
Enter Your Mobile	≥ No : 9830982675	*One Time Password (OTP) will be Sent to this Number		Request for OTP
		Designed, Developed & Implemented by <u>Hational Informatics Centre</u>		

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<u>Step 3</u>:

Put OTP and click to **Submit** button

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	STATUTORY AUTHORITY OF THE GOVT.	OF WEST BENGAL)		Monday, June 15 2020;8:47:18 PM
Home Prepare Application	Update/Submit Prepared Application	View Status of Application	Payment by Applicant	
	y Applicant			
Enter Your Mobile No	: 9830982675	*One Time Password	(OTP) will be Sent to this Number	
Enter the Code Sent to Yo	ur Mobile No : 127876	Submit	Time Left: 00:9:37	OTP Resend
		Designed, Developed & Implem	ented by <u>National Informatics Centre</u>	
				Show hidden icons

<u>Step 4</u>:

Select the application Id for payment from dropdown list

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Home Prepare Applicatio	n Update/Submit Prepared Application View Status of Application Payment by Applicant		
Payment	t by Applicant		
IP Address of your Con	nputer : 42.110.153.59	Logged as : 9830	982675
Select Application ID	:Select Select 2020/01/000001		
	Designed, Developed & Implemented by National Informatics Centre		

<u>Step 5</u>:

Click on the Payment Link

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<u>Step 6</u>:

Click on **Proceed to Payment** link and pay the calculated charges.

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Payment h	Total Calculated Charge is Rs. 20819.40 /- only		
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	I fully agree to the assessment and I shall obtained the terms and condition of the payment		
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Application Id & Date			
Applied For			
Reg. Mobile No.		*	Payment
Demand Notice No.	• • • • • • • • • • • • • • • • • • •	•	
	PROCE	ED TO PAYMENT CANCEL	

11.7				
		Merchant 14/06/	t: EANUMATI /2020 22:06:390	
Payment Mode				
Cash	Transaction ID	2006141566346		
RTGS / NEFT	Amount	Rs. 1	-	
Net Banking	Convenience Fee	Rs. 0.01		
Debit Card	GST	Rs. 0.00	_	
Credit Card	Total Bill Amount	Rs. 1.01	_	
	Mobile No : Opt	ional Email ID : Optional		
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	*Please provide the r	nobile number for transaction communication & viewing transaction history.		
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	Proceed Now	Cancel		

<u>Step 7</u>:

After successfully payment, transactions acknowledge slip will be generated. Please keep it for future reference.

(A STATUTOR	Y AUTHORITY OF THE GOVT. OF WEST BENGAL)	0
Home Prepare Application Update/S	ubmit Prepared Application View Status of Application Payment by Applicant	Monday, June 24 2019,1:40:15 Pi
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Transaction Acknowledg	ment	
Thank you, Your payment has been a reference number for any queries re	successfully received with the following details. Please quote your transaction lating to this request.	
Application Number	: 2019/01/000011	
Applicant Name	: Soumya Roy	
Transaction Reference Number	: 1906241544843	
Transaction Date and Time	: 24-06-2019 13:39:18	
Payment Amount (Rs.)	: 1.01	
Transaction Status	: Success	
贾 合		

Online Development Permission Certificate Format

A Development Permission Certificate will be generated after the calculation charge is paid. After generating the Development Permission Certificate, the applicant will receive an SMS. Applicants then click on the "**View Status of Application**" link. Enter mobile number and request for OTP, Put OTP and submit. Then select the Application ID and download the Development Permission Certificate.

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	MIDNAPORE KHARAGPUR DEVELOPMENT AUTHORITY (A Statutory Authority of the Government of West Bengal) Sahid Kshudiram Zilla Parikalpana Bhavan (2nd Floor) Zilla Parishad Complex, Paschim Medinipur - 721101 Phone No. 03222-261739			E
	Memo. No. : /MKDA/19 Date : 23-12-2019 To Sabbir Ali			
	Test			
	Sub: Land Use Compatibility Certificate U/s 45 of the West Bengal Town & Country (Planning & Development) Act, 1979			
	In reference to his / her application no 2019/03/000017, Dated 04/09/2019 on the subject quoted above, the proposed institute of <i>Residential</i> use / change of use of land from <i>Residential</i> to <i>Residential</i> development for land area of 4.00 square meter (Site Plan enclosed) at <i>Midnapore Kharagpur</i> Plot No.(R.S.) 2 / Plot No.(L.R.) 4 in sheet NoHolding Nowithin Ward NoMouza Dholasole, J.L. No. 517 under tes Police Station, he / she is hereby informed that the development / institute / chande of use of his / her land within Zone Noa sper Land Use Development and Control Plan (LUDCP) prepared and published by the <i>Midnapore Kharagpur Development Authority</i> under section 38(3) of the West Bengal Town & Country (Planning & Development) Act, 1979, where predominant land use / Present Land Use of the proposed parcel of land under reference is as per Land Use map & Register (LUMR) published by <i>Midnapore Kharagpur Development Authority</i> under section 29 (6) of			
	the West Bengal Town & Country (Planning & Development) Act, 1979 and the development / institute / change of use as proposed is compatible /			
	incompatible with the LUDCP. The development charge as leviable under the said Act for the proposed development / institute / change of use has paid vide money receipt No. dated <i>TranDate</i> / no such development charge is leviable.			-
	With reference to the application mentioned above, the Midnapore Kharagpur Development Authority does not have any objection for the development of			
	the schedule of land for purpose, as stated below subject to the following condition:			
	1) Application for conversion must be made by the applicant before the competent authority U/s 4C of the West Bengal Land Reforms Act, 1955 as			
	amended up to date.			
	2) The permission of Development is also without prejudice to any of the permission of Urban Land (Ceiling and Regulation) Act, 1976 (section 33 of 1076). Societies 4C of The Work Development Lond Performs Act 1056 on encoded on to date.			
	or 1970) & section 4C of the west bengal Land Reforms Act, 1955 as amended up to date.			
	 and development on the aforementioned not / nots of land should have to abide by the Development Control Regulations as applicable 			
	i) Thy overophich on the advancementation prover property and should have to able by the poverophich control regulations as appression.			
	Yours faithfully,			
				=
	Chief Executive Officer / Executive Officer			
	Midnapore Kharagpur Development Authority			
	Memo. No. : // <i>MKDA</i> /19 Date : 23-12-2019			
	Copy forwarded for kind information and necessary action to:			
	1) The Commissioner / Executive Officer, Salboni Corporation / Municipality			
	Chief Executive Officer / Executive Officer			
	Midnapore Kharagpur Development Authority			
				=
	Generated On - 73,12,2010			
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.....THANK YOU.....