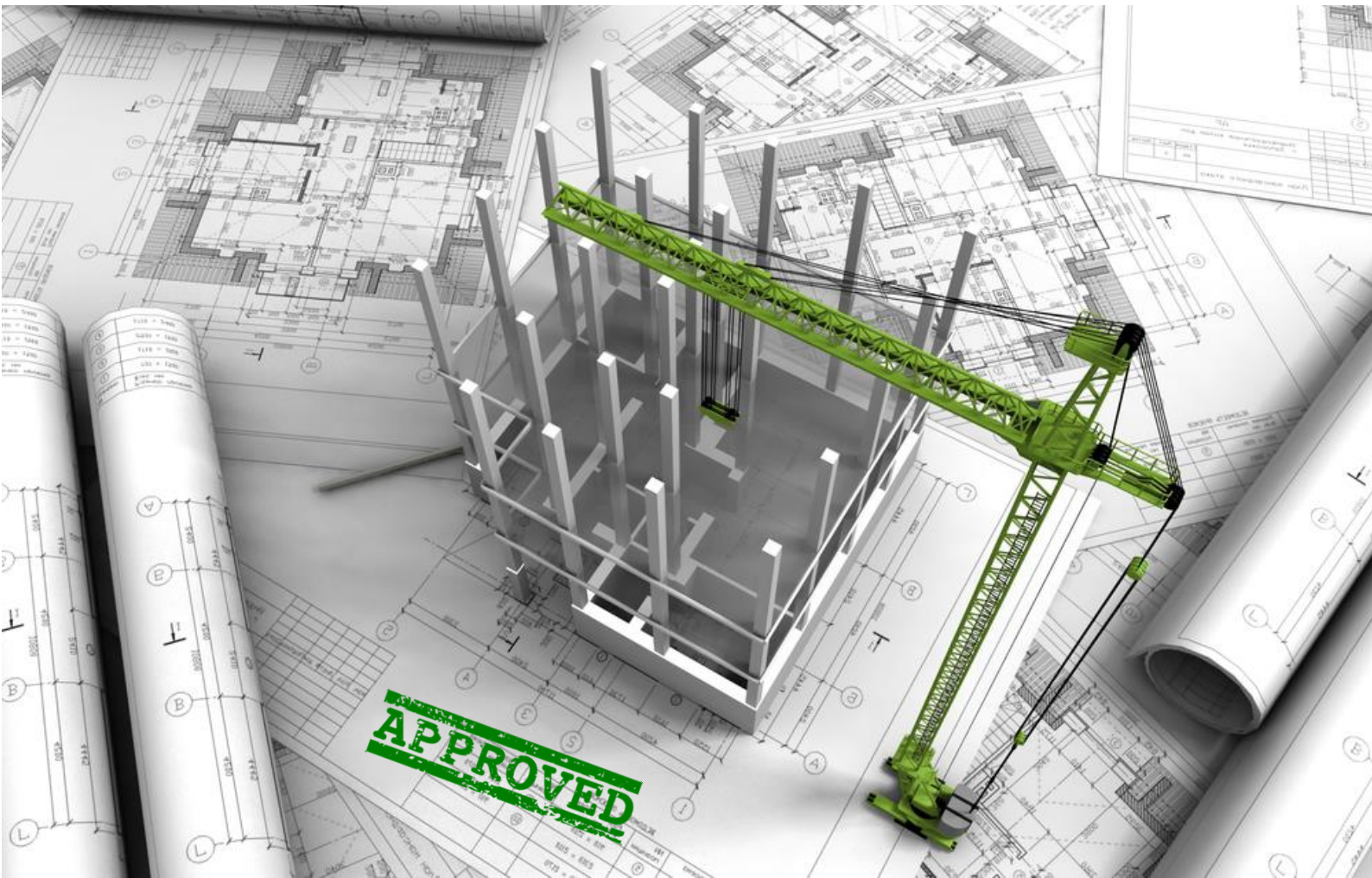


Online DPMS

(For Building Permission, Change of Land Use, Layout Permission Types, NOCs & Occupancy Certificate)



User Manual

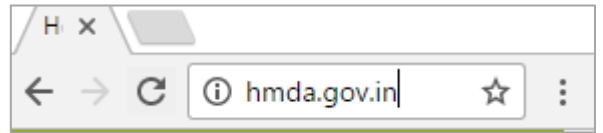
Preface

- This help manual designed for new users and existing users, by helping them with the step by step process involved while applying for a new proposal **or** to know the present status of their applications and what are the steps to be taken while applying.
- Some (or all) of the details provided in this manual may not be the same in website, as the website updates regularly, to provide you a hassle-free experience and easy user interface. Small changes may occur to the process after update but the direction flow is same. HMDA and softech are working hard to serve you better day by day.
- **Before applying**, please refer **GO's & Acts** and proposed **Masterplan**. Check your plot area, zone in which your plot exists, whether proposed master plan-2031 roads are passing through your plot and whether Govt properties, Natural resources and ORR is in your plots vicinity (surroundings).
- HMDA is not responsible for the incorrect information entered by the applicant / when the application is rejected due to insufficient requirements / when the application is rejected due to plot affected under proposed master plan.
- To avoid mistakes & to apply successfully, please follow notifications and Latest updates provided in our website. Be up to date with the information.

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Getting Started

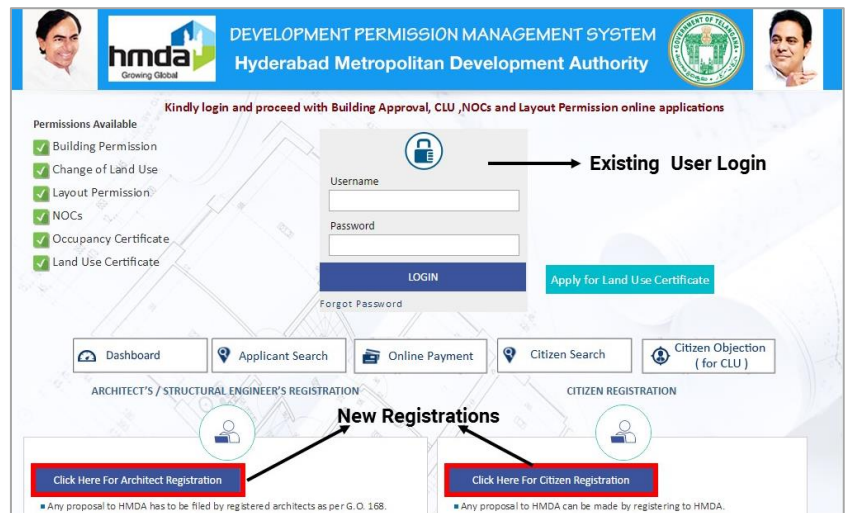
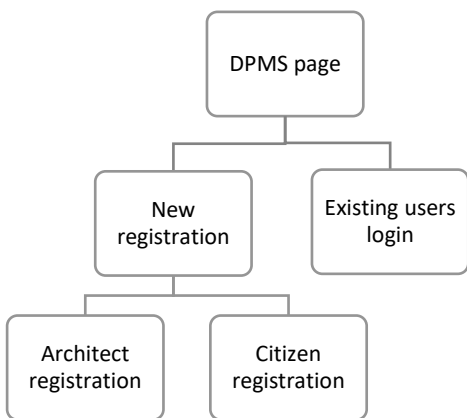


1. Open your web browser
2. In the address bar at the top, type <http://hmda.gov.in>



3. In MAIN MENU, click on **Online DPMS**, you will be directed to login page

4. In login page:



Dashboard: Displays the status of metrics, pendency details & inspection reports of HMDA

Applicant search: See the status of your submitted application without login.

Online payment: Directs to online payment page to pay for your application.

Citizen search: View proceedings and drawings approved by HMDA.

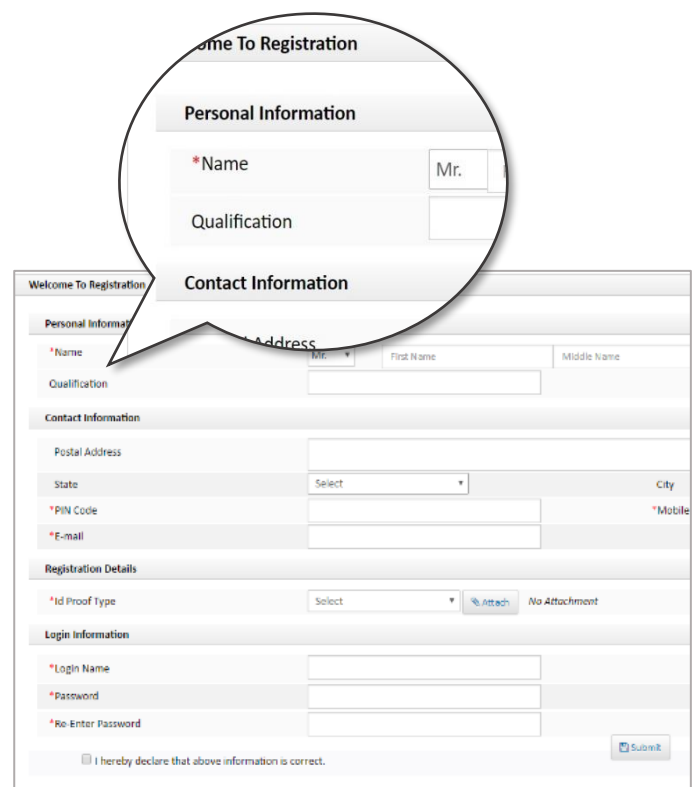
Citizen objection: Shows list of CLU Applications which are going to be presented to MA&UD.

Apply for Land Use Certificate: To determine the category in which your land comes.

New Registration

Architect registration

1. Click on **New Registration** and fill in personal information, contact information, registration information & login information. Check the declaration box > Click **submit** and the page will redirect to payment page.
Note: Fields marked with * are mandatory
Architect will get an SMS with login credentials to his registered mobile number.
2. In online payment page fill in the details like name, Registration number, challan number (if paid through **e-collect**)
3. Registration is complete only after payment.
4. If you wish to pay later, then click **Pay Registration Fees** when you revisit the page.
5. Registered users can view their details by entering his /her CAO/NCSEA Registration No & registered Mobile number in the Existing Users panel.
6. Architect can use his login details to login to architect console.



Citizen Registration

1. Fill in personal information, contact information, registration details & login information. Check the declaration box > Click **submit** to complete the registration process.
2. Applicant will get an SMS with login credentials to his registered mobile number. Use this login information to login to citizen console.
3. Citizen registration is **Free of cost**. No need to pay.
4. The only difference between citizen console and architect console is that in architect console any number of proposals can be applied. There is no limit. But, citizen console is limited.
5. In citizen console, applicant must provide architect/ structural engineer information on his own.

On successful registration, Architect / Citizen can **login** to the Development Permission Management System (DPMS) using their login name and Password.

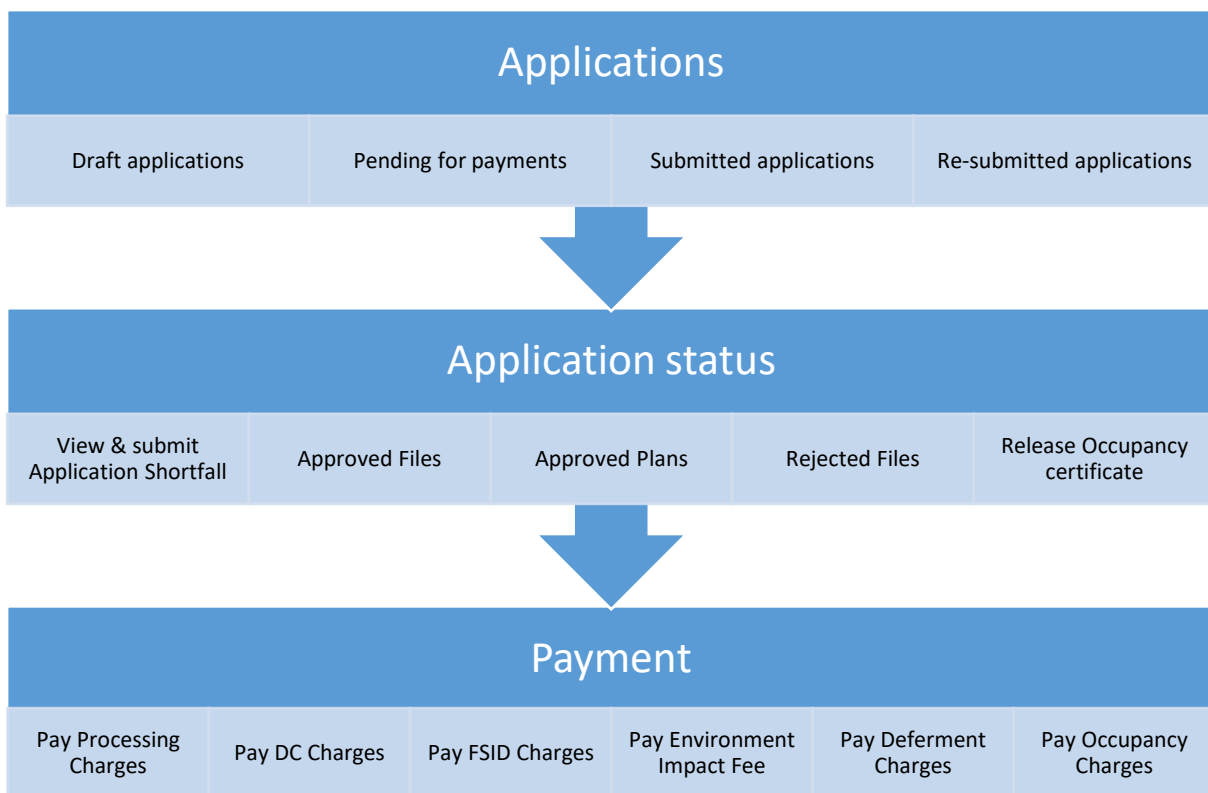
After Login

When you're logged in your account, you can apply, view application status & make payments of your applications (by default, draft applications page will be displayed).

To the left side of the page you can see three menu options.

1. **Applications**
2. **Application status**
3. **Payment**

These menu options have sub menu options as follows.



Applications

Here you can apply for a new proposal, view your draft, pending for payments, submitted & resubmitted application files and see citizen objections on applied files.

It has six sub menu options

1. [Draft Applications](#)
2. [Pending for Payments](#)
3. [Submitted Applications](#)
4. [Resubmitted Applications](#)

To apply for new proposal/ application,

In **Draft Applications**, choose any tab on top right of the page (**Apply for building permission**, **Apply for layouts**, **Apply for NOC**, **Apply for CLU** and **Apply for Occupancy**) depending on the type of your proposal.

Apply for Building permission / Layout permission / NOC

If you are applying for new proposal for **building permission** or for **layout permission**,

Click **Applications > Draft Applications > Apply for Building Permission**

In the **Form** panel, you can find two sections

- Proposal information
- Applicant information

File No.	Permission Type	Case Type	Applicant	Architect	Village	Proposal Date	Receive Date
HMDA/TEMP/0077/17	Building Permission	Revised	M/s SRIDHATRI VENTURES Represented by the Managing	Basavaraju	Punnalouda	10/4/2017	10/4/2017

Proposal information

As the name suggests, you must provide basic information of your proposal type, location and address if prompted.

Note: Fields marked with * are mandatory

Steps under proposal information

1. Depending on your **project type** selection, the required fields change accordingly. You can select following options.
 - Building permission
 - Layout open plot
 - Layout with housing under gated community (with compound wall)
 - Layout with housing

After **project type**, select **Application type** and **case type**. For project types, other than Building permission, Survey number and locality/landmark is required.

If the case type is selected other than new, then File number of the case is required.

2. In **location** section, select Mandal and village in that Mandal. The Zone office and District will be selected automatically.
3. **Site address** section is required only for Building permission & NOC project types.


4. Fill the details of **Executive authority to intimate**.
5. Click on **Applicant information**

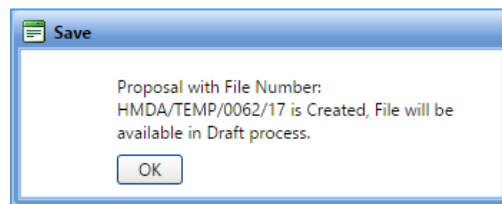
Applicant information

Here you must fill the applicant information such as name/ firm's name, Address and contact details.

Note: This name is going to be reflected on all the letters which will be issued by the corporation. This information will not be changed after submission to the corporation.

Steps under Applicant information:

1. In **Architect/Engineer Information** section the details of architect automatically fill and freeze for architect login. However, in **citizen login**, Architect details are to be filled manually.
2. In **Applicant's Information** section, owner name, address and contact details are to be carefully filled
3. In **Structural Engineer Information** section, fill the consultant name, address & Validity (For **layout with open plot** type, structural engineer information section is not needed).
4. Click **Save**  at top right, to successfully create a temporary draft file number. A TCRN (Temporary Customer Reference Number) will be generated, which please note down. TCRN will also be sent on the registered mobile number of the applicant.



5. Click **OK**

Your application is saved in **Draft Applications**. Find your file number in the list to enter further details of your proposal.

Apply for CLU

You can apply for CLU, if wish to change your land use. This application is required for the approval of HMDA to your proposal

To apply for CLU, click **Applications > Draft Applications > Apply for CLU**. This opens a form page with two sections

- Proposal information
- Applicant information

Proposal information

For CLU, Proposal information is slightly different from other proposal types. Plot details are asked in the form itself, whereas for other proposal types the plot details are asked while filling draft applications. Here you must provide the basic details of your land such as, Area category, Plot details, location and surroundings.

Steps under proposal information:


1. In area category, there are three options: **Erstwhile MCH Area, Erstwhile HUDA Area & HMDA Area**. Select any one option. If you select **Erstwhile HUDA Area**, then you must select a municipality in that area.
2. Select your Mandal and Village in that Mandal. The Zone office and District will be selected automatically.
3. Provide plot number, Survey number, Previous land use and proposed land use.
4. Provide details of the approaching road such as Nature, width and Extent.
5. You may provide additional remarks which are not asked in the form.
6. If the site is affecting under proposed master plan, click **yes** and fill the details of Road Affected Area (Sq. Mt.), Net Plot Area (Sq. Mt.), Existing Road Width (Mt.), Proposed Road Width (Mt.) & Existing Road Width f(Mt.). Otherwise click **No**
7. Under the "Surrounding Development" section, select & provide the details of area surrounding your proposal.
Go to **Applicant information**

Applicant information

Here you must fill the applicant information such as name/ firm's name, Address and contact details.

Note: This name is going to be reflected on all the letters which will be issued by the corporation. This information will not be changed after submission to the corporation.

Steps under Applicant information:

1. In **Applicant's Information** section, owner name, address and contact details are to be carefully filled
2. In **Architect/Engineer Information** section the details of architect automatically fill and freeze for architect login. However, for **citizen login**, Architect details are to be filled manually.
3. Click **Save**  at top right, to successfully create a temporary draft file number. A TCRN (Temporary Customer Reference Number) will be generated, which please note down. TCRN will also be sent on the registered mobile number of the applicant.
4. Click **Ok**

You will be Automatically redirected to **Draft Applications**.

Apply for Occupancy

Once the project is completed, it is important for the builder to obtain an Occupancy Certificate(OC) also known as Completion Certificate. This certifies that the building has complied with the approved plans. The OC from the planning authority (HMDA) is essential for any construction as per the provision of law. A buyer can move into his/her new apartment only once the OC has been received.

How can you apply for Occupancy?

Go to **Applications > Draft Applications > Apply for Occupancy**.

Form

Here, if you had already applied for your building permission through online DPMS and you have a DPMS building permit number,

1. Click **Yes**.
2. Enter the DPMS file number and click **Proceed**. Your building details will be automatically displayed in the page.
3. Select (📅) Work Commenced Date, Work completion Date, Due date for completion of building and Occupancy applied for (Part or Full).
4. Check all the details and Click **Save & continue**. Your proposal will be saved in **Draft Applications**. Note down your proposal file number for future use. Click **OK**

If you don't have a DPMS building permit number,

1. Click **No**.
2. Enter your building file number & building permit number.
3. Select (📅) Building permit date, Work Commenced Date, Work completion date & due date for completion of building. Select Occupancy applied for (Part or Full).
4. Select / Fill the details of your building location (Address) respectively and fill your personal information (Such as Owner name, contact number and email address).
5. Now, the building name and dimensions are asked to fill. Scroll down and fill the details.
6. Check the information entered and if correct, click **Save & continue**.
7. Your proposal will be saved in **Draft Applications**. Note down your proposal file number for future use. Click **OK**.

Draft Applications

In this, you can find your temporary file number with applicant name and other file related information. At the top of the list,

Sample format of temporary file number: [HMDA/TEMP/____/___](#)

Click on your **temporary file number** for filling further details. It will open your online application form. Here you can find the previous filled **Form** tab along, with other additional tabs (**Plot details, Land details, Building details, Application checklist, Documents, Drawings & Geo location**) for easy navigation. However, Plot details, Land details and building details are not required in this section if applying for CLU.

Note: Information required next, will be based on type of your proposal.

Click [Plot Details](#)

Plot details


***Note:** This section is not needed if you are applying for **CLU / Occupancy certificate** (It is already filled in **Form** section).

Skip to [Application checklist](#) for CLU and skip to [Documents](#) for Occupancy certificate.

Here you must provide detailed information of your site, such as Plot area, proposed activity, structure, Location details, Land use zone and whether the site is affected by the master plan. Select /fill as per your proposed plan.

This tab is divided into three sections named, **Main details, Site details and schedule of boundaries**.

Steps to fill in the plot details





- Under **Main details**, following details are asked to fill;
 - Select the proposed activity of your plan (only for **building permission** applicants).
 - Fill the details of Plot area (proposed, total area as per ground, total area as per documents etc. as required) in square meters.
 - If the site is affecting under proposed master plan, click **yes** and fill the details of Road Affected Area (Sq. Mt.), Net Plot Area (Sq. Mt.), Existing Road Width (Mt.), Proposed Road Width (Mt.) & Existing Road Width f(Mt.). Otherwise click **No**
 - For **building permission** and **NOC and building permission** applicants, select plot structure (High rise/ non-high rise building), no of story's, whether plot is nearby religious structures, sub location, Land use zone, aerodrome type and aero distance. Otherwise skip to **f**.
 - If the plot is a part of
 - Approved Layout - Fill **Sanction Layout number & Sanction Layout Date**
 - LRS Approved – Fill **LRS Proceeding number & LRS Proceeding Date**
 - Piece of land / Part of Survey Number – No additional data required.
 - Unapproved Layout - Select **Date of Registration of plot**
 - SEZ – Fill **Name of SEZ**
 - Select **Yes/ No** for the questions asked on **grid road**
- Site details** deals with approach, nature, plan, width and status of the road near your proposal and commencement of work on site. Fill appropriately and carefully.
- In **Schedule of boundaries** section, select & provide the details of area surrounding your proposal and attach appropriate photographs (Less than 20 MB each).
- Click **Save** 

Go to [Land details](#)

Land details

In this section, fill the plot ownership details of the applicant/ owner.




Steps to fill plot ownership details.

- At the top right, click **+Add** 
- Add details of plot number, Document number, plot use, Type of deed, physical area measured at site and other required details in the provided columns
Note: Enter plot area as mentioned in documents in Sq. Mt.
- You can add more than one plot by clicking **+Add**.
- To remove unwanted rows, tick the respective row at beginning & choose **Delete** 
- To remove all the unsaved information entered in the table at once, Click **Reload** icon . Fill all details.
- Based on details provided, if your plot is the part of amalgamation (combining two or more plots) **or** Sub-division (Dividing a plot in to parts), then the appropriate Yes/No is selected automatically.
- Click **Save** 

Building details

This section is only for the **building permission & NOC cum building permission** application types. In this section, provide Building name, Use, Type & other details as per your plan.

Steps to fill building details

1. At the top, click **+Add building / Block**
2. Choose and Fill building name, Use, Sub use, Type, Number of dwelling units (No. of flats), Height & No. of floors.
3. You can add more than one building by clicking **+Add building / block**
4. To remove unwanted rows, click **Remove** 
5. To remove all the unsaved information entered in the table at once, Click **Reload** icon 
6. After filling proper details, click **Save** 

Application checklist

This section consists of questions (Yes/No) related to submission of NOCs based on vicinity (area nearby or surrounding) of the proposal site. If the proposal site is near to any government property, Natural resources, water bodies, Monuments, Gas/pipelines, High Tension lines, etc., the applicant/ owner should obtain NOC (No objection certificate) from the respective authorities and submit a copy (PDF format only) in **Documents** section.



Carefully fill the last three questions

1. whether you want to pay the **DC, Capitalization & City level infrastructure charges** in **instalment** basis? and
2. whether the **NALA conservation** proceeding is available with the applicant?) You **can't undo** this after paying processing fees.

Alert: If you tick **yes** to any question (in last 3), you must submit your proposed drawings with 5% of your land as mortgage (additional mortgage) included in your Pre-DCR drawings for each one.

Depending on your answers in the previous sections, the documents you must provide will be asked in the **Documents** section.

In application checklist,

1. Answer all questions with **Yes / No / N/A**, whichever is appropriate
2. To remove all the unsaved information entered at once, Click **Reload** icon  & fill all details again.
3. After filling proper details, click **Save** 

Click [Documents](#)

Documents

In documents section, you can submit the required documents online (in **pdf** format only). The documents required are based on the type of your proposal and the information / details you have provided in previous sections. If you wish to change the details provided by you in the previous sections, you can go back, edit and save the changes. The documents required vary depending on the changes you have made.

This section is divided in to **four** parts depending on their type

- i. Technical aspects (Mandatory)
- ii. Technical aspects (Conditional mandatory)
- iii. Ownership aspects (Mandatory)
- iv. Ownership aspects (Conditional Mandatory)

To upload the documents

1. At the right, click **Attach files** > A pop up window appears, click **Select Files** > click **Select**
2. Choose the respective file from your Computer and click **Open**. The file gets uploaded.
3. To upload more than one file, choose **Attach more** and follow steps 1 & 2.
4. To remove your uploaded file, choose **Attach more** and click **Remove** beside your file.
To download your file, choose **Attach more** and click **Download**
5. To View your uploaded file(s), choose **View files**
6. Once you have done uploading files in one part, at the top, Click **Submit _ _ _ _ aspects**. A message box appears **Documents saved successfully**.

Note: If you are applying for **occupancy certificate**, you can send your file / application to HMDA. If you are sure that all information entered by you is correct, send the file to HMDA for verification.

To send your file to HMDA, at the top, click **Send to HMDA**.

After sending, a message appears; **This Proposal has been sent to HMDA, File will be available in submitted applications process. Please refer the file no. _ _ _ _ / _ _ _ / _ _ /HMDA/ _ _ _ _ _ _** for future reference.

Click **Submitted applications**.

Otherwise, Go to **Drawings**

Drawings

Here you can submit the preformatted (pre-DCR) AutoCAD drawing file of your proposal. It accepts only file formats with **.dwg** type extension. This file is used to verify your proposal plan, whether it meets all the requirements or it is violating rules.

To submit your drawing

1. Click **Select files**. A pop up window appears, click **Select**
2. Choose the respective drawing file (**.dwg**) from your computer and click **Open**. The drawing gets uploaded and the date of upload is displayed to the right of your attachment.
3. To download your attached / uploaded file click **Download**
4. To remove your uploaded drawing, click **Remove**. To attach drawing files, repeat steps 1-2.




If you have any doubts regarding Auto cad drawings. At the bottom, click **Pre DCR help manual** for your reference.

Go to **GEO location**

GEO location

Geo location means the latitude and longitude positions of your proposal Plot on Map. Adding geo location has many benefits. It avoids confusion, provides accurate direction and makes it easy for the inspection officers to verify the site.

To add GEO location

1. At the top, Tick **Select co-ordinates from map**.
Note: Please Add GEO-Location Coordinates in Clockwise Direction (**or**) add pins / marks in clock wise direction only.
2. In the map zoom in to your plot area and click on the map to Pin / mark the corners of your proposed plot. You can add any number of pins in the map depending on your plot size and structure.
3. Another way to add co-ordinates is to know the latitude and longitude positions of all the sides (Generally four) and fill manually.
4. To add latitude and longitude positions manually, click **+Add GEO** as many times as the number of corners of your plot & **Fill** the columns with accurate values.
5. To remove the unwanted co-ordinates, click **Remove** icon 
6. To remove all the unsaved information entered in the table at once, Click **Reload** icon  & repeat steps 1-4.
7. Enter the **length** of each side in the second table.
8. Check entered information once, then click **Save** 

After **saving** the information provided In GEO Location, check your information entered in all the tabs once. You can also check your filled in application form till now in pdf format & Download or print for future reference.

To check filled application form

1. At the top, click **Application form**.
2. Your application will pop up with all the details you have provided. **Download** or **print** it by clicking on appropriate options.

If you are sure that the information entered by you is correct, click **Submit**. Once you click Submit, you can view your application in [pending for payments](#) and in [Pay processing charges](#).

Pending for payments

As the name suggests, this tab allows you to view / edit your submitted files before submitting them to HMDA. Click on your application number to view. Here you can view **payments** section added beside **drawings**. You can edit your proposal details such documents, drawings & GEO location directly. But if you wish to edit your entire proposal, at the top, click **Edit proposal (Submit** after editing your proposal). Your initial fee status is shown as **unpaid**

To pay the initial processing fee go to [Pay Processing Charges](#)

Note: Once you pay the initial charges, you cannot edit your application details other than documents, drawings & GEO location. However, you can edit documents, drawings & GEO location before **sending it to HMDA**.

After payment of initial charges your **temporary file number** is converted to **permanent file number** and saved in the **Pending for payments** section. You will also receive an SMS to your registered mobile number with the new application number. By clicking on the file number, you can see initial fee status as **paid**.

Payments

In **payments**, you can view, download & print the challan and the paid receipt. Initially you can view your Payment status as **paid**. After verification by the respective officers, it is updated as **verified** (This may take up to **two days** of time).

Once your payment is verified, you can send your file / application to HMDA. If you are sure that all information entered by you is correct, send the file to HMDA for verification.

To send your file to HMDA, at the top, click **Send to HMDA**.

After sending, a message appears; **This Proposal has been sent to HMDA, File will be available in submitted applications process. Please refer the file no. ____/____/____/HMDA/_____ for future reference.**

Click **Submitted applications**

Once you submit your application to HMDA. It passes parallelly through three different departments at the same time.

1. Revenue department – Verifies your File-B / ownership aspects
2. Site inspection department and – Verifies your Site details
3. Technical department – Verifies your Technical aspects

Submitted applications

Here you can find the status of your submitted applications. It consists of a list of submitted applications to HMDA. In this list, you can find your permanent file number (For e.g. [000____/____/____/____/HMDA/_____](#)), proposal type, Applicant name, Architect name etc. along with File-B and Site inspection status (pending/ verified).

To view individual proposal flows (shows real-time location of your file in HMDA),





- Click the status below **File-B** (pending / Verified), to know your proposal flow in Revenue department (Not required for **occupancy certificate** proposal).
- Click status below **Site inspection** (pending / Completed), to know your proposal flow in site inspection department.
- Click on your **File No.**, to know your proposal flow of Technical aspects (at which official is your file present in HMDA), Scrutiny reports and site visit report (when completed).

It will open your filled in application along with an additional tab called **Proposal Flow**

Proposal Flow

In this section, you can view the process flow of your application in HMDA & Remarks by Architect/ officer/ applicant. It provides you the Real-time details of your submitted application (proposal holder name, time taken by the proposal holder to verify & whether proposal forwarded or returned).

To know your proposal status

1. At the top, in submission 1, click **Show**
2. It opens the proposal flow with the signs indicating the following:
 -  - Proposal forwarded
 -  - Proposal holder
 -  - Proposal returned
 -  - Flow ends
3. To know the date and time at which your proposal arrived at the holder, on top left of the block, click **+** & to undo, click **-** and click **Open/ Close All** to expand/collapse all blocks at once.
4. To view remarks of your file at every stage, see the table below proposal flow. Generally, in remarks, officers mention the details to be corrected for returned proposals / shortfalls.

Regarding **site inspection** intimation, you will get a message in the form of SMS to your registered mobile number. You must be present at the site, on the said date & time. You can also view the **site intimation letter** in this section. The verification process takes few days of time and if your application details and uploaded documents are correct/ as per actuals, then successful verification is done and your application status is updated by HMDA.

After File-B verification and site visit completion

1. To view technical scrutiny reports, at the top, click **Scrutiny reports**
2. To view site visit report of the officer, click **Site Visit Report**

Once the proposal flow and site inspection is verified and completed by HMDA, a DC letter (**Compounding fee letter**; in case of Occupancy certificate proposal) is generated and is attached to your application. It can be seen in [Approved files](#).

Applicant will get a SMS regarding payments of **DC, FSID, environmental impact and Deferment charges (Deviation charges**; for Occupancy certificate proposal) whichever are applicable depending on the proposal type. You can pay these charges in [Payment > Pay DC charges](#) or other respective charges accordingly.

Your submitted application will be further processed only after payment of all fees. If DC charges are paid (or Partially paid in installments), you can view your Payment schedule at the top by clicking "Paid/ partially paid (view payment schedule)" in [Approved files](#).

Shortfalls

In case some (or all) of your documents (or details) are incorrect / doesn't match with actuals, HMDA will mention its shortfalls (to be resubmitted documents/details) and transfer your application to [View & submit Application Shortfalls](#) in [Application status](#) menu. You can provide the mentioned shortfalls and resubmit your applications. After resubmission, your application is available in [Resubmitted Applications](#).

Resubmitted Applications

Here you can view your resubmitted application. It is like **Submitted applications**, but as you are resubmitting after rectifying shortfalls, in **proposal flow** your submission will be named as submission 2, 3 & 4 depending on the number of times you resubmit. The proposal flow, remarks and other sections are same as in **Submitted application** process.

Application Status

Application status is the second menu option in which you can view the status of your submitted application.

It consists of four submenu options. They are:

1. View & Submit Application Shortfall
2. Approved Files
3. Release approved Plans
4. Rejected Files

View & Submit Application Shortfall

If there are any shortfalls in your submitted application, it is transferred to **View and Submit Application shortfall** by HMDA and you will receive a message to view the short falls and to resubmit with proper details/ documents.

Shortfalls are the errors/incorrect details in your application, detected by HMDA during verification process. Hence corrections are to be made in your documents/ details and you should submit them again for the verification by HMDA. After submission, you can find your application in the **Resubmitted applications**.

The process is like **Pending for payments**. Here you must reattach the correct details/ documents of shortfalls and click on **Send to HMDA**, for resubmission. If the details are correct and are verified by HMDA without any shortfall, you will receive a message for payment of DC and other respective charges.

Approved Files

You can find your application in Approved files when your submitted file gets verified by HMDA and attaches a signed DC letter (Compounding fee letter; in case of Occupancy certificate proposal) to your application. Now you can pay for DC charges, FSID charges, Environment impact Fee & Deferment charges (if required) depending on the type of your proposal. To pay DC charges, click **payment > Pay DC charges**

If your payment is verified after payment of DC charges and other respective charges, then you can find its status updated in Approved files as **Paid / partial paid**. On the top of the page you can see various options. Here you can view the DC letter along with other options shown in **Submitted applications**.

After payment / partial payment of DC charges /Deviation charges,

1. Attach required stamp paper and mortgage of 5% built up area as an additional surety for further paying installments (of DC and other charges). At the top, click **Attachment**
2. Fill the Mortgage details and provide required attachment for further processing. Click **Mortgage Details**

3. Apply for proceedings and to obtain approved drawings after verification of all payments. Click **Apply for proceedings**
4. Apply for Occupancy certificate after verification of all payments. Click **Apply for Occupancy certificate**.

Now your application will undergo further processing By HMDA and Proceedings letter is issued to you after verification of all details. You can view proceeding letter. Once **proceedings** (or **occupancy certificate**, in case of applying for occupancy certificate) are released, you will receive a message (SMS) to your registered mobile number. This process may take Few days of time. After the release of proceedings, your Drawings are verified and if found correct, drawing file is attached to your application. You can view your drawings in [Release approved Plans](#)(In case of Occupancy certificate proposal, you can view released occupancy certificate in [Release Occupancy Certificate](#)). Once drawings are released, you will receive a message (SMS) to your registered mobile number.

If your application is found to be incorrect/ fraud. HMDA may reject your file. You can view them in [Rejected files](#)

Release Approved Plans

This is the section in which your released proceedings and drawings are saved. Here you can view/ download/print the proceeding letter for showing to your local municipality or Gram panchayat. You can also download the final drawings approved by HMDA with specific conditions mentioned for construction.

Rejected files

Here, applications rejected by HMDA are placed along with valid reasons and proofs for rejection. Once rejected, the applicant cannot proceed with the proposal. Fees/ charges paid to HMDA are not refundable as they are basic charges for the verification and scrutiny.

Release Occupancy Certificate

This section contains the final approved proposals for Occupancy certificate whose applications are completely verified by HMDA. Applicant will receive an SMS to his registered mobile number once the occupancy letter is released and attached to his application. Now the applicant can view and download/ print the occupancy certificate.

Payment

Payment is the third menu option in the login page. It deals with all the payments required for your applied proposal. Everyone applying for a proposal must pay their charges in this section. Payment page is common for all It consists of following sub-menu options:

1. [Pay Processing Charges](#)
2. [Pay DC Charges](#)
3. [Pay FSID Charges](#)
4. [Pay Environment Impact Fee](#)
5. [Pay Deferment Charges](#)

Pay processing charges

This section deals with the initial charges pending to be paid for the new applications. These charges are required for the proposal verification and site inspection by the HMDA officials. After paying initial charges, Temporary file number of the applicant is converted in to permanent file number and the application can be submitted to HMDA for processing.

By clicking on Pay processing charges, you can see the list of applications for **Pending Processing Charges** with temporary file numbers. Locate your file number and click on it to view the Filled in proposal & applicant information. To pay the Fee, click on the link [Pay now](#). You will be redirected to payment page.

Pay DC charges

This section consists of the approved files form HMDA, pending to pay DC charges (At once / in instalments). Here you can find your application with your name, File no., challan no. and amount to be paid. You can see your file in this section only after HMDA release signed DC letter and attach to your application (For reference, view DC letter attached to your application in **Approved files**). After you pay this DC charges (along with **FSID** charges and **environmental impact fee** and **Deferment charges**, whichever is applicable to your proposal), you can apply for proceedings (You can apply for proceedings only after DC & other charges paid, are verified by HMDA. This verification may take up to Five days of time. Check your payment status after one week). For people paying in instalments, first instalment should be paid online and the remaining instalments can be paid using cheque (Post Dated Cheques). To know more go to [Appendix](#).

To pay the DC charges, click on the link [Pay now](#). You will be redirected to payments page.

Pay FSID charges

In this section, you can view your approved file pending to pay FSID (Fire Structure Infrastructure Development) charges. FSID charges are levied, only if the proposed Building height is 12 meters or above. You can see your file in this section only after HMDA releases signed DC letter and attach to your application (for reference, view DC letter attached to your application file in **Approved files** section). Here you can find your application with your name, File no., challan no. and amount to be paid.

To pay for FSID charges, click on the link [Pay now](#). You will be directed to payments page.

Pay Environment Impact Fee

In this section, you can view your approved file pending to pay Environment impact fee. This fee is levied, only if the built-up area (+ cellar?) is 10,000 square feet or above. You can see your file in this section only after HMDA releases signed DC letter and attach to your application (for reference, view DC letter attached to your application file in **Approved files** section). Here you can find your application with your name, File no., challan no. and amount to be paid.

To pay for Environment impact fee, click on the link [Pay now](#). You will be directed to payments page.

Pay Deferment Charges

In this section, you can view your approved file pending to pay Environment impact fee. Deferment charges are levied, only for the proposals which falls near ORR-GC. You can see your file in this section only after HMDA releases signed DC letter and attach to your application (for reference, view DC letter attached to your application file in **Approved files** section). Here you can find your application with your name, File no., challan no. and amount to be paid.

Pay Occupancy Charges

In this section, you can view your approved file pending to pay Deviation (Occupancy) charges. Deviation charges are levied, only for the proposals which has a deviation of up to 10%. If deviation of the constructed building exceeded over 10%, then the construction under deviation can be demolished by the authorities. If your construction has no deviation and everything is as per plan, then applicant won't be charged with deviation charges. You can see your file in this section only after HMDA releases signed **Compound Fee letter** and attach to your application (for reference, view **Compounding Fee letter** attached to your application file in **Approved files** section). Here you can find your application with your name, File no., challan no. and amount to be paid.

To pay for Deviation (occupancy) charges, click on the link [Pay now](#). You will be directed to payments page.

Pay Now

To pay the charges,

1. To the right, click on **Pay Now**
2. A new chrome window opens with payments page. In the payments page, your file details are automatically filled.

File Details	Payment Option
Enter File No. <input type="text" value="HMDA/TEMP/0063/17"/>	<input type="radio"/> ICICI e-Collect <input checked="" type="radio"/> e-Payment Request Slip
Architect Name Basavaraju Gaddam	<input type="radio"/> Internet Banking
Owner Name sravan	PayU <input type="radio"/> Credit Card
Case Type New	<input type="radio"/> Debit Card
Challan No. <input type="text" value="1167/16-17"/>	Tech Process <input type="radio"/> Internet Banking/Credit/Debit Card
Challan Type Initial Fee	<input type="button" value="Pay"/>
Amount to Pay(Rs.) <input type="text" value="15000"/>	
Terms and Conditions	
<input checked="" type="checkbox"/> I agree and confirm that I have neither revealed nor will reveal any confidential information pertaining to my credit / debit card to the tele-caller or any other external parties at any stage with reference to the services mentioned on the website or even otherwise	
<input checked="" type="checkbox"/> I agree and accept that HMDA does not entertain claim of charge-back, online refund in lieu of it, at any point of time during the processing period.	
Instructions	
1. Enter File No/Temp file number to get details.	
2. Use Pay U Money (Association with Kotak Mahindra Bank) for Internet Banking/Credit/Debit Card.	
3. Use TPSL (Association with ICICI Bank) for Internet Banking/Credit/Debit Card.	

3. To pay for different charges (DC, FSID, Environment impact & Deferment charges), choose any one challan number in "challan No." section. Different challans numbers are generated for different charges. Due amount is filled automatically depending on challan number.

Challan No.	<input type="text" value="0812/16-17"/>
Amount to Pay(Rs.)	<input type="text" value="0812/16-17"/> <input type="text" value="0813/16-17"/> <input type="text" value="0814/16-17"/>
Amount Paid(Rs.)	<input type="text" value="1230/16-17"/>

4. Check the information, Read and select/tick **terms and conditions** and proceed with the payment.
5. In payment options, you can see three kinds of options
 - a. ICICI e- collect
 - b. Pay U
 - c. Tech process
6. Choose your mode of payment and click **Pay**

ICICI e- collect

This mode of payment is for the people who doesn't wish to pay directly through online. Here an e-payment request slip is generated. You may visit any nationalized bank in which you have an account (eg. SBI, PNB etc.) for remitting (Send money in form of payment) the amounts, to HMDA's ICICI account. You can also pay by adding this account in your net banking for third party transfer by NEFT/RTGS.

Note: Please make payments in banking hours of respective bank only

If you wish to pay through bank, here is how to do it;

1. Choose **e-collect request slip** and click **Pay**. (Make sure to tick terms and conditions)
2. A pop up window opens, displaying challan with all details of the beneficiary (Name, Bank name, IFSC code & their virtual account number). Take a print of this slip by clicking on **Print**.

Note: Virtual bank A/C is unique for each proposal.

e-Payment Request Slip.	
File No.	:HMDA/TEMP/0063/17
Challan No.	:1167/16-17
Virtual Bank A/C	:HMDADPT170063
Beneficiary Name	:Metropolitan Commissioner of HMDA
Bank Name	:ICICI BANK
IFSC Code	:ICIC0000104
Amount (Rs.)	:15000.00
Information Notes:	
1. Use this printed ePayment advise if you want to perform a NEFT or RTGS transaction for remitting amounts to HMDA.	
2. You may visit any nationalized bank (eg. SBI, PNB etc.) for remitting the amounts after 3 HOURS OF printing this advice or you can pay by adding this account in your net banking for third party transfer by NEFT/RTGS.	
3. HMDA may not facilitate the process, if banks do not accept CASH remittances due to their internal business rules.	
4. The remittances may not get reflected immediately in HMDA DPMS application, it may take around 6 hrs.	
5. Please make payments in banking hours of respective bank only.	
<input type="button" value="Print"/>	

3. Read Information notes carefully. Submit it to your bank, pay the amount mentioned and keep the transaction details for your reference (Don't worry if the banker asks this account is from **Delhi**. Say yes.)
4. Payment status may not be updated immediately. You can check your payment status in the portal the next day after payments.

Pay U

Pay U is one of the secure payment gateways for online transactions of money. If you have a Pay U account, you can directly login using your login credentials and pay to the beneficiary. Pay U gateway is linked to Kotak Mahindra bank of the beneficiary (Please don't get confused here. You can pay through any nationalized bank with your account). If you wish to pay through other options, click your preferred mode of payment (Internet banking / Credit card / Debit card).

Payment Option	
ICICI e-Collect	<input type="radio"/> e-Payment Request Slip
PayU	<input checked="" type="radio"/> Internet Banking
	<input type="radio"/> Credit Card
Tech Process	<input type="radio"/> Debit Card
	<input type="radio"/> Internet Banking/Credit/Debit Card
Pay	



PayU money

Login to PayUmoney

OR

Select Payment Mode

Netbanking

© 2016 PayUMoney. All rights reserved

Log into your account

Enter Phone or Email

LOG IN

© 2016 PayUMoney. All rights reserved

Pay U login

Or

Select Bank

Other banking options

SELECT BANK

Email

Phone

PAY ₹ 188,478.00

By paying you agree to our T&C and Privacy Policy

Internet Banking

Enter Card Details

Card Number

Expiry Date CVV

Email

Phone

PAY ₹ 188,478.00

By paying you agree to our T&C and Privacy Policy

Debit / Credit card

To pay through **Pay U**,

1. Select your preferred mode of payment in **Pay U** Section and Click **Pay**.
2. You will be redirected to "Pay U money" gate way.
3. Here you may login with your pay U account **or** select other payment mode (Internet banking, credit / debit card)
4. Fill your details carefully and make secure payment.
5. You will receive an SMS for the confirmation of payment. Confirm the payment.
6. After successful transaction, HMDA will send an SMS regarding payment to the applicant's registered mobile number.

Tech process

Tech process is another payment gate way of HMDA, linked to ICICI bank (Please don't get confused here. You can pay through any nationalized bank with your account). Here you can pay through any online mode of payment (Internet banking / Credit card / Debit card). Choose your preferred mode of payment and click **pay**

The image shows two screenshots of a payment gateway interface. The left screenshot, titled 'Payment Option', lists several payment methods: ICICI e-Collect, PayU, and Tech Process. Under 'Tech Process', the option 'Internet Banking/Credit/Debit Card' is selected, and a 'Pay' button is highlighted with a red box. An arrow points to the right screenshot, which shows the 'Pay using' screen. This screen has tabs for 'CARDS' and 'NET BANKING'. The 'CARDS' tab is active, showing options for 'Credit card' and 'Debit card'. A dropdown menu for 'Select Credit Card Option' is open, showing options like 'VISA', 'MasterCard', and 'Visa Master Maestro Credit Card Gateway'. A 'PAY NOW' button is visible, along with a 'Cancel' link. The bottom of the screen features security logos for VeriSign, PCI Compliance, Verified by Visa, and MasterCard SecureCode, along with the 'paynimo' logo and a security notice.

This is a close-up of the 'Select Credit Card Option' dropdown menu. It shows the 'Credit card' radio button selected. The dropdown list is open, displaying the following options: '--Select--', 'VISA', 'MasterCard', 'Visa Master Maestro Credit Card Gateway', and 'Visa Master Credit Cards'. The 'VISA' option is currently highlighted in blue.

This is a close-up of the 'Select Debit Card Option' dropdown menu. It shows the 'Debit card' radio button selected. The dropdown list is open, displaying the following options: '--Select--', 'VISA', 'MasterCard', 'SBI Maestro', 'Other Bank Maestro', 'Visa Master Maestro Debit Card Gateway', and 'Visa Master Debit Card'. The 'VISA' option is currently highlighted in blue.

To pay through **Tech Process**,

1. Select your preferred mode of payment in **Tech Process** Section and Click **Pay**.
2. You will be redirected to Payments gate way.
3. Here you may payment mode (Internet banking, credit / debit card).
4. Fill your details carefully and make secure payment.
5. You will receive an SMS for the confirmation of payment. Confirm the payment.
6. After successful transaction, HMDA will send an SMS regarding payment to the applicant's registered mobile number.

Appendix

How to pay DC charges in installments

You can make payments of DC charges for your proposal in installments, only if you select **yes** to the question asked in **Applicant checklist**. After you pay initial processing charges and submit your file to HMDA, HMDA processes your Proposal and attaches DC letter to your approved file. Now, you can see your file in Pay DC charges section.

By clicking Pay now, you will be redirected to payments page. Here based on the DC charges, you will be provided with certain limit of instalments (4 instalments for amounts up to Rs.75 Lakhs & 8 instalments for amounts above Rs.75 lakhs). You can choose any number of instalments up to the maximum limit, depending on your choice. Due dates are fixed for the installments you choose.

First installment is to be paid online (Process is explained in **Pay Dc charges** section). From second installment onwards, you can pay using PDC (Post Dated Cheques). After payment, your file DC status is updated as partial paid, in **Approved files**. Now in pay DC charges section, click **pay now**.

1. Choose and fill instrument number and instrument date (cheque number & Date).

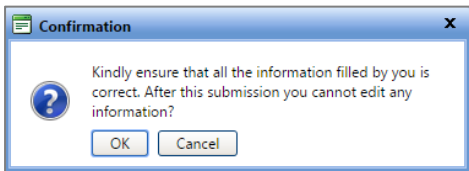
File No. : 000415/GHT/R1/U6/HMDA/09022017 Owner Name : Installment F Challan Number : 1147/16-17 Challan Amount : 1,41,59,280.84

Attachment Save Submit Close

DEVELOPMENT, CAPITALIZATION CHARGES : - 1,01,99,434.00

S.No.	Installments	Due Date	Amount	Instrument Type	Instrument No.	Instrument Date	Bank Name	Bank Branch	Status
<input type="checkbox"/>	1	11/03/2017	1,757,157.00	Online	1111051183	09/02/2017	PU		Receipt
<input type="checkbox"/>	2	11/06/2017	1,658,412.00	Cheque					Not Paid
<input type="checkbox"/>	3	11/09/2017	1,658,412.00	Cheque					Not Paid
<input type="checkbox"/>	4	11/12/2017	1,658,412.00	Cheque					Not Paid

2. Click **Save**, to save your filled in details. You can edit the details any time before clicking **Submit**.
3. Once you click **submit**, you cannot edit or change your filled details.



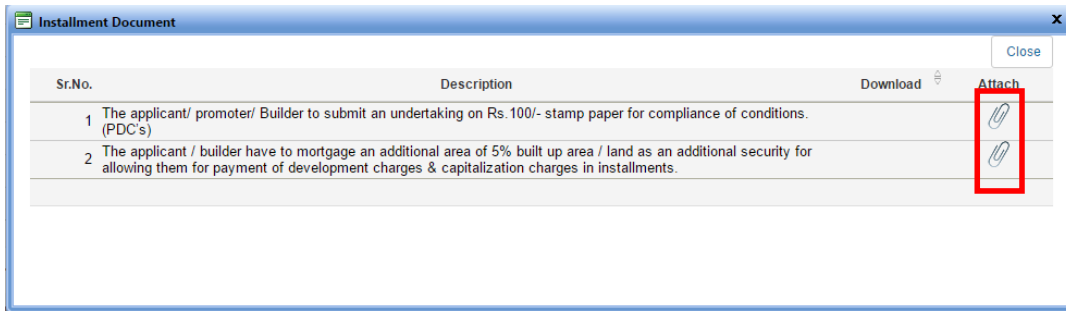
File No. : 000416/GHT/R1/U6/HMDA/14022017 Owner Name : Installment test Challan Number : 1151/16-17 Challan Amount : 1,45,59,280.84

Attachment Save Submit Close

DEVELOPMENT, CAPITALIZATION CHARGES : - 1,05,99,434.00

S.No.	Installments	Due Date	Amount	Instrument Type	Instrument No.	Instrument Date	Bank Name	Bank Branch	Status
<input type="checkbox"/>	1	16/03/2017	2,157,157.00	Online	1111058379	14/02/2017	PU		Receipt
<input type="checkbox"/>	2	16/06/2017	1,658,412.00	Cheque	123456	16/05/2017	HDFC		Not Paid
<input type="checkbox"/>	3	16/09/2017	1,658,412.00	Cheque	78910	15/03/2017	HDFC		Not Paid
<input type="checkbox"/>	4	16/12/2017	1,658,412.00	Cheque	111213	14/02/2017	HDFC		Not Paid

4. Now you can attach required documents. Click **Attachment** ->



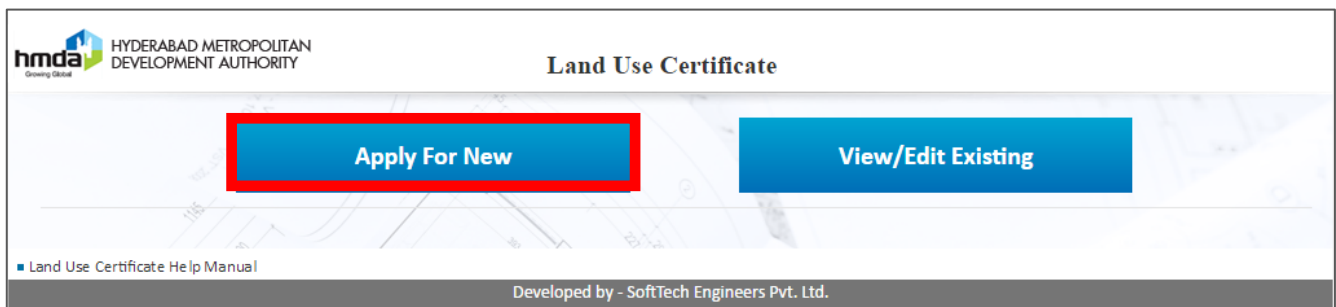
- After attaching required documents, submit the original documents and Cheques to Planning officer in HMDA. This verification may take some time. Once verified, you are provided with **Apply for proceedings** option

Now you can edit your mortgage details and Apply for proceedings in [Approved files](#).

Apply for Land Use Certificate

To apply for Land Use Certificate,

- Click on **Apply for Land Use Certificate**
- A pop up window appears. For new application click, **Apply for New**. To View /edit existing file, Click **View / Edit Existing**.



- Application page opens, in which Applicant information and Land details are to be filled.
- In Applicant Information section, carefully fill Applicant name, Address, Email and mobile number. This information is required for communication purposes.
- In land Details section, Location Type is auto selected (and freezed) depending on the Mandal and village you selected in Applicant information section.
- Check the information entered and if correct, click **Save**. A dialogue box appears saying, your proposal with File number is created. Click **OK**.

Close

Please save your mobile number and file number to view/edit your existing proposal.

Fields marked with * are mandatory

Save

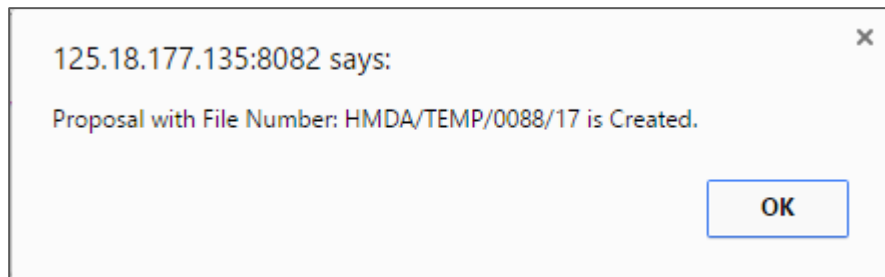
^ Applicant Information


* Applicant Name	Username	* Address	House no., Road no., Colony name.
* Mandal	Amberpet	* Village	Amberpet
* District	Hyderabad	* Email	Username@email.com
* Mobile No	9876543210	* Pin Code	500001

^ Land Details

* Location Type	Erstwhile Municipal Corporation of Hyderabad	* Extent of Area(Sq.Mt.)	1000.00
# Survey No.	1	* Plot No.	2
* House No.	5-33A/1	# Premises No/Door No.	3
* Nearest Landmark	ATM		

***Note:** Note down your proposal file number and mobile number for Further use.



7. You will be redirected to Application page with added sections (Document, Geo Location, Payment & Proposal Flow), along with already filled **Applicant information** section.
8. click  **Save** after filling each section.
9. Click **Document**. In this section, there are two sub sections:
 - a. **Technical Aspects (Mandatory)**
In this section, you are requested to add a pdf file of Google map location of your land.
 - b. **Technical Aspects (Cond. Mandatory)**
In this section, depending on the type of your land and the region, Sales deed and property tax files may be required.

To upload the documents

- i. At the right, click **Attach files** > A pop up window appears, click **Select Files** > click **Select**
- ii. Choose the respective file from your Computer and click **Open**. The file gets uploaded.
- iii. To upload more than one file, choose **Attach more** and follow steps 1 & 2.
- iv. To remove your uploaded file, choose **Attach more** and click **Remove** beside your file.
To download your file, choose **Attach more** and click **Download**
- v. To View your uploaded file(s), choose **View files**
- vi. Once you have done uploading files in one part, at the top, Click **Submit** _ _ _ _ **aspects**. A message box appears Documents saved successfully.

10. Now Click on **GEO location**;

Geo location means the latitude and longitude positions of your proposal Plot on Map. Adding geo location has many benefits. It avoids confusion, provides accurate direction and makes it easy for the inspection officers to verify the site.

To add GEO location


a) At the top, Tick Select co-ordinates from map.


Note: Please Add GEO-Location Coordinates in Clockwise Direction (**or**) add pins / marks in clock wise direction only.

b) In the map zoom in to your plot area and click on the map to Pin / mark the corners of your proposed plot. You can add any number of pins in the map depending on your plot size and structure.

c) Another way to add co-ordinates is to know the latitude and longitude positions of all the sides (Generally four) and fill manually.

d) To add latitude and longitude positions manually, click **+Add GEO** as many times as the number of corners of your plot & Fill the columns with accurate values.

e) To remove the unwanted co-ordinates, click **Remove** icon 

f) To remove all the unsaved information entered in the table at once, Click **Reload** icon  & repeat steps 1-4.

g) Enter the length of each side in the second table.

h) Check entered information once, then click **Save** .

11. If you are sure that the information entered by you is correct, click **Submit**. Once you click Submit, your application information is saved, a challan is generated and is displayed in your application in **payment** section.

You will also receive an SMS regarding the challan and the amount to be paid by the planning department, HMDA, to your registered mobile number.

Note: After submitting your application, your information is freezed and cannot be edited. If you wish to edit, you can only **edit** your application information section and can **submit** once again.

12. Click **pay now**, to pay the processing fees. To pay the charges, follow the same procedure mentioned in **payment**.

13. Now you can send your application to HMDA. Click **Send to HMDA**. Your file will be processed by HMDA. You can view the flow of your proposal in HMDA (i.e. at which officer is your file present) by clicking **Proposal Flow**

14. Application processing may take few days of time. Once the processing is completed by HMDA, the applicant receives a message about the issue of land use certificate.

15. Now, applicant can download the released land use certificate by clicking **View/ edit existing**. Here applicant can view his application by entering his file number and contact number. Enter the OTP (One Time Password) sent to your phone and click **submit**.

16. You can view **Land use certificate** option displayed at the top right corner of the page. click to view/ download/ print the certificate for future use.

For more information, please visit our website. Everyone has the right to access information. So, keeping our citizens in the view, HMDA has made available, all the information related to activities and functions accessible, to public. This user-friendly interface provides transparency and proper guidance to all its users. In this website, you can

- ✓ Know about **HMDA** and its **Activities**
- ✓ View **GO's** & Acts
- ✓ Apply for **LRS/BRs**
- ✓ Access **online DPMS**
- ✓ View **Notices**
- ✓ View **Town planning**
- ✓ Know **RTI** act info
- ✓ View **Master plan**
- ✓ See **Latest updates**
and much more

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