ONLINE APPLICATION SERVICES – USER MANUAL



हरियाणा शहरी विकास प्राधिकरण

TABLE OF CONTENTS

LIST OF FIG	SURES	3
1. INTRO	DUCTION	4
1.1 OBJEC	TIVES	4
1.2 Us	ERS	4
2. ABOUT	THE ONLINE APPLICATION SYSTEM	4
3. QUICK	START TIPS	5
3.1 Lo	G ON TO THE WEBSITE –WWW.HSVPHRY.ORG.IN	5
3.2 Lo	GIN WITH USER ID AND PASSWORD	6
3.3 FII	LL IN THE MANDATORY DETAILS, IF YOU ARE NEW USER:	7
3.4 SE	LECT SUITABLE APPLICATION TYPE:	8
3.5 DIFFE	RENT PROCEDURE FOR DIFFERENT APPLICATION:	9
3.5.1	Mortgage Permission Letter	9
3.5.2	De-Mortgage Permission Letter	
3.5.3	Transfer Permission Letter (Through Allottee)	
3.5.4	Transfer Permission Letter (Within Family)	
3.5.5	Transfer Permission Letter (With GPA)	
3.5.6	Transfer Permission Letter (Through Court Decree)	
3.5.7	Transfer Permission Letter(NRI)	
3.5.8	Re-Allotment Letter(Through Allottee/Within Family/Through GPA)	
3.5.9	Surrender of Application (e-Auction)	
3.6.0	Easy Appointment Re-scheduling	
3.5.8	Withdraw GPA	24
ANNEXURE I		25

List of Figures

Figure No.	Details
Figure 1	Log on to the website
Figure 2	Login with User ID and Password
Figure 3	Fill in the mandatory details
Figure 4	Homepage
Figure 5	Select Application Type
Figure 6	Mortgage Permission Letter
Figure 7	De-Mortgage Permission Letter
Figure 8	Transfer Permission Letter Through Allottee
Figure 9	Add Transferee Joint Holder
Figure 10	Online Payment
Figure 11	Appointment Receipt
Figure 12	Transfer Permission Letter within Family
Figure 13	Transfer Permission Letter With GPA
Figure 14	Transfer Permission Letter (Through Court Decree)
Figure 15	Log on to the Website: Apply online Application for NRI
Figure 16	Select Application Type
Figure 17	Fill in Mandatory details
Figure 18	Transfer Permission Letter (NRI)
Figure 19	Re-Allotment Letter (Through Allottee/ Within Family/Through GPA)
Figure 20	Surrender of Application
Figure 21	Submission of Surrender Application
Figure 22	Easy Appointment Re-scheduling
Figure 23	Rescheduled Appointment
Figure 24	Withdraw GPA
Figure 25	Front Side image of the plot-1
Figure 26	Back side image of the plot-1
Figure 27	Front Side image of the plot-2
Figure 28	Back side image of the plot-2
Figure 29	Front Side image of the plot-3
Figure 30	Back side image of the plot-3
Figure 31	Front Side image of the plot-4
Figure 32	Back side image of the plot-4

1. Introduction

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

1.1 Objectives

The objectives of the document are to:

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

1.2 Users

The users of the application can be categorized into the following categories:

- Allottees
- Citizen
- Officials
- Banks

2. About the Online Application System

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

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

3. Quick Start Tips

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



3.1 Log on to the website – <u>www.hsvphry.org.in</u>

Figure 1: Log on to the website

3.2 Login with User ID and Password



Figure 2Login with User ID and Password

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a harman	- with states	Gender*	Falsa .					
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		Security Answer *						
			Upd	te User Account				

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

Figure 3Fill in the mandatory details

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



Figure 4 Homepage

3.4 Select Suitable Application Type:

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

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Figure 5 Select Application Type

3.5 Different procedure for different application:

3.5.1 Mortgage Permission Letter

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

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Figure 6 Mortgage Permission Letter

3.5.2 De-Mortgage Permission Letter

- Upload required Document
- After filing the form, click on "Proceed' and user will receive "Online Application Receipt"

	* indicates required fields
Name of Allottee * Father/Spouse Name * Address * Address * Address * Contact No./Mobile No. * Address * Address * Contact No./Mobile No. * Address * Contact No./Mobile No. * Address * Contact No./Mobile No. * Address * Piot No. * State of Property * Size of Piot * Approval Letter Memo No* Approval Letter Memo No* 1) NoC from Bank/Institution containing the details including piot/property no. and sector * Choose File No file choosen Decionation : I undertake that 1. The aforesaid piot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotter and will indemnify suffers any loss on account of De-Mortgage of above said piot/property, then I/we and mytor a. State Diol/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotter and the cores is no misuse/violations of the terms a conditions of allotter and will indemnify suffers any loss on account of De-Mortgage of above said piot/property, then I/we and mytor a. State Diol/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms at conditions of allotter a. Undertake that a. Undertake that a. Undertake that b. The said piot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms at conditions of allotter b. Undertake that a. U	
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Figure 7De-Mortgage Permission Letter

3.5.3 Transfer Permission Letter (Through Allottee)

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

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

Marine a	Online Transfer Permission Letter	(Through Allott	ee) • Select "Ti	me Slot"				
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	Father/Spouse Name *			-				
	Address *							
	Contact No./Mobile No. *							
	Aadhar No. *		i i i i i i i i i i i i i i i i i i i					
	Plot No. *							
104	Sector No. *		1000					
And Street and Division formal	Urban Estate *							
-	Type of Property *							
1446 Jane	Stre of Plot *							
	Building Constructed *	Sela	G.					
	Details of Proposed Applicant (Transfe	- Recording	Select "B	uilding Constructed"				
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	for issuance of O.C. within 30 days of th 6. If the Harvana Urban Development Aut	te transfer of the plot/ hority suffers any loss	property in My/Our names, on account of transfer of the abc	we said porperty, then I/We and My/Our				
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Figure 8 Transfer Permission Letter throughAllottee

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

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Figure 11 Appointment Receipt

3.5.4 Transfer Permission Letter (Within Family)

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

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Figure 12 Transfer Permission Letter within Family

3.5.5 Transfer Permission Letter (With GPA)

• Select "Appointment Time Slot"

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

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Figure 13 Transfer Permission Letter with GPA

3.5.6 Transfer Permission Letter (Through Court Decree)

- Select "Appointment Time Slot"
- Enter details of GPA and upload documents

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



Figure 14Transfer Permission Letter (Through Court Decree)

3.5.7 Transfer Permission Letter(NRI)

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

• Step 3: Enter "User ID and Password"



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

• Step 4: Select "Application Type" and Proceed



- Figure 16 Select Application Type
- Step 5: Fill in all the Details in the Form and Update the Details

Figure 17 Fill in Mandatory Details

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

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Declaration : I undertake that

 The aforesaid plot/property is free from all encumbrances, litigation, disputes, attachments/court case etc.
 The 9" boundary wall is constructed or 9" boundary wall is not required to be constructed because of non offer of possession.
 The aforesaid plot/property has not been mortgaged with any Bank/Financial Institution.
 The aid plot/property is used for the purpose for which it was allotted and there is no misuse/violations of the terms & conditions of allotment.

anothem. 5. Occupation Certificate has been issued or O.C. has not been issued as the plot is vacant. In case of constructed properties, I/We will apply for issuance of O.C. within 30 days of the transfer of the plot/property in My/Our names. 6. If the Haryana Shahari Vikas Pradhikaran suffers any loss on account of transfer of the above said porperty, then I/We and My/Our legal heirs will be responsible for the same and will indemnify the HSVP and its officers.

Proceed

Verification :

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

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

Figure 18 Transfer Permission Letter (NRI)

Back To Home

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

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

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

3.5.9 Surrender of Application (e-Auction)

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

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Figure 21 Submission of Surrender Application

3.6.0 Easy Appointment Re-scheduling

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



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Figure 23 Reschedule Appointments

3.5.8 Withdraw GPA

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

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Figure 24 Withdraw GPA

ANNEXURE I

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

• House Number and Sector must be visible in photograph uploaded



Figure 25 Front side image of the plot-1



Figure 26 Back side image of the plot-1



Figure 27 Front side image of the plot-2



Figure 28 Back side image of the plot-2



Figure 29 Front side image of the plot-3



Figure 30 Back side image of the plot-3



Figure 31 Front side image of the plot-4



Figure 32 Back side image of the plot-4



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Thank You