



Map Approval System, Government of Uttarakhand

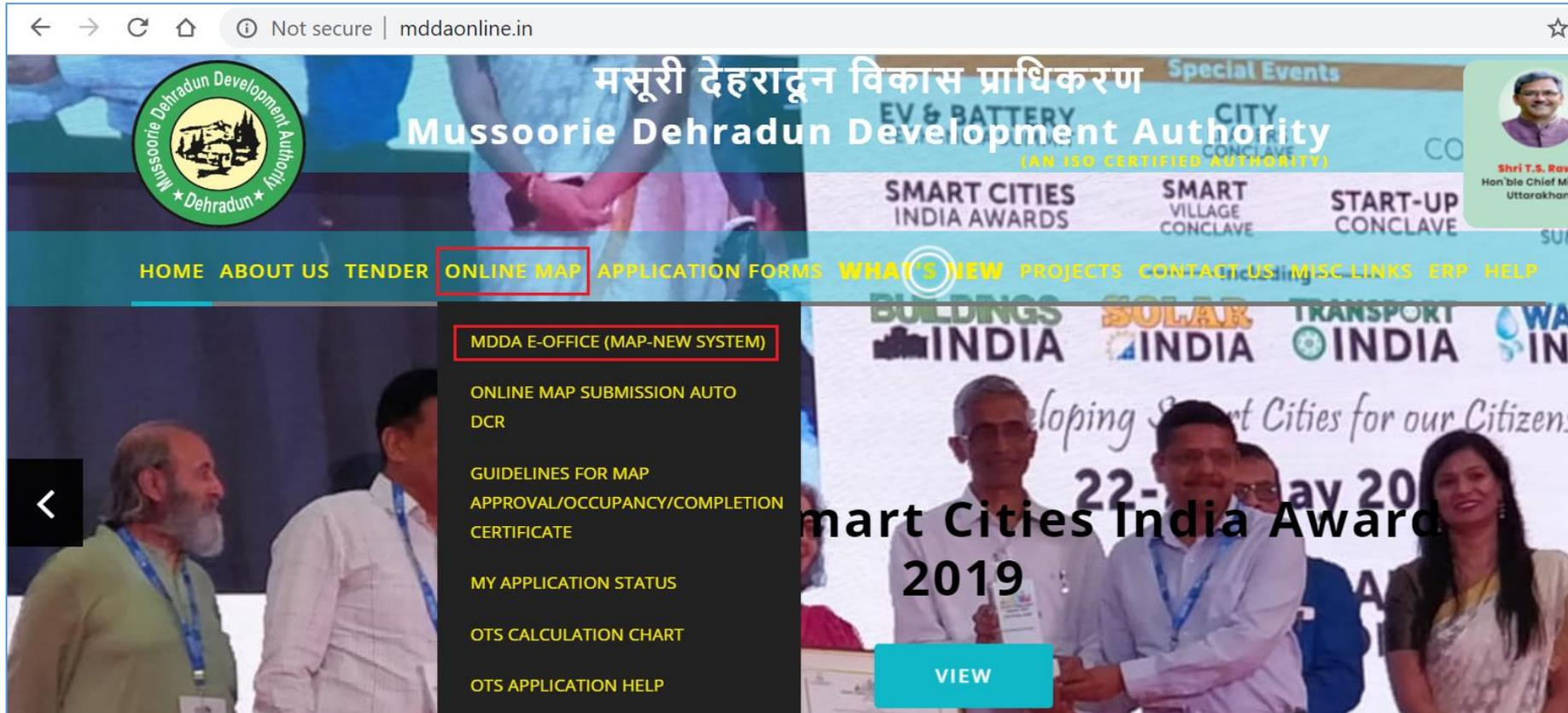


External User manual  
For  
Online building map approval system  
Of  
Mussoorie Dehradun Development Authority,  
Uttarakhand

1. Enter the url as “<http://www.mddaonline.in/>” in internet browser.



2. Home page will appear, where user has to select the respective service.



3. First user has to “Sign up” in portal.

The screenshot displays the homepage of the MDDA Dehradun portal. At the top, a green navigation bar contains links for Home, About Us, Services, Help, Contact Us, and Feedback, along with social media icons for Facebook, Twitter, YouTube, and Instagram. Below the navigation bar, the MDDA Dehradun logo is on the left, featuring a circular emblem with a building and trees, and the text "MDDA, Dehradun (Mussoorie Dehradun Development Authority, Dehradun) मसूरी देहरादून विकास प्राधिकरण, देहरादून (AN ISO CERTIFIED AUTHORITY)". To the right of the logo is a login and registration section with input fields for "User Id / E-mail Id" and "Password", a "LOG IN" button, and a "SIGN UP" button highlighted with a red border. A "Forgot Password?" link is also present. Below the login section, a large graphic shows a 3D city model with a location pin and the text "2360 Maps Approved" and "New Application per day 233". On the right side of the page, two circular portraits of men are shown: Trivendra Singh Rawat, Hon'ble Chief Minister, and Madan Kaushik, Hon'ble Urban Development Minister.

#### 4. Sign Up page

The screenshot shows a 'Create an Account' modal form overlaid on a website background. The form has a title bar with a close button (X). The fields are as follows:

- First Name:** Text input field with placeholder 'Your First Name'.
- Last Name:** Text input field with placeholder 'Your Last Name'.
- Gender:** Radio buttons for Male, Female, and Transgender.
- Date Of Birth:** Text input field with placeholder 'dd----yyyy'.
- Email Id:** Text input field with placeholder 'neeraj@gmail.com'.
- Password:** Text input field with masked characters '....'.
- Confirm Password:** Text input field with placeholder 'Confirm Password'.
- Contact Address:** Text input field with placeholder 'Address'.
- State:** Dropdown menu.
- City:** Dropdown menu.
- District:** Dropdown menu.
- Postal PIN:** Text input field with placeholder 'Area PIN Code'.

At the bottom of the form, there are four buttons: '+91 Enter 10 Digit Mobile Number', 'SEND OTP', 'OTP Enter OTP', and 'VERIFY'.

5. User has to enter his mobile no. and OTP will be received for verification.

6. Then user can login with his/her credentials

7. Login Page

#	Proposal Title	Type	Area	Action
5				

Showing 0 - 5 of 0

#	Application No.	File No.	Date	Service Name	Status	Action
5						

Showing 0 - 5 of 0

## 8. Architect Registration

The screenshot displays the MDDA Dehradun website interface. On the left is a green sidebar with the MDDA logo and navigation options: Dashboard, CITIZEN SERVICES, Building Permits (with a dropdown arrow), Register (highlighted with a red box), Grievance Redressal, and RTI. The main content area has a white header with the user name 'Neeraj Semwal', 'My Account' with a user icon, and a red 'LOG OUT' button. Below the header is a breadcrumb trail 'Dashboard / Building Permit' and a main heading 'Building Permits'. Three registration cards are shown: 'ARCHITECT/ENGINEER' with a green 'Register' button (highlighted with a red box), 'OWNER' with a blue 'Register' button, and 'THIRD PARTY ACCREDITATION' with an orange 'Register' button. Each card includes an icon representing the role.

9. Architect Registration Page, once registration get completed user has to generate the license.

**Dashboard**

CITIZEN SERVICES

- Building Permits
  - Register
  - New Submission
  - One-Time Settlement
  - Self Compounding
  - Compounding
  - Layout Approval
- Grievance Redressal
- RTI

Dashboard / Building Permit / Registration

### Architect/Engineer Registration

All fields are mandatory(\*). Please fill the registration form carefully.

**Personal Information**

**Contact Information**

Register as

**Professional Details**

Qualification: 
 Organization Name:

**Personal Informarion**

Identification Number:

**Registration Details**

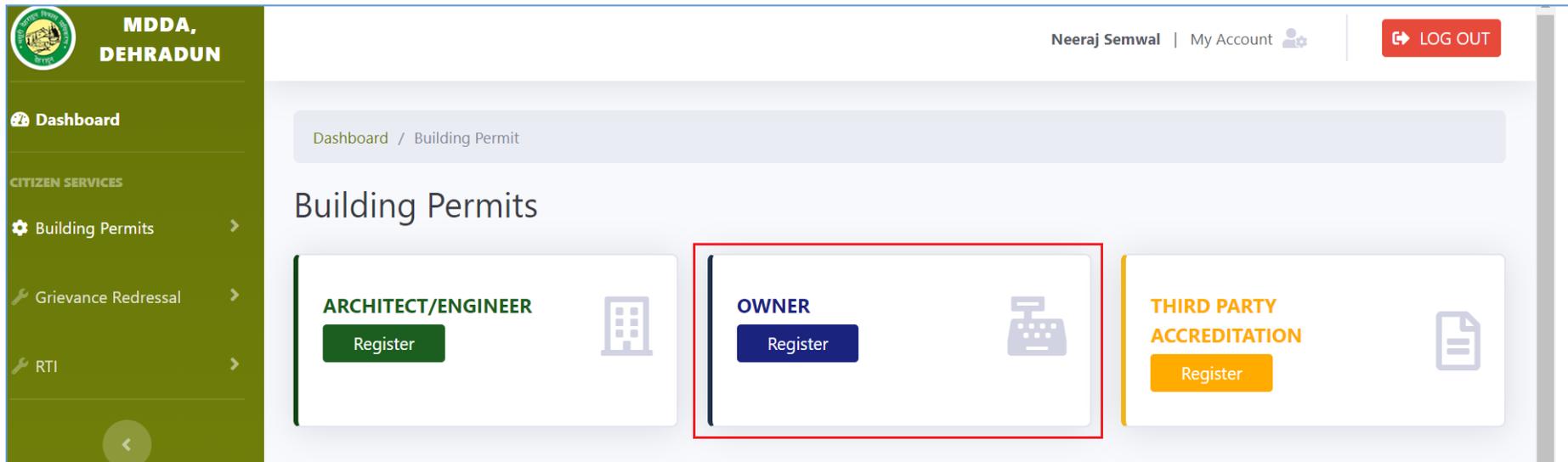
Registration/License Number: 
 Validity:

**Attachments**

Type	Description	
Architect License	LicenseAuthor.apx	
Architect License	LicenseAuthor.apx	
Aadhar Card	undefined	

I hereby declare that above information is correct.

## 10. Owner Registration



## 11. Owner Registration Page

**CITIZEN SERVICES**

- Building Permits >
- Grievance Redressal >
- RTI >

<

### Owner Registration

All fields are mandatory(\*). Please fill the registration form carefully.

#### Personal Information

Neeraj	Middle name	Semwal
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#### Contact Information

Kedarpur, Dehradun

Uttarakhand	Dehradun	248001
7906033121	neeraj@gmail.com	

#### Property Information

#### People Information

I hereby declare that above information is correct.

Submit

## 12. Third Party Registration

The screenshot displays the MDDA, DEHRADUN website interface. The top navigation bar includes the user's name 'Neeraj Semwal', a 'My Account' link, and a 'LOG OUT' button. The left sidebar lists 'Dashboard' and 'CITIZEN SERVICES' such as 'Building Permits', 'Grievance Redressal', and 'RTI'. The main content area is titled 'Building Permits' and features three registration cards: 'ARCHITECT/ENGINEER' (green button), 'OWNER' (blue button), and 'THIRD PARTY ACCREDITATION' (orange button). The 'THIRD PARTY ACCREDITATION' card is highlighted with a red border.

### 13. Third Party Registration Page

CITIZEN SERVICES

- Building Permits >
- Grievance Redressal >
- RTI >

## Third Party Accreditation Registration

All fields are mandatory(\*). Please fill the registration form carefully.

### Personal Information

Neeraj Middle name Semwal

### Contact Information

Kedarpur, P.O. Mothrowala, Dehradun

Uttarakhand Dehradun 248001

7906033121 neeraj@gmail.com

### Registration Details

Validity Registration/License Number

### Professional Details

Qualification Organization Name

### Personal Information

Identification Number

### Attachments

Select Attachment Type	Attachment Description	Attach file
Select Attachment Type	Attachment Description	Attach file
Select Attachment Type	Attachment Description	Attach file

I hereby declare that above information is correct.

## 14. Apply for New Submission

The screenshot displays the user interface for applying for a new submission. On the left is a green sidebar with the MDDA Dehradun logo and navigation menu. The main content area shows the 'New Submission' form with two input fields: 'Proposal Title' (containing 'Residential proposal') and 'Area Type' (a dropdown menu with 'Plain Area' selected). Below these are sections for 'Property Information' and 'People Information'. At the bottom of the form are 'Save as Draft' and 'Cancel' buttons. The top right of the page shows the user's name 'Neeraj Semwal', 'My Account', and a 'LOG OUT' button.

**MDDA, DEHRADUN**

Dashboard / New Submission

### New Submission

All fields are mandatory(\*). Please fill the submission form carefully.

**Proposal Title\*** Residential proposal

**Area Type\*** Plain Area

**Property Information**

**People Information**

Save as Draft Cancel

Neeraj Semwal | My Account LOG OUT

- Register
- New Submission**
- One-Time Settlement
- Self Compounding
- Compounding
- Layout Approval

Grievance Redressal

15. User can add property detail

### Property Information

**Find** **+ Add** **+ Clear** **+ Cancel**

**Site Address \***  **Property No/Khasra No.**  **Old Khasra No.**

**City \***  **District \***  **State \***

**Village**  **Tehsil**  **Postal Code \***

16. And user can find property detail, if already entered before.

**Find** **+ Add** **+ Clear** **+ Cancel**

S. No.	Site Address	Khasra Number	City	Pin Code	Action
1	Property Name	1234	Almora	110058	<b>+</b>
2	Property Name	12124235	Almora	110058	<b>+</b>
3	Tower-13, 1502, La Residentia	1234567890	Dehradun	123456	<b>+</b>
4	Property Name	Khasra 123	Almora	110058	<b>+</b>

17. User has to search and select the people information (Owner/Architect/Structural Engineer)

### People Information

Role	Name	Email	Action
Contact Person	Neeraj Semwal	neeraj@gmail.com	

**First Name\***  **Middle Name**  **Last Name**

**Phone**  Enter 10 digit mobile Number **Email ID**  Enter Valid email Id **Address\***

**State\***  **City\***  **Postal Code**

S. No.	Name	Email	Action
1	Neeraj Semwal	neeraj@gmail.com	<input type="button" value="+"/>
2	Neeraj Senwal	neerajsemwal70@gmail.com	<input type="button" value="+"/>

 Search/Add

Role	Name	Email	Action
Contact Person	Neeraj Semwal	neeraj@gmail.com	
<input type="text" value="Select People Role"/> <ul style="list-style-type: none"> <li>Owner</li> <li>Architect</li> <li>Engineer</li> <li>Structural Engineer</li> <li>Contact Person</li> </ul>	Neeraj Semwal	neeraj@gmail.com	

 Search/Add

Role	Name	Email	Action
Contact Person	Neeraj Semwal	neeraj@gmail.com	
Architect	Neeraj Semwal	neeraj@gmail.com	
Structural Engineer	NeerajStructure NeerajStructure	neeraj33@gmail.com	
Owner	Pawan Soni	pawansoni76@gmail.com	

 Save as Draft
  Cancel

18. Insert GIS coordinates

GIS Coordinates	
<b>Latitude</b>	<b>Longitude</b>
<input type="text" value="30.304806"/>	<input type="text" value="78.034286"/>

19. User has to fill proposal information

Proposal Information		
<b>Property Category *</b>	<b>Site Purpose *</b>	<b>UEPPCB Concent *</b>
<input type="text" value="Residential"/>	<input type="text" value="Single Dwelling Unit"/>	<input type="text" value="Green"/>
<b>Area Zone *</b>	<b>Layout Proposal Status *</b>	<b>Layout Approval Map ID</b>
<input type="text" value="Residential"/>	<input type="text" value="No Layout Approved"/>	<input type="text"/>
<b>Labour Cess Payment Status *</b>	<b>Estimate *</b>	<b>Site Area *</b>
<input type="text" value="Paid"/>	<input type="text" value="45656567"/>	<input type="text" value="Urban"/>
<b>Total No. of Dwellings *</b>	<b>Sector *</b>	<b>Submission Type *</b>
<input type="text" value="2"/>	<input type="text" value="Sector-4"/>	<input type="text" value="Without Deviation"/>

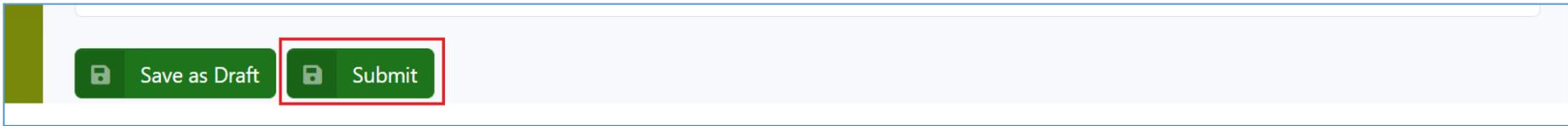
20. Upload “Apz” file

Attachments			
#	Type	Attachment Description	
1	Affidavit	<input type="text"/>	Choose File N 
2	APZ File *	<input type="text"/>	Choose File N 

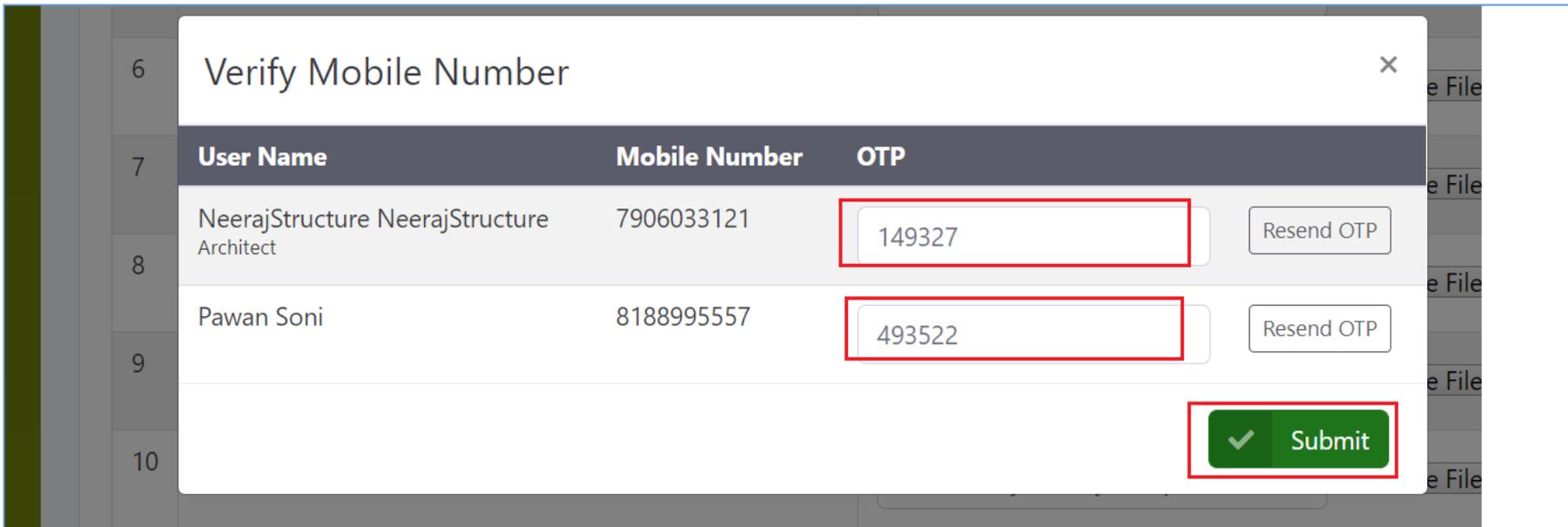
21. Upload all mandatory documents

#	Type	Attachment Description	
1	Affidavit	<input type="text"/>	Choose File N...n 
2	APZ File *	<input type="text"/>	Choose File Te...z  
3	Labour Cess Payment Receipt *	<input type="text"/>	Choose File im...g  
4	Mutation / Assesment Ownership Documents (Mutation/Assesment etc) *	<input type="text"/>	Choose File im...g  
5	NOC	<input type="text"/>	Choose File N...n 
6	Other Documents (whichever is applicable)	<input type="text"/>	Choose File N...n 
7	Sale deed / Gift Deed / Will Deed / Any other Deed Ownership Documents (Registry) *	<input type="text"/>	Choose File im...g  
8	Sanctioned Plan, Scan Copy of previously Sanctioned Map	<input type="text"/>	Choose File N...n 
9	Site Photograph *	<input type="text"/>	Choose File im...g  

22. Click on “Submit” button



23. Insert OTP which will be received in registered mobile no. of concerning user(s)



24. Pay Submission challan

**Task List**

#	Application No.	File No.	Date	Service Name	Status	Due Date	Action
01	MAP/P/R/01074/19-20		29/08/2019	New Submission(BP)	Submission Done	1/7	Pay Submission Fee

Showing 0 - 5 of 1

CAF Workflow Attachment **Payment**

**Submission Fee**

Fee Description	Note	Fee Amount	Due Amount	Paid
<input checked="" type="checkbox"/> Submission Charges	(rate* (argPlotArea-300)) + addition + misc((2*(3700-300)) + 300 + 15)	₹ 7115	₹ 7115	
<b>Total:</b>		<b>₹ 7115</b>	<b>₹ 7115</b>	

Total payable amount: **₹7115**

**MAKE PAYMENT**

### Payment Gateway Response

Order Id: 141  
Transaction Id: 8262  
Transaction Amount: 7115.0

Response Status: A  
Bank Transaction Number: pay\_DBdA7WsSjW9MqF  
Receipt Number: 1047

[See Status](#)

### 25. Proposal will be sent to the authority

Dashboard / Applicant CAF / MAP/P/R/01074/19-20

CAF **Workflow** Clarification Attachment Payment

**Process Name: New Submission** [Close](#)  
Start Date: 29.08.2019 End Date: 29.08.2019 10:49 Applicant [Detail](#)

**Internal Noting:**

**Process Name: Pay Submission Fee** [Close](#)  
Start Date: 29.08.2019 End Date: 29.08.2019 10:53 Applicant [Detail](#)

**Internal Noting:**

**Process Name: Payment Verification** [Initiated](#)  
Start Date: 29.08.2019 End Date: CASHIER [Detail](#)

**Internal Noting:**