

Standard Operating Procedure
Name of Service : Land Use Report

Sub services:

Timeline: Whole process needs to be completed within 15 days.

Previous Approval: Basis for approval:

Step	Documents/ Information Needed	Timeline s	Contact Person
Applicant Visits Website	<ol style="list-style-type: none"> For fresh Applicant they can visit at www.mddaonline.in and create new account. Already registered applicant can apply for the land use using his/her login credentials on MDDA Portal. 	--	--
Application for Land Use Application	Applicant will select "Land Use Application" form after successful login into his/her dashboard.		
Proposal	<p>On clicking "New submission" a new application form will open where applicant has to fill building/site information and owner information.</p> <ul style="list-style-type: none"> Site information: applicant has to fill site details, address, site, landmarks and other essential site details. Owner information: Applicant has to fill owner details like name, Father/Spouse Name, address, contact number, photo and email ID. Save application form. 		
Site Plan and other attachments	Applicant has to provide all the technical details on the application form in respect to the proposed map drawing. Attach all the mandatory documents like cad drawing file(s), Duly Signed Scanned Map, Map (Auto Cad File) , Sanctioned Plan, Sale Deed/Gift Deed/Will Deed/Any Other Deed ,Mutation / Assessment and Any other document (if required).		
Proposal Flow	After filling the information and attaching the required documents, applicant can submit the file to MDDA by clicking on "SUBMIT". An alert will be sent to applicant through SMS on mobile number and Email.		
Planning Section head	Application goes to planning section head who reviews it and marks it to any draftsman for reporting.		

Draftsman verification and reporting	<ol style="list-style-type: none"> 1. Draughtsman check the given key plan with master plan and Sajra sheets and Google map and if required visits the site as well 2. Draughtsman prepares report / letter and sends to planning head for approval & signing. 		
Planning Section head	Rechecks all contents/ matter, and approves/rejects the report. Once approved & confirmed by planning head the confirmation alert is sent to applicant for payments & report collection		
Cashier	<p>Once letter is generated, applicant is intimated of the charges payable via mail/sms/portal. Applicant may visit cashier to deposit charges or fee can be deposited online as well through integrated Payment Gateway.</p> <ul style="list-style-type: none"> • A fee of Rs.102 is charged if applied directly, Rs.12/- is charged if applied through RTI. 		
Applicant	Once fee is deposited the letter is delivered to applicant with digital signature on it. Delivery points are (mail and portal)		
DSC incorporation	<p>Digital Signature for letter :</p> <ul style="list-style-type: none"> • Land use Letter- Town Planner 		
File Status Tracking	To track the status of applicant file, Search option is available in to the login page as well as in the architect application form page. Applicant has to enter the reference number of file in the search box to obtain the file detail.		
Download Certificate	To download the Land Use Letter, download option is given at the login page where applicant has to select the file reference number and clicks on download.		
Intimation to applicant	All objections, Rejection, Approval related concerns are shared with applicant through portal / mail / sms.		
File Movement	Any user can send file to any concerning dept/section/employee to seek any particular query or concern.		
File Reassign	System allows reassigning file to any other user/employee to complete the processing as and if required.		
Sector reassign	If required a file is also reassigned with new sector.		
NOC	<p>For the application where JE has asked for any NOC, those maps are delivered only after NOC approval process.</p> <ul style="list-style-type: none"> • If required JE will ask for the concerning dept regarding the NOC. • NOC requirement letter is dispatched with relevant documents to the concerning dept. • Clerk is scanning and uploading the NOC received 		

	<ul style="list-style-type: none">• JE is verifying the uploaded NOC Approving authority as per flow is approving the NOC		
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