



eNagar

e-Enabling public service in Urban Local Bodies of Gujarat State

User Manual Document

Version 1.0

BUILDING PERMISSION MODULE

(License Registration - Citizen)

July 2019

DOCUMENT RELEASE NOTE**Document Details:****Version: 1.0**

Name	Version No.	Description
User Manual	Version 1.0	User Manual Document for e-Nagar which contains details of Building Permission (License Registration) Process.

Revision Details:

Reference No	Action taken (Add / Del / Change / Replace)	Preceding Page No.	New Page No.	Revision Description

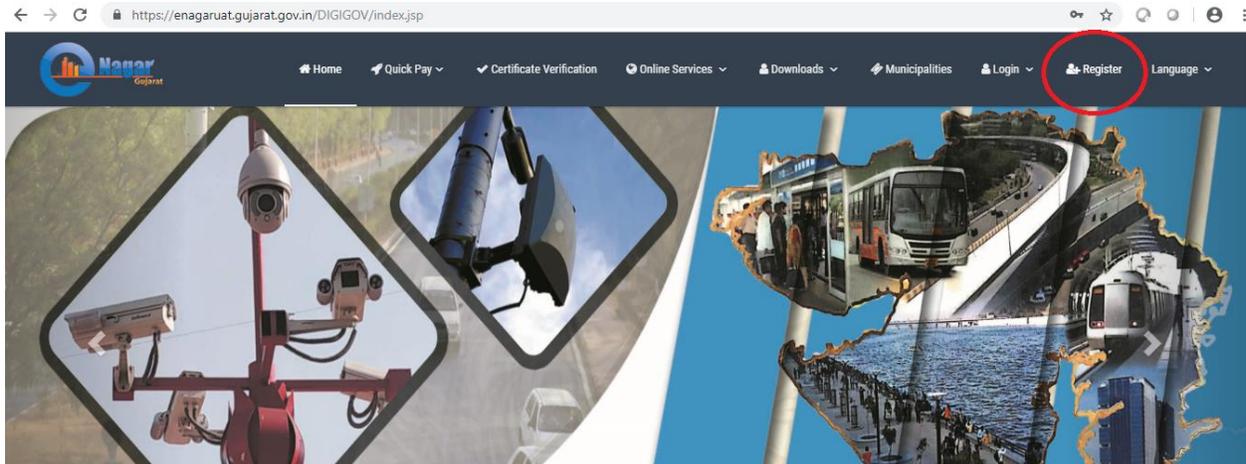
Table of Content

CHAPTER 1. Portal Registration	1
1.1 Citizen Registration	1
1.2 Login Process.....	2
CHAPTER 2. License Registration Process.....	3
2.1 New License Registration.....	3
2.2 Renew License Registration	11
2.3 Grade Change.....	13
2.4 Duplicate License	17
2.5 Surrender License	19
2.6 Status Tracking.....	21
2.7 Online Payment and Certificate Download	22
2.7.1 Online Payment.....	22
2.7.2 License Download	24
2.8 Communication.....	27

CHAPTER 1. Portal Registration

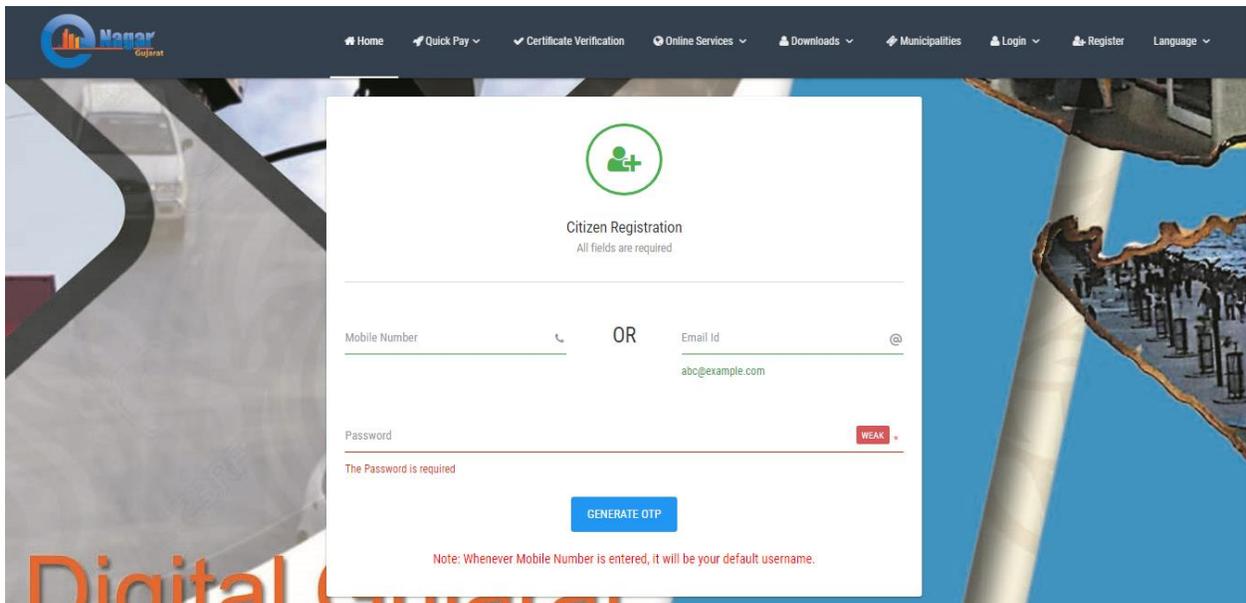
1.1 Citizen Registration

1. Open the link: <https://enagar.gujarat.gov.in/DIGIGOV>



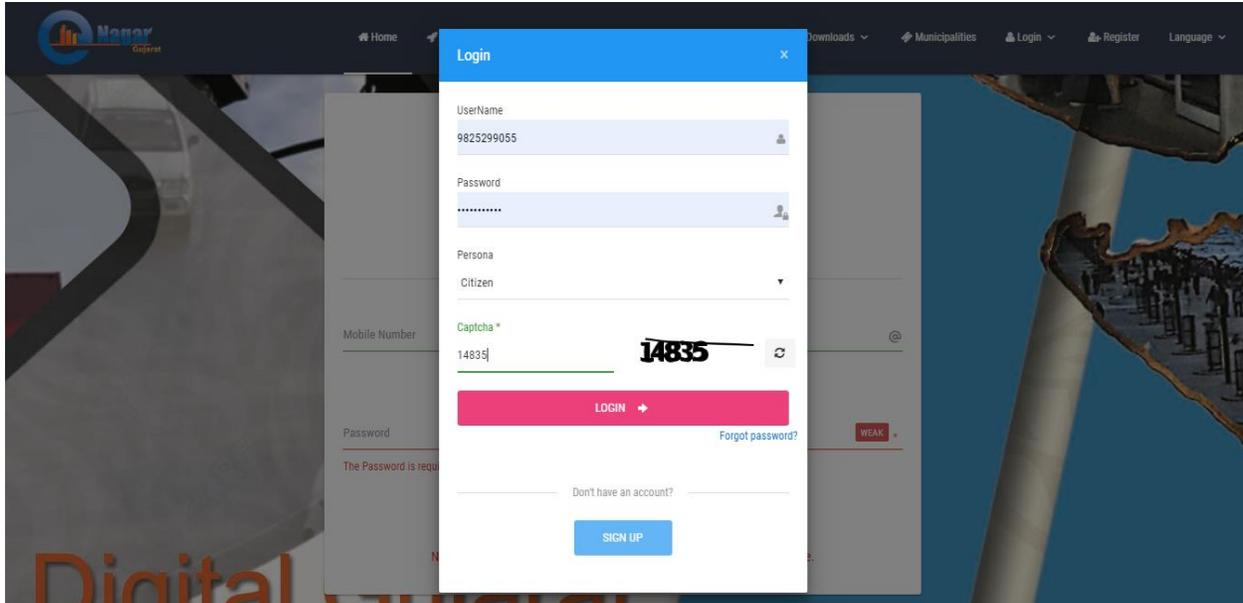
2. Click on Register. Marked in Red Circle.
3. Enter Mobile no or Email ID.
4. Choose Password.
5. Click on Generate OTP.

- Mobile number will be the user name



1.2 Login Process

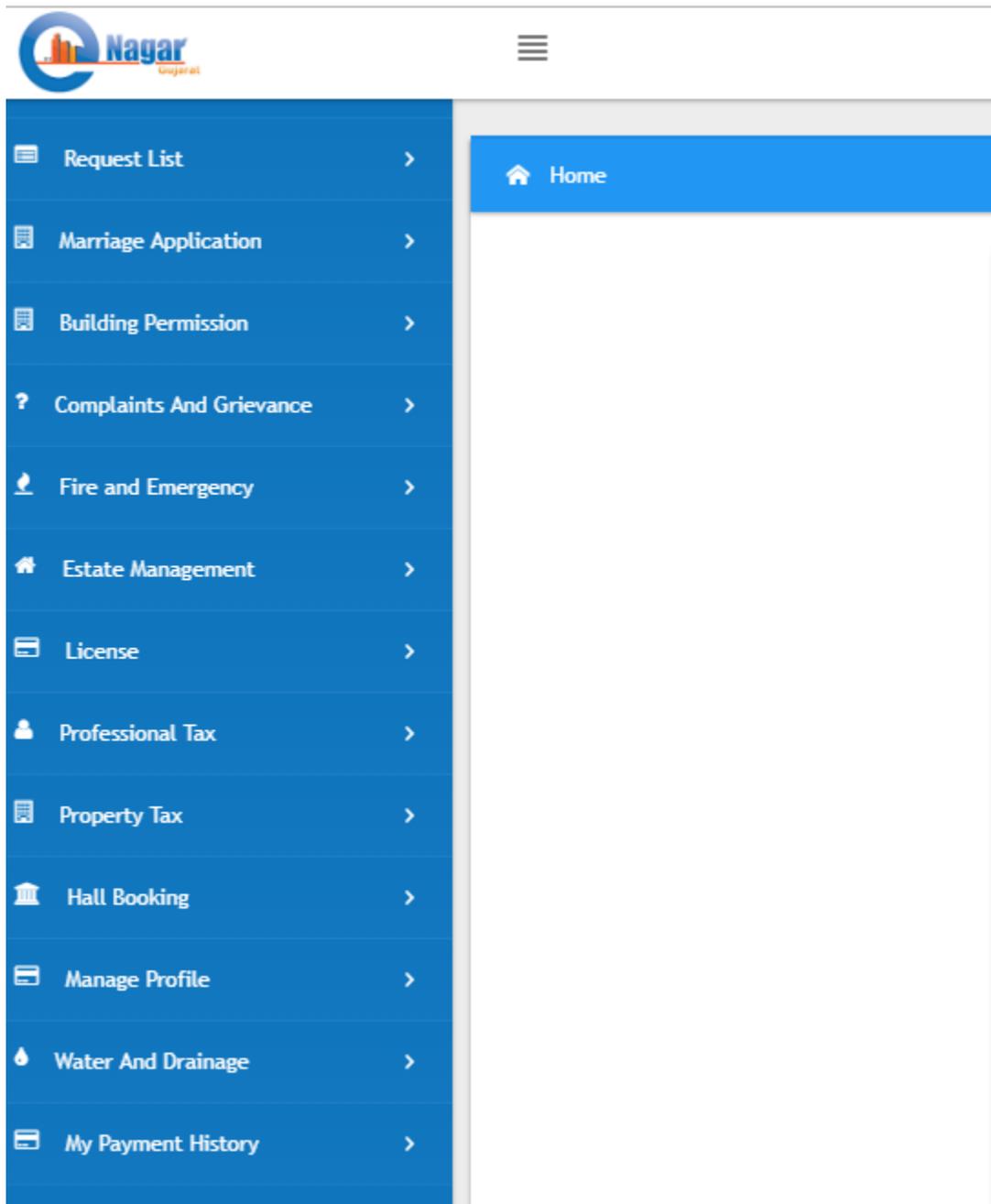
Enter Mobile no as a User name Put decided Password. Personal will selected automatically from dropdown. Entre Captcha details. Press Login



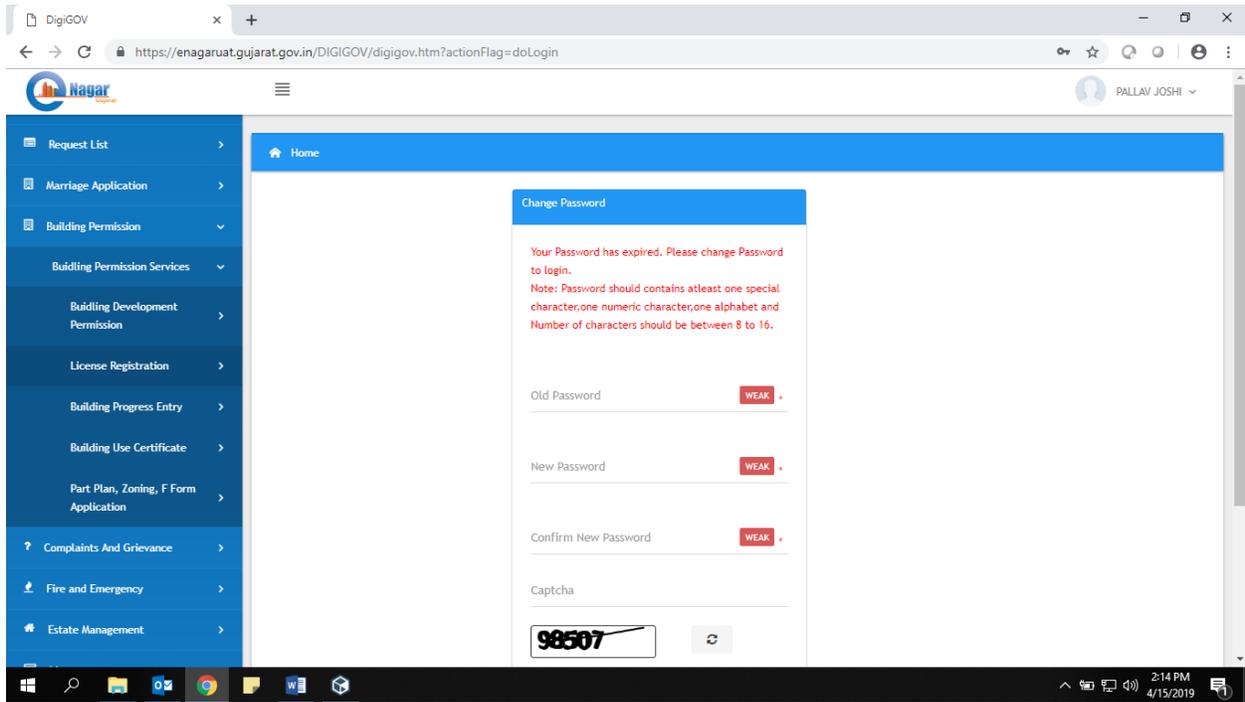
CHAPTER 2. License Registration Process.

2.1 New License Registration

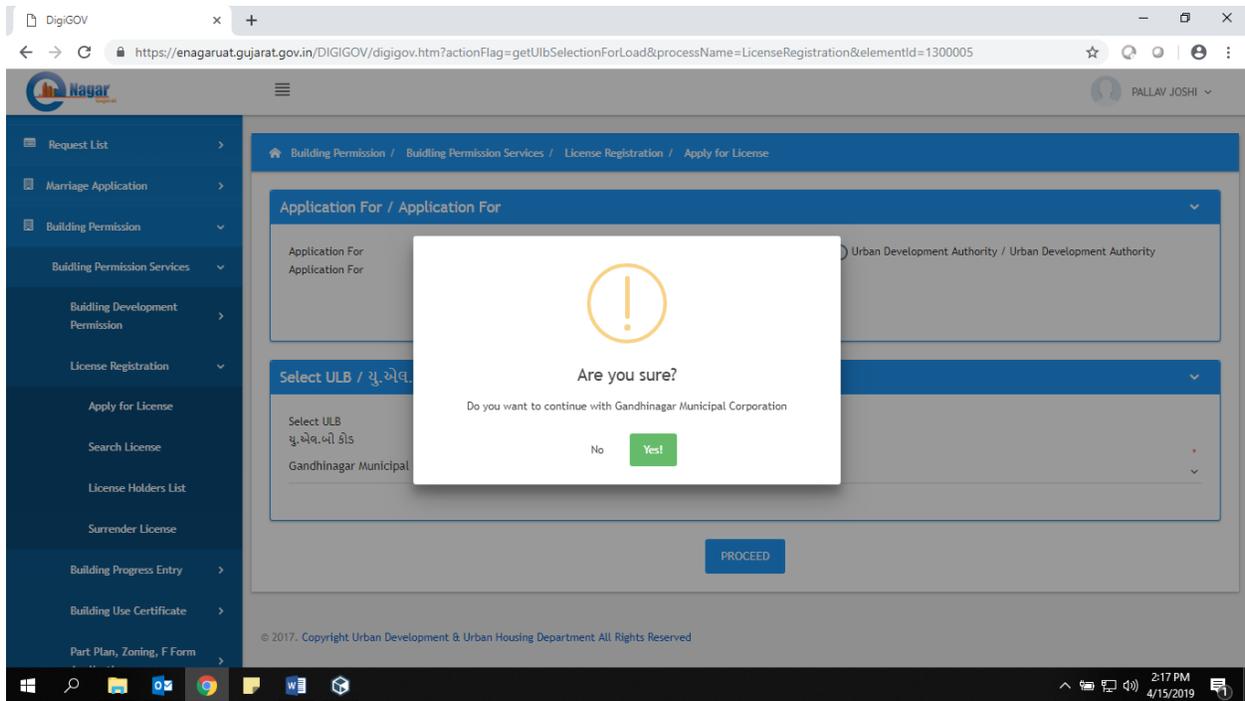
1. After Login below mentioned screen will appear. Click on “Building Permission”



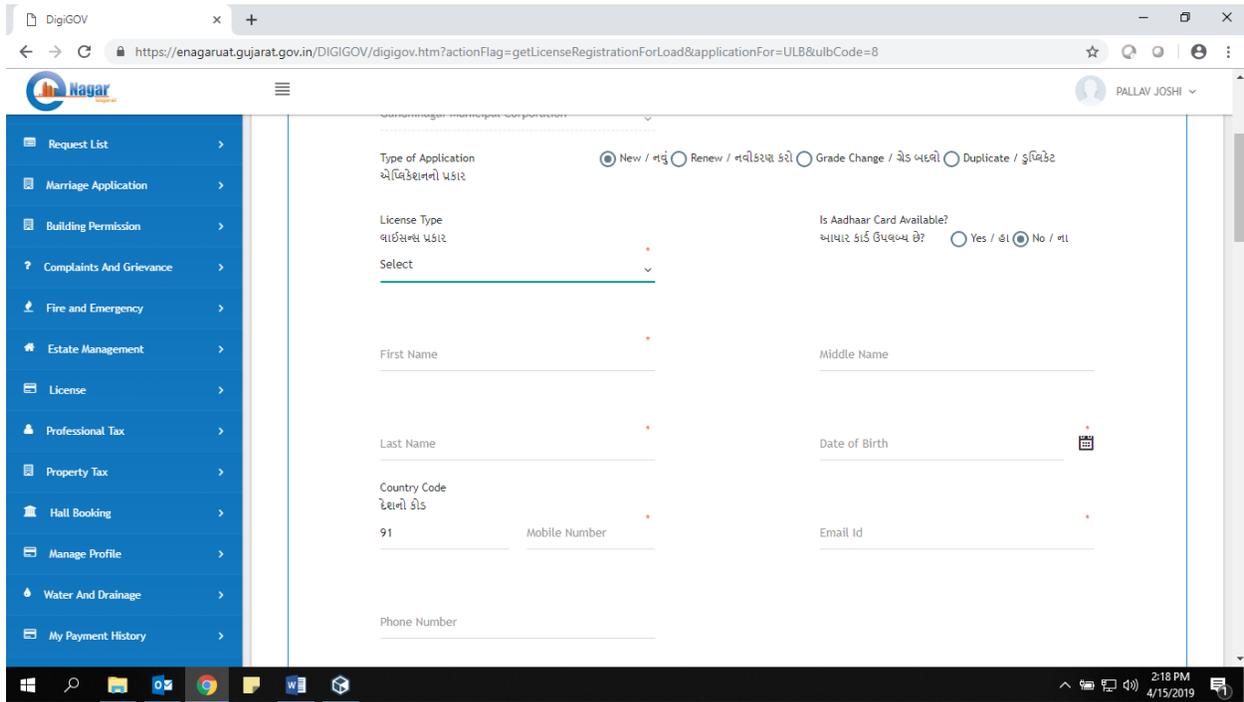
2. Then click on Building Permission Services than License Registration.



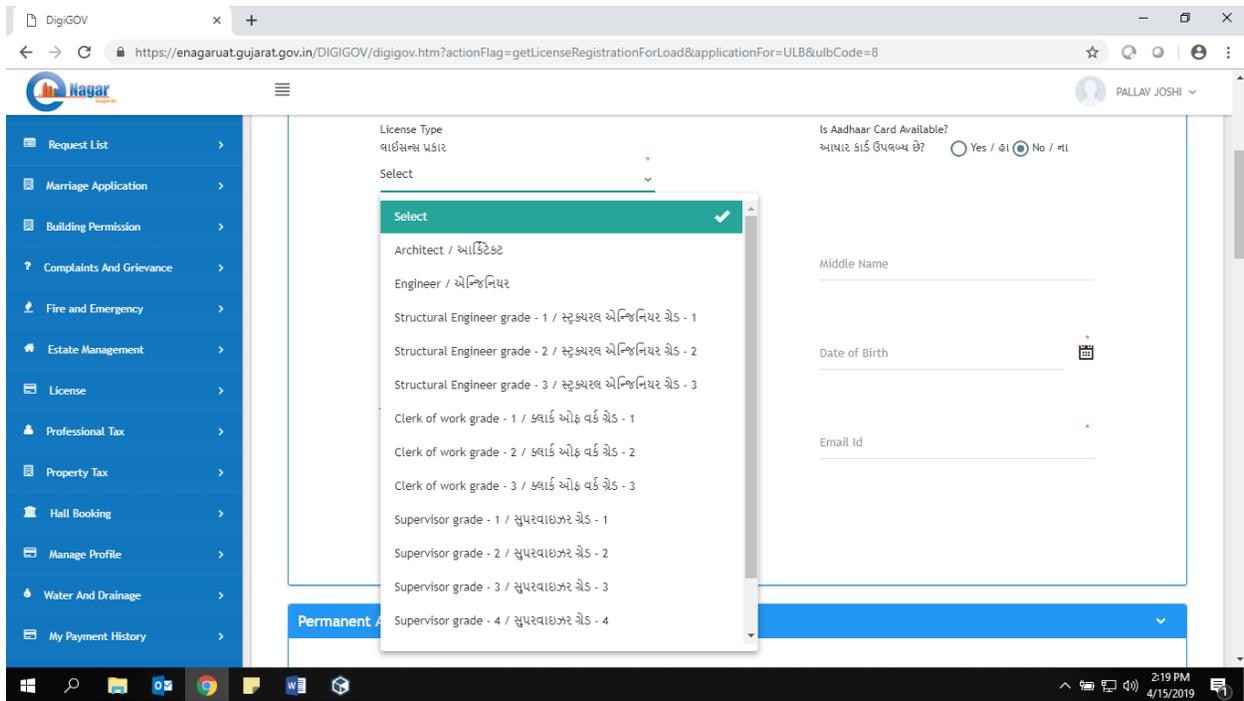
3. Then click on Apply for License. Select your Nagarpalika or Development Authority where you want to apply for License registration.



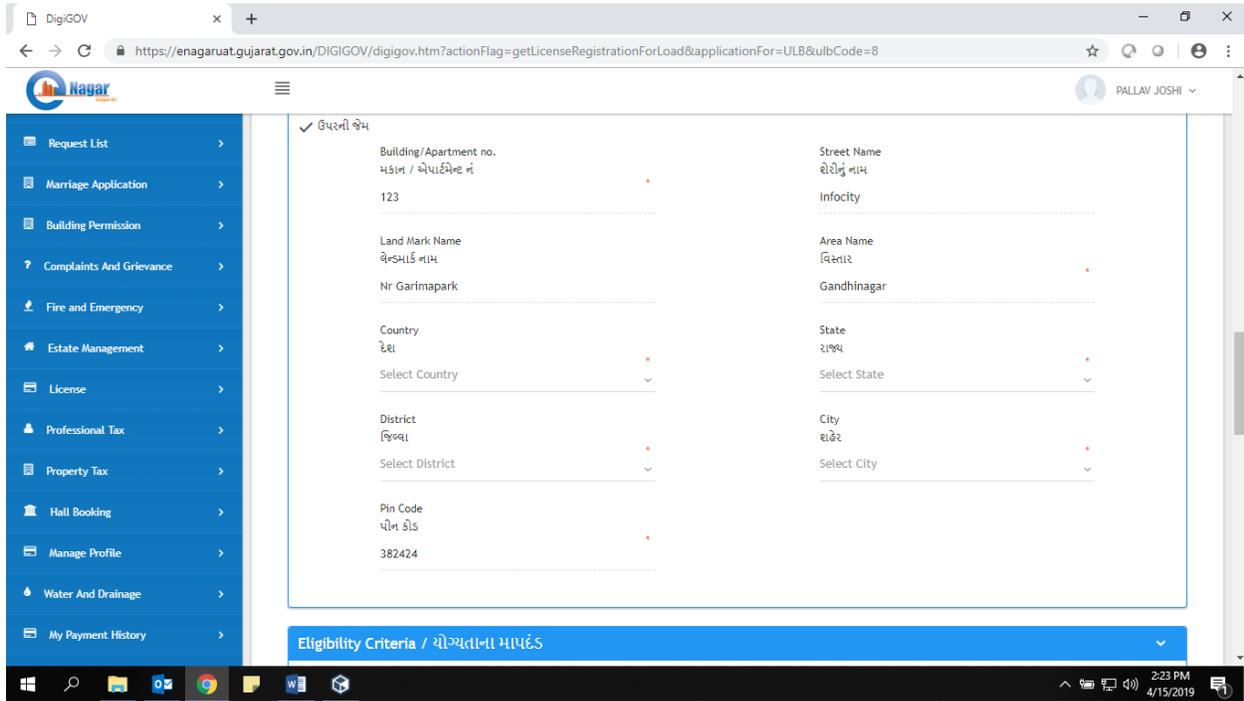
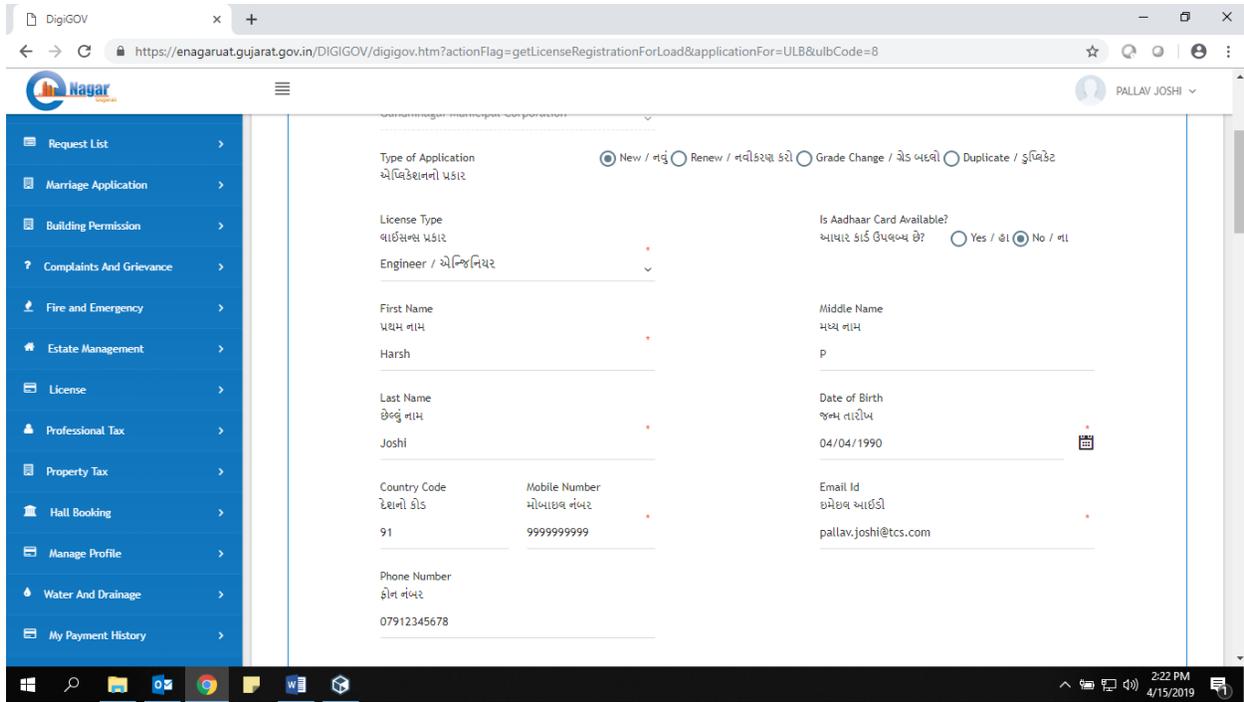
- 4. After selection of ULB/ Development Authority. Select Application Type. (New / Renew/Grade Change/Duplicate). By default it was selected as New only.



- 5. Then select License Type.



- 6. After selection License Type Enter Personal Details like First name, Middle Name, Last Name, DOB, Email ID, Mobile No, Present address and Permanent address.



7. Check Eligibility Criteria for License Type, Qualification and Required Experience.

Eligibility Criteria / યોગ્યતાના માપદંડ		
License Type	Qualification	Required Experience
Engineer	ME/ M.Tech Civil	0 Years
Engineer	B.E./ B. Tech Civil	2 Years
Engineer	Diploma in Civil Engineering	5 Years

8. Update Educational Details. Select from Drop Down. In case Institute Name is not available in the list, then user can enter the Name of Institute and click on Add button.

Education Details / શિક્ષણ વિગતો	
Qualification વાણકાત B.E./ B. Tech Civil	Institute Name સંસ્થા નામ L D College Of Engineering, Ahmedabad
Completion Month પૂર્ણ થયાનો મહિનો 4	Completion Year પૂર્ણ થયાનું વર્ષ 2003
<input type="button" value="ADD"/> <input type="button" value="RESET"/>	

9. Update Experience Details (If Any). And Press “ADD”
 a. Edit → To update details
 b. Delete → To delete record

Experience Details / અનુભવ વિગતો											
Name of Institute/Organization સંસ્થાનું નામ	Nature of Job જોબ પ્રકાર										
Name of Institute/Organization	Nature of Job										
Month of Experience અનુભવના મહિનો	Year of Experience અનુભવના વર્ષ										
Select	Select										
<input type="button" value="ADD"/> <input type="button" value="RESET"/>											
<table border="1"> <thead> <tr> <th>Name of Institute/Organization</th> <th>Nature of Job</th> <th>Month of Experience</th> <th>Year of Experience</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Larsen & Tubro</td> <td>Engineer</td> <td>5</td> <td>2</td> <td>View / Edit / Delete</td> </tr> </tbody> </table>		Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions	Larsen & Tubro	Engineer	5	2	View / Edit / Delete
Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions							
Larsen & Tubro	Engineer	5	2	View / Edit / Delete							
Total Experience કુલ અનુભવ 2.42											

10. Update Questionnaire and click on Next.

License Related Questions / વાઈસન્સ સંબંધિત પ્રશ્નો

Is serving Anywhere
ક્યાંય સર્વિસ કરો છો Yes / હા No / ના

Do you have Membership of Professional Associations?
વ્યવસાયિક સંગઠનની વિગતો? Yes / હા No / ના

11. Attach the soft/Scan Copies of require documents. Kindly upload proper photo in the attachment as that will be printed on the certificate.

Home

Application Form / અરજી પત્ર

Document Attachments / જોડાણો

Document Attachments / જોડાણો

Checklist - Document CheckList

<input checked="" type="checkbox"/> Photo IMG_20160405_1...	<input checked="" type="checkbox"/> Photo ID proof 008PTE18190043...	<input checked="" type="checkbox"/> Local Address Proof 008PTE18190043...	<input type="checkbox"/> Graduation Certificate Drag & Drop Files Here	<input type="checkbox"/> PG-Certificate Drag & Drop Files Here	<input type="checkbox"/> Experience Certificate Drag & Drop Files Here
--	---	--	---	---	---

Note : Maximum 2 MB Allowed (Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .PPT, .PPTX, .PPSX are allowed)
નોંધ : મહત્તમ મંજૂર 2 MB (ફક્ત .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .PPT, .PPTX, .PPSX માટે છે)

12. Add any additional documents if required

Attachment

File Description
બિડાણનું વિવરણ

Attach File
બિડાણ

Attach File No file chosen

Description વિવરણ	File Name ફાઈલનું નામ	Action પ્રક્રિયા
----------------------	--------------------------	---------------------

13. Update the Checkbox for agreement and click on Submit.

✓

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

હું સક્ષમ સત્તાધિકાર દ્વારા આપવામાં આવેલા તમામ નિયમો, વિનિયમો, સ્થાયી હુકમો, આવશ્યકતાઓ અને સૂચનાઓનું પાલન કરું છું અને જનરલ ડેવલપમેન્ટ કંટ્રોલ રેગ્યુલેશન્સમાં સૂચવ્યા મુજબ મારી જવાબદારીઓ ઢાઠા ધરિશા. હું એ પણ સમજું છું કે જો હું ઉપરની જવાબદારી નિભાવવામાં નિષ્ફળ રહું તો, સક્ષમ સત્તાધિકાર મારું વાઇસન્સ રદ કરવા, મારા સિસ્મોરિટી ડિપોઝિટ જમ કરવા અને જનરલ ડેવલોપમેન્ટ કંટ્રોલ રેગ્યુલેશન્સમાં વ્યાખ્યાયિત કર્યા મુજબ અન્ય યોગ્ય પગલાં લેવાનો અધિકાર અનામત રાખે છે.

RESET
CLOSE

← BACK
SUBMIT ✓

14. The Application no will be generated with below mentioned Pop up.

Home

Message

Your Application is saved with Application Number : 008LCP19200023 . Please Note this for your reference.

OK

15. On click of OK, Acknowledgement Receipt will be generated as shown below.

**GANDHINAGAR
MUNICIPAL
CORPORATION**

Gandhinagar Mahanagar Seva Sadan First Floor, M.S. Building, Nr.Family Court, Sector-11, Gandhinagar-382011

Acknowledgement Receipt

Application Number	: 008LCP19200023	Application Date	: 15-04-2019 02:23 PM
Application Name	: NEW LICENSE REGISTRATION	Mobile Number	: 9999999999
Applicant Name	: HARSH P JOSHI	Email	: pallav.joshi@tcs.com
Applicant Address	: 123 INFOCITY NR GARIMAPARK GANDHINAGAR , GANDHINAGAR - 382424		
License Type	: ENGINEER		
Application Type	: NEW		
Total Experience	: 2.42 YEAR(S)		

Note: This is computer generated receipt and doesn't require any signature and stamp.

16. This application will be submitted to the Department for further processing. Once application is approved, User can make online Payment as shown in section 0
17. Also an automated Email and SMS will go to the applicant on email Id and mobile number mentioned in the application form.



"External email. Open with Caution"

Dear Sir/Madam,

Your application for Engineer license with acknowledgement number 008LCP19200023 is approved on 15/04/2019. Please pay INR 5000 to complete the registration process .

Regards,

Gandhinagar Municipal Corporation

Note: This is system generated mail, please do not reply.

2.2 Renew License Registration

1. Login to eNagar Portal using valid credentials.
2. Go to Building Permission → Building Permission Services → License Registration → Apply for License Registration
3. For Renewal of License, Select Renew in the application form.

Application Form / અરજી પત્ર Document Attachments / જોડાણો

Personal Details / અંગત વિગતો

Select ULB
ચુ.એલ.બી કોર્પોરેશન
Gandhinagar Municipal Corporation

Type of Application
એપ્લિકેશનનો પ્રકાર

New / નવું
 Renew / નવીકરણ કરો
 Grade Change / ગ્રેડ બદલો
 Duplicate / ડુપ્લિકેટ

4. Enter the License no and click on “Search”

License Registration Number

લાઇસન્સ નોંધણી નંબર

008AR181910003

SEARCH

5. Data will be populated based on License Registration Number. Update the details if required.
6. Add attachments (If any) and click on “submit”. Below mentioned Popup will come.
7. On click of Ok, Acknowledgement receipt will be downloaded. Based on this application number user can track the application status.

Home

Message

 Your Application is saved with Application Number : 008LCP19200024 . Please Note this for your reference.

8. This application will submitted to the Department for further processing. Once application is approved, User can make online Payment as shown in section 0

 Tue 4/16/2019 4:04 PM
noreply-enagar@gujarat.gov.in
AUTO MAIL: Gandhinagar Municipal Corporation: License registration application APPROVED

To Pallav Joshi

Action Items + Get more apps

"External email. Open with Caution"

Dear Sir/Madam,

Your application for Architect license with acknowledgement number 008LCP19200024 is approved on 16/04/2019. Please pay INR 5000 to complete the registration process .

Regards,

Gandhinagar Municipal Corporation

Note: This is system generated mail, please do not reply.

2.3 Grade Change

1. Login to eNagar Portal using valid credentials.
2. Go to Building Permission → Building Permission Services → License Registration → Apply for License Registration
3. For changing grade of License, Select Grade Change in the application form.

Application Form / અરજી પત્ર

Document Attachments / જોડાણો

Personal Details / અંગત વિગતો

Select ULB
ગુ.એલ.બી.કોર્પોરેશન
Gandhinagar Municipal Corporation

Type of Application
અધિકરણનો પ્રકાર

New / નવું Renew / નવીકરણ કરો Grade Change / ગ્રેડ બદલો Duplicate / દુપ્લિકેટ

SEARCH

License Registration Number

4. Enter the License no and click on “Search”

License Registration Number
વાઈસનસ નોંધણી નંબર

008AR181910003

SEARCH

5. Data will be populated based on License Registration Number. Select the License type from the drop down. User would be allowed to apply for upgrade license only.

License Type
વાઈસનસ પ્રકાર

Structural Engineer grade - 1

6. Update Education details as required for grade change.

Eligibility Criteria / યોગ્યતાના માપદંડ

License Type	Qualification	Required Experience
Structural Engineer grade - 1	B.E./ B. Tech Civil	10 Years
Structural Engineer grade - 1	ME/ M.Tech Civil	3 Years
Structural Engineer grade - 1	Ph. D in Structural Engineering.	3 Years

Education Details / શિક્ષણ વિગતો

Qualification / વાણંજીત: Select

Institute Name / સંસ્થા નામ: Institute Name

Completion Month / પૂર્ણ થયાનો મહિનો: Select

Completion Year / પૂર્ણ થયાનું વર્ષ: Select

ADD **RESET**

Qualification	Institute Name	Completion Month	Completion Year	Actions
Ph. D in Structural Engineering.	L D College Of Engineering, Ahmedabad	5	2015	View / Edit / Delete

7. Update the experience details and click on “Add”, if required.

Experience Details / અનુભવ વિગતો

Name of Institute/Organization / સંસ્થાનું નામ: Name of Institute/Organization

Nature of Job / જોબ પ્રકાર: Nature of Job

Month of Experience / અનુભવના મહિનો: Select

Year of Experience / અનુભવના વર્ષ: Select

ADD **RESET**

Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions
Larsen & Tubro	Structural Engineer	5	2	View / Edit / Delete

Total Experience / કુલ અનુભવ: 2.42

License Related Questions / વાઈસન્સ સંબંધિત પ્રશ્નો

Is serving Anywhere
ક્યાંય સર્વિસ કરો છો Yes / હા No / ના

Do you have Membership of Professional Associations?
વ્યવસાયિક સંગઠનની વિગતો? Yes / હા No / ના

8. Update the required attachment as per the updated education and experience details.

Application Form / અરજી પત્ર Document Attachments / જોડાણ

Document Attachments / જોડાણ

Checklist - Document CheckList

<input checked="" type="checkbox"/> Photo  IMG_20160405_1...	<input type="checkbox"/> Photo ID proof Drag & Drop Files Here	<input type="checkbox"/> Local Address Proof Drag & Drop Files Here	<input type="checkbox"/> Graduation Certificate Drag & Drop Files Here	<input type="checkbox"/> PG-Certificate Drag & Drop Files Here	<input checked="" type="checkbox"/> Experience Certificate  008PTE18190043...
<input type="checkbox"/> Old License Drag & Drop Files Here					

9. Add any additional documents if required.

Attachment

File Description
બિડાણનું વિવરણ

Attach File
બિડાણ

Attach File No file chosen

Description વિવરણ	File Name ફાઈલનું નામ	Action પ્રક્રિયા
----------------------	--------------------------	---------------------

10. Click on Check box and then click on submit.

✓

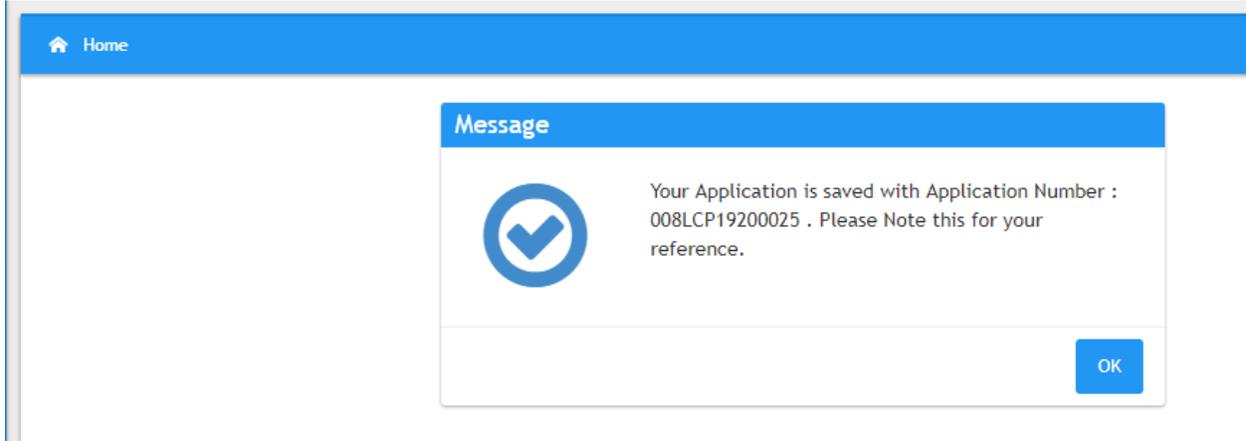
I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

હું સક્ષમ સત્તાધિકાર દ્વારા આપવામાં આવેલા તમામ નિયમો, વિનિયમો, સ્થાયી હુકમો, આવશ્યકતાઓ અને સૂચનાઓનું પાલન કરું છું અને જનરલ ડેવલપમેન્ટ કંટ્રોલ રેગ્યુલેશન્સમાં સુચવ્યા મુજબ મારી જવાબદારીઓ હાથ ધરિશ. હું એ પણ સમજું છું કે જો હું ઉપરની જવાબદારી નિભાવવામાં નિષ્ફળ રહું તો, સક્ષમ સત્તાધિકાર માનવાઇસન્સ રદ કરવા, મારા સિક્યોરિટી ડિપોઝિટ જપ્ત કરવા અને જનરલ ડેવલોપમેન્ટ કંટ્રોલ રેગ્યુલેશન્સમાં વ્યાખ્યાયિત કર્યા મુજબ અન્ય યોગ્ય પગલાં લેવાનો અધિકાર અનામત રાખે છે.

CLOSE

← BACK SUBMIT ✓

11. Below mentioned Popup will come.



12. On click of OK, Acknowledgement receipt will be generated.

13. This application will submitted to the Department for further processing. Once application is approved, User can make online Payment as shown in section 0

2.4 Duplicate License

1. Login to eNagar Portal using valid credentials.
2. Go to Building Permission → Building Permission Services → License Registration → Apply for License Registration
3. For getting duplicate copy of License, Select Duplicate in the application form.

Application Form / અરજી પત્ર Document Attachments / જોડાણો

Personal Details / અંગત વિગતો

Select ULB
ગુ.એલ.બી કોર્પોરેશન
Gandhinagar Municipal Corporation

Type of Application
એપ્લિકેશનનો પ્રકાર

New / નવું
 Renew / નવીકરણ કરો
 Grade Change / ગ્રેડ બદલો
 Duplicate / ડુપ્લિકેટ

4. Enter the License no and click on “Search”

License Registration Number

લાઇસન્સ નોંધણી નંબર

008AR181910003

SEARCH

5. Data will be populated based on License Registration Number. Update the details if required.
6. Add attachments (If any) and click on “submit”. Below mentioned Popup will come.
7. On click of Ok, Acknowledgement receipt will be downloaded. Based on this application number user can track the application status.

Home

Message

 Your Application is saved with Application Number : 008LCP19200024 . Please Note this for your reference.

8. This application will submitted to the Department for further processing.
9. Once Application is approved, user can download the certificate as shown in section 0
10. User will get the notification through mail as well email for all the events.

 Tue 4/16/2019 4:04 PM
noreply-enagar@gujarat.gov.in
AUTO MAIL: Gandhinagar Municipal Corporation: License registration application APPROVED

To Pallav Joshi

Action Items + Get more apps

"External email. Open with Caution"

Dear Sir/Madam,

Your application for Architect license with acknowledgement number 008LCP19200024 is approved on 16/04/2019. Please pay INR 5000 to complete the registration process .

Regards,

Gandhinagar Municipal Corporation

Note: This is system generated mail, please do not reply.

2.5 Surrender License

1. Login to eNagar Portal using valid credentials.
2. Go to Building Permission → Building Permission Services → License Registration → Surrender License
3. Select the ULB / Development Authority for which the license is issued.

Application Form / અરજી પત્ર Document Attachments / જોડાણો

Personal Details / અંગત વિગતો

Select ULB
મુ.એલ.બી કોર્પોરેશન

Gandhinagar Municipal Corporation

Type of Application
એપ્લિકેશનનો પ્રકાર

New / નવું Renew / નવીકરણ કરો Grade Change / ગ્રેડ બદલો Duplicate / ડુપ્લિકેટ

4. Enter the License no and click on “Search”

License Registration Number

લાઇસન્સ નોંધણી નંબર

008AR181910003

SEARCH

5. Data will be populated based on License Registration Number.
6. Update effective date from which user wants to surrender the license.
7. Click on “submit”. Then below mentioned Popup will come.
8. On click of Ok, Acknowledgement receipt will be downloaded. Based on this application number user can track the application status.

Home

Message

 Your Application is saved with Application Number : 008LCP19200024 . Please Note this for your reference.

OK

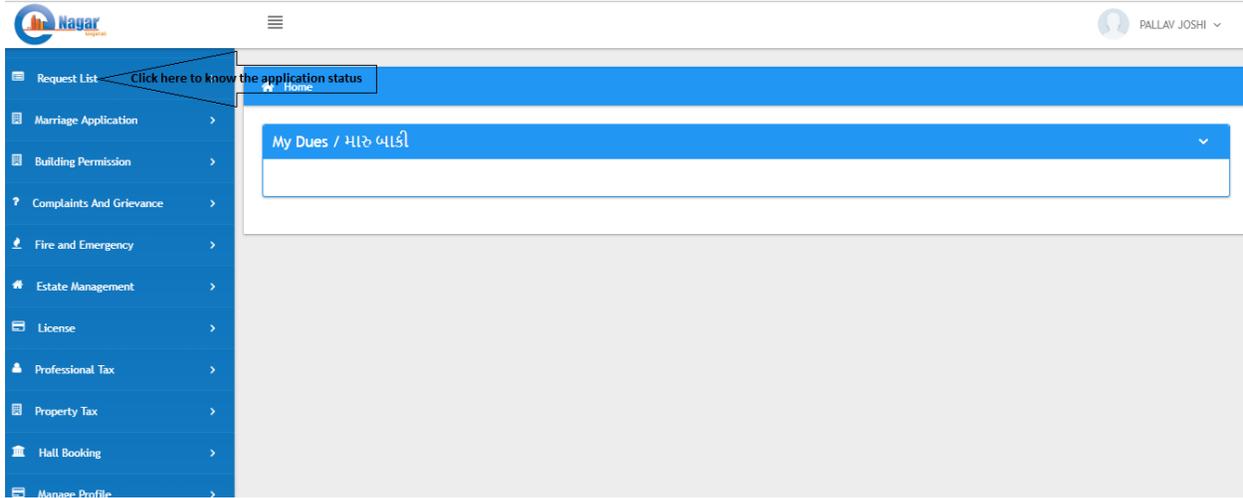
9. This application will submitted to the Department for further processing.
10. Once Application is approved, License will be cancelled and license holder will not be able to perform any action based on the License Registration number.

11. User will get the notification through mail as well email for all the events.

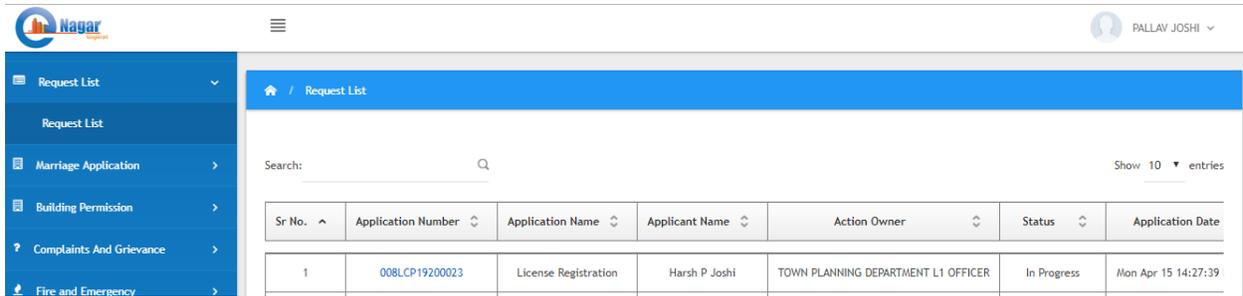


2.6 Status Tracking

1. User can check the application status in the Request list as follows:



2. User can see the status of application as per below.



2.7 Online Payment and Certificate Download

2.7.1 Online Payment

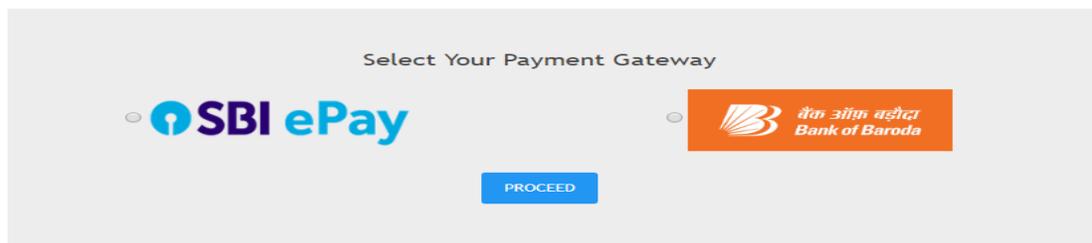
1. Building Permisson → Building Permissison Services → License Registration → Search License Registration
2. Select ULB or Authority for which you have done application.
3. Search result will show the application done by the user.
4. Click on Proceed to Pay in the Action.

Search Result / શોધ પરિણામ

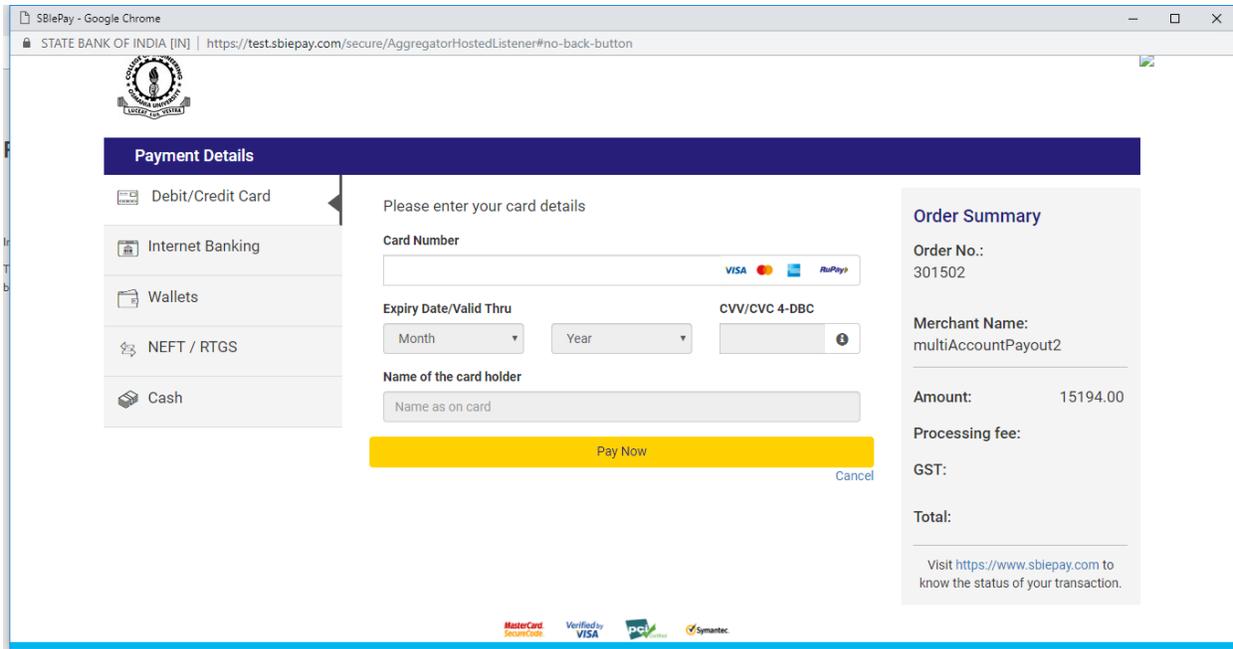
One Record found. 1

S. NO.	License Registration Number	Application Number	License Holder's Name	License Type	Mobile Number	Email Id	License Expiry Date	Status	Payment Receipt	Actions
1	View Application	008LCP19200023	Harsh P Joshi	Engineer	9999999999	pallav.joshi@tcs.com		Approved N.A.		Proceed to Pay

5. Select your Payment Gateway.



6. Select the Payment method and provide necessary details.



7. After successful payment, Payment receipt will be generated.

My Payment History → My Payment History

Sr No	Application Name	Track Id	Payment Amount	Payment Date	Merchant Name	Payment Status	Action	Download Receipt
1	License Registration	301492	1000	04/04/2019 07:05:36 PM	SBIEPAY	Success	-	Download

8. Also, user can download Payment receipt from Search screen.

Building Permisson → Building Permissison Services → License Registration → Search Liense Registration

9. Click on the Payment Receipt Number.

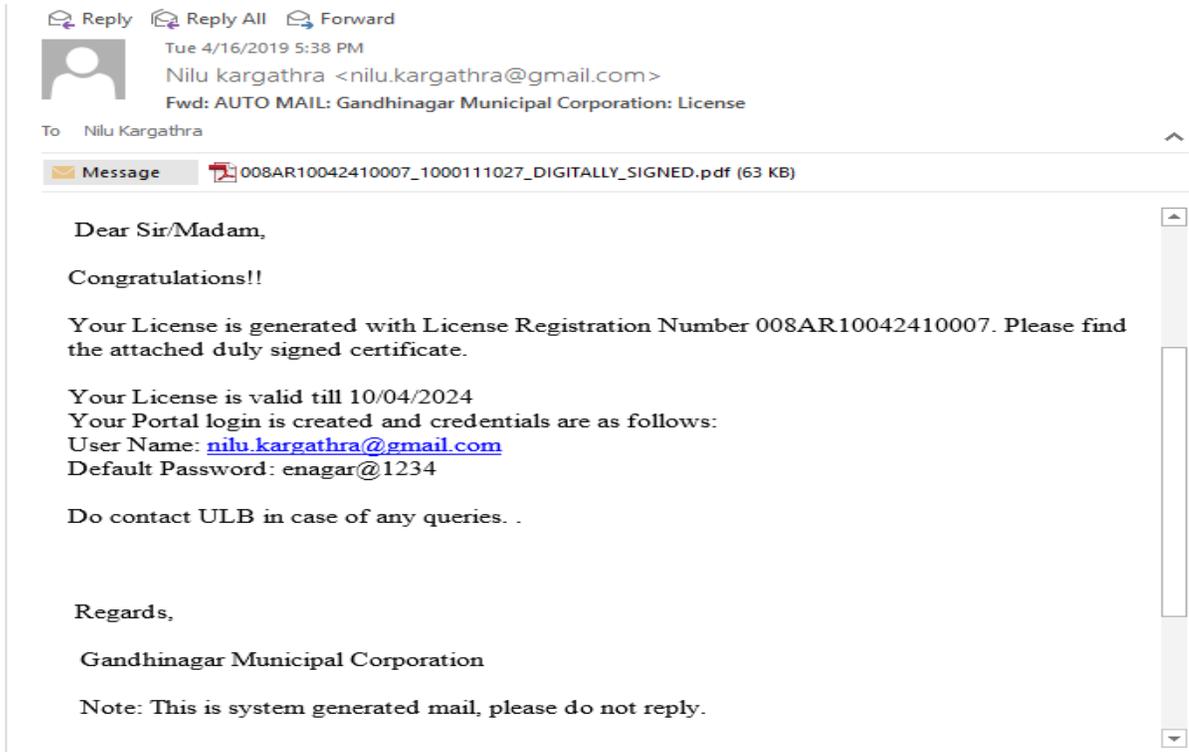
Search Result / શોધ પરિણામ										
7 Records found, displaying all Records.										
S. NO.	License Registration Number	Application Number	License Holder's Name	License Type	Mobile Number	Email Id	License Expiry Date	Status	Payment Receipt	Actions
1	008AR10042910007	008LCP19200022	dsadsad dsadsad sdsad	Architect	9878978978	nilu.kargathra@gmail.com	11/04/2024	Approved	N.A.	Proceed to Pay
2	008AR10042410008	008LCP19200021	dsadsadsad dsadsa	Architect	9088978978	123@tcs.com	10/04/2024	Complete	B008BPM1920001037	Download License

10. Payment Receipt Format is as follows:

		GANDHINAGAR MUNICIPAL CORPORATION							
Gandhinagar Mahanagar Seva Sadan First Floor, M.S. Building, Nr.Family Court, Sector-11, Gandhinagar-382011									
<u>Payment Receipt</u>									
Receipt Number		: B008BPM1819001024		Payment Date					
				: 15-02-2019 01:42 PM					
Application Name		: NEW LICENSE REGISTRATION		Mobile Number					
				: 9909683103					
Payee Name		: JADEJA SANJAYSINH RAJENDRASINH		Email					
				: test.gmc@tcs.com					
Applicant Address		: 12124 SANTOSH SECTOR17 , GANDHINAGAR - 382017							
Pay Mode		: CASH							
Application Number		: 008LCP18190010		License Type					
				: ARCHITECT					
License Holder's Name		: JADEJA SANJAYSINH RAJENDRASINH		License Holder's Address					
				: 12124 SANTOSH SECTOR17 , GANDHINAGAR - 382017					
License Number		: 008AR181910004							
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Payment Head</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr> <td>LICENSE REGISTRATION FEE</td> <td style="text-align: right;">5001.0</td> </tr> </tbody> </table>						Payment Head	Amount	LICENSE REGISTRATION FEE	5001.0
Payment Head	Amount								
LICENSE REGISTRATION FEE	5001.0								
Amount In Words		: RUPEES FIVE THOUSAND ONE ONLY.							
Received At		: Town Planning - Office							
Stamp & Signature		:							

2.7.2 License Download

1. To download license, in the search screen, select ULB/ Authority and click on search button.
2. Click on the Download License link in the action column. This link will be available once Department user digitally signs the certificate after successful payment.
3. Also, User will get the digitally signed copy of certificate via mail. In this mail, user will get User ID and password for Portal Login.



4. Based on the User ID and Password received, POR can login to the portal and apply for Building Permission Pre-scrutiny and related services.
5. Certificate format is as follows:



GANDHINAGAR MUNICIPAL CORPORATION

Gandhinagar Mahanagar Seva Sadan First Floor, M.S. Building,
Nr.Family Court, Sector-11, Gandhinagar-382011



License Number	:	<table border="1" style="margin: auto;"><tr><td>0</td><td>0</td><td>8</td><td>A</td><td>R</td><td>1</td><td>8</td><td>1</td><td>9</td><td>1</td><td>0</td><td>0</td><td>0</td><td>4</td></tr></table>	0	0	8	A	R	1	8	1	9	1	0	0	0	4
0	0	8	A	R	1	8	1	9	1	0	0	0	4			
License Type	:	ARCHITECT														
License Holder's Name	:	JADEJA SANJAYSINH RAJENDRASINH														
Address	:	12124 SANTOSH SECTOR17 , GANDHINAGAR - 382017														
Mobile Number	:	9909683103														
Email	:	test.gmc@tcs.com														
License Expiry Date	:	14/02/2024														

This is to certify that JADEJA SANJAYSINH RAJENDRASINH is a registered ARCHITECT at GANDHINAGAR MUNICIPAL CORPORATION on 15/02/2019.



Certificate created on 15/02/2019



CHIEF OFFICER

GANDHINAGAR
MUNICIPAL
CORPORATION

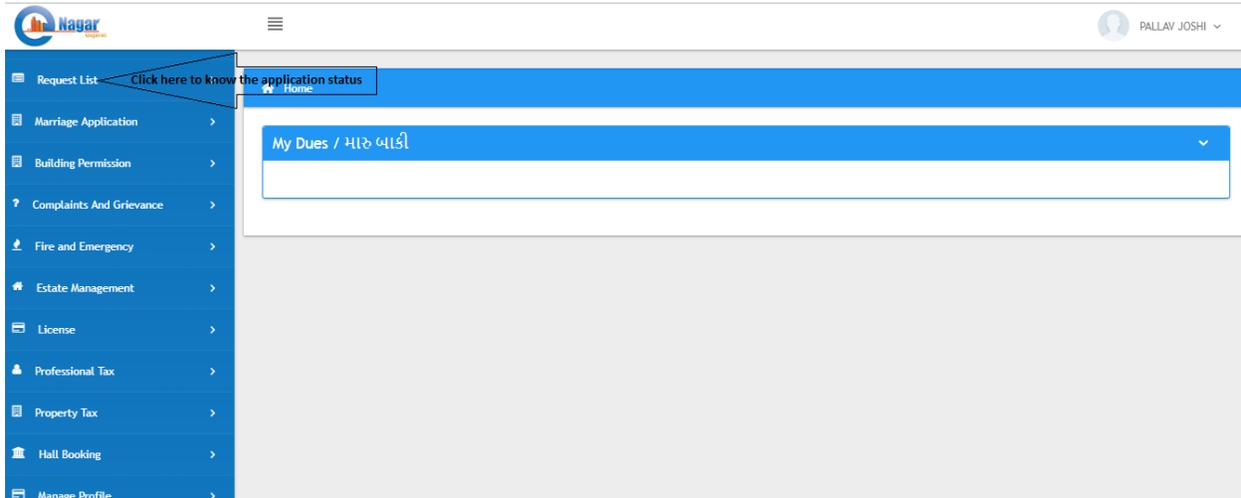
2.8 Communication

Whenever there is any problem in the documents uploaded, Department can ask for updated documents. In this case Department will raise query for the documents non-compliant. Applicant will get the mail as well as SMS for Non – compliance.

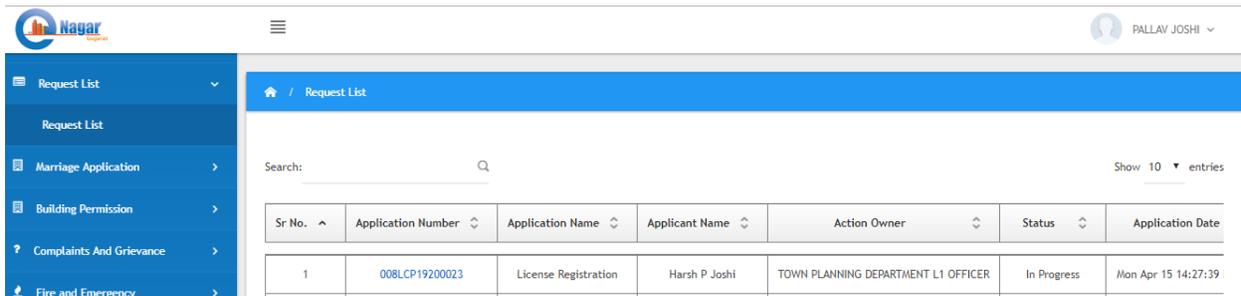
1. For updating the documents, Login the portal using valid credential.

Approach 1:

2. Go to request list → Search the application.



3. User can see the status of application as per below.



4. Click on the application number, application form will open.
5. Go to tab Communication, click on the communication ID. On click of that details will open. Applicant can read the remarks provided by Department and list of documents which needs to be updated.
6. Click on the View link and upload the updated documents.
7. Click on the button, updated documents.