

## 1. Login as a Consultant/Applicant.

The screenshot shows the ALPASS login dashboard. The browser address bar displays the URL: 164.100.196.159/alpass/Web/LayoutPermission/PublicUser\_Dashboard.aspx. The header includes the Directorate of Town and Country Planning, Madhya Pradesh, and the ALPASS logo. The user profile for PRAKHAR RATHI is visible in the top left. A sidebar menu on the left lists various application types. The main content area features a large illustration of a person logging in, with a gear, a location pin, and a document labeled 'APPROVED'. Below the illustration, the text reads: 'Welcome to Decision Support System ALPASS (Automated Layout Process Approval and Scrutiny System)'. The footer contains copyright information for the State Institute for Town Planning, Bhopal, M. P., and the version number 1.0.0.

## 2. Select the Merger Section 22.

The screenshot shows the 'New Layout Permission Form' in the ALPASS system. The browser address bar displays the URL: 164.100.196.159/alpass/Web/LayoutPermission/ApplyLP\_ConsultantNew.aspx. The header includes the Directorate of Town and Country Planning, Madhya Pradesh, and the ALPASS logo. The user profile for PRAKHAR RATHI is visible in the top left. A sidebar menu on the left lists various application types. The main content area features a yellow banner with the text: 'आवेदन नंबर बनाने (Generate) के 30 दिनों के भीतर, आवेद'. Below the banner, there are tabs for 'Basic Information', 'Documents', 'Plans', 'Payment', and 'Declaration'. The 'Section Details' section includes a dropdown for 'Applicant Type' (set to 'Other than as above') and a dropdown for 'Location w.r.t.Planning Area'. The 'Location w.r.t.Planning Area' dropdown is open, showing options: '--Select--', 'Extended Planning Area (Section 16)', 'Inside Planning Area Section 29 (1)', 'Amendment in approved layout - Section 29(3)', 'Amendment in extended planning area - Section 16(5)', 'Merger - Section 22', and 'Division - Section 22B'. The 'Applicant Details' section includes fields for 'Applicant Registration No.', 'Applicant Mobile No.', 'Applicant Name', 'Additional applicants / firm Name', and 'Applicant Address with Pincode'. The footer contains copyright information for the State Institute for Town Planning, Bhopal, M. P., and the version number 1.0.0.

### 3. Enter the respective Consultant/Applicant's Details and **Basic Details**.

The screenshot shows the 'New Layout Permission Form' interface. The left sidebar contains a user profile for 'PRAKHAR RATHI' and a navigation menu with items like 'Home', 'Opinion Out Of Planning Area', 'Layout Permission Application', etc. The main form area is divided into three sections:

- Section Details:** Includes 'Applicant Type' (set to 'Other than as above') and 'Location w.r.t. Planning Area' (set to 'Marger - Section 22').
- Applicant Details:** Includes 'Applicant Registration No.' (APP210622064115790), 'Applicant Address' (c 11 BDA Colony Shivaji Nagar 462016), 'Applicant Mobile No.' (7435914121), 'Applicant Name' (SUNIL MALIK), 'Additional applicants / firm Name', and 'Applicant Address with Pincode'. There are also radio buttons for 'Have Multiple Applicants?' (set to 'No') and 'Applicant EmailId' (d.rathimr@2003@yashou.co.in).
- Application Details:** Includes 'Basic Details' with a question 'Do you want to adjust Old Application Initial Fees?' (set to 'No') and 'Planning Area'.

### 4. Enter 'Existing Details'.

The screenshot shows the 'New Layout Permission Form' with the 'Existing Details' section active. The left sidebar is the same as in the previous screenshot. The main form area includes:

- Existing Details:** Includes 'Existing permission letter No.' (Test1234), 'Existing permission issued date' (14/February/2025), and 'Project Name' (Test).
- Merge plot in different colony:** A dropdown menu set to 'Yes'.
- Existing permission letter no.2:** Test1234
- Existing permission issued date 2:** 14/February/2025
- Application From:** Other than as above
- Area Category:** Rest of Planning Area
- Application Category:** Plotted/Sub-division
- Urban/Rural:** Urban
- Provision of Informal Sector:** Not applicable
- Proposed Height (in Meters):** 10
- High Rise:** No
- Does Your Layout Plan fall Under Town Development Scheme Boundary:** No
- Remarks (If Any)(Max 1000 characters allowed):** Test
- Beneficiaries associated with the project:** Radio buttons for 'Yes' and 'No' (set to 'No').

## 5. Enter 'Khasra & Planning Details'.

**Khasra & Planning Details**

P2 Data Source - mpbhulekh.gov.in

District :\* Bhopal Tehsil :\* Huzur

Village :\* Aamkheda Khasra Number :  Nazul/ULB Block/Plot No.

S.No.	District	Tehsil	Village	Landuse as per Khasra/Not Available for Nazul/ULB Block/Plot No.)	Khasra/Nazul/ULB Block/Plot No.	Khasra No. as per P-II	Khasra/Nazul/ULB Block/Plot Area as per P-II (Hectare)	Applied Landuse	Sub-Landuse	Premises	Area of Khasra/Nazul/ULB Block/Plot Applied for Permission (Hectare)	Net Planning Area (only for 25-3)	Application No. of the previous file applied on same Khasra
1	Bhopal	Huzur	Aamkheda	RESIDENTIAL		1	10.723	RESIDENTIAL	RD	PLOTTED HOUSING	10.7230		

**Finalize List** \*After finalizing, you shall not be able to change the details.

**Old Plot Details**

Plot No.\* 11 Plot Area: (Sq.mt.)\* 1000 Colony Name\* TestColony **Add**

S.No.	Old Plot No	Old Plot Area (Sq.mt.)	Colony Name
1	10	1000	TestColony
2	11	1000	TestColony

**New Plot Details**

Plot No.\* NewPlotNumber - 101 Plot Area: (Sq.mt.)\* 2000

## 6. Submit the form with valid details.

**Total Khasra Area as per P-II (Hectare) :\*** 10.723

**Ownership of Land/Notification of Scheme :\*** -Select-

**Old Plot Details**

Plot No.\* 11 Plot Area: (Sq.mt.)\* 1000 Colony Name\* TestColony **Add**

S.No.	Old Plot No	Old Plot Area (Sq.mt.)	Colony Name
1	10	1000	TestColony
2	11	1000	TestColony

**New Plot Details**

Plot No.\* NewPlotNumber - 101 Plot Area: (Sq.mt.)\* 2000

**Fees Details**

**Total Area Applied for Permission (Hectare):\*** 10.723 **Total Area Applied for Permission (Sq.mt.) : \*** 107230

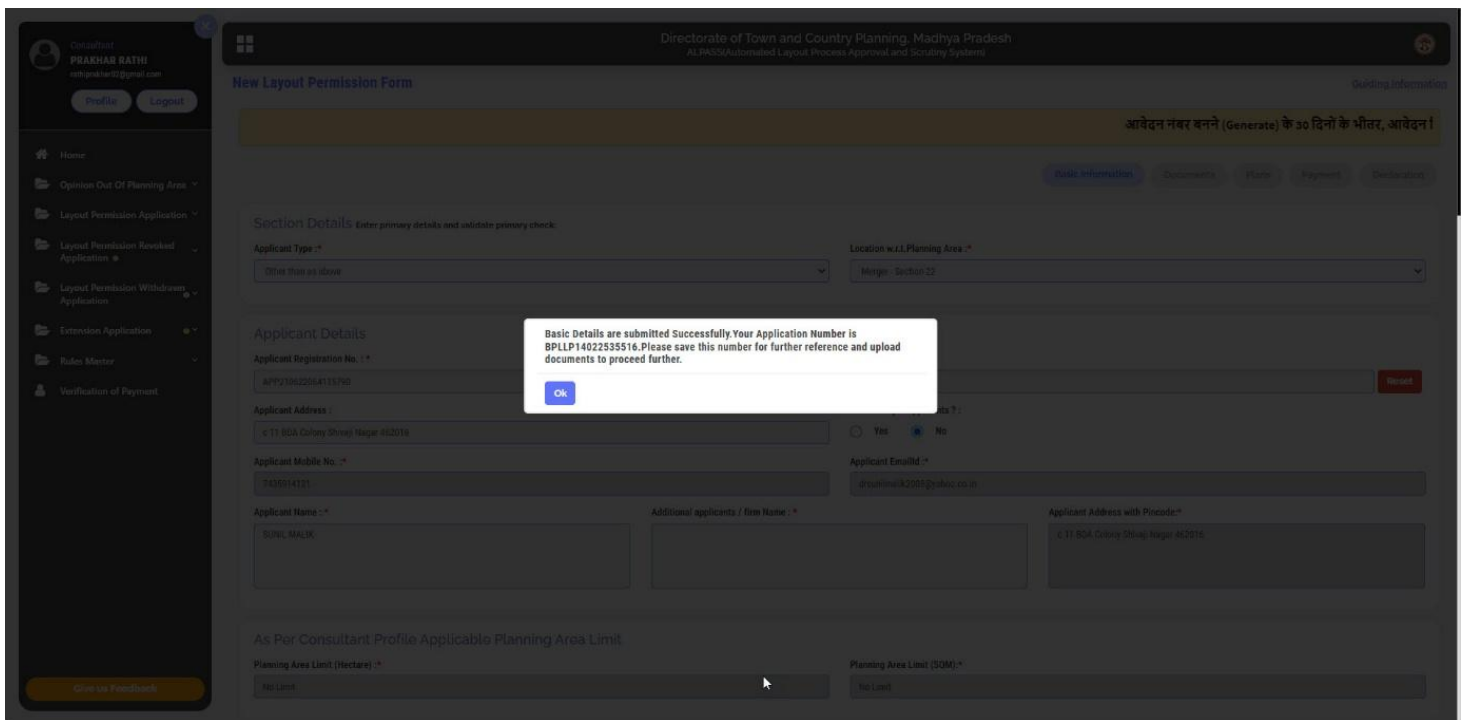
**Total Fees (Application fee will be 5000/- per Hectare) (INR):** 5000

**Are you sure to submit the form ?**

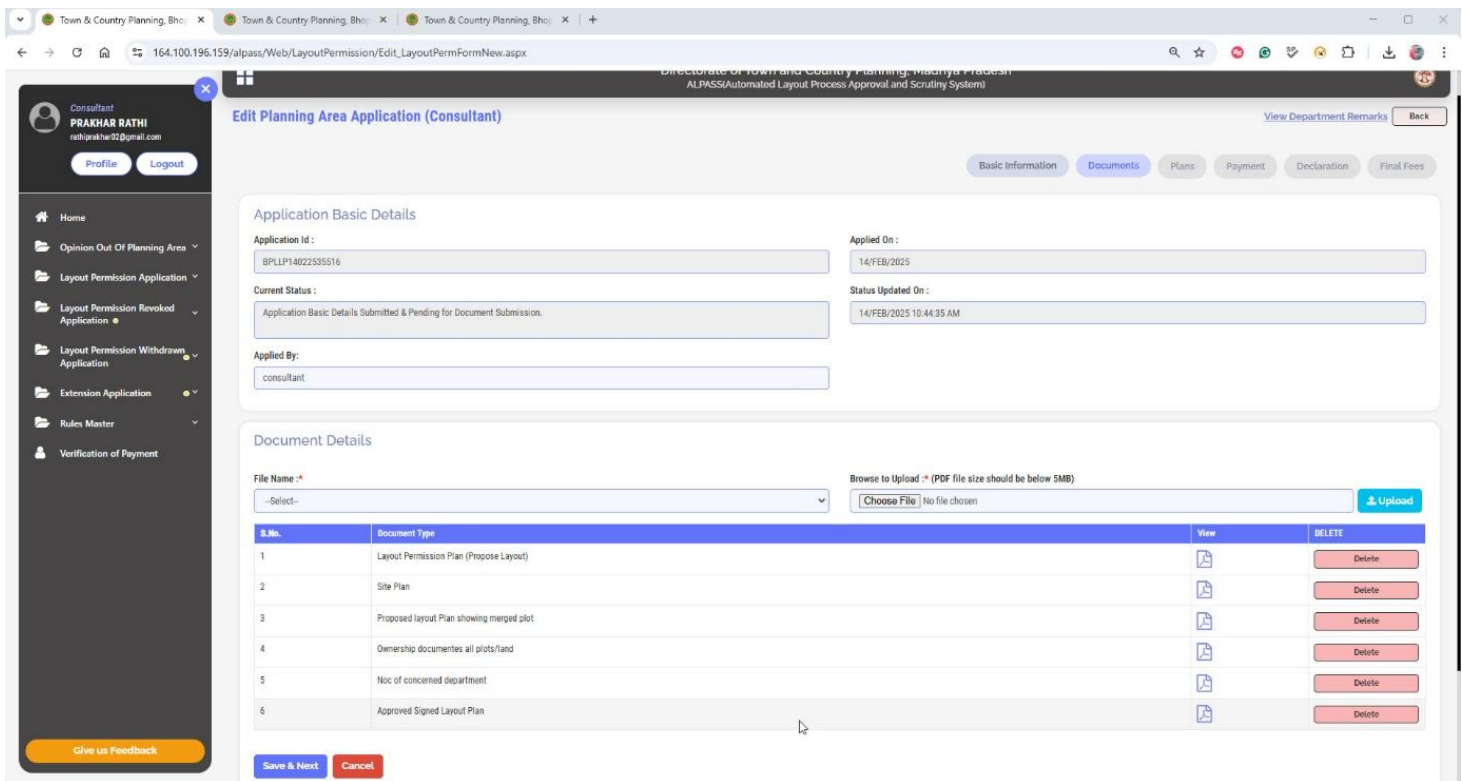
Cancel **Yes, Submit it**

**Save & Next**

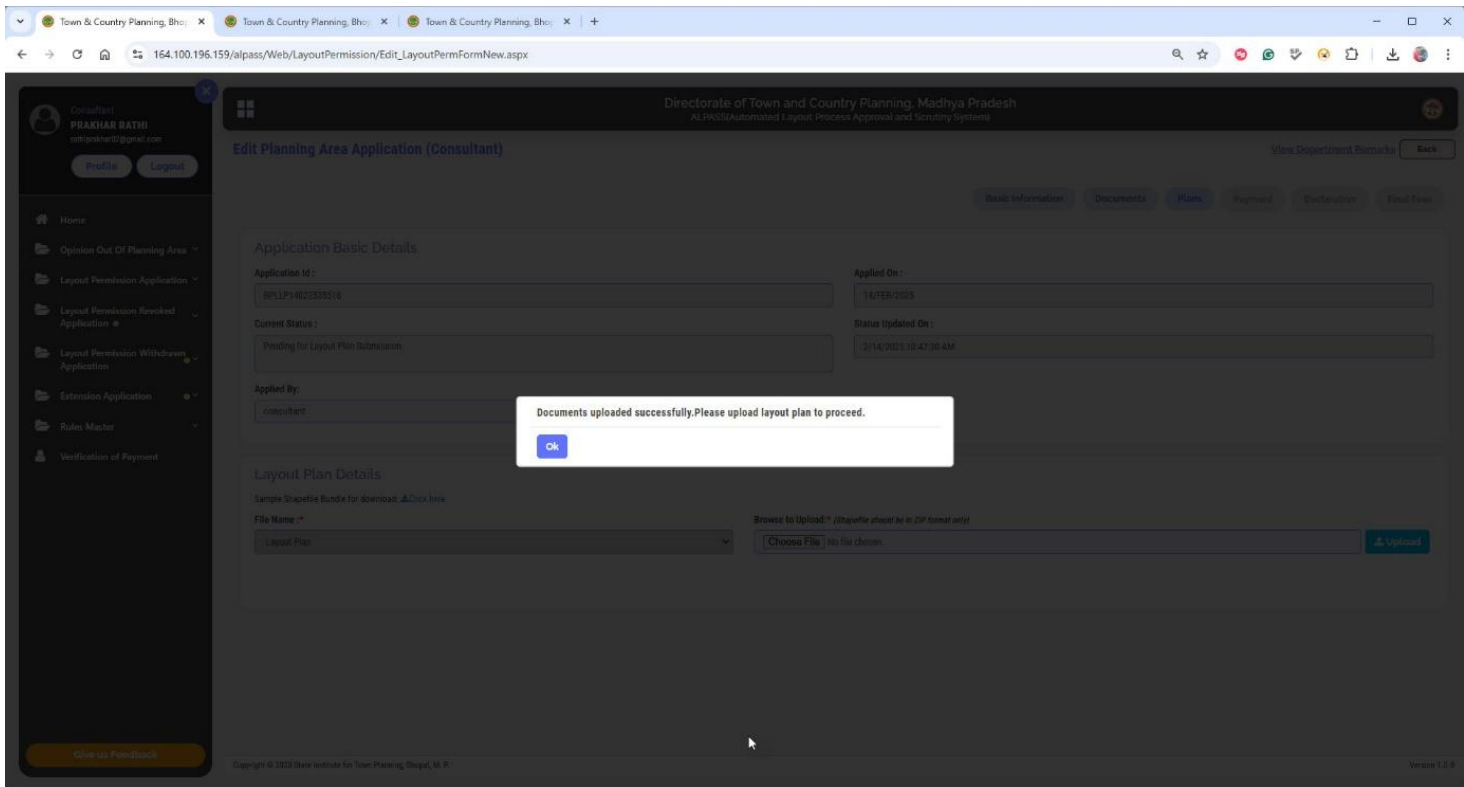
7. Application Number will be generated after the successful submission of the form.



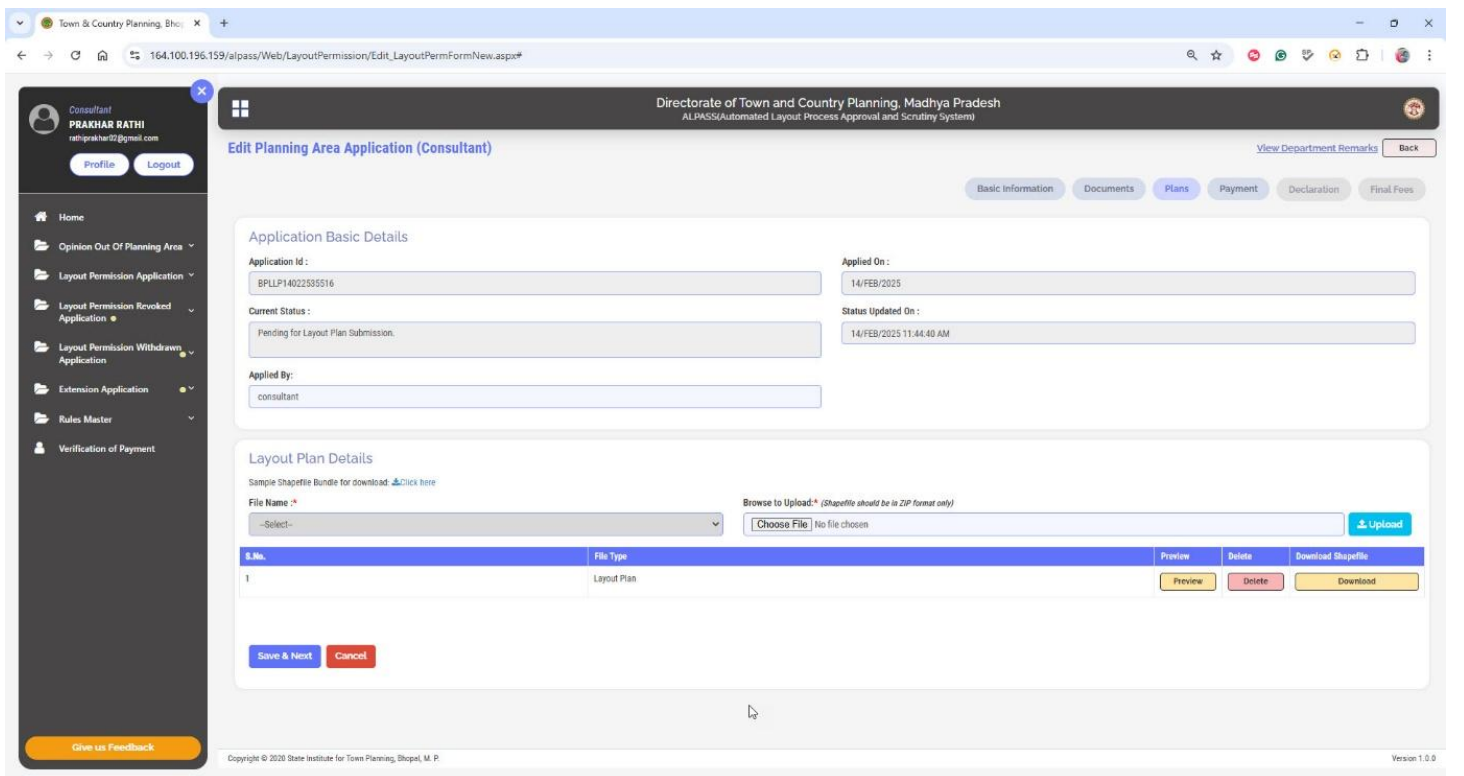
8. Upload all the mandatory documents and click on the 'Save and Next' button.



9. Confirmation message will be displayed after successful submission of the documents.



10. Upload the shape file of the layout plan and click on the 'Save & Next' button.



## 11. Perform Esign on the document by clicking on the 'Esign' button.

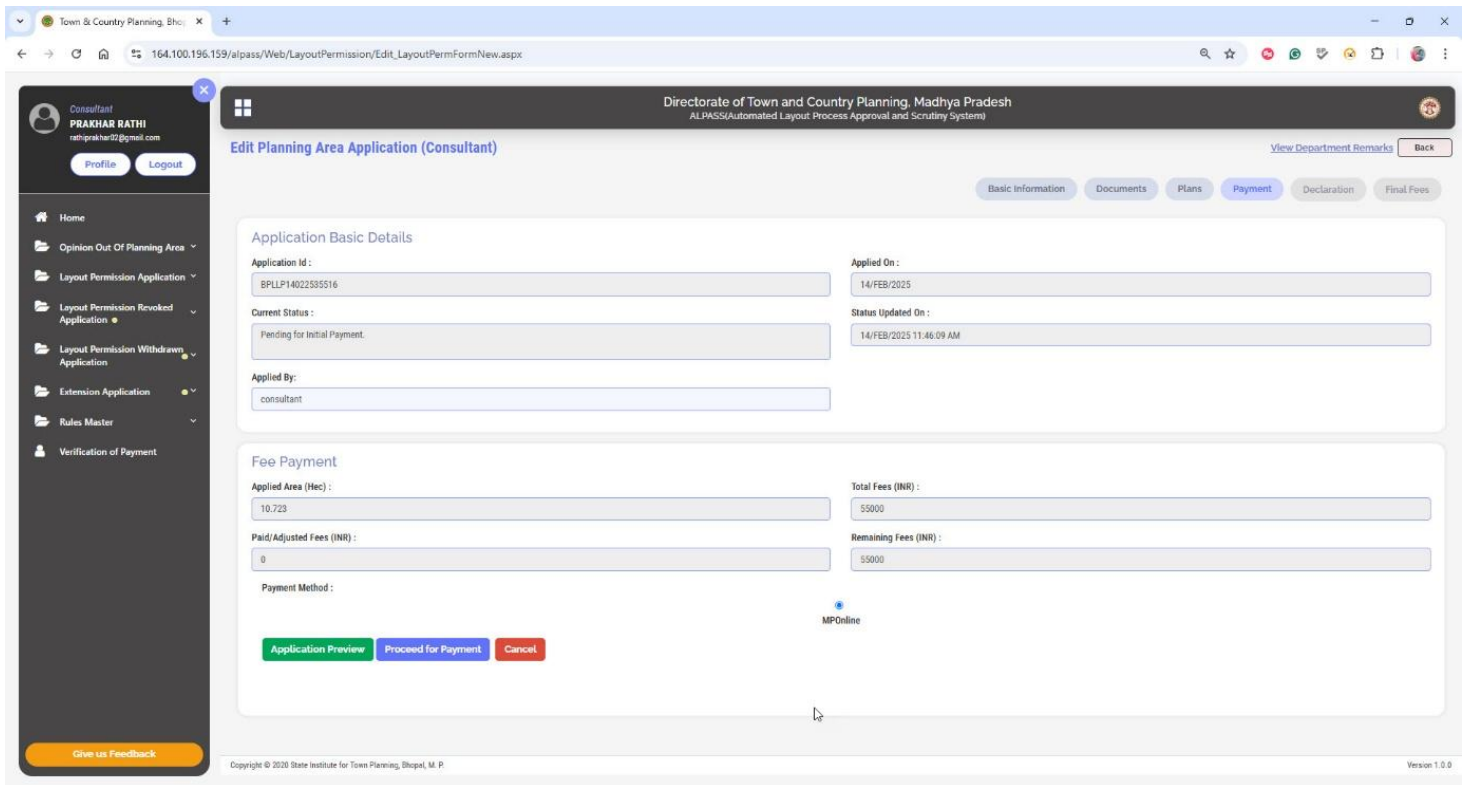
The screenshot shows a web browser window with the URL `164.100.196.159/alpass/Web/LayoutPermission/Edit_LayoutPermFormNew.aspx`. The page title is "Edit Planning Area Application (Consultant)". The user is logged in as "PRAKHAR RATHI" (Consultant). The interface includes a sidebar with navigation options like "Home", "Opinion Out Of Planning Area", "Layout Permission Application", etc. The main content area has tabs for "Basic Information", "Documents", "Plans", "Payment", "Declaration", and "Final Fees". The "Payment" tab is active, showing "Application Basic Details" and "Fee Payment" sections. In the "Application Basic Details" section, the "Application Id" is "BPLLP14022335516" and "Applied On" is "14/FEB/2025". The "Current Status" is "Pending for Initial Payment". In the "Fee Payment" section, the "Applied Area (Hec)" is "10.723" and "Total Fees (INR)" is "55000". A blue "Esign" button is visible under the "Consultant E sign Documents" section.

## 12. Enter Aadhar Number and OTP to complete Esign.

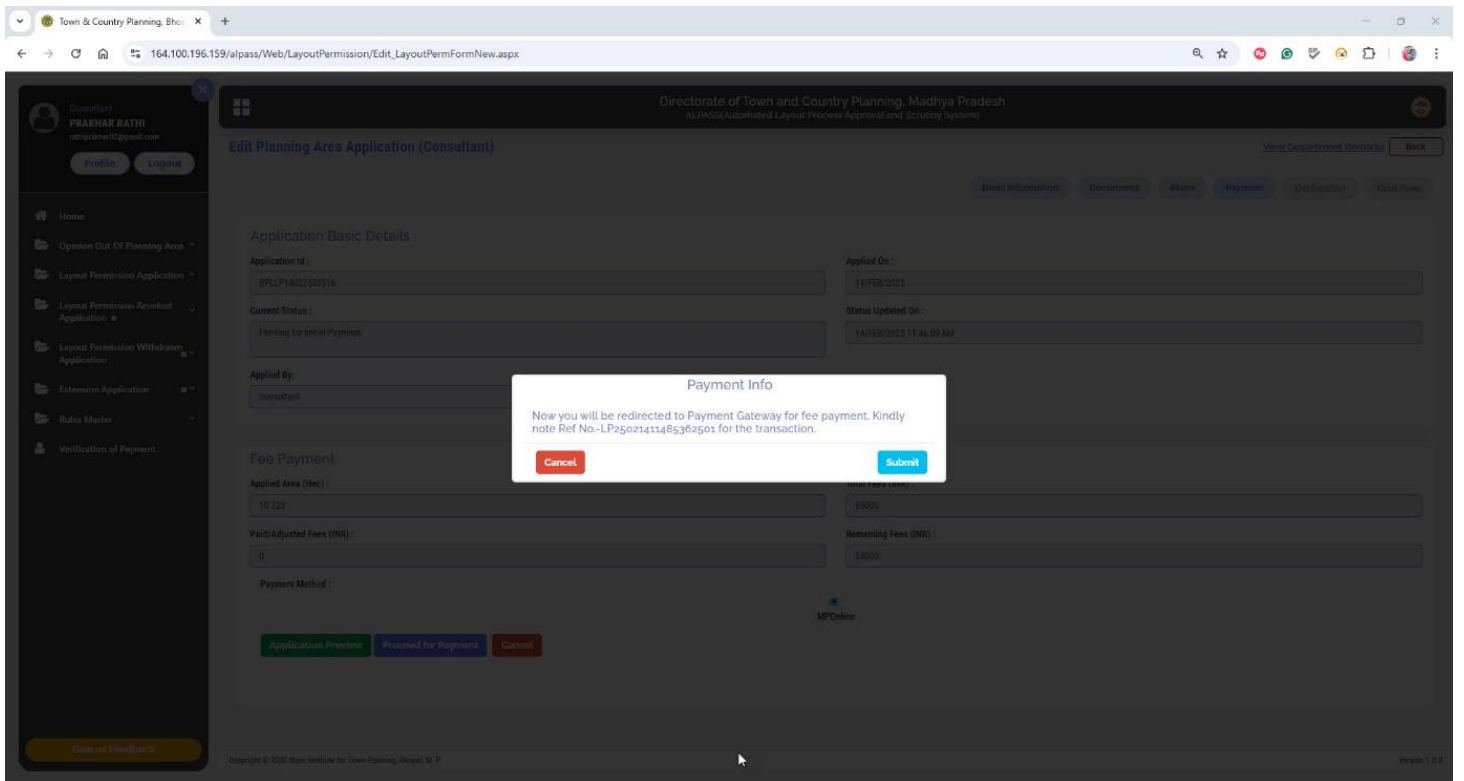
The screenshot shows a web browser window with the URL `esignservice.cdac.in/esign2.1/OTP`. The page features logos for the Ministry of Electronics and Information Technology, Government of India, Digital India (Power To Empower), and the CDAC logo. A message states: "You are currently using C-DAC eSign Service and have been redirected from null". The main content is a form titled "CDAC's e-Sign Service" with a "View Document Information" section. It has three radio buttons: "Aadhar Number" (selected), "Virtual ID", and "UID Token". There is a "Get Virtual ID" link. Below, there are input fields for "Enter Your Aadhar Number" and "Enter Your Aadhar OTP". There are also radio buttons for "Aadhar TOTP" and "Aadhar OTP" (selected), with a "How to generate TOTP?" link. At the bottom, there are "Get OTP" and "Cancel" buttons.



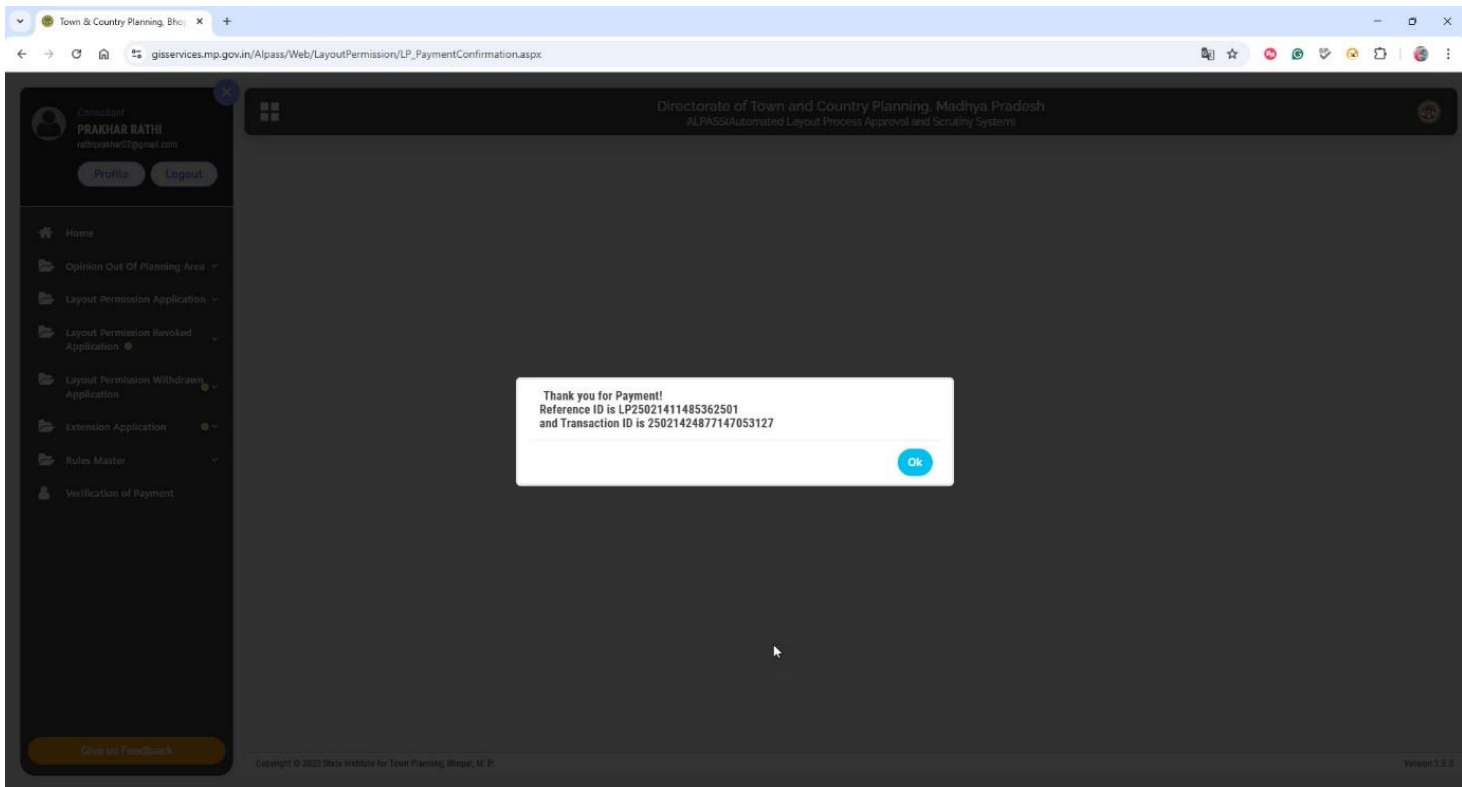
### 13. Click on the 'Proceed for Payment' button to complete the payment.



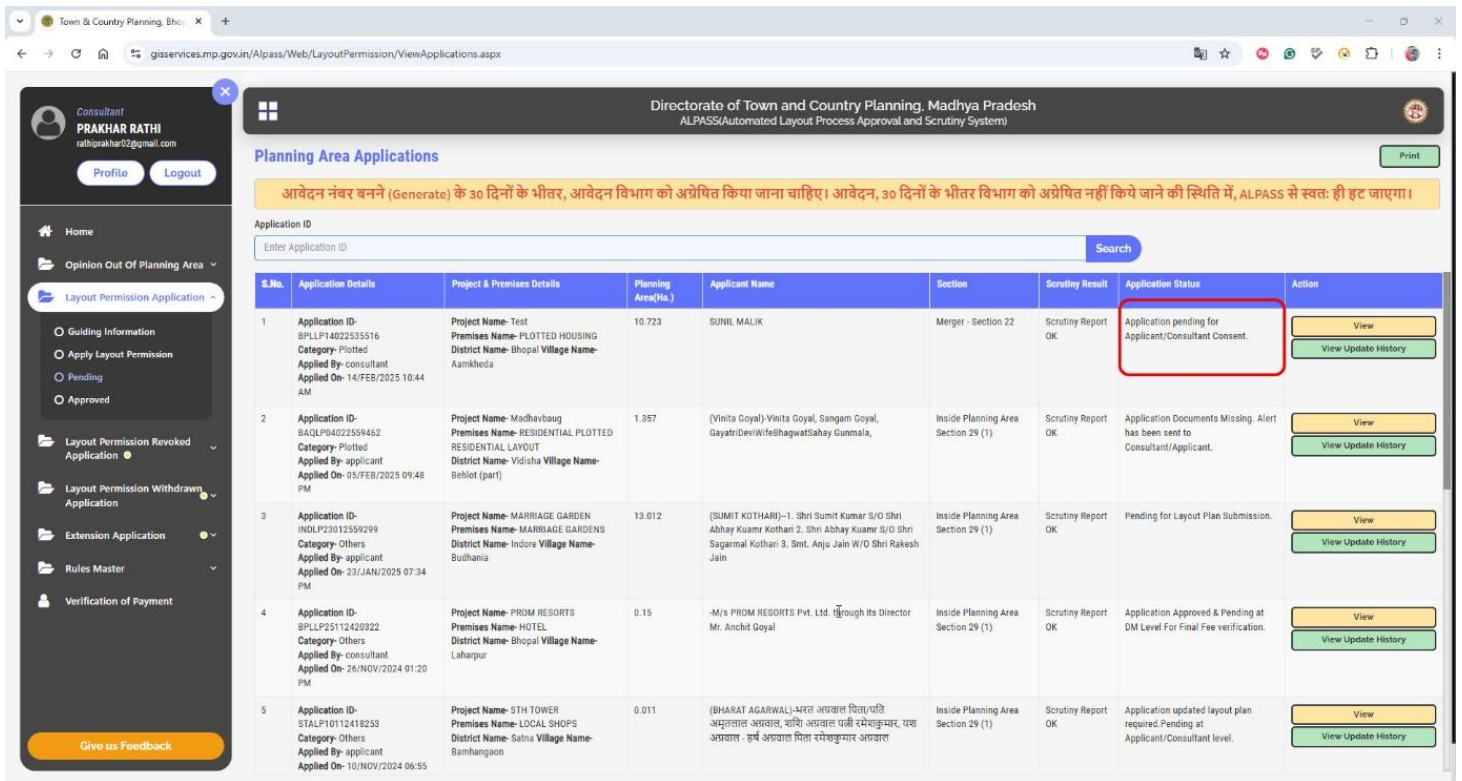
### 14. Pop up message will be displayed informing user that it is getting redirected to the payment gateway.



15. After the successful payment, Payment Ref. No. will be displayed.



16. After the successful payment, Application would be moved to the respective Consultant/Applicant for the digital signature.





## 17. Login as respective Consultant/Applicant.

Directorate of Town and Country Planning, Madhya Pradesh  
ALPASS(Automated Layout Process Approval and Scrutiny System)

Welcome to Decision Support System ALPASS  
(Automated Layout Process Approval and Scrutiny System)

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## 18. Navigate to the Application and Click on the 'Give Consent' button.

Directorate of Town and Country Planning, Madhya Pradesh  
ALPASS(Automated Layout Process Approval and Scrutiny System)

Planning Area Applications

आवेदन नंबर बनने (Generate) के 30 दिनों के भीतर, आवेदन विभाग को अग्रेषित किया जाना चाहिए। आवेदन, 30 दिनों के भीतर विभाग को अग्रेषित नहीं किये जाने की स्थिति में, ALPASS से स्वतः ही हट जाएगा।

Application ID  
Enter Application ID Search

S.No.	Application Details	Project & Premises Details	Planning Area(Ha.)	Applicant Name	Section	Scrutiny Result	Application Status	Action
1	Application ID- BPLLP14022335516 Category- Plotted Applied By- consultant Applied On- 14/FEB/2025 10:44 AM	Project Name- Test Premises Name- Plotted Housing District Name- Bhopal Village Name- Aamkheda	10.723	Sunil Malik	Menger - Section 22	Scrutiny Report OK	Application pending for Applicant/Consultant Consent.	<a href="#">View Update History</a> <a href="#">Give Consent</a>

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## 19. Click on the 'Accept' button.

The screenshot shows a web application interface for editing a planning area application. The user is SUNIL MALIK, and the application ID is BPLLP14022535516. The current status is 'Application pending for Applicant Consent'. The declaration section contains a Hindi affidavit (शापथ पत्र) with 9 points regarding land use and planning regulations. At the bottom, there are three buttons: 'Accept' (highlighted in green), 'Reject', and 'Cancel'. A 'Start a capture' button is also visible.

**Applicant:** SUNIL MALIK  
dsunilmalik2003@shoo.co.in

**Application ID:** BPLLP14022535516  
**Date:** 14/FEB/2025

**Current Status:** Application pending for Applicant Consent.  
**Status Updated On:** 14/FEB/2025 11:50:06 AM

**Applied By:** consultant

**Declaration:**

शापथ पत्र

मैं/हम SUNIL MALIK (पुंमि/स्त्री) पिनवली c 11 BDA Colony Shivaji Nagar, BHOPAL, MADHYA PRADESH-462016 का/के होकर शायद पूर्वक निम्नलिखित कथन करता हूँ/करती हूँ/करते हे:-

- यह कि मेरी/हमारी भूमि ग्राम Aamkheda के खसरा क्रमांक 1 द्वारा रकबा 10.723 हेक्टर पर तहसील Huzur जिला Bhopal में स्थित है। जिसके मैं/हम भू-खामी हूँ/हे तथा उक्त भूमि का वैधानिक कार्रवाई व अधिपत्यकारी है।
- यह कि, मेरे/हमारे द्वारा श्री SUNIL MALIK को नगर तथा ग्राम नियंत्रण कार्यालय से वैधानिक अनुमति प्राप्त करने हेतु अधिकृत किया गया है।
- यह भूमि Bhopal विकास योजना के वृद्धित नियंत्रण क्षेत्र के अंतर्गत है।
- यह कि मैं/हम उक्त भूमि पर नियम के प्रावधानों के अनुसार PLOTTED HOUSING का विकास करने हेतु आयाज रखा हूँ/जिसके संबंध में नगर तथा ग्राम नियंत्रण विभाग के सभी नियम व शर्तें पढ़ने/संभव व स्वीकार है।
- यह कि उक्त भूमि हमारे ही स्वामित्व व अधिपत्य में है, किसी भी शासकीय योजना अथवा स्थानीय निकायों/संस्थाओं की योजना में शामिल नहीं है। हमारी आवश्यक भूमि विवाद रहित है, एवं इसके संबंध में किसी भी न्यायलय में कोई स्थगन/प्रकरण विचारार्थ/संबंधित नहीं है।
- यह कि आवेदित भूमि का कोई अन्य मेरे/हमारे द्वारा किसी को विक्रय नहीं किया गया है, न ही इसे किसी विदेशी संस्था व अन्य के पास किसी रूप में बेचकर रखा गया है।
- यह कि आवेदक शुल्क भुगतान शुल्क में किसी भी प्रकार की गूटि परिलक्षित होती है तो अतिरिक्त शुल्क का भुगतान के विषये तैयार रहेंगे। उक्त शुल्क का भुगतान, सुविधा किये जाने के 7 दिवस के भीतर कर दिया जायेगा।
- यह ऑनलाइन आवेदन को भरने में मेरे द्वारा पूर्ण सहकारिता करती गयी है एवं इसके सभी तथ्य इस प्रकार माने जायेंगे जैसे कि मेरे / मेरे द्वारा प्राधिकृत व्यक्ति द्वारा हस्ताक्षरित किये गए हों।
- यह कि मेरे द्वारा उपरोक्त ती गैर सभ्य जानकारी एवं दस्तावेज पूर्णतः सत्य और सही है। इसमें किसी भी प्रकार की विसंगति होने की दशा में मैं/हम जिम्मेदार रहेंगे। इसमें किसी भी तथ्य व जानकारी को छुपाया नहीं गया है। मुझे/हमें पता है कि यदि ऐसा कोई तथ्य भविष्य में प्रकट होता है कि-वी गई जानकारी/दस्तावेज असत्य एवं धमक है तो मेरे/हमारे विरुद्ध कानूनी कार्रवाई की जा सकेगी।

I have read all the details and terms as above affidavit points.

**Accept** **Reject** **Cancel** **Start a capture**

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## 20. User will be asked to perform the digital sign before proving the consent.

The screenshot shows the same web application interface as in step 19. A modal dialog box is displayed in the center of the screen, containing a warning icon and the text: 'Please go to payment section & digital sign document.' with an 'OK' button. The background content is dimmed.

**Applicant:** SUNIL MALIK  
dsunilmalik2003@shoo.co.in

**Application ID:** BPLLP14022535516  
**Date:** 14/FEB/2025

**Current Status:** Application pending for Applicant Consent.  
**Status Updated On:** 14/FEB/2025 11:50:06 AM

**Applied By:** consultant

**Declaration:**

शापथ पत्र

मैं/हम SUNIL MALIK (पुंमि/स्त्री) पिनवली c 11 BDA Colony Shivaji Nagar, BHOPAL, MADHYA PRADESH-462016 का/के होकर शायद पूर्वक निम्नलिखित कथन करता हूँ/करती हूँ/करते हे:-

- यह कि मेरी/हमारी भूमि ग्राम Aamkheda के खसरा क्रमांक 1 द्वारा रकबा 10.723 हेक्टर पर तहसील Huzur जिला Bhopal में स्थित है। जिसके मैं/हम भू-खामी हूँ/हे तथा उक्त भूमि का वैधानिक कार्रवाई व अधिपत्यकारी है।
- यह कि, मेरे/हमारे द्वारा श्री SUNIL MALIK को नगर तथा ग्राम नियंत्रण कार्यालय से वैधानिक अनुमति प्राप्त करने हेतु अधिकृत किया गया है।
- यह भूमि Bhopal विकास योजना के वृद्धित नियंत्रण क्षेत्र के अंतर्गत है।
- यह कि मैं/हम उक्त भूमि पर नियम के प्रावधानों के अनुसार PLOTTED HOUSING का विकास करने हेतु आयाज रखा हूँ/जिसके संबंध में नगर तथा ग्राम नियंत्रण विभाग के सभी नियम व शर्तें पढ़ने/संभव व स्वीकार है।
- यह कि उक्त भूमि हमारे ही स्वामित्व व अधिपत्य में है, किसी भी शासकीय योजना अथवा स्थानीय निकायों/संस्थाओं की योजना में शामिल नहीं है। हमारी आवश्यक भूमि विवाद रहित है, एवं इसके संबंध में किसी भी न्यायलय में कोई स्थगन/प्रकरण विचारार्थ/संबंधित नहीं है।
- यह कि आवेदित भूमि का कोई अन्य मेरे/हमारे द्वारा किसी को विक्रय नहीं किया गया है, न ही इसे किसी विदेशी संस्था व अन्य के पास किसी रूप में बेचकर रखा गया है।
- यह कि आवेदक शुल्क भुगतान शुल्क में किसी भी प्रकार की गूटि परिलक्षित होती है तो अतिरिक्त शुल्क का भुगतान के विषये तैयार रहेंगे। उक्त शुल्क का भुगतान, सुविधा किये जाने के 7 दिवस के भीतर कर दिया जायेगा।
- यह ऑनलाइन आवेदन को भरने में मेरे द्वारा पूर्ण सहकारिता करती गयी है एवं इसके सभी तथ्य इस प्रकार माने जायेंगे जैसे कि मेरे / मेरे द्वारा प्राधिकृत व्यक्ति द्वारा हस्ताक्षरित किये गए हों।
- यह कि मेरे द्वारा उपरोक्त ती गैर सभ्य जानकारी एवं दस्तावेज पूर्णतः सत्य और सही है। इसमें किसी भी प्रकार की विसंगति होने की दशा में मैं/हम जिम्मेदार रहेंगे। इसमें किसी भी तथ्य व जानकारी को छुपाया नहीं गया है। मुझे/हमें पता है कि यदि ऐसा कोई तथ्य भविष्य में प्रकट होता है कि-वी गई जानकारी/दस्तावेज असत्य एवं धमक है तो मेरे/हमारे विरुद्ध कानूनी कार्रवाई की जा सकेगी।

I have read all the details and terms as above affidavit points.

**Accept** **Reject** **Cancel** **Start a capture**

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## 21. Navigate to the 'Payment' tab and click on the 'Esign' button.

Directorate of Town and Country Planning, Madhya Pradesh  
ALPASS(Automated Layout Process Approval and Scrutiny System)

Basic Information Documents Plans **Payment** Declaration Final Fees

**Application Basic Details**

Application id : BPLLP14022535516 Applied On : 14/FEB/2025

Current Status : Application pending for Applicant Consent. Status Updated On : 14/FEB/2025 11:50:06 AM

Applied By : consultant

**Fee Payment**

Applied Area (Hec) : 10.723 Total Fees (INR) : 55000

Paid/Adjusted Fees (INR) : 55000.00 Remaining Fees (INR) : 0.0

S.No.	Application ID	Applicant Name	Consultant Name	Transaction Date & Time	Amount	Ref. No	Print Receipt
1	BPLLP14022535516	SUNIL MALIK	PRAKHAR RATHI	14/FEB/2025	55000.00	25021424877147053127	<a href="#">Print Receipt</a>

Applicant E sign Documents : [Esign](#)

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## 22. Enter Adhar Number and OTP to complete the Digital Signature.

Ministry of Electronics and Information Technology  
Government of India

Digital India  
Power To Empower

You are currently using C-DAC eSign Service and have been redirected from null

C-DAC's eSign Service

**View Document Information**

Aadhaar Number  Virtual ID  UID Token [Get Virtual ID](#)

\*\*\*\*\*

Aadhaar TOTP  Aadhaar OTP [How to generate TOTP?](#)

\*\*\*\*\*

I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/UIDID Token and One Time Pin (OTP)/Time-based One Time Password (TOTP) data for Aadhaar based authentication. I understand that the OTP/TOTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system and for obtaining my e-KYC through Aadhaar e-KYC service only for the purpose of signing.

[Listen to Consent](#) English

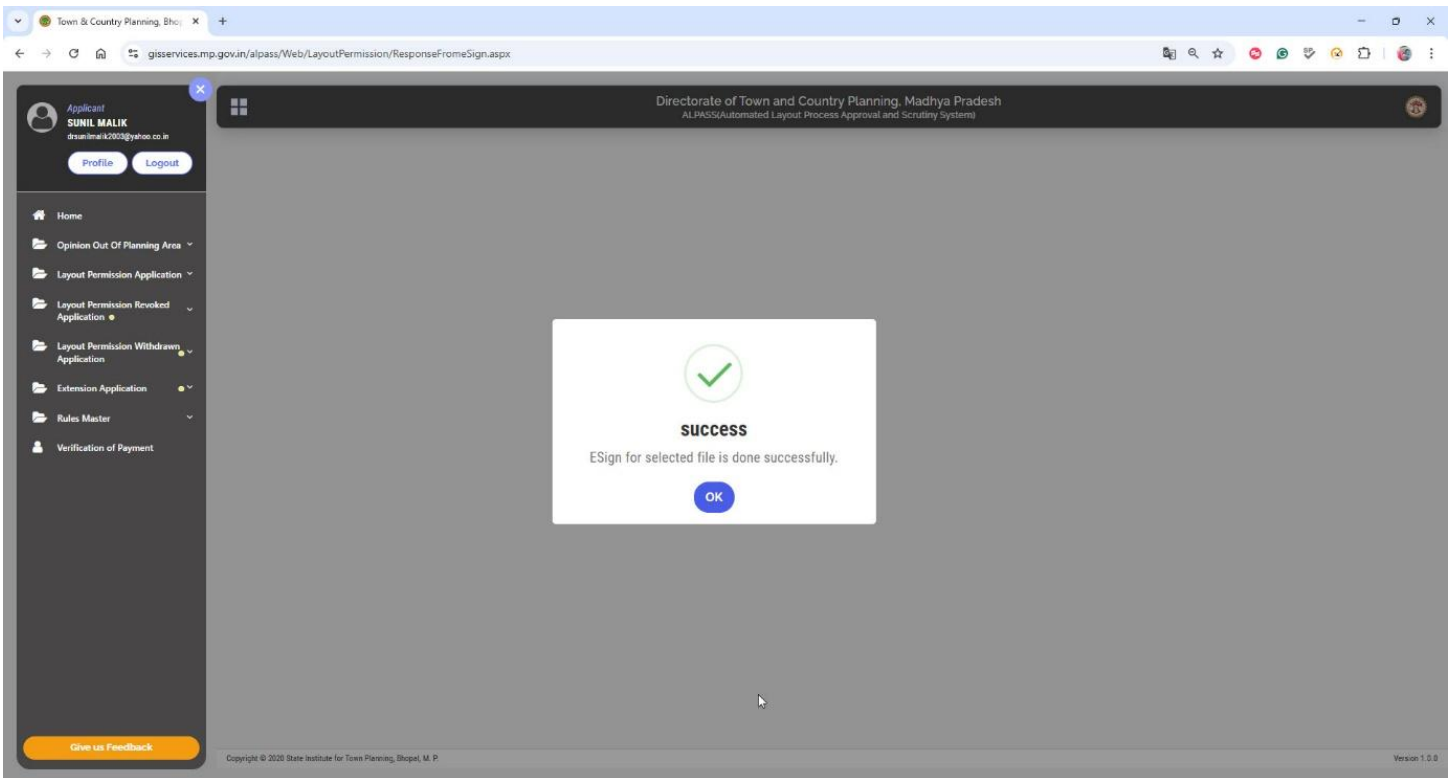
OTP has been sent to mobile number <\*\*\*\*\*1558>

[Submit](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

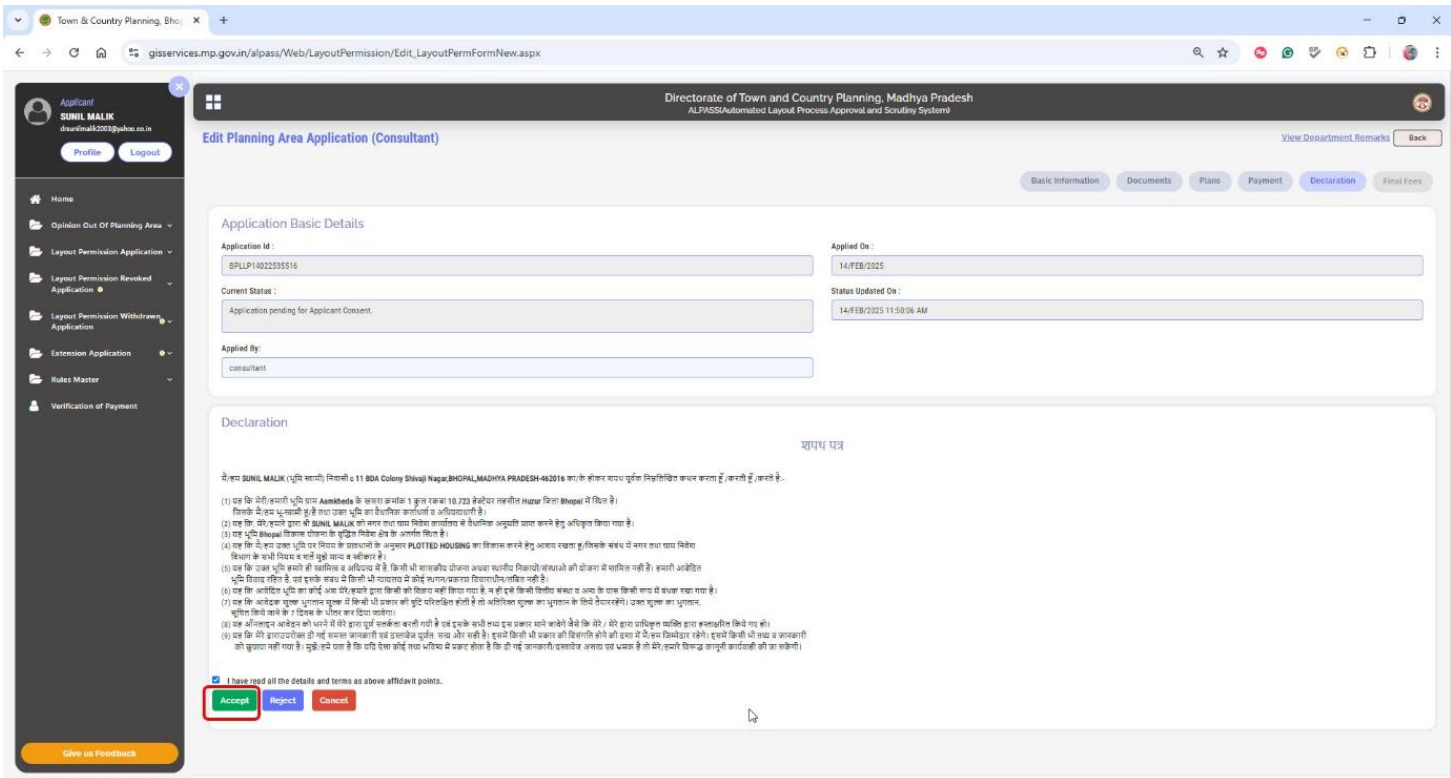
Kindly click "Resend OTP" link after 43 seconds....

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23. After the successful digital Signature, a confirmation pop up message will be displayed.



24. Click on the 'Accept' button to provide consent.



## 25. Enter the OTP to complete consent process.

The screenshot shows the 'Edit Planning Area Application (Consultant)' page in the ALPASS system. A modal dialog box is overlaid on the page, prompting the user for confirmation. The dialog text reads: "Are you sure? After accepting terms and conditions, application will forward to department for further process. OTP Successfully sent to registered Mobile No XXXXXXX 121 & Email dXXXXXXXXXXXX3@XXXX.XXXXX. Enter OTP :- 111222". The dialog includes a text input field for the OTP, a "Resend OTP" button, and "Submit" and "Cancel" buttons at the bottom.

## 26. After the successful consent, File would be moved to the T&CP department for the further process.

The screenshot displays the 'Planning Area Applications' page. A table lists the application details. The 'Application Status' column for the first application is highlighted with a red box, containing the text: "कार्यालय संयुक्त संचालक भोपाल के पास लंबित". The table has columns for S.No., Application Details, Project & Premises Details, Planning Area(Ha.), Applicant Name, Section, Scrutiny Result, Application Status, and Action.

S.No.	Application Details	Project & Premises Details	Planning Area(Ha.)	Applicant Name	Section	Scrutiny Result	Application Status	Action
1	Application ID- BPLLF14022535516 Category- Plotted Applied By- consultant Applied On- 14/FEB/2025 12:03 PM	Project Name- Test Premises Name- Plotted Housing District Name- Ghopai Village Name- Aamkheda	10.723	Sunil Malik	Merger - Section 22	Scrutiny Report OK	कार्यालय संयुक्त संचालक भोपाल के पास लंबित	View View Update History