

1. Login as a Consultant/Applicant.

The screenshot shows the ALPASS login page for a consultant. The browser address bar displays the URL: 164.100.196.159/alpass/Web/LayoutPermission/PublicUser_Dashboard.aspx. The page header includes the Directorate of Town and Country Planning, Madhya Pradesh, and the ALPASS logo. 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 left sidebar contains a navigation menu with options like Home, Opinion Out Of Planning Area, Layout Permission Application, and others. The bottom of the page includes a 'Give us Feedback' button and copyright information.

2. Select the Demerger Section 22B

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 page header includes the Directorate of Town and Country Planning, Madhya Pradesh, and the ALPASS logo. 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 contains a dropdown menu for 'Location w.r.t. Planning Area' which is open, showing options like '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)', 'Demerger - Section 22', and 'Division - Section 22B'. The 'Demerger - Section 22' option is highlighted. The form also includes fields for 'Applicant Type', 'Applicant Registration No.', 'Applicant Mobile No.', 'Applicant Name', 'Additional applicants / firm Name', and 'Applicant Address with Pincode'.

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

The screenshot shows the 'New Layout Permission Form' interface. The top navigation bar includes the user profile for PRAKHAR RATHI and the system name 'ALPASS(Automated Layout Process Approval and Scrutiny System)'. A yellow banner at the top right states 'आवेदन नंबर बनने (Generate) के 30 दिनों के भीतर, 3'. The form is divided into two main sections: 'Section Details' and 'Applicant Details'. 'Section Details' includes 'Applicant Type' (set to 'Other than as above') and 'Location w.r.t. Planning Area' (set to 'Division - Section 22B'). 'Applicant Details' includes 'Applicant Registration No.' (APP210622064115790), 'Applicant Address' (c 11 BDA Colony Shivaji Nagar 462016), 'Applicant Mobile No.' (7435914121), 'Applicant Name' (SUNIL MALIK), 'Applicant Email Id' (dtsunilmalik2003@yahoo.co.in), and 'Applicant Address with Pincode' (c 11 BDA Colony Shivaji Nagar 462016). A 'Reset' button is located next to the registration number field. A sidebar on the left contains navigation options like 'Home', 'Opinion Out Of Planning Area', and 'Layout Permission Application'. A 'Give us Feedback' button is at the bottom of the sidebar.

4. Enter '**Basic Details**' and '**Existing Details**'.

The screenshot shows the 'New Layout Permission Form' interface, focusing on the 'Basic Details' and 'Existing Details' sections. The 'Basic Details' section includes 'Do you want to adjust Old Application Initial Fees?' (set to 'No'), 'Planning Area' (set to 'Indore'), 'Application From' (set to 'Other than as above'), 'Application Category' (set to 'Plotted/Sub-division'), 'Proposed Height (in Meters)' (set to '10'), and 'Does Your Layout Plan fall Under Town Development Scheme Boundary?' (set to 'No'). The 'Existing Details' section includes 'Existing permission letter No.' (Test123), 'Existing permission issued date' (01/February/2025), 'Project Name' (DeMerger), 'Area Category' (set to 'Rest of Planning Area'), 'Urban/Rural' (set to 'Urban'), 'Provision of Informal Sector' (set to 'Not applicable'), and 'High Rise' (set to 'No'). A 'Remarks (If Any)(Max 1000 characters allowed)' field contains the text 'Test Remarks'. The sidebar on the left is identical to the previous screenshot, showing the user profile and navigation options.

5. Enter 'Khasra & Planning Details'.

The screenshot shows the 'New Layout Permission Form' interface. The left sidebar contains user information for PRAKHAR RATHI and a navigation menu. The main form area is titled 'New Layout Permission Form' and includes a 'Remarks' field, a 'Beneficiaries associated with the project?' section, and a 'Khasra & Planning Details' section. The 'Khasra & Planning Details' section contains several input fields: District (Indore), Tehsil (Kandiyas), Village (Kandia (og)), Nazul/ULB Block/Plot No. (199/1/4/2), and Khasra area available for permission (0.032). There are also dropdown menus for Landuse (RESIDENTIAL) and Premises (MULTI UNIT). A blue button labeled 'Add Detail to List' is highlighted with a red box.

6. Save khasra entry by clicking on 'Add Details to List' button.

This screenshot is identical to the one above, showing the 'New Layout Permission Form' with the 'Khasra & Planning Details' section. The 'Add Detail to List' button is highlighted with a red box, indicating the step to save the entry.

7. Finalize the Khasra entries by clicking on 'Finalize list' button.

The screenshot shows the 'New Layout Permission Form' interface. On the left is a sidebar with the user's name 'PRAKHAR RATHI' and various navigation options. The main area contains a table with the following columns: S.No., District, Tehsil, Village, Landuse as per Khasra/Not Available for Nazul(U.L.B Block/Plot No.), Khasra/Nazul(U.L.B Block/Plot No.), Khasra No. as per P-II, Khasra/Nazul(U.L.B Block/Plot Area as per P-II (Hectare)), Applied Landuse, Sub-Landuse, Premises, Area of Khasra/Nazul(U.L.B Block/Plot Applied for Permission (Hectare)), Net Planning Area(only for 29-3), and Application No. of the previous file applied as same Khasra. A single row of data is visible. Below the table, there are sections for 'New Plot Details', 'Old Plot Details', and 'Fees Details'. A blue button labeled 'Finalize List' is highlighted with a red box, with a note below it: 'After finalizing, you shall not be able to change the details.'

8. Add New Plot Details using 'Add' button.

The screenshot shows the 'New Layout Permission Form' interface after adding a new plot. The 'New Plot Details' section now has 'Plot No.*' set to '166-B' and 'Plot Area: (Sq.mt.)*' set to '160'. A green 'Add' button is highlighted with a red box. Below this, a table shows the added plot details:

S.No.	Old Plot No.	Old Plot Area (Sq.mt.)	Colony Name
1	166-A	160	
2	166-B	160	

Each row in the table has a 'Delete' button. The 'Finalize List' button is also visible, with the same note: 'After finalizing, you shall not be able to change the details.'

9. Enter Old Plot Details and Click on the 'Save and Next' button.

Consultant
PRAKHAR RATHI
rathiprakhar2@gmail.com
Profile Logout

Home
Opinion Out Of Planning Area
Layout Permission Application
Layout Permission Revoked Application
Layout Permission Withdrawn Application
Extension Application
Rules Master
Verification of Payment

Give us Feedback

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Guiding Information

Total Khazra Area as per P-II (Hectare):*
0.032

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

New Plot Details

Plot No.* Plot Area: (Sq.mt.)* Add

S.No.	Old Plot No	Old Plot Area (Sq.mt.)	Colony Name	
1	168-A	160		Delete
2	168-B	160		Delete

Old Plot Details

Plot No.* Plot Area: (Sq.mt.)*

168-A&168-B 320

Fees Details

Total Area Applied for Permission (Hectare):* Total Area Applied for Permission (Sq.mt.): -*

0.032 320

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

5000

Save & Next

10. Confirmation message will be displayed.

Consultant
PRAKHAR RATHI
rathiprakhar2@gmail.com
Profile Logout

Home
Opinion Out Of Planning Area
Layout Permission Application
Layout Permission Revoked Application
Layout Permission Withdrawn Application
Extension Application
Rules Master
Verification of Payment

Give us Feedback

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Guiding Information

Total Khazra Area as per P-II (Hectare):*
0.032

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

New Plot Details

Plot No.* Plot Area: (Sq.mt.)* Add

S.No.	Old Plot No	Old Plot Area (Sq.mt.)	Colony Name	
1	168-A	160		Delete
2	168-B	160		Delete

Old Plot Details

Plot No.* Plot Area: (Sq.mt.)*

168-A&168-B 320

Fees Details

Total Area Applied for Permission (Hectare):* Total Area Applied for Permission (Sq.mt.): -*

0.032 320

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

5000

Save & Next

Are you sure to submit the form ?

Cancel Yes, Submit it

11. Application number will be generated after submitting form.

Directorate of Town and Country Planning, Madhya Pradesh
All India Automated Layout Process Approval and Sanitary Systems

New Layout Permission Form

Section Details: Enter primary details and validate primary check.

Applicant Type: Other than as above | Location w.r.t Planning Area: District - Sector 229

Applicant Details

Applicant Registration No.: INDLP14022519517

Applicant Address: 11 SD4 Colony Street, Nagar-402016

Applicant Mobile No.: 723941423 | Applicant Email Id: ems@ma4200@gmail.com

Applicant Name: NABU, NABU | Additional applicants / firm Name: | Applicant Address with Pincode: 11 SD4 Colony Street Nagar-402016

As Per Consultant Profile Applicable Planning Area Limit

Planning Area Limit (Hectare): No Limit | Planning Area Limit (SQM): No Limit

Basic Information | Documents | Final | Payment | Description

आवेदन नंबर बनने (Save)

Give us Feedback

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

Edit Planning Area Application (Consultant)

View Department Remarks | Back

Application Basic Details

Application Id: INDLP14022519517 | Applied On: 14/FEB/2025

Current Status: Application Basic Details Submitted & Pending for Document Submission. | Status Updated On: 14/FEB/2025 01:43:19 PM

Applied By: consultant

Document Details

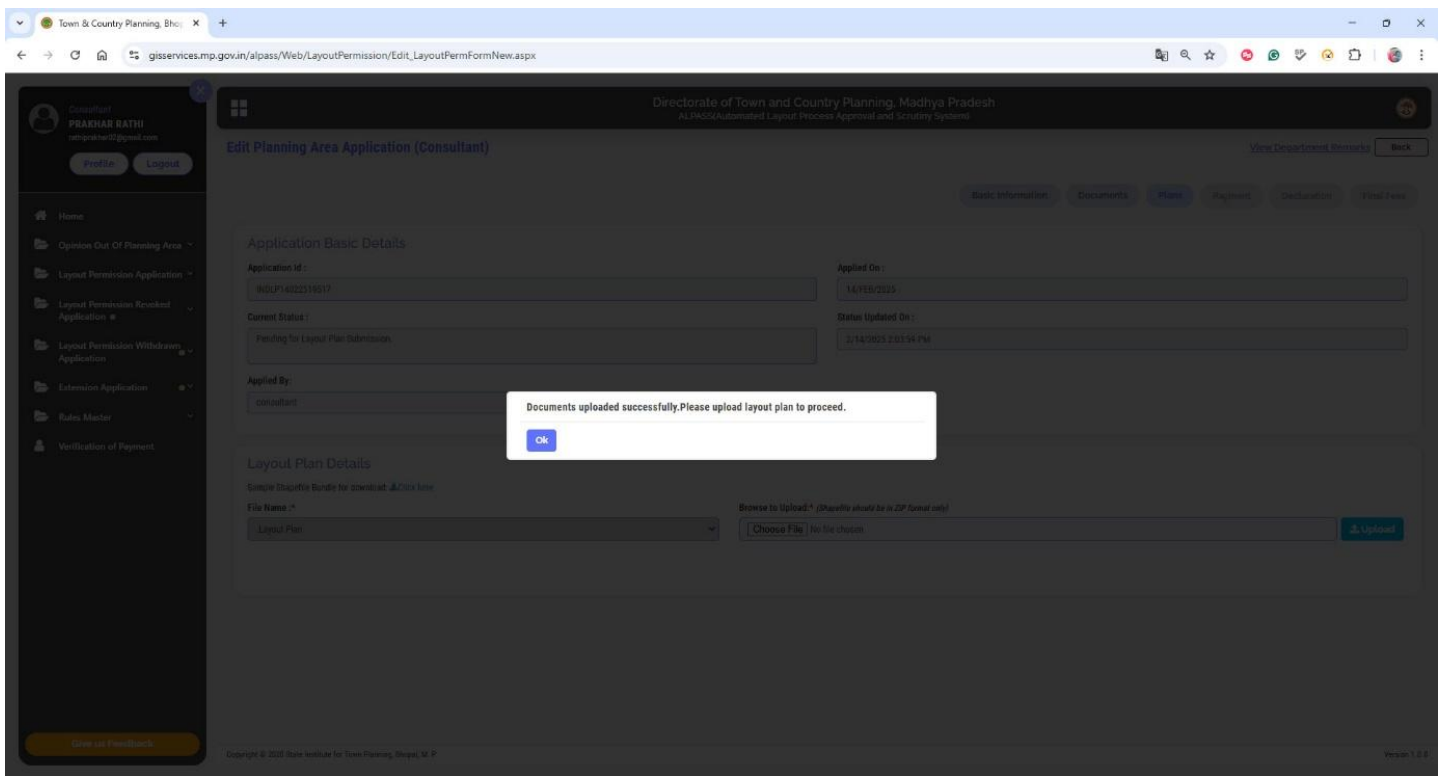
File Name: --Select-- | Browse to Upload: (PDF file size should be below 5MB) | Choose File | No file chosen | Upload

S.No.	Document Type	View	DELETE
1	Layout Permission Plan (Propose Layout)		Delete
2	Nazul/ULB Maintenance Khata		Delete
3	Lease Deed/Registry		Delete
4	Nazul/ULB Plot Map		Delete
5	Site Plan		Delete
6	Ownership documents all plots/land		Delete
7	Noc of concerned department		Delete
8	Proposed Plan showing Division of plots		Delete
9	Approved Signed Layout Plan		Delete

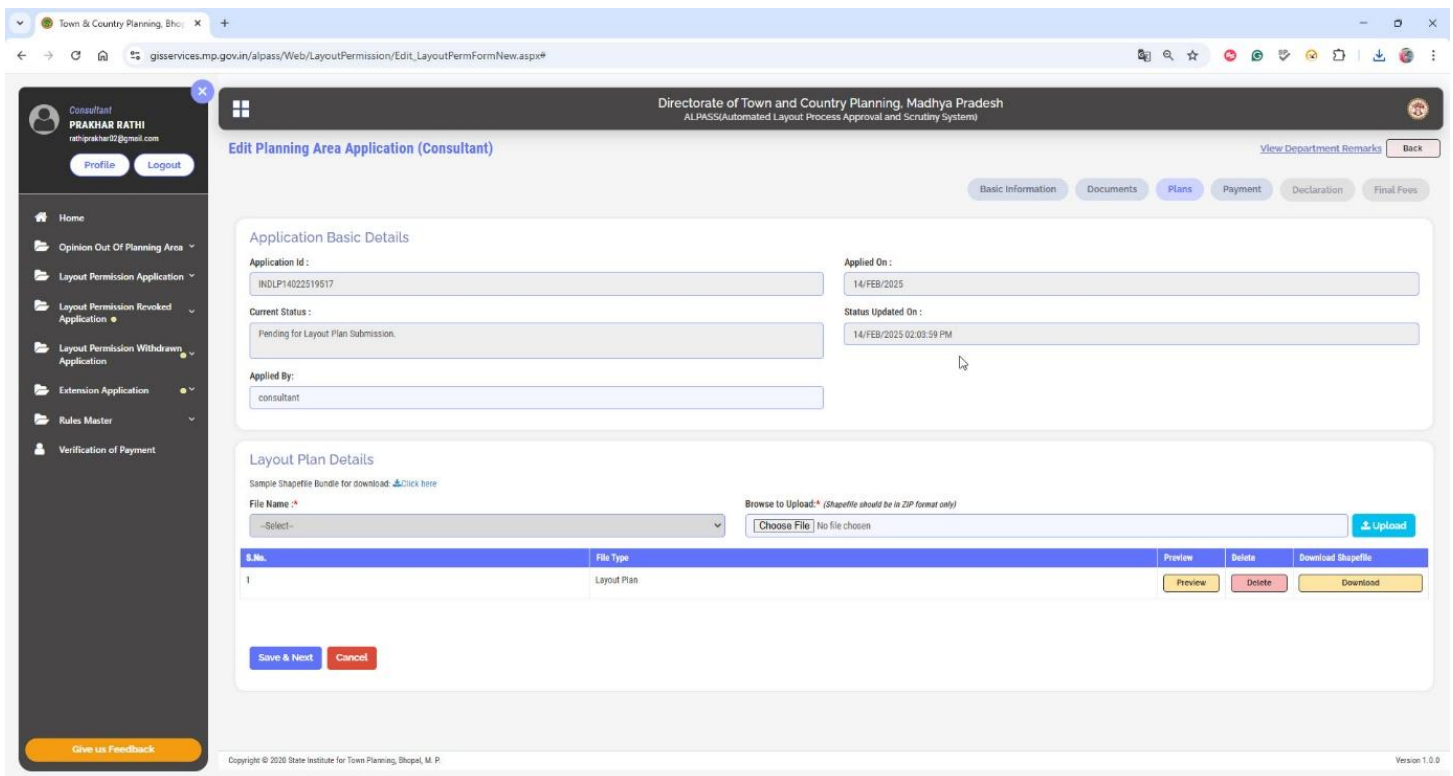
Save & Next | Cancel

Give us Feedback

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



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



15. Perform Esign on the document by clicking on the 'Esign' button.

The screenshot shows a web browser window with the URL `gisservices.mp.gov.in/alpass/Web/LayoutPermission/Edit_LayoutPermFormNew.aspx`. The page title is "Edit Planning Area Application (Consultant)". The user is logged in as "Consultant PRAKHAR RATHI" with a "Profile" and "Logout" button. The interface includes a sidebar menu with 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 "Fee Payment" section, there is a "Consultant E sign Documents" area with a document icon and an "Esign" button.

16. Click on the Check Box to start Esign process.

The screenshot shows a web browser window with the URL `esign.mp.gov.in/aspesigntwo/`. The page header features the MPSeDC logo and the text "Madhya Pradesh State Electronics Development Corporation Ltd (MPSeDC) Department of Science & Technology, Government Of Madhya Pradesh". The main content area contains a consent form with the text: "By clicking the checkbox, I hereby give my consent for using e-KYC services data from AADHAAR for the purpose of signing selected document and generating Digital signature". There is an unchecked checkbox next to this text. Below the text are two buttons: "Listen Consent" and "English". At the bottom of the page, there is a "Digital India" logo and the text "Copyright © 2024 MPSEDC and C-DAC. All Rights Reserved".

17. Enter Aadhar Number and OTP to complete Esign.

The screenshot shows the CDAC's e-Sign Service web portal. At the top, there are logos for the Ministry of Electronics and Information Technology, Government of India, Digital India (Power To Empower), and CDAC. A message states: "You are currently using C-DAC eSign Service and have been redirected from null". Below this, the "CDAC's e-Sign Service" form is displayed. The form has a "View Document Information" section with radio buttons for "Aadhaar Number", "Virtual ID", and "UID Token". The "Aadhaar Number" option is selected, and a masked input field contains "*****". Below this, there are radio buttons for "Aadhaar TOTP" and "Aadhaar OTP", with "Aadhaar OTP" selected. A masked input field for the OTP contains "*****". A "Get Virtual ID" link is visible. A consent statement is present: "I hereby state that I have no objection in authenticating myself with Aadhaar based authentication system and consent to providing my Aadhaar number/VID/UID 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." There is a "Listen to Consent" button and a language dropdown set to "English". A green message bar states: "OTP has been sent to mobile number <*****1558>". At the bottom of the form, there are "Submit" and "Cancel" buttons, and a red link: "Not Received OTP? Resend OTP". A note at the bottom says: "Kindly click 'Resend OTP' link after 48 seconds....". The footer contains: "© 2022 C-DAC. All rights reserved | Website owned and maintained by: Centre for Development of Advanced Computing (C-DAC)".

18. Confirmation message will be displayed after the completion of the esign.

The screenshot shows the ALPASS web portal interface. The top header identifies the "Directorate of Town and Country Planning, Madhya Pradesh" and "ALPASS(Automated Layout, Process Approval and Scrutiny System)". On the left, a sidebar menu lists various options: Home, Opinion Out Of Planning Area, Layout Permission Application, Layout Permission Revoked Application, Layout Permission Withdrawn Application, Extension Application, Rules Master, and Verification of Payment. The user profile for "Consultant PRAKASH RATHI" is visible at the top left. The main content area displays a large white confirmation box with a green checkmark icon, the word "success", and the message "ESign for selected file is done successfully." Below the message is an "OK" button. The footer includes "Give us Feedback" and "Copyright © 2020 State Institute for Town Planning, Bhopal, M. P." with "Version 1.0.0" on the right.

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

The screenshot shows the ALPASS web application interface for a consultant. The page title is "Edit Planning Area Application (Consultant)". The user is logged in as PRAKHAR RATHI. The page contains two main sections: "Application Basic Details" and "Fee Payment".

Application Basic Details:

- Application Id: INDLP14022319517
- Applied On: 14/FEB/2025
- Current Status: Pending for Initial Payment.
- Status Updated On: 14/FEB/2025 02:05:32 PM
- Applied By: consultant

Fee Payment:

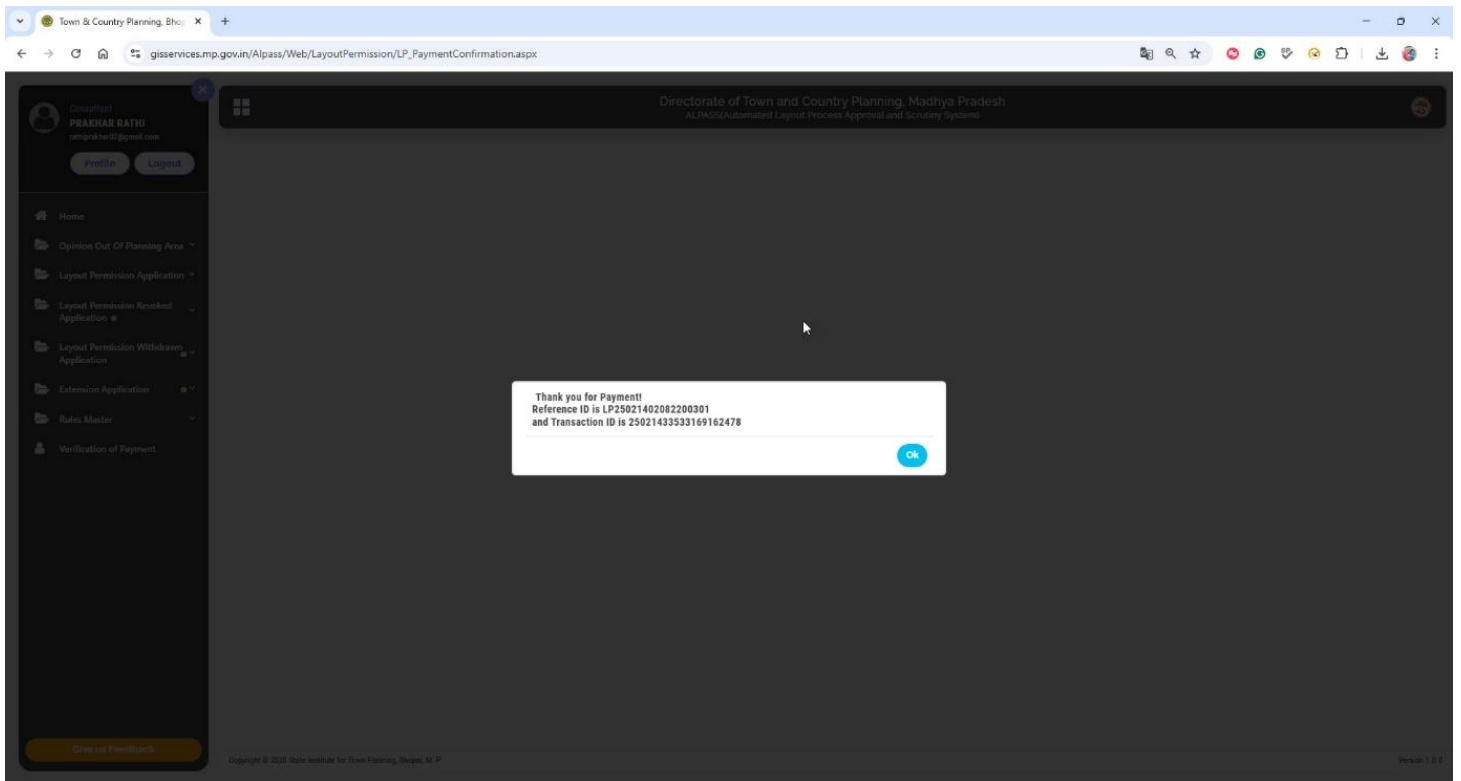
- Applied Area (Hec): 0.032
- Total Fees (INR): 5000
- Paid/Adjusted Fees (INR): 0
- Remaining Fees (INR): 5000
- Payment Method: MPOOnline

At the bottom of the form, there are three buttons: "Application Preview" (green), "Proceed for Payment" (blue, highlighted with a red box), and "Cancel" (red).

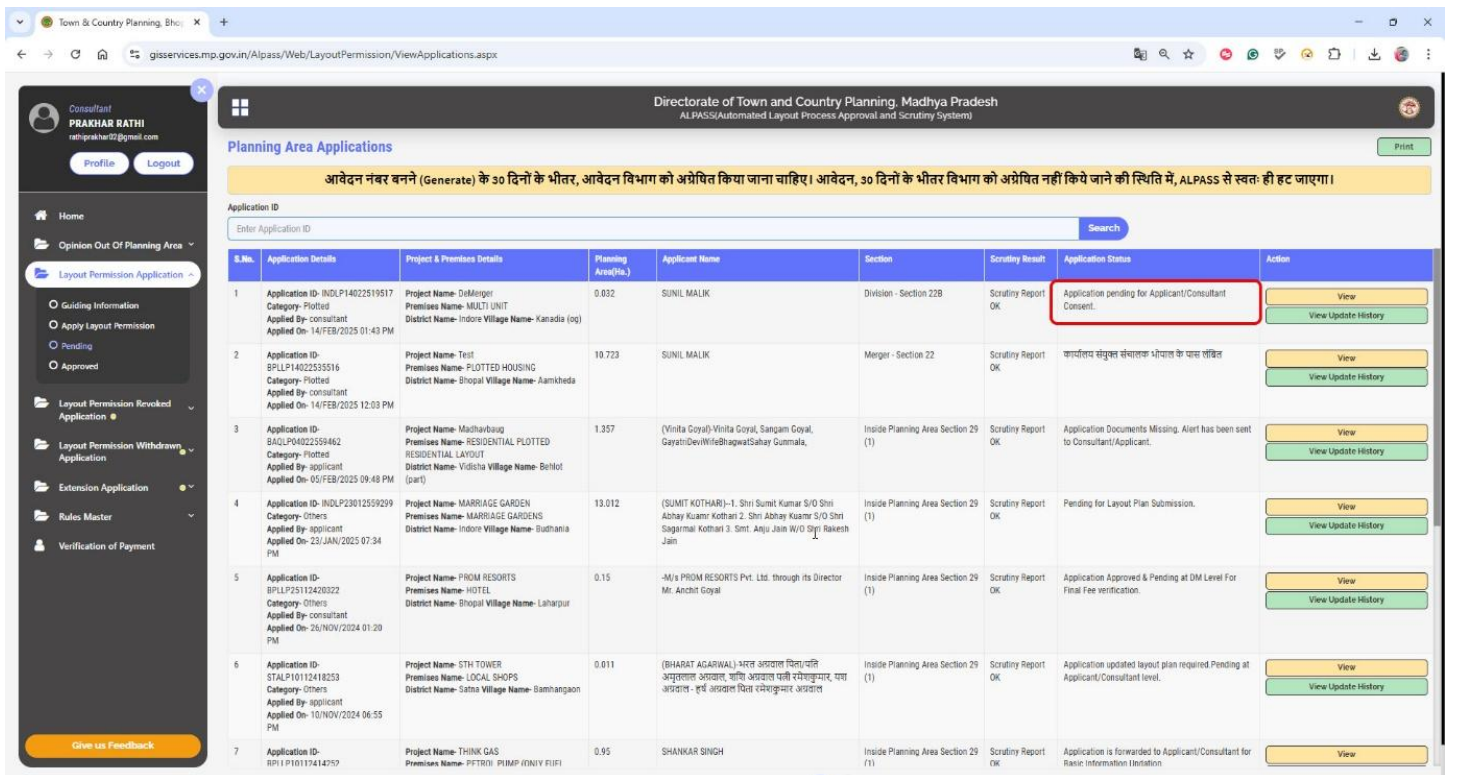
20. Pop up message will be displayed informing user that it is getting redirected to the payment gateway.

The screenshot shows the same ALPASS web application interface as in the previous image, but with a "Payment Info" pop-up message displayed in the center. The message text is: "Now you will be redirected to Payment Gateway for fee payment. Kindly note Ref No.-LP25021402082200301 for the transaction." The pop-up has a "Cancel" button (red) and a "Submit" button (blue). The "Proceed for Payment" button on the main form is highlighted with a red box.

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



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



23. 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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24. 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 अप्रैपित किया जाना चाहिए। आवेदन, 30 दिनों के भीतर विभाग को अप्रैपित नहीं किये जाने की स्थिति में, ALPASS से स्वतः ही हट जाएगा।

S.No.	Application Details	Project & Premises Details	Planning Area(Ha.)	Applicant Name	Section	Scrutiny Result	Application Status	Action
1	Application ID- INDLP14022519517 Category- Plotted Applied By- consultant Applied On- 14/FEB/2025 01:43 PM	Project Name- DeMerger Premises Name- Multi Unit District Name- Indore Village Name- Kanadia (Op)	0.032	Sunil Malik	Division - Section 22b	Scrutiny Report OK	Application pending for Applicant/Consultant Consent.	View Update History Give Consent
2	Application ID- BPLLP14022535516 Category- Plotted Applied By- consultant Applied On- 14/FEB/2025 12:03 PM	Project Name- Test Premises Name- Plotted Housing District Name- Bhopal Village Name- Aankheda	10.723	Sunil Malik	Merger - Section 22	Scrutiny Report OK	कार्यालय संयुक्त संचालक भोपाल के पास लॉन्डि	View View Update History

https://giservices.mp.gov.in/alpass/Web/LayoutPermission/ViewApplications.aspx

27. 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

Application Basic Details

Application ID: INDLP14022519517
Applied On: 14/FEB/2025
Current Status: Application pending for Applicant Consent.
Status Updated On: 14/FEB/2025 02:00:14 PM
Applied By: consultant

Fee Payment

Applied Area (Hec): 0.002
Total Fees (INR): 5000
Paid/Adjusted Fees (INR): 5000.00
Remaining Fees (INR): 0.0

S.No.	Application ID	Applicant Name	Consultant Name	Transaction Date & Time	Amount	Ref. No	Print Receipt
1	INDLP14022519517	SUNIL MALIK	FRAXHAR RATHI	14/FEB/2025	5000.00	23021435535160162478	Print Receipt

Applicant E sign Document: [Esign](#)

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28. Click on the checkbox to start the Esign process.

Madhya Pradesh State Electronics Development Corporation Ltd (MPSeDC)
Department of Science & Technology, Government Of Madhya Pradesh

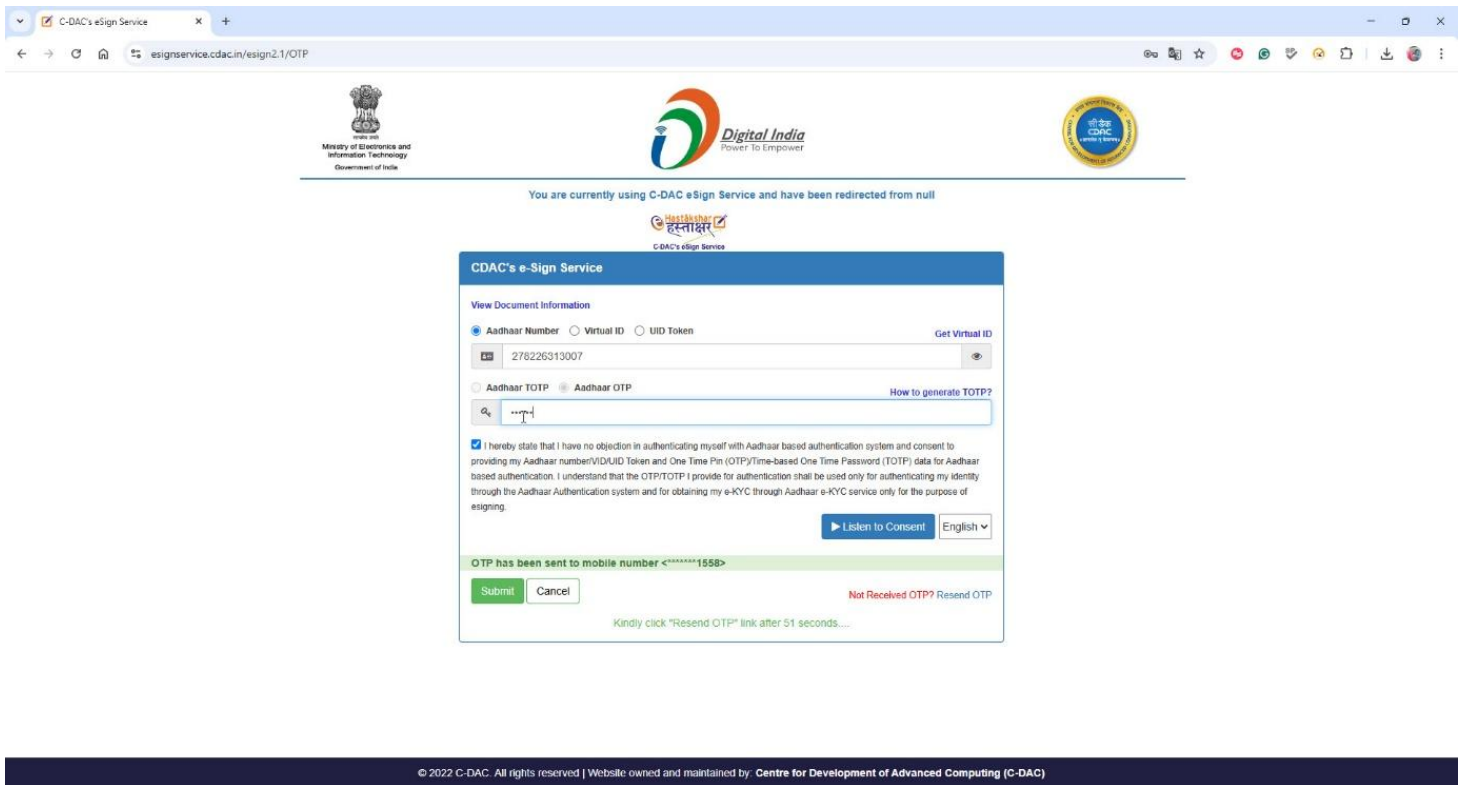
Hastakshar
हस्ताक्षर

By clicking the checkbox, I hereby give my consent for using e-KYC services data from AADHAAR for the purpose of signing selected document and generating Digital signature

[Listen Consent](#) English

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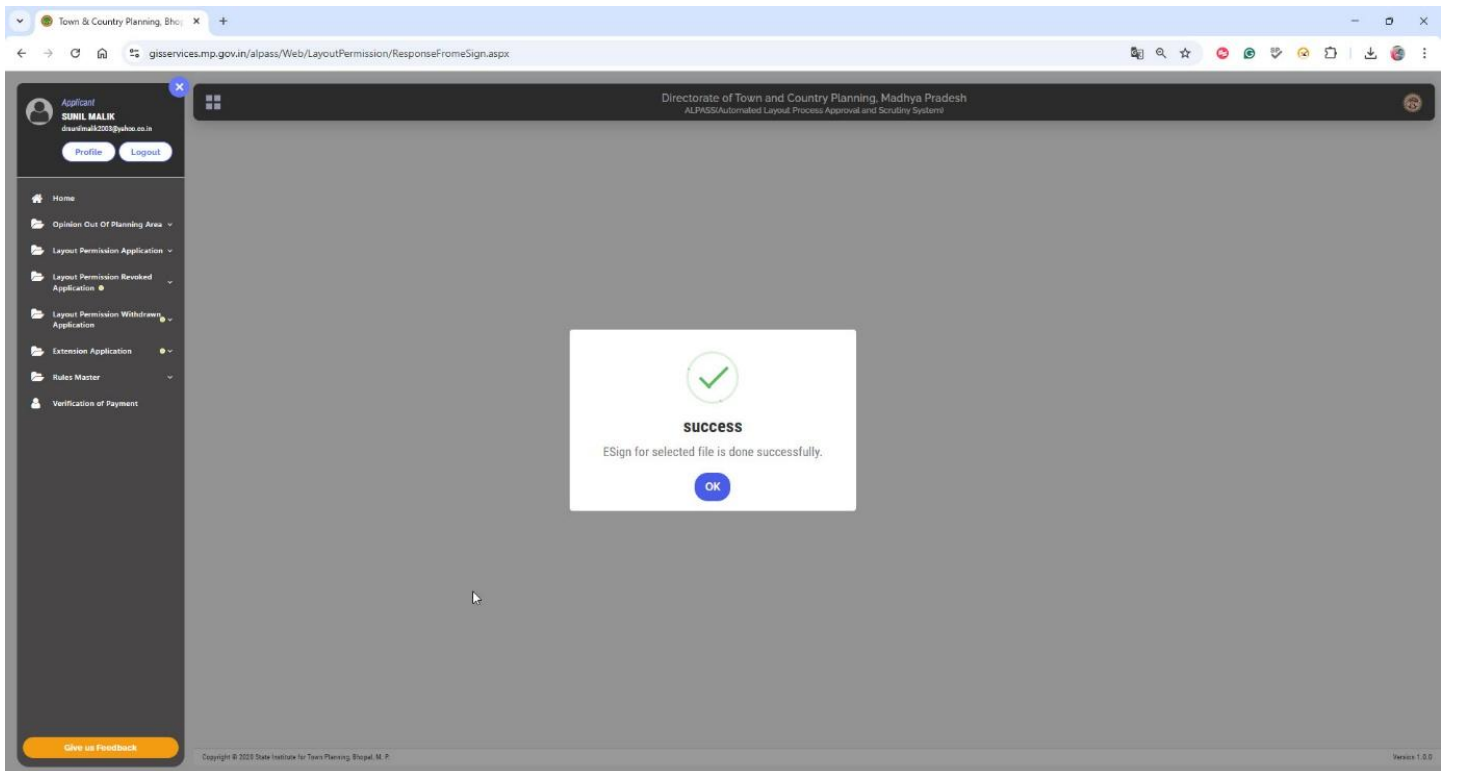
29. Enter Adhar Number and OTP to complete the Digital Signature.



The screenshot shows a web browser window with the URL `esignservice.cdac.in/esign2.1/OTP`. The page header includes the Government of India logo, the Digital India logo, and the CDAC logo. A message states: "You are currently using C-DAC eSign Service and have been redirected from null". Below this, the "CDAC's e-Sign Service" form is displayed. The form has a "View Document Information" section with radio buttons for "Aadhaar Number", "Virtual ID", and "UID Token". The "Aadhaar Number" option is selected, and the number "278226313007" is entered. There are also radio buttons for "Aadhaar TOTP" and "Aadhaar OTP". A consent checkbox is checked, and a "Listen to Consent" button is visible. A green message box at the bottom of the form states: "OTP has been sent to mobile number <*****1558>". There are "Submit" and "Cancel" buttons, and a "Resend OTP" link.

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

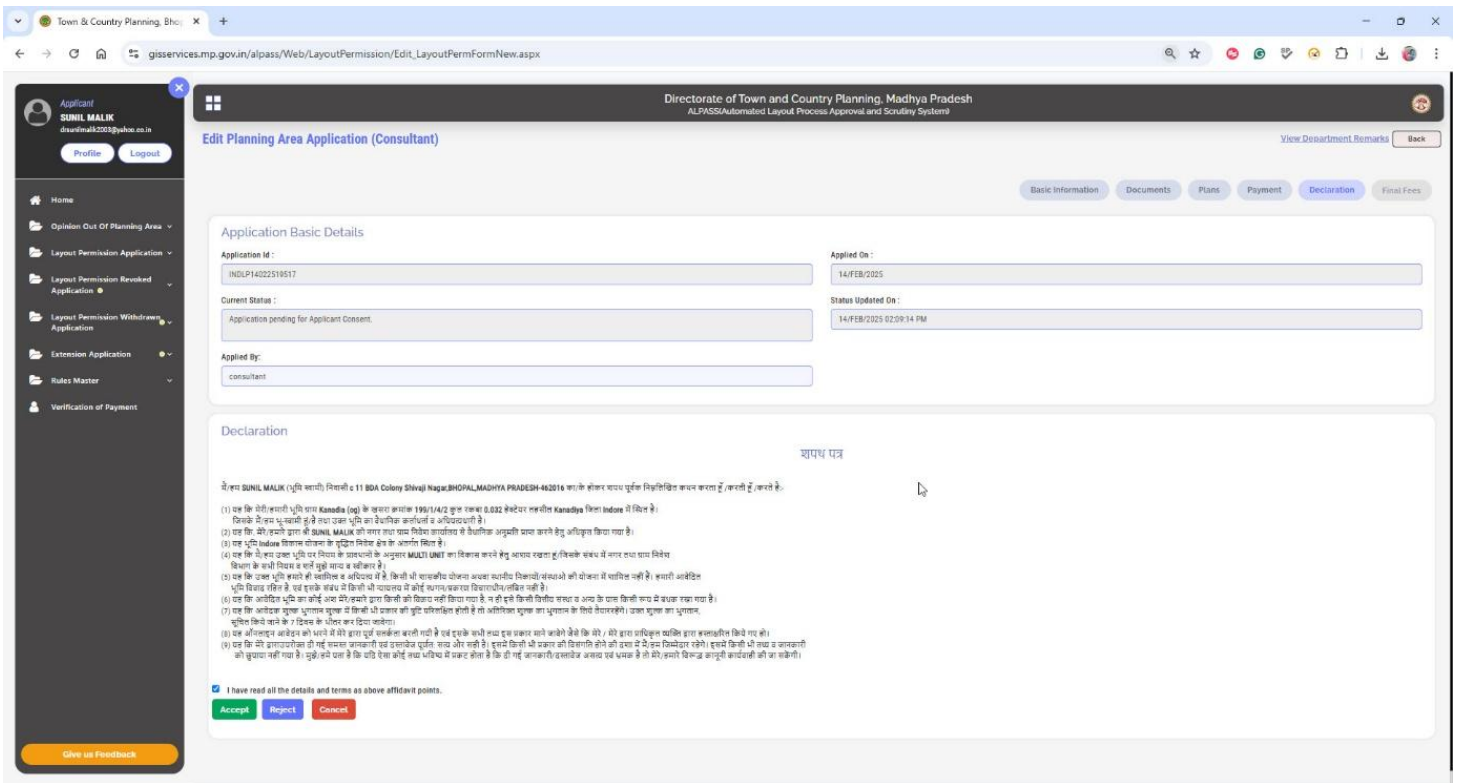


The screenshot shows a web browser window with the URL `gisservices.mp.gov.in/alpass/Web/LayoutPermission/ResponseFromSign.aspx`. The page header includes the Directorate of Town and Country Planning, Madhya Pradesh logo and the ALPASS logo. A sidebar menu is visible on the left with options like "Home", "Opinion Out Of Planning Area", "Layout Permission Application", etc. A central pop-up message box is displayed with a green checkmark icon and the text: "SUCCESS ESign for selected file is done successfully." with an "OK" button.

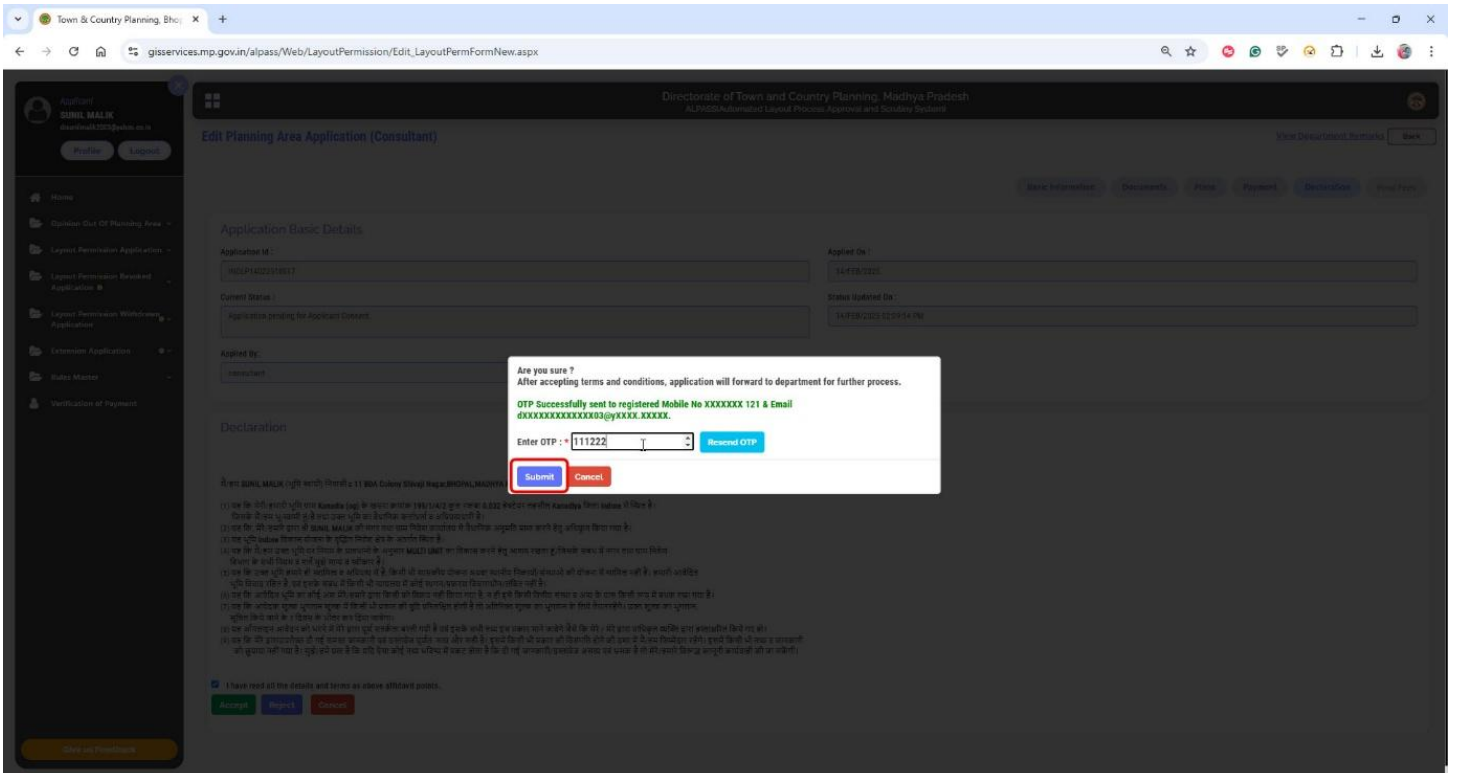
Give us Feedback

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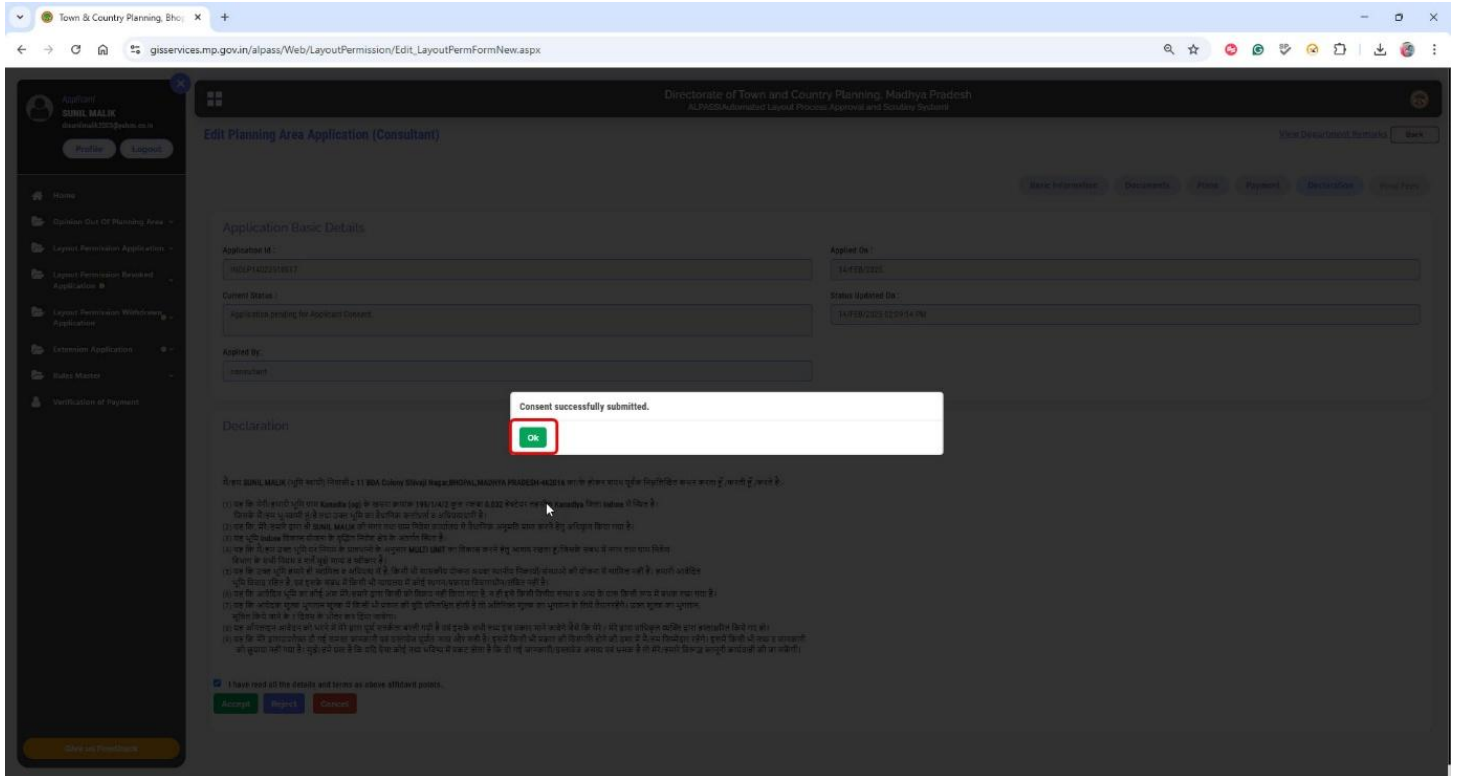
31. Click on the 'Accept' button to provide consent.



32. Enter the OTP to complete consent process.



33. A confirmation message will be displayed after the providing the Consent.



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

