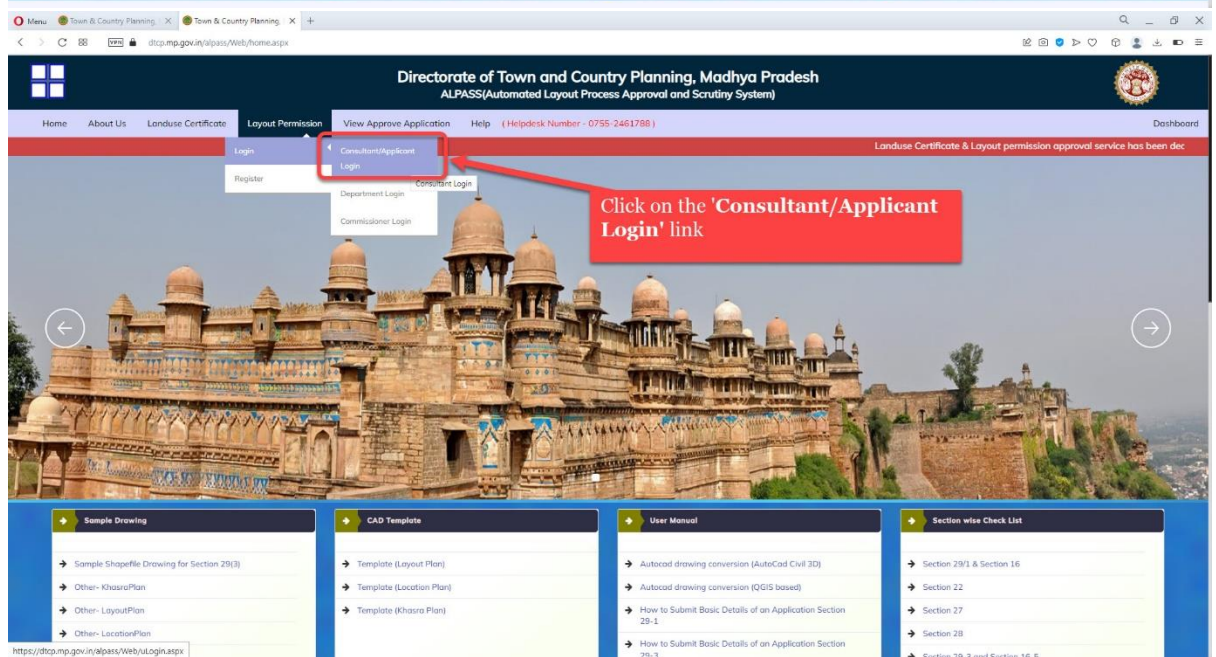1. Access the Application's link in the browser https://dtcp.mp.gov.in/alpass/Web/uLogin.aspx and Navigate to the Login button.

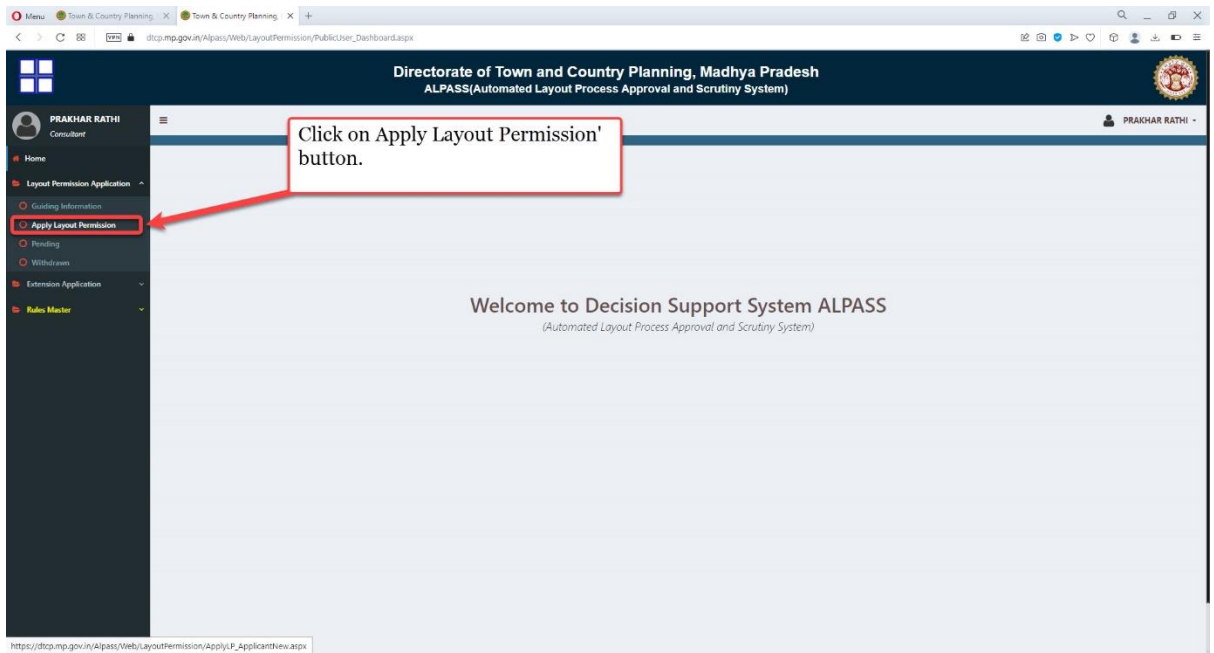Click on the **Consultant/Applicant Login** link
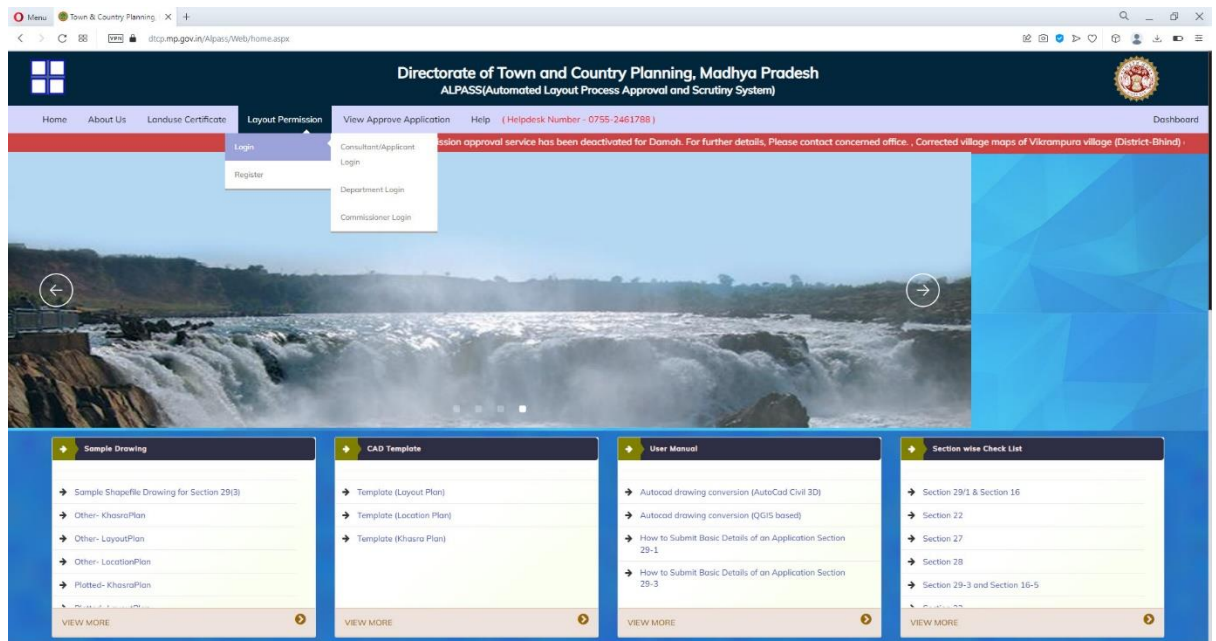
2. Provide valid credentials in the login window and click on the "**SIGN IN**" button.
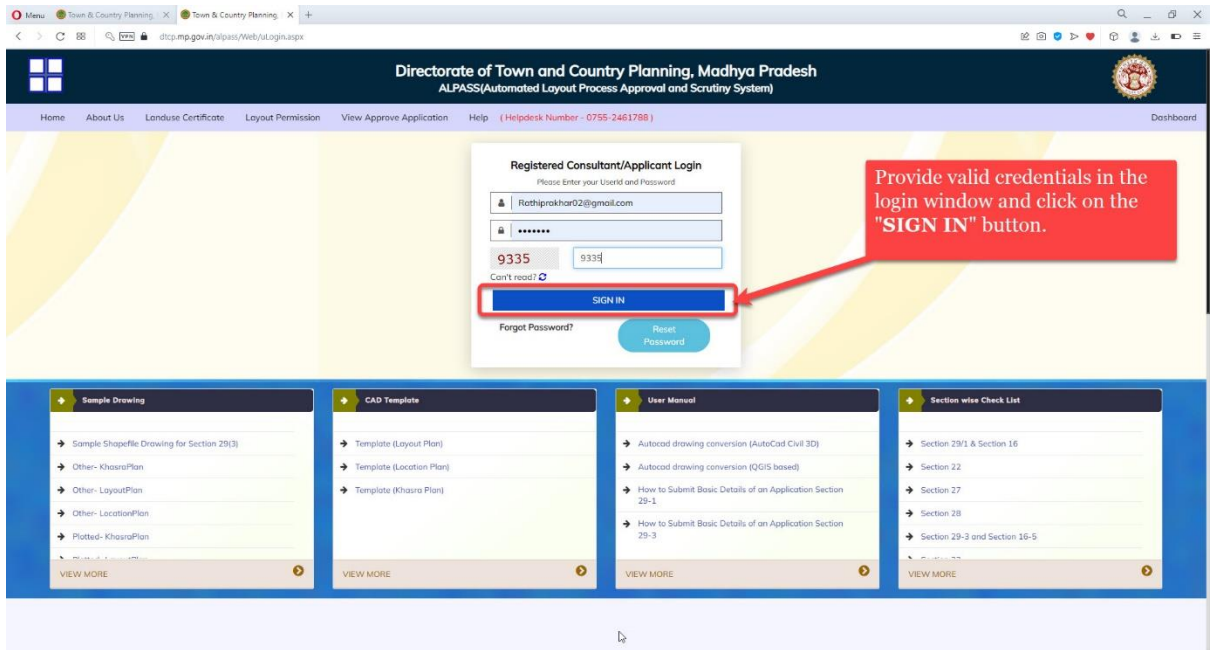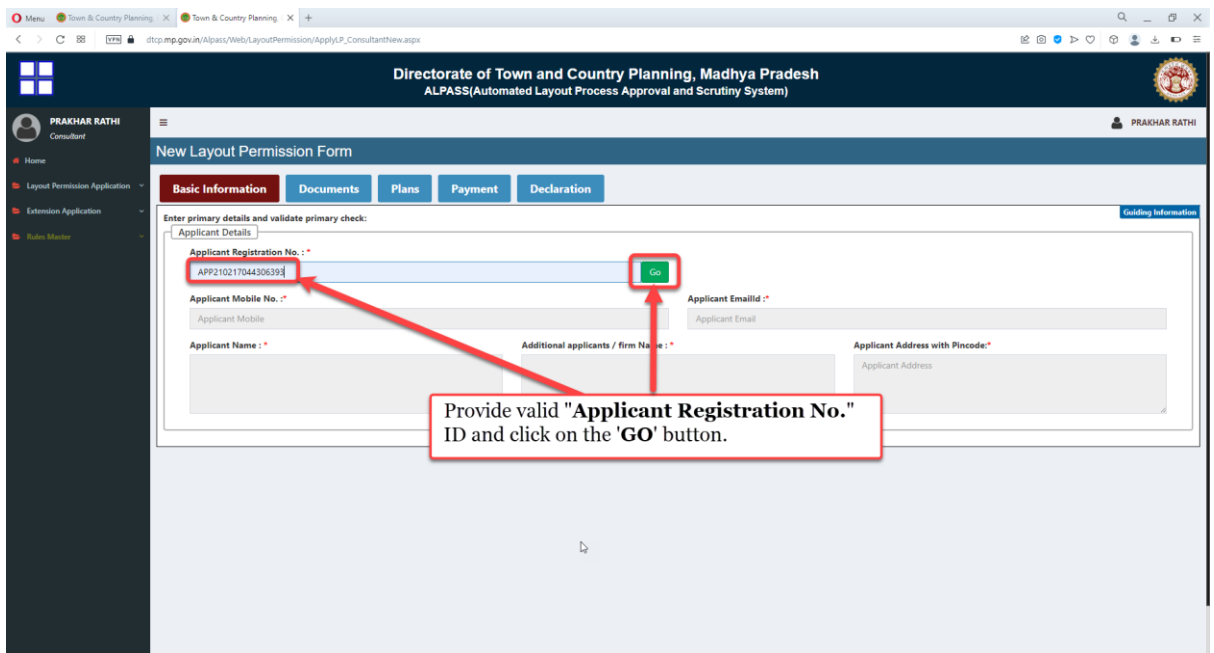

3. Click on the '**Layout Permission Application**' link.
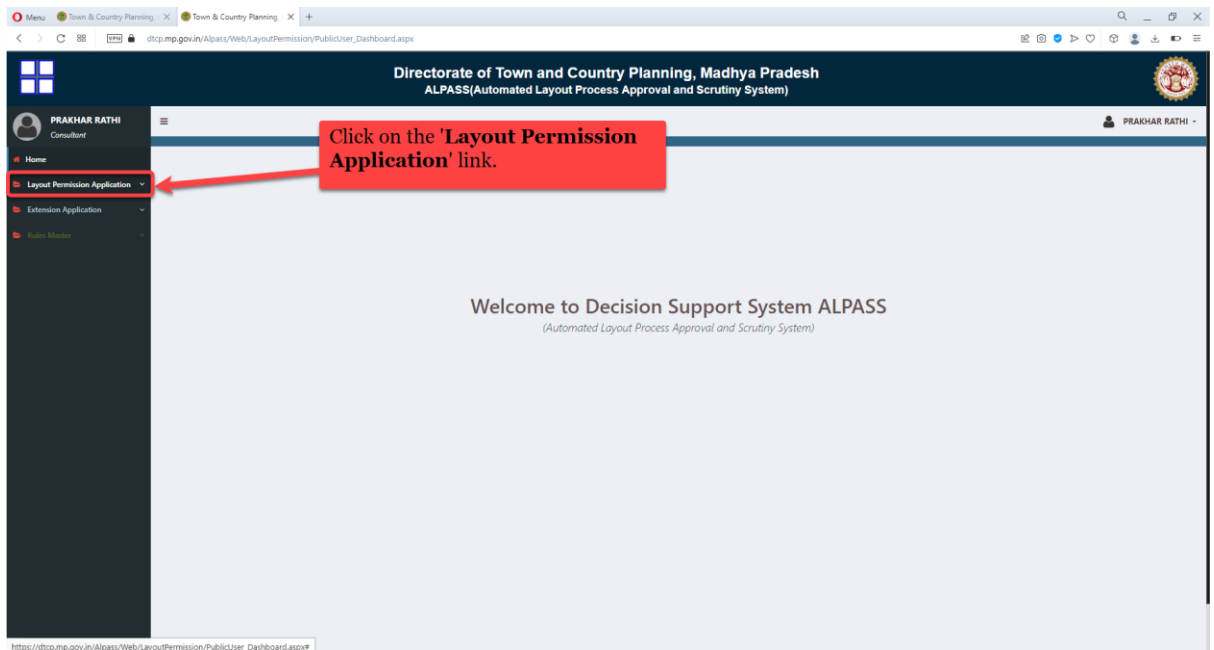
4. Click on Apply Layout Permission' button.

5. Provide valid "**Applicant Registration No.**" ID and click on the '**GO**' button.

6. In case of 'Multiple Application', Select '**YES**' radio button.

7. Enter the multiple Applicant's name in the '**Additional Applicants/Firm Name**' Text Box.

8. If user wants to adjust the fees of an already digitally signed withdrawn file then user needs to select 'Yes' radio button. For normal payment, User needs to select 'No' radio button. This option would be enabled for only those applicants/consultants who have digitally signed withdrawn files with them.

9. Select the desired planning area from the 'Town' dropdown list.

10. Enter name of the Project in the '**Project name**' text box.

11. To apply application under section 29 (1), Select 'Other than as above' value from the '**Application Type**' drop down list.

12. Select 'Inside Planning Area Section 29 (1)' from '**Location w.r.t. Planning Area**' dropdown list.

13. Enter proposed height of the building in meters, 'High Rise' field would be auto filled as per the height filled by the user.

14. Select desired input from '**Application From**' dropdown list.

15. Select desired input from the 'Area Category' drop down list as per the Layout.

16. Select desired input from the '**Application Category**' drop-down list as per the Layout.

17. Select desired input from the '**Urban/Rural**' field as per the Layout.

18. Select desired input from the '**Provision of Informal Sector**' drop-down list as per the Layout.

19. Select desired input YES/NO from the '**Does your Layout Plan fall Under Town Development Scheme Boundary**' drop-down list.

20. Select 'District' as per the desired villages/Khasras in which Layout is situated.

21. Select desired Tehsil from the 'Tehsil' of the as per the villages and khasra of the Layout Plan.

22. Answer the question '**Is Layout Plan falls in AB Road/Commercial Road?**' with YES/NO as per the location of the Layout Plan. If user select 'Yes' as answer than Residential and Commercial would be available for selection regardless of the land use of the Khasra.

23. Select desired village from the 'Village' drop-down list.

24. Select desired khasra from the 'Khasra Number' dropdown list.

25. Select khsara from the '**Khasra No. as per P-II**' drop-down list.

26. Enter planning area in Hectare in the '**Net Planning Area of Khasra (Hectare)**' text box.

27. Select desired landuse from the '**Landuse**' dropdown list.

28. Select desired Sub-Landuse from the '**Sub-Landuse**' dropdown list.

29. Select desired premises from the '**Premises**' drop-down list.

30. To enter Nazul/ULB/PLOt details, user can check the check box and enter the Plot details.

31. Incorrect Khasra/Plot entries can be deleted using 'Delete' button.

32. Click on the '**Finalize List**' button after adding all the Khasra/Plot entries of the Layout Plan.

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33. Select desired value from the '**Ownership of the Land/Notification of Scheme**' drop-down list.

Select desired value from the '**Ownership of the Land/Notification of Scheme**' drop-down list.

34. Click on '**Save & Next**' button.

35. A pop-up message would be displayed, click on '**Yes, Submit it'** button for the submission of the basic details of the application.

36. Application number would be generated. From this stage user can access this application anytime and fill the form further.

Application number would be generated. From this stage user can access this application anytime and fill the form further.

37. Upload all the mandatory documents in the document section.
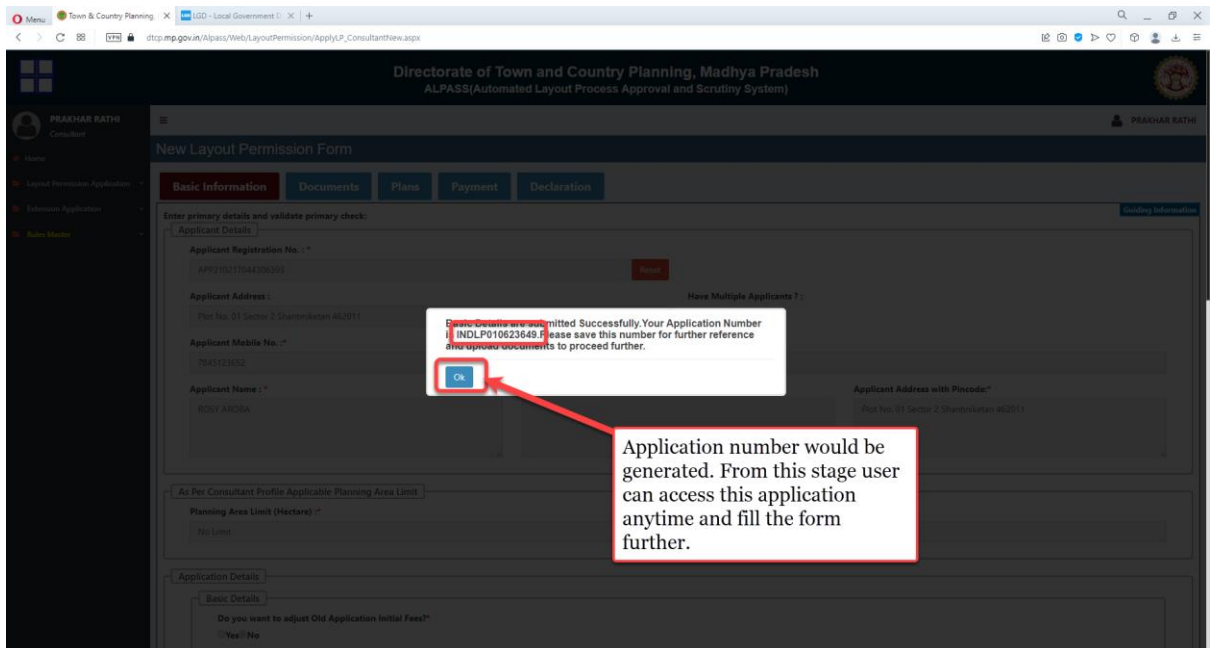
Upload all the mandatory documents in the document section.
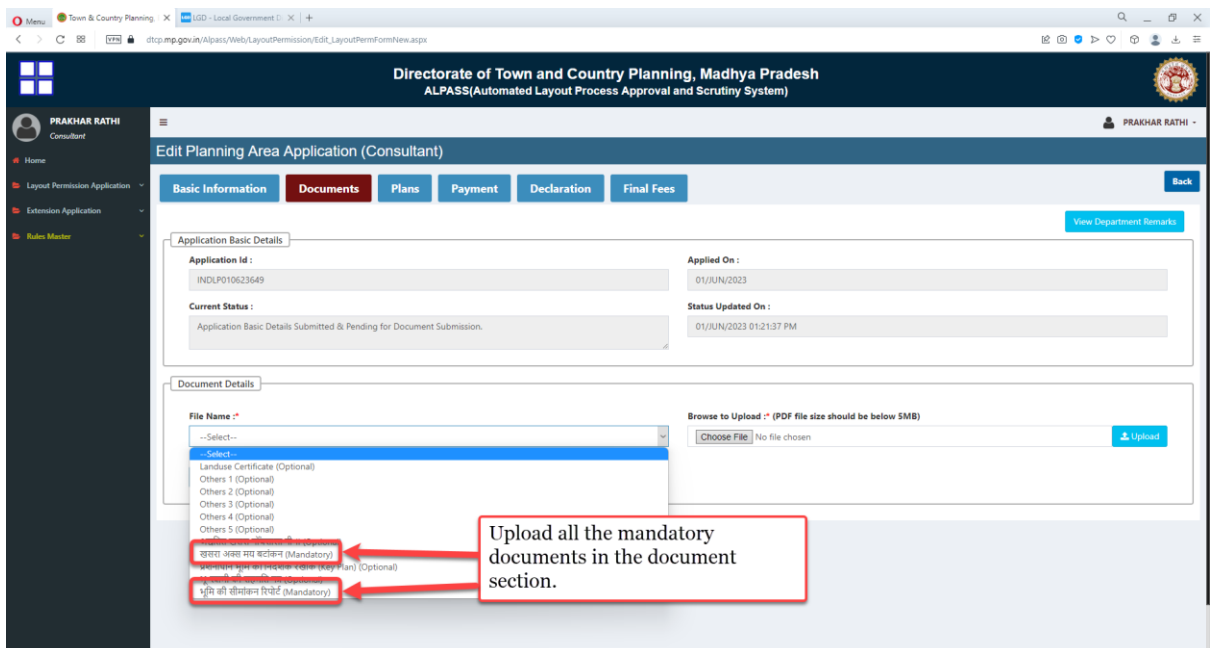
38. Documents can be viewed by clicking on the 'Document' icon. Incorrectly uploaded documents can be deleted using '**Delete**' button.

39. Click on the '**Save & Next**' button after uploading all the mandatory documents.

40. Confirmation message of successful document submission would be displayed, Click on the 'Ok' button.

Confirmation message of successful document submission would be displayed, Click on the 'Ok' button.

41. Uploaded shape file can be deleted using '**Delete**' button. Preview of the uploaded shape file can be viewed using '**Preview**' button. Uploaded shape file can be downloaded using '**Download**' button.
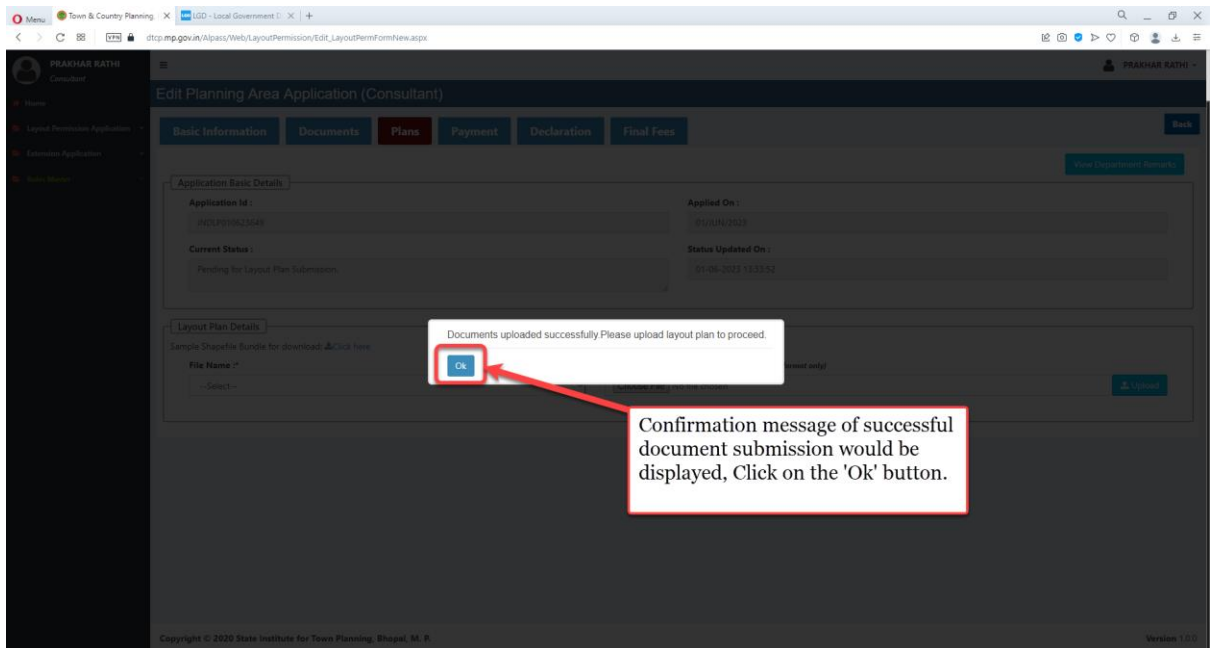
Uploaded shape file can be deleted using '**Delete**' button.

Preview of the uploaded shape file can be viewed using '**Preview**' button.

Uploaded shape file can be downloaded using '**Download**' button.

42. Click on '**Save & Next**' button to proceed further

Click on '**Save & Next**' button to proceed further

43. Confirmation message of successful submission of the Layout Plan would get displayed, Click on the 'OK' button.

Confirmation message of successful submission of the Layout Plan would get displayed, Click on the 'OK' button.

44. To view the scrutiny report slick on the Document icon.
To proceed further, User can click on the '**Agree & Proceed to Next Step**' button. After viewing the scrutiny report, If Applicant/Consultant wants to modify and resubmit the plan as per the scrutiny report then they can resubmit it using '**Re-Submit Layout Plan**' button.
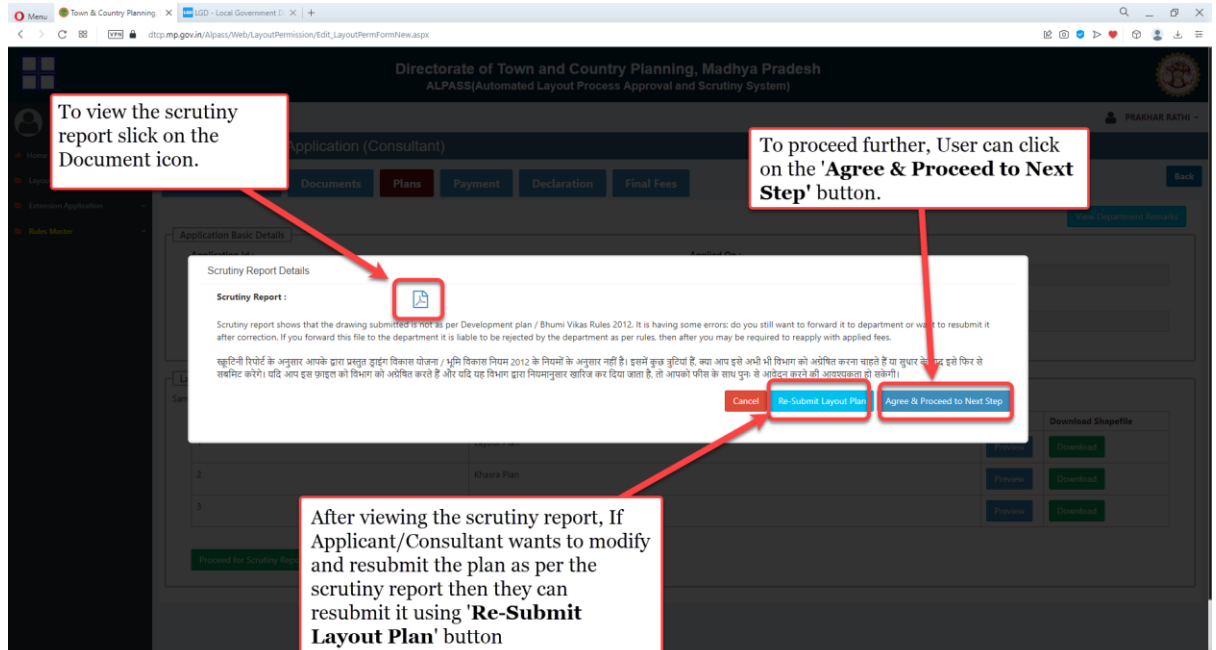
45. This is how scrutiny report looks like.
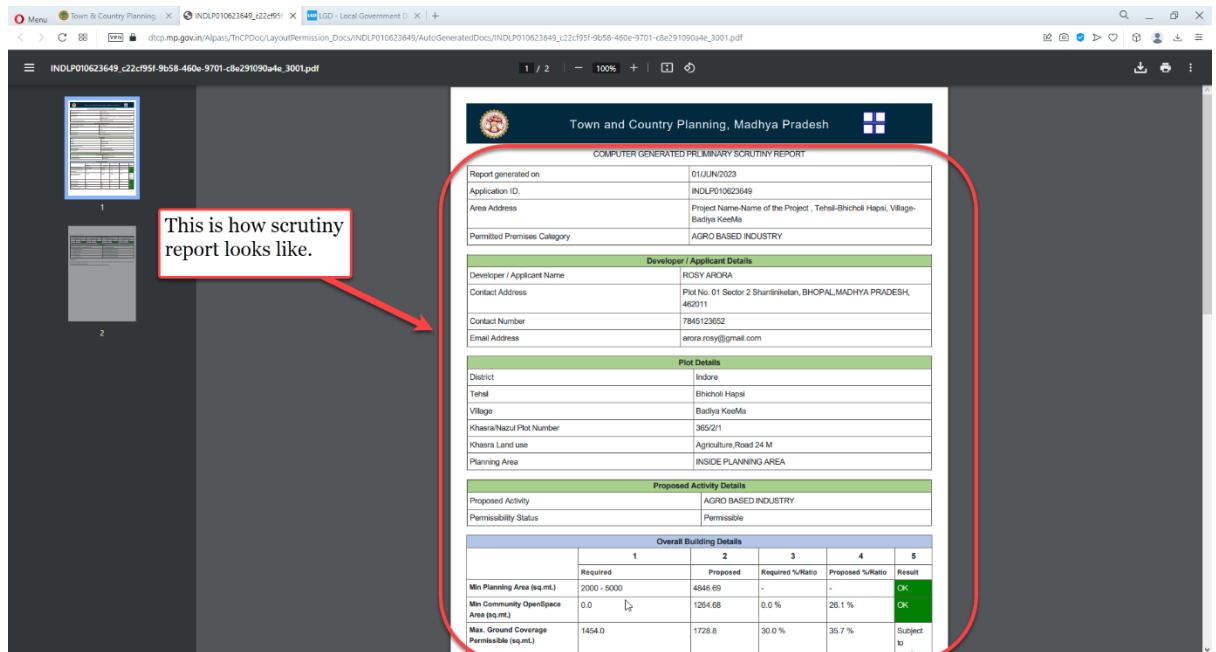
46. Confirmation message would get displayed, Click on the 'Ok' button.
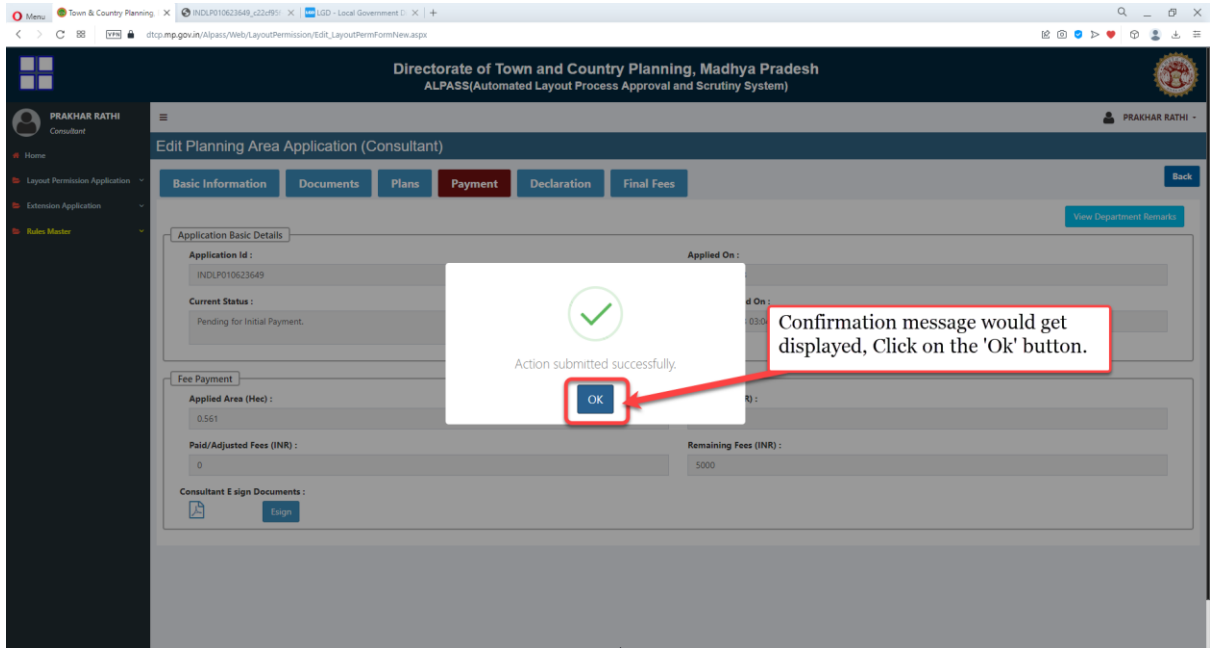
47. User would Enter Adhaar card number and click on the Submit button after providing valid OTP.

48. Confirmation message of the successful Adhara E-sign would get displayed, Click on the **'Ok'** button.

Confirmation message of the successful Adhara E-sign would get displayed, Click on the **'Ok'** button

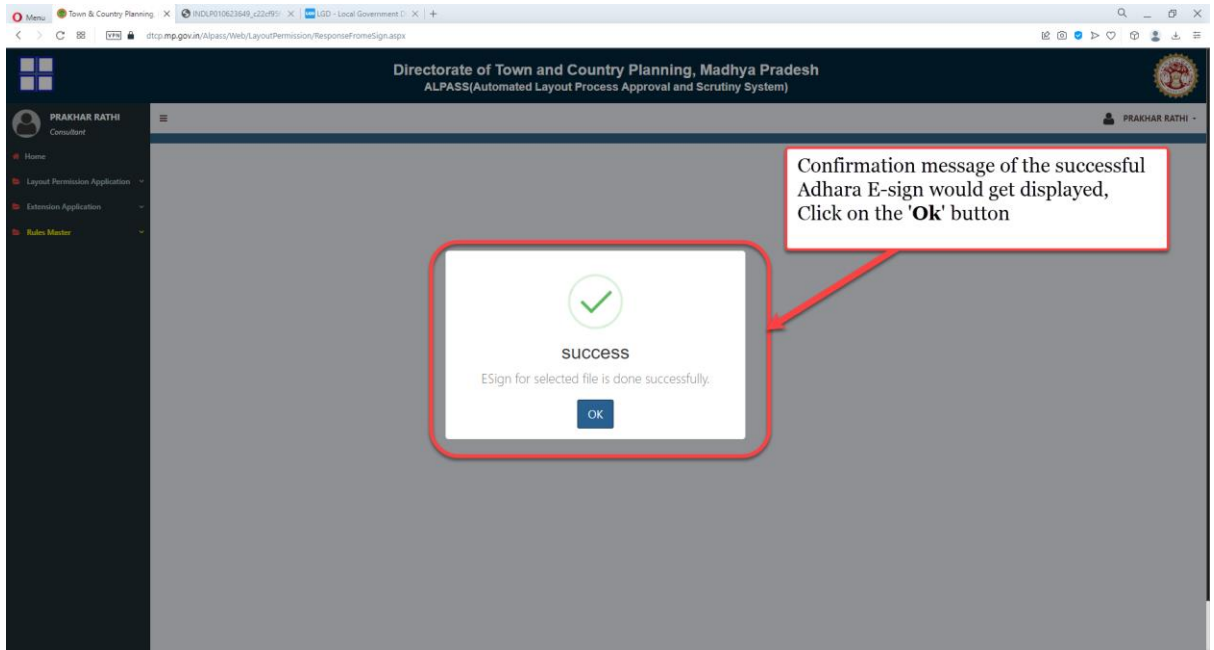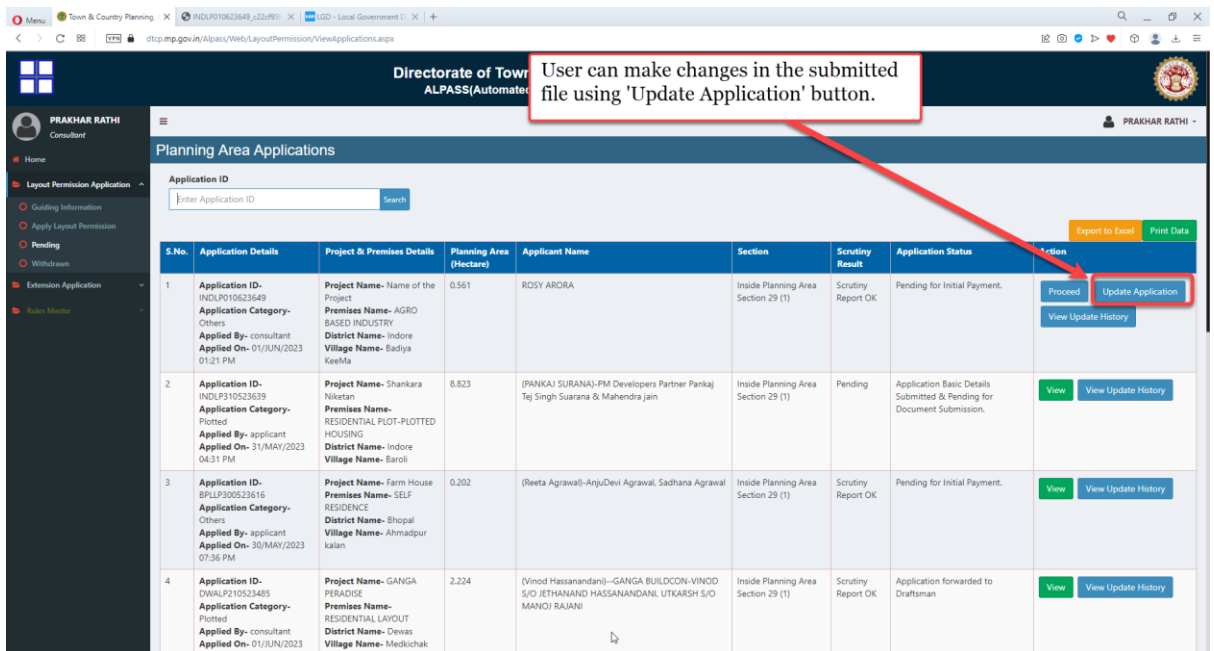49. User can make changes in the submitted file using 'Update Application' button.

User can make changes in the submitted file using 'Update Application' button.

50. To proceed with the Application, click on the '**Proceed**' button.

51. Make the payment using MP Online by clicking on '**Proceed to Payment**' button.

52. Payment Confirmation message would get displayed, Click on the OK button.

Payment Confirmation message would get displayed, Click on the OK button.

Thank you for Payment!
Reference ID is LP230601031436241011
and Transaction ID is 23060125200266664269

Ok

53. Payment receipt can be downloaded using '**Print Receipt**. Button.
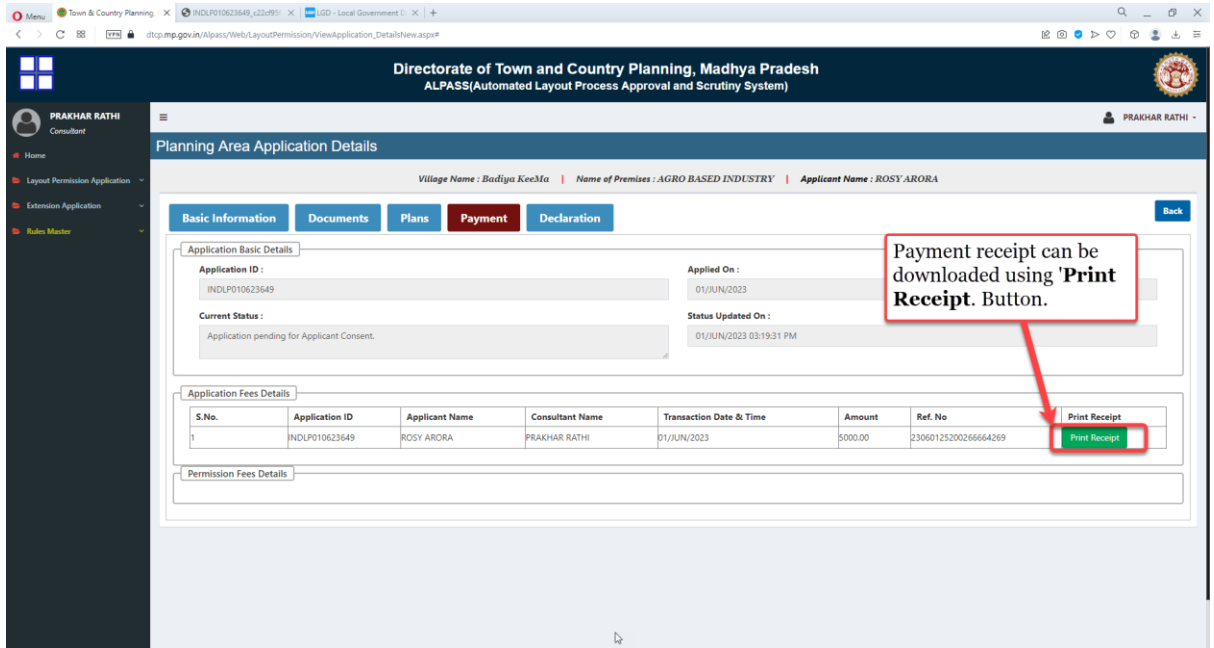
54. Application would be pending for consent now. Respective consultant/applicant would login with their credentials and provide their consent using 'Give Consent' button. File would be moved to the Department after the consent.