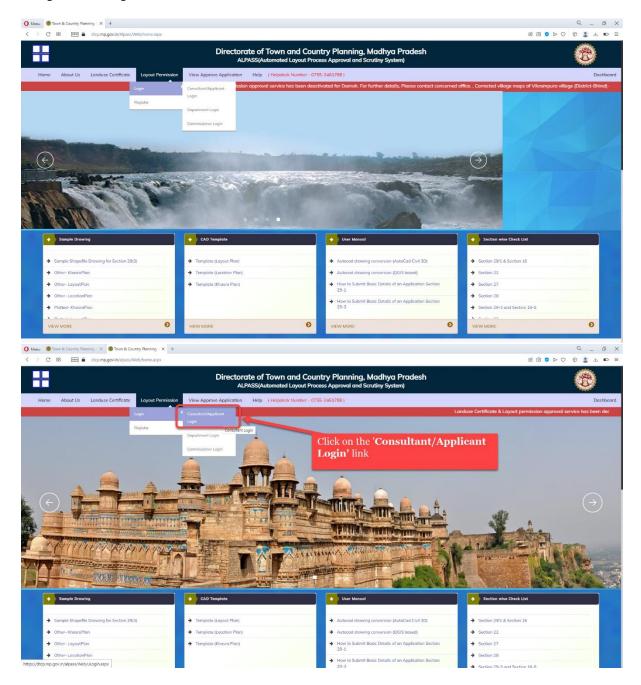
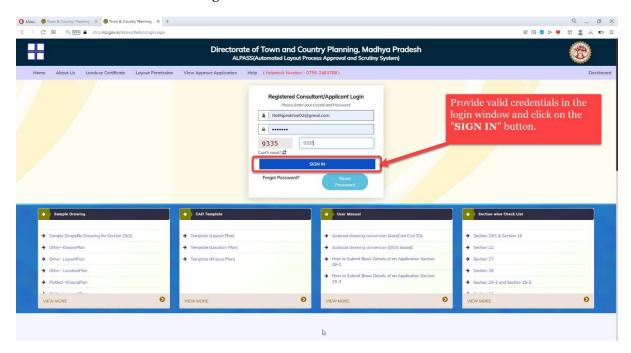
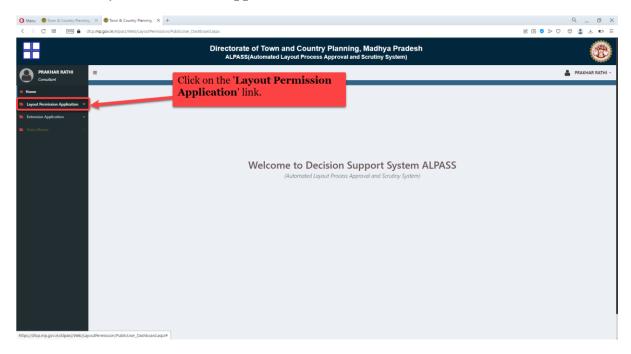
1. Access the Application's link in the browser https://dtcp.mp.gov.in/alpass/Web/uLogin.aspx and Navigate to the Login button.



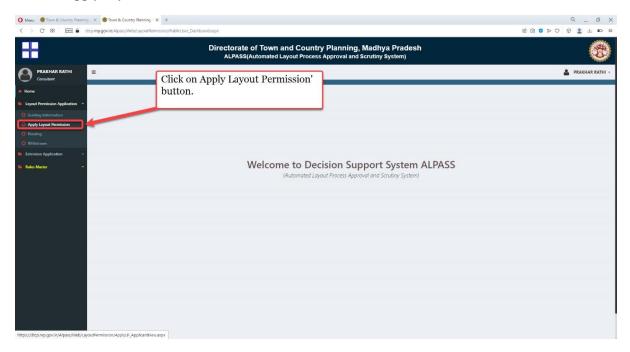
2. Provide valid credentials in the login window and click on the "SIGN IN" button.



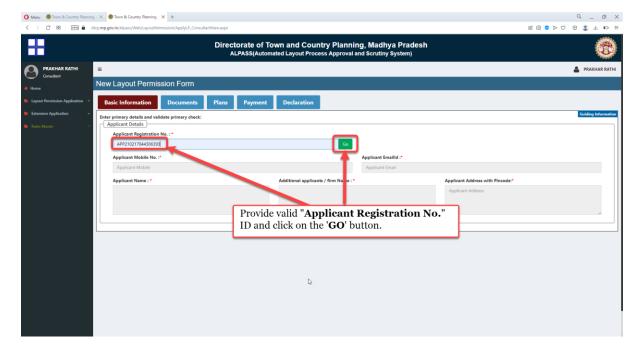
 $3. \quad \hbox{Click on the $$'$Layout Permission Application'$ link.}$



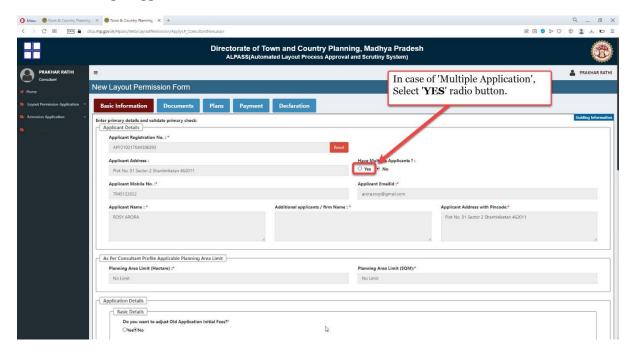
4. Click on Apply Layout Permission' button.



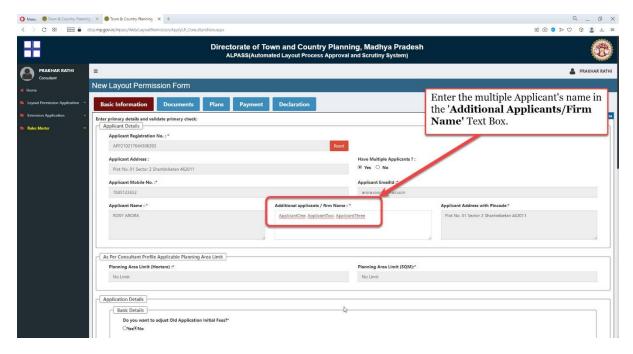
5. Provide valid "Applicant Registration No." ID and click on the 'GO' button.



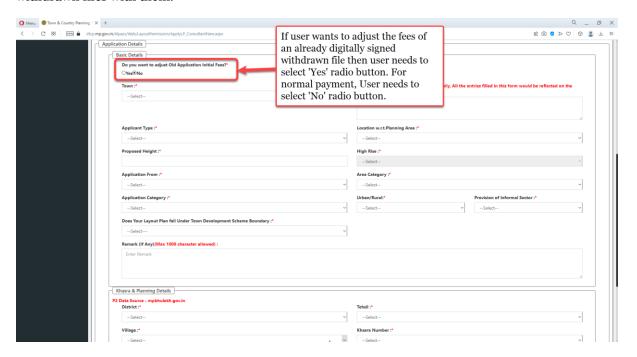
6. In case of 'Multiple Application', Select 'YES' radio button.



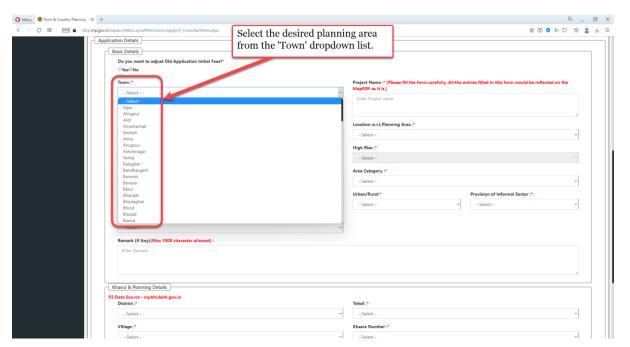
7. Enter the multiple Applicant's name in the 'Additional Applicants/Firm Name' Text Box.



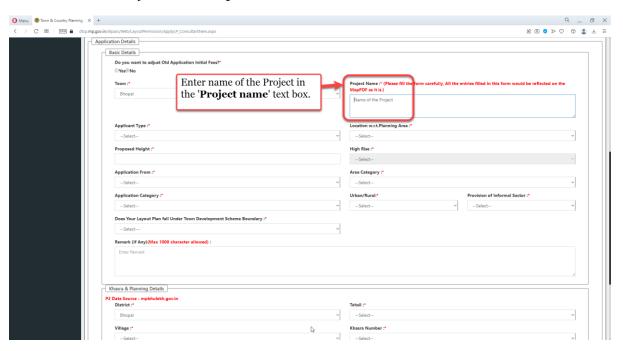
8. If user wants to adjust the fees of an already digitally signed withdrawn file then user needs to select 'Yes' radio button. For normal payment, User needs to select 'No' radio button. This option would be enabled for only those applicants/consultants who have digitally signed withdrawn files with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



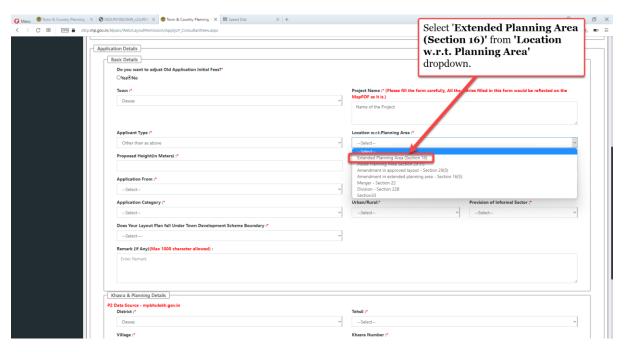
9. Select the desired planning area from the 'Town' dropdown list.



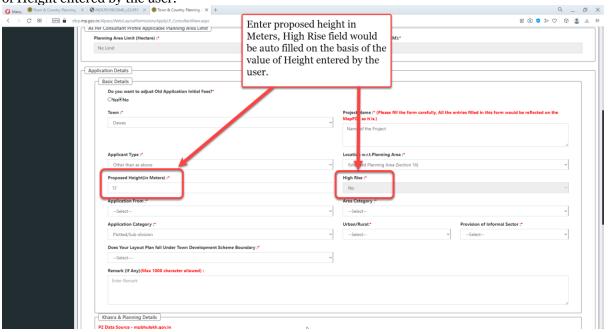
10. Enter name of the Project in the 'Project name' text box.



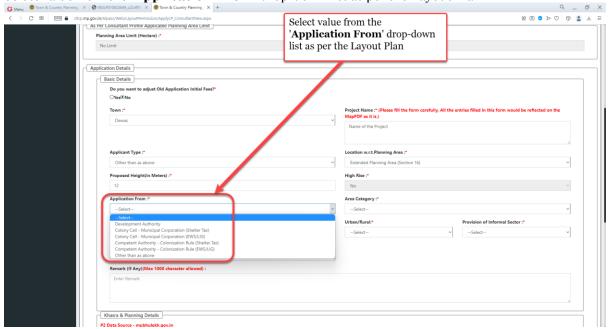
11. Select 'Extended Planning Area (Section 16)' from 'Location w.r.t. Planning Area' dropdown.



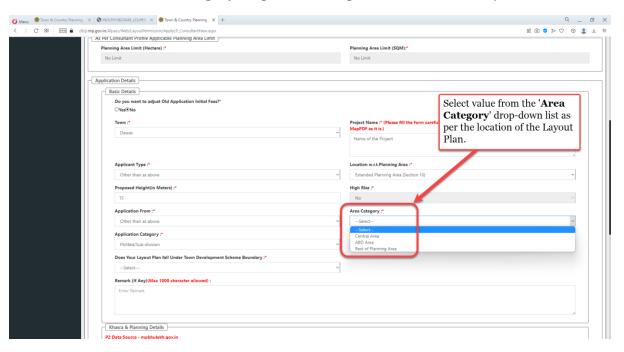
12. Enter proposed height in Meters, High Rise field would be auto filled on the basis of the value of Height entered by the user.



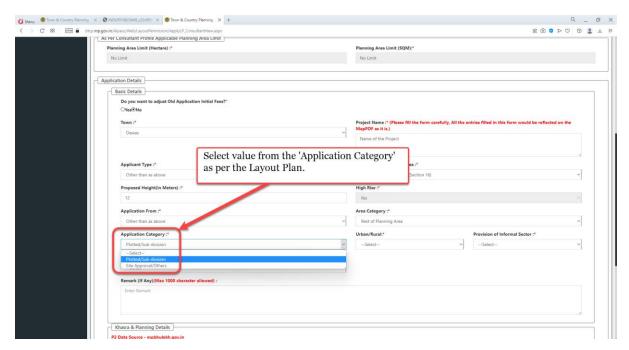
13. Select value from the 'Application From' drop-down list as per the Layout Plan



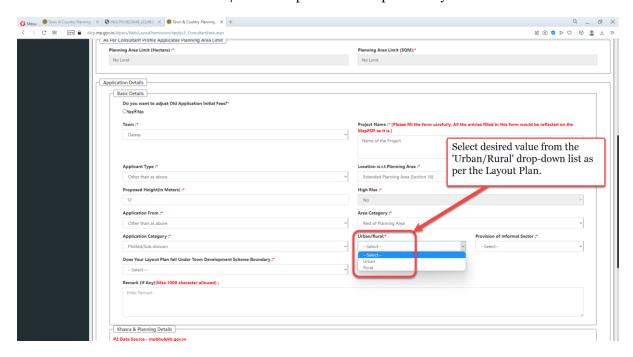
14. Select value from the 'Area Category' drop-down list as per the location of the Layout Plan.



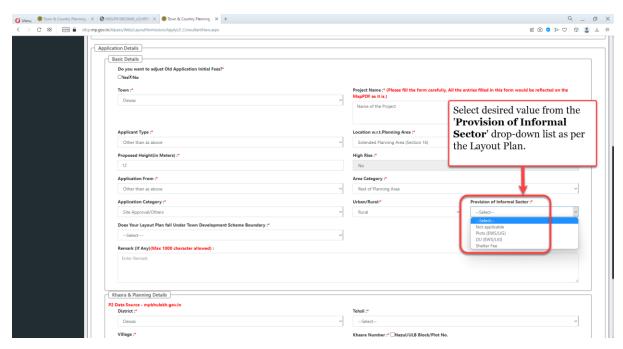
15. Select value from the 'Application Category' as per the Layout Plan.



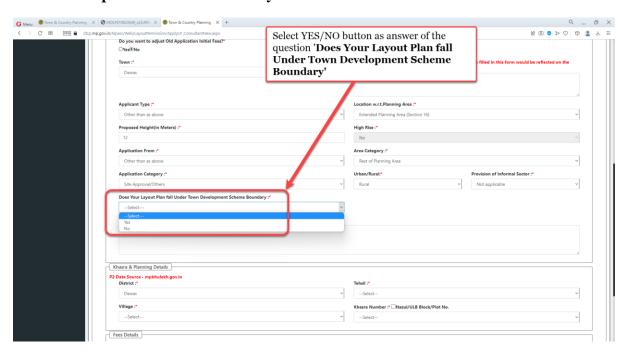
16. Select desired value from the 'Urban/Rural' drop-down list as per the Layout Plan.



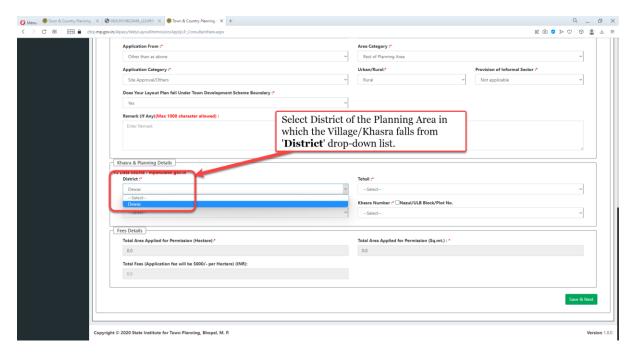
17. Select desired value from the '**Provision of Informal Sector**' drop-down list as per the Layout Plan.



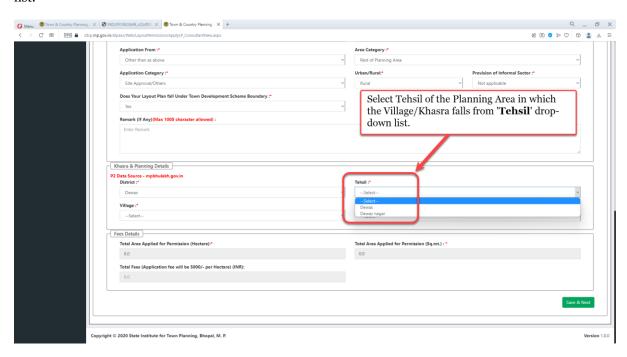
18. Select YES/NO button as answer of the question '**Does Your Layout Plan fall Under Town Development Scheme Boundary'**



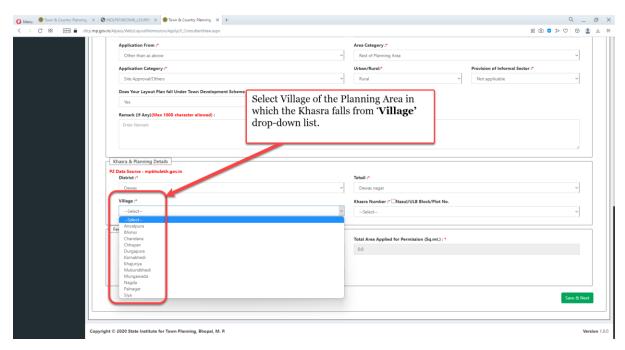
19. Select District of the Planning Area in which the Village/Khasra falls from '**District**' drop-down list.



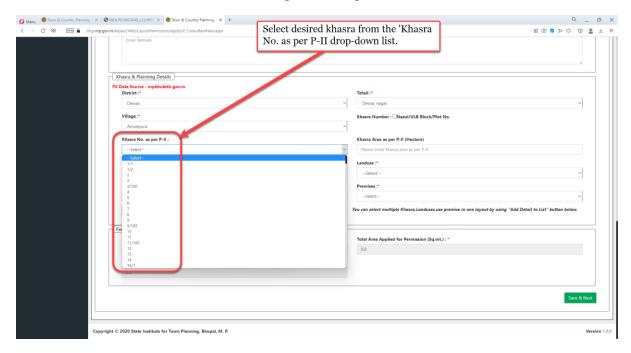
20. Select Tehsil of the Planning Area in which the Village/Khasra falls from '**Tehsil**' drop-down list



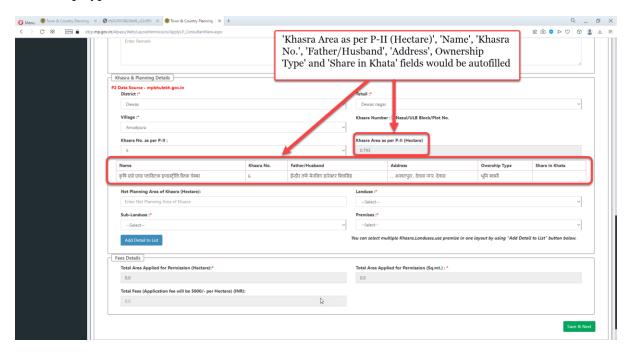
21. Select Village of the Planning Area in which the Khasra falls from 'Village' drop-down list.



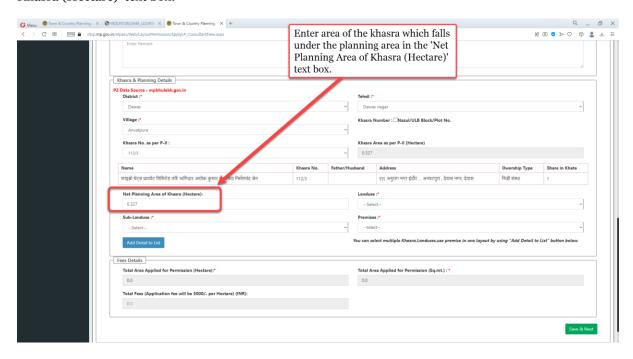
22. Select desired khasra from the 'Khasra No. as per P-II drop-down list.



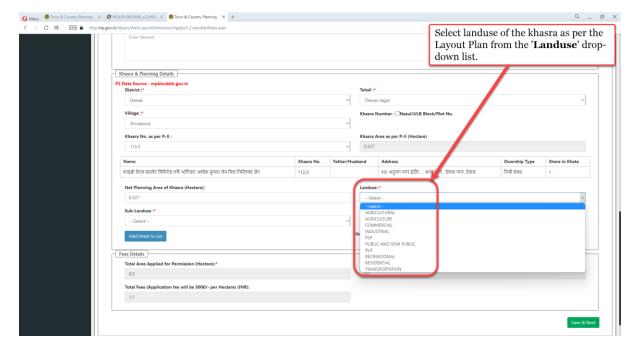
23. 'Khasra Area as per P-II (Hectare)', 'Name', 'Khasra No.', 'Father/Husband', 'Address', Ownership Type' and 'Share in Khata' fields would be auto filled.



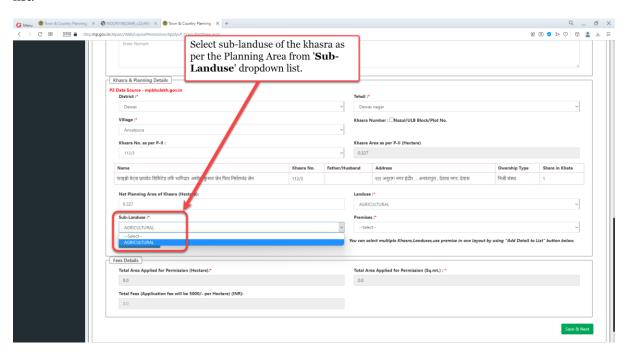
24. Enter area of the khasra which falls under the planning area in the 'Net Planning Area of Khasra (Hectare)' text box.



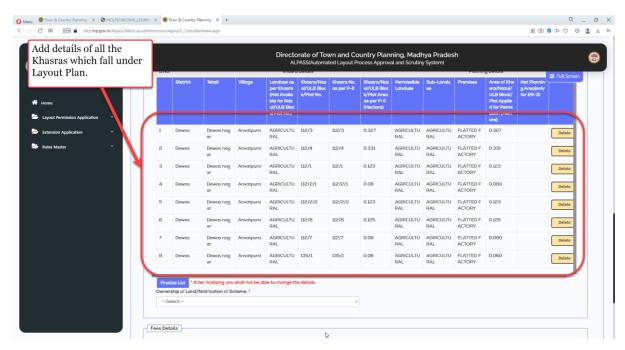
25. Select landuse of the khasra as per the Layout Plan from the 'Landuse' drop-down list.



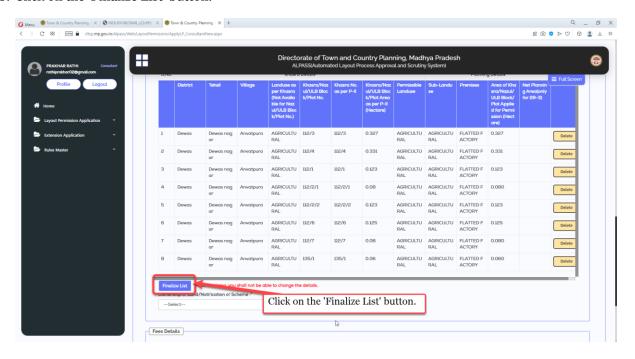
26. Select sub-landuse of the khasra as per the Planning Area from '**Sub-Landuse**' dropdown list



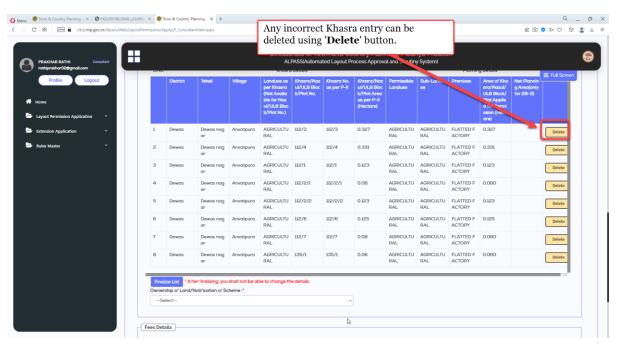
27. Add details of all the Khasras which fall under Layout Plan.



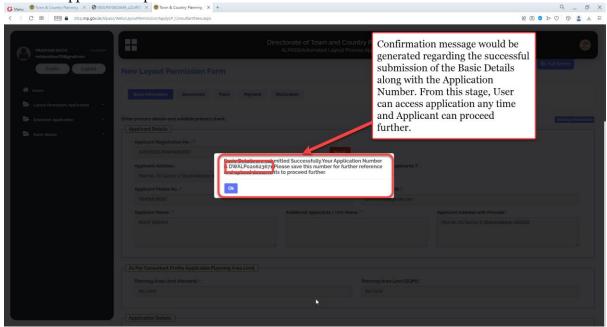
28. Click on the 'Finalize List' button.



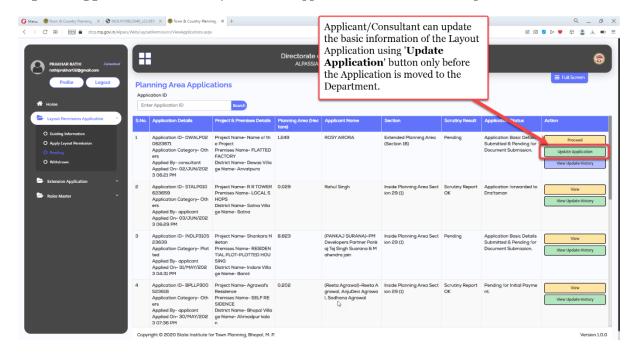
29. Any incorrect Khasra entry can be deleted using 'Delete' button.



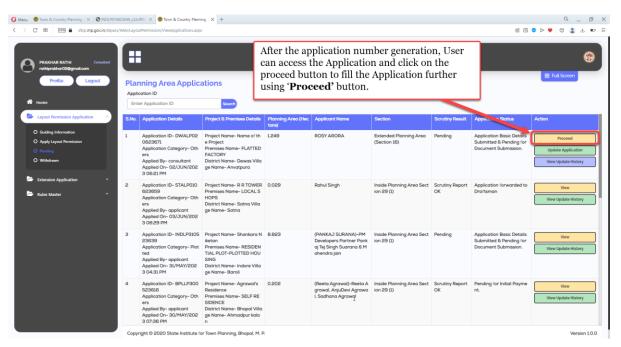
30. Confirmation message would be generated regarding the successful submission of the Basic Details along with the Application Number. From this stage, User can access application any time and Applicant can proceed further.



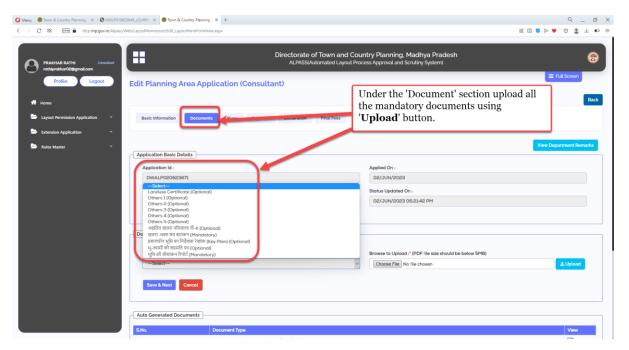
31. Applicant/Consultant can update the basic information of the Layout Application using '**Update Application**' button only before the Application is moved to the Department.



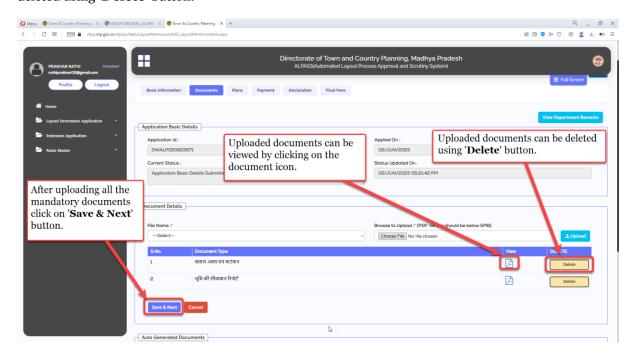
32. After the application number generation, User can access the Application and click on the proceed button to fill the Application further using '**Proceed**' button.



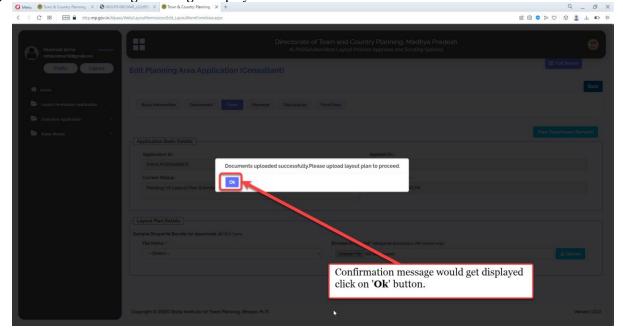
33. Under the 'Document' section upload all the mandatory documents using 'Upload' button.



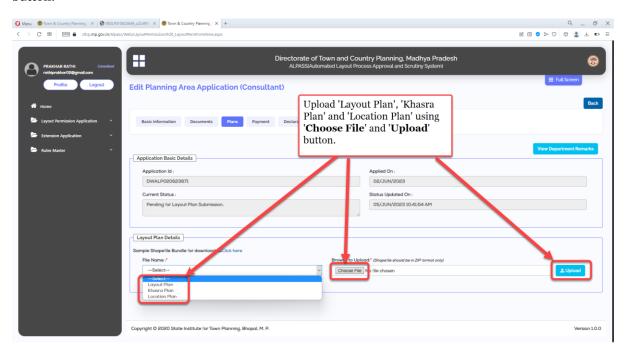
34. After uploading all the mandatory documents click on 'Save & Next' button. Uploaded documents can be viewed by clicking on the document icon. Uploaded documents can be deleted using 'Delete' button.



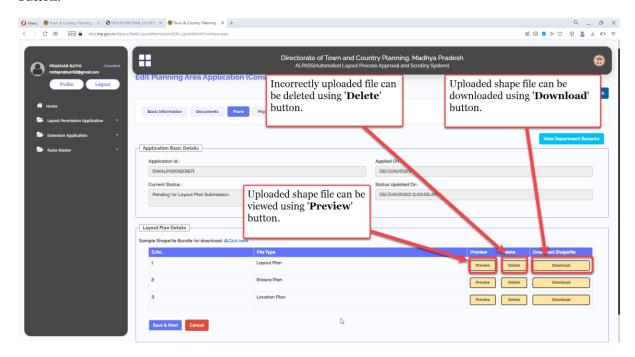
35. Confirmation message would get displayed click on ${}^{{}^{{}}}$ Ok ${}^{{}^{{}}}$ button.



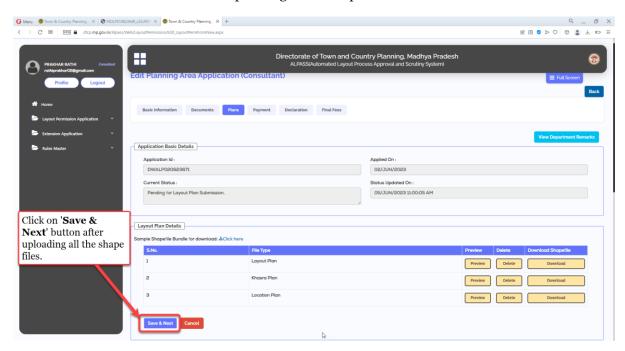
36. Upload 'Layout Plan', 'Khasra Plan' and 'Location Plan' using '**Choose File**' and '**Upload**' button.



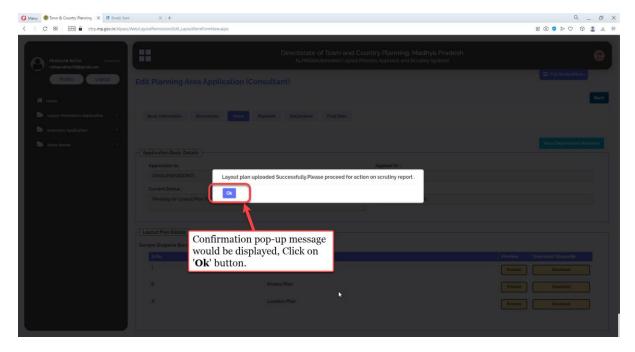
37. Uploaded shape file can be viewed using '**Preview**' button. Incorrectly uploaded file can be deleted using '**Delete**' button. Uploaded shape file can be downloaded using '**Download**' button.



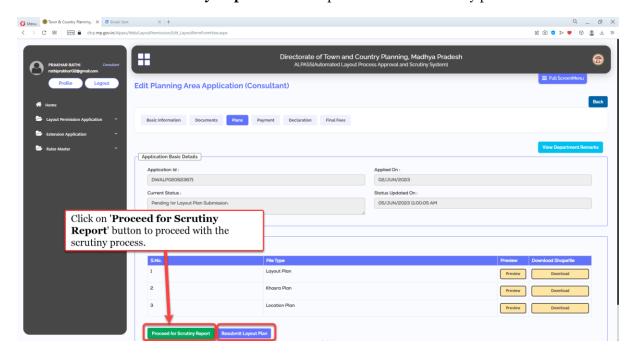
38. Click on 'Save & Next' button after uploading all the shape files.



39. Confirmation pop-up message would be displayed, Click on ${}^{{}^{\backprime}}$ Ok ${}^{{}^{\backprime}}$ button.



40. Click on 'Proceed for Scrutiny Report' button to proceed with the scrutiny process.



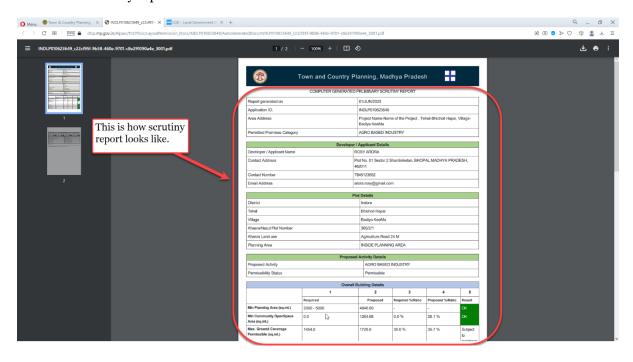
41. To view the scrutiny report slick on the Document icon.

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

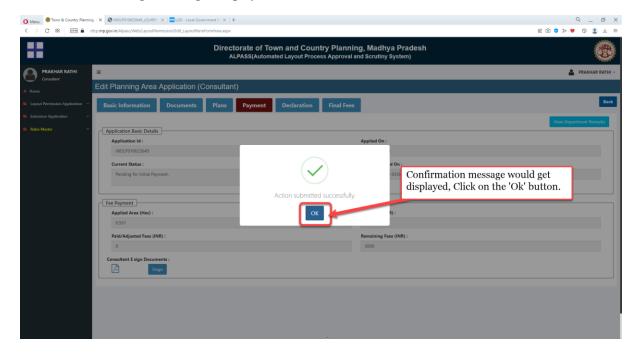
per the scrutiny report then they can resubmit it using 'Re-Submit Layout Plan' button.

C 88 VFN & dtcp.mp **№ 0 • > • 0 2** ± **=** To view the scrutiny report slick on the To proceed further, User can click Document icon. on the 'Agree & Proceed to Next Step' button. 四 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 Lavout Plan' button

42. This is how scrutiny report looks like.



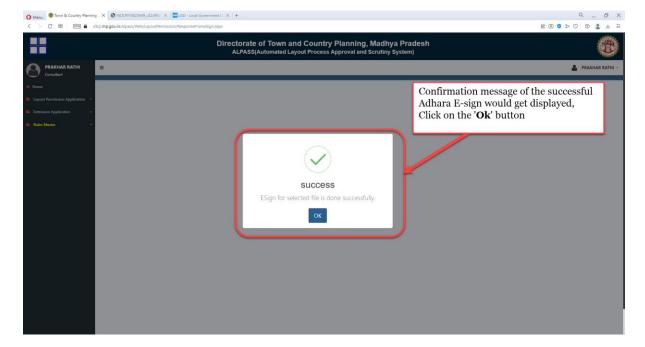
43. Confirmation message would get displayed, Click on the 'Ok' button.



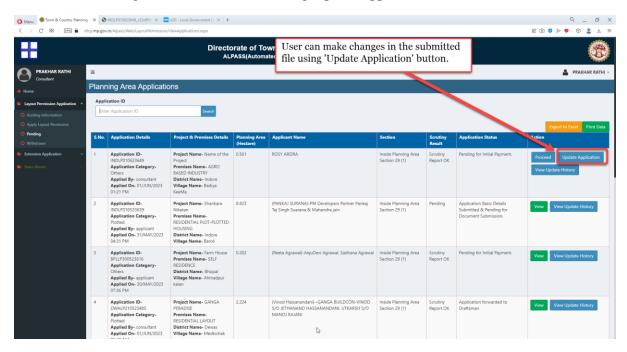
44. User would Enter Adhaar card number and click on the Submit button after providing valid OTP.



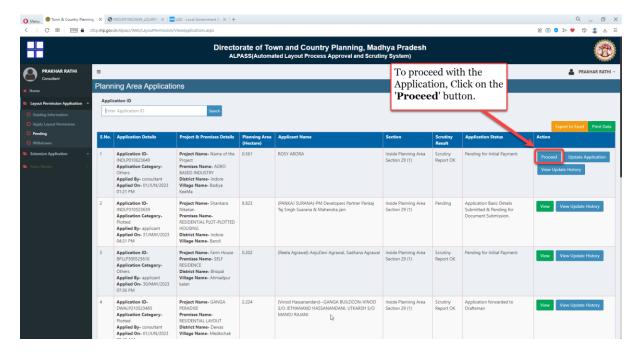
45. Confirmation message of the successful Adhara E-sign would get displayed, Click on the ${}^{\mathbf{'}}\mathbf{Ok'}$ button.



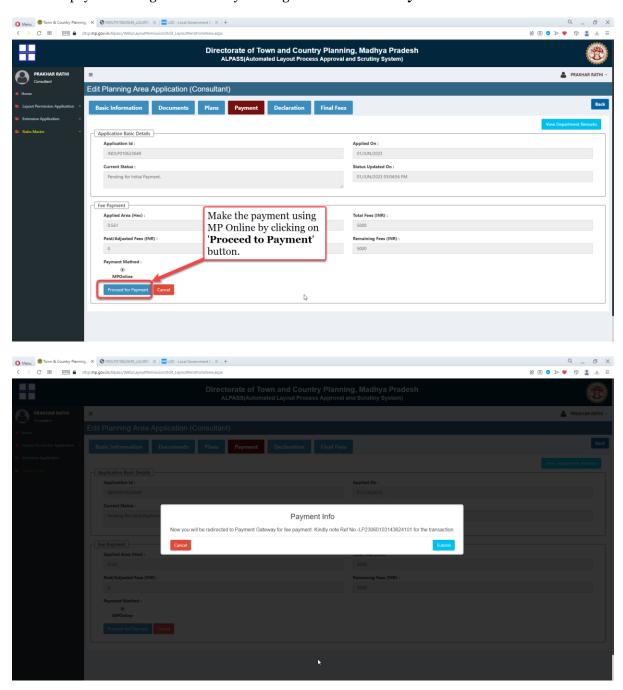
46. User can make changes in the submitted file using 'Update Application' button.



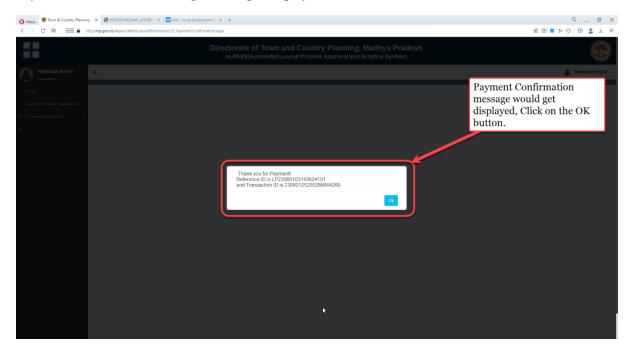
47. To proceed with the Application, click on the '**Proceed**' button.



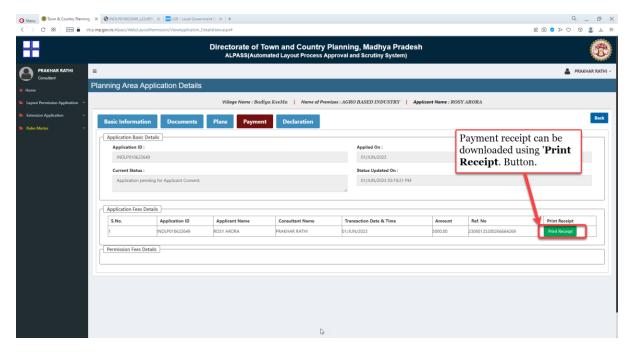
48. Make the payment using MP Online by clicking on 'Proceed to Payment' button.



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



50. Payment receipt can be downloaded using 'Print Receipt. Button.



51. 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.

