

Step wise procedure for applying new TDR

1. User Registration [Applicant/Citizen]:-

- a. Onetime registration is mandatory for all the users to apply for new TDR or sale/purchase/utilisation including previously issued TDR
- b. Any applicant/LTP/Owner/Developer can create login in the TDR module by clicking in the user registration form in home page and by filling the all details i.e Name, Address, Aadhar No, Mobile Number and ULB details.
- c. After submitting the user registration form, the same will be generated in printed form and take printout.
- d. The registration form including copy of aadhar card is to be submitted to the concerned local body/ Urban Development Authority to validate the user registration otherwise, the user details will not allowed into the TDR module

2. Validation of User Registration[Concerned TP Staff]:-

- a. The concerned Urban Local Body/ Development Authority section head should verify the all details i.e Name and address mainly (** Aadhar Number and ** Mobile Number)
- b. After enter into the section head login
 - I. Go to services and click on “user validation”
 - II. All users list will be displayed in the section head login for validation of users.
 - III. For validation of the concerned user upload the signed copy of user registration form that includes aadhar card click on the “validate”
- c. Once the validation is completed then user can login into the TDR module.

3. Public login [Applicant/Citizen]:-

- a. The public can login after user validation
- b. By clicking on the “public” the portal will ask to enter the Aadhar No and Date of birth
- c. click on “GET OTP” then OTP will be send to the registered mobile number which is entered at the time of user registration
- d. Enter the OTP and click on “login”

4. Procedure for applying new TDR

Step -1 Application submission procedure [Applicant/Citizen]:-

- a. After login into the public user, in home page “apply for new TDR” will be displayed
- b. Click on the “Apply for new TDR” and submit the all details as mentioned below;
 - i. ULB details
 - ii. Address of the applicant/owner
 - iii. Location of Site to be surrendered for road widening/ public purpose
 - iv. Details of the site affected i.e (Master Plan road / Peripheral road/buffer zone for heritage buildings / Road under circulation pattern/ nalas/ reading room/ water tanks etc.,)
 - v. Upload the documents i.e., Aadhar document, Site plan showing the affected site details and also location plan, Registration documents, link documents, Self deceleration affidavit, Google Map extract etc.,
- c. Finally click on the “submit”

Step -2 Endorsement Generation [Concerned TP Staff]:-

- a. After submitting the application, the file will be assigned to the concerned section head of the respective ULB/UDA for scrutiny.
- b. The section head will assign the file to the concerned officer to verify the application and to submit the remarks
- c. Based on the remarks of concerned officers, the section head will forward the application to the Commissioner/Vice Chairman
- d. The Commissioner/Vice chairman will generate the endorsement
- e. The endorsement will be displayed in the applicant login

Step -3 Register gift deed submission [Applicant/Citizen]:-

- a. After generation of endorsement, the concerned applicant has to submit the registered gift deed for issuing of TDR
- b. The applicant has to upload the register gift deed which is in the name of concerned local body/UDA and click on the “submission”

Step -4 TDR Generation [Concerned TP Staff]:-

- a. After submitting the register gift deed, the file will be assigned to the concerned section head of the respective ULB/UDA for scrutiny.
- b. The section head shall forward the file to commissioner for TDR generation or assign the file to the concerned office to verify and submit the remarks
- c. Based on the remarks of concerned officers, the section head will be forwarded to the Commissioner/Vice Chairman for TDR generation
- d. The Commissioner/Vice chairman will generate the TDR
- e. After generation of TDR, the extent of TDR granted will be displayed in the applicant account or can take a printout of TDR
- f. The applicant can utilise the TDR or sale through online TDR module only