

## Utilisation/Transfer

### **1. Procedure for Utilisation of TDR [Applicant/Citizen]**

- a. After updating the Aadhar number and phone number, the TDR will be displayed into the concerned applicant login
- b. Once the applicant enters the login details, Go to services and click on the “utilisation” button. Enter the BA number and extent to be utilised.
- c. After confirmation of the BA number and extent (sq.mt), click on the submit button. The TDR details will be reflected in APDPMS against the entered BA number for utilisation.
- d. The entered TDR values in sq.mts will appear as sq.yards in the DPMS Portal.
- e. Go to concerned LTP login and click on the BA number which is entered in the TDR portal.
- f. Go to Plot details and click on “add TDR details”
- g. Click on “Get TDR details” then automatically TDR details will be fetched from the TDR portal which is entered in the TDR portal against the BA Number
- h. Enter the (Market value of the site in which TDR generated, Extent of TDR to be utilised towards additional builtup area, Extent to be utilised towards Fee)

### **2. Procedure for transfer of TDR**

#### **Step -1 Request for Sale [Applicant/Citizen]**

- a. Go to “request” tab and click on the “request for sale” it will display the all TDRs in applicant login. Click on the view button then it will ask to sale full or partial.
- b. If you select for the partial, then it will ask to enter the extent to be put to sale and after entering the requisite extent then click on the submission button.
- c. After clicking on the submit button, the sale TDR will be displayed in all public logins for purchase.

**Step -2 Request for Purchase [Buyer/Applicant/Citizen]**

- a. Any number of users can click on the purchase option to buy the TDR and the list of buyers will be displayed in the concerned owner of TDR login.
- b. MIS report related to the number of requests received and buyer details i.e name and mobile number will be displayed to contact the person.
- c. Once, the applicant receive the details of the potential buyers from the list, the applicant will decide the prospective person to whom he intends to sale the TDR.

**Step -3 Accepting of Buyer Request [Applicant/Citizen]**

- a. Once, he finalise the person, then the accept button needs to be clicked by accepting the offer.
- b. The request of accept will be sent to the section head for confirmation of the same.

**Step -4 Confirmation of Transfer/Sale [Concerned TP Staff]**

- a. The section, head will take the concurrence of both the buyer and seller through a mutual agreement and the agreement will be uploaded on the TDR portal.
- b. After, uploading the agreement document, the transfer of extent of TDR will be approved and the same will be credited into the buyer account.