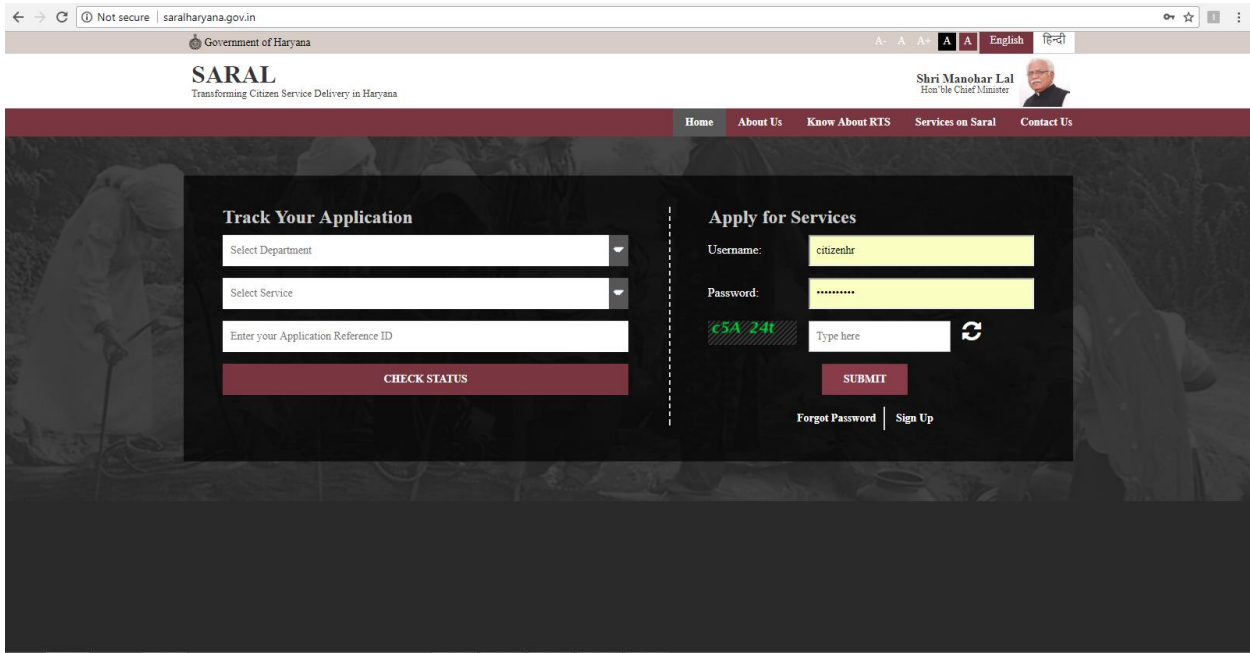


Department of Urban Local Bodies – Approval of Fresh / Revised Building Plan

Step 1 – Go to the SARAL Portal (<http://saralharyana.gov.in>). If you are not registered on SARAL Portal, then you need to register as a citizen in order to avail services by clicking on the **SignUp** link provided.



Please fill the required fields along with a valid email and mobile number. Providing Email and mobile number serves as a convenient tool to avail services and notifications.

Personal Details

Full Name *	<input type="text" value="Enter Your Full Name"/>
Gender *	<input type="text" value="Select"/>
Address Line 1 *	<input type="text" value="Enter Address Line1"/> <small>(eg: House No., Flat No., Building No., Plot No., Lift No. ...)</small>
Address Line 2	<input type="text"/> <small>(eg: Building Name, Block Name/No., Street Name/No.)</small>
Address Line 3	<input type="text"/> <small>(eg: Floor No., Gate No., Major/Minor Landmark, Area No., Suburb)</small>
Select Country *	<input type="text" value="India"/>
Select State *	<input type="text" value="Select"/>
Pin Code *	<input type="text" value="Enter Pin Code."/>
Mobile No *	<input type="text" value="+91"/> <input type="text" value="Enter Mobile No."/>

Step 2 – Login to the SARAL Portal with your credentials. You will be welcomed with a screen similar to given below. In the *Manage Profile* menu, you can view your details, update them and change password. *Apply for services* menu provides list of services and interface to apply for them. In the *View Status of Application* menu, you can track your application, view incomplete application and revalidate payments.

Step 3 – In order to avail services provided to citizen, please click on “*Apply for services*” link provided on the navigation bar on the left side. In the sub-menu choose “*View Services*”. On that page, you can see a list of services provided to citizen.

Sl.No	Service Name	Service Category	Type of service	Service Level	Action
1	Income Certificate	G2C	Regulatory	NA	Apply
2	Minority Community	G2C	Regulatory	NA	Apply
3	Rural Area Certificate	G2C	Regulatory	NA	Apply
4	Economically Backward Person in General Caste	G2C	Regulatory	NA	Apply
5	Caste Certificate	G2C	Regulatory	NA	Apply
6	Haryana Resident Certificate	G2C	Regulatory	NA	Apply
7	GIRDBINTEST	G2C	Regulatory	NA	Apply
8	Labour Grievance Redressal	G2C	Consumer Utility Service	NA	Apply
9	callBackTest	G2C	Regulatory	NA	Apply
10	CitizenRegistration	G2C	Regulatory	NA	Apply

Step 4 – In order to avail Fresh/Revised Building Plan Certificate, please choose “Building” from the list of services. To locate service rapidly, you can use search feature. Enter some characters from the service name in the search box, you will get list of services rapidly. Now click on the *Apply* link to avail this service.

The screenshot shows the 'Apply for services' interface. At the top, there is a header with the government name and the Chief Minister's name and photo. Below that, a navigation bar includes a home icon and a dashboard link. The main content area is titled 'Apply for services' and contains a 'View Services' section. This section has a search bar with 'build' entered and a dropdown menu set to 'All Services'. Below the search bar is a table with one entry: 'Approval of Fresh / Revised Building Plan' under the 'G2C' category and 'Regulatory' type. An 'Apply' button is visible next to the entry. The page indicates it is showing page 1 of 1.

Step 5 – Following screen will be visible to you on click on Apply button.

The form is titled 'Application for Approval of Building Plan'. It is divided into several sections:

- Approval of Building Plan:** Contains four dropdown menus for 'Type of Application', 'Municipality Type', 'Municipality', and 'Zone Code', all currently set to 'Please Select'.
- Building Plan Approval Details (Letter of Sanction BR-IV) : (BPA):** Contains three input fields: 'No. (BPA)', 'Date (BPA)', and 'Issuing Authority (BPA)'. There are red asterisks below the 'Date' and 'Issuing Authority' fields.
- Applicant Details:** Contains six input fields: 'Mobile Number', 'Applicant Name', 'Father/Husband Name', 'Residential Address', 'Phone Number', and 'E-Mail'. There are red asterisks below the 'Mobile Number', 'Applicant Name', and 'Residential Address' fields.
- Details of the Building for which Building Plan Approval is required:** Contains four input fields: 'Financial Year Property Tax Paid upto', 'Receipt No(G-8 No)', 'Date', and 'Amount'. There are red asterisks below the 'Financial Year Property Tax Paid upto' and 'Date' fields.
- Instruction:** A text block stating: 'To check the latest status of your application and make payment(if dues), Please visit "https://online.ulbharyana.gov.in"'
- Word verification:** A captcha image showing the characters 'E6e 51R' with a refresh icon. Below it is a text input field for the user to enter the characters.

 At the bottom of the form, there are three buttons: 'Submit', 'Reset', and 'Cancel'.

Step 6 – Click on Submit button as shown above, preview page will be visible to you. You can check and update your details by clicking on Edit button. If the details matched as per your requirements then click on “Attach Annexure” button for uploading your documents.


Name / Number of the building :	23
Address of the building :	23
Applicant Details	
Mobile Number :	3333333333
Name of Applicant :	asdf
Applicant Residential Address :	asdf
PAN NO :	SSSSSS555S
Fire Equipment Photographs	
Additional Details	
Apply to the Office	Department of Urban Local Bodies
22/12/2017 04:35:33 IST http://saralharyana.gov.in	
<input type="button" value="Edit"/> <input type="button" value="Attach Annexure"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="New Apply"/>	

Step 7 – Below screen will be visible to you for uploading the documents.


Form BRS-II *	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Scan"/> <input type="button" value="Fetch from DigiLocker"/>
Ownership Proof	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Scan"/> <input type="button" value="Fetch from DigiLocker"/>
Form BR-V (A2) *	Select ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Scan"/> <input type="button" value="Fetch from DigiLocker"/>
<input type="button" value="Save Annexure"/> <input type="button" value="Cancel"/> <input type="button" value="Back"/>					

Step 8 – After successfully uploading the document, a new screen will be visible to you for final submission of your application in Saral portal. Click on Submit button and generate your Acknowledgement as shown below:-

SARAL ID


Government of Haryana
Acknowledgement

SARAL ID : BPlan/2017/00023	Receipt Date : 22/12/2017
Department Name:	Department of Urban Local Bodies
Service Name:	Approval of Fresh / Revised Building Plan
Name:	asdfas
Mobile No:	2323333333
Email ID:	
Permanent Address:	asdfa



Thank you for using SARAL!

Please Note:

How can I track status?	Enter your SARAL ID in the "Track Your Application" feature on the homepage.
How will I know that my application has been processed?	You will receive a notification from the department through SMS.
From where can I download the output certificate?	Visit https://online.ulbharyana.gov.in/ and download the certificate using SARAL ID.

You can make your payments/check Application Status through this link given in acknowledgement using SARAL ID

(Your Application is Successfully Submitted and Acknowledgement Generated)

Thanks for using SARAL Portal