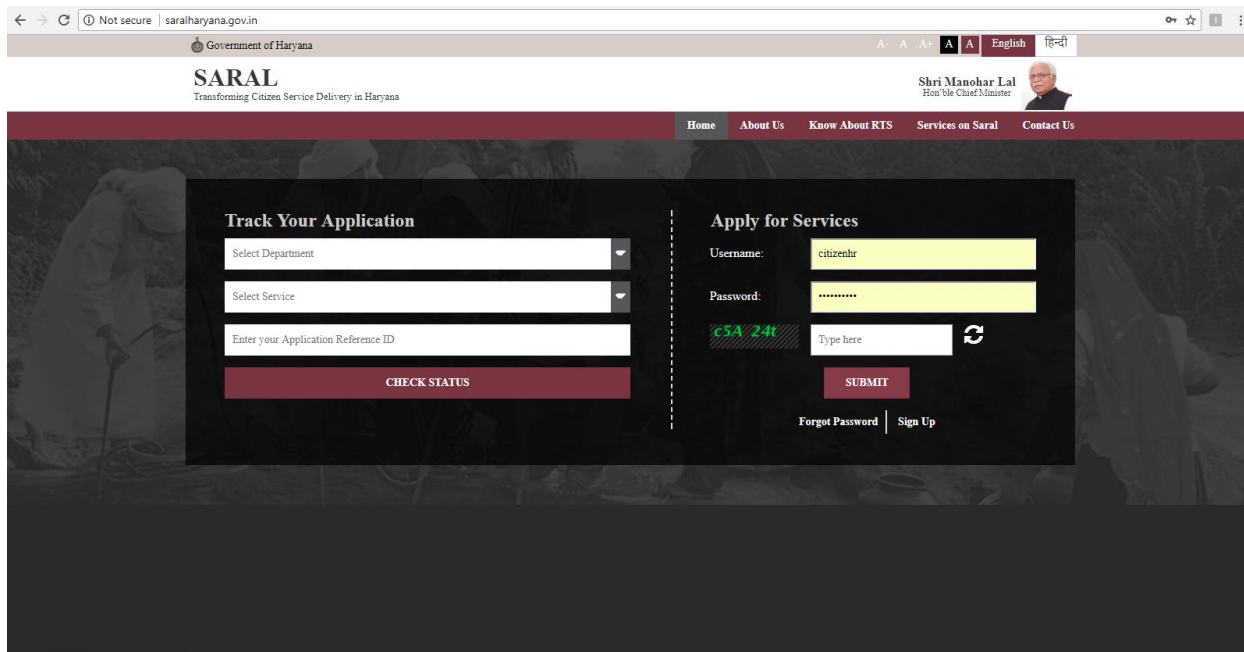


Department of Urban Local Bodies – Business Licence U/S 128,330,331,335 and 336

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.



The screenshot shows the SARAL Portal interface. The browser address bar displays "Not secure | saralharyana.gov.in". The page header includes the Government of Haryana logo, the SARAL logo with the tagline "Transforming Citizen Service Delivery in Haryana", and the name of the Hon'ble Chief Minister, Shri Manohar Lal. A navigation menu contains links for Home, About Us, Know About RTS, Services on Saral, and Contact Us. The main content area is divided into two sections: "Track Your Application" and "Apply for Services".

Track Your Application

- Select Department:
- Select Service:
- Enter your Application Reference ID:
-

Apply for Services

- Username:
- Password:
- CSA 24x7:
-
- [Forgot Password](#) | [Sign Up](#)

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.

SARAL
Transforming Citizen Service Delivery in Haryana

Shri Manohar Lal
Hon'ble Chief Minister

Menu
☰
citizenharyana

Home > Dashboard

Manage Profile <

Apply for services <

View Status of Application <

Aligning with Digital India's vision of faceless, paperless and cashless service delivery model, SARAL aims to transform citizen service delivery in Haryana through complete digitization of over 380+ services. The vision for SARAL is a unified platform to deliver and track Government-to-Citizen (G2C) services across the state. The three main components of SARAL are as follows:

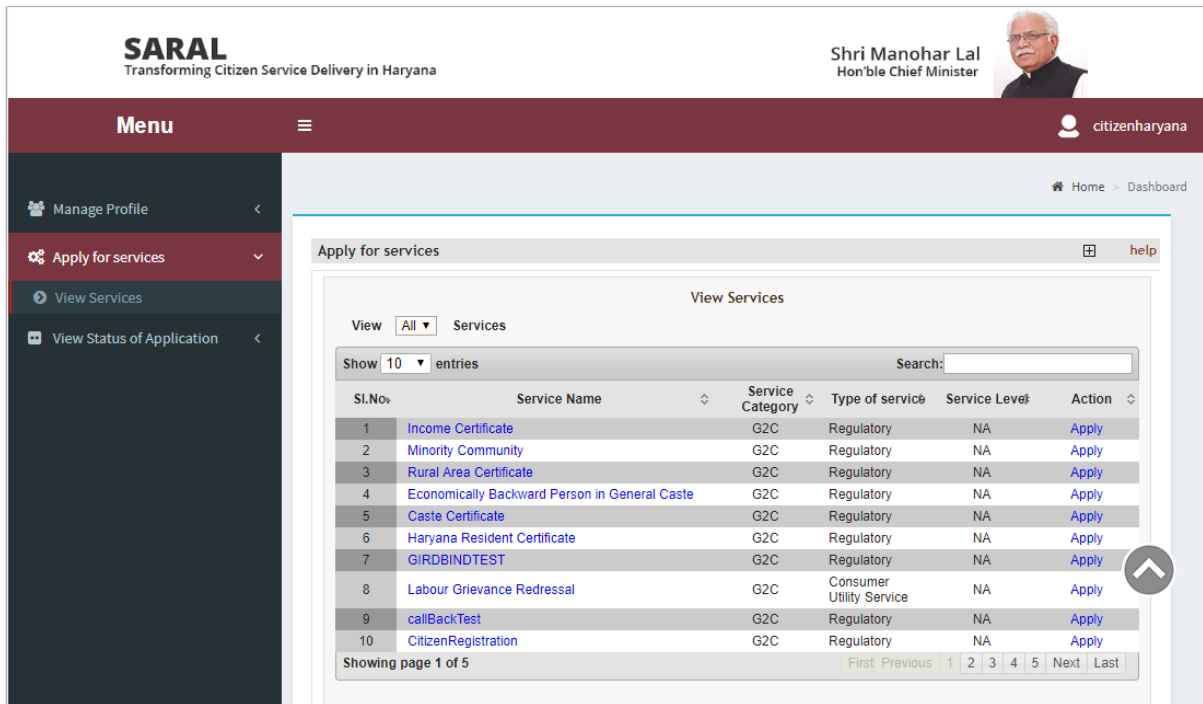
SARAL Portal: A Single Service Delivery Portal for Citizens

- Ability to avail services from anywhere at any time
- Live tracking of status of service requests
- Timely delivery of services
- Complete digitization of citizen services

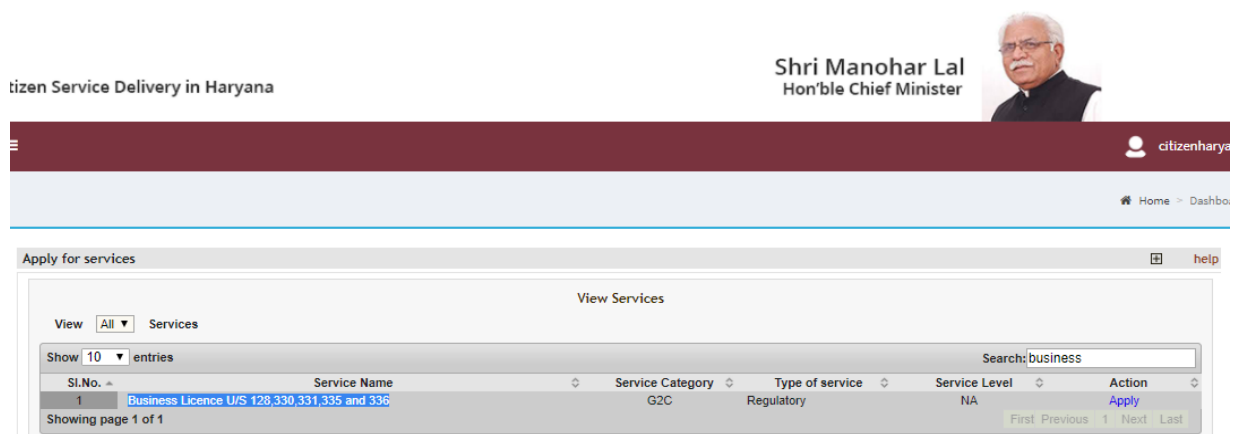
SARAL Dashboard: A Service Delivery Accountability Portal for Departments

- Review departments based on performance (Based on RTS compliance, customer rating and delays)
- State-wise and District-wise view of department performance
- Escalation to officers on pending file requests
- Would help in process reengineering of services that are not performing well

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.



Step 4 – In order to avail Business Licence U/S 128,330,331,335 and 336, please choose “Business Licence” 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.



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



**Applicaton for Business Licence
(Under Section – 128,130,131,135,136)**

Apply For (Business Licence)

Apply for *	<div style="border: 1px solid #ccc; padding: 2px;"> Business Licence U/S 128 Please Select Business Licence U/S 128 Business Licence U/S 330 Business Licence U/S 331 Business Licence U/S 335 Business Licence U/S 336 </div>	Type of Application *	<input type="text" value="Please Select"/>
Municipality *	Zone *	<input type="text" value="Please Select"/>	
Licence Year *			

Details of Previous License (PL)

No (PL) *	<input type="text"/>	Date (PL) *	<input type="text" value=""/>	Issuing Authority (PL) *	<input type="text"/>
------------------	----------------------	--------------------	-------------------------------	---------------------------------	----------------------

Firm Details

Type of Firm *	<input type="text" value="Please Select"/>	Name of Firm *	<input type="text"/>	Type of Registration *	<input type="text" value="Please Select"/>
-----------------------	--	-----------------------	----------------------	-------------------------------	--

Approval No (OC)	<input type="text"/>	Approval Date (OC)	<input type="text" value=""/>	Approved By (OC)	<input type="text"/>
-------------------------	----------------------	---------------------------	-------------------------------	-------------------------	----------------------


Contact Person Details

Mobile Number *	<input type="text"/>	Name *	<input type="text"/>	Designation *	<input type="text"/>
------------------------	----------------------	---------------	----------------------	----------------------	----------------------

Instruction

To check the latest status of your application and make payment(if due), please visit "<https://online.ulbharyana.gov.in>"

Word verification



Please enter the characters shown above

Step 6 – On clicking of 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.

Eatable in Premises :	Yes
Land Use :	Residential
Contact Person Details	
Mobile Number :	3333333333
Name :	sadfas
Designation :	asfa
Additional Details	
Apply to the Office	Department of Urban Local Bodies

22/12/2017 06:19:20 IST http://saralharyana.gov.in

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

Attach Enclosure(s)

Type of Enclosure *	Enclosure Document *	Issued By	Issued Date	Reference Number	File/Reference *
Identity Proof *	Select				<input type="button" value="Choose File"/> No file chosen <input type="button" value="Scan"/> <input type="button" value="Fetch from DigiLocker"/>
Rent/Lease/agreement/Ownership proof *	Select				<input type="button" value="Choose File"/> No file chosen <input type="button" value="Scan"/> <input type="button" value="Fetch from DigiLocker"/>

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 : ULBBL/2017/00025

Receipt Date : 22/12/2017

Department Name:

Department of Urban Local Bodies

Service Name:

Business Licence U/S 128,330,331,335 and 336

Apply for:

Business Licence U/S 330

Name:

sadfas

Mobile No:

3333333333

Email ID:

as@yahoo.com



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.ulbharvana.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**