



Standard Operating Procedure



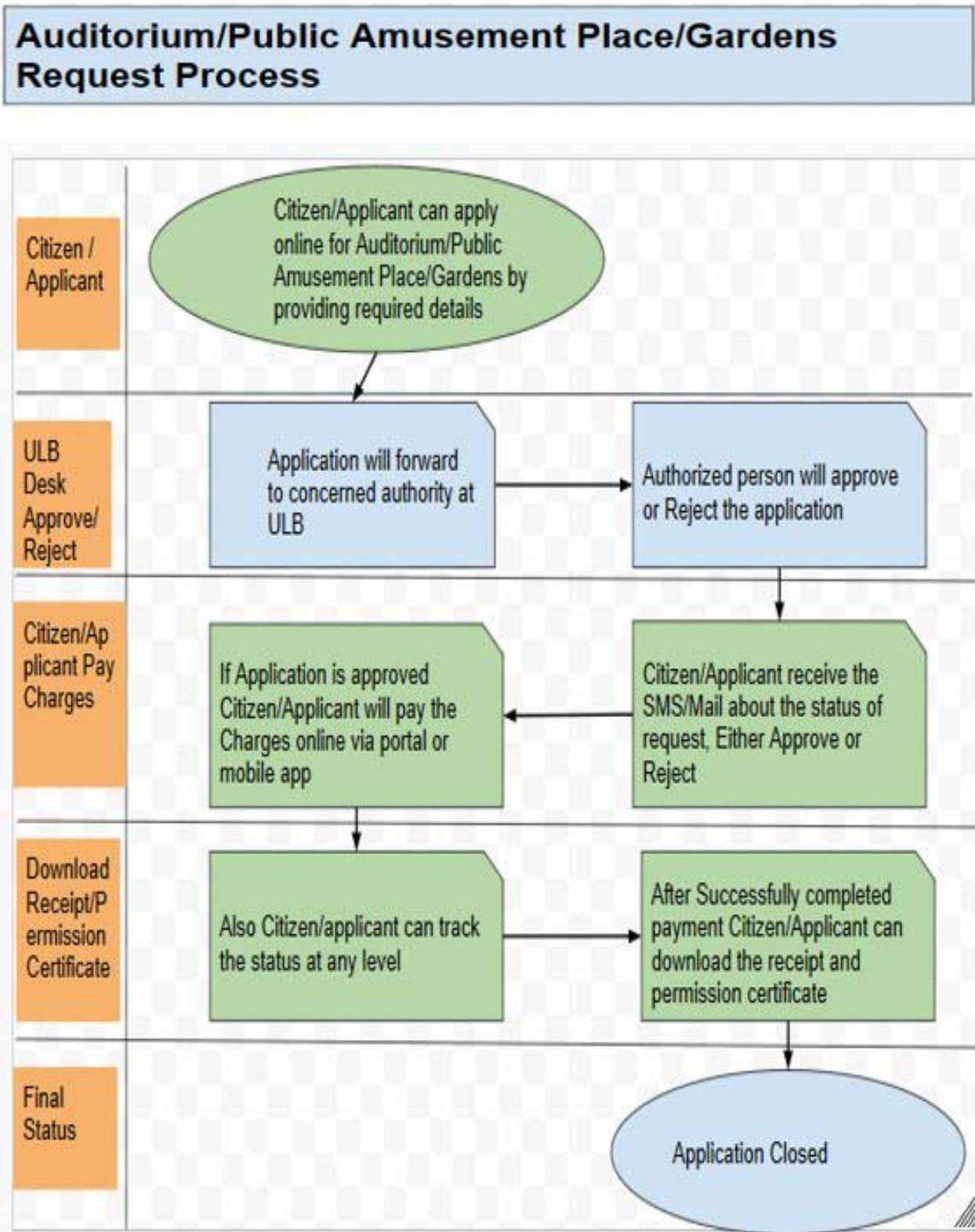
Auditorium/Public Amusement Place/Gardens Permission User SOP

DOCUMENT

Project Name	Version	Document Name	Date	Reference	Sign of approval from UADD
e-Nagarpalika	1.0	Auditorium/Public Amusement Place/Gardens Permission User SOP	05.07.2020		



Flow Chart:-



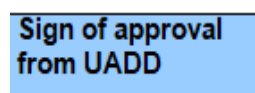


For Proceed the service kindly follow the below points:-

First Citizen/Applicant will go to the portal and select the EODB -> Auditorium/Public Amusement Place/Gardens -> Online Form Auditorium/Public Amusement Place/Gardens as given below ↓



After selecting the service portal page will asks to select a ULB and language to proceed further ↓





After selecting ULB and language portal open a form, applicant will fill the. Mandatory field marked with star



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EODB > Auditorium-Public Amusement Places-Public Garden > Request For Auditorium/Public Amusement Places/Public Garden

Auditorium/public amusement places/public garden

Location of Service Required

Current Time 17:44:22

Ward Name

Zone / Ward Details *

Service Required Location

Details of Services Required

Service *

Service Required Date: *

Applicant Details

Applicant Name * Middle Name Last Name

Address 1

Address 2

City

Pin Code

Mobile Number * +91

Email ID

Application Date

Quick Links

- Birth Registration
- Death Registration
- GST Online Registration
- Marriage Registration
- Click here to download Mobile App(Only for Mobile users)
- ... more »

Important Links

- Madhya Pradesh Urban development and Housing Department
- Right To Information(RTI)
- E-Tendering
- Simhasth Kumbh Mahaparva
- Indian Railways
- Air India
- Madhya Pradesh Police
- ... more »

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After click on preview button portal will generate Preview page of the application, after verifying all details by applicant click on submit button.

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EODB > Auditorium-Public Amusement Places-Public Garden > Request For Auditorium/Public Amusement Places/Public Garden

Auditorium/public amusement places/public garden

Location of Service Required

Ward Name Head Office Barisia
Zone / Ward Details 01
Service Required Location sherpura

Details of Services Required

Service * Auditorium/public amusement places/public garden
Sub Service Category
Service Required on Date : * 08.09.2020

Applicant Details

Applicant Name * Shyam K Mahesh
Address 1 Berasiya
Address 2 Berasiya
City Berasiya
Pin Code 463106
Mobile Number * 9999999999
Email ID abc@gmail.com
Application Date 07.09.2020
Please Enter OTP * //User_Charges/OTP

Department will Notify you about the Service Charges, after your application is approved

Submit

Quick Links

Birth Registration
Death Registration
GST Online Registration
Marriage Registration
Click here to download Mobile App(Only for Mobile users)
... more »

Important Links

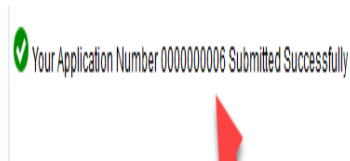
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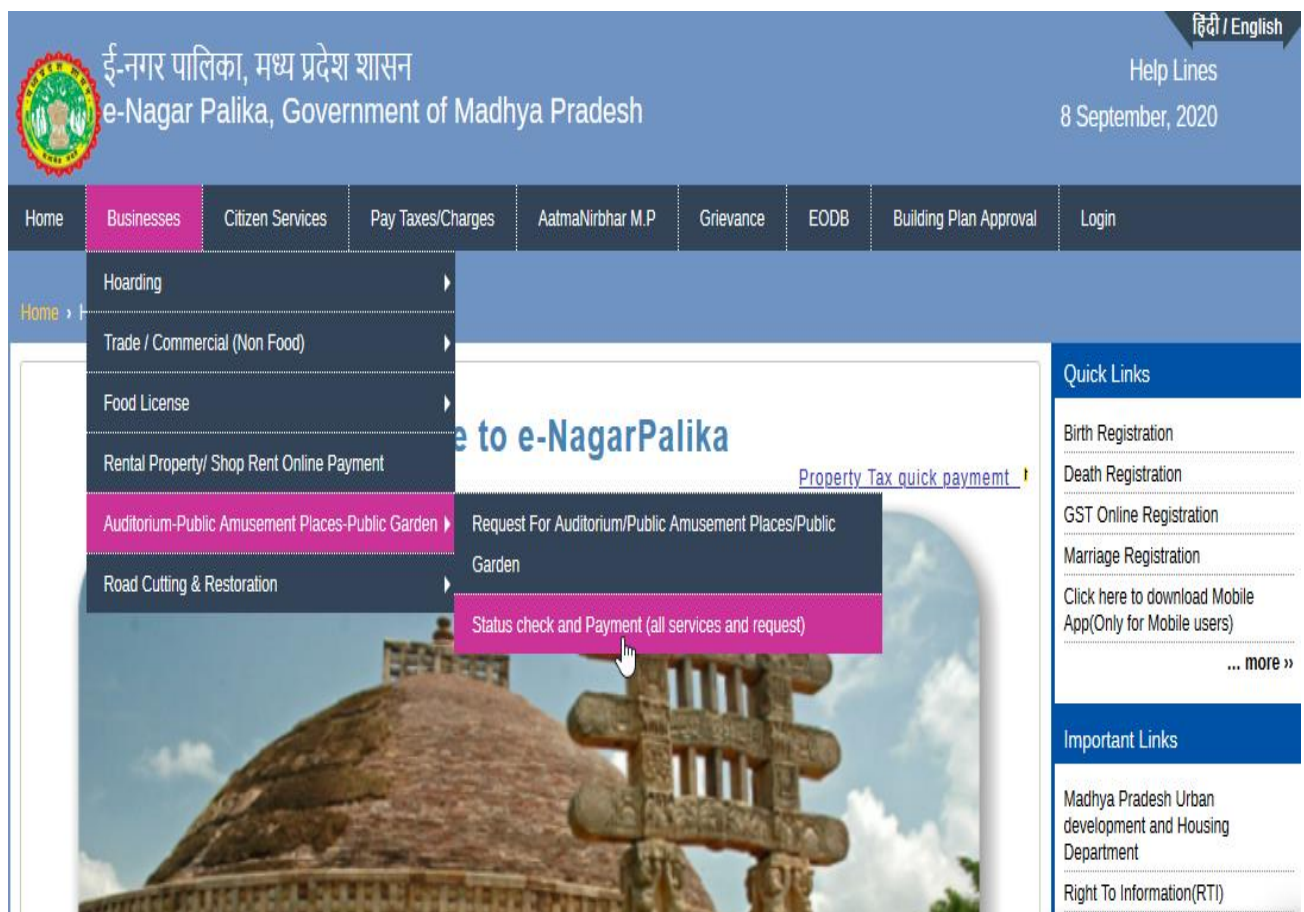


After click on submit button portal will generate /reference number for track the application status, applicant can track the status of application at any level.



Application will forward to concerned authority at ULB Authorized person will approve or Reject the application, Citizen/Applicant receive the SMS/Mail about the status of request, Either Approve or Reject If Application is approved Citizen/Applicant will pay the Charges online via portal or mobile app, Also Citizen/applicant can track the status at any level, After Successfully completed payment, Citizen/Applicant can download the receipt and permission certificate

For Track/Pay against the application, Select Business -> Auditorium – Public amusement places – Public Garden- > Status check and Payment ↓





Provide Transaction number, then click on search ↓

Service on Request Online Payment

Enter MP e-NagarPalika Application Number

* Transaction No.:

After providing transaction details to portal, the new page will open, here applicant can see the application details and can make payment as well by click on go for payment. ↓

Service on Request Online Payment

✔ Your Application is Approved, You can do a Payment by clicking <Go for Payment> button

Enter MP e-NagarPalika Application Number

* Transaction No.:

Citizen Details

Name: shivam kirana stores
Mobile:
E-mail:
Address:
Ward:
City:
PIN:
Service Description:
Staus: APPROVED.

Application Fees

Total Amount: 300.00





afterwards click on 'Go for Payment' the portal redirect the applicant to payment page where applicant can make payment with any desired method. ↓

The screenshot shows the Axis Bank Easypay payment interface. At the top, it says 'Enagarpalika MP'. Below this, there are fields for 'Merchant Id', 'Transaction No.', and 'Amount' (1005.00). To the right, there are fields for 'ULB Code' (0152) and 'Currency' (INR). A 'URN' field is also present with the instruction '(SAVE FOR FUTURE REFERENCE)'. A 'Terms and Conditions' section is visible with a checked box and a scrollable text area. Below that, 'Payment Options' are listed: INTERNET BANKING, CREDITCARD/DEBITCARD, UPI, FREECHARGE, and NEFT / RTGS. At the bottom, there are three buttons: 'Pay at Axis Bank - Corporate', 'Pay at Axis Bank - Retail', and 'Other Banks'. A copyright notice at the bottom reads '© 2013-2019. Axis Bank | All Rights Reserved.'

After Successfully completed payment, Citizen/Applicant will get the receipt and permission certificate online.

Thank You