

Standard Operating Procedure



Auditorium/Public Amusement Place/Gardens Permission User SOP

DOCUMENT

Project Name	Ve rsi on	Document Name	Date	Referen ce	Sign of approval from UADD
e-Nagarpalika	1.0	Auditorium/Public Amusement Place/Gardens Permission User SOP	05.07.2020		









Flow Chart:-

Auditorium/Public Amusement Place/Gardens Request Process

Citizen / Applicant	Citizen/Applicant can apply online for Auditorium/Public Amusement Place/Gardens by providing required details	
ULB Desk Approve/ Reject	Application will forward to concerned authority at ULB	Authorized person will approve or Reject the application
Citizen/Ap plicant Pay Charges	If Application is approved Citizen/Applicant will pay the Charges online via portal or mobile app	Citizen/Applicant receive the SMS/Mail about the status of request, Either Approve or Reject
Download Receipt/P ermission Certificate	Also Citizen/applicant can track the status at any level	After Successfully completed payment Citizen/Applicant can download the receipt and permission certificate
Final Status		Application Closed









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

6	ई-नगर पा e-Nagar	लेका, मध्य प्रदेश Palika, Govei	। शासन rnment of Madh	ıya Pradesh				H 7 Septemt	हिंदी / English elp Lines per, 2020
Home	Businesses	Citizen Services	Pay Taxes/Charges	AatmaNirbhar M.P	Grievance	EODB	Building Plan Approval	Login	
			1			Tree Cuttin	ng		•
Home > 1	Home					Tree Trans	sit		•
						Trade Lice	nse		N
		V	Velcome to	e-NagarPa	lika				on
	Proper	rty Tax quick payme	mt NEW Property Tax	login(For New/Transfe	ers) NEW Wate	View Prop	erty Tax Details		tion
						IGRS			egistration
						Vendor Pa	rtal		stration
						D			lobile users)
					कालनाल	Public Ser	vice Guarantee		more »
	-	-			प्रकासन् एव	Affidavit Te	emplate for Building Permission	on (
	414		AND A STATE OF A		- Herrin de	Articles/No	otifications		iks
			Request For Auditoriu	um/Public Amusement Pla	aces/Public	Auditorium	-Public Amusement Places-F	Public Garden	sh Urban Ind Housing
			Garden						
	H R. HER		Status aboals and Day	ment (all convicts and re-	rucot)	Road Cutt	ing & Restoration		hation(RTI)
			Status check and Pay	ment (all services and re	quest)			E-Tendering	H
	A To Barris					1		Jimnastn Ku	mon Manaparva
			AL ALL ALL ALL ALL ALL ALL ALL ALL ALL				- III	Air India	ayo
			A A A A A A A A A A A A A A A A A A A					Madhya Prad	lesh F 📿 Click on r

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

6	ई-नगर पा e-Nagar	लेका, मध्य प्रदेश Palika, Gover	' থামন mment of Madh	ya Pradesh				हिंदी / English Help Lines 7 September, 2020
Home	Businesses	Citizen Services	Pay Taxes/Charges	AatmaNirbhar M.P	Grievance	EODB	Building Plan Approval	Login
EODB >				Auditorium/Public Amuse	ement Places/Pub	lic Garden		
And	itorium/nubl	lic amusament n	laces/public gard	क / ज्यभागार/ज्याती	जनिक मनोउं	जन पार्क	/सार्वजनिक पार्क	Quick Links
Auu	norium/pub	ne amusement p	naces/public gard		114/ 111	91 414	/ 114 91 14 914	Birth Registration
								Death Registration
			Fields Marked With	* Are Mandatory Fiel	ds			GST Online Registration
			*क्षेत्रों के साथ	चिह्नित अनिवार्य हैं				Marriage Registration
								Click here to download Mobile App(Only for Mobile users)
यह सेवा ।	पोर्टल पर है। जिसके	ि लिए यजर चार्जेज देह ह	होगा. आपके दवारा जोसेवा	दी जाएगी.उस अधिकारी ।	का नाम और मोब	डल नंबर पर	प्राप्त होगी. अगर किसी को	more »
		sms य मेल	नहीं जाता है,तो आप नगर	पालिका कॉल सेंटर पर सं	पर्क कर सकते है			Important Links
	Select Y	four Language/अप	र्गनी भाषा का चयन करें	*: English 🗸				Madhya Pradesh Urban
	Selec	t Your City / अपना	शहर चुने •					development and Housing Department
बैरसिया :	नगर पालिका / BER	ASIA NAGAR PALIKA			Co	ntinue		Right To Information(RTI)
								E-Tendering
								Cimbooth Winnels Malanana









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

ई-नगर पालिका, मध्य प्रदेश e-Nagar Palika, Goverr	शासन iment of Madh	ya Pradesh				हिंदी / English Help Lines 7 September, 2020
Home Businesses Citizen Services	Pay Taxes/Charges	AatmaNirbhar M.P	Grievance	EODB	Building Plan Approval	Login
EODB > Auditorium-Public Amusement Places Publi	: Garden → Request For .	Auditorium/Public Amuse	ment Places/Pub	lic Garden		
Auditorium/public amusement places/p	ublic garden					Quick Links
	Location of S	ervice Required				Birth Registration
Current Time 17:44:22 Ward Name Select Zone / Ward Details * Service Required Location						GST Online Registration Marriage Registration Click here to download Mobile App(Only for Mobile users) more »
	Details of Sei	vices Required				Important Links
Service * Auditorium/public and Sub Service Category Service Required Date: *	Applica	nt Details				Madhya Pradesh Urban development and Housing Department Right To Information(RTI) E-Tendering
Applicant Name *	Middle Name		Last Name			Indian Railways Air India Madhya Pradesh Police more »
City Pin Code Mobile Number * +91 Email ID Application Date 07.09.2020]				
	Pr	eview				
Help Lines Privacy Disclaimer Terms of Use						
This is the (fficial website of e-Nagar F	Palika, Urban Developmeni	t and Housing Dep	partment, Gove	rnment of Madhya Pradesh. A	All Rights Reserved.











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

	हिंदी / English
5-HIV UIICION, HEA VICAL AIRE	Help Lines
e-Nagar Palika, Government of Madnya Pradesh	7 September, 2020
	_
Home Businesses Citizen Services Pay Taxes/Charges AatmaNirbhar M.P Grievance EODB Building Plan Approval	Login
EODB > Auditorium-Public Annusement Places-Public Garden > Request For Auditorium/Public Amusement Places/Public Garden	
Auditorium/public amusement places/public garden	Quick Links
Location of Service Required	Birth Registration
Ward Name Head Office Barisia	GST Online Peristration
Zone / Ward Details 01	Marriaga Degistration
Service Required Location sherpura	
Datails of Services Required	Click here to download Mobile App(Only for Mobile users)
	more »
Service * Auditorium/public amusement places/public garden	Important Links
Service Required on Date * 108 09 2020	
Applicant Details	Madhya Pradesh Urban development and Housing Department
Applicant Name & Churper I/ Mahaah	Right To Information(RTI)
Applicant Name Silyam K Malesh	E-Tendering
Address 7 Berasiya	Simhasth Kumbh Mahaparva
City Berasiva	Indian Railways
Pin Code 463106	Air India
Mobile Number * 9999999999	Madhva Pradesh Police
Email ID abc@gmail.com	more »
Application Date 07.09.2020	
Please Enter OTP * //User_Charges/OTP	
Dependence will Medify you also take Comics Observes after your analisation is annound	
Department will Notity you about the Service Charges, after your application is approved	
Submit	
Help Lines Privacy Disclaimer Terms of Use	
This is the official website of e-Nanar Palika. Urban Development and Housing Department. Government of Madhya Pradesh	All Rights Reserved









After click on submit button portal will generate /referrence number for tack the application status, aplicant can track the status of aplication at any level.

Vour Application Number 000000006 Submitted Successfully

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.:	🛗 Search
manoacaon 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.





Application Fees













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

AXIS BANK	arpalika MP		
Merchant Id :		ULB Code :	0152
Transaction No :		Currency :	INR
Amount :	1005.00		
☐ Terms and Conditions : I accept the Terms and Cor making payments through	(SAVI aditions contained herein that si an online payment gateway ser	URN E FOR FUTURE REFERENCE) nall apply to any person using the s vice. Each User is therefore deeme	services of Easypay provided by Axis Bank for ed to have read and accepted these Terms and
Payment Option		FCHARGE NEET/RTGS	
INTERNET BANKING CR	EDITCARD/DEBITCARD OPI FRI		

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

Thank You







