A Handbook on e-Compliance

TOWN AND COUNTRY PLANNING DEPARTMENT,
GOVERNMENT OF HARYANA
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1.0 Introduction:
e-Compliance is a Web Application that helps the colonizers / developers to file following compliances / documents with the department:

    ii. Allottee list.
    iii. Deed of Declaration, Environmental Clearance Certificate, Fire NOC Certificate, etc.

e-Compliance aims to provide a platform where the mandatory compliances can be filed by the applicants. The Department recommends all colonizers / developers to user the Online filing application to submit the compliances.

1.1 Salient features of e-Compliance

- Submit compliances for the rules 24, 26, 27 and 28.
- SMS / email based notifications to the users.
- View Reports.

1.2 Minimum Hardware and Software Requirement:
e-Compliance supports the following web browser:

- Chrome
- Firefox
- Safari
- Internet Explorer above Version 9.0

1027 x 768 resolution or higher is required with minimum of Dual Core 1.6Ghz or faster with RAM of 1 GB or above (32 bit or 64 bit)

If any issue is identified with one of the recommended browser listed above, please report it to IT Cell, Town and Country Planning Department at support email dev.dkit.tcp@gmail.com so that our development team can review the issue.
2.0 Getting Started:
   i. Type the URL www.tcpharyana.gov.in in the address bar of the selected browser
   ii. Once the web site is connected, the Home page will appear as shown below:

   ![Screen-1]

2.1 Registration:
Online Document Filing Application can be accessed only by submitting a Board Resolution. Please go through the following steps:

1. Colonizer / Developer to submit a Board resolution with the Department giving the details of the authorized users to access the application. Details of the format to be used are available on the Department’s website.

   Board resolution shall also specify the license for which the authorized user is allowed to submit compliances (license can be one or multiple of the same case / project.)
2. Department will create a password and the password will be sent through email to the authorized user given in the Board resolution.

3. Using the password supplied by the Department, the authorized user will access the application. It is mandatory to change the password on First Login.

2.2 Login:

i. To login click on <User Login> link. See screen-3 below.

Screen 2

Screen 3
ii. Fill your Login Details and click <Login> button to proceed.

Screen-4

2.3 Forgot password:
In case user forgot password, click on <Forgot Password> option provided in Login screen as shown in Screen 5. On pressing <Forgot Password> a link to generate new password will be sent to users registered email id and forgot password confirmation message will be sent to registered mobile no.

Screen 5
2.4 Dashboard:
On successful login user will be provided with the following Dashboard, where all the Online services viz. Online License, Online CLU, Online Document filing System and Online Payments can be accessed. Department wishes to add more Online services in coming time.

Applicants will be able to file various Online applications & compliances and make online payments through the Dashboard.

Screen 6
2.5 **Account Activation:**
On the First Login, Authorized User needs to provide some information for Activation of the account. "Activation Panel" screen is given below:

```
2.5.1 **Alternate Emails:**
User can specify alternate email ids (upto 5) to whom the notifications will be sent by department through email regarding submission / pendency of various compliances.

2.5.2 **Alternate Mobile Number**:
User can specify alternate Mobile Numbers (upto 3) to whom the notifications will be sent by department through SMS regarding submission / pendency of various compliances.
```
3.0 Compliance Submission:
After logging in, user will see the following screen.

![Screen 8](image)

**List of all those license / bunches for which user is authorized to file compliances will be displayed, as shown in screen 8 above.**

To start filing compliances, click on **Submit Compliance** Button.

3.1 System Menu:
After clicking on Submit Compliance against a Bunch, a menu as shown below will open on the left side of the screen

![Screen 9](image)
4.0 **Rule 24 (News Paper Detail) Submission:**

   i. To file Rule 24 compliance, click on <Rule 24>.

   Following Screen will appear.

   ![Rule 24 Screen](image)

   **Screen 10**

   ii. Enter the required information / details

   iii. Click on Submit.

Please Note: All fields marked with * are MANDATORY fields. User cannot Save / Submit the data without entering the details of the mandatory fields. Fill the details in the form and attach copy of the Advertisements.

User may attach any number of advertisement copies and these can be attached at any time of the year.
In case user wants to save the information / details and submit these later, click on <Save as Draft>.

4.1 **Buyer Seller Agreement Submission:**
User can attach the Buyer Seller agreement copies.

i. Click on <Buyer Seller Agreement> tab. Following screen will open

![Screen 11](image)

**Rule 24 (Newspaper Detail) Submission for 'LC-1052-1'**

ii. Now browse and attach copy of the signed Buyer Seller agreements.
iii. Click on <Submit>.
5.0 **Rule 26(1) Submission:**

i. Click on *Rule 26(1)* on the menu.

![Menu Selection]

ii. **Select a Financial Year**

**Rule 26(1) Submission for 'LC-210-1'**

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>YES</th>
<th>NO</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-2017</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Whether you have issued regular receipts to the plot/flat holders in respect of the money received by you and maintained counterfoils of the receipts so issued:
  - YES
  - NO
  - Not Applicable

- Whether you have maintained separate ledger account of each plot/flat holder:
  - YES
  - NO
  - Not Applicable

- Whether you have maintained a register containing authenticated copies of each of the agreements entered into between you and each of the plot holder:
  - YES
  - NO
  - Not Applicable

- Whether you have maintained account books showing details of expenses incurred by you on various development works in the colony:
  - YES
  - NO
  - Not Applicable

![Screen 12]

*Screen 12*

The option of "Upto 31st March 2015" in the Financial Year is to allow the users to file consolidated information of all the previous years combined, if such information has not been submitted earlier with the department in the HARDCOPY format.

iii. User can select either **YES/NO/Not Applicable** options.

iv. To submit the data click on **Submit** Button.
6.0  **Rule 26(2) Submissions:**  
   i.  Click on `<Rule 26 (2) >` in the menu.

   ![Menu Image]

   ii. Select a Financial Year

   iii. Click on `<New Submission>` Button to submit compliances of Rule 26(2) for that particular Financial Year.

   ![Rule 26(2) Form Status for 'LC-3-1'

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Financial Year</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UPTO 31 March 2015</td>
<td>Submitted</td>
</tr>
<tr>
<td>2</td>
<td>2015-2016</td>
<td>New Submission</td>
</tr>
<tr>
<td>3</td>
<td>2016-2017</td>
<td>Submitted</td>
</tr>
<tr>
<td>4</td>
<td>242</td>
<td>New Submission</td>
</tr>
</tbody>
</table>

   **Screen 13**

   The Financial years for which the data has already been submitted will be displayed as Submitted.

   *The option of "Upto 31st March 2015" in the Financial Year is to allow the users to file consolidated information of all the previous years combined, if such information has not been submitted earlier with the department in the HARDCOPY format.*
iv. On clicking <New Submission> following screen will open.

Screen 14

The data pertaining to RECEIPT and EXPENDITURE is to be entered on this screen.

v. After entering Receipt and Expenditure detail, Click on <Next> button on the bottom of the form.

Screen 15

vi. Now, attach following CA approved documents:
   a. List of customers with postal address.
   b. Detail of Expenditure incurred on EDW and IDW.
   c. Statement of Accounts audited, certified and signed by CA in terms of Rule 26(2).
vii. After uploading Documents click on <Preview and Submit> Button.

Screen 16 shown below will appear.

viii. Review the data filled and click on <Final Submit> button to submit the data. After clicking on 'Final Submit', data cannot be edited.
7.0 Rule 27 Submissions:
   i. Click on <Rule 27> in the menu.

   Following screen will appear. Provide bank details of IDW and Receipt Accounts.

   **Screen 18**
8.0 Rule 28 (Form AC) Submissions:

The Colonizer shall intimate in form AC upto 5\textsuperscript{th} day of each month, the amount realized by him from each plot holder and the amount deposited by him in Scheduled bank.

Before submitting Rule 28 details, there are two prerequisites. User shall ensure that the prerequisites mentioned below are complied with before proceeding to enter Rule 28 details.

8.1 Prerequisite 1; Upload Allottee Detail:

Before submitting the details of Rule 28 (Form AC), user has to upload details of the Customers/Allottees.

To enter the details of allottees there are two options:

(i) Using Web Form

(ii) Using Excel sheet

8.1.1 Option 1 i.e. Using Web Form is explained below:

With this option user will be able to submit the details of one allottee at a time.

i. Click on \textit{Allottee Entry} and then click \textit{Using Web Form} link.

Following screen will open.
### Add Allottee for ‘LC-1199-1’

<table>
<thead>
<tr>
<th>Allottee Category :</th>
<th>Please Select :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is CoApplicant :</td>
<td></td>
</tr>
</tbody>
</table>

- **Name of Allottee**: Enter the name of the allottee.
- **S/o., W/o., D/o.:** (In case of Company or firm, mention name of owner).
- **Date of Birth / Incorporation**: Enter the date of birth or incorporation.
- **Permanent Address**: Enter the permanent address.
- **Allottee Reference Number**: Enter the reference number.
- **Floor Number**: Enter the floor number.
- **Unit/Flat/PLOT Size (In Sq. mtrs)**: Enter the size of the unit/flat.
- **ID Proof Number**: Enter the ID proof number.
- **Unit/Flat/Plot Number**: Enter the unit/flat/plot number.
- **Number of Dependents**: Enter the number of dependents.
- **Submit Information**:

**Screen 19**

1. Select Allottee Category i.e. General / Affordable etc.
2. Fill the information of allottee and click on <Submit Information>

All fields marked with * are mandatory.

#### 8.1.2 Option 2 i.e. Allottee Entry "Using Excel":

Using this option user will be able to upload data of allottees in Bulk. There are four steps to upload the Allottee details. Please complete all the Steps to upload the data.

#### Screen 20

1. **STEP 1.** Download Pre-formatted Excel sheet.
Enter the requisite details in the downloaded excel sheet. All fields marked with RED are mandatory

**NOTE:** For each category i.e. General, Affordable, EWS, NPNL etc. a separate Excel sheet is to be maintained. System will not accept the excel sheet data in case allottees of different categories are entered in the same excel sheet.

**STEP 2:** Now upload Excel sheet. Click on *Choose File* and browse to the location where Excel sheet is saved. Select the file and Upload.

**STEP 3:** Click on the *Validate Excel File* button.

The system will now validate the excel sheet and display any error / wrong entries made in the excel sheet.

User will need to make corrections in the excel file and then perform Step 1 to 3 again until all the corrections are carried out.

**Screen 21**

**STEP 4:** After corrected excel file is uploaded, the “Status” Column will show OK against each record. Now *SAVE ALLOTTEE* button is activated. Click on *SAVE ALLOTTEE* button to upload the data.

8.1.3 Manage Allottee: To edit the allottee information submitted earlier, Click on *Manage Allottee*. Following screen will open.
There are five actions as explained below:

**SCREEN 22**

- **SURRENDER**: In case an allottee surrenders a flat/unit, the user can assign the status of surrender against that particular Allottee. After surrender, the unit will be again available to be allotted to any other allottee. The surrendered allottee can also be assigned any other flat/unit in the project.

- **EDIT**: In case user wants to edit any information of the Allottee (Screen 24)

- **DELETE/REMOVE**: Removes the record of the allottee from System

- **MANAGE DEPENDENT**: User can add Dependent details of the allottees (Screen 25)

- **CANCEL**: In case allotment of a particular allottee is cancelled by the Developer, the user can assign ‘Cancel’ status to the allottee.
Screen 24

Screen 25
8.2 Prerequisite 2; Details of Form 27:
User has to submit the details of Form 27 before starting filling up Form 28 details. For details regarding the Form 27, please refer section 6.0.

After meeting the above mentioned two Pre-requisites, the user can upload/enter, Rule 28 details.

8.3 Rule 28 Entry:

8.3.1 Rule 28 Nil Entry: In case No payment has been received for a particular month, select, <NIL Entry>.

Screen 26

i. Select the month for which the data is to be entered.

ii. Enter Remarks and Submit.

8.3.2 Receipt Entry:
To enter the Receipts under Rule 28 there are two options:

(i) Using Web Form

(ii) Using Excel sheet

8.3.2.1 Option 1 i.e. Using Web Form is explained below:

With this option user will be able to submit the details of one receipt at a time.
i. Click on <Receipt Entry> and then click <Using Web Form> link. Following screen will open.

ii. Enter the details and click on <Submit>.

Unidentified Allottee:

In case the receipt is from an Unidentified allottee please check the box against the <Unidentified Allotee>.

Once the allottee is identified, user can edit the details by using the "Manage Receipts" option.

Manage Receipt:

User can "Save receipt as draft" for future verification / editing. Saved as draft receipts can be edited until finally submitted.

i. Click on <Manage Receipt>

This will open list of all "Save as Draft" and "Unidentified receipts"
Screen 28

Against each receipt following buttons are available.

- User can edit receipt, submit the receipt or Delete the receipt.
- Receipts finally submitted can not be edited.

Option 2 i.e. Rule 28 Receipt Entry using Excel:

Screen 29
STEP 1. Download Pre-formatted Excel sheet.

Enter the requisite details in the downloaded excel sheet. All fields marked with RED are mandatory.

**NOTE:** Entries can be made only for those allottees whose record has been entered in the DFS.

STEP 2: After filling the information save the Excel file. Now upload Excel sheet. Click on `<Choose File>` and browse to the location where Excel sheet is saved. Select the file and Upload.

STEP 3: Click on the `<Validate Excel File>` button.

The system will now validate the excel sheet and display any error / wrong entries made in the excel sheet.

User will need to make corrections in the excel file and then perform Step 1 to 4 again until all the corrections are carried out.

STEP 4: After uploading the file click on `<SUBMIT RECEIPT>` button.
9.0 **Upload Other Certificates / documents:** Click on <Upload Other Documents>

User can upload following certificates / documents:

- DPC Certificate
- Environment Clearance Certificate
- NOC from Haryana State Pollution Control Board
- Deed of Declaration
- Fire NOC Certificate

![Other Rule Document Submission for 'LC-5-4'](image)

**Note:** Attachment should be PDF/JPEG format and Max Size : 10 MB

Screen 30
10.0 **Report:** To view submitted compliances, click on *<Report>* in the menu.

Following screen will open.

**Screen 31**

- There are a number of parameters against which the user can generate the report.
- In the report / list, “Yes” button is displayed against the rules where the data has already been submitted.
- On clicking “Yes” Button compliance details will be displayed.
- User can export the report to “Excel”, CSV and pdf formats
11.0 **Change Profile**: "Change profile" provides the feature to change alternate email ids and Mobile Numbers etc.

i. Click on <Change Profile> as shown below:

![Screen 32](image1)

ii. Now user can update the profile.

![Screen 33](image2)