



NAKSHA Web Portal

User Manual of Surveyor User

For
Department of Land Resource
Government of India



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1. Overview

The Madhya Pradesh State Electronics Development Corporation (MPSEDC) has been entrusted with the development of the NAKSHA Project as its technology partner. Launched by the Department of Land Resources (DoLR), NAKSHA is an initiative to modernize urban land records in 152 cities across India. By integrating existing land records with new survey data through advanced geospatial technologies like aerial and satellite mapping, the project aims to improve urban governance, streamline property ownership records, and reduce land disputes. Additionally, NAKSHA supports better infrastructure planning, fair property taxation, and transparent land management, ensuring real-time data access and seamless integration with state land records while maintaining secure, role-based access for different stakeholders.

2. About Web Application

The NAKSHA Web Portal is a robust, GIS-enabled land management system developed by MPSEDC. The portal enables interactive map visualization, attribute querying, and layer management, empowering stakeholders to manage land records spatially and accurately. It supports role-based access control to ensure secure, structured user interaction across Super Admins, State and District Authorities, ULB Admins, and Field Surveyors.

The NAKSHA Web Portal offers a comprehensive suite of functionalities tailored for efficient, GIS-enabled urban land record management. It begins with State & User Onboarding, which facilitates the registration of states, districts, ULBs, and survey users through web forms, along with role permission management and area assignment. The Survey Data Upload Utility enables agencies like Survey of India and drone operators to upload Original Raster Images (.tpk) and feature-extracted vector maps (.gdb), with automatic schema and geometry validation. The Download & Synchronization Module provides secure, role-based access to RoR data, raster images, and vector files for both web and mobile platforms. For on-ground validation, the Ground Truthing & Field Verification module allows field users to verify parcels using GIS tools, add field remarks, and capture updates in real time.

A powerful set of Advanced Polygon Management Tools enhances spatial editing capabilities. Users can merge or split polygons, manage nested polygons (polygon within polygon), and create new plots using base maps and survey layers. Polygon editing tools support vertex movement, boundary adjustment, and reshaping, while integrated measurement tools help calculate area, distance, and perimeter. Additionally, the portal supports CORS data upload in GeoJSON or CSV formats for precise spatial corrections.

To ensure project oversight, a Monitoring Dashboard offers real-time insights into data status, progress across ULBs, and overall implementation. Finally, the Training & Go-Live Support module provides users with onboarding materials, user guides, and training sessions to enable smooth adoption and effective use of the system.

The NAKSHA Portal brings together geospatial intelligence, field-level verification, and land administration workflows into a single digital ecosystem. It promotes accuracy, accountability, and

legal clarity, serving as a critical foundation for urban planning, property taxation, infrastructure development, and dispute resolution across India's urban landscape

3. Login Page

Navigation Path:

Access the NAKSHA web application via a web browser.

Purpose:

The Login page allows surveyors to securely access the NAKSHA web application by entering their credentials. It ensures role-based authentication by requiring user type, state, and credentials, redirecting to the homepage upon successful login.

Steps:

1. Accessing the Application:

- i. Open your preferred web browser (Chrome, Edge, Firefox, etc.).
- ii. Enter the NAKSHA application URL in the address bar.
- iii. The login page will appear with two user options:
 - State User
 - National User

2. Selecting the User Type and State:

- i. Choose the appropriate user type by selecting either State User or National User.
- ii. If State User is selected, the State dropdown will be enabled.
- iii. Click the State dropdown menu and choose the appropriate state from the list.

3. Entering Login Credentials:

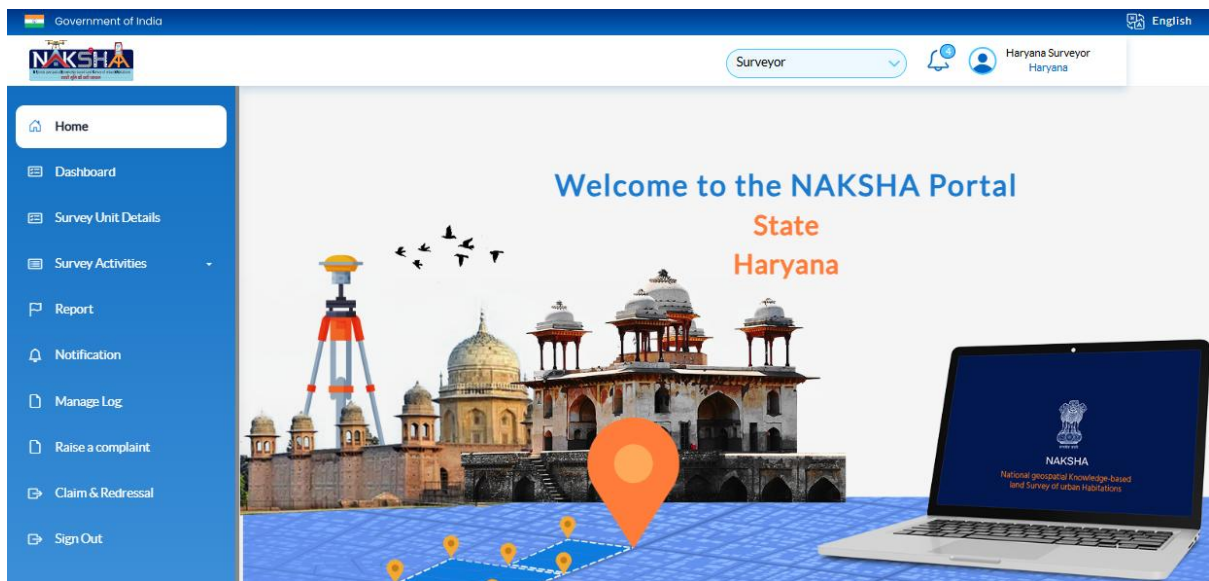
After selecting the state, enter your login credentials:

- Username/Email ID/Mobile Number
- Password
- Captcha (Enter the exact characters shown in the Captcha field.)

4. Signing In:

- i. If required, check the "Remember me" option to save login details for future sessions.
 - ii. Click the "Sign In" button.
 - iii. If the credentials are correct, you will be redirected to the application's homepage.
 - iv. If the credentials are incorrect, an error message will be displayed.
- 5. Password Recovery:**
- i. If you forget your password, click the "Forgot Password?" link.
 - ii. Follow the instructions to reset your password.

4. Home Page



Navigation Path:

The Home Page loads automatically as the landing page after login.

Purpose:

The Home Page serves as a welcome page and provides quick access to key modules. It offers an overview of recent activities for efficient navigation.

Steps:

1. Access the Landing Page:

- i. After a successful login, the Home Page greets the surveyor with a welcome message and the selected state name.
- ii. You can view the sidebar with a navigation menu containing the following modules:
 - Home
 - Dashboard
 - Survey Unit Details
 - Survey Activities
 - Report
 - Notification
 - Manage Log
 - Raise a Complaint

- Claim & Redressal
- Sign Out

5. Survey Unit Details

Navigation Path:

Click "Survey Unit Details" below "Dashboard" on the left sidebar.

Purpose:

This module provides detailed insights into survey units, including assignment status and map uploads. It helps surveyors monitor survey progress and verify data accuracy for effective land record management.

The screenshot shows the 'Manage Survey Unit' interface. At the top, there are four dropdown menus for filtering: 'District*' (set to Bhopal), 'Urban Local Body (ULB)*' (set to Bhopal - 250946), 'Ward / Village' (set to Select), and 'Survey Unit' (set to Select). Below these are 'Search' and 'Clear' buttons. A search bar is also present. The main section contains a table with the following data:

S.No	ULB	Ward	Survey Unit	Is Assigned	Assigned To	Is Map Uploaded	Map Uploaded on
1	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 1	Yes	Dharm Surveyour		
2	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 1	Yes	dharm mali		
3	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 2	Yes	dharm mali		
4	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 2	Yes	Dharm Surveyour		
5	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 3	Yes	Naved A	Yes	5/7/2025 3:43:46 PM
6	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 3	Yes	Dharm Surveyour	Yes	5/7/2025 3:43:46 PM
7	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 4	Yes	Dharm Surveyour		
8	Bhopal (250946)	1 - Mahatma gandhi ward (32928)	Survey Unit 4	Yes	dharm mali		

Steps:

1. Access the Survey Unit Details Module:

- On the left sidebar, locate the "Survey Unit Details" option.
- Click "Survey Unit Details" to open the module.

2. Use the Index Page:

- Use the dropdown menus to select the following:
 - District
 - Urban Local Body (ULB)
 - Ward/Village
 - Survey Unit
- Click the "Search" button to filter the table based on the selected criteria.
- Click the "Clear" button to reset the filters.

3. View Survey Unit Details:

The main section displays a table listing all survey units with the following columns:

- S.No: Serial number of the survey unit.
- ULB: Urban Local Body name.
- Ward: Ward name.
- Survey Unit: Survey unit name.
- Is Assigned: Indicates if the unit is assigned.
- Assigned To: Name of the assignee.

- Is Map Uploaded: Indicates if a map is uploaded.
- Map Uploaded On: Date and time of map upload.
- Action: Options to edit survey unit details.

6. Survey Activities

The screenshot displays the NAKSHA web application interface. The top header shows the Government of India logo and the NAKSHA logo. The sidebar on the left contains navigation links: Home, Dashboard, Survey Unit Details, and Survey Activities. The 'Survey Activities' dropdown is expanded, showing options: Map & Image Verification (selected), Plot Verification, Upload GT Points, Merge & Split, ROR Entry, and Manage Publication. The main content area is titled 'Map & Image Verification' and includes a 'Verify Map & Image' button. Below this, there are four dropdown menus for filtering: 'Select State' (Haryana), 'District' (Panchkula), 'Urban Local Body (ULB)' (Select), and 'Ward / Village' (Select). A 'Survey Unit' dropdown is also present. At the bottom right of the filter section are 'Search' and 'Clear' buttons. A blue banner at the bottom of the main content area displays the message 'No Record Found!!'.

Navigation Path:

Click "Survey Activities" below "Survey Unit Details" on the left sidebar.

Purpose:

The Survey Activities module enables surveyors to verify, update, and manage cadastral map data efficiently. It includes functionalities for map and image verification, uploading ground truth points, merging and splitting plots, plot verification, Record of Rights (RoR) entry, and managing publications.

Steps:

- 1. Access the Survey Activities Module:**
 - i. On the left sidebar, locate the "Survey Activities" option.
 - ii. Click "Survey Activities" to open the module.
- 2. It has these following Sub-Modules:**
 - **Map & Image Verification:** The Map Verification module enables users to verify and validate GIS-based cadastral maps against survey data. This process ensures the accuracy of mapped plots and land boundaries before further analysis or approvals.
 - **Upload GT Points:** Ground Truth (GT) points are uploaded here to support the accuracy of geographical data. These reference points are crucial for aligning digital geospatial data with real-world locations.

- **Merge & Split:** This functionality allows users to merge multiple plots into a single unit or split a larger plot into smaller, distinct parcels. It is essential for updating records in line with transactions such as sales or development changes.
- **Plot Verification:** This activity involves validating the dimensions and boundaries of land plots. Surveyors can confirm that plots are correctly demarcated as per official records and resolve any discrepancies
- **ROR Entry:** ROR, or Record of Rights entry, involves updating and entering ownership details and rights associated with a piece of land. This section helps ensure that rightful ownership and any encumbrances are accurately recorded.
- **Manage Publication:** This section handles the publication of verified and approved survey data. It allows users to make survey results publicly available once all verifications and validations have been completed.

6.1. Map & Image Verification

The screenshot displays the 'Map & Image Verification' section of the NAKSHA web application. The left sidebar contains navigation links, with 'Map & Image Verification' selected under 'Survey Activities'. The main panel features a form with the following fields: 'Select State' (Madhya Pradesh), 'District' (Bhopal), 'Urban Local Body (ULB)' (Bhopal - 250946), 'Ward / Village' (43 - Maharana pratap ward), and 'Survey Unit' (Survey Unit 1). A 'Verify Map & Image' button is located at the top right of the form. Below the form is a search bar and a table listing verification records. The table has columns for S.No, ULB Name, Survey Unit, Survey Unit Id, Date & time of Approval, Map Status, Image Status, and Action. One record is shown with S.No 1, ULB Name Bhopal-250946, Survey Unit Survey Unit 1, and Survey Unit Id 343671. The Action column for this record contains a 'View' icon. At the bottom right of the table, it indicates 'Items per page: 10' and '1 - 1 of 1'.

Navigation Path:

- Click " Map & Image Verification " under "Survey Activities" on the left sidebar.

Purpose:

- This module enables surveyors to verify and validate GIS-based cadastral maps against survey data, ensuring the accuracy of mapped plots and land boundaries before further analysis or approvals.

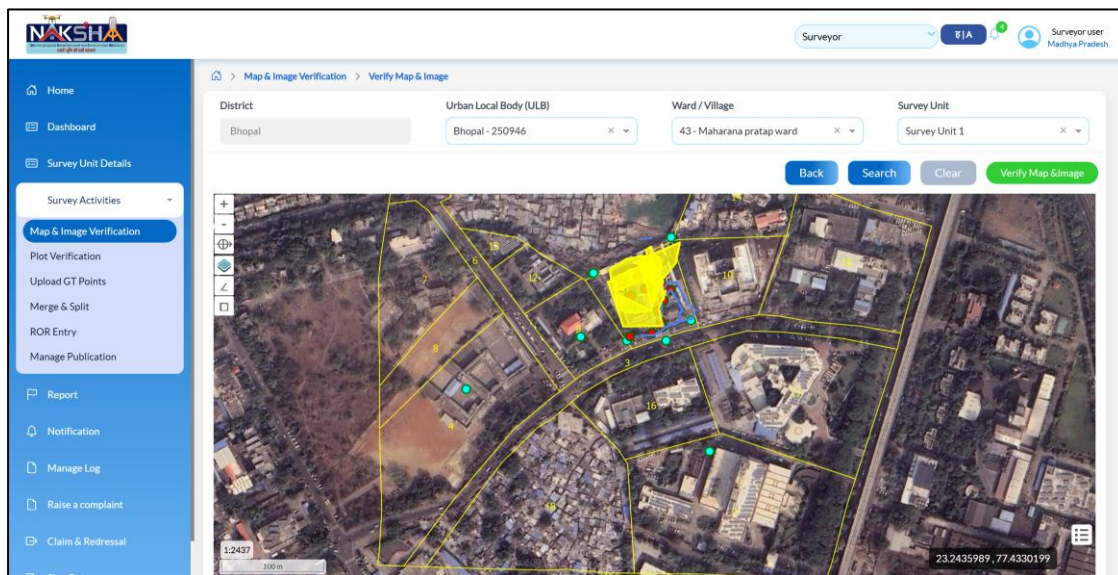
Steps:**1. Access the Map & Image Verification Section:**

- i. On the Map & Image Verification screen, select the following:
 - District: Pre-filled (e.g., Indore).
 - Urban Local Body (ULB): Select from dropdown.
 - Survey Unit: Select from dropdown.
- ii. Click the "Search" button to fetch relevant records.

2. View Verification Details:

The results display in a table format with the following columns:

- S.No: Serial number.
- ULB Name: Name of the Urban Local Body.
- Survey Unit: Survey unit name.
- Survey Unit ID: Unique identifier for the survey unit.
- Date & Time of Approval: Date and time of verification approval.
- Map Status: Status of the map verification.
- Image Status: Status of the image verification.
- Action: View button to access details.

3. Perform Map & Image Verification:

1. Click the "Verify Map & Image" button.
2. The system navigates to the Map & Image Verification Form.
3. Select the ULB, Ward/Village, or Survey Unit from the dropdown list.
4. Click "Search" to retrieve associated maps and images for verification.
5. The system loads the map and images associated with the selected survey unit.
6. Verify the map and images by cross-checking the data.
7. If correct, confirm the verification by clicking the "Verify Map & Image" button.
8. Click "Submit" to finalize the verification.
9. If necessary, click "Back" to return to the previous screen.

6.2. Upload GT Point

Navigation Path:

- Click "Upload GT Points " under "Survey Activities" on the left sidebar.

Purpose:

- This activity allows surveyors to manually add Ground Truth (GT) points by entering geographic coordinates for specific plots or to upload multiple GT points using a pre-defined Excel format to support the accuracy of geographical data.

Steps:

1. Upload GT Points Manually (One-by-One Entry):

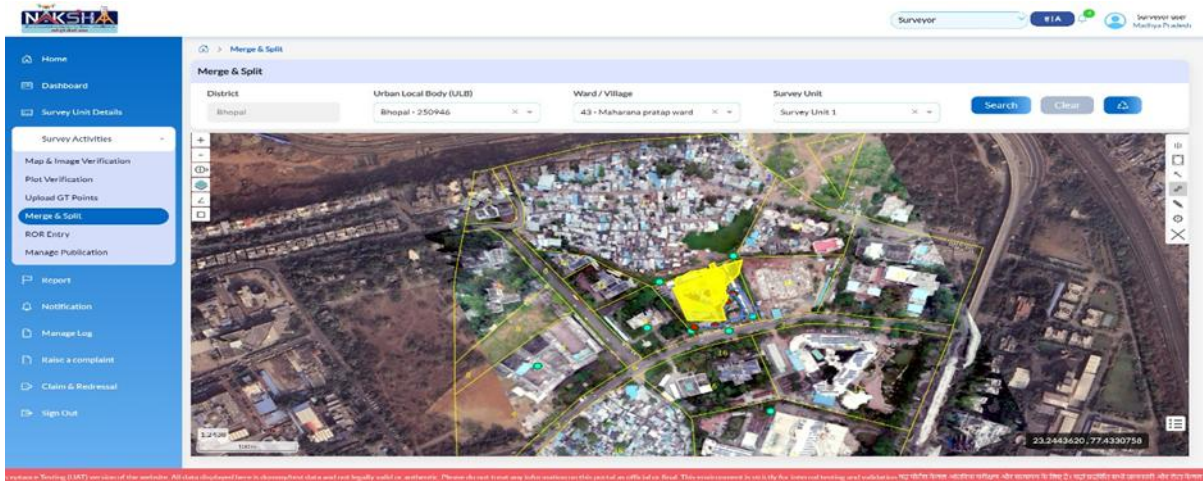
- On the GT Point Upload screen, select the following:
 - District: Pre-filled (e.g., Bhopal).
 - Urban Local Body (ULB): Select from dropdown.
 - Ward/Village: Select from dropdown.
 - Survey Unit: Select from dropdown.
 - Type: Choose "Add Manually".
- Click the "Add GT Point Manually" button to open the popup form.
- In the popup:
 - ULB, Ward/Village, Survey Unit: Auto-filled.
 - Sequence No: Auto-generated (incremental).
 - Plot No: Enter manually.
 - Latitude: Enter manually (required).
 - Longitude: Enter manually.
 - Click "Add Data" to add more rows.
 - Click the Delete Icon to remove a row if needed.
- Click "Submit" to save all entries.
- Click "Close" to exit without saving.

2. Upload GT Points via Excel File (Bulk Upload):

- On the GT Point Upload screen, select the following:
 - District: Pre-filled.
 - Urban Local Body (ULB): Select from dropdown.
 - Ward/Village: Select from dropdown.
 - Survey Unit: Select from dropdown.
 - Type: Choose "Upload File".

- ii. Click "Download Sample Sheet" to get the Excel template.
- iii. Fill in the Excel sheet with the following fields:
 - Plot No
 - Latitude
 - Longitude
- iv. Ensure all coordinates are accurate and no required fields are left blank.
- v. Click "Choose File" or "Browse" to select the filled Excel file.
- vi. Click "Submit" to upload and save the GT data.

6.3. Merge & Split



Navigation Path:

- Click "Merge & Split" under "Survey Activities" on the left sidebar.

Purpose:

- This activity enables surveyors to merge multiple plots into a single unit or split a larger plot into smaller parcels by interacting with satellite imagery and vector boundaries overlaid on the map, updating records in line with transactions such as sales or development changes.

Steps:

1. Access the Merge & Split Section:

- i. On the Merge & Split screen, select the following:
 - District: Pre-filled (e.g., Bhopal).
 - Urban Local Body (ULB): Select from dropdown.
 - Ward/Village: Select from dropdown.
 - Survey Unit: Select from dropdown.
- ii. Click the "Search" button to retrieve map data.
- iii. Click the "Clear" button to reset all filter selections.

2. View Map Data:

- i. On successful search, a satellite imagery map is displayed with:
 - Survey boundaries (yellow lines).
 - Plots with polygon outlines.
 - Plots highlighted in yellow.
 - Plot numbers and labels overlaid on the map.

3. Perform Map-Based Actions:

- i. Use the right-side tool panel to perform the following actions:

- a. **Split:** Select the tool, choose a plot, create a point outside the plot, draw a line to the area where the plot should be cut, take another point, and double-click to submit. A popup will appear; click "Submit" to cut the plot and update the geometry. Repeat for further splits if needed.
 - b. **Cut Out Polygon:** Select the tool, choose a plot, draw a polygon within it, and submit to create a polygon within the polygon.
 - c. **Select Plot to Merge and Merge Tool:** Select two or more consecutive plots, click the Merge tool, confirm in the popup to merge the plots, and the system will update the geometry and show the updated area.
 - d. **Draw Plot:** Draw a new polygon in an empty area with no features to create a new plot. The system assigns a new plot number and displays the area.
 - e. **Modify Vertices:** Select the tool to adjust plot vertices.
- ii. Use the left-side panel tools:
 - **Plus icon:** Zoom into the map.
 - **Minus icon:** Zoom out of the map.
 - **Fit to Extent:** Return to the default map view.
 - **Layer Panel:** Toggle layers and maps on or off.
 - **Measure Line:** Draw a line to measure its length, displayed by the system.
 - **Measure Area:** Draw a polygon point by point to auto create and measure the area.
 - iii. **Data Sync to Mobile:** Click the button next to "Clear" to sync the latest map and plot data to the mobile application used by surveyors in the field.

6.4. Plot Verification

Surveyor: [dropdown] EIA [dropdown] Surveyor user: Madhu Prasad

Plot Verification

District: [Bhopal] Urban Local Body (ULB): [Bhopal - 250946] Ward/Village: [43 - Maharana Pratap ward] Survey Unit: [Survey Unit 1]

[Search] [Clear] [Verify Plots]

Search: [input]

S.No	ULB	Ward	Survey Unit	Plot Number	Date & Time of GT	GT Status	Agree With Shape	Agree With Shape Remark	Agree With Area	Agree With Area Remark	Agree with Perimeter	Agree With Perimeter Remark
1	Bhopal	Maharana Pratap ward	Survey Unit 1	18	24/05/2024 00:05	Done	Agree		Agree		Agree	

Items per page: [10] 1 - 1 of 1

Navigation Path:

- Click "Plot Verification" under "Survey Activities" on the left sidebar.

Purpose:

- This activity involves validating the dimensions and boundaries of land plots to ensure they are correctly demarcated as per official records and to resolve any discrepancies.

Steps:

1. Access the Plot Verification Section:

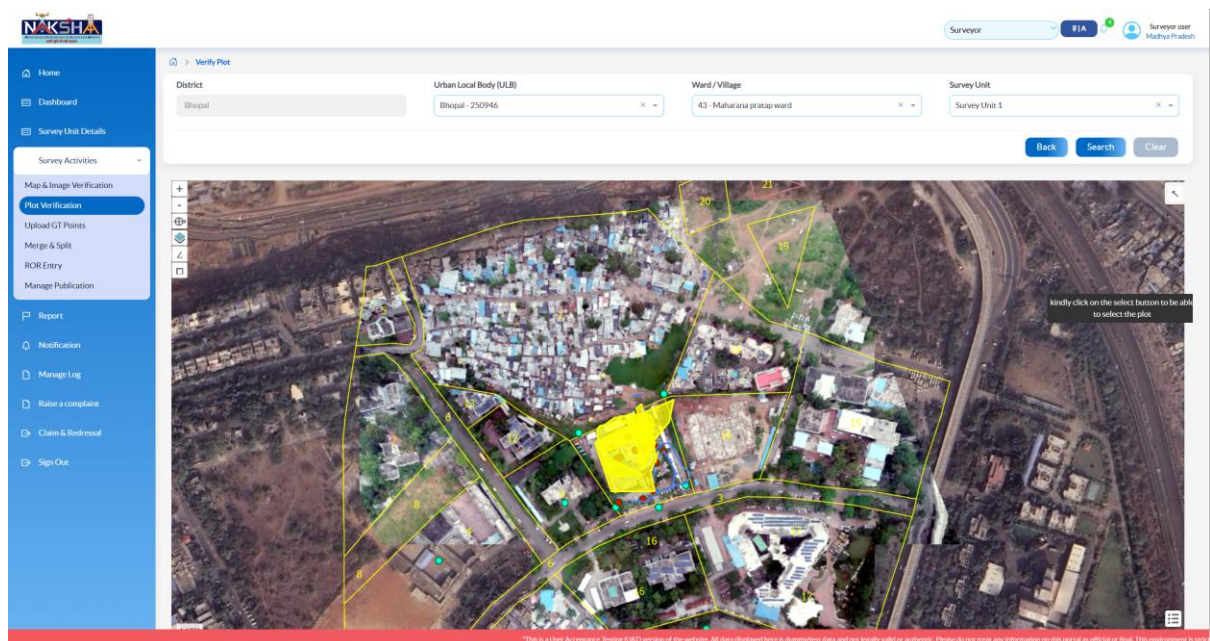
- On the Plot Verification screen, select the following:
 - District: Pre-filled (e.g., Bhopal).
 - Urban Local Body (ULB): Select from dropdown.
 - Ward/Village: Select from dropdown.
 - Survey Unit: Select from dropdown.
- Click the "Search" button to retrieve data.
- Click the "Clear" button to reset all filters.

2. View Plot Verification Details:

The results display in a table format with the following columns:

- S.No: Serial number.
- ULB: Urban Local Body name.
- Ward: Ward name.
- Survey Unit: Survey unit name.
- Plot Number: Unique identifier for the plot.
- Date & Time of GT: Date and time of ground truthing.
- GT Status: Status of ground truthing.
- Agree With Shape: Indicates agreement with the plot shape.
- Agree With Shape Remark: Remarks on shape agreement.
- Agree With Area: Indicates agreement with the plot area.
- Agree With Area Remark: Remarks on area agreement.
- Agree With Perimeter: Indicates agreement with the plot perimeter.
- Agree With Perimeter Remark: Remarks on perimeter agreement.

3. Perform Plot Verification:



- i. Click the "Verify Plots" button.
- ii. Select the plot from a list by clicking the "Select Polygons" button or zoom in and select the plot directly from the map.
- iii. Verify the plot details and confirm the verification.
- iv. Click "Back" to return to the main menu or Plot Verification page if needed.
- v.

6.5. RoR Entry

This screen allows the surveyor to view and manage ROR (Record of Rights) data for land plots in the selected area.

1. Filters Section

- Users must select the following parameters to filter the plot list:
- District: Pre-filled (e.g., Bhopal).
- Urban Local Body (ULB): Dropdown to select the city/town (e.g., Bhopal - 250946).
- Ward / Village: Dropdown to choose the desired ward (e.g., 43 - Maharana Pratap Ward).
- Survey Unit: Select the survey unit (e.g., Survey Unit 1).
- Status: Dropdown with options (e.g., All, Pending, Completed).

After selecting the filters, click the Search button to display the list.

Use the Clear button to reset all filters.

1. Plot List Table

Once data is searched, the following details appear in a tabular format:

- S.No (Serial number)
- Ward/Village
- Survey Unit
- Plot Serial Number
- Plot Number
- Plot Area (SQM)
- Status (Current status of ROR entry (e.g., Pending or Completed)).
- UrPro Card
- Action (Add)

S.No	Ward/Village	Survey Unit	Plot Serial Number	Plot Number	Plot Area(SQM)	Status	UrPro Card	Action
1	Maharana pratap ward	Survey Unit 1	18	18	21023	Pending		

2. This screen contains pre-filled and editable fields:

- Urban Local Body (ULB): Auto-filled (e.g., Bhopal).
- Ward / Village Name: Also auto-filled (e.g., Maharana Pratap Ward).
- Survey Unit: Pre-filled (e.g., Survey Unit 1).
- Plot Number: Auto-filled (e.g., 18).
- Plot Area (SqM): Pre-filled with the plot size (e.g., 21023 square meters).
- City Survey No. / Khasra No.: This field is mandatory and must be entered by the surveyor. (e.g., 958).

Below this, the Property Type must be selected — you can choose either:

- Private Land or
- Government Land (only one can be selected at a time).

After filling in all necessary information, click the **Next** button to move to the next step in the ROR process (Step 2: Type of Ownership).

You can also click **Back** to return to the previous screen if needed.

Private Land

Step 2: Type of Ownership – Private Land (Plot)

After you select:

- Private Land under “Property Type” and
 - Plot under “Type of Ownership”
- this screen opens as part of the ROR Entry process.

It is divided into two major sections:

1. Plot Details Section

Here, you need to fill in the ownership and mutation-related details of the plot:

- Number of Plot Owners (Mandatory): Enter how many owners are there.
- Mutation No: If mutation has been done, mention the number.
- Date of Mutation: Select the date from the calendar (if mutation is available).

- Encumbrances / Mortgage / Other Rights: Write if there is any legal claim or mortgage on the land.
- Enter Municipal / Property ID: Enter the official municipal property ID (if available).
- Remark: Write any specific remark regarding the plot or ownership.

2. Plot Address Section

Here, you provide address-related information of the plot:

- House / Building / Apartment No: Optional – mention if there's a specific building number.
- Street / Lane / Road (Mandatory): Enter the name of the road or lane.
- Area / Locality / Sector / Ward: Mention the local area where the plot is located.
- Landmark: Any nearby landmark that helps identify the plot.
- Pin code (Mandatory): Enter the area postal code.

3. Upload Plot Photos (Optional Section)

- A separate expandable area is available to upload photos of the plot.

Navigation Buttons:

- **Back:** To go to the previous step.
- **Save & Next:** Save the filled details and go to the next step: **Owner List**.

Step 3: Owners List (Plot Owner)

After entering plot details, you now add owner information.

This screen shows the list of owners added for the selected plot.

- S.No: Serial number of the owner
- Full Name: Temporary placeholder name like "Plot Owner 1"
- Mobile Number: Mobile number of the plot owner (initially empty)
- Owner Share: Share percentage of the owner in the plot (initially empty)
- Status: Indicates if owner details are complete or not (shows "Incomplete" now)
- Action: "Add Details" button to enter full owner information.

NAKSHA

Surveyor

Surveyor user
Madhura Prashanth

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Dashboard

Survey Unit Details

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List of ROR Plot > Plot/Property Details

ULB : Bhilapal Ward : Mahanand prastap ward Survey Unit : Survey Unit 1 Plot : 18

Private Plot/Property Details Type of Ownership Owners List Owner Details

Plot Owner

Search

S.No	Full Name	Mobile Number	Owner Share	Status	Action
1	Plot Owner 1			Incomplete	Add Details

Items per page: 10 0 of 0

*This is a User Acceptance Testing (UAT) version of the website. All data displayed here is dummy/test data and not legally valid or authentic. Please do not treat any information on this portal as official or final. This environment is suitable for internal testing and validation. *यह वेबसाइट एक उपयोगकर्ता स्वीकृति परीक्षण (UAT) संस्करण है। यहां प्रदर्शित सभी जानकारी काल्पनिक/परीक्षण जानकारी है और कानूनन वैध नहीं है। कृपया इस पोर्टल पर किसी भी जानकारी को आधिकारिक या अंतिम न मानें। यह पर्यावरण केवल आंतरिक परीक्षण और प्रमाणीकरण के लिए उपयुक्त है।

Personal Data Section:

- State Citizen Centric ID: State-issued citizen ID (optional)
- Aadhar Number: 12-digit UIDAI number of the owner
- First Name: Owner's first name (*mandatory*)
- Middle Name: Owner's middle name (optional)
- Last Name: Owner's last name
- Father's/Husband's/Guardian Name: Name of guardian (mandatory for identity reference)
- Relation: Select relationship with the guardian (Father/Husband/etc.)
- Gender: Select gender from dropdown
- Date of Birth: Owner's DOB (*mandatory*)
- Mobile No: Owner's mobile number (*mandatory*)
- Email ID: Email address of the owner
- Ownership/Lease Hold/Other Rights: Select type of ownership (*mandatory*)
- Owner Share (%): Owner's share in property (*mandatory* – e.g., 100%)
- Year of Commencement of Ownership: The year from which ownership is valid
- Is the owner's communication address same as the property address?: Yes/No radio button

Upload Sections (at bottom)

- Upload Owner Photos: Upload the owner's image
- Upload Ownership Documents and Meta Data: Upload relevant documents (e.g., sale deed, lease, etc.)

The screenshot displays the 'Private Plot/Property Details' form in the NAKSHA Web Application. The form is structured as follows:

- Navigation Bar:** Includes 'Home', 'Dashboard', 'Survey Unit Details', 'Survey Activities', 'Report', 'Notification', 'Manage Log', 'Raise a complaint', 'Claim & Redressal', and 'Sign Out'.
- Breadcrumbs:** ULB: Bhopal > Ward: Maharana Pratap ward > Survey Unit: Survey Unit 1 > Plot: 18
- Form Sections:**
 - 1 Private Plot/Property Details:** Includes a 'Type of Ownership' dropdown and a 'Back' button.
 - 2 Owner Details:** Includes a 'Save & Next' button.
- Personal data:**
 - State Citizen Centric ID
 - First name *
 - Middle name
 - Last name
 - Father/ Husband's/Guardian Name
 - Relation (Select Relationship)
 - Date of Birth * (dd-mm-yyyy)
 - Mobile No * (Enter mobile number)
 - Ownership/ Lease Hold/ Other Rights * (Select Ownership)
 - Year of Commencement of Ownership * (Select Year)
 - Is the owner's communication address same as the property address * (Yes/No)
- Aadhar Number:** Aadhar Number
- Owner Share (%):** Owner Share (%) *
- Owner Details:**
 - Last name
 - Select gender
 - Email ID
- Upload Owner Photos**
- Upload Ownership Documents And Meta Data**

*This is a User Acceptance Testing (UAT) version of the website. All data displayed here is dummy/test data and not legally valid or authentic. Please do not trust any information on this portal as official or final. This environment is strictly for testing purposes.

Property Type - Private – Single/Joint Owner/Multiple Owner

This section is used to record and update ownership and structural details for privately owned buildings where ownership lies with a single or joint individual(s), as opposed to group housing societies.

1. Ownership Type Selection

- Ensure “Private Land” is selected at the top.
- Select the Type of Ownership as:
 - Single/Joint Owners Individual Building
 - Multi-Ownership/Group Housing Society

2. Building Details Entry

This form captures comprehensive building-related details:

- Are Plot and Building Owner Same?: Choose “Yes” if the land and building owners are identical. Otherwise, select “No”.
- Does the property belong to an entity?: Select “Yes” if a legal entity (e.g., company or trust) owns the property.

Additional Building Details:

- Purpose of Use: Select land use type (Residential, Commercial, etc.).
- Enter Municipal/Property ID: Input the official ID assigned by the municipal authority.
- Building Name: Optional. Enter a name if the building has one.
- Total No. of Floors: Number of floors in the building.
- Garage Area (SqM): Area designated for garage/vehicle storage.
- Super Built-up Area (SqM): Total built-up area including common amenities.
- Parking Area (SqM): Area designated for parking.
- Date of Mutation: Enter date in dd-mm-yyyy format.
- Mutation No: Enter the property mutation reference number.
- Number of Building Owners: Mandatory field; enter the count of joint/single owners.
- Encumbrances/Mortgage/Other rights: Mention any legal liabilities or claims on the building.

- Acquisition or Relevant Circumstances: Specify if the building was acquired or provide other relevant legal info.
- Remark: Any general notes or additional information.

3. Address Details

Fill in the physical location details of the property:

- House/Building/Apartment No: Input the door/house number.
- Street/Lane/Road: Mandatory. Provide complete street address.
- Area/Locality/Sector/Ward: Input locality or ward details.
- Landmark: Nearby reference point (optional).
- Pin code: Mandatory. Provide accurate postal code.

4. Upload Building Photos

Use this section to upload real-time photos of the building for recordkeeping and verification.

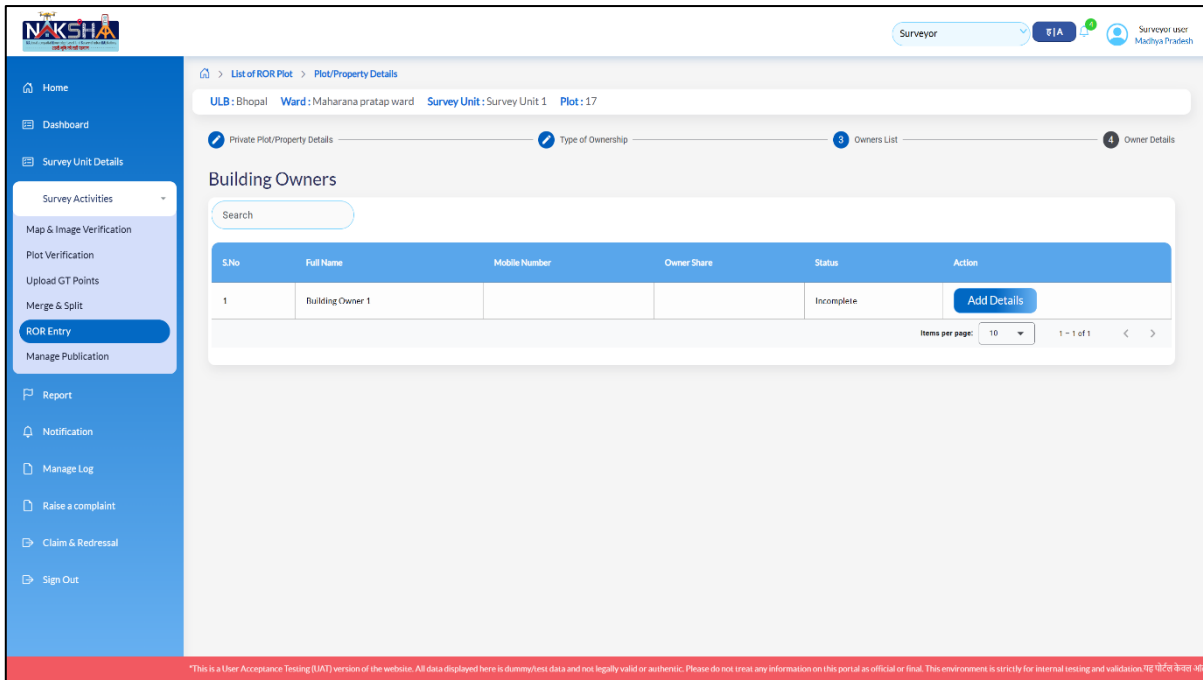
- After entering all required fields, click “Save & Next” to proceed to the next step.
- You can click “Back” to return to the previous screen.

Step 3: Owners List (Plot Owner)

After entering plot details, you now add owner information.

This screen shows the list of owners added for the selected plot.

- S.No: Serial number of the owner
- Full Name: Temporary placeholder name like "Plot Owner 1"
- Mobile Number: Mobile number of the plot owner (initially empty)
- Owner Share: Share percentage of the owner in the plot (initially empty)
- Status: Indicates if owner details are complete or not (shows "Incomplete" now)
- Action: "Add Details" button to enter full owner information



Personal Data Section:

- State Citizen Centric ID: State-issued citizen ID (optional)
- Aadhar Number: 12-digit UIDAI number of the owner
- Owner Share(%) : Owner's share in property (*mandatory – e.g., 100%*)
- First Name: Owner's first name (*mandatory*)
- Middle Name: Owner's middle name (optional)
- Last Name: Owner's last name
- Father's/Husband's/Guardian Name: Name of guardian (mandatory for identity reference)
- Relation: Select relationship with the guardian (Father/Husband/etc.)
- Gender: Select gender from dropdown
- Date of Birth: Owner's DOB (*mandatory*)
- Mobile No: Owner's mobile number (*mandatory*)
- Email ID: Email address of the owner
- Ownership/Lease Hold/Other Rights: Select type of ownership (*mandatory*)
- Owner Share (%): Owner's share in property (*mandatory – e.g., 100%*)
- Year of Commencement of Ownership: The year from which ownership is valid
- Is the owner's communication address same as the property address?: Yes/No radio button

Upload Sections (at bottom)

- Upload Owner Photos: Upload the owner's image
- Upload Ownership Documents and Meta Data: Upload relevant documents (e.g., sale deed, lease, etc.)

NAKSHA

Home Dashboard Survey Unit Details

Survey Activities

Map & Image Verification Plot Verification Upload GT Points Merge & Split ROR Entry Manage Publication

Report Notification Manage Log Raise a complaint Claim & Redressal Sign Out

ULB: Bhopal Ward: Maharana pratap ward Survey Unit: Survey Unit 1 Plot: 17

Private Plot/Property Details Type of Ownership Owners List Owner Details

Back

Personal data

State Citizen Centric ID Aadhar Number Owner Share (%)

State Citizen Centric ID Aadhar Number

First name * Middle name Last name

First name Middle name Last name

Father/ Husband's/Guardian Name Relation Gender

Father/ Husband's/Guardian Name Select Relationship Select gender

Date of Birth * Mobile No * Email ID

dd-mm-yyyy Enter mobile number Email ID

Ownership/ Lease Hold/ Other Rights * Year of Commencement of Ownership * Select Year

Select Ownership

Is the owner's communication address same as the property address * Yes No

Save & Next

Upload Owner Photos

Upload Ownership Documents And Meta Data

Both: All data displayed here is dummy/test data and not legally valid or authentic. Please do not trust any information on this portal as official or final. This environment is strictly for internal testing and validation. यह पोर्टल केवल संश्लेषण और परीक्षण के लिए है। यहां प्रदर्शित सभी जानकारी और डेटा केवल डेमो/परीक्षण के उद्देश्य से हैं और वास्तविक रूप में सत्य या प्रामाणिक नहीं हैं। कृपया इस पोर्टल की किसी भी जानकारी को अधिकारिक

7. Manage Publication

Home Dashboard Survey Unit Details

Survey Activities

Map & Image Verification Plot Verification Upload GT Points Merge & Split ROR Entry Manage Publication

Report

Manage Publication

District Urban Local Body (ULB) Ward / Village Survey Unit

Panchkula Panchkula - 248489 Panchkula Urban Estate (Eo) - ...x Survey Unit 1

Search Clear

S.No	District	ULB	Ward/Village	Survey Unit	Total Plots	Ground Truthing Completed	Ground Truthing Pending	RoR Completed
1	Panchkula	Panchkula	Panchkula Urban Estate (Eo) - Ward No.1	Survey Unit 1	1954	112	1842	0

Navigation Path:

- Click " Plot Verification" under "Survey Activities" on the left sidebar.

Purpose:

- This module allows surveyors to manage, verify, and send Record of Rights (RoR) data for publication (First, Provisional, or Final), facilitating interaction with ULB Admins for data validation and approval.

Steps:

- Apply Filters to View Publication Data:
 - Navigate to the "Publication" page.

- b. Select the following filters:
 - District: Auto-filled or select from dropdown.
 - ULB: Select the Urban Local Body from the dropdown.
 - Ward/Village: Select the relevant area.
 - Survey Unit: Select the required survey unit.
 - c. Click the "Search" button to display the publication table.
 - ii. Review and Complete RoR Data:
 - d. Review each RoR entry shown in the table.
 - e. Use the map view to cross-verify spatial data.
 - f. The "Send for Publication" button is enabled only when all required RoR data entries are completed.
 - iii. Send Data for First Publication:
 - g. After verifying the table and map data, click the "Verify and Send for Publication" button.
 - h. Select publication type as "1st Publication".
 - i. The data is forwarded to the ULB Admin for review.
 - iv. Respond to ULB Admin Feedback:
 - j. If the ULB Admin rejects the submission (for First, Provisional, or Final):
 - Receive the remark from the ULB Admin.
 - The data becomes editable.
 - Correct the RoR data as per the remarks.
 - Re-submit by clicking "Verify and Send for Publication" again.
 - v. Proceed for Provisional or Final Publication:
 - k. For Provisional Publication:
 - Select the same filters (District, ULB, Ward, Survey Unit).
 - View updated RoR and map data.
 - Click "Verify and Send for Publication".
 - Select "Provisional Publication".
 - Send to ULB Admin for verification and eSign.
 - l. For Final Publication:
 - After provisional data is confirmed as published, repeat filter selection and data verification.
 - Click "Verify and Send for Final Publication".
 - The data is forwarded to the ULB Admin, and if approved, pushed to the District Admin for final eSign and OTP verification.

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