
E-CLU USER MANUAL



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1.0 Introduction

e-CLU is an e-Governance service where applicants can file Change in Land Use (CLU) application and make payments. The Department recommends all applicants use the Online service for their filing to the Department. The Applicants have the benefits of registering themselves as users and owning personal profile in the Online environment. Online Filing automates CLU permission process and aims to put the application in public domain where the applicant submits the applications with the relevant fee submission to the Department and finally receives the permission. It enables authorities to check the application related documents and follow the approval processes.

1.1 Salient features of e-CLU

- Submit application for Grant of new and extension of CLU application.
- Online fees payment using Internet Banking Debit Card and Credit Card.
- Updation of Status on key events via SMS and Email.
- View Reports

1.2 Minimum Hardware and Software Requirement OFA supports the following web browser:

- Chrome
- Safari
- Firefox

2.0 Getting Started

Type URL <https://fmda.haryana.gov.in> in the address bar of the browser.

Once the web site is connected ,the Home page will appear as shown in Screen 1.

2.1 Registration:


To Register with us Click on **LOGIN** as shown in **Screen 1** below.



Screen 1

After clicking on **LOGIN** button , new screen appears as shown in screen 2 below.

Click on **Register** button, see screen 2 .



Click here to register new user


Login
Register

LOG IN

[Go back to homepage](#)
[Reset Password](#)

Screen 2

The user can register his profile by filling the basic information in the screen-3 below.



Login
Register

Name	<input type="text" value="Full Name"/>	Name : Enter user name
Email	<input type="text" value="Email Address"/>	Email: Enter user Email id
Phone Number	<input type="text" value="Phone No"/>	Phone No.: Enter user Phone Number
Password	<input type="password"/>	Must be of 8 characters, contain atleast one uppercase, lowercase and a numeric character
Confirm Password	<input type="password" value="Confirm Password"/>	Enter the same password as entered above

REGISTER NOW

Screen 3

After filling all the details on screen 3, click on **REGISTER NOW** and screen 4 appears.

Now enter verification code received on user Email Id and Phone Number .

After clicking on **REGISTER NOW** shown on screen 4, User gets registered with us.

Screen 4

Screen 4

Now next screen appears and enter your registered Email id on this screen and click on LOGIN button as shown on screen 5.

2.2 LOGIN

Existing users can directly LOGIN by clicking on LOGIN appearing on the top right of Screen 1 then screen 2 appears. Now user can fill registered Email id in the column provided and click **LOGIN**.

On successful login user will be provided with services viz. apply for CLU, submission of public opinions, booking of stadium and booking of water tanker.

Applicants will be able to file for various services online through Dashboard.



Login **Register**

Enter your registered Email

Enter email id entered during registration

click here

LOG IN

[Go back to homepage](#)
[Reset Password](#)

Screen 5





3.0 Apply for CLU (Change in Land Use) :

For applying for CLU ,click on **APPLY** button as shown on screen 6

FMDA Raman Logout

Applicants are advised to make payments using FMDA's online portal only. FMDA will not be responsible for any payments made via any other mode.

- Home
- Consulations
- Payment
- Change of Land Use
- Building Plan
- Occupation Cert
- Water Connection

<p>Change of Land Use (CLU)</p>  Apply	<p>Building Plan</p>  Apply	<p>Occupation Certificate</p>  Apply
<p>New Water Connection</p>  Apply		

Screen 6

After clicking on APPLY, next screen appears as shown on screen 7.

Filing New CLU application is divided into 5 steps. See screen 7.

3.1 Step 1 is for instructions where you can get list of documents required for applying for e-CLU as per your purpose.

The screenshot displays the FMDA web application interface. At the top, there is a green header with the FMDA logo and a user profile for 'Raman' with a 'Log' button. Below the header, the main content area is titled 'CLU-Change of Land Use (CLU-1635487981835)'. A progress bar at the top of the main area shows five steps, with Step 1 highlighted. The main content area is titled 'Step 1: Eligible Villages' and contains the following instructions:

- *NOTE :**
 - 1. It is mandatory to register in Single Window Portal for Petrol Pump/CNG Station with new email id, if not registered. A blue button labeled 'CLICK HERE' is provided.
 - 2. Please refer the list of villages for applying CLU. A blue button labeled 'VIEW' is provided.
 - 3. Fields which are not applicable, please put "Not Applicable" or "NA"

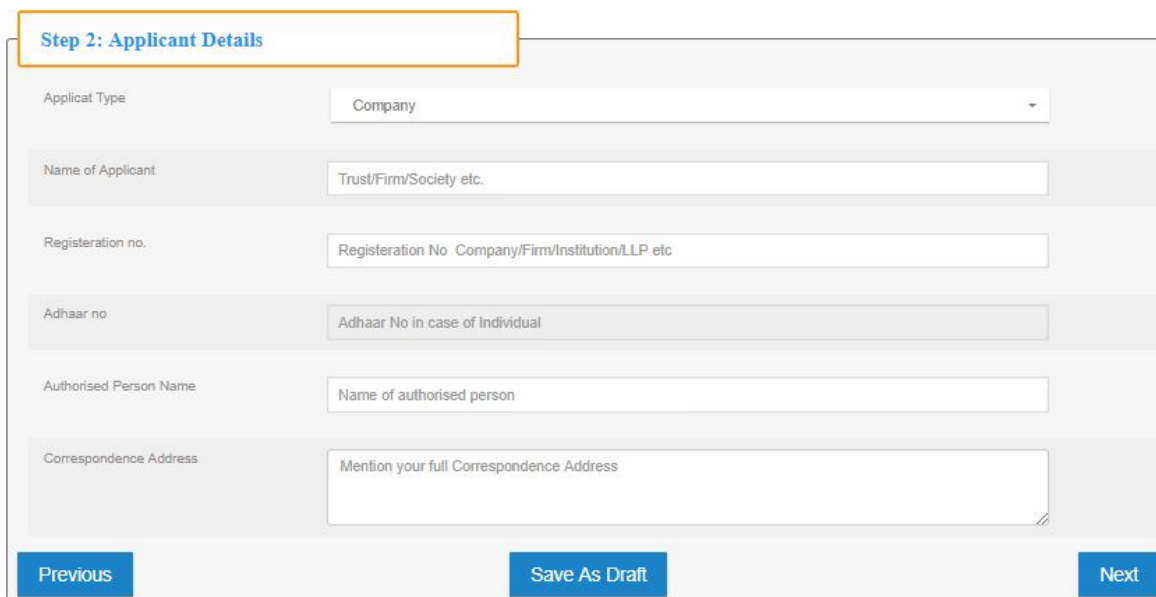
Below the instructions, there are two dropdown menus:

- Tehsil: TEHSIL FARIDABAD
- Name of village: Agwanpur

Screen 7

Go through all the instructions mentioned in step 1 and then switch to step 2 either by clicking on Next button appearing at last of step 1 or by directly clicking on step 2 on the top.

3.2 Step 2 is for Applicant's details as shown in screen 8.

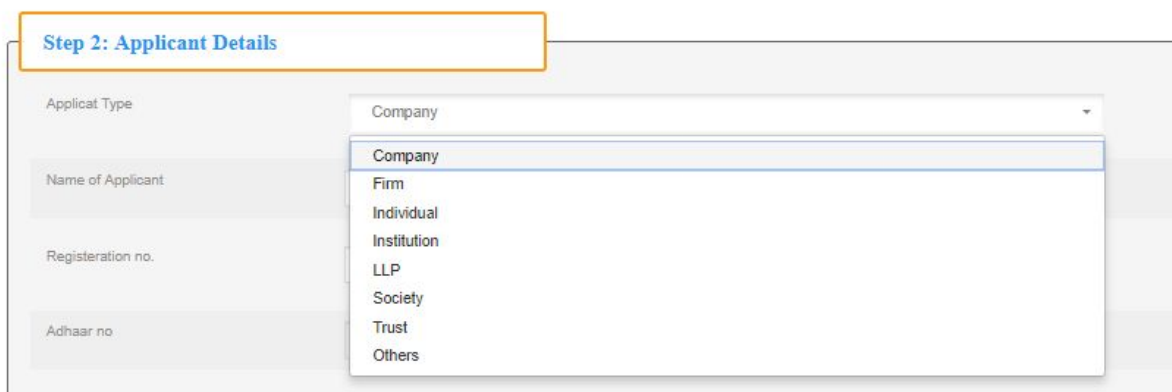


The screenshot shows a form titled "Step 2: Applicant Details". It contains several input fields: "Applicant Type" (a dropdown menu with "Company" selected), "Name of Applicant" (text input with placeholder "Trust/Firm/Society etc."), "Registration no." (text input with placeholder "Registration No Company/Firm/Institution/LLP etc"), "Adhaar no" (text input with placeholder "Adhaar No in case of Individual"), "Authorised Person Name" (text input with placeholder "Name of authorised person"), and "Correspondence Address" (text input with placeholder "Mention your full Correspondence Address"). At the bottom, there are three buttons: "Previous", "Save As Draft", and "Next".

Screen 8

First column on screen 8 is Applicant type, this column has drop down as shown in screen 9 below .

Select your type from this drop down.



This screenshot is similar to Screen 8, but the "Applicant Type" dropdown menu is open, showing a list of options: "Company", "Firm", "Individual", "Institution", "LLP", "Society", "Trust", and "Others". The "Company" option is currently selected and highlighted.

Screen 9

Fill all the columns as per instructions provided on screen 10 and click on **SAVE AS DRAFT** to save the entered data.

Note: Registration No. will be left blank in case of individual and Aadhar no. will be left blank for cases other than individual.

The screenshot shows a web form titled "Step 2: Applicant Details". The form contains the following fields and instructions:

- Applicant Type:** A dropdown menu with "Company" selected.
- Name of Applicant:** A text input field with the placeholder "Trust/Firm/Society etc.". A red box with an arrow points to it with the instruction: "Enter name of applicant whether individual, trust, firm or society etc."
- Registration no.:** A text input field with the placeholder "Registration No Company/Firm/Institution/LLP etc.". A red box with an arrow points to it with the instruction: "Enter registration no. in case of company, firm, institution ,LLP etc"
- Aadhaar no:** A text input field with the placeholder "Aadhaar No in case of Individual". A red box with an arrow points to it with the instruction: "Enter aadhar no. in case of individual"
- Authorised Person Name:** A text input field with the placeholder "Name of authorised person". A red box with an arrow points to it with the instruction: "Enter name of authorised person"
- Correspondence Address:** A text input field with the placeholder "Mention your full Correspondence Address". A red box with an arrow points to it with the instruction: "Enter your complete address"

At the bottom of the form, there are four buttons: "Previous", "Save As Draft", "Next", and "Next". Red boxes with arrows point to these buttons with the following instructions:

- Under "Previous": "click here for previous page"
- Under "Save As Draft": "click here to save the entered data"
- Under "Next" (right): "click here for next page"

Screen 10

Click on next or directly on step 3 on top of screen to visit step 3.

3.3 Step 3 contains site details. Fill up all the asked data with the help of guidelines provided on screen 11 below.

Step 3: Site Details

Proposed Use: WAREHOUSE

Proposed Activity: Warehouse agro based

Tehsil: TEHSIL GURUGRAM

Name of village: Bajhgera

Mustil No. & Khasra No.:

Whether any notice or FIR on the applied land issued by any Enforcement Wing/Police: Yes No

If Yes then details:

Previous Save As Draft Next

select proposed use of land from drop down menu

Select proposed activity from drop down menu

select Tehsil from drop down menu

Screen 11

3.4 Step 4 is all about uploading documents , Upload all the asked documents for e-CLU.

Step 4: Documents Upload

CLU 1 Form	<input type="button" value="Choose File"/>	No file chosen
Financial & Technical Capacity	<input type="button" value="Choose File"/>	No file chosen
Project Report	<input type="button" value="Choose File"/>	No file chosen
Land Utilization Plan	<input type="button" value="Choose File"/>	No file chosen
Mutation (Latest, Verified by Malika Patwar)	<input type="button" value="Choose File"/>	No file chosen
Jamabandi (Latest, Verified by Malika Patwar)	<input type="button" value="Choose File"/>	No file chosen
Khasra Girdanari (Last 5 Years, Verified by Malika Patwar)	<input type="button" value="Choose File"/>	No file chosen
Stage Plan (Delivered if jointly owned, *Verified by Malika Patwar, *showing the road width of approach roads)	<input type="button" value="Choose File"/>	No file chosen
Leases/Sale deed	<input type="button" value="Choose File"/>	No file chosen
Survey/Guide Map	<input type="button" value="Choose File"/>	No file chosen
Site Plan	<input type="button" value="Choose File"/>	No file chosen
Authority Letter(In case of company with Board Resolution or More than one owner also)	<input type="button" value="Choose File"/>	No file chosen
Registration certificate and Memorandum of Article & Association(In case of company)	<input type="button" value="Choose File"/>	No file chosen
LOI of concerned company(In case of petrol pump)	<input type="button" value="Choose File"/>	No file chosen
NOC from LAO/DHO (regarding status of acquisition)	<input type="button" value="Choose File"/>	No file chosen
Geometric Certificate (In case of educational institutions)	<input type="button" value="Choose File"/>	No file chosen
NOC from Forest Department	<input type="button" value="Choose File"/>	No file chosen
NOC from Road Authority(if land falls on schedule road/RH)	<input type="button" value="Choose File"/>	No file chosen
NOC from Haryana State Pollution Control Board	<input type="button" value="Choose File"/>	No file chosen
NOC from District Town Planner/Planning regarding NC(Z)(Natural Conservation Zone)	<input type="button" value="Choose File"/>	No file chosen

Screen 12

Press **Save as draft** button and move to step 5.

Note: Maximum size of each file can be 26 MB.

3.5 Step 5 is for Fee Calculation.

Enter area of plot in sqr mtrs and fee will be calculated automatically.

Tick mark on declaration by clicking on box against it and then **Pay Now**.

Step 5: Fee Calculations

*Fee once deposited will not be refunded

Enter total area of plot in sqr mtr

Total area of plot(sq.mtrs)

Total Scrutiny Fee(Rs 10 per sq.mtr) 0.00

Amount of Fee will be calculated automatically will appear here

I declare that applied land for CLU is not covered under acquisition proceedings and free from all encumbrance.

Pay Now >

Screen 13

Then you will be redirected to payment window as shown on screen 14 below.

Select your payment mode and pay the fee.

← → ↻ https://easypay.axisbank.co.in/easyPay/makeApiPayment?etender=1&mid=NTY0NDY=

AXIS BANK | EASYPAY

AXIS BANK FARIDABAD METROPOLITAN DEVELOPMENT AUTHORITY

file_id:	CLU-1635401909795	code:	CLU
email:	conit2050@gmail.com	phoneno:	919811047279
Scrutiny Fee:	10	Labour Cess Charges:	0
CGT:	0	Sanitation Charges:	0
Security Fees:	0	Application Charges:	0
Composition Charges:	0	EDC:	0
Conversion Charges:	0	IDC:	0
Purchasable F&R:	0	Compounding Charges:	0
License fee:	0	Others:	0
Amount:	10		

URN : 92533852
(SAVE FOR FUTURE REFERENCE)

Terms and Conditions :
I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for

Payment Options

CARDS UPI INTERNET BANKING

Pay at Axis Bank - Corporate **Pay at Axis Bank - Retail** **Other Banks**

Screen 14