

OCCUPATION CERTIFICATE USER MANUAL

FMDA



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1.0 Introduction

Occupation Certificate is an e-Governance service where applicant can submit application for Occupation Certificate. The Applicants have the benefits of registering themselves as users and owning personal profile in the Online environment. Online submission of application aims to put the application in public domain where the applicant submits the applications with the relevant documents 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 Occupation Certificate

- Submit application for occupation certificate.
- Updation of Status on key events via SMS and Email.

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

- Chrome
- Safari
- Firefox

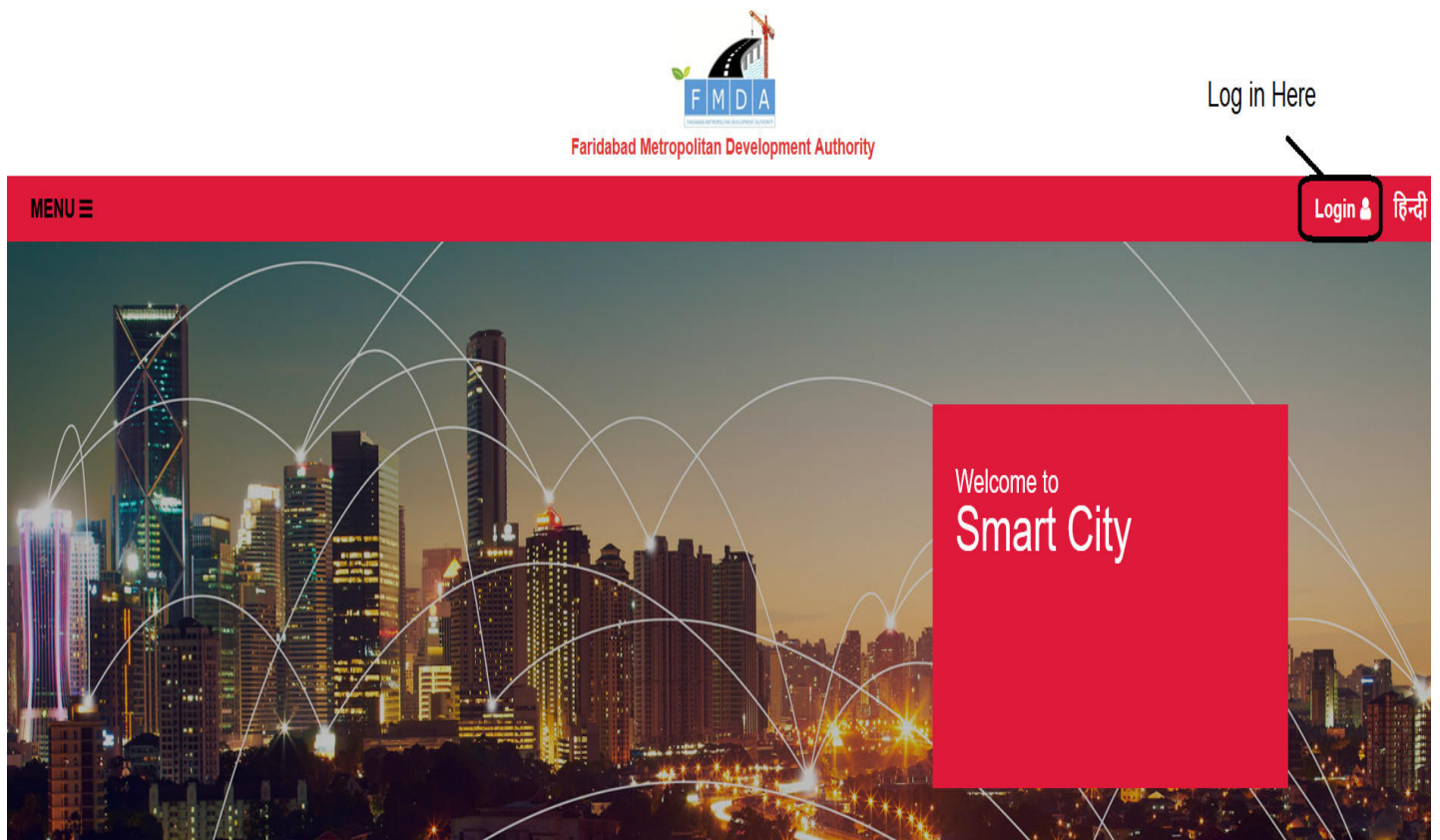
2.0 Getting Started

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**


Enter your registered Email

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 Full Name

Email Email Address

Phone Number Phone No

Password

Confirm Password Confirm Password

REGISTER NOW

Name :
Enter user name

Email:
Enter user Email id

Phone No.:
Enter user Phone Number

Must be of 8 characters, contain atleast one uppercase, lowercase and a numeric character

Enter the same password as entered above

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.

The image shows a registration form for FMDA (Fardasabad Metropolitan Development Authority). At the top, there is a logo of two hands holding a globe, and the FMDA logo with the text 'FARDASABAD METROPOLITAN DEVELOPMENT AUTHORITY'. Below the logo, there are two tabs: 'Login' and 'Register'. The 'Register' tab is active. The form contains two input fields: 'Email Verification Code No' and 'Phone No Verification Code'. Below these fields is a green button labeled 'REGISTER NOW'. Three red callout boxes with arrows point to the input fields and the button, containing the text: 'Enter verification code received on user email id', 'Enter verification code received on user Phone number', and 'Click here to register'.

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 building plan approval, Infrastructure development plan submission and occupation certificate.

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 Occupation certificate (OC- Change of Land Use) :

For applying occupation certificate, click on **APPLY** button as shown on screen6.

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

Change of Land Use (CLU)
Apply

Building Plan
Apply

Occupation Certificate
Apply

New Water Connection
Apply

Screen 6

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

Filing application for OC is divided into 6 steps. See screen 7.

3.1 Step 1 is for Applicant's details as shown in screen 8.

The screenshot shows a multi-step process with six steps indicated by numbered circles at the top. Step 2, 'Applicant Details', is the active step. The form contains the following fields:

- Applicant Type Company/Individual: A dropdown menu with 'Company' selected.
- Name of Applicant: A text input field containing 'Trust/Firm/Society etc.'
- Registration no.: A text input field containing 'In case of company'.
- Adhaar no.: A text input field containing 'Aadhar No in case of Individual'.
- Authorised Person Name: A text input field containing 'In Case of company and joint ownership'.
- Alternate Email address: An empty text input field.
- Contact No.: An empty text input field.
- Correspondence Address: A larger text input field containing the placeholder text 'Mention your full Correspondence Address'.

At the bottom of the form, 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.

Step 2: Applicant Details

Applicant Type: Company

Name of Applicant: [Input Field]

Registration no.: [Input Field]

Adhaar no.: [Input Field]

Company Type Dropdown:

- Company
- Firm
- Individual
- Institution
- LLP
- Society
- Trust
- Others

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.

Step 2: Applicant Details

Applicant Type: Company

Name of Applicant: Trust/Firm/Society etc. *Enter name of applicant whether individual, trust, firm or society etc*

Registration no.: Registration No. Company/Firm/Institution/LLP etc. *Enter registration no. in case of company, firm, institution, LLP etc*

Adhaar no.: Adhaar No in case of Individual *Enter aadhar no. in case of individual*

Authorised Person Name: Name of authorised person *Enter name of authorised person*

Correspondence Address: Mention your full Correspondence Address *Enter your complete address*

Navigation Buttons:

- Previous *click here for previous page*
- Save As Draft *click here to save the entered data*
- Next *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: CLU Details

If CLU obtained online

Name As Per CLU Sanction Letter

CLU Id [Validate >](#)

If CLU not obtained online

CLU Sanctioned Letter No. & date

Tehsil

Name of village

Area Approved For CLUS As Per Sanction Letter

CLU Sanctioned Letter No file chosen

CLU Agreement Copy No file chosen

OC Applied In, CLU Valid Period Yes No

If No

(A) Whether Applied For CLU Extension Period Yes No

If Yes, Upto What Period

And Attach Sanction Letter No file chosen

(B) If Applying After Expiry Of CLU Validity Period, Under The Policy(DATE 29/04/2010) Yes No

If Yes, Upload File No file chosen

If Yes

OC Applied For Part Covered Area Complete Covered Area

Upload File As Per Covered Area No file chosen

SR.NO.	Total Permissible Covered Area(SQMTS)	OC Applied For Covered Area(SQMTS)	OC Already Taken For Covered Area(SQMTS)	Balance Covered Area(SQMTS)	Remarks
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Screen 11

3.4 Step 4 is all about Building plan details , Upload the Building plan approved and plan sanction letter, also fill other details asked.

Screen 12

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

3.5 Step 5 is all about documents Uploading, upload all the documents asked.

See Screen 13.

Step 5: Documents Upload

CLU Sanctioned Letter No file chosen

CLU Agreement No file chosen

Form BR-III No file chosen

Form BR-IV(A) No file chosen

Form BR-IV(B) No file chosen

Form BR-V(1) No file chosen

Form BR-V(2) No file chosen

Form BR-VI No file chosen

Composition Checklist (To Be Prepared By
Projects Architect/Engineer) No file chosen

CLU Extension Period Sanctioned Letter (If Any) No file chosen

Part Occupation Certificate Letter (If Any) No file chosen

Fire NOC No file chosen

Structural Drawing duly signed by Structural Engineer *pdf along with Structure And copy of Qualification/Degree of the Certifying Engineer(only for record) No file chosen

NOC from Airport Authority(Building above 30 mt height) No file chosen

Certificate Regarding Registration and Functionality of Lift from Lift Inspector for each Lift Installed No file chosen

Affidavit Regarding 100% Stand by Generators along with Automatic Switch Over are Provided for Running of Lifts No file chosen

Structure Engineer Contact No., Address & Reg. No Certificate (IOE India) No file chosen

Proof Consultant Contact No., Address & Reg. No Certificate (IOE India) No file chosen

Architect Name

Architect Contact No. & Address

Registration No. No file chosen

Note: For qualification & competence of architect /engineer. /prof. consultant/Structure Engineer. Refer-Appendix -A of Haryana Building Code-2017

Screen 13

3.6 Step 6 is about Building Information, fill all the details asked about building constructed. See screen 14.

Step 6: Building Information

Date Of Submission Of Application For O.C

Report On Building, Based On Site Report vis-a-vis Approved Building Plan Details.

Upload Coordinates No file chosen

ZONING CHART

[Set Back Details](#)

Setbacks	Required As Per Approved Building Plan	Achieved	Violation	Remarks
Front	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rear	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Right Side	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Left Side	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ancillary	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gate	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Plinth level

Approved Plinth Lvl.	Achieved Plinth Lvl.	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Basement(in sq.mtr)

FAR Area

Non FAR Area

Basement	TotalArea	Parking Area	Service Area	No. Of Parking	Remarks
First	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Second	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Third	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fourth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Parking

	Area For Parking Approved	Area For Parking Achieved	No. Of Parking Achieved	Remarks
Stilt	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Open Space	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Photographs

Approach Road Photo No file chosen

Approach Road Photo Remark

Front Elevation Photo No file chosen

Front Elevation Photo Remark

Front SetBack Photo No file chosen

Front SetBack Photo Remark

Left SetBack Photo No file chosen

Left SetBack Photo Remark

Right SetBack Photo No file chosen

Left SetBack Photo Remark	<input type="text"/>
Right SetBack Photo	<input type="button" value="Choose File"/> No file chosen
Right SetBack Photo Remark	<input type="text"/>
Rear SetBack Photo	<input type="button" value="Choose File"/> No file chosen
Rear SetBack Photo Remark	<input type="text"/>
<u>Labour Cess As Per GMDA Site</u>	
Paid	<input type="text"/>
Due	<input type="text"/>
<input type="button" value="Submit Workflow"/> <input type="button" value="Save As Draft"/>	

Screen 14

After submission of your application, you can see the status of file from dashboard.