Public Works Department, Karnataka

Following are the list of Services:-

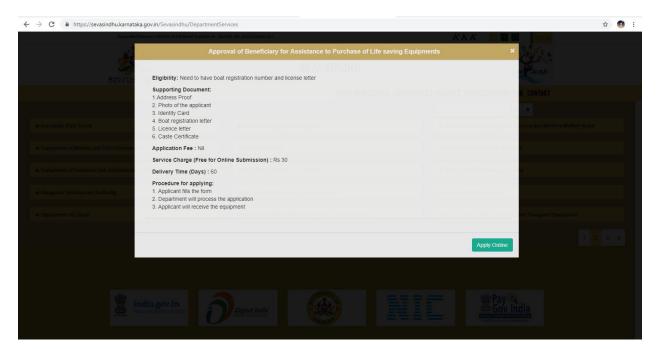
Private Building Valuation

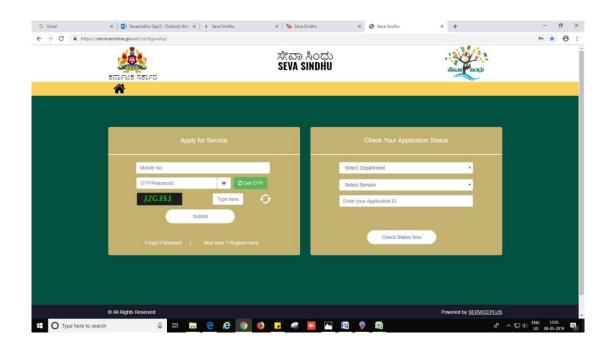
Application flow of this manual: CITIZEN → REGION OFFICE→DISTRICT OFFICE→ZONE OFFICE→CITIZEN

Steps for APPLICANT.

Ex: Private Building Valuation

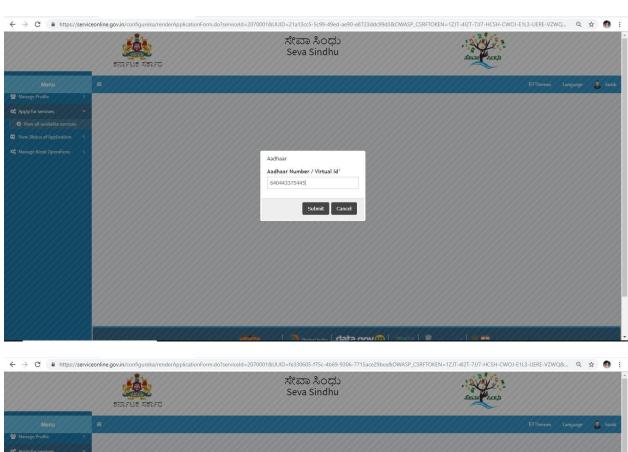
1. Register if new user and login or Login if credentials available.

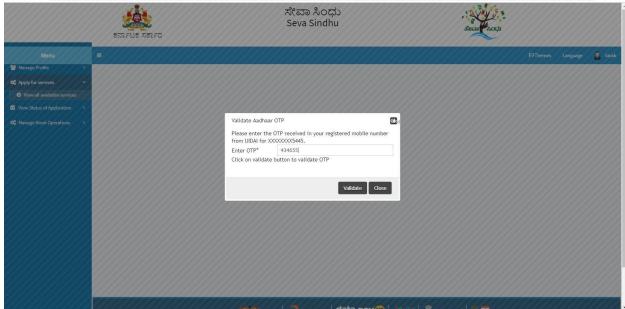




- 2. Enter OTP. OTP will be received to the phone no. which was link to entered Aadhaar.
- 3. Click on 'validate'.



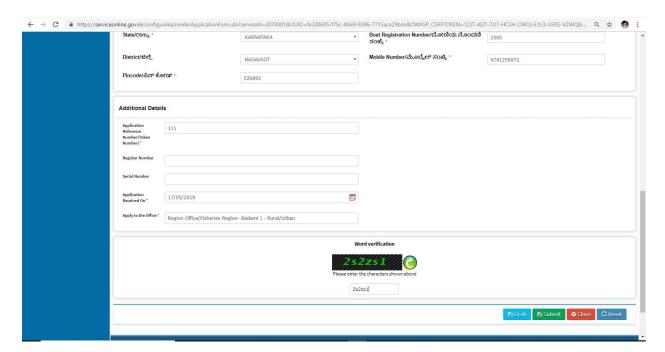




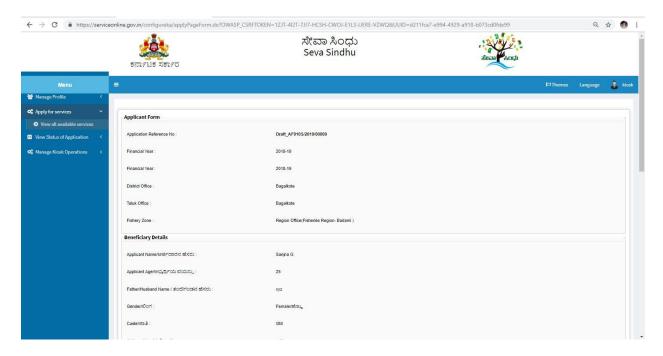
4. Fill all mandatory fields



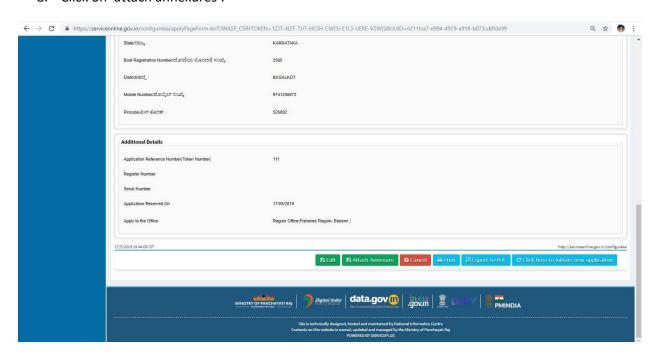
- 5. Enter 'Captcha'
- 6. Click on 'submit'.



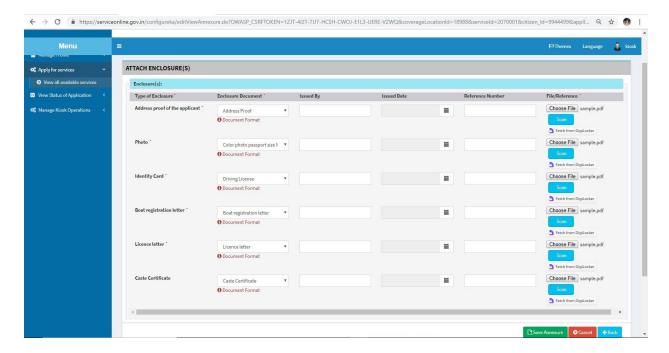
7. Review the submitted application.



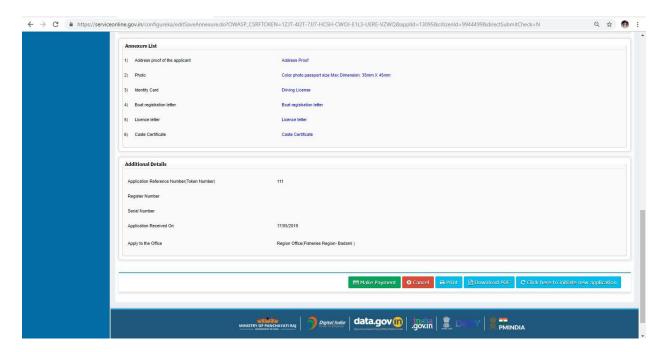
8. Click on 'attach annexures'.



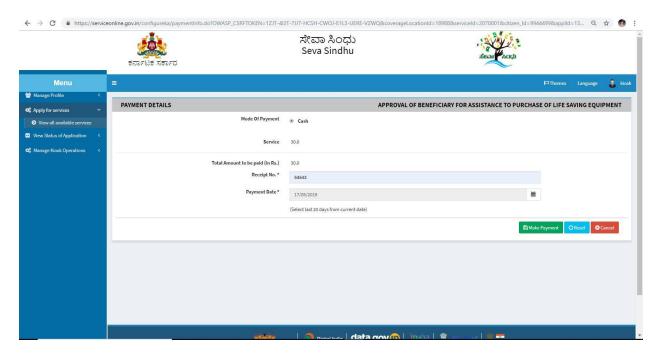
- 9. Attach annexures. With all mandatory documents.
- 10. Click on 'save annexure'.



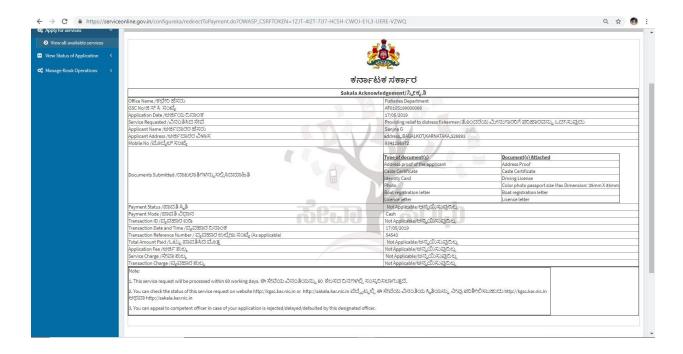
11. Review of the annexure after attachment.



12. Select mode of payment. Click and proceed further.



- 13. After successful payment, there is a generation of acknowledgement.
- 14. Either take print or export to PDF.

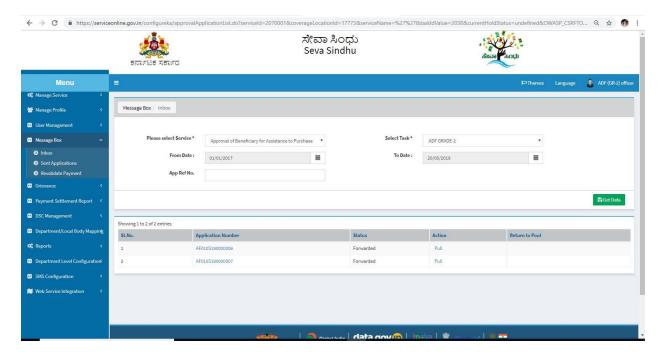


Successful submission of the application is done from applicant. Log out.

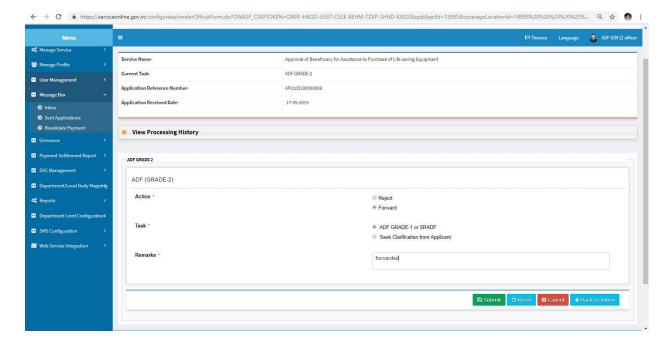
After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->view submitted application->'get data'->search with the application reference no. ->click on the 'delivered' or 'rejected' to get the certificate.

Steps to be performed by REGIONAL OFFICE (Taluk)

- 1. Login to Regional officer (taluk) page.
- 2. Go to->MENU->message box->inbox->please select service->click on 'get data'



3. Click on 'pull'.

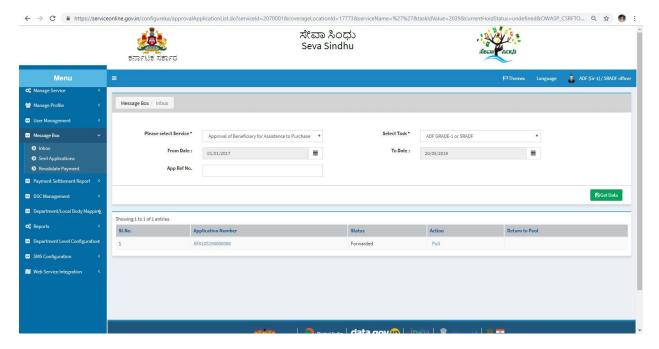


4. Click on 'View Processing History'->click on 'Completed' to verify the applicant's application.

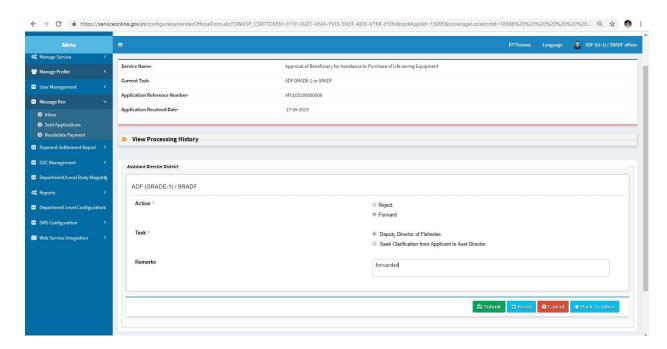
- 5. Fill mandatory fields.
- 6. Write remarks. Click on 'submit'.
- 7. Successful submission message. Log out or continue the same step for more applications received.

Steps to be performed by District Officer.

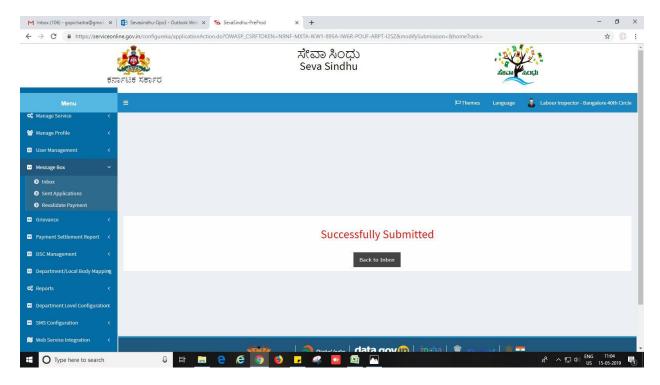
- 1. Login to District officer page.
- 2. Go to->MENU->message box->inbox-> Click on 'pull'



- 3. Click on 'View Processing History'->click on 'Completed' to verify the applicant's application.
- 4. Fill mandatory fields.
- 5. Write remarks. Click on 'submit'.

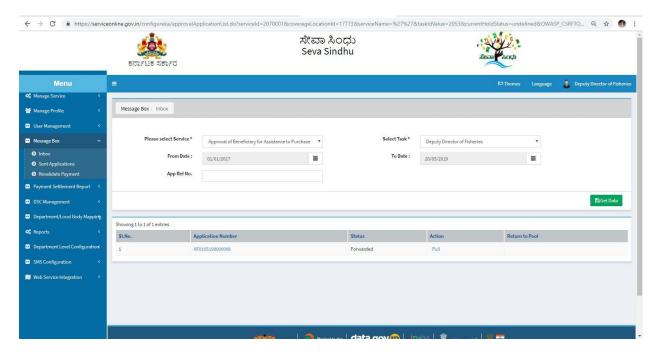


6. Successful submission message.

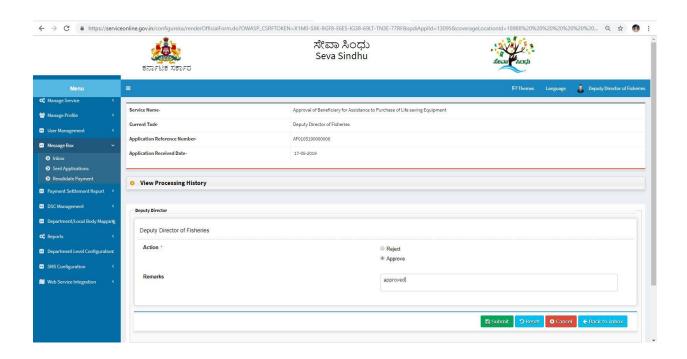


Steps to be performed by Zonal Officer.

- 1. Login to Zonal officer page.
- 2. Go to->MENU->message box->inbox-> Click on 'pull'

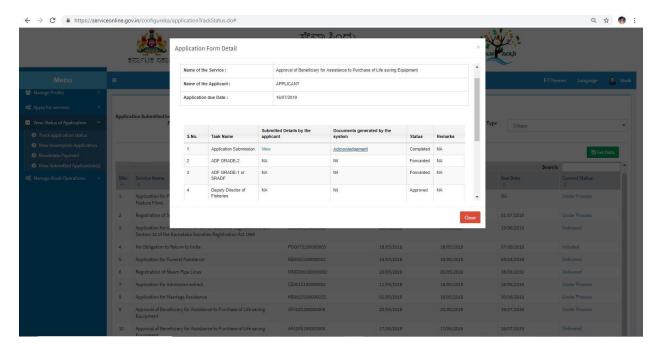


- 3. Click on 'View Processing History'->click on 'Completed' to verify the applicant's application.
- 4. Fill mandatory fields.
- 5. Write remarks. Click on 'submit'.



Steps APPLICANT's login: approval or rejection certificate

After approval or rejection from the department users, The approval or rejection certificate can be downloaded from 'menu'->'view status of the application'->view submitted application->'get data'->search with the application reference no. ->click on the 'delivered' or 'rejected' to get the certificate.



No need of output certificate. Citizen should carry acknowledgement copy to the office to avail the benefits.

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