सत्यमेव जयते



GUIDELINES

FOR END-TO-END ONLINE SERVICES

JAIPUR DEVELOPMENT AUTHORITY



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GUIDELINES – FOR END-TO-END ONLINE SERVICES



Chief Minister
Rajasthan

MESSAGE

The Jaipur Development Authority is releasing this booklet to guide citizens by digitalizing all its services, making them simple, transparent, and accessible. This booklet will help citizens access information about the various online services of the Jaipur Development Authority and understand the application process.

"Good Governance," is the core mantra of the Rajasthan Government. It is not merely limited to policy formulation; its true purpose lies in bringing positive change in the lives of common people. Through the Jaipur Development Authority's online system, citizens can now access services, such as lease hold/ free hold deeds, conversions, building plan approvals, name transfers, subdivision and reconstitutions the comfort of their homes or through the nearest e-Mitra.

I am confident that this booklet will prove useful and practical guide for citizens and aid the effective implementation of online processes.

I dedicate our efforts at digitization to the citizens of Jaipur and hope it helps everyone to avail JDA services at their fingertips.

Bhajan Lal Sharma

सत्यमेव जयते



Minister of State
Urban Development, Housing and Self-Governance
Department, Government of Rajasthan

MESSAGE

I am pleased to share that under the visionary guidance of Honourable Chief Minister Shri Bhajan Lal Sharma, continuous efforts are being made to provide transparent, convenient, and effective urban services to the citizens of the state. To this end, the Jaipur Development Authority has made all its services completely online for the convenience of citizens, eliminating the need to visit the office and allowing them to avail all services from the comfort of their homes.

To make this process clearer and more accessible, a guidebook to our online services is being published. This booklet will provide a detailed roadmap to every citizen to take up the application process for various online services like lease hold/ free hold deeds, conversions, building plan approvals, name transfers, subdivision and reconstitutions, and other land-related matters.

I wish this initiative every success and hope that this guidebook will prove extremely useful to citizens.

09/12/2025

Jhabar Singh Kharra

सत्यमेव जयते



Chief Secretary
Rajasthan

MESSAGE

I am delighted to share that the objective of this book is to make all government services provided by the Jaipur Development Authority transparent, simple, and accessible to citizens. By bringing all processes to a digital platform, we aim to ensure efficiency, accountability, and convenience in service delivery.

This book has been prepared as a guide for everyone who has any work at JDA to help them understand the processes and apply for various online services. Our endeavour is to make governance not only digital but also inclusive and citizen friendly.

I am confident that this book will prove to be a useful companion for both citizens and institutions and help us realize our collective goal of "Digital Jaipur."

I am confident that all online services of the Jaipur Development Authority will ensure prompt and timely resolution of common people's problems.

V. Srinivas



Principal Secretary to Government
Urban Development & Housing Department
Government of Rajasthan

MESSAGE

I am pleased to present this booklet, which has been carefully developed to provide citizens with clear and accessible information about the services and functions of the Jaipur Development Authority. As our cities grow and the needs of residents evolve, it becomes essential that public services remain transparent, efficient, and easy to navigate. This booklet is an effort to bring important processes, guidelines, and procedures into one place so that every citizen can engage with JDA services confidently and without difficulty.

The Urban Development & Housing Department is committed to improving service delivery through simplification, technology-driven systems, and citizen-centric governance. Our focus remains on ensuring that residents receive timely support, accurate information, and a seamless experience when interacting with urban authorities. I hope this booklet becomes a helpful companion for individuals seeking clarity on JDA's online and offline services, regulatory processes, and developmental initiatives.

Your suggestions and feedback are always welcome, as they enable us to strengthen our systems and serve you better.

With best wishes for a smooth and informed experience with JDA services.

Dr. Debashish Prusty



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Chapter 1

Jaipur Development Authority: Online Services List

Jaipur Development Authority provides a range of digital services under its e-governance initiative. The Online Services List covers key offerings such as plan approvals, lease management, land use change, payments, and citizen application tracking.

These services aim to enhance transparency, reduce turnaround time, and improve accessibility for residents of Jaipur. All platforms are integrated for a seamless, paper-light user experience.

Sr. No.	Services	सेवाएँ (हिंदी)
1	Issue of Lease/ Free Hold Deed (E-Patta)	लीज/फ्री होल्ड डीड (ई-पट्टा) जारी करना
2	Issue Free Hold E-Patta in lieu of already issued Patta	पहले से जारी पट्टे के बदले फ्री होल्ड ई-पट्टा जारी करना
3	Name Transfer/ Substitution	नाम हस्तांतरण/प्रतिस्थापन
4	Subdivision/Reconstitution	उपविभाजन/पुनर्गठन
5	One Time Lease Certificate (OTLC)	एकमुश्त लीज प्रमाणपत्र (ओटीएलसी)
6	Re-Validation in issued Lease Deed (Up To 3 Years)	जारी लीज डीड में पुनः सत्यापन (३ वर्ष तक)
7	Re-Validation in issued Lease Deed (After 3 Years)	जारी लीज डीड में पुनः सत्यापन (३ वर्ष बाद)
8	Correction in issued Lease Deed	जारी लीज डीड में सुधार
9	Correction in issued Sub-Division and Reconstitution	जारी उप-विभाजन और पुनर्गठन में सुधार
10	Correction in Legacy Documents	पुराने दस्तावेजों में सुधार
11	Correction in issued Name Transfer	जारी नाम हस्तांतरण में सुधार
12	Correction in issued Allotment Letter	जारी आवंटन पत्र में सुधार
13	Correction in issued Possession Letter	जारी किए गए कब्जा पत्र में सुधार
14	Allotment Letter through Lottery	लॉटरी के माध्यम से आवंटन पत्र
15	Issue of Possession Letter	कब्जा पत्र जारी करना
16	Issue of Allotment Letter	आवंटन पत्र जारी करना
17	Change of land use (from residential to commercial or other purpose)	भूमि उपयोग में परिवर्तन (आवासीय से वाणिज्यिक या अन्य प्रयोजन के लिए)
18	Layout Plan Approval	लेआउट योजना अनुमोदन
19	Issue of Completion Certificate by JDA	जेडीए द्वारा पूर्णता प्रमाण पत्र जारी करना
20	Issue of Occupancy Certificate by JDA	जेडीए द्वारा अधिभोग प्रमाण पत्र जारी करना
21	Extension of Project Duration/Validity Period	परियोजना अवधि/वैधता अवधि का विस्तार
22	Cancellation of Approved Building Map	स्वीकृत भवन मानचित्र को रद्द करना
23	Land Surrender and Compensation Against Sector Road/Master Plan Road/Other Road/Scheme etc.	सेक्टर रोड/मास्टरप्लान रोड/अन्य रोड/स्कीम/आदि के विरुद्ध भूमि समर्पण और मुआवजा

24	Transport Nagar e-Patta	ट्रांसपोर्ट नगर ई-पट्टा
25	Copy of Scheme Map	योजना मानचित्र की प्रति
26	Copy of court related documents	अदालत से संबंधित दस्तावेजों की प्रतिलिपि
27	Certify Copy of Documents (Site Plan, Allotment, Possession Letter)	दस्तावेजों की प्रमाणित प्रतिलिपि (साइट प्लान, आवंटन, कब्जा पत्र)
28	Certify Copy of Documents (Others)	दस्तावेजों की प्रमाणित प्रतिलिपि (अन्य)
29	Institutional Land Allotment	संस्थागत भूमि आवंटन
30	Submission of maps approved by Registered Architect	पंजीकृत वास्तुकार द्वारा अनुमोदित मानचित्र प्रस्तुत करना
31	Building Plan approval/permission below 500 Sq Mt	५०० वर्ग मीटर से कम के भवन योजना अनुमोदन/अनुमति
32	BPAS	बी-पास
33	90-A	९०-ए
34	Above Ground Telegraph Infrastructure	जमीन के ऊपर टेलीग्राफ अवसंरचना
35	Underground Telegraph Infrastructure	भूमिगत टेलीग्राफ अवसंरचना
36	Make Payment Against Property	संपत्ति की एवज में भुगतान
37	Booking of Community Center	सामुदायिक केंद्र की बुकिंग
38	e-Auction (Online)	ई-नीलामी (ऑनलाइन)
39	Online Tender participation	ऑनलाइन निविदा भागीदारी
40	Developer Registration	डेवलपर पंजीकरण
41	Khancha Land (Strip of Land)	खांचा भूमि
42	Submit Objection for Vigyapati	विज्ञप्ति के लिए आपत्ति

Chapter 2

Online Application Options for Accessing Authority Services

To avail the services offered by Jaipur Development Authority, the public is provided with three convenient online application options. From these, it is mandatory to select one option to proceed further.

1. Aadhaar e-KYC

For the convenience of Jaipur's citizens, Jaipur Development Authority has introduced a completely online e-KYC Authentication process enabling seamless access to services, like lease deeds, freehold lease deeds, name transfers, property subdivisions, reconstitutions etc. Applicants can apply by using their Aadhaar number from the comfort of their homes or by visiting their nearest e-Mitra center for assisted support.

The information displayed in your Patta or lease deed will appear the same as provided, preventing any chances of typographical error or discrepancy.

Key features of the e-KYC process:

A. Simplicity of application:

With the Aadhaar numbers of the applicant and the witness, crucial details such as name, father's name, address, and photo are automatically embedded in the application form.

B. Two verification options:

Upon entering the Aadhaar number, the applicant is provided with two options:

Option 1: OTP-based Authentication: One-time password (OTP) is sent to the registered Aadhaar linked mobile number.

Option2: Face Authentication: The Aadhaar-based face-authentication process face authentication process is conducted through the authorized Aadhaar Face RD application, officially provided by UIDAI and available on the Google Play Store and Apple App Store.

Option3: Biometric Authentication: The biometric authentication is conducted through the authorised Aadhaar based biometric authentication, officially provided by UIDAI.

C. Automatic Details Display:

Upon completion of verification through the above option, the applicant's name, father's name, address, and photo will automatically appear on the application form.

Benefits of this process:

The application process brings simplicity, is faster, and completely secure. No physical visit to the authority office is required. Online verification of documents and a transparent process is ensured, saving time and resource while promoting streamlined digital governance.

Important Information:

If there are any errors or updates required in the Aadhaar card of the applicant or witness the same have to be rectified at the nearest Aadhaar Service Centre at the nearest Aadhaar Service Center before applying. This ensures that the details as being submitted by the Applicant to the Jaipur Development Authority are correct and free from any error(s).

2. In the absence of an Aadhaar card

Citizens are encouraged to use the Authority's online services primarily through Aadhaar-based authentication, a secure method designed to protect identity, simplify the process, and enable fast, accurate, and paperless service delivery.

Note: If an applicant is not able to apply using Aadhaar due to unavoidable reasons, they may visit Jaipur Development Authority for further processing after applying through EPIC ID (Voter ID), Passport and Driving License.

3. Online Application by NRIs

Non-Resident Indian (NRI) citizens who intend to apply for the Jaipur Development Authority's online services are required to select this option.)

For application, an NRI certificate issued by the Respective Embassy, a valid passport, and a power of attorney.

Chapter 3

Limitations and Exception Scenarios after Submission of Online Applications

Even after submitting an online application, the requested action may not be completed under the following circumstances. the required

1. Ambiguity or Incompleteness in Ownership Records:

If the documents submitted do not clearly establish the applicant's lawful legal ownership of the concerned land, the request cannot be completed.

2. Non-existence of the Plot on the Approved Map:

If the land plot has not been formally created in accordance with the approved layout or sanctioned map as per the Authority's records, the requested application cannot be processed.

3. Ongoing Judicial or Legal Dispute:

If the plot is subject to court proceedings, a stay order, or any other statutory legal restrictions, the requested action will remain non-executable until the dispute is resolved, or the restriction is lifted.

4. Absence of Physical Possession:

If the applicant does not have actual, verifiable, and lawful possession of the plot, the requested action cannot be fulfilled.

5. Plot Located in an Un-approved area or area under acquisition:

If the plot falls within an un-approved or under-acquisition area and is not integrated under an operational approved land-use plan, the requested action cannot be completed.

6. Conflict with Public Facility or Utility Reservation:

If the plot lies within a zone reserved for public facilities or utilities—including parks, roads, schools, medical amenities, or other community infrastructure—the requested action cannot be initiated.

7. Multiple-Claimant or Disputed Settlement Process:

If more than one legal claimant asserts rights over the same plot, the applicable cooperative dispute-resolution framework mandates that the parties initiate formal legal proceedings. Upon deposit of the prescribed arbitrator fee, an arbitrator is appointed by the competent Authority, who adjudicates the matter and issues a final order for resolution.

Chapter 4

Citizen Login Credentials: Creating and Accessing JDA Service Dashboard via SSO

Creating an SSO ID:

If the applicant doesn't have an SSO ID, it must be created first prior to initiating any online service request with Jaipur Development Authority.

This can be completed by visiting the nearest e-Mitra service center to generate login credentials or by self-registering Jan Aadhaar (only for residents of Rajasthan) or verified Google Account (for other states).

Registering with Jan Aadhaar

1. To register with Jan Aadhaar, the applicant must enter their correct Jan Aadhaar ID and then click Next to proceed.
2. Select their name from the list provided by Jan Aadhaar and click Next.
3. Verify with the one-time password (OTP) received on the registered mobile number linked to the Jan Aadhaar.
4. Upon successful verification, the applicant's SSO ID and password are generated, enabling access to the Authority's online services.

Registering with Google Account

To register using a Google Account, applicants must enter their registered Google email ID and complete OTP-based verification to generate their SSO login credentials.

After Citizen SSO ID Login: Citizen Application Pathway

- Upon logging into their SSO ID, the applicant must navigate to the Citizen Application section and select JDA services to view all online services offered by the authority.
- Click "Proceed as Citizen" to move to the service dashboard Within the My Dashboard interface, the applicant must select JDA Online Services, followed by Apply for New Services, to initiate a fresh service request.
- The system now displays a structured catalogue of online services provided by the JDA Services, from which the applicant may select the desired service to continue further.

A Step-by-step Guide to Use the Online Services of Jaipur Development Authority

Chapter -5

Issuance of Leasehold/Freehold Deed (JDA e-Patta)

Section 1: Introduction

This section of the guidebook explains the e-Patta (lease deed or freehold deed) from the Jaipur Development Authority (JDA). The step-by-step guide explains the process for ease of application for all citizens and is free from the bias of technical knowledge. The aim is to enable every citizen to complete the entire e-Patta process with zero dependency on agents or middlemen.

Section 1.1: Details of JDA E-Patta

1.1.1 What Is JDA E-Patta?

A JDA Patta is a legal document proving that a particular plot of land belongs to you, often known as lease deed. JDA has started issuing this in an e-sign digital format. Citizens can opt for a copy of the document or straightaway have an electronic version sent directly for registration.

1.1.2 JDA Patta vs Society Patta/ Developer Patta

JDA Patta is the only official document that proves your legal rights to the respective plot. Many other private societies/ persons etc., issue Patta in their own name.

They are NOT the same as, or considered JDA Patta, and JDA does not automatically recognize, validate, or consider them legally admissible. The application undergoes a formal verification process to confirm legality and authenticity, as detailed below, following which a valid and authenticated Patta is issued to the applicant.

1.1.3 Difference between Lease Hold & Free Hold Patta

Leasehold Patta grants land on a long-term lease from JDA, while a freehold Patta confirms the permanent land ownership to the applicant. If an applicant opts for an annual lease renewal option, the prescribed lease charges have to be paid to JDA in every financial year.

1.1.4 Importance of Checking the Approved Layout Plan

Patta are typically issued only after issuing of a layout plan for a particular scheme.

All approved layout maps are available for citizens on the JDA Website (https://jda.rajasthan.gov.in) > Scheme and Allottees through the Scheme Name. It is strongly advised to always check a plot in the Approved Layout Plan prior to purchase. A Patta cannot be issued for a plot that does not exist/ is not approved in its scheme layout plan.

1.1.5 Details in e-Patta

The e-Patta contains:

- Applicant identification details
- Plot number and scheme particulars.
- Plot boundaries and adjoining limits.
- Authentication signatures

Upon issuance, registration of the Patta is a compulsory step to finalize legal ownership.

Section 2: Document Checklist

2.1 Documents for JDA-Approved Schemes (Original Allottees)

If the applicant's plot was allotted directly by JDA (through lottery, allotment letter, auction etc.), you must upload:

2.1.1 Original Allotment Letter/Possession Letter including Site Plan

- This is the main document JDA issued when the plot was given to you.
- If JDA has issued Site Plan, then upload it.

2.1.2 Chain of Documents

- If the plot changed hands (via sale/transfer), upload all documents showing legal transfer.

2.1.3 Affidavit (Regarding Disputes)

- E-sign affidavit confirming that there is no dispute related to the property after making the payment of INR 50 through e-Gras. The format of the affidavit is available at the time of applying.

2.1.4 Receipt of any previous payment

- Submit receipt of any old fee (Installment payments, Conversion charges, Sewerage changes etc) paid to JDA.

2.1.5 Documents in Case of Death of Original Allottee

- If the original allotee died, the applicant must upload:
  a. **Death Certificate:** Must be issued by Municipal Corporation or Nagar Palika in Urban areas, Gram Panchayat in Rural areas and online through "pehchan" portal.
  b. **Submit a copy of the Will (if available).** In case of unregistered Will two witnesses mentioned in the Will, must provide appropriate affidavit.
  c. **Relinquishment of Title:** If all legal heirs want the lease deed to be issued in the name of one heir, all other heirs must submit a registered Relinquishment Deed in that person's favour.
  d. **Heir certificate/ Family tree/ Shajra**

2.2 Documents for Cooperative Housing Society Plots

To clarify and avoid confusion please be informed:

2.2.1 Original Allotment Letter:

- The original letter issued for the plot.
- Allotment letters issued by Cooperative Societies are valid only up to 17.06.1999.
- Original Society allotment letter- even if you are a subsequent purchaser, this is required.)

2.2.2 Original Site Plan issued by the Society and Payment Receipt

- Attach both the site plan and the receipt received at the time of allotment.
- You can upload receipts showing instalments paid to the society.

2.2.3 Chain of Documents

- If the plot changed hands (via sale/transfer), upload all documents showing legal transfer.

2.2.4 Affidavit (Regarding Disputes)

- E-sign affidavit confirming that there is no dispute related to the property after making the payment of ₹50 through e-Gras. The format of the affidavit is available at the time of applying.

2.2.5 Indemnity Bond on Rs. 200 Stamp

- For plots under Cooperative Societies or Private Holdings, an indemnity bond must be prepared and

e-signed after making a payment ₹200 through e-Gras. (Note: This can be purchased online while applying)

2.2.6 Documents in Case of Death of Original Allottee

- If the original allotee died, the applicant must upload:
  a. **Death Certificate:** Must be issued by Municipal Corporation or Nagar Palika in Urban areas, Gram Panchayat in Rural areas and online through "pehchan" portal.
  b. **Submit a copy of the Will (if available).** (Note: in case of unregistered Will two witnesses mentioned in the Will, must provide an appropriate affidavit)
  c. **Relinquishment of Title:** If all legal heirs want the lease deed to be issued in the name of one heir, all other heirs must submit a registered Relinquishment Deed in that person's favor.
  d. **Heir certificate/ Family tree/ Shajra**

2.3 Documents for Private Khatedari Plots (Niji Khatedari)

Niji Khatedari Owners must provide slightly different documents as below:

2.3.1 Original Allotment Letter:

- The original letter was issued for the plot by Niji Khatedar.

2.3.2 Original Site Plan issued by the Niji Khatedar and Payment Receipt

- Attach both the site plan and the receipt received at the time of allotment.

2.3.3 Chain of Documents

- If the plot changed hands (via sale/transfer), upload all documents showing legal transfer.
- Documents showing ownership, such as a copy of the agreement if the plot was bought from the original allottee.

2.3.4 Affidavit (Regarding Disputes)

- E-sign affidavit confirming that there is no dispute related to the property after making a payment of ₹50 through e-Gras. The format of the affidavit is available at the time of applying.

2.3.5 Indemnity Bond on Rs. 200 Stamp

- For plots under Cooperative Societies or Private Holdings, an indemnity bond must be e-Signed and a payment of ₹200 is to be made through e-Gras. (Note: This can be purchased online while applying).

2.3.6 Documents in Case of Death of Original Allottee

- If the original allotee died, the applicant must upload:
  a. **Death Certificate:** Must be issued by Municipal Corporation or Nagar Palika in Urban areas, Gram Panchayat in Rural areas and online through "pehchan" portal.
  b. **Submit a copy of the Will (if available).** (Note: in case of unregistered Will two witnesses mentioned in the Will, must provide an appropriate affidavit)
  c. **Relinquishment of Title:** If all legal heirs want the lease deed to be issued in the name of one heir, all other heirs must submit a registered Relinquishment Deed in that person's favour.
  d. **Heir certificate/ Family tree/ Shajra**

2.4 Documents required when the plot owner has passed away.

If the original allotee died, the applicant must upload:

a. **Death Certificate:** Must be issued by Municipal Corporation or Nagar Palika in Urban areas, Gram Panchayat in Rural areas and online through "pehchan" portal.

b. **Submit a copy of the Will (if available).** (Note: in case of unregistered Will two witnesses mentioned in the Will, must provide an appropriate affidavit)

c. **Relinquishment of Title:** If all legal heirs want the lease deed to be issued in the name of one heir, all other heirs must submit a registered Relinquishment Deed in that person's favour.

d. **Newspaper Publication Requirement:**

- Once the above documents are verified, the Zone Deputy Commissioner (DC) will issue a draft newspaper publication to you. The applicant must get that published in the newspaper at your own cost as intimated to you by the Zone Deputy Commissioner.
- If no objection comes within the notice period, then Patta process continues.
- If there is any objection, the Zone Deputy Commissioner will hear you and the objections & decide the further course of action.

2.5 Documents required when the Plot is Mortgaged with a Bank/Financial Institution

- In this case, to obtain the lease deed, it is mandatory to submit the original allotment letter and site map to the authority.
- If the lending institution has the original documents mortgaged, the lending institution must inform the authority that "The original documents of this plot are mortgaged with us." The letter must be on the Bank's letterhead with the signature and stamp of the authorized person and should not be older than 6 months.
- In addition to the documents mentioned above, the applicant must upload these documents:
  - The bank's letter
  - Photocopies of all original documents
- Thereafter, if the lease deed is to be prepared in favor of the applicant by the authority, the lending institution will send its authorized representative to hand over the original documents to the authority.

2.6 Documents required for NRIs

- In addition to the documents mentioned above, an NRI applicant must upload these documents too:
  - Passport Copy
  - NRI Certificate from the Indian Embassy/Consulate

    Power of Attorney in favour of a local representative with an Aadhaar Card.

2.7 Documents required for Companies/Institutions/Trusts

If the property belongs to an organization, then in addition to the documents mentioned above, you must upload:

- Certificate of Incorporation (For Companies)
- Registration Certificate (For Trust/Societies)
- Resolution authorizing a representative.
- Aadhaar ID of authorized signatory

2.8 Documents for Witness

Each application must include a witness.

The witness can verify using one of these documents:

- Aadhaar
- Voter ID
- Passport
- Driving License

2.9 Summary Table of Documents:

S. No.	Category	Required Documents
1	JDA Schemes	Allotment Letter issued by JDA, Site Plan, Receipts (if any), Chain documents, Affidavit
2	Cooperative Society	Allotment Letter issued by Society (before 17.06.1999), Site Plan, Receipts, Chain documents, Affidavit, Indemnity Bond
3	Private Khatedari (Niji Khatedari)	Allotment Letter issued by Niji Khatedar, Site Plan, Receipts, Chain documents, Affidavit, Indemnity Bond
4	In case of the Death of the Original Allottee	Death Certificate, Will, Relinquishment deeds, newspaper publication, Heir certificate/ Family Tree/ Shajra
5	When the plot is Mortgaged with a Bank/Financial Institution	Bank Letter (not older than 6 months), Photocopies of Original Documents
6	NRI	Passport, NRI Certificate, POA, ownership documents
7	Companies/Institutions/Trusts	Registration documents, resolution, authorized signatory ID

Section 3: Conditions where an e-Patta cannot be issued

This is one of the most important sections because many citizens apply for an e-Patta without realizing that their plot is not eligible for e-Patta being issued, due to some prevailing technical or legal issue(s). To avoid rejection in the later stages, please read this part very carefully.

Below are all conditions under which JDA cannot issue an e-Patta: -

A. Incomplete or Unclear Ownership Documents

- A.1 The submitted documents do not clearly establish the legal transfer or origin of the plot's ownership.
- The ownership chain from the original allottee to the present applicant is incomplete or contains a break.
- One or more intermediary agreements, receipts, or supporting records are missing.
- The applicant or allottee names do not exactly match the details recorded in Aadhaar, leading to inconsistency in authentication.
- The application is submitted based on a Society-issued Patta dated after 17.06.1999, which is not recognized under the Authority's issuance framework.

Simple explanation:

The Authority processes applications only after complete verification of the lawful ownership chain; any missing or incomplete document halts further action.

Example:

If the original allottee sold the plot to A, A sold to B, and you purchased from B the applicant should possess all documents for all three steps. In case of absence of even one step the Patta cannot be issued by Jaipur Development Authority.

B. Plot Does Not Exist in JDA's Approved Map/ Layout:

All Pattas are issued strictly in accordance with sanctioned layout plans; if the claimed plot does not exist at the specified location on the approved scheme map maintained by the Authority, a Patta cannot be issued.

Example:

Your society map shows Plot No. 55.

When JDA checks its approved layout, Plot No. 55 is not present or its size is different, or the plot falls in some other reservation, such as a park, facility, road, etc.

C. There is a Court Case / Stay Order

If any court (civil court, tribunal, cooperative court, high court) has:

- Issued a stay.
- Issued an interim order.
- Issued a status quo order.

Then JDA cannot act until the court permits.

D. Applicant Does Not Have Physical Possession of the Plot

If JDA's Junior Engineer during the site inspection finds that:

- The applicant does not have possession.
- Someone else has built a house there.
- The land is used differently than documents show.

E. Plot Lies in an Unimplemented or Under Acquisition Planning Area

Some plots fall in areas marked as:

"UNCLAIMED"

"PENDING ACQUISITION"

This means JDA has not:

- Finalized the scheme.
- Acquired the land.
- Issued revised layout.

If the applicant's plot falls here, then no Patta will be issued until planning is final.

F. Plot Lies in an Facility / Reserved Area

Facility areas include:

- Parks
- Schools
- Roads (sector road, master plan road, internal road)
- Hospitals / Health Centers
- Public utility zones

If the applicant's plot falls fully or partially in any such reserved area, Patta cannot be issued.

For Example:

If the plot was originally represented as residential by the issuing society or developer, but is subsequently found—during official planning revisions—to fall within a zone reserved for a park, road widening, or other public infrastructure in the approved layout maintained by the Authority, then a Patta cannot be issued for such land

G. Multiple Claimants (More than One Person Claiming the Same Plot)

This is a common issue in cooperative societies and niji khatedari lands. If more than one person claims ownership of the same plot:

- JDA cannot decide the dispute.
- The matter must be settled legally.

As per the Rajasthan Cooperative Societies Act, 2001:

Disputes go to:

- Deputy Registrar (Cooperative Cell)
- Arbitrator appointed afterwards

JDA waits until a final, written, signed order settles the dispute.

H. Documents are Not Authentic / Signed/ Traceable

JDA cannot issue a Patta if:

- The allotment letter is fake or manipulated.
- The site plan does not match JDA records, such as the approved layout plan.
- The cooperative society issued unregistered allotments.
- The approving authority's signature is missing.

I. Plot Falls in Land Surrender / Road Widening / Project Land

If JDA has marked your land for:

- Road widening
- Sector road realignment.
- Master plan road
- Public project

Then Patta cannot be issued for that part of your land.

No Compensation is given in such cases.

J. Wrong or False Information Submitted by the Applicant

If the applicant uploads:

- Wrong document
- Fake documents
- Forged affidavits
- Incorrect area details
- Wrong plot number

In case of False Information, JDA will not only reject your application but may also cancel it permanently.

K. Documents Do not Match Aadhaar Details

If the applicant's application name and Aadhaar name are not the same:

- e-sign will fail.
- Application will get rejected.

Section 4: Application Process

The section elucidates how a citizen can apply for an e-Patta from initiation to final submission.

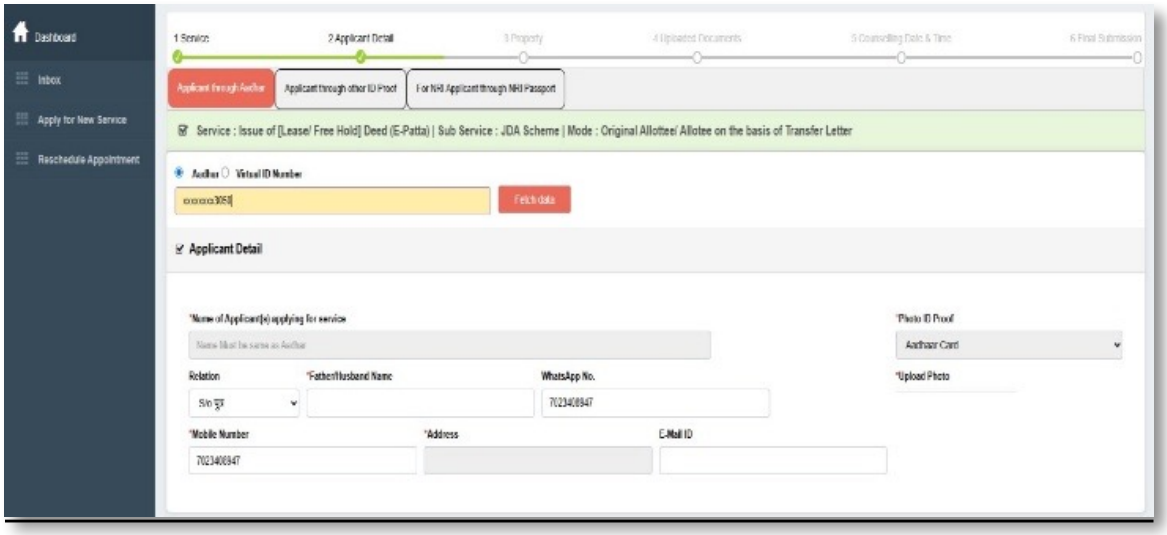
4.1 Services:

Applicants should select e-Patta (Issue of lease / Free Deed) from the services as available on the dashboard.

Note: The primary e-Patta services are classified according to different scheme modes: therefore, applicants must carefully select the correct scheme option before proceeding further. On clicking the Select Option, the selected service will be displayed to the applicant. In case, of requirements for a monthly lease, the applicant is required to click on the displayed checkbox. Select the checkbox to indicate if a Freehold Patta is required. Upon clicking the Continue button, the applicant will be directed to enter their personal details to proceed further.

4.2 Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details: (1) Aadhaar Card Number or (2) Virtual ID (VID). Applicants must choose one of these options to proceed. Aadhaar auto fetches and securely embeds the applicant's details like Name, Father's name, Address, Aadhaar photo, Mobile number, etc. in the application.



If the applicant is a company, an institutional, or a representative (holding a valid power of attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

4.3 Property Details:

The applicant has three options for filling in the property details:

A. Find through Property Service Number

- The applicant can enter their registered property service number from the dropdown and click the Select button (Planning of Property Details) to proceed with the application process.
- Upon clicking the Select button (Planning of Property Details), the applicant will be diverted to a new screen. This screen will display all verified information including.
- Owner's name, Area/ Locality, Scheme name, Location, Service number, Plot number, Area etc.
- Upon clicking on Select as appearing on the right side, a new screen will appear to verify the property details including ownership details etc.
- Once confirmed, clicking Select auto-fills the details in the application form, allowing the process to continue further.

B. Search by Scheme Name

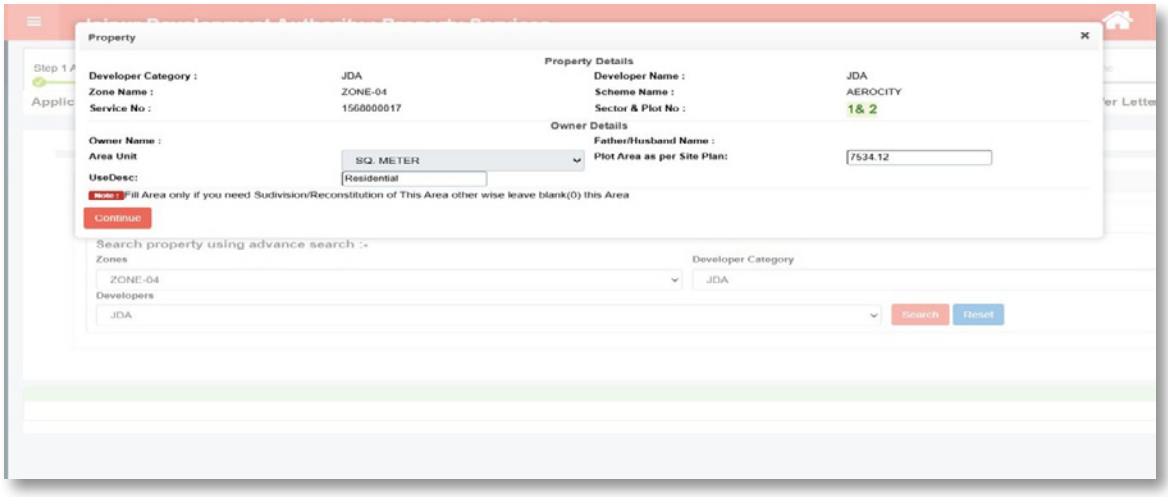
If the applicant does not know the property service number, they may verify the plot using the Scheme Name option and select the correct scheme from the displayed list.

- On selecting the Pick option, the user lands on a new screen, where details like property service number as entered by the applicant, owner's name, Area/ Locality, Scheme name, Location, Service Number, Plot number, Area etc. are displayed.
- The applicant is required to verify the details by clicking on the select option as available on the right side of the window. Once verified, clicking Select auto-fills the information in the application form, allowing the applicant to proceed further.

C. Advance Search

In case the applicant does not have access to Property service number and scheme name, then select the Submit. The applicant must select the Area Name, Developer Name and Developer Category.

Once the details appear, verify them and click Continue to proceed.



4.4. Witness Details:

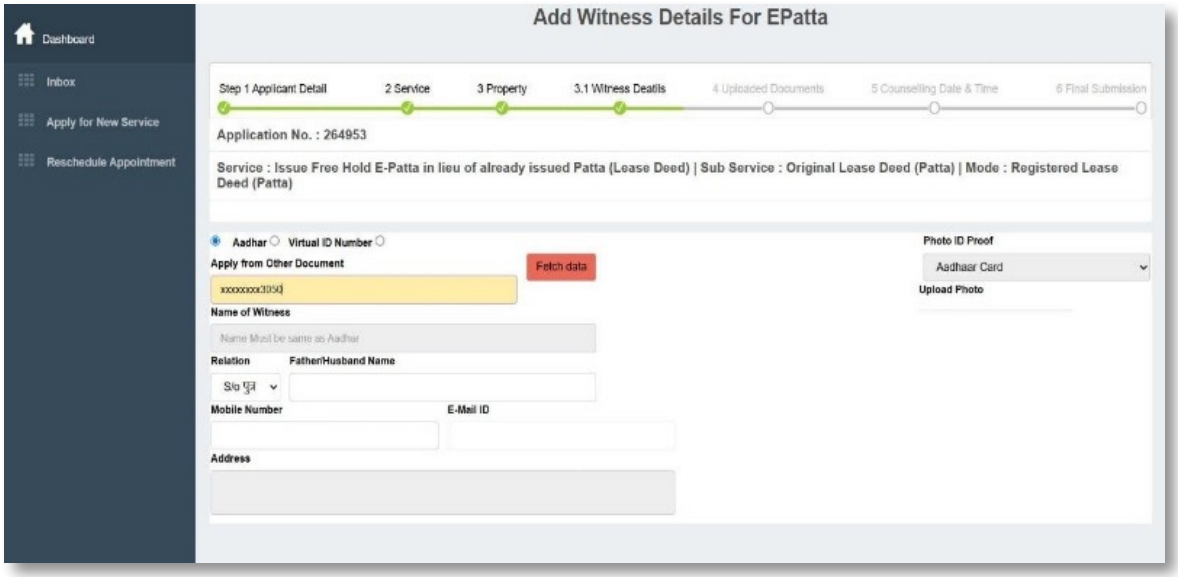
After plot selection, the Witness Details page will open. The applicant must enter the witness information here and choose one of the two verification options provided to proceed.

1. AADHAAR/ VIRTUAL ID Verification:

Enter valid Aadhaar number or Virtual ID of the witness, click Fetch Data to auto-retrieve and verify details.

2. VERIFICATION USING AN ALTERNATE ID DOCUMENT:

The witness's information may also be entered using any one of the following valid identity documents—Voter ID, Passport, or Driving License—by selecting the provided link on the screen to fill in the details directly.



Registry Details: The Registration and Stamps Department will provide the necessary information for the registration of the sale deed.

Electricity Connection: If the applicant has an active electricity connection under his name, the K-Number related to the electricity connection can be automatically populated through the application. This helps to prove how long someone has been residing at this property and reduces the resumption charges.

4.5. List of Attachments:

The applicant must upload all required land documents, then simply click Submit to complete the filing stage.

Note:

The applicant must upload a scanned copy of the original documents.

If the applicant's original documents are deposited with a bank, the applicant must upload a scanned copy of the self-addressed certificate not older than 6 months from the date of application, issued by the concerned bank. Once approved the documents uploaded by the applicant cannot delete any documents but view all the documents uploaded below. If there is any discrepancy in the uploaded data or documents, the application will be auto returned. This can be rectified/ edited and resubmitted through the applicant's dashboard.

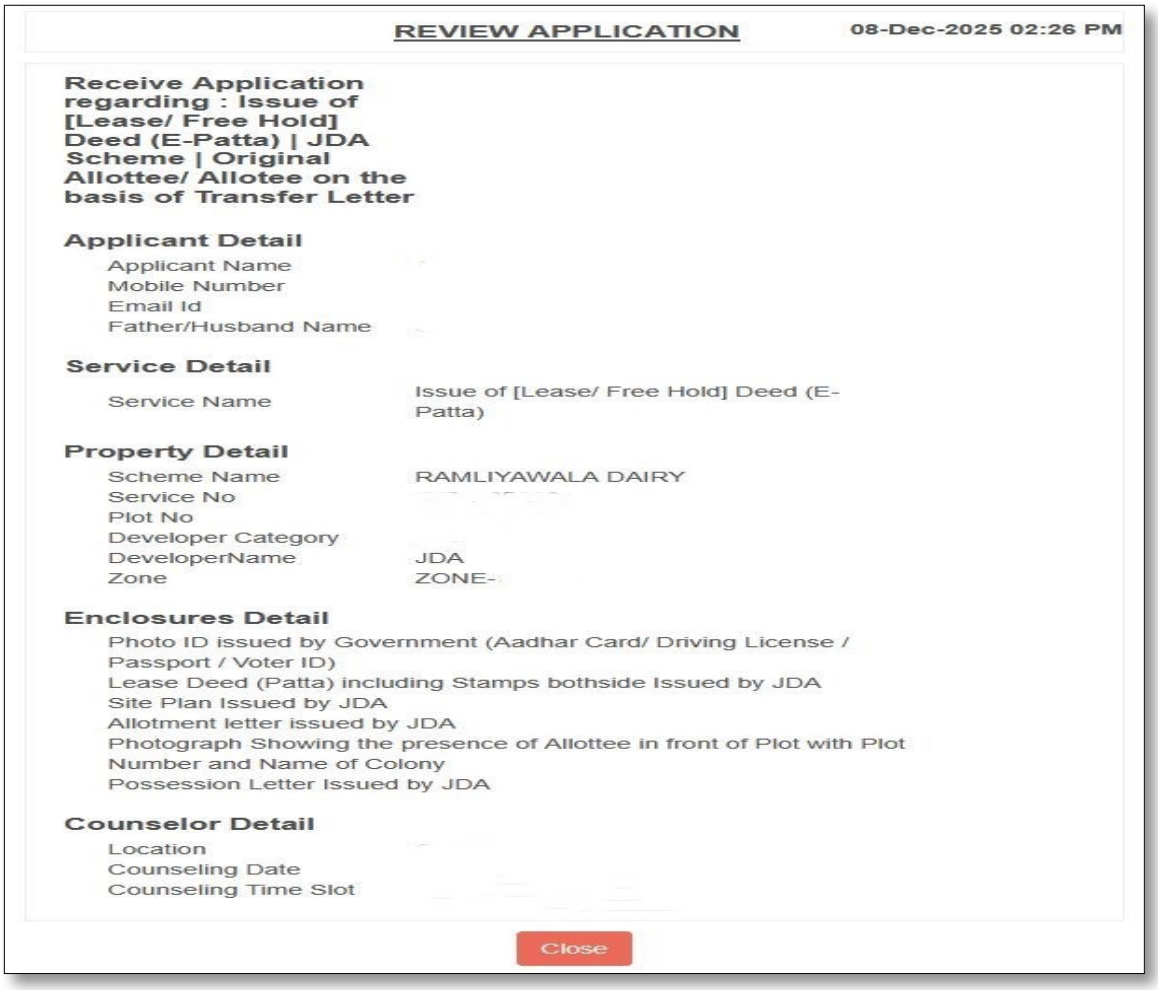
4.6 Counselling Date

The applicant can select the consultation date and time as per their convenience and click on the Submit button for depositing the original documents at the Citizen Care Center.

4.7 Final Submission

The applicant can complete the online application process and submit by clicking on the check box displayed in the Applicant Details section.

It is advised that the applicant reviews the application details, service details and property details related to the application by clicking on the Review Application Tab to recheck all details. The applicant can submit the application if all details are found correct.


REVIEW APPLICATION

08-Dec-2025 02:26 PM

Receive Application regarding : Issue of [Lease/ Free Hold] Deed (E-Patta) | JDA Scheme | Original Allottee/ Allotee on the basis of Transfer Letter

Applicant Detail

Applicant Name
Mobile Number
Email Id
Father/Husband Name

Service Detail

Service Name	Issue of [Lease/ Free Hold] Deed (E-Patta)

Property Detail

Scheme Name	RAMLIYAWALA DAIRY
Service No	
Plot No	
Developer Category	
DeveloperName	JDA
Zone	ZONE-

Enclosures Detail

Photo ID issued by Government (Aadhar Card/ Driving License / Passport / Voter ID)
Lease Deed (Patta) including Stamps bothside Issued by JDA
Site Plan Issued by JDA
Allotment letter issued by JDA
Photograph Showing the presence of Allottee in front of Plot with Plot Number and Name of Colony
Possession Letter Issued by JDA

Counselor Detail

Location
Counseling Date
Counseling Time Slot

Close

Section- 5: Procedure for eSigning and Digital Authentication

- After the demand amount is successfully deposited, the site plan is issued by the Zone Planning Officer. The Zone Deputy Commissioner then digitally forwards the e- Patta to the applicant for e-signing.
- The applicant receives an SMS notification to e-Sign the e-Patta. The applicant then needs to click on the "Online Services" button in the "My Dashboard" section of their SSO.
- The applicant should check the status of the application for which they require an e-Signature, and if the status is "ready to deliver," the application is available for e-Signature.
- The applicant should now select the "e-Sign" option and select the "red- marked" option.
- A "green tab" will then appear below the "e-Sign" option.
- After clicking the green tab, a dashboard will open, where the applicant's "Aadhaar verification" will be done via an "OTP" received on the Aadhaar linked registered mobile number.
- After verification via OTP, a "(remark)" will be entered.

Witness e-sign process.

- After the applicant's e-lease has been e-signed, the applicant will then process the witness's e-signature.
- The witness must now select the "e-sign" option and select the "red-marked" option.
- A "(remark)" will then appear below the "e-sign" option. A "green tab" will appear. After clicking on the green tab, the witness's "Aadhaar verification" will be done through an "OTP" received on the registered mobile number.
- After verification through OTP, a "remark" will be entered.
- After the above process, the applicant will have to write a remark regarding the completion of the of e-sign process and click on the submit button, after which the lease format will be "e-signed" and sent online to the Deputy Commissioner of the concerned zone.

Issuance of e-Patta for Applicant and Witness e-Sign (at the end of section)

When Applicant and Witness will e-Sign on Patta through their Aadhaar OTP then after signing while adding remarks, Applicant will see two options:

1. **Receiving e-Patta Manually/Physically through JDA – Please refer Question no. 5 of FAQ section on Page No. 35**

   (If the Applicant wants to get an unregistered lease from the office, he can get it by appearing at the Citizen Service Centre. For this process, the applicant must be present in person and should provide the OTP for Aadhaar based verification when asked. Thereafter, the unregistered lease will be handed over to the applicant. After that, refer Section 8: JDA e-Patta Registration Process and Lessee Initiated Registration on the e-Registration Portal operated by the Stamps Department and process accordingly for registration process).

2. **Receiving e-Patta from Sub Registrar office:**

   After e-signing the e-Patta by the JDA official, the applicant will be informed through SMS with CRN and Property ID Number on his registered mobile number to get the e-Patta registered. Using that details process according to Section 8: JDA e-Patta Registration Process and Lessee Initiated Registration on the e-Registration Portal operated by the Stamps Department

Section 6: Internal JDA processing workflow after application

(This includes Document Verification → JEn Site Visit → ATP Area Calculation → Accountant Fees → Site Plan → DC e-Sign)

The application, once submitted online, enters a structured internal verification sequence within the Authority—comprising document validation, plot site inspection, area assessment, fee computation, site plan preparation, and final digital approval. This process ensures that plot particulars, ownership lineage, and legal compliance are thoroughly verified prior to issuance of the authenticated e-Patta, as described in the following sections.

Document Verification by JDA Staff

Once the application is received:

- The assigned JDA employee reviews all documents uploaded with the application.
- The ownership chain is checked carefully.
- The submitted documents are cross-verified with JDA's official records, scheme archives, and registered ownership registers.
- Any missing document, unclear detail, or mismatch record may lead to the application being returned for correction to be done by the applicant. This is informed through an SMS on the registered mobile number.
- If the documents are accurate, clear, and complete, the file moves to the next processing stage.
- Site Inspection by the Junior Engineer (JEn)

A Junior Engineer from the respective Zone office conducts a physical site inspection of the applicant's plot to verify ground conditions.

The JEn checks for the following details:

- Whether the plot exists at the stated location
- Plot boundaries and dimensions.
- Vacant or constructed status of the plot.
- Physical possession status either by applicant or other party
- Presence of any encroachment, occupation, or dispute appears on site.
- Conformity of plot land use with the approved scheme layout

The JEn then prepares a **Site Inspection Report**, which is uploaded to your File in the JDA record system. The submission of this report is mandatory, and a Patta cannot be issued until site verification is successfully completed.

Area Verification by the Assistant Town Planner (ATP)

After the JEn's site report is complete and submitted in the records, the file moves to the ATP.

The ATP then verifies:

- Exact area of the plot
- Dimensions as per the approved layout
- Whether the plot number exists in the JDA-approved plan
- Whether the plot falls within any public facility or officially reserved land category.
- Whether the location matches the GIS and planning data

The ATP prepares and uploads an **Area Verification Report**.

Calculation of Fees by the Accountant

Once area and ownership are confirmed, the accountant calculates the applicable fees for the plot. These calculations depend on the understated parameters:

- Plot size and total area.
- Applicable Scheme type
- Land use classification: Residential/ Commercial. Whether the plot is residential or commercial.
- Ownership Category: Cooperative Society/ Private Khatedari
- Whether any previous dues or outstanding payments exist
- Sewerage and other applicable charges

The accountant calculates:

- Lease amount
- Regularization fee (if applicable)

- Lump sum lease amount (One Time Lease Certificate cases)
- Conversion charges (if required)
- Sewerage charges
- Any pending dues
- 60%–40% split for cooperative society schemes
- 60% is deposited with JDA.
- 40% is deposited with the State Government

After final submission the zone office of JDA will do its internal examination and if everything is in order, a demand note will be generated and sent to the applicant. This amount has to be paid before the next steps take place. This payment can be done from the applicant dashboard.

A detailed fee sheet is uploaded to your application.

Confirmation of Payment by Junior Accountant

After fees is calculated, the Junior Accountant verifies all the deposits.

This check ensures:

- Payments have been correctly made.
- Amount matches the officially generated fee calculation sheet.
- No unresolved discrepancies in the recorded financial entries

The application proceeds to the next stage only after successful completion of this verification.

Preparation of Site Plan by JDA

Once payments are verified, the application is forwarded to the planning section. The Assistant Town Planner prepares the final authenticated site plan of the applicant's plot based on:

- The original sanctioned layout plan
- Plot coordinates and boundary details verified during the site visit.
- Revised and updated plot dimensions recorded in the field assessment report.

Upon completion of site plan preparation, digital endorsement is conducted by the designated Planning Officials, including:

- 1. Junior Engineer
- 2. Assistant Town Planner

This digitally signed site plan becomes part of the final Patta.

Issuance of e-Patta for Applicant and Witness e-Sign

Once the final site plan is ready, the Zone Deputy Commissioner reviews the complete application file, including the following components:

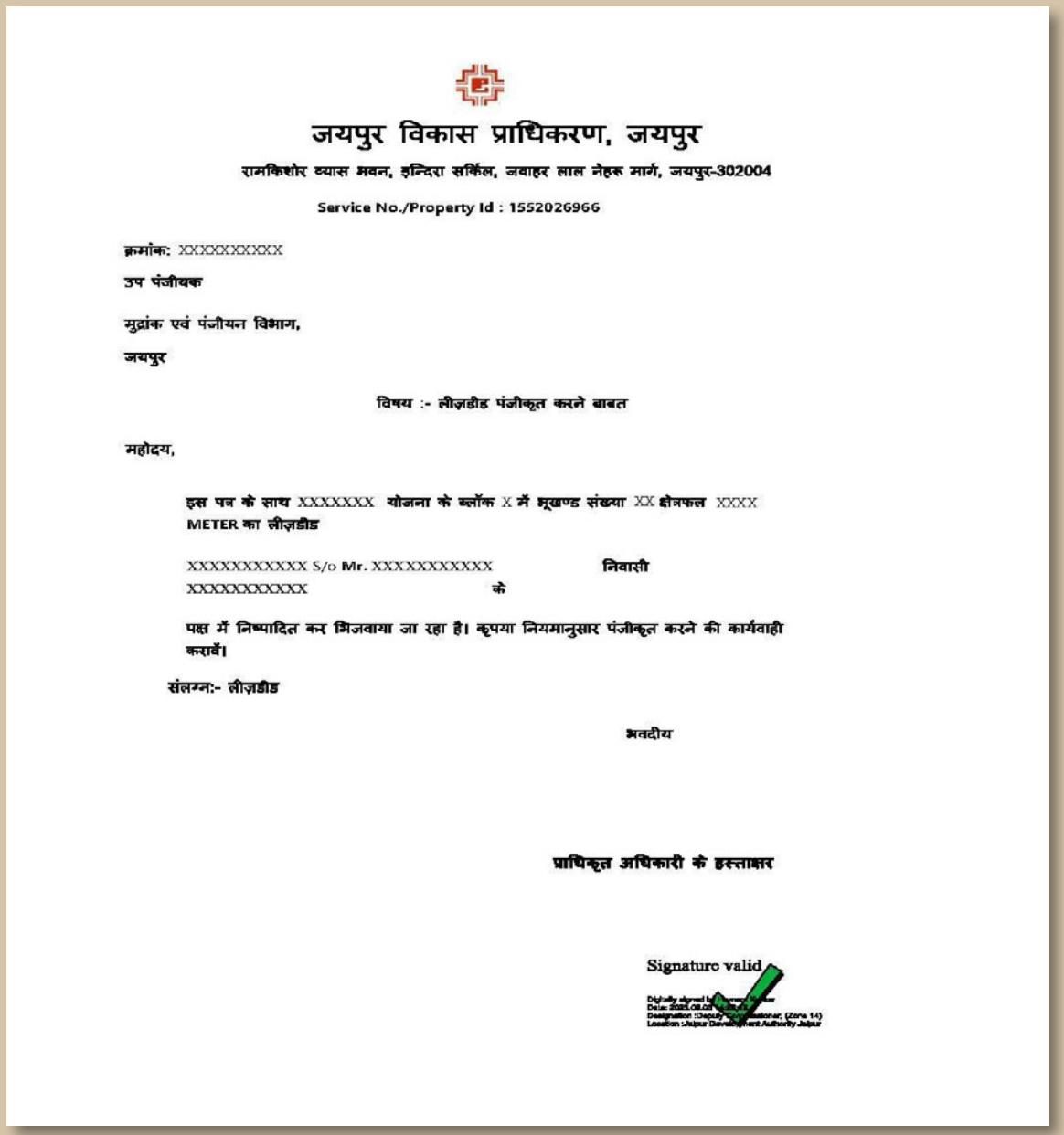
- Ownership records and supporting documents.
- Site inspection report
- Area verification and assessment
- Payment deposit confirmation
- Compliance with planning rules and schemes layout provisions
- Legal status and regulatory eligibility

If everything is found in order, the Deputy Commissioner digitally forwards the e-Patta to you for e-signing.

The applicant will receive an SMS on their Aadhaar linked registered mobile number informing that the e-Patta is ready for the applicant's r signature.

Section 7: Sample Document Formats Issued to Applicants After Process Completion

1. Letter to be issued to the Sub-Registrar, Stamps and Registration Department



जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

Service No./Property Id : 1552026966

क्रमांक: XXXXXXXXXX

उप पंजीयक

मुद्रांक एवं पंजीयन विभाग,

जयपुर

विषय :- लीज़होल्ड पंजीकृत करने बाबत

महोदय,

इस पत्र के साथ XXXXXXX योजना के ब्लॉक X में भूखण्ड संख्या XX क्षेत्रफल XXXX METER का लीज़होल्ड

XXXXXXXXXX S/o Mr. XXXXXXXXXX निवासी XXXXXXXXXX के

पक्ष में निष्पादित कर भिजवाया जा रहा है। कृपया नियमानुसार पंजीकृत करने की कार्यवाही करावें।

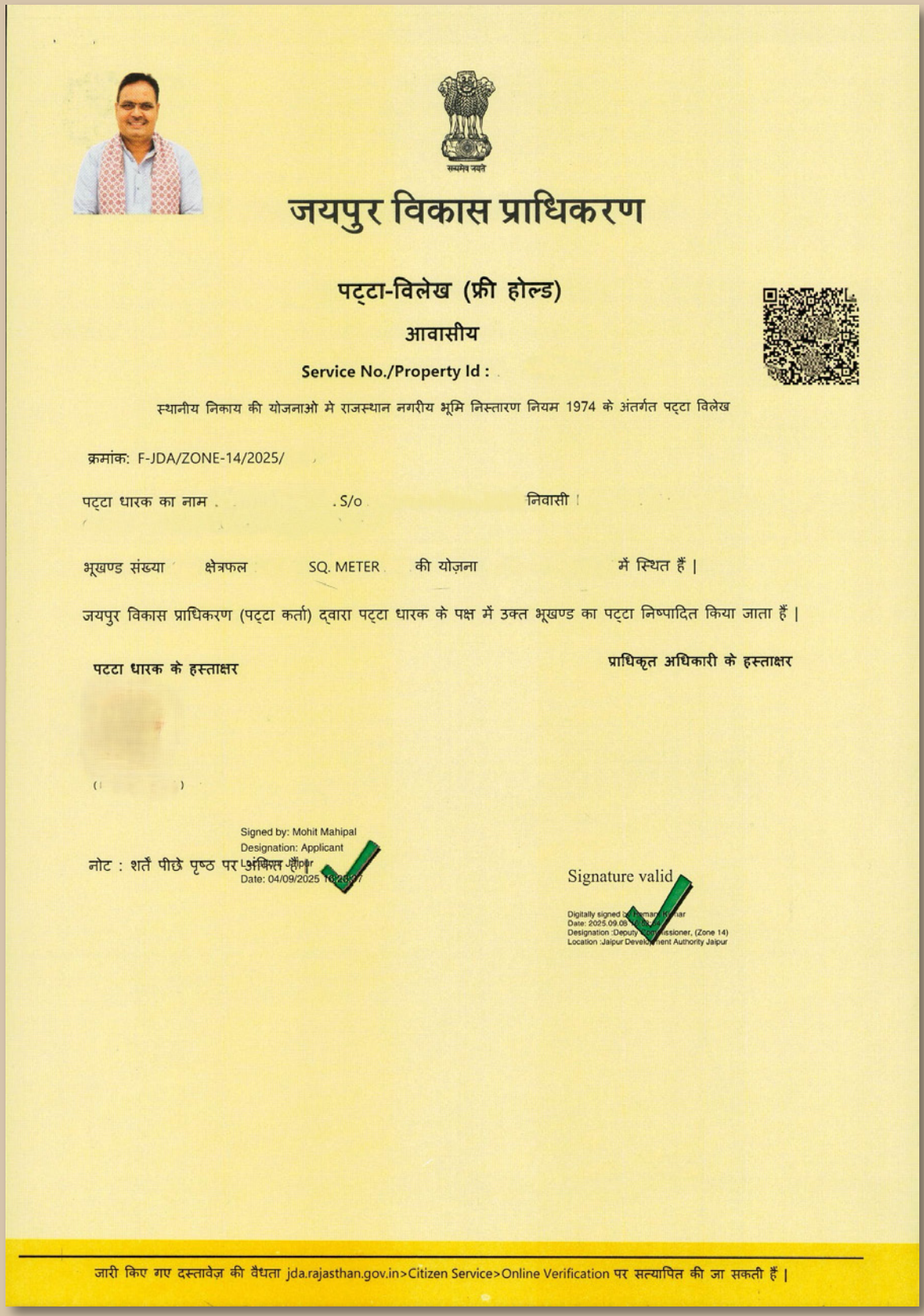
संलग्न:- लीज़होल्ड

भवदीय

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

2. Front Page of e-Patta



सत्यमेव जयते

जयपुर विकास प्राधिकरण

पट्टा-विलेख (फ्री होल्ड)

आवासीय

Service No./Property Id :

स्थानीय निकाय की योजनाओ मे राजस्थान नगरीय भूमि निस्तारण नियम 1974 के अंतर्गत पट्टा विलेख

क्रमांक: F-JDA/ZONE-14/2025/

पट्टा धारक का नाम . . S/o निवासी

भूखण्ड संख्या क्षेत्रफल SQ. METER की योज़ना में स्थित हैं |

जयपुर विकास प्राधिकरण (पट्टा कर्ता) द्वारा पट्टा धारक के पक्ष में उक्त भूखण्ड का पट्टा निष्पादित किया जाता हैं |

पटटा धारक के हस्ताक्षर

प्राधिकृत अधिकारी के हस्ताक्षर

( )

Signed by: Mohit Mahipal
Designation: Applicant
Date: 04/09/2025

नोट : शर्तें पीछे पृष्ठ पर अंकित हैं।

Signature valid

Designation :Deputy Commissioner, (Zone 14)
Location :Jaipur Development Authority Jaipur

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

3. Back Page of e-Patta

जविप्रा

आवासीय

पट्टा विलेख की शर्तें फ्री होल्ड

(नगरीय भूमि निष्पादन नियम 1974)

पट्टे की शर्तें

1 पट्टा धारक द्वारा भूखण्ड / निर्मित क्षेत्र का उपयोग वही किया जाएगा जिस उपयोग हेतु पट्टा विलेख जारी किया गया हैं | भूखण्ड पर प्रचलित भवन विनियम में संबन्धित अनुसूची में उल्लेखित उपयोग अनुज्ञेय होंगे, परन्तु प्रत्येक उपयोग हेतु निर्धारित मानदण्डो की पालना सुनिश्चित की जावे |

2 पट्टा धारक उक्त भूखण्ड को विक्रय अथवा अन्य प्रकार से हस्तांतरित कर सकेगा तथा भूखण्ड को उप-पट्टे (सब लीज) पर भी दे सकेगा|

3 उक्त भूखण्ड के विक्रय / हस्तांतरण पर क्रेता के पक्ष में नाम परिवर्तन के लिए निकाय में निर्धारित शुल्क आवेदन के साथ पंजीकृत विक्रय पत्र आदि प्रस्तुत किए जाएंगे , परंतु पट्टाधारक के उत्तराधिकारी के मामले मे कोई राशि देय नहीं होगी |

4 पट्टा विलेख को सरकार / जीवन बीमा निगम / ऋणदात्री संस्थाओ के पास बंधक (मोर्गेज) रखा जा सकेगा, जिसके लिए स्थानीय निकाय के अनापति प्रमाण पत्र (NOC) की आवश्यकता नहीं होगी |

5 भूखण्ड पर भवन निर्माण प्रचलित भवन विनियमों के मानदंडो तहत करना होगा |

6 पट्टा कर्ता (स्थानीय निकाय) की बिना स्वीकृति के भूखण्ड का उपविभाजन / पुनर्गठन व भू उपयोग परिवर्तन नहीं किया जा सकेगा |

7 •• पट्टा विलेख जारी करने की दिनांक से निर्धारित अवधि में निर्माण करना होगा | निर्धारित अवधि मे निर्माण नहीं होने पर निर्धारित दर से अवधि विस्तार किया जा सकेगा अन्यथा पट्टा विलेख निरस्त किया जा सकता हैं |

8 पट्टा विलेख के निष्पादन के पश्चात नियम विरुद्ध तथा तथ्य छुपाकर पट्टा विलेख प्राप्त किया गया हैं तो उक्त भूखंड का पट्टा निरस्त किया जा सकेगा |

9 पट्टा विलेख जिन अधिनियमो, नियमो, नीति, विनियम के तहत जारी किया गया हैं | इनके सभी प्रावधान एवं शर्तें लागू होगी जिनकी पालना नहीं करने पर पट्टा निरस्त किया जा सकेगा |

नोट : •• उक्त शर्त आवास (निर्मित भूखंड) में लागू नहीं होगी|

इस भूखंड की शहरी जमाबंदी को जोड़कर पंजीकृत मूल्य राशि रु. होती हैं | अतएवं स्टाम्प राशि रु. के बहैसियत पट्टा इसके साथ लगाए जाते हैं |

नोट :

साइट प्लान सलग्न हैं |

पट्टा धारक के हस्ताक्षर

( )

Signed by: Mohit Mahipal
Designation: Applicant
Location: Jaipur
Date: 04/09/2025

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

Digitally signed by Hemant Kumar
Date: 2025.09.08
Designation: Assistant Commissioner, (Zone 14)
Location: Jaipur Development Authority Jaipur

साक्षी

MADAN LAL MAHIPAL

PLOT NO. 25, JAI JAWAN COLONY-2, TONK ROAD, JAIPUR-302018

Signed by: Madan Lal Mahipal
Designation: Witness
Location: Jaipur
Date: 08/09/2025

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

4. Site Plan

साईट प्लान और निर्माण स्वीकृति

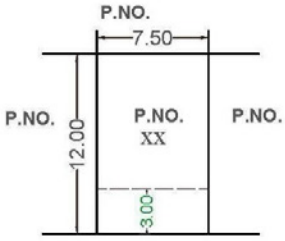
भूखण्ड संख्या XXX भूखण्ड का क्षेत्रफल XXXX

योजना का नाम XXXXXX पैमाना XXXX

विकासकर्ता XXX भू–उपयोग XXXX

ग्राम XXXXXXXXXX तहसील XXXX

N



ROAD 9.00 MT. WIDE

निर्माण स्वीकृति

(अ) सैट–बैक

(1) सामने 3.00 MT.

(2) पार्श्व प्रथम 0.0 MT.

(3) पार्श्व द्वितीय 0.0 MT.

(4) पीछे 0.0 MT.

(ब) अधिकतम ऊँचाई – 8.0 मीटर

(स) मंजिलों की संख्या – भू–तल + प्रथम तल

(द) अन्य पैरामीटर जयपुर विकास प्राधिकरण, जयपुर (जयपुर रीजन भवन) भवन विनियम के अनुसार देय होंगे।

(य) निर्माण अवधि:–लीजडीड में अंकित शर्त अनुसार।

Signature valid

कनिष्ठ अभियंता
जोन–14

Signature valid

उप नगर नियोजक
जोन–14

Signature valid

उपायुक्त
जोन–14

5. Property details

जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

Annexure – History of Property

Service No./Property Id : XXXXXXXXXX

क्रमांक: XXXXXXXXXX

#	Date	Owner Name	Title
1	XX-XX-XXX	XXXXXXXXXX	Patta Holder
2	XX-XX-XXX	XXXXXXXXXX	Possession Holder
3	XX-XX-XXX	XXXXXXXXXX	Allotment Holder

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

Digitally signed by [redacted]
Date: 2025.08.[redacted]
Designation :Deputy Commissioner, (Zone 14)
Location :Jaipur Development Authority Jaipur

This Is System Generated As Per Jaipur Development Authority Record. The details given above are for information only and do not give, confer or confirm any legal rights.

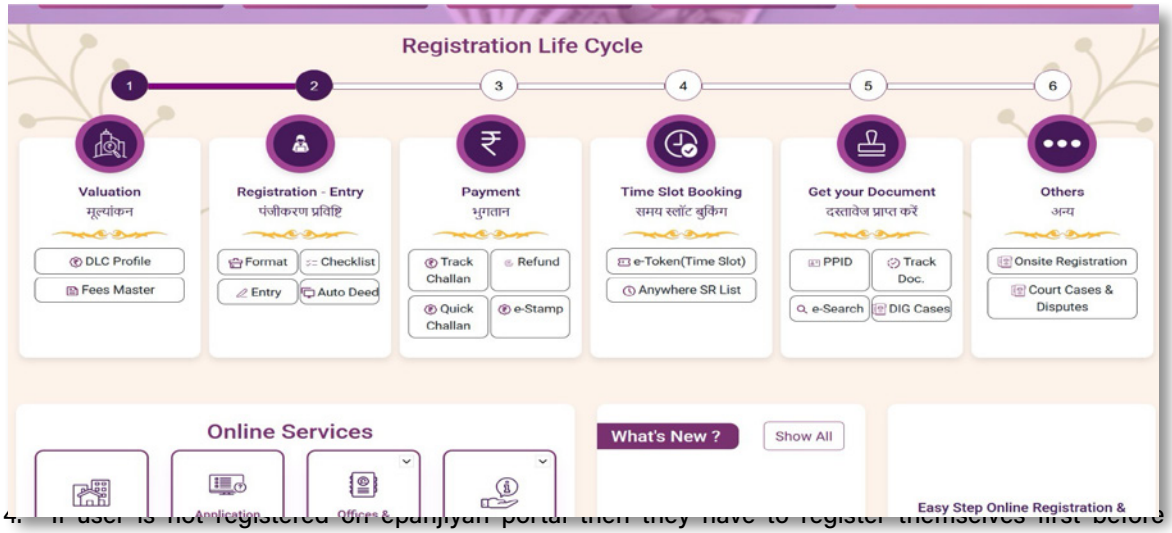
Section 8: JDA e-Patta Registration Process and Lessee Initiated Registration on the e-Registration Portal operated by the Stamps Department

1. After e-signing the e-Patta by the JDA official, the applicant will be informed through SMS on their registered mobile number to get the e-Patta registered.

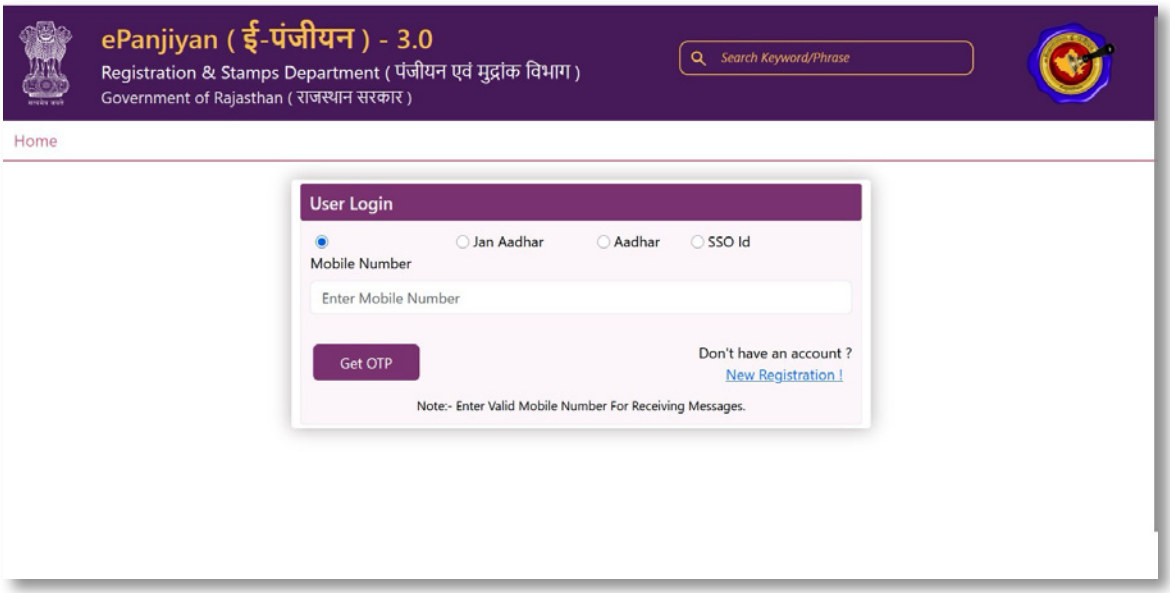
2. Thereafter, the lessee must apply to register the e-Patta on the e-registration portal (www.epanjiyan.rajasthan.gov.in).

Note: This portal is not developed or maintained by JDA, but for citizens' convenience, the JDA portal has been linked to it.

3. Through the e-registration portal, the lessee himself will submit the e-Patta online for registration by clicking on the property valuation as per the screenshot shown below.



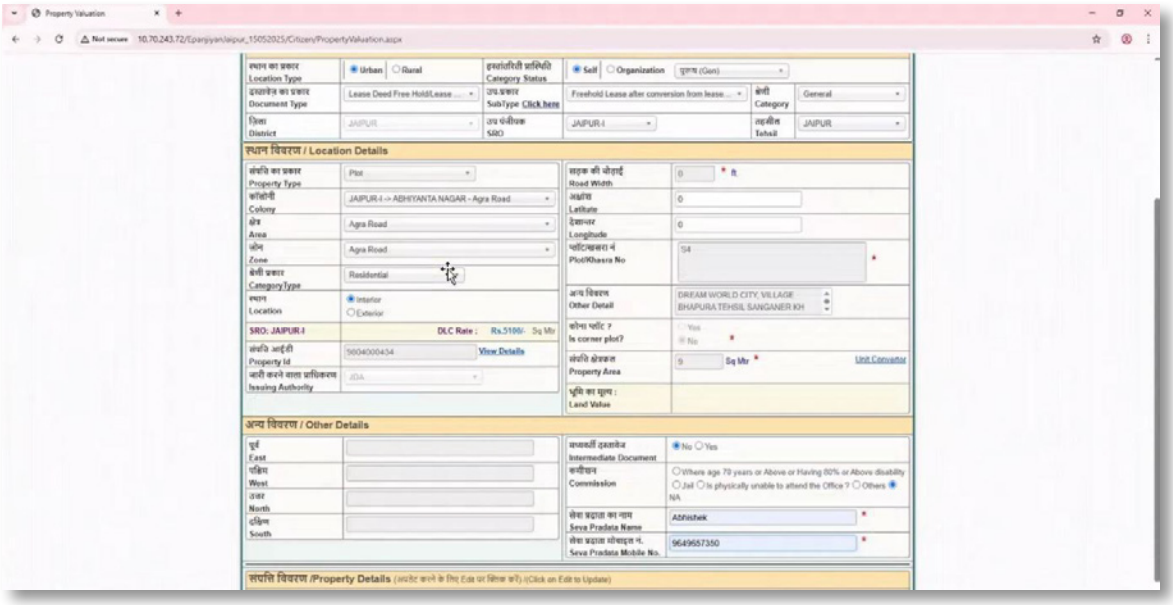
4. If user is not registered on epanjiyan portal then they have to register themselves first before proceeding further. (single time)



5. The lessee has to login to e-registration using his/her registered mobile number and apply using the lease ID/property ID (obtained from JDA).

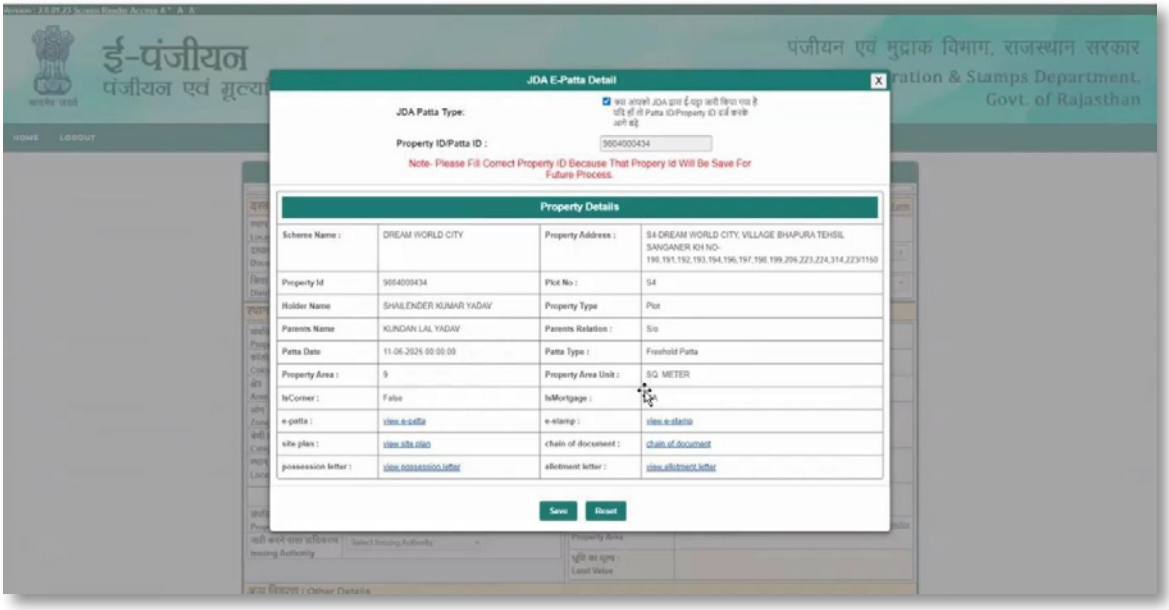


After logging in, the lessee will have to enter the information as per the screenshot shown below.

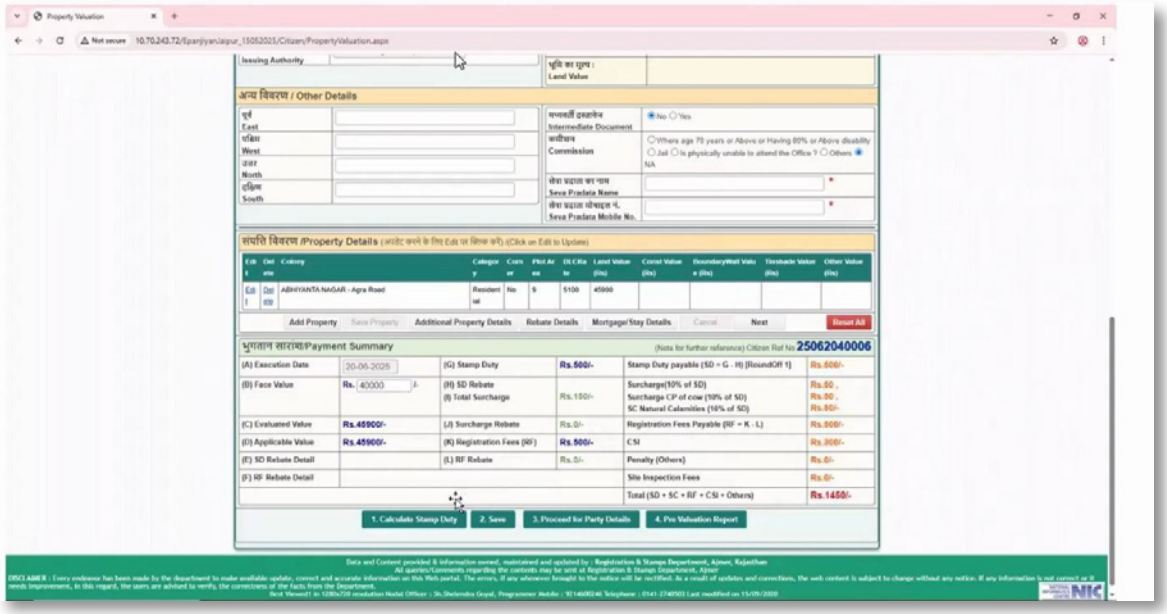


6. All documents and information related to API e-Patta is auto-fetched through the online system after OTP verification, which will display the following documents:

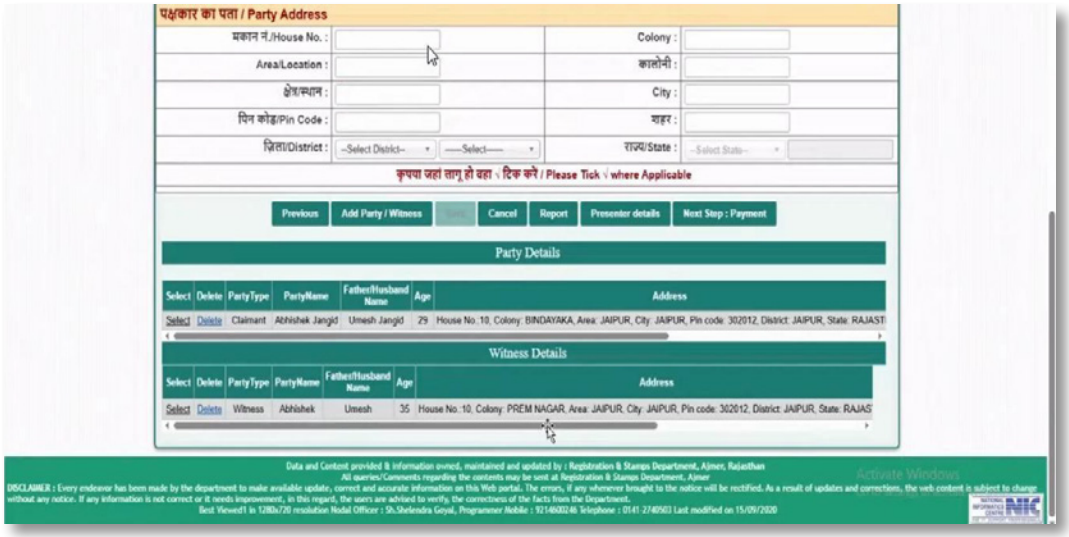
   - E-Patta copy.
   - Site map copy.
   - Allotment/Auction copy.
   - All types of chain documents.



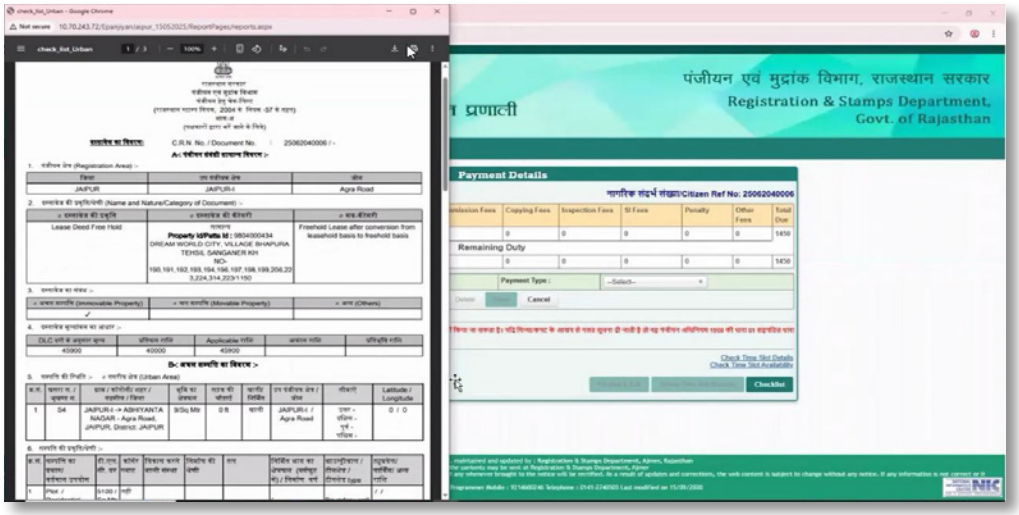
7. Calculate Stamp Duty.



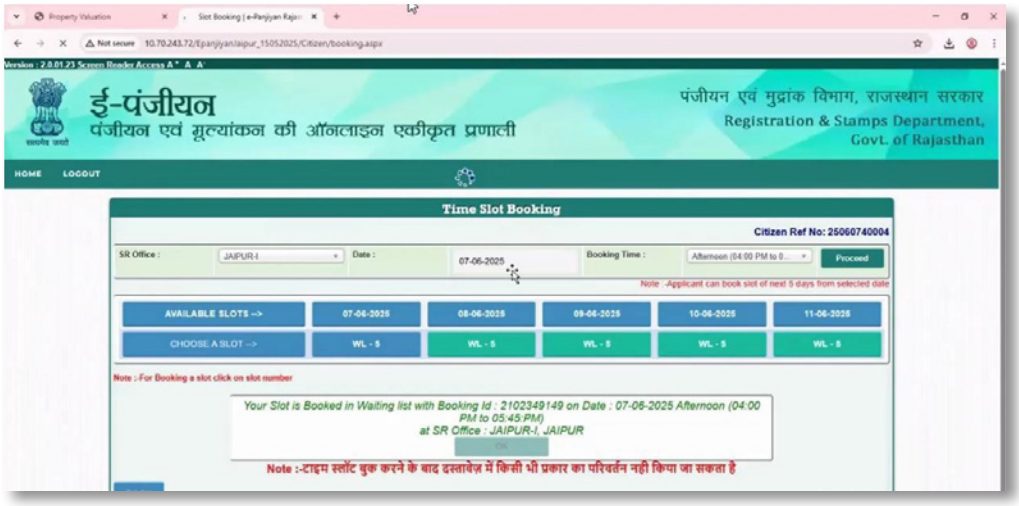
8. After the calculation, proceed to the party details by clicking on the information of the lessee, and the witness will be entered online by the lessee himself as per the screenshot shown below.



9. Proceed for party details after completion of the process. The applicant has to click the payment button, pay the stamp duty and other fees, finalise the documents, book a time slot as required, and appear before the concerned sub-registrar for e-Patta registration.

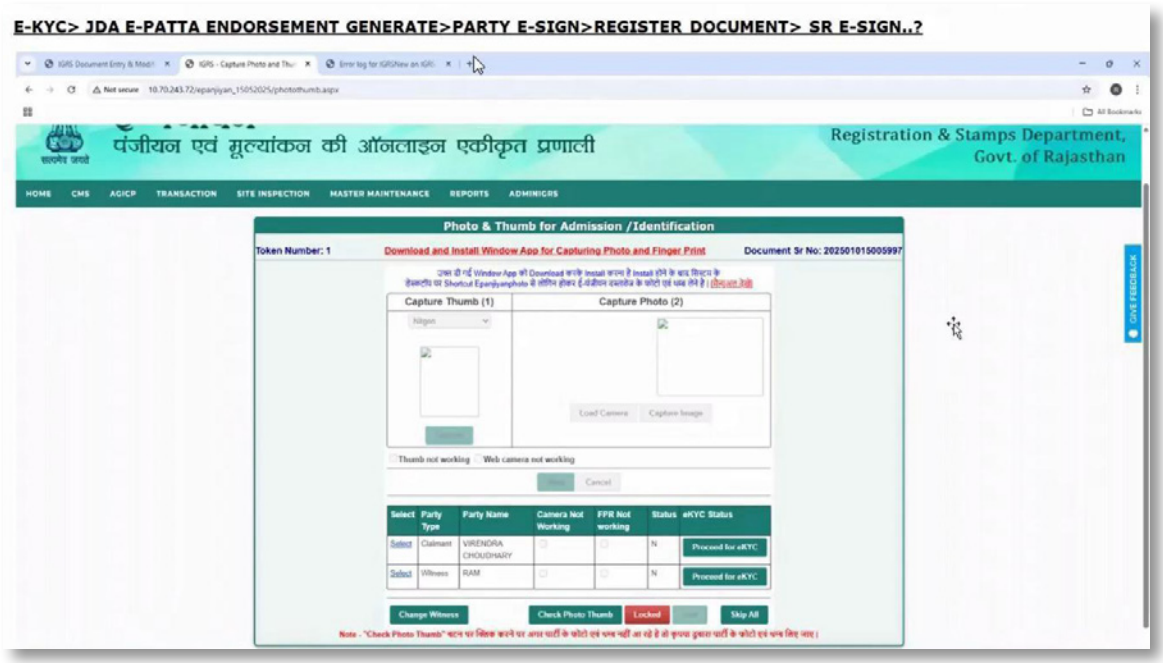


10. After booking the time slot, the leaseholder has to physically visit at the concerned Sub Registrar for e-Patta registration as per the screenshot shown below.



Note: After the time slot is booked, the lessee cannot make any changes in the document.

11. After appearing at the concerned Sub Registrar, the Sub Registrar Officer will complete the e-KYC process by taking the photo and thumb impression of the lessee and the witness through e-KYC.



12. If the applicant has selected to (During e-sign process of applicant):

- A. Receiving e-Patta Manually/Physically through JDA- Obtain registered patta sealed and signed by concerning Sub-Registrar Office.
- B. Receiving e-Patta from Sub Registrar office- Obtain Online registered e-Patta. For this, he can get it by appearing at the Citizen Care Centre of JDA. For this process, the applicant must be present in person. Thereafter, the registered Patta will be handed over to the applicant.

Section 9: Frequently Asked Questions (FAQs)

1. What documents will a plot holder require to obtain the lease deed of his plot in approved schemes?

Answer: The applicant must apply online through SSO ID or e-Mitra.

List of documents to be attached to approved schemes:

(1) Original allotment letter, original site plan, and receipt for the plot.

(2) Ownership documents if a landowner.

(3) Original invoice for previously deposited amount (if any).

(4) E-sign affidavit and make payment of Rs. 50/ through e-Gras.

(5) Indemnity mortgage for land owned by cooperative societies/individual landowners.

(6) E-sign affidavit after making a payment of Rs. 200/- through e-Gras.

(7) In case of name change (only for plot holders in Housing Cooperative Society Scheme):

i. Copy of name replacement/transfer letter from the Deputy Registrar (Cooperatives), JDA

In case of death of the original allottee:

i. Will and death certificate of the testator.

ii. Renunciation of Rights: If the heirs of the deceased want the lease deed of the plot in the name of one of the heirs, the remaining heirs must submit a registered relinquishment deed in favour of the desired heir. The relinquishment deed can be done separately or jointly.

2. What happens after I submit an online application for regularization?

Answer:

(1) The employee concerned will examine the original documents/files and record an ownership report.

(2) Following this report, the zone's Junior Engineer will conduct a spot report of the applied plot.

(3) Following this report, the zone's assistant town planner will calculate the area of the plot (according to the map approved by the authority).

(4) The accountant will calculate the amount due for regularization, lump sum lease money, sewerage charges, and other items, if any, based on the area, according to the plan's regularization rate.

(5) Based on the report on the area of the plots of the approved cooperative society schemes, the regularization amount, 60% of which will be deposited with the Authority and 40% will be deposited with the State Government.

(6) The amount deposited will be confirmed at the level of the Junior Accountant of the Zone.

(7) After confirmation, the file will be sent to the Assistant Town Planner of the Zone for online preparation of the site plan.

(8) After the site plan is prepared, the Junior Engineer and Assistant Town

Planner of the zone will e-sign the site plan.

(9) The Zone Deputy Commissioner will then send the e-Patta to the applicant for the applicant/ witness's e-signature. After the applicant/witness's signature, the online application will be received at the Zone office.

(10) The Zone Deputy Commissioner will then digitally sign the letter, site plan,

and lease to the Sub-Registration Office.

In case of any discrepancies, zone office will revert with queries to the SSO ID inbox/ applicant dashboard.

3. I have lost the original allotment letter issued by the cooperative society in my name and wish to obtain a lease from the JDA. What action should I take?

Answer: In the event of the original allotment letter being lost, an FIR must be filed at the relevant police station. If the original allotment letter is not found after police proceedings, the landowner must submit the police proceedings documents to the relevant cooperative society office and apply for a duplicate allotment letter.

If the cooperative society no longer exists, the landowner should apply to the administrator/liquidator for a duplicate allotment letter.

After receiving the duplicate allotment letter, the landowner should apply for a JDA lease in the prescribed form. It is also worth noting that if the cooperative society/administrator/liquidator is not available to the landowner, the landowner must submit an application with all the facts to the Deputy Registrar (Cooperative Cell) to confirm ownership of the land.

4. How will the land regularization amount and other amounts be deposited?

Answer:

(a) Based on the report on the area of the land for approved cooperative schemes, the regularization amount will be deposited, 60 percent of which will be deposited with the Authority and 40 percent with the State Government.

The interest and regularization/conversion fee will be collected as per rules from the camp date. The lease amount for residential and commercial plots will be collected in a single one lump sum. Sewerage charges are payable per square yard/meter as per rules.

(b) The regularization amount for plots under the Private Khatedari Scheme will be as per the regularization rate (the regularization rate for the zone area set by the state government). The lease amount will be calculated based on the current reserve rate. Internal development works and periphery charges are payable as per the rules.

(c) Stamp duty will be calculated based on the current reserve rate for the zone area.

This will be calculated as follows:

Regularization amount + Two-year lease + Interest on regularization if any

5. Will the original allottee be required to appear at the Authority office to obtain the lease?

Answer: No, after the JDA official e-signs the e-Patta, the applicant will be informed through SMS on their mobile number to register the e-Patta. Thereafter, the lessee has to apply for registration of the e-Patta on the e-registration portal (www.epanjiyan.rajasthan.gov.in).

If they still want to obtain an unregistered lease from the office, they can do so by appearing at the Citizen Service Centre. For this process, the applicant must be present in person and should provide the OTP for Aadhaar-based verification when asked. Thereafter, the unregistered lease will be handed over to the applicant.

6. I want to get the lease of the plot from JDA, but the original documents of my plot are mortgaged with the lending institution (Bank, LIC, Government/Semi-Government office, HDFC, etc.) what should I do?

Answer: To get the lease deed, it is mandatory to submit the original allotment letter and site map to the Authority.

" If the original documents are mortgaged with the lending institution, then the lending institution will have to inform the Authority that the original documents are mortgaged with them and the regularization process will be started on submission of photocopies of the original documents submitted by the applicant to the Authority. Thereafter, if the Authority prepares a lease deed in favor of the applicant, the lending institution will send its authorized representative to surrender the original documents to the Authority." A letter to this effect must be submitted to the lending institution through the applicant in the name of JDA.

The applicant must take the steps described above to obtain the lease.

7. Is it mandatory to register the lease deed issued by the Authority?

Answer: It is mandatory to register all types of lease deeds issued by the Jaipur Development Authority. The lease deed must be registered at the relevant Sub- Registrar's office within the stipulated period of 90 days from the date of issuance of the lease.

8. What should I do if the lease deed has not been registered?

Answer: If the lease deed is not registered within the stipulated period of 90 days from the date of issuance of the lease, the landowner must apply online for the lease within three years through the Authority's online service, "Revalidation of Lease upto 3 years." The list of documents required for this service is as follows:

(1) The stamp paper attached to the issued lease deed must be submitted to the Authority.

(2) New stamp paper must be purchased and submitted for renewal as previously.

Upon completion of the above requirements by the applicant, the Authority will renew the lease deed with the new stamp paper.

9. What should I do for the lease deed after the death of the original landowner?

Answer: In the event of the death of the original allottee, the applicant must also submit the following documents online:

I. The Will and the Death Certificate of the original allottee.

II. Renunciation of Rights: If the heirs of the deceased desire a lease deed for the land in the name of one of the heirs, the remaining heirs must submit a registered relinquishment deed in favor of the desired heir. These relinquishment deeds may be issued separately or jointly.

The relinquishment deed must be registered at the registered office where the land is located. If the land is in Jaipur, the relinquishment deed must be registered in Jaipur. The applicant must e-Sign and submit a separate affidavit stating the number of heirs of the deceased, including complete details, after making a payment of ₹50/- through e-Gras.

In such a situation, the Authority will issue a notice to the applicant for publication in a newspaper. In such a case, the applicant will issue a separate no-objection notice in the local

leading daily newspapers mentioned in the letter sent by JDA, at their own expense. Further action will be taken if no objections are received after the expiry of the notice period.

10. If an objection is received after the newspaper advertisement, what is the process for resolution?

Answer: Upon receiving an objection, the matter is resolved after hearing both parties. If the matter pertains to rights to be determined by civil courts, then further processing will be done only after the court decision.

11. What action will be taken if there is a dispute regarding the ownership of a plot of land?

Answer: If there is a dispute regarding a plot of land, the parties can file a suit with the Deputy Registrar (Cooperation), Jaipur Development Authority, under Section 58 of the Rajasthan Cooperative Societies Act, 2001. If the suit is accepted, the applicant will be required to deposit the required amount. After this, an arbitrator will be appointed. The arbitrator will hear the parties and render their decision.

12. Can a lease deed be issued in the name of a minor?

Answer: The plot has been allotted to a minor through a guardian, and in the case of a guardian, an order from a civil court is required. (not applicable to allotment letter issued by Housing Cooperative Societies)

13. Can a lease deed be registered at any Sub-Registrar's office in Jaipur? Where are the Sub-Registrar's offices located in Jaipur for lease registration?

Answer: Yes. Lease deeds for any plot of land can be registered at all Sub-Registrar's offices in Jaipur. Sub-Registrar offices are located at the following locations in Jaipur: -

1. Ground floor of the JDA New Building
2. Sanganer (in front of the Tehsil Office and the Municipal Corporation, Sanganer Zone Office)
3. Amer (Tehsil Office)
4. Chitrakoot Stadium
5. Municipal Corporation Headquarters, Lal Kothi, Tonk Road
6. Collector's Office, Jaipur
7. Jhotwara (Panchayat Samiti Office, Kalwad Road)
8. Chaugan Stadium, near the Municipal Corporation Hawa Mahal (West Zone)
9. State Housing Board (Block Office), Thadi Market, Mansarovar

14. What if my e-Patta gets rejected because of wrong or mismatched documents?

Answer: You can apply after correcting whatever is wrong. Common errors include:

- Wrong name spelling
- Aadhaar mismatch
- Incomplete chain of documents
- Missing receipts
- Wrong site plan
- Ambiguous ownership

Correct the error → Resubmit your application.

If JDA has specifically mentioned what to correct, follow the instructions exactly.

15. Can a power-of-attorney (PoA) holder apply for e-Patta?

Answer: Yes, a PoA holder can apply if:

- The PoA is registered.
- It authorizes the person to apply for Patta.

- The PoA holder uploads the PoA document.
- The PoA holder's Aadhaar matches what is declared.

NRIs often use PoA to apply through a representative.

16. What if the plot is in a cooperative society that has been dissolved or is under liquidation?

Answer: In such cases:

- Approach the Administrator or Liquidator of the society.
- They will verify your allotment and issue a confirmation letter.
- This letter must be uploaded along with your documents.
- If such records are unavailable, you must apply to the Deputy Registrar (Cooperative Cell), JDA for verification.

Chapter 6

Issue Free Hold E-Patta in lieu of already issued Patta

Section 1: Introduction

The Jaipur Development Authority provides the Issue Free Hold E-Patta in Lieu of Already Issued Patta online service to convert existing physical pattas into a legally secure, authenticated free-hold electronic record. This service ensures continuity of ownership while preserving the validity of the originally issued Patta. The process is based on document verification and regulatory compliance under JDA's e-governance framework. The Free Hold E-Patta enables easy digital access, retrieval, and long-term safeguarding of property records. It supports JDA's mission of transparent, paper-light, and citizen-centric urban land administration.

Section 2: List of Documents to be Attached

(1) Registered lease of the plot along with the site plan.

(2) Documents as proof of ownership (in case of the account holder).

(3) E-Sign and affidavit after making a payment of ₹100/- through E-gras non-judicial stamp paper for submission of the previously issued original lease deed and other original documents to the office.

(4) E-Sign and affidavit after making a payment of ₹500/ through e-Gras for presenting/submitting the stamp registration certificate.

(5) E-Sign affidavit after making a payment of ₹50/- through e-Gras.

Section 3: Application Process

3.1 Services:

- Applicants should select e-Patta (Issue Free Hold E-Patta in lieu of already issued Patta (Lease Deed)) from the services available on the dashboard.

Note- The main e-Patta services are categorized based on different modes (Schemes), so applicants should carefully select the correct mode (Scheme).

- On clicking the Select Button, the selected service will be displayed to the applicant. On clicking the Continue Button, the applicant will be prompted to fill in their personal information.

3.2 Applicant Details:

- After the Service appears, the applicant must upload their Aadhaar data.

  Applicants will be presented with two options to enter their information:

  (1) AADHAAR Card or (2) VIRTUAL ID (VID of Aadhaar)

- Applicant information will be uploaded to the Aadhaar card, such as the applicant's name, father's name, address, Aadhaar photo, mobile number, etc.

  If the applicant is a company, institutional, or representative (Power of Attorney), the applicant has two options:

  1. Company name before the lessee's name.
  2. Company name after the lessee's name.

3.3 Property Details:

3.3 Property Details:

The applicant has three options for filling in the property details:

A. Find through Property Service Number

- The applicant can enter their property service number from the options shown and click the Select button (Planning of Property Details) to proceed with the application process.
- Upon clicking the Select button (Planning of Property Details), the applicant. will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership related, and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

B. Find through Scheme Name

If the applicant does not know the Property Details Number but only knows the plot's scheme name, the applicant can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

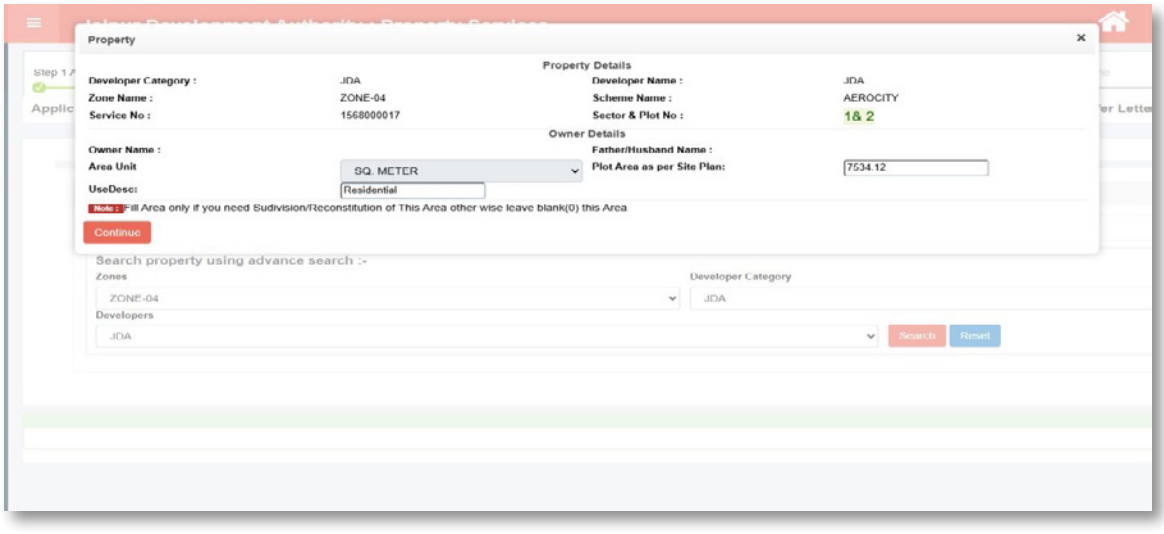
- And upon clicking the Pick button, a new screen will appear. The new screen will display other details related to the property service number entered by the applicant, such as the owner's name, area name, scheme name, location, service number, plot number, area, etc.
- And upon clicking the Select button on the right side of this window, a window will open to verify the property details, which will display other details related to the property ownership.
- By clicking on the "Continue Button" button on the screen, the applicant's property details will be automatically populated in the applicant form and the applicant can proceed with the further process.

C. Advance Search

If you do not have the Property Service Number and Scheme Name, select the "Submit" option, where you will need to select the area name, developer name, and developer category.

Your property details will then be displayed on the screen.

Note: After confirming the property details, click on "Continue"



3.4 Witness Details

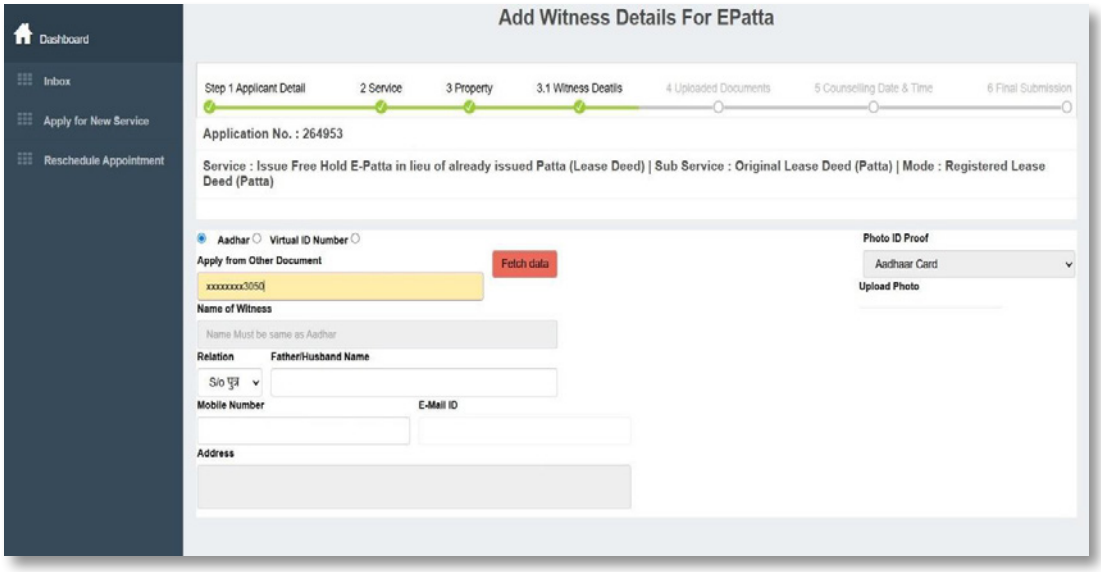
After Property Selection the witness details page will open. The applicant must open the witness details here. The applicant will be presented with two options for entering the witness details.

1. AADHAAR/ VIRTUAL ID Number: Enter the Aadhaar number of the witness,

click on Fetch Data and enter the Aadhaar number for the witness.

2. Apply from another Document

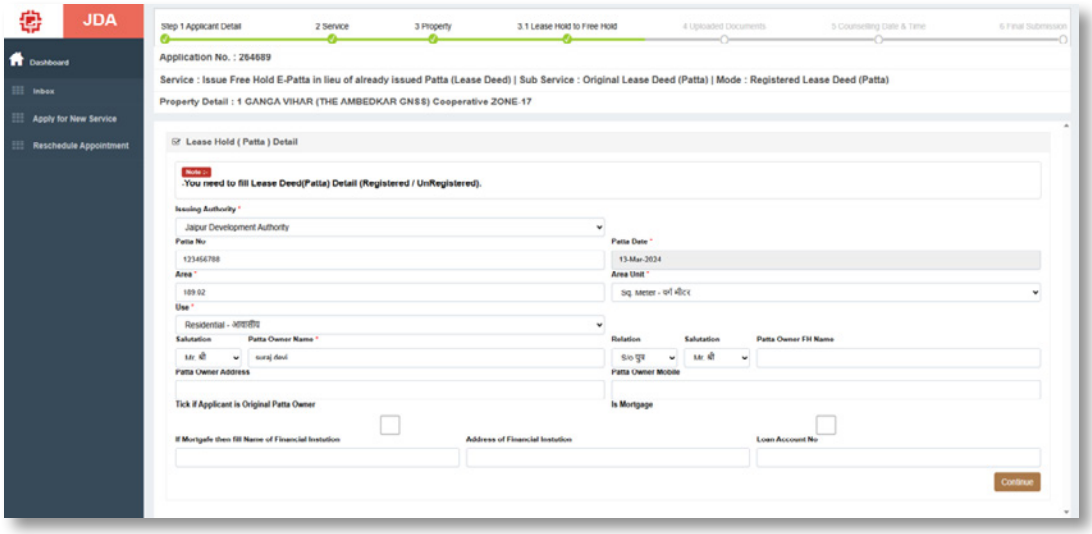
To fill in the witness details, you will need one of the following documents: Aadhaar Card/Voter Card/ Passport/Driving License. The applicant can simply click on the link below to fill in their details.



3.5 Lease Hold Patta

- After the witness details, a new page opens for the leasehold (Patta) details.
  - All details about the Lease Hold Patta need to be filled in this page, including Patta Number, Patta Date, Area, Area Unit, Use, Patta Owner Name, Address, Mobile Number, etc.
- If the applicant is the Patta holder, the checkbox needs to be clicked.
- If any bank loan has been taken against Patta, the checkbox should be clicked and the bank's name, address, and loan amount need to be entered.

Note: In addition to the leasehold (patta), if any other documents have been issued, such as Name Transfer, Subdivision, or Restructuring, the relevant document must be selected from the dropbox, and the document number, issue date, name, and address of the issuing authority must be entered.



3.6 Registry Details

- After entering the Lease Hold (Patta) details, a new page will open to fill in the registry details.
- On this page, you will need to enter the registry type, sub-registrar office, registry date, book number, volume number, page number, etc. After this, a new page for the registry executors' details will open.
- On this page, you need to enter the complete details of the claimant and the executor, such as their name, address, and mobile number.

Electricity Connection:

If the applicant has an electricity connection, the information related to the electricity connection can be automatically populated through the application.

3.7 Enter Registry Document Number

- After this, the applicant has to enter the registry document number, which is 15 digits long. After that, all the details of that registry will be displayed.
- Details of more than one registry can also be entered by the applicant.

3.8 List of attachments

The applicant must upload the necessary documents related to their land. After uploading the documents, simply click on the Submit button.

Note:

1. The applicant must upload a scanned copy of the original documents.
2. If the applicant's original documents are deposited with a bank, the applicant must upload a scanned copy of the self-addressed certificate issued by the relevant bank, which must not be older than 6 months from the date of application.
3. Once approved by the counselor, you cannot delete any documents. You can view all the documents below.
4. If any discrepancy is found in the uploaded data or documents, the application will be returned, which you can correct and resubmit through your dashboard.

3.9 Final Submission

The applicant can proceed to the final step and submit the online application by clicking the checkbox in the Applicant Details section.

Before final submission, the applicant can review the Applicant Details, Service Details, and Property Details related to their application by clicking on the Review Application tab. If all the information filled out by the applicant is found correct, then he can finally submit his application.



Section 4: Complete process of e-Signing for Patta of Jaipur Development Authority

1. Applicant E-Signing Process

- After the demand amount is deposited, the site plan is issued by the Zone Planning Officer. The Zone Deputy Commissioner then sends the e- Patta to the applicant for e-signing.
- The applicant receives an SMS notification to e-Sign the e-Patta. The applicant then needs to click on the "Online Services" button in the "My Dashboard" section of their SSO.
- The applicant should check the status of the application for which they require an e-signature, and if the status is "ready to deliver," the application is available for e-signature.
- The applicant should now select the "e-sign" option and select the "red- marked" option.
- A "green tab" will then appear below the "e-sign" option.
- After clicking the green tab, a dashboard will open, where the applicant's "Aadhaar verification" will be done via an "OTP" received on the registered mobile number.
- After verification via OTP, a "(remark)" will be entered.

2. Witness e-sign process.

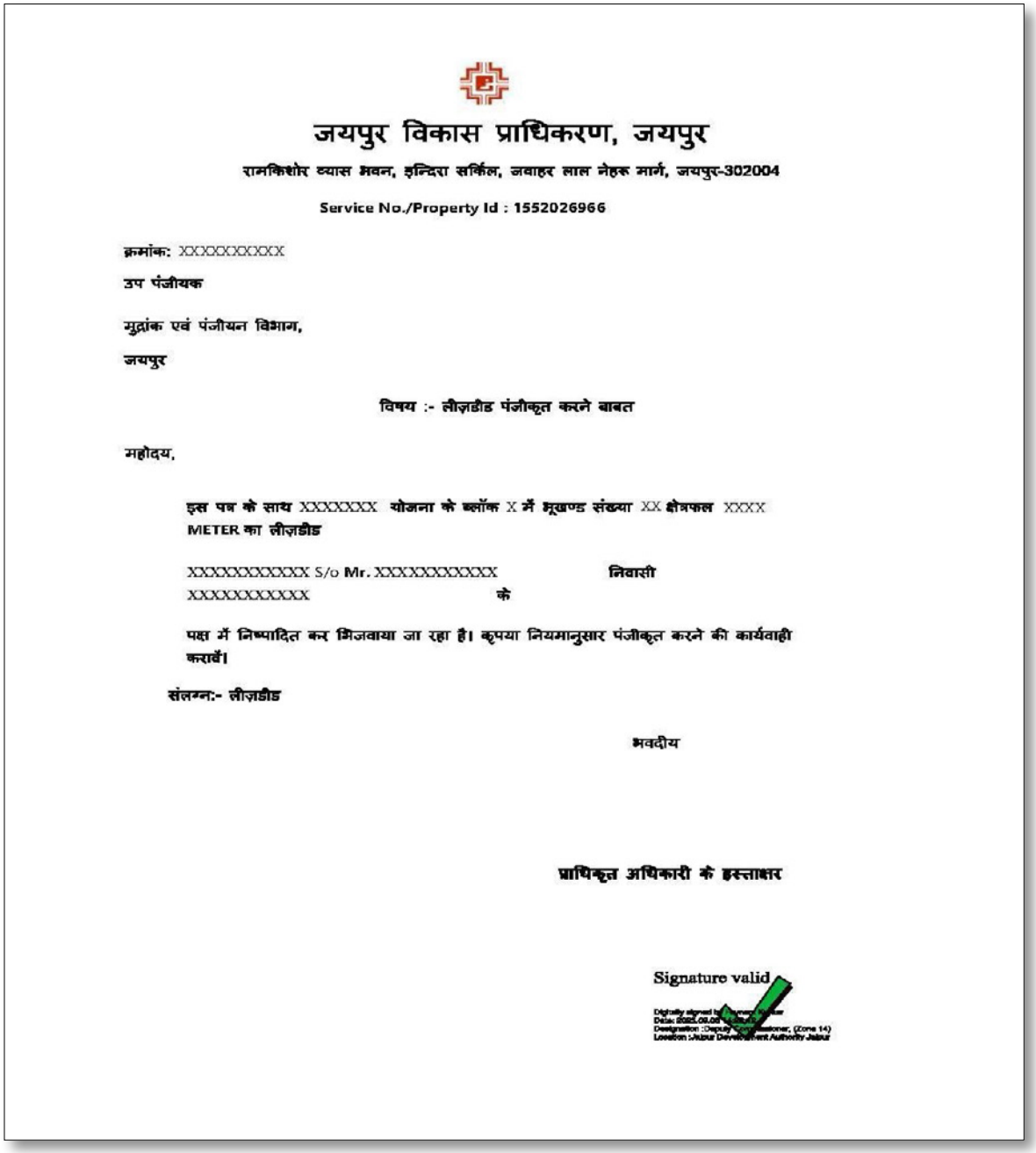
- After the applicant's e-lease has been e-signed, the applicant will then process the witness's e-signature.

- The witness must now select the "e-sign" option and select the "red-marked" option.
- A "(remark)" will then appear below the "e-sign" option. A "green tab" will appear. After clicking on the green tab, the witness's "Aadhaar verification" will be done through an "OTP" received on the registered mobile number.
- After verification through OTP, a "(remark" will be entered.
- After the above process, the applicant will have to write in the remark regarding completion of e-sign process and click on the submit button, after which the lease format will be "e-signed" and sent online to the Deputy Commissioner of the concerned zone.

Section 5: Sample Document Formats Issued to Applicants After Process Completion

The documents to be provided to the applicant in connection with the e-Patta issued by the authority are as follows-

1. Letter to be issued to the Sub-Registrar, Stamps and Registration Department



जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

Service No./Property Id : 1552026966

क्रमांक: XXXXXXXXXX

उप पंजीयक

मुद्रांक एवं पंजीयन विभाग,

जयपुर

विषय :- लीज़डीड पंजीकृत करने बाबत

महोदय,

इस पत्र के साथ XXXXXXX योजना के ब्लॉक X में भूखण्ड संख्या XX क्षेत्रफल XXXX METER का लीज़डीड

XXXXXXXXXXX S/o Mr. XXXXXXXXXXX निवासी XXXXXXXXXXX के

पक्ष में निष्पादित कर भिजवाया जा रहा है। कृपया नियमानुसार पंजीकृत करने की कार्यवाही करावें।

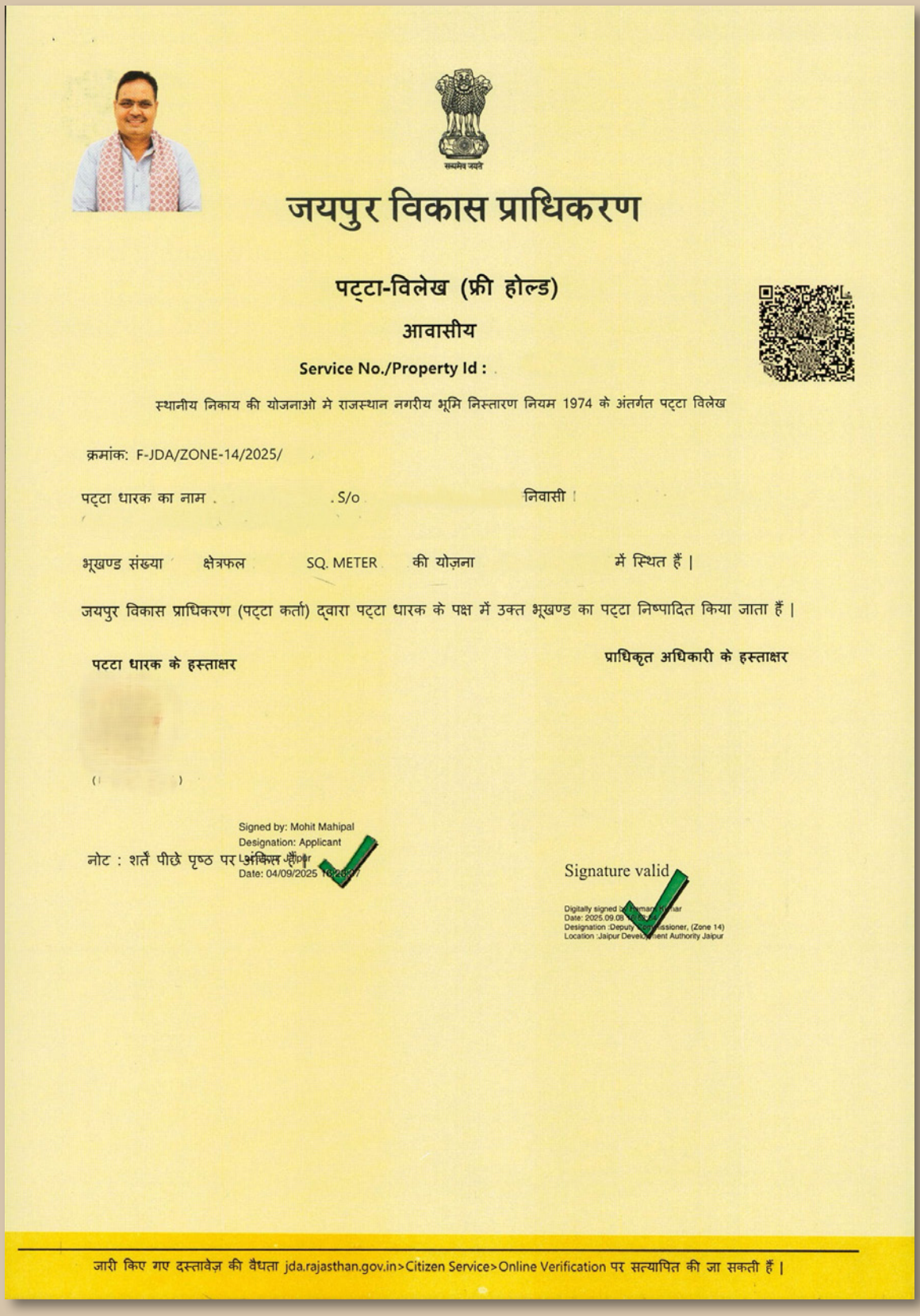
संलग्न:- लीज़डीड

भवदीय

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

2. Front Page of e-Patta



सत्यमेव जयते

जयपुर विकास प्राधिकरण

पट्टा-विलेख (फ्री होल्ड)

आवासीय

Service No./Property Id :

स्थानीय निकाय की योजनाओ मे राजस्थान नगरीय भूमि निस्तारण नियम 1974 के अंतर्गत पट्टा विलेख

क्रमांक: F-JDA/ZONE-14/2025/

पट्टा धारक का नाम . . S/o निवासी !

भूखण्ड संख्या क्षेत्रफल SQ. METER की योज़ना में स्थित हैं |

जयपुर विकास प्राधिकरण (पट्टा कर्ता) द्वारा पट्टा धारक के पक्ष में उक्त भूखण्ड का पट्टा निष्पादित किया जाता हैं |

पटटा धारक के हस्ताक्षर

प्राधिकृत अधिकारी के हस्ताक्षर

( )

Signed by: Mohit Mahipal
Designation: Applicant
Location: Jaipur
Date: 04/09/2025

नोट : शर्तें पीछे पृष्ठ पर अंकित हैं।

Signature valid

Digitally signed by [illegible]
Date: 2025.09.08
Designation :Deputy Commissioner, (Zone 14)
Location :Jaipur Development Authority Jaipur

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

3. Back Page of e-Patta

जविप्रा

आवासीय

पट्टा विलेख की शर्तें फ्री होल्ड

(नगरीय भूमि निष्पादन नियम 1974)

पट्टे की शर्तें

1 पट्टा धारक द्वारा भूखण्ड / निर्मित क्षेत्र का उपयोग वही किया जाएगा जिस उपयोग हेतु पट्टा विलेख जारी किया गया हैं | भूखण्ड पर प्रचलित भवन विनियम में संबन्धित अनुसूची में उल्लेखित उपयोग अनुज्ञेय होंगे, परन्तु प्रत्येक उपयोग हेतु निर्धारित मानदण्डो की पालना सुनिश्चित की जावे |

2 पट्टा धारक उक्त भूखण्ड को विक्रय अथवा अन्य प्रकार से हस्तांतरित कर सकेगा तथा भूखण्ड को उप-पट्टे (सब लीज) पर भी दे सकेगा|

3 उक्त भूखण्ड के विक्रय / हस्तांतरण पर क्रेता के पक्ष में नाम परिवर्तन के लिए निकाय में निर्धारित शुल्क आवेदन के साथ पंजीकृत विक्रय पत्र आदि प्रस्तुत किए जाएंगे , परंतु पट्टाधारक के उत्तराधिकारी के मामले मे कोई राशि देय नहीं होगी |

4 पट्टा विलेख को सरकार / जीवन बीमा निगम / ऋणदात्री संस्थाओ के पास बंधक (मोर्गेज) रखा जा सकेगा, जिसके लिए स्थानीय निकाय के अनापति प्रमाण पत्र (NOC) की आवश्यकता नहीं होगी |

5 भूखण्ड पर भवन निर्माण प्रचलित भवन विनियमों के मानदंडो तहत करना होगा |

6 पट्टा कर्ता (स्थानीय निकाय) की बिना स्वीकृति के भूखण्ड का उपविभाजन / पुनर्गठन व भू उपयोग परिवर्तन नहीं किया जा सकेगा |

7 •• पट्टा विलेख जारी करने की दिनांक से निर्धारित अवधि में निर्माण करना होगा | निर्धारित अवधि मे निर्माण नहीं होने पर निर्धारित दर से अवधि विस्तार किया जा सकेगा अन्यथा पट्टा विलेख निरस्त किया जा सकता हैं |

8 पट्टा विलेख के निष्पादन के पश्चात नियम विरुद्ध तथा तथ्य छुपाकर पट्टा विलेख प्राप्त किया गया हैं तो उक्त भूखंड का पट्टा निरस्त किया जा सकेगा |

9 पट्टा विलेख जिन अधिनियमो, नियमो, नीति, विनियम के तहत जारी किया गया हैं | इनके सभी प्रावधान एवं शर्तें लागू होगी जिनकी पालना नहीं करने पर पट्टा निरस्त किया जा सकेगा |

नोट : •• उक्त शर्त आवास (निर्मित भूखंड) में लागू नहीं होगी|

इस भूखंड की शहरी जमाबंदी को जोड़कर पंजीकृत मूल्य राशि रु. · होती हैं | अतएवं स्टाम्प राशि रु. के बहैसियत पट्टा इसके साथ लगाए जाते हैं |

नोट :

साइट प्लान सलग्न हैं |

पट्टा धारक के हस्ताक्षर

( )

Signed by: Mohit Mahipal
Designation: Applicant
Location: Jaipur
Date: 04/09/2025

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

Digitally signed by Himanshu Kumar
Date: 2025.09.08
Designation: Deputy Commissioner, (Zone 14)
Location: Jaipur Development Authority Jaipur

MADAN LAL MAHIPAL

PLOT NO. 25, JAI JAWAN COLONY-2, TONK ROAD, JAIPUR-302018

Signed by: Madan Lal Mahipal
Designation: Witness
Location: Jaipur
Date: 08/09/2025

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

4. Site Plan

साईट प्लान और निर्माण स्वीकृति

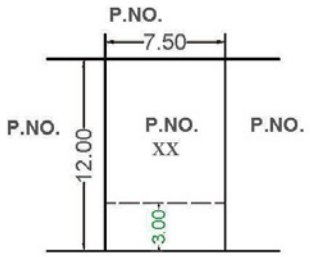
भूखण्ड संख्या ..XXX.. भूखण्ड का क्षेत्रफल ..XXXX..

योजना का नाम ..XXXXXX.. पैमाना ..XXXX..

विकासकर्ता ..XXX.. भू–उपयोग ..XXXX..

ग्राम ..XXXXXXXXXX.. तहसील ..XXXX..

N



निर्माण स्वीकृति

(अ) सैट–बैक

(1) सामने 3.00 MT.

(2) पार्श्व प्रथम 0.0 MT.

(3) पार्श्व द्वितीय 0.0 MT.

(4) पीछे 0.0 MT.

(ब) अधिकतम ऊँचाई – 8.0 मीटर

(स) मंजिलों की संख्या – भू–तल + प्रथम तल

(द) अन्य पैरामीटर जयपुर विकास प्राधिकरण, जयपुर (जयपुर रीजन भवन) भवन विनियम के अनुसार देय होगे।

(य) निर्माण अवधिः–लीजडीड में अंकित शर्त अनुसार।

Signature valid
Digitally signed by Amit Kumar Saraswat
Date: 2025.08.21 ...
Designation :Junior Engineer , (Zone 14)
Location :Jaipur Development Authority Jaipur

कनिष्ठ अभियंता
जोन–14

Signature valid
Digitally signed by Sayad Wasim Akhtar
Date: 2025.08.22 ...
Designation :Deputy Chief Planner , (Zone 14)
Location :Jaipur Development Authority Jaipur

उप नगर नियोजक
जोन–14

Signature valid
Digitally signed by Hemant Kumar
Date: 2025.09.08 ...
Designation :Deputy Commissioner, (Zone 14)
Location :Jaipur Development Authority Jaipur

उपायुक्त
जोन–14

5. Property details

जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

Annexure – History of Property

Service No./Property Id : XXXXXXXXXX

क्रमांक: XXXXXXXXXX

#	Date	Owner Name	Title
1	XX-XX-XXX	XXXXXXXXXX	Patta Holder
2	XX-XX-XXX	XXXXXXXXXX	Possession Holder
3	XX-XX-XXX	XXXXXXXXXX	Allotment Holder

प्राधिकृत अधिकारी के हस्ताक्षर

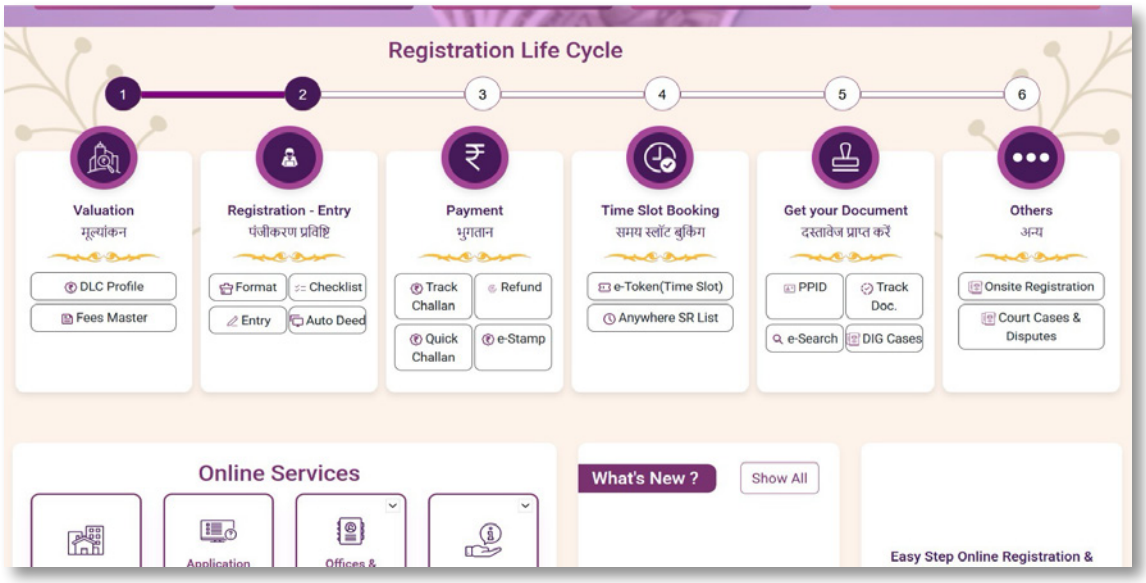
Signature valid

Digitally signed by [illegible]
Date: 2025.08.05 [illegible]
Designation: Deputy [illegible]ssioner, (Zone 14)
Location: Jaipur Development Authority Jaipur

This Is System Generated As Per Jaipur Development Authority Record. The details given above are for information only and do not give, confer or confirm any legal rights.

Section 6: Registration of all types of e-Pattas issued by Jaipur Development Authority (JDA) and the process of registration of e-Patta by the lessee on the e- registration portal operated by the Stamps Department

1. After e-signing the e-Patta by the JDA official, the applicant will be informed through SMS on their mobile number to get the e-Patta registered.
2. Thereafter, the lessee has to apply to register the e-Patta on the e-registration portal (www.epanjiyan.rajasthan.gov.in).
3. Through the e-registration portal, the lessee himself will submit the e-Patta online for registration by clicking on the property valuation as per the screenshot shown below.



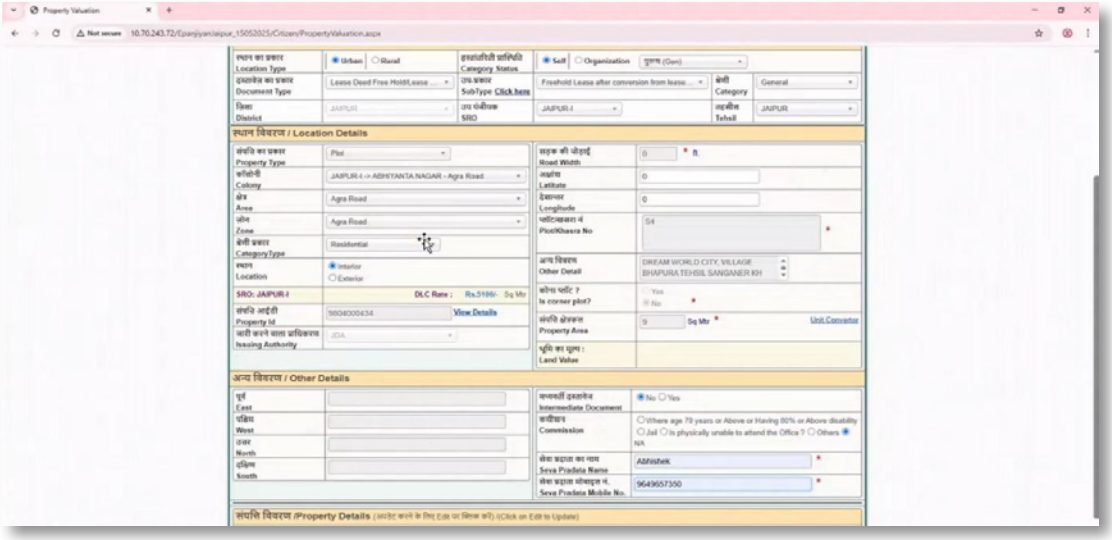
4. If user is not registered on epanjiyan portal then they have to register themselves first before proceeding further. (single time)



5. The lessee has to log in to e-registration using his/her registered mobile number and apply using the lease ID/property ID (obtained from JDA).



6. After logging in, the lessee will have to enter the information as per the screenshot shown below.



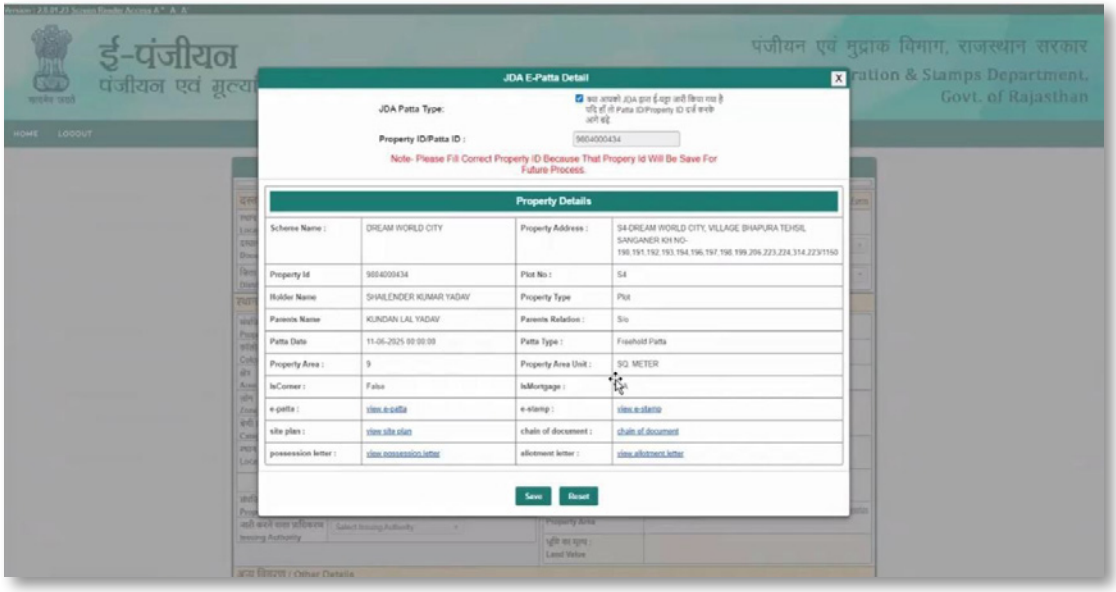
7. All documents and information related to API e-Patta will be auto fetched through the online system after OTP verification, which will display the following documents:

   (1) E-Patta copy.

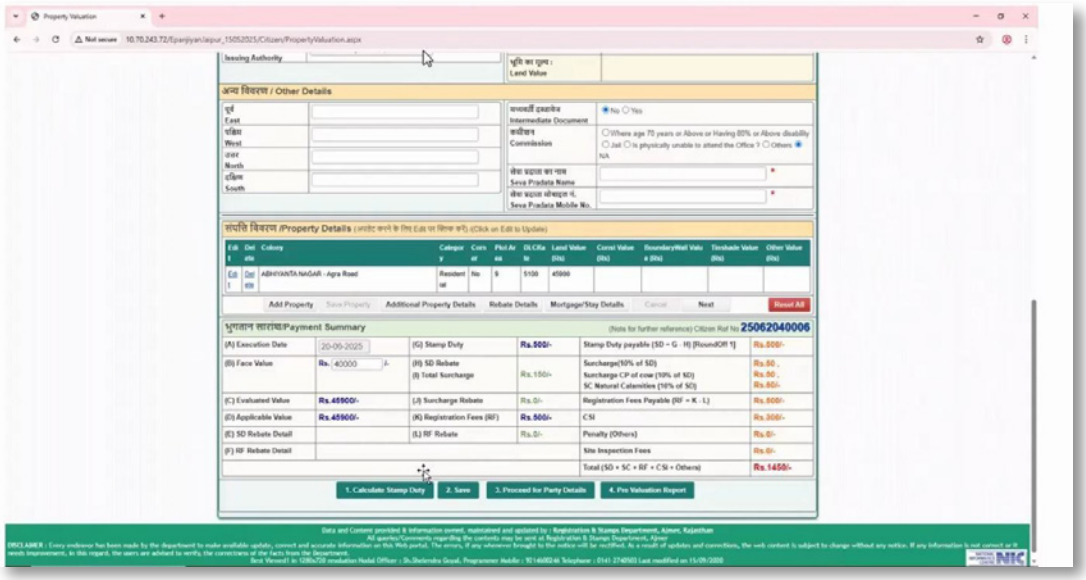
   (2) Site map copy.

   (3) Allotment/Auction copy.

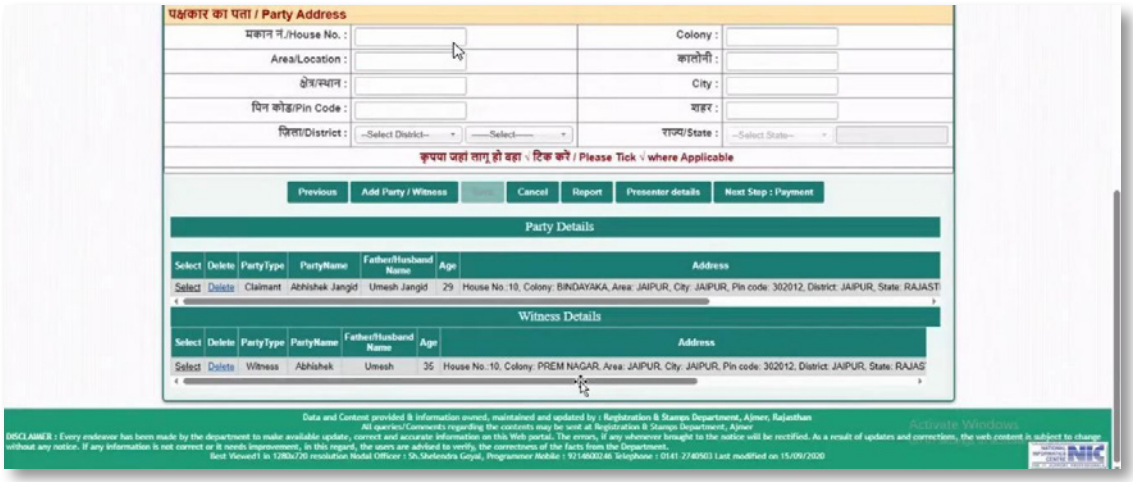
   (4) All types of chain documents.



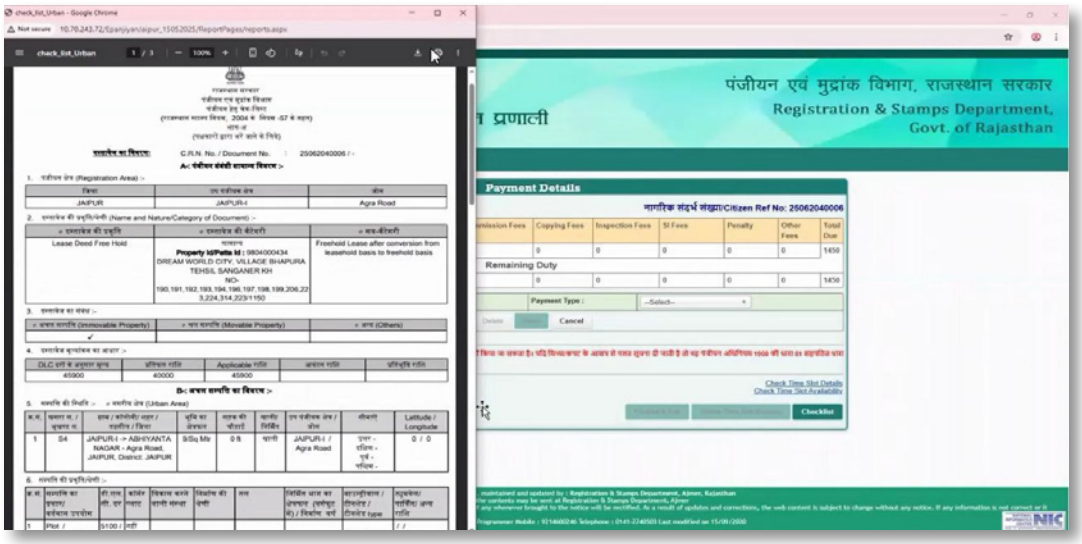
8. Calculate Stamp Duty But the stamp will be calculated.



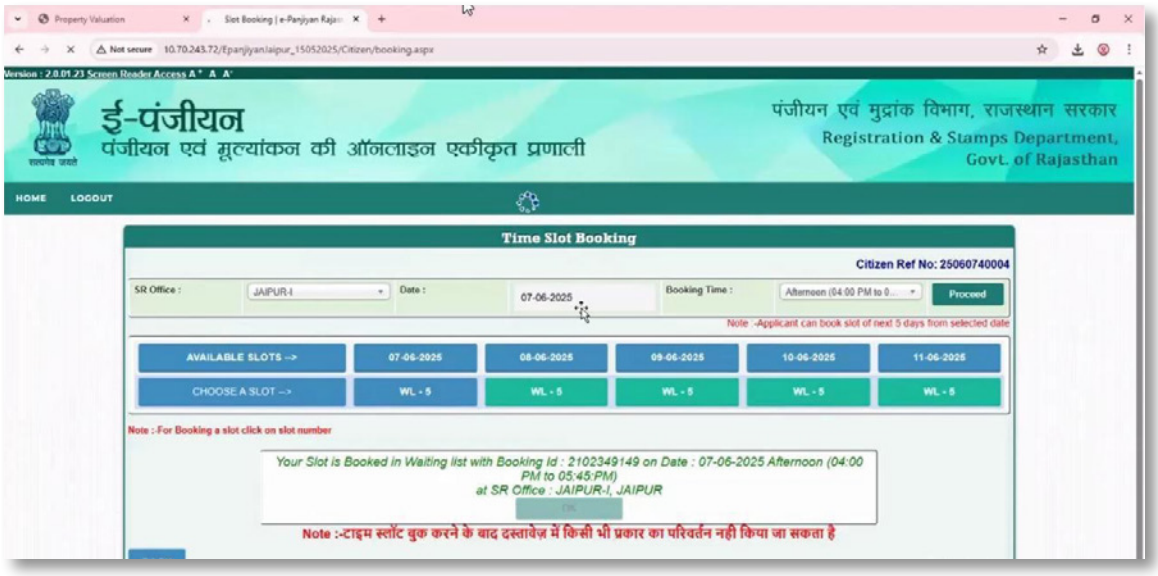
9. After the calculation, proceed to Party Details by clicking on the information of the lessee, and the witness will be entered online by the lessee himself as per the screenshot shown below.



10. Proceed for Party Details after completion of the process. The applicant will have to click on the payment button, pay the stamp duty and other fees, finalize the documents, book a time slot as per requirement and appear before the concerned sub-registrar for e-Patta registration.



11. After booking the time slot, the lease holder should ensure to appear at the concerned Sub Registrar for e-Patta registration as per the screenshot shown below.



Note: After the time slot is booked, the lessee cannot make any changes in the document.

12. After appearing at the concerned Sub Registrar, the Sub Registrar Officer will complete the e-KYC process by taking the photo and thumb impression of the lessee and the witness through e-KYC.



13. If the applicant has selected to (During e-sign process of applicant):

A. Receiving e-Patta Manually/Physically through JDA- Obtain registered patta sealed and signed by concerning Sub-Registrar Office.

B. Receiving e-Patta from Sub Registrar office- Obtain Online registered e-Patta. For this, he can get it by appearing at the Citizen Care Centre of JDA. For this process, the applicant must be present in person. Thereafter, the registered Patta will be handed over to the applicant.

Section 7: Frequently Asked Questions and their Answers (FAQ)

1. What documents will be required for a plot holder to obtain a new lease deed in exchange for the existing lease of their plot in approved schemes?

Answer: First, the applicant will have to apply online via S.S.O. ID or e-Mitra. List of documents to be attached:

(1) Registered lease of the plot along with the site plan.

(2) Documents as proof of ownership (in case of account holder).

(3) Affidavit to submit the previously issued original lease deed and other original documents to the office on non-judicial stamp paper of ₹100/-.

(4) To present/deposit the stamp registration certificate on non-judicial stamp paper of ₹500/-.

(5) Affidavit (regarding disputes) on duly signed non-judicial stamp paper of ₹50/-.

2. Further action to be taken at the zone level after the applicant submits an online application for regularization:

Answer:

(1) The concerned staff will examine the original documents/file and mark the ownership report. (2) After the ownership report, the concerned staff will calculate the outstanding amount of the plot in the file/accounts.

(3) After the applicant deposits the amount, the accountant will confirm the deposited amount in the file.

(4) After confirmation, the file will be sent to the zonal town planner for preparing the site plan online.

(5) After the site plan is prepared, the zonal junior engineer and assistant town planner will e-sign the site plan.

(6) After e-signing the site plan, the applicant will submit all the original documents of the plot in person at the zonal office and confirm the submission of the original documents in the online application.

(7) Thereafter, the zonal deputy commissioner will send the e-Patta to the applicant for e-sign by the applicant/witness, and after the e-sign by the applicant/witness, the online application will be received in the zonal office.

(8) Thereafter, the letter to be sent by the Zone Deputy Commissioner to the sub-registration office, the site plan, and the lease will be digitally signed.

3. Do I have to be present at the authority office to obtain the lease?

Answer: No, after the officer of JDA signs the e-lease electronically, the applicant will be notified via SMS on their mobile number to register the e-lease. Subsequently, the leaseholder must apply to register the e-lease on the e-registration portal. If the person still wishes to obtain an unregistered lease from the office, they can do so by visiting the Citizen Service Center. For this process, the applicant's personal presence is mandatory, and the applicant should comply with the OTP verification required for Aadhaar-based authentication. Thereafter, the applicant will be handed over the unregistered lease.

4. How do obtain the land lease from JDA, but the original documents of my land are mortgaged with a lending institution (bank, LIC, government/semi-government office, HDFC, etc.) what should I do?

Answer: Obtain the lease deed, it is mandatory to submit the original allotment letter and site map to the authority.

"If the lending institution has the original documents mortgaged, the lending institution must inform the authority that they have the original documents mortgaged, and upon submission of photocopies of the original documents by the applicant to the authority, the regularization proceedings should be initiated. Thereafter, if the lease deed is to be prepared in favour of the applicant by the authority, the lending institution will send its authorized representative to submit the original documents to the authority.' A letter to this effect must be submitted to the lending institution under the name of JDA through the applicant. Accordingly, the applicant must take the necessary steps to obtain the lease.

5. Is it mandatory to register the lease deed issued by the authority?

Answer: It is mandatory to register all types of lease deeds issued by the Jaipur Development Authority. The lease deed must be registered at the concerned Sub-Registrar's office within the prescribed period of 90 days from the date of issuance of the lease.

6. What should I do if the lease deed has not been registered?

Answer: If the lease deed has not been registered within the prescribed period of 90 days from the date of issuance, the landowner must apply online for the renewal of the lease with the authority within 3 years. The list of documents to be attached to this service is as follows:

(1) The stamp paper attached to the issued lease deed must be submitted to the authority.

(2) New stamp paper must be purchased as previously and submitted for renewal.

Upon fulfillment of the above by the applicant, the authority will renew the lease deed with new stamp paper.

7. What is the procedure for settlement if the original documents related to the landowner's plot are lost?

Answer: In this regard, the landowner must file an FIR at the relevant police station and attach a copy of that FIR at the time of online application, after which the settlement process will be carried out through a notification by the concerned zonal commissioner.

8. If an objection is received after the newspaper advertisement, what is the process for resolution?

Answer: Upon receiving an objection, the matter is resolved after hearing both parties. If resolution is not possible, the parties are advised to file a suit.

9. Can a lease deed be registered at any Sub-Registrar's office in Jaipur? Where are the Sub-Registrar's offices located in Jaipur for lease registration?

Answer: Yes. Lease deeds for any plot of land can be registered at all Sub-Registrar's offices in Jaipur. Sub-Registrar offices are located at:

1. Ground floor of the JDA New Building
2. Sanganer (in front of the Tehsil Office and the Municipal Corporation, Sanganer Zone Office)
3. Amer (Tehsil Office)
4. Chitrakoot Stadium
5. Municipal Corporation Headquarters, Lal Kothi, Tonk Road
6. Collector's Office, Jaipur
7. Jhotwara (Panchayat Samiti Office, Kalwad Road)
8. Chaugan Stadium, near the Municipal Corporation Hawa Mahal (West Zone)
9. State Housing Board (Block Office), Thadi Market, Mansarovar

Chapter 7

Name Transfer

Section 1: Introduction

Name Transfer services under Jaipur Development Authority allow lawful updating of property records when ownership changes due to sale, gift, or inheritance. The service ensures continuity of rights by mutating the lease or Patta holder's name in official Jaipur, Rajasthan records. The process is strictly document-based and requires clearance of all applicable fees and pending dues. After verification, Jaipur Development Authority updates the plot record and issues an official order when applicable.

This service strengthens transparency and supports citizen-friendly urban land administration.

Section 2: List of Documents to be Attached

1. Registered lease of the plot along with the site plan.
2. Documents as proof of ownership (in case of the account holder).
3. Affidavit (regarding disputes) on ₹50/- non-judicial stamp paper, duly sworn.
4. In the event of the death of the original allottee:
   (a) Will and death certificate of the testator.
   (b) Relinquishment deed: If all the heirs of the deceased allottee wish to have the title deed of the plot issued in the name of one heir, a registered relinquishment deed in favor of the desired heir must be submitted by all the remaining heirs. This relinquishment deed can be executed separately or jointly.

Section 3: Application Process

3.1: Services

- Applicants should select Name Transfer from the services available on the dashboard.

Note- The primary e-Patta services are classified according to different scheme modes, therefore applicants must carefully select the correct scheme option before proceeding further.

- On clicking the Select Button, the selected service will be displayed to the applicant. Upon clicking the Continue Button, the applicant will be prompted to enter their personal information.

3.2: Applicant Details

After selecting the service, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) VIRTUAL ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto fetches and securely embeds the applicant details like Name, Father's name, Address, Aadhaar photo, Mobile number, etc in the application.

If the applicant is a company, institutional, or representative (holding a valid Power of Attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

3.3. Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select Button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select Button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related, and other information will be displayed.
- And on clicking the 'Select' Button given on the screen, the applicant's

Property details will be automatically filled in the applicant's form, and the applicant can proceed further with the process.

B. Find through Scheme Name

If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

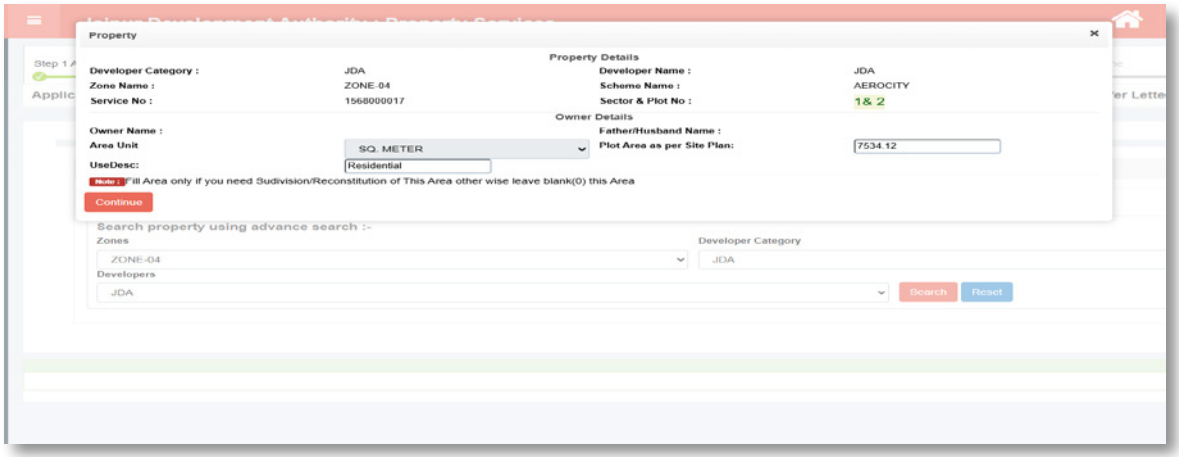
- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.

Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, allowing the applicant to proceed.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"



3.4 Registry Details

3.4.1 Electricity Connection:

If the applicant has an electricity connection in his name, the information related to the electricity connection can be automatically populated through the application.

3.4.2. Enter Registry document number.

-Next, the applicant must enter the 15-digit registry document number, following which all registry details will be displayed. The applicant can submit more than one registry detail if required.

3.5. List of Attachments

The applicant must upload the required documents for their land and click Submit.

Note: The scanned copy of all original documents has to be uploaded here.

3.6. Final Submission

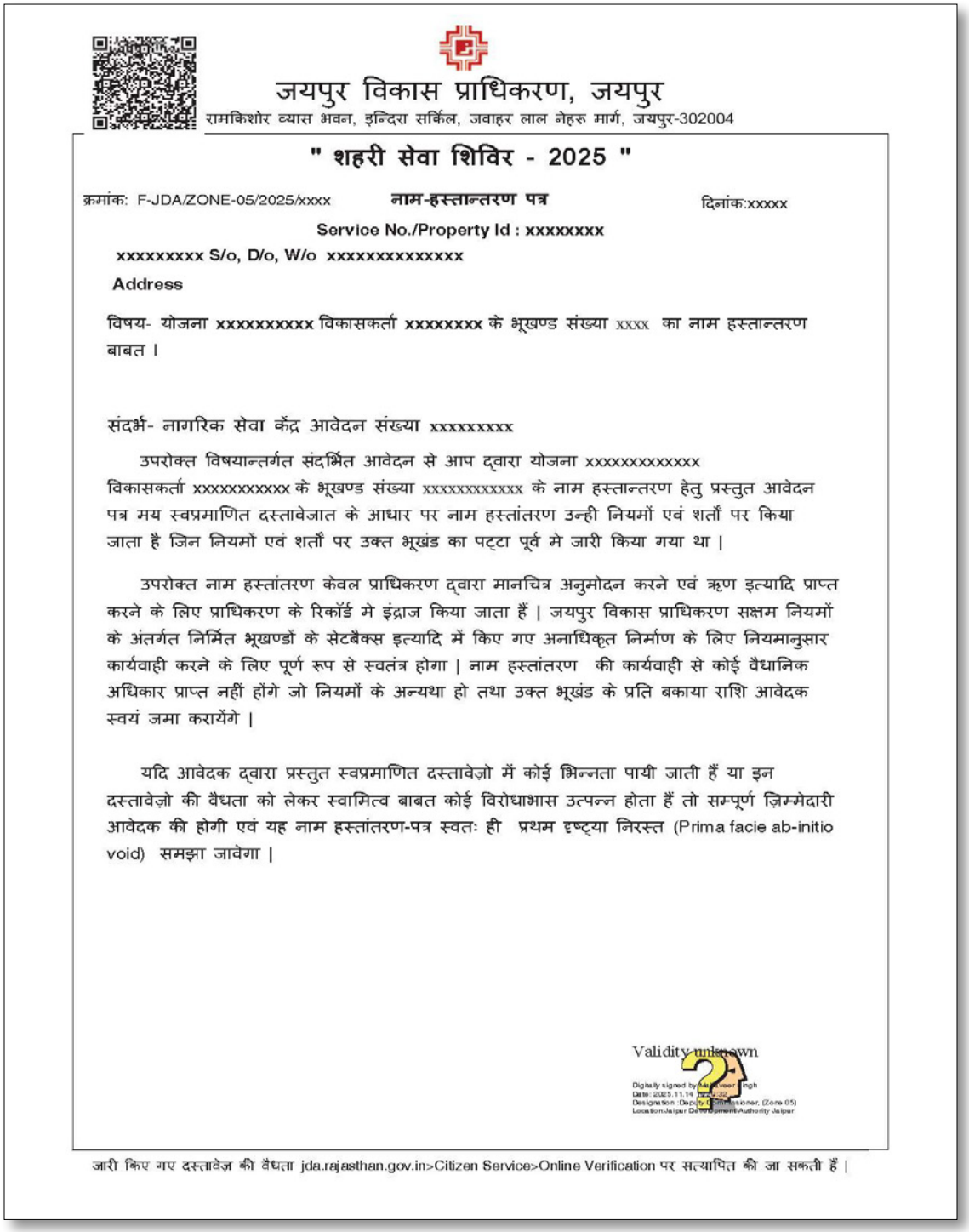
The applicant can complete the final submission by ticking the confirmation checkbox in the Applicant Details section.

Before submitting, the applicant should click on Review Application to check all filled details—such as applicant, service, and property information. If everything appears correct, the applicant can then click Submit to successfully submit the application.



Section 4: Sample Document Formats Issued to Applicants After Process Completion

The format of the name transfer letter to be issued by the authority is as follows:



जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

" शहरी सेवा शिविर - 2025 "

क्रमांक: F-JDA/ZONE-05/2025/xxxx **नाम-हस्तान्तरण पत्र** दिनांक:xxxxx

Service No./Property Id : xxxxxxxx

xxxxxxxxx S/o, D/o, W/o xxxxxxxxxxxxx

Address

विषय- योजना **xxxxxxxxxx** विकासकर्ता **xxxxxxxx** के भूखण्ड संख्या xxxx का नाम हस्तान्तरण बाबत ।

संदर्भ- नागरिक सेवा केंद्र आवेदन संख्या xxxxxxxxx

उपरोक्त विषयान्तर्गत संदर्भित आवेदन से आप द्वारा योजना xxxxxxxxxxxx विकासकर्ता xxxxxxxxxx के भूखण्ड संख्या xxxxxxxxxxx के नाम हस्तान्तरण हेतु प्रस्तुत आवेदन पत्र मय स्वप्रमाणित दस्तावेजात के आधार पर नाम हस्तांतरण उन्ही नियमों एवं शर्तों पर किया जाता है जिन नियमों एवं शर्तों पर उक्त भूखंड का पट्टा पूर्व मे जारी किया गया था ।

उपरोक्त नाम हस्तांतरण केवल प्राधिकरण द्वारा मानचित्र अनुमोदन करने एवं ऋण इत्यादि प्राप्त करने के लिए प्राधिकरण के रिकॉर्ड मे इंद्राज किया जाता हैं । जयपुर विकास प्राधिकरण सक्षम नियमों के अंतर्गत निर्मित भूखण्डों के सेटबैक्स इत्यादि में किए गए अनाधिकृत निर्माण के लिए नियमानुसार कार्यवाही करने के लिए पूर्ण रूप से स्वतंत्र होगा । नाम हस्तांतरण की कार्यवाही से कोई वैधानिक अधिकार प्राप्त नहीं होंगे जो नियमों के अन्यथा हो तथा उक्त भूखंड के प्रति बकाया राशि आवेदक स्वयं जमा करायेंगे ।

यदि आवेदक द्वारा प्रस्तुत स्वप्रमाणित दस्तावेज़ो में कोई भिन्नता पायी जाती हैं या इन दस्तावेज़ो की वैधता को लेकर स्वामित्व बाबत कोई विरोधाभास उत्पन्न होता हैं तो सम्पूर्ण ज़िम्मेदारी आवेदक की होगी एवं यह नाम हस्तांतरण-पत्र स्वतः ही प्रथम दृष्ट्या निरस्त (Prima facie ab-initio void) समझा जावेगा ।

Validity unknown

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं ।

Section 5: Frequently Asked Questions (FAQs)

1. What documents are required to obtain the land transfer deed?

Answer: The applicant must apply online through S.S.O. ID or e-Mitra.

The list of attached documents is as follows:

1. Registered lease of the plot along with the site plan.
2. Documents as proof of ownership (in case of the account holder).
3. Affidavit (regarding disputes) on ₹50/- non-judicial stamp paper, duly sworn.
4. In the event of the death of the original allottee:
   (a) Will and death certificate of the testator.
   (b) Relinquishment deed: If all the heirs of the deceased allottee wish to have the title deed of the plot issued in the name of one heir, a registered relinquishment deed in favour of the desired heir must be submitted by all the remaining heirs. This relinquishment deed can be executed separately or jointly.

2. The original documents related to my plot are lost, and I need to obtain a name transfer letter from JDA - What procedure should be followed?

Answer: Firstly, an FIR must be registered at the concerned police station in case the original lease deed or documents related to the plot are lost. After the FIR is filed, if the original allocation letter is not received, a copy of the FIR must be uploaded to the online application.

The applicant must publish a notice regarding the loss of documents and a separate No-Objection notice in the local daily newspapers, at their own expense, as listed in the letter issued by JDA. After the notice period ends, the Authority proceeds with the next steps depending on whether any objections are received.

3. What is the procedure for settlement if an objection is received after the advertisement is published in the newspaper?

Answer: Upon receiving an objection, hearings are conducted for both parties, and the matter is settled. If settlement is not possible, the parties are advised to file a lawsuit.

4. What are the further actions to be taken at the zone level after the applicant submits the online application?

Answer:

(1) The concerned staff will examine the original documents/files and record the ownership report.

(2) After this report, the Tehsildar of the zone will prepare a report on the applied plot of land.

(3) The file is sent to the accountant regarding the calculation.

(4) The deposited amount will be verified at the level of the Junior Accountant of the zone.

(5) After verification, the file will be digitally signed by the Deputy Commissioner of the zone for the transfer of the name.

5. I need to get the name transfer letter of my plot from JDA, but the original documents of my plot are mortgaged with the lending institution (bank, LIC, government/semi-government office, HDFC, etc.) – what should I do?

Answer: If the original documents are mortgaged with the lending institution, the lending institution must inform the authority that the original documents are mortgaged, and upon the applicant submitting photocopies of the original documents to the authority, the name transfer procedure will commence.

6. To obtain the name transfer letter, does the original applicant have to be present in the authority office?

Answer: No, after the e-signature is applied on the name transfer letter by the JDA officer, the applicant will be informed via SMS on the registered mobile number regarding the status of the application.

Chapter 8

Application for Subdivision and Reconstitution

Section 1: Introduction

The Subdivision and Reconstitution service of Jaipur Development Authority allows restructuring of plot boundaries as per urban planning needs. Subdivision enables splitting one existing plot into two or more smaller plots with approved dimensions. Reconstitution allows reshaping, merging, or realigning boundaries to form a revised plot layout. The process is document-based, fee-compliant, and subject to planning and ownership verification. Each resulting plot must meet minimum size rules and have mandatory road/access compliance. Final approval is valid only after an official order and updated map issued by the Authority.

Section 2: List of Documents to be attached

(1) Registered lease of the plot along with the site plan.

(2) Documents as proof of ownership (in case of the account holder).

(3) Affidavit (regarding disputes) on ₹50/- non-judicial stamp paper, duly sworn.

(4) Site plan of the proposed subdivision/reorganization

(5) In case of the death of the original allottee:

a) Will and the death certificate of the testator.

b) Renunciation of rights: If all heirs of the deceased allottee want the land deed to be issued in the name of a single heir, a registered renunciation of rights in favor of the desired heir must be submitted by all other heirs. This renunciation of rights can be executed either separately or jointly.

Section 3: Subdivision/Reconstitution is not possible in the following situations

1. If the proposed subdivision of a plot is such that one or more portions fall within the setback area, resulting in a residential unit not getting the eligible built-up area, the subdivision will not be carried out.

Example: - For the subdivided plots numbered 5 and 5A, the minimum built-up area is obtained after leaving the setback, but for the subdivided plot numbered 5B, the minimum built-up area is not obtained; therefore, the original plot cannot be subdivided.

2. If non-residential use is found contrary to the residential use determined in the approved map, subdivision/restructuring will not be carried out.

Section 4: Application Process

4.1 Services

- Applicants should select Subdivision-Reconstitution from the services available on the dashboard.

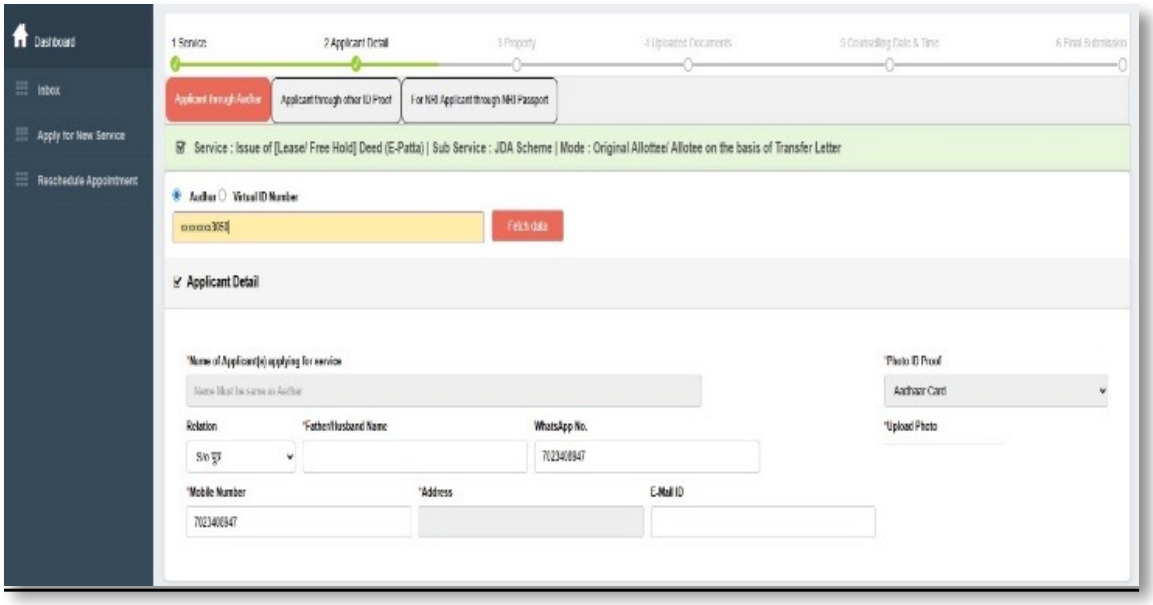
Note- The main JDA e-Patta services are categorized based on different modes (Schemes), so applicants should carefully select the correct mode (Scheme).

- On clicking the Select Button, the selected service will be displayed to the applicant. Upon clicking the Continue Button, the applicant will be prompted to enter their personal information.

4.2 Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data.

- The system provides two secure identification methods to retrieve and verify details: (1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar). Applicants must choose one of these options to proceed. Aadhaar auto-fetches and securely embeds the applicant's details, such as Name, Father's name, Address, Aadhaar photo, Mobile number, etc., in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of Attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

4.3 Property Details

Note (For Sub-Division): The proposed subdivided area must not exceed the applied area. The total of all subdivided parts must be equal to or less than the original area applied for.

Note (For Re-Constitution): The combined area selected must be equal to or greater than the proposed reconstituted plot area.

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select Button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as the owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related, and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

B. Find through Scheme Name

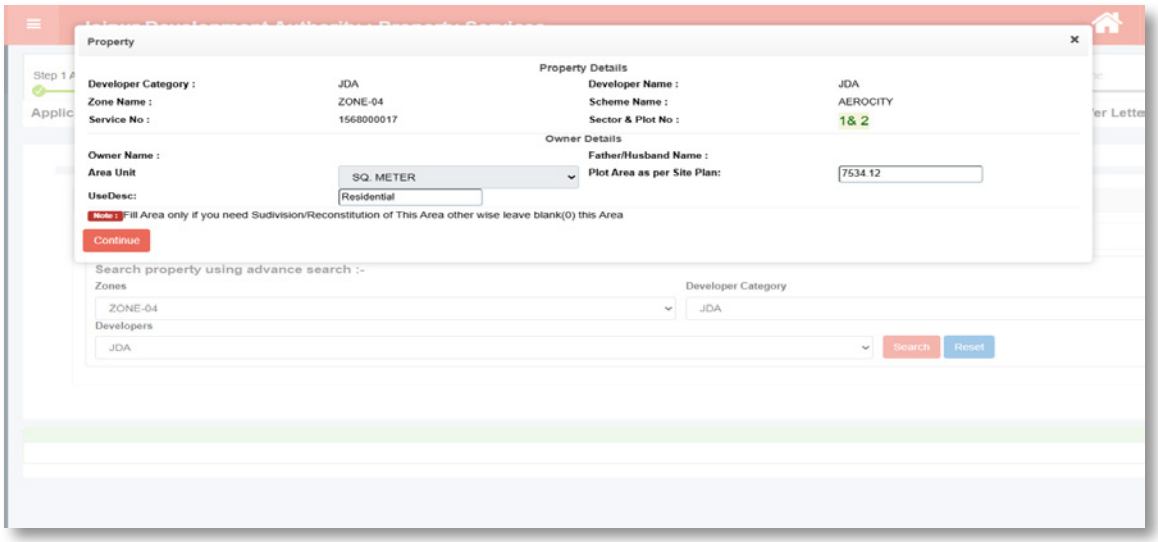
If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed.

C. Advance Search

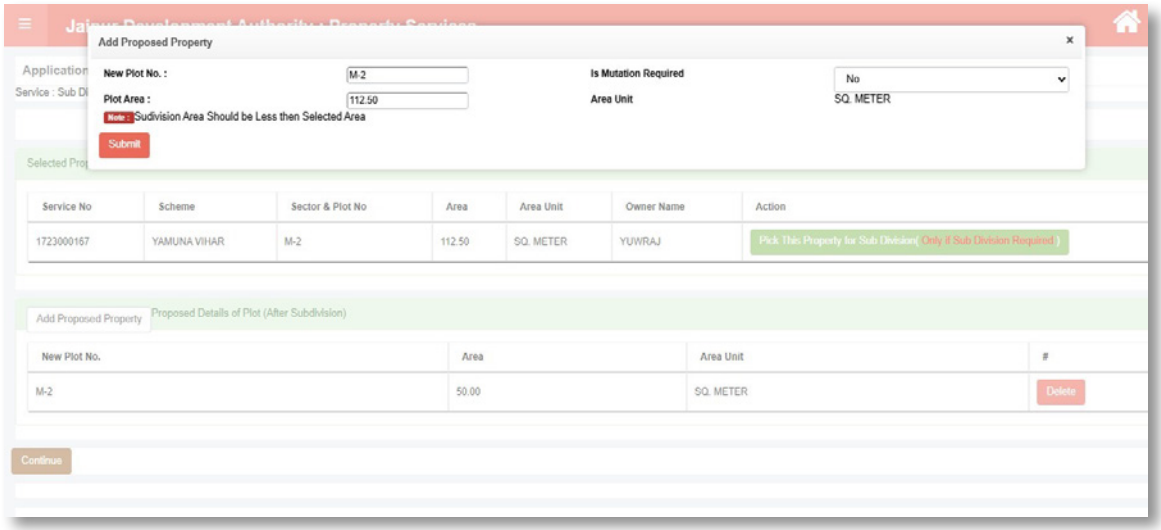
If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"



4.4 For Sub-Division

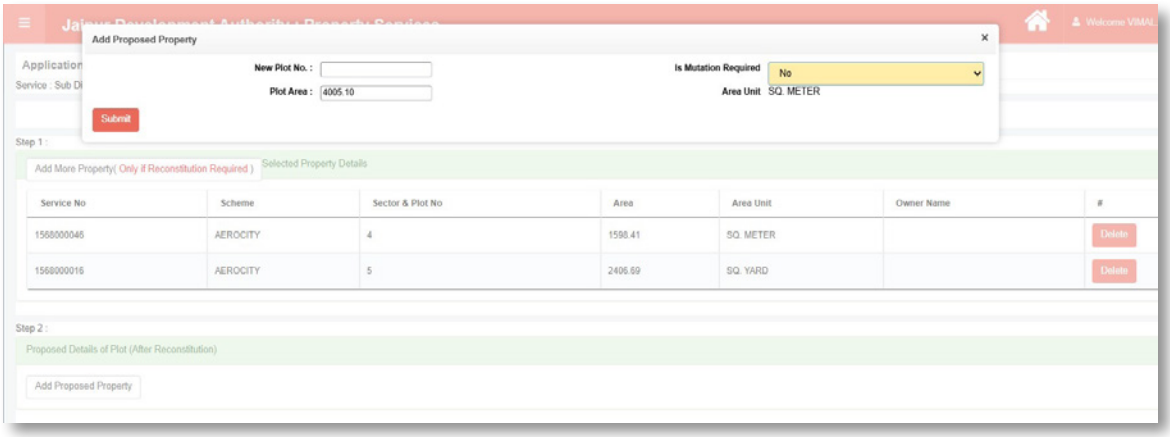
After selecting the plot, the applicant will click the Add Proposed Property Button. Then a Window will open where the applicant will enter the New Plot No. and the Proposed area of that plot.



4.5 For Re-Constitution

Step 1: The Applicant will add all properties to be added in the Reconstitution to the "Add more Property list".

Step 2: After that, the applicant will click on the Add Proposed Property Button. Then a Window will open where the applicant will enter the New Plot No. and the Proposed area of that plot.



4.6 List of Attachments

The applicant must upload the necessary documents related to their land. After uploading the documents, simply click on the Submit button.

Note:

1. The applicant must upload a scanned copy of the original documents.
2. If the applicant's original documents are deposited with a bank, the applicant must upload a scanned copy of the self-addressed certificate issued by the relevant bank, which must not be older than 6 months from the date of application.

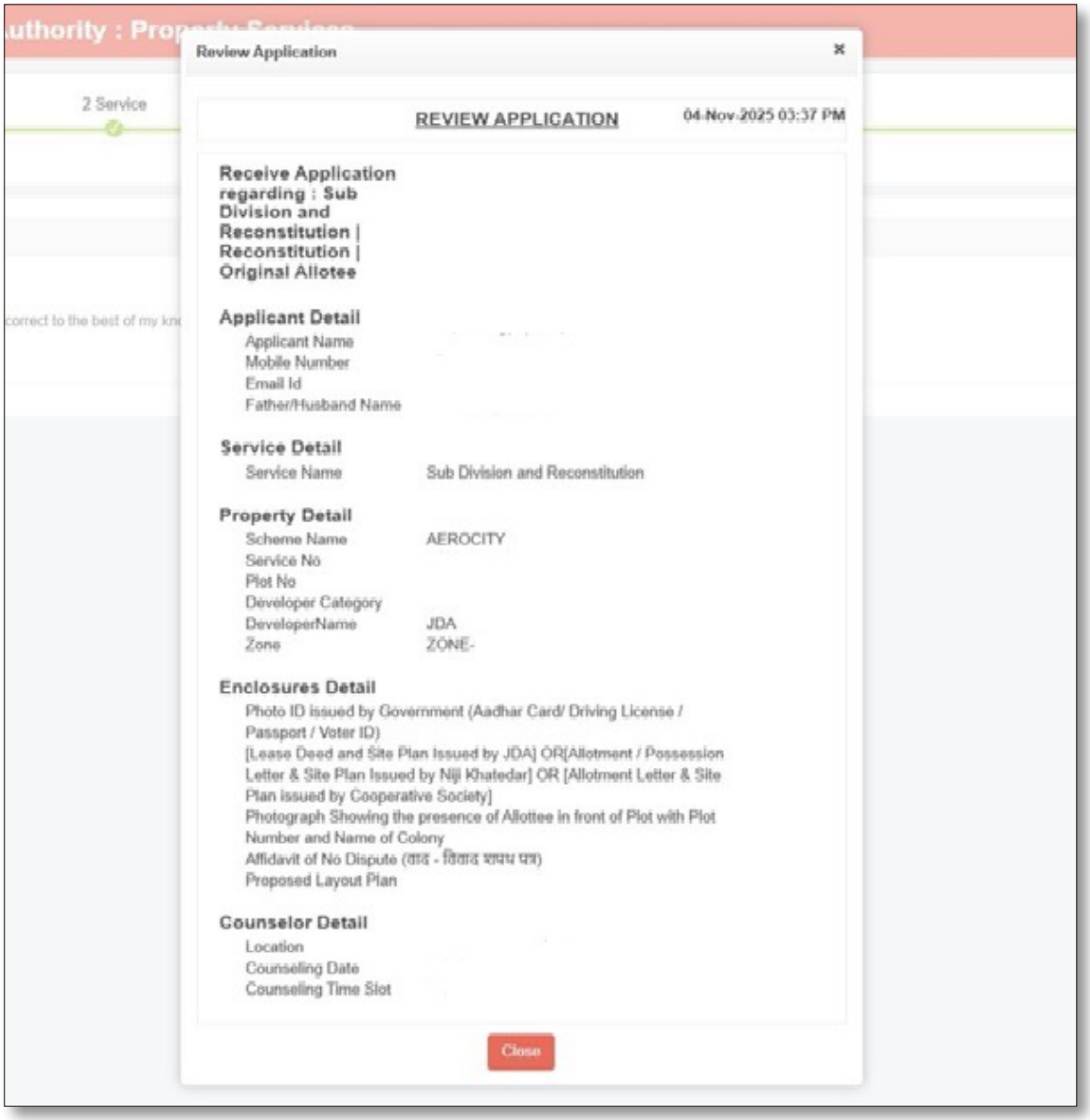
4.7 Counselling Date

The applicant can select an appropriate Date and Time for counselling as per their convenience. Then the applicant will click on the Continue Button.

4.8. Final Submission

The applicant can finally submit the online application by checking the checkbox in the Applicant Details section.

Before final submission, the applicant can review the Applicant Details, Service Details, and Property Details related to their application by clicking on the Review Application tab. If all the information filled out by the applicant is found correct, then he can finally submit his application.



Section 5: Procedure to obtain Subdivision/Reconstitution Certificate with Site Plan at the Authority Level

- After the officer of JDA e-signs the e-Patta, a notification will be sent to the registered mobile number of the applicant via Whatsapp.
- If the applicant still wishes to obtain the Subdivision/Reconstitution Certificate with Site Plan from the Authority office, they can do so by being present at the Citizen Service Center. For this process, the applicant's personal presence is mandatory, and the applicant should provide OTP verification related to Aadhaar if asked. Thereafter, the Subdivision/Reconstitution Certificate with Site Plan will be handed over to the applicant.

Section 6: Sample Document Formats Issued to Applicants After Process Completion

6.1 The subdivision letter issued by the authority along with the site plan format is as follows

जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

क्रमांक: F-JDA/ZONE-08/2025/------ **उपविभाजन पत्र**

Service No./Property Id : xxxxxxxxxxxxxxxxxxxxxx

xxxxxx S/o, D/o, W/o xxxxxxxxxxxxxxxxx

Address

Addres

विषय- योजना **xxxxxxxxxxxxxxxxx** विकासकर्ता **xxxxxxxxxxxxx** के भूखण्ड संख्या xxxxxxxxxx क्षेत्रफल xxxxxxxxxx SQ. YARD का उपविभाजन करने बाबत ।

संदर्भ- नागरिक सेवा केंद्र पंजीयन संख्या xxxxxxxxxxxxxxx दिनांक

उपरोक्त विषयान्तर्गत आवेदक द्वारा नागरिक सेवा केंद्र के माध्यम से प्रस्तुत उक्त संदर्भित आवेदन के द्वारा विकासकर्ता xxxxxxxxxxxxxxxx योज़ना xxxxxxxxxxxxxxx के भूखण्ड संख्या xxxxxxxxxxxxxx क्षेत्रफल xxxxxxxxxx SQ. YARD Property ID xxxxxxxxxxxxxx को निम्न भागो मे उपविभाजित करने हेतु निवेदन किया हैं । प्रकरण नियमानुसार Zone Level Committee (ZLC) स्तरीय समिति दिनांक xxxxxxxxxxx में रखा गया तथा समिति के निर्णयानुसार आवेदित भूखंड का निम्नानुसार उपविभाजन किया जाता हैं :-

#	Current Status	Plot No	Area	Service No	Use Desc
1	Original		YARD	xxxxxxxxxx	Commercial
2	Subdivision		YARD	5xxxxxxxxx	
3	Subdivision		YARD	5xxxxxxxxx	

- उक्त उपविभाजन उन्हीं नियमों एवं शर्तों पर किया गया है जिन नियम एवं शर्तों पर अविभाजित/मूल भूखण्ड का आवंटन किया गया था अथवा पूर्व में लीजडीड जारी की गई थी।
- उक्त उपविभाजन पत्र आवेदक द्वारा प्रस्तुत दस्तावेजों के आधार पर भूखण्ड का केवल उपविभाजन प्रदर्शित करता है जो मूल/उपविभाजित भूखण्ड के स्वामित्व का दस्तावेज नहीं है।
- भूखण्ड के सैटबेक प्रचलित भवन विनियम/टाउनशिप पॉलिसी /उपविभाजन नियमों में उल्लेखित जो भी अधिक हो रखे जाने होंगे तथा भूखण्ड पर अन्य प्रावधान प्रचलित भवन विनियम अनुसार रखे जाने होंगे।
- उक्त उपविभाजन से यदि जविप्रा पर कोई भार अथवा विधिक या अन्य किसी प्रकार का दायित्व उत्पन्न होता है अथवा कोई क्षति कारित होती है तो इसकी सम्पूर्ण जिम्मेदारी आवेदक की होगी एवं इस प्रकार उत्पन्न भार/दायित्व/क्षति वसूलनीय होगी।

संलग्न: उपविभाजित भूखण्ड का मानचित्र (Site Plan)

Signature Not Verified

Digitally signed by Ubendra Sharma
Date: 2025.10.28 [illegible]
Designation: [illegible]
Location: Jaipur Development Authority Jaipur

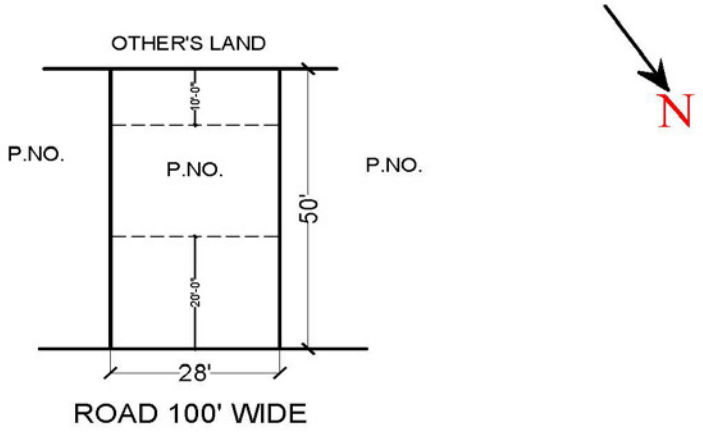
जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं ।

SUB DIVISION

साईट प्लान और निर्माण स्वीकृति

भूखण्ड संख्या xxxx... भूखण्ड का क्षेत्रफल xxxxx योजना का नाम ..xxxxxxxxxxxxxxxxxxxxxxxxxxxx..... पैमाना .....1 " ... = 25 '- 0 "

विकासकर्ता .....NIJI KHATEDARI JAIPUR..... भू–उपयोग COMMERCIAL



निर्माण स्वीकृति

(अ) सैट–बैक

(1) सामने 20'-0"
(2) पार्श्व प्रथम NIL
(3) पार्श्व द्वितीय NIL
(4) पीछे 10'-0"

(ब) अधिकतम ऊँचाई – 8.0 मीटर

(स) मंजिलों की संख्या – भू–तल + प्रथम तल

(द) अन्य पैरामीटर जयपुर विकास प्राधिकरण, जयपुर (जयपुर रीजन भवन) भवन विनियम 2020 के अनुसार देय होगे।

(य) निर्माण अवधि–लीजडीड में अंकित शर्त अनुसार।

Signed by: Gourav Bhardwaj
Designation: Junior Engineer (Zone 08)
Location: Jaipur Development Authority Jaipur
Date: 27/10/2025 17:16:07

Signature Not Verified
Digitally signed by Nitin Mishra
Date: 2025.10.28 09:...:36
Designation: Assistant Town Planner, (Zone 08)
Location: Jaipur Development Authority Jaipur

Signature Not Verified
Digitally signed by Upendra Sharma
Date: 2025.10.29 09:...:39
Designation: Deputy Commissioner, (Zone 08)
Location: Jaipur Development Authority Jaipur

कनिष्ठ/सहायक अभियंता जोन–8 | सहायक/उप नगर नियोजक जोन–8 | उपायुक्त जोन–8

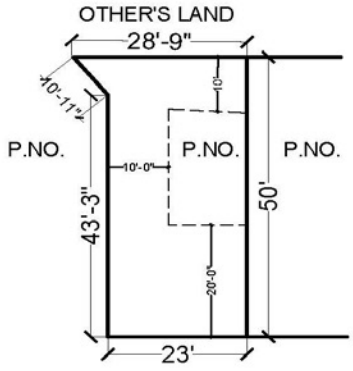
SUB DIVISION

साईट प्लान और निर्माण स्वीकृति

भूखण्ड संख्या Sxxxx.... भूखण्ड का क्षेत्रफल .xxxx योजना

का नाम xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx पैमाना .....1" = 25'-0"

विकासकर्ता NIJI KHATEDARI JAIPUR भू–उपयोग COMMERCIAL



N

निर्माण स्वीकृति

(अ) सैट–बैक

(1) सामने 20'-0"
(2) पार्श्व प्रथम NIL
(3) पार्श्व द्वितीय NIL
(4) पीछे 10'-0"

(ब) अधिकतम ऊँचाई – 8.0 मीटर

(स) मंजिलों की संख्या – भू–तल + प्रथम तल

(द) अन्य पैरामीटर जयपुर विकास प्राधिकरण, जयपुर (जयपुर रीजन भवन) भवन विनियम 2020 के अनुसार देय होगे।

(य) निर्माण अवधि रोडमैप में अंकित शर्त अनुसार।

Signed by: Gourav Bhardwaj
Designation: Junior Engineer (Zone 08)
Location: Jaipur Development Authority Jaipur
Date: 27/10/2025 17:13:35

Signature Not Verified
Digitally signed by Nitin Mishra
Date: 2025.10.28 09:22:11
Designation: Assistant Town Planner, (Zone 08)
Location: Jaipur Development Authority Jaipur

Signature Not Verified
Digitally signed by Upender Sharma
Date: 2025.10.29 09:22:16
Designation: Deputy Commissioner, (Zone 08)
Location: Jaipur Development Authority Jaipur

कनिष्ठ / सहायक अभियंता
जोन–8

सहायक / उप नगर नियोजक
जोन–8

उपायुक्त
जोन–8

6.2 The Re-Constitution letter issued by the authority along with the site plan format is as follows

जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

क्रमांक: F-JDA/ZONE-08/2025/xxx **पुर्नगठन पत्र**

Service No./Property Id : xxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxx S/o, D/o, W/o S/O,xxxxxxxxxxxxxxxxxxxxxxxxxxx
Address

विषय- योजना **xxxxxxxxxxxxx** विकासकर्ता **xxxxxxxxx** के भूखण्ड संख्या xxxxxxxxx क्षेत्रफल xxxxxx SQ. YARD, xxxx SQ. YARD का पुर्नगठन करने बाबत ।

संदर्भ- नागरिक सेवा केंद्र पंजीयन संख्या xxxxxxx दिनांक

उपरोक्त विषयान्तर्गत आवेदक द्वारा नागरिक सेवा केंद्र के माध्यम से प्रस्तुत उक्त संदर्भित आवेदन के द्वारा विकासकर्ता Niji Khatedar योज़ना xxxxxxxxxxxxx के भूखण्ड संख्या xxxxxxx क्षेत्रफल xxxxxxxxx SQ. YARD, xxxxxx SQ. YARD Property ID xxxxxxxxxxxxx, xxxxxxxx, xxxxxxxxx को निम्न भागो मे पुर्नगठन करने हेतु निवेदन किया हैं | प्रकरण नियमानुसार Zone Level Committee (ZLC) स्तरीय समिति दिनांक xxxxxxxxxx में रखा गया तथा समिति के निर्णयानुसार आवेदित भूखंड का पुर्नगठन किया जाता हैं :-

#	Current Status	Plot No	Area	Service No	Use Desc
1	Original		YARD		Residential
2	Original		YARD		Residential
3	Reconstitution		YARD		

उक्त पुर्नगठन उन्हीं नियमों एवं शर्तों पर किया गया है जिन नियम एवं शर्तों पर अविभाजित/मूल भूखण्ड का आवंटन किया गया था अथवा पूर्व में लीजडीड जारी की गई थी।

उक्त पुर्नगठन पत्र आवेदक द्वारा प्रस्तुत दस्तावेजों के आधार पर भूखण्ड का केवल पुर्नगठन प्रदर्शित करता है जो मूल/पुर्नगठन भूखण्ड के स्वामित्व का दस्तावेज नहीं है।

भूखण्ड के सैटबेक प्रचलित भवन विनियम/टाउनशिप पॉलिसी /उपविभाजन नियमों में उल्लेखित जो भी अधिक हो रखे जाने होंगे तथा भूखण्ड पर अन्य प्रावधान प्रचलित भवन विनियम अनुसार रखे जाने होंगे।

उक्त पुर्नगठन से यदि जविप्रा पर कोई भार अथवा विधिक या अन्य किसी प्रकार का दायित्व उत्पन्न होता है अथवा कोई क्षति कारित होती है तो इसकी सम्पूर्ण जिम्मेदारी आवेदक की होगी एवं इस प्रकार उत्पन्न भार/दायित्व/क्षति वसूलनीय होगी।

संलग्न: पुर्नगठन भूखण्ड का मानचित्र (Site Plan)

Signature valid

Digitally signed by Upendra Sharma
Date: 2025.11.12 [illegible]
Designation: Deputy Commissioner, (Zone 08)
Location: Jaipur Development Authority, Jaipur

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

SITE PLAN

[RECONSTITUTION]

PLOT NO:-

SCHEME:-

SOCIETY:-

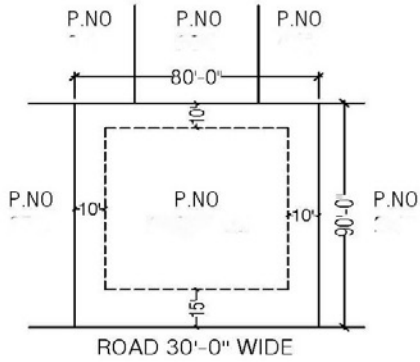
LAND USE:- RESIDENTIAL

AREA:- SQ.YDS.

PARAMETERS -AS PER PREVAILING BUILDING BY LAWS.

SCALE-1"-50'

N



Signature valid

Digitally signed by Arjun Singh Rana
Date: 2025.11.12 [illegible]
Designation: [illegible] Engineer , (Zone 07)
Location: Jaipur Development Authority Jaipur

SITE ENGINEER
ZONE-7

Signed by: Ajay Goyal
Designation: Deputy Town Planner , (Zone 07)
Location: Jaipur Development Authority Jaipur
Date: 11/11/2025 12:14:59

DTP
ZONE-7

Validity unknown

Digitally signed by [illegible] GOYAL
Date: 2025.11.12 [illegible]
Designation: Deputy Commissioner, (Zone 07)
Location: Jaipur Development Authority Jaipur

DY.COMMISSIONER
ZONE-7

Section 7: Frequently Asked Questions (FAQs)

1. What documents will be required for a landowner to obtain subdivision/re-constitution of their plot in approved plans?

Answer: The applicant must apply online through S.S.O. ID or e-Mitra.

The list of attached documents is as follows:

(1) Registered lease of the plot along with the site plan.

(2) Documents as proof of ownership (in case of the account holder).

(3) Affidavit (regarding disputes) on ₹50/- non-judicial stamp paper, duly sworn.

(4) Site plan of the proposed subdivision/reorganization

(5) In case of the death of the original allottee:

  (a) Will and the death certificate of the testator.

  (b) Renunciation of rights: If all heirs of the deceased allottee want the land deed to be issued in the name of a single heir, a registered renunciation of rights in favour of the desired heir must be submitted by all other heirs. This renunciation of rights can be executed either separately or jointly.

2. Advance proceedings to be carried out at the zone level after the applicant submits the online application for regularization:

Answer:

(1) The concerned employee will verify the original documents/files, and an ownership report will be recorded.

(2) After this report, a site report of the applied plot will be prepared by the Junior Engineer of the zone.

(3) After this report, the Assistant Town Planner of the zone will calculate the area of the plot. In this regard, a decision will be taken by the zone-level committee as to whether the plot has a residential eligible built-up area or not. If it does, subdivision will not be done.

(4) If the plot has a residential eligible built-up area, the files are sent to the accountant for calculation purposes.

(5) Based on the area, the accountant will calculate the due amount according to the plan regularization rate.

(6) The deposited amount will be verified at the level of the Junior Accountant of the zone.

(7) After verification, the files will be sent to the Zone Assistant Town Planner for preparing the site plan online.

(8) After the site plan is prepared, the Junior Engineer and Assistant Town Planner will digitally sign Site Plan.

(9) After that, the Zone Deputy Commissioner will digitally sign the Subdivision/Reconstitution Letter along with the Site Plan.

3. The original documents related to my plot are lost, and I need to obtain a sub-division/ reconstitution letter from JDA – what procedure should be followed?

Answer: Firstly, an FIR must be registered at the concerned police station in case the original allotment deed or documents related to the plot are lost. After the police procedure, if the original allotment letter is not retrieved, the police procedure documents must be uploaded to the online application.

The applicant will have to issue a notice in a daily newspaper at their own expense. Regarding this, the applicant will separately publish a notice regarding no-objection in the local daily newspapers mentioned in the letter sent by JDA at their own cost. After the notice period expires, further action will be taken depending on whether objections are received or not.

4. What is the procedure for settlement if an objection is received after the advertisement in the newspaper?

Answer: Upon receiving an objection, hearings are conducted for both parties, and the matter is settled. If settlement is not possible, the parties are advised to file a lawsuit.

5. Is it necessary to be present at the authority office to receive the subdivision/reconstitution certificate?

Answer: No. After the JDA officer electronically signs the subdivision/reconstitution certificate, the applicant will be informed via WhatsApp on the registered mobile number provided in the application.

However, if the applicant still wishes to obtain an unregistered lease from the office, they can do so by visiting the citizen service centre. For this process, the applicant's personal presence is mandatory, and they will be required to provide the OTP for Aadhaar-based verification. After this, the subdivision/reconstitution certificate will be handed over to the applicant.

6. The original documents of my plot are mortgaged with the lending institution (Bank, LIC, Government/Semi-Government office, HDFC, etc.) – What should I do?

Answer: If the original documents are mortgaged with the lending institution, the lending institution must inform the authority that they have the original documents mortgaged with them. Upon the applicant submitting photocopies of the original documents to the authority, the proceedings for the sub-division/ reconstruction letter should be initiated.

Accordingly, the applicant will have to follow the procedure to obtain the subdivision/reconstruction letter.

Chapter 9

JDA OTLC (One Time Lease Certificate) 8 years (99 years) or 10 years (Lifetime)

Section 1: Introduction

The JDA OTLC (One Time Lease Certificate) service enables lease holders to obtain a renewed and authenticated lease tenure certificate from Jaipur Development Authority. The certificate supports two major tenure options—8 years interim lease (eligible for 99-year extension) or 10 years lease (lifetime validity option in certain cases). It applies to plots under the jurisdiction of Jaipur Development Authority, Rajasthan, India.

The process ensures legal continuity after payment of one-time lease fees and clearance of pending dues.

JDA OTLC provides a secure document for future mutation, Patta services, or mortgage clearance requirements.

Issuance is valid only after official verification and digital authorization by the Authority.

Section 2: The list of documents required is as follows

(1) Site plan with registered lease in respect of the plot.

(2) Documents for proof of ownership (in case of account holder)

(3) In case of death of the original allottee:

(a) Will and death certificate of the testator.

(b) Relinquishment of title: If all the heirs of the deceased allottee want to get the lease deed of the plot issued in the name of one heir, then it is necessary for all the remaining heirs to submit a registered relinquishment of title in favor of the desired heir. This resignation letter may be executed severally or jointly.

Section 3: Application process

3.1 Services

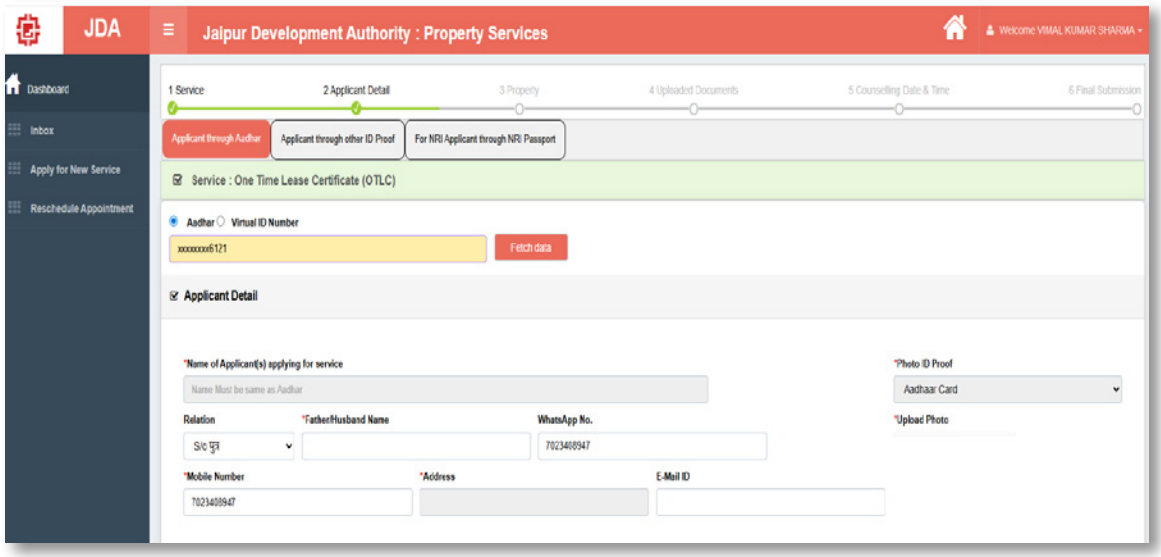
- Applicant can select Lease Release Certificate (LRC) from the services available on the dashboard.
- On clicking the login ID, the applicant will be prompted to fill in his/her personal details.

3.2. Applicant Details

After selecting the service, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto-fetches and securely embeds the applicant's details, such as Name, Father's name, Address, Aadhaar photo, Mobile number, etc., in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of Attorney), the applicant can select from the two options:

- Company name before the lessee's name.
- Company name appearing after the lessee's name.

3.3 Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's Property details will be automatically entered in the applicant's form, and the applicant can proceed with the process.

B. Find through Scheme Name

If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will show details related to the property service number entered by the applicant, such as the owner's name, area name, scheme name, location, service number, plot number, area, etc.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"

- And on clicking the 'Select' button given on the screen, the applicant's Property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

3.4 Registry Details

Bill connection

On this screen, the applicant must provide information about their electricity connection. If the applicant already has an active electricity connection, the information can be automatically populated through K Number.

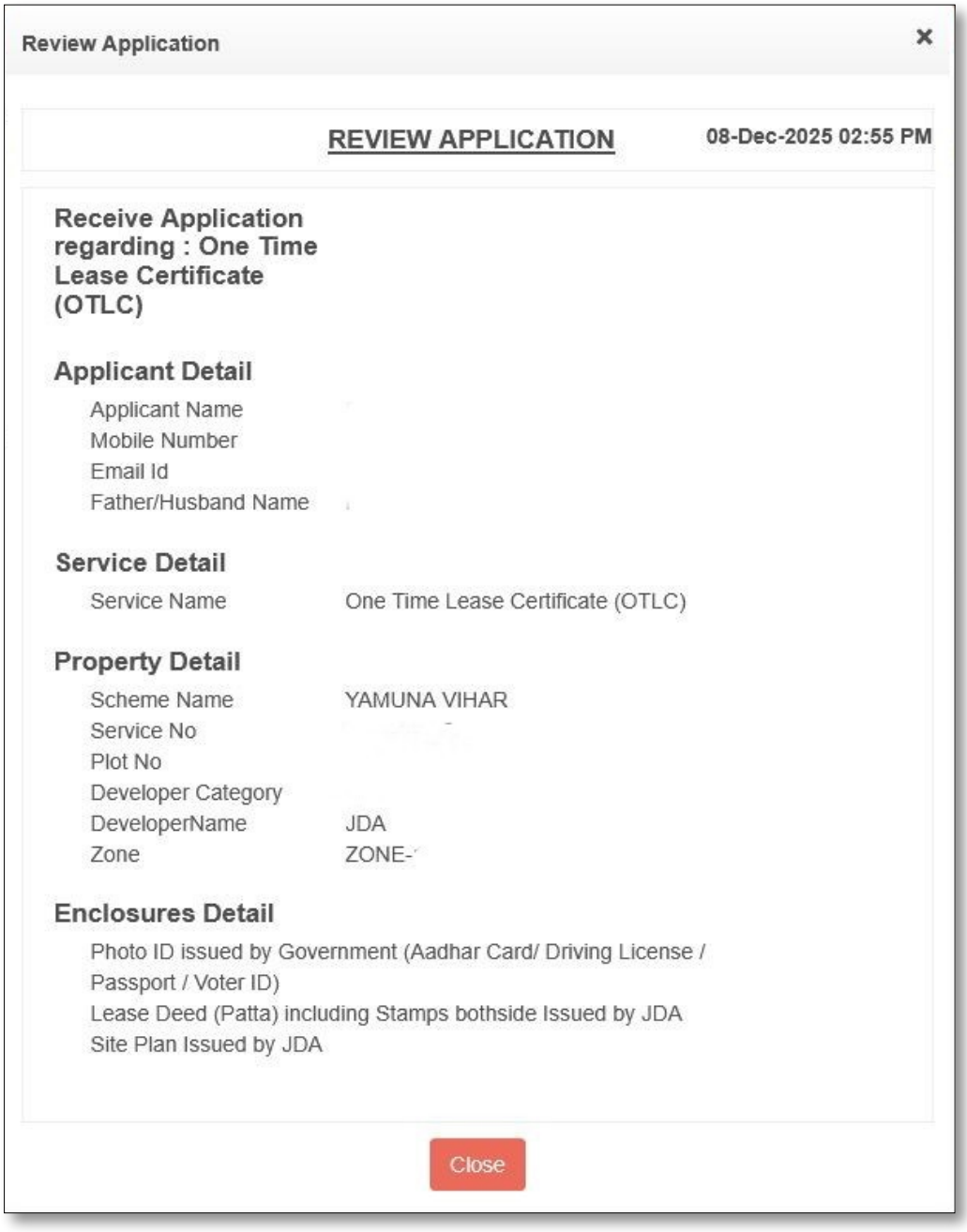
3.5. List of Attachments

The applicant must upload the necessary documents related to their land use. After uploading the documents, simply click on the Submit button.

Note: The applicant must upload a colour-scanned (self-contained) copy of the original documents.

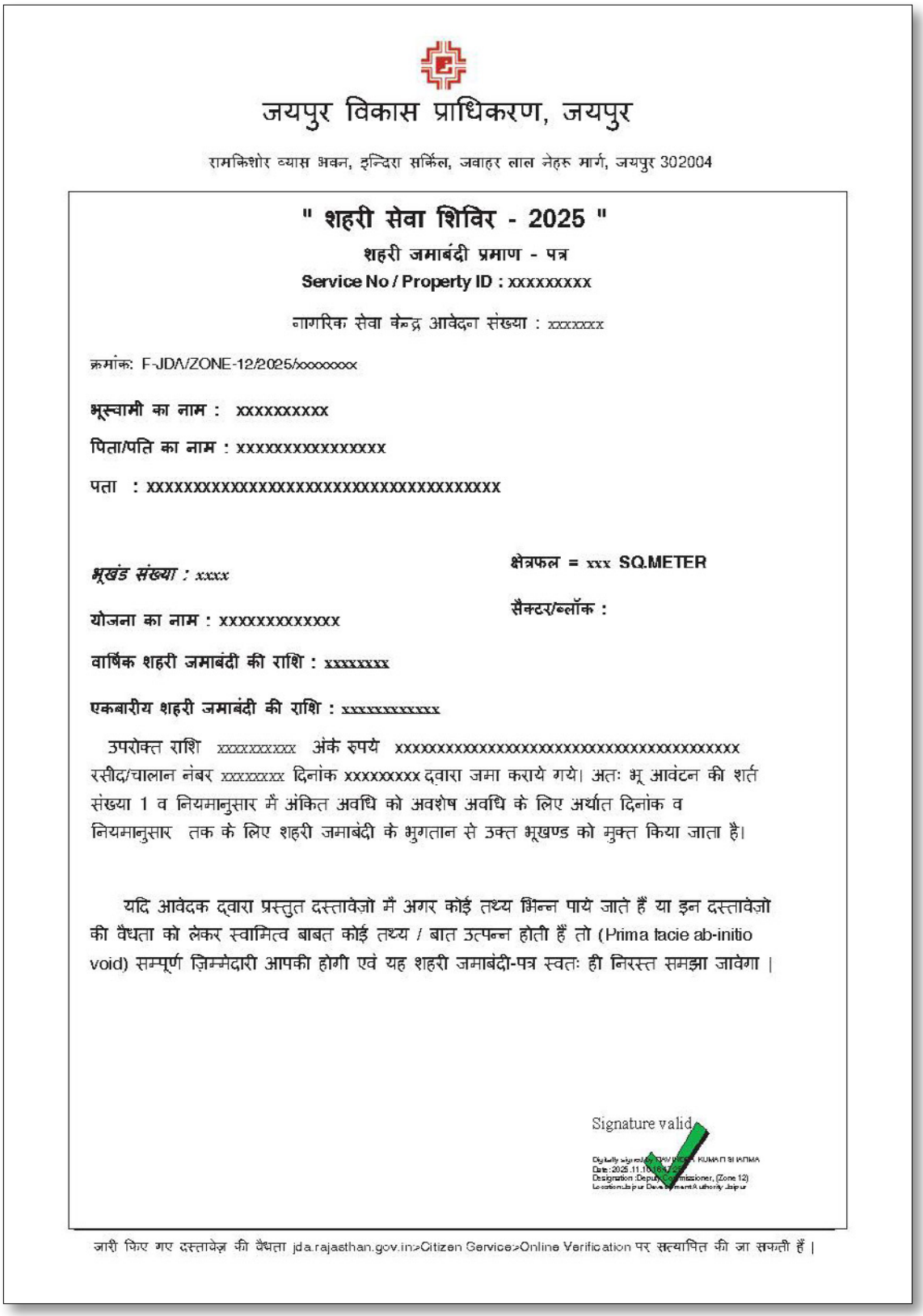
3.6. Final Submission

After this, the applicant will see the details related to the final submission, and the applicant must check the given checkbox. The application can be generated by uploading it on the Final Submit. Or the applicant can review the details related to their application before submitting the application by clicking on the link. If all the information filled by the applicant is found correct then he can generate his application.



Section 4: Sample Document Formats Issued to Applicants After Process Completion

4.1 The format of the one-time lease certificate issued by the authority is as follows:



जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर 302004

" शहरी सेवा शिविर - 2025 "

शहरी जमाबंदी प्रमाण - पत्र

Service No / Property ID : xxxxxxxxx

नागरिक सेवा केन्द्र आवेदन संख्या : xxxxxxx

क्रमांक: F-JDA/ZONE-12/2025/xxxxxxx

भूस्वामी का नाम : xxxxxxxxxx

पिता/पति का नाम : xxxxxxxxxxxxxxx

पता : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

भूखंड संख्या : *xxxx*

क्षेत्रफल = xxx SQ.METER

सैक्टर/ब्लॉक :

योजना का नाम : xxxxxxxxxxxxx

वार्षिक शहरी जमाबंदी की राशि : xxxxxxxx

एकबारीय शहरी जमाबंदी की राशि : xxxxxxxxxxxx

उपरोक्त राशि xxxxxxxxxx अंके रुपये xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx रसीद/चालान नंबर xxxxxxxx दिनांक xxxxxxxx द्वारा जमा कराये गये। अतः भू आवंटन की शर्त संख्या 1 व नियमानुसार मैं अंकित अवधि को अवशेष अवधि के लिए अर्थात दिनांक व नियमानुसार तक के लिए शहरी जमाबंदी के भुगतान से उक्त भूखण्ड को मुक्त किया जाता है।

यदि आवेदक द्वारा प्रस्तुत दस्तावेज़ो मैं अगर कोई तथ्य भिन्न पाये जाते हैं या इन दस्तावेज़ो की वैधता को लेकर स्वामित्व बाबत कोई तथ्य / बात उत्पन्न होती हैं तो (Prima facie ab-initio void) सम्पूर्ण ज़िम्मेदारी आपकी होगी एवं यह शहरी जमाबंदी-पत्र स्वतः ही निरस्त समझा जावेगा |

Signature valid

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

Section 5: Frequently Asked Questions (FAQs)

1. What documents will be required to obtain a one-time lease certificate for the plot?

Answer: The first applicant is given S.S.O. You will have to apply online through ID or e-Mitra.

The list of attached documents is as follows:

(1) Site plan with registered lease in respect of the plot.

(2) Documents for proof of ownership (in case of the account holder)

(3) In case of the death of the original allottee:

  (a) Will and death certificate of the testator.

  (b) Relinquishment of title: If all the heirs of the deceased allottee want to get the lease deed of the plot issued in the name of one heir, then it is necessary for all the remaining heirs to submit a registered relinquishment of title in favour of the desired heir. This resignation letter may be executed severally or jointly.

2. Further action to be taken at the zone level after the applicant submits the online application:

Answer:

(1) The concerned employee will examine the original documents/files and file an ownership report.

(2) After the said report, the Tehsildar of the zone will report on the applied plot.

(3) The file is sent to the accountant for the calculation.

(4) The amount deposited will be confirmed at the level of the junior accountant of the zone.

(5) After confirmation, the one-time lease certificate will be digitally signed by the Zone Deputy Commissioner.

3. I want to get a one-time lease certificate of the plot from JDA, but the original documents of my plot are mortgaged with the lending institution (Bank, LIC, Government/Semi-Government office, HDFC etc.) - what should I do?

Answer: If the original documents are mortgaged with the lending institution, then the lending institution will have to inform the authority that the original documents are mortgaged with them and the process for lump sum lease certificate should be started after the photocopies of the original documents are presented by the applicant to the authority.

4. Will the original allottee have to appear at the authority office to obtain the one-time lease certificate?

Answer: No, After the JDA officer e-signs the one-time lease certificate, the applicant will be informed via SMS on the mobile number registered in the application.

5. Is the lump sum lease certificate permanent?

Answer: Yes, a one-time lease certificate is permanent and cannot be changed for a specific period. Once paid, the landowner does not have to pay any additional lease fees in the future.

Chapter 10

Revalidation of lease in JDA issued lease deed (up to 3 years)

Section 1: Introduction

The Revalidation of Lease service by Jaipur Development Authority allows citizens to Revalidate already issued Patta that is not registered by Sub Registrar office within 3 Years of original issue date of Patta.

The revalidation process requires document submission, payment of prescribed fees, and clearance of any pending lease dues. JDA verifies the lease status and ownership details before granting the revalidated lease period. The previously issued Patta will be sealed for revalidation by the Authority and be considered as the legal document to validate revalidation of lease.

Section 2: The list of documents enclosed is as follows

1. Unregistered lease of the plot along with site plan issued by Jaipur Development Authority.
2. Documents for proof of ownership.

Section 3: Application Process

3.1 Service

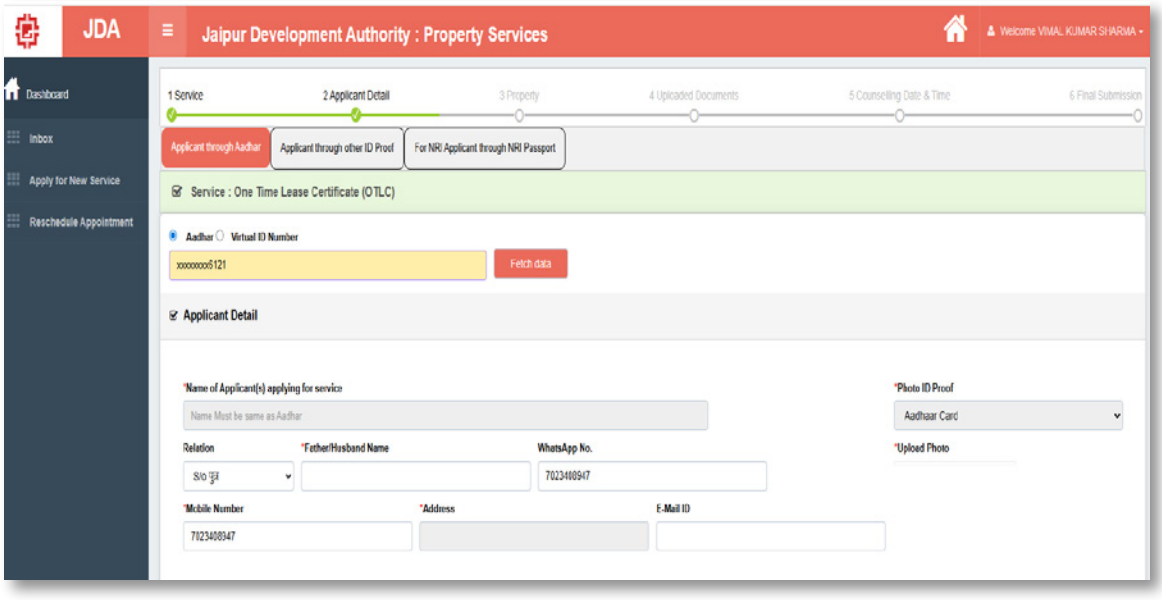
Applicant can select Revalidation of Lease Release from the services available on the dashboard.

3.2 Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto fetches and securely embeds the applicant details like Name, Father's name, Address, Aadhaar photo, Mobile number, etc. in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

3.3 Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

- The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.
- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's
- Property details will be automatically entered in the applicant's form, and the applicant can proceed with the process.

B. Find through Scheme Name

If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"

3.4. Registry Details

Bill connection

On this screen, the applicant must provide information about their electricity connection. If the applicant already has an active electricity connection, the information can be automatically populated through K Number.

3.5. List of Attachments

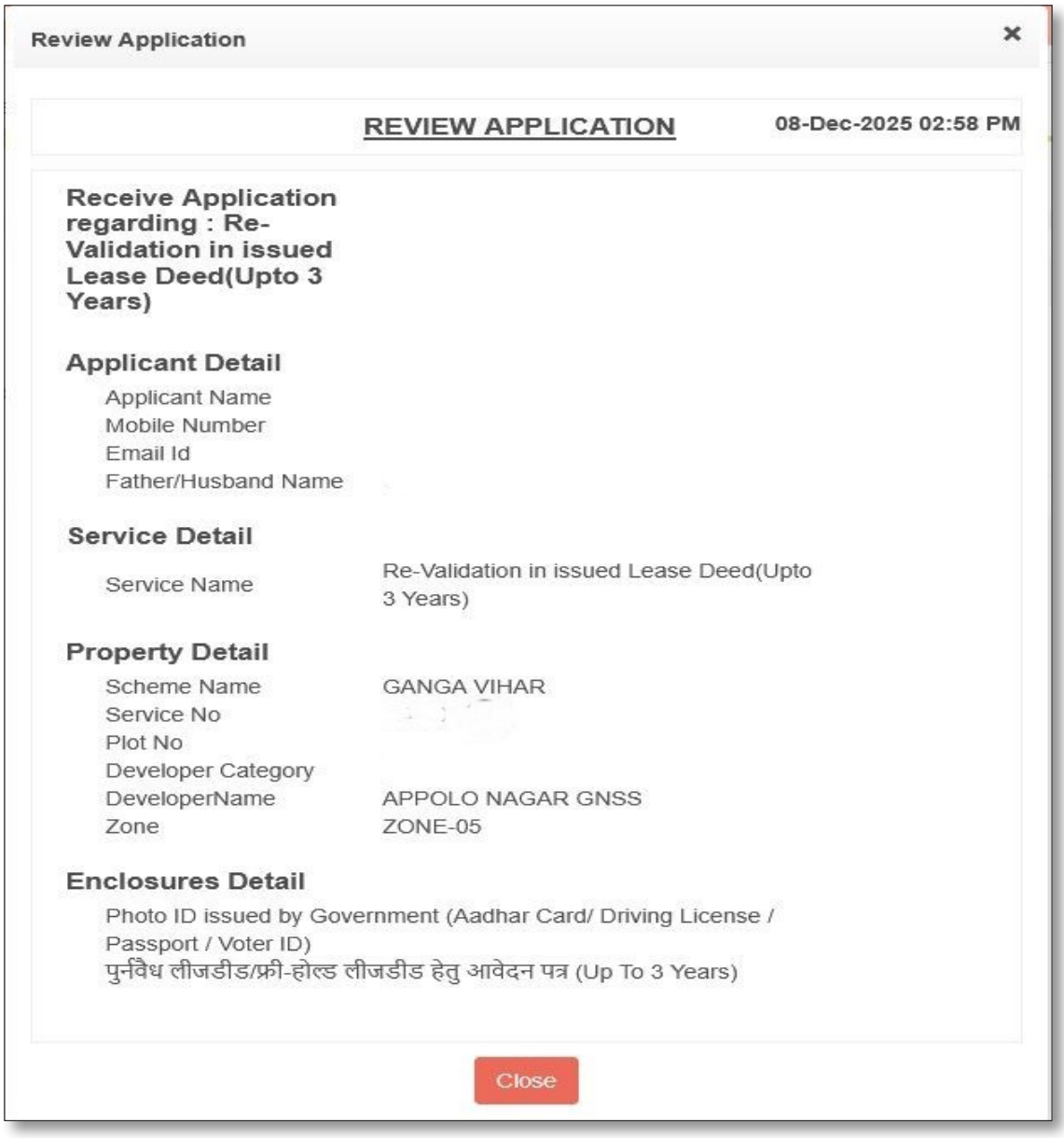
The applicant must upload the necessary documents related to their land use. After uploading the documents, simply click on the Submit button.

Note: The applicant must upload a colour-scanned (self-contained) copy of the original documents.

3.6. Final Submission

After this, the applicant will see the details related to the Final Submission, and the applicant must check the given checkbox. The application can be generated by uploading it on the Final Submit. Or the applicant can

review the details of their application before submitting it by clicking the link. If all the information filled in by the applicant is found correct then he can generate his application.



Section 4: Frequently Asked Questions (FAQs)

1. What documents will be required to get re-validated lease of the plot (up to 3 years)?

Answer: The first applicant is given S.S.O. You will have to apply online through ID or e-Mitra.

The list of attached documents is as follows:

(1) Site plan with registered lease in respect of the plot.

(2 Documents for proof of ownership

2. Further action to be taken at the zone level after the applicant submits the online application:

Answer:

(1) The concerned employee will examine the original documents/files and file an ownership report.

(2) After the said report, the Tehsildar of the zone will report on the applied plot.

(3) The file is sent to the accountant regarding calculation.

(4) The amount deposited will be confirmed at the level of junior accountant of the zone.

(5) After confirmation, the original unregistered lease is sent to the applicant for surrender in the zone office.

(6) After this, the previously issued lease is sealed and signed by the Zone Deputy Commissioner.

3. I want to take a re-validated lease of the plot (for 3 years) from JDA, but the original documents of my plot are mortgaged in the lending institution (Bank, LIC, Government/Semi-Government office, HDFC, etc.) - What do I have to do?

Answer: If the original documents are mortgaged with the lending institution, then the lending institution will have to inform the authority that the original documents are mortgaged with them and the process of re-validating the lease (up to 3 years) should be started after the photocopies of the original documents are presented by the applicant to the authority.

4. Will the original allottee have to appear in the authority office to get a re-validated lease (up to 3 years)?

Answer: Yes, because the applicant already has a lease for this service and the applicant has not registered the ongoing lease. Therefore, the applicant has surrendered the original unregistered lease to the zone office, and the seal of the re-validated lease has been put on the issued lease and signed offline by the Zone Deputy Commissioner.

Chapter 11

Application for issue of Possession Letter for JDA Schemes

Section 1: Introduction

The Application for Issue of JDA Possession Letter service enables allottees to obtain an official possession authorization from Jaipur Development Authority. The possession letter confirms the lawful handover of a plot after allotment or lease execution under JDA jurisdiction in Rajasthan, India.

The application process is document-based and requires verification of allotment details, plot status, and clearance of applicable dues. JDA may also conduct a physical site check before issuance if mandated by rules or system flags. The possession letter becomes legally valid only after digital authorization by the Authority.

Section 2: The list of attached documents is as follows

1. Allotment letter issued in respect of the plot.
2. Deposit/receipt documents related to payments made for the plot.
3. Relevant documents as proof of ownership of the plot.

Section 3: Application Process

3.1 Services

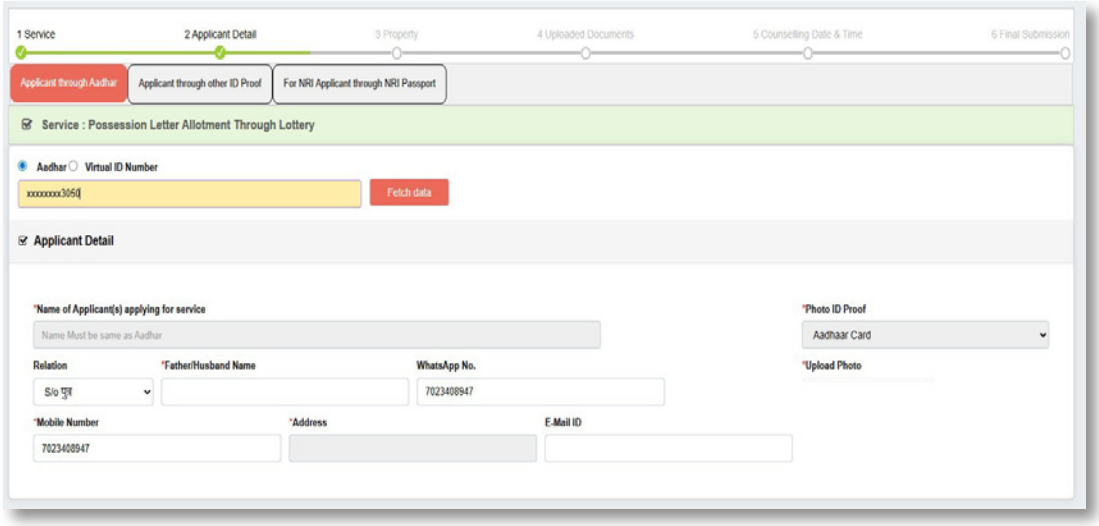
The applicant should select the Possession Letter from the services available on the dashboard. Upon clicking the Possession Letter, the applicant will be prompted to enter their personal information.

3.2 Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto-fetches and securely embeds the applicant's details, such as Name, Father's name, Address, Aadhaar photo, Mobile number, etc., in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of Attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

3.3 Property Details

The applicant has three options for filling in the property details:

A. Find Through Property Service No.

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's Property details will be automatically entered in the applicant's form, and the applicant can proceed with the process.

B. Find Through Scheme Name

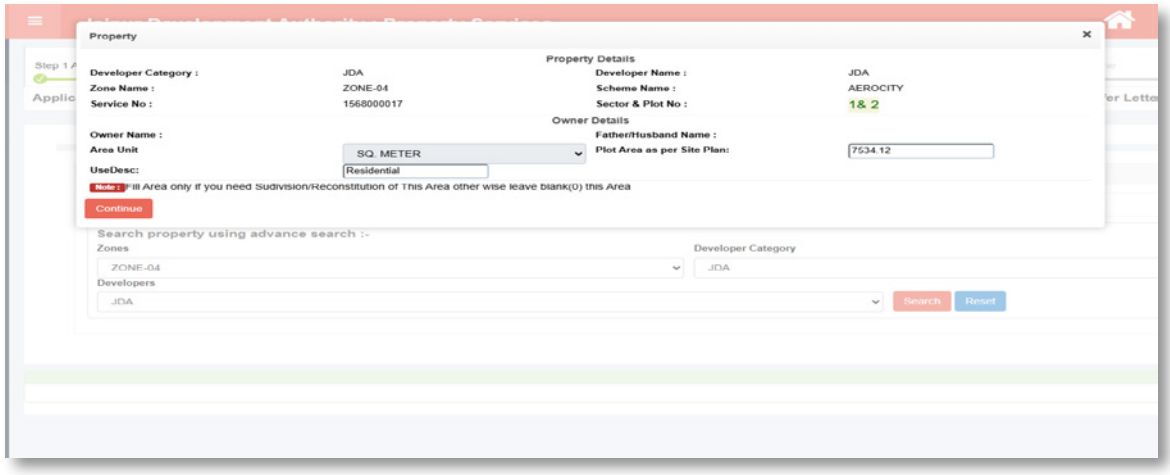
If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, allowing the applicant to proceed.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"



3.4 List of Attachments

Applicants must upload scanned copies of their original land records. After uploading the documents, simply click the Submit button below.

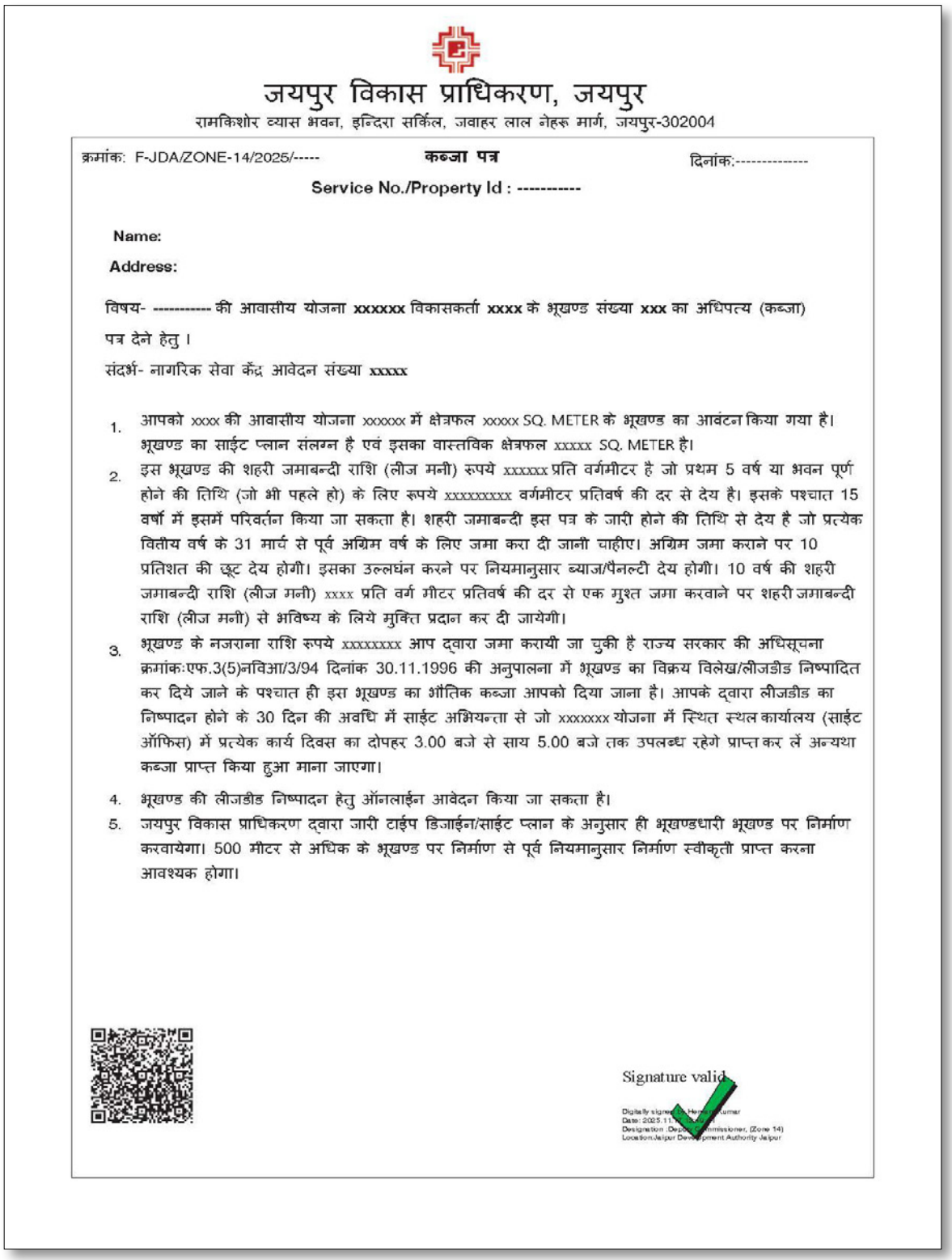
3.5 Final Submission

After this, the applicant will see the latest item related to the application, where they can submit the application by clicking the given checkbox. Before applying, one can review the relevant details for their application by clicking the link below. If all the information filled by the applicant is found correct then he can submit his application.



Section 4: Sample Document Formats Issued to Applicants After Process Completion

The format of the possession letter issued by the authority is as follows:



जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

क्रमांक: F-JDA/ZONE-14/2025/----- **कब्जा पत्र** दिनांक:----------

Service No./Property Id : ----------

Name:

Address:

विषय- ---------- की आवासीय योजना **xxxxxx** विकासकर्ता **xxxx** के भूखण्ड संख्या **xxx** का अधिपत्य (कब्जा) पत्र देने हेतु ।

संदर्भ- नागरिक सेवा केंद्र आवेदन संख्या **xxxxx**

1. आपको xxxx की आवासीय योजना xxxxxx में क्षेत्रफल xxxxx SQ. METER के भूखण्ड का आवंटन किया गया है। भूखण्ड का साईट प्लान संलग्न है एवं इसका वास्तविक क्षेत्रफल xxxxx SQ. METER है।
2. इस भूखण्ड की शहरी जमाबन्दी राशि (लीज मनी) रूपये xxxxxx प्रति वर्गमीटर है जो प्रथम 5 वर्ष या भवन पूर्ण होने की तिथि (जो भी पहले हो) के लिए रूपये xxxxxxxxx वर्गमीटर प्रतिवर्ष की दर से देय है। इसके पश्चात 15 वर्षों में इसमें परिवर्तन किया जा सकता है। शहरी जमाबन्दी इस पत्र के जारी होने की तिथि से देय है जो प्रत्येक वित्तीय वर्ष के 31 मार्च से पूर्व अग्रिम वर्ष के लिए जमा करा दी जानी चाहिए। अग्रिम जमा कराने पर 10 प्रतिशत की छूट देय होगी। इसका उल्लघंन करने पर नियमानुसार ब्याज/पैनल्टी देय होगी। 10 वर्ष की शहरी जमाबन्दी राशि (लीज मनी) xxxx प्रति वर्ग मीटर प्रतिवर्ष की दर से एक मुश्त जमा करवाने पर शहरी जमाबन्दी राशि (लीज मनी) से भविष्य के लिये मुक्ति प्रदान कर दी जायेगी।
3. भूखण्ड के नजराना राशि रूपये xxxxxxxx आप द्वारा जमा करायी जा चुकी है राज्य सरकार की अधिसूचना क्रमांकःएफ.3(5)नविआ/3/94 दिनांक 30.11.1996 की अनुपालना में भूखण्ड का विक्रय विलेख/लीजडीड निष्पादित कर दिये जाने के पश्चात ही इस भूखण्ड का भौतिक कब्जा आपको दिया जाना है। आपके द्वारा लीजडीड का निष्पादन होने के 30 दिन की अवधि में साईट अभियन्ता से जो xxxxxxx योजना में स्थित स्थल कार्यालय (साईट ऑफिस) में प्रत्येक कार्य दिवस का दोपहर 3.00 बजे से साय 5.00 बजे तक उपलब्ध रहेगे प्राप्त कर लें अन्यथा कब्जा प्राप्त किया हुआ माना जाएगा।
4. भूखण्ड की लीजडीड निष्पादन हेतु ऑनलाईन आवेदन किया जा सकता है।
5. जयपुर विकास प्राधिकरण द्वारा जारी टाईप डिजाईन/साईट प्लान के अनुसार ही भूखण्डधारी भूखण्ड पर निर्माण करवायेगा। 500 मीटर से अधिक के भूखण्ड पर निर्माण से पूर्व नियमानुसार निर्माण स्वीकृती प्राप्त करना आवश्यक होगा।

Signature valid

Section 5: Frequently Asked Questions (FAQs)

1. What is the significance of a possession letter?

Answer: A possession letter is proof of acquiring physical and legal possession of the property. Only after this can the allottee begin construction on the property or proceed with the lease deed/registration process.

2. What documents are required with the application?

Answer: The following documents must be uploaded to the online application form at the time of application:

(1) Allotment letter issued for the plot.

(2) Deposit amount documents for the plot.

(3) Relevant documents to prove ownership of the land.

3. Can the possession letter be transferred to someone else?

Answer: The possession letter itself is not transferable. If the allottee wishes to transfer ownership of the property to someone else, a separate transfer process must be followed.

Chapter 12

JDA Possession Letter, Allotment through Lottery

Section 1: Introduction

The Jaipur Development Authority issues possession letters for plots allotted through an official lottery system. Possession via lottery confirms a transparent, chance-based allotment process managed by the Authority. Eligible applicants receive allotment rights post-draw, subject to payment of specified fees and documentation. JDA verifies lottery results, applicant identity, plot status, and clearance of dues before issuance.

Section 2: The list of attached documents is as follows

1. Domicile certificate issued by the competent authority.
2. Gross monthly income certificate (without deduction), (including income of self, spouse and dependents) Attested copy of the financial year's income (self-attested copy for all applicants)
3. Attested/self-attested copy of the reservation certificate issued by the authorized officer in respect of reserved plots.

Section 3: Application Process

3.1. Services

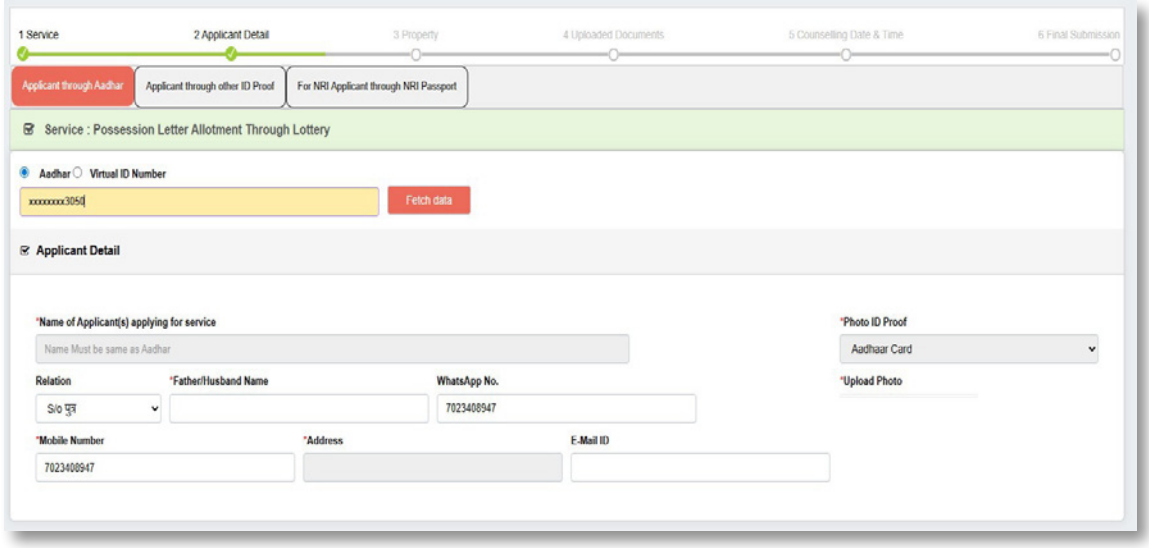
From the services available on the dashboard, the applicant should select the allotment of a possession letter through lottery. When registering on the portal, the applicant will be asked to fill in/their personal information.

3.2. Applicant Details

After selecting the service, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto-fetches and securely embeds the applicant's details, such as Name, Father's name, Address, Aadhaar photo, Mobile number, etc., in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of Attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

3.3. Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's
- Property details will be automatically entered in the applicant's form, and the applicant can proceed with the process.

B. Find through Scheme Name

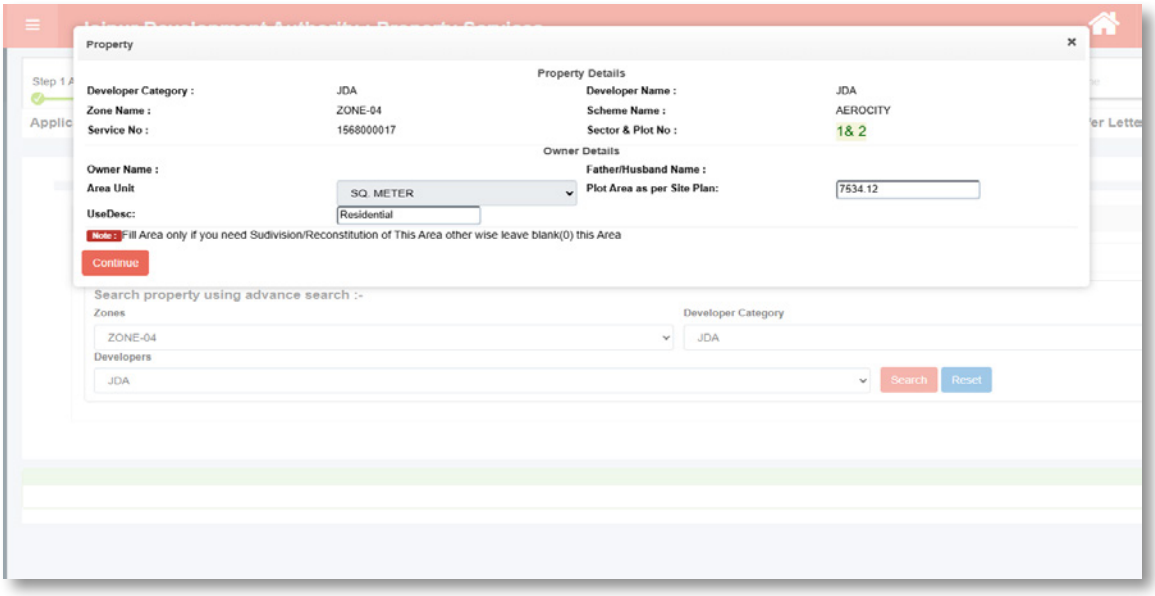
If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"



3.4. List of Attachments

On clicking on 'Continue button', a new screen appears in which the applicant has to upload the necessary documents related to his/her residence. After uploading the documents, click on the button given below.

Note: The applicant must upload the scanned, colour copy of the original documents only.

3.5. List of mandatory documents

Note: Once accepted by the counselor, the applicant cannot delete any document. The applicant can view all the documents uploaded below. To download, right-click on the document and select Open link in new tab.

Note: If any discrepancy is found in the uploaded data or documents the application will be returned, which the applicant can correct through their dashboard and resubmit. If the submitted application is found appropriate, the applicant will receive the application number by SMS on his registered mobile number.

3.6. counselling date

The applicant can select the date and time of consultation as per his convenience. After this the applicant has to click on the continue button.

3.7. Final Submission

The applicant will now see the details related to Final Submission in which the applicant has to check the given check box. The application can be generated by uploading it on the Final Submit. Or the applicant can review the details related to his application before submitting the application by clicking on the link. If all the information filled by the applicant is found correct, then he can generate his application.



Section 4: Sample Document Formats Issued to Applicants After Process Completion

The format of possession letter issued by the authority is as follows

जयपुर विकास प्राधिकरण, जयपुर

आवंटन सह मांग पत्र

F(/L-58)/xxxx/JDA/DC-ZONE-xx/xxxxx

KRISHNA DEVI S/o D/o W/o SITA RAM

VPO JATIYANA TEH HARSAULI 301403
Mobile No:- 9462162364

विषय:- आवासीय भूखंड सं. xxxxxxxxxxxxxx के आवंटन के सम्बन्ध में |

मान्यवर,

जयपुर विकास प्राधिकरण की आवासीय योजना में आपके द्वारा भूखंड आवंटन के लिए किये गए आवेदन के क्रम में आपको निम्नांकित विवरण वाला भूखंड आवंटित किया जाता हैं |

क्रम सं.	विवरण	
1.	योजना का नाम / स्थान	xxxxxxxxxxxx (जोन-ZONE-xx)
2.	पंजीकरण संख्या / आवेदन फार्म सं (लॉटरी तिथि)	xxxxxxxxxxxx (xxxxxxxxx)
3.	आवंटित प्लाट संख्या	xxx
4.	क्षेत्रफल (वर्ग. मीटर)	xxxx
5.	आरक्षित दर (रू. प्रति वर्ग मीटर)	xxxxxxxxx
6.	आवंटन दर (रू. प्रति वर्ग मीटर): (आरक्षित दर की 80%)	xxxxxxx
7.	**सर्विस संख्या (यूनिक आइडेंटिफिकेशन नंबर) / Property Id**	**xxxxxx**

इस भूखंड का कब्ज़ा पत्र प्राप्त करने से पूर्व आपको निम्नानुसार राशि जमा करानी होंगी :

क्रम सं.	Head Code	जमा मद	विवरण	राशि रुपये में
भुगतान विकल्प - I : एक वर्षीय शहरी जमाबंदी के साथ				
1.	1010101	नज़राना - आवासीय : भूमि का मूल्य (xxxx वर्ग मीटर @ Rs. xxxx) = xxxxxxxx घटाइये पंजीकरण राशि : xxxxxxxx		xxxxxxx
2.	1020701	शहरी जमाबंदी : प्रथम 5 वर्ष के लिये आवंटन दर की 1.25% प्रति वर्ष : xxxxx 5 वर्ष पश्चात् आरक्षित दर की 2.5% प्रति वर्ष : xxxx		xxxxxx
3.	1020311	साइट प्लान शुल्क		xxxx
4.	1020317	भवन निर्माण अनुमति शुल्क		xxxx
5.	1010106	बीएसयुपी (शेल्टर) फण्ड		xxxx
6.	1020512	वृक्षरोपण शुल्क		xxxxx
7.	1030371	वाटर हार्वेस्टिंग सिस्टम		0.00
			कुल देय राशि	**xxxxxx**
भुगतान विकल्प - II : एक मुश्त शहरी जमाबंदी के साथ				
1.	1020703	एक मुश्त शहरी जमाबंदी : 10 वर्ष की पूर्ण वार्षिक शहरी जमाबंदी (10 X xxxxxx) (भुगतान विकल्प – I: मे एक वर्षिय शहरी जमाबंदी के स्थान पर एक मुश्त शहरी जमाबंदी मद व अन्य मदों को सम्मिलित करते हुए |)		xxxxxxxx
			कुल देय राशि	**xxxxxxxxxx**

प्रष्ठ संख्या 1/2

नोट:-

1. भुगतान विकल्प- I के संदर्भ में शहरी जमाबंदी का आंकलन अथवा निर्धारण का भुगतान हमेशा अग्रणी (पूर्व) किया जावेगा (शहरी जमाबंदी का वितीय वर्ष जो १ अप्रैल से ३१ मार्च तक हैं | उसका भुगतान प्रत्येक वर्ष 1 अप्रैल से पहले किया जावेगा)
2. भुगतान विकल्प- II के संदर्भ में एक मुश्त शहरी जमाबंदी (Free Hold)/ भूमि का किराया का निर्धारण वार्षिक शहरी जमाबंदी राशी का 10 गुना के बराबर अग्रिम (पूर्व) में देय होगा |

मांगपत्र (डिमांड नोट) के भुगतान में देरी के संदर्भ में यदि वितीय वर्ष में परिवर्तन होता हैं तो एक मुश्त शहरी जमाबंदी की गणना पुन: की जावेगी |

देय राशी नगद/चेक/डिमांड ड्राफ्ट/पे आर्डर जो निर्धारित चालान द्वारा "सचिव, जयपुर विकास प्राधिकरण, जयपुर" के नाम आवंटन सह मांगपत्र की सूचना प्राप्त होने की दिनांक से 30 दिवस के भीतर ICICI Bank Ltd. की जविप्रा परिसर की शाखा में जमा किया जावेगा | डिमांड ड्राफ्ट/चेक/पे आर्डर के द्वारा जमा करायी गयी राशि जविप्रा के खाते में 30 दिवस के भीतर जमा हो जानी चाहिए |

मांग राशी आवंटन प्राप्ति की दिनाक से निर्धारित 30 दिवस के भीतर जमा न करवाने की स्थिति में, आवंटन दिनाक से 31 वे दिवस से अगले 90 दिवस तक 9 प्रतिशत वार्षिक दर से ब्याज राशी जोड़ते हुये आवंटन सह मांगपत्र प्राप्त होने के दिनाक से 120 दिवस तक स्वीकार की जाएगी |

यदि आवंटन सह मांगपत्र जारी होने की सुचना से 120 दिवस तक संपूर्ण मांग राशी का भुगतान नहीं किया जाता हैं तो भूखंड का आवंटन स्वत: निरस्त माना जावेगा |

आवंटन की सामान्य शर्तें:-

1. आवंटित भूखंड अथवा इसके किसी हिस्से को बेचा नहीं जा सकता हैं, परन्तु नियमानुसार आवंटन पत्र जारी होने की दिनाक से 5 वर्ष तक की अबधि मे हस्तान्तरण करने पर प्रचलित आरक्षित दर के 10 प्रतिशत दर से तथा आवंटन से 5 वर्ष से 10 वर्ष तक की अबधि मे हस्तान्तरण करने पर प्रचलित आरक्षित दर के 5 प्रतिशत दर से शुल्क वसूल कर नियमानुसार किए गए विक्रय पत्र अथवा दस्तावेज के आधार पर हस्तान्तरण के अनुमति दी जायेगी
2. कब्ज़ा पत्र जारी करने की तिथि से सात वर्ष के अंदर (भीतर) निर्माण कराना होगा |
3. यह आवंटन रिहायशी (आवासीय) उद्देश्य से हैं और किसी व्यावसायिक तथा अन्य गैर आवासीय उद्देश्य के लिये अनुज्ञेय नहीं होगा |
4. अन्य सभी शर्तें जो राज्य सरकार और जविप्रा के द्वारा निर्धारित हैं, समय-समय लागु मानी जायेगी |
5. शेष शर्तें राजस्थान इम्प्रूवमेंट ट्रस्ट (शहरी भूमि निस्तारण) नियम 1974 के अनुसार मान्य होगी |

उपयुक्त शर्तों के उल्लघंन पर बिना नोटिस के आवंटन स्वत: ही निरस्त हो जावेगा | संपूर्ण जमा राशी को जविप्रा द्वारा जब्त किया जावेगा एवं निर्माण सहित भूखंड जविप्रा में निहित हो जावेगा |

बैंक व अन्य वितीय संस्थाए निम्न शर्तों के अंतर्गत ही इस आवंटन पत्र को ऋण की NOC (अनापति प्रमाण पत्र) के लिए योग्य समझे |

1. यह कि आवंटन धारक द्वारा पट्टा राशी व अन्य बकाया राशि भविष्य में निर्धारित समय के अन्दर जमा करा देनी चाहिये |
2. जयपुर विकास प्राधिकरण का किसी भी प्रकार की बकाया राशि की वसूली का भूखंड पर पहला अधिकार होगा तथा सभी बकाया राशि जविप्रा में निर्धारित समय पर जमा हो जानी चाहिये |
3. अनापति प्रमाण पत्र (NOC) केवल मात्र जविप्रा भूखंड के ऋण की स्वीकृति के लिए ही मान्य होगी जिसका करारनामा बैंक व भूखंड धारक के मध्य होगा यह अनापति प्रमाण पत्र (NOC) किसी भी प्रकार से जविप्रा के किसी भी उत्तरदायित्व को सिद्ध नहीं करेगा |
4. किसी भी प्रकार का पत्र व्यवहार सिर्फ जविप्रा और भूखंड धारक के मध्य मान्य होगा |
5. अन्य कोई अलग से ऋण लेने हेतु अनापति प्रमाण पत्र (NOC) पत्र इस उद्देश्य के लिए जविप्रा द्वारा जारी नहीं किया जायेगा तथा ऋणदाता बैंक के साथ त्रिपक्षीय अनुबंध नहीं किया जावेगा |

कृपया अपना सर्विस क्रमांक / Property Id xxxxxxxxxxxxxxx भूखंड की बकाया राशि जमा कराते समय अंकित करे |

उपायुक्त जोन- ZONE-xx
Signature valid
जयपुर विकास प्राधिक ,,जयपुर

Section 5: Frequently Asked Questions (FAQs)

1. What is this service?

Answer: This service is for allottees who have been allotted plots/ through the lottery system by JDA. Under this service, after completing all the necessary formalities, an allotment cum demand letter along with a possession letter is issued to the eligible allottee, so that the applicant can get actual possession of the said plot.

2. What documents are required along with the application?

Answer: The list of attached documents is as follows:

1. Domicile certificate issued by the competent authority.
2. Gross monthly income certificate (without deduction), (including income of self, spouse and dependents) Attested copy of financial year's income (self-attested copy for all applicants)
3. Attested/self-attested copy of the reservation certificate issued by the authorized officer in respect of reserved plots.

3. Can the allotment receive from the lottery be transferred to someone else's name?

Answer: Lottery-based allotment normally cannot be transferred before the possession letter is issued. For transfer, JDA's nomination process has to be followed separately.

4. How to get information about the possession letter and allotments issued through lottery?

Answer: After e-signing the possession letter and the demand letter for allotment through lottery by JDA, the applicant is informed via SMS to their registered mobile number.

5. Further action to be taken at the zone level after the applicant submits the online application:

Answer:

(1) The concerned employee will prepare the ownership report after examining the original documents/ files.

(2) After the said report, the Tehsildar of the zone will report on the applied plot.

(3) The file is sent to the accountant for the calculation.

(4) The amount deposited will be confirmed at the level of the junior accountant of the zone.

(5) After confirmation, the name transfer will be digitally signed by the Zone Deputy Commissioner.

Chapter 13

JDA Payment Collection

Section 1: Introduction

The payment collection system of Jaipur Development Authority enables citizens to deposit required service or lease-related fees through secure digital and authorized online channels.

Payments can be made via the JDA Online Portal, banks, or approved e Mitra Kiosks.

The system issues auto-generated Payment Confirmation for successful transactions.

Fee deposition is mandatory for services like lease renewal, Patta issue, CLU, name transfer, and building plan approvals.

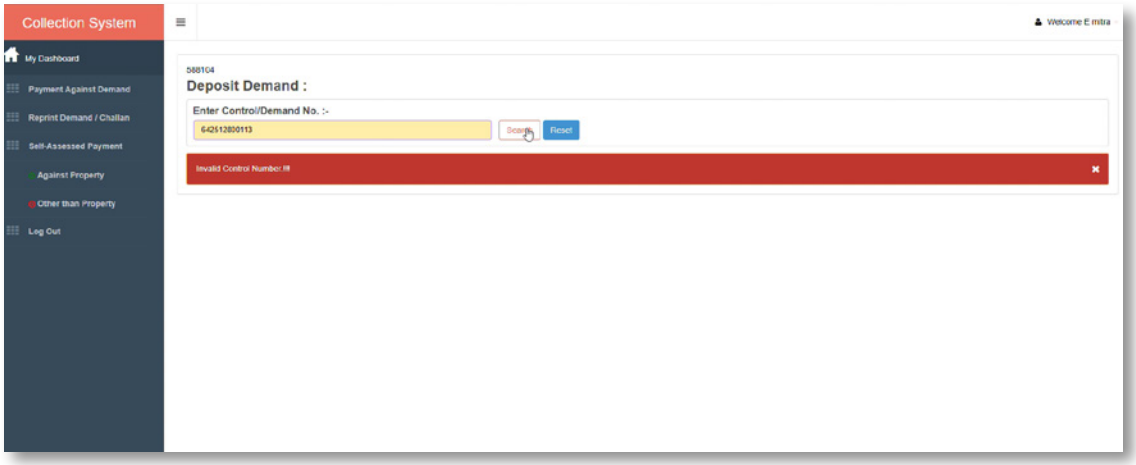
Section 2: Application Process

2.1. Services

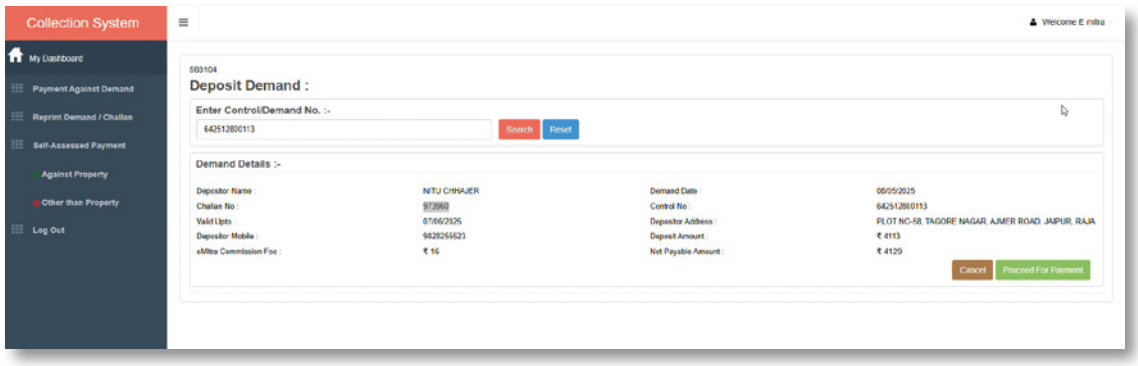
From the services available on the dashboard, the applicant should select JDA Payment Collection Service.

2.2 Payment Against Demand

- The payment collection dashboard will open, select Payment Against Demand option.
- Now, the applicant must type the control/demand number of the challan/demand letter issued by the authority and click on Search.



- After clicking on Search, the complete details of the demand letter will be displayed on the screen. If the applicant is availing the above service through e-Mitra, the e-Mitra commission amount will also be mentioned. After checking the above payable amount, click on the Proceed for Payment option.



- Next, after checking the amount one last time, click on Make Payment and pay the said amount using the desired option (NEFT/RTGS/Credit Card/Debit Card/Net Banking) and obtain a receipt. Attach the receipt received to the application, make a comment regarding the deposit of the demand amount and resubmit it for further action.

Section 3: Frequently Asked Questions (FAQs)

1. When should I use this service?

Answer: This service should be used for all applications after the relevant JDA officer issues a demand letter. For example, when you apply for a name transfer, after the necessary verification and processing, the relevant Accounts Officer will issue a demand letter for the service amount. Upon receiving this demand letter, you can deposit the amount using the payment collection service, then submit the application with comments and submit it. Further service-related proceedings will then be processed.

2. Is there any document required to be attached for the above service?

Answer: No. I do not need to attach any documents to use this service. Simply enter the control number mentioned in the demand letter received from the Jaipur Development Authority. All the details related to the challan/demand letter will be displayed on the screen, which you can verify and pay directly.

3. What if the amount stated in the demand letter appears excessive and needs to be reviewed and recalculated?

Answer: If you believe the amount demanded is excessive for some valid reason, you can resubmit your application by writing in the comments that you need to recalculate the amount along with valid reasons.

Chapter 14

Strip of Land

Section 1: Introduction

1. Strip of land is part of the government land which cannot be a separate plot but is adjacent to the existing plot of the plot owner and is not a part of any other plot, road, park etc. This section of land can be allotted at double the reserved rate or the original plot rate, whichever is higher.

2. The land will be a part of the nearby plot. JDA Patta for this land will be issued with the same use as that of the original plot/ adjacent plot only.

Section 2: The following documents have to be attached with the application for strip of land

(1) Site plan with lease previously issued by JDA.

(2) Documents of ownership.

(3) Situation of the spot - Google Plan, certified maps of the construction and usage being done on the spot from authorized/registered technicians.

(4) Self-attested affidavit on non-judicial stamp paper of ₹ 50/- (including details of whether all the facts of the applicants are correct and whether the plot resides/the court has postponed the case or not)

Section 3: Application Process

3.1. Services

From the services available on the dashboard, the applicant should select the strip of land. When registering on the portal, the applicant will be asked to fill in/their personal information.

3.2. Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto fetches and securely embeds the applicant's details like Name, Father's name, Address, Aadhaar photo, Mobile number, etc in the application.

If the applicant is a company, institutional, or representative (holding a valid Power of Attorney), the applicant can select from the two options:

3. Company name before the lessee's name.
4. Company name appearing after the lessee's name.

3.3 Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered

by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.

- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's Property details will be automatically entered in the applicant's form, and the applicant can proceed with the process.

B. Find through Scheme Name

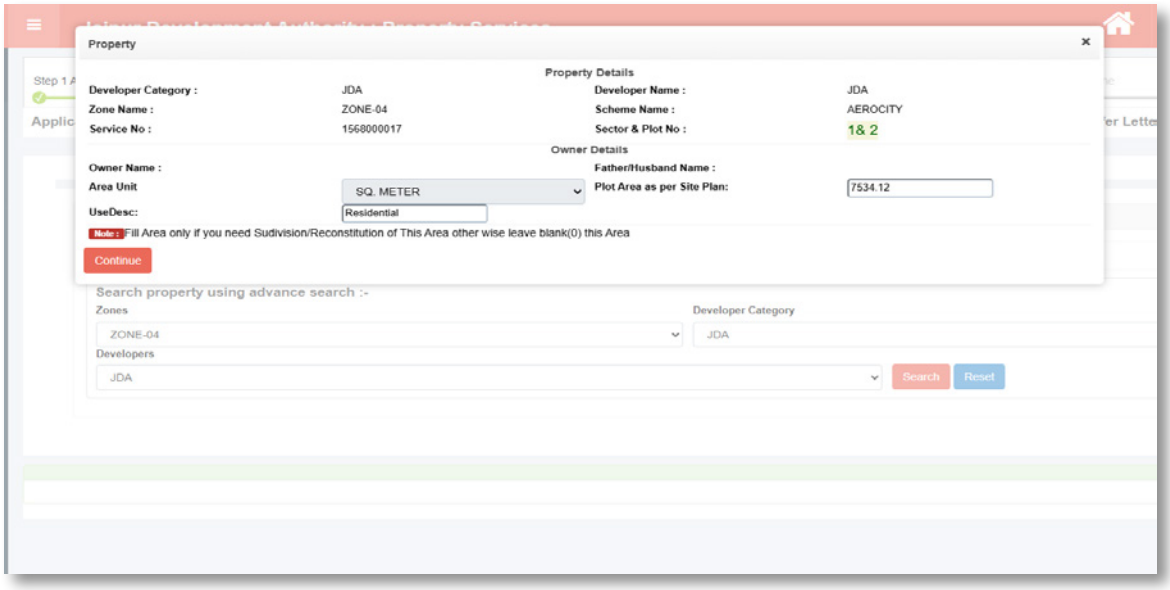
If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"



4.4. Strip of land details

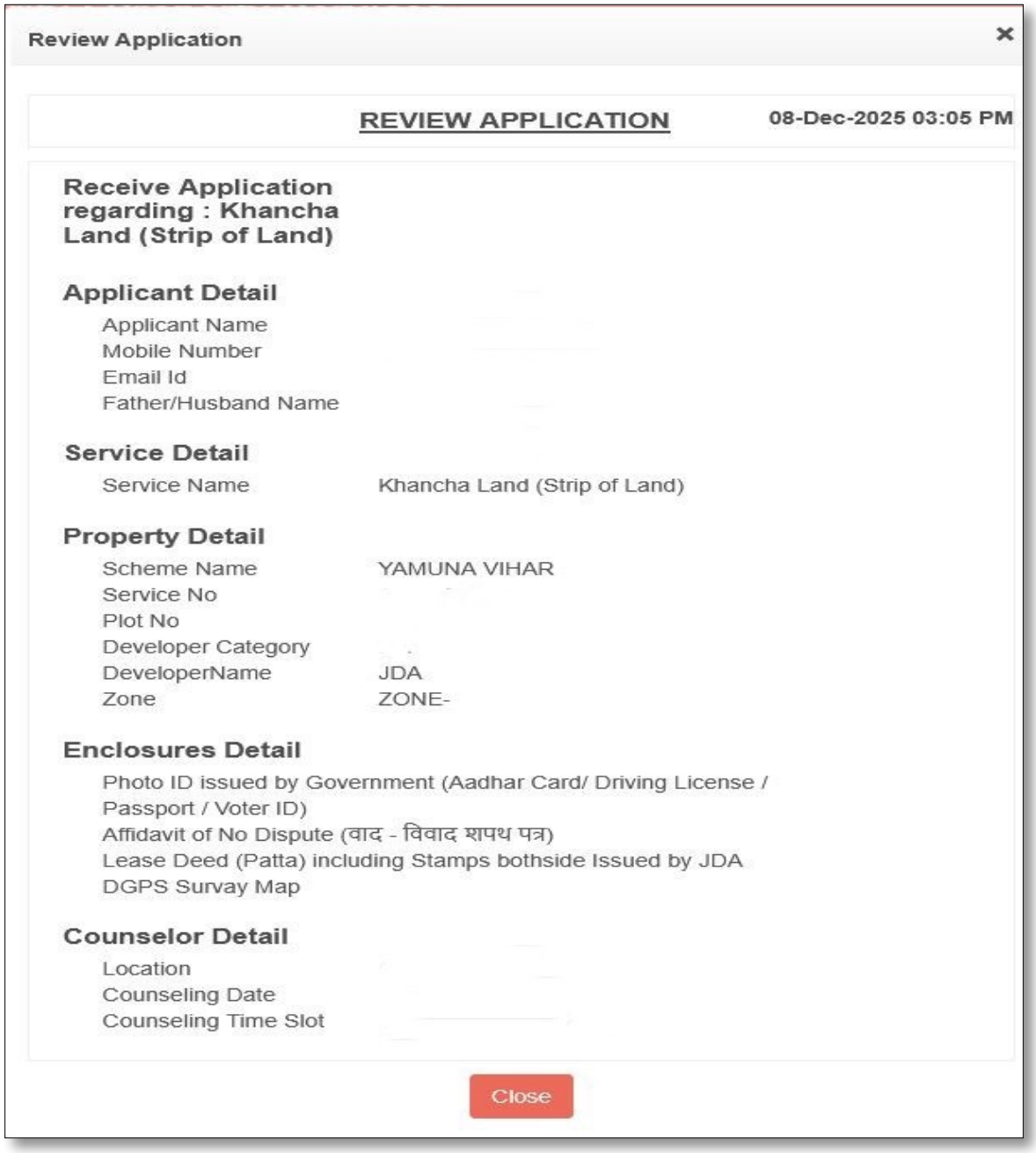
After filling in the property details, a new page for filling in the land details will open. After which the applicant will have to enter the supporting plot number, adjacent plot area, area unit etc.

4.5. List of attachments

The applicant has to upload the necessary documents related to his property. If the applicant's original records are deposited with the bank, the applicant must upload a colour-scanned copy of the LOD (Letter of Document) issued by the concerned bank.

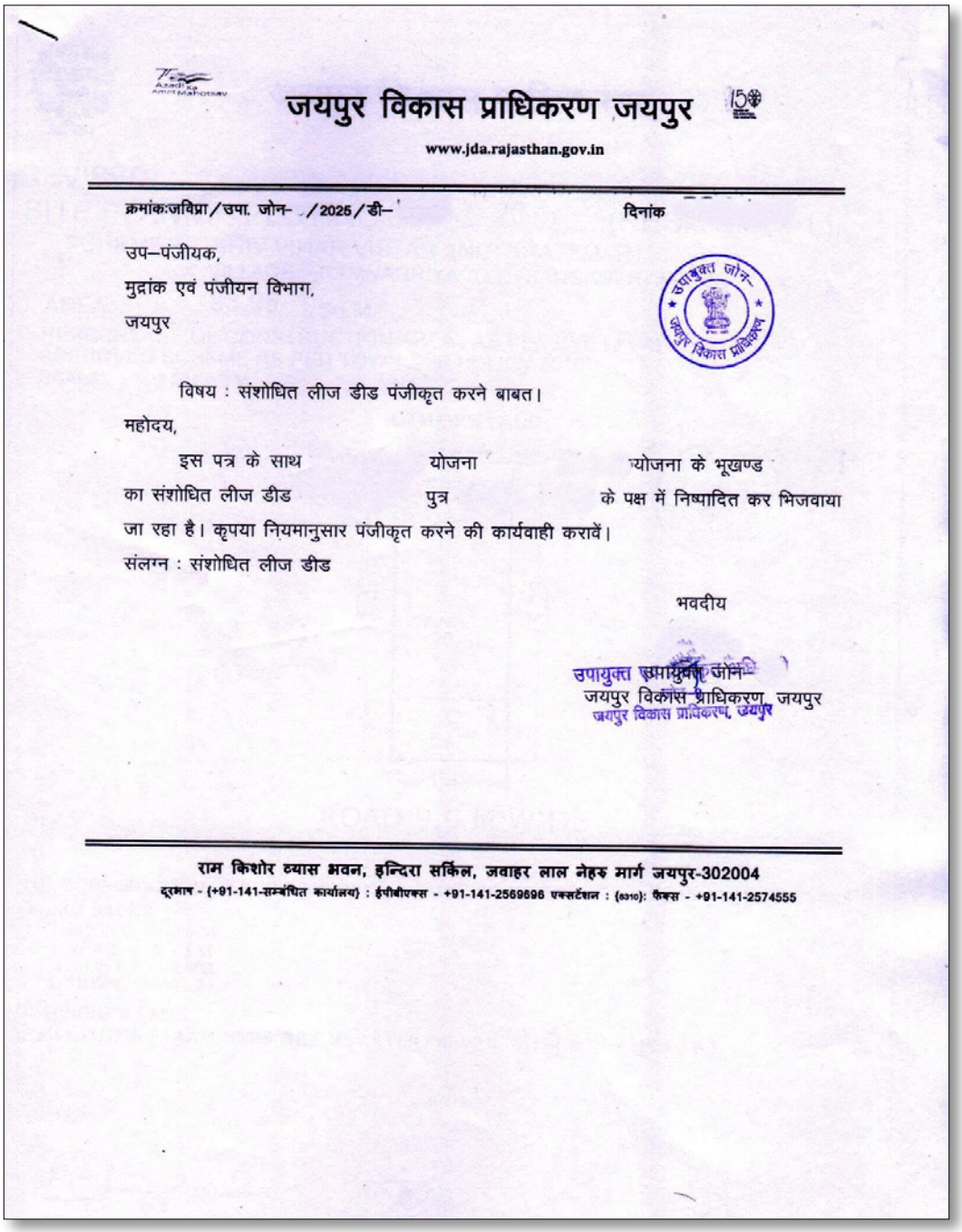
4.6 Final Submission

After this, the details related to the Final Submission will be visible, and the applicant must check the given checkbox. The application can be generated by uploading it to the Final Submit. Or the applicant can review the details of their application before submitting it by clicking the link. If all the information filled by the applicant is correct, the applicant must click on Final submission.



Section 4: Sample Document Formats Issued to Applicants After Process Completion

The format of possession letter issued by the authority is as follows-



जयपुर विकास प्राधिकरण जयपुर

www.jda.rajasthan.gov.in

क्रमांकःजविप्रा/उपा. जोन- /2025/डी- दिनांक

उप–पंजीयक,
मुद्रांक एवं पंजीयन विभाग,
जयपुर

उपायुक्त जोन- जयपुर विकास प्राधिकरण

विषय : संशोधित लीज डीड पंजीकृत करने बाबत।

महोदय,

इस पत्र के साथ योजना योजना के भूखण्ड
का संशोधित लीज डीड पुत्र के पक्ष में निष्पादित कर भिजवाया
जा रहा है। कृपया नियमानुसार पंजीकृत करने की कार्यवाही करावें।

संलग्न : संशोधित लीज डीड

भवदीय

उपायुक्त (प्रशासन) जोन-
जयपुर विकास प्राधिकरण, जयपुर
जयपुर विकास प्राधिकरण, जयपुर

राम किशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग जयपुर-302004
दूरभाष - (+91-141-सम्बंधित कार्यालय) : ईपीबीएक्स - +91-141-2569696 एक्सटेंशन : (0310): फैक्स - +91-141-2574555

Section 5: Frequently Asked Questions (FAQs)

1. What is this service?

Answer: In case of a part of government land for which a separate plot cannot be made, which is adjacent to the existing plot of the plot owner and is not a part of any other plot or road, the applicant will have to apply online in this service to add that land to his own plot.

2. What documents are required with the application

Answer: The list of attached documents is as follows:

(1) Site plan with lease previously issued by the authority

(2) Documents of ownership

(3) Situation of the spot - Google Plan, certified maps of the construction and usage being done on the spot from authorized/registered technicians.

(4) Self-attested affidavit on non-judicial stamp paper of ₹ 50/- (including details of whether all the facts of the applicant are correct and whether the plot resides/the court has postponed the case or not)

3. The original documents of my plot are mortgaged with the lending institution (Bank, LIC, Government/Semi-Government office, HDFC etc.) - What do I have to do?

Answer: If the original documents are mortgaged with the lending institution, then the lending institution will have to inform the authority that the original documents are mortgaged with them, and advance action should be initiated upon submitting the photocopies of the original documents presented by the applicant to the authority.

Finally, after presenting the previously issued lease to the authority, a revised site plan along with the lease deed will be issued after the signature of the Zone Deputy Commissioner on a stamp paper of Rs 500/- including the Khancha land.

4. Do I have to appear at the authority office to get the amended lease deed?

Answer: Yes, the revised lease deed along with the site plan can be obtained by appearing in the office of the JDA official. For this process, it is mandatory for the applicant to present himself in the Zone Deputy Commissioner's office with a stamp paper of Rs 500/-.

By adding the applied Khancha land to the previously issued site plan by the Zone Deputy Commissioner and signing the stamp paper of Rs 500/-, a revised site plan will be issued along with the lease deed.

Chapter 15

JDA- Copy of Scheme Map

Section 1: Introduction

The Copy of Scheme Map service by Jaipur Development Authority allows plot owners to obtain an approved layout or planning scheme map for their property. This request is used for verification of plot dimensions, road access, boundary structure, and scheme compliance under JDA planning areas. Applicants can apply through the online citizen dashboard or submit the request at authorized JDA offices. The map copy is issued only after document verification and payment of the prescribed processing fee.

Section 2: Application Process

2.1. Services

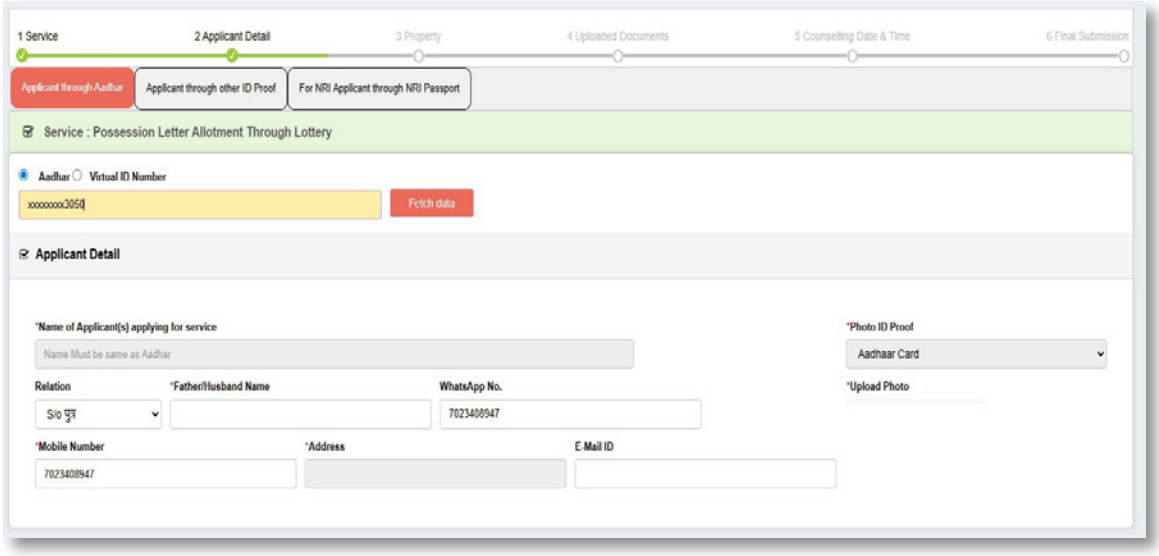
From the services available on the dashboard, the applicant should select the Scheme Map. When registering on the portal, the applicant will be asked to fill in/their personal information.

2.2. Applicant Details

After the registration, the applicant will be prompted to link his/her Aadhaar details with the Aadhaar number. The applicant will be presented with two options to fill in his/her details:

(1) Aadhaar Number or (2) Virtual ID (VID of Aadhaar)

Applicant's information will be automatically generated from Aadhaar, like the applicant's name, father's name, address, key things, mobile number, etc.



If the applicant is a company, institution, or PoA (domiciled and registered), the applicant has two options:

- Company name before the lessee's name.
- Company name after the lessee's name.

2.3. Property Details

Three options have been provided to the applicant for filling in the property details.

By selecting one of the provided options, the applicant can obtain details about their property:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown and click the Select button (Planning of Property Details) to proceed with the application process.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership related, and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

B. Find through Scheme Name

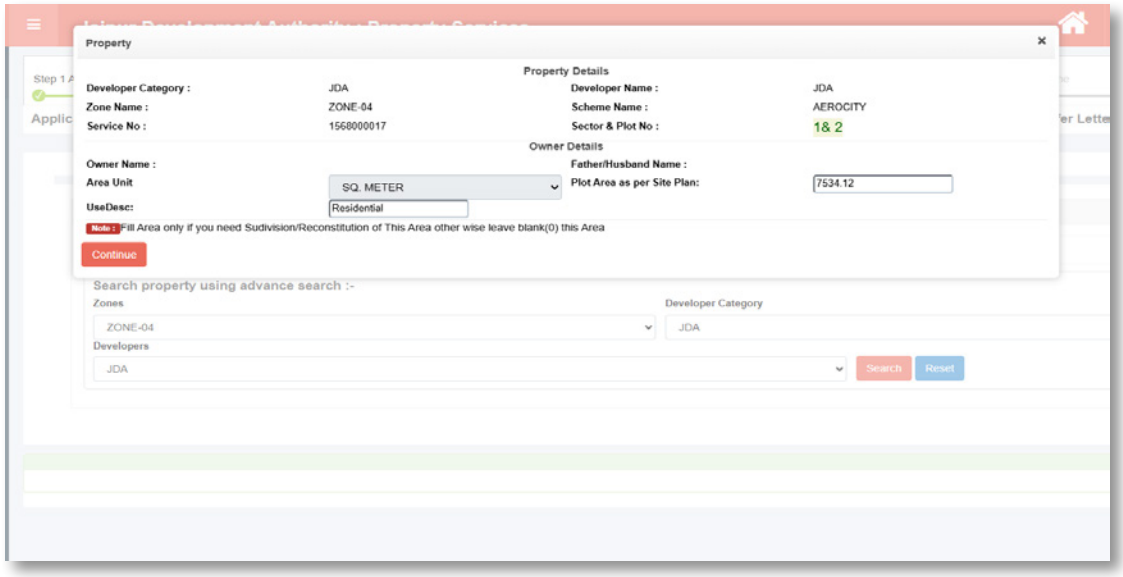
If the applicant has no access to his/her property details number but has details only about the scheme name of the plot, the applicant can then select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will show the details related to the property service number entered by the applicant, such as the owner's name, area name, scheme name, location, service number, plot number, area, etc.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"

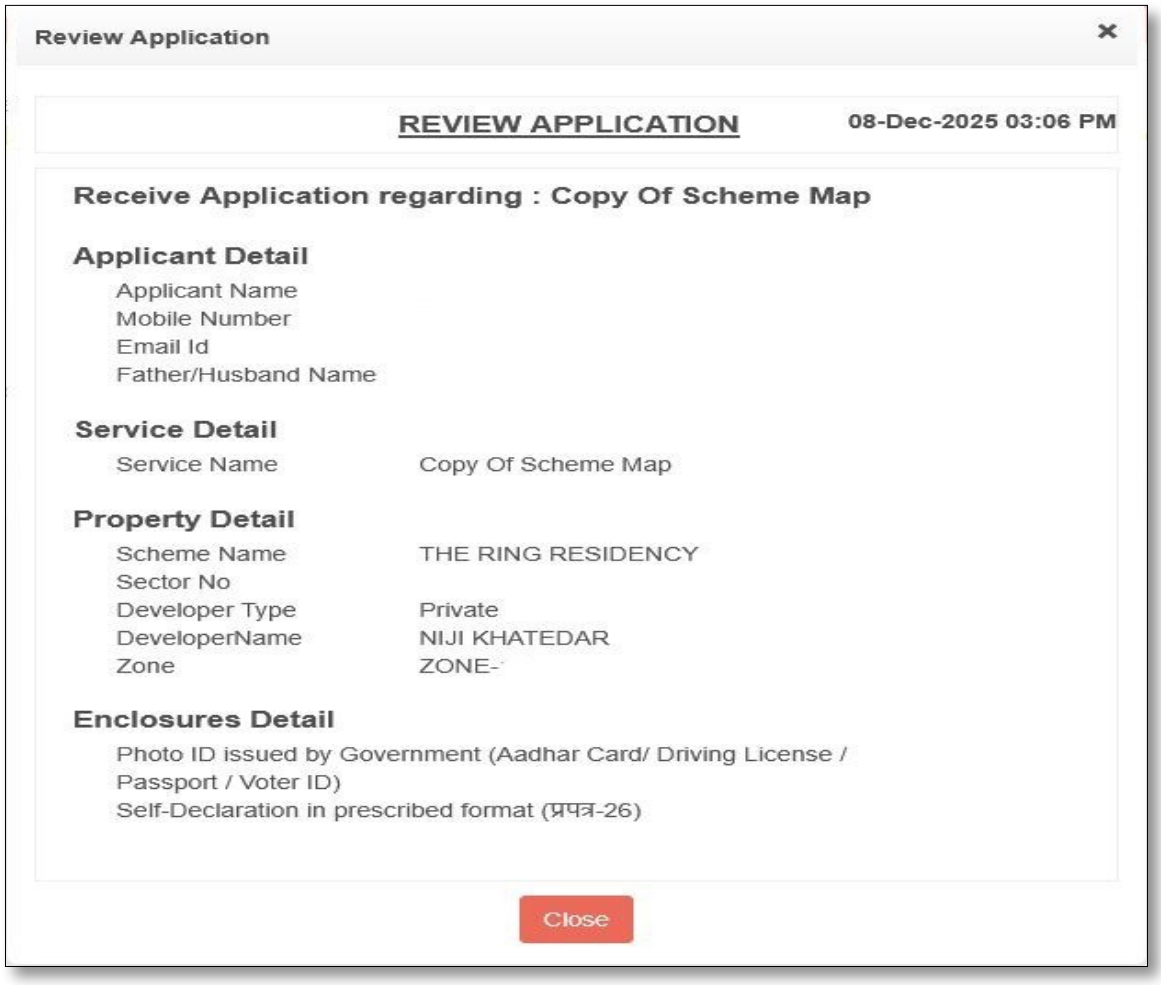


2.4. List of attachments

The applicant must upload the necessary documents related to their property.

2.5. Final Submission

After this, the applicant will see the details related to the Final Submission, and the applicant must check the given checkbox. The application can be generated by uploading it on the Final Submit. Or the applicant can review the details related to his application before submitting the application by clicking on the link. If all the information filled by the applicant is found correct then he can generate his application.



Section 3: Frequently Asked Questions (FAQs)

1. What is this service?

Answer: To obtain a copy of the map of approved cooperative society/private account-holding/JDA schemes of Jaipur Development Authority, an online application must be submitted through the authority's service.

2. Do I have to come to the office to get a copy of the planning map?

Answer: Yes, after submitting the scheme map, the applicant must be present at the zone office. A copy of the planning map should be handed over to the applicant by the Zone Deputy Commissioner. In this regard, the applicant must be present at the Zone Deputy Commissioner's office.

Chapter 16

Certified copy of JDA documents (Site Plan/ Allotment/ Possession Letter)

Section 1: Introduction

In case of loss of documents related to the plot issued by the applicant from his own authority level in the approved cooperative society / Niji Khatedari Scheme / JDA schemes of Jaipur Development Authority, online application has to be made in this service to get a copy of the said document. If the document is available in JDA record, JDA will provide certified copy of that record.

Section 2: Application Process

2.1. Services

From the services available on the dashboard, the applicant should select the Copy of JDA documents. When registering on the portal, the applicant will be asked to fill in/their personal information.

2.2 Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto-fetches and securely embeds the applicant's details, such as Name, Father's name, Address, Aadhaar photo, Mobile number, etc., in the application.

If the applicant is a company, institutional, or representative (holding a valid Power of attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

2.3. Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown and click the Select button (Planning of Property Details) to proceed with the application process.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership related, and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

B. Find through Scheme Name

If the applicant has no access to his/her property details number but has details only about the scheme

name of the plot, the applicant can then select the Verify Scheme Name option and select the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will show the details related to the property service number entered by the applicant, such as the owner's name, area name, scheme name, location, service number, plot number, area, etc.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"

2.4 Final Submission

After this, the applicant will see the details related to Final Submission in which the applicant has to check the given check box. The application can be generated by uploading it on the Final Submit. Or the applicant can review the details related to his application before submitting the application by clicking on the link. If all the information filled by the applicant is found correct, then he can generate his application.



Section 3: Frequently Asked Questions (FAQs)

1. What is this service?

Answer: In case of loss of documents related to the plot issued by the applicant from his own authority level in the approved cooperative society / Niji Khatedari Scheme / JDA schemes of Jaipur Development Authority, online application has to be made in this service to get a copy of the said document.

2. Do I have to come to the office to get a copy of the planning map?

Answer: Yes, after submitting the scheme map, the applicant must be present at the zone office. A copy of the planning map should be handed over to the applicant by the Zone Deputy Commissioner. In this regard, the applicant must be present at the Zone Deputy Commissioner's office.

Chapter 17

JDA - Issue of Allotment Letter

Section 1: Introduction

The Issue of Allotment Letter service of the Jaipur Development Authority provides successful applicants with an official plot allotment confirmation document.

The allotment letter is issued after approval in JDA housing, commercial, or development schemes.

It validates applicant details, plot number, area, and scheme type allotted through the Authority's governance in Jaipur, Rajasthan, India. Issuance requires completion of verification, fee payment, and compliance with scheme rules set by Jaipur Development Authority.

Section 2: Document Checklist

The list of attached documents is as follows:

1. Documents based on which allotment letter is issued.
2. Reservation certificate issued by the authorized officer.
3. E-Sign affidavit (regarding the dispute) after making a payment of ₹50/- through e-Gras.

Section 3: Application Process

3.1. Services

The applicant should select Allotment Letter Issue from the services available on the dashboard.

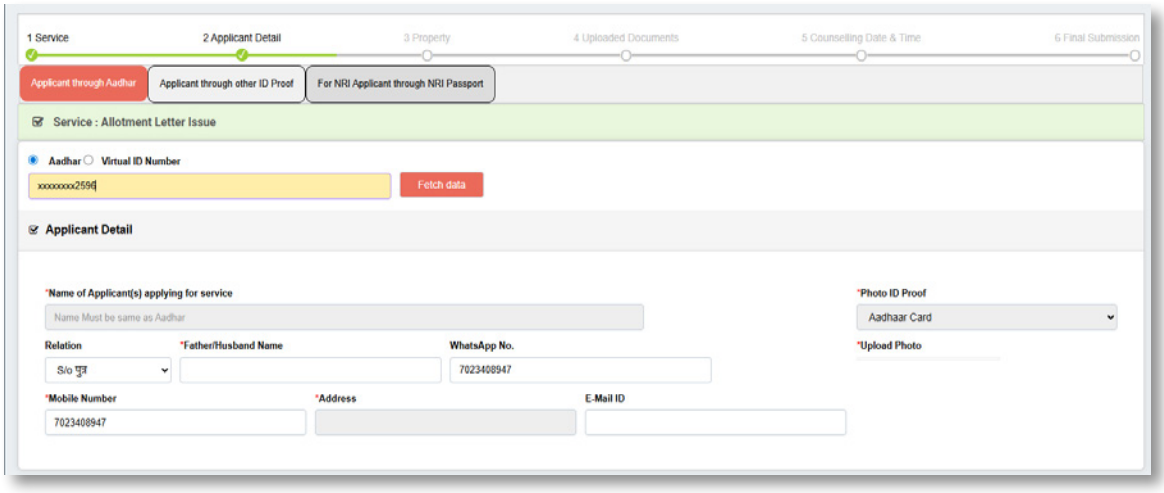
- Upon clicking on the Allotment Letter Issue, the applicant will be prompted to fill in their personal information.

3.2 Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto fetches and securely embeds the applicant details like Name, Father's name, Address, Aadhaar photo, Mobile number, etc in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.

3.3. Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership-related, and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

B. Find through Scheme Name

If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

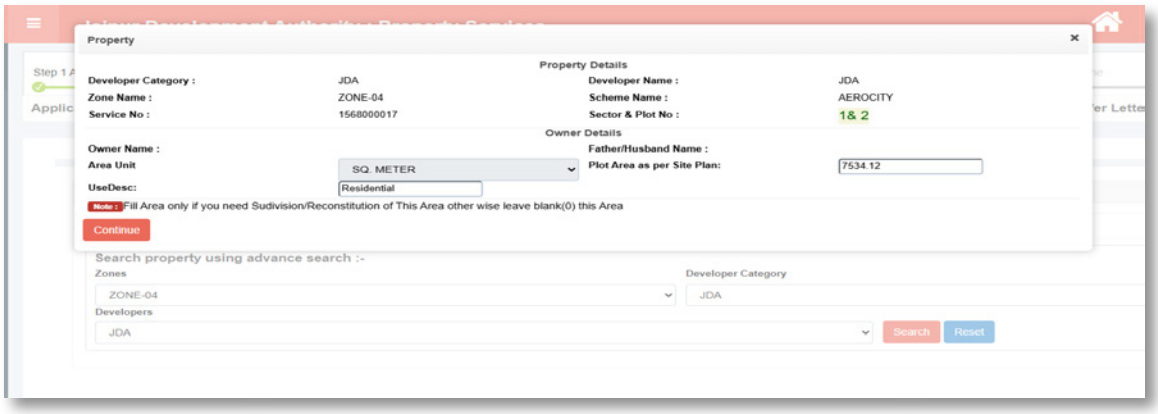
C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"

If the applicant is a company, institutional, or representative (holding a valid Power of attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.
3. If the applicant has purchased the property through JDA auction, please select the details (Yes or No) in the dropdown box.

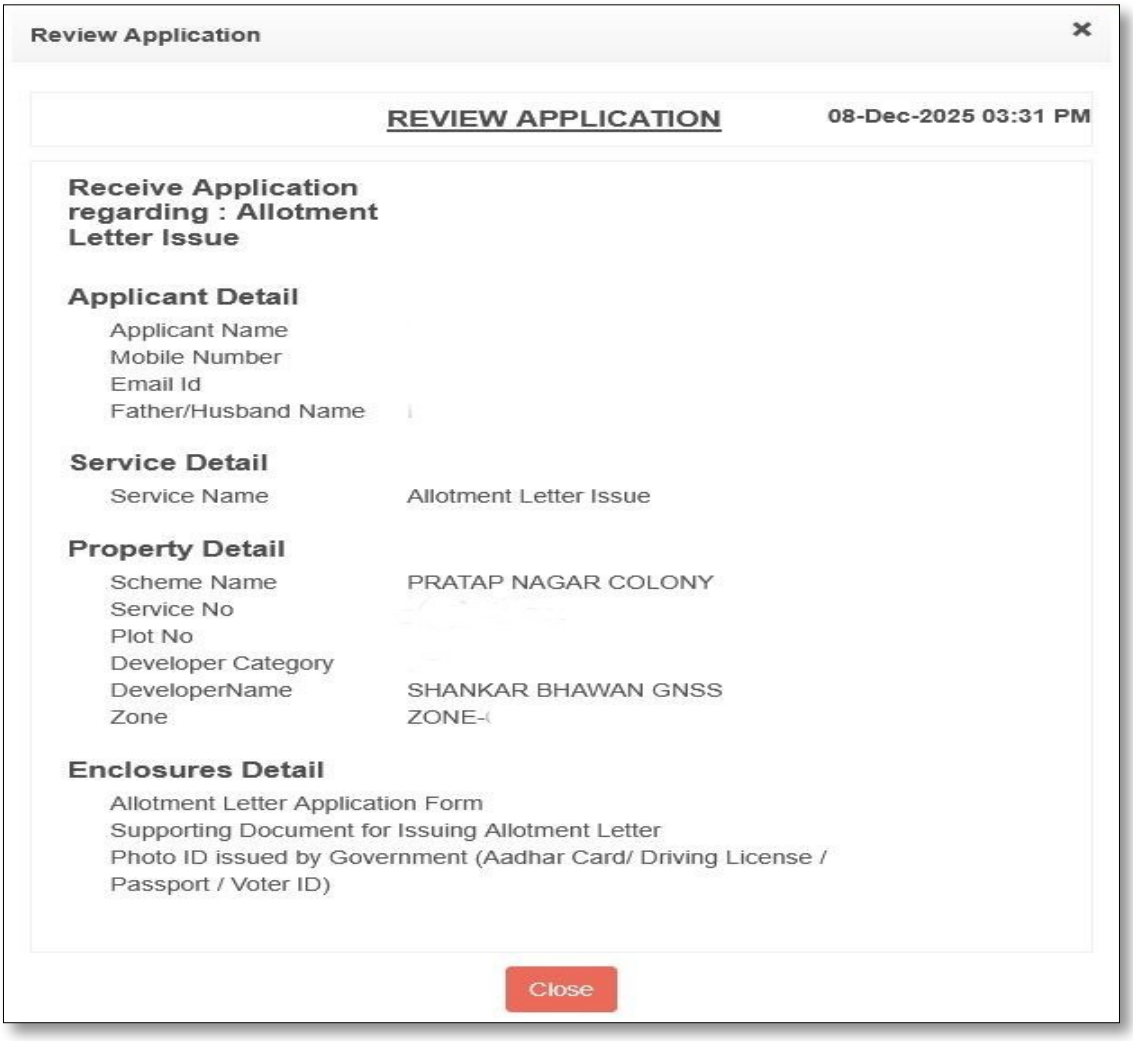


3.4. List of Attachments

Applicants must upload scanned copies of their original land records. After uploading the documents, simply click the Submit button below.

3.5. Final Submission

After this, the applicant will see the details related to the Final Submission, in which the applicant has to check the given check box. The application can be generated by uploading it on the Final Submit. Or the applicant can review the details related to his application before submitting the application by clicking on the link. If all the information filled by the applicant is found correct then he can generate his application.



Section 4: Frequently Asked Questions (FAQs)

1. What documents are required with the application?

Answer: The following documents must be uploaded to the online application form at the time of application:

1. Documents supporting the basis for issuance of the allotment letter.
2. Reservation certificate issued by the authorized officer.
3. E-Sign affidavit (in relation to the dispute) after making a payment of ₹50 through e-Gras.

2. Can the allotment letter be transferred to someone else?

Answer: The allotment letter itself is not transferable. If the allottee wishes to transfer ownership of the property to someone else, a separate name transfer process must be followed.

Chapter 18

Revalidation of lease in Lease Deed issued by JDA (After 3 years)

Section 1: Introduction

The Revalidation of Lease service by Jaipur Development Authority allows citizens to Revalidate already issued Patta that is not registered by Sub Registrar office even after 3 Years of original issue date of Patta.

The revalidation process requires document submission, payment of prescribed fees, and clearance of any pending lease dues. JDA verifies the lease status and ownership details before granting the revalidated lease period. In this service, JDA will issue new e-Patta of current date.

Section 2: Document checklist

The list of documents to be attached is as follows:

(1) Site plan with unregistered lease issued by Jaipur Development Authority in relation to the plot.

(2) Documents for proof of ownership

(3) E-Sign affidavit (regarding the dispute) after making a payment of ₹ 50/- through e-Gras.

Section 3: Application Process

3.1. Services

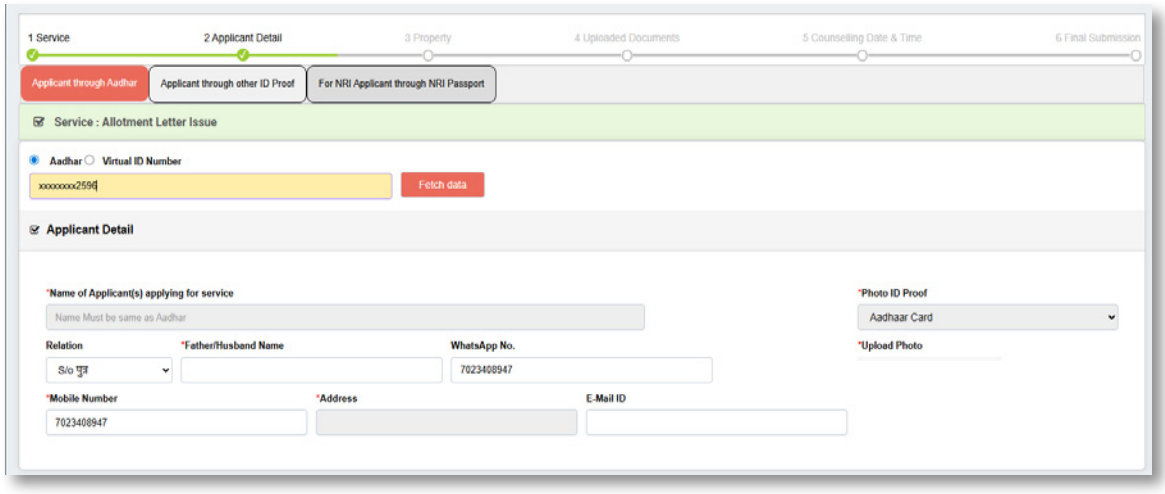
From the services available on the dashboard, the applicant should select the revalidation of lease in lease deed (after 3 years). When registering on the portal, the applicant will be asked to fill in/their personal information.

3.2. Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

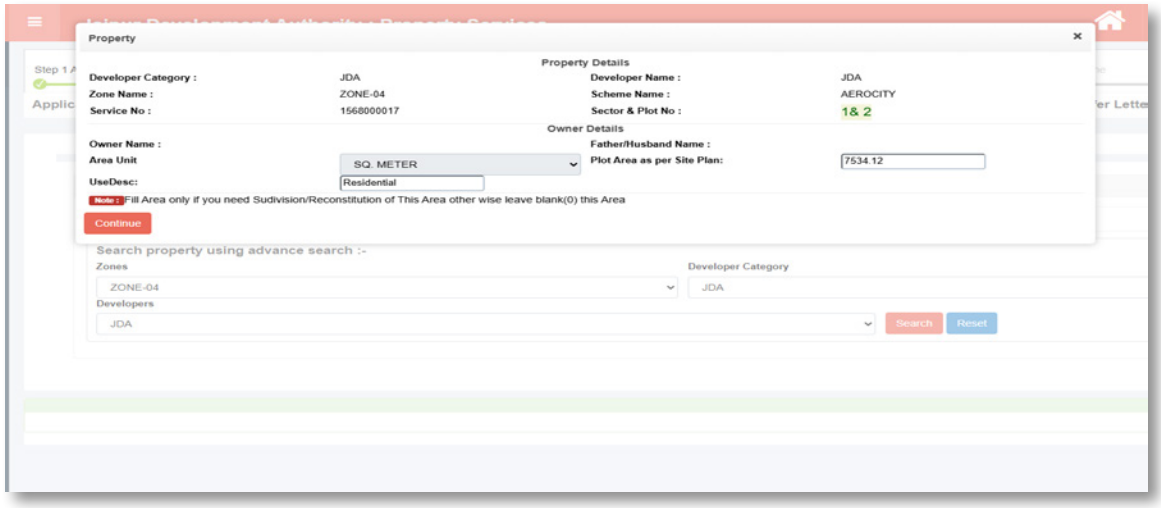
(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto fetches and securely embeds the applicant details like Name, Father's name, Address, Aadhaar photo, Mobile number, etc in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of attorney), the applicant can select from the two options:

1. Company name before the lessee's name.
2. Company name appearing after the lessee's name.



3.3. Property Details

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown, then click the Select button (Planning of Property Details) to proceed with the application.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership related, and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

B. Find through Scheme Name

If the applicant has no access to their property details number but only the scheme name of the plot, they can select the Verify Scheme Name option and choose the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will display details for the property service number entered by the applicant, including the owner's name, area name, scheme name, location, service number, plot number, and area.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"

3.4. List of attachments

On clicking the Continue button, a new screen appears. In which the applicant must provide the witness's information. The witness must bring the data from their Aadhaar. After that, when you click the Continue

button, a new screen appears. In which the applicant has to fill in the details related to electricity. If there is no electricity connection, click the No button, then click Continue. In which the applicant has to upload the necessary documents related to their property. The applicant should upload only scanned copies of the original documents. After uploading the documents, click on the Continue button given below.

3.5. Final Submission

After this, the applicant will see the details related to the Final Submission, and the applicant must check the given checkbox. The application can be generated by uploading it to the Final Submit. Or the applicant can review the details related to their application before submitting the application by clicking on the link. If all the information filled by the applicant is found correct, then he can generate his application.



Section 4: Complete process of e-signing for the lease of Jaipur Development Authority

Process for e-signing of the applicant

- After depositing the demand amount, the site plan is issued by the Zone Planning Officer. After this, the e-lease is sent to the applicant by the Zone Deputy Commissioner for signature.
- To e-sign the e-lease, the applicant must send an SMS. Information is received through. After this the applicant has to submit his SSO. Click on the "Online Services" button in the dashboard.
- The applicant should check the status of the application for which he/she require an e-Signature, and if its status shows "Ready to Dispatch," then the application is available for e-Signature.
- Now the applicant should select the e-sign option and select the red mark option.
- After that, a green tab will appear below the e-sign option.
- After clicking on the green tab, a dashboard will open, in which the applicant's Aadhaar verification will be done through the "OTP" received on the registered mobile number.
- After verification through OTP, a comment will be recorded.

Process of e-signing of the witness

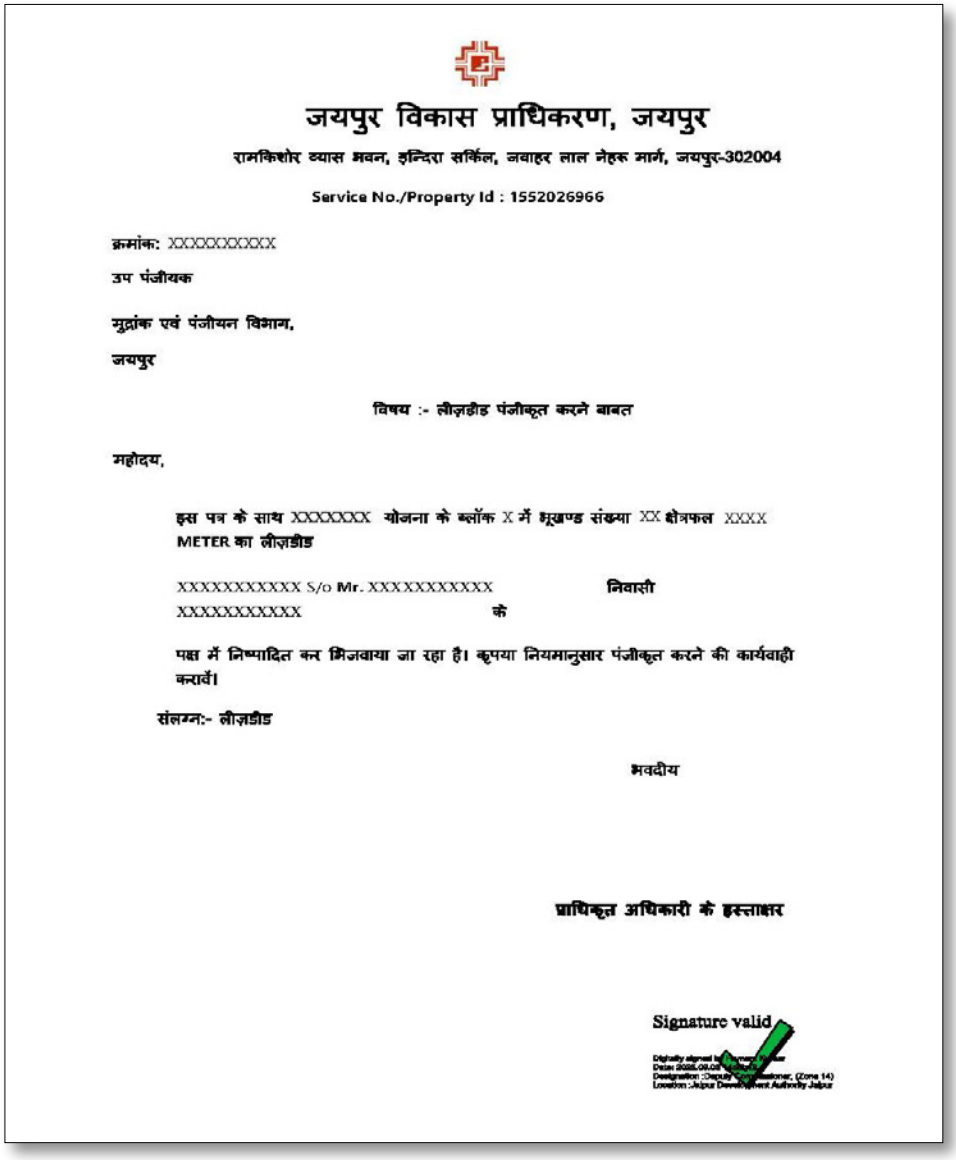
1. After the applicant completes e-signing on the e-Lease agreement, the witness must also e-sign the document.
2. The witness should open the e-Sign section and choose the Red Mark option for signing.
3. A Green Tab will appear below e-Sign. Click the green tab to start Aadhaar verification.
4. Aadhaar verification will be done using an OTP sent to the witness's Aadhaar-linked phone number.
5. After the OTP is verified, the system will save the verification and record a comment.
6. Finally, the applicant must write a comment confirming that the e-Sign process is complete, and press Submit.
7. Once submitted, the lease will be e-signed and automatically sent online to the Deputy Commissioner of the area zone for approval.

Note: Only Aadhaar-linked mobile numbers can be used for OTP verification. The applicant and witness must follow the steps carefully. Incorrect or modified details may result in rejection of the lease process.

Section 5: Sample Document Formats Issued to Applicants After Process Completion

The documents to be provided to the applicant regarding the e-lease issued by the authority are as follows-

1. Letter to be issued to Sub-Registrar, Stamps and Registration Department



जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

Service No./Property Id : 1552026966

क्रमांक: XXXXXXXXXX

उप पंजीयक

मुद्रांक एवं पंजीयन विभाग,

जयपुर

विषय :- लीज़डीड पंजीकृत करने बाबत

महोदय,

इस पत्र के साथ XXXXXXX योजना के ब्लॉक X में भूखण्ड संख्या XX क्षेत्रफल XXXX METER का लीज़डीड

XXXXXXXXXX S/o Mr. XXXXXXXXXX निवासी XXXXXXXXXX के

पक्ष में निष्पादित कर भिजवाया जा रहा है। कृपया नियमानुसार पंजीकृत करने की कार्यवाही करावें।

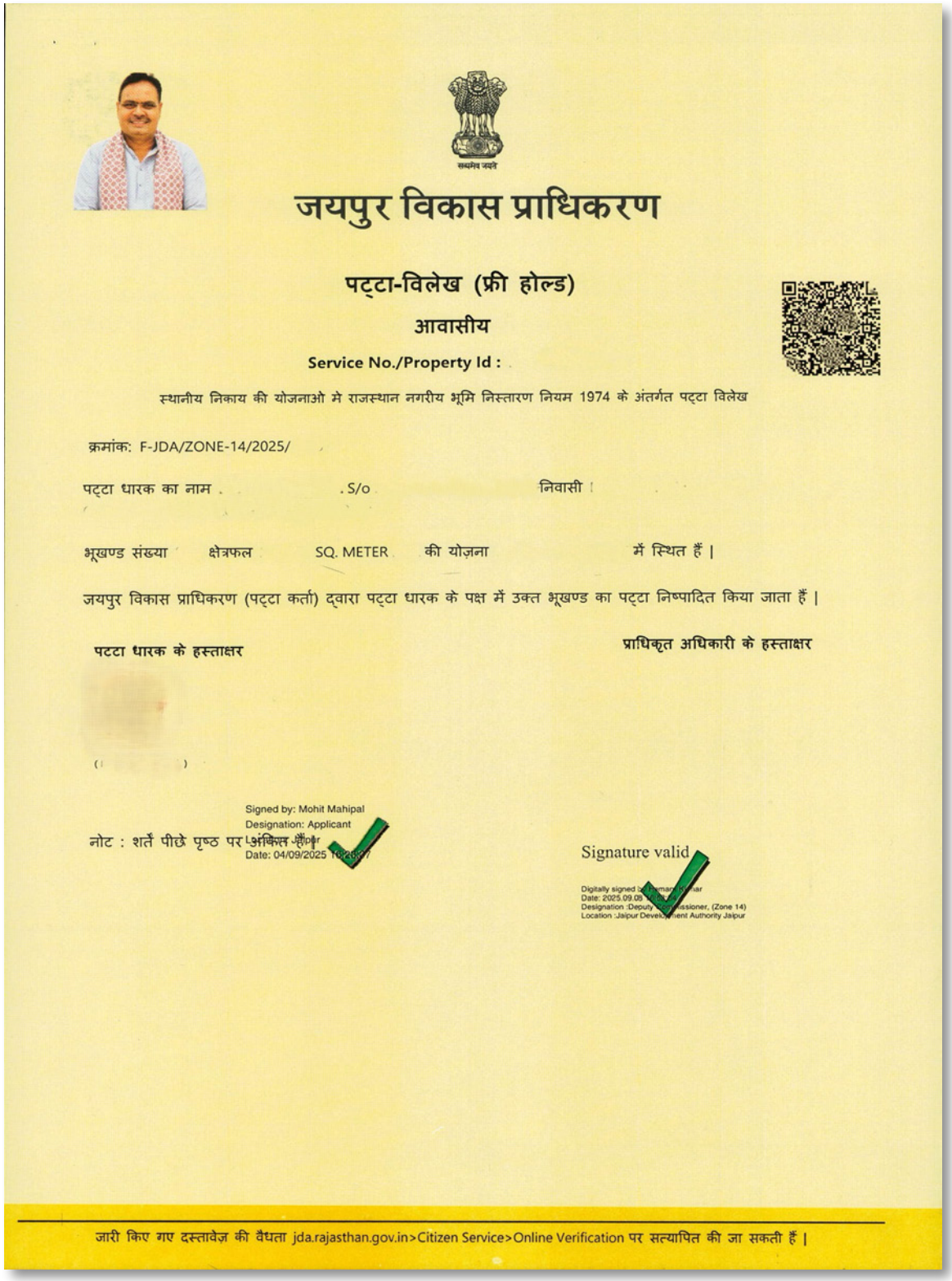
संलग्न:- लीज़डीड

भवदीय

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

2. Front page of e-Patta



सत्यमेव जयते

जयपुर विकास प्राधिकरण

पट्टा-विलेख (फ्री होल्ड)

आवासीय

Service No./Property Id :

स्थानीय निकाय की योजनाओ मे राजस्थान नगरीय भूमि निस्तारण नियम 1974 के अंतर्गत पट्टा विलेख

क्रमांक: F-JDA/ZONE-14/2025/

पट्टा धारक का नाम . . S/o निवासी

भूखण्ड संख्या क्षेत्रफल SQ. METER की योज़ना में स्थित हैं |

जयपुर विकास प्राधिकरण (पट्टा कर्ता) द्वारा पट्टा धारक के पक्ष में उक्त भूखण्ड का पट्टा निष्पादित किया जाता हैं |

पटटा धारक के हस्ताक्षर

प्राधिकृत अधिकारी के हस्ताक्षर

( )

Signed by: Mohit Mahipal
Designation: Applicant
Date: 04/09/2025

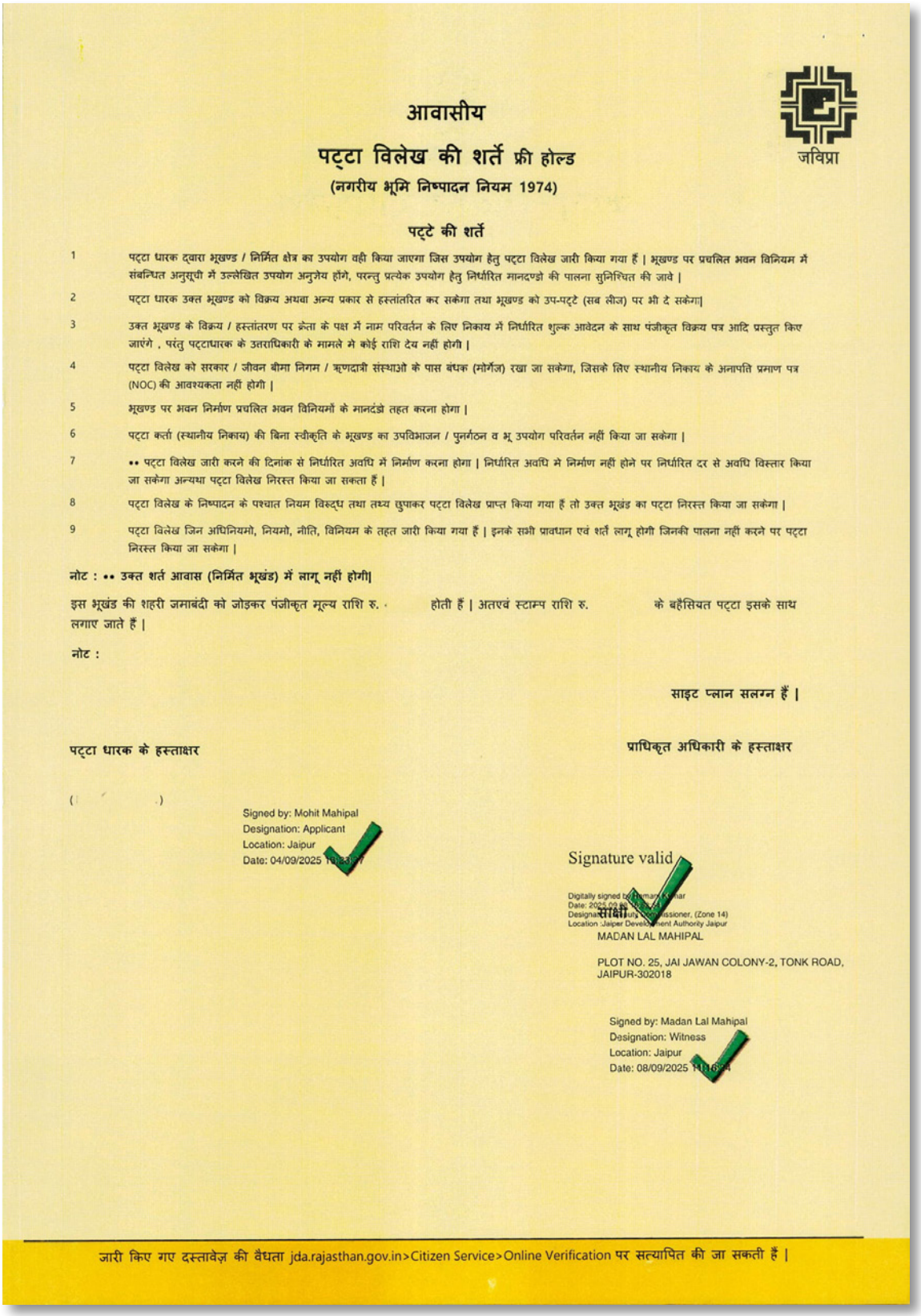
नोट : शर्तें पीछे पृष्ठ पर अंकित हैं।

Signature valid

Digitally signed by
Date: 2025.09.0
Designation :Deputy Commissioner, (Zone 14)
Location :Jaipur Development Authority Jaipur

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

3. Rear page of e-Patta



आवासीय

पट्टा विलेख की शर्तें फ्री होल्ड

(नगरीय भूमि निष्पादन नियम 1974)

जविप्रा

पट्टे की शर्तें

1 पट्टा धारक द्वारा भूखण्ड / निर्मित क्षेत्र का उपयोग वही किया जाएगा जिस उपयोग हेतु पट्टा विलेख जारी किया गया हैं | भूखण्ड पर प्रचलित भवन विनियम में संबन्धित अनुसूची में उल्लेखित उपयोग अनुज्ञेय होंगे, परन्तु प्रत्येक उपयोग हेतु निर्धारित मानदण्डो की पालना सुनिश्चित की जावे |

2 पट्टा धारक उक्त भूखण्ड को विक्रय अथवा अन्य प्रकार से हस्तांतरित कर सकेगा तथा भूखण्ड को उप-पट्टे (सब लीज) पर भी दे सकेगा|

3 उक्त भूखण्ड के विक्रय / हस्तांतरण पर क्रेता के पक्ष में नाम परिवर्तन के लिए निकाय में निर्धारित शुल्क आवेदन के साथ पंजीकृत विक्रय पत्र आदि प्रस्तुत किए जाएंगे , परंतु पट्टाधारक के उत्तराधिकारी के मामले मे कोई राशि देय नहीं होगी |

4 पट्टा विलेख को सरकार / जीवन बीमा निगम / ऋणदात्री संस्थाओ के पास बंधक (मोर्गेज) रखा जा सकेगा, जिसके लिए स्थानीय निकाय के अनापति प्रमाण पत्र (NOC) की आवश्यकता नहीं होगी |

5 भूखण्ड पर भवन निर्माण प्रचलित भवन विनियमों के मानदंडो तहत करना होगा |

6 पट्टा कर्ता (स्थानीय निकाय) की बिना स्वीकृति के भूखण्ड का उपविभाजन / पुनर्गठन व भू उपयोग परिवर्तन नहीं किया जा सकेगा |

7 •• पट्टा विलेख जारी करने की दिनांक से निर्धारित अवधि में निर्माण करना होगा | निर्धारित अवधि मे निर्माण नहीं होने पर निर्धारित दर से अवधि विस्तार किया जा सकेगा अन्यथा पट्टा विलेख निरस्त किया जा सकता हैं |

8 पट्टा विलेख के निष्पादन के पश्चात नियम विरुद्ध तथा तथ्य छुपाकर पट्टा विलेख प्राप्त किया गया हैं तो उक्त भूखंड का पट्टा निरस्त किया जा सकेगा |

9 पट्टा विलेख जिन अधिनियमो, नियमो, नीति, विनियम के तहत जारी किया गया हैं | इनके सभी प्रावधान एवं शर्तें लागू होगी जिनकी पालना नहीं करने पर पट्टा निरस्त किया जा सकेगा |

नोट : •• उक्त शर्त आवास (निर्मित भूखंड) में लागू नहीं होगी|

इस भूखंड की शहरी जमाबंदी को जोड़कर पंजीकृत मूल्य राशि रु. होती हैं | अतएवं स्टाम्प राशि रु. के बहैसियत पट्टा इसके साथ लगाए जाते हैं |

नोट :

साइट प्लान सलग्न हैं |

पट्टा धारक के हस्ताक्षर

( )

Signed by: Mohit Mahipal
Designation: Applicant
Location: Jaipur
Date: 04/09/2025

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

Digitally signed by Hemant Kumar
Date: 2025.09.08
Designation: Deputy Commissioner, (Zone 14)
Location: Jaipur Development Authority Jaipur

MADAN LAL MAHIPAL

PLOT NO. 25, JAI JAWAN COLONY-2, TONK ROAD, JAIPUR-302018

Signed by: Madan Lal Mahipal
Designation: Witness
Location: Jaipur
Date: 08/09/2025

जारी किए गए दस्तावेज़ की वैधता jda.rajasthan.gov.in>Citizen Service>Online Verification पर सत्यापित की जा सकती हैं |

4. Site Plan

साईट प्लान और निर्माण स्वीकृति

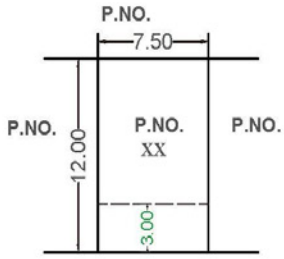
भूखण्ड संख्या XXX भूखण्ड का क्षेत्रफल XXXX

योजना का नाम XXXXXX पैमाना XXXX

विकासकर्ता XXX भू–उपयोग XXXX

ग्राम XXXXXXXXXX तहसील XXXX

N



ROAD 9.00 MT. WIDE

निर्माण स्वीकृति

(अ) सैट–बैक

(1) सामने 3.00 MT.

(2) पार्श्व प्रथम 0.0 MT.

(3) पार्श्व द्वितीय 0.0 MT.

(4) पीछे 0.0 MT.

(ब) अधिकतम ऊँचाई – 8.0 मीटर

(स) मंजिलों की संख्या – भू–तल + प्रथम तल

(द) अन्य पैरामीटर जयपुर विकास प्राधिकरण, जयपुर (जयपुर रीजन भवन) भवन विनियम के अनुसार देय होंगे।

(य) निर्माण अवधि:–लीजडीड में अंकित शर्त अनुसार।

Signature valid

कनिष्ठ अभियंता
जोन–14

Signature valid

उप नगर नियोजक
जोन–14

Signature valid

उपायुक्त
जोन–14

5. Property Details

जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

Annexure – History of Property

Service No./Property Id : XXXXXXXXXX

क्रमांक: XXXXXXXXXX

#	Date	Owner Name	Title
1	XX XX XXX	XXXXXXXXXX	Patta Holder
2	XX-XX-XXX	XXXXXXXXXX	Possession Holder
3	XX-XX-XXX	XXXXXXXXXX	Allotment Holder

प्राधिकृत अधिकारी के हस्ताक्षर

Signature valid

This Is System Generated As Per Jaipur Development Authority Record. The details given above are for information only and do not give, confer or confirm any legal rights.

Section 6: Registration of all types of e-leases issued by Jaipur Development Authority (JDA) and the process of e-lease registration by the lease holder on the e-registration portal run by the Stamp Department.

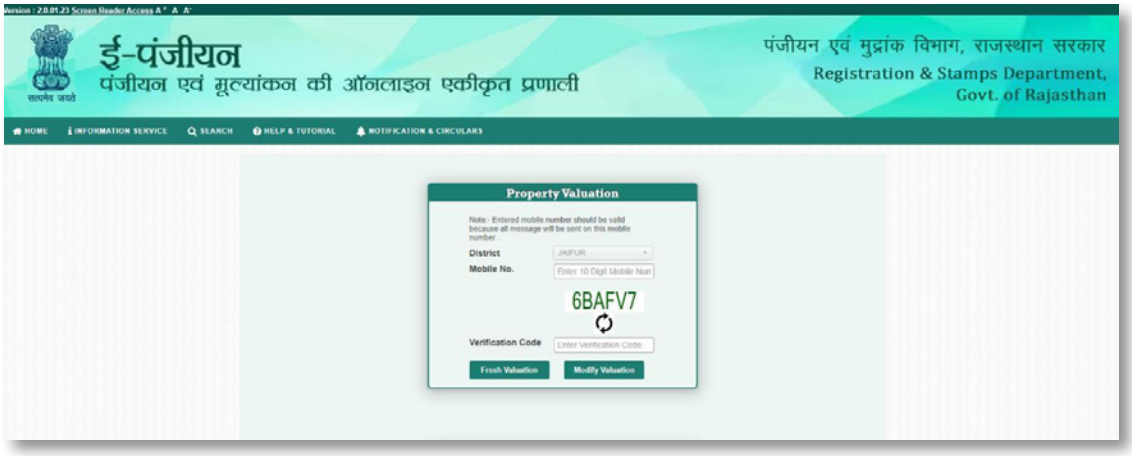
1. After e-signing the e-lease by the JDA official, he will be informed through SMS on the mobile number of the applicant to get the e-lease registered.
2. After that, the leaseholder has to apply to register the e-lease on the e-panjiyan portal (www.epanjiyan.rajasthan.gov.in.
3. Through the e-registration portal, the lessee himself will submit the e-Patta online for registration by clicking on the property valuation as per the screenshot shown below.



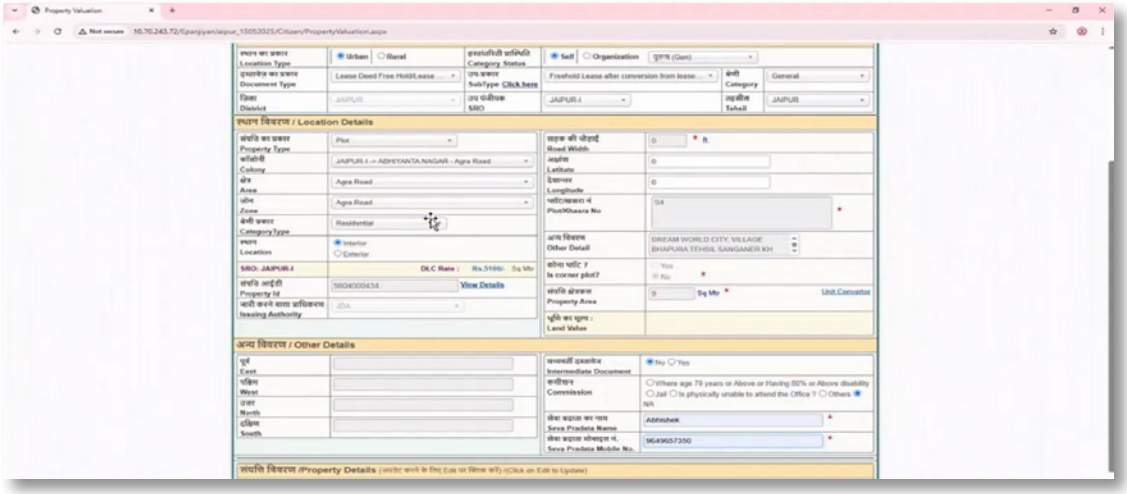
4. If user is not registered on epanjiyan portal then they have to register themselves first before proceeding further. (single time)



5. The lease holder can log in to e-registration with his own registered mobile number.ID/Properties ID (obtained from JDA).



6. After login, the lease holder will have to enter the information as per the screenshot shared hereunder:



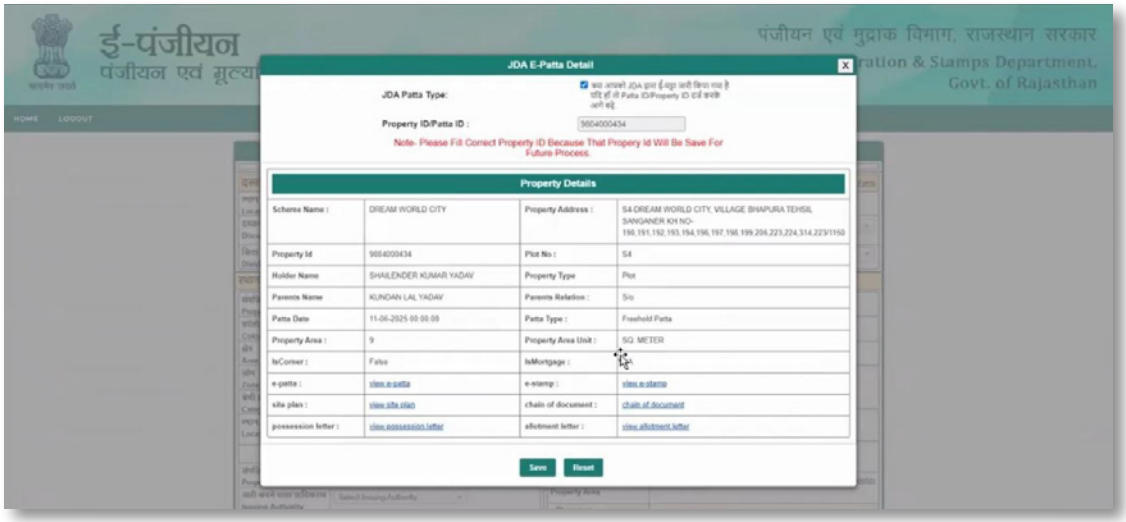
7. All documents and information related to e-lease will be auto-fetched from the online system through API after OTP verification, the screen will display the understated documents: -

   (1) E-lease copy.

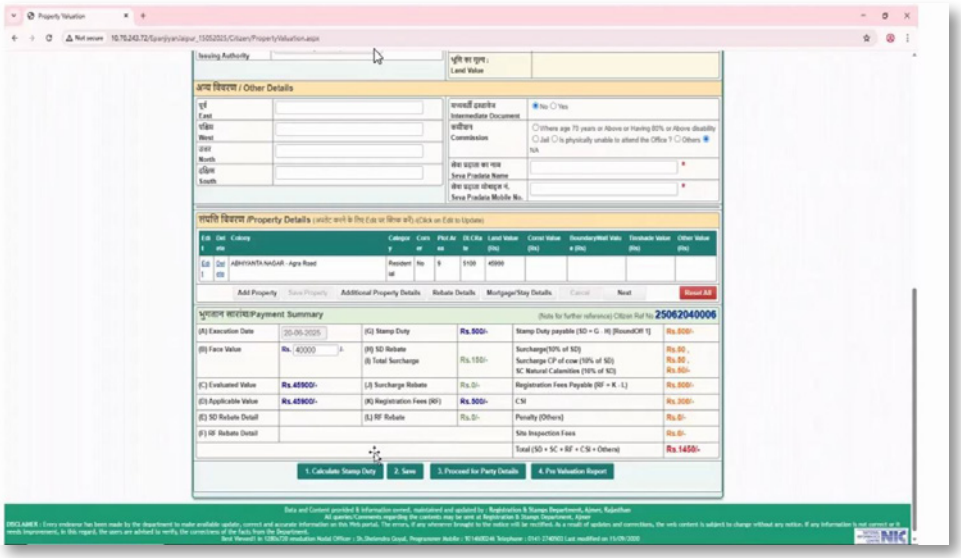
   (2) Site map copy.

   (3) Allotment/Auction Copy.

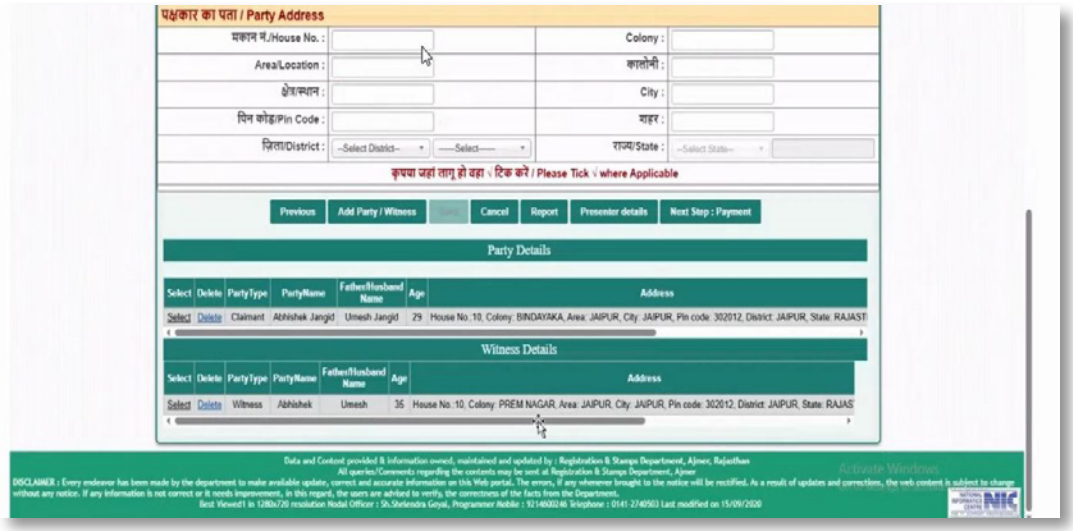
   (4) All types of chain documents.



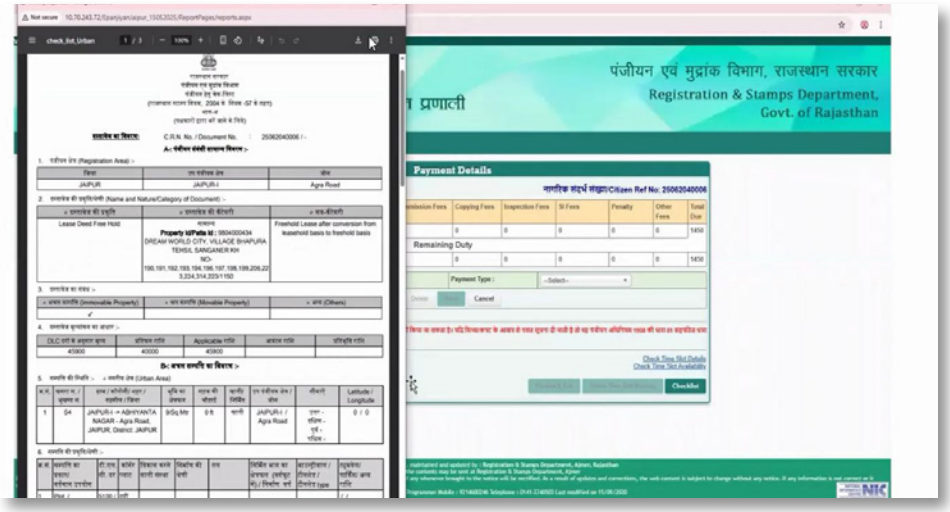
8. Calculate Stamp Duty to calculate stamp.



9. After the applicant appears before the concerned Sub-Registrar, the Sub-Registrar Officer will complete the e-KYC process. The e-KYC will be carried out through the photo and fingerprint of the document holder and witness.

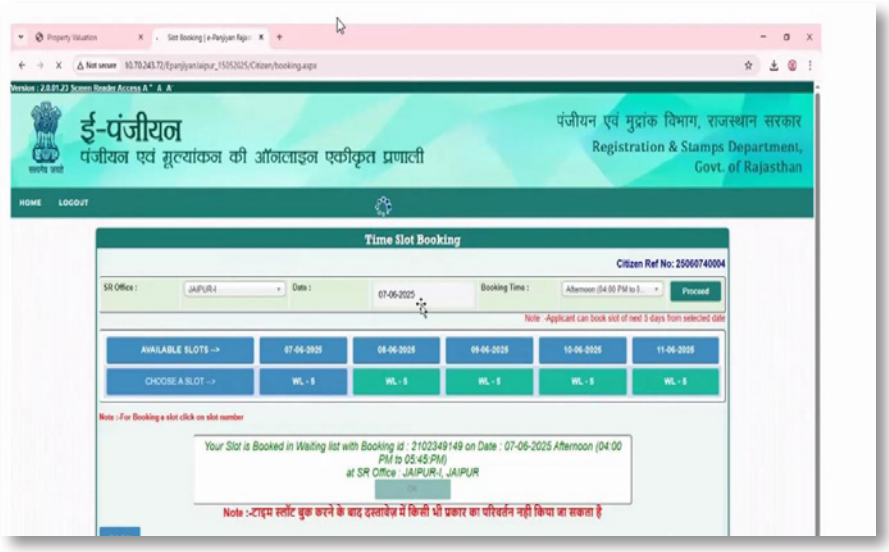


10. After completing the Proceed for Party Details process, the applicant must click on the Payment button, pay the stamp duty and other applicable fees, finalize the document, book the required time slot, and appear before the concerned Sub-Registrar for e-stamping

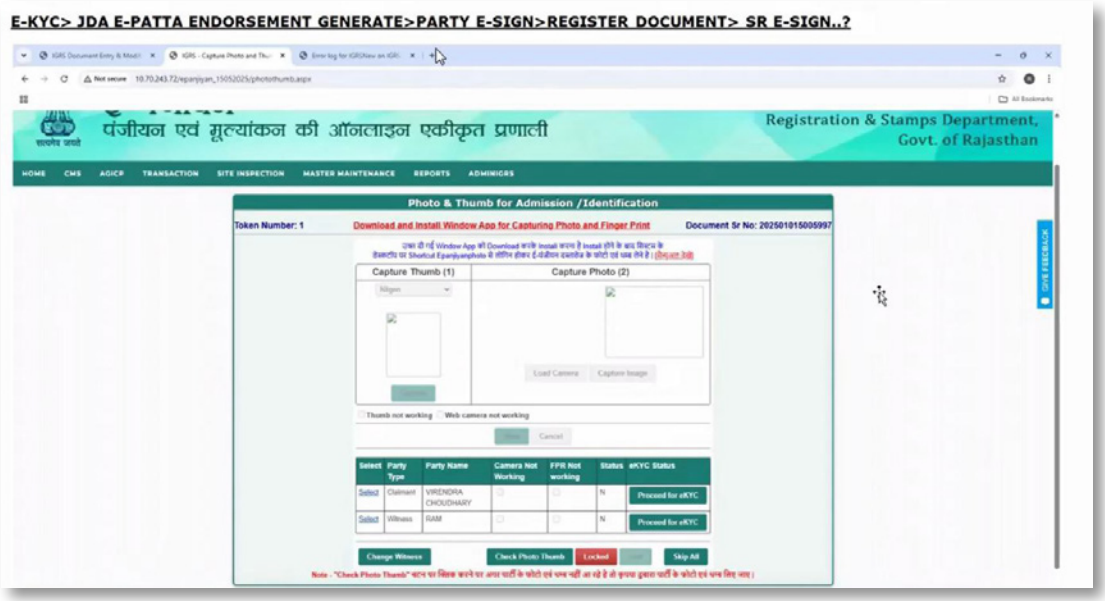


11. After booking the time slot, the lease holder should ensure to be present at the concerned sub-registrar for e-lease registration as per the screenshot shown below.

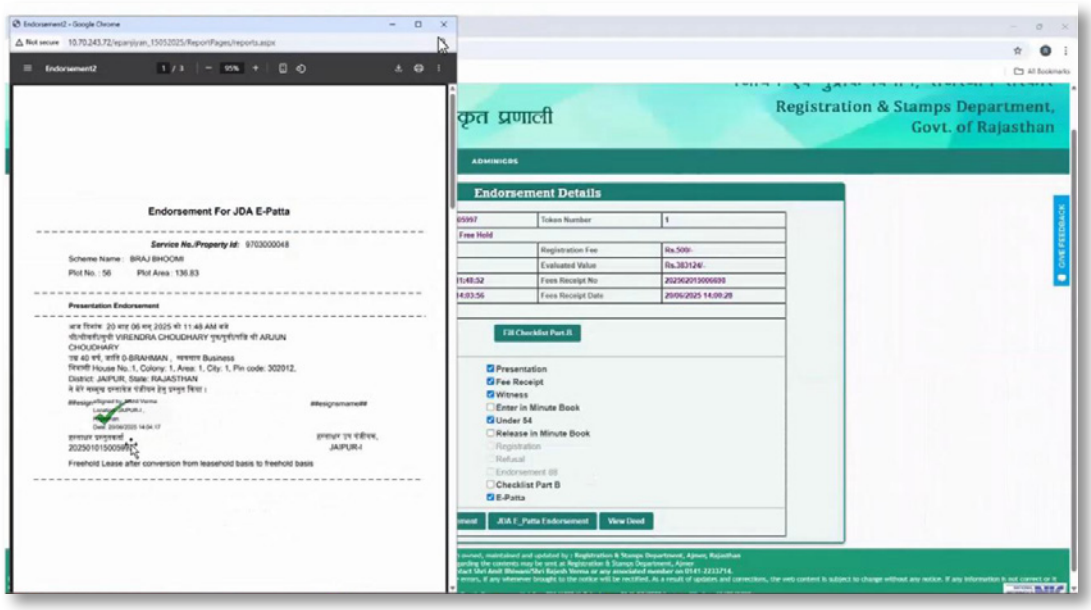
Note: - After the time slot is booked, the lease holder cannot make any changes in the document.



12. After the presence of the concerned Sub Registrar, the e-KYC will be done by the Sub Registrar Officer. Through e-KYC through photo and thumb impression of the lease holder and the witness. The process will be completed.



13. Make sure to get a copy of the e-lease and endorsement from the concerned sub-registrar office.



14. If the applicant has selected to (During e-sign process of applicant):

- **Receiving e-Patta Manually/Physically through JDA-** Obtain registered patta sealed and signed by concerning Sub-Registrar Office.
- **Receiving e-Patta from Sub Registrar office-** Obtain Online registered e-Patta. For this, he can get it by appearing at the Citizen Care Centre of JDA. For this process, the applicant must be present in person. Thereafter, the registered lease will be handed over to the applicant.

Section 7: Frequently Asked Questions (FAQs)

1. What documents will be required to get re-validated lease of the plot (after 3 years)?

Answer: The primary applicant must submit an online application through SSO or e-Mitram.

The list of attached documents is as follows:

(1) (1) Issued lease deed along with site plan.

(2) Documents for proof of ownership

(3) E-sign affidavit (regarding the dispute) after making a payment of ₹ 50/- through e-Gras.

2. Further action to be taken at zone level after the applicant submits online application for regularization:

Answer:

(1) The ownership report will be prepared by the concerned employee after examining the original documents/files.

(2) Next, the concerned employee reports the ownership, the outstanding amount of the plot will be calculated to the file accountant.

(3) Post depositing the amount by the applicant, the amount deposited will be confirmed at the accountant's level.

(4) After confirmation, the document will be sent to the Zone Assistant Town Planner for preparing the site plan online.

(5) The site plan is prepared, the site plan will be e-signed by the junior engineer and assistant town planner of the zone.

(6) After e-signing the site plan, the applicant will submit the lease deed previously issued for the plot by being present at the zone office.

(7) Next, the e-lease will be sent to the applicant by the Zone Deputy Commissioner for e-sign of the applicant/witness and after e-sign by the applicant/witness, the online application will be received in the zone office.

(8) After this, the letter, site plan, and lease to be sent by the Zone Deputy Commissioner to the Sub-Registration Office will be digitally signed.

3. Do I have to appear in the authority office to get the lease?

Answer: No, after the E-lease is e-signed by the JDA official, he/she will be informed through SMS on the mobile number of the applicant to get the e-lease registered. After that, the lease holder

must apply for registering the e-lease on the e-panjiyan portal (www.epanjiyan.rajasthan.gov.in). If the applicant still wants to get an unregistered Patta from the office, he can get it by appearing at the Citizen Service Centre. It is mandatory for the applicant to be present in person for this process, and the applicant should inform when asked for OTP regarding Aadhaar based verification. Thereafter the unregistered lease will be handed over to the applicant.

4. Can the lease deed be registered in any sub-registrar's office in Jaipur city? Where are the sub-registrar offices in Jaipur city for lease registration?

Answer: Yes. Registration of lease deed of any plot can be done in all the sub-registrar offices of Jaipur city. Sub Registrar offices are functioning at the following places in Jaipur city:

1. New Building Ground Floor at JDA
2. Sanganer (Opposite Tehsil Office and Municipal Corporation, Sanganer Zone Office)
3. Amer (Tehsil Office)
4. Chitrakoot Stadium
5. Municipal Corporation Headquarters, Lal Kothi, Tonk Road
6. Collector Office Jaipur
7. Jhotwara (Panchayat Samiti Office, Kalwad Road)
8. Changan Stadium near Municipal Corporation Hawamahal, (West Zone)
9. Raj Housing Board (Block Office) Thadi Market, Mansarovar

Chapter 19

Change in land use (from residential to commercial or other purpose)

Section 1: Introduction

To change the land use, first check the current land-use category of the applied land in the JDA Master Plan 2025 map. Open the plan, find the land location, and match its land-use type with the options listed. This check is required before applying for a land-use change under the guidelines of the Jaipur Development Authority:

- Residential
- Commercial
- Mixed Use
- Institutional
- Industrial

In case of change in the land use mentioned in the lease under the Master Plan/ Zonal Plan, the land use can be changed by the officer by issuing a release and depositing the prescribed fee if the criteria for the proposed use are fulfilled.

Section 2: Document checklist

List of documents to be attached:

(1) Site plan with previously registered lease in respect of the plot.

(2) Documents for proof of ownership (in case of account holder)

(3) E-Sign affidavit (regarding the dispute) after making a payment of ₹ 50/- through e-Gras.

(4) JDA Sector Plan and Master Plan 2011, 2025

(5) On-site conditions – Google plans can be done on-site by authorized/registered technicians.

There are certified maps of use and construction done.

Section 3: Application Process

3.1. Services

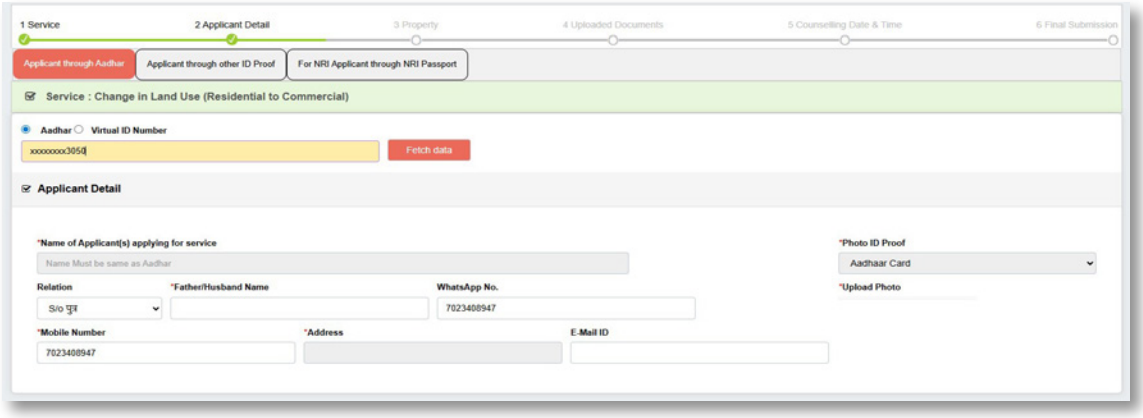
From the services available on the dashboard, the applicant should select the Change in Land Use. When registering on the portal, the applicant will be asked to fill in/their personal information.

3.2. Applicant Details

After the service selection, the applicant must upload their Aadhaar authentication data. The system provides two secure identification methods to retrieve and verify details:

(1) Aadhaar Card Number or (2) Virtual ID (VID of Aadhaar)

Applicants must choose one of these options to proceed. Aadhaar auto fetches and securely embeds the applicant details like Name, Father's name, Address, Aadhaar photo, Mobile number, etc in the application.



If the applicant is a company, institutional, or representative (holding a valid Power of attorney), the applicant can select from the two options:

A. Company name before the lessee's name.

B. Company name appearing after the lessee's name.

3.3 Land Type Details

After the details of the applicant, a new page of land type details opens.

In which the applicant will see two options to fill the information about his land type.

A. JDA land and B. Agricultural land

3.3.A JDA Land

- Select JDA Land and click on Continue button which opens a new page of property details.

Property details:

The applicant has three options for filling in the property details:

A. Find through Property Service Number

The applicant can enter their property service number from the options shown and click the Select button (Planning of Property Details) to proceed with the application process.

- Upon clicking the Select button (Planning of Property Details), the applicant will be presented with a new screen. The new screen will display other details related to the property service number entered by the applicant. Such as owner's name, area name, scheme name, location, service number, plot number, area etc.
- And on clicking the Select button (Select) given on the right side of this window, a window will open to verify the property details, in which the property ownership related, and other details will be displayed.
- And on clicking the 'Select' button given on the screen, the applicant's property details will be automatically filled in the applicant's form and the applicant can proceed further with the process.

B. Find through Scheme Name

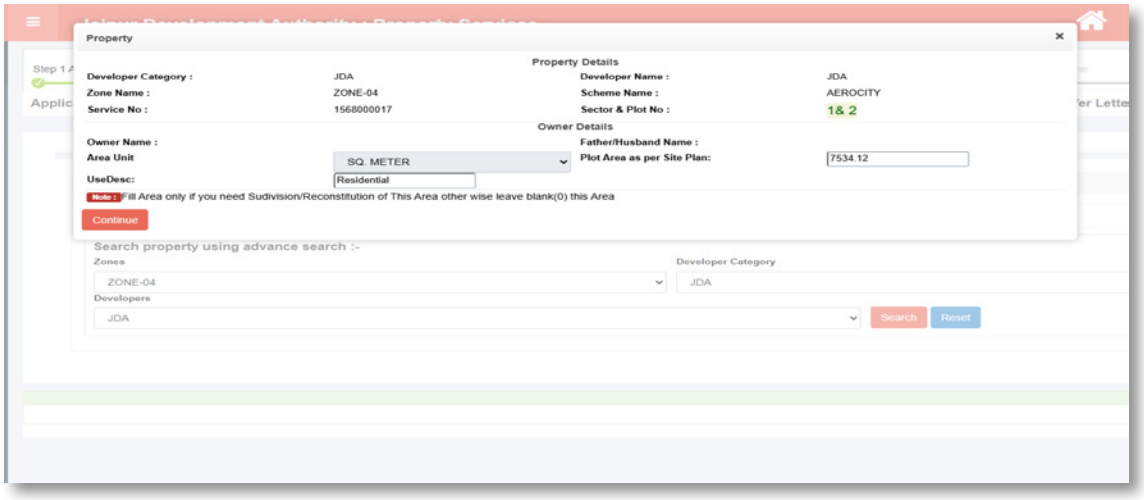
If the applicant has no access to his/her property details number but has details only about the scheme name of the plot, the applicant can then select the Verify Scheme Name option and select the correct scheme name from the screen displayed.

- Upon clicking the Pick button, a new screen will appear. The new screen will show details related to the property service number entered by the applicant, such as the owner's name, area name, scheme name, location, service number, plot number, area, etc.
- Upon clicking the Select button on the right side of the window, the property-verification screen opens, displaying ownership details for review and confirmation. Clicking Continue automatically populates the verified property details in the application form, enabling the applicant to proceed further.

C. Advance Search

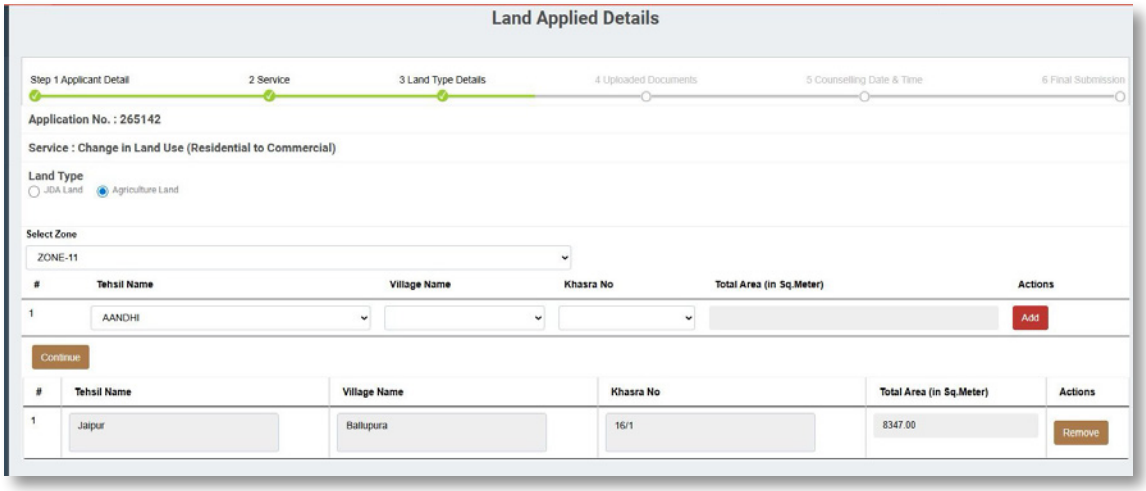
If the applicant does not have the Property Service Number or the Scheme Name, they must select the Submit option and then choose the area, developer name, and developer category to fetch the plot details, which will be displayed on the screen.

Note: After confirming the property details, click on "Continue"



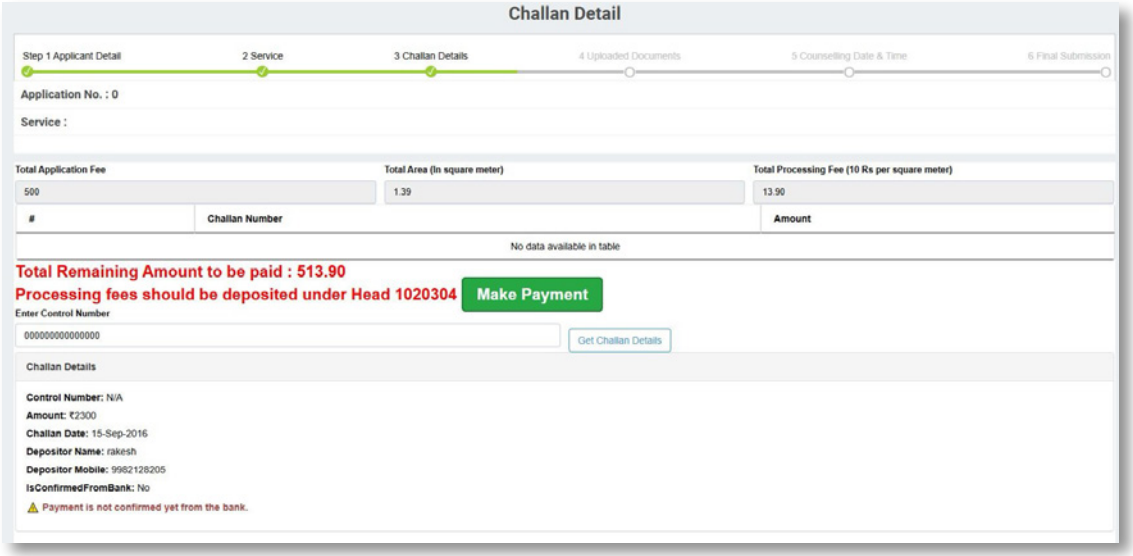
3.3.B Agriculture Land

On selecting agricultural land, the applicable land details page opens. After entering the applicant's zone, tehsil name, village name, and Khasra number; Click on Add button, all the information about the applicant's agricultural land including the entire area (in square meters) will be added to the list.



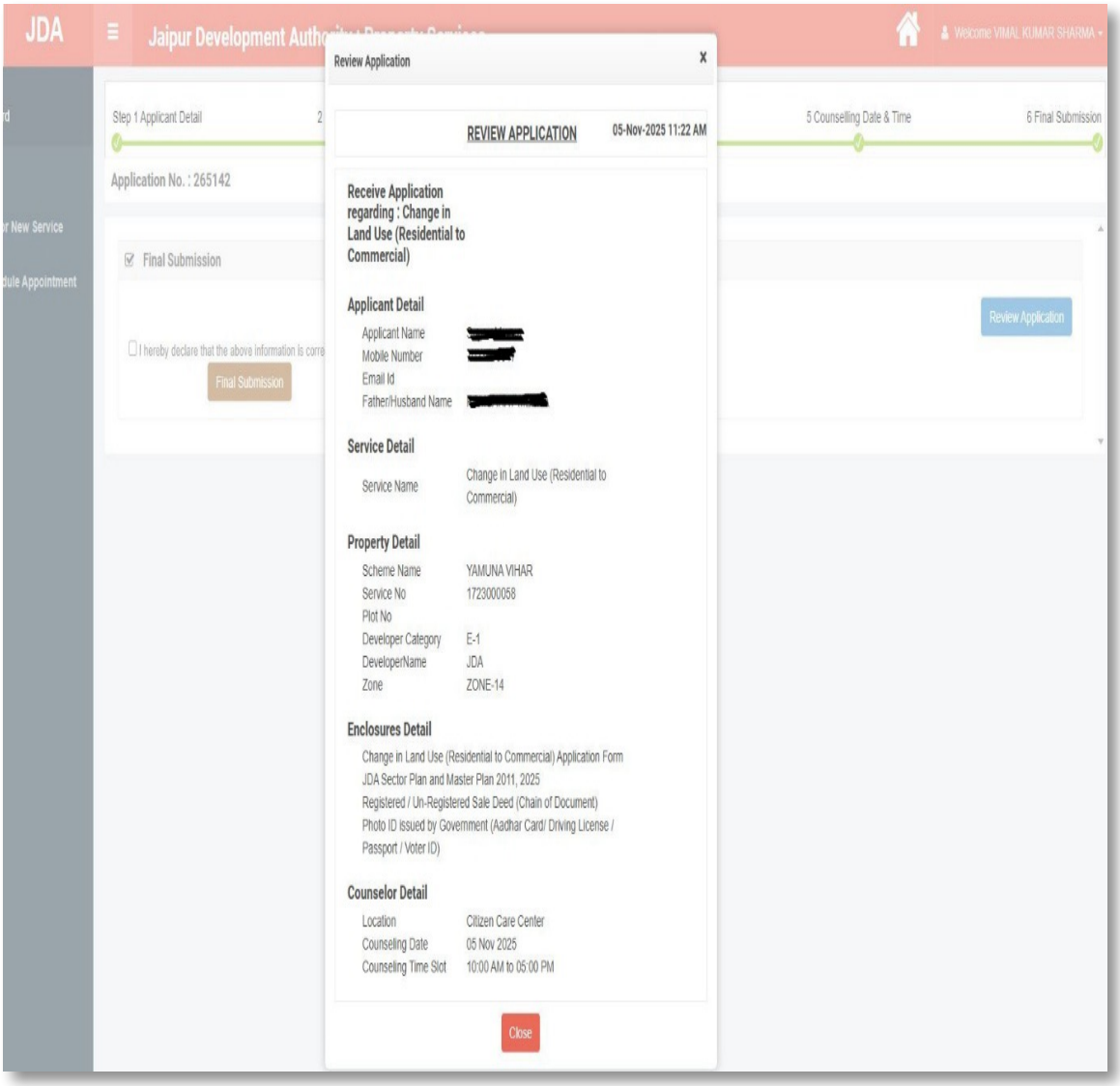
A new page of total application fee will open for the applicant. This will provide details of the total processing fee (Rs. 10 per square meter) payable to the applicant along with the total balance amount to be paid to the applicant (Total Balance Amount to be Paid).

And to pay the challan online, the applicant has to click on the Pay button and if the applicant has already made the payment, then the control number is to be entered, and the applicant can get his challan details.



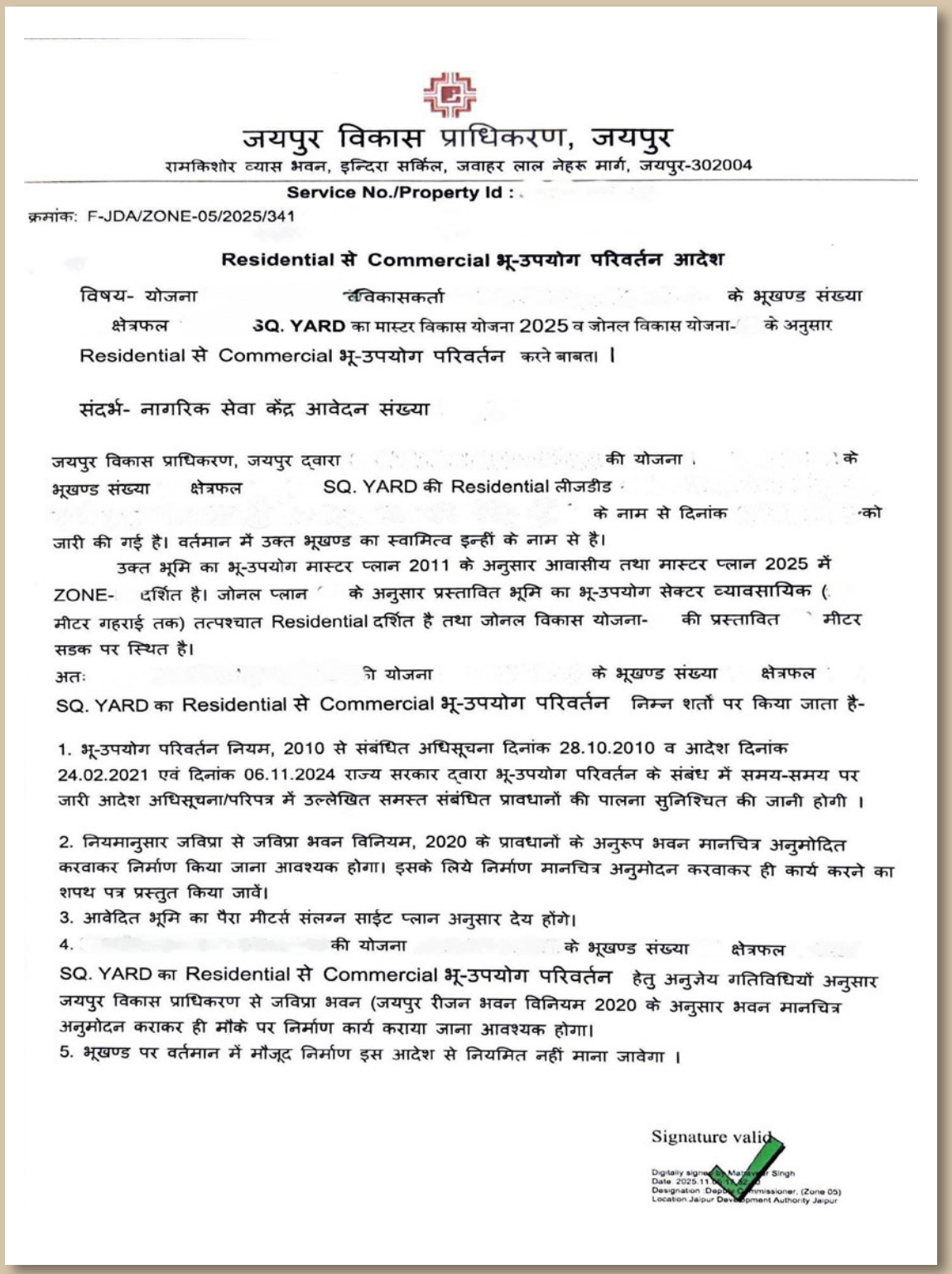
3.4 Final Submission

Before making the final submission, the applicant can review the details, service details, and property details related to his/her application by clicking on the Review Application tab. If all the information filled by the applicant is found correct then he can finally submit his application.



Section 4: Sample Document Formats Issued to Applicants After Process Completion

The format of the site plan along with the land use change order issued by the authority is as follows-



जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

Service No./Property Id :

क्रमांक: F-JDA/ZONE-05/2025/341

Residential से Commercial भू-उपयोग परिवर्तन आदेश

विषय- योजना विकासकर्ता के भूखण्ड संख्या क्षेत्रफल SQ. YARD का मास्टर विकास योजना 2025 व जोनल विकास योजना- के अनुसार Residential से Commercial भू-उपयोग परिवर्तन करने बाबत। ।

संदर्भ- नागरिक सेवा केंद्र आवेदन संख्या

जयपुर विकास प्राधिकरण, जयपुर द्वारा की योजना के भूखण्ड संख्या क्षेत्रफल SQ. YARD की Residential लीजडीड के नाम से दिनांक को जारी की गई है। वर्तमान में उक्त भूखण्ड का स्वामित्व इन्हीं के नाम से है।

उक्त भूमि का भू-उपयोग मास्टर प्लान 2011 के अनुसार आवासीय तथा मास्टर प्लान 2025 में ZONE- दर्शित है। जोनल प्लान के अनुसार प्रस्तावित भूमि का भू-उपयोग सेक्टर व्यावसायिक (मीटर गहराई तक) तत्पश्चात Residential दर्शित है तथा जोनल विकास योजना- की प्रस्तावित मीटर सडक पर स्थित है।

अतः ी योजना के भूखण्ड संख्या क्षेत्रफल SQ. YARD का Residential से Commercial भू-उपयोग परिवर्तन निम्न शर्तों पर किया जाता है-

1. भू-उपयोग परिवर्तन नियम, 2010 से संबंधित अधिसूचना दिनांक 28.10.2010 व आदेश दिनांक 24.02.2021 एवं दिनांक 06.11.2024 राज्य सरकार द्वारा भू-उपयोग परिवर्तन के संबंध में समय-समय पर जारी आदेश अधिसूचना/परिपत्र में उल्लेखित समस्त संबंधित प्रावधानों की पालना सुनिश्चित की जानी होगी ।

2. नियमानुसार जविप्रा से जविप्रा भवन विनियम, 2020 के प्रावधानों के अनुरूप भवन मानचित्र अनुमोदित करवाकर निर्माण किया जाना आवश्यक होगा। इसके लिये निर्माण मानचित्र अनुमोदन करवाकर ही कार्य करने का शपथ पत्र प्रस्तुत किया जावें।

3. आवेदित भूमि का पैरा मीटर्स संलग्न साईट प्लान अनुसार देय होंगे।

4. की योजना के भूखण्ड संख्या क्षेत्रफल SQ. YARD का Residential से Commercial भू-उपयोग परिवर्तन हेतु अनुज्ञेय गतिविधियों अनुसार जयपुर विकास प्राधिकरण से जविप्रा भवन (जयपुर रीजन भवन विनियम 2020 के अनुसार भवन मानचित्र अनुमोदन कराकर ही मौके पर निर्माण कार्य कराया जाना आवश्यक होगा।

5. भूखण्ड पर वर्तमान में मौजूद निर्माण इस आदेश से नियमित नहीं माना जावेगा ।

Signature valid

Digitally signed by Mahaveer Singh
Date: 2025.11.[illegible]
Designation: Deputy Commissioner, (Zone 05)
Location: Jaipur Development Authority Jaipur

जयपुर विकास प्राधिकरण, जयपुर

रामकिशोर व्यास भवन, इन्दिरा सर्किल, जवाहर लाल नेहरू मार्ग, जयपुर-302004

6. प ट्टाशुदा भूखण्डों के मामलों में आवेदक द्वारा आवेदित भूमि का भू-उपयोग परिवर्तन आदेश जारी होने की तिथि से परिवर्तित भू उपयोग की लीज राशि नियमानुसार जमा करवानी होगी एवं भू उपयोग परिवर्तन के अनुसार लीज-डीड/पूरक लीज-डीड जारी की जावे एवं पंजीकरण भी कराया जावे।
7. जयपुर विकास प्राधिरकरण अधिनियम, 1982 की धारा 25, के तहत पट्टाशुदा भूमि का पट्टे में किये गये भू-उपयोग परिवर्तन की जारी की जाने वाली अधिसूचना का राजस्थान राजपत्र में प्रकाशन करवाया जाना आवश्यक होगा। उक्त प्रकाशन के पश्चात ही भू-उपयोग परिवर्तन मान्य होगा।
8. आवेदक को भूखण्ड पर प्रस्तावित उपयोग अनुसार जविप्रा से प्रचलित भवन विनियमों अनुसार सैटबेक की सुनिश्चितता करते हुए भवन मानचित्र अनुमोदित करवाना आवश्यक होगा एवं प्रवेश व निकास मुख्य सडक से ही अनुज्ञेय होंगे।

राज्य सरकार के आदेशानुसार नियमानुसार देय स्टाम्प नं. IN-RJ35660345119450X दिनांक 27-Oct-2025 राशि 39,880 के स्टाम्प सलग्न है पंजीयन मूल्य राशि 664608 है

सलग्न- : साईट प्लान की दो प्रतियां।

Signature valid

Digitally signed by Mahaveer Singh
Date: 2025.11.04 [illegible]
Designation: Deputy Commissioner, (Zone 05)
Location: Jaipur Development Authority Jaipur

जविप्रा

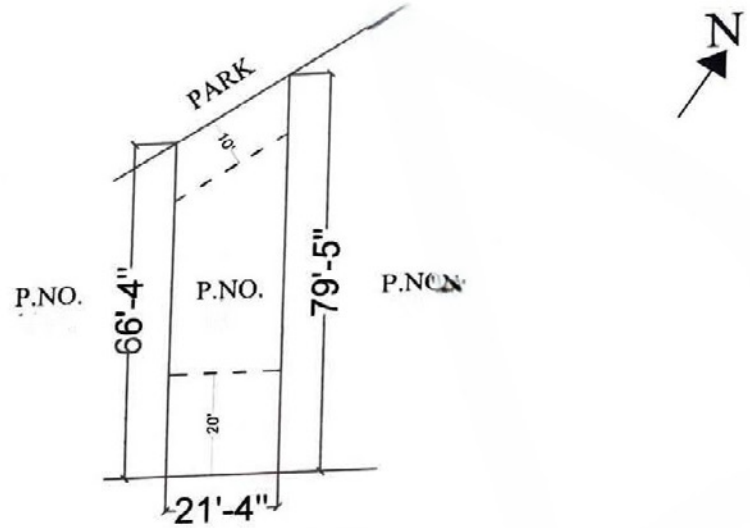
जयपुर विकास प्राधिकरण

साईट प्लान और निर्माण स्वीकृति

भूखण्ड संख्या ..... भूखण्ड का क्षेत्रफल .....

योजना का नाम .....पैमाना .....

विकासकर्ता .....भू–उपयोग .....



निर्माण स्वीकृति

(अ) सैट–बैक

(1) सामने .....

(2) पार्श्व प्रथम .....

(3) पार्श्व द्वितीय .....

(4) पीछे .....

(ब) अधिकतम ऊँचाई – मीटर

(स) मंजिलों की संख्या –

(द) अन्य पैरामीटर जयपुर विकास प्राधिकरण, जयपुर (जयपुर रीजन भवन) भवन विनियम 2025 के अनुसार देय होंगे।

(य) निर्माण अवधि:– बोर्ड में अंकित शर्त अनुसार

Signed By: Vishnu Pareek
Designation: Junior Engineer
Location: Jaipur Development Authority, Jaipur
Date: 24/10/2025 10:15:11

Signed by: Narendra Verma
Designation: Assistant Town Planner
Location: Jaipur Development Authority
Date: 28/10/2025 15:45:00

Signature valid
Digitally signed by Mahendra Singh
Date: 2025.11.10
Designation: Deputy Commissioner, (Zone 05)
Location Jaipur Development Authority Jaipur

कनिष्ठ / सहायक अभियंता सहायक नगर नियोजक उपायुक्त

Section 5: Frequently Asked Questions (FAQs)

1. Under the approved schemes, what documents will a plot holder require to change the land use of his plot (from residential to commercial or other purposes)?

Answer: List of attached documents:

(1) Site plan with previously registered lease in respect of the plot.

(2) Documents for proof of ownership (in case of account holder)

(3) E-Sign affidavit (regarding the dispute) after making a payment of 50/- through e-Gras.

(4) JVP Sector Plan and Master Plan 2011, 2025

(5) Situation of the spot - Google plan, certified maps of the construction and usage being done on the spot from authorized/registered technicians.

2. Further action to be taken at the zone level after submission of online application:

Answer:

(1) The concerned employee will prepare the ownership report after examining the original documents/ files.

(2) After the above report, a spot report of the applied plot will be made by the junior engineer of the zone.

(3) After the said report, the area of the plot will be calculated by the Assistant Town Planner of the zone. The zone-level committee will make a decision in this regard.

(4) The file is sent to the accountant for the calculation.

(5) The outstanding amount regarding land use change will be calculated by the accountant based on the area.

(6) The amount deposited will be confirmed at the level of junior accountant of the zone.

(7) After confirmation, the document will be sent to the Zone Assistant Town Planner for preparing the site plan online.

(8) After the site plan is prepared, the site plan will be e-signed by the junior engineer and assistant town planner of the zone.

(9) After this, the site plan will be digitally signed by the Zone Deputy Commissioner with the order for land use change (from residential to commercial or other purposes).

3. Will one have to be present in the authority office to obtain land use change (from residential to commercial or other purpose)?

Answer: Yes, after the JVP officer e-signs the land use change (from residential to commercial or other purpose) order, the applicant will be informed on the mobile number registered in the said application.

4. The original documents of my plot are mortgaged in the lending institution (Bank, LIC, Government/Semi-Government office, HDFC etc.) - What do I have to do?

Answer: If the original documents are mortgaged with the lending institution, then the lending institution will have to inform the authority that the original documents are mortgaged with them and after submitting the photocopies of the original documents presented by the applicant to the authority, the process for change of land use (from residential to commercial or other purposes) should be initiated.

As mentioned above, the applicant will have to take action to obtain land use change (from residential to commercial or other purposes).

Chapter 20

Annexures

Application form for lease deed/ freehold lease deed

जयपुर विकास प्राधिकरण, जयपुर

लीजडीड (पट्टा) / फ्री–होल्ड लीजडीड (पट्टा) हेतु आवेदन–पत्र /

Application form for lease deed/freehold lease deed

Photo of Applicant

उपायुक्त / प्राधिकृतअधिकारी,
जोन–

Deputy Commissioner/

Authorised Officer,
Zone----------

Jaipur Development Authority,
Jaipur

महोदय,/ Sir,

सविनय लीजडीड / फ्री–होल्ड लीजडीड जारी किये जाने हेतु आवेदन के संबंध में आवेदक एवं भूखण्ड की सूचना निम्नानुसार है :–/ The information regarding the applicant and the plot in relation to the application for issuance of Lease Deed/Free-hold Lease Deed is as follows:-

आवेदक का विवरण : आवेदक इस बात का विशेष ध्यान रखे कि आवेदक का नाम आधार कार्ड में अंकित नाम ही हो, अन्यथा अवेदक ई–साईन नही कर पायेगा।/ Applicant Details: Applicants must ensure that their name matches the name mentioned on their Aadhaar card, otherwise, they will not be able to e- sign.	
आधार नं. / Aadhar no.	
आवेदक का नाम (पट्टे में अंकित किये जाने वाला नाम)/ Name of the applicant (name to be entered on the lease)	(हिन्दी में)
	(InEnglish)

आवेदक के पिता / पति का नाम (पट्टे में अंकित किये जाने वाला नाम)/ Name of the applicant's father/husband (Name to be mentioned in the lease)	(हिन्दी में) (In English)
वर्तमान पता/ Current Address	---------- ----------
मोबाईल नं./ Mobile No.	
ईमेल आईडी/ E-mail id	
भूखण्ड का विवरण (जिसका लीजडीड / फ्री–होल्ड लीजडीड चाहा गया है) :– / Details of the plot (for which lease deed/free-hold lease deed is sought):-	
सर्विस नम्बर / प्रोपर्टी आई.डी. / Service Number/Property	
विकासकर्ता का प्रकार/ Type of Developer	☐ जयपुर विकास प्राधिकरण / Jaipur Development Authority ☐ निजी खातेदार / Private account holder ☐ सहकारी समिति / Cooperative society ☐ अन्य / Others
विकासकर्ता का नाम/ Developer Name	
योजना का नाम/ Name of the scheme	
भूखण्ड संख्या (पट्टे में अंकित किये जाने वाला क्षेत्रफल) / Plot number	☐ वर्ग गज / Square yard ☐ वर्ग मीटर / Square meter क्षेत्रफल /Area ☐
भूखण्ड पर निर्माण की स्थिति / Status of construction on the plot	☐ रिक्त (भूखण्ड का फोटो एवं भूखण्ड के जीपीएस निर्देशांक (**coordinates**) संलग्न करें) / Blank (Attach photo of the plot and GPS coordinates of the plot) ☐ निर्मित (प्रथम बिजली / पानी का बिल, भूखण्ड का फोटो एवं भूखण्ड के जीपीएस निर्देशांक (**coordinates**) संलग्न करें) / Constructed (Attach first electricity/water bill, photo of the plot and GPS coordinates of the plot) बिजली के बिल हेतु – For Electricity Bill K Number पानी के बिल हेतु – CID Number

मौके पर भूखण्ड का उपयोग /On-site land use	☐ आवासीय/ Residential ☐ गैर आवासीय/ Non-Residential

सोसाईटी / विकासकर्ता / जविप्रा द्वारा जारी आवंटन पत्र में अंकित विवरण :

Details mentioned in the allotment letter issued by the Society/Developer/JDA:

भू–स्वामी / आवंटन पत्र में धारक का नाम/ Name of the land	
आवंटन जारी क्रमांक व दिनांक / Allotment release number and date	

स्वामित्व अन्तरण का आधार एवं क्रम : /Basis and order of transfer of ownership:

क्रम/ Sr. No.	दस्तावेज का नाम/ Document Name	दिनांक/ Date	विक्रेता का नाम/ Seller name	क्रेता का नाम/ Name of
1.				
2.				

क्या भूखण्ड के संबंध में किसी भी न्यायालय / मंच / अधिकरण / आयोग / अन्यत्र कोई वाद विचाराधीन है?/ Is any case pending in any court/ forum/ tribunal/ commission/ elsewhere in respect of the plot?	☐ नहीं/ No ☐ हां/ Yes (यदि हां, तो विवरण)/(If yes, details)	न्यायालय / मंच / अधिकरण / आयोग का नाम / Name of the Court/ Forum/ Tribunal/ Commission ..... सीएनआर संख्या / CNR Number ..... वाद संख्या/ Case Number ..... डनवान/ Title ..... वाद का विषय/ Subject matter of litigation .....

क्या भूखण्ड पर बैंक अथवा वित्तीय संस्थानों से लोन प्रभावी है। / Whether there is a loan from a bank or financial institution on the plot.	☐ नहीं / No ☐ हां / Yes	यदि हां, तो बैंक अथवा वित्तीय सस्थानों द्वारा जारी दस्तावेज की सूची (लिस्ट ऑफ डॉक्यूमेंट) की प्रति भी स्केन / अपलोड़ करें। / If yes, please also scan/upload a copy of the list of documents issued by the bank or financial institution.

गवाह का विवरण :– / Witness Details:-

क्रम स. / Sr. No.	नाम / Name	पिता का नाम / Fathers Name	पता / Address	मोबाईल नबर/ Mobile No.	आधार नबर / Aadhar

Application for issue of freehold lease deed in lieu of leasehold lease deed

Photo of Applicant

उपायुक्त / प्राधिकृत अधिकारी, जोन

Deputy Commissioner / Authorised Officer, Zone &----------

जयपुर विकास प्राधिकरण, जयपुर।

Jaipur Development Authority, Jaipur.

महोदय / Sir,

सविनय लीजहोल्ड लीजडीड (पट्टा) के एवज में फ्री– होल्ड लीजडीड जारी किये जाने हेतु आवेदन के संबंध में आवेदक एवं भूखण्ड की सूचना निम्नानुसार है :–

Regarding the application for issuance of freehold lease deed in lieu of leasehold lease deed, the information regarding the applicant and the plot is as follows:

आवेदक का विवरण : आवेदक इस बात का विशेष ध्यान रखे कि आवेदक का नाम आधार कार्ड में अंकित नाम ही हो, अन्यथा आवेदक ई–साईन नही कर पायेगा। Applicant Details: Applicants must ensure that their name matches the name mentioned on their Aadhaar card, otherwise, they will not be able to e-sign.	
आधार नं. / Aadhar No.	
जनआधार नं. / Janaadhar No.	
आवेदक का नाम Applicant Name (पट्टे में अंकित किये जाने वाला नाम) (Name to be written on Patta)	(हिन्दी में) (In English)
	(हिन्दी में)

आवेदक के पिता/पति का नाम Applicant's Father / Husband Name (पट्टे में अंकित किये जाने वाला नाम) (Name to be written on Patta)	(In English)
वर्तमान पता / Current Address	---------- - ----------
मोबाईल नं. / Mobile No.	
ईमेल आईडी / Email Id :	
भूखण्ड का विवरण (जिसका फ्री– होल्ड लीजडीड चाहा गया है) / Land Details (whose freehold lease deed is sought) :	
सर्विस नम्बर/ प्रोपर्टी आई.डी. / Service No. / Property Id	
विकासकर्ता का प्रकार / Type of Developer	☐ जयपुर विकास प्राधिकरण ☐ निजी खातेदार ☐ सहकारी समिति ☐ अन्य
विकासकर्ता का नाम / Name of Developer	
योजना का नाम / Name of Scheme	
भूखण्ड संख्या / Land No. (पट्टे में अंकित किये जाने वाला क्षेत्रेफल) (Area to be leased)	☐ वर्ग गज / Square yards ☐ वर्ग मीटर / Square meter क्षेत्रफल Area

भूखण्ड पर निर्माण की स्थिति /Status of construction on the plot	☐ रिक्त (भूखण्ड का फोटो एवं भूखण्ड के जीपीएस निर्देशांक (**coordinates**) संलग्न करें) Blank (Attach photo of the plot and GPS coordinates of the plot) ☐ निर्मित (प्रथम बिजली / पानी का बिल, भूखण्ड का फोटो एवं भूखण्ड के जीपीएस निर्देशांक (**coordinates**) संलग्न करें) Built (Attach first electricity/water bill, photo of the plot and GPS coordinates of the plot (in the attached text)) बिजली के बिल हेतु / For electricity Bill& K Number पानी के बिल हेतु / For Water Bill& CID Number
मौके पर भूखण्ड का उपयागे / Use of the land on site	☐ आवासीय / Residential ☐ गैर आवासीय / Non Residential

जविप्रा द्वारा जारी पट्टे में अंकित विवरण / Details mentioned in the lease issued by JDA :

भू–स्वामी / पट्टाधारक का नाम / Land Owner / Lease Holder Name	
पट्टा जारी क्रमांक व दिनांक / Lease issue number & Date	
पट्टा रजिस्टर्ड होने का क्रमांक एवं दिनांक / Number and date of registration of the address	

स्वामित्व अन्तरण का आधार एवं क्रम / Basis and order of transfer of ownership:

क्रम / Sr	दस्तावजे का नाम / Name of Document	दिनांक / Date	विक्रेता का नाम / Seller Name	क्रेता का नाम / Buyer Name
1-				
2-				
3-				

क्या भूखण्ड के संबंध में किसी भी न्यायालय/मंच /अधिकरण/आयोग/ अन्यत्र कोई वाद विचाराधीन है\ Is any case pending in any court/ forum/ tribunal/ commission/ elsewhere in respect of the plot?	☐ नहीं /No ☐ हां/ Yes (यदि हां, तो विवरण) (If Yes then details)	न्यायालय/मंच/अधिकरण/आयोग का नाम/ Name of the Court/ Forum/ Tribunal/ Commission ---------- ----------
		सीएनआर संख्या/ CNR Number ----------
		वाद संख्या/ Case Number ----------
		उनवान /Title ----------
		वाद का विषय/Subject matter of litigation ----------
क्या भूखण्ड पर बैंक अथवा वित्तीय संस्थानो ं से लाने प्रभावी ह\ Is the loan from a bank or financial institution effective on the plot?	☐ नहीं /No ☐ हां / Yes	यदि हां, तो बैंक अथवा वित्तीय सस्थानो ं द्वारा जारी दस्तावेज की सूची (लिस्ट ऑफ डॉक्यूमेटं) की प्रति भी स्केन/अपलाडे. करे। If yes, then also scan/ upload a copy of the list of documents issued by the bank or financial institution.

गवाह का विवरण/ Witness details :–					
क्रम सं./ Sr	नाम / Name	पिता का नाम / Father Name	पता / Address	मोबाईल नंबर / Mobile No	आधार नंबर / Aadhar No.

Application for Name Transfer

जयपुर विकास प्राधिकरण, जयपुर

Application for Name Transfer

Photo of Applicant

उपायुक्त / प्राधिकृत अधिकारी,
जोन .....
Deputy Commissioner / Authorised Officer,
Zone ----------
जयपुर विकास प्राधिकरण, जयपुर।
Jaipur Development Authority, Jaipur.

महोदय / Sir,

सविनय नाम हस्तान्तरण–पत्र जारी किये जाने हेतु आवेदन के संबंध में आवेदक एवं भूखण्ड की सूचना निम्नानुसार है :–

The information regarding the applicant and the plot in relation to the application for issuance of name transfer letter is as follows:-

आवेदक का विवरण :/ Applicant Details:		
आधार नं./ Aadhar no.		
आवेदक का नाम (नाम हस्तान्तरण पत्र में अंकित किये जाने वाला नाम)/ Name of the applicant (Name to be entered on the transfer letter)	(हिन्दी में)	
	(In English)	
आवेदक के पिता / पति का नाम (नाम हस्तान्तरण पत्र में अंकित किये जाने वाला नाम)/ Applicant's father/husband's name (Name to be entered in the transfer letter)	(हिन्दी में)	
	(In English)	

वर्तमान पता/ Current Address	.....	
मोबाईल नं./ Mobile No.		
ईमेल आई.डी./ E-Mail ID		
मुख्त्यार धारक द्वारा आवेदन किये जाने की स्थिति में:– In case of application by the power holder:-	P H	
मुख्त्यार आम/खास का विवरणः– Details of general/special power of attorney:-		
मुख्त्यार आधार नं. / Mukhtyar Aadhaar No.		
मुख्त्यार जनआधार नं./ Mukhtyar Janaadhaar No.		
मुख्त्यार आम/खास का नाम Name of the general/special attorney	(हिन्दी में)	
	(In English)	
मुख्त्यार आम/खास के पिता/पति का नाम Name of the father/husband of the general/special power of attorney	(हिन्दी में)	
	(In English)	
मुख्त्यार आम/खास वर्तमान पता Mukhtyar Common/Special Present Address	....	
मुख्त्यार आम/खास मोबाईल नं. Mukhtyar Aam/Khas Mobile No.		
मुख्त्यार आम/खास इर्मेल आई.डी. Power of Attorney General/Special Email ID		
भूखण्ड का विवरण (जिसका नाम हस्तान्तरण चाहा गया है) :– Details of the plot (in whose name transfer is sought)		
सर्विस नम्बर/ प्रोपर्टी आई.डी./		

Service No. / Property ID		
विकासकर्ता का प्रकार / Type of Developer		☐ जयपुर विकास प्राधिकरण / Jaipur Development Authority ☐ निजी खातेदार /Private account holder ☐ सहकारी समिति /Co-operative society ☐ अन्य / Others
विकासकर्ता का नाम / Name of Developer		
योजना का नाम / Name of Scheme		
भूखण्ड संख्या / Plot No.		
भूखण्ड पर निर्माण की स्थिति Status of construction on the plot		☐ रिक्त / Empty ☐ निर्मित (प्रथम बिजली/पानी का बिल संलग्न करें)*/Constructed (Attach first electricity/water bill)*
मौके पर भूखण्ड का उपयोग/ On-site land use		☐आवासीय/Residential ☐गैर आवासीय / Non-Residential
जविप्रा द्वारा जारी पट्टे में अंकित विवरण : /Details mentioned in the lease issued by JDA:		
भू–स्वामी/पट्टाधारक का नाम/ Name of the landowner/lessee		
पट्टा जारी क्रमांक व दिनांक/ Patta issue number and date		
पट्टा रजिस्टर्ड होने का दिनांक/ Date of Registration of Patta		
क्या भूखण्ड के संबंध मे	☐नही /No ☐ हां	न्यायालय/मंच/अधिकरण/आयोग का नाम /Name of the Court/ Forum/ Tribunal/ Commission .....

<table>
<tr><td rowspan="4">किसी भी न्यायालय/मंच /अधिकरण/आयोग/ अन्यत्र कोई वाद विचाराधीन है?
Is any case pending in any court/ forum/ tribunal/ commission/ elsewhere in respect of the plot?</td><td rowspan="4">Yes
(यदि हां, तो विवरण)
If Yes then details</td><td>सीएनआर संख्या / CNR No. .....
.....</td></tr>
<tr><td>वाद संख्या / Case No.....
.....</td></tr>
<tr><td>उनवान /Title.....
.....</td></tr>
<tr><td>वाद का विषय / Subject of Case .....
.....</td></tr>
<tr><td>क्या भूखण्ड पर बैंक अथवा वित्तीय संस्थानो ं से लोन प्रभावी है। /
Is the loan from a bank or financial institution effective on the plot?</td><td>☐ नहीं
☐ हां</td><td>यदि हां, तो बैंक अथवा वित्तीय सस्थानो ं द्वारा जारी दस्तावेज की सूची (लिस्ट ऑफ डॉक्यूमेंट) की प्रति भी स्केन/अपलाडे करे।
If yes, then also scan/ upload a copy of the list of documents issued by the bank or financial institution.</td></tr>
<tr><td colspan="3">स्वामित्व अन्तरण का आधार एव क्रम /Basis and order of transfer of ownership:- :–</td></tr>
<tr><td colspan="2">पंजीयन एवं मुद्रांक विभाग में रजिस्ट्रेशन संख्या/
Registration number in the Registration and Stamps Department</td><td></td></tr>
<tr><td colspan="2">क्रेता का विवरण / Buyer's Details</td><td>विक्रेता का विवरण / Seller Details</td></tr>
</table>

नाम / Name	पिता का नाम /Fathers Name	पता /Address	नाम / Name	पिता का नाम /Fathers Name	पता /Address
रजिस्ट्रेशन दिनांक/ Registration Date			तहसील का नाम/ Name of Tehsil		
(नोट– उक्त सूचनाएं आवेदक द्वारा दर्ज रजिस्ट्रेशन संख्या के आधार पर ई–पंजीयन पोर्टल से ऑनलाईन प्राप्त की जा रही हैं।) / (Note- The above information is being obtained online from the e-registration portal on the basis of the registration number entered by the applicant.)					
अन्य चैन दस्तावेज होने पर पुनः विवरण दर्ज करने हेतु विकल्प/ Option to re-enter details if there are other chain documents					
पंजीयन एवं मुद्रांक विभाग में रजिस्ट्रेशन संख्या/ Registration number in the Registration and Stamps Department					
क्रेता का विवरण /Buyer's Details			विक्रेता का विवरण /Seller Details		
नाम / Name	पिता का नाम /Fathers Name	पता /Address	नाम / Name	पिता का नाम /Fathers Name	पता /Address
रजिस्ट्रेशन दिनांक /Registration Date			तहसील का नाम / Name of Tehsil		
अन्य चैन दस्तावेज होने पर पुनः विवरण दर्ज करने हेतु विकल्प /Option to re-enter details if there are other chain documents					

Application for Subdivision and Reconstitution

जयपुर विकास प्राधिकरण

उपविभाजन एवं पुनर्गठन हेतु आवेदन–पत्र

/Application for Subdivision and Reconstitution

Photo of Applicant

उपायुक्त / प्राधिकृत अधिकारी,

जोन .....

Deputy Commissioner/

Authorized Officer

Zone----------

जयपुर विकास प्राधिकरण ,जयपुर

Jaipur Development Authority,

Jaipur

महोदय /Sir,

सविनय उपविभाजन वं पर्नुगठन पत्र जारी किये जाने हेतु आवेदन के संबंध में आवेदक एवं भूखण्ड की सूचना निम्नानुसार है :–

Regarding the application for issuance of Subdivision and Reconstitution Letter, the information regarding the applicant and the plot is as follows:

आवेदक का विवरण : / Applicant Details	
आधार नं. /Aadhar No.	
जनआधार नं. /Janaadhar No.	

आवेदक का नाम (पत्र में अंकित किये जाने वाला नाम) Applicant Name (Name to be written on the letter)	(हिन्दी में) (In English)
आवेदक क पिता/पति का नाम (पत्र में अंकित किये जाने वाला नाम) Applicant's Father /Husband Name (Name to be written on the letter)	(हिन्दी में) (In English)
वर्तमान पता / Current Address	---------- ------- ----------
मोबाईल नं. / Mobile No.	
ईमेल आईडी / Email Id	
भूखण्ड का विवरण (जिसका उपविभाजन वं पर्नुगठन पत्र चाहा गया है) Details of the plot (for which subdivision and reorganization letter is sought):-	
सर्विस नम्बर/ प्रोपर्टी आई.डी. /Service No / Property Id	
विकासकर्ता का प्रकार / Type of Developer	☐ जयपुर विकास प्राधिकरण /Jaipur Development Authority ☐ निजी खातेदार /Private Account Holders ☐ सहकारी समिति / Cooperative Socities ☐ अन्य / Others
विकासकर्ता का नाम / Name of Developer	
योजना का नाम / Name of Scheme	
भूखण्ड संख्या / Plot No	
भूखण्ड पर निर्माण की स्थिति /Status of construction on the plot	☐ रिक्त / Empty ☐ निर्मित (प्रथम बिजली/पानी का बिल संलग्न करें) Constructed (Attach first electricity/water bill

मौके पर भूखण्ड का उपयोग / On-site land use	☐ आवासीय / Residential ☐ गैर आवासीय /Non Residential

जविप्रा द्वारा जारी पट्टे में अंकित विवरण : / Details mentioned in the lease issued by JDA:				
भू–स्वामी / पट्टाधारक का नाम /Name of the landowner/lessee				
पट्टा जारी क्रमांक व दिनांक / Patta issue number and date				
पट्टा रजिस्टर्ड होने का क्रमांक एवं दिनांक Number and date of registration of the address				
स्वामित्व अन्तरण का आधार एवं क्रम : /Basis and order of transfer of ownership:				
क्रम	दस्तावेज का नाम /Name of Document	दिनांक / Date	विक्रेता दिनांक का नाम /Seller Name	क्रेता का नाम /Buyer Name
1-				
2-				
क्या भूखण्ड के संबंध में किसी भी न्यायालय / मंच / अधिकरण / आयोग / अन्यत्र कोई वाद विचाराधीन है\ Is any case pending in any court/ forum/ tribunal/ commission/		नहीं/No हां /Yes (यदि हां, तो विवरण) If yes then details	न्यायालय / मंच / अधिकरण / आयोग का नाम /Name of the Court/ Forum/ Tribunal/ Commission --- सीएनआर संख्या CNR No ---------- वाद संख्या Case No. ----------	

elsewhere in respect of the plot?		उनवान Title---------- ----------
		वाद का विष्य Subject of Case---------- ----------
क्या भूखण्ड पर बैंक अथवा वित्तीय संस्थानों से लोन प्रभावी है। / Is the loan from a bank or financial institution effective on the plot?	नहीं /No हां /Yes	यदि हां, तो बैंक अथवा वित्तीय सस्थानों द्वारा जारी दस्तावेज की सूची (लिस्ट ऑफ डॉक्यूमेटं) की प्रति भी स्केन/अपलोड करे। / If yes, then also scan/ upload a copy of the list of documents issued by the bank or financial institution.

Application for One Time Lease Certificate

जयपुर विकास प्राधिकरण,जयपुर

Application for One Time Lease Certificate

उपायुक्त / प्राधिकृत अधिकारी

Deputy Commissioner/Authorised Officer,

जोन Zone----------

जयपुर विकास प्राधिकरण, जयपुर। Jaipur Development Authority, Jaipur.

महोदय / Sir,

सविनय एकमुश्त लीज मुक्ति प्रमाण पत्र जारी किये जाने हेतु आवेदन के संबंध में आवेदक एवं भूखण्ड की सूचना निम्नानुसार है :–

The applicant and the plot information regarding the application for issuance of One Time Lease Certificate is as follows:

आवेदक का विवरण : Applicant Details:	
आधार नं- /Aadhar No.	
जनआधार नं- /Janaadhar No.	
आवेदक का नाम / Applicant Name (प्रमाण–पत्र मे अंकित किये जाने वाला नाम) (Name to be entered in the certificate)	(हिन्दी में)
	(In English)

आवेदक के पिता/पति का नाम (प्रमाण–पत्र मे अंकित किये जाने वाला नाम) Name of the applicant's father/husband (name to be mentioned in the certificate)	(हिन्दी में) (In English)
वर्तमान पता Present Address	---------- ---------- ---------- ----------
मोबाईल नं. Mobile No.	
ईमेल आईडी Email Id.	
भूखण्ड का विवरण (जिसका लीज मुक्ति प्रमाण पत्र चाहा गया है) :– Details of the plot (for which lease release certificate is sought): -	
सर्विस नम्बर/ प्रोपर्टी आई.डी. Service No./ Property Id.	
विकासकर्ता का प्रकार Developer Type	☐ जयपुर विकास प्राधिकरण Jaipur Development Authority ☐ निजी खातेदार Private Account Holder ☐ सहकारी समिति Cooperative Society ☐ अन्य Others
विकासकर्ता का नाम Name of Developer	
योजना का नाम Name of Scheme	

भूखण्ड संख्या Plot No.	
जविप्रा द्वारा जारी पट्टे में अंकित विवरण : Details mentioned in the lease issued by JDA:	
भू–स्वामी / पट्टाधारक का नाम Name of the landowner/lessee	
पट्टा जारी क्रमांक व दिनांक Patta issue number and date	
पट्टा रजिस्टर्ड होने का दिनांक Date of registration of lease	

स्वामित्व अन्तरण का आधार एवं क्रम :
Basis and order of transfer of ownership:

क्रम Sr.No.	दस्तावेज का नाम Name of documents	दिनांक Date	विक्रेता का नाम Seller name	क्रेता का नाम Buyer Name
1-				
2-				

क्या भूखण्ड के संबंध मे किसी भी न्यायालय / मंच / अधिकरण / आयोग / अन्यत्र कोई वाद विचाराधीन है? Is there any case pending in any court/forum/tribunal/commission/elsewhere in respect of the plot?	☐ नही No ☐ हां Yes (यदि हां, तो विवरण) (If yes, details)	न्यायालय / मंच / अधिकरण / आयोग का नाम Name of the Court/Forum/Tribunal/Commission ---------- --- सीएनआर संख्या CNR No. ---------- --- वाद संख्या Case No.---------- --- -----

		उनवान Title---------- ---------- -----
		वाद का विषय Subject matter of discussion---------- ---------- ---------
क्या भूखण्ड पर बैंक अथवा वित्तीय संस्थानो ं से लाने प्रभावी ह ै। Is it effective to get loan from bank or financial institutions on the plot?	☐ नहीं NO ☐ हां Yes	यदि हां, तो बैंक अथवा वित्तीय सस्थानो ं द्वारा जारी दस्तावेज की सूची (लिस्ट ऑफ डॉक्यूमेटं) की प्रति भी स्केन/अपलाडे. करे। If yes, then also scan/upload a copy of the list of documents issued by the bank or financial institution.

Application form for revalidation of lease deed/freehold lease deed

(Upto 3 Years)

जयपुर विकास प्राधिकरण, जयपुर

पुर्नवैध लीजडीड /फ्री–हाल्डे हेतु आवेदन पत्र

Application form for revalidation of lease deed/freehold lease deed

(Upto 3 Years)

PHOTO OF APPLICANT

उपायुक्त/ प्राधिकृत अधिकारी
Deputy Commissioner/Authorised Officer,
जोन Zone.....
जयपुर विकास प्राधिकरण, जयपुर। Jaipur Development Authority, Jaipur.

महोदय/Sir,

सविनय पुर्नवैध लीजडीड /फ्री–होल्ड लीजडीड जारी करने हेतु आवेदन के संबंध में आवेदक की
सूचना निम्नानुसार है :–
The applicant's information regarding the application for issuance of Revalidated Lease Deed/Free-hold Lease Deed is as follows: -

आधार नं. Aadhar No.		
आवेदक का नाम Applicant Name (पट्टे मे अंकित किये जाने वाला नाम)	(हिन्दी में)	----------
(Name to be entered in the certificate)	(In English)	----------
आवेदक के पिता/पति का नाम (पट्टे मे अंकित किये जाने वाला नाम)	(हिन्दी में)	- ---------- ---------- ----------
Name of the applicant's father/husband (name to be mentioned in the certificate)	(In English)	- ---------- ----------

वर्तमान पता Present Address	----------
मोबाईल नं. Mobile No.	
ईमेल आईडी Email Id.	
सर्विस नम्बर / प्रोपर्टी आई.डी. Service No./ Property Id.	
जविप्रा द्वारा जारी पट्टे में अंकित विवरण : Details mentioned in the lease issued by JDA:	
भू–स्वामी / पट्टाधारक का नामः– पट्टा जारी क्रमांक व दिनांकः– Name of the landowner/lessee Patta issue number and date	
भूखण्ड का विवरण जिसके लिए आवेदन किया गया हैः– Details of the plot for which application is made: -	
विकासकर्ता का प्रकार (जविप्रा / निजी खातेदारी / सोसाइटी) :– Developer Type (Jaipur Development Authority/ Private Account Holder/ Cooperative Society)	
योजना का नामः– Name of the scheme: - भूखण्ड संख्याः– Plot Number: - भूखण्ड का क्षत्रे फल (वर्ग गज / वर्ग मीटर):– ..... Area of the plot (sq. yards/sq. meter): - ..... भूखण्ड का प्रकार (आवासीय / वाणिज्य / मिश्रित / अन्य):– Type of plot (Residential/Commercial/Mixed/Other): -	

क्या भूखण्ड के संबंध मे किसी भी न्यायालय / मंच / अधिकरण / आयोग / अन्यत्र कोई वाद	☐नहीं No ☐हां Yes	न्यायालय / मंच / अधिकरण / आयोग का नाम .....

विचाराधीन है? Is there any case pending in any court/forum/tribunal/commission/elsewhere in respect of the plot?	(यदि हां, तो विवरण) (If yes, details)	Name of the Court/Forum/Tribunal/Commission ..... . सीएनआर संख्या CNR No. .... वाद संख्या Case No .... उनवान Title .... वाद का विषय Subject matter of discussion ....
क्या भूखण्ड पर बैंक अथवा वित्तीय संस्थानो ं से लोन प्रभावी है। Is it effective to get loan from bank or financial institutions on the plot?	☐ नहीं No ☐ हां Yes	यदि हां, तो बैंक अथवा वित्तीय सस्थानो ं द्वारा जारी दस्तावेज की सूची (लिस्ट ऑफ डॉक्यूमेटं) की प्रति भी स्केन/अपलाडे. करे। If yes, then also scan/upload a copy of the list of documents issued by the bank or financial institution.

गवाह का विवरण :– Witness
Details: -

क्रम स. Sr.No.	नाम Name	पिता का नाम Father Name	पता Address	मोबाईल नबर Mobile No.	आधार नबर Aadhaar No.

Letter for issuing possession letter

जयपुर विकास प्राधिकरण, जयपुर

कब्जा पत्र जारी करने हेतु आवेदन–पत्र

Letter for issuing possession letter

PHOTO OF APPLICANT

उपायुक्त / प्राधिकृत अधिकारी,

Deputy Commissioner/Authorized Officer,

जोन /Zone – .....

जयपुर विकास प्राधिकरण, जयपुर। /
Jaipur Development Authority,
Jaipur

महोदय /Sir,

सविनय कब्जा पत्र जारी करने हेतु आवेदन के संबंध में आवेदक की सूचना निम्नानसुार है :–

Regarding the application for issuance of Possession Letter, the information regarding the applicant and the plot is as follows:

आवेदक का विवरण : / Applicant Details		
आधार नं. / Aadhar No.		
जनआधार नं. / Janaadhar No.		
आवेदक का नाम / Applicant Name	(हिन्दी में)	---------- --------
	(In English)	---------- ---------- --------
आवेदक के पिता / पति का नाम / Applicant's Father/ Husband Name	(हिन्दी में)	---------- --------
	(In English)	---------- ---------- -------
वर्तमान पता / Current Address	---------- ----------	
मोबाईल नं. / Mobile No.		
ईमेल आईडी / Email Id		

भूमि का विवरण :– / Land Details		
आवंटन पत्र क्रमांक / Allotment letter number	.....	दिनांक / Date– .....
आवंटन का प्रकार / Type of Allotment	☐ लॉटरी / Lottery ☐ नीलामी / Auction ☐ एलपीसी निर्णय के द्वारा / By LPC decision ☐ सेक्टर रोड में आवंटन पर / Allotment in Sector Road ☐ अन्य / Others	
सर्विस नम्बर / प्रोपर्टी आई.डी. / Service No./ Property Id		

विकासकर्ता का प्रकार/ Type of Development	☐ जयपुर विकास प्राधिकरण / Jaipur Development Authority ☐ निजी विकासकर्ता / Private developer
योजना का नाम / Name of Scheme	
भूखण्ड संख्या /Plot No.	
भूखण्ड का क्षेत्रफल / Area of the Plot	
भूखण्ड की एवज में जमा कराई गई राशि का विवरण (एक से अधिक इंद्राज भी संभव है) Details of the amount deposited against the plot (multiple entries are possible)	

क्र.स. SR.	इंस्ट्रूमेण्ट नंबर / Instrument No	दिनांक / Date	राशि Am
1			
2			
3			

Form for Possession Letter for Allotted Through Lottery

जयपुर विकास प्राधिकरण, जयपुर

Form for Possession Letter for Allotted Through Lottery

PHOTO OF APPLICANT

उपायुक्त / प्राधिकृत अधिकारी Deputy Commissioner/
Authorized Officer,
जोन /Zone– .....
जयपुर विकास प्राधिकरण, जयपुर।
Jaipur Development Authority

महोदय, Sir
सविनय लॉटरी में आवंटित प्लॉट का कब्जा पत्र जारी करने हेतु आवेदन के संबंध में आवेदक की सूचना निम्नानसुार है :–
Regarding the application for issuance of Possession Letter for allotted through lottery, the information regarding the applicant and the plot is as follows:

आवेदक का विवरण : /Applicant Details		
आधार नं. /Aadhar No.		
जनआधार नं. /Janaadhar No.		
आवेदक का नाम / Applicant Name	(हिन्दी में)	---------- ---
	(In English)	---------- --
आवेदक के पिता / पति का नाम / Applicant's Father/ Husband Name	(हिन्दी में)	---------- ------
	(In English)	---------- --
वर्तमान पता / Current Address	---------- ----------	

मोबाईल नं. / Mobile No.	
ईमेल आईडी / Email Id	
भूमि का विवरण / Land Details :	
आवंटन का प्रकार / Type of Allotment	लॉटरी / Lottery
सर्विस नम्बर / प्रोपर्टी आई.डी. / Service No./ Property Id	
विकासकर्ता का प्रकार / Type of Developer	जयपुर विकास प्राधिकरण / Jaipur Development Authority
योजना का नाम / Name of Scheme	
भूखण्ड संख्या / Plot No.	
भूखण्ड का क्षेत्रफल / Area of Plot	

Form for Strip of Land

जयपुर विकास प्राधिकरण, जयपुर

आवेदन पत्र खांचा भूमि /Form for Strip of Land

PHOTO OF APPLICANT

उपायुक्त / प्राधिकृत अधिकारी Deputy Commissioner/
Authorized Officer,
जोन /Zone– .....
जयपुर विकास प्राधिकरण, जयपुर।
Jaipur Development Authority

महोदय, Sir
सविनय खांचा भूमि हेतु आवेदन के संबंध में आवेदक एवं भूखण्ड के संबंध में सूचना निम्नानसुार है :–
Regarding the application for Strip of Land, the information regarding the applicant and the plot is as follows:

आवेदक का विवरण : /Applicant Details		
आधार नं. /Aadhar No.		
आवेदक का नाम / Applicant Name	(हिन्दी में)	----------
	(In English)	----------
आवेदक के पिता / पति का नाम / Applicant's Father/ Husband Name	(हिन्दी में)	----------
	(In English)	----------
वर्तमान पता / Current Address	----------	
मोबाईल नं. / Mobile No.		
ईमेल आईडी / Email Id		
भूमि का विवरण / Land Details :		

सर्विस नम्बर / प्रोपर्टी आई.डी. / Service No./ Property Id	
विकासकर्ता का प्रकार / Type of Developer	
योजना का नाम / Name of Scheme	
भूखण्ड संख्या / Plot No.	
भूखण्ड का क्षेत्रफल / Area of Plot	

Obtaining a copy of the Scheme map

जयपुर विकास प्राधिकरण, जयपुर

योजना मानचित्र की प्रतिलिपि प्राप्त करना

Obtaining a copy of the Scheme map

विषय / Subject of maps	: मानचित्रो की प्रतिलिपि प्राप्त करने का विवरण / Details of obtaining copies
सेवा का नाम / Service Name	☐ सहकारी समिति की योजना का अनुमोदित मानचित्र / Approved map of cooperative society scheme ☐ जविप्रा द्वारा सृजित योजनाओ के मानचित्र / Maps of schemes created by JDA ☐ निजी खातेदार की योजना का अनुमोदित मानचित्र / Approved map of private account holder's scheme

सेवा में,

उपायुक्त जोन .....

To,

Deputy Commissioner Zone.....

जयपुर विकास प्राधिकरण,

जयपुर।

Jaipur Development Authority

Jaipur.

महोदय, / Sir

सहकारी समिति की अनुमोदित योजना / जविप्रा की योजना के मानचित्र की प्रति देने बाबत।

Regarding giving a copy of the map of the approved plan of the cooperative society/plan of the JDA.

आवेदक का विवरण **(Applicant's Detail) :**

1. नाम (Name) : श्री (Sh.)/श्रीमती (Smt.)/सुश्री (Ms.) _____
2. पिता/पति का नाम(Father's/Husband's Name) : _____
3. पता (Address) : _____
4. शहर का नाम (City) : _____ पिन कोड (Pin Code) _____
5. दूरभाष (Phone Numbers) :

अनुमोदित योजना का विवरण **(Approved Scheme Details) :**

6. विकासकर्ता का प्रकार(Developer type): जविप्रा /JDA

   गृह निर्माण सहकारी समिति /---------

   निजी खातेदारी /Niji Khatedari
7. विकासकर्ता का नाम(Name of Developer/Society) : _____
8. योजना का नाम (Name of Scheme) : _____
9. योजना की लोकेशन (Scheme Location) : _____

Getting certified copy of documents

जयपुर विकास प्राधिकरण, जयपुर

दस्तावेजों की प्रमाणित प्रतिलिपि प्राप्त करना

Getting certified copy of documents

विषय / Subject : दस्तावेजों की प्रतिलिपि प्राप्त करने का विवरण

Details of obtaining copy of documents

सेवा का नाम / Service Name

☐ सहकारी समिति की योजना का अनुमोदित मानचित्र

Approved map of cooperative society scheme

☐ जविप्रा द्वारा सृजित योजनाओ के मानचित्र

Maps of schemes created by JDA

☐ निजी खातेदार की योजना का अनुमोदित मानचित्र

Approved map of private account holder's scheme

सेवा में,

उपायुक्त जोन .....

To,

Deputy Commissioner Zone.....

जयपुर विकास प्राधिकरण,

जयपुर।

Jaipur Development Authority

Jaipur.

महोदय, / Sir,

सहकारी समिति की अनुमोदित योजना/जविप्रा की योजना के मानचित्र की प्रति देने बाबत। / Regarding giving a copy of the map of the approved plan of the cooperative society/plan of the JDA.

आवेदक का विवरण **(Applicant's Detail) :**

1. नाम (Name) : _____

2.पिता/पति का नाम (Father's/Husband's Name) : _____

3. पता (Address) : _____

4. शहर का नाम (City) : _____ पिन कोड (Pin Code) _____

5. दूरभाष (Phone Numbers) :

भूखण्ड का विवरण **(Plot Details) :**

6. विकासकर्ता का प्रकार(Developer type)

: जविप्रा /JDA /गृ.नि.स.स. /GNSS /निजी खातेदारी /Niji Khatedari

8. विकासकर्ता का नाम (Name of Developer/Society): _____

9. योजना का नाम(Name of Scheme): _____

11. भूखण्ड संख्या (Plot Number): ब्लॉक (Block)----------प्लाट सं (Plot No.)-------

12. भूखण्ड का क्षेत्रफल (Plot Area) : वर्ग गज/मीटर में (Sq.Yds/Mtr.) /--------

13. भूखण्ड का प्रकार (Type of Plot): आवासीय /Residential

व्यावसायिक /Commercial

सांस्थानिक /Institutional

Application for issue of allotment letter

जयपुर विकास प्राधिकरण, जयपुर

आवंटन पत्र जारी करने हेतु आवेदन–पत्र

Application for issue of allotment letter

PHOTO OF APPLICANT

उपायुक्त / प्राधिकृत अधिकारी

Deputy Commissioner/Authorised Officer,
जोन Zone-.....
जयपुर विकास प्राधिकरण, जयपुर।
Jaipur Development Authority, Jaipur.

महोदय/Sir,

सविनय आवंटन पत्र जारी करने हेतु आवेदन के संबंध में आवेदक की सूचना निम्नानुसार है:–
The applicant's information regarding the application for issuance of allotment letter is as follows: -

आवेदक का विवरण : Applicant Details:		
आधार नं. Aadhar No.		
आवेदक का नाम Applicant Name	(हिन्दी में)	----------
	(In English)	---------- - ----------
आवेदक के पिता / पति का नाम Name of the applicant's father/husband	(हिन्दी में)	----------
	(In English)	----------
वर्तमान पता Present Address	----------	
मोबाईल नं. Mobile No.		
ईमेल आईडी Email Id.		
आवंटित भूमि का विवरण :– Details of the allotted land: -		
आवंटन पत्र जारी किये जाने का आधार Basis for issuing allotment letter	☐ आरक्षण Reservation ☐ लॉटरी Lottery ☐ एलपीसी निर्णय के द्वारा By LPC decision ☐ सेक्टर रोड में आवंटन पर On allotment in Sector Road ☐ अन्य Others	

सर्विस नम्बर / प्रोपर्टी आई.डी. Service No./ Property Id.	

विकासकर्ता का प्रकार Developer Type	☐ जयपुर विकास प्राधिकरण Jaipur Development Authority ☐ निजी खातेदार Private Account Holder
योजना का नाम Name of the scheme: -	
भूखण्ड संख्या Plot Number: -	
भूखण्ड का क्षेत्रफल Area of the plot	
भूखण्ड की एवज में जमा कराई गई राशि का विवरण / Details of the amount deposited against the plot	

Application form for revalidation of lease deed/freehold lease deed

जयपुर विकास प्राधिकरण, जयपुर

पुर्नवैध लीजडीड /फ्री–हाल्डे हेतु आवेदन पत्र

Application form for revalidation of lease deed/freehold lease deed

(After 3 Years)

PHOTO OF APPLICANT

उपायुक्त/ प्राधिकृत अधिकारी
Deputy Commissioner/Authorised Officer,
जोन Zone.....
जयपुर विकास प्राधिकरण, जयपुर। Jaipur Development Authority, Jaipur.

महोदय/Sir,

सविनय पुर्नवैध लीजडीड /फ्री–होल्ड लीजडीड जारी करने हेतु आवेदन के संबंध में आवेदक की सूचना निम्नानुसार है :–
The applicant's information regarding the application for issuance of Civil Revalidated Lease Deed/Free-hold Lease Deed is as follows: -

आधार नं. Aadhar No.		
आवेदक का नाम Applicant Name (पट्टे मे अंकित किये जाने वाला नाम) (Name to be entered in the certificate)	(हिन्दी में)	---------- ----------
	(In English)	---------- ----------
आवेदक के पिता/पति का नाम (पट्टे मे अंकित किये जाने वाला नाम) Name of the applicant's father/husband (name to be mentioned in the certificate)	(हिन्दी में)	----------- ----------
	(In English)	----------- ----------
वर्तमान पता Present Address	----------	
मोबाईल नं. Mobile No.		
ईमेल आईडी Email Id.		

<table>
<tr><td>सर्विस नम्बर / प्रोपर्टी आई.डी.
Service No./ Property Id.</td><td colspan="3"></td></tr>
<tr><td colspan="4">जविप्रा द्वारा जारी पट्टे में अंकित विवरण :
Details mentioned in the lease issued by JDA:</td></tr>
<tr><td colspan="4">भू–स्वामी / पट्टाधारक का नामः– पट्टा जारी क्रमांक व दिनांकः–
Name of the landowner/lessee Patta issue number and date</td></tr>
<tr><td colspan="4">भूखण्ड का विवरण जिसके लिए आवेदन किया गया हैः–
Details of the plot for which application is made: -</td></tr>
<tr><td colspan="4">विकासकर्ता का प्रकार (जविप्रा / निजी खातेदारी / सोसाइटी) :–
(Developer Type (Jaipur Development Authority/ Private Account Holder/ Cooperative Society)</td></tr>
<tr><td colspan="4">योजना का नामः–
Name of the scheme: -
भूखण्ड संख्याः–
Plot Number: -
भूखण्ड का क्षत्रे फल (वर्ग गज / वर्ग मीटर):– .....
Area of the plot (sq. yards/sq. meter): - .....
भूखण्ड का प्रकार (आवासीय / वाणिज्य / मिश्रित / अन्य):–
Type of plot (Residential/Commercial/Mixed/Other): -</td></tr>
<tr><td>क्या भूखण्ड के संबंध मे ं किसी भी न्यायालय / मंच / अधिकरण / आयोग / अन्यत्र कोई वाद विचाराधीन है?
Is there any case pending in any court/forum/tribunal/commission/elsewhere in respect of the plot?</td><td>☐ नहीं No
☐ हां Yes
(यदि हां, तो विवरण)
(If yes, details)</td><td colspan="2">न्यायालय / मंच / अधिकरण / आयोग का नाम .....
Name of the Court/Forum/Tribunal/Commission
.....
सीएनआर संख्या CNR No. .....
वाद संख्या Case No .....
उनवान Title .....
वाद का विषय Subject matter of discussion .....</td></tr>
</table>

क्या भूखण्ड पर बैंक अथवा वित्तीय संस्थानो ं से लोन प्रभावी है। Is it effective to get loan from bank or financial institutions on the plot?	☐ नहीं No ☐ हां Yes	यदि हां, तो बैंक अथवा वित्तीय सस्थानो द्वारा जारी दस्तावेज की सूची (लिस्ट ऑफ डॉक्यूमेटं) की प्रति भी स्केन/अपलाडे. करे। If yes, then also scan/upload a copy of the list of documents issued by the bank or financial institution.

गवाह का विवरण :—
Witness Details: -

क्रम स. Sr.No.	नाम Name	पिता का नाम Father Name	पता Address	मोबाईल नबर Mobile No.	आधार नबर Aadhar No.

Application for change of land use (from residential to commercial or other purpose)

जयपुर विकास प्राधिकरण, जयपुर

भू उपयोग परिवर्तन (आवासीय से वाणिज्यिक या अन्य प्रयोजन) हेतु
आवेदन–पत्र

Application for change of land use (from residential to commercial or other purpose)

उपायुक्त / प्राधिकृत अधिकारी, जोन–

Deputy Commissioner/

Authorised fficer, Zone-.....

जयपुर विकास प्राधिकरण, जयपुर।/

Jaipur Development Authority, Jaipur.

Photo of the APPLICANT

महोदय, / Sir,

The information regarding the applicant and the land in respect of the application for civil land use change (from residential to commercial or other purpose) is as follows:-

आवेदक का विवरण : / Applicant Details:		
आधार नं./ Aadhar no.	+----------	
जनआधार नं./Janaadhar no.		
आवेदक का नाम / Name of the applicant	(हिन्दी में)	----------
	(In English)	----------
आवेदक के पिता / पति का नाम / Name of the applicant's father/husband	(हिन्दी में)	----------
	(In English)	----------

वर्तमान पता/ Current Address	----------
मोबाईल नं../ Mobile No.	
ईमेल आईडी/ E-mail id	
भूखण्ड का विवरण (भू–उपयोग परिवर्तन चाहा गया है) :–/ वाणिज्यिक अन्य प्रयोजनार्थ Details of the plot (land use change is sought):- commercial for other purposes	
सर्विस नम्बर/ प्रोपर्टी आई.डी. / Service Number/Property	
विकासकर्ता का प्रकार /Type of Developer	☐ जयपुर विकास प्राधिकरण/ Jaipur Development Authority ☐ निजी खातेदार/ Private account holder ☐ सहकारी समिति/ Cooperative society ☐ खातेदारी भूमि / Holding land ☐ अन्य / Other
विकासकर्ता का नाम / Developer Name	
योजना का नाम / Scheme Name	
भूखण्ड संख्या / Plot No.	
जविप्रा द्वारा जारी पट्टे में अंकित विवरण : / Details mentioned in the lease issued by JDA:	
भू–स्वामी/पट्टाधारक का नाम / Name of the land owner	
पट्टा जारी क्रमांक व दिनांक / Patta issue number and date	
पट्टा रजिस्टर्ड होने का दिनांक / Date of registration of lease	

स्वामित्व अन्तरण का आधार एवं क्रम : / Basis and order of transfer of ownership:

क्रम / Serial No.	दस्तावेज का नाम / Document Name	दिनांक / Date	विक्रेता का नाम / Seller name	क्रेता का नाम / Name of Purchaser
1.				
2.				

क्या भूखण्ड के संबंध में किसी भी न्यायालय/मंच /अधिकरण/आयोग/ अन्यत्र कोई वाद विचाराधीन है? / Is any case pending in any court/ forum/ tribunal/ commission/ elsewhere in respect of the plot?	☐ नहीं / No ☐ हां / Yes (यदि हां, तो विवरण) / (If yes, details)	न्यायालय/मंच/अधिकरण/आयोग का नाम / Name of the Court/ Forum/ Tribunal/ Commission..... सीएनआर संख्या / CNR Number ..... वाद संख्या / Case Number..... उनवान / Title..... वाद का विषय /Subject matter of litigation .....

Jaipur Development Authority provides a wide range of online services, all of which can be accessed in the same manner as described in this booklet. Citizens can browse, apply, and track applications using the official JDA website at **www.jaipurjda.org** under the navigation path **Citizen Services → Online Services → Apply / Track Application**. Through this portal, users can submit applications, upload required documents, make payments, and download approvals or certificates issued by the Authority.

For any queries, concerns, or technical issues, citizens may use the support options available on the JDA portal via the chatbot (accessed under **Help → Chat Support / Chatbot**).

Thank you for referring to this booklet as your guide to JDA's online services. We hope it helps you access services smoothly and with confidence.

Jaipur Development Authority

Ram Kishor Vyas Bhawan, Indira Circle,
Jawahar Lal Nehru Marg,
Jaipur – 302004, Rajasthan

Contact Number: 0141-2569696

Email: jda@rajasthan.gov.in