User Manual for

Plot Allotment

Of

Punjab Small Industries & Export Corporation

 The investor needs to fill details like Username, First Name, Middle Name (optional), Last Name, Email, Country, MobileNo., "YES" Option for PSIEC Plot Allotment and click Register button:

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BUSINESS F-RST	Ersul *
	Country *
Please Select YES to participate in	+@Eblobis Numbor-*
PSIEC Plot Allotment	Are you registring for PSEC Plot Allotment: Yes No Record Email & OTP
	deneady free on account Signin

2. The system will send a **confirmation email** and **mobile OTP** to email and mobile provided with above form. It will be displayed as shown below. Click Ok to proceed.



3. Confirmation email will look like as shown below, click Click Herebutton for Email Verification

at screen as shown below:



4. Email confirmation message will look like as shown below, click Okbutton:

Successi Ernal verified successfully. Pieces check SMS on Mobile for OTP	

 At next step, the system will ask for Mobile OTP (sent on provided Mobile No.), enter Mobile OTP and click Verify Mobile No. button:

BUSINESS F1RST	International In	

6. Mobile No. will be confirmed with screen as shown below, here click **Ok** button:

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F	Success! Mobile No. verified. Please set your passiv	ward.	

7. At next step, investor can set his password by entering **New Password**, **Confirm Password** and clicking **Set Password** button:

clicking Set Password button:

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	BUSINESS	B7.85.	

8. This will complete Investor Registration process and he will get a pop up message as shown below.

Login	
Congratulations! User registered successfully, please use Username & Passward for Login to Business First.	

9. User logs in after successfully registration at web portal as shown below:

	Login
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10. Click on Services as shown below

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Stope to follow: I. Click Projects tab end odd p 2. This will open Contrivue Appl 3. Enter details in GAP (Control 4. Final Submission of CAP will p 5. Once PH generated, user and respective, cotogenia like M 6. In the next senser, that click A Cleaterides 9. ALL List of Choramobal senser, 1. When user find Choramobal senser, 1. When user find Choramobal senser, 1. When user find Choramobal senser, 1. Here will open Application Form and the out portal will inform user (w	sport by clusting Add New Project with CAP* button. button from (CAP) for Ring. In Application Form) and proceed further by clicking lowe & Next button. promote PN (Project Indentification No.) In proceed for getting Observances/opprovals in different satisgaries by clicking guidatory Cleanances. Fiscal incentives or Start Up tots. upply New tab cost their click Apply For New Cleanance buttors for that of the used con filter Observances by Department Nema or Application Form Name. Trighter free interval, them click Apply For New Cleanance buttors for Cleanance. In for Ning, anter datable in application form and submit her (if required) re- submitted at #- fusivees into the web parts. the department periode will store is SME or Erneal) if any action (in case of Objectione) required from their end.

10. Click on Apply for New Services as shown below.

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10. After Click on New button New Service Profile Page Open:

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10. After submit Service Profile Page Dashboard Page is Open. Click on Details as it is highlight below:

Regulatory Cle	earances					
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Apply New						
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10. After click on details. Click on Apply for New Clearance, then list of forms is open:

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10. Then click **E-Auction Button** in front of Plot Allotment – PSIEC (Service).

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6.	PortAlatement - POIIC (service)	Punjab Small make Corporation stat	trios & Export:			Carl (-Austral
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- 11. Then your screen will be forwarded to PUDA portal and will ask for mobile verification OTP.
- 12 After OTP verification auction screen will open. The investor clicks on **hammer sign** to participate in the bidding process. For detail of Event and Auction numbers go to website <u>www.psiec.punjab.gov.in/eauction.php</u> and click Brochure cum Auction IDs & Reference Numbers. Then click on respective **hammer sign of** Auction ID to apply as given below:

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13. The investor is asked to accept the terms and conditions as per the auction document as

shown

 Punjab Urban Planning & Development Authority Auction Portal
 Server Sec. 02/8/2018 1843 1
 Image: 10/16/2018
 Image: 10/16/2

14. Following dashboard will appear after acceptance of terms further click on Add Owner DetailsButton (Multiple owner details can be added by saving one owner after another).

here.

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15. The investor Owner Details and click Save Button

16. Then investor has to upload any KYC document(Adhaar/PAN) click on browse

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17. The investor has to pay prefilled Event Service Payment Amount (Non Refundable) & Click on Make Payment

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Upload Other Auction Document				
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As per the payment guidelines bidder has to pay the EMD amount 24 hrs in advance in case of Net ba	inking and 40hrs in	case of RT	GS	
Please Pay Auction Service payment Fee				

18. The investor selectspayment mode & makes payment.

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19. At next step, the investor has to pay EMD Amount & Click on Make EMD Payment

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20. The investor is asked to provide bank details in case of failed bid for EMD Refund Amount

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21. Once the account information is saved, investor clicks on Payment in Net-banking to proceed further.

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22. At next step the investor clicks on Make Payment.

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23. The investor accepts Terms & Conditions to proceed further for making payment as per the below steps.



24. The investor either selectsInternet Banking or RTGS/NEFT for payment.



Click on Confirm Payment at Axis

25. The investor enters the required details and clicks confirm.



Enter Login Credentials for payment through Net Banking & Click on Login



26. At next step the investor is asked to login.

27. The user then enters remarks &clicks on Pay to make payment.

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28. The payment is verified by OTP once the investor clicks on Confirm

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29. On successful payment of EMD, the system will display the message "Successfully Paid"

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As per the payment guidelines bidder has to pay the EMD amount 24 hrs in advance	ce in case of Net banking and 48hrs in ca	ise of RTGS
Go for Auction Room (Bidding)		
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30. On successful payment, the investor clicks on "Go to auction room (bidding)". The button appears only after successful payment of Event service payment and EMD.

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Net banking and 40hes in case of RTGS

31. Click on **"No. of Increment**" dropdown and select increment value as shown here.

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32. The system will calculate the Bid Price on the basis of the Increment value selected (As per Unit of Measurement defined by the department). Check the Bid Price before clicking on "Place Bid" button.

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33. Click on "Place Bid" button in order to Place your Bid

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34. On placing bid, the System will display the message "Bid placed successfully".

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35. The auction concludes on the due date and the highest bidder (H1) is generated based on the bids placed by investors. Once Auction is concluded, it will be displayed under Opened /Awarded section

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36. Now the Department user sets H1 security for H1 Bidder. This is done to make the H1 bidder pay the security amount.

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37. Once the security amount for H1 Bidder is enabled, the investor logs into his account, selects **services** tab and clicks **details** to submit form shown below:

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38. Then investor clicks '**Apply for New Service'** button.

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39. Search plot allotment service from list of service Click on **New** button.

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40. Plot details are prefilled. Investors enter the remaining fields as shown below and then click **save and lock**.

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41. New application received at the Department's Dashboard under Pending tab of the Dealing Hand as shown below:

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42. After clicking the details button, department user clicks Process as shown below.

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43. The department user updates H1 bidder's details as shown below and clicks Submit:

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44. After submitting, the application is forwarded to HOD to raise 12% fee.

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45. The status of the application is changed as shown below:

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46. The HOD further processes the application and allows the fee to be raised and forwards the application to the investor.

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47. The investor receives the application under pending tab and clicks on details to process the same for payment through online mode.

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48. The investors fill the required fields at payment gateway and make payment.

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49. Once the fee is paid, the application is forwarded to the Department for further processing. Status is changed to Fee Paid . The department user clicks on details to process the application

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50. The Department user forwards the application to HOD to raise demand for DPRsubmission and payment of 30% fee as plot allotment charges by the investor.

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51. The HOD forwards the application to the investor for payment.

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52. The investor when logs in and clicks on due payment is asked to submit the DPR and pay the amount raised by the department.

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- 53. After submitting the DPR, the investor is prompted to pay the fee through online mode.

54. The investors fill the required fields at payment gateway and make payment.

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55. Now the application is forwarded to Department's Dealing Hand for further processing .

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56. The dealing hand views details of the application after click on "Details" button as shown

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57. The status of the application can be viewed by clicking the "Log Details" button as shown

below:

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58. The application log looks as below.

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59. The dealing hand clicks on "Process" button, forwards the application to department HOD for

further processing after verification of required payment from Investor as shown below:

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60. Application status changed from "Pending" to @ Department endas shown below:

61. The HOD logs in, clicks on "Details" under "Pending Tab" as shown below:

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62. At next step the HOD clicks on "Process" to issue and upload clearance.

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63. The investor logs in and finds the application under the "issued Tab".

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64. The investor clicks on "Details" to download allotment letter after rating the services as shown

below:



65. Now the investor can download the legally valid plot allotment letter shown as below:

