

MUNICIPAL CORPORATION OF DELHI



SOP of Regularization of Residential Plots under PM-UDAY Scheme

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Developed by:

National Informatics Centre (NIC)



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1.INTRODUCTION

This Standard Operating Procedure (SOP) defines the processes, functionalities, and workflow for the **Regularization of Residential Plots Portal**, developed by NIC for the Municipal Corporation of Delhi (MCD).

The system has been designed to facilitate **online submission, processing, and approval of residential plot regularization applications**, ensuring transparency, efficiency, and minimal manual intervention.

Key features of the system include:

- Online submission of applications by citizens/professionals
- Auto-fetching of data from PM-UDAY system
- Role-based workflow processing
- Automated fee calculation
- Online payment integration
- Real-time status tracking and deficiency communication

2.STAKEHOLDER

- Municipal Corporation of Delhi (MCD)
- Citizen / Property Owner
- Architect / Empaneled Professionals

3. ROLES AND RESPONSIBILITIES

S.NO	ROLE	RESPONSIBILITIES
1	Owner	Citizen initiates the application process. Selects colony (Zone/Ward auto-populated). Enters PM-UDAY Case ID. Maps Architect/Professional.
2.	Architect / Professional	Preparation and submission of application, document upload, and compliance with technical requirements. (Calculate and Pay Plan/Permit Fee)

4. System Workflow



5. Application Initiation by Citizen

- Citizen initiates the application process.
- Selects colony (Zone/Ward auto-populated).
- Enters PM-UDAY Case ID.
- Maps Architect/Professional.

5.1 Application Processing by Architect

- Logs into portal and accesses assigned request.
- Fills application details including:
 - FAR deviations
 - Structural safety details
 - Owner details auto-fetched from PM-UDAY system.

5.2 Property Details Entry

- Select property category.
- Enter relevant property information.

5.3 Document Upload

- Ownership documents (auto-fetched from PM-UDAY)
- Common Application Form (Dynamic CAF)
- Building plans/drawings
- Structural Safety Certificate

5.4 Permit/Plan Fee Payment

- Auto-calculated at ₹10 per sq. ft. of built-up area.
- The Plan Fee/Permit Fee must be paid by the Architect before application submission.
- Online payment by Architect.

5.5 Final Approval

- The certificate is generated automatically after successful payment completion.

6. Validations/ Conditions

1. Owner Details (Auto-Fetch)

- Email ID and Mobile Number of all property owners shall be auto-fetched from the PM-UDAY system.
- Manual modification of these details shall not be permitted,

2. Owner Identity Details (Auto-Fetch)

- Photograph and ID Proof of each owner shall be auto-fetched from the PM-UDAY system.
- In case of multiple owners, details of all co-owners shall be mandatorily available.

3. Document Upload Requirements

- All documents shall be uploaded strictly in PDF format only.
- Documents must be duly signed by all co-owners and concerned professionals.

4. File Size Validation

- Uploaded documents must comply with the prescribed file size limits as defined in the system.

5. Self-Attestation and Certification

- All uploaded documents shall be self-attested by the applicant(s).
- Documents must also be signed/ stamped by the respective professionals(Architect/Engineer).

6. Building Plan Submission

- Building Plans must be submitted in PDF format only, duly signed by the authorized professional.

7. Structural Certification

- The Structural Engineer must be competent and authorized to prepare structural design calculations and details for the building.

8. Building Photographs (Auto-Fetch)

- Photographs of the building shall be auto-fetched from the PM-UDAY system, wherever available.

7. Step by Step procedure for using Regularization of Residential Plots Portal

- Step-by-Step Guide for Regularisation Portal – PM-UDAY Colonies, this guide provides step-by-step process for availing the **Regularisation Certificate for PM-UDAY Colonies**, covering:
 1. **Owner Registration** on the portal
 2. **Mapping of Architect** with the application
 3. **Application Submission** by the Architect
 4. **Plan Fee Calculation and Payment**
 5. **Automatic Certificate Generation** after successful payment
 6. **Downloading of Regularisation Certificate**
 7. **Downloading of Payment Slip**

7.1 Steps for User Registration

Step 1: Visit MCD Online website (<https://mcdonline.nic.in/swagam/>) click on “**Registration**” for User Registration.



Step 2: Enter Name, Email ID, Login ID, Mobile No., Password and click “Next”.

The screenshot shows the WAGAM website's user registration interface. The header includes the WAGAM logo and navigation links for Registration and Login. The main content area is titled "USER REGISTRATION" and displays "STEP 1 SIGN UP DETAILS". On the left, there is an illustration of a person at a computer with icons for user, OTP, and confirmation. The registration form on the right contains the following fields: "Enter your Name" (with a sub-field "Enter your Name"), "Enter your email" (with a sub-field "abc@example.com"), "Login ID" (with a sub-field "abc@example.com"), "Enter your mobile" (with a sub-field "9999999999"), "Enter your password" (with a sub-field "*****"), and "Enter your confirm password" (with a sub-field "*****"). A password requirement note states: "Your Password should contain more than 8 character; Password must contain at least 1 uppercase letter, 1 lowercase letter, 1 numeric character, and 1 special character (@\$%^&*~) without any spaces." A "Next" button is located at the bottom right of the form. Below the form, the steps are listed: "STEP 1 - SIGN UP DETAILS", "STEP 2 - OTP AUTHENTICATION", and "STEP 3 - CHOOSE USER TYPE".

Step 3: After submitting information OTP will be sent to the registered Mobile/Email. Enter OTP and click on “Next”.

The screenshot shows the WAGAM website's user registration interface at "STEP 2 - OTP AUTHENTICATION". The header and navigation links remain the same. The main content area is titled "USER REGISTRATION" and displays "STEP 2 - OTP AUTHENTICATION". On the left, the illustration of a person at a computer is updated with an OTP icon. The registration form on the right now contains two fields: "Enter OTP (OTP has been sent to your mobile)" and "Enter OTP (OTP has been sent to your email id)". Both fields contain the value "123456". Below the fields are three buttons: "Resend OTP", "Back", and "Next". The steps are listed as: "STEP 1 - SIGN UP DETAILS", "STEP 2 - OTP AUTHENTICATION", and "STEP 3 - CHOOSE USER TYPE".

Step 4: Select User type from the drop-down list and click on “Submit”.

The screenshot shows the WAGAM web application interface. The top navigation bar includes the WAGAM logo, language options (Hindi, English), and links for Registration and Login. The main content area is titled "USER REGISTRATION" and displays a progress bar with three steps: STEP 1 SIGN UP DETAILS, STEP 2 OTP AUTHENTICATION, and STEP 3 CHOOSE USER TYPE. Step 3 is currently active. Below the progress bar, there is a section titled "Select the User Type" with a "Choose User Type" dropdown menu. The dropdown menu is open, showing a list of user types: CITIZEN, EMPLOYEE, EMPLOYEE ADMINISTRATOR, HOSPITAL ADMINISTRATOR, and HOSPITAL SUPERVISOR. To the left of the registration form, there is an illustration of a person at a computer with three circular icons below it: a person icon, an OTP icon, and a checkmark icon.

Step 5: The user has now been successfully registered.

The screenshot shows the WAGAM web application interface after successful registration. The top navigation bar is the same as in Step 4. The main content area is titled "CITIZEN REGISTRATION" and displays a progress bar with four steps: BASIC INFORMATION, ADDITIONAL BASIC INFORMATION, COMMUNICATION ADDRESS, and PERMANENT ADDRESS. The first step, BASIC INFORMATION, is completed. Below the progress bar, there is a form with fields for "Enter your Name" (filled with "xyz") and "Login ID". A green checkmark icon is visible next to the "Enter your Name" field. A modal dialog box is displayed in the center of the screen, containing a green checkmark icon and the text: "USER ACCOUNT AND/OR AUTHENTICATION SUCCESSFULLY CREATED AND UPDATED". Below the modal dialog box, there is a "PP Next" button. To the left of the registration form, there is an illustration of a person at a computer with three circular icons below it: a person icon, an OTP icon, and a checkmark icon.

Step 6: The user shall now verify the Basic Information and click on “Next”.

Step 7: The user shall now enter the additional basic information i.e., Father’s Name, Date of Birth and select Gender from the radio buttons and click on “Next”.

The screenshot displays the WAGAM Citizen Registration interface. On the left, there is a graphic of a person at a computer with three circular icons below it labeled 'User', 'OTP', and 'Verify'. The main form area is titled 'CITIZEN REGISTRATION' and shows a progress bar with four steps: 1. BASIC INFORMATION (checked), 2. ADDITIONAL BASIC INFORMATION (checked), 3. COMMUNICATION ADDRESS, and 4. PERMANENT ADDRESS. The 'ADDITIONAL BASIC INFORMATION' section is active and contains the following fields: 'Father's Name' with the value 'abc', 'Date of birth' with a date picker set to '01-01-1981', and 'Gender' with radio buttons for 'Male' (selected), 'Female', and 'Transgender'. A 'Next' button is located at the bottom right of the form.

Step 8: The user shall now enter the communication address details i.e. Address, State, District and Pin code and click on “Next”.

This screenshot shows the WAGAM Citizen Registration form at Step 8. The browser's address bar indicates the user is on the 'Municipal Corporation of Delhi' website. The form's progress bar now shows the first three steps completed: 1. BASIC INFORMATION, 2. ADDITIONAL BASIC INFORMATION, and 3. COMMUNICATION ADDRESS. The 'COMMUNICATION ADDRESS' section is active and includes the following fields: 'Address Line 1' (value: 'adagfst'), 'Address Line 2' (value: 'udkfjff'), 'State' (dropdown menu showing 'Delhi'), 'District' (dropdown menu showing 'HARDOI'), and 'PIN Code' (value: '110034'). 'Back' and 'Next' buttons are positioned at the bottom right of the form.

Step 9: The user shall now enter the permanent address details i.e.Address, State,District and Pin code and click on “Next”. In case the communication address and permanent address are same, the user shall select the check box “Same as communication Address “and click on “Next”.

Step 10: The user shall now upload the legible documents i.e., Aadhaar Card, Pan Card, Ration Card and Election ID Card. Once uploaded, the user shall now click on “Submit”.

The screenshot shows the 'CITIZEN REGISTRATION' form on the WAGAM portal. The form has several sections: BASIC INFORMATION, ADDITIONAL BASIC INFORMATION, COMMUNICATION ADDRESS, PERMANENT ADDRESS, and DOCUMENTS. The DOCUMENTS section is highlighted, showing a table for uploading documents. The table has columns for S.NO, DOC NAME, DOC DESCRIPTION, and ACTION. There are four rows for AADHAAR, PAN CARD, RATION CARD, and ELECTION ID CARD. Each row has a 'Back' button and a 'Submit' button.

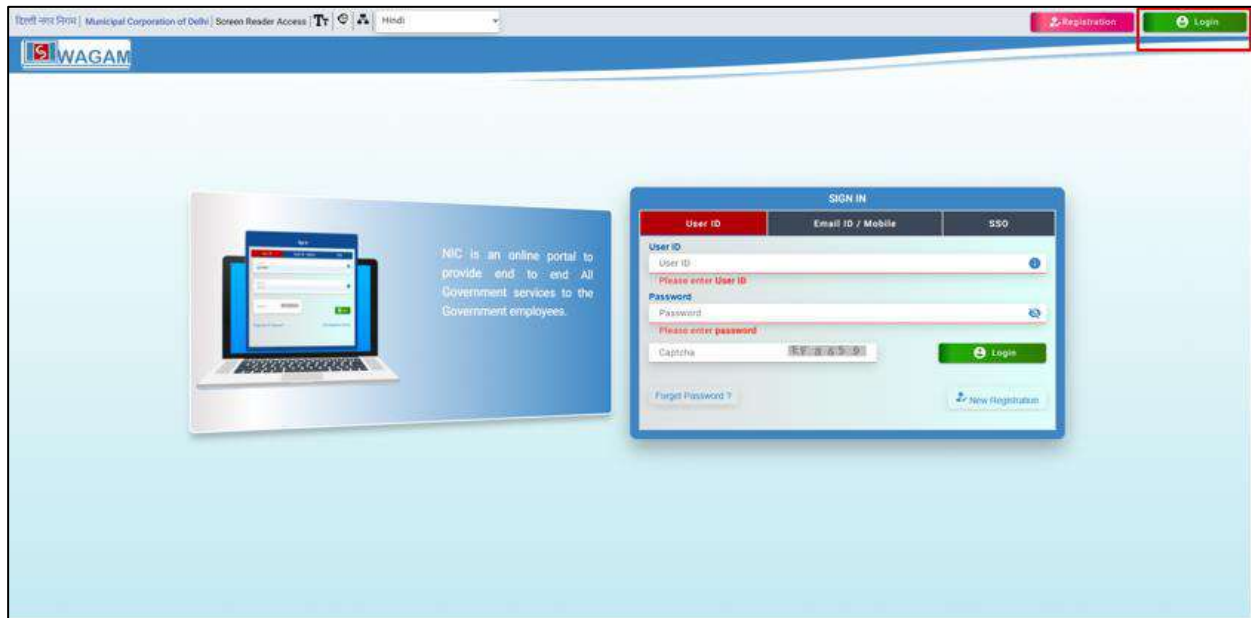
S.NO	DOC NAME	DOC DESCRIPTION	ACTION
1	AADHAAR	AADHAAR	Back Submit
2	PAN CARD	PAN CARD	Back Submit
3	RATION CARD	RATION CARD	Back Submit
4	ELECTION ID CARD	ELECTION ID CARD	Back Submit

Step 11: The user is now successfully registered.

The screenshot shows the WAGAM portal after successful registration. A modal window displays a green checkmark and the message 'You are successfully registered'. In the background, the 'SIGN IN' form is visible, which includes fields for User ID, Email ID / Mobile, and SSN, along with a 'Login' button and a 'New Registration' link.

7.2 Steps for User Log in

Step 1: The user shall now log in using either User ID and password or EmailID/Mobile No. &OTP. Once the details are entered, the user shall enter the Captcha shown on the screen and click on “Login”.



The screenshot shows the WAGAM login page. At the top right, there are two buttons: "Registration" and "Login". The "Login" button is highlighted with a red rectangle. Below the header, there is a large blue box on the left containing an image of a laptop and the text: "NIC is an online portal to provide end-to-end All Government services to the Government employees." To the right of this box is a "SIGN IN" form. The form has three tabs: "User ID", "Email ID / Mobile", and "SSO". The "User ID" tab is selected. The form contains fields for "User ID", "Password", and "Captcha". Below the "Captcha" field is a "Forgot Password ?" link. To the right of the form is a green "Login" button. Below the form is a link for "New Registration".

Step 2: In case the user has forgotten his password, the user can click on “Forgot Password”.



This screenshot is identical to the one above, showing the WAGAM login page. However, in this step, the "Forgot Password ?" link located below the "Captcha" field in the "SIGN IN" form is highlighted with a red rectangle.

Step 3: The user shall now enter basic details i.e., Email id/ Mobile Number and OTP and click “Next”.

The screenshot displays a user interface for a password reset process. On the left, a blue banner features a laptop icon with a question mark and the text "Forgot your Password ? Reset in few easy steps." On the right, a white form titled "FORGOT PASSWORD ?" is shown. The form has two sections: "STEP 1 BASIC DETAIL" (marked with a green checkmark) and "STEP 2 CHANGE PASSWORD". In the first section, there is a text input field labeled "Email ID / Mobile Number" with a placeholder "Email ID / Mobile Number" and a small blue icon. Below it is an "OTP" section with a text input field labeled "Enter OTP" and a red "Get OTP" button. At the bottom of the first section is a blue "Next" button.

Step 4: The user shall now enter the new password and then click on “Submit”.

This screenshot shows the same "FORGOT PASSWORD ?" form, but now at "STEP 2 CHANGE PASSWORD" (marked with a green checkmark). The "STEP 1 BASIC DETAIL" section is now greyed out. The second section contains two text input fields: "Password" and "Confirm Password", each with a placeholder of the same name and a small blue icon. A green "Submit" button is located at the bottom right of the form.

7.3 Steps for managing User Account

Step 1: Once the user has successfully logged into the portal, the user will land on the Status Page.

The screenshot displays the 'User Request Status' page in the WAGAM portal. The left sidebar contains navigation links: 'My Account' (highlighted), 'Citizen Service', and 'Feedback'. The main content area shows a table with the following data:

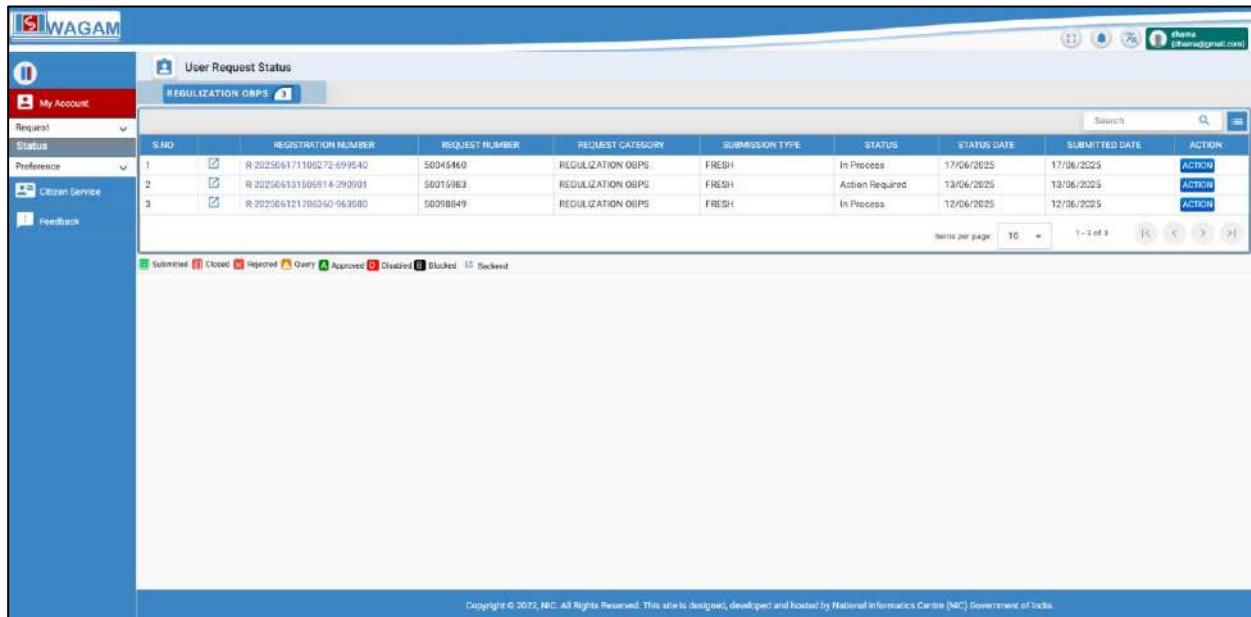
S.NO	REGISTRATION NUMBER	REQUEST NUMBER	REQUEST CATEGORY	SUBMISSION TYPE	STATUS	STATUS DATE	SUBMITTED DATE	ACTION
1	R 202506171106272-699549	50045460	REGULIZATION OBPS	FRESH	In Process	17/06/2025	17/06/2025	ACTION
2	R 202506131506014-209901	50015983	REGULIZATION OBPS	FRESH	Action Required	13/06/2025	13/06/2025	ACTION
3	R 202506121706360-963589	50036649	REGULIZATION OBPS	FRESH	In Process	12/06/2025	12/06/2025	ACTION

Below the table, there is a legend for request statuses: Submitted, Closed, Rejected, Query, Approved, Pending, Blocked, and Backend. The footer indicates 'Copyright © 2022, NIC. All Rights Reserved. This site is designed, developed and hosted by National Informatics Centre (NIC) Government of India.'

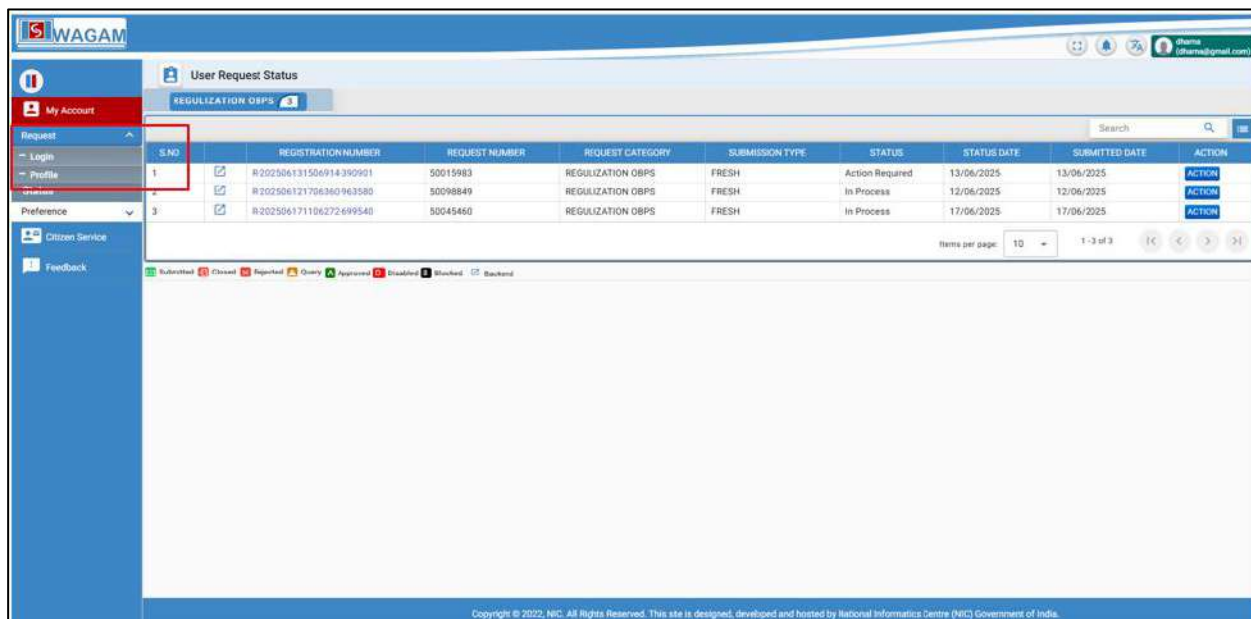
Step 2: To access the user account, the user shall have to click on “My Account”.

This screenshot is identical to the previous one, showing the 'User Request Status' page. A red rectangular box highlights the 'My Account' link in the left sidebar, indicating the step to access the user account.

Step 3: The user shall select “Request” or “Status” or “Preferences” as required from the drop-down list.



Step 4: The user shall click on “Request” to access Login and Profile Details.



Step 5: Once the user clicks “Login”, the user can add/verify Authentication details Such as Name, Mobile No. and Email ID.

S.NO	AUTHENTICATION TYPE	AUTHENTICATION ID	REGISTERED DATE	STATUS	ACTION
No data available in table					

Step 6: When the user clicks on "Profile", they can view or modify their Sign-Up Details, including Name, Login ID, Email ID, Mobile Number, and Profile Photo. If any changes are made, the updated details can only be saved after the mobile Number is verified through an OTP.

User Sign-Up Detail

Name: dhama

Login Id: dhama@gmail.com

Email ID: dhama@gmail.com

Email OTP: [Enter OTP]

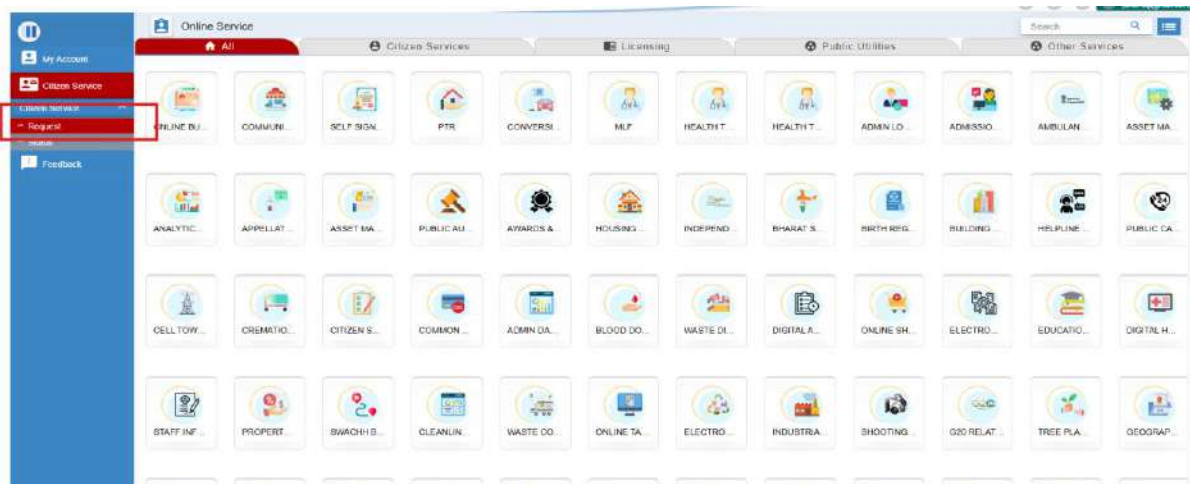
Mobile Number: 9999999999

Mobile OTP: [Enter OTP]

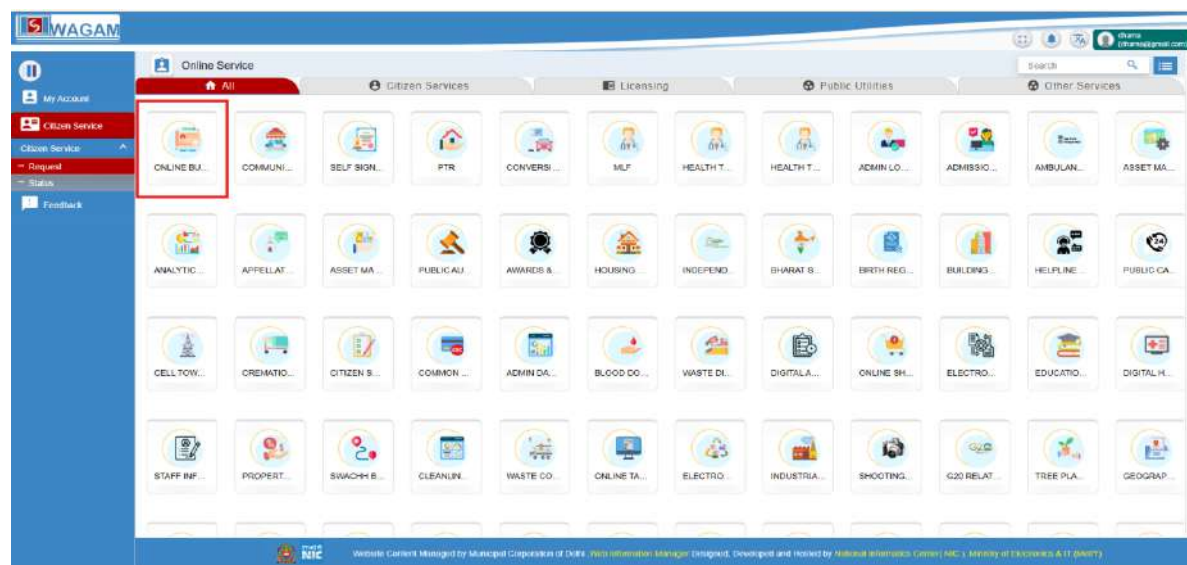
[Update]

7.4 Steps for Application Submission by Citizen

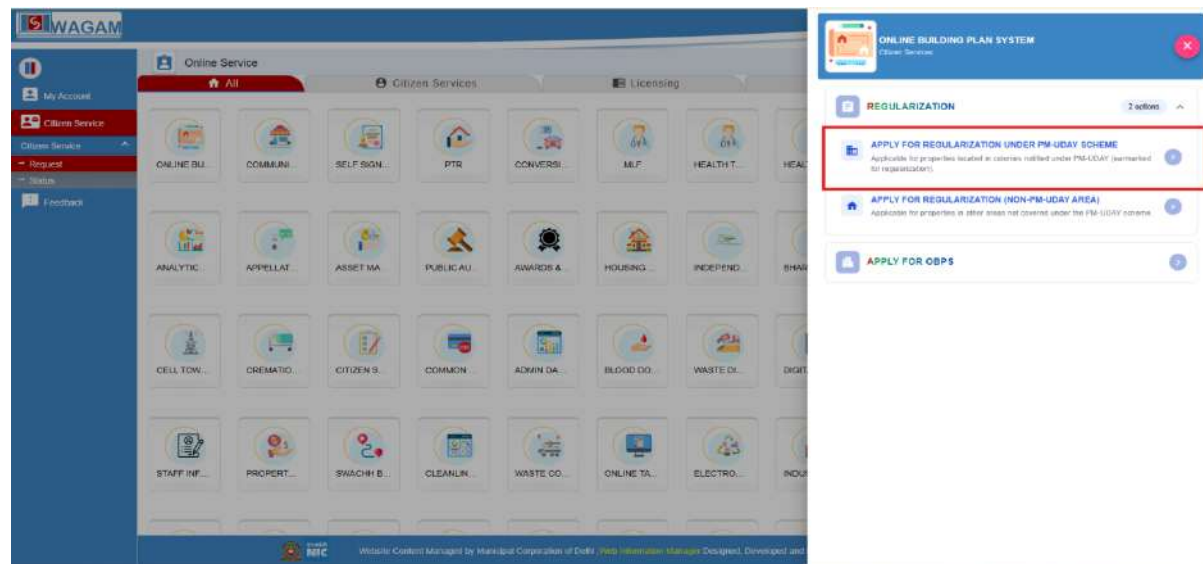
Step 1: The user shall click on “Citizen Services” and select relevant option from the drop down i.e., Request and Status.



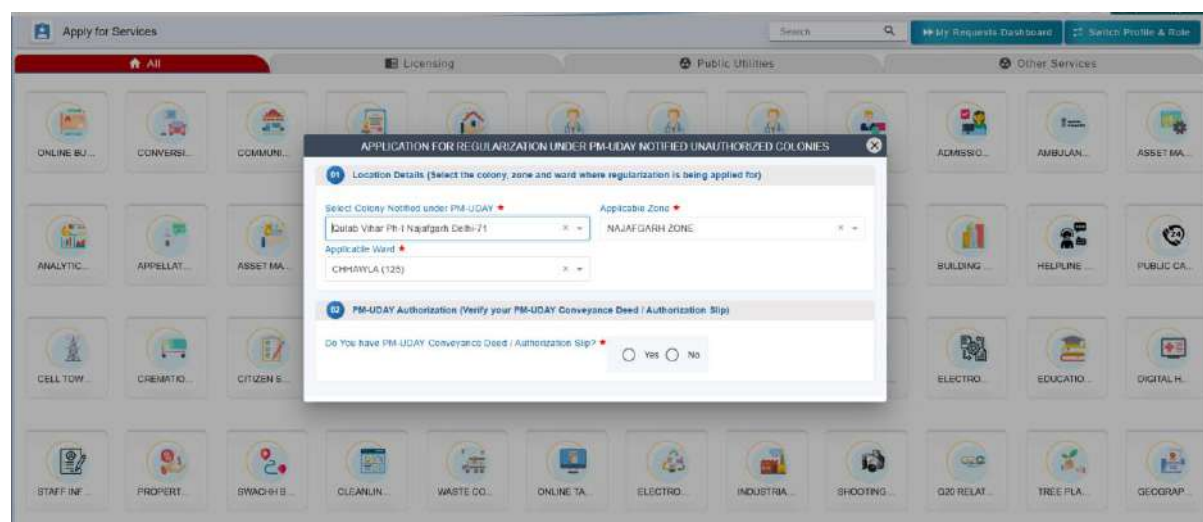
Step 2: The user shall click on “Request” and then select Online Service as “Online Building PlanSystem”.



Step 3: After clicking “Online Building Plan System”, a new window will open. The user shall now click on “Regularization” to move to the Application for Regularization of Existing Construction.



Step 4: After clicking “APPLY FOR REGULARIZATION UNDER PM-UDAY SCHEME”, a new window will open. The user shall now click on “Colony Dropdown” to apply to the Application for Regularization of Existing Construction.



Step 5: After selecting the colony user will then enter PM-UDAY case ID to validate details from click “Validate”.

The screenshot shows a web application titled "APPLICATION FOR REGULARIZATION UNDER PM-UDAY NOTIFIED UNAUTHORIZED COLONIES". It is divided into three main sections:

- 01 Location Details:** Includes dropdowns for "Select Colony Notified under PM-UDAY" (Qutab Vihar Ph-I Najafgarh Delhi-71), "Applicable Zone" (NAJAFGARH ZONE), and "Applicable Ward" (CHHAWLA (125)).
- 02 PM-UDAY Authorization:** A question "Do You have PM-UDAY Conveyance Deed / Authorization Slip?" with radio buttons for "Yes" (selected) and "No". Below this, a red box highlights the "PM-UDAY Application Number" field containing "PM-UDAY/CASE/09062020125331/1" and a green message "PM-UDAY Application verified successfully".
- 03 Architect Selection:** A dropdown for "Select Architect for Regularisation Request Processing" showing "javapst@gmail.com - Pushpendra Singh". Below, a profile card for "Pushpendra Singh" with contact details is shown.

A red box at the bottom right highlights the "Submit" button.

8.2 Steps for Application Submission by Architect

Step 1: Upon validation of the Case ID, the user selects an Architect, and the application is forwarded to the Architect's login.

The screenshot shows the "PM UDAY DASHBOARD" for user "Pushpendra Singh". It features two main tables:

PENDING FOR SUBMISSION

S.NO	TEMP REG NO	COLONY CODE	WARD CODE	ZONE CODE	PM-UDAY CASE ID	PROFESSIONAL CODE	CITIZEN CODE	CITIZEN NAME	EMAIL	MOBILE	ACTION
1	108001	3100E	246	SNZ	PM-UDAY/CASE/09112020114353/1	202508121108923-870788	202506121108923-870788	Pushpendra Singh	javapst@gmail.com	8827572457	VIEW / EDIT / CONFIRM
2	108002	3100E	246	SNZ	PM-UDAY/CASE/13122020081920/1	202508121108923-870788	202505131105966-197872	dharna	dharna@gmail.com	9900821195	VIEW / EDIT / CONFIRM

APPLICATION SUBMITTED

S.NO	REGISTRATION NUMBER	REQUEST NUMBER	REQUEST CATEGORY	SUBMISSION TYPE	SUBMITTED DATE	ACTION
1	RI-202504171204210-62...	50088217	REGULARIZATION PM UDAY	FRESH	17/04/2026	VIEW
2	RI-202504221904998-80...	50072924	REGULARIZATION PM UDAY	FRESH	22/04/2026	VIEW
3	RI-202504221604114-067...	50023483	REGULARIZATION PM UDAY	FRESH	22/04/2026	VIEW
4	RI-202504221504324-37...	50073328	REGULARIZATION PM UDAY	FRESH	22/04/2026	VIEW

Step 2: Once the application is submitted by the user, it is made available in the Architect's login for review and further action the Architect shall enter the Plan Details, including the Plan Type, Building Type, and Building Sub-Type, and then click the "Next" button to proceed.

Step 3: The Architect shall verify the property details fetched from the PM-UDAY system, including Zone, Ward, Locality, District, Block, Property Number, Property Address, Plot Area (in Sq. Meters), Total Built-up Area (in Sq. Meters), and Geo-Coordinates. The Architect shall then select the appropriate option for “Does the Property Fall/Abut on a Notified Road?” using the radio button. After verifying the details and providing the required input, the architect shall click on the “Next” button to proceed

Step 4: The user shall verify the owner details i.e., Salutation, Name of the Owner, Address, Pin Code, Landline No., Mobile No., Email and Alternate email, Salutation (S/o, W/o, D/o) and Name (S/o, W/o, D/o). The user shall now verify the photograph and identification proof. Once all details are verified, the user shall click “Next” to proceed.

OWNERS DETAILS

Owner-1

Salutation * Ms

Name of the owner * Kanta Yadav

Address * address

PIN Code * 110093

Mobile No. * 9818383194

Email * kantayada226@gmail.com

Alternate Email

Alternate Email Id

Name of Father / Spouse * Jaipal Singh

Photograph * Choose File No file chosen

Photo

Identification Proof * Choose File | pdf/pdf | id-proof

Back Next

Step 5: The user shall select the Professional Details from drop down. Structural Engineer Name and Structural Engineer Registration No. Once all details are Entered, the user shall click “Next” to proceed.

APPLICATION FOR REGULARIZATION OF EXISTING CONSTRUCTION (PM UDAY)

PROPERTY DETAILS

OWNERS DETAILS

PROFESSIONAL DETAILS

Profession * Architect

Registration No. * sc/ndt/4003454545456

Structural Engineer Registration No. * sc/6048

Father/Husband Name * Mukesh Kumar

Profession Name * Pushpendra Singh

Structural Engineer Name * ANKIT MALIK

Rotation * S/o

Office Address * New Delhi

Back Next

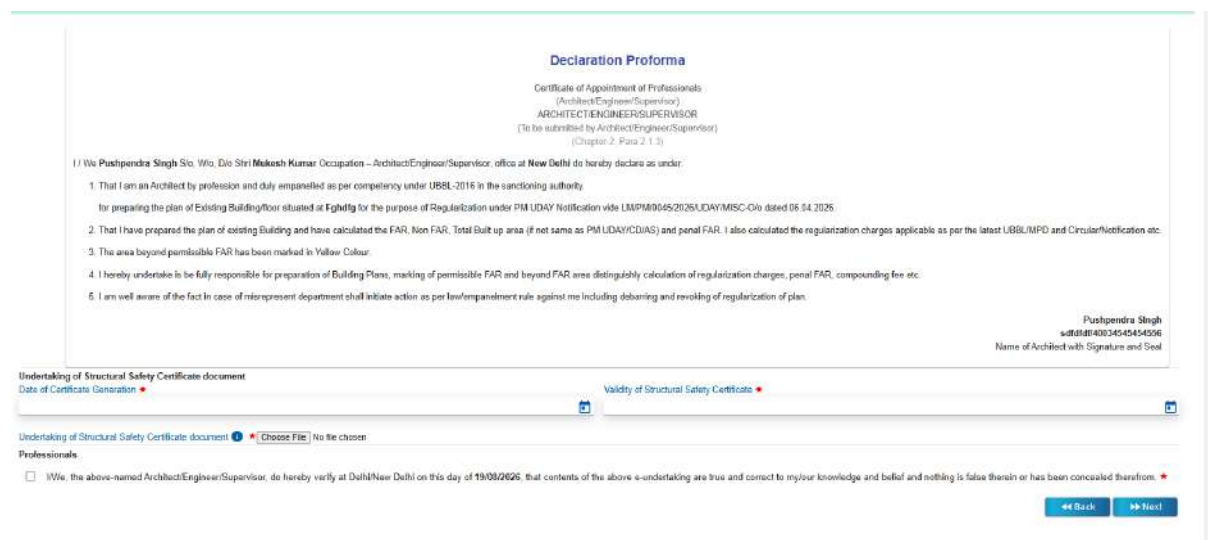
REGULARIZATION SUBMISSION DECLARATION

E-UNDERTAKINGS

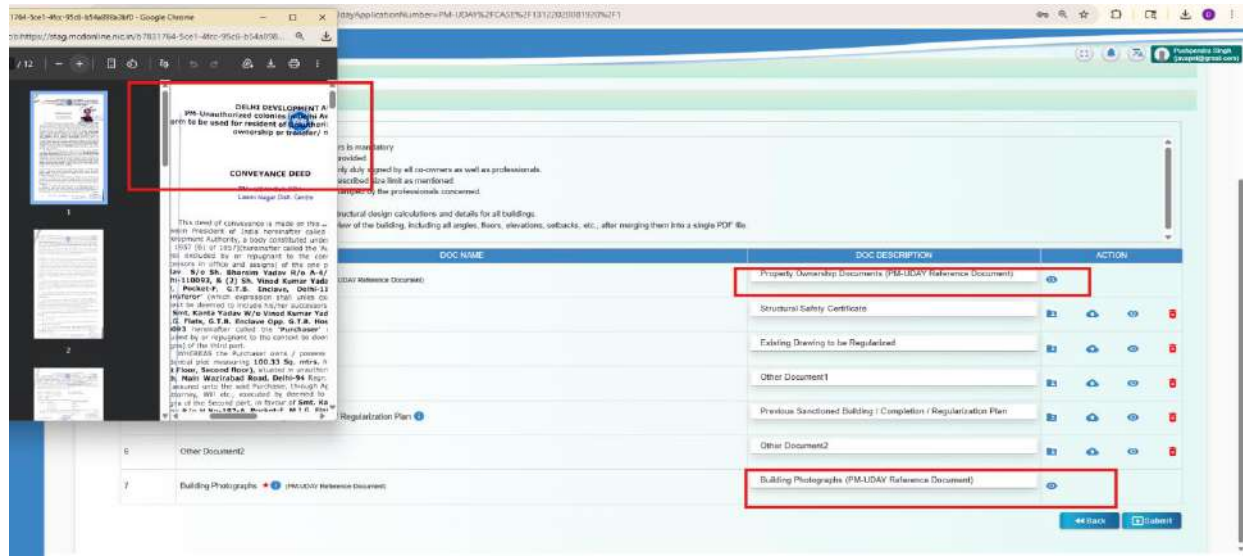
Step 6: The user can now view **REGULARIZATION SUBMISSION DECLARATION** With the auto populated details as entered by the user before. In case the user has a second owner Those details will also auto populate, click on “Next” to proceed.



Step 7: The user can now view E-Undertaking Document by clicking on “E-Undertaking” with the auto populated details as entered by the user before. Under the E-Undertaking section, the Architect is required to upload the Structural Safety Certificate and enter the Date of Certificate Generation and the Validity of the Structural Safety Certificate.



Step 8: The user shall now verify the Documents i.e., Property Ownership Documents, Building Photographs fetched from PM-UDAY.



Step 9: Existing Drawing to be Regularized, Previous Sanctioned Building / Completion Regularization Plan Structural Safety Certificate, Common Application Form (CAF), Other Documented. The user shall now click on “Submit” to proceed. The user can “Browse”, “Upload”, “View” and “Delete” options.

UPLOAD REQUIRED / SUPPORTING DOCUMENTS

Important Note:

- Email ID and Mobile Number of all property owners is mandatory.
- Photographs and ID Proof of each owner is to be provided.
- All documents must be uploaded in PDF format only duly signed by all co-owners as well as professionals.
- Uploaded documents size should be within the prescribed size limit as mentioned.
- All documents must be self-attested and signed/stamped by the professionals concerned.
- Submit the Building Plan in PDF format.
- Structural Engineer - Competent to prepare the structural design calculations and details for all buildings.
- Please upload photographs providing an overall view of the building, including all angles, floors, elevations, setbacks, etc., after merging them into a single PDF file.

S.NO.	DOC NAME	DOC DESCRIPTION	ACTION
1	Property Ownership Documents (PM-UDAY Reference Document)	Property Ownership Documents (PM-UDAY Reference Document)	View
2	Structural Safety Certificate	Structural Safety Certificate	View, Upload, Delete
3	Existing Drawing to be Regularized	Existing Drawing to be Regularized	View, Upload, Delete
4	Other Document1	Other Document1	View, Upload, Delete
5	Previous Sanctioned Building / Completion / Regularization Plan	Previous Sanctioned Building / Completion / Regularization Plan	View, Upload, Delete
6	Other Document2	Other Document2	View, Upload, Delete
7	Building Photographs (PM-UDAY Reference Document)	Building Photographs (PM-UDAY Reference Document)	View

[Back](#) [Submit](#)

Step 10: After calculating the Fee, the Architect clicks the "Pay" button to proceed with the payment.

REGULARIZATION PERMIT FEE			
PAYEE DETAILS			
Name of Applicant (a)	RAJENDER KUMAR	Property Address	Plot#
Mobile Number	9000000094	Email ID	RAJUPAL7452@GMAIL.CO..
Building Plan Request ID	503056017		
PAYMENT DETAILS			
Payment	Building Permit Fee	Payment Mode	Online
Module Name	Regularization		
Regularization Permit Fee :		₹ 702.3	
REGULARIZATION PLAN FEE			
Name of Applicant (a)	RAJENDER KUMAR	Property Address	Plot#
Mobile Number	8285961994	Email ID	RAJUPAL7452@GMAIL.COM
REGULARIZATION BUILDING PLAN FEE DETAIL			
(A) Municipal Corporation Charges			
1. Stacking Charges		₹ 0	
2. Betterment Charges		₹ 0	
3. Levy Charges		₹ 0	
4. Add. Levy Charges			
26. Compounding charges		₹ 0	
TOTAL CHARGES (A)		₹ 25000	
(B) Labour Department Charges			
1. Labour Cess Charges		₹ 0	
TOTAL CHARGES (B)		₹ 0	
(C) Delhi Jal Board Charges			
1. Sewer Infrastructure Charges		₹ 0	
2. Water Infrastructure Charges		₹ 0	
TOTAL CHARGES (C)		₹ 0	
PLAN FEE TOTAL (A+B+C)		₹ 25000	
TOTAL PAYABLE			
Permit Fee : ₹ 702.3		Plan Fee : ₹ 25000	GRAND TOTAL (Permit + Plan) : ₹ 25702.3
		Pay ₹ 25702.3	

Step 11: The user shall select the appropriate option from the payment gateway List and click on “Pay Now”.

MCD
Municipal Corporation of Delhi

Online Payment [Print](#)

** Please do not refresh the page until payment is completed successfully to avoid multiple charges.
** Keep record for future reference.

Payment Details

Application Reference Number	202608191708615	Transaction Initiated By	202508121108923-870
Transaction Amount	25702.3	User ID	
Application Name	OBPS_REG_L	Transaction Date & Time	19-Aug-2026 05:07 PM

*For Credit Card Transaction, a fee (Inclusive of Service Tax and Education Cess) will be charged by payment gateway service providers.

Bank Selection (Gateway)

☐ **SBI**
☒ **HDFC BANK**
☐ **paytm**
 Paytm Postpaid, Wallet, UPI
 Netbanking and Saved Cards

☐ **AXIS BANK**

[Pay Now](#) [Close](#)

Step 12: Upon successful payment, the application is displayed on the Architect's dashboard for review and further action.

ARCHITECT DASHBOARD Name: Pankaj Singh Mobile Number: xxxxxxxx57 Email ID: jayraj@gmail.com

COMPLETED APPLICATION SUBMITTED

SNO	REGISTRATION NUMBER	REQUEST NUMBER	REQUEST CATEGORY	SUBMISSION TYPE	SUBMITTED DATE	ACTION
1	R-262504171024215-82...	5685217	REGULIZATION PM UDAY	FRESH	17/04/2026	VIEW
2	R-262504271084324-37	5687338	REGULIZATION PM UDAY	FRESH	22/04/2026	VIEW
3	R-262504271084414-587	56825463	REGULIZATION PM UDAY	FRESH	22/04/2026	VIEW
4	R-262504271084505-89	56873624	REGULIZATION PM UDAY	FRESH	22/04/2026	VIEW
5	R-262504271084566-731	56873624	REGULIZATION PM UDAY	FRESH	23/04/2026	VIEW
6	R-262504271084608-51	56873624	REGULIZATION PM UDAY	FRESH	23/04/2026	VIEW
7	R-262504271084625-13	56873624	REGULIZATION PM UDAY	FRESH	23/04/2026	VIEW
8	R-262504271084684-98	56873624	REGULIZATION PM UDAY	FRESH	23/04/2026	VIEW
9	R-262504271084704-43	56873624	REGULIZATION PM UDAY	FRESH	23/04/2026	VIEW
10	R-262504271084716-63	56873624	REGULIZATION PM UDAY	FRESH	23/04/2026	VIEW

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MODIFIED COMPLETED APPLICATION SUBMITTED

MODIFIED COMPLETED APPLICATION SUBMITTED							Search
S.NO		REGISTRATION NUMBER	REQUEST NUMBER	REQUEST CATEGORY	DOCUMENT TYPE	SUBMITTED DATE	ACTION
61	APPROVED	500995231	500995231	PM-UDAY Regularization	FRESH	03/08/2026	VIEW
62		5001035571	5001035571	PM-UDAY Regularization	FRESH		VIEW
63		5003108775	5003108775	PM-UDAY Regularization	FRESH		VIEW
64	APPROVED	5001097334	5001097334	PM-UDAY Regularization	FRESH	19/08/2025	VIEW
65		5002455775	5002455775	PM-UDAY Regularization	FRESH		VIEW
66	APPROVED	5003566817	5003566817	PM-UDAY Regularization	FRESH	19/08/2025	VIEW
67		5003664475	5003664475	PM-UDAY Regularization	FRESH		VIEW
68		50033016	50033016	PM-UDAY Regularization	FRESH		VIEW
69		50071500	50071500	PM-UDAY Regularization	FRESH		VIEW
70		50044627	50044627	PM-UDAY Regularization	FRESH		VIEW

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APPLICATION PENDING FOR SUBMISSION

Step 13: The Architect can download the generated certificate along with the payment receipt.

MODIFIED COMPLETED APPLICATION SUBMITTED							Search
S.NO		REGISTRATION NUMBER				SUBMITTED DATE	ACTION
61	APPROVED	500995231				03/08/2026	VIEW
62		5001035571					VIEW
63		5003108775					VIEW
64	APPROVED	5001097334				19/08/2025	VIEW
65		5002455775					VIEW
66	APPROVED	5003566817				19/08/2025	VIEW
67		5003664475					VIEW
68		50033016					VIEW
69		50071000					VIEW
70		50044627					VIEW

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USER DETAILS			
Login Id	jeuprat@gmail.com	Mobile Number	xxxxxxxxxx57
Name	Poojendra Singh	Registration Number	5003566817
Submitted Date	19/08/2025	Current Status	APPROVED

S.NO	DOC NAME	DOC DESCRIPTION	ACTION
1	DOC1	Property Ownership Documents (PM-UDAY Reference Document)	VIEW
2	DOC4	Structural Safety Certificate	VIEW
3	DOC2	Existing Drawing to be Regularized	VIEW
4	DOC5	Building Photographs (PM-UDAY Reference Document)	VIEW
5	FORM_PDF	Form Pdf	VIEW
6	RECEIPT_PDF	RECEIPT	VIEW
7	CERTIFICATE_PDF	CERTIFICATE	VIEW

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S.NO	TEMP REG NO	WARD NO	NAME	PM-UDAY CASE NO	STATUS	EMAIL	MOBILE	ACTION
1	100154	SARUP NAGAR (115)	SHAWDARI NORTH ZONE	PM-UDAYCASE/1001020418030111	Shari	sharoon@gmail.com	7011441320	VIEW FORM
2	100158	SRI RAM COLONY (245)	SHAWDARI NORTH ZONE	PM-UDAYCASE/1001020418030111	Shari	rosh2250@gmail.com	7011441337	VIEW FORM
3	100161	KAROLIA (173)	NALAGARH ZONE	PM-UDAYCASE/1001020418030111	Shari	rosh2250@gmail.com	7011441337	VIEW FORM
4	100170	JHANEODA (015)	CIVIL LINE ZONE	PM-UDAYCASE/1001020418030111	Shari	rosh2250@gmail.com	7011441337	VIEW FORM
5	100173	CHANDRA (125)	NALAGARH ZONE	PM-UDAYCASE/1001020418030111	Shari	rosh2250@gmail.com	7011441337	VIEW FORM