Mhada Lottery 2014

**Online Lottery Application** 

MAHARASHATRA HOUSING AREA AND DEVELOPMENT AUTHORITY

# Welcome to the Online Registration Form Help

Follow the steps detailed in this user guide to fill and submit the online application

# There are 3 STEPS to apply for the MHADA lottery 2014.

A. REGISTRATION: A new applicant who desires to fill up an application for MHADA Lottery 2014, will have to register himself first. The basic information like, Name, Mobile Number, PAN Card number, Passport Size Photograph, Bank Account Number for refund etc is collected and Registration is done.

B. ONLINE APPLICATION: A registered applicant can fill the online application form by giving further information about the Income Category, Reservation Category etc. The applicant can see the details of the Schemes available for the lottery and choose them. The applicant fills up the form for a particular scheme. For every scheme applied, there will be a separate application form filled up.

C. PAYMENT: The two options given for paying the EMD are, Payment through Demand Draft (DD) and Online Payment through Debit, Credit Cards and Internet Banking. In cases where the applicant chooses to pay through DD, the completed application form has to be printed and submitted to the nearest branch of Axis Bank (listed in the advertisement) along with the Demand Draft. The applicants paying EMD through Online Payment method, will have to submit the application form online and keep a copy of it with him.

#### **IMPORTANT:**

- 1. Please read the information booklet available on the lottery website of MHADA <a href="https://lottery.mhada.gov.in">https://lottery.mhada.gov.in</a> carefully before starting to fill the application form.
- 2..Plz make sure that your monthly income is properly calculated as per the definition of monthly income of the family given in the information booklet. The monthly income of the applicant will determine his/her income category.
- 3. Please make sure that as far as possible, submit the mobile number which is available with you, as future communications will be done on SMS also.

- 4. Please make sure that you give your email address at the time of registration. All the communications are also sent on the email ID of the applicant.
- 5. UID of the applicant is also required. It is mandatory to give UID at the time of possession.
- 6. It is mandatory to fill all the details in the fields marked "\*" in the online application
- 7. Applicants paying EMD through Online Payment, do not have to submit the Acknowledgement receipt at the Bank
- 8. Important dates are:
  - i) Start of Registration: 2.00 pm 15h April 2014
  - ii) Start of Online Application : 2 pm 24<sup>th</sup> April 2014
  - iii) Last Date for Registration: 6.00 pm 15<sup>th</sup> May 2014
  - iv) Last Date for Online Submission of Application: 6.00 pm 17<sup>th</sup> May
  - v) Last Date for submission of the Application form (Only for Payment through DD) to the Bank: 3.30 pm 19<sup>th</sup> May
  - vi) Date of Publication of the Accepted applications for MHADA lottery 2014: 6.00 pm 24<sup>th</sup> May
  - vii) Draw of Lottery: 10.00 AM 31st May 2014
  - viii) Publication of Result of Lottery: 6.00 pm 31st May 2014

# To Register and fill up the Application form for MHADA lottery 2014, please keep the following information ready with you.

- 1. Applicants to click on the link mentioned as 'APPLY NOW' and carefully fill the online application form.
- 2. It is mandatory to fill all the details of "\*" marked fields in the online application.
- 3. To ease online application process, keep the following information handy.
- 4. The average monthly income of applicant and their family members, if earning, during specified period in the application form.
- 5. The applicants' soft copy of photo with size (min 5kb and max 50 kb).
- 6. P.A.N. number of applicant (PAN No.).
- 7. Date of birth of the applicant, UID Number [Aadhar Card].
- 8. The applicants present residential address with postal code.
- 9. Mobile number, residence telephone number, office telephone number, and if applicable email address of the applicant.
- 10. Details of the applicant's bank information, viz. account number and bank's MICR code or bank's IFSC code.
- 11. After filling in the application carefully, click on **'SUBMIT'**. Check the details that were specified while filling up the form. If the details are correct, click on **'CONFIRM'** to confirm the application details.

i.

# To Start the process of Registration, Please go to the MHADA Lottery Website https://lottery.mhada.gov.in

## A. REGISTRATION

#### Step1. Apply for Lottery

Click the link titled 'Apply Now' as illustrated in the Error! Reference source not found.

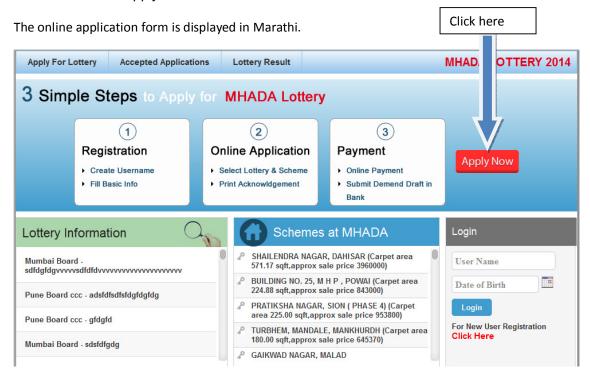


Figure 1: Apply for Lottery

#### Step2. Application Language

After click on the link "Apply Now". If you wish to fill the online application form in Marathi, click link titled 'Marathi as displayed in the Error! Reference source not found.

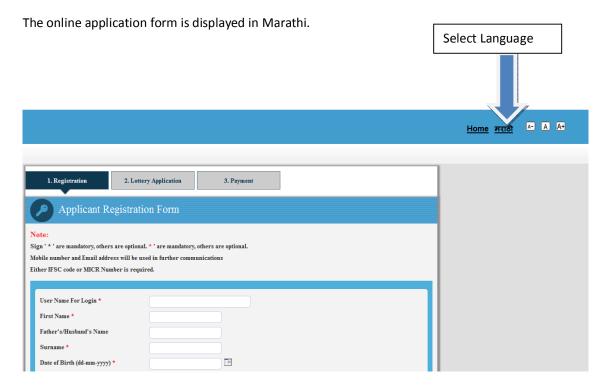


Figure 2: Application Language

#### Step3. Create User Name

To create user account for MHADA Lottery,.

- 1. You can use any combination of letters, number; underscore (\_) and dot (.). As displayed in Figure 3: Create User Name.
- 2. User Name should be of 10 to 15 characters.

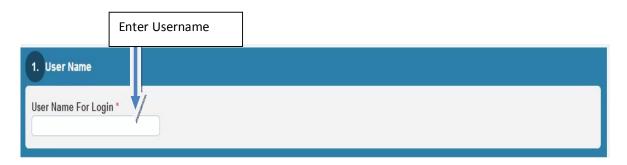


Figure 3: Create User Name

3. If the User Name is available then it will show correct sign with green tick .

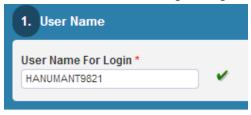


Figure 4: Correct Sign

4. If the User Name is not available then it will show error message.



Figure 5: Error Message

In case the username selected is already taken up, plz select a different username.

#### **Step4. Applicant Details**

The applicant has to fill details shown as below.

- 1. Enter First name.
- 2. Enter Father's/Husband's name
- 3. Enter last name
- 4. Enter Date Of Birth
- 5. Enter Mobile Number
- 6. After filling the entire information click on 'Submit' button.

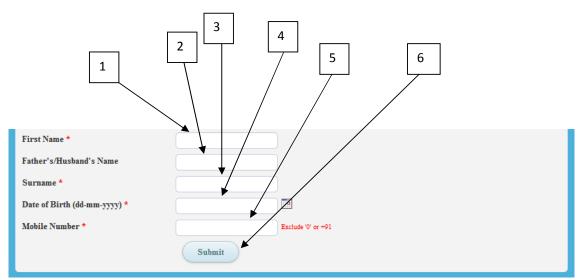
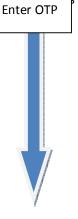


Figure 6: Create User Form

#### **Step5.One Time Password**

After submitting user creation form applicant should enter one-time password which he/she will receive on mobile necessary entered in the form.



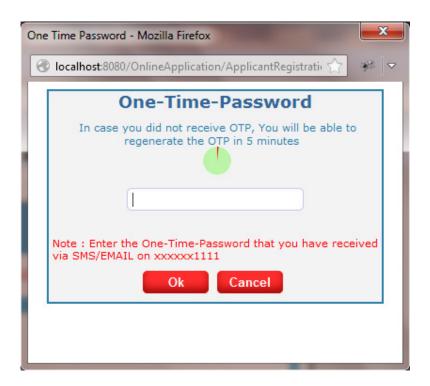
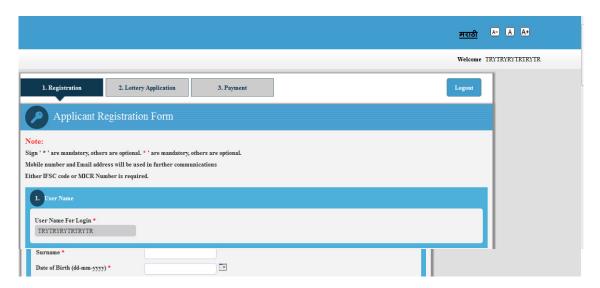


Figure 6: One-Time Password

#### Step6. Registration Form

Applicant should fill the entire registration form.

Applicant can see his user name on right corner and his user name will appear as non-changeable in registration form.



#### **Step7. Income Details**

The applicant has to fill the average monthly income (in Rs) of family as described in the information booklet. As displayed in <u>Figure 7: Income Details</u>.

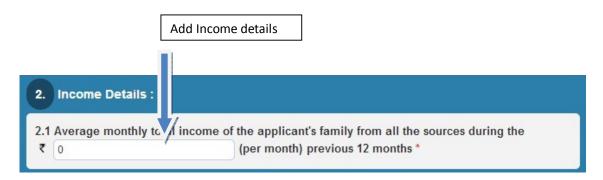


Figure 7: Income Details

#### Step8. Applicant Photo

The applicant has to upload his/her recent photo. The following points about the photo should be taken care of.

- 1. The soft copy of photo should be JPEG format i.e. Joint Photographic Experts Group.
- 2. The size of photo should be less than 50kb.
- 3. The photograph should be passport size and should be clearly showing the face of the applicant with sufficient light on the face. The background of the photograph should be as light as possible.

To reduce the size of the photograph and crop it properly, you can click the link below the space for photograph for help.



Figure 8: Click on Upload Photo

After clicking on the Upload Photo, you have to follow these steps:

- 1. Browsing the photo from the location.
- 2. Preview of the photo is given.
- 3. You can crop the photo we required.
- 4. Then click on the OK button.

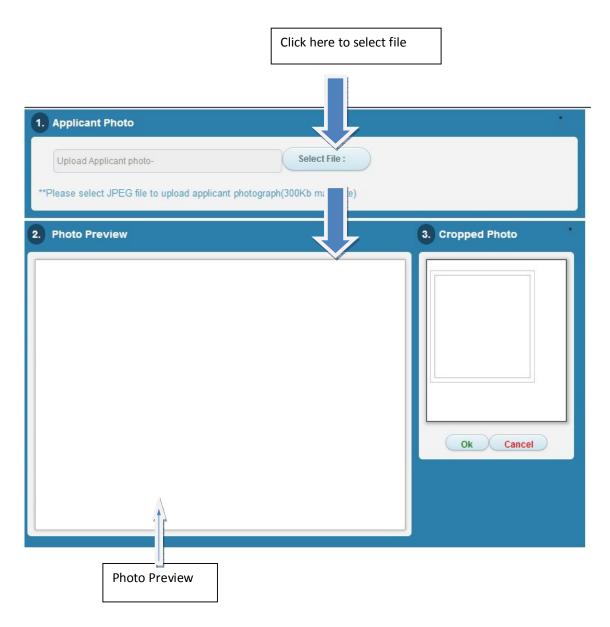


Figure 9: Uploading Photo

It will show photo this way. After uploading photo you can change photo.



Figure 10: After Uploading Photo

If the Uploading photo is more than 50 kb, then it will show error message.

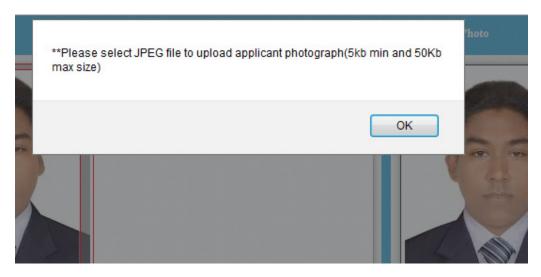


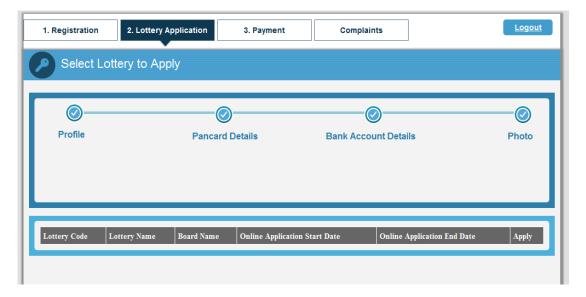
Figure 11: Error Message

#### Step9. PanCard Details

The applicant has to enter his PANCARD number i.e. Permanent Account Number.

- 1. The Pancard number should be 10 digit i.e. first 5 numbers are alphabet [A-Z], next 4 numbers are digits [0-9] and last one is alphabet.

  Example: JAINS9876A
- 2. After entering the PAN Card number, the PAN Card details will be checked online by the system and the name as in the PAN Card will be displayed automatically in the space given below.
- 3. In case the PAN Card entered is already entered by somebody else, then a message will be displayed to scan and upload the copy of PAN Card. The uploaded copy will be scrutinized by MHADA officers online and a decision will be taken.
- 4. In case the entered PAN Card is not verified online or is not existing in the PAN database, you will have to upload the scanned copy of the PAN Card which will be verified by the MHADA officials.
- 5. After verification by the MHADA officers, the Clearance will be given which will be displayed at the top against the PAN Card. Please refer fig below



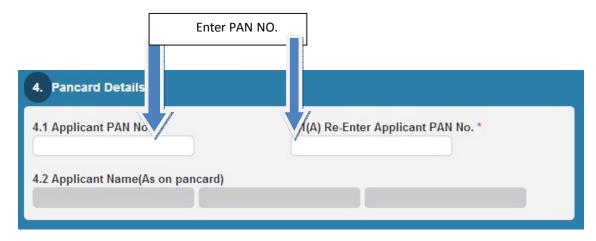


Figure 12: Pancard Details

If the PAN number is already registered then it will show following message.



Figure 13: Message

If the PAN number is not verified then it will show following message.

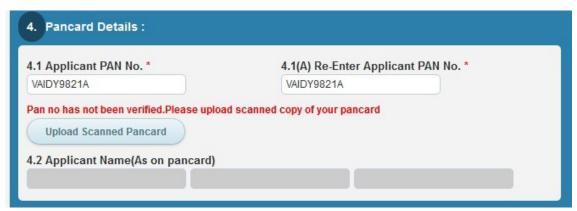


Figure 14: Message

User has to upload their scanned copy of the PAN Card.



Figure 15: Upload PAN Card

#### Step10. Applicant Details

The applicant has to enter following details:

- 1. Select appropriate salutation i.e. Mr., Mrs. or Ms.
- 2. Enter the name of the applicant as sequence given i.e. First name, Father/Husband name and Last name.
- 3. Enter the applicant's date of birth in dd-mm-yyyy format.
- 4. Select Occupation from following options.
  - a) Service
  - b) Business
  - c) Self-employed
  - d) Others
- 5. Select marital status from following options.
  - a) Married
  - b) Unmarried
  - c) Others
- 6. Enter applicant's UID (Unique Identification) or Aadhar Card number. The UID number should be 12 digit numbers [0-9].
- 7. Select applicant's gender from following options.
  - a) Male
  - b) Female
  - c) Others.

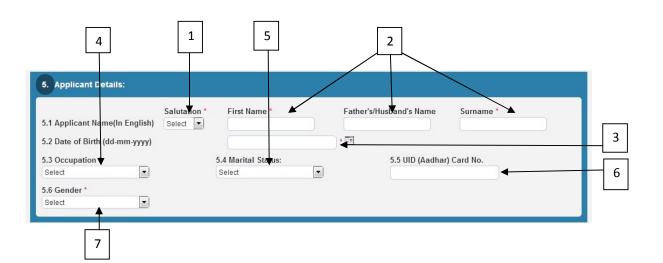


Figure 16: Applicant Details

#### Step11. Applicant Address along with Pin Code

The applicant has to enter following details.

- 1. Enter the applicant's permanent address.
- 2. Select the Country name of the applicant from the given options.
- 3. Select the state of country from which applicant belongs.
- 4. Select the district of selected state of the applicant.
- 5. Select the taluka from the options.
- 6. Then enter the village not mandatory.
- 7. Then enter the Pin code.

#### Example:

- 1] Address of applicant: Yash paradise, Airoli, Navi Mumbai.
- 2] Country- India
- 3] State Maharashtra
- 4] District- Thane
- 5] Taluka- Thane
- 6] Village- Airoli
- 7] PIN CODE-400708

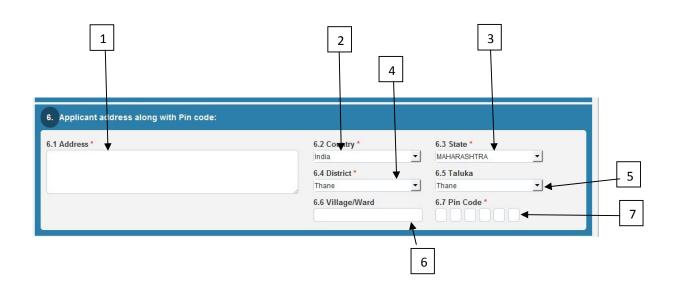


Figure 17: Applicant address

#### Step12. Contact Details

The applicant has to enter following contact details:

1. The applicant has to enter valid mobile number i.e. which is in use. The mobile number should be 10 digits [0-9] excluding 0 or +91.

Example: 9821323217

2. The applicant has to enter valid electronic mail id i.e., e-mail id.

Example: ffff@hhh.com

3. The applicant has to enter residence telephone number.

Example: 022-27601068

4. The applicant has to enter the office telephone number which is optional.

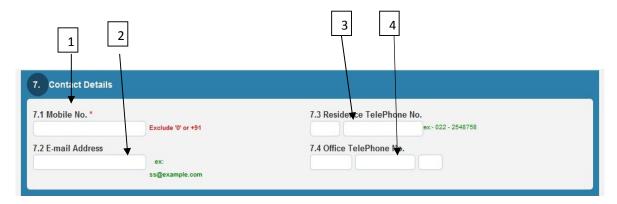


Figure 18: Contact Details

#### Step13. Details of Bank Account of Applicant

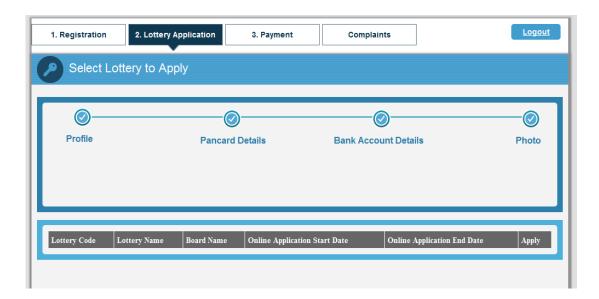
The applicant has to enter following bank account details:

- 1. The applicant has to enter bank account number in 8.1 and 8.1(A).
- 2. The applicant has to enter IFSC i.e. Indian Financial System Code.

OR

- 3. The applicant has to enter MICR i.e. Magnetic Ink Character Recognition.
- 4. After entering the Bank Account number and either MICR or IFSC code , the Bank Account details will be checked for uniqueness by the system

- 5. In case the Bank Account number with either MICR or IFSC code is already entered by somebody else, then a message will be displayed to scan and upload the copy of Cancelled Cheque . The uploaded copy will be scrutinized by MHADA officers online and a decision will be taken.
- 6. After verification by the MHADA officers, the Clearance will be given which will be displayed at the top against the Bank Account Details. Please refer below fig



Entering the 1,2 and 3 details ,bank name and branch name will be fetched automatically

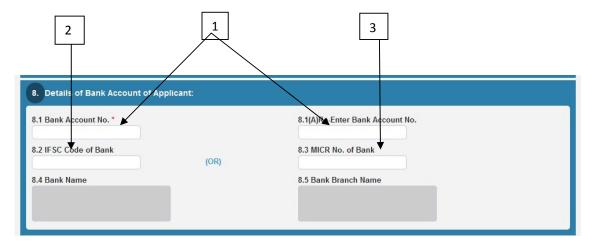
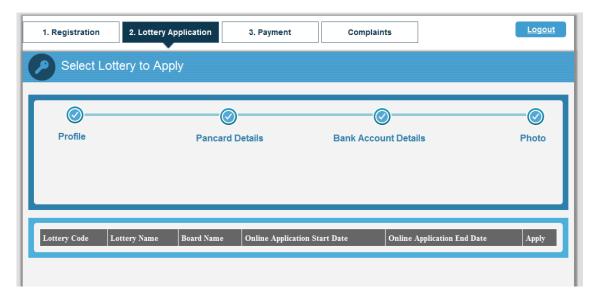


Figure 19: Bank Details

If system will show incorrect message about IFSC or MICR Code but Bank passbook shows it is correct then contact to MHADA person.



#### **Step14. Verification Code**

The applicant has to enter the code which is display in the captcha. It is only challenge-response test.

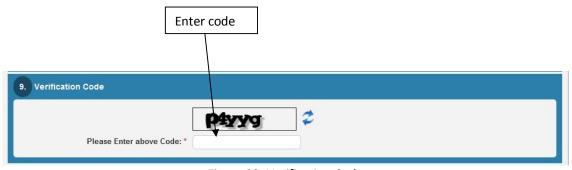


Figure 20: Verification Code

#### Step15. Submission

After confirmation of the application, click on the 'submit' button. The applicant can reset the application.

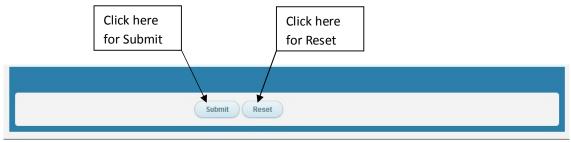


Figure 21: Submit or Reset

#### **Step 16: Confirmation**

After filling all the information, User has to confirm form for that s/he has to click on the 'confirm' button.



Figure 22: Confirmation

# **B. ONLINE APPLICATION**

#### **Step 17 : Apply for Lottery**

For apply for lottery, User has to click on 'Apply for Lottery'. User will see records to which user can apply.

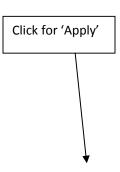




Figure 23: Apply for Lottery

Click on 'Apply' button for filling next form.

In the following form, User has to fill following form. The details which has filled at the time of registration will appeared but not editable. Remaining details has to fill.

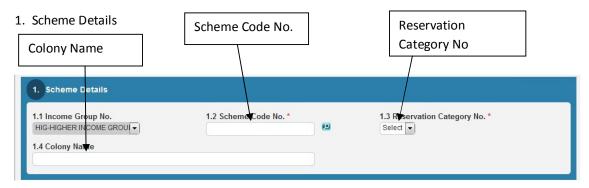
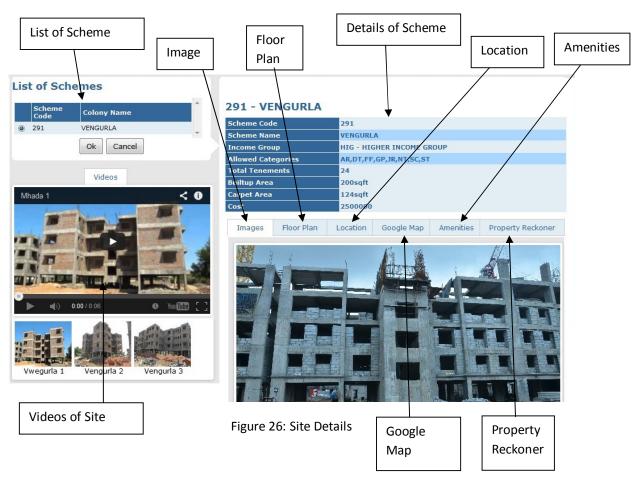


Figure 24: Scheme Details

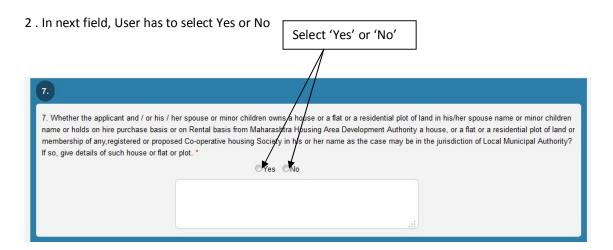
1. 1 In this user has to select 'scheme code' number from giving list. On selecting scheme from the list, User will see scheme related details on the screen, such as videos, information, images, floor plan, location, Google map, amenities, and property Reckoner.



Figure 25: List of Schemes



1.2] Select Reservation Category Number.



If user has select 'yes' then user has to give following details in below text box.

#### 3. Details about Present Accommodation

- 3.1 In this applicant can select his present ownership accommodation
- 3.2 Enter 'In whose name the tenancy or ownership stands'.
- 3.3 Enter number of years i.e. How long has the applicant been staying in Maharashtra.
- 3.4 Select Yes or NO i.e. 'Whether applicant or his/her spouse has applied in any other Scheme?'.

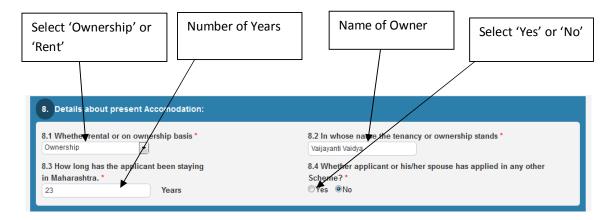


Figure 27: details about present Accommodation

#### 4. Income details

In this user has to enter name and Pan Card number of the spouse.

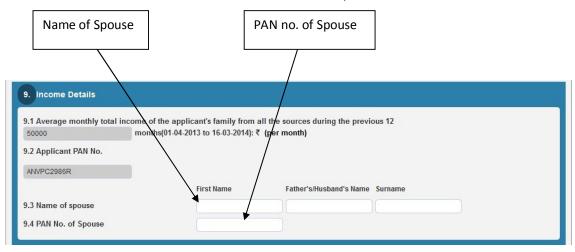


Figure 28: Income Details

#### 5. Mode of Payment

In this user has to select either DD or Online payment mode.



Figure 29: Mode of Payment

6. User has to click on the 'I agree' then enter Place.



Figure 32: Agree

7. Enter the verification code which is given in the captcha.



Figure 33: Verification

8. Then click on the 'submit' button.



Figure 34: Submit

#### **Step 17: Print Acknowledgement**

After completing the online application ,applicant gets the print acknowledgement

- 1 .To take a printout of application form in english applicant should click on "Print Application Form (In English)" button.
- 2 .To take a printout of application form in marathi applicant should click on "Print Application Form (In Marathi)" button.



# C. Payment

# 1)Pay By DD

Applicant making payment by DD have to take print out of Acknowledgement slip and sign the acknowledgement slip and submit the signed acknowledgement slip with DD in the bank

## 2)Pay Online

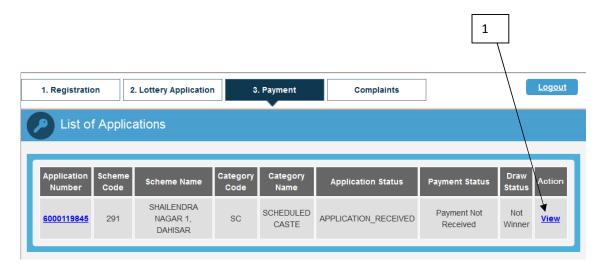
I] For making payment applicant should login by his/her username and date of birth.

Applicant should click on third tab named "3. Payment"



Applicant can see list of applications he/she has applied for the scheme.

1. For making payment click on view button.



i] If applicant has select Online then applicant has to take printout of acknowledgement Slip and sign on it. Then scan the slip and upload it. Then click on 'Pay' button. On the site, user has to select 'Net banking' or 'Card (Debit/ Credit).

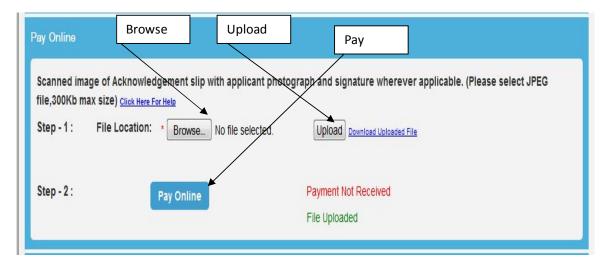


Figure 30: Payment Mode-DD

