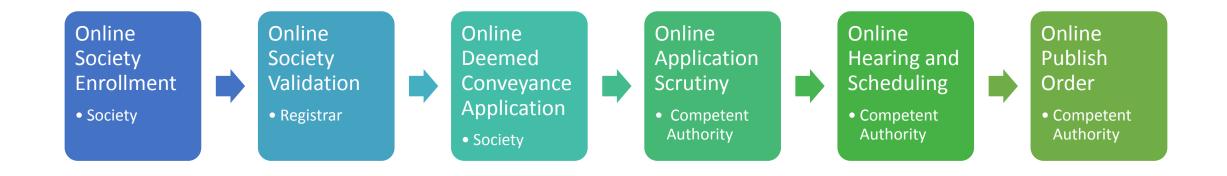
# Online Deemed Conveyance Management System User Manual

Department of Cooperation, Marketing and Textiles
Government of Maharashtra

### **Process Overview**



# Key Phases

### Phase 1: Application

- Validated Society can apply for Deemed Conveyance
- All case documents and details could be uploaded online

### Phase 2: Scrutiny

- Competent Authority/DDR review the applications
- Request information by generating FORM 8 Online
- Society modifies or provides the requested information
- Application is accepted after scrutiny

### Phase 3: Hearing and Scheduling

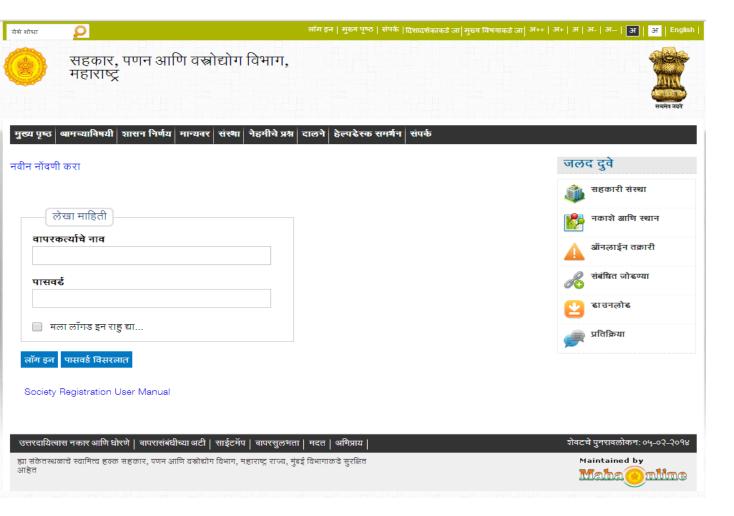
- Case number is generated online
- CA/DDR schedule the hearing and generate form 10 automatically
- Hearing notes (Roznama) is uploaded online by DDR/CA
- Stakeholder can track application online.

### Phase 4: Publish Order

• CA/DDR publish the final order on successful closure of case.

## Step by Step Guide

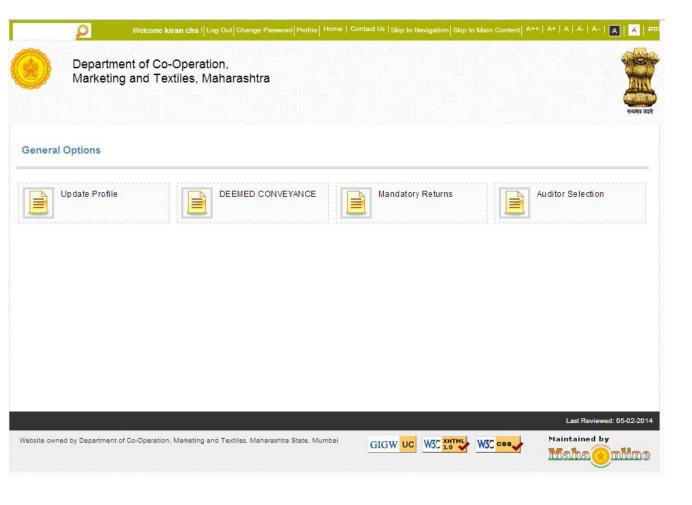
- Apply Online for Deemed Conveyance
- Checklist :
  - 1. Society is enrolled online on MahaSahakar website
  - 2. Society is Validated by Concerned Registrars (AR/DR)
  - 3. Case related documents are scanned and saved on PC



Step 1: Go to Mahasahakar Website (<a href="https://mahasahakar.Maharashtra.gov.in">https://mahasahakar.Maharashtra.gov.in</a>)

Step 2: Go to Login Screen

Step 3: Login with Society Credentials



Step 4 : Click on Deemed Conveyance Link

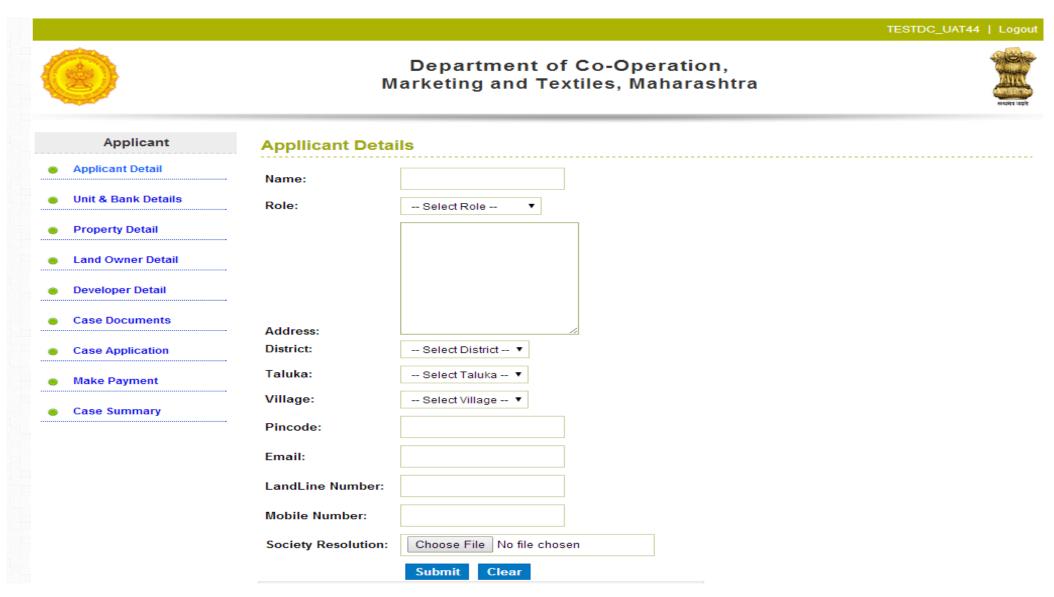


Step 5 : Fill the case details under following sections :

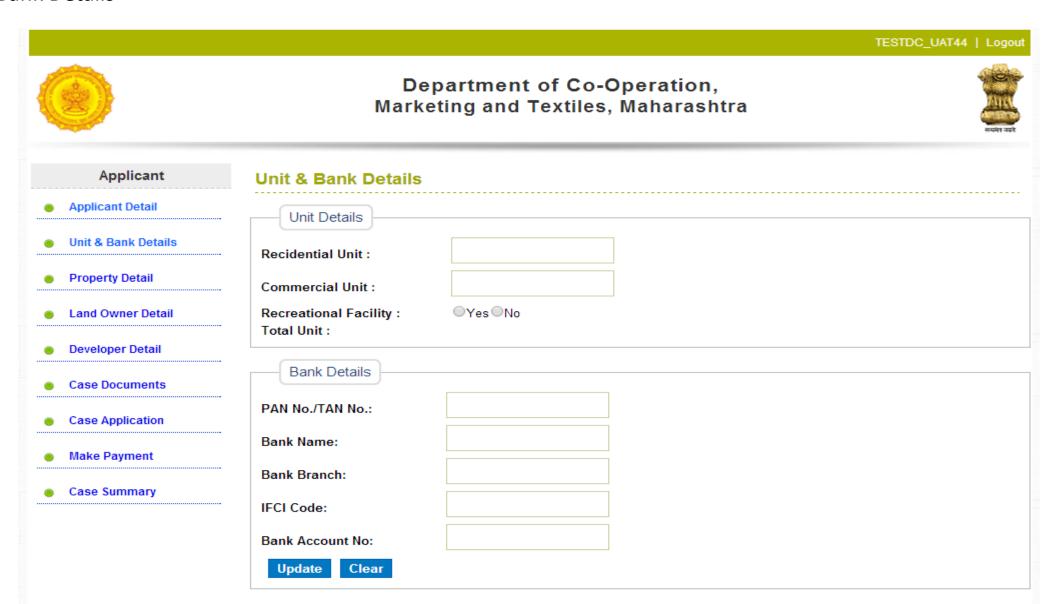
- a) Applicant Details
- b) Unit and Society Bank Details
- c) Property Details
- d) Land Owner Details
- e) Developer Details
- f) Case Documents
- g) Case Applications

Step 6 : Make Payment

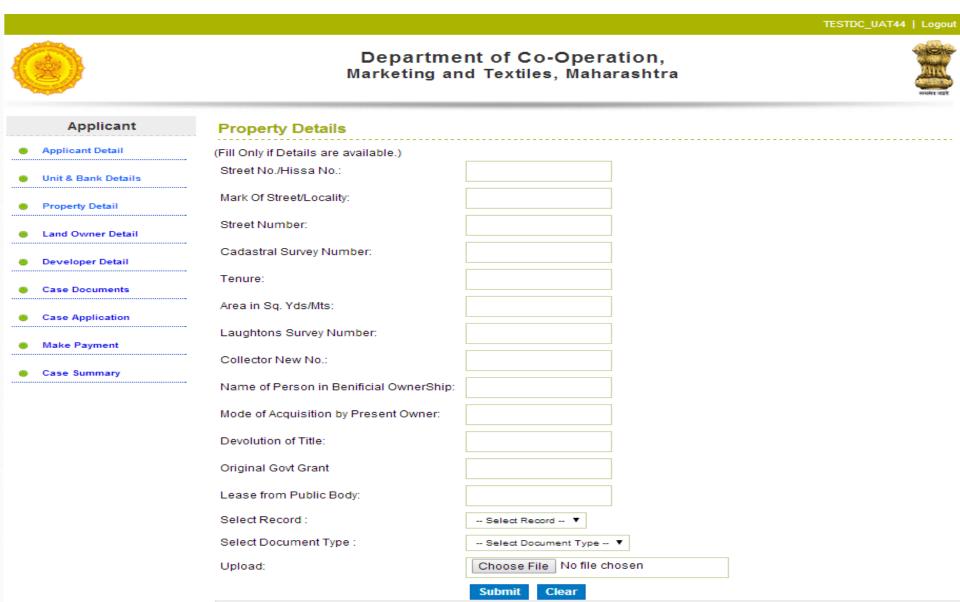
### Fill Applicant Details



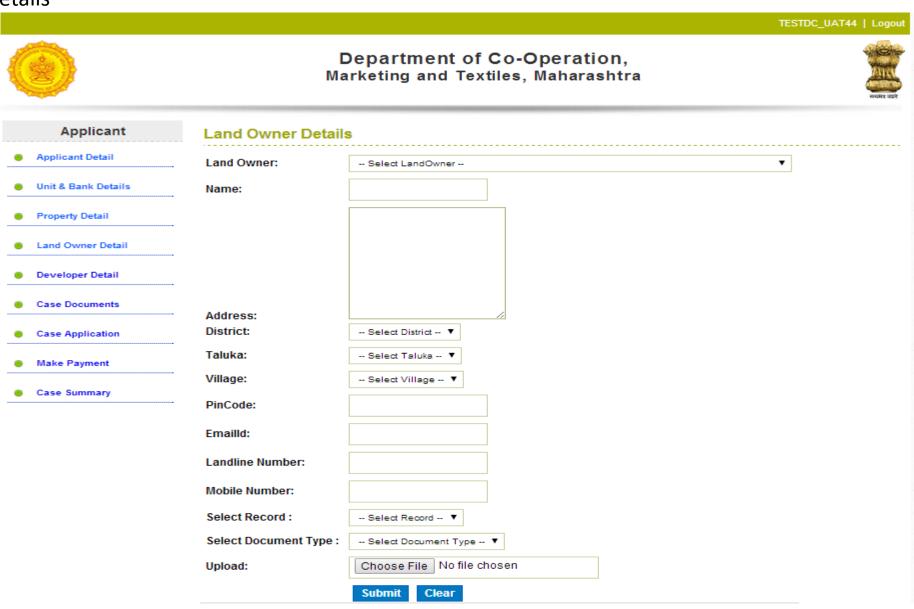
Fill Unit and Bank Details



Fill Property Details

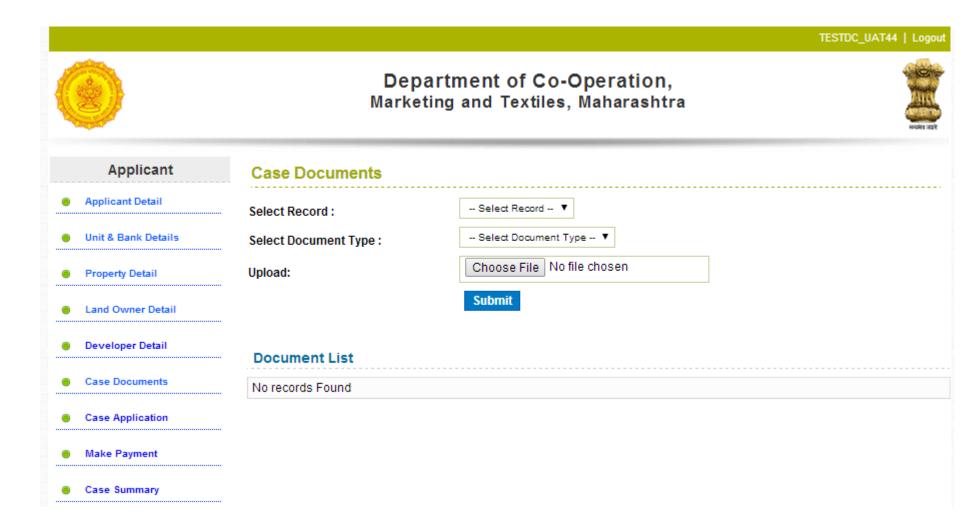


Fill Land Owner Details

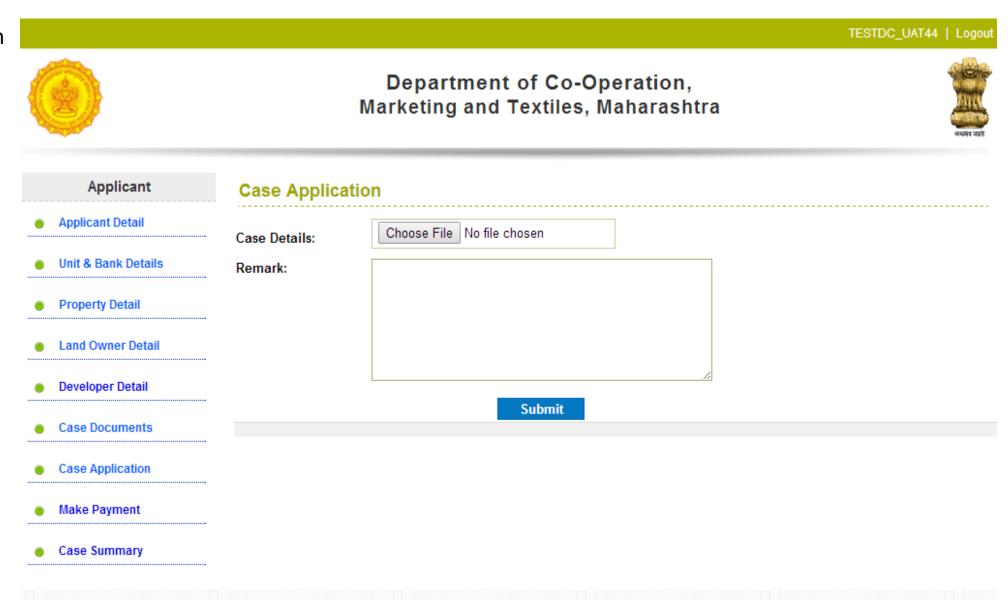


### **Upload Case Documents**

- a) Municipality Records
- b) Revenue Records
- c) Society Records
- d) Applicant Records



- Upload Case Application
- Enter Case Remarks



Step 6: Make Payment

- a) Read the Declaration
- b) Click on Proceed



Department of Co-Operation, Marketing and Textiles, Maharashtra



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# Applicant Applicant Detail Unit & Bank Details Property Detail Land Owner Detail Developer Detail Case Documents Case Application

Make Payment

Case Summary

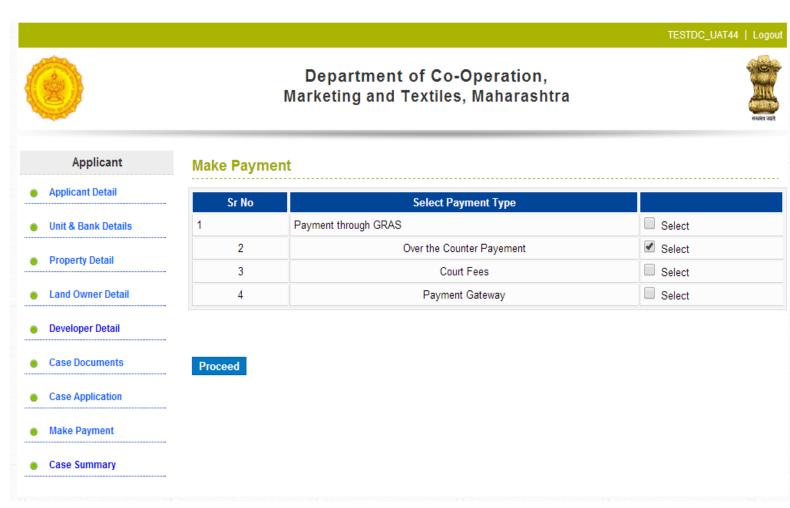
### **Declaration:**

- A) I hereby declare that I am solely responsible for the information provided to the Department.
- B) I hereby declare that whatever information is submitted is true to the best of my knowledge, correct and nothing material has been concealed there from.
- C) I am fully aware of the consequences of submitting any information which is not correct and I would be solely responsible for the same for any future action as per the law.
- D) I would produce the proof/documentary evidence of the information submitted as per the checklist and the application form submitted online before any competent authority of the department whenever it would be requested by Department.

Proceed

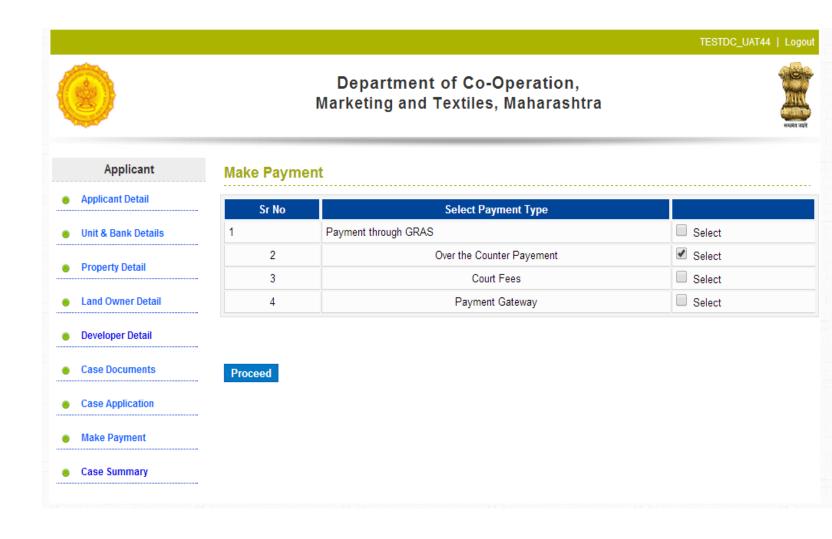
### Step 6: Make Payment

- a) Choose Payment Mode:
  - I. Using GRAS Online Payment:
    - 1. Go GRAS Website
    - 2. Make Payment
    - 3. Download Receipt
    - 4. Upload receipt
  - II. Using GRAS Over the Counter Method Payment:
    - 1. Go Listed bank
    - 2. Make Payment
    - 3. Collect receipt from bank
    - 4. Scan and Upload receipt in the system



Step 6: Make Payment

- a) Choose Payment Mode :
  - I. Using Court fees Payment:
    - 1. San and upload the court fees document
  - II. Using Payment gateway:
    - 1. Choose the payment gateway
    - 2. Make the required payment
    - 3. Charges Applicable



Step 7: View Case Summary and Review the application

Step 8 : Generate Form 7 is also available online

Step 9 : Download Form 7

Step 10: Click APPLY and Submit the application

