

क्रमांक 333/2/990/लोक परिसंपत्ति/2020
कार्यालय प्रमुख अभियंता, जल संसाधन विभाग
जल संसाधन भवन, तुलसी नगर
भोपाल (म.प्र.)

31/10/2020

भोपाल, दिनांक 28/10/2020

प्रति,

1. मुख्य अभियंता, (समस्त)
..... कछार/परियोजना,
जल संसाधन विभाग,
..... (म.प्र.)
2. परियोजना संचालक (समस्त)
..... पी.एम.यू./पी.आई.यू.
जल संसाधन विभाग
..... (म.प्र.)

विषय:- लोक परिसंपत्तियों को पोर्टल पर पंजीयन किये जाने की समीक्षा बाबत।


संदर्भ:- म.प्र. रोड डेव्हलपमेंट कार्पोरेशन लि. (म.प्र.राज्य राजमार्ग प्राधिकरण) का पत्र क्रमांक 042/लोक परिसम्पत्ति प्रबंधन/021/2020-21 भोपाल, दि. 21.10.2020

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विषयांतर्गत उपरोक्त संदर्भित पत्र की प्रति मय सहपत्रों सहित संलग्न कर लेख कि विभाग के अंतर्गत ऐसी अनुपयोगी परिसम्पत्तियाँ जिनमें प्रबंधन पर पुनर्विचार आवश्यक प्रतीत होता है को चिन्हांकन कर लोक परिसम्पत्ति प्रबंधन विभाग के निर्धारित पोर्टल पर प्रविष्टि की जाना है। अतः आप इस संबंध में आपकी संरचना अंतर्गत पृथक-पृथक संपत्तिवार संकलित जानकारी निर्धारित प्रपत्र (संलग्न) में साफ्ट कॉपी (एम.एस.वर्ड फॉर्मेट) एवं हार्ड कॉपी सत्यापित प्रति मय अभिलेखों (PDF/JPEG format) एवं फोटोग्राफस (JPEG format) सहित अनिवार्य रूप से दिनांक 09/11/2020 तक इस कार्यालय को ई-मेल seifcenc@gmail.com पर प्रेषित करने का कष्ट करें। जिससे जानकारी पोर्टल पर दर्ज की जा सके।

इसे सर्वोच्च प्राथमिकता दें।

संलग्न:- प्रोफार्मा एवं यूजर मैनुअल


(मदन सिंह डावर)
प्रमुख अभियंता
जल संसाधन विभाग, म.प्र.
भोपाल


पृ.क्रमांक-333/2/990/लोक परिसंपत्ति/2020

भोपाल, दि. 28/10/2020

प्रतिलिपि:-

1. समस्त अधीक्षण यंत्री, जल संसाधन मण्डल/समस्त कार्यपालन यंत्री, जल संसाधन संभाग की ओर विभागीय पोर्टल के माध्यम से सूचनार्थ एवं अपनी संरचना अंतर्गत वांछित जानकारी निर्धारित प्रपत्र (संलग्न) अनुसार तत्काल मुख्य अभियंता कार्यालय को भेजे जाने हेतु प्रेषित।
2. वैब मैनेजर, कार्यालय प्रमुख अभियंता, जल संसाधन विभाग की ओर विभागीय पोर्टल पर प्रदर्शित किये जाने हेतु प्रेषित।

संलग्न:- उपरोक्तानुसार


(मदन सिंह डावर)
प्रमुख अभियंता
जल संसाधन विभाग, म.प्र.
भोपाल

Proforma for Assets Management Portal

1.	Name of Property *:		
2.	Land Use of Property: (Any one)		
a	Commercial		
b	Mixed Use		
c	Public Utility		
d	Residential		
3.	Existing Use of Property *: (Any one)		
a	Underutilization		
b	Abandoned		
c	Vacant		
d	Surplus		
4.	Description of Property: (in English and not more than 600 words.)		
5.	Site Location Details:		
a	State *		
b	District *		
c	Rural/Urban * (Any one)		
	Rural *	Urban *	
	Block *	ULB *	
	Gram Panchayat *	Ward *	
	Village *	Sheet No.	
	Survey/Khasra No. *	Sheet Document * (enclose)	
	Copy of Khasra * Document (enclose)	Address *	
	Address		
6.	Land Site/Area Details:		
a	Total Land/Site Area *		
b	Unit * (Square Feet/ Square Meter/Acre/ Hectare)		
c	Area in Possession *		
d	Unit * (Square Feet/ Square Meter/Acre/ Hectare)		
	Photographs *	Photograph-1 (jpeg format-Enclose)	
		Photograph-2 (jpeg format-Enclose)	
		Photograph-3 (jpeg format-Enclose)	
		Photograph-4 (jpeg format-Enclose)	
		Photograph-5 (jpeg format-Enclose)	
7.	On Ground Status:		
a	Name of Agency/Office having Possession of land *		
b	Encroachment * (Any one)		1. Yes 2. No
c	Information About Encroachment * (In English with word limit not exceeding 2000 words.)		
8.	Litigation Details:		
a	Any Litigation Pending * (Any one)		1. Yes 2. No
	Upload file * (enclose)		
	Information About Litigation * (In English with word limit not exceeding 2000 words.)		
9.	Assessed Value as per Collector Guidelines:		
a	Value in Rs. *		
b	Relevant Document * (Enclose)		

10.	Details of Officer having complete information of the Property/Asset:	
a	Name *	
b	E-Mail Id *	
c	Phone no. *	
d	Designation *	
e	Office Name *	
f	Office Address *	
11.	Opinion/Remark/Recommendation of the Department:	
a	Recommendation: (in English and not more than 600 words.)	
b		Relevant Document-1 (Enclose) /Relevant Document-2 (Enclose)/ Relevant Document-3 (Enclose)

Note: - 1. Enclosed Documents shall be in PDF/JPEG & Photographs shall be strictly in JPEG format.

2. Strictly fill all the columns

**Madhya Pradesh Public Assets Management
Department**

“Assets Management Portal”

User Manual for Departments to Submit Asset Details

Version – 1.0



**Madhya Pradesh Agency for Promotion of Information Technology
Department of Science & Technology
Government of Madhya Pradesh**

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1 Introduction

The project aims to setup a dedicated **web based Portal** to receive request for Assets monetization from the government departments and agencies. All departments/agencies shall submit detail of disposable/re- developable/monetizable properties on the portal with GIS coordinates and present utilization of property. The purpose of this Portal is to identify and evaluate public Assets that have potential of monetization through redevelopment, rationalization or disposal.

Open any browser and enter the URL <http://mprdc.gov.in/> . On this website you'll find a link of asset monetization login page. Click on that you'll be redirected to the Asset Monetization login page.



2 Login Page for Department

Login with the credentials provided by the Madhya Pradesh Public Assets Management Department.

1. Enter User ID
2. Enter Password
3. Then enter captcha in the column given in the right side.
4. If user wishes to change the captcha then they can click on reload button given in right of captcha

The screenshot shows the login interface for the Madhya Pradesh Public Assets Management Department. At the top right, there is a red-bordered button labeled 'User Manual'. The main heading is 'MADHYA PRADESH PUBLIC ASSETS MANAGEMENT DEPARTMENT', followed by 'GOVERNMENT OF MADHYA PRADESH' and 'Assets Monetization System'. The central form is titled 'Sign In to your account' and contains a success message: 'Success! You've been logged out successfully.' Below this are input fields for 'User Id', 'Password', and 'Captcha'. The 'Captcha' field shows the number '2201' and a reload icon. A green 'LOGIN' button is positioned below the fields, with a 'Forgot password?' link underneath. At the bottom, there is a footer with the department name, copyright notice, and logos for Madhya Pradesh and myGov.

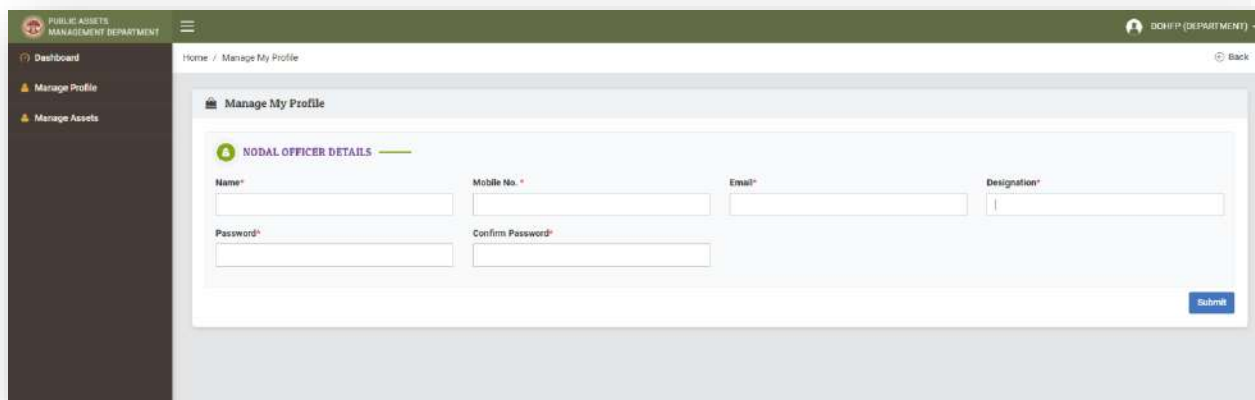
3 User Manual

1. Department can download the user manual from this page.
2. Link of user manual if given on the right top of the page
3. Click on the link and manual will be downloaded.

4 First Time Login

On first Time login department has to fill the details of “Nodal Officer” who will be responsible of managing the assets data & also enter the new password to access the account. This information is mandatory for the department, only after filling this information departmental user will be redirected to the dashboard.

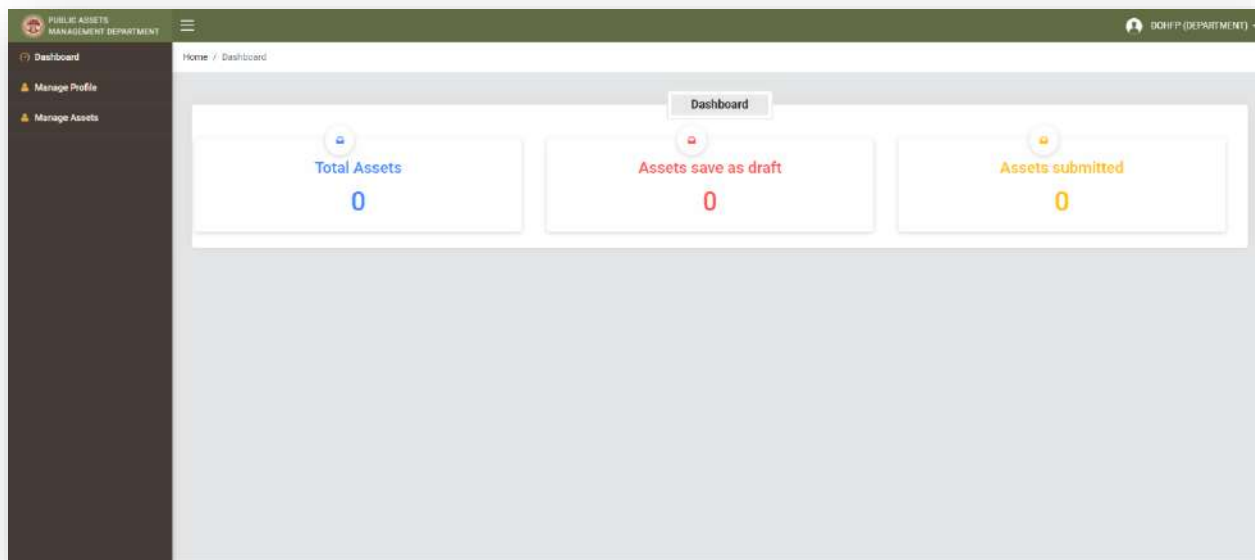
1. Fill the Nodal officer name, official Email ID, Mobile number, Designation.
2. Department has to enter the new password and re-enter the same password to confirm.
3. Click on submit button to save the details.



The screenshot shows the 'Manage My Profile' page. The header includes 'PUBLIC ASSETS MANAGEMENT DEPARTMENT' and 'DOWFP (DEPARTMENT)'. The left sidebar contains 'Dashboard', 'Manage Profile', and 'Manage Assets'. The main content area is titled 'Manage My Profile' and contains a form for 'NODAL OFFICER DETAILS'. The form fields are: Name*, Mobile No.*, Email*, Designation*, Password*, and Confirm Password*. A 'submit' button is located at the bottom right of the form.

5 Dashboard

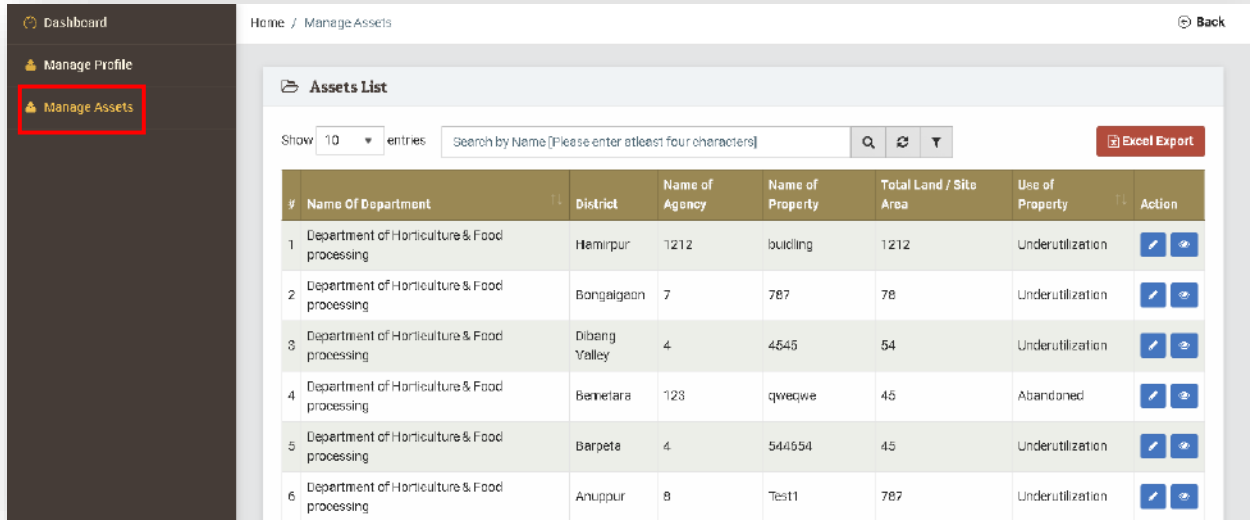
After successful login nodal officer can view the dashboard and view the assets data filled by them.



The screenshot shows the dashboard page. The header includes 'PUBLIC ASSETS MANAGEMENT DEPARTMENT' and 'DOWFP (DEPARTMENT)'. The left sidebar contains 'Dashboard', 'Manage Profile', and 'Manage Assets'. The main content area is titled 'Dashboard' and displays three summary cards: 'Total Assets' with a value of 0, 'Assets save as draft' with a value of 0, and 'Assets submitted' with a value of 0.

6 Add Assets

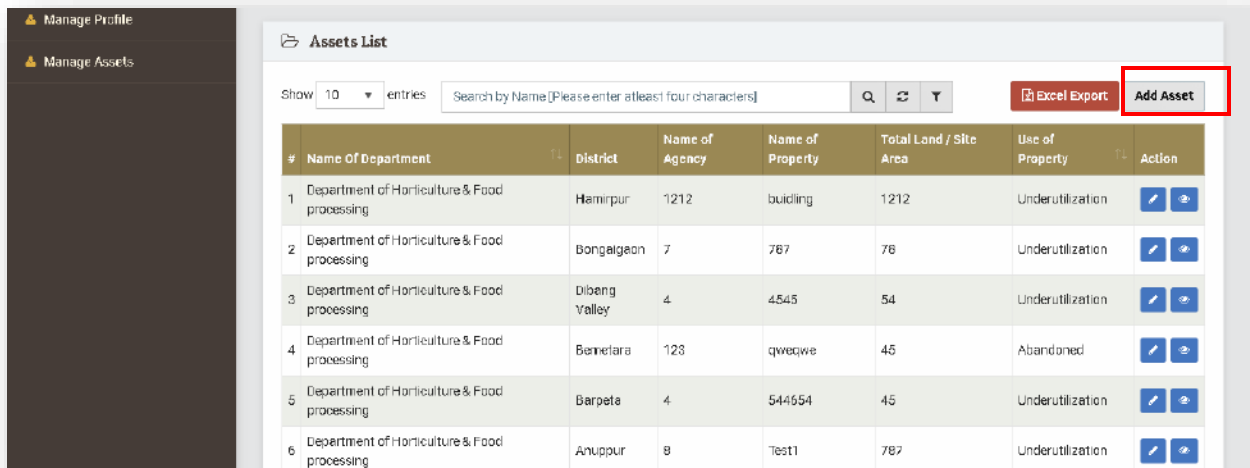
To enter the asset details user will click on the **manage asset** option in the left side menu.



The screenshot shows the 'Manage Assets' page. On the left sidebar, the 'Manage Assets' menu item is highlighted with a red box. The main content area displays the 'Assets List' table. The table has columns for #, Name Of Department, District, Name of Agency, Name of Property, Total Land / Site Area, Use of Property, and Action. There are 6 rows of data. At the top right of the table, there is an 'Excel Export' button. The 'Add Asset' button is not visible in this screenshot.

#	Name Of Department	District	Name of Agency	Name of Property	Total Land / Site Area	Use of Property	Action
1	Department of Horticulture & Food processing	Hamirpur	1212	building	1212	Underutilization	✎ 🗑
2	Department of Horticulture & Food processing	Bongaigaon	7	787	78	Underutilization	✎ 🗑
3	Department of Horticulture & Food processing	Dibeng Valley	4	4545	54	Underutilization	✎ 🗑
4	Department of Horticulture & Food processing	Bemetara	128	qweqwe	45	Abandoned	✎ 🗑
5	Department of Horticulture & Food processing	Barpeta	4	544554	45	Underutilization	✎ 🗑
6	Department of Horticulture & Food processing	Anuppur	8	Test1	787	Underutilization	✎ 🗑

After click on the manage assets option user will be redirected to the manage assets page, here user will find an option of **add assets** click on that.



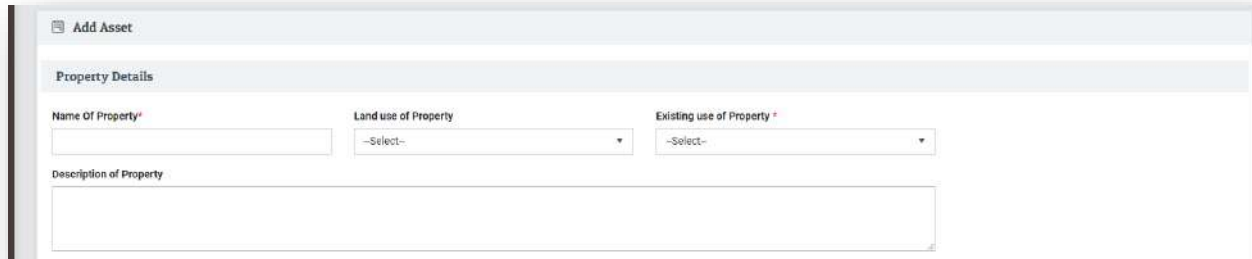
The screenshot shows the 'Manage Assets' page. On the left sidebar, the 'Manage Assets' menu item is highlighted with a red box. The main content area displays the 'Assets List' table. The table has columns for #, Name Of Department, District, Name of Agency, Name of Property, Total Land / Site Area, Use of Property, and Action. There are 6 rows of data. At the top right of the table, there is an 'Excel Export' button and an 'Add Asset' button, which is highlighted with a red box.

#	Name Of Department	District	Name of Agency	Name of Property	Total Land / Site Area	Use of Property	Action
1	Department of Horticulture & Food processing	Hamirpur	1212	building	1212	Underutilization	✎ 🗑
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3	Department of Horticulture & Food processing	Dibeng Valley	4	4545	54	Underutilization	✎ 🗑
4	Department of Horticulture & Food processing	Bemetara	128	qweqwe	45	Abandoned	✎ 🗑
5	Department of Horticulture & Food processing	Barpeta	4	544554	45	Underutilization	✎ 🗑
6	Department of Horticulture & Food processing	Anuppur	8	Test1	787	Underutilization	✎ 🗑

Now user will be redirected to the **Add asset** form. User has to fill all the mandatory fields to successfully submit the form.

6.1 Property Details

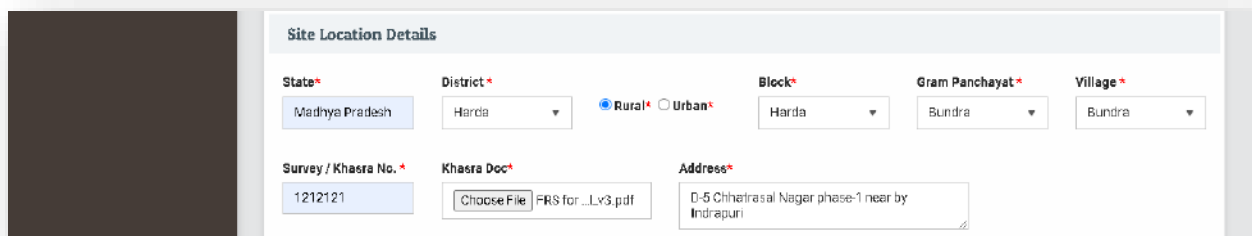
- 1 Enter Name of Property
- 2 Select the Land use of the site from drop down
- 3 Select the Use Of Property from drop down
- 4 Description of the property, department can enter the details of structure build on the property (if any) or any other details related to the property can be added from this option.



The screenshot shows a web form titled 'Add Asset'. Under the 'Property Details' section, there are three dropdown menus: 'Name Of Property*', 'Land use of Property' (with a '-Select-' option), and 'Existing use of Property *' (with a '-Select-' option). Below these is a large text area labeled 'Description of Property'.

6.2 Site Location Details

1. Select State from the drop down
 2. Select District from the drop down
 3. Then select Urban or Rural by Radio Button
- If the user selects **Rural** then few options will be displayed,
4. Select block from drop down
 5. Select Gram panchayat from drop down
 6. Select Village from drop down & Enter Address
 7. Enter the Survey/ Khasra no. in the text box.
 8. Upload Copy of khasra



The screenshot shows a web form titled 'Site Location Details'. It contains several fields: 'State*' (Madhya Pradesh), 'District*' (Harda), 'Block*' (Harda), 'Gram Panchayat*' (Bundra), and 'Village*' (Bundra). There are radio buttons for 'Rural*' (selected) and 'Urban*'. Below these are 'Survey / Khasra No. *' (1212121), 'Khasra Doc*' (with a 'Choose File' button and a file name 'FRS for ...Lv3.pdf'), and 'Address*' (D-5 Chhetrasal Nagar phase-1 near by Indrapuri).

If the user selects **urban** then few options will be displayed,

1. Select ULB from drop down
2. Select ward from drop down
3. Enter complete address of the site
4. Enter the sheet no in the text box
5. Upload Copy of sheet

Site Location Details

State*
Medhya Pradesh

District*
Harda

Rural* Urban*

ULB*
खिराकिया

Ward*
15 - अमंडकर

Sheet No*
32323

Sheet Doc*
Choose File | No file chosen

Address*
D-5 Chhetresal Nagar phase-1 nea Indrapun

6.3 Land Site/ Area Details

Here department has to provide the information about the land and area of the Asset.

1. Enter Total Land/Site Area
2. Select the unit of area from the drop down
3. Enter Possession Area
4. Select the unit of area from the drop down
5. Enter 5 Photographs related to the site

Land Site / Area Details

Total Land / Site area*
Unit*
Hectare

Area In Possession*
Unit*
Feet

Photograph 1
Photograph 2
Photograph 3
Photograph 4
Photograph 5

6.4 On Ground Status

Department has to fill the on ground status of the property

1. Name of Agency having Land Possession (this can be any corporation of department of the department itself also.)
2. Encroachment on Land, if there is any encroachment on the land then select yes and enter the details in the next text box.
3. Information on Encroachment, Enter the details of encroachment in text box with the limit of 2000 words.

On ground Status

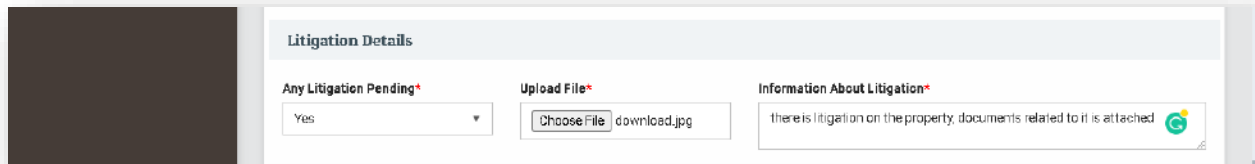
Name of Agency/Office having Possession of Land*
Encroachment on Land*
Yes

Information About Encroachment*

6.5 Litigation Details

If there is any litigation on the property then department has to provide the information about the litigation


1. Select any litigation pending (YES/NO) from the drop down.
2. IF yes then enter the Information of Litigation. If no then move to next section.
3. Upload file- click on the upload file button select the file related to litigation.



Litigation Details

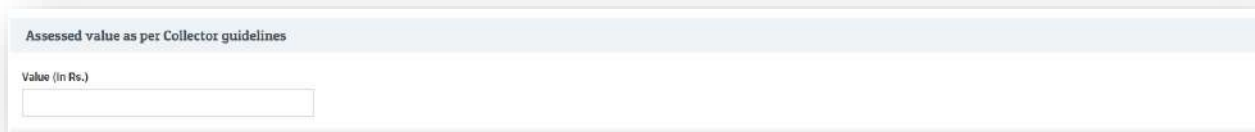
Any Litigation Pending* Yes ▾

Upload File* Choose File | download.jpg

Information About Litigation* there is litigation on the property. documents related to it is attached 

6.6 Assessed Value as Per Collector Guideline

Department has to fill up the value of asset as per the collector guidelines.



Assessed value as per Collector guidelines

Value (In Rs.)

6.7 Detail of Officer having complete information of the property/assets

Department has to fill the official details of the officer who has got the full details of property.

1. Enter Name
2. Enter official E-Mail Id
3. Enter Phone no.
4. Enter Designation of officer
5. Enter Office Name
6. Enter Office Address



Details of Officer having complete information of the property/ asset

Name*

Email Id

Phone No*

Designation*

Office Name*

Office Address*

6.8 Opinion/Remark/ Recommendation of the Department

Department can submit their recommendation from this section if they have any plans for the property use so they can share it from this section.

Opinion/Remark/ Recommendation of the Department

Recommendation

Relevant Document 1 Relevant Document 2 Relevant Document 3

Choose File | No file chosen Choose File | No file chosen Choose File | No file chosen

Save as Draft

Submit

1. After filling the entire details user will get 2 options, **Save as Draft & Submit**.
2. If the user clicks **save as Draft** option the details will be saved as draft only.
3. If they click on **submit** button then the details will be saved and sent to the Admin.
4. After selecting any on the option user will be redirected to the manage asset page.

7 Manage Assets

1. On this page user can view the assets they have added into the application.
2. Against every asset details there will be 2 action buttons. **Edit & View**
3. Click on edit button to edit the form details.
4. Click view button to view the detail filled in the asset form.

Dashboard Home / Manage Assets Back

Manage Profile

Manage Assets

Assets List

Show 10 entries Search by Name [Please enter atleast four characters] Excel Export

#	Name Of Department	District	Name of Agency	Name of Property	Total Land / Site Area	Use of Property	Action
1	Department of Horticulture & Food processing	Hemipur	1212	bulding	1212	Underutilization	Edit View
2	Department of Horticulture & Food processing	Bongaigaon	7	787	78	Underutilization	Edit View
3	Department of Horticulture & Food processing	Dibang Valley	4	4545	54	Underutilization	Edit View
4	Department of Horticulture & Food processing	Beniarara	123	qwecqwe	45	Abandoned	Edit View
5	Department of Horticulture & Food processing	Barpete	4	544554	45	Underutilization	Edit View
6	Department of Horticulture & Food processing	Anuppur	8	Test1	787	Underutilization	Edit View

XXX