

Application Process: RTS website



Citizen can visit the website <http://rtsnmmconline.com/> to avail the 16 services under Right to services or can click on “Civic Services” on <https://www.nmmc.gov.in/>. Citizen will be automatically redirected to “<http://rtsnmmconline.com>”

RTS website: Application Page, Escalation Hierarchy and Time Limit for Resolution

Varasa Hakk Certification

Time Limit: 15 Days

Sr.No	Zone / Prabhag	Ward	Designated Officer	First Appellate Officer	Second Appellate Officer
1	Belapur	बेलापूर	Sudesh Parab	Vinod Nagrale	Umesh Wagh
2	Nerul	नेरूळ	Sudesh Parab	Vinod Nagrale	Umesh Wagh
3	Turbhe	तुर्भे	Suryakant Vitavkar	Vinod Nagrale	Umesh Wagh
4	Vashi	वाशी	Sudesh Parab	Vinod Nagrale	Umesh Wagh
5	Koperkhairane	कोपरखैरणे	Dinanath Patil	Vinod Nagrale	Umesh Wagh
6	Ghansoli	घणसोली	Dinanath Patil	Vinod Nagrale	Umesh Wagh
7	Airoli	ऐरोली	Suryakant Vitavkar	Vinod Nagrale	Umesh Wagh
8	Digha	दिघा	Suryakant Vitavkar	Vinod Nagrale	Umesh Wagh
9	All Zone	सर्व प्रभाग	N.B. Waghmare	Vinod Nagrale	Umesh Wagh

Required Documents

Prescribed Application No Dues Certificate Varasa Hakk Certificate
 Death certificate Latest tax paid receipt

 Search Varasa Registration  Apply for Varasa Registration

- After clicking on any service(sample: Varasa Hakk) citizen can view the Escalation matrix, Time limit for resolving and the documents required for applying to the desired service

RTS: New Application

Varasa Hakk Certification

 

Varasa Registration

* Please Fill All Information

Zone	Select	Ward / Area	
Applicant Name		Contact No	
Permanent Address		Property No	
Email	Enter Email Address		

Submit

- To apply for new Birth Registration, citizen has to click on “Apply for Varasa Registration”

RTS website: Search for Applied Application

Varasa Hakk Certification

Search Varasa Registration

Apply for Varasa Registration

Search VARASA Certificate Record

• Registration No • Personal Information

Registration No

Search

- Search Varasa Hakk Tab can be used to find the stage at which the process is held. By entering the registration number he can know the status of his application and can make the payment.

RTS website: Upload Documents Option

Property Transfer Checklist



अ. क्र.	कागदपत्राचे नाव	सिलेक्ट करा	अपलोड करा	जमा केलेले कागदपत्र
1	Prescribed Application	<input checked="" type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
2	Document Copy	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
3	Award Letter	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
4	No Outstanding Certificate	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
5	Purchase Document	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
6	Allocation Document	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
7	Previous Property Transfer Agreements	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	

Citizen has to upload all the mandatory Documents for applying to the service. As soon as document is upload the “Upload colour will change”. Citizen has to upload document in PDF or PNG, JPEG format only.

RTS website: Status Check for Citizen

Search VARASA Certificate Record

• Registration No • Personal Information

Registration No

20161VRNMMC78

Search

#	Information	Details
1	Status	Approved Please Proceed For Payment : <input type="button" value="Payment"/>
2	Registration No.	20161VRNMMC78
3	Applicant Name	Samir Jagtap
4	Mobile No	9403569115
5	Ward No	9
6	Survey No	9
7	Property No	12041

This tab is used by the citizen to know the status of his application. There will be three status for citizen:

1. Application in Process
2. Make online payment (against service applying for)
3. Download Certificate (after successful payment, citizen can download the certificate after approval from Department)

RTS website: Final Issue of Certificate



- :: वारसा हक्क प्रमाणपत्र :: -

प्रमाणित करण्यात येते की, श्री / श्रीमती **Samir Jagtap** राहणार वार्ड क्र. 9 नवी मुंबई महानगरपालिका / प्रभाग क्र. 9 यांना वारसा हक्क प्रमाणपत्र देण्यात येत आहे.

स्थान : नवी मुंबई महानगरपालिका
दिनांक : / / 2016

मुख्याधिकारी
नवी मुंबई महानगरपालिका

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Attached is the Sample format of the certificate issued. Make sure the certificate is signed (Digitally/Manually) by the Designated Officer.