



Help File for Police Lottery Online Verification

CITY AND INDUSTRIAL DEVELOPMENT CORPORATION

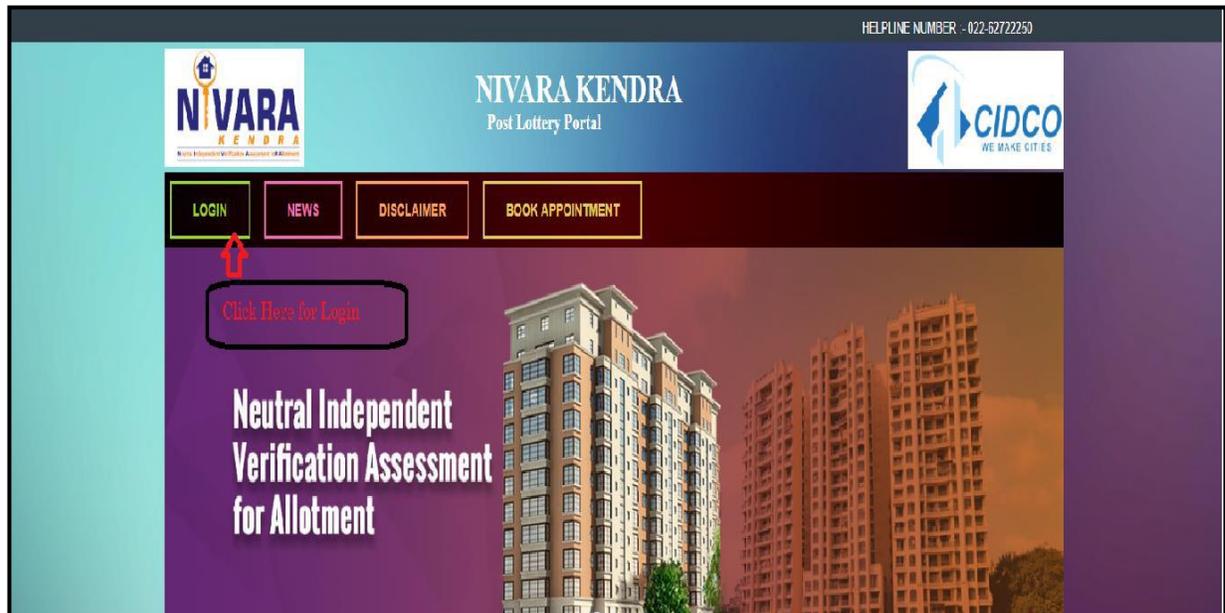
<https://cidco.nivarakendra.in/App/applicantLandingPage>

Table of Contents

A)	COMMON STEPS:.....	3
B)	IDENTITY AGE PROOF:	6
C)	CATEGORY PROOF:	6
	Police Employee (Affidavit I):.....	6
D)	INCOME DETAILS:	7
E)	PMAY REGISTRATION PROOF:	10
F)	AFFIDAVIT B (FOR EWS CATEGORY):	10
G)	AFFIDAVIT C (FOR LIG CATEGORY):.....	11
H)	AADHAR AND PAN SPOUSE:	12

A) COMMON STEPS:

1. Click on **Login** button.



2. Enter your **Application Number** and **Verification Code** same as mentioned in the box.

Application Number

Enter Application Number

Verification Code

xhbnd

Enter The Captcha Code

Get OTP

Enter Application Number

Enter Verification Code

3. After entering application number and verification code, click on **Get OTP** button.

The screenshot shows a 'Login' window with a dark blue header. Below the header, there are two input fields: 'Application Number' containing '620000XXXX' and 'Verification Code' containing '2mcbk'. A blue 'Get OTP' button is located below the verification code field. A callout box with the text 'Click on Get OTP' has an arrow pointing to the 'Get OTP' button.

4. Enter **One Time Password (OTP)** received on your registered Mobile Number and click on **Login** button.

The screenshot shows the 'Login' window after the OTP step. The 'Application Number' field still contains '620000XXXX'. Below it, a red note reads: 'Note: Please enter the OTP sent to your mobile number *****7347'. The 'OTP (valid for 5 min)' field contains '429700|'. A blue 'Login' button with a right arrow is highlighted by a callout box 'Click on Login button'. A red 'Back' button and a blue 'Change Mobile' link are also visible. A callout box 'Enter OTP received on your registered mobile number' has an arrow pointing to the OTP input field.

5. Click on **My Application** for further process.

The screenshot shows the NIVARA KENDRA Post Lottery Portal interface. The header includes the NIVARA KENDRA logo on the left, the text 'NIVARA KENDRA Post Lottery Portal' in the center, and the CIDCO logo with the tagline 'WE MAKE CITIES' on the right. Below the header is a navigation menu with the following items: 'My Applications', 'Update Applicant Detail', 'Addition of Co-applicant', 'Appointment For Enquiry', and 'Contact Us'. The 'My Applications' item is highlighted. To the right of the navigation menu, the text 'Welcome, RAKESH BALMIKI' and a 'Logout' link are visible. Below the navigation menu, a blue banner displays 'Welcome Rakesh'. The main content area below the banner is currently empty.

6. Click on **Document Verify** button against the application number.

The screenshot shows the NIVARA KENDRA Post Lottery Portal interface with the 'Applications' section active. The header and navigation menu are identical to the previous screenshot. The 'Applications' section is titled 'Applications' and contains a table with the following columns: 'Application Number', 'Applicant Name', 'Category', 'Flat', 'Status', 'Detail', 'Remark', and 'Action'. The table has one row of data. In the 'Action' column of this row, there are three buttons: 'Document Verify', 'Surrender Tenement', and 'Download LOI'.

Application Number	Applicant Name	Category	Flat	Status	Detail	Remark	Action
6200000XXX	RAKESH XXXXXXX XXXXXXX	PL	Flat - E01,12,2 Scheme - 40- KHARGHAR(EWS)- SECTOR 40.KHARGHAR (EWS),AFFORDABLE HOUSING SCHEME (DRAW_WINNER)				Document Verify Surrender Tenement Download LOI

7. Scroll down to **Applicant Documents** section.

B) IDENTITY AGE PROOF:

1. Enter Aadhar Number.
2. Click on “Choose File” button to upload scanned copy of Aadhar Card.
3. Select the appropriate file from your computer/laptop.
4. Click on “Upload” button.
5. Click On “Save” button to save all the entered details.

Applicant Documents

Identity Age Proof

Aadhar Card

Aadhaar Number *
Enter Aadhaar Number

Aadhar Card *
Choose File No file chosen Upload

Save

C) CATEGORY PROOF:

Police Employee (Affidavit I):

1. Enter Name as on Affidavit.
2. Enter Police Station name
3. Enter valid Designation.
4. Select appropriate class.
5. Click on “Choose File” button to upload scanned copy of Affidavit I.
6. Select the appropriate file from your computer/laptop.
7. Click on “Upload” button.
8. Click on “Save” button to save all the entered details.

Category Proof

Affidavit I

Name as on Affidavit *
Enter Name as on Affidavit

Police Station Name *
Enter Police station name

Designation *
Enter Designation

Class *
Select

Affidavit I *
Choose File No file chosen Upload

Save

D) INCOME DETAILS:

1. Select appropriate Employee type for Self Income and fill the related details.
2. Select appropriate Employee type for Spouse Income and fill the related details.
3. Click on “Save” button to save all the entered details.

Income

Income

Self Income

Employee type *
Govt Employee/Private Employee

Salary Slip Certificate

Is Salary covered for the Year 2019-2020 ? Yes No

Name as on Salary Slip/ Certificate *
Enter Name as on Salary Slip/ Certificate

Add Twelve Months Add More

From Date	To Date	Income Type	Allowances	Total Income	Reimbursable Income	Non-Reimbursable Gross Income
Total						

Salary Slip/ Certificate *
Choose File No file chosen Upload

Spouse Income

Employee type *
Select

Save

a) SELF-INCOME:

Employee type – Govt. Employee/Private Employee:

1. For Salary Slip Certificate, Select “Yes” option if Salary is covered for the Year 2019-2020; else select “No” option.

Income -

Income

Self Income

Employee type *

Govt Employee/Private Employee

Salary Slip Certificate

Is Salary covered for the Year 2019-2020 ? Yes No

Name as on Salary Slip/ Certificate *

Enter Name as on Salary Slip/ Certificate

Add Twelve Months
Add More

From Date	To Date	Income Type	Allowances	Total Income	Reimbursable Income	Non-Reimbursable Gross Income
Total						

Salary Slip/ Certificate *

Choose File No file chosen Upload

SPOUSE INCOME

I) If applicant selects Employee type – Govt. Employee/Private Employee:

For Salary Slip Certificate, Select “Yes” option if Salary is covered for the Year 2019-2020; else select “No” option.

Spouse Income

Employee type *

Govt Employee/Private Employee

Salary Slip Certificate

Is Salary covered for the Year 2019-2020 ? Yes No

Name as on Salary Slip/ Certificate *

Enter Name as on Salary Slip/ Certificate

Add Twelve Months
Add More

From Date	To Date	Income Type	Allowances	Total Income	Reimbursable Income	Non-Reimbursable Gross Income
Total						

Salary Slip/ Certificate *

Choose File No file chosen Upload

II) If applicant selects Employee type – Un-Employed/Self-Employed/Zero-Income:

1. For Income Certificate, Select “Yes” option if Barcode is present in the Income Certificate; else select “No” option.

Spouse Income

Employee type *

Un-Employed/Self-Employed/Zero-Income ▾

Income Certificate

Is Barcode present? Yes No Is MahaOnline Certificate? Yes No

Document No *

Enter Income Certificate Document No

Name as on Income Certificate *

Enter Name as on Income Certificate

Family Annual Gross Income *

Enter Family Annual Gross Income

Document Date *

Enter Document Date

Income Certificate *

Choose File No file chosen Upload

III) If applicant selects Employee type – Non-Working:

1. Click on “Choose File” button to upload scanned copy of Non-Working Consent.
2. Select the appropriate file from your computer/laptop.
3. Click on “Upload” button.

Spouse Income

Employee type *

Non-Working ▾

Non Working

Non working consent *

Choose File No file chosen Upload

E) PMAY REGISTRATION PROOF:

1. Select appropriate Registration Type.
2. Enter valid PMAY Registration Number.
3. Select appropriate Registration Date.
4. Click on “Choose File” button to upload scanned copy of PMAY Registration Proof.
5. Select the appropriate file from your computer/laptop.
6. Click on “Upload” button.
7. Click on “Save” button to save all the entered details.

The screenshot shows a web form titled "Applicant Documents" with a sub-section for "Pmay". The form is titled "# PMAY Registration Proof" and contains the following fields and buttons:

- Registration Type ***: A dropdown menu with "Select" as the current value.
- Document No**: A text input field with the placeholder "Enter Document No".
- Registration Date**: A date input field with the placeholder "Enter Registration Date" and a calendar icon.
- PMAY Registration Proof ***: A file upload section with a "Choose File" button, the text "No file chosen", and an "Upload" button.
- Save**: A blue button located at the bottom left of the form.

F) AFFIDAVIT B (FOR EWS CATEGORY):

1. Enter Applicant Name.
2. Enter Applicant Age.
3. Enter Applicant Occupation.
4. Select “Yes” option if Gross Annual Income is within Slab (0 - 300000); else select “No” option
5. Click on “Choose File” button to upload scanned copy of Affidavit B.
6. Select the appropriate file from your computer/laptop.
7. Click on “Upload” button.
8. Click on “Save” button to save all the entered details.

Affidavit B -

Affidavit B

Applicant Name * <input style="width: 95%;" type="text" value="Enter Applicant Name"/>	Applicant Age * <input style="width: 95%;" type="text" value="Enter Applicant Age"/>	Applicant Occupation * <input style="width: 95%;" type="text" value="Enter Applicant Occupation"/>
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Is Gross Annual Income within Slab (0 - 300000)? Yes No

Affidavit B *
 No file chosen

G) AFFIDAVIT C (FOR LIG CATEGORY):

1. Enter Applicant Name.
2. Enter Applicant Age.
3. Enter Applicant Occupation.
4. Select “Yes” option if Gross Annual Income is within Slab (300001 - 600000); else select “No” option
5. Click on “Choose File” button to upload scanned copy of Affidavit C.
6. Select the appropriate file from your computer/laptop.
7. Click on “Upload” button.
8. Click on “Save” button to save all the entered details.

Affidavit C -

Affidavit C

Applicant Name * <input style="width: 95%;" type="text" value="Enter Applicant Name"/>	Applicant Age * <input style="width: 95%;" type="text" value="Enter Applicant Age"/>	Applicant Occupation * <input style="width: 95%;" type="text" value="Enter Applicant Occupation"/>
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Is Gross Annual Income within Slab (300001 - 600000)? Yes No

Affidavit C *
 No file chosen

H) AADHAR AND PAN SPOUSE:

a) For Aadhar Card Spouse:

1. Enter correct Aadhar Number of Spouse.
2. Click on “Choose File” button to upload scanned copy of Aadhar Card of Spouse.
3. Select the appropriate file from your computer/laptop.
4. Click on “Upload” button.
5. Click on “Save” button to save all the entered details.

b) For PAN Card Spouse:

1. Enter correct PAN Number of Spouse.
2. Click on “Fetch Data from API” button to fetch your PAN Card details automatically.
3. If data is not fetched automatically, you have to enter the details manually.
4. Enter First Name of Spouse as displayed on PAN Card.
5. Enter Middle Name of Spouse as displayed on PAN Card (Optional).
6. Enter Last Name of Spouse as displayed on PAN Card.
7. Click on “Choose File” button to upload scanned copy of PAN Card of Spouse.
8. Select the appropriate file from your computer/laptop.
9. Click on “Upload” button.
10. Click on “Save” button to save all the entered details.

The screenshot shows a web form titled "Applicant Documents" with a sub-section "Spouse Identity Proof". It contains two main sections for spouse information:

- # Aadhar Card Spouse:** Includes a text input for "Aadhaar Number Spouse *", a file upload area with "Choose File" and "Upload" buttons, and a "Save" button.
- # PAN Card Spouse:** Includes a text input for "Pan Number Spouse *", a "Fetch Data from API" button, three text inputs for "First Name as on PAN *", "Middle Name as on PAN", and "Last Name as on PAN *", a file upload area with "Choose File" and "Upload" buttons, and a "Save" button.

Verify all the saved details before proceeding further. Once all details are verified, click on the “**Final Submit**” button to submit the details.

After clicking on “**Final Submit**” button, an OTP window will be displayed. Enter the valid OTP which you will receive on your registered Mobile Number and click on the “OK” button. Your Online Appeal will be submitted successfully.

THANK YOU!!!