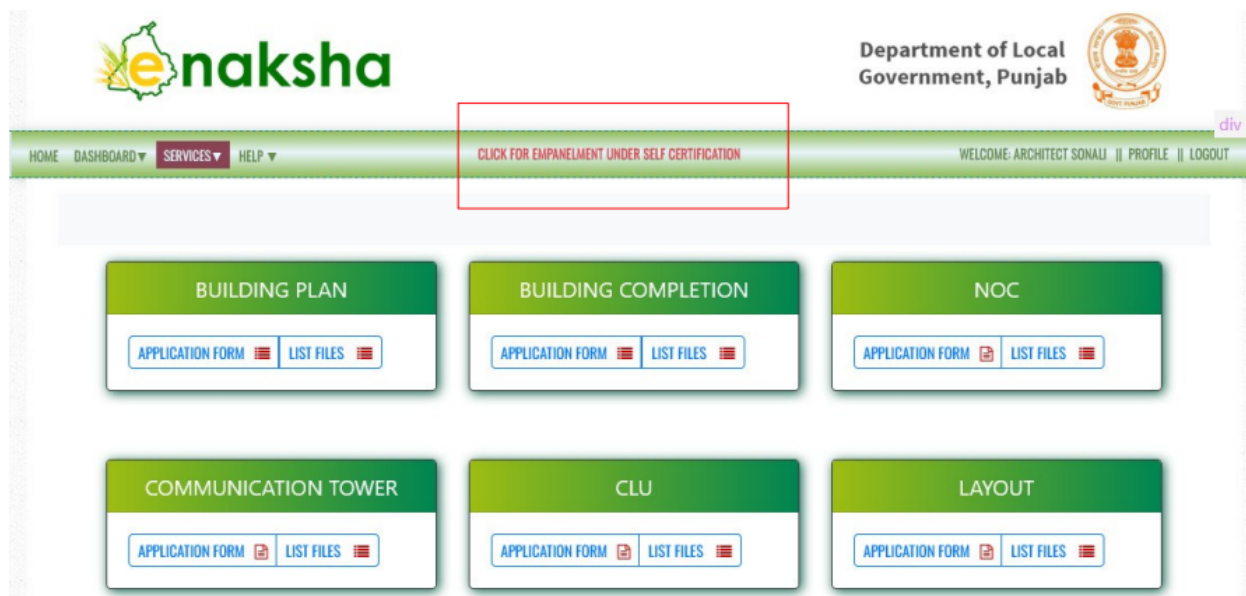


# Onboarding Steps for empanelment under Self-Certification Scheme

## Part I for (Existing Registered Professionals with eNaksha)

Professionals includes : Architect, Engineer, Designer, Building Supervisor

1. Login using existing Credential
2. Click on “**EMPANELMENT UNDER SELF CERTIFICATION**”



On clicking as per step 2 following screen will be shown

Profile Details			Status :
Unique ID (Adhar No)		Registration No.	PBFBCOA000005
First Name	Architect Sonali	Middle Name	
Last Name	Singh	Username	architect_test7
Mobile Number	8400004016	Email ID	arunkumar[dot]tetra[at]gmail[dot]com
Address	22 Adarsh Nagar Bathinda, Punjab	Pincode	
ULB Name (Town Name)	Bathinda	District	
User Type	Building Designer/Supervisor	COA/Receipt of Registration from MC	
Created Time	20/08/2018 03:35 PM	Modified Time	14/02/2024 08:29 AM

Self Certification	
Enter PAN Number *	<input type="text"/>
Upload File(PAN CARD) *	<input type="button" value="Browse..."/> No file selected.


  

**Declaration**


☐ I, Architect Sonali, a/an Building Designer/Supervisor, hereby acknowledge and consent to abide by the terms and conditions outlined for the approval of building plans.As per clause 3.14.1 of the Punjab Municipal Building Bye-laws regarding Self-Certification of Building Plans.As vide **Notification No. CTP(LG)/2024/397 dated 14.02.2024**

**SAVE & SUBMIT**

#### 4. Enter the PAN Number and upload a Scanned copy of your PAN and accept the Declaration



Department of Local  
Government, Punjab



HOME DASHBOARD SERVICES HELP

CLICK FOR EMPANELMENT UNDER SELF CERTIFICATION

WELCOME: ARCHITECT SONALI || PROFILE || LOGOUT

Profile Details

Status :

Unique ID (Adhar No)		Registration No.	PBPBCOA000005
First Name	Architect Sonali	Middle Name	
Last Name	Singh	Username	architect_test7
Mobile Number	8400004016	Email ID	arunkumar[dot]tetra[at]gmail[dot]com
Address	22 Adarsh Nagar Bathinda, Punjab	Pincode	
ULB Name (Town Name)	Bathinda	District	
User Type	Building Designer/Supervisor	COA/Receipt of Registration from MC	
Created Time	20/08/2018 03:35 PM	Modified Time	14/02/2024 08:29 AM

Self Certification

Enter PAN Number \*

CCCC7777J

Upload File(PAN CARD) \*

Browse... owner\_self\_declarati...m13022024162320.pdf

Declaration


☒ I, Architect Sonali, a/an Building Designer/Supervisor, hereby acknowledge and consent to abide by the terms and conditions outlined for the approval of building plans.As per clause 3.14.1 of the Punjab Municipal Building Bye-laws regarding Self-Certification of Building Plans.As vide **Notification No. CTP(LG)/ 2024/397 dated 14.02.2024**

SAVE &amp; SUBMIT


5. Click on Save and Submit Button, the system will send a OTP on professional registered mobile. Enter the OTP and click on **VERIFY**. If OTP is not received may click on **RESEND**

Once OTP is verified the Existing Professional is successfully empanelled with eNaksha Portal.

Empanelled professionals will see the following screen after a successful process.



Department of Local  
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HOME DASHBOARD SERVICES HELP

WELCOME: ARCHITECT SONALI (EMPALELLED FOR SELF CERTIFICATION) || PROFILE || LOGOUT

BUILDING PLAN

APPLICATION FORM LIST FILES

BUILDING COMPLETION

APPLICATION FORM LIST FILES

NOC

APPLICATION FORM LIST FILES

COMMUNICATION TOWER

APPLICATION FORM LIST FILES

CLU

APPLICATION FORM LIST FILES

LAYOUT

APPLICATION FORM LIST FILES

# Part II ( New Professionals)

Procedure for empanelment for New Professionals (not registered with existing eNaksha portal)

1. Visit the <https://enaksha.lgpunjab.gov.in> web portal

Click on New Professional Registration Button

The screenshot displays the eNaksha portal interface. At the top, the 'eNaksha' logo is on the left, and the 'Department of Local Government, Punjab' logo is on the right. Below the header is a green navigation bar with links: MUNICIPAL BUILDING BYELAWS, USERMANUAL, NOTIFICATION OF EDU, CLU, ETC., AMENDMENTS/LAWS/RULES, FEES, APPROVED COLONIES, APPROVED NOC, OTHERS, and a red button labeled 'CHECK YOUR APPLICATION STATUS'. Below this is a dark red bar with 'TEHSILDAR LOGIN' and 'SEARCH YOUR NOC'. The main content area features a large image of a wall with 'MAKE IN PUNJAB' graffiti and a gear graphic. To the right is a login section with a red header 'The Certificate Please Scan QR Code.', a green 'Please Login' button, and two tabs: 'Professional & Staff' (selected) and 'Citizen'. Under the 'Professional & Staff' tab, there is a 'For Staff / Professional Login' section with 'Username' and 'Password' fields, a 'Login Now' button, and a 'Forgot Password' link. At the bottom of the login section, there are two buttons: 'New Professional Registration' (highlighted with a red arrow) and 'New Citizen Registration'. A dark red banner at the bottom contains text about issue resolution and file traceability.

**eNaksha**

Department of Local Government, Punjab

MUNICIPAL BUILDING BYELAWS USERMANUAL NOTIFICATION OF EDU, CLU, ETC. AMENDMENTS/LAWS/RULES FEES APPROVED COLONIES APPROVED NOC OTHERS CHECK YOUR APPLICATION STATUS

TEHSILDAR LOGIN SEARCH YOUR NOC

MAKE IN PUNJAB

00000

In case of any issue regarding existing files or regarding payment or document, Please send an email at Helpdesk and the same will be resolved in 48 hours.  
If Files are not traceable and Payment is Done | Please provide - Owner name | File

The Certificate Please Scan QR Code.

Please Login

Professional & Staff Citizen

For Staff / Professional Login

Username Username or Mobile No

Password Your Password

Login Now


Forgot Password

New Professional Registration

New Citizen Registration

Click on **New Professional Registration** following screen will appear

**Registration Form** ✕

<b>Unique ID (Adhar No)* :</b> <input type="text" value="Unique ID (Adhar No)"/>	<b>Have You Register from COA* :</b> <input type="text" value="--Select--"/>
<b>User Type* :</b> <input type="text" value="--Select--"/>	<b>Professional Registration No.* :</b> <input type="text" value="Professional Registration Number"/>
<b>First Name* :</b> <input type="text" value="First Name"/>	<b>COA/Receipt of Registration from MC* :</b> <input type="button" value="Choose File"/> No file chosen
<b>Last Name* :</b> <input type="text" value="Last Name"/>	<b>Middle Name :</b> <input type="text" value="Middle Name"/>
<b>Mobile No* :</b> <input type="text" value="Mobile No"/>	<b>Email Id* :</b> <input type="text" value="Your Email Id"/>
<b>Password* :</b> <input type="text" value="Create Password"/>	<b>User Name* :</b> <input type="text" value="User Name"/>
<b>Address* :</b> <input type="text" value="Address :"/>	<b>Confirm Password* :</b> <input type="text" value="Retype Password"/>
<b>ULB Name (Town Name)* :</b> <div>For multiple ulb selection press CTRL. For All ulb selection press CTRL+A.</div> <div><input type="text" value="--Select--"/> Abohar Adampur Ahmedgarh Aizawl</div>	<b>Pincode :</b> <input type="text" value="Pincode :"/>
<b>District :</b> <input type="text"/>	
<div>Please checked on the CAPTCHA box.</div> <div><input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms</div>	

Close

Submit Now

1. Fill and Submit the Form
2. Login into the system and
3. Make requisite Payment as applicable
4. Approval will be given by the ULB for **Engineer, Building Supervisor and Designer**
5. Approval for **Architect** will granted by Local Government Department
6. Follow the PART I of the document for empanelment.