Application for NALA



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Login

1) Visit Bhu Bharati (https://bhubharati.telangana.gov.in/) portal and click on the Login button to avail any service.

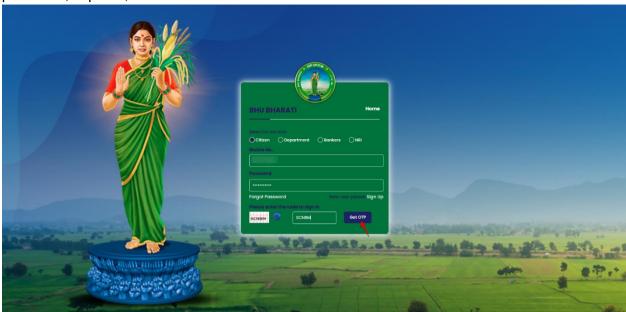


2) If not registered with Bhu Bharati, click on the Signup to register into the portal (check user registration manual if required).

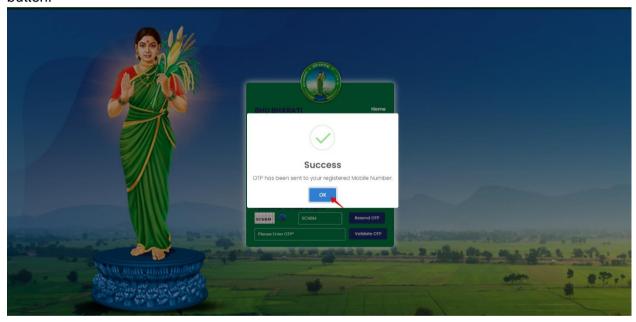




3) If already registered with Bhu Bharati, login to the portal by entering the mobile number, password, captcha, and click on the Get OTP button.



4) OTP has been successfully sent to the registered mobile number. Click on the OK button.

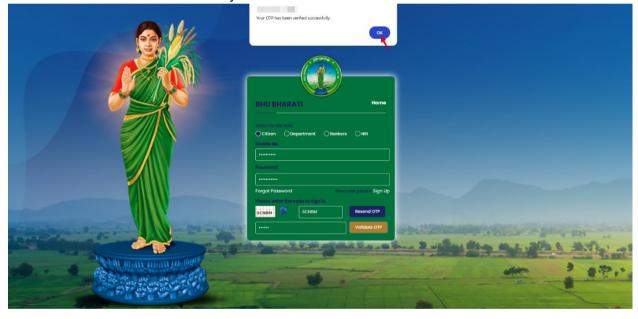




5) Enter OTP and click on the Validate OTP button.



6) OTP has been verified successfully. Click on the OTP button.





7) Citizen Dashboard is now open for using any service.



Application for NALA

1. To avail the Application for NALA service, hover over NALA and click on it.





2. Choose Application for NALA.



3. You can check all the citizen side flows involved in the application and click on the Proceed button to move further into the application.



4. Select the Type of conversion, enter passbook number and click on the Fetch button.



5. Pattadar Khata details populate. Select the check box corresponding to the survey number which need to be converted to NALA and enter the extent to be converted.

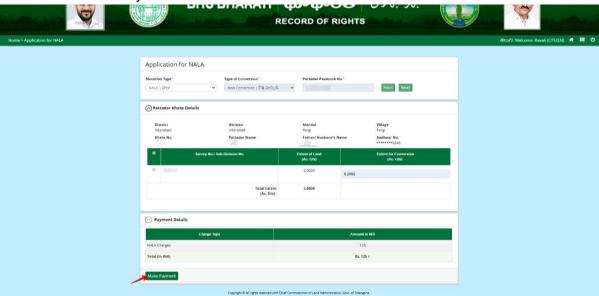


Click on the Proceed for Payment button.



Payment

6. Click on the Make Payment button.



7. Check the checkbox for accepting terms and conditions and click on the Proceed button.



8. You will be redirected to the payment gateway and pay the fee.

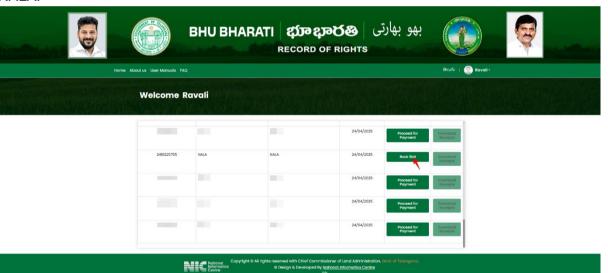


Slot Booking

9. Go to the citizen Dashboard.



10. Click on the Book Slot button corresponding to the application number applied for NALA.

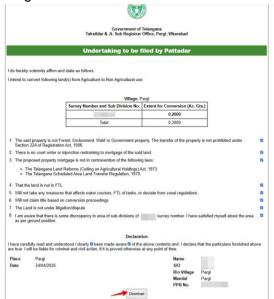


11. Enter Communication Address and click on the download Arrow to download the undertaking for NALA.

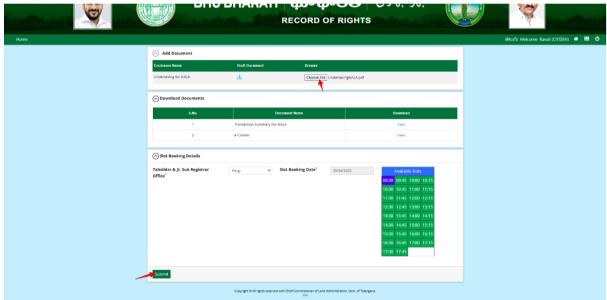




12. Fill the Undertaking by clicking on the check boxes and click on the Download button.

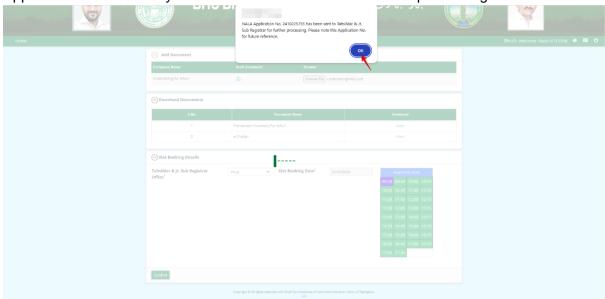


13. Upload the downloaded Undertaking. Select slot date, time and click on the Submit button.





14. Application is successfully submitted to the Tahsildar for further processing.



15. Download Slot Receipt, e-challan, and Transaction summary.



