Welcome to the Butwal eBPS:

To start with the eBPS system, the user needs to type the local URL address in the browser. The Local URL address of the Butwal is ebps.butwalmun.gov.np. You can do it as pointed by arrow, below:



After you enter the URL Address: ebps.kirtipurmun.gov.np, the above page will appear where you have to Login. The login can be done by clicking the Login button highlighted below.



After you click on the Login button. The following page appears:



In the above page, the login panel appears where you have to insert the Username and Password. The user name and password should be correct otherwise, the page is redirected to the following page where you have to gain enter the right password and username and sign in.

e Login 🛛 🛪 📜		- 0
In the set of the set	gin	ŵ
BPS Authentication Panel		
	Sign In	
	Please re-enter username and password	
	The password you entered is incorrect. Please try again (make sure your caps lock is off).	
	and have reader and	
	Username	
	Password	
	Sign In	

After signing in, the following page appears:

Logged in as: 1 Bin	od Shah	-			ñ	HErgish	हनेपाली	🔊 Notifi	cations 🚺	Setting
BBP S										
Greate Applica	fion Application Report L	et i								
· FORWARDED	APPLICATION									
FORWARDED BY	FORWARDED FROM	APPLICATION NO	TRANSACTION TYPE	APPLICANT NAME	APPL	ICATION D	ATE	DETAIL	COMMENT	ACCEPT
Sainik Raj Singh	Technical Desk	T/Resd/071-72/00858	Application for Vacant Land	Mrs Meera dahal (thapa)	207\$	12-01			Q (2)	T Accept
Pradip Paudel	Technical Desk	T/Resd/072-73/00614	Application for Vacant Land	Mr Bharol Pranad Bajgain	2072	10-26		•	(1)	Accept
Application No / Na	me	n. Application Date To	I BEARCH							5 ~
APPLICATION NO	TRANSACTION TYP	PE	APPLICANT NAME	APPLICATION DATE	FORWARD	EDIT	DETAIL	DELETE	ACTION	COMMENT
/Resd/072-73/00717	Application for Vacant La	nd babadevi neupane (ghimsie) (बाबादेवी न्योपाने इधिमिरे *)	2072-11-13	Revert				Select -	(0)
Resd/072-73/00764	Application for Vacant La	end bhawani giri (भवनी	Pile)	2072-11-22	Revert				Select =	(0)
(Resd/072-73/00711	Application for Vacant La	nd bimata tamang (विम	रता तामान्ग)	2072-11-13	P			*	Select -	(0)
	Application for Vacant La	nd Birrod maharjan (🍽	नोद महर्जन)	2072-12-01	Revert				Select -	(0)
T/Resd/072-73/00802										

The above page shows the home page where the pointed arrow shows the full name of the users. And in the same page you have other icons and it is pointed by the arrow below:

Logged in as: 1 Bi	tod Shah					Â	XX Englist	a 🦹 नेपाली	🔍 Notifi	ations 🚺	Setting
		tist									
✓ FORWARDED	APPLICATION										
FORWARDED BY	FORWARDED FROM	APPLIC	CATION NO	TRANSACTION TYPE	APPLICANT NAME	APPL	ICATION D	ATE	DETAIL	COMMENT	ACCEPT
Sainik Raj Singh	Technical Desk	T/Resd	1071-72/00858	Application for Vacant Land	Mrs Meera dahal (thapa)	2071	-12-01			S (2)	* Accept
Pradip Paudel	Technical Desk	T/Resd	\$1072-73/00614	Application for Vacant Land	Mr Bharat Prasad Bajgain	2072	10-26			O (1)	* Accept
Application No / N	ameApplication Date F	rom. Ap	plication Date To.	SEARCH							5 ~
APPLICATION NO	TRANSACTION 1	TYPE		APPLICANT NAME	APPLICATION DATE	FORWARD	EDIT	DETAIL	DELETE	ACTION	COMMENT
T/Resd/072-73/00717	Application for Vacant	tLand	babadevi neupane (j	ghimice)(बाबादेवी न्यौपाने इधिमिरे *)	2072-11-13	Revert			Î	Select -	(0)
T/Resd/072-73/00764	Application for Vacant	tLand	bhawani giri (भवानी	मिरि)	2072-11-22	Revert	5		Ť.	Select -	Q (0)
T/Resd/072-73/00711	Application for Vacant	tLand	bimala tamang (विम	ला तामान्ग)	2072-11-13	P	5		Û	Select *	(0)
T/Resd/072-73/00802	Application for Vacant	tLand	Binod maharjan (वि-	नोद महर्जन)	2072-12-01	Revert	5		1	Select +	(0)
		1220-02			SWARD STORM.	(Carrows)	1	-	-		1.88 888.5

The above highlighted portion are described as below:



This icon is the home icon which shows the home page.

💥 English 🦹 नेपाली This icon changes the language. The click on the English icon changes the whole page into English and the click on the Nepali icon changes the whole page into Nepali.

Notifications

0 This notification icon shows the messages that the other have sent in your desk. The Notification 0 means you don't have notifications in your desk.



This notification icon shows there is one notifications in your

desk.

Setting

This icon is a setting icon which can be used for logging out of the system or changing the password. Clicking on the setting button, go to change the password, the following page appears and here you have to type old password and new password and change the password:

Logged in as: 1 Bin	od Shati						HEEngles	। विपाली	🕫 Rotifi	cations 👖	Setting
GBPS											
Groate Applea	Hos Application Report	Liet									
FORWARDED BY	FORWARDED FROM	APPLICATION NO	TRANSACTION	User Name	HAME	APPL	CATION D	ATE	DETAIL.	COMMENT	ACCEPT
Samili Raj Singh	Technical Desk	Tiftesd071-72/08658	Application for N	binod313	anal (thiapa)	2071	12-01			(2)	Access
Pradio Paudal	Technical Desir	T/Resd/072-73/00614	Application for N	Old Password	asad Bajgalo	2072	10-26			(1)	* Accept
Application No / Na	me. Application Date P	om. Application Date Ta.	REAMON	New Password Confirm New Password							5 4
APPLICATION NO	TRANSACTION T	Abt	APPLE ANT NAR		LATION DATE	FORSWARD	EDIT	DETAIL	DELETE	ACTION	COMMENT
T/Read/072-73/00717	Application for Vacant	Land Babadevi neupane (ghimire) (सासदेती =	ON Close	-13	Rent	۵			Select	(0)
TIResd/072-73/00764	Application for Vacant	Land bhawani giri (1491-îl	मिरि)	2072-1	-22	Revert	12	B	8	Select -	(0)
TiResd/072-73/00711	Application for Vacant	Land bimala tamang (Ra	स्थ सम्पन्ध)	2072-1	1-13	P		1	12	Select +	(0)
T/Resd/072-73/00802	Application for Vacant	Land Hinod mahagan (19	नीवः महाजीनः २	2072-0	2-01	Revert			18	Select +	S (0)
T/Resd/072-73/00854	Application for Vacant	Land Champha maya ma	gar (जम्म) माग मग	5) 2072-1	1-04	Revent				Select -	S (0)
li											

How to create an application?

A designer should create an application, which can be done by clicking the "Create Application " button like in the screenshot below:

 FORWARDED AF 	PLICATION									
FORWARDED BY	FORWARDED FROM	APPLICATION NO	TRANSACTION TYPE	APPLICANT NAME	APP	LICATION D	ATE	DETAIL	COMMENT	ACCEPT
Sainik Raj Singh	Technical Desk	T/Resd/071-72/00858	Application for Vacant Land	Mrs Neera dahal (thapa)	207	-12-01			S (2)	* Accept
Pradip Paudel	Technical Desk	T/Resd/072-73/00614	Application for Vacant Land	Mr Bharat Prasad Bajgain	207	2-10-26			ବି (1)	P Accept
Application No / Nam	e Application Date From	1. Application Date To.	SEARCH							5 ~
APPLICATION NO	TRANSACTION TYP	E	APPLICANT NAME	APPLICATION DATE	FORWARD	EDIT	DETAIL	DELETE	ACTION	COMMEN
T/Resd/072-73/00717	Application for Vacant La	nd babadevi neupane (ghimire)(बाबादेवी न्यौयाने इधिमिरे ग)	2072-11-13	Revert	5		Î	Select -	(0)
T/Resd/072-73/00764	Application for Vacant La	nd bhawani giri (भवानी	गिरि)	2072-11-22	Revert			1	Select +	(0)
T/Resd/072-73/00711	Application for Vacant La	nd bimala tamang (विम	ला तामाना)	2072-11-13	P			1	Select *	(0)
T/Resd/072-73/00802	Application for Vacant La	nd Binod maharjan (बि	नौद महावीन)	2072-12-01	Revert			1	Select -	Q (0)
T/Resd/072-73/00654	Application for Vacant La	nd Champha maya ma	gar (चम्प्रज) माया मगर)	2072-11-04	Revert			Ť	Select *	S (0)

After clicking on the "create application "button, the following page appears:



You can select the Fiscal year when the application is to be created from the given dropdown like below:



You can select the transaction type whether it is for a vacant land, plinth extension, storey addition and so on from the dropdown like below:



After clicking Create Application button and choosing the transaction type you will be headed towards the next page.

APPLICANT'S	TYPE				
Application Date+	2073-04-05	(yyyy-mm-dd)	07/20/2016	(mm/dd/yyyy)	
Building Purpose	Residential	Ķ			
NBC Class	Commercial Health				
	Government and Semi	i-Government			
APPLICANT'S	DE Assembly Building				
Salutation	Hotel Service Delivery and D	Distribution Facilities (Hea	th Food Lititu	01	
Applicant Name +	Hazaradous Material C Apartment Institution Group Housing	Containment Building	in, ooo, onky j		
Applicant Name + Ward Number	Hazaradous Material C Apartment Institution Group Housing	Containment Building	in, coo, cary		
Applicant Name + Ward Number Sabik Ward	Hazaradous Material C Apartment Institution Group Housing	Containment Building	ini, ou, ony	Browse	
Applicant Name • Ward Number Sabik Ward Sabik Gabisa	Hazaradous Material C Apartment Institution Group Housing	Containment Building	ini, ou, only	Browse	
Applicant Name • Ward Number Sabik Ward Sabik Gabisa Address	Hazaradous Material C Apartment Institution Group Housing ਰਿਗਸ	Address	and occounty)	Browse	
Applicant Name • Ward Number Sabik Ward Sabik Gabisa Address House No	Hazaradous Material C Apartment Institution Group Housing ਹੈਂਗਾਜਾ House No.	Address	and occounty)	Browse	
Applicant Name + Ward Number Sabik Ward Sabik Gabisa Address House No Phone	Hazaradous Material C Apartment Institution Group Housing वेगाना House No. Contact No.	Address		Browse	

Here, you can see Applicant's Type where you can fill the data of applicants. As you can see in above screenshot. For building purpose you can choose in dropdown menu according to the purpose of land whether the building is built for residential or commercial or health and so on.

APPLICANT'S	YPE			
Application Date+	2073-04-05	(yyyy-mm	-dd) 07/20/2016	(mm/dd/yyyy)
Building Purpose	Commercial	~		
NBC Class	Class B Building	~		
	Class A Building Class B Building Class C Building			
APPLICANT'S	DETAILS			
Salutation	None	~		21
Applicant Name •	निवेवकको नाम	Name in	English	
Ward Number	1	~		
Sabik Ward				Browse
Sabik Gabisa				
Address	ठेगाना	Address		
House No	House No.			
Phone	Contact No.			
	Fmail Address			

For choosing the National Building Code class of building whether it is A class or B class or C class building, you can click the dropdown menu to select building class as shown in above screenshot. It is chosen according to the area of building.

Salutation	Mrs	~
Applicant Nacie ·	सुमित्रा थापा	
Father's Name	बुबाको नाम	
Husband's Name	मैरेन थापा	
Ward Number	4	~
Sabik Ward		
Sabik Gabisa		
Address	कास्कि	
Applicant Nationality	Nepali	¥
Citizenship No	494	
Issue District	Kaski	~
Issue Date(BS)	2034-15-02	
House No	House No.	
Phone	Contact No.	
Email	Email Address	

In this Applicant's Detail, you have to enter the detail information of applicant who is responsible for building purpose. You can fill the data of an applicants with the help of citizenship of an applicant.

HOUSE OW	VNER			
and Information	House Owner Info	Charkilla		
and Owner Typ	Self			
ard No	Power of Attorney Self and Some POA Combine			
abik Ward	Guthi Institution			
abik Gabisa				
ole Name	टोतकी नाम	Tole Name		
LAND IN	FORMATION			
Map Sheet No	Map Sheet No.			
Land parcel	Parcel			
No				
Area	Ropani	<15	<4	<3.9999
	Ropani	Aana	Paisa	Daam
			Sq.feet	Sq.m
Remarks			Sq. Feet	Sq. Meter
0.2.004644				
Add More				
Tetal Area				
Total Area	Ropani	Anna	Paisa	Deam
	Ropani	Anna	Sq. feet	Sq. Meter
			Sq. Feet	Sq. Meter

After entering the information of applicants slide downward and you can see House Owner. House Owner is divided into three categories i.e Land information, House Owner Info and Charkilla.

Here, you can see the image for land information. Click the dropdown menu as shown in screenshot for choosing the land owner type. And enter all the information of land in land information section with the help of map.

and Information House Owner and Owner Type Ser fand No E LAND NFOR	Info Chandilla	•		
nd Owner Type Set nd No ak Ward S sk Gabiaa S ak Gabi	Tole Name	•		
No I Ward 2 Gabisa 4 Gabisa 5 LAND INFOR 11 12 13 9 Sheet No 12	Tole Name			
d No 1 ik Ward 2 ik Ward 3 ik Gabias 6 ik Gabias 7 ik Gabias 6 ik Gabias 7 ik Gabias 7 i	Tole Name			
sik Ward 2 3ik Gabisa 5 5 Name 9 2 LAND INFOR 11 12 13 15 Sheet No Map 14 14	Tole Name			
bik Gabisa e Name g LAND INFOR 11 12 13 14p Sheet No Map 14	Tole Name			
LAND INFOR	Tole Name			
ap Sheet No Map 14	1/2			
LAND INFOR				
lap Sheet No Hap 14				
115				
Part 16				
18				
40 20	~			
Area	<15	<4	<3,9999	
Ropani	Aana	Paisa	Daam	
		Sq.feet	Sq.m	
emarks		Sq. Feet	Sq. Meter	

And for ward number you can select with the help of dropdown menu as shown in above screenshot.

	1000					
and Information	House Owner Info	Charkilla				
Land Owner Type	Set	*				
	in.					
Vard No						
Sabik Ward						
Sabik Gabisa						
Tolo Namo	टोतको नाम	Tole Name				
tore Name						
LAND INF	FORMATION					
Man Short No	Map Sheet No.					
and a set to						
Land parcel	Parcel					
No						
Area	Fonsoi	<15	44	< 3.9999		
R	Ropani	Aana	Paisa	Daam		
			Sq.feet	Sq.m		
			Sq. Feet	Sq. Meter		

After entering all the data and information of a land, you can see Add More button. So if you want to add the more information of a land with its map sheet number and other information.

HOUSE OW	NER	-					
and Information	House Owner Info	Charkilla					
Land Owner Type	ser	~					
Ward No	8	v					
Sabik Ward							
Sabik Gabisa							
Tole Name	रोतको गाम	Tole Name					
LAND INF	FORMATION						
Map Sheet No	Map Sheet No.						
Land parcel	Parcel						
No							
Area	Ropani	<15	<4	<3.9999			
	Ropani	Aana	Paisa Sq.feet	Sq.m			
Remarks			Sq. Fjeet	Sq. Meter			
Add More							
Total Area	Reserve	A	Delas	Dec. 10	1		
	Ropani	Anna	paisa	Daam			
			Sq. feet Sq. Feet	Sq. Heter Sq. Meter			

Now entering all the information of land then click on **House Owner Info** to enter the data or information of house owner. If the applicant and house owner is same person then you don't need to fill again but if applicant and house owner is different then you need to enter the data or information of house owner from its citizenship.

▼ HOUSE OWNER							
Land Information	House Owner Info Char	rkilla					
Salutation	Ma						
Name	सुमिना धापा	Sumitra Thapa	2				
Father's Name	बुबाको जम	Father's Name					
Husband's Name	भेरेन थाया	Bhairen Thapa					
Applicant Nationality	Nepali		Browse				
Citizenship No	494						
Issue District	Kaski						alcu
Issue Date(BS)	2034-15-02						ator
Tole	वासि	Kaski					
Ward Number	4						
Phone	click here t						
Email	remove the d	Jata					
Remove							
Add More	click h	ere to add ouse owner				14	
▼ DESIGNER	info	ormation					
Is Consulting Firm	Designer's Municipality F	Registration Number	Designer's Council 1	0			
Designer	None]					

After entering the information of house owner you can see the **Remove** and **Add More** button. If you want to add more owner of the house then click on Add more and if you want to delete the house owner information then click on Remove button.

ind Information	House Owner Info Cha	killa		
	U.			
alutation	Nrs 🗸			
ame	सुमित्रा धापा	Sumitra Thapa	2	
ther's Name	सुबाको न्डम	Father's Name		
aband's Name	भेरेन धाया	Bhairen Thapa		
licant Nationality	Nepali 🗸]	Browse	
tenship No	494			
e District	Kaski 🗸			
Date(BS)	2034-15-02			
	কাহিচ	Kaski		
Number	4			
10	PhoneNo			
il.	Email			
nove				
i More				
DESIGNER				

Now, click on **Charkilla** for the detail direction of the land.

Information HouseOnerine Consults Information Hous	HOUSE OWNE	R					
tion to be a set of the set of th	and Information	House Owner Info	Charkilla				
alion keese							
shope Type Ref A Name Ref shope Type Ref al Sebada Ref al Sebada Ref dard Sebada (m) Ref j Wath Ref a Sebada Ref j Wath Ref source Image: Type a Sebada Sebada j Wath Sebada a Sebada Sebada	irection	East	Side Right	~			
d Name Roder Esta al Sebada Rader Sebada (m) dad Sebada Rader Sebada (m) d Wath Rader Sebada (m) d Wath Rader Sebada (m) swada Sead Wath (m) d Wath Rader Sebada (m) swada Sead Wath (m) swada Sead Sebaca (m)	andscape Type	East South					
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ai Satisation (m) data (status (m)) data (status (m)) ai Satisation (m) data (status (m)) ai Wath kow (with) (m) out out out out ai Satisation (m) bin (m) ai Satisation (m) bin (m)	roel (Kitta)	West_North					
dada Sebada Randed Sebbak (m) 4 Widh Read Widhl(m) over Read Widhl(m)	ual Setback	Actual SetBack (m)					
Wath Read Wath (m) State Made (wath) (m) State Made (wath) (m) State Sale (wath) (m)	indard Setback	Standard Setback (m)					
Source State Name State State	ad Width	Road Width (m)					
vers v side u trape Type Road v trape Type Road v trape Type Road v trape Type Road v trape Type Road Road	emove						
Accept Type Res V J Name Extra Mining Rood Mining al Kethal Farcel Accept Settack (m) al Setback Rood Settack (m) Image: Settack (m) i Width Rood Width (m) Image: Settack (m)	ection	West	Y Side Left	~			
A Name Rosel Hama Rosel Hama al Kottal Farcet al Sebbak Achael Sebbak (m) Standard Sebbak (akon) 1 Woth Rosel Woth (m)	ndscape Type	Road	*				
el Kötta) Parcet al Setback Achael Setback (m) dard Setback Setback (m) 1 Width Rad Width (m)	ad Name	सडकको लम	Road Name				
al Setback Actual Setteack (m) dard Setback Setteack (m) 1 Width Read Width (m)	roel (Kitta)	Parcel					
dard Setback Sandard Setback (m) 4 Width Road Width (m)	tual Setback	Actual Setback (m)					
S Width Road Width (m)	indard Setback	Standard Setback (m)					
	ad Width	Road Width (m)					

HOUSE OWNE	R				
and Information	House Owner Info	Charkilla			
action	East_South	V Side Right			
iscape Type	Road	V Back Left	1		
Name	राउकको नाम	Road Name			
el (Kitta)	Parcel				
al Setback	Actual SetBack (m)				
dard Setback	Standard Setback (m)				
ad Width	Road Width (m)				
d Width	Road Width (m)				
Width ove	Road Width (m)	¥ Side L≞ft	v		
Width ove tion scape Type	Road Width (m) West Road	♥ Side Left	•	 	
t Width ove tion scape Type Name	Road Width (m) West Road মতরার্থন	V Side Left V Road Name	×	 	
d Width iove ction Iscape Type 3 Name al (Kitta)	Road Width (m) West Road মত্রেজরী গাম Parcel	V Side Laft V Road Name	×	 	
Width we ion kcepe Type Name I (Kitta) I Setback	Reed Width (m) West Roed Roed Roed Roed Roed Roed Roed Roed	V Side Laft V Road Name	×		
i Width ove tion Iscepe Type I Name el (Kitta) al Setback dard Setback	Read Width (m) West Read Wood Read Wassel Parcel Adual SetLeck (m) Standard SetLeck (m)	Side Laft Read Name	×		

		HOUSE OWNER	R		
		Land Information	House Owner Info Cha	IIIa	
under meine immediation		Direction	East_South	Side Left V	
		Landscape Type	Road		
Minute Minute Minute <t< th=""><th></th><th>Road Name</th><th>Road Main Road</th><th>5 Alaski Nama</th><th></th></t<>		Road Name	Road Main Road	5 Alaski Nama	
		Parcel (Kitta)	Main Road(with dead end) House Land		
Name of a set of a	Name Mark Name	Actual Sotback	School Temple Party Palace		
			Boundry wall Chok Poort		
Ray Wood Ray Wood Boass end Boass end <td< th=""><th>Rak Wang Rome Rome Rome <th>Standard Setback</th><th>River Rajkulo</th><th></th><th></th></th></td<>	Rak Wang Rome Rome Rome <th>Standard Setback</th> <th>River Rajkulo</th> <th></th> <th></th>	Standard Setback	River Rajkulo		
	Rene Decemine field of a a a a a a a a a a a a a a a a a a	Road Width	Public Land College Gumba		
Decision Note Landaces Type Note Read Note Note Read Not	Decision Note using y Note Reat less	Remove			
Landary Type Not Rate None Rate None Rate None Rate None<	Leedage Type Ken V Hata Skan V Feed Wat A Skan Skan V Skan Skan V	Direction	West	Side unt V	
Razi Name Madi Name Pacel (Nith) Name Anal Backall Revel Status(n) Razi Name Name Notes Razi Name Notes Name Notes Razi Name Notes Name Notes <th>Rate Name Notities (Notities (Notties (Notities (Notitie</th> <th>Landscape Type</th> <th>Road</th> <th></th> <th></th>	Rate Name Notities (Notities (Notties (Notities (Notitie	Landscape Type	Road		
Pared Knill Kei Atal Basea Kei Kai Kai Kai Kai Kai Kai Kai Kai Kai Ka	Peed Kids Kei Alad Staks Keike (n) Stakse Keike (n) Keike (n) Read Keike (n) Keike (n)	Road Name	सडकको नम	Rod Name	
Acad Stack Mark Stack Stack Stack Mark Stack Acad Stack Mark Stack Acad Stack Mark Stack Stack Stack Mark Stack <	Anal State	Parcel (Kitta)	Parcel		
Sanda Salad Sanda (n') Red Wink Vel Win (n')	Sandar Jaca <pre></pre>	Actual Setback	Actual Setback (m)		
Rack Yook Media Yook Broken Media Yook Diversion Media Yook Laksson Yook Media Yook Rack Name Media Yook Atal Statesa Media Yook Atal Statesa Media Yook Rack Name Media Yook <th>Read Wind Ket Wind (n)</th> <th>Standard Setback</th> <th>Standard Setback (m)</th> <th></th> <th></th>	Read Wind Ket Wind (n)	Standard Setback	Standard Setback (m)		
Resc Direction Birdin Birdin </th <th>Baron Baron Baron <th>Road Width</th><th>Road Width (m)</th><th></th><th></th></th>	Baron Baron <th>Road Width</th> <th>Road Width (m)</th> <th></th> <th></th>	Road Width	Road Width (m)		
Direction Non Y Sign Y Lockscope Type Test Y Sign Y Read Name Test Test Sign Name Sign Name Sign Name Anala Sebase Test Sign Name Sign Name Sign Name Read Name Test Name Sign Name Sign Name Sign Name Read Name Test Name Sign Name Sign Name Sign Name Read Name Sign Name Sign Name Sign Name Sign Name Sign Name Read Name Sign Name Read Name Sign Nam Sign Name Sign Name	Direction web y stat y Laddcape Type Kes W Kes Kes <t< th=""><th>Remove</th><th></th><th></th><th></th></t<>	Remove			
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Add More		Remove			
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After entering all the data and information click on **Save** button to save the data and if you want to go back in previous page click on **Back To List** button.

The other desk usually forwards the application in your desk if you in case forget to enter some crucial information such like: enter design data and so on. The outlined region below shows where your incoming files are stored. As you zoom in there, you can see who forwarded you the file, forwarded desk, application number, transaction type, application data, details, comments etc.

G Bernerenser	Son Apphodion Report	Let				-				-	
FORWARDED A	FORWARDED FROM	APPLICATION NO	TRANSACTION TYPE	APPLICANT NAME	APPLE	ATTON DA	ATE	DE	COMMENT	ACCEPT	
Sainik Raj Singh	Technical Desk	T/Resd/071-72/00858	Application for Vacant Land	Mrs Meera dahal (Ihapa)	2071-12-01			E	Q (2)	Accept	
Pradip Paudel	Technical Desk	T/Resd/072-73/00614	Application for Vacant Land	Application for Vacant Land Mr Bharat Prasad Baidain		2072-10-25			(1)	Accept	
APPLICATION NO	TRANSACTION TO Application for Vacant I	AND babadevi neupane	APPLICANT NAME	APPLICATION DATE	FORWARD	EDIT	DETAIL	DELETE	ACTION Select *	COMME	
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Rese072-7300764	Annication for Vacant I	and bhawari mi i term	र्क स्वाप्तिः ।	9072.11.92	Round	15	100		Galact -	6 m	
Resd/072-73/00711	Application for Vacant	and bimsis tamang (R	Barrier (Heartown)	2072-11-13	P			3	Select +	S (0)	
Resd/072-73/00802	Application for Vacant I	and Binod maharjan (1	हिसोट महत्तेल)	2072-12-01	Revert			1	Select +	S (0)	
	Annication for Vacual I	and Chamoha maya m	uscar (सम्प्रा समय)	2072-11-04	Revert	15	(III)		Salart +	8 10	

What can you do to the incoming forwarded files?

You can see the details of the application by clicking on "Details" button.

As above in the screenshot, you can see comments made to the application by clicking on the "Comment" button.

Firstly to perform any actions on the application, you are required to accept the application by clicking on the "Accept" button which is also depicted in the above screenshot.

For an example, I am accepting the files of applicant Mrs Meera dahal.

Click on the button "accept" like below:

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FORWARDED	APPLICATION FORWARDED FROM	APPI ICATION NO	TRANSACTION TYPE	APPI ICANT NAME	APPI 9	CATION D	ATE	DETAIL	COMMENT	ACCENT	
Sainik Raj Singh	Technical Desk	T/Resd/071-72/0085	8 Application for Vacant Land	Application for Vacant Land Mrs Meera dahai (hapa)		2071-12-01			S (2)	Accept	
Prodip Paudol	Technical Desit	T/Read/072-73/0061	Application for Vacant Land	Mr Bharat Prasad Bajgain	2072-	2072-10-26			(t)	Accept	
APPLICATION NO	TRANSACTION TO	PE babaded pair	APPLICANT NAME	APPLICATION DATE	FORWARD	EDIT	DETAIL	DELETE	ACTION Salact	COMME	
APPLICATION NO	TRANSACTION TO	(PE	APPLICANT NAME	APPLICATION DATE	FORWARD	EDIT	DETÀIL	DELETE	ACTION	COMME	
	- Approximited and a second		bane (bunden) (and an and a statistic ()	A014-11-10	Prevent				Contract of the		
Resd072-73/90764	Application for Vacarit	Land bhawani giri (entire i	2072-11-22	Revert				Select *	<i>S</i> (1	
Resd/072-73/00711	Application for Vacanit	and bimala tamar	og (विकास: (सकारण)	2072-11-13	P		-	a	Select -	8 1	
Resd/072-73/00802	Application for Vacant L	and Blood maharj	an (विसोद: महजेम:)	2072-12-01	Revert	1		自	Select -	S (1	
Resd072-73/00654	Application for Vacant L	and Champha ma	ya magar (प्रम्यताः सम्पतः)	2072-11-04	Revert				Select +	8 11	

After the applicants file is accepted, the file disappears from the "forwarded application panel". Now wonder where the file is gone? You can now search for the file which you accepted at the down side i.e. the downside panel .You can see it below:



Here you can see the accepted file comes in the down panel like above. You can also "Edit", see the details by clicking on "Details" and Delete the application by "details" icon.