

Procedure for Change of Registered Mobile Number and/or Email ID on the ULB Haryana CLU Portal

This procedure is to be followed by applicants who intend to change the registered Mobile Number and/or Email ID linked with their already submitted Change of Land Use (CLU) application on the ULB Haryana CLU Portal.

STEP-1: FRESH REGISTRATION ON THE PORTAL:

1. The applicant shall first visit the ULB Haryana CLU Portal. ([Login](#))
2. Click on the "New Registration" option available on the login page.

The screenshot shows the login page of the ULB Haryana CLU Portal. The header includes the logo of the Directorate of Urban Local Bodies Haryana and the text 'शहरी स्थानीय निकाय निदेशालय हरियाणा'. The main heading is 'Online Application for Change of Land Use Govt. of Haryana'. Below this, there is a 'Login | CLU' section with a 'Login Type' dropdown menu set to 'Applicant'. The 'Enter Your Mobile No.' field contains the text '4MX1TU'. There is a 'Login' button and a 'New Registration' button, which is highlighted with a red box. To the left, there are 'Important Links' including 'Document Advisor', 'Updated Checklist of Documents for Grant of Change of Land Use Permission', 'Controlled Area Details', and 'Development Plans'. To the right, there is a 'Documents' section listing various forms and agreements. At the bottom left, there is 'Technical Helpline' information including an email address, phone number, and timing.

STEP-2: FILLING OF REGISTRATION DETAILS:

While filling the "New Registration" form, the applicant must ensure that the details entered exactly match the particulars mentioned in the already submitted CLU application. The following details are required to be filled:

1. **Login Type** – Select the appropriate category (Individual / Company / Trust), as mentioned in the original CLU application.
2. **Name of Applicant / Entity** –
 - The name must be entered exactly as mentioned in the previously submitted CLU application.
 - Particular attention shall be given to the following while typing the name:
 - Alphabet case (Uppercase/Lowercase),
 - Spacing between letters and words,
 - Spelling and special characters (if any).
 - In case of any mismatch between the old and newly registered details, the CLU case file shall not be forwarded to the new mobile number.
3. **Upload Signature** –
 - The signature of the Authorized Signatory must be uploaded in prescribed format i.e. max 100 KB (300*170), only jpg/jpeg/png format allowed.
 - The signature must be the same as submitted in the original CLU application.
4. **Email ID** –
 - Enter the new Email ID (only if it is intended to be updated).
5. **Mobile Number** –
 - Enter the new Mobile Number intended to be registered.

The screenshot shows the 'New Registration' form on the ULB Haryana CLU Portal. The header includes the logo of the Directorate of Urban Local Bodies Haryana and the text 'शहरी स्थानीय निकाय निदेशालय हरियाणा'. The main heading is 'Online Application for Change of Land Use Govt. of Haryana'. Below this, there is a 'New Registration' section. The 'Login Type' dropdown is set to 'Individual'. The 'Email' field is empty. The 'Name (Company Name in Case of Login Type Company/Trust)' field is empty. The 'Phone Number (10 Digits) (It will be Username)' field is empty. The 'Upload Signature' field has a 'Choose File' button and the text 'No file chosen'. The 'Captcha' field contains the text 'SC85FV'. There is a 'Back to Login' button and a 'Register' button.

STEP-3: COMPLETION OF REGISTRATION:

After filling in all the required details:

- Click on the "**Register**" button to complete the registration process.

STEP-4: VERIFICATION OF NEW REGISTRATION:

- After successful registration, the applicant must log in to the portal using the newly registered Mobile Number.
- This step is necessary to ensure that the new Mobile Number has been duly registered and verified on the portal.

STEP-5: SUBMISSION OF FORMAL REQUEST TO ULB-HQ:

Once the new Mobile Number is successfully registered and verified, the applicant shall submit a formal request (Format for the formal request letter placed at **Annexure 'A'**) for updating the registered Mobile Number and/or Email ID in the existing CLU application.

- **The request shall be submitted via email to:**
 - ctp-hq@ulbharyana.gov.in
 - tpcell-ulb@hry.gov.in
- **The request must comply with the following:**
 1. The request must be signed by the **Authorized Signatory**.
 2. In case of a Company or Trust:
 - The request must be submitted on the **official letterhead**.
 - The letterhead must be the same as submitted in the original CLU application.
 3. The request letter must bear the signature of the Authorized Signatory.
 4. A copy of a valid **Authorization letter** of the applicant/authorized signatory must be enclosed.
 5. A copy of a valid **Personal Identification Document (ID Proof)** of the applicant/authorized signatory must be enclosed. Further, the details in the ID proof must match the details provided in the original CLU application.

STEP-6: PROCESSING BY ULB-HQ:

1. Upon receipt of the request, ULB-HQ shall examine and process the same.
2. During processing, an official from ULB-HQ may contact the applicant.
3. The applicant shall be required to provide the **OTP (One-Time Password)** received on the newly registered Mobile Number from "**GOVHRY-S**".
4. Upon successful verification of the OTP, the CLU application shall be migrated/ forwarded to the newly registered Mobile Number.

****Important Note****

- Any discrepancy in name, signature, or other registration details between the original CLU application and the new registration may result in delay or non-processing of the request.
- Applicants are advised to ensure strict consistency of all particulars while undertaking fresh registration.

[Letter Head of the Entity (In case of Company or Trust)]

To

The Director,
Urban Local Bodies, Haryana
Panchkula.

Subject: **Request for Change of Registered Mobile Number and/or Email ID in CLU Application No. CLU_____.**

I, _____ (Name of Applicant / Authorized Signatory), S/o / D/o _____, aged ____ years, resident of _____, in my capacity as Applicant / Authorized Signatory of _____ (Name of Company/Trust, if applicable), hereby submit this formal request for change of the registered Mobile Number and/or Email ID in respect of the CLU application particulars detailed herein below:

S.No.	PARTICULARS	DETAILS TO BE FILLED
a)	Name of Applicant / Entity (as per original CLU application)	
b)	Login Type (Individual / Company / Trust)	
c)	CLU Application Number	
d)	Location of Site (Khasra No., Village, Tehsil, District)	
e)	Already Registered Mobile Number	
f)	Already Registered Email ID	
g)	Mobile Number to be registered	
h)	Email ID to be registered	

I hereby solemnly affirm and undertake as under:

- i. That a fresh registration has been duly completed on the ULB Haryana CLU Portal using the above-mentioned new Mobile Number.
- ii. That the particulars entered during the new registration strictly and exactly correspond to the details furnished in the original CLU application, including name, login type, and authorized signatory details.
- iii. That the signature uploaded during new registration is identical to the signature submitted in the original CLU application.
- iv. That the request for change of mobile no. and/ or email ID is being made for lawful purposes only.
- v. That I shall remain fully responsible for any communication, transaction, OTP verification, or correspondence carried out through the newly registered Mobile Number and/or Email ID.
- vi. That in case of any discrepancy, misrepresentation, or false declaration, I shall be solely liable for the consequences arising therefrom, including rejection of the request and/or any action as deemed appropriate by the competent authority.

I respectfully request that the registered Mobile Number and/or Email ID in the above-mentioned CLU application may kindly be updated after due verification in accordance with the prescribed procedure.

A self-attested copy of valid Photo ID proof (Applicant / Authorized Signatory) and authorization letter is enclosed herewith for verification purposes.

Kindly process the request accordingly.

Thanking you.
Yours faithfully,

Signature:
Name of Applicant / Authorized Signatory:
Designation (in case of Company/Trust):
Name of Company/Trust (if applicable):
Registered Office Address:
Contact Number:
Email ID:
Date:
Place: