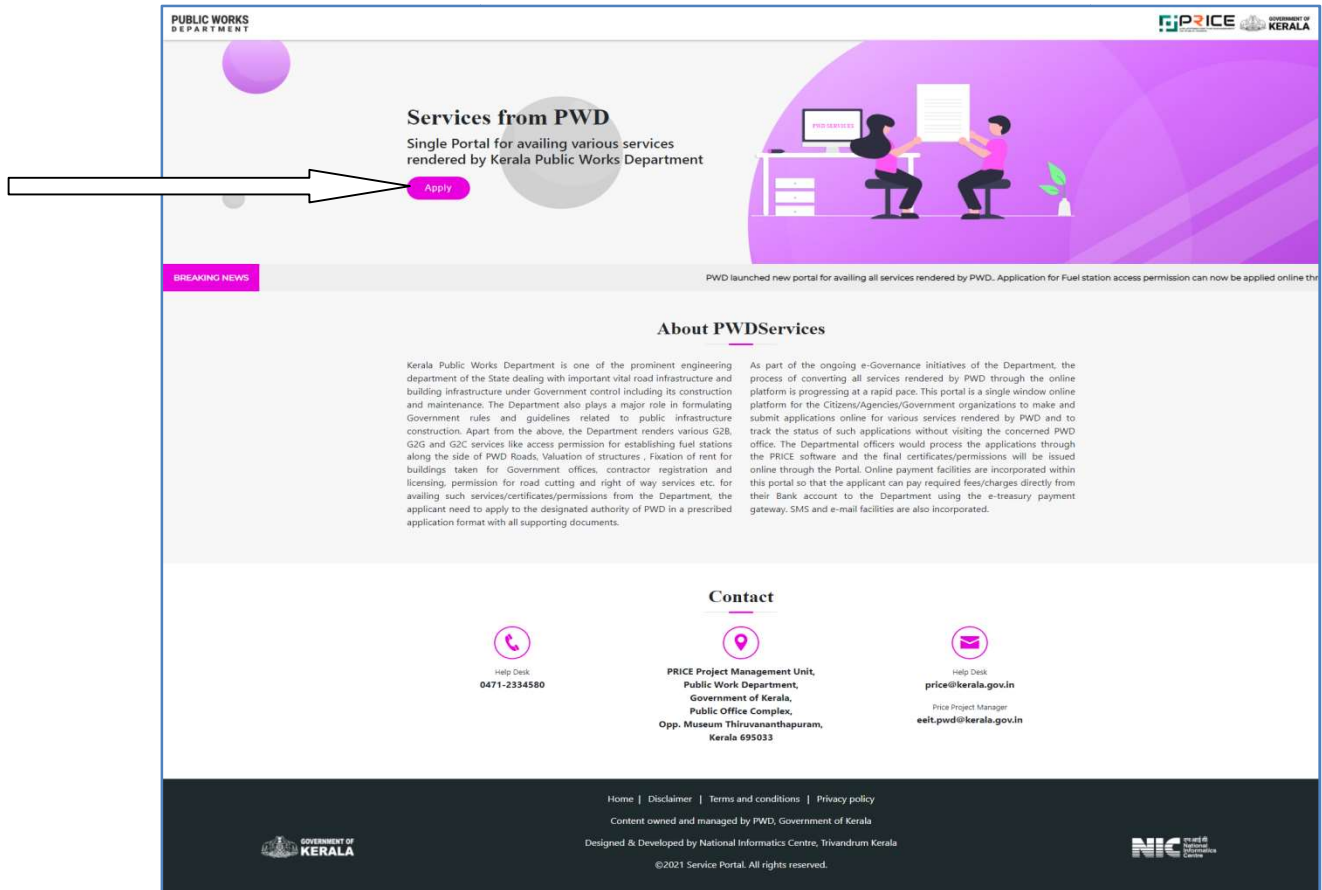
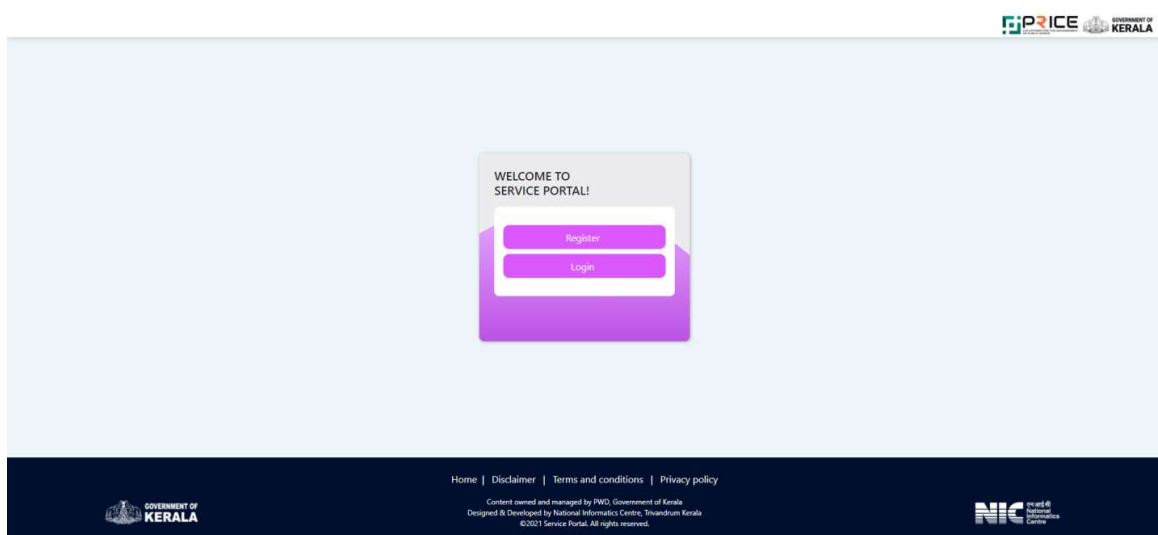


How to apply for Rent Fixation certificate from Kerala Public Works Department

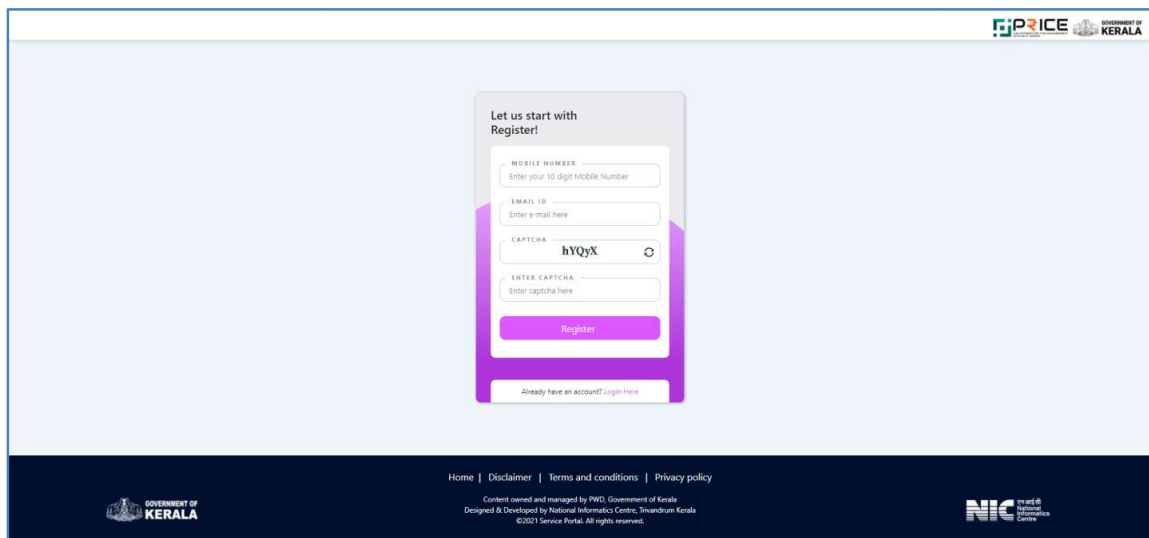
- 1) In the address bar of any internet browser, type the web address of PWD Services Portal <https://pwdservices.kerala.gov.in/> and then press enter key. The below page would come



- 2) Click on the Apply Button on the above page and then the below page will be displayed

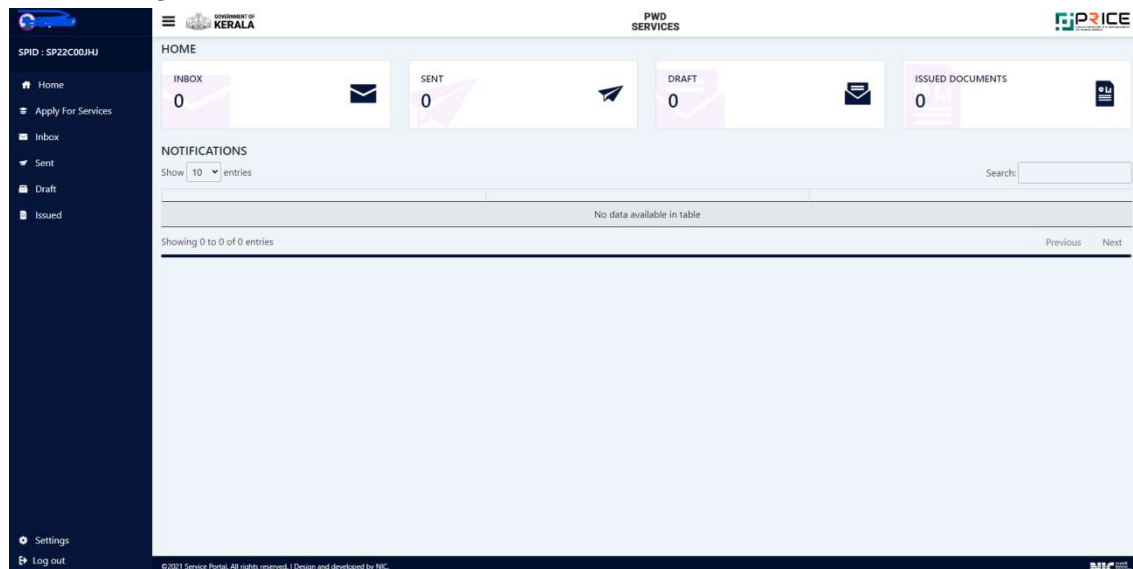


- 3) If you don't have a userid and password for the PWD Services Portal, you need to first register with the portal and obtain a userid and password. For this click the Register Button on the above page and then the following page would be displayed.



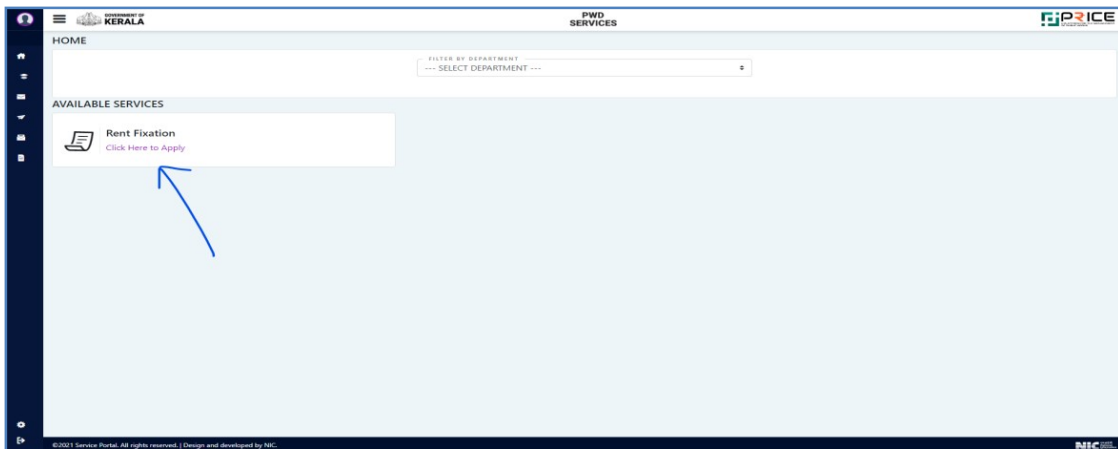
The image shows a registration form titled "Let us start with Register!". The form is centered on a light blue background. It contains the following fields: "MOBILE NUMBER" with a placeholder "Enter your 10 digit Mobile Number", "EMAIL ID" with a placeholder "Enter e-mail here", and a "CAPTCHA" section with a visual captcha "hVQyX" and an "ENTER CAPTCHA" field with a placeholder "Enter captcha here". Below these fields is a red "Register" button. At the bottom of the form, there is a link: "Already have an account? [Login here](#)". The footer of the page includes the Government of Kerala logo, a navigation bar with "Home | Disclaimer | Terms and conditions | Privacy policy", and the NIC logo.

- 4) In the above screen, give your mobile number, e-mail id and then type the captcha text and then press the register button. Then an OTP would be send to the given mobile number and activation link would be send to the given e-mail id.
- 5) Click on the activation link in the e-mail and then you will get a page to type the OTP received in your mobile. After submitting the OTP and upon verification, if correct, the system would display a message that, you are successfully registered with your login id. An email would also be send to you e-mail id showing the userid and password. You may use this userid and password to login to the PWD Services Portal.
- 6) Login to the portal using your userid and password and a page as below will be displayed after successful login

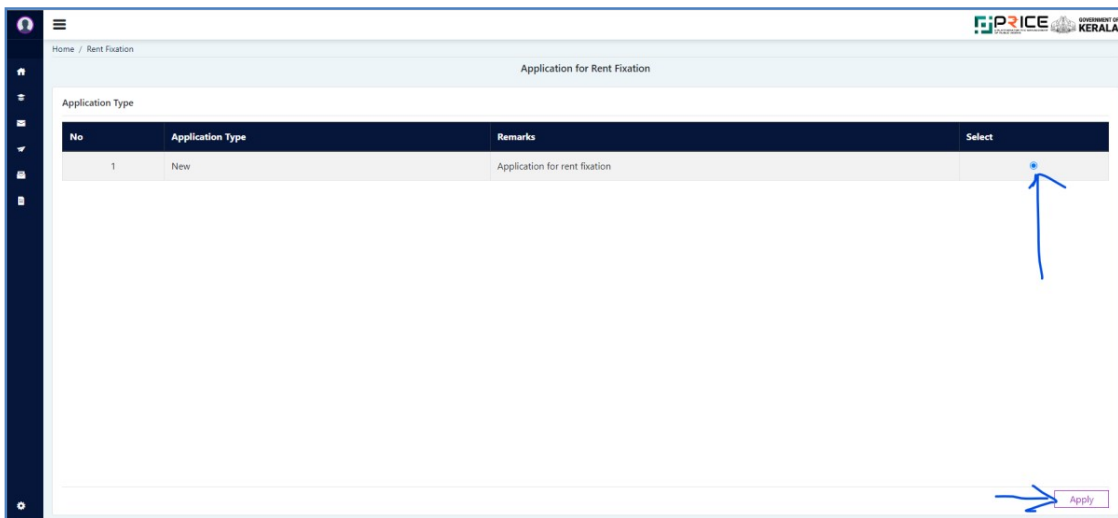


The image shows the dashboard of the PWD Services Portal after a successful login. The user is logged in as "SPID : SP22C00JHU". The dashboard has a dark blue sidebar on the left with a menu: "Home", "Apply For Services", "Inbox", "Sent", "Draft", "Issued", "Settings", and "Log out". The main content area is titled "HOME" and "PWD SERVICES". It features four summary cards: "INBOX" with 0 items, "SENT" with 0 items, "DRAFT" with 0 items, and "ISSUED DOCUMENTS" with 0 items. Below these cards is a "NOTIFICATIONS" section with a "Show 10 entries" dropdown and a search bar. The notifications table is empty, displaying "No data available in table". At the bottom, it says "Showing 0 to 0 of 0 entries" with "Previous" and "Next" links. The footer includes the Government of Kerala logo, a copyright notice "©2021 Service Portal. All rights reserved. | Design and developed by NIC", and the NIC logo.

- 7) To create a new application for Rent Fixation, click on the Apply for services menu on the left side of the above screen



- 8) On the Rent Fixation card, click the link “Click here to Apply”. Then a new application for Rent Fixation is created as shown below



- 9) Click on the radio button of the new application to select it and then click the Apply button at the bottom of the page
- 10) Then the draft application form with a Draft Id will be displayed as below(if a draft application is already created for this service, then a message will be displayed at the top to complete and submit that draft application)

The screenshot shows the 'New application for Rent Fixation [Draft id : APN/2022/DQSL/142]' form. It has a breadcrumb trail 'Home / Rent Fixation / Appendix'. The form is divided into sections: 'Appendix Part 1', 'Appendix Part 2', 'Other Details', 'Upload Documents', and 'History'. The 'Appendix Part 1' section contains the following fields:

- 1. Name of Office (s) by which the building is taken on rent : [Text Field]
- 2a. Present house No. assigned by Corporation/ Municipality/ Panchayat : [Text Field]
- Address : [Text Field]
- Pincode : [Text Field]
- 2b. Old House No. assigned immediately after construction by the Corporation/ Municipality/ Panchayat (This information is for verifying the age certificate issued by local bodies) : [Text Field]
- 3. Revenue survey No. : [Text Field]
- District : [Dropdown Menu]
- Taluk : [Text Field]
- Name of village in which the building is situated : [Text Field]

At the bottom left, there is a 'Forward' button. At the bottom right, there is a 'Save' button.

11) The relevant details are to be filled in the order first Appendix Part-1, then Part-2, then other details and finally upload the scanned copies of required documents

12) The following may be noted in this regard

- a. While filling details in the form for each Appendix, a provision is provided to save the details filled. Please use the Save button only after properly filling all required details. When the Save button is clicked, the system will verify the details filled and if any error is there, the same will be displayed at the top part of the Form in light red highlight colour. Correct the relevant details. If there is no error in the Appendix, a message showing “Appendix __ Saved successfully” will be displayed in light green highlight colour at the top. All data entered in an Appendix would be lost if preceded to next Appendix/section without saving.
- b. Scanned soft copies of all certificates and documents shall be uploaded in the “Upload Document” Section. If nay document is missing, the application will not be submitted
- c. After filling and Saving Appendix-1, Appendix-2, Other Details and Upload Documents, then only the application is ready for submission to PWD Departmental Officer. Verify all entries once again and if ok, then press the Forward button on the left bottom portion of the screen to submit the application to PWD.
- d. Once the application is submitted, a message will be displayed in this regard. The application will be submitted to the Office of the Executive Engineer, Buildings Wing of the district in which the rent fixation building is located.

13) Once an application is saved in draft or submitted to department, the details can be obtained from the Home screen dashboard in the user login as below

The screenshot displays the 'HOME' dashboard for 'PWD SERVICES'. At the top, there are logos for the Government of Kerala and PWD SERVICES, along with a 'PRICE' logo. The dashboard is divided into four main sections: 'INBOX' with a count of 0, 'SENT' with a count of 0, 'DRAFT' with a count of 1, and 'ISSUED DOCUMENTS' with a count of 0. Below these sections is a 'NOTIFICATIONS' section with a search bar and a table showing 'No data available in table'. The bottom of the dashboard shows 'Showing 0 to 0 of 0 entries' and 'Previous Next' navigation links.

When an application is in draft, it can be taken from the DRAFT by clicking on the Number

When an application is submitted, it can be taken from the SENT box by clicking on the count

When a application is returned from the Department, the same can be taken from INBOX,

When Certificate is issued by PWD, it can be taken from ISSUED DOCUMENTS