

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

PUBLIC WORKS DEPARTMENT

Services from PWD
Single Portal for availing various services rendered by Kerala Public Works Department

[Apply](#)

BREAKING NEWS PWD launched new portal for availing all services rendered by PWD. Application for Fuel station access permission can now be applied online through the portal.

About PWD Services

Kerala Public Works Department is one of the prominent engineering department of the State dealing with important vital road infrastructure and building infrastructure under Government control including its construction and maintenance. The Department also plays a major role in formulating Government rules and guidelines related to public infrastructure construction. Apart from the above, the Department renders various G2B, G2G and G2C services like access permission for establishing fuel stations along the side of PWD Roads, Valuation of structures, Fixation of rent for buildings taken for Government offices, contractor registration and licensing, permission for road cutting and right of way services etc. for availing such services/certificates/permissions from the Department, the applicant need to apply to the designated authority of PWD in a prescribed application format with all supporting documents.

As part of the ongoing e-Governance initiatives of the Department, the process of converting all services rendered by PWD through the online platform is progressing at a rapid pace. This portal is a single window online platform for the Citizens/Agencies/Government organizations to make and submit applications online for various services rendered by PWD and to track the status of such applications without visiting the concerned PWD office. The Departmental officers would process the applications through the PRICE software and the final certificates/permissions will be issued online through the Portal. Online payment facilities are incorporated within this portal so that the applicant can pay required fees/charges directly from their Bank account to the Department using the e-treasury payment gateway. SMS and e-mail facilities are also incorporated.

Contact

Help Desk: 0471-2334580

PRICE Project Management Unit,
Public Work Department,
Government of Kerala,
Public Office Complex,
Opp. Museum Thiruvananthapuram,
Kerala 695033

Help Desk: price@kerala.gov.in
Price Project Manager: eeitpwd@kerala.gov.in

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Designed & Developed by National Informatics Centre, Trivandrum Kerala

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

PRICE

WELCOME TO SERVICE PORTAL!

[Register](#)

[Login](#)

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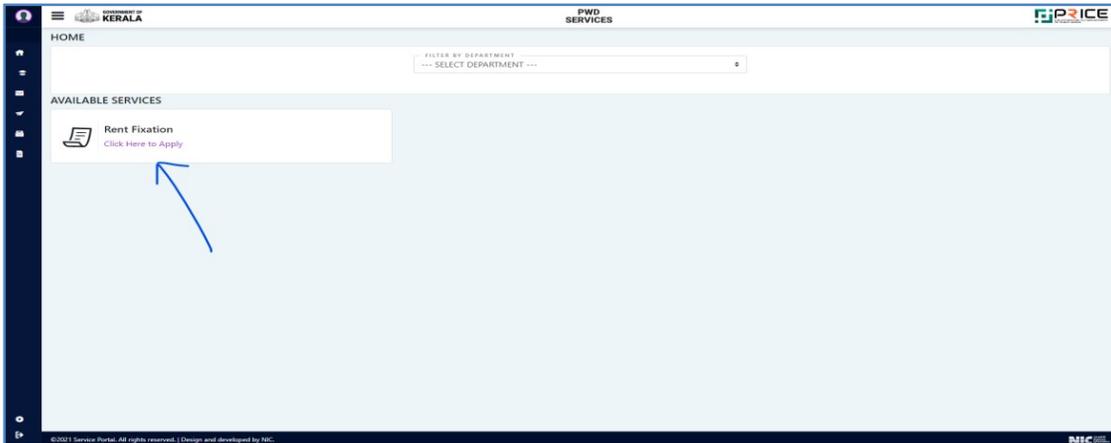
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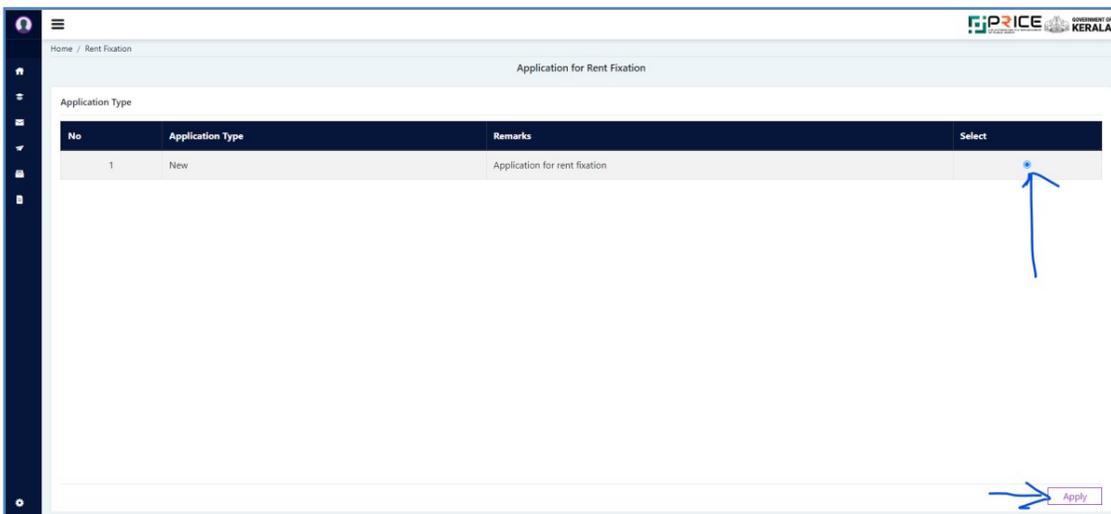
- 3) If you don't have a userid and password for the PWD Services Portal, you need to first register with the portal and obtain a userid and password. For this click the Register Button on the above page and then the following page would be displayed.

- 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

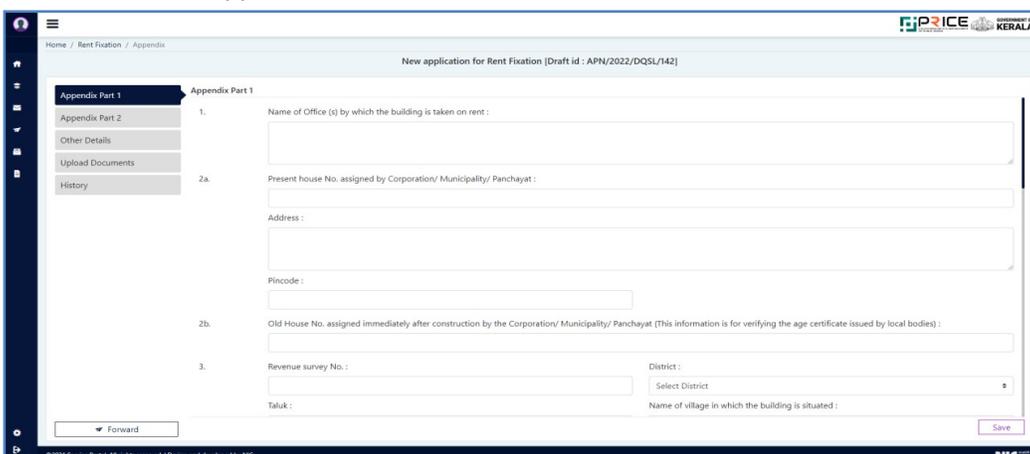
- 7) To create a new application for Rent Fixation, click on the Apply for services menu on the left side of the above screen



- 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)



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



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