

# Enforcement Officer Login

Backlog Entry Form - User Login URL : <https://pravartan.awasbandhu.in/>

## 1. User Login

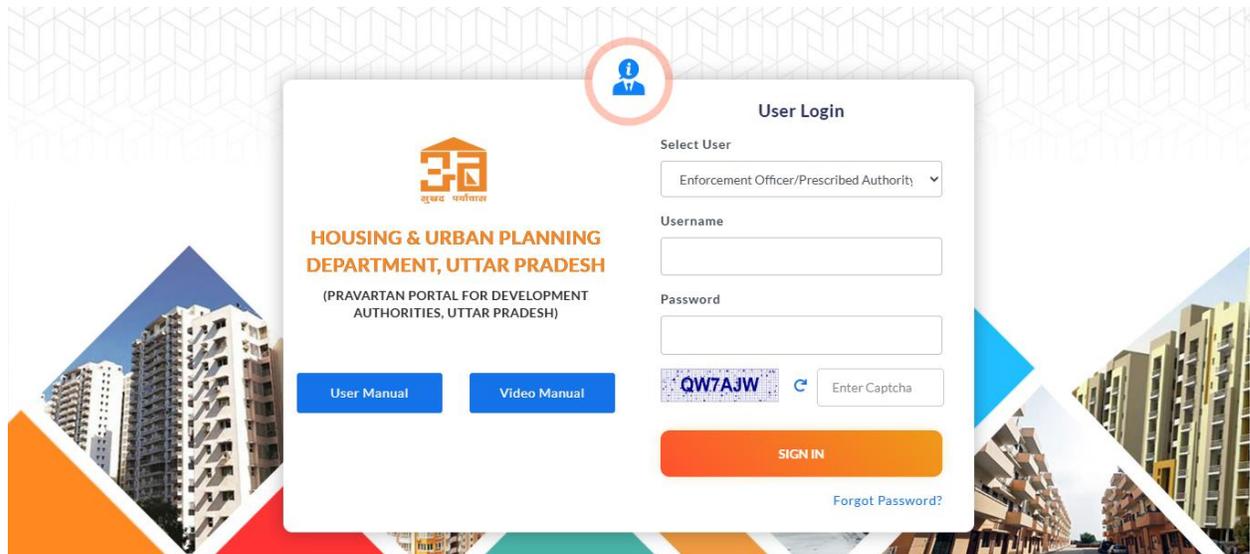
**Step-1:** Select user (Enforcement Officer) from the dropdown options and then enter Username and Password in the given fields.

**Step-2:** Enter **Captcha** in the given field.

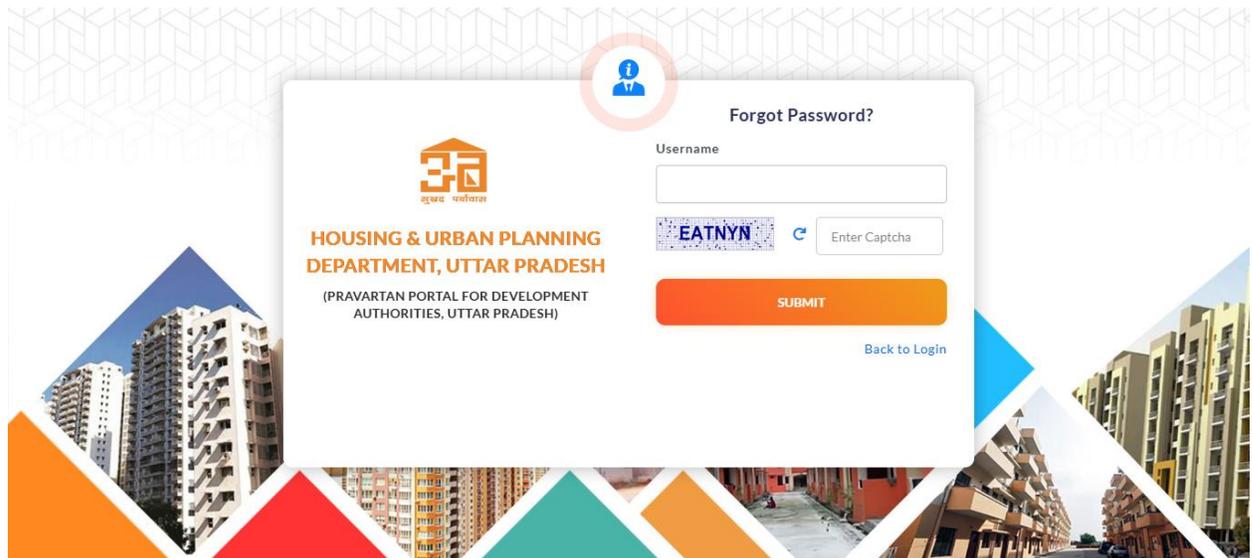
**Step-3:** Click on **Sign In** button below to login or sign in to Backlog Entry Form page.

- **How to Reset Forgot Password:**

**Step-1:** Click on Forgot Password link from the login page.



The screenshot shows the 'User Login' interface. On the left, there is a logo for the Housing & Urban Planning Department, Uttar Pradesh, with the text 'HOUSING & URBAN PLANNING DEPARTMENT, UTTAR PRADESH' and '(PRAVARTAN PORTAL FOR DEVELOPMENT AUTHORITIES, UTTAR PRADESH)'. Below this are two buttons: 'User Manual' and 'Video Manual'. On the right, the 'User Login' form includes a 'Select User' dropdown menu with 'Enforcement Officer/Prescribed Authority' selected, a 'Username' input field, a 'Password' input field, a captcha image showing 'QW7AJW' with a refresh icon, and an 'Enter Captcha' input field. At the bottom of the form is an orange 'SIGN IN' button and a blue link for 'Forgot Password?'. A circular icon with a person silhouette is positioned above the form.



**Step-2:** Enter **Username** and **Captcha** in the given fields of **Forgot Password** page.

**Step-3:** Click on **Submit** button.

**Step-4:** An OTP will be sent to the registered mobile number.

**Step-5:** Enter OTP and click on Verify button below.

## 2. How to Fill Backlog Entry Form

**Step-1:** Go to the Transaction menu and click on **Backlog Entry** option.

**Step-2:** Now click on **Backlog Form** button.

**Step-3:** Enter the required details in the given fields and then click on **Submit** button below.

### **3. How to Generate Order and Create Hearing**

#### **A. Generate Order**

**Step-1:** To Generate an Order, click on Action icon from the grid (Backlog Entries page).

**Step-2:** Go to Generate Order page.

**Step-3:** Select **Date**, **Type of Order**, enter **Description** and upload Order by clicking on **Upload File** button.

**Step-4:** Click on **Generate Order** button below.

#### **B. Create Hearing**

**Step-1:** To Create Hearing, click on Action icon from the grid (Backlog Entries page).

**Step-2:** Go to Create Hearing page.

**Step-3:** Enter Hearing Description, select **Next Hearing Date** and upload Document by clicking on **Choose File** button.

**Step-4:** Click on **Generate button** below.

### **4. How to View the Application Preview**

**Step-1:** Click on View action icon from the grid (Backlog Entries Page).

**Step-2:** View Backlog Entry Form details.

