

Instructions to fill online form

In Hindi

Opening date of Online Feedback/Survey Form	01/Sep/2019
Closing date of submission of Online Feedback/Survey Form	30/Sep/2019

1. Before filling up online Feedback/Survey form, applicants are advised to carefully go through the instructions.
2. The Mobile number used for filling up your Feedback/Survey form must belong to the applicant. Ensure that the Mobile number must be valid and functional. There is no scope for changing the Mobile number in future.
3. Before filling up the Feedback/Survey form, applicants have to scan and store the following documents as separate files. The same needs to be uploaded during the filling online application process.
 - a) Society/Building photo which should be in jpg format and not exceed 50kb in size. Please ensure that above documents are legible and readable.
4. The fields Red Star (*) marks in online Applicant Form are mandatory and essential to be filled in by the applicant.

Steps for creating user id and filling the Feedback/Survey Form

Online submission of Feedback/Survey form is available in link "Survey/Feedback of Group housing Society " at website . Applicant should read the instructions carefully before making any entry or selecting options. Applicant should supply the all required details while filling up the online form.

There are two steps to complete your Feedback/Survey form successfully:

Step-I. Creation of User ID

1. In Part-I, applicant who want to apply will have to create userid by entering basic information like Applicant Name, Mobile No, and Email-Id. User Creation Form is available on the left side menu in Survey/Feedback of Group housing Society website. On submission of details, userid will be sent to you automatically through registered email and mobile number to fill the Feedback/Survey Form.

Step-II. Register - Filling personal details, address details, uploading Society/Building etc in Feedback/Survey Format.

1. In Part-II, applicant will have to log on by entering userid and OTP provided through mobile number/email to access the Feedback/Survey Form.
2. On successful logging, application form screen will be displayed for filling along with following options. All options is available on the left side menu in Survey/Feedback of Group housing flats website.
 - a) Feedback/Survey Form : To fill/update Feedback form and submit final.
 - c) Log Out : To log out the software
3. There are two button on Feedback/Survey Form. One is "Draft Submit" button and other is "Final Submit" button.

On pressing "Draft Submit" button, Feedback/Survey details is saved in draft mode.
On pressing "Final Submit", Feedback/Survey Form is submitted final and can not be edited after final submission.
4. Fill the details in the Feedback/Survey form and upload the scan image of Society/Building (if any).
5. After filling the form, submit the Feedback/Survey form in draft submit /final submit mode.

9/3/2019

Instructions

7. At last, after successful submission of Society/Building form, there is a provision to take printout of the filled application form. This facility is available in submission screen and at the bottom of the application form.

Note : Applicants are allowed to complete application form opening date to 12 midnight of closing date of Survey/Feedback of Group housing Society.