

**GOVERNMENT OF JAMMU AND KASHMIR**

**REVENUE DEPARTMENT**

# **USER MANUAL**

**FOR AVAILING ONLINE SERVICES OF REVENUE  
DEPARTMENT THROUGH REVENUE PLUS  
PORTAL**

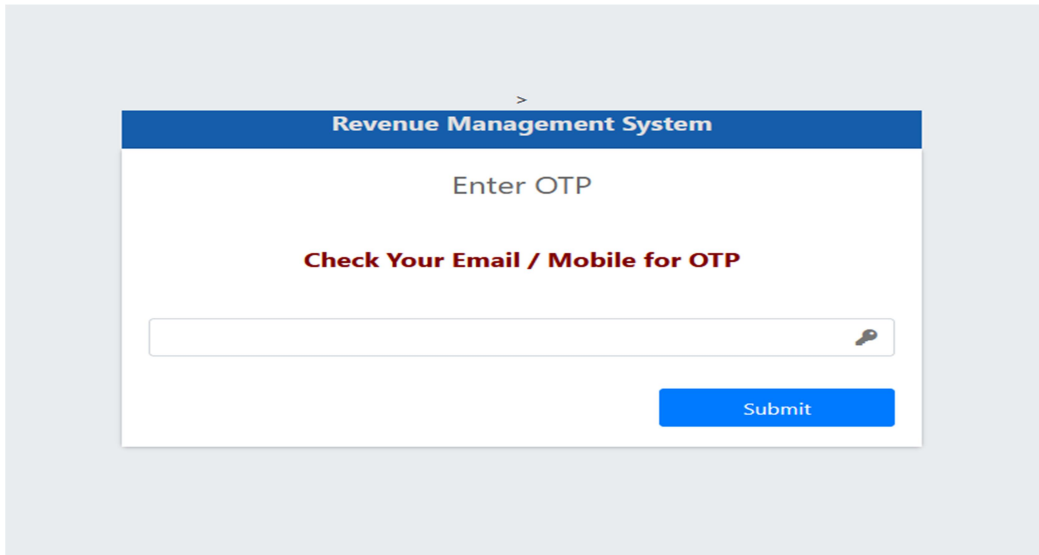
**STEP 1: Visit <https://jkrevenue.nic.in/revenueplus/>**

**STEP 2: Click on “Apply for online services” (User Login)**

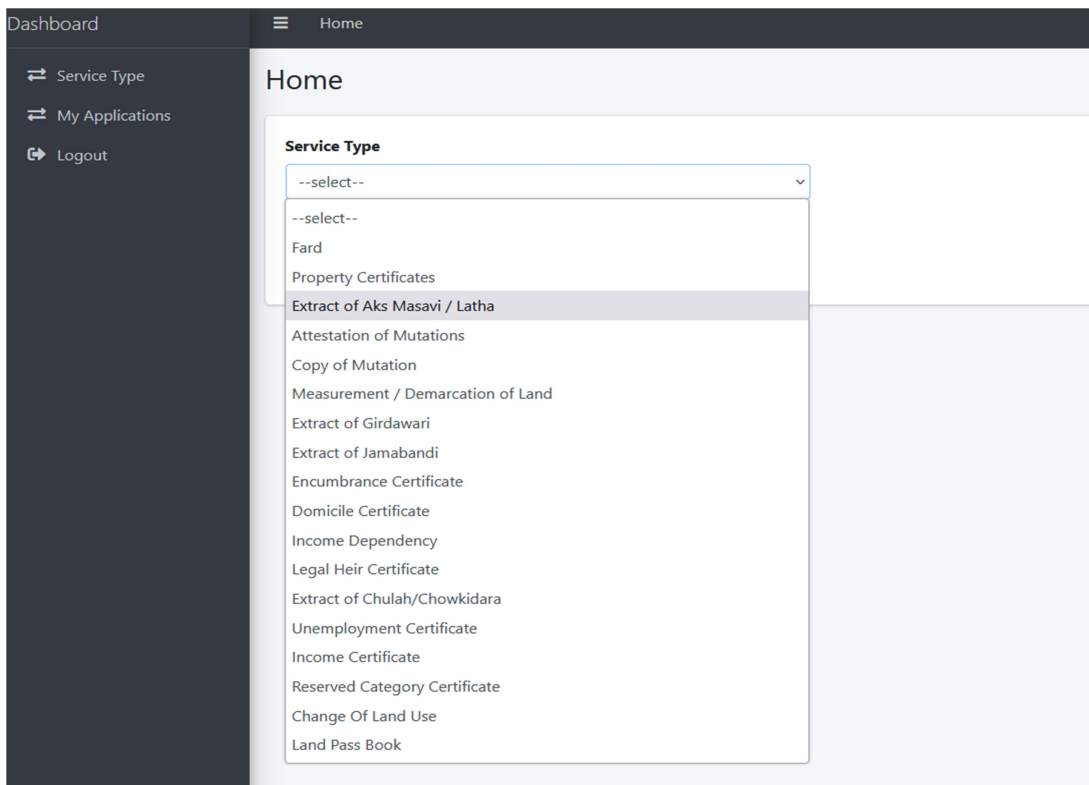
The screenshot shows the homepage of the Revenue Department, Government of Jammu and Kashmir. At the top left is the logo and name of the department. At the top right, there are links for 'Screen Reader Access', 'W3C', and 'Skip to main content'. Below the header is a navigation menu with 'HOME', 'POLICIES', 'HOLIDAY LIST', 'GRIEVANCE', and 'CONTACT US'. A language selector is set to 'English'. The main banner features the slogan 'Sabka Vishwas Sabka Prayas' and 'Azadi Ka Amrit Mahotsav' with an image of a man in a blue vest. Below the banner are three main service buttons: 'APPLY FOR ONLINE SERVICES' with a 'User Login' button, 'ADMINISTRATIVE LOGIN' with an 'Admin Login' button, and 'STATISTICS' with a 'Click Here' button. The footer contains logos for NIC, data.gov.in, Digital India, and DigiLocker, along with website management and browser compatibility information.

**STEP 3: Enter Email Id and Mobile No. An OTP will be sent to your email id. Enter the OTP.**

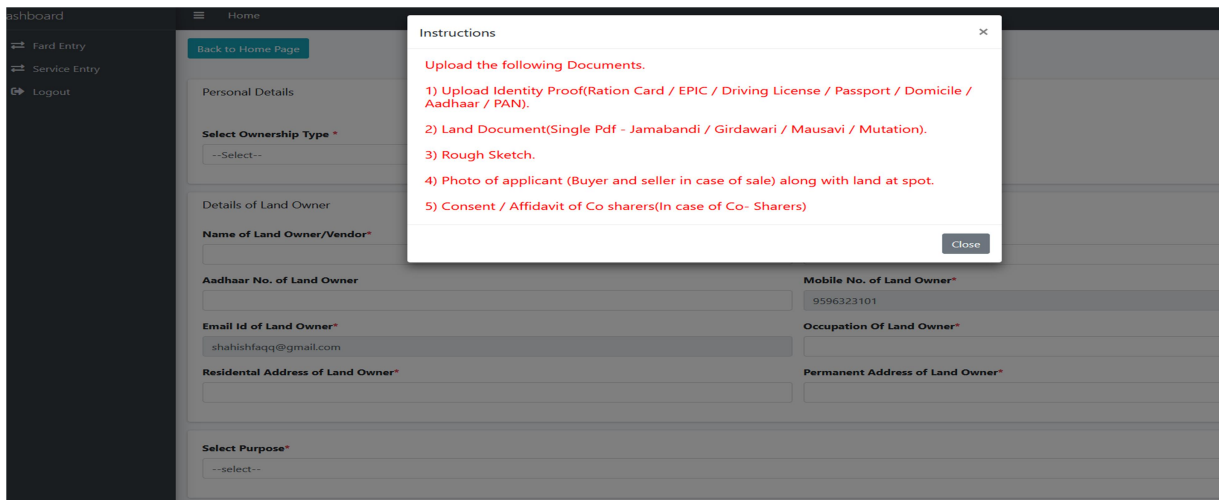
The screenshot shows the login interface of the Revenue Management System. The title is 'Revenue Management System' and the instruction is 'Sign in to start your session'. There are two input fields: 'Email' and 'Mobile No'. Below these is a CAPTCHA section with the text 'Enter Characters As Shown In Image' and a distorted image of the characters '545603'. A text box for entering the CAPTCHA is empty. Below the CAPTCHA, there is a red 'Cancel' button and a blue 'Submit' button. A red error message 'Invalid CAPTCHA' is displayed above the buttons.



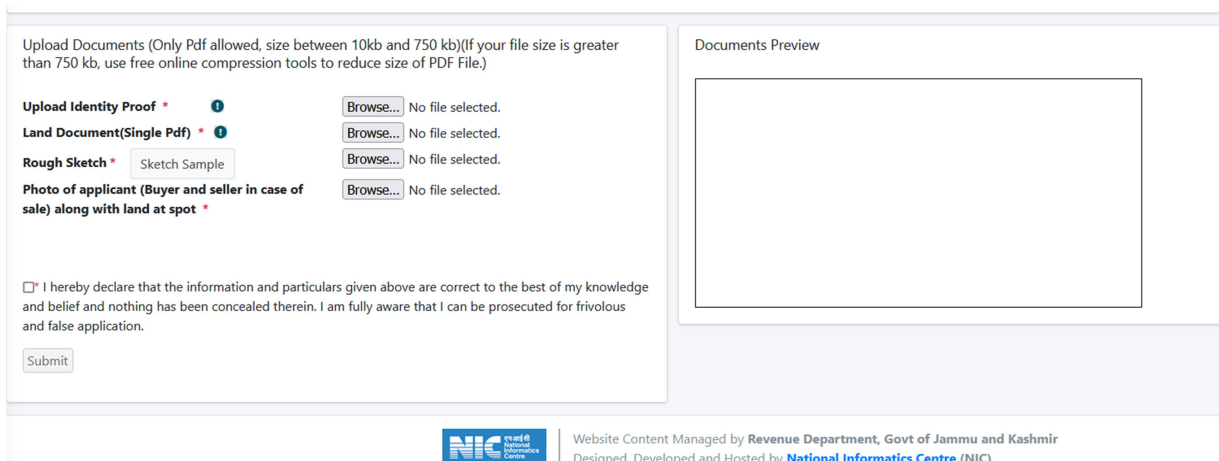
**STEP 4: Select the type of service you want to avail from the drop down menu. After selecting the type of service choose your district and Tehsil.**



**STEP 5: Fill the details and upload the requisite documents for such service, which are flashed on the screen. Documents to be uploaded only in pdf format and the size should be between 10 kb to 750 kb only.**



The screenshot shows a web application interface with a dark sidebar on the left containing 'Fard Entry', 'Service Entry', and 'Logout'. The main content area is titled 'Home' and has a 'Back to Home Page' button. A modal box titled 'Instructions' is open, listing five document requirements: 1) Upload Identity Proof (Ration Card / EPIC / Driving License / Passport / Domicile / Aadhaar / PAN), 2) Land Document (Single Pdf - Jamabandi / Girdawari / Mausavi / Mutation), 3) Rough Sketch, 4) Photo of applicant (Buyer and seller in case of sale) along with land at spot, and 5) Consent / Affidavit of Co sharers (In case of Co- Sharers). The background form includes sections for 'Personal Details', 'Select Ownership Type', 'Details of Land Owner' (with fields for Name, Aadhaar No., Mobile No., Email Id, Residential Address, and Permanent Address), and 'Select Purpose'.



This screenshot shows the document upload and preview section. On the left, there is a 'Upload Documents' section with instructions: 'Upload Documents (Only Pdf allowed, size between 10kb and 750 kb)(If your file size is greater than 750 kb, use free online compression tools to reduce size of PDF File.)'. Below this are four upload fields: 'Upload Identity Proof', 'Land Document(Single Pdf)', 'Rough Sketch' (with a 'Sketch Sample' button), and 'Photo of applicant (Buyer and seller in case of sale) along with land at spot'. Each field has a 'Browse...' button and the text 'No file selected.'. A declaration checkbox is present: 'I hereby declare that the information and particulars given above are correct to the best of my knowledge and belief and nothing has been concealed therein. I am fully aware that I can be prosecuted for frivolous and false application.' A 'Submit' button is at the bottom. On the right, there is a 'Documents Preview' section with a large empty rectangular box.

**STEP 6: After submitting the required details alongwith the documents, the applicant is redirected for payment of the fee.**

**Payment Details**

Service Type:	Fard
Name:	abc
Mobile No.:	9596323101
Application Id:	04391608202320577421
Amount:	200

**STEP 7: Once the fee is paid, the application no. is generated which the applicant shall keep for reference and track the status of the application using application No.**