

LRS Portal: Role-Based Quick Reference Guide & FAQ (L1, L2, L3 Officers)

1. Portal Access and Account Security

Access Credentials & Login Workflow Administrative access to the Layout Regularization Scheme (LRS) portal is governed by a multi-factor authentication protocol. Execute the following steps to establish a session:

1. Navigate to the primary URL: <https://lrs.telangana.gov.in/>.
2. Input the departmental **Username** and **Password** .
3. Enter the **Captcha** alphanumeric string exactly as rendered.
4. Execute the **Login** command.
5. Upon redirection to the secondary verification screen, input the **OTP** (One-Time Password) transmitted to the registered mobile device.
6. Click **Validate OTP** to initialize the Dashboard session. **!CAUTION Account Lockout Policy** System security parameters will automatically terminate and block user access following **three consecutive failed credential attempts** . To initiate the restoration of access, users must utilize the **Unblock User** utility located on the primary login interface. **Credential Recovery Protocols** Should an officer require a password reset, the **Forgot Password** service must be utilized to re-establish secure access to the environment.

2. L1 Officer: Field Inspection and Documentation

Application Processing Workflow The L1 level constitutes the primary data acquisition phase. Officers must adhere to the following sequence:

- Access the **Fee Paid / Pending Verification** dashboard tile.
- Identify the target application and click **Proceed** to open the inspection interface.
- **Plot Document Upload Section:** Select "Yes" or "No."
- **Note:** If **Yes** is selected, the entry of the **SRO Code** and the upload of **Plot Images** and supporting documents are mandatory system requirements.
- Log technical telemetry: **Latitude** , **Longitude** , and **Remarks** .
- **Plot Questionnaire:** Execute "Yes" or "No" selections for all regulatory queries.
- Execute the **Submit** command.
- **Workflow Trigger:** Upon the appearance of the success notification, clicking **OK** acts as a system trigger to automatically forward the application to the L2 queue. **Rectification of Applicant Data** If field inspection reveals discrepancies in applicant-provided data:
 - Activate the specific **checkbox** adjacent to the incorrect data field.
 - The system will toggle the field to an updateable state.
 - Input the rectified data and proceed with the standard submission workflow. **Administrative Management**
- **Location Transfer:** To reassign an application, utilize the "Location Transfer" module to select new Authorities, Districts, and Mandals.

- **Close Application:** Files requiring permanent termination must be located via **Plots > Close Application** using the survey number. Clicking **Close** removes the file from the active workflow.

3. L2 Officer: Verification and Master Plan Compliance

Field Data Auditing The L2 officer must validate L1 field inputs. Expand the **L1 Inspection Details** node via the arrow toggle to audit all captured field verification data and previous remarks. **Technical Compliance Assignments** The L2 level requires specific master plan alignment:

- **Layout Name:** Manually transcribe the designated layout name into the Plot Details section.
 - **Land Use:** Define the "Land Use as per Master Plan / ZDP" via the authoritative dropdown menu. **L2 Recommendation Matrix** | Selection | System Outcome | | :--- | :---
 || **Approve/Reject** | Advances the application to L3 or terminates per recommendation.
 || **Back to L1 Officer** | Re-enqueues the application in the L1 'Pending' queue for re-verification. | **No Market Value Updation Service** This service permits the modification of financial parameters without a full correction cycle:
1. Select **No market value updation service** from the home interface.
 2. Input the Application ID and select **Edit** .
 3. **Critical Order of Operations:** Input updated values and click **Get Revised Fee** to recalculate regularization charges. You **must** calculate the revised fee before clicking **Update** .
 4. Confirm the change via the **OK** success prompt.

4. L3 Officer: Final Approval and Special Modules

Integrated Multi-Level Review The L3 interface provides a consolidated audit trail. Officers must expand the **L1 Inspection Details** and **L2 Officer Details** grids to synthesize previous findings before rendering a final decision. **Final Recommendation Workflow** Input final directives in the designated fields: **L3 Officer Remarks** , **Add Notes** , and **Additional Conditions** .!WARNING **Character Constraints** The system will reject submissions containing the following forbidden special characters: ^ * \$ # @ ! % ~ . **Corrective Services & System State Changes**

- **Revoke Service:** For the post-approval cancellation of a file, select "Revoke Service," provide the mandatory document upload, and log final remarks.
- **Correction for Refund:** Utilize the **Market Value Update** grid for refund processing. The **Get Revised Fee** command is mandatory to generate the adjusted financial data.
- **Proceeding Correction Confirmation:** This module facilitates a side-by-side comparison of **Existing Details** vs. **L2 Updated Details** . Officers must specifically verify the following fields: **Mandal Name** , **Village Name** , **Survey Number** , and **Plot No** .!CAUTION **Irreversible State Change** **Corrections are allowed only once per application.** L3 officers must perform an exhaustive review of all documents and details before executing the final submission, as the system will not permit subsequent modifications.

5. Universal Navigation and Application Tracking

Know Your Status (KYS) Module Officers can track application progression via three search parameters:

1. **Application Number:** Direct search via the unique ID.
 2. **Mobile Number:** Search via applicant contact data.
 3. **Other Details:** Multi-criteria filtering using District, Mandal, Village, Name, or Survey Number.
- Dashboard Visual Telemetry** The dashboard utilizes color-coded tiles to indicate SLA urgency and application status:
- **Orange (Fee Intimated / Not Paid):** Applications awaiting applicant payment.
 - **Dark Orange (Fee Paid / Pending Verification):** Applications ready for L1 field inspection.
 - **Red (Verification Delayed 48 hours):** High-priority applications exceeding the 48-hour processing window.
 - **Green (IGRS Fee Paid / Pending Verification):** Applications where IGRS-specific payments have been confirmed.
 - **Teal (MIS Report):** The primary node for management information and system reporting.
 - **Blue (Fee Not Paid / Pending Verification):** Applications residing in the system with unconfirmed fee status.

6. Frequently Asked Questions (FAQ)

Q: What is the technical result of clicking "OK" on a success notification? **A:** This action serves as a **Workflow Trigger**, finalizing the current officer's session and automatically enqueueing the application at the next hierarchical level.

Q: Can a file be corrected multiple times if errors persist? **A:** No. Per system architecture, **corrections are allowed only once per application**. Verification must be absolute before the L3 confirmation.

Q: Are document uploads required for all questionnaire responses? **A:** Uploads are mandatory for any "Yes" response in the Plot Questionnaire. For L1 officers, selecting "Yes" specifically necessitates an **SRO Code** and **Plot Images**.

Q: What does the Green dashboard tile signify? **A:** It represents applications where the IGRS fee has been successfully processed and the file is pending departmental verification.

Q: Can an L3 officer revert an application past the L2 level? **A:** Yes. The recommendation dropdown allows for a "Revert" action, which re-routes the file back to the previous officer's queue for correction.

Q: How can I audit the specific history of which officers handled a file? **A:** Access the **Know Your Status** module, search the application, and select **View Details**. This will render the complete officer details grid and status history.

7. Quick Reference Command Summary

Button, Functional Result

Proceed, Initializes the application detail interface for active processing.

Get Revised Fee, Triggers recalculation of charges based on modified market values or areas.

View Details, Renders the comprehensive officer assignment and status history grid.

Back to L2/L1, Re-enqueues the application into the previous officer's 'Pending' worklist.

Document Download, Permits local viewing and auditing of applicant-submitted documentation.

Unblock User,Re-establishes account access following a security lockout (3 failed attempts).
Submit,Commits data to the database and initializes the success notification trigger.