1. How to view details of registered user (Nodal Officer) belonging to particular Ministry/Organisation?

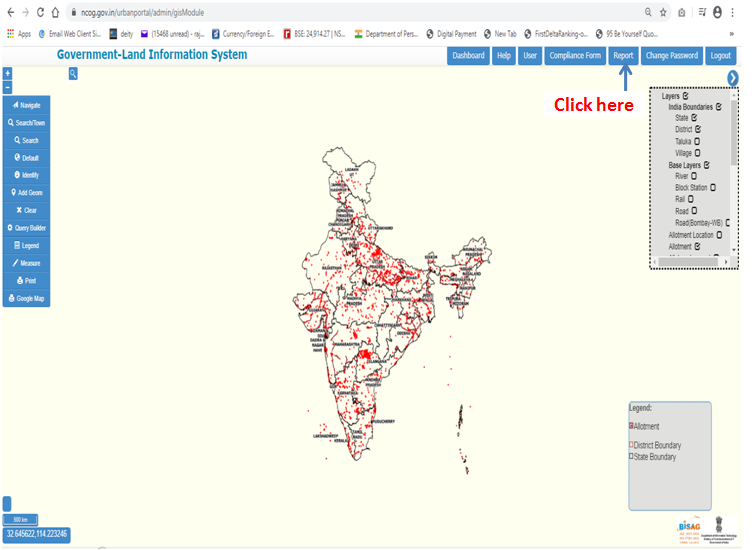
* You may click on label ‘Nodal Officer info’ available at home page of the GLIS portal. Then using search option, you may get the desired information.

1. Forgot the user ID and password to do login. What shall I do?

Kindly share the nodal officer and organization name on email @neelu.chaudhary@digitalindia.gov.in to receive the required information.

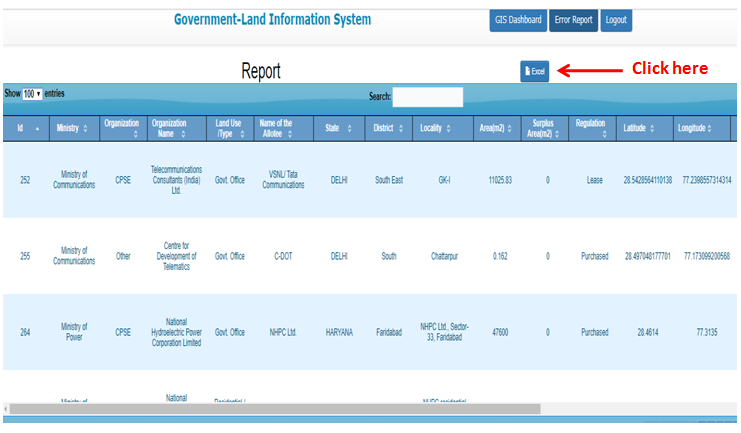
1. How to view land data details mapped by organisations?

* Click on label ‘Report’ to view important details regarding land parcels mapped on GLIS portal.



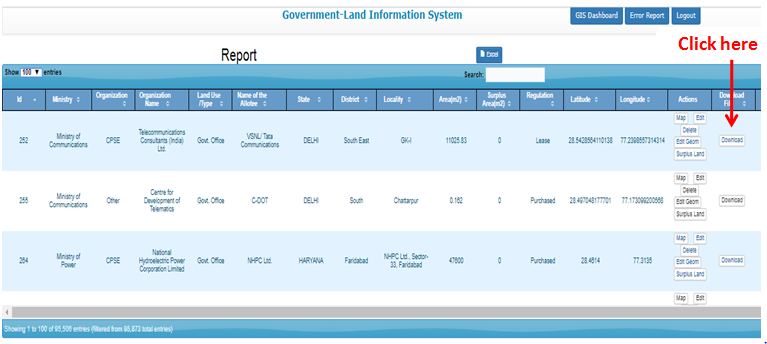
1. Can I download the report containing details of land parcels mapped on GLIS portal?

* Yes, you may click on option of ‘Excel’ to download land details report.



1. How to download the map uploaded by user representing area under its organization?

* Click on option of ‘Download’ available in report section under column ‘Download file’.



1. How to map land details/building details on the GLIS portal?

Kindly see the user manual or training video for your reference.

**FAR (Floor Area Ratio):**

(a**) F.A.R** means Floor Area Ratio

(b) **Definition of FAR**;- The percentage of the total covered area with its plot area is known as FAR.

(c) **Utilized FAR**; The percentage of actual existing covered area of all floors (excluding basement) with its plot area is known as Utilized FAR.

(d) **FAR - Available;** The percentage of permissible covered area (as per bye-laws) with it’s plot area is known as FAR – Available.

Note; - The Area of basement is not to be included in FAR.

Example of (Utilized FAR); suppose plot area =5000 sq.mts

Total built up area on all floor (Excluding basement) = 7500 sq.mts

Utilized FAR =7500x100/5000= 150

Example of (FAR - Available); - Suppose plot area= 5000sq.mts

FAR - Available (as per bye laws) = 300

Total available covered area which can be sanctioned and achieved on all floors excluding basement = 300/100x5000= 15000 sq.mts.