



# Maharashtra Housing And Area Development Authority

## Online Material Testing laboratory Application System

### User Manual

Computerization of Material Testing Laboratory

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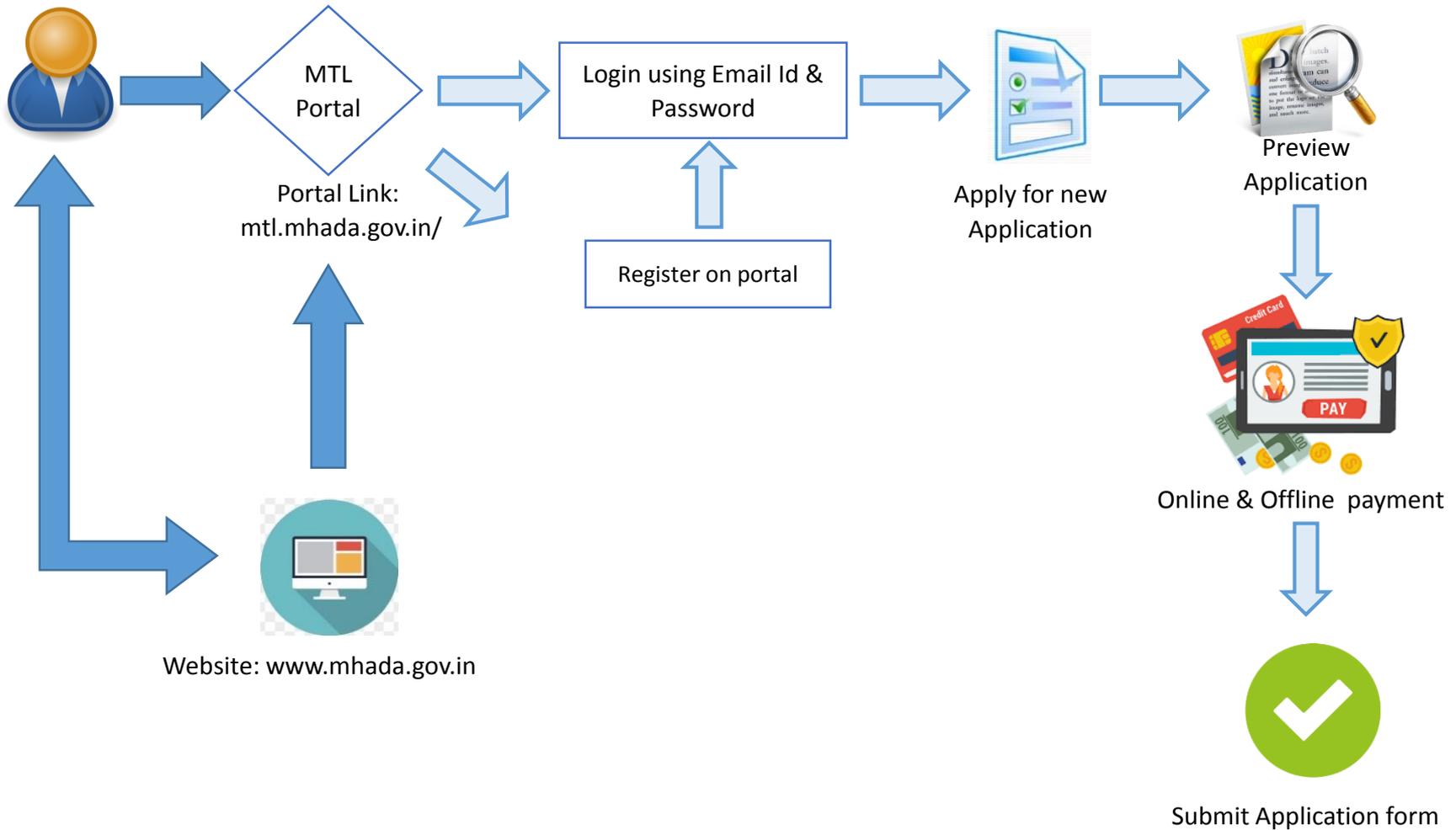
# Checklist

## ✓ User Checklist

Below is the list of document that user should keep ready while using MTL: Material testing Laboratory System

1. Mobile no
  - Valid mobile no is required for registration of user in the system.
2. Email Address
  - Valid Email ID is required for registration of user in the system.
3. Document: (Concern department letter for material testing)
  - Scanned copy of letter form concern department for material tesing

# Application Process flow



# Steps of Application Process

1. New User Registration / Create User Account (1st time user)

2. Create Application

3. Payment of material testing charges

Payment process;

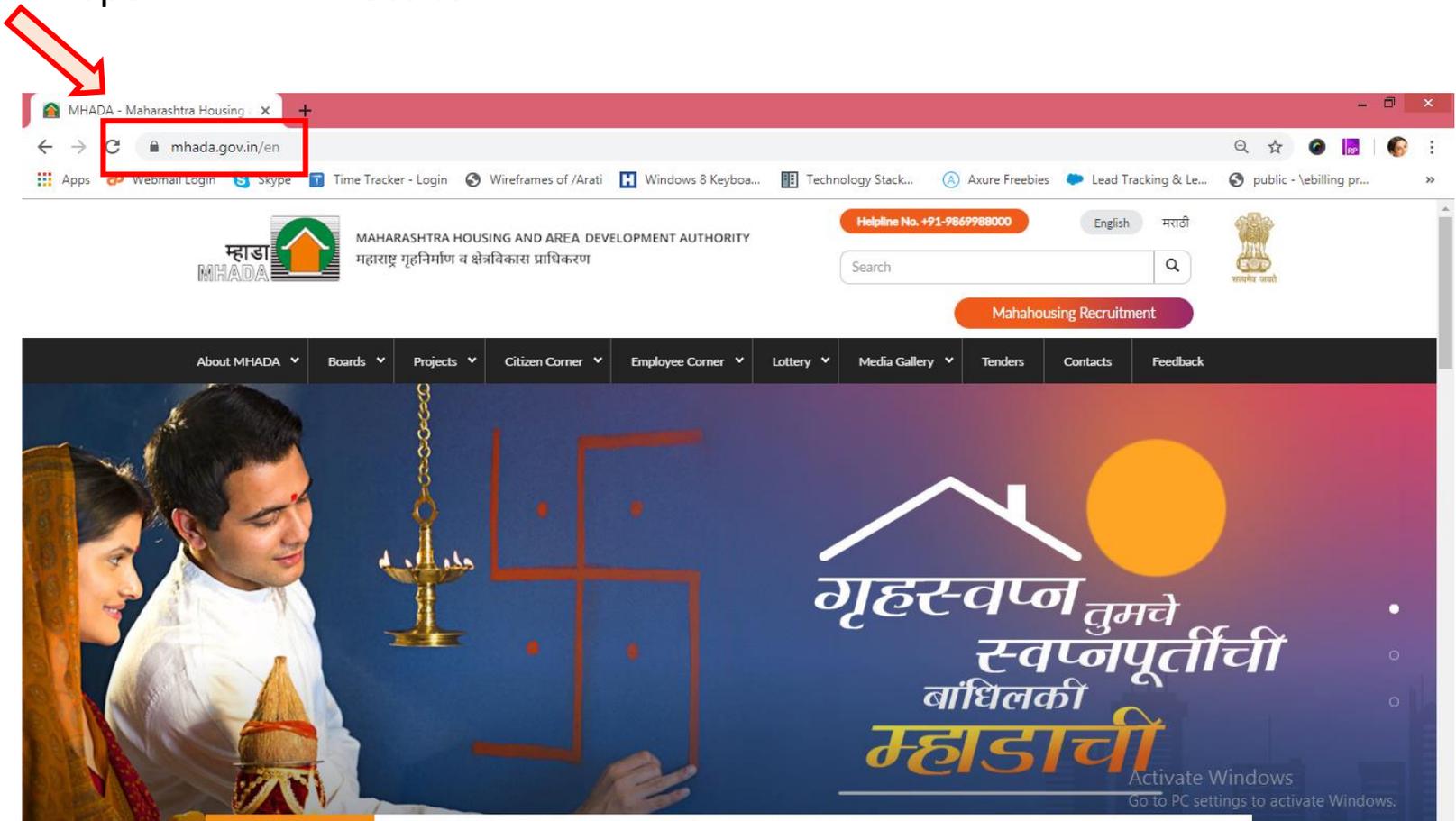
a) Online payment

b) Offline payment (available for few days only)

4. Application submission

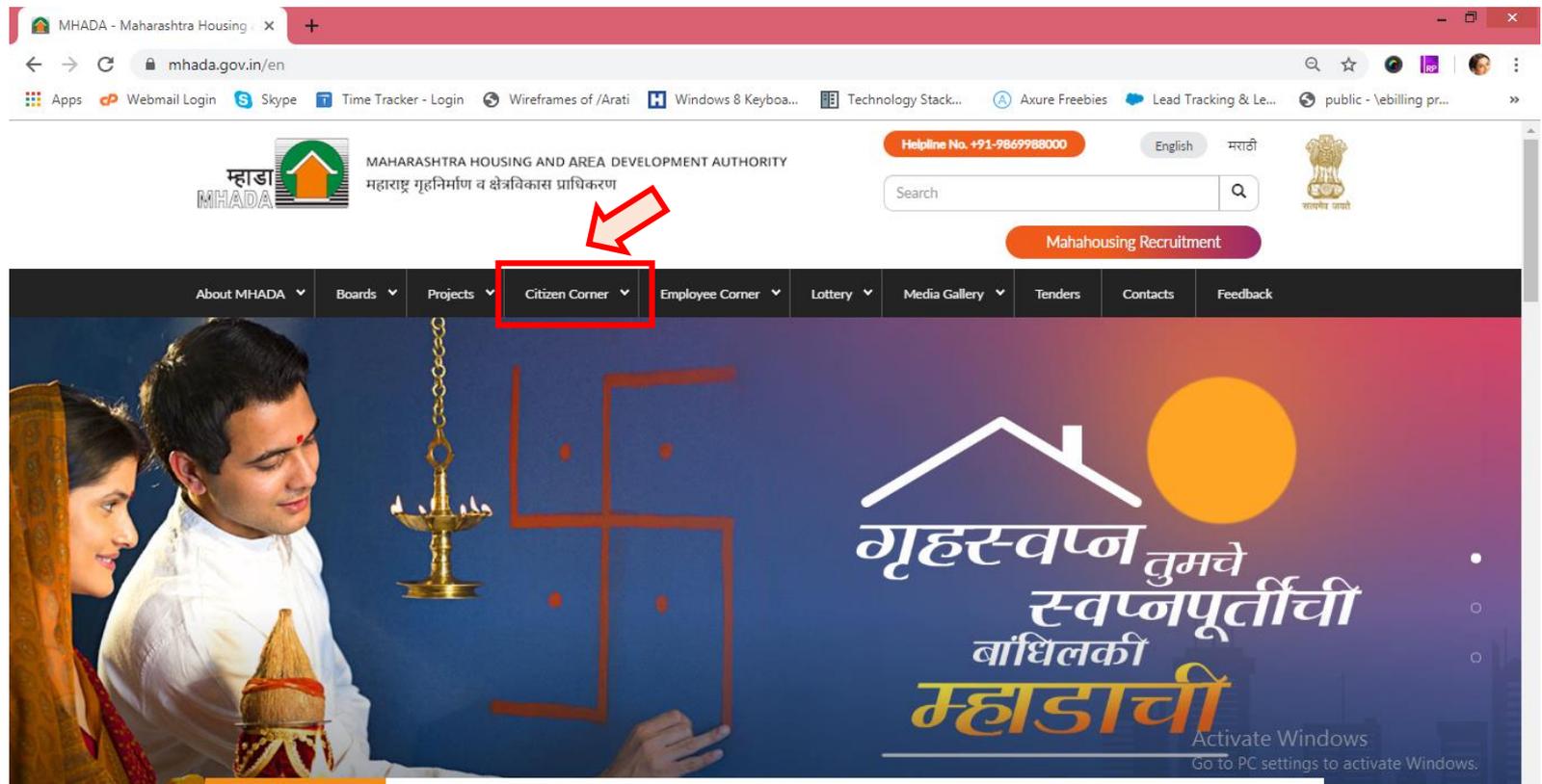
# 1. New User Registration / Create User Account (1st time user)

- Open Internet browser (Google Chrome / Mozilla Firefox)
- Go to address bar and type the URL: [mhada.gov.in](http://mhada.gov.in) and press Enter to open MHADA website



# 1. New User Registration / Create User Account (1st time user)

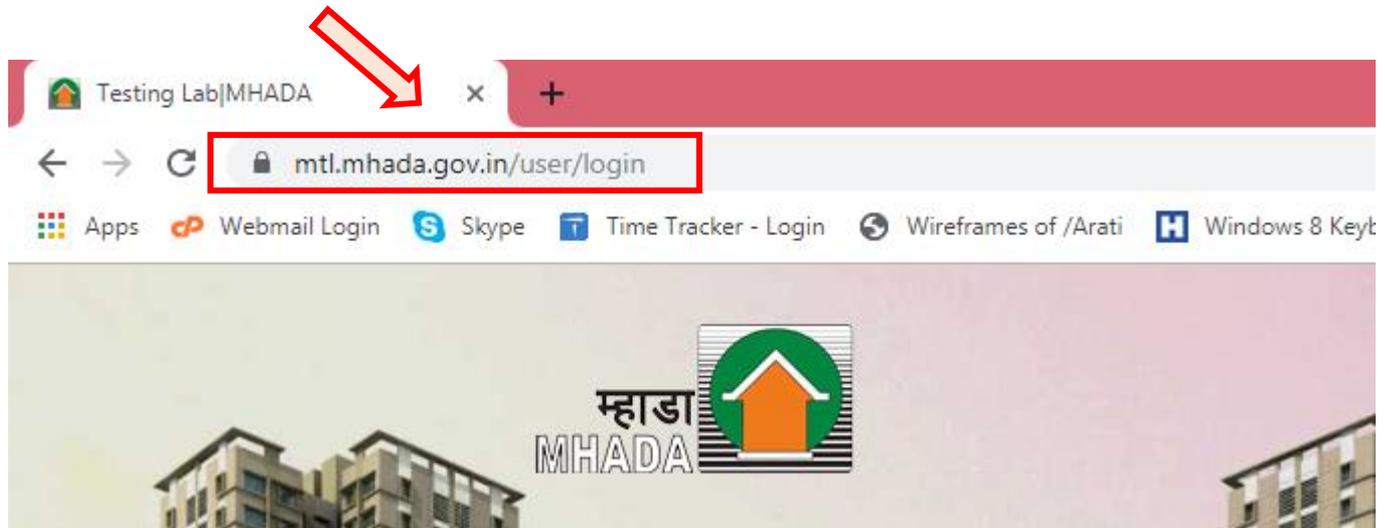
- Go to 'Citizen Corner' tab on menu bar & select 'Material Testing Laboratory' as highlighted below



# 1. New User Registration / Create User Account (1st time user)

Or

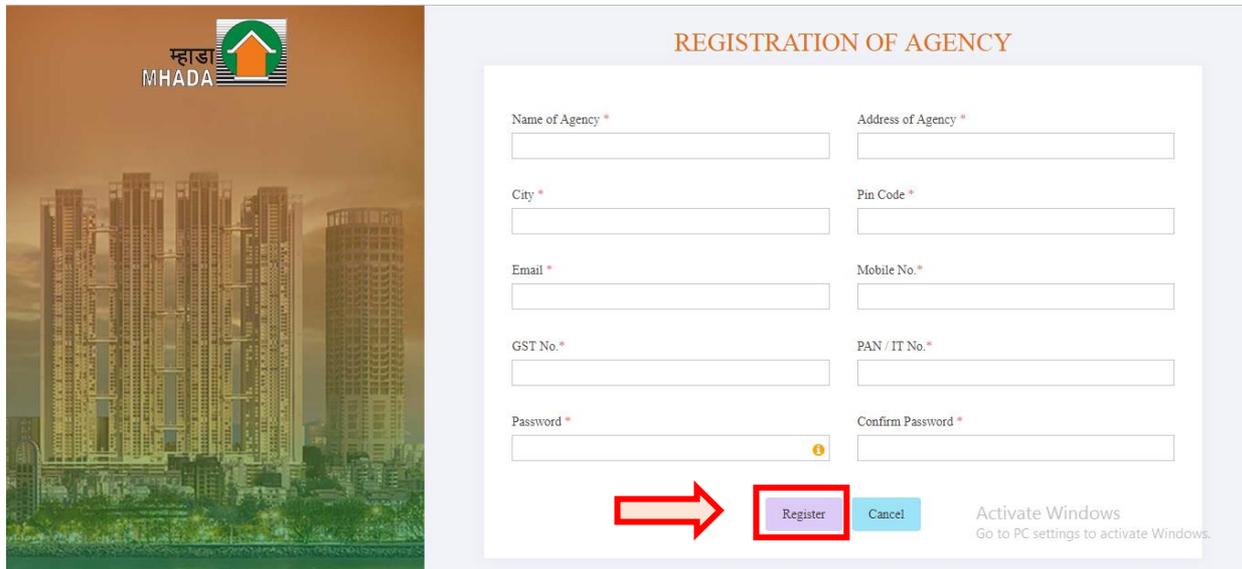
- Open Internet browser (Google Chrome / Mozilla Firefox )
- Go to address bar and type the URL: [mtl.mhada.gov.in](http://mtl.mhada.gov.in) and press Enter to open material Testing Laboratory System





# 1. New User Registration / Create User Account (1st time user)

- Fill all mandatory information ( marked with \* ) and click on 'Register' button as highlighted below



The screenshot displays the 'REGISTRATION OF AGENCY' form. The form includes the following fields:

- Name of Agency \*
- Address of Agency \*
- City \*
- Pin Code \*
- Email \*
- Mobile No.\*
- GST No.\*
- PAN / IT No.\*
- Password \*
- Confirm Password \*

A red arrow points to the 'Register' button, which is highlighted with a red box. The 'Cancel' button is also visible. The background of the form shows a cityscape with tall buildings.

- User should note Email address / User name and Password using which user is created in the Material Testing Laboratory application.

# 1. New User Registration / Create User Account (1st time user)

- Go to [mtl.mhada.gov.in](http://mtl.mhada.gov.in) and enter your login credentials (Email address/User Name and Password), click on 'Sign In' button as highlighted below.



MAHARASHTRA HOUSING AND AREA DEVELOPMENT BOARD  
MATERIAL TESTING LABORATORY

Existing User

Email

Password

[Forgot Password ?](#)

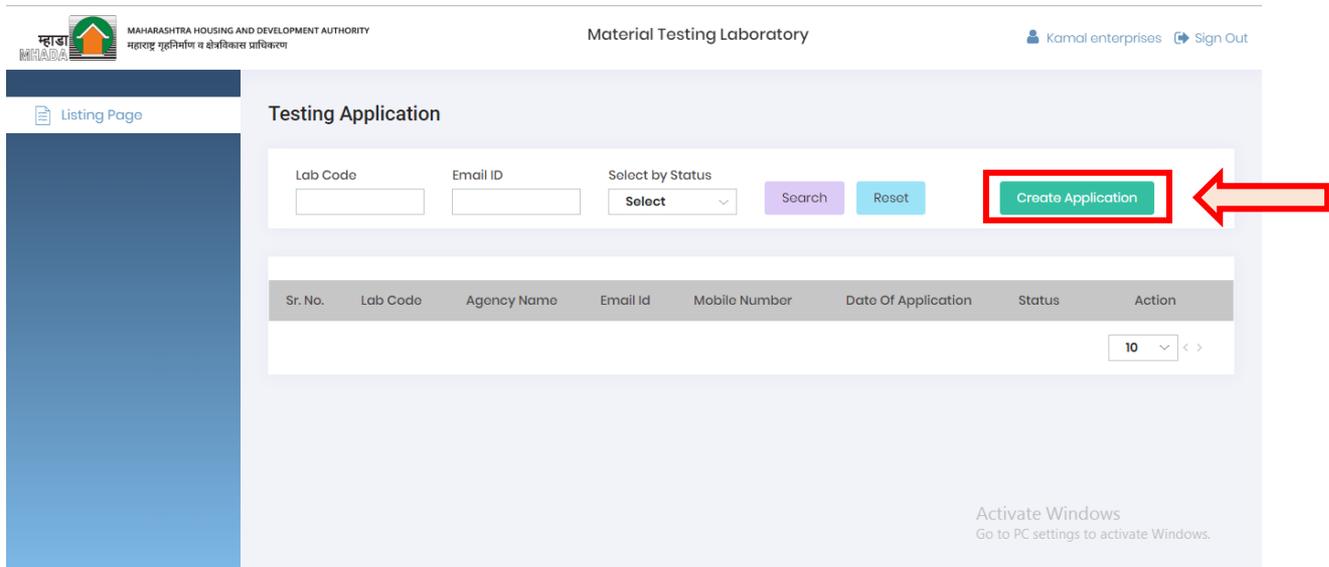
9 6 3 2  Captcha



Activate Windows  
Go to PC settings to activate Windows.

## 2. Create Application

- After Successful login, Testing Application Listing page will be displayed as below,
- Click on 'Create Application' button to apply for material testing application,



MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY  
महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण

Material Testing Laboratory

Kamal enterprises Sign Out

Listing Page

Testing Application

Lab Code Email ID Select by Status

Search Reset Create Application

Sr. No.	Lab Code	Agency Name	Email Id	Mobile Number	Date Of Application	Status	Action
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Activate Windows  
Go to PC settings to activate Windows.

## 2. Create Application

- On the click on 'Create Application', user will be able to view application form for material testing application.
- User will be able to select 'Agency type', as highlighted below;

The screenshot shows the 'Material Testing Laboratory' application form. The page header includes the Maharashtra Housing and Development Authority logo and name, the title 'Material Testing Laboratory', and user information 'Kamal enterprises' with a 'Sign Out' link. The left sidebar shows 'Listing Page'. The main form area is titled 'Application' and contains the following sections:

- Agency type:** A red box highlights the radio buttons for 'Mhada Agency' (selected) and 'Other'. A red arrow points to the 'Mhada Agency' option.
- Board Detail:**
  - Select Board\*: A dropdown menu with 'Select' as the current value.
  - Select Division\*: A dropdown menu with 'Select' as the current value.
  - Division Email Id\*: A text input field. Below it, a note states: 'Reports will be emailed on above email ID'.
  - Alternate Email ID of Division: A text input field.
- Subdivision Detail:**
  - Select Subdivision\*: A dropdown menu with 'Nothing selected' as the current value.
  - Outword No\*: A text input field.
  - Outword Date\*: A text input field.
- Work & Agency Detail:** (Section header, no form fields visible)

At the bottom right, there is a watermark for 'Activate Windows'.

## 2. Create Application

- On selection of agency type, user will be able to fill application of selected agency type.

The screenshot shows the 'Application' form in the Material Testing Laboratory system. The form is titled 'Application' and is located on the 'Listing Page'. The user is logged in as 'Kamal enterprises' and can click 'Sign Out'.

The form contains the following sections and fields:

- Agency Type:** Two radio buttons are present: 'Mhada Agency' (selected and highlighted with a red box) and 'Other'.
- Board Detail:**
  - Select Board\*:** A dropdown menu with 'Select' as the current selection.
  - Select Division\*:** A dropdown menu with 'Select' as the current selection.
  - Division Email Id\*:** A text input field. Below it, a note states: 'Reports will be emailed on above email ID'.
  - Alternate Email ID of Division:** A text input field.
- Subdivision Detail:**
  - Select Subdivision\*:** A dropdown menu with 'Nothing selected' as the current selection.
  - Outword No\*:** A text input field.
  - Outword Date\*:** A text input field.
- Work & Agency Detail:** This section is partially visible at the bottom of the form.

## 2. Create Application

- After entering all required information, click on 'Submit' button.

The screenshot shows a web application form with the following sections:

- Work & Agency Detail:**
  - Name of Work\* (empty text input)
  - Aggrement No\* (empty text input)
  - Name of Agency\* (text input containing "kamal enterprises")
  - GSTIN of Agency\* (text input containing "111111111111")
  - PAN / IT no of Agency\* (text input containing "BQTPP4046D")
- Material Details:**
  - Material (Click here to enter material details) (text area with a blue plus icon and a red X icon)
  - + Add Material (purple button)
- Upload Documents:**
  - Letter from Division / Subdivision\* (text input)
  - Upload PDF (cyan button)
- Submit Application** (purple button, highlighted with a red box and a red arrow pointing to it from the right)

## 2. Create Application

On successful, submission of application user will redirect on listing page, where user will be able to view application with status as 'Payment Pending'.

The screenshot displays the 'Material Testing Laboratory' interface. At the top, there is a header with the logo of the Maharashtra Housing and Development Authority (MHADA) and the text 'MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY महाराष्ट्र गृहनिर्माण व शैक्षणिक विकास प्राधिकरण'. The page title is 'Material Testing Laboratory'. On the right, there is a user profile for 'Kamal enterprises' and a 'Sign Out' link. The main content area is titled 'Testing Application' and contains a search form with fields for 'Lab Code' and 'Email ID', a 'Select by Status' dropdown menu, and buttons for 'Search', 'Reset', and 'Create Application'. Below the search form is a table with the following data:

Sr. No.	Lab Code	Agency Name	Email Id	Mobile Number	Date Of Application	Status	Action
1	MTL0000012018/19	kamal enterprises	martin5@gmail.com	1234123412	15-03-2019	Payment Pending	View

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and there is a pagination control showing '10' and navigation arrows. A red box highlights the 'Payment Pending' status and the 'View' button, with a red arrow pointing to it from the right.

- On the click on 'View', user will be able to submitted application

## 2. Create Application

- User will check all information displayed in application form. If user wants to edit application will be able to edit by clicking on 'Edit Application'

After checking all information from application form, click on 'Preview for Payment' button to submit the form, proceed with payment.

MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY  
महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण

Material Testing Laboratory

Kamal enterprises Sign Out

Listing Page

View Application

Payment Preview

**Edit Application**

**Application for Material Testing**

To,  
The Executive Engineer,  
Vigilance and Quantity Control,  
Material Testing Laboratory,  
Ground Floor, MHADA,  
Mumbai

**Subject: Testing of Material**

Sir,

I am sending here with following building materials for laboratory testing.

Name of Work : construction of toilet block at sion panvel mahamarga  
Agreement No : B-1/1427/18-19  
Name of Agency : kamal enterprises

List of materials

Sr No	Material	Size in mm. (whenever required)	Indentification Mark	Date of Casting /Mix	Quantity	Tests required
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**Preview for Payment** Back

### 3. Payment of material testing charges

- User will be able to view payment summary on clicking on 'Preview For Payment'

MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY  
महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण

Material Testing Laboratory

Kamal enterprises Sign Out

Listing Page  
View Application  
Payment Preview  
Edit Application

#### Application for Material Testing

To,  
The Executive Engineer,  
Vigilance and Quantity Control,  
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Ground Floor, MHADA,  
Mumbai

**Subject: Testing of Material**

Sir,

I am sending here with following building materials for laboratory testing.

Name of Work : construction of toilet block at sion panel mahamarga  
Agreement No : B-1/1427/18-19  
Name of Agency : kamal enterprises

List of materials

Sr No	Material	Size in mm. (whenever required)	Indentification Mark	Date of Casting /Mix	Quantity	Tests required
-------	----------	---------------------------------	----------------------	----------------------	----------	----------------

Preview for Payment Back

### 3. Payment of material testing charges

- User Once payment amount is verified, user will be able to payment 'Make Payment'

MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY  
महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण

Material Testing Laboratory

Kamal enterprises Sign Out

Listing Page  
View Application  
Payment Preview  
Edit Application

#### Payment Summary

Lab Code: MTL0000012018/19  
Agency Name: kamal enterprises  
Agreement No: B-1/1427/18-19

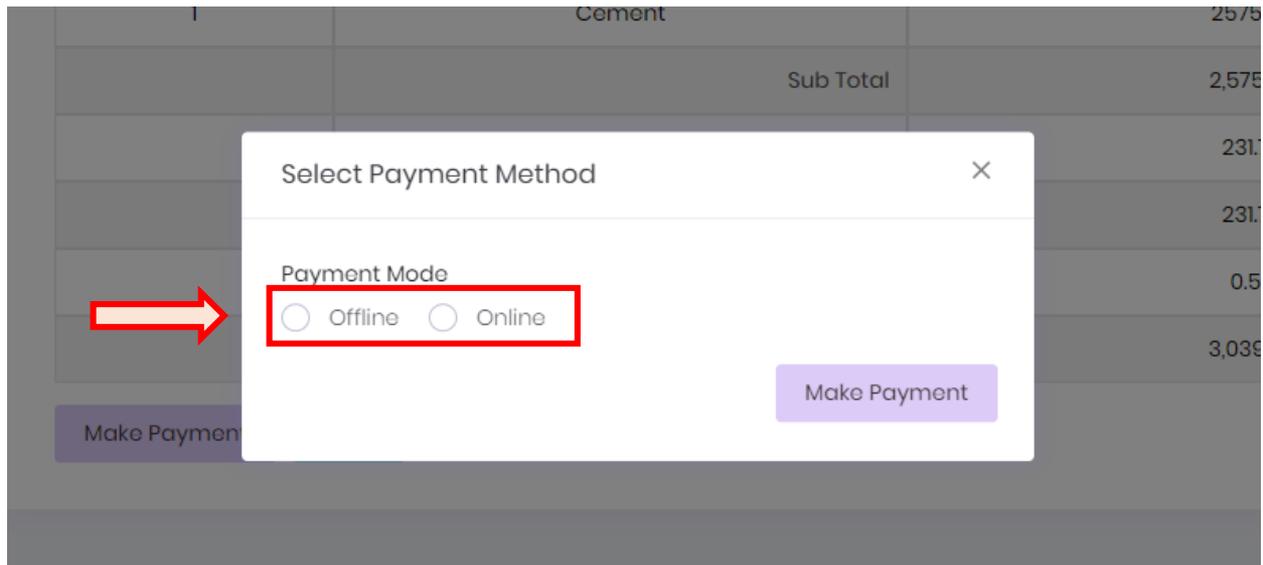
#### Payment Details

Sr. No	Material Name	Charges in rupees
1	Cement	2575.00
	Sub Total	2,575.00
	CGST 9%	231.75
	SGST 9%	231.75
	Rounded Off	0.50
	Final Total	3,039.00

Make Payment Back

### 3. Payment of material testing charges

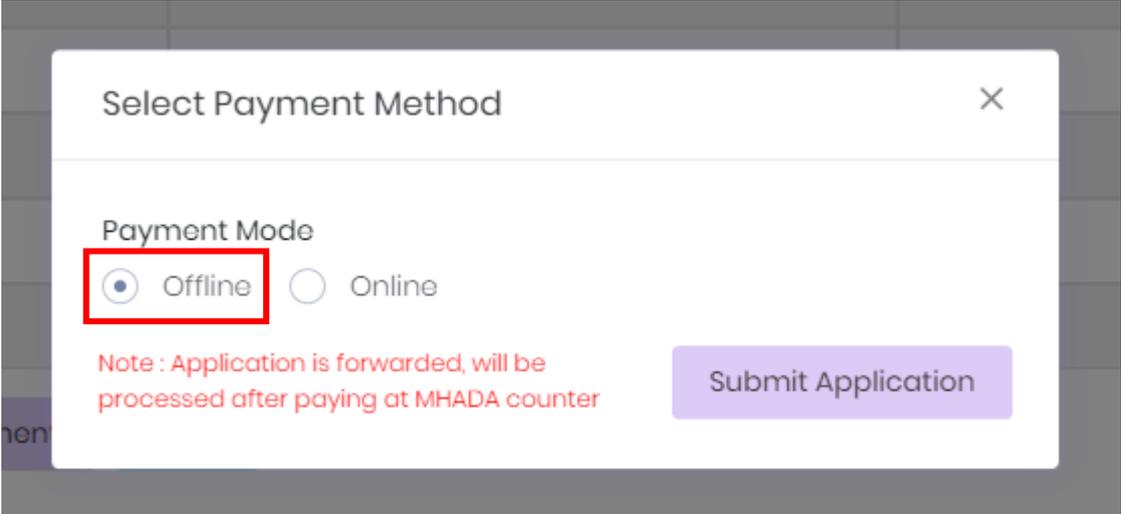
- On click of 'Make Payment', it will ask to select Mode of Payment.
- Candidate can pay fees using two options;
  - Offline
  - Online



### 3. Payment of material testing charges

#### Offline:

If user selects Payment mode as 'Offline' & click on 'Submit Application' application will be submitted to MHADA.



Select Payment Method

Payment Mode

Offline  Online

Note : Application is forwarded, will be processed after paying at MHADA counter

Submit Application

### 3. Payment of material testing charges

- After successful payment, Payment status of application will get change to 'Payment Pending'.

MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY  
महाराष्ट्र गृहनिर्माण व वित्तिकार्य प्रधिकरण

Material Testing Laboratory

Kamal enterprises Sign Out

Listing Page

Testing Application

Application Forwarded to Counter, Payment has to be made at MHADA counter

Lab Code Email ID Select by Status

Search Reset Create Application

Sr. No.	Lab Code	Agency Name	Email Id	Mobile Number	Date Of Application	Status	Action
1	MTL0000012018/19	kamal enterprises	martin5@gmail.com	1234123412	15-03-2019	Payment Pending	View

Showing 1 to 1 of 1 entries

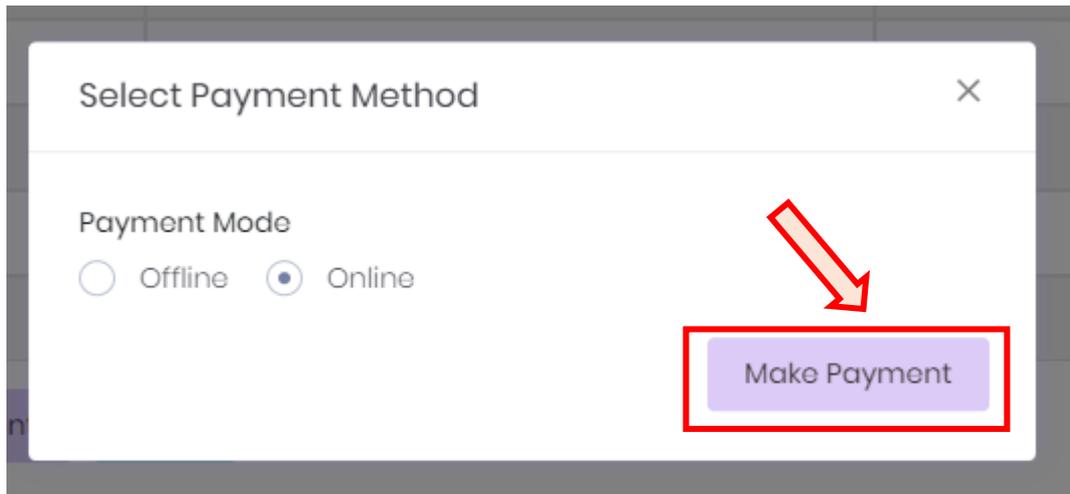
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- If user has selected offline payment mode. User has to make payment at MHADA counter, once payment is made at MHADA counter application will be processed.

### 3. Payment of material testing charges

Online:

If user selects Payment mode as 'Online' & click on 'Make Payment'

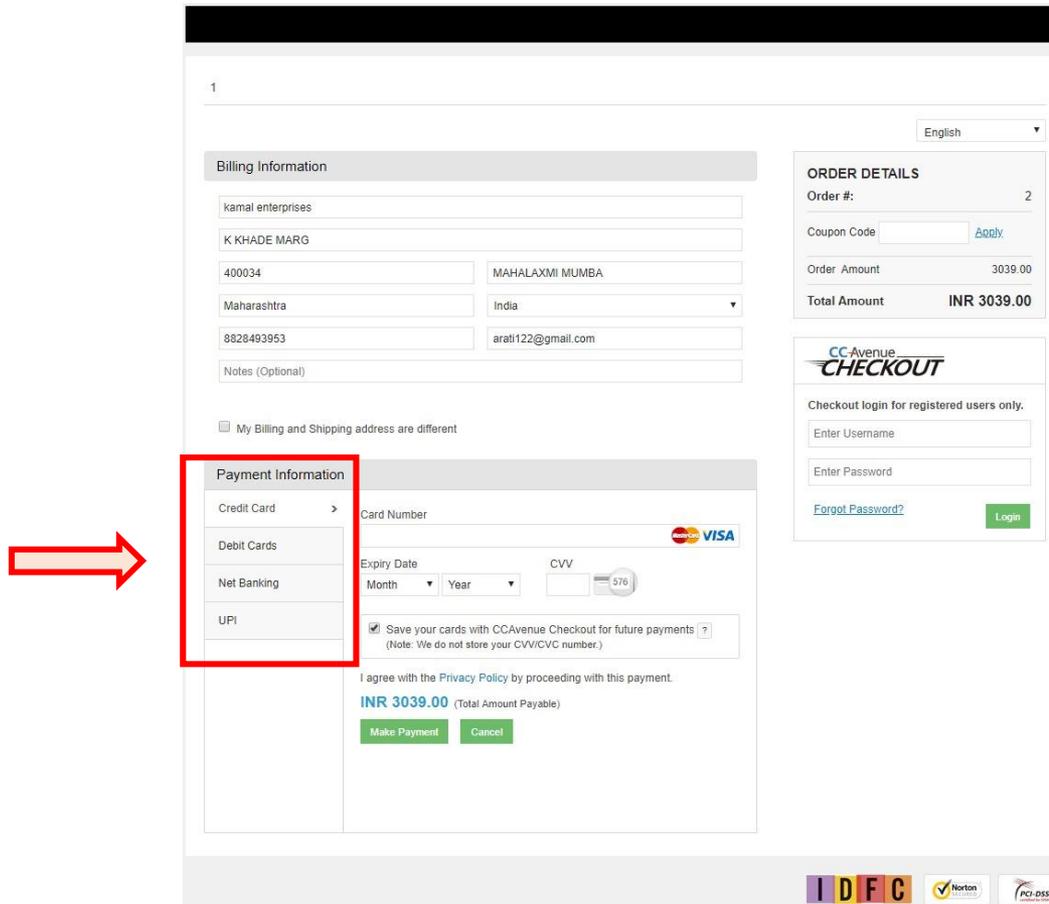


The image shows a dialog box titled "Select Payment Method" with a close button (X) in the top right corner. Below the title, the "Payment Mode" section contains two radio buttons: "Offline" (unselected) and "Online" (selected). At the bottom right of the dialog, there is a purple button labeled "Make Payment". A red arrow points from the "Online" radio button to the "Make Payment" button, which is also enclosed in a red rectangular box.

User will redirect on Payment gateway page.

### 3. Payment of material testing charges

Online: user will be able to select various online payment options in Payment information section as highlighted below;



The screenshot displays a payment checkout interface. On the left, the 'Billing Information' section contains fields for 'kamal enterprises', 'K KHADE MARG', '400034', 'MAHALAXMI MUMBA', 'Maharashtra', 'India', '8828493953', and 'arati122@gmail.com'. Below this is a checkbox for 'My Billing and Shipping address are different'. The 'Payment Information' section is highlighted with a red box and a red arrow. It features a dropdown menu with options: 'Credit Card', 'Debit Cards', 'Net Banking', and 'UPI'. The 'Credit Card' option is selected, showing fields for 'Card Number', 'Expiry Date' (Month and Year), and 'CVV'. A checkbox is checked for 'Save your cards with CCAvenue Checkout for future payments'. The total amount payable is 'INR 3039.00'. On the right, the 'ORDER DETAILS' section shows 'Order #: 2', 'Coupon Code' (with a 'Apply' button), 'Order Amount: 3039.00', and 'Total Amount: INR 3039.00'. Below this is the 'CC Avenue CHECKOUT' section with 'Checkout login for registered users only.' and fields for 'Enter Username' and 'Enter Password', along with a 'Forgot Password?' link and a 'Login' button. At the bottom, there are logos for 'IDFC', 'Norton SECURE', and 'PCI-DSS'.

### 3. Payment of material testing charges

Online: user will be able to enter required information & click on 'Make Payment'

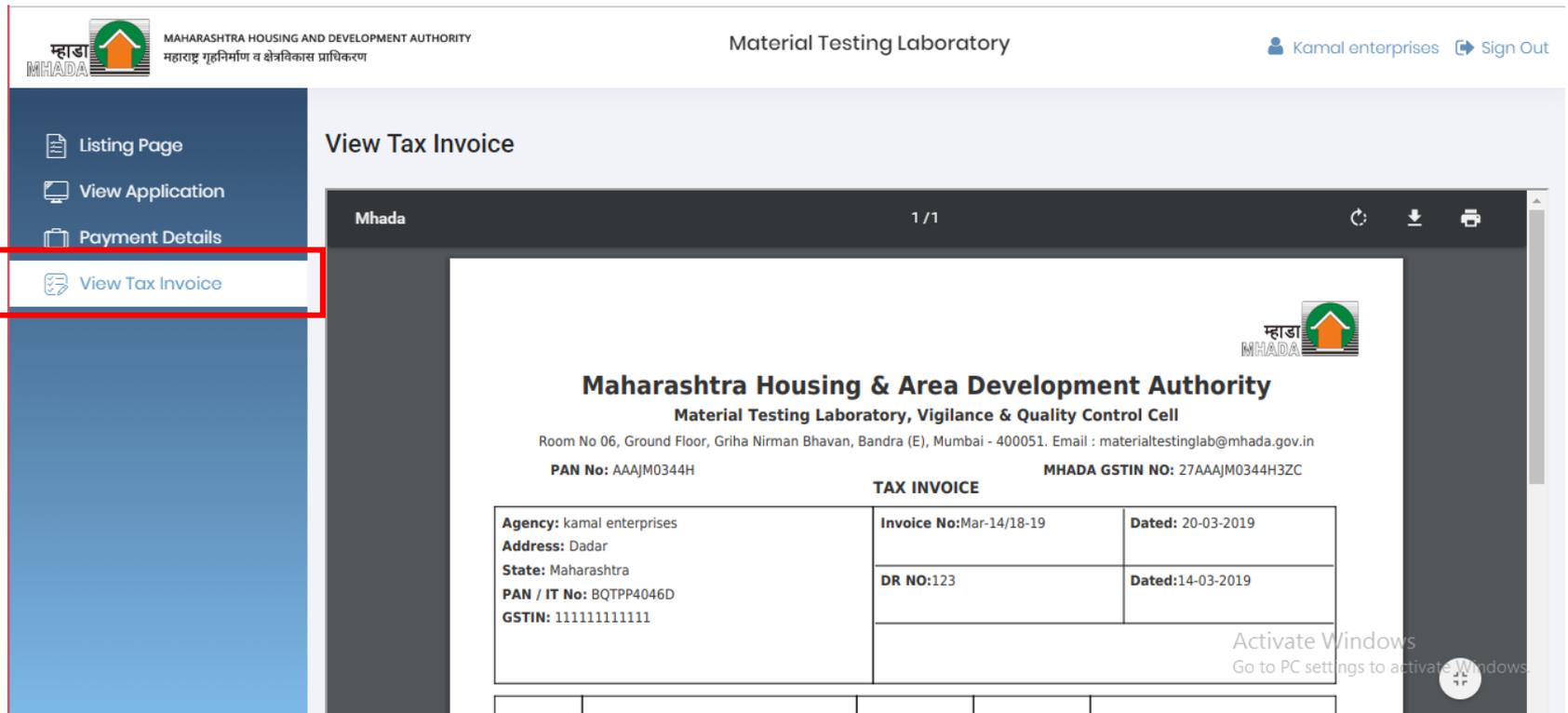
The screenshot shows a payment checkout page with the following sections:

- Billing Information:** Includes fields for name (kamal enterprises), address (K KHADE MARG, 400034, MAHALAXMI MUMBA, Maharashtra, India), and email (arati122@gmail.com).
- Payment Information:** Features a sidebar with options for Credit Card, Debit Cards, Net Banking, and UPI. The Credit Card section is expanded, showing a red-bordered box around the card details: Card Number, Expiry Date (Month and Year), CVV (576), and a checkbox to save the card for future payments. Below this, there is a privacy policy agreement and a total amount of INR 3039.00 with 'Make Payment' and 'Cancel' buttons.
- ORDER DETAILS:** Shows Order # 2, a coupon code field, Order Amount 3039.00, and Total Amount INR 3039.00.
- CC Avenue CHECKOUT:** A login section for registered users with fields for Username and Password, and a 'Login' button.

A red arrow points from the right side of the page towards the red-bordered box in the Payment Information section.

### 3. Payment of material testing charges

Online: once payment is completed successfully, Tax invoice will be generated & application will be forwarded to MHADA.



The screenshot shows the MHADA Material Testing Laboratory website. The header includes the MHADA logo, the text 'MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY' and 'महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण', the title 'Material Testing Laboratory', and user information 'Kamal enterprises' with a 'Sign Out' link. A left sidebar menu contains 'Listing Page', 'View Application', 'Payment Details', and 'View Tax Invoice', with the last option highlighted by a red box and a red arrow. The main content area is titled 'View Tax Invoice' and displays a tax invoice from the Maharashtra Housing & Area Development Authority, Material Testing Laboratory, Vigilance & Quality Control Cell. The invoice includes the agency name 'kamal enterprises', address 'Dadar', state 'Maharashtra', PAN/IT No: 'BQTPP4046D', and GSTIN: '111111111111'. It also lists invoice details: Invoice No: 'Mar-14/18-19', Dated: '20-03-2019', DR NO: '123', and Dated: '14-03-2019'. The MHADA GSTIN NO is '27AAAJM0344H3ZC'. A 'Activate Windows' watermark is visible in the bottom right corner.

**Maharashtra Housing & Area Development Authority**  
Material Testing Laboratory, Vigilance & Quality Control Cell

Room No 06, Ground Floor, Griha Nirman Bhavan, Bandra (E), Mumbai - 400051. Email : materialtestinglab@mhada.gov.in

PAN No: AAJM0344H      MHADA GSTIN NO: 27AAAJM0344H3ZC

**TAX INVOICE**

<b>Agency:</b> kamal enterprises <b>Address:</b> Dadar <b>State:</b> Maharashtra <b>PAN / IT No:</b> BQTPP4046D <b>GSTIN:</b> 111111111111	<b>Invoice No:</b> Mar-14/18-19	<b>Dated:</b> 20-03-2019
	<b>DR NO:</b> 123	<b>Dated:</b> 14-03-2019

# View Submitted Application

- After successfully payment application, user will be able to view application in 'Testing Application', as highlighted below;

The screenshot displays the 'Material Testing Laboratory' interface. At the top, there is a header with the MHADA logo and name, the text 'MAHARASHTRA HOUSING AND DEVELOPMENT AUTHORITY' and 'महाराष्ट्र गृहनिर्माण व क्षेत्रविकास प्राधिकरण', the title 'Material Testing Laboratory', and user information 'Kamal enterprises' with a 'Sign Out' link.

The main content area is titled 'Testing Application'. It features a search form with fields for 'Lab Code' and 'Email ID', a 'Select by Status' dropdown menu, and buttons for 'Search', 'Reset', and 'Create Application'.

Below the search form is a table with the following data:

Sr. No.	Lab Code	Agency Name	Email Id	Mobile Number	Date Of Application	Status	Action
1	MTL0000062018/19	kamal enterprises	martin5@gmail.com	1234123412	19-03-2019	Payment Pending	View
2	MTL0000012018/19	kamal enterprises	martin5@gmail.com	1234123412	15-03-2019	Payment Completed	View

At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'. There is also a pagination control showing '10' and navigation arrows.

A red rectangular box highlights the table content, and a red arrow points to it from the right side of the image.

Thank You !