



**State Urban Development Agency, Urban Development & Housing Department,  
Government of Jharkhand**

**STATE URBAN DEVELOPMENT AGENCY (SUDA)**

**User Manual (How to approve a proposal online)**

*For*

**DEVELOPMENT & DEPLOYMENT OF BUILDING PLAN APPROVAL MANAGEMENT SYSTEM IN  
URBAN LOCAL BODIES OF JHARKHAND**

For Video Tutorial Click below link

<https://www.youtube.com/watch?v=90L75sGnJMk>

**SUBMITTED BY:-SOFTTECH ENGINEERS PVT. LTD**



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## 1. Introduction

BPAMS is the automation of the approval process, followed for approval of architectural plans. It is an application customized for efficient management and approval of the Architect Proposal for BP. It helps in attaining standardization and hence transparency in the total process of building permission. The complete building approval management system will be a web based system where Architects submit the plans and proposal basic data on line. In built Customized workflow available for approval based on power delegation. The proposal will be finally approved or rejected after different levels of scrutiny.

## How to Approve an Online MAP

Below is the list of officials who takes part in the BPAMS system

1. Counter Clerk
2. Tax Inspector
3. Junior Engineer
4. Town Planner/AE
5. Municipal Commissioner/ Executive Officer

Every proposal submitted by the applicant will comes in the Counter Clerk console first.

Below is the roles and responsibility of a counter Clerk

## 2. Counter Clerk

User need to open the below link to open the Online Building Plan Approval Management system

<http://udhd.jharkhand.gov.in/Programs/BPAMS.aspx>

Below screen will be appear, here user need to select the Respective district and ULB name

Government of Jharkhand  
Urban Development & Housing Department

BPAMS  
BUILDING PLAN APPROVAL & MANAGEMENT SYSTEM

HOME ABOUT US e-SERVICE FEEDBACK Dashboard

Shri. Raghubar Das  
Hon'ble Chief Minister of Jharkhand

Shri. C.P. Singh  
Hon'ble Minister of Urban Development  
& Urban Housing Department

Government of Jharkhand  
Urban Development & Housing Department

BPAMS  
BUILDING PLAN APPROVAL & MANAGEMENT SYSTEM

HOME ABOUT US e-SERVICE FEEDBACK Dashboard

**ABOUT BPAMS**

The Automation Software for building planning permission and for scrutiny procedures adopted with reference to Development Regulations (DR) for Urban Local Bodies (ULBs) of Jharkhand. It automates the complete process flow and note comments of the officials. Applicant will get online approved plan, various charges collectable and downloadable certificate.

**FIND YOUR LOCAL BODY**

Please select District for accessing application in your respective Local Body.

**District**  
Seraikela-Kharsawan

**Local Body**  
Adityapur Municipal Corporation

Start Your Application

After clicking the start your application below screen will appears



Government of Jharkhand  
Urban Development & Housing Department

## Demo Municipal Corporation





Username

Password

LOGIN

Forgot Password

Online Payment

Citizen Search

Dashboard

LTP REGISTRATION



Third Party Accreditation Programme Enrollment



DEVELOPER REGISTRATION



LTP Registration

LTP Renewal

Payment

View LTP

- Any proposal to ULB will be filed by LTP.
- Any Council of LTP can apply for registration to ULB.
- "Click on Registration" to get registered.
- Only LTP will be allowed to login to BPAMS.
- Role & Responsibility of LTP.
- List of documents need to provide.
- Manual for obtaining construction permit.
- Manual for obtaining Occupancy Certificate.
- Building Permit Fees for Municipal Corporation.
- Building Permit Fees for Nagar Panchyat.
- Building Permit Fees for Municipal Council.
- List of Registered LTP.

Third Party Accreditation Programme Enrollment

- General /Surprise Inspection document.
- Checklist for Structural Safety - Third Party Inspection.
- Construction Quality Checklist -Third Party Inspection
- Checklist for Occupancy Certificate.
- List of Registered Third Party.
- Construction Certificate
- Structure Certificate
- List of enclosures required for obtaining occupancy certificate

New

Payment

- PreDCR tool
- LTP Registration User Manual
- LTP Approval User Manual
- PreDCR Help Manual
- Affidavit Form-13
- Certificate of Structural Stability
- Certificate of undertaking for hazard safety requirement
- Certificate for execution of work
- Indemnity bond (form-XIII)
- Supervision Certificate (form V)

Here user login into the BPAMS system with user id and password given by the IT Admin of the ULB.

After the login flowing screen will appears

Adityapur Municipal Corporation

Application Status

In Process

Returned

Registration Status

In Process

Developer Registration

In Process

Payments

Pending Developer Fees

Paid Developer Fees

Pending Processing Fees

Partially Paid Challan

Paid Processing Fees

Pending Registration Fees

Paid Registration Fees

Occupancy

In Process

Returned

Mr. Vijay Kumar Mahato [Counter Clerk]

MESSAGES

ACTIVITIES

USER

Enter keywords to search for

FilterFindClear

| File No.                  | Case Type | Applicant       | Owner Name        | Project Type                | Submitted Date |
|---------------------------|-----------|-----------------|-------------------|-----------------------------|----------------|
| AMC/TEMP/BP/0024/W22/2017 | New       | Abhishek Tewari | GANESH KUMAR      | Building Development Permit | 25/2/2017      |
| AMC/TEMP/BP/0028/W02/2017 | New       | Abhishek Tewari | Mr. PRITPAL SINGH | Building Development Permit | 2/3/2017       |

1 / 1

Style: StandardLightOfficeModernBordersQueryExtJSRobustPlainColors

## 2.1 Role and Responsibility of Clerk

- Document verification
- Payment Check
- Generating Permanent File No.
- Writing note sheet
- Raising objection on document (If any Objection)

First Clerk need to click on the file no which he want to verify, after clicking the file no following screen will appears

The screenshot displays the BPAMS web application interface for a Counter Clerk. The user is logged in as Mr. Vijay Kumar Mahato. The left sidebar shows the 'Application Status' menu with 'In Process' highlighted. The main content area shows the 'Documents' tab for a proposal with File No. AMC/TEMP/BP/0024/W22/2017. The proposal is for a Building Development Permission in Adityapur 2, Ward No. W22, with a Khata No. 61. The risk level is Medium. The 'Proposal Information' section contains fields for Case Type, Circle Name, Ward No., Project Type, Village Name, Thana No., Holding No., Mohalla/Bazar/Road, Colony/ Street, and Khesra No. The 'Risk Details' section shows the proposal value and risk level for different types of proposals.

| Type               | Proposal Value   | Risk Level |
|--------------------|------------------|------------|
| Height             | Below 10 Meters  | Low        |
| Level of Occupancy | Between 50 - 100 | Medium     |
| Purpose            | No               | Low        |

After verifying all details Clerk needs to click “Document” tab for verify and receive the document

Clerk needs to enter date and then click on “confirm file received” after that Clerk need to received document by clicking on received check box, after clicking on checkbox Clerk have to click on received mandatory document option (shown in below fig.)

Adityapur Municipal Corporation

Mr. Vijay Kumar Mahato [Counter Clerk]

MESSAGES ACTIVITIES USER

Application Status

In Process

Returned

Registration Status

In Process

Developer Registration

In Process

Payments

Pending Developer Fees

Paid Developer Fees

Pending Processing Fees

Partially Paid Challan

Paid Processing Fees

Pending Registration Fees

Paid Registration Fees

Occupancy

In Process

Returned

Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents Site Inspection Payment Proposal Flow

Generate File No. Notesheet Objection Send

Back OnLine Payment Report Proposal Form

Please forward the proposal within 2 working days and your remaining days is 0.

File No. : AMC/TEMP/BP/0024/W22/2017 Create on : 25/2/2017

Applicant : Abhishek Tewari(AMC/ARC/0026/2016) Architect

Proposal Risk level : Medium

2 Receive Mandatory Documents

Document Check List

Click on Document(s) to View attachment/Remarks

Mandatory Documents Additional Documents OwnerShip Documents

| Document Name                                              | Reference No. | Reference Date | Receive   Reject                                             |
|------------------------------------------------------------|---------------|----------------|--------------------------------------------------------------|
| Site/Key Plan                                              |               |                | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Supervision certificate                                    |               |                | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Affidavit for peaceful possession of the land              |               |                | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Certificate for Execution of Work as Per Structural Safety |               |                | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Structural Drawing pdf Document.                           |               |                | <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Structural Drawing dwg Document.                           |               |                | <input checked="" type="checkbox"/> <input type="checkbox"/> |

1

After receiving, if any doubt user can raise objection against the document through the reject check box option (reject checkbox only appear when user received the file)

Adityapur Municipal Corporation

Mr. Vijay Kumar Mahato [Counter Clerk]

MESSAGES ACTIVITIES USER

Application Status

In Process

Returned

Payments

Pending Processing Fees

Paid Processing Fees

Change Password

Change Password

Proposal Info Applicant Info Drawings Documents Plot Details Building Details Payment Details Proposal Flow Remarks

Generate File No. Create Demand Note Notesheet Objection Send Back Application Form

File No. : 2003/TEMP/BP/0023/W14/2016 Created On : 23/4/2016 Scrutiny Status : Scrutiny Pending Site Visit Status : Site Visit Pending

Applicant : kumar (08554667554)

Thanks for confirming receipt of hardcopies.

Hard copies received on : 24/04/2016

Raise Objection for Mandatory Documents

Document Check List

Click on Document(s) to View attachment/Remarks

Mandatory Documents Optional Documents OwnerShip Documents

| Document Name                                 | Reference No. | Reference Date | Receive   Reject                                                        |
|-----------------------------------------------|---------------|----------------|-------------------------------------------------------------------------|
| Site/Key Plan                                 |               |                | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |
| Supervision certificate                       |               |                | <input type="checkbox"/> <input type="checkbox"/>                       |
| Affidavit for peaceful possession of the land |               |                | <input type="checkbox"/> <input type="checkbox"/>                       |

After Receiving document Counter Clerk will check Payment option, from payment option

After payment check Counter clerk has to generate file no to permanent  
User has to click “generate file no” it will generate temporary file no to permanent file no.

The screenshot shows the BPAMS web application interface. On the left is a sidebar menu for Adityapur Municipal Corporation with sections for Application Status, Registration Status, Developer Registration, Payments, and Occupancy. The main content area is for Mr. Vijay Kumar Mahato [Counter Clerk]. It features a top navigation bar with tabs like Proposal Info, Owner Info, Plot Details, Building Details, Drawings, Application CheckList, Documents, Site Inspection, and Payment. Below this is a 'Proposal Flow' section with buttons for Generate File No., Notesheet, Objection, and Send. A red arrow points to the 'Generate File No.' button. To the right of this button, there is a message: 'Please forward the proposal within 2 working days and your remaining days is 0.' Below this, the file number '2003/BP/0024/W22/2017' is displayed, along with the architect's name 'Abhishek Tewari(AMC/ARC/0026/2016) Architect' and the creation date 'Created on : 25/2/2017'. The proposal risk level is 'Medium'. At the bottom, there is a 'Document Check List' section with tabs for Mandatory Documents, Additional Documents, and OwnerShip Documents. The Mandatory Documents tab is active, showing a table with columns for Document Name, Reference No., Reference Date, and Receive | Reject. The table lists five documents: Site/Key Plan, Supervision certificate, Affidavit for peaceful possession of the land, Certificate for Execution of Work as Per Structural Safety, and Structural Drawing pdf Document. Each row has input fields for Reference No. and Reference Date, and a 'Receive | Reject' button.

After that user need to generate note sheet by clicking” Note sheet” option after click on note sheet option following screen will show

The screenshot shows a web browser window titled 'View NoteSheet - Torch'. The address bar displays the URL: 103.13.97.245:8085/AutoDCR.Common2/NoteSheet/ViewNoteSheet.aspx?iId=667&iProposalId=478&iCheck=1&isRevDep. The main content area is titled 'NoteSheet Detail' and contains a form with the following fields:

|                         |                       |            |     |
|-------------------------|-----------------------|------------|-----|
| File No.                | 2003/BP/0008/W14/2016 | Case Type  | New |
| Architect/Engineer Name | kumar                 | Owner Name | wqe |

At the bottom right of the form is an 'Add' button. Below the form, a red message states: 'There is no observation in the Note Sheet !!!'

Here user need to lick on add button an write the comments and save and close

After that, if any doubt on the document user can Raise Objection by clicking on “Objection Button”

After that user need to send file to tax inspector by clicking the SEND button

Adityapur Municipal Corporation

Mr. Vijay Kumar Mahato [Counter Clerk]

MESSAGES ACTIVITIES USER

Application Status

- In Process
- Returned

Registration Status

- In Process

Developer Registration

- In Process

Payments

- Pending Developer Fees
- Paid Developer Fees
- Pending Processing Fees
- Partially Paid Challan
- Paid Processing Fees
- Pending Registration Fees
- Paid Registration Fees

Occupancy

Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents Site Inspection Payment

Proposal Flow

Generate File No. Notesheet Objection Send

Back OnLine Payment Report Proposal Form

Please forward the proposal within 2 working days and your remaining days is 0.

Created on : 25/2/2017

Proposal Risk level : Medium

Receive Mandatory Documents

Document Check List

Click on Document(s) to View attachment/Remarks

| Document Name                                              | Reference No. | Reference Date | Receive   Reject |
|------------------------------------------------------------|---------------|----------------|------------------|
| Site/Key Plan                                              |               |                |                  |
| Supervision certificate                                    |               |                |                  |
| Affidavit for peaceful possession of the land              |               |                |                  |
| Certificate for Execution of Work as Per Structural Safety |               |                |                  |
| Structural Drawing pdf Document                            |               |                |                  |

After clicking on the send button following screen will show

Adityapur Municipal Corporation

Mr. Vijay Kumar Mahato [Counter Clerk]

MESSAGES ACTIVITIES USER

Application Status

- In Process
- Returned

Payments

- Pending Processing Fees
- Paid Processing Fees

Change Password

Change Password

Send back

Outward Information

Outward No. : 2003/BP/0008/W14/2016

\* Designation : Tax Inspector

\* Send To : Tax Inspector

\* User Notes : done

Here user needs to give comments at user notes (as shown in above fig) and send to tax inspector

**When Counter Clerk will send the proposal , File automatically reached at allocated tax inspector console**

### 3. Tax Inspector

After the tax Inspector login flowing screen will appears

The screenshot shows the Tax Inspector's dashboard. The sidebar on the left has a menu with 'Application Status' (expanded to show 'In Process', 'Draft Returned', and 'Returned') and 'Change Password'. The main content area is titled 'In Process' and features a search bar with the placeholder 'Enter keywords to search for'. Below the search bar, it states 'Total Proposals : 2'. A table lists the proposals with columns: File No., Architect, Owner Name, Case Type, Project Type, and Proposal Date. The table contains two entries: one for '2003/BP/0008/W14/2016' by 'kumar' and another for '2003/BP/0003/W05/2016' by 'Santosh'. Both are 'New' cases for 'Building Development Permit'. The bottom of the table shows pagination '1 / 1'.

| File No.                              | Architect | Owner Name | Case Type | Project Type                | Proposal Date |
|---------------------------------------|-----------|------------|-----------|-----------------------------|---------------|
| <a href="#">2003/BP/0008/W14/2016</a> | kumar     | wqe        | New       | Building Development Permit | 24/4/2016     |
| <a href="#">2003/BP/0003/W05/2016</a> | Santosh   | Test Data  | New       | Building Development Permit | 9/4/2016      |

#### 3.1 Role and Responsibility of Tax Inspector

- Ownership Document Receive
- Ownership Verification
- Writing Not sheet
- Sending Proposal to next level

First user need to click on the file no which he want to verify, after clicking the file no following screen will appears

## BPAMS-Training Manual for SUDA Officials

Adityapur Municipal Corporation

Mr. Tax Inspector [Tax Inspector]

MESSAGES
ACTIVITIES
USER

Application Status
In Process
Draft Returned
Returned
Occupancy
In Process
Returned
Approved
Change Password
Change Password

Proposal Info
Owner Info
Plot Details
Building Details
Drawings
Application Checklist
Documents
Site Inspection
Payment

Proposal Flow
Notesheet
Ownership verification
Objection
Send
Back
Proposal Form

File No. : AMC/BP/0004/W14/2017
Created on : 3/3/2017
Applicant : MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer
Please forward the proposal within 3 working days and your remaining days is 1.
Proposal Risk level : Medium

**Proposal Information**

|                      |              |                    |                               |
|----------------------|--------------|--------------------|-------------------------------|
| * Case Type          | New          | * Project Type     | Building Development Permissi |
| * Circle Name        | Adityapur 1  | * Village Name     | DINDLI                        |
| * Ward No.           | W14          | * Thana No.        | 128                           |
| Holding No. (if any) | 2983         | Mohalla/Bazar/Road | Dindli Manjhi Tola, Adityapur |
| Building No.         | N/A          | Colony/ Street     | Dindli,Manjhi Tola            |
| * Khata No.          | 80(N), 84(O) | * Khesra No.       | 80(N),84(O)                   |

**Risk Details**

|                       |                |
|-----------------------|----------------|
| Proposal Risk level : | Medium         |
| Type                  | Proposal Value |
|                       | Risk Level     |

Here User needs to click on the Document tab to receive the document, the following screen will appears

Adityapur Municipal Corporation

Mr. Tax Inspector [Tax Inspector]

MESSAGES
ACTIVITIES
USER

Application Status
In Process
Draft Returned
Returned
Occupancy
In Process
Returned
Approved
Change Password
Change Password

Proposal Info
Owner Info
Plot Details
Building Details
Drawings
Application Checklist
Documents
Site Inspection
Payment

Proposal Flow
Notesheet
Ownership verification
Objection
Send
Back
Proposal Form

File No. : AMC/BP/0004/W14/2017
Created on : 3/3/2017
Applicant : MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer
Please forward the proposal within 3 working days and your remaining days is 1.
Proposal Risk level : Medium

**Document Check List**

Click on Document(s) to View attachment/Remarks

| Document Name                                                 | Reference No. | Reference Date | Receive   Reject         |
|---------------------------------------------------------------|---------------|----------------|--------------------------|
| <input checked="" type="checkbox"/> Sale Deed                 | 3260          | 13/11/1984     | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Mutation /Correction slip | 118/1995-96   | 30/15/1995     | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Rent Receipt              | A             | 29/10/2015     | <input type="checkbox"/> |
| <input type="checkbox"/> Khatian                              |               |                | <input type="checkbox"/> |

After Document verification/ Receive Tax Inspector fill the owner verification check list as shown in the figure

Here user needs to click on the “Ownership Verification button” the following screen will show

103.13.97.245:8085/BpamsClient/Verification/POverification1.aspx?iMsgId=667&iProposalId=478

Proposal verification updated successfully.

Fields marked with \* are mandatory

Save Report

**Proposal Information**

\* Case Type: New

\* Project Type: Building Development Permit

Associate (Technical Person):

**Owner/ Site Information**

\* Owner Name: wqe ☐ Yes ☐ No

\* Mobile: 8677676767 ☐ Yes ☐ No

\* Village Name: Bodaiya ☐ Yes ☐ No

\* Ward No.: W14 ☐ Yes ☐ No

Khata No.: 123546532 ☐ Yes ☐ No

\* Thana No.: 43215 ☐ Yes ☐ No

Khesra No.: 87676 ☐ Yes ☐ No

\* Total Builtup Area (sq. mtr.): 76572 ☐ Yes ☐ No

**Area Details**

Sale Deed:  ☐ Yes ☐ No

Physical area measured at site:  ☐ Yes ☐ No

# Atleast any one of following area is required.

Here user have to verify the file as shown in above fig after that click on the save button and close

User can also see the report by clicking the report button



**Adityapur Municipal Corporation**

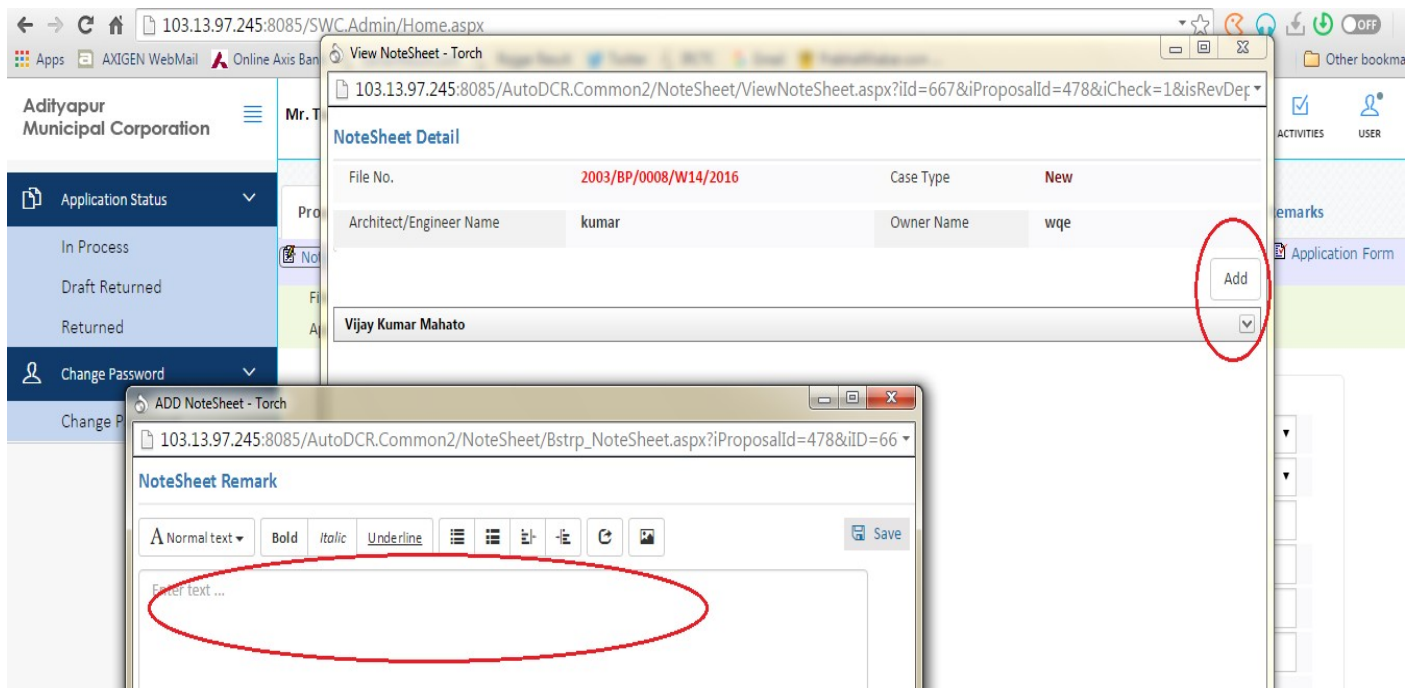
**TITLE SCRUTINY REPORT**

| Proposal Information                                                                         |                             |                                   |
|----------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------|
| Case Type                                                                                    | New                         | File Number 2003/BP/0008/W14/2016 |
| Project Type                                                                                 | Building Development Permit |                                   |
| Associate Name                                                                               |                             |                                   |
| Owner/ Site Information                                                                      |                             | Verified                          |
| Owner Name                                                                                   | wqe                         | Yes                               |
| Mobile                                                                                       | 8677676767                  | Yes                               |
| Village Name                                                                                 | Bodaiya                     | Yes                               |
| Ward No.                                                                                     | W14                         | Yes                               |
| Thana No.                                                                                    | 43215                       | Yes                               |
| Khata No.                                                                                    | 123546532                   | Yes                               |
| Khesra No.                                                                                   | 87676                       | Yes                               |
| Total Builtup Area                                                                           | 76572                       | Yes                               |
| Details                                                                                      |                             | Verified                          |
| Whether the proposed plot belongs to tribal land                                             |                             | Yes                               |
| If the proposed plot belongs to tribal , whether permission under CNT act available          |                             | Yes                               |
| Schedule Area Regulatory (SAR) court order available                                         |                             | Yes                               |
| Whether the proposed plot is in Hadbandi limit                                               |                             | Yes                               |
| Whether the proposed plot belongs to Gair Majarua Aam Land / Khas Land, kaiser-e-hind land ? |                             | Yes                               |
| Whether proposed plot is municipal land or not                                               |                             | Yes                               |
| Whether details of Power of Attorney (POA) provided ?                                        |                             | Yes                               |
| Name of the owner as per correction slip                                                     |                             |                                   |
| Name of the owner as per Municipal corporation clerk                                         |                             |                                   |
| Relationship between Applicant and Land owner                                                |                             |                                   |
| Remarks                                                                                      |                             |                                   |
|                                                                                              |                             |                                   |

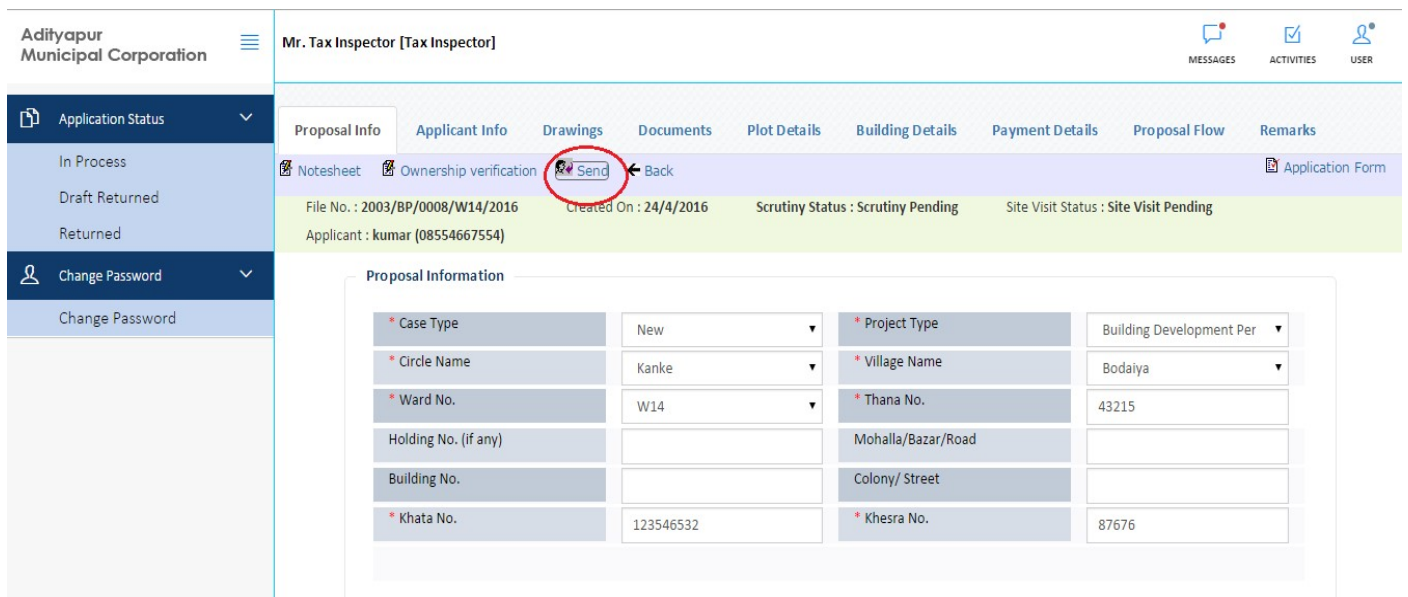
Note : Matched with the data available as per Land/ Revenue records

After the ownership verification user need to click on “Note sheet” as shown in below fig

Then save the note sheet and close.



After creating Note Sheet user need to send the proposal to next level by clicking on send button



When you click on the send button following screen will show

The screenshot shows the BPAMS web application interface. The header includes the Adityapur Municipal Corporation logo and the user's name, Mr. Tax Inspector [Tax Inspector]. The left sidebar contains navigation options: Application Status (In Process, Draft Returned, Returned) and Change Password. The main content area displays the 'Outward Information' form with the following fields:

|               |   |                       |
|---------------|---|-----------------------|
| Outward No.   | : | 2003/BP/0008/W14/2016 |
| * Designation | : | Junior Engg           |
| * Send To     | : | David Orey            |
| * User Notes  | : |                       |

The 'Send' button is circled in red, indicating the next step in the process.

Here user needs to give comments at user notes (as shown in above fig) and send to Junior Engineer.

**When Tax Inspector will send the proposal , File automatically reached at allocated JE console**

## 4. Junior Engineer

After the Junior Engineer login flowing screen will appears

Home 103.13.97.245:8085/SWC.Admin/Home.aspx

Adityapur Municipal Corporation

Mr. David Orey [Junior Engg]

MESSAGES ACTIVITIES USER

**In Process**

Enter keywords to search for Filter Find Clear

Total Proposals : 2

| File No.                                   | Architect        | Owner Name | Case Type | Project Type                | Proposal Date |
|--------------------------------------------|------------------|------------|-----------|-----------------------------|---------------|
| <a href="#">2003/TEMP/BP/0015/W12/2016</a> | Santosh          | Ram        | New       | Building Development Permit | 20/4/2016     |
| <a href="#">2003/BP/0001/W01/2016</a>      | milind R Ramekar | sdfg       | New       | Building Development Permit | 14/3/2016     |

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### 4.1 Role and Responsibility of Junior Engineer

- All Document Receive
- Site Inspection Plan
- Site Inspection Checklist
- Note sheet
- Send to Neat level
- Objection if not ok

First user needs to click on the file no which he want to verify, after clicking the file no following screen will appears

Girdih Nagar Parishad

Mr. Sunil Kumar Shrivastava [Junior Engg]

MESSAGES ACTIVITIES USER

**Inspection**

Inspection List

**Application Status**

In Process

Draft Returned

Returned

Approved

**Occupancy**

In Process

Returned

Approved

**Change Password**

Change Password

Enter keywords to search for Filter Find Clear

| File No.                             | Case Type | Applicant           | Owner Name      | Project Type                | Submitted Date |
|--------------------------------------|-----------|---------------------|-----------------|-----------------------------|----------------|
| <a href="#">GNP/BP/0001/W12/2017</a> | New       | Tarkeshwar Pramanik | Sabita Baranwal | Building Development Permit | 2/2/2017       |

1 / 1

Style: Standard Light Office Modern Borders Query ExtJS Robust Plain Colors

After Opening the file JE have to receive the document from the document tab , as shown in the figure

Mr. Sunil Kumar Shrivastava [Junior Engg]

MESSAGES ACTIVITIES USER

Inspection

Inspection List

Application Status

In Process

Draft Returned

Returned

Approved

Occupancy

In Process

Returned

Approved

Change Password

Change Password

Proposal Info Owner Info Plot Details Building Details Drawings Application Checklist Documents Site Inspection Payment

Proposal Flow

Notesheet Ownership verification Objection Send

Back Application Form

Your time limit has been overdue for this proposal.

File No. : GNP/BP/0001/W12/2017 Created on : 2/2/2017 Proposal Risk level : Low

Applicant : Tarkeshwar Pramanik(GNP/ENG/0004/2016) Civil Engineer

3 Verify Mandatory Documents

Document Check List

Click on Document(s) to View attachment/Remarks

Mandatory Documents Additional Documents OwnerShip Documents

| Document Name                                              | Reference No. | Reference Date | Receive   Reject |
|------------------------------------------------------------|---------------|----------------|------------------|
| Site/Key Plan                                              |               |                |                  |
| Supervision certificate                                    |               |                |                  |
| Affidavit for peaceful possession of the land              |               |                |                  |
| Certificate for Execution of Work as Per Structural Safety |               |                |                  |
| Structural Drawing pdf Document.                           |               |                |                  |
| Structural Drawing dwg Document.                           |               |                |                  |

After document receive / verify JE have to plan for the site visit by click on the site Inspection date, LTP also get intimation on it by SMS/MAIL

Mr. Sunil Kumar Shrivastava [Junior Engg]

MESSAGES ACTIVITIES USER

Inspection

Inspection List

Application Status

In Process

Draft Returned

Returned

Approved

Occupancy

In Process

Returned

Approved

Change Password

Change Password

Proposal Info Owner Info Plot Details Building Details Drawings Application Checklist Documents Site Inspection Payment

Proposal Flow

Notesheet Ownership verification Objection Send

Back Application Form

Your time limit has been overdue for this proposal.

File No. : GNP/BP/0001/W12/2017 Created on : 2/2/2017 Proposal Risk level : Low

Applicant : Tarkeshwar Pramanik(GNP/ENG/0004/2016) Civil Engineer

Please plan your site inspection visit, accordingly system will be intimated to applicant.

Site Visit Date

Plan Now

When JE will click on plan now LTP will get intimation on it

| # | Inspection | Planned for | Status |
|---|------------|-------------|--------|
|   |            |             |        |
|   |            |             |        |

After Acceptance from the LTP JE have to Site Visit to the particular site and up lode the check list as showing in the figure

First JE need to fill the check list / land photograph also

The screenshot displays the BPAMS web application interface for Mr. David Orey (Junior Engg). The left sidebar shows the navigation menu with categories like Inspection, Application Status, and Occupancy. The main content area shows the 'Proposal Flow' with steps: Notesheet (3), Ownership verification, Objection, and Send (4). The 'Site Inspection' step is highlighted with a red box and the number 1. Below this, the 'Site Visit Date' is set to 3/3/2017. A table shows the inspection details:

| # | Inspection       | Planned for | Status             |
|---|------------------|-------------|--------------------|
| 1 | First site visit | 3/3/2017    | Inspection Pending |

The 'Site Inspection' button is highlighted with a red box and the number 2. The 'Send' button is highlighted with a red box and the number 4. The 'Notesheet' button is highlighted with a red box and the number 3. The 'Objection' button is highlighted with a red box and the number 4. The 'Site Inspection' button is highlighted with a red box and the number 2.

After Inspection je will write note sheet and send the file to next level for further processing,

If any objection JE can raise objection by clicking on the objection button

**When JE will send the proposal , File automatically reached at allocated Town planner console**

## Town Planner

**Town Planner runs Autodcr software to validate dwg file is according to JBBL or not**

### 5.1. Role and Responsibility of Town Planner

- a) RUN AutoDcr
- b) Note sheet
- c) Send
- d) OBJECT

Town planner will login in to the portal and will open the file which he wants to Check as shown in the figure

Adityapur Municipal Corporation

Mr. Town planner [Town Planning Officer]

MESSAGES ACTIVITIES USER

Developer Registration In Process

Inspection Inspection List

Application Status In Process Draft Returned Returned Approved Files

Registration Status In Process

Occupancy In Process Returned Approved

Change Password

Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents Site Inspection Payment

Proposal Flow

Run AutoDCR Scrutiny Done Notesheet Ownership verification Objection Send Scrutiny Remarks Back Proposal Form

File No. : AMC/BP/0002/W05/2017 Created on : 27/2/2017

Applicant : MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer

Proposal Risk level : Low

Please forward the proposal within 3 working days and your remaining days is 0.

**Proposal Information**

|                      |          |                    |                               |
|----------------------|----------|--------------------|-------------------------------|
| * Case Type          | New      | * Project Type     | Building Development Permissi |
| * Circle Name        | Gamharia | * Village Name     | KUMHAR PADA                   |
| * Ward No.           | W05      | * Thana No.        | 66                            |
| Holding No. (if any) | NILL     | Mohalla/Bazar/Road | BAGAN PADA / GAMHARIA / STATI |
| Building No.         | NILL     | Colony/ Street     | BAGAN PADA                    |
| * Khata No.          | 67       | * Khesra No.       | 67                            |

**Risk Details**

Proposal Risk level : Low

After run autodct Town planner will upload drawing pdf file in scrutiny remarks tab

## Executive Officer

**Can Approve the file or reject the proposal**