



# **eNagar**

## **e-Enabling public service in Urban Local Bodies of Gujarat State**

**User Manual Document**

**Version 1.0**

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### **BUILDING PERMISSION MODULE**

**July 2019**

**DOCUMENT RELEASE NOTE****Document Details:****Version: 1.0**

Name	Version No.	Description
User Manual	Version 1.0	User Manual Document for e-Nagar which contains details of Building Permission Process.

**Revision Details:**

Reference No	Action taken (Add / Del / Change / Replace)	Preceding Page No.	New Page No.	Revision Description

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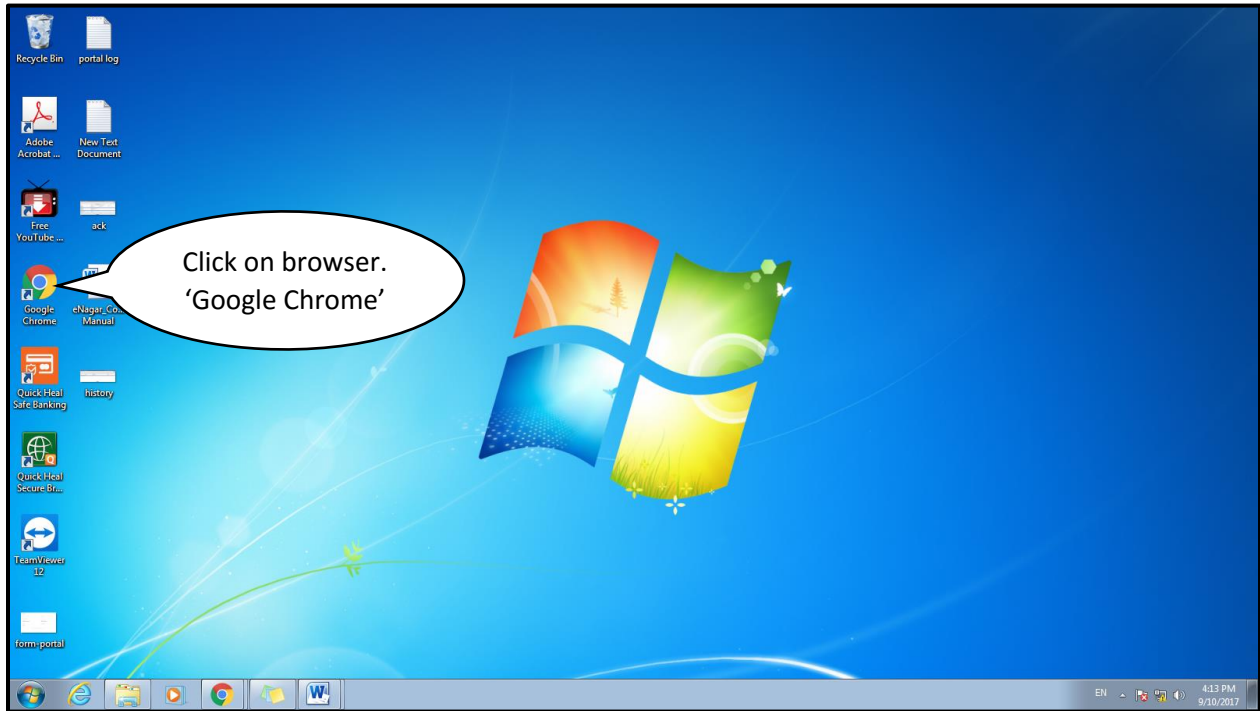
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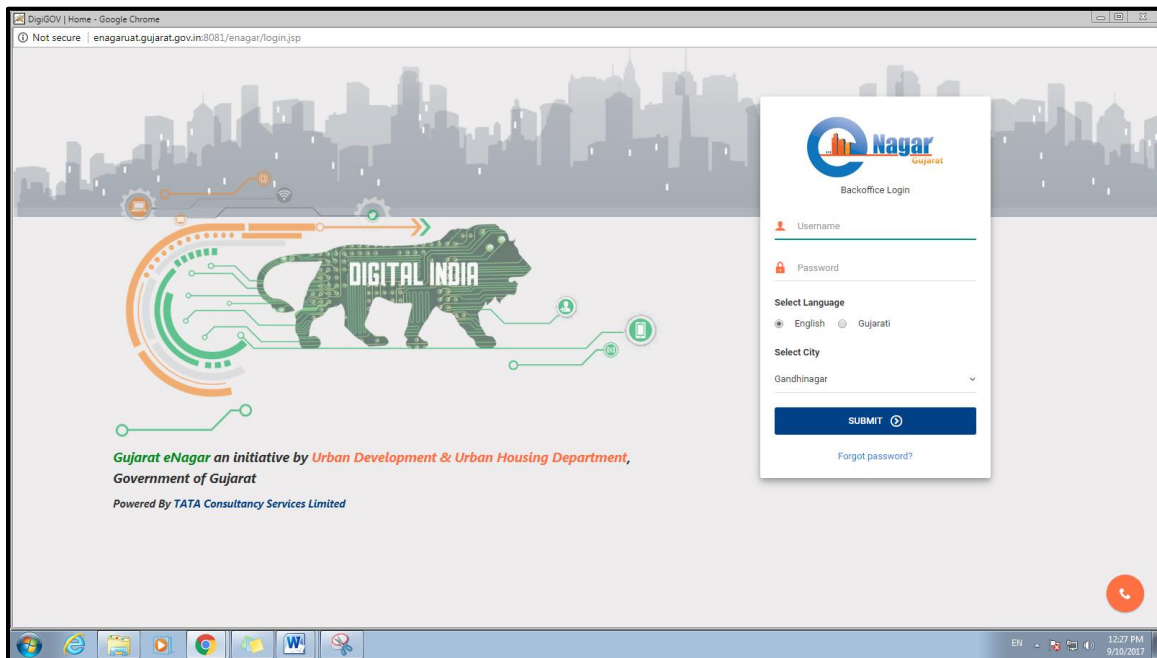
## CHAPTER 1. LOGGING IN

### Open Browser:



Enter URL: <http://enagar.gujarat.gov.in/DIGIGOV/login.jsp>

The following page will open in the system:

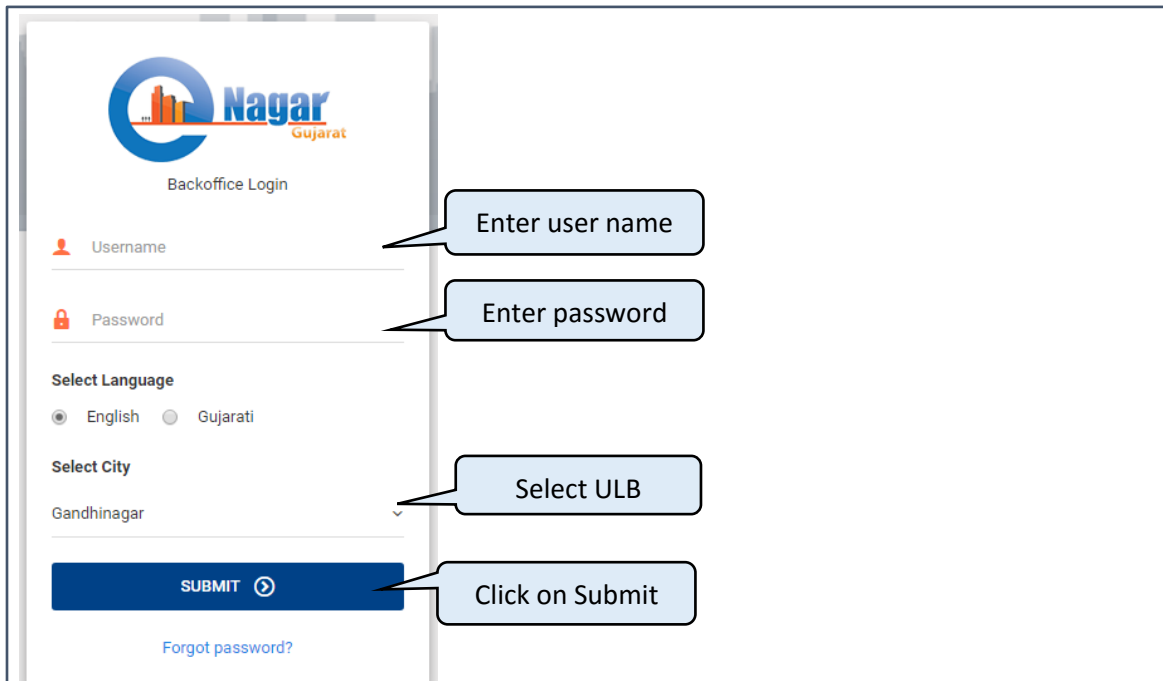


**Enter login credentials:** Enter any of the below login credential to enter in the system. Each role has different user name and password

Serial No.	Role
1.	L1 Officer (Initiator)
2.	L2 Officer (Verifier)
3.	L3 Officer (Approver)

Hierarchy of the users:

**L1 Officer (Initiator) → L2 Officer (Verifier) → L3 Officer (Approver)**



## CHAPTER 2. NEW LICENSE REGISTRATION

The right to apply for license is given to the applicant through portal and L1 Officer from the Back office.

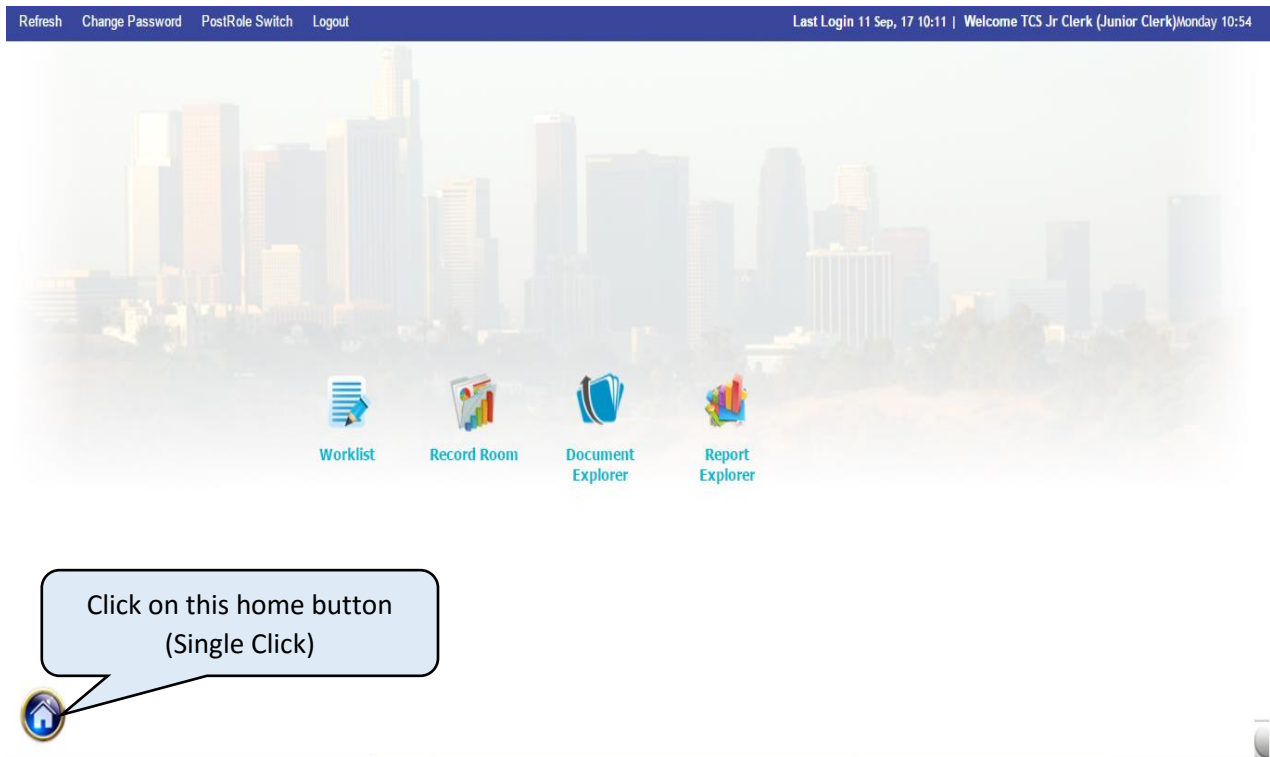
### 2.1 Login: L1 Officer (Initiator)

#### Navigation

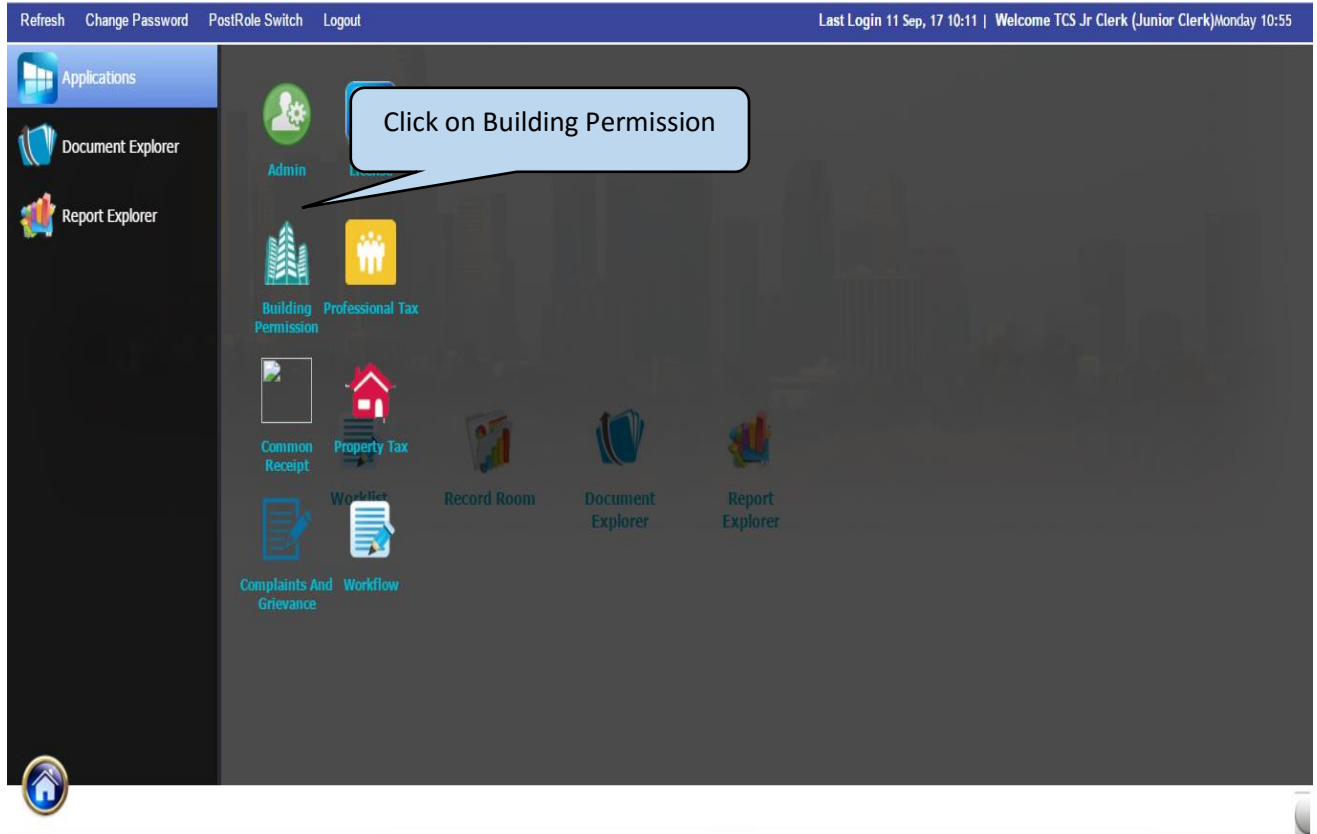
After login:

Click on 'Home' → Click on 'Building Permission' → click on 'Apply for license'

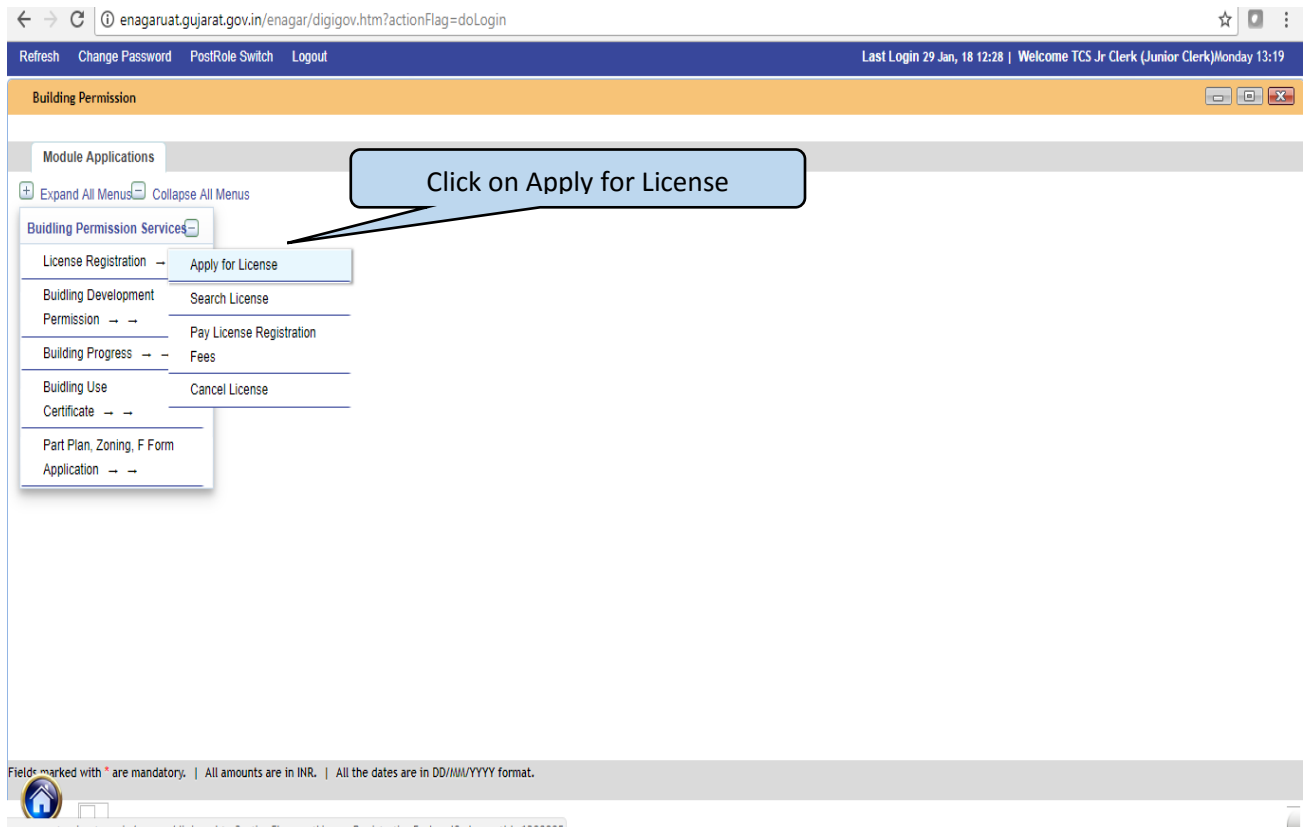
Kindly refer to the screen below



On click of this, menu will appear on screen where user needs to select 'Building Permission'



On click of Building Permission, following menu will appear, user needs click on apply for license link.



**Steps:**

On click of apply for License, License application form will open. User needs to enter required details in the application form.

1. User selects type of application as New.
2. User selects License type from the list available in the dropdown.
3. User enters personal details.
4. User needs to enter permanent address.
5. If Present Address is same as Permanent Address, user check on 'same as above' checkbox. On click of that data will be auto filled.
6. If Present Address is different than Permanent Address, User needs to enter the details.
7. Eligibility Criteria: As per the license type selected by the user, eligibility criteria will be populated.
8. Education Details:
  - a. Qualification: User needs to select Qualification from the drop down.
  - b. Institute Name: User enters the initials of the institute based on which suggestion will be shown. If the institute of the user is not available in the list, user can enter the name and add the same.
  - c. Completion Month and Completion Year: User selects value from the drop down.
  - d. Add button > Click on this button, details entered by the user will be added and shown in the table as shown below.
  - e. Reset Button > on click of Reset button, details entered by the user will be reset.
  - f. View > On click of this button, User will be able to see the record.
  - g. Edit> On click of this button, User will be able to edit the data and click on update button to update the details.
  - h. Delete > On click of this button, record will be deleted.
9. Experience Details:
  - a. User will enter Name of Institute/ Organization, Nature of work and experience period (month – Year).
  - b. Add: on click of this button, details will be added and shown in the table. User can add multiple records.
  - c. Based on the experience details entered by the user, total years of experience will be auto Calculated.
10. User needs to fill the license related questions:
11. Click on next button.
12. User needs to attach required documents. Mandatory documents list will be populated based on the details entered by the user.
13. Submit: On click of this button, Acknowledgement receipt will be generated. User can user application number for tracking the application.

**Application Form:**

Refresh Change Password PostRole Switch Logout Last Login 11 Sep, 17 10:11 | Welcome TCS Jr Clerk (Junior Clerk)Monday 11:46

Building Permission

License Registration > Apply for License

License Application Document Attachments

**Personal Details**

Type of Application  New  Renew  Grade Change  Duplicate Select the type of Application

License Type Architect \* Select License type  Yes  No

First Name Nilu \* Middle Name Yogeshbhai

Last Name Kargathra \* Date of Birth 17/01/1993 \*

Mobile Number 91 8460511382 \* Email Id nilu.kargathra@gmail.com \*

Phone Number 07926671499

**Permanent Address**

Building/Apartment no. D/103 \* Street Name Vrundavan Residency - 2

Land Mark Name Kudasan cross road Area Name Kudasan \*

Country India \* State Code Gujarat \*  
DISTRICT Gandhinagar \* City Gandhinagar \*  
Pin Code 382456 \*

**Present Address**

Same as above Select the checkbox

Building/Apartment no. D/103 \* Street Name Vrundavan Residency - 2

Land Mark Name Kudasan cross road Area Name Kudasan \*

Country India \* State Code Gujarat \*  
DISTRICT Gandhinagar \* City Gandhinagar \*  
Pin Code 382456 \*

**Eligibility Criteria**

License Type	Qualification	Required Experience	Permissible Date
Architect	Bachelors Degree in Architecture	2 Years	30/08/2017
Architect	Diploma in Architecture Equivalent to B.Arch.	2 Years	30/08/2017
Architect	Master of Architecture	0 Years	30/08/2017

**Education Details**




Qualification Select Institute Name

Completion Month Select Completion Year Select

Click of add button, details will be added.   Click of reset button, details will be reset..

Qualification	Institute Name	Completion Month	Completion Year	Actions
Bachelors Degree in Architecture	LD College Of Engineering, Ahmedabad	6	2014	<input type="button" value="View record"/> <input type="button" value="Update record"/> <input type="button" value="Delete record"/>

The image shows two screenshots from a web application. The top screenshot is titled "Experience Details" and contains several input fields: "Name of Institute/Organization", "Nature of Job", "Month of Experience" (a dropdown menu), and "Year of Experience" (a dropdown menu). Below these fields are "Add" and "Reset" buttons. Callouts point to these buttons with the text: "Click of add button, details will be added." and "Click of reset button, details will be reset..". Below the buttons is a table with the following data:

Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions
VSA Architect	Designing	3	2	  

Below the table is a "Total Experience" field with the value "2.25" and a red asterisk. Callouts point to the icons in the "Actions" column: "View record" (eye icon), "Update record" (pencil icon), and "Delete record" (trash icon). The bottom screenshot is titled "License Related Questions" and contains three questions with radio button options for "Yes" and "No": "Is serving Anywhere", "Is NOC Received", and "Do you have Membership of Professional Associations?". There are also two text input fields for "Company Address" and "Professional Associations Details". A "Next" button is located at the bottom of this form, with a callout pointing to it that says "Click here".

On click of next button, following tab will open. Upload the mandatory documents.



The screenshot shows a web browser window titled 'Building Permission' with a navigation bar containing 'Refresh', 'Change Password', 'PostRole Switch', and 'Logout'. The user is logged in as 'TCS Jr Clerk (Junior Clerk)' on Monday, 12:04. The page is for 'License Registration > Apply for License' and has two tabs: 'License Application' and 'Document Attachments'. The main section is 'Personal Details' with a 'Checklist - Document CheckList' table. The table has columns for 'Photo', 'Photo ID proof', 'Local Address Proof', 'Graduation Certificate', 'PG-Certificate', and 'Experience Certificate'. The 'Photo' column contains a preview of 'image.jpg'. Below the table is a 'Previous' button. At the bottom are 'Save', 'Submit', 'Reset', and 'Close' buttons. A disclaimer text is visible above the 'Previous' button.

Checklist - Document CheckList					
<input checked="" type="checkbox"/> Photo image.jpg	<input checked="" type="checkbox"/> Photo ID proof Drag & Drop Files Here	<input checked="" type="checkbox"/> Local Address Proof Drag & Drop Files Here	<input checked="" type="checkbox"/> Graduation Certificate Drag & Drop Files Here	<input type="checkbox"/> PG-Certificate Drag & Drop Files Here	<input checked="" type="checkbox"/> Experience Certificate Drag & Drop Files Here
<input checked="" type="checkbox"/> No objection Certificate Drag & Drop Files Here	<input checked="" type="checkbox"/> Proof of Membership of Pr... Drag & Drop Files Here				

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

Buttons: Previous, Save, Submit, Reset, Close

On click of previous button, User will be redirected to the previous tab,

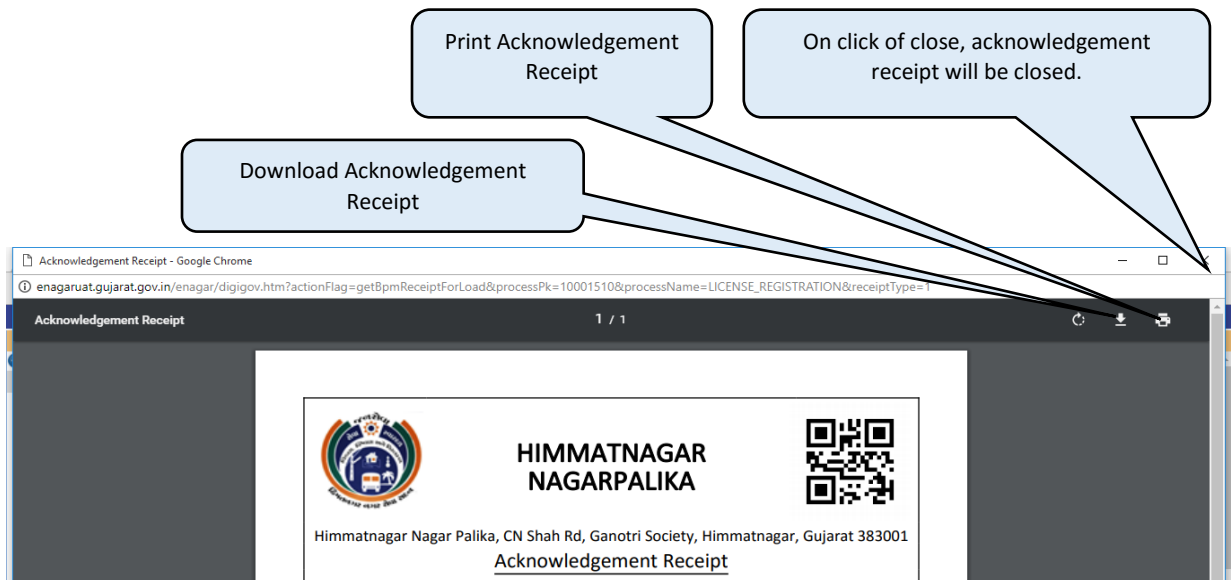
On click of Submit button, Acknowledgement receipt will be generated.

On click of Reset button, Details entered by the user will be reset.

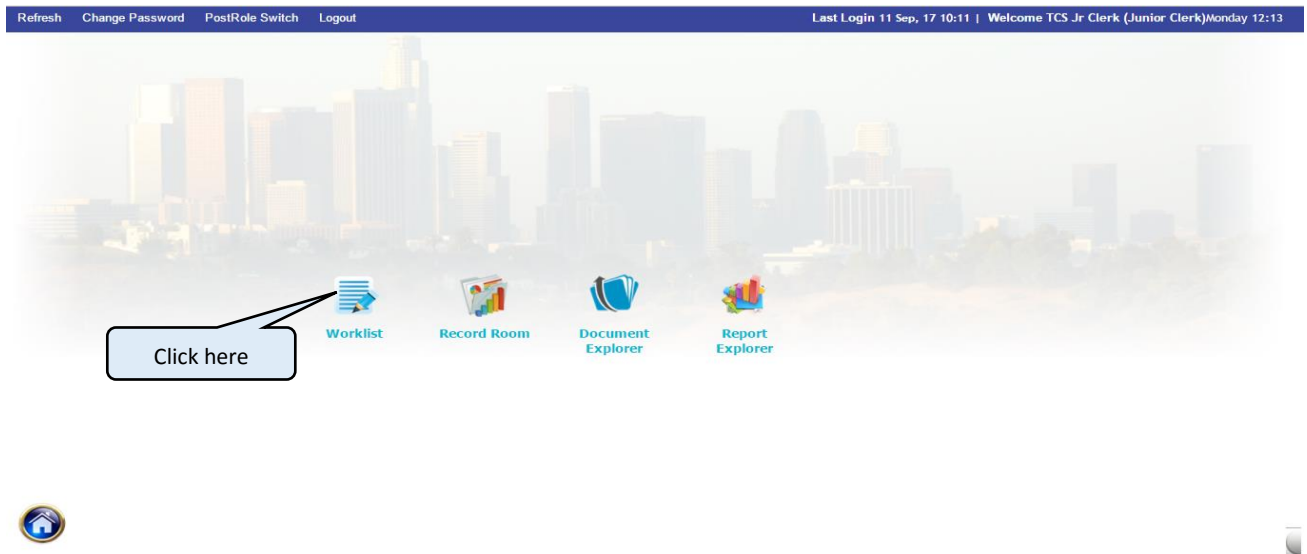
On click of Close button, User will be redirected to the home page.

**Acknowledgement Receipt:**

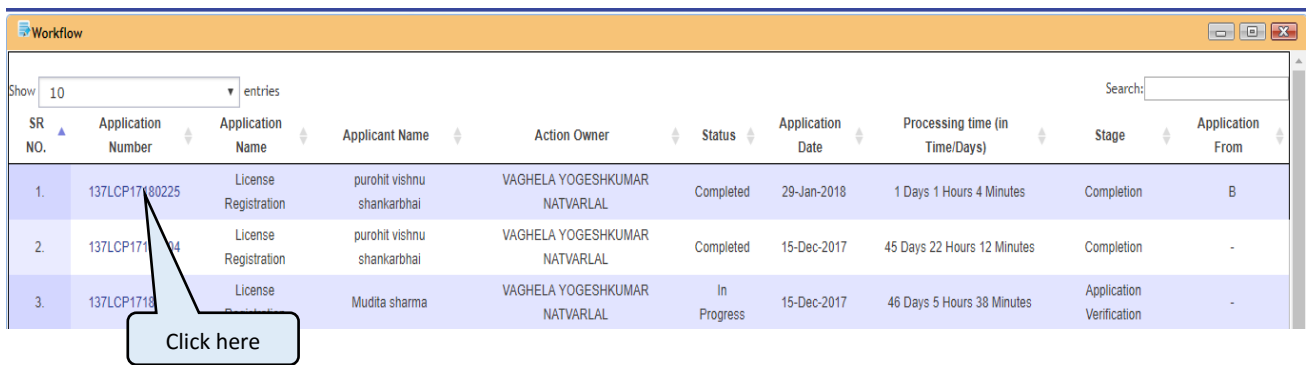
	<b>HIMMATNAGAR NAGARPALIKA</b>		
Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001			
<u>Acknowledgement Receipt</u>			
<b>Application Number</b> :	137LCP17180218	<b>Application Date</b> :	04-01-2018 05:38 PM
<b>Application Name</b> :	NEW LICENSE REGISTRATION	<b>Mobile Number</b> :	9999999999
<b>Applicant Name</b> :	SATISH PENTAKOTA	<b>Email</b> :	satish.pentakota@ mail.com
<b>Applicant Address</b> :	43/A UGUTI HEIGHTS KUDASAN , HIMMATNAGAR - 333333		
<b>License Type</b> :	ARCHITECT		
<b>Application Type</b> :	NEW		
<b>Total Experience</b> :	2.0 YEAR(S)		
<b>Stamp &amp; Signature</b> :			



Submitted file will be appear in the work list of the L1 Officer (Initiator). Click on the work list in the home page.



User will be able to search the file through application number.



On click of application number, following screen will appear.

User would be able to see the form filled by the applicant as well as able to download the documents for verification.

On click of Forward button, Application will be forwarded to the next person in the hierarchy.

On click of Return button, Application will be returned to the previous person in the hierarchy.

137LCP17180225

Actions Send To Precedency Close

Forward Return

Application ID: 137AR171810016

Department: Town Planning

Document Type: License Registration Application

Priority Name: Routine

Due Date: 02/02/2018

Present Status: Open

Subject Description: Architect License Application For Approval

View Resolution Details

Screen Details

License Application Document Attachments

Personal Details / અંગત વિગતો

Type of Application: New / નવું / Renew / નવોડરખ કરો / Grade Change / ગ્રેડ License Registration Number: 137AR171810016

License Type: Architect

Is Aadhaar Card Available? Yes / હા / No / ના

008LCP17180162

Approve Reject Forward Return

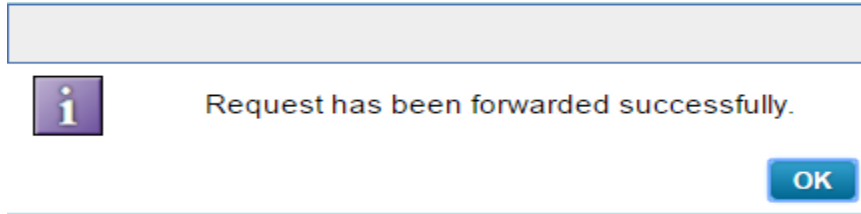
License Application Document Attachments

Personal Details

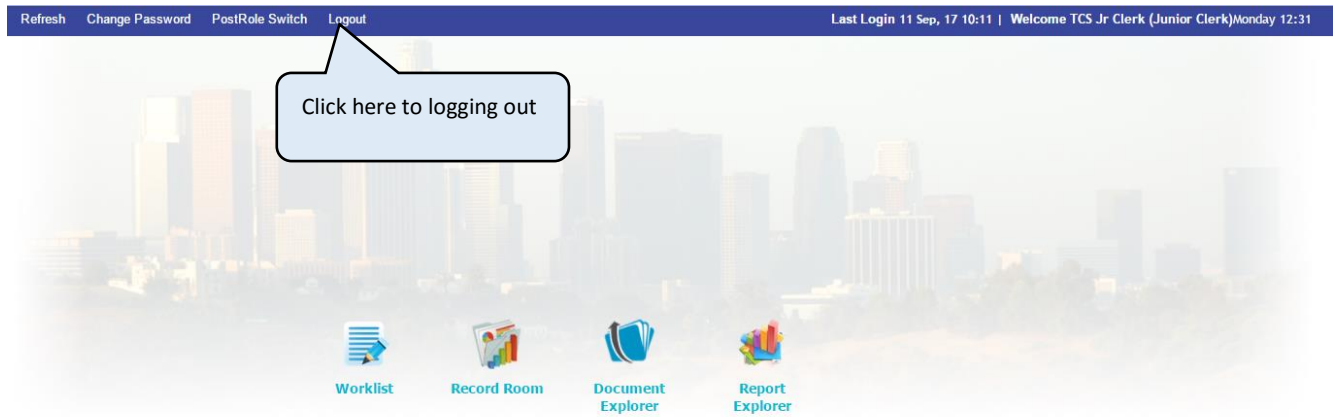
Checklist - Document CheckList

<input checked="" type="checkbox"/> Photo image.jpg	<input checked="" type="checkbox"/> Photo ID proof Test.pdf	<input checked="" type="checkbox"/> Local Address Proof Test.pdf	<input checked="" type="checkbox"/> Graduation Certificate Test.pdf	<input type="checkbox"/> PG-Certificate Drag & Drop Files Here	<input checked="" type="checkbox"/> Experience Certificate Test.pdf
--	--	---	--	---	--

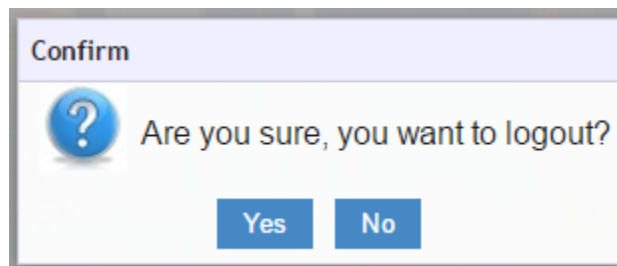
Click on forward button, following message will be populated.



Click on logout.

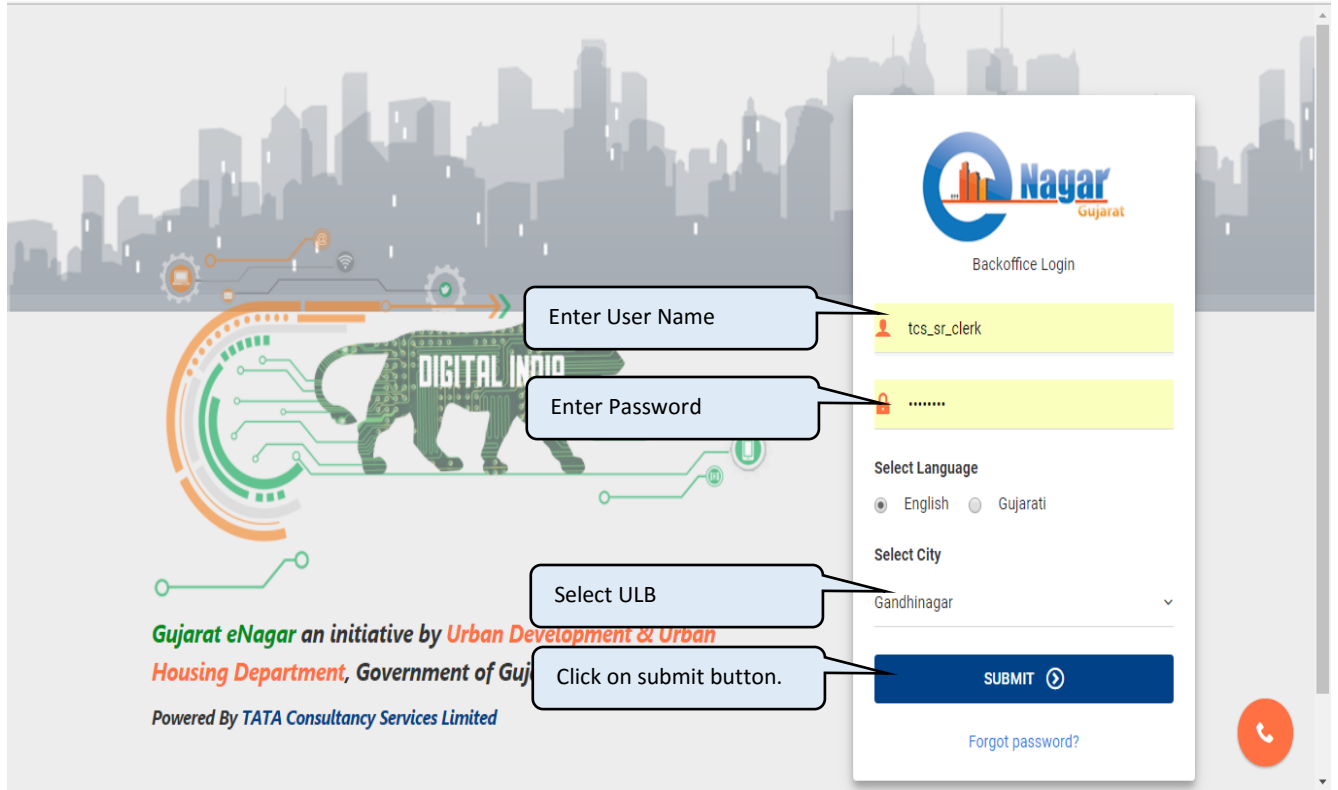


On click of logout following popup will be populated. Click on Yes Button.

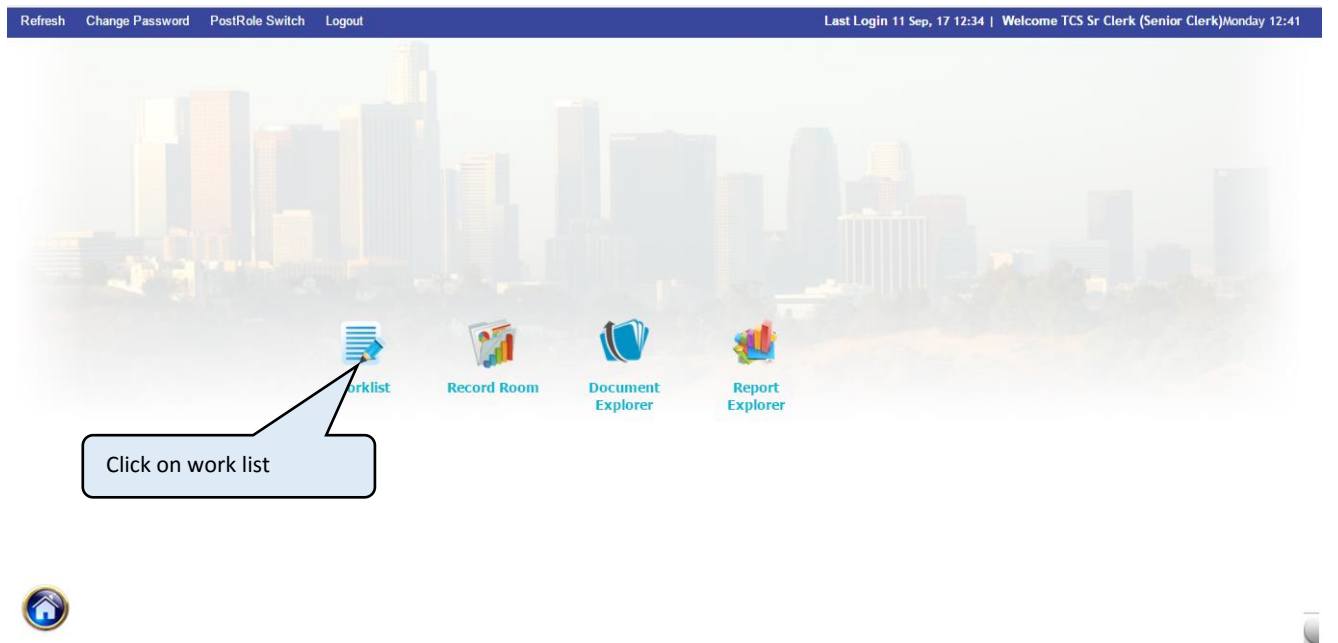


On click of Yes button, login screen will appear.

## 2.2 Login: L2 Officer (Verifier)



On click of submit button, following screen will be appear.



On click of work list, following screen will open. Search based on the application number.

SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From
1.	137LCP17180198	License Registration	Parin Harishkumar Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 27 Minutes	Application Verification	-
2.	137LCP17180197	License Registration	nnilu kargathra	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 31 Minutes	Application Verification	-
3.	137LCP17180196	License Registration	Ashokkumar Ramanlal Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	30-Nov-2017	60 Days 23 Hours 39 Minutes	Application Verification	-
4.	137LCP17180195	License Registration	Priyanka jkjkjkld kukreja	GOR JIGNESHBHAI DINESHCHANDRA	Rejected	20-Nov-2017	71 Days 5 Hours 38 Minutes	Completion	-

On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifying data, User will forward the file to the next person in the Heirarchy.

On click of Forward button, Application will be forwarded to the next person in the hierarchy.

On click of Return button, Application will be returned to the previous person in the hierarchy.

137LCP17180225

Actions Send Pendency Close

Forward Return

કાંઈવ નંબર

Town Planning /1/2018

Document Type દસ્તાવેજ નો પ્રકાર License Registration Application

Department ડિપાર્ટમેન્ટ Town Planning

Priority Name પ્રાથોરિટી Routine

Due Date છેલ્લી તારીખ 02/02/2018

Confidentiality ખુલાશી પ્રકાર Ordinary

Present Status સ્થેટસ Open

Subject Description દસ્તાવેજ નું વર્ણન Architect License Application For Approval

View Resolution Details

Screen Details

License Application Document Attachments

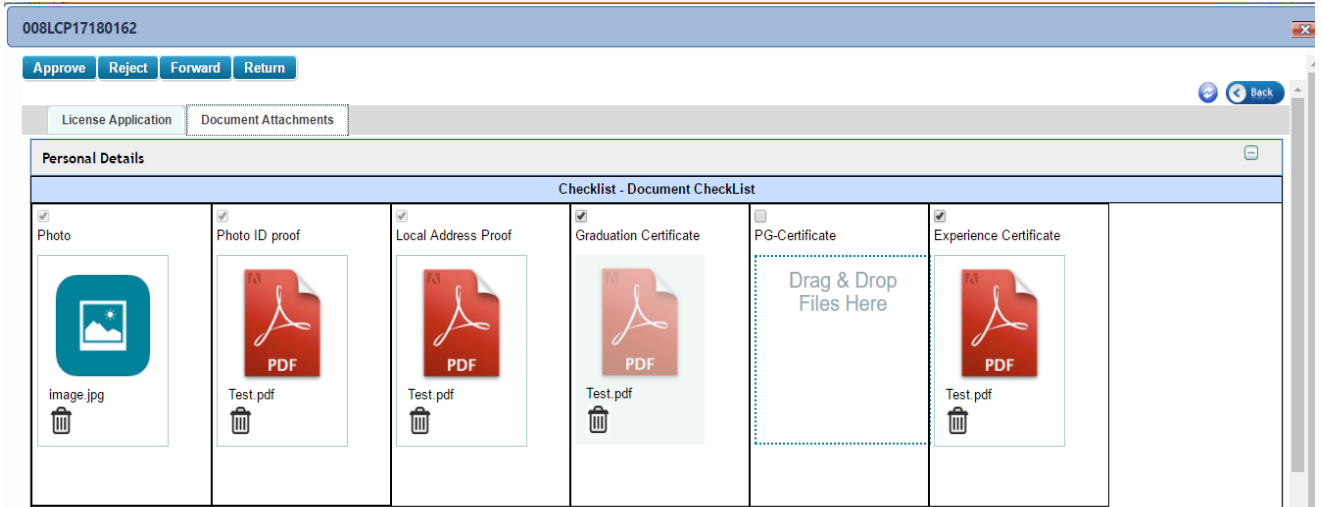
Personal Details / અંગત વિગતો

Type of Application એપ્લિકેશનનો પ્રકાર  New / નવું  Renew / નવોડરજ કરો  Grade Change / ગ્રેડ લાઇસન્સ નોંધપત્રી નંબર License Registration Number 137AR171810016

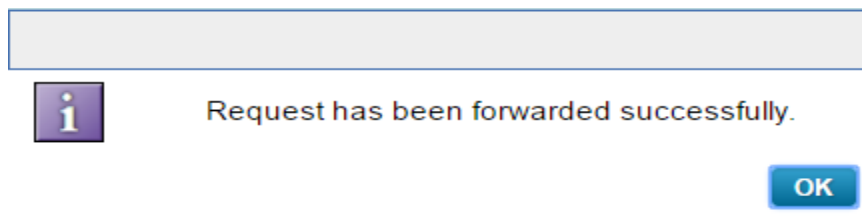
Duplicate / ડુપ્લિકેટ

License Type Architect

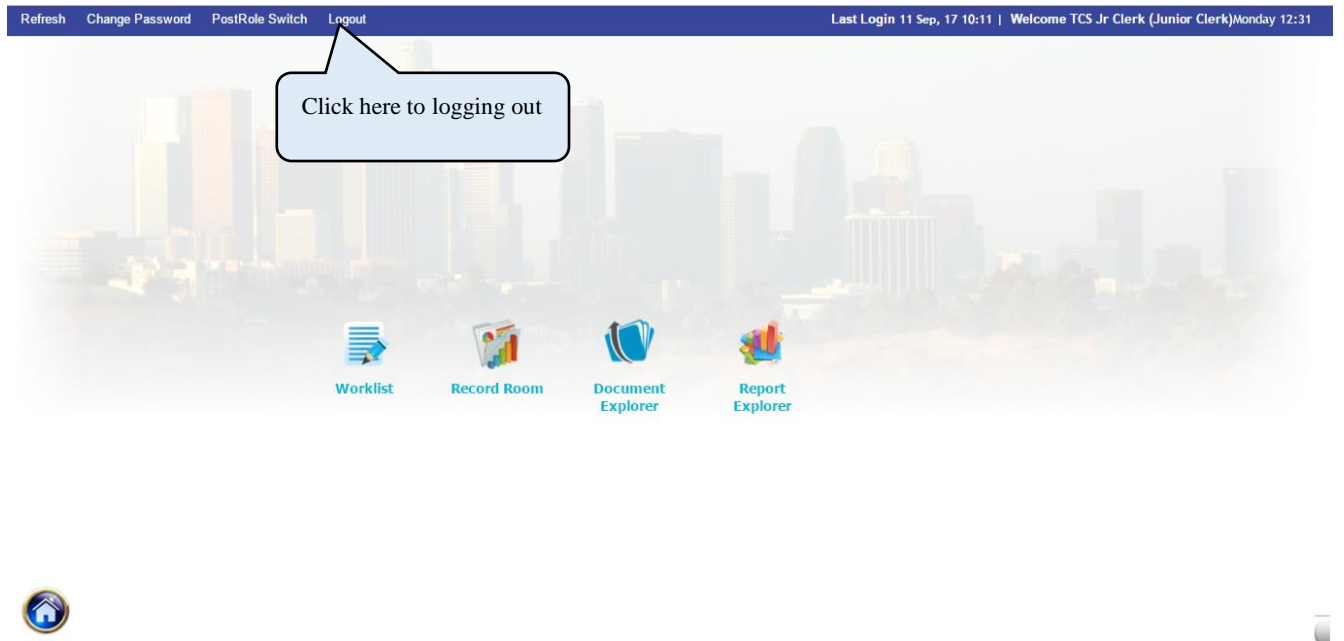
Is Aadhaar Card Available?  Yes / હા  No / ના



Click on forward button, following message will be populated.



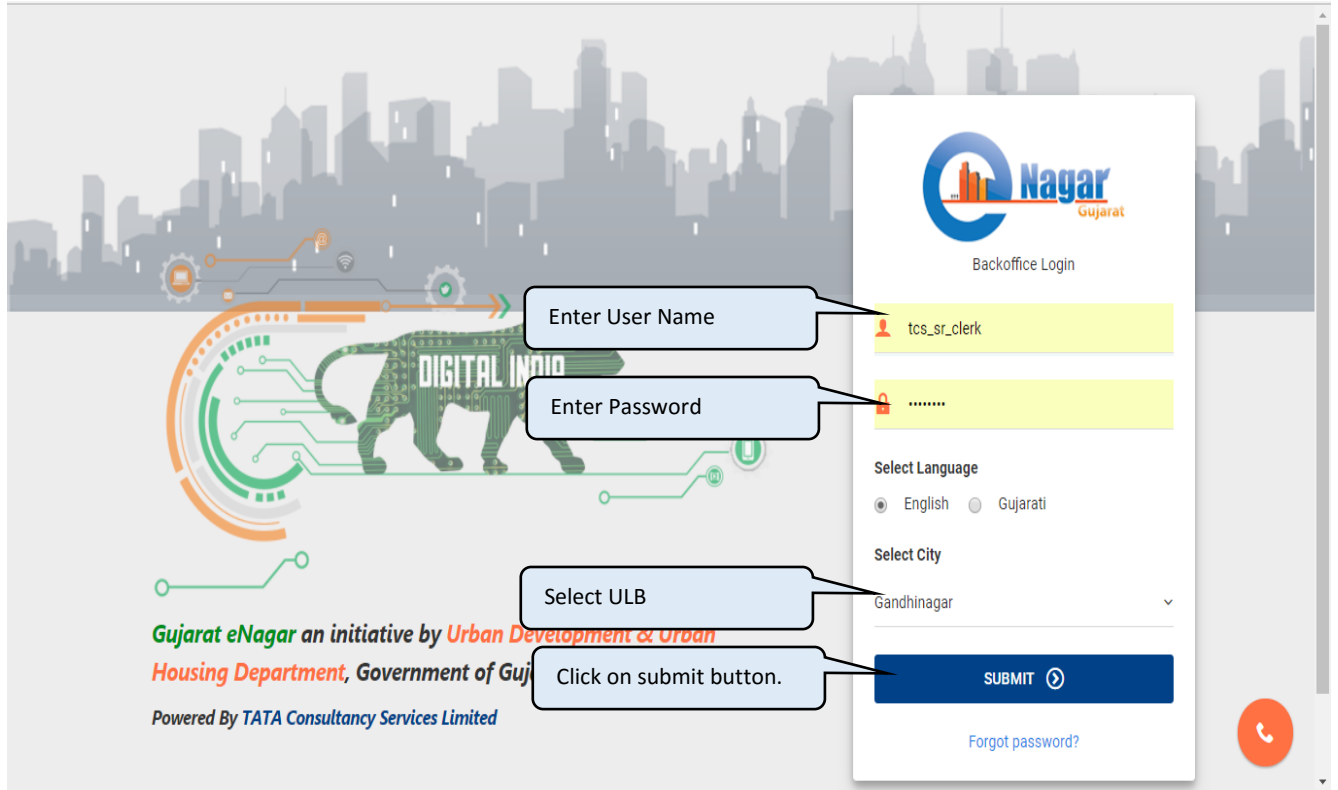
Click on logout.



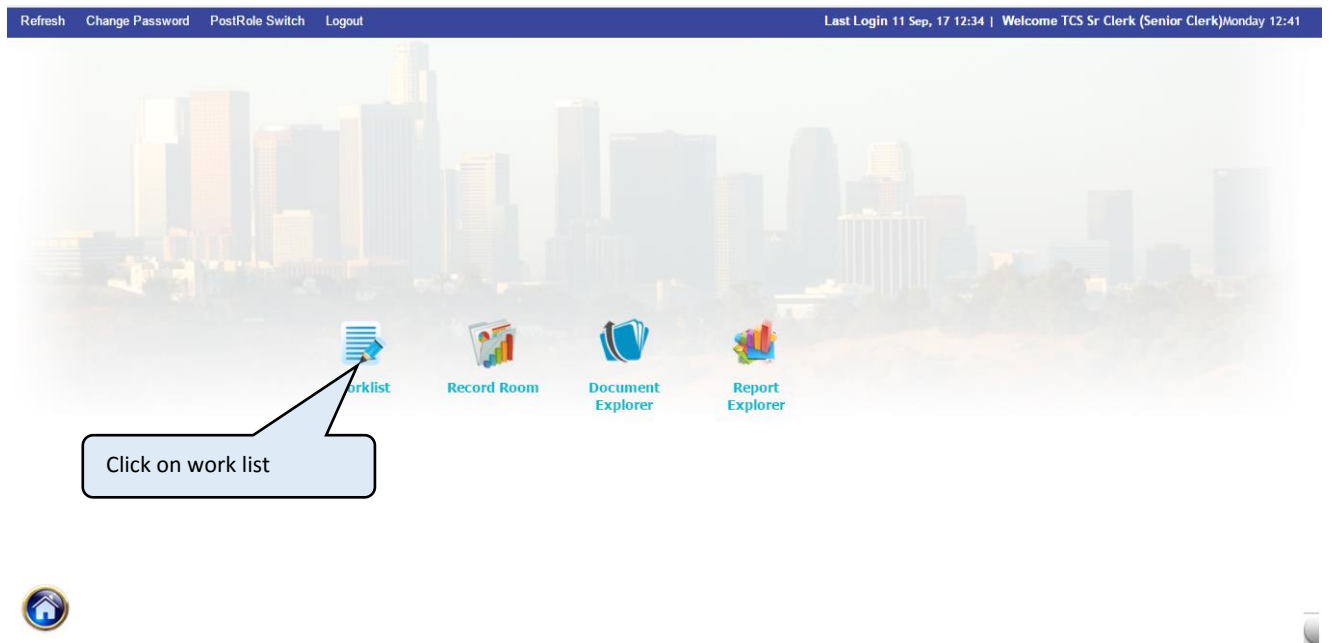
On click of logout following popup will be populated. Click on Yes Button.



### 2.3 Login: L3 Officer (Approver)



On click of submit button, following screen will be appear.



On click of work list, following screen will open. Search based on the application number.

The screenshot shows a table with the following columns: SR NO., Application Number, Application Name, Applicant Name, Action Owner, Status, Application Date, Processing time (in Time/Days), and Stage. Two rows are visible:

SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage
1.	008LCP17180162	License Registration	Nilu Yogeshbhai Kargathra	TCS Sr Clerk	Submitted	11-Sep-2017	0 Days 0 Hours 23 Minutes	Submitted
2.	008LCP17143	License Registration	Nilu Kargathra	TCS Sr Clerk	Completed	06-Sep-2017	4 Days 21 Hours 31 Minutes	Completed

A callout box with the text "Click on Application Number" points to the 'Application Number' column header.

On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifying data, User will approve the file.

On approval, SMS and email regarding Fees Payment will be sent to Applicant.

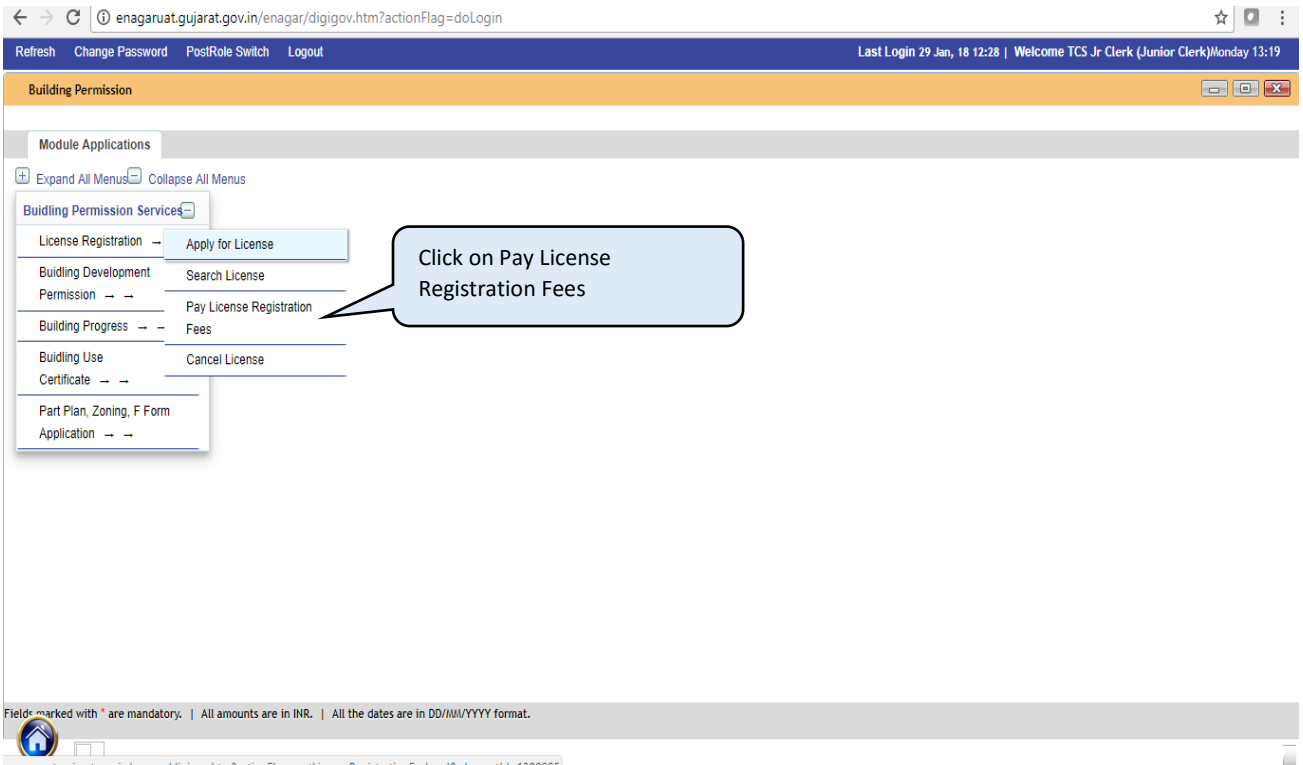
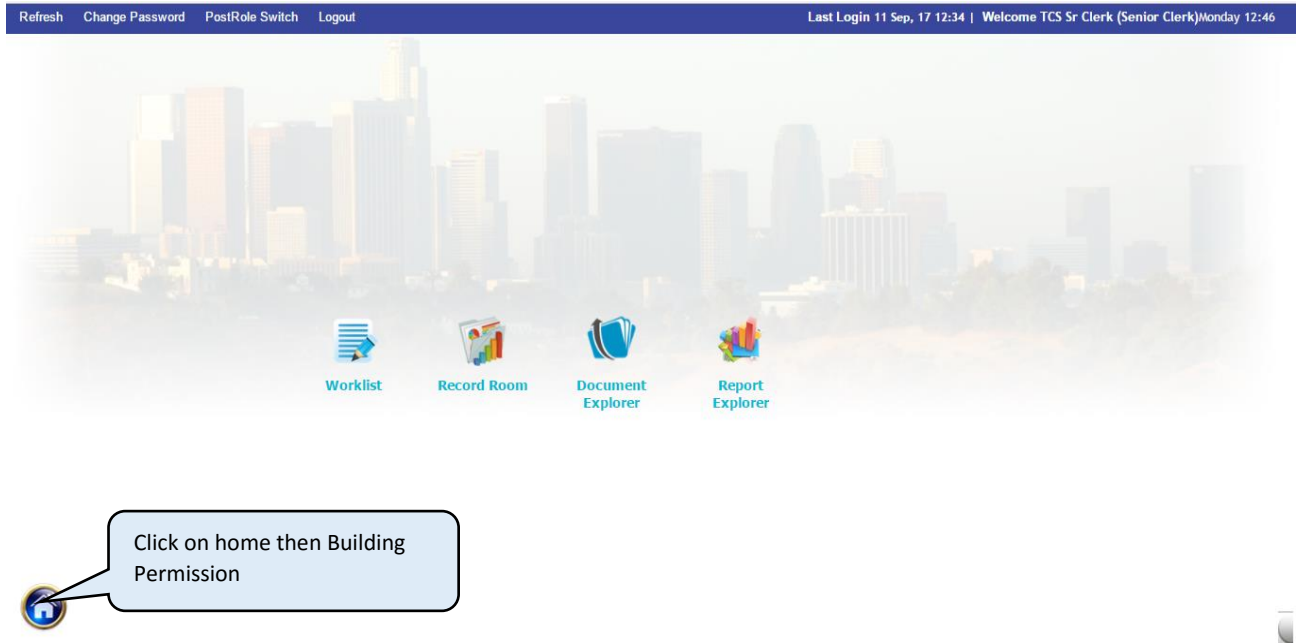
The screenshot shows an application form for 'License Registration Application'. A menu is open with the following options: Forward, Return, Approve, and Reject. Callout boxes provide the following information:

- Forward:** On click of Forward button, Application will be forwarded to the next person in the hierarchy.
- Return:** On click of Return button, Application will be returned to the previous person in the hierarchy.
- Approve:** On click of this button, application will approved and user will be intimated about fees payment
- Reject:** On click of Reject button, Application will be rejected.

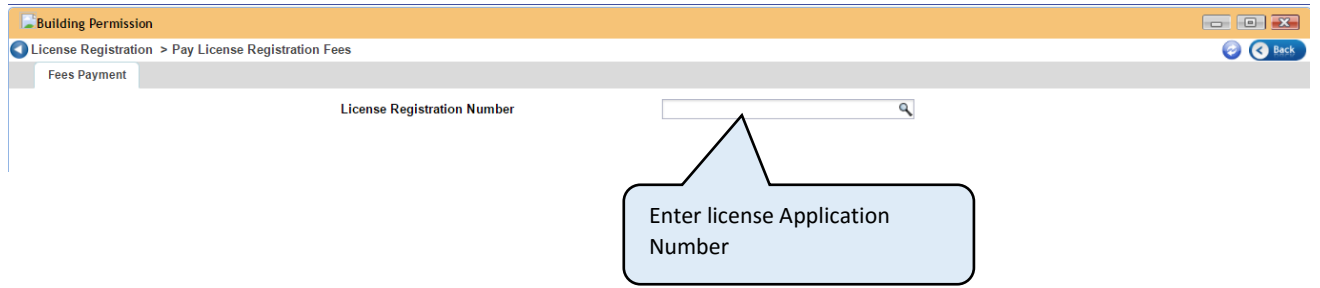
The form fields include: Department (Town Planning), Due Date (16/12/2017), Confidentiality (Ordinary), Present Status (Open), and Subject Description (Architect License Application For Approval).

Logout of the system after approving the file.

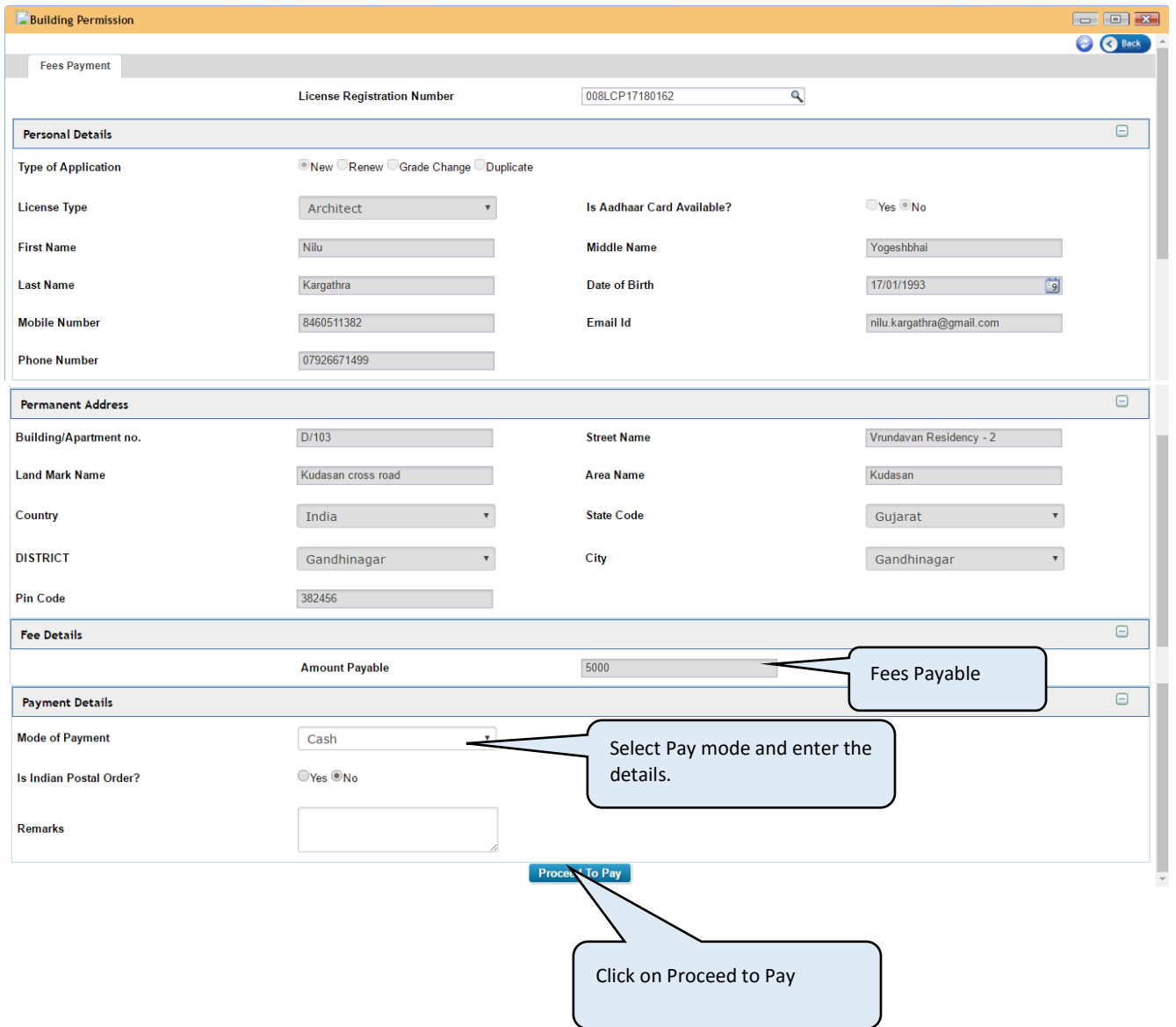
## 2.4 Fees Payment: Login: L1 Officer (Initiator) or CCC Operator



On click of License Registration fees, following screen will open.





Based on the License application number entered, following details will be populated.



On click of Proceed to pay, payment receipt will be generated.

### Payment Receipt

	<h2>HIMMATNAGAR NAGARPALIKA</h2>						
Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001 <u>Payment Receipt</u>							
Receipt Number	: 0401201813700004	Payment Date	: 04-01-2018 05:40 PM				
Application Name	: NEW LICENSE REGISTRATION	Mobile Number	: 9999999999				
Payee Name	: SATISH PENTAKOTA	Email	: satish.pentakota@g mail.com				
Applicant Address	: 43/A UGUTI HEIGHTS KUDASAN , HIMMATNAGAR - 333333						
Pay Mode	: CASH						
License Holder's Name	: SATISH PENTAKOTA	License Holder's Address	: 43/A UGUTI HEIGHTS KUDASAN , HIMMATNAGAR - 333333				
License Number	: 137AR171810012						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Payment Head</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>LICENSE REGISTRATION FEE</td> <td style="text-align: right;">5000</td> </tr> </tbody> </table>				Payment Head	Amount	LICENSE REGISTRATION FEE	5000
Payment Head	Amount						
LICENSE REGISTRATION FEE	5000						
Amount in Words	: RUPEES FIVE THOUSAND ONLY.						
Received By	: VAGHELA YOGESHKUMAR NATVARLAL						
Received At	: TOWN PLANNING - OFFICE						
Stamp & Signature	:						

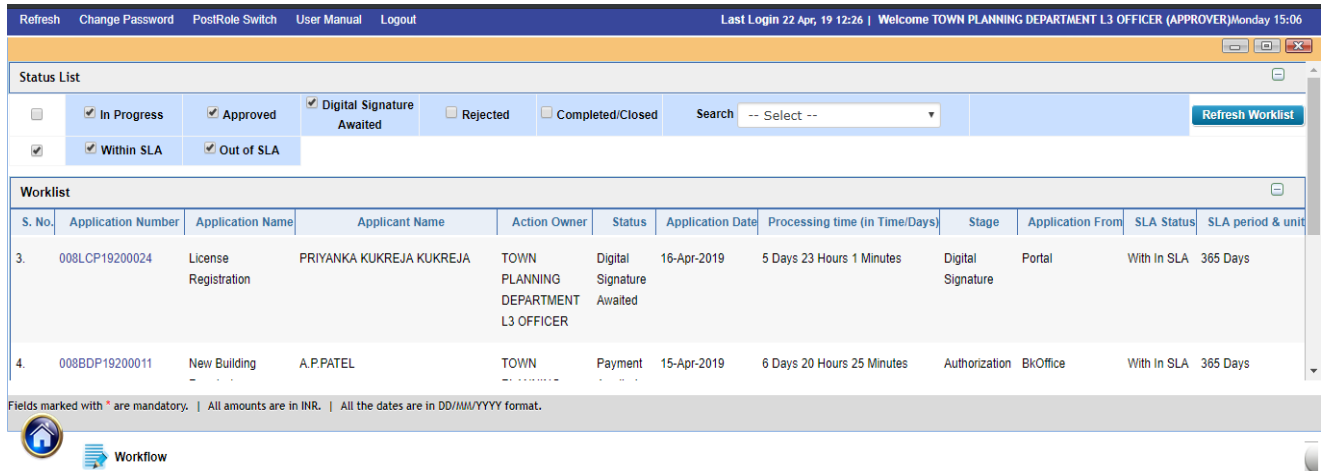
Close Payment Receipt.

### 2.5 Digitally signed Certificate:

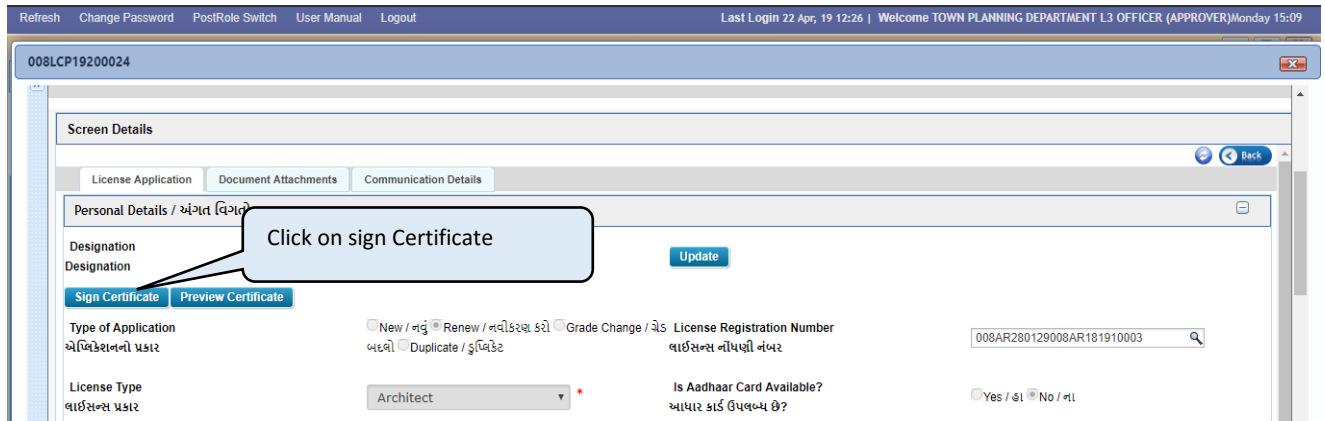
Login to L3 officer’s ID:

Go to worklist → click on application number

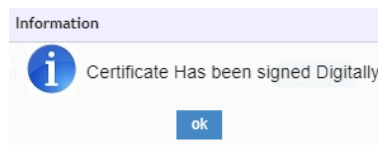
Application status would be Digital Signature awaited.



Click on Sign Certificate → Enter password of Token



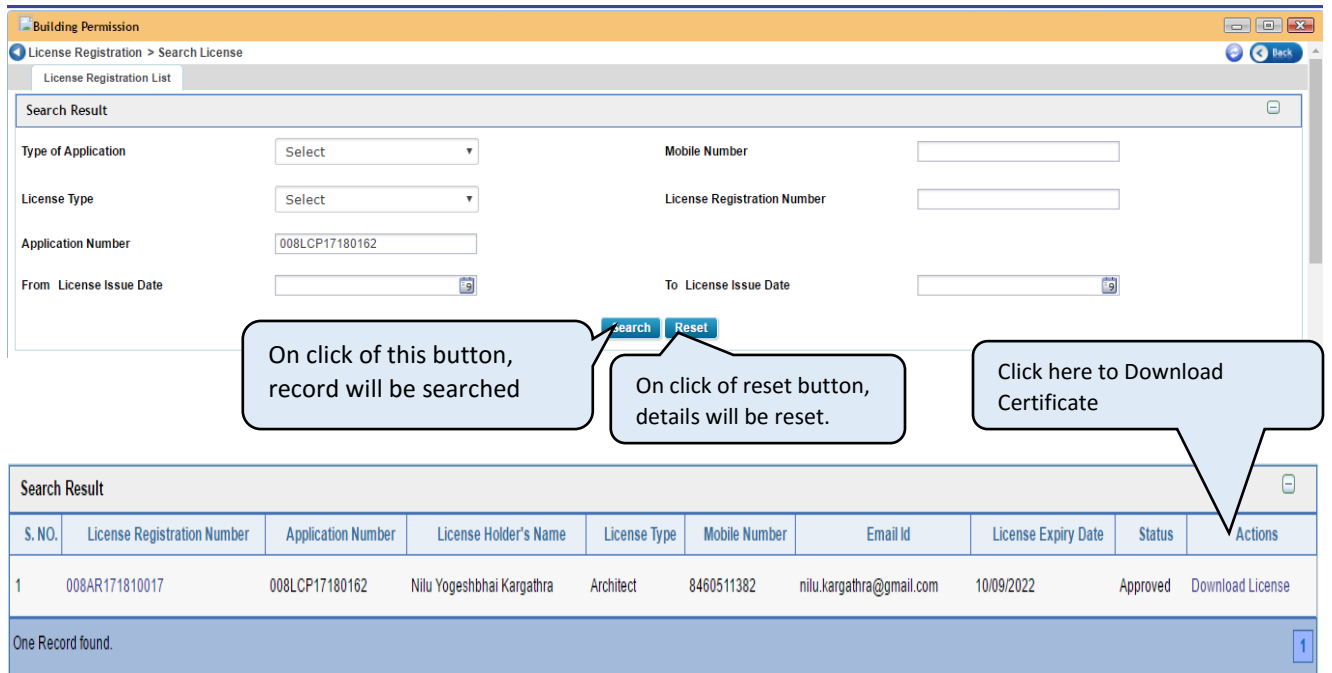
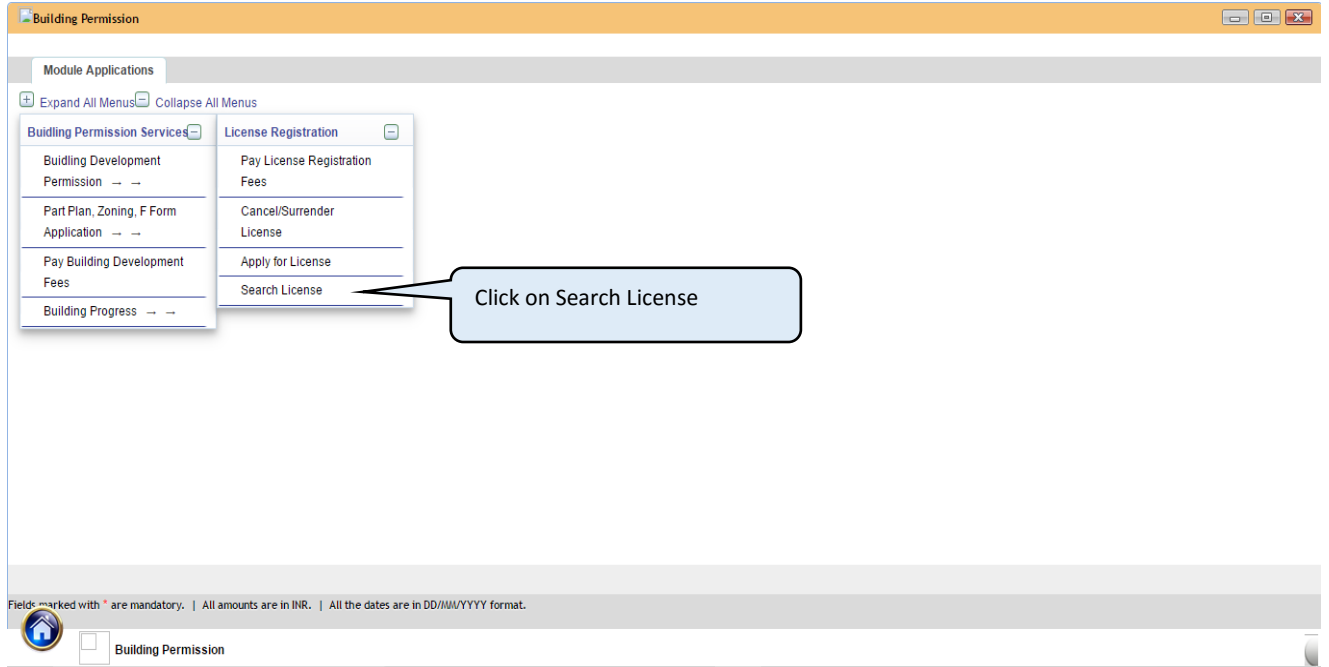
On successful signing the certificate, following message will come.




To download the license follow the steps as follows:


Login to L1 officer’s ID:

Go to Building Permission → License Registration → Search License Registration





**HIMMATNAGAR NAGARPALIKA**  
Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society,  
Himmatnagar, Gujarat 383001





<b>License Number</b>	:	1 3 7 A R 1 7 1 8 1 0 0 2 3
<b>License Type</b>	:	ARCHITECT
<b>License Holder's Name</b>	:	ASHWIN AMRUTLAL JOSHI
<b>Address</b>	:	24/1 ANANT SOCIETY NR. CHAKUDIA MAHADEV RAKHIYAL
<b>Mobile Number</b>	:	9130912091
<b>Phone Number</b>	:	9130912091
<b>License Expiry Date</b>	:	05/01/2023

This is to certify that ASHWIN AMRUTLAL JOSHI is a registered ARCHITECT at HIMMATNAGAR NAGARPALIKA on 06/01/2018.



Certificate generated on 06/01/2018



CHIEF OFFICER  
HIMMATNAGAR  
NAGARPALIKA



## CHAPTER 3. RENEW LICENSE REGISTRATION

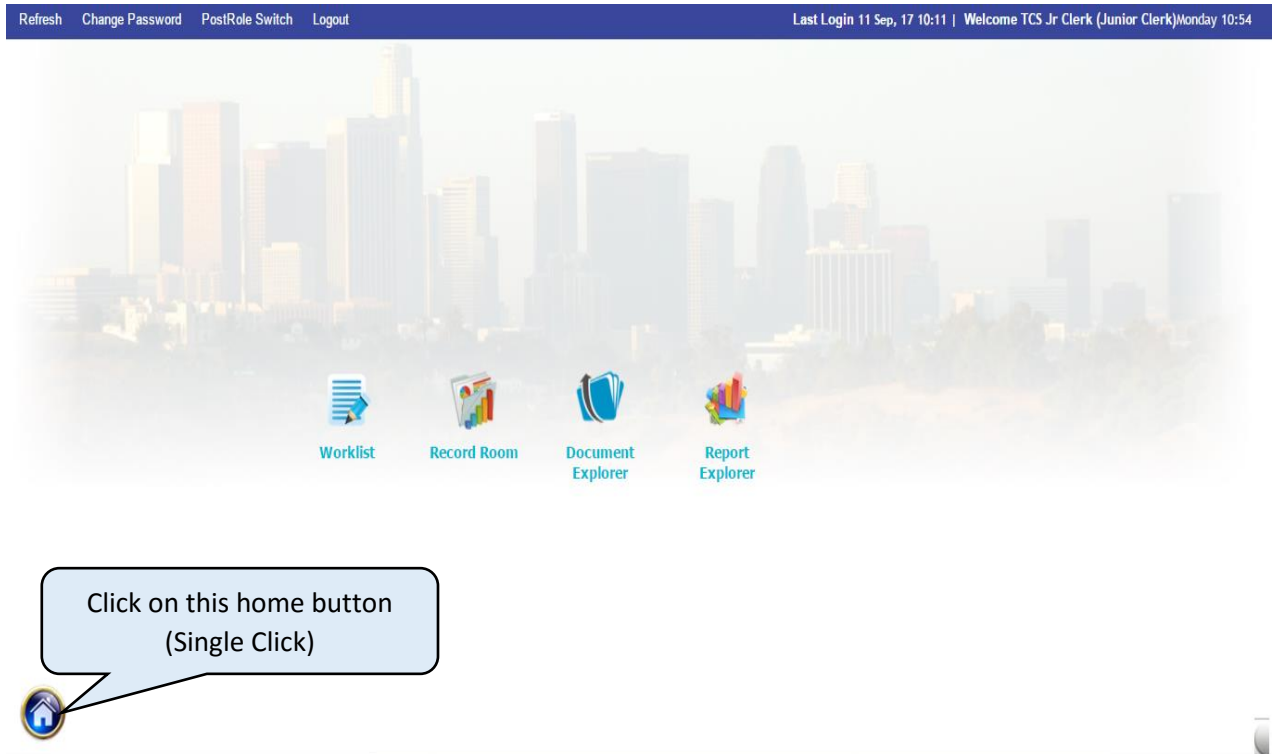
### 3.1 Login: L1 Officer (Initiator)

#### Navigation

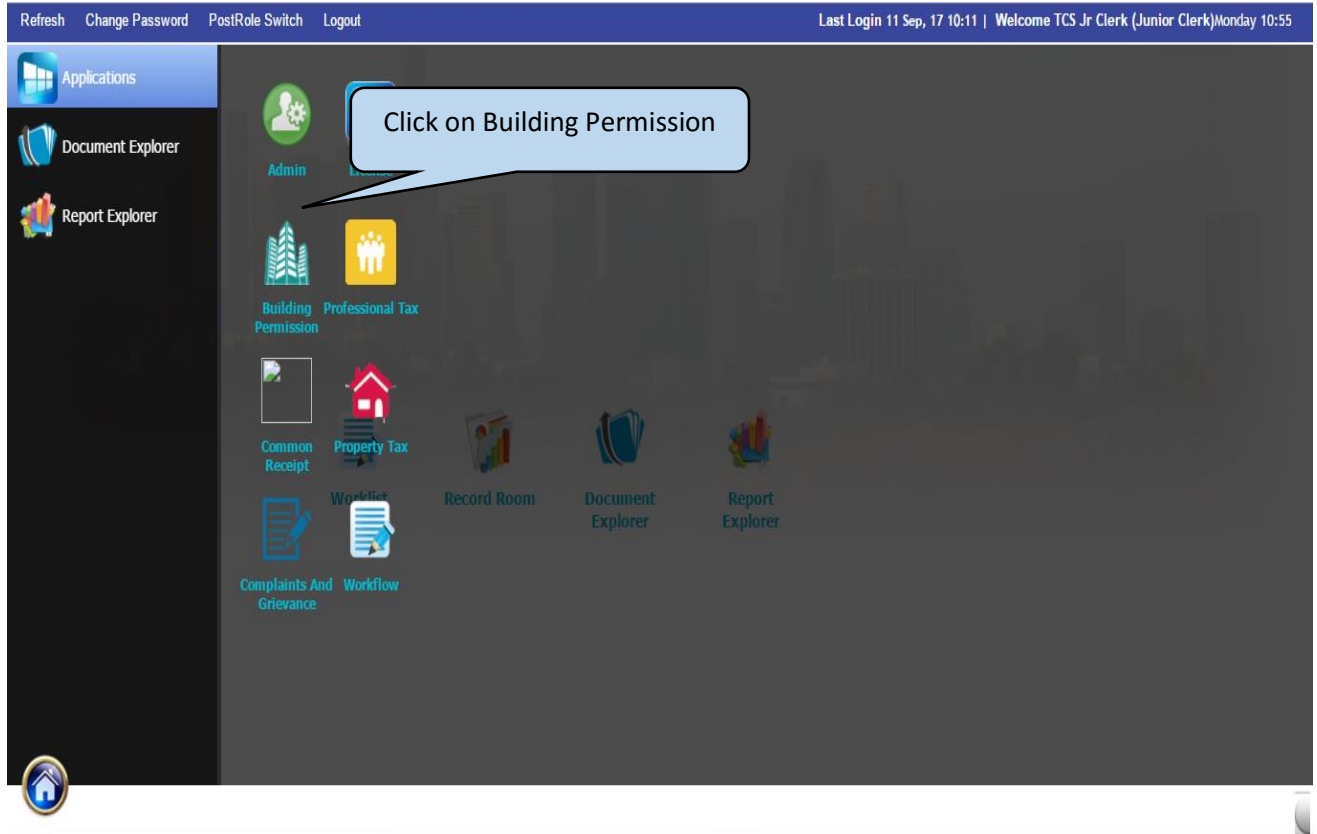
After login:

Click on 'Home' → Click on 'Building Permission' → click on 'Apply for license'

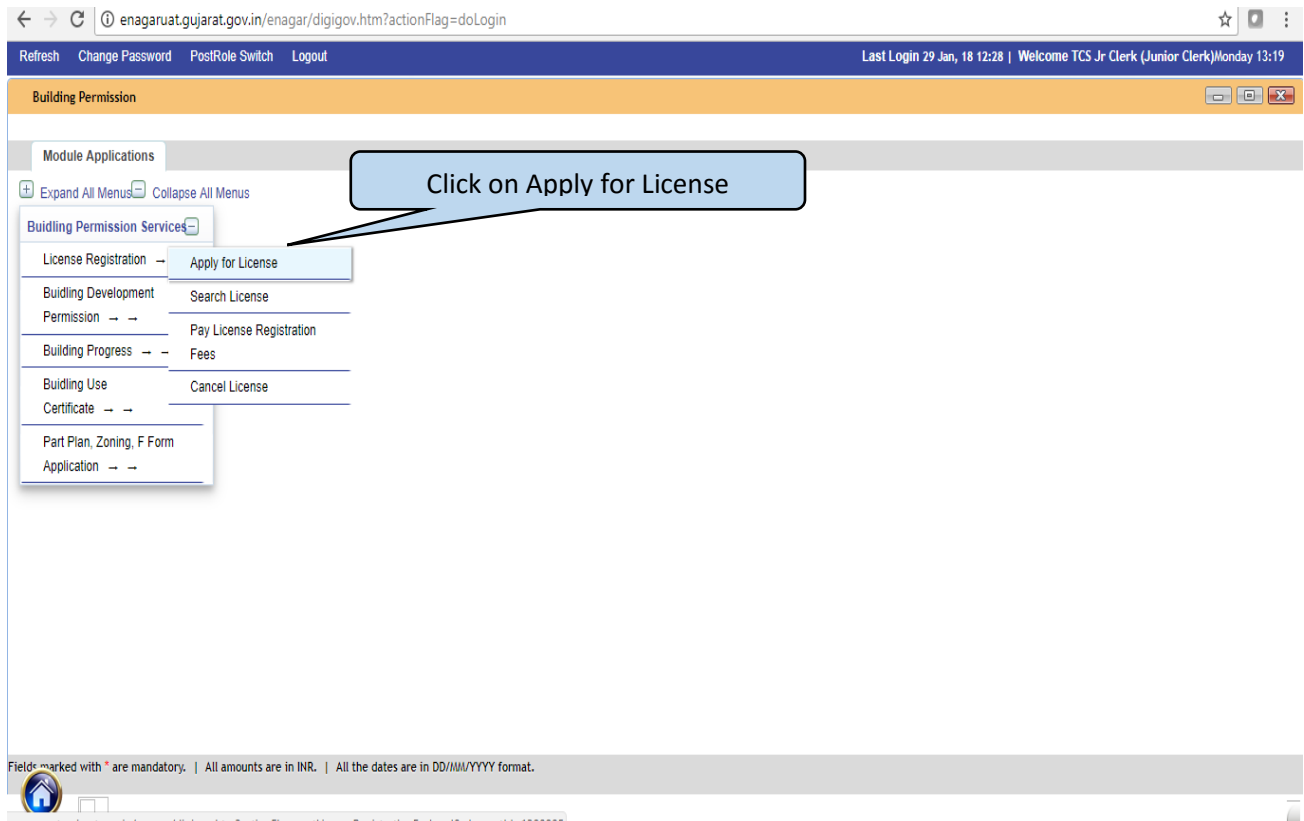
Kindly refer to the screen below



On click of this, menu will appear on screen where user needs to select 'Building Permission'



On click of Building Permission, following menu will appear, user needs click on apply for license link.



1. Select type as Renew.
2. Enter License Number. Based on License Number details will be auto populated in the system.

License Application | Document Attachments

Select type as Renew
Enter License Number

Personal Details

Type of Application:  New  Renew  Grade Change  Duplicate

License Registration Number:

License Type:  \*

Is Aadhaar Card Available?:  Yes  No

First Name:  \*

Middle Name:

Last Name:  \*

Date of Birth:  \*

Mobile Number:   \*

Email Id:  \*

Phone Number:

Permanent Address

Building/Apartment no.:  \*

Street Name:

Land Mark Name:

Area Name:  \*

Country:  \*

State Code:  \*

DISTRICT:  \*

City:  \*

Pin Code:  \*

Present Address

Same as above

Building/Apartment no.:  \*

Street Name:

Land Mark Name:

Area Name:  \*

Country:  \*

State Code:  \*

DISTRICT:  \*

City:  \*

Pin Code:  \*

Eligibility Criteria

License Type	Qualification	Required Experience	Permissible Date
Architect	Bachelors Degree in Architecture	2 Years	30/08/2017
Architect	Diploma in Architecture Equivalent to B.Arch.	2 Years	30/08/2017
Architect	Master of Architecture	0 Years	30/08/2017

Education Details

Qualification:  \*

Institute Name:

Completion Month:  \*

Completion Year:

Qualification	Institute Name	Completion Month	Completion Year	Actions
Bachelors Degree in Architecture	L D College Of Engineering, Ahmedabad	6	2014	

Experience Details

Name of Institute/Organization  Nature of Job

Month of Experience  Year of Experience

Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions
VSA Architect	Designing	3	2	

Total Experience  \*

License Related Questions

Is serving Anywhere  Yes  No

Is NOC Received  Yes  No

Do you have Membership of Professional Associations?  Yes  No

Company Address

Click on next button

Next

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Building Permission

Building Permission

License Application Document Attachments

Personal Details

Checklist - Document CheckList

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.



Previous

Submit Close

On click of submit button, acknowledgement receipt will be generated.

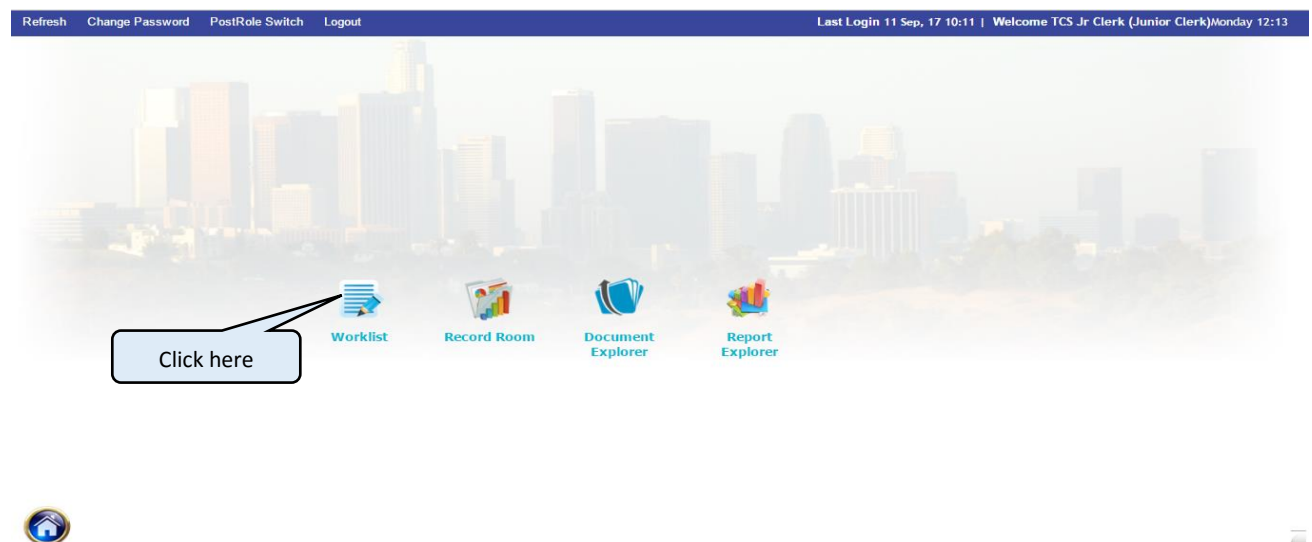
On click of submit button, acknowledgement receipt will be generated.

**Acknowledgement Receipt:**

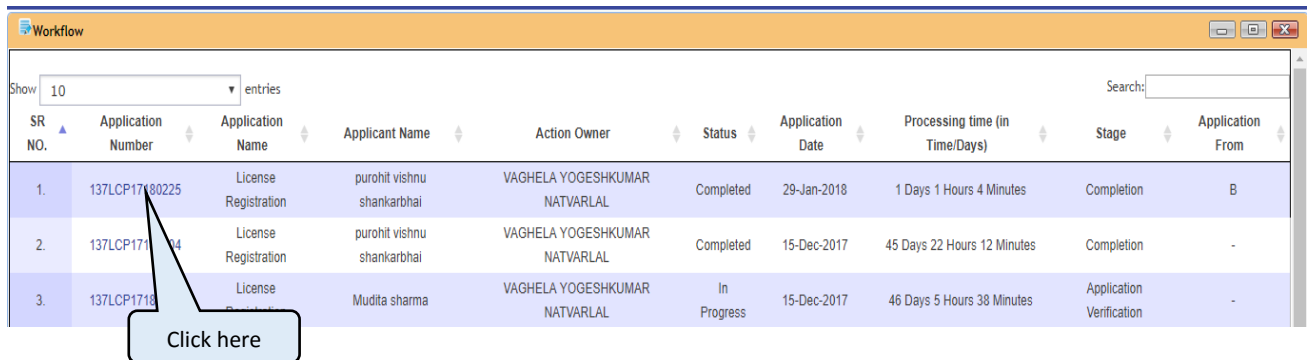
	<b>HIMMATNAGAR NAGARPALIKA</b>		
Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001			
<u>Acknowledgement Receipt</u>			
<b>Application Number</b>	: 137LCP17180225	<b>Application Date</b>	: 29-01-2018 02:52 PM
<b>Application Name</b>	: RENEW LICENSE REGISTRATION	<b>Mobile Number</b>	: 9825274138
<b>Applicant Name</b>	: PUROHIT VISHNU SHANKARBHAI	<b>Email</b>	: purohit.vishnu@gm ail.com
<b>Applicant Address</b>	: A/25 GOKULNAGAR RAGHUNANDAN MAHAVIRNAFGAR , HIMMATNAGAR - 383001		
<b>License Type</b>	: ARCHITECT		
<b>Application Type</b>	: RENEW		
<b>Total Experience</b>	: 2.17 YEAR(S)		
<b>Stamp &amp; Signature</b>	:		

Close the Acknowledgement Receipt:

Submitted file will be appear in the work list of the L1 Officer (Initiator). Click on the work list in the home page.

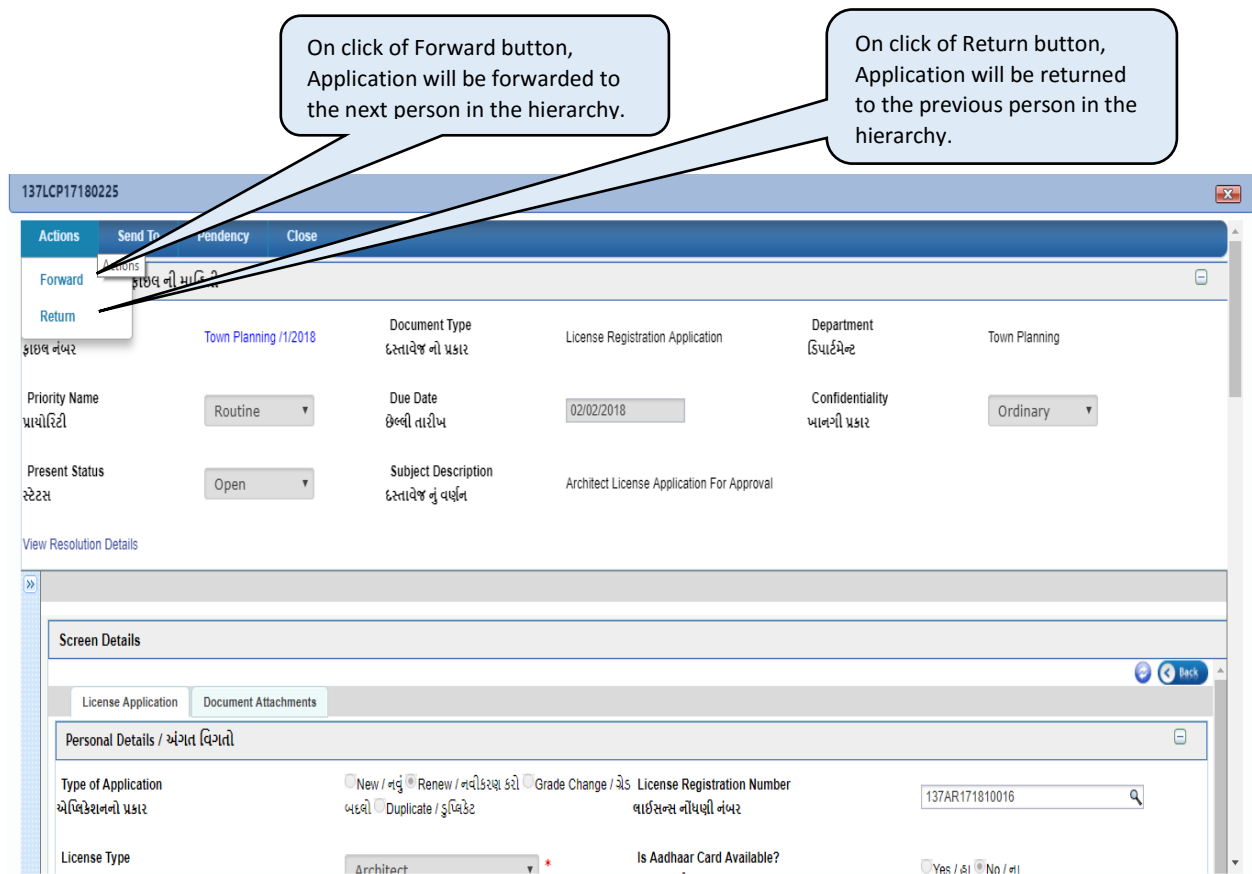


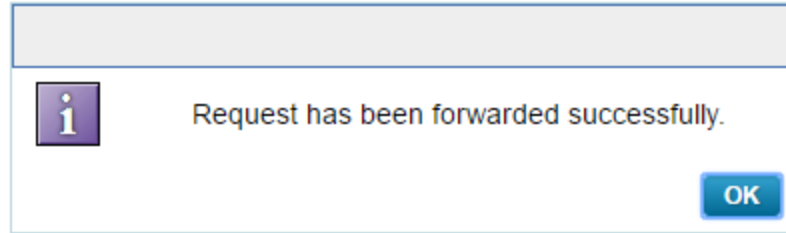
User will be able to search the file through application number.



On click of application number, following screen will appear.

User would be able to see the form filled by the applicant as well as able to download the documents for verification.

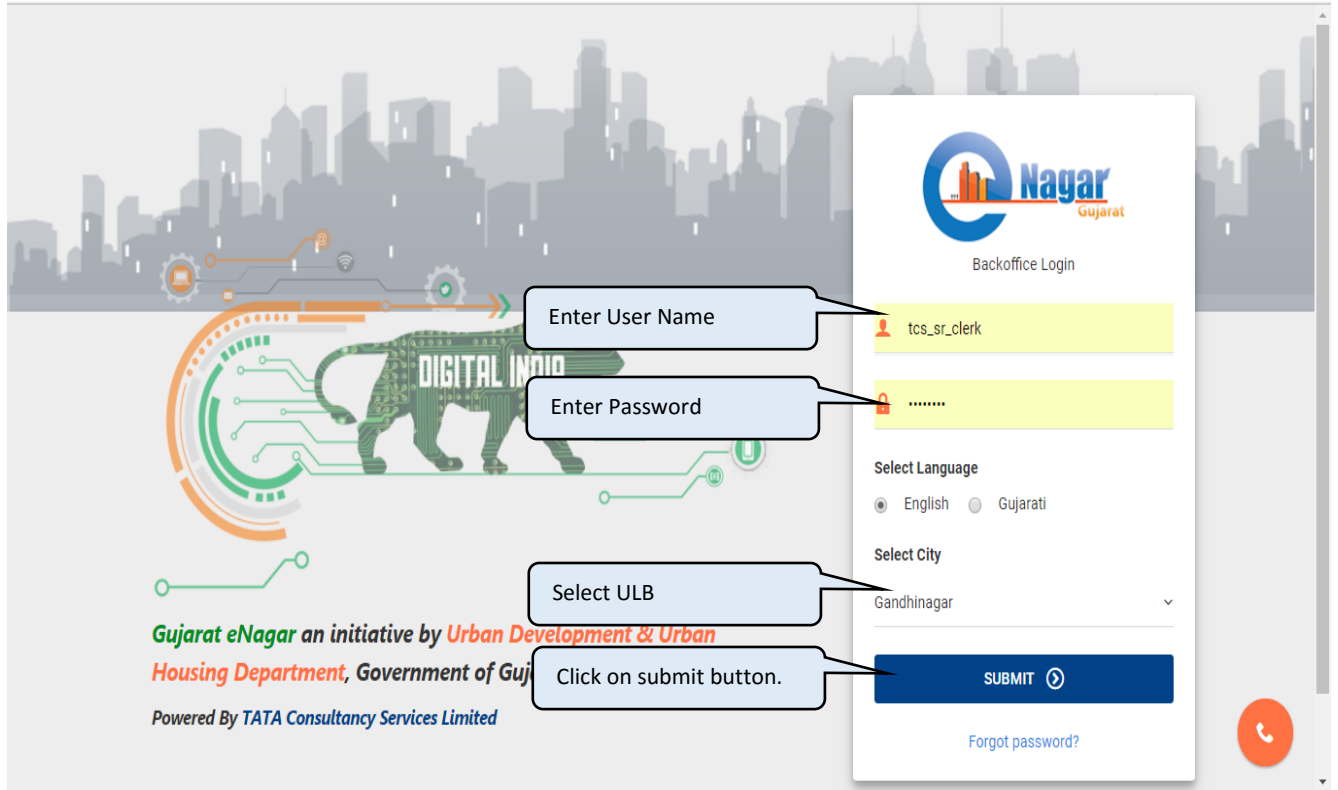




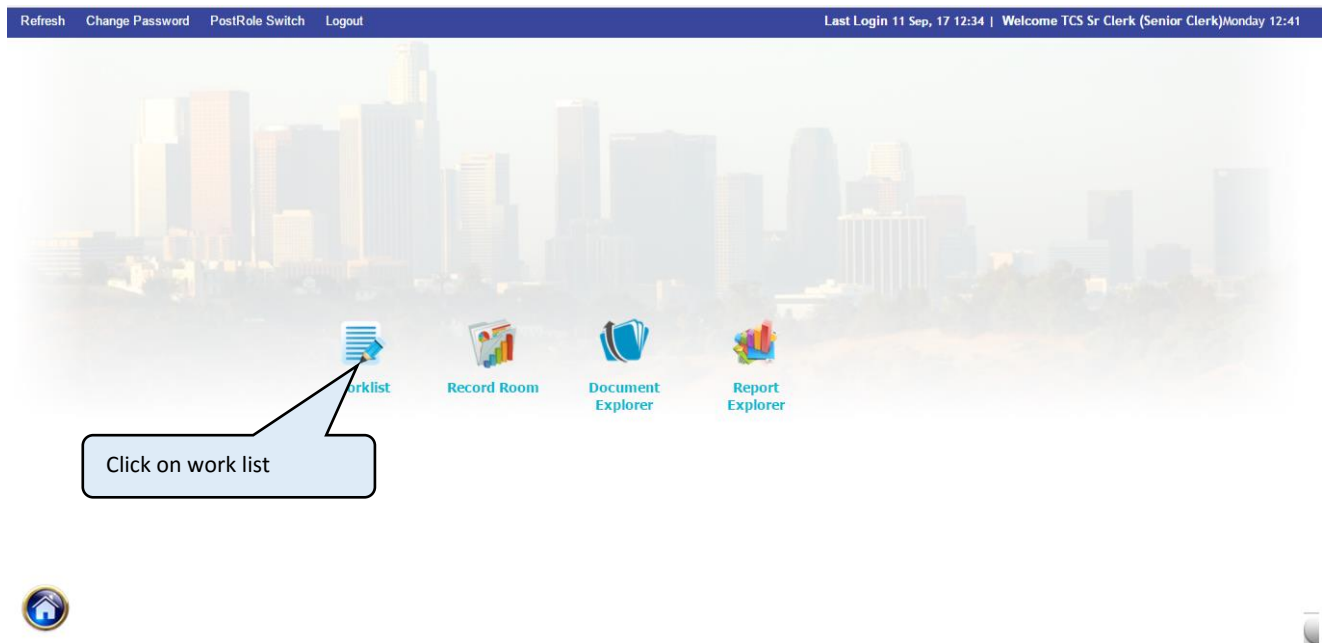
Logout of the application.



### 3.2 Login: L2 Officer (Verifier)



On click of submit button, following screen will be appear.



On click of work list, following screen will open. Search based on the application number.

SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From
1.	137LCP17180198	License Registration	Parin Harishkumar Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 27 Minutes	Application Verification	-
2.	137LCP17180197	License Registration	nnilu kargathra	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 31 Minutes	Application Verification	-
3.	137LCP17180196	License Registration	Ashokkumar Ramanlal Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	30-Nov-2017	60 Days 23 Hours 39 Minutes	Application Verification	-
4.	137LCP17180225	License Registration	Priyanka jkjkjkld kukreja	GOR JIGNESHBHAI DINESHCHANDRA	Rejected	20-Nov-2017	71 Days 5 Hours 38 Minutes	Completion	-

On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifying data, User will forward the file to the next person in the Heirarchy.

On click of Forward button, Application will be forwarded to the next person in the hierarchy.

On click of Return button, Application will be returned to the previous person in the hierarchy.

137LCP17180225

Actions Send Pendency Close

Forward Return

કાંઈવ નંબર

Town Planning /1/2018

Document Type દસ્તાવેજ નો પ્રકાર License Registration Application

Department ડિપાર્ટમેન્ટ Town Planning

Priority Name પ્રાયોરિટી Routine

Due Date છેલ્લી તારીખ 02/02/2018

Confidentiality ખુલાશી પ્રકાર Ordinary

Present Status સ્થેટસ Open

Subject Description દસ્તાવેજ નું વર્ણન Architect License Application For Approval

View Resolution Details

Screen Details

License Application Document Attachments

Personal Details / અંગત વિગતો

Type of Application એપ્લિકેશનનો પ્રકાર  New / નવું  Renew / નવોડસ્તર કરો  Grade Change / ગ્રેડ લાઇસન્સ નંબર 137AR171810016

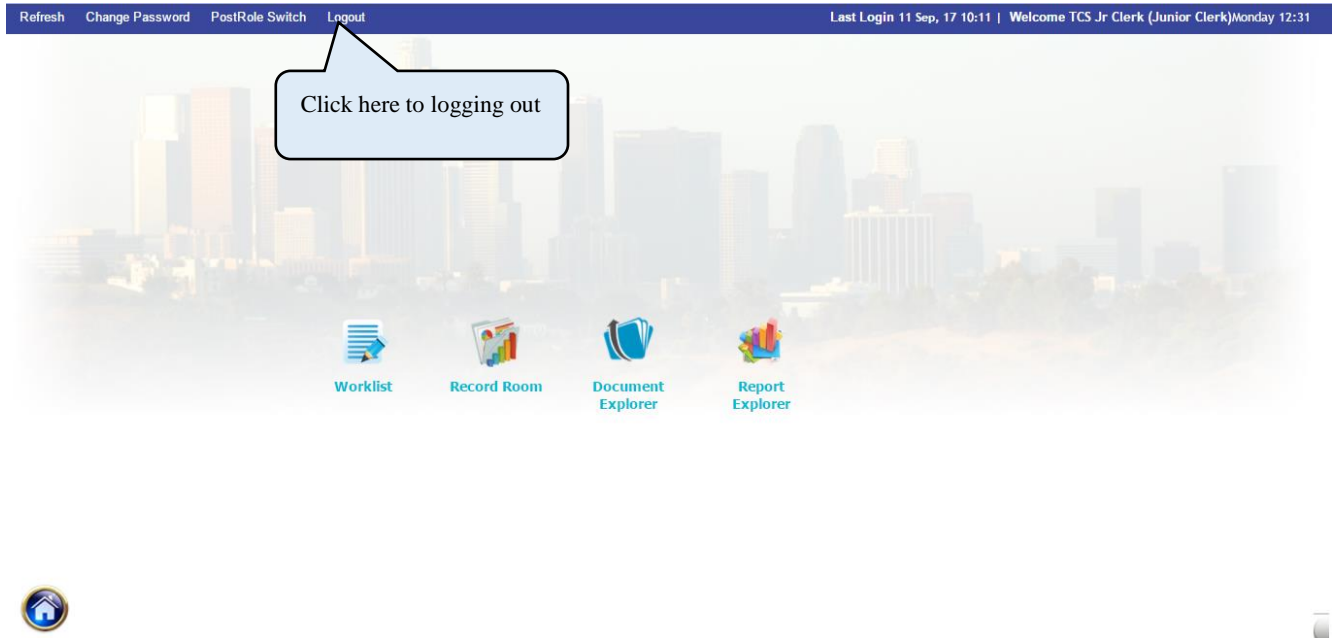
License Type Architect

Is Aadhaar Card Available?  Yes / હા  No / ના

Click on forward button, following message will be populated.

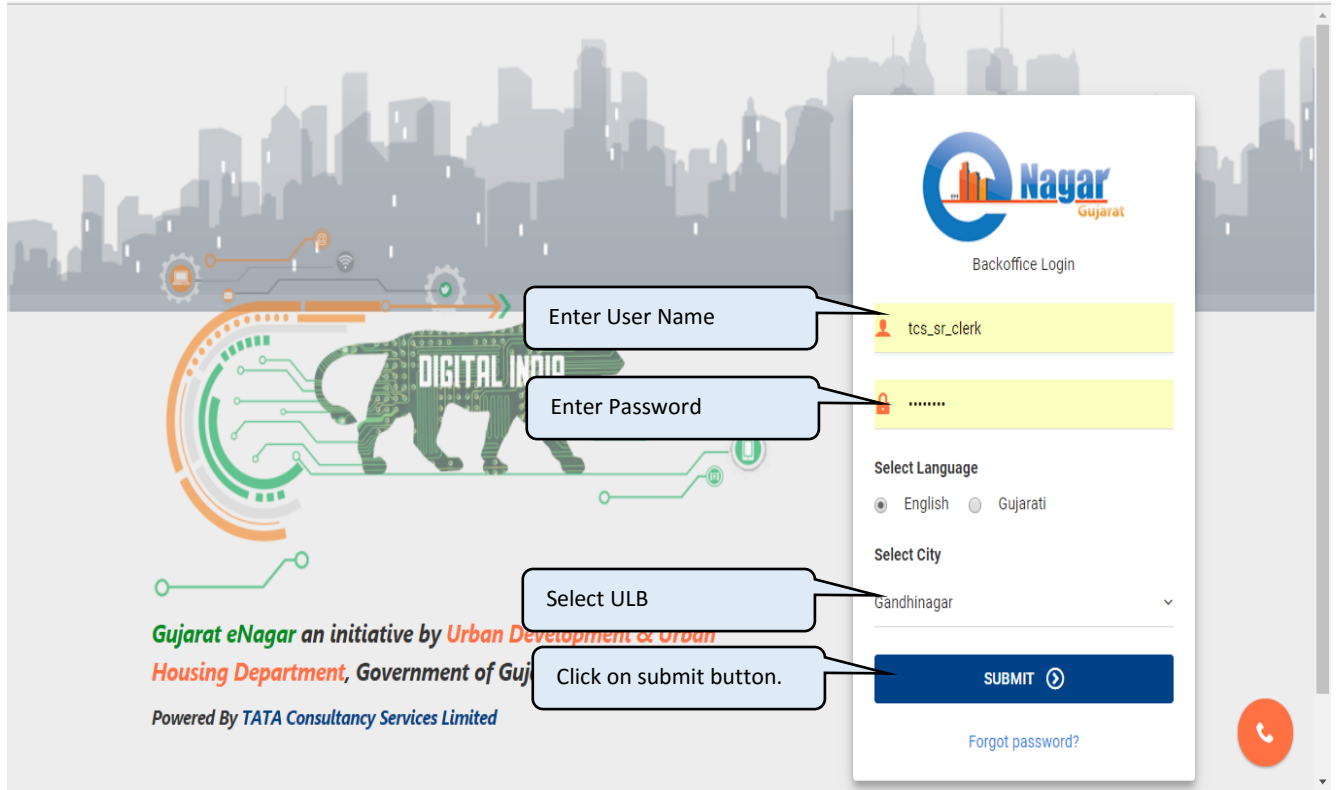


Click on logout.

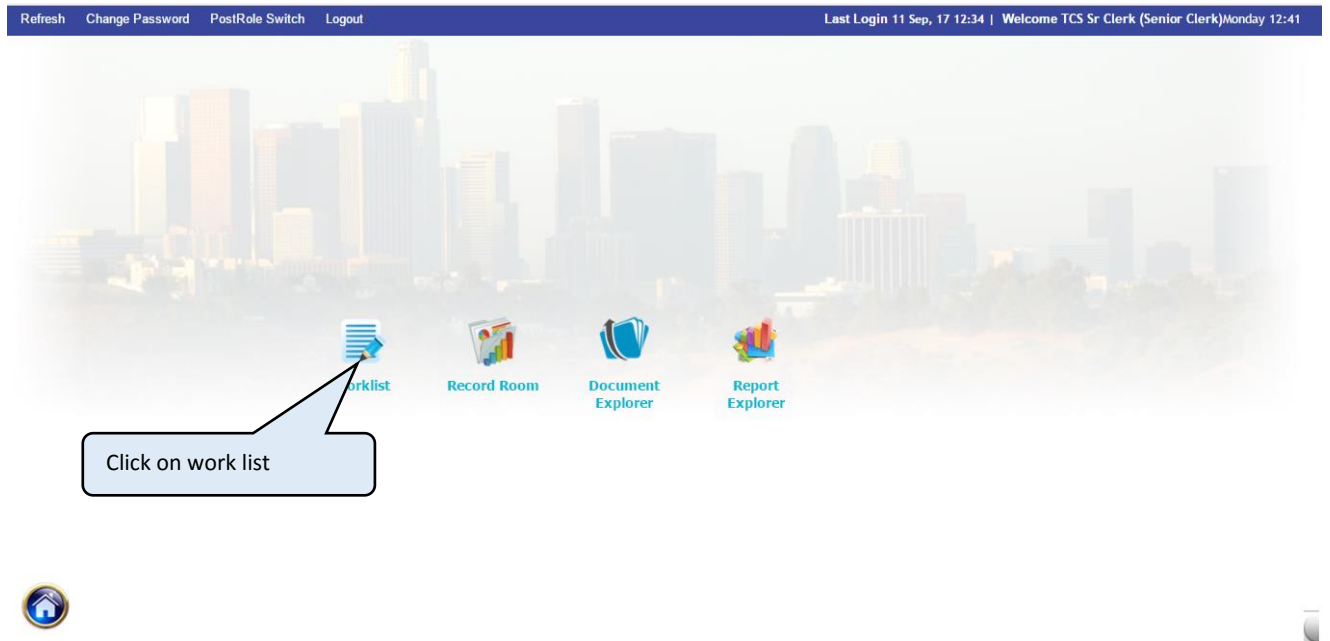


On click of logout following popup will be populated. Click on Yes Button.

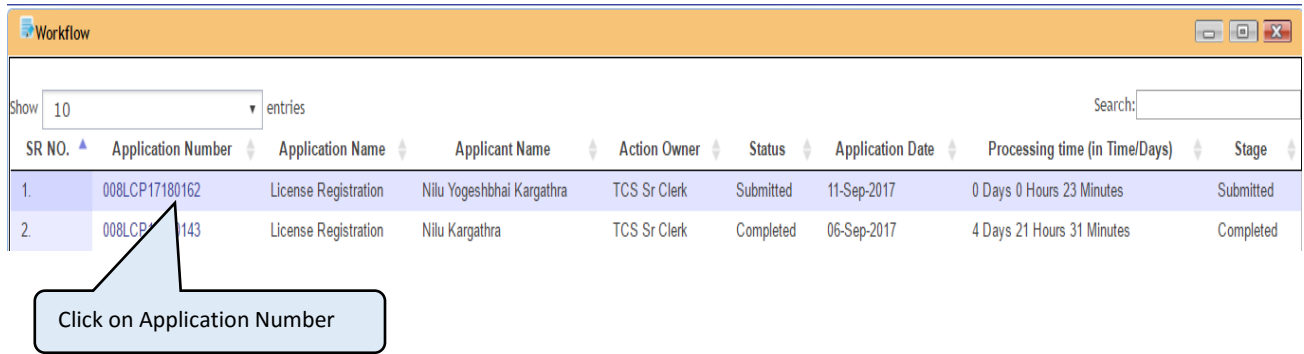
### 3.3 Login: L3 Officer (Approver)



On click of submit button, following screen will be appear.



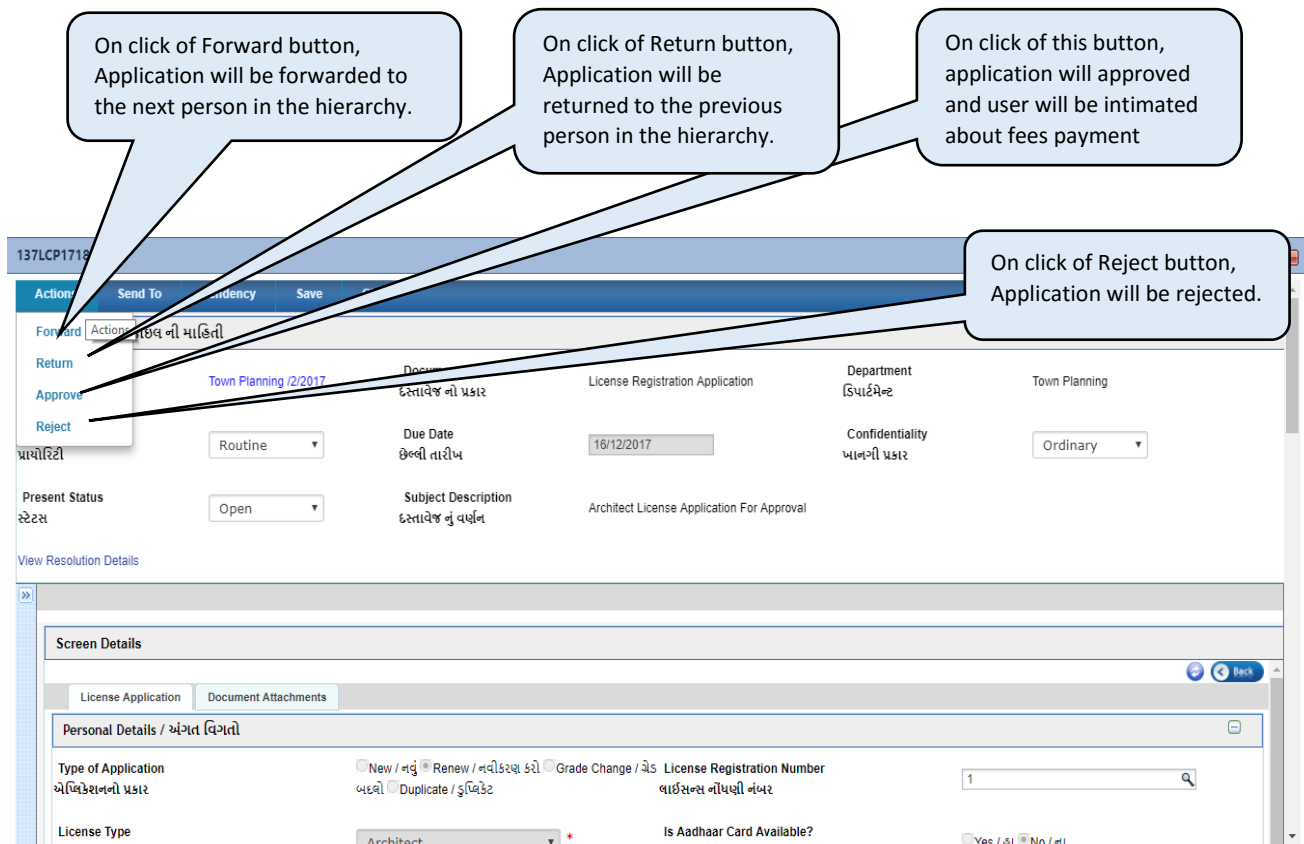
On click of work list, following screen will open. Search based on the application number.



On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

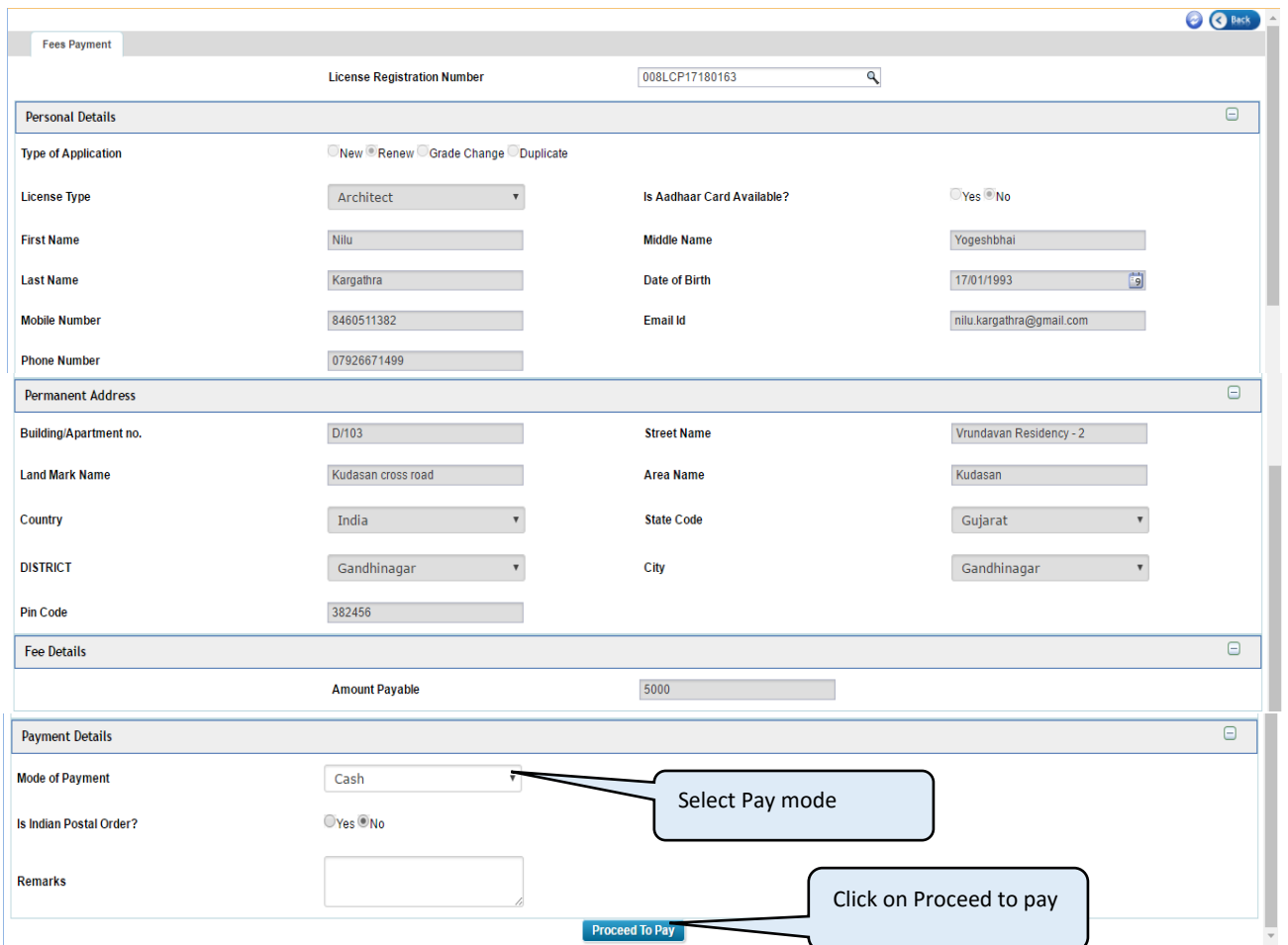
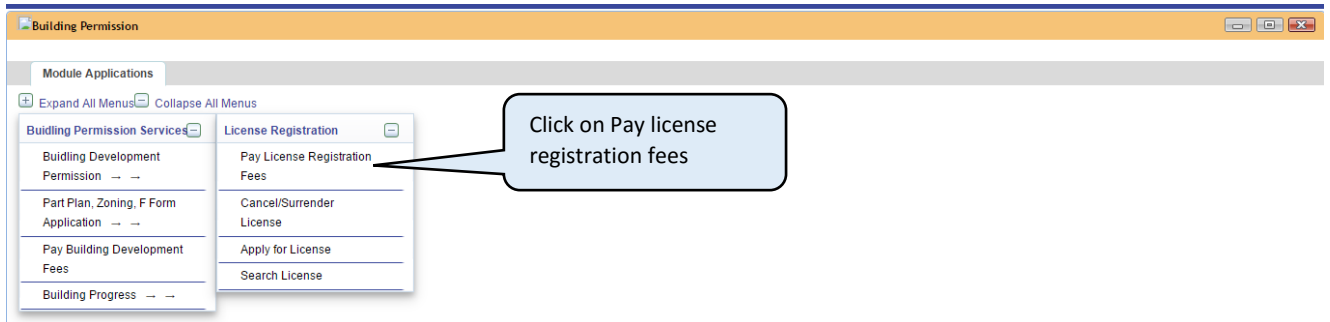
After verifying data, User will approve the file.

On approval, SMS and email regarding Fees Payment will be sent to Applicant.





Logout of the system after approving the file.

### 3.4 Fees Payment: Login: L1 Officer (Initiator) or CCC Operator



**Payment Receipt**

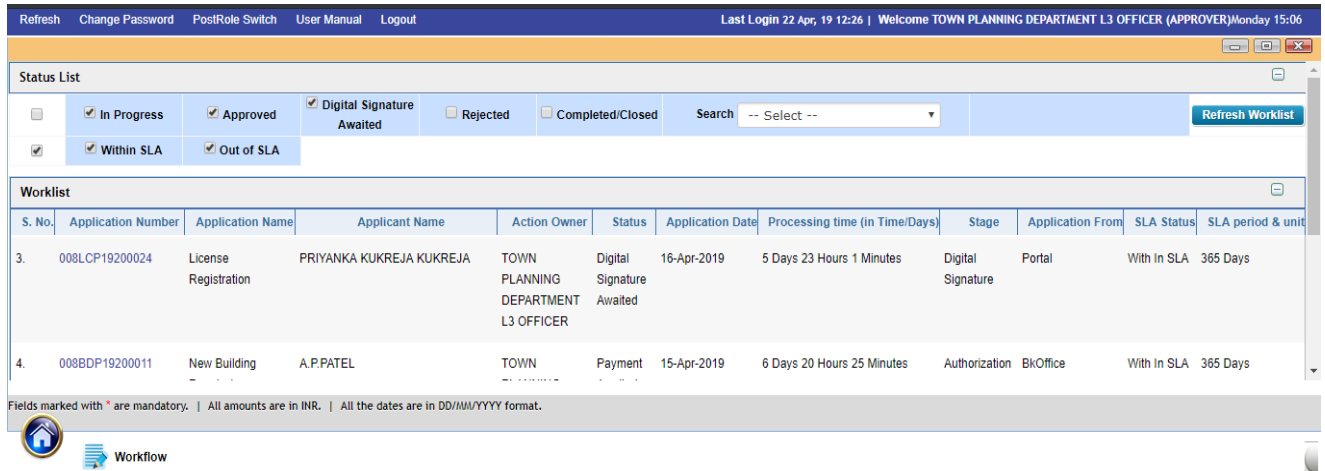
	<h2 style="margin: 0;">HIMMATNAGAR NAGARPALIKA</h2>				
<p>Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001</p> <p style="text-align: center;"><u>Payment Receipt</u></p>					
<b>Receipt Number</b> : 2901201813700001	<b>Payment Date</b> : 29-01-2018 02:56 PM				
<b>Application Name</b> : RENEW LICENSE REGISTRATION	<b>Mobile Number</b> : 9825274138				
<b>Payee Name</b> : PUROHIT VISHNU SHANKARBHAI	<b>Email</b> : purohit.vishnu@gm ail.com				
<b>Applicant Address</b> : A/25 GOKULNAGAR RAGHUNANDAN MAHAVIRNAFGAR , HIMMATNAGAR - 383001					
<b>Pay Mode</b> : CASH					
<b>Application Number</b> : 137LCP17180225	<b>License Type</b> : ARCHITECT				
<b>License Holder's Name</b> : PUROHIT VISHNU SHANKARBHAI	<b>License Holder's Address</b> : A/25 GOKULNAGAR RAGHUNANDAN MAHAVIRNAFGAR , HIMMATNAGAR - 383001				
<b>License Number</b> : 137AR171810016					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Payment Head</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td>LICENSE REGISTRATION FEE</td> <td style="text-align: right;">5000</td> </tr> </tbody> </table>		Payment Head	Amount	LICENSE REGISTRATION FEE	5000
Payment Head	Amount				
LICENSE REGISTRATION FEE	5000				
<b>Amount in Words</b> : RUPEES FIVE THOUSAND ONLY.					
<b>Received By</b> : VAGHELA YOGESHKUMAR NATVARLAL					
<b>Received At</b> : TOWN PLANNING - OFFICE					
<b>Stamp &amp; Signature</b> :					

### 3.5 Digitally signed Certificate:

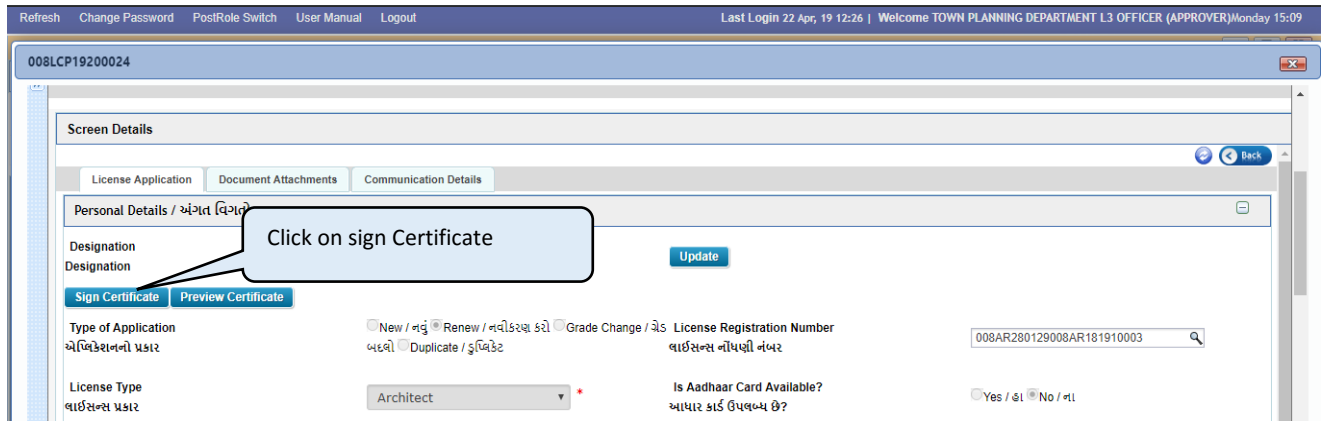
Login to L3 officer’s ID:

Go to worklist → click on application number

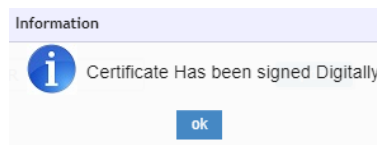
Application status would be Digital Signature awaited.



Click on Sign Certificate → Enter password of Token



On successful signing the certificate, following message will come.



To download the license follow the steps as follows:

Login to L1 officer’s ID:

Go to Building Permission → License Registration → Search License Registration



The screenshot shows the 'Module Applications' menu. Under the 'License Registration' sub-menu, the 'Search License' option is highlighted. A callout box with the text 'Click on Search License' points to this option.

The screenshot shows the 'License Registration List' search form and results table. The search form includes fields for 'Type of Application', 'License Type', 'Application Number', 'From License Issue Date', 'Mobile Number', 'License Registration Number', and 'To License Issue Date'. There are 'Search' and 'Reset' buttons. Below the form is a table with search results. A callout box points to the 'Search' button with the text 'Click here to search the license application'. Another callout box points to the 'Download License' link in the 'Actions' column of the first row with the text 'Click here to download the license'.

S. NO.	License Registration Number	Application Number	License Holder's Name	License Type	Mobile Number	Email Id	License Expiry Date	Status	Actions
1	008AR171810017	008LCP17180163	Nilu Yogeshbhai Kargathra	Architect	8460511382	nilu.kargathra@gmail.com	10/09/2022	Approved	Download License

## CHAPTER 4. Grade Change:

System will allow following license type to upgrade the license:

- Structural Engineer
- Clerk of Work
- Supervisor

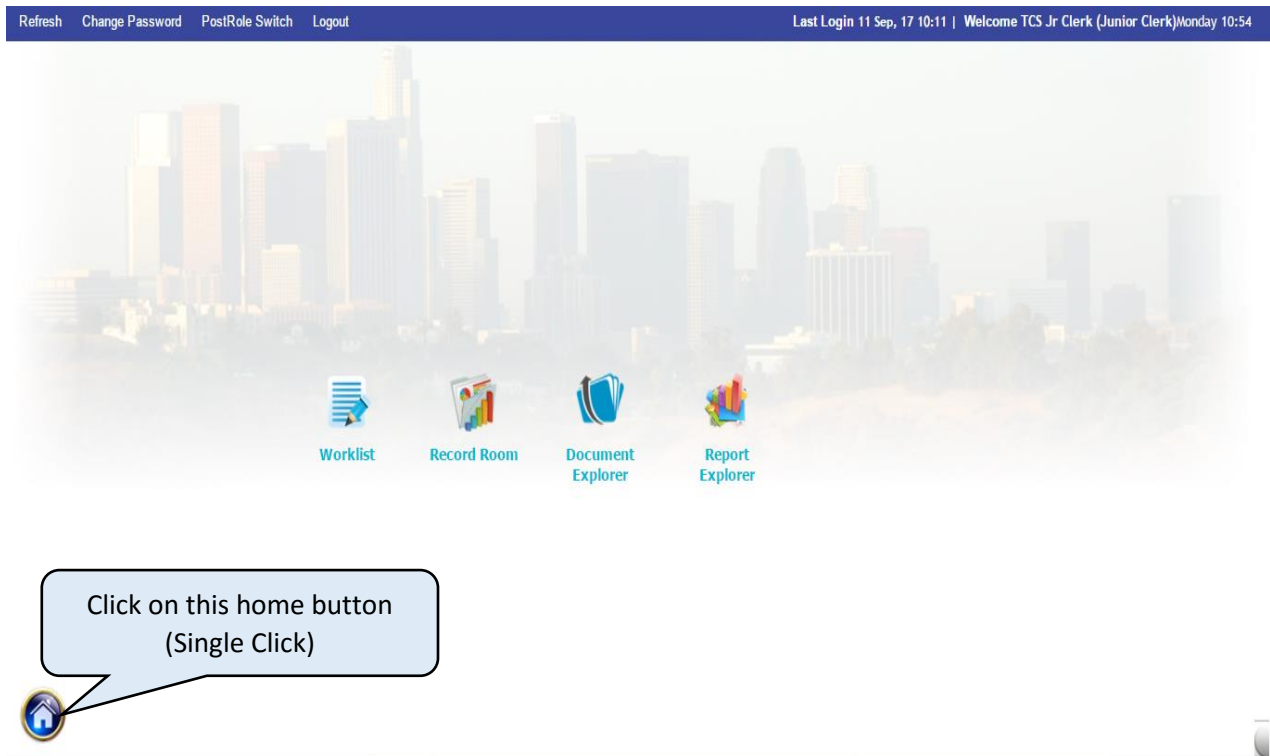
### 4.1 Login: L1 Officer (Initiator)

#### Navigation

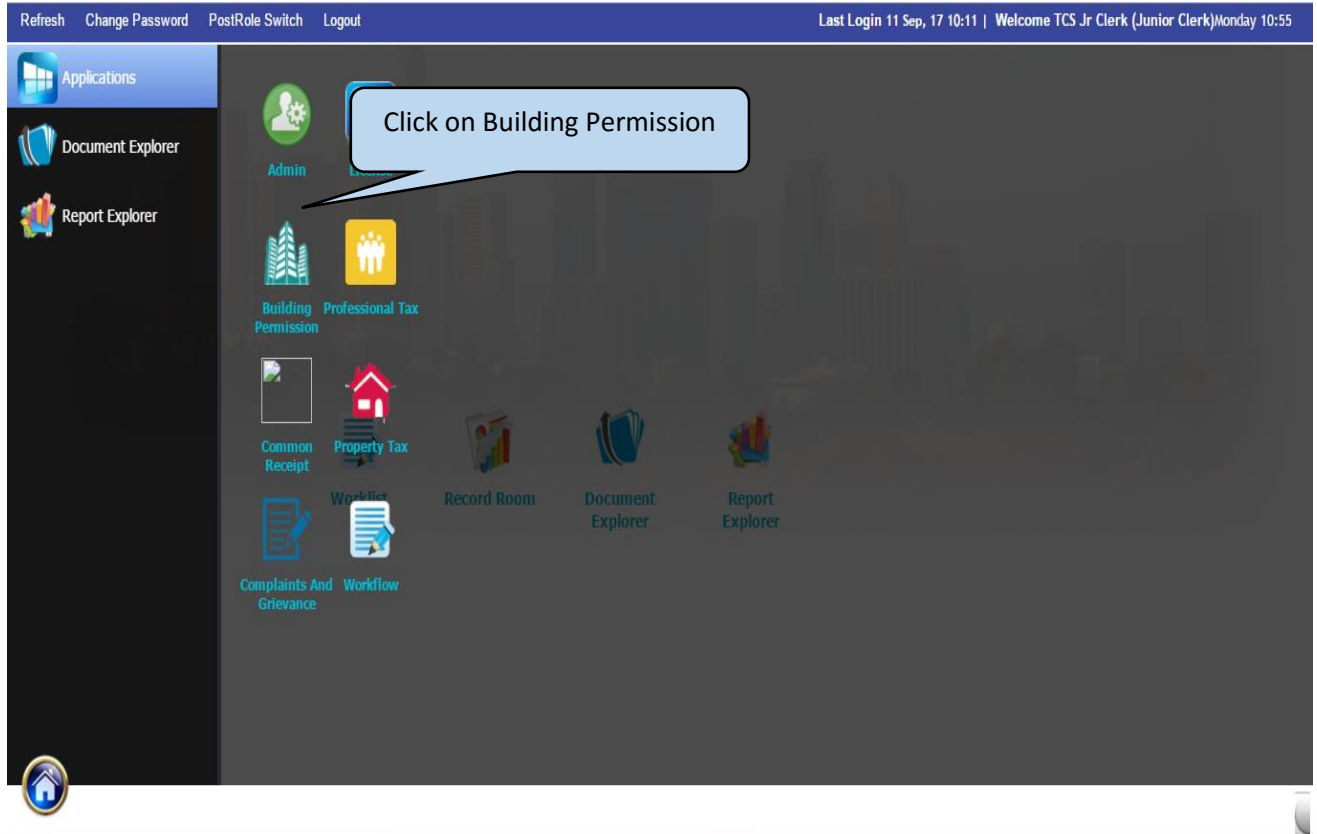
After login:

Click on 'Home' → Click on 'Building Permission' → click on 'Apply for license'

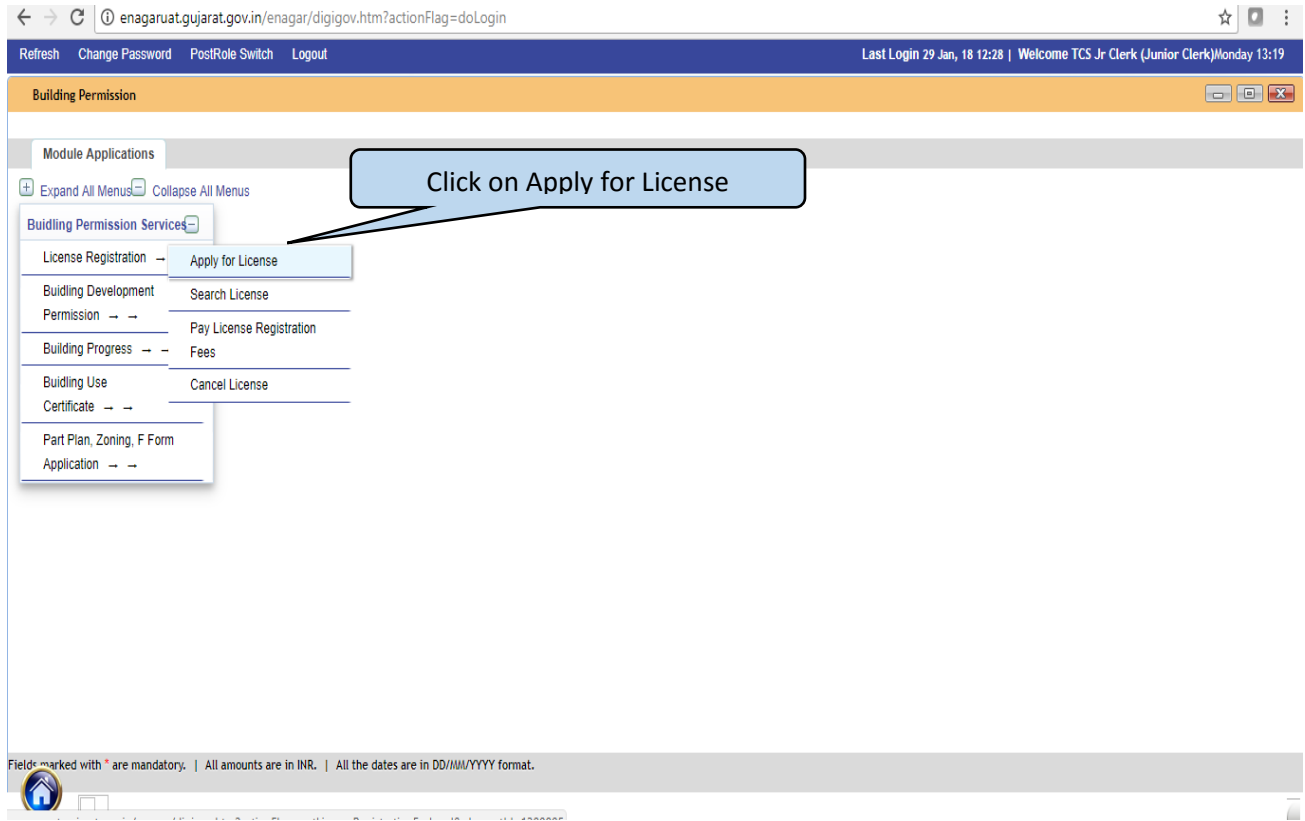
Kindly refer to the screen below



On click of this, menu will appear on screen where user needs to select 'Building Permission'



On click of Building Permission, following menu will appear, user needs click on apply for license link.



Open License Registration form, select Application Type as Grade Change and Enter License Number. Based on License Number, Data will be populated based on License Number.

License Application
Document Attachments

**Personal Details**

Type of Application:  New  Renew  Grade Change  Duplicate

License Type:  \*

First Name:  \*

Last Name:  \*

Mobile Number:  \*

Phone Number:

License Registration Number:  \*

Is Aadhaar Card Available?:

Middle Name:

Date of Birth:  \*

Email Id:  \*

**Permanent Address**

Building/Apartment no.:  \*

Street Name:

Land Mark Name:

Area Name:  \*

Country:  \*

State Code:  \*

DISTRICT:  \*

City:  \*

Pin Code:  \*

**Present Address**

Same as above

Building/Apartment no.:  \*

Street Name:

Land Mark Name:

Area Name:  \*

Country:  \*

State Code:  \*

DISTRICT:  \*

City:  \*

Pin Code:  \*

**Eligibility Criteria**

License Type	Qualification	Required Experience	Permissible Date
Structural Engineer grade - 1	B.E./ B. Tech Civil	10 Years	30/08/2017
Structural Engineer grade - 1	ME/ M.Tech Civil	3 Years	30/08/2017
Structural Engineer grade - 1	Ph. D in Structural Engineering.	3 Years	30/08/2017

**Education Details**

Qualification:  \*

Completion Month:  \*

Completion Year:  \*

Qualification	Institute Name	Completion Month	Completion Year	Actions
B.E./ B. Tech Civil	Chhotubhai Gopalbhai Patel Institute Of Technology, Tarsadi Bardoli	6	2008	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
ME/ M.Tech Civil	AARYA VEER COLLEGE OF ENGINEERING AND TECHNOLOGY,RAJKOT	6	2012	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Select license type as Grade Change

Enter License number

User will enter Education details if required.

**Experience Details**

Name of Institute/Organization

Month of Experience  Year of Experience

Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions
dgndghdh	fhghfth	2	2	

Total Experience  \*

**Personal Details**

License Application | Document Attachments

Checklist - Document CheckList



<input checked="" type="checkbox"/> Graduation Certificate  Test.pdf 	<input checked="" type="checkbox"/> PG-Certificate Drag & Drop Files Here	<input checked="" type="checkbox"/> Experience Certificate Drag & Drop Files Here
--	--	--

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given by the Competent Authority and shall carry out my responsibilities as prescribed in the General Development Control Regulations. I also understand that if I fail to perform my responsibilities as above, the Competent Authority reserves the right to de-register me, forfeit my security deposit and take other appropriate action as defined in the General Development Control Regulations and as per the provisions of the Act.

Click on submit button, acknowledgement receipt will be generated

On submission, application will be sent to the work list of next person in hierarchy. Further flow of the application is same as New and Renew license registration.

**Acknowledgement Receipt:**

	<b>HIMMATNAGAR NAGARPALIKA</b>		
Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001			
<u>Acknowledgement Receipt</u>			
<b>Application Number</b>	: 137LCP17180227	<b>Application Date</b>	: 30-01-2018 05:58 PM
<b>Application Name</b>	: GRADE CHANGE LICENSE REGISTRATION	<b>Mobile Number</b>	: 9999999999
<b>Applicant Name</b>	: SATISH PENTAKOTA	<b>Email</b>	: satish.pentakota@g mail.com
<b>Applicant Address</b>	: 43/A UGUTI HEIGHTS KUDASAN , HIMMATNAGAR - 333333		
<b>License Type</b>	: STRUCTURAL ENGINEER GRADE - 2		
<b>Application Type</b>	: GRADE CHANGE		
<b>Total Experience</b>	: 2.0 YEAR(S)		
<b>Stamp &amp; Signature</b>	:		

Close the Acknowledgement receipt by clicking on cross button on right side upper corner.

Submitted file will be appear in the work list of the L1 Officer (Initiator). Click on the work list in the home page.

Refresh Change Password PostRole Switch Logout Last Login 11 Sep, 17 10:11 | Welcome TCS Jr Clerk (Junior Clerk)Monday 12:13



Click here

-  Worklist
-  Record Room
-  Document Explorer
-  Report Explorer



User will be able to search the file through application number.

SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From
1.	137LCP17180227	License Registration	Satish Pentakota	VAGHELA YOGESHKUMAR NATVARLAL	In Progress	30-Jan-2018	0 Days 0 Hours 9 Minutes	Application Verification	B
2.	137LCP17180227	License Registration	Satish Pentakota	VAGHELA YOGESHKUMAR NATVARLAL	Completed	30-Jan-2018	0 Days 0 Hours 12 Minutes	Completion	B
3.	137LCP17180227	License Registration	purohit vishnu shankarbai	VAGHELA YOGESHKUMAR NATVARLAL	Completed	29-Jan-2018	1 Days 3 Hours 15 Minutes	Completion	B

On click of application number, following screen will appear.

User would be able to see the form filled by the applicant as well as able to download the documents for verification.

On click of Forward button, Application will be forwarded to the next person in the hierarchy.

On click of Return button, Application will be returned to the previous person in the hierarchy.

137LCP17180227

Actions: Forward, Return, Reject

Document Type: License Registration Application

Department: Town Planning

Priority Name: Routine

Due Date: 03/02/2018

Confidentiality: Ordinary

Present Status: Open

Subject Description: Structural Engineer grade - 2 License Application For Approval

Screen Details: License Application, Document Attachments

Personal Details / અંગત વિગતો

Type of Application: New / Renew / Grade Change / Duplicate

License Registration Number: 137SE171810003

License Type: Structural Engineer grade - 2

Is Aadhaar Card Available? Yes / No

Click on forward button, following message will be populated.

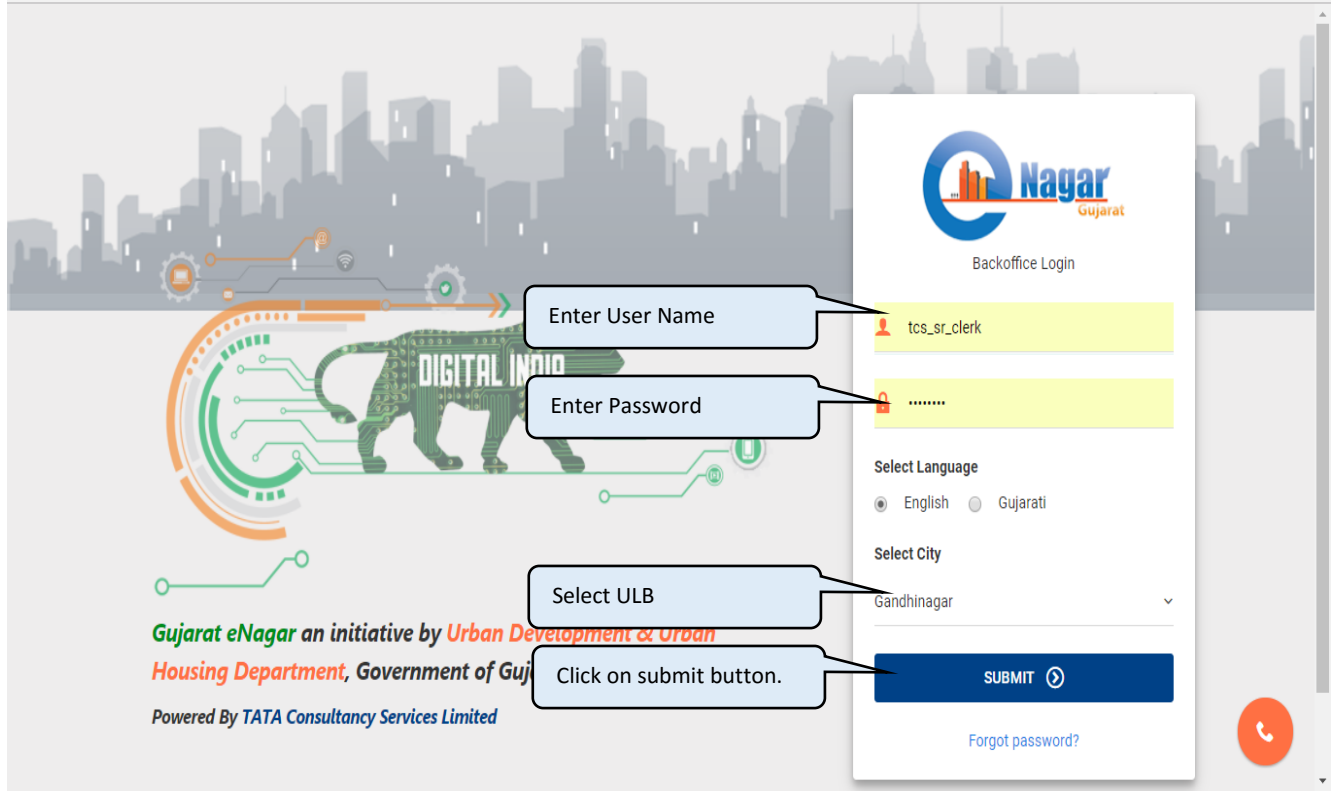
**i** Request has been forwarded successfully.

OK

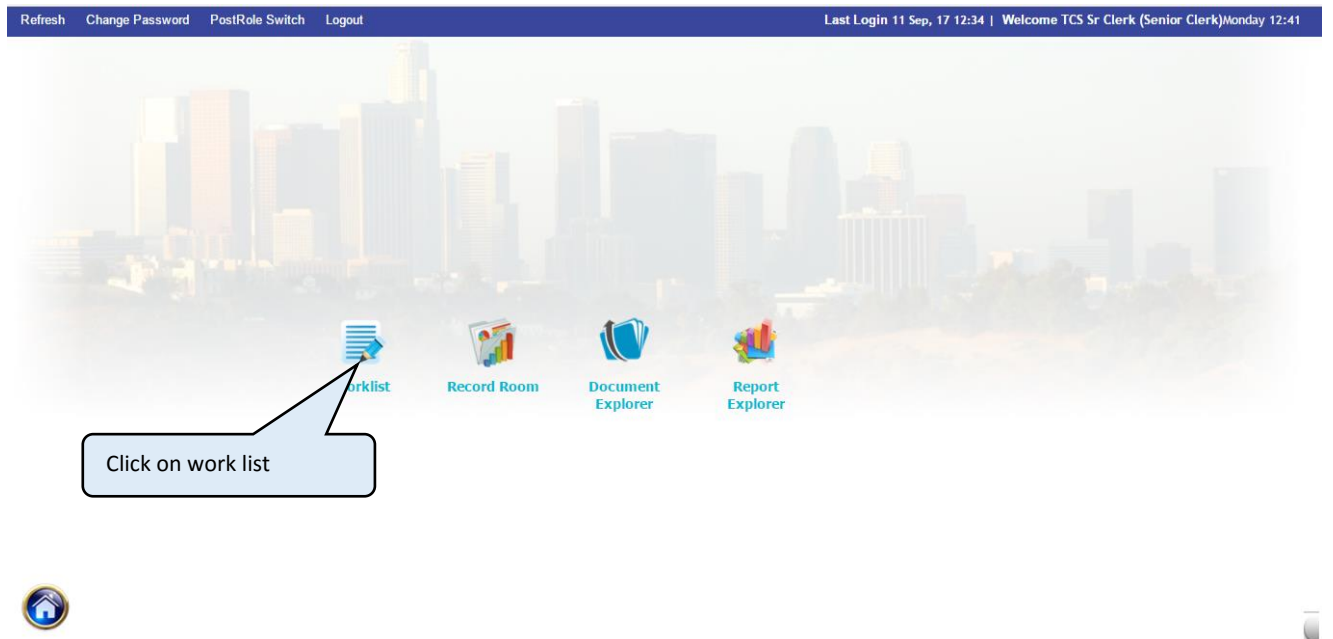


Click on logout.

### 4.2 Login: L2 Officer (Verifier)



On click of submit button, following screen will be appear.



On click of work list, following screen will open. Search based on the application number.

SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From
1.	137LCP17180198	License Registration	Parin Harishkumar Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 27 Minutes	Application Verification	-
2.	137LCP17180197	License Registration	nnilu kargathra	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 31 Minutes	Application Verification	-
3.	137LCP17180196	License Registration	Ashokkumar Ramanlal Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	30-Nov-2017	60 Days 23 Hours 39 Minutes	Application Verification	-
4.	137LCP17180195	License Registration	Priyanka jkjjkjd kukreja	GOR JIGNESHBHAI DINESHCHANDRA	Rejected	20-Nov-2017	71 Days 5 Hours 38 Minutes	Completion	-

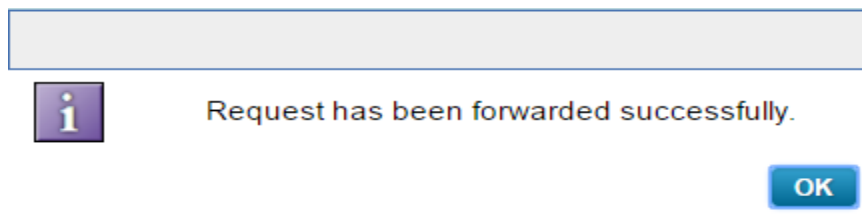
On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifying data, User will forward the file to the next person in the Heirarchy.

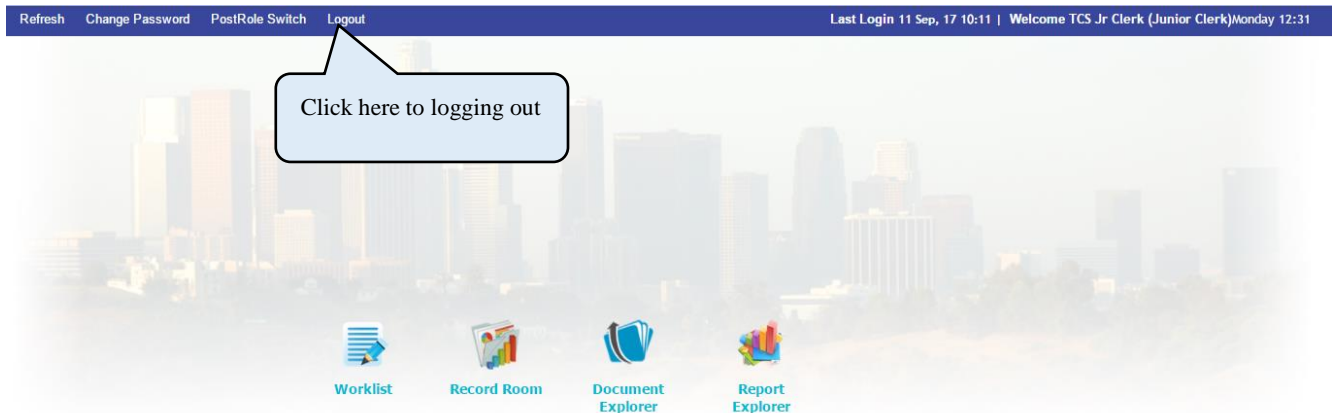
On click of Forward button, Application will be forwarded to the next person in the hierarchy.

On click of Return button, Application will be returned to the previous person in the hierarchy.

Click on forward button, following message will be populated.

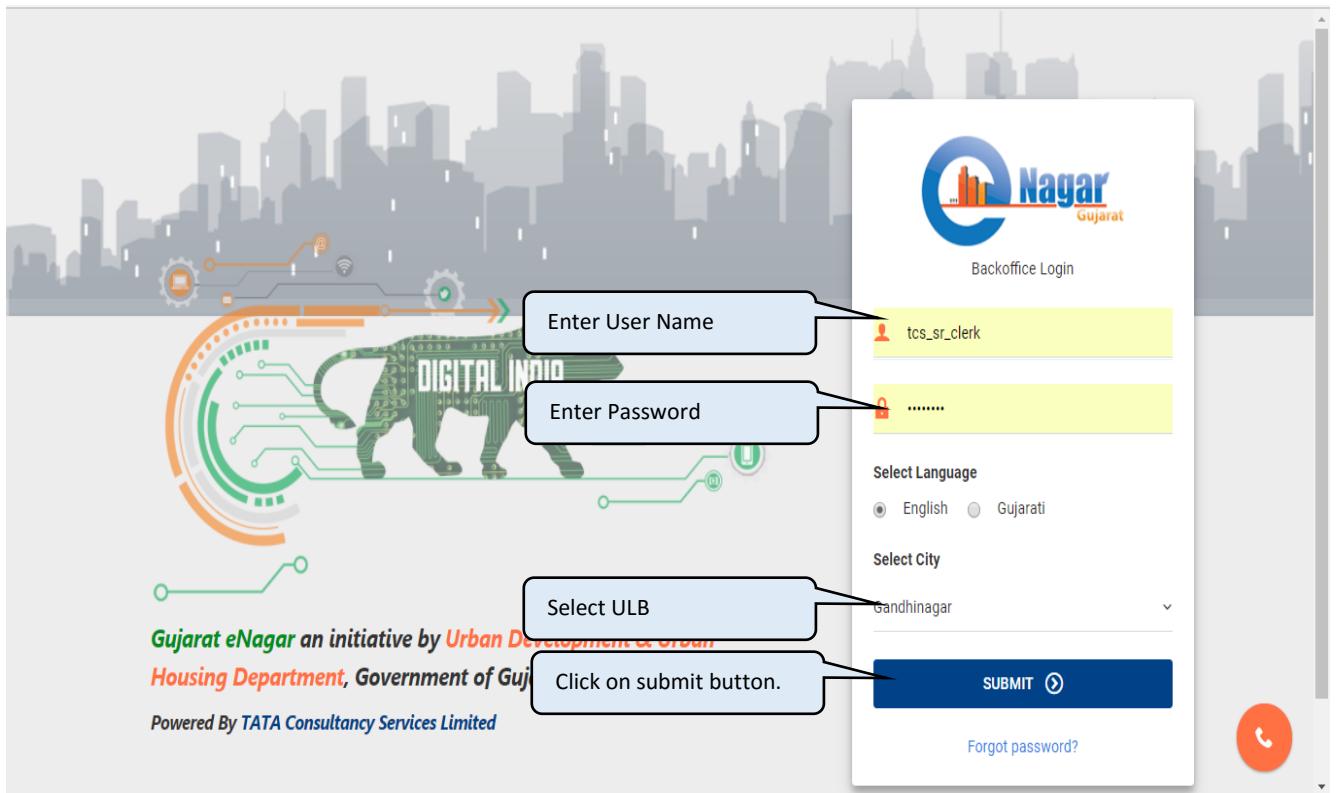


Click on logout.

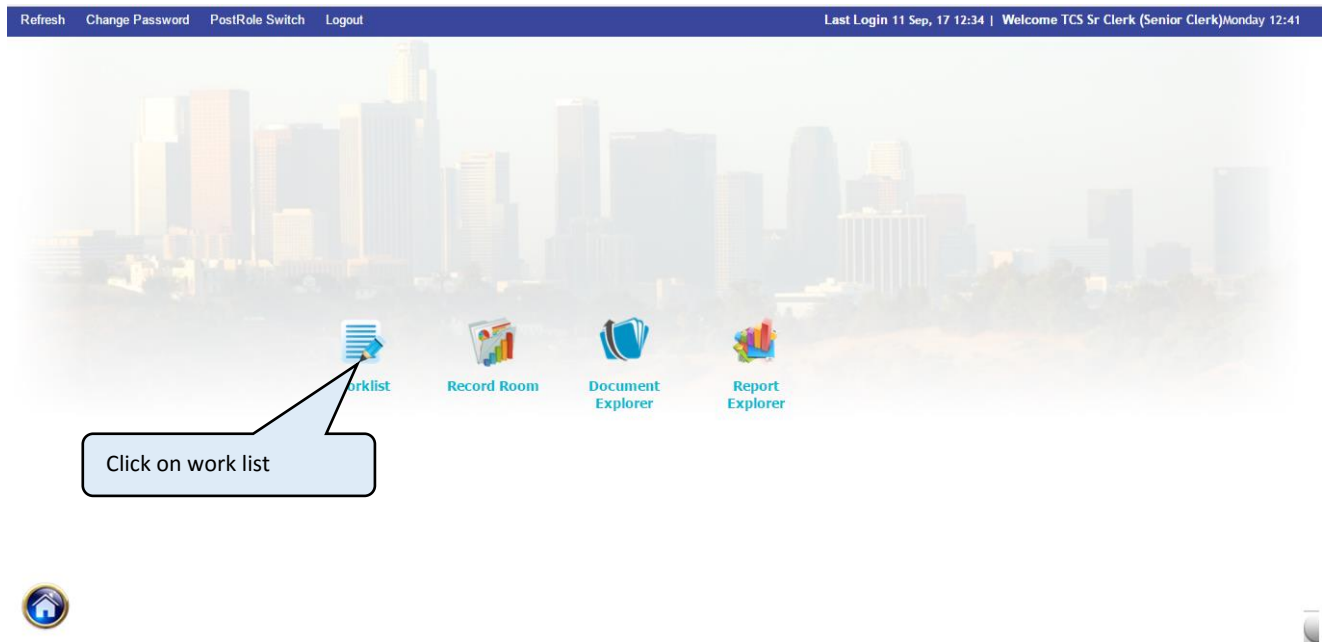


On click of logout following popup will be populated. Click on Yes Button.

### 4.3 Login: L3 Officer (Approver)



On click of submit button, following screen will be appear.



On click of work list, following screen will open. Search based on the application number.

The screenshot shows a window titled "Workflow" with a search bar and a table of application entries. A callout box points to the application number "137LCP17180198" in the first row of the table, with the text "Click here".

SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From
1.	137LCP17180198	License Registration	Parin Harishkumar Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 27 Minutes	Application Verification	-
2.	137LCP17181197	License Registration	nnilu kargathra	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 31 Minutes	Application Verification	-
3.	137LCP17180198	License Registration	Ashokkumar Ramanlal Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	30-Nov-2017	60 Days 23 Hours 39 Minutes	Application Verification	-
4.	137LCP17180198	License Registration	Priyanka jkjkjkjd kukreja	GOR JIGNESHBHAI DINESHCHANDRA	Rejected	20-Nov-2017	71 Days 5 Hours 38 Minutes	Completion	-

On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifying data, User will approve the file.

On approval, SMS and email regarding Fees Payment will be sent to Applicant.

On click of Forward button, Application will be forwarded to the next person in the hierarchy.

On click of Return button, Application will be returned to the previous person in the hierarchy.

On click of this button, application will approved and user will be intimated about fees payment

On click of Reject button, Application will be rejected.

The screenshot shows a web application interface for 'License Registration Application'. It includes a navigation menu with 'Forward', 'Return', 'Approve', and 'Reject' buttons. The main content area displays application details such as 'Town Planning /2/2017', 'Due Date 16/12/2017', and 'Present Status Open'. Below this is a 'Screen Details' section with tabs for 'License Application' and 'Document Attachments', and a 'Personal Details' form with fields for 'Type of Application', 'License Registration Number', and 'License Type'.

Logout of the system after approving the file.

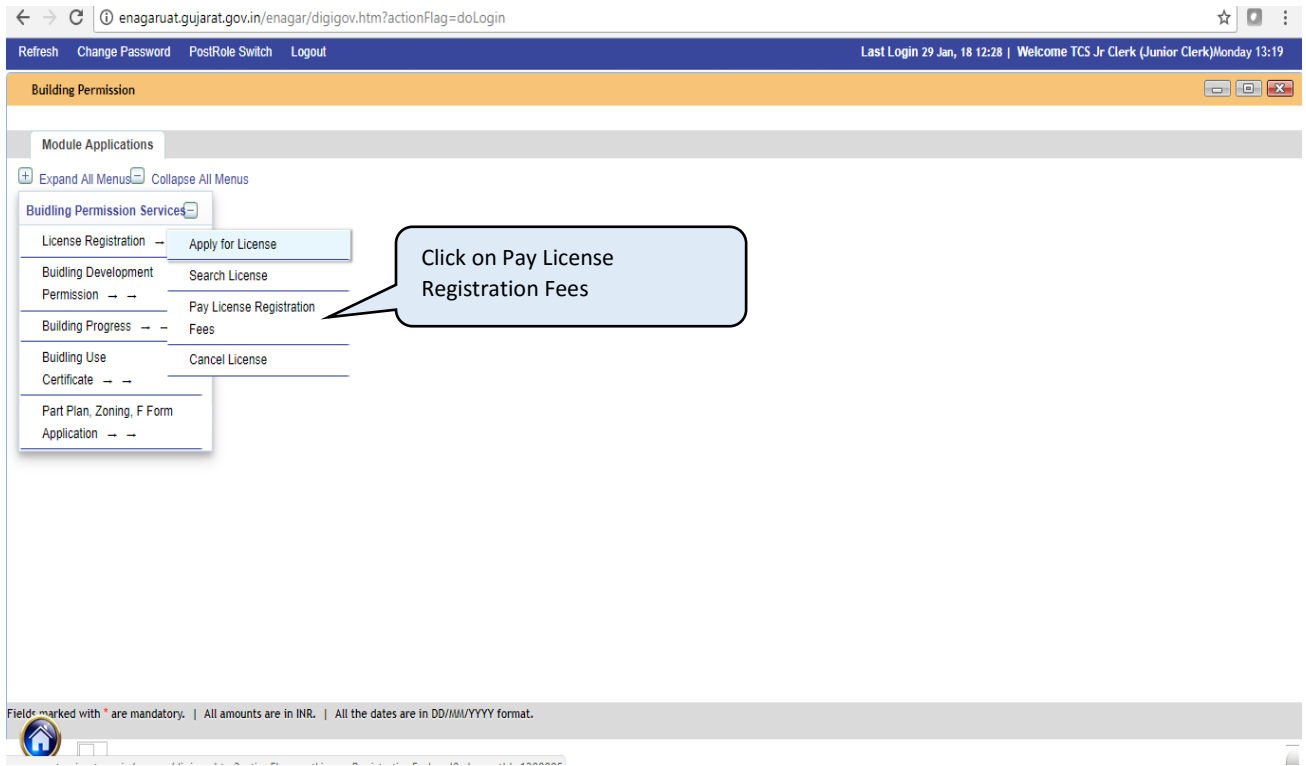
#### 4.4 Fees Payment: Login: L1 Officer (Initiator) or CCC Operator

Refresh Change Password PostRole Switch Logout Last Login 11 Sep, 17 12:34 | Welcome TCS Sr Clerk (Senior Clerk)Monday 12:46

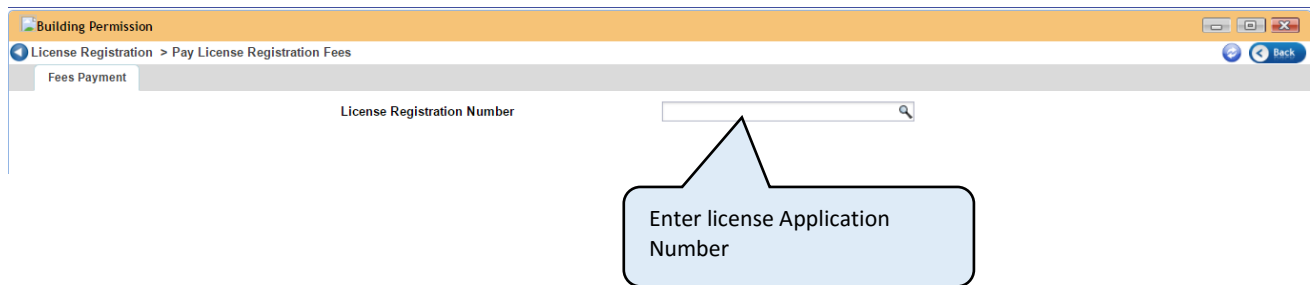
Worklist Record Room Document Explorer Report Explorer

Click on home then Building Permission

The screenshot shows the user's home dashboard in the eNagar system. At the top, there is a navigation bar with links for 'Refresh', 'Change Password', 'PostRole Switch', and 'Logout'. On the right, it displays the user's last login time and a welcome message. Below the navigation bar is a large background image of a city skyline. In the foreground, there are four main navigation icons: 'Worklist', 'Record Room', 'Document Explorer', and 'Report Explorer'. A callout box points to the home icon in the bottom left corner, with the text 'Click on home then Building Permission'.



On click of License Registration fees, following screen will open.



Based on the License application number entered, following details will be populated.

**Fees Payment**

**Personal Details / અંગત વિગતો**

Type of Application / એપ્લિકેશનનો પ્રકાર  New / નવું  Renew / નવોડરજા કરો  Grade Change / ગ્રેડ બદલો  Duplicate / ડુપ્લિકેટ

License Type / લાઇસન્સ પ્રકાર: Structural Engineer grade -

Is Aadhaar Card Available? / આધાર કાર્ડ ઉપલબ્ધ છે?  Yes / હા  No / ના

First Name / પ્રથમ નામ: Satish

Middle Name / મધ્ય નામ:

Last Name / છેલ્લું નામ: Pentakota

Date of Birth / જન્મ તારીખ: 12/12/1990

Mobile Number / મોબાઇલ નંબર: 9999999999

Email Id / ઇમેઇલ આઇડી: satish.pentakota@gmail.com

**Permanent Address / કાયમી સરનામું**

Building/Apartment no. / મકાન / એપાર્ટમેન્ટ નં: 43/A

Street Name / શેરીનું નામ: Uguli Heights

Land Mark Name / લેન્ડમાર્ક નામ:

Area Name / વિસ્તાર: Kudasani

Country / દેશ: INDIA

State / રાજ્ય: GUJARAT

District / જિલ્લો: SABARKANTHA

City / શહેર: HIMMATNAGAR

Pin Code / પીન કોડ: 333333

**Fee Details / ફી વિગતો**

Amount Payable / ચૂકવવાપાત્ર રકમ: 4000 **Fees Payable**

**Payment Details**

Mode of Payment: Cash **Select Pay mode and enter the details.**



Is Indian Postal Order?  Yes  No

Remarks:

**Proceed To Pay** **Click on Proceed to Pay**

On click of Proceed to pay, payment receipt will be generated.

### Payment Receipt

	<h2 style="margin: 0;">HIMMATNAGAR NAGARPALIKA</h2>						
Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001							
<h3 style="margin: 0;"><u>Payment Receipt</u></h3>							
Receipt Number	: 3101201813700003	Payment Date	: 31-01-2018 05:39 PM				
Application Name	: GRADE CHANGE LICENSE REGISTRATION	Mobile Number	: 9999999999				
Payee Name	: SATISH PENTAKOTA	Email	: satish.pentakota@g mail.com				
Applicant Address	: 43/A UGUTI HEIGHTS KUDASAN , HIMMATNAGAR - 333333						
Pay Mode	: CASH						
Application Number	: 137LCP17180227	License Type	: STRUCTURAL ENGINEER GRADE - 2				
License Holder's Name	: SATISH PENTAKOTA	License Holder's Address	: 43/A UGUTI HEIGHTS KUDASAN , HIMMATNAGAR - 333333				
License Number	: 137SE171810003						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Payment Head</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>LICENSE REGISTRATION FEE</td> <td style="text-align: right;">4000</td> </tr> </tbody> </table>				Payment Head	Amount	LICENSE REGISTRATION FEE	4000
Payment Head	Amount						
LICENSE REGISTRATION FEE	4000						
Amount in Words	: RUPEES FOUR THOUSAND ONLY.						
Received By	: VAGHELA YOGESHKUMAR NATVARLAL						
Received At	: TOWN PLANNING - OFFICE						
Stamp & Signature	:						

Close Payment Receipt.

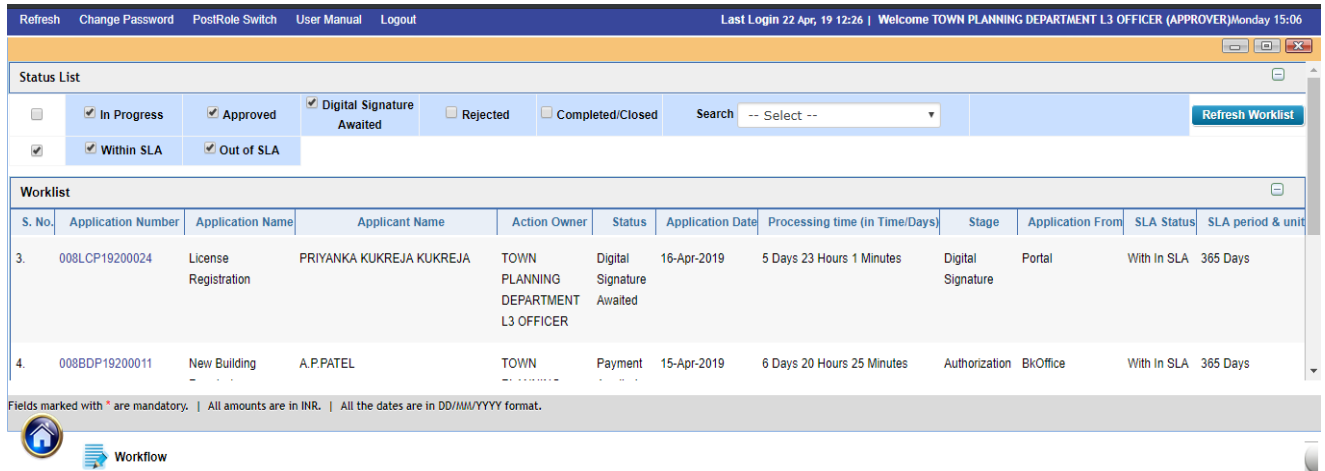


### 4.5 Digitally signed Certificate:

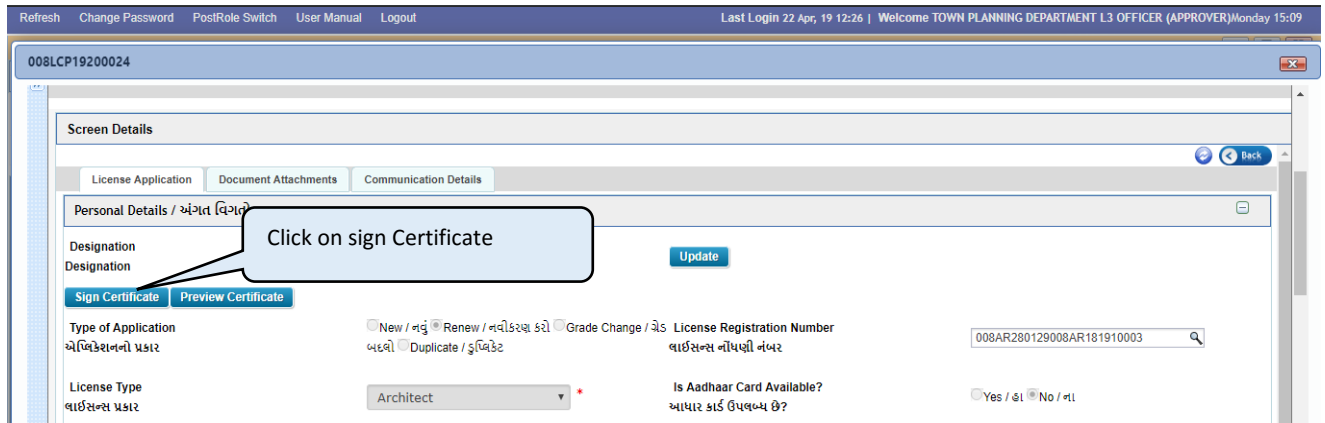
Login to L3 officer’s ID:

Go to worklist → click on application number

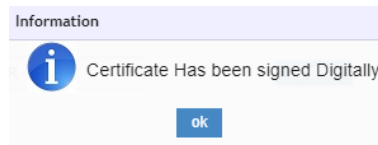
Application status would be Digital Signature awaited.



Click on Sign Certificate → Enter password of Token



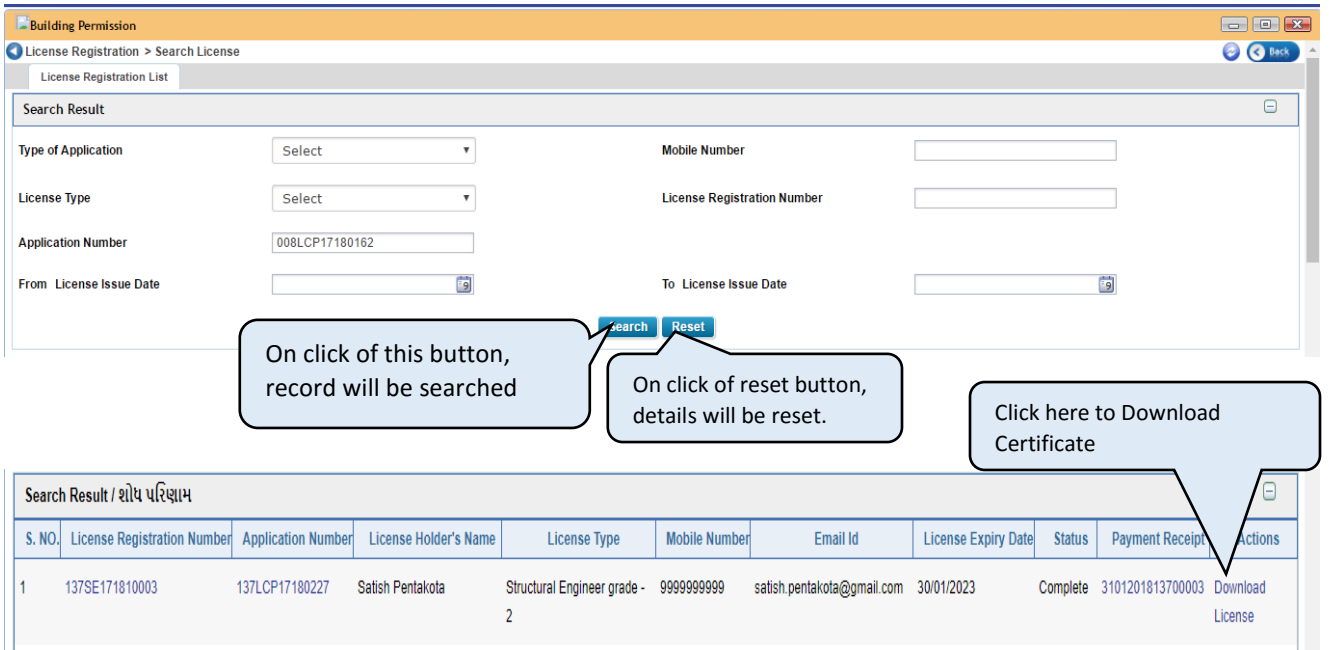
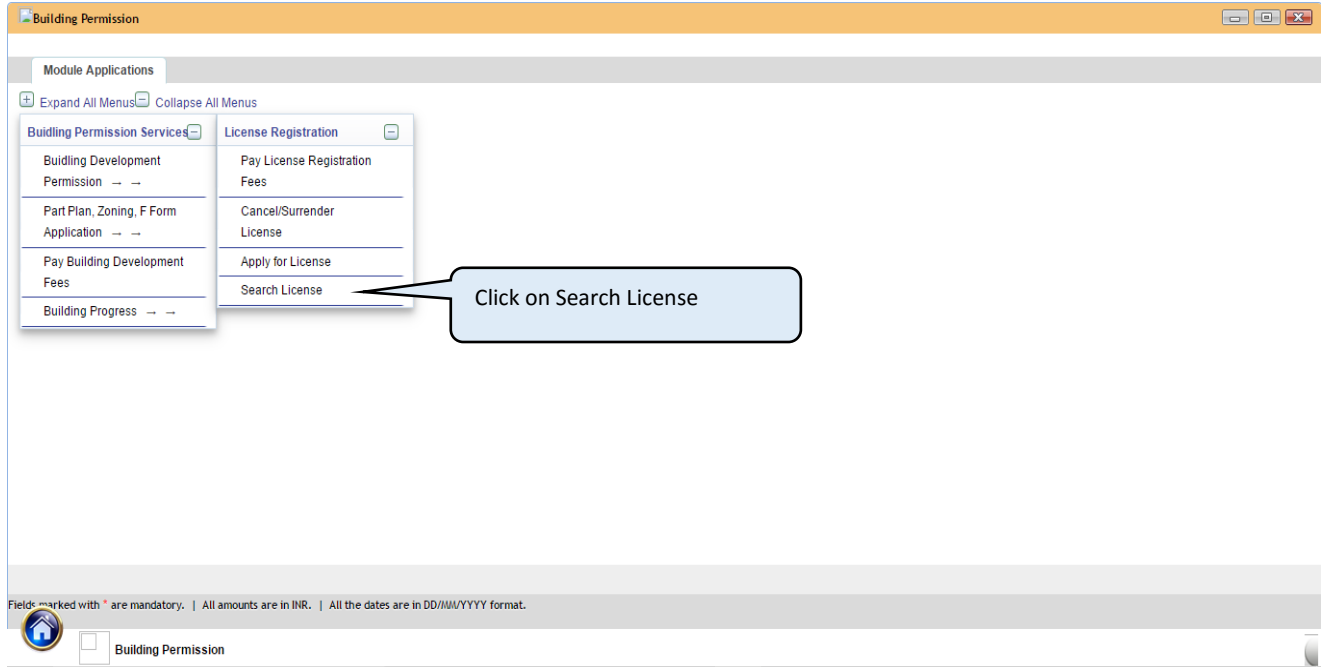
On successful signing the certificate, following message will come.



To download the license follow the steps as follows:

Login to L1 officer’s ID:

Go to Building Permission → License Registration → Search License Registration



## CHAPTER 5. Duplicate License

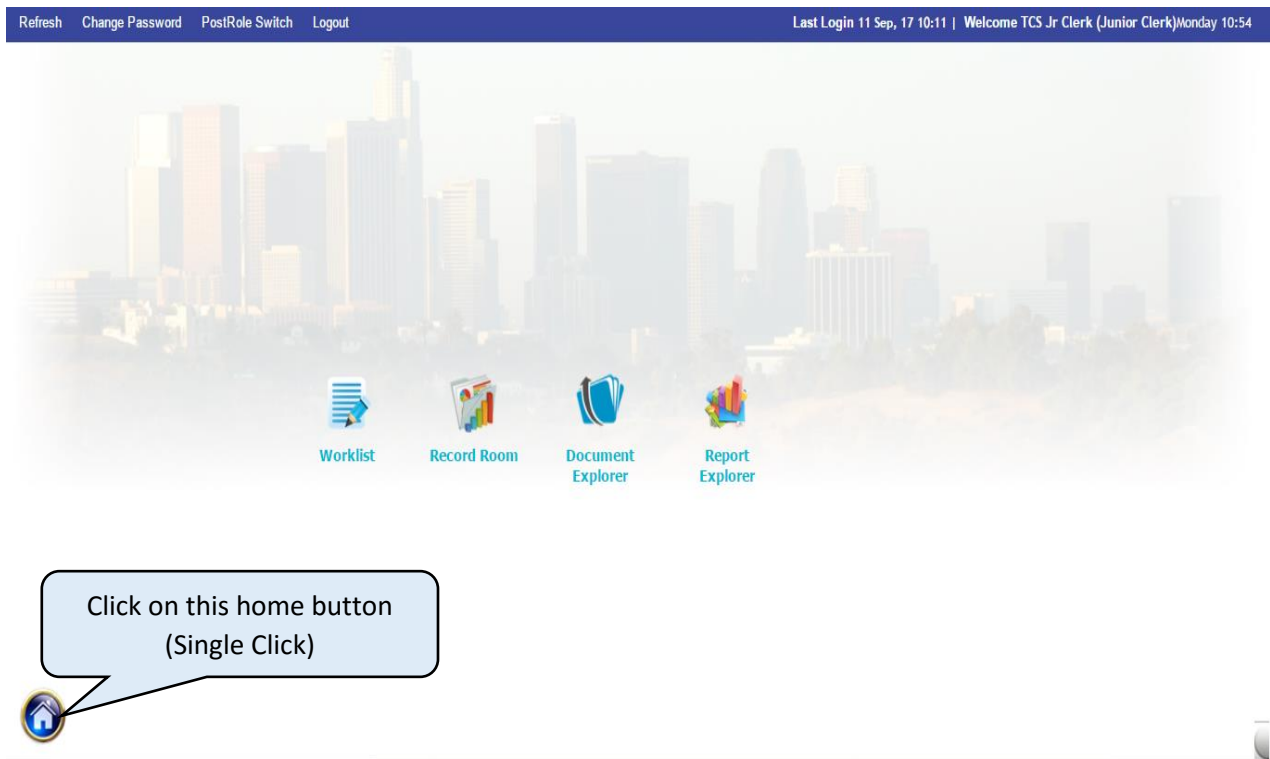
### 5.1 Login: L1 Officer (Initiator)

#### Navigation

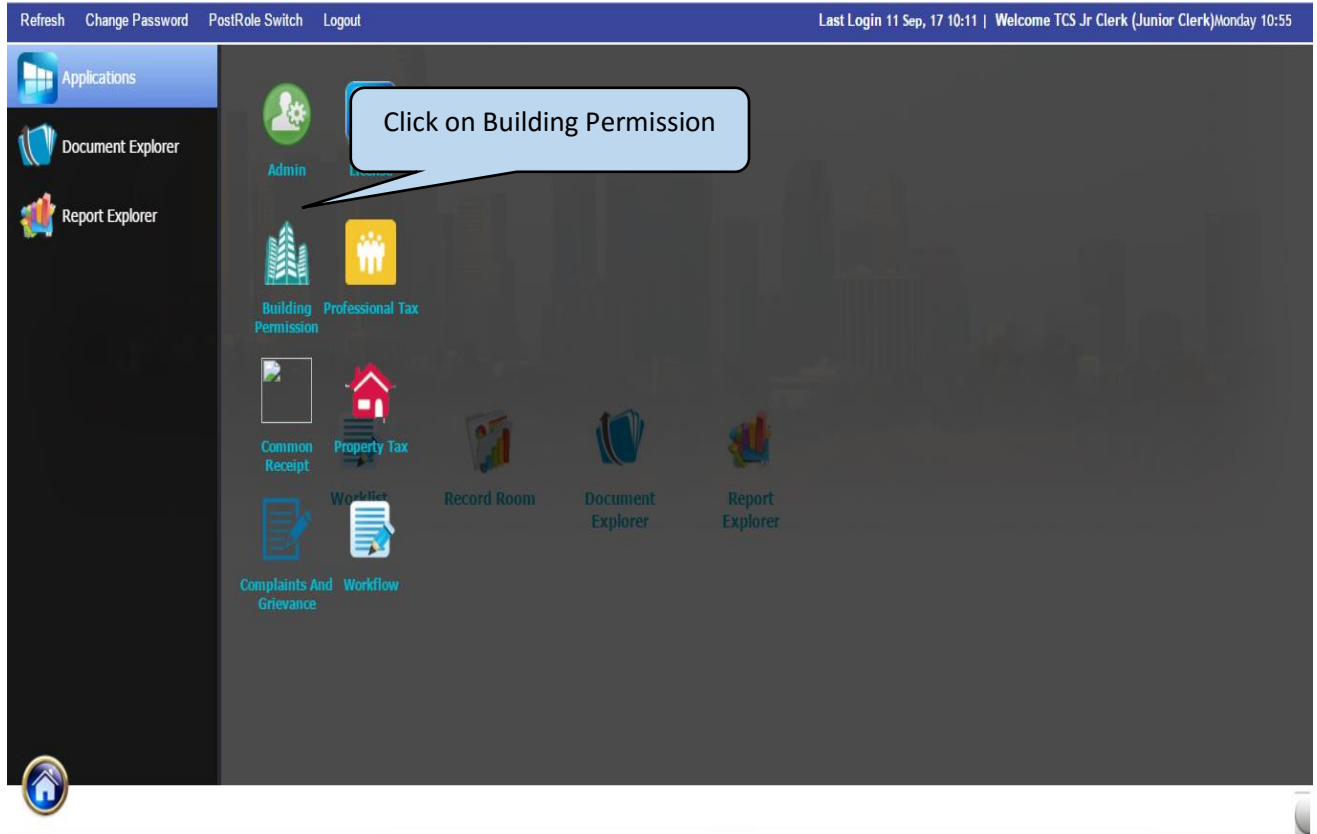
After login:

Click on 'Home' → Click on 'Building Permission' → click on 'Apply for license'

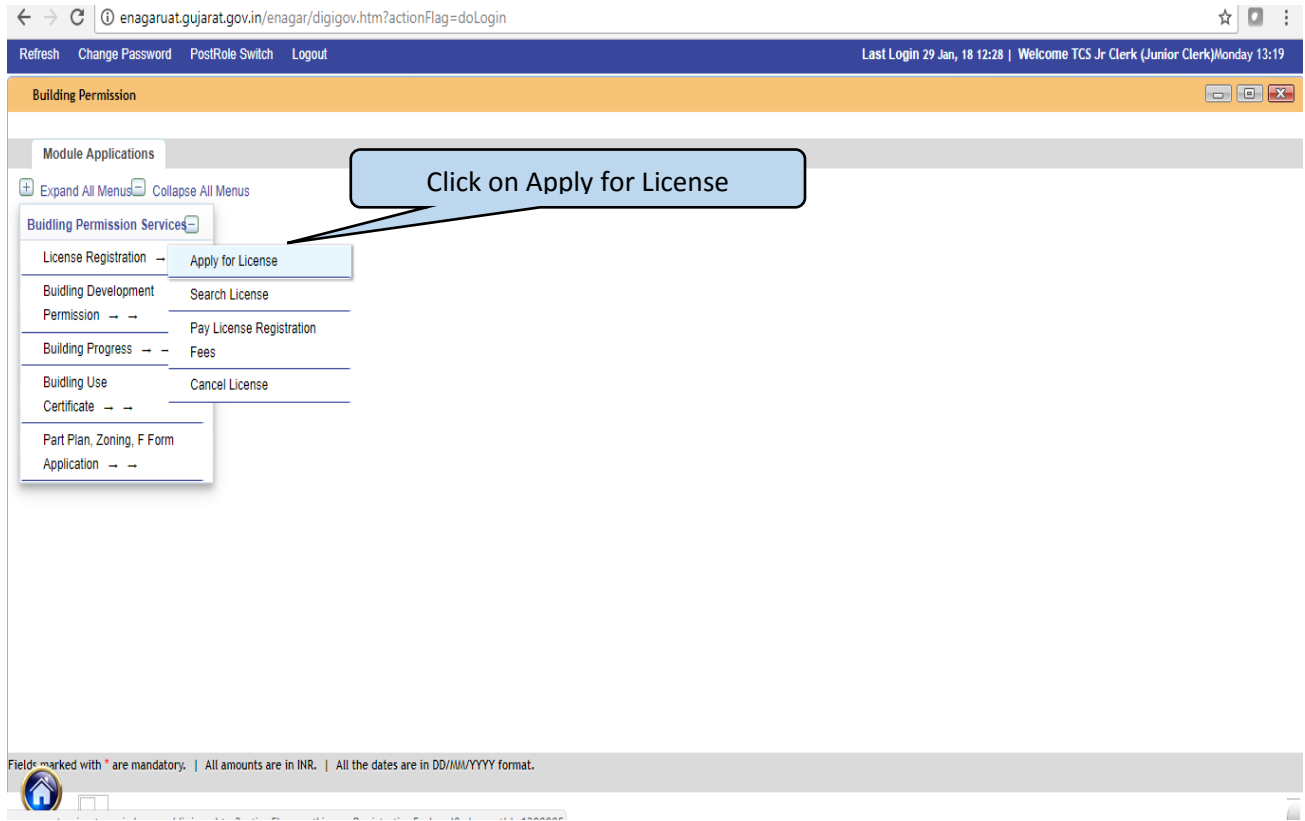
Kindly refer to the screen below



On click of this, menu will appear on screen where user needs to select 'Building Permission'



On click of Building Permission, following menu will appear, user needs click on apply for license link.



Open License Registration form, select Application Type as Duplicate and Enter License Number. Based on License Number, Data will be populated based on License Number.

The screenshot shows a web form for license registration. It is divided into several sections: Personal Details, Permanent Address, Present Address, Education Details, and Experience Details. Each section contains various input fields like text boxes, dropdown menus, and checkboxes. There are four callout boxes with arrows pointing to specific elements: 'Click on Duplicate' points to the 'Duplicate' radio button; 'Enter license number' points to the 'License Registration Number' text box; 'Check the box to modify the details' points to the 'Present Address' checkbox; and 'Click on Next button' points to the 'Next' button at the bottom right.

**Personal Details**

Type of Application:  New  Renew  Grade Change  Duplicate

License Registration Number: 008CW171810001

License Type: [Empty]

Is Aadhaar Card A: [Empty]

First Name: [Empty]

Middle Name: [Empty]

Last Name: Sharma

Date of Birth: 12/08/1993

Mobile Number: 91 9725041749

Email Id: kokil786@gmail.com

Phone Number: [Empty]

**Permanent Address**

Building/Apartment no.: dfgf4

Street Name: [Empty]

Land Mark Name: [Empty]

Area Name: dfgf5

Country: India

State Code: Gujarat

DISTRICT: Gandhinagar

City: Gandhinagar

Pin Code: 234567

**Present Address**

Same as above

Building/Apartment no.: dfgf4

Street Name: [Empty]

Land Mark Name: [Empty]

Area Name: dfgf5

Country: India

State Code: Gujarat

DISTRICT: Gandhinagar

City: Gandhinagar

Pin Code: 234567

**Education Details**

Qualification: Select

Institute Name: [Empty]

Completion Month: 11

Completion Year: 2017

Qualification	Institute Name	Completion Month	Completion Year	Actions
Diploma in Civil Engineering	AARYA VEER COLLEGE OF ENGINEERING AND TECHNOLOGY,RAJKOT	11	2006	

**Experience Details**

Name of Institute/Organization: [Empty]

Nature of Job: [Empty]

Month of Experience: Select

Year of Experience: Select

Name of Institute/Organization	Nature of Job	Month of Experience	Year of Experience	Actions
dghdghdh	fhghfhfh	2	2	

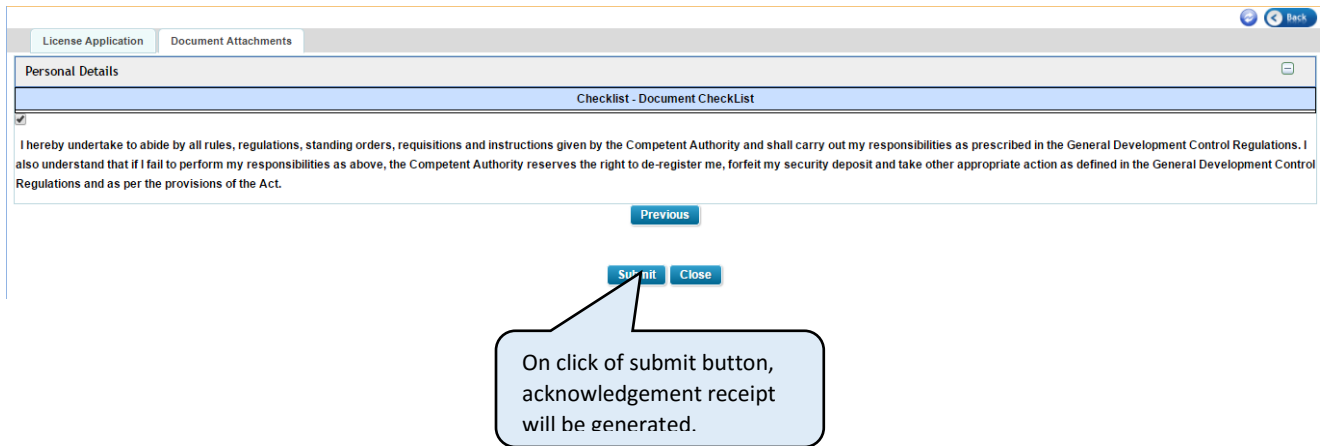
Total Experience: 2.17

**License Related Questions**

Is serving Anywhere?  Yes  No

Do you have Membership of Professional Associations?  Yes  No

Next



User will have option to modify address details.

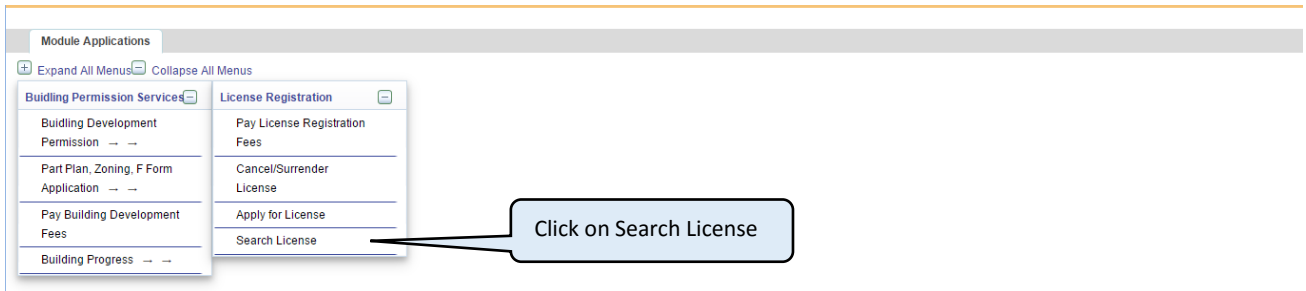
**Modification:** On click of submit button, application will be shown in the work list of **L1 officer**. Following process is same as in case of New license registration.

**Data not modified:** If data is not modified, User will be able to download the certificate directly from the search screen.

**Acknowledgement Receipt:**

		<h2>HIMMATNAGAR NAGARPALIKA</h2>			
Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001 <u>Acknowledgement Receipt</u>					
<b>Application Number</b>	: 137LCP17180220	<b>Application Date</b>	: 31-01-2018 04:43 PM		
<b>Application Name</b>	: DUPLICATE LICENSE REGISTRATION	<b>Mobile Number</b>	: 9999999999		
<b>Applicant Name</b>	: SATISH PENTAKOTA	<b>Email</b>	: satish.pentakota@g mail.com		
<b>Applicant Address</b>	: 43/A, UGUTI HEIGHTS KUDASAN , HIMMATNAGAR - 333333				
<b>License Type</b>	: ARCHITECT				
<b>Application Type</b>	: DUPLICATE				
<b>Total Experience</b>	: 2.0 YEAR(S)				
<b>Stamp &amp; Signature</b>	:				

**5.2 Steps to Download License**





License Registration List

Search Result

Type of Application: Select

License Type: Select

Application Number: [Text Box]

From License Issue Date: [Date Picker]

Mobile Number: [Text Box]

License Registration Number: [Text Box]

To License Issue Date: [Date Picker]

Search Reset

Search Result

S. NO.	License Registration Number	Application Number	License Holder's Name	License Type	Mobile Number	Email Id	License Expiry Date	Status	Actions
1	008AR171810017	008LCP17180163	Nilu Yogeshbhai Kargathra	Architect	8460511382	nilu.kargathra@gmail.com	10/09/2022	Approved	Download License

Click here to search the license application

Click here to download the license

## CHAPTER 6. Cancel License

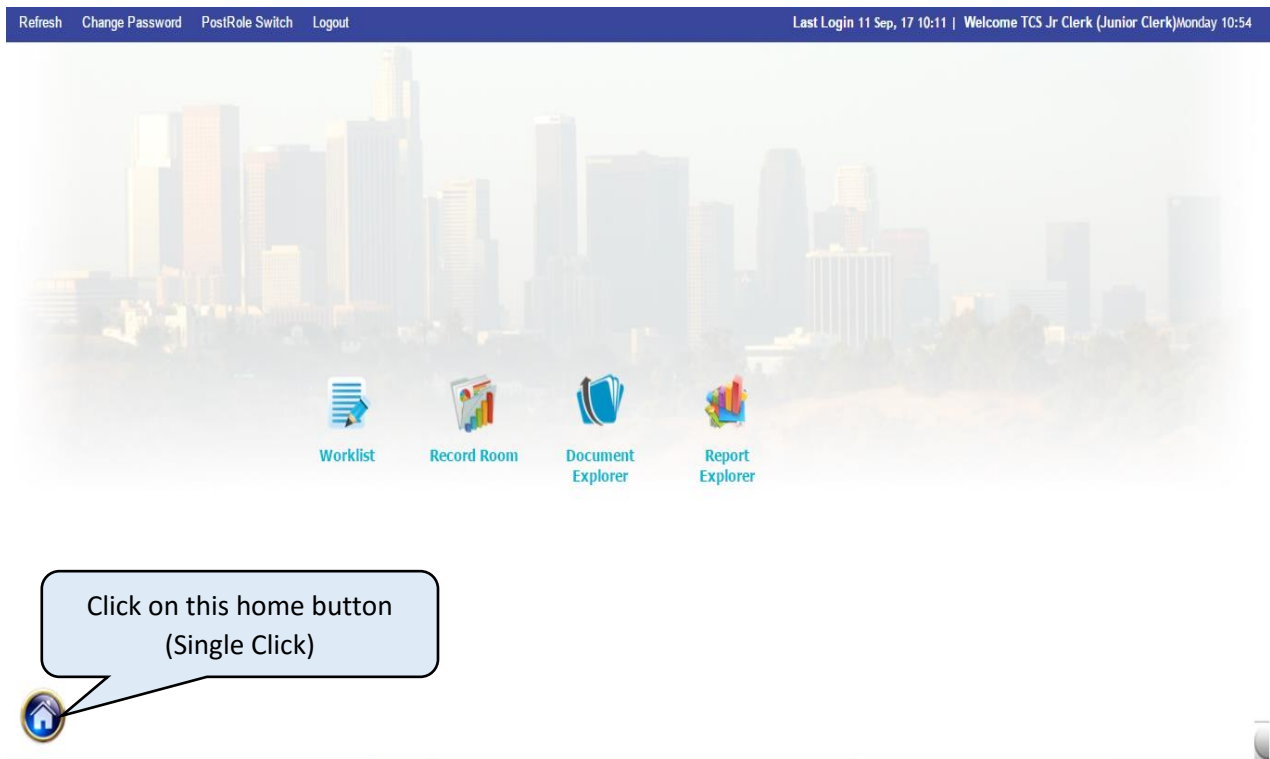
### 6.1 Login: L1 Officer (Initiator)

#### Navigation

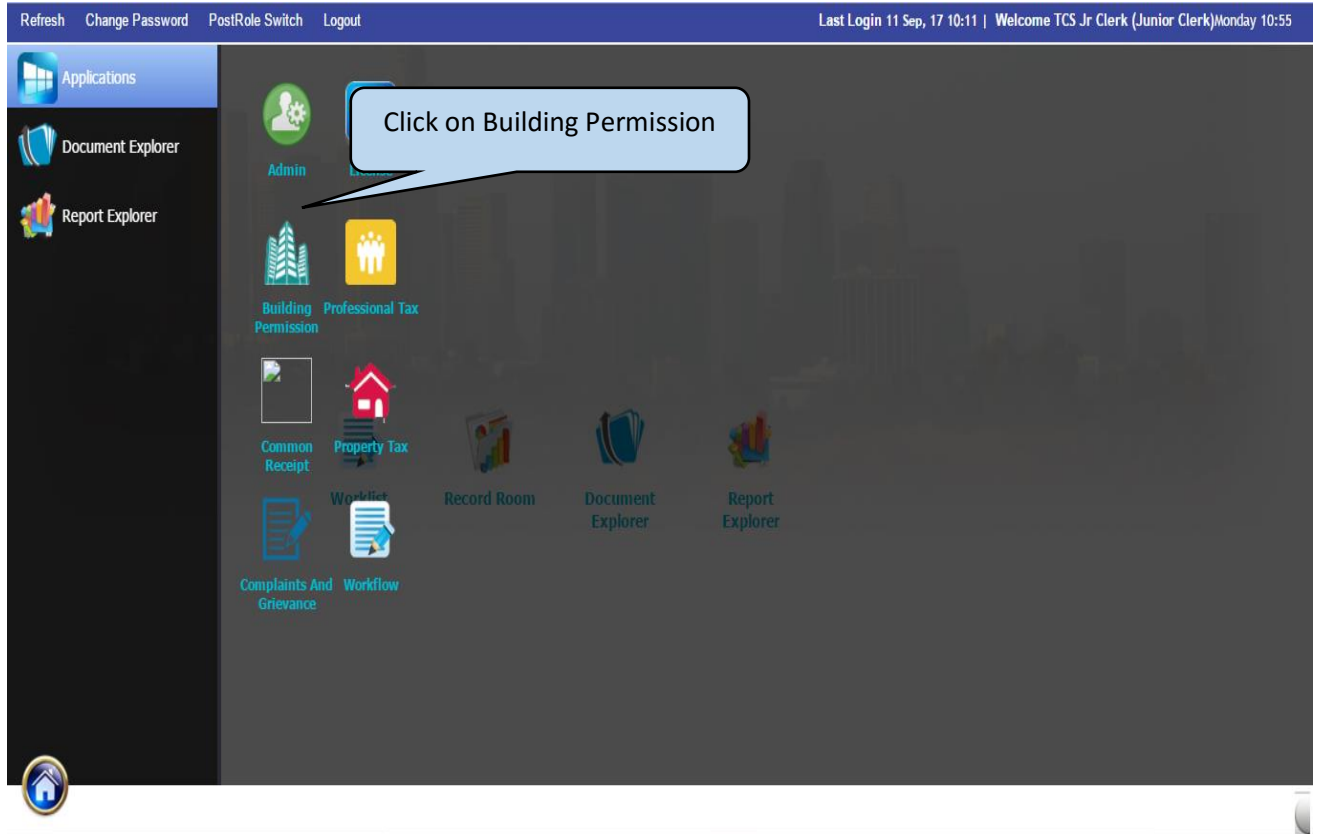
After login:

Click on 'Home' → Click on 'Building Permission' → click on 'Apply for license'

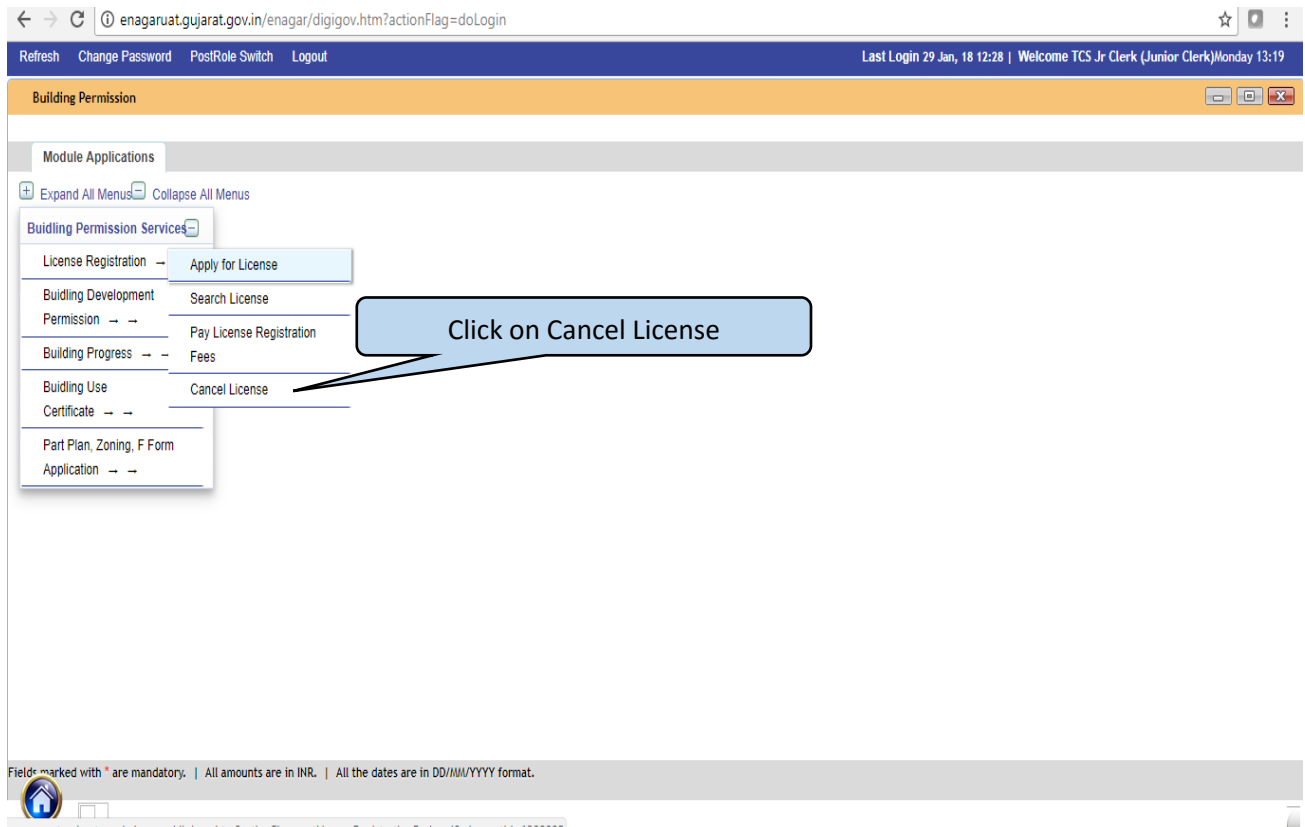
Kindly refer to the screen below



On click of this, menu will appear on screen where user needs to select 'Building Permission'



On click of Building Permission, following menu will appear, user needs click on apply for license link.



### Cancel/ Surrender License:

1. User will open the form and enter license number. User will select cancellation type as Cancel, enter cancellation effective from date and save the form.
2. On submission form will be sent to heirarchy for approval.

Building Permission

Cancel License

License Registration Number  
વાઈસ-સ નોંધણી નંબર

137AR171810016

Personal Details / અંગત વિગતો

License Type  
વાઈસ-સ પ્રકાર

Architect

First Name  
પ્રથમ નામ

purohit

Middle Name  
મધ્ય નામ

vishnu

Last Name  
છેલ્લું નામ

shankarbhai

Mobile Number  
મોબાઇલ નંબર

9825274138

Email Id  
ઇમેઇલ આઇડી

purohit.vishnu@gmail.com

Phone Number  
ફોન નંબર

Issue Date  
ઇશ્યુ તારીખ

29/01/2018

Cancellation Details / રદ કરવાની વિગતો

Type of Application  
એપ્લિકેશનનો પ્રકાર

Cancel

Cancellation/Surrender Remark  
રદ / સરંપણતિ રીમાર્ક

Cancellation Date  
રદ કરવાની તારીખ

Save Close

### Suspend License:

1. User will open the form and enter license number. User will select type of application as Suspend, enter suspend from and suspend to date and save the form.
2. On submission form will be sent to heirarchy for approval.
3. On Approval, License will be suspended for the time entered.

Building Permission

Cancel License

License Registration Number  
વાઈસ-સ નોંધણી નંબર

137AR171810016

Personal Details / અંગત વિગતો

License Type  
વાઈસ-સ પ્રકાર

Architect

First Name  
પ્રથમ નામ

purohit

Middle Name  
મધ્ય નામ

vishnu

Last Name  
છેલ્લું નામ

shankarbhai

Mobile Number  
મોબાઇલ નંબર

9825274138

Email Id  
ઇમેઇલ આઇડી

purohit.vishnu@gmail.com

Phone Number  
ફોન નંબર

Issue Date  
ઇશ્યુ તારીખ

29/01/2018

Cancellation Details / રદ કરવાની વિગતો

Type of Application  
અવિરત્તનનો પ્રકાર

Suspend

Suspend From  
સ્થગિત થતી તારીખ

Suspend Till  
સ્થગિત થતી તારીખ

Cancellation/Surrender Remark  
રદ / સરણાગતિ રીમાર્ક

Cancellation Date  
રદ કરવાની તારીખ

Save Close

## 6.2 Login: L2 Officer (Verifier)

Backoffice Login

Enter User Name

tcs\_sr\_clerk

Enter Password

\*\*\*\*\*

Select Language

English Gujarati

Select City

Gandhinagar

Click on submit button.

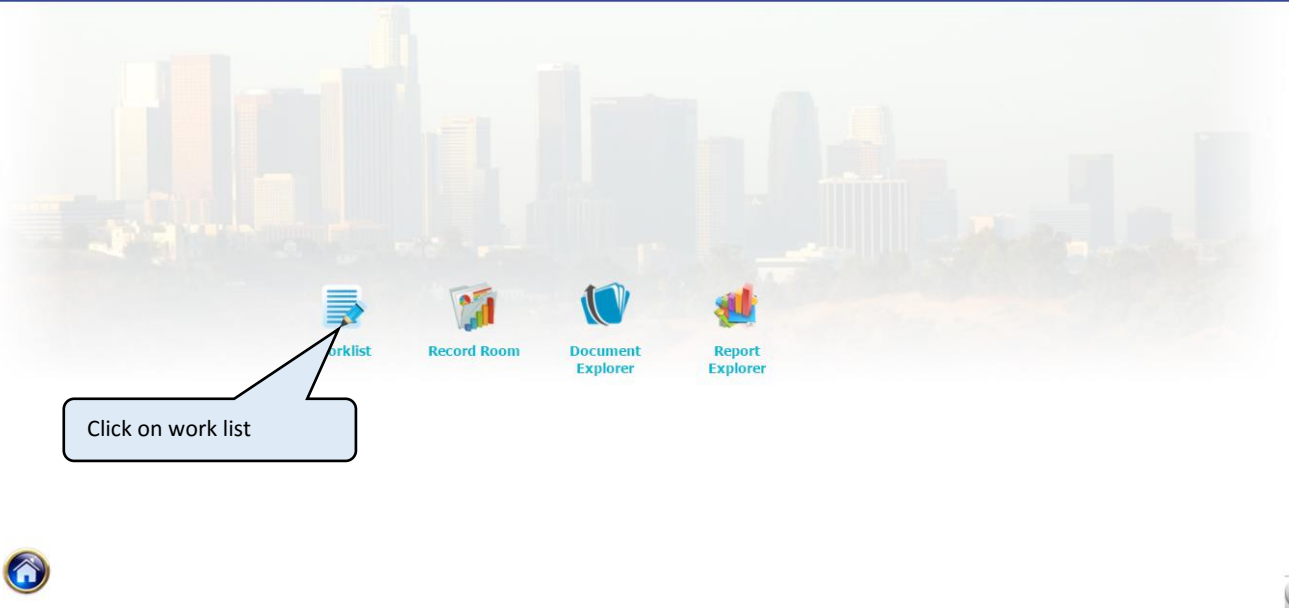
SUBMIT

Forgot password?

Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Guj

Powered By TATA Consultancy Services Limited

On click of submit button, following screen will be appear.



On click of work list, following screen will open. Search based on the application number.

SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From
1.	137LCP17180198	License Registration	Parin Harishkumar Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 27 Minutes	Application Verification	-
2.	137LCP17180197	License Registration	nnilu kargathra	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	12-Dec-2017	48 Days 21 Hours 31 Minutes	Application Verification	-
3.	137LCP17180196	License Registration	Ashokkumar Ramanlal Shah	GOR JIGNESHBHAI DINESHCHANDRA	In Progress	30-Nov-2017	60 Days 23 Hours 39 Minutes	Application Verification	-
4.	137LCP17180195	License Registration	Priyanka jkjjkkl kukreja	GOR JIGNESHBHAI DINESHCHANDRA	Rejected	20-Nov-2017	71 Days 5 Hours 38 Minutes	Completion	-

On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifying data, User will forward the file to the next person in the Heirarchy.

On click of Forward button, Application will be forwarded to the next person in the hierarchy.

On click of Return button, Application will be returned to the previous person in the hierarchy.

137LCP17180225

Actions Send Pendency Close

Forward Return

ક્રમિક નંબર Town Planning /1/2018 Document Type દસ્તાવેજ નો પ્રકાર License Registration Application Department ડિપાર્ટમેન્ટ Town Planning

Priority Name પ્રાથમિકતા Routine Due Date છેલ્લી તારીખ 02/02/2018 Confidentiality ખાનગી પ્રકાર Ordinary

Present Status સ્થિતિ Open Subject Description દસ્તાવેજ નું વર્ણન Architect License Application For Approval

View Resolution Details

License Registration Number લાઇસન્સ નોંધણી નંબર 137AR171810016

Personal Details / અંગત વિગતો

License Type લાઇસન્સ પ્રકાર Architect

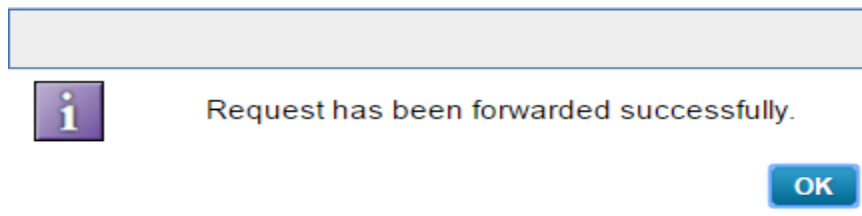
First Name પ્રથમ નામ purohit Middle Name મધ્ય નામ vishnu

Last Name છેલ્લું નામ shankarbhai Mobile Number મોબાઇલ નંબર 9825274138

Email Id ઇમેઇલ આઇડી purohit.vishnu@gmail.com Phone Number ફોન નંબર

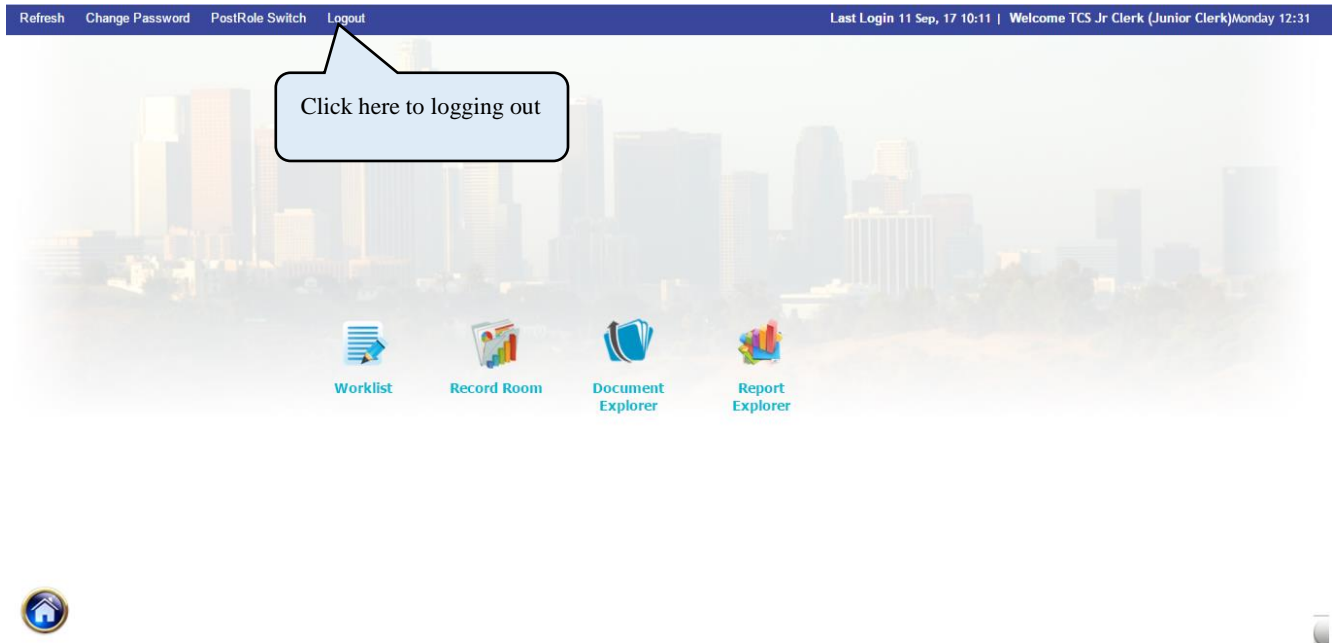
Issue Date ઇશ્યુ તારીખ 29/01/2018

Click on forward button, following message will be populated.



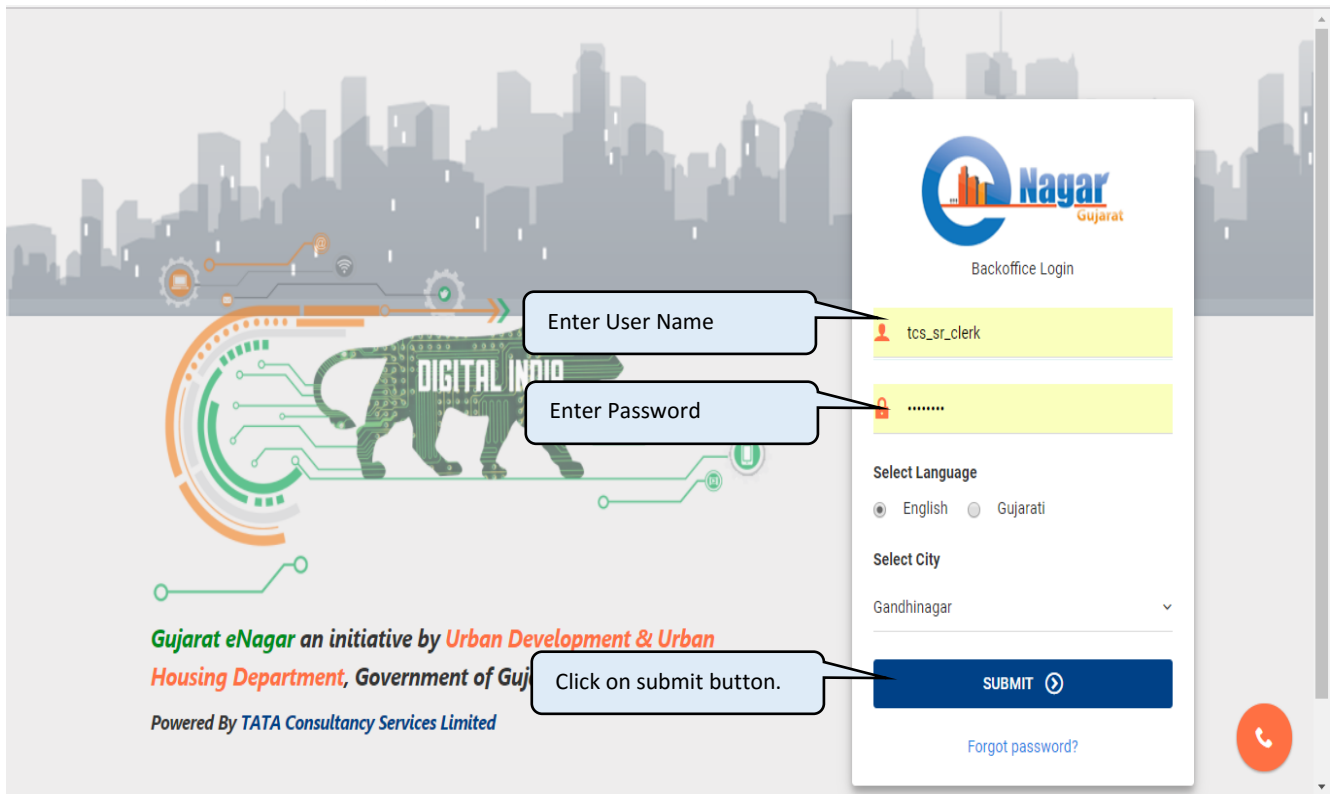
Click on logout.



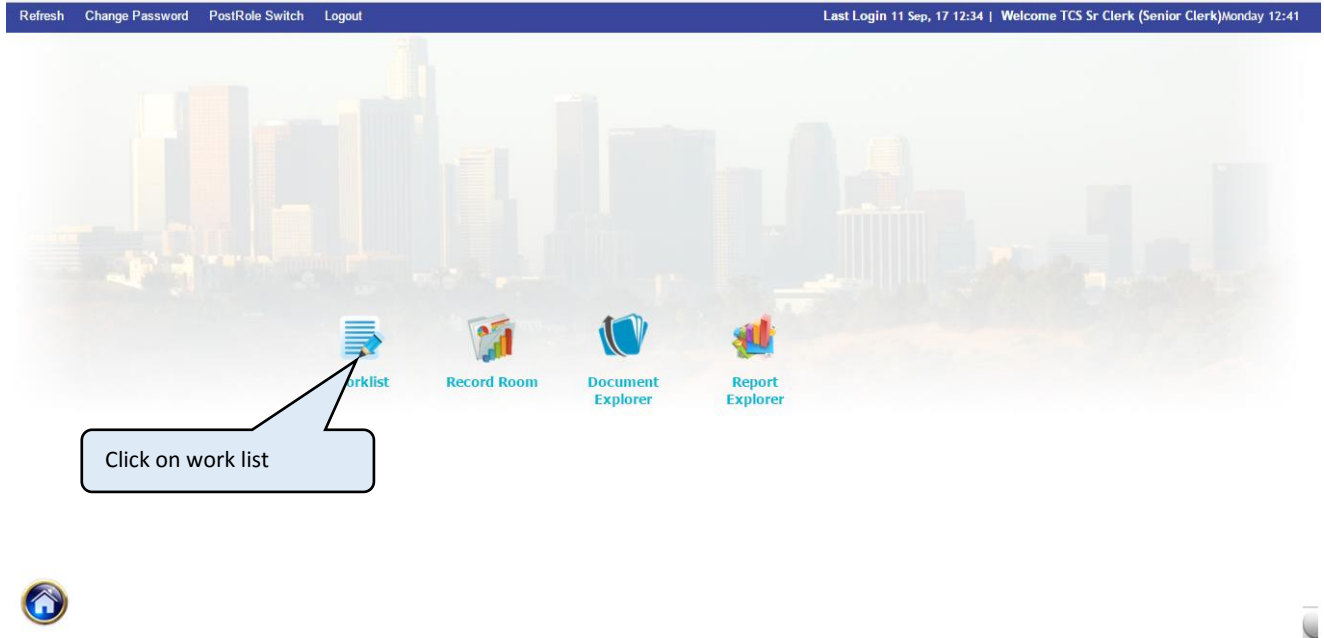


On click of logout following popup will be populated. Click on Yes Button.

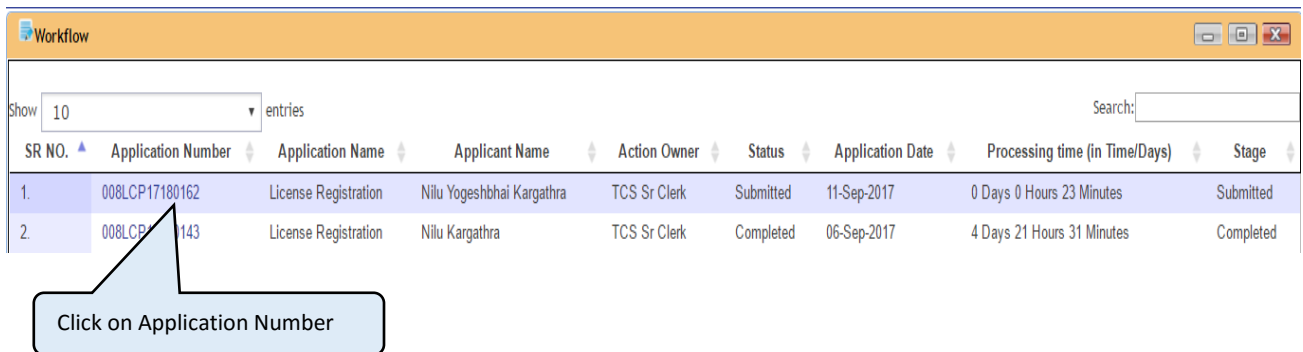
### 6.3 Login: L3 Officer (Approver)



On click of submit button, following screen will be appear.



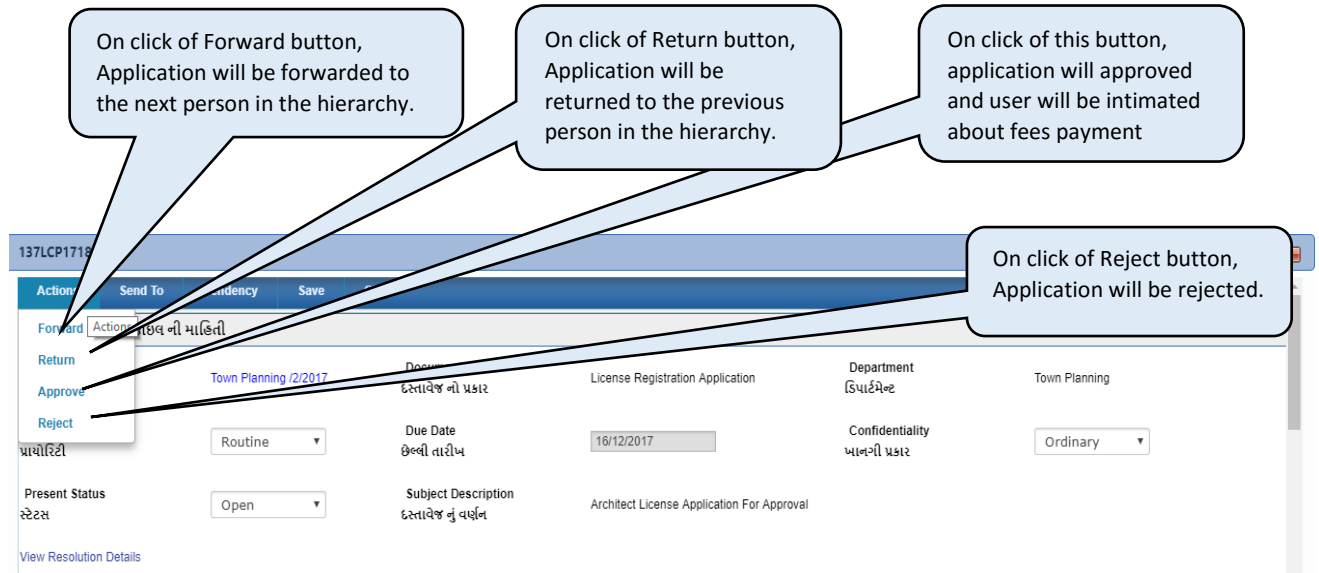
On click of work list, following screen will open. Search based on the application number.



On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifying data, User will approve the file.

On approval, SMS and email regarding Fees Payment will be sent to Applicant.



Logout of the system after approving the file.

On Approval, Status of License will be changed to cancelled or surrendered or suspended, based on the application type.

In case of Suspend, License will be activated again after Suspended till date.

## CHAPTER 7. Communication

**Communication:** This functionality is used when department has query regarding any documents submitted by the Applicant. Process for the same as follows: Login to the officer’s ID in which file is pending.

### 7.1 Login: L1 Officer/ L2 Officer/ L3 Officer (Initiator/ Verifier/ Approver)

#### Navigation

After login:

Click on ‘Home’ → Click on Worklist → click on ‘Apply for license’

Kindly refer to the screen below



On click of this, List of application will appear. Click on the application number for which user needs to raise communication request.

GO to communication tab and click on Initiate button.

Refresh Change Password PostRole Switch User Manual Logout Last Login 18 Apr, 19 12:06 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)Thursday 12:56

Status List

In Progress  Approved  Digital Signature Awaited  Rejected  Completed/Closed Search -- Select -- Refresh Worklist

Within SLA  Out of SLA

Worklist

S. No.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From	SLA Status	SLA period & unit
1.	008LCP19200025	License Registration	PRIYANKA KUKREJA KUKREJA	TOWN PLANNING DEPARTMENT L1 OFFICER	In Progress	16-Apr-2019	1 Days 19 Hours 43 Minutes	Application Portal Verification		With In SLA	365 Days

Click on the Application Number

Refresh Change Password PostRole Switch User Manual Logout Last Login 18 Apr, 19 12:06 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)Thursday 12:58

008LCP19200025

Screen Details

License Application Document Attachments Communication Details

Initiate

Click on Initiate button

Select Communication type as Documents Non-Compliant. Add the documents which are not proper. Also, update remarks and add name of any additional documents which are not there in the list.

Refresh Change Password PostRole Switch User Manual Logout Last Login 18 Apr, 19 12:06 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)Thursday 13:04

008LCP19200025

Screen Details

License Application Document Attachments Communication Details

Initiate

Communication Details / સંચાર વિગતો

Request type  
વિનંતી પ્રકાર Documents Non-Compliant \*

List of Documents  
દસ્તાવેજોની સૂચિ --Select-- \*

Add Reset

Sr.No	Document Name	Action
1	Photo ID proof	

Remarks  
ટિપ્પણી IMAGE IS NOT CLEAR \*

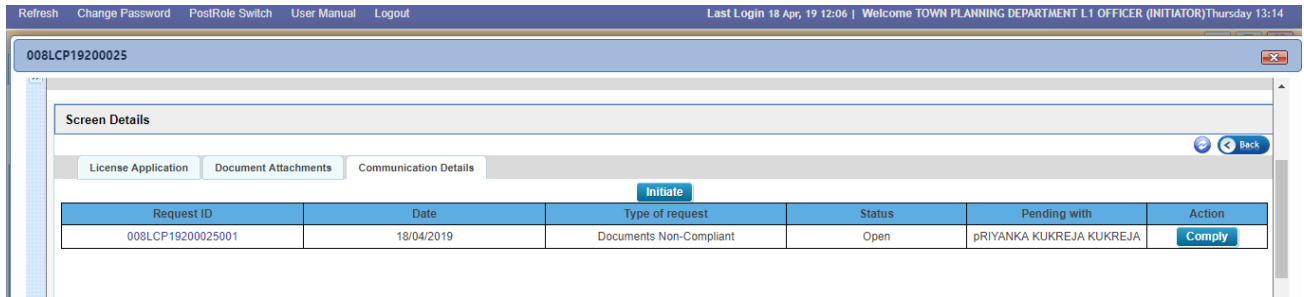
Submit Reset

Add the documents from the list which are invalid.

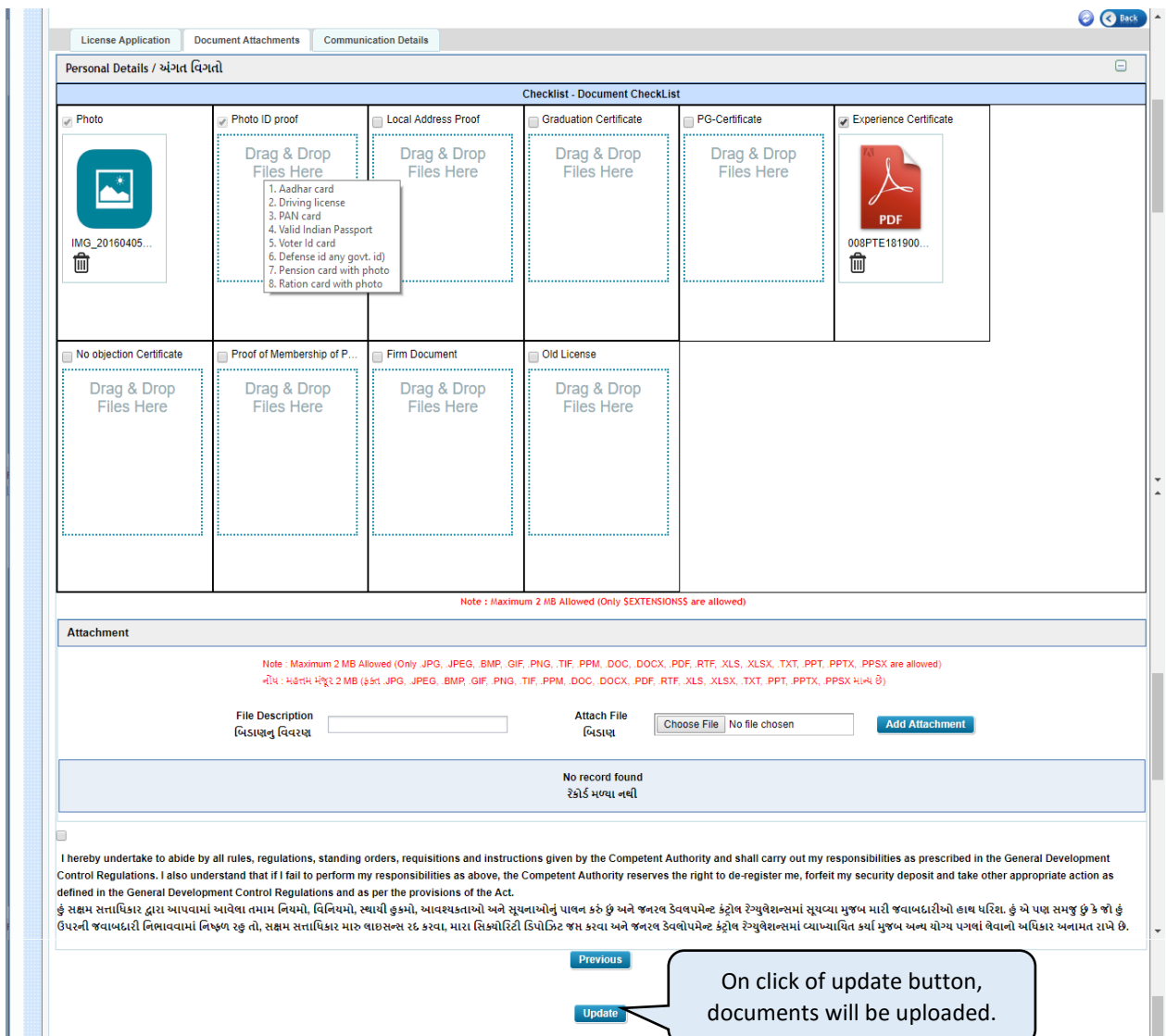
Add Remarks and any additional documents if required.

On click of submit button, request will be raised.

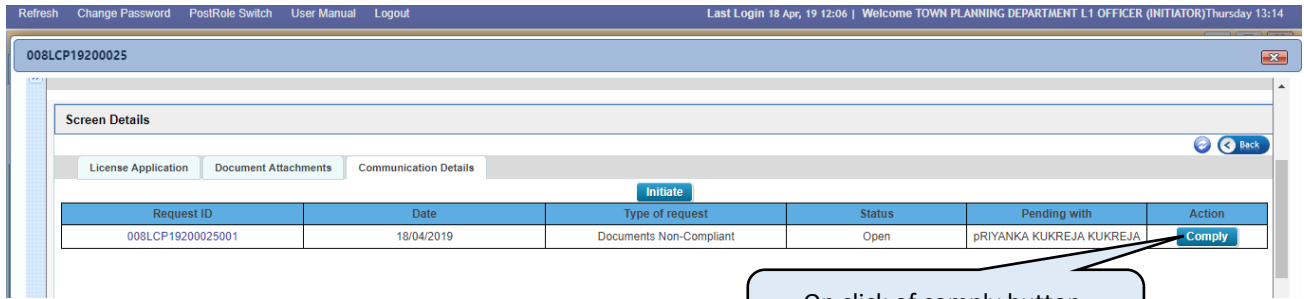
Click on Submit button, Communication requests will be raised and shown as below:



If applicant comes to Department to submit the Documents, upload documents and click on update button.



When the documents received are proper, click on comply button to close the request.



On click of comply button, request will be closed.

## CHAPTER 8. Building Permission

### 8.1 Workflow for Building Permission Application

POR	<ul style="list-style-type: none"> <li>Apply for Pre-scrutiny → Select Authority → Proceed</li> </ul>
Applicant	<ul style="list-style-type: none"> <li>Apply for Building Permission → ODPS Application Number search → Update data → Submit</li> </ul>
POR consent	<ul style="list-style-type: none"> <li>Application received → Select Authority → View application → View Drawing file → Approve/Reject</li> </ul>
Accountant/L1 officer/ Applicant	<ul style="list-style-type: none"> <li>Building Permission → <b>Search</b> Building Permission → Scrutiny Fee Payment</li> </ul>
L1 Officer	<ul style="list-style-type: none"> <li>Worklist --&gt; Click on application number --&gt; Update Permission letter points/ Update Final Fees → Forward</li> </ul>
L2 Officer	<ul style="list-style-type: none"> <li>Worklist --&gt; Click on application number --&gt; Update Permission letter points/ Update Final Fees → Forward</li> </ul>
L3 Officer	<ul style="list-style-type: none"> <li>Worklist --&gt; Click on application number --&gt; Confirm Fee</li> </ul>
Accountant/L1 officer/ Applicant	<ul style="list-style-type: none"> <li>Building Permission → <b>Search</b> Building Permission → Proceed to pay</li> </ul>
L3 Officer	<ul style="list-style-type: none"> <li>Worklist --&gt; Click on application number --&gt; approve --&gt; Digital signature</li> </ul>
L1 Officer/ Applicant	<ul style="list-style-type: none"> <li>Building Permission → <b>Search</b> Building Permission → Download Permission letter/ Drawing file</li> </ul>



## 8.2 Steps for POR

1. Architect/ Engineer login to the portal. Click on Apply for Pre-scrutiny.
2. Once scrutiny reports are generated, Applicant applies for the Building Permission/ Land Development.
3. After submission, file will be sent for POR consent.
4. Once consent received from the POR, Applicant will be intimidated to pay scrutiny fees.
5. If, POR consent is rejected, file will not be processed further.
6. Scrutiny Fee payment: Either applicant can pay online or at the department.

To find more details on the steps to be followed by POR and applicant, check User manual for Architect/ Engineer.

Following steps would be followed for accepting Payment at department.

## 8.3 Login: L1 Officer (Initiator)/ Account Officer

### 8.3.1 Pay Scrutiny Fees

1. Login to the L2 officer. For Development authority, select Development authority in the city whereas for Nagarpalika/ Corporations select its name in the city drop down.

Enter User Name

Enter Password

Select Language

Select City

Select ULB

Click on submit button.

Backoffice Login

tcs\_sr\_clerk

\*\*\*\*\*

English Gujarati

Gandhinagar

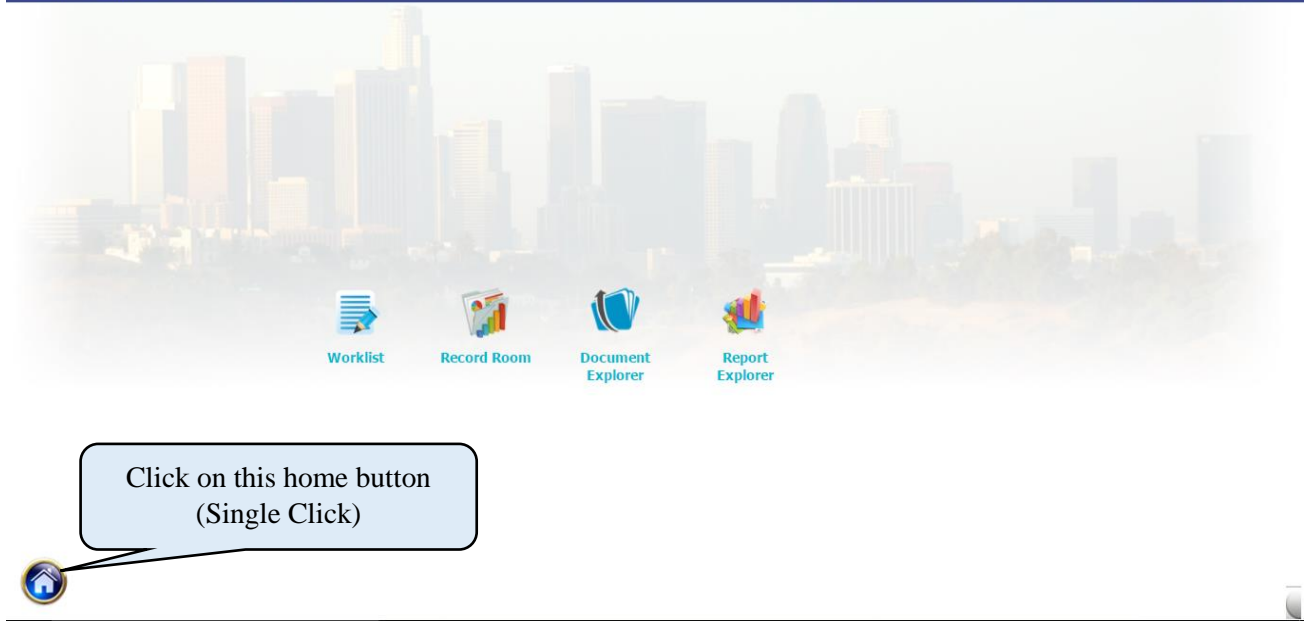
SUBMIT

Forgot password?

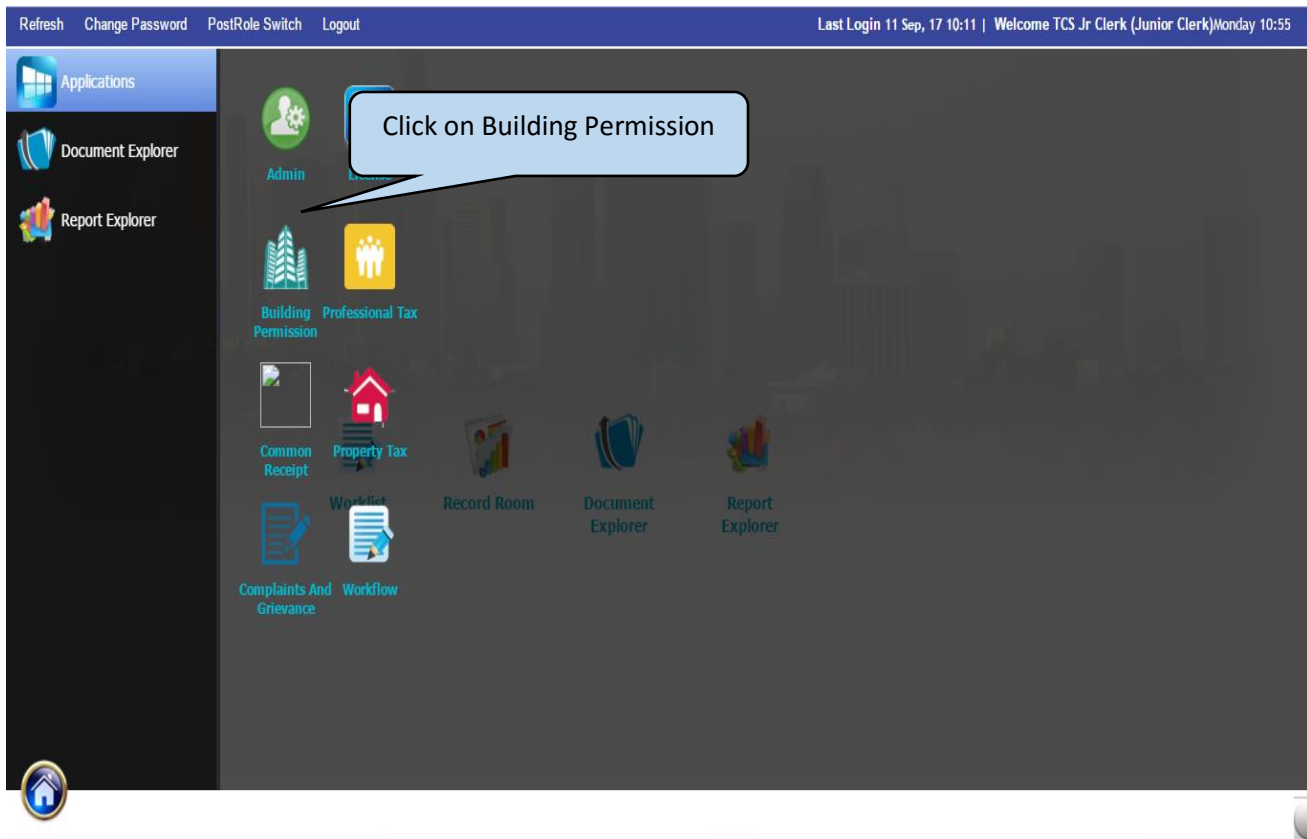
Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Guj

Powered By TATA Consultancy Services Limited

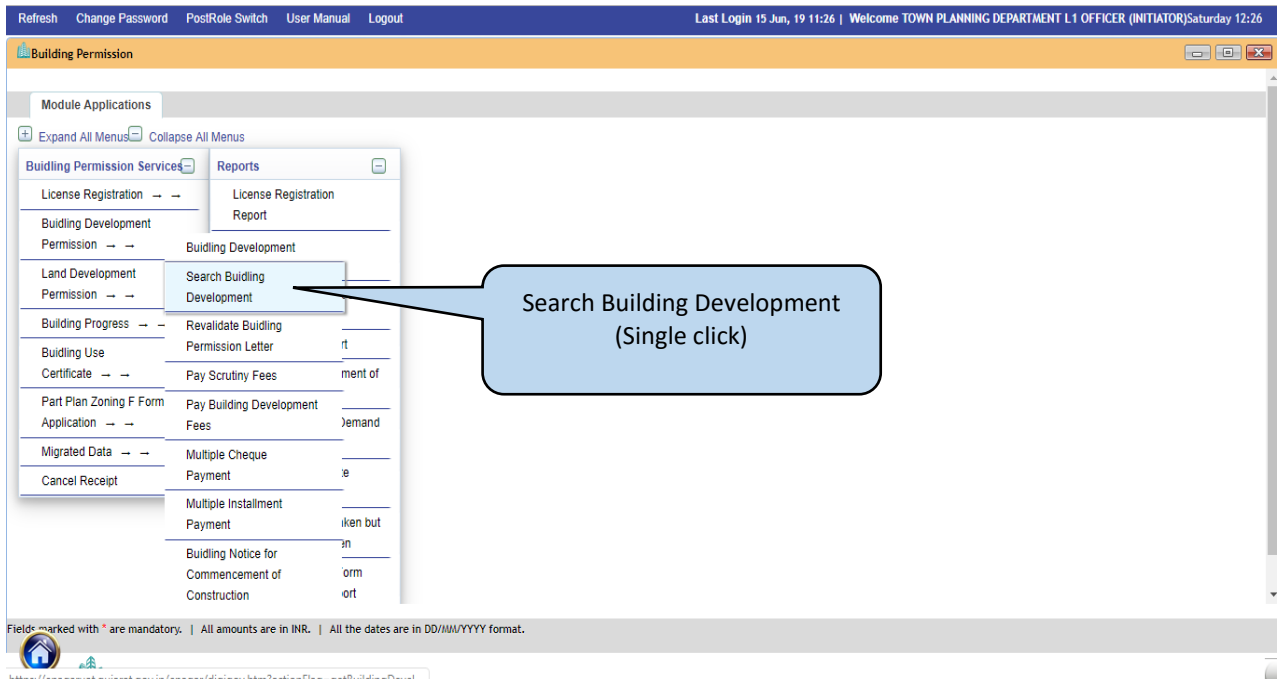
2. On click of submit following screen will appear.
3. Click on 'Home' → Click on 'Building Permission' → click on 'Apply for Building Development'



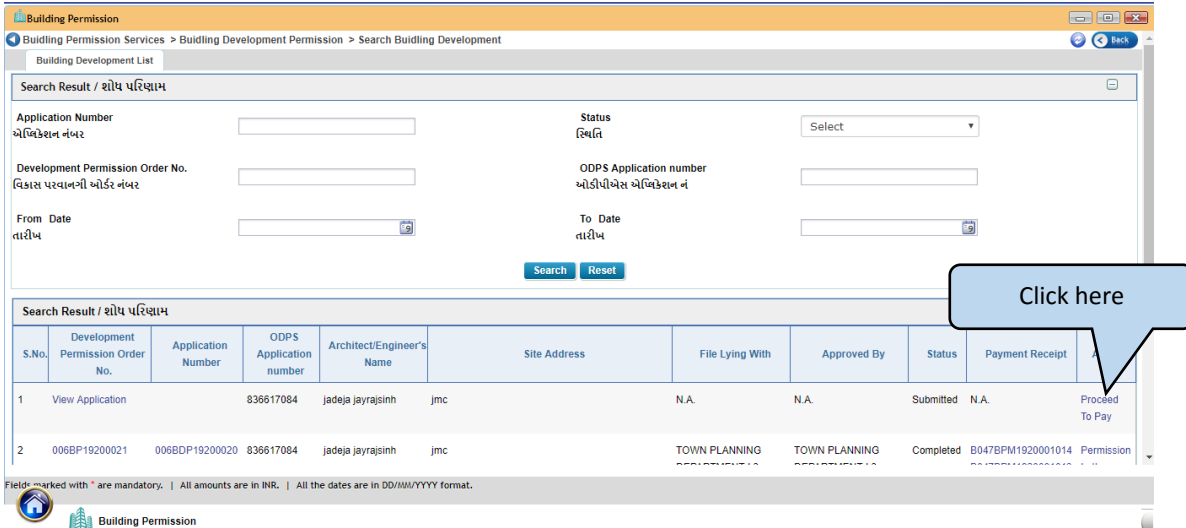
4. On click of this, menu will appear on screen where user needs to select 'Building Permission'.



5. Click on Building Permission → Search Building Permission



6. Search the application by its application number. Check the details in the form, select mode of payment, and click on proceed to pay button to make payment.



7. In the payment screen, select payment option: Cash, cheque, payorder, POS/ wallet. Based on the payment type, enter required details.

**Note: Manual receipt no and manual receipt date is not applicable for Building Permission module. Kindly ignore the same.**

Refresh Change Password PostRole Switch User Manual Logout Last Login 15 Jun, 19 11:17 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR) Saturday 12:12

Building Permission

Fees Payment

Personal Details / અંગત વિગતો

Type of Application / અભિયોજનાનો પ્રકાર  New / નવું  Renew / નવો/વધારા કરી  Grade Change / ગ્રેડ બદલી  Duplicate / ડુપ્લિકેટ

License Type / લાઇસન્સનો પ્રકાર Architect

Is Aadhaar Card Available? / આધાર કાર્ડ ઉપલબ્ધ છે?  Yes / હા  No / ના

First Name / પ્રથમ નામ mayur

Middle Name / મધ્ય નામ

Last Name / છેલ્લું નામ sojitra

Date of Birth / જન્મ તારીખ 01/06/2000

Mobile Number / મોબાઇલ નંબર 7978979789

Email Id / ઇમેઇલ આઇડી mayuyuyuyuyuy@tcs.com

Phone Number / ફોન નંબર 890890890890

Permanent Address / કાયમી સરનામું

Building/Apartment no. / મકાન / અપાર્ટમેન્ટ નં. 89

Street Name / સ્ટ્રીટ નામ

Land Mark Name / લેન્ડમાર્ક નામ

Area Name / વિસ્તાર ghoghli

Country / દેશ INDIA

State / રાજ્ય GUJARAT

District / જિલ્લો AHMEDABAD

City / શહેર AHMEDABAD

Pin Code / પિન કોડ 978978

Fee Details / ફી વિગતો

Amount Payable / ચૂકવવાપાત્ર રકમ 5000

Payment Details / ચુકવણીની વિગતો

Mode of Payment / ચુકવણીની પદ્ધતિ Cash

Manual Receipt No. / મેન્યુઅલ રસીદ નં.

Manual Receipt Date / મેન્યુઅલ રસીદ તારીખ


Remarks / ટીપ્પણ

Proceed To Pay [Click here](#)

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Building Permission


- 8. On click of proceed to pay, Payment receipt will be generated. Click on the download payment receipt option.



### JAMNAGAR MUNICIPAL CORPORATION FOR TESTING

Jamnagar Municipal Corporation, Jubilee Garden, Jamnagar

Payment Receipt



<b>Receipt Number</b> :	B047BPM1920001022	<b>Payment Date</b> :	19-06-2019 12:16 PM
<b>Application Name</b> :	BUILDING DEVELOPMENT PERMISSION	<b>Mobile Number</b> :	1234567890
<b>Payee Name</b> :	JMC	<b>Email</b> :	jmc@gmail.com
<b>Applicant Address</b> :	01 JMC JMC JMC 380017		
<b>Pay Mode</b> :	CASH		
<b>Type of Application</b> :	DEVELOPMENT PERMISSION	<b>Application Number</b> :	006BDP19200028
<b>Owner Name</b> :	JMC	<b>Type of Area</b> :	FINAL TOWN PLANNING SCHEME

Payment Head	Amount
Scrutiny Fee (Residential)	738
Scrutiny Fee (Non Residential)	0
<b>Total</b>	<b>1000</b>

<b>Amount in Words</b> :	RUPEES ONE THOUSAND ONLY.
<b>Received At</b> :	Ward 4
<b>Stamp &amp; Signature</b> :	

### 8.3.2 Application Process

1. After scrutiny Payment, login for **L1 officer**.
2. Go to Worklist → Click on the Application number.

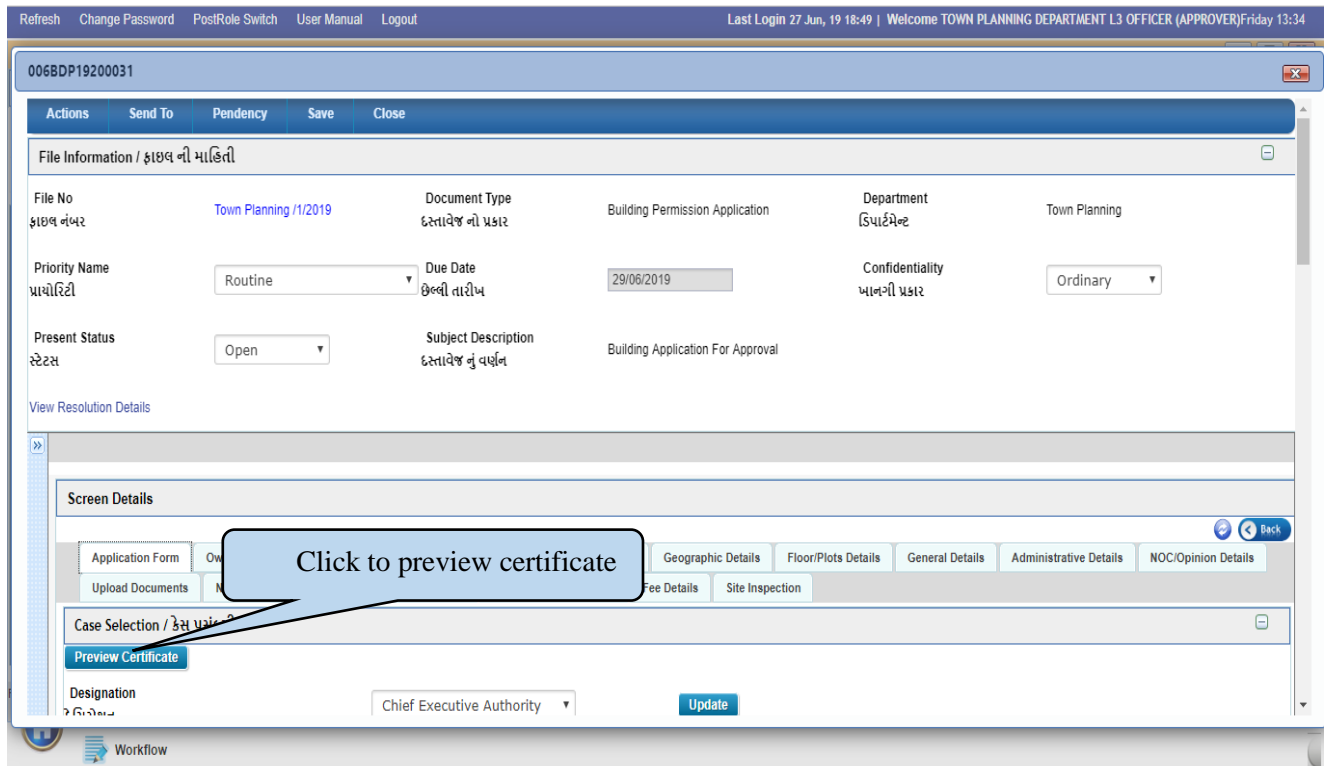
Workflow Application number hyperlink

Show 10 entries

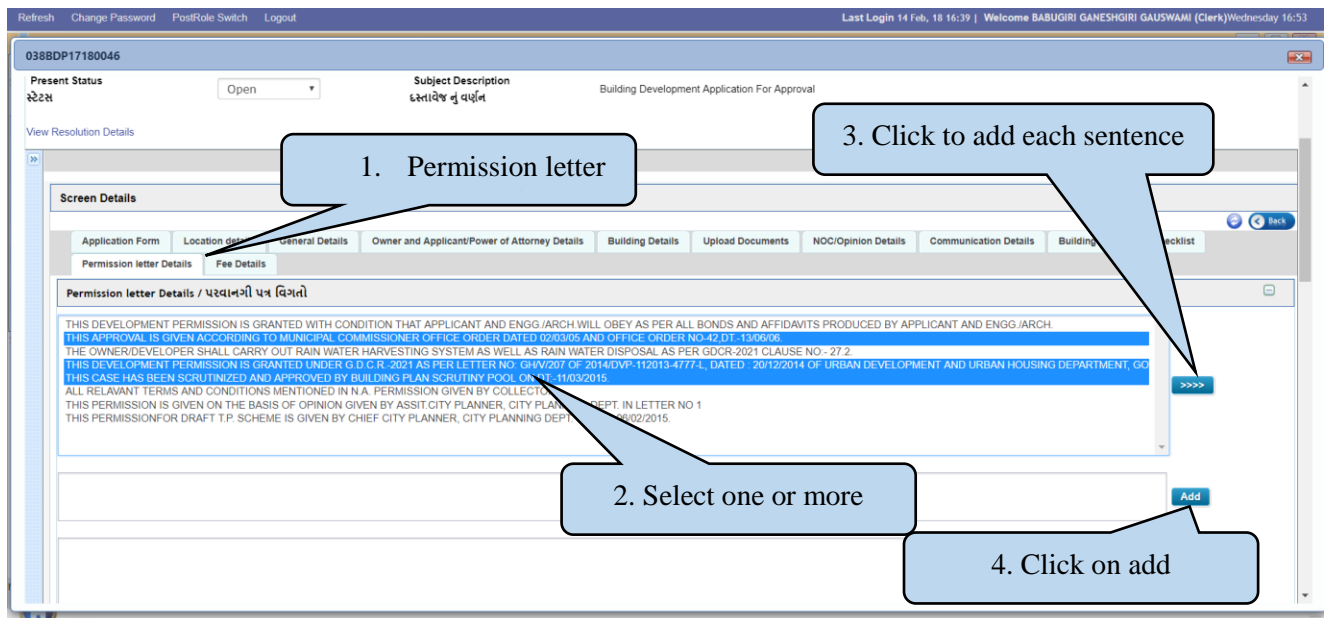
SR NO.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From
6.	038BDP17180104	Building Permission	JHJKHJ	BABUGIRI GANESHGIRI GAUSWAMI	Completed	01-Jan-2018	42 Days 6 Hours 12 Minutes	Completion	B
7.	038BDP17180082	Building Permission	FDGFSD	BABUGIRI GANESHGIRI GAUSWAMI	Query Raised	01-Jan-2018	42 Days 6 Hours 13 Minutes	Application Verification	B
8.	038BDP17180084	Building Permission	priyanka kukreja	BABUGIRI GANESHGIRI GAUSWAMI	Completed	29-Dec-2017	45 Days 5 Hours 52 Minutes	Completion	B
10.	038BDP17180083	Building Permission	dssa	BABUGIRI GANESHGIRI GAUSWAMI	Completed	27-Dec-2017	46 Days 20 Hours 13 Minutes	Completion	B
12.	038BDP17180082	Building Permission	FDGFSD	BABUGIRI GANESHGIRI GAUSWAMI	Completed	27-Dec-2017	46 Days 21 Hours 27 Minutes	Completion	B
13.	038BDP17180081	Building Permission	KJKJK	BABUGIRI GANESHGIRI GAUSWAMI	Completed	27-Dec-2017	46 Days 21 Hours 28 Minutes	Completion	B
15.	038BDP17180074	Building Permission	kjkjkjkd	BABUGIRI GANESHGIRI GAUSWAMI	Completed	27-Dec-2017	46 Days 22 Hours 21 Minutes	Completion	B
17.	038BDP17180073	Building Permission	kkjkhjk	BABUGIRI GANESHGIRI GAUSWAMI	Completed	27-Dec-2017	47 Days 4 Hours 1 Minutes	Completion	B
18.	038BDP17180073	Building Permission	kkjkhjk	BABUGIRI GANESHGIRI GAUSWAMI	In Progress	27-Dec-2017	47 Days 4 Hours 1 Minutes	Application Verification	B
19.	038BDP17180072	Building Permission	jkhjkh	BABUGIRI GANESHGIRI GAUSWAMI	Query Raised	27-Dec-2017	47 Days 4 Hours 7 Minutes	Application Verification	B

Showing 1 to 10 of 38 entries First Previous 1 2 3 4 Next Last

3. View the form, edit details and upload more documents if required. Navigate using the next button at every section or by using the section tabs at the top.



- 4.
5. Go to the permission letter details tab, select all applicable lines and press the >>>> button towards the right. Then click on add button to add the fields.



6. Go to fee details tab, write fees as applicable and click on save fee details button.

038BDP17180046

Present Status: Open | Subject Description: Building Development Application For Approval

View Resolution Details

Screen Details

Application Form | Location Details | General Details | Owner and Applicant/Power of Attorney Details | Building Details | Upload Documents | NOC/Opinion Details | Communication Details | Building Permission Checklist

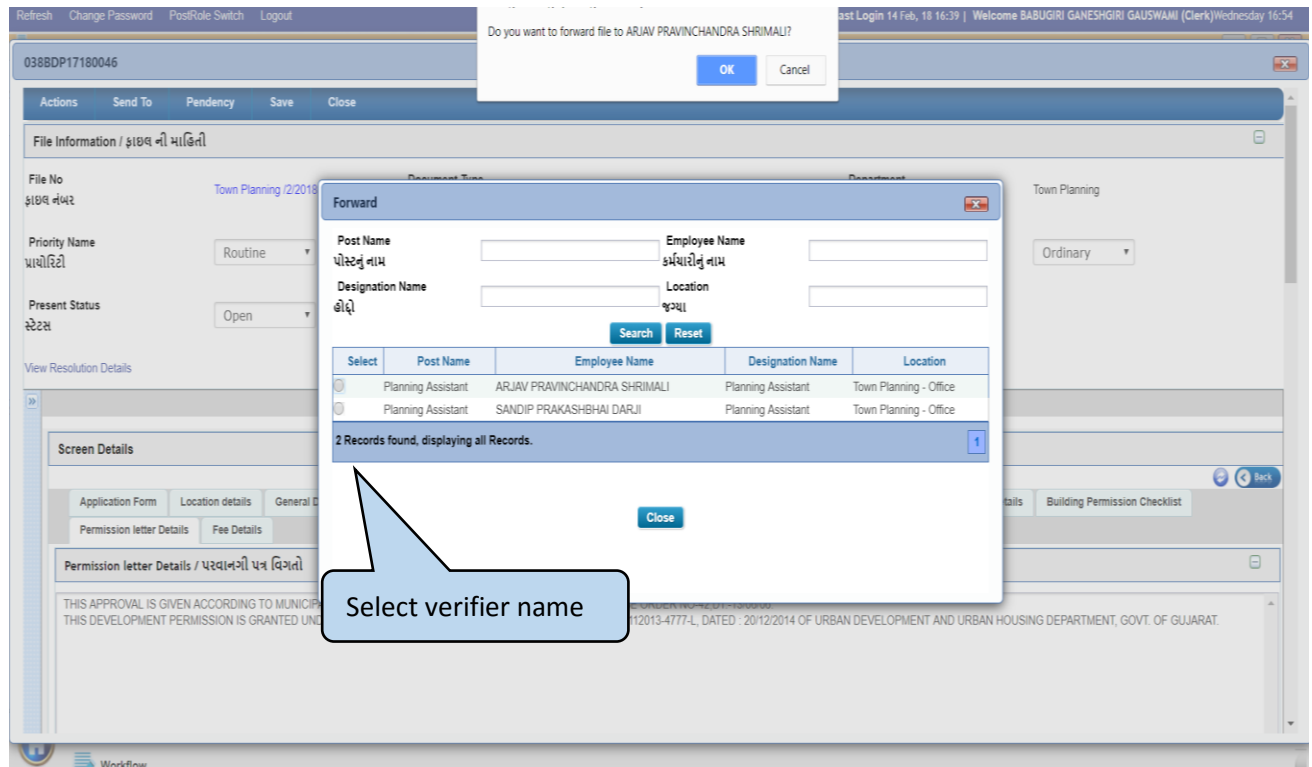
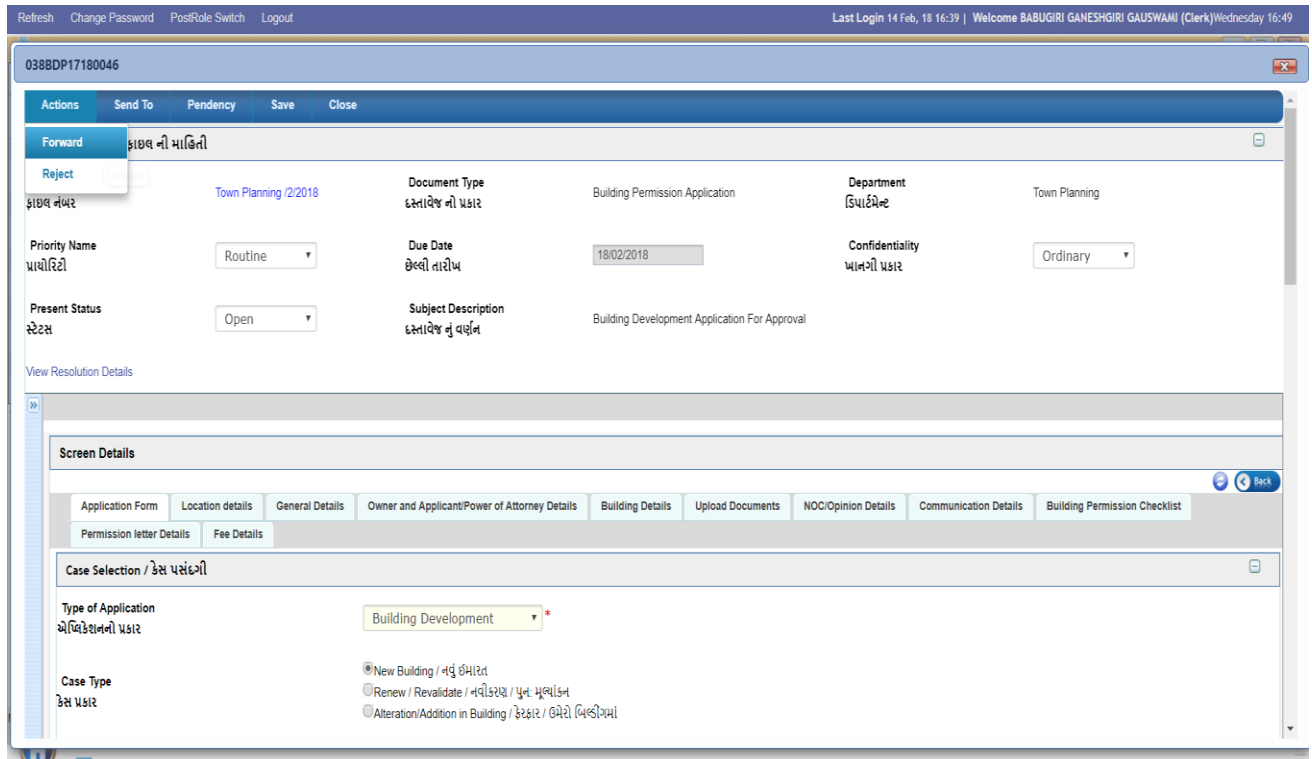
Permission letter Details | Fee Details

Building Permission Fees / ભાવેલીગ પરવાનગીઓ ફી

Fees head	Amount
Parking Fee	
Drainage Charges	
Water Charges	
Development Charges	
Paid FSI	1000
Tree Plantation Charge	100
Material Removal Charge	
Service and Amenities	5000
Other Penalties	
Revised Scrutiny	
Land Area Fees	

Save Fee Details

7. Go to actions menu at the top and select forward to forward application to verifier (L2 officer). Select the name of the officer to whom application is to be forwarded.

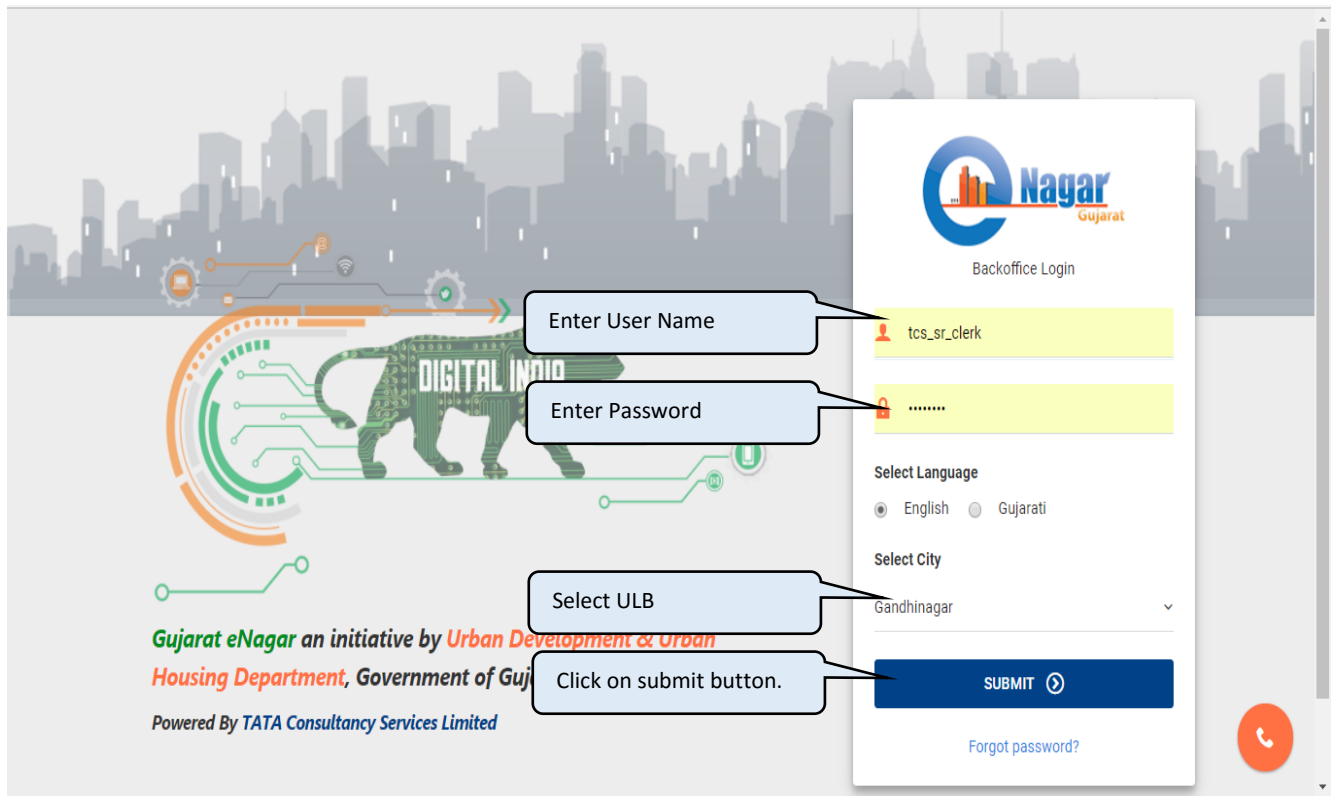


8. Click on logout.

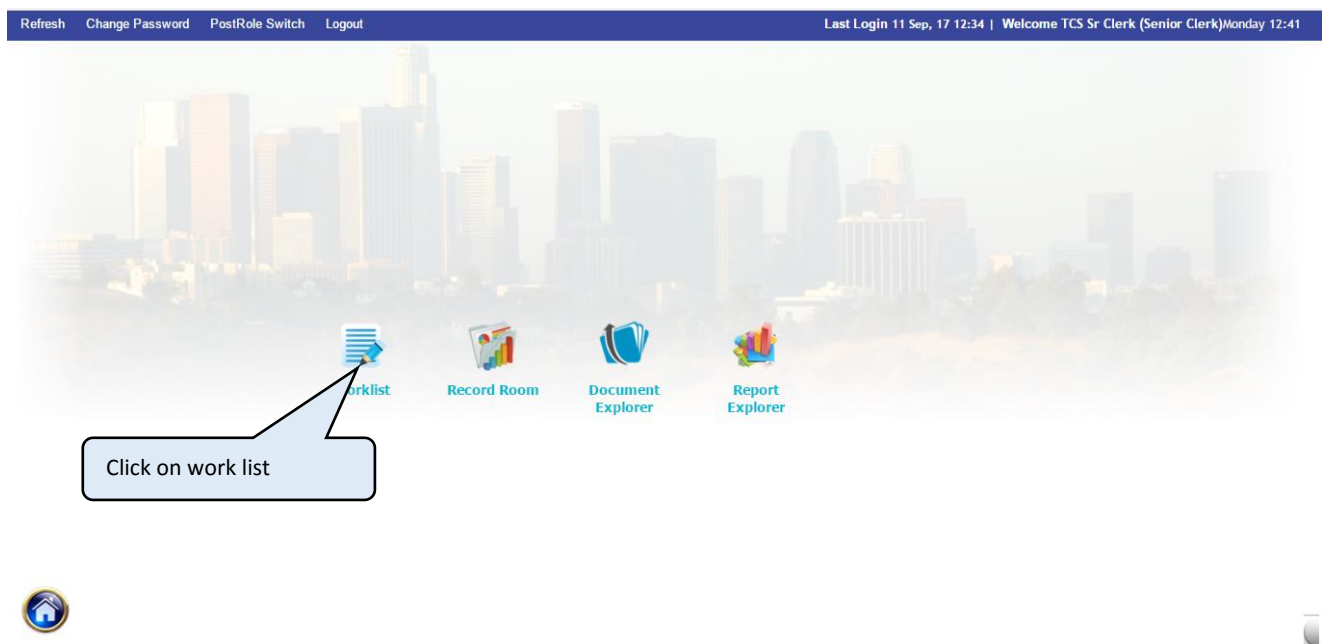


### 8.4 Login: L2 Officer (Verifier)

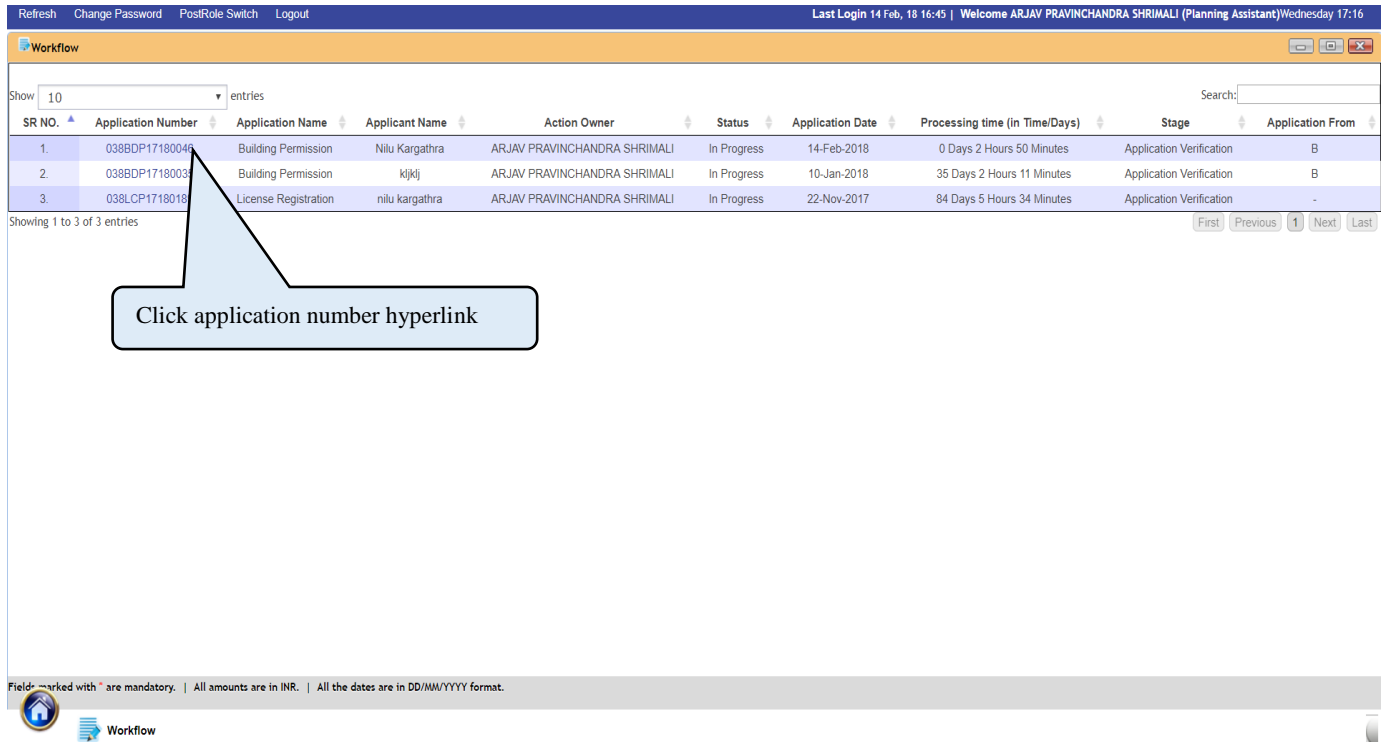
1. Login to the L2 officer. For Development authority, select Development authority in the city whereas for Nagarpalika/ Corporations select its name in the city drop down.



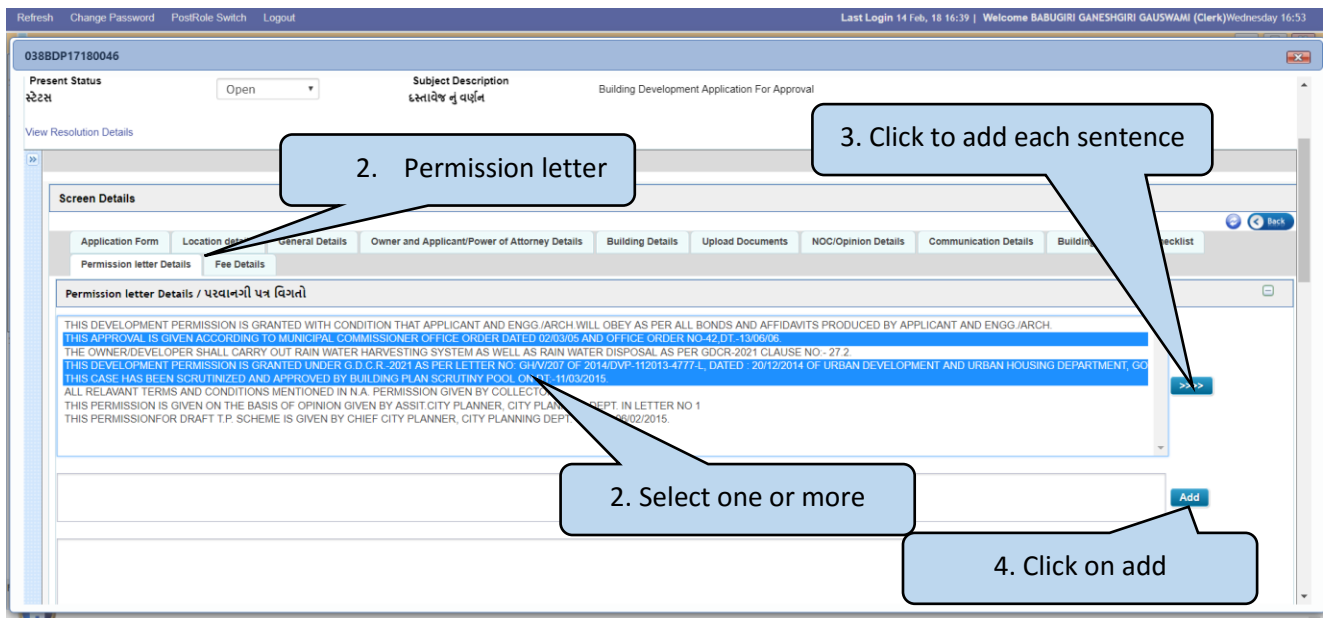
2. On click of submit button, following screen will be appear.



3. On click of work list, following screen will open. Search based on the application number.



4. Go to the permission letter details tab, update letter points, if required. Select all applicable lines and press the >>>> button towards the right. Then click on add button to add the fields.



5. Go to fee details tab, write fees as applicable and click on save fee details button.

2. Fee details

2. Fill as applicable

3. Click to save fee details

Fees head	Amount
Parking Fee	
Drainage Charges	
Water Charges	
Development Charges	
Paid FSI	1000
Tree Plantation Charge	100
Material Removal Charge	
Service and Amenities	5000
Other Penalties	
Revised Scrutiny	
Land Area Fees	

6. Go to actions menu and click on forward after verification of details.

Forward

Return Forward

Reject

Town Planning /2018

Document Type

Building Permission Application

Department

Town Planning

Priority Name

Routine

Due Date

18/02/2018

Confidentiality

Ordinary

Present Status

Open

Subject Description

Building Development Application For Approval

Case Selection / કેસ પસંદગી

Type of Application

Building Development

Case Type

New Building / નવું ઇમારત

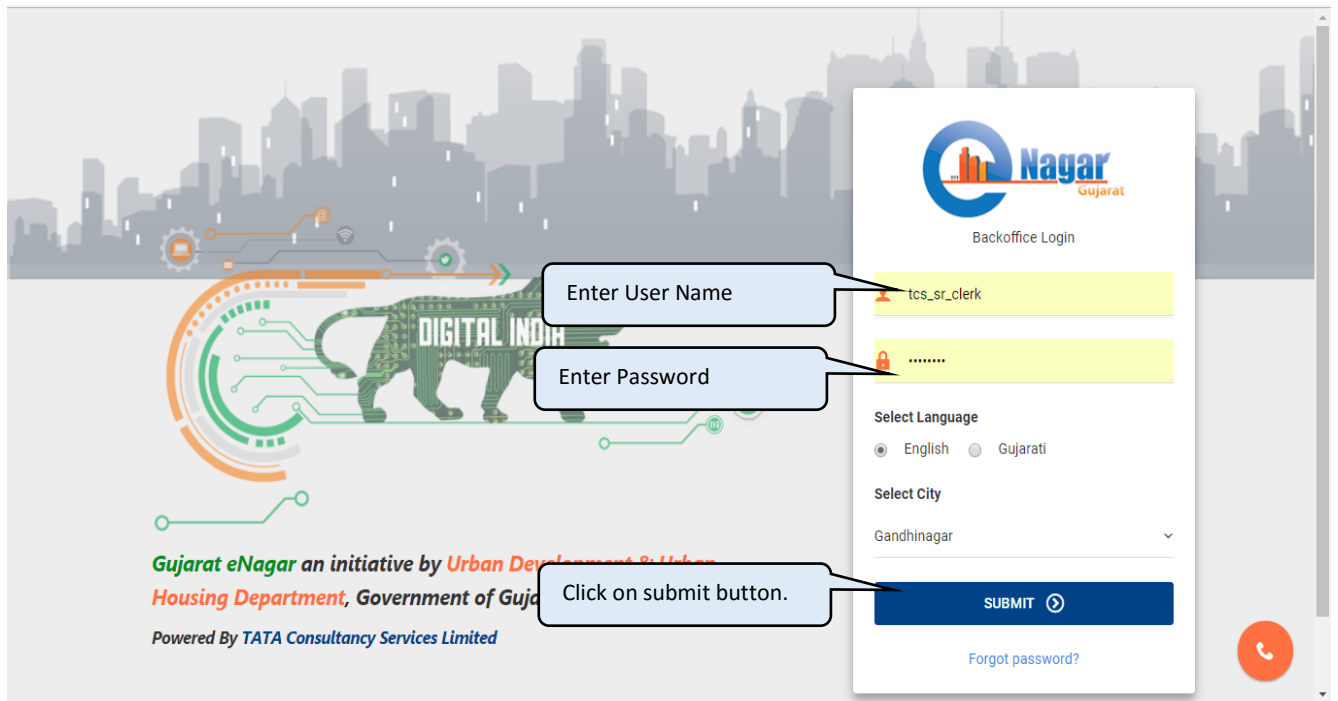
Renew / Revalidate / નવો કરાવેલ / પુનઃ મૂલ્યાંકન

Alteration/Addition in Building / ફેરફાર / ઉમેરો (બિલ્ડિંગમાં)

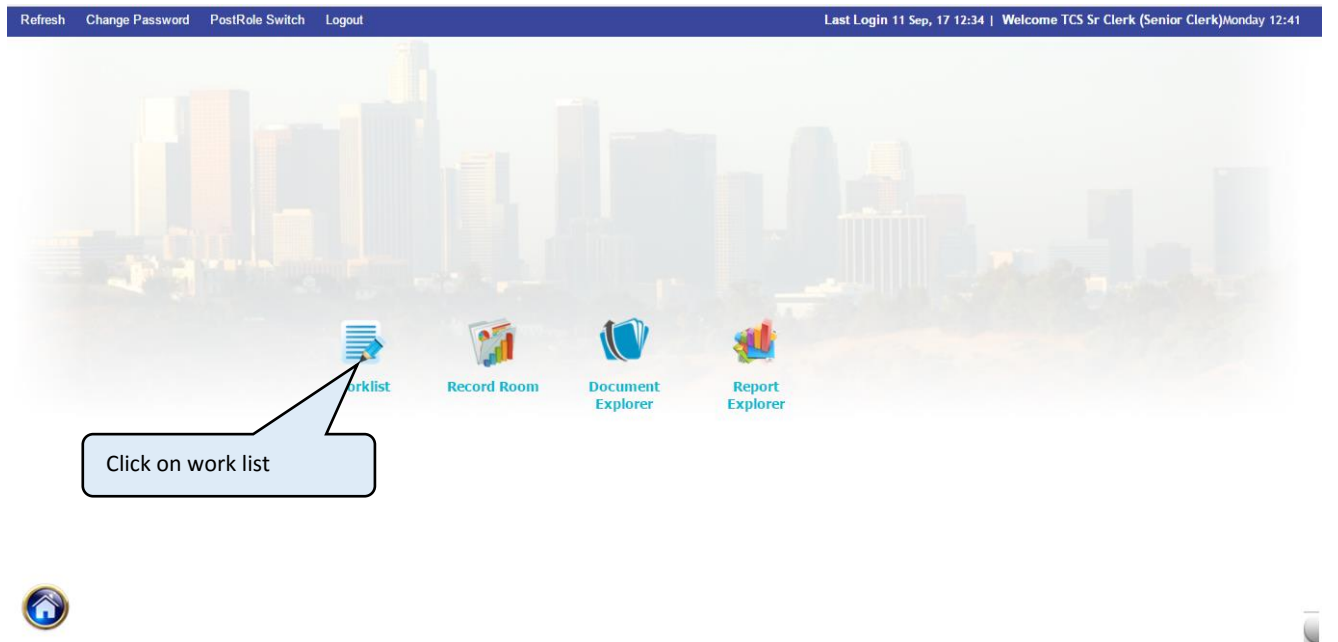
7. On click of Forward button, application will be forwarded to L3 officer.

### 8.5 Login: L3 Officer (Approver)

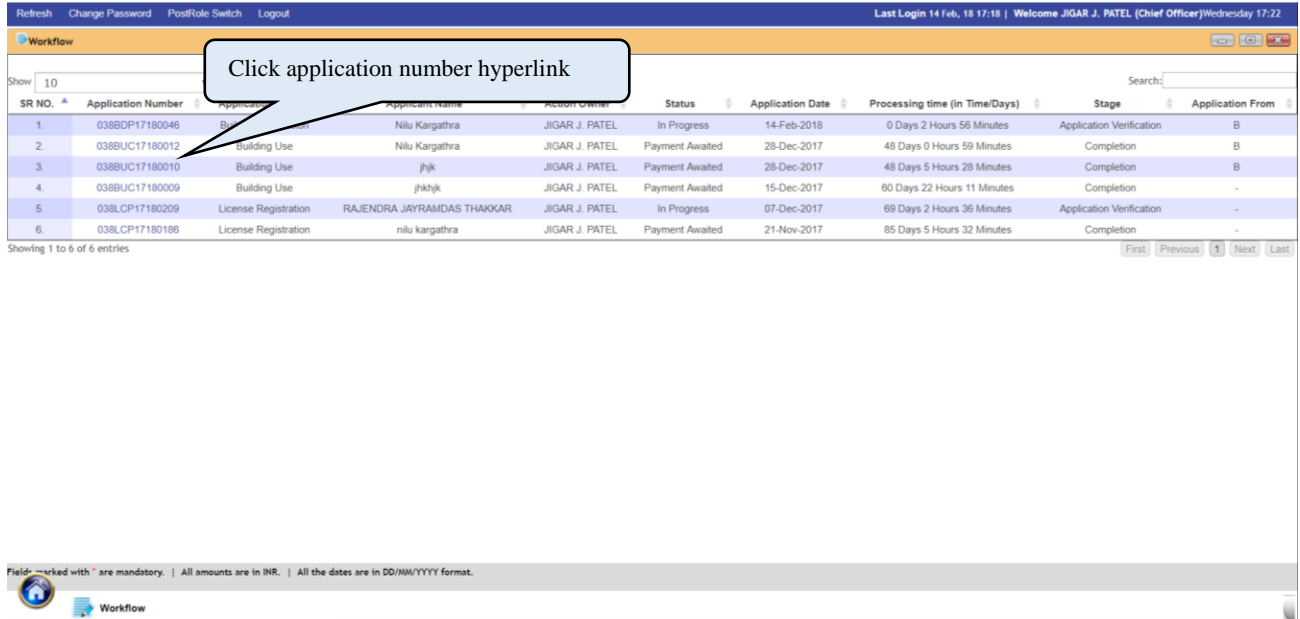
1. Login to the L3 officer. For Development authority, select Development authority in the city whereas for Nagarpalika/ Corporations select its name in the city drop down.



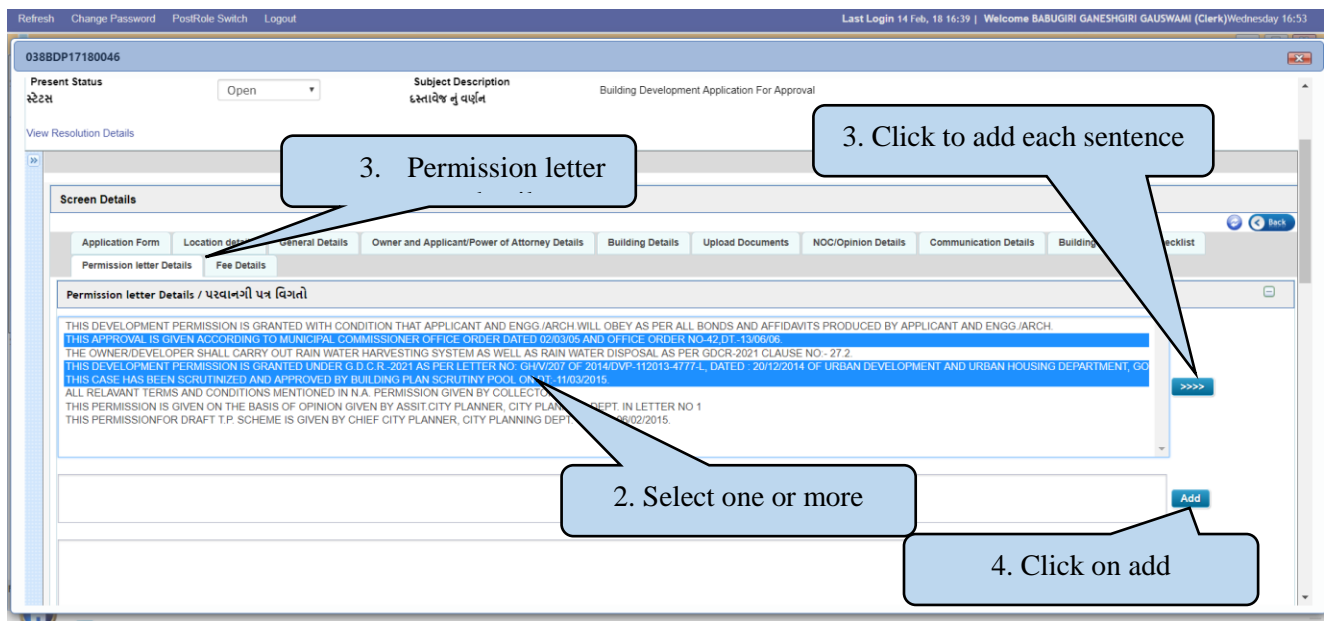
2. On click of submit button, following screen will be appear.



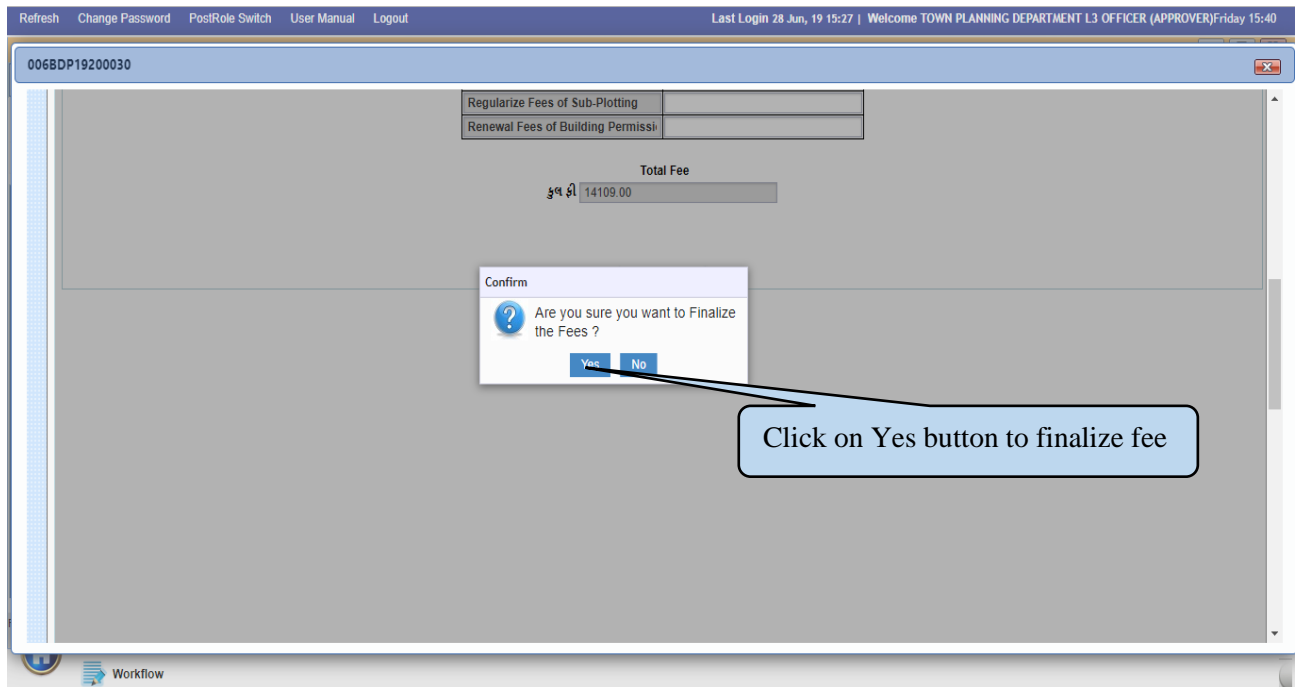
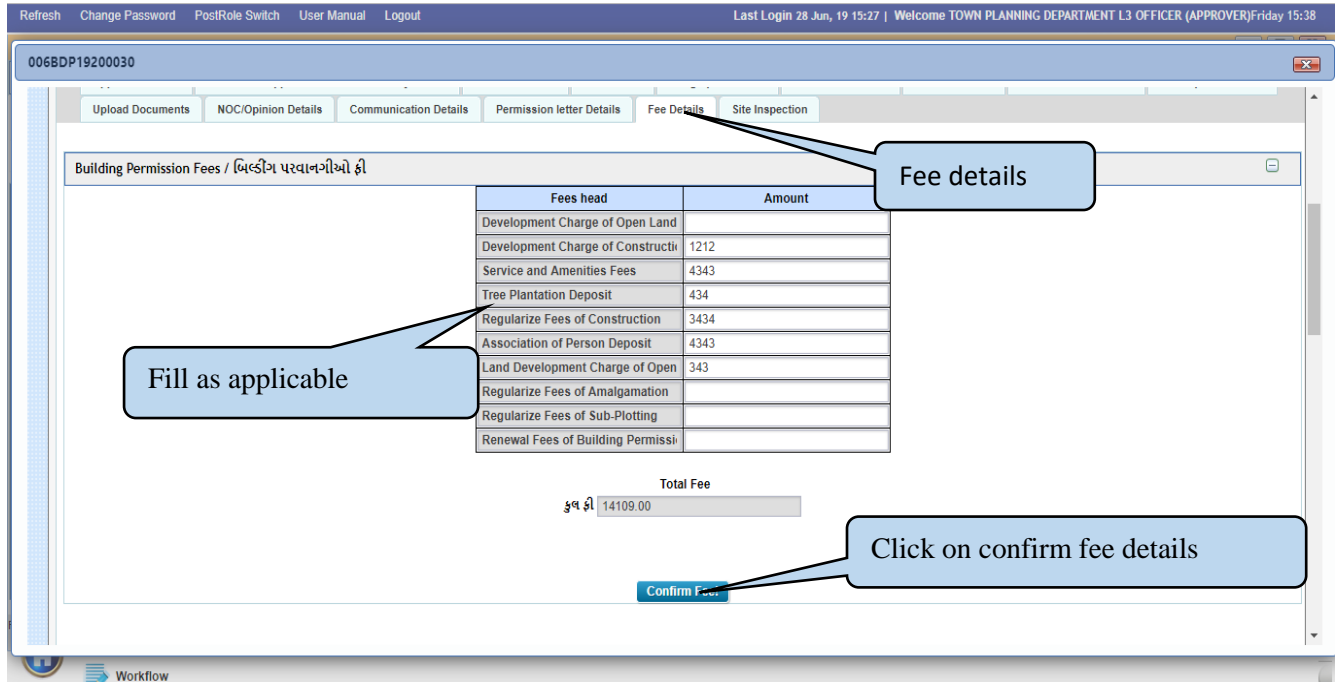
3. On click of work list, following screen will open. Search based on the application number.



- Go to the permission letter details tab, select all applicable lines and press the >>>> button towards the right. Then click on add button to add the fields.



- Go to fee details tab, write fees as applicable and click on save fee details button.



6. On click of confirm fees, applicant will be notified via SMS and email to pay the final fees.

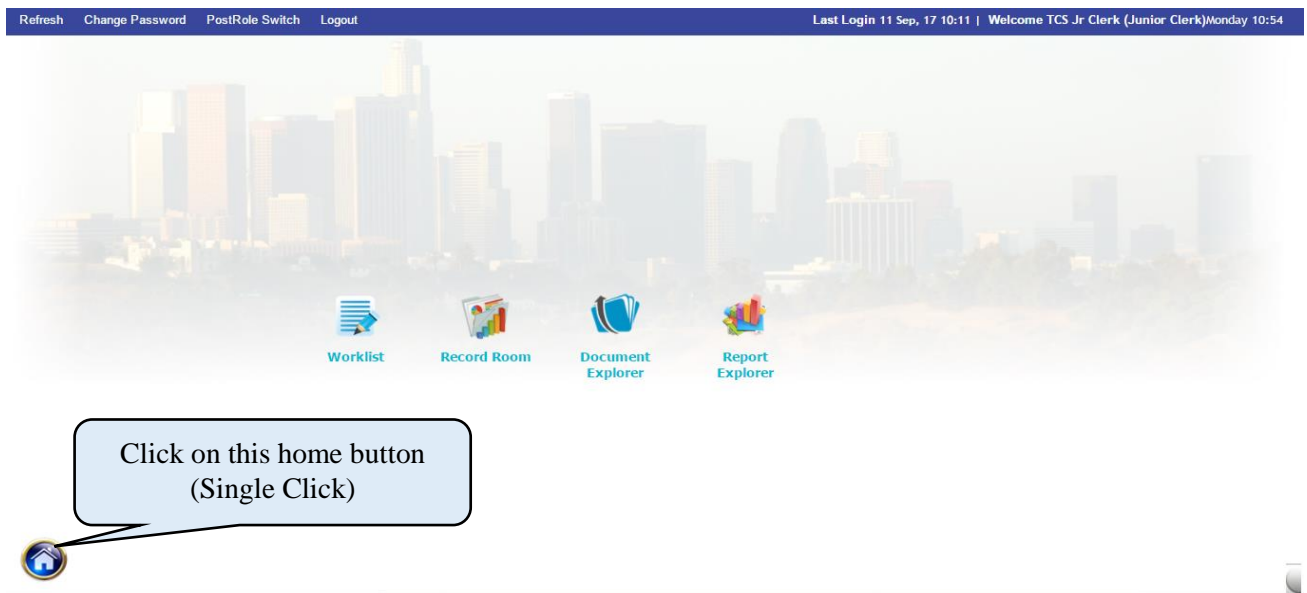
## 8.6 Login: L1 Officer/ Accountant

### 8.6.1 Pay Development Fees

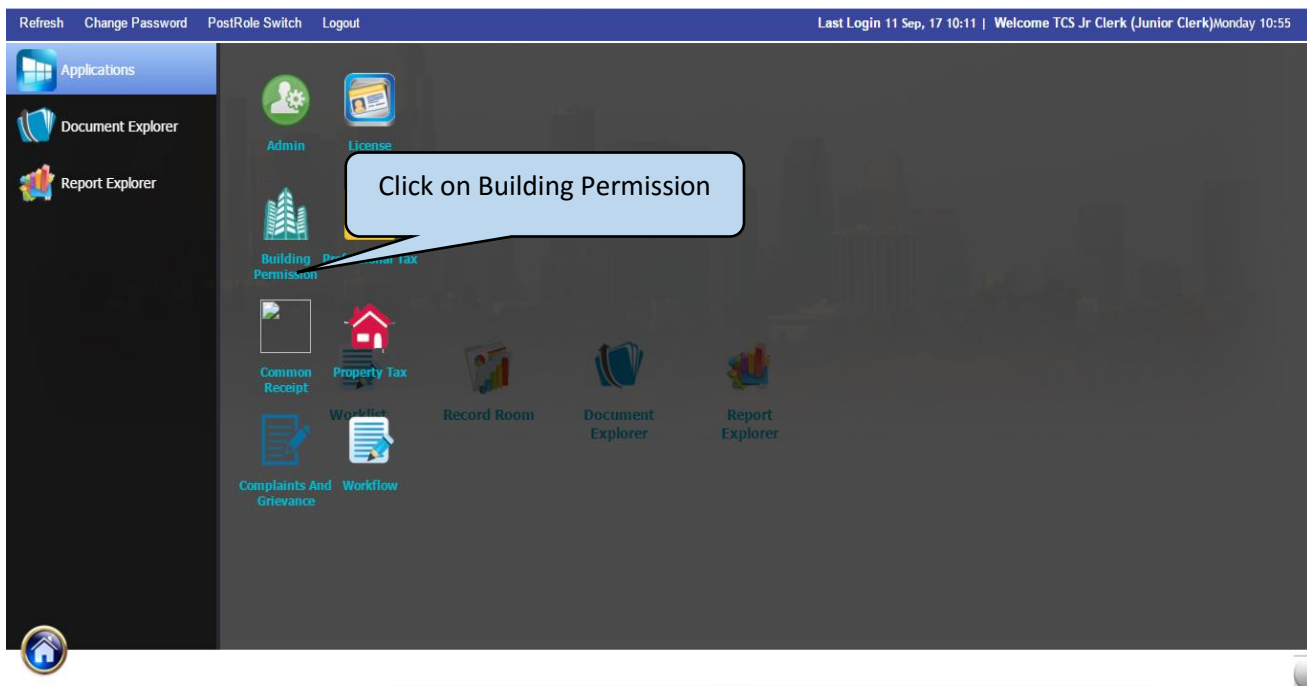
After login:

1. Click on 'Home' → Click on 'Building Permission' → click on 'Apply for Building Development'

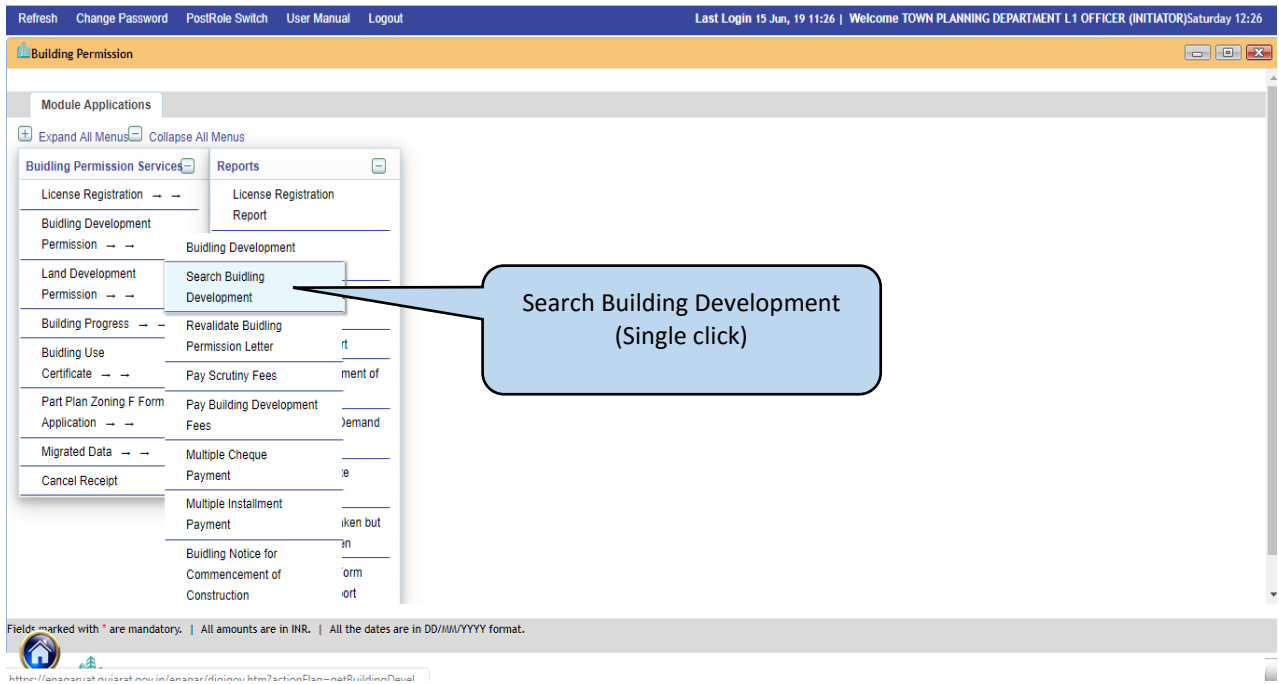
Kindly refer to the screen below



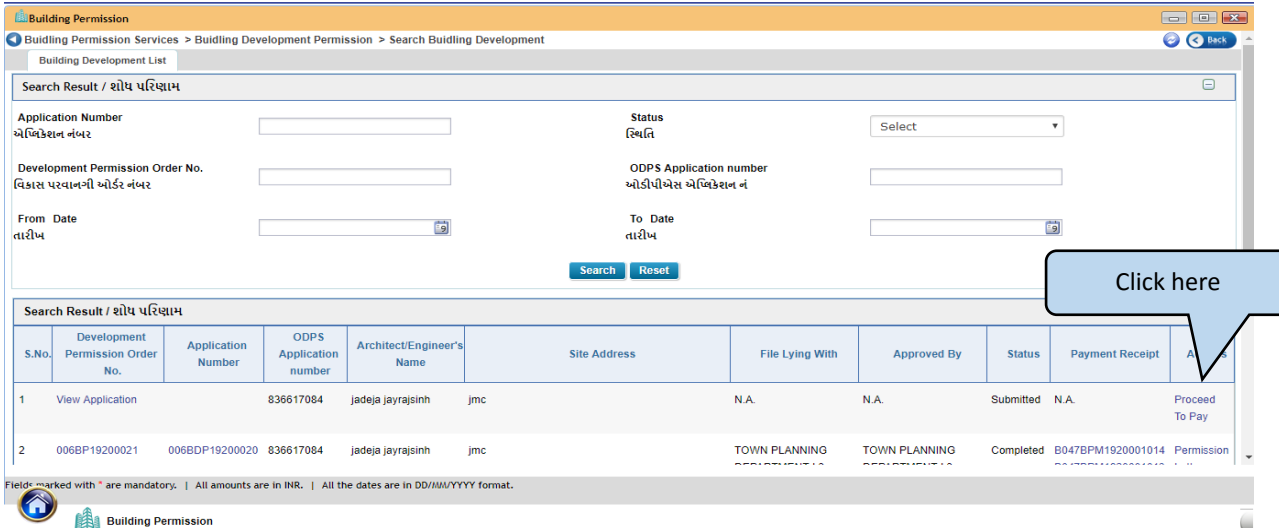
2. On click of this, menu will appear on screen where user needs to select 'Building Permission'.



3. Click on Building Permission → Search Building Permission



4. Search the application by its application number. Check the details in the form, select mode of payment, and click on proceed to pay button to make payment.





5. In the payment screen, select payment option: Cash, cheque, payorder, POS/ wallet. Based on the payment type, enter required details.

**Note: Manual receipt no and manual receipt date is not applicable for Building Permission module. Kindly ignore the same.**



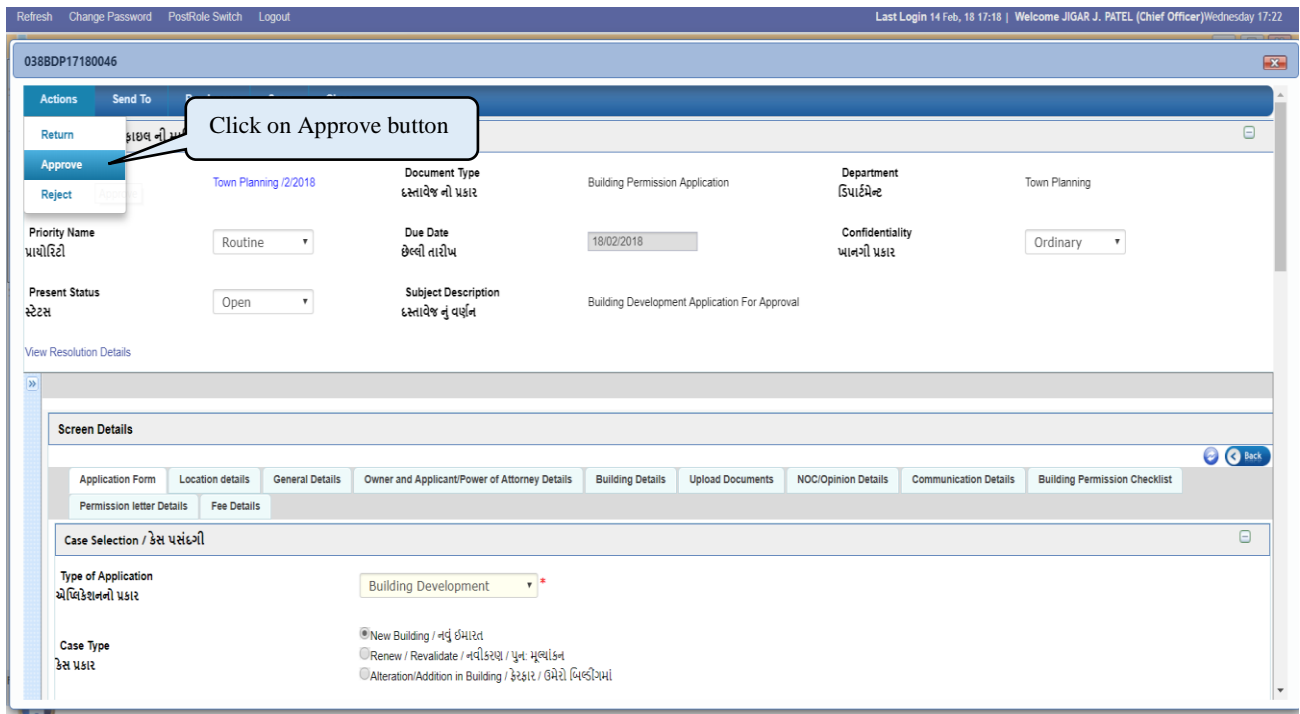
6. On click of proceed to pay, Payment receipt will be generated. Click on the download payment receipt option.

 <b>JAMNAGAR MUNICIPAL CORPORATION</b> FOR <b>TESTING</b> 																	
Jamnagar Municipal Corporation, Jubilee Garden, Jamnagar <u>Payment Receipt</u>																	
Receipt Number : B047BPM1920001023	Payment Date : 19-06-2019 12:27 PM																
Application Name : NEW BUILDING PERMISSION	Mobile Number : 1234567890																
Payee Name : JMC	Email : jmc@gmail.com																
Applicant Address : 01 JMC JMC JMC 380017																	
Pay Mode : CASH																	
Building Permission Number : 006BP19200029 Owner Name : JMC TP scheme No/ Non TP Scheme No. : 1 (JADA) Final Plot No. : 16/1 & 16/2 Application Number : 006BDP19200028	Type of Application : DEVELOPMENT PERMISSION Type of Area : FINAL TOWN PLANNING SCHEME TP / Non TP Scheme Name : VIBHAPAR JAMNAGAR Revenue Survey No. : 27 Site Address : JMC																
<table border="1"> <thead> <tr> <th>Payment Head</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Water Charges (100114)</td> <td>78789</td> </tr> <tr> <td>Drainage Charges (100113)</td> <td>4545</td> </tr> <tr> <td>Parking Charges (100112)</td> <td>4545</td> </tr> <tr> <td>Development Charges (100115)</td> <td>7542</td> </tr> <tr> <td>Paid FSI (100116)</td> <td>12121</td> </tr> <tr> <td>Tree Plantation Charge (100117)</td> <td>121212</td> </tr> <tr> <td><b>Total Amount</b></td> <td><b>228754</b></td> </tr> </tbody> </table>		Payment Head	Amount	Water Charges (100114)	78789	Drainage Charges (100113)	4545	Parking Charges (100112)	4545	Development Charges (100115)	7542	Paid FSI (100116)	12121	Tree Plantation Charge (100117)	121212	<b>Total Amount</b>	<b>228754</b>
Payment Head	Amount																
Water Charges (100114)	78789																
Drainage Charges (100113)	4545																
Parking Charges (100112)	4545																
Development Charges (100115)	7542																
Paid FSI (100116)	12121																
Tree Plantation Charge (100117)	121212																
<b>Total Amount</b>	<b>228754</b>																
Amount In Words : RUPEES TWO LACS TWENTY EIGHT THOUSAND SEVEN HUNDRED FIFTY FOUR ONLY.																	
Received At : Ward 4																	
Stamp & Signature :																	

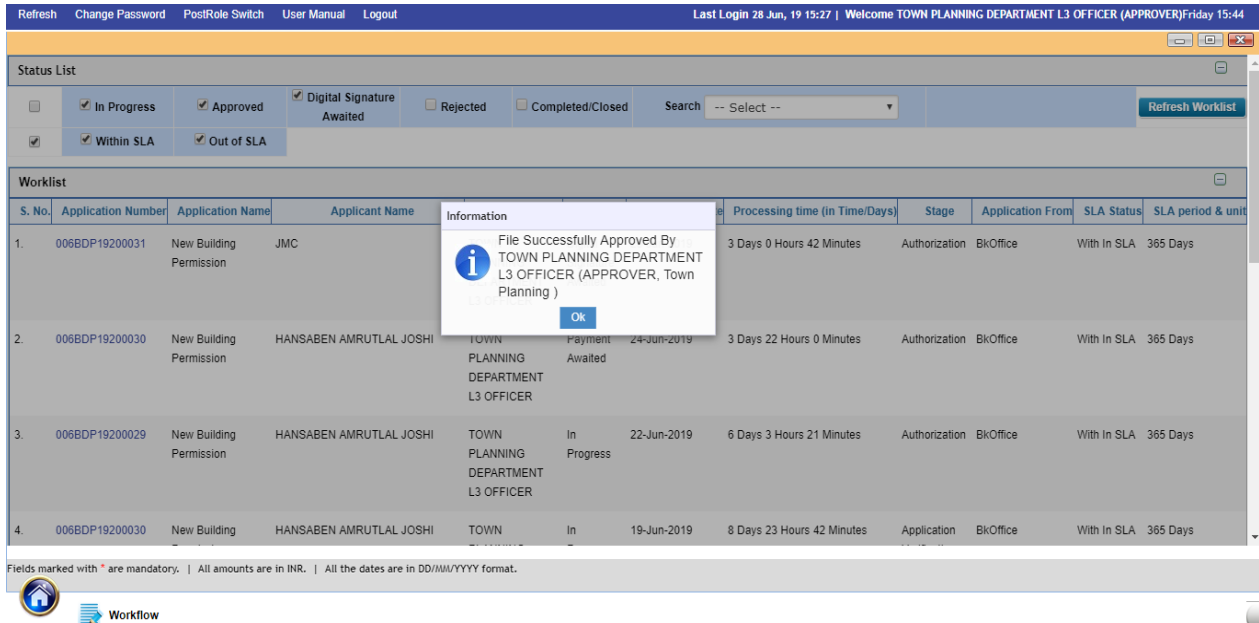
### 8.7 Login: L3 Officer (Approver)

Once Final payment is done, login for L3 officer.

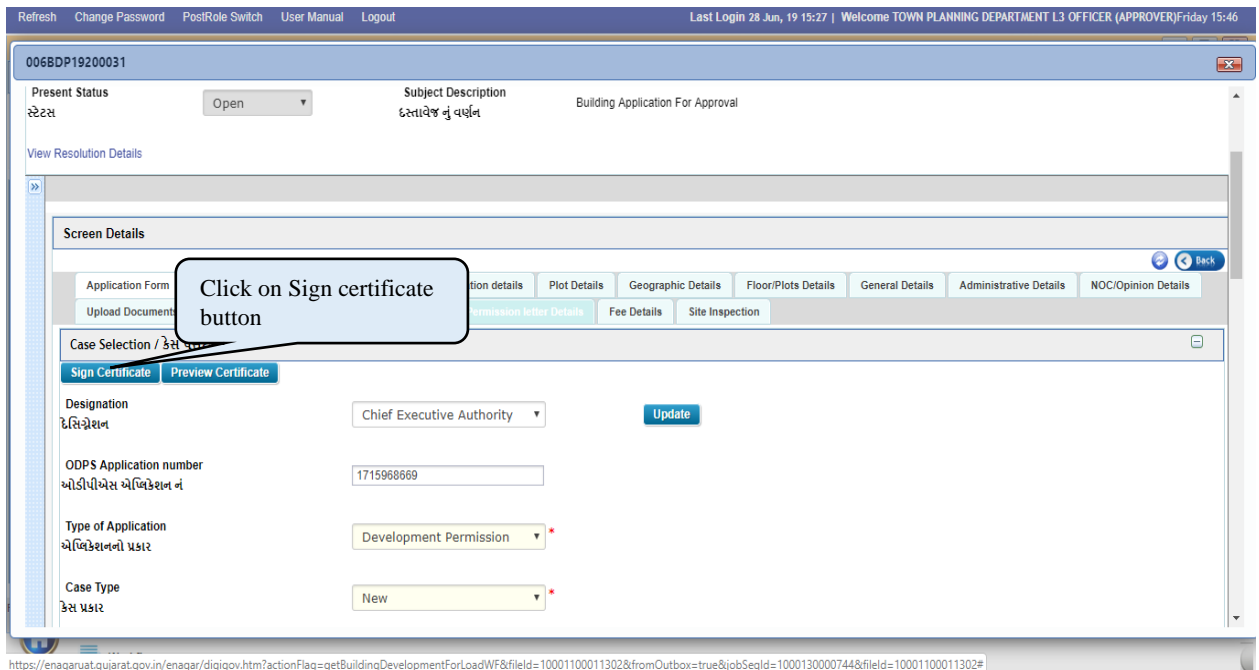
1. Login to the L3 officer. For Development authority, select Development authority in the city whereas for Nagarpalika/ Corporations select its name in the city drop down.
2. GO to **worklist** and Search the application for which payment has been done. That can be identified by the status: **In progress** and Stage: **Authorization**
3. Click on the application number, application form will open. Click on **Approve** button.



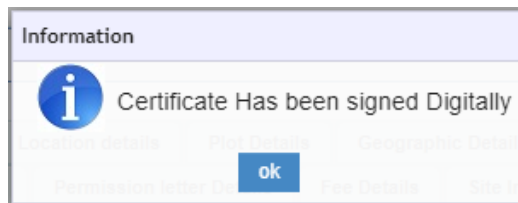
4. Click on yes when prompted with 'Do you want to approve file?'
5. After successful approval, following message will be populated.



6. Click on the Sign certificate button to digitally sign the application.



7. Enter the required PIN for Digital signature. After successfully signing the certificate, following message will appear.



### 8.8 Download Certificate:

Citizen can download Development Permission letter as well as Drawing file from his/ her login on the portal.


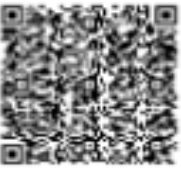

For department user, following steps to be performed.

1. Login as L1 officer.
2. Go to Building Permission → Search Building Permission → Click on search button after entering the application number.
3. Click on **Download Permission letter / Download drawing file** link in the action column.

The screenshot shows the 'Building Permission Services > Building Development Permission > Search Building Development' page. It features search filters for Application Number, Development Permission Order No., From Date, Status, ODPS Application number, and To Date. Below the filters is a 'Search Result / શોધ પરિણામ' table with the following data:

S.No.	Development Permission Order No.	Application Number	ODPS Application number	Architect/Engineer's Name	Site Address	File Lying With	Approved By	Status	Payment Receipt	Actions
5	006BP19200029	006BDP19200028	1177738300	pRIYANKA KUKREJA jmc		TOWN PLANNING DEPARTMENT L3 OFFICER	TOWN PLANNING DEPARTMENT L3 OFFICER	Completed	B047BPM1920001023 B047BPM1920001022	<a href="#">Permission Letter</a> <a href="#">Download Drawing PDF</a>

Click here to download Development Permission letter and Drawing file

 <b>JAMNAGAR MUNICIPAL CORPORATION FOR TESTING</b> Jamnagar Municipal Corporation, Jubilee Garden, Jamnagar			
(Form NO. D)			
<b>Development Permission</b>			
Permission is hereby granted under Section 29(1)(i)/29(1)(ii)/29(1)(iii), 34, 49(1)(b) of the Gujarat Town Planning and Urban Development Act, 1976 / under Section 253 of Gujarat Provincial Municipal Corporation Act, 1949.			
Application No.	: 006BDP19200028	Date	: 19/06/2019
Development Permission No	: 006BP19200029		
Architect/Engineer No.	: 006ER181910001	Architect/ Engineer Name	: PRIYANKA KUKREJA
Structure Engineer No.	: N.A	Structure Engineer Name	: N.A
Clerk of Works No.	: N.A	Clerk of Works Name	: N.A
Developer No.	: N.A	Developer Name	: N.A
Owner Name	: JMC		
Owner Address	: 01 JMC JMC JMC 380017		
Applicant/ POA holder's Name	: JMC		
Applicant/ POA holder's Address	: 01 JMC JMC JMC 380017		
Administrative Ward	: WARD 7	Administrative Zone	: DEFAULT ZONE JAMNAGAR
MUNICIPAL COMMISSIONER			
	Certificate created on 19/06/2019		JAMNAGAR MUNICIPAL CORPORATION FOR TESTING
			

District	: JAMNAGAR	Taluka	: JAMNAGAR
City/Village	:		
TP Scheme/ Non TP Scheme Number	: 1 (JADA)	TP Scheme/ Non TP Scheme Name	: VIBHAPAR JAMNAGAR
Revenue Survey No.	: 27	City Survey No.	: 27
Final Plot No.	: 16/1 & 16/2	Original Plot No.	: 16/1 & 16/2
Sub Plot no.	: 00	Tikka No. / Part No.	: 00
Block No/Tenement No	: 00	Sector No. / Plot No.	: 00
Max Height Of Building	: 6.6 Meter(s)	Block/Building Name	: 00
Height Of Building	: 6.6 Meter(s)	No. of floors	: 00
Site Address	: JMC		

Floor/Plot Details for Block - 89 (2)				
Floor Number	Built up area of Residential Unit	Total Number of Residential Unit	Built up area of Non-Residential Unit	Floor/Plot Details for Block - 89 (2)
First Floor	39	1	0	0
Ground Floor	39	1	0	0
Total	78	2	0	0

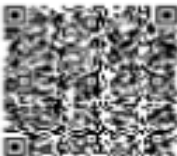
**Development Permission Valid from Date** : 19/06/2019

**Development Permission Valid till Date** : 17/06/2020


**Note / Conditions :**

1. THIS DEVELOPMENT PERMISSION IS GRANTED WITH CONDITION THAT APPLICANT AND ENGG./ARCH.WILL OBEY AS PER ALL BONDS AND AFFIDAVITS PRODUCED BY APPLICANT AND ENGG./ARCH.
2. THIS APPROVAL IS GIVEN ACCORDING TO MUNICIPAL COMMISSIONER OFFICE ORDER DATED 02/03/05 AND OFFICE ORDER NO-42,DT.-13/06/06.



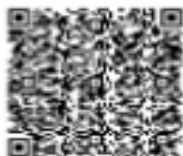
Certificate created on 19/06/2019



MUNICIPAL COMMISSIONER

JAMNAGAR  
MUNCIPAL  
CORPORATION  
FOR  
TESTING

3. THE OWNER/DEVELOPER SHALL CARRY OUT RAIN WATER HARVESTING SYSTEM AS WELL AS RAIN WATER DISPOSAL AS PER GDCR-2021 CLAUSE NO:- 27.2.
4. THIS DEVELOPMENT PERMISSION IS GRANTED UNDER G.D.C.R.-2021 AS PER LETTER NO: GH/V/207 OF 2014/DVP-112013-4777-L, DATED : 20/12/2014 OF URBAN DEVELOPMENT AND URBAN HOUSING DEPARTMENT, GOVT. OF GUJARAT.
5. THIS CASE HAS BEEN SCRUTINIZED AND APPROVED BY BUILDING PLAN SCRUTINY POOL ON DT:- 11/03/2015.
6. ALL RELAVANT TERMS AND CONDITIONS MENTIONED IN N.A. PERMISSION GIVEN BY COLLECTOR
7. THIS PERMISSION IS GIVEN ON THE BASIS OF OPINION GIVEN BY ASSIT.CITY PLANNER, CITY PLANNING DEPT. IN LETTER NO 1
8. THIS PERMISSIONFOR DRAFT T.P. SCHEME IS GIVEN BY CHIEF CITY PLANNER, CITY PLANNING DEPT. ON DT.-:06/02/2015.
9. dgffhghgh



Certificate created on 19/06/2019



MUNICIPAL COMMISSIONER

JAMNAGAR  
MUNCIPAL  
CORPORATION  
FOR  
TESTING

Page 3 of 3

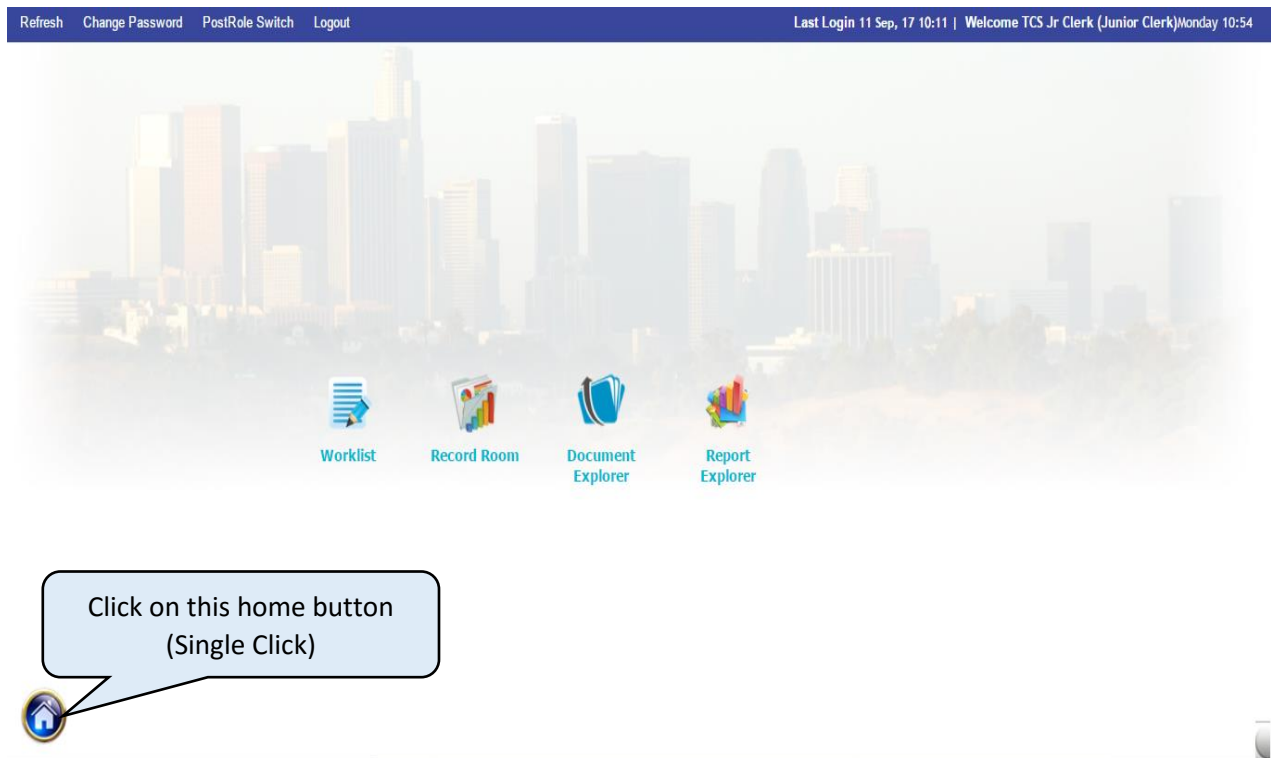


## CHAPTER 9. Progress Entry

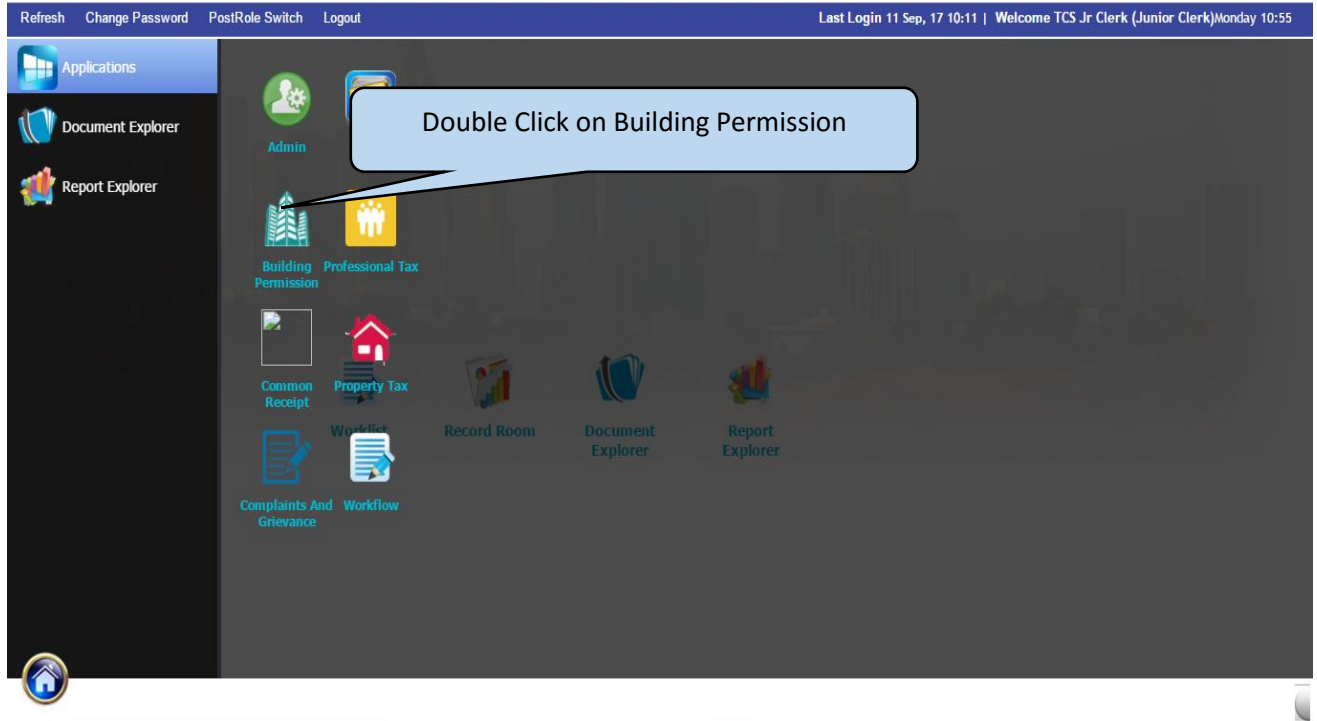
### 9.1 Login as L1 officer (initiator)

After login:

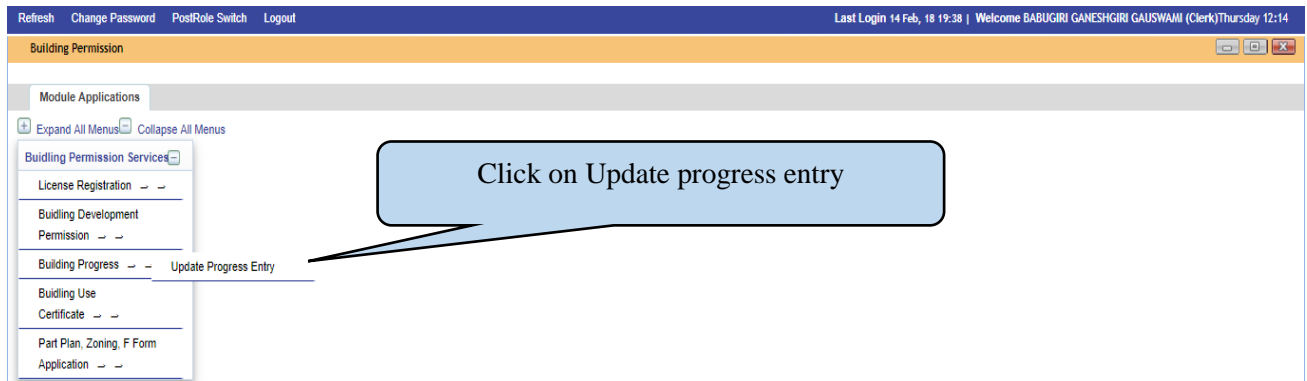
1. Click on 'Home' → Click on 'Building Permission' → click on 'Building Progress' → Update Progress entry
2. Kindly refer to the screen below



3. On click of this, menu will appear on screen where user needs to select 'Building Permission'



4. Go to home and click on building permission. In Building progress menu, click on update progress entry.



5. Enter the registration number in the field and click on search. It will open the file. Now make the changes as applicable, click on add details and then click on save to save the progress details.

Refresh Change Password PostRole Switch User Manual Logout Last Login 14 Jun, 19 14:51 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR) Friday 15:13

Building Permission

Progress Entry

Progress Entry / પગલો પૂરેલ

Building Permission Number  
બિલ્ડિંગ પરવાનગી નંબર

1111 Search

Building Details / બિલ્ડિંગ વિગતો

Building Permission Letter issue date  
બિલ્ડિંગ પરવાનગી લેટર ઉપર તારીખ

01/06/2019

Name of Owner  
Name of Owner

payal

Mobile No  
માલિકની મોબાઇલ નંબર

9999999999

Site Address  
સાઇટ સરનામું

anand party ploat

Building Commencement Date  
બિલ્ડિંગ પ્રારંભ તારીખ

01/06/2019

Plot Area  
પલોટ વિસ્તાર

450

Plot Details / પલોટ વિગતો

Administrative Zone  
વહીવટી ઝોન

DEFAULT ZONE AHMEDABAD

Administrative Ward  
વહીવટી વોર્ડ

Ward 4

Type of Area  
ક્ષેત્રનો પ્રકાર

Final Town Planning Schem

TP Scheme Number/ Non TP Scheme Number  
ટી.પી. સોજમા નંબર / નોન ટી.પી. સોજમા નંબર

ranip/1

TP / No TP Scheme  
ટી.પી. / ના ટી.પી. સોજમા

development

Revenue Survey Number  
આવક સર્વે નંબર

1

City Survey Number  
શહેર સર્વે નંબર

1

Original Plot Number  
મૂળ પલોટ નંબર

44

Final Plot Number  
અંતિમ પલોટ નંબર

144

Sub Plot No.  
પેટા પલોટ નં.

56

Tenement/Block No  
ભાડુતો નંબર

1

Sector/Plot Number  
સેક્ટર / પલોટ નંબર

22

TIKKA/Part Number  
TIKKA / ભાગ નંબર

1547

Is Building Complete  
બિલ્ડિંગ પૂર્ણ છે

Is Building Complete \*

Building Progress Entry / બિલ્ડિંગ પગલો એન્ટ્રી

Proposed Height of Building  
બિલ્ડિંગની પસંદગી કરેલ ઊંચાઈ

15

No. of Block  
બ્લોકની સંખ્યા

1

Building/Block Name  
બિલ્ડિંગ બ્લોક નામ

1

Stage  
સ્ટેજ

Plinth level

Professional Details / વ્યવસાયિક વિગતો

Architect's /Engineer's License Number  
આર્કિટેક્ટ / ઇજનેરનો લેઇસન્સ નંબર

001AR09062410012

Architect/Engineer's Name  
આર્કિટેક્ટ / ઇજનેરનું નામ

nilesh prajapati

Mobile Number (AOR/EOR)  
મોબાઇલ નંબર (એઓઆર/એઓ)

9999999999

Address of AOR/EOR  
એઓઆર સરનામું

123 123 infocity jamnagar ,  
Jamnagar - 382424

Structural Engineer's License Number  
માર્કઅપ્લીક ડિઝાઇનરનું નામ

001SED4032300594

Name of SEOR  
SEOR નું નામ

AMITKUMAR KARSANBHAI BHARV

Clerk of Work's License Number  
ક્લર્ક ઓફ વર્ક લેઇસન્સ

001CW15122000711

Clerk of Work's Name  
ક્લર્ક ઓફ વર્ક નામ

SAVALIYA BHARGAV JAYSUKHBHA

COWOR Address  
સાઇટ સરનામું

29, SHIVALAY BUNGLOWS,  
NR DIVINE SCHOOL,

COWOR Mobile Number  
COWOR મોબાઇલ નંબર

9999982893

6. Provide Block wise stage completion details, attach form 11 and click on submit button.

Developer's License Number: 001DV11082100790 | Developer's Name: HIMANI CONSTRUCTION  
Address of DOR: 2,ARYAN BUNGLOWS,OPP,ANNAPURN | Mobile Number (DOR): 9925045212

**Attach Form 11**

Note: Maximum 2 MB Allowed (Only JPG, JPEG, BMP, GIF, PNG, TIFF, PPM, DOC, DOCX, PDF, RTF, XLS, XLSX, TXT, PPT, PPTX, PPSX are allowed)  
નોંધ: મહત્તમ ૨ MB (ફાઇલો JPG, JPEG, BMP, GIF, PNG, TIFF, PPM, DOC, DOCX, PDF, RTF, XLS, XLSX, TXT, PPT, PPTX, PPSX માટે છે)

Description	File Name	Action
1.jpg		Remove / View

**Site Photograph**

Note: Maximum 2 MB Allowed (Only JPG, JPEG, BMP, GIF, PNG, TIFF, PPM, DOC, DOCX, PDF, RTF, XLS, XLSX, TXT, PPT, PPTX, PPSX are allowed)  
નોંધ: મહત્તમ ૨ MB (ફાઇલો JPG, JPEG, BMP, GIF, PNG, TIFF, PPM, DOC, DOCX, PDF, RTF, XLS, XLSX, TXT, PPT, PPTX, PPSX માટે છે)

Description	File Name	Action
1.jpg		Remove / View

**Other Attachments**

Note: Maximum 2 MB Allowed (Only JPG, JPEG, BMP, GIF, PNG, TIFF, PPM, DOC, DOCX, PDF, RTF, XLS, XLSX, TXT, PPT, PPTX, PPSX are allowed)  
નોંધ: મહત્તમ ૨ MB (ફાઇલો JPG, JPEG, BMP, GIF, PNG, TIFF, PPM, DOC, DOCX, PDF, RTF, XLS, XLSX, TXT, PPT, PPTX, PPSX માટે છે)

Description	File Name	Action
1.jpg		Remove / View

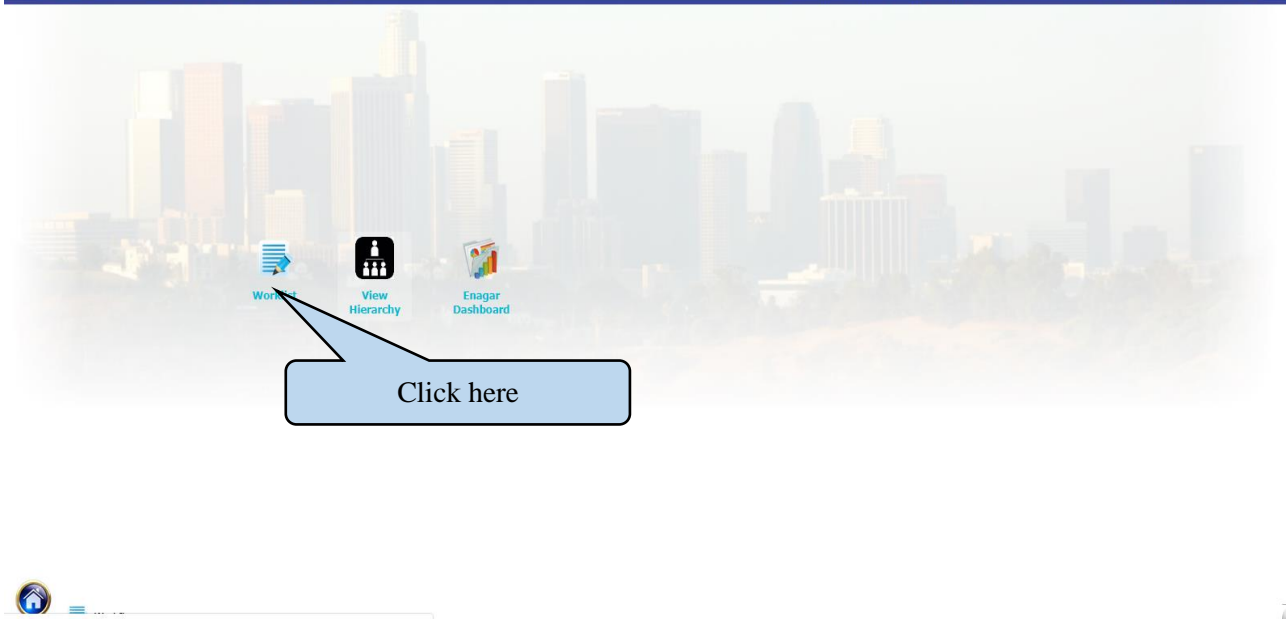
The construction of the building is in compliance with the sanctioned drawings and the General Development Control Regulations. We declare that  
ઉપરોક્ત બિનાની કાંઈપણ મંજૂર ફોર્મમાં અને જનરલ ડેવલપમેન્ટ કંટ્રોલ રેગ્યુલેશન્સનું પાલન કરે છે. અમે જાહેર કરીએ છીએ કે આ તબક્કે સુધારિત યોજના જરૂરી નથી.

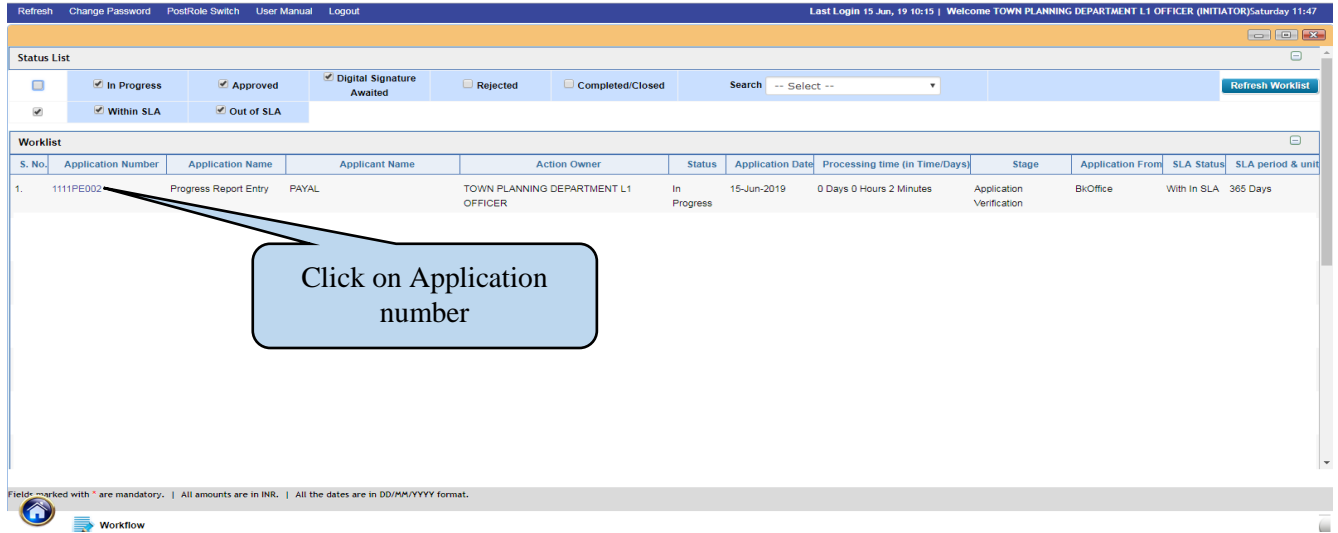
Save Reset Close

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

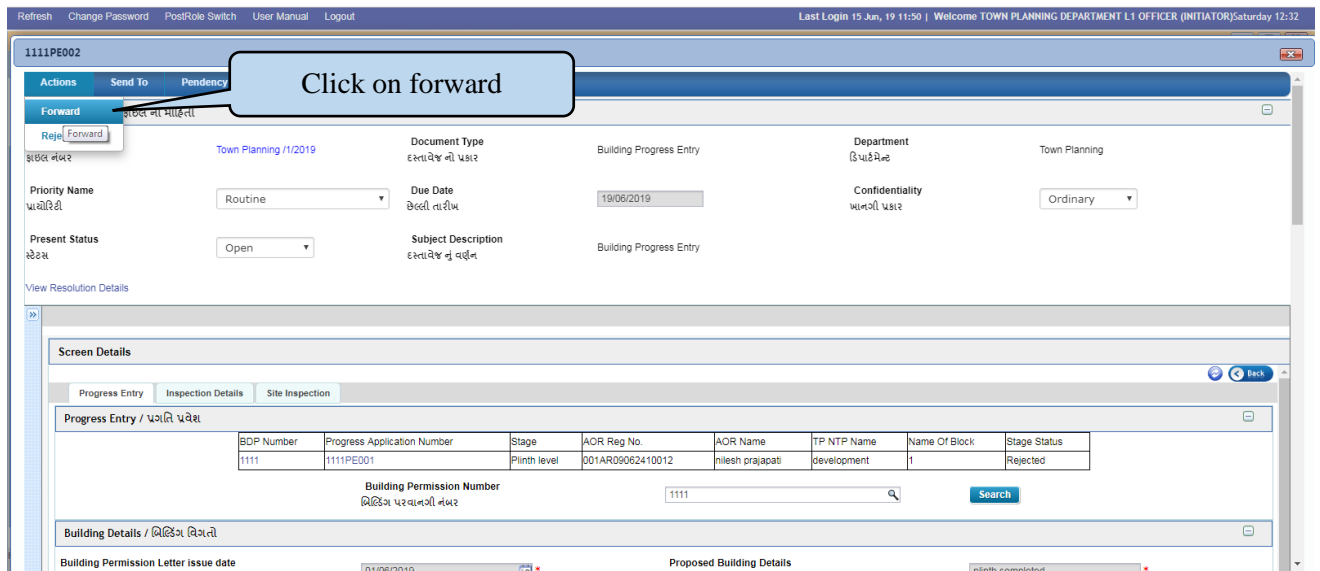
Workflow Building Permission

- 7. On click of submit, message of successful submission will be populated.
- 8. Go to worklist → Click on application number





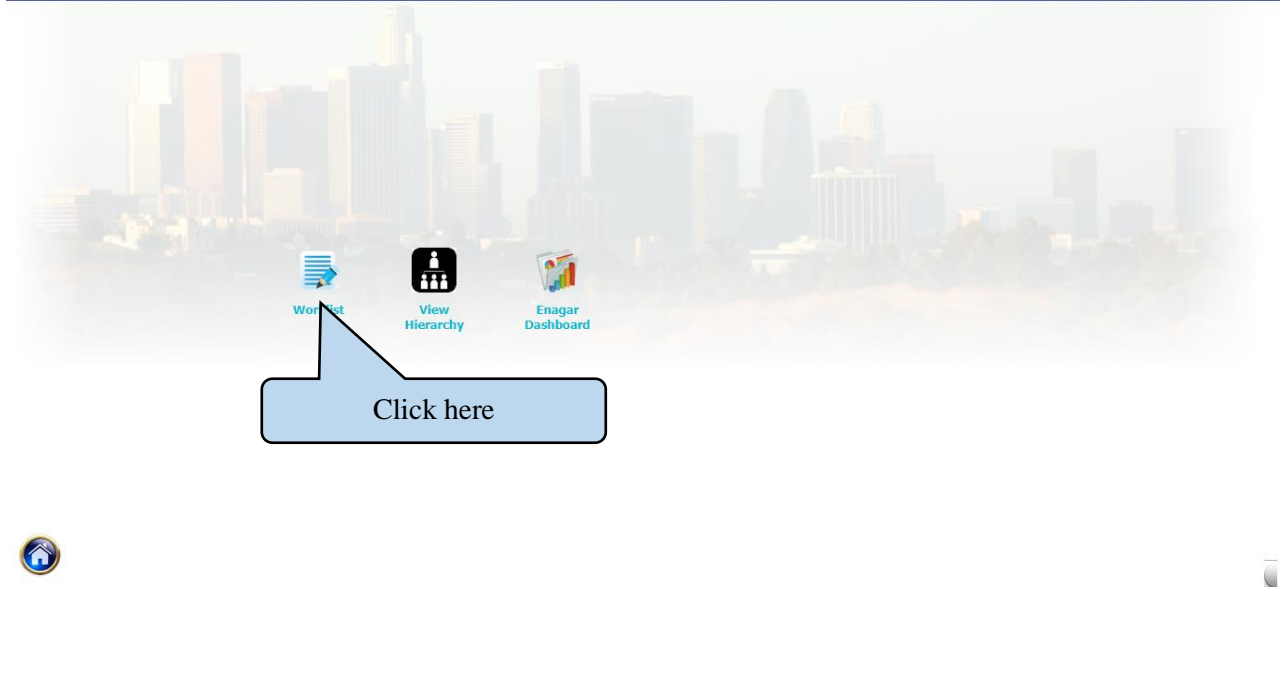
9. Check the application details, click on forward button to forward application to L2 officer.



## 9.2 Login as L2 officer (Verifier)

After login:

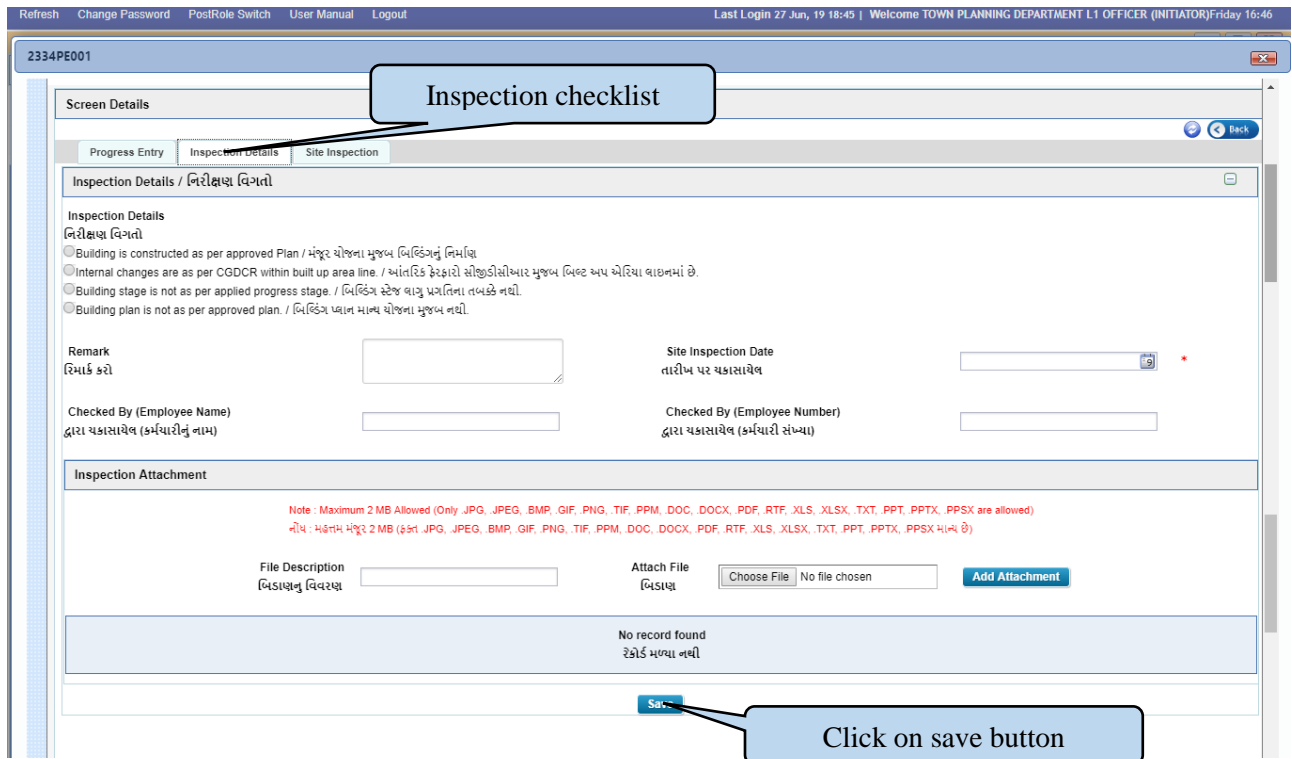
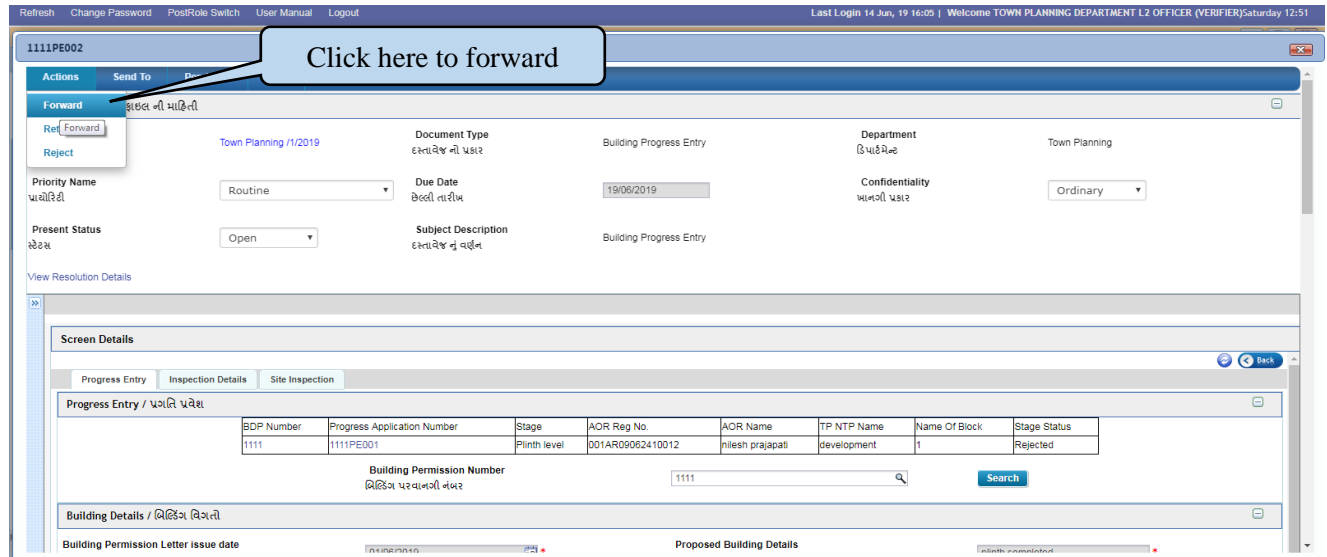
1. Click on worklist → Click on application number
2. Kindly refer to the screen below



The screenshot displays the 'Worklist' table within the application. The table has a header row and one data row. A blue callout box with the text 'Click on Application number' points to the 'Application Number' cell of the first row.

S. No.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From	SLA Status	SLA period & unit
1.	1111PE002	Progress Report Entry	PAYAL	TOWN PLANNING DEPARTMENT L1 OFFICER	In Progress	15-Jun-2019	0 Days 0 Hours 2 Minutes	Application Verification	BkOffice	With In SLA	365 Days

3. Check application details and update Site inspection details

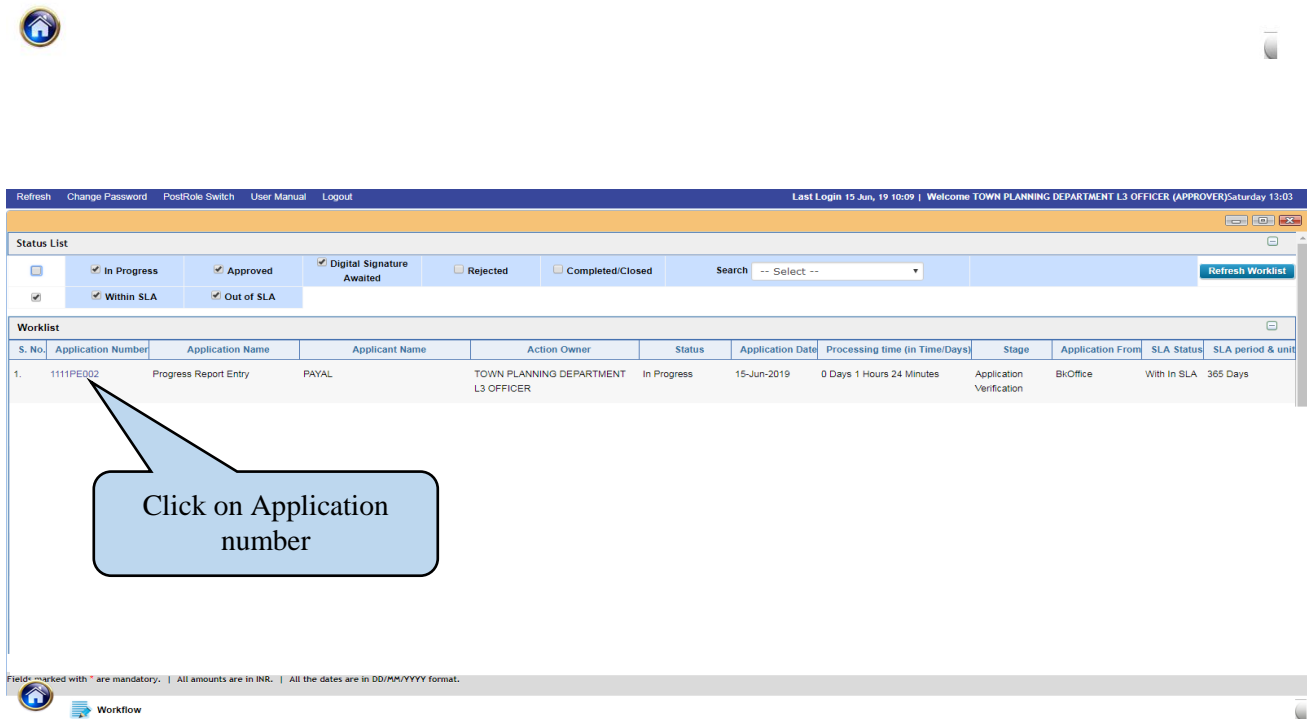
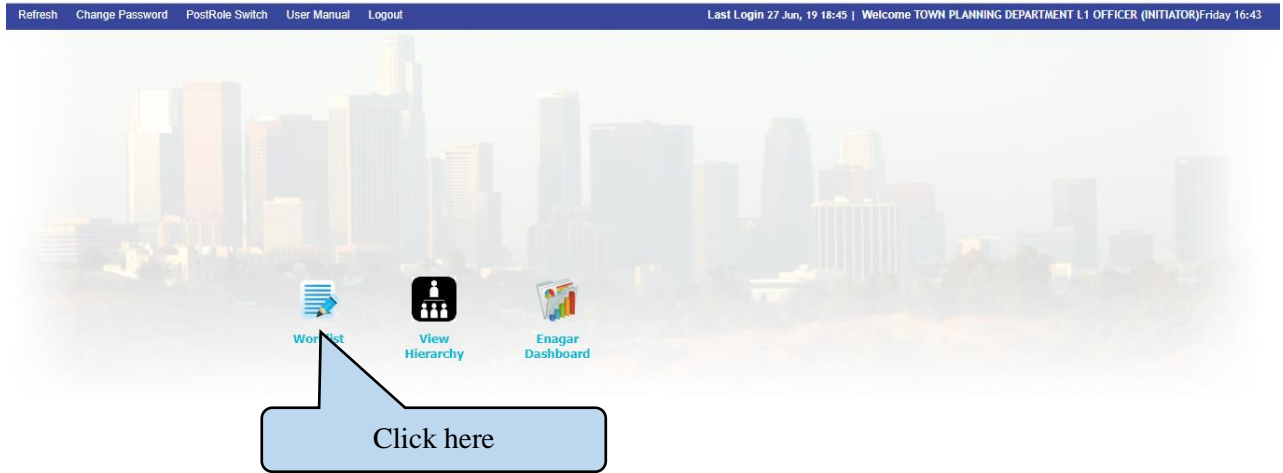


4. After saving the inspection details, click on the forward button, to forward application to L3 officer.

### 9.3 Login as L3 officer (Verifier)

After login:

1. Click on worklist → Click on application number
2. Kindly refer to the screen below

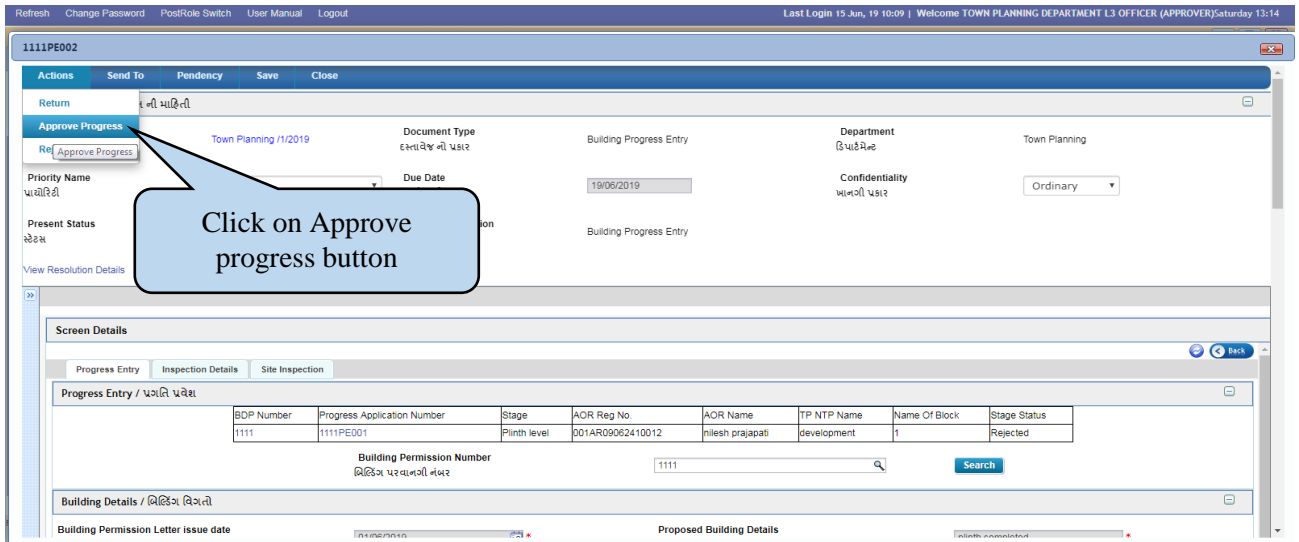


3. Check application and Site inspection details
4. Click on approve button, if all the information is proper.
5. Click on reject, if details are not proper.

Approve/ Reject based on Inspection remarks.

- a. Building is constructed as per approved Plan - **Approve**
- b. Internal changes are as per CGDCR within built up area line. - **Approve**
- c. Building stage is not as per applied progress stage. - **Reject**
- d. Building plan is not as per approved plan. - **Reject**





## CHAPTER 10. Building Use Certificate

### 10.1 Workflow for Building Use Certificate application

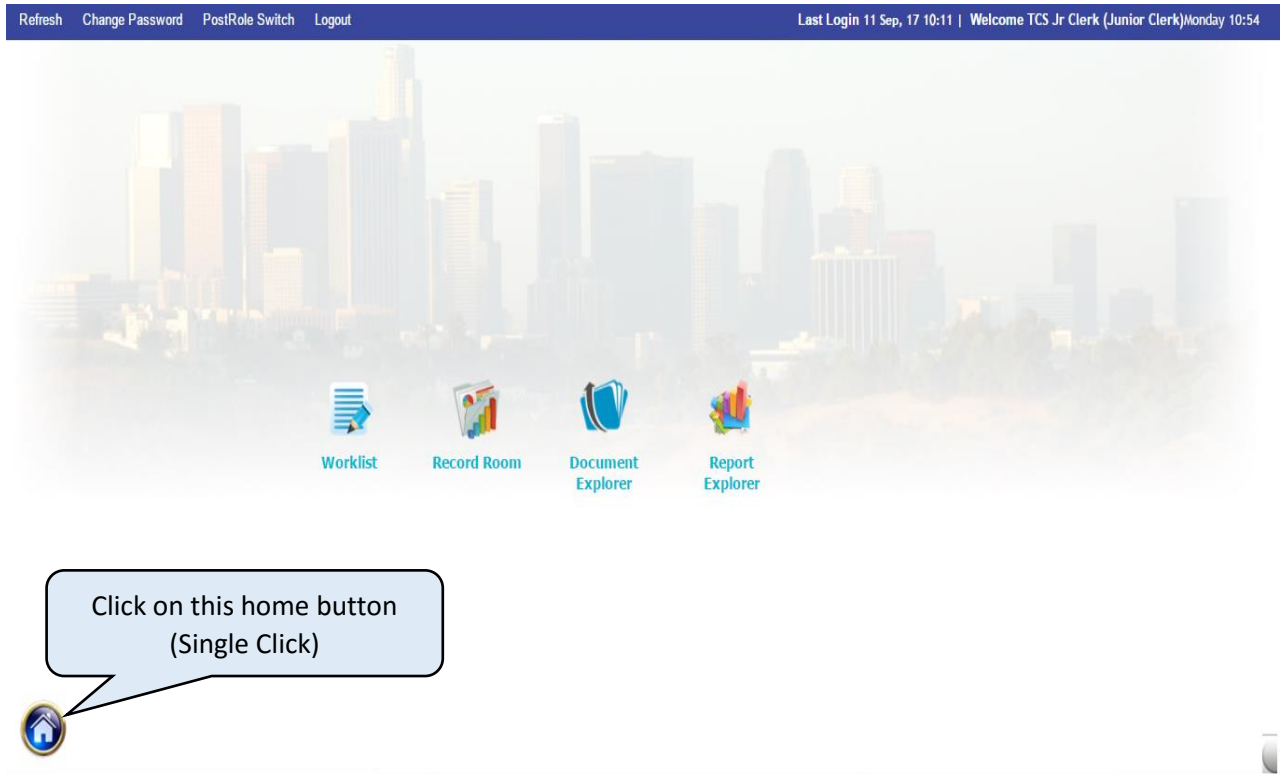
Applicant	<ul style="list-style-type: none"> <li>• Apply for Building Use Certificate --&gt; Update data → Submit</li> </ul>
Accountant/L1 officer/ Applicant	<ul style="list-style-type: none"> <li>• Building Use Certificate application → <b>Search</b> Building Use Certificate application → Scrutiny Fee Payment</li> </ul>
L1 Officer	<ul style="list-style-type: none"> <li>• Worklist --&gt; Click on application number --&gt; Update Use Certificate letter points/ Update Final Fees → Forward</li> </ul>
L2 Officer	<ul style="list-style-type: none"> <li>• Worklist --&gt; Click on application number --&gt; Update Use certificate letter points/ Update Final Fees → Forward</li> </ul>
L3 Officer	<ul style="list-style-type: none"> <li>• Worklist --&gt; Click on application number --&gt; Confirm Fee</li> </ul>
Accountant/L1 officer/ Applicant	<ul style="list-style-type: none"> <li>• Building Use Certificate application → <b>Search</b> Building Use Certificate application → Proceed to pay</li> </ul>
L3 Officer	<ul style="list-style-type: none"> <li>• Worklist --&gt; Click on application number --&gt; approve --&gt; Digital signature</li> </ul>
L1 Officer/ Applicant	<ul style="list-style-type: none"> <li>• Building Use Certificate application → <b>Search</b> Building Use Certificate application → Download Certificate</li> </ul>

## 10.2 Login as L1 Officer (initiator)

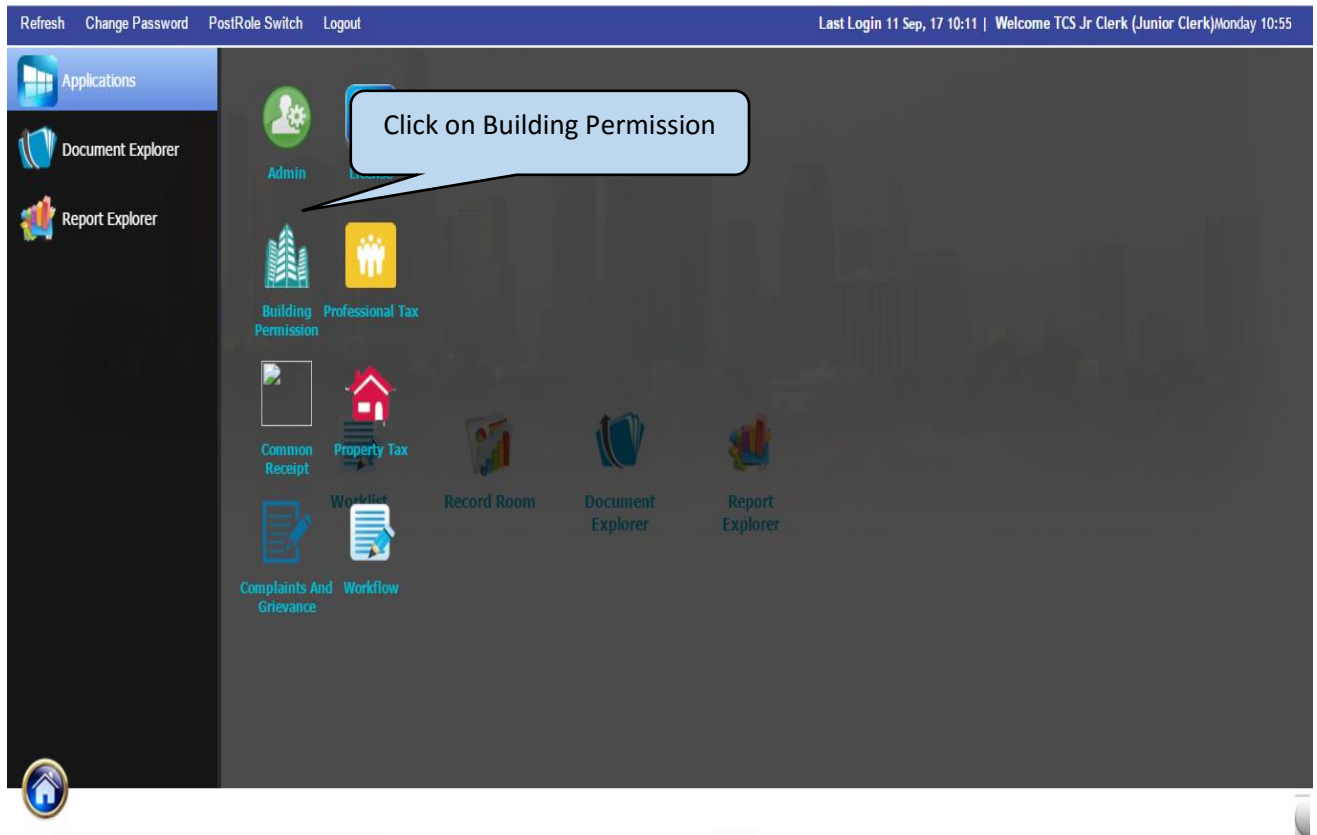
After login:

1. Click 'Home' → Click 'Building Permission' → Building Use Certificate → Apply for building use certificate

Kindly refer to the screen below



2. Now, menu will appear on screen where user needs to select 'Building Permission'. Go to home and click on building permission. In Building Use Certificate menu, click apply for building use certificate.



3. The following form will open. Fill in the details as necessary.
4. If Development Permission letter is system generated, Details will be populated based on Development permission number else user has to provide all the necessary details.

Refresh Change Password PostRole Switch User Manual Logout Last Login 28 Jun, 19 17:22 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)Friday 18:04

Building Permission

Building Permission Services > Building Use Certificate > Apply for Building Use Certificate

Use Certificate Entry Details of Owner/ Developer Floor / Plot Details BUC Details Upload Documents

General Details / સામાન્ય વિગતો

Building Permission granted from eNagar system?  
ઇનગર સિસ્ટમમાંથી મકાનની પરવાનગી મંજૂર?  Yes / હા  No / ના

Building Permission letter Number  
બિલ્ડિંગની પરવાનગી લેટર નંબર

Search

Click here to search data based on Development permission letter

Floor / Plot Details / ફ્લોર / પ્લોટ વિગતો

Development Permission valid from date  
ડેવલપમેન્ટ પરવાનગી માન્ય તારીખ

Development Permission valid from date  
વિકાસ પરવાનગી માન્ય તારીખ

Administrative Zone  
ઝોન

Administrative Ward  
વોર્ડ

Type of Application  
એપ્લિકેશનનો પ્રકાર

Type of Area  
ક્ષેત્રનો પ્રકાર

TP Scheme Name/ Non TP Scheme Name  
ટી.પી. યોજનાનું નામ / નોન ટી.પી. યોજનાનું નામ

TP Scheme Number/ Non TP Scheme Number  
ટી.પી. યોજના નંબર / નોન ટી.પી. યોજના નંબર

Revenue Survey No.  
આવક સર્વે નંબર

City Survey No.  
શહેર સર્વે નંબર

O.P. No.  
ઓ.પી. નંબર

Final Plot No.  
અંતિમ પ્લોટ નંબર

Sub Plot No.  
સબ પ્લોટ નંબર

Tenement/Block No  
ટેનમેન્ટ / બ્લોક નં

Sector No./ Plot No.  
સેક્ટર નંબર / પ્લોટ નં.

Tikka No./Part No.  
ટીકા નંબર / પાર્ટ નં.

Society/ Site/ Project Name  
સોસાયટી / સાઇટ / પ્રોજેક્ટનું નામ

Society/ Site/ Project Address  
સોસાયટી / સાઇટ / પ્રોજેક્ટ સરનામું

Next >>>

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Building Permission

5. Add Plot details in tab 1.
6. Add Owner details, Professional Details and Lift and Fire NOC details if applicable in tab 2.
7. Add Multiple Block Details and then Blockwise Floor details under section Floor/Plot Details.

Refresh Change Password PostRole Switch User Manual Logout Last Login 28 Jun, 19 17:22 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)Friday 18:12

Building Permission

Building Permission Services > Building Use Certificate > Apply for Building Use Certificate

Use Certificate Entry Details of Owner/ Developer Floor / Plot Details BUC Details Upload Documents

Owner Details / માલિકની વિગતો

Ownership type માલિકી પ્રકાર	Select *		
Owner Name માલિકનું નામ	<input type="text"/>	Adc	To add multiple Owner name
Building/Apartment no. મકાન / એપાર્ટમેન્ટ નં.	<input type="text"/>	Street name શેરીનું નામ	<input type="text"/>
Landmark name લેન્ડમાર્ક નામ	<input type="text"/>	Area Name ઢોજનો નામ	<input type="text"/>
Country દેશ	INDIA *	State રાજ્ય	GUJARAT *
District જિલ્લા	Select *	City શહેર	Select *
Pin code પોલ કોડ	<input type="text"/>	Mobile number મોબાઇલ નંબર	<input type="text"/>
Mail-id મેઇલ-આઇડી	<input type="text"/>	Phone Number ફોન નંબર	<input type="text"/>

Other Details / અન્ય વિગતો

Lift License Number લિફ્ટ લાઇસન્સ નંબર	<input type="text"/>	Fire Safety NOC ફાયર સેફ્ટી એનઓસી	<input type="text"/>
Fire Safety Issue Date ફાયર સેફ્ટી ઇસ્યુ તારીખ	<input type="text"/>	Fire Consultant Name ફાયર કન્સલ્ટન્ટ નામ	<input type="text"/>
Fire Consultant License No. ફાયર કન્સલ્ટન્ટ લાઇસન્સ નં.	<input type="text"/>		

Professional Details / વ્યવસાયિક વિગતો

Architect's /Engineer's License Number આર્કિટેક્ટ / એન્જનીયરનું લાઇસન્સ નંબર	<input type="text"/>	Architect/Engineer's Name આર્કિટેક્ટ / એન્જનીયરનું નામ	<input type="text"/>
Structural Engineer's License Number માળખાકીય ઇજનેરનું લાઇસન્સ નંબર	<input type="text"/>	Structural Engineer's Name માળખાકીય ઇજનેરનું નામ	<input type="text"/>
Clerk of Work's License Number કાર્યવિધના લાઇસન્સ નંબરનું કલાર્ક	<input type="text"/>	Clerk of Work's Name કાર્યના નામની કલાર્ક	<input type="text"/>
Developer's License Number વિકાસકર્તાની લાઇસન્સ નંબર	<input type="text"/>	Developers Name વિકાસકર્તાઓનું નામ	<input type="text"/>
Fire Protection Consultant's License Number ફાયર પ્રોટેક્શન કન્સલ્ટન્ટનો લાઇસન્સ નંબર	<input type="text"/>	Fire Protection Consultant's License Name ફાયર પ્રોટેક્શન કન્સલ્ટન્ટનું લાઇસન્સ નામ	<input type="text"/>

<<< Previous Next >>>

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Building Permission

The screenshot shows the 'Building Permission' application interface. The top navigation bar includes 'Refresh', 'Change Password', 'PostRole Switch', 'User Manual', and 'Logout'. The user is logged in as 'TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)' on Saturday, 10:13. The main content area is divided into tabs: 'Use Certificate Entry', 'Details of Owner/ Developer', 'Floor / Plot Details', 'BUC Details', and 'Upload Documents'. The 'Floor / Plot Details' tab is active, showing fields for 'Proposed Height of Building (in Meters)', 'No. of Blocks', 'Number of Floors', 'Land Sub Use', 'Building / Block Name', and 'Building / Block Height'. A callout box points to the 'Add' button with the text 'To add multiple Block details'. Below this is the 'Floor Number' section with fields for 'Floor Number', 'Number of Residential Units', 'Number of Non Residential Units', 'Total Number of Residential Units', 'Total Number of Non Residential Units', and 'Total Built Up Area'. Another callout box points to the 'Add' button with the text 'To add multiple Floor details'. At the bottom, there are 'Previous' and 'Next' navigation buttons.

8. Select block for which Building Use Certificate application is required. Based on the Block selection, scrutiny Fees will be auto calculated.



The screenshot shows the 'Building Permission' application interface. The top navigation bar is the same as in the previous screenshot. The 'BUC Details' tab is active, showing a section for 'BUC Details / બીયુસી વિગતો' with radio buttons for 'A' and 'B'. A callout box points to the 'A' radio button with the text 'Select Block for which BUC is required'. Below this is the 'Scrutiny Fee Calculation / સ્ક્રટિની ફી ગણતરી' section, which displays calculated values for 'Total Area of Residential', 'BUC Scrutiny Fee (Residential)', 'Total Area of Non-Residential', and 'BUC Scrutiny Fee (Non - Residential)'. At the bottom, there are 'Previous' and 'Next' navigation buttons.

- 9. Upload necessary documents. If User wants to add any additional documents, add under attachment section.

The screenshot shows the 'Upload Documents' section of the Building Permission application. At the top, there is a navigation bar with options like 'Use Certificate Entry', 'Details of Owner/ Developer', 'Floor / Plot Details', 'BUC Details', and 'Upload Documents'. Below this is a header for 'Upload Documents / દેખાવેજી અપલોડ કરો'. The main area contains a 'Checklist - Document Checklist' table with columns for various documents: Form 12, Form 2A, Completion Plan (.dmg file), Completion Plan (Pdf file), Fire NOC (Required in ca...), Lift NOC (Required in cas...), and Registration Certificate of... Each cell in the table contains a 'Drag & Drop Files Here' area. Below the table is a 'Progress entry form' section with another 'Drag & Drop Files Here' area. A note states: 'Note : Maximum 2 MB Allowed (Only SEXTENSIONSS are allowed)'. Below the note is a 'File Description' field and an 'Attach File' section with a 'Choose File' button and 'No file chosen' text. An 'Add Attachment' button is also present. At the bottom, there is a declaration checkbox and a 'Submit' button. Callouts point to the 'Add Attachment' button with the text 'To add additional Documents' and the 'Submit' button with the text 'Click here to submit application'.

- 10. On click of submit, message of successful application submission will be populated and acknowledgement receipt will be generated.

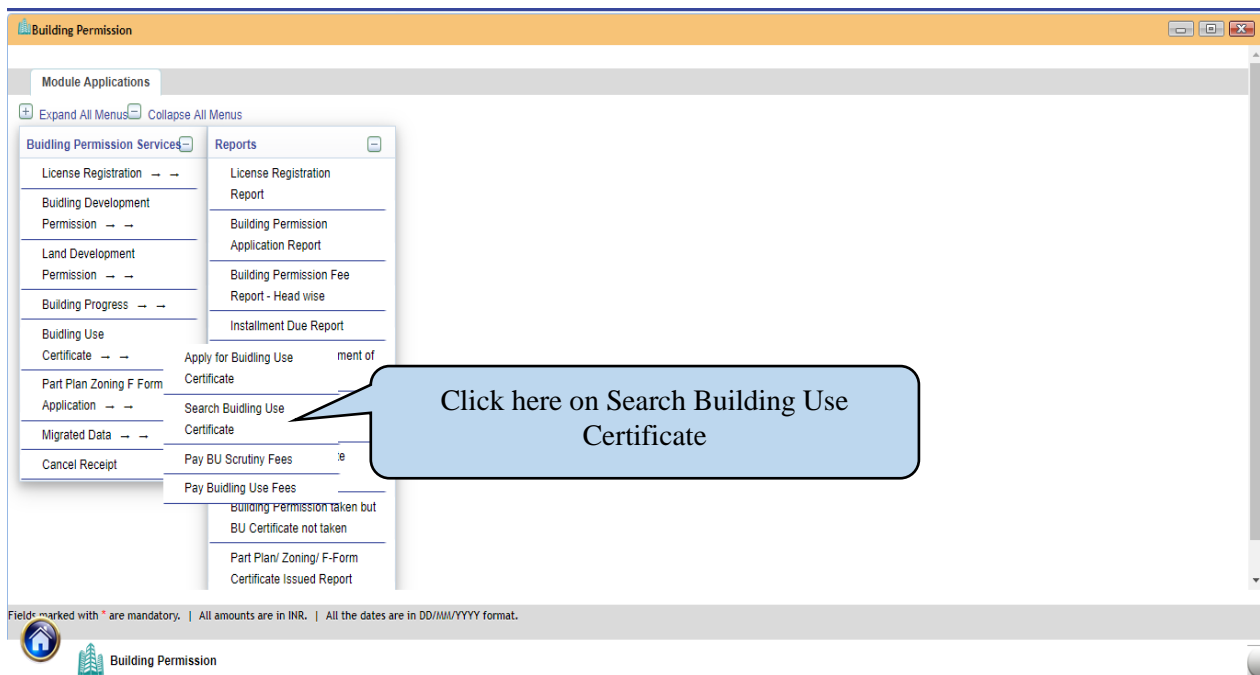


 <h2 style="margin: 0;">AHMEDABAD MUNCIPAL CORPORATION FOR TESTING</h2>  <p style="margin: 0;">Amdavad Municipal Corporation Mahanagar Seva Sadan Sardar Patel , Bhavan Danapith Ahmedabad - 380001.</p> <p style="margin: 0; text-decoration: underline;">Acknowledgement Receipt</p>			
Application Number	: 001BUC19201024	Application Date	: 19-06-2019 02:40 PM
Application Name	: BUILDING USE CERTIFICATE	Mobile Number	: 9999999999
Applicant Name	: KALPESH PATEL	Email	: nilu.kargathra@tcs.com
Applicant Address	:		
Type of Area	: NON TP AREA		
Sub Plot No.	: 121		
Stamp & Signature	:		

11. User will be notified to pay scrutiny fees.

### 10.2.1 Scrutiny Fees Payment

1. Go to Home → Building Permission → Building Use Certificate → Search Building Use Certificate



2. Search application based on application number. Click on Proceed to pay link.

Refresh Change Password PostRole Switch User Manual Logout Last Login 29 Jun, 19 10:02 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR) Saturday 10:33

Building Permission

Search Result / શીખ પરિણામ

Application Number  
અવિજરણા નંબર

Status  
સ્થિતિ

From Application  
અવિજરણા

To Application  
અવિજરણા

Search

To search application

S. No.	Building Use Number	Application Number	File Lying With	Approved By	Status	Payment Receipt	Actions
1	View Application	001BUC19201021	N.A.	N.A.	Submitted	N.A.	Proceed To Pay

One Record found.

Click on proceed to pay

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Building Permission

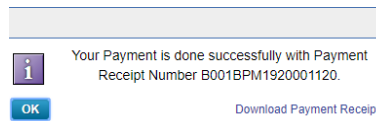
3. Amount payable would be shown in the screen.
4. Select the paymode from the drop down available: Cash, Cheque, Payorder, POS/ Wallet
5. Based in Paymode selected, provide appropriate details.

The screenshot shows a web application interface for 'Building Permission'. At the top, there are navigation links: Refresh, Change Password, PostRole Switch, User Manual, and Logout. The user is logged in as 'TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)' on Saturday 10:35. The main form is titled 'Use Certificate Entry' and is divided into several sections:

- General Details / સામાન્ય વિગતો**: Application Number (001BUC19201021) with a Search button.
- Owner Details / માલિકની વિગતો**: Ownership type (Individual Owner), Owner Name (fdg), Building/Apartment no. (1), Landmark name, Country (INDIA), District (AHMEDABAD), Pin code (789789), Mail-Id (dfgdfgd@ics.com8), Street name (Uguti heights), Area Name (Kudasan), State (GUJARAT), City (AHMEDABAD), Mobile number (9089089089), and Phone Number.
- Fee Details / ફી વિગતો**: BUC Scrutiny Fee (Residential) (10), BUC Scrutiny Fee (Non - Residential) (15), and BUC Scrutiny Fee (1000). A callout box labeled 'Amount Payable' points to the 1000 fee field.
- Payment Details / ચુકવણીની વિગતો**: Mode of Payment (Cash), Manual Receipt No., Manual Receipt Date, and Remarks. A callout box labeled 'Select Paymode' points to the Cash dropdown. A 'Proceed To Pay' button is visible, with a callout box labeled 'Click on proceed to pay' pointing to it.

At the bottom, there is a footer: 'Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.' and a 'Building Permission' logo.

6. On click of proceed to pay, following message will be populated. Click on Download Payment receipt to download payment receipt.



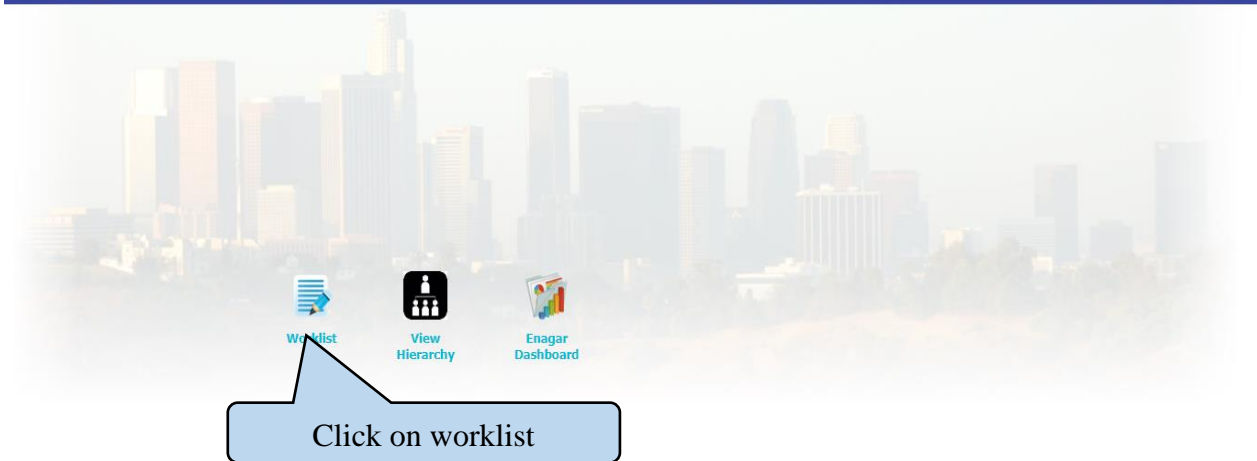
7. Payment receipt is as shown below.

<b>AHMEDABAD MUNCIPAL CORPORATION</b> <b>FOR TESTING</b>											
Amdavad Municipal Corporation Mahanagar Seva Sadan Sardar Patel , Bhavan Danapith Ahmedabad - 380001. <u>Payment Receipt</u>											
Receipt Number	: B001BPM1920001120	Payment Date	: 29-06-2019 10:40 AM								
Application Name	: BUILDING USE	Mobile Number	: 9089089089								
Payee Name	: FDFG	Email	: dfgdgd@tcs.com 8								
Applicant Address	: 1 1 , AHMEDABAD - 789789										
Pay Mode	: CASH										
Owner Name	: FDFG										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Payment Head</th> <th style="width: 40%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Scrutiny Fee (Residential)</td> <td style="text-align: right;">10</td> </tr> <tr> <td>Scrutiny Fee (Non Residential)</td> <td style="text-align: right;">15</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>1000</b></td> </tr> </tbody> </table>		Payment Head	Amount	Scrutiny Fee (Residential)	10	Scrutiny Fee (Non Residential)	15	<b>Total</b>	<b>1000</b>		
Payment Head	Amount										
Scrutiny Fee (Residential)	10										
Scrutiny Fee (Non Residential)	15										
<b>Total</b>	<b>1000</b>										
Amount In Words	: RUPEES ONE THOUSAND ONLY.										
Received At	: Town Planning - Office										
Stamp & Signature	:										

### 10.2.2 Verification

1. Login as a L1 officer.
2. Click on worklist. Search application based on application number.

Refresh Change Password PostRole Switch User Manual Logout Last Login 29 Jun, 19 10:02 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)Saturday 10:44



3. On click on application number, application form will open.

S. No.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From	SLA Status	SLA period & unit
1.	001BUC19201021	Use Certificate Application	FDFG	TOWN PLANNING DEPARTMENT L1 OFFICER	In Progress	29-Jun-2019	0 Days 0 Hours 9 Minutes	Application Verification	BkOffice	With In SLA	365 Days

Click on application number

4. Check the application details and forward application to L2 officer.

001BUC19201021

Actions: Forward, Reject, Send To, Pendency, Save, Close

Forward application to L2 officer

Priority Name: Routine | Due Date: 03/07/2019 | Confidentiality: Ordinary

Present Status: Open | Subject Description: Use Certificate Application For Approval

Screen Details: Use Certificate Entry, Communication Details, Fee Details, Conditions, Site Inspection

General Details / સર્ટિફિકેટની વિગતો

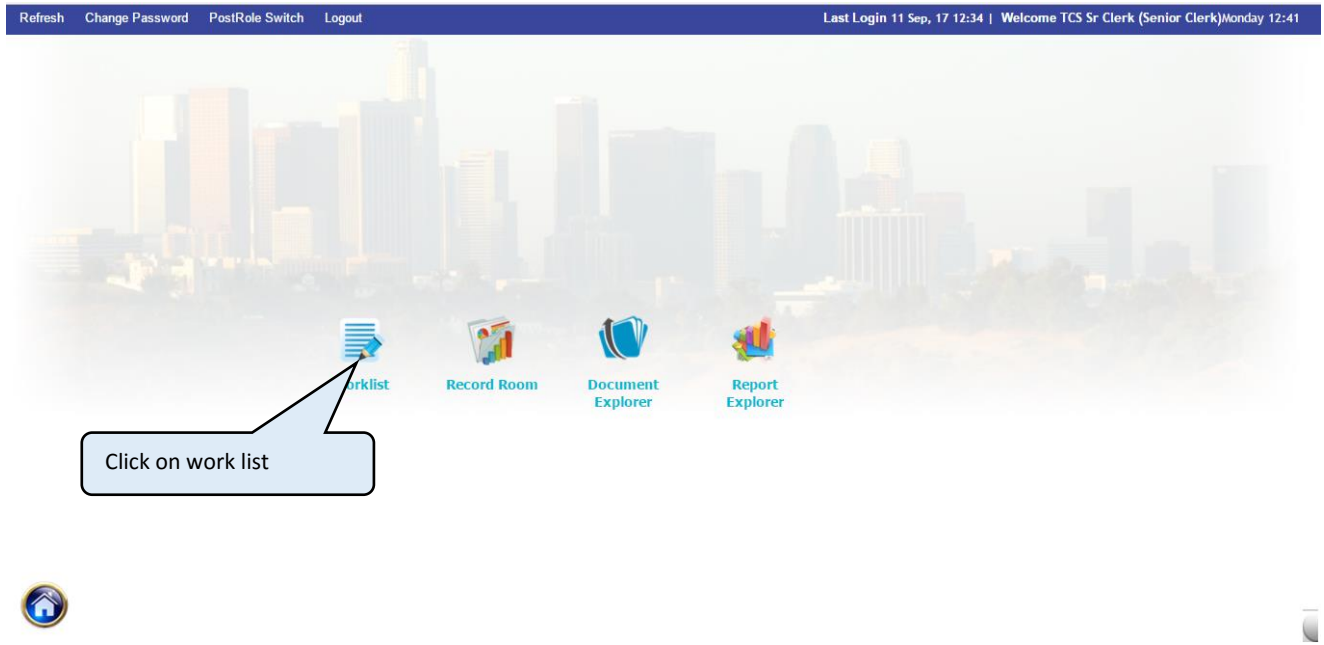
Preview Certificate

Designation: Select | Update

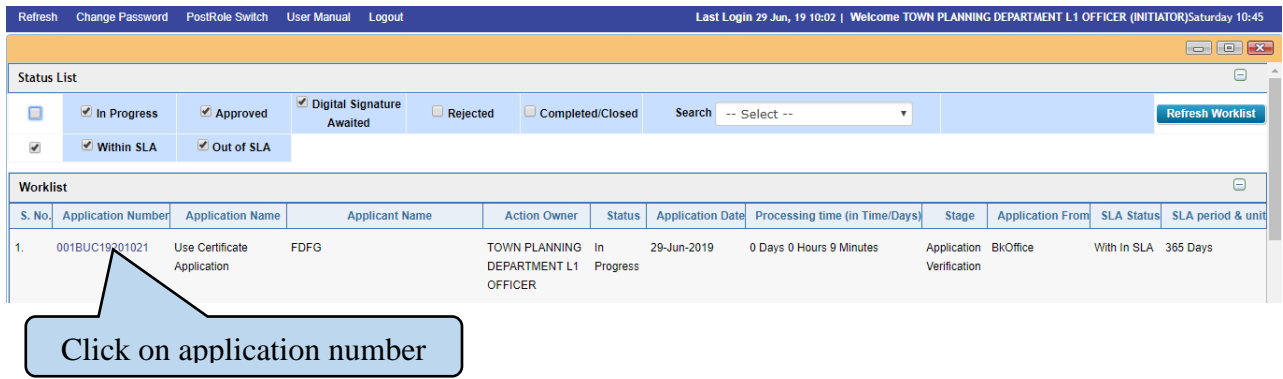
Click here to see preview of BUC

### 10.3 Login as L2 officer (Verifier)

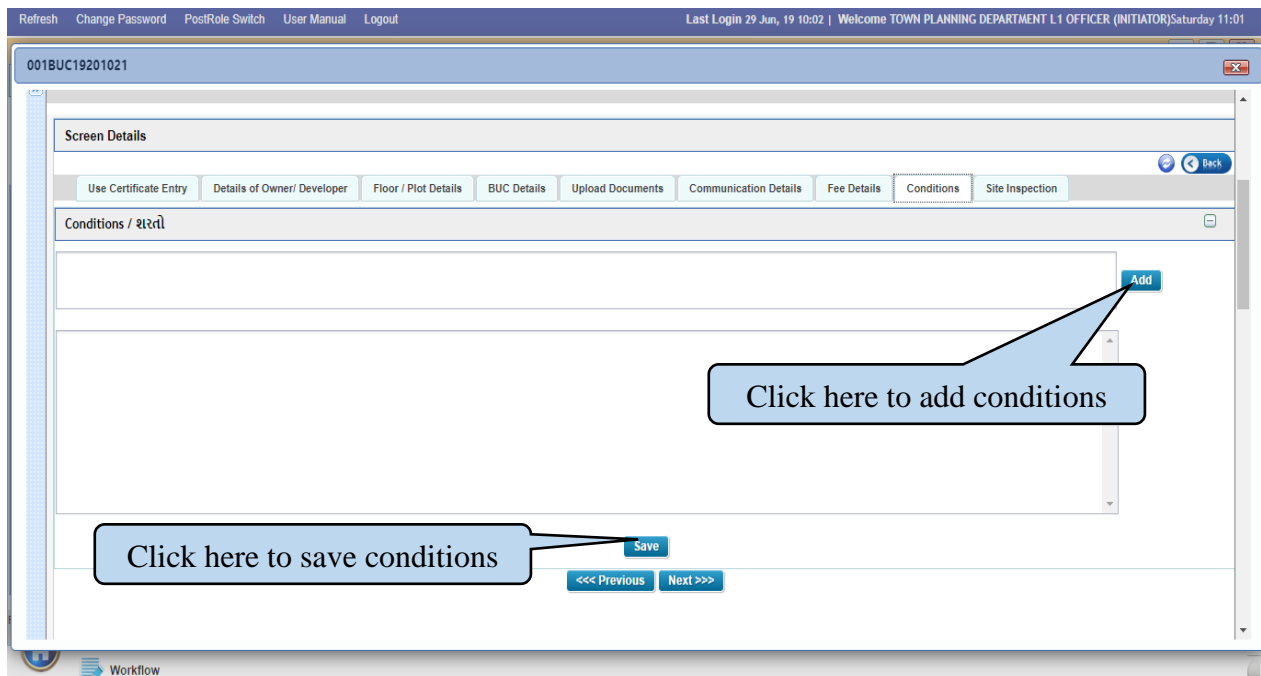
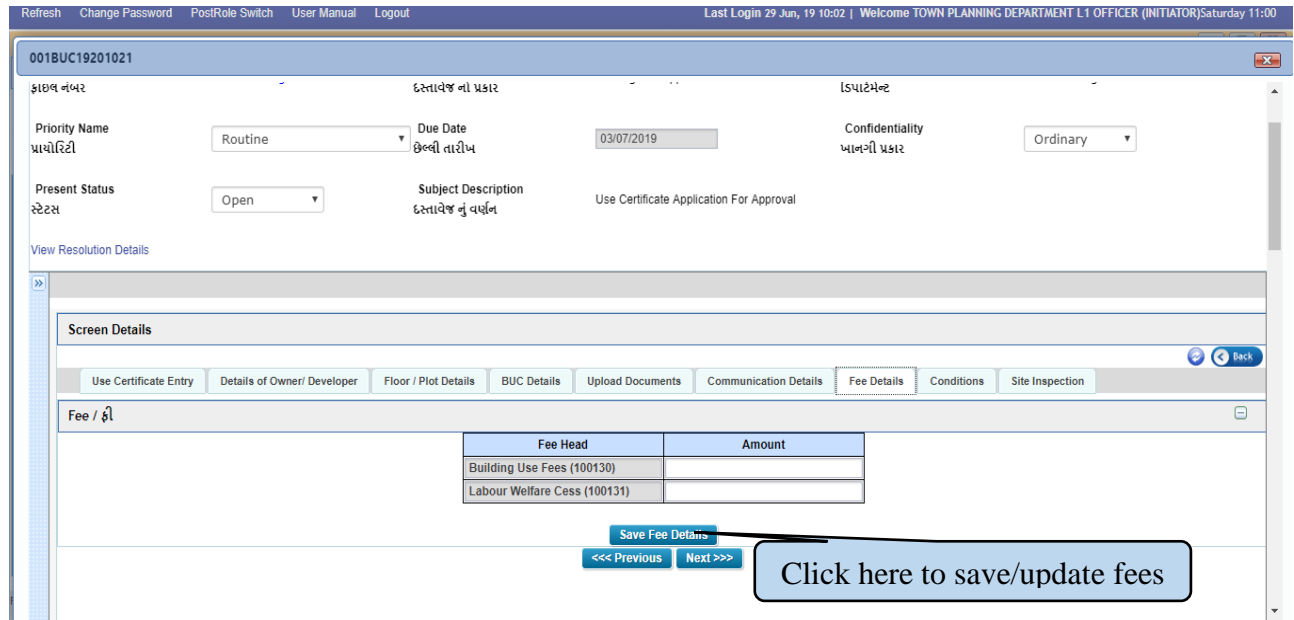
1. Login as L2 officer. Provide User Name, Password and select city. On click of submit button, following screen will be appear.



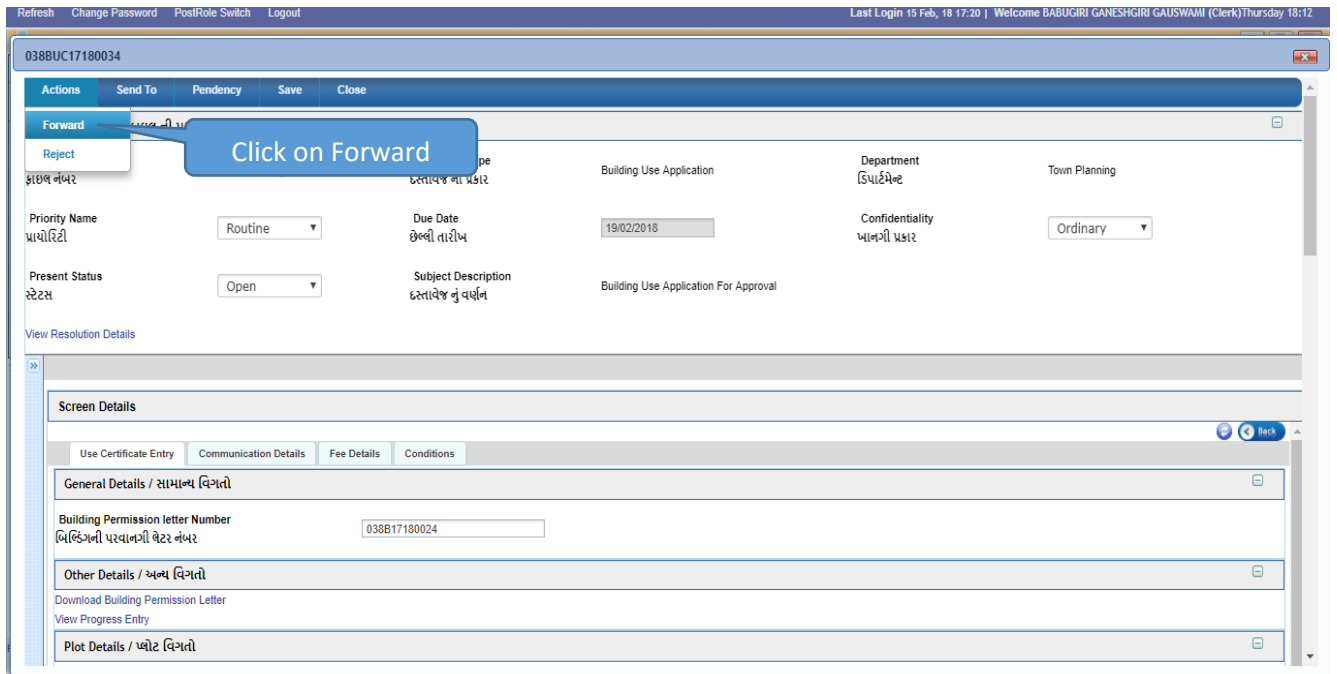
2. On click of work list, following screen will open. Search based on the application number.



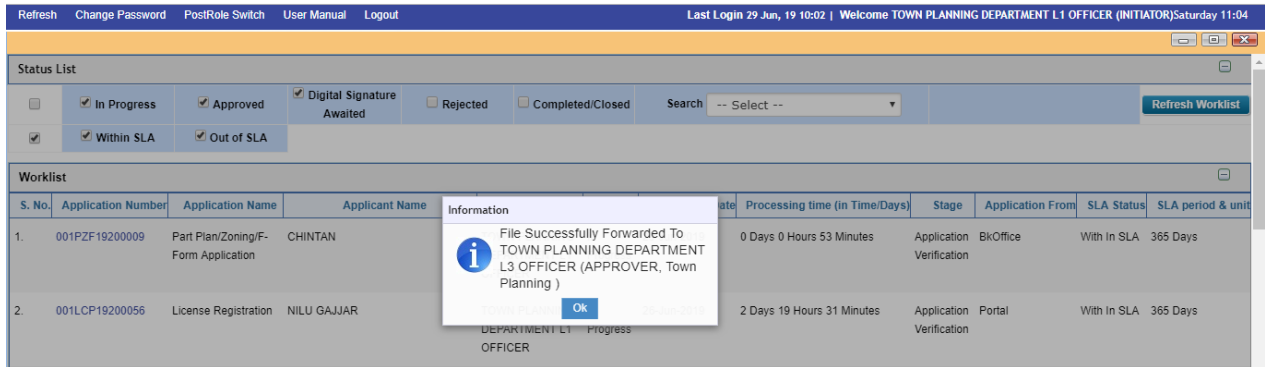
3. Update Fees details and Condition to be printed on Building Use Certificate.



4. Click on Forward button to forward application.



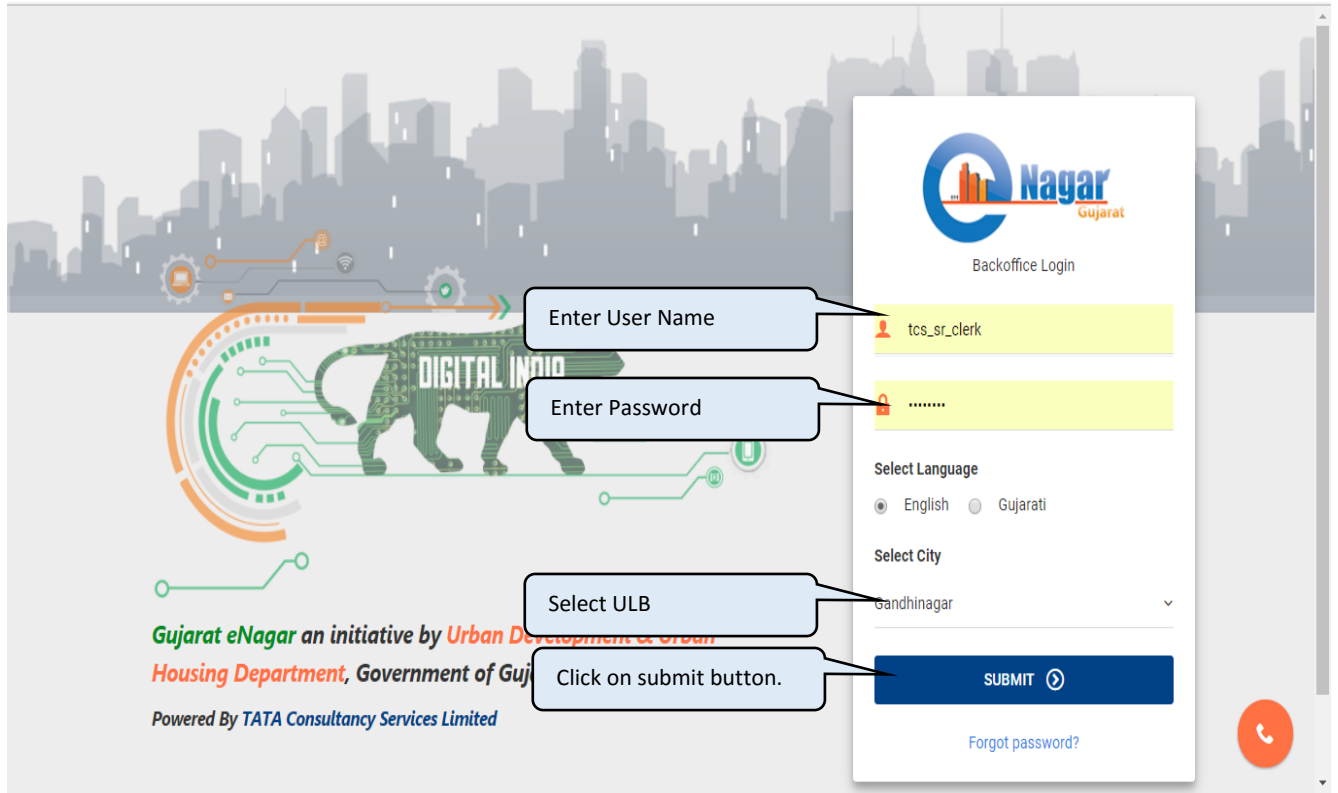
5. Following message will be populated.



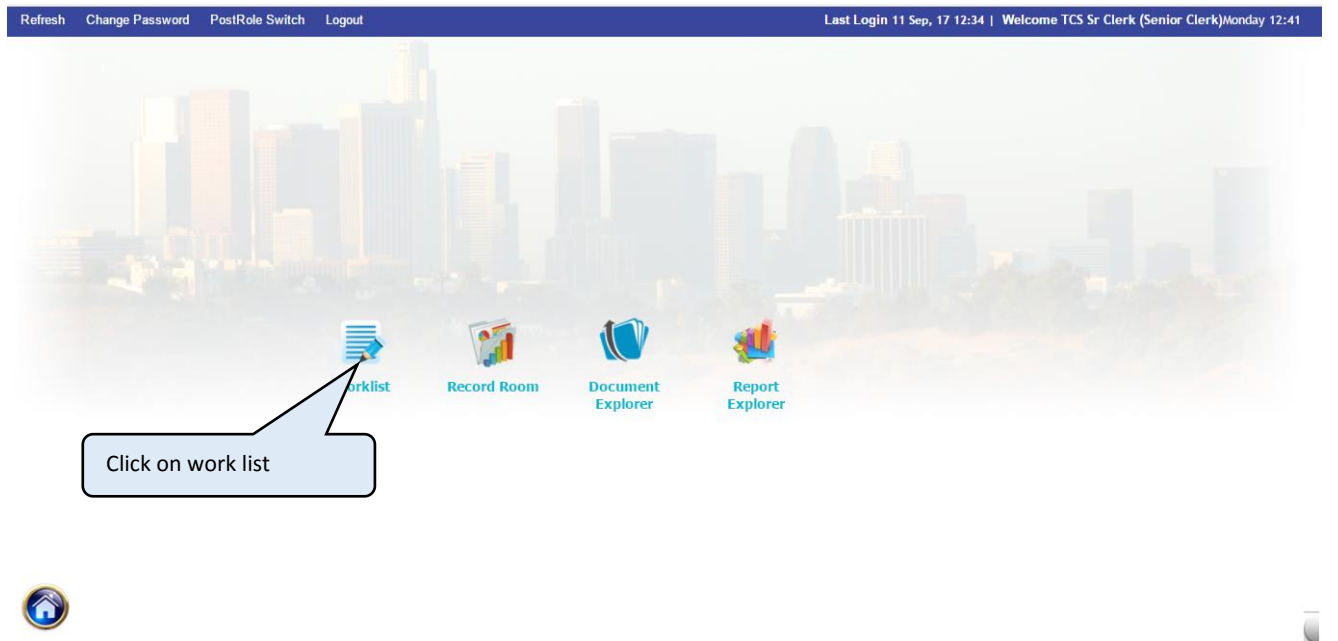


### 10.4 Login as L3 Officer (Approver)

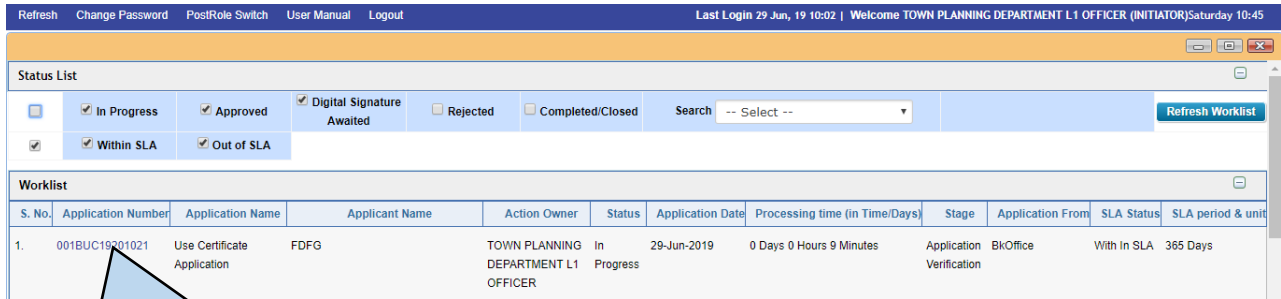
1. Login as a L3 officer.



2. On click of submit button, following screen will be appear.

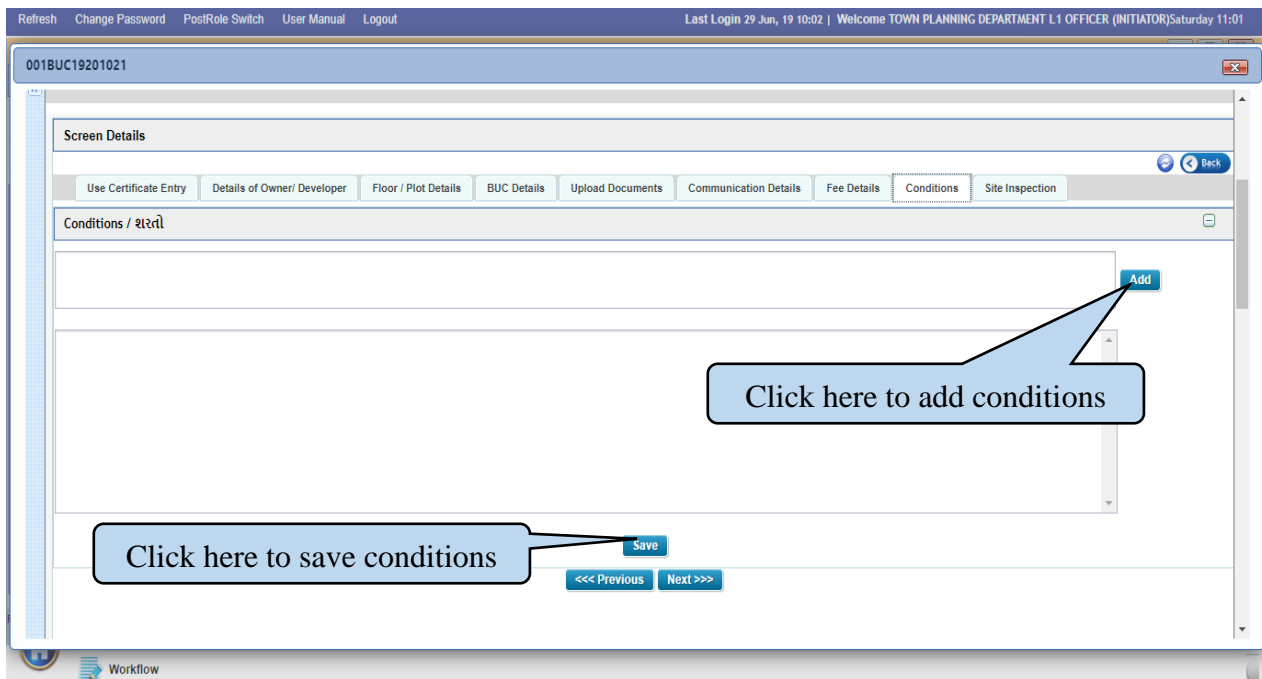


3. On click of work list, following screen will open. Search based on the application number.



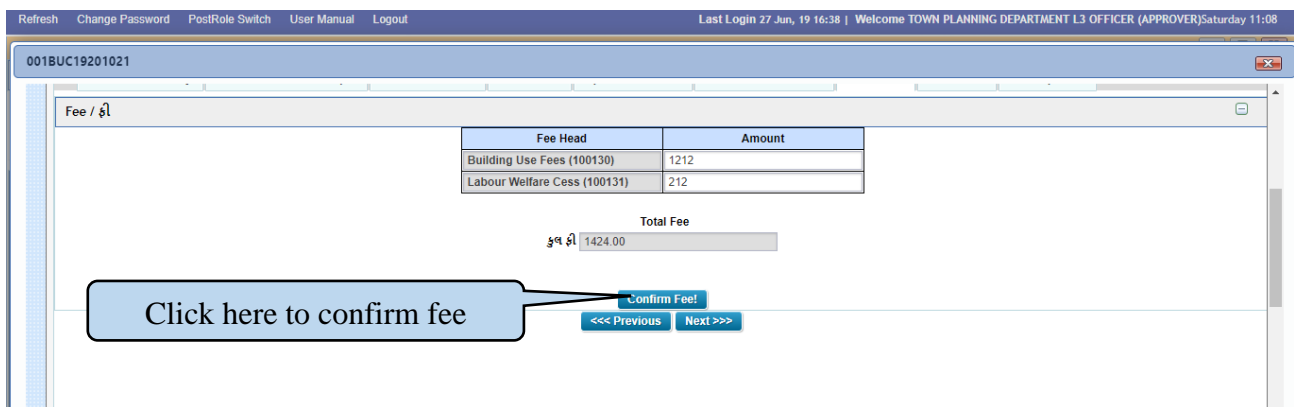
Click on application number

4. Update Fees details and Condition to be printed on Building Use Certificate.



Click here to add conditions

Click here to save conditions

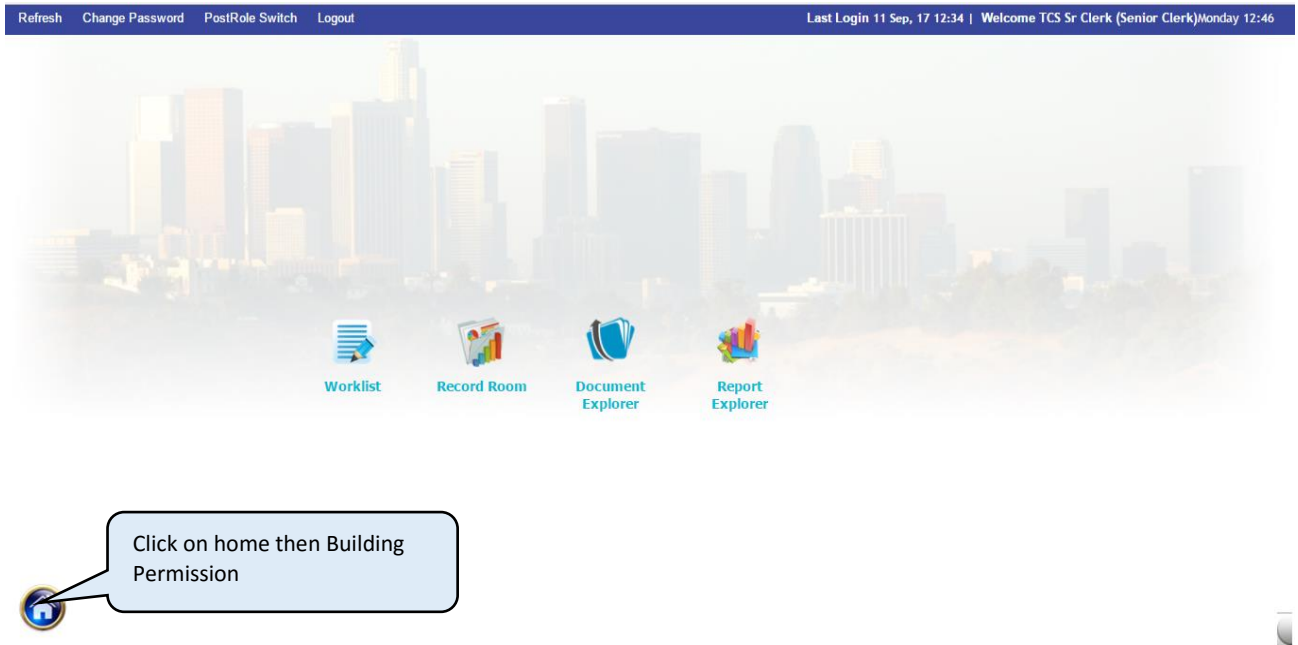


Click here to confirm fee

5. On click of confirm fee, SMS and email will be sent to the user for final payment.

## 10.5 Login: L1 officer/ accountant (Fees Payment)

1. Login as L1 officer using valid User name and Password.



2. Click on Search Building use. It will open the search screen.

Refresh Change Password PostRole Switch Logout Last Login 15 Feb, 18 17:01 | Welcome BABUGIRI GANESHGIRI GAUSWAMI (Clerk)Thursday 17:32

Building Permission

Building Permission Services > Building Use Certificate > Search Building Use

???USECERTIFICATE\_USECERTIFICATELIST???

Search Result / શોધ પરિણામ

Application Number  
એપ્લિકેશન નંબર 038BUC17180010

Status  
સ્થિતિ Select

From Application  
એપ્લિકેશન

To Application  
એપ્લિકેશન

Search

Click on Search

S. No.	Building Use Number	Application Number	Name Of Owner/ Developer	Area Name	File Lying With	Approved By	Status	Payment Receipt	Actions
1	View Application	038BUC17180010	jhjk	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	Proceed to Pay
2	BUC/038BDP17180031	038BUC17180011	dsaffdas	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Completed	2812201703800006	Download Building Use Certificate
3	View Application	038BUC17180012	Nilu Kargathra	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	Proceed to Pay
4	BUC/038BDP17180016	038BUC17180006	jhjhjh	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	N.A.
5	BUC/038BDP17180016	038BUC17180007	jhjhjh	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	N.A.
6	View Application	038BUC17180008	NILU	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	BABUGIRI GANESHGIRI GAUSWAMI	N.A.	Submitted	N.A.	N.A.
7	View Application	038BUC17180009	jhkhjk	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	Proceed to Pay

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Refresh Change Password PostRole Switch Logout Last Login 15 Feb, 18 17:01 | Welcome BABUGIRI GANESHGIRI GAUSWAMI (Clerk)Thursday 17:35

Building Permission

???USECERTIFICATE\_USECERTIFICATELIST???

Search Result / શોધ પરિણામ

Application Number  
એપ્લિકેશન નંબર

Status  
સ્થિતિ

From Application  
એપ્લિકેશન

To Application  
એપ્લિકેશન

Search Reset

Click on Proceed to pay

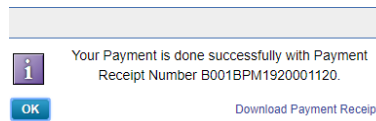
S. No.	Building Use Number	Application Number	Name Of Owner/ Developer	Area Name	File Lying With	Approved By	Status	Payment Receipt	Actions
1	View Application	038BUC17180010	jhjk	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	Proceed to Pay

One Record found.



3. Amount payable would be shown in the screen.
4. Select the paymode from the drop down available: Cash, Cheque, Payorder, POS/ Wallet
5. Based in Paymode selected, provide appropriate details.

The screenshot shows the 'Payment Details / ચુકવણીની વિગતો' section of the Building Permission application. It includes fields for 'Mode of Payment' (set to Cash), 'Manual Receipt No.', and 'Manual Receipt Date'. A 'Proceed To Pay' button is highlighted with a callout. The 'Fee Details / ફી વિગતો' section shows 'BUC Scrutiny Fee (Residential)' as 1000 and 'BUC Scrutiny Fee (Non - Residential)' as 15. A callout 'Amount Payable' points to the 1000 fee field. A callout 'Select Paymode' points to the 'Cash' dropdown. A callout 'Click on proceed to pay' points to the 'Proceed To Pay' button.

6. On click of proceed to pay, following message will be populated. Click on Download Payment receipt to download payment receipt.



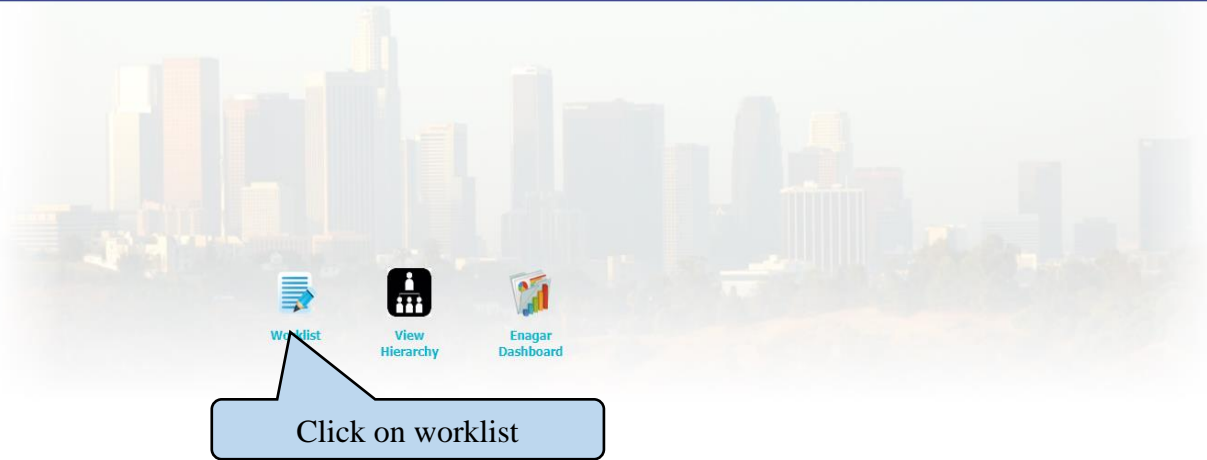
7. Payment receipt is as shown below.

 <b>AHMEDABAD MUNICIPAL CORPORATION</b> FOR <b>TESTING</b> 					
Amdavad Municipal Corporation Mahanagar Seva Sadan Sardar Patel , Bhavan Danapith Ahmedabad - 380001. <u>Payment Receipt</u>					
Receipt Number : B001BPM1920001111	Payment Date : 19-06-2019 12:47 PM				
Application Name : BUILDING USE	Mobile Number : 9858563623				
Payee Name : POOJA PATEL	Email : pooja.nirav@91g mail.com				
Applicant Address : A/3 RANIP AHMEDABAD , AHMEDABAD - 384152					
Pay Mode : CASH					
BU Number : BUC/1234001	Owner Name : POOJA PATEL				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Payment Head</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr> <td>Building Use Fees (100130)</td> <td style="text-align: right;">21212</td> </tr> </tbody> </table>		Payment Head	Amount	Building Use Fees (100130)	21212
Payment Head	Amount				
Building Use Fees (100130)	21212				
Amount In Words : RUPEES TWENTY ONE THOUSAND TWO HUNDRED TWELVE ONLY.					
Received By : TOWN PLANNING DEPARTMENT L1 OFFICER					
Received At : Town Planning - Office					
Stamp & Signature :					

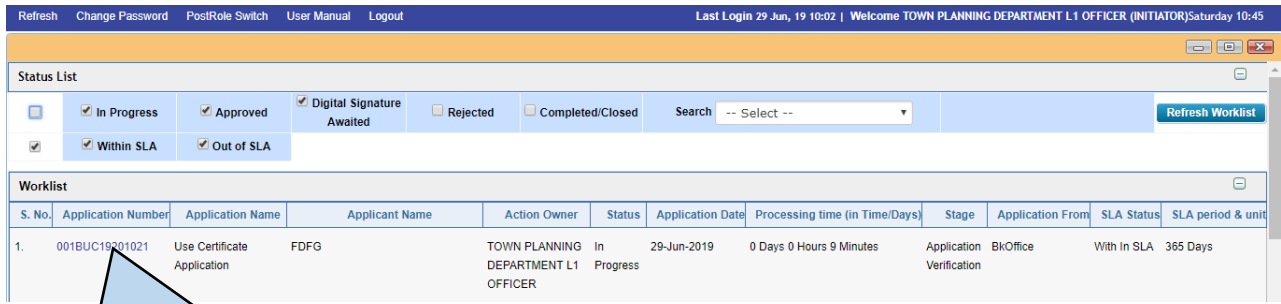
### 10.6 Login: L3 Officer

1. Login as L3 officer.
2. Go to worklist → Click on the application number
3. After verifying data, User will approve the file. On approval, SMS and email will be sent to applicant.

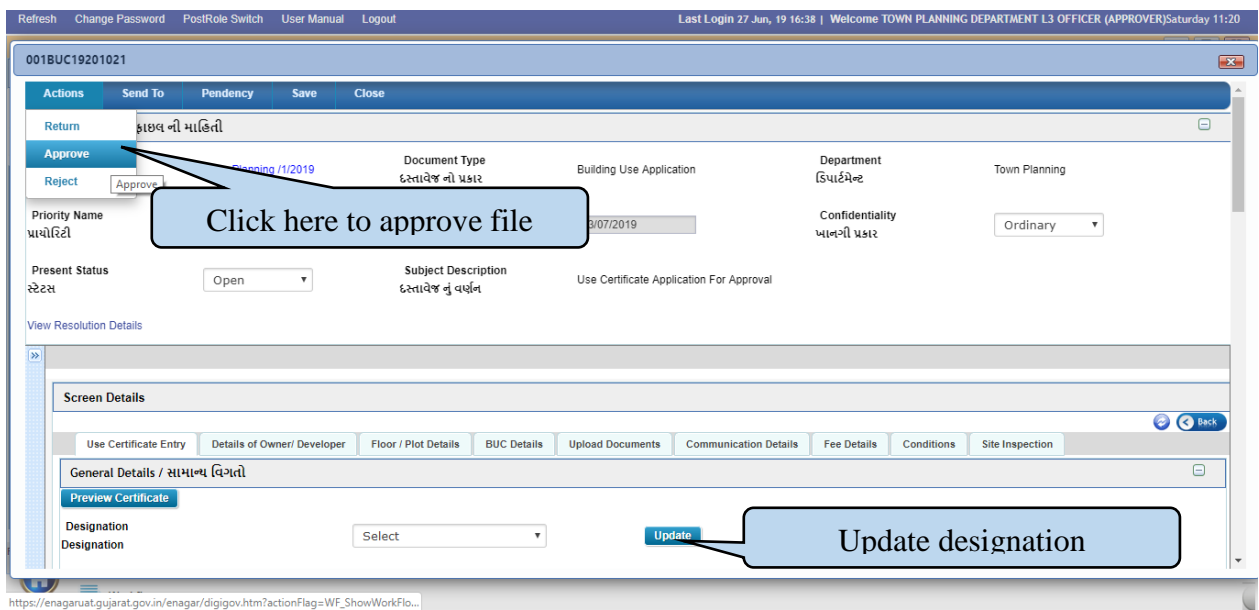
Refresh Change Password PostRole Switch User Manual Logout Last Login 29 Jun, 19 10:02 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR)Saturday 10:44



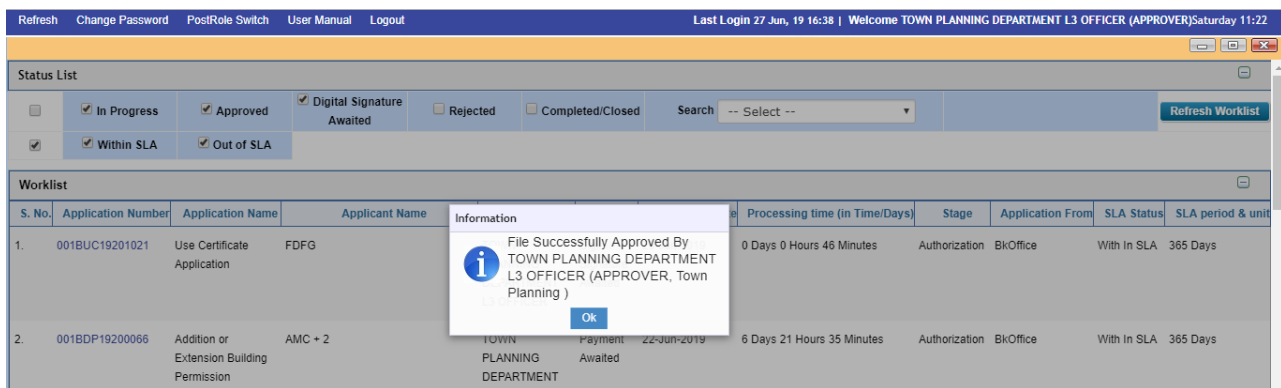
4. On click on application number, application form will open.



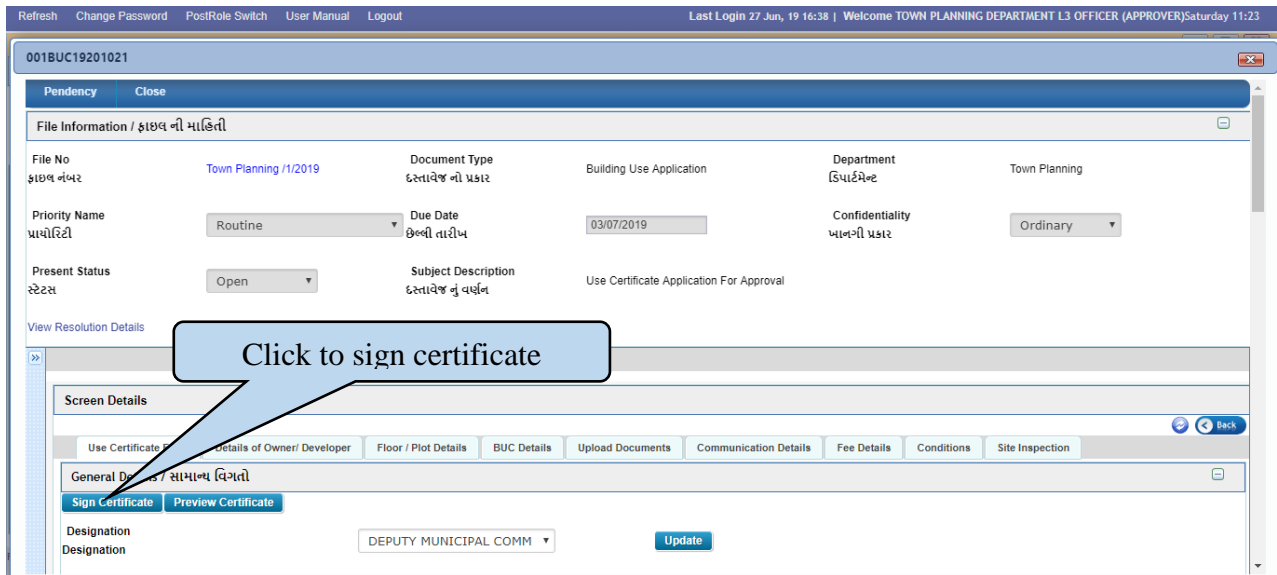
Click on application number



5. On click of approve button, following message will be populated.

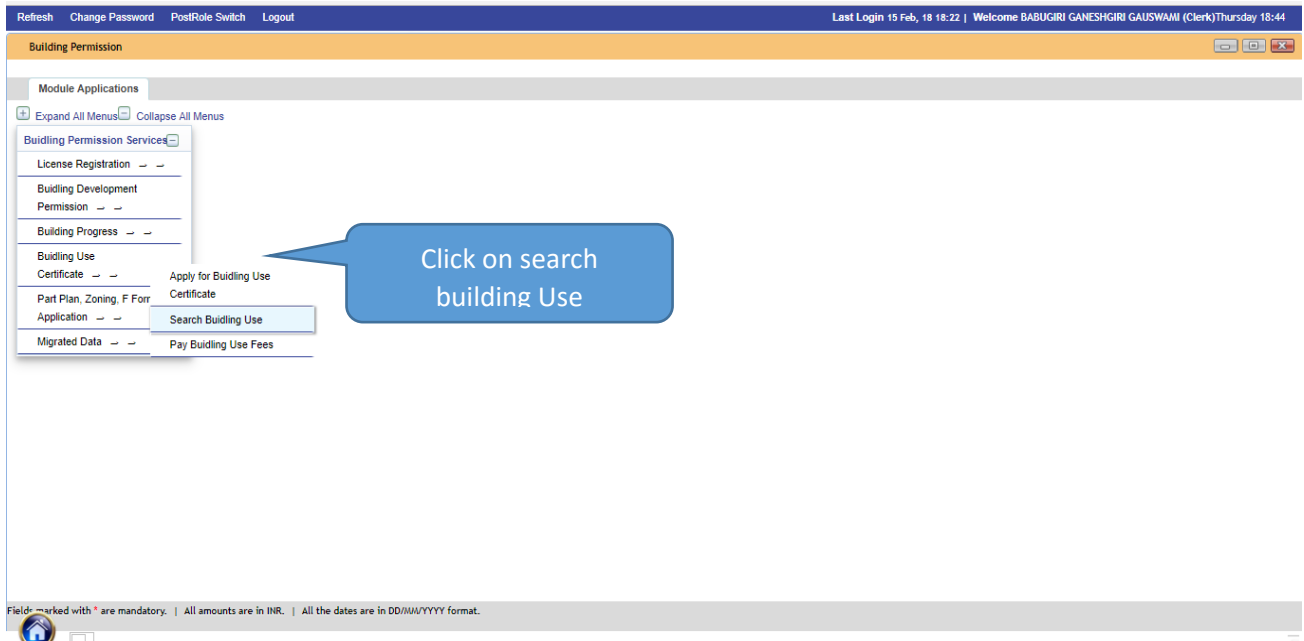


6. Then click on the application number, application form will open. Now click on Sign certificate to digitally sign the certificate.



### 10.7 Download Certificate

Click on Search Building use option to open certificate.





Building Permission

Building Permission Services > Building Use Certificate > Search Building Use

Search Result / શોધ પરિણામ

Application Number  
અભિયંત્રણ નંબર

From Application  
અભિયંત્રણ

Status  
સ્થિતિ

To Application  
અભિયંત્રણ

Search Reset

Click on Download certificate

S. No.	Building Use Number	Application Number	Name Of Owner/ Developer	Area Name	File Lying With	Approved By	Status	Payment Received	Actions
1	BUC/038BDP17180027	038BUC17180010	jkjk	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Completed	1502201803800003	Download Building Use Certificate
2	BUC/038BDP17180031	038BUC17180011	dsafdas	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Completed	2812201703800006	Download Building Use Certificate
3	View Application	038BUC17180012	Nilu Kargathra	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	Proceed to Pay
4	BUC/038BDP17180016	038BUC17180006	jkjhjk	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	N.A.
5	BUC/038BDP17180016	038BUC17180007	jkjhjk	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	N.A.
6	View Application	038BUC17180008	NILU	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	BABUGIRI GANESHGIRI GAUSWAMI	N.A.	Submitted	N.A.	N.A.
7	View Application	038BUC17180009	jkjhjk	REVISED DEVELOPMENT PLAN, DEESA (SECOND)	JIGAR J. PATEL	JIGAR J. PATEL	Approved	N.A.	Proceed to Pay

Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Click on Download certificate option to download certificate.

---

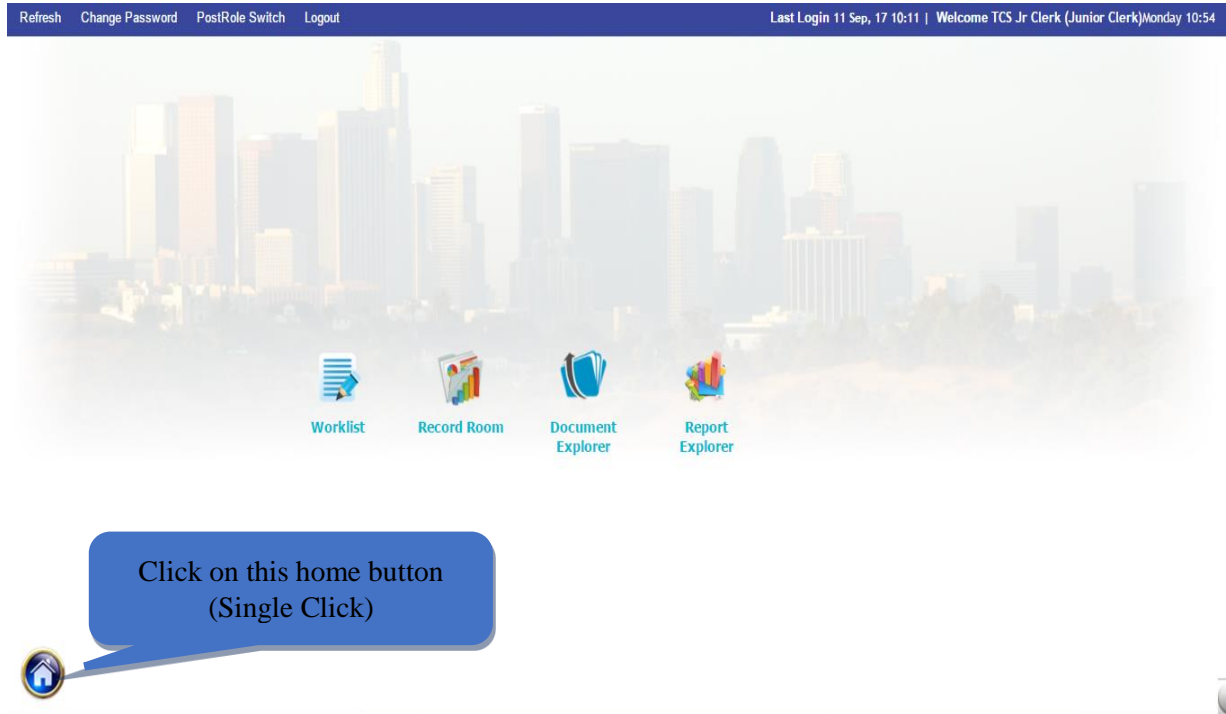
## CHAPTER 11. Part Plan/Zoning/ F Form Application

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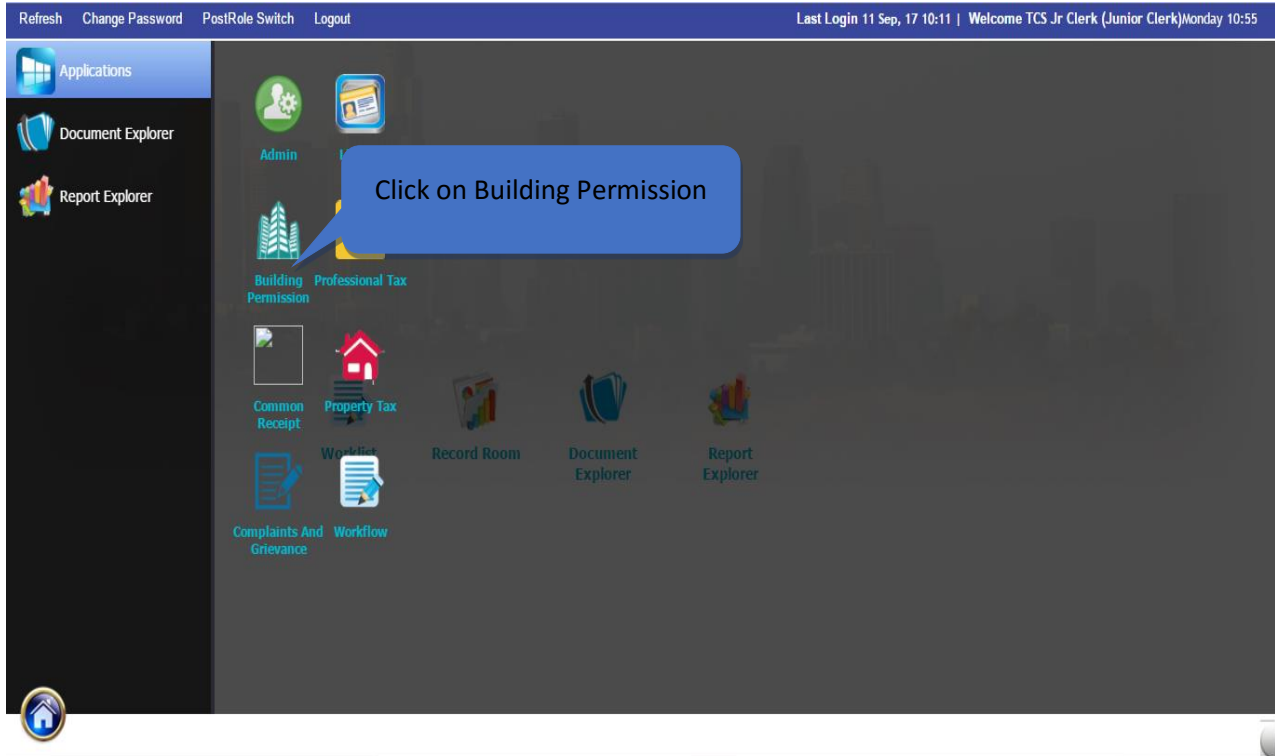
### 11.1 Login: L1 officer (Initiator)

1. Login as L1 officer by providing valid user ID and password.
2. Click on 'Home' → Click on 'Building Permission' → click on 'Issuance of Part plan/Zoning/ F-Form'

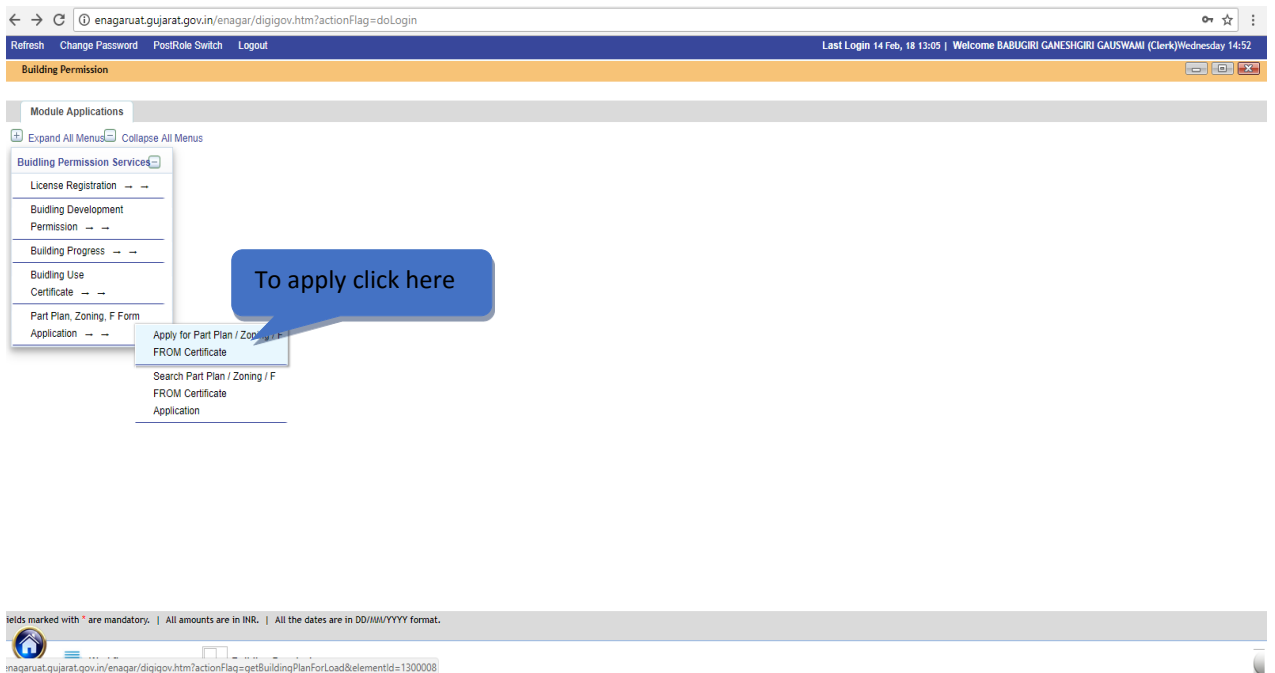
Kindly refer to the screen below



3. User need to single click the Home icon at the bottom left corner.
4. User will be able to see different types of modules in the list. As shown below, On click of this, menu will appear on screen where user needs to select 'Building Permission'.
5. User need to Double click on the Building Permission icon to access it. After that different process as listed and displayed.



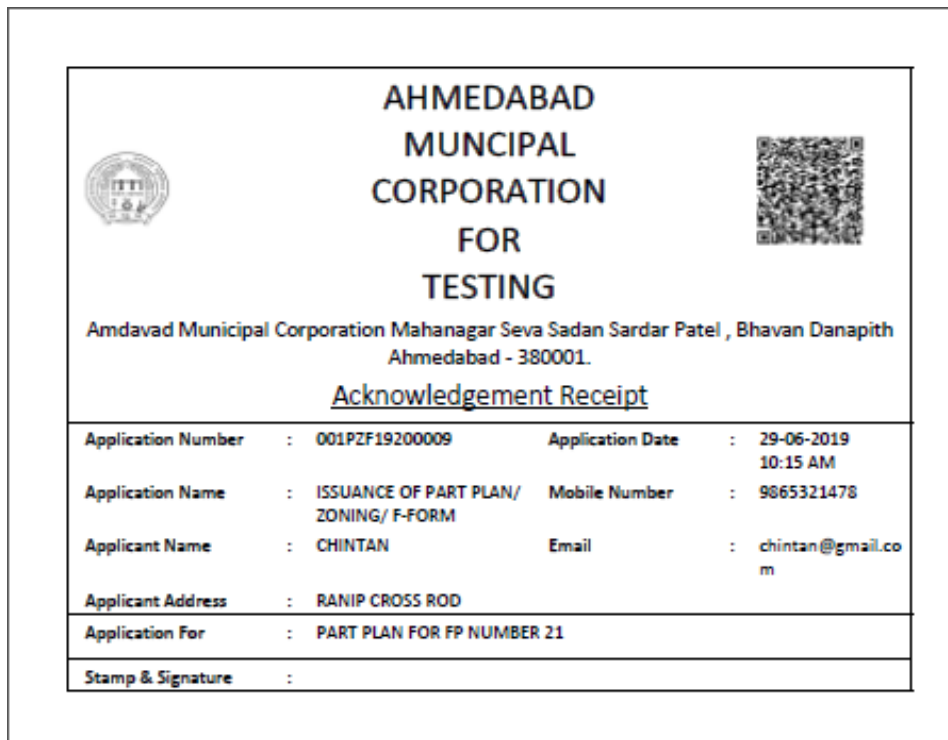
- 6. As shown below, User need to click on "**Apply for Part Plan / Zoning / F Form Certificate**" to apply for Part Plan / Zoning / F Form Certificate
- 7. After Clicking on this tab, User will be able to see the application form.
- 8. User need to fill the required fields and can submit the form.



9. As shown below, User need to fill up the mandatory fields and submit the application form.

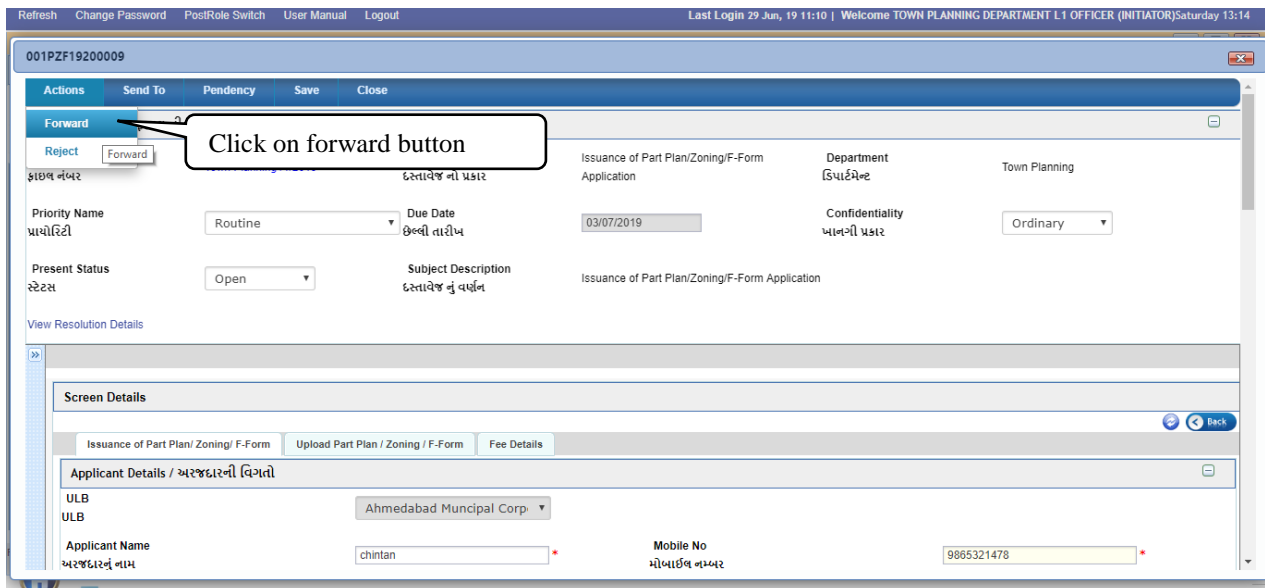
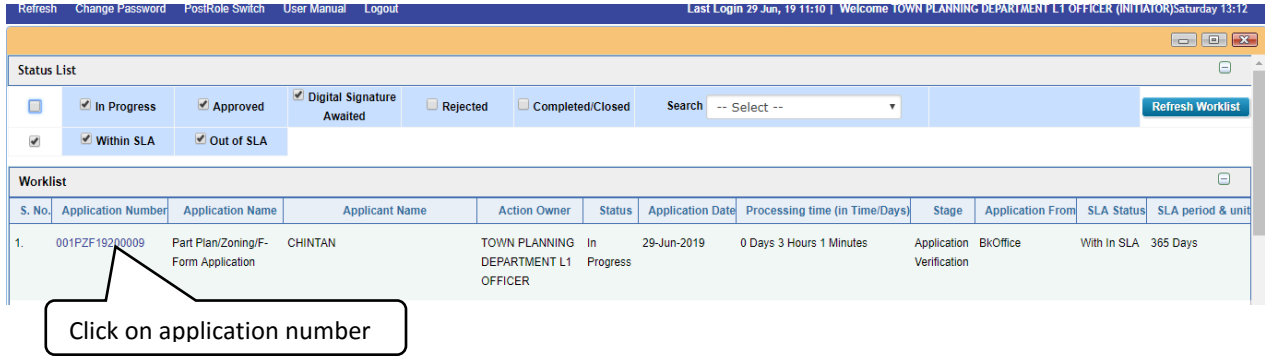
Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

As shown below, user can see the acknowledgement receipt on their screen and can download the receipt as required.



### 11.1.1 Application processing

1. Go to worklist
2. Click on the application number in the worklist.



3. On click of forward button, application will be forwarded to L2 officer.

### 11.2 Login: L2 officer (Verifier)

1. Login as L2 officer.
2. Go to worklist.

Refresh Change Password PostRole Switch Logout Last Login 11 Sep, 17 10:11 | Welcome TCS Jr Clerk (Junior Clerk)Monday 10:54



Click on Worklist



Refresh Change Password PostRole Switch User Manual Logout Last Login 29 Jun, 19 11:10 | Welcome TOWN PLANNING DEPARTMENT LT OFFICER (INITIATOR)Saturday 13:12

Status List

In Progress  Approved  Digital Signature Awaited  Rejected  Completed/Closed Search -- Select -- Refresh Worklist

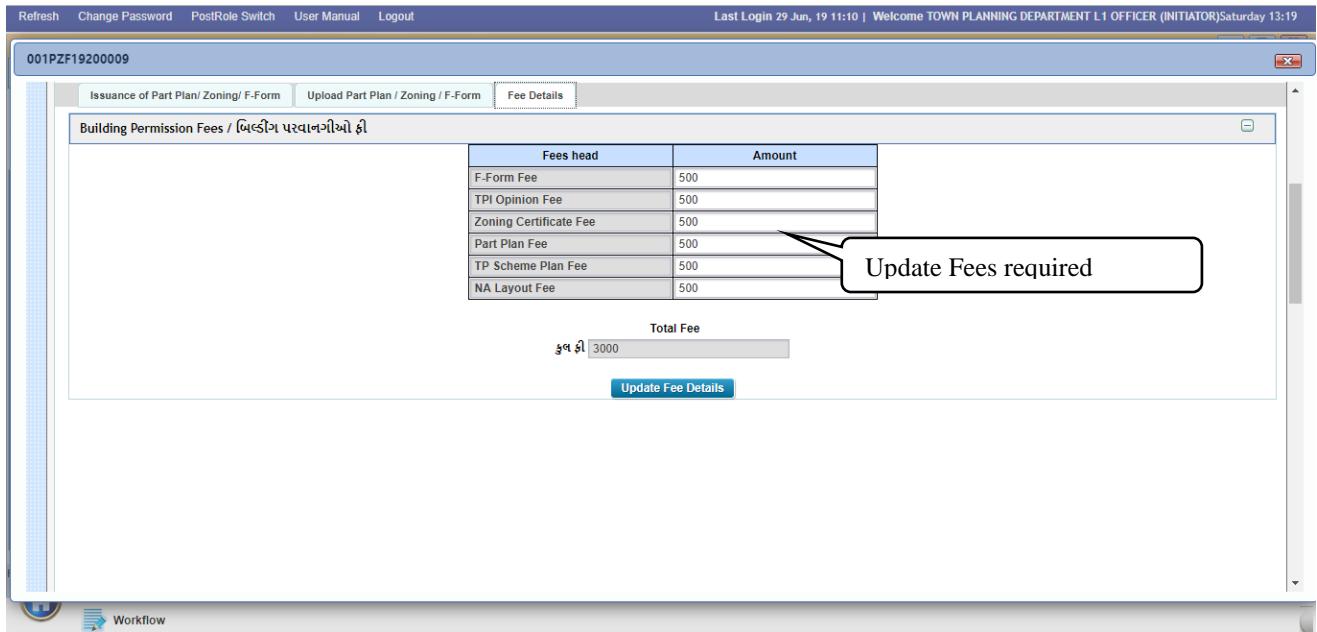
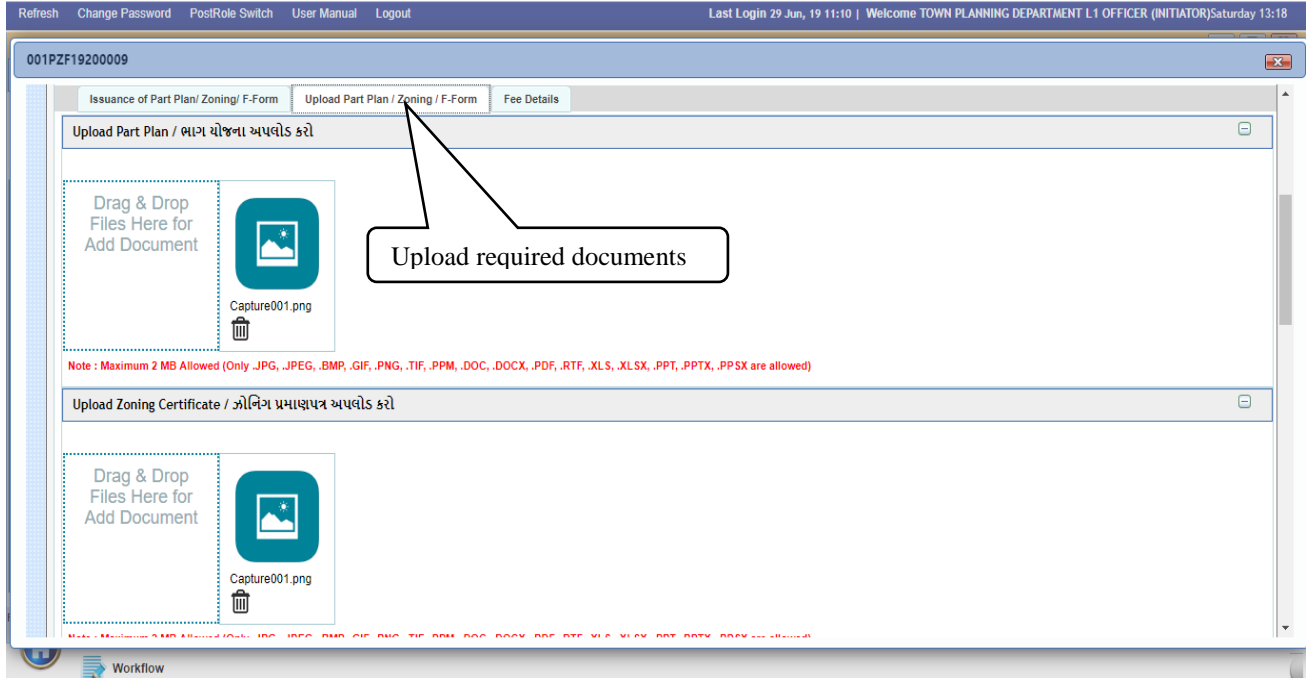
Within SLA  Out of SLA

Worklist

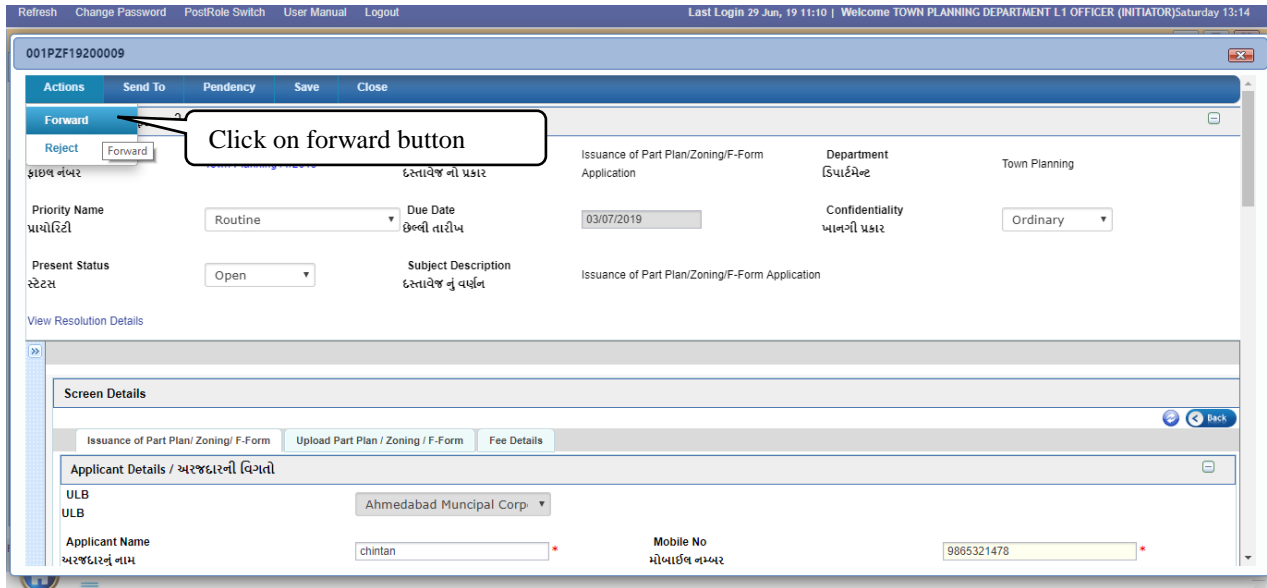
S. No.	Application Number	Application Name	Applicant Name	Action Owner	Status	Application Date	Processing time (in Time/Days)	Stage	Application From	SLA Status	SLA period & unit
1.	001PZF19200009	Part Plan/Zoning/Form Application	CHINTAN	TOWN PLANNING DEPARTMENT L1 OFFICER	In Progress	29-Jun-2019	0 Days 3 Hours 1 Minutes	Application Verification	BkOffice	With In SLA	365 Days

Click on application number

3. Click on the application number, application form will open.
4. Upload the required documents in the upload documents tab.
5. Update Fees details in the Fees tab.

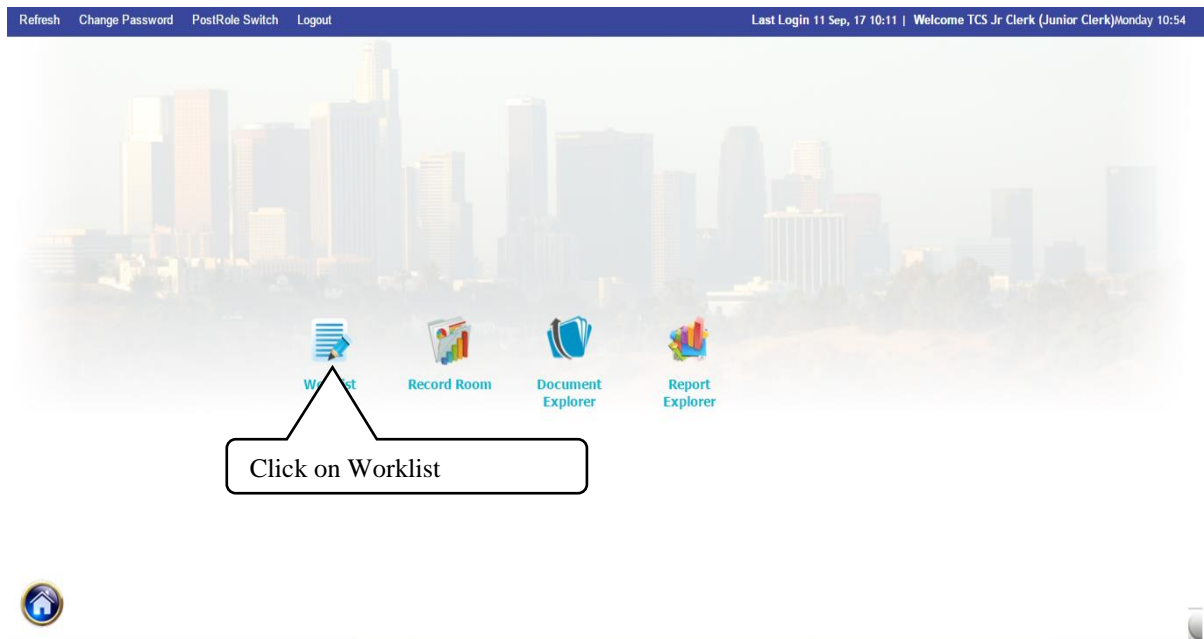


6. Forward application to L3 officer.

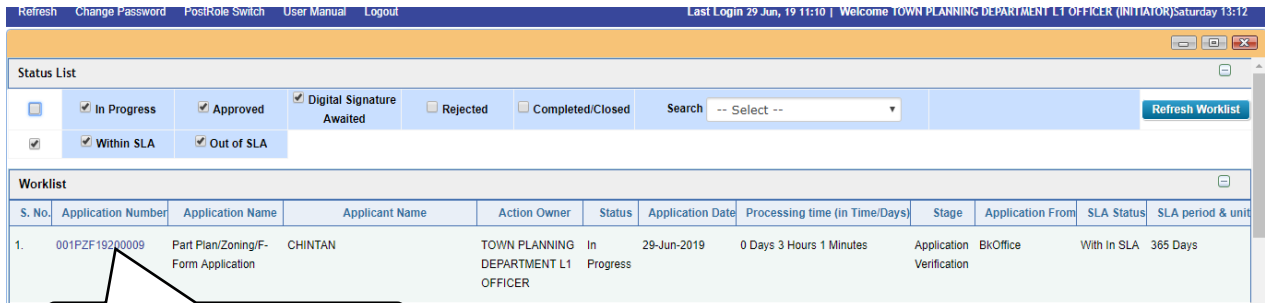


### 11.3 Login: L3 Officer (Approver)

1. Login as L2 officer using valid user ID and password.
2. Go to worklist. Click on the application number.

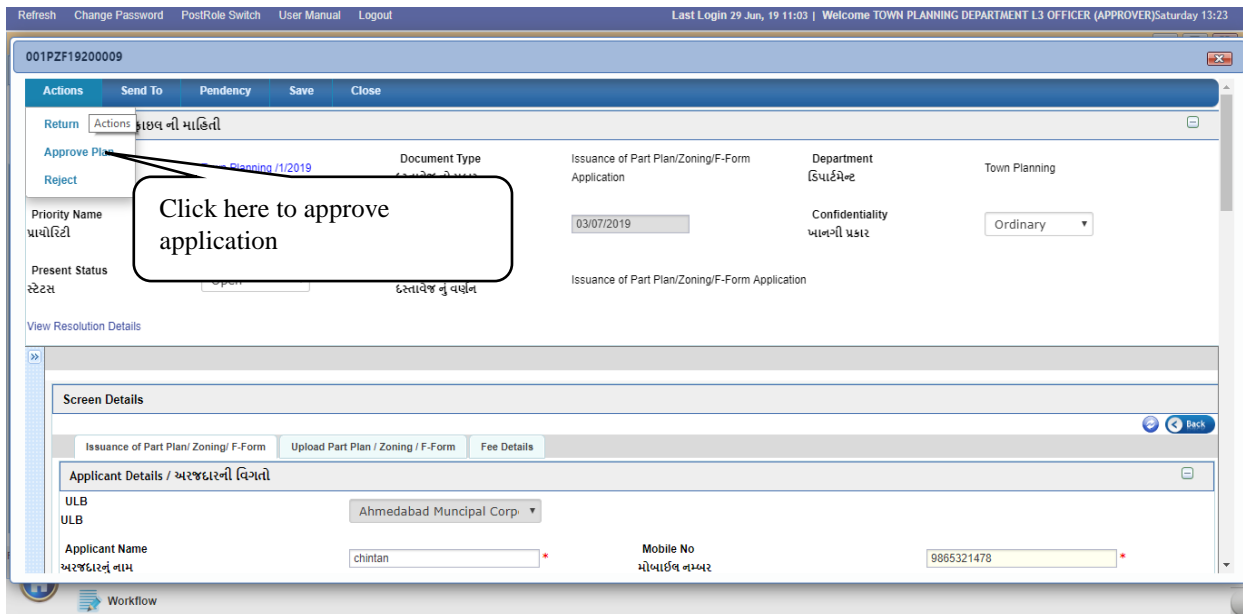






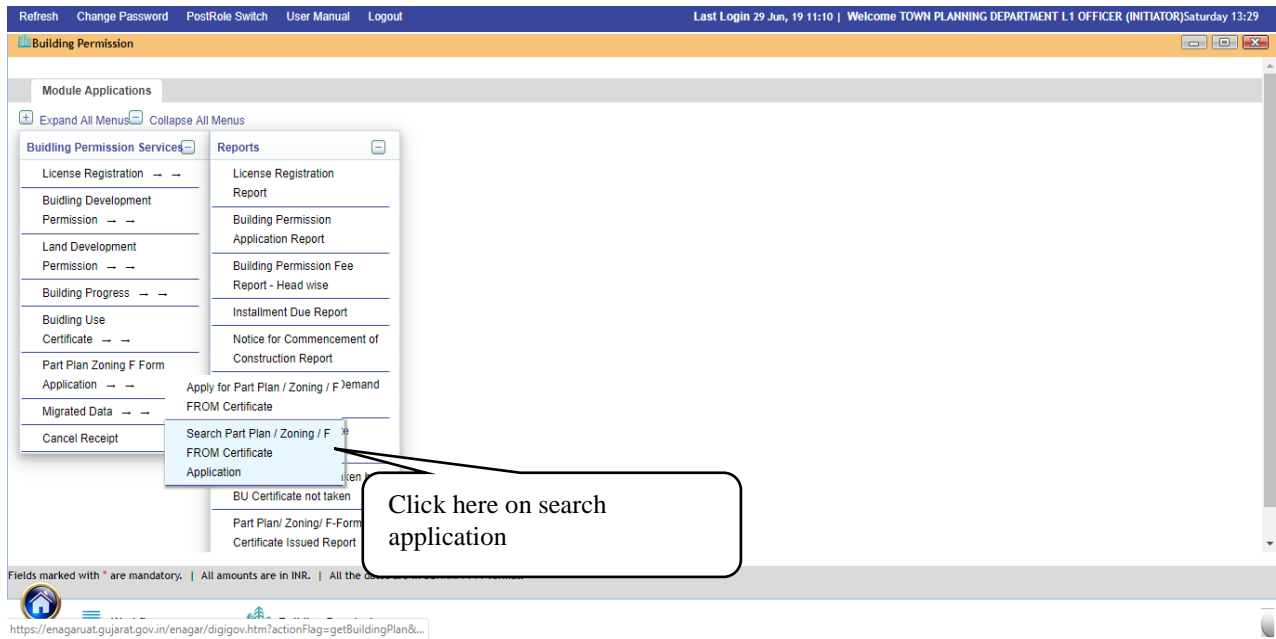
Click on application number

3. If application detail is proper, approve the application.

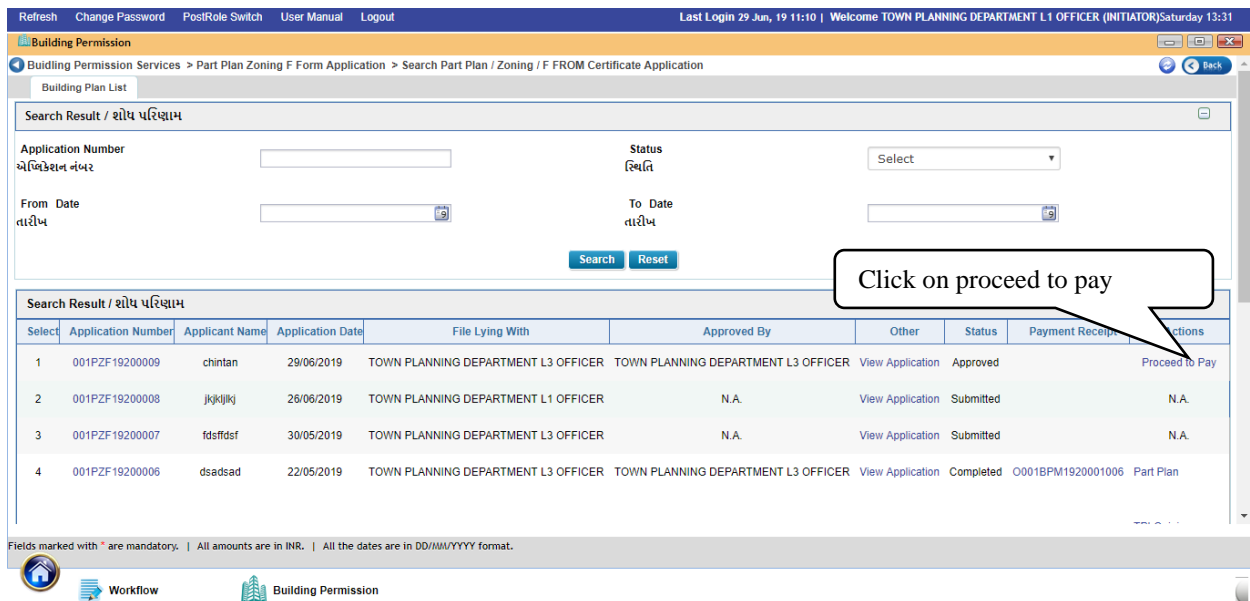


### 11.4 Login: L1 officer/ Accountant

1. Login as L1 officer using valid user ID and password.
2. Click on home → Building Permission → Part plan/ Zoning/ F-Form application → Search Part plan/ Zoning/ F-Form application



3. Search application based on Application number or other details available.



4. Select pay mode and provide necessary details.

Refresh Change Password PostRole Switch User Manual Logout Last Login 29 Jun, 19 11:10 | Welcome TOWN PLANNING DEPARTMENT L1 OFFICER (INITIATOR) Saturday 13:32

Building Permission

Issuance of Part Plan/ Zoning/ F-Form / ભાગ પોજન / ઝોનિંગ / એફ-ફોર્મની ઇશ્યુ કરવી

Applicant Name / અરજદારનું નામ: chintan Mobile No / મોબાઇલ નંબર: 9885321478

Applicant address / અરજદાર સરનામું: ranip cross rod email ID / ઇમેઇલ: chintan@gmail.com

Required Services / જરૂરી સેવાઓ

Application For / અરજી માટે: Part plan for FP number 21

Total Amount / કુલ રકમ

F-Form Fee	500
TPI Opinion Fee	500
Zoning Certificate Fee	500
Part Plan Fee	500
TP Scheme Plan Fee	500
NA Layout Fee	500
Total Amount / કુલ રકમ	3000

Payment Details / ચુકવણીની વિગતો

Mode of Payment / ચુકવણીની પદ્ધતિ: Cash

Manual Receipt No. / મેન્યુઅલ રસીદ નં.: Manual Receipt Date / મેન્યુઅલ રસીદ તારીખ:

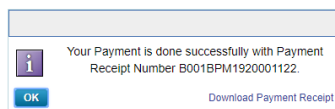
Remarks / ટીપ્સ:

Proceed To Pay



Fields marked with \* are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.

Workflow Building Permission

5. On Click of proceed to pay, following message will appear.



6. Download Payment receipt.

 <p style="margin: 0;"><b>AHMEDABAD MUNCIPAL CORPORATION</b></p> <p style="margin: 0;"><b>FOR TESTING</b></p> <p style="margin: 0; font-size: small;">Ahmedabad Municipal Corporation Mahanagar Seva Sadan Sardar Patel , Bhavan Danapith Ahmedabad - 380001.</p> <p style="margin: 0; font-size: small;"><u>Payment Receipt</u></p>																			
<b>Receipt Number</b> :	B001BPM1920001122	<b>Payment Date</b> :	29-06-2019 01:34 PM																
<b>Application Name</b> :	ISSUANCE OF PART PLAN/ ZONING/ F-FORM	<b>Mobile Number</b> :	9865321478																
<b>Payee Name</b> :	CHINTAN	<b>Email</b> :	chintan@gmail.com																
<b>Applicant Address</b> :	RANIP CROSS ROD																		
<b>Pay Mode</b> :	CASH																		
<b>Application For</b> :	PART PLAN FOR FP NUMBER 21																		
<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="width: 80%;">Payment Head</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td>TPI OPINION</td> <td style="text-align: right;">500</td> </tr> <tr> <td>ZONING CERTIFICATE</td> <td style="text-align: right;">500</td> </tr> <tr> <td>PART PLAN</td> <td style="text-align: right;">500</td> </tr> <tr> <td>TP SCHMENE PLAN</td> <td style="text-align: right;">500</td> </tr> <tr> <td>F-FORM</td> <td style="text-align: right;">500</td> </tr> <tr> <td>NA LAYOUT</td> <td style="text-align: right;">500</td> </tr> <tr> <td><b>Total Amount</b></td> <td style="text-align: right;"><b>3000</b></td> </tr> </tbody> </table>				Payment Head	Amount	TPI OPINION	500	ZONING CERTIFICATE	500	PART PLAN	500	TP SCHMENE PLAN	500	F-FORM	500	NA LAYOUT	500	<b>Total Amount</b>	<b>3000</b>
Payment Head	Amount																		
TPI OPINION	500																		
ZONING CERTIFICATE	500																		
PART PLAN	500																		
TP SCHMENE PLAN	500																		
F-FORM	500																		
NA LAYOUT	500																		
<b>Total Amount</b>	<b>3000</b>																		
<b>Amount In Words</b> :	RUPEES THREE THOUSAND ONLY.																		
<b>Received At</b> :	Town Planning - Office																		
<b>Stamp &amp; Signature</b> :																			

7. After payment user can download document from search screen. Click on view application.