eNagar

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

User Manual Document   **Version 1.0**

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:

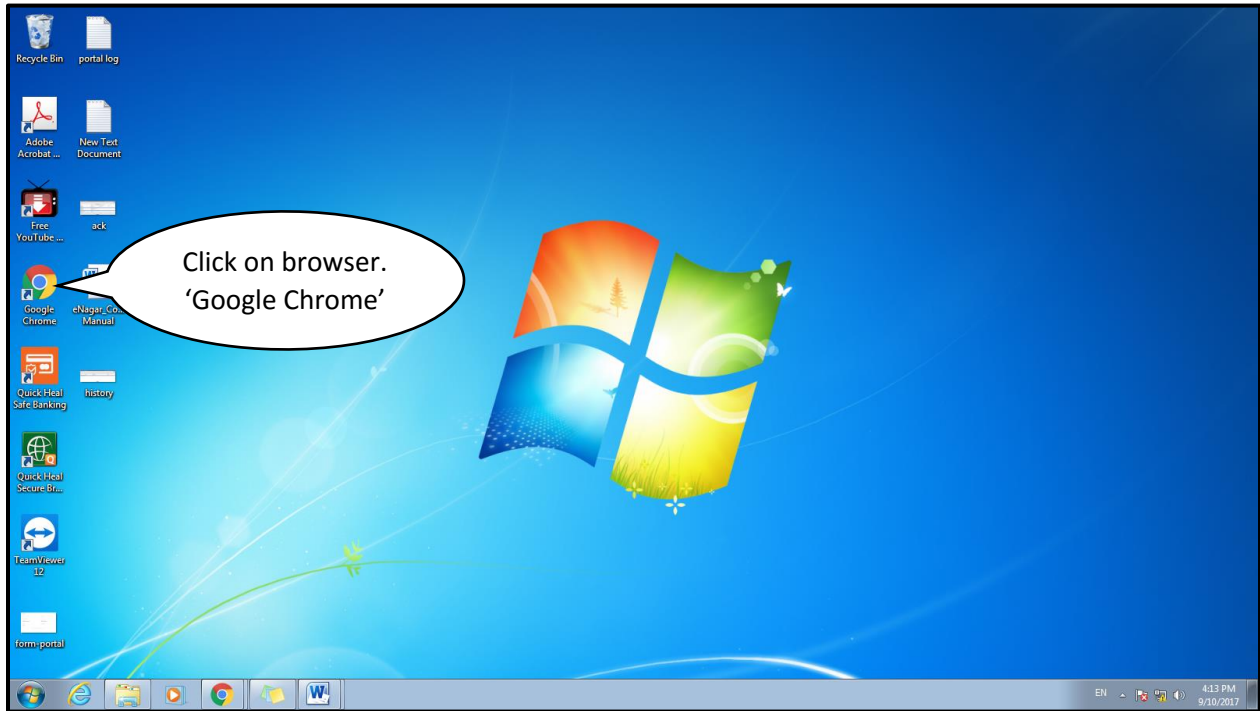| Reference No	Action taken (Add / Del / Change / Replace)	Preceding Page No.	New Page No.	Revision Description

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CHAPTER 1.   LOGGING IN

Open Browser:

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

The following page will open in the system:
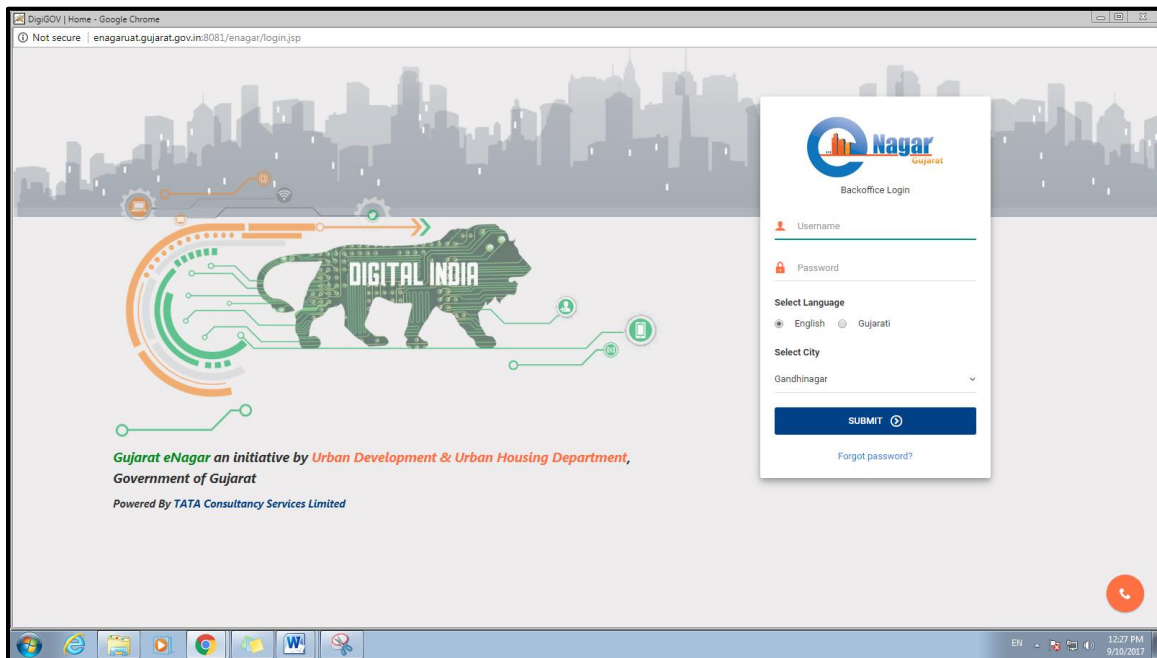
Enter login credentials: Enter any of the below login credential to enter in the system. Each role has different user name and password

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)
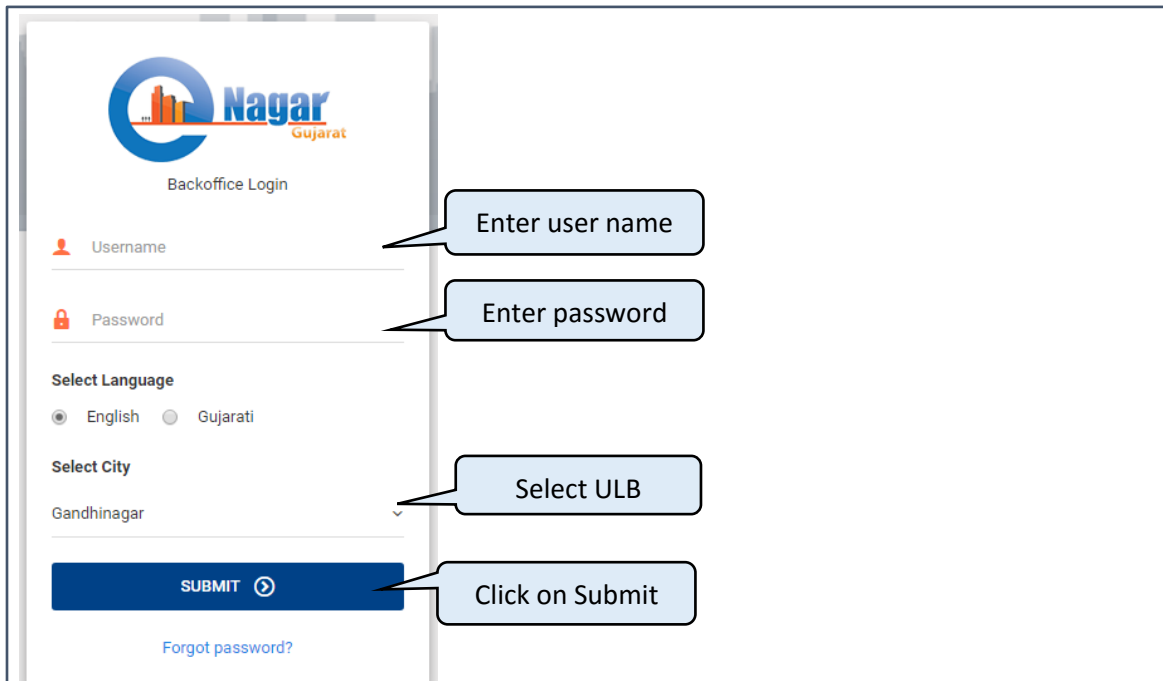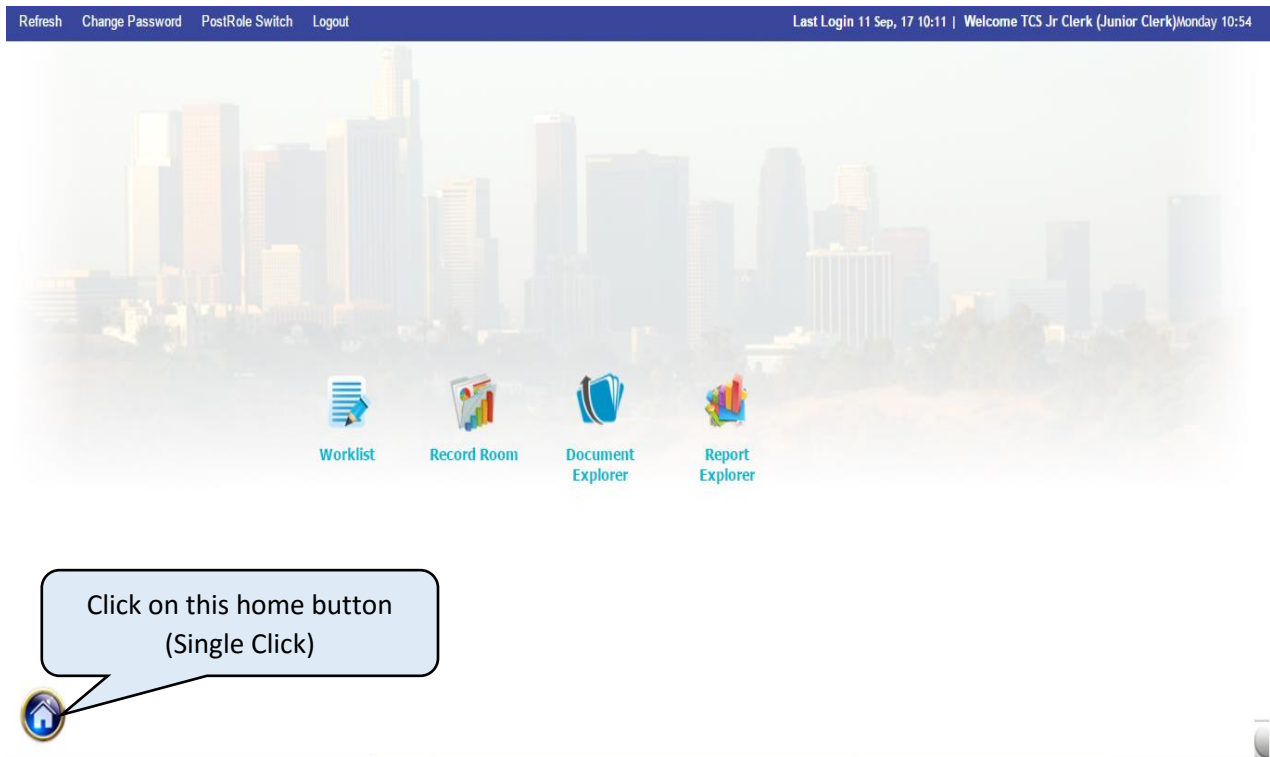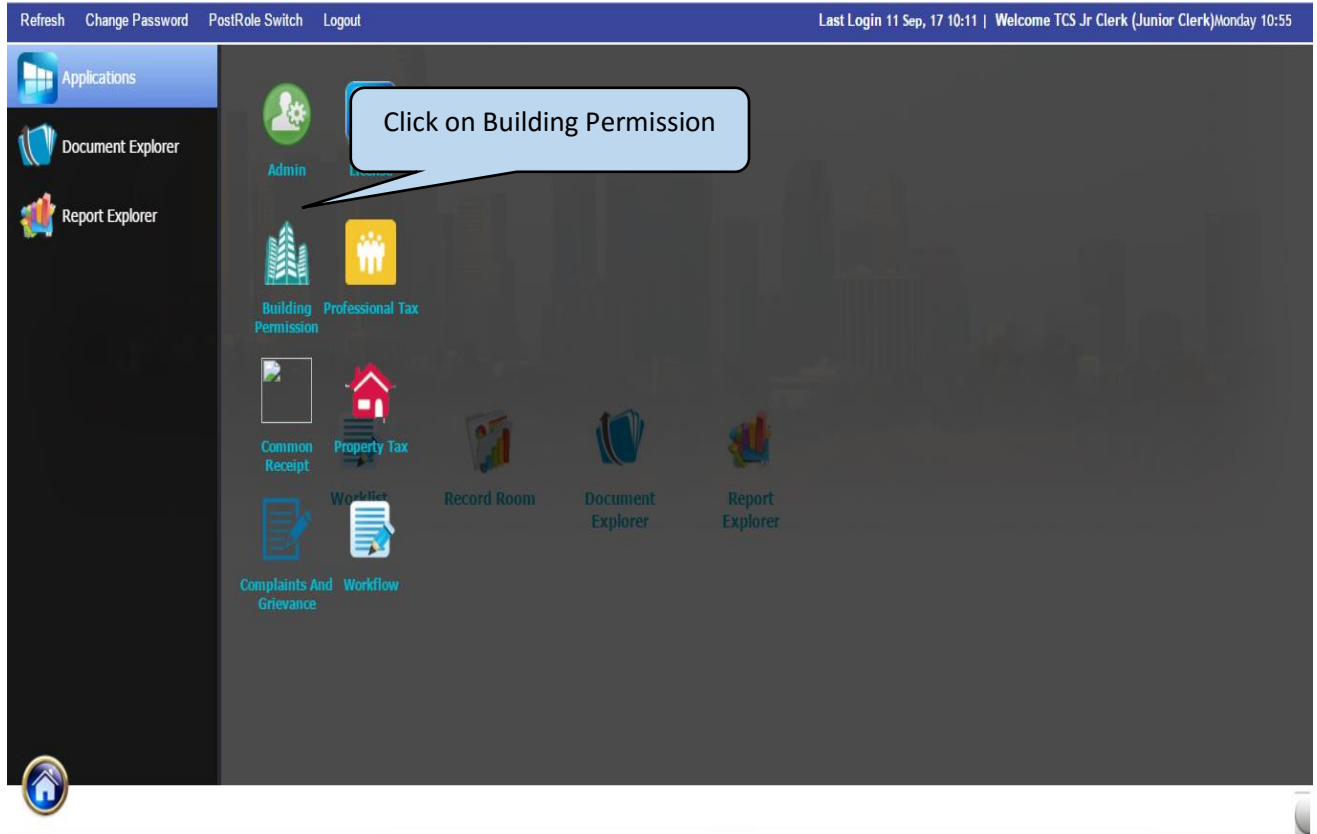
Navigation

After login:

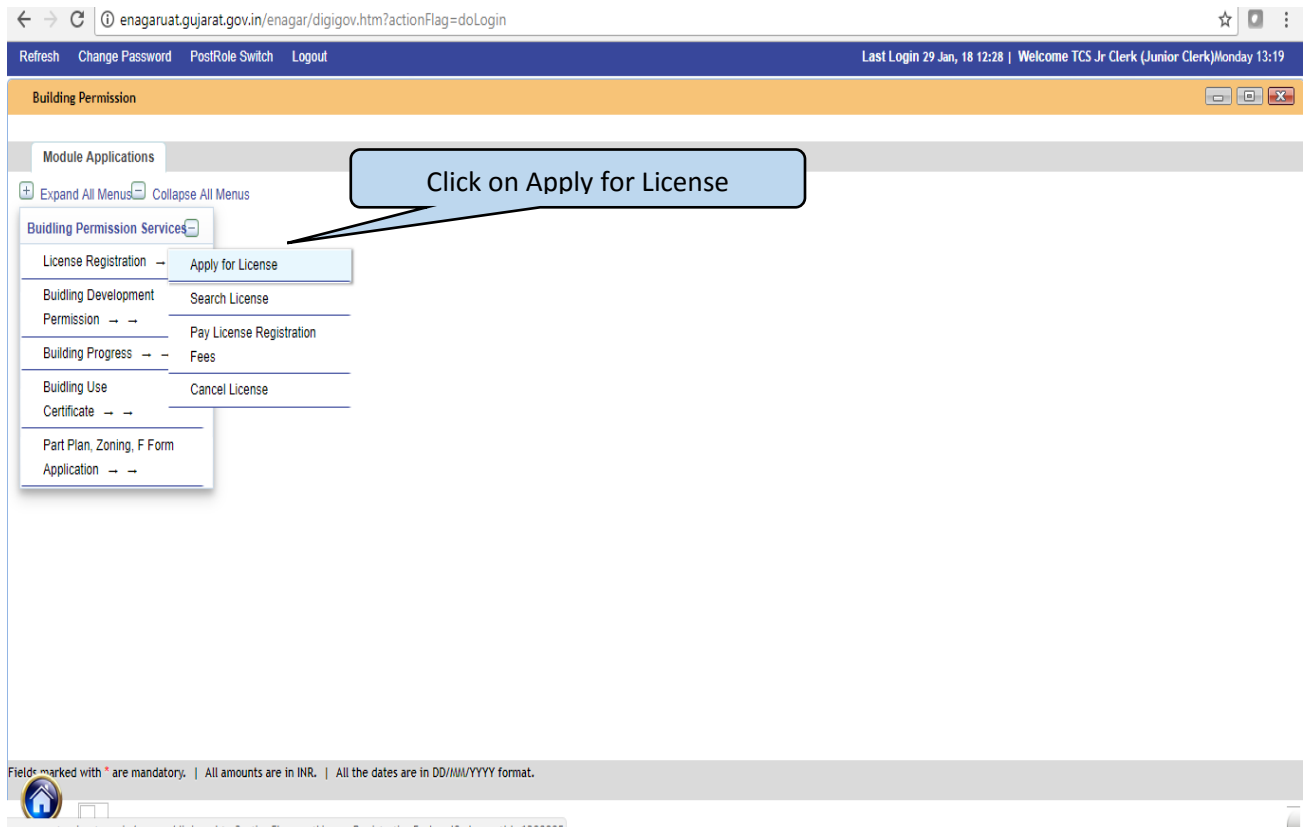Click on 'Home' → Click on 'Building Permission' → click on 'Apply for license'

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:

Experience Details

Name of Institute/Organization		Nature of Job	

Month of Experience	Select ▼	Year of Experience	Select ▼

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

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

Total Experience   2.25   *   View record   Delete record

Update record

License Related Questions

Is serving Anywhere	◉Yes ○No		

Is NOC Received	○Yes ○No	Company Address	

Do you have Membership of Professional Associations?	◉Yes ○No	Professional Associations Details	

Next

Click here

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

Refresh   Change Password   PostRole Switch   Logout   Last Login 11 Sep, 17 10:11 | Welcome TCS Jr Clerk (Junior Clerk)Monday 12:04

Building Permission

License Registration > Apply for License   Back

| License Application | Document Attachments |

Personal Details

Checklist - Document CheckList

Photo	Photo ID proof	Local Address Proof	Graduation Certificate	PG-Certificate	Experience Certificate
image.jpg	Drag & Drop Files Here	Drag & Drop Files Here	Drag & Drop Files Here	Drag & Drop Files Here	Drag & Drop Files Here

No objection Certificate	Proof of Membership of Pr...
Drag & Drop Files Here	Drag & Drop Files Here

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

I hereby undertake to abide by all rules, regulations, standing orders, requisitions and instructions given   mpetent 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, t   mpetent 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 o   Act.

Previous

Save   Submit   Reset   Close

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

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

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

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

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.

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	Pendency	Close

Forward

Return

ફાઇલ ની માહિતિ ?

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

Priority Name
પ્રાયોરિટી — Routine

Due Date
છેલ્લી તારીખ — 02/02/2018

Confidentiality
ખાનગી પ્રકાર — Ordinary

Present Status
સ્ટેટસ — Open

Subject Description
દસ્તાવેજ નું વર્ણન — Architect License Application For Approval

View Resolution Details

Screen Details

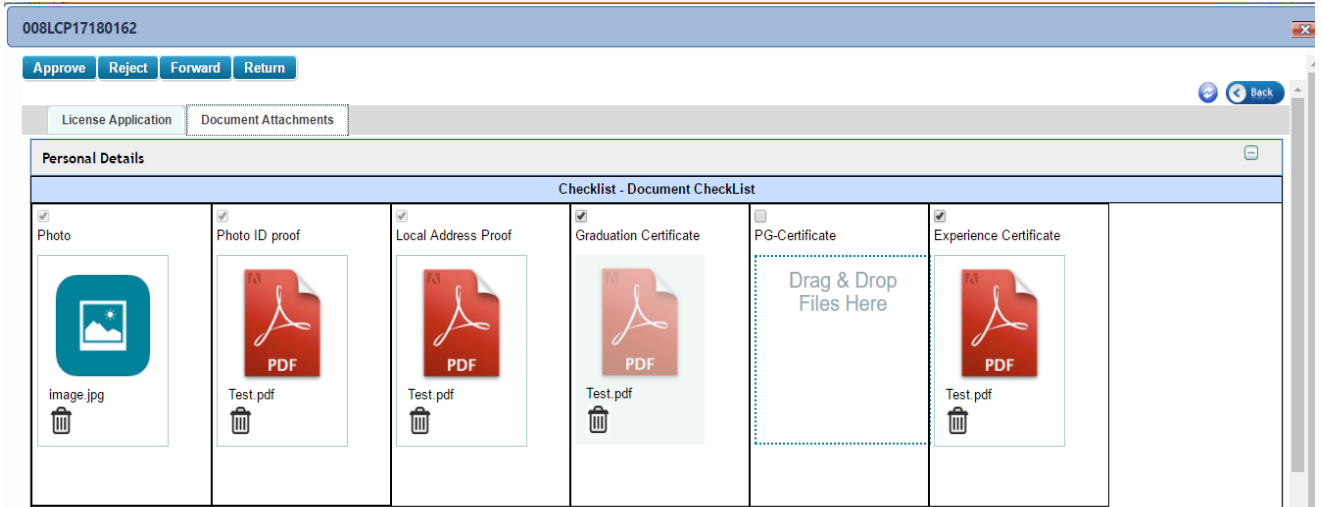| License Application	Document Attachments

Personal Details / અંગત વિગતો

Type of Application
એપ્લિકેશનનો પ્રકાર — ◯New / નવું ◉Renew / નવીકરણ કરો ◯Grade Change / ગ્રેડ ◯Duplicate / ડુપ્લિકેટ

License Registration Number
લાઈસન્સ નોંધણી નંબર — 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

Photo	Photo ID proof	Local Address Proof	Graduation Certificate	PG-Certificate	Experience Certificate
image.jpg	Test.pdf	Test.pdf	Test.pdf	Drag & Drop Files Here	Test.pdf

Click on forward button, following message will be populated.
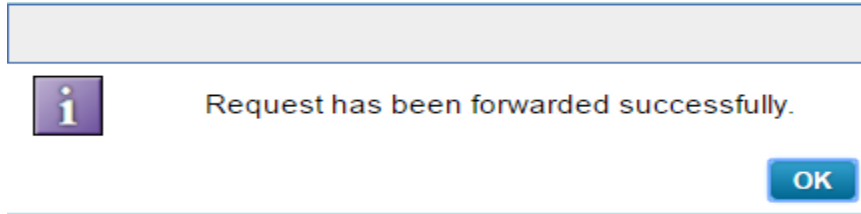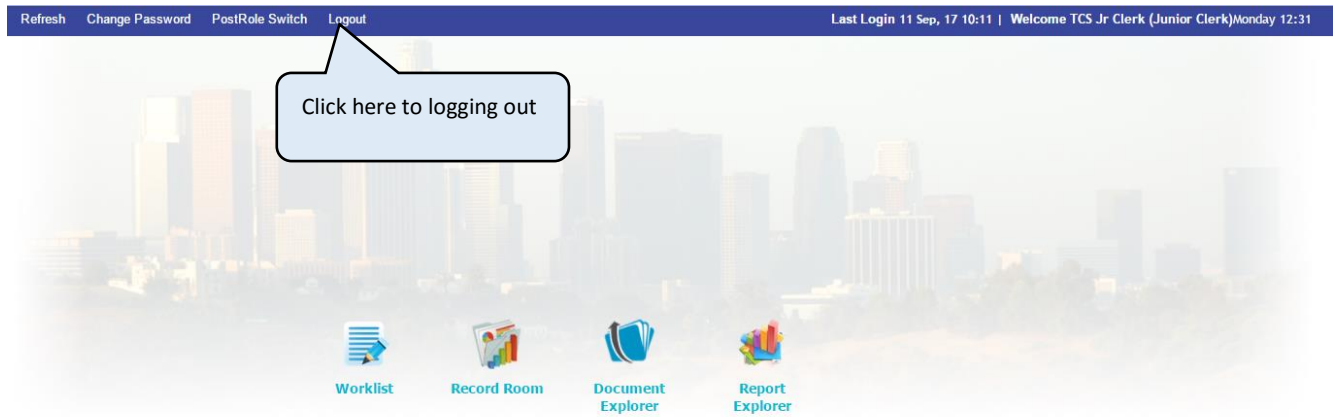
Click on logout.

On click of logout following popup will be populated. Click on Yes Button.
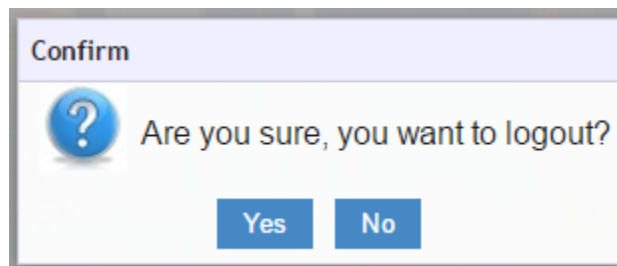
On click of Yes button, login screen will appear.

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.

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 verifiying 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.

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.

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 verifiying 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.

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

Click on home then Building Permission

Click on Pay License Registration Fees

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.
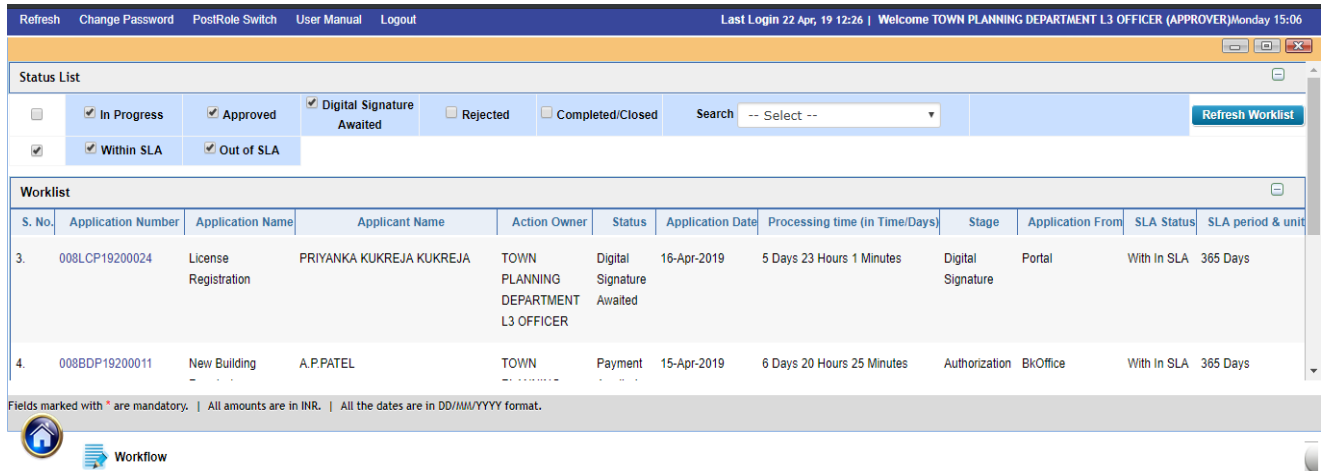
Payment Receipt

Close Payment Receipt.
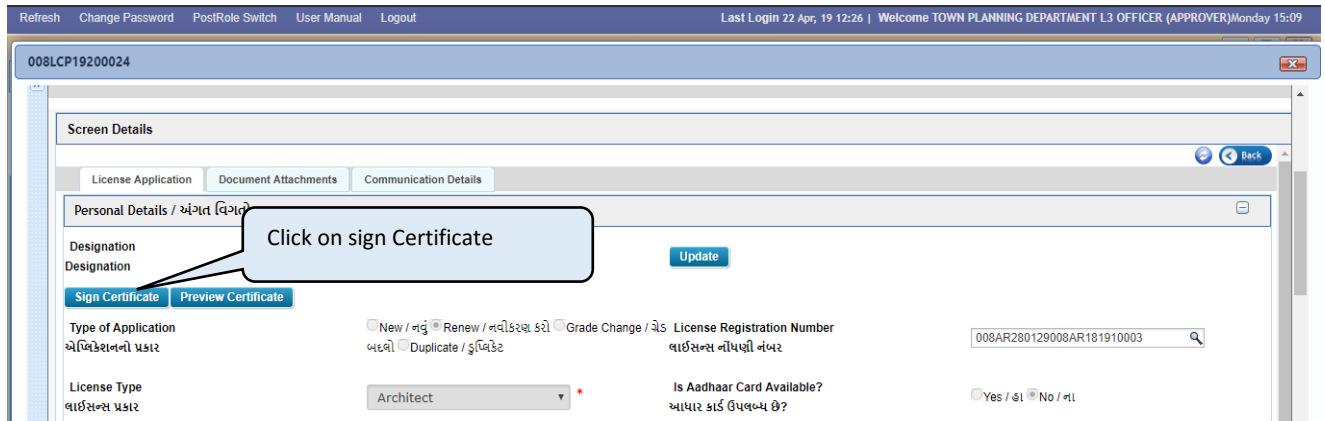
2.5   Digitally signed Certificate:

Login to L3 officer's ID:
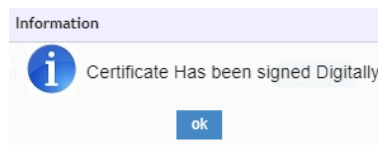
Go to worklist → click on application number

Application status would be Digital Signature awaited.

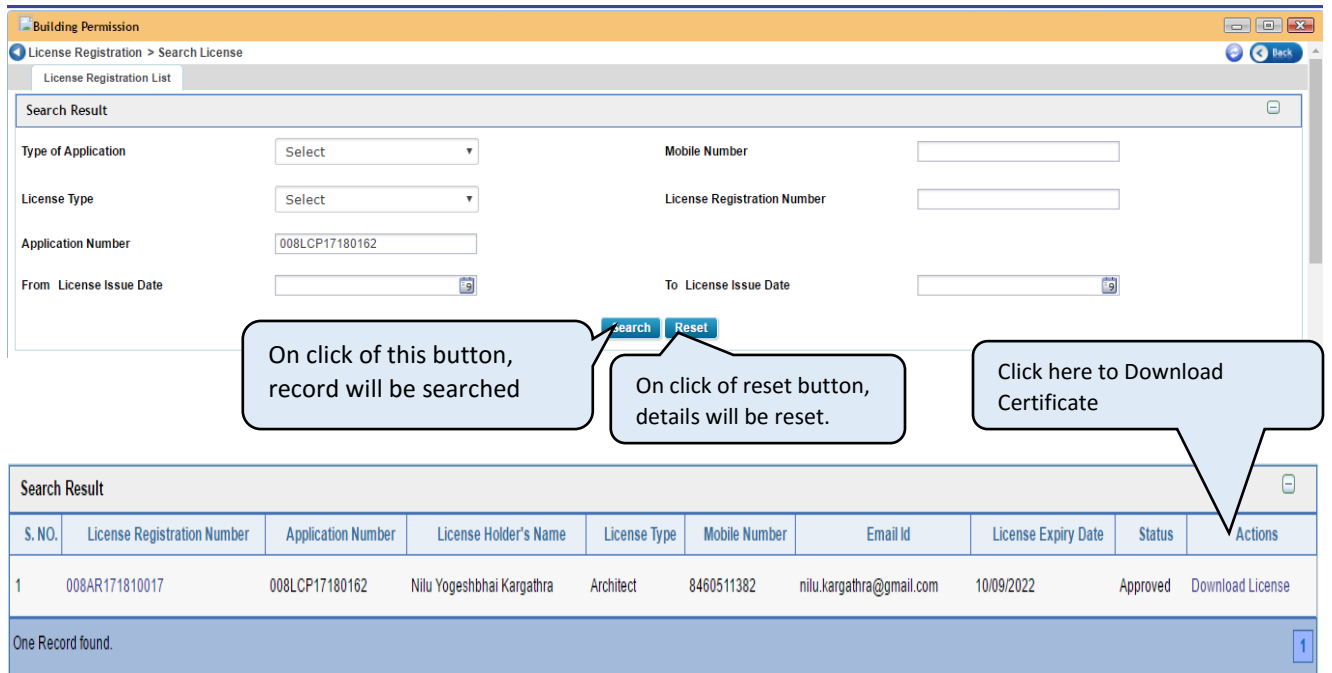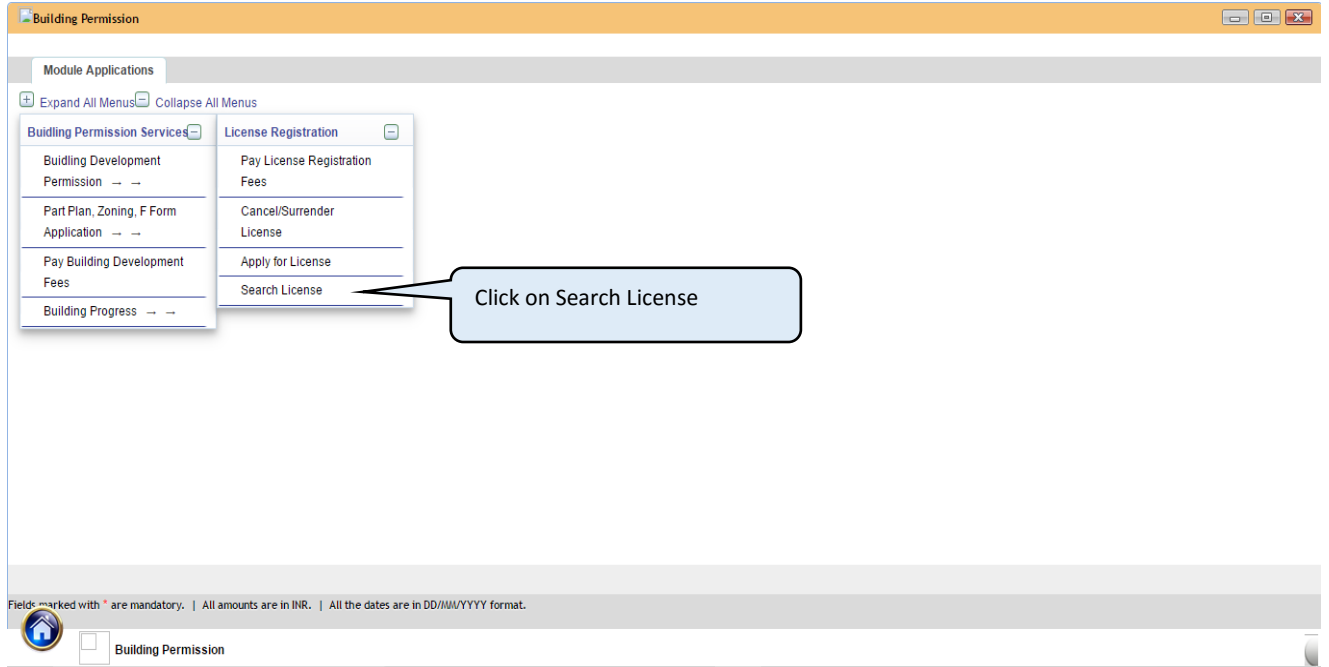Click on Sign Certifiacate → Enter password of Tocken

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

Building Permission

Module Applications

Expand All Menus Collapse All Menus

Buidling Permission Services	License Registration
Buidling Development Permission → →	Pay License Registration Fees
Part Plan, Zoning, F Form Application → →	Cancel/Surrender License
Pay Building Development Fees	Apply for License
Building Progress → →	Search License

Click on Search License

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

Building Permission

Building Permission

License Registration > Search License   Back

License Registration List

Search Result

Type of Application	Select ▼		Mobile Number	
License Type	Select ▼		License Registration Number	
Application Number	008LCP17180162			
From License Issue Date			To License Issue Date	

Search   Reset

On click of this button, record will be searched

On click of reset button, details will be reset.

Click here to Download Certificate

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	008LCP17180162	Nilu Yogeshbhai Kargathra	Architect	8460511382	nilu.kargathra@gmail.com	10/09/2022	Approved	Download License

One Record found.   1

HIMMATNAGAR NAGARPALIKA

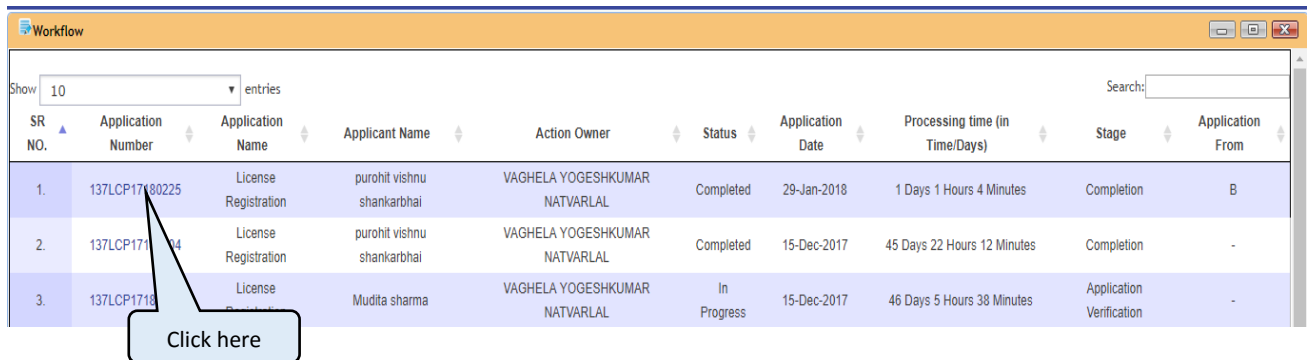Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society,
Himmatnagar, Gujarat 383001

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

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

Worklist   Record Room   Document Explorer   Report Explorer

Click on this home button
(Single Click)
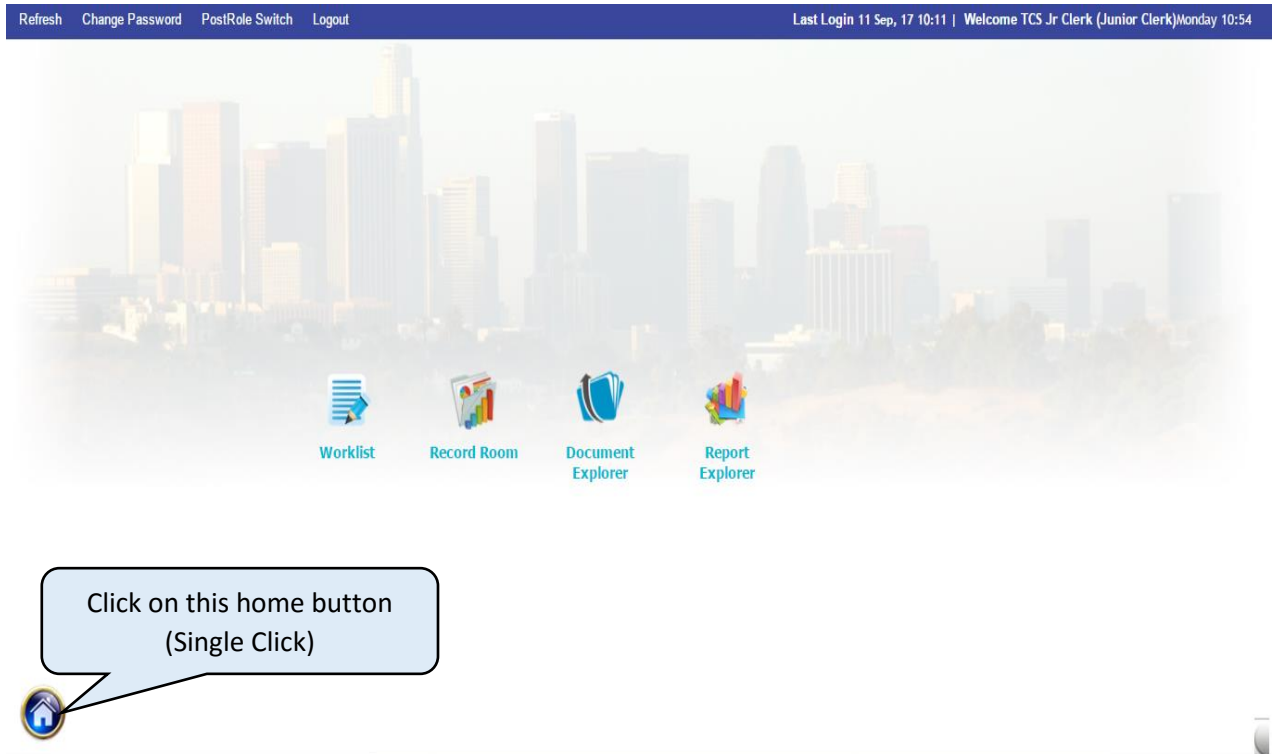
On click of this, menu will appear on screen where user needs to select 'Building Permission'
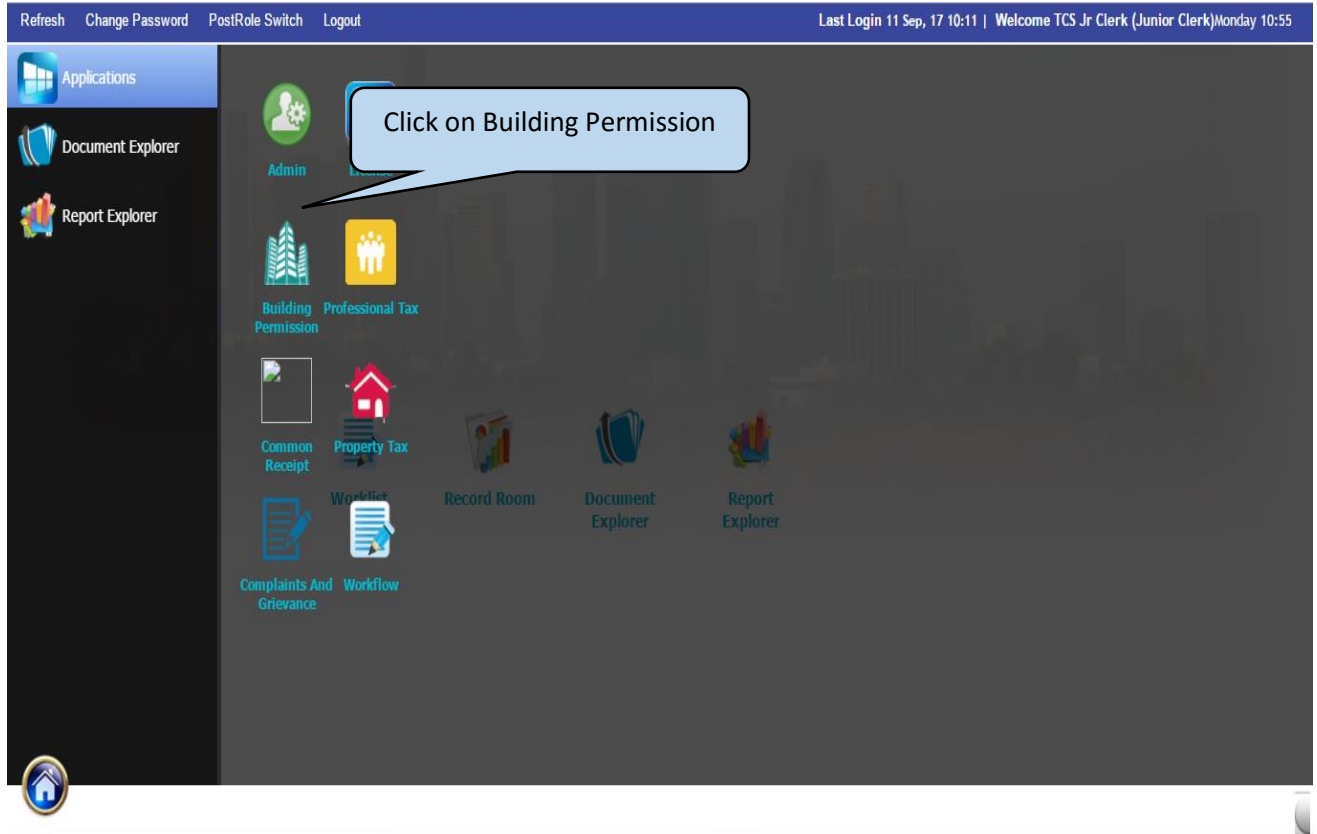
On click of Building Permission, following menu will appear, user needs click on apply for license link.
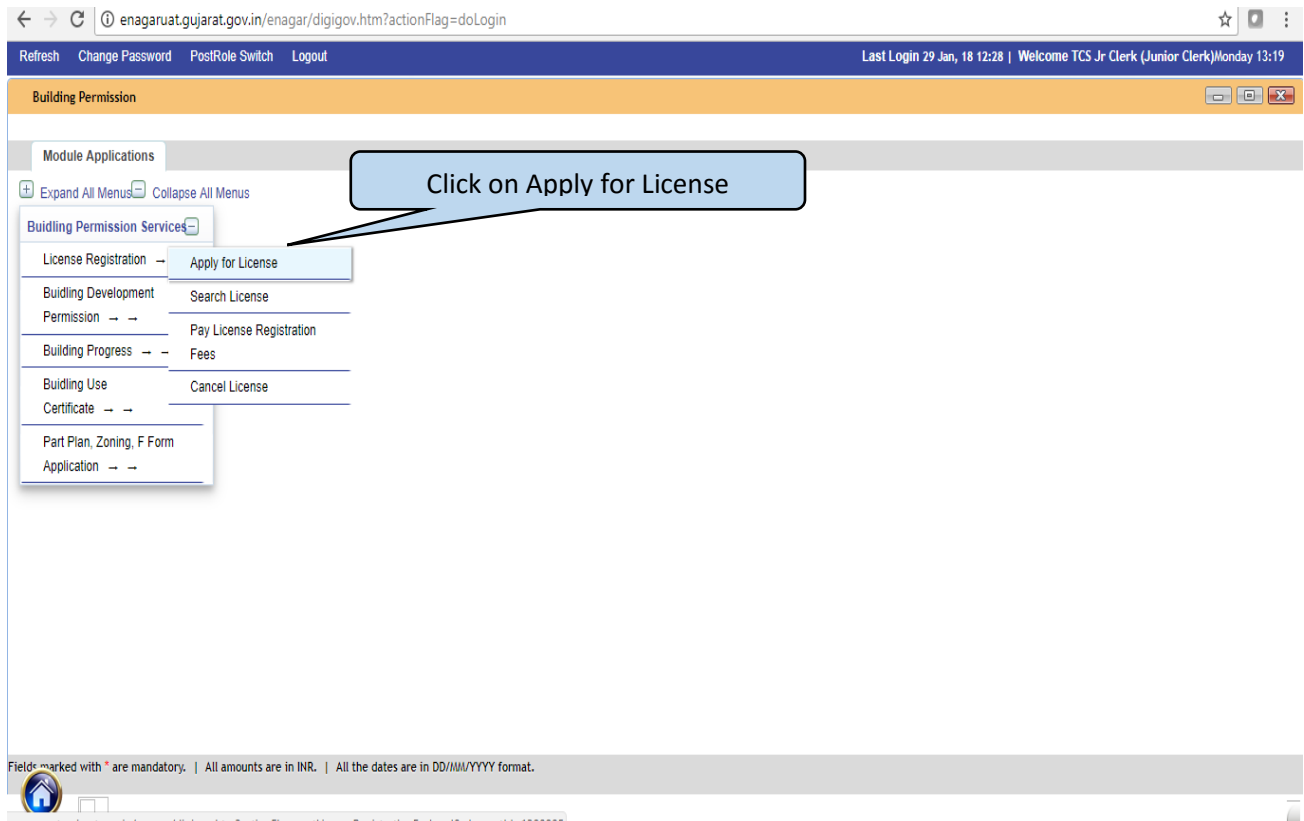
1. Select type as Renew.
2. Enter License Number. Based on License Number details will be auto populated in the system.

Experience Details

Name of Institute/Organization					

Name of Institute/Organization [   ]   Nature of Job [   ]

Month of Experience [11 ▼]   Year of Experience [50 ▼]

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

Total Experience [2.25] *

License Related Questions

Is serving Anywhere ●Yes ○No

Is NOC Received ●Yes ○No   Company Address [   ]

Do you have Membership of Professional Associations? ●Yes ○No   [   ]

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]

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

[Submit] [Close]

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

Acknowledgement Receipt:

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.

Request has been forwarded successfully.

OK

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.

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 verifiying 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.

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 verifiying 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

Click on Pay license registration fees

Enter License Application number

Select Pay mode

Click on Proceed to pay
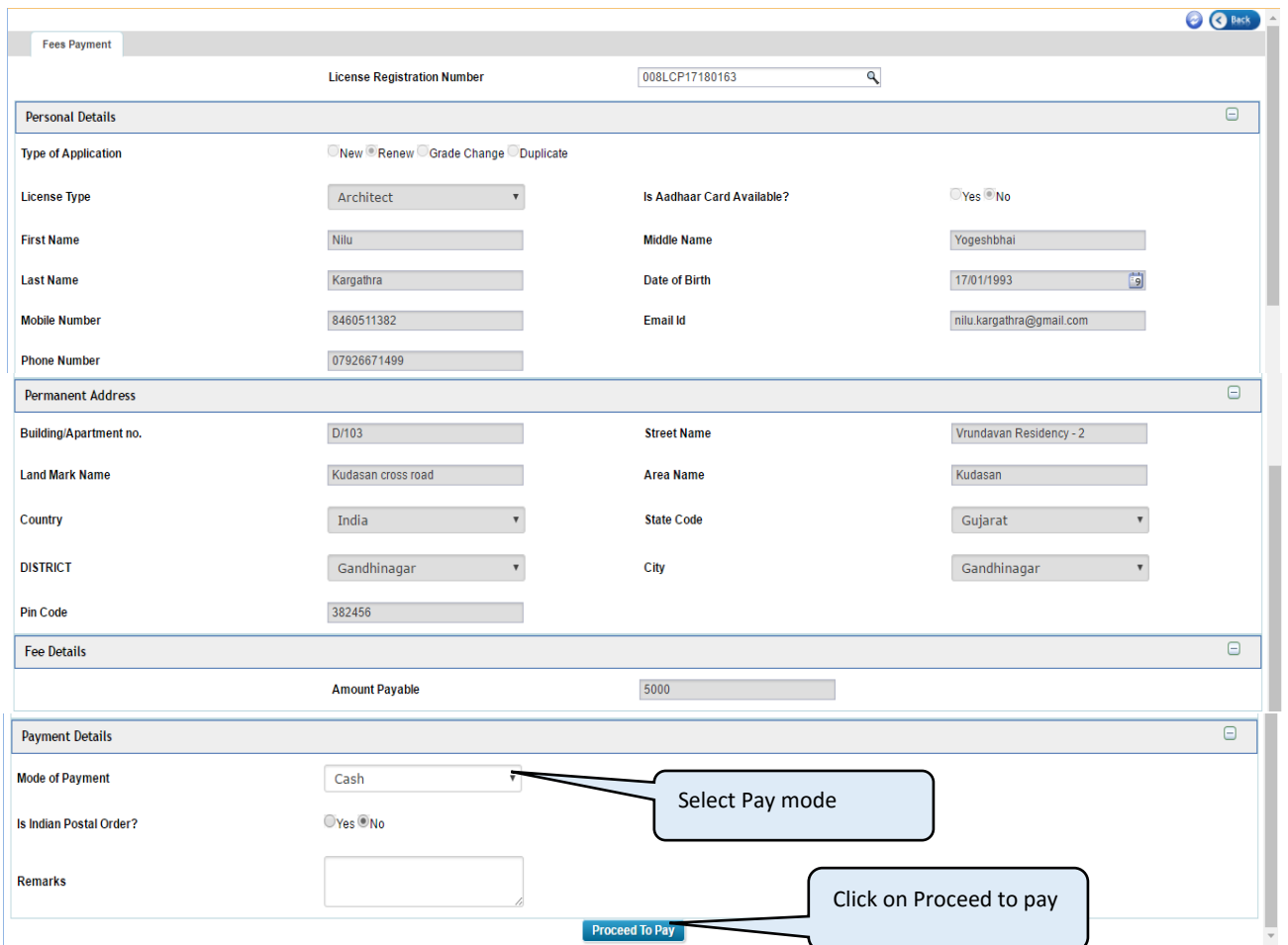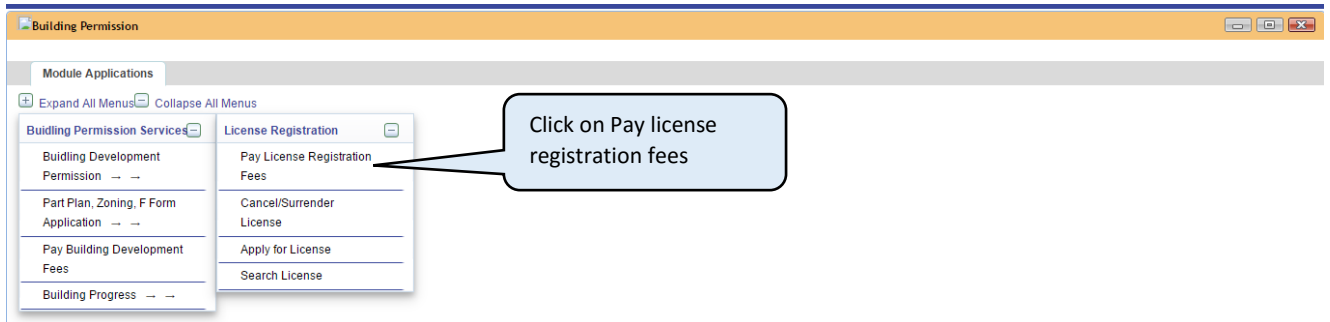
Payment Receipt

HIMMATNAGAR NAGARPALIKA

Himmatnagar Nagar Palika, CN Shah Rd, Ganotri Society, Himmatnagar, Gujarat 383001

Payment Receipt

Receipt Number	: 2901201813700001	Payment Date	: 29-01-2018 02:56 PM
Application Name	: RENEW LICENSE REGISTRATION	Mobile Number	: 9825274138
Payee Name	: PUROHIT VISHNU SHANKARBHAI	Email	: purohit.vishnu@gmail.com
Applicant Address	: A/25 GOKULNAGAR RAGHUNANDAN MAHAVIRNAFGAR , HIMMATNAGAR - 383001		
Pay Mode	: CASH		
Application Number	: 137LCP17180225	License Type	: ARCHITECT
License Holder's Name	: PUROHIT VISHNU SHANKARBHAI	License Holder's Address	: A/25 GOKULNAGAR RAGHUNANDAN MAHAVIRNAFGAR , HIMMATNAGAR - 383001
License Number	: 137AR171810016		

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	:

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 Certifiacate → Enter password of Tocken

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

Module Applications

+ Expand All Menus ─ Collapse All Menus

Buidling Permission Services─	License Registration ─
Buidling Development Permission → →	Pay License Registration Fees
Part Plan, Zoning, F Form Application → →	Cancel/Surrender License
Pay Building Development Fees	Apply for License
Building Progress → →	Search License

Click on Search License

License Registration List

Search Result ─

Type of Application	Select ▼	Mobile Number	
License Type	Select ▼	License Registration Number	
Application Number			
From License Issue Date	🗓	To License Issue Date	🗓

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 Kargath	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 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
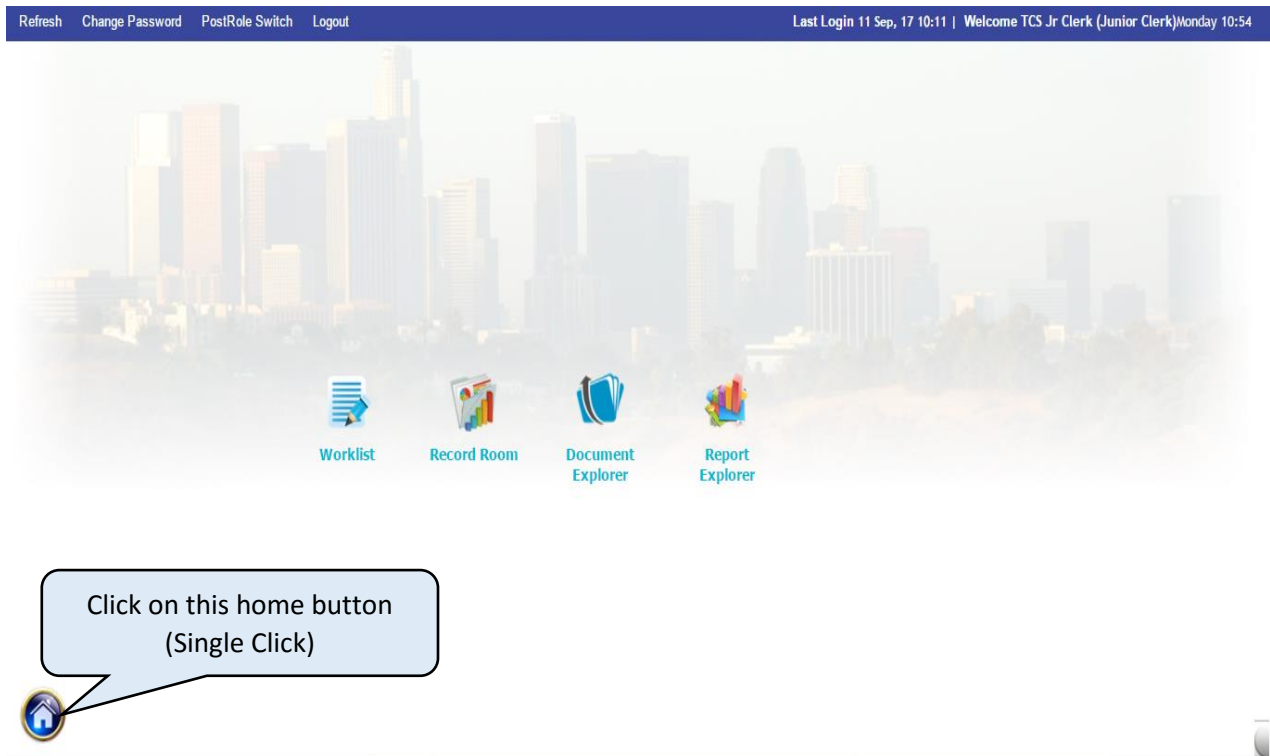
On click of this, menu will appear on screen where user needs to select 'Building Permission'
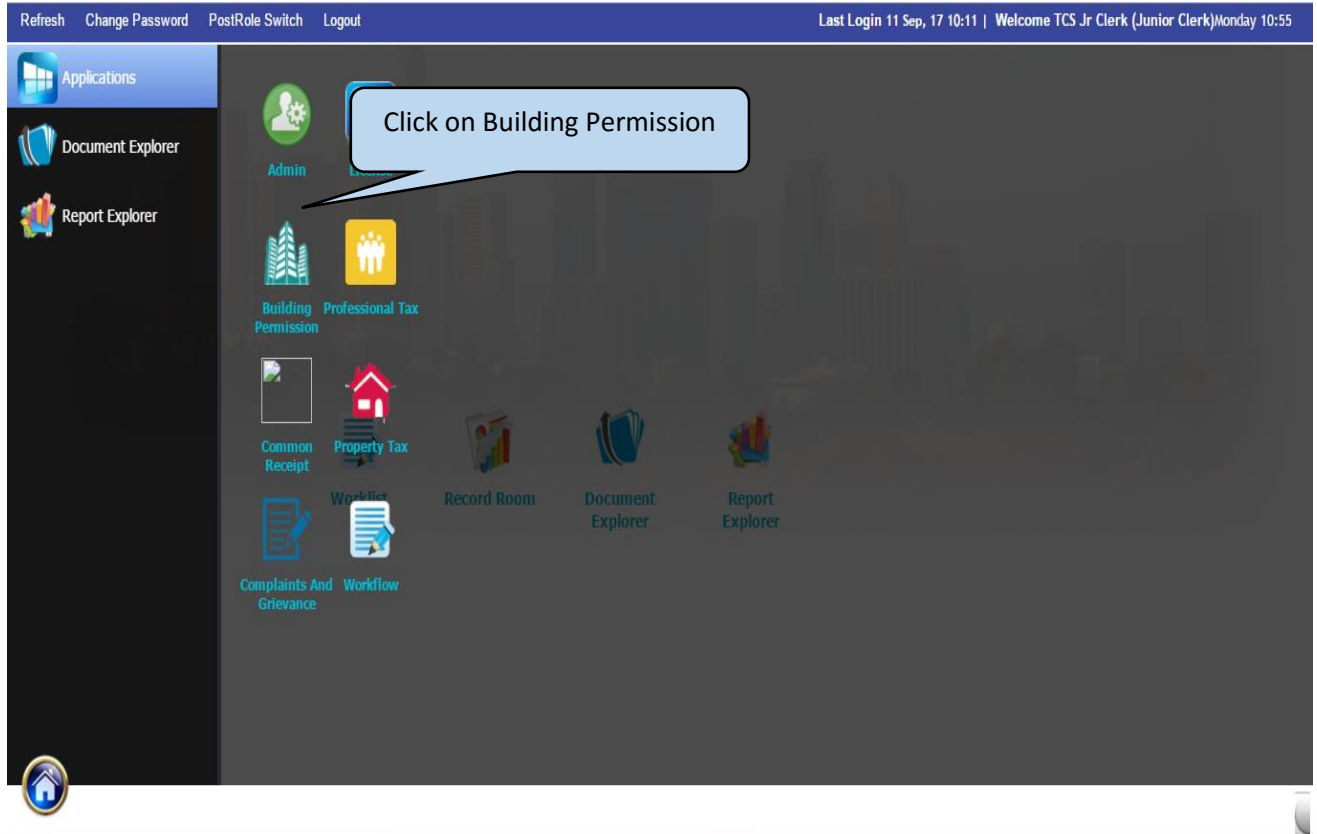
On click of Building Permission, following menu will appear, user needs click on apply for license link.
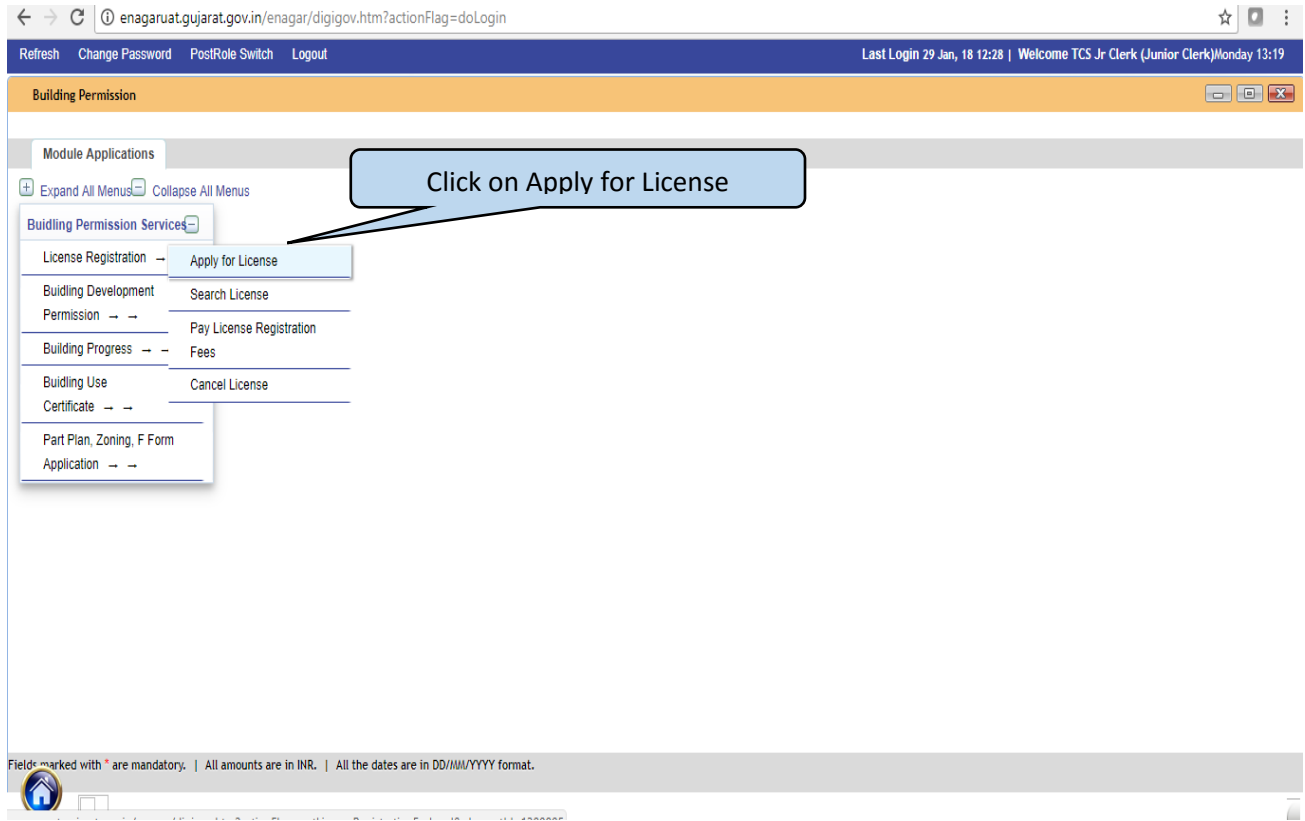
Open License Registration form, select Application Type as Grade Change and Enter License Number. Based on License Number, Data will be populated based on License Number.

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:

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.

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.

Click on forward button, following message will be populated.

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.

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 verifiying 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.

Request has been forwarded successfully.

OK

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.

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 verifiying 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.

Logout of the system after approving the file.

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

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 વિગતી   ⊟

Type of Application એપ્લિકેશનનો પ્રકાર	○ New / નવું ○ Renew / નવીકરણ 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 સરનામુ   ⊟

Building/Apartment no. મકાન / એપાર્ટમેન્ટ નં	43/A	**Street Name** શેરીનું નામ	Uguti Heights
Land Mark Name લેન્ડમાર્ક નામ		**Area Name** વિસ્તાર	Kudasan
Country દેશ	INDIA ▼	**State** રાજ્ય	GUJARAT ▼
District જિલ્લા	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

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@gmail.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		

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.
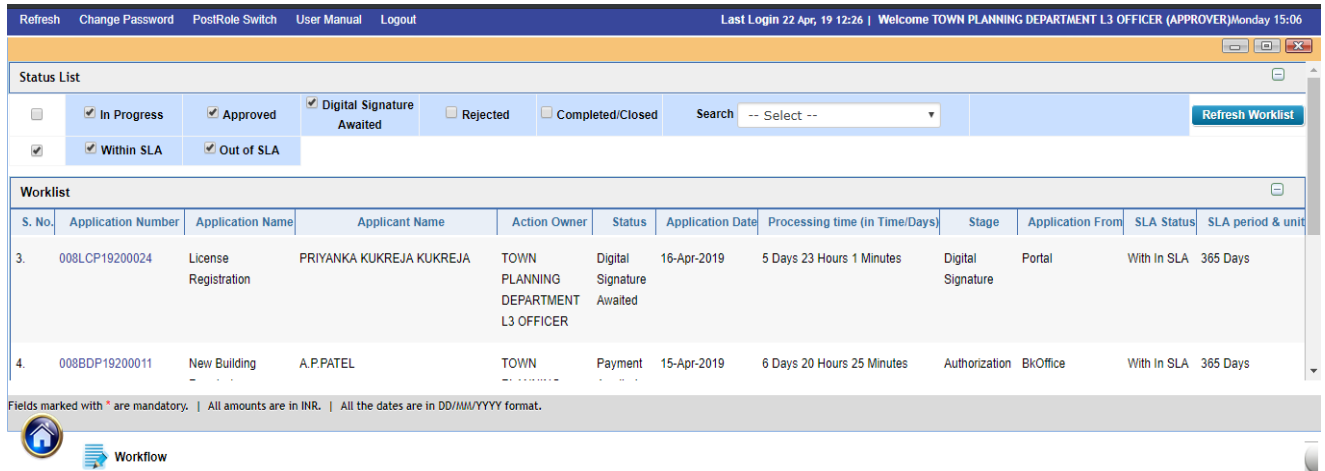
Click on Sign Certifiacate → Enter password of Tocken
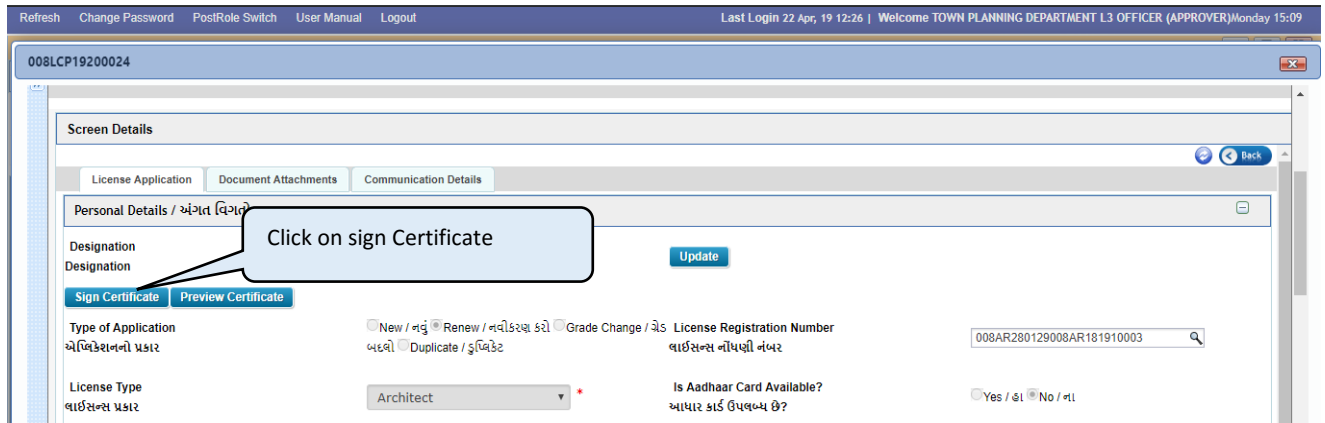
On successful signing the certificate, following message will come.
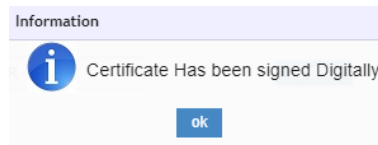
To download the license follow the steps as follows:

Login to L1 officer's ID:

Go to Building Permission → License Registration → Search License Registration
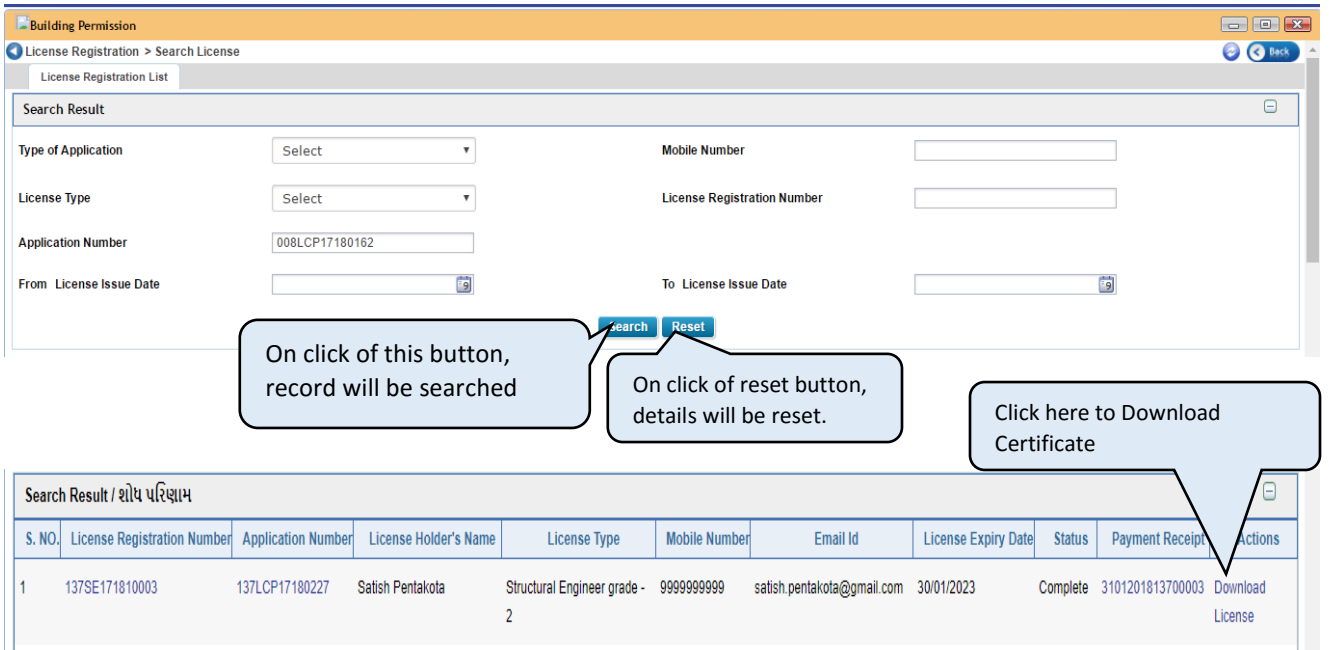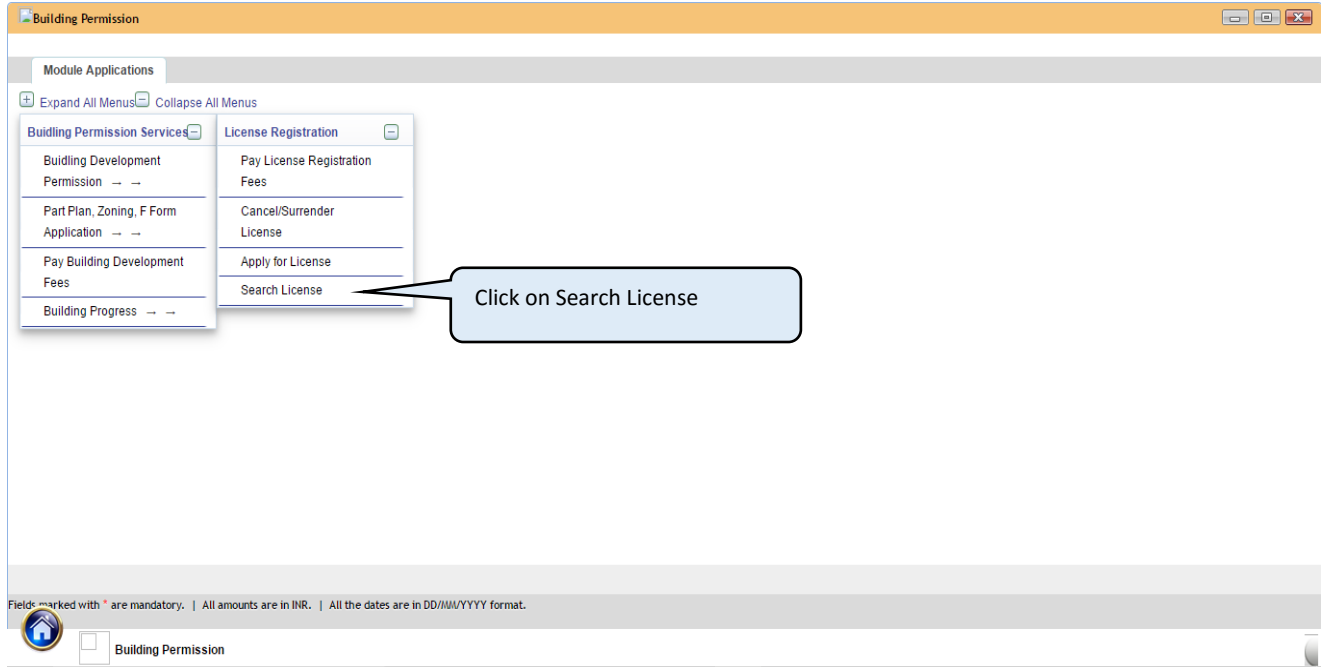
CHAPTER 5.   Duplicate License

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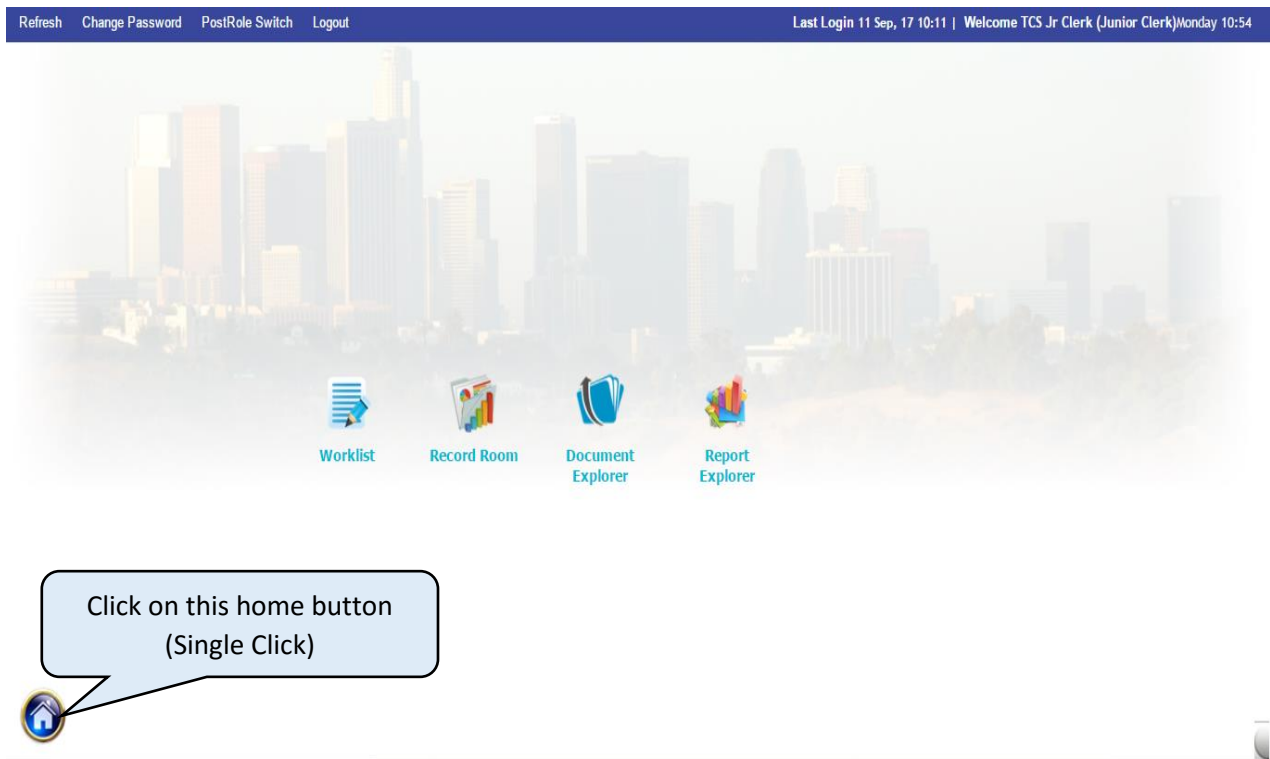
On click of this, menu will appear on screen where user needs to select 'Building Permission'

On click of Building Permission, following menu will appear, user needs click on apply for license link.
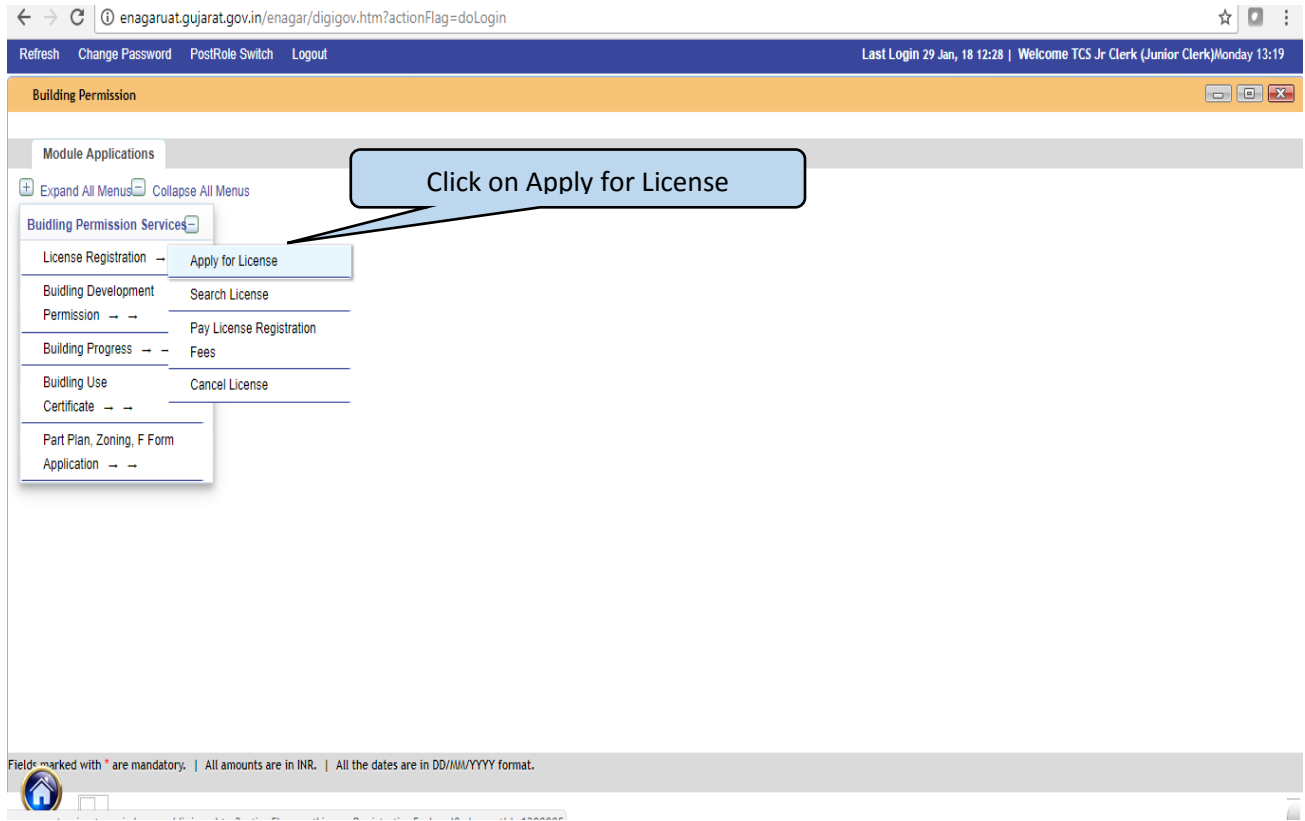
Open License Registration form, select Application Type as Duplicate and Enter License Number. Based on License Number, Data will be populated based on License Number.

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:

5.2   Steps to Download License

License Registration List								
Search Result								⊟

Type of Application	Select ▼		Mobile Number		
License Type	Select ▼		License Registration Number		
Application Number					
From License Issue Date	📅		To License Issue Date	📅	

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
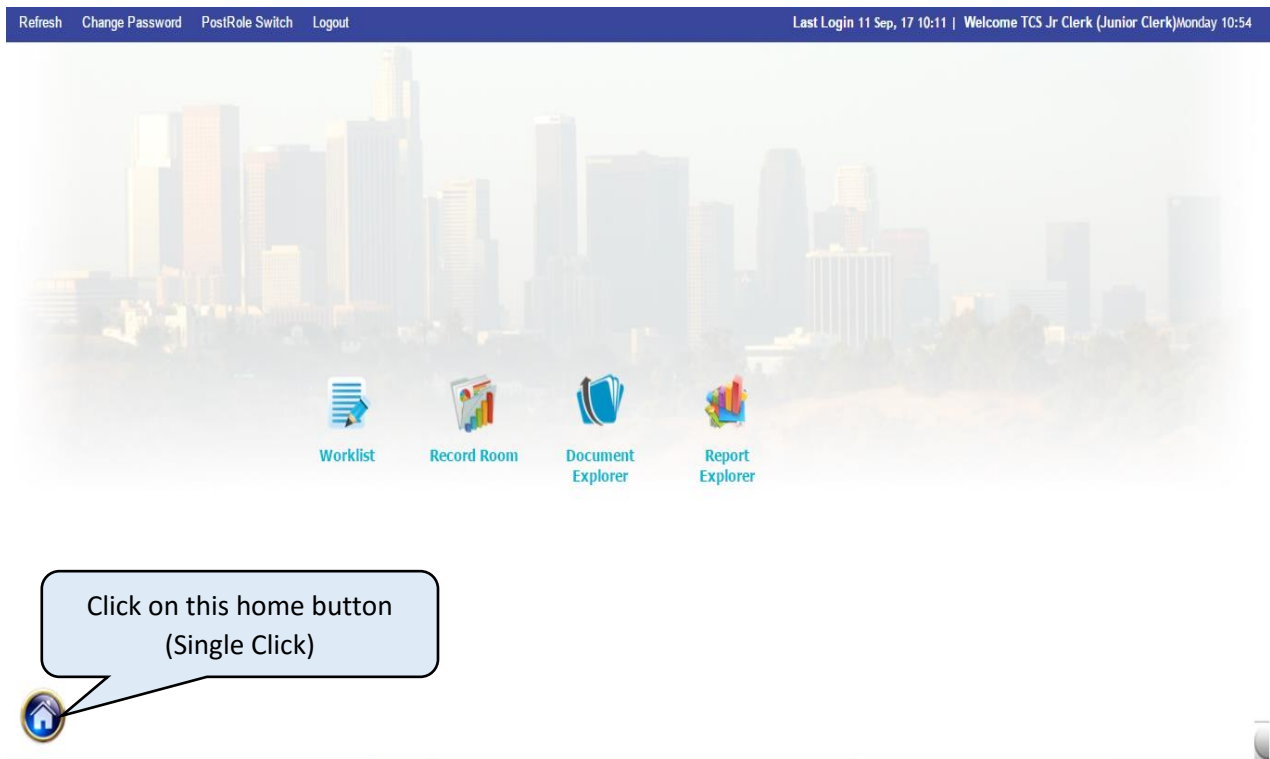
On click of this, menu will appear on screen where user needs to select 'Building Permission'
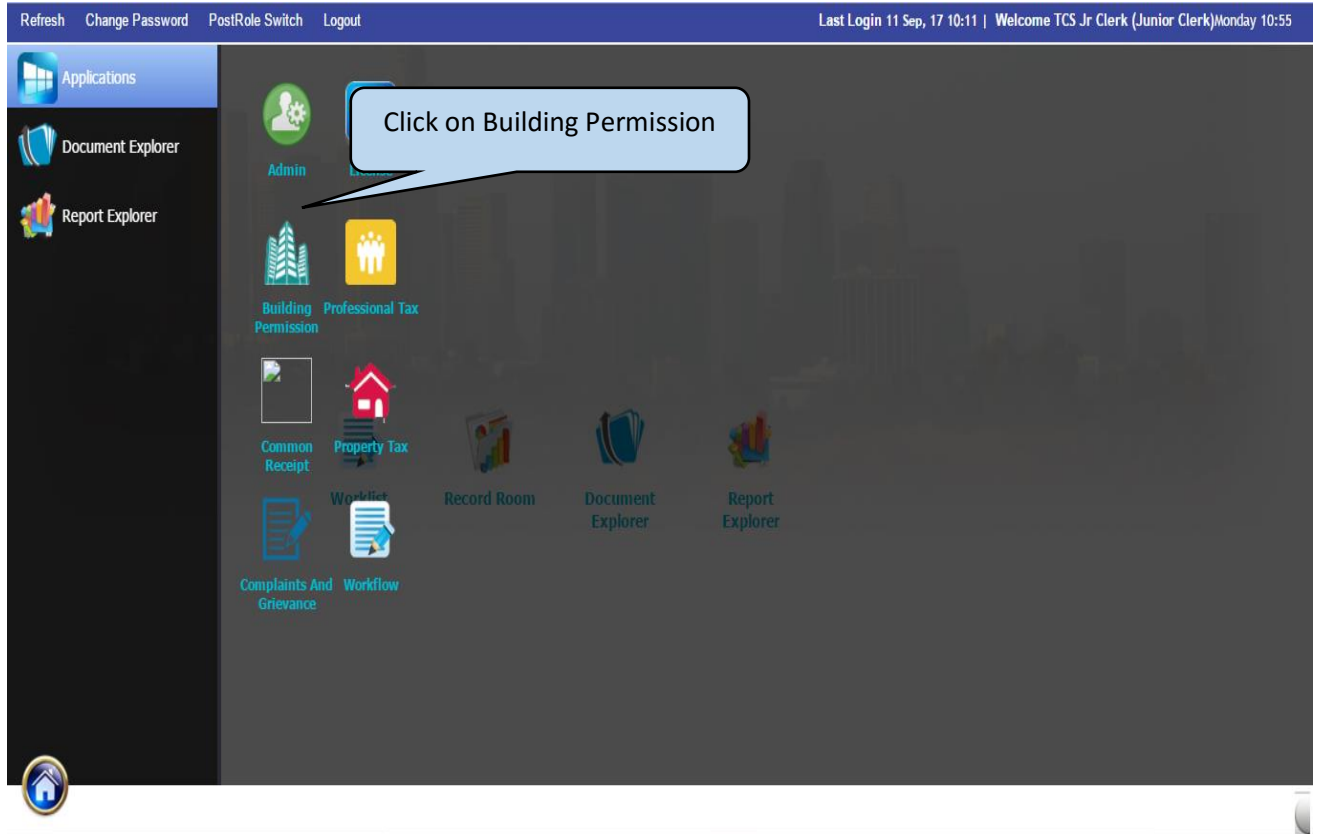
On click of Building Permission, following menu will appear, user needs click on apply for license link.
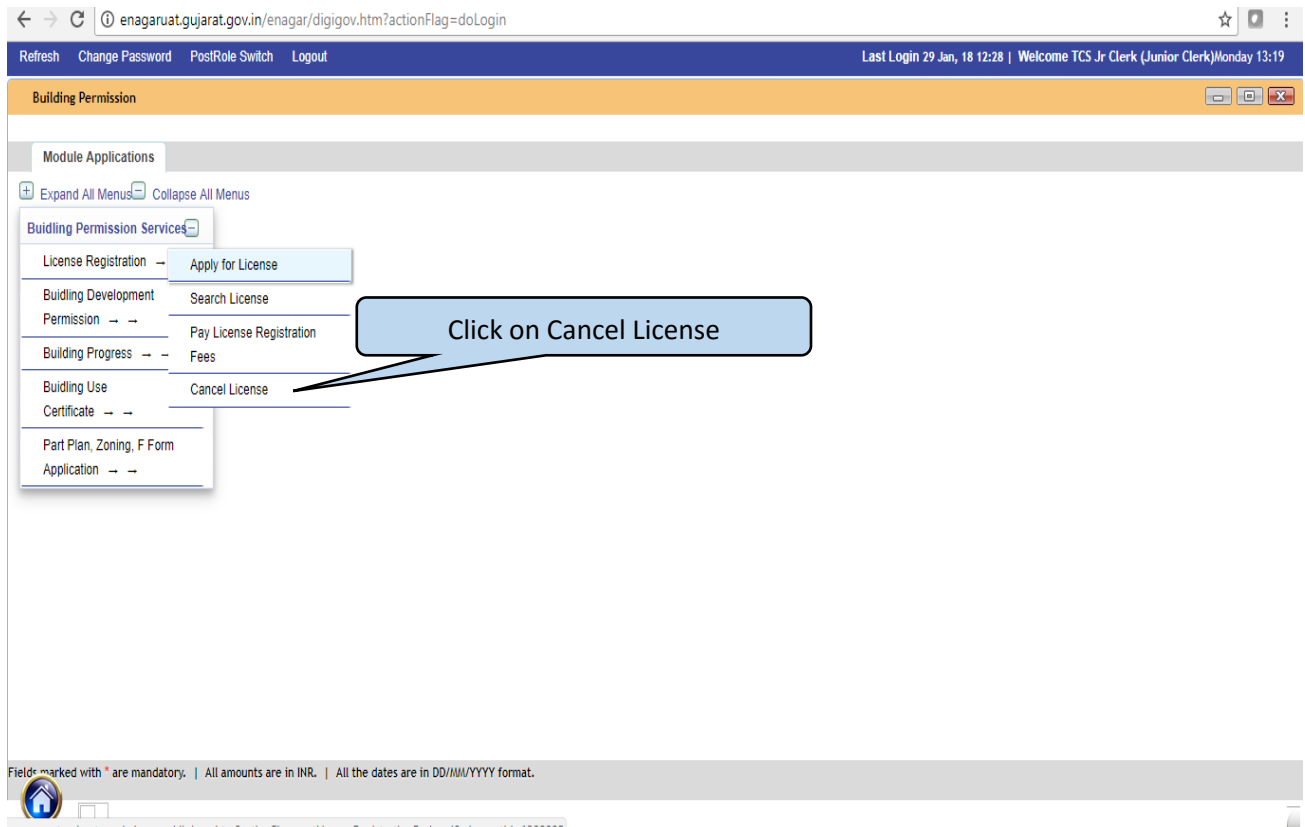
Cancel/ Surrender License:

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.

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.

6.2   Login: L2 Officer (Verifier)

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

Click on work list

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 verifiying 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 T | Pendency | Close |

Forward

Return

ફાઇલ ની પ્રકૃતિ

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

| Priority Name
પ્રાયોરિટી | Routine ▼ | Due Date
છેલ્લી તારીખ | 02/02/2018 | Confidentiality
ખાનગી પ્રકાર | Ordinary ▼ |

| Present Status
સ્ટેટસ | Open ▼ | Subject Description
દસ્તાવેજ નું વર્ણન | Architect License Application For Approval | | |

View Resolution Details

| License Registration Number
લાઈસન્સ નોંધણી નંબર | 137AR171810016 🔍 |

Personal Details / અંગત વિગતો

| License Type
લાઈસન્સ 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 આઈડી | purohit.vishnu@gmail.com | Phone Number
ફોન નંબર | |

| Issue Date
ઇશ્યૂ તારીખ | 29/01/2018 📅 | | |

Click on forward button, following message will be populated.

ℹ️ Request has been forwarded successfully.

OK
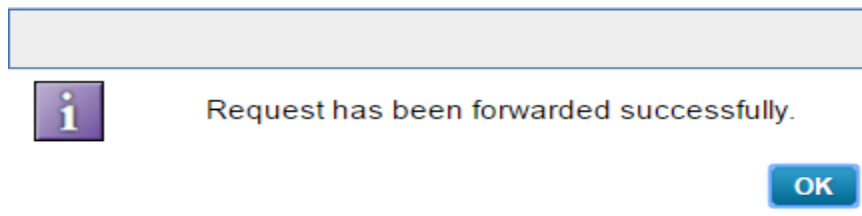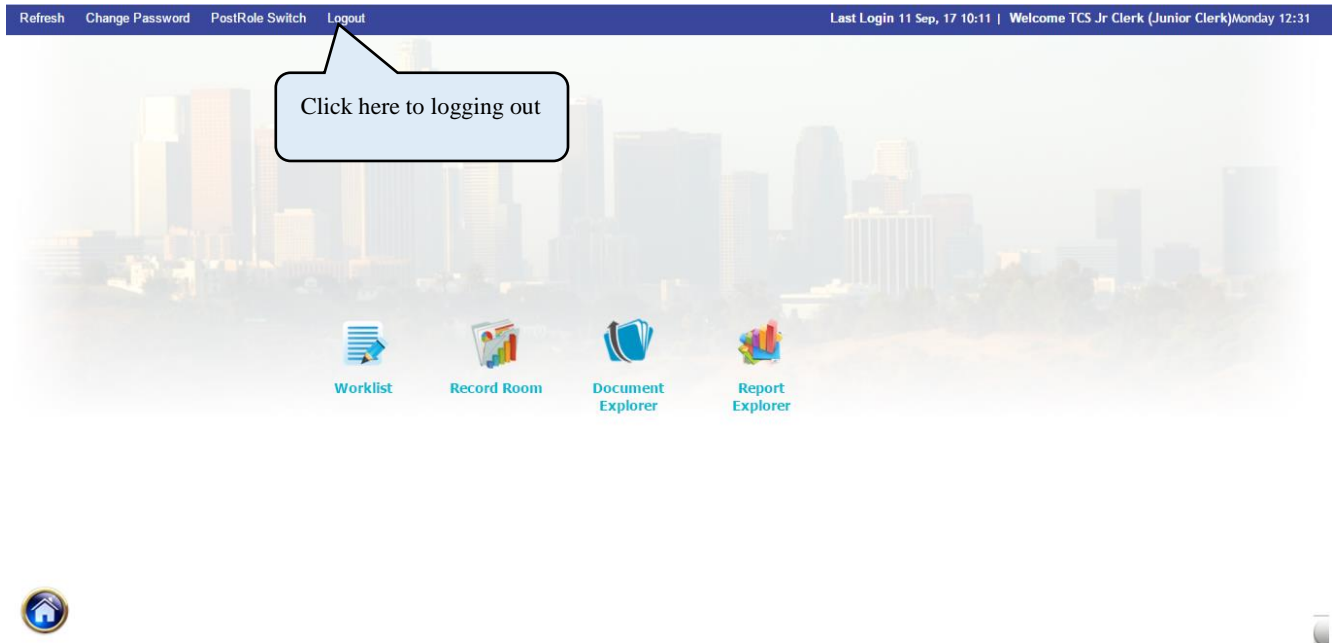
Click on logout.

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

6.3 Login: L3 Officer (Approver)
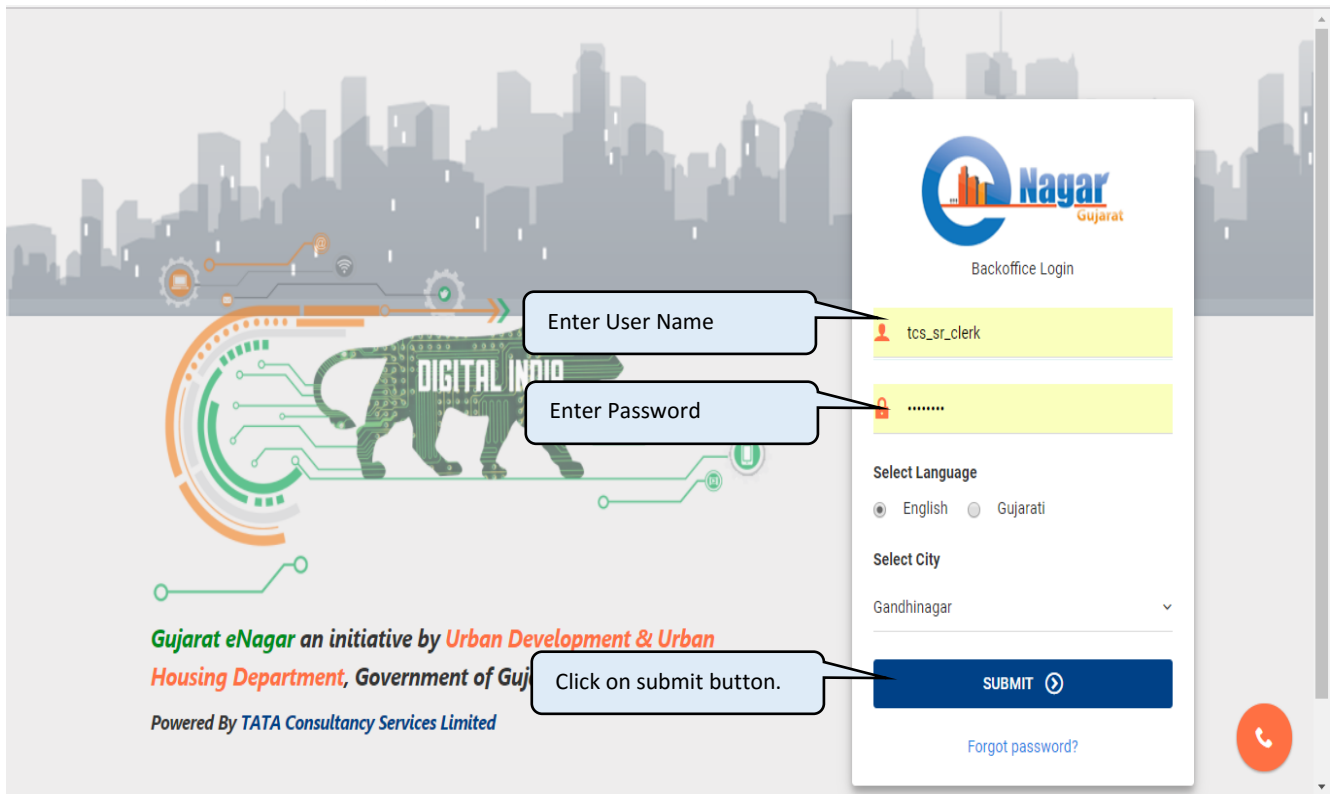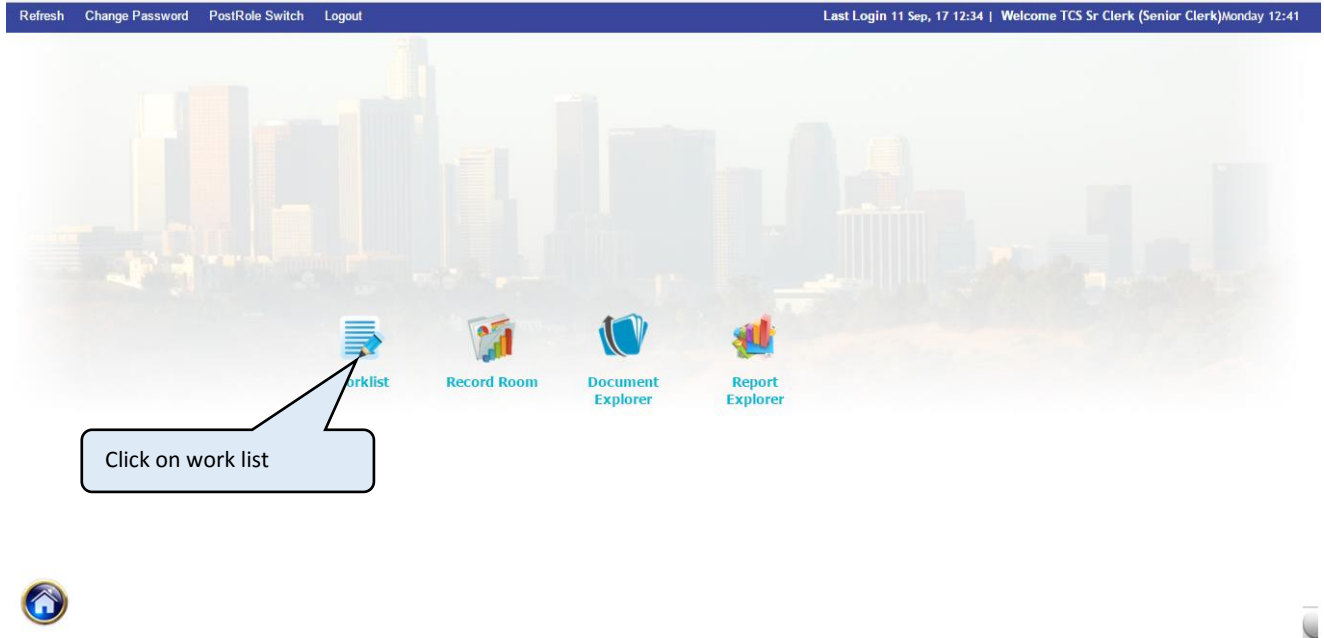
On click of submit button, following screen will be appear.

On click of work list, following screen will open. Search based on the application number.
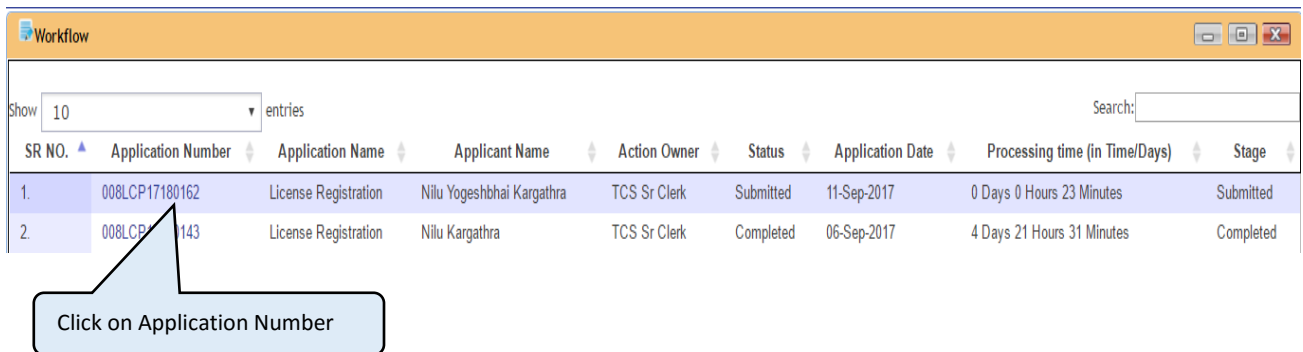
On click of application number, following pop up will open, User will be able to see the application form and able to download the documents.

After verifiying data, User will approve the file.

On approval, SMS and email regarding Fees Payment will be sent to Applicant.
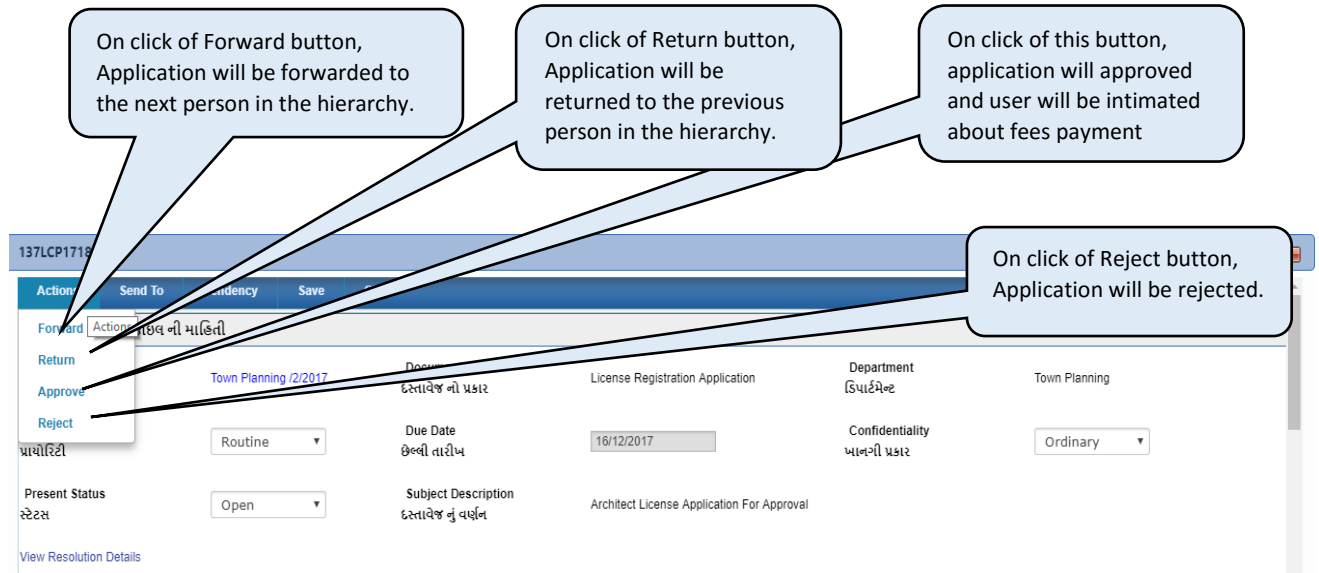
Logout of the system after approving the file.

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.

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.

Click on Submit button, Communication requets will be reaised and shown as bellow:
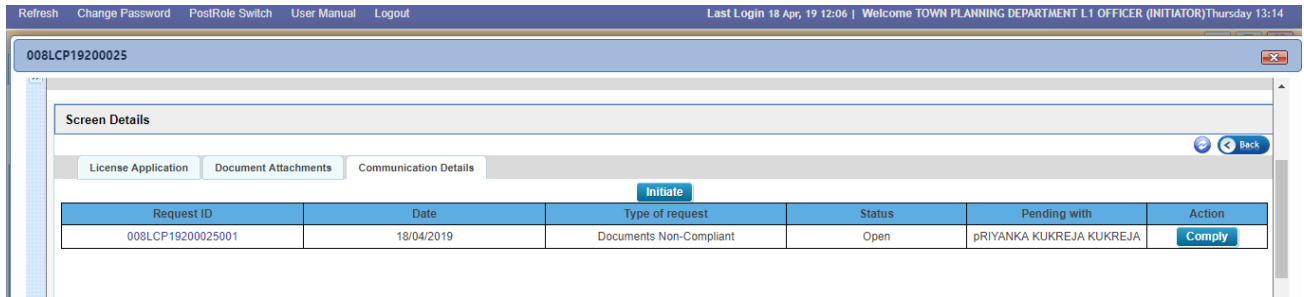
If applicant comes to Department to submit the Documents, upload documents and click on update button.
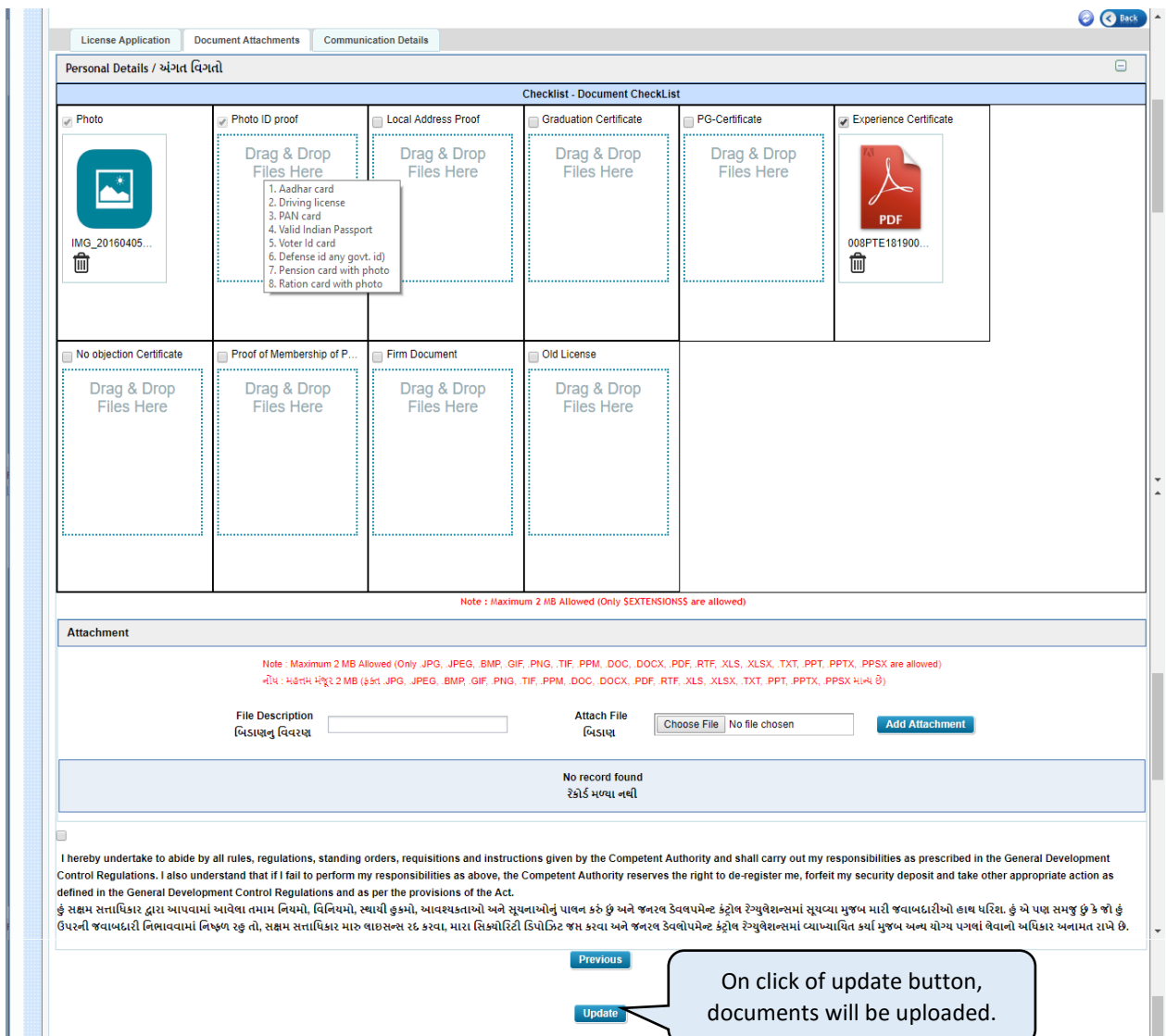
When the documents received are proper, click on comply button to close the request.
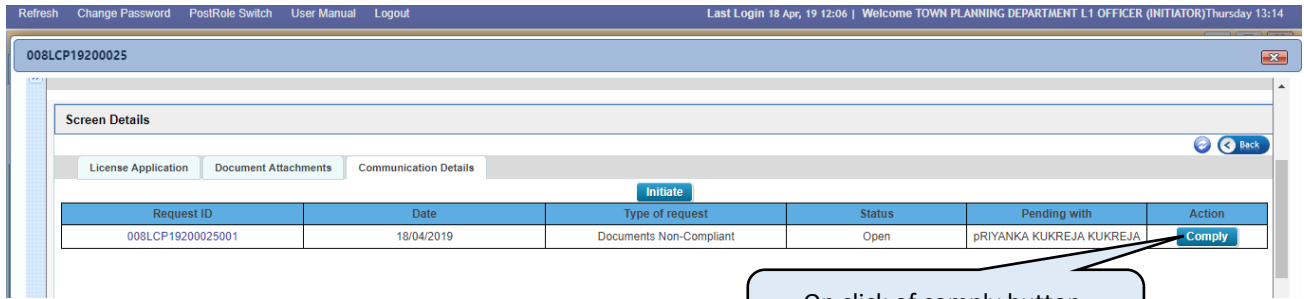
On click of comply button, request will be closed.

CHAPTER 8.   Building Permission

8.1   Workflow for Building Permission Application

POR	• Apply for Pre-scrutiny → Select Authority → Proceed
Applicant	• Apply for Building Permission → ODPS Application Number search → Update data → Submit
POR consent	• Application received → Select Authority →View application → View Drawing file → Approve/Reject
Accountant/L1 officer/ Applicant	• Building Permission → **Search** Building Permission → Scrutiny Fee Payment
L1 Officer	• Worklist --> Click on application number --> Update Permission letter points/ Update Final Fees → Forward
L2 Officer	• Worklist --> Click on application number --> Update Permission letter points/ Update Final Fees → Forward
L3 Officer	• Worklist --> Click on application number --> Confirm Fee
Accountant/L1 officer/ Applicant	• Building Permission → **Search** Building Permission → Proceed to pay
L3 Officer	• Worklist --> Click on application number --> approve --> Digital signature
L1 Officer/ Applicant	• Building Permission → **Search** Building Permission → Download Permission letter/ Drawing file

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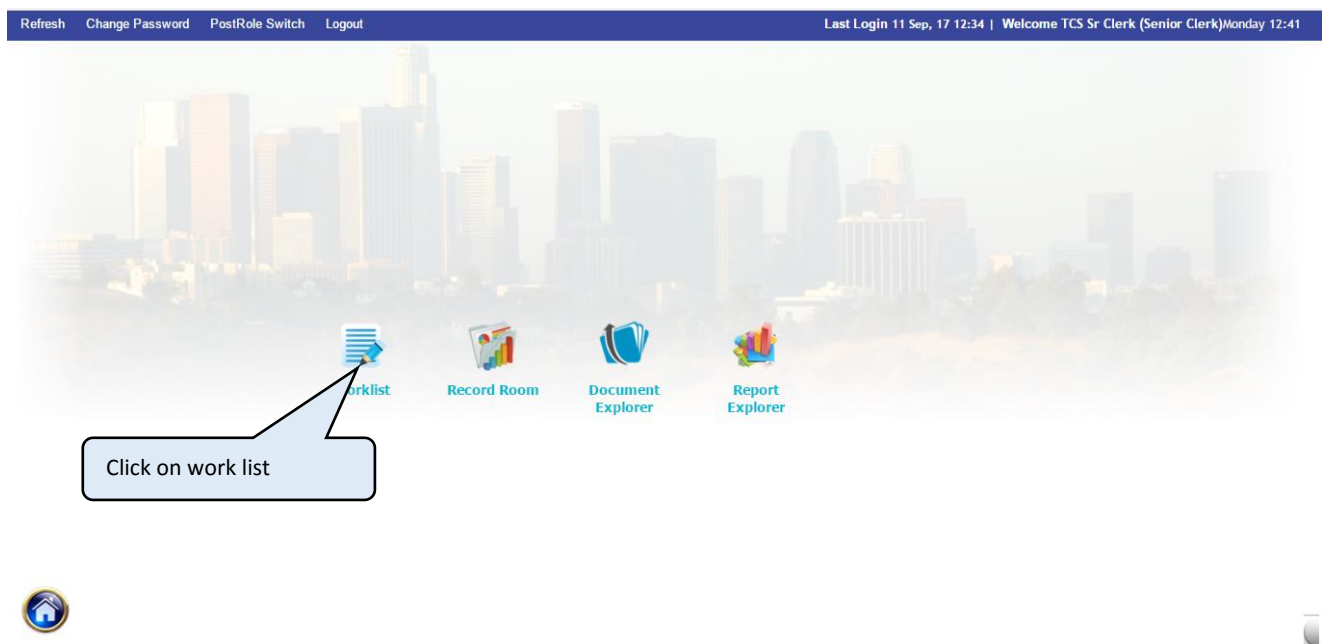
1. Login to the L2 officer. For Development authority, select Development authority in the city whereas for Nagarpalika/ Corporations select its name in the city drop down.
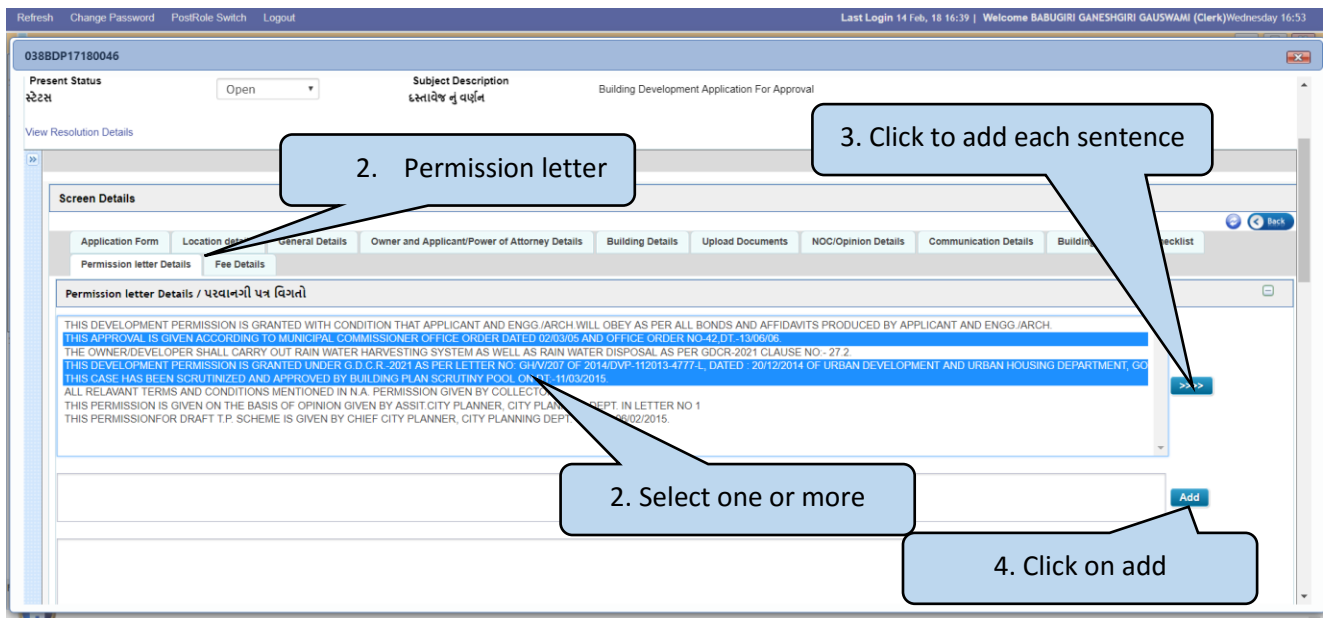

2. On click of submit following screen will appear.
3. Click on 'Home' → Click on 'Building Permission' → click on 'Apply for Building Development'
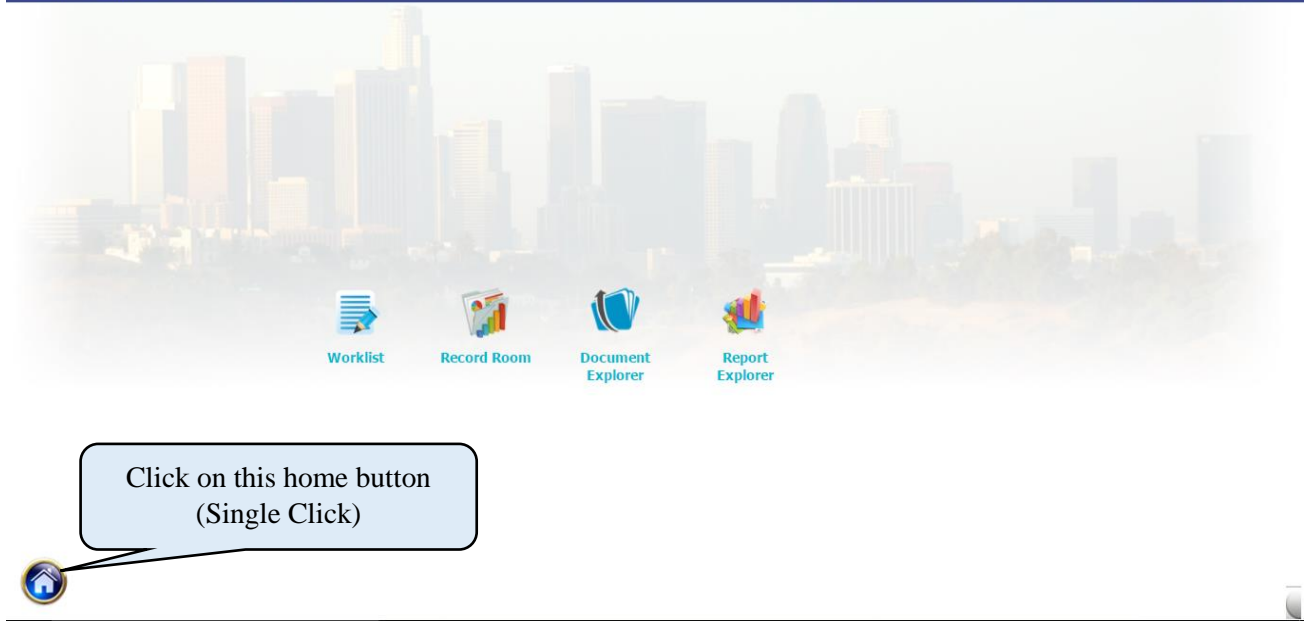
Click on this home button
(Single Click)

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

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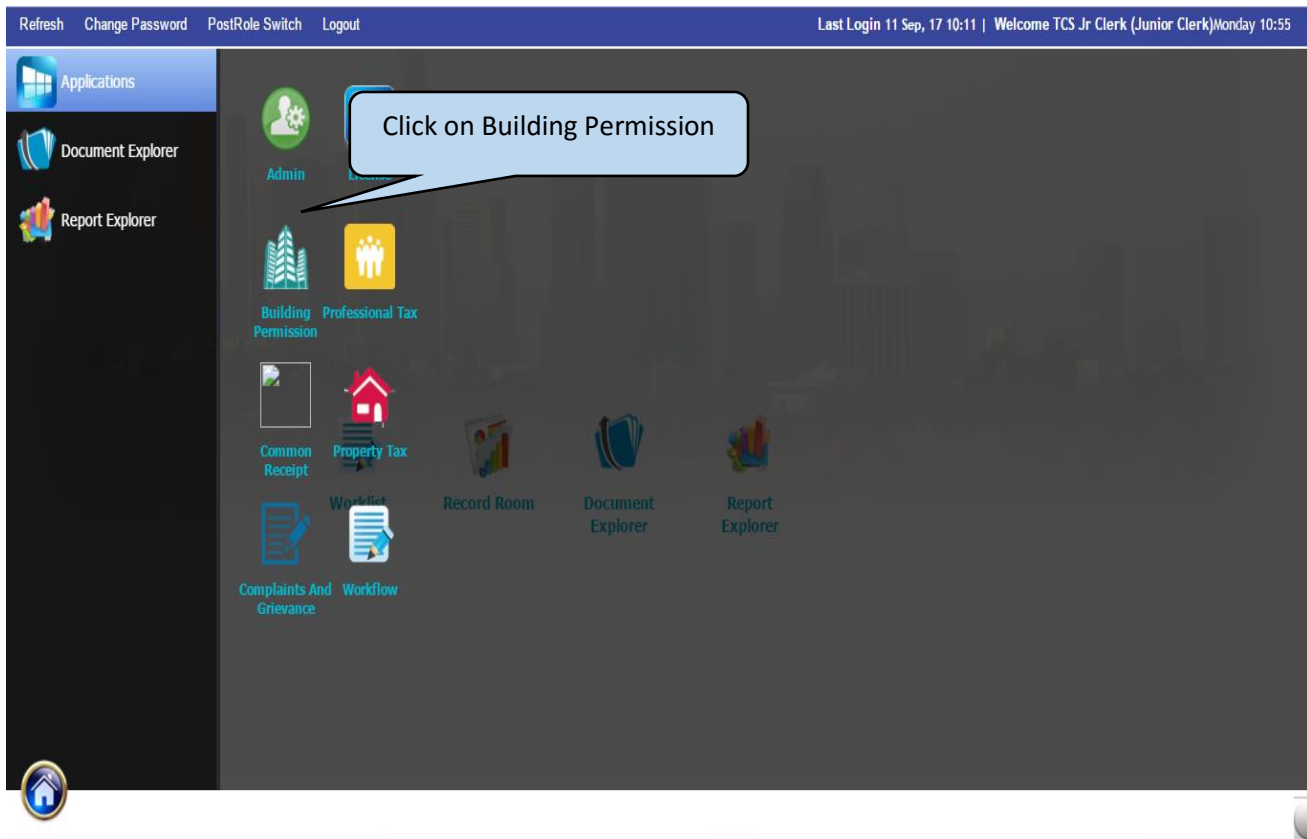
5. Click on Building Permission → Search Building Permission
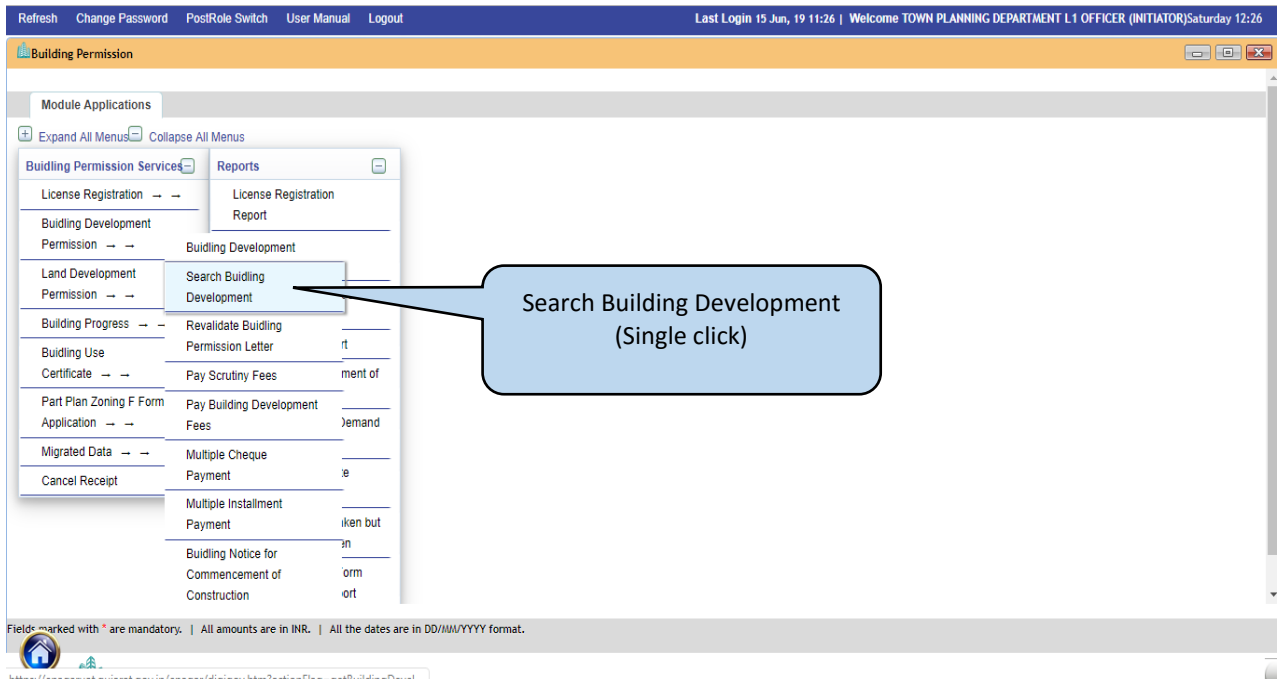
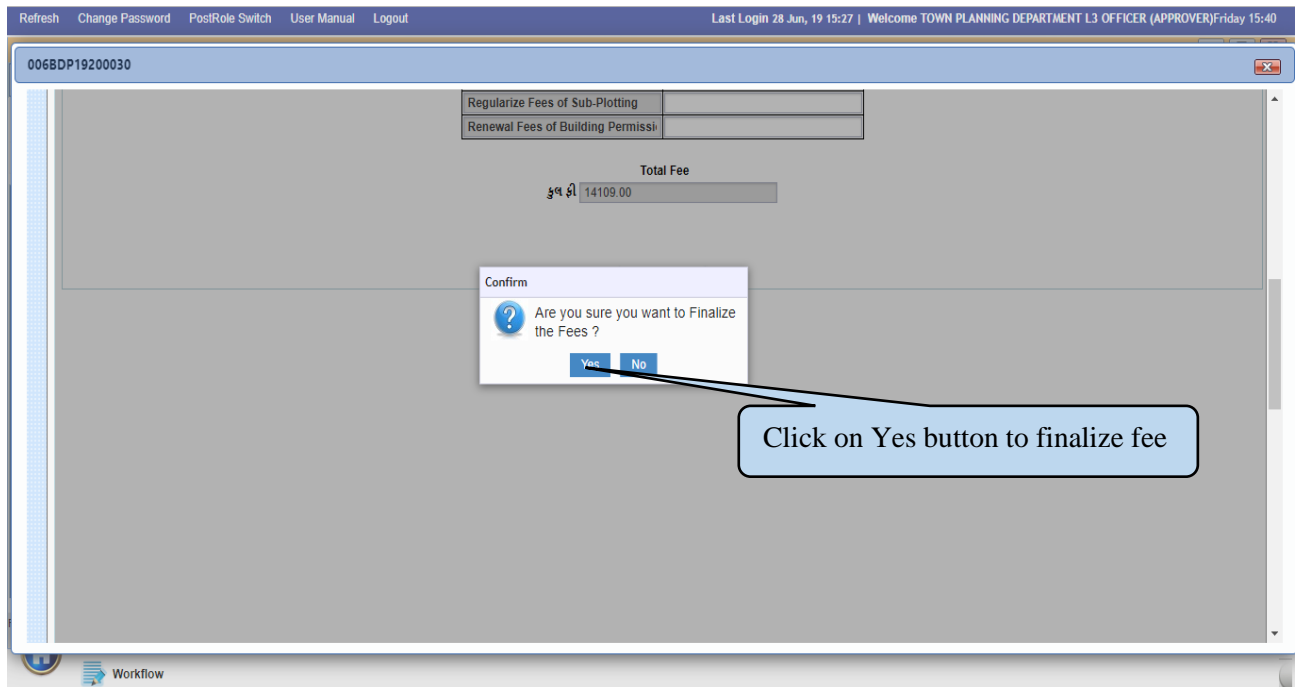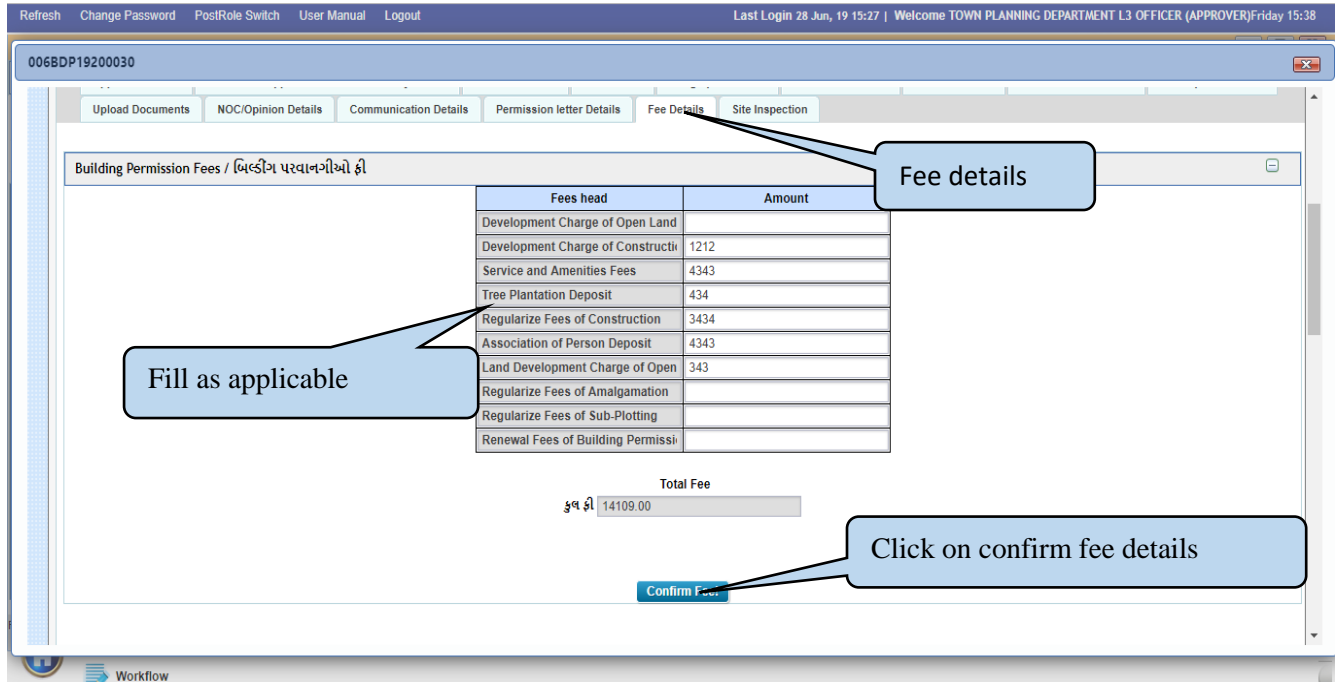6. Search the application by its application number. Check the details in the form, select mode of payment, and click on proceed to pay button to make payment.

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 ingnore the same.

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

JAMNAGAR MUNCIPAL CORPORATION FOR TESTING

Jamnagar Municipal Corporation, Jubilee Garden, Jamnagar

Payment Receipt

|		
Receipt Number	:	B047BPM1920001022
Application Name	:	BUILDING DEVELOPMENT PERMISSION
Payee Name	:	JMC
Applicant Address	:	01 JMC JMC JMC 380017
Pay Mode	:	CASH

Payment Date	:	19-06-2019 12:16 PM
Mobile Number	:	1234567890
Email	:	jmc@gmail.com

Type of Application	:	DEVELOPMENT PERMISSION	Application Number	:	006BDP19200028
Owner Name	:	JMC	Type of Area	:	FINAL TOWN PLANNING SCHEME

Payment Head	Amount
Scrutiny Fee (Residential)	738
Scrutiny Fee (Non Residential)	0
Total	1000

Amount In Words	:	RUPEES ONE THOUSAND ONLY.
Received At	:	Ward 4
Stamp & Signature	:	

8.3.2 Application Process

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

Application number hyperlink

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.
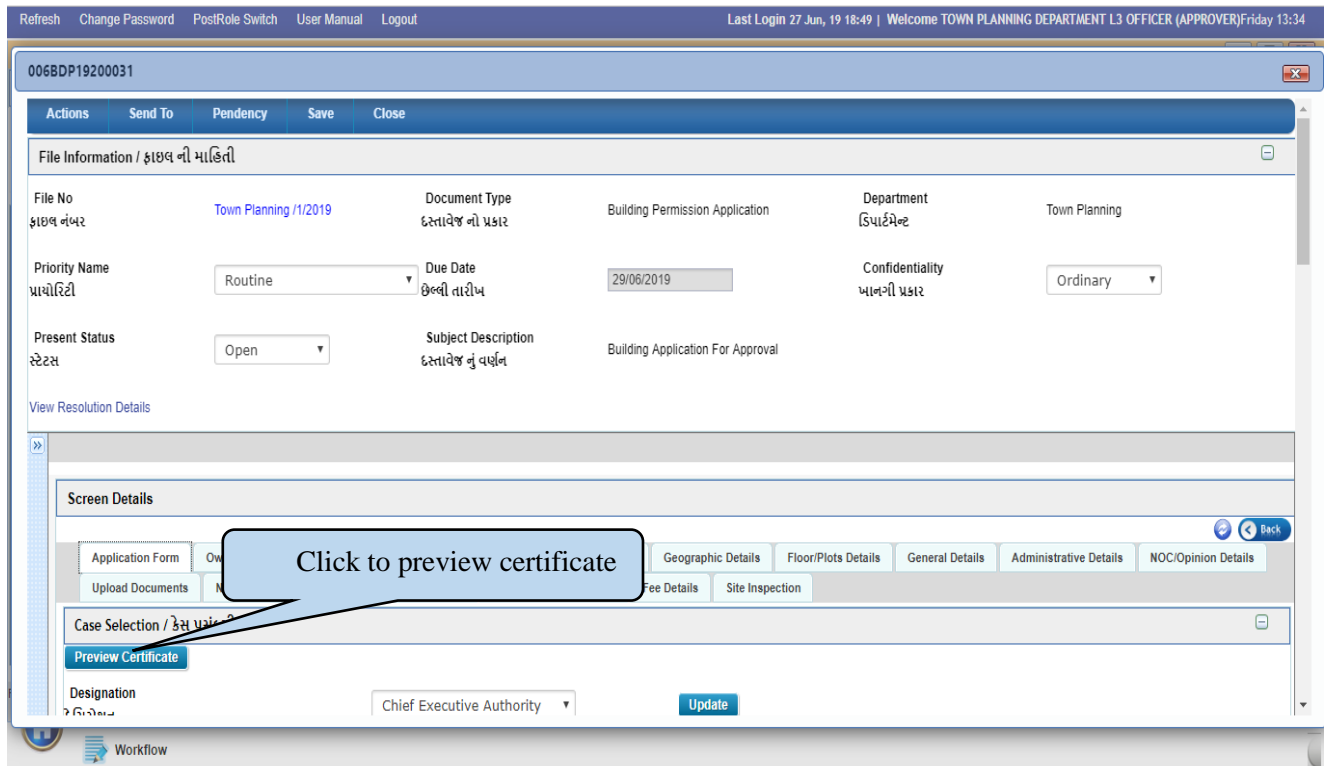
4.

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.

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.
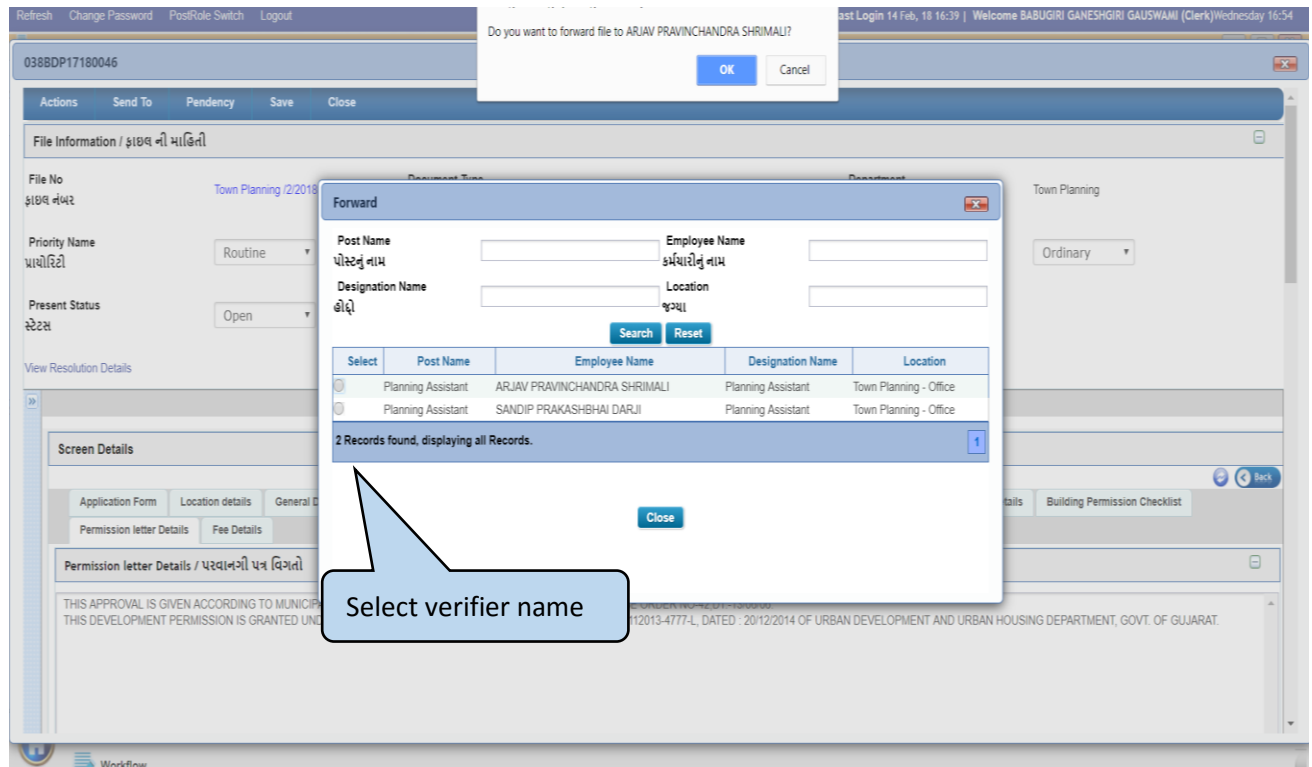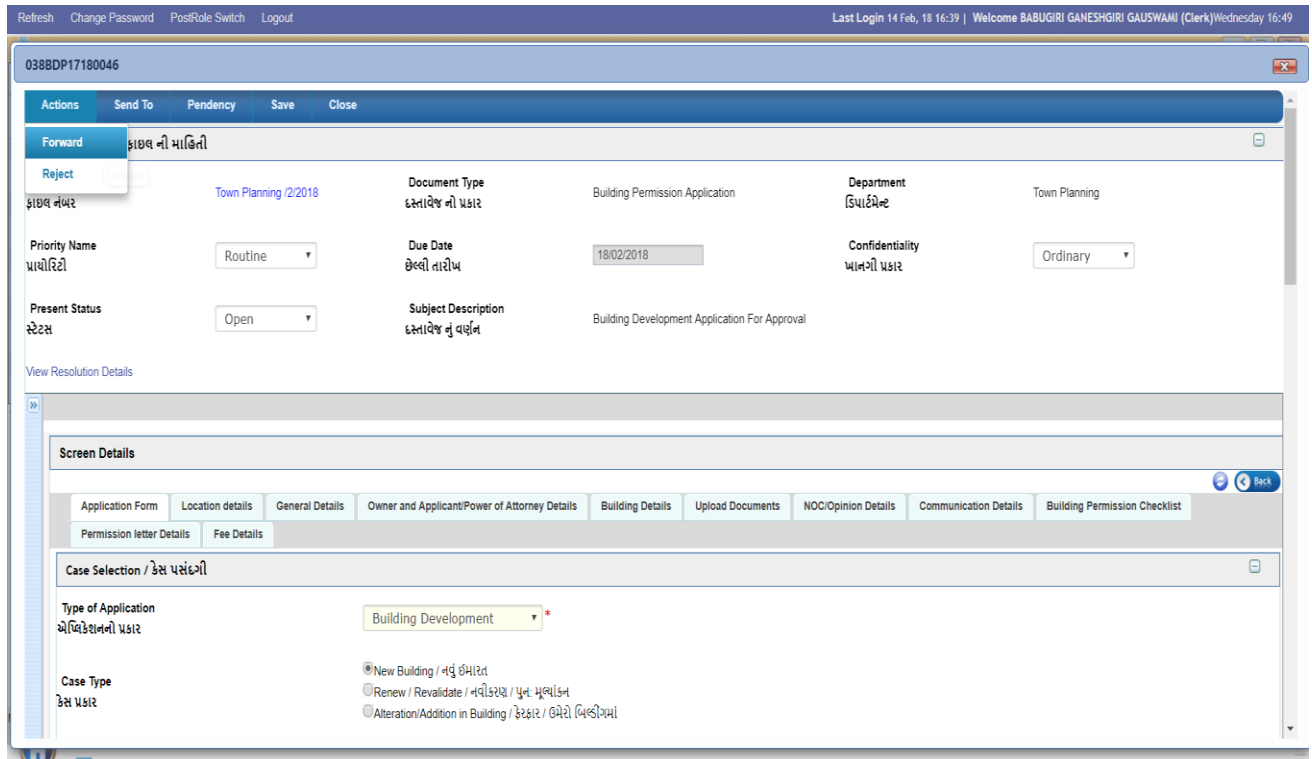
8. Click on logout.

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.

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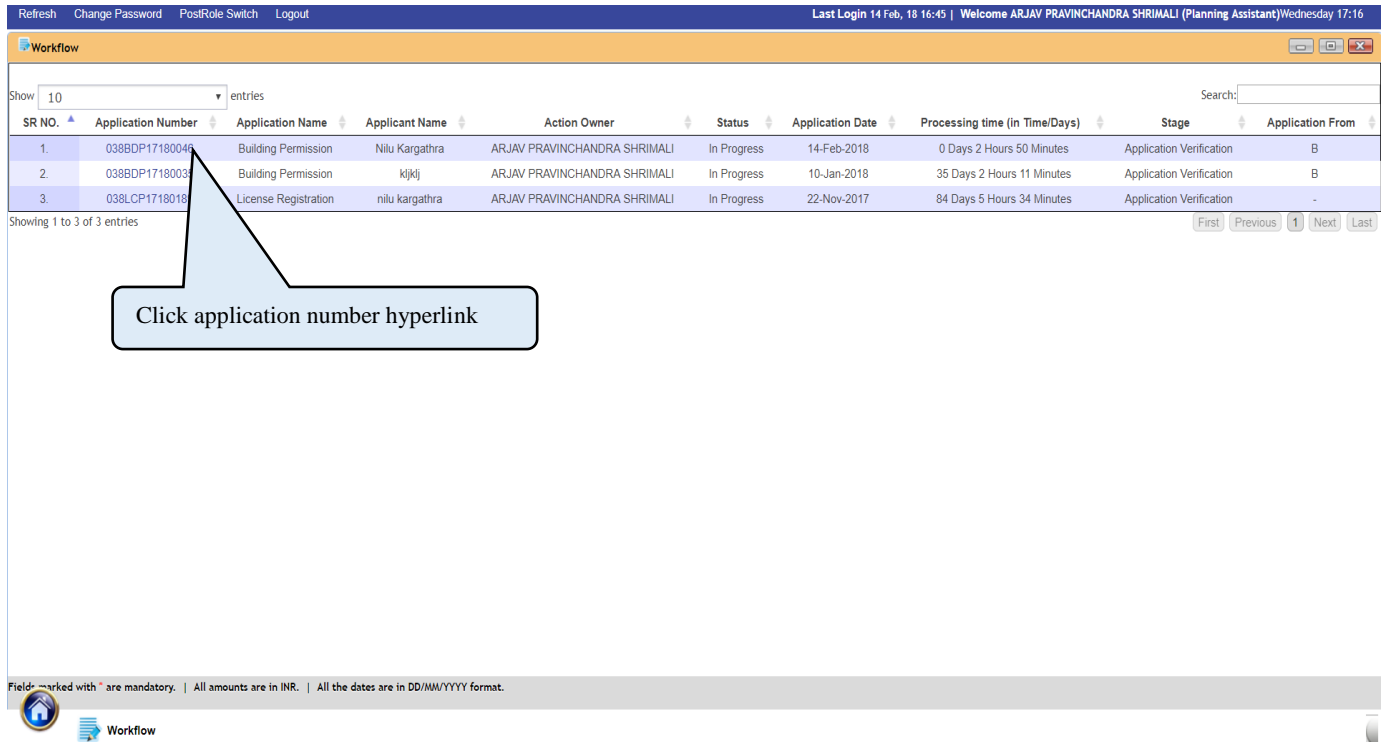
4. Go to the permission letter details tab, update letter points, if required. Select all applicable lines and press the >>>> button towards the right. Then click on add button to add the fields.

2. Permission letter

3. Click to add each sentence

2. Select one or more

4. Click on add

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

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

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.
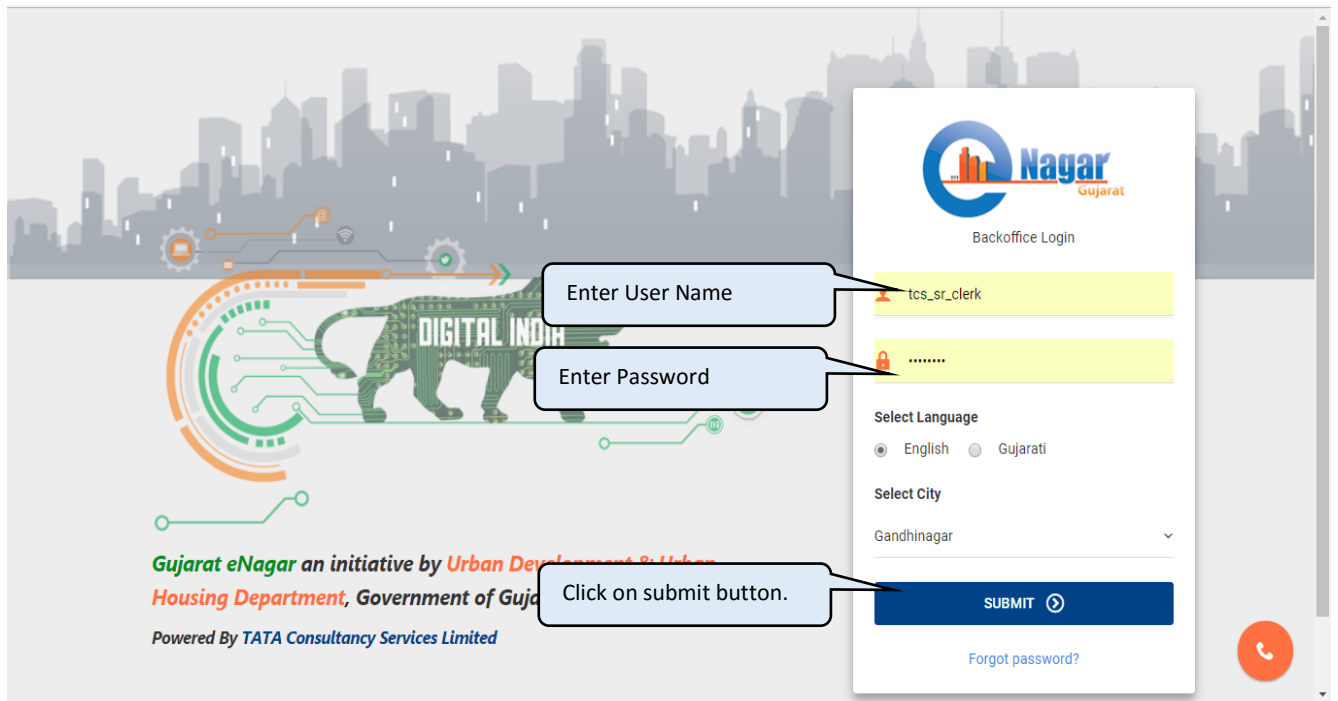
2. On click of submit button, following screen will be appear.
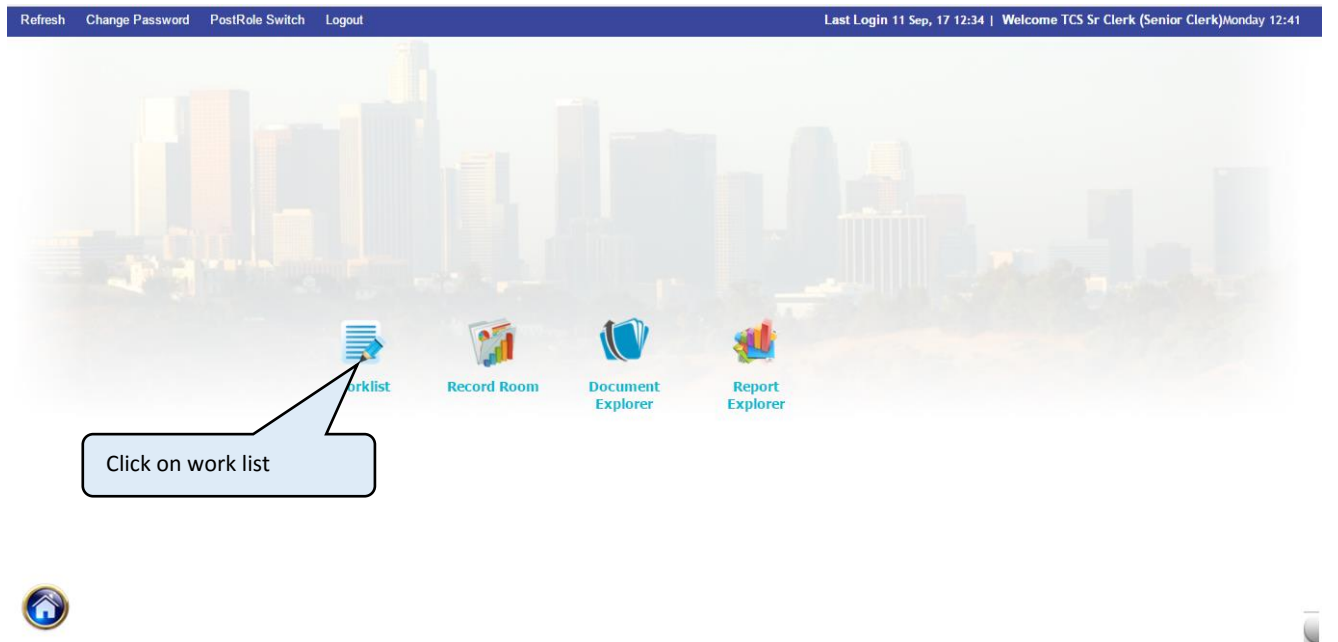
3. On click of work list, following screen will open. Search based on the application number.
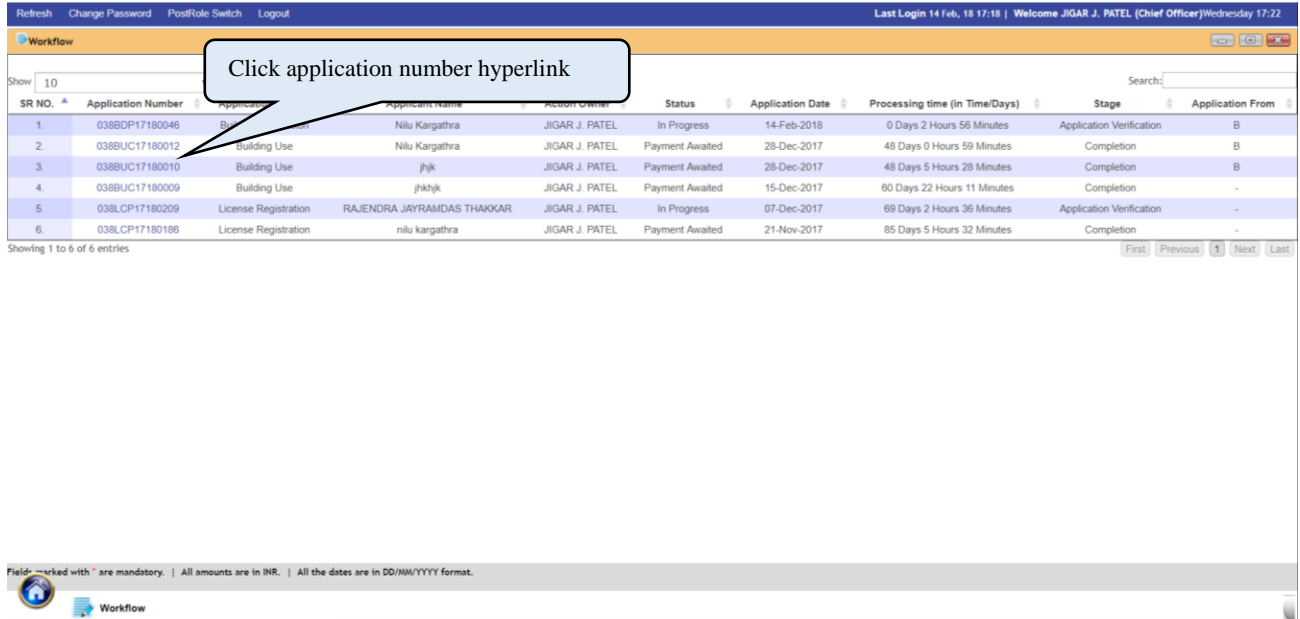
4. Go to the permission letter details tab, select all applicable lines and press the >>>> button towards the right. Then click on add button to add the fields.
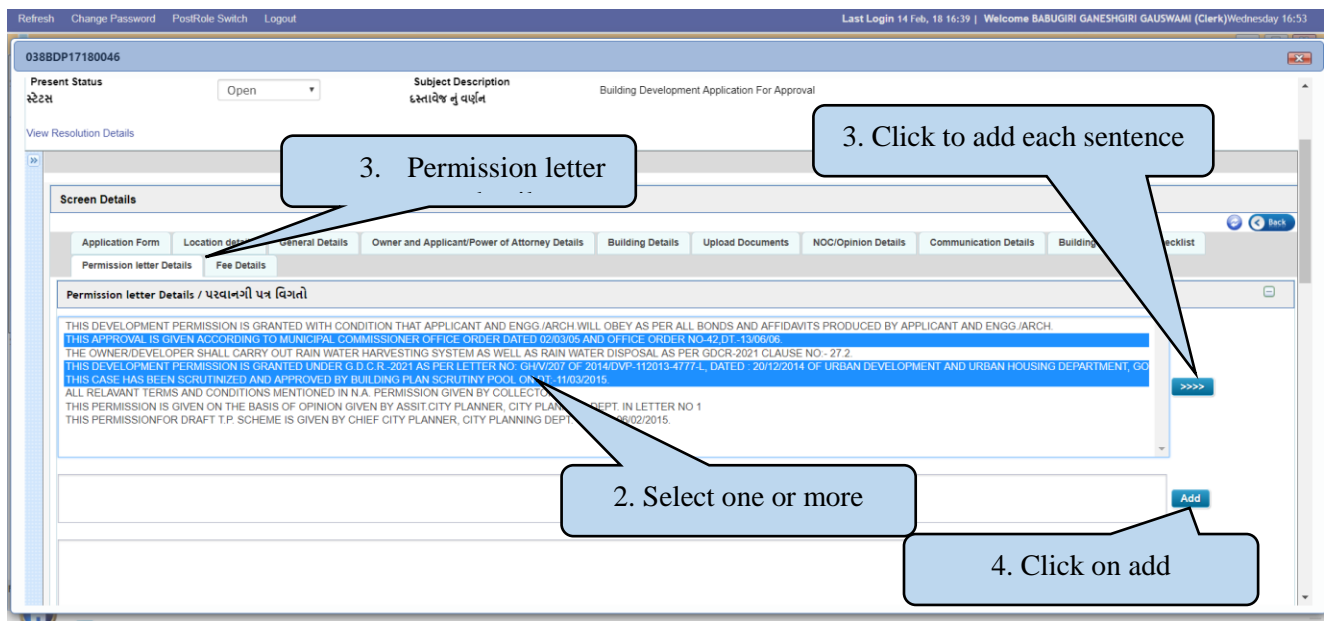
5. Go to fee details tab, write fees as applicable and click on save fee details button.

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
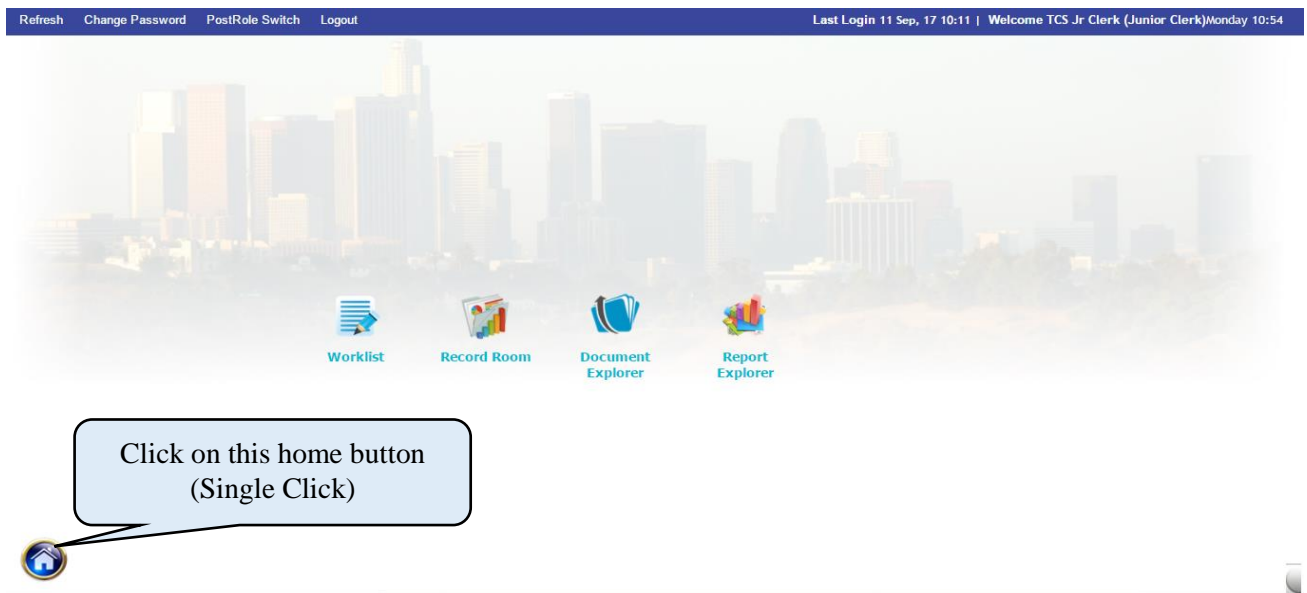
2.   On click of this, menu will appear on screen where user needs to select 'Building Permission'.
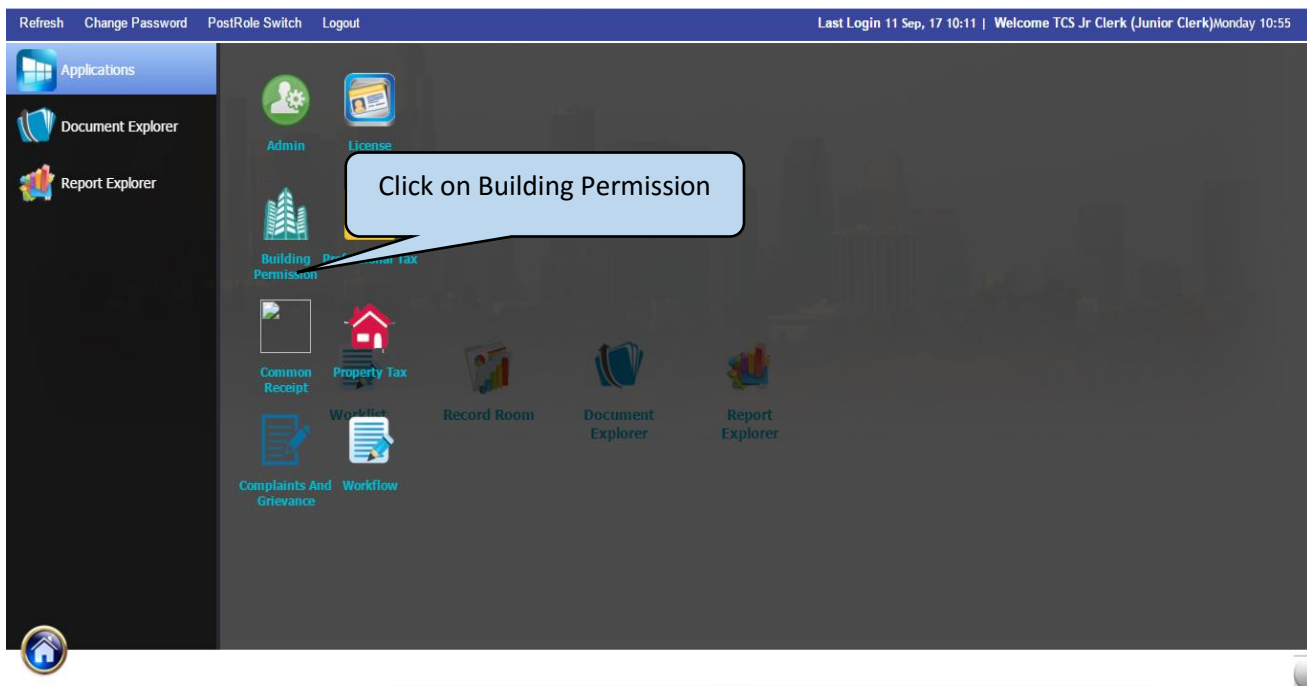
3. Click on Building Permission → Search Building Permission
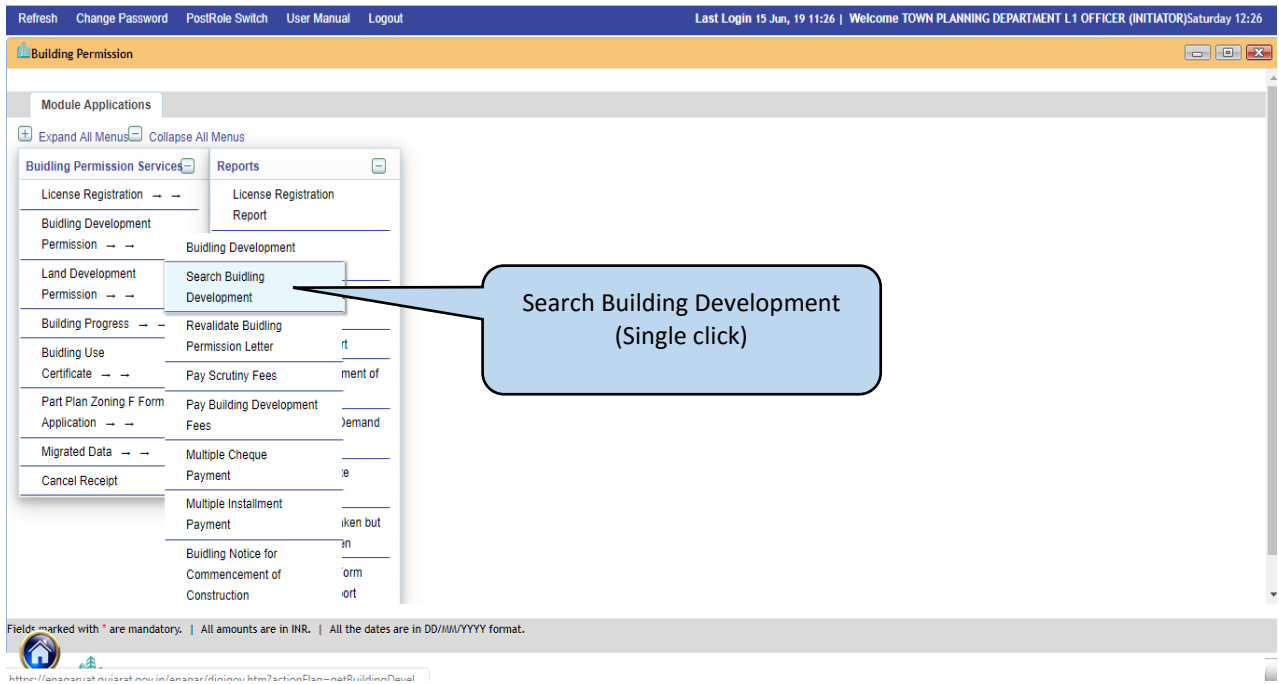
4. Search the application by its application number. Check the details in the form, select mode of payment, and click on proceed to pay button to make payment.
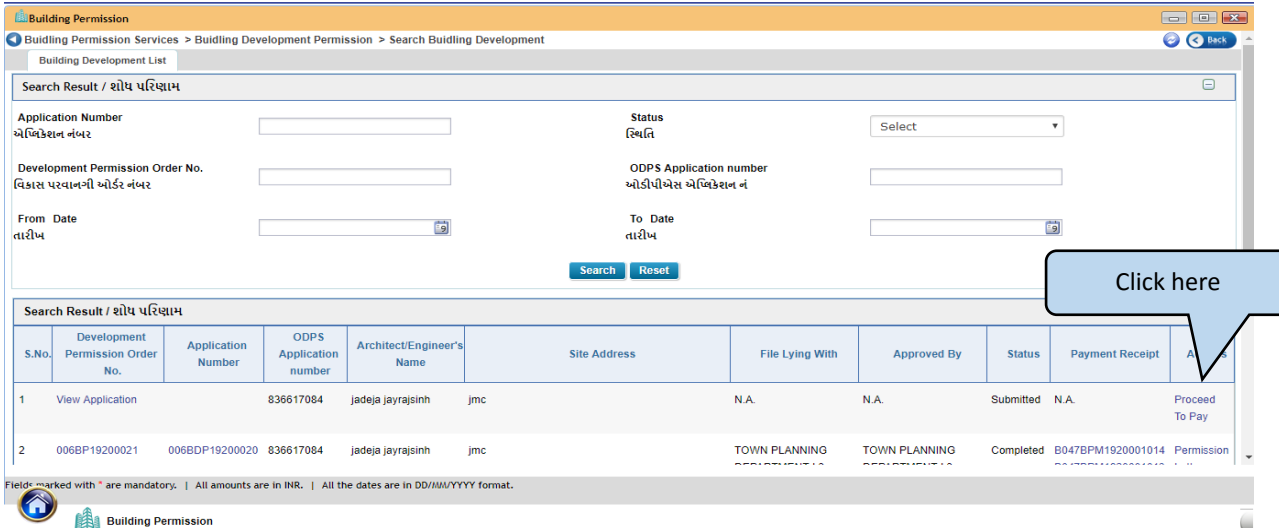
5. In the payment screen, select payment option: Cash, cheque, payorder, POS/ wallet. Based on the payment type, enter required details.

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

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

JAMNAGAR MUNCIPAL CORPORATION FOR TESTING

Jamnagar Municipal Corporation, Jubilee Garden, Jamnagar

Payment Receipt

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	**Type of Application**	:	DEVELOPMENT PERMISSION
Owner Name	:	JMC	**Type of Area**	:	FINAL TOWN PLANNING SCHEME
TP scheme No/ Non TP Scheme No.	:	1 (JADA)			
Final Plot No.	:	16/1 & 16/2	**TP / Non TP Scheme Name**	:	VIBHAPAR JAMNAGAR
Application Number	:	006BDP19200028	**Revenue Survey No.**	:	27
			Site Address	:	JMC

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
Total Amount	228754

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.
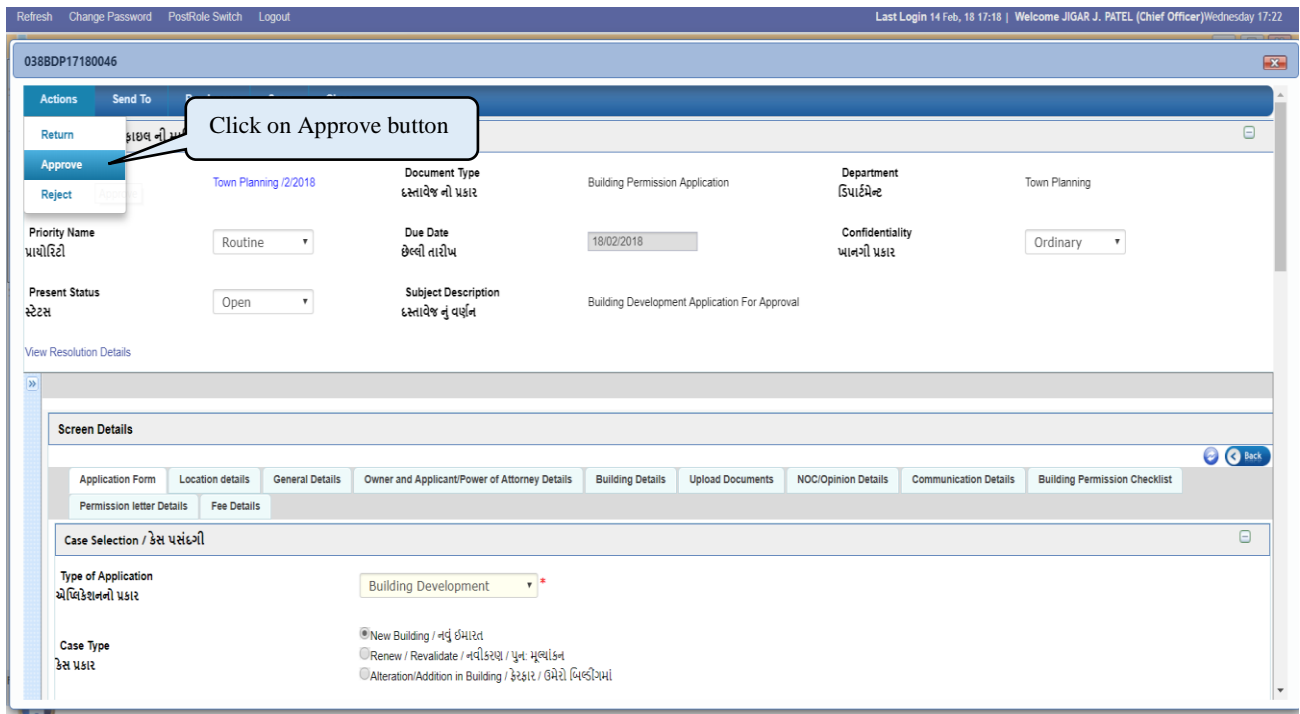
4. Click on yes when prompted with 'Do you want to approve file?'.
5. After successful approval, following message will be populated.
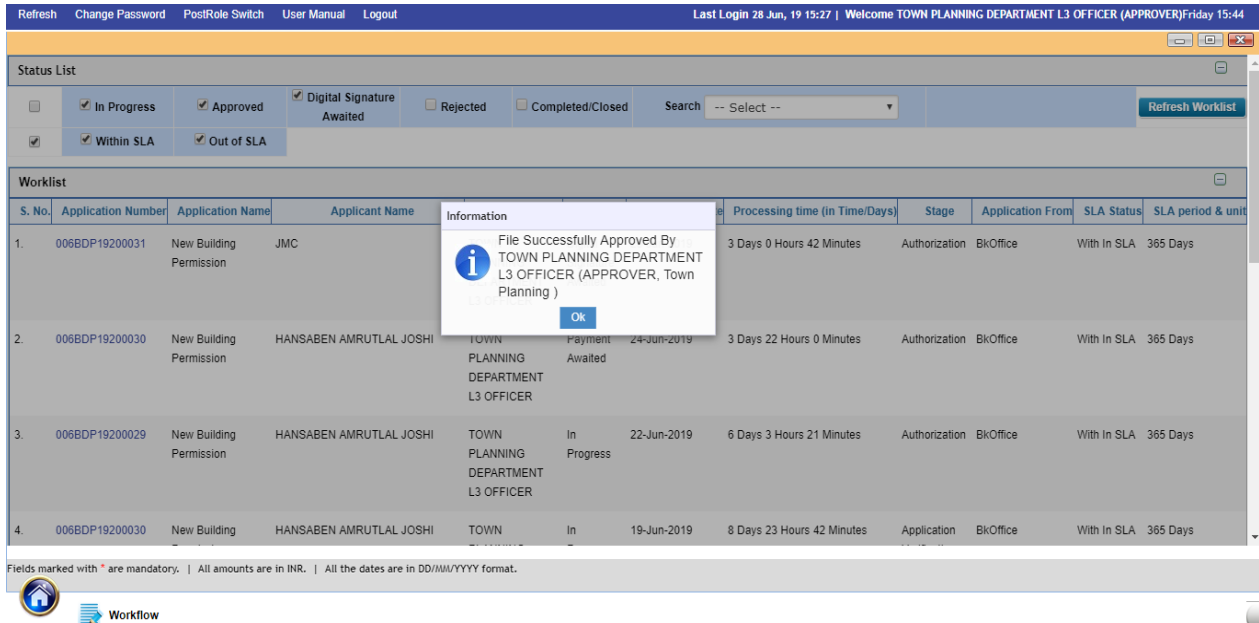
6. Click on the Sign certificate button to digitally sign the application.
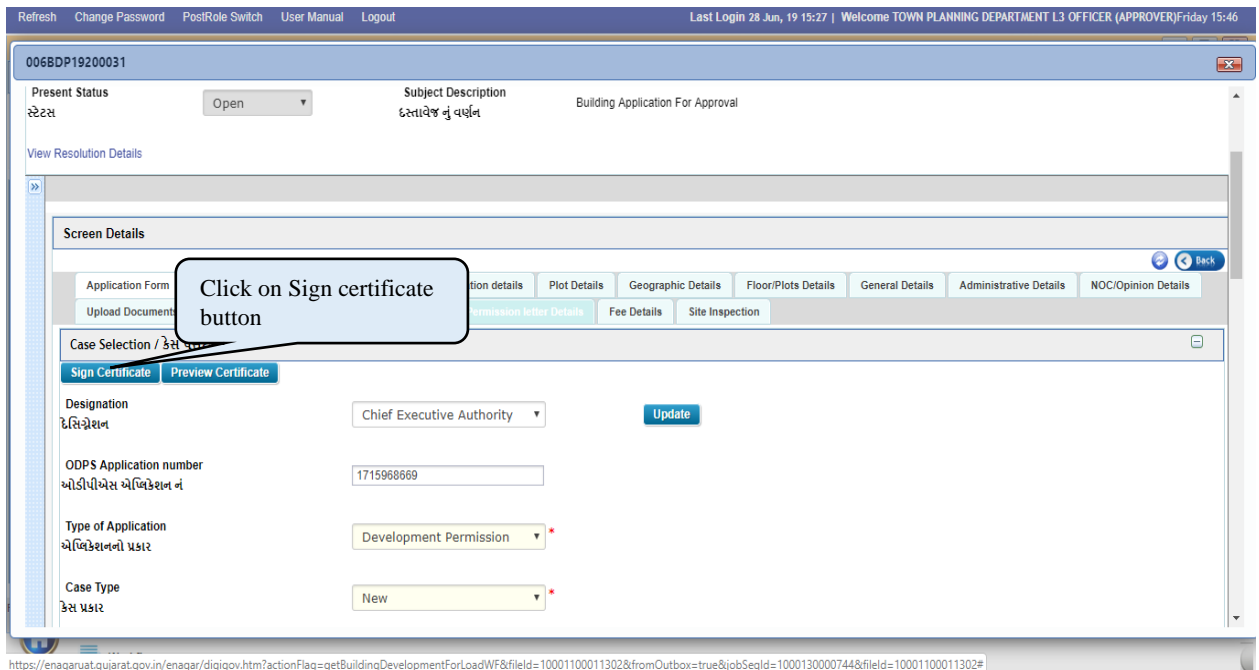
7. Enter the required PIN for Digital signature. After successfully signing the certificate, following message will appear.
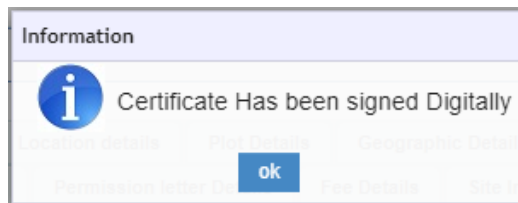
8.8   Download Certificate:

Citizen can download Development Permission letter as well as Drawing file from his/ her login on the portal.
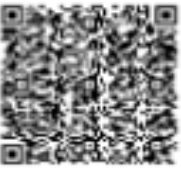
For department user, following steps to be performed.

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.

Click here to download Development Permission letter and Drawing file

JAMNAGAR MUNCIPAL CORPORATION
FOR TESTING

Jamnagar Municipal Corporation, Jubilee Garden, Jamnagar

(Form NO. D)

Development Permission

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
MUNCIPAL
CORPORATION
FOR
TESTING

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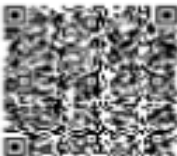
Development Permission Valid from Date : 19/06/2019

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.

MUNICIPAL COMMISSIONER

Certificate created on 19/06/2019

JAMNAGAR

MUNCIPAL

CORPORATION

FOR

TESTING

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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. dgffhghghgh
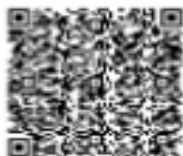
MUNICIPAL COMMISSIONER

Certificate created on 19/06/2019

JAMNAGAR
MUNCIPAL
CORPORATION
FOR
TESTING

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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

Click on this home button
(Single Click)
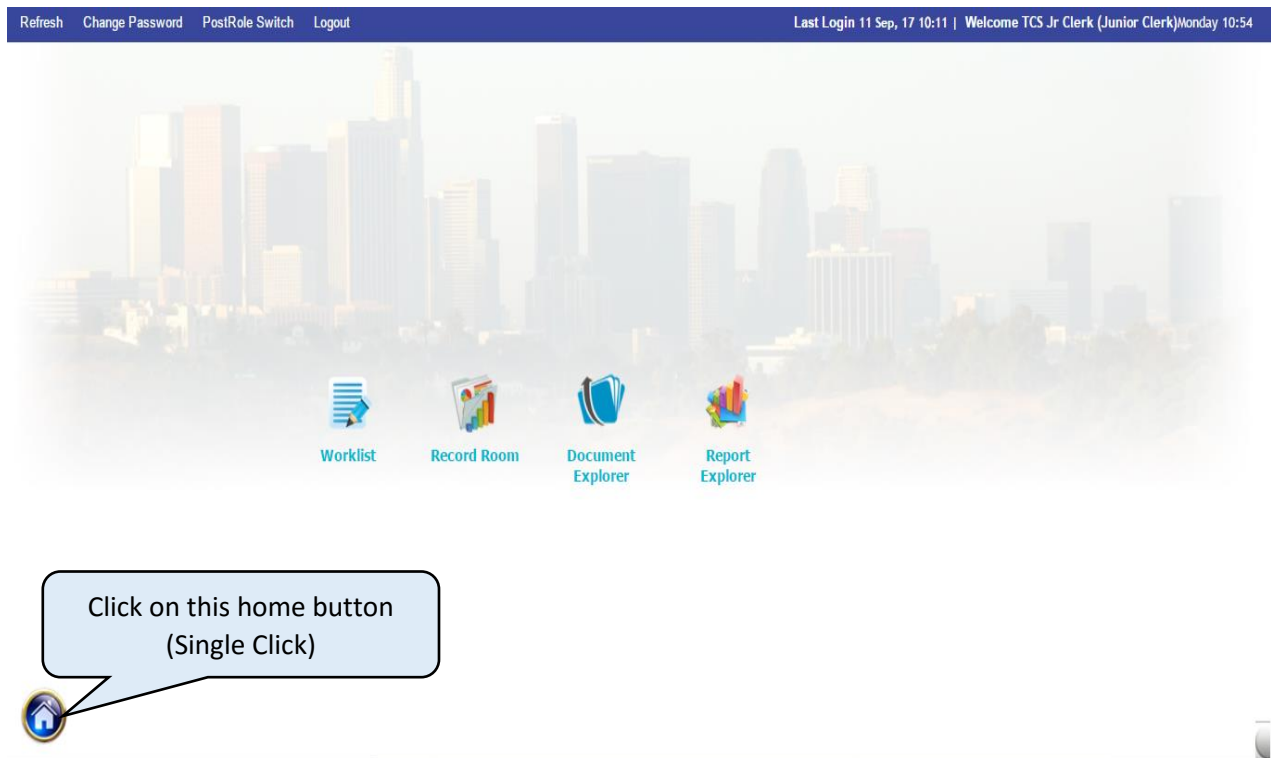
3. On click of this, menu will appear on screen where user needs to select 'Building Permission'
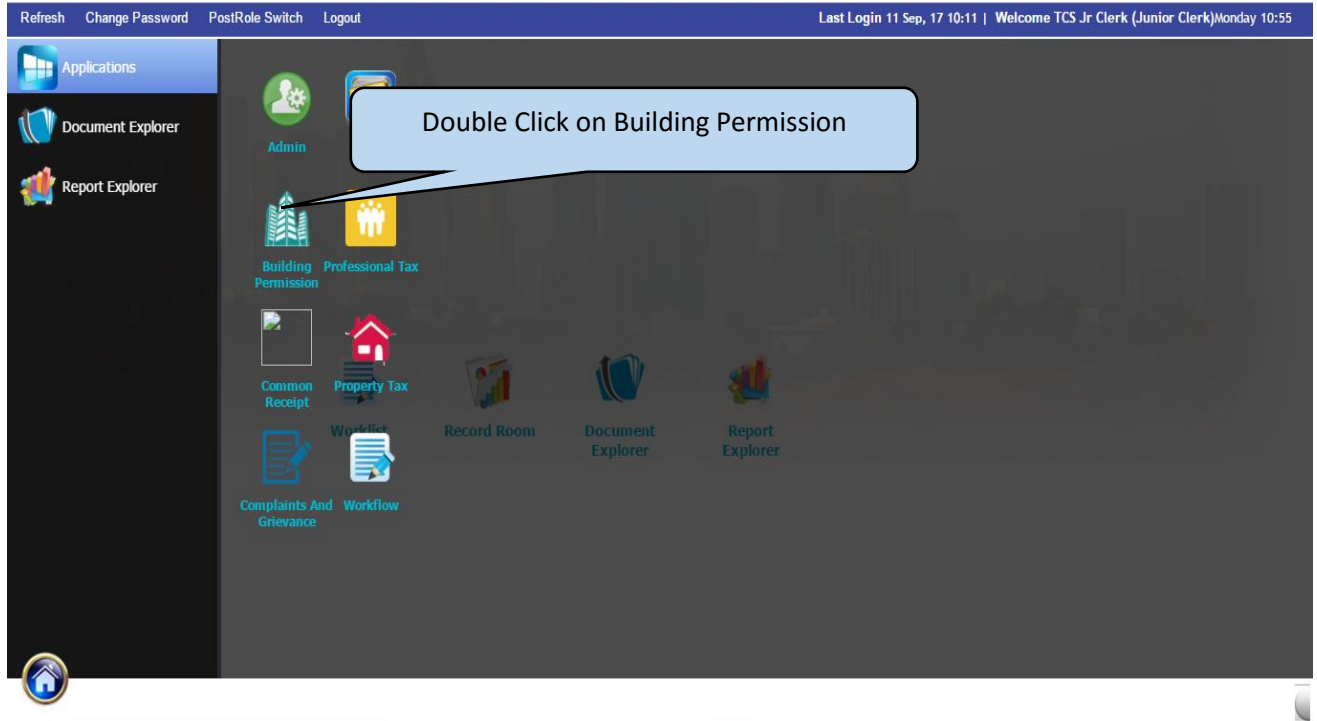
4. Go to home and click on building permission. In Building progress menu, click on update progress entry.
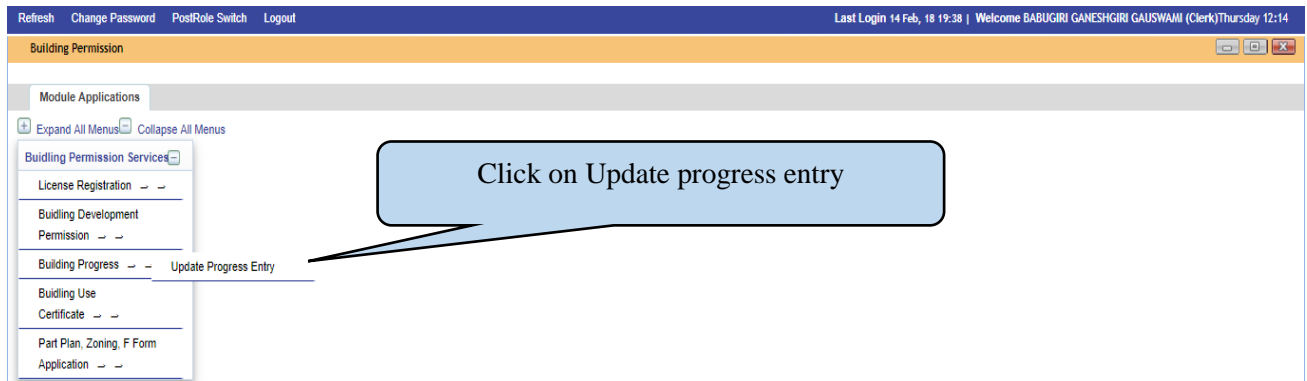
5. Enter the registration number in the field and click on search. It will open the file. Now make the changes as applicable, click on add details and then click on save to save the progress details.

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

7. On click of submit, message of successful submission will be populated.
8. Go to worklist → Click on application number
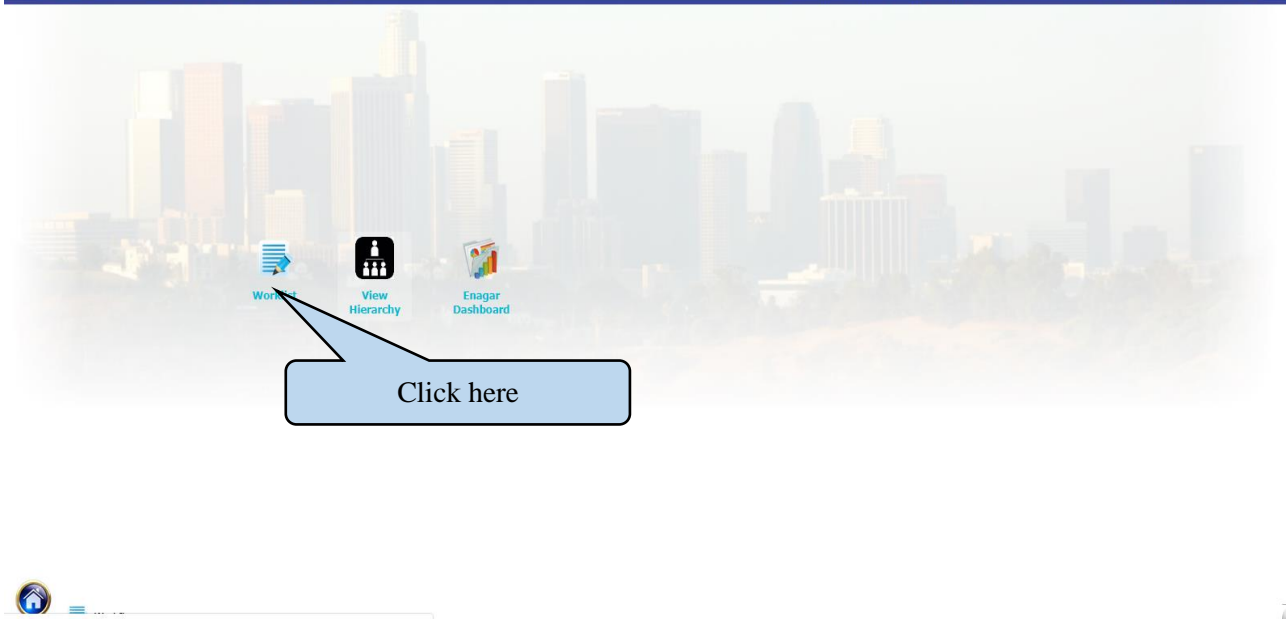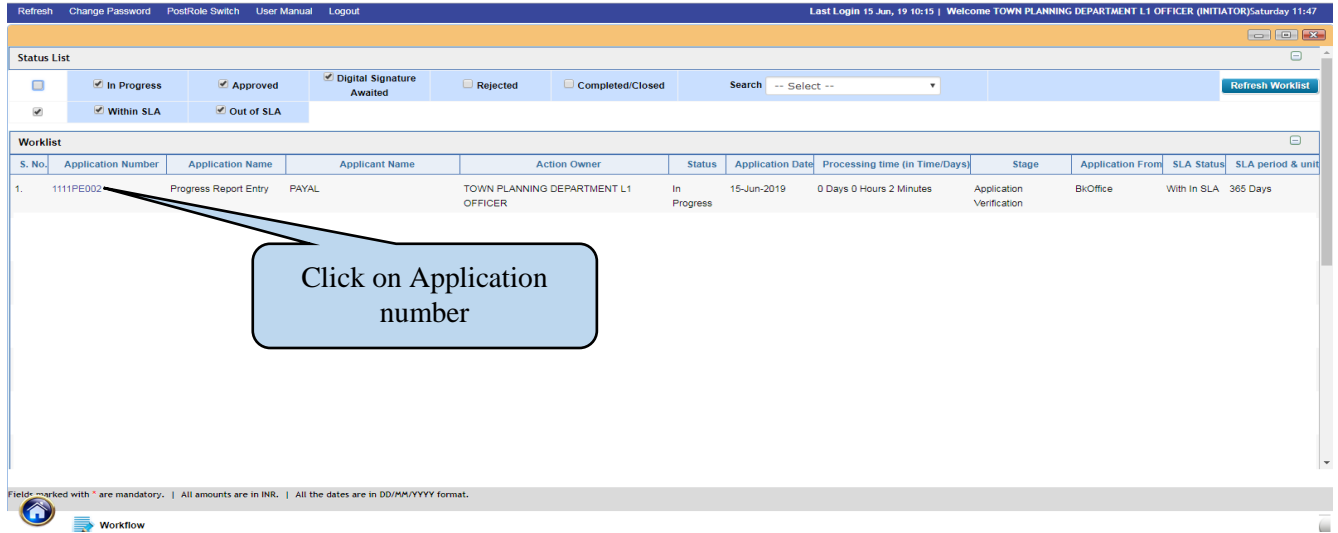
9. Check the application details, click on forward button to forward application to L2 officer.

9.2   Login as L2 officer (Verifier)

After login:

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

3. Check application details and update Site inspection details
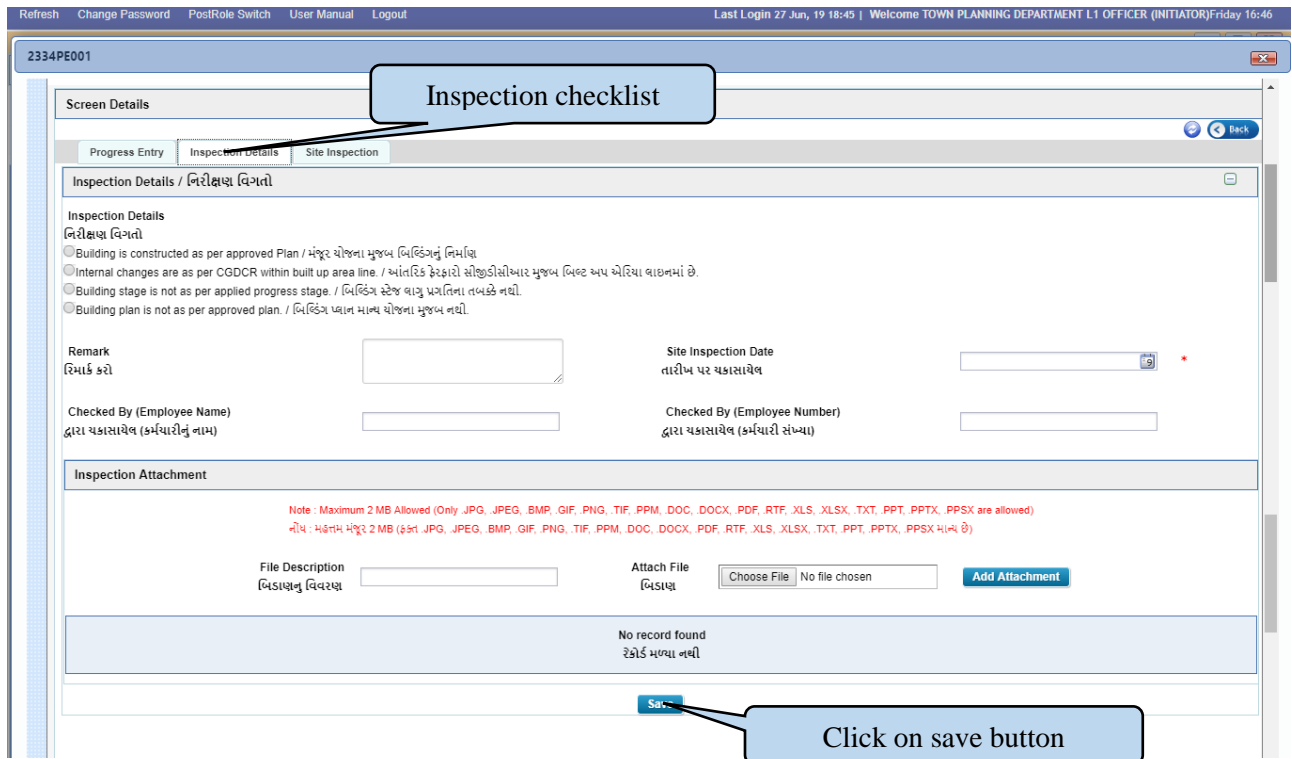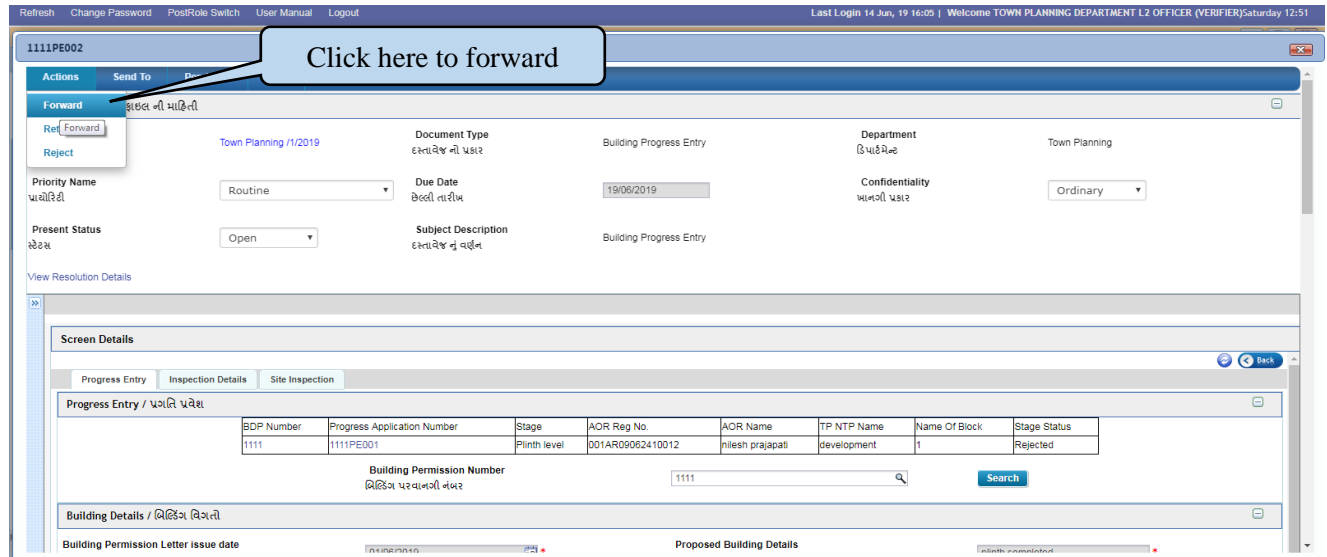
4. After saving the inspection details, click on the forward button, to forward application to L3 officer.

9.3 Login as L3 officer (Verifier)

After login:

1. Click on worklist → Click on application number
2. Kindly refer to the screen below
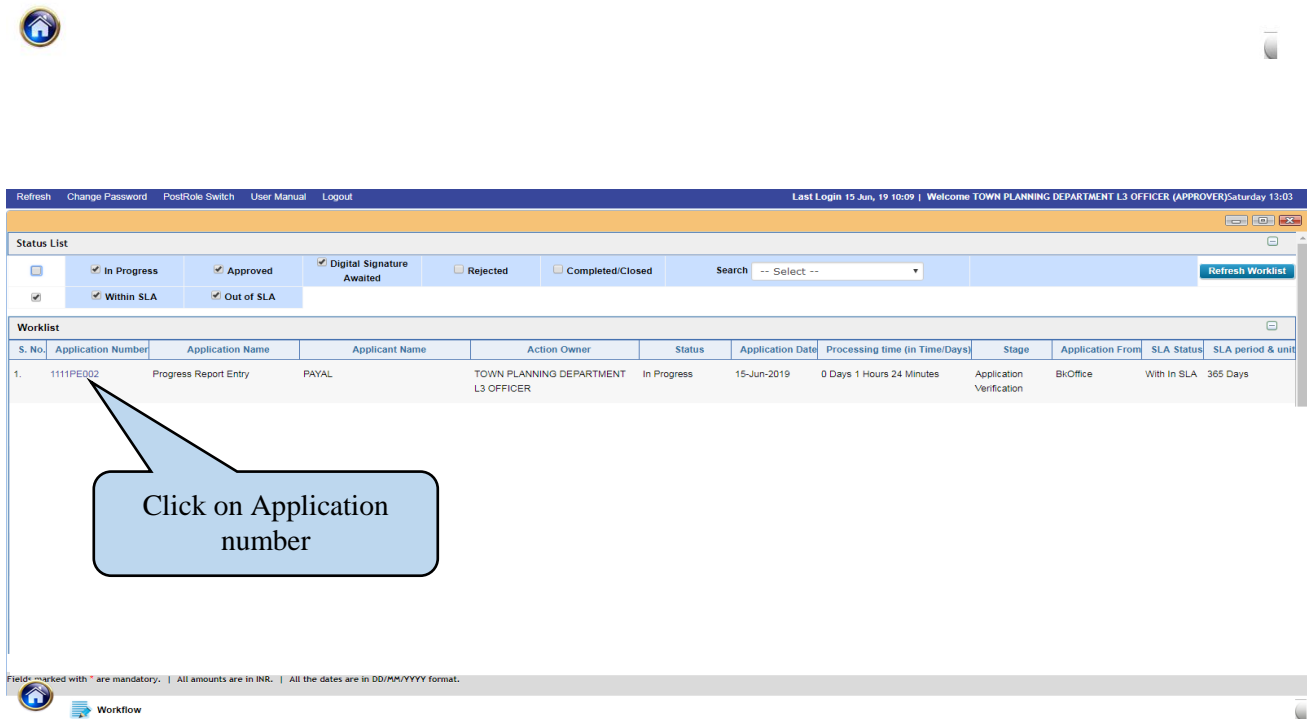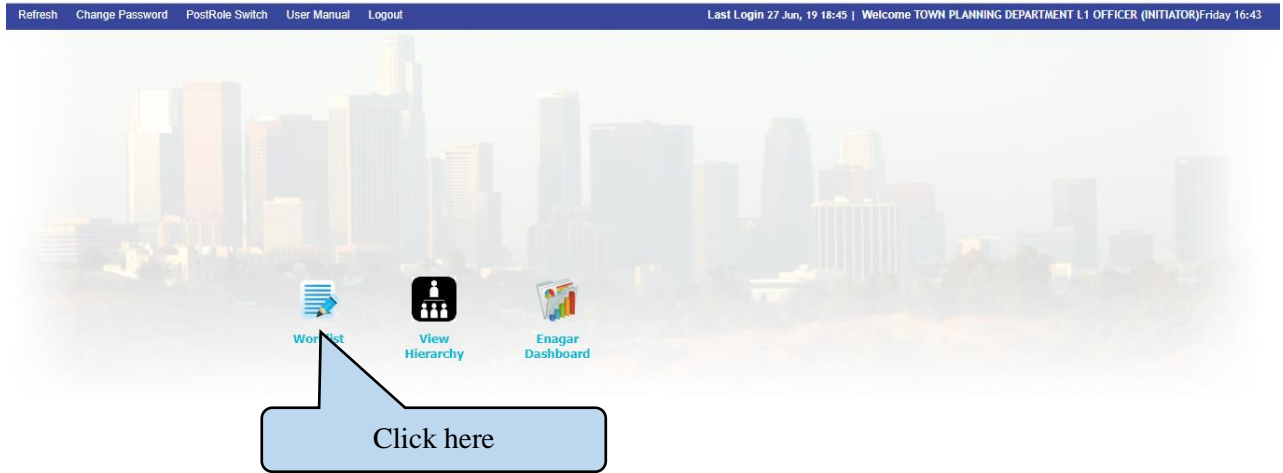
3. Check application and Site inspection details
4. Click on approve button, if all the information is proper.
5. Click on reject, if details are not proper.

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**
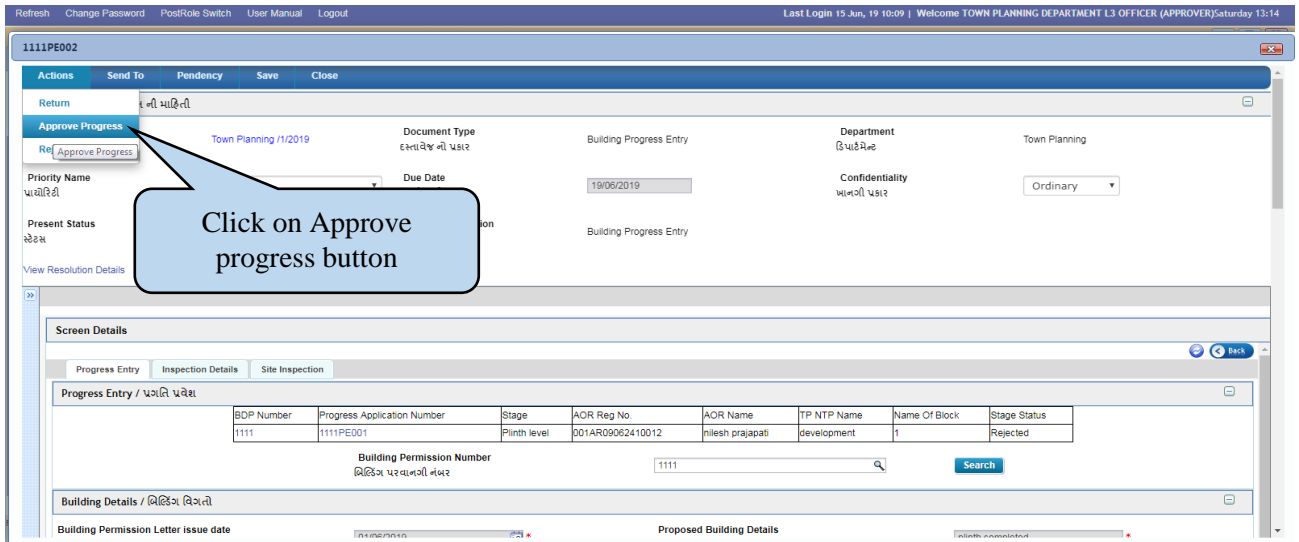
CHAPTER 10.   Building Use Certificate

10.1 Workflow for Building Use Certificate application

Applicant	• Apply for Building Use Certificate --> Update data → Submit
Accountant/L1 officer/ Applicant	• Building Use Certificate application → **Search** Building Use Certificate application → Scrutiny Fee Payment
L1 Officer	• Worklist --> Click on application number --> Update Use Certificate letter points/ Update Final Fees → Forward
L2 Officer	• Worklist --> Click on application number --> Update Use certificate letter points/ Update Final Fees → Forward
L3 Officer	• Worklist --> Click on application number --> Confirm Fee
Accountant/L1 officer/ Applicant	• Building Use Certificate application → **Search** Building Use Certificate application → Proceed to pay
L3 Officer	• Worklist --> Click on application number --> approve --> Digital signature
L1 Officer/ Applicant	• Building Use Certificate application → **Search** Building Use Certificate application → Download Certificate

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
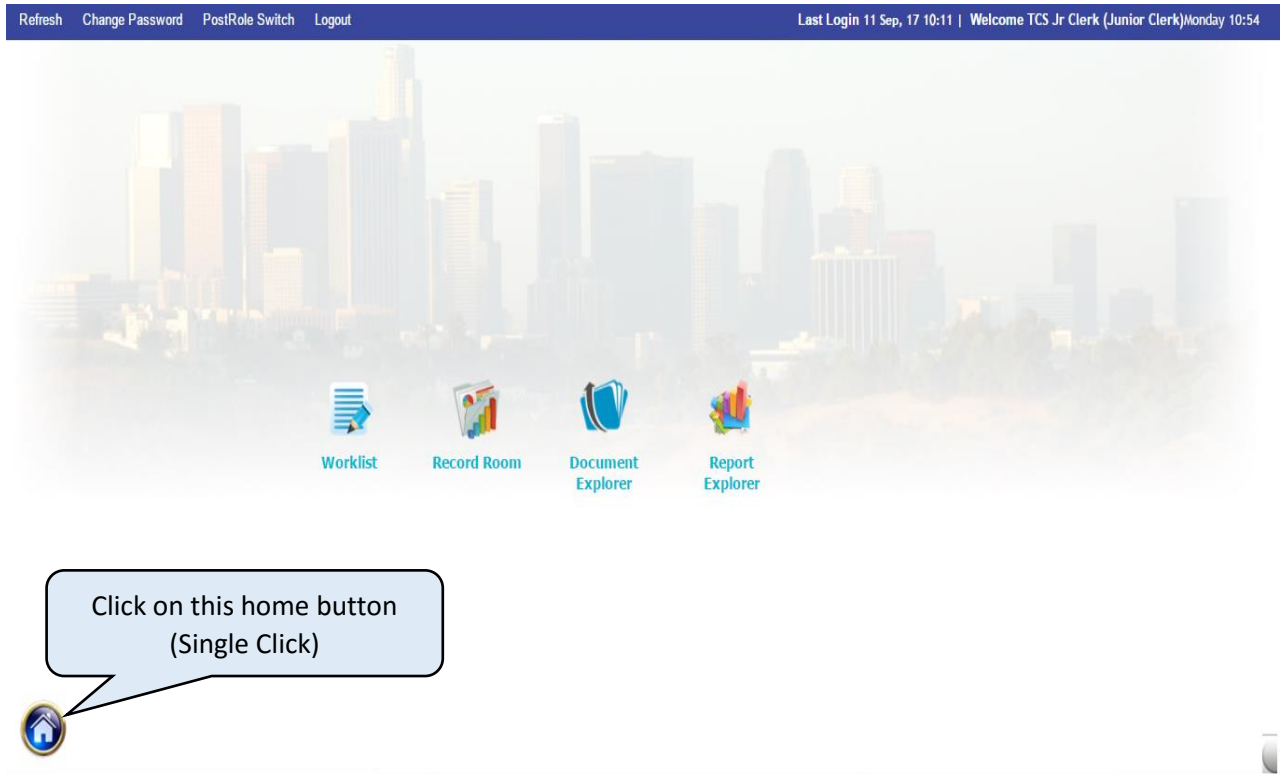
2. Now, menu will appear on screen where user needs to select 'Building Permission'. Go to home and click on building permission. In Building Use Certificate menu, click apply for building use certificate.
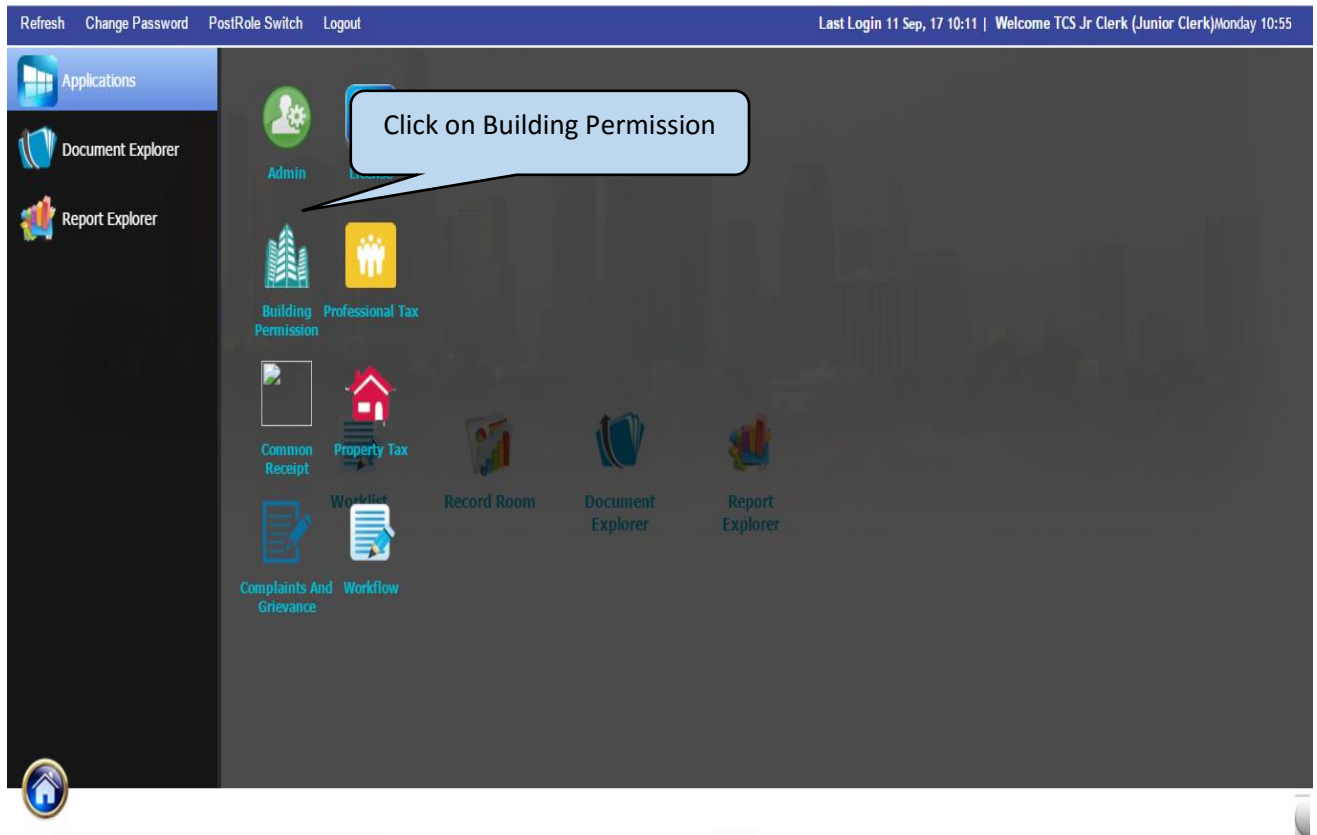
3. The following form will open. Fill in the details as necessary.
4. If Development Permission letter is system generated, Details will be populated based on Development permission number else user has to provide all the necessary details.

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

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

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

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

AHMEDABAD MUNCIPAL CORPORATION FOR TESTING

Amdavad Municipal Corporation Mahanagar Seva Sadan Sardar Patel , Bhavan Danapith Ahmedabad - 380001.

Acknowledgement Receipt

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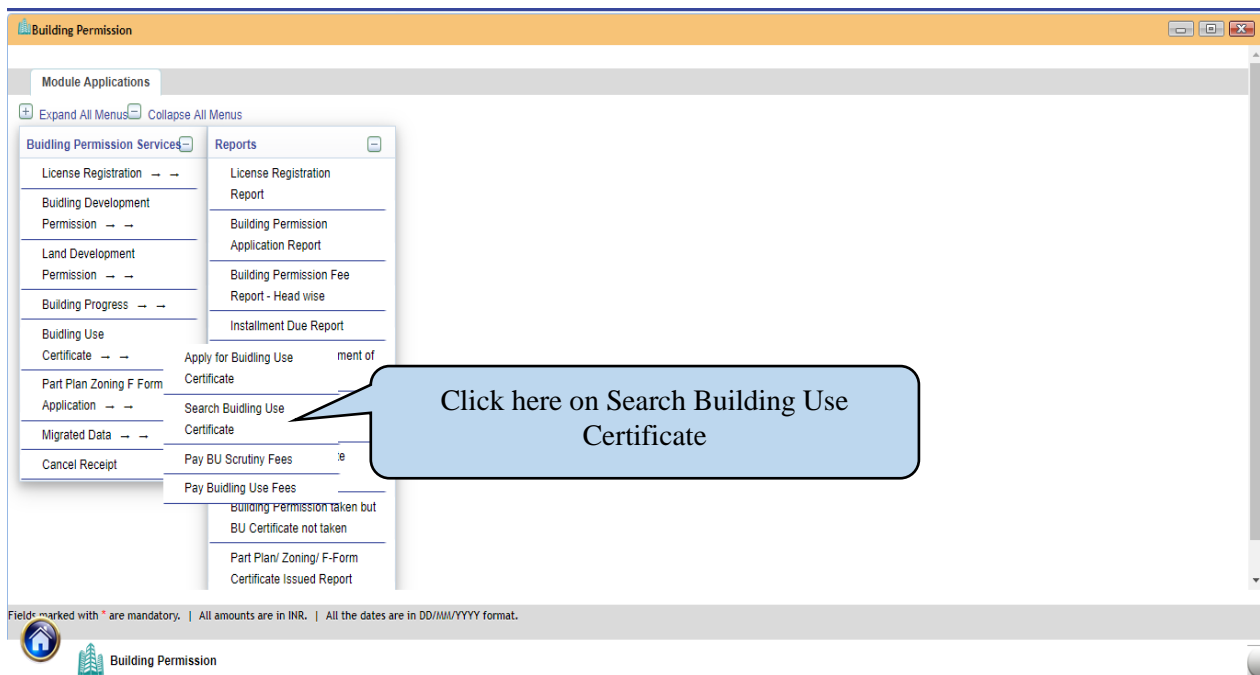
2. Search application based on application number. Click on Proceed to pay link.

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.

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

7. Payment receipt is as shown below.

10.2.2 Verification

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

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

Click on application number

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

Forward application to L2 offficer

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.

Click on work list

2. On click of work list, following screen will open. Search based on the application number.
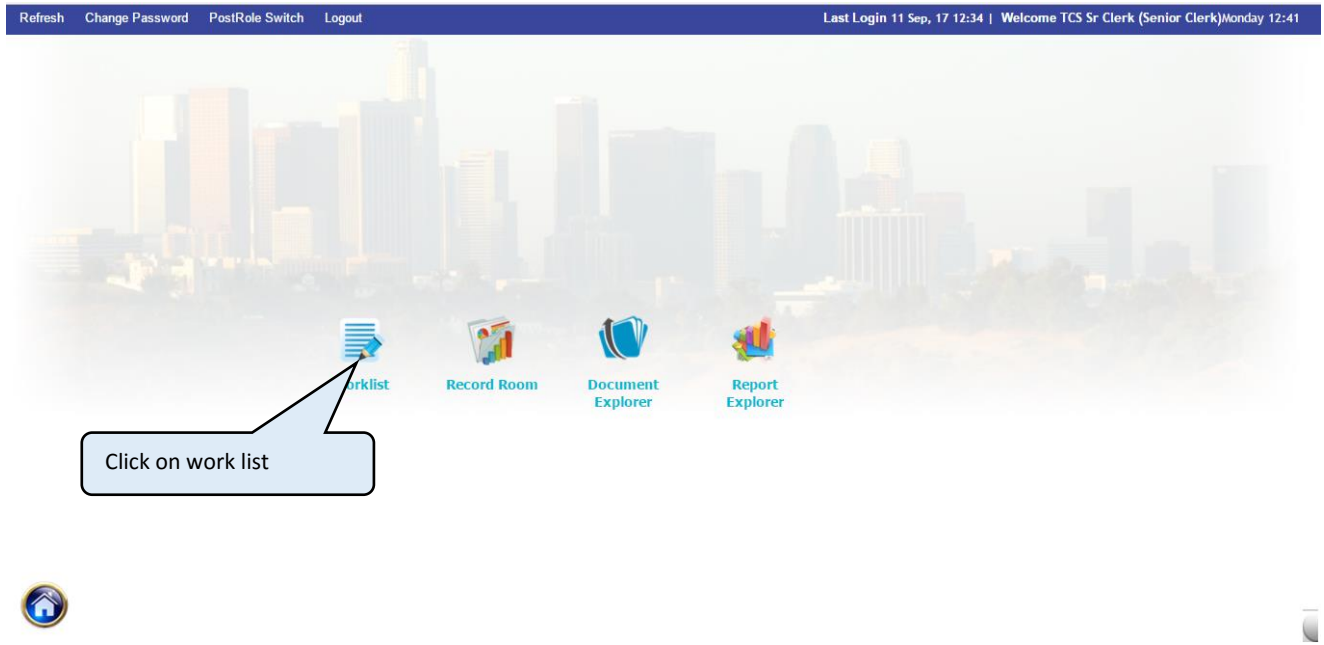
Click on application number
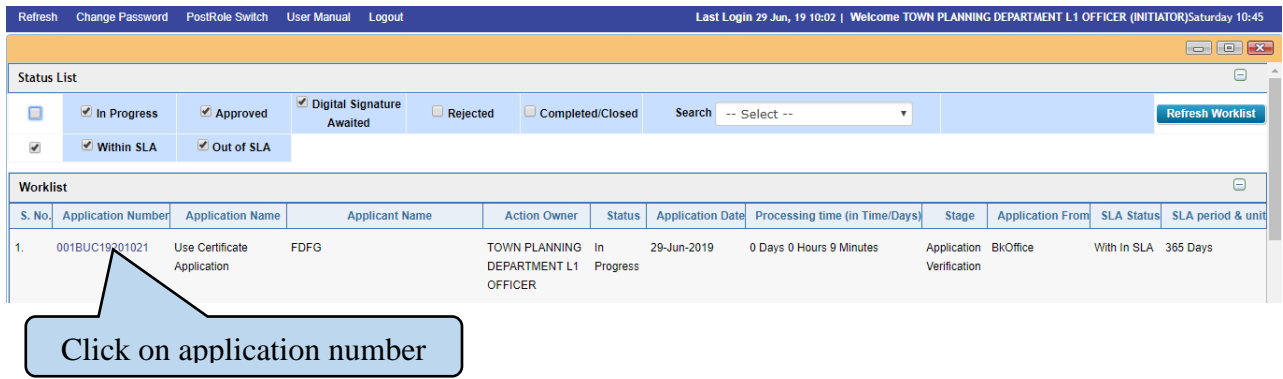
3. Update Fees details and Condition to be printed on Building Use Certificate.
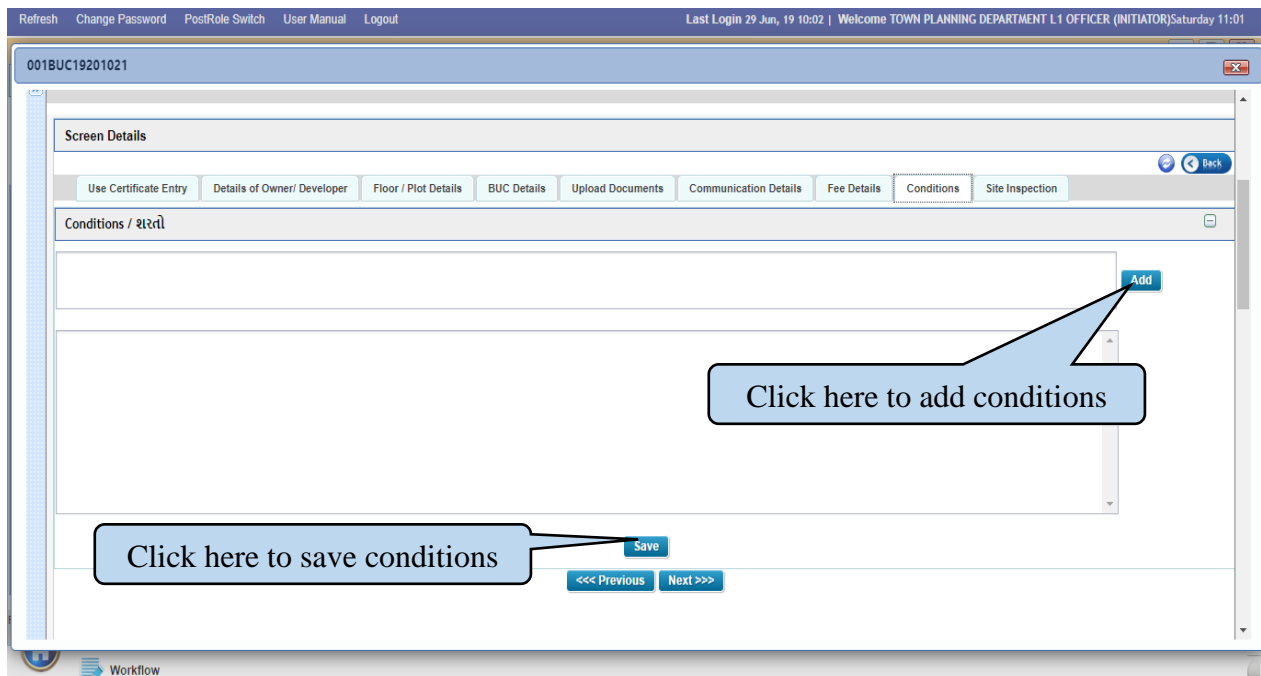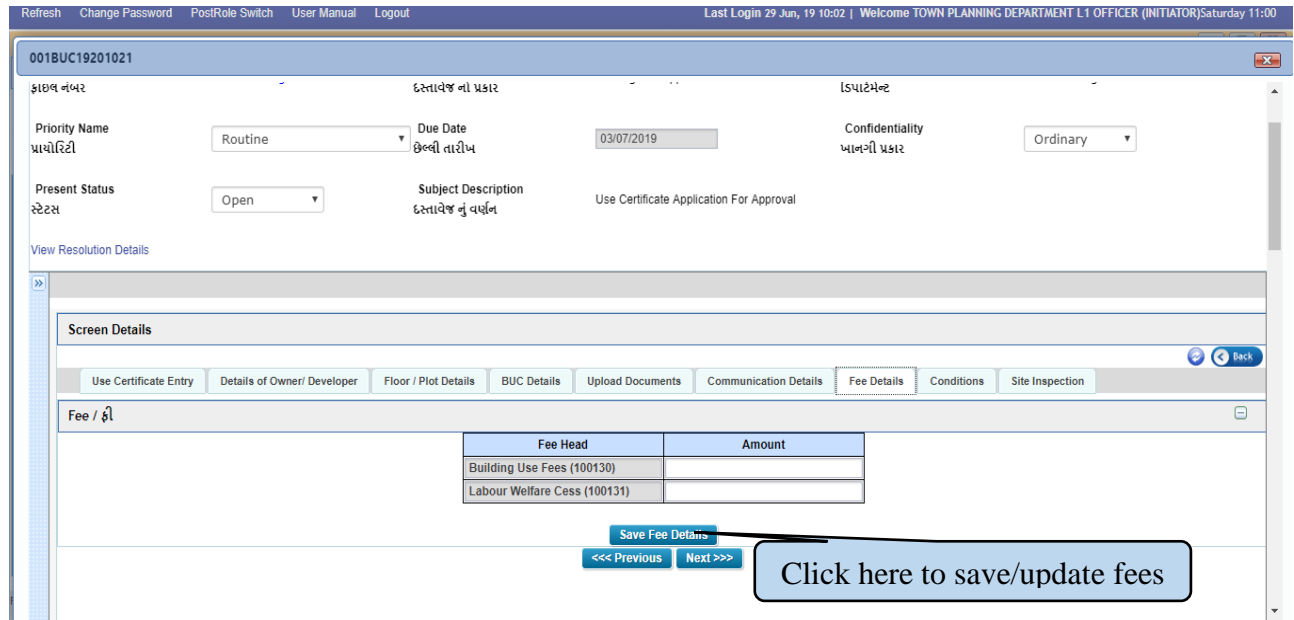
4. Click on Forward button to forward application.
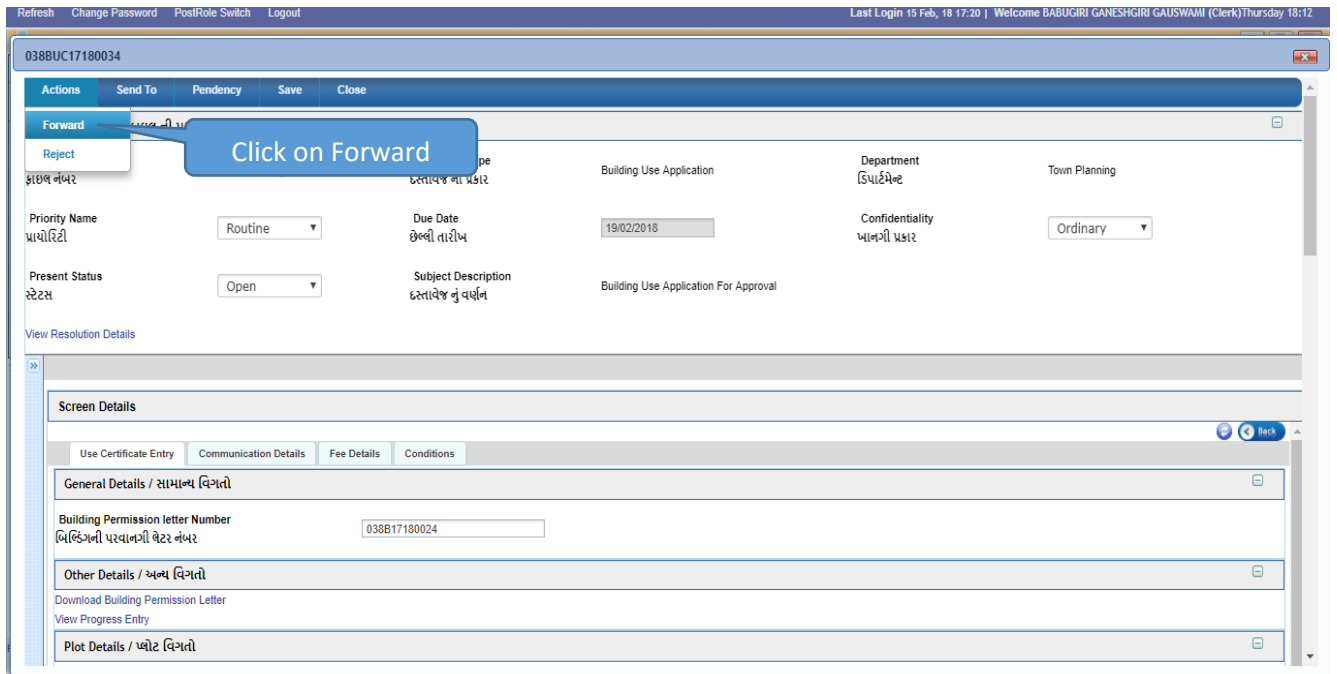
5. Following message will be populated.
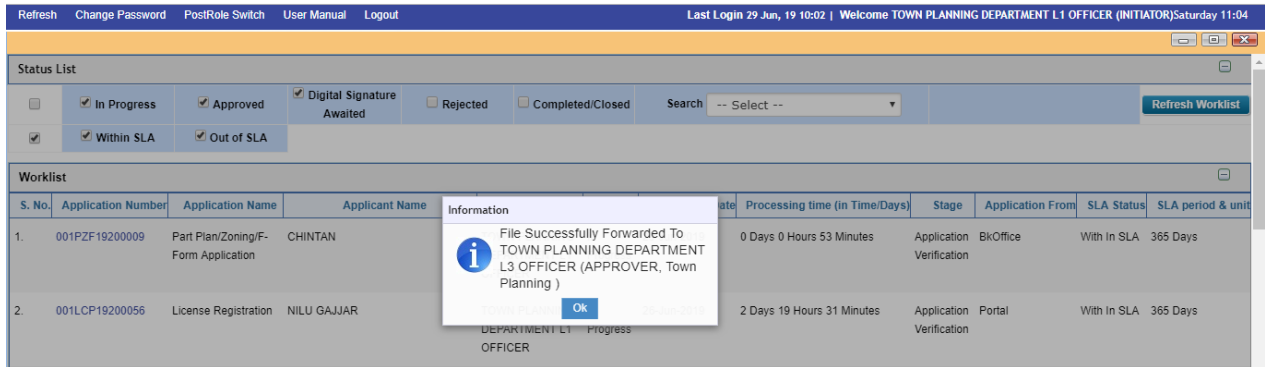
10.4 Login as L3 Officer (Approver)

1. Login as a L3 officer.
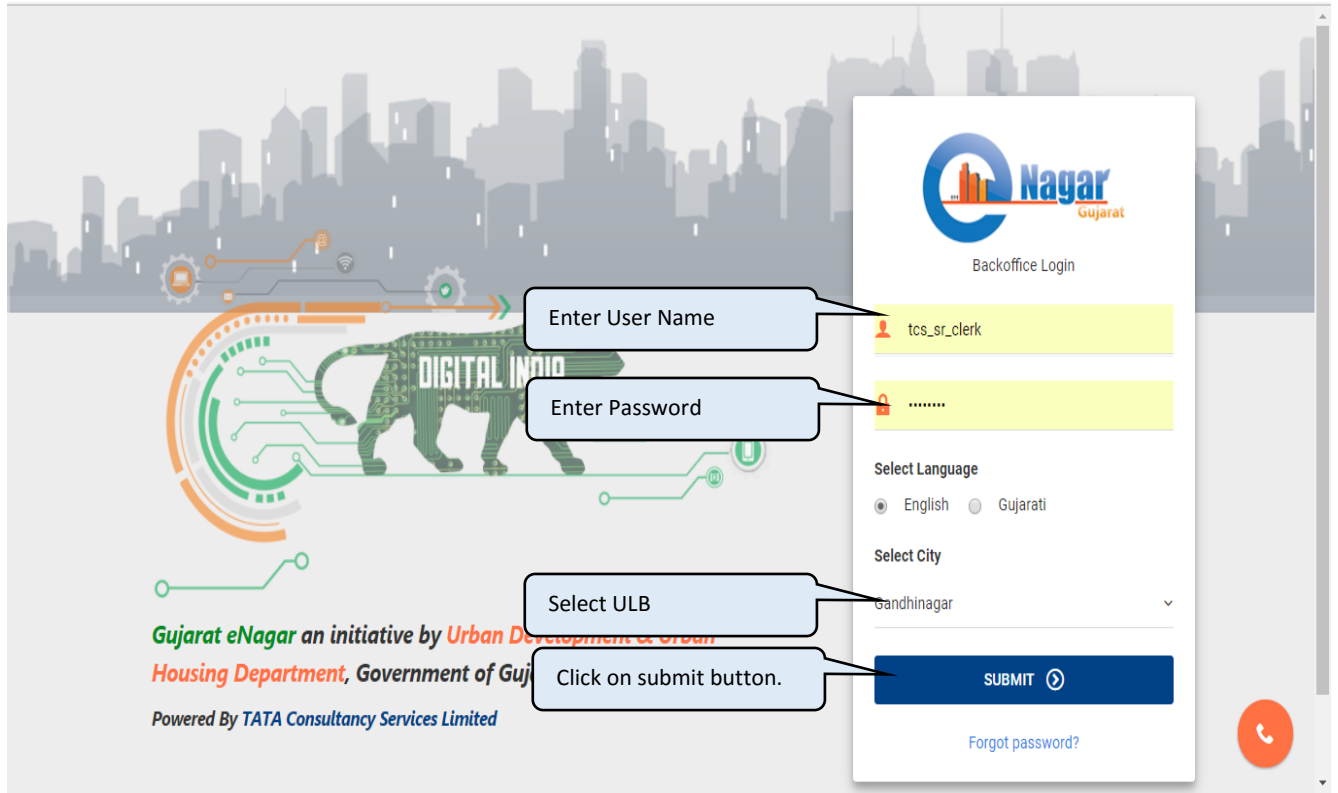
2. On click of submit button, following screen will be appear.
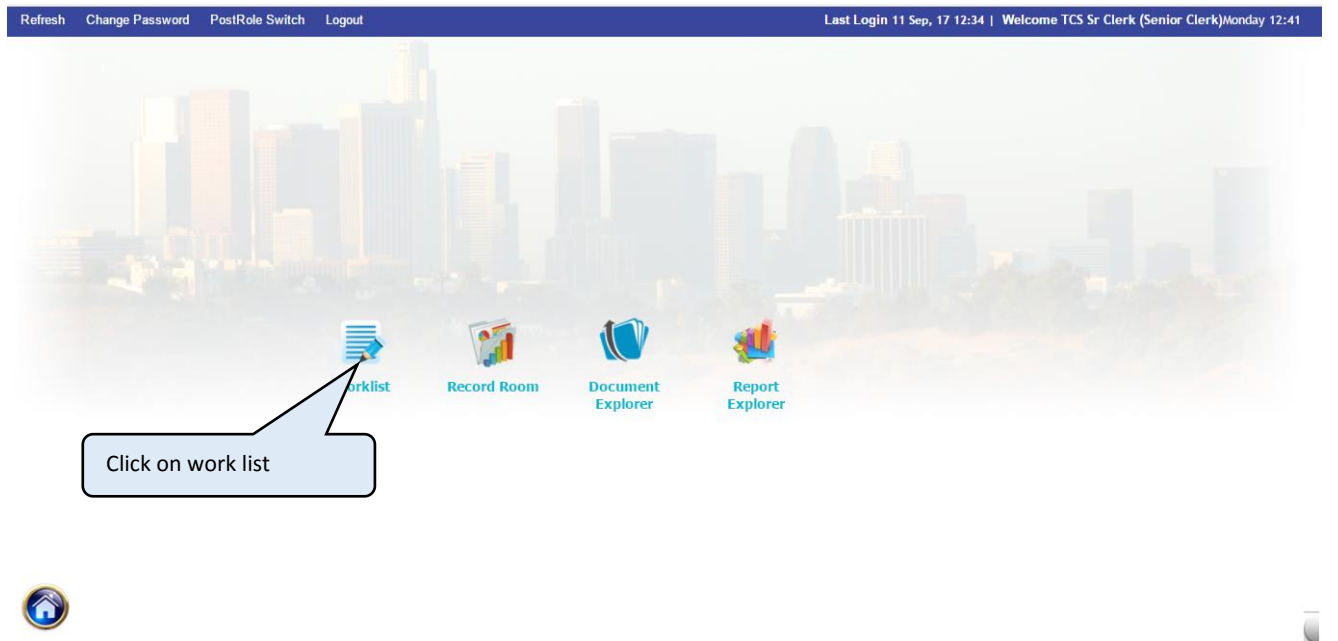
3. On click of work list, following screen will open. Search based on the application number.
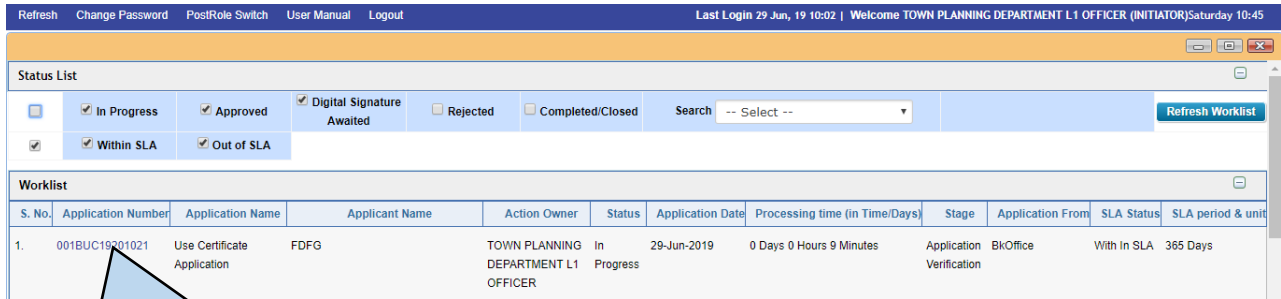
Click on application number

4. Update Fees details and Condition to be printed on Building Use Certificate.
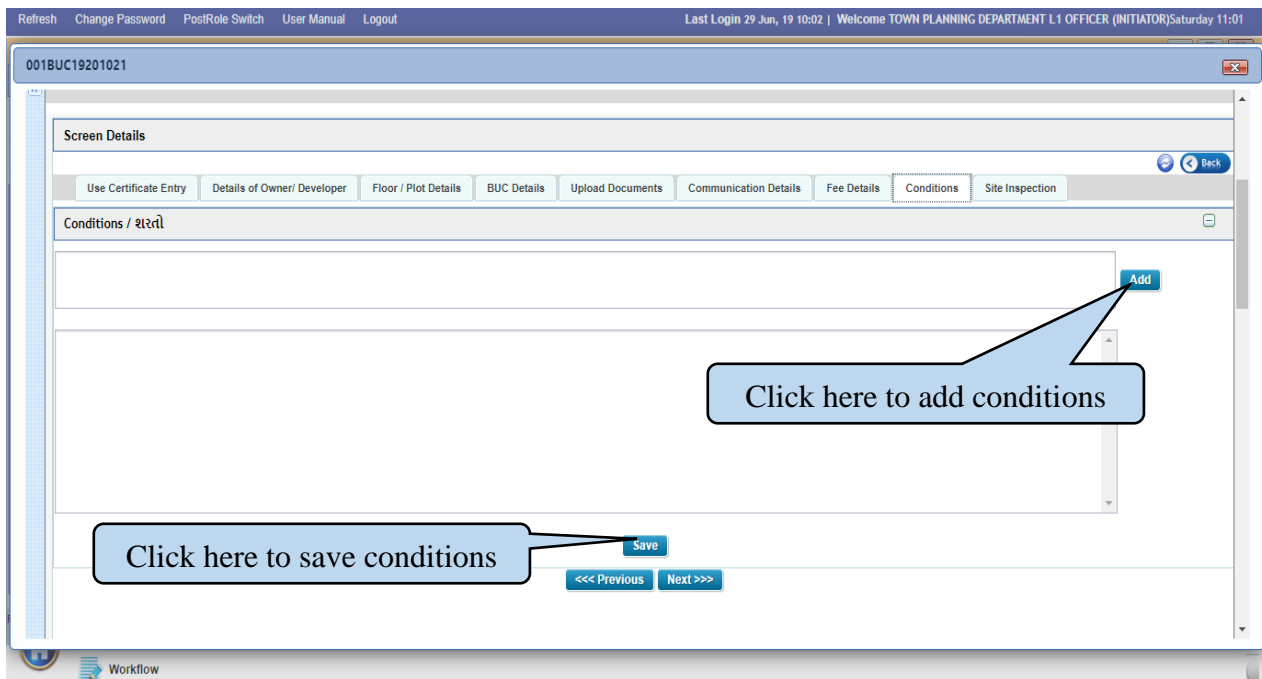
Click here to add conditions

Click here to save conditions
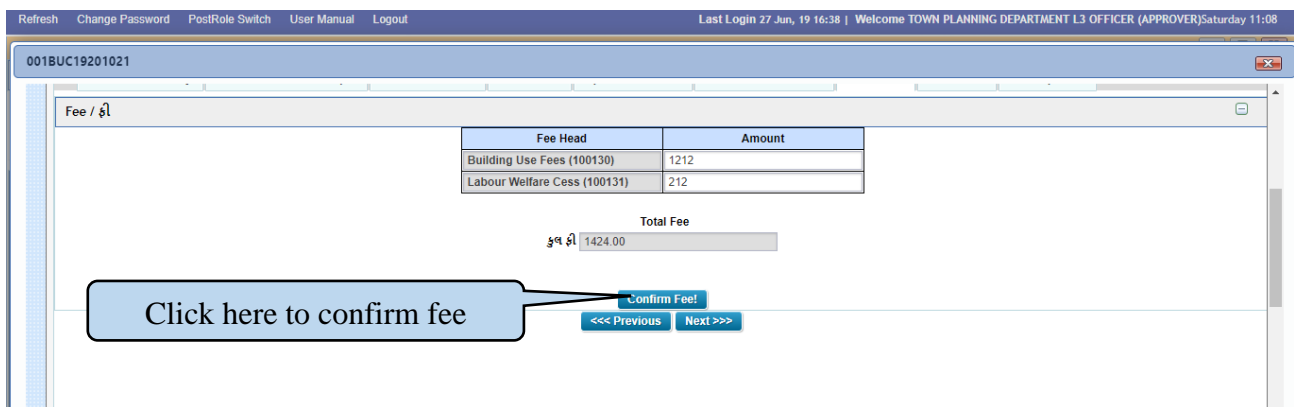
Click here to confirm fee

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.

Click on home then Building Permission

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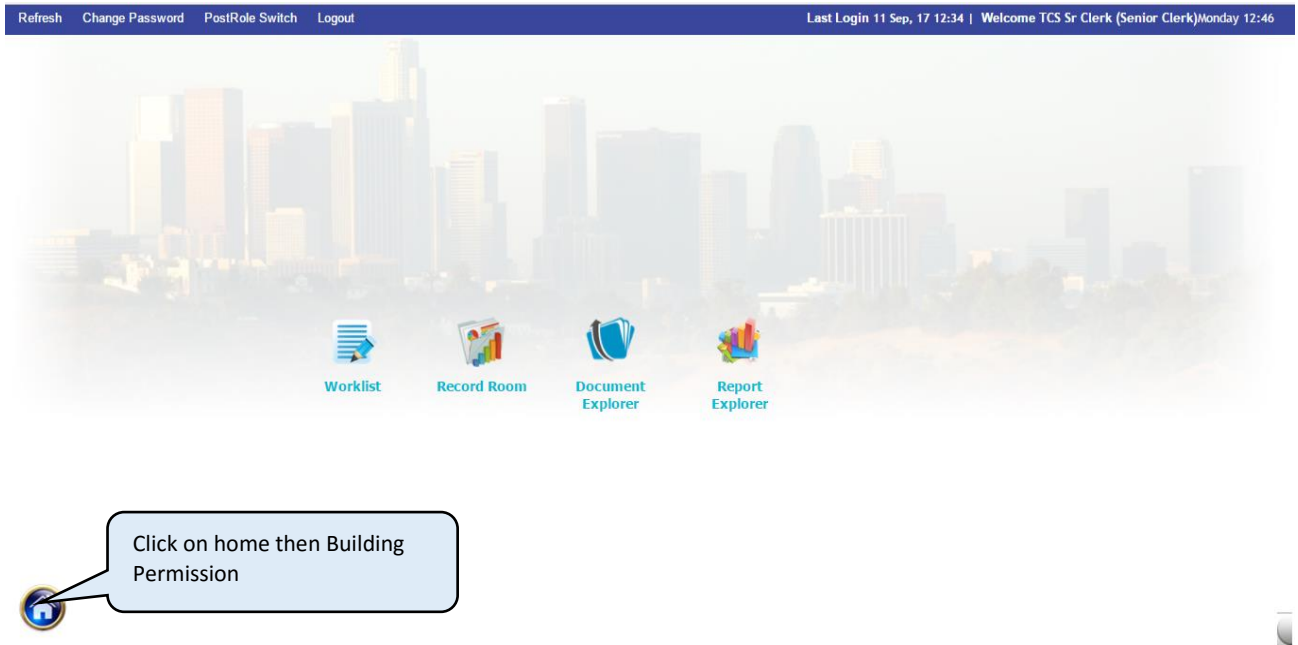
2. Click on Search Building use. It will open the search screen.

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.

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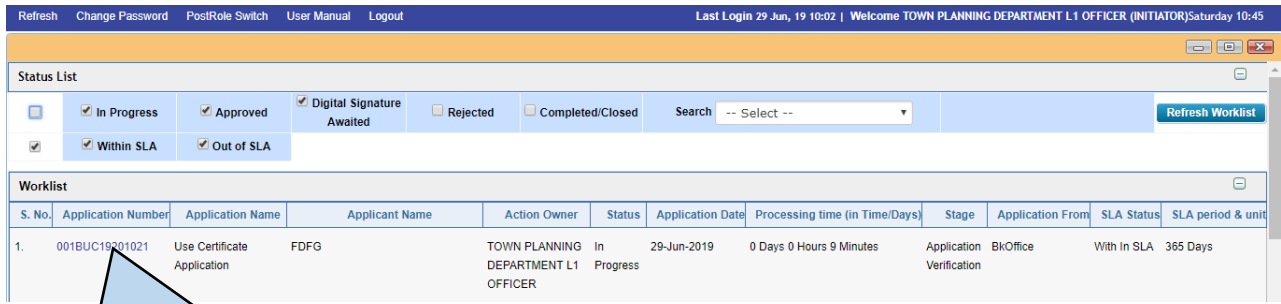

7. Payment receipt is as shown below.

10.6 Login: L3 Officer

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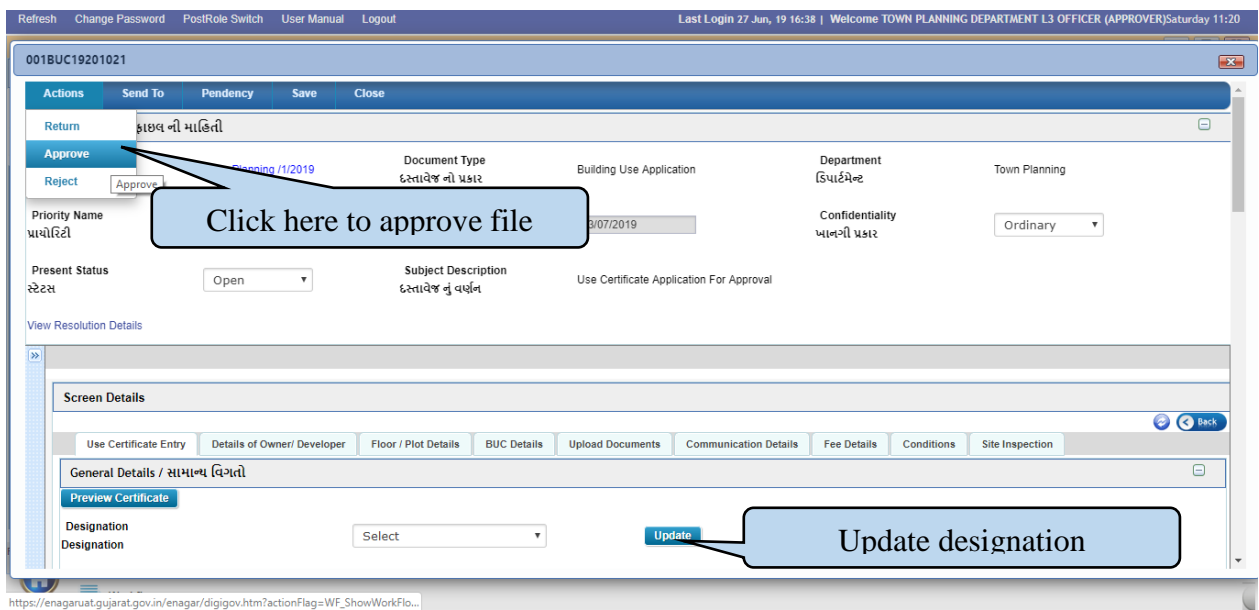

4. On click on application number, application form will open.

Click on application number

Click here to approve file

Update designation
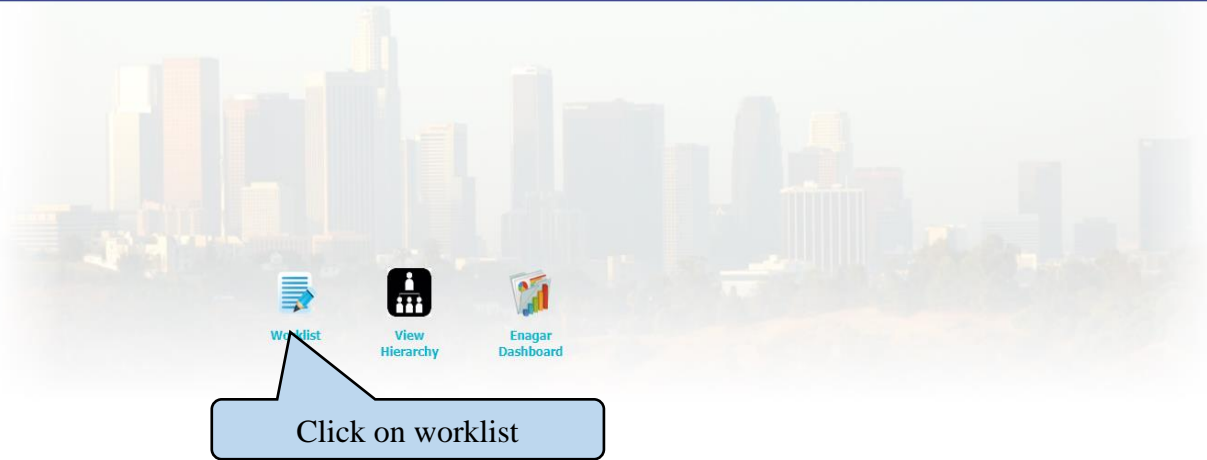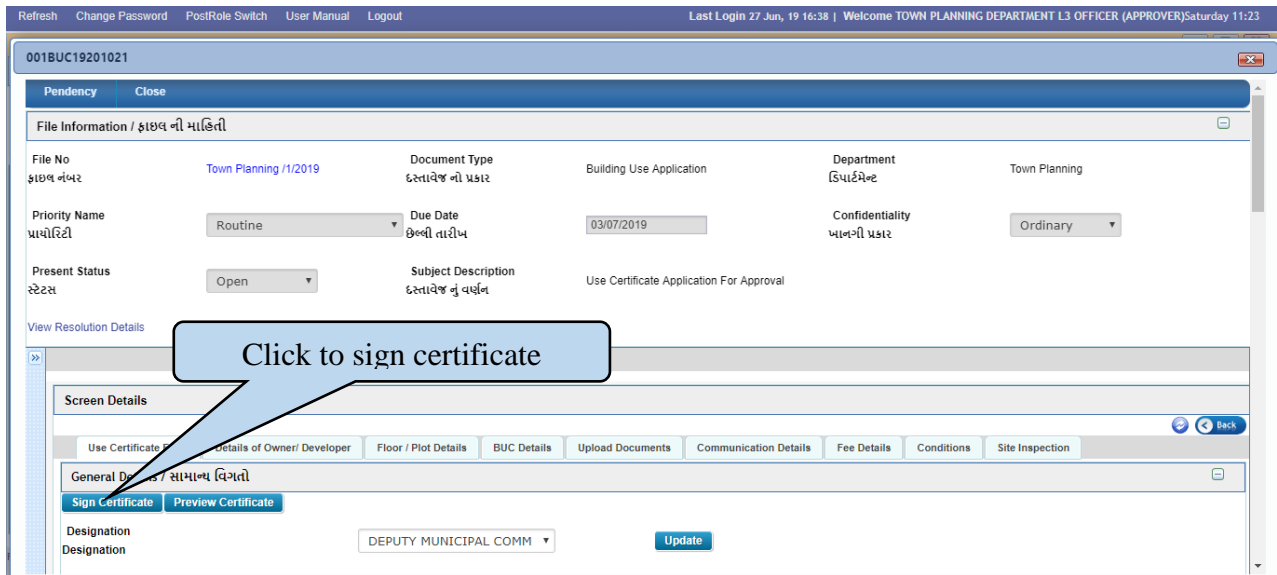
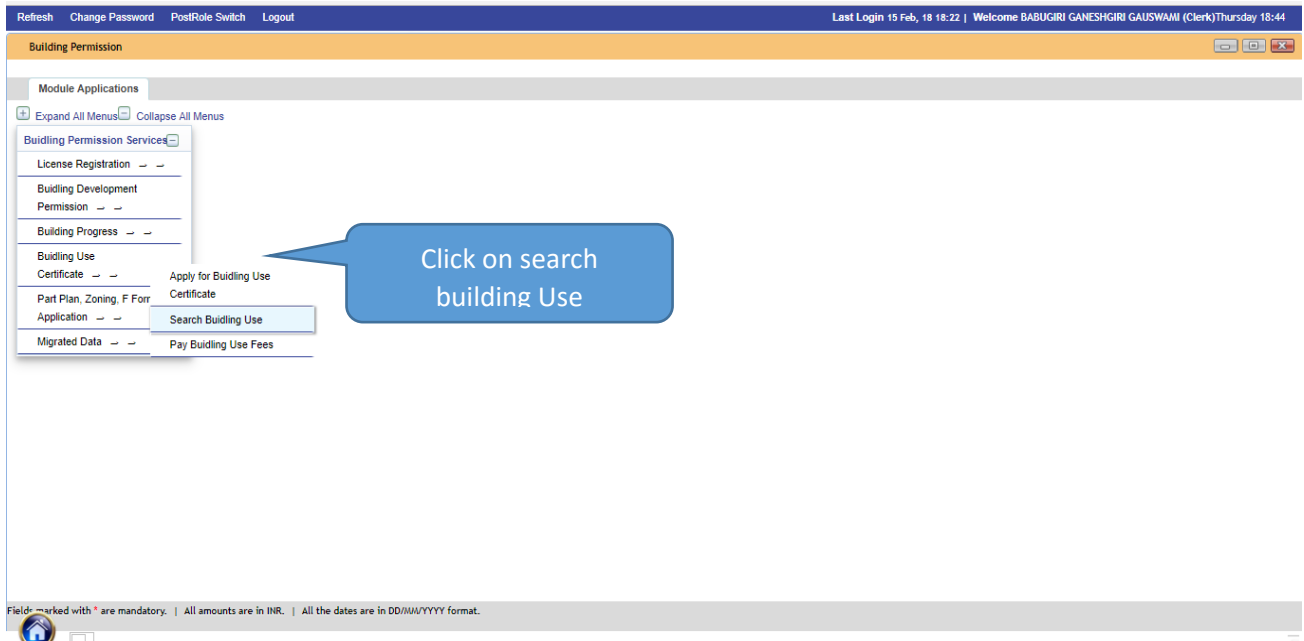5. On click of approve button, following message will be populated.
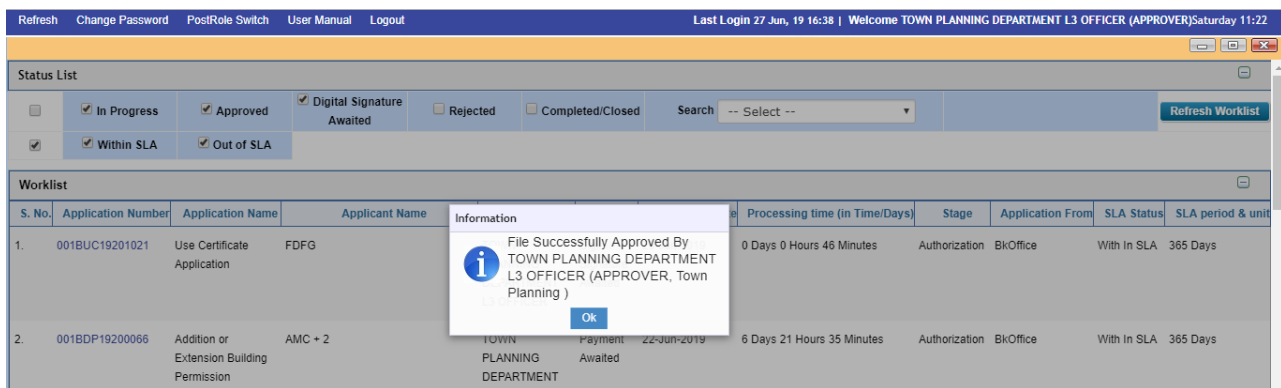
6. Then click on the applilcation number, application form will open. Now click on Sign certificate to digitally sign the certificate.

10.7 Download Certificate

Clcik on Search Building use option to open certificate.

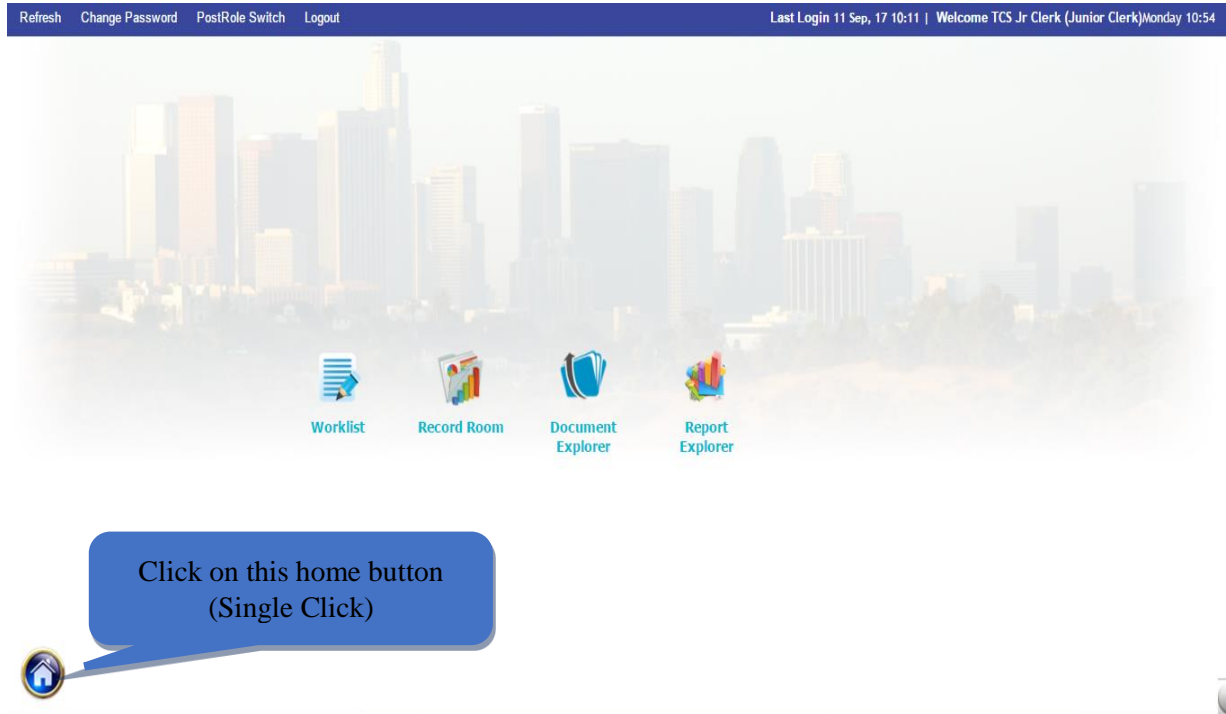Click on Download certificate option to download certificate.
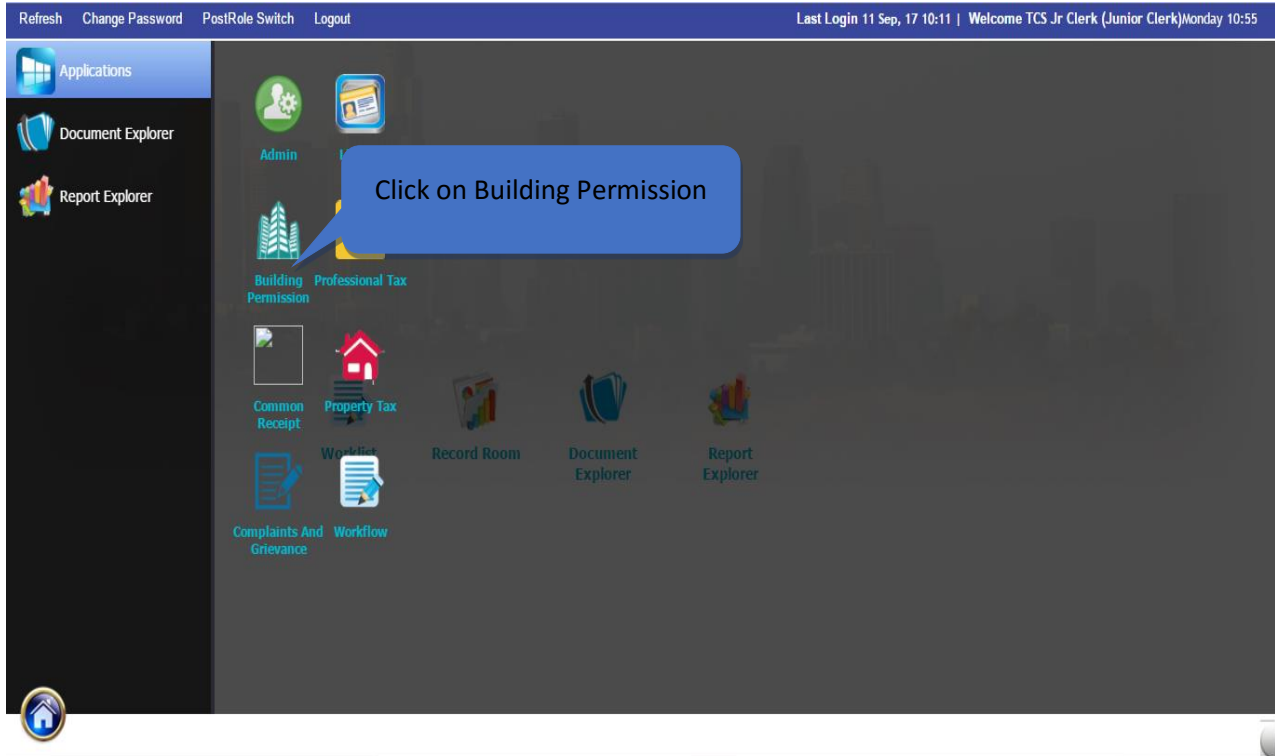
CHAPTER 11.   Part Plan/Zoning/ F Form Application

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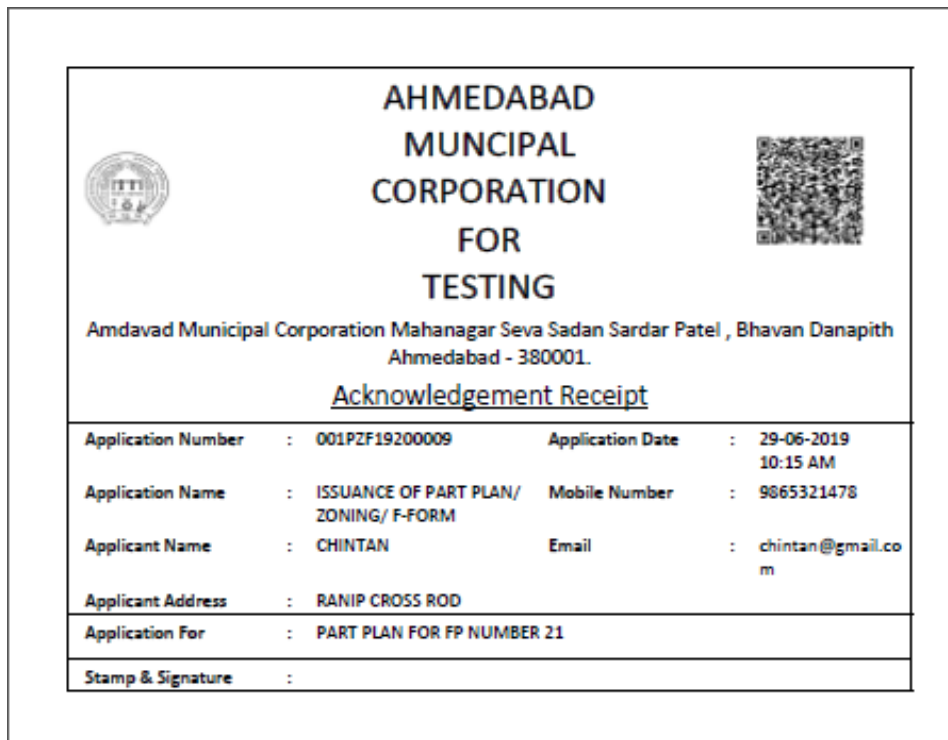
6. As shown below, User need to click on **"Apply for Part Plan / Zoning / F Form Certificate"** to apply for Part Plan / Zoning / F Form Certificate
7. After Clicking on this tab, User will be able to see the application form.
8. User need to fill the required fields and can submit the form.
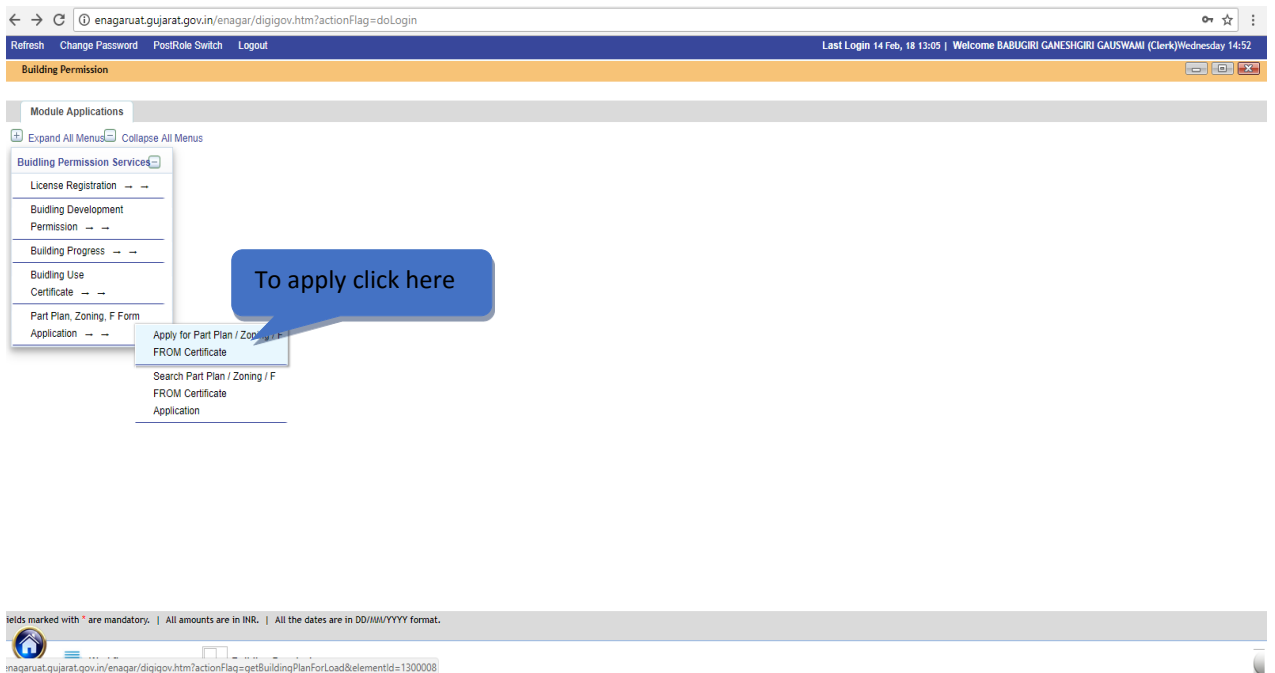
9. As shown below, User need to fill up the mandatory fields and submit the application form.


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

AHMEDABAD MUNCIPAL CORPORATION FOR TESTING

Amdavad Municipal Corporation Mahanagar Seva Sadan Sardar Patel , Bhavan Danapith Ahmedabad - 380001.

Acknowledgement Receipt

Application Number	:	001PZF19200009	Application Date	:	29-06-2019 10:15 AM
Application Name	:	ISSUANCE OF PART PLAN/ ZONING/ F-FORM	Mobile Number	:	9865321478
Applicant Name	:	CHINTAN	Email	:	chintan@gmail.com
Applicant Address	:	RANIP CROSS ROD			
Application For	:	PART PLAN FOR FP NUMBER 21			
Stamp & Signature	:				

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

Click on application number

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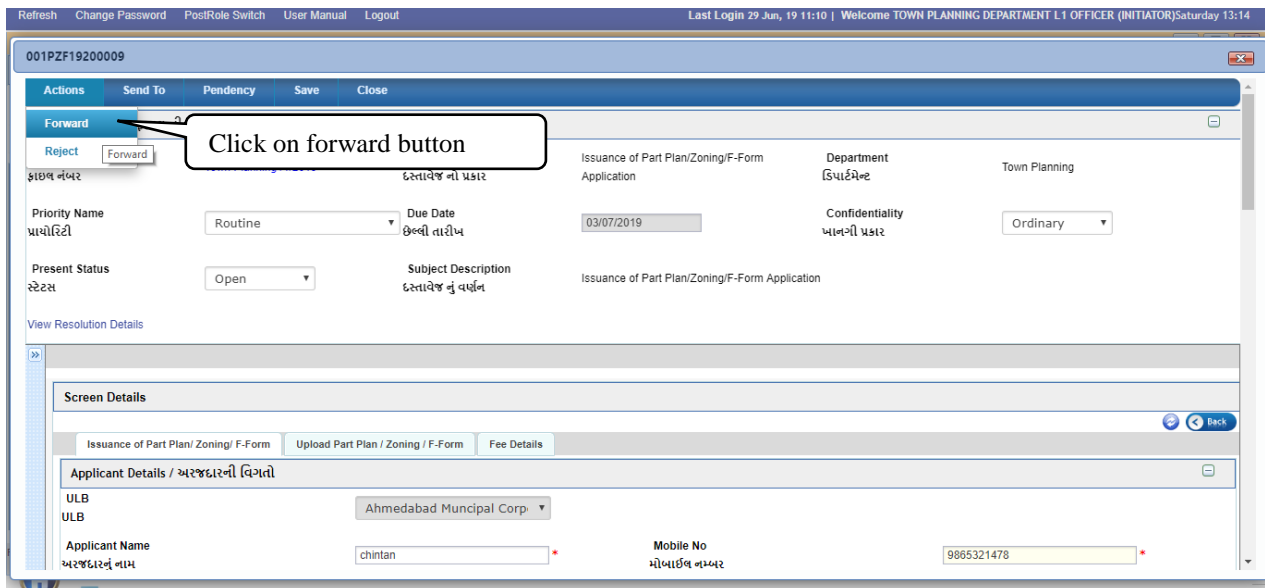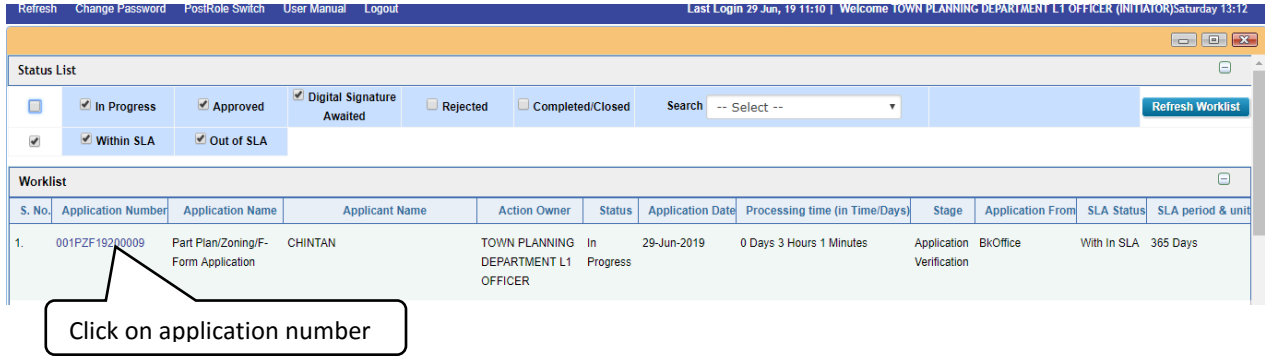
3. On click of forward button, application will be forwarded to L2 officer.

11.2 Login: L2 officer (Verifier)
1. Login as L2 officer.
2. Go to worklist.

Click on Worklist

Click on application number

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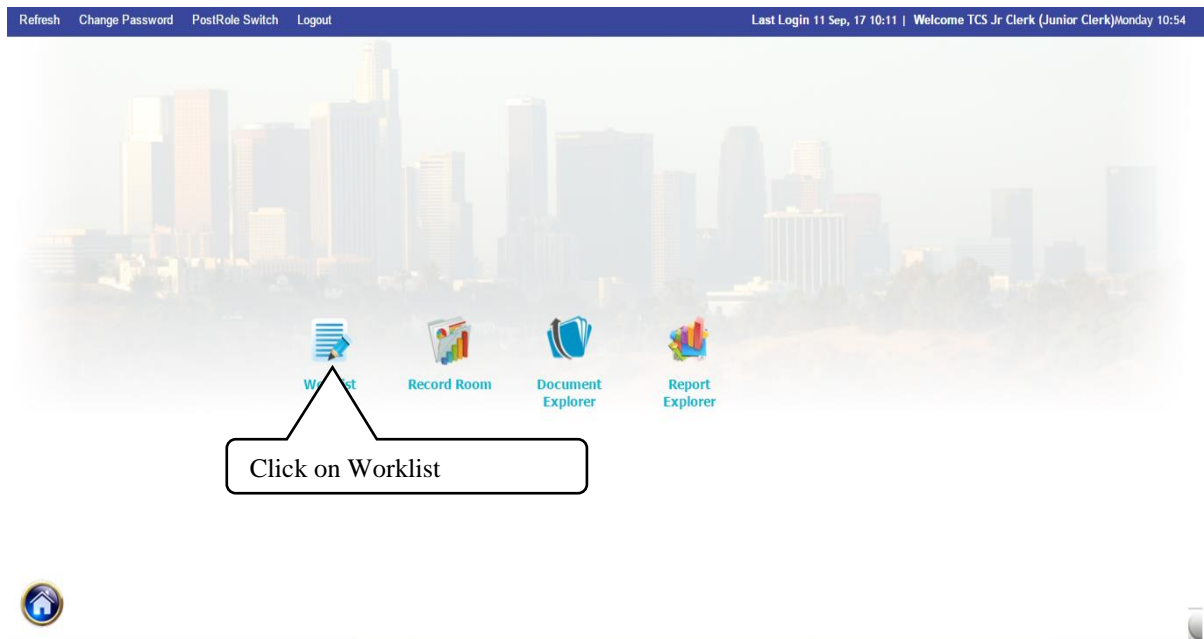5. Update Fees details in the Fees tab.

Upload required documents

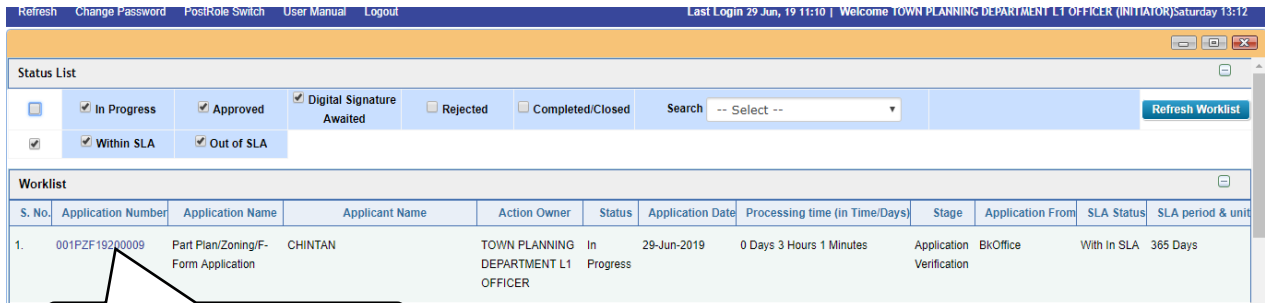Update Fees required
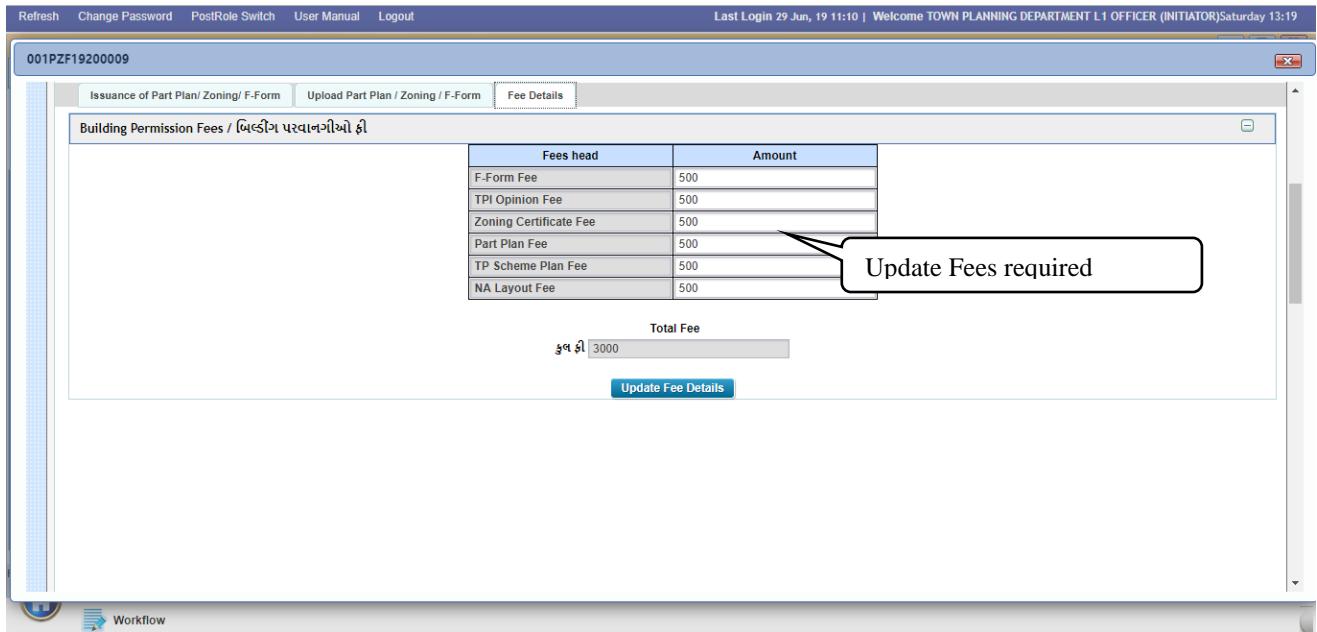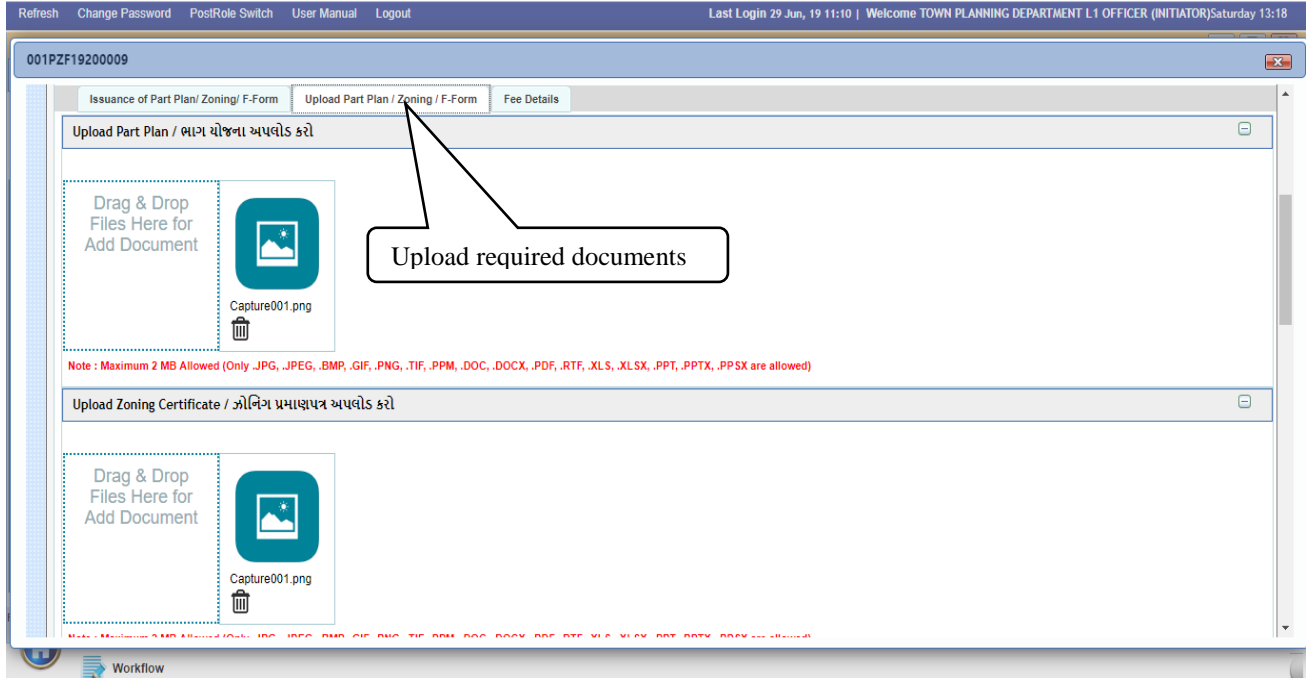
6. Forward application to L3 officer.
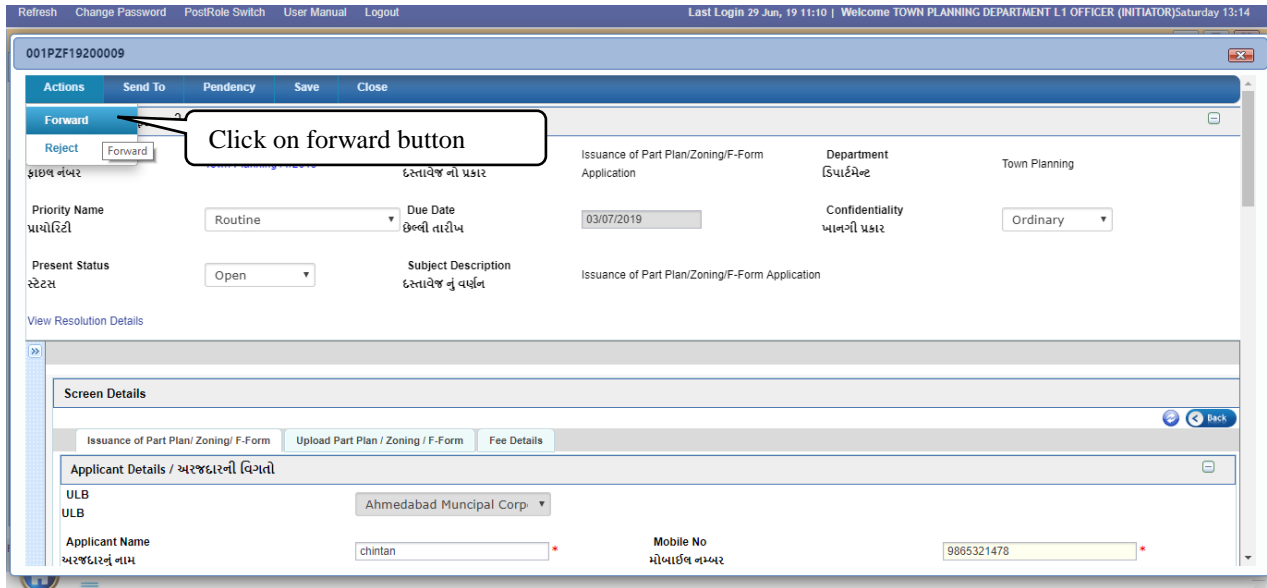
11.3 Login: L3 Officer (Approver)

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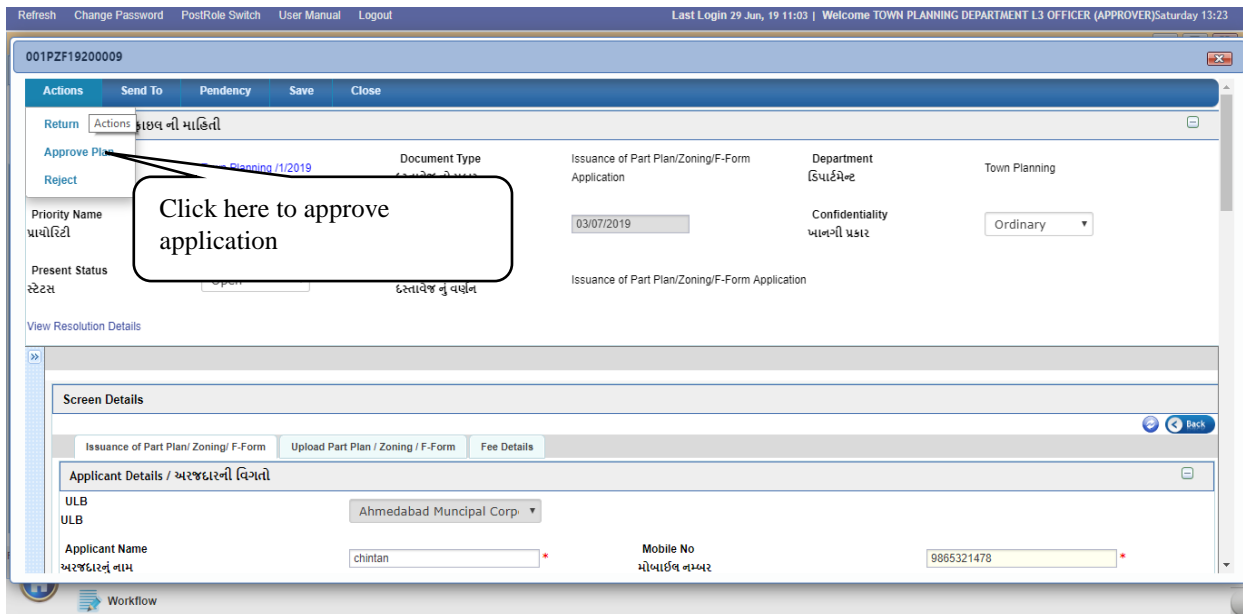2. Go to worklist. Click on the application number.

Click on application number

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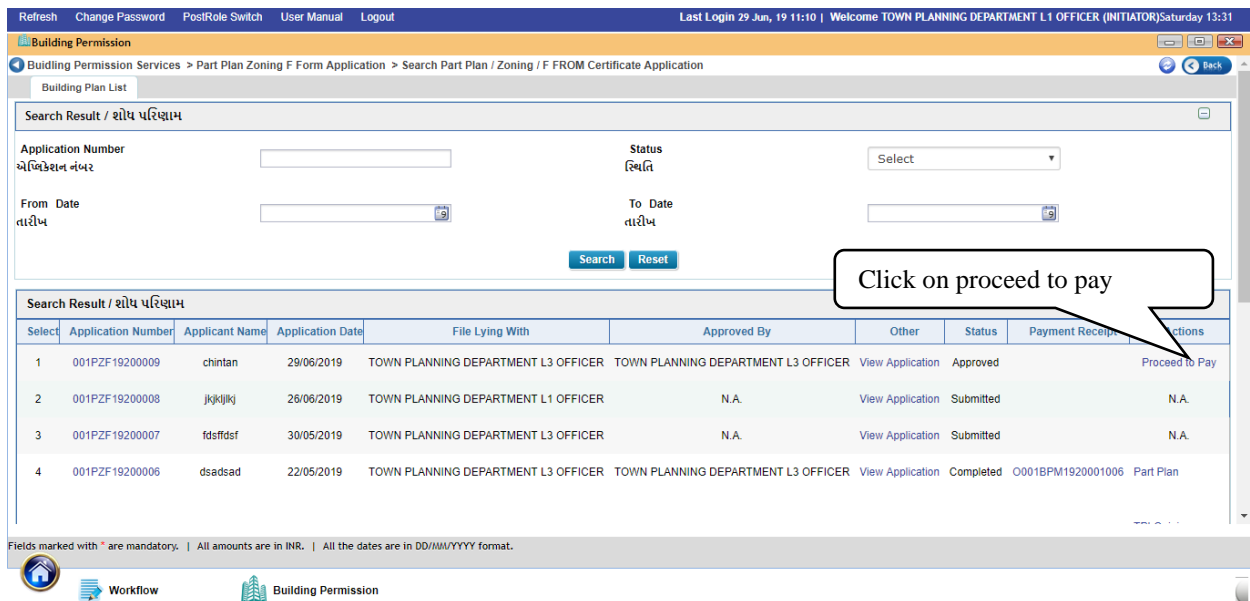

Click here to approve application

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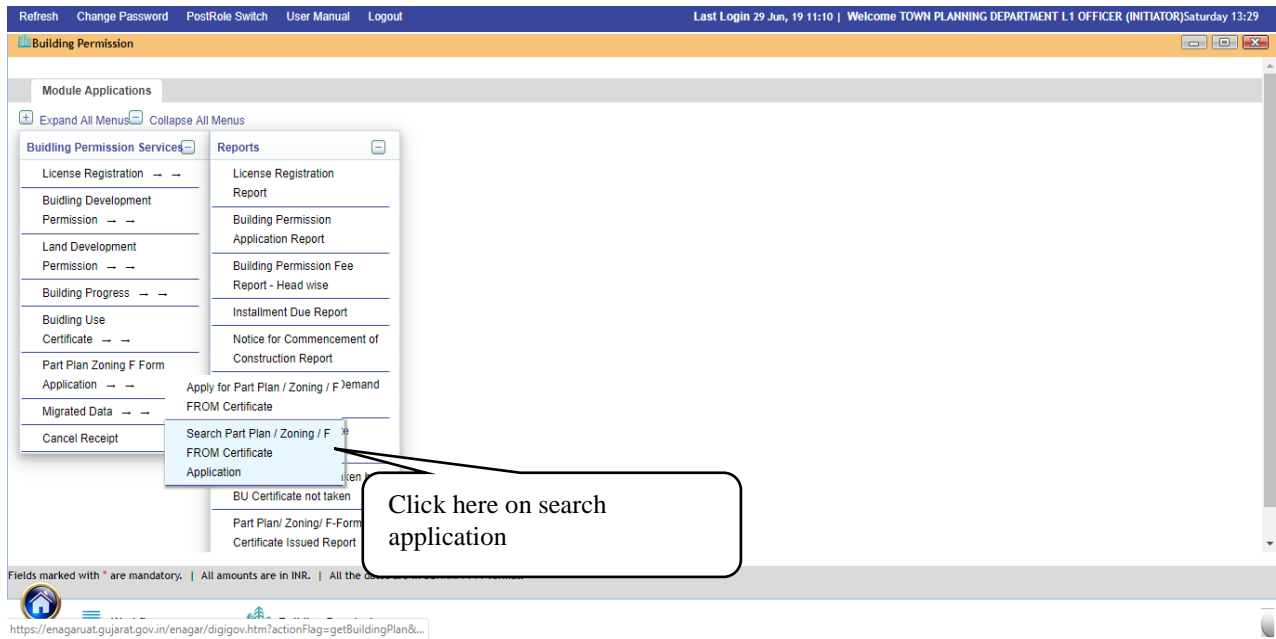
3. Search application based on Application number or other details available.

4. Select pay mode and provide necessary details.

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

6. Download Payment receipt.

AHMEDABAD MUNCIPAL CORPORATION FOR TESTING

Amdavad Municipal Corporation Mahanagar Seva Sadan Sardar Patel , Bhavan Danapith Ahmedabad - 380001.

Payment Receipt

Receipt Number	:	B001BPM1920001122	Payment Date	:	29-06-2019 01:34 PM
Application Name	:	ISSUANCE OF PART PLAN/ ZONING/ F-FORM	Mobile Number	:	9865321478
Payee Name	:	CHINTAN	Email	:	chintan@gmail.com
Applicant Address	:	RANIP CROSS ROD			
Pay Mode	:	CASH			
Application For	:	PART PLAN FOR FP NUMBER 21			

Payment Head	Amount
TPI OPINIION	500
ZONING CERTIFICATE	500
PART PLAN	500
TP SCHMENE PLAN	500
F-FORM	500
NA LAYOUT	500
Total Amount	3000

Amount In Words	:	RUPEES THREE THOUSAND ONLY.
Received At	:	Town Planning - Office
Stamp & Signature	:	

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