



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

STATE URBAN DEVELOPMENT AGENCY (SUDA)

**LTP Registration
Training Manual**

For

**DEVELOPMENT & DEPLOYMENT OF BUILDING PLAN APPROVAL MANAGEMENT SYSTEM IN
URBAN LOCAL BODIES OF JHARKHAND
(EXCEPT RANCHI & DHANBAD)**

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1. Introduction

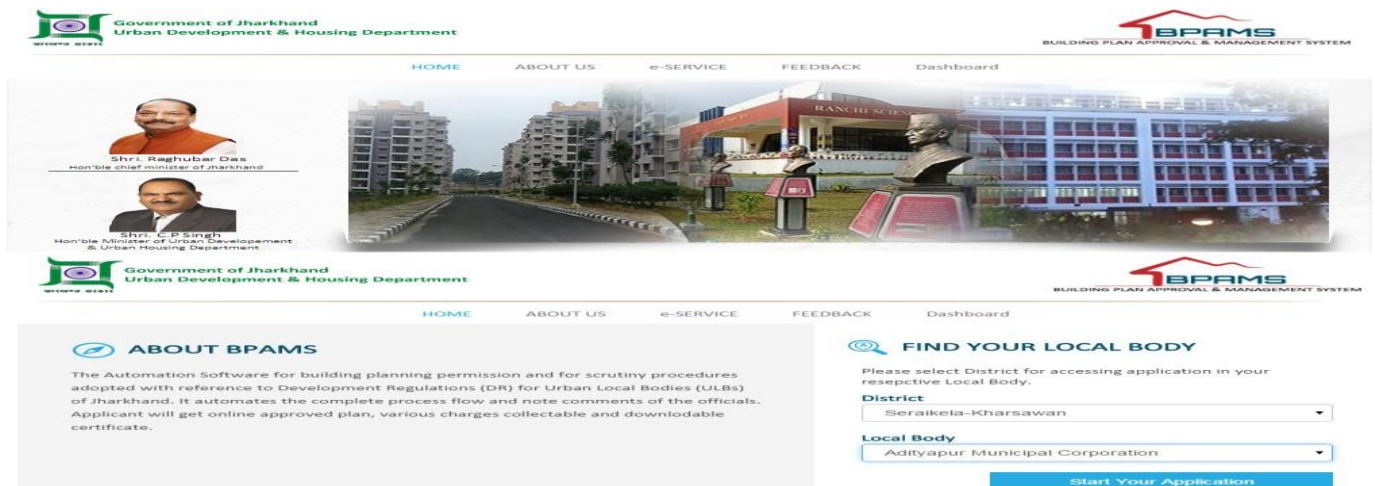
BPAMS is the automation of the approval process, followed for approval of architectural plans. It is an application customized for efficient management and approval of the Architect Proposal for BP. It helps in attaining standardization and hence transparency in the total process of building permission.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

2. LTP Registration Process

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

[URL:-http://103.13.97.245:9091/bpamsclient/](http://103.13.97.245:9091/bpamsclient/)

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



After clicking the start your application below screen will appears

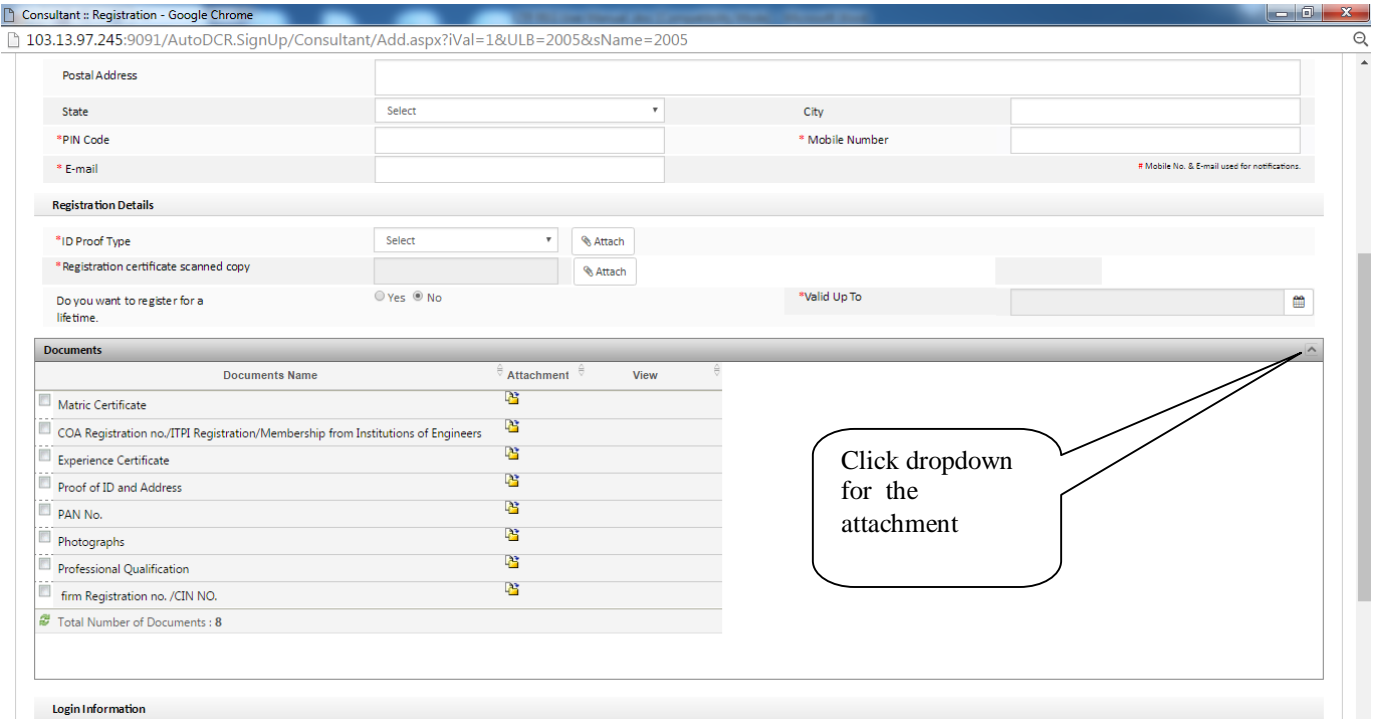
The screenshot displays the BPAMS Demo Municipal Corporation website. At the top left is the Government of Jharkhand Urban Development & Housing Department logo. At the top right is the BPAMS logo. The main header features the text "Demo Municipal Corporation". Below the header is a login section with fields for "Username" and "Password", a "LOGIN" button, and a "Forgot Password" link. A navigation bar contains buttons for "Online Payment", "Citizen Search", and "Dashboard". The main content area is divided into three columns: "LTP REGISTRATION", "Third Party Accreditation Programme Enrollment", and "DEVELOPER REGISTRATION". Each column has a list of links and a "MANUALS & DOWNLOADS" section. The LTP REGISTRATION section includes links for "LTP Registration", "LTP Renewal", and "Payment", followed by a list of instructions and fees. The Third Party Accreditation Programme Enrollment section includes a list of documents and checklists. The DEVELOPER REGISTRATION section includes links for "New", "View / Edit", and "Payment", followed by a list of manuals and download links. At the bottom, a footer message reads: "Welcome to BPAMS, Urban Development & Housing Department, Govt. of Jharkhand. Developed on AutoDCR® platform."

Here Applicant Need To Click on the LTP Registration TAB for the New Registration

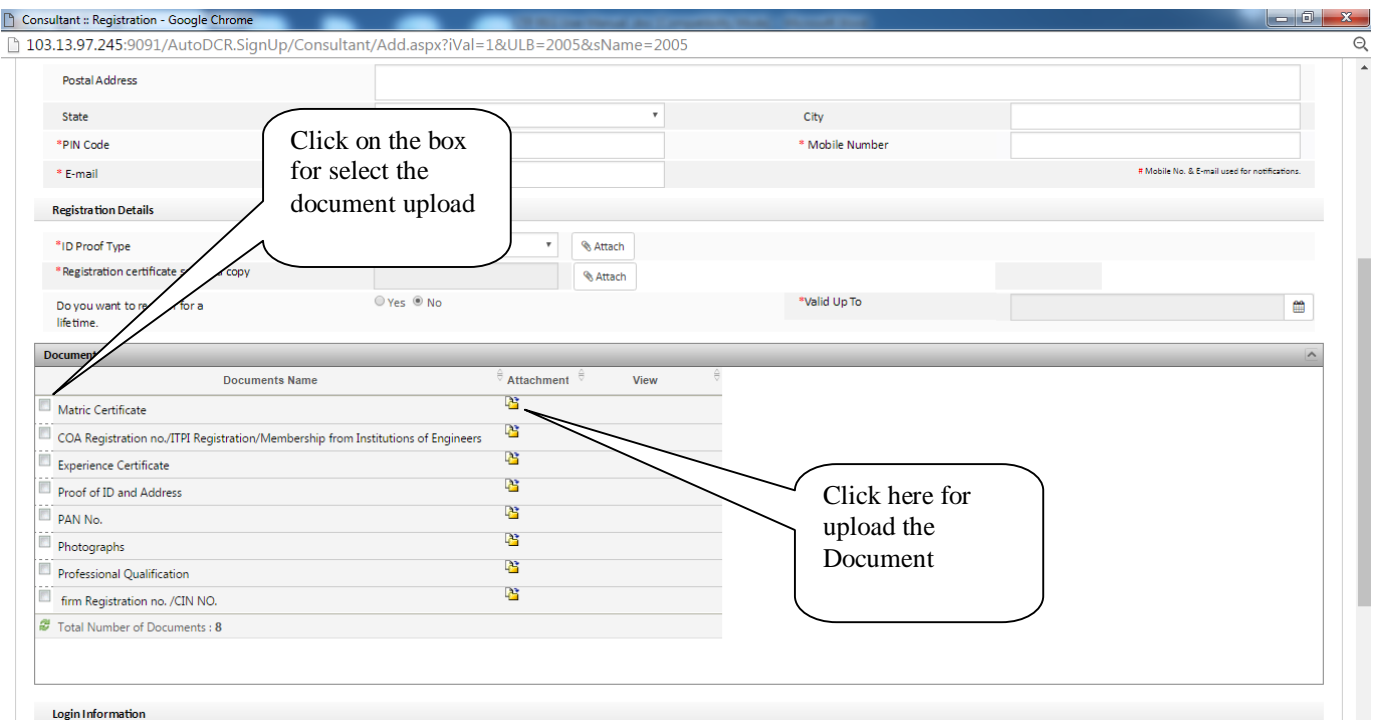
The screenshot shows a web browser window displaying the BPAMS registration form. The browser's address bar shows the URL: "103.13.97.245:9091/AutoDCR.SignUp/Consultant/Add.aspx?iVal=1&ULB=2005&sName=2005". The form is titled "Welcome To Registration" and is divided into several sections: "Personal Information", "Contact Information", "Registration Details", and "Documents". The "Personal Information" section includes fields for "Name" (with a dropdown for "Mr" and input for "First Name", "Middle Name", and "Last Name"), "Applicant Category" (a dropdown menu), "Qualification", "Firm Name", "Experience (in yrs.)", "Fee Declaration", "Valid from" (with a calendar icon), and "Valid To" (with a calendar icon). The "Contact Information" section includes fields for "Postal Address", "State" (a dropdown menu), "City", "PIN Code", and "Mobile Number". The "Registration Details" section includes fields for "ID Proof Type" (a dropdown menu), "Registration certificate scanned copy", and "Do you want to register for a lifetime." (with radio buttons for "Yes" and "No"). The "Documents" section is currently empty. The browser's taskbar at the bottom shows the Windows logo, Internet Explorer, and other applications, along with the system clock showing "10:54 PM 8/14/2016".

By clicking LTP registration TAB new form will open, Applicant need to fill all section carefully , Here user can create his/her own user id and password (end of the form)

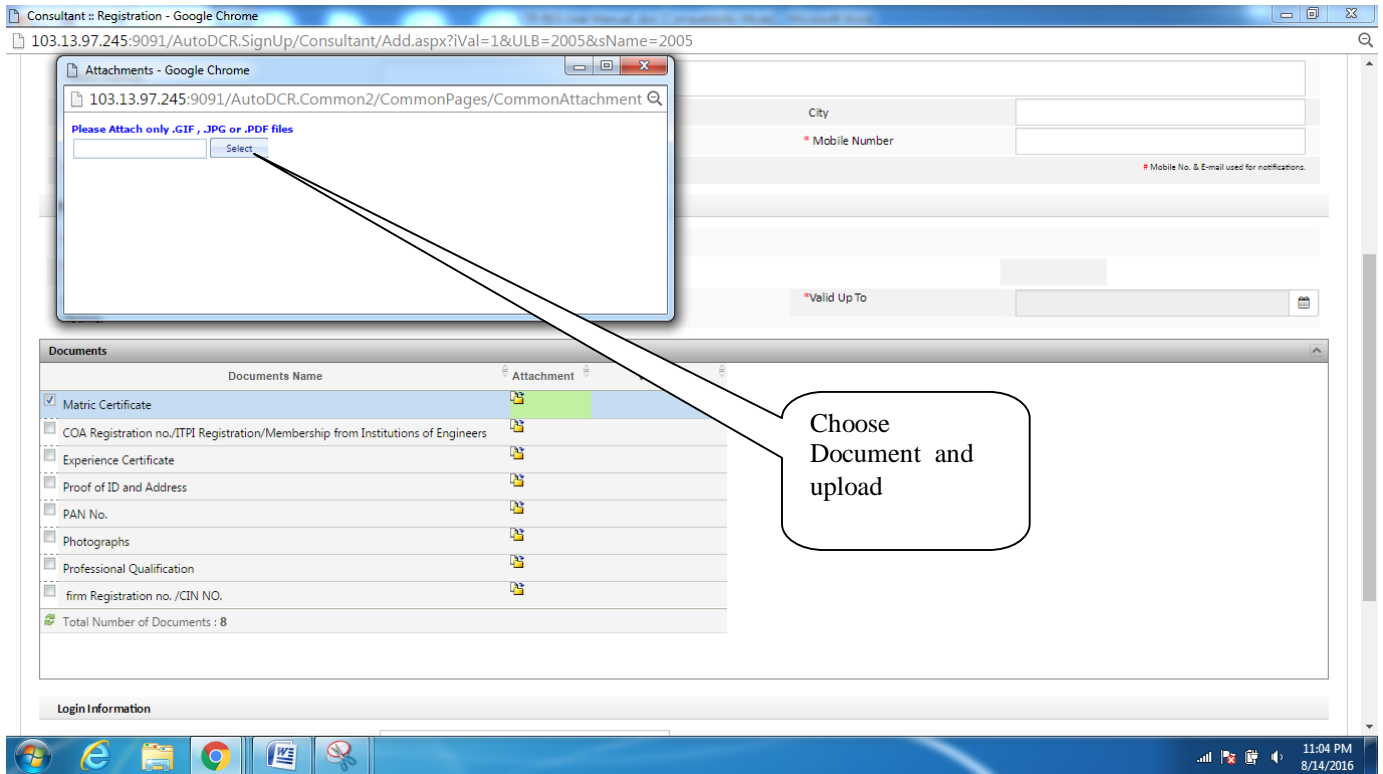
Mandatory Document Uploading In LTP registration form



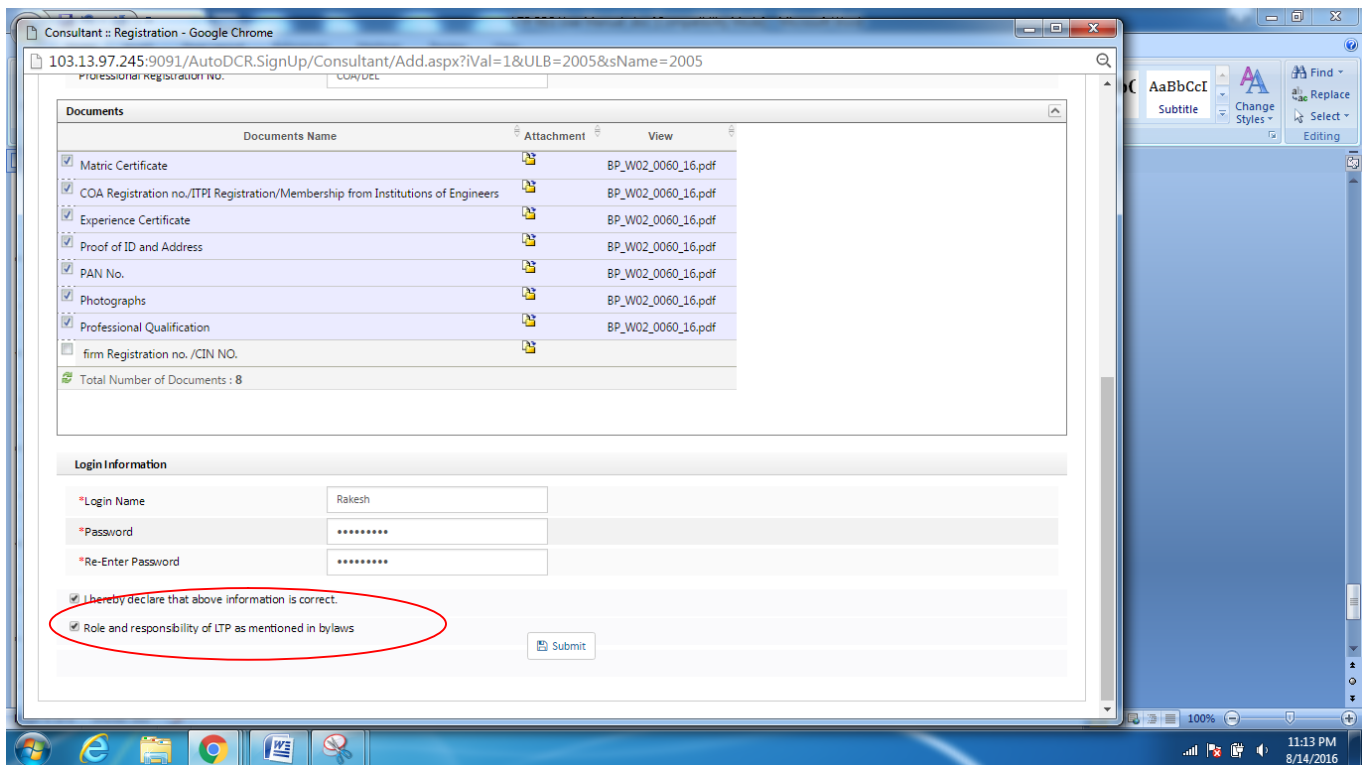
Applicant have to click on the check box which document he want to upload



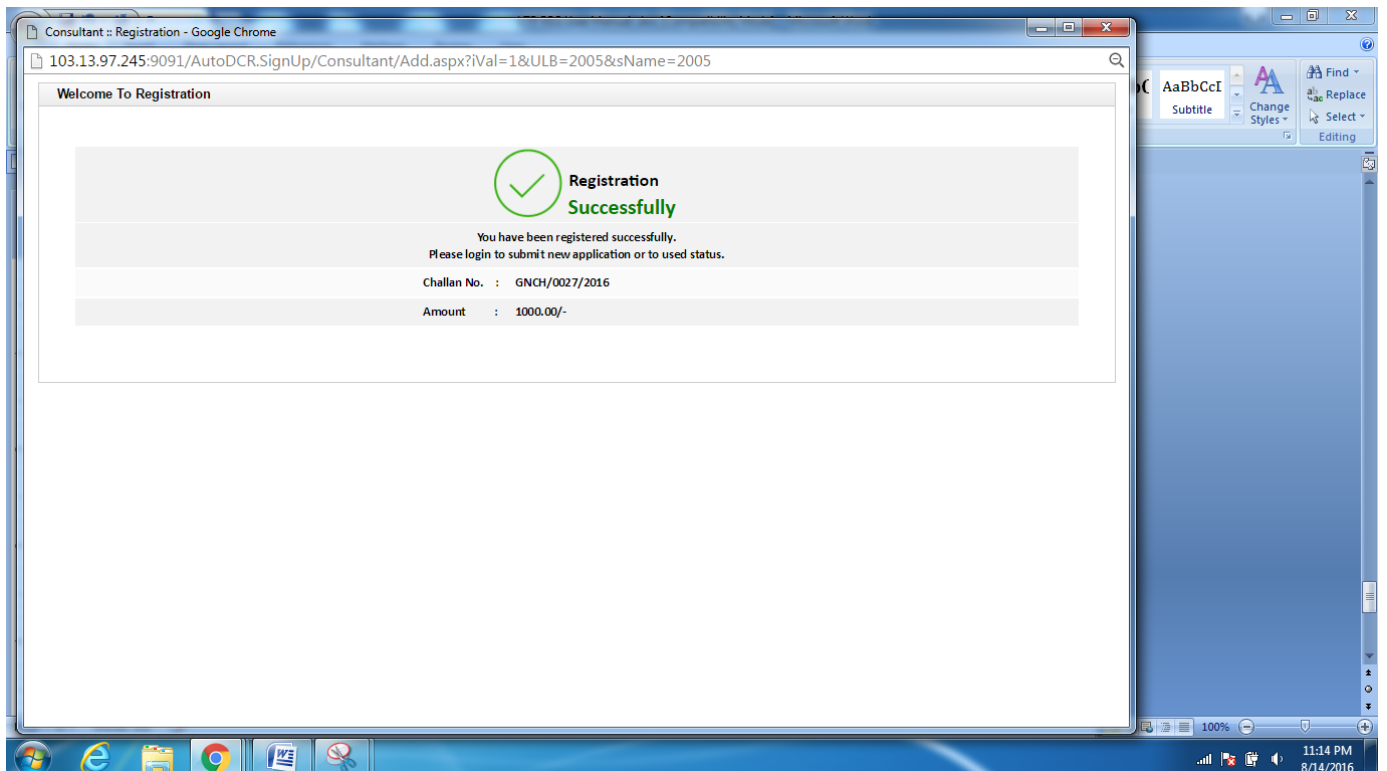
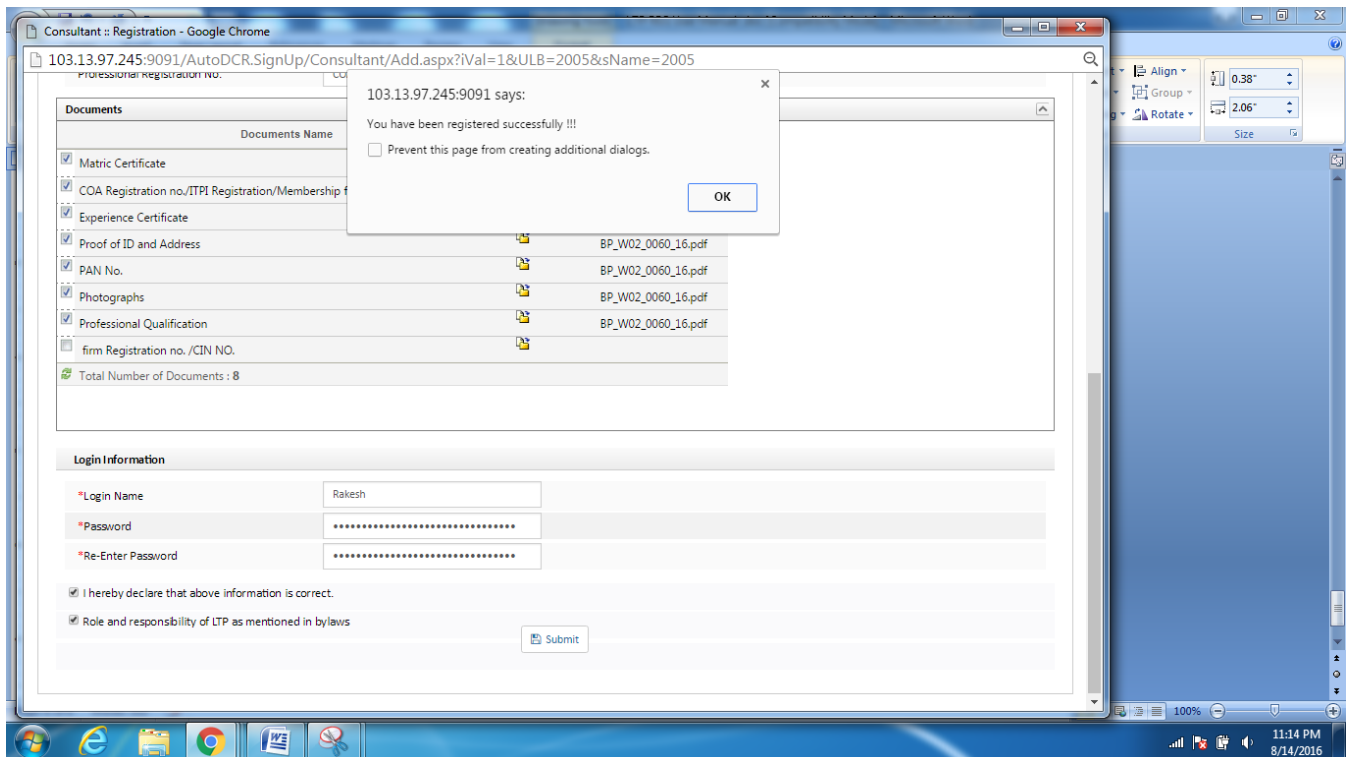
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After uploading all document Applicant have to put his /her own user id and password after that applicant have to click on the check box for the declaration and submit the Application



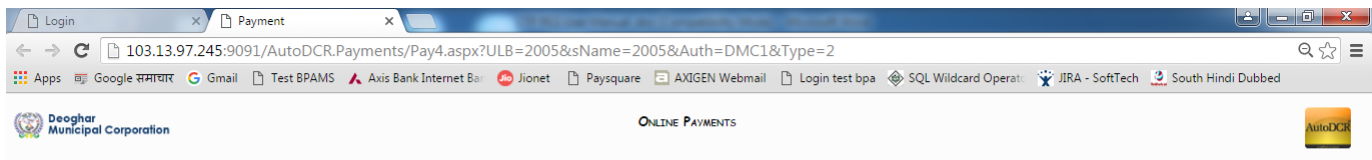
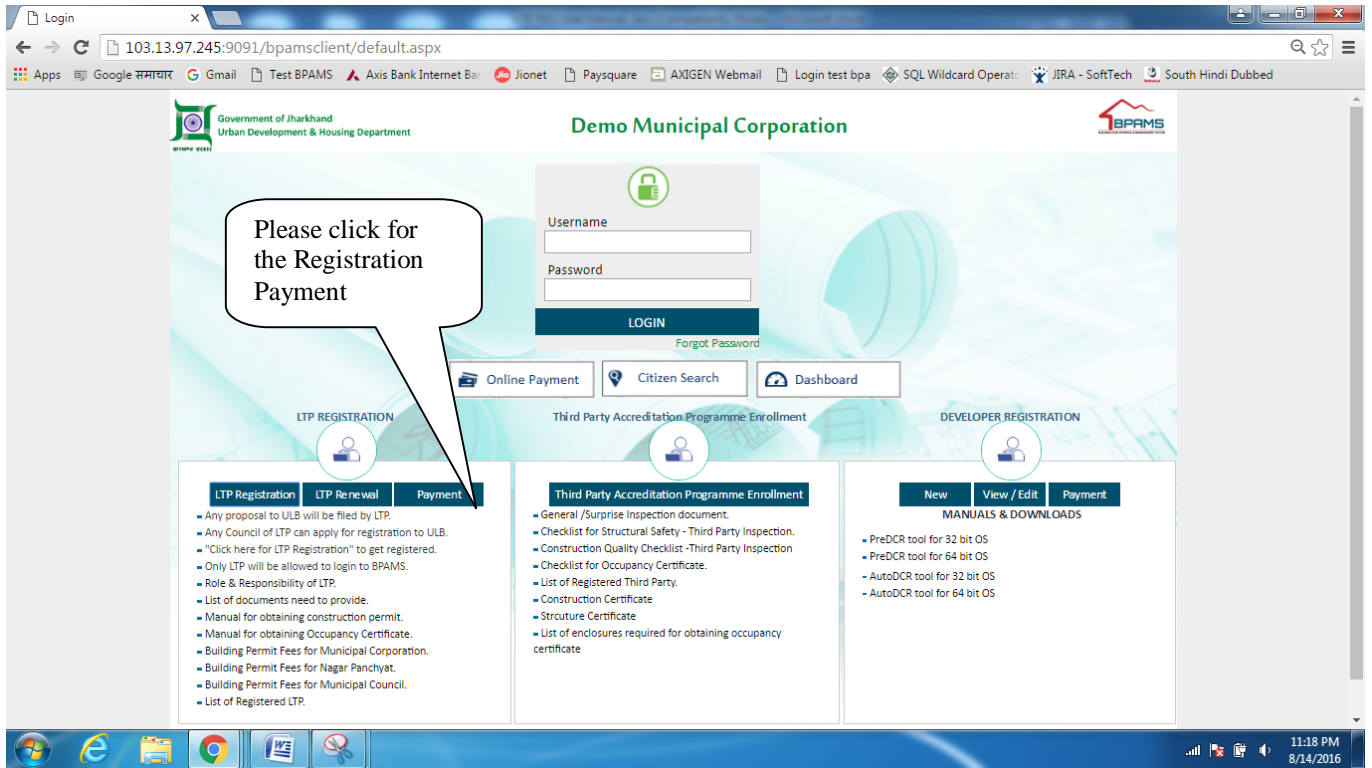
BPAMS-Training Manual for SUDA Officials



After submission above message will show; applicant also get the Registration no on his Mobile no which is given by the applicant while submitting the application form

Registration Fee Online Payment

Applicant need to click on the LTP Payment Tab On the portal For registration fee payment through online



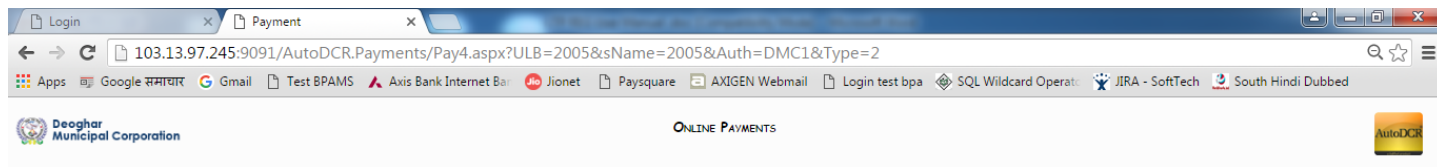
Registration Details	Payment Option
<p>File No./Challan No.</p> <p>CAO/NCSEA Registration/Challan No. <input type="text" value="Enter Registration No."/> <input type="button" value="GO"/></p> <p>Owner Name <input type="text"/></p> <p>Challan No. <input type="text"/></p> <p>Amount to Pay(Rs.) <input type="text"/></p>	<p>Bill Desk <input type="radio"/> Internet Banking/Credit/Debit Card <input type="radio"/></p> <p><input type="button" value="Pay"/></p>

Please Put Registration No which you received message on mobile number



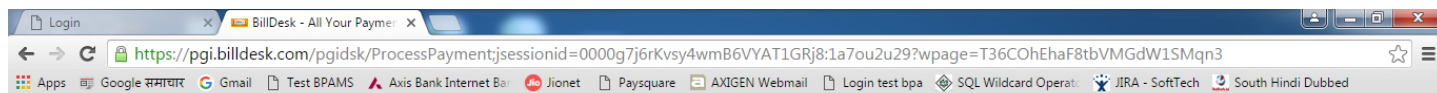
Applicant need to put registration no which he/she received on his/her Mobile no

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Registration Details	Payment Option
<p><input type="radio"/> File No. <input type="radio"/> Challan No.</p> <p>CAO/NCSEA Registration/Challan No. <input type="text" value="DGMC/ARC/0009/2016"/> <input type="button" value="GO"/></p> <p>Owner Name <input type="text" value="RekeshMishra"/></p> <p>Challan No. <input type="text" value="GNCH/0027/2016"/></p> <p>Amount to Pay(Rs.) <input type="text" value="1000"/></p>	<p>Bill Desk <input checked="" type="radio"/> Internet Banking/Credit/Debit Card</p> <p><input type="button" value="Pay"/></p>

Please click here for the online payment



The screenshot shows the BillDesk payment form for credit card. The form is titled "Pay by Credit Card" and includes a "Pay by AmEx ezeClick" option. The form fields are:

- Card Number:** Enter card number
- Expiration Date:** Month, Year
- CVV/ CVC:** CVV/ CVC
- Card Holder Name:** Enter card holder name

The form also includes a "Make Payment" button and a "Cancel" button. The merchant name is "Jharkhand Municipal Corporation" and the payment amount is ₹ 1000.00. The VISA logo is displayed with the tagline "everywhere you want to be".

Registration Status

Stapes

LTP have to go main login page **view LTP** option

Government of Jharkhand
Urban Development & Housing Department

Demo Municipal Corporation

BPAMS

Username
Password

LOGIN
Forgot Password

Online Payment Citizen Search Dashboard

LTP REGISTRATION Third Party Accreditation Programme Enrollment **DEVELOPER REGISTRATION**

LTP Registration **LTP Renewal** **Payment** **View LTP**

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

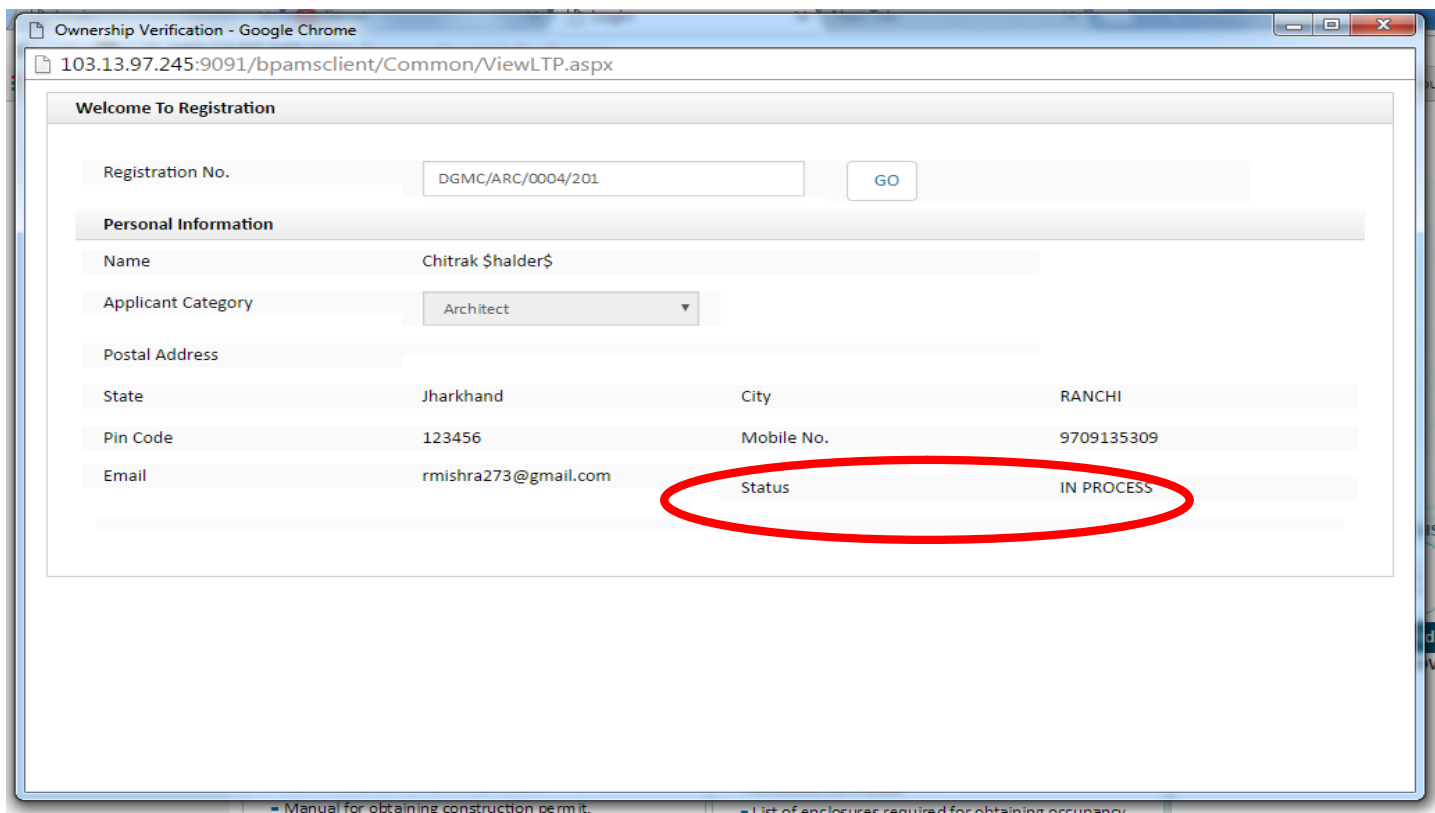
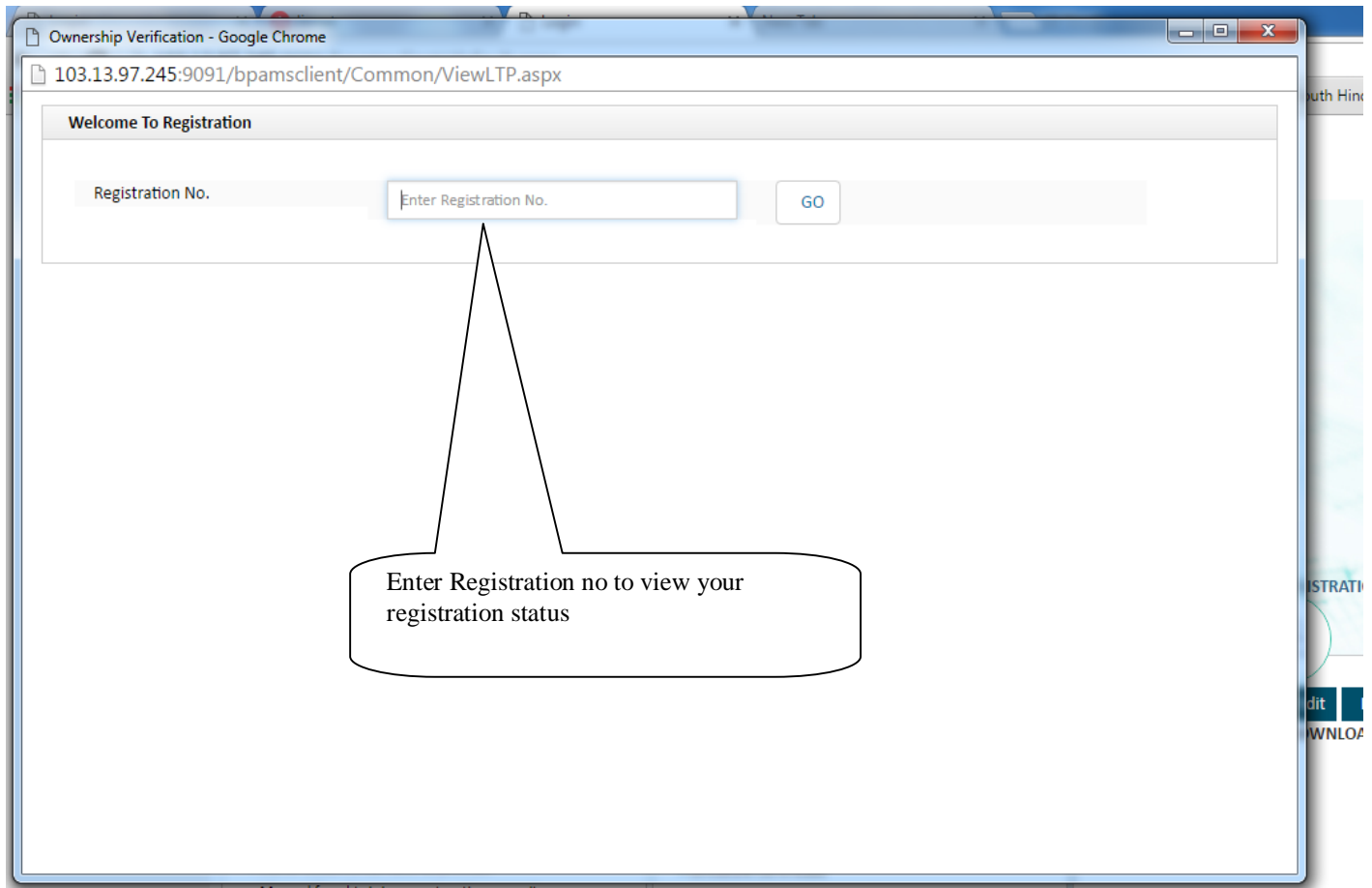
Third Party Accreditation Programme Enrollment

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

New **View / Edit** **Payment**

MANUALS & DOWNLOADS

- PreDCR tool for 32 bit OS
- PreDCR tool for 64 bit OS
- AutoDCR tool for 32 bit OS
- AutoDCR tool for 64 bit OS



LTP Registration Rejection (Resubmission of LTP Registration)

If any registration Rejected Status will show **rejected**, in that case LTP will resubmit the registration form as per remarks given by the ULB. No fees will charge in resubmission case

The screenshot shows a web browser window titled "Ownership Verification - Google Chrome" with the URL "103.13.97.245:9091/bpamsclient/Common/ViewLTP.aspx". The page content is titled "Welcome To Registration" and contains a form with the following fields:

Registration No.	DGMC/ARC/0004/201	GO	
Personal Information			
Name	Chitrak \$halder\$		
Applicant Category	Architect		
Postal Address			
State	Jharkhand	City	RANCHI
Pin Code	123456	Mobile No.	9709135309
Email	rmishra273@gmail.com	Status	REJECT

A red circle highlights the "Status" field, which contains the value "REJECT". A "Submit" button is located at the bottom of the form.

Please click on submit button for resubmission

Again your file will open , then LTP have to re submit the form as per remarks given by the ULB