CONTACT DETAILS

Deployed personnel by M/s SoftTech Engineers Ltd. for implementation, support assistance and operation of Building Plan Approval Management System (BPAMS).

S.No.	Cluster No.	ULB Name		Details of Deployed pe	rsonnel		
1	Cluster 1	Ranchi Municipal Corporation					
2	Cluster 1	Bishrampur Nagar Parishad					
3	Cluster 1	Garhwa Nagar Parishad					
4	Cluster 1	Gumla Nagar Parishad	Name: Satish Kumar	Name: Neha Sareen	Name: <u>Rohit Ranjan Srivastava</u>		
5	Cluster 1	Lohardaga Nagar Parishad	Designation: Architect Contact No.: 7541077261	Designation: Draftsman Contact No.: 9031995170	Designation: Implementation Engineer Contact No.: 7209426428		
6	Cluster 1	Medininagar Municipal Corporation			contact No.: 7205420420		
7	Cluster 1	Ranchi Smart City Corporation Ltd. (RSCCL)					
8	Cluster 1	Simdega Nagar Parishad					
9	Cluster 2	Ranchi Regional Development Authority (RRDA)					
10	Cluster 2	Bundu Nagar Panchayat					
11	Cluster 2	Chhattarpur Nagar Panchayat					
12	Cluster 2	Hariharganj Nagar Panchayat	Name: <u>Vikash Vaibhav</u>	Name: <u>Radha Minz</u>	Name: Ramiz Raza		
13	Cluster 2	Hussainabad Nagar Panchayat	Designation: Architect Contact No.: 9354534390	Designation: Draftsman Contact No.: 6200695758	Designation: Implementation Engineer Contact No.: 7909092376		
14	Cluster 2	Khunti Nagar Panchayat	Contact No.: 5554554550	Contact No.: 0200093738	Contact No. , 7505052370		
15	Cluster 2	Latehar Nagar Panchayat	_				
16	Cluster 2	Manjhiaon Nagar Panchayat	_				
17	Cluster 2	Shri Banshidharnagar Nagar Panchayat					
18	Cluster 3	Adityapur Municipal Corporation					
19	Cluster 3	Chaibasa Nagar Parishad					
20	Cluster 3	Chakradharpur Nagar Parishad					
21	Cluster 3	Chakuliya Nagar Panchayat	Name: Karamjeet Kaur	Name: <u>Khalid Raza</u> Designation: Draftsman Contact No.: 8709342574	Name: Pradeep Kumar		
22	Cluster 3	Jamshedpur NAC	Designation: Architect		Designation: Implementation Engineer		
23	Cluster 3	Jugsalai Nagar Parishad	Contact No.: 7888789350		Contact No.: 7004956229		
24	Cluster 3	Kapali Nagar Parishad					
25	Cluster 3	Mango Municipal Corporation	_				
26	Cluster 3	Saraikela Nagar Panchayat					
27	Cluster 4	Hazaribag Municipal Corporation					
28	Cluster 4	Chatra Nagar Parishad	_				
29	Cluster 4	Dhanwar Nagar Panchayat	Name: Vikram Rana	Name: Pradeep Kumar Mahto	Name: Sangharsh Kumar		
30	Cluster 4	Domchach Nagar Panchayat	Designation: Architect	Designation: Draftsman	Designation: Implementation Engineer		
31	Cluster 4	Jhumritilaiya Nagar Parishad	Contact No.: 7061022800	Contact No.: 9155667489	Contact No.: 8340295937		
32	Cluster 4	Koderma Nagar Panchayat	_				
33	Cluster 4	Phusro Nagar Parishad	_				
34	Cluster 4	Ramgarh Nagar Parishad					
35	Cluster 5	Dhanbad Municipal Corporation	_				
36	Cluster 5	Badakisarai Nagar Panchayat	4				
37	Cluster 5	Chas Municipal Corporation		Nemer Current Kurren Ch	News Culture di su		
38	Cluster 5	Chirkunda Nagar Parishad	Name: <u>Akash Vishal Das</u> Designation: Architect	Name: <u>Sunny Kumar Sharma</u> Designation: Draftsman	Name: <u>Gulfam Ahsan</u> Designation: Implementation Engineer		
39	Cluster 5	Giridih Municipal Corporation	Contact No.: 9531069309	Contact No.: 8651962987	Contact No.: 98332262832		
40 41	Cluster 5 Cluster 5	Jamtara Nagar Panchayat Jharkhand Mineral Area Development Authority (MADA)	-				
42	Cluster 5	Authority (JMADA) Mihijham Nagar Parishad	1				
43	Cluster 6	Deoghar Municipal Corporation					
44	Cluster 6	Barharwa Nagar Panchayat	1				
45	Cluster 6	Basukinath Nagar Panchayat	1				
46	Cluster 6	Dumka Nagar Parishad	1				
47	Cluster 6	Godda Nagar Parishad	Name: Pramod Tuli	Name: <u>Shravan Kumar</u>	Name: Devashis Ranjan		
48	Cluster 6	Madhupur Nagar Parishad	Designation: Architect Contact No.: 8094666580	Designation: Draftsman Contact No.: 6201909990	Designation: Implementation Engineer Contact No.: 7979829990		
49	Cluster 6	Mahagama Nagar Panchayat		Contact No.: 0201303350	contact No., 7575625550		
50	Cluster 6	Pakur Nagar Parishad	1				
51	Cluster 6	Rajmahal Nagar Panchayat	1				
52	Cluster 6	Sahibganj Nagar Parishad	1				



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

STATE URBAN DEVELOPMENT AGENCY (SUDA)

User Manual (How to approve a proposal online)

For

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

For Video Tutorial Click below link https://www.youtube.com/watch?v=90L75sGnJMk

SUBMITTED BY:-SOFTTECH ENGINEERS PVT. LTD



BPAMS | Online Building Permission Management System

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5.1 Role and Responsibility of Town Planner	
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1. Introduction

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

How to Approve an Online MAP

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

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

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

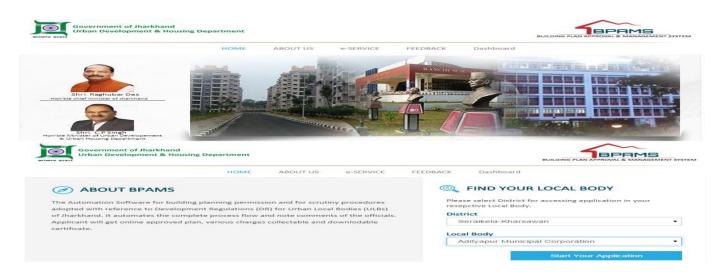
Below is the roles and responsibility of a counter Clerk

2. Counter Clerk

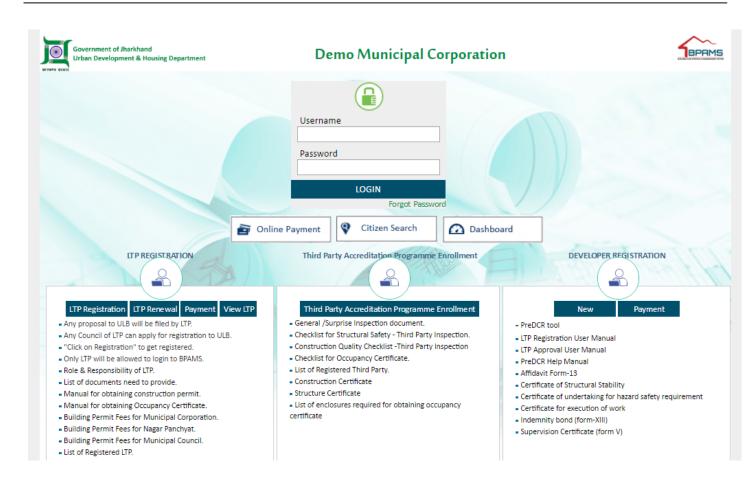
User need to open the below link to open the Online Building Plan Approval Management system

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

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



After clicking the start your application below screen will appears



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

After the login flowing screen will appears

dityapur Municipal orporation	≡	Mr. Vijay Kumar Mahato [Counter Clerk]				MESSAGES	ACTIVITIES USER
Application Status	\sim	Enter keywords to search for					Filter Find Clear
		File No.	Case Type	Applicant	Owner Name	Project Type	Submitted Date 1
In Process							×
Returned		AMC/TEMP/BP/0024/W22/2017	New	Abhishek Tewari	GANESH KUMAR	Building Development Permit	25/2/2017
Registration Status	~	AMC/TEMP/BP/0028/W02/2017	New	Abhishek Tewari	Mr. PRITPAL SINGH	Building Development Permit	2/3/2017
In Process		₩ 📢 1/1 🕪 №					
Developer Registration	\sim	🎜 📄 🗐 🗿 🗐 🍓 🖉 🐐 Style: Stand	dard Light Office Modern E	Borders Query ExtJS Robust Plain	Colors		
In Process							
	~						
Payments							
Pending Developer Fees	5						
Paid Developer Fees							
Pending Processing Fee	s						
Partially Paid Challan							
Paid Processing Fees							
Pending Registration Fe	es						
Paid Registration Fees							
Occupancy	~						
In Process							

BPAMS | Online Building Permission Management System

2.1 Role and Responsibility of Clerk

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

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

Adityapur Municipal 🔤	Mr. Vijay Kumar Mahato [Counte	er Clerk]			MESSAGES ACTIVITIES US
Application Status V	Proposal Info Generate File No.	0	ils Drawings Application Cher		te Inspection Payment Proposal Flow
Returned Registration Status	File No. : AMC/TEMP/BP/002 Applicant : Abhishek Tewa ri(A		prward the proposal within 2 working days : 25/2/2017	and your remaining days is 0.	Proposal Risk level : Medium
In Process Developer Registration	Proposal Information				
In Process	* Case Type * Circle Name	New Adityapur 2	✓ * Project ✓ Village		Building Development Permission
Payments V	* Ward No.	W22	* Thana	No.	131
Paid Developer Fees	Holding No. (if any) Building No.		Mohalla, Colony/	/Bazar/Road Street	
Pending Processing Fees Partially Paid Challan	* Khata No.	61	* Khesra	No.	583/p
Paid Processing Fees Pending Registration Fees	Risk Details				
Paid Registration Fees	Proposal Risk level : Type	Proposal Value	Medium Risl	k Level	
Occupancy V	Height	Below 10 Meters	Low		
In Process	Level of Occupancy	Between 50 - 100	Medium		
Returned	Purpose	No	Low		

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

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

Application Status 🗸 🗸	Proposal Info Owner Info Plot Details Building Deta	ails Drawings Application CheckLis	st Documents Site Inspection	n Payment Pr	oposal Flow
In Process	💕 Generate File No. 🛚 🗴 Notesheet 🛛 Dijection 🛛 💀 Send		← Back	OnLine Payment Repor	t 🗋 Proposal f
Returned	Please fo	orward the proposal within 2 working days and	your remaining days is 0.		
Registration Status		: 25/2/2017		oposal Risk level : Mediun	1
In Process				a Barah	e Mandatory Docu
Developer Registration 🛛 🗸	Document Check List		······	Z	e Manualory Docu
In Process	# Click on Document(s) to View attachment/Remarks				
Payments 🗸	Mandatory Documents Additional Documents OwnerShip	Documents			1
Pending Developer Fees	Document Name	Reference No.	Reference Date	Receive R	eect
· ·					
Paid Developer Fees	Supervision certificate			9	
Paid Developer Fees Pending Processing Fees				* •	1
Paid Developer Fees	Supervision certificate				1
Paid Developer Fees Pending Processing Fees Partially Paid Challan	Supervision certificate Affidavit for peaceful possession of the land			*	1
Paid Developer Fees Pending Processing Fees Partially Paid Challan Paid Processing Fees	Supervision certificate Affidavit for peaceful possession of the land Certificate for Execution of Work as Per Structural Safety				1
Paid Developer Fees Pending Processing Fees Partially Paid Challan Paid Processing Fees Pending Registration Fees	 Supervision certificate Affidavit for peaceful possession of the land Certificate for Execution of Work as Per Structural Safety Structural Drawing pdf Document. 				1

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

	ityapur nicipal Corporation	≡	Mr. Vijay Kumar Mahato [Counter Clerk]			MESSAGES	ACTIVITIES	2 USER
ß	Application Status	~	Proposal Info Applicant Info Drawings Documents	Plot Details	Building Details Payment	Details Proposal Flow	Remarks	
	In Process		💕 Generate File No. 🕒 Create Demand Note 🛛 🕈 Notesheet 🛛 🏖	Objection 💀 Send	i 🗲 Back		Applicat	ion Form
	Returned		File No. : 2003/TEMP/BP/0023/W14/2016 Created On : 23/4	I/2016 Scrutin	y Status : Scrutiny Pending S	ite Visit Status : Site Visit Pendin	g	
	Payments	~	Applicant : kumar (08554667554)	anks for confirming (receipt of hardcopies.			
	Pending Processing Fees			/04/2016			_	
	Paid Processing Fees							
ይ	Change Password	~	 Document Check List 			Raise Objection for Ma	ndatory Docum	ents
	Change Password		= Click on Document(s) to View attachment/Remarks					
				Documents		_	-	
			Document Name	Reference No.	Reference Date	Receive Re	eject	
			Supervision certificate					
			Affidavit for peaceful possession of the land					

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

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

Adityapur Municipal	Mr. Vijay Kumar Mahato [Counter Clerk]	Messages activities user
Application Status	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents	Site Inspection Payment
in Process Returned	Proposal Flow If Generate File No.	e Payment Report 🛛 🖹 Proposal Form
Registration Status V	Please forward the proposal within 2 working days and your remaining days is 0.	sal Risk level : Medium
Developer Registration 🔷	AM 1P/BP/0024/W22/2017	
In Process	Document Check List	Receive Mandatory Documents
Pending Developer Fees	Click on Document(s) to View attachment/Remarks Mandatory Documents Additional Documents OwnerShip Documents	
Paid Developer Fees Pending Processing Fees	Document Name Reference No. Reference Date Ø Site/Key Plan	Receive Reject
Partially Paid Challan Paid Processing Fees	Supervision certificate	*
Pending Registration Fees	Certificate for Execution of Work as Per Structural Safety	
Paid Registration Fees Occupancy	Structural Drawing pdf Document.	

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

S View NoteSheet - Torch				- • X
103.13.97.245:8085/Auto	DCR.Common2/NoteSheet/ViewNote	Sheet.aspx?iId=667&iProp	osalId=478&iChe	ck=1&isRevDer ▼
NoteSheet Detail				
File No.	2003/BP/0008/W14/2016	Case Type	New	
Architect/Engineer Name	kumar	Owner Name	wqe	
	There is no observation i	in the Note Sheet !!!		Add

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

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

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

dityapur Municipal	Mr. Vijay Kumar Mahato [Counter Clerk]	MESSAGES ACTIVITIES USER
Application Status ~ In Process	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Docume	ents Site Inspection Payment
Returned Registration Status	Image: Constraint of the proposal within 2 working days and your remaining days is 0.	OnLine Payment Report Di Proposal Form
In Process	Tile Created on : 25/2/2017 Al MP/BP/0024/W22/2017	Proposal Risk level : Medium
Developer Registration V	A i t : Abhishek Tewari(AMC/ARC/0026/2016) Architect	Receive Mandatory Documents
🗐 Payments 🗸 🗸	Document Check List	
Pending Developer Fees	Click on Document(s) to View attachment/Remarks Mandatory Documents Additional Documents OwnerShip Documents	
Paid Developer Fees	Document Name Reference No. Reference Date	Receive Reject
Pending Processing Fees	✓ Site/Key Plan	🗩 🗆
Partially Paid Challan	✓ Supervision certificate	
Paid Processing Fees	✓ Affidavit for peaceful possession of the land	
Pending Registration Fees Paid Registration Fees	Certificate for Execution of Work as Per Structural Safety	
	Structural Drawing pdf Document.	

After clicking on the send button following screen will show

Ad Mu	ityapur inicipal Corporation	≡	Mr. Vijay Kumar Mahato [Counter Cle	erk]				MESSAGES		2 USER
ወ	Application Status	~						(🕈 Send	back
	In Process									
	Returned		Outward Information							
	Payments	~	Outward No.	;	2003/BP/0008/W14/2016					
	Pending Processing Fees		* Designation	14	Tax Inspector	۲				
	Paid Processing Fees		* Send To	:	Tax Inspector	•				
ደ	Change Password	~	* User Notes	~	done					
	Change Password				1977.00		\mathcal{A}			
							- Y (1960-			

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

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

3. Tax Inspector

After the tax Inspector login flowing screen will appears

ን _{Ap}	pplication Status	~	In Process Enter keywords to sear	ch for				Filter	Find	Clea
In	n Process		🖉 Total Proposals : 2							
D	raft Returne <mark>d</mark>		File No.	Architect	Owner Name	Case Type	Project Type	٩	Proposal Da	ite
Re	eturned						V	X		
ζcł	hange Password	~	2003/BP/0008/W14/2016	kumar	wqe	New	Building Development Pe	rmit	24/4 <mark>/</mark> 20	16
c	hange Password		2003/BP/0003/W05/2016	Santosh	Test Data	New	Building Development Pe	rm <mark>it</mark>	9/4/201	6
CI	nange i assword		₩ ≪ 1/1 ₩ ₩							

3.1 Role and Responsibility of Tax Inspector

- a) Ownership Document Receive
- b) Ownership Verification
- c) Writing Not sheet
- d) Sending Proposal to next level

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

BPAMS-Training Manual for SUDA Officials

Adityapur Municipal Corporation	Mr. Tax Inspector [Tax Inspector]	MESSAGES	
Application Status In Process Draft Returned	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents Proposal Flow 	Site Inspection	Payment
Returned Occupancy In Process	Please forward the proposal within 3 working days and your remaining days is 1.	roposal Risk level : Med	lium
Returned Approved	Proposal Information * Case Type New * Project Type	Building Development I	Permissi 🔻
Change Password Change Password		DINDLI	•
	Holding No. (if any) 2983 Mohalla/Bazar/Road D	Dindli Manjhi Tola, Adity	yapur
		Dindli, Manjhi Tola 30(N), 84(O)	
	Risk Details		
	Proposal Risk level : Medium Type Proposal Value Risk Level		

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

dityapur Municipal orporation	≡	Mr. Tax Inspector [Tax Inspector]			Messages activities user
Application Status In Process Draft Returned	~	Proposal Info Owner Info Plot Details Proposal Flow Notesheet Ownership verification Ownership verification		ation CheckList Documents	Site Inspection Payment
Returned Occupancy In Process Returned Approved	~	File No. : AMC/BP/01 Applicant : MUKESH Document Check L	Please forward the proposal within 3 working days a Created on : 3/3/2017 017) Civil Engineer	and your remaining days is 1.	psal Risk level : Medium Verify Ownership Docum
Change Password	~	Click on Document(s) to View attachment/Remarks OwnerShip Documents Document Name	Defense Ne	Reference Date	
Change Password		Sale Deed	Reference No.	13/11/1984	Receive Rejec
		Mutation /Correction slip	118/1995-96	30/15/1995	
		Rent Receipt	A	29/10/201	
		🗌 Khatiyan			

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

	posal verification updated	POverification1.aspx?iMsgId=667&iPro successfully.	posaid=478	Fields marked	with * are mandatory
proposal Information					C
Case Type		New	* Project Type	Buile	ding Development Permit
Associate (Technical Perso	on)				
wner/ Site Information					
Owner Name	wqe	Yes No	* Mobile	8677676767	🖲 Yes 🔘 No
Village Name	Bodaiya	🖲 Yes 🔘 No	* Ward No.	W14	🖲 Yes 🔘 No
(hata No.	123546532	Yes O No	* Thana No.	43215	Yes O No

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

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

🖲 Yes 🔘 No

Yes
 No

User can also see the report by clicking the report button

87676



Khesra No.

Area Details

Adityapur Municipal Corporation

* Total Builtup Area (sq. mtr.)

Physical area measured at site

76572

Yes 🔘 No

Atleast any one of following area is required.

TITLE SCRUTINY REPORT

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

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

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

Then save the note sheet and close.

← → C f	103.13.97.245:	8085/S	WC.Admin/Home.aspx				• sz 🕜 😡	
Apps 🖻 AX	IGEN WebMail 🗼 Online	e Axis Ban	Sview NoteSheet - Torch	dant # hote (MIL & lost #	Fairalfaire con			📋 Other bookma
Adityapur			-	DCR.Common2/NoteSheet/ViewNote	Sheet.aspx?iId=667&iProp	oosalId=478&iChe	ck=1&isRevDer▼	v 8.
	Corporation	Mr. T	NoteSheet Detail					ACTIVITIES USER
	nn Status 🗸 🗸	22	File No.	2003/BP/0008/W14/2016	Case Type	New		
D Applicatio	on status 🔹	Pro	Architect/Engineer Name	kumar	Owner Name	wqe	\sim	emarks
In Proce	SS	🕑 No						Application Form
Draft Re	turned	Fi					Add	
Returne	d	A	Vijay Kumar Mahato					
A Change P	assword 🗸						\sim	
Change	ADD NoteSheet - To	orch						
Change	103.13.97.245:	8085/A	utoDCR.Common2/NoteShee	et/Bstrp_NoteSheet.aspx?iProposalId=4	478&iID=66 🔻			T
	NoteSheet Remai	rk						T
					-			
	A Normal text -	Bold	Italic <u>Underline</u>		🖫 Save			
	Enter text							

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

Adityapur Municipal Corporation		Mr. Tax Inspecto	or [Tax Inspector]						MESSAGES		2º USER
Application Status	~	Proposal Info	Applicant Info	Drawings	Documents	Plot Details	Building Details	Payment Details	Proposal Flow	Remarks	
In Process Draft Returned			Ownership verificatio		Back	Scrutiny State	us : Scrutiny Pending	Site Visit Status	Site Visit Pending	Applicat	ion Forr
Returned			mar (08554667554)				,				
2 Change Password	~	- Pro	posal Information								
Change Password			* Case Type		New	۲	* Project Type		Building Development P	er 🔻	
			* Circle Name		Kanke	•	* Village Name		Bodaiya	•	
			* Ward No.		W14	۲	* Thana No.	4	13215		
			Holding No. (if any)				Mohalla/Bazar/Roa	d			
			Building No.				Colony/ Street				
			* Khata No.		123546532		* Khesra No.	8	37676		

When you click on the send button following screen will show

BPAMS-Training Manual for SUDA Officials

← → C ↑ 103.13	.97.245:8	8085/SWC.Admin/Home.aspx				- 🔂 🕜 🔂 🚥			
Apps 🗃 AXIGEN WebMail	🙏 Online	Axis Bank 👌 SarkariResult.com 👌 Rojgar Result	🈏 Twitter	👌 IRCTC 🛛 G Gmail 🏾 🌞 PrabhatKhaba	ar.com		C Ot	ther bookma	
Adityapur Municipal Corporation	≡	Mr. Tax Inspector [Tax Inspector]				MESSAGES		L. USER	
Application Status	~					(r Send	back	
In Process Draft Returned		Outward Information					\smile		
Returned		Outward No.	:	2003/BP/0008/W14/2016					
A Change Password	~	* Designation	:	Junior Engg	•				
Change Password		* Send To	:	David Oreya	•				
		* User Notes							

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

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

4. Junior Engineer

After the Junior Engineer login flowing screen will appears

$\leftarrow \rightarrow \circ$	2 🖍 🗋 103.13.97	.245:808	5/SWC.Admin/Home.aspx							* 53 (3 🞧 🖆 (JOHF
Apps E	🛾 AXIGEN WebMail 🗼	Online Axis	Bank 🕤 SarkariResult.com 🕤 F	ojgar Result 🏾 😏	Twitter 🕤 I	RCTC G	Gmail 🏾 🌞 PrabhatKhal	par.com				Other book
Adityap Municip	our oal Corporation	■ M	Ir. David Oreya [Junior Engg]							MESSAG		L [®] USER
ကြီ Appi	lication Status	~	In Process Enter keywords to sea	rch for							Filter Fin	d Clear
In P	rocess		🖉 Total Proposals : 2									
Dra	ft Returned		File No.		chitect	¢	Owner Name	Case Ty	e 🕆	Project Type	Proposa	al Date 💧
Ret	urned										×	
App	proved		2003/TEMP/BP/0015/W12/20	16 Santosh	6	Ram		New	Bui	lding Development Pern	nit 20/4	4/2016
🗐 Payr	ments	~	2003/BP/0001/W01/2016	milind R	Ramekar	sdfg		New	Bui	lding Development Pern	nit 14/3	3/2016
Pen	iding Processing Fees		₩ 44 1/1 ₩ ₩									
Paic	d Processing Fees											
ይ Char	nge Password	~										

4.1 Role and Responsibility of Junior Engineer

- a) All Document Receive
- b) Site Inspection Planc) Site Inspection Checklist
- d) Note sheet
- e) Send to Neat level
- f) Objection if not ok

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

Giridih Nagar Parishad	≣	Mr. Sunil Kumar Shrivastava [Junior Engg] \square
Inspection	~	Enter keywords to search for Filter Find Clear File No. Case Type Applicant Owner Name Project Type Submitted Date
Inspection List		× X
Application Status	~	GNP/BP/0001/W12/2017 New Tarkeshwar Pramanik Sabita Baranwal Building Development Permit 2/2/2017
In Process		
Draft Returned		2 🗟 🖄 🐨 🗧 🦉 🐨 Style: Standard Light Office Modern Borders Query ExtJS Robust Plain Colors
Returned		
Approved		
Occupancy	~	
In Process		
Returned		
Approved		
2 Change Password	~	
Change Password		

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

ridih Nagar Parishad	Mr. Sunil K	umar Shrivastava [Ju	nior Engg]				Messages	
Inspection	Proposal		Plot Details	Building Deta	ils Drawings	Application CheckList D	ocuments Gite Inspection	Payment
Application Status	Proposal Noteshee		rification 🛛 🔏 Object	ction 💀 Send			← Back	Application Fo
In Process Draft Returned Returned		o. : GNP/BP/0001/W12 ant : Tarkeshwar Pram		Created on : 2/2/		rdue for this proposal.	Proposal Risk level : Lo	w
Approved							3 Ver	ify Mandatory Docun
	✓ Docu	ment Check List —						
Occupancy In Process	= Click o	on Document(s) to View att			Devente			~
Occupancy	= Click c		Additional Docume		p Documents Reference No.	Reference Date		re Reject
Occupancy In Process	= Click o Mano Doc	on Document(s) to View att Jatory Documents		ents OwnerShi 5		Reference Date		~
Occupancy In Process Returned Approved	 Click of Mano Doc Ø Site 	on Document(s) to View att datory Documents cument Name	Additional Docume			Reference Date		e Reject
Occupancy In Process Returned Approved	 Click of Manc Manc Doc ✓ Site ✓ Sup 	on Document(s) to View att datory Documents cument Name /Key Plan	Additional Docume			Reference Date	eceiv	~
Occupancy In Process Returned Approved Change Password	 Click of Manc Doc Ø Site ✓ Sup Ø Africe 	on Document(s) to View att Jatory Documents cument Name /Key Plan vervision certificate	Additional Docume 4 ssion of the land	5		Reference Date	eceiv	e Reject
Occupancy In Process Returned Approved Change Password	 Click a Mano Doc Ø Site Ø Sup Ø Afic Ø Cer 	on Document(s) to View att datory Documents cument Name //Key Plan viervision certificate lavit for peaceful posses	Additional Docume 4 ssion of the land Nork as Per Structural	5		Reference Date	eceiv	e Reject

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

Giridih Nagar Parishad	Mr. Sunil Kumar Shrivastava [Junior Engg]	MESSAGES	ACTIVITIES USER
Inspection	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents	Site Inspection	Payment
Inspection List	Proposal Flow	1	
Application Status	Motesheet Monership verification 20 Objection Send	← Back	Application Form
In Process	Your time limit has been overdue for this proposal.		
Draft Returned	File No. : GNP/BP/0001/W12/2017 Created on : 2/2/2017	Proposal Risk level : Lov	w
Returned	Applicant : Tarkeshwar Pramanik(GNP/ENG/0004/2016) Civil Engineer		
Approved	# Please plan your site inspection visit, accordingly system will be intimated to applicant.		
Оссирапсу	Site Visit Date	n now LTP will ge	t intimation on i
In Process	# Inspection 2 Planned for Status		
Returned			
Approved			
ቢ Change Password			
Change Password			

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

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

Adityapur Municipal Corporation	Mr. David Oreya [Junior Engg]	MESSAGES	ACTIVITIES USER
Inspection Inspection List Application Status In Process	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents Proposal Flow Modesheet Overship verification Please forward the proposal within 7 working days and your remaining days is 4.	Site Inspection 1 ← Back	Payment Payment Payment
Draft Returned Returned Approved Occupancy In Process		posal Risk level : Lo	w Site Inspection
Returned Approved Change Password	1 First site visit 3/3/2017 Inspection Pending		2
Change Password			

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

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

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

Town Planner

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

5.1. Role and Responsibility of Town Planner

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

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

Adityapur Municipal Corporation	≡	Mr. Town planner (Town Planning Officer)				MESSAGES A	
Developer Registration	~	Proposal Info Owner Info Plot Det	tails Building Detai	ls Drawings	Application CheckList	iments Site Inspection	Payment
In Process		Proposal Flow				1	
Inspection	~	Run AutoDCR	sheet 🛚 🕅 Ownership v	verification 🔏 (Dbjection 💀 Send 🗭 Scrutiny Re	marks 🗲 Back	Proposal Form
Inspection List	L				orking days and your remaining days is 0		
Application Status	~	Z 3 4 File No. : AMC/BP/0002/W05/2017 Applicant : MUKESH KUMAR(AMC/ENG/00	Created on : 27/2/			Proposal Risk level : Low	
In Process			on four four channel				
Draft Returned		Proposal Information					
Returned		* Case Type	New	Ŧ	* Project Type	Building Development Pe	rmissi 🔻
Approved Files		* Circle Name	Gamharia	v	* Village Name	KUMHAR PADA	v
Registration Status	~	* Ward No.	W05	Ŧ	* Thana No.	66	
In Process		Holding No. (if any)	NILL		Mohalla/Bazar/Road	BAGAN PADA / GAMHARI	A / STATIC
Occupancy	~	Building No.	NILL		Colony/ Street	BAGAN PADA	
In Process		* Khata No.	67		* Khesra No.	67	
Returned		Risk Details					
Approved ९. Change Password	~	Proposal Risk level :			Low		

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

Executive Officer

Can Approve the file or reject the proposal