AutoDCR

BPAMS User Manual

New Delhi Municipal Council

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Table of Content

BPAMS User Manual 1

1 System Description 3

2 Accessing the BPAMS system: User Roles & Consoles 3

3 Organizational Setup 3

4 Admin Console screens 3

4.1 Link from NDMC Website *4*

4.2 Log-In the system *4*

4.3 Department Master *5*

4.4 Designation Master *6*

4.5 Creating Office Category *7*

4.6 Creating Office *8*

4.7 Document Number *10*

4.8 Creating & assigning consoles *11*

4.9 Creating employees *12*

4.10 Creating architects *13*

4.11 Profile *15*

5 User Console screens 16

5.1 Building Clerk console *16*

5.1.1 In-process Proposals 16

5.2 Junior Engineer *20*

5.3 Assistant Architect *23*

5.4 Architect *24*

5.5 Deputy Chief Architect *26*

5.6 Chief Architect *27*

5.7 Secretary *29*

5.8 Chairperson *30*

5.9 Junior Engineer (Issuing Building Permit Letter) *33*

1 System Description

BPAMS is the automation of the Building Proposal approval system, followed for approval of architectural plans. The application is customized for efficient management and approval of the drawings. 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 online. The proposal will be brought to the counter assistant facility centers at NDMC. Proposal is in-warded into the system. After drawing and document scrutiny, proposal is either approved or rejected.

AutoDCR is the unique and innovative way of automatic scrutiny of building proposal by reading CAD drawings. It is the software to automate the lengthy and cumbersome manual process of checking the development regulations, thus reducing paper work and effort of Architect and the Authority. It helps in attaining the e-governance with supplying all electronic versions of documents.

2 Accessing the BPAMS system: User Roles & Consoles

There are various consoles designed in the system. These consoles are created based on predefined roles and responsibilities of individuals. One of these is administrator console.
Administrator: Has the full right to enter all master data, setup passwords. This role is very important in the initial phases of BPAMS setup, and in periodic maintenance of organization structure of the corporation. One can define designations, posts, offices, employees and post office mappings etc.

3 Organizational Setup

Need to follow sequentially to create organization setup for New Delhi Municipal Council. One can update anytime by going directly to individual option.

1. Department
2. Designation
3. Office Category
4. Office
5. Post-Office
6. Consoles
7. Employees
8. Architects
9. Conditions

4 Admin Console screens

4.1 Link from NDMC Website

The link will be found on the New Delhi Municipal Council website, (http://www.ndmc.gov.in), **Online Building Plan Approval System (OBPAS)** will follow the architect to the login page.

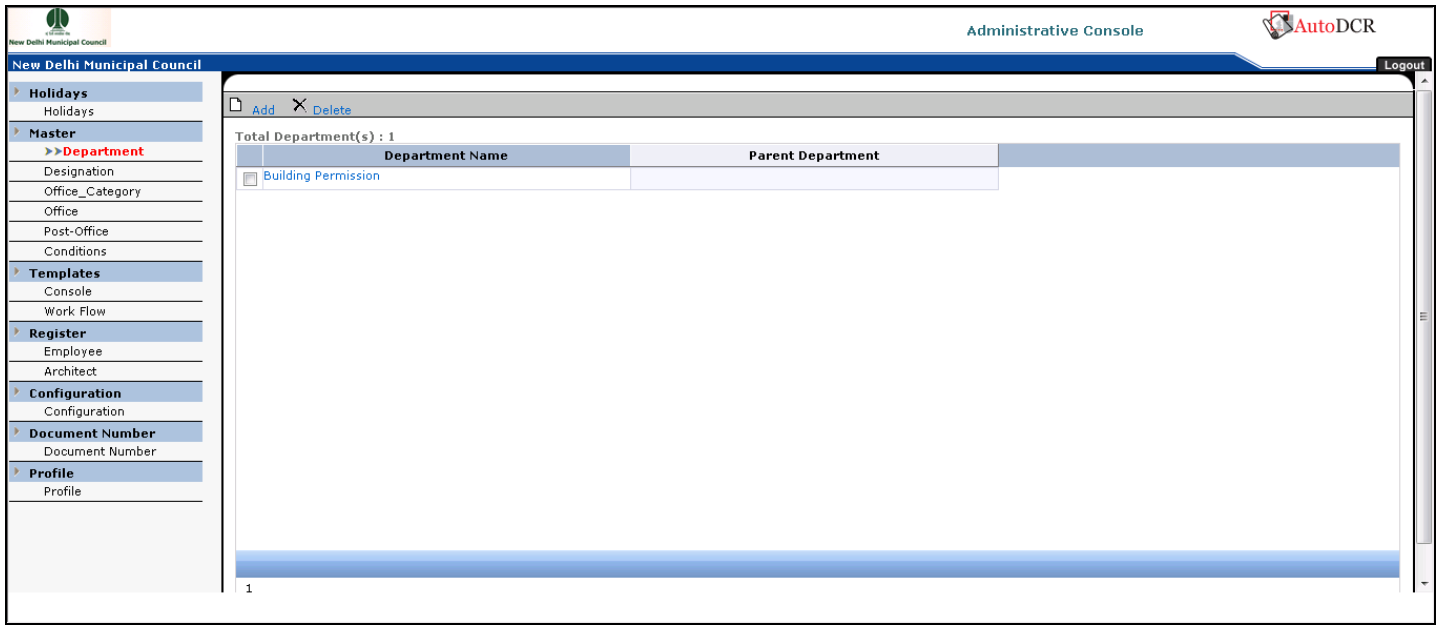
4.2 Log-In the system

Link on the New Delhi Municipal Council website (http://www.ndmc.gov.in), Online Building Plan Approval System - AutoDCR will follow the user to the login page.

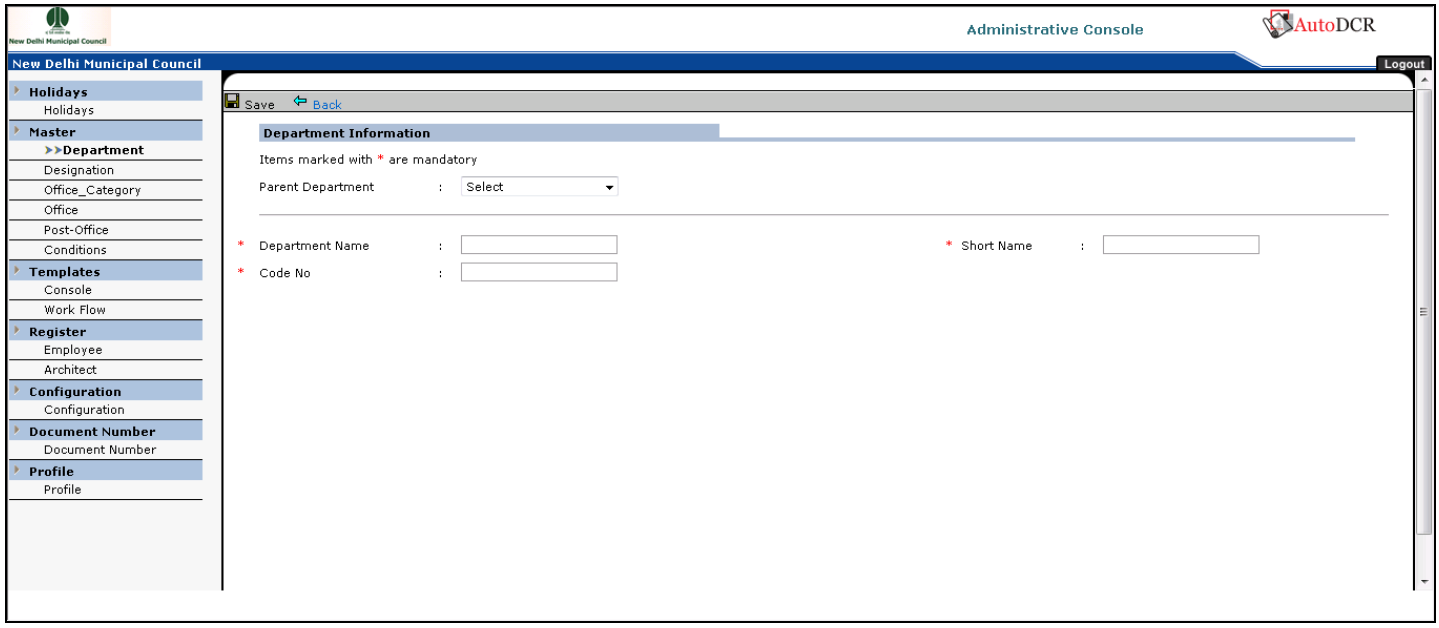
Enter username and *Password* and click *Login* button or press *Enter* key for logging into the system.

4.3 Department Master

- Go to the Master>Department on left panel. It will show list of all departments.



- Click Add button, as highlighted in above screen.

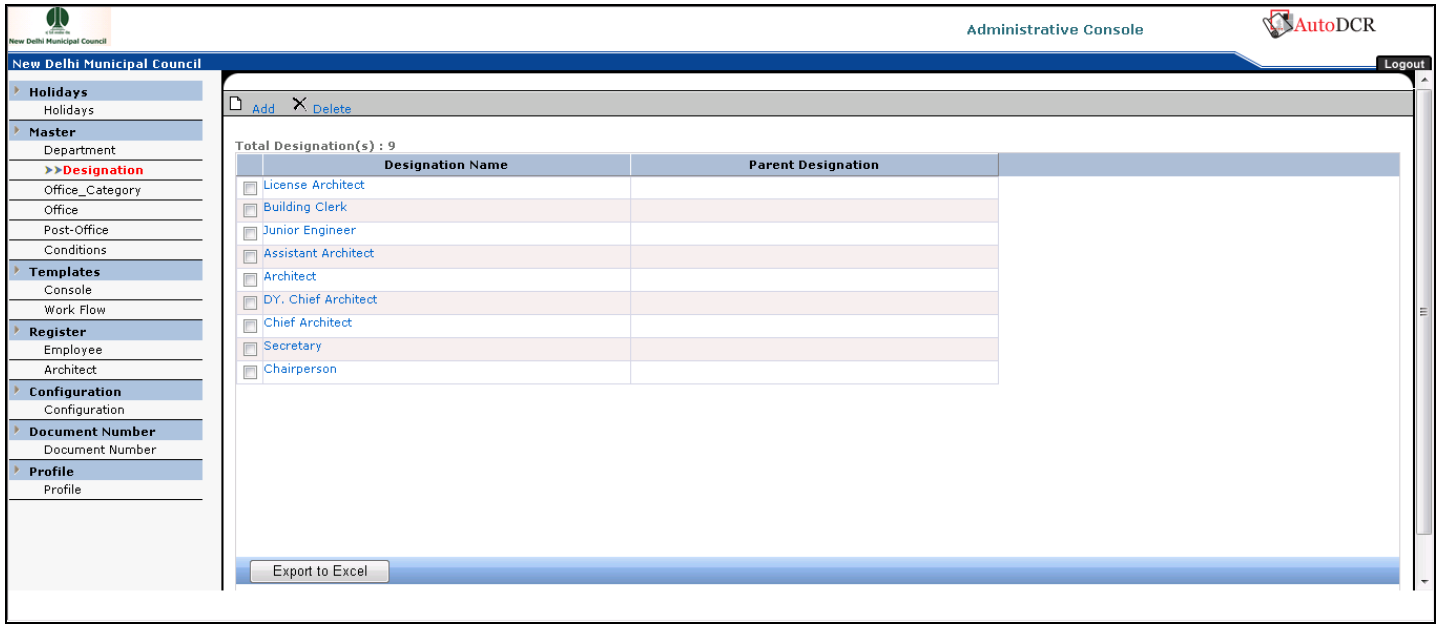


Steps to follow

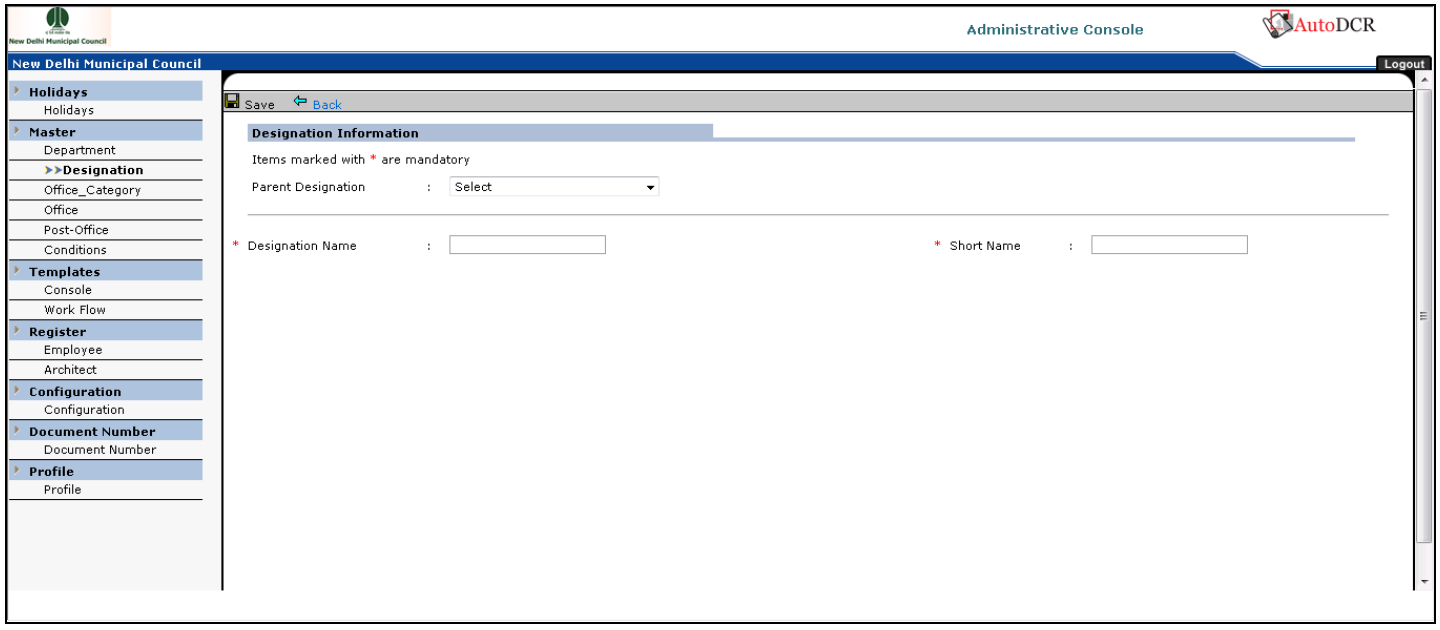
- Select the parent department if any.
- Enter the department name in “Department Name” box.
- Enter the department’s short name.
- Enter the department code.
- Click the save button to create the department.

4.4 Designation Master

- Go to the Master>Designation on left panel. It will show list of all designations.



- Click Add button. Following page displays.

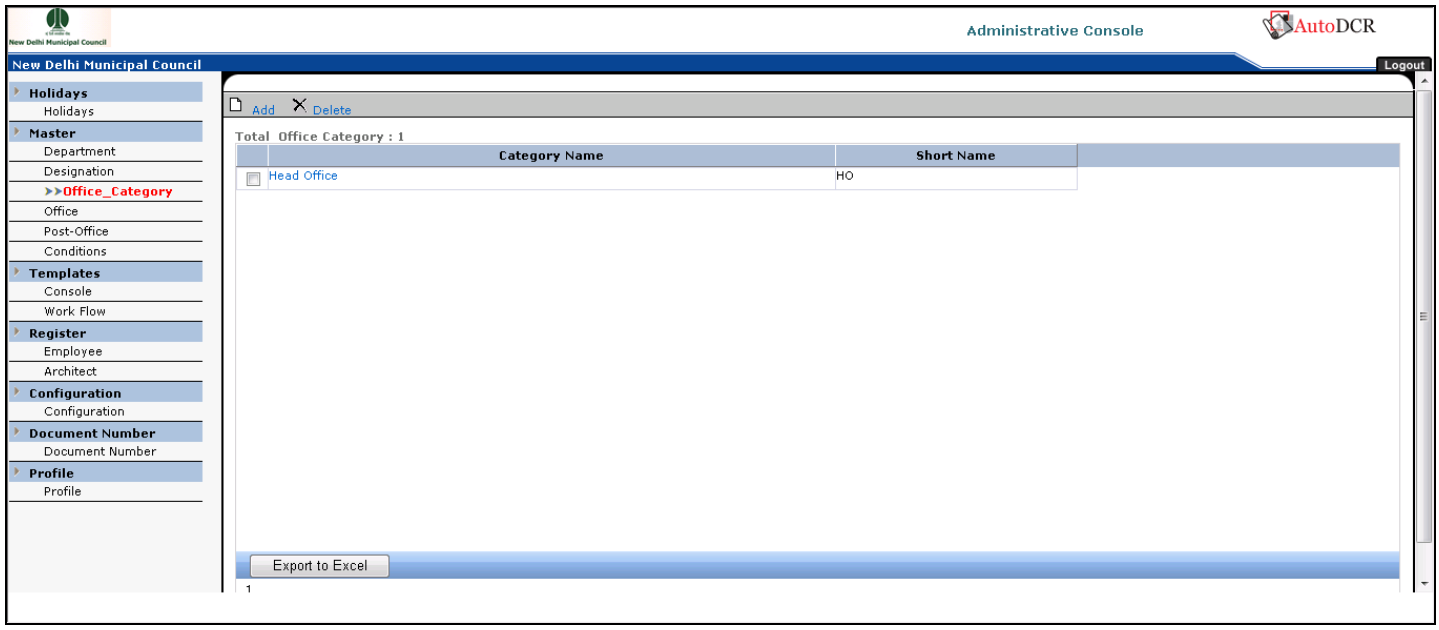


Steps to follow

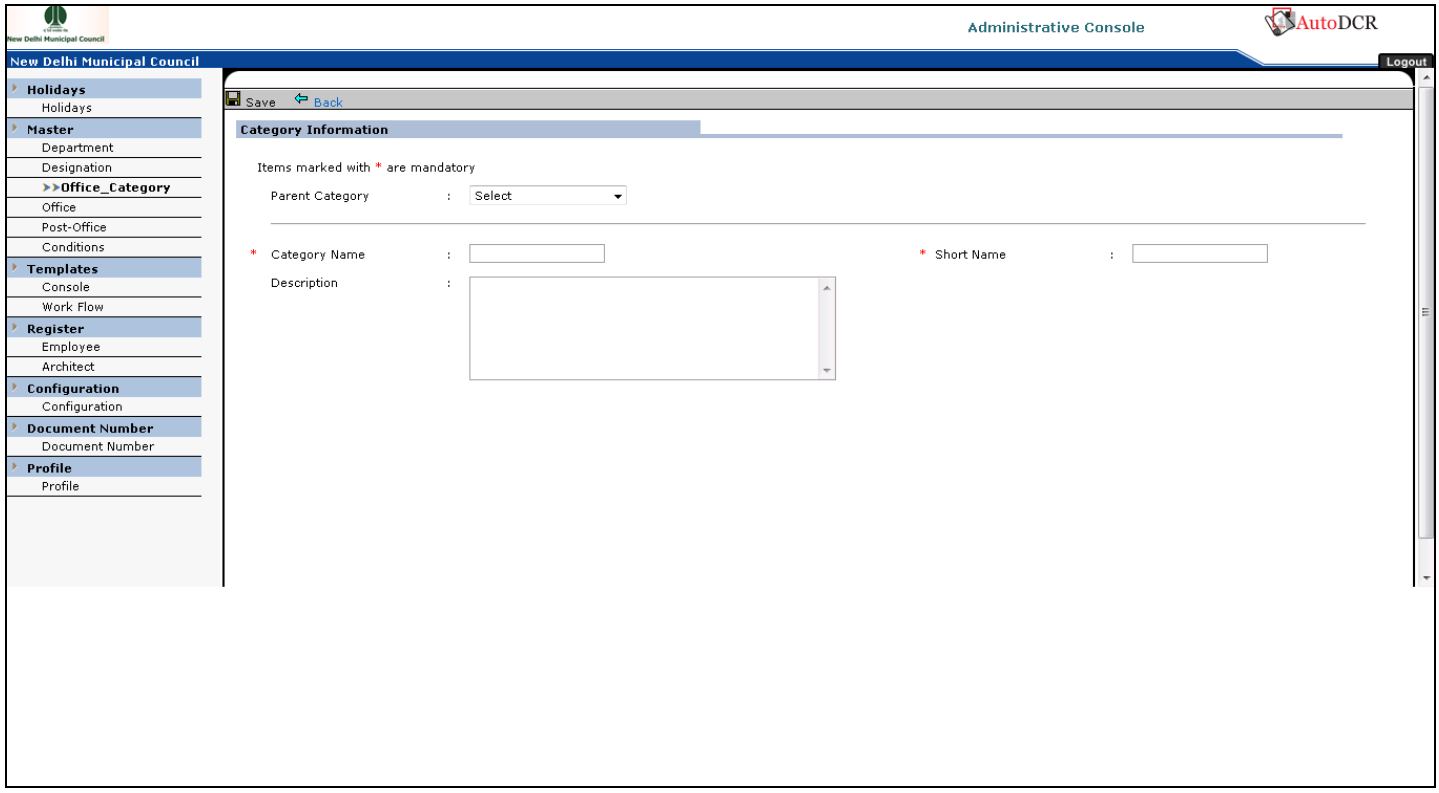
- Select parent designation if any.
- Enter designation in “Designation Box”.
- Enter short name of designation in “Short Name” box.
- Click save button to create designation.

4.5 *Creating Office Category*

- Go to the Master>Office Category on left panel. Following page will display.



- Click Add button. Following page displays.

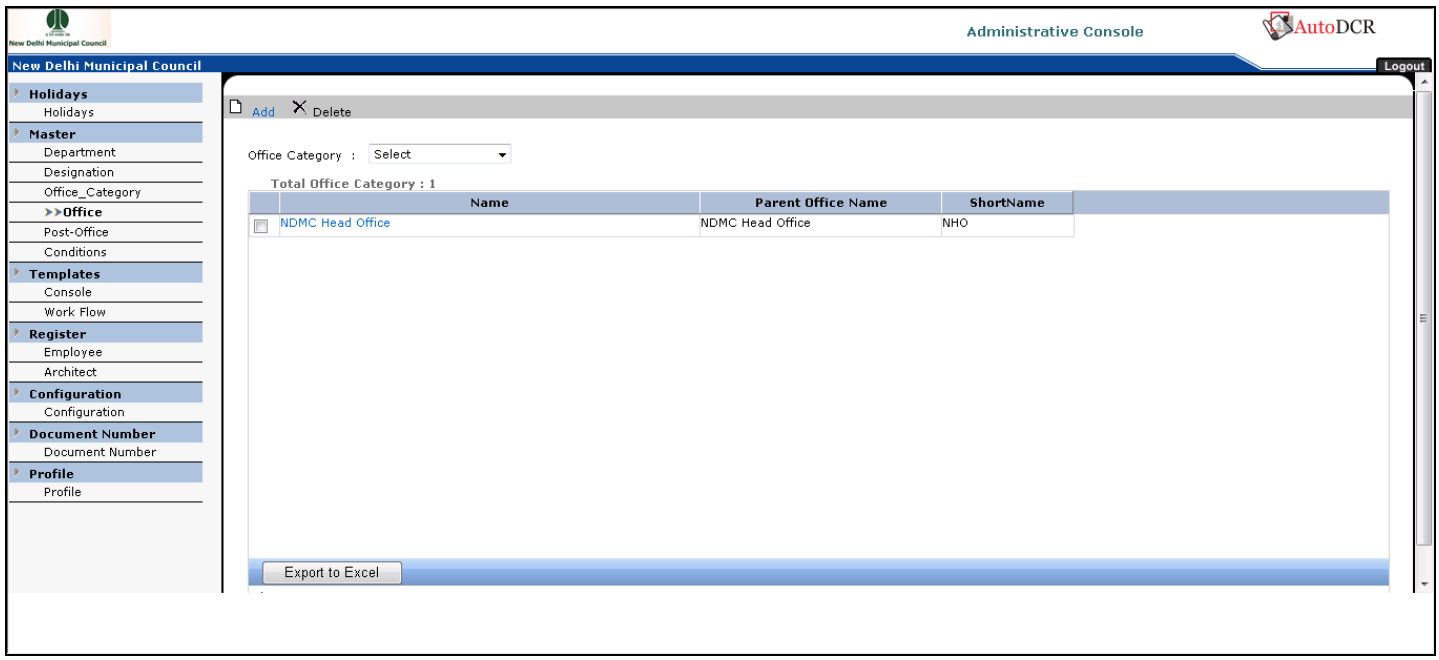


Steps to follow

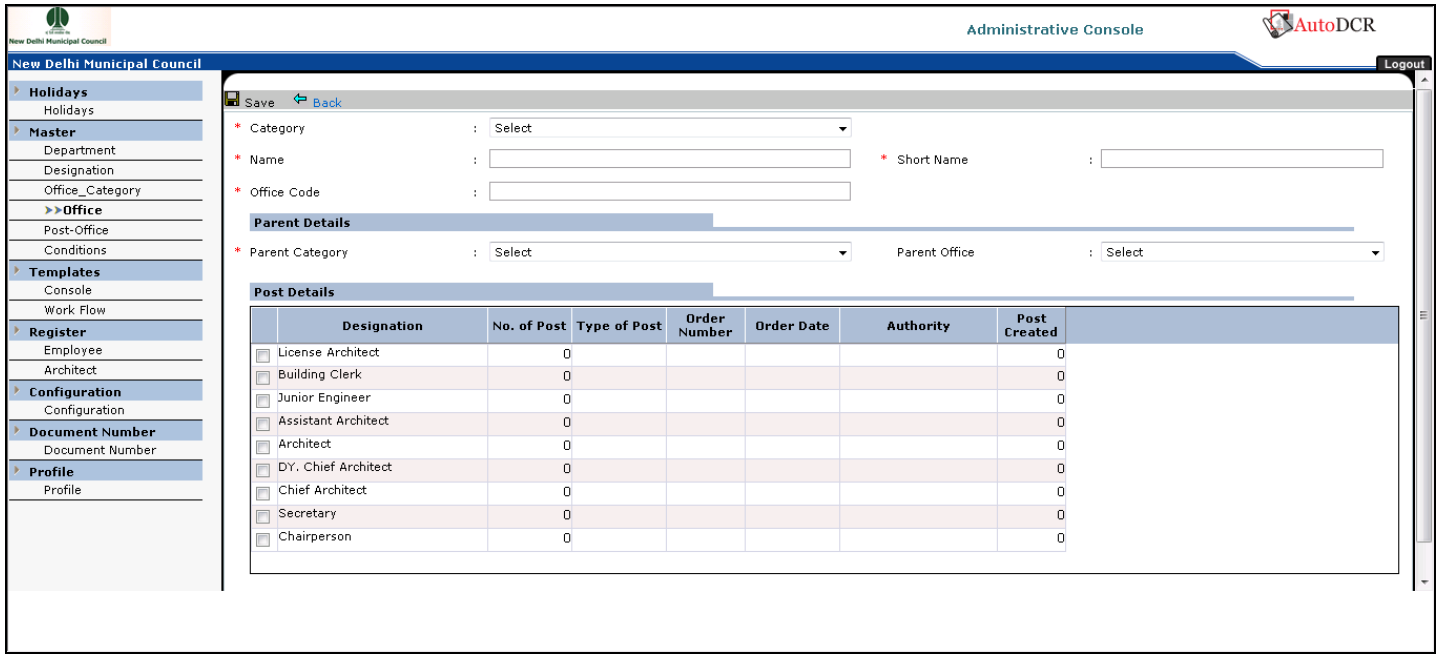
- Select parent office category if any.
- Enter office category name in “Category Name” box.
- Enter office category short name in “Short Name” box.
- Enter description if any for the office category in “Description” box.
- Click save button to save the office category.

4.6 Creating Office

- Go to the Master>Office Category on left panel. Following page will display.



- Click Add button. Following page displays.

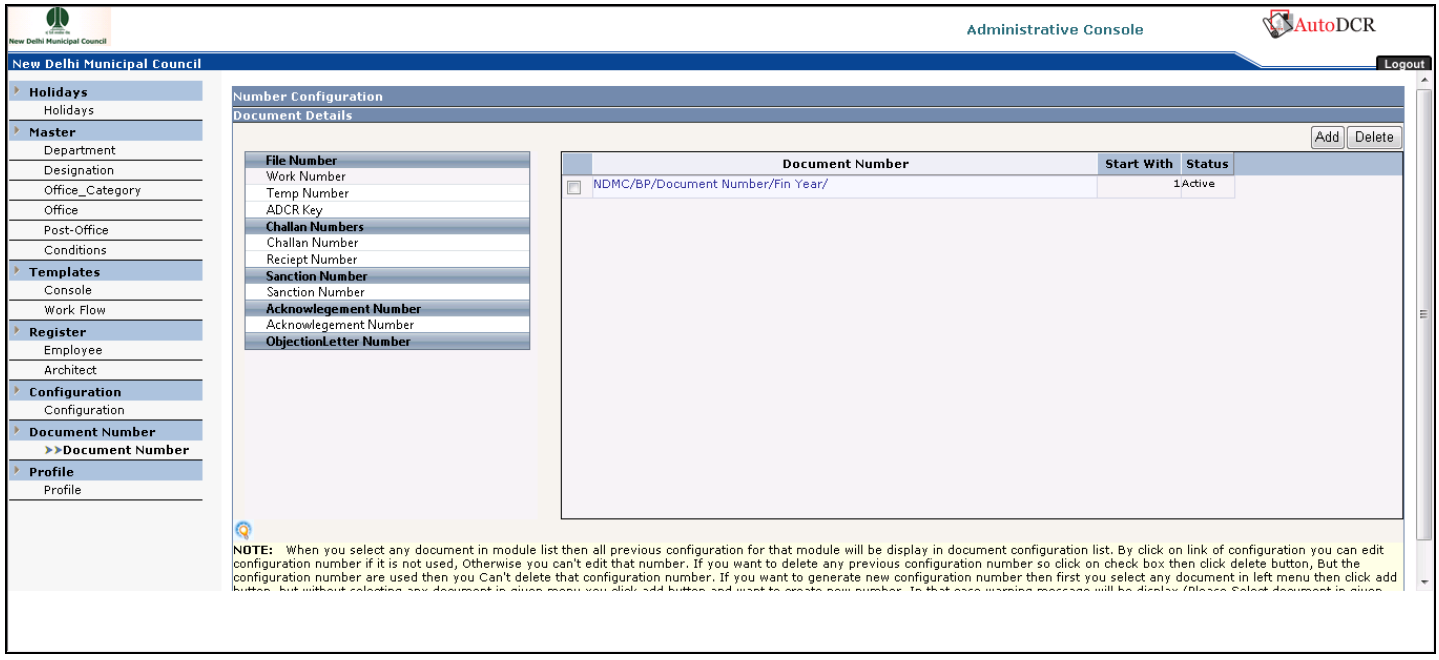


Steps to follow

- Select parent office category if any.
- Enter office category name in “Category Name” box.
- Enter office category short name in “Short Name” box.
- Enter description if any for the office category in “Description” box.
- Click save button to save the office category.

4.7 Document Number

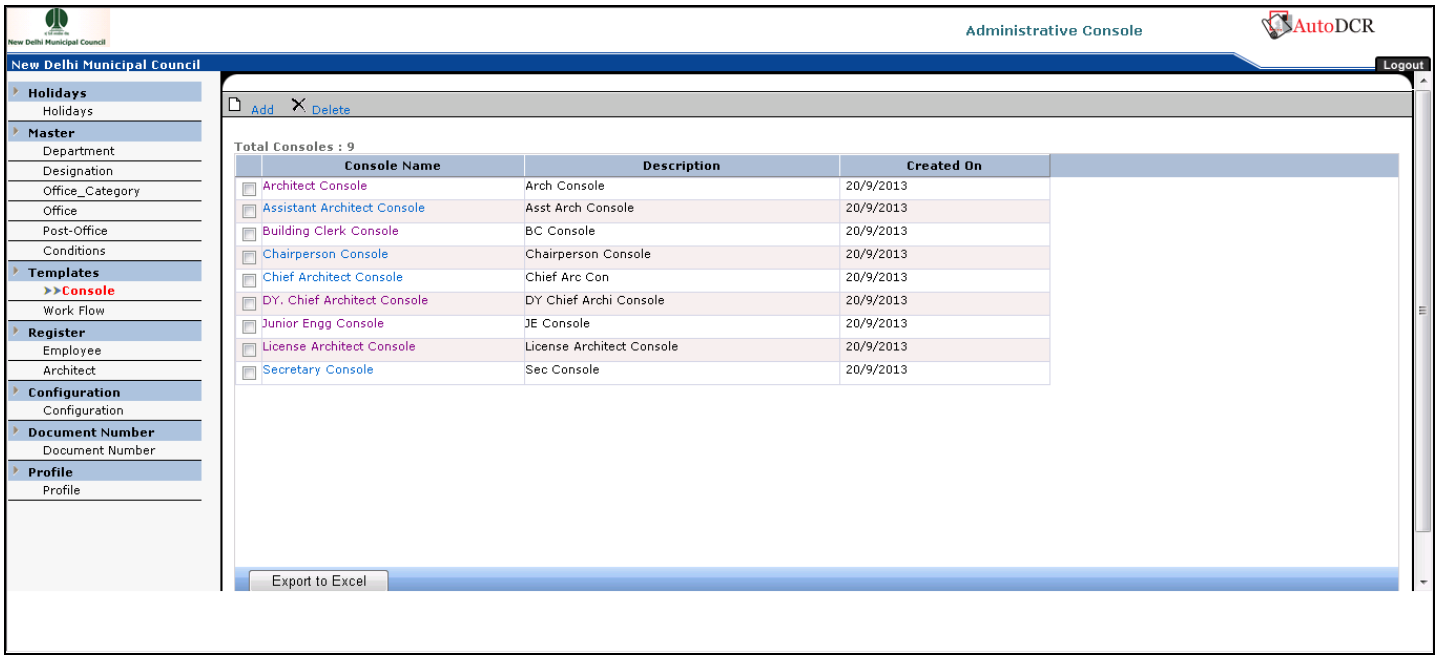
This feature will enable Admin user to initialize the file numbering system.
The will cover all the different types of numbering. File Number, Challan Number, Sanction Number, Acknowledge Number and Objection Letter Number etc.



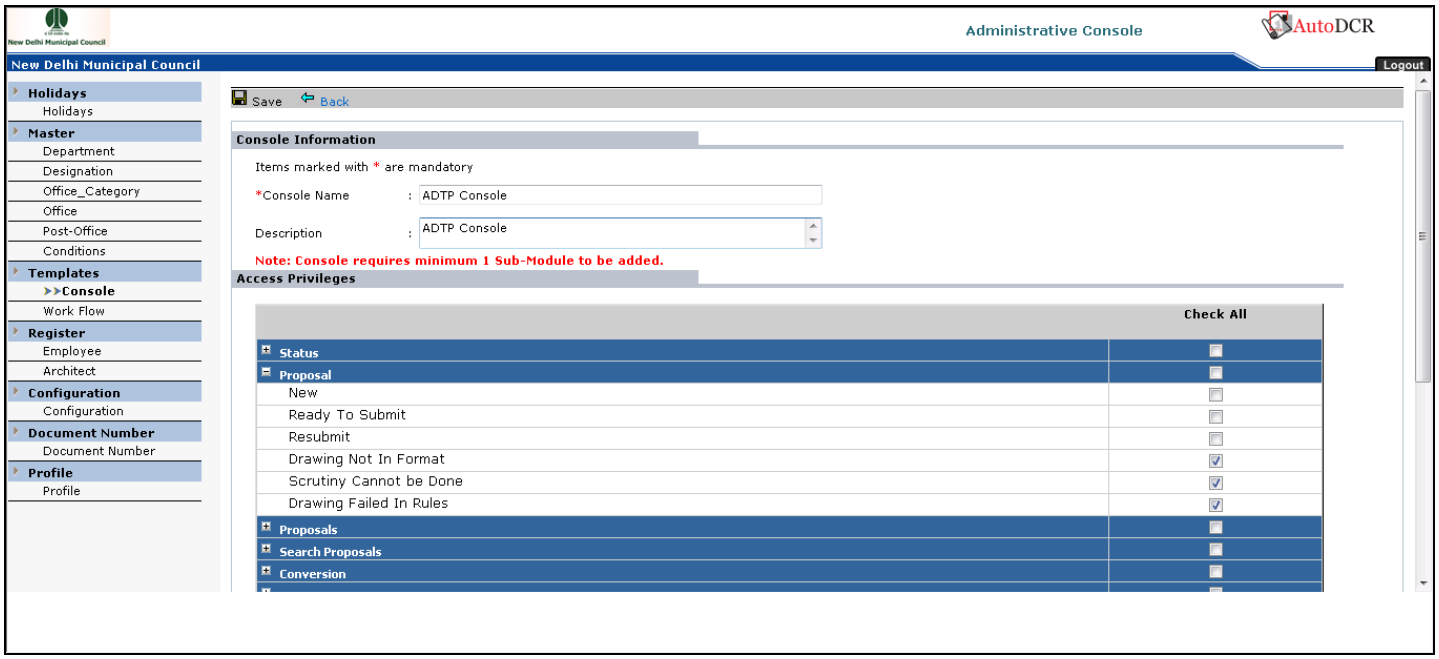
4.8 Creating & assigning consoles

Consoles are the means by which users get authorization of the system. Access rights of the system are defined based on the roles, responsibilities, needs and designations of the system user. For example architects may be given the rights to submit the proposal and view the application status. So, based on the access requirements of the system, consoles are created or modified and assigned to the system users in the following manner.

- Go to the Templates>Console on left panel. Following page will display.



- Click Add button. Following page displays.

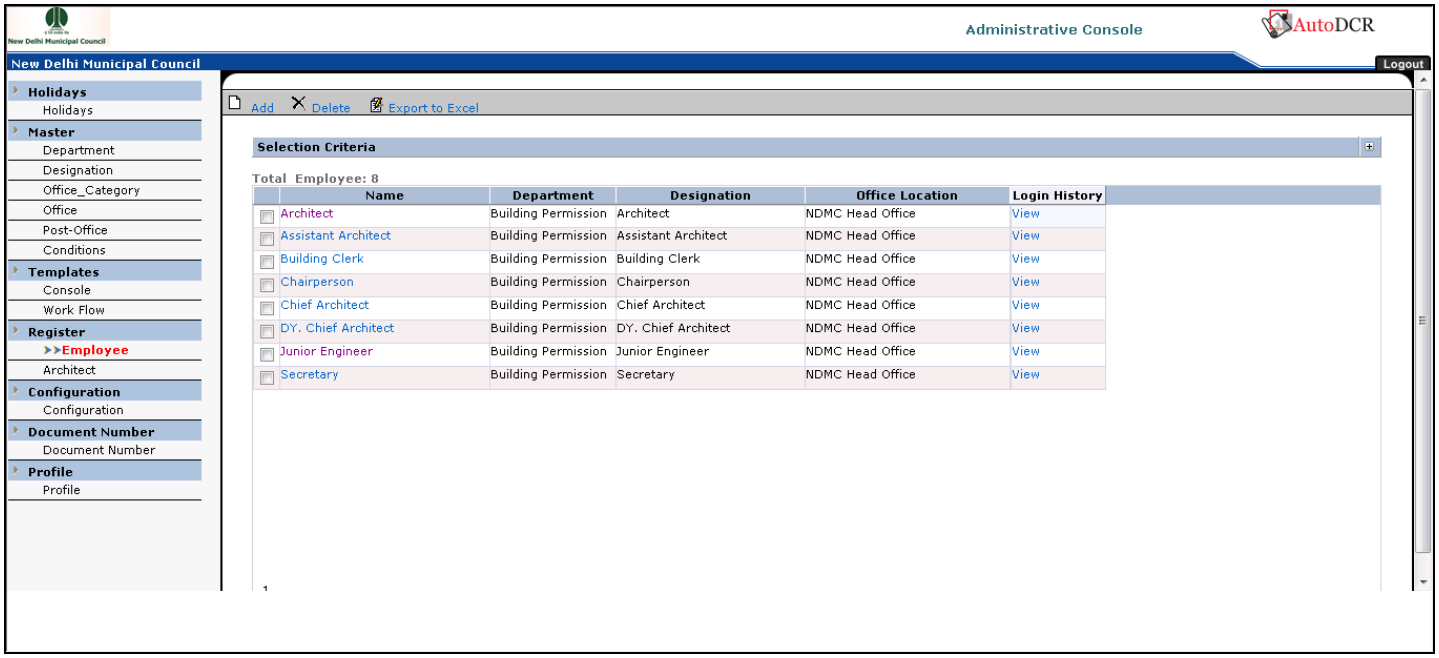


- Enter console name and its description and assign access of available menu items as required by checking the check boxes next to its name as follows.

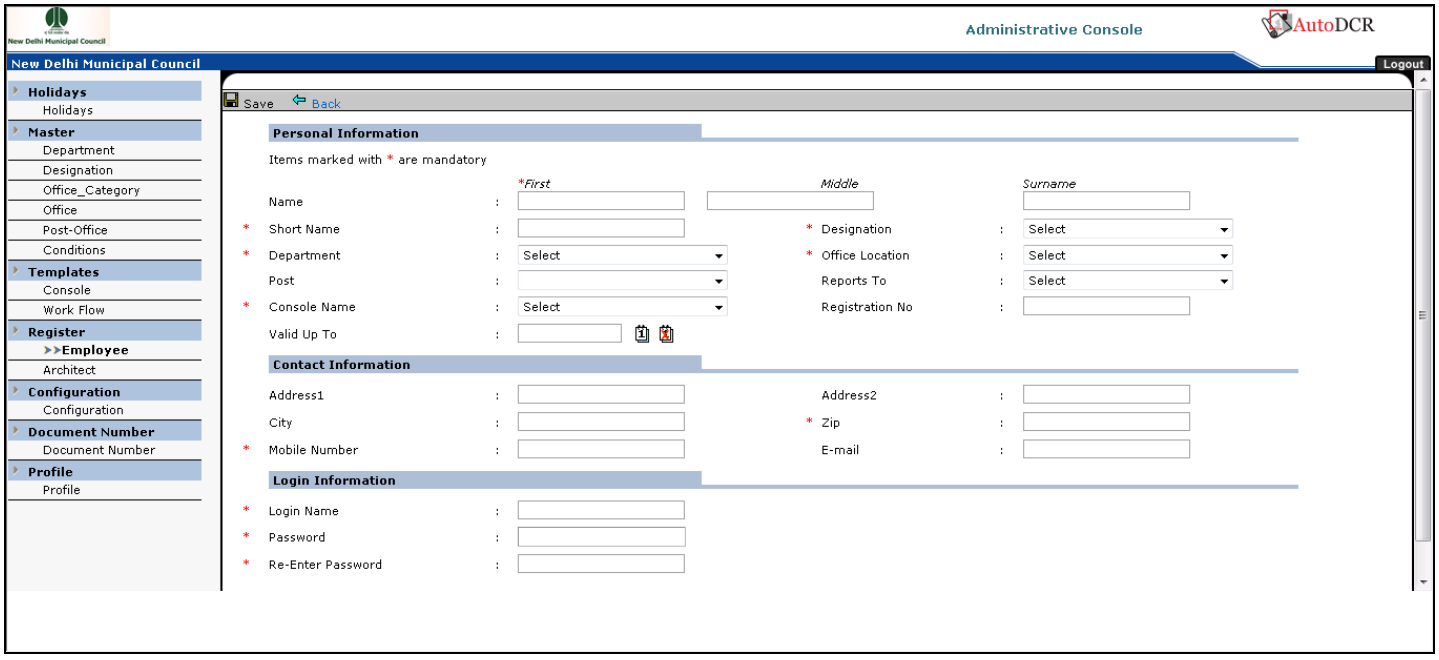
- Save the console by clicking the save button and the console gets created. Now this console can be assigned to the system user and the access defined in the console will be available to the user when user logs into the system.

4.9 Creating employees

- Go to the Register>Employee on left panel. Following page will display.



- Click Add button. Following page displays.

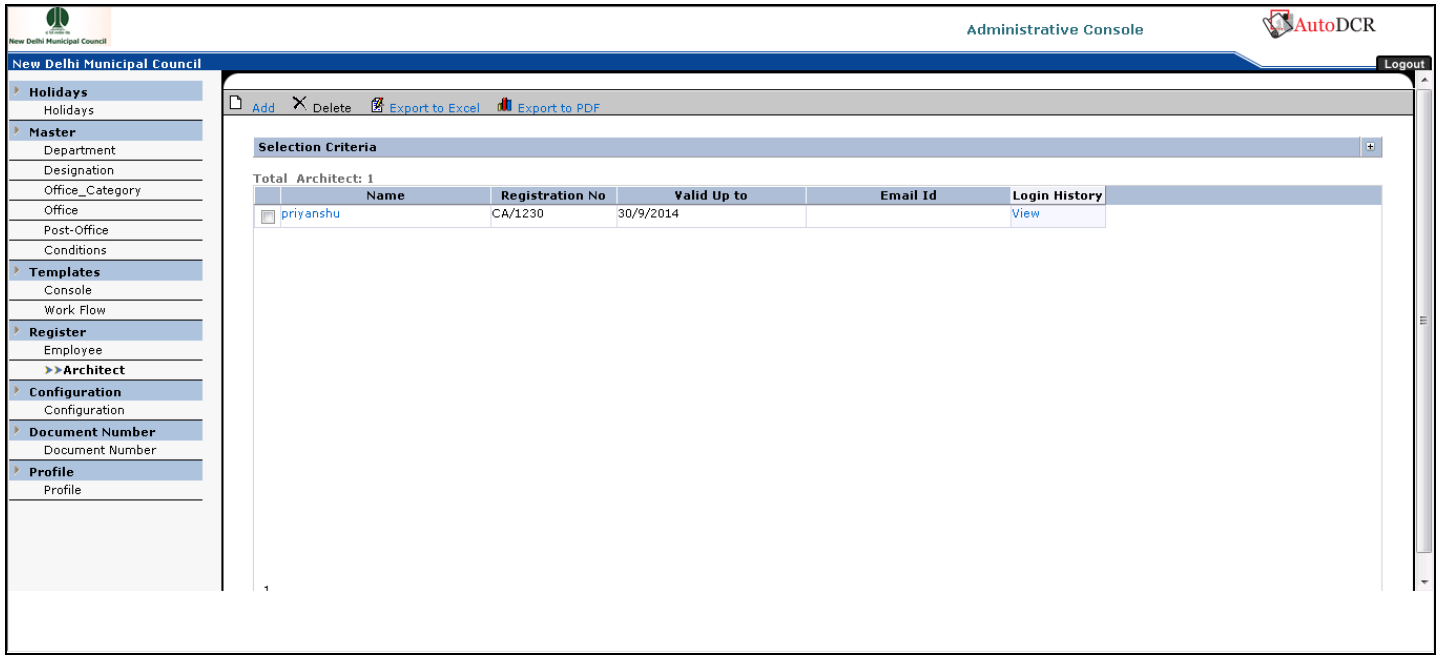


Steps to follow

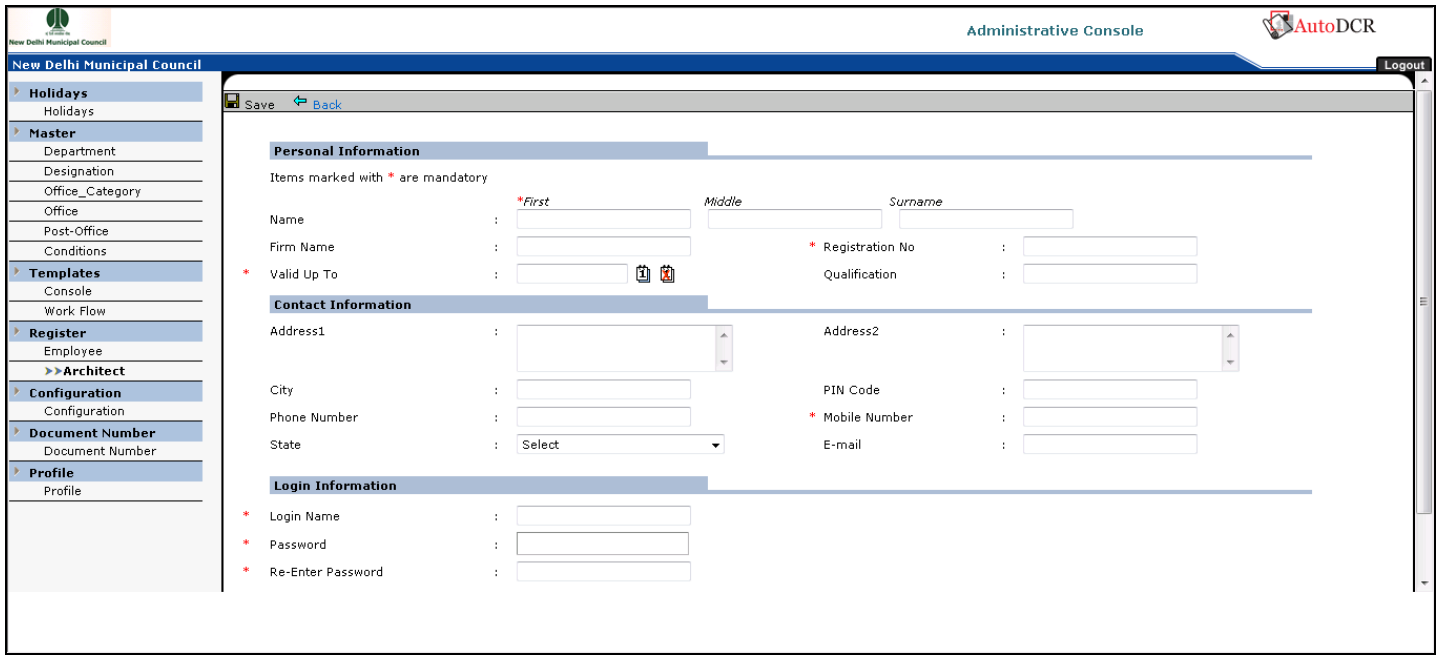
- Enter the employee details like name & short name.
- Select department, designation, office location and post etc.
- Select console.
- Enter login name & password.
- Click save button to create the employee.

4.10 Creating architects

- Go to the Register>Architect on left panel. Following page will display.



- Click Add button. Following page displays.



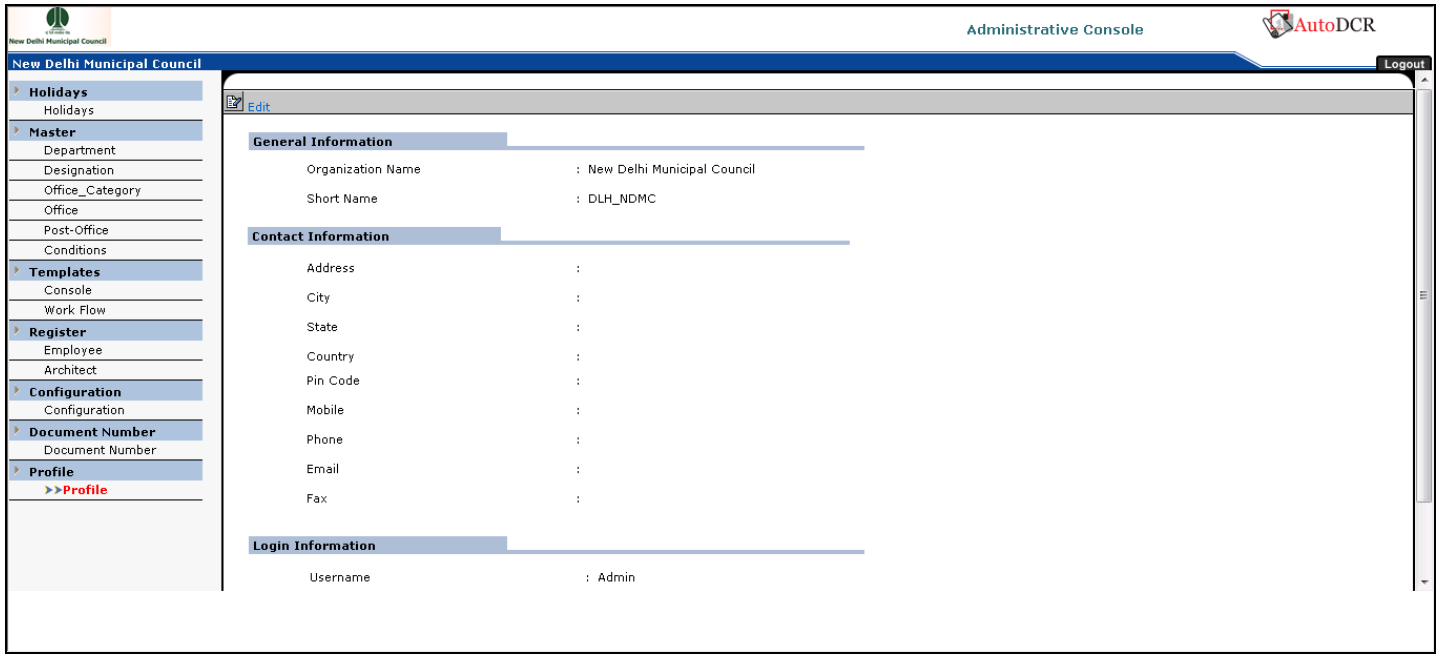
Steps to follow

- Enter name and registration numbers issued by council of architects.
- Select the license validity using date control provided.
- Enter the contact details of the architect.
- Enter login name and password.
- Click save button to create the architect.

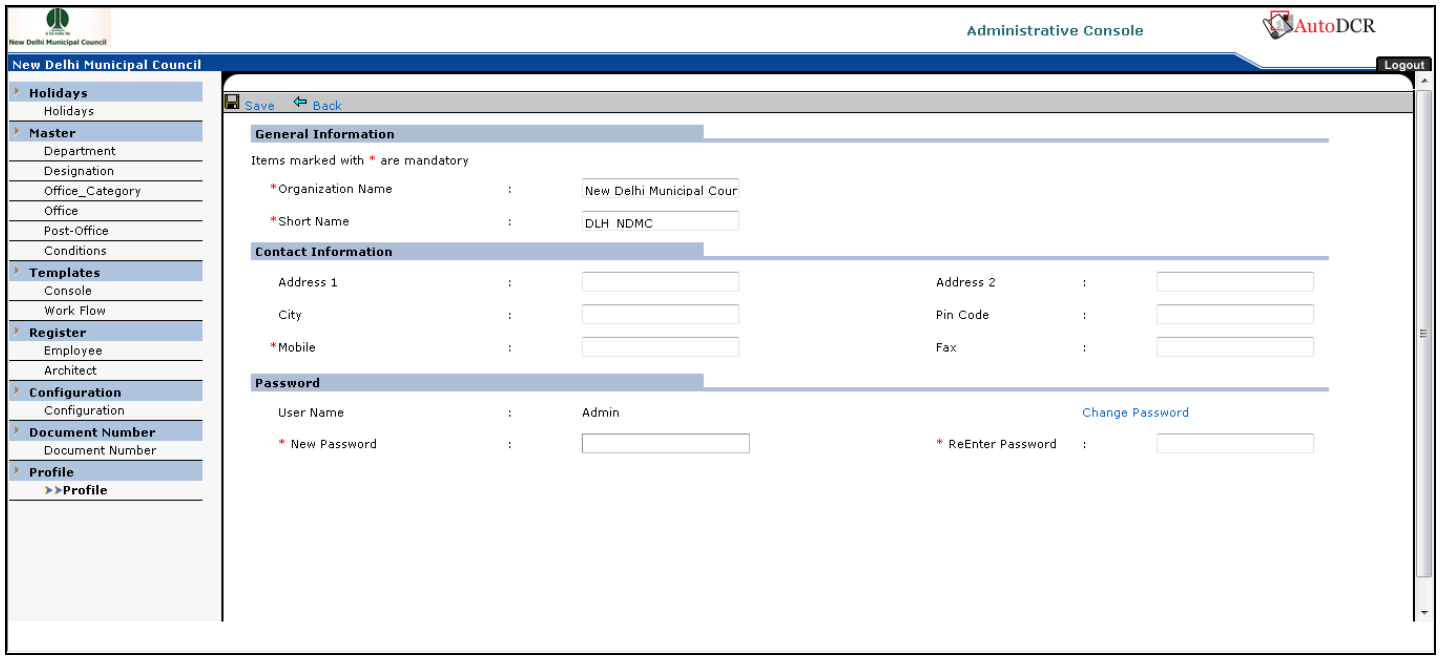
4.11 Profile

User can change his or her system access password using profile option provided in left panel.

- Click Profile from left panel. Following page appears.



- Click Edit button. Following page appears.

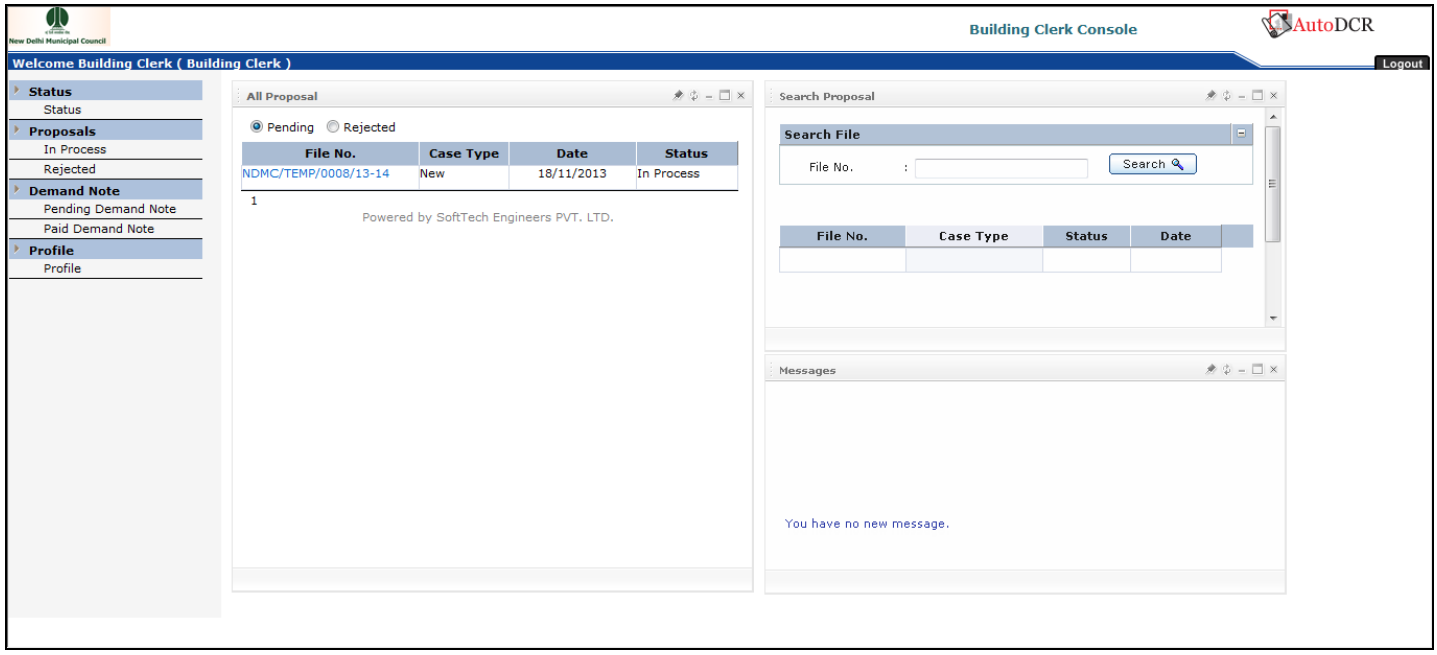


5 User Console screens

Proposal acceptance (hard copy), document scrutiny, technical scrutiny and approvals/rejection are done in the user section of the software. This section of the software uses master records created in the administrator section.

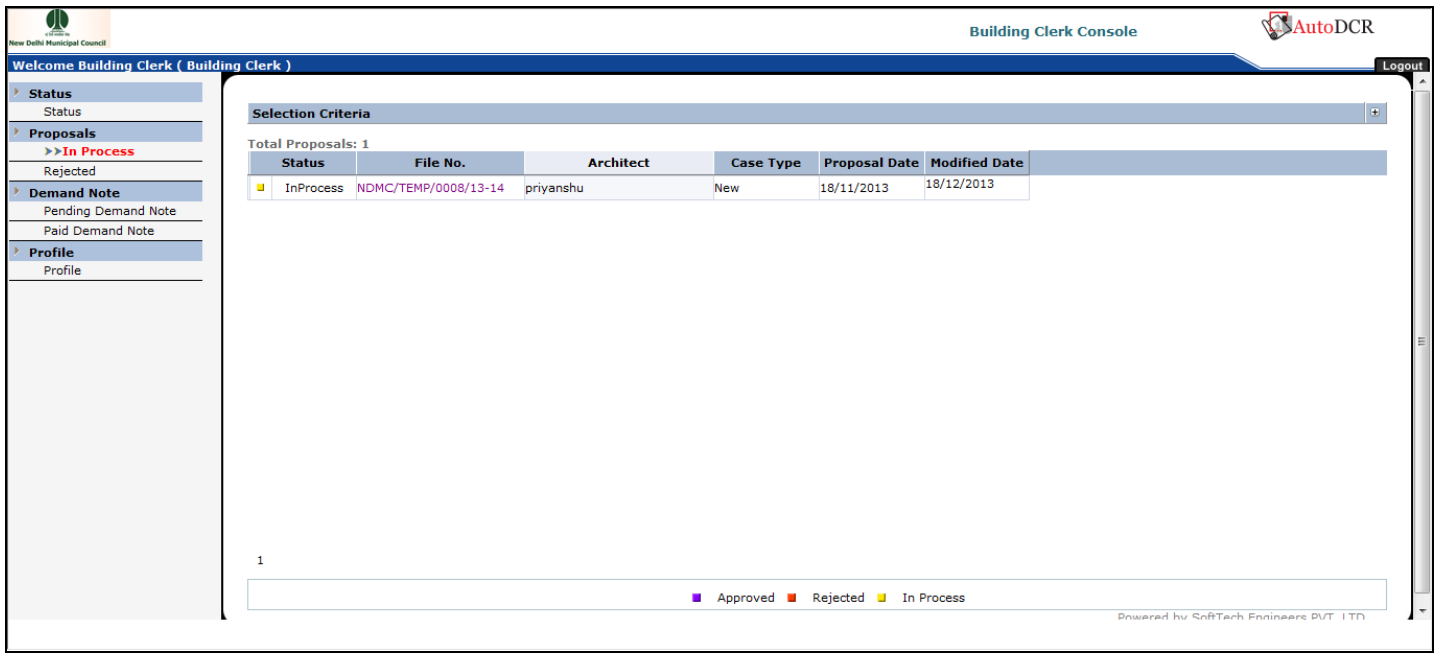
5.1 Building Clerk console

Building Clerk logs into the system using login id & password provided. The following page appears

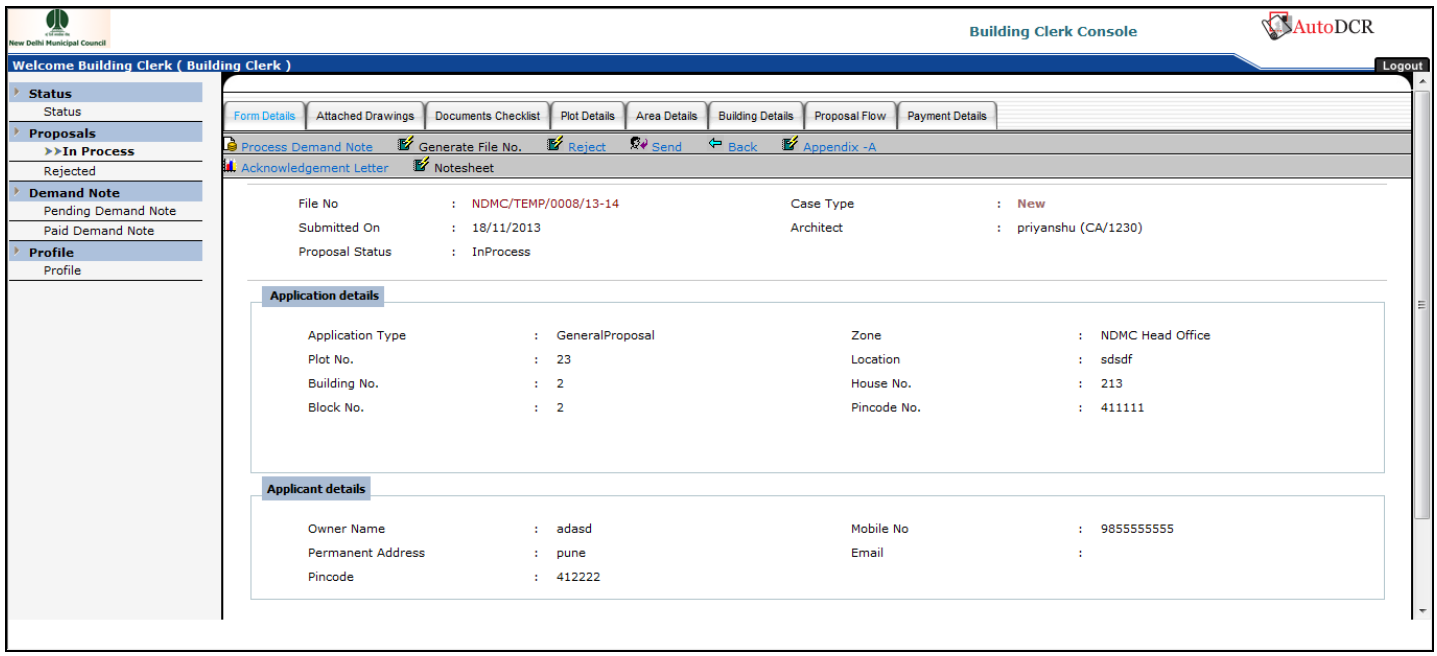


5.1.1 In-process Proposals

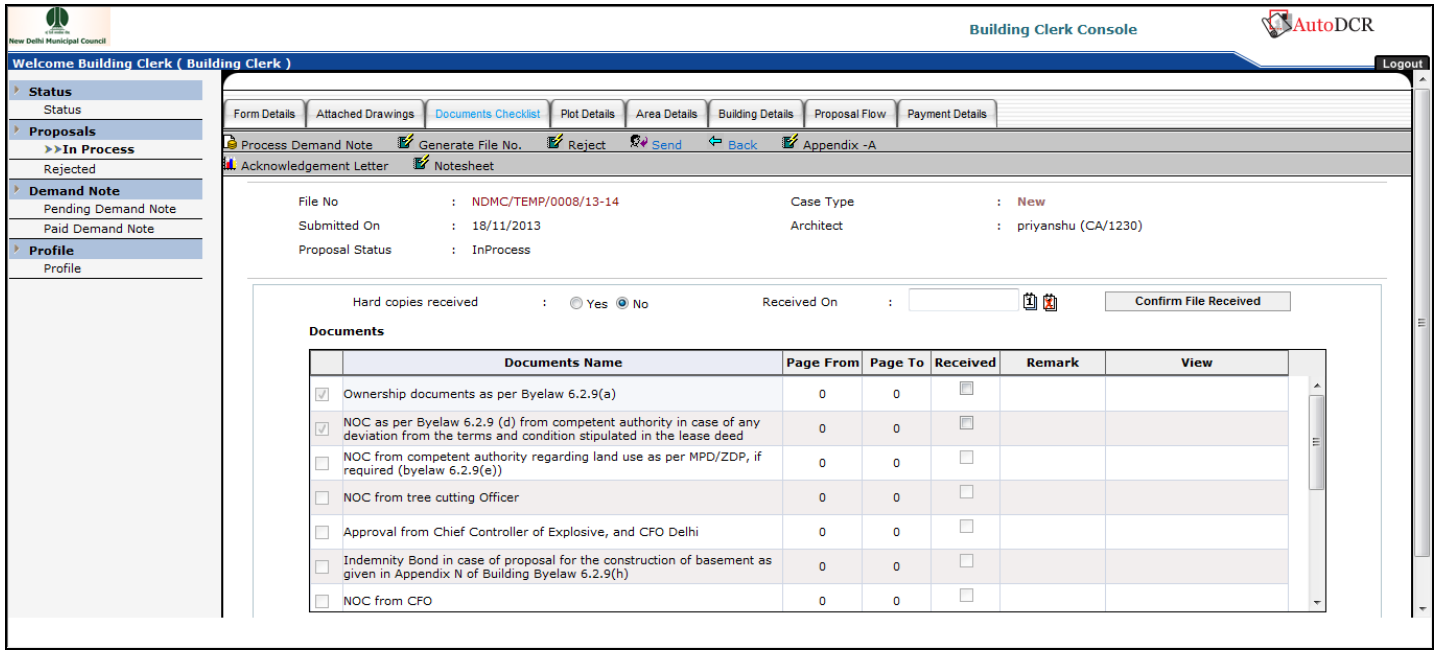
After clicking on the in process option, following page appears



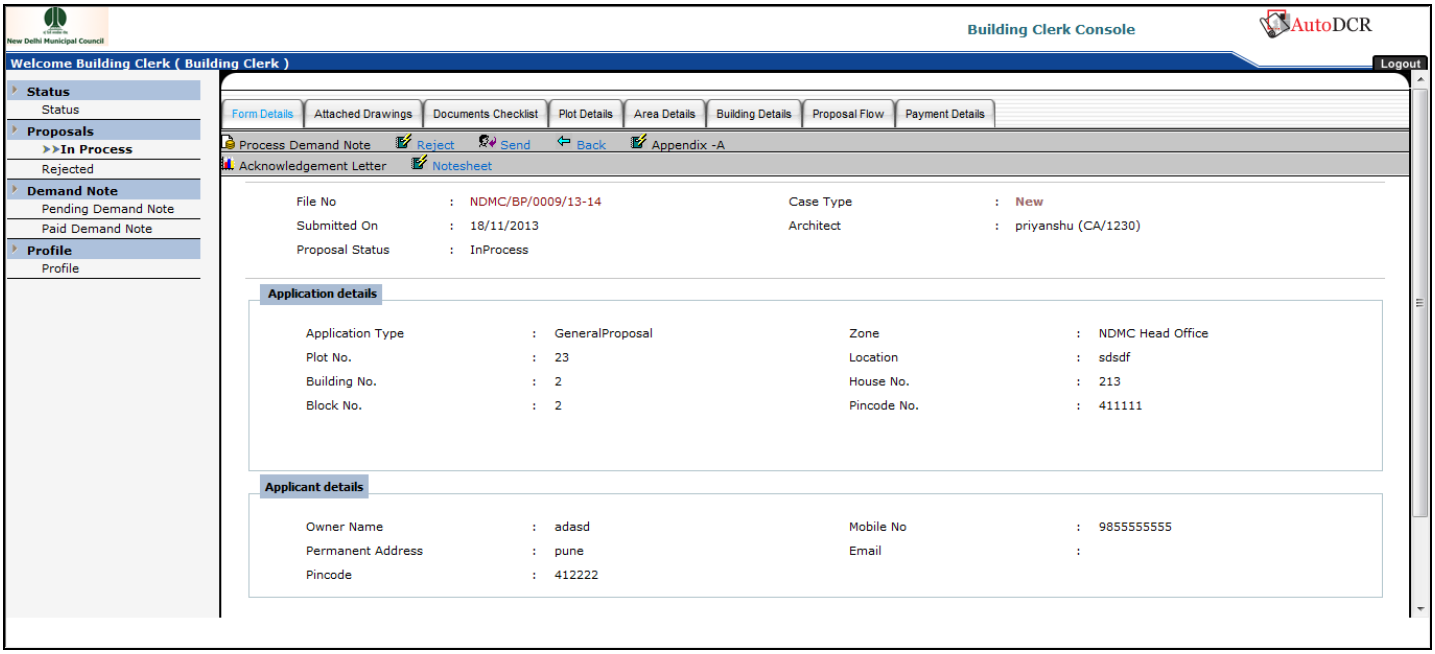
After clicking the in File No. link, following page appears



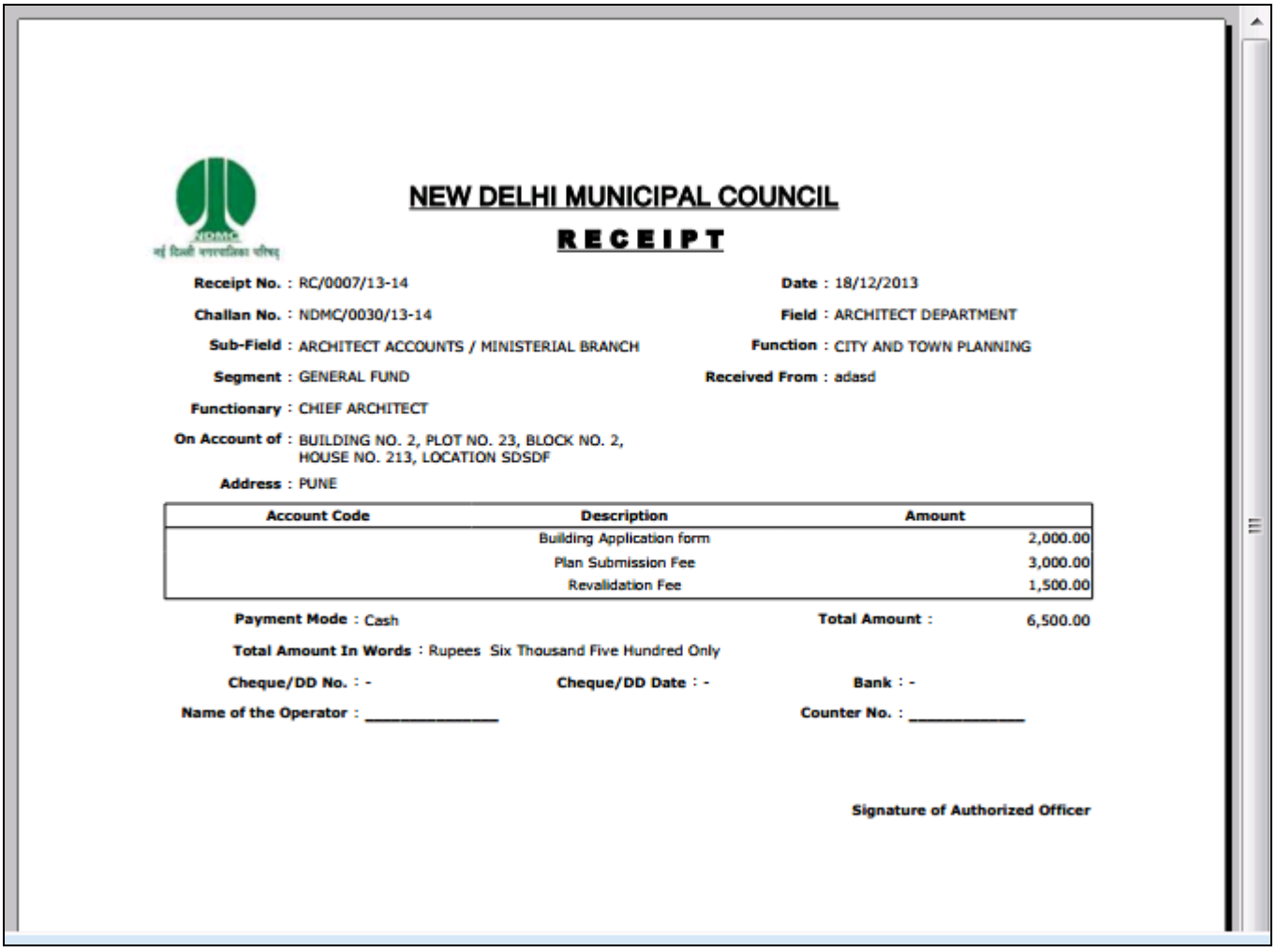
After clicking the 'Documents Checklist' tab, following page appears to verify documents



After clicking the ‘Generate File No.’ button, the permanent File No. gets generated



Payment receipt gets generated after amount is paid



NEW DELHI MUNICIPAL COUNCIL

RECEIPT

Receipt No. : RC/0007/13-14 **Date** : 18/12/2013

Challan No. : NDMC/0030/13-14 **Field** : ARCHITECT DEPARTMENT

Sub-Field : ARCHITECT ACCOUNTS / MINISTERIAL BRANCH **Function** : CITY AND TOWN PLANNING

Segment : GENERAL FUND **Received From** : adasd

Functionary : CHIEF ARCHITECT

On Account of : BUILDING NO. 2, PLOT NO. 23, BLOCK NO. 2, HOUSE NO. 213, LOCATION SDSDF

Address : PUNE

Account Code	Description	Amount
	Building Application form	2,000.00
	Plan Submission Fee	3,000.00
	Revalidation Fee	1,500.00

Payment Mode : Cash **Total Amount** : 6,500.00

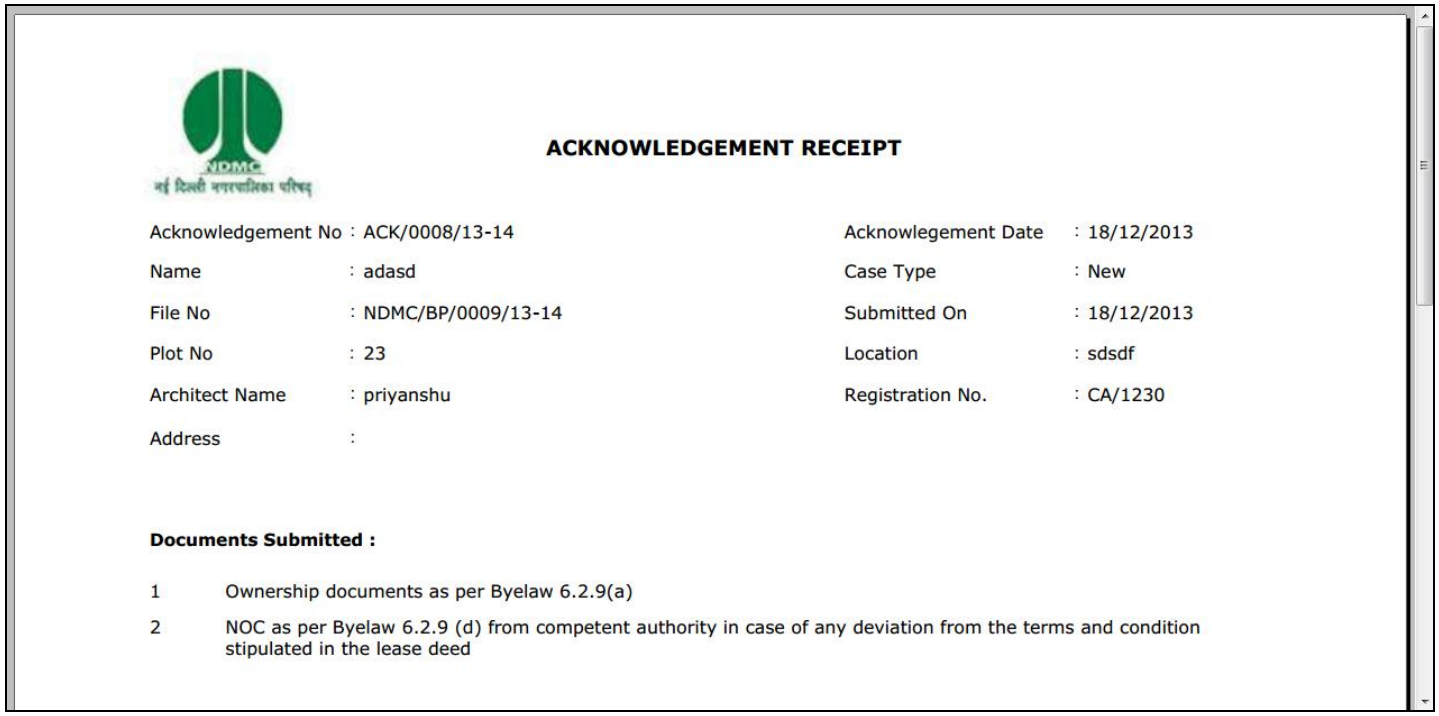
Total Amount In Words : Rupees Six Thousand Five Hundred Only

Cheque/DD No. : - **Cheque/DD Date** : - **Bank** : -

Name of the Operator : _____ **Counter No.** : _____

Signature of Authorized Officer

Building clerk generates Acknowledgement Receipt



ACKNOWLEDGEMENT RECEIPT

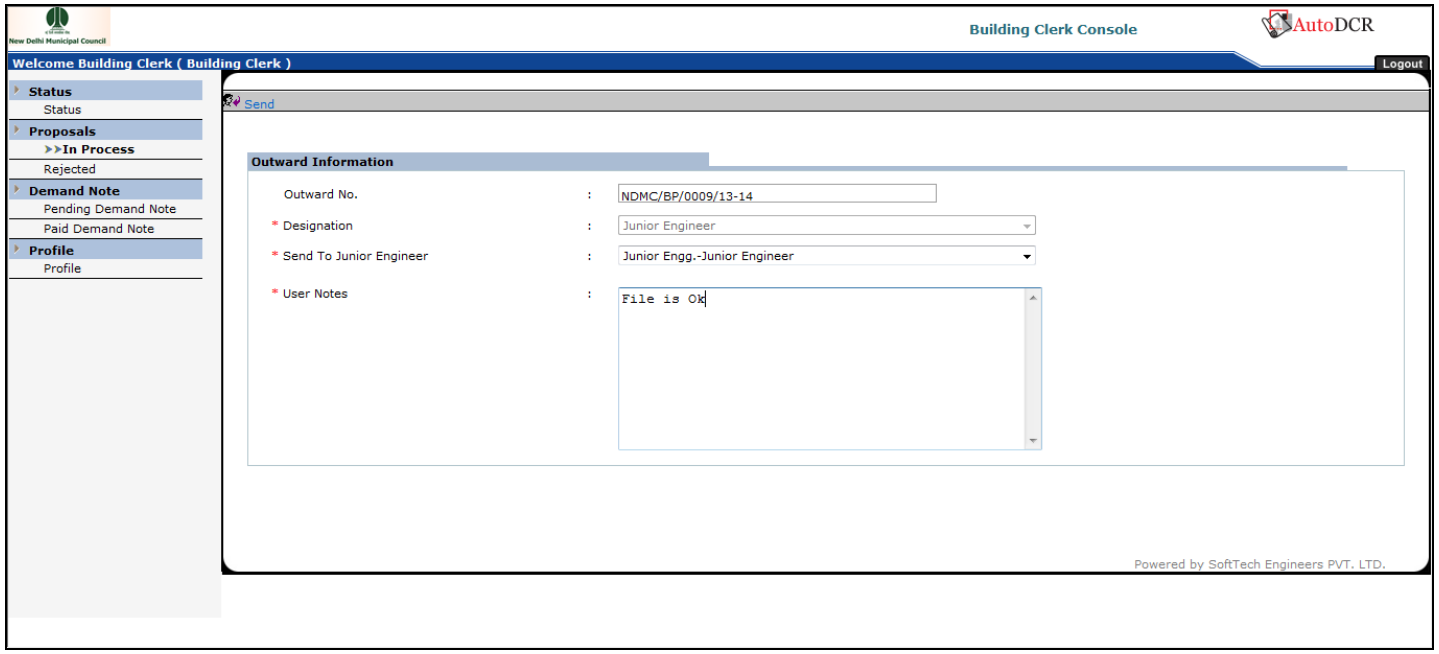
Acknowledgement No	: ACK/0008/13-14	Acknowlegement Date	: 18/12/2013
Name	: adasd	Case Type	: New
File No	: NDMC/BP/0009/13-14	Submitted On	: 18/12/2013
Plot No	: 23	Location	: sdsdf
Architect Name	: priyanshu	Registration No.	: CA/1230
Address	:		

Documents Submitted :

1 Ownership documents as per Byelaw 6.2.9(a)

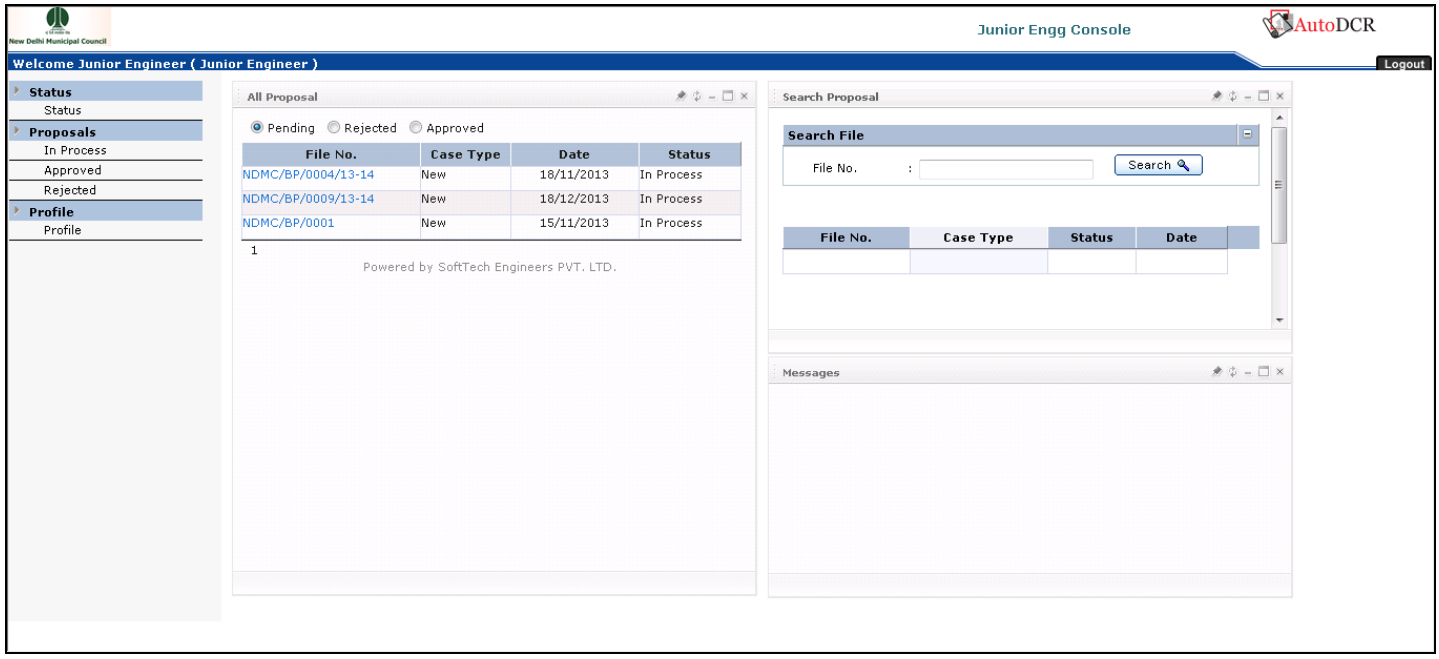
2 NOC as per Byelaw 6.2.9 (d) from competent authority in case of any deviation from the terms and condition stipulated in the lease deed

Now Building Clerk can send proposal to Junior Engineer for further procedure

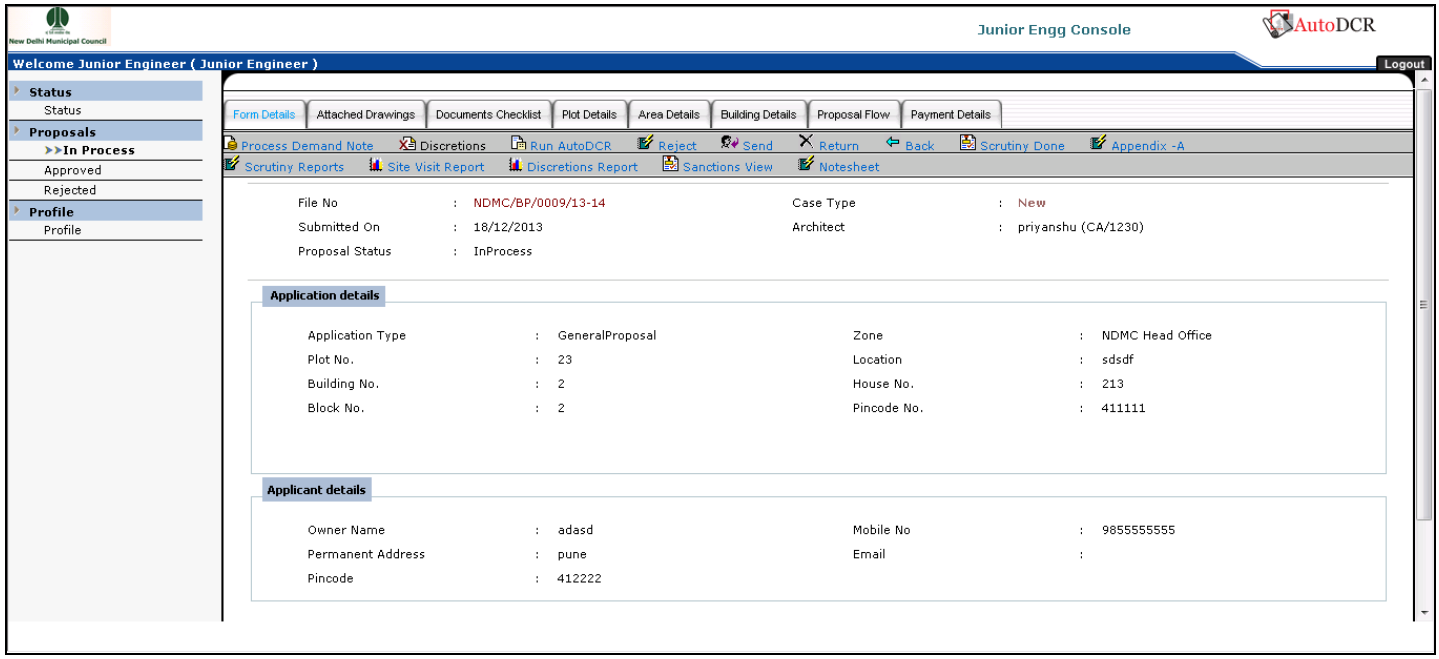


5.2 Junior Engineer

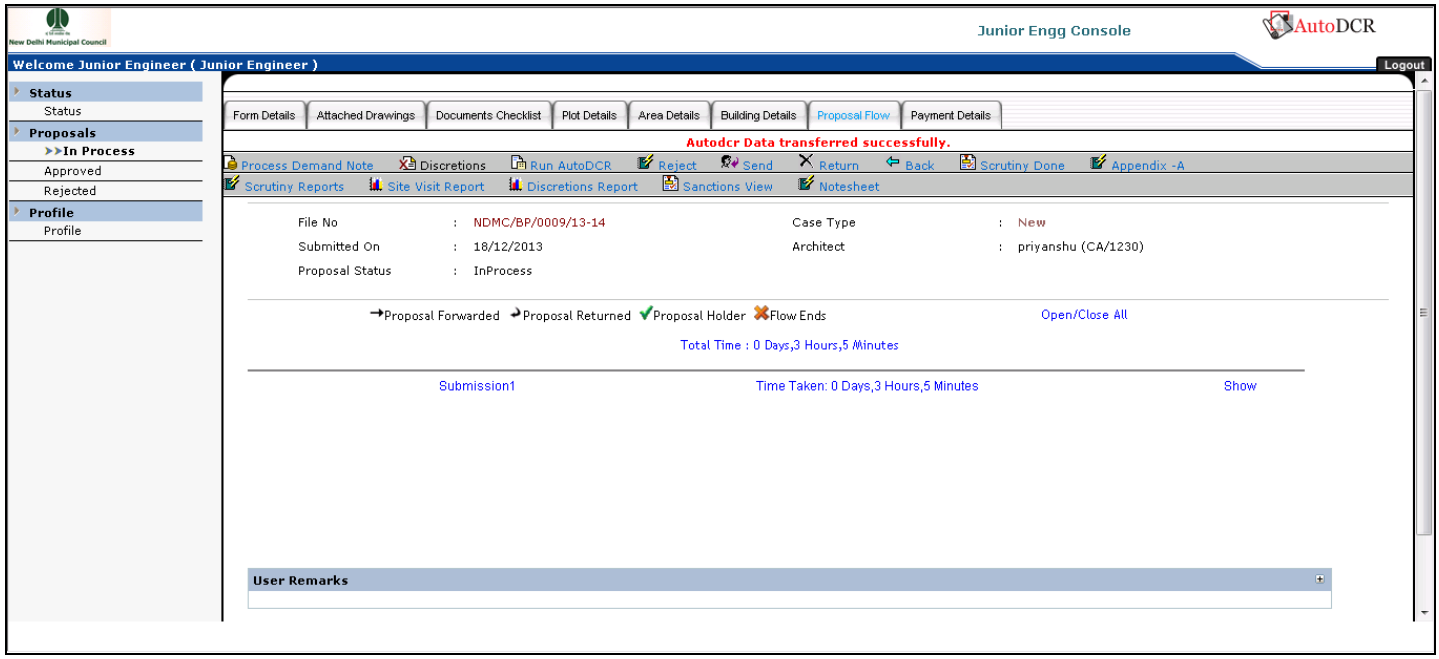
The proposal send by Building clerk is automatically received at the **in process** of the JE console.



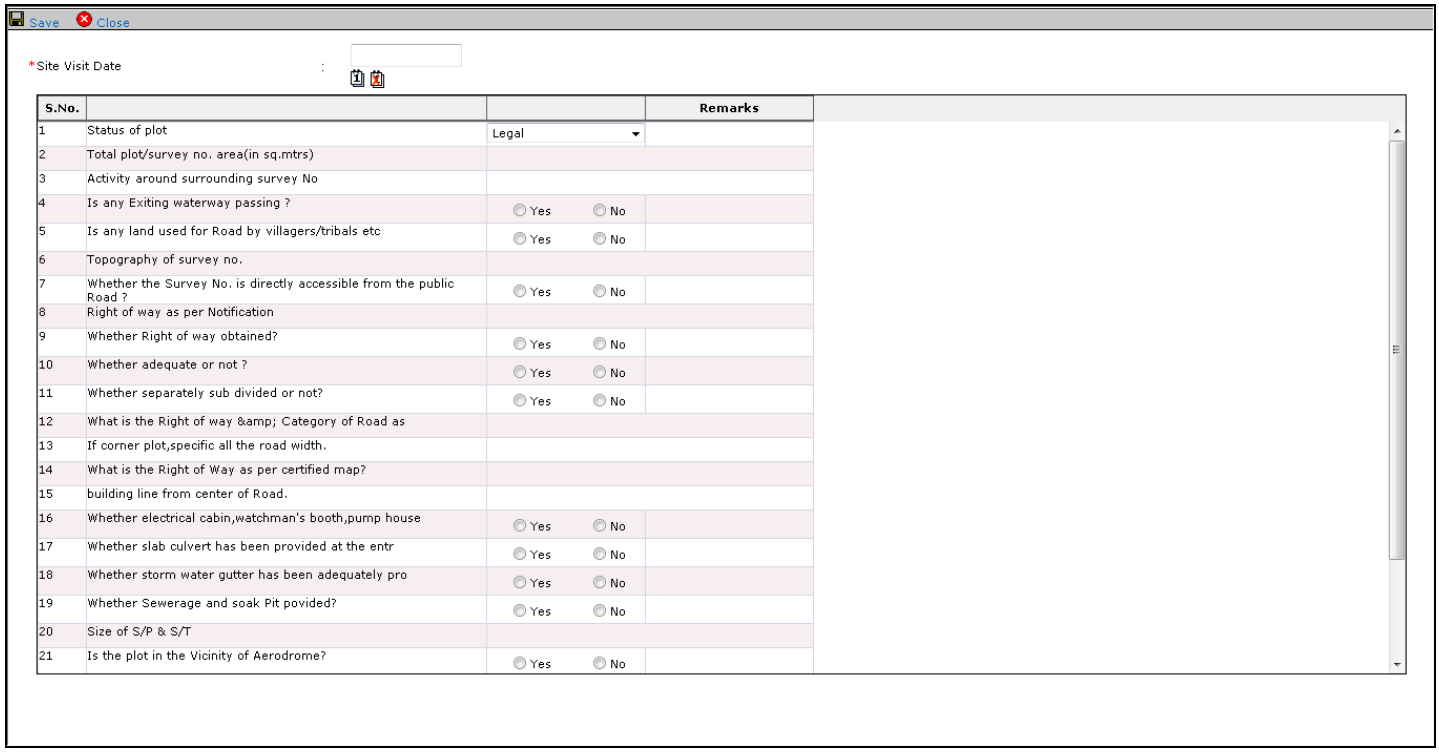
The JE In-process proposals section, after clicking on the file Number following page appears



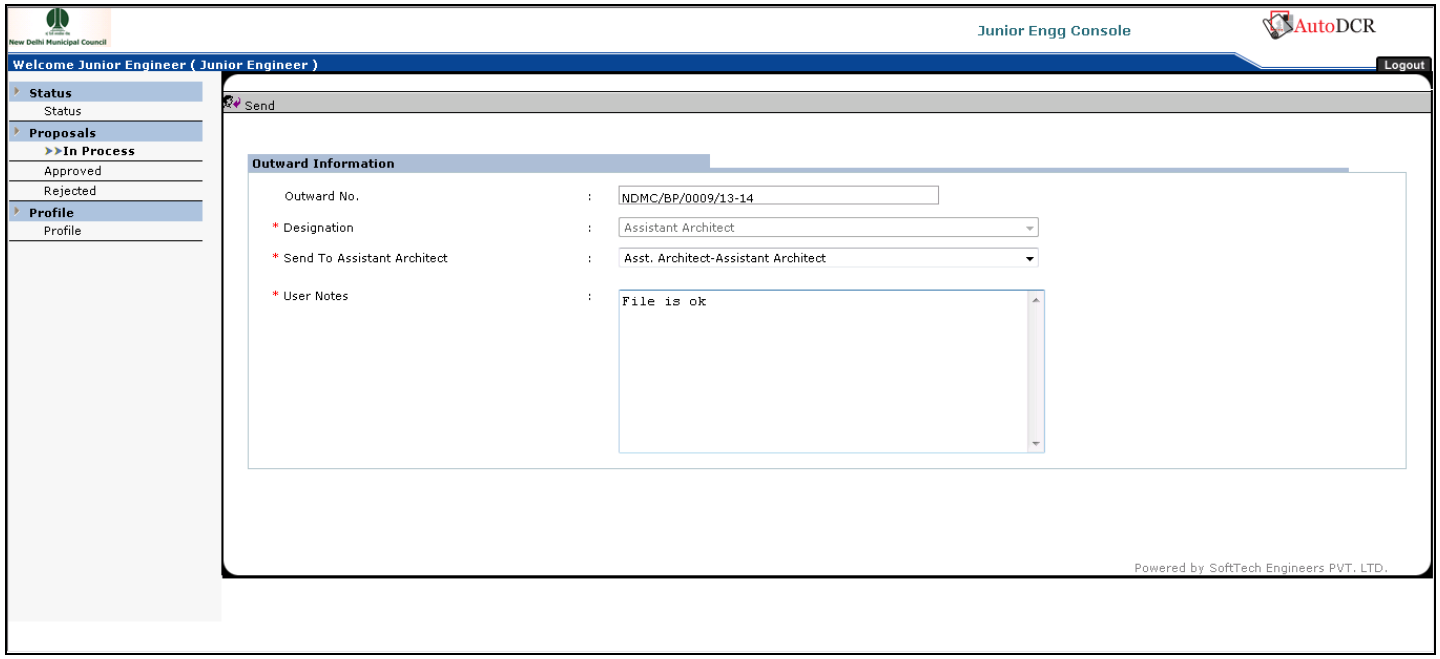
After clicking on the ‘Run AutoDCR’ Button. JE will get this message that "AutoDCR Data transferred successfully" and after pressing ‘Scrutiny Done’ Button architect building drawing gets scrutinized.



The JE does the site visit and enters all the data, observation made during the site visit by clicking on the “**Site visit**” button and Saves the information by clicking on the save button.



Once the Site visit details are saved by JE. The proposal can be sent to Assistant Architect.

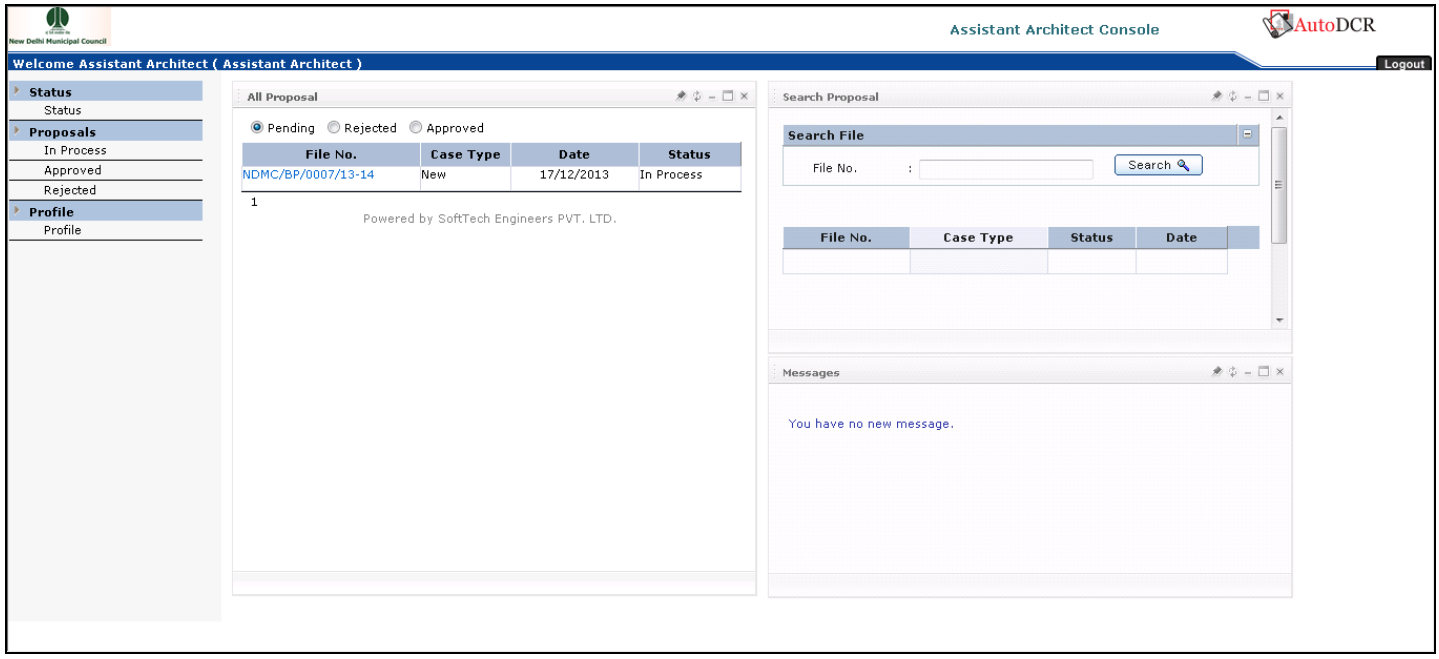


5.3 Assistant Architect

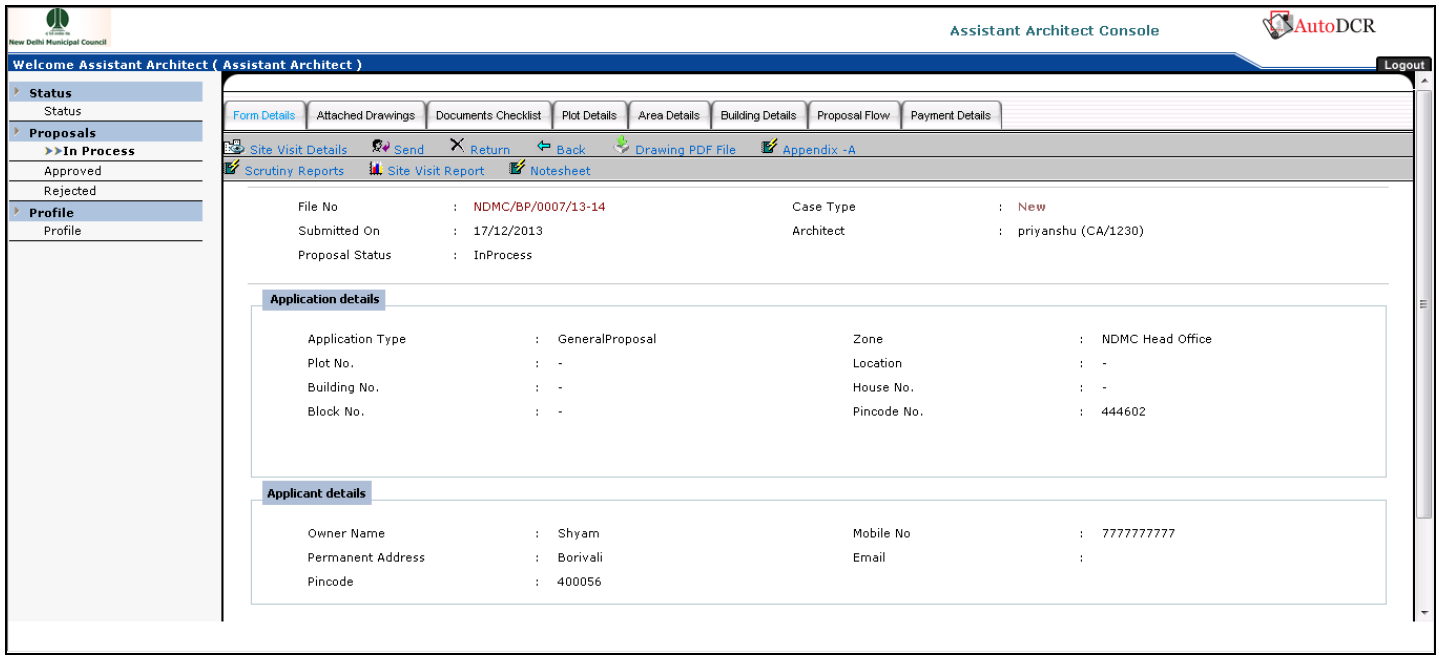
The proposal send by JE are automatically received at the **in process** of the Assistant Architect console.
The Assistant Architect then performs following task:

- Verify the Proposal
- Site visit if proposal demands
- Review Scrutiny report send by JE
- Send remarks to Architect

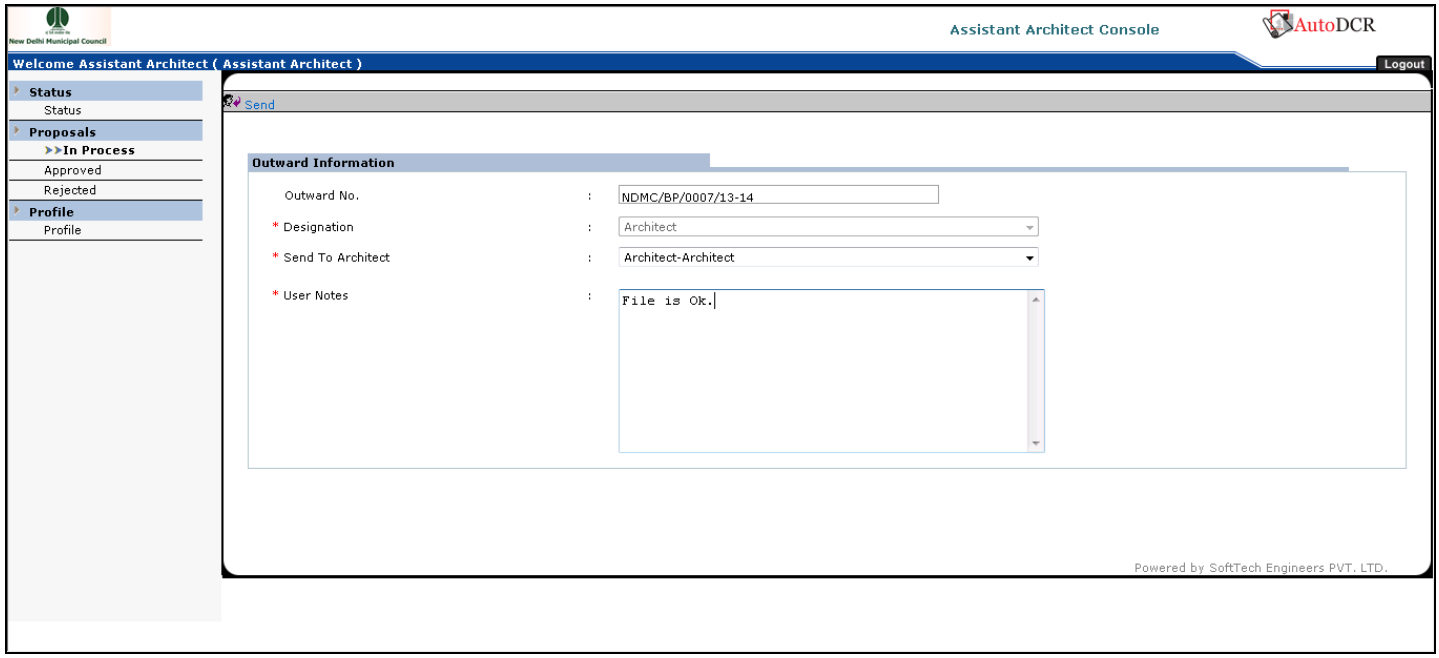
When Assistant Architect gets login, following page appears



The Assistant Architect In-process proposals section, after clicking on the File No. link following page appears. Assistant Architect allows all those operations which are mention above.



The proposal can be sent to Architect; after all necessary actions are taken by Assistant Architect

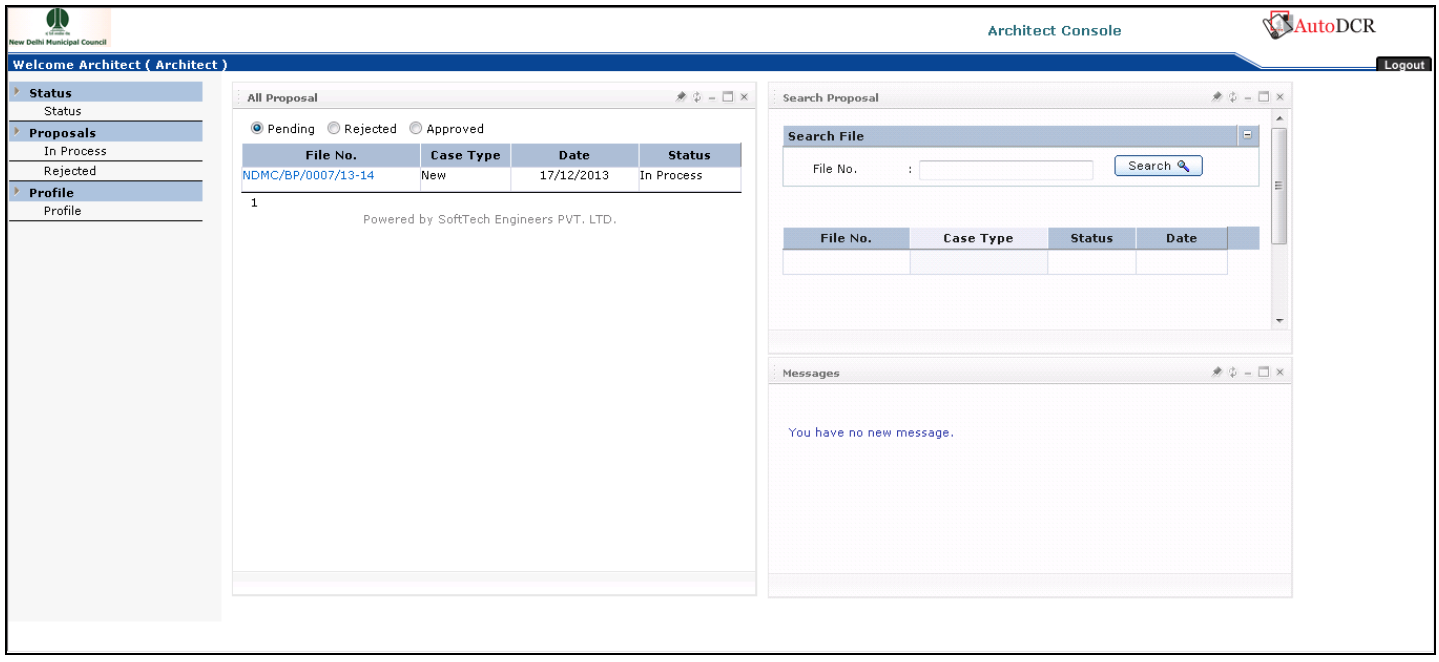


5.4 Architect

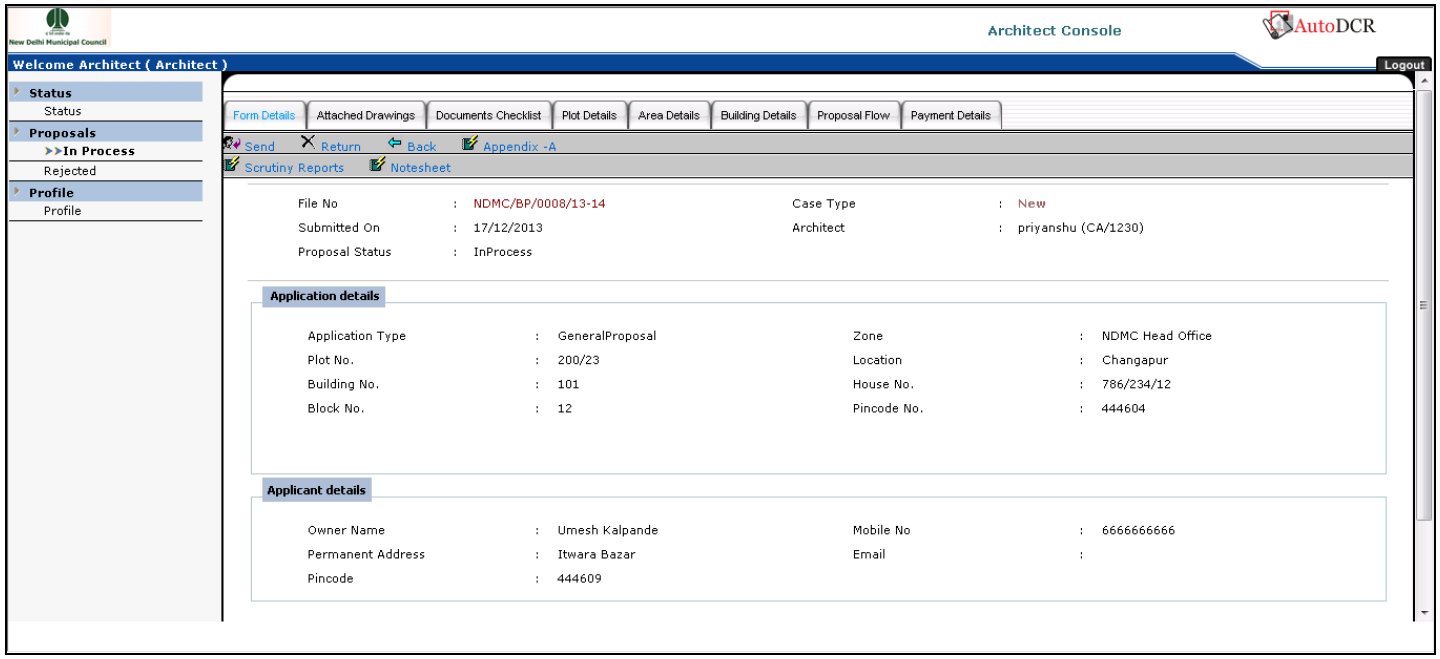
The proposal send by Assistant Architect is automatically received at the **in process** of the Architect console.
The Architect then performs following task:

- Review Report send by Assistant Architect
- Send his/her comments to Deputy Chief Architect

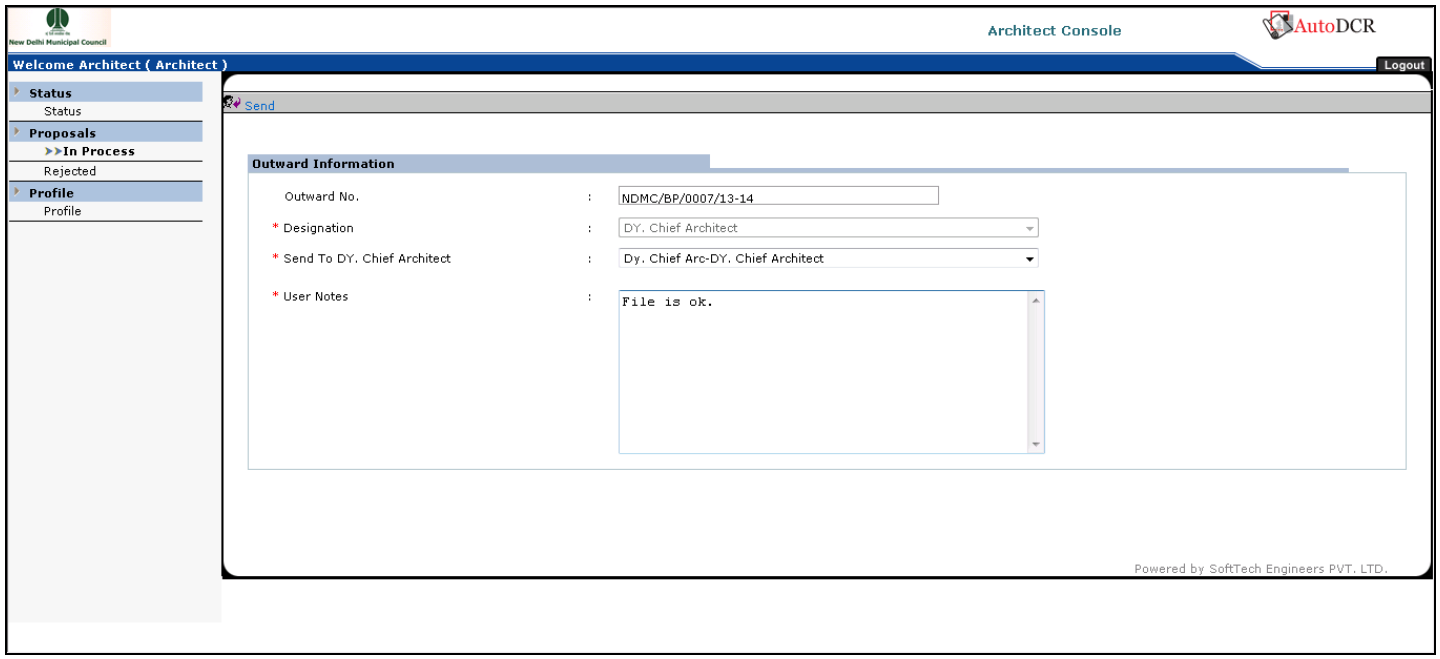
When Architect gets login, following page appears



The Architect In-process proposals section, after clicking on the File No. link following page appears. Architect allows to do all those operations which are mention above.



The proposal can be sent to Deputy Chief Architect; after all necessary actions are taken by Architect

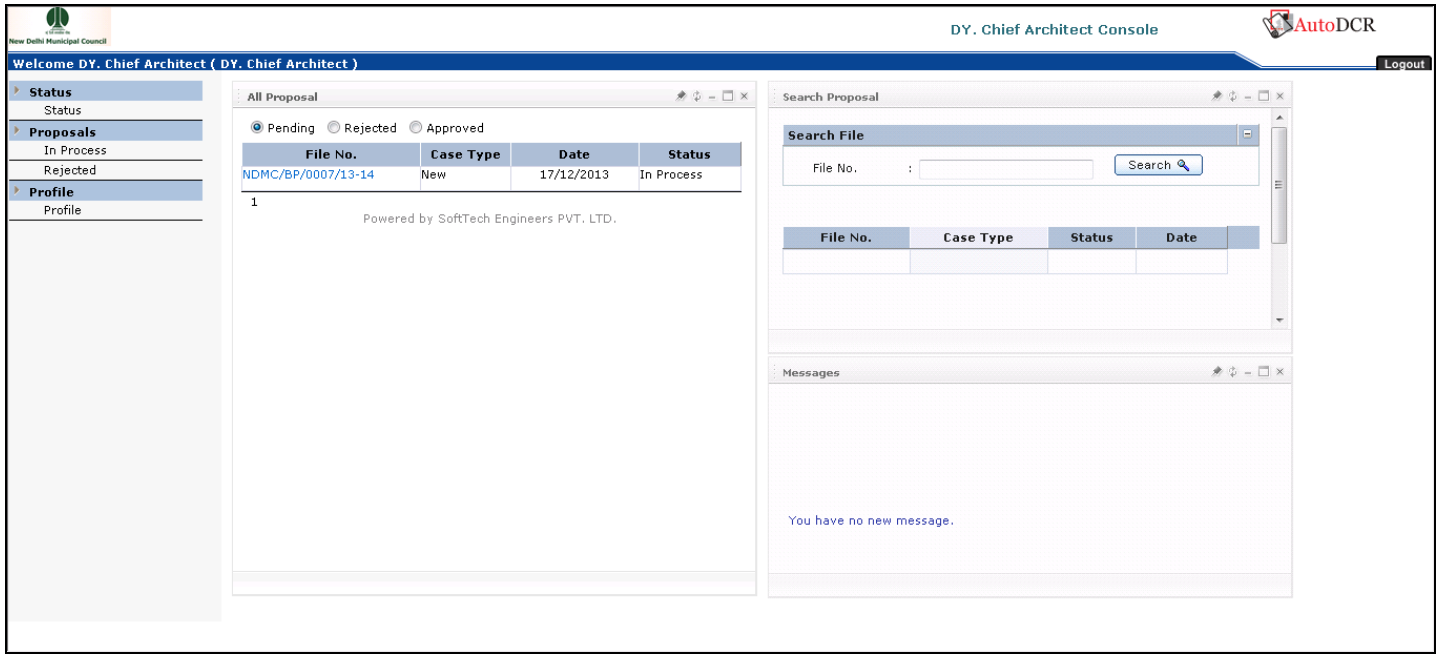


5.5 Deputy Chief Architect

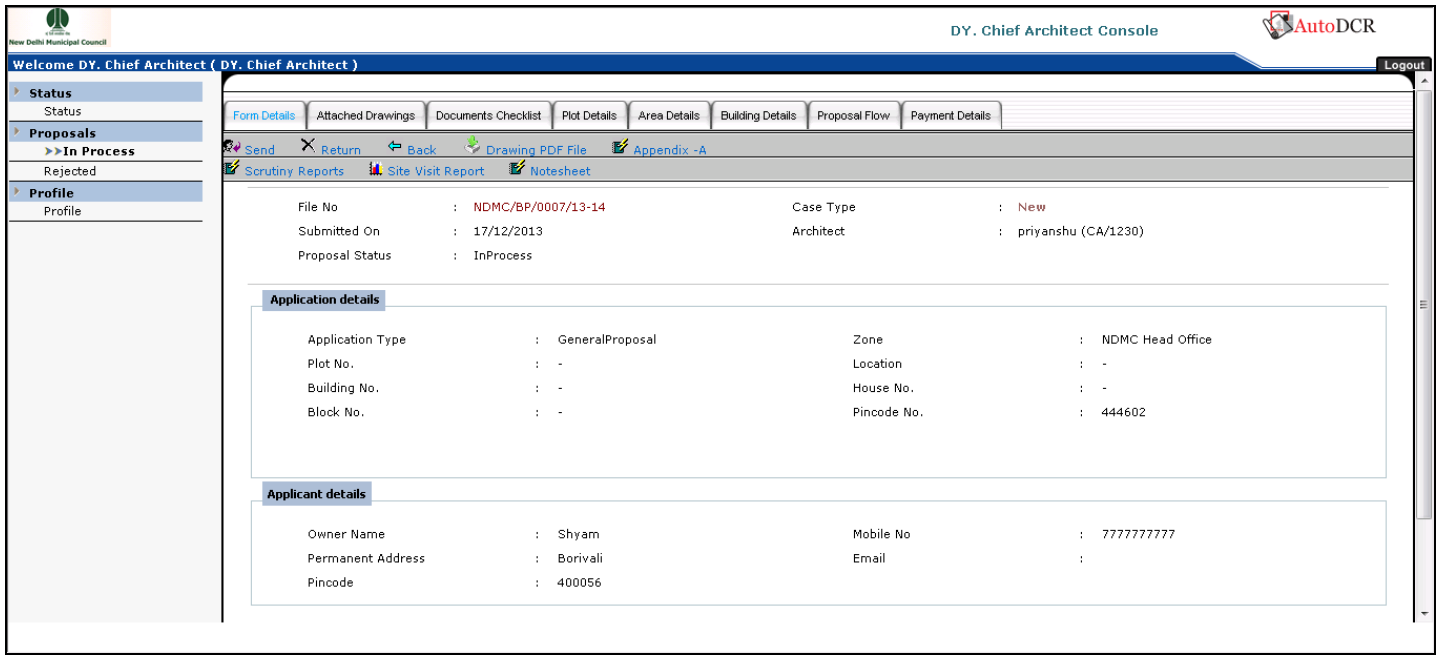
The proposal send by Architect is automatically received at the **in process** of the Deputy Chief Architect console. The Deputy Chief Architect then performs following task:

- Review Report send by Architect
- Send his/her comments to Chief Architect

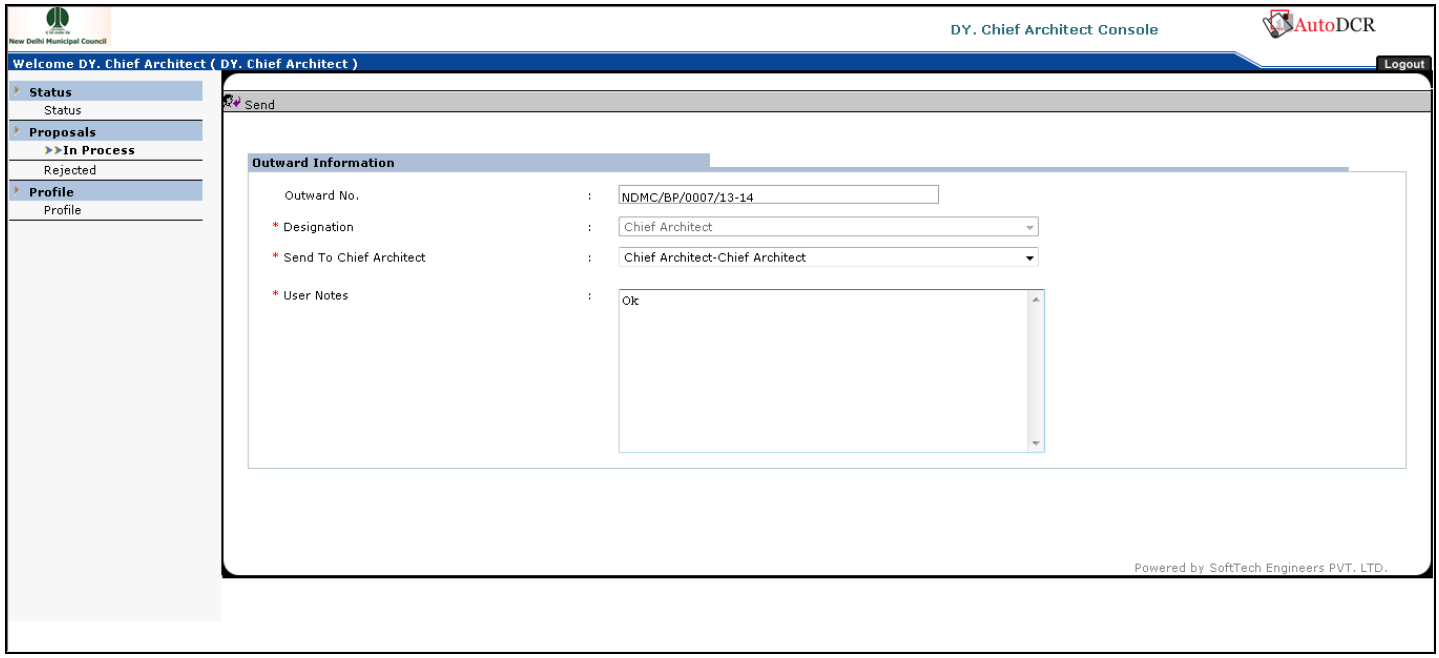
When Deputy Chief Architect gets login, following page appears



Click on the File No. Link in **In Process** section, will take the Deputy Chief Architect to the following screen to do his\her task



The proposal can be sent to Chief Architect; after all verifications done by Deputy Chief Architect

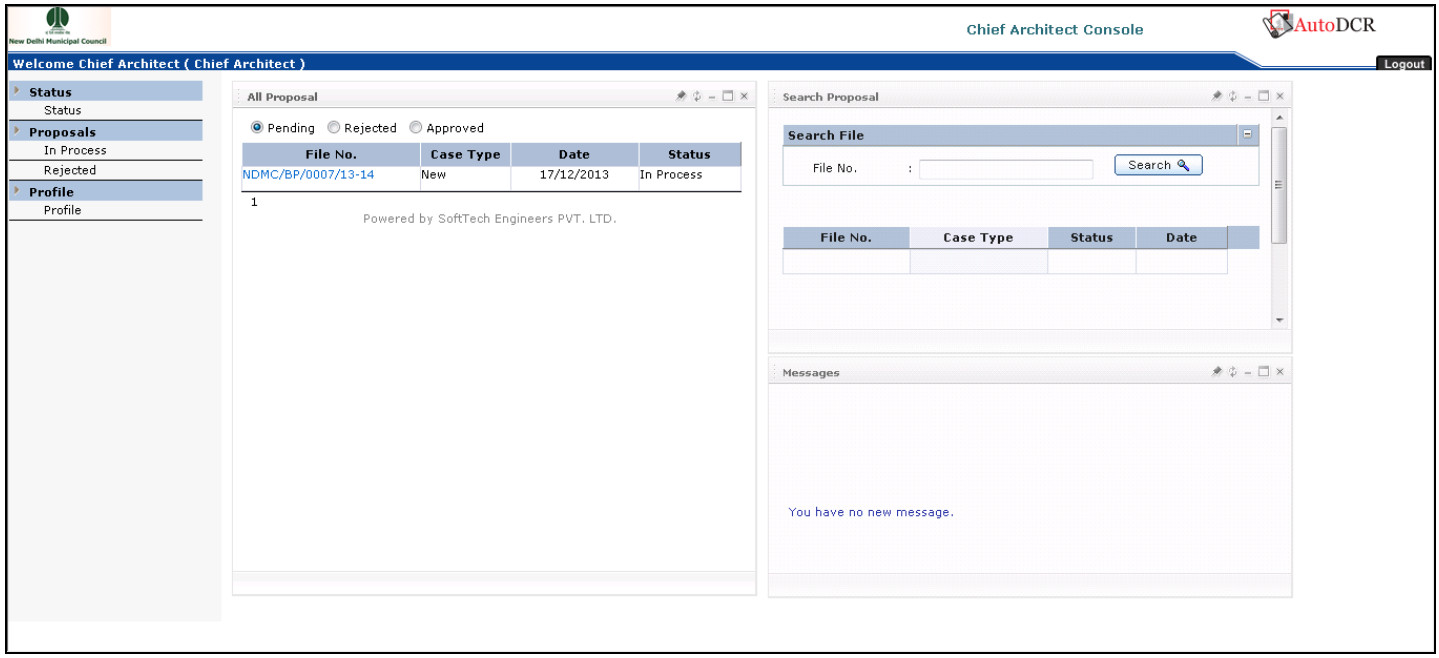


5.6 Chief Architect

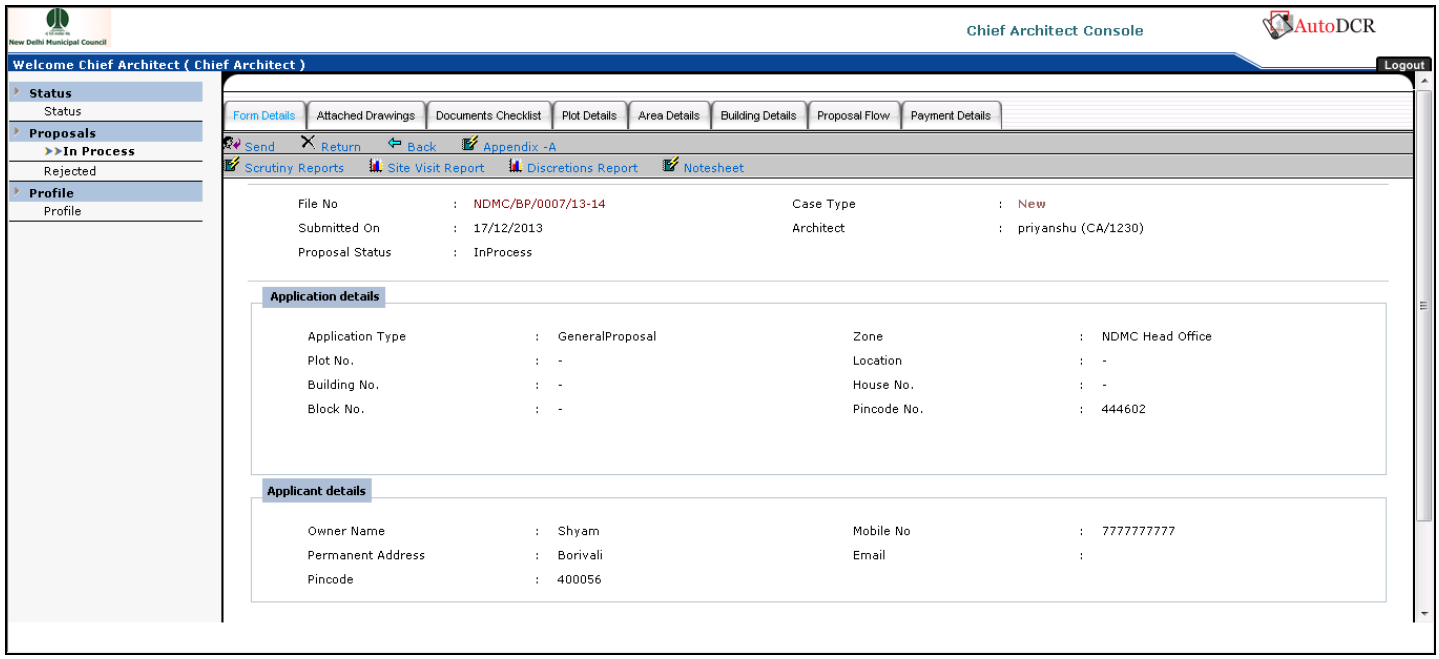
The proposal send by Deputy Chief Architect is automatically received at the **in process** of the Chief Architect console. The Chief Architect then performs following task:

- Review Report send by Deputy Chief Architect
- Forward the Proposal to Secretary along with his/her comments

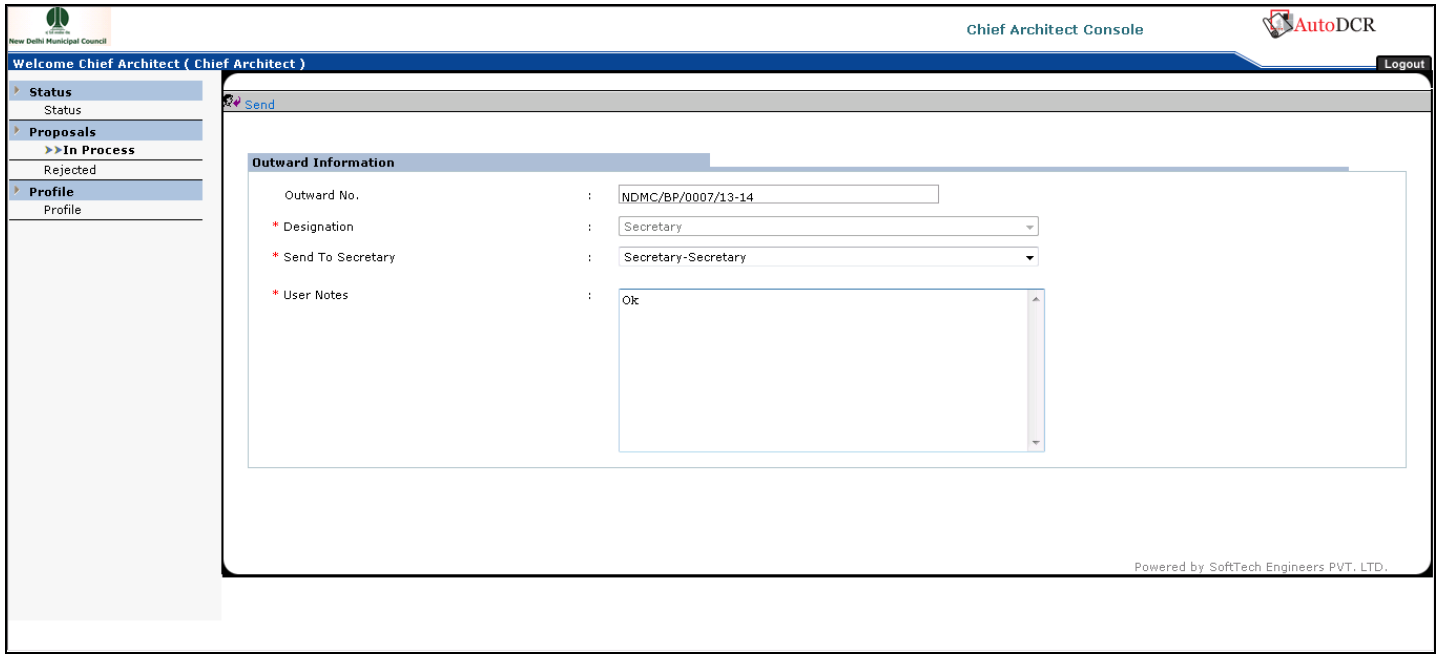
When Chief Architect gets login, following page appears



Click on the File No. Link in **In Process section** of his/her console, will take the Chief Architect to the following screen. Chief Architect can perform his/her tasks here easily



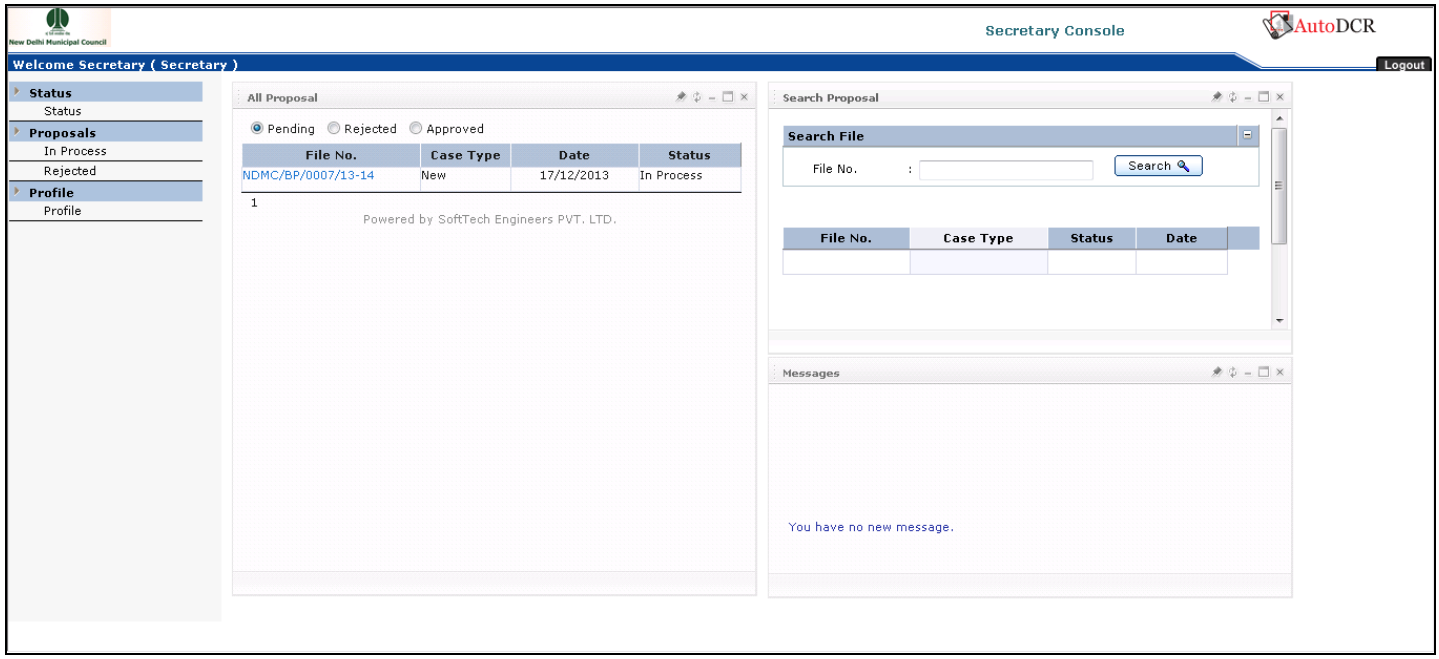
The proposal can be sent to Secretary; after all necessary actions are taken by Chief Architect



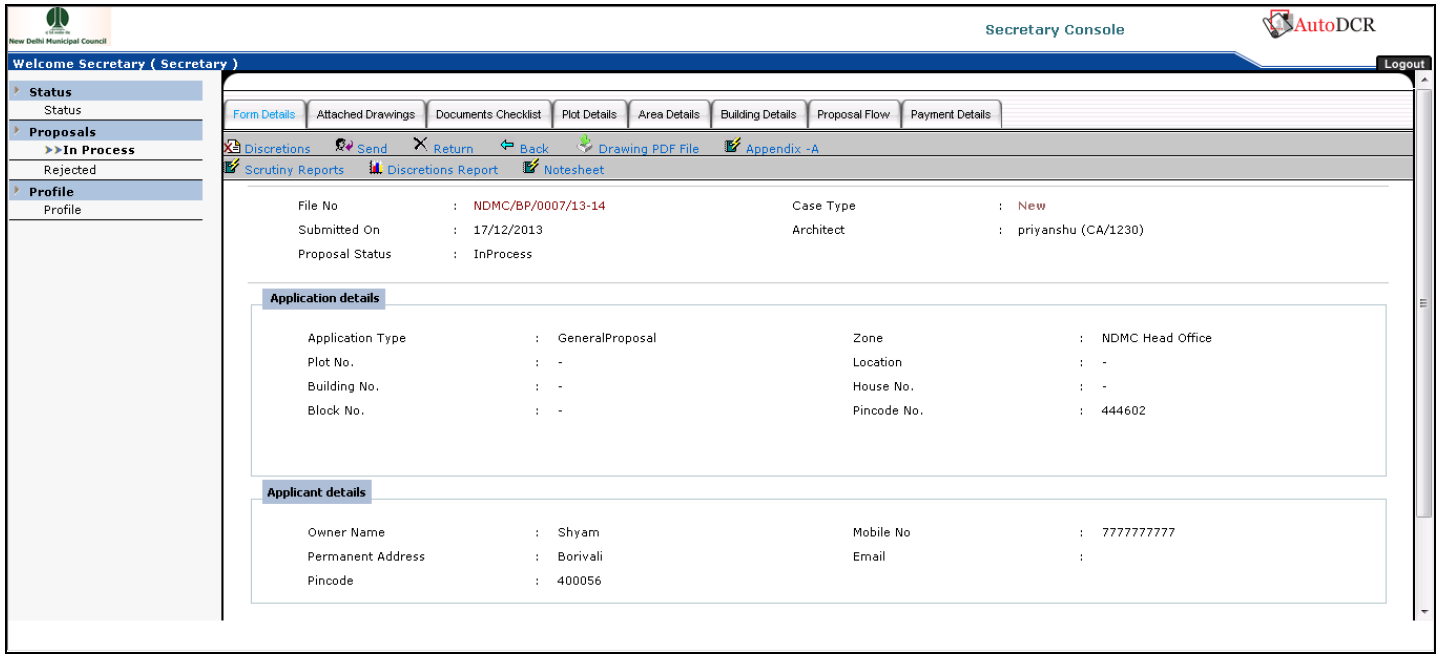
5.7 Secretary

The proposal send by Chief Architect is automatically received at the **in process** of the Secretary console. The Secretary recommends the Proposal to Chairperson for Final Approval / Relaxation and Discretion.

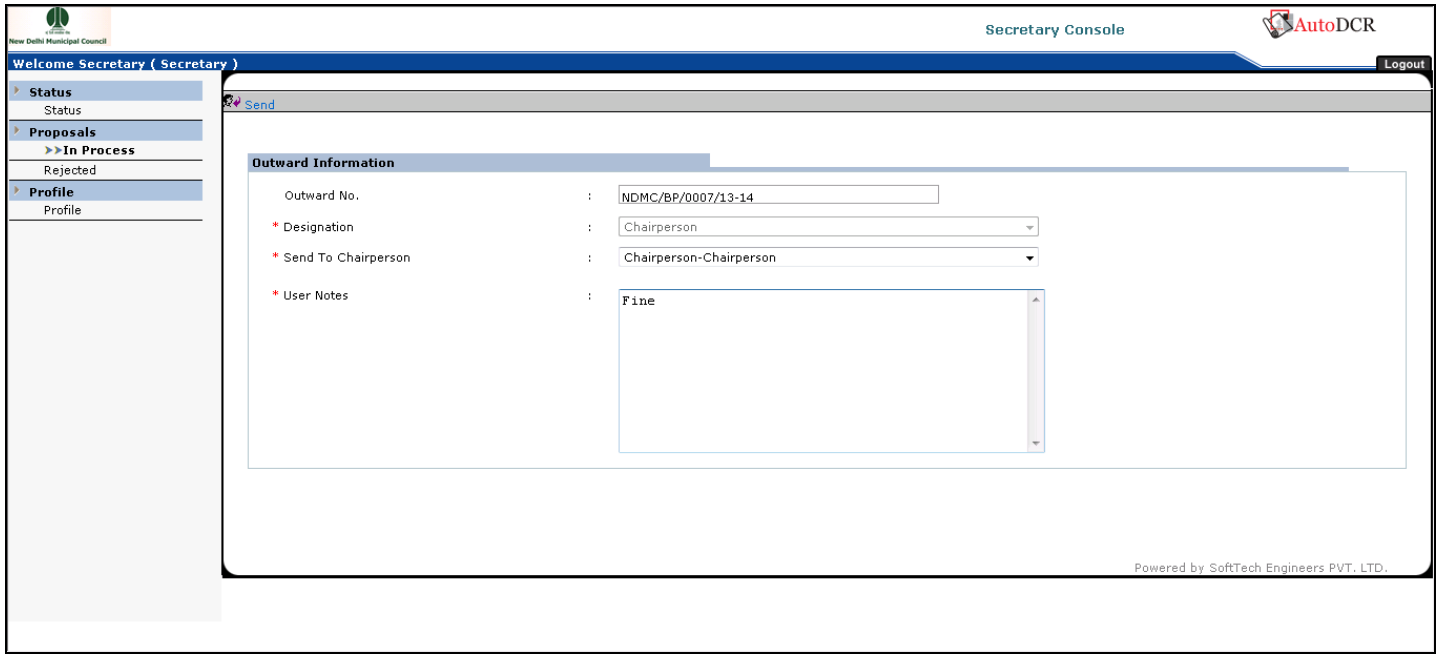
When Secretary gets login, the following page gets appear



The Secretary In-process proposals section, after clicking on the File No. Link, following page appears to accomplish his/her tasks



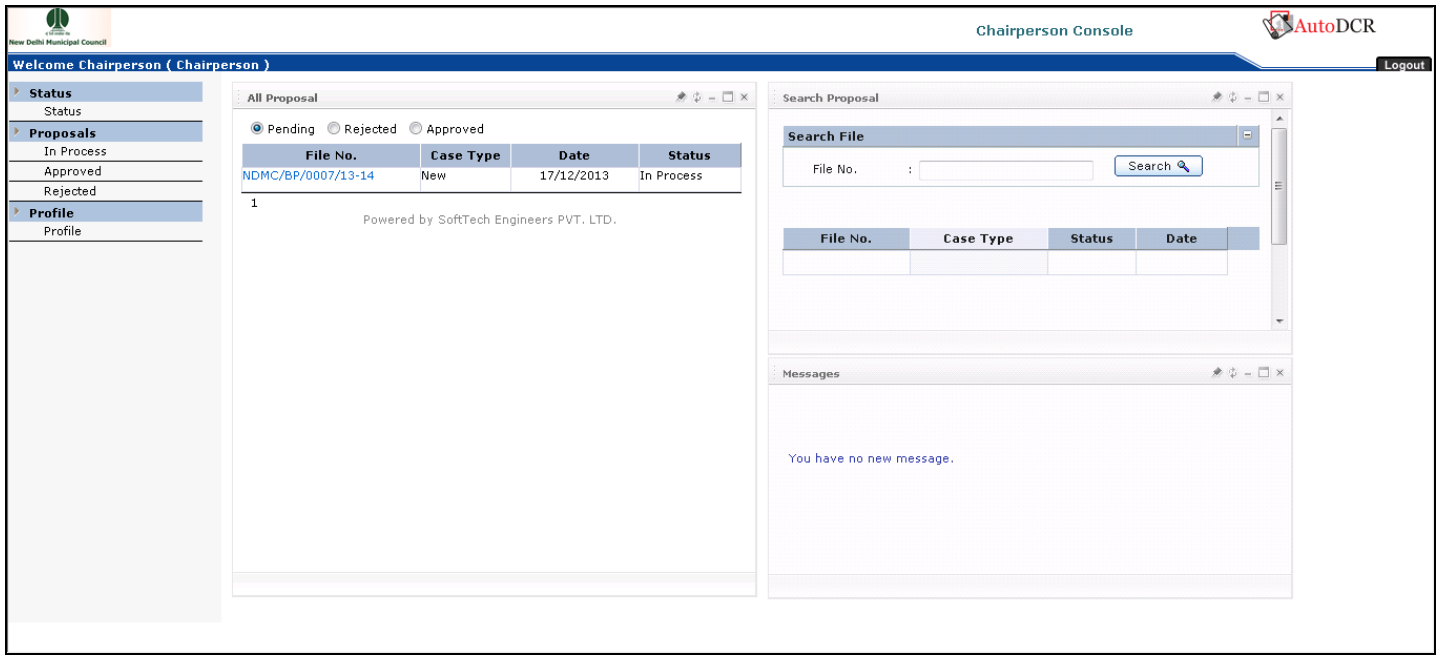
The proposal can be sent to Chairperson; after all verifications done by Secretary



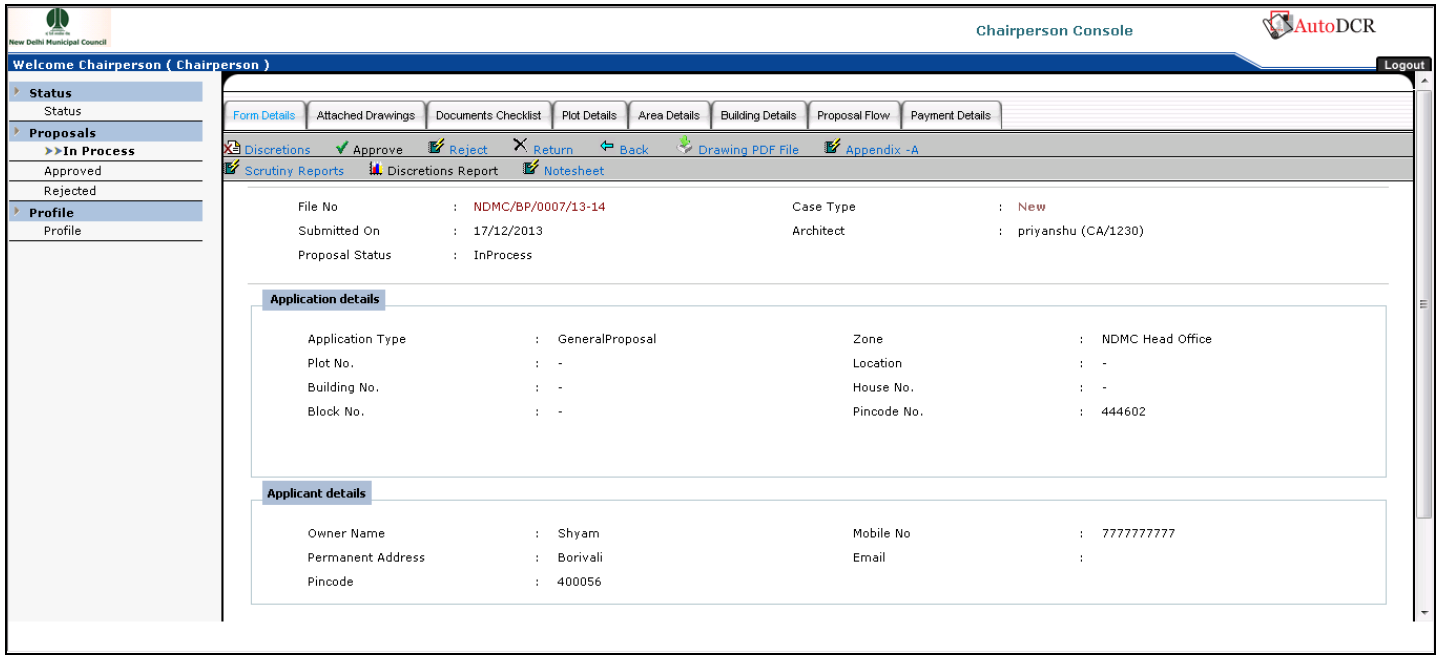
5.8 Chairperson

The proposal send by Secretary is automatically received at the **in process** of the Chairperson console. The Chairperson does the Final Approval and Refusal of proposal.

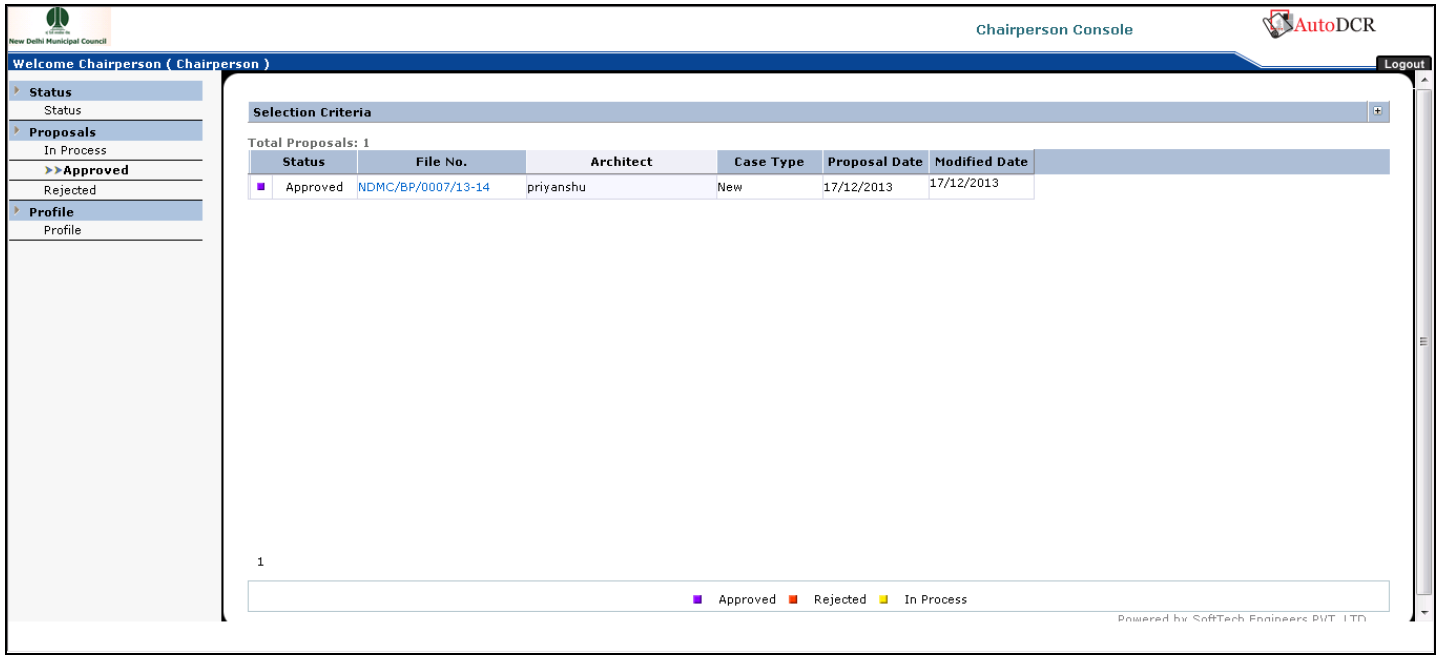
When Chairperson gets login, the following page appears



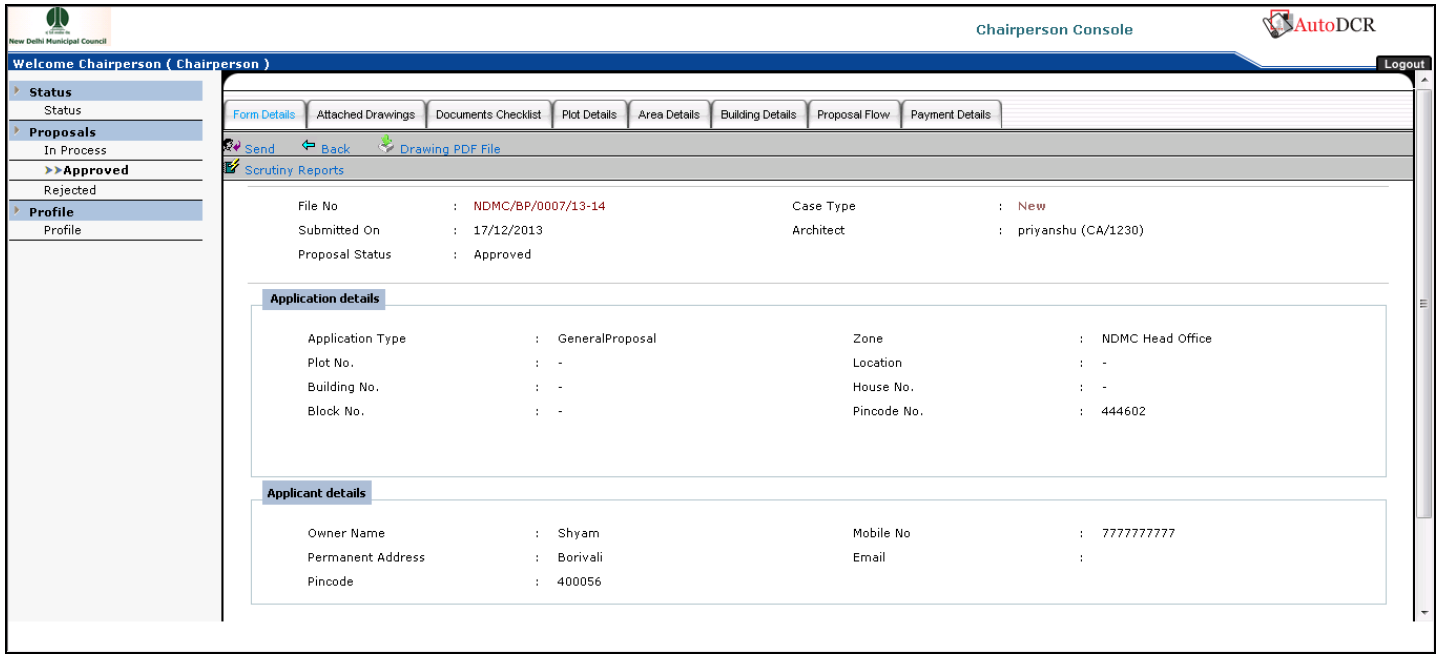
The Chairperson In-process proposals section, after clicking on the File No. Link, following page appears. It will allow the Chairperson to do his\her tasks



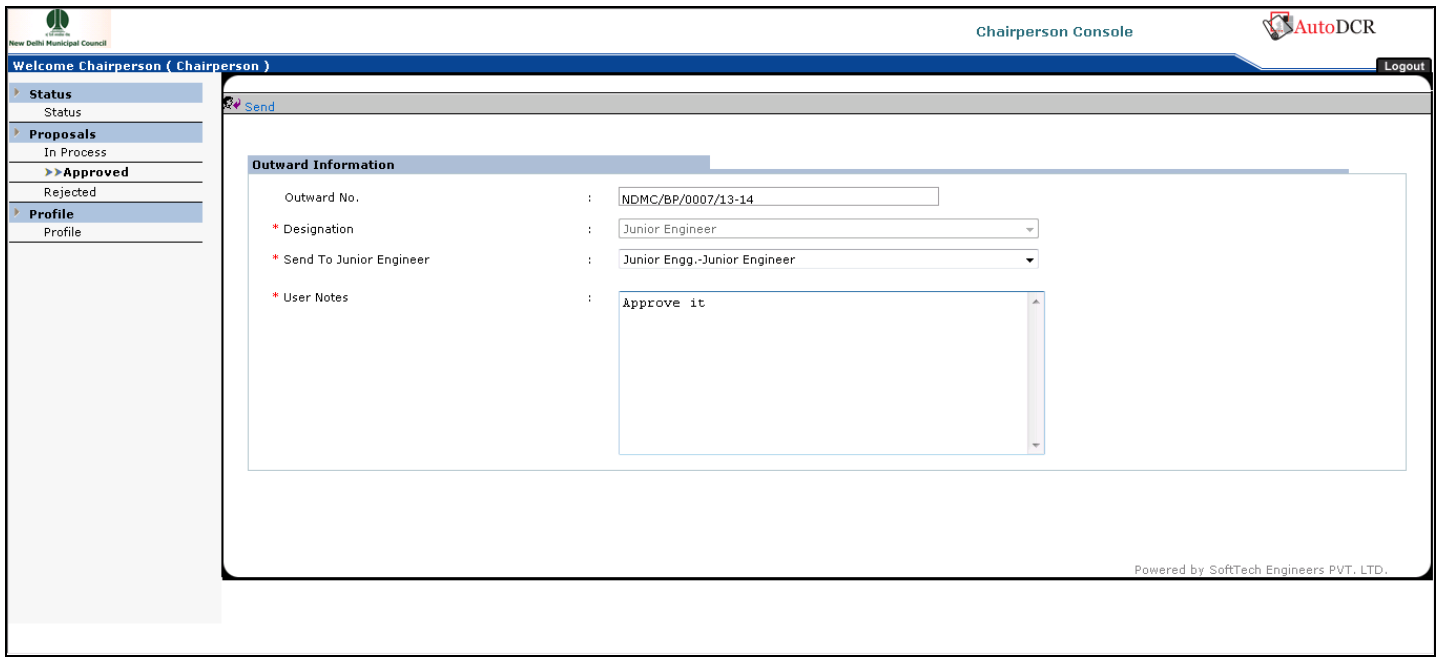
Once chairperson approves the proposal, proposal gets placed in Approval section



Click on the file number will take the Chairperson to the following screen



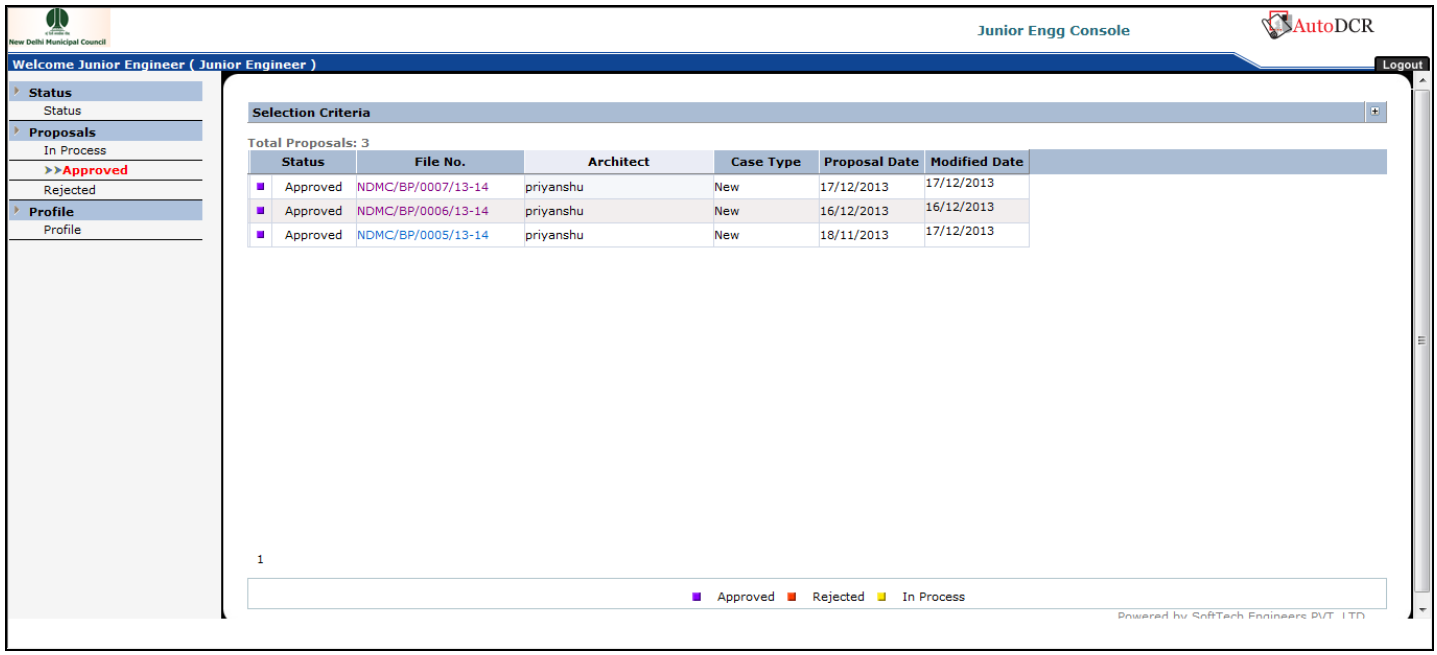
After approval the proposal is sent to JE for issuing Building Permission Letter



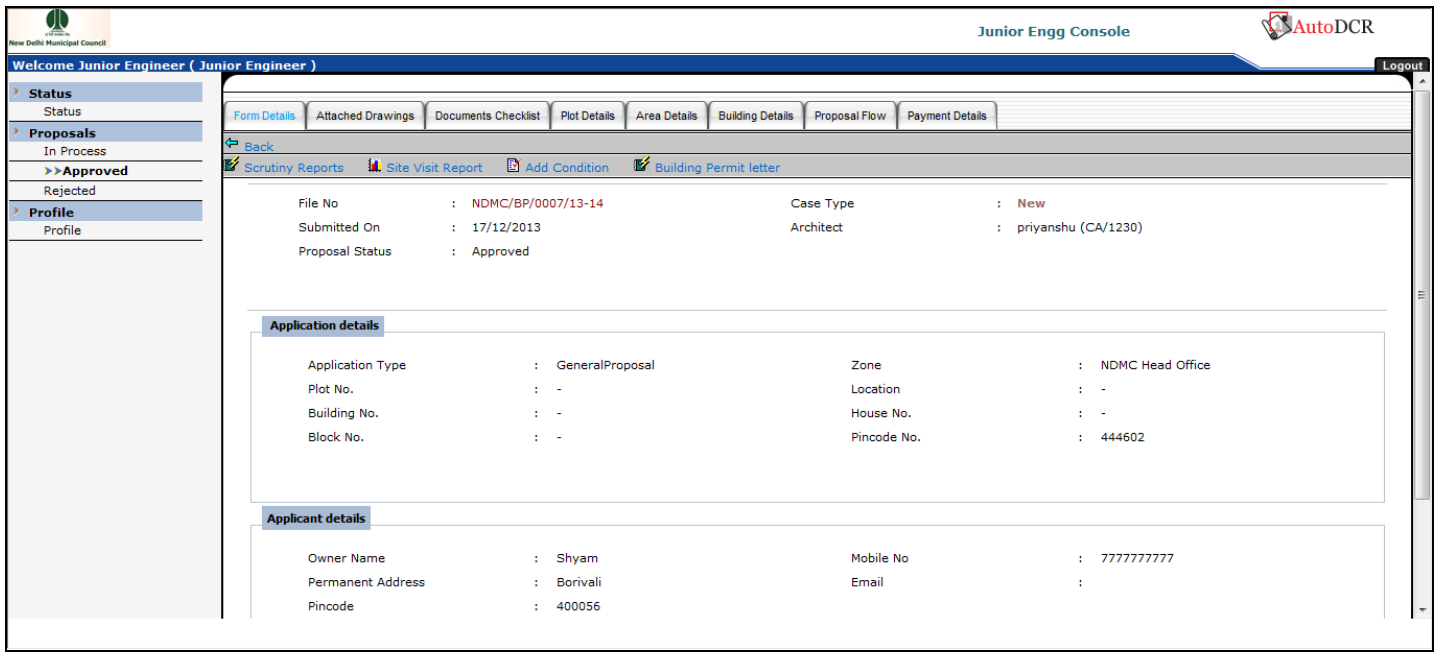
5.9 Junior Engineer (Issuing Building Permit Letter)

The proposal send by Chairperson is automatically received at the **in Approved** section of the JE console. From where JE can issue Building Permit letter which is required by Architect (Who applied for Building Planning Approval) to start his/her construction.

The following page shows JE in Approved section of his\her console



Click on the File No. link will take the JE to the following screen where JE can take print of Building Permit letter



The following figure shows some part of Building Permit letter

NEW DELHI MUNICIPAL COUNCIL

DEPARTMENT OF ACHITECTURE AND ENVIRONS

PALIKA KENDRA : NEW DELHI

Sanction No. : BP/NDMC/0004/13-14 Sanction Date : 17/12/2013

To,

Shyam

Borivali

Contatct No. 7777777777

Pin Code. 400056

Sanction of Proposal No NDMC/BP/0007/13-14 Dated : 17/12/2013 Situated at .

Dear Sir/Madam,

With reference to your application/representation submitted vide scheme no. NDMC/BP/0007/13-14 dated

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