



BPAMS User Manual



New Delhi Municipal Council

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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

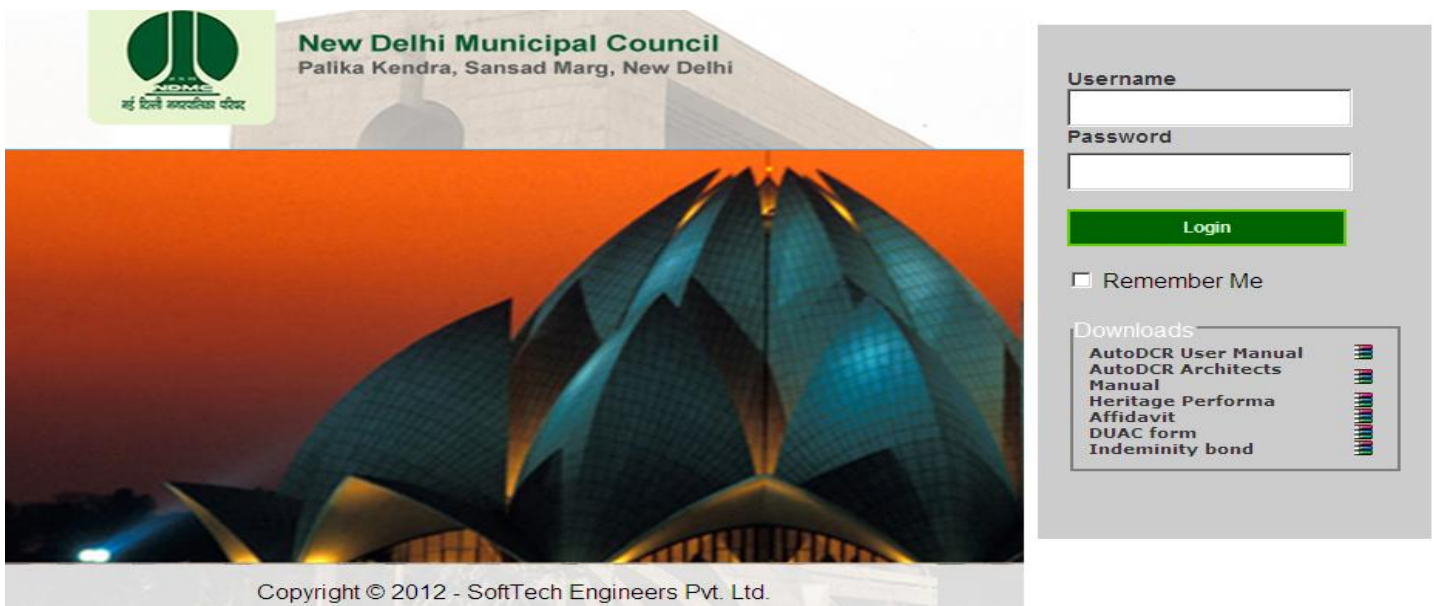
4.1 Link from NDMC Website

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

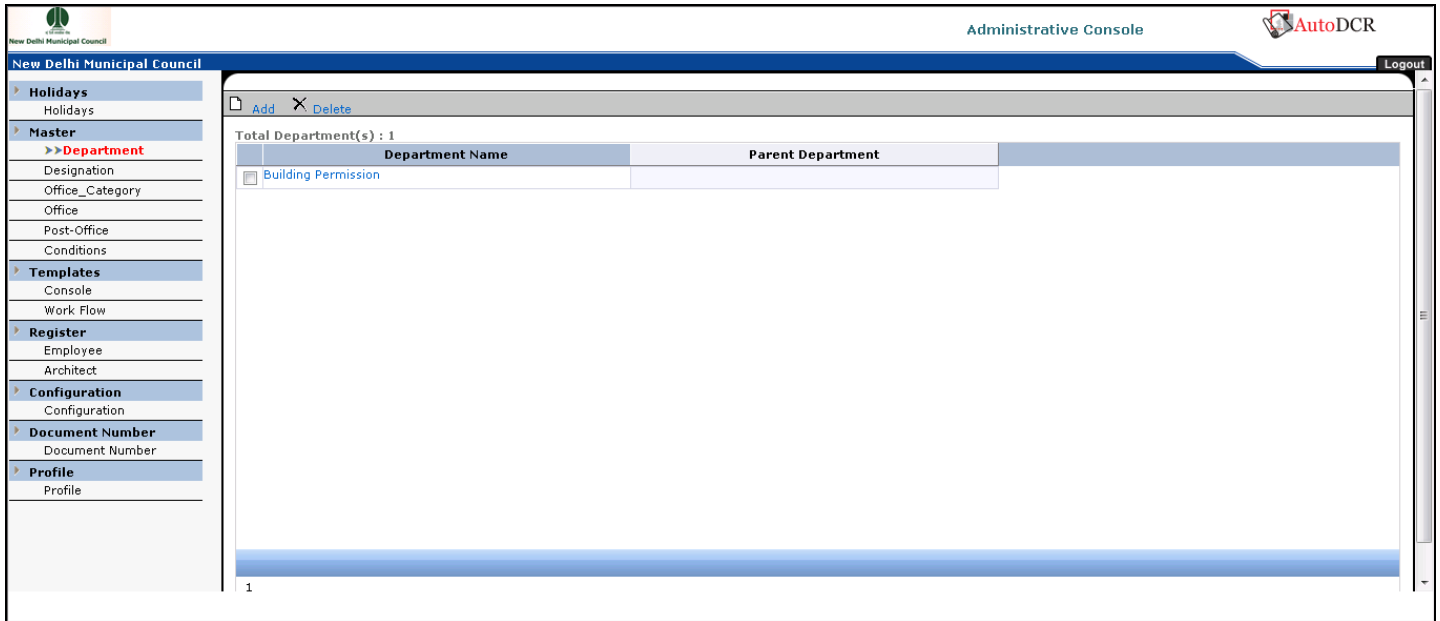
Link on the New Delhi Municipal Council website (<http://www.ndmc.gov.in>), Online Building Plan Approval System - AutoDCR will follow the user to the login page.



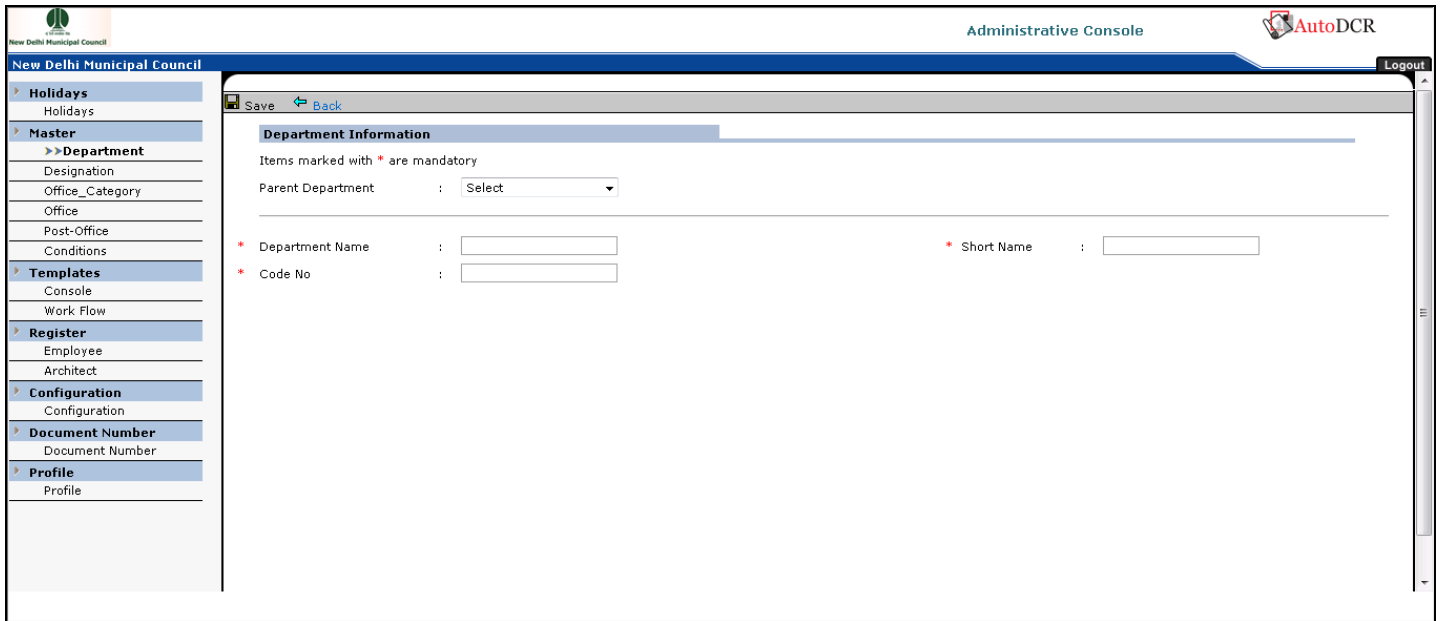
Enter username and *Password* and click *Login* button or press *Enter* key for logging into the system.

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.

The screenshot shows the 'New Delhi Municipal Council' Administrative Console. The left sidebar is expanded to 'Master' > 'Designation'. The main area displays a table with 9 designations. The table has columns for 'Designation Name' and 'Parent Designation'. Below the table is an 'Export to Excel' button.

Designation Name	Parent Designation
<input type="checkbox"/> License Architect	
<input type="checkbox"/> Building Clerk	
<input type="checkbox"/> Junior Engineer	
<input type="checkbox"/> Assistant Architect	
<input type="checkbox"/> Architect	
<input type="checkbox"/> DY. Chief Architect	
<input type="checkbox"/> Chief Architect	
<input type="checkbox"/> Secretary	
<input type="checkbox"/> Chairperson	

- Click Add button. Following page displays.

The screenshot shows the 'New Delhi Municipal Council' Administrative Console with the 'Designation Information' form open. The form includes a 'Parent Designation' dropdown menu and two text input fields for 'Designation Name' and 'Short Name'. A note indicates that items marked with an asterisk are mandatory.

Save Back

Designation Information

Items marked with * are mandatory

Parent Designation : Select

* Designation Name :

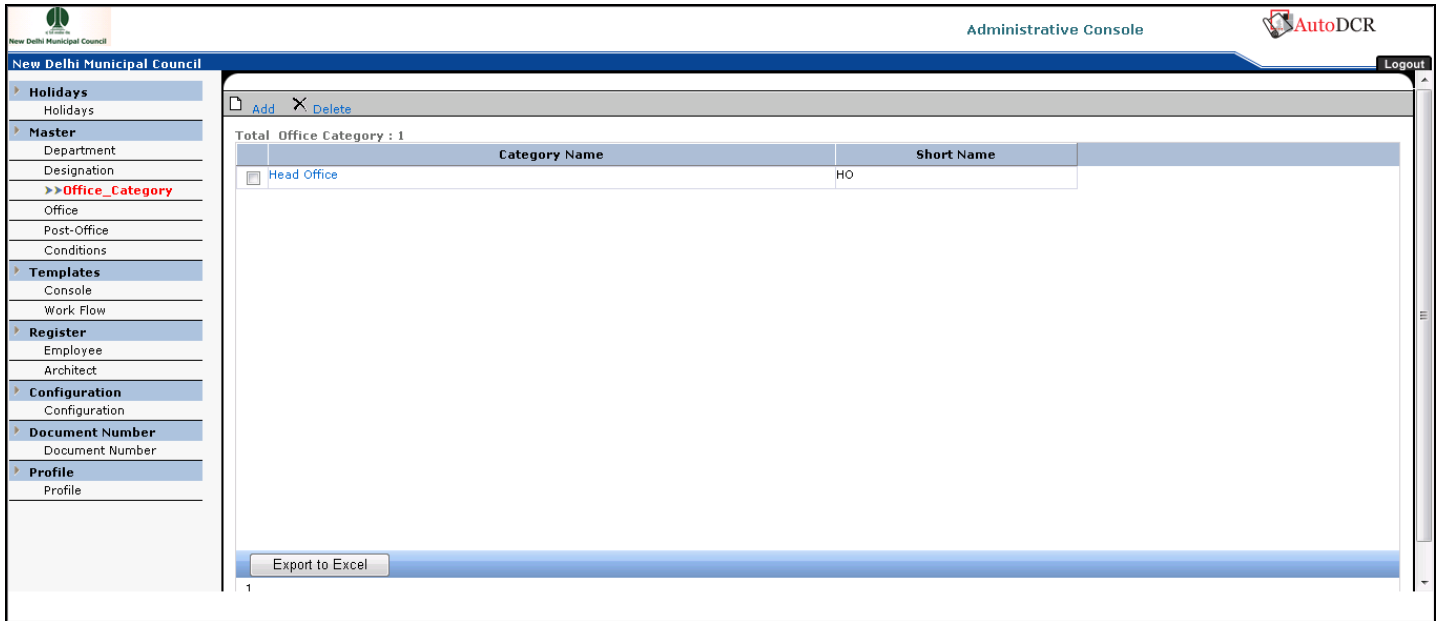
* Short Name :

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.

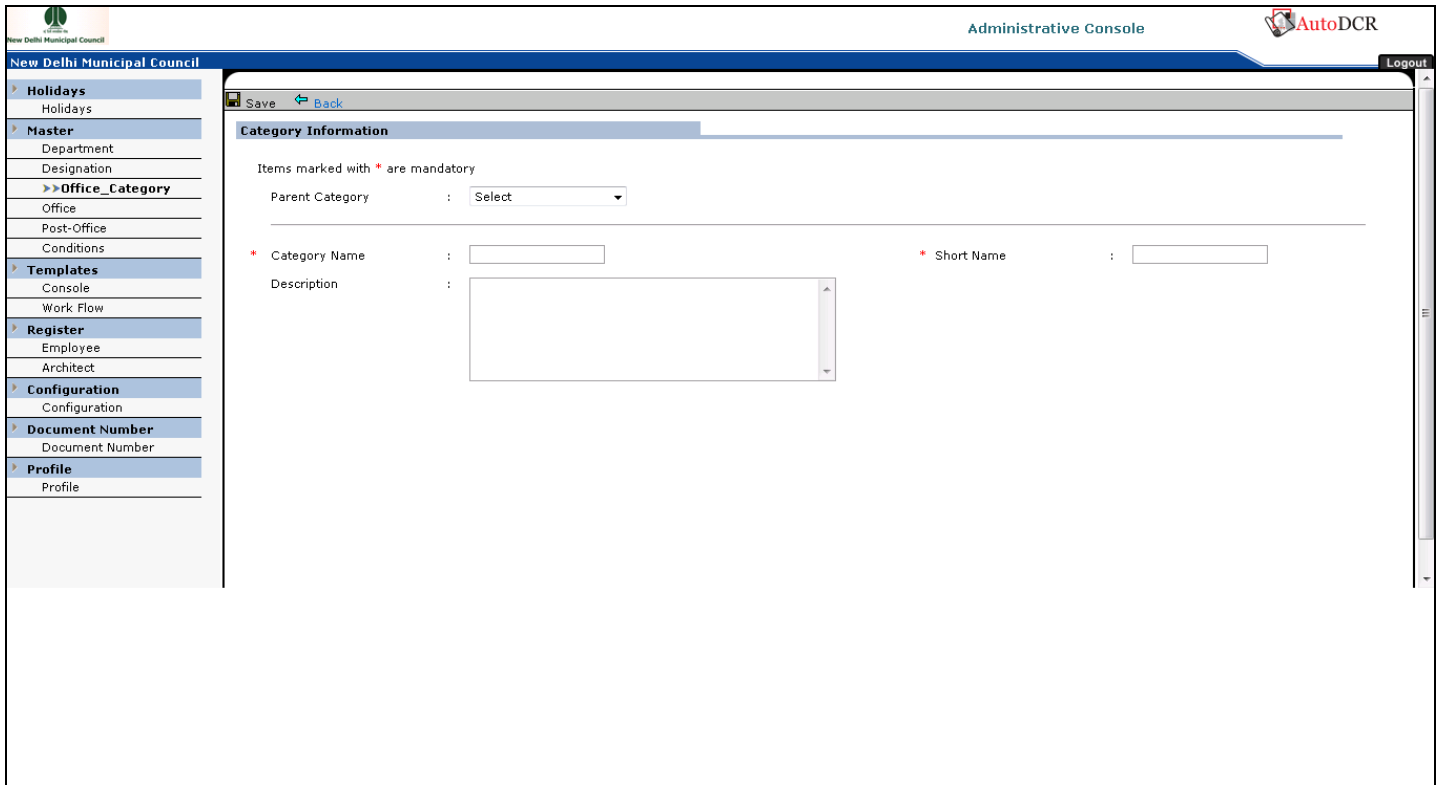


The screenshot shows the 'Administrative Console' interface for 'New Delhi Municipal Council'. The left sidebar contains a navigation menu with categories like 'Holidays', 'Master', 'Templates', 'Register', 'Configuration', 'Document Number', and 'Profile'. Under 'Master', 'Office Category' is highlighted. The main content area displays a table with the following data:

Total	Office Category : 1	
	Category Name	Short Name
<input type="checkbox"/>	Head Office	HO

Buttons for 'Add' and 'Delete' are visible at the top left of the table area. An 'Export to Excel' button is located at the bottom of the table.

- Click Add button. Following page displays.



The screenshot shows the 'Administrative Console' interface for 'New Delhi Municipal Council'. The left sidebar is the same as in the previous screenshot, with 'Office Category' selected. The main content area displays the 'Category Information' form. The form includes the following fields:

- Parent Category: Select (dropdown menu)
- * Category Name: Text input field
- * Short Name: Text input field
- Description: Text area

Buttons for 'Save' and 'Back' are visible at the top left of the form area. A note states: 'Items marked with * are mandatory'.

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.

The screenshot shows the 'Administrative Console' for the 'New Delhi Municipal Council'. The left sidebar contains a navigation menu with categories like 'Holidays', 'Master', '>>Office', 'Templates', 'Register', 'Configuration', 'Document Number', and 'Profile'. The 'Office' category is selected. The main content area shows a table with the following data:

	Name	Parent Office Name	ShortName
<input type="checkbox"/>	NDMC Head Office	NDMC Head Office	NHO

At the bottom of the table area, there is an 'Export to Excel' button.

- Click Add button. Following page displays.

New Delhi Municipal Council Administrative Console **AutoDCR** Logout

Save Back

* Category : Select

* Name : Short Name :

* Office Code :

Parent Details

* Parent Category : Select Parent Office : Select

Post Details

	Designation	No. of Post	Type of Post	Order Number	Order Date	Authority	Post Created
<input type="checkbox"/>	License Architect	0					0
<input type="checkbox"/>	Building Clerk	0					0
<input type="checkbox"/>	Junior Engineer	0					0
<input type="checkbox"/>	Assistant Architect	0					0
<input type="checkbox"/>	Architect	0					0
<input type="checkbox"/>	DY. Chief Architect	0					0
<input type="checkbox"/>	Chief Architect	0					0
<input type="checkbox"/>	Secretary	0					0
<input type="checkbox"/>	Chairperson	0					0

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.

The screenshot displays the 'Administrative Console' for the 'New Delhi Municipal Council'. The left sidebar contains a navigation menu with categories: Holidays, Master, Templates, Register, Configuration, Document Number, and Profile. The 'Document Number' category is expanded to show 'Document Number'. The main content area is titled 'Number Configuration' and 'Document Details'. It features a table with columns for 'Document Number', 'Start With', and 'Status'. A single entry is visible: 'NDMC/BP/Document Number/Fin Year/' with '1Active' in the status column. Below the table are 'Add' and 'Delete' buttons. A 'NOTE' is provided at the bottom of the configuration area.

Document Number	Start With	Status
NDMC/BP/Document Number/Fin Year/		1Active

NOTE: When you select any document in module list then all previous configuration for that module will be display in document configuration list. By click on link of configuration you can edit configuration number if it is not used, Otherwise you can't edit that number. If you want to delete any previous configuration number so click on check box then click delete button, But the configuration number are used then you Can't delete that configuration number. If you want to generate new configuration number then first you select any document in left menu then click add button, but without selecting any document in menu menu you click add button and want to create new number. In that case warning message will be display (Please Select document in menu)

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.

The screenshot shows the 'Administrative Console' interface for the New Delhi Municipal Council. On the left is a navigation menu with categories: Holidays, Master (Department, Designation, Office, Post-Office, Conditions), Templates (Console, Work Flow), Register (Employee, Architect), Configuration, Document Number, and Profile. The main area displays a table of consoles with columns for Console Name, Description, and Created On. There are 'Add' and 'Delete' buttons at the top left of the table area.

Console Name	Description	Created On
Architect Console	Arch Console	20/9/2013
Assistant Architect Console	Asst Arch Console	20/9/2013
Building Clerk Console	BC Console	20/9/2013
Chairperson Console	Chairperson Console	20/9/2013
Chief Architect Console	Chief Arc Con	20/9/2013
DY. Chief Architect Console	DY Chief Archi Console	20/9/2013
Junior Engg Console	JE Console	20/9/2013
License Architect Console	License Architect Console	20/9/2013
Secretary Console	Sec Console	20/9/2013

- Click Add button. Following page displays.

The screenshot shows the 'Console Information' form in the Administrative Console. It includes a 'Save' button and a 'Back' link. The form has two main sections: 'Console Information' and 'Access Privileges'. The 'Console Information' section has fields for 'Console Name' (with an asterisk indicating it is mandatory) and 'Description'. A red note states: 'Note: Console requires minimum 1 Sub-Module to be added.' The 'Access Privileges' section contains a table with columns for the privilege name and a 'Check All' checkbox.

Access Privileges	Check All
Status	<input type="checkbox"/>
Proposal	<input type="checkbox"/>
New	<input type="checkbox"/>
Ready To Submit	<input type="checkbox"/>
Resubmit	<input type="checkbox"/>
Drawing Not In Format	<input checked="" type="checkbox"/>
Scrutiny Cannot be Done	<input checked="" type="checkbox"/>
Drawing Failed In Rules	<input checked="" type="checkbox"/>
Proposals	<input type="checkbox"/>
Search Proposals	<input type="checkbox"/>
Conversion	<input type="checkbox"/>

- 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.

The screenshot shows the 'Administrative Console' interface for the 'New Delhi Municipal Council'. The left sidebar contains a navigation menu with categories: Holidays, Master (Department, Designation, Office_Category, Office, Post-Office, Conditions), Templates (Console, Work Flow), Register (>>Employee, Architect), Configuration (Configuration), Document Number (Document Number), and Profile (Profile). The main content area displays a table titled 'Selection Criteria' with a sub-header 'Total Employee: 8'. The table has columns for Name, Department, Designation, Office Location, and Login History. Each row includes a checkbox and a 'View' link.

	Name	Department	Designation	Office Location	Login History
<input type="checkbox"/>	Architect	Building Permission	Architect	NDMC Head Office	View
<input type="checkbox"/>	Assistant Architect	Building Permission	Assistant Architect	NDMC Head Office	View
<input type="checkbox"/>	Building Clerk	Building Permission	Building Clerk	NDMC Head Office	View
<input type="checkbox"/>	Chairperson	Building Permission	Chairperson	NDMC Head Office	View
<input type="checkbox"/>	Chief Architect	Building Permission	Chief Architect	NDMC Head Office	View
<input type="checkbox"/>	DY. Chief Architect	Building Permission	DY. Chief Architect	NDMC Head Office	View
<input type="checkbox"/>	Junior Engineer	Building Permission	Junior Engineer	NDMC Head Office	View
<input type="checkbox"/>	Secretary	Building Permission	Secretary	NDMC Head Office	View

- Click Add button. Following page displays.

The screenshot shows the 'Administrative Console' interface for the 'New Delhi Municipal Council' displaying the 'Employee' registration form. The left sidebar is the same as in the previous screenshot. The main content area has a 'Save' button and a 'Back' link. The form is divided into sections: Personal Information, Contact Information, and Login Information. Items marked with an asterisk (*) are mandatory.

Personal Information

Items marked with * are mandatory

Name : *First Middle Surname

* Short Name : * Designation :

* Department : * Office Location :

Post : Reports To :

* Console Name : Registration No :

Valid Up To :

Contact Information

Address1 : Address2 :

City : * Zip :

* Mobile Number : E-mail :

Login Information

* Login Name :

* Password :

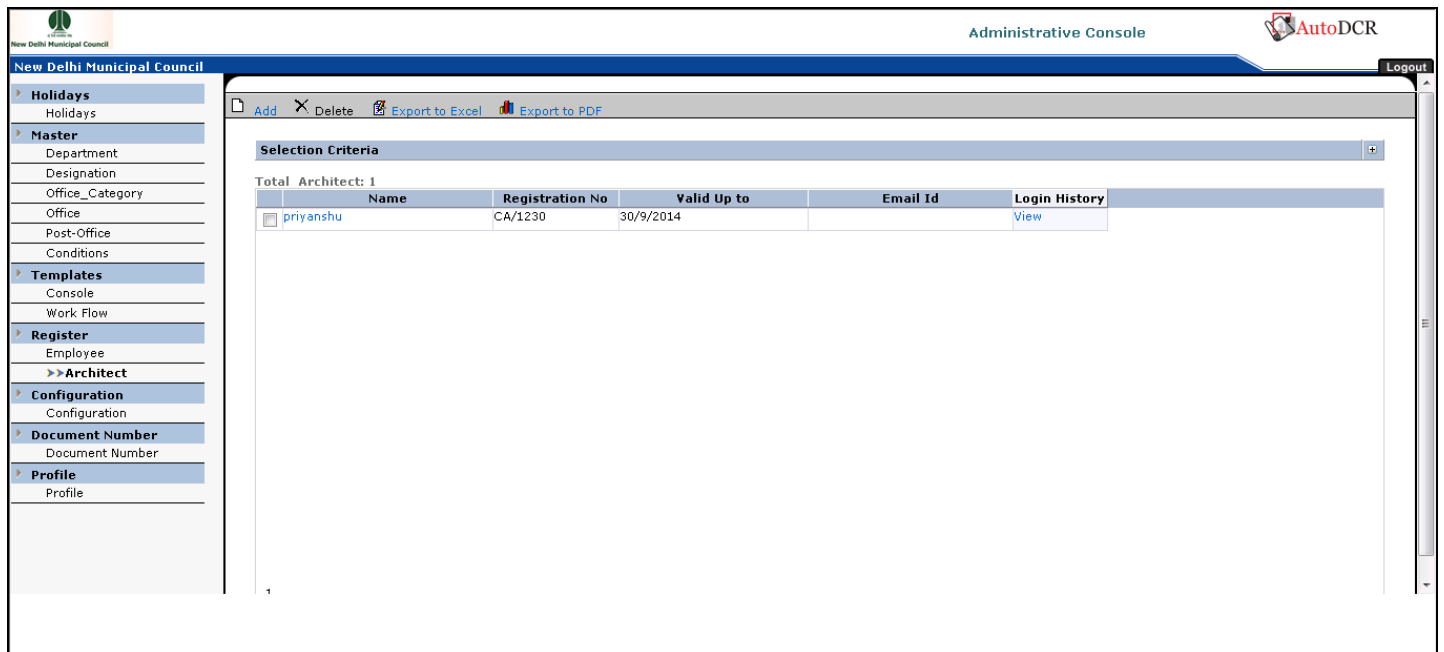
* Re-Enter Password :

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.



The screenshot shows the 'Administrative Console' interface for the 'New Delhi Municipal Council'. The left sidebar contains a navigation menu with categories like Holidays, Master, Templates, Register, Configuration, Document Number, and Profile. The 'Register' category is expanded to show 'Employee' and '>> Architect'. The main content area displays a table titled 'Selection Criteria' with the following data:

Selection Criteria					
Total Architect: 1					
	Name	Registration No	Valid Up to	Email Id	Login History
<input type="checkbox"/>	priyanshu	CA/1230	30/9/2014		View

- Click Add button. Following page displays.

New Delhi Municipal Council Administrative Console **AutoDCR** Logout

Save Back

Personal Information

Items marked with * are mandatory

Name : *First Middle Surname
 Firm Name : * Registration No :
 * Valid Up To : Qualification :

Contact Information

Address1 : Address2 :
 City : PIN Code :
 Phone Number : * Mobile Number :
 State : Select E-mail :

Login Information

* Login Name :
 * Password :
 * Re-Enter Password :

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.

The screenshot shows the 'Administrative Console' interface for 'New Delhi Municipal Council'. The left sidebar contains a navigation menu with categories: Holidays, Master, Templates, Register, Configuration, Document Number, and Profile. The 'Profile' category is expanded, and the 'Profile' option is selected. The main content area displays the following information:

- General Information**
 - Organization Name : New Delhi Municipal Council
 - Short Name : DLH_NDMC
- Contact Information**
 - Address :
 - City :
 - State :
 - Country :
 - Pin Code :
 - Mobile :
 - Phone :
 - Email :
 - Fax :
- Login Information**
 - Username : Admin

- Click Edit button. Following page appears.

The screenshot shows the 'Administrative Console' interface for 'New Delhi Municipal Council' in edit mode. The left sidebar is the same as in the previous screenshot. The main content area displays the following information:

- General Information**
 - Items marked with * are mandatory
 - * Organization Name :
 - * Short Name :
- Contact Information**
 - Address 1 :
 - Address 2 :
 - City :
 - Pin Code :
 - * Mobile :
 - Fax :
- Password**
 - User Name : Admin [Change Password](#)
 - * New Password :
 - * ReEnter Password :

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

The screenshot displays the 'Building Clerk Console' interface. On the left is a navigation menu with options: Status, Proposals (In Process, Rejected), Demand Note (Pending Demand Note, Paid Demand Note), and Profile. The main content area is titled 'All Proposal' and features a 'Pending' radio button selected over 'Rejected'. Below this is a table with columns: File No., Case Type, Date, and Status. A single entry is shown: File No. NDMC/TEMP/0008/13-14, Case Type New, Date 18/11/2013, Status In Process. Below the table, it says '1 Powered by SoftTech Engineers PVT. LTD.'. To the right is a 'Search Proposal' window with a 'Search File' section containing a 'File No.' input field and a 'Search' button. Below this is an empty table with columns: File No., Case Type, Status, Date. At the bottom right is a 'Messages' window with the text 'You have no new message.'

5.1.1 In-process Proposals

After clicking on the in process option, following page appears

The screenshot displays the 'Building Clerk Console' interface with the 'In Process' option selected in the navigation menu. The main content area shows 'Selection Criteria' and 'Total Proposals: 1'. Below this is a table with columns: Status, File No., Architect, Case Type, Proposal Date, and Modified Date. A single entry is shown: Status InProcess, File No. NDMC/TEMP/0008/13-14, Architect priyanshu, Case Type New, Proposal Date 18/11/2013, Modified Date 18/12/2013. Below the table, it says '1'. At the bottom, there is a legend: Approved (purple square), Rejected (orange square), In Process (yellow square). The footer text reads 'Powered by SoftTech Engineers PVT. LTD.'

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

The screenshot shows the 'Building Clerk Console' interface. The left sidebar contains a navigation menu with sections: Status, Proposals (with 'In Process' selected), Demand Note, and Profile. The main content area has a top navigation bar with tabs: Form Details, Attached Drawings, Documents Checklist, Plot Details, Area Details, Building Details, Proposal Flow, and Payment Details. Below this is a toolbar with icons for Process Demand Note, Generate File No., Reject, Send, Back, and Appendix -A. The main content displays application details for File No. NDMC/TEMP/0008/13-14, Case Type: New, Submitted On: 18/11/2013, Architect: priyanshu (CA/1230), and Proposal Status: InProcess. It is divided into 'Application details' and 'Applicant details' sections.

Application details

Application Type	: GeneralProposal	Zone	: NDMC Head Office
Plot No.	: 23	Location	: sdsdf
Building No.	: 2	House No.	: 213
Block No.	: 2	Pincode No.	: 411111

Applicant details

Owner Name	: adasd	Mobile No	: 9855555555
Permanent Address	: pune	Email	:
Pincode	: 412222		

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

The screenshot shows the 'Building Clerk Console' interface with the 'Documents Checklist' tab selected. The main content area displays application details for File No. NDMC/TEMP/0008/13-14, Case Type: New, Submitted On: 18/11/2013, Architect: priyanshu (CA/1230), and Proposal Status: InProcess. Below this is a section for 'Hard copies received' with radio buttons for Yes and No, and a 'Received On' field. A 'Confirm File Received' button is also present. The 'Documents' section contains a table with columns: Documents Name, Page From, Page To, Received, Remark, and View.

Hard copies received : Yes No Received On :

Documents Name	Page From	Page To	Received	Remark	View
<input checked="" type="checkbox"/> Ownership documents as per Byelaw 6.2.9(a)	0	0	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/> 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	0	0	<input checked="" type="checkbox"/>		
<input type="checkbox"/> NOC from competent authority regarding land use as per MPD/ZDP, if required (byelaw 6.2.9(e))	0	0	<input type="checkbox"/>		
<input type="checkbox"/> NOC from tree cutting Officer	0	0	<input type="checkbox"/>		
<input type="checkbox"/> Approval from Chief Controller of Explosive, and CFO Delhi	0	0	<input type="checkbox"/>		
<input type="checkbox"/> Indemnity Bond in case of proposal for the construction of basement as given in Appendix N of Building Byelaw 6.2.9(h)	0	0	<input type="checkbox"/>		
<input type="checkbox"/> NOC from CFO	0	0	<input type="checkbox"/>		

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

The screenshot shows the 'Building Clerk Console' interface for the New Delhi Municipal Council. The main content area displays the following details:

File Information:
 File No : NDMC/BP/0009/13-14
 Submitted On : 18/11/2013
 Proposal Status : InProcess
 Case Type : New
 Architect : priyanshu (CA/1230)

Application details:
 Application Type : GeneralProposal
 Plot No. : 23
 Building No. : 2
 Block No. : 2
 Zone : NDMC Head Office
 Location : sdsdf
 House No. : 213
 Pincode No. : 411111

Applicant details:
 Owner Name : adasd
 Permanent Address : pune
 Pincode : 412222
 Mobile No : 9855555555
 Email :

Payment receipt gets generated after amount is paid

The screenshot shows a payment receipt from the New Delhi Municipal Council. The receipt includes the following information:

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	Acknowledgement 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

Building Clerk ConsoleAutoDCR

Welcome Building Clerk (Building Clerk)

- ▶ Status
- ▶ Proposals
 - >> In Process
 - Rejected
- ▶ Demand Note
 - Pending Demand Note
 - Paid Demand Note
- ▶ Profile
 - Profile

Send

Outward Information

Outward No.	: NDMC/BP/0009/13-14	
* Designation	: Junior Engineer	
* Send To Junior Engineer	: Junior Engg.-Junior Engineer	
* User Notes	:	File is OK

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5.2 Junior Engineer

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

The screenshot shows the 'Junior Engg Console' interface. On the left is a navigation menu with 'Status', 'Proposals', and 'Profile' sections. The 'Proposals' section is expanded to show 'In Process', 'Approved', and 'Rejected'. The main area displays a table of proposals under the 'All Proposal' window. The table has columns for File No., Case Type, Date, and Status. Below the table, there are radio buttons for 'Pending', 'Rejected', and 'Approved'. A search window is open on the right, and a 'Messages' window is at the bottom.

File No.	Case Type	Date	Status
NDMC/BP/0004/13-14	New	18/11/2013	In Process
NDMC/BP/0009/13-14	New	18/12/2013	In Process
NDMC/BP/0001	New	15/11/2013	In Process

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

The screenshot shows the detailed view of a proposal in the 'Junior Engg Console'. The left navigation menu is the same as in the previous screenshot. The main area displays various details for the proposal with file number NDMC/BP/0009/13-14. There are tabs for 'Form Details', 'Attached Drawings', 'Documents Checklist', 'Plot Details', 'Area Details', 'Building Details', 'Proposal Flow', and 'Payment Details'. Below these are several action buttons like 'Process Demand Note', 'Discretions', 'Run AutoDCR', 'Reject', 'Send', 'Return', 'Back', 'Scrutiny Done', and 'Appendix -A'. The details are organized into sections: 'Application details' and 'Applicant details'.

File Information:
 File No : NDMC/BP/0009/13-14
 Submitted On : 18/12/2013
 Proposal Status : InProcess
 Case Type : New
 Architect : priyanshu (CA/1230)

Application details:
 Application Type : GeneralProposal
 Plot No. : 23
 Building No. : 2
 Block No. : 2
 Zone : NDMC Head Office
 Location : sdsdf
 House No. : 213
 Pincode No. : 411111

Applicant details:
 Owner Name : adasd
 Permanent Address : pune
 Pincode : 412222
 Mobile No : 9855555555
 Email :

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 screenshot shows the 'Junior Engg Console' interface. The top navigation bar includes 'Form Details', 'Attached Drawings', 'Documents Checklist', 'Plot Details', 'Area Details', 'Building Details', 'Proposal Flow', and 'Payment Details'. A central message states 'Autodcr Data transferred successfully.' Below this, a toolbar contains buttons for 'Process Demand Note', 'Discretions', 'Run AutoDCR', 'Reject', 'Send', 'Return', 'Back', 'Scrutiny Done', and 'Appendix -A'. A secondary toolbar includes 'Scrutiny Reports', 'Site Visit Report', 'Discretions Report', 'Sanctions View', and 'Notesheet'. The main content area displays case details: File No (NDMC/BP/0009/13-14), Submitted On (18/12/2013), Proposal Status (InProgress), Case Type (New), and Architect (priyanshu (CA/1230)). It also shows a progress bar with 'Total Time : 0 Days,3 Hours,5 Minutes' and a 'Submission1' entry with 'Time Taken: 0 Days,3 Hours,5 Minutes'. A 'User Remarks' section is visible at the bottom.

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.

The screenshot shows the 'Site Visit Date' form. It features a table with columns for 'S.No.', 'Remarks', and 'Legal'. The table contains 21 rows of questions related to site visit observations, such as 'Status of plot', 'Total plot/survey no. area(in sq.mtrs)', and 'Is any Exiting waterway passing?'. Each question has radio buttons for 'Yes' and 'No' and a 'Remarks' column for additional notes. The form also includes a 'Save' button and a 'Close' button at the top left.

S.No.	Remarks	Legal
1	Status of plot	Legal
2	Total plot/survey no. area(in sq.mtrs)	
3	Activity around surrounding survey No	
4	Is any Exiting waterway passing ?	<input type="radio"/> Yes <input type="radio"/> No
5	Is any land used for Road by villagers/tribals etc	<input type="radio"/> Yes <input type="radio"/> No
6	Topography of survey no.	
7	Whether the Survey No. is directly accessible from the public Road ?	<input type="radio"/> Yes <input type="radio"/> No
8	Right of way as per Notification	
9	Whether Right of way obtained?	<input type="radio"/> Yes <input type="radio"/> No
10	Whether adequate or not ?	<input type="radio"/> Yes <input type="radio"/> No
11	Whether separately sub divided or not?	<input type="radio"/> Yes <input type="radio"/> No
12	What is the Right of way & Category of Road as	
13	If corner plot,specific all the road width.	
14	What is the Right of Way as per certified map?	
15	building line from center of Road.	
16	Whether electrical cabin,watchman's booth,pump house	<input type="radio"/> Yes <input type="radio"/> No
17	Whether slab culvert has been provided at the entr	<input type="radio"/> Yes <input type="radio"/> No
18	Whether storm water gutter has been adequately pro	<input type="radio"/> Yes <input type="radio"/> No
19	Whether Sewerage and soak Pit provided?	<input type="radio"/> Yes <input type="radio"/> No
20	Size of S/P & S/T	
21	Is the plot in the Vicinity of Aerodrome?	<input type="radio"/> Yes <input type="radio"/> No

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

The screenshot displays the 'Junior Engg Console' interface. At the top left, the New Delhi Municipal Council logo is visible. The page title is 'Junior Engg Console' and the user is logged in as 'Junior Engineer'. A navigation menu on the left includes 'Status', 'Proposals', 'In Process', 'Approved', 'Rejected', and 'Profile'. The main content area is titled 'Send' and contains an 'Outward Information' section with the following fields:

Outward No.	:	<input type="text" value="NDMC/BP/0009/13-14"/>
* Designation	:	<input type="text" value="Assistant Architect"/>
* Send To Assistant Architect	:	<input type="text" value="Asst. Architect-Assistant Architect"/>
* User Notes	:	<input type="text" value="File is ok"/>

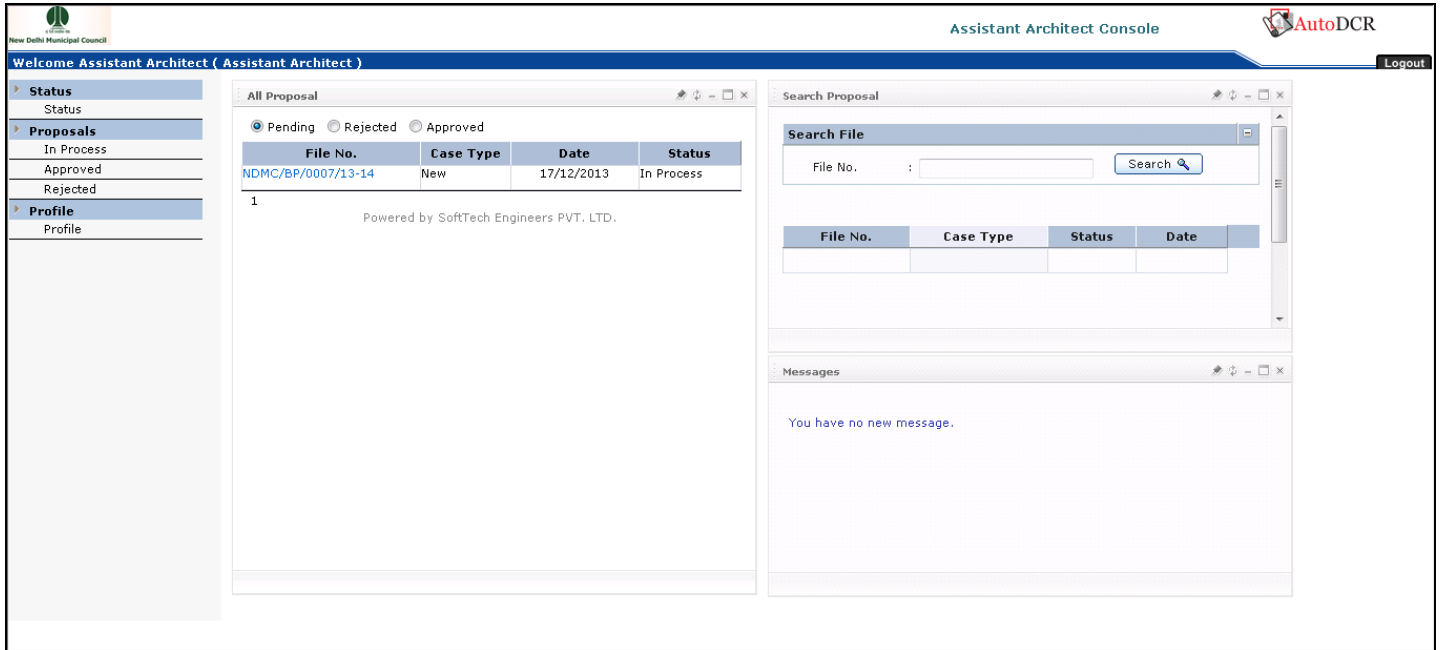
At the bottom right of the console, it says 'Powered by SoftTech Engineers PVT. LTD.'.

5.3 Assistant Architect

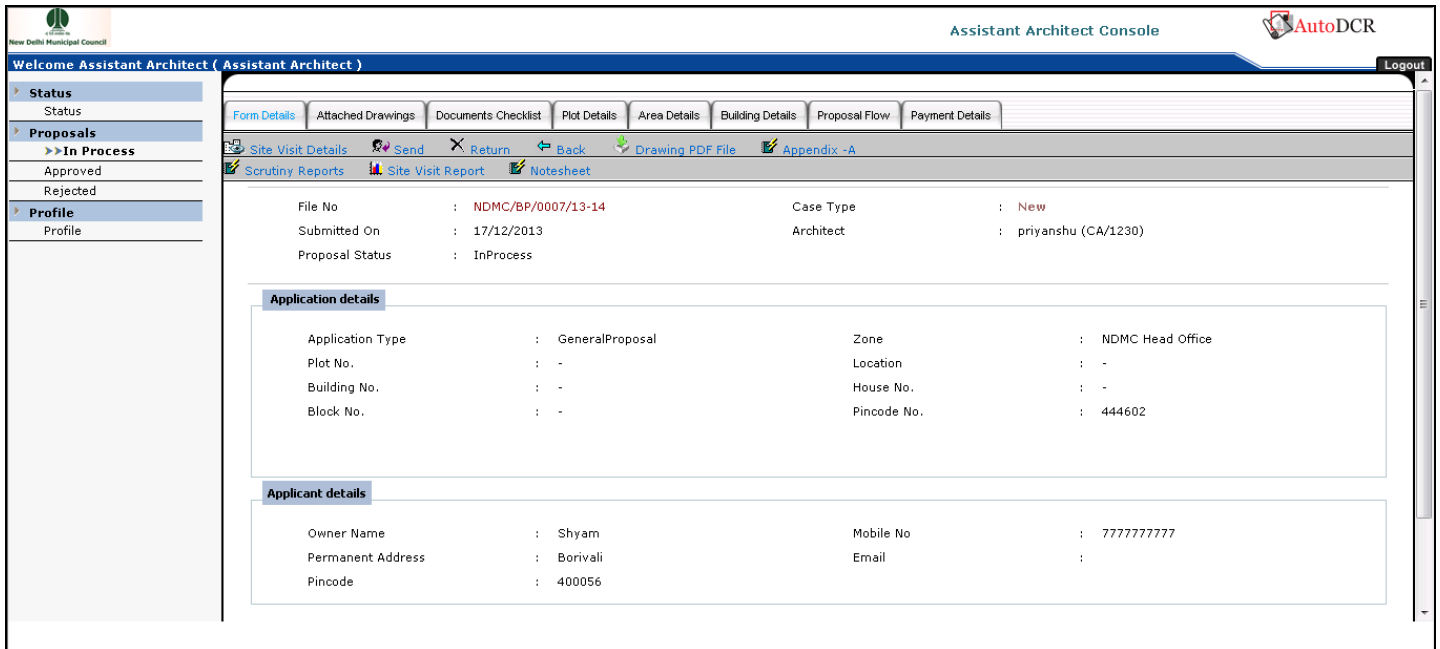
The proposal send by JE are automatically received at the **in process** of the Assistant Architect console.
The Assistant Architect then performs following task:

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

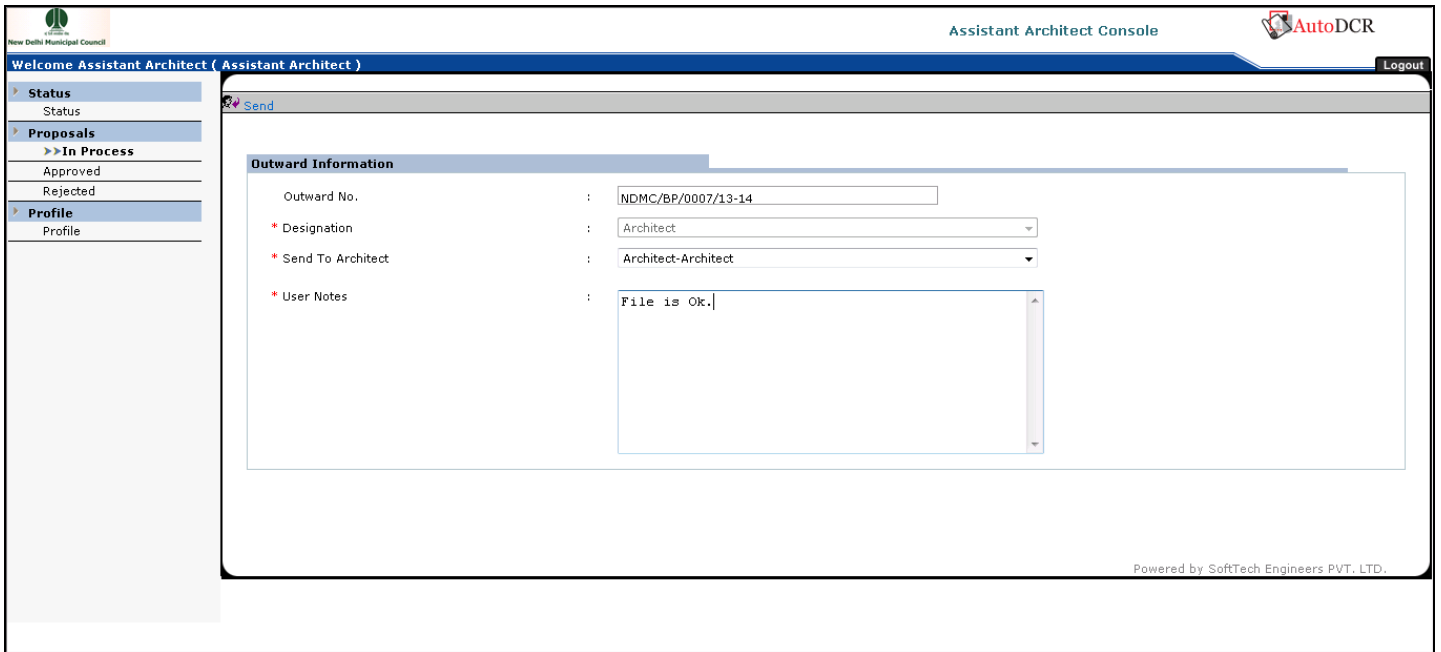
When Assistant Architect gets login, following page appears



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

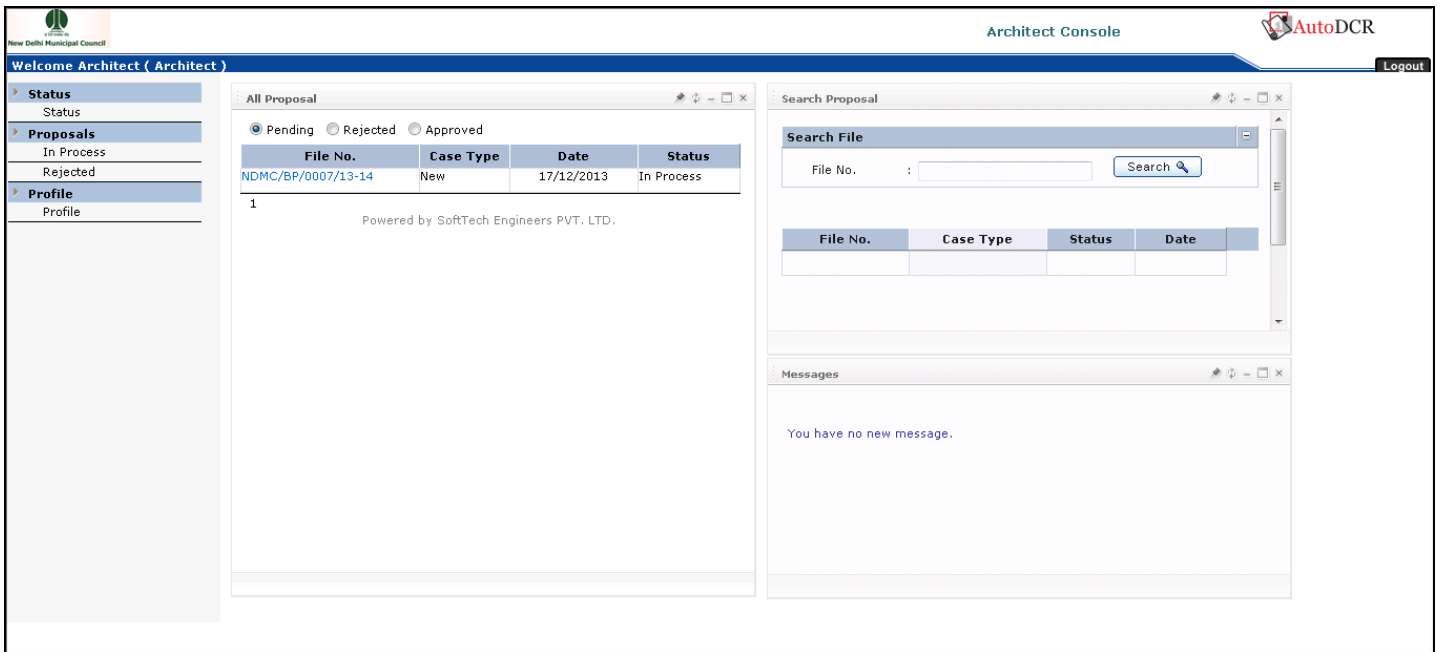


5.4 Architect

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 screenshot displays the 'Architect Console' interface for a proposal. The left sidebar contains navigation options: Status, Proposals (with 'In Process' selected), Rejected, and Profile. The main content area shows a top navigation bar with tabs for Form Details, Attached Drawings, Documents Checklist, Plot Details, Area Details, Building Details, Proposal Flow, and Payment Details. Below this is a toolbar with buttons for Send, Return, Back, Appendix -A, Scrutiny Reports, and Notesheet. The proposal details are as follows:

File No	: NDMC/BP/0008/13-14	Case Type	: New
Submitted On	: 17/12/2013	Architect	: priyanshu (CA/1230)
Proposal Status	: InProcess		

Application details

Application Type	: GeneralProposal	Zone	: NDMC Head Office
Plot No.	: 200/23	Location	: Changapur
Building No.	: 101	House No.	: 786/234/12
Block No.	: 12	Pincode No.	: 444604

Applicant details

Owner Name	: Umesh Kalpande	Mobile No.	: 6666666666
Permanent Address	: Itwara Bazar	Email	:
Pincode	: 444609		

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

The screenshot shows the 'Send' action interface in the Architect Console. The left sidebar is the same as in the previous screenshot. The main content area has a 'Send' button at the top left. Below it is the 'Outward Information' section with the following fields:

- Outward No. :
- * Designation :
- * Send To DY. Chief Architect :
- * User Notes :

At the bottom right of the main content area, it says 'Powered by SoftTech Engineers PVT. LTD.'

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

The screenshot shows the 'DY. Chief Architect Console' interface. On the left is a navigation menu with 'Status', 'Proposals', and 'Profile'. The main area is titled 'All Proposal' and has radio buttons for 'Pending', 'Rejected', and 'Approved'. Below these is a table with columns 'File No.', 'Case Type', 'Date', and 'Status'. One proposal is listed with File No. 'NDMC/BP/0007/13-14', Case Type 'New', Date '17/12/2013', and Status 'In Process'. Below the table, it says 'Powered by SoftTech Engineers PVT. LTD.'. To the right is a 'Search Proposal' window with a 'Search File' section containing a text input for 'File No.' and a 'Search' button. Below that is another empty table with the same columns. At the bottom right is a 'Messages' section with the text 'You have no new message.'

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 screenshot shows the detailed view of a proposal in the 'DY. Chief Architect Console'. The left navigation menu is the same. The main area has a breadcrumb trail: 'Form Details > Attached Drawings > Documents Checklist > Plot Details > Area Details > Building Details > Proposal Flow > Payment Details'. Below this is a toolbar with icons for 'Send', 'Return', 'Back', 'Drawing PDF File', and 'Appendix -A'. There are also links for 'Scrutiny Reports', 'Site Visit Report', and 'Notesheet'. The main content area displays the following details:

File No.	: NDMC/BP/0007/13-14	Case Type	: New
Submitted On	: 17/12/2013	Architect	: priyanshu (CA/1230)
Proposal Status	: InProcess		

Application details

Application Type	: GeneralProposal	Zone	: NDMC Head Office
Plot No.	: -	Location	: -
Building No.	: -	House No.	: -
Block No.	: -	Pincode No.	: 444602

Applicant details

Owner Name	: Shyam	Mobile No	: 7777777777
Permanent Address	: Borivali	Email	:
Pincode	: 400056		

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

New Delhi Municipal Council | DY. Chief Architect Console | AutoDCR | Logout

Welcome DY. Chief Architect (DY. Chief Architect)

Send

Outward Information

Outward No. : NDMC/BP/0007/13-14

* Designation : Chief Architect

* Send To Chief Architect : Chief Architect-Chief Architect

* User Notes : Ok

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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

New Delhi Municipal Council | Chief Architect Console | AutoDCR | Logout

Welcome Chief Architect (Chief Architect)

Navigation: Status, Proposals (In Process, Rejected), Profile

All Proposal

Pending
 Rejected
 Approved

File No.	Case Type	Date	Status
NDMC/BP/0007/13-14	New	17/12/2013	In Process

1

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Search Proposal

Search File

File No. : [] Search

File No.	Case Type	Status	Date

Messages

You have no new message.

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

Chief Architect Console | AutoDCR

Welcome Chief Architect (Chief Architect) | Logout

[Form Details](#) | [Attached Drawings](#) | [Documents Checklist](#) | [Plot Details](#) | [Area Details](#) | [Building Details](#) | [Proposal Flow](#) | [Payment Details](#)

[Send](#) | [Return](#) | [Back](#) | [Appendix -A](#)

[Scrutiny Reports](#) | [Site Visit Report](#) | [Discretions Report](#) | [Notesheet](#)

File No	: NDMC/BP/0007/13-14	Case Type	: New
Submitted On	: 17/12/2013	Architect	: priyanshu (CA/1230)
Proposal Status	: InProcess		

Application details

Application Type	: GeneralProposal	Zone	: NDMC Head Office
Plot No.	: -	Location	: -
Building No.	: -	House No.	: -
Block No.	: -	Pincode No.	: 444602

Applicant details

Owner Name	: Shyam	Mobile No	: 7777777777
Permanent Address	: Borivali	Email	:
Pincode	: 400056		

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

Chief Architect Console | AutoDCR

Welcome Chief Architect (Chief Architect) | Logout

[Send](#)

Outward Information

Outward No. :

* Designation :

* Send To Secretary :

* User Notes :

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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 screenshot shows the 'Secretary Console' interface. On the left, a navigation menu includes 'Status', 'Proposals' (with sub-items 'In Process', 'Rejected'), and 'Profile'. The main area is titled 'All Proposal' and features radio buttons for 'Pending' (selected), 'Rejected', and 'Approved'. Below this is a table with the following data:

File No.	Case Type	Date	Status
NDMC/BP/0007/13-14	New	17/12/2013	In Process

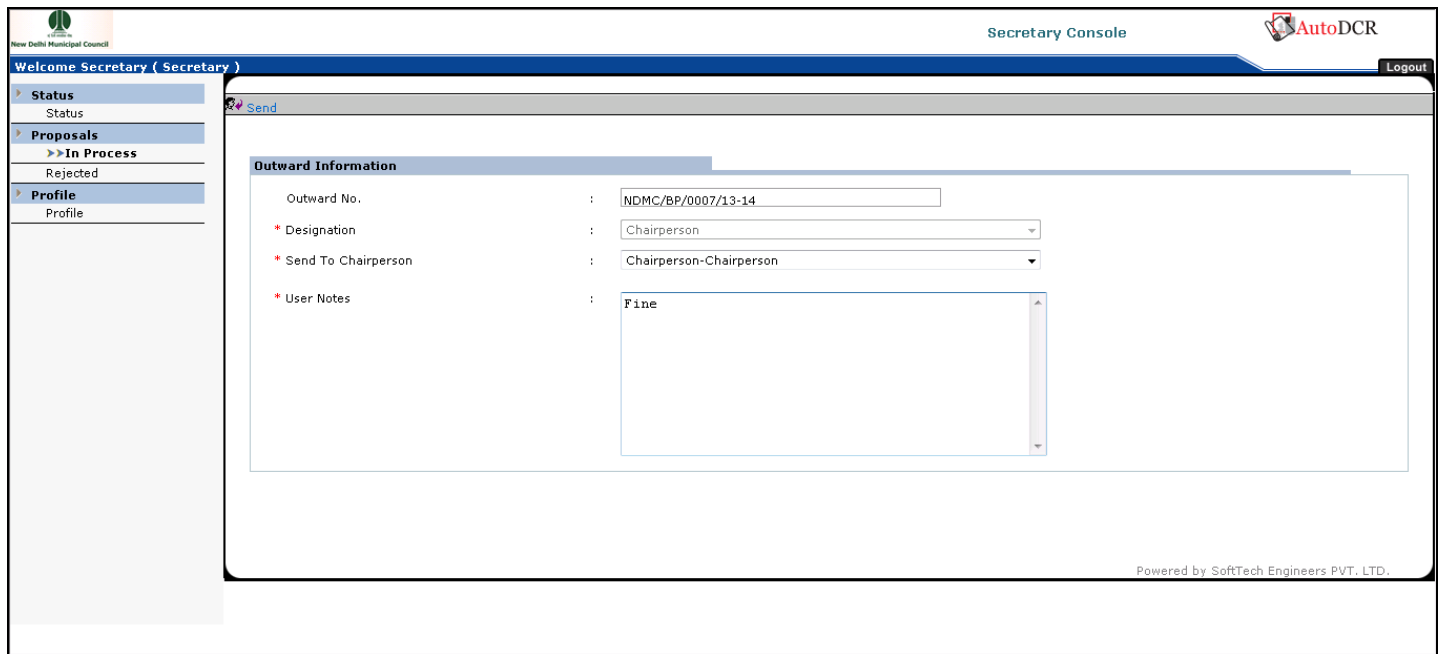
Below the table, there is a 'Search Proposal' window with a 'Search File' section containing a 'File No.' input field and a 'Search' button. A second table is visible below the search window, but it is empty. At the bottom, a 'Messages' section displays the text: 'You have no new message.'

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

The screenshot displays the detailed view of a proposal in the 'Secretary Console'. The top navigation bar includes tabs for 'Form Details', 'Attached Drawings', 'Documents Checklist', 'Plot Details', 'Area Details', 'Building Details', 'Proposal Flow', and 'Payment Details'. Below this, there are action buttons: 'Discretions', 'Send', 'Return', 'Back', 'Drawing PDF File', and 'Appendix -A'. A secondary row of buttons includes 'Scrutiny Reports', 'Discretions Report', and 'Notesheet'. The main content area is divided into three sections:

- File Information:**
 - File No. : NDMC/BP/0007/13-14
 - Submitted On : 17/12/2013
 - Proposal Status : InProcess
 - Case Type : New
 - Architect : priyanshu (CA/1230)
- Application details:**
 - Application Type : GeneralProposal
 - Plot No. : -
 - Building No. : -
 - Block No. : -
 - Zone : NDMC Head Office
 - Location : -
 - House No. : -
 - Pincode No. : 444602
- Applicant details:**
 - Owner Name : Shyam
 - Permanent Address : Borivali
 - Pincode : 400056
 - Mobile No : 7777777777
 - Email :

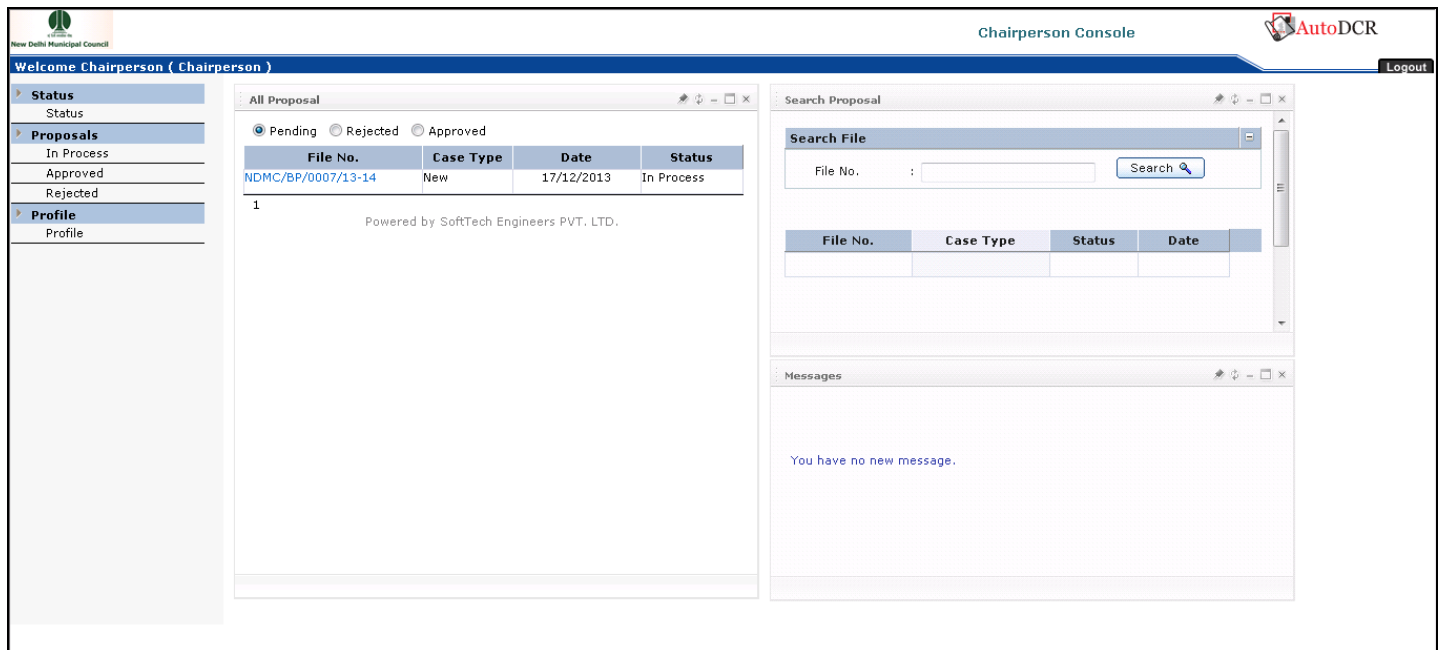
The proposal can be sent to Chairperson; after all verifications done by Secretary



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

The screenshot shows the 'Chairperson Console' interface for the New Delhi Municipal Council. The left sidebar contains navigation options: Status, Proposals (with sub-options for In Process, Approved, Rejected), and Profile. The main content area displays details for a specific proposal:

- Form Details** (Active): Discretions, Approve, Reject, Return, Back, Drawing PDF File, Appendix -A
- Discretions**: Discretions Report, Notesheet
- File No.**: NDMC/BP/0007/13-14
- Submitted On**: 17/12/2013
- Case Type**: New
- Architect**: priyanshu (CA/1230)
- Proposal Status**: InProcess

Application details

Application Type	: GeneralProposal	Zone	: NDMC Head Office
Plot No.	: -	Location	: -
Building No.	: -	House No.	: -
Block No.	: -	Pincode No.	: 444602

Applicant details

Owner Name	: Shyam	Mobile No	: 7777777777
Permanent Address	: Borivali	Email	:
Pincode	: 400056		

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

The screenshot shows the 'Chairperson Console' interface displaying the 'Selection Criteria' section. The left sidebar is the same as in the previous screenshot. The main content area shows a table with the following data:

Total Proposals: 1

Status	File No.	Architect	Case Type	Proposal Date	Modified Date
Approved	NDMC/BP/0007/13-14	priyanshu	New	17/12/2013	17/12/2013

Legend: ■ Approved ■ Rejected ■ In Process

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

The screenshot displays the 'Chairperson Console' interface. On the left is a navigation menu with sections for 'Status', 'Proposals' (In Process, Approved, Rejected), and 'Profile'. The main content area shows a 'Welcome Chairperson (Chairperson)' header and a 'Logout' button. Below the header are tabs for 'Form Details', 'Attached Drawings', 'Documents Checklist', 'Plot Details', 'Area Details', 'Building Details', 'Proposal Flow', and 'Payment Details'. A 'Send' button and 'Back' link are visible. The 'Application details' section contains the following information:

File No	: NDMC/BP/0007/13-14	Case Type	: New
Submitted On	: 17/12/2013	Architect	: priyanshu (CA/1230)
Proposal Status	: Approved		

The 'Application details' section is further divided into two sub-sections:

Application details

Application Type	: GeneralProposal	Zone	: NDMC Head Office
Plot No.	: -	Location	: -
Building No.	: -	House No.	: -
Block No.	: -	Pincode No.	: 444602

Applicant details

Owner Name	: Shyam	Mobile No	: 7777777777
Permanent Address	: Borivali	Email	:
Pincode	: 400056		

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

The screenshot displays the 'Chairperson Console' interface, showing the 'Outward Information' section. The navigation menu on the left is the same as in the previous screenshot. The main content area shows a 'Welcome Chairperson (Chairperson)' header and a 'Logout' button. Below the header are tabs for 'Form Details', 'Attached Drawings', 'Documents Checklist', 'Plot Details', 'Area Details', 'Building Details', 'Proposal Flow', and 'Payment Details'. A 'Send' button is visible. The 'Outward Information' section contains the following information:

Outward No.	: NDMC/BP/0007/13-14
* Designation	: Junior Engineer
* Send To Junior Engineer	: Junior Engg.-Junior Engineer
* User Notes	: Approve it

At the bottom right of the page, it says 'Powered by SoftTech Engineers PVT. LTD.'

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

The screenshot shows the 'Junior Engg Console' interface for a Junior Engineer. The left sidebar contains navigation options: Status, Proposals (with sub-options for In Process, Approved, and Rejected), and Profile. The main content area displays a table of proposals under the heading 'Selection Criteria'. The table lists three approved proposals with their respective file numbers, architect names, case types, and dates.

Status	File No.	Architect	Case Type	Proposal Date	Modified Date
Approved	NDMC/BP/0007/13-14	priyanshu	New	17/12/2013	17/12/2013
Approved	NDMC/BP/0006/13-14	priyanshu	New	16/12/2013	16/12/2013
Approved	NDMC/BP/0005/13-14	priyanshu	New	18/11/2013	17/12/2013

Below the table, there is a legend for proposal statuses: Approved (purple square), Rejected (orange square), and In Process (yellow square). The footer of the console indicates it is powered by SoftTech Engineers PVT. LTD.

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

The screenshot shows the detailed view of a proposal in the 'Junior Engg Console'. The top navigation bar includes tabs for Form Details, Attached Drawings, Documents Checklist, Plot Details, Area Details, Building Details, Proposal Flow, and Payment Details. The main content area displays the following details:

- File No.:** NDMC/BP/0007/13-14
- Submitted On:** 17/12/2013
- Proposal Status:** Approved
- Case Type:** New
- Architect:** priyanshu (CA/1230)

Below this, there are two sections: 'Application details' and 'Applicant details'.

Application details:

- Application Type: GeneralProposal
- Plot No.: -
- Building No.: -
- Block No.: -
- Zone: NDMC Head Office
- Location: -
- House No.: -
- Pincode No.: 444602

Applicant details:

- Owner Name: Shyam
- Permanent Address: Borivali
- Pincode: 400056
- Mobile No: 7777777777
- Email: -

The following figure shows some part of Building Permit letter

NEW DELHI MUNICIPAL COUNCIL		
DEPARTMENT OF ARCHITECTURE AND ENVIRONS		
PALIKA KENDRA : NEW DELHI		
Sanction No. : BP/NDMC/0004/13-14	Sanction Date : 17/12/2013	
To,		
Shyam		
Borivali		
Contact 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		

This is the last page of Document.

