Proposal Submission Help Manual

SURAT URBAN DEVELOPMENT AUTHORITY (SUDA)

Contents

1. Introduction 2
2. Screens Help 2
2.1. Link from SUDA Website 2
2. 2 Applicant Registration 3
2.3 Login Screen for Architect/ Engineer 4
2.4 Proposals 5
2.4.1. New Proposal 5
2.4.1.1. Proposal Information 5
2.4.2. Applicant Information 6
3 Ready to Submit 8
3.1. Attached Drawing 9
3.2. Plot detail 11
3.3. Document Check list 12
3.4. Area detail 13
3.5. Building Detail 14
3.6. Proposal flow 16
3.7. Payment detail 16
4. Send to Single Window 18
5. Resubmission of proposals 20
6. Approved Proposals 21

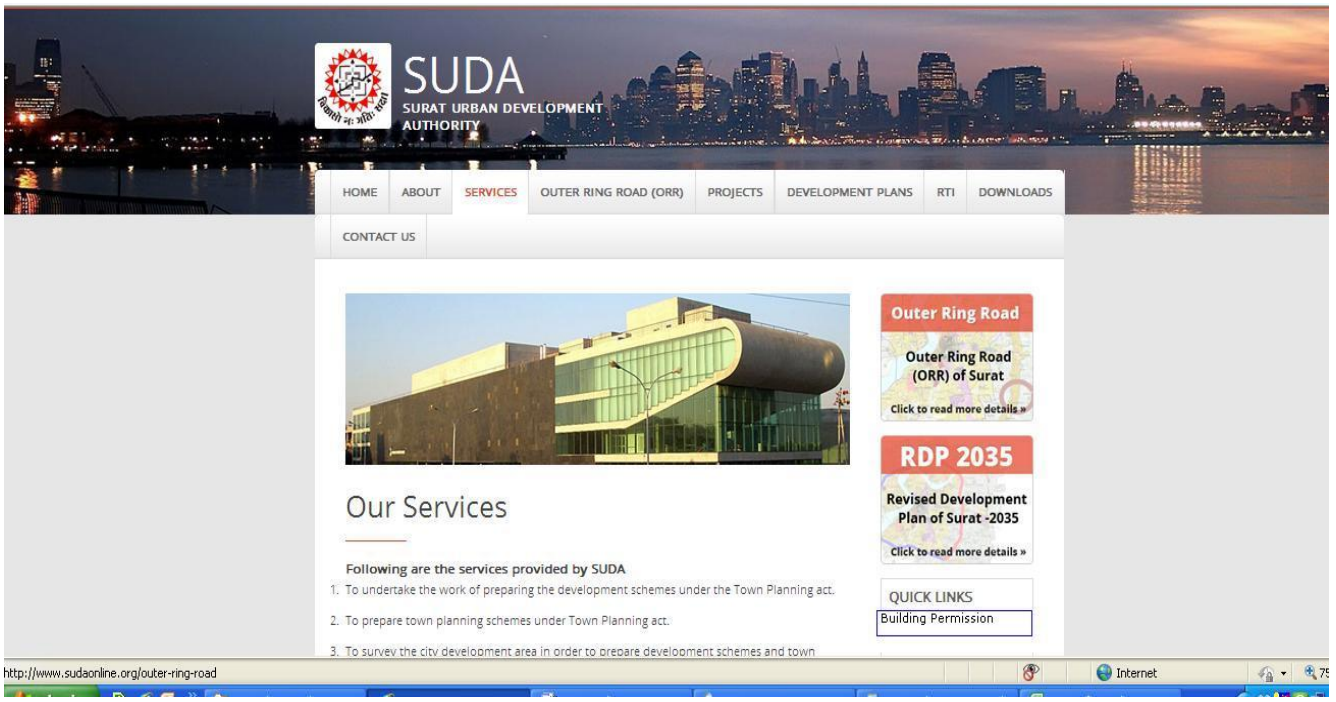
1. Introduction

Auto DCR 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 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 on line. In built Customized workflow available for approval based on power delegation. The proposal will be finally approved or rejected after different levels of scrutiny.

2. Screens Help

2.1. Link from SUDA Website

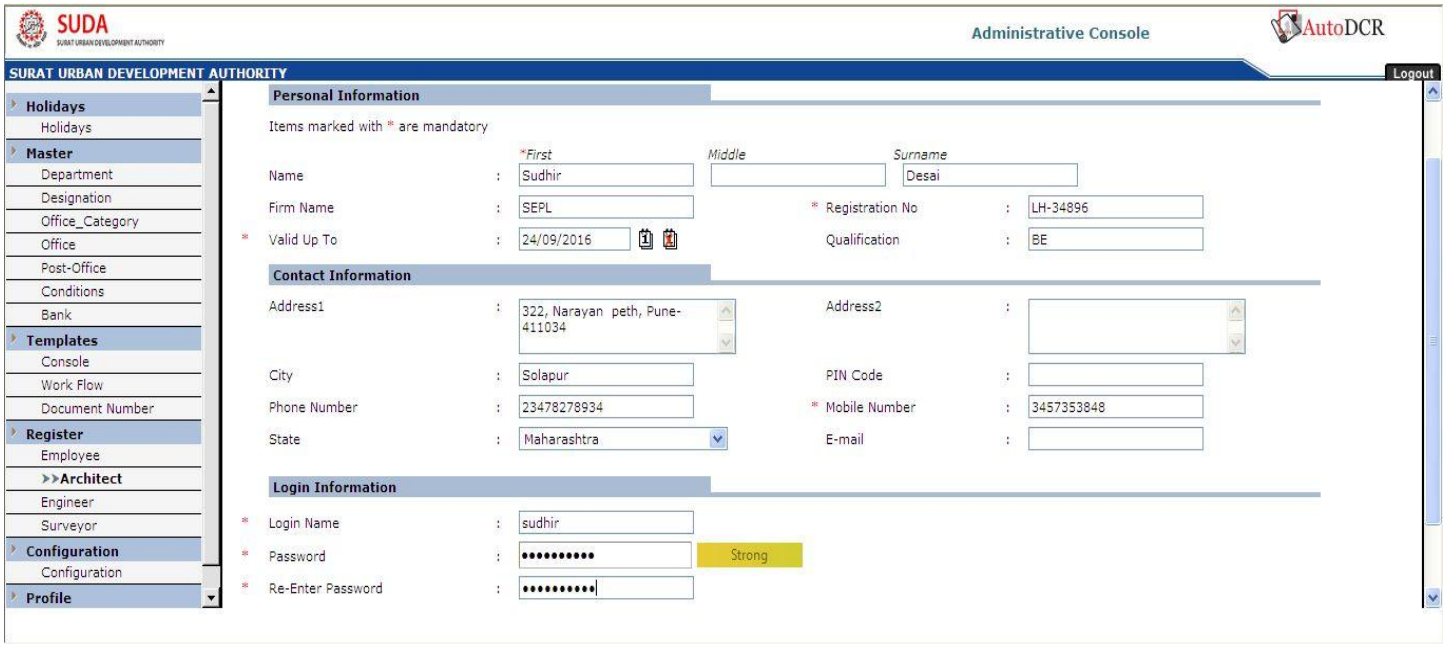
Architects/ LE can access the SUDA online submission directly also from the URL.
The link will be found on the Surat Urban Development authority website, (**www.sudaonline.org**)



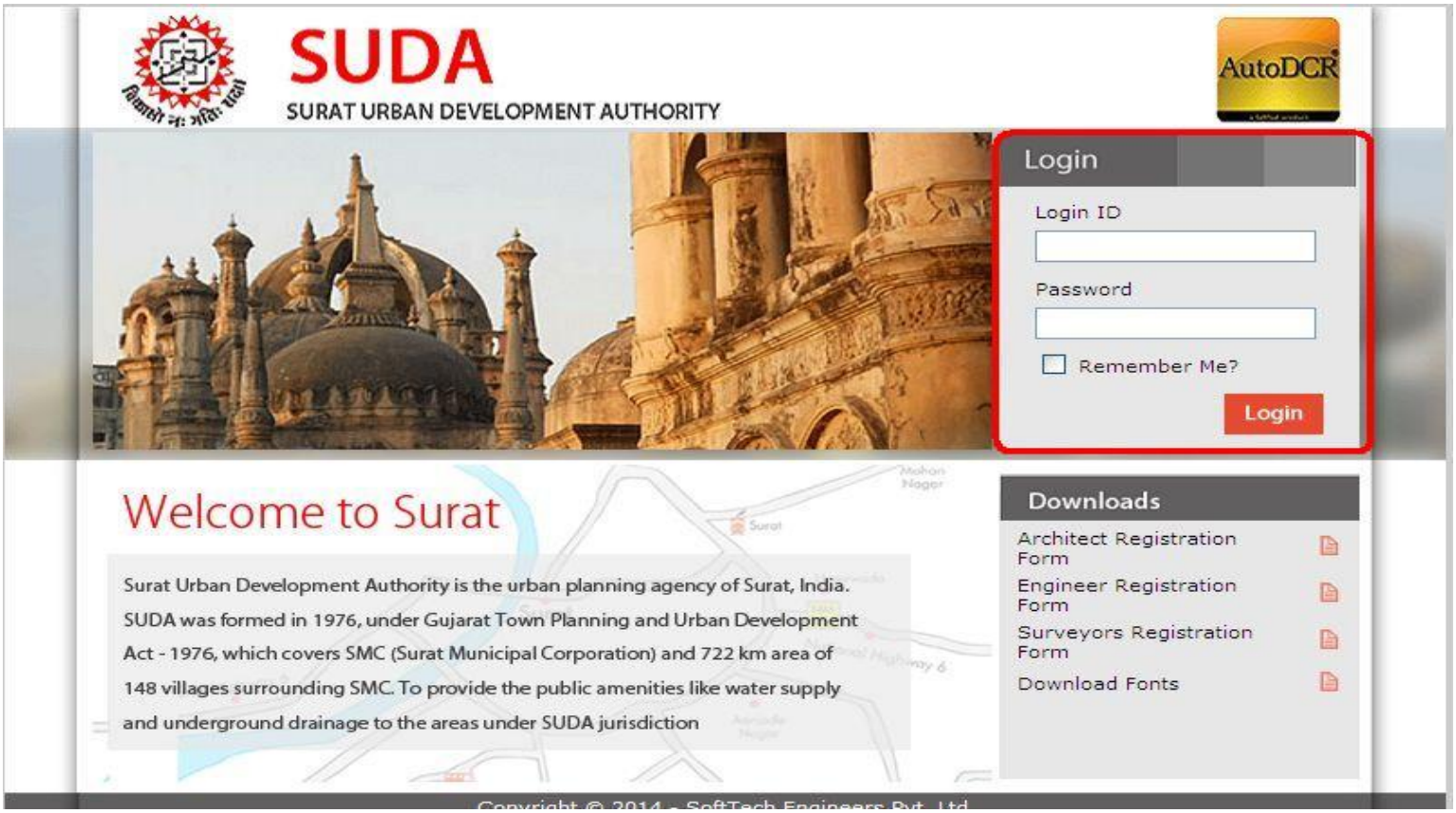
2. 2 Applicant Registration

Every Architect who intends to submit the proposals online at SUDA can do so by one time registering himself/ herself at the SUDA by Administrator.

Architect has to submit his personal information such as name, firm name, registration no. validity, contact information etc.

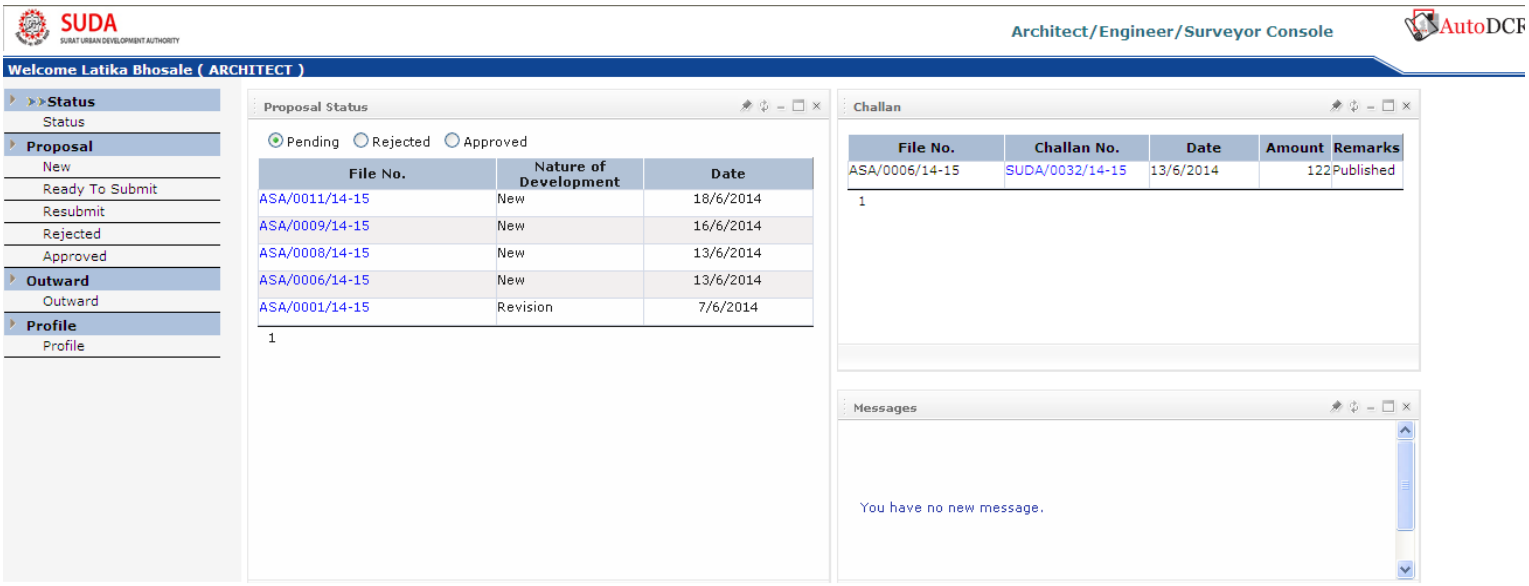


On successful registration Architect can login to the Surat Urban Development Authority (SUDA) system using his/ her login credentials.



2.3 Login Screen for Architect/ Engineer

As soon as Architect provides the username and password, Architect will enter in his console. This complete dashboard will show the **Rejected, Pending** and **Approved** proposals submitted. Link is provided on the file number for details. On right side the list will display the list of demand notes. The left panel has the option of creating new proposals.



.

2.4 Proposals

The architect needs to submit the proposal information from their office and submit the hard copy file to the SUDA for physical submission.

2.4.1. New Proposal

After clicking on the Create a **NEW,** following application form appears. The form is divided in to two sections for easy navigation.

- Proposal information
- Applicant information

2.4.1.1. Proposal Information

The Architect needs to fill the following details.

Proposal information

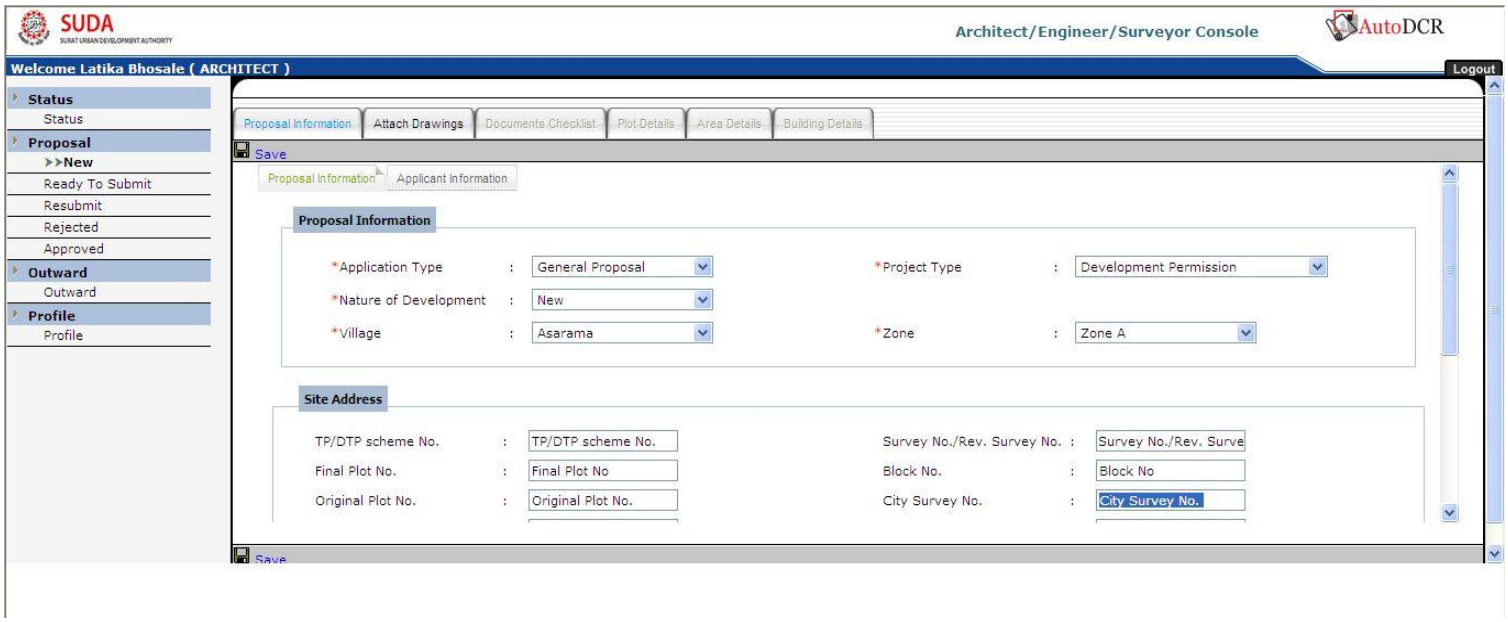
- Application Type
- Project Type
- Nature of Development
- Village , Zone

Site Address

- TP/DTP scheme No, Survey No./Rev. Survey No., Final Plot No., Block No. , Original Plot No. , City Survey No, Taluka , Pin Code , Plot No./Sub Plot No., Original plot area , Final plot area etc

Approved Layout by Appropriate Authority

- Sanction Number , Sanction date
- Authority Name



The Architect needs to fill the following details.

- Proposal information.
- Applicant Information
- Attach the pre DCR formatted drawing file by clicking “attach” button.
- Click save button to save the proposal.

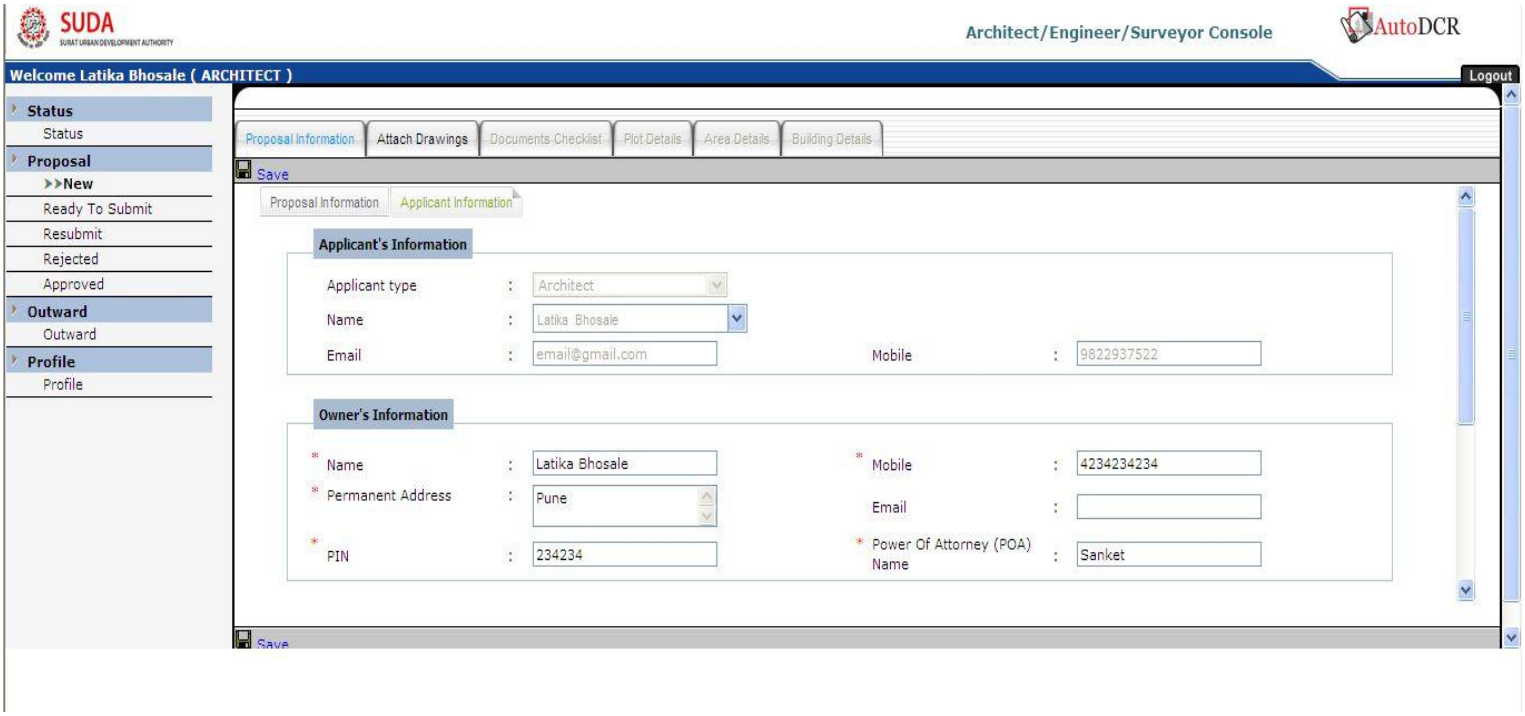
Proposal is created with a temporary number. Below screen shows the actual form.

2.4.2. Applicant Information

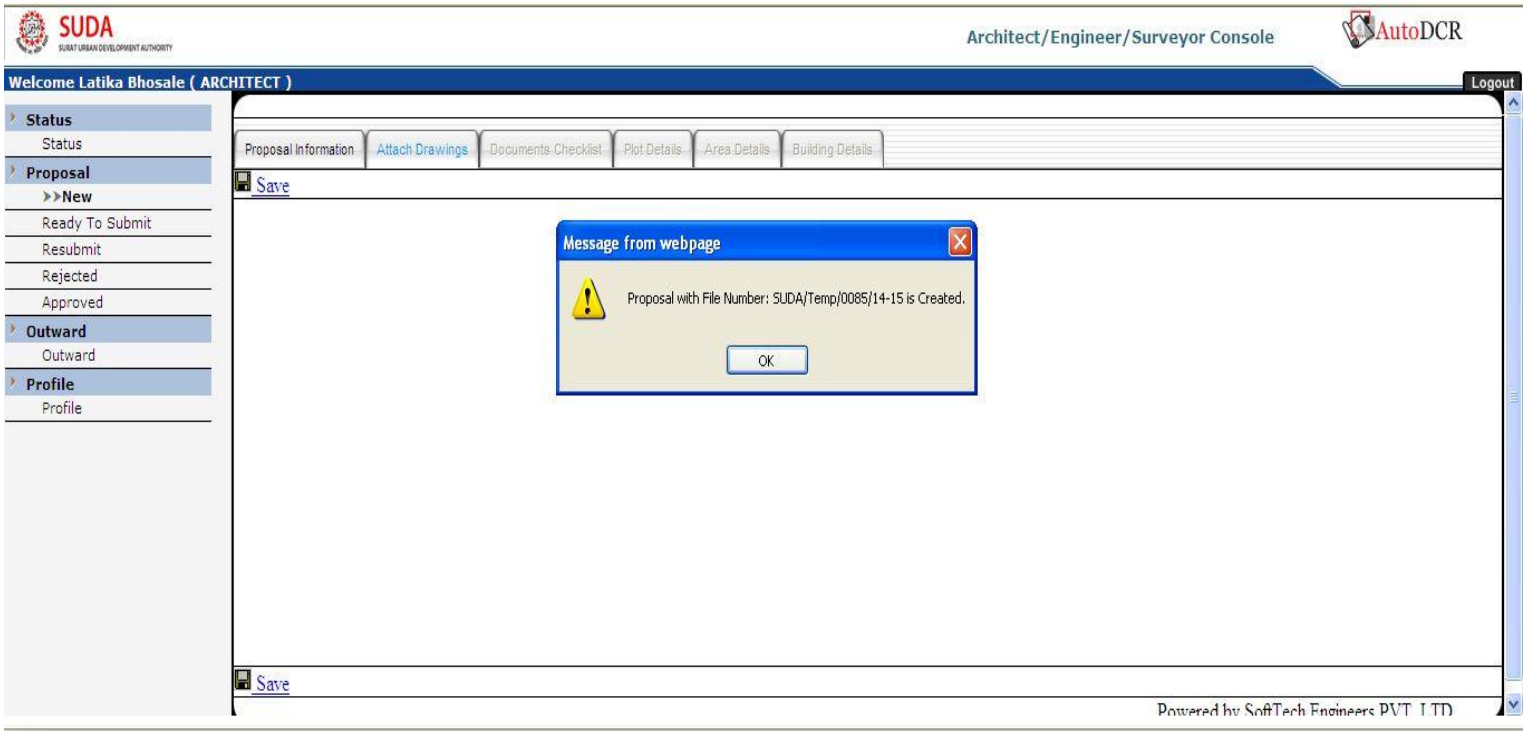
- Architects Information
  - o Consultant type, Name of Architect, Email, mobile number
- Applicants Information
  - o General details of applicant such as Name, Mobile, permanent address, email, pin, Power Of Attorney (POA) Name etc.
- Developer Information
  Is This Building for Self use or selling purpose?
  1. Selling or 2. Self Use

- Attach the pre DCR formatted drawing file by clicking “attach” button.

- Click save button to save the proposal.

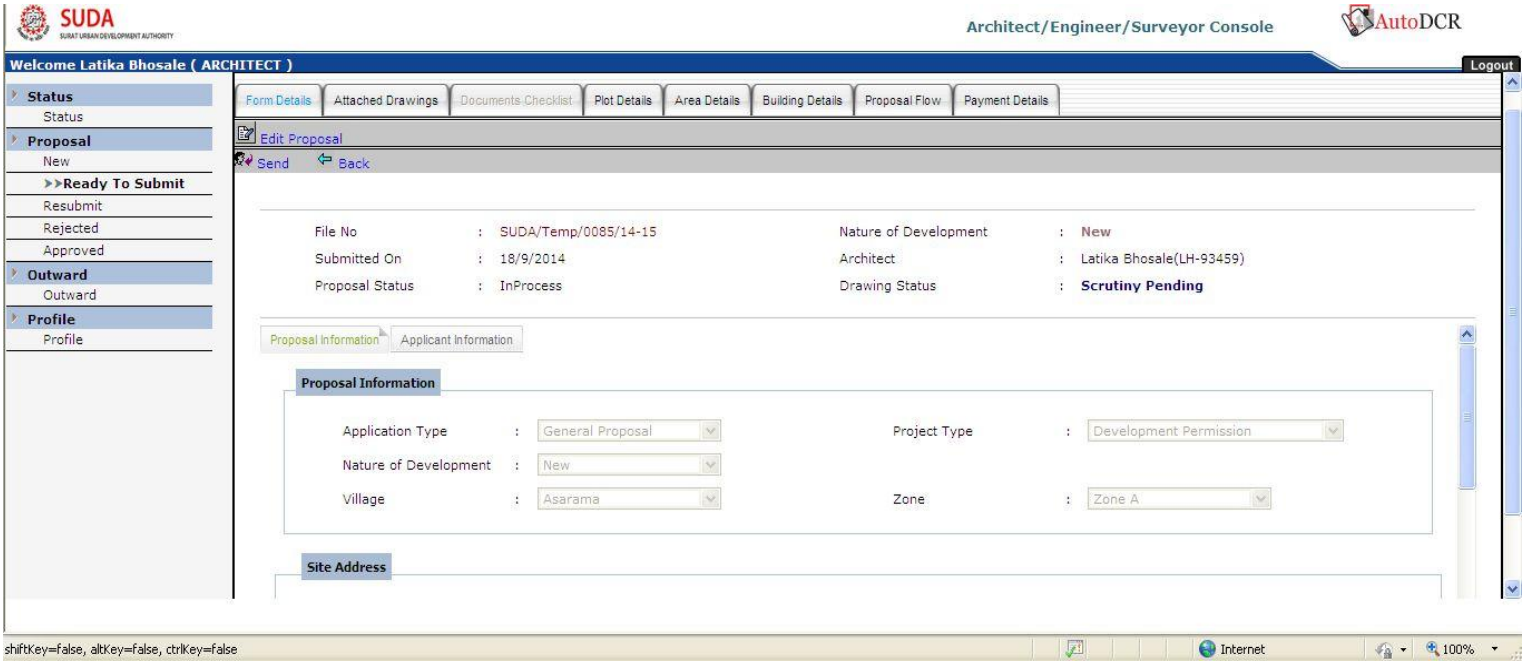


After all details are filled by architect and clicking on **save** button the proposal with temporary file number will be created with confirmation.



3 Ready to Submit

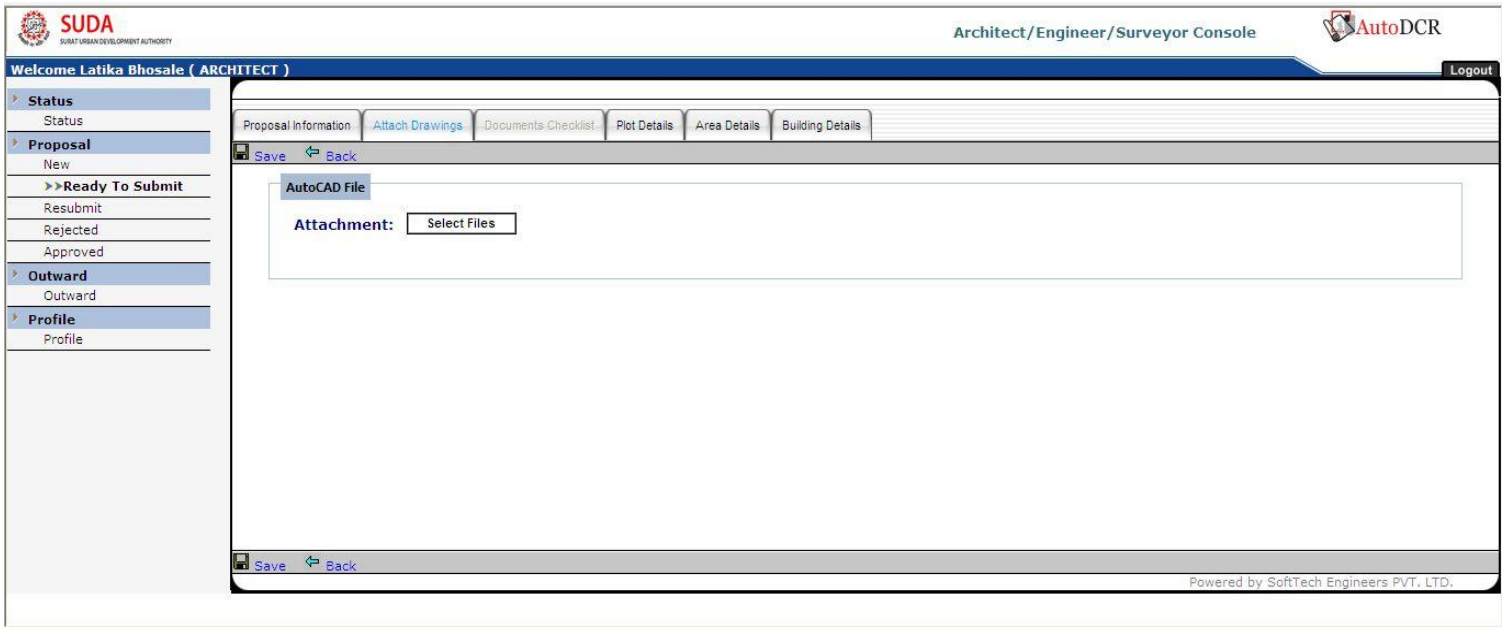
Once the proposal is successfully created it will move in to the “Ready to Submit” section. Architect needs to provide project information regarding Area, Building, Plot details before the proposal can be sent to SUDA Inward Clerk. After clicking on the file number, following screen appear.



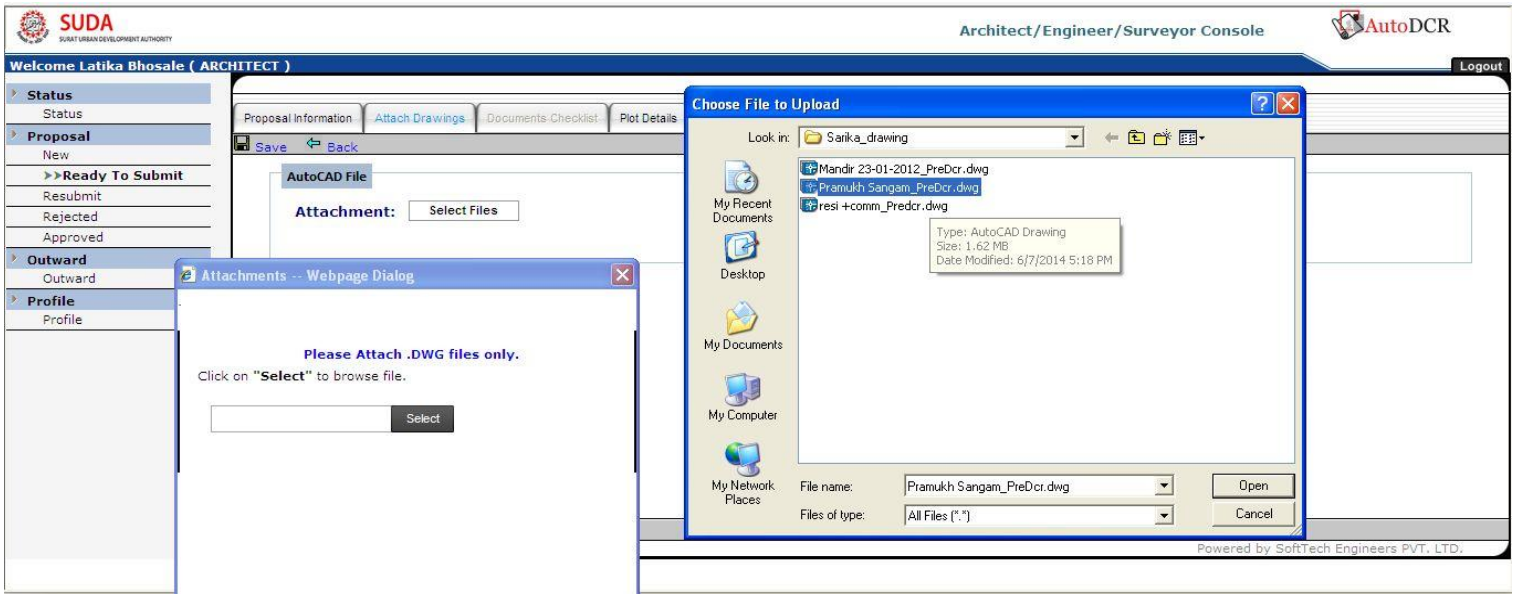
3.1. Attached Drawing

Attach preformatted (Pre DCR formatted) Auto CAD drawing file (.dwg file) by clicking “Attach Now” button and selecting the drawing file (.dwg file) from the desired location as follows.

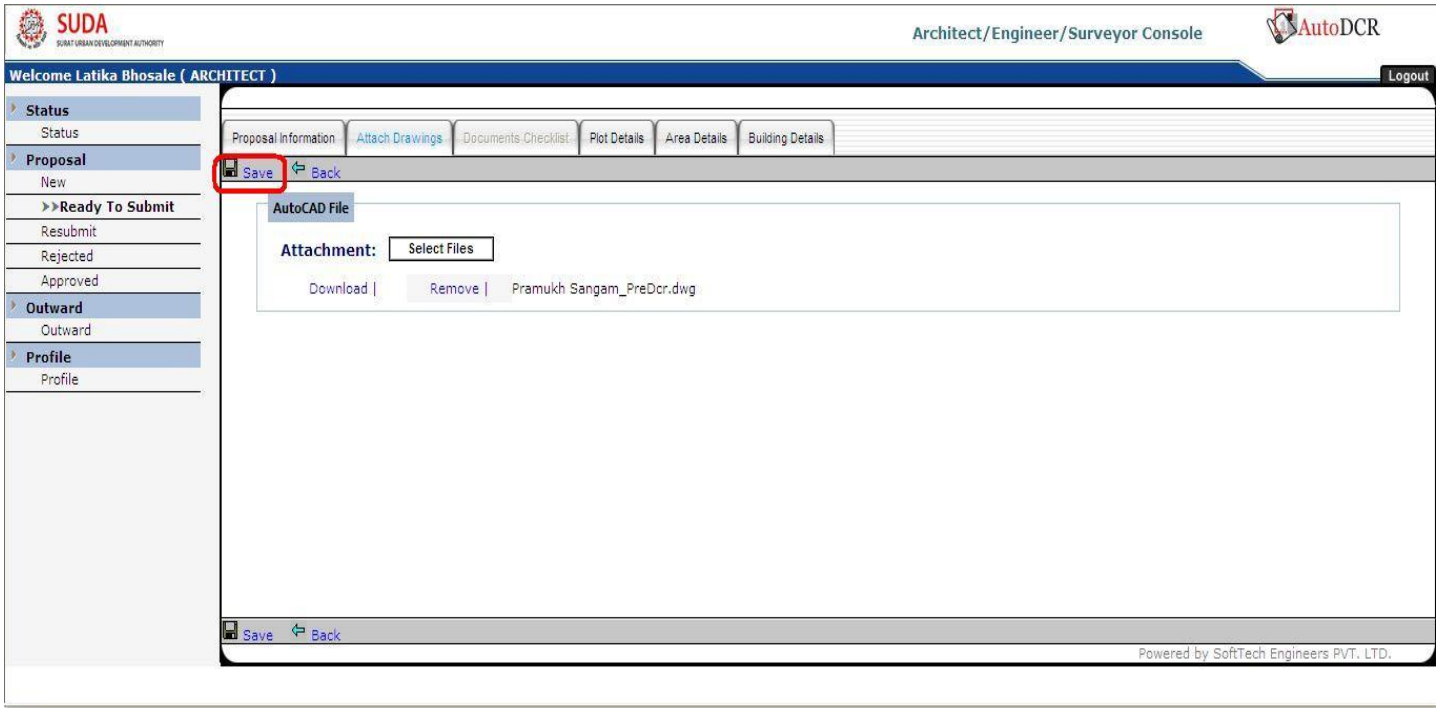
Step-1) Click on select drawing, following page will be appear.



2) Select Drawing file



3) Selected drawing file gets attached with the proposal

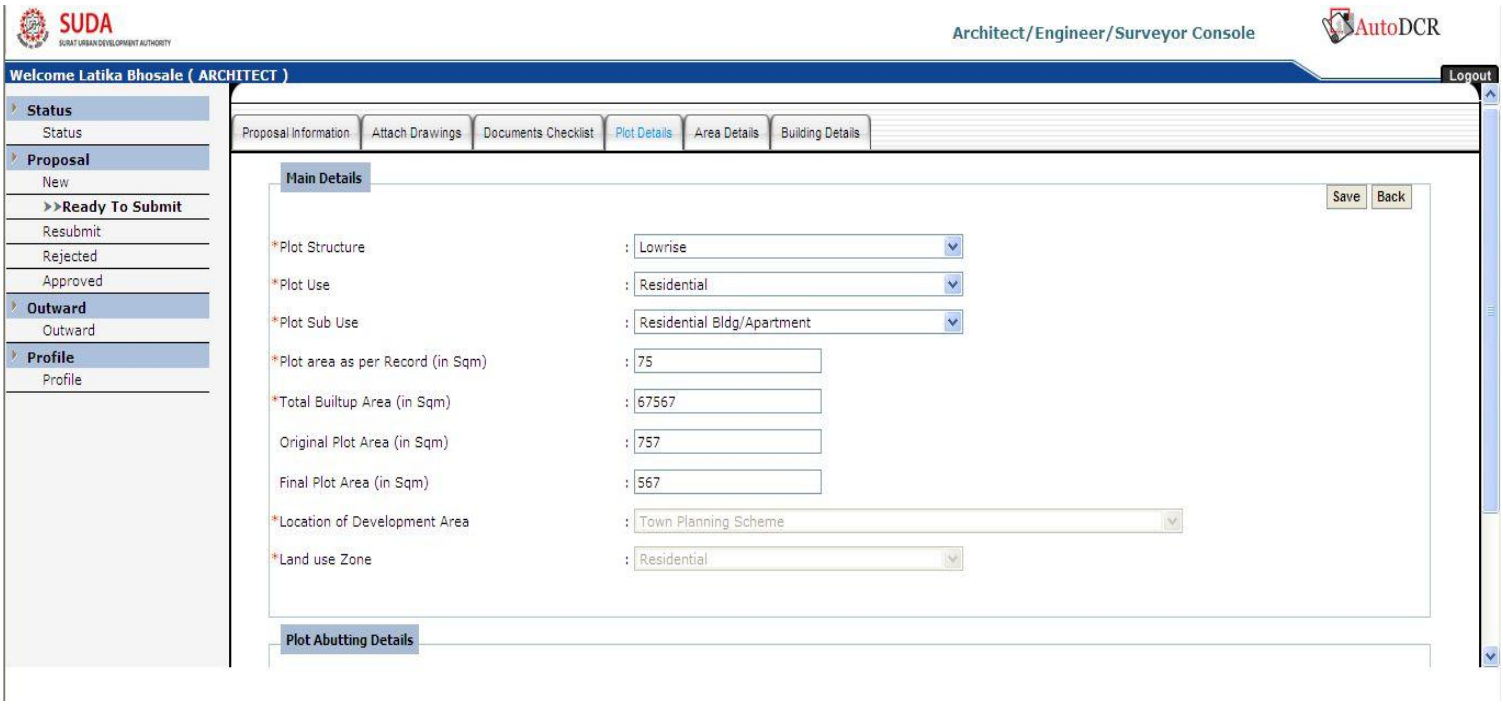


3.2. Plot detail

Click on “plot Details” icon on the tool bar to enter/select general details of the plot
Plot details form is categorized in Two parts-

- Main Details
  Main details such as Plot Structure , Plot Use , Plot Sub Use ,Plot area as per Record, Total Built up Area, Original Plot Area , Final Plot Area, Location of Development Area, Land use Zone are categorized in this part

- Plot Abutting details
  Plot abutting details such as for road the width of road , for plot; plot no., for survey; survey no., for CTS; CTS no.to the proposed plot in all directions.



.

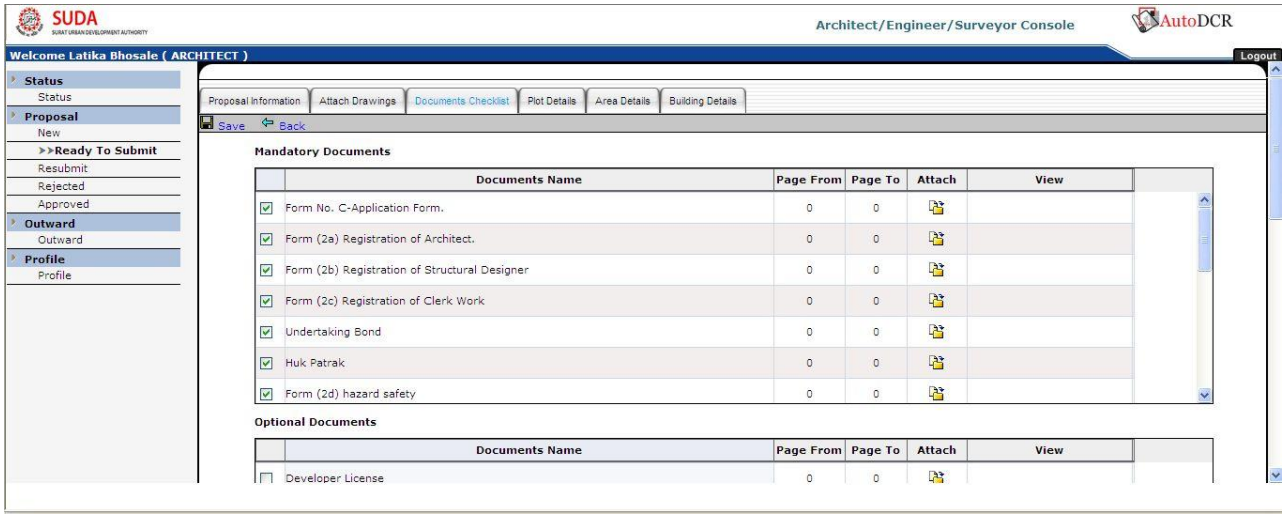
After saving Plot details, we can save Document checklist

3.3. Document Check list

- Steps to attach documents-

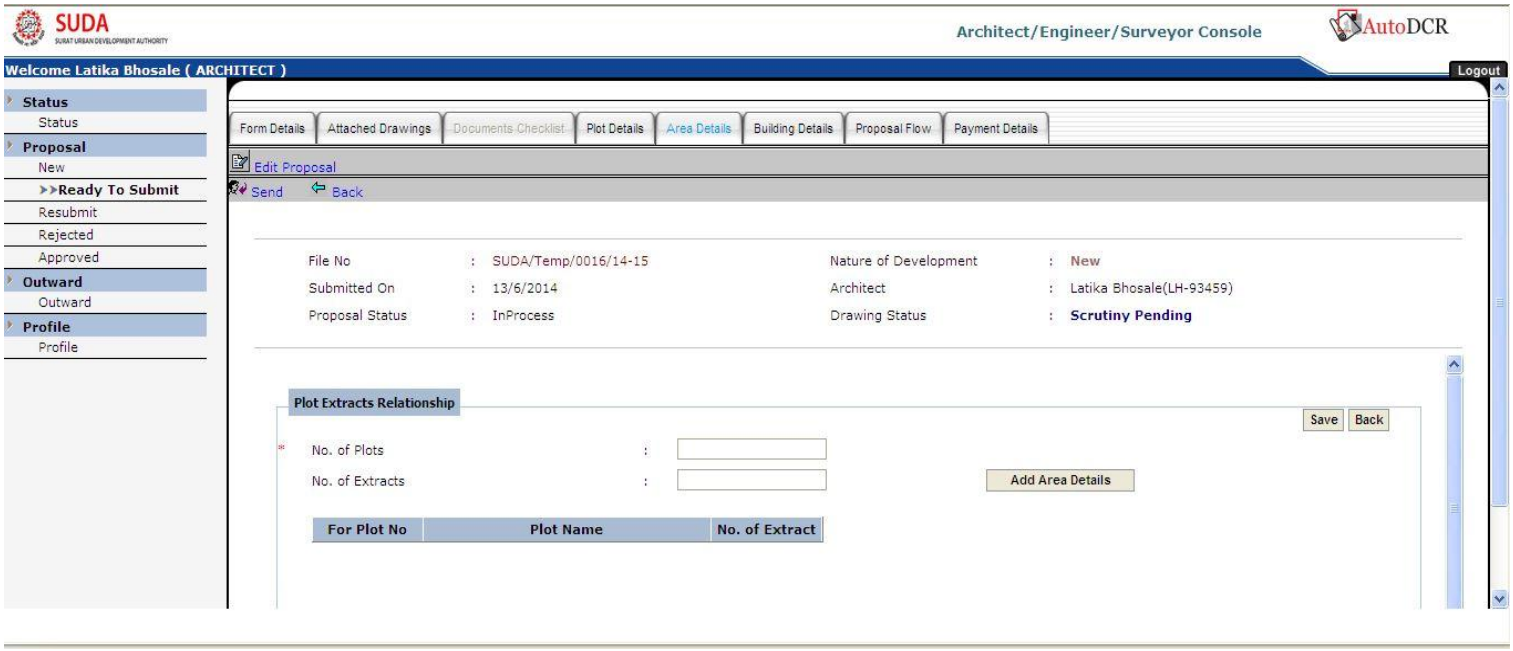
  Step 1- Click on **Ready to submit > File number> Edit Proposals>Document checklist** .

  Step 2- attach document by selecting the document



Step 3- click on **SAVE** button

3.4. Area detail

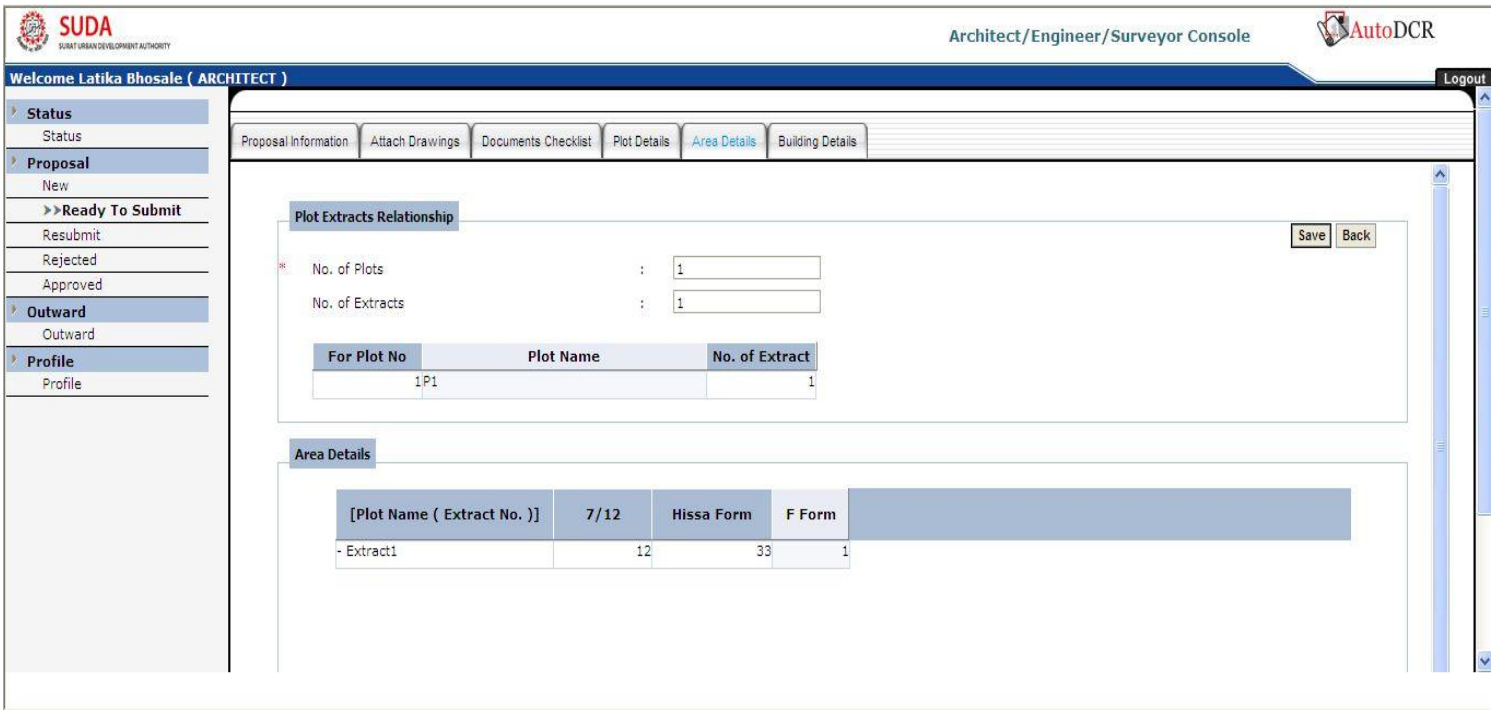


Area Details Page: Based on the number of plots, the number of rows appears. Save option for saving the area details.

Based on the number of Plots, information with respect to plot(s) is to be entered.

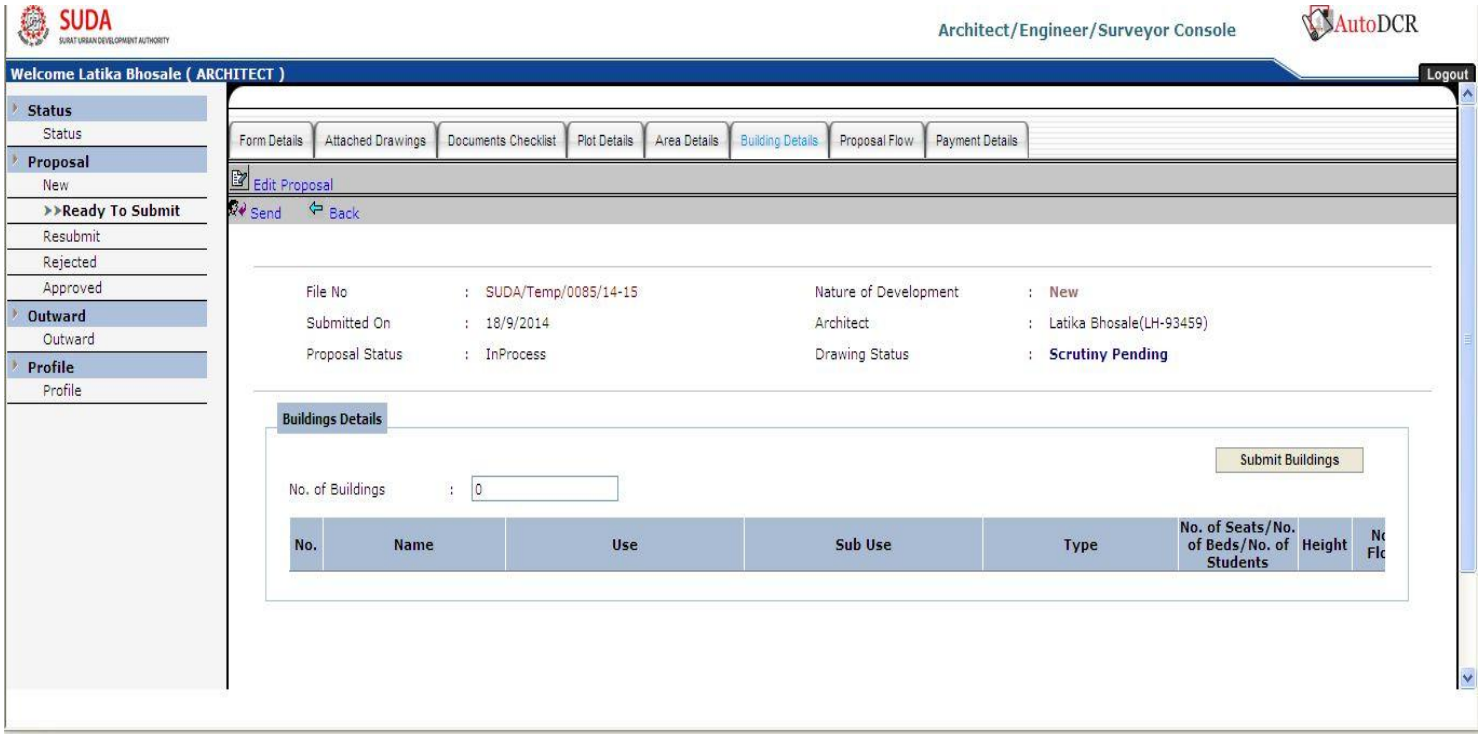
- Plot name
- No. of extract

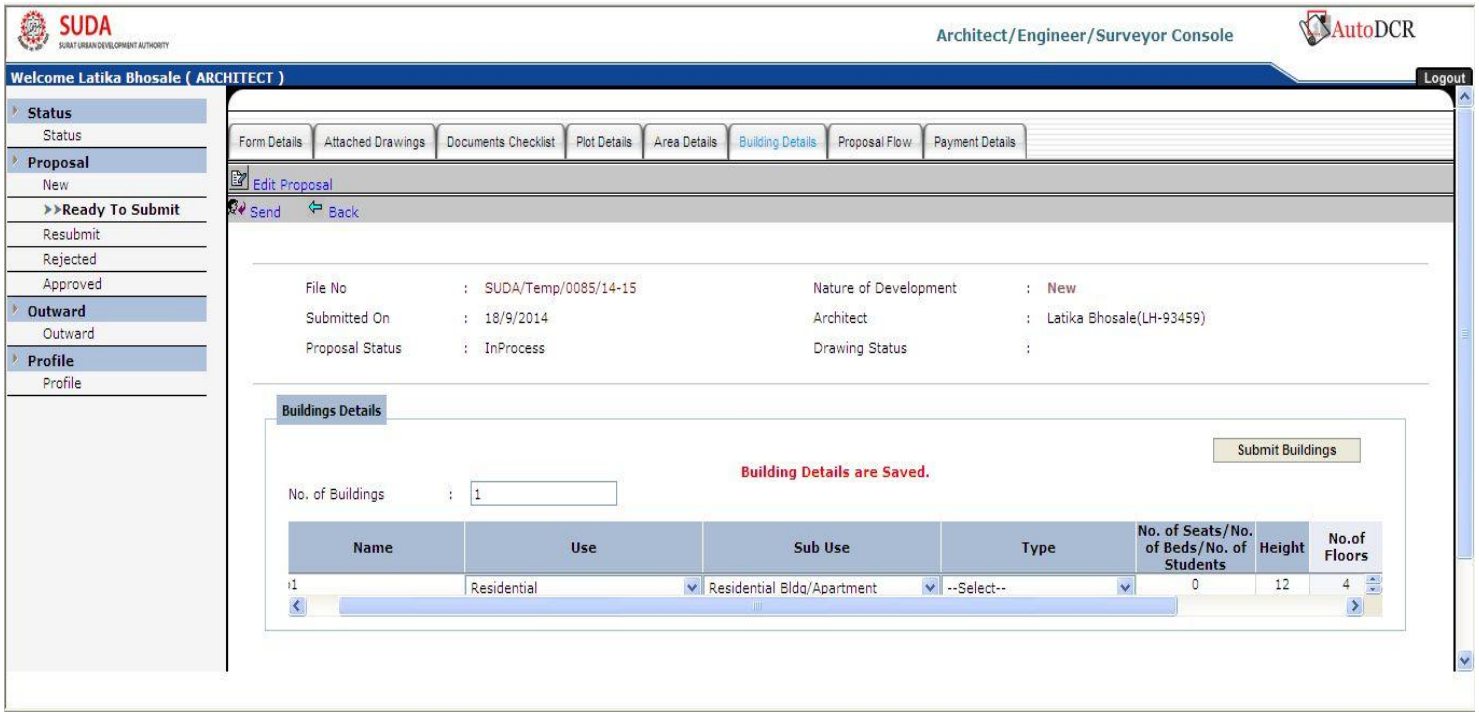
Clicking on area detail button will enable user to input the ownership areas pertaining to the documents like Plot name, 7/12, Hissa form and F Form etc.



3.5. Building Detail

Building Details Page: Architect needs to provide the number of building for the project and their use/sub-use. Click on "**Building Details**" icon on the tool bar to enter/select building details of the building(s) being proposed.

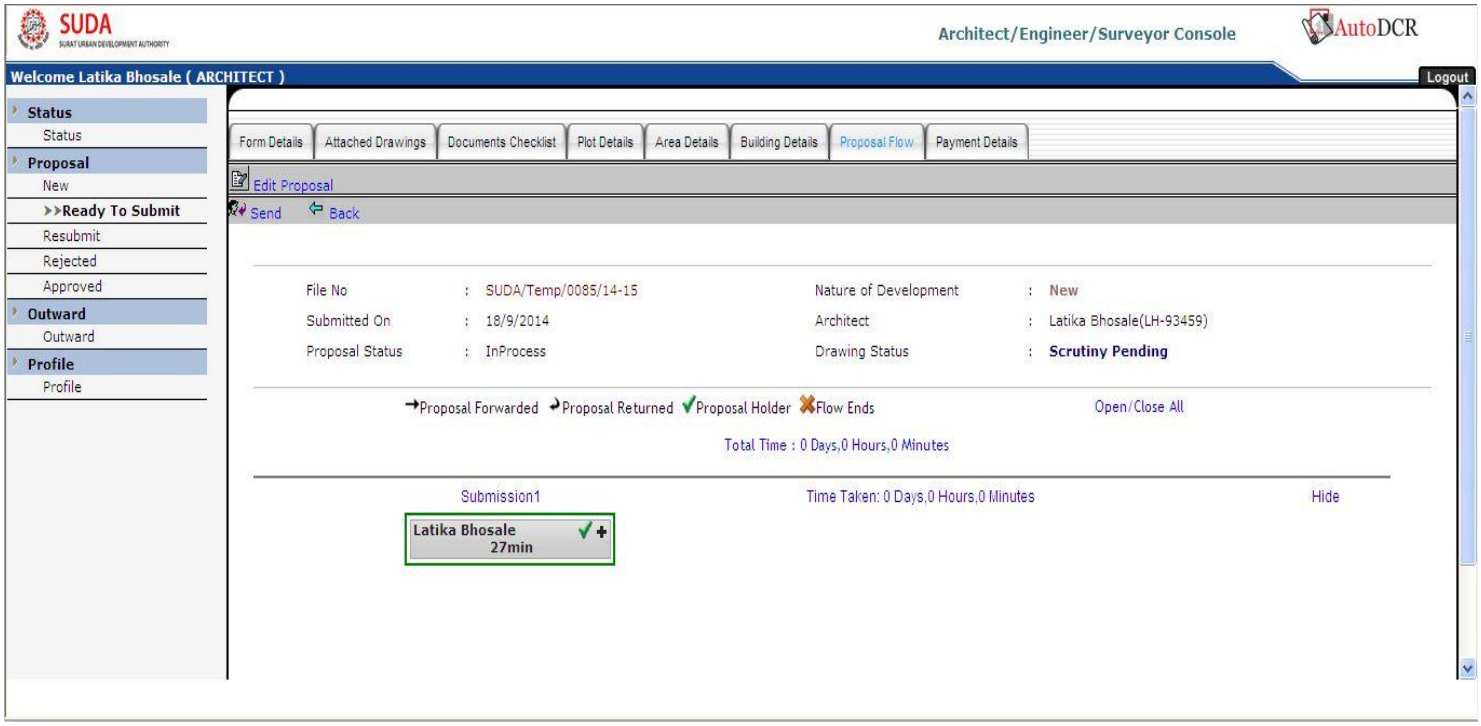

SUDA
Architect/Engineer/Surveyor Console
AutoDCR
Welcome Latika Bhosale (ARCHITECT)
Logout
Status
Status
Proposal
New
>>Ready To Submit
Resubmit
Rejected
Approved
Outward
Outward
Profile
Profile
Form Details
Attached Drawings
Documents Checklist
Plot Details
Area Details
Building Details
Proposal Flow
Payment Details
Edit Proposal
Send
Back
File No : SUDA/Temp/0085/14-15
Nature of Development : New
Submitted On : 18/9/2014
Architect : Latika Bhosale(LH-93459)
Proposal Status : InProcess
Drawing Status : Scrutiny Pending
Buildings Details
Submit Buildings
No. of Buildings : 0
No.
Name
Use
Sub Use
Type
No. of Seats/No. of Beds/No. of Students
Height


SUDA
Architect/Engineer/Surveyor Console
AutoDCR
Welcome Latika Bhosale (ARCHITECT)
Logout
Status
Status
Proposal
New
>>Ready To Submit
Resubmit
Rejected
Approved
Outward
Outward
Profile
Profile
Form Details
Attached Drawings
Documents Checklist
Plot Details
Area Details
Building Details
Proposal Flow
Payment Details
Edit Proposal
Send
Back
File No : SUDA/Temp/0085/14-15
Nature of Development : New
Submitted On : 18/9/2014
Architect : Latika Bhosale(LH-93459)
Proposal Status : InProcess
Drawing Status :
Buildings Details
Submit Buildings
Building Details are Saved.
No. of Buildings : 1
Name
Use
Sub Use
Type
No. of Seats/No. of Beds/No. of Students
Height
No.of Floors
1
Residential
Residential Bldg/Apartment
--Select--
0
12
4

After entering building detail, click on submitting building detail button. After saving system prompts confirmation message “building detail is saved”.

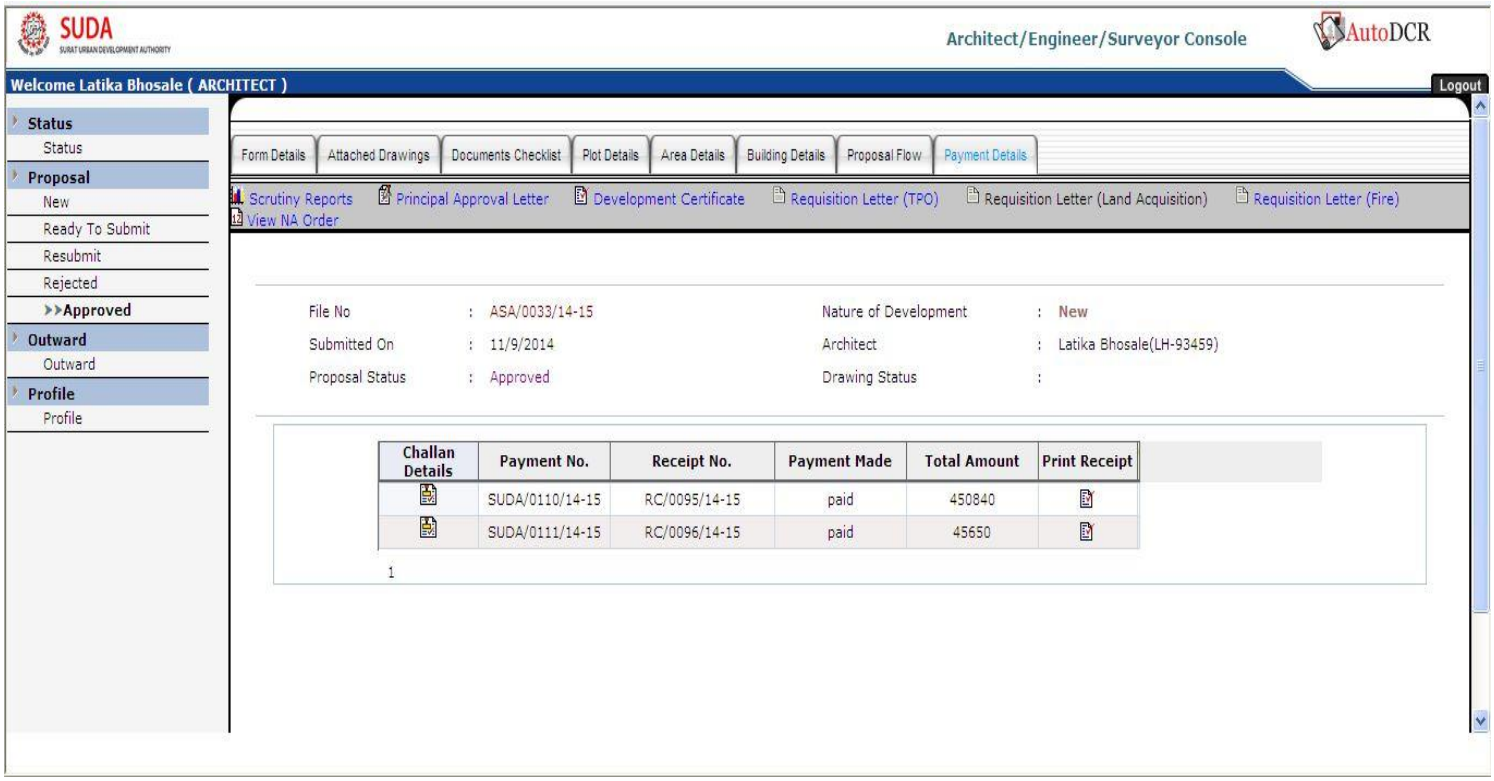
3.6. Proposal flow

Architect can find the exact location of his proposal from this section. On clicking on “show” button flow details will be displayed.

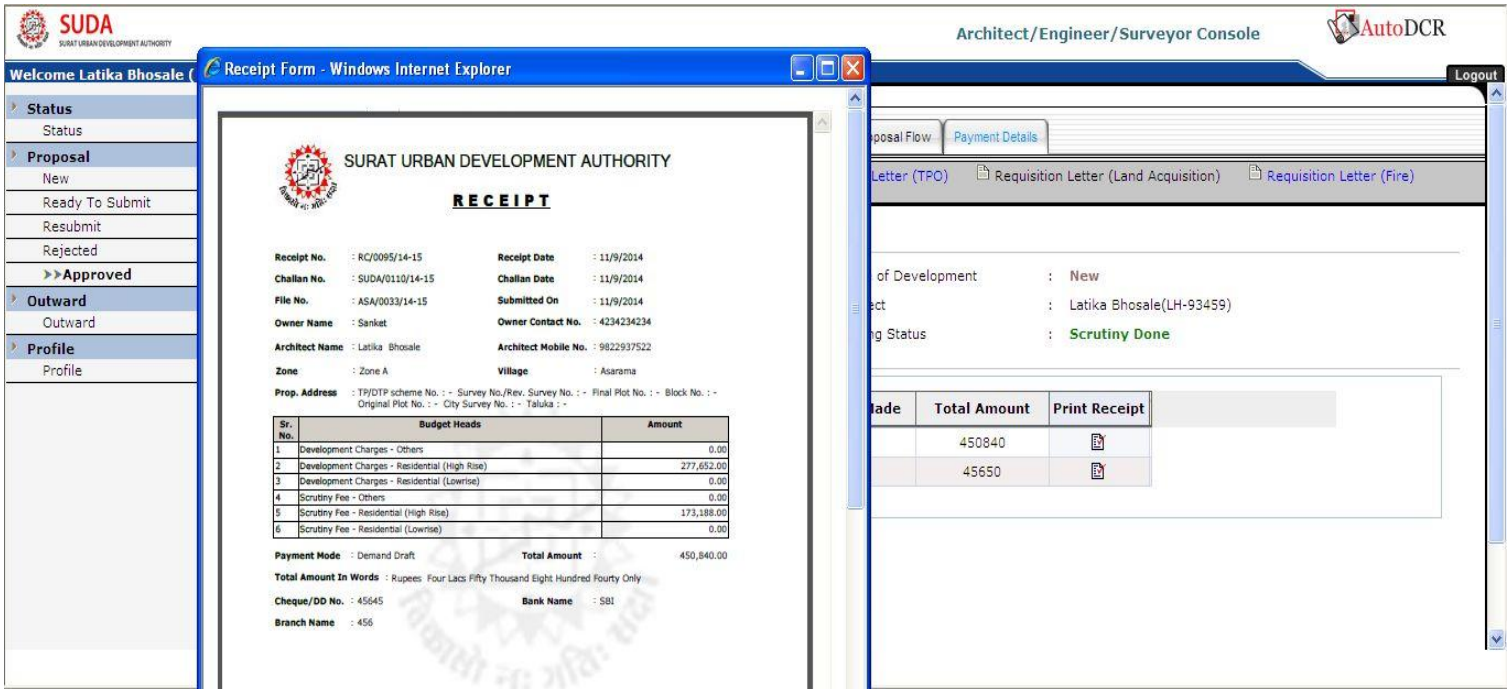


3.7. Payment detail

Architect can know all the demand notes generated by the system at different intervals during scrutiny. Clicking on the button will give a consolidated list of demand notes created for the particular proposal.



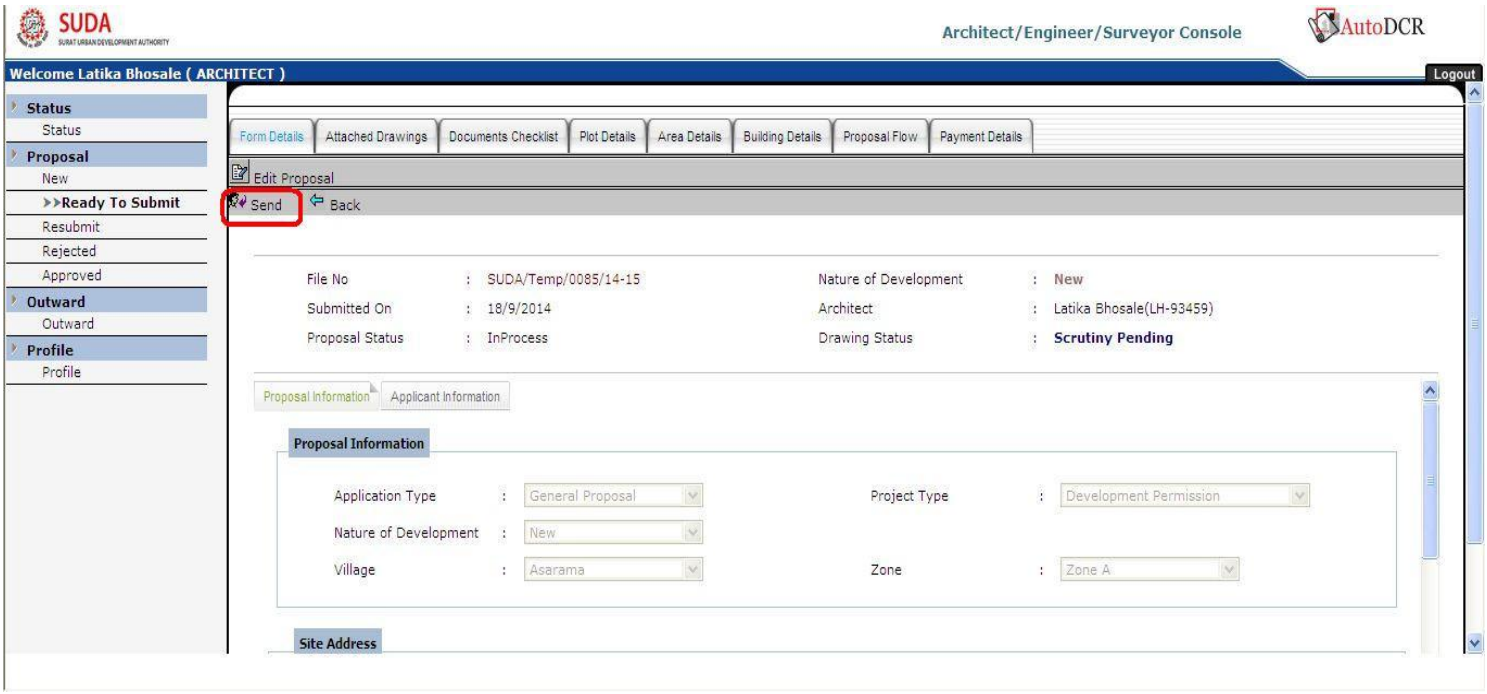
Architect can know the amount payable against the demand note / challan. Printing is possible for the demand generated.



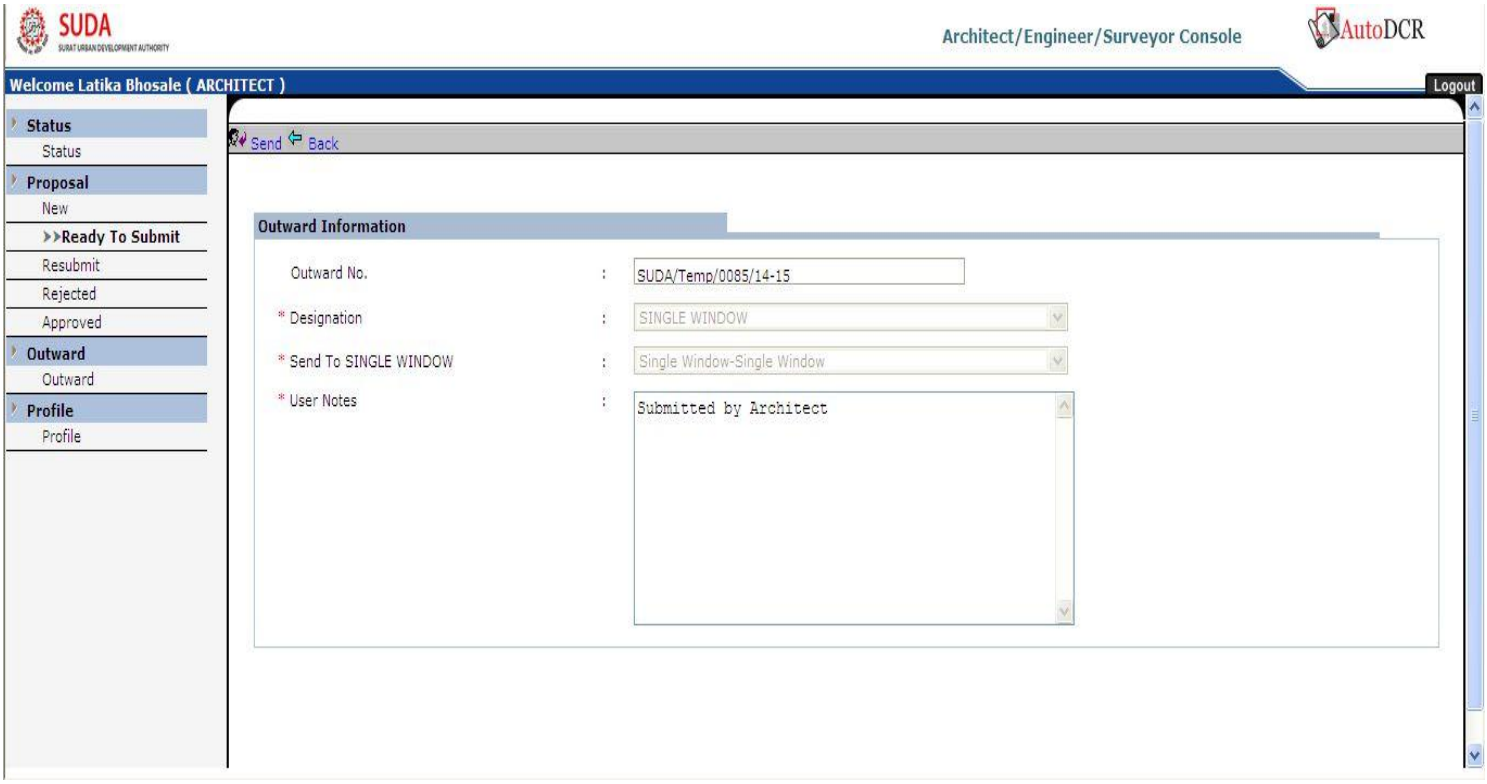
After payment is made against the demand, online receipt is available for printing.

4. Send to Single Window

Architect can now send the electronic file to the Single Window for processing on the proposal.



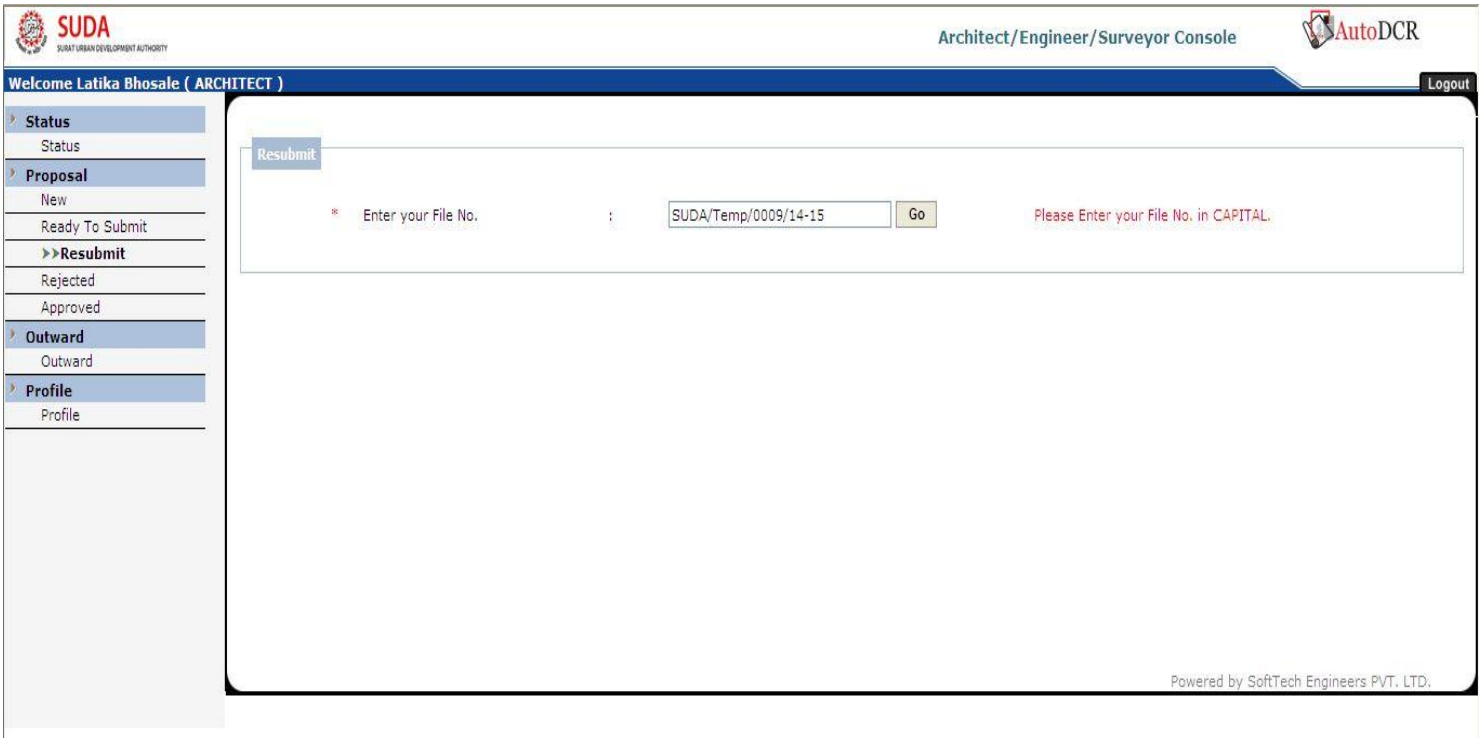
After clicking on send button following screen will be appear, Bilingual user remarks option is provided f for Architects/ Engineer.

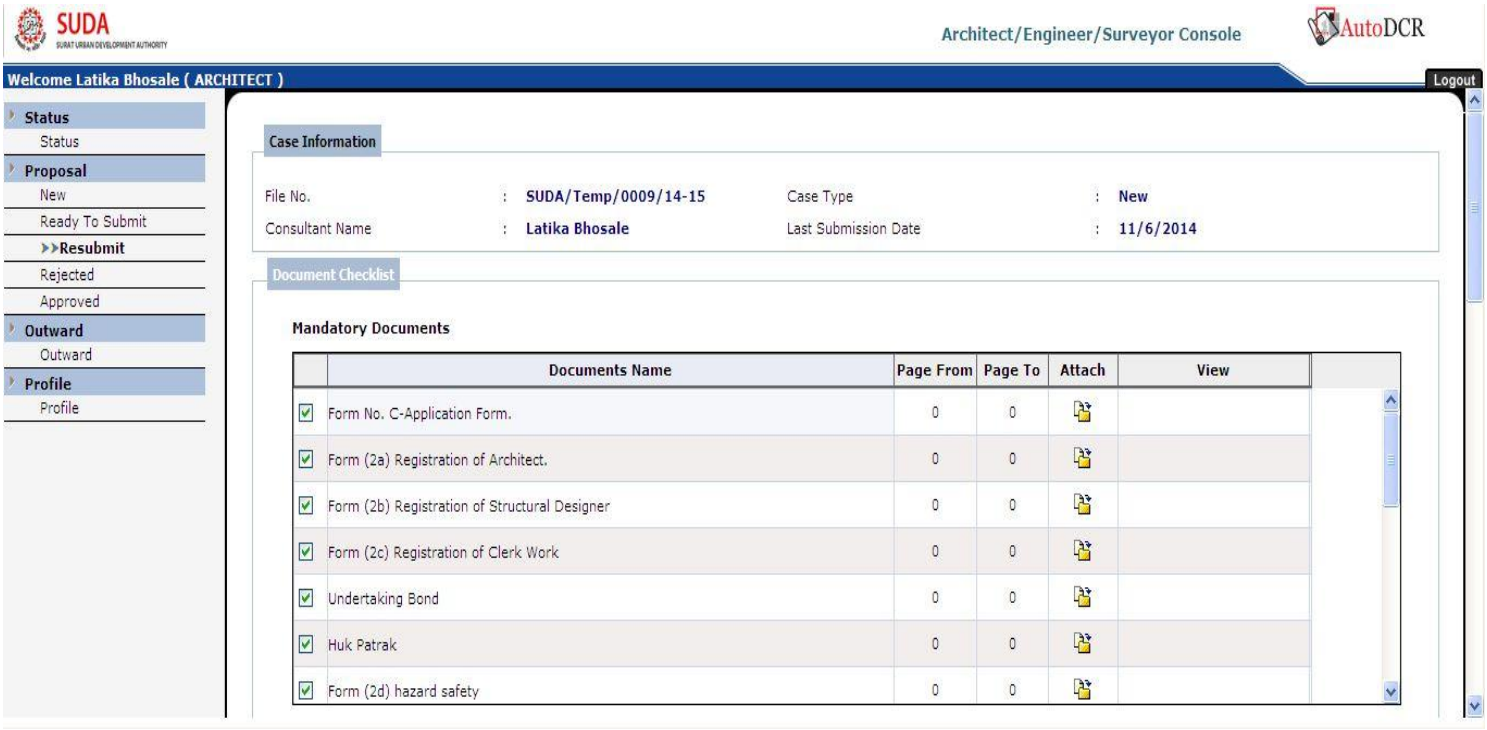


5. Resubmission of proposals

If proposal gets rejected based on
1. Document scrutiny
2. Site visit scrutiny
3. Technical Scrutiny

Architect need to resubmit the proposal. For resubmitting file, architect will have to follow following step like. A consolidated list of “Rejected” proposal is available on the Proposal section. Architect/ Engineer needs to enter the file number of the proposal to comply the objection. Below screen shows the process of resubmission.





Based on the objection type compliance screen will be displayed. Compliance can be one of the following –

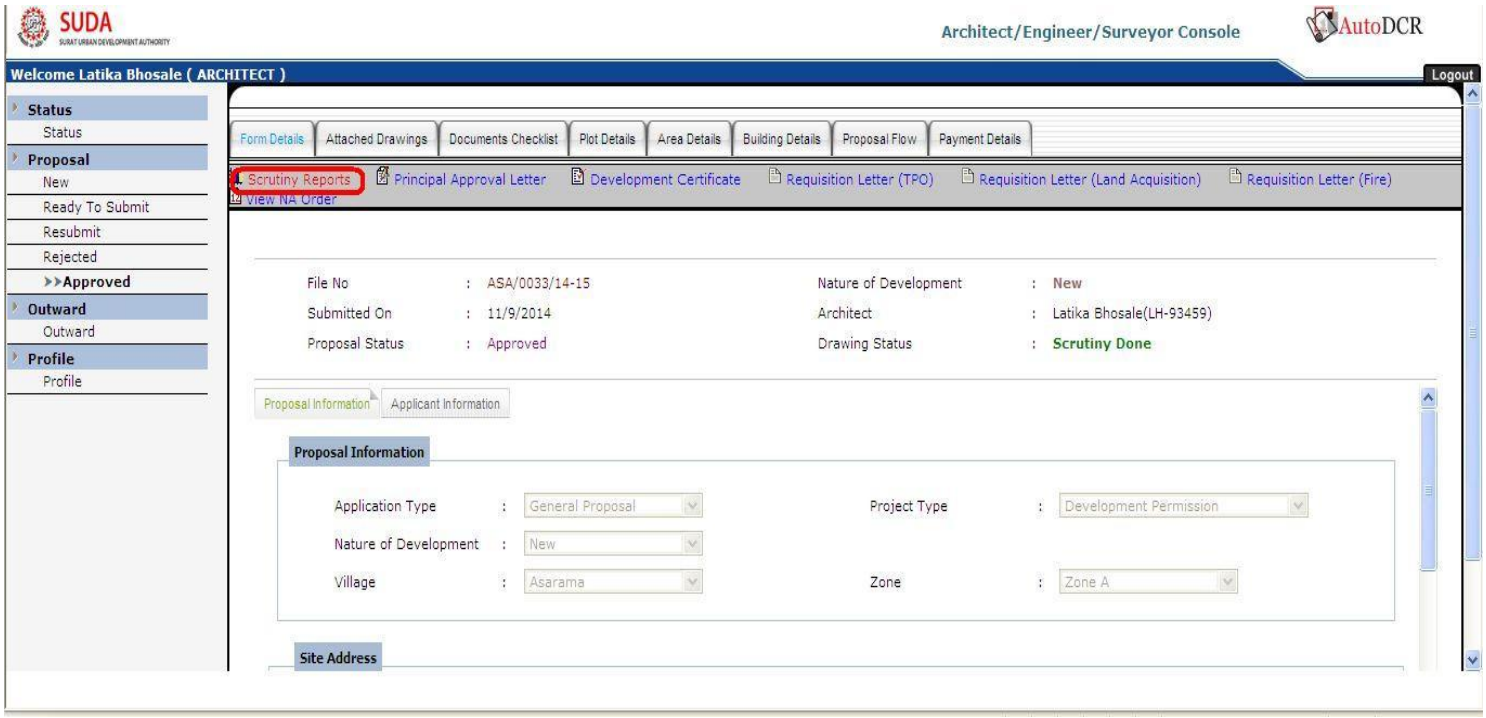
1. Drawing Objection
2. Document objection
3. Site visit objection
4. All the above or any combination.

6. Approved Proposals

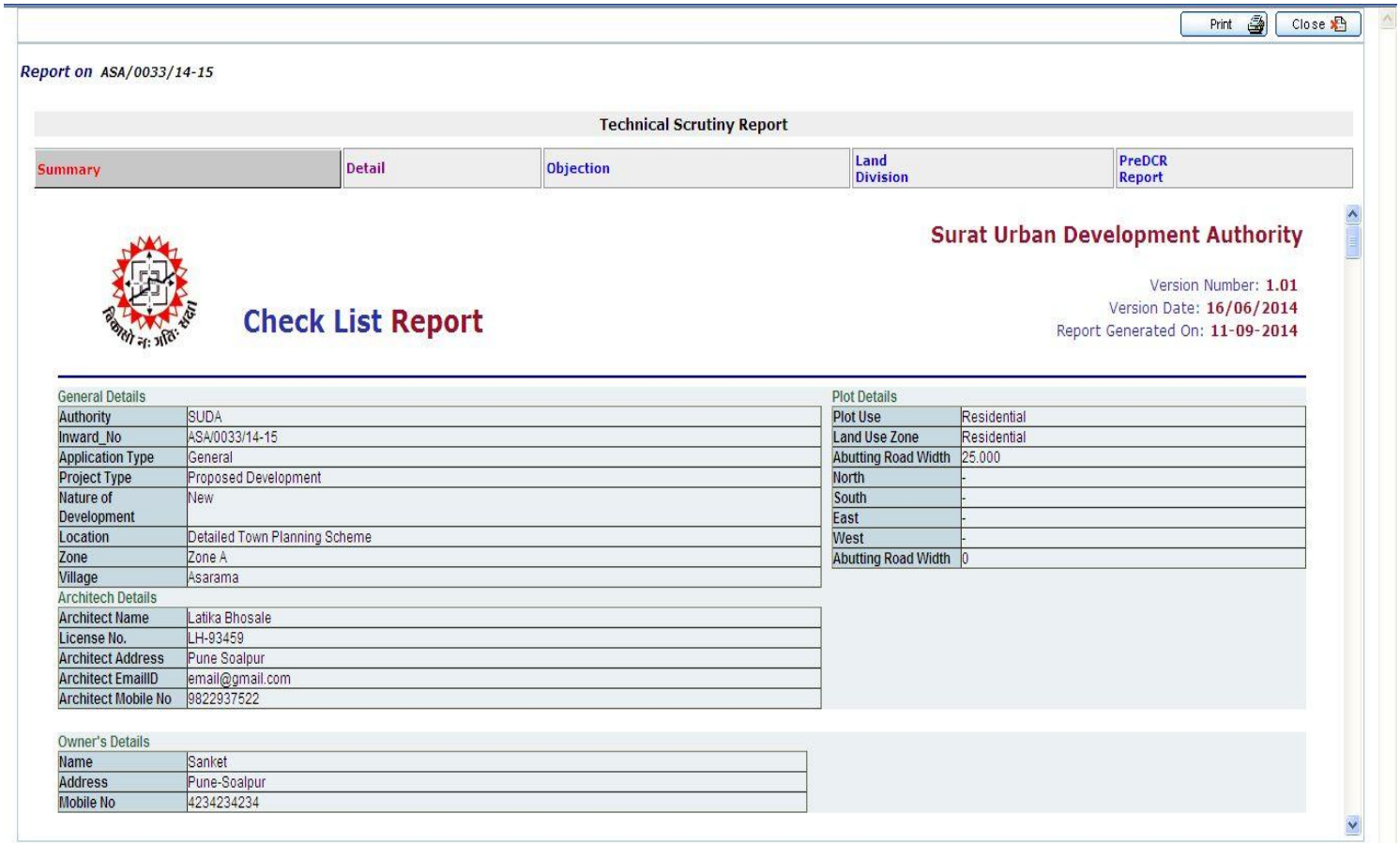
Architect can see the list of Approved proposals.

Status	File No.	Architect / Engineer / Surveyor	Nature of Development	Proposal Date	Modified Date
Final Approved	ASA/0033/14-15 [Final]	Latika Bhosale	Alteration Addition	11/9/2014	11/9/2014
Final Approved	ASA/0033/14-15 [Final]	Latika Bhosale	Change of Occupancy	11/9/2014	11/9/2014
Final Approved	ASA/0033/14-15 [Final]	Latika Bhosale	Revision	11/9/2014	11/9/2014
Final Approved	ASA/0033/14-15 [Final]	Latika Bhosale	New	11/9/2014	11/9/2014
Final Approved	ASA/0032/14-15 [Final]	Latika Bhosale	New	10/9/2014	10/9/2014
Final Approved	ASA/0030/14-15 [Final]	Latika Bhosale	New	6/9/2014	6/9/2014
Final Approved	ASA/0007/14-15 [Final]	Latika Bhosale	Alteration Addition	13/6/2014	13/6/2014
Final Approved	ASA/0007/14-15 [Final]	Latika Bhosale	Change of Occupancy	13/6/2014	13/6/2014
Final Approved	ASA/0007/14-15 [Final]	Latika Bhosale	Revision	13/6/2014	13/6/2014
Final Approved	ASA/0007/14-15 [Final]	Latika Bhosale	New	13/6/2014	13/6/2014
Final Approved	ASA/0005/14-15 [Final]	Latika Bhosale	Change of Occupancy	10/6/2014	10/6/2014
Final Approved	ASA/0005/14-15 [Final]	Latika Bhosale	New	10/6/2014	10/6/2014
Final Approved	ASA/0004/14-15 [Final]	Latika Bhosale	Alteration Addition	9/6/2014	9/6/2014
Final Approved	ASA/0004/14-15 [Final]	Latika Bhosale	New	9/6/2014	9/6/2014

By clicking on the file number he/she can view the all details of the respective file.



Architect can see the detailed report by clicking on the Reports button



Print Close

Report on *ASA/0033/14-15*

Technical Scrutiny Report

Summary	Detail	Objection	Land Division	PreDCR Report

Surat Urban Development Authority

Check List Report

Version Number: **1.01**
Version Date: **16/06/2014**
Report Generated On: **11-09-2014**

General Details	
Authority	SUDA
Inward_No	ASA/0033/14-15
Application Type	General
Project Type	Proposed Development
Nature of Development	New
Location	Detailed Town Planning Scheme
Zone	Zone A
Village	Asarama

Plot Details	
Plot Use	Residential
Land Use Zone	Residential
Abutting Road Width	25.000
North	-
South	-
East	-
West	-
Abutting Road Width	0

Architech Details	
Architect Name	Latika Bhosale
License No.	LH-93459
Architect Address	Pune Soalpur
Architect EmailID	email@gmail.com
Architect Mobile No	9822937522

Owner's Details	
Name	Sanket
Address	Pune-Soalpur
Mobile No	4234234234

Report contains all the details of respective proposal.

This is the last page of the document.