



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

STATE URBAN DEVELOPMENT AGENCY (SUDA)

**LTP Registration
Training Manual**

For

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

SUBMITTED BY:-SOFTTECH ENGINEERS PVT. LTD



Table of Contents

Table of Contents.....	2
1. Introduction.....	3
2. Counter Clerk.....	3
2.1 Role and Responsibility of Clerk.....	5
3. Town Planner.....	7
3.1 Role and Responsibility of Town Planner.....	9
4. MC/SO/MD/EO.....	11
4.1 Role and Responsibility of the MC/SO/MD/EO.....	13
5. Signature Upload.....	15

1. Introduction

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

Below is the list of officials who takes part in the BPAMS system For LTP registration Approval

1. Counter Clerk
2. Town Planner
3. MC/EO/MD/SO

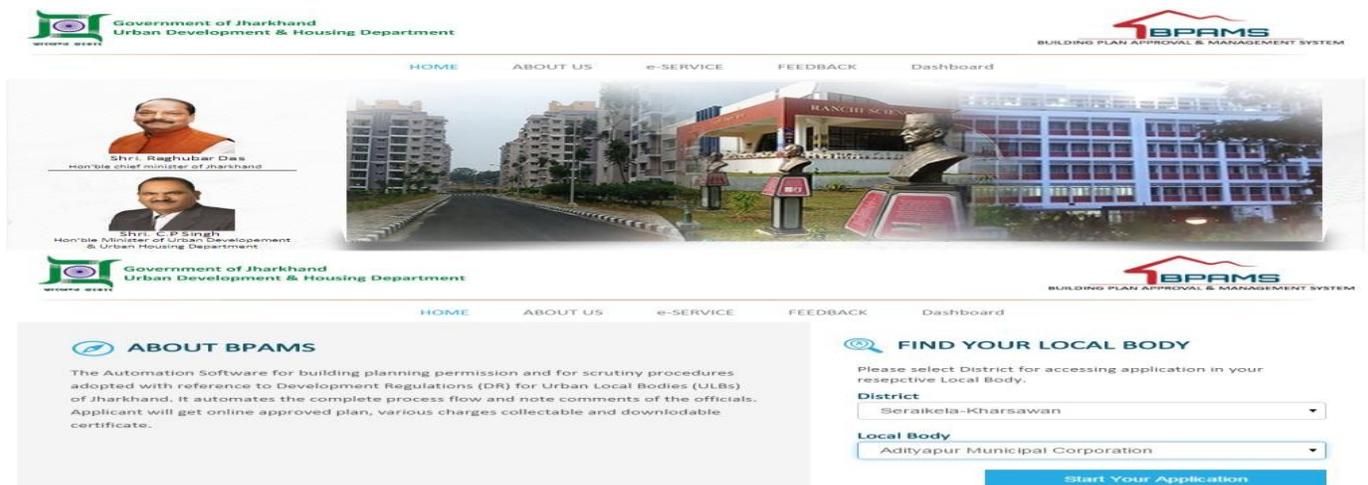
Every Registration submitted by the applicant will comes in the Counter Clerk console first.

2. Counter Clerk

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

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

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

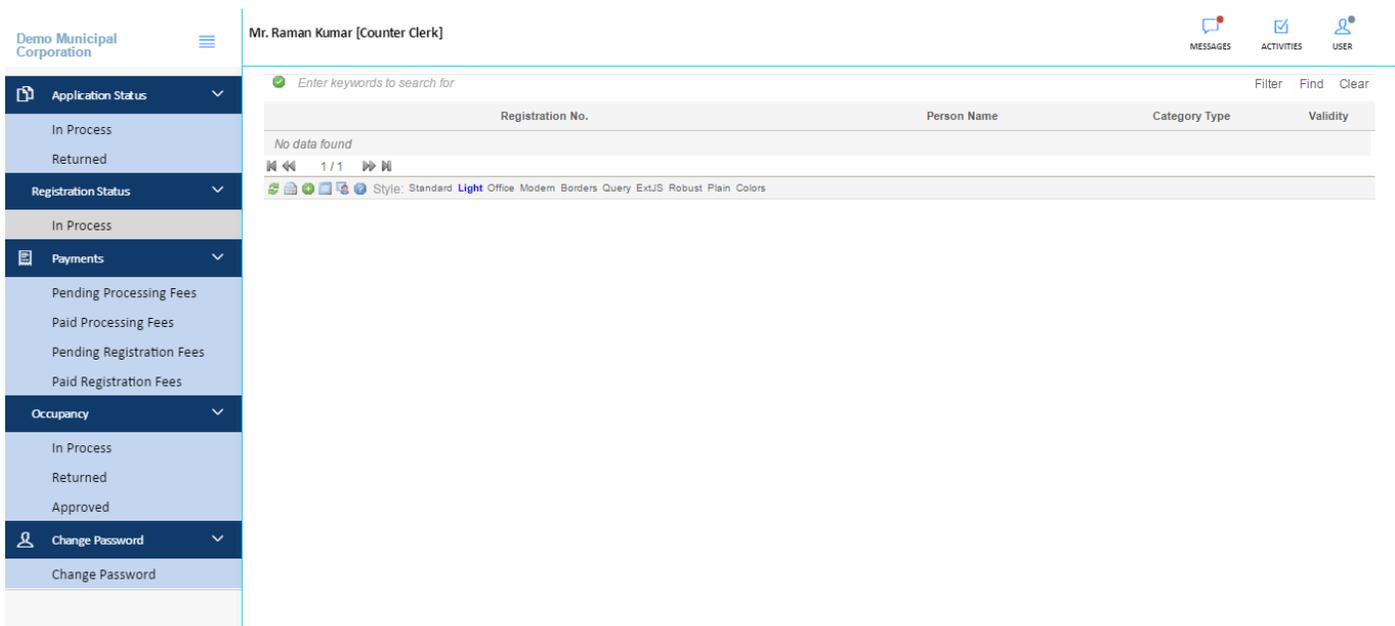


After clicking the start your application below screen will appears



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

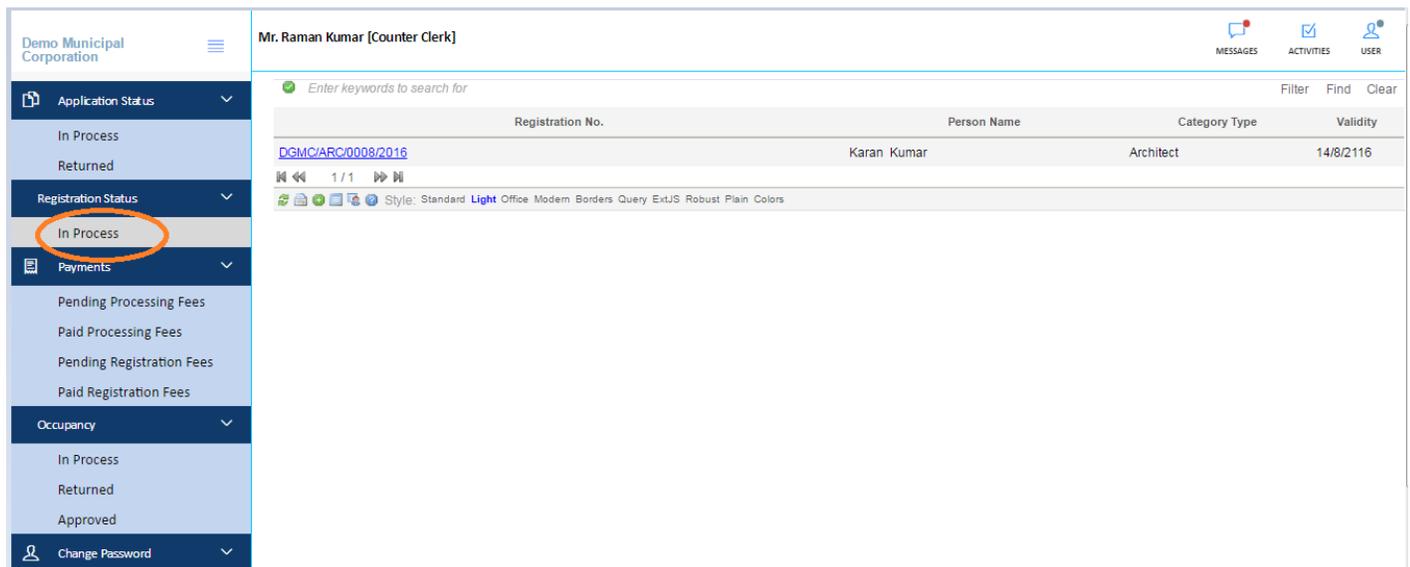
After the login flowing screen will appears



2.1 Role and Responsibility of Clerk for the LTP Registration

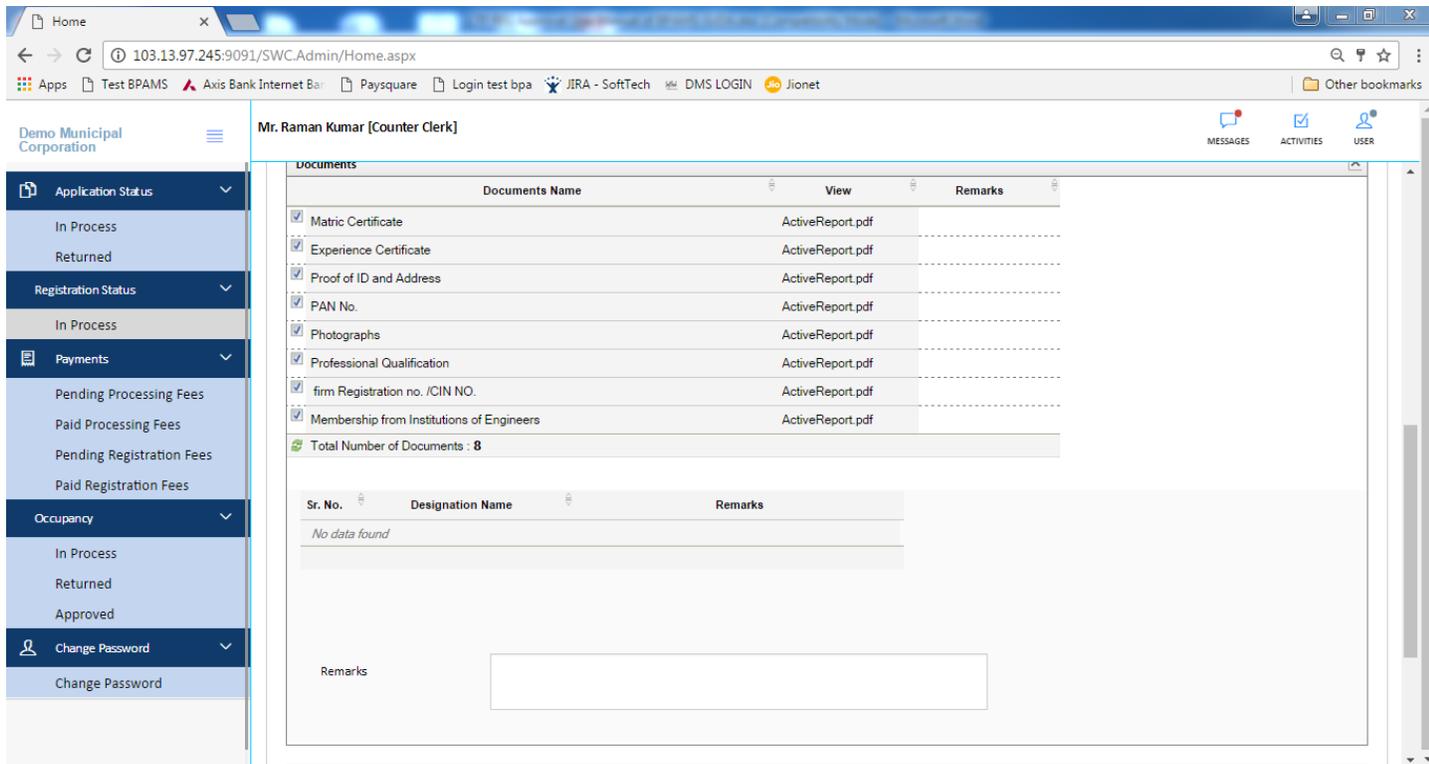
- a) Document verification
- b) Registration Fee Verification
- c) Remarks on the Document
- d) Send File to other Authority for approval

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

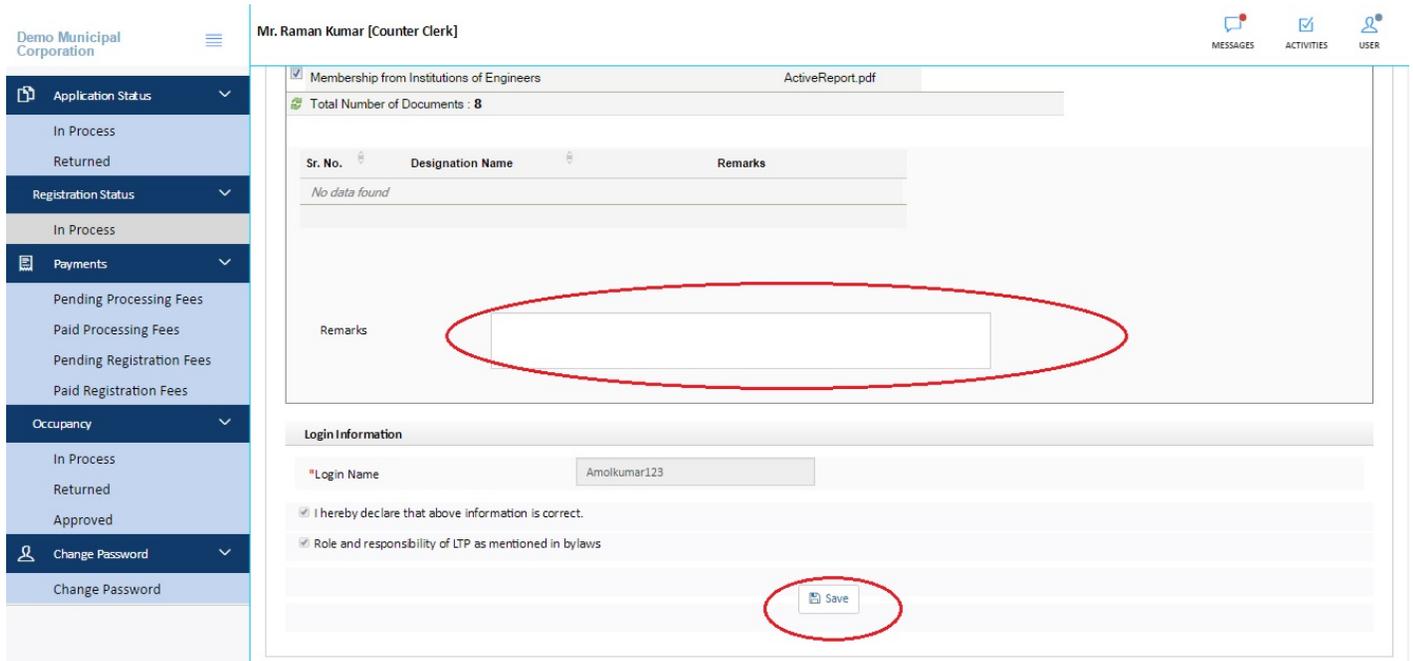


After Clicking on the file no following screen will be appear (registration form of Applicant)

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Here counter clerk will download document by clicking on the Attachment; After verification Counter Clerk will put remarks on the document as shown in the below figure



After Remarks Counter clerk need to Save the registration form as shown in the above figure

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The screenshot shows the 'Welcome To Registration' page for Mr. Raman Kumar [Counter Clerk]. The form is divided into several sections:

- Personal Information:**
 - Name: Mr. Karan Kumar (Last Name)
 - Applicant Category: Architect
 - Qualification: BArch
 - Firm Name: AMC Corp
 - Experience (in yrs.): 10
 - Fee Declaration: 0
 - Valid from: 24/8/2016
 - Valid To: 27/8/2016
 - Short Profile: This is Karan
- Contact Information:**
 - Postal Address: Harmu Ranchi
 - State: Jharkhand
 - City: Ranchi
 - PIN Code: 834001
 - Mobile Number: 9709135309

A red circle highlights the 'Send' button in the top right corner of the form.

After saving the registration file Counter clerk will send the file to next level Authority for the approval by clicking the SEND button as shown in above figure following screen will appear

Note :- Counter clerk cannot sent the file if applicant have not paid the Registration fee

This screenshot shows the same registration form as above, but with a success message dialog box overlaid. The dialog box contains the following text:

103.13.97.245:9091 says:
Registration no. send successfully
 Prevent this page from creating additional dialogs.
OK

The 'Send' button in the form is now disabled, and the dialog box is centered over the form fields.

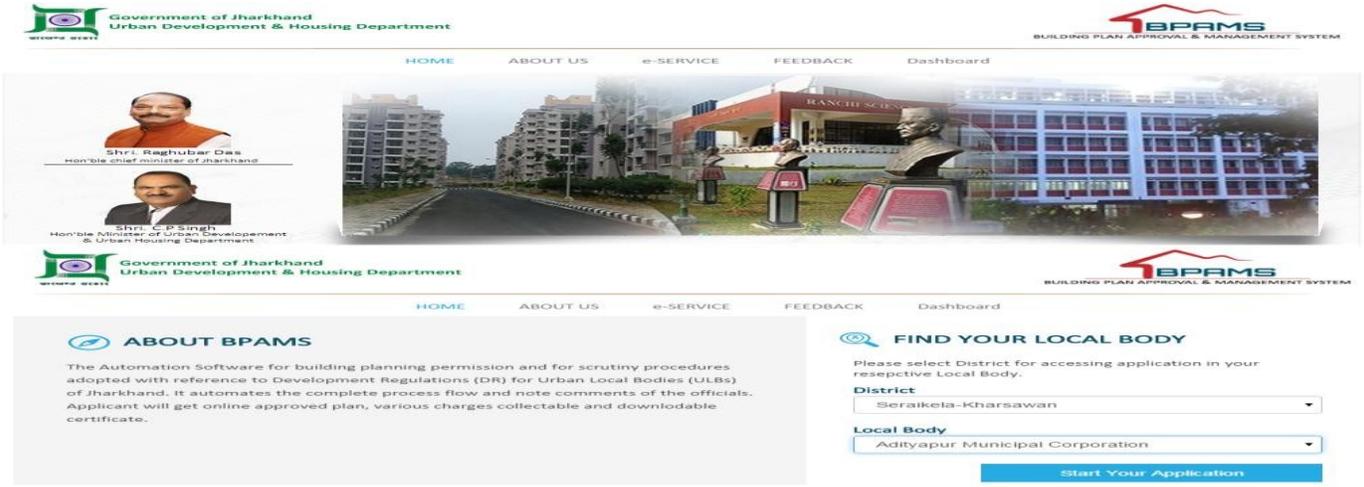
3. Town Planner

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

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

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



After clicking the start your application below screen will appears



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

After the login flowing screen will appears

Mr. Uday Sahay [Town Planning Officer]

Enter keywords to search for

Registration No.	Person Name	Category Type	Validity
DGMC/ARC/0004/2016	Chitrak halder	Architect	10/8/2116
DGMC/ARC/0008/2016	Karan Kumar	Architect	14/8/2116

3.1 Role and Responsibility of Town Planner for the LTP Registration

- a) Document verification
- b) Remarks on the Document
- c) Send File to other Authority for approval

First Town Planner need to click on Registration In process TAB and need to click on the file no which he want to verify, after clicking the file no following screen will appears

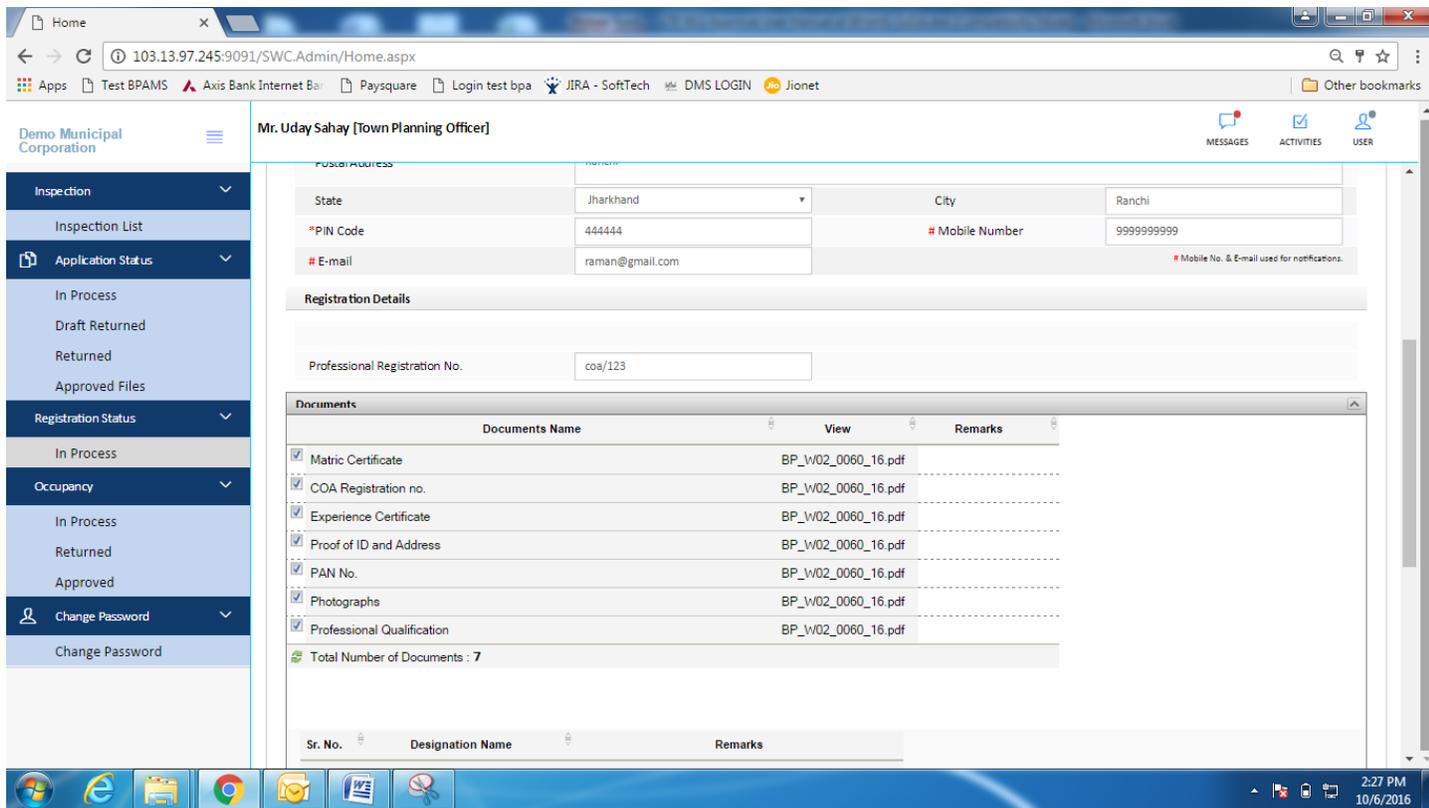
Mr. Uday Sahay [Town Planning Officer]

Enter keywords to search for

Registration No.	Person Name	Category Type	Validity
DGMC/ARC/0004/2016	Chitrak halder	Architect	10/8/2116
DGMC/ARC/0008/2016	Karan Kumar	Architect	14/8/2116

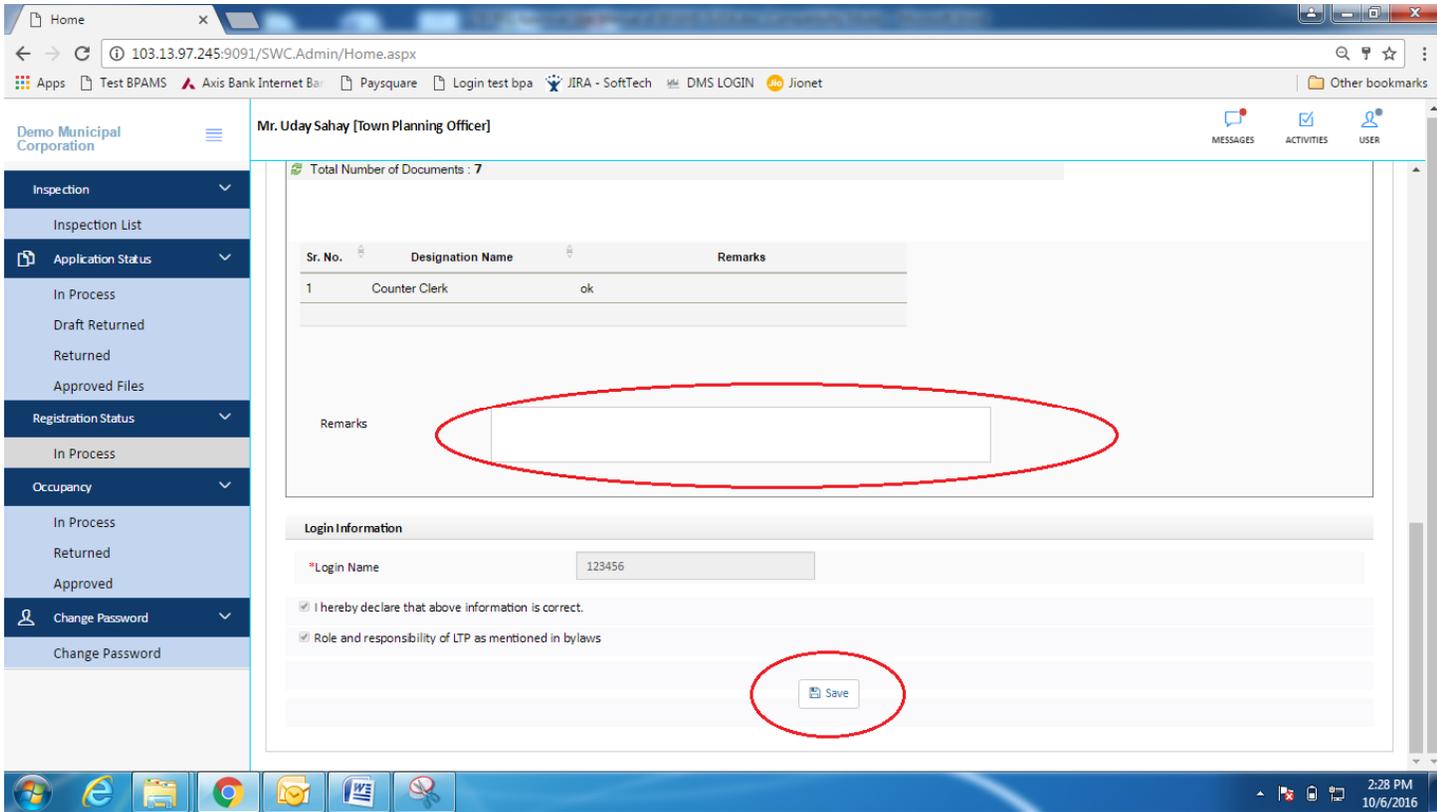
After Clicking on the file no following screen will be appear (registration form of Applicant)

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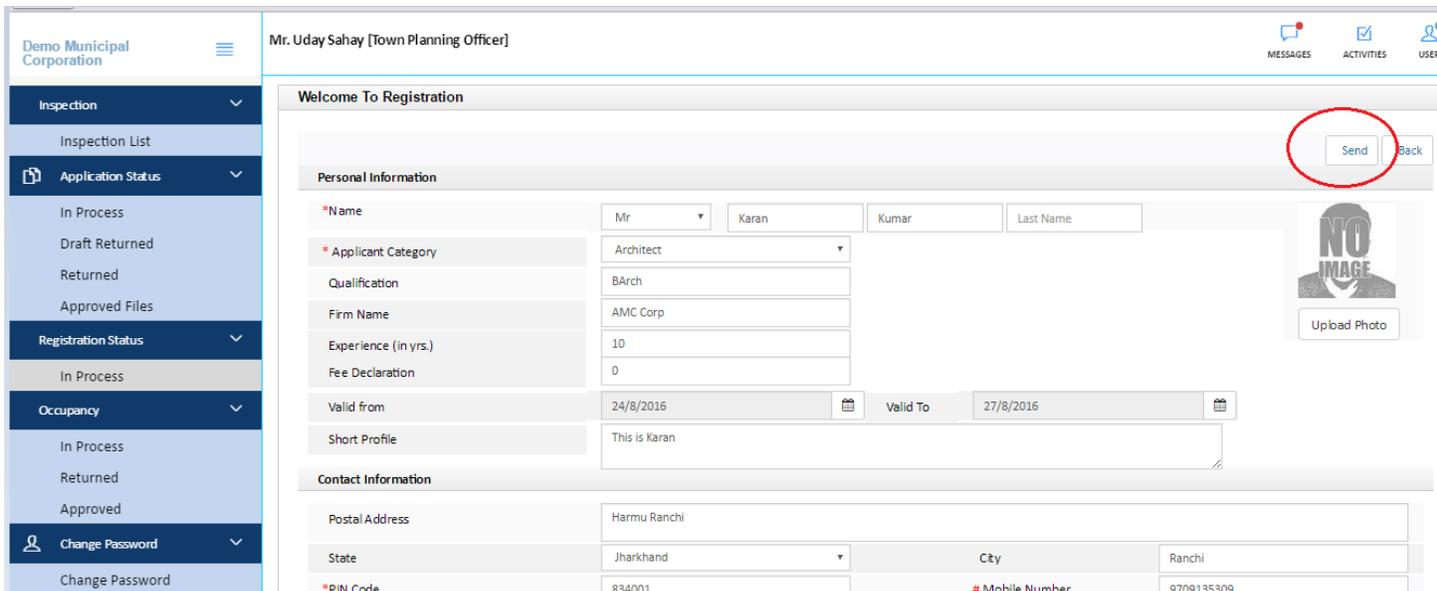


Here Town planner will download document by clicking on the Attachment; After verification Townplanner will put remarks on the document as shown in the below figure

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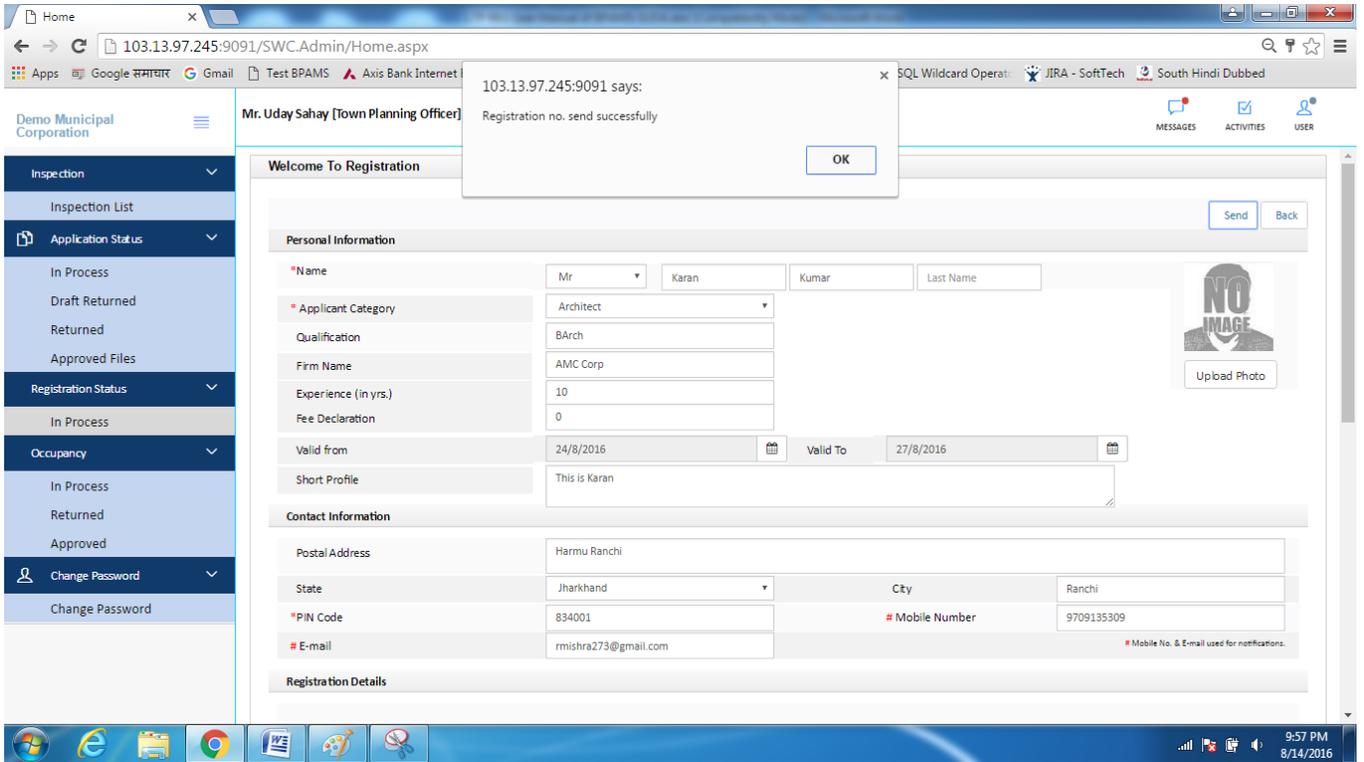


After Remarks , Townplanner need to Save the registration form as shown in the above figure



After Saving the registration file Townplanner will send the file to next level Authority for approval by clicking the SEND button as shown in above figure following screen will appear

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4. MC/MD/SO/ EO

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

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

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

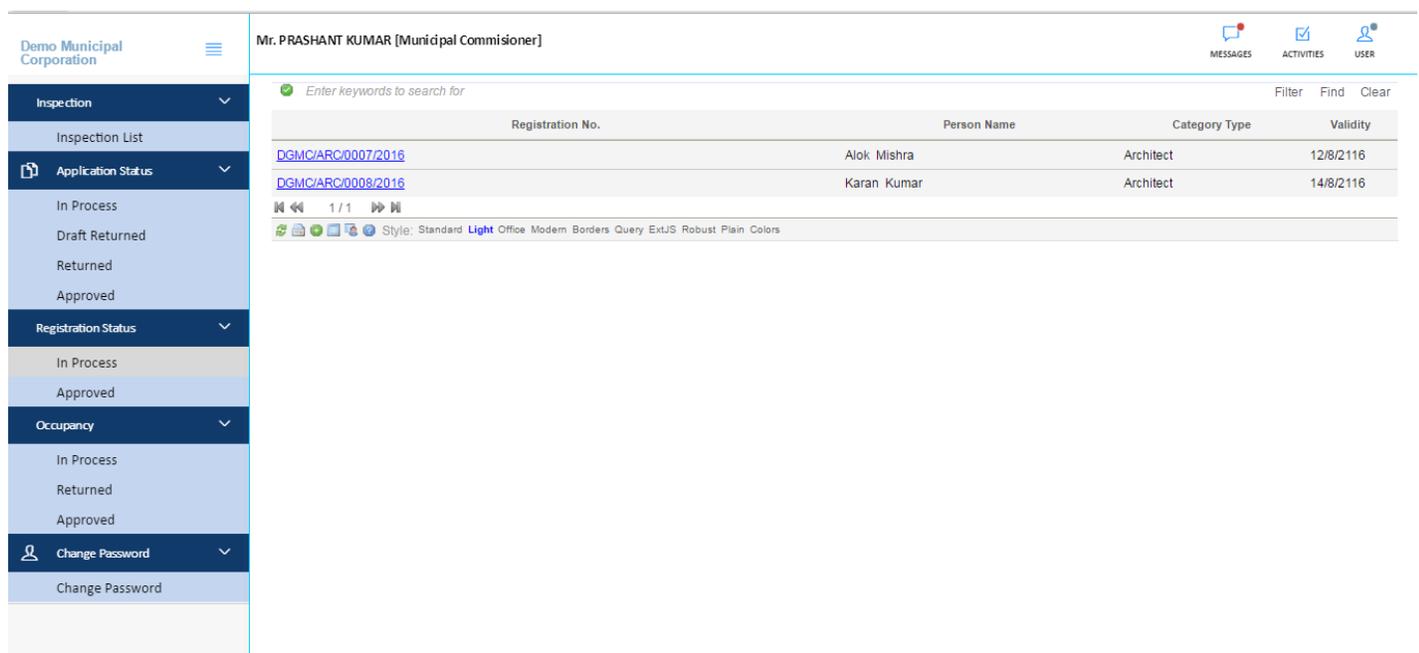


After clicking the start your application below screen will appears



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

After the login flowing screen will appears



2.1 Role and Responsibility of MC/MD/SO/ EO for the LTP Registration

- a) Document verification
- b) Remarks on the Document
- c) Approval of the file
- d) Rejection of the file

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

The screenshot shows the user interface for Mr. PRASHANT KUMAR, Municipal Commissioner. The left sidebar contains a navigation menu with categories: Inspection, Application Status, Registration Status, and Occupancy. Under 'Registration Status', the 'In Process' option is circled in red. The main content area displays a table with the following data:

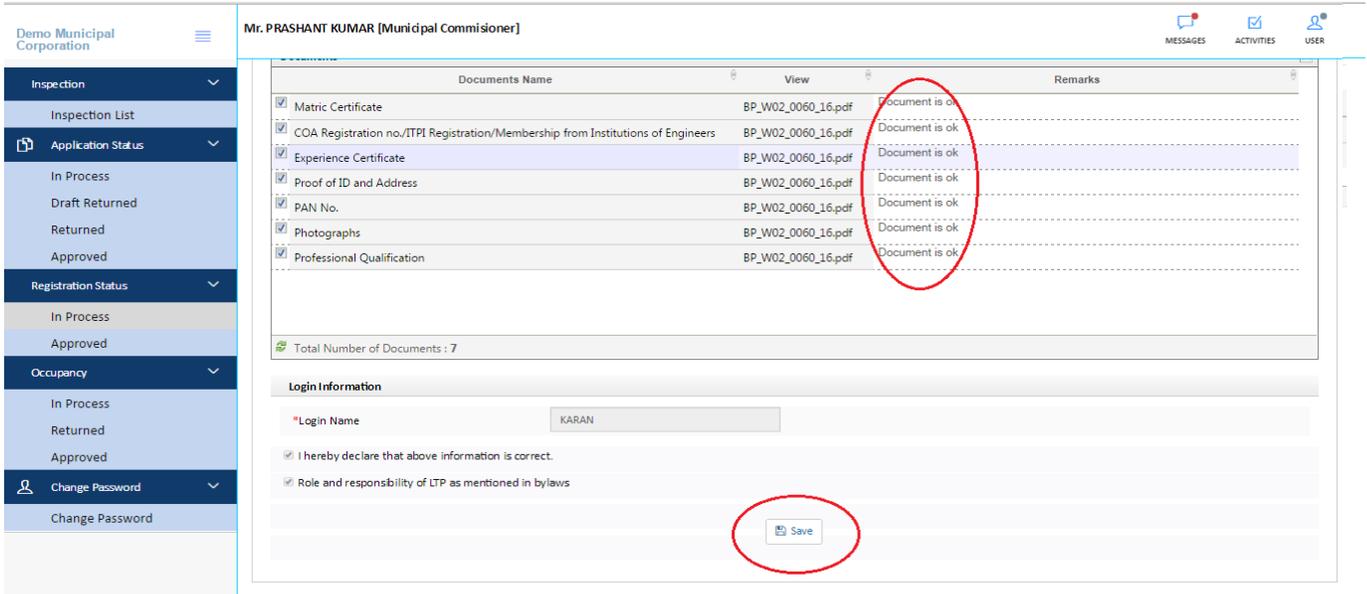
Registration No.	Person Name	Category Type	Validity
DGMC/ARC/0007/2016	Alok Mishra	Architect	12/8/2116
DGMC/ARC/0008/2016	Karan Kumar	Architect	14/8/2116

After Clicking on the file no following screen will be appear (registration form of Applicant)

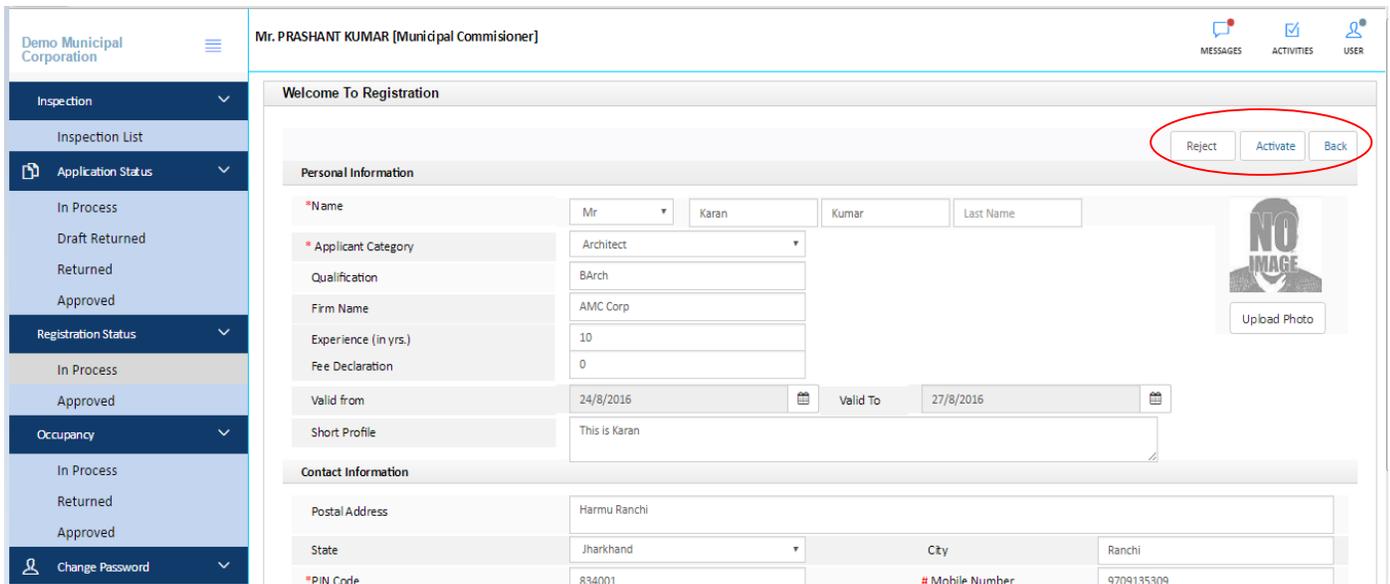
The screenshot shows the 'Welcome To Registration' form. The form is divided into several sections:

- Personal Information:** Includes fields for Name (Mr. Karan Kumar), Applicant Category (Architect), Qualification (BArch), Firm Name (AMC Corp), Experience (10 yrs), Fee Declaration (10rs/m), Valid from (24/8/2016), Valid To (27/8/2016), and Short Profile (This is Karan).
- Contact Information:** Includes fields for Postal Address (Harmu Ranchi), State (Jharkhand), City (Ranchi), PIN Code (834001), Mobile Number (9709135309), and E-mail (rmishra273@gmail.com).
- Registration Details:** Includes a field for ID Proof Type (Select) and an Attach button.

Here user will download document by clicking on the Attachment; After verification user will put remarks on the document as shown in the below figure

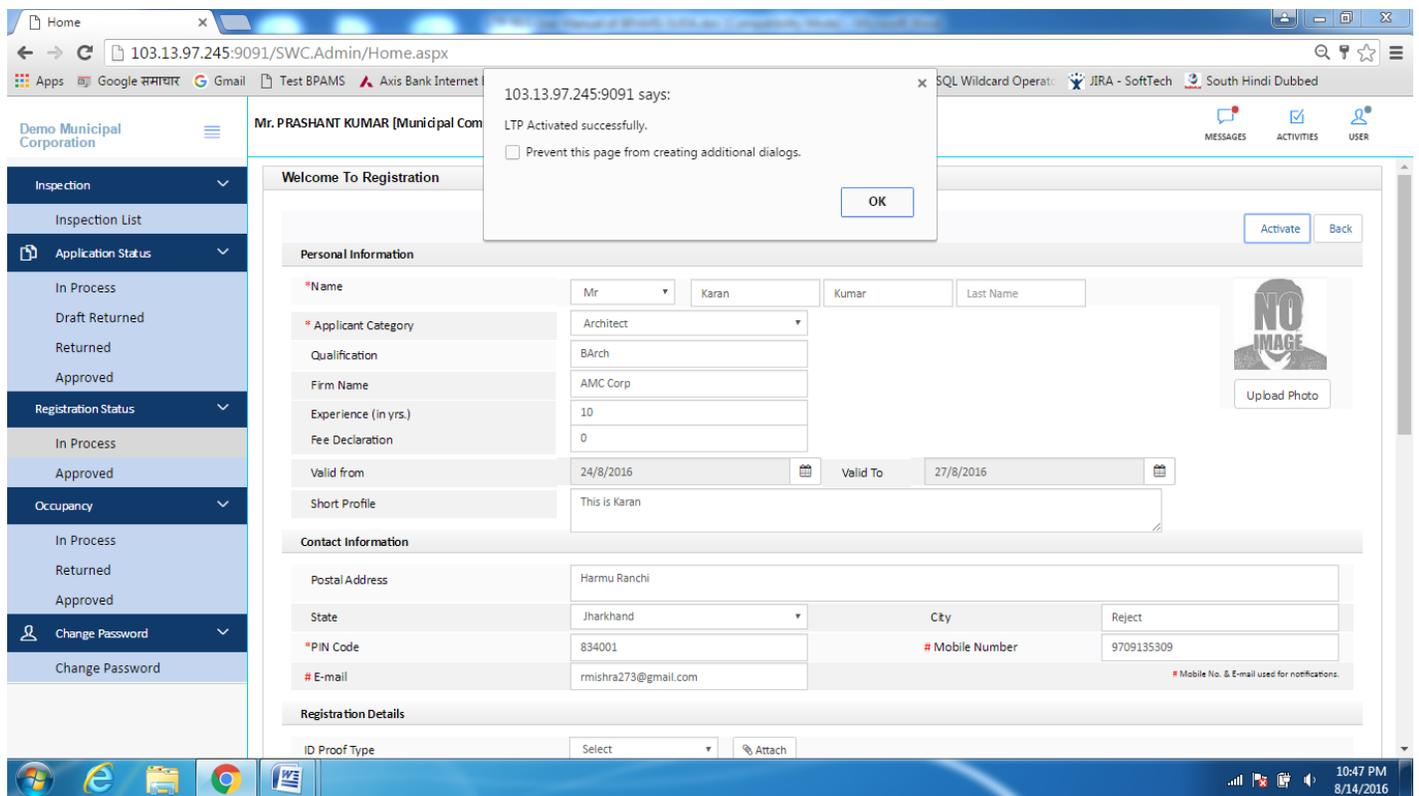


After Remarks user need to Save the registration form as shown in the above figure



After saving the registration file MC/MD/SO/ EO will Approved The file by clicking the Active button or Reject the file by clicking Reject button on the form

Note :- Once MC/MD/SO/ EO Active the file Applicant will able to send proposal from his console but if rejected Applicant again have to resubmit the application (LTP VIEW option from the login page)

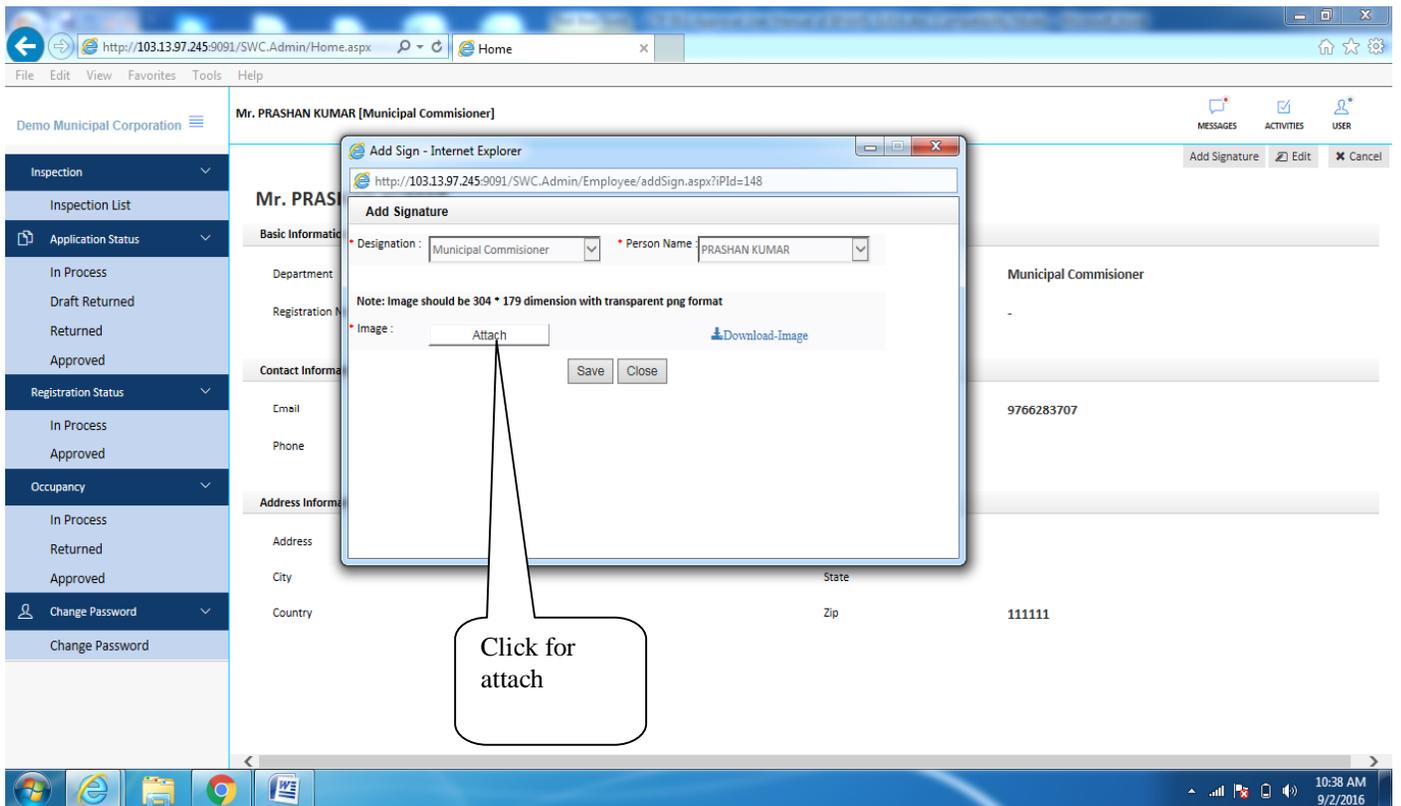
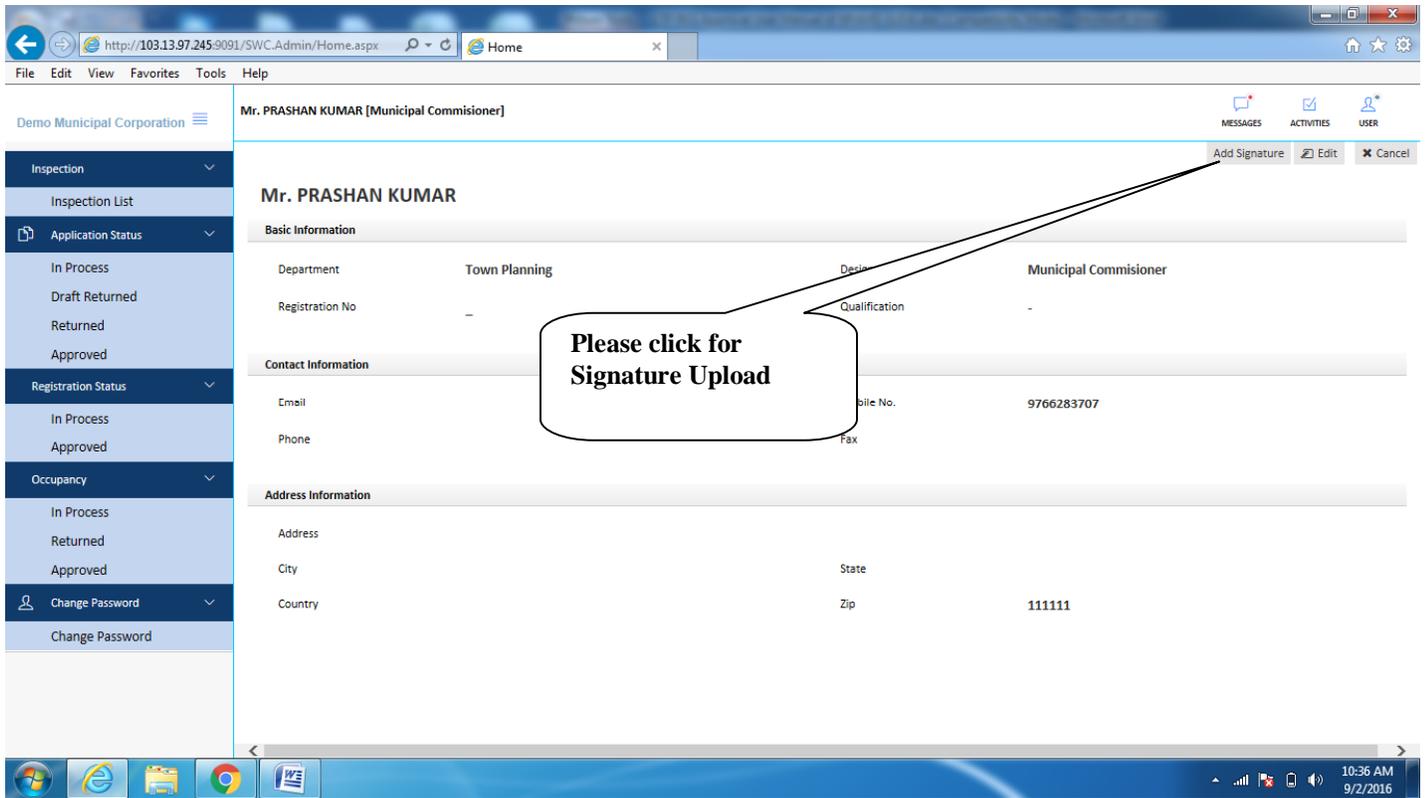


Signature Upload

Stape

- User have to login in his/her console (Only in internet explorer browser)
- User have to g in his **user>>>my profile** option as shown in below figure
- Please make sure your signature Image should be 304 * 179 dimension with transparent .png format

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Mr. PRASHAN KUMAR [Municipal Commissioner]

Designation : Municipal Commissioner Person Name : PRASHAN KUMAR

Note: Image should be 304 * 179 dimension with transparent png format

Image : [Download-Image](#)

After attachment please save

Department: Municipal Commissioner

Registration No.: 9766283707