

## CONTACT DETAILS

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

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



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

**STATE URBAN DEVELOPMENT AGENCY (SUDA)**

**User Manual (How to approve a proposal online)**

*For*

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

For Video Tutorial Click below link

<https://www.youtube.com/watch?v=90L75sGnJMk>

**SUBMITTED BY:-SOFTTECH ENGINEERS PVT. LTD**



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## 1. Introduction

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

## How to Approve an Online MAP

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

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

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

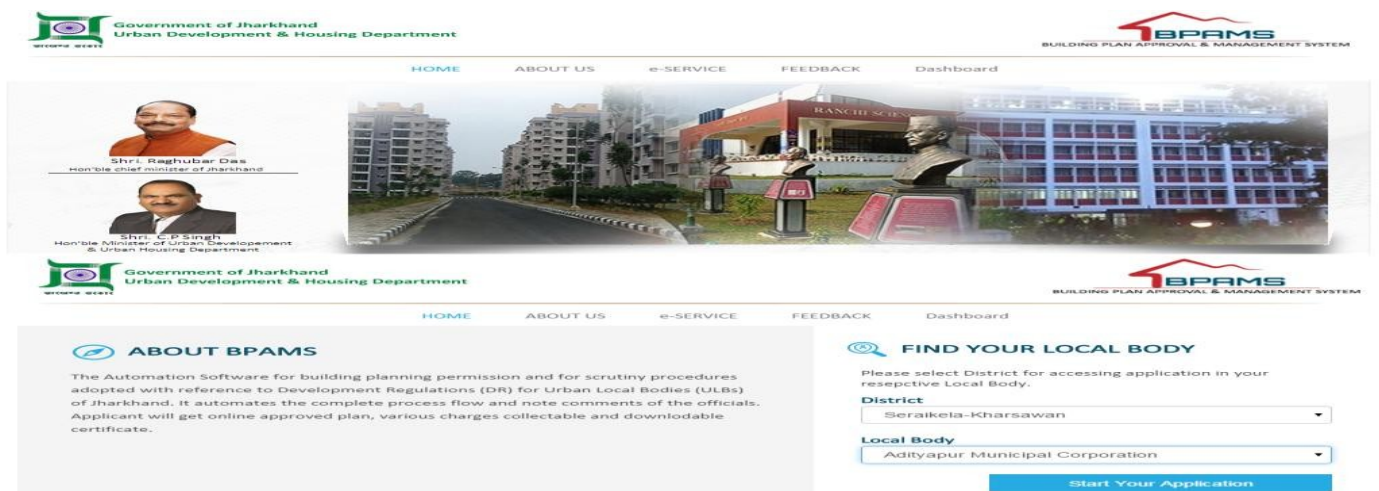
Below is the roles and responsibility of a counter Clerk

## 2. Counter Clerk

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

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

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

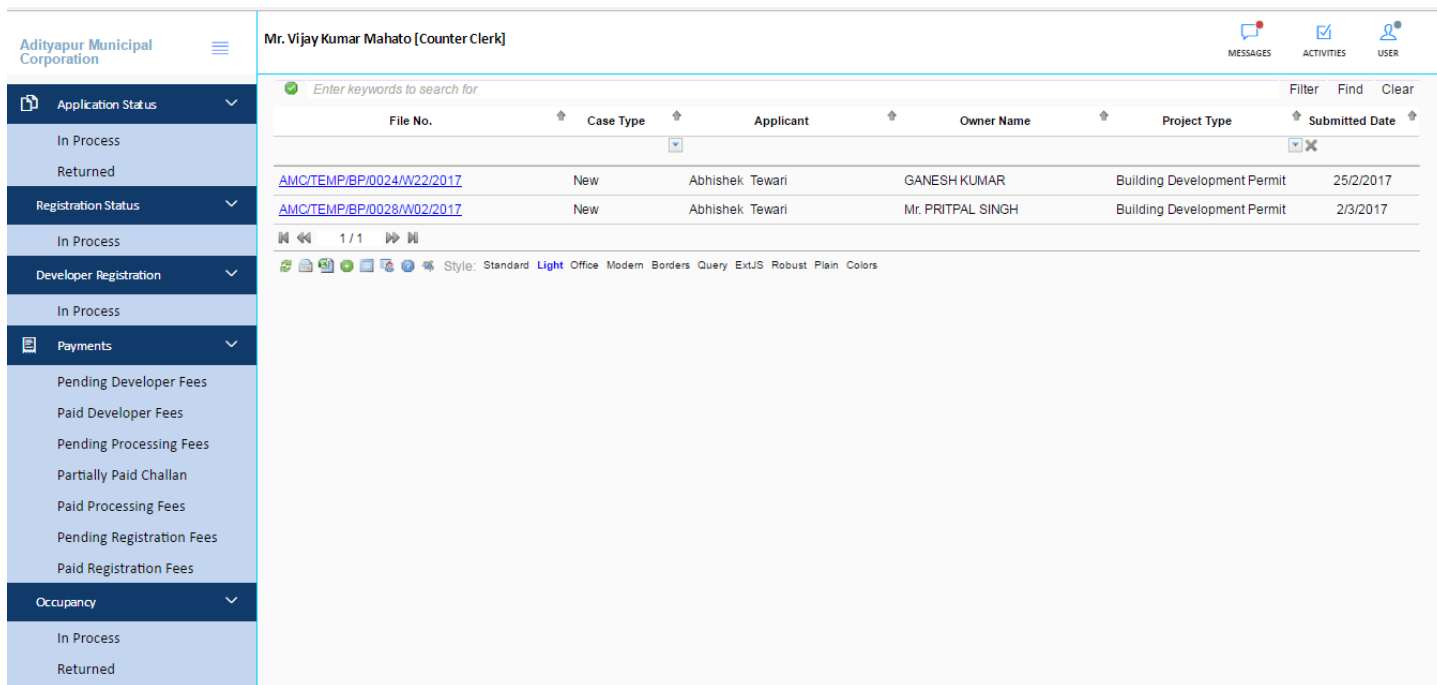


After clicking the start your application below screen will appears



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

After the login flowing screen will appears



## 2.1 Role and Responsibility of Clerk

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

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

The screenshot displays the BPAMS web application interface. On the left, there is a navigation menu for 'Adityapur Municipal Corporation' with sections for 'Application Status', 'Registration Status', 'Developer Registration', 'Payments', and 'Occupancy'. The 'Application Status' section is expanded, showing 'In Process' (highlighted with a red box and a '1' notification) and 'Returned'. The main content area is titled 'Mr. Vijay Kumar Mahato [Counter Clerk]' and features a top navigation bar with tabs: 'Proposal Info', 'Owner Info', 'Plot Details', 'Building Details', 'Drawings', 'Application Checklist', 'Documents' (highlighted with a red box and a '2' notification), 'Site Inspection', 'Payment', and 'Proposal Flow'. Below the tabs, there are action buttons: 'Generate File No.', 'Notesheet', 'Objection', and 'Send'. A message states: 'Please forward the proposal within 2 working days and your remaining days is 0.' Below this, the file details are shown: 'File No. : AMC/TEMP/BP/0024/W22/2017', 'Created on : 25/2/2017', and 'Applicant : Abhishek Tewari(AMC/ARC/0026/2016) Architect'. The 'Proposal Risk level : Medium' is also indicated. The 'Proposal Information' section contains a form with the following data:

* Case Type	New	* Project Type	Building Development Permission
* Circle Name	Adityapur 2	* Village Name	ASANGI
* Ward No.	W22	* Thana No.	131
Holding No. (if any)		Mohalla/Bazar/Road	
Building No.		Colony/ Street	
* Khata No.	61	* Khesra No.	583/p

The 'Risk Details' section shows a table with the following data:

Proposal Risk level :		Medium
Type	Proposal Value	Risk Level
Height	Below 10 Meters	Low
Level of Occupancy	Between 50 - 100	Medium
Purpose	No	Low

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

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

Mr. Vijay Kumar Mahato [Counter Clerk]

Application Status: In Process

Registration Status: In Process

Developer Registration: In Process

Payments: Pending Developer Fees, Paid Developer Fees, Pending Processing Fees, Partially Paid Challan, Paid Processing Fees, Pending Registration Fees, Paid Registration Fees

Occupancy: In Process, Returned

Proposal Info: File No.: AMC/TEMP/BP/0024/W22/2017, Create on: 25/2/2017, Applicant: Abhishek Tewari(AMC/ARC/0026/2016) Architect, Proposal Risk level: Medium

Document Check List

Document Name	Reference No.	Reference Date	Receive   Reject
<input checked="" type="checkbox"/> Site/Key Plan			<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Supervision certificate			<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Affidavit for peaceful possession of the land			<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Certificate for Execution of Work as Per Structural Safety			<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Structural Drawing pdf Document.			<input type="checkbox"/> <input type="checkbox"/>
<input checked="" type="checkbox"/> Structural Drawing dwg Document.			<input type="checkbox"/> <input type="checkbox"/>

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

Mr. Vijay Kumar Mahato [Counter Clerk]

Application Status: In Process

Payments: Pending Processing Fees, Paid Processing Fees

Change Password: Change Password

Proposal Info: File No.: 2003/TEMP/BP/0023/W14/2016, Created On: 23/4/2016, Scrutiny Status: Scrutiny Pending, Site Visit Status: Site Visit Pending, Applicant: kumar (08554667554)

Thanks for confirming receipt of hardcopies.

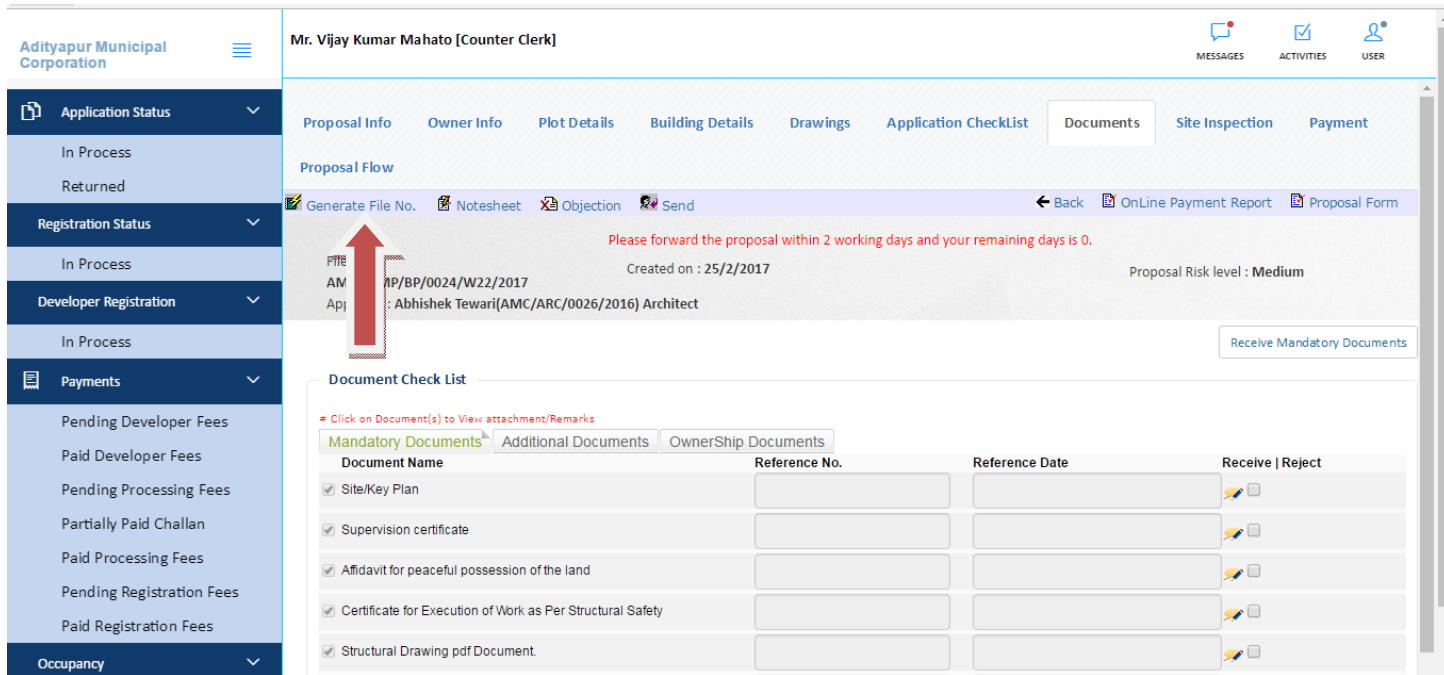
Hard copies received on: 24/04/2016

Document Check List

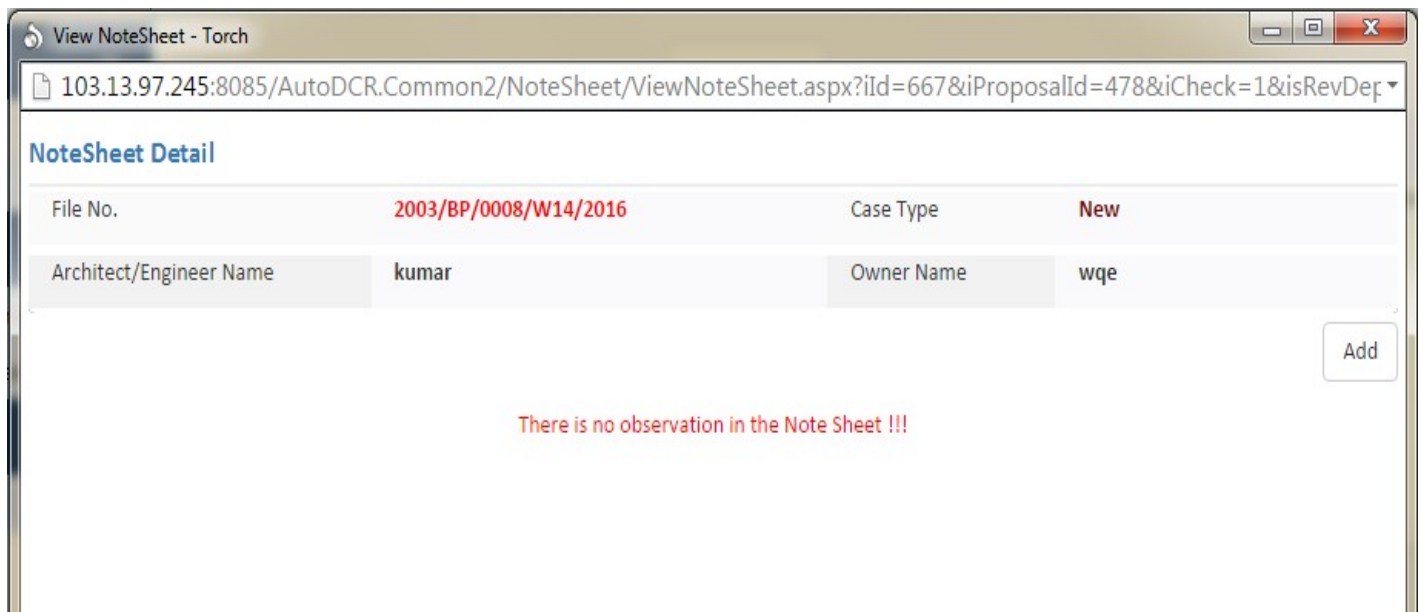
Document Name	Reference No.	Reference Date	Receive   Reject
<input checked="" type="checkbox"/> Site/Key Plan			<input type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/> Supervision certificate			<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Affidavit for peaceful possession of the land			<input type="checkbox"/> <input type="checkbox"/>

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

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



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

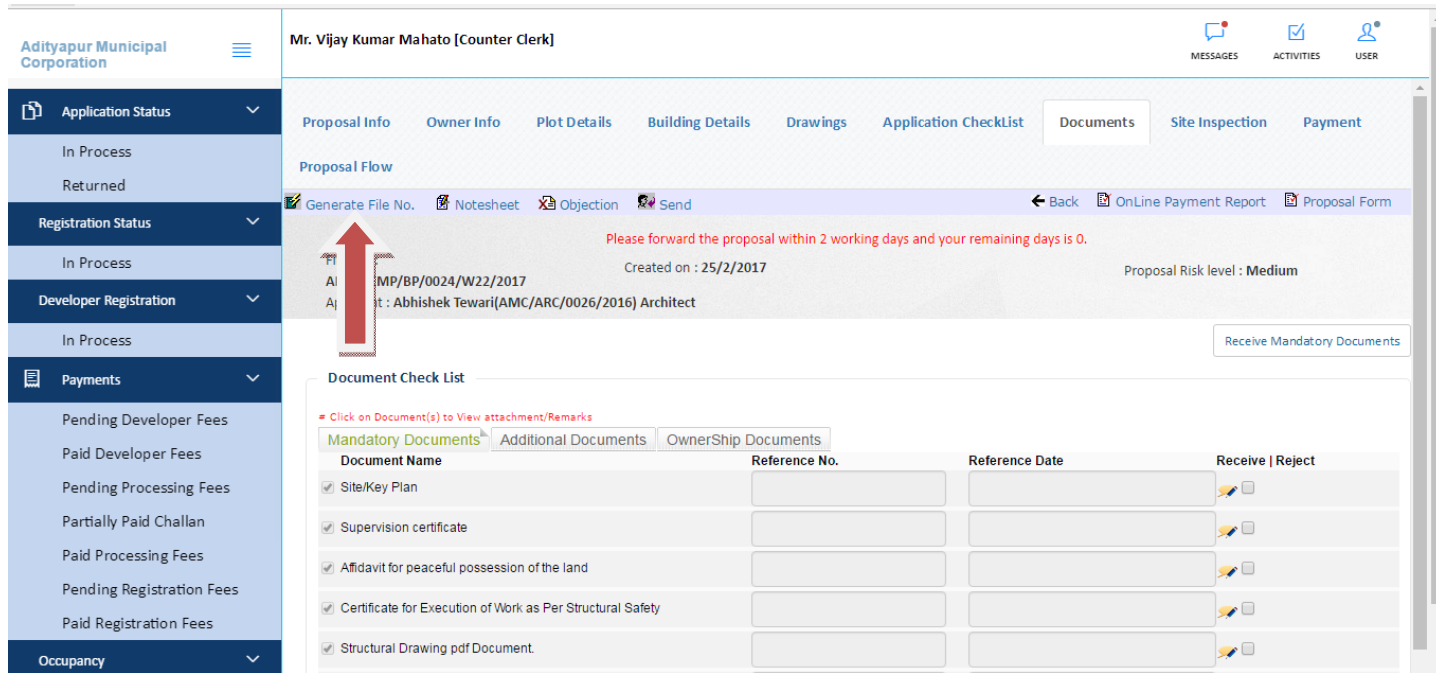


Here user need to lick on add button an write the comments and save and close

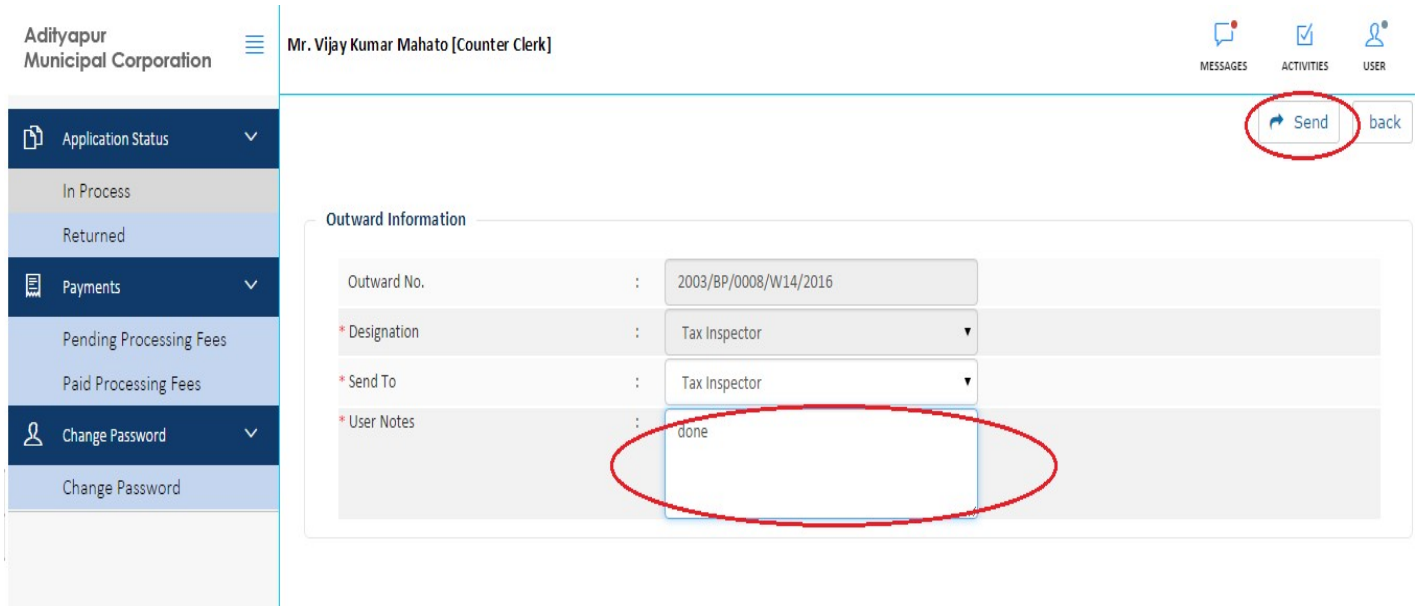
After that, if any doubt on the document user can Raise Objection by clicking on “Objection Button”



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



After clicking on the send button following screen will show

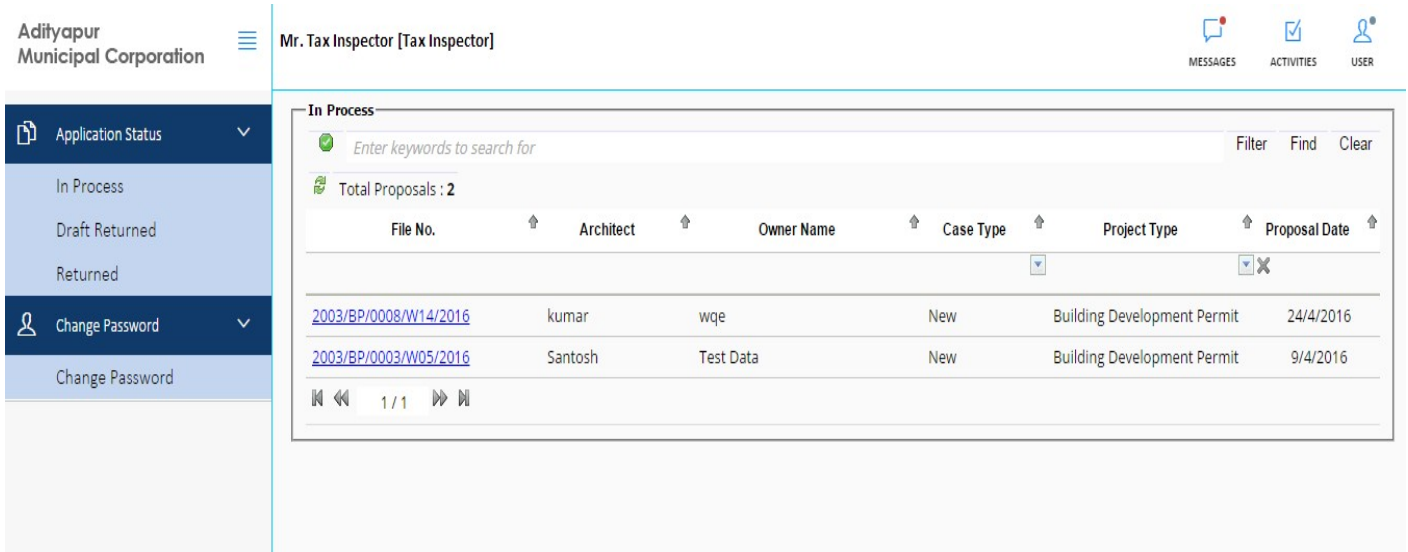


Here user needs to give comments at user notes (as shown in above fig) and send to tax inspector

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

### 3. Tax Inspector

After the tax Inspector login flowing screen will appears



#### 3.1 Role and Responsibility of Tax Inspector

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

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

# BPAMS-Training Manual for SUDA Officials

Adityapur Municipal Corporation

Mr. Tax Inspector [Tax Inspector]

Messages, Activities, User

Proposal Info | Owner Info | Plot Details | Building Details | Drawings | Application Checklist | Documents | Site Inspection | Payment

Proposal Flow

Notesheet | Ownership verification | Objection | Send | Back | Proposal Form

Please forward the proposal within 3 working days and your remaining days is 1.

File No. : AMC/BP/0004/W14/2017 Created on : 3/3/2017 Proposal Risk level : Medium

Applicant : MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer

**Proposal Information**

* Case Type	New	* Project Type	Building Development Permissi
* Circle Name	Adityapur 1	* Village Name	DINDLI
* Ward No.	W14	* Thana No.	128
Holding No. (if any)	2983	Mohalla/Bazar/Road	Dindli Manjhi Tola, Adityapur
Building No.	N/A	Colony/ Street	Dindli, Manjhi Tola
* Khata No.	80(N), 84(O)	* Khesra No.	80(N), 84(O)

**Risk Details**

Proposal Risk level : Medium

Type	Proposal Value	Risk Level
		Medium

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

Adityapur Municipal Corporation

Mr. Tax Inspector [Tax Inspector]

Messages, Activities, User

Proposal Info | Owner Info | Plot Details | Building Details | Drawings | Application Checklist | Documents | Site Inspection | Payment

Proposal Flow

Notesheet | Ownership verification | Objection | Send | Back | Proposal Form

Please forward the proposal within 3 working days and your remaining days is 1.

File No. : AMC/BP/0004/W14/2017 Created on : 3/3/2017 Proposal Risk level : Medium

Applicant : MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer

Verify Ownership Documents

**Document Check List**

Click on Document(s) to View attachment/Remarks

Document Name	Reference No.	Reference Date	Receive   Reject
<input checked="" type="checkbox"/> Sale Deed	3260	13/11/1984	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mutation/Correction slip	118/1995-96	30/15/1995	<input type="checkbox"/>
<input checked="" type="checkbox"/> Rent Receipt	A	29/10/2011	<input type="checkbox"/>
<input type="checkbox"/> Khatyan			<input type="checkbox"/>

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

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

103.13.97.245:8085/BpamsClient/Verification/POverification1.aspx?iMsgId=667&iProposalId=478

Proposal verification updated successfully.

Fields marked with \* are mandatory Save Report

**Proposal Information**

\* Case Type:  \* Project Type:

Associate (Technical Person):

**Owner/ Site Information**

* Owner Name: <input type="text" value="wqe"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Mobile: <input type="text" value="8677676767"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
* Village Name: <input type="text" value="Bodaiya"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Ward No.: <input type="text" value="W14"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Khata No.: <input type="text" value="123546532"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Thana No.: <input type="text" value="43215"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Khesra No.: <input type="text" value="87676"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	* Total Builtup Area (sq. mtr.): <input type="text" value="76572"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No


# Atleast any one of following area is required.

**Area Details**

Sale Deed:   Yes  No      Physical area measured at site:   Yes  No

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

User can also see the report by clicking the report button



## Adityapur Municipal Corporation

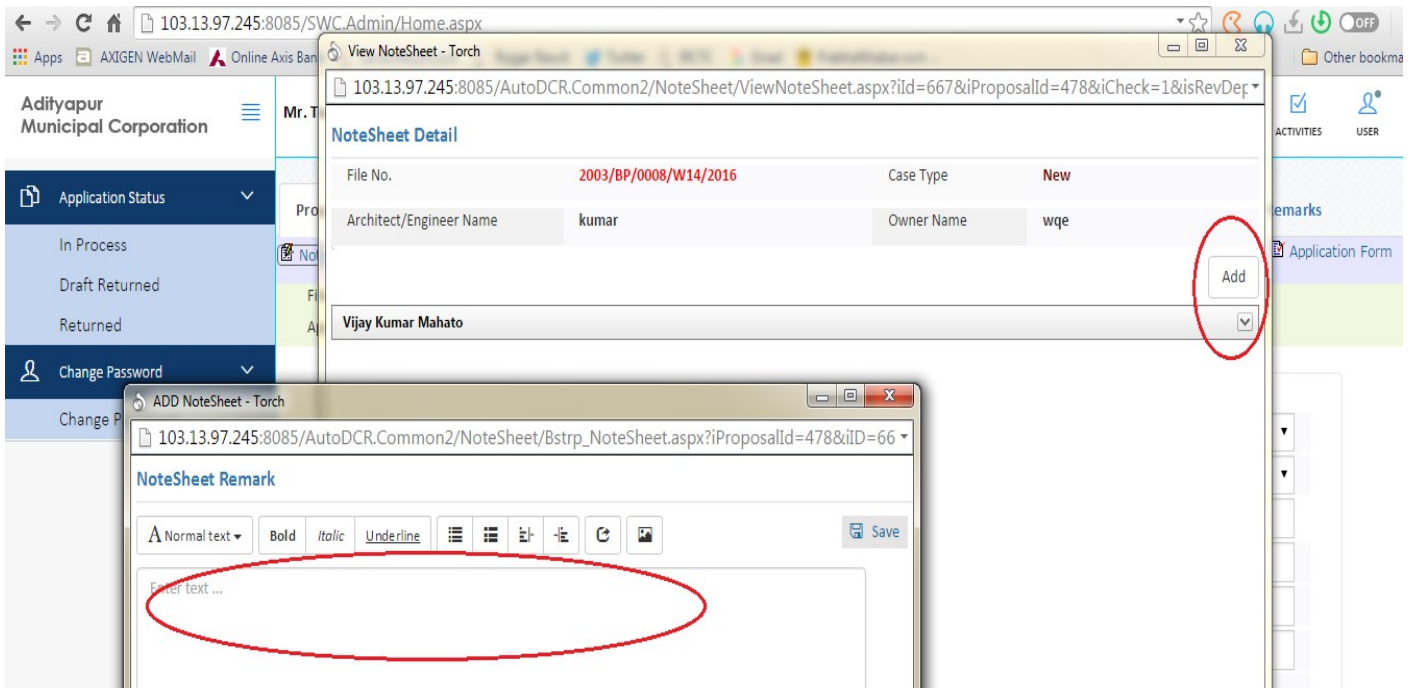
### TITLE SCRUTINY REPORT

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

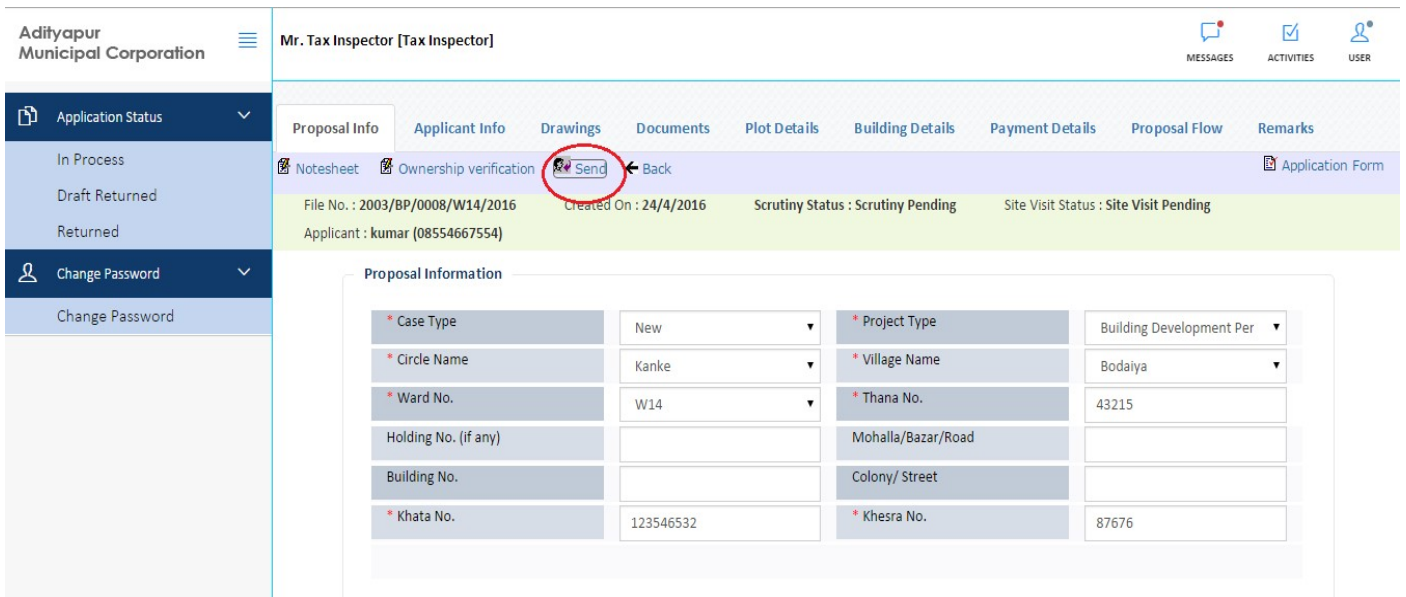
Note : Matched with the data available as per Land/ Revenue records

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

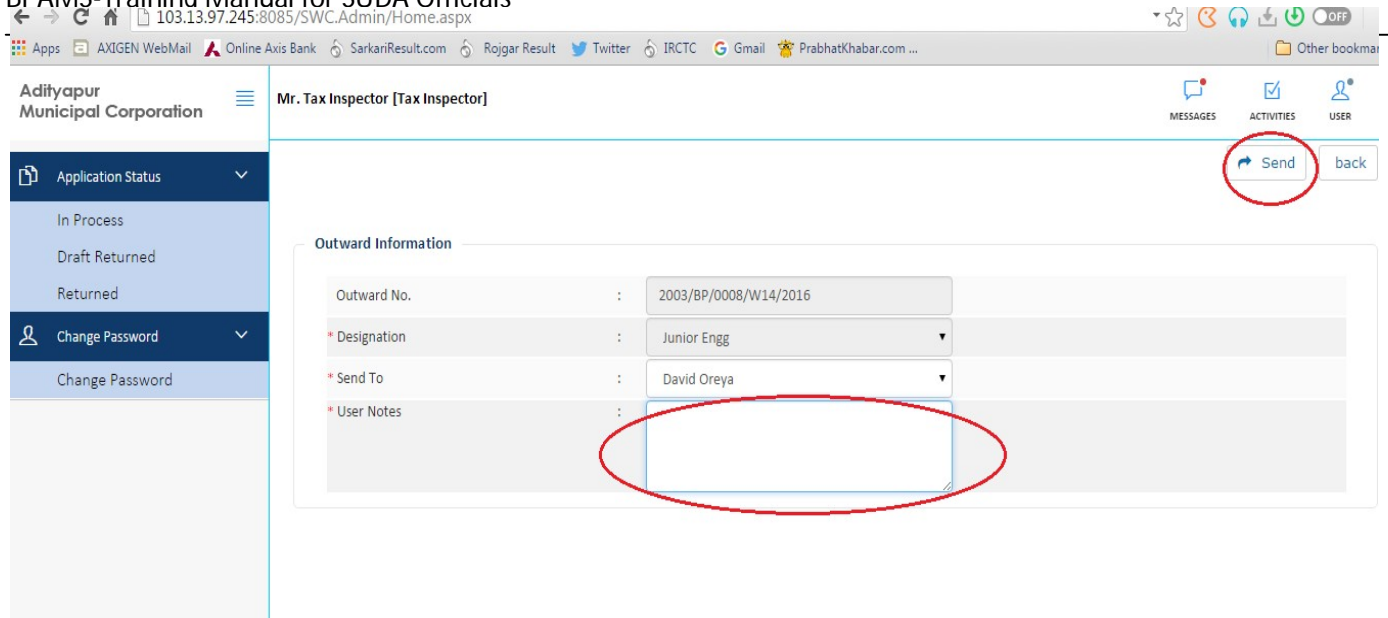
Then save the note sheet and close.



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



When you click on the send button following screen will show

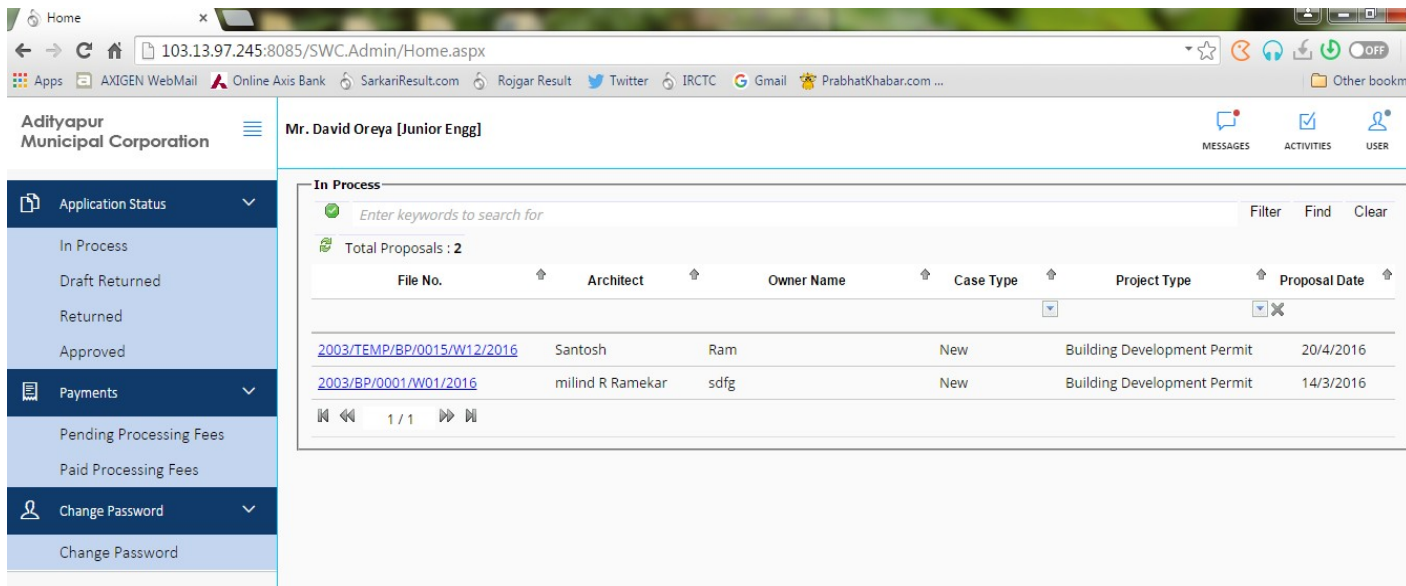


Here user needs to give comments at user notes (as shown in above fig) and send to Junior Engineer.

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

## 4. Junior Engineer

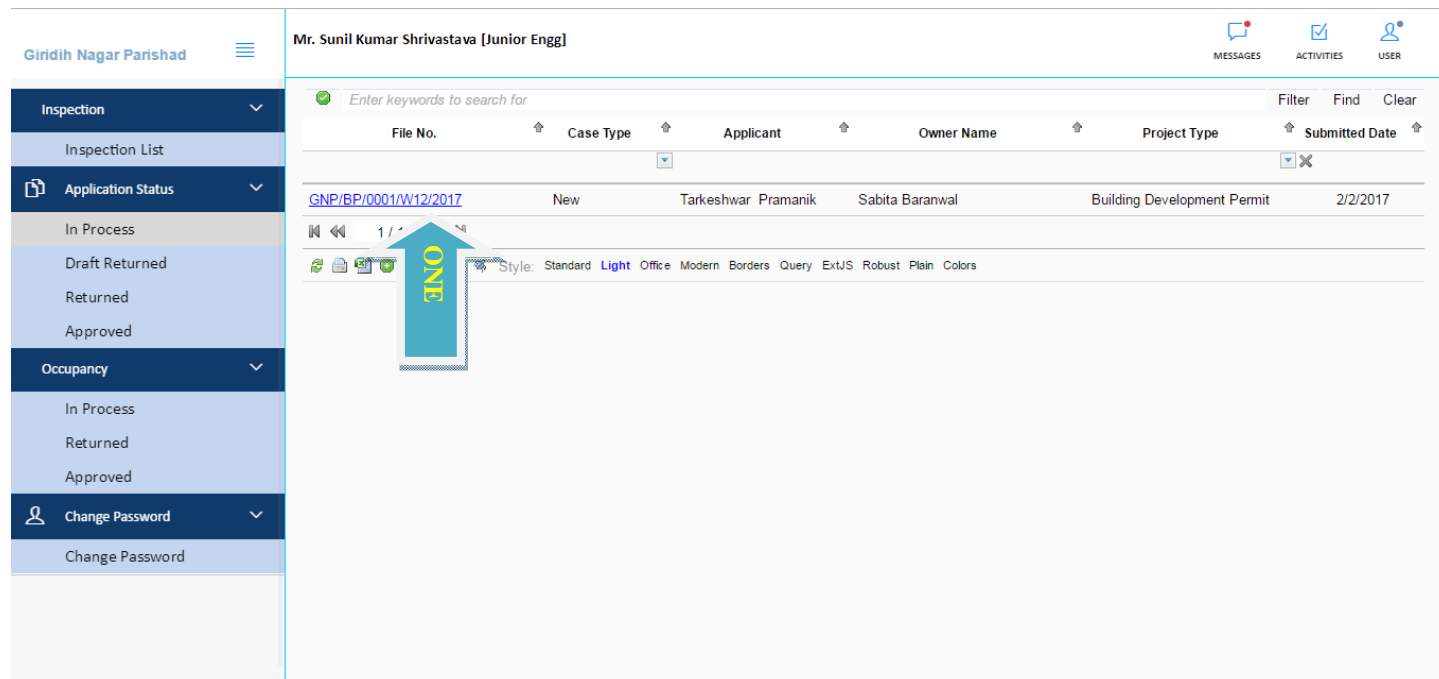
After the Junior Engineer login flowing screen will appears



### 4.1 Role and Responsibility of Junior Engineer

- All Document Receive
- Site Inspection Plan
- Site Inspection Checklist
- Note sheet
- Send to Neat level
- Objection if not ok

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



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

Mr. Sunil Kumar Shrivastava [Junior Engg]

Inspection | Proposal Info | Owner Info | Plot Details | Building Details | Drawings | Application Checklist | **Documents** | Site Inspection | Payment

Application Status: In Process, Draft Returned, Returned, Approved

Occupancy: In Process, Returned, Approved

Change Password

Proposal Flow: Notesheet, Ownership verification, Objection, Send

File No. : GNP/BP/0001/W12/2017 Created on : 2/2/2017 Applicant : Tarkeshwar Pramanik(GNP/ENG/0004/2016) Civil Engineer

Document Check List

Document Name	Reference No.	Reference Date	Receive   Reject
Site/Key Plan			
Supervision certificate			
Affidavit for peaceful possession of the land			
Certificate for Execution of Work as Per Structural Safety			
Structural Drawing pdf Document.			
Structural Drawing dwg Document.			

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

Mr. Sunil Kumar Shrivastava [Junior Engg]

Inspection | Proposal Info | Owner Info | Plot Details | Building Details | Drawings | Application Checklist | Documents | **Site Inspection** | Payment

Application Status: In Process, Draft Returned, Returned, Approved

Occupancy: In Process, Returned, Approved

Change Password

Proposal Flow: Notesheet, Ownership verification, Objection, Send

File No. : GNP/BP/0001/W12/2017 Created on : 2/2/2017 Applicant : Tarkeshwar Pramanik(GNP/ENG/0004/2016) Civil Engineer

Site Visit Date: [Calendar icon]

Plan Now

#	Inspection	Planned for	Status



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

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

The screenshot displays the BPAMS web application interface for Mr. David Orey (Junior Engg). The interface includes a sidebar menu with sections like Inspection, Application Status, and Occupancy. The main content area shows the 'Proposal Flow' with steps: Noteshheet (3), Ownership verification, Objection, and Send (4). A 'Site Inspection' button (1) is highlighted. Below this, a table lists site visits with columns for #, Inspection, Planned for, and Status. A 'Site Inspection' button (2) is also highlighted.

#	Inspection	Planned for	Status
1	First site visit	3/3/2017	Inspection Pending

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

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

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

# Town Planner

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

## 5.1. Role and Responsibility of Town Planner

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

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

The screenshot displays the Adityapur Municipal Corporation portal interface. The user is logged in as 'Mr. Town planner [Town Planning Officer]'. The main navigation bar includes 'Proposal Info', 'Owner Info', 'Plot Details', 'Building Details', 'Drawings', 'Application CheckList', 'Documents', 'Site Inspection', and 'Payment'. The 'Documents' tab is circled in red and labeled '1'. Below this, the 'Proposal Flow' section contains several steps: 'Run AutoDCR' (labeled '2'), 'Scrutiny Done' (labeled '3'), 'Notesheet' (labeled '4'), 'Ownership verification', 'Objection', 'Send' (labeled '5'), and 'Scrutiny Remarks'. A red box highlights the 'Send' button. A notification banner states: 'Please forward the proposal within 3 working days and your remaining days is 0.' The proposal details are as follows:

Proposal Information			
* Case Type	New	* Project Type	Building Development Permissi
* Circle Name	Gamharia	* Village Name	KUMHAR PADA
* Ward No.	W05	* Thana No.	66
Holding No. (if any)	NILL	Mohalla/Bazar/Road	BAGAN PADA / GAMHARIA / STATI
Building No.	NILL	Colony/ Street	BAGAN PADA
* Khata No.	67	* Khesra No.	67

Risk Details  
Proposal Risk level : Low

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

## Executive Officer

Can Approve the file or reject the proposal