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	Ranchi Municipal Corporation						
2	Cluster 1	Bishrampur Nagar Parishad						
3	Cluster 1	Garhwa Nagar Parishad						
4	Cluster 1	Gumla Nagar Parishad	Name: <u>Satish Kumar</u>	Name: <u>Neha Sareen</u>	Name: <u>Rohit Ranjan Srivastava</u>			
5	Cluster 1	Lohardaga Nagar Parishad	Contact No.: 7541077261	Contact No.: 9031995170	Contact No.: 7209426428			
6	Cluster 1	Medininagar Municipal Corporation						
7	Cluster 1	Ranchi Smart City Corporation Ltd. (RSCCL)						
8	Cluster 1	Simdega Nagar Parishad						
9	Cluster 2	Ranchi Regional Development Authority (RRDA)						
10	Cluster 2	Bundu Nagar Panchayat						
11	Cluster 2	Chhattarpur Nagar Panchayat						
12	Cluster 2	Hariharganj Nagar Panchayat	Name: <u>Vikash Vaibhav</u>	Name: <u>Radha Minz</u>	Name: <u>Ramiz Raza</u>			
13	Cluster 2	Hussainabad Nagar Panchayat	Designation: Architect	Designation: Draftsman	Designation: Implementation Engineer			
14	Cluster 2	Khunti Nagar Panchayat	Contact No.: 9354534390	Contact No.: 6200695758	Contact No.: 7909092376			
15	Cluster 2	Latehar Nagar Panchayat						
16	Cluster 2	Manjhiaon Nagar Panchayat						
17	Cluster 2	Shri Banshidharnagar Nagar Panchayat						
18	Cluster 3	Adityapur Municipal Corporation						
19	Cluster 3	Chaibasa Nagar Parishad						
20	Cluster 3	Chakradharpur Nagar Parishad						
21	Cluster 3	Chakuliya Nagar Panchayat	Name: Karamjeet Kaur	Name: Khalid Raza	Name: Pradeep Kumar			
22	Cluster 3	Jamshedpur NAC	Designation: Architect	Designation: Draftsman	Designation: Implementation Engineer			
23	Cluster 3	Jugsalai Nagar Parishad	Contact No.: 7888789350	Contact No.: 8709342574	Contact No.: 7004956229			
24	Cluster 3	Kapali Nagar Parishad						
25	Cluster 3	Mango Municipal Corporation						
26	Cluster 3	Saraikela Nagar Panchayat						
27	Cluster 4	Hazaribag Municipal Corporation						
28	Cluster 4	Chatra Nagar Parishad						
29	Cluster 4	Dhanwar Nagar Panchayat	Name: Vikram Rana	Name: Pradeep Kumar Mahto	Name: Sangharsh Kumar			
30	Cluster 4	Domchach Nagar Panchayat	Designation: Architect	Designation: Draftsman Contact No.: 9155667489	Designation: Implementation Engineer			
31	Cluster 4	Jhumritilaiya Nagar Parishad	Contact No.: 7061022800		Contact No.: 8340295937			
32	Cluster 4	Koderma Nagar Panchayat						
33	Cluster 4	Phusro Nagar Parishad						
34	Cluster 4	Ramgarh Nagar Parishad						
35	Cluster 5	Dhanbad Municipal Corporation						
36	Cluster 5	Badakisarai Nagar Panchayat						
37	Cluster 5	Chas Municipal Corporation						
38	Cluster 5	Chirkunda Nagar Parishad	Name: <u>Akash Vishal Das</u>	Name: Sunny Kumar Sharma	Name: Gulfam Ahsan			
39	Cluster 5	Giridih Municipal Corporation	Designation: Architect	Designation: Draftsman	Designation: Implementation Engineer			
40	Cluster 5	Jamtara Nagar Panchayat	Contact No.: 9531069309	Contact No.: 8051902987	Contact No.: 98332262832			
41	Cluster 5	Jharkhand Mineral Area Development Authority (JMADA)						
42	Cluster 5	Mihijham Nagar Parishad						
43	Cluster 6	Deoghar Municipal Corporation						
44	Cluster 6	Barharwa Nagar Panchayat						
45	Cluster 6	Basukinath Nagar Panchayat						
46	Cluster 6	Dumka Nagar Parishad	Name: Pramod Tuli	Name: Chravan Kumar	Name: Dovashis Panian			
47	Cluster 6	Godda Nagar Parishad	Designation: Architect	Designation: Draftsman	Designation: Implementation Engineer			
48	Cluster 6	Madhupur Nagar Parishad	Contact No.: 8094666580	Contact No.: 6201909990	Contact No.: 7979829990			
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



BPAMS | Online Building Permission Management System

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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

Adityapur Municipal	Mr. Vijay Kumar Mahato [Counter Clerk]					ACTIVITIES USER
Application Status	Enter keywords to search for					Filter Find Clear
	File No.	Case Type	Applicant	Owner Name	Project Type	Submitted Date
In Process						×
Returned	AMC/TEMP/BP/0024/W22/2017	New	Abhishek Tewari	GANESH KUMAR	Building Development Permit	25/2/2017
Registration Status 🗸 🗸 🗸	AMC/TEMP/BP/0028/W02/2017	New	Abhishek Tewari	Mr. PRITPAL SINGH	Building Development Permit	2/3/2017
In Process	₩ 🐳 1/1 🕪 №					
Developer Registration 🗸 🗸 🗸	🥩 📄 🗐 🗿 🔲 🎼 🍘 🐗 Style: Standa	ard Light Office Modern Bo	orders Query ExtJS Robust Plain C	Colors		
In Process						
E Drymontr V						
Pending Developer Fees						
Paid Developer Fees						
Pending Processing Fees						
Partially Paid Challan						
Paid Processing Fees						
Pending Registration Fees						
Paid Registration Fees						
Occupancy V						
In Process						
Returned						

BPAMS | Online Building Permission Management System

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

Adityapur Municipal	Mr. Vijay Kumar Mahato [Counter Clerk]			Messages activities User
🗅 Application Status 🗸 🗸	Proposal Info Owner Info Plot Details	Building Details Drawings App	2 lication CheckList Documents Site Insp	ection Payment Proposal Flow
In Process 1	💕 Generate File No. 📓 Notesheet 🛛 Objection	🐶 Send	🗲 Bac	k 📓 OnLine Payment Report 📓 Proposal Form
Returned Registration Status	File No. : AMC/TEMP/BP/0024/W22/2017 Applicant : Abhishek Tewari(AMC/ARC/0026/2016	Please forward the proposal within 2 Created on : 25/2/2017 a) Architect	working days and your remaining days is 0.	Proposal Risk level : Medium
In Process	Proposal Information			
Developer Registration				
In Process	* Case Type	New •	* Project Type	Building Development Permission 🔹
E Payments V	* Circle Name	Adityapur 2 🔻	* Village Name	ASANGI
- Fayments	* Ward No.	W22 *	* Thana No.	131
Pending Developer Fees	Holding No. (if any)		Mohalla/Bazar/Road	
Paid Developer Fees	Building No.		Colony/ Street	
Pending Processing Fees	* Khata No.		* Khesra No.	592/2
Partially Paid Challan		01		565/p
Paid Processing Fees	Risk Details			
Pending Registration Fees	Proposal Disk lavel		Medium	
Paid Registration Fees	Туре	Proposal Value	Risk Level	
Occupancy V	Height Below 10 Meter	rs Low		
In Process	Level of Occupancy Between 50 - 1	00 Medium		
Returned	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.)

Adityapur Municipal 🗮	Mr. Vijay Kumar Mahato [Counter Clerk]			MESSAGES ACTIVITIES USER
🗗 Application Status 🗸	Proposal Info Owner Info Plot Details Building Details	Drawings Application CheckList	Documents Site Inspection	Payment Proposal Flow
In Process	🖬 Generate File No. 🖀 Notesheet 🖄 Objection 🕺 Send		🗲 Back 📓 O	InLine Payment Report 📑 Proposal Form
Returned	Please forwar	d the proposal within 2 working days and you	ır remaining days is 0.	
Registration Status 🗸 🗸	File No. : AMC/TEMP/BP/0024/W22/2017 Created on : 25/:	2/2017	Propo	salRisk level: Medium
In Process Developer Registration	Applicant : Abhishek Tewan(AMC/ARC/0026/2016) Architect			2 Receive Mandatory Documents
In Process				
📰 Payments 🗸 🗸	Click on Document(s) to View attachment/Remarks Mandatory Documents Additional Documents OwnerShip Doc Document Name	Reference No.	Reference Date	Receive I React
Pending Developer Fees	Site/Kev Plan			
Paid Developer Fees	Supervision certificate			
Partially Paid Challan	Affidavit for peaceful possession of the land			7 1
Paid Processing Fees	Certificate for Execution of Work as Per Structural Safety			~ •
Pending Registration Fees	Structural Drawing pdf Document.			*
Paid Registration Fees	Structural Drawing dwg Document.			7 🗆
Occupancy V				
In Process				
Returned				

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)

Adityapur Municipal Corporation		≡	Mr. Vijay Kumar Mahato [Counter Clerk]	MESSAGES	ACTIVITIES	LSER
ß	Application Status	~	Proposal Info Applicant Info Drawings Documents Plot Details Building Details Payment Details	Proposal Flow	Remarks	
	In Process		📽 Generate File No. 🛯 Create Demand Note 🛛 📓 Notesheet 🛛 🏖 Objection 🗖 Send 🗧 Back		Y Applicat	ion Form
	Returned		File No.: 2003/TEMP/BP/0023/W14/2016 Created On: 23/4/2016 Scrutiny Status: Scrutiny Pending Site Visit S	Status : Site Visit Pendin	g	
E	Payments	~	Applicant : kumar (08554667554) Thanks for confirming receipt of hardconies			
	Pending Processing Fees		Hard copies received on 24/04/2016			
	Paid Processing Fees					\neg
ይ	Change Password	×	Document Check List	Raise Objection for Mar	ndatory Docum	ents
	Change Password		- Older - Deservation - Marsacher - Marsacher			
			Mandatory Documents Optional Documents OwnerShip Documents	-	-	
			Document Name Reference No. Reference Date	Receive Re	eject	
				🥖 🗟 🗹		
			Supervision certificate	~		
			Affidavit for peaceful possession of the land			

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.

Adityapur Municipal	Mr. Vijay Kumar Mahato [Counter Clerk]	MESSAGES ACTIVITIES USER
Application Status	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents	Site Inspection Payment
Returned	Proposal Flow Image: Constraint of the state of the stat	Payment Report 📓 Proposal Form
Registration Status In Process	Please forward the proposal within 2 working days and your remaining days is 0. Created on : 25/2/2017 Propo	sal Risk level : Medium
Developer Registration	AM AP/BP/0024/W22/2017 Apj : Abhishek Tewari(AMC/ARC/0026/2016) Architect	
Payments	Document Check List	Receive Mandatory Documents
Pending Developer Fees Paid Developer Fees	Click on Document(s) to View attachment/Remarks Mandatory Documents Additional Documents OwnerShip Documents Document Name Petranse No Petranse No	Pacaiva Paiact
Pending Processing Fees	Site/Key Plan	
Partially Paid Challan	✓ Supervision certificate	*
Paid Processing Fees	Affidavit for peaceful possession of the land	** •
Pending Registration Fees	Certificate for Execution of Work as Per Structural Safety	*
Occupancy	Structural Drawing pdf Document.	>

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

S View NoteSheet - Torch										
103.13.97.245:8085/AutoDCR.Common2/NoteSheet/ViewNoteSheet.aspx?iId=667&iProposalId=478&iCheck=1&isRevDer										
NoteSheet Detail										
File No.	2003/BP/0008/W14/2016	Case Type	New							
Architect/Engineer Name	kumar	Owner Name	wqe							
	There is no observation i	n the Note Sheet !!!		Add						

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

Adityapur Municipal 🗮 🗮	Mr. Vijay Kumar Mahato [Counter Clerk]	MESSAGES ACTIVITIES USER
Application Status	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documer	ts Site Inspection Payment
Returned	Proposal Flow Proposal Flow Send Send Send	DnLine Payment Report 🛛 🖹 Proposal Form
Registration Status 🗸 🗸 🗸	Please forward the proposal within 2 working days and your remaining days is 0.	
In Process	T Created on : 25/2/2017	Proposal Risk level : Medium
Developer Registration 🛛 🗸	Al MP/BP/0024/W22/2017 Al It : Abhishek Tewari(AMC/ARC/0026/2016) Architect	
In Process		Receive Mandatory Documents
🗒 Payments 🗸 🗸	Document Check List	
Pending Developer Fees	= Click on Document(s) to View attachment/Remarks	
Paid Developer Fees	Mandatory Documents Additional Documents OwnerShip Documents Document Name Reference No. Reference Date	Receive Reject
Pending Processing Fees	✓ Site/Key Plan	*
Partially Paid Challan	✓ Supervision certificate	
Paid Processing Fees	A Strauit for possesion of the land	
Pending Registration Fees		
Paid Registration Fees	Certificate for Execution of Work as Per Structural Safety	>>
	✓ Structural Drawing pdf Document.	>>

After clicking on the send button following screen will show

Adityapur Municipal Corporation		≡	Mr. Vijay Kumar Mahato [Counter Cle	rk]				MESSAGES		2 USER
ወ	Application Status	~						(it Send	back
	In Process									
	Returned		Outward Information							
	Payments	~	Outward No.	;	2003/BP/0008/W14/2016					
	Pending Processing Fees		* Designation		Tax Inspector	T				
	Paid Processing Fees		* Send To	:	Tax Inspector	•				
ደ	Change Password	~	* User Notes	~	done					
	Change Password				1977.00		\mathcal{A}			

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

Adi Mu	tyapur nicipal Corporation		Mr. Tax Inspector [Tax Inspector]						, C. P. MESSAGE	5		L. USER
Ŋ	Application Status	~	In Process Enter keywords to sear	ch for						Filter	r Find	Clear
	In Process		🖉 Total Proposals : 2									
	Draft Returned		File No.	Architect	•	Owner Name	Case Type	¢	Project Type	٩	Proposal [)ate 🕆
	Returned							•		×>	٢	
ይ	Change Password	~	2003/BP/0008/W14/2016	kumar	wqe		New	В	uilding Development Perm	it	24/4/2	016
	Change Password		2003/BP/0003/W05/2016	Santosh	Test	Data	New	В	uilding Development Perm	it	9/4/2	016

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	Mr. Tax Inspector [Tax Inspector]		Messages activities user									
Application Status In Process Draft Returned	Proposal Info Owner Info Plot Details Building Details Drawings Proposal Flow	Application CheckList Documents	Site Inspection Payment									
Returned Occupancy In Process	Notesheet Ownership verification Objection Section Please forward the proposal within 3 v File No. : AMC/BP/0004/W14/2017 Created on : 3/3/2017 Applicant : MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer	Notesheet Ownership verification Objection Please forward the proposal within 3 working days and your remaining days is 1. Please forward the proposal within 3 working days and your remaining days is 1. Proposal Risk level: Medium Applicant: MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer Proposal Risk level: Medium										
Returned Approved	Proposal Information * Case Type	* Project Type	Ruilding Davalonment Permissi									
A Change Password	Circle Name Adityapur 1	* Village Name	DINDLI T									
Change Password	* Ward No. W14 • Holding No. (if any) 2983	* Thana No. Mohalla/Bazar/Road	128 Dindli Manihi Tola, Aditvanur									
	Building No. N/A	Colony/ Street	Dindli,Manjhi Tola									
	* Khata No. 80(N), 84(O)	* Khesra No.	80(N),84(O)									
	Risk Details	Modium										
	Type Proposal Value	Risk Level										

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

Adityapur Municipal Corporation	≡	Mr. Tax Inspector [Tax Inspector]					MESSAGES		L USER
D Application Status	~	Proposal Info Owner Info	Plot Details	Building Details Drawings	Application CheckList	Documents	Site Inspection	Paymer	nt
In Process		Proposal Flow							
Draft Returned		🖉 Notesheet 🛛 🖉 Ownership verif	ication 🔏 Objection	Send			← Bac	k 🕑 Propo	osal Form
Occupancy	~	File No. : AMC/BP/01	Please 017 Cre	e forward the proposal within 3 wo eated on : 3/3/2017	rking days and your remaininį	g days is 1.	psal Risk level : Me	dium	
In Process		Applicant : MUKESH	MC/ENG/0004/201/)	Civil Engineer					
Returned							Veri	fy Ownership	Documents
Approved		- Document Check L							
L Change Password	~	Click on Document(s) to View attain OwnerShip Documents	ment/Remarks						
Change Password		Document Name		Reference No.	Referenc	e Date	Receive	Rejec	
		Sale Deed		3260	13/11	/1984	~		
		Mutation /Correction slip		118/1995-9	96 30/15	/1995			
		Rent Receipt		А	29/10	/201:			
		🗌 Khatiyan							

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

03.13.97.245:8085/Bpa Pro	oposal verification updated	overification1.aspx?IMsgId=667&IPro successfully.	posalid=478	Fields marked	with * are mandatory
Proposal Information					C
* Case Type		New	* Project Type	Bui	lding Development Permit
Associate (Technical Perso	on)				
Owner/ Site Information	1				
* Owner Name	wqe	🖲 Yes 🔘 No	* Mobile	8677676767	🖲 Yes 🔘 No
Village Name	Bodaiya	🖲 Yes 🔘 No	* Ward No.	W14	🖲 Yes 🔘 No
Khata No.	123546532	🖲 Yes 🔘 No	* Thana No.	43215	💿 Yes 🔘 No

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

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

🖲 Yes 🔘 No

Yes
 No

User can also see the report by clicking the report button

87676



Khesra No.

Area Details

Adityapur Municipal Corporation

* Total Builtup Area (sq. mtr.)

Physical area measured at site

76572

Yes 🔘 No

Atleast any one of following area is required.

TITLE SCRUTINY REPORT

Proposal Informatio	on						
ase Type New File Number 2003/BP/0008							
Project Type	oject Type Building Development Permit						
Associate Name							
Owner/ Site Informa	ation	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 propose	ed plot belongs to tribal land	Yes					
If the proposed plot b	belongs to tribal, whether permission under CNT act available	Yes					
Schedule Area Regu	latory (SAR) court order available	Yes					
Whether the propose	ed plot is in Hadbandi limit	Yes					
Whether the propose	ed plot belongs to Gair Majarua Aam Land / Khas Land, kaiser-e-hind land?	Yes					
Whether proposed pl	lot is municipal land or not	Yes					
Whether details of Po	ower of Attorney (POA) provided ?	Yes					
Name of the owner a	as per correction slip						
Name of the owner a	is per Municipal corporation clerk						
	n Applicant and Land owner						
Relationship between							
Relationship between							

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.

← → C f	103.13.97.245:	8085/S	WC.Admin/Home.aspx				· 52 C Q	
Apps 🖻 AX	(IGEN WebMail 🗼 Online	Axis Ban	S View NoteSheet - Torch	And White (MIL & lost #	Fairalfaite con			📋 Other bookma
Adityapur			103.13.97.245:8085/Auto	DCR.Common2/NoteSheet/ViewNote	Sheet.aspx?iId=667&iProp	osalId=478&iChec	k=1&isRevDer ▼	⊑∕ (0°
Municipal (Corporation	Mr. T	NoteSheet Detail				1	ACTIVITIES USER
		22	File No.	2003/BP/0008/W14/2016	Case Type	New		
	on Status 🔹 👻	Pro	Architect/Engineer Name	kumar	Owner Name	wqe		emarks
In Proce	ISS	🕑 No	-					Application Form
Draft Re	turned	Fi					Add	
Returne	d	A	Vijay Kumar Mahato					
A Change P	assword 🗸							
Change	ADD NoteSheet - To	orch					-	
Change	103.13.97.245:	8085/A	utoDCR.Common2/NoteShee	t/Bstrp_NoteSheet.aspx?iProposalId=4	478&iID=66 🔻			T
	NoteSheet Remar	·k						•
					-			
	A Normal text -	Bold	Italic <u>Underline</u> 🔚 🖬 🗄		G Save			
	Enter text							_

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

Adi Mu	ityapur nicipal Corporation		Mr. Tax Inspec	tor [Tax Inspector]						MESSAGES		LSER
ወ	Application Status	~	Proposal Inf	o Applicant Info	Drawings	Documents	Plot Details	Building Details	Payment Details	Proposal Flow	Remarks	
	In Process Draft Returned		B Notesheet	Ownership verificati 03/BP/0008/W14/2016	on Greated	← Back	Scrutiny Stat	us : Scrutiny Pending	Site Visit Status :	Site Visit Pending	Applicat	tion Form
ደ	Returned Change Password	~	Applicant :	kumar (08554667554) roposal Information —								
	Change Password			* Case Type		New	•	* Project Type	E	Building Development Pe	er 🔻	
				* Circle Name * Ward No.		Kanke W14	•	* Village Name * Thana No.	4	30daiya 3215	•	
				Holding No. (if any) Building No.				Mohalla/Bazar/Road	1			
				* Khata No.		123546532		* Khesra No.	8	7676		

When you click on the send button following screen will show

BPAMS-Training Manual for SUDA Officials

						20		Cent
AXIGEN WebMail	Online	Axis Bank 👌 SarkariResult.com 👌 Rojgar	r Result 🏾 🈏 Twitter	👌 IRCTC 🛛 G Gmail 🏾 🌞 PrabhatKhab	par.com		C Ot	her bookma
ipur ipal Corporation	≡	Mr. Tax Inspector [Tax Inspector]				MESSAGES		L. USER
plication Status	~					(r Send	back
Process raft Returned		Outward Information					\smile	
eturned		Outward No.	-	2003/BP/0008/W14/2016				
ange Password	~	* Designation	:	Junior Engg	•			
nange Password		* Send To	÷.	David Oreya	•			
		* User Notes						
	Addet view and a comportation of the composition of	Addet Webhall Comportion	Addet wednall Chille Add black Satisfiesduction Couport pol Mr. Tax Inspector [Tax Inspector]	Addet webmail Chille Aus Sailt Sailainesuit.com Twitter Dur pol Mr. Tax Inspector [Tax Inspector] Dication Status Image Password Image Password ange Password Image Password Image Password Image Password Image Password Image Password Image Password Image Password Image Password	Addet websail Online Add balls Index add in Status Process Information Saft Returned Outward Information Inge Password Information Send To Information User Notes Information	Addetive vectorial Comme Adds ball Comme Adds	Addent vertured Process aft Returned unge Password Outward Information Outward No. : 2003/BP/0008/W14/2016 Unior Engg Outward Information Send To : David Oreya User Notes : David Oreya	Addet viewnall Comparison Mr. Tax Inspector [Tax Inspector] Image Password Outward Information Outward Information Outward Information Outward Information Outward Information Send To Send To User Notes Send To User Notes

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

6	Home ×					-		State of the local division of the local div	-					Ŀ	• 🖸 🔁 🗡
4	→ C 🖌 🗋 103.13.97	7.245:8	085/SWC.Adı	min/Home.aspx								• the state of the	36	• الح ا	OFF
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Ad Mu	ityapur nicipal Corporation		Mr. David Or	eya [Junior Engg]								MESSAG) GES		
ற	Application Status	~		ss nter keywords to search	n for								Filte	er Find	Clear
	In Process		🖉 Tota	l Proposals : 2											
	Draft Returned			File No.	合	Architect	合	Owner Name	合	Case Type	合	Project Type	1	Proposal D	ate 🕆
	Returned												2	ĸ	
	Approved		2003/TE	MP/BP/0015/W12/2016	Sar	ntosh	Ram			New	Bui	ding Development Perr	nit	20/4/20	016
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	Change Password														

4.1 Role and Responsibility of Junior Engineer

- a) All Document Receive
- b) Site Inspection Planc) Site Inspection Checklist
- d) Note sheet
- e) Send to Neat level
- f) 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

Giridih Nagar Parishad	≡	Mr. Sunil Kumar Shrivastava [Junior Engg]	ACTIVITIES	2. USER
Inspection	~	Enter keywords to search for File No. ^① Case Type ^① Applicant ^① Owner Name ^① Project Type ^①	lter Find	Clear Date ^ক
Inspection List	~		×	
In Process		GNP/BP/0001/W12/2017 New Tarkeshwar Pramanik Sabita Baranwal Building Development Permit	2/2/20	17
Draft Returned Returned Approved		愛 🗟 留 🐨 🧧		
Оссирапсу	~			
In Process				
Returned				
Approved				
A Change Password	~			
Change Password				

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

iridih Nagar Parishad	≡	Mr. Sunil Kumar Shrivastava [Junio	or Engg]				MESSAGES	
Inspection	~	Proposal Info Owner Info	Plot Details	Building Detai	s Drawings App	ication CheckList Documents	Site Inspection	Payment
Inspection List		Proposal Flow						
Application Status	~	🖉 Notesheet 🛛 🖉 Ownership verific	cation 🔏 Objec	ction 💀 Send			← Back	Applicatio
In Process Draft Returned		File No. : GNP/BP/0001/W12/2 Applicant : Tarkeshwar Praman	017 ik(GNP/ENG/0004	Your to Created on : 2/2/2 4/2016) Civil Engine	me limit has been overdue fo 017 er	or this proposal. F	Proposal Risk level : Lou	N
Approved Occupancy	~	Document Check List					3 Veri	fy Mandatory D
In Process		= Click on Document(s) to View attach	ment/Remarks					
Poturnod		Mandatory Documents Ad	ditional Docume	ents OwnerShip	Documents Reference No.	Reference Date	keceive	Reject
Approved		✓ Site/Key Plan	4	5				1
Change Password	~	 Supervision certificate 					~	2
Change Password		Affidavit for peaceful possessio	on of the land				~	
		Certificate for Execution of Wor	k as Per Structural	Safety			~	
		Structural Drawing pdf Docume	ent.				~	

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

Giridih Nagar Parishad		Mr. Sunil Kumar Shrivastava [Junior Engg]	MESSAGES	ACTIVITIES USER
Inspection Inspection List	~	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents Proposal Flow	Site Inspection	Payment
Application Status In Process Draft Returned	~	Notesheet Ownership verification Objection Send Your time limit has been overdue for this proposal. File No. : GNP/BP/0001/W12/2017 Created on : 2/2/2017	← Back	Application Form
Returned		Applicant : Tarkeshwar Pramanik(GNP/ENG/0004/2016) Civil Engineer # Please plan your site inspection visit, accordingly system will be intimated to applicant.		
Occupancy In Process Beturned	~	Site Visit Date Plan Now When JE will click on plan # Inspection 2 Planned for Status	now LTP will ge	t intimation on it
Approved Change Password	~			
Change Password				
	V			

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

Adityapur Municipal	Mr. David Oreya [Junior Engg]	S ACTIVITIES USER
Inspection Inspection List	Proposal Info Owner Info Plot Details Building Details Drawings Application CheckList Documents Proposal Flow 1	on Payment
In Process Draft Returned	Motesheet Motesheet Motesheet Motesheet Motesheet Motesheet Please forward the proposal within 7 working days and your remaining days is 4. File No. : AMC/BP/0002/W05/2017 Created on : 27/2/2017 Proposal Risk level Applicant : MUKESH KUMAR(AMC/ENG/0004/2017) Civil Engineer	ck Di Application Form
Approved Occupancy	Site Visit Date 3/3/2017 # Inspection Planned for Status	Site
In Process Returned Approved	1 First site visit 3/3/2017 Inspection Pending	2
Change Password		

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

Adityapur Municipal Corporation	≡	Mr. Town planner [Town Planning Officer]					MESSAGES		LSER USER
Developer Registration In Process	~	Proposal Info Owner Info Plot Det Proposal Flow	ails Building Details	Drawings	Application CheckList	Documents 1	Site Inspection	Paymen	t
Inspection	~	🕞 Run AutoDCR 🛛 Scrutiny Done 🖉 Notes	sheet 🛚 🖁 Ownership ver	ification 🔏 C	Dbjection 💀 Send 🕅 Sc	rutiny Remarks	← Bac	k 🕅 Propo	sal Form
Inspection List	L	2 3 4	Please forward the prop	oosal within 3 w	orking days and your remainin	g days is 0.			
Application Status	~	File No. : AMC/BP/0002/W05/2017	Created on : 27/2/20	17		Propo	osal Risk level : Lov	N	
In Process		Applicant : MOKESH KUMAR(AMC/ENG/000	4/2017) Civil Engineer						
Draft Returned		Proposal Information							
Returned		* Case Type	New	•	* Project Type	Buil	lding Developmen	t Permissi 🔹	,
Approved Files		* Circle Name	Gamharia	•	* Village Name	KUM	VIHAR PADA		
Registration Status	~	* Ward No.	W05	•	* Thana No.	66			
In Process		Holding No. (if any)	NILL		Mohalla/Bazar/Road	BAG	AN PADA / GAMH	ARIA / STATIC	
Occupancy	~	Building No.	NILL		Colony/ Street	BAG	AN PADA		
In Process		* Khata No.	67		* Khesra No.	67			
Returned		Rick Details							
Approved		Nisk Details							
A Change Password	~	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