

Architect User Manual

Building Plan Approval Management System (BPAMS)



पिंपरी चिंचवड
महानगरपालिका
आय. एस. ओ. १००१ : २००८ प्रमाणपत्र प्राप्त संस्था

Prepared By
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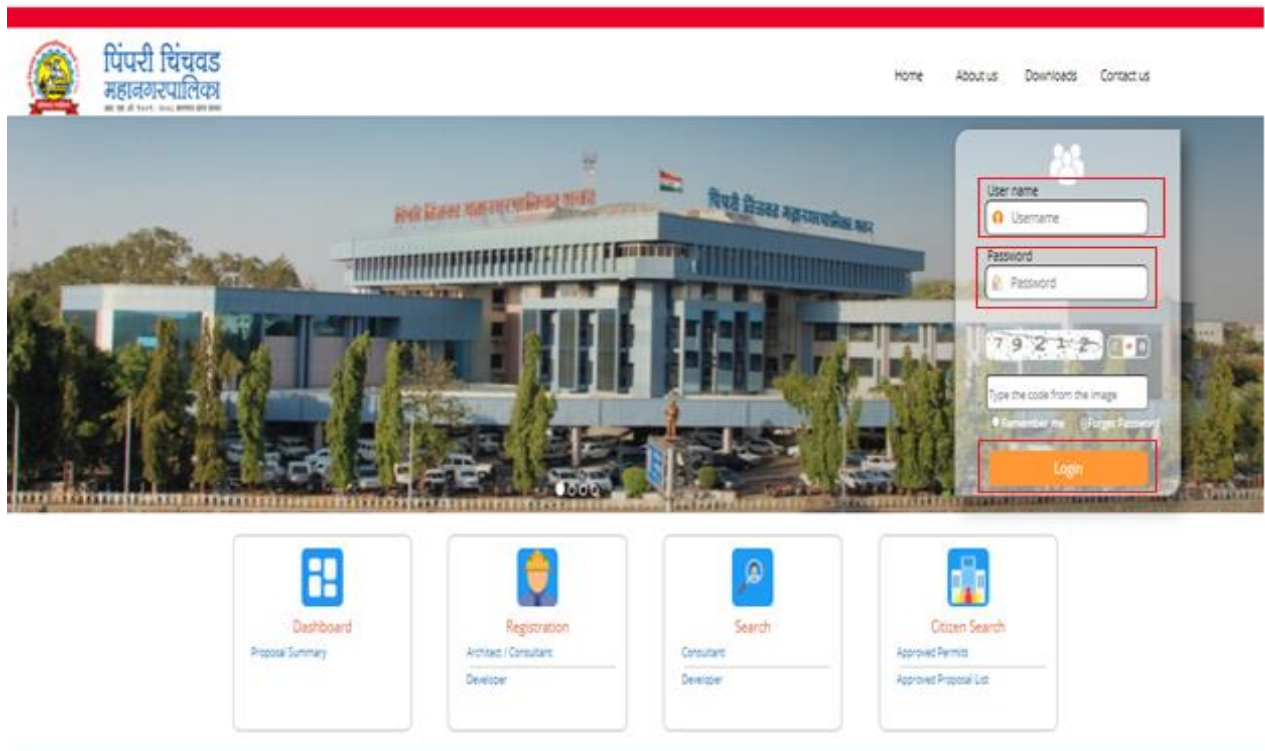
1. Introduction

At the present time, Automation process of building permission elevates ease doing business under government initiative for Pimpri-Chinchwad. The online application of PCMC will grant permission for building construction and NOC's from various Departments for the end user.

This document is brief about the steps to be followed for the submission of a proposal in PCMC for Building permission.

2. Login Page of PCMC

By clicking on this <https://bldp.pcmcindia.gov.in/Bpamsclient/> link, you will land on PCMC login Page.



You should log in with your respective credentials (User name and Password).

Click the “**Login**” button.

3. Architect Console

er to create challan before sending to higher officials. This feature would be mandatory from 23rd December, 16 onwards. Notice 3 - System will have single numbering system from 5th Jan, 17 onwards. Will remove 'generate permanent number' option from Sub Engineer console, Sing

Select Project Building Permission Go + Project Action + Applications

Application Type	Draft	Due Payment	In Process	Objected	Approved
Commencement	9	0	5	1	4
Plinth	0	0	0	0	2
Occupancy	0	0	0	0	2
CC Extension	0	0	0	0	2
Change Of Architect	0	0	0	0	4
Industrial to Residential Conversion	0	0	0	0	1

Notification for user related to site

Once the architect login, the above architect's console will appear. Where you have provision to check for past proposals from the drop-down list, the status of proposal shown in tabular form as shown in the above screenshot. Apart from that user can create the new application for building permission or to grant NOC's.

4. Creating New Project

The screenshot shows the PCMC dashboard with the user 'Amit Kumar, Licensed Engineer' logged in. The 'Project Action' button is highlighted in the top right. Below it, a table displays the status of various project types:

Application Type	Draft	Due Payment	In Process	Objected	Approved
Commencement	9	0	5	1	4
Plinth	0	0	0	0	2
Occupancy	0	0	0	0	2
CC Extension	0	0	0	0	2
Change Of Architect	0	0	0	0	4
Industrial to Residential Conversion	0	0	0	0	1

On the right, a 'Project Action' dropdown menu is shown with 'New Project' and 'Edit/View Project' options. A notification for user-related site is also visible.

Click on the “**Project Action**” button.

Select the “**New project**”.

1. Project Info:- In the project info section you can fill the all mandatory fields e.g (Project, pin code, property address, Landmark, Plot No, Zonal Office, Village, Prabhag etc.)

After filling in all details click on the “**Save**” button.

The screenshot shows the 'Project Info' form with the following fields:

- Project Title** (Note: [], () - characters are not allowed in title)
- Property Address**
- Pincode**
- Landmark**
- Plot No.**
- This Plot belongs to** (Radio buttons: OTS No., S.No., Hissa No., G.No., Khasara No.)
- Zonal Office** (Select dropdown)
- Village** (Select dropdown)
- Prabhag** (Select dropdown)
- Adjoining property (Millus, type object)** (Select dropdown)
- Adjoining property type**

A note at the top of the form states: "Note: Dear applicant, you will not be able to edit project if any application submitted for this project. You can edit/ add information before submitting any application."

Note: Asterisk Mark (*) fields should be mandatorily filled in by the user

2) Applicant Info:- In the applicant info section you can fill the all mandatory fields e.g. (Name, Address, Mobile No, E-mail, PAN No, Addhar No etc.)

After filling in all details click on the **“Save”** button.

Note: Asterisk Mark (*) fields should be mandatorily filled in by the user

3) Plot Param: - In the plot param section you can fill the all mandatory fields.

- **Site Info:** - Location type, Plot Direction, Plot parameter.

After filling in all details click on the **“Save”** button.

Note: Asterisk Mark (*) fields should be mandatorily filled in by the user

- **Plot Details:-**

Select “**DCR Rule**” as per your convenience.

Location (Latitude, longitude).

Zone (land area zone, Plot Use, Property Zone etc.).

After filling in all details click on the “**Save**” button.

The screenshot shows the 'Plot Details' section of the PCMC Building Development application form. The form is titled 'Apply the best development control regulation(DCR) that suits your project.' and includes a 'DCR rule(Before 2020)' and 'New DCR rule(From 2020)' dropdown. Below this, there are radio buttons for 'I to R Conversion' and 'Change of land Use under I to R under conversion'. The 'Location' section includes a 'Zone' dropdown and a 'Land area zone' dropdown. The 'Property zone' dropdown is set to 'B'. The 'Plot use' dropdown is set to 'Residential'. The 'Plot sub use' dropdown is set to 'Residences'. The 'Permissible F.A.R. (In sq.mtrs)' is set to '2' and the 'Proposed F.A.R. (In sq.mtrs)' is set to '1'. The 'Submit Application' button is visible on the left side of the form.

Note: Asterisk Mark (*) fields should be mandatorily filled in by the user

- **Plot Area:-**

In the plot Area section enter the (plot Number, Plot Name, Owner Name, Type, and Extract)

The screenshot shows the 'Plot Area' section of the PCMC Building Development application form. The form is titled 'Note : Add plots and extract under plot for documented area. All areas are in sq.mtr.' and includes a table with columns: Plot number, Plot Name, Owner name, Type, and Extract. The table contains one row with the following data: Plot number 1, Plot Name rahuk, Owner name ssfddfgg, Type 7/12 PRC, and Extract 1. Below the table, there is a summary table with columns: Extract number, 7/12 or PRC Area, Area as per demarcation, Site area, As per POA document, PAH area, and Sanctioned layout area. The summary table contains one row with the following data: Extract number 1, 7/12 or PRC Area 2000, Area as per demarcation 1000, Site area 2000, As per POA document 0, PAH area 0, and Sanctioned layout area 0. The 'Submit Application' button is visible on the left side of the form.

After filling in all details click on the “**Save**” button.

Note: Asterisk Mark (*) fields should be mandatorily filled in by the user

4) Building details:-

In the building details section you can fill the all mandatory fields.

Enter the (Name, Zone, Use, Sub-use, Type, Height, FSI Built up Area, Gross Area)

Note: Asterisk Mark (*) fields should be mandatorily filled in by the user

After filling in all details click on the **“Save”** button.

5) Project Library :-

In the project library section you can attach the all mandatory Documents.

E.g. Acceptance letter, Appendix A, Demarcation, Ownership etc.

Fill the all information like Project Info, Applicant Information, Plot Parameter, Building details etc. and **“Submit Project”**.

Note: - User can edit Project n numbers of time before submitting the Project. And also after submitting the Project > can create “**New**” version of Project before creating the application for that project

Submission. Please ensure to provide the same. Notice 2 - It would be mandatory by Sub Engineer to create challan before sending to higher officials. This feature would be mandatory from 23rd December, 16 onwards. Notice 3 - System will have single numbering system from 5th Ji.

Select Project Building Permission Go

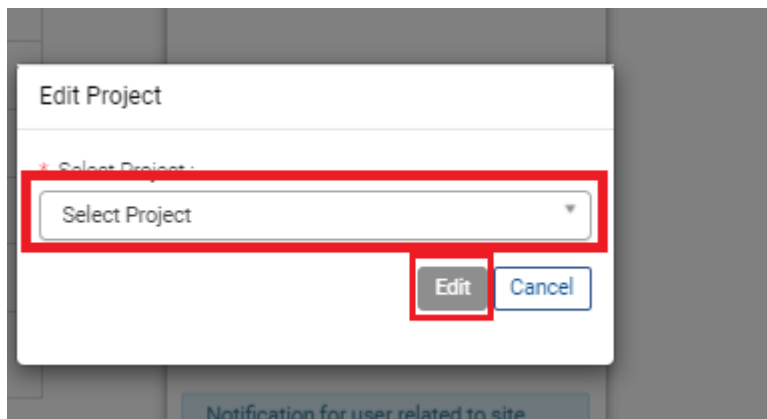
Application Type	Draft	Due Payment	In Process	Objected	Approved
Commencement	66	0	92	96	428
Plinth	3	0	41	21	66
Occupancy	0	0	33	13	94

Project Action + Applications

New Project
Edit/View Project


Click on the “**Project Action**” button.

Click on the “**Edit/View project**”.




Select project and click on the “**Edit**” button.

5. Creating New Application



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महानगरपालिका

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Amit Kumar

Licensed Engineer

Dear Applicants, Developer information is mandatory for submission of proposal. Please register yourself/ developer through link mentioned at Home page "Developer Registration". Notice 1 - It would be mandatory

Select Project

Building Permission

Go

+ Project Action

Applications

Application Type	Draft	Due Payment	In Process	Objected	Approved
Commencement	9	0	5	1	4
Plinth	0	0	0	0	2
Occupancy	0	0	0	0	2
CC Extension	0	0	0	0	2
Change Of Architect	0	0	0	0	4
Industrial to Residential Conversion	0	0	0	0	1

Create Application

Create COA Application

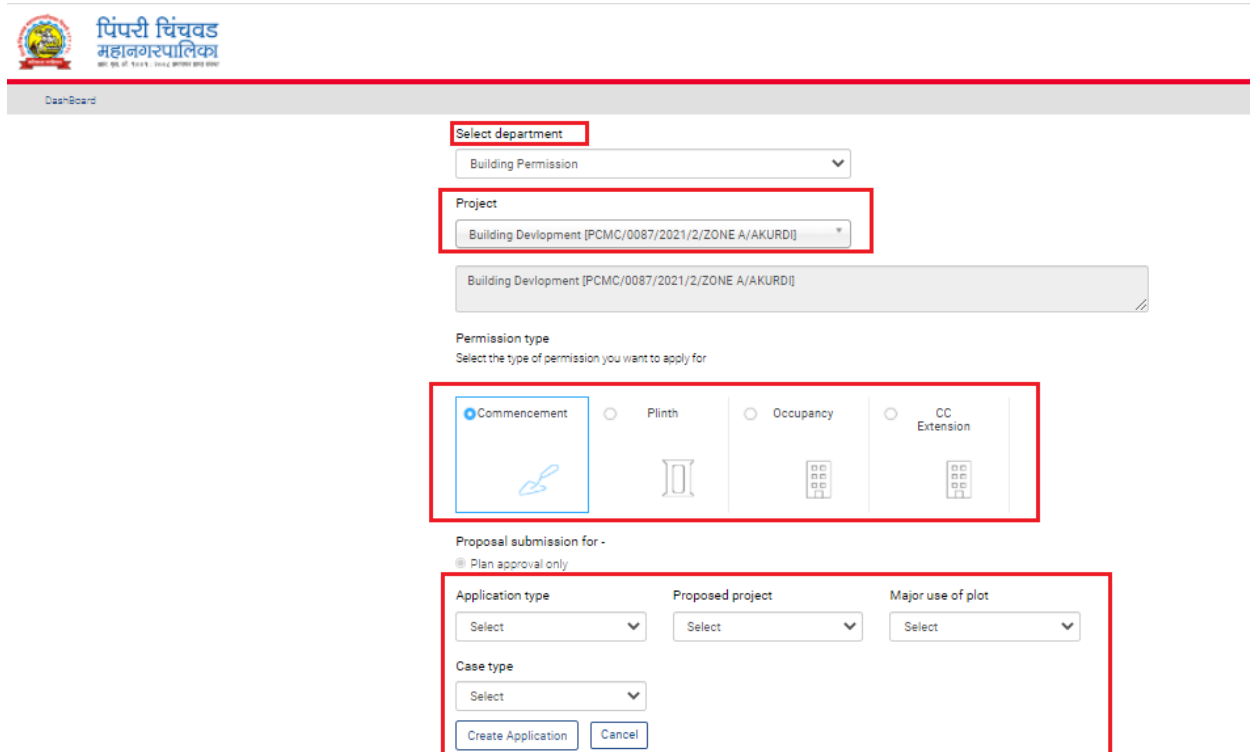
Notification for user related to site

After submitting the project, the user will create an application against that project.

Click on the “**Applications**” button.

Select the “**Create Application**”.

6. Selecting Permission Type



The screenshot displays the PCMC web portal interface for selecting a permission type. At the top left is the PCMC logo and name in Marathi. Below it, the 'Select department' dropdown is set to 'Building Permission'. The 'Project' dropdown is set to 'Building Development [PCMC/0087/2021/2/ZONE A/AKURDI]'. The 'Permission type' section has four radio buttons: 'Commencement' (selected), 'Plinth', 'Occupancy', and 'CC Extension'. Below this, the 'Proposal submission for -' section has a radio button for 'Plan approval only'. The 'Application type', 'Proposed project', and 'Major use of plot' dropdowns are all set to 'Select'. The 'Case type' dropdown is also set to 'Select'. At the bottom are 'Create Application' and 'Cancel' buttons.

1. Select the **Department** i.e. (Building Permission, Nocs)
2. Select the project as per your convenience.
3. Select the commencement option (For Development of new Building)

Proposal submission for -

Plan Approval Only - (Select only for approval of the plan and basic scrutiny, the proposal will move till Ex. City Engineer for approval.)

1. Select Application Type:-
 - Normal Case
 - Manual case
 - Environmental Clearance
 - Full Potential
 - Regularization of unauthorized construction

2. Select Proposed Project:-

- Building Development
- Subdivision
- Amalgamation
- Layout Development .etc.

3. Select Major Use of Plot:-

- Residential
- Commercial
- Industrial
- Institutional
- Storage Building
- Assembly
- Public Building .Etc.

4. Select Case Type:-

- New
- Revised

Click On the Create Application Button

7. Application Draft (Application Summery):-

पिंपरी चिंचवड महानगरपालिका
Municipal Corporation of Pimpri Chinchwad

Dashboard > Project > Building Permission > Commencement > PCMC/00/0086/2021/4/WARD H/DAPOD/1/FRESH

Building Development
PCMC/00/0086/2021/4/WARD H/DAPOD/1/FRESH

[Submit Application](#)

Application Summary (Selected)

Project Info ✓
Applicant Info ✓
Plot Params ✓
Building Details ✓
Project Library ✓
Drawing ✓
MRTD Forms ✓
Apply NOC's ✓
View NOC's ✓
Documents ✓
Site Progress ✓
Challan ✓

Your application is in Draft

Drawing Scrutiny Started on 22/06/2021
Conversion Pending

Proposal Summary

Demand Note

Application Summary

Particulars of Proposal Correspondence

Application Details

Proposal Submission For:
Plan Approval only
Major Use Of Plot:
Residential

Type Of Notice:
Fresh proposal
Application Type:
Normal Case

Proposed Application:
Building Development
Case Type:
NEW

Application Progress

Draft Payment Pending In Process Approved

22-06-2021

NOC's

After clicking on Create Application Button the above page will open, where your application is in the draft stage, on the left-hand side of the application shows a list of the section and the green colored section shows the information is already filled. (While creating One Project).

8. Drawing:-

The screenshot displays the PCMC web portal interface for a building development application. The left sidebar shows a list of application sections, with 'Drawing' highlighted in orange. The main content area shows the 'Architectural Drawing' section. In the top right corner of this section, there is a button labeled 'Submit for pre-scrutiny'. Below this, there is an 'Attachment' section with a 'Select Files' button. A table below the attachment section shows a file named 'Residential Bldg.dwg' with a 'Download' link, a 'Remove' link, and a date '22/06/2021'.

Click on **“Drawing”** tab and attach the DWG file. as shown in the above figure.

Click on **(submit for Pre Scrutiny Button)** for drawing Scrutiny.

Successful / pass Pre-scrutiny report will be available in applicant console.

9. MRTP Forms:-

PCMC/DDI0086/2021/4/WARD H/DAPODI/1/FRESH

Building Development
PCMC/DDI0086/2021/4/WARD
H/DAPODI/1/FRESH

Submit Application

Application Summary ✓
Project Info ✓
Applicant Info ✓
Plot Params ✓
Building Details ✓
Project Library ✓
Drawing ✕
MRTP Forms ✓

MRTP Part1 MRTP Part2

All fields are mandatory unless mentioned otherwise

▼ PART A

1. Area and Plot Details

a. * What is the total area of the plot according to the document ? (In Sq. Meters)
1500

b. Does it tally with the Revenue/ CTS Record ?
☐ Yes ☒ No ☐ NA

c. What is actual area available on site measured by licensed Architect/ Engineer/ Structural Engineer ? (In Sq. mtrs only)
0

d. Is there any deduction in the Original area of the plot on account of D.P, Roads, or Reservation(s).
☐ Yes ☒ No ☐ NA

e. Net Area (Sq. Meters)
0

- Select the “MRTP” forms section, fill up the form as per your convenience. Click the “**save**” button, to save the information.



Note: Asterisk Mark (*) fields should be mandatorily filled in by the user.

10. Apply Nocs:-

The screenshot shows the PCMC Building Development application interface. The user is logged in as Amit Kumar, Licensed Engineer. The breadcrumb trail is: Dashboard → Project → Building Permission → Commencement → PCMC/DD0086/2021/4/WARD H/DAPCD/1/FRESH. The 'Apply Nocs' section is highlighted in the left sidebar. The main content area shows a list of NOCs with checkboxes: Garden NOC (checked), Fire NOC (unchecked), Water NOC (checked), and Drainage NOC (checked). To the right, there is a section titled 'Is NOC available?' with radio buttons for Yes, No, and NA, and an 'Attach' button for each. A 'Save' button is located at the bottom right of the form.

In “**Apply NOC’s**” section,

There are lists of NOC’s available, as per your convenience:

Select **Yes**, (If you already have NOC’s) (Attach Here Button will appear)

Select **No**, (If you wish to apply for NOC’s)

Select **NA**, (If NOC is not required).

Click on the “**Save**” button to Save the uploaded documents.

The screenshot shows a blue header bar with the text 'Information'. Below it, a white box contains the message 'NOC permission Saved successfully'. At the bottom right of the box is an 'OK' button.

After successfully uploading of documents the above message will pop up,

Click “**OK**” button to proceed further.

11. View Nocs:-

The screenshot displays the PCMC Building Development portal. The header includes the PCMC logo, the user name 'Amit Kumar, Licensed Engineer', and a navigation bar with 'Dashboard', 'Project', 'Building Permission', 'Commencement', and a project ID 'PCMC/DD00086/2021/4/WARD H/DAPODI/1/FRESH'. A 'Go' button is present next to the project ID.

On the left sidebar, under 'Building Development', the project details are shown: 'PCMC/DD00086/2021/4/WARD H/DAPODI/1/FRESH'. A 'Submit Application' button is visible. Below this, a list of application steps is shown with green checkmarks: 'Application Summary', 'Project Info', 'Applicant Info', 'Plot Params', 'Building Details', and 'Project Library'. At the bottom of the sidebar, 'View NOC's' is highlighted with a red box and a green checkmark.

The main content area is titled 'NOC's' and contains a table with the following data:

NOC	Initiate
<input checked="" type="checkbox"/> Garden NOC	
<input checked="" type="checkbox"/> Fire NOC	
<input checked="" type="checkbox"/> Water NOC	
<input checked="" type="checkbox"/> Drainage NOC	

A red box highlights the table content. At the bottom right of the page, a small text reads: 'WELCOME TO PCMC SINGLE WINDOW CLEARANCE SYSTEM, DEVELOPED ON AJSODOS® PLATFORM.'

In “**View NOC’s**” section,

User can view the only applied Nocs

11. Document checklist:-

Building Development
PCMC/DDI0086/2021/4/WARD
H/DAPODI/1/FRESH

Submit Application

Application Summary ✓
Project Info ✓
Applicant Info ✓
Plot Params ✓
Building Details ✓
Project Library ✓
Drawing ✗
MRTP Forms ✗
Apply NOC's ✗
View NOC's ✗
Documents ✓

Mandatory Documents | Conditional Mandatory Documents

Note: Select/Tick Documents you need to attach and save it

Document's Name	Doc No.	Doc Issue Date	Attach Here	Preview	Remark
Commencement- New					
<input checked="" type="checkbox"/> Search and title report.				Preview	View/Add
APPENDIX.docx					
<input checked="" type="checkbox"/> Ownership title document (7/12 or PAH)				Preview	View/Add
completion certificate.docx					
<input checked="" type="checkbox"/> Hamipatra				Preview	View/Add
completion certificate.docx					
<input checked="" type="checkbox"/> DP Opinion				Preview	View/Add
completion certificate.docx					
<input checked="" type="checkbox"/> Demarcation				Preview	View/Add
completion certificate.docx					
<input checked="" type="checkbox"/> Shapath Patra Bandh Patra				Preview	View/Add
completion certificate.docx					
<input checked="" type="checkbox"/> Appendix A (supervision memo)				Preview	View/Add
completion certificate.docx					

Select “**Document Checklist**” section,

Click **Get Latest** button, to get the list of latest attached documents. (List of latest documents Showed in color format).

To attach the document first check the box and click on the attached here icon button. To upload the documents.

Once the document is attached, you are able to Preview the attached document.

Click “**View/Add**” button to add or view existing remark.

Click the “**Save**” button, to save the documents.

12. Site Progress:-

The screenshot displays the 'Site Progress' section of the PCMC application portal. The sidebar on the left lists various application steps, with 'Site Progress' highlighted. The main form area includes the following elements:

- File Number:** PCMC/0065/2021/123/ZONE A/AKURDI/1/FRESH
- Stage:** Current Stage : At The Time Of Proposal Submission
- Application:** NEW
- * Site Progress till Date (for construction progress updates):** dd/mm/yyyy
- Version:** 1
- * Photographs:** A table with columns for Front, Back, Side1, and Side2, each with an 'Attach More' button.
- Videos:** A table with columns for Front, Back, Side1, and Side2, each with an 'Attach More' button.
- Save:** A button at the bottom left of the form.

In the “**Site Progress**” section,

Fill in the required field.

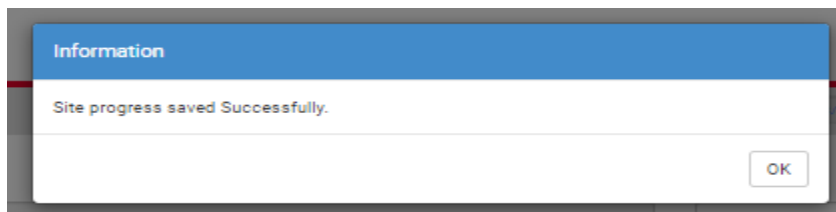
In photographs section,

Click **Attach More** button select the photograph from your computer. (The file format should be in PDF, .DWG, .DCR, .JPG, .GIF, .BMP, .PNG OR .DOC files)

Similarly, for each Direction Video should be uploaded, the video should be of format (3GP, .MP4,.MPEG, .AVI files).

After uploading photograph and video

Click “**Save**” button



Click “**OK**” button to proceed further.

13. Challan:-

After the scrutiny is done successfully, the user will fill in the remaining details e.g (MRTP Form, Apply NOC, Site progress) and pay the challan..

The screenshot shows the PCMC web portal interface. The top navigation bar includes the PCMC logo, user name 'Amit Kumar', and a 'Go' button. The main content area is titled 'MEMO DETAILS' and features a 'Create Demand Note' button. Below this, there are tables for 'File no / Demand no.', 'Paid Towards', 'Payment Status', 'Total Amount', 'Demand Note Print', 'Pay Now', 'Receipt Print', and 'Delete Challan'. A 'Budget Heads' table is also present, showing 'Total Amount' and 'Total Amount in Words'. The left sidebar lists various application steps, with 'Challan' highlighted.

In challan section user can create demand note. As shown in the above figure.

Click on “**Create demand note**” button.

The screenshot shows the 'PAYMENTS MADE' section of the PCMC web portal. It includes a note about the maximum amount for residential, commercial, and industrial challans. Below the note, there are dropdown menus for 'Challan Type' (Scrutiny Challan) and 'Fund Type' (Select). A 'Save' button is also present. Below the form, there is a table showing the calculation of the total payable amount by authority and the total amount by system.

Description	System generated area	Previous Sanction Area sq.m.	New Sanction Area sq.m.	Difference	Rate	Total Amount Rs. Generated By Authority	Total Amount Rs. Generated By System
Scrutiny Fees Residential	180.00	0.00	180.00	180.00	2.00	360.00	360.00
Scrutiny Fees Commercial	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scrutiny Fees Industrial	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scrutiny Fees (Subdivision/Amalgamation/Layout)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Scrutiny Fees Others	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Compound wall	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Payable Amount By Authority : 360 Total Amount By System : 360

Select Challan Type like Scrutiny challan, Development Challan, Premium Challan Etc.

Select Fund Type like Main Fund, UTF.

Click on **“Save”** button.

After clicking on the Save button, the Memo Details screen will open.

Click on the **“Pay Now”** option.

MEMO DETAILS >

Create Demand Note


File no / Demand no.	Paid Towards	Payment Status	Total Amount	Demand Note Print	Pay Now	Receipt Print	Delete Challan
PCMC/0027/2021/131P/ZONE A/A			360.00				
PCMC/CE/0032/2021	Scrutiny Challan	UnPaid	360.00		Pay Now		Delete

Budget Heads	Amount
No data found	
Total Amount :	
Total Amount in Words :	


After clicking on the **“Pay Now”** button, the online payment screen will open.

Verify The all details

Select payment option



ONLINE PAYMENTS



File Details	Payment Option
File No. PCMC/0027/2021/131P/ZONE A	<div> <div>Bill Desk</div> <div>Internet Banking/Credit/Debit Card</div> <div>Pay</div> </div>
Challan No. PCMC/CE/0032/2021	
Challan Type Scrutiny	
Owner Name MR. SAMIR N. GADEKAR & OTHER 1	
Case Type Fresh Proposal	
Total Amount(INR) 360.00	
Penalty Amount(INR) 0.00	

Click On the **“Pay”** Button.

After clicking on the Pay button, the Payment Confirmation screen will open.

Payment Confirmation	
Application No.	PCMC/0027/2021/131P/ZONE A/AKURDI
Challan No.	PCMC/CE/0032/2021
Transaction Ref. No.	1TEST291
Amount (INR)	360.00
Penalty Amount	0.00
Payment Gateway	Bill Desk
<input type="button" value="Pay"/>	

Again Click On the **“Pay”** Button.

After clicking on the **“Pay”** button, the **“Payment mode”** screen will open.

Select payment mode like Credit card, Debit card, Internet Banking Etc.

The screenshot shows a web interface for online payments. In the background, a 'Payment Confirmation' screen displays details for a transaction: Application No. PCMC/0027/2021/131P/ZONE A/AKURDI, Challan No. PCMC/CE/0032/2021, Transaction Ref. No. 1TEST291, Amount (INR) 360.00, Penalty Amount 0.00, and Payment Gateway Bill Desk. A 'Pay' button is visible at the bottom right of this screen. Overlaid on top is a 'BillDesk' modal window titled 'ONLINE PAYMENTS'. Inside the modal, there is a 'Pay ₹ 360.00' button and a section titled 'Payment options'. Two options are listed: 'Credit/ Debit Cards' and 'Internet Banking', each with a right-pointing arrow. Both the 'Pay ₹ 360.00' button and the 'Payment options' section are highlighted with red rectangular boxes. The BillDesk logo is at the bottom of the modal.

After selecting the **“Payment mode”**, the below screen will be opened.

ONLINE PAYMENTS

BillDesk

VISA

Card Number

Expiration Date

MM/YY

CVV/ CVC

Card Holder Name

Standing Instruction

If turned on, you can set standing instruction for this card.

Make Payment for ₹ 360.00

BillDesk

Payment Confirmation

Application No.

Challan No.

Transaction Ref. No.

Amount (INR)

Penalty Amount

Payment Gateway

Enter the Card Details like,

“Card Number, Expire date, CVV No, Card holder Name”.

And Click on **“Make Payment Tab”**.

The user will submit the application after the payment is done successfully.

Click On the **“Submit Application”** button.

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Municipal Corporation of Pimpri Chinchwad

Dashboard > Project > Building Permission > Commencement > PCMC/DO/0086/2021/4/WARD H/CA/POD/1/FRESH

Building Development
PCMC/DO/0086/2021/4/WARD H/CA/POD/1/FRESH

Submit Application

Application Summary

- Project Info
- Applicant Info
- PLOT Params
- Building Details
- Project Library
- Drawing
- MRTP Forms
- Apply NOC's
- View NOC's
- Documents
- Site Progress
- Challan

Your application is in Draft

Drawing Scrutiny Started on 22/06/2021
Conversion Pending

Proposal Summary

Demand Note

Application Summary

Particulars of Proposal Correspondence

Application Details

Proposal Submission For:
Plan Approval only
Major Use Of Plot:
Residential

Type Of Notice:
Fresh proposal
Application Type:
Normal Case

Proposed Application:
Building Development
Case Type:
NEW

Application Progress

Draft Payment Pending In Process Approved

22-06-2021

NOC's

This is the last page of the Document.