

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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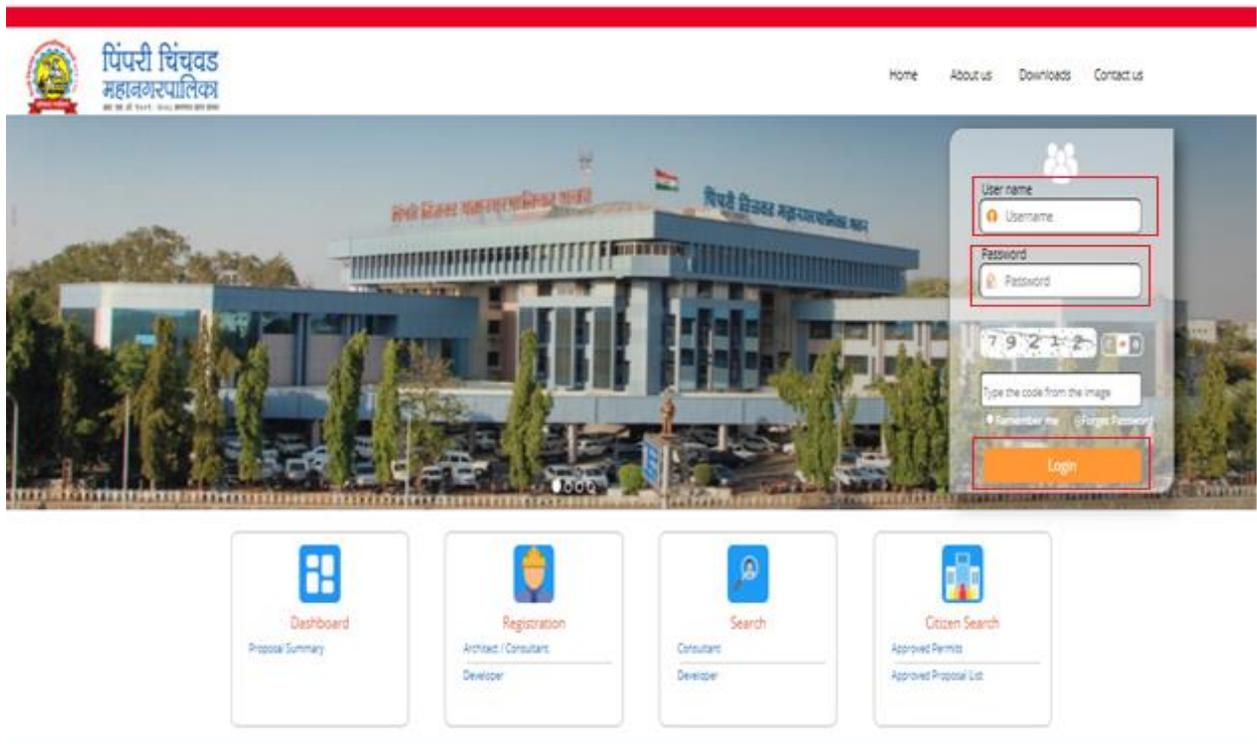
1. Introduction

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

Pimpri Chinchwad
 महानगरपालिका
 महानगरपालिका

Amit Kumar
 Licensed Engineer

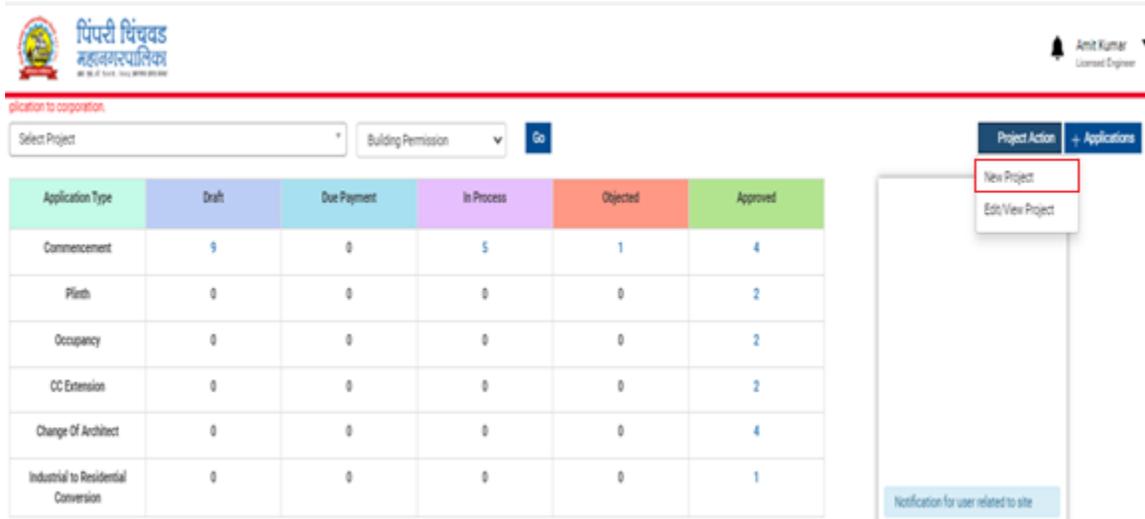
Select Project Building Permission

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 following elements:

- Header: Pimpri Chinchwad Mahanagar Palika logo and name, user profile for Amit Kumar (Licensed Engineer).
- Navigation: 'Application to corporation' dropdown, 'Building Permission' dropdown, and a 'Go' button.
- Table: A table showing the status of various application types.
- Project Action Menu: A dropdown menu with 'New Project' highlighted.
- Notification: A blue notification box at the bottom right.

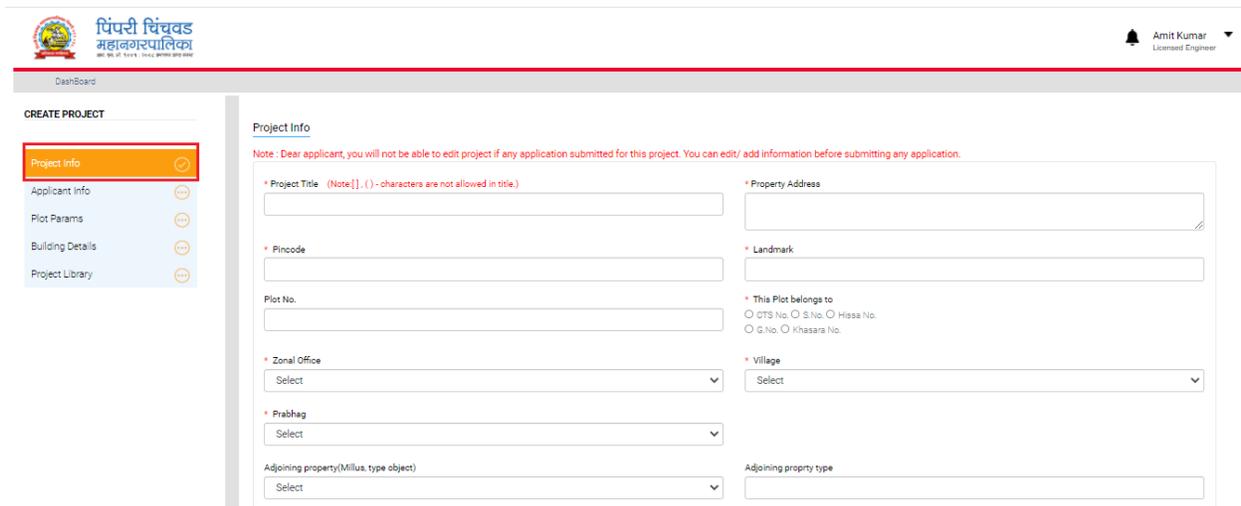
Application Type	Draft	Due Payment	In Process	Objected	Approved
Commencement	9	0	5	1	4
Plinth	0	0	0	0	2
Occupancy	0	0	0	0	2
CC Extension	0	0	0	0	2
Change Of Architect	0	0	0	0	4
Industrial to Residential Conversion	0	0	0	0	1

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 for OTS No., S.No., Hissa No., G.No., Khasara No.)
- Zonal Office** (Dropdown menu)
- Village** (Dropdown menu)
- Prabhag** (Dropdown menu)
- Adjoining property (Millus. type object)** (Dropdown menu)
- Adjoining property type** (Text input field)

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.

The screenshot shows the 'Applicant Info' section of the PCMC portal. The form is titled 'Owner / Developer / Consultant' and contains the following fields:

- Name:** Amit Kumar
- Address:** Pune, India
- Registration No.:** PCMC/LE/0856/2021
- Mobile No.:** 7777777777
- Email:** amitkumar@gmail.com
- Aadhaar No.:** 11112223333

Below these fields, there are sections for 'Owner Details' and 'Address' with the following fields:

- Name:** Ashutosh
- Address:** Pune, India
- Mobile No.:** 8484091433
- Email:** kadamkrushnaj@gmail.com
- Pan No.:** Eurpk0755f
- Aadhaar No.:** 872523741391

A 'Save' button is located at the bottom right of the form.

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.

The screenshot shows the 'Plot Param' section of the PCMC portal. The form is titled 'Site Info | Plot Details | Plot Area' and contains the following fields:

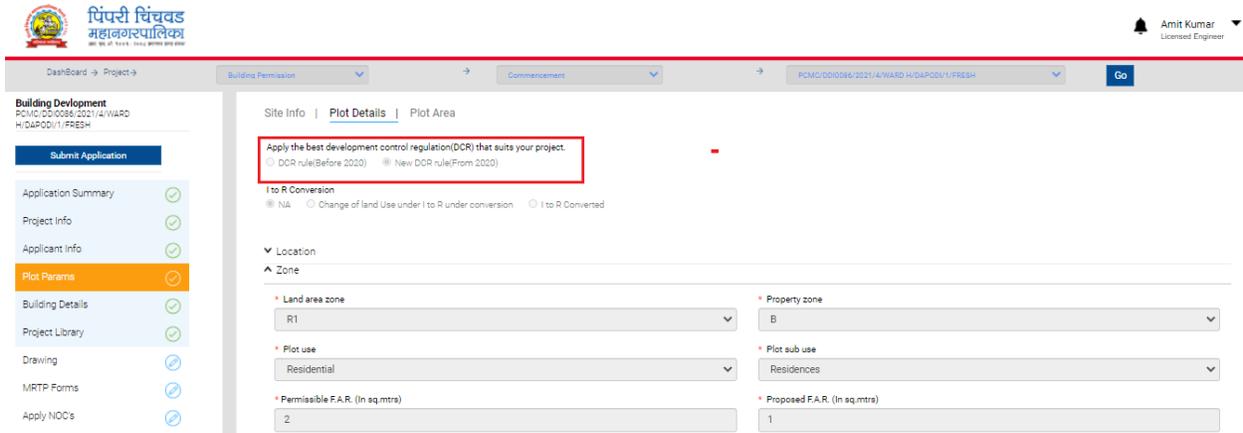
- Location Type:** Select
- Plot Direction:**
 - North:** Select
 - South:** Select
 - East:** Select
 - West:** Select
- Plot Parameters:** (This section is currently collapsed)

A 'Save' button is located at the bottom right of the form.

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

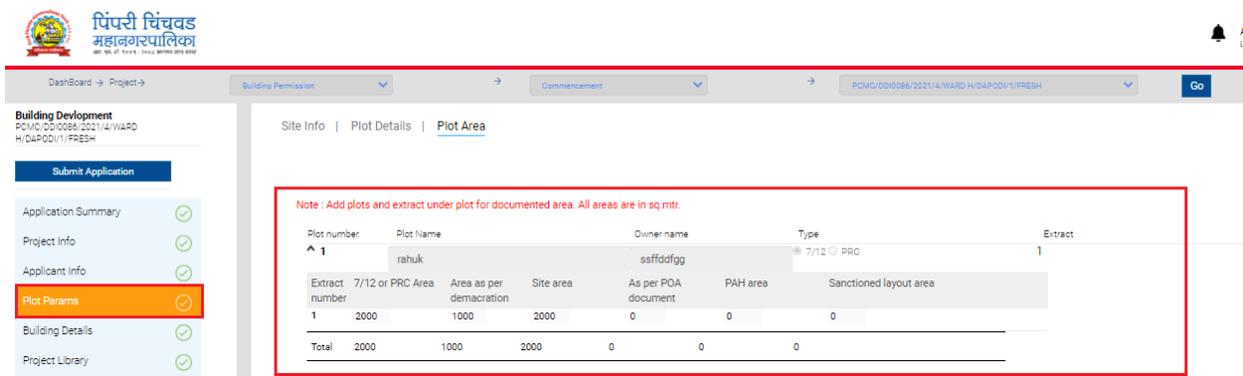
Note: Asterisk Mark (*) fields should be mandatorily filled in by the user

- **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.



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)



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

The screenshot shows the 'Building Details' form with the following fields:

- * Name: Enter name
- Zone: select
- * Use: Select Use
- * Sub Use: Select
- * Type: Select
- * Height (Mtr.): Enter
- * FSI Built up Area (Sq. mtrs.): Enter
- * Gross Construction Area (Sq. mtrs.): Enter

Buttons: Save, Cancel

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.

The screenshot shows the 'Project Library Document' section with the following table:

Sr. No.	Document's Name	Attach Here	Preview
1	Acceptance letter from RCC consultant & design details		
2	Appendix A (supervision memo)		
3	Demarcation		
4	DP Opinion		
5	Hamipatra		
6	Ownership title document (7/12 or PAH)		
7	Search and title report.		
8	Shapath Patra Bandh Patra		

Buttons: Submit Project, Project Library

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

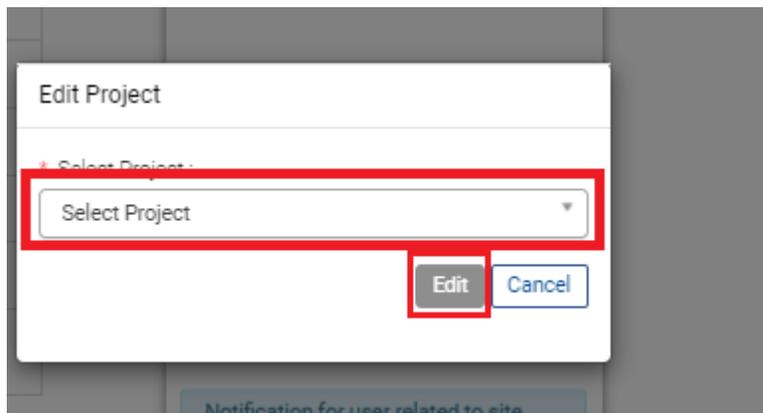
Note: - User can edit Project n numbers of time before submitting the Project. And also after submitting the Project > can create “New” version of Project before creating the application for that project

The screenshot shows the PCMC web application interface. At the top left is the PCMC logo and name in Marathi. At the top right, the user's name 'Narendra D. Joshi' and role 'Architect' are displayed. Below the header, there are three notices: '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.', and 'Notice 3 - System will have single numbering system from 5th J.'. Below the notices, there is a search bar with 'Select Project' and a 'Building Permission' dropdown, followed by a 'Go' button. To the right, there is a 'Project Action' dropdown menu with options 'New Project' and 'Edit/View Project'. Below the search bar, there is a table with the following data:

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

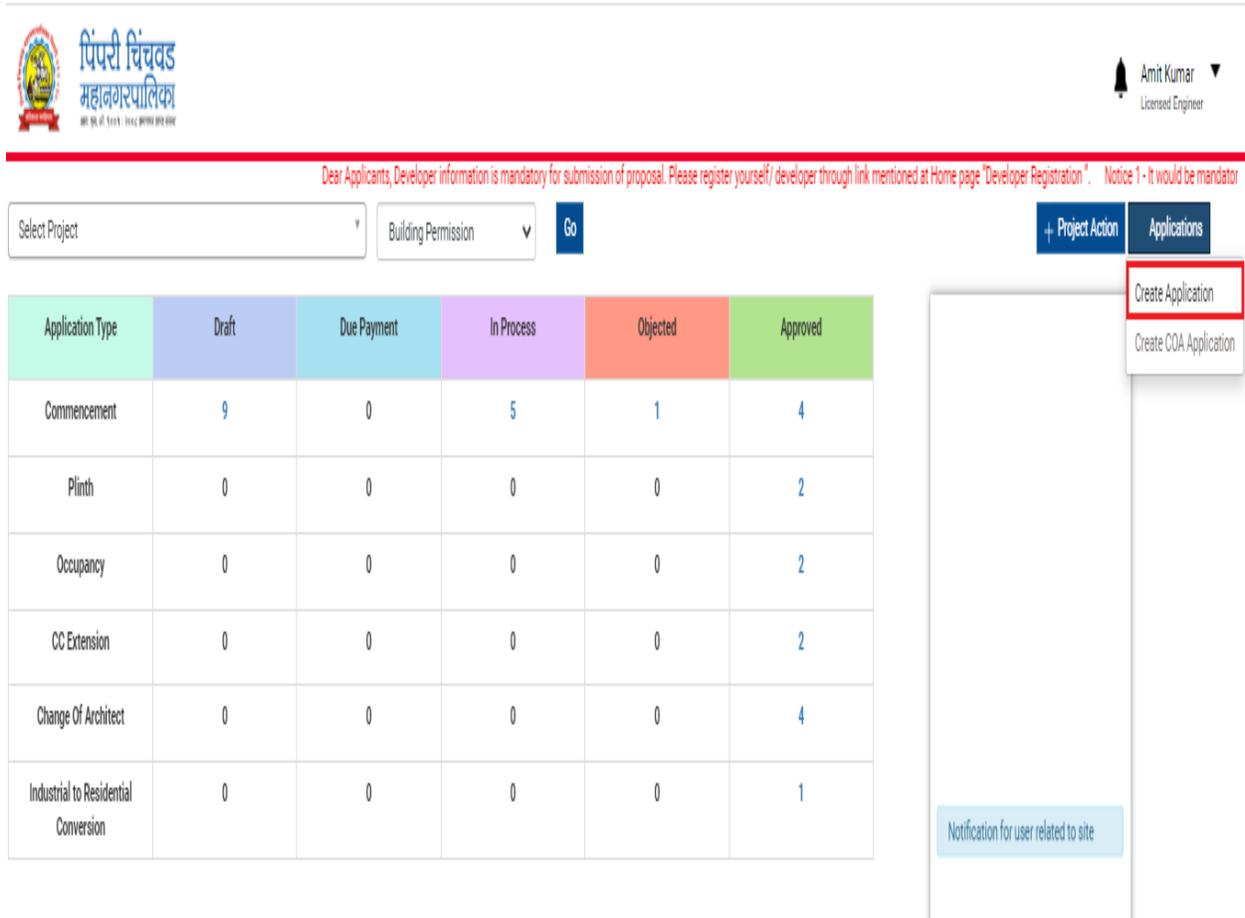
Click on the “**Project Action**” button.

Click on the “**Edit/View project**”.



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

5. Creating New Application



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

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

+ Project Action Applications

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 shows the 'Selecting Permission Type' form on the PCMC web portal. The form is divided into several sections:

- Select department:** A dropdown menu with 'Building Permission' selected.
- Project:** A dropdown menu with 'Building Development [PCMC/0087/2021/2/ZONE A/AKURDI]' selected.
- Permission type:** A section with the instruction 'Select the type of permission you want to apply for'. It contains four radio buttons: 'Commencement' (selected), 'Plinth', 'Occupancy', and 'CC Extension'. Each radio button is accompanied by a small icon representing the permission type.
- Proposal submission for -** A section with a radio button for 'Plan approval only' selected.
- Application type:** A dropdown menu with 'Select' as the current value.
- Proposed project:** A dropdown menu with 'Select' as the current value.
- Major use of plot:** A dropdown menu with 'Select' as the current value.
- Case type:** A dropdown menu with 'Select' as the current value.
- Buttons:** 'Create Application' and 'Cancel' buttons at the bottom.

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):-

The screenshot displays the 'Application Draft' interface for a Building Development project. The interface includes a navigation menu on the left with options like 'Project Info', 'Applicant Info', 'Plot Params', 'Building Details', 'Project Library', 'Drawing', 'MRTD Forms', 'Apply NOCs', 'View NOCs', 'Documents', 'Site Progress', and 'Challan'. The main content area shows the application status as 'Draft' and provides a summary of the application details, including the proposal submission for 'Plan Approval only' for a 'Residential' plot. The application progress is shown as a timeline with stages: Draft (22-06-2021), Payment Pending, In Process, and Approved.

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

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 (22-06-2021) | Payment Pending | In Process | Approved

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 application interface. The top navigation bar includes the PCMC logo, the name 'पिंपरी चिंचवड महानगरपालिका', and the user profile 'Amit Kumar Licensed Engineer'. The breadcrumb trail shows the path: Dashboard → Project → Building Permission → Commencement → PCMC/DDI0086/2021/4/WARD H/DAPODI/1/FRESH. The left sidebar contains a list of sections: Application Summary, Project Info, Applicant Info, Plot Params, Building Details, Project Library, and Drawing. The 'Drawing' section is highlighted in orange. The main content area shows the 'Architectural Drawing' section with a 'Submit for pre-scrutiny' button and an 'Attachment' section with a 'Select Files' button. Below the attachment section, there is a table with columns for Download, Remove, Residential Bldg.dwg, Amit Kumar, and 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:-

DashBoard → Project → Building Permission → Commencement → 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)

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)

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)

- 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 displays the 'Apply Nocs' section of the PCMC web application. The left sidebar contains a navigation menu with 'Apply Nocs' highlighted. The main content area shows a list of NOC types with checkboxes: Garden NOC (checked), Fire NOC (unchecked), Water NOC (checked), and Drainage NOC (checked). To the right, there are 'Is NOC available?' sections for each type, each with radio buttons for Yes, No, and NA, and an 'Attach' button. A 'Save' button is located at the bottom right. The top navigation bar shows the user's name 'Amit Kumar, Licensed Engineer' and the project details 'PCMC/DD0086/2021/4/WARD H/DAPODI/1/FRESH'.

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 an information message box with a blue header containing the word 'Information'. Below the header, the text reads '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 shows the 'View Nocs' section of the PCMC web application. The sidebar on the left contains a list of application steps, with 'View Nocs' highlighted in orange. The main content area displays a table of NOCs with checkboxes for Garden, Fire, Water, and Drainage NOCs, all of which are checked. A red box highlights the 'View Nocs' button in the sidebar and the table content.

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	

WELCOME TO PCMC SINGLE WINDOW CLEARANCE SYSTEM, DEVELOPED ON JAWOOR& PLATFORM.

In “**View NOC’s**” section,

User can view the only applied Nocs

11. Document checklist:-

The screenshot displays the 'Mandatory Documents' section of the PCMC web portal. The page title is 'Mandatory Documents' and 'Conditional Mandatory Documents'. A note states: 'Note: Select/Tick Documents you need to attach and save it'. The table below lists various documents with checkboxes, document names, and actions.

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

In the “**Site Progress**” section,

Fill in the required field.

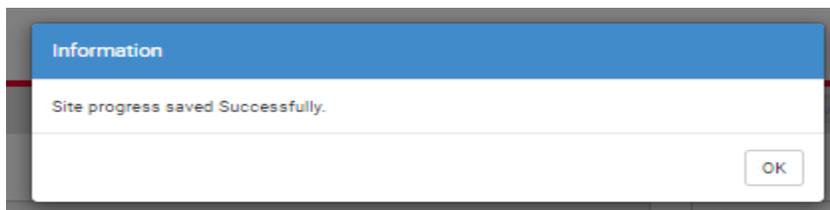
In photographs section,

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 application interface. The left sidebar contains a navigation menu with 'Challan' highlighted. The main content area displays 'MEMO DETAILS' with a 'Create Demand Note' button highlighted in a red box. Below this, there are tables for 'File no / Demand no.', 'Budget Heads', and 'Total Amount'. The 'Total Amount' section shows 'Total Amount : 360' and 'Total Amount in Words :'. The bottom right corner indicates 'Powered by AutoDCR ©'.

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. A note states: 'Note : Scrutiny Challan - For Residential, Commercial, and Industrial challan Amount more than 20000 then final challan amount should be 20000.' The 'Challan Type' dropdown is set to 'Scrutiny Challan' and the 'Fund Type' dropdown is set to 'Select'. A 'Save' button is visible. Below the dropdowns is a table showing payment details and a summary of payable amounts.

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 : Total Amount By System :

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.

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

File Details	Payment Option
File No. PCMC/0027/2021/131P/ZONE A	<div style="border: 2px solid red; padding: 5px;"> Bill Desk <input checked="" type="radio"/> Internet Banking/Credit/Debit Card <input type="radio"/> <input type="button" value="Pay"/> </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

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.

ONLINE PAYMENTS

BillDesk

Pay ₹ 360.00

Payment options

- Credit/ Debit Cards
- Internet Banking

BillDesk

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

The screenshot displays the 'ONLINE PAYMENTS' interface for BillDesk. A modal window is open, showing the BillDesk logo and navigation arrow at the top. Below the logo are the logos for VISA, Mastercard, and Maestro. The main form area contains the following fields:

- Card Number (with a calendar icon)
- Expiration Date (MM/YY)
- CVV/ CVC (with a lock icon)
- Card Holder Name

Below the form is a 'Standing Instruction' section with a toggle switch and the text: 'If turned on, you can set standing instruction for this card.' At the bottom of the modal is a prominent orange button labeled 'Make Payment for ₹ 360.00'. The BillDesk logo is also visible at the very bottom of the modal.

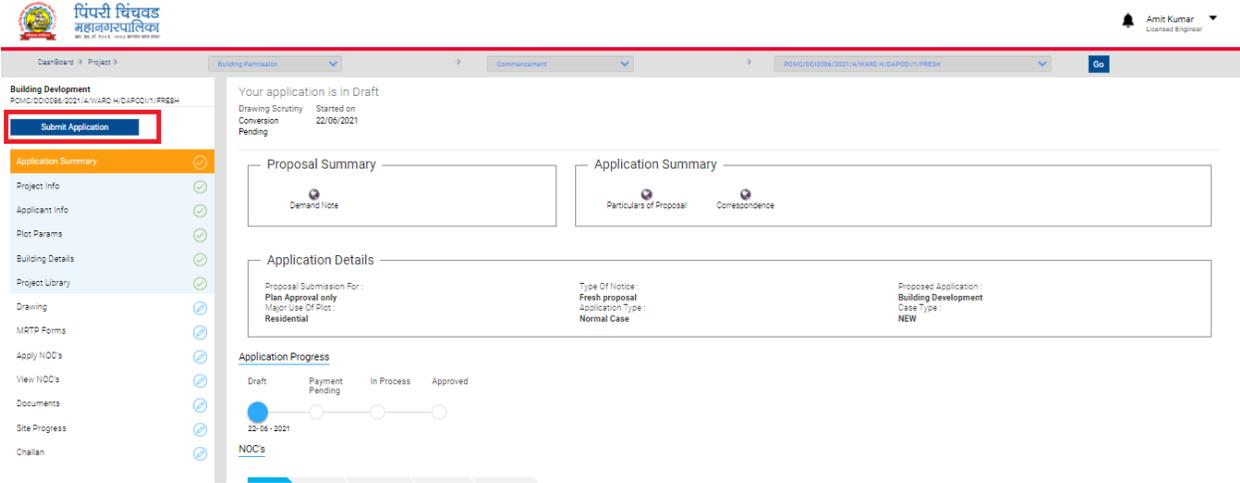
Enter the Card Details like,

“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.



This is the last page of the Document.