Urban Development Department
Government of Maharashtra

Directorate of Town Planning & Valuation,
Maharashtra State

DPMS HELP FOR ARCHITECT / ENGINEERS/ TOWN PLANNERS as (LTP)

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1 System Registered User Classification

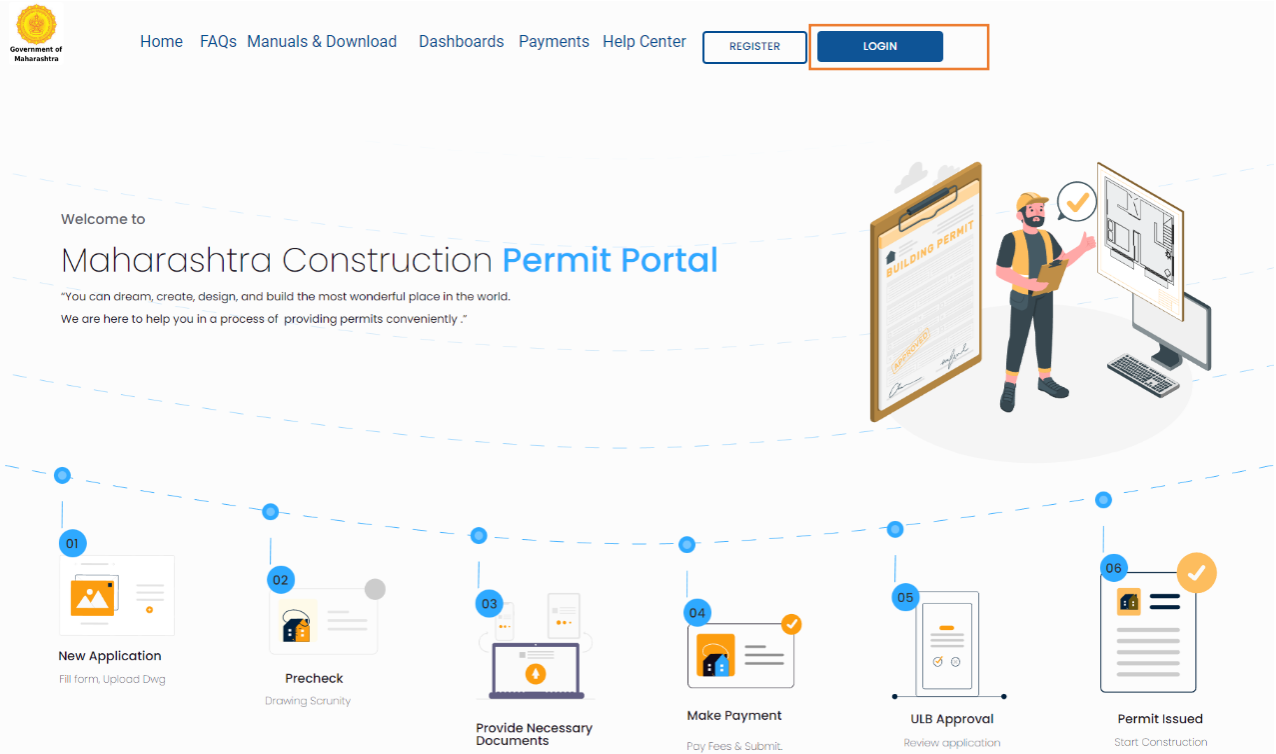
- Architect
- License Engineer
- Structural Engineer
- Supervisor 1
- Supervisor 2
- Town Planner

LICENSED TECHNICAL PERSONNEL (LTP)

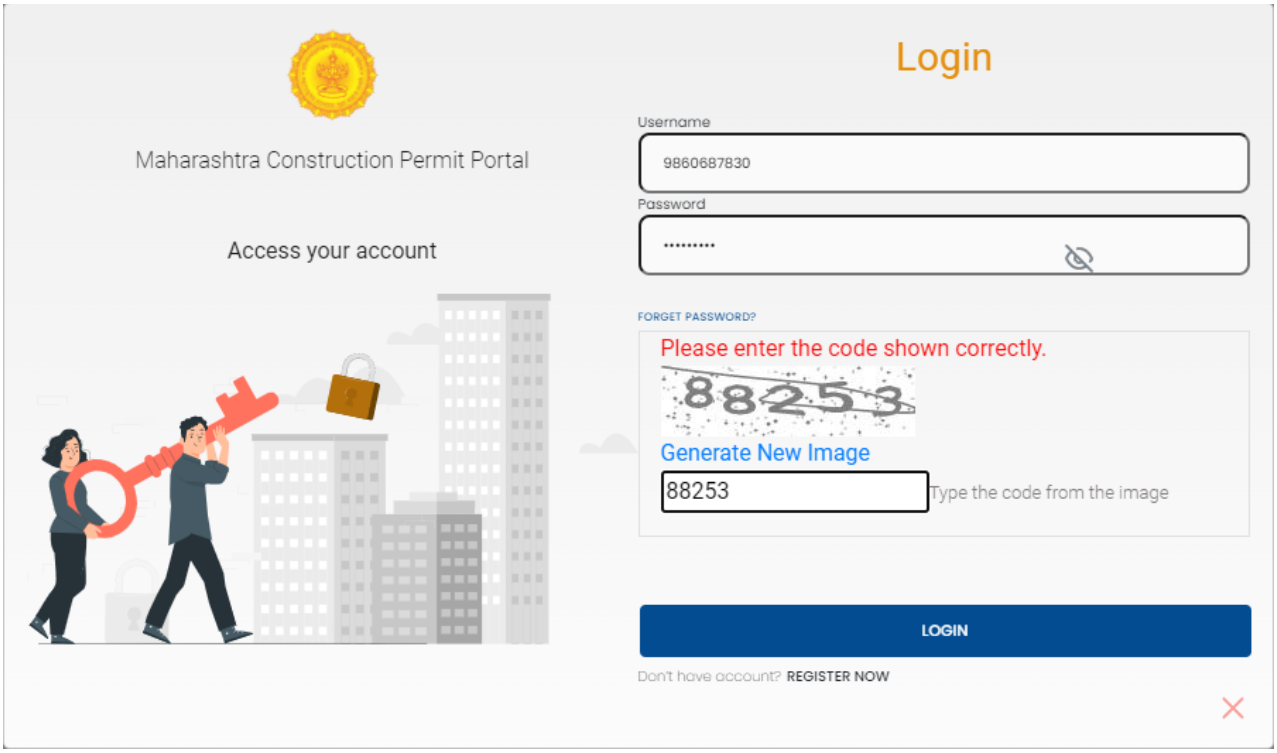
- **Developers/ Applicant(s)**

2 LTP Login to system

Login link on the Portal will take the user to the login page of Development Permission system (AutoDCR). This is the entry point for the portal.

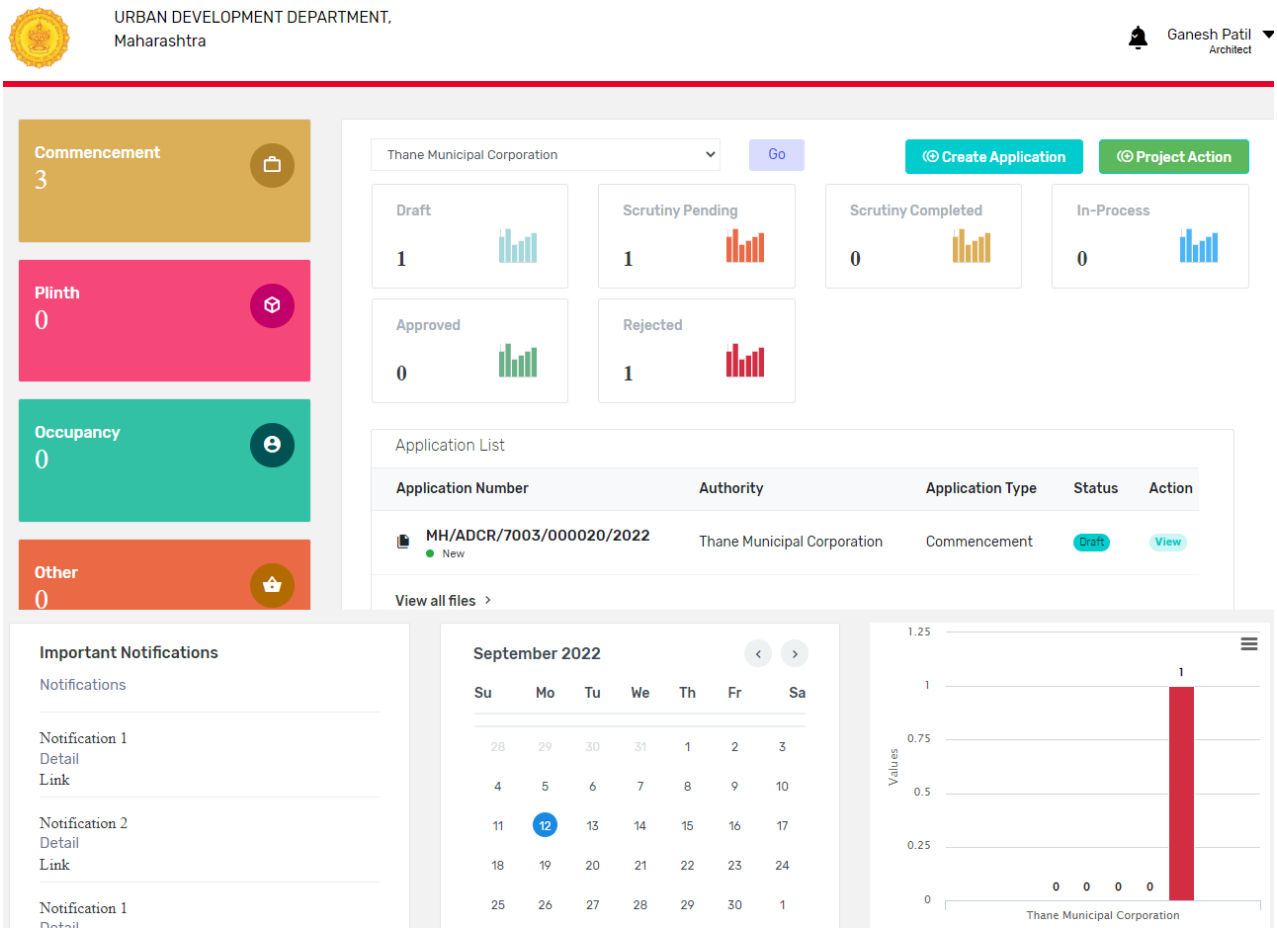


Architect/ Engineer/ structural engineer/ Supervisor 1/Supervisor 2/Town Planner can log in to system with their existing username and password, on successful login user will be redirected to his / her Dashboard as illustrated in below screen.



3 LTP Dashboard

LTP on successful login to the portal will get the dashboard to Monitor and Manage and Track all the Applications {Ongoing, Approved and Shortfall} in real-time. It also notifies the next actions required to be carried out in terms of compliance, Fees payments and different stages of Application Approval(s). All-important notifications are also listed for

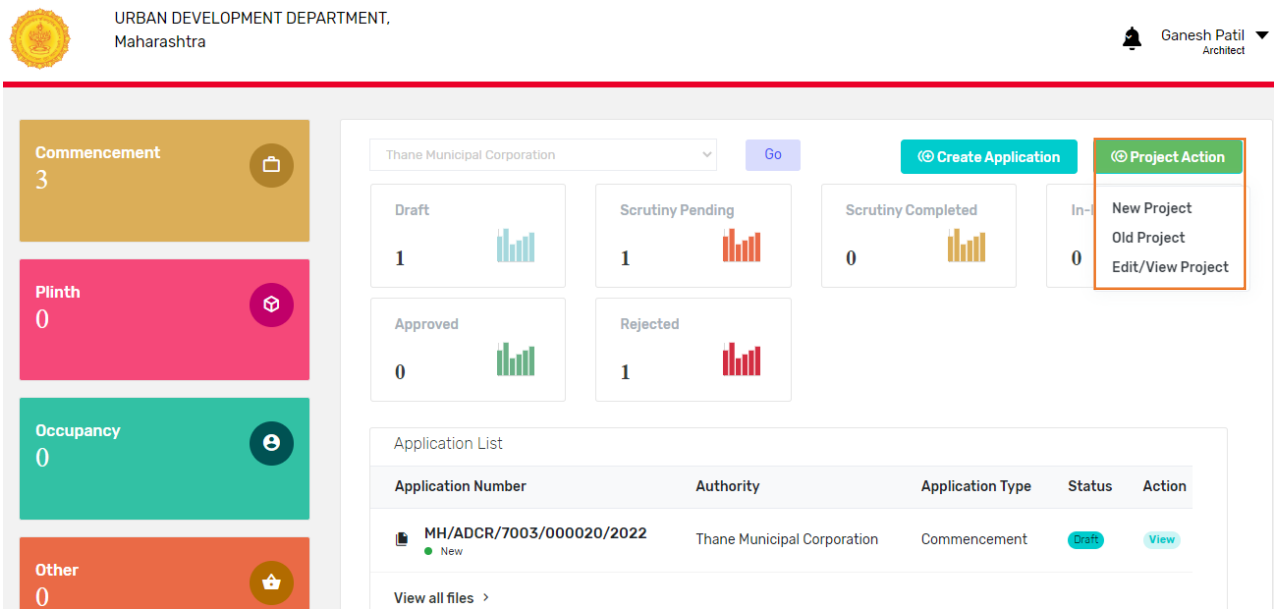


4 Project Creation

The first step in submission of an application is **New Project** creation, option available under **Project Action button**. All application will be submitted under the Project created like (Commencement, Plinth Intimation and Completion).

4.1 New Project Creation

Select **Project Action** tab on Dashboard



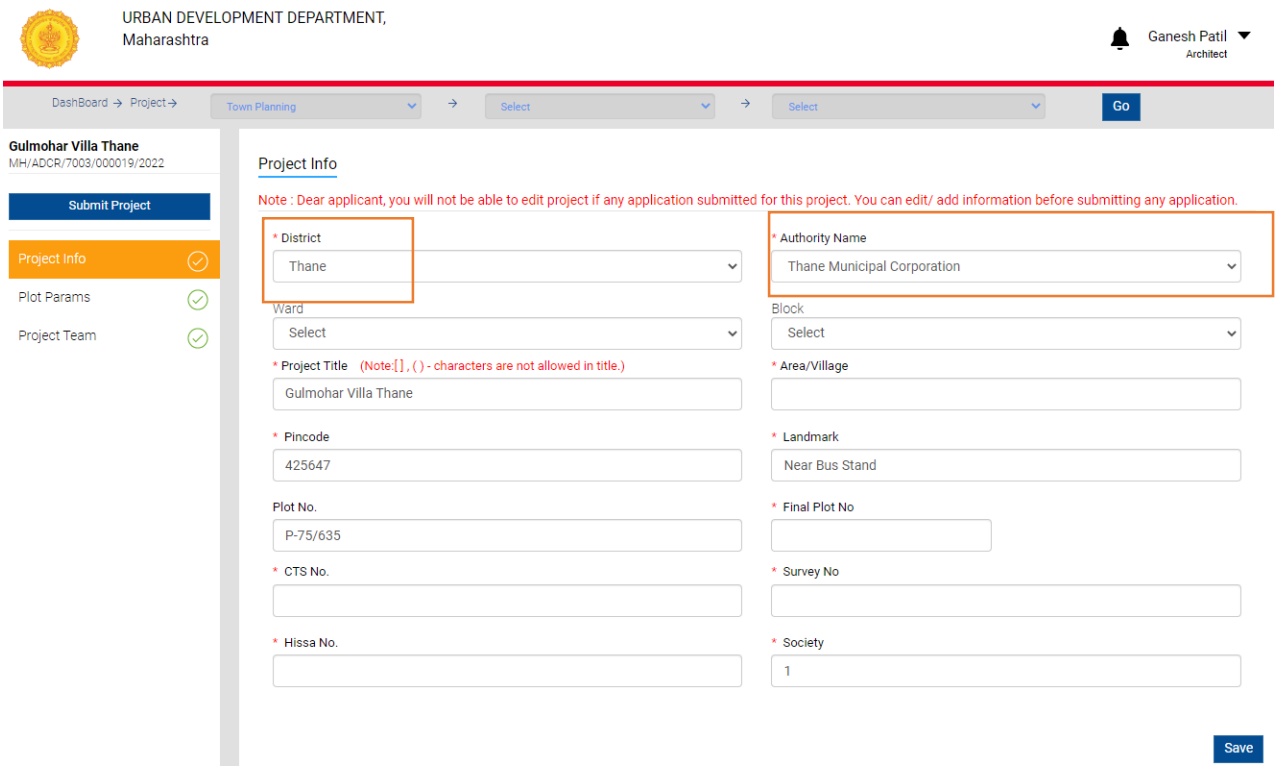
New Project – Project Information

In this section **Project** is created for a particular **property/ site address** and associated with Approving Authority/ ULB where the scrutiny and Approval of the application will take place.

All the Plot parameters are aligned with the particular **Project**. All the Applications and subsequent Approval processes for the particular **property/ site address** can be carried out thereafter on the same Project. Project information need not be filled every time.

District wise Authority/ULB selection is provided under Project Information where user can select the concerned Approving Authority/ULB.

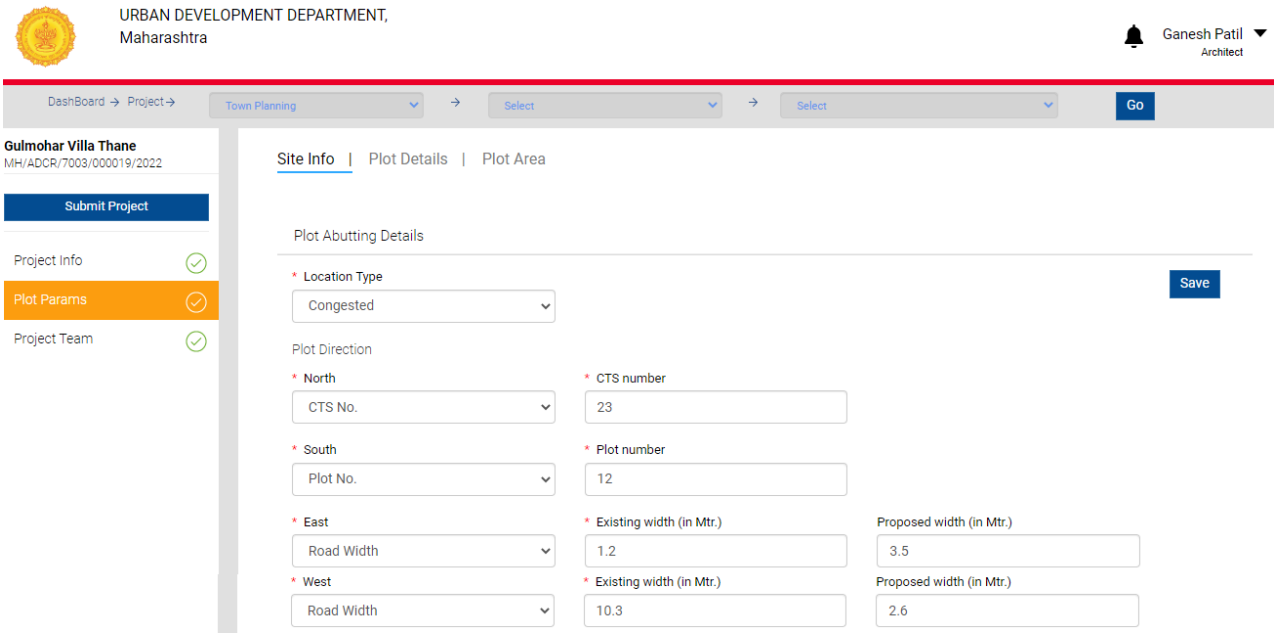
Proposed site address to be provided for the particular Project.



On click of Save button, **Project information** data gets saved.

New Project – Project Parameters| Site Information

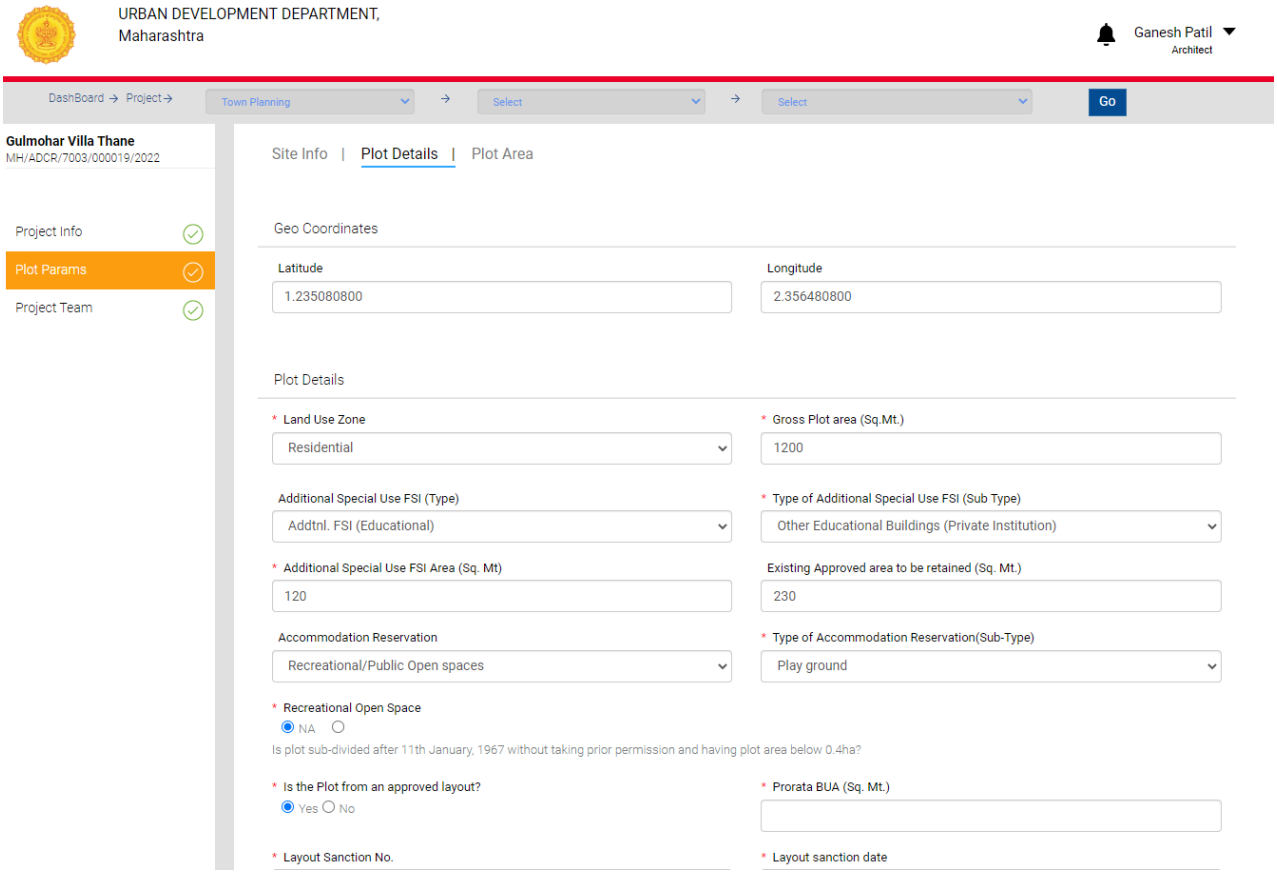
Under the site Information tab adjoining plot data and location to be entered.



On click of Save button under **Project parameters – Site Information** data gets saved.

New Project – Project Parameters| Plot details

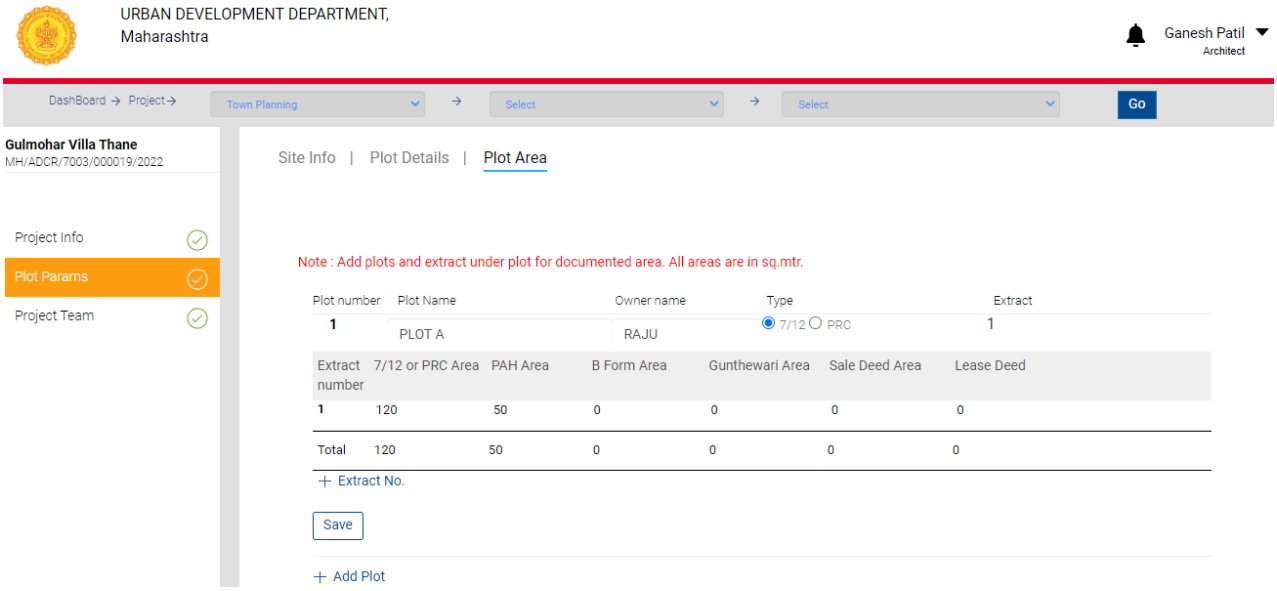
Under the Plot details tab proposed project related information like {Land use zone, Accommodation Reservation details if applicable, Special projects, whether availing Additional FSI etc.} to be entered.



On click of Save button under **Project parameters – Plot details** section data gets saved.

New Project – Project Parameters| Plot Area

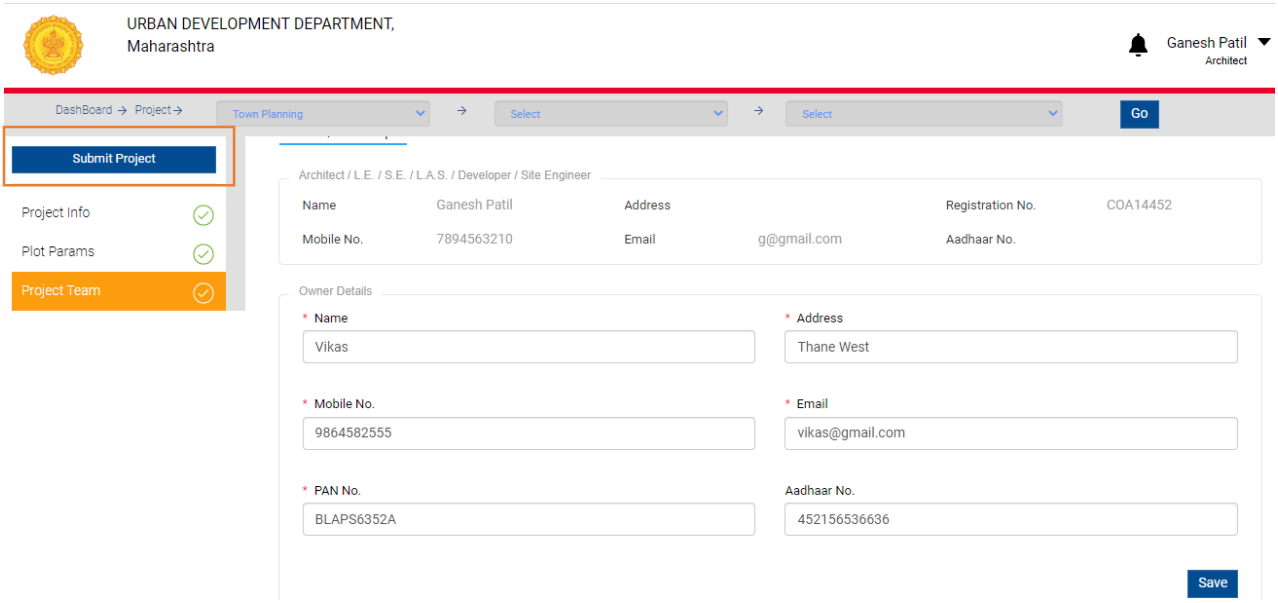
Under the Plot Area tab ownership areas as per documents {7/12, PRC etc.} to be entered which will be considered as the Plot Area during Scrutiny.



On click of Save button **Project parameters – Plot Area** data gets saved.

New Project – Project Team members

LTP will also provide Owner/ Developer and related consultants for the project like Structural Engineer, Site Engineer or Geotechnical Engineer under Project Team members.



On click of Save button **Project team** data gets saved.

On Submitting Project, Project data will be finalized and applications can be submitted thereafter on the Project created.

4.2 Edit / View Project

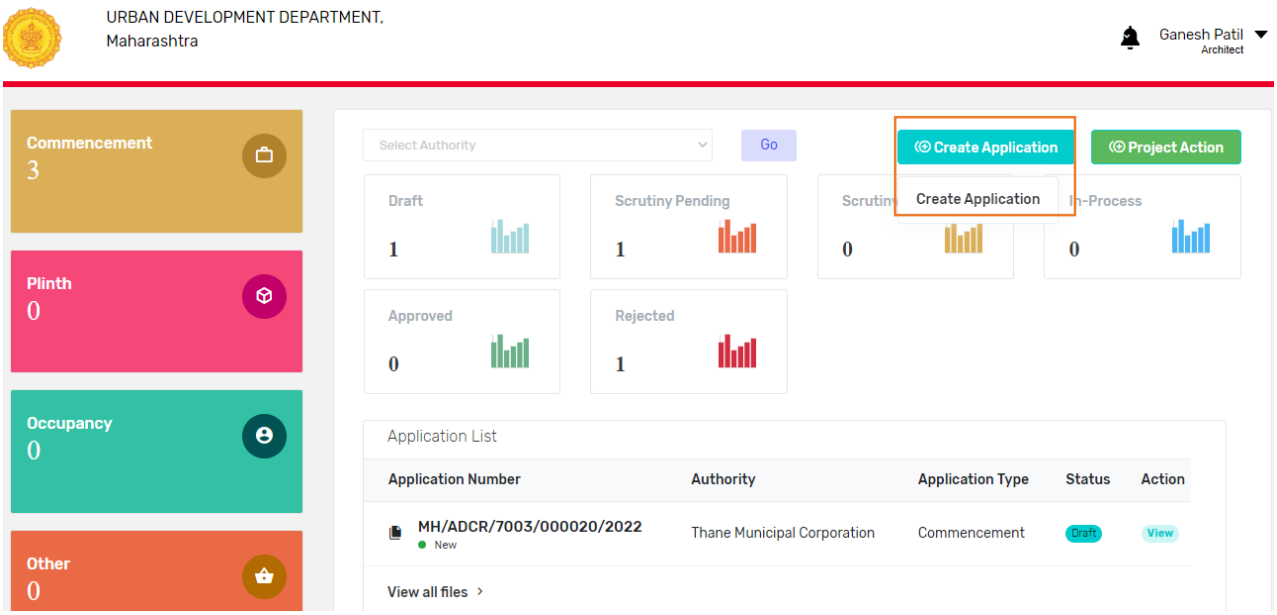
Edit/ View Project – Gives LTP to the option to edit **Project data** for typo corrections or changes before finalizing the Project data.

4.3 Old Project Creation

The functionality of **Old Project** creation is same as New Project creation except the fact that Old Projects are mapped with **Ongoing and Approved Applications** running in older versions of system.

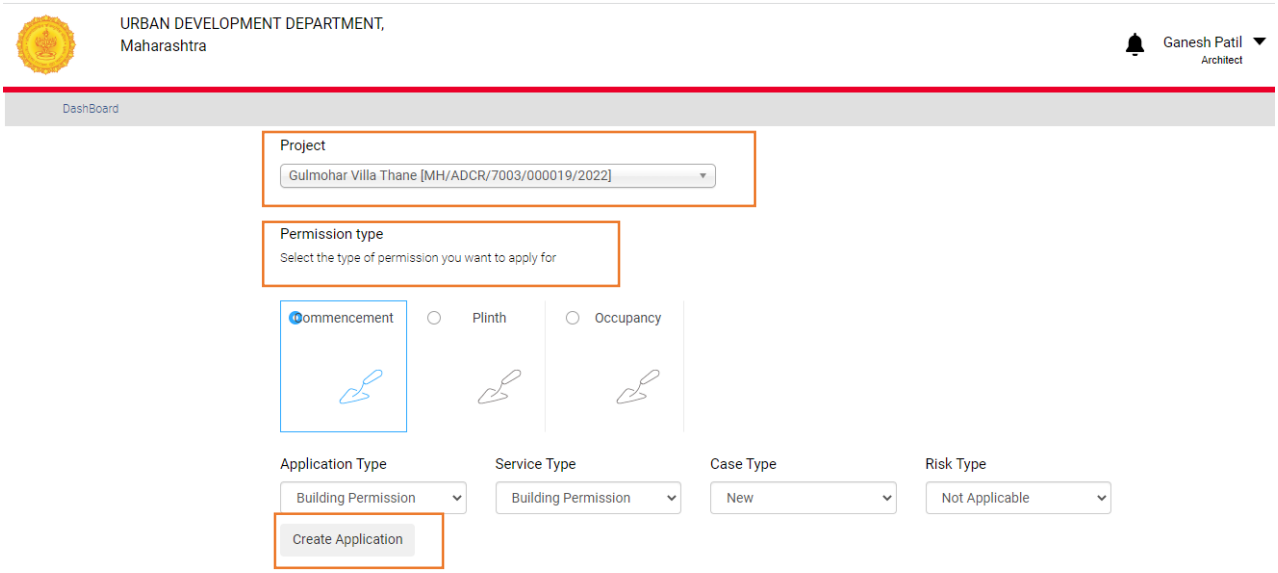
5 Application Creation

After the Project data is finalized the next step is **Create Application**, option available under **Create Application button.**

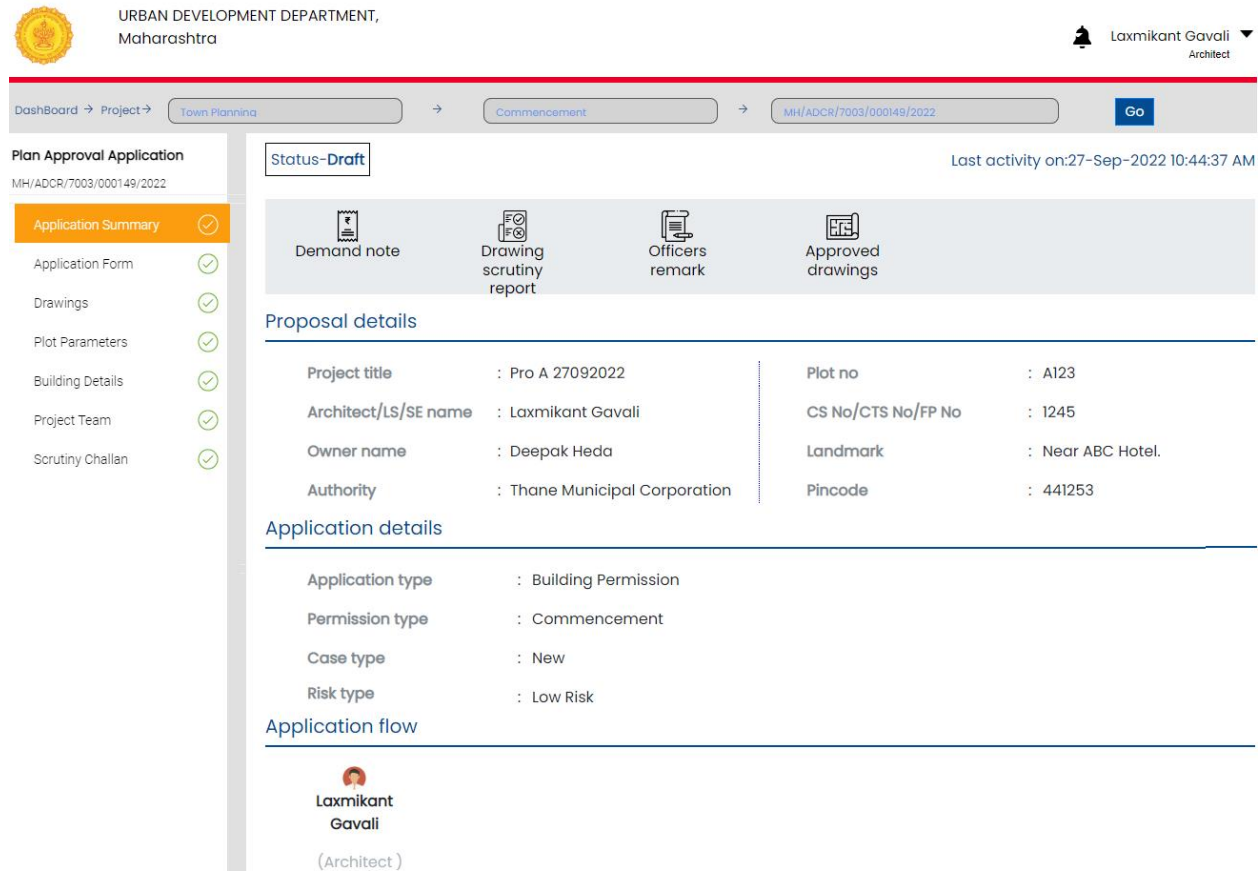


Next step will be selecting the Project under which the Application will be created.

User needs to select the **Permission type** {**Commencement, Plinth Intimation or Completion**} for which application is created.

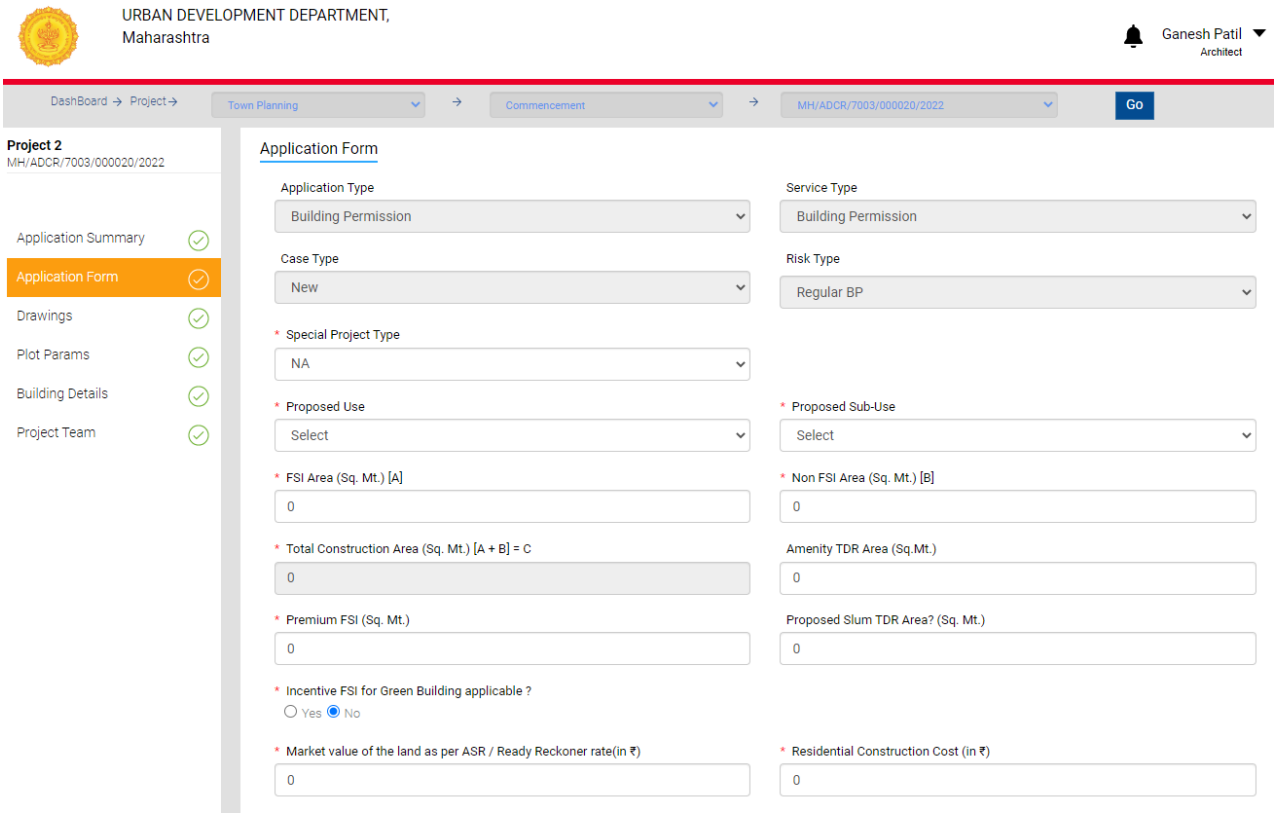


Application Summary - Draft Application gets created automatically on button click **- Create Application.**



6 Common Application form (CAF)

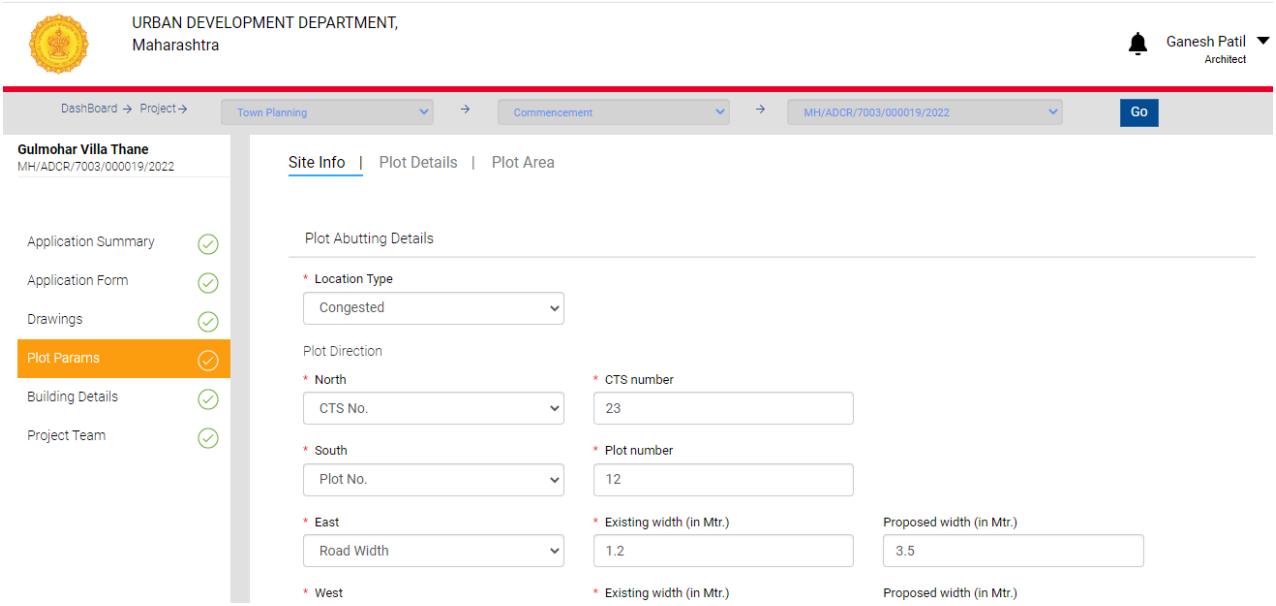
Particulars of development as required by Authority needs to be filled in the **CAF** for submitting an application created for the particular Project.



7 Plot Parameters

All the Plot related information which are added in the Project will appear under the Application.

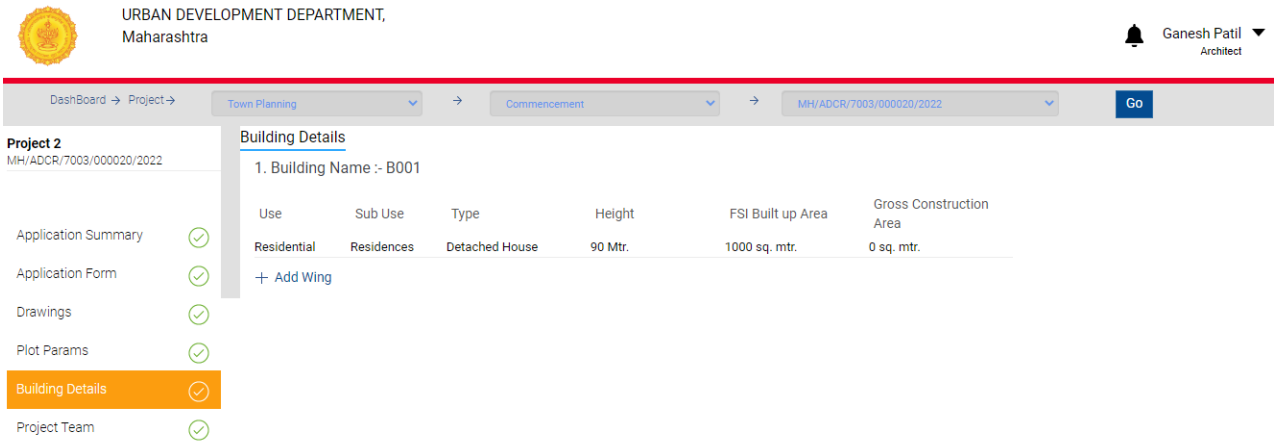
However, the Project data will have only viewing rights in Application and is non-editable.



8 Building Details

Adding Building details in the proposed plan can be added here. However, this is an optional entry.

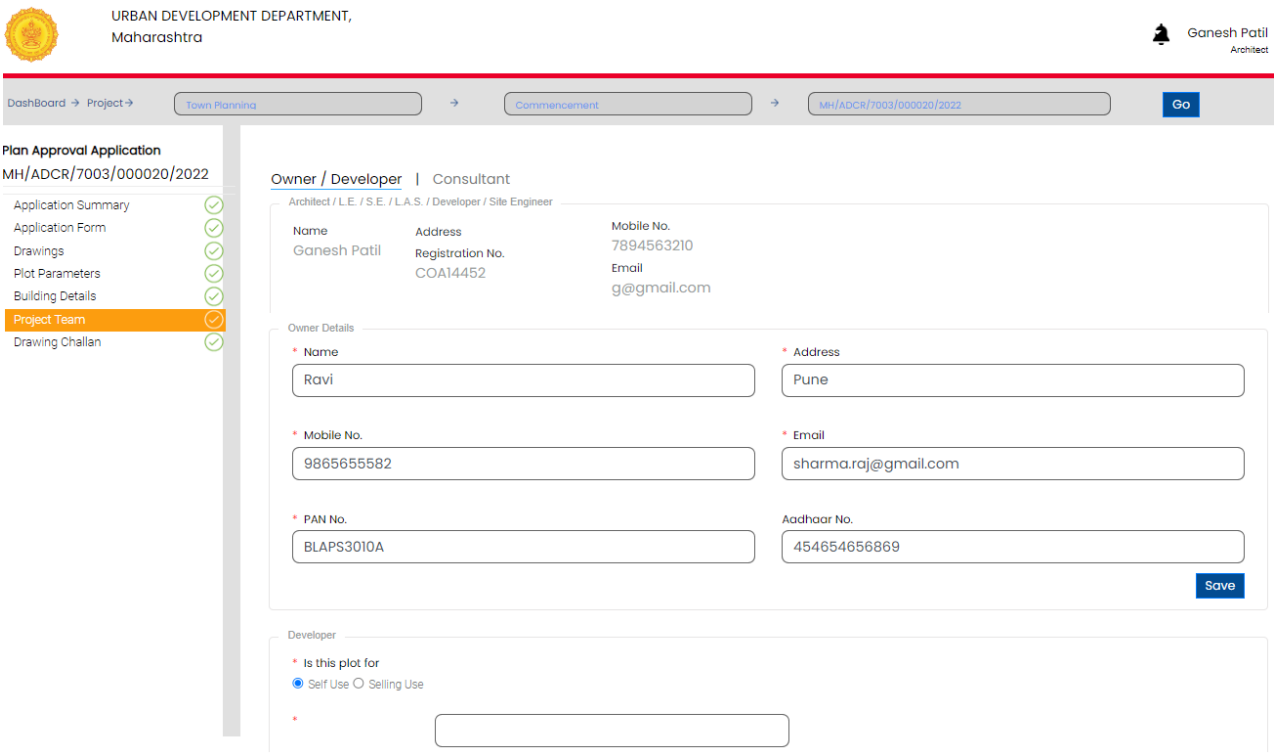
Building details shall be read from the plan.



9 Project Team members

LTP provided details of Owner/ Developer during Project creation gets automatically attached with the Application.

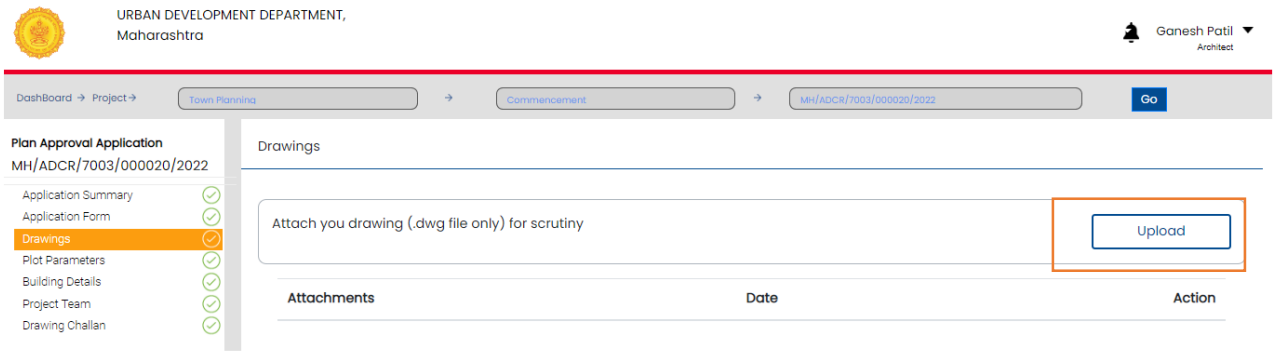
The related Team members and consultants for the project like Structural Engineer, Site Engineer or Geotechnical Engineer also gets attached to the Application.



On click of Save button **Project team** data gets updated.

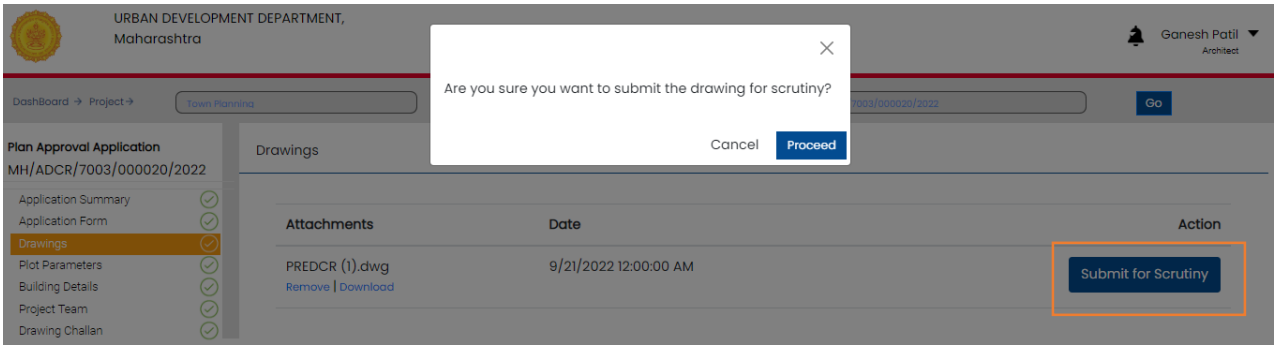
10 Drawing Attachment

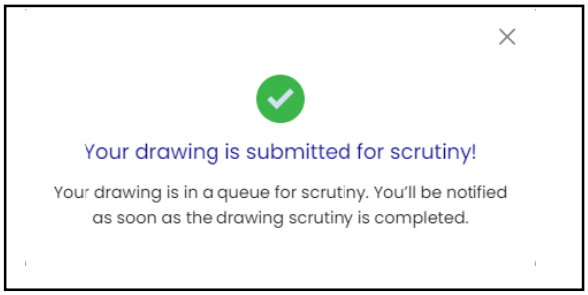
Next step is the proposed plan i.e. the Drawing **(dwg)** file attachment which will be scrutinized as per UDCPR 2020 on the Server.



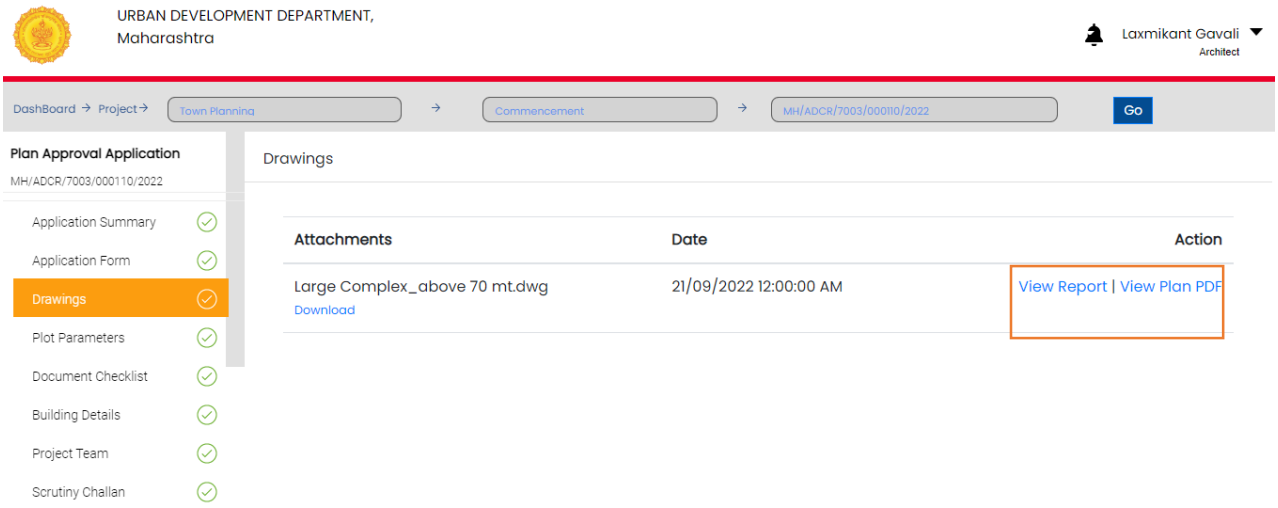
11 Submission for Server Scrutiny

Submit for Scrutiny – System will queue the application for Server scrutiny in First in First Out(FIFO) manner.



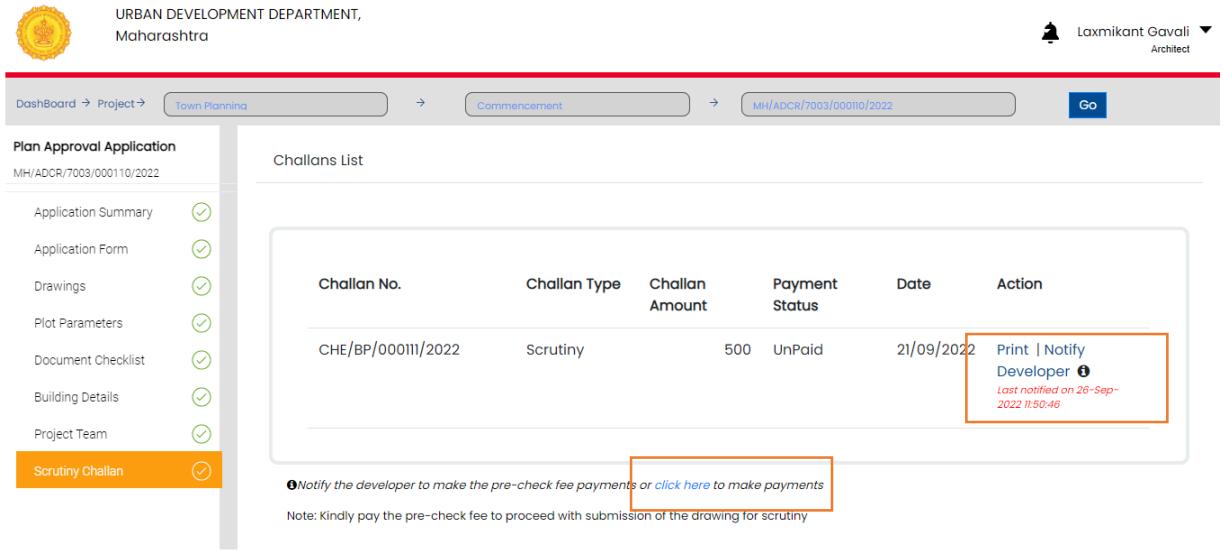


User will be notified on the **Scrutiny Status** at regular interval till the time scrutiny is completed. AutoDCR reports and Plan PDF will be available post completion of scrutiny on server under the **Report** tab.

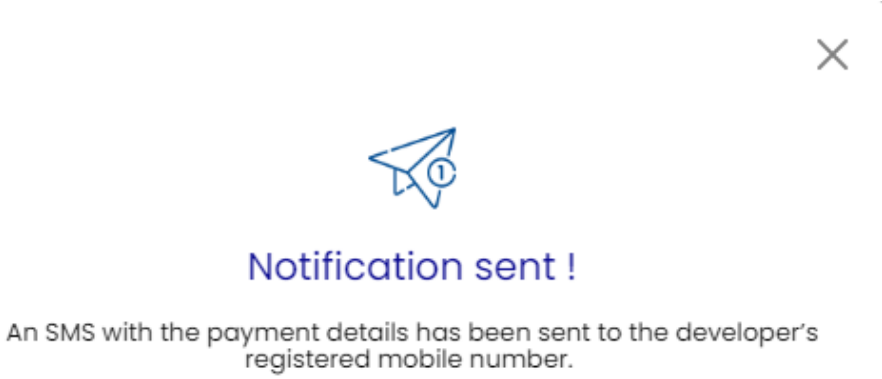


12 Transaction fees

Post scrutiny based on the Total Built-up area, transaction charges will be auto generated. SMS notification will be send from system to concerned Applicant / Developer along with payment link.

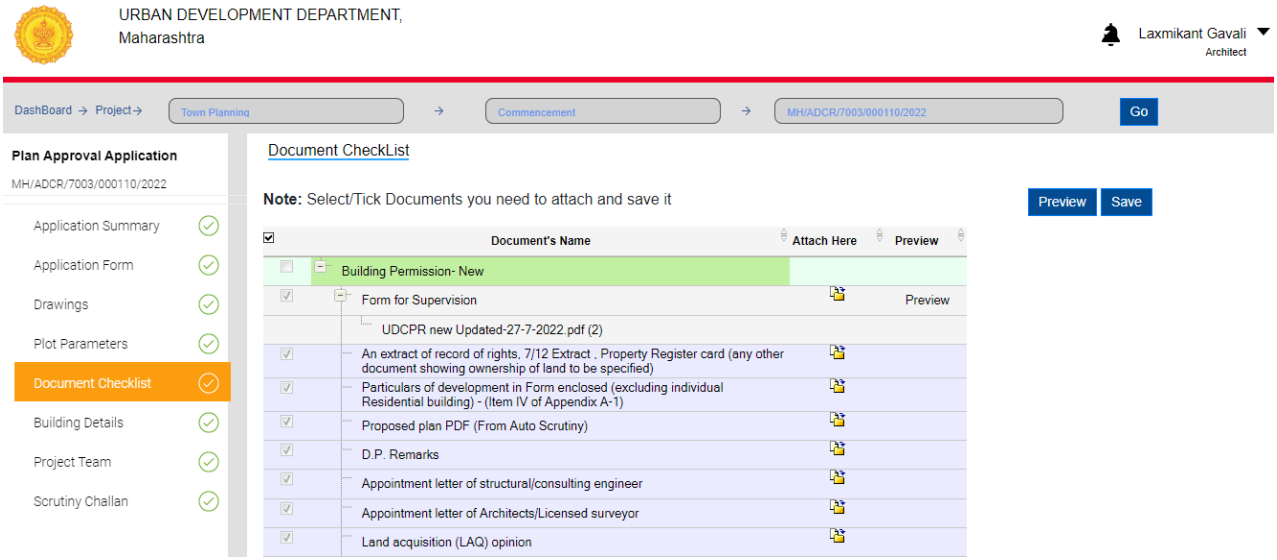


Payment Notification. Online payments available for ease of use.

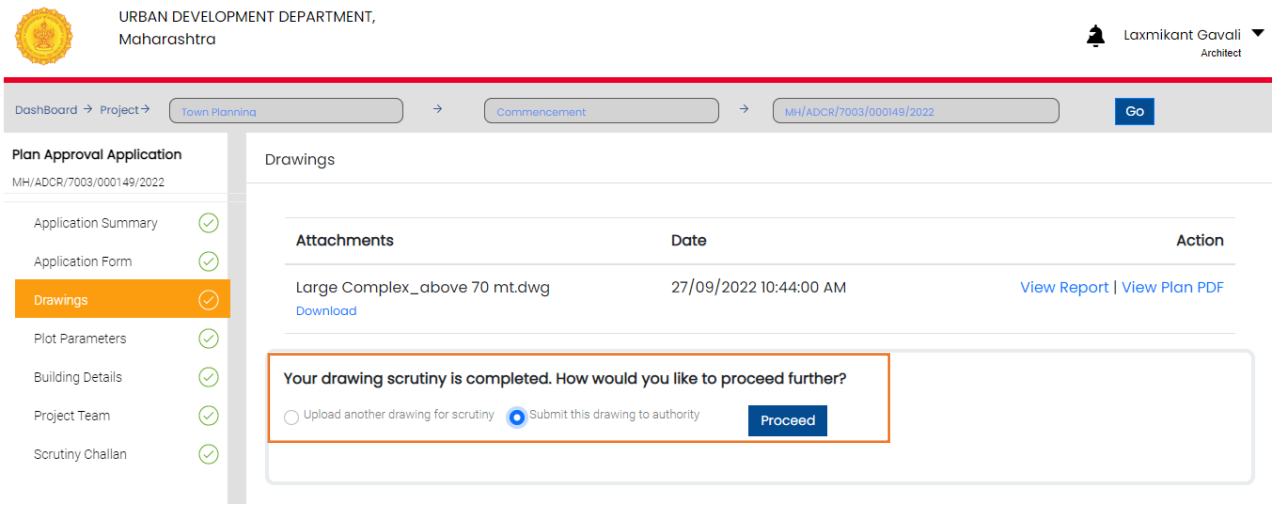


13 Document checklist

Mandatory and Conditional documents necessary for the application submission will be available for LTP to upload post scrutiny. This is the last leg for submission of application to ULB.



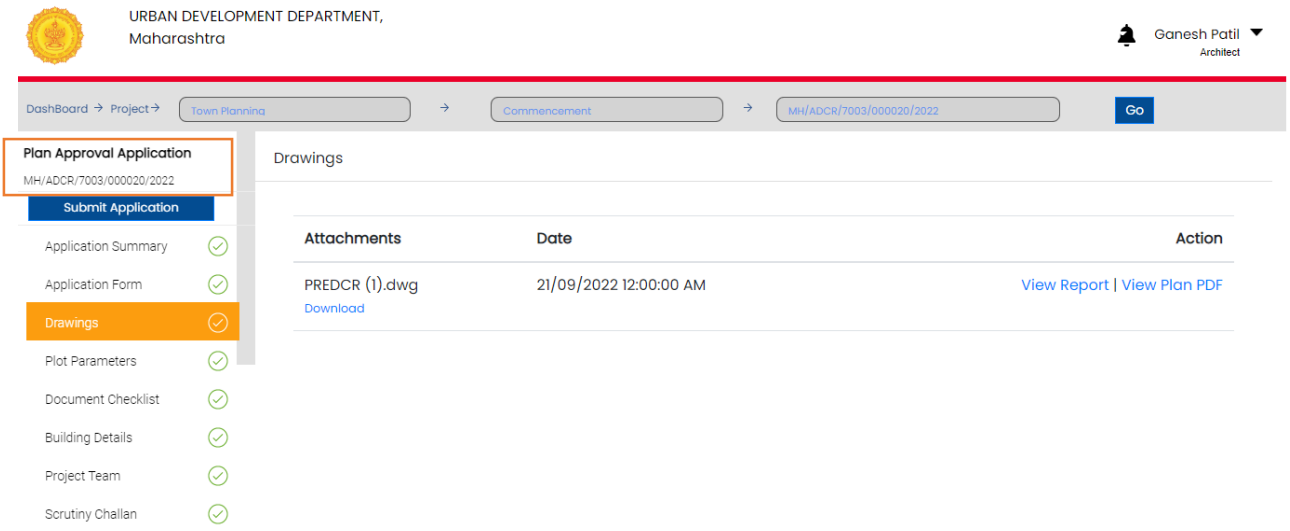
14 Application Submission to ULB

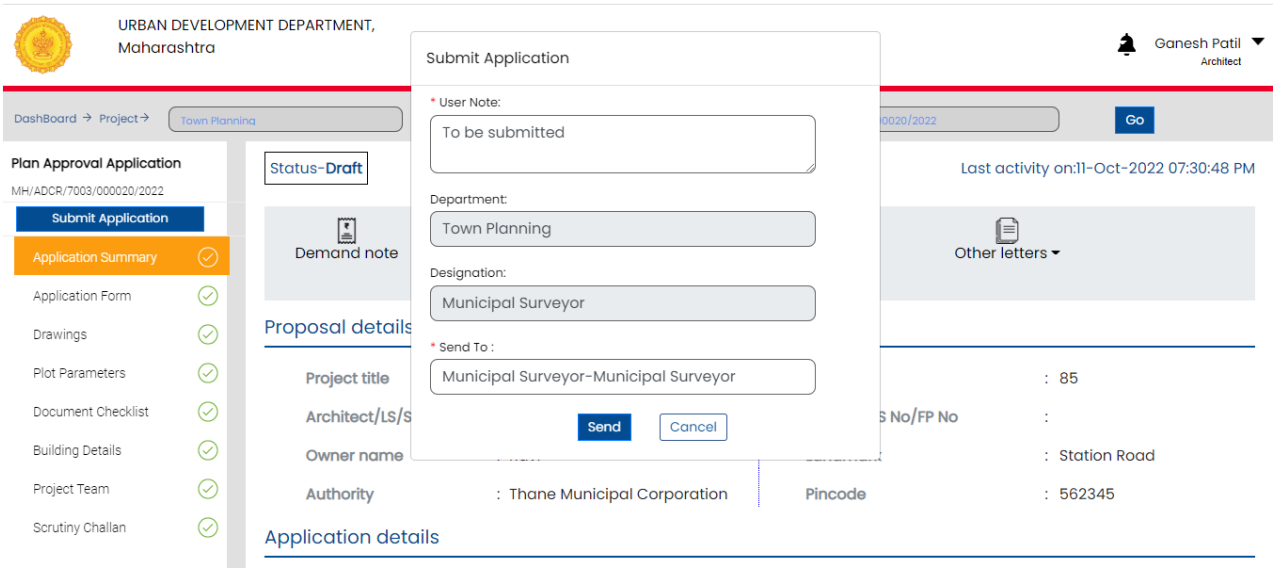


The finalized **submission drawing** shall be submitted to ULB for Approval. Based on the Report findings LTP has an option to change the drawing with a revised version and re-scrutinize and take it up as the **submission drawing**.

PROCEED will **Freeze** the drawing.

Submit Application enables submission of application to respective ULB.



Application is sent to First level officer of the ULB for further processing and Approval.

Automatic workflow is configured for each ULB for as per defined jurisdictions of officers for faster processing of application.