



**Urban Development Department  
Government of Maharashtra**

**Directorate of Town Planning & Valuation,  
Maharashtra State**

**DPMS HELP FOR ULB OFFICERS -  
SCRUTINY & APPROVAL**

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## 1 System Registered Users Classification

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



**LICENSED TECHNICAL PERSONNEL (LTP)**

- Developers/ Applicant(s)
- **ULB Officers {Town Planning / Building Permission Department}**

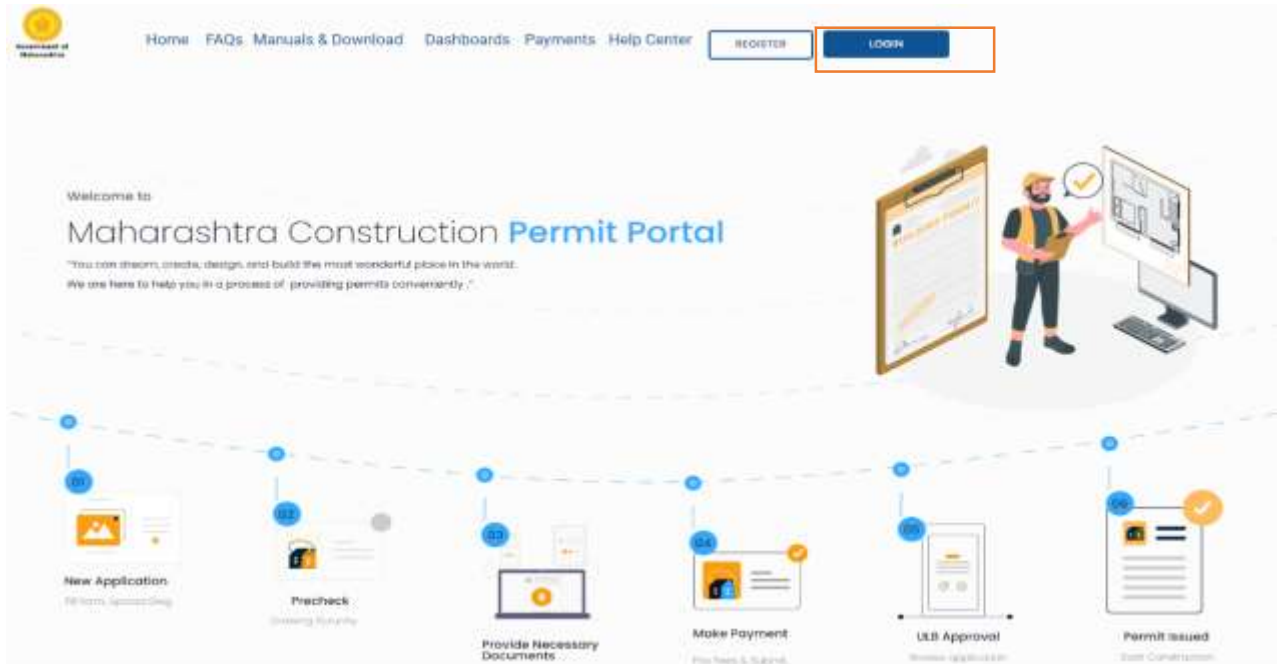
## 2 Accessing the DPMS system: User Roles & Consoles

There are various consoles defined in the DPMS system based on the designations. These consoles are mapped and created based on their roles and responsibilities of Building Permission or Town Planning departments officers.

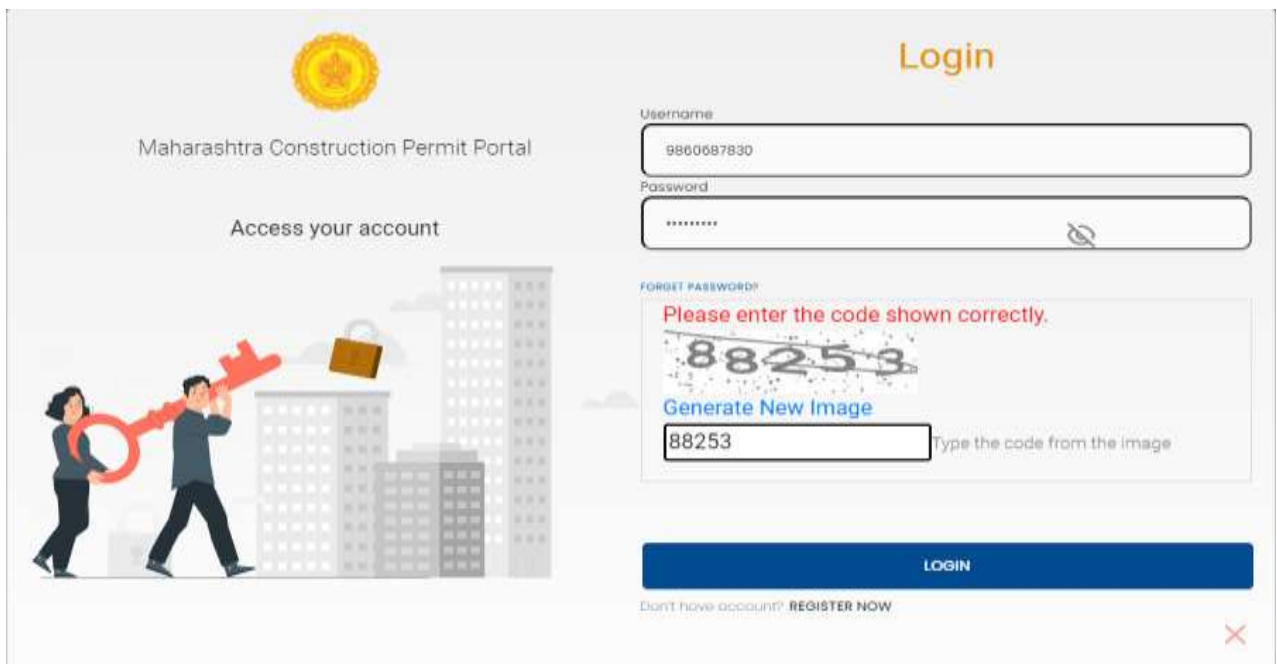
There is one **ULB Administrator console** who will be responsible for creating new users, providing access rights, workflows and maintaining the organization structure of the ULB.

### 3 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.

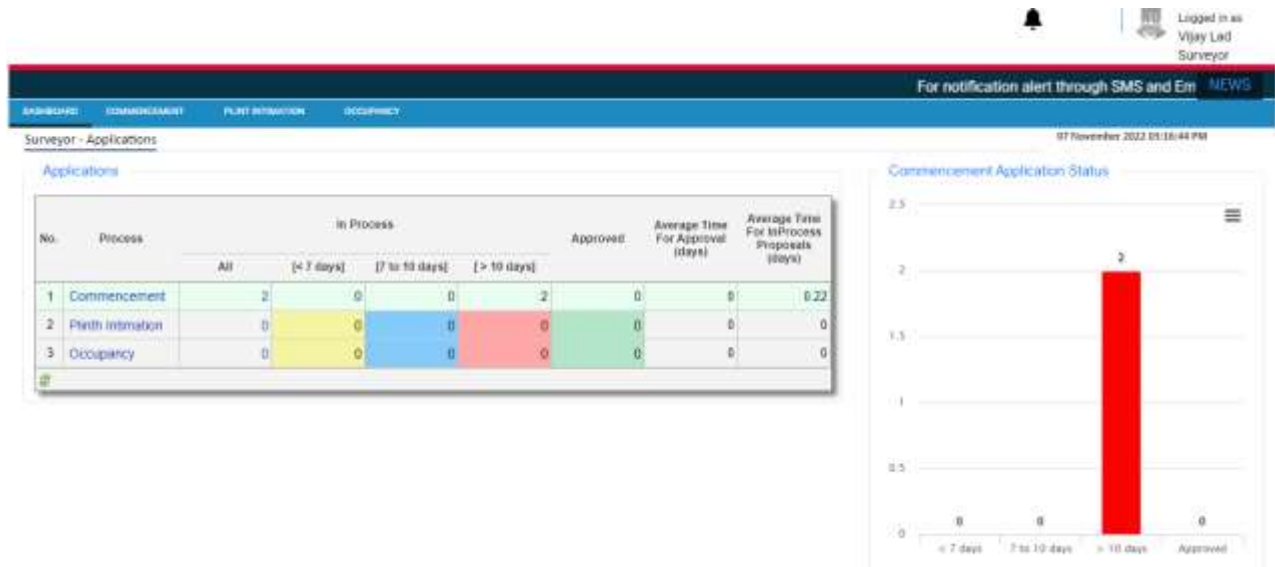


ULB officers can log in to system with their existing username and password, on successful login user will be redirected to his / her Dashboard as illustrated in below screen.



In the process examining and Approval of BP or Layout applications users defined in DPMS system as per their roles are listed below. The automatic workflow will start from level 1 till Approval or Rejection of application at highest level Municipal Commissioner (MC) or if power is delegated in the respective ULB Approval takes place at delegated Authority level.

#### 4 Municipal Surveyor (MS) - (Level 1 officer)



All the applications submitted by LTP will reach to the first level officer configured as per the ULB work flow process by the Administrator.

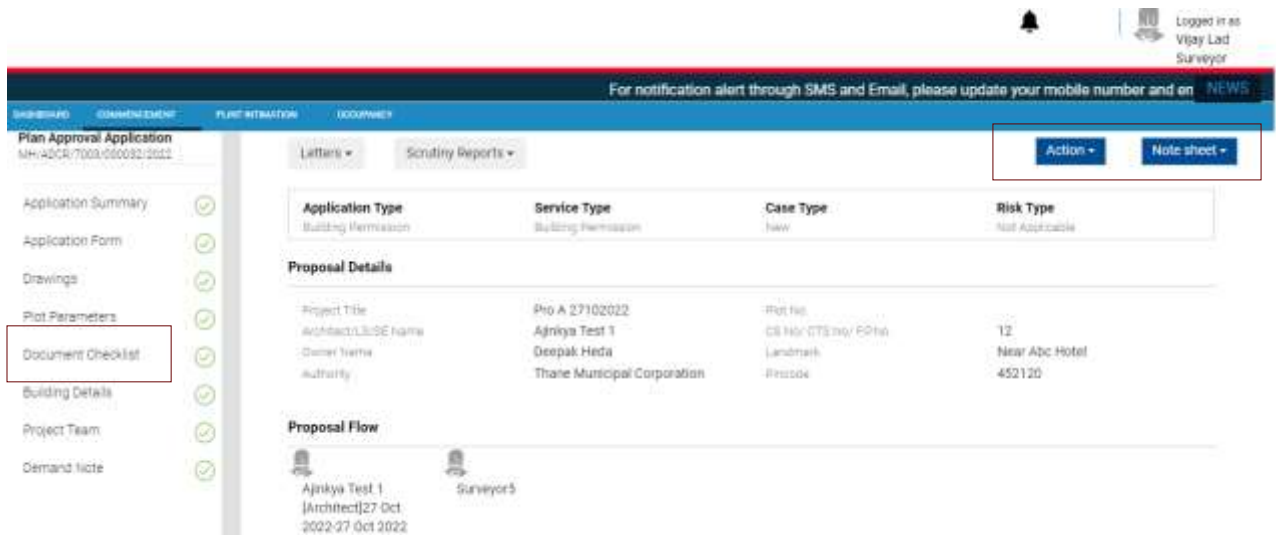
The applications will be sent to Municipal Surveyor or Assistant Town Planner or equivalent officer for the ULB, who is assigned randomly by the system from the pool of Municipal Surveyors for Site Inspection.

Commencement Applications

Application Number	Case Type	Architect/LS Name	Owner Name	Inward Date	Area (Sq.Mt.)
MHIADCR/7003/000032/2022	New	Ajinkya Test 1	Ajinkya Test 1	27 October 2022	0
MHIADCR/7003/000029/2022	New	Ajinkya Test 1	Ajinkya Test 1	25 October 2022	0

Total Number of Proposals : 2

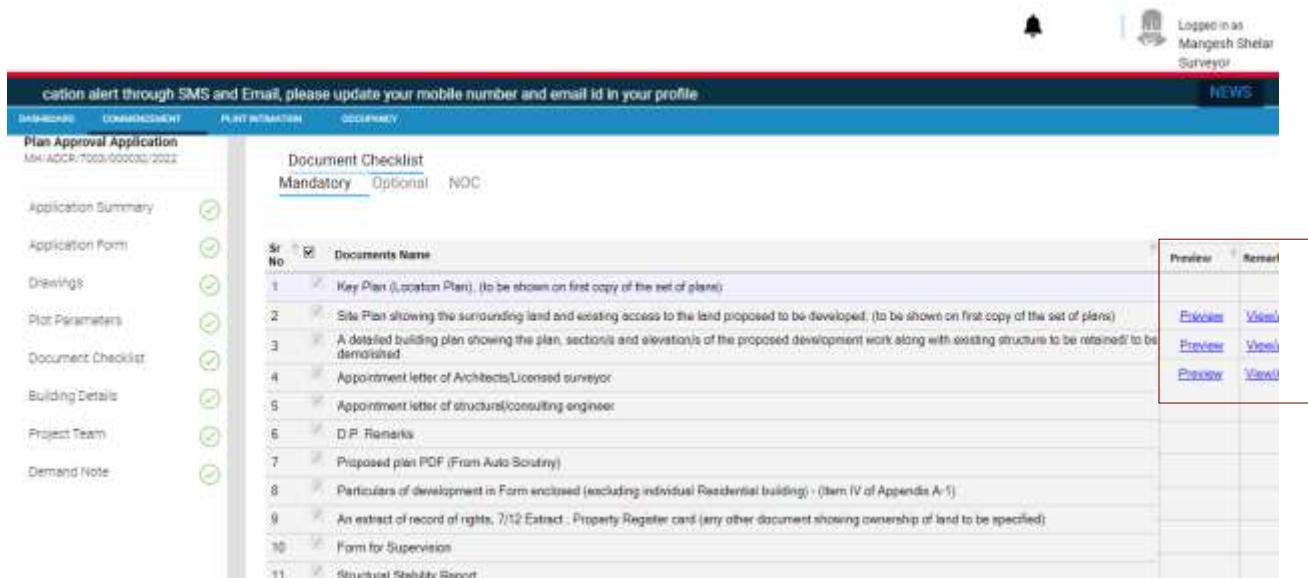
MS will have the application for scrutiny in his/ her **In-Process** list.



Activities for Municipal Surveyor -

- Site Inspection based on auto Schedule and random allocation
- Document verification
- Note sheet

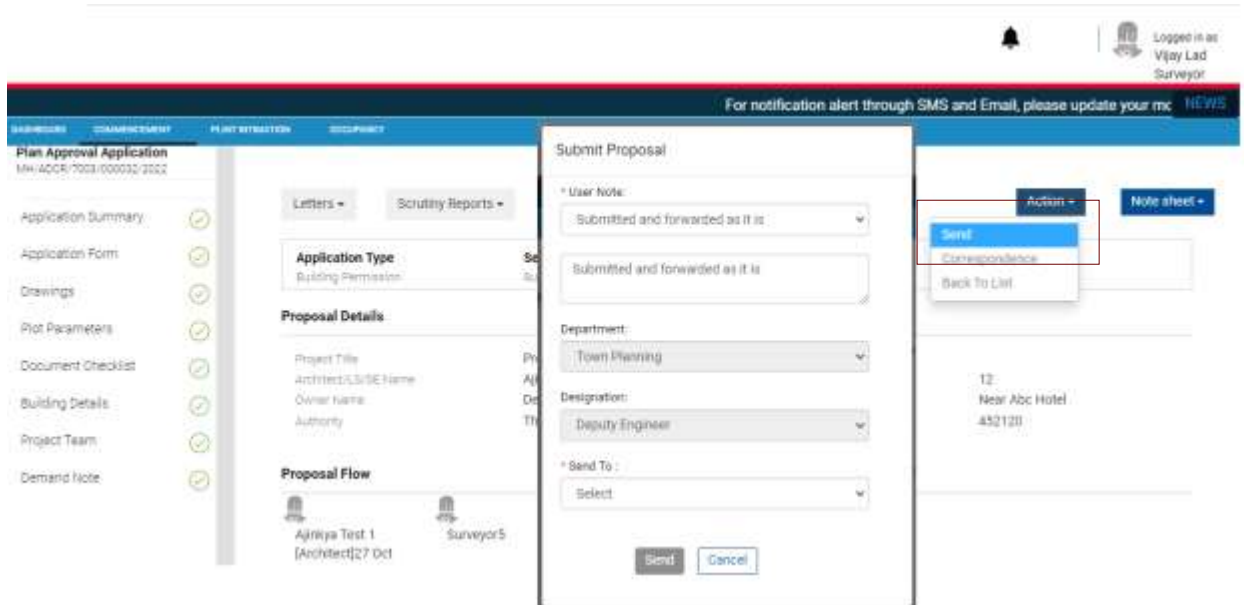
Documents attached along with the application can be previewed and provision for adding remarks against each document is provided for MS.



Note sheet – MS or Level officer will add the note sheet of the findings of scrutiny and send the application to next level for review.



The application can be sent to Level 2 officer for review and scrutiny by clicking on the **Send** button.



## 5 Deputy Engineer (DE) - (Level 2 officer)

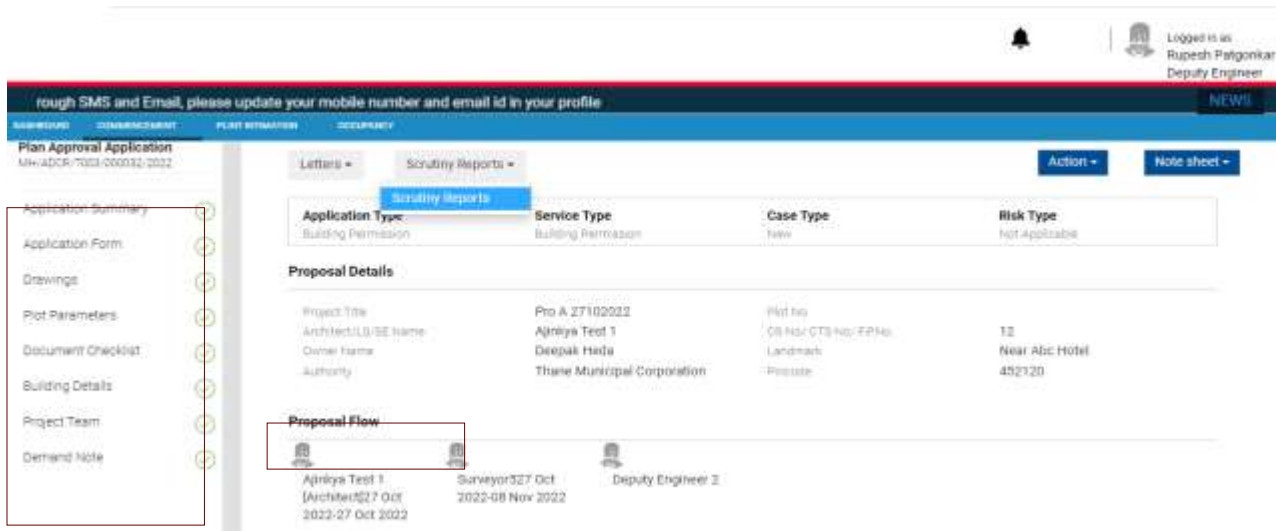
Deputy engineer (Level 2 officer) Dashboard, all cases listed as per stages which are sent for further scrutiny and review.

Activities for Deputy Engineer/ Level 2 officer -

- AutoDCR Scrutiny Reports verification
- Review Document verification remarks
- Verify system generated Demand Note
- Note sheet



Review Application details along with Workflow



Review AutoDCR Reports



Plan Approval Application  
MH/ADCR/7003/000032/2022

Application Summary  
Application Form  
Drawings  
Plot Parameters  
Document Checklist  
Building Details  
Project Team  
Demand Note

Letters - Scrutiny Reports -

Application Type: Building Permits  
Service Type: Building Permits  
Case Type: New  
Risk Type: Not applicable

Proposal Details

Project Title	PR A 27102022	Plot No.	
Architect/LS/SE Name	Ajinkya Test 1	CE No./CTS No./FFNo.	12
Owner Name	Deepak Mehta	Landmark	Near ABC Hotel
Authority	Thane Municipal Corporation	Pincode	402120

Proposal Flow

Ajinkya Test 1 [Architect] 27 Oct 2022-27 Oct 2022  
Surveor/527 Oct 2022-08 Nov 2022  
Deputy Engineer 2

Scrutiny Report for File No.: MH/ADCR/7003/000032/2022  
[Plan/CR Report](#) [Summary Report](#) [Detail Report](#) [Objection Report](#)

Review Report as per UDCPR-2020 **Check List Report** Report Generated On: 27-10-2022 Version Number: 1.0.77

Proposal Information (Table 1-A)

Proposal Details (Table A)		Project Details (Table B)	
Proposal No	MH/ADCR/7003/000032/2022	Plot No	25
ULB/Authority	Thane Municipal Corporation	Plot Address	
Authority type/grade	Municipality_2nd	Lapout no	
Project Type	Building Development	Old approval number	
Proposal Type	Residential	Special Project	12.5% Scheme
Case Type	New	Plot Abutting Details (Table C)	
Location	Congested Area	North	CTS No. CC125450
Land use zone	Residential	South	CTS No. 352925
Zone as per UDCPR	Residential	East	CTS No. EE2925
Is reservation plot	No	West	CTS No. WW4540
Airport vicinity	No	Project Team (Table D)	
Heritage vicinity	No	Owner's Name	Deepak Mehta
CN2 affected	No	Owner's Contact Number	9505059595
Flood line affected	No	Owner's Email ID	
Reservation affected	No	Architect's Name	Ajinkya Test 1

Review Demand Note

Plan Approval Application  
MH/ADCR/7003/000032/2022

Application Summary  
Application Form  
Drawings  
Plot Parameters  
Document Checklist  
Building Details  
Project Team  
Demand Note

PAYMENTS MADE

File Number: MH/ADCR/7003/000032/2022

ActiveReports.vr10

URBAN DEVELOPMENT DEPARTMENT, MAHARASHTRA  
Tax Invoice / Chalan

File No.	MH/ADCR/7003/000032/2022	Submitted On	08 November 2022
Chalan No.	CH/THAN/000032/2022	Chalan Date	07 October 2022
Owner Name	Deepak Mehta	Owner Address	Thane

Sl No.	Description	Account Code	Amount
1	Transmission Fee	999-00-000-001	500.00
Total			500.00

Amount In Words: Rupees Five Hundred Only

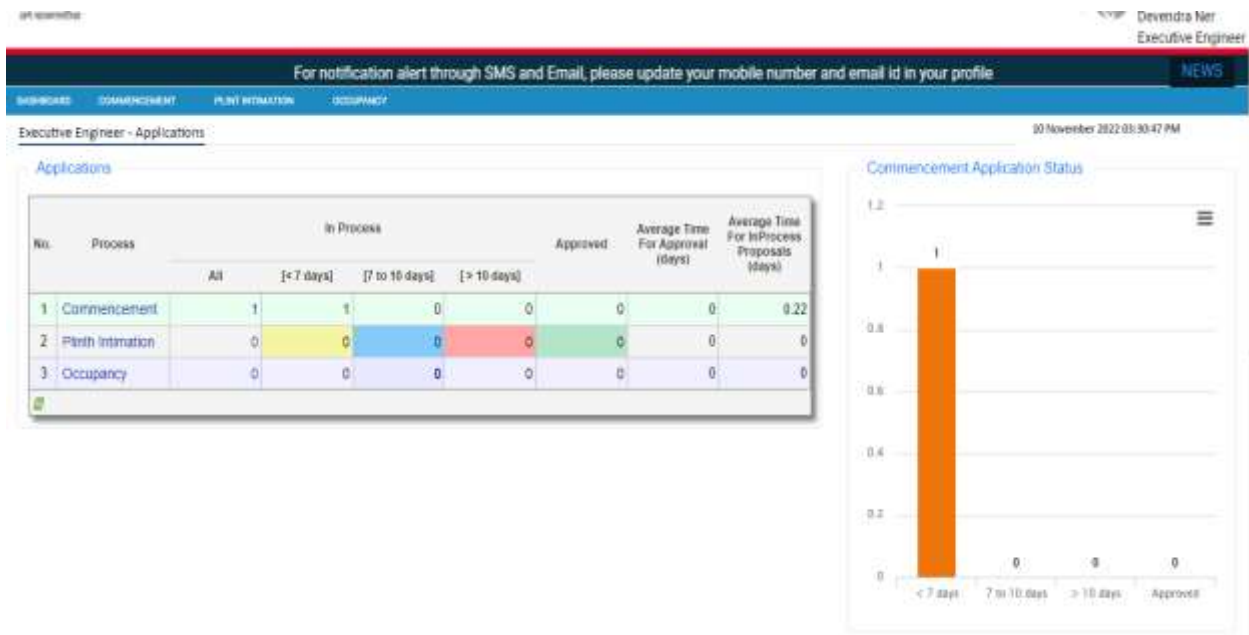
Note: you are hereby requested to pay the amount within 15 days from date to get the receipt of the same.

## 6 Executive Engineer (EE) - (Level 3 officer)

Executive engineer (Level 3 officer) Dashboard, all cases listed as per stages which are sent for further scrutiny and review.

Activities for Executive Engineer/ Level 3 officer –

- AutoDCR Scrutiny Reports verification
- Review Document verification remarks
- Verify system generated Demand Note
- Note sheet



Review Application details along with Workflow

## HELP MANUAL FOR ULB OFFICERS

Devendra Ner Executive Engineer

For notification alert through SMS and Email, please update your mobile number and email id in you [NEWS](#)

DASHBOARD COMMANDMENT PLAN INFORMATION OCCUPANCY

### Applications Received For Concession

Status	Application Number	Architect/LS/SE	Type Of Notice	Proposal Date
Under Review	MH/ADCR/7003/00109/2022	Raj Heda	FRESH	10 Nov 2022

Total Number of Proposals : 1

Devendra Ner Executive Engineer

For notification alert through SMS [NEWS](#)

DASHBOARD COMMANDMENT PLAN INFORMATION OCCUPANCY

### Plan Approval Application

MH/ADCR/7003/00109/2022

Application Summary ✓

Application Form ✓

Drawings ✓

Plot Parameters ✓

Document Checklist ✓

Building Details ✓

Project Team ✓

Demand Note ✓

Letters - Scrutiny Reports - Action - Note sheet -

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

#### Proposal Details

Project Title	Pro K 08/11/2022	Plot No.	25
Architect/LS/SE name	Raj Heda	25 Nap/CTS no./FRNo.	Landmark 134
Owner Name	Deepak Heda	Landmark	345454
Authority	Thane Municipal Corporation	Pincode	

#### Proposal Flow

Raj Heda [Architect] 08 Nov 2022-10 Nov 2022

Surveyor 1410 Nov 2022-10 Nov 2022

Deputy Engineer 110 Nov 2022-10 Nov 2022

Executive Engineer 1

Review AutoDCR Reports.

Plan Approval Application  
MH/ADCR/7003/000109/2022

Application Summary ✓  
Application Form ✓  
Drawings ✓  
Plot Parameters ✓  
Document Checklist ✓  
Building Details ✓  
Project Team ✓

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

**Proposal Details**

Project ID#	Pro K 08/11/2022	Plot No.	
Architect/LS/DB Name	Raj Heda	CS No./ CTS No./ P/No	25
Owner Name	Deepak Heda	Landmark	Landmark 134
Authority	Thane Municipal Corporation	Pincode	545454

Scrutiny Report for File No.: **MH/ADCR/7003/000109/2022**

PreDCR Report Summary Report Detail Report Objection Report

### AutoDCR Scrutiny Report

Review Report as per UDCPR-2020 **Check List Report** Report Generated On: 08/11/2022 Version Number: 1.0.0.78

**Proposal Information (Table 1-A)**

Proposal Details (Table A)		Project Details (Table B)	
Proposal No.	MH/ADCR/7003/000109/2022	Plot No.	25
ULB/Authority	Thane Municipal Corporation	Plot Address	
Authority type/grade	Municipality_2nd	Layout no.	
Project Type	Building Development	Old approval number	
Proposal Type	Residential	Special Project	NA
Case Type	New	<b>Plot Abutting Details (Table C)</b>	
Location	Congested Area	North	CTS No. CTS/10/454546
Land-use zone	Residential	South	CTS No. CTS/10/454548
Zone as per UDCPR	Residential	East	CTS No. CTS/10/454547
Is reservation plot	No	West	CTS No. CTS/10/454578

Review Demand Note

Plan Approval Application  
MH/ADCR/7003/000109/2022

Application Summary ✓  
Application Form ✓  
Drawings ✓  
Plot Parameters ✓  
Document Checklist ✓  
Building Details ✓  
Project Team ✓  
Demand Note ✓

**PAYMENTS MADE**

File Number: MH/ADCR/7003/000109/2022

ActiveReports.ar10

**URBAN DEVELOPMENT DEPARTMENT, MAHARASHTRA**  
Tax Invoice / Chalan

File No.:	MH/ADCR/7003/000109/2022	Submitted On:	10 November 2022
Chalan No.:	130/BP/000119/2022	Chalan Date:	08 November 2022
Owner Name:	Deepak Heda	Owner Address:	Thane

Sl No.	Description	Account Code	Amount
0	Transaction Fee	000-90 400 001	200.00
Total			200.00

Amount In Words: Rupees Two Hundred Only

Executive Engineer can add conditions for application to be approved which will reflect on Commencement Certificate by click on Conditions button and then on Add Conditions.

## HELP MANUAL FOR ULB OFFICERS

The screenshot shows the 'Plan Approval Application' form in the DPMS system. The user is Devendra Ner, Executive Engineer. The form is divided into several sections: 'Application Summary', 'Application Form', 'Drawings', 'Plot Parameters', 'Document Checklist', 'Building Details', 'Project Team', and 'Demand Note'. The 'Add Condition' button is highlighted, and a dropdown menu is visible, showing 'Add Condition' as an option. The 'Proposal Details' section contains the following information:

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

**Proposal Details**

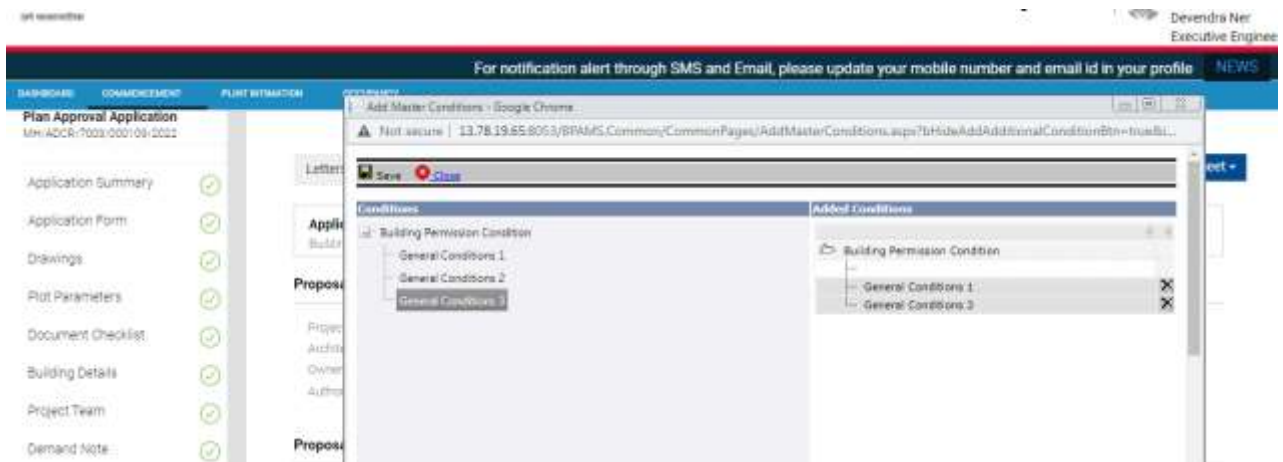
Project Title	Pro K 08/11/2022	Plot No.	
Architect/LS/SE Name	Raj Heda	CE No/ CTS No/ FPNs	25
Owner Name	Deepak Heda	Landmark	Landmark 134
Authority	Thane Municipal Corporation	Pincode	545454

**Proposal Flow**

When click on Add condition, Master Conditions will be enabled where officer can add the condition or drag and drop from master conditions.

The screenshot shows the 'Add Master Conditions' dialog box in the DPMS system. The user is Nitin Yesugade, Deputy City Engineer. The dialog box is open, and the 'Building Permission Condition' is selected. The dialog box contains the following information:

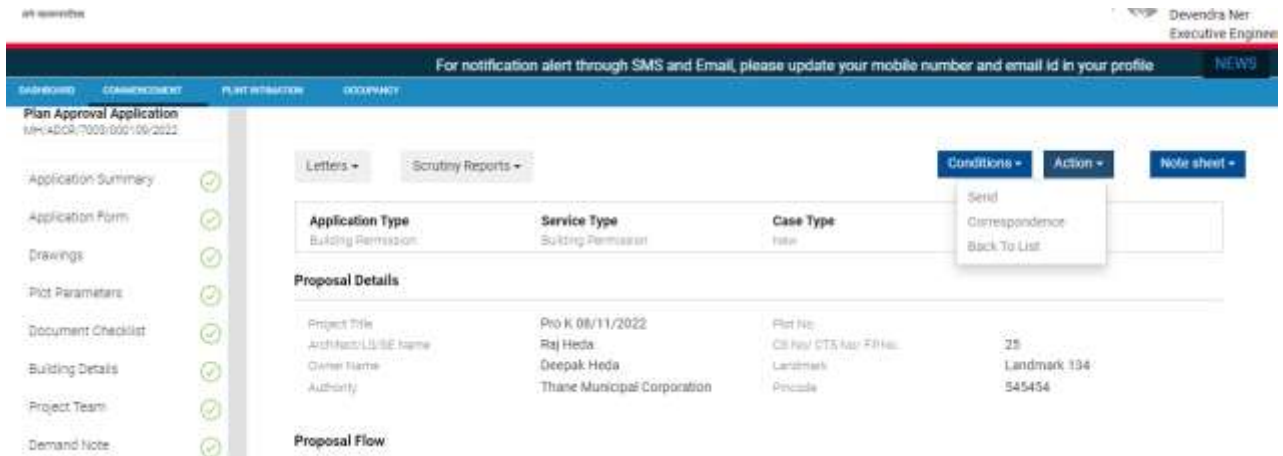
Conditions	Added Conditions
Building Permission Condition	Building Permission Condition
General Conditions 1	
General Conditions 2	
General Conditions 3	



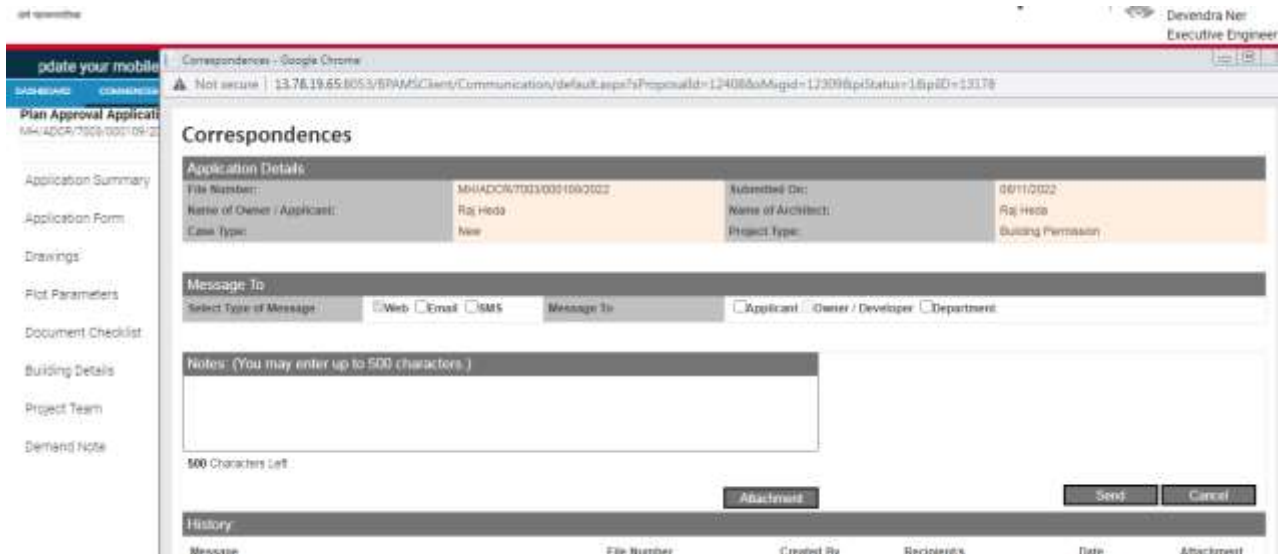
Executive Engineer has to click on Action button to get Send/Correspondence/Back to list option in the application.

When Executive Engineer click on Action button then below options are showing.

- Send
- Correspondence
- Back to List



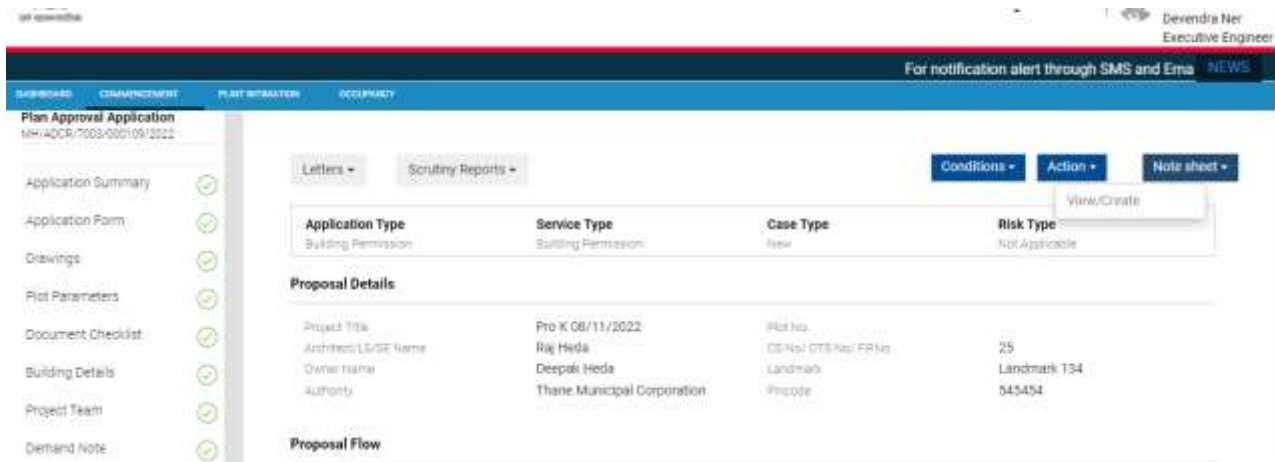
Click on Correspondence then officer can able to communicate query related to application with Applicant, Owner/Developer or Department.



When click on Back to list, it will move to the list of applications.



Executive Engineer has to give his remarks in note sheet by click on note sheet button.

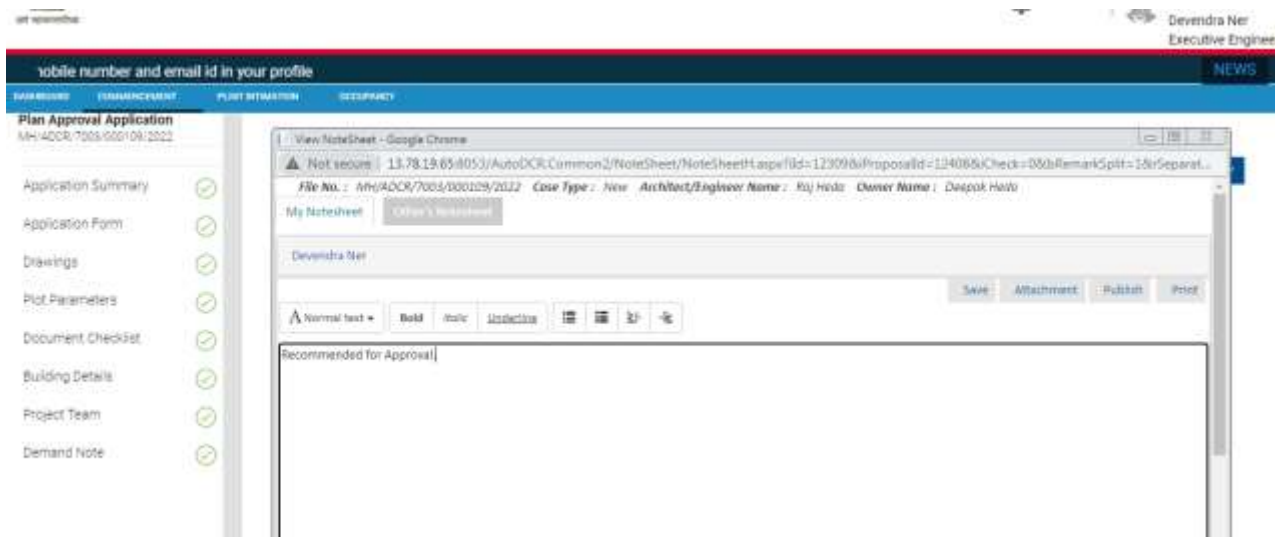


Executive Engineer can click on View/Create button.

Here Executive Engineer able to view remarks given by previous officer and he can add his remarks.

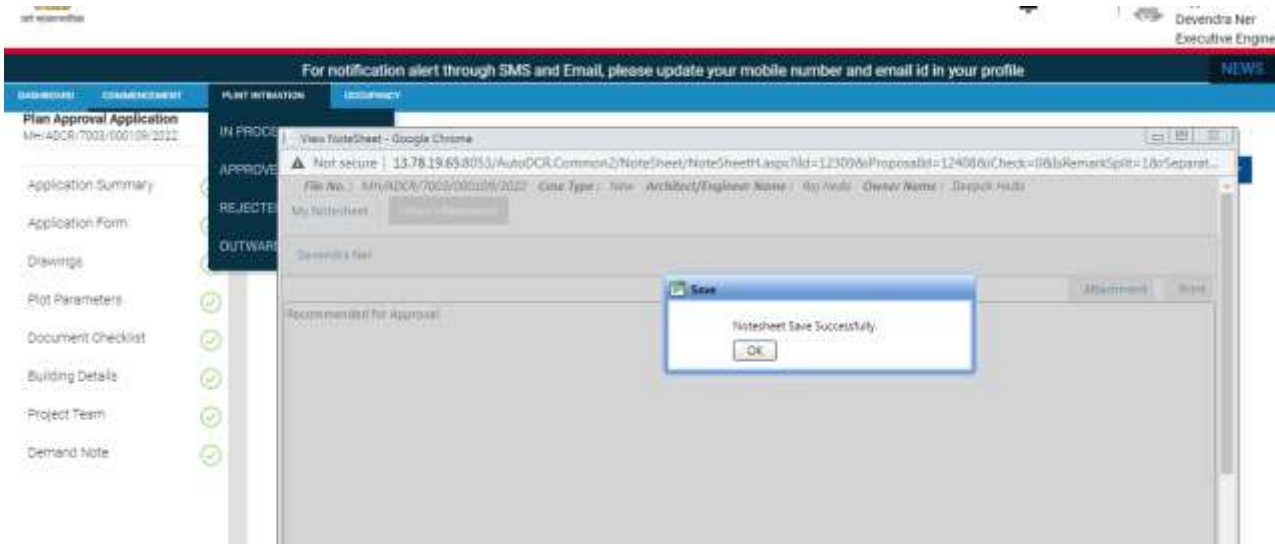
When click on Create it will showing under My Note sheet with Save, Attachment, Publish and Print button.

Executive Engineer has to enter his remarks and click on Save and then on Publish so the remarks will be published.

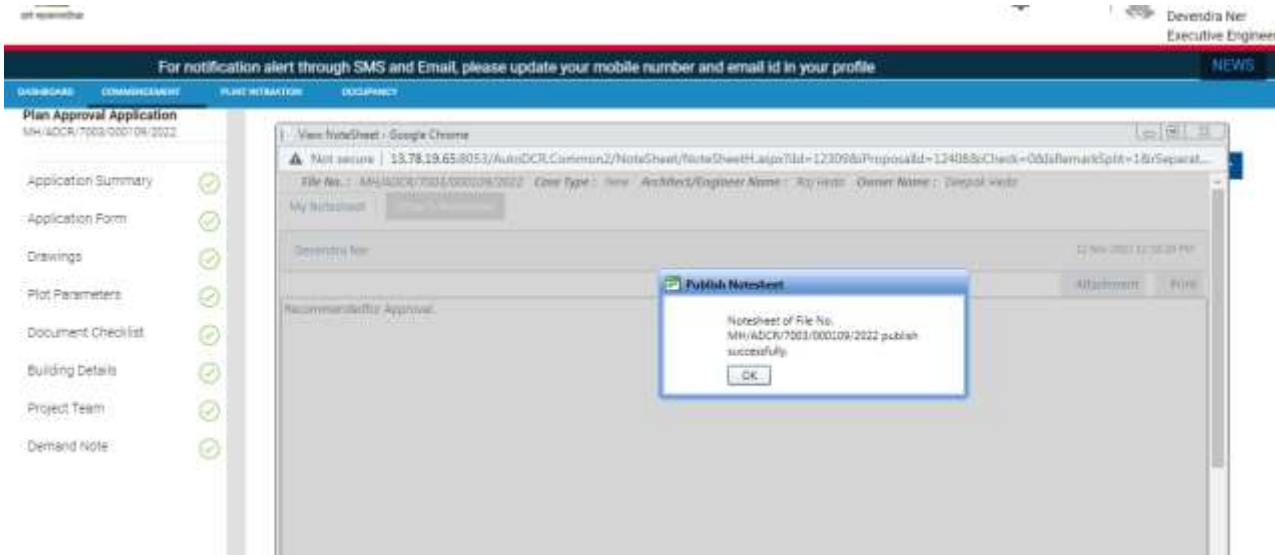


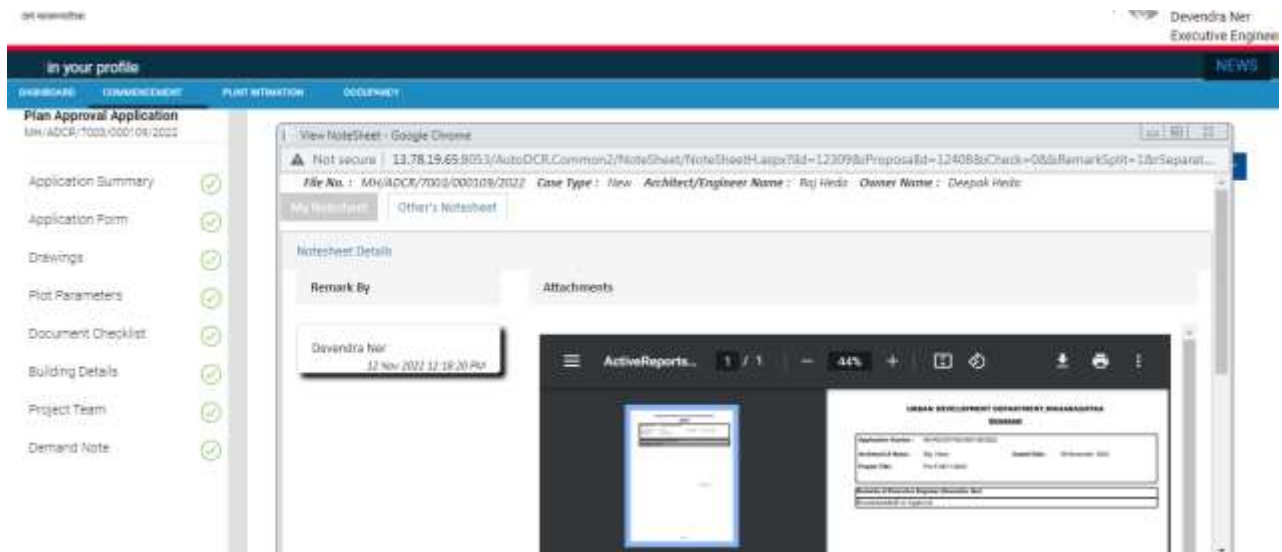


HELP MANUAL FOR ULB OFFICERS



Executive Engineer has to publish the note sheet.

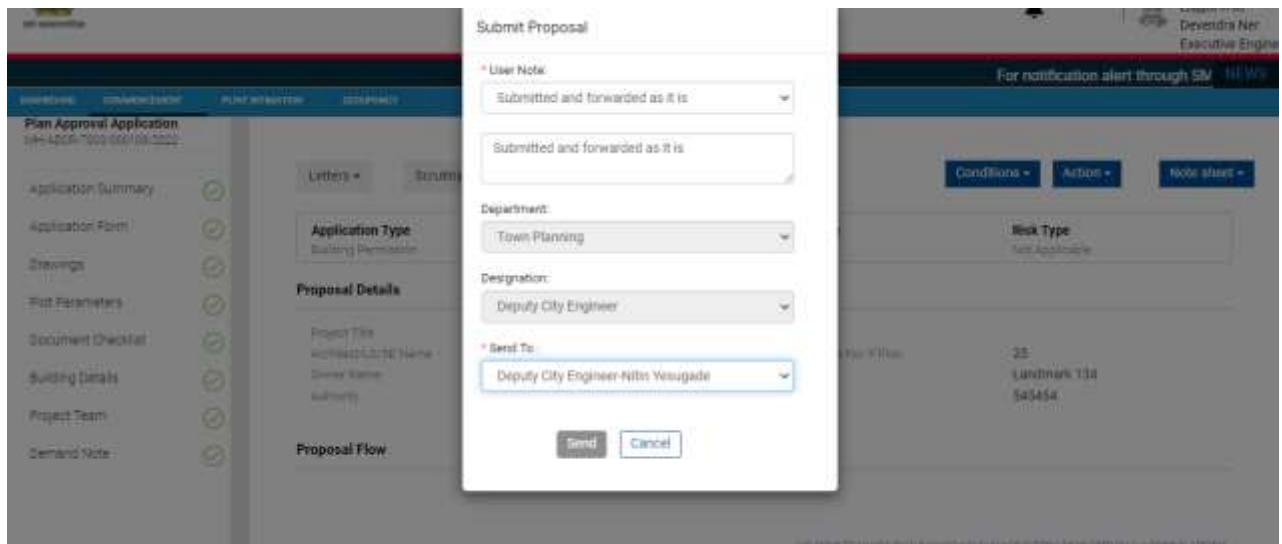




If any documents need to attach then officer can click on Attachment and attach that document.

Executive Engineer can take print of the note sheet by click on Print button.

After reviewing the application, Executive Engineer has to send the application to next level by click on Send button under Actions.

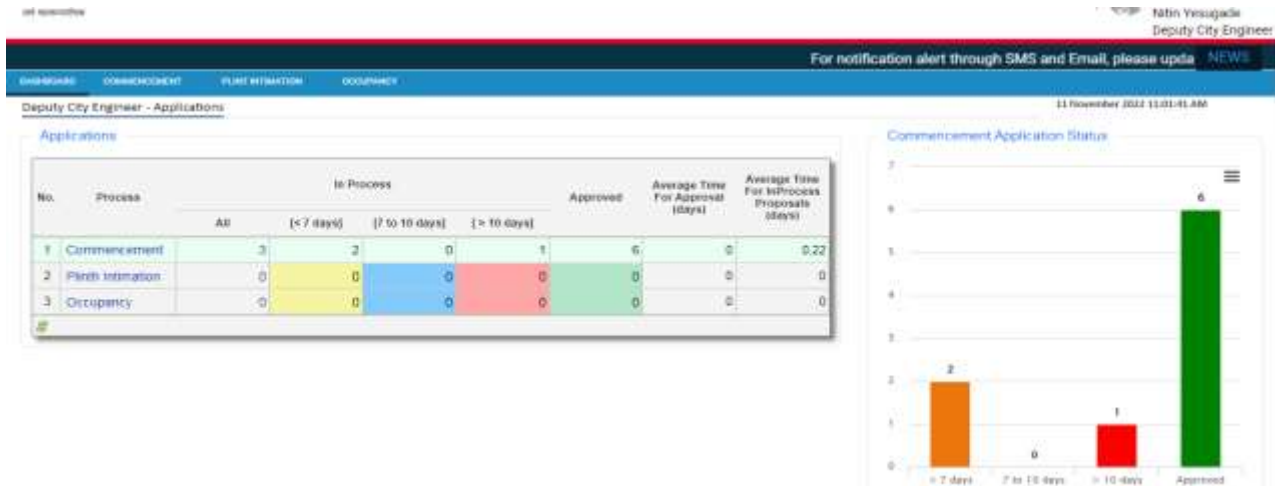


## 7 Deputy City Engineer (DYCE) - (Level 4 officer)

Deputy City Engineer (Level 4 officer) Dashboard, all cases listed as per stages, which are sent for further scrutiny and review.

Activities for Deputy Engineer/ Level 3 officer –

- AutoDCR Scrutiny Reports verification
- Review Document verification remarks
- Verify system generated Demand Note
- Note sheet



Review Application details along with Workflow

The screenshot shows the 'Applications Received For Concession' table with the following data:

Status	Application Number	Architect/ S/NC	Type Of Notice	Proposal Date
Under Review	MHA/DCR/7003/00003/7/2/022	Raj Hede	FRESH	28 Oct 2022
Under Review	MHA/DCR/7003/000002/2/022	Yogesh O Shokale	FRESH	28 Oct 2022
Under Review	MHA/DCR/7003/00010/2/022	Raj Hede	FRESH	10 Nov 2022

At the bottom of the table, it indicates: Total Number of Proposals : 3

# HELP MANUAL FOR ULB OFFICERS

For notification alert through SMS and Email, please update your mobile number and email id in your profile

**Plan Approval Application**  
MH/ADCR/7003/000109/2022

Application Summary ✓  
Application Form ✓  
Drawings ✓  
Plot Parameters ✓  
Document Checklist ✓  
Building Details ✓  
Project Team ✓  
Demand Note ✓

**Scrutiny Reports**

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

**Proposal Details**

Project Title	Pro K 08/11/2022	Plot No.	
Architect/LS/SE Name	Raj Heda	CS No./CTS No./P/Prop.	25
Owner Name	Deepak Heda	Landmark	Landmark 154
Authority	Thane Municipal Corporation	Propose	545454

**Proposal Flow**

Raj Heda (Architect) 08 Nov 2022-10 Nov 2022  
Surveyor 1410 Nov 2022-10 Nov 2022  
Deputy Engineer 110 Nov 2022-10 Nov 2022  
Executive Engineer 110 Nov 2022-10 Nov 2022  
Deputy City Engineer

Review AutoDCR Reports.

For notification alert through SMS and Email, please update your mobile number and email id in your profile

**Plan Approval Application**  
MH/ADCR/7003/000109/2022

Application Summary ✓  
Application Form ✓  
Drawings ✓  
Plot Parameters ✓  
Document Checklist ✓  
Building Details ✓  
Project Team ✓  
Demand Note ✓

**Scrutiny Reports**

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

**Proposal Details**

Project Title	Pro K 08/11/2022	Plot No.	
Architect/LS/SE Name	Raj Heda	CS No./CTS No./P/Prop.	25
Owner Name	Deepak Heda	Landmark	Landmark 154
Authority	Thane Municipal Corporation	Propose	545454

**Proposal Flow**

Raj Heda (Architect) 08 Nov 2022-10 Nov 2022  
Surveyor 1410 Nov 2022-10 Nov 2022  
Deputy Engineer 110 Nov 2022-10 Nov 2022  
Executive Engineer 110 Nov 2022-10 Nov 2022  
Deputy City Engineer

Scrutiny Report for File No.: **MH/ADCR/7003/000109/2022**

PreDCR Report **Summary Report** Detail Report Objectors Report

**AutoDCR Scrutiny Report**

Review Report as per UDCPR-2020 **Check List Report**

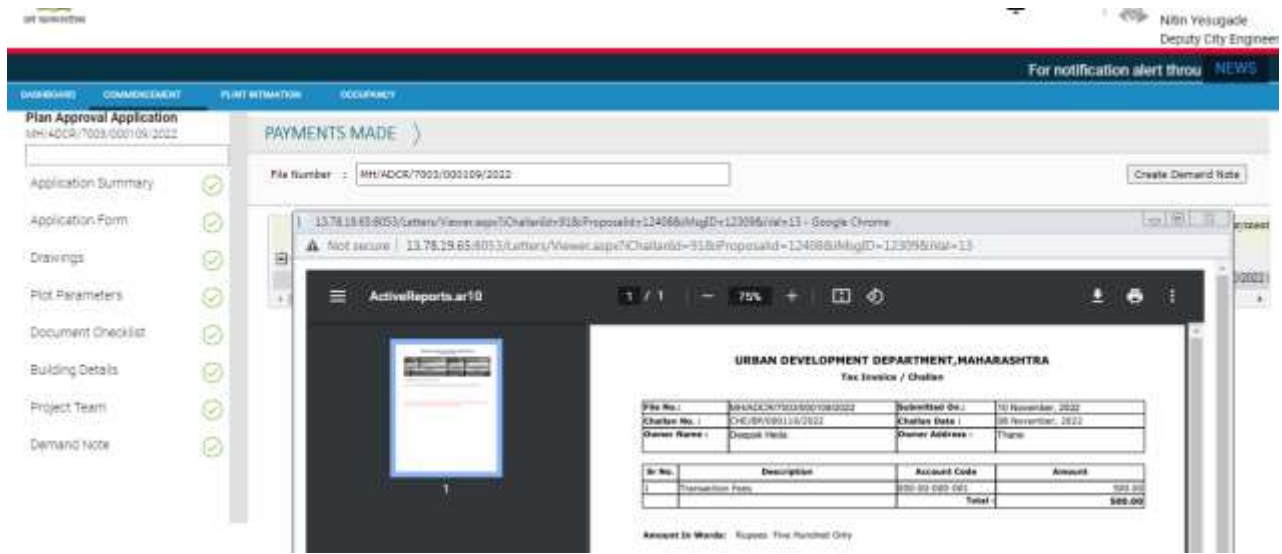
Report Generated On: 08-11-2022  
Version Reported: 1.0.0.0

**Proposal Information (Table 1-A)**

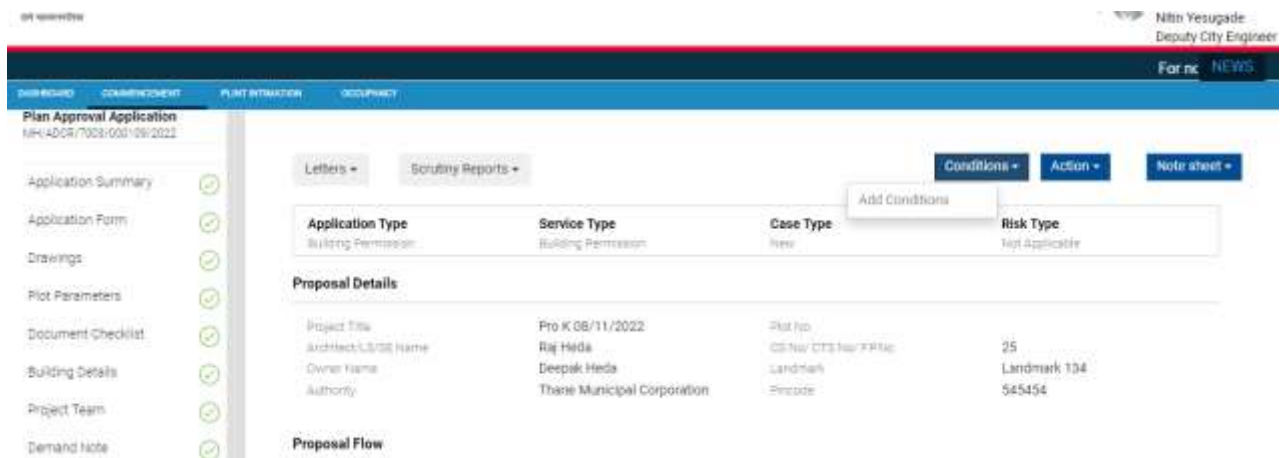
Proposal Details (Table A)		Project Details (Table B)	
Proposal No.	MH/ADCR/7003/000109/2022	Plot No.	25
ULB/Authority	Thane Municipal Corporation	Plot Address	
Authority type/grade	Municipality_2nd	Layout no	
Project Type	Building Development	Old approval number	
Proposal Type	Residential	Special Project	NA
Case Type	New	<b>Plot Abutting Details (Table C)</b>	
Location	Congested Area	North	CTS No. CTS/10/454546
Land-use zone	Residential	South	CTS No. CTS/10/454549
Zone as per UDCPR	Residential	East	CTS No. CTS/10/454547
Is reservation plot	No	West	CTS No. CTS/10/454578

Review Demand Note

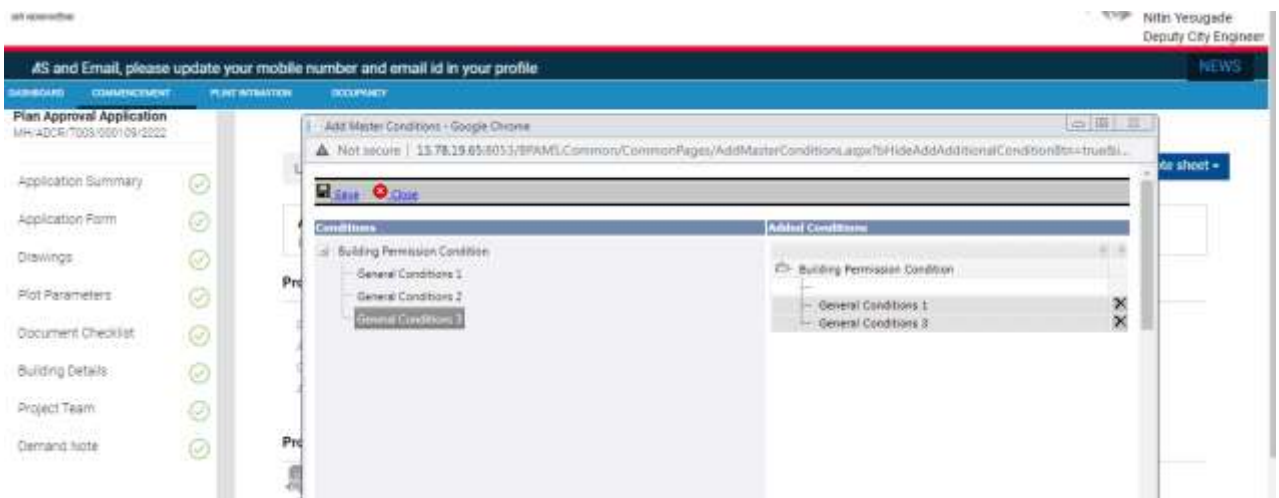
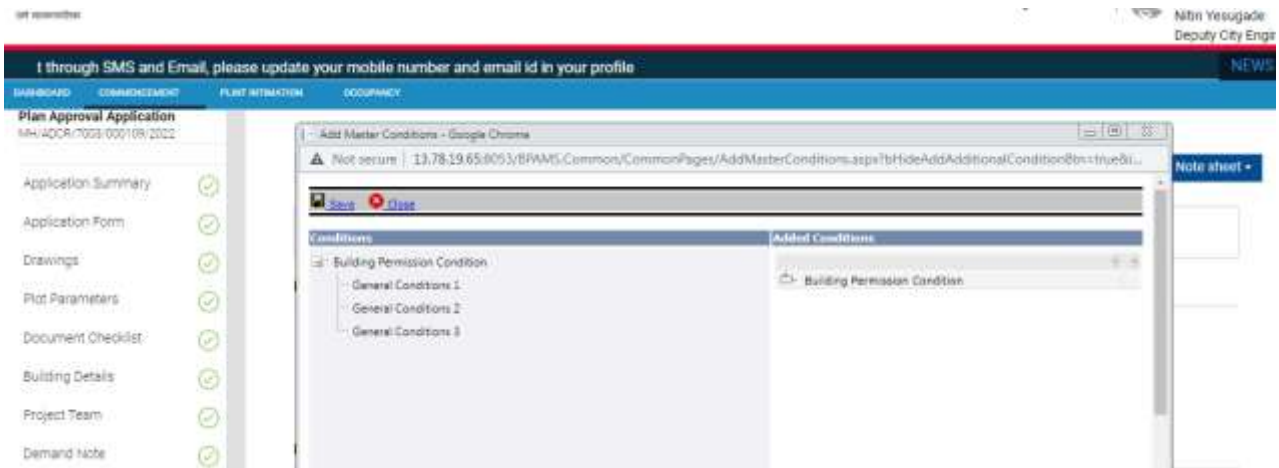
## HELP MANUAL FOR ULB OFFICERS



Deputy City Engineer can add conditions for application to be approved which will reflect on Commencement Certificate by click on Conditions button and then on Add Conditions.



When click on Add condition, Master Conditions will be enabled where officer can add the condition or drag and drop from master conditions.

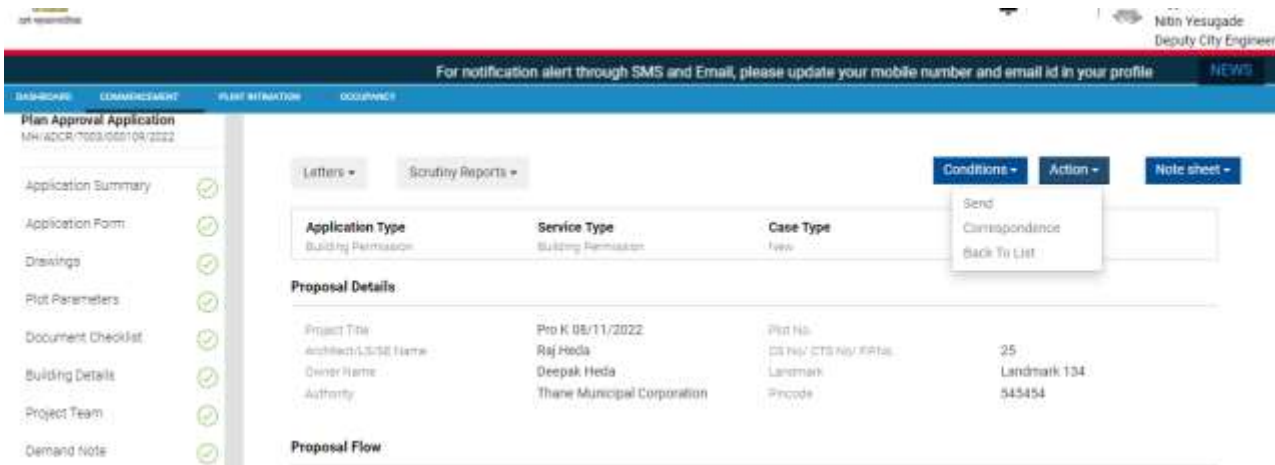


Deputy City Engineer has to click on Action button to get Send/Correspondence/Back to list option in the application.

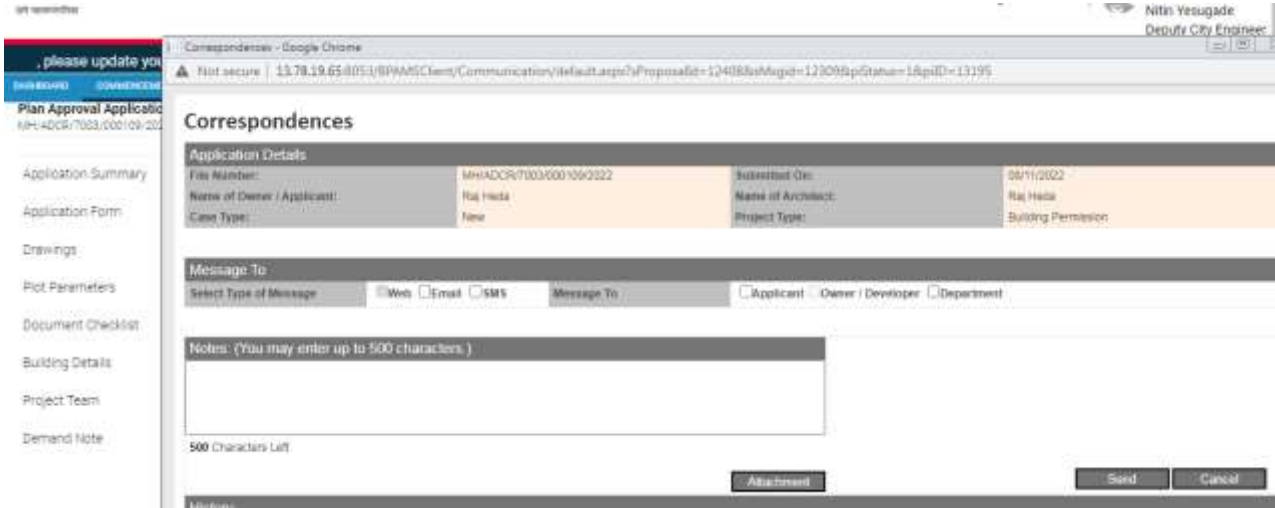
When Deputy City Engineer click on Action button then below options are showing.

- Send
- Correspondence
- Back to List

HELP MANUAL FOR ULB OFFICERS



Click on Correspondence then officer can able to communicate query related to application with Applicant, Owner/Developer or Department.



When click on Back to list, it will move to the list of applications.

## HELP MANUAL FOR ULB OFFICERS

The screenshot shows a table with the following columns: Status, Application Number, Architect, L/S/SE, Type Of Notice, and Proposal Date. There are three rows of data, all with a status of 'Under Review' and a 'Type Of Notice' of 'FRESH'. The 'Proposal Date' values are 20 Oct 2022, 23 Oct 2022, and 10 Nov 2022. At the bottom of the table, it indicates 'Total Number of Proposals : 3'.

Status	Application Number	Architect, L/S/SE	Type Of Notice	Proposal Date
Under Review	MHA/DCR/7003/000037/2022	Raj Heda	FRESH	20 Oct 2022
Under Review	MHA/DCR/7003/000002/2022	Yogesh O Bhokare	FRESH	23 Oct 2022
Under Review	MHA/DCR/7003/000105/2022	Raj Heda	FRESH	10 Nov 2022

Deputy City Engineer has to give his remarks in note sheet by click on note sheet button.

The screenshot shows the 'Plan Approval Application' details page for application number MHA/DCR/7003/000109/2022. On the left is a sidebar with a checklist of application components, all marked with green checkmarks. The main content area includes a 'Letters' dropdown, 'Scrutiny Reports', and buttons for 'Conditions', 'Action', and 'Note sheet'. A 'View/Create' button is highlighted with a tooltip. Below this is a table with columns for 'Application Type', 'Service Type', 'Case Type', and 'Risk Type'. The 'Application Type' is 'Building Permission', 'Service Type' is 'Building Permission', 'Case Type' is 'New', and 'Risk Type' is 'Not Applicable'. Underneath is a 'Proposal Details' section with a grid of information: Project Title (Pro K 05/11/2022), Architect, L/S/SE Name (Raj Heda), Owner Name (Deepak Heda), Authority (Thane Municipal Corporation), Plot No., CS No./CTS No./FPNo. (25), Landmark (Landmark 134), and Pincode (545454). A 'Proposal Flow' section is also visible at the bottom.

Deputy City Engineer can click on View/Create button.

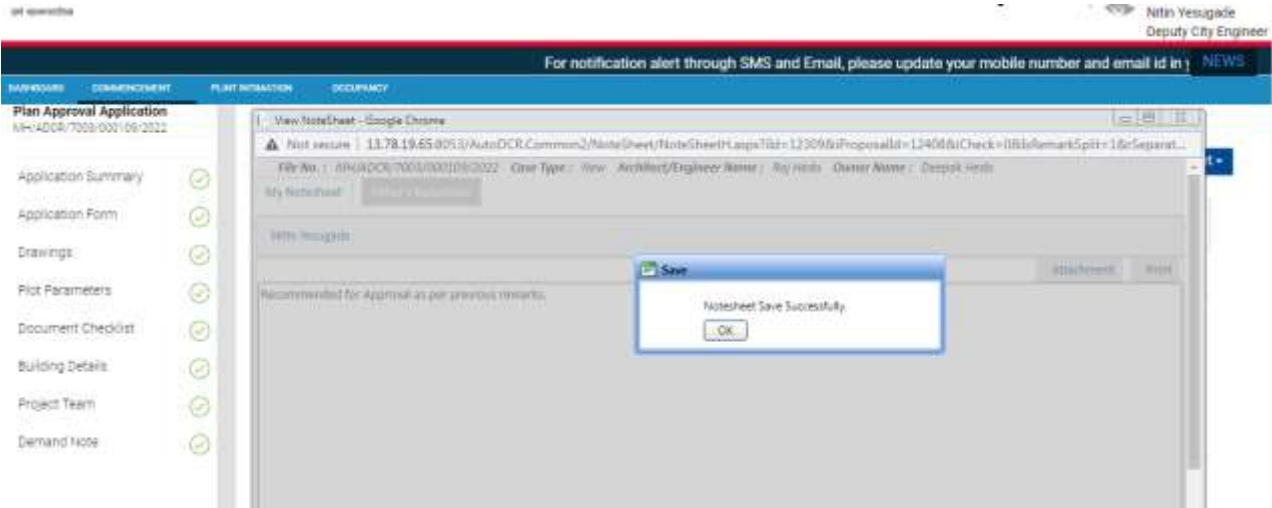
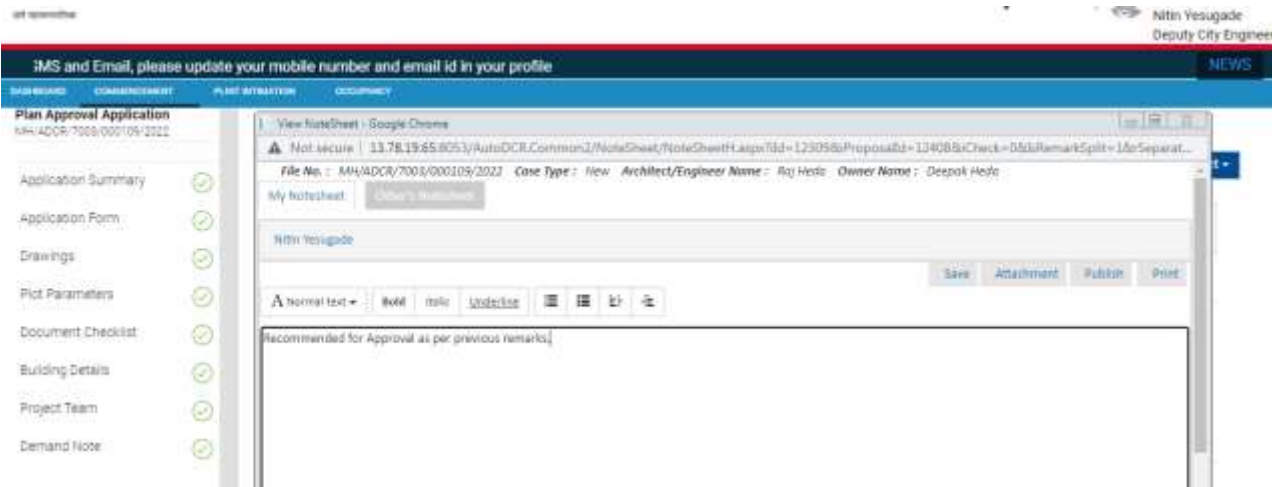
Here Deputy City Engineer able to view remarks given by previous officer and he can add his remarks.

When click on Create it will showing under My Note sheet with Save, Attachment, Publish and Print button.

Deputy City Engineer has to enter his remarks and click on Save and then on Publish so the remarks will be published.



HELP MANUAL FOR ULB OFFICERS

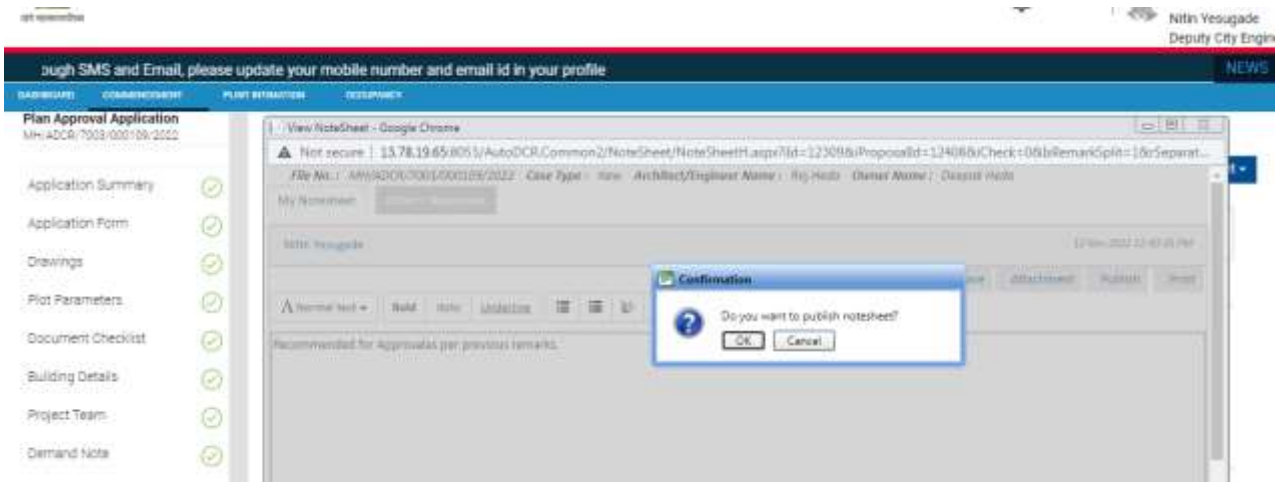


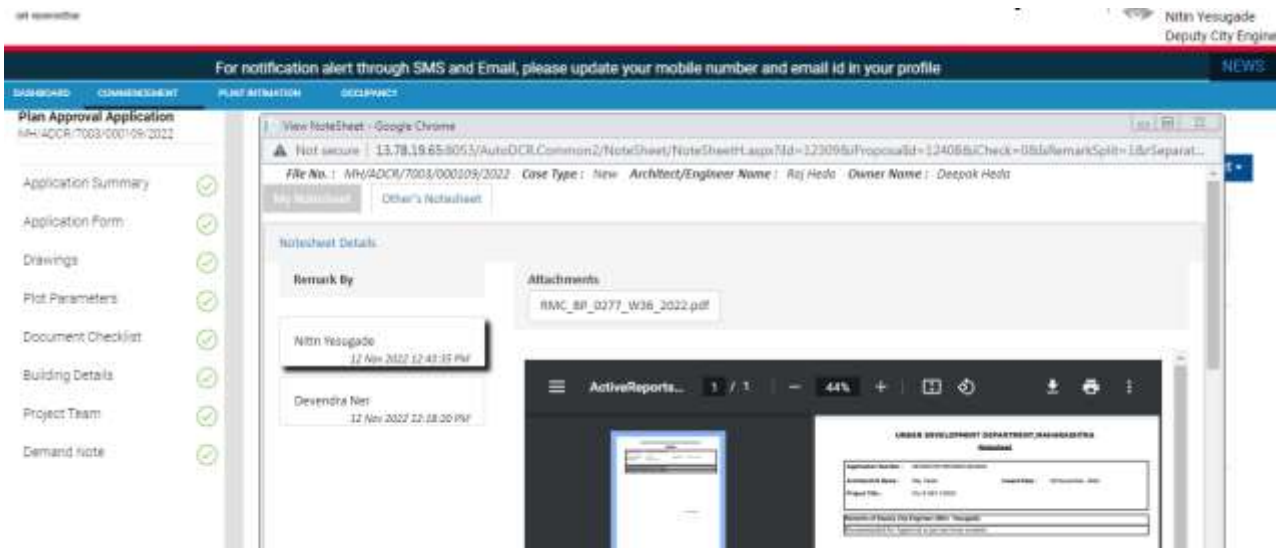
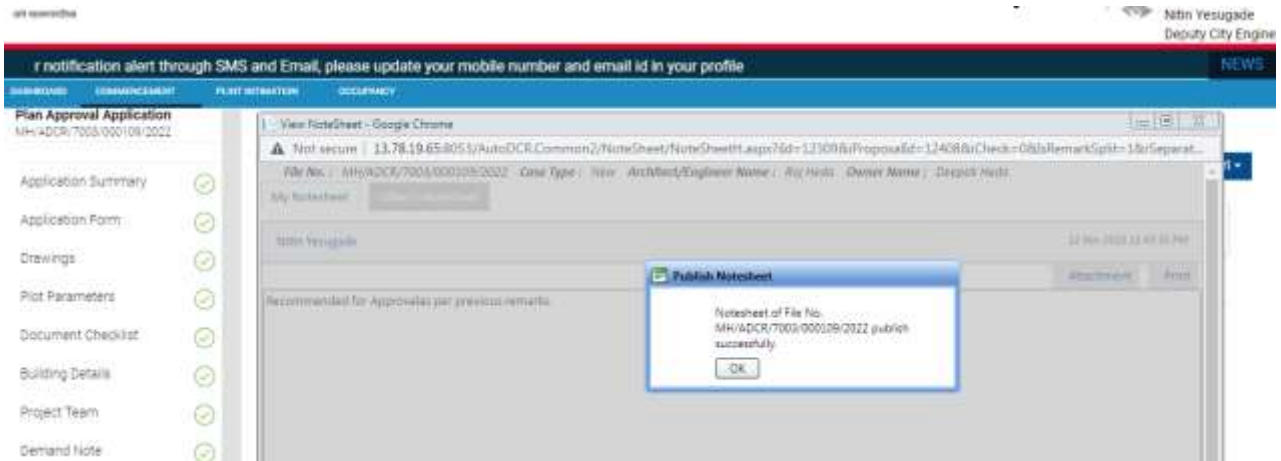
If any documents need to attach then officer can click on Attachment and attach that document.

HELP MANUAL FOR ULB OFFICERS



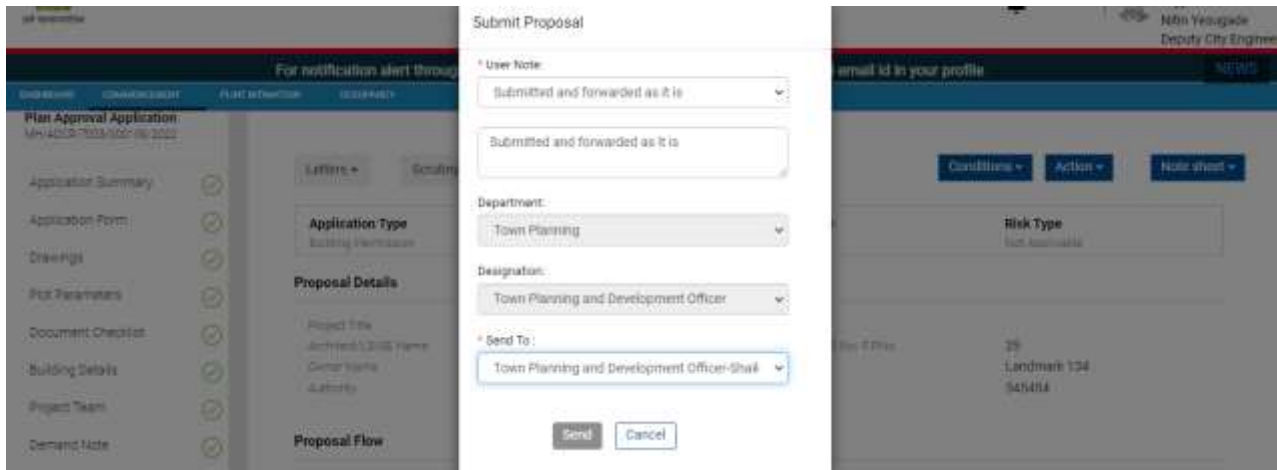
Deputy City Engineer has to publish the note sheet.





For taking Print of the given remarks officer can click on Print button.

After reviewing the application, Deputy City Engineer has to send the application to next level by click on Send button under Actions.

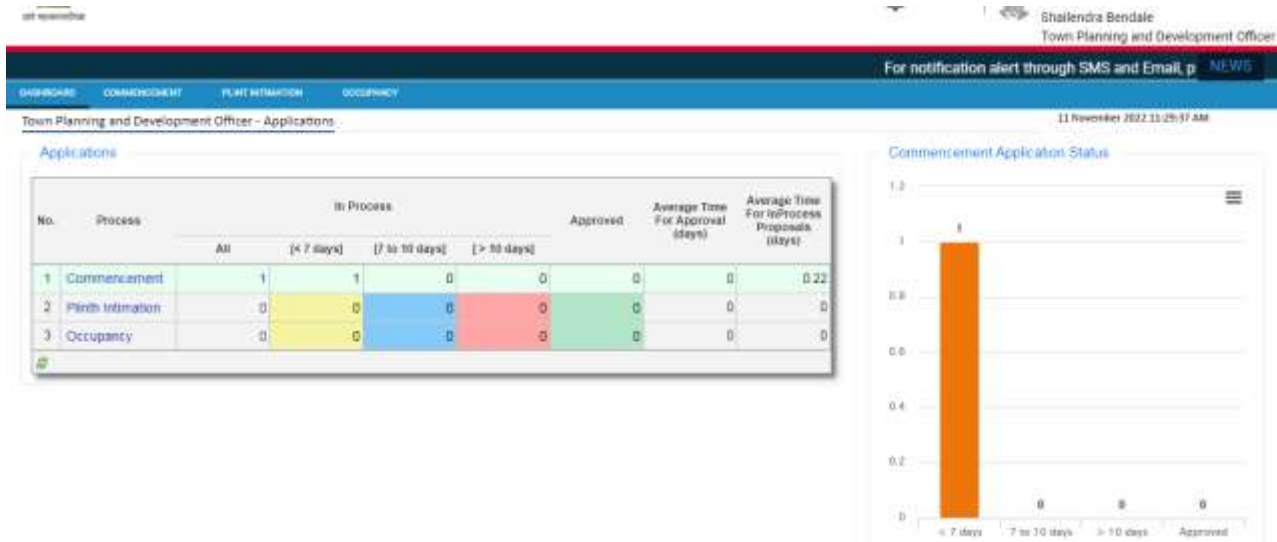


### 8 Town Development Officer (TDO) - (Level 5 officer)

Town Development Officer (Level 5 officer) Dashboard, all cases listed as per stages, which are sent for further scrutiny and review.

Activities for Town Development Officer / Level 5 officer –

- AutoDCR Scrutiny Reports verification
- Review Document verification remarks
- Verify system generated Demand Note
- Note sheet



Review Application details along with Workflow

Shalendra Bendale  
Town Planning and Development Officer

For notification alert through SMS and Email, please update your mobile n NEWS

Dashboard | COMMENCEMENT | PLAN NOTIFICATION | OCCUPANCY

Applications Received For Concession

Status	Application Number	Architect L/S/SE	Type Of Notice	Proposal Date
Under Review	MH/ADCR/7003/000109/2022	Raj Heda	FRESH	10 Nov 2022

Total Number of Proposals : 1

Shalendra Bendale  
Town Planning and Development Officer

For notification alert through SMS and Email, please update your mobile n NEWS

Dashboard | COMMENCEMENT | PLAN NOTIFICATION | OCCUPANCY

Dashboard > Project > Town Planning > Commencement > MH/ADCR/7003/000109/2022

Application Form [checked] Drawings [checked] Plot Parameters [checked] Document Checklist [checked] Building Details [checked] Project Team [checked] Demand note [checked]

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

**Proposal Details**

Project Title	Pro K 08/11/2022	Plot No	
Architect/L/S/SE Name	Raj Heda	CG No./CTS No./PPNo.	25
Owner Name	Deepak Heda	Landmark	Landmark 134
Authority	Thane Municipal Corporation	Pincode	545454

**Proposal Flow**

Review AutoDCR Reports.

Scrutiny Report for File No.: MH/ADCR/7003/000109/2022

PreDCR Report Summary Report Detail Report Objections Report

**AutoDCR Scrutiny Report**

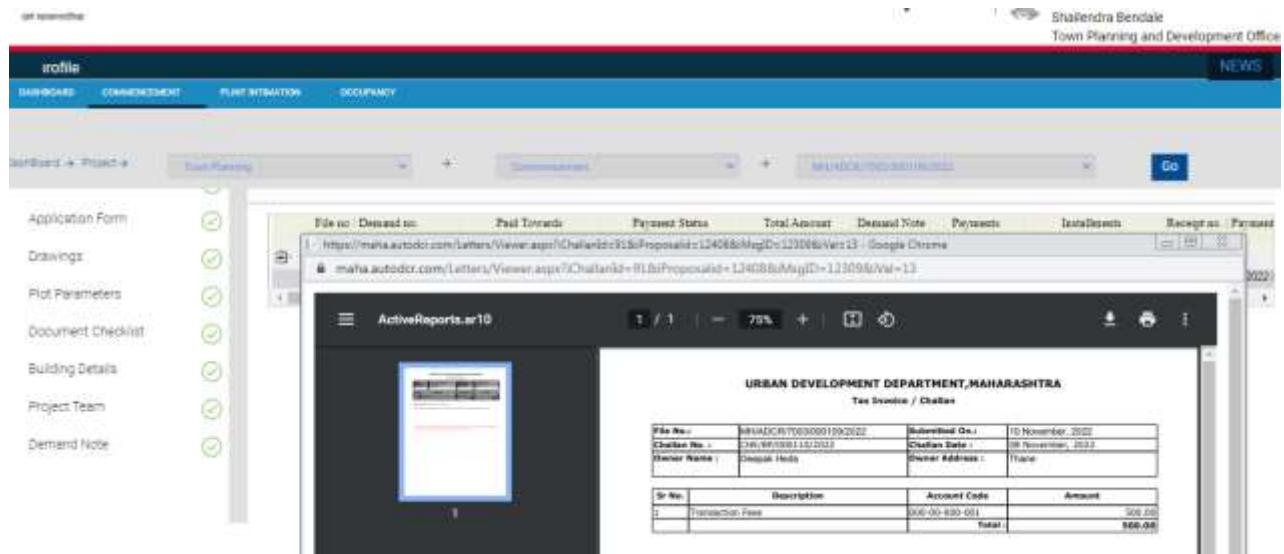
Review Report as per UDCPR-2020 Check List Report

Report Generated On: 09-11-2022 Version Number: 1.0.79

**Proposal Information (Table 1-A)**

Proposal Details (Table A)		Project Details (Table B)	
Proposal No.	MH/ADCR/7003/000109/2022	Plot No.	25
ULB/Authority	Thane Municipal Corporation	Plot Address	
Authority type/grade	Municipality_2nd	Layout no.	
Project Type	Building Development	Old approval number	
Proposal Type	Residential	Special Project	N/A
Case Type	New	Plot Abutting Details (Table C)	
Location	Congested Area	North	CTS No. CTS/10/454546
Land-use zone	Residential	South	CTS No. CTS/10/454548
Zone as per UDCPR	Residential	East	CTS No. CTS/10/454547
Is reservation plot	No	West	CTS No. CTS/10/454578

Review Demand Note



Town Development Officer can add conditions for application to be approved which will reflect on Commencement Certificate by click on Conditions button and then on Add Conditions.

When click on Add condition, Master Conditions will be enabled where officer can add the condition or drag and drop from master conditions.

Town Development Officer has to click on Action button to get Send/Correspondence/Back to list option in the application.

When Town Development Officer click on Action button then below options are showing.

- Send
- Correspondence
- Back to List

Click on Correspondence then Town Development Officer can able to communicate query related to application with Applicant, Owner/Developer or Department.

When click on Back to list, it will move to the list of applications.

The screenshot shows a web application interface for 'Shalendra Bendale, Town Planning and Development Officer'. The main heading is 'Applications Received For Concession'. Below this is a table with the following data:

Status	Application Number	Architect, S/E	Type Of Notice	Proposal Date
Under Review	MH/ADCR/7003/000109/2022	Raj Heda	FRESH	10 Nov 2022

At the bottom of the table, it indicates 'Total Number of Proposals : 1'.

Town Development Officer has to give his remarks in note sheet by click on note sheet button

Town Development Officer can click on View/Create button.

Here Town Development Officer able to view remarks given by previous officer and he can add his remarks.

When click on Create it will showing under My Note sheet with Save, Attachment, Publish and Print button.

Town Development Officer has to enter his remarks and click on Save and then on Publish so the remarks will be published.

Town Development Officer has to publish the note sheet.

If any documents need to attach then Town Development Officer can click on Attachment and attach that document.

For taking Print of the given remarks, Town Development Officer can click on Print button.

After reviewing the application, Town Development Officer has to send the application to next level by click on Send button under Actions.

## 9 Asst. Director Town Planning (ADTP) - (Level 6 officer)

Asst. Director Town Planning (Level 6 officer) Dashboard, all cases listed as per stages, which are sent for further scrutiny and review.

Activities for Asst. Director Town Planning / Level 6 officer –

- AutoDCR Scrutiny Reports verification
- Review Document verification remarks
- Verify system generated Demand Note
- Note sheet



Review Application details along with Workflow

The screenshot shows the 'Applications Received For Concession' section. It contains a table with columns for Status, Application Number, Architect/LS/SE, Type Of Notice, and Proposal Date. A single application is listed with the status 'Under Review'.

Status	Application Number	Architect/LS/SE	Type Of Notice	Proposal Date
Under Review	MHIADCR/7003/000109/2022	Raj Heda	FRESH	10 Nov 2022

Below the table, it indicates 'Total Number of Proposals: 1'.

The screenshot shows the 'Plan Approval Application' details page for application number '134-ADCR/7003/000109/2022'. The page includes a sidebar with application summary items, a main content area with application details, and a proposal flow timeline.

**Application Summary:**

- Application Summary:
- Application Form:
- Drawings:
- Plot Parameters:
- Document Checklist:
- Building Details:
- Project Team:
- Demand Note:

**Application Details:**

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not applicable

**Proposal Details:**

Field	Value
Project Title	Pho K 08/11/2022
Architect/LS/SE Name	Raj Heda
Owner Name	Deepak Heda
Authority	Thane Municipal Corporation
Plot No	03 Nov/CTS No: R/Pho
Landmark	25 Landmark 134
Pincode	345454

**Proposal Flow:**

- Raj Heda (Architect) 08 Nov 2022-10 Nov 2022
- Surveyor 1410 Nov 2022-10 Nov 2022
- Deputy Engineer 110 Nov 2022-10 Nov 2022
- Executive Engineer 110 Nov 2022-10 Nov 2022
- Deputy City Engineer 10 Nov 2022-11 Nov 2022
- Town planning and Development



Review AutoDCR Reports.

The screenshot displays the 'Plan Approval Application' interface for file number MH/ADCR/7003/000109/2022. The left sidebar lists application components like Summary, Form, Drawings, etc., all with green checkmarks. The main area shows application details such as 'Building Permission' and 'New' case type. Below this is the 'AutoDCR Scrutiny Report' section, which includes a site plan image and a table of 'Proposal Information (Table 1-A)'. The report is generated on 08-11-2022.

**Scrutiny Report for File No.: MH/ADCR/7003/000109/2022**

PreDCR Report | **Summary Report** | Detail Report | Objection Report

**AutoDCR Scrutiny Report**

Review Report as per UDCPR-2020 | Check List Report

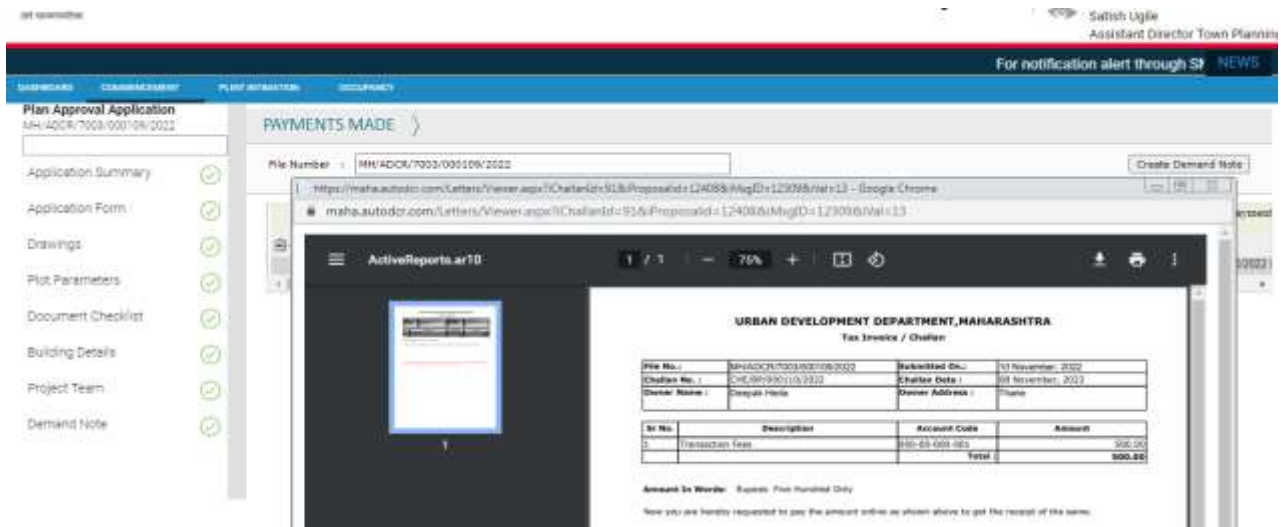
Report Generated On: 08-11-2022  
Version Number: 1.0.79

**Proposal Information (Table 1-A)**

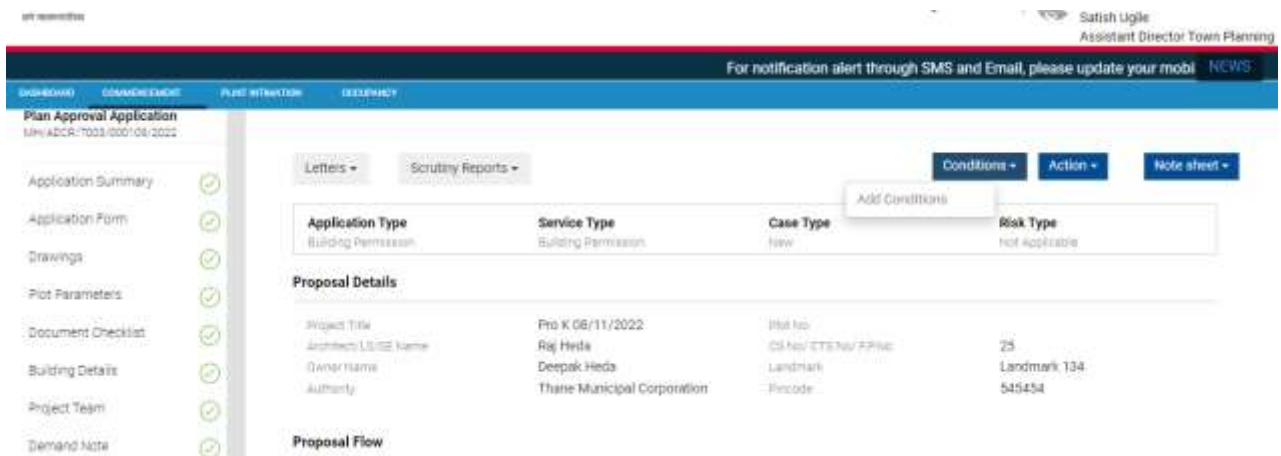
Proposal Details (Table A)		Project Details (Table B)	
Proposal No.	MH/ADCR/7003/000109/2022	Plot No.	25
ULB/Authority	Thane Municipal Corporation	Plot Address	
Authority type/grade	Municipality_2nd	Layout no.	
Project Type	Building Development	Old approval number	
Proposal Type	Residential	Special Project	NA
Case Type	New	Plot Abutting Details (Table C)	
Location	Congested Area	North	CTS No. CTS/10/454546
Land-use zone	Residential	South	CTS No. CTS/10/454548
Zone as per UDCPR	Residential	East	CTS No. CTS/10/454547
Is reservation plot	No	West	CTS No. CTS/10/454578

Review Demand Note

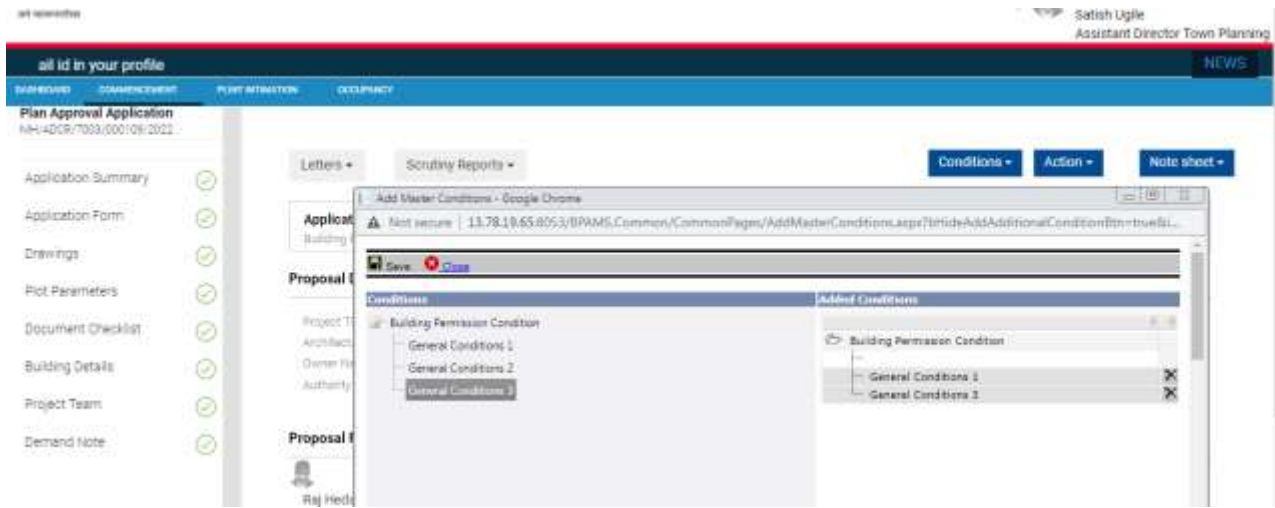
## HELP MANUAL FOR ULB OFFICERS



Assistant Development Town Planner can add conditions for application to be approved which will reflect on Commencement Certificate by click on Conditions button and then on Add Conditions.



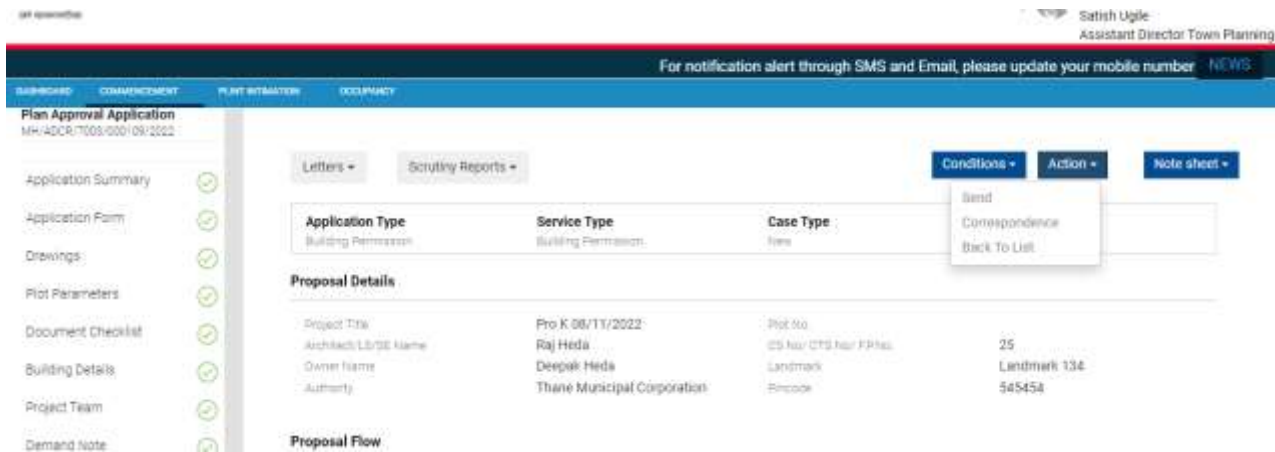
When click on Add condition, Master Conditions will be enabled where officer can add the condition or drag and drop from master conditions.



ADTP has to click on Action button to get Send/Correspondence/Back to list option in the application.

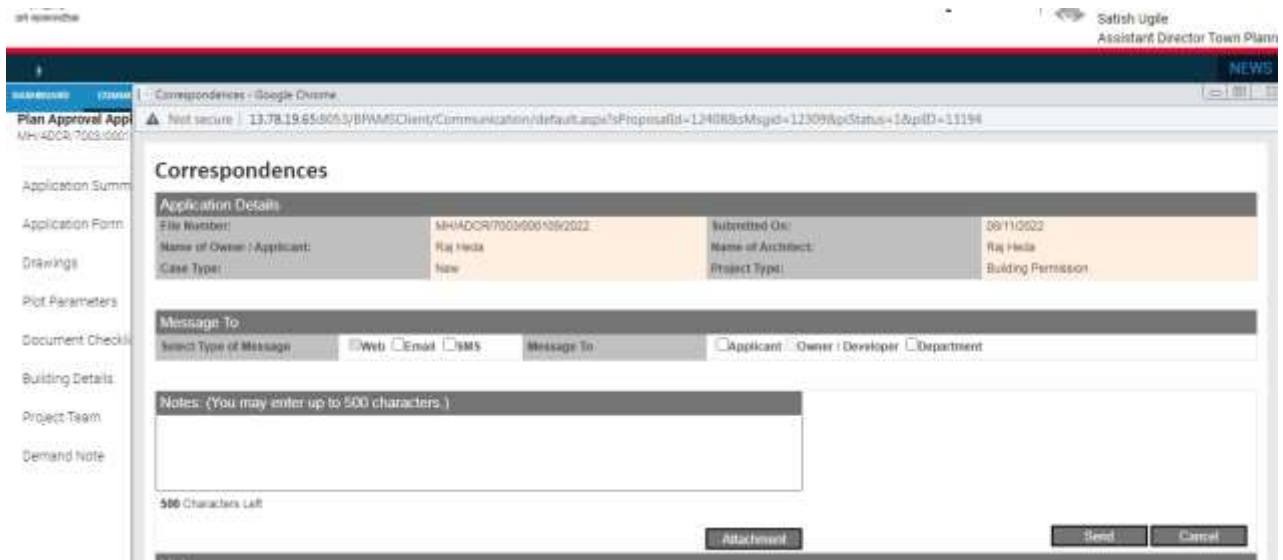
When ADTP click on Action button then below options are showing.

- Send
- Correspondence
- Back to List



Click on Correspondence then ADTP can able to communicate query related to application with Applicant, Owner/Developer or Department.

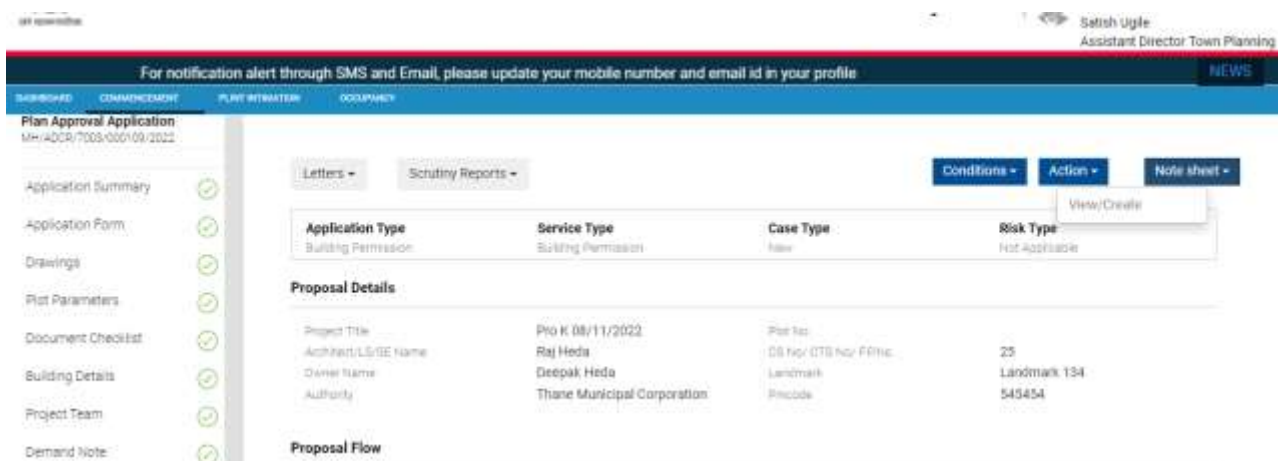
## HELP MANUAL FOR ULB OFFICERS



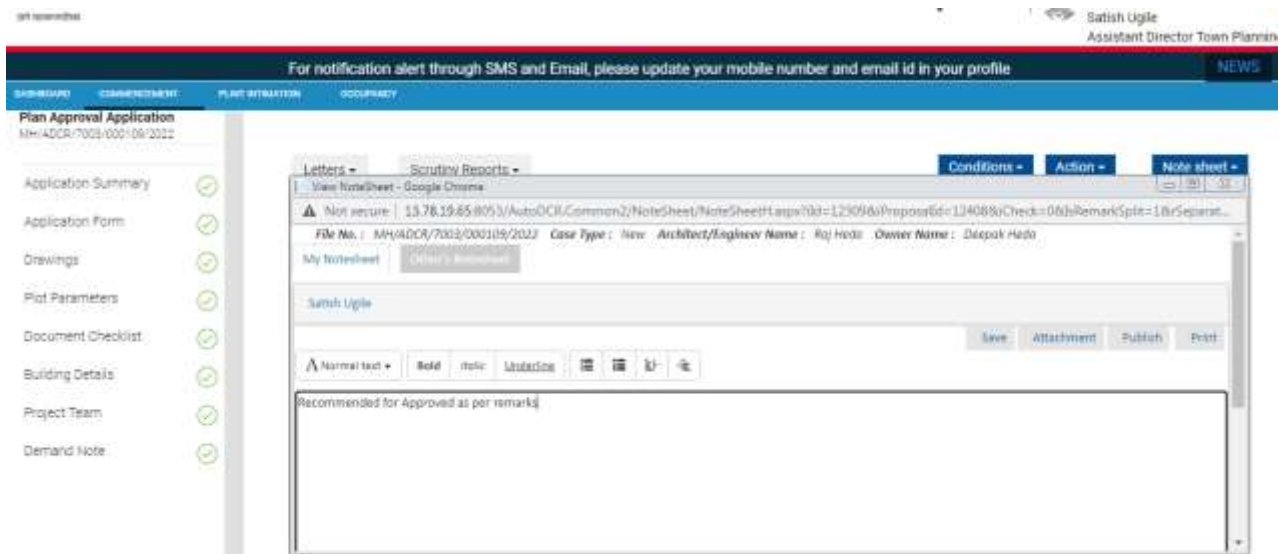
When click on Back to list, it will move to the list of applications.



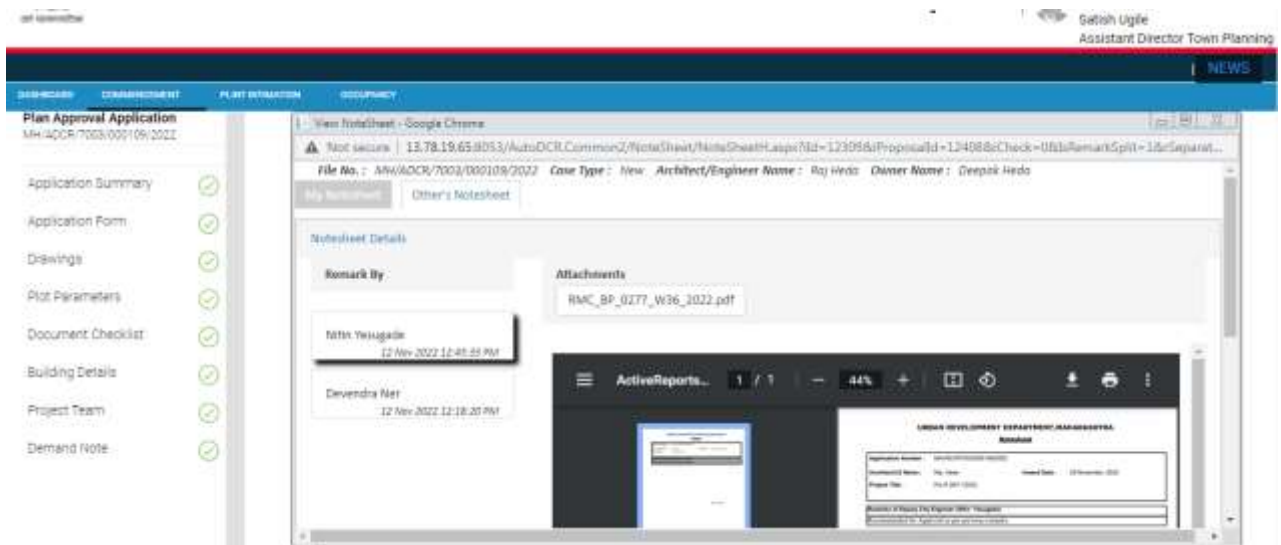
ADTP has to give his remarks in note sheet by click on note sheet button



ADTP can click on View/Create button.



Here ADTP able to view remarks given by previous officer and he can add his remarks.

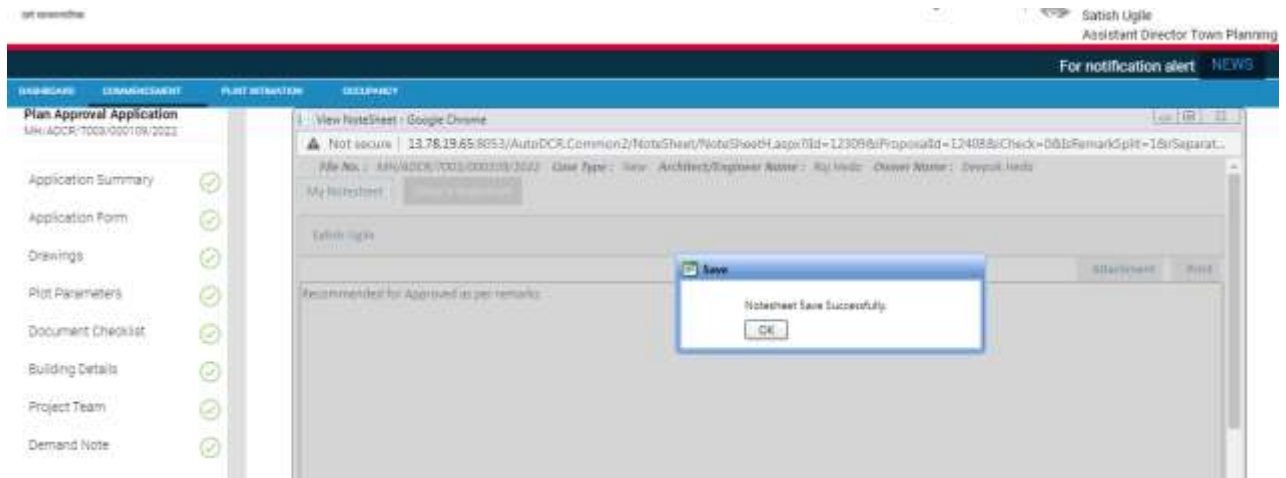


When click on Create it will showing under My Note sheet with Save, Attachment, Publish and Print button.

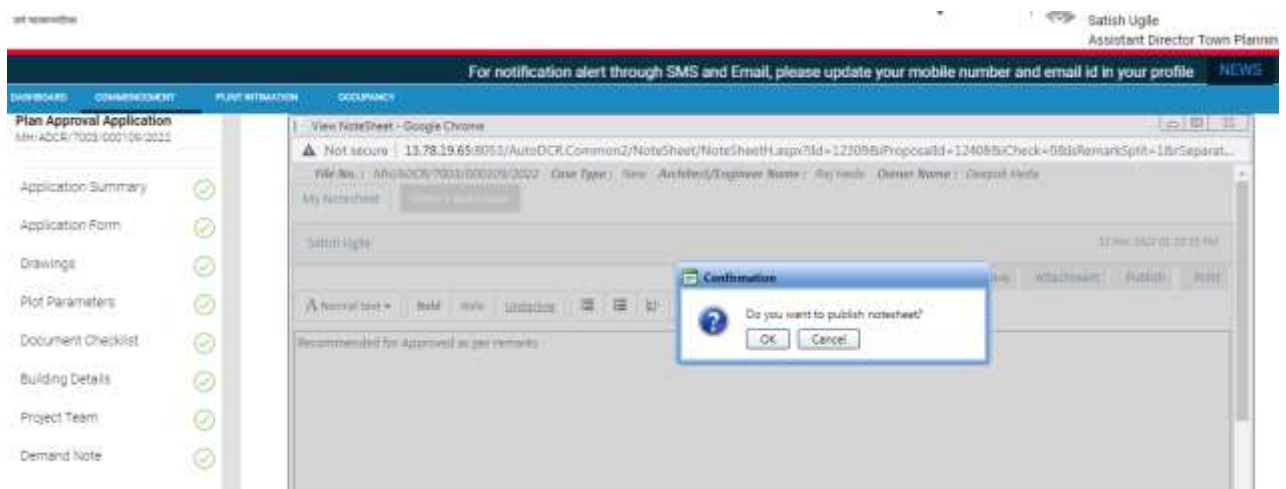
ADTP has to enter his remarks and click on Save and then on Publish so the remarks will be published.

If any documents need to attach then ADTP can click on Attachment and attach that document.

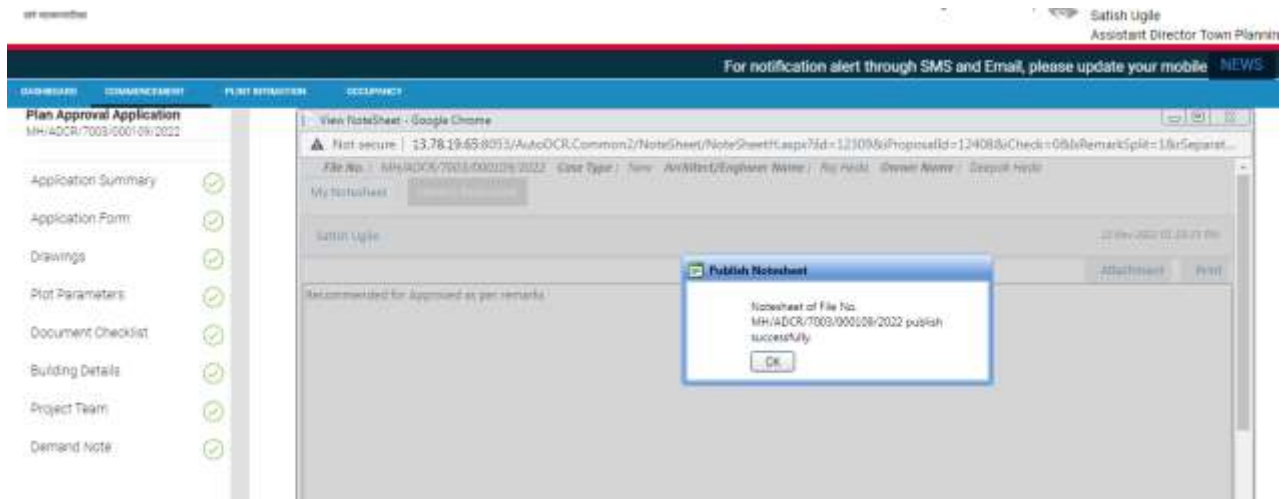
## HELP MANUAL FOR ULB OFFICERS



ADTP has to publish the note sheet.

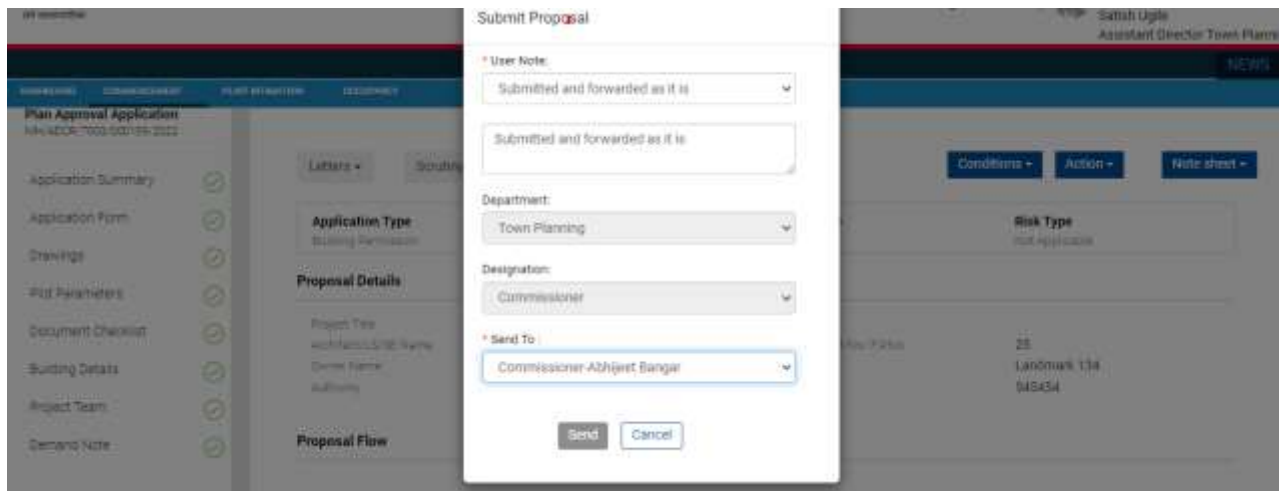


## HELP MANUAL FOR ULB OFFICERS



For taking Print of the given remarks, ADTP can click on Print button.

After reviewing the application, ADTP has to send the application to next level by click on Send button under Actions.



## 10 Municipal Commissioner (MC) - (Final Approving Authority)

Municipal Commissioner (Final Approving Authority) Dashboard, all cases listed as per stages, which are sent for further scrutiny and review.

Activities for Municipal Commissioner / Final Approving Authority –

- AutoDCR Scrutiny Reports verification
- Review Document verification remarks
- Verify system generated Demand Note
- Note sheet



Review Application details along with Workflow





**Plan Approval Application**  
MH-ADCR/7032-00106/2022

Letters - Scrutiny Reports - Conditions - Action - Note sheet -

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

**Proposal Details**

Project Title	Pro K 08/11/2022	Plot No	
Architect/LS/SE Name	Raj Heda	CS No/ CTS No/ FR No	25
Owner Name	Deepak Heda	Landmark	Landmark 134
Authority	Thane Municipal Corporation	Pincode	545454

**Proposal Flow**

- Raj Heda [Architect] 08 Nov 2022-10 Nov 2022
- Surveyor 1410 Nov 2022-10 Nov 2022
- Deputy Engineer 110 Nov 2022-10 Nov 2022
- Executive Engineer 110 Nov 2022-10 Nov 2022
- Deputy City Engineer 10 Nov 2022-11 Nov 2022
- Town planning and Development
- ADTP 11 Nov 2022-11 Nov 2022
- Commissioner

Review AutoDCR Reports.

**Plan Approval Application**  
MH-ADCR/7032-00109/2022

Letters - Scrutiny Reports - Conditions - Action - Note sheet -

Application Type	Service Type	Case Type	Risk Type
Building Permission	Building Permission	New	Not Applicable

**Proposal Details**

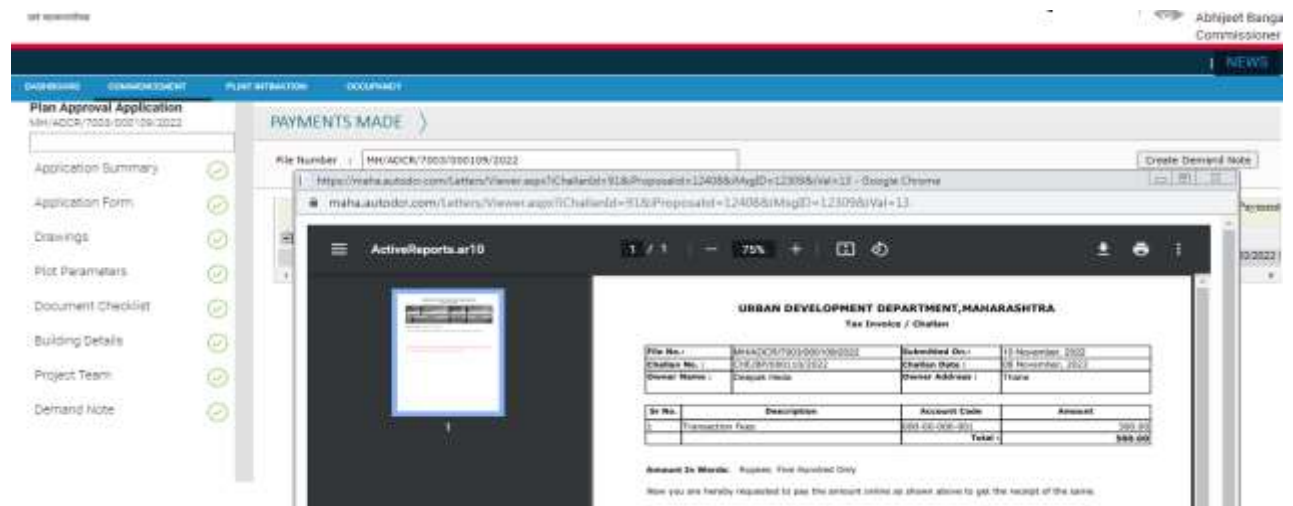
Project Title	Pro K 08/11/2022	Plot No	
Architect/LS/SE Name	Raj Heda	CS No/ CTS No/ FR No	25
Owner Name	Deepak Heda	Landmark	Landmark 134
Authority	Thane Municipal Corporation	Pincode	545454

**Proposal Flow**

- Raj Heda [Architect] 08 Nov 2022-10 Nov 2022
- Surveyor 1410 Nov 2022-10 Nov 2022
- Deputy Engineer 110 Nov 2022-10 Nov 2022
- Executive Engineer 110 Nov 2022-10 Nov 2022
- Deputy City Engineer 10 Nov 2022-11 Nov 2022
- Town planning and Development
- ADTP 11 Nov 2022-11 Nov 2022
- Commissioner

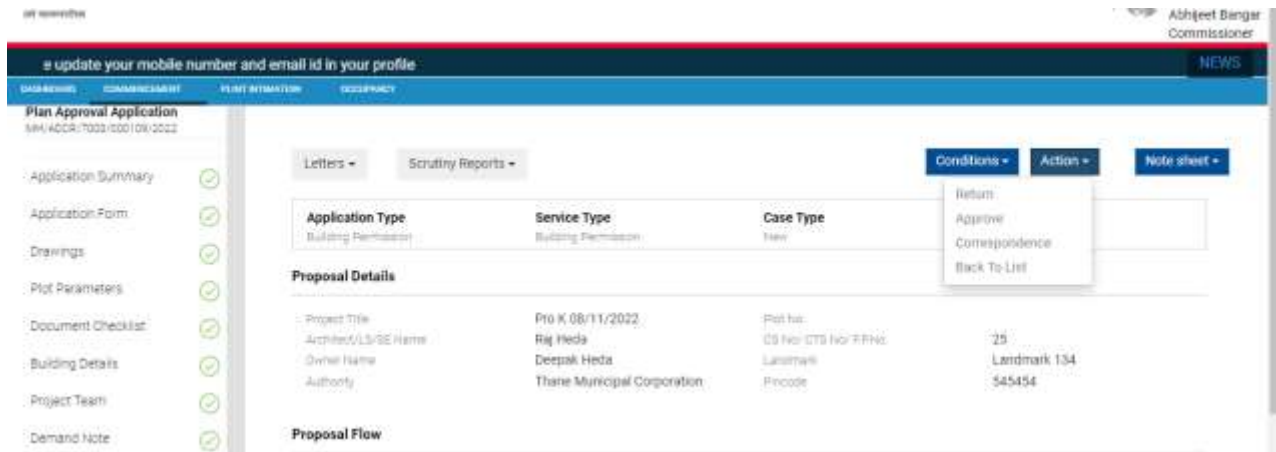


Review Demand Note

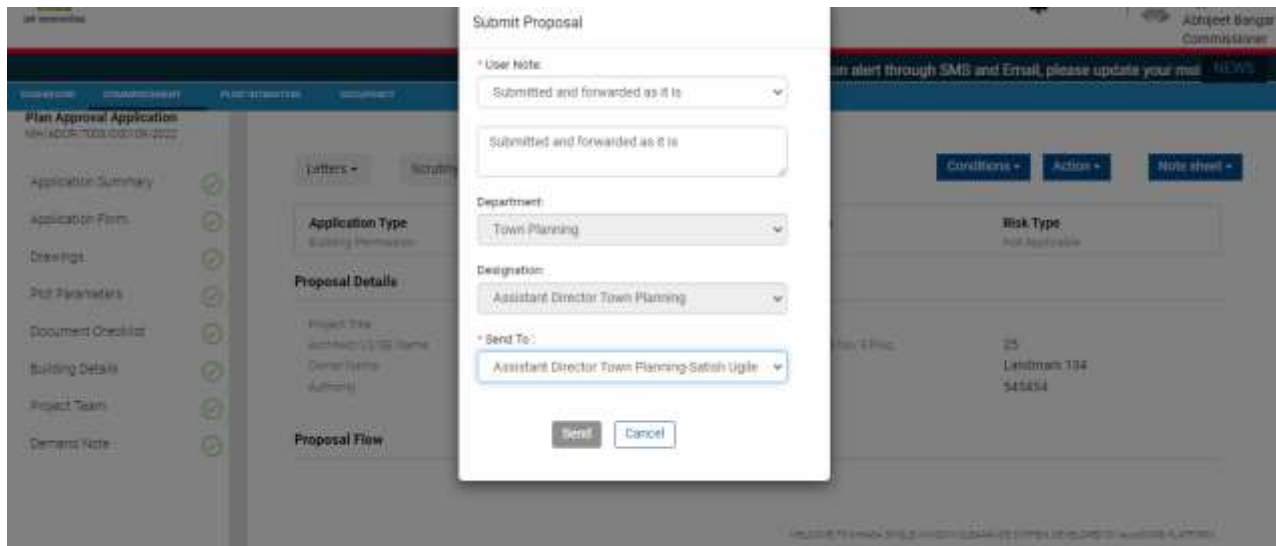


When MC click on Action button below options will be available.

- Return
- Approve
- Correspondence
- Back to List



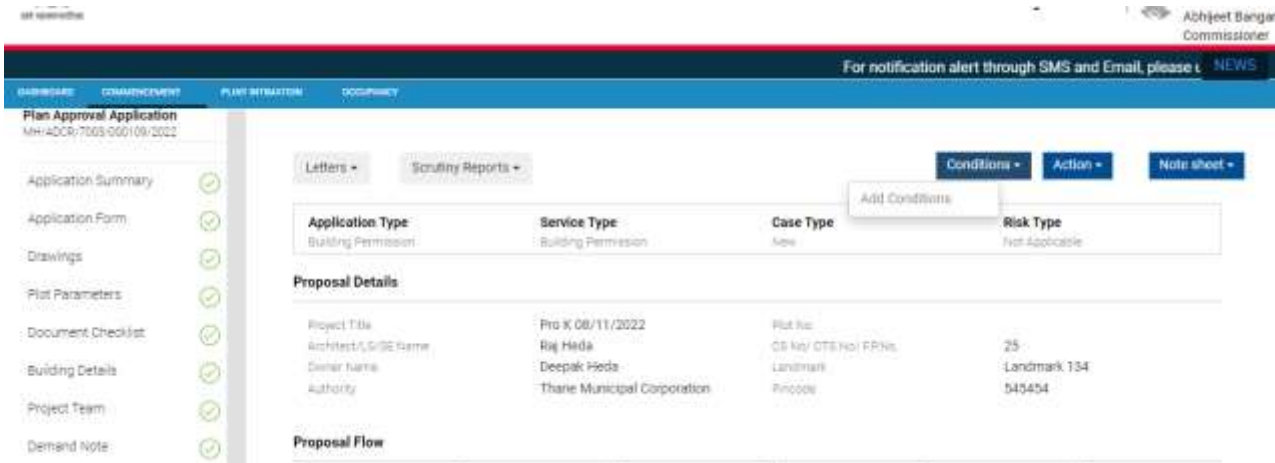
If the remarks given by previous officer need to review again then MC can return the application by click on Return button.



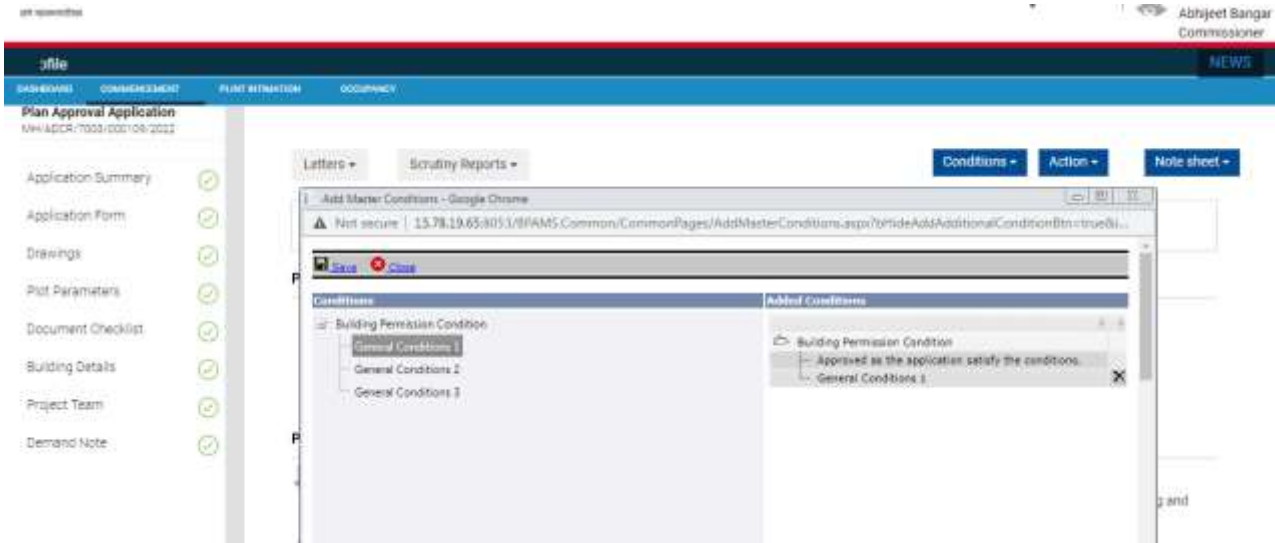
When Commissioner Click on Approve button then application will get approve.

Once the application is get approve officer can add conditions in Commencement Certificate by click on Conditions and then officer has to click on Add Conditions button.

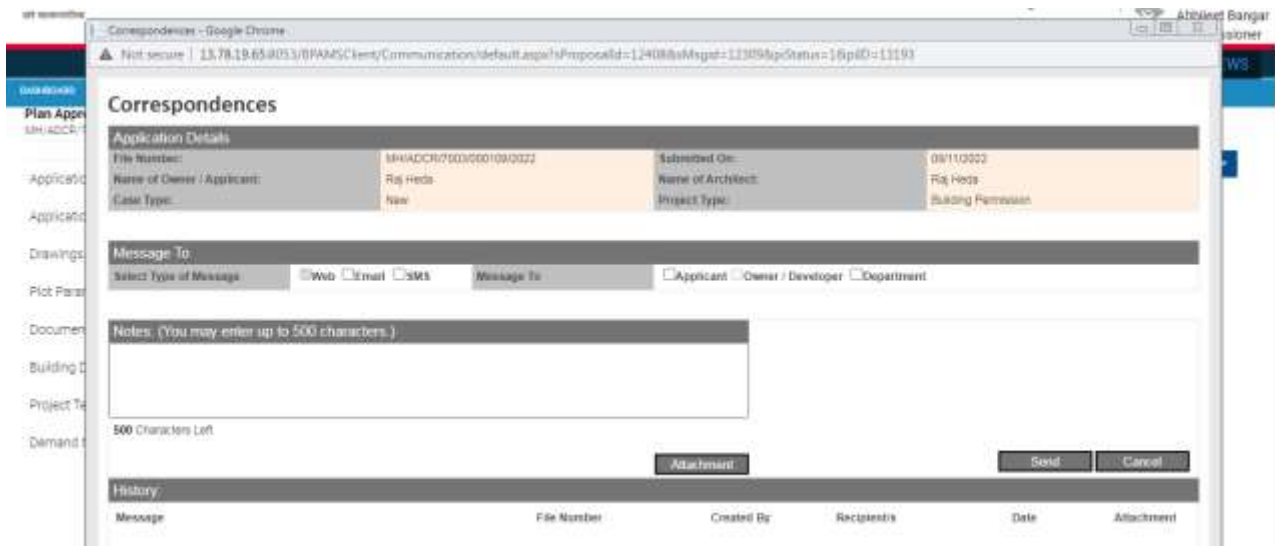
HELP MANUAL FOR ULB OFFICERS



When click on Add condition, Master Conditions will be enabled where MC can add the condition or drag and drop from master conditions.



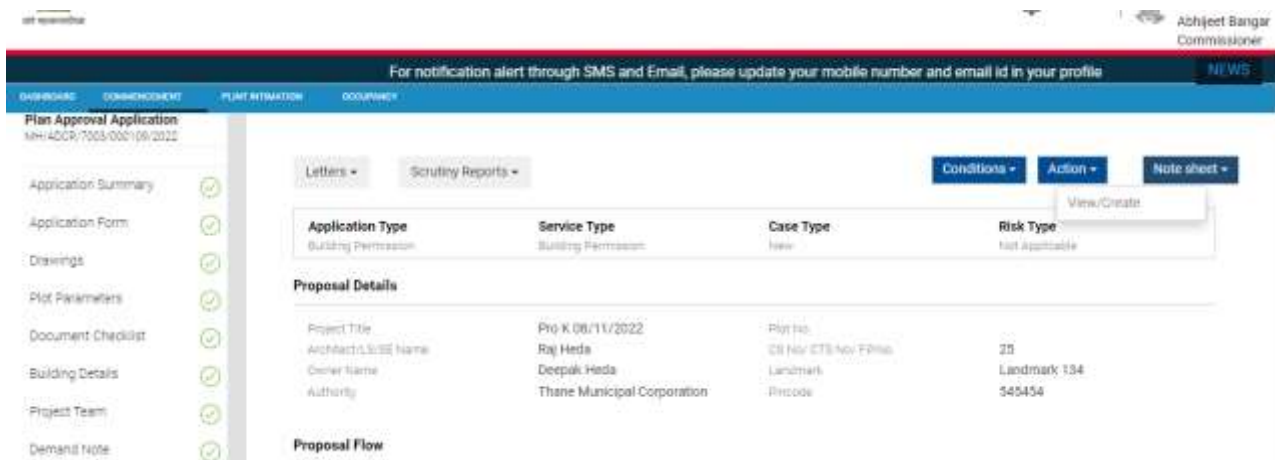
Click on Correspondence then MC can able to communicate query related to application with Applicant, Owner/Developer or Department.



When click on Back to list, system will move to the list of applications send for MC Remarks and Approval.



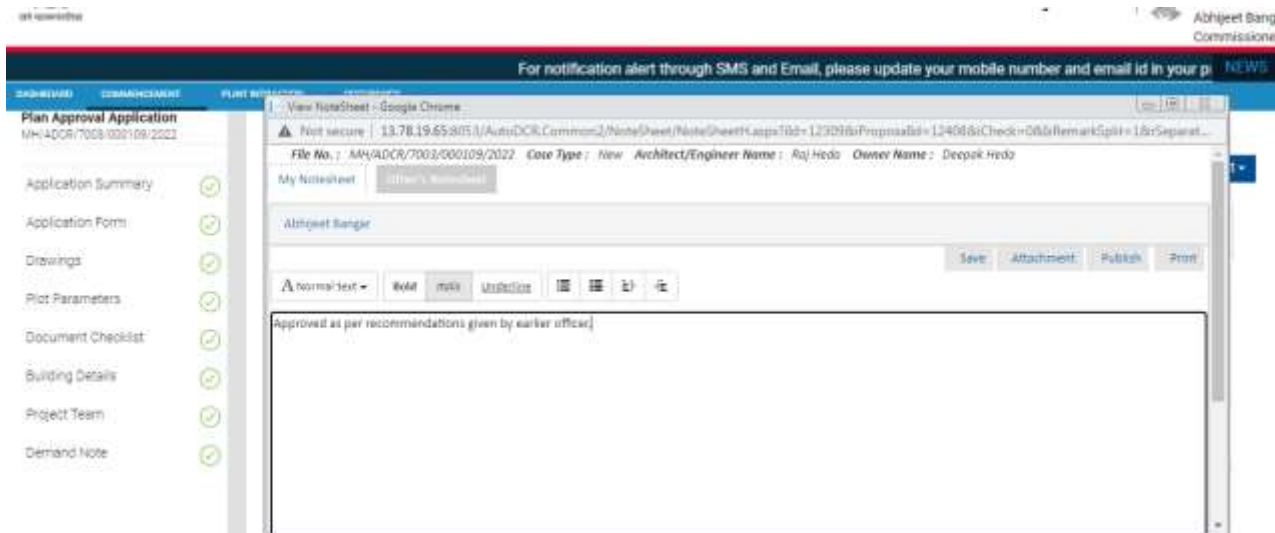
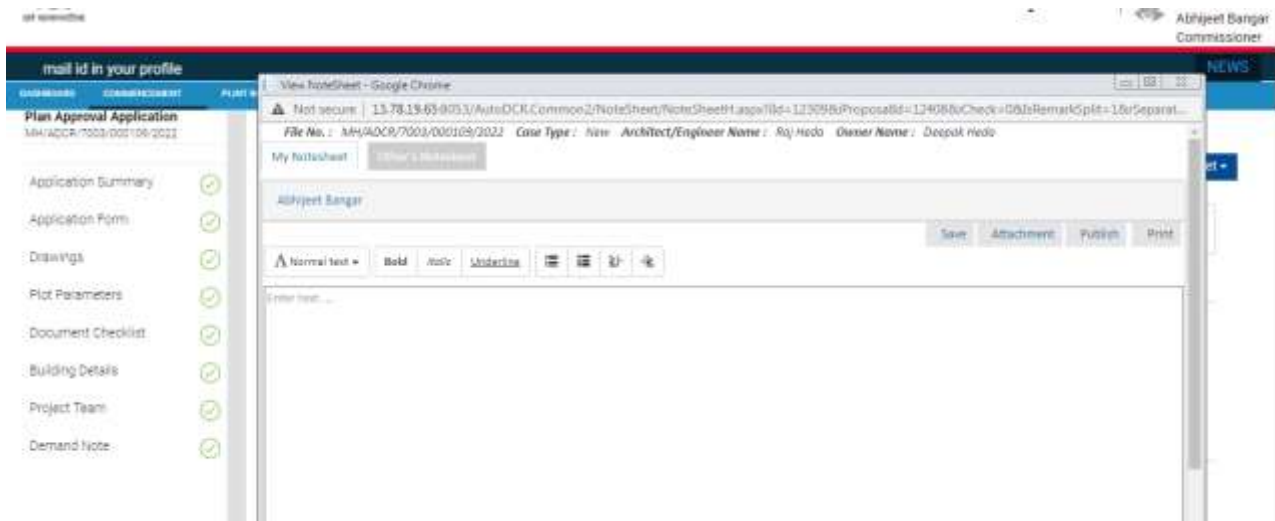
MC has to give his remarks in note sheet by click on note sheet button.

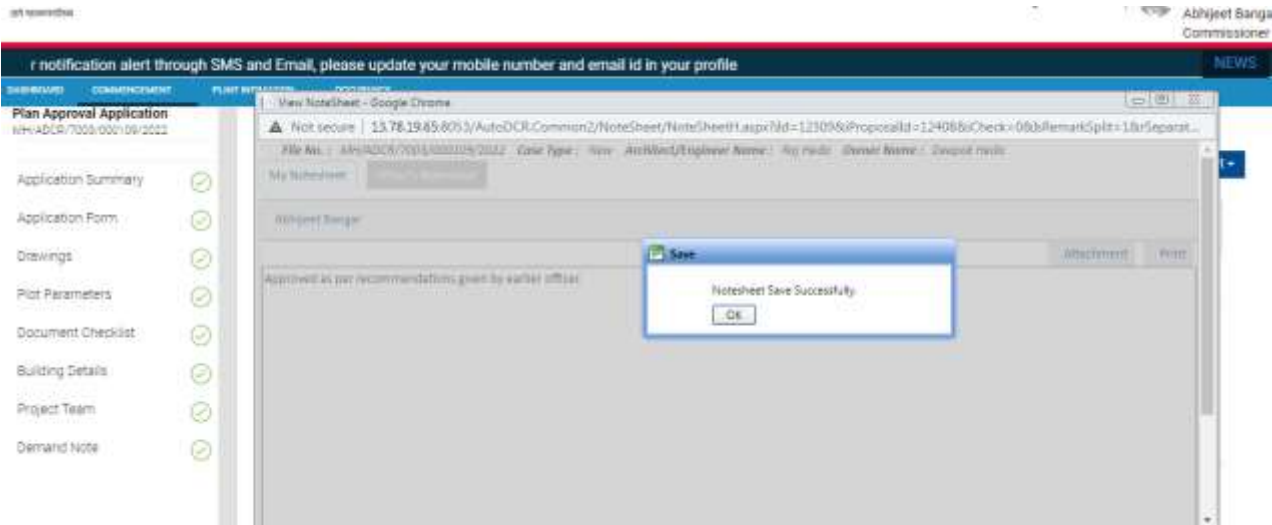


MC can click on View/Create button to add Notesheet.

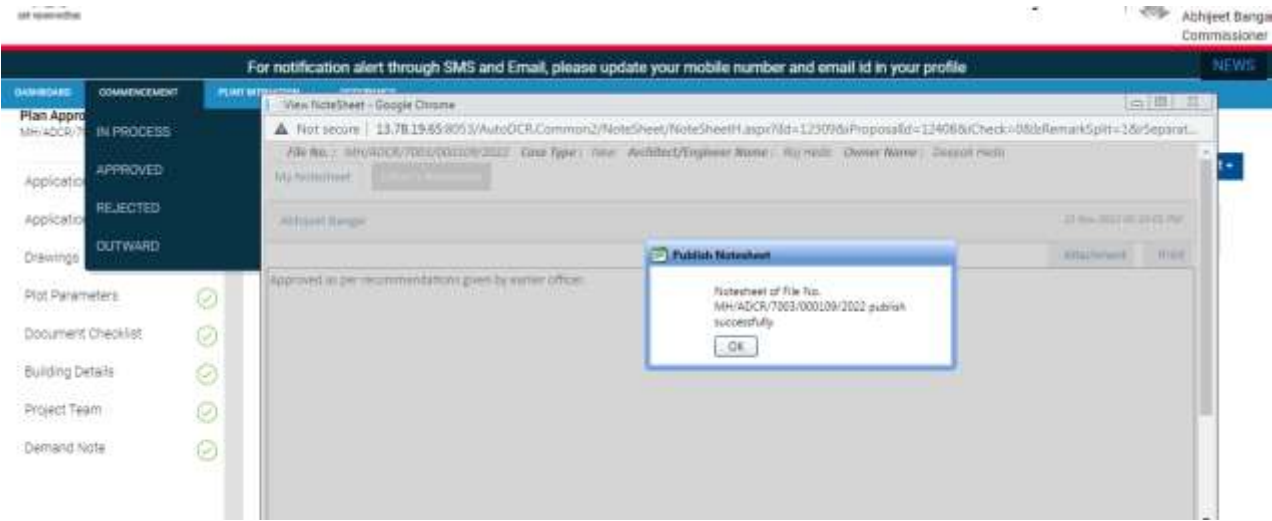
When click on Create system will show under My Note sheet with Save option, Attachment, Publish and Print button.

MC has to enter his remarks & click on Save and then on Publish so the remarks will be published.



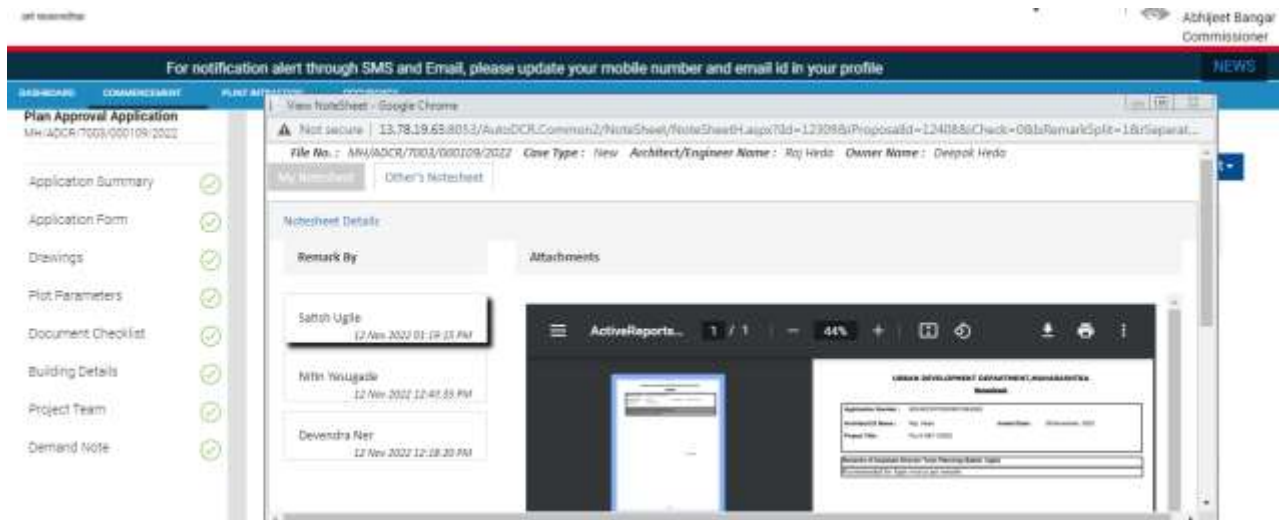


Commissioner has to publish the note sheet.



Here MC able to view remarks given by previous officer and he can add his remarks and observations.

## HELP MANUAL FOR ULB OFFICERS

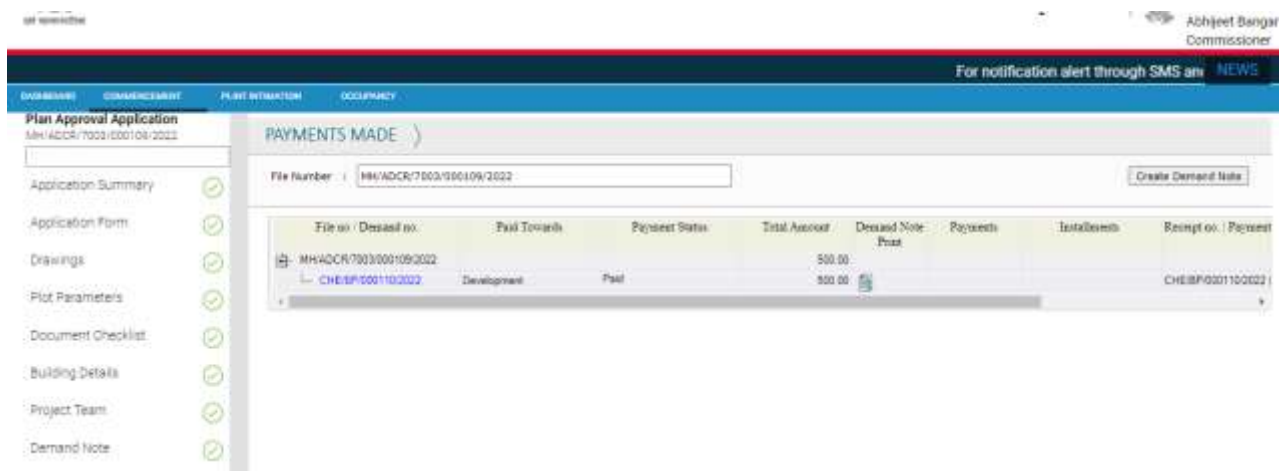


If any documents need to attach in Notesheet, then officer can click on Attachment and attach that document.

For taking Print of the given remarks, Commissioner can click on Print button.

While approving the application Commissioner can create demand note by clicking on Create Demand Note.

Create Demand Note option is available under Demand Note tab.

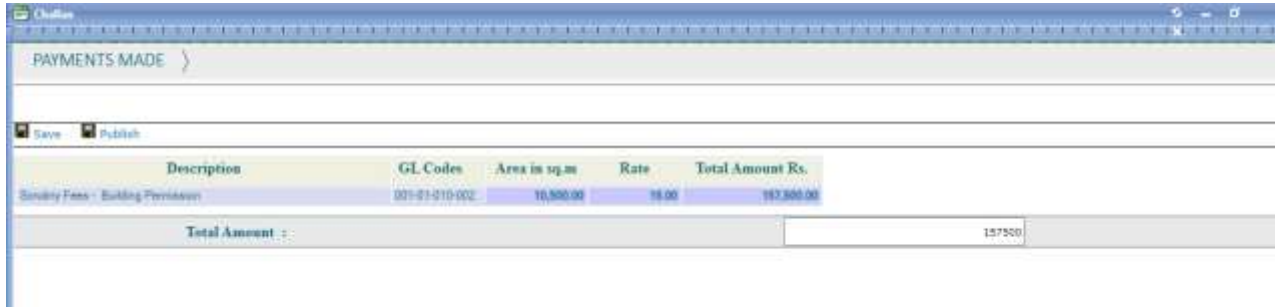


When click on Create Demand Note, All the budget heads that are applicable will display along with GL-Code.

User need to enter Area and Rate then system will calculate the amount.



Then user has to click on save button, if any changes required in demand note then user can do it before click on Publish button.



Once the demand note is published user cannot make changes in demand note.



Published demand note will show in Demand Note tab of officer and applicant login for payment.

## HELP MANUAL FOR ULB OFFICERS

The screenshot displays the 'Plan Approval Application' interface for file number MH/DCR/7003/000109/2022. The left sidebar lists application components: Application Summary, Application Form, Drawings, Plot Parameters, Document Checklist, Building Details, Project Team, and Demand Note, each with a green checkmark. The main area is titled 'PAYMENTS MADE' and shows a table of payments:

File no / Demand no	Paid Towards	Payment Status	Total Amount	Demand Note Price	Payments	Receipt no / Payment
MH/DCR/7003/000109/2022	Development	Paid	180,000.00			
CHEBP/000119/2022	Before Submission of Proposal	UnPaid	500.00		Pay Now	CHEBP/000119/2022
CHEBP/000140/2022			157,500.00			

MC can approve the application by click on Approve button under Action button.

The screenshot shows the 'Plan Approval Application' interface with the 'Action' dropdown menu open. The menu options are: Return, Approve, Correspondence, and Back To List. The application details are as follows:

Application Type	Service Type	Case Type
Building Permission	Building Permission	New

**Proposal Details**

Project Title	Pro K 08/11/2022	Plot No:	
Architect/LS/SE Name	Raj Heda	CS No/ CTS No/ F/Pls	25
Owner Name	Deepali Heda	Landmark	Landmark 134
Authority	Thane Municipal Corporation	Pincode	545454

**Proposal Flow**

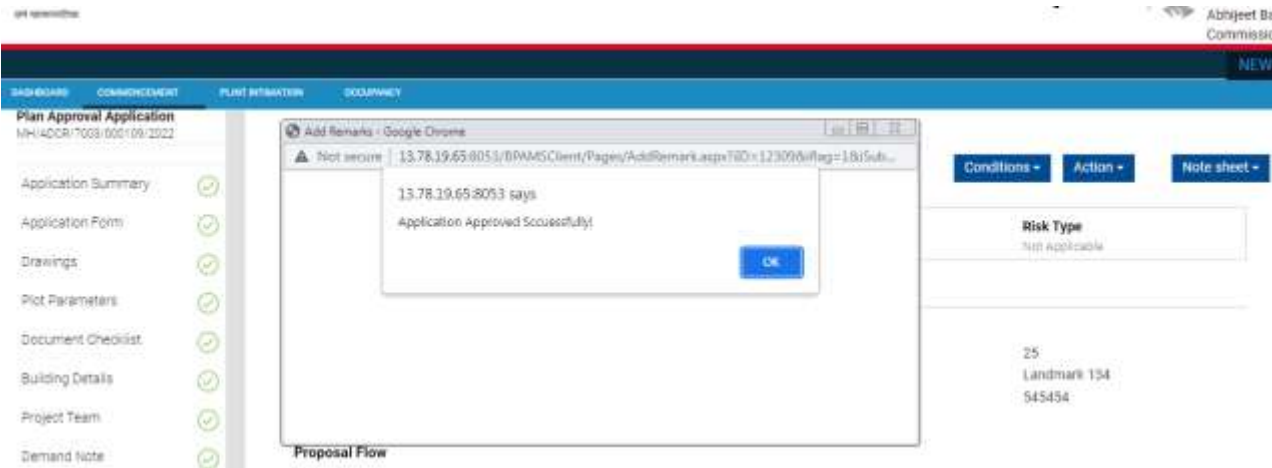
When MC click on Approve, button then system ask the user “This will approve application, do you want to continue?”

Then click on OK system will ask to enter approval remarks.

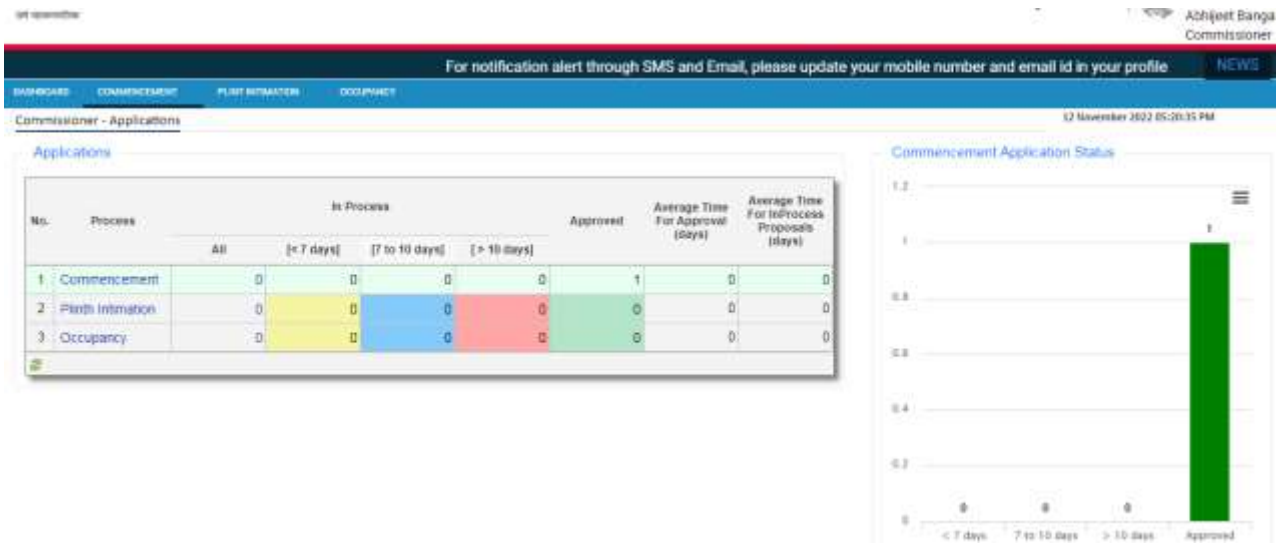
HELP MANUAL FOR ULB OFFICERS



After entering remarks, click on Submit button.



Once the application is approved, it will move to Approved tab of Commissioner Login from In-Process tab.



## 11 Rejection/Objection Process

Based on the work flow configured for an ULB privilege to raise objections or shortfall are configured at L1 or L2 level officers.

Commencement Applications

Application Number	Case Type	Architect/ULB Name	Owner Name	Inward Date	Area (Sq. Mt.)
MHIADCR/7003/000032/2022	New	Ajinkya Test 1	Ajinkya Test 1	27 October 2022	0
MHIADCR/7003/000029/2022	New	Ajinkya Test 1	Ajinkya Test 1	25 October 2022	0

Total Number of Proposals: 2

Post submission by LTP to authority, ULB will scrutinize the application based on their merits. For all the deviations noticed by Authority, there can be shortfall raised by L1 or L2 level officers.

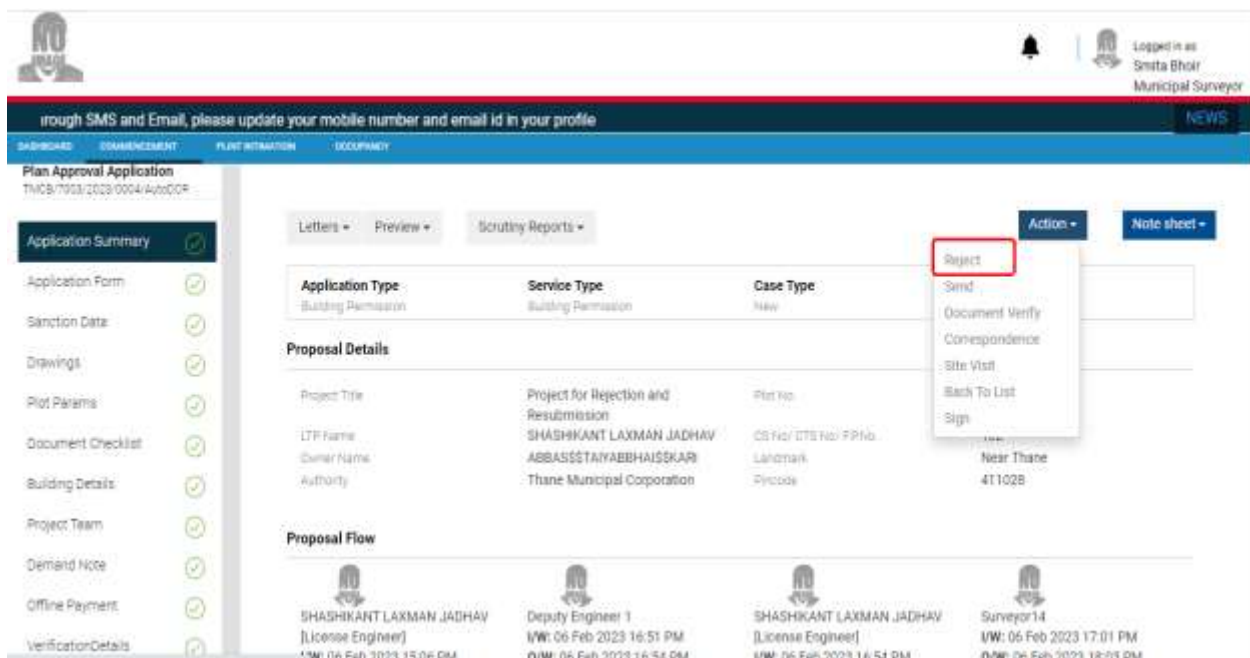
The shortfalls are categorized as

- Document Objection
- Drawing/Technical Objection
- Site Visit Objection

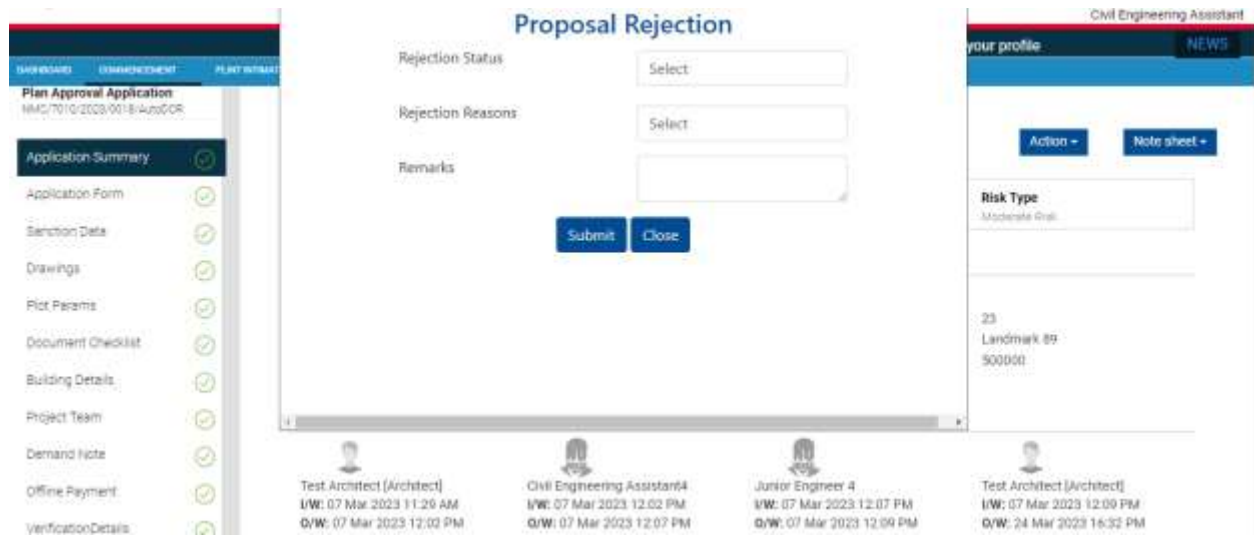
### 11.1 Document Objection

While verifying documents officer found any discrepancies in those document then officer can give shortfall/objection on such documents.

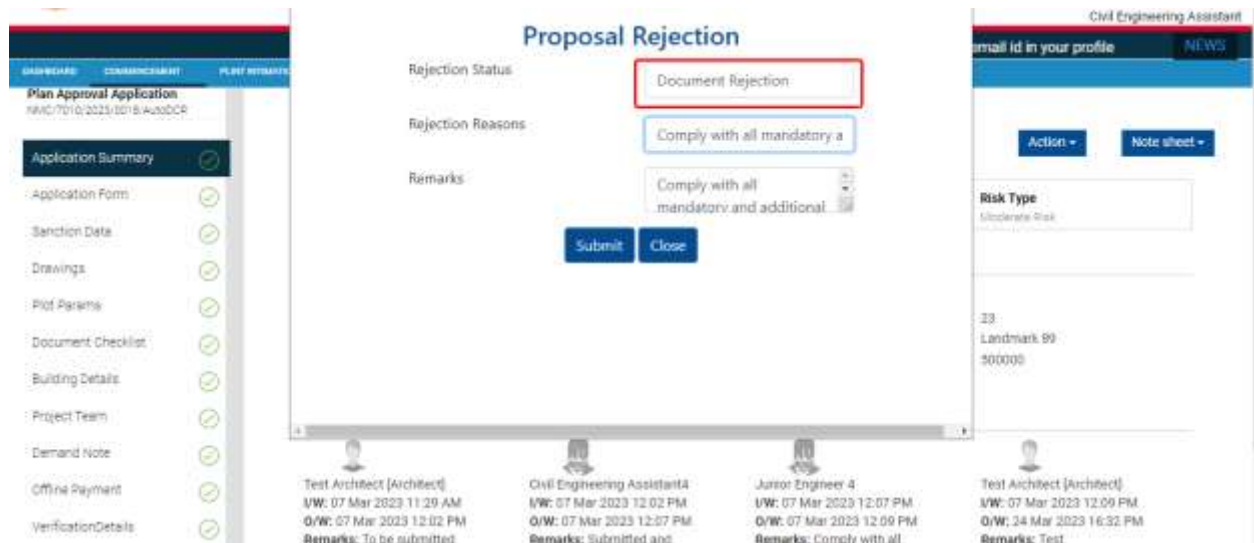
For that officer has to click on Reject option which is under Action button.



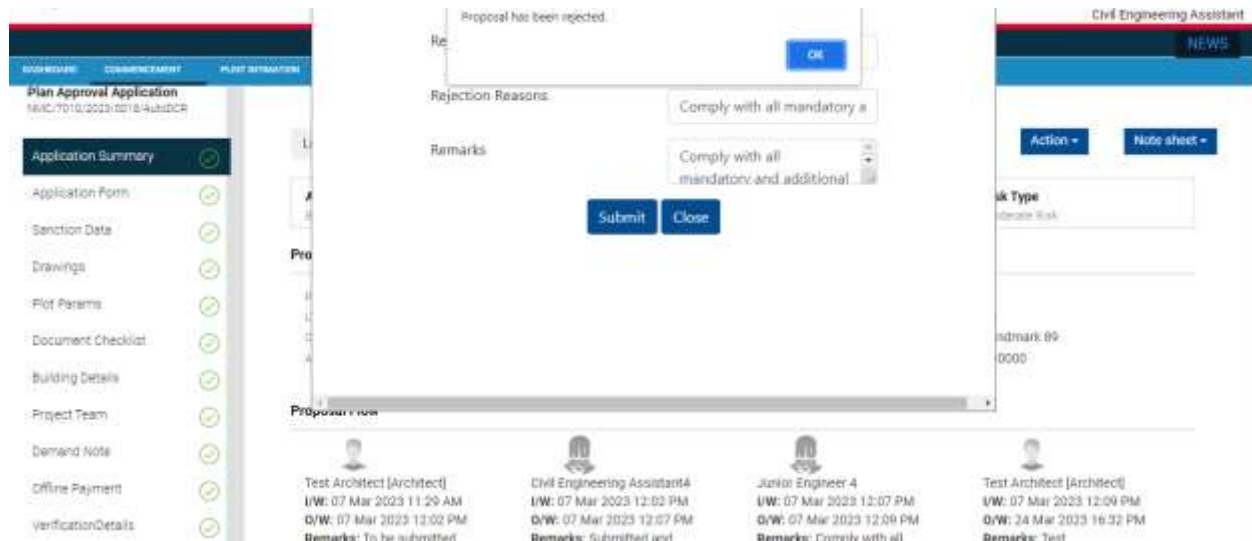
When officer click on Reject option then Proposal rejection window will appear.



In this, officer has to select Rejection Status as document rejection, Rejection Reasons and then officers have to give rejection remarks in Remarks.



After providing all details officer need to click on Submit button.



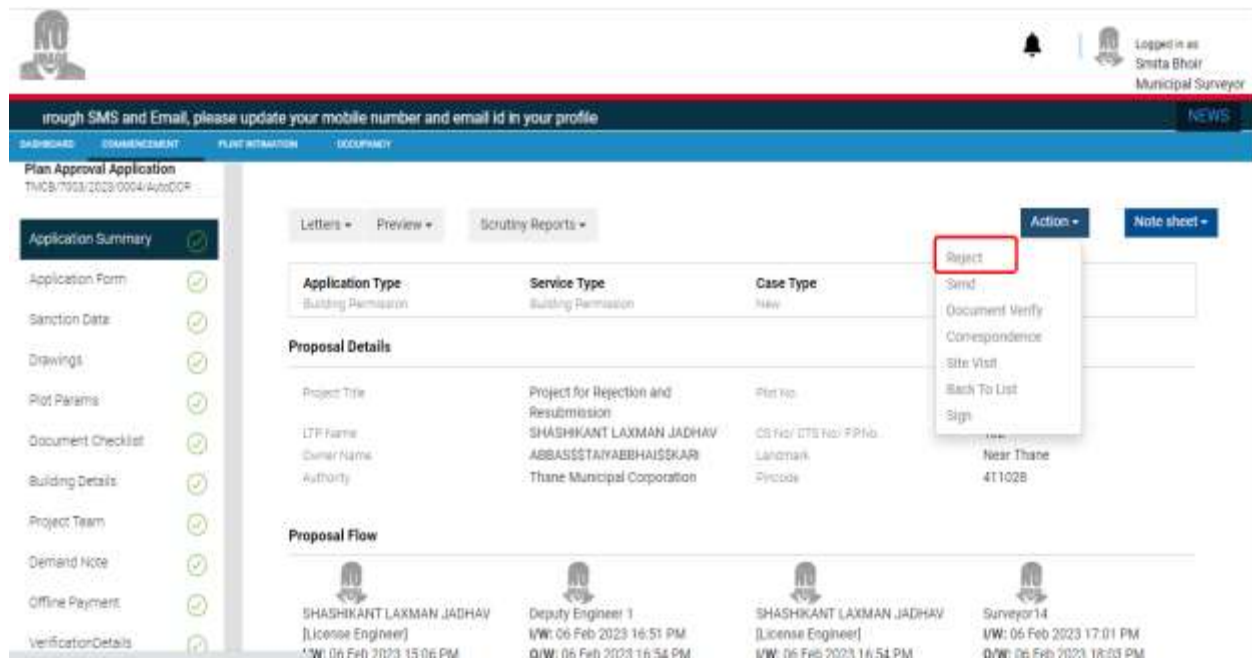
When click on Submit button system will show message as **Proposal has been rejected**.

After this application, will move to LTP Login for complying the discrepancies in documents.

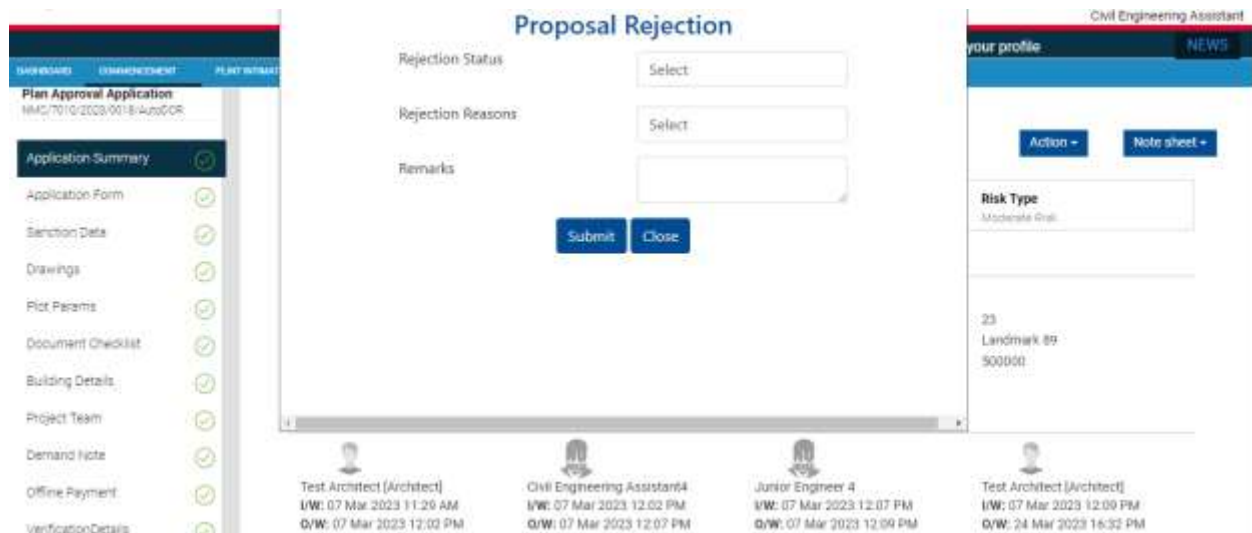
### 11.2 Drawing Objection

While verifying drawing if officer found the drawing is not as per the rules.

Then officer can give technical objection.

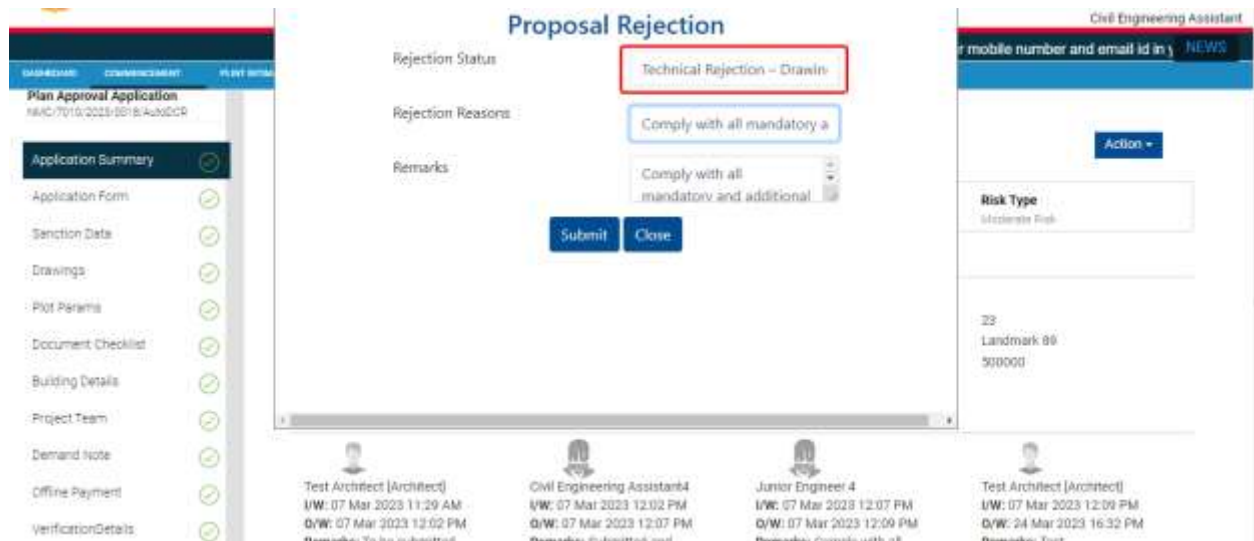


When officer click on Reject option then Proposal rejection window will appear.

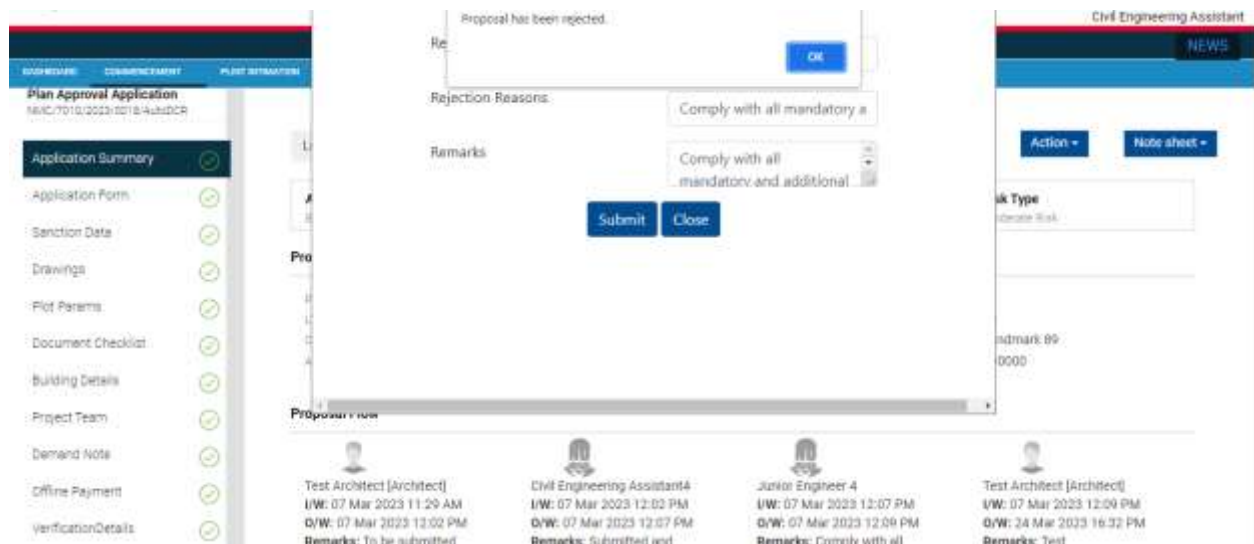


In this, officer has to select Rejection Status as technical rejection, Rejection Reasons and then officers have to give rejection remarks in Remarks.





After providing all details officer need to click on Submit button.



When click on Submit button system will show message as **Proposal has been rejected** and it will move to LTP Login for complying the discrepancies found in drawing.

Officers can give objection on Drawing and Document at the same time by selecting Technical and Document Objection in Rejection Status.

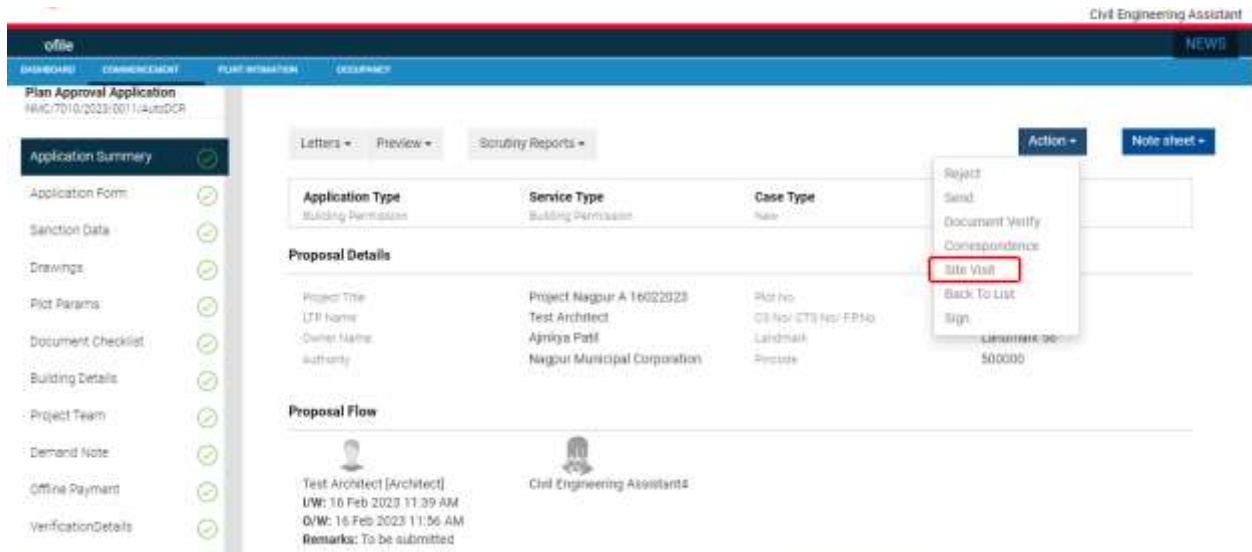
LTP has to comply both drawing and document discrepancies. The status of application is showing as rejected.

### 11.3 Site Visit Objection

Once the application assigned to officers Document, Drawing and Site Visit has to be done.

The officer who is entitled for site inspection has to schedule a site visit before visiting.

For schedule, the site visit officer has to click on Site Visit option under Action button.



Then officer has to click on Plan a Visit button



When officer click on Plan a Visit button then new window will get open in which officer has to select Date and Time and click on Plan Now button.

Inspection Checklist

Please Plan a Visit first

Plan a Visit

Proposal Information

File No: NMC/0100023/003/WaterDCR Submitted On: 24/04/2023

Applicant Name: Test Architect

Schedule a visit

Inspection Type:  General

Planned Date: 27/04/2023 Time: 3:50 PM

Plan Now

Once the site visit schedules successfully below site visit checklist form will be enabled.

Inspection Checklist

Go Schedule Visit Save Save & Submit

Site Inspection Checklist

Inspection on: 27/04/2023 2:44 PM Inspection Due Date: 23/03/2023

Plan Date/Time: 14/03/2023 16:36 PM

All fields in checklist are mandatory

#	Description	As On Site	Observation	Remarks
1	Is Site in sanitation Condition?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
2	Whether portion of plot not in possession/encroached?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
3	If YES, is the area physically tallies with the site?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
4	Does plot boundaries tallies with the site?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
5	Number of trees on site		Approval	-
6	Number of trees affected by proposed structure		Approval	-
7	Are the tree shown correctly as per site?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
8	Number of existing structures		Approval	-
9	Does area of existing structure tallies with with the drawing?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
10	Whether existing structure demolished? If YES how many?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
11	Whether high tension line/watercourse location match with the drawing?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
12	Does proposed drawing tallies with D.P?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
13	Does Number of occupant/tenants tallies with document submitted?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-
14	Does plot falls earth/ under reservation?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	-

While doing site visit officer has to give inputs on checklist items with their observations.

If there is no discrepancy in site visit, then officer can select Approve in observation and if there is discrepancy in it then they have to select Shortfall with Remarks against that site visit checklist.

## HELP MANUAL FOR ULB OFFICERS

Inspection Checklist

Site Inspection Checklist

Inspection on: 27/04/2023 2:44 PM Inspection Due Date: 23/03/2023

Plan DateTime: 14/03/2023 16:35 PM

All fields in checklist are mandatory

#	Description	As On Site	Observation	Remark
1	Is Site in sanitation Condition?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
2	Whether portion of plot not in possession/encroached ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	
3	If YES, is the area physically tallies with the site?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	
4	Does plot boundaries tallies with the site?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	
5	Number of trees on site		Approval	
6	Number of trees affected by proposed structure		Approval	
7	Are the tree shown correctly as per site?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	
8	Number of existing structures		Approval	
9	Does area of existing structure tallies with with the drawing?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	
10	Whether existing structure demolished ? If YES how many ?		Approval	
11	Whether high tension line/watercourse location match with the drawing ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	
12	Does proposed drawing tallies with D.P ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	
13	Does Number of occupant/tenants tallies with document submitted ?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	Approval	

While doing site visit officer has to fill all the checklist items and if officer found any discrepancy in site visit then officer can raise objection on that checklist item.

Inspection Checklist

Site Inspection Checklist

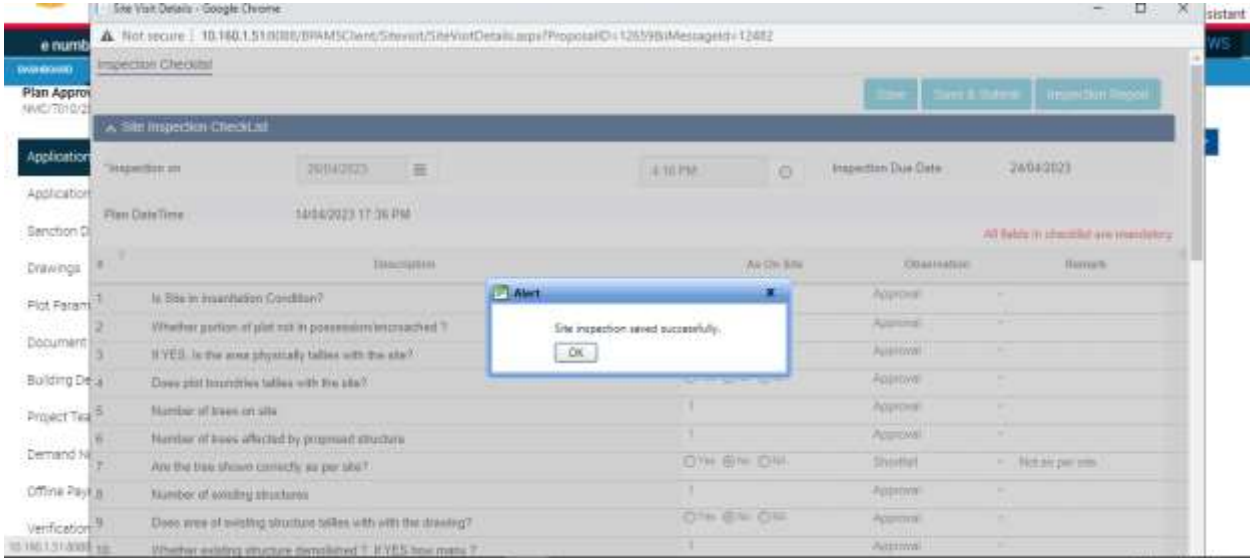
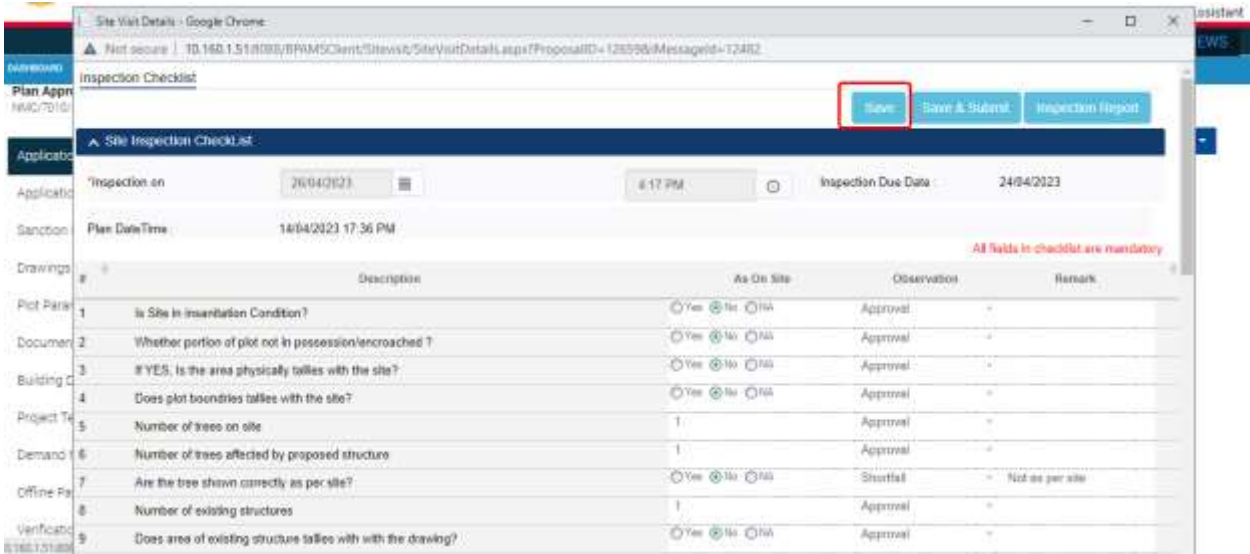
Inspection on: 26/04/2023 4:28 PM Inspection Due Date: 24/04/2023

Plan DateTime: 14/04/2023 17:36 PM

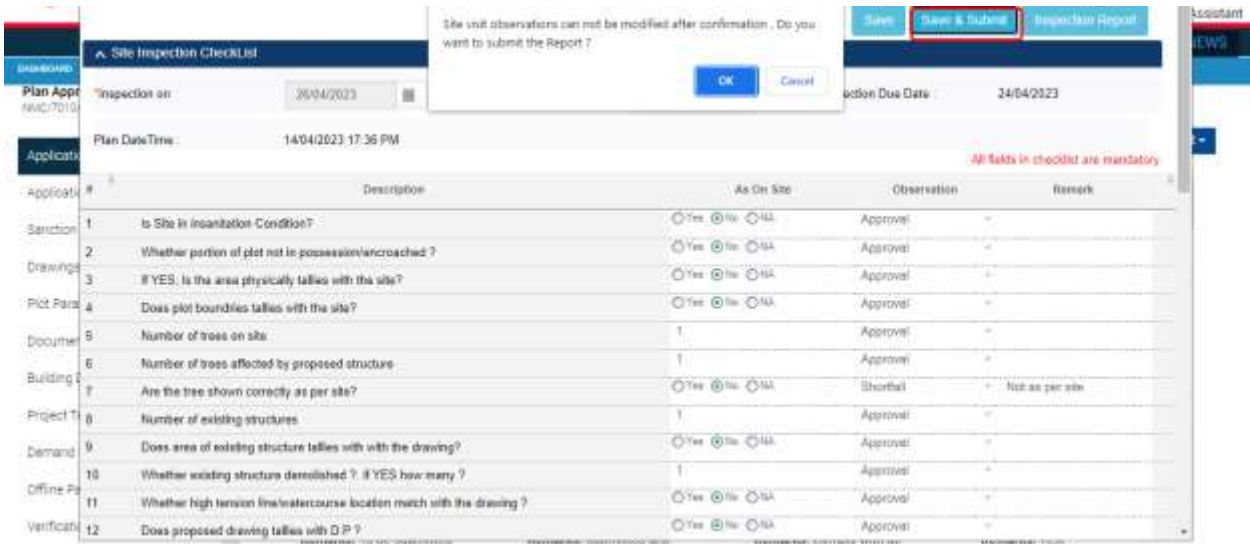
All fields in checklist are mandatory

#	Description	As On Site	Observation	Remark
1	Is Site in sanitation Condition?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
2	Whether portion of plot not in possession/encroached ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
3	If YES, is the area physically tallies with the site?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
4	Does plot boundaries tallies with the site?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
5	Number of trees on site	1	Approval	
6	Number of trees affected by proposed structure	1	Approval	
7	Are the tree shown correctly as per site?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Shortfall	Not as per site
8	Number of existing structures	1	Approval	
9	Does area of existing structure tallies with with the drawing?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
10	Whether existing structure demolished ? If YES how many ?	1	Approval	
11	Whether high tension line/watercourse location match with the drawing ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
12	Does proposed drawing tallies with D.P ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	
13	Does Number of occupant/tenants tallies with document submitted ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	Approval	

After completing site visit officer has to click on save button. When officer click on save button the inspection report will be save and if officer wants to change anything in site visit he/she can change it before submitting inspection report.



If there is no change in Site Visit Checklist then officer can click on Save and Submit button.



Once officer click on Save and submit button then the inspection report will be submit and there will no further changes in it.

The site inspection report will be generated.

Site is inspected by SanjayBisne Civil Engineering Assistant on 14-04-2023

Sr. No.	Item No.	As On Site	Remarks
1.	Is Site in insanitation Condition?	No	
2.	Whether portion of plot not in possession/encroached ?	No	
3.	If YES, Is the area physically tallies with the site?	No	
4.	Does plot boundries tallies with the site?	No	
5.	Number of trees on site	1	
6.	Number of trees affected by proposed structure	1	
7.	Are the tree shown correctly as per site?	No	Not as per site
8.	Number of existing structures	1	
9.	Does area of existing structure tallies with with the drawing?	No	
10.	Whether existing structure demolished ?. If YES how many ?	1	
11.	Whether high tension line/watercourse location match with the drawing ?	No	
12.	Does proposed drawing tallies with D.P ?	No	
13.	Does Number of occupant/tenants tallies with document submitted ?	No	
14.	Does plot falls partly under reservation?	No	
15.	Whether existing structure demolished ?. If YES how many ?	1	
16.	Do reservation boundaries shown on proposed plan tallies with Development Plan?	No	
17.	Whether Architect has proposed shifting of reservation within layout?	No	
18.	Whether area of reservation tallies with D P	No	
19.	Whether architect has proposed change in flow of Nalla?	No	
20.	If proposal is in congested area, required road width from the centre of lane	No	

## 12 Digital Signature Process

### 12.1 Digital signature Installation & Setup

Once the application is Approved, Certificate and Drawing PDF need to digitally signed by approving/signing authority. One-time installation set up needs to be done on the system for digital signing of documents

Please follow the below process for installation setup.

- For downloading signer extension that is browser independent officer has to click on below URL.
- URL: - <https://web.signer.digital/getstarted>
- When above URL is enter in browser then below window will open.
- Once this page is loaded click on Download Browser Extension to download.



After click on Download Browser extension new window will appear. Click on Download Now button.

Home / Windows / Browsers / Chrome Extensions / Signer. Digital Chrome Extension



## Signer. Digital Chrome Extension

By [Chartered Information Systems](#) FREE

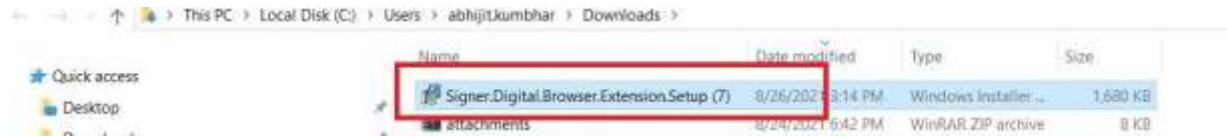
DOWNLOAD NOW

### Key Details of Signer. Digital Chrome Extension

- E-sign PDF, XML, eReturns, login using USB Token/Smartcard, encrypt/decrypt content
- Last updated on 11/18/22
- There have been 2 updates within the past 6 months
- The current version has [1 flag on VirusTotal](#) 👍



Once click on Download Now, a Setup file will get download which need to installed on the system.



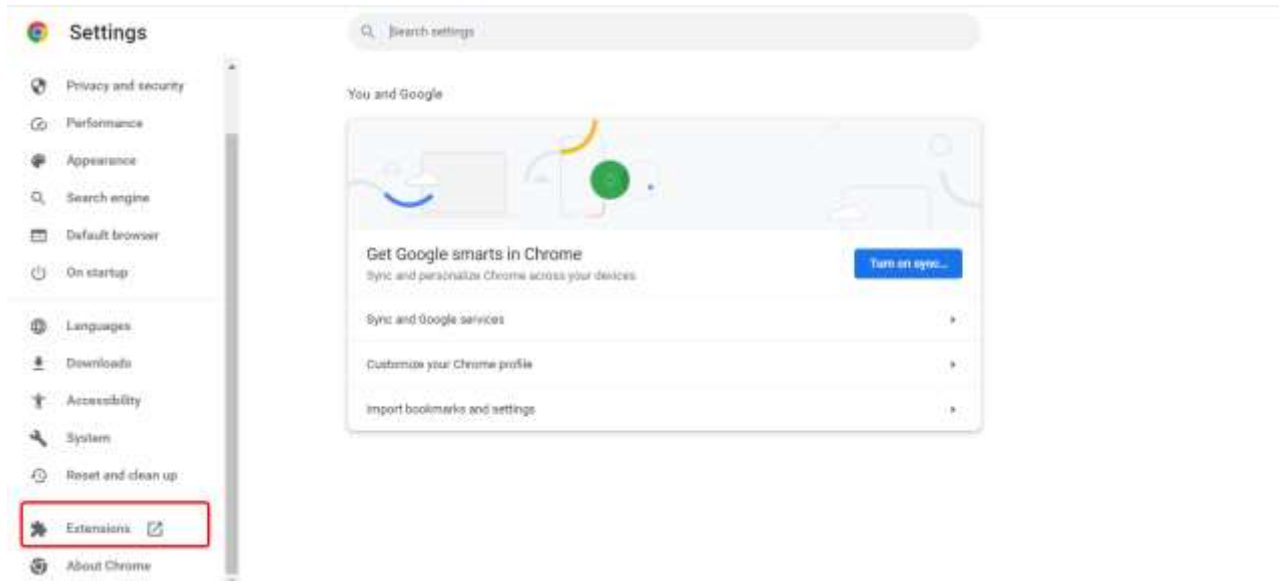
Double click on the setup file and Install the setup.



Once the setup is installed, click on **Settings** option on browser



Settings option will appear then click on Extensions option



When you click on Extension option below page will display on which user needs to enable the Extension.

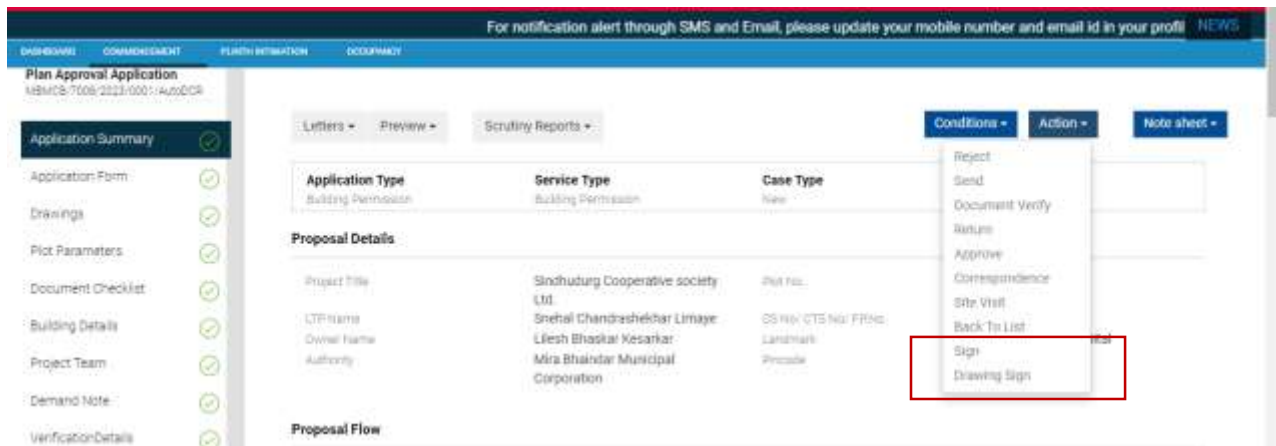


Once setup for signing is done, Authority is ready to digitally sign Certificate(s) and sanction plan PDF.

### 12.2 Digital signature by Authority

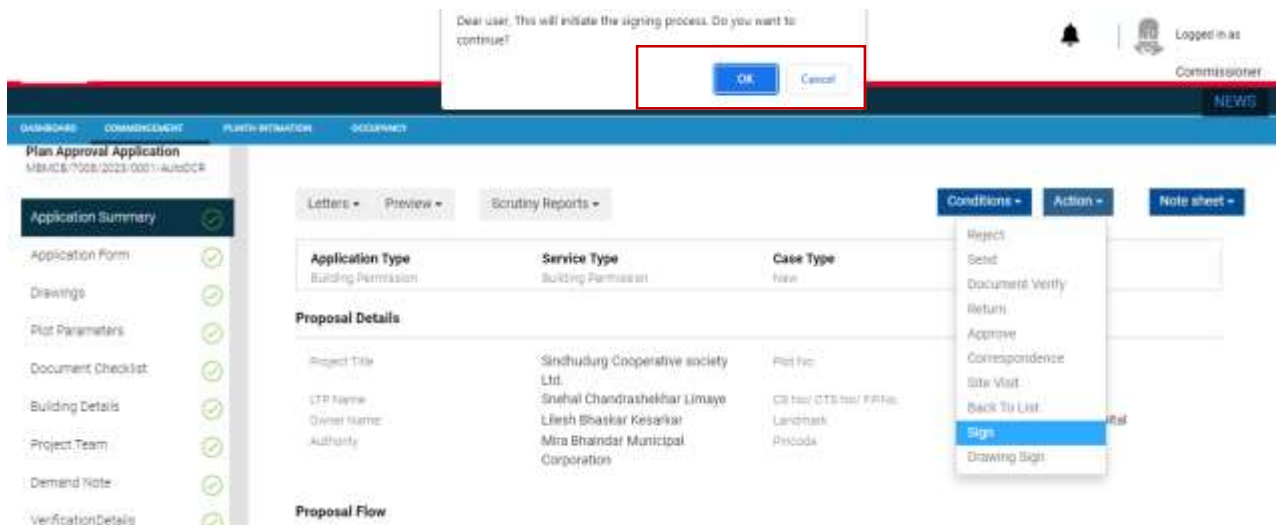
The Approval or Signing Authority has to login on MH Portal then click on the **Approved** file for which signing need to be done.

When application is open then Authority need to click on Sign or Drawing sign option.



If user clicks on **Cancel**, then signing process will end.

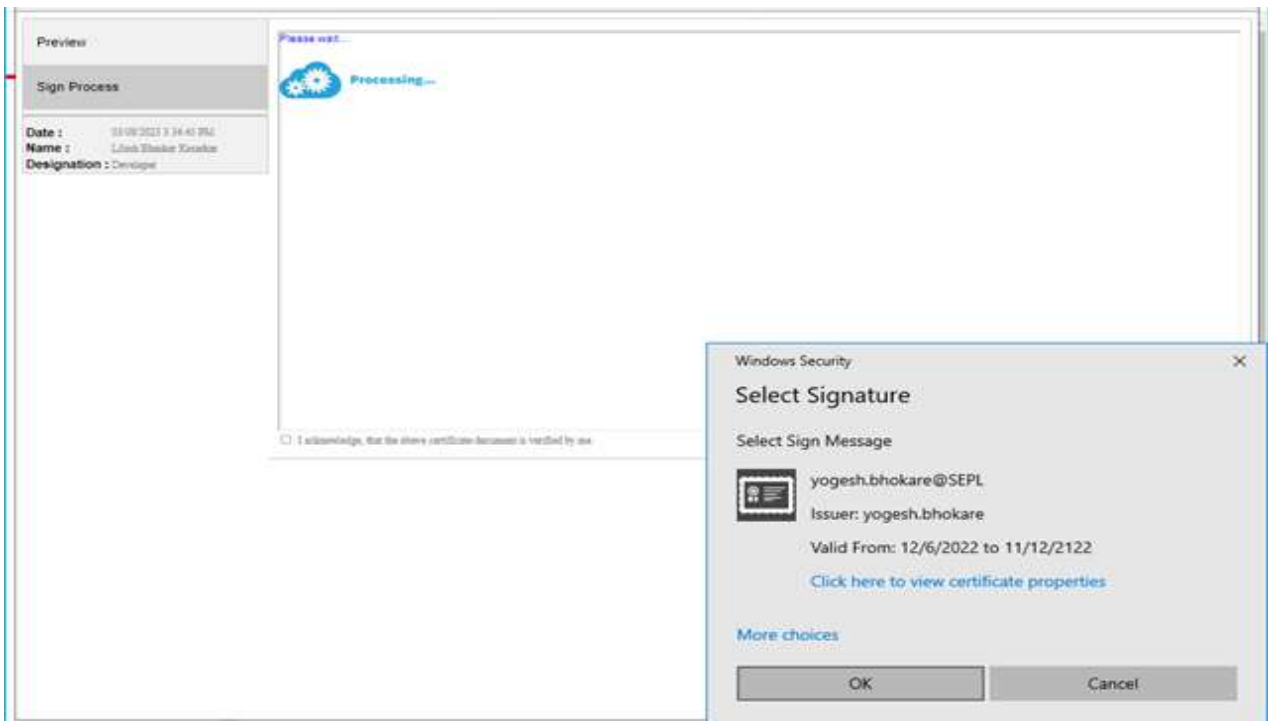
If user click on **OK** then Signing Process will start and the letter will get open and Sign button will enabled on this certificate/ plan for digital signature.





Click on **checkbox** of acknowledgement and then on **Sign** button to initiate digital signature.

When user clicks on **Sign** button, processing of the digital signature will initiate and notifies upon completion of the process with a **pop-up message** as below.



**File signed successfully!**



Once the process is Successful accomplished, the commencement / permission certificate will appear as below duly signed by Authority with a **green color tick along with date and time stamp and name of the Authority.**

Digital signature on Certificate

**APPENDIX 'D-1'**  
**SANCTION OF BUILDING PERMISSION AND COMMENCEMENT CERTIFICATE**

<b>Building Name :</b> A (GITE)	<b>Building Use :</b> Commercial
<b>Name of PWork :</b> A-1 (GITE)	
<b>Floor Name:</b> GROUND FLOOR,PARAPETWALLOUTLINE	

To,  
**ASHUTOSH PRAKASH TIDKE (Lic:STATE/R/2023/APL/04624 )**  
 License Engineer  
**Ramdas Babura (Owner)**  
**Nashik**

Sir,  
 With reference to your application No. **7018/0/2023/APL/0007 (V.P.No.NMCB/0001/2023/AutoDcr)**, dated **03 April, 2023** for the grant of sanction of Building Permission Commencement Certificate under Section 18/44 of The Maharashtra Regional and Town Planning Act, to carry out development work / Building on **Survey No.:561/2/1**, the Commencement Certificate/Building Permit is granted under Section 18/45 of the said Act, subject to the following conditions:

1. The land vacated in consequence of the enforcement of the set back line shall form part of the public street.
2. No new building or part thereof shall be occupied or allowed to be occupied or permitted to be used by any person until Occupancy permission has been granted.
3. The Development permission/Commencement Certificate shall remain valid for a period of one year commencing from the date of its issue.
4. This permission does not entitle you to develop the land which does not vest in you.
5. This permission is being issued as per the provisions of sanctioned Development Plan and Development Control Regulations. Any other statutory permission, as required from State and Central Govt. Departments/ undertakings shall be taken by the applicant. If any irregularity is found at later date, the permission shall stand cancelled.
6. Information Board to be displayed at site till Occupation Certificate.
7. If in the development permission reserved land/amenity space/road winding land is to be handed over to the authority in the lieu of incentive FSI, if any, then necessary registered transfer deed shall be executed in the name of authority with in 6 month from the commencement certificate.

Office No. :  
 Office Stamp. :  
 Date : 12/05/2023

Yours faithfully,

OFFICE OF THE <b>Nashik Municipal Corporation</b> Building Permit No.: <b>NMCB/0001/2023/AutoDcr</b> Date: <b>06 April, 2023</b> <b>SANCTIONED</b>	 <p>Digitally signed by SANJAY LALCHAND AGRAWAL                  Date: 23 May 2023 18:34:05                  Organization :                  Designation: Executive Engineer</p> <p>Signature of the Authority</p>
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Digital signature on Sanction Plan PDF

