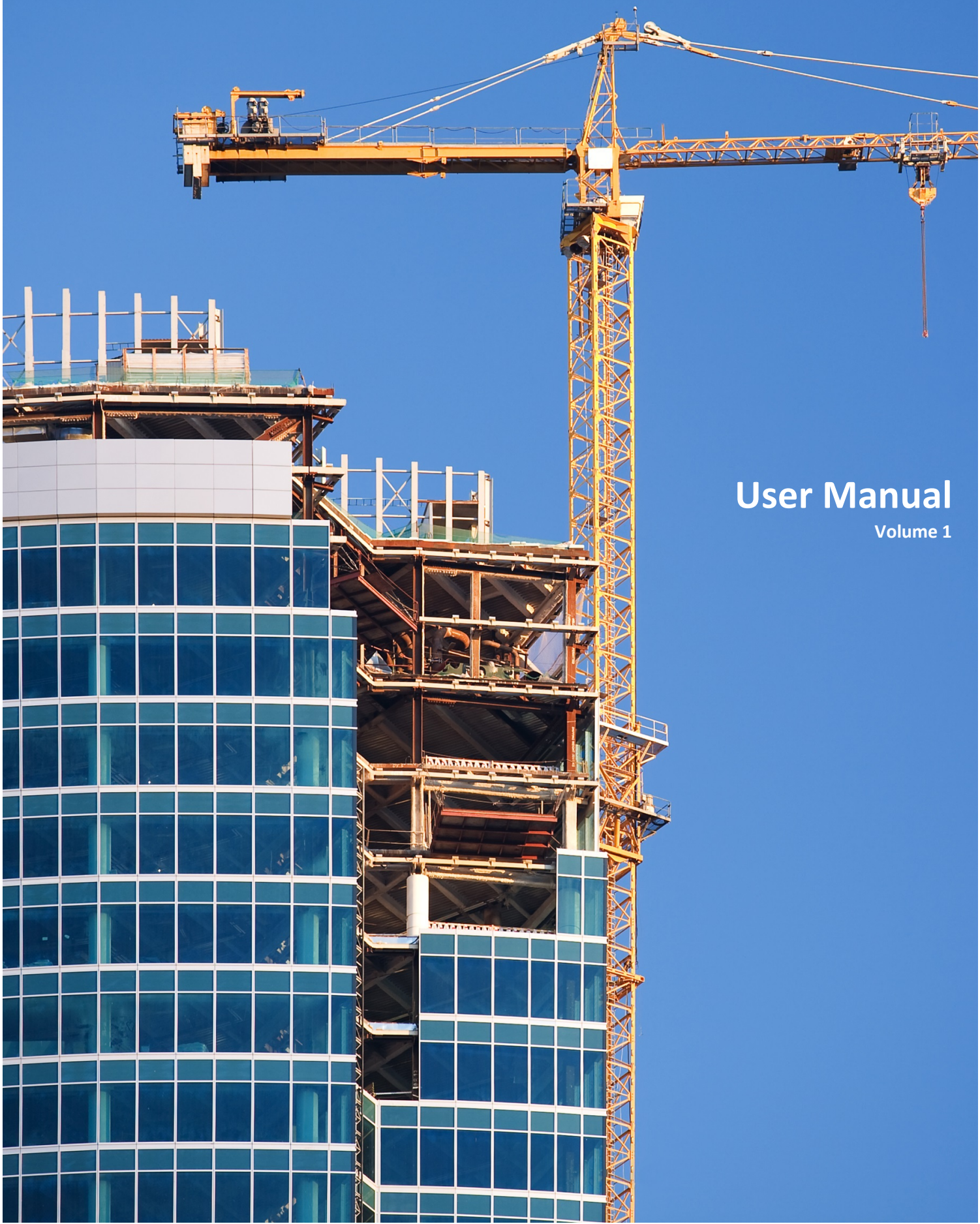
RAJASTHAN- Department Application

Building Plan Approval System



User Manual

Volume 1

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1. Introduction

Getting approval for a building plan from the concerned department is a time consuming process, which also involves a lot of manual effort. To reduce the effort and time taken for the process, **Building Plan Approval system** is being introduced which allows easy online submission, verification and approval of building plans.

The **Department Application** is used by the department users in the Jaipur Municipal Corporation. This can be accessed only by an internal user from Jaipur Municipal Corporation. The application enables the internal users to take necessary steps on the submitted building plan, workflow creation, assign user privileges, etc.

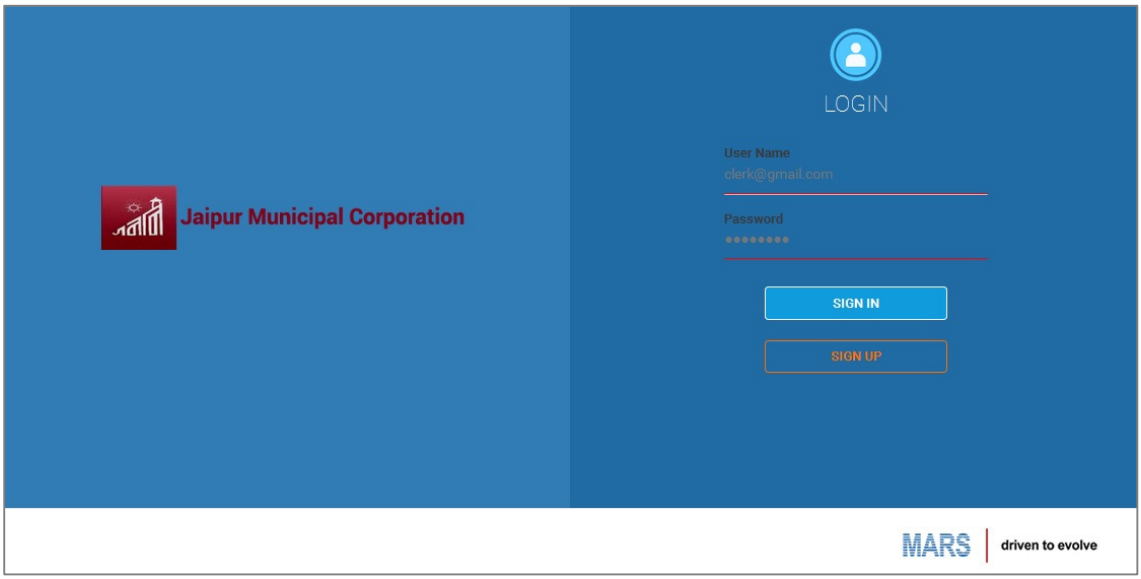
Department User: The users under Jaipur Municipal Corporation (JMC) who are authorized to do the verification and approval of the submitted building plan.

2. User Registration

An admin user account will be provided to the Jaipur Municipal Corporation along with the application. The admin user will have all the privileges and can create new users. (refer 5.1.1.2)

3. Sign In

Enter a valid **User Name** and **Password** to login to the portal, then click on the button ***SIGN IN***. The **UserName** is the e-mail id given during the registration process. The user can reset password, if needed.

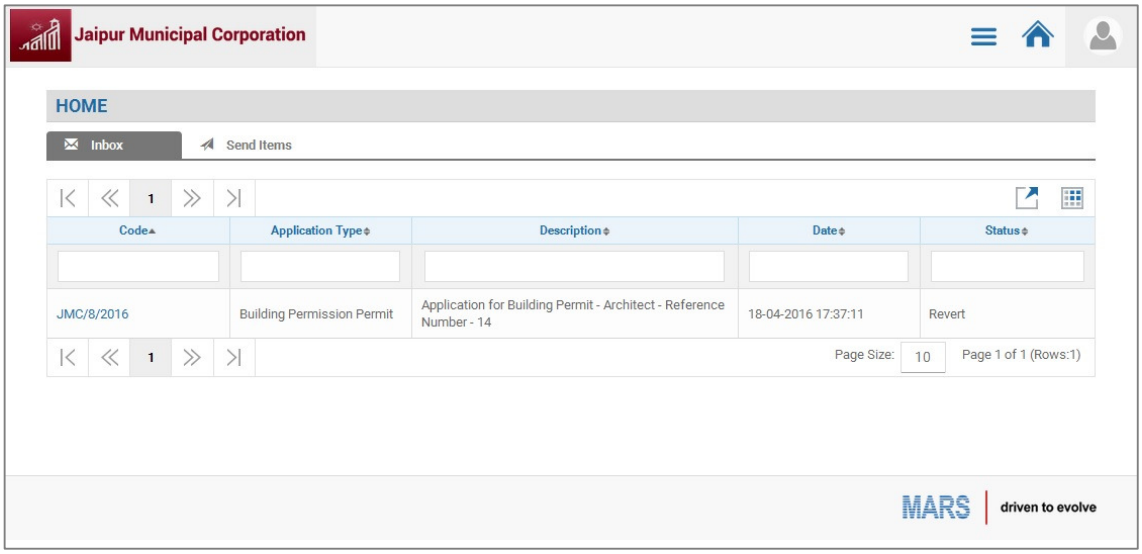


4. Home Page

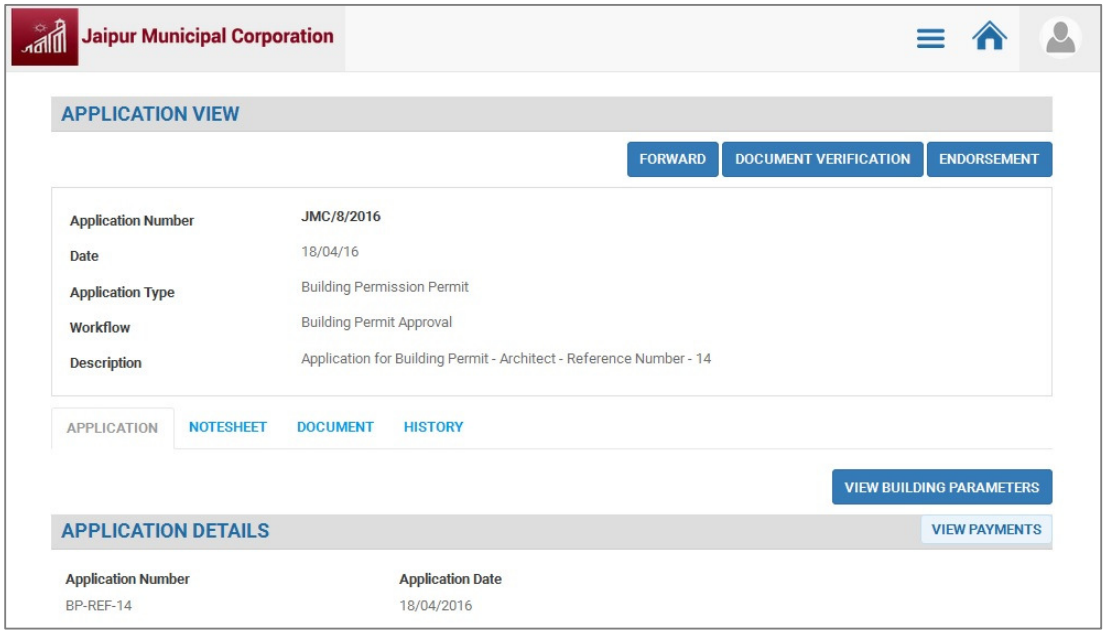
This is the first page which shows up when the user has successfully logged in to the portal. There are two options in the home page – **Inbox** and **Send Items**.

4.1. Inbox

The default page is the Inbox as shown below. This page contains all the applications pending for action by the user.

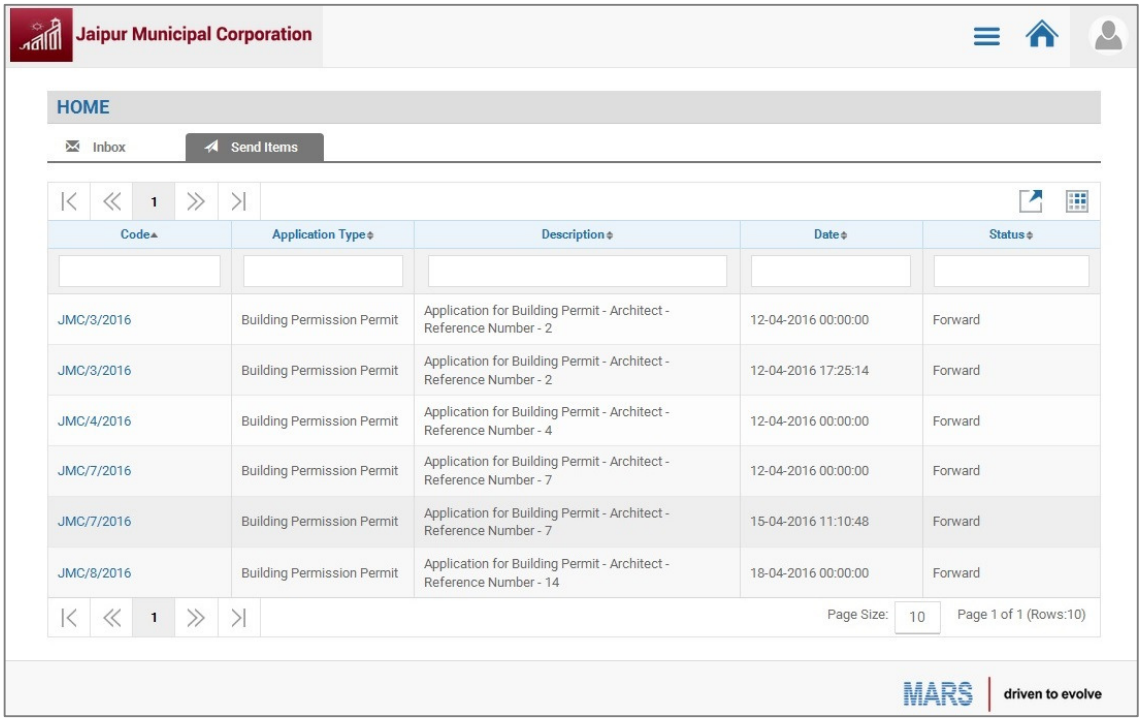


Click on the code to view the details of the listed application and also take necessary pending actions.



4.2. Send Items

All the applications which are forwarded by the user can be viewed here. Click on the Code to view the application details.



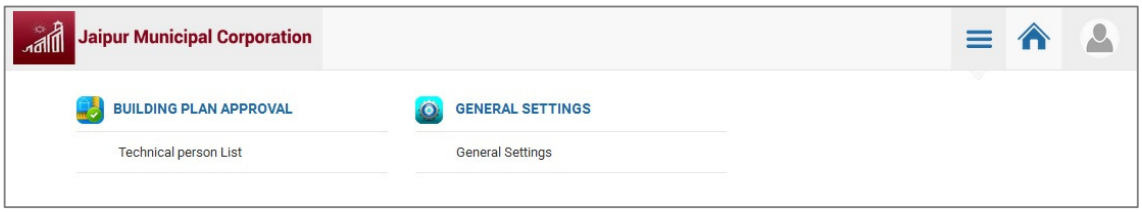
Click on this icon to export and save the page for reference purposes.

Click on this icon to select the fields which is to be shown in the selected page.

Note: The icons explained above perform the same task in all the pages.

5. Settings

Click on the **Settings** icon on the top right corner to configure and view the portal settings.



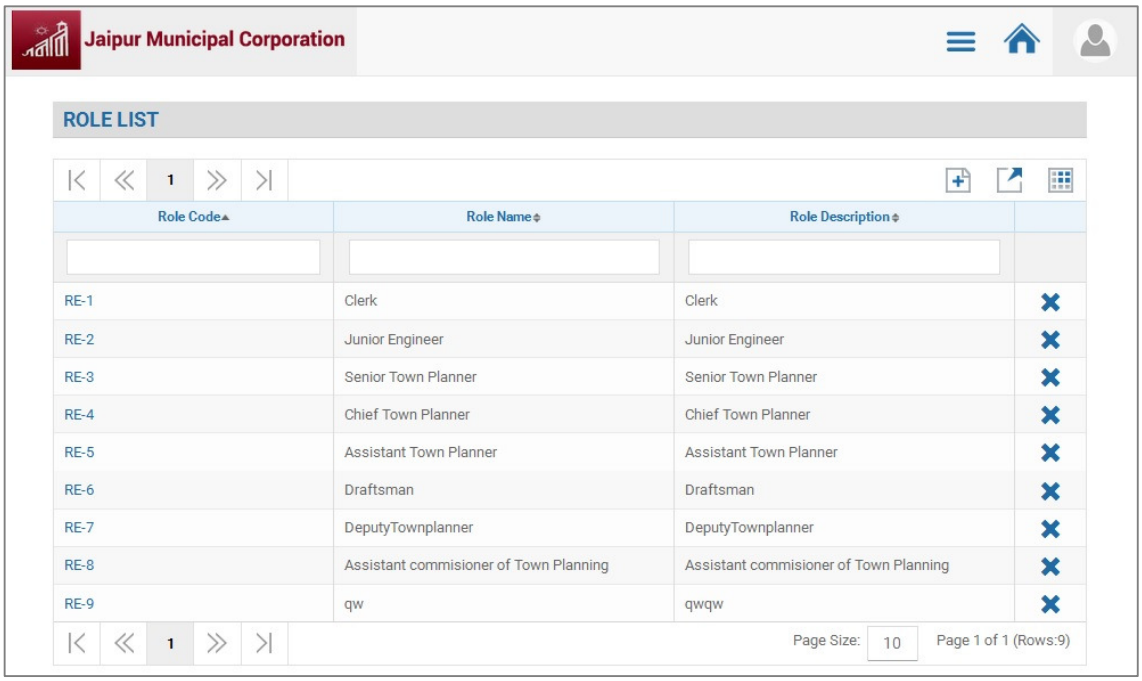
There are two sections - **General Settings** and **Building Plan Approval**

5.1. General Settings

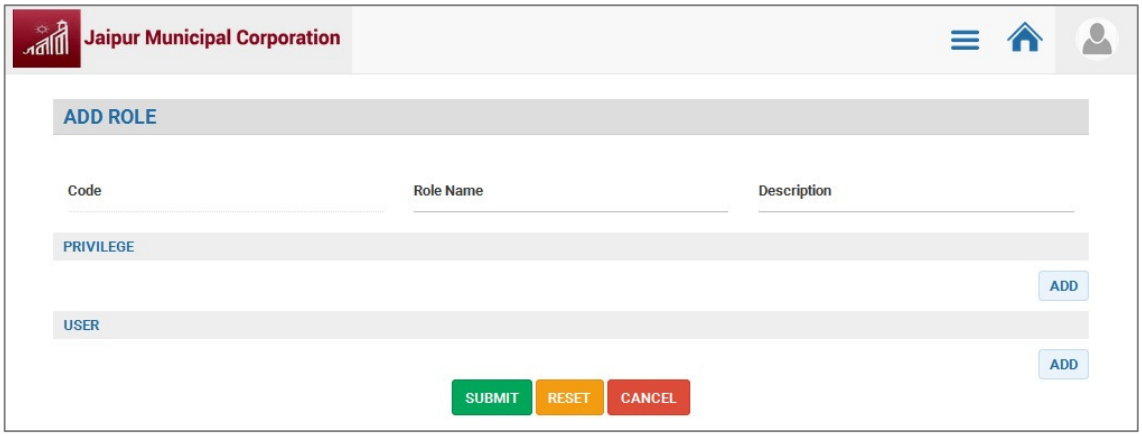
5.1.1. Manage Users & Roles

5.1.1.1. Role

This option allows the user to add and view the roles in a department.



Click on the icon to add new roles with privileges and map users to the roles.



a) C ode: The code is automatically generated by the system.

b) R

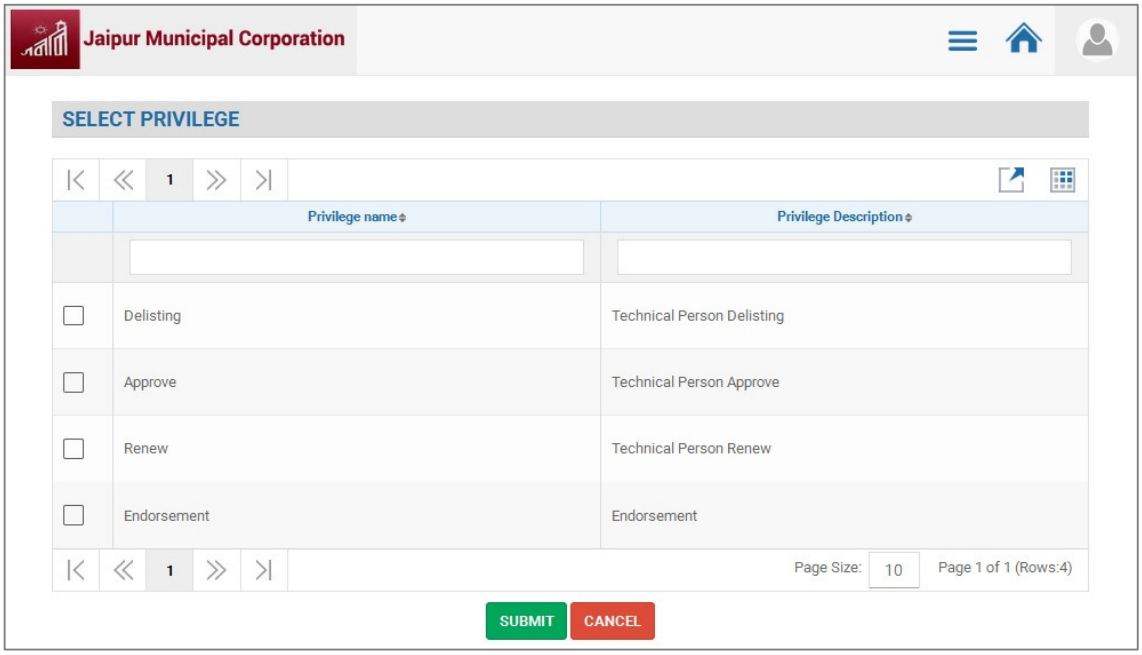
ole Name: Enter a meaningful role name.

c) D

escription: Enter the description for the role name.

d) P

rivilege: There are some system generated privileges which can be assigned to the roles.



- **D**

  elisting: The user with this privilege can remove the technical person.
- **A**

  pprove: The user with this privilege can approve the account of the technical person.
- **R**

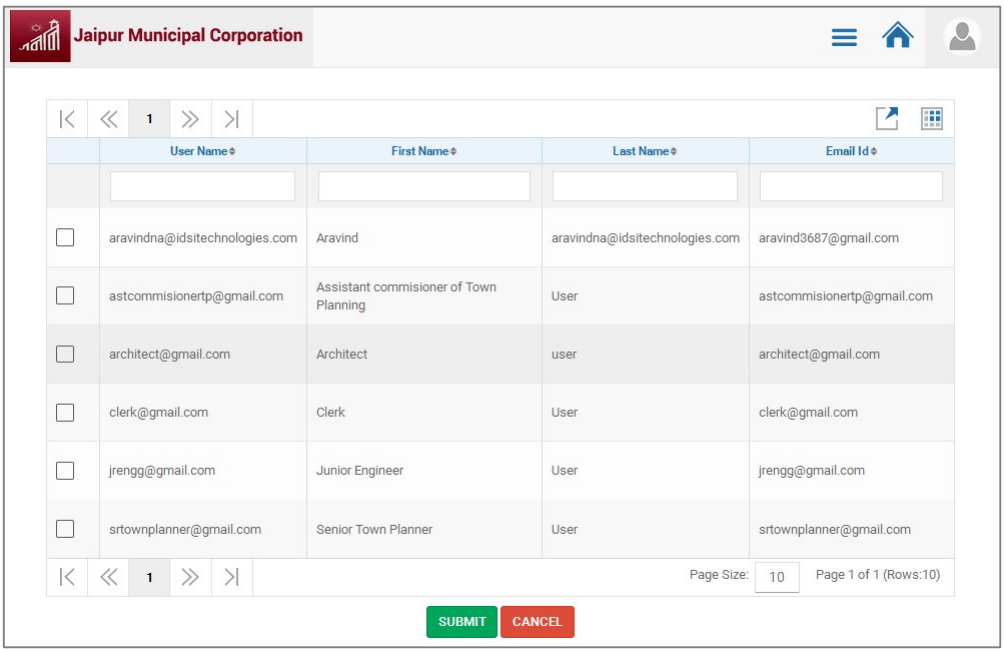
  enew: The user with this privilege can renew the account of the technical person, when the validity expires.
- **E**

  ndorsement: This option is used to revert or send back the application, in case any mismatch or error is found.

Select the required privilege(s) and click on ***SUBMIT*** to continue.

Click on ***RESET*** to remove all the details entered and reset the page.
Click on ***CANCEL*** to cancel the new role creation.

e) User: This option allows to assign roles to a user. Select the users to be mapped to the

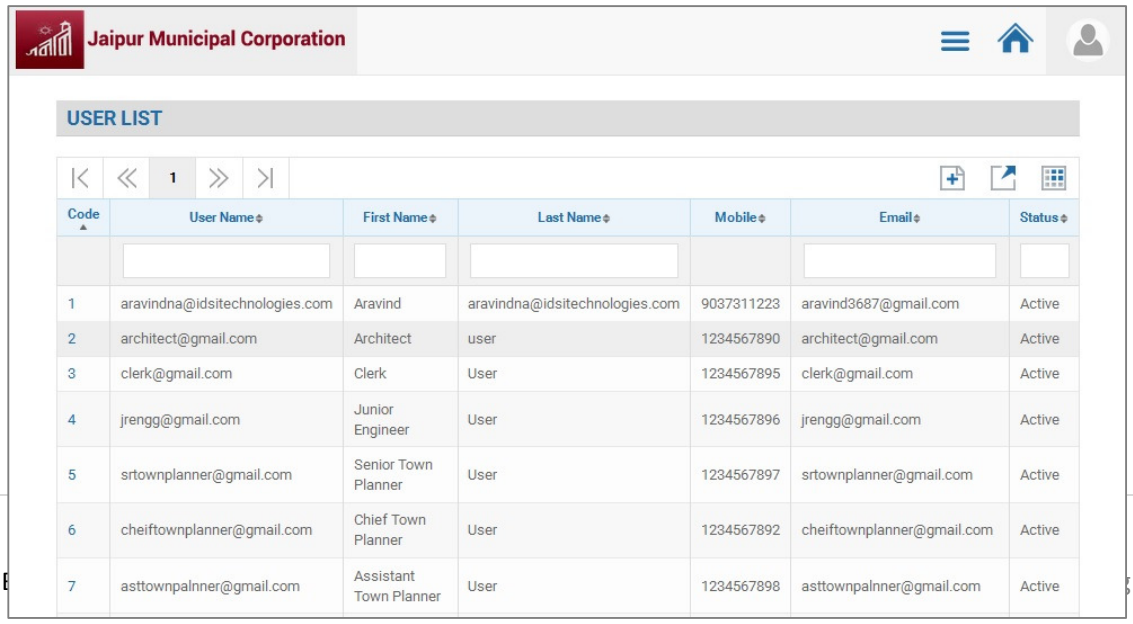


role and then click on ***SUBMIT***.

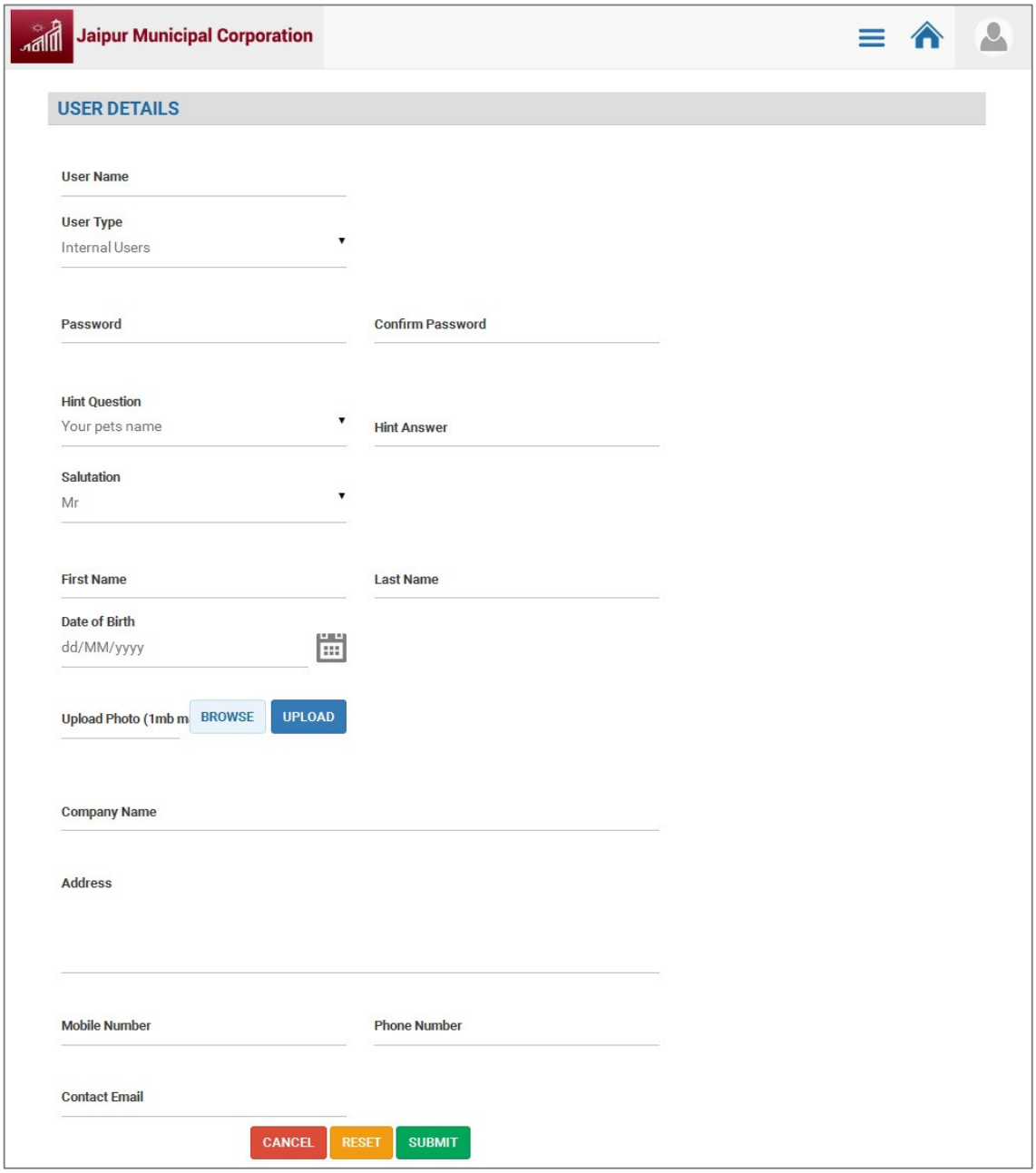
Note: To create a new user, please [refer 5.1.1.2.](#)

5.1.1.2. User

This option allows to create/view/edit user accounts. The list of created users can be viewed as shown below.



Click on the icon to add a new user.



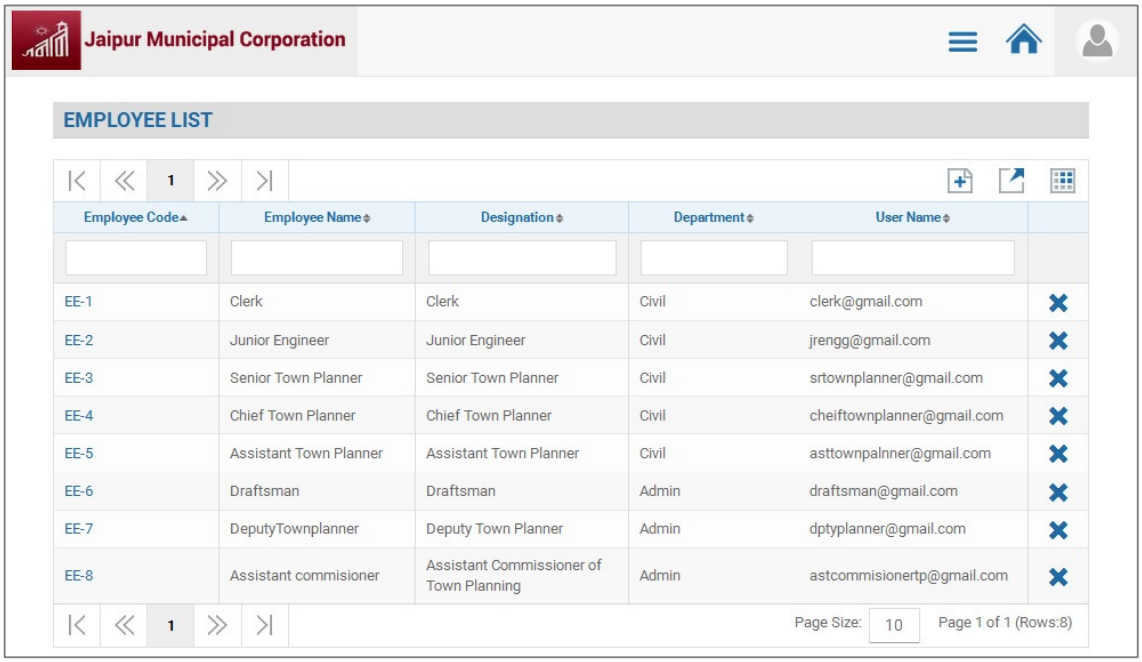
Enter the details as explained below:

- **User Name:** Enter the user name.
- **User Type:** Select any one user type (internal/external).
- **Password:** Enter a password for login.
- **Confirm Password:** Enter the password again to confirm.
- **Hint Question:** Select a hint question from the list in order to reset the login details, in case the user forgets.
- **Hint Answer:** Enter the answer for hint question.
- **Salutation:** Select the salutation from the dropdown list as Mr/Miss/Mrs/Madam/ Sri/Rev.
- **First Name:** Enter the first name.
- **Last Name:** Enter the last name.
- **Date of Birth:** Select the date of birth.
- **Upload Photo:** Browse and upload a photo, if required.
- **Company Name:** Enter the company name.
- **Address:** Enter the address of the user.
- **Mobile Number:** Enter the mobile number of the user.
- **Phone Number:** Enter the phone number.
- **Contact Email:** Enter the e-mail address.
- **SUBMIT:** Click on this button to submit the entered details.
- **RESET:** Click on this button to remove all the details entered and reset the page.
- **CANCEL:** Click on this button to cancel the new user registration.

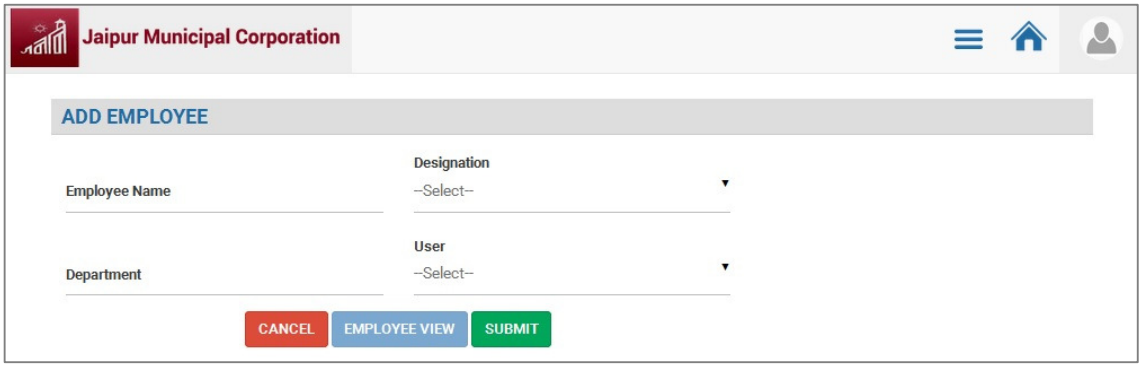
When the user clicks on ***SUBMIT*** button, the new user registration will get completed.

5.1.1.3. Employee

This option allows to create/view/edit employees.



Click on the icon to add a new employee.



Employee Name: Enter the name of the employee.

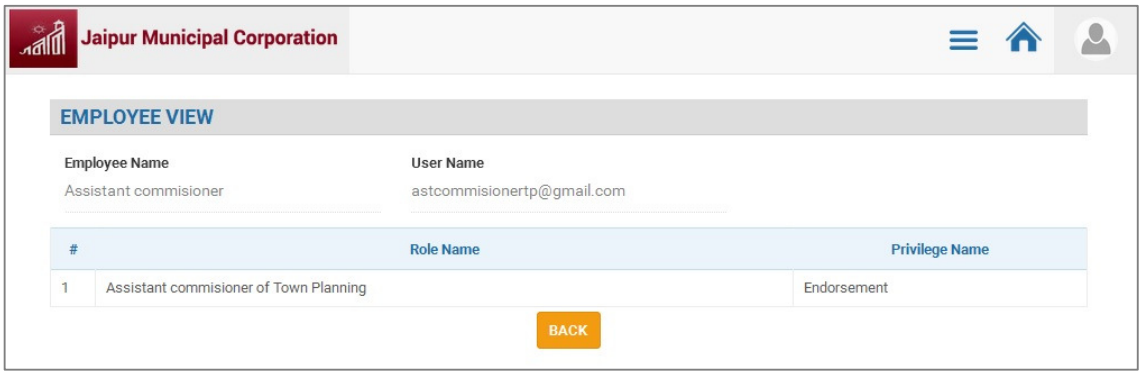
Designation: Select the designation from the dropdown list.

Department: Enter the department name of the employee.

User: Select a user and map to the created employee.

Cancel: Click on this button to cancel the employee creation.

Employee View: Click on this button to view the details of the employee with the mapped user, role privilege, etc.



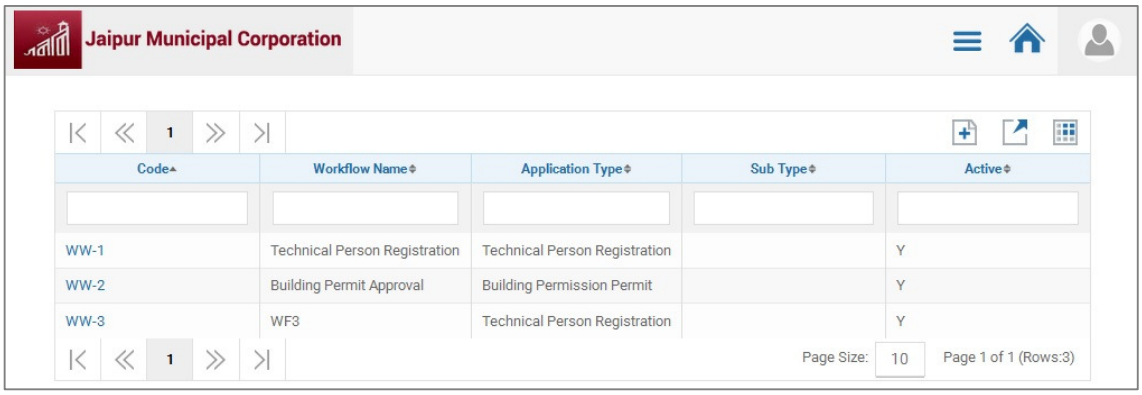
Submit: Click on this button to save the entered details and create the employee.

Note: Only a single employee can be mapped to a particular user.

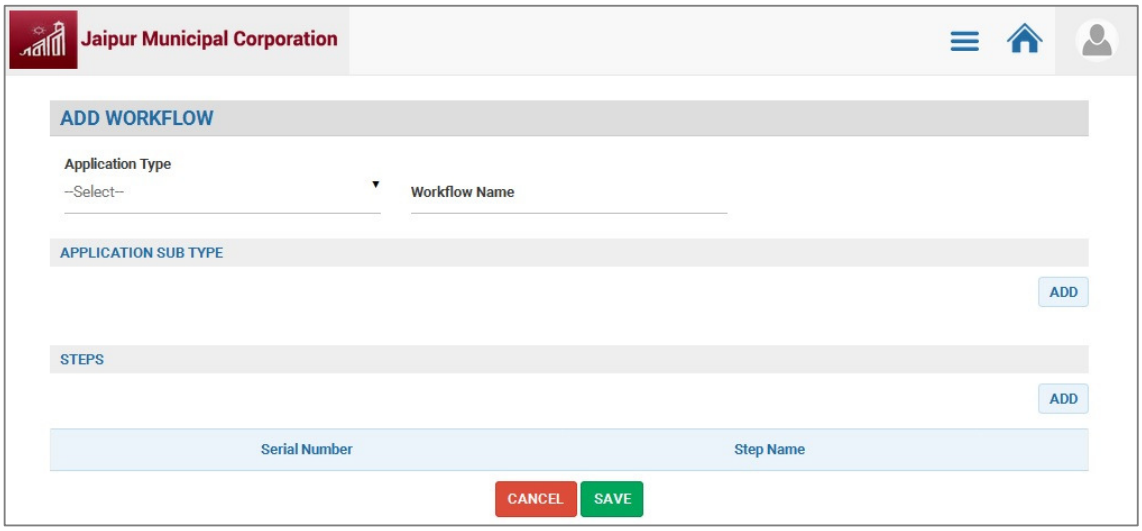
5.1.2. General Settings

5.1.2.1. Workflow

Workflow is the sequence of steps involved in a work from initiation till completion. The home page of the Workflow option is given below, which shows the list of workflows created.



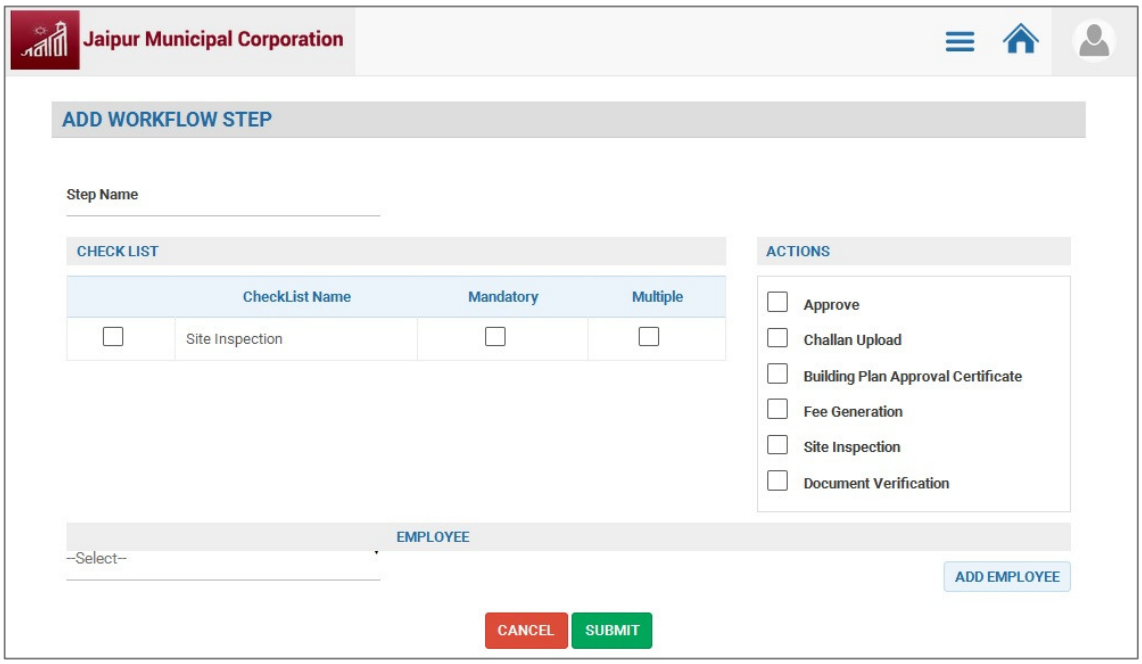
Click on the icon to add a new workflow.



Application Type: Enter an application type from the dropdown list.

Workflow Name: Enter a name for the workflow.

Steps: This option allows the user to add steps in the workflow.

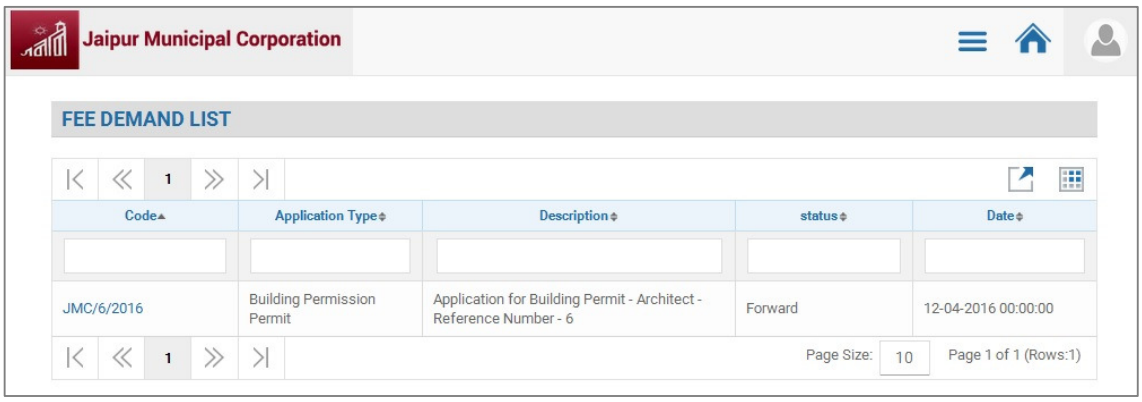


- C
  hecklist: Select a checklist in the desired step, where the checklist entry is required.
  - M
    andatory: If this option is selected, the user cannot continue to the next step without completing the selected checklist entry.
  - M
    ultiple:
- A
  ctions: Select the actions in the desired step, where the action needs to be taken. This will be displayed as buttons in the application view.
- E
  mployee: Select an employee associated with the step.

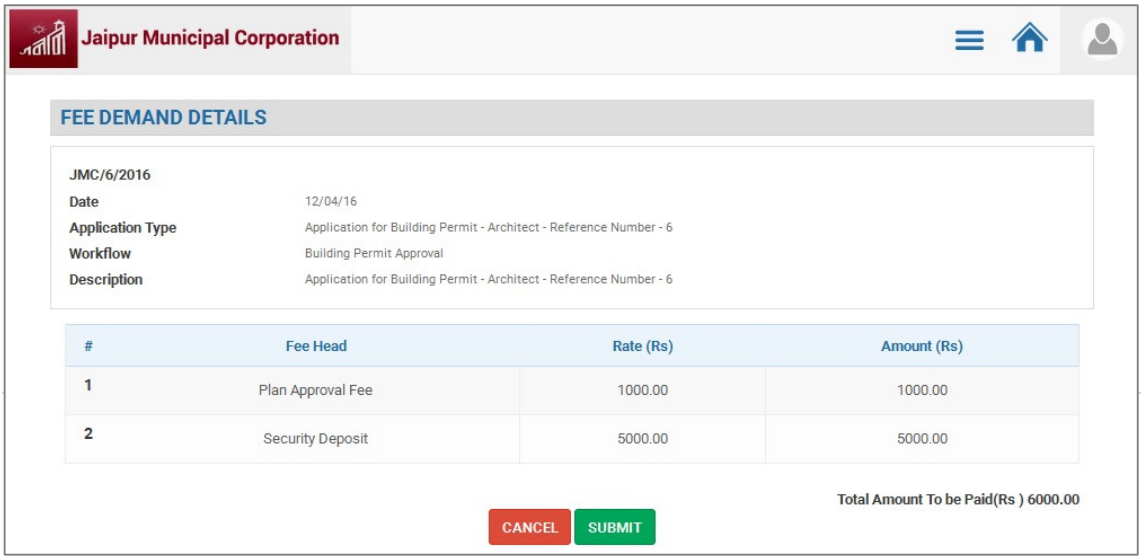
Note: An application type can have only one workflow. Multiple employees can be tagged in a single workflow.

5.1.2.2. Fee Demand

The **Fee demand** option is used to send a demand letter to the applicant with the pricing details.



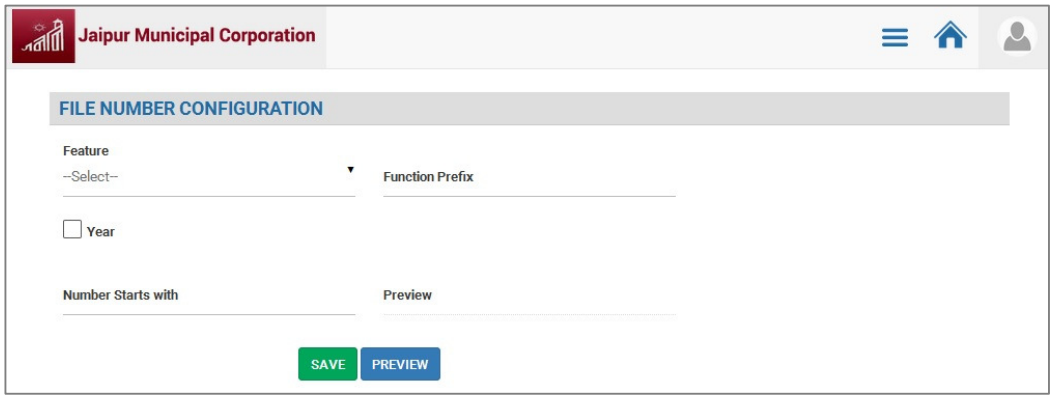
Click on the Code to view the details of fee demand which is already sent.



e

5.1.2.3. File Number configuration

This option allows the user to set a format for the file number which is automatically generated.



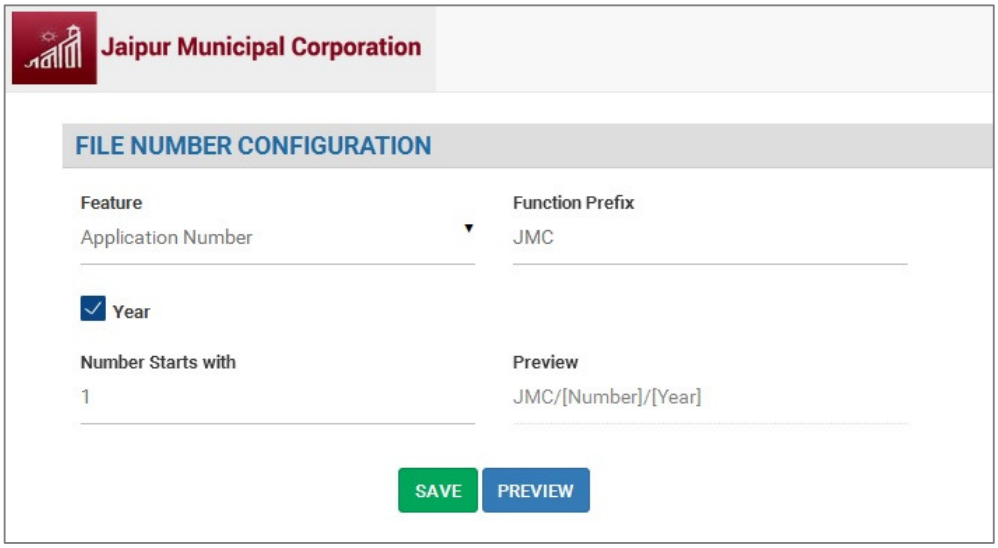
Feature: Select a feature from the list.

Function Prefix: Enter any prefix for the number.

Year: Select the option if year is required in the file number.

Number starts with: Enter a number to start the file number. For example: If '001' is given, the file number will start with 001 and continue as 002, 003, 004 and so on.

Click on ***PREVIEW*** button to view the preview of the application number.

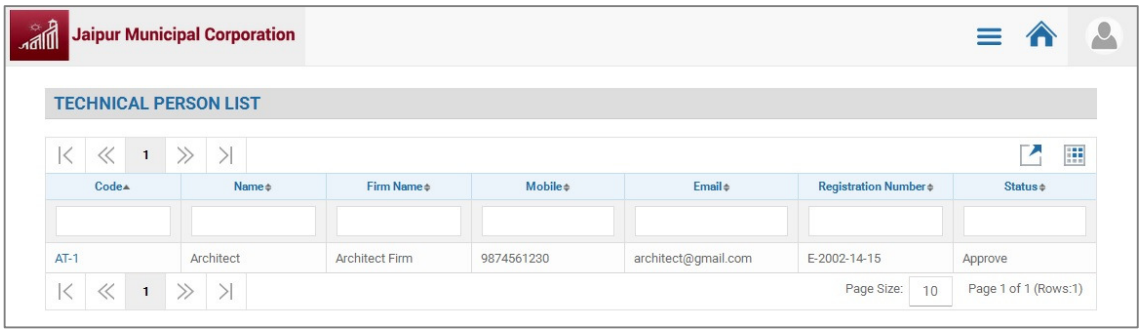


Click on ***SAVE*** button to save the details.

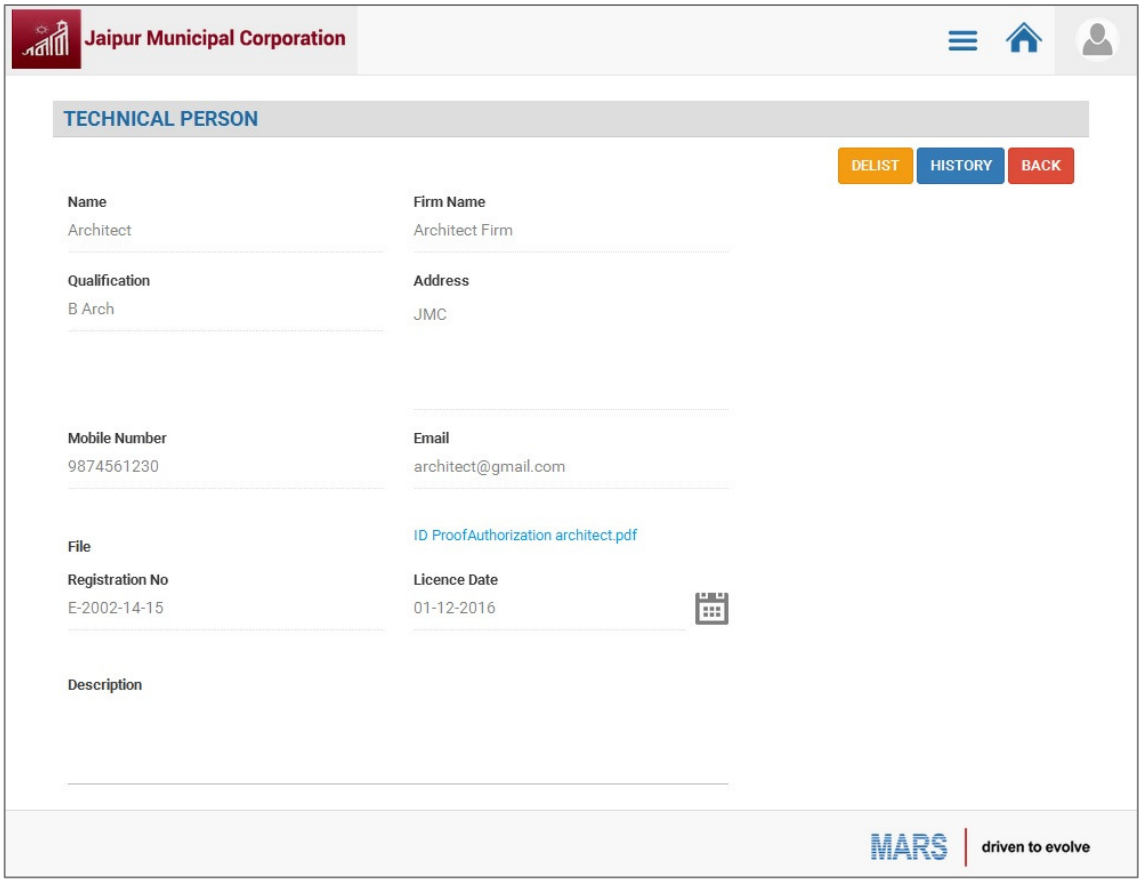
5.2. Building Plan Approval

5.2.1. Technical person List

This option allows the user to view the list of registered technical person with their status and other details.



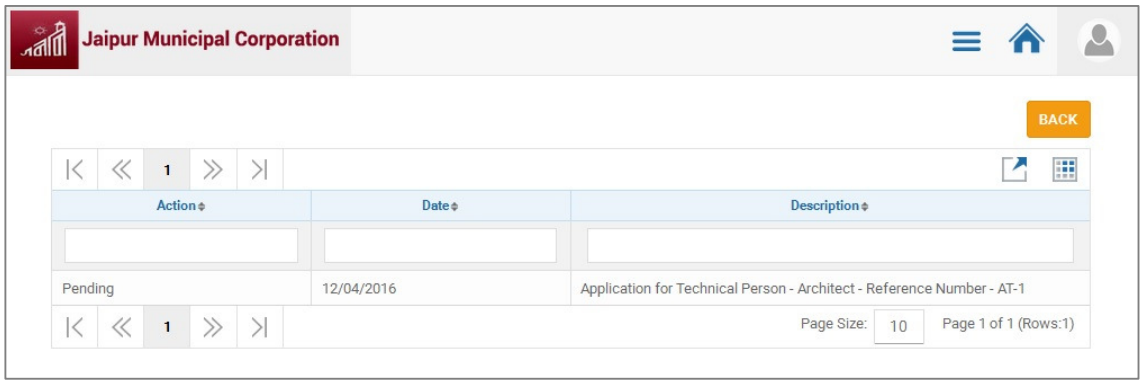
Click on the Code to view the complete details of the selected technical person.



There are three options in this page - **Delist**, **History** and **Back**.

Delist: Click on this icon to remove the technical person from the list.

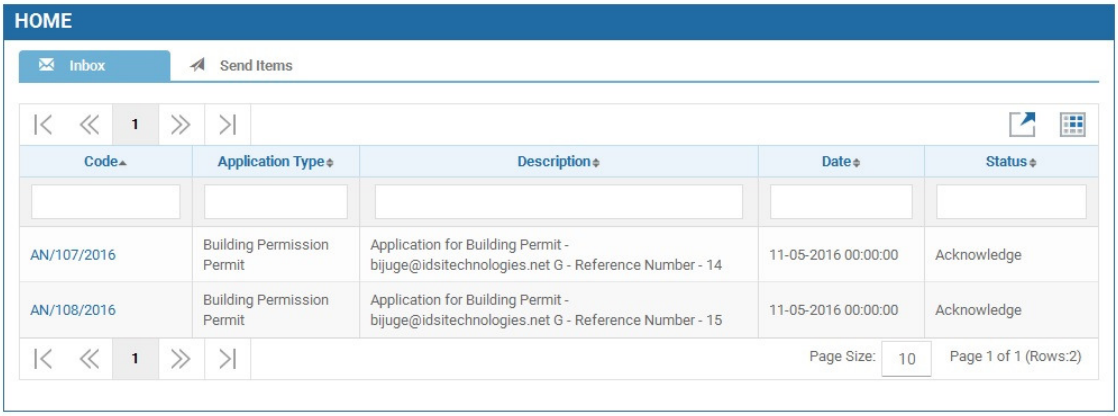
History: Click on this option to view the status of application of the technical person.



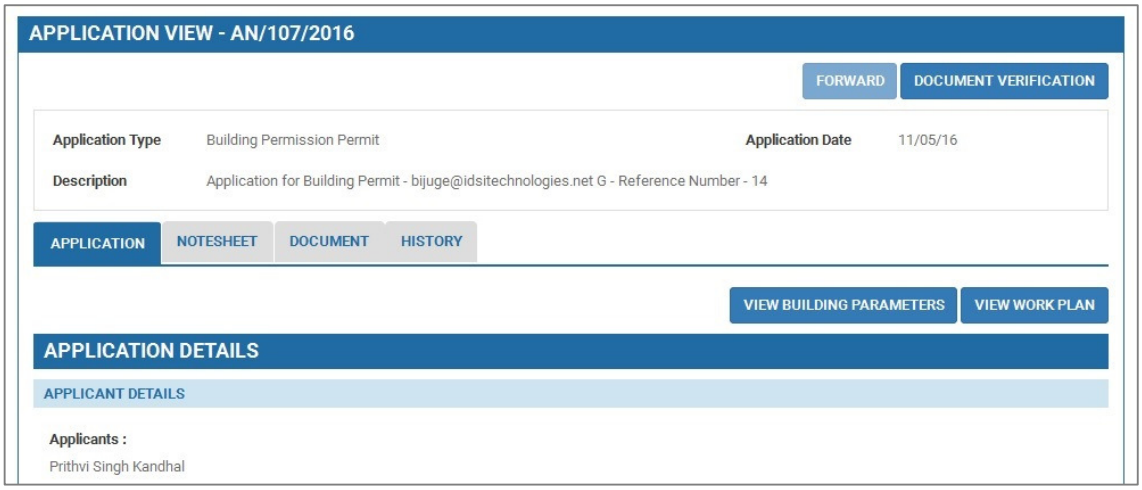
Back: Click on this icon to go back to the previous page.

6. Explanation of Workflow

The logged in workflow user can view his applications, pending for action in **Inbox** and forwarded applications in **Send Items**. Each user in a workflow will be assigned certain privileges, which is to be completed when the application is received in the inbox of the user.



Click on the code to view the application details and take actions.



6.1. Application View

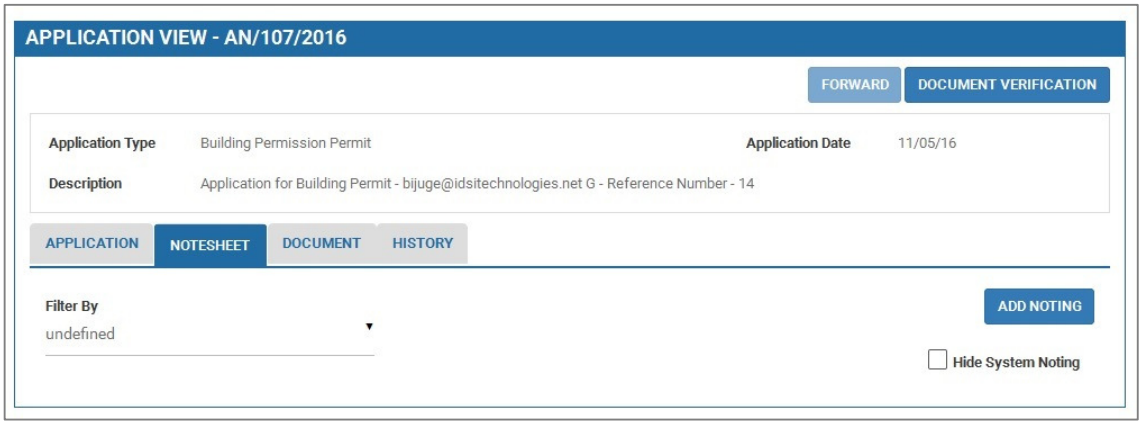
The **Application View** page has four different options as explained below:

6.1.1. Application

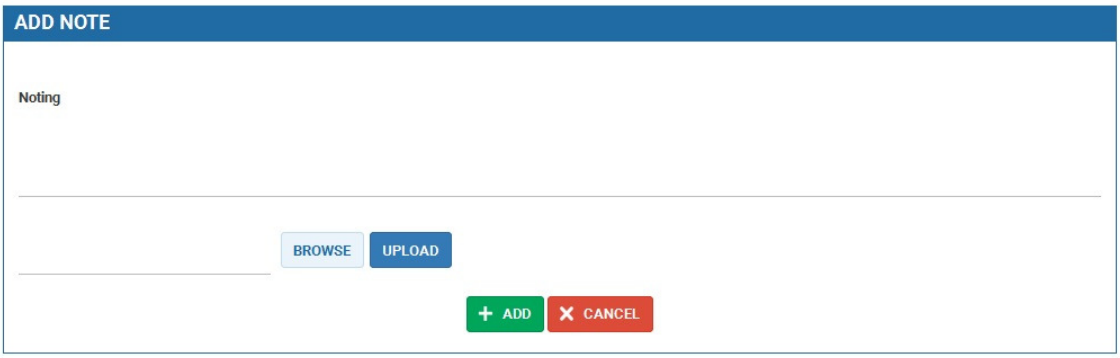
This is the default page of application view where the user can view the application summary details uploaded by the applicant.

6.1.2. Notesheet

The user can view the comments entered by the previous user and also add new comments with this option.



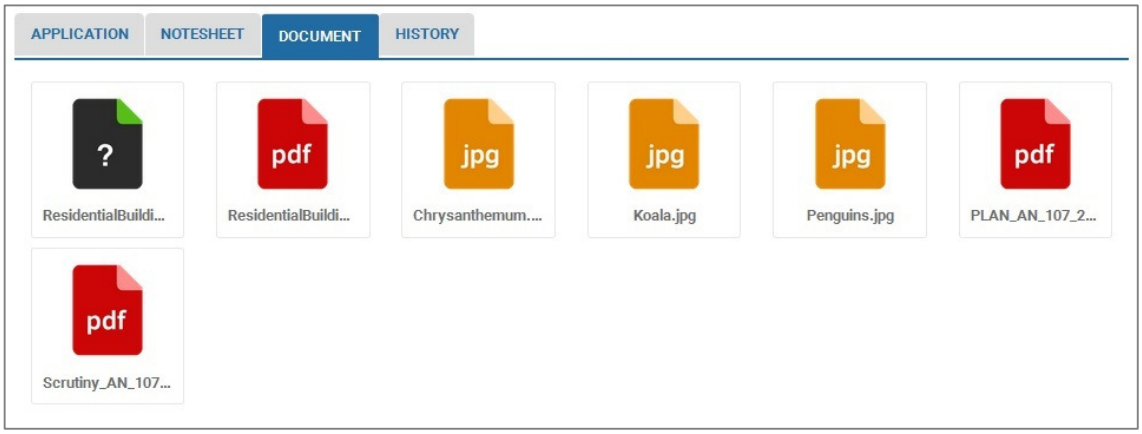
Click on ***ADD NOTING*** to add new comments. The user can enter the comments and also upload attachments here.



Note: Only the comments entered by the user at present, can be deleted.

6.1.3. Document

This option shows the list of all attached documents in the application, including the APZ files. Click on the document to view and download the document, if required.



Note: Only the user, who attached the file at present, will have the rights to delete the file.

6.1.4. History

This option shows the details of users who accessed the application.

#	User	Action	Action Time	Time Spent
1	Clerical Assistant (Clerk)	Acknowledge	11-05-2016 00:00:00	1 minutes

6.2. Workflow Procedure

The step by step workflow procedure to be done by the user involved in a workflow is explained below:

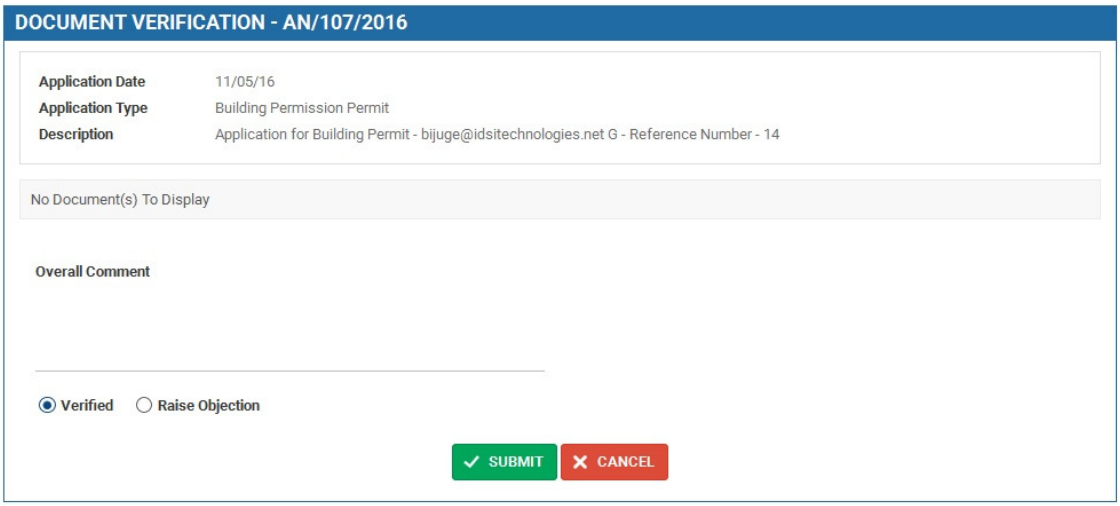
- Open the application from the inbox
- Complete the actions/privileges assigned to them
- Forward the application to the next level user
- Application will be moved to the Send Items of current user
- Workflow process will be repeated till the finish action is reached

Note: The user has to complete all the actions assigned to him before forwarding them to the next user in the workflow.

6.2.1. Steps Involved in the Workflow

1. DOCUMENT VERIFICATION

Click on the button **Document Verification** to view a window as shown below.



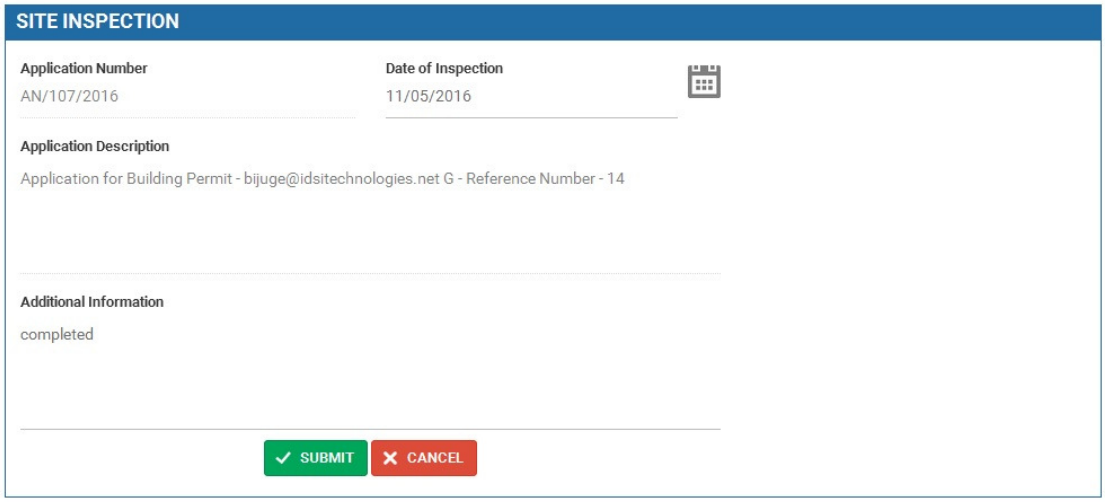
Fill in the details, enter the comments and then select any of the two options:

- **Verified:** Select this option to complete the verification.

- **Raise Objection:** Selecting this option will send the application back to the applicant for taking required actions.

2. SITE INSPECTION

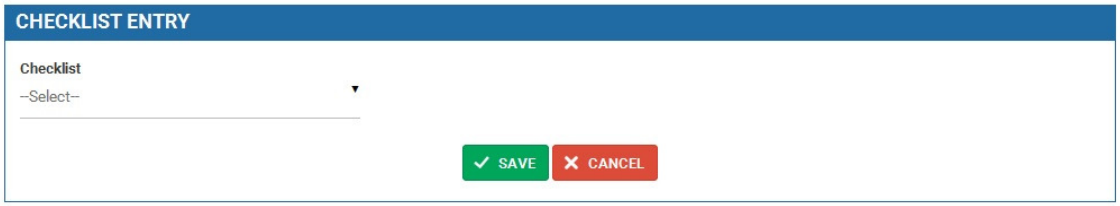
After the document verification is successfully completed, the assigned user will get the option for **Site Inspection**. Click on the button to view the window as shown below. Enter a date for site inspection and click ***Submit***.



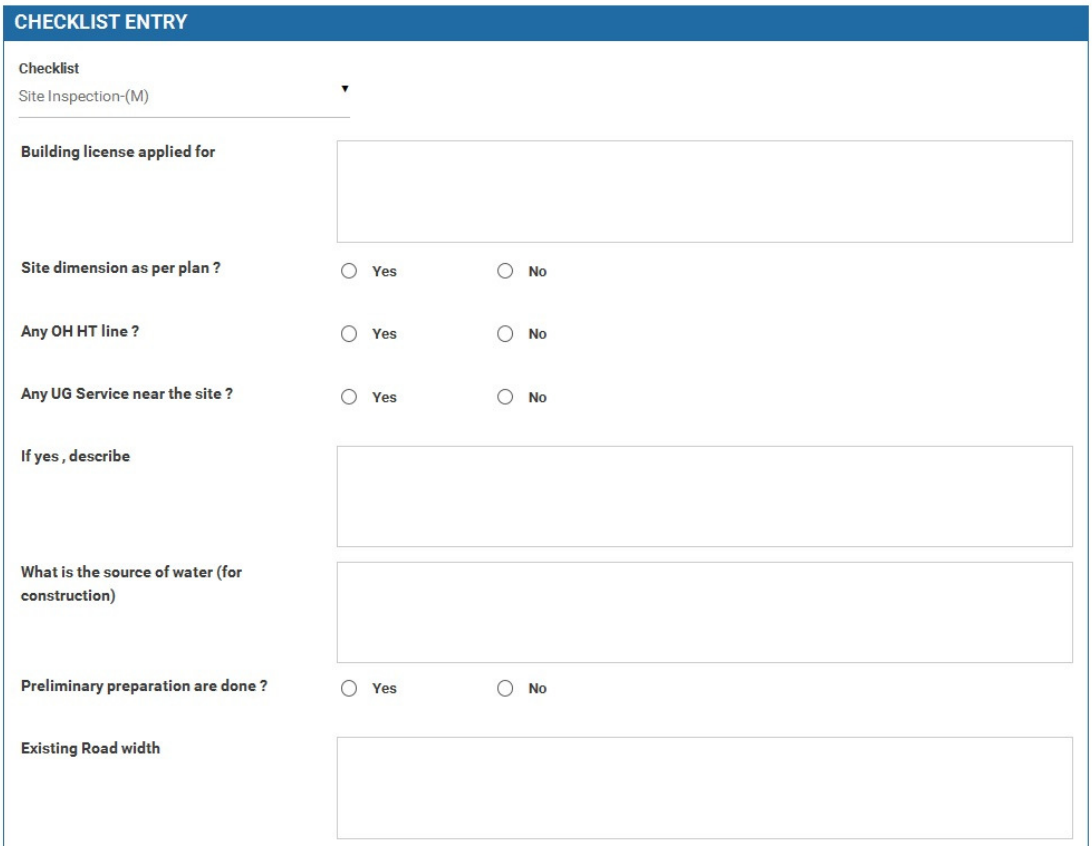
A site inspection notice will be created which will be sent through e-mail to the applicant and owners.

3. CHECKLIST

The checklist is a questionnaire regarding the analysis of site inspection. Click on the **Checklist** button to select the preferred checklist.



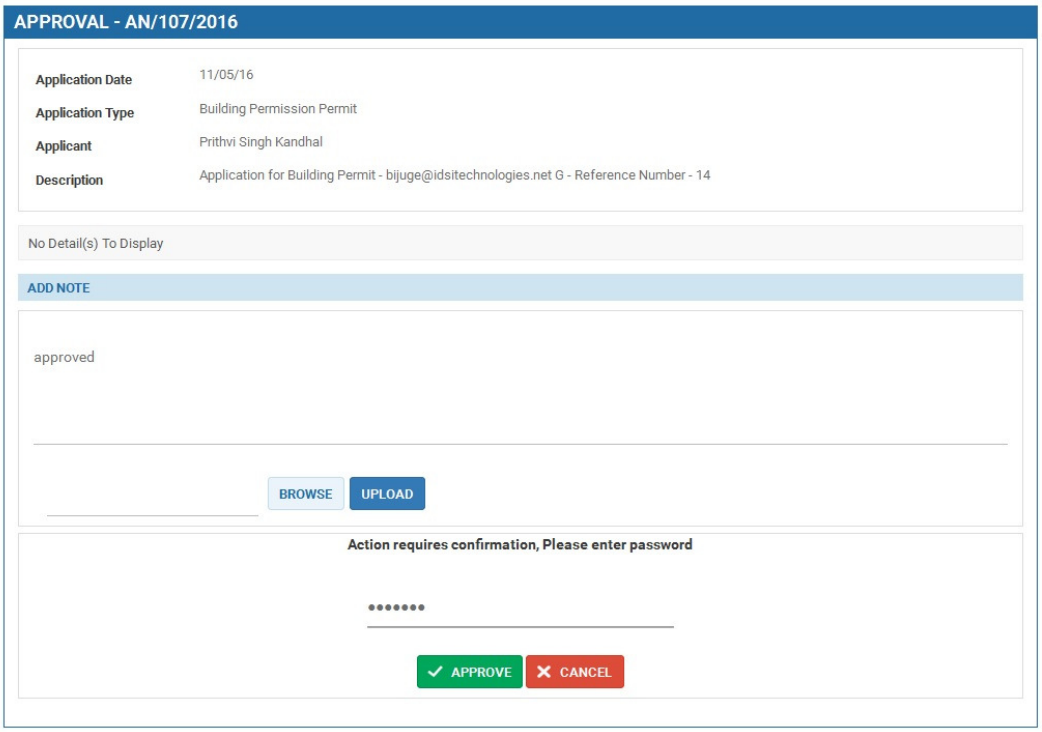
Enter the details corresponding to the site inspection.



Note: After this step, the application will be reviewed by the respected authorities.

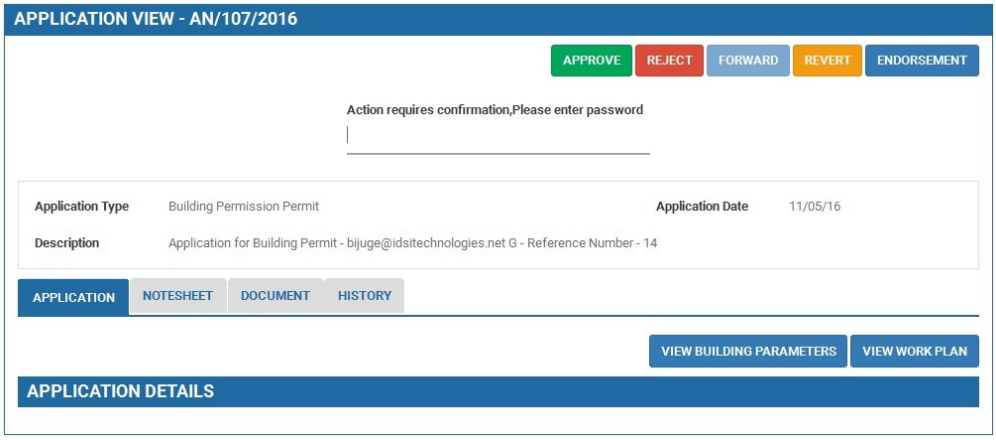
4. APPROVE

This option allows approval of the application by the corresponding user who has the privilege. While approving, the password should be entered for confirmation purpose. Then click on ***APPROVE***. After approval, an e-mail will be sent to the owners and applicant.



5. REJECT

If approval cannot be given for the application, click on the REJECT button to reject the application. The password should be entered for confirmation purpose. Then click on ***REJECT***. The application will be send back to the e-mail address of the applicant.



6. FEE GENERATION

After approval of the application, the next step is fee generation. Click on ***GENERATE*** to save the details.

FEE DETAILS

Application No
AN/107/2016

Application Name
Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14

#	Fee Head	Rate (Rs)	Amount (Rs)
1	Security Deposit	0.00	0.00
2	Sub-division & Reconstitution	0.00	0.00
3	Revised plans	188.04	188.04
4	Fee for shortfall of Plantation(Trees)	0.00	0.00
5	Additional Fee	0.00	0.00
6	Debris	1000.00	1000.00
7	Parking	0.00	0.00
8	Completion certificate	1872.75	1872.75
9	Additional Approval fee	0.00	0.00
10	Fire Fighting Charges	0.00	0.00
11	BSUP Charges	1365.00	1365.00
12	Renewal	376.08	376.08
13	Plan Approval fees	1780.40	1780.40
14	Betterment Levy	0.00	0.00

Total Amount To be Paid(Rs) 6582.27

GENERATE CANCEL

Click on ***SUBMIT***.

FEE DEMAND DETAILS - AN/107/2016

Application Date	11/05/16
Application Type	Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14
Applicant	Prithvi Singh Kandhal
Description	Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14

Demand Type	Demand Amount
	6582.27

DEMAND DETAILS

#	Fee Head	Rate (Rs)	Amount (Rs)
1	Security Deposit	0.00	0.00
2	Sub-division & Reconstitution	0.00	0.00
3	Revised plans	188.04	188.04
4	Fee for shortfall of Plantation(Trees)	0.00	0.00
5	Additional Fee	0.00	0.00
6	Debris	1000.00	1000.00
7	Parking	0.00	0.00
8	Completion certificate	1872.75	1872.75
9	Additional Approval fee	0.00	0.00
10	Fire Fighting Charges	0.00	0.00
11	BSUP Charges	1365.00	1365.00
12	Renewal	376.08	376.08
13	Plan Approval fees	1780.40	1780.40
14	Betterment Levy	0.00	0.00

Total Amount To be Paid(Rs) 6582.27

SUBMIT CANCEL

A demand notice will be generated as shown below.

Jaipur Municipal Corporation

Demand Notice

Application Number : AN/107/2016

Applicant Name : Prithvi Singh Kandhal

Date : 11/05/2016

Dear Prithvi Singh Kandhal,
You are requested to Pay as per the details in the Demand for the Building Permit Application AN/107/2016

#	Fee Head	Rate (Rs)	Amount (Rs)
1	Security Deposit	0.00	0.00
2	Sub-division & Reconstitution	0.00	0.00
3	Revised plans	188.04	188.04
4	Fee for shortfall of Plantation(Trees)	0.00	0.00
5	Additional Fee	0.00	0.00
6	Debris	1000.00	1000.00
7	Parking	0.00	0.00
8	Completion certificate	1872.75	1872.75
9	Additional Approval fee	0.00	0.00
10	Fire Fighting Charges	0.00	0.00
11	BSUP Charges	1365.00	1365.00
12	Renewal	376.08	376.08
13	Plan Approval fees	1780.40	1780.40
14	Betterment Levy	0.00	0.00

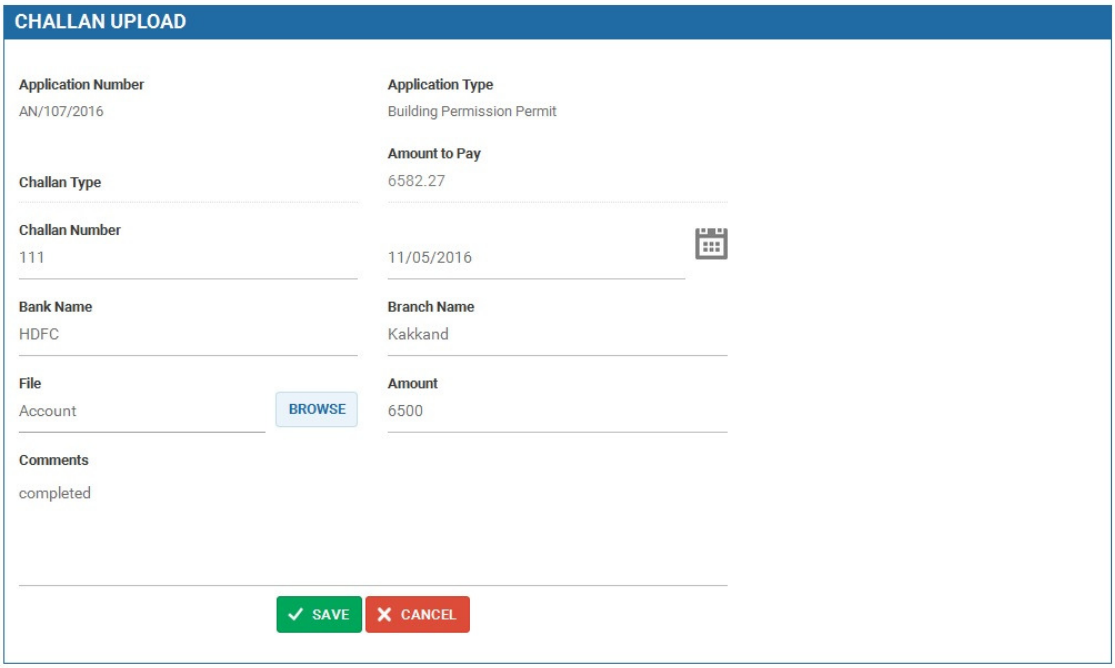
Demand Type : Total Amount : 6582.27

Demand Raised on :11-05-2016

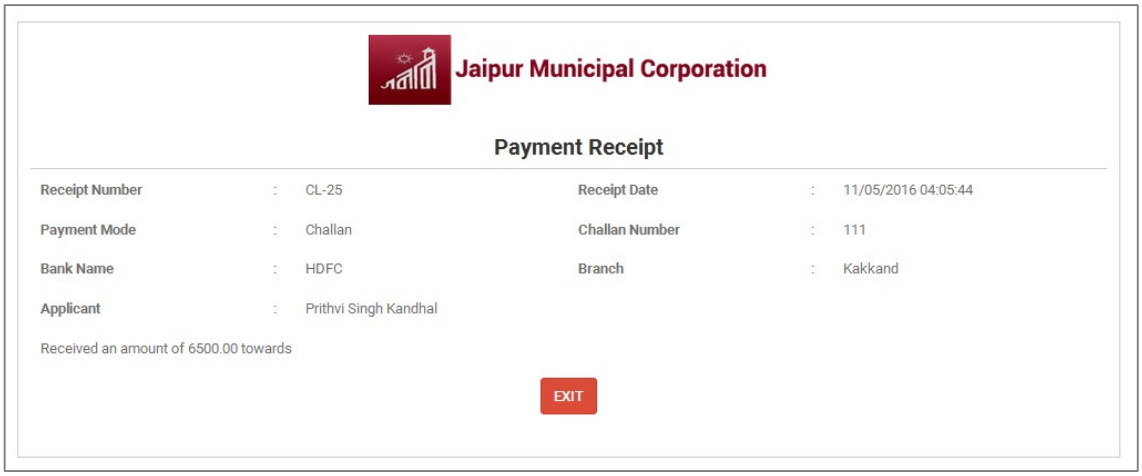
EXIT

7. CHALLAN UPLOAD

The challan upload can be done from the client portal as well as department portal. Enter the details as shown below.

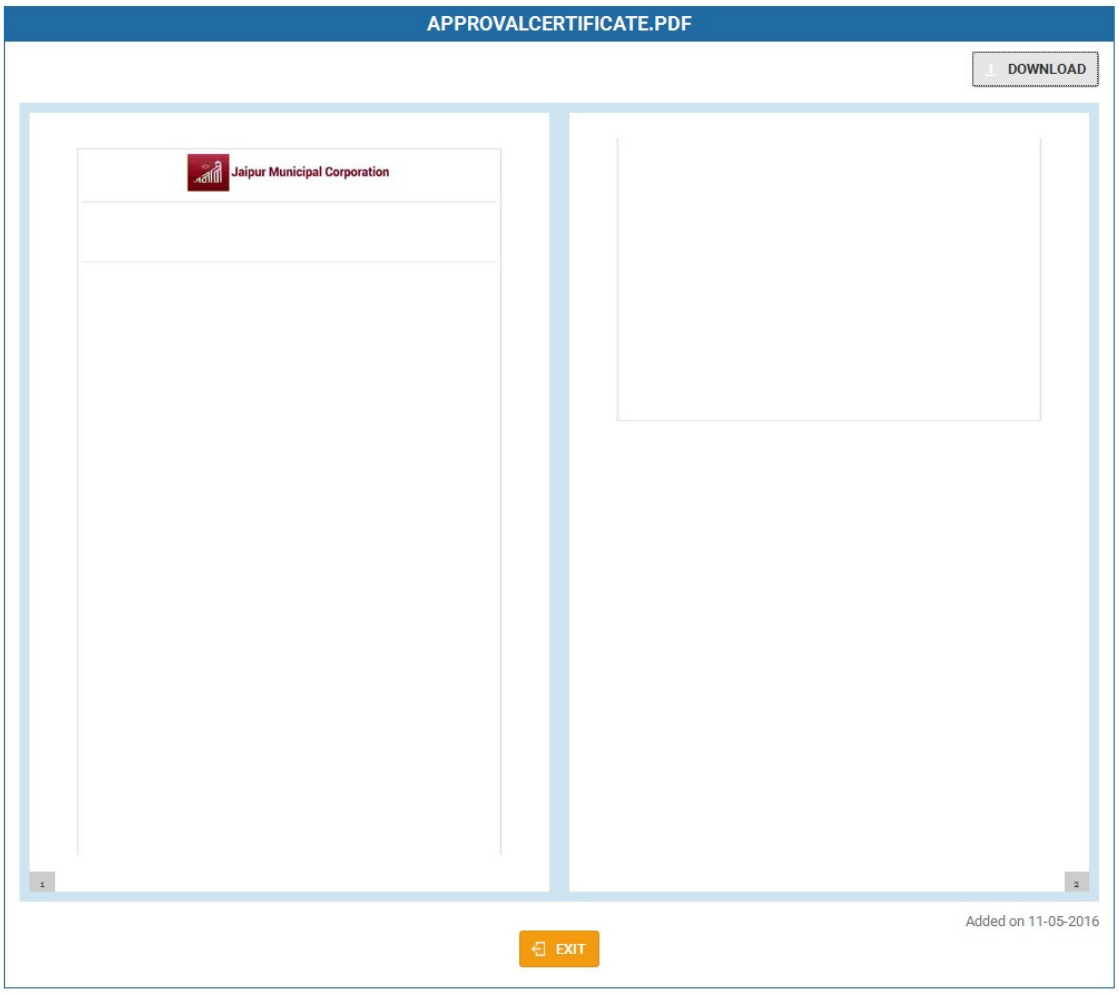


A payment receipt will be received.



7. CERTIFICATE

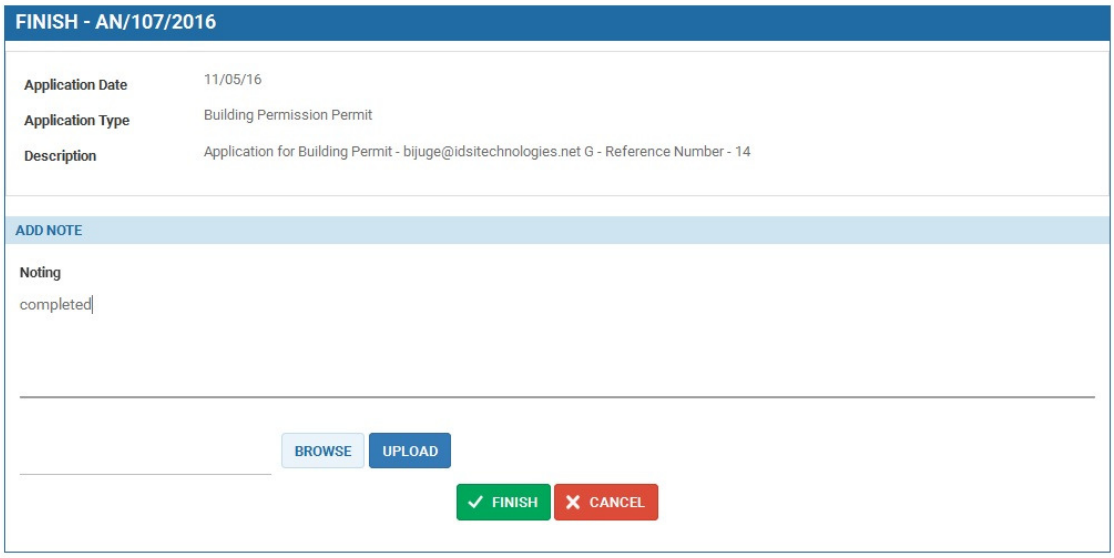
The certificate generation option will be enabled only after the approval is completed. Click on the ***Download*** icon on the top to save the certificate in the system.



Note: After the certificate generation is completed, the certificate can be viewed/downloaded from the documents tab.

8. FINISH

After the certificate generation, the final step in the workflow is **FINISH**. Enter the noting and then click on ***Finish***.



Privileges/Actions

The privileges/actions which can be done by the logged in user will be displayed as buttons. There are three types of buttons:

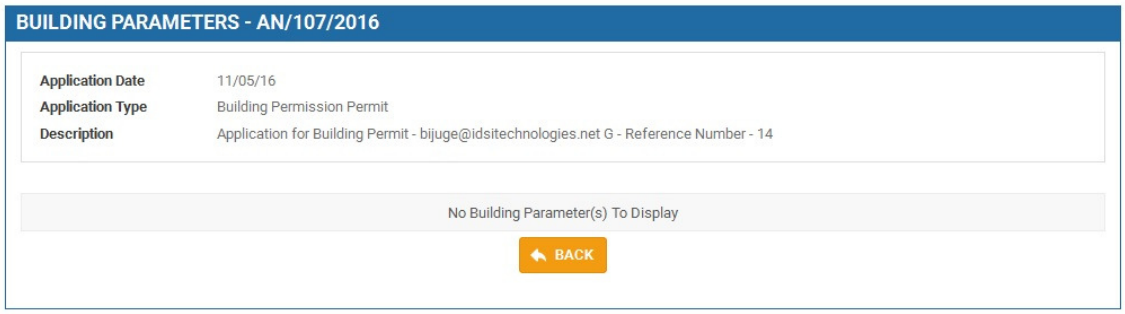
1. **Default buttons:** The buttons like **Forward**, **Revert**, **ViewBuildingParameters** and **ViewPayments** will be available for all the users by default.
   Note: The revert button will not be present for the first level user.
2. **Action Buttons:** This is selected during the workflow creation by the user (refer page 5.1.2.1.).
3. **Privilege Buttons:** This is selected during the role creation by the user (refer page 5.1.1.1.).

Other Actions/Privileges

The other actions which can be done by the user are as follows:

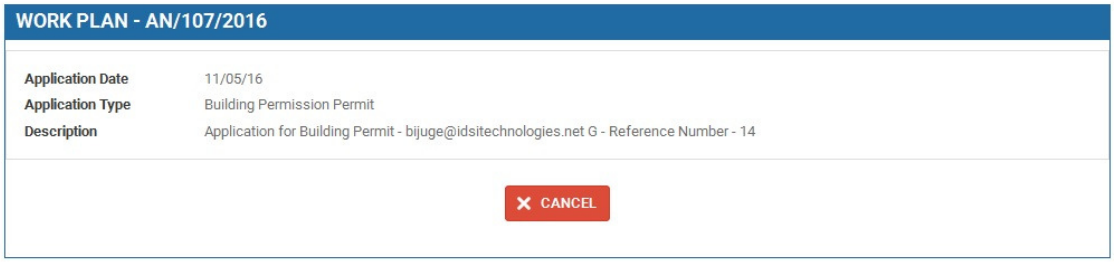
1. VIEW BUILDING PARAMETERS

Allows the user to view the building parameters entered by the applicant or associated with the uploaded APZ file.



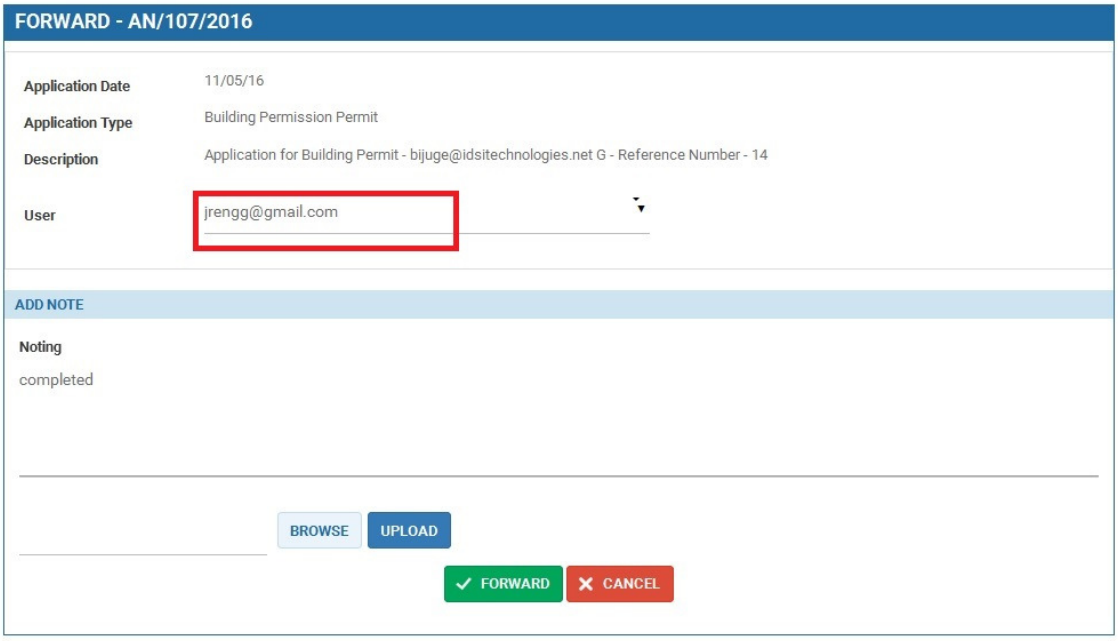
2. VIEW WORK PLAN

The user can view the work plan details, if the details are entered through the client portal.



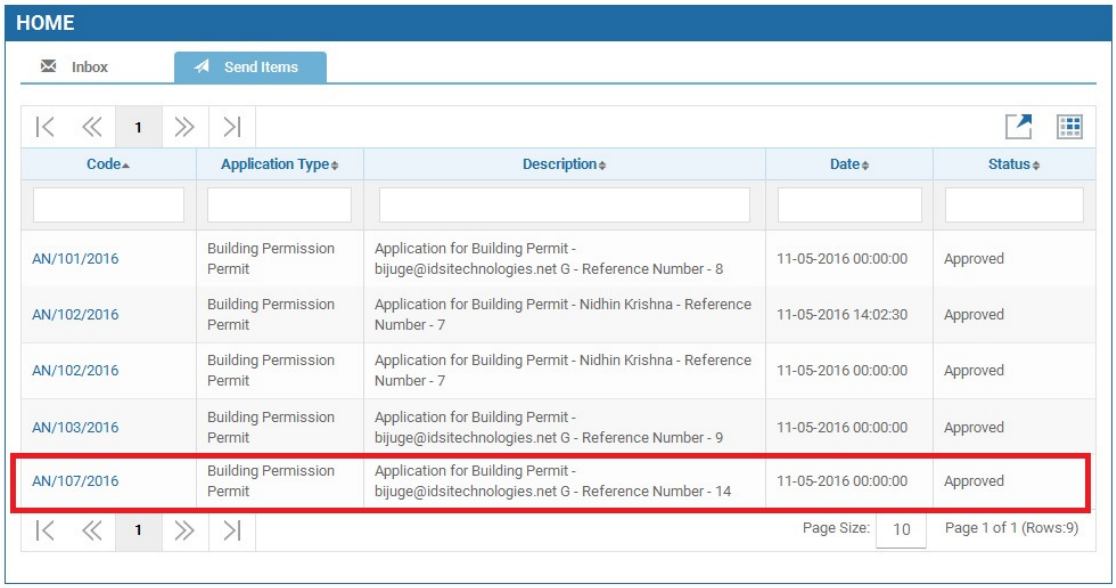
3. FORWARD

After all the assigned actions are completed, the user can forward the application to the next user in the workflow to take necessary actions. Enter the notings and then click on ***Forward***.

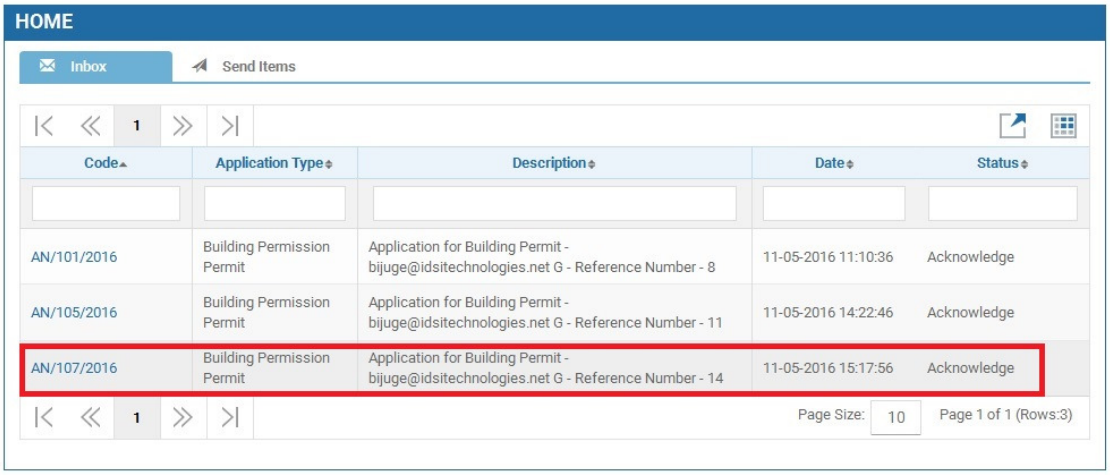


Note: The highlighted user will be the next user in the workflow to whom the letter is forwarded and who will take the necessary actions.

After the successful forward of application, the user can view the application in the **send items**.

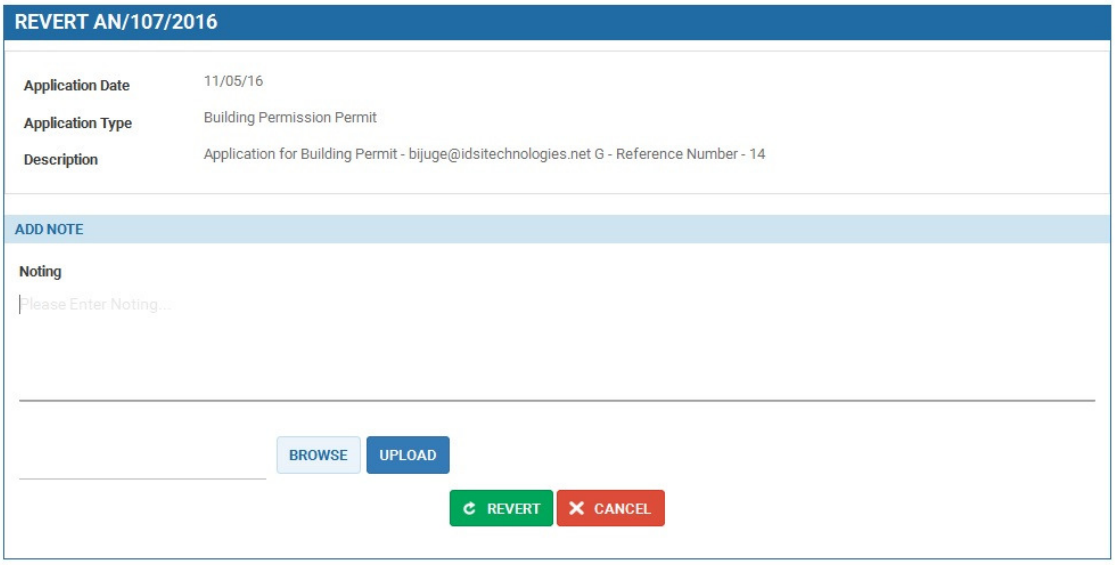


The next user in the workflow to whom the application is forwarded will receive the application when he logs in.



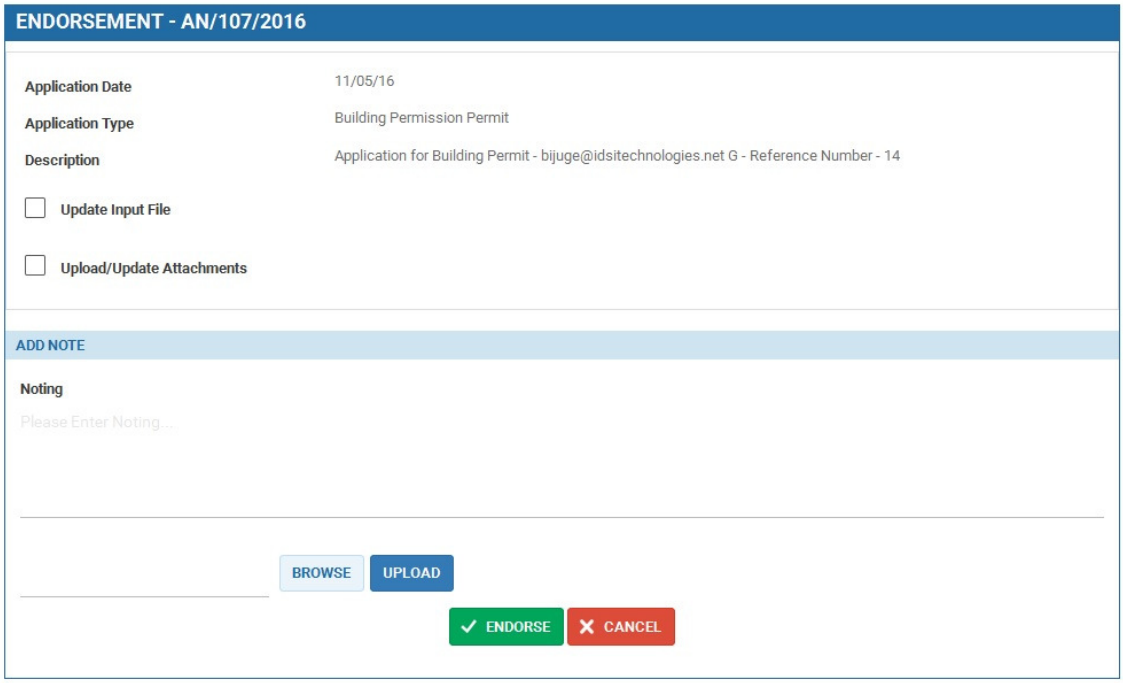
4. REVERT

The user can revert the application, if required to the previous user with comments.



5. ENDORSEMENT

This option is used to revert or send back the application to the applicant, in case any mismatch/error is found in the input file or attachments.



Note: The privileges explained are not user dependent and may vary with the workflow.