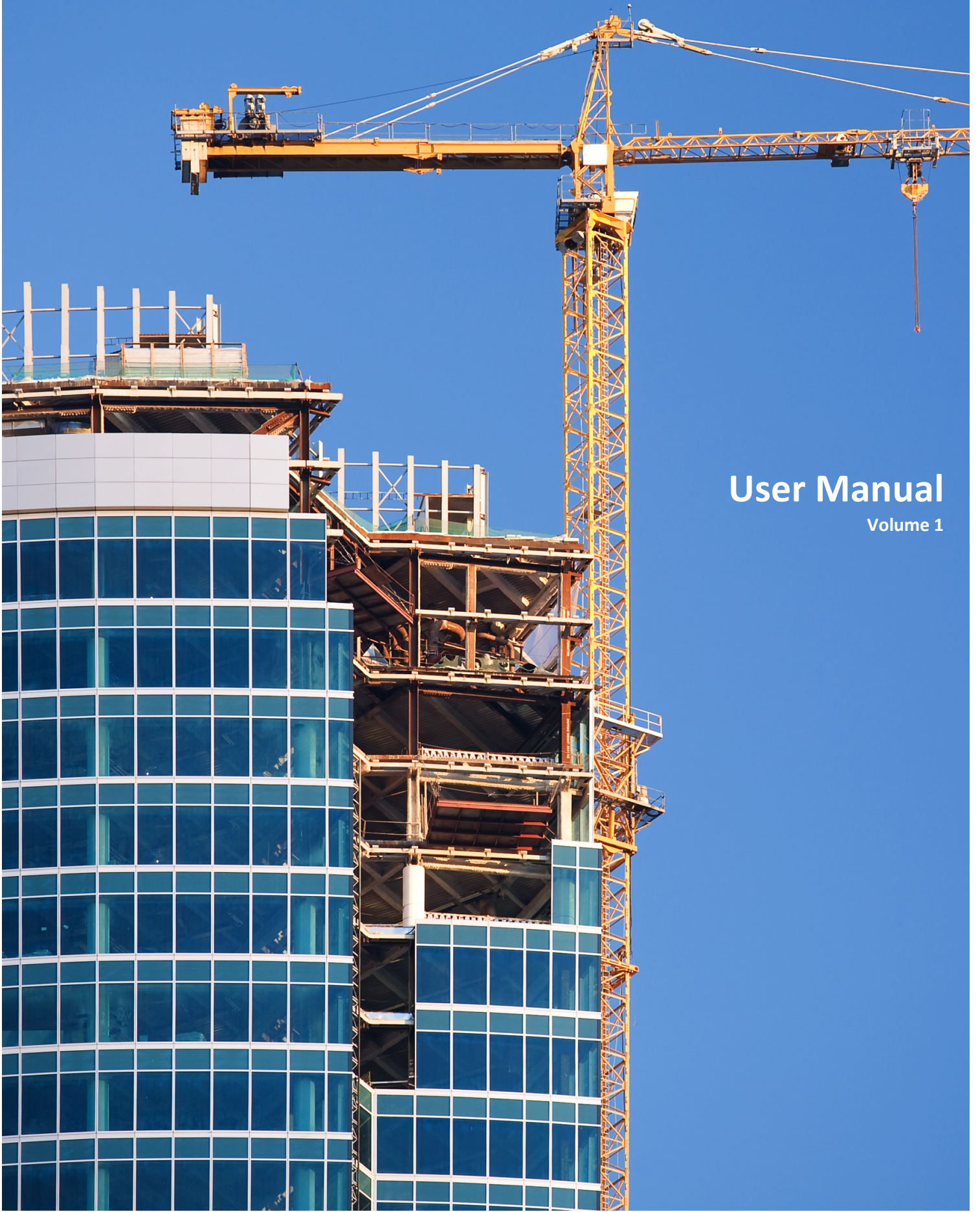


# RAJASTHAN- Department Application

## 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.

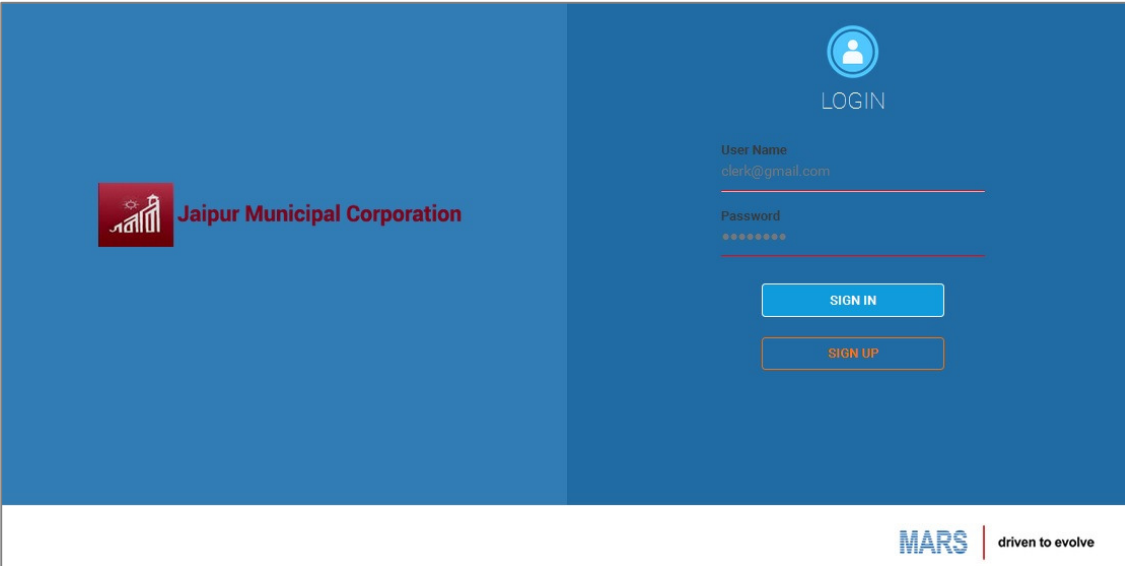
**Department User:** The users under Jaipur Municipal Corporation (JMC) who are authorized to do the verification and approval of the submitted building plan.

## 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.



Jaipur Municipal Corporation

LOGIN

User Name  
clerk@gmail.com

Password  
\*\*\*\*\*

SIGN IN

SIGN UP

MARS | driven to evolve

## 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.

The screenshot shows the Jaipur Municipal Corporation (JMC) Home Page. The header includes the JMC logo and name, a menu icon, a home icon, and a user profile icon. The main content area is titled "HOME" and features two tabs: "Inbox" (selected) and "Send Items". Below the tabs is a table listing applications. The table has columns for Code, Application Type, Description, Date, and Status. A single application is listed with the code JMC/8/2016, Application Type Building Permission Permit, Description Application for Building Permit - Architect - Reference Number - 14, Date 18-04-2016 17:37:11, and Status Revert. Below the table is a pagination bar showing "Page Size: 10" and "Page 1 of 1 (Rows:1)". At the bottom right, there is a "MARS" logo with the tagline "driven to evolve".

Code	Application Type	Description	Date	Status
JMC/8/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 14	18-04-2016 17:37:11	Revert

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

The screenshot shows the Jaipur Municipal Corporation (JMC) Application View page. The header includes the JMC logo and name, a menu icon, a home icon, and a user profile icon. The main content area is titled "APPLICATION VIEW" and features three buttons: "FORWARD", "DOCUMENT VERIFICATION", and "ENDORSEMENT". Below these buttons is a table with application details. The table has two columns: "Application Number" and "Date". The application number is JMC/8/2016 and the date is 18/04/16. Below the table is a section titled "APPLICATION" with four tabs: "NOTESHEET", "DOCUMENT", "HISTORY", and "APPLICATION" (selected). Below the tabs is a button labeled "VIEW BUILDING PARAMETERS". At the bottom, there is a section titled "APPLICATION DETAILS" with two columns: "Application Number" and "Application Date". The application number is BP-REF-14 and the application date is 18/04/2016. To the right of the "APPLICATION DETAILS" section is a button labeled "VIEW PAYMENTS".

Application Number	Date
JMC/8/2016	18/04/16

Application Number	Application Date
BP-REF-14	18/04/2016



## 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.

**Jaipur Municipal Corporation**

HOME

Inbox Send Items

Code	Application Type	Description	Date	Status
JMC/3/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 2	12-04-2016 00:00:00	Forward
JMC/3/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 2	12-04-2016 17:25:14	Forward
JMC/4/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 4	12-04-2016 00:00:00	Forward
JMC/7/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 7	12-04-2016 00:00:00	Forward
JMC/7/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 7	15-04-2016 11:10:48	Forward
JMC/8/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 14	18-04-2016 00:00:00	Forward

Page Size: 10 Page 1 of 1 (Rows:10)

**MARS** | driven to evolve



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.

**Jaipur Municipal Corporation**

BUILDING PLAN APPROVAL GENERAL SETTINGS

Technical person List General 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.

Role Code	Role Name	Role Description	
RE-1	Clerk	Clerk	X
RE-2	Junior Engineer	Junior Engineer	X
RE-3	Senior Town Planner	Senior Town Planner	X
RE-4	Chief Town Planner	Chief Town Planner	X
RE-5	Assistant Town Planner	Assistant Town Planner	X
RE-6	Draftsman	Draftsman	X
RE-7	DeputyTownplanner	DeputyTownplanner	X
RE-8	Assistant commisioner of Town Planning	Assistant commisioner of Town Planning	X
RE-9	qw	qwqw	X



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

a)

**Code:** The code is automatically generated by the system.

c

- b) **Role Name:** Enter a meaningful role name. R
- c) **Description:** Enter the description for the role name. D
- d) **Privilege:** There are some system generated privileges which can be assigned to the roles. P

**SELECT PRIVILEGE**

	Privilege name	Privilege Description
<input type="checkbox"/>	Delisting	Technical Person Delisting
<input type="checkbox"/>	Approve	Technical Person Approve
<input type="checkbox"/>	Renew	Technical Person Renew
<input type="checkbox"/>	Endorsement	Endorsement

Page Size: 10 Page 1 of 1 (Rows:4)

**SUBMIT** **CANCEL**

- **Delisting:** The user with this privilege can remove the technical person. D
- **Approve:** The user with this privilege can approve the account of the technical person. A
- **Renew:** The user with this privilege can renew the account of the technical person, when the validity expires. R
- **Endorsement:** This option is used to revert or send back the application, in case any mismatch or error is found. E

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

	User Name	First Name	Last Name	Email Id
<input type="checkbox"/>	aravindna@idsitechnologies.com	Aravind	aravindna@idsitechnologies.com	aravind3687@gmail.com
<input type="checkbox"/>	astcommisionertp@gmail.com	Assistant commisioner of Town Planning	User	astcommisionertp@gmail.com
<input type="checkbox"/>	architect@gmail.com	Architect	user	architect@gmail.com
<input type="checkbox"/>	clerk@gmail.com	Clerk	User	clerk@gmail.com
<input type="checkbox"/>	jrengg@gmail.com	Junior Engineer	User	jrengg@gmail.com
<input type="checkbox"/>	srtownplanner@gmail.com	Senior Town Planner	User	srtownplanner@gmail.com

Page Size: 10 Page 1 of 1 (Rows:10)

**SUBMIT** **CANCEL**

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.




Code	User Name	First Name	Last Name	Mobile	Email	Status
1	aravindna@idsitechnologies.com	Aravind	aravindna@idsitechnologies.com	9037311223	aravind3687@gmail.com	Active
2	architect@gmail.com	Architect	user	1234567890	architect@gmail.com	Active
3	clerk@gmail.com	Clerk	User	1234567895	clerk@gmail.com	Active
4	jrengg@gmail.com	Junior Engineer	User	1234567896	jrengg@gmail.com	Active
5	srtownplanner@gmail.com	Senior Town Planner	User	1234567897	srtownplanner@gmail.com	Active
6	cheiftownplanner@gmail.com	Chief Town Planner	User	1234567892	cheiftownplanner@gmail.com	Active
7	asttownpalnner@gmail.com	Assistant Town Planner	User	1234567898	asttownpalnner@gmail.com	Active





Click on the icon to add a new user.


 **Jaipur Municipal Corporation**



### USER DETAILS

User Name


User Type

Internal Users 

Password


Confirm Password

Hint Question

Your pets name 

Hint Answer


Salutation

Mr 

First Name

Last Name

Date of Birth

dd/MM/yyyy 

Upload Photo (1mb m

Company Name

Address

Mobile Number

Phone Number

Contact Email

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.

Employee Code	Employee Name	Designation	Department	User Name	
EE-1	Clerk	Clerk	Civil	clerk@gmail.com	✕
EE-2	Junior Engineer	Junior Engineer	Civil	jrengg@gmail.com	✕
EE-3	Senior Town Planner	Senior Town Planner	Civil	srtownplanner@gmail.com	✕
EE-4	Chief Town Planner	Chief Town Planner	Civil	cheiftownplanner@gmail.com	✕
EE-5	Assistant Town Planner	Assistant Town Planner	Civil	asttownpalnner@gmail.com	✕
EE-6	Draftsman	Draftsman	Admin	draftsman@gmail.com	✕
EE-7	DeputyTownplanner	Deputy Town Planner	Admin	dptyplanner@gmail.com	✕
EE-8	Assistant commissioner	Assistant Commissioner of Town Planning	Admin	astcommisionertp@gmail.com	✕



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.

**EMPLOYEE VIEW**

Employee Name: Assistant commissioner  
User Name: astcommisionertp@gmail.com

#	Role Name	Privilege Name
1	Assistant commissioner of Town Planning	Endorsement

[BACK](#)

**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.

Code	Workflow Name	Application Type	Sub Type	Active
WW-1	Technical Person Registration	Technical Person Registration		Y
WW-2	Building Permit Approval	Building Permission Permit		Y
WW-3	WF3	Technical Person Registration		Y

Page Size: 10 Page 1 of 1 (Rows:3)





Click on the icon to add a new workflow.

**Jaipur Municipal Corporation**

### ADD WORKFLOW

Application Type  
--Select--

Workflow Name

### APPLICATION SUB TYPE

ADD

### STEPS

ADD

Serial Number	Step Name
<div> <div>CANCEL</div> <div>SAVE</div> </div>	

**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.

**Jaipur Municipal Corporation**

### ADD WORKFLOW STEP

Step Name

### CHECK LIST

CheckList Name	Mandatory	Multiple
<input type="checkbox"/> Site Inspection	<input type="checkbox"/>	<input type="checkbox"/>

### ACTIONS

☐ Approve  
☐ Challan Upload  
☐ Building Plan Approval Certificate  
☐ Fee Generation  
☐ Site Inspection  
☐ Document Verification

--Select--

EMPLOYEE

ADD EMPLOYEE

CANCEL


SUBMIT

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




*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.



Jaipur Municipal Corporation

FEE DEMAND LIST



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Code▲	Application Type◆	Description◆	status◆	Date◆
JMC/6/2016	Building Permission Permit	Application for Building Permit - Architect - Reference Number - 6	Forward	12-04-2016 00:00:00

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1

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Page Size:


10


Page 1 of 1 (Rows:1)


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



Jaipur Municipal Corporation







FEE DEMAND DETAILS

JMC/6/2016

Date

12/04/16

Application Type

Application for Building Permit - Architect - Reference Number - 6

Workflow

Building Permit Approval

Description

Application for Building Permit - Architect - Reference Number - 6

#	Fee Head	Rate (Rs)	Amount (Rs)
1	Plan Approval Fee	1000.00	1000.00
2	Security Deposit	5000.00	5000.00

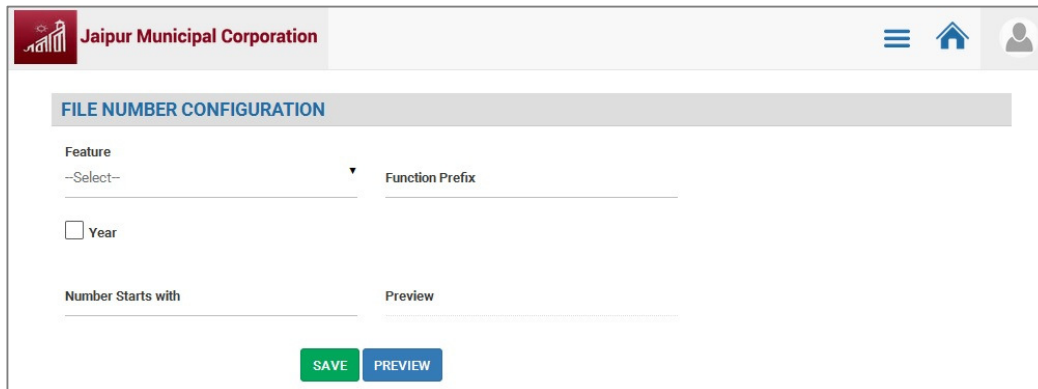
CANCEL

SUBMIT

Total Amount To be Paid(Rs ) 6000.00

### 5.1.2.3. File Number configuration

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



The screenshot shows the 'FILE NUMBER CONFIGURATION' form in the Jaipur Municipal Corporation system. The form includes a header with the logo and name, and navigation icons. The configuration fields are: 'Feature' (a dropdown menu currently showing '--Select--'), 'Function Prefix' (a text input field), 'Year' (a checkbox), 'Number Starts with' (a text input field), and 'Preview' (a text input field). At the bottom, there are 'SAVE' and 'PREVIEW' buttons.

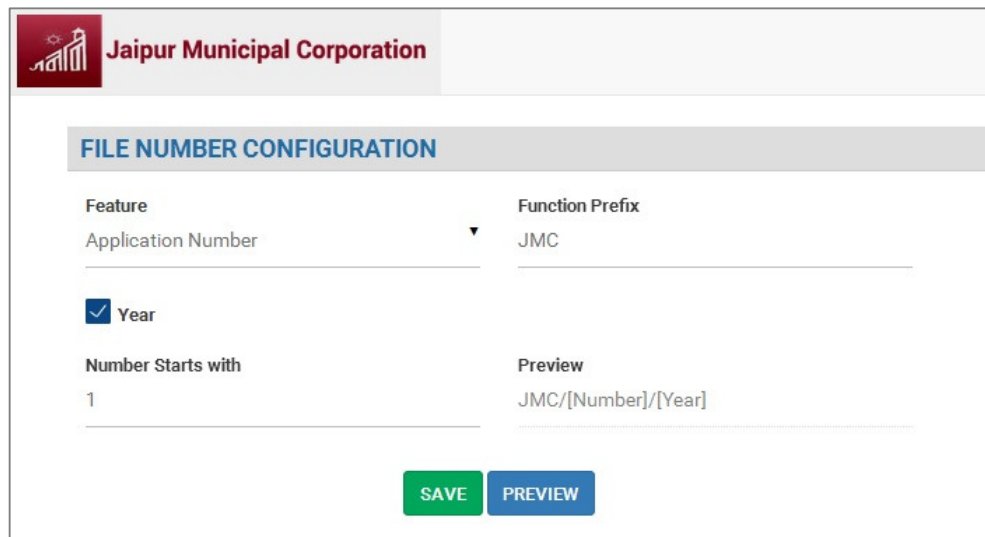
**Feature:** Select a feature from the list.

**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.




This screenshot shows the same 'FILE NUMBER CONFIGURATION' form after it has been filled out. The 'Feature' dropdown is now set to 'Application Number'. The 'Function Prefix' field contains 'JMC'. The 'Year' checkbox is checked. The 'Number Starts with' field contains '1'. The 'Preview' field displays the generated format: 'JMC/[Number]/[Year]'. The 'SAVE' and 'PREVIEW' buttons remain at the bottom.

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.



Jaipur Municipal Corporation









TECHNICAL PERSON LIST

|<<1>>|



Code▲	Name▲	Firm Name▲	Mobile▲	Email▲	Registration Number▲	Status▲
AT-1	Architect	Architect Firm	9874561230	architect@gmail.com	E-2002-14-15	Approve

|<<1>>|

Page Size: 10

Page 1 of 1 (Rows:1)

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





## 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.

HOME

Inbox

Send Items

<

<<

1

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Code	Application Type	Description	Date	Status
AN/107/2016	Building Permission Permit	Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14	11-05-2016 00:00:00	Acknowledge
AN/108/2016	Building Permission Permit	Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 15	11-05-2016 00:00:00	Acknowledge

<

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1

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Page Size:

10

Page 1 of 1 (Rows:2)

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

APPLICATION VIEW - AN/107/2016	
<div> <div>FORWARD</div> <div>DOCUMENT VERIFICATION</div> </div>	
<div> <div>Application Type</div> <div>Building Permission Permit</div> </div>	<div> <div>Application Date</div> <div>11/05/16</div> </div>
<div> <div>Description</div> <div>Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14</div> </div>	
<div> <div>APPLICATION</div> <div>NOTESHEET</div> <div>DOCUMENT</div> <div>HISTORY</div> </div>	
<div> <div>VIEW BUILDING PARAMETERS</div> <div>VIEW WORK PLAN</div> </div>	
APPLICATION DETAILS	
APPLICANT DETAILS	
<div> <div>Applicants :</div> <div>Prithvi Singh Kandhal</div> </div>	

## 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.

The screenshot shows the 'APPLICATION VIEW - AN/107/2016' interface. At the top right, there are two buttons: 'FORWARD' and 'DOCUMENT VERIFICATION'. Below these, a summary box displays 'Application Type' as 'Building Permission Permit' and 'Application Date' as '11/05/16'. The 'Description' field contains 'Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14'. A tabbed interface below the summary shows four tabs: 'APPLICATION', 'NOTESHEET' (which is active), 'DOCUMENT', and 'HISTORY'. Under the 'NOTESHEET' tab, there is a 'Filter By' dropdown menu currently set to 'undefined'. To the right of the filter is an 'ADD NOTING' button. At the bottom right, there is a checkbox labeled 'Hide System Noting'.

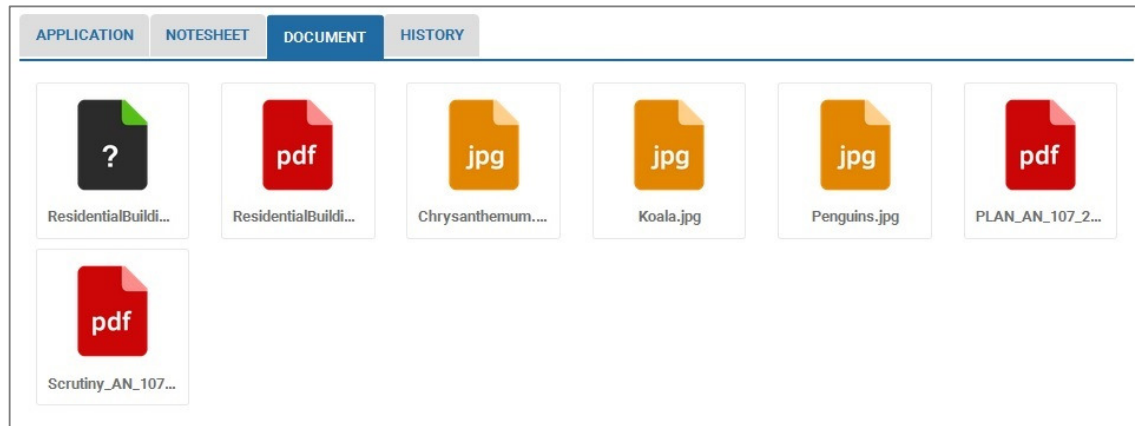
Click on **ADD NOTING** to add new comments. The user can enter the comments and also upload attachments here.

The screenshot shows the 'ADD NOTE' interface. It features a large text area for 'Noting'. Below the text area, there are two buttons: 'BROWSE' and 'UPLOAD'. At the bottom right, there are two buttons: a green '+ ADD' button and a red 'X CANCEL' button.

*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.

APPLICATION NOTESHEET DOCUMENT HISTORY				
#	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 O
- Complete the actions/privileges assigned to them C
- Forward the application to the next level user F
- Application will be moved to the Send Items of current user A
- Workflow process will be repeated till the finish action is reached W

*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.

DOCUMENT VERIFICATION - AN/107/2016

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

No Document(s) To Display

Overall Comment

---

☒ Verified    ☐ Raise Objection

✓ SUBMIT
✗ CANCEL

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


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

- **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**.

**SITE INSPECTION**

Application Number	Date of Inspection	
AN/107/2016	11/05/2016	

Application Description

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

Additional Information

completed

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

 **Jaipur Municipal Corporation**

**SITE INSPECTION NOTICE**

Application Number	: AN/107/2016
Application Description	: Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14
Date of Inspection	: 11/05/2016
Additional Information	: completed

Exit

### 3. CHECKLIST

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

**CHECKLIST ENTRY**

Checklist

~Select~

✓ SAVE

✗ CANCEL

Enter the details corresponding to the site inspection.

**CHECKLIST ENTRY**

Checklist

Site Inspection-(M)

Building license applied for

Site dimension as per plan ?

☐ Yes

☐ No

Any OH HT line ?

☐ Yes

☐ No

Any UG Service near the site ?

☐ Yes

☐ No

If yes , describe

What is the source of water (for construction)

Preliminary preparation are done ?

☐ Yes

☐ No

Existing Road width

*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.

**APPROVAL - AN/107/2016**

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

No Detail(s) To Display

**ADD NOTE**

approved

Action requires confirmation, Please enter password

.....

#### 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.

**APPLICATION VIEW - AN/107/2016**

Action requires confirmation,Please enter password

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

**APPLICATION DETAILS**

**6. FEE GENERATION**

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

FEE DETAILS			
<b>Application No</b> AN/107/2016		<b>Application Name</b> 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
			<b>Total Amount To be Paid(Rs ) 6582.27</b>
<div> <input checked="" type="button" value="GENERATE"/> <input type="button" value="CANCEL"/> </div>			

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



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



## 7. CHALLAN UPLOAD

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

CHALLAN UPLOAD

Application Number

AN/107/2016

Application Type

Building Permission Permit

Challan Type

Amount to Pay

6582.27

Challan Number

111

11/05/2016

Bank Name

HDFC

Branch Name

Kakkand

File

Account

BROWSE

Amount

6500


Comments

completed

✓ SAVE

✗ CANCEL

A payment receipt will be received.


**Jaipur Municipal Corporation**

Payment Receipt

Receipt Number

:

CL-25

Receipt Date

:

11/05/2016 04:05:44

Payment Mode

:

Challan

Challan Number

:

111

Bank Name

:

HDFC

Branch

:

Kakkand

Applicant

:

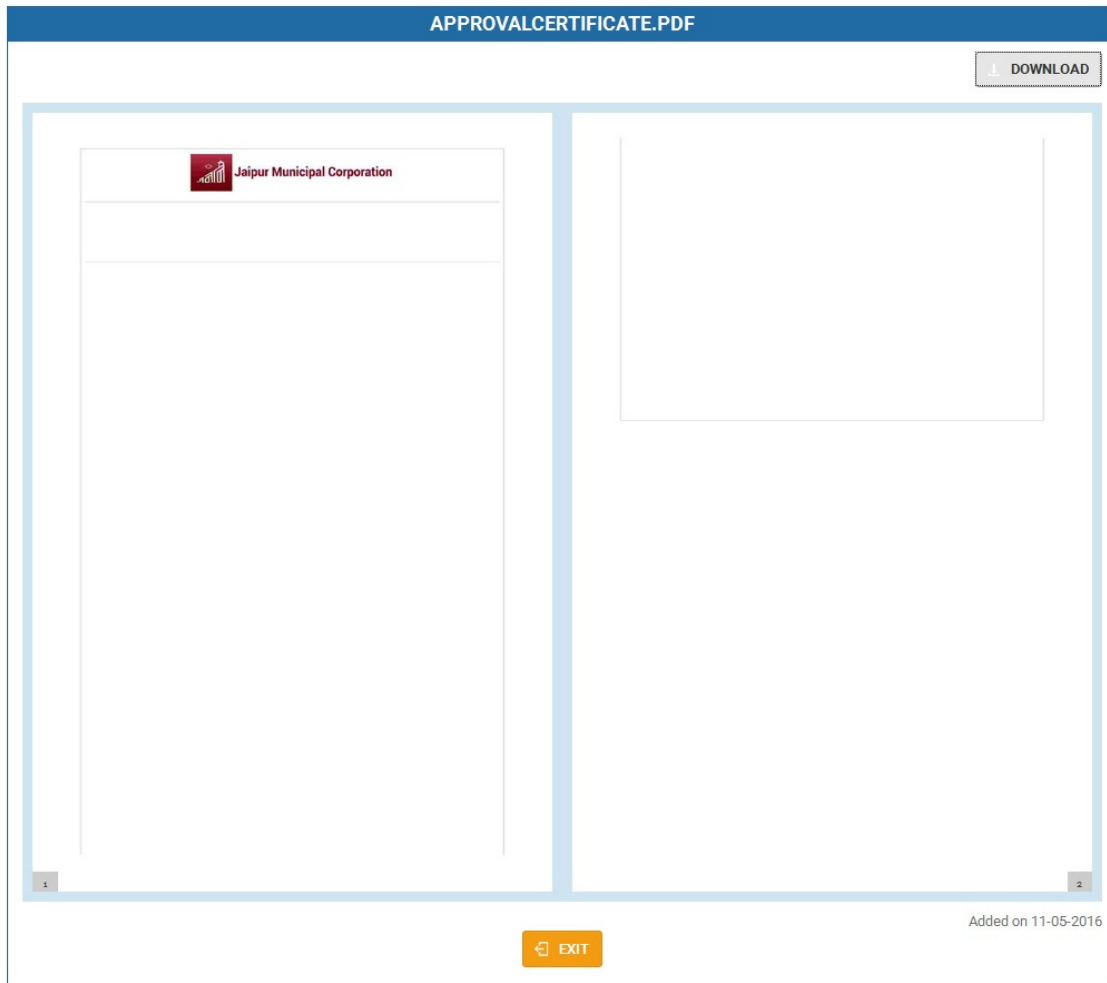
Prithvi Singh Kandhal

Received an amount of 6500.00 towards

EXIT

## 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**.

**FINISH - AN/107/2016**

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

**ADD NOTE**

Noting  
 completed

BROWSE
 UPLOAD

✓ FINISH
 ✕ CANCEL

## 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.

## BUILDING PARAMETERS - AN/107/2016

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

No Building Parameter(s) To Display

 BACK**2. VIEW WORK PLAN**

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

## WORK PLAN - AN/107/2016

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

 CANCEL**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**.

## FORWARD - AN/107/2016

Application Date 11/05/16  
Application Type Building Permission Permit  
Description Application for Building Permit - bijuge@idsitechnologies.net G - Reference Number - 14  
User

## ADD NOTE

Noting  
completed

BROWSE

UPLOAD

 FORWARD CANCEL







#### 4. REVERT

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

**REVERT AN/107/2016**

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

**ADD NOTE**

Noting

Please Enter Noting...

BROWSE

UPLOAD

REVERT

CANCEL

#### 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.

**ENDORSEMENT - AN/107/2016**

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

☐ Update Input File

☐ Upload/Update Attachments

**ADD NOTE**

Noting

Please Enter Noting...

BROWSE

UPLOAD

ENDORSE

CANCEL

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