

# Old case Approval help manual – for Officer

## 1. Introduction

This help manual is prepared to guide Architects and Users for processing old cases in the system. It explains the step-by-step procedure, validations, required documents, and important instructions for successful application processing.

## 2. Purpose

The purpose of this manual is: Provision to verify and approve migrated and float in-process as well as approved building permission proposals of the newly added 23 PMRDA villages into PMC Building Permission system.

## 3. Officer review and verify submitted old cases, step by step.

1) Officer can view submitted list of old cases in 'Inprocess' dashboard.

The screenshot displays the PUNE MUNICIPAL CORPORATION dashboard. The top navigation bar includes: DASHBOARD, COMMENCEMENT, FAST TRACK PROPOSALS, WORK START NOTICE, PLINTH, OCCUPANCY, TICKET(S) AUTHORIZATION, and OLD CASE. A notification banner reads: "For notification alert through SMS and Email, please update your mobile number and email id." The user is logged in as Kapil Nandakumar Paw, Junior Engineer.

The "Applications" table shows the following data:

No.	Process	In Process	Plan Approved	Approved	REJECTED
1	Commencement	48	23	277	
2	Plinth	2	0	46	
3	Occupancy	0	0	73	762

The "Commencement Application Status" bar chart shows the following counts:

Status	Count
InProcess	48
PlanApproved	23
Approved	277
Rejected	762

The "Applications Received For Commencement" table is filtered for the year 2026 (1 APR 2026 To 31 MAR 2027). The table lists the following applications:

Status	Application Number	Architect/L/S/SE	Owner Name	Case Type	Proposal Date	Approval Date	Site Address
Approved	ABE/0022/26	ANUJA VIJAY DATIR	Aniket	New	29 May 2026	29 May 2026	
Approved	ABE/0018/26	ANUJA VIJAY DATIR	Abhijeet	New	27 May 2026	27 May 2026	
Approved	ABE/0017/26	ANUJA VIJAY DATIR	Aniket	New	27 May 2026	27 May 2026	
Approved	ABE/0014/26	ANUJA VIJAY DATIR	Aniket	New	25 May 2026	25 May 2026	
Approved	ABE/0011/26	ANUJA VIJAY DATIR	Aniket	New	22 May 2026	22 May 2026	
Approved	ABE/0010/26	ANUJA VIJAY DATIR	Abhijeet	New	21 May 2026	22 May 2026	
Approved	ABE/0009/26	ANUJA VIJAY DATIR	Aniket	New	21 May 2026	21 May 2026	
Approved	ABE/0008/26	ANUJA VIJAY DATIR	Aniket	New	20 May 2026	21 May 2026	
Approved	ABE/0006/26	ANUJA VIJAY DATIR	Aniket	New	19 May 2026	21 May 2026	
Approved	ABE/0001/24	MANOJ SHRIRANG KANSE	JEEVAN	Revised1	04 April 2024	04 Apr 2024	

Total Number of Proposals : 131

2) Officer can view and verify all highlighted form in their login such as, application summary, existing owner details, Document checklist, Area details, etc.

Document Checklist

Mandatory Optional

Sr No	Documents Name	Attachment View	Verify
<b>Ownership Documents</b>			
1	7/12 (Extract)	View	Approved
2	Property Card	View	Approved
<b>Old Cases Documents</b>			
3	Old Approved Drawing Pdf	View	Approved
4	Old Approved Certificate	View	Approved
5	Old NOCs	View	Approved
6	Old Demand Note	View	Approved
7	Other Documents	View	Approved
Total Number of Documents : 7			

Save

3) Document Checklist – In this section, officer can view uploaded documents and give approval/shortfall.

7) Area details page – In this section, officer can verify plot areas as per the 7/12 or PRC extract attached in document check list.

Area Details

Add plots and enter area for each extract of the plot. All areas are in sq. mtr.

Plot No.	Name	Type	Extract					
1	Enter	<input checked="" type="radio"/> 7/12 <input type="radio"/> PRC	1					
Extract no.	7/12 Area	PRC Area	B-Form Area	Index	PAH Area	Allotment Letter Area	Gunthewari Area	Sale Deed Area
1	0	NA	0	0	0	0	0	NA
+ Extract								
<b>Total</b>	0	0	0	0	0	0	0	0

Save

+ Add Plot

8) Verification details: Below Screenshot details need to fill for officer verification.

Officer can verify the existing proposal details, such as existing proposal status, application date, site visit & Document verification details, existing total challan amount if paid etc.

TEST  
Session expires in: 5m 09s
PMC AutoDCR ANILJA VIJAY DATTA Architect

Projects → TEST → OldCases Application ADCR/0067/26
Back

OldCases Application  
ADCR/0067/26

Submit Application

- Application Summary ✔
- Application Details ✔
- Owner Details ✔
- Document Checklist ✔
- Area Details ✔
- Verification Details ✔

### Verification Details

**\* Refer Proposal Status**

Approved ▼

**\* Application Date**

05/28/2026 🗓

**\* Building Permission Number**

NA

**\* Building Permission Approval Date**

mm/dd/yyyy 🗓

**\* Document Verification Status**

Verified  Not Verified

**\* Verification Date**

mm/dd/yyyy 🗓

**\* Site Visit Status**

Visited  Not Visited

**\* Site Visit Date**

mm/dd/yyyy 🗓

**\* Site Visit by Officer Name**

NA

**\* Site Visit Certificate Issued Date**

mm/dd/yyyy 🗓

**\* Certificate issued by officer Name**

NA

**\* Total Fees Paid (Include All Demand notes)**

**\* Reference Number**

NA

**\* It Proposal Renewed?**

Yes  No

Save

**Remark: After filling all the above application forms, the user can click on the “Submit Application” button. Once the application is submitted, it will be forwarded to the assigned Junior Engineer for the selected village under Application Details. The Junior Engineer will verify the submitted proposal and provide approval if the submitted data is found correct. If the details are incorrect or incomplete, the Junior Engineer may reject the Old Case application.**

**Once the Junior Engineer approves the case, the user will be able to process the proposal further in PMC Building Permission for Drawing Revision, Commencement Certificate, Plinth Checking, Occupancy Certificate, etc.**