

Old case help manual – for Architect/ Users

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 required to migrate and float in-process as well as approved building permission proposals of the newly added 23 PMRDA villages into PMC Building Permission system.

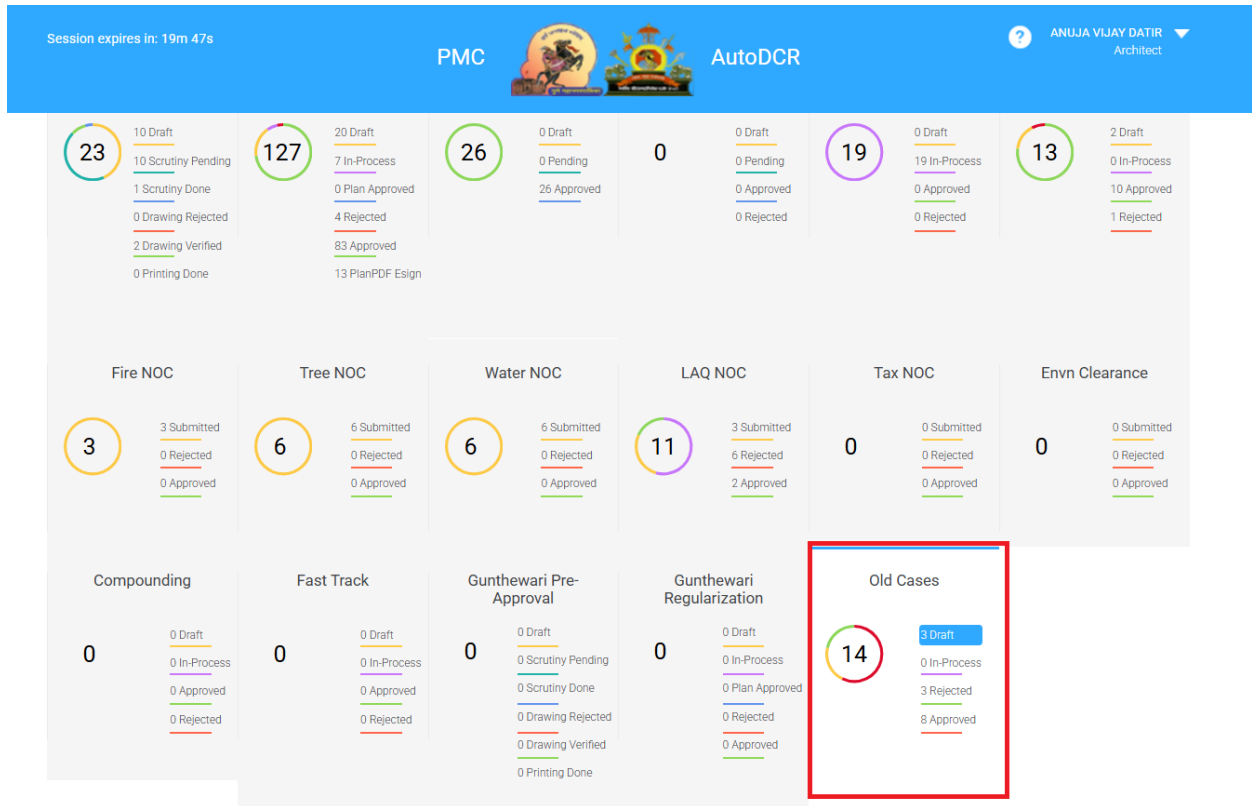
3. Workflow Overview step by step.

- 1) User need to select 'Old case' option in application.

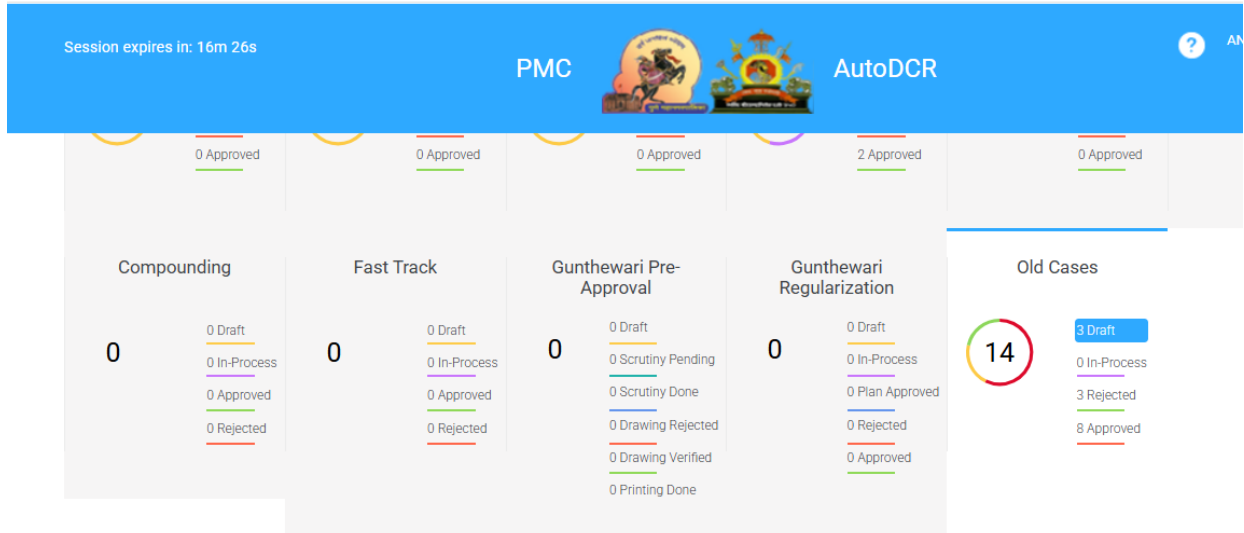
The screenshot displays a web application interface for creating a building permission application. At the top, a blue header bar contains the text "Session expires in: 19m 35s" on the left, the logos for "PMC" and "AutoDCR" in the center, and a user profile icon with the name "ANUJA VIJAY" on the right. Below the header, there is a text input field for "Project Title" with a "TDR Utilization" label and a "40 Character max." note. The "Permission Type" section is titled "Select the type of permission you want to apply for" and features five radio button options: "PreApproval" (with a floor plan icon), "Commencement" (with a shovel icon), "Plinth" (with a column icon), "Occupancy" (with a building icon), and "Old Cases" (with a floor plan icon and a blue border). Below this, there are four dropdown menus: "Project Main Type" (set to "Proposed Building"), "Project Type" (set to "1.Proposed Building"), "Case Type" (set to "New"), and "Proposal Type" (set to "Residential"). At the bottom, there are two buttons: "Create Application" (in blue) and "Cancel" (in white).

Enter the Project Title and select the Project Main Type, Project Type, Case Type, and Proposal Type to create an Old Case application. Once you click on the “Create Application” button, the Old Case proposal will be created successfully.

2. You can see Created application list in Old case dashboard under the ‘Draft’ section.

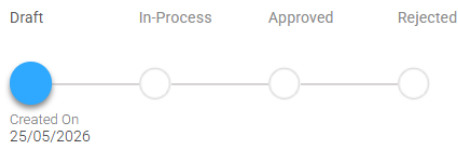


3. From the “Draft” section, select the Proposal Number to proceed with filling the Old Case application details further.



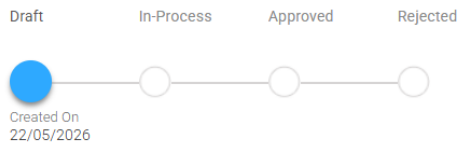
Application No: CE/TEMP/0032/26
ADCR No: ADCR/0073/26

OldCases [New]
Draft



Application No: CE/TEMP/0027/26
ADCR No: ADCR/0067/26

Ambegaon Budruk-Ext
OldCases [New]
Draft



4) User need to add existing proposal details in GIS Plot & Case information in Application details form.

TEST
Session expires in: 19m 36s

Projects → TEST → OldCases Application ADCR/0067/26

OldCases Application
ADCR/0067/26

Submit Application

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

Case Information

- * Project Type: Proposed Building
- * Proposal Type: Residential
- * TDR Zone: Select
- * Area Zone: Select
- * Gross Plot Area(in Sq.Meter)(As per Document): 0
- Proportionate Internal Road Area(in Sq. Meter): 0
- Ancillary Area FSI (Sq. Mt)
 - Residential: 0
 - Commercial/Other: 0
- Total Ancillary Area FSI (Sq. Mt): 0
- * Case Type: New
- * Location Zone: Select
- TDR Area (in Sq.Meter): 0
- * Area: Ambegaon Budruk-Ext
- Existing Area(in Sq.Meter)(As per Site): 0
- Premium FSI (Sq.mt.)(PUNE Infrastructure Fund)
 - Residential: 0
 - Commercial/Other: 0
- Total Premium FSI (Residential + Commercial): 0

5) Owner Details Form – In this section, users can add the owner details from the existing proposal.

TEST
Session expires in: 19m 55s

PMC AutoDCR

ANUJA VIJAY DATIR
Architect

Projects → TEST → OldCases Application ADCR/0067/26

OldCases Application
ADCR/0067/26

Submit Application

Application Summary ✓

Application Details ✓

Owner Details ✓

Document Checklist ✓

Area Details ✓

Verification Details ✓

Owner Information

NOTE: The name enter by you will appear same in Commencement Certificate.

* First Name * Middle Name * Last Name

Peth / Village Addhar Card No. Pan Card No.

Email Address Contact Number

* Owners Address

* Select Owner name to display on CC And OCC Certificate
 Yes No

POA Info [If checked furnish PAH/Owner Affidavit]

Save

SrNo	Name	Mobile No.	Email	PAN No.	Addhar No.	Office Address	Delete
No data found							

6) Document Checklist – In this section, users can upload the necessary documents related to the existing proposal as mentioned in the below image. These documents are required for officer verification.

TEST
Session expires in: 19m 48s

PMC AutoDCR

ANUJA VIJAY DATIR
Architect

Projects → TEST → OldCases Application ADCR/0067/26

OldCases Application
ADCR/0067/26

Submit Application

Application Summary ✓

Application Details ✓

Owner Details ✓

Document Checklist ✓

Area Details ✓

Verification Details ✓

Mandatory

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

Save Verify

7) Area details page – In this section, Users can add plot areas as per the 7/12 or PRC extract.

TEST
Session expires in: 19m 42s

PMC AutoDCR ANILJA VIJAY DATIR 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 ✓

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	7/12 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								
Total	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 DATIR 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
- Building Permission Number: NA
- Document Verification Status: Verified Not Verified
- Site Visit Status: Visited Not Visited
- Site Visit by Officer Name: NA
- Certificate issued by officer Name: NA
- Reference Number: NA
- Application Date: 05/28/2026
- Building Permission Approval Date: mm/dd/yyyy
- Verification Date: mm/dd/yyyy
- Site Visit Date: mm/dd/yyyy
- Site Visit Certificate Issued Date: mm/dd/yyyy
- Total Fees Paid (Include All Demand notes):
- If 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.

