SoftTech®

PUNE MUNICIPAL CORPORATION

Help Manual for PMC Officers

http://www.punecorporation.org/

SoftTech® DPMS | Development Permission Management System

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1. Link to PMC Website

The link for login portal Is - https://autodcr.pmc.gov.in/SWC.Client/login.aspx

2. Login to BPAMS System

Officers can log in to system with their existing user ID and password, on successful login user will be redirected to his / her Dashboard for managing all the ongoing / completed projects applications in Auto DCR. The bifurcated list shows the different stages of proposal approval with further breakup of each stage.

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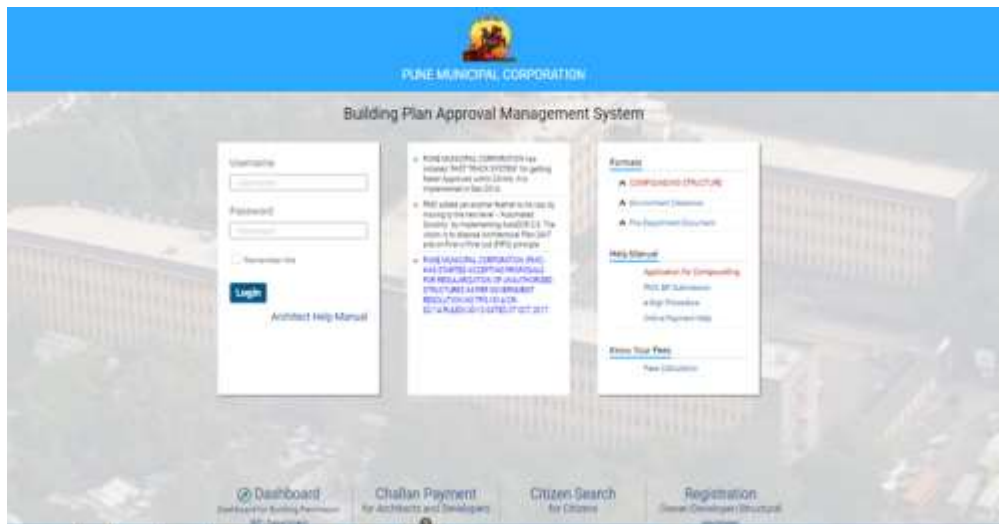
3. PMC Officers Consoles

## 4. JE (junior engineer) Console

4.1.1 Dashboard

After logging in to portal the summery of all submitted assigned applications is found in dashboard section. The proposals which are in process can be viewed in 'In Process' tab. The proposals which are rejected can be viewed in 'Rejected' tab. The proposals which are approved can be viewed in 'Approved' tab. The proposals which sent forward can be seen in 'Outward' tab. You can see your personal information in the 'My Profile' tab.

The password can also be changed from the 'My Profile' tab.

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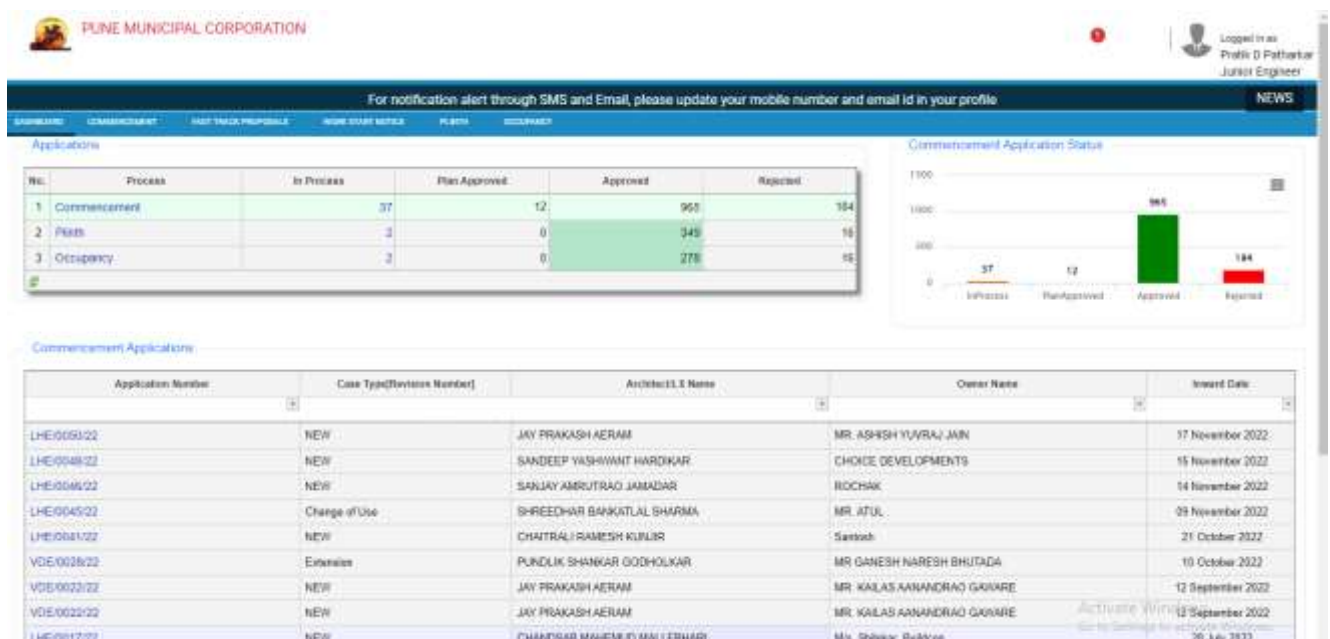
My Profile tab :-

You can see your personal information in the 'My Profile' tab. like the Aadhar no, employee code, mobile no, address, city, can see 'my profile' tab. The password can

 be changed from the 'My Profile' tab.
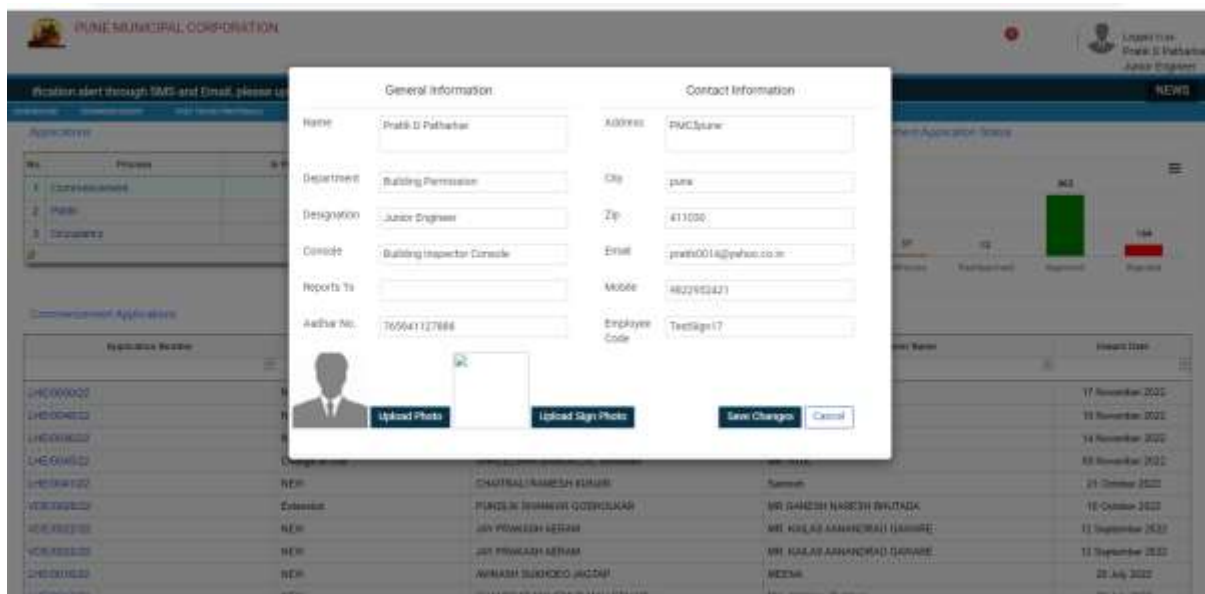
Change Password:-

 The password can also be changed from the 'My Profile' TA

4.1.2 Commencement

After click on commencement tab Officers can see the proposal which is in process in 'in process' Tab. Then 'Plan approved' tab Officers can check approved proposals in this tab. Then after we have old case tab for checking old proposals. Also, officers can check see the rejected proposals on

'Rejected tab'. The proposals which are processed and forward to the next officers you can see that proposals in 'Outward' Tab.

4.1.3 In Process Proposals

After open the file which is 'in process' officers can see the all information about the proposals. Officers can download the drawing pdf by click on '**Drawing**' Tab and he can send the proposals or return the proposals by click on the '**Action**' Tab. Officers can reject the proposal by click on the 'Reject Now' Tab. Also ,officers can check site visit information sanction data by click on the tab. Also, officers have another reports tab officer can see the previous rejection, draft rejections, site visit letters in 'Reports' Tab.
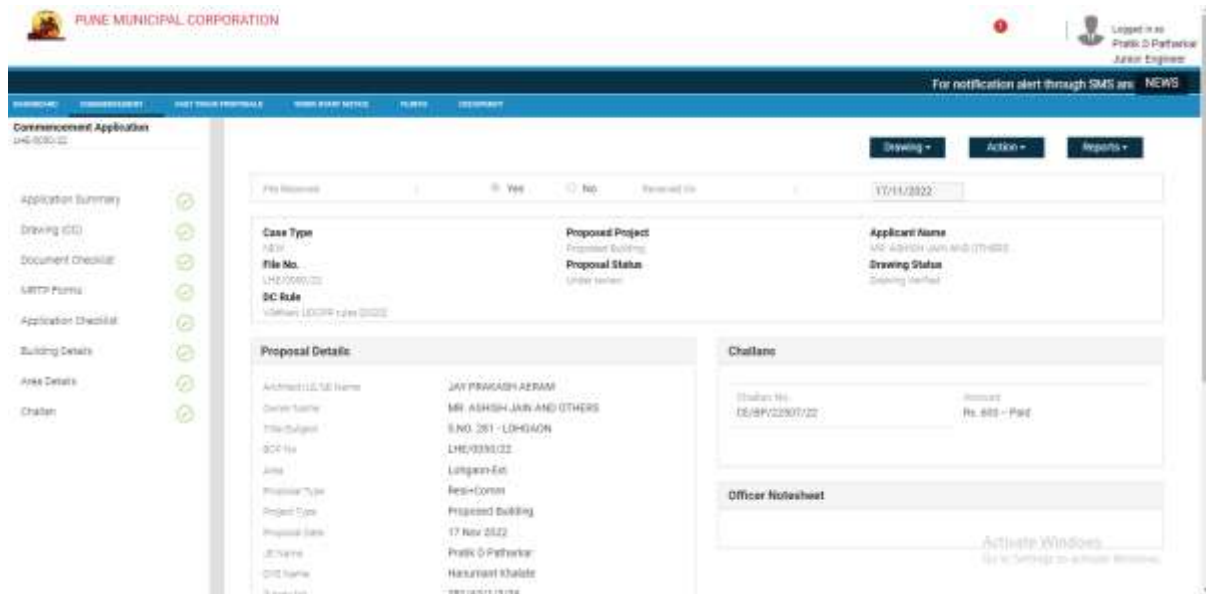
4.1.4 Drawing information

In the commencement application officers also can see the application summary like case type, application name, file number, proposal status and so on. Drawing (cc) in this tab officer can see the drawing pdf and the most important part of the proposal is the document checklist. As well as MRTP forms Application checklist . the Building details., area details, and challans.

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4.1.5 Document Checklist

In 'Document Checklist' section officer can see all the required documents attached by Applicant. After viewing the document, you can give approval and shortfall if any in the document by adding remarks if necessary. Then click on save button to save the changes.
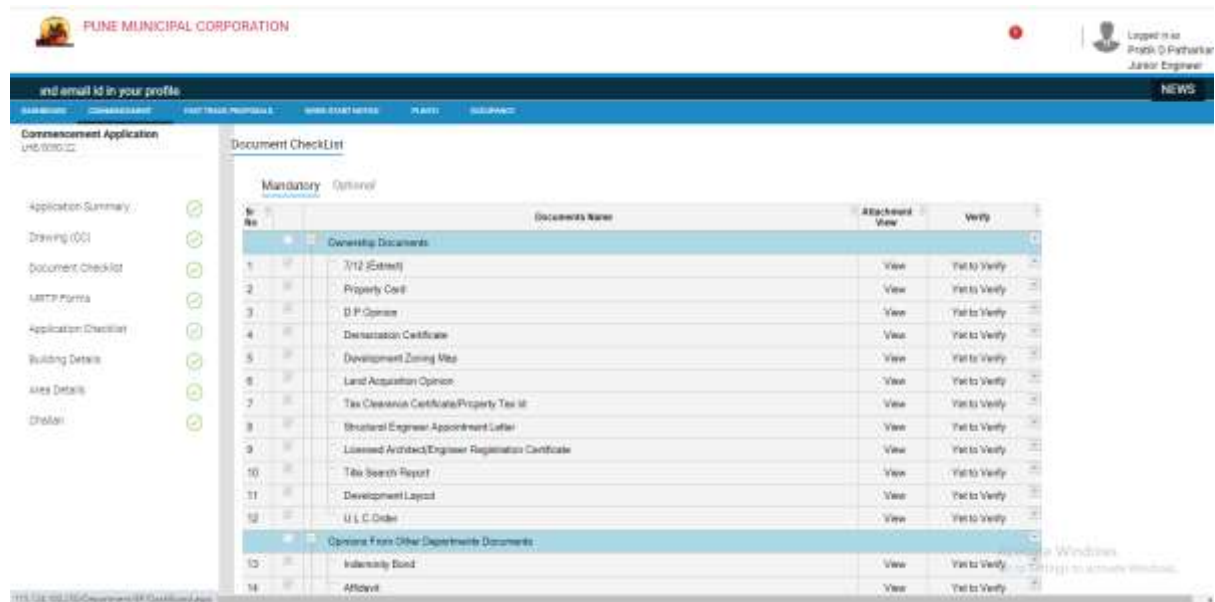
4.1.6 MRTP FORMS

 In the MRTP forms section officers can see the information like layout of building, proposal type, project type of proposal buildings.
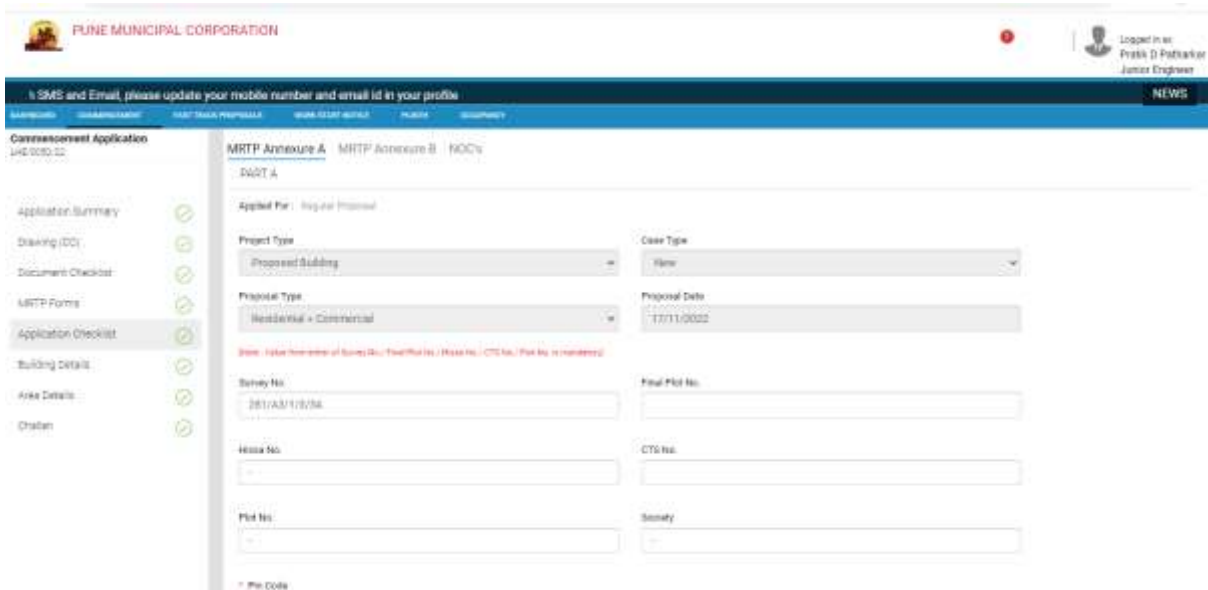

4.1.7 Application Details

In the application details section officers can see the information about the plot area , is the area lies under society layouts , is plot in congested area, is that religious building. Officers can check and all the details about the proposals .

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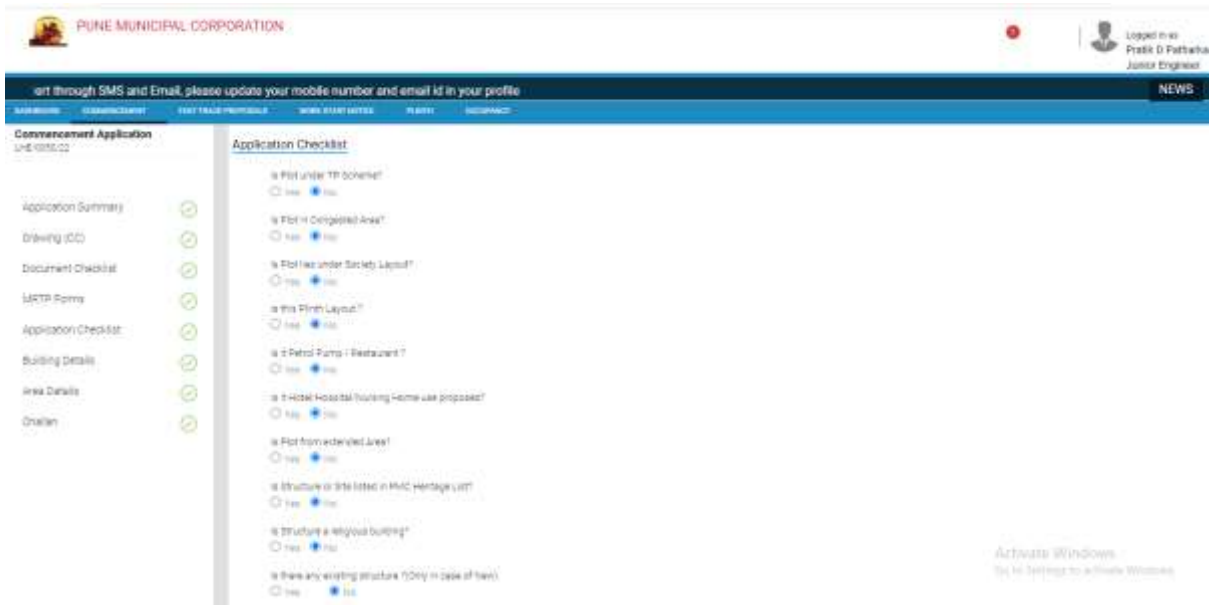
4.1.8 Building Details

In the section of building details officers can check the height of the building , area of the building, no of floors of the buildings, build up area, no of staircase,

Location of parking. check all the information filled by the architect.

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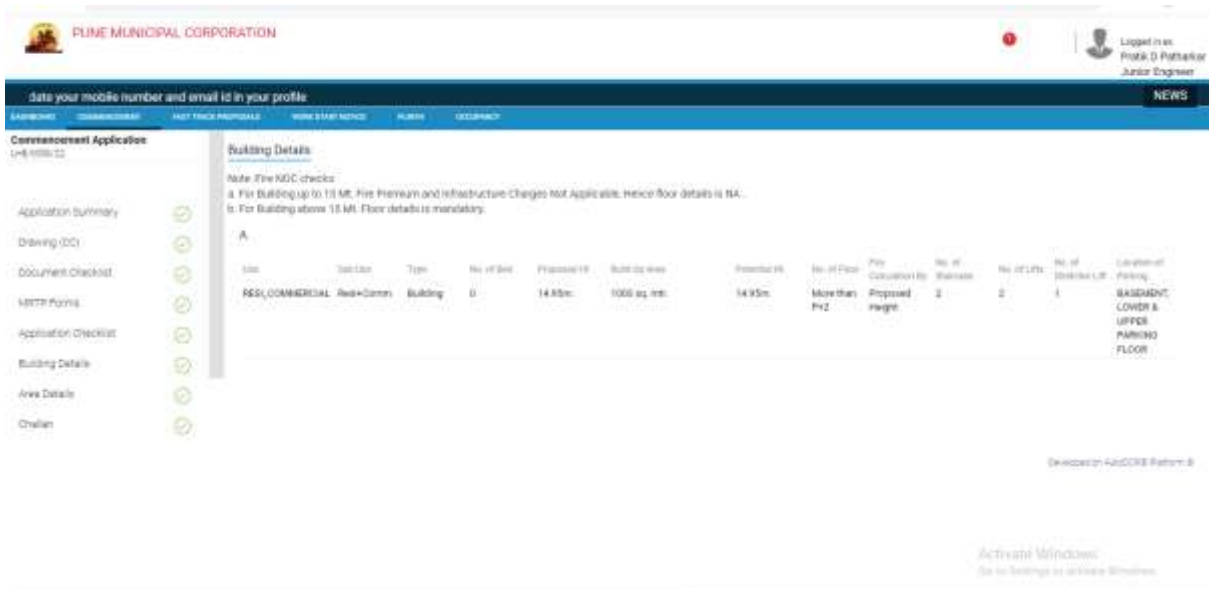
4.1.9   Challan (Auto challan/ Scrutiny challan)

After click on the 'Challan' section officers can see the 'Action' Tab on this tab officers can check the inputs for the challan calculation. Also generated the Auto challan.

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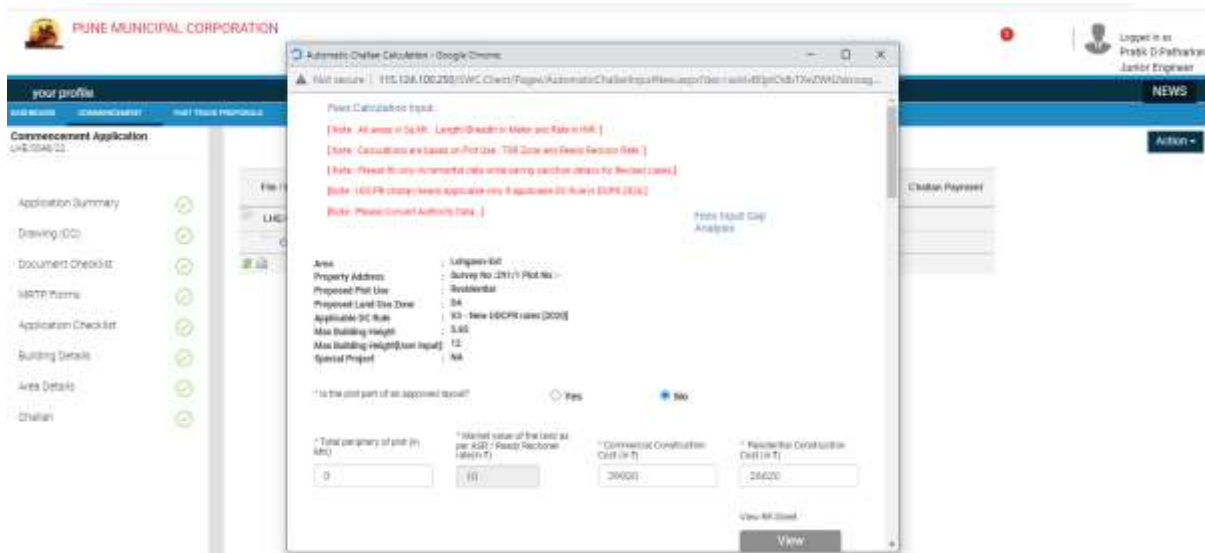
4.2.1 Fast track Proposals

In the 'Fast Track Proposals' section officers can see the which Application are receive for the concession and check it. Applicant apply for the fast track mode. After the checking application officers can approve the application for fast track proposals.

4.2.2 Work Start Notice

After the fast track Proposal tab officer can check the pending applications . and verify the application. After verifying the proposals officers can send the proposals for the acknowledged.

4.3.1 Application Receive for plinth

In the 'Plinth' section officers can see the application which is in process, approved, rejected, plinth old case, outward, Plinth site inspection, After, checking all the information officers can send the file to the further process.

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4.3.2 In process Proposals

After click on the process tab officer can see the application summary section in that section you can see all the information given by the applicant, after that he can check the also the challan, check the charges paid by the applicant. Then forward the next process also check the plinth Information. Then document checklist.

After click on the plinth information tab officer can check the plinth area .

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4.3.3 To view Documents

After the plinth information officers can see the documents in ' document checklist' Tab which is mandatory for the proposals. After checking the document submitted by the applicant. Officers send the application for the further process to next officer for the verify the documents.
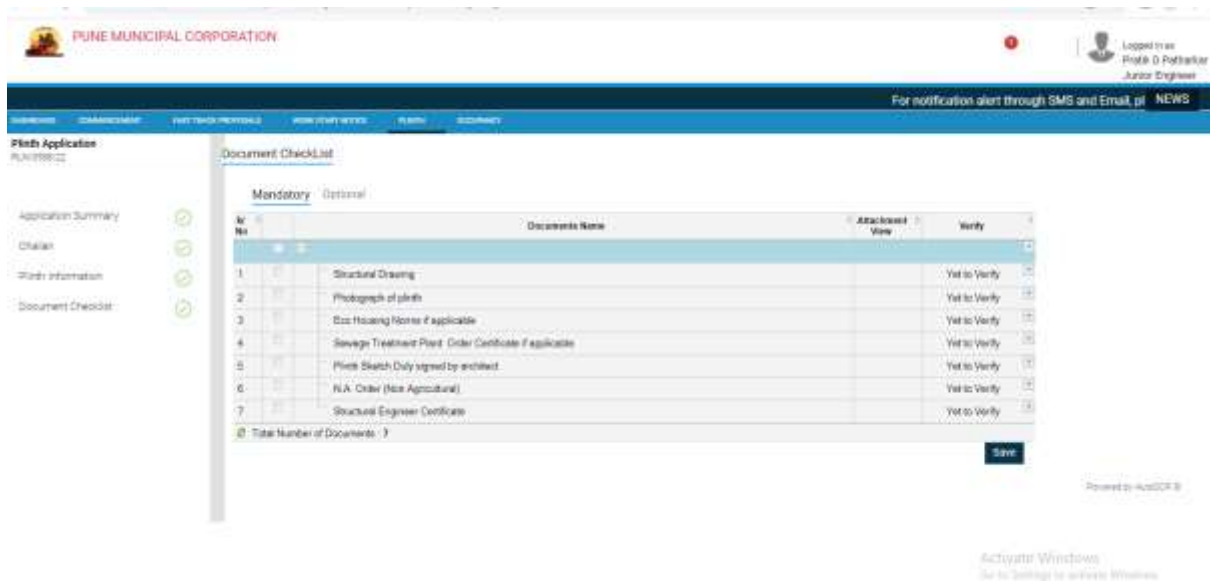
After click on the in process, tab officer can see the application summary section in that section you can see all the information given by the applicant, after that he can check the also the challan, check the charges paid by the applicant. Then forward the next process also check the occupancy Information. Then document checklist. And the challan.

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4.4.1 Occupancy

In the 'Occupancy' section officers can see the application which is in process, approved, rejected, outward, After, checking all the information officers can send the file to the further process.


4.4.2 Additional condition

In the section of 'action' tab officer can see the option of additional condition here you can add the require condition.

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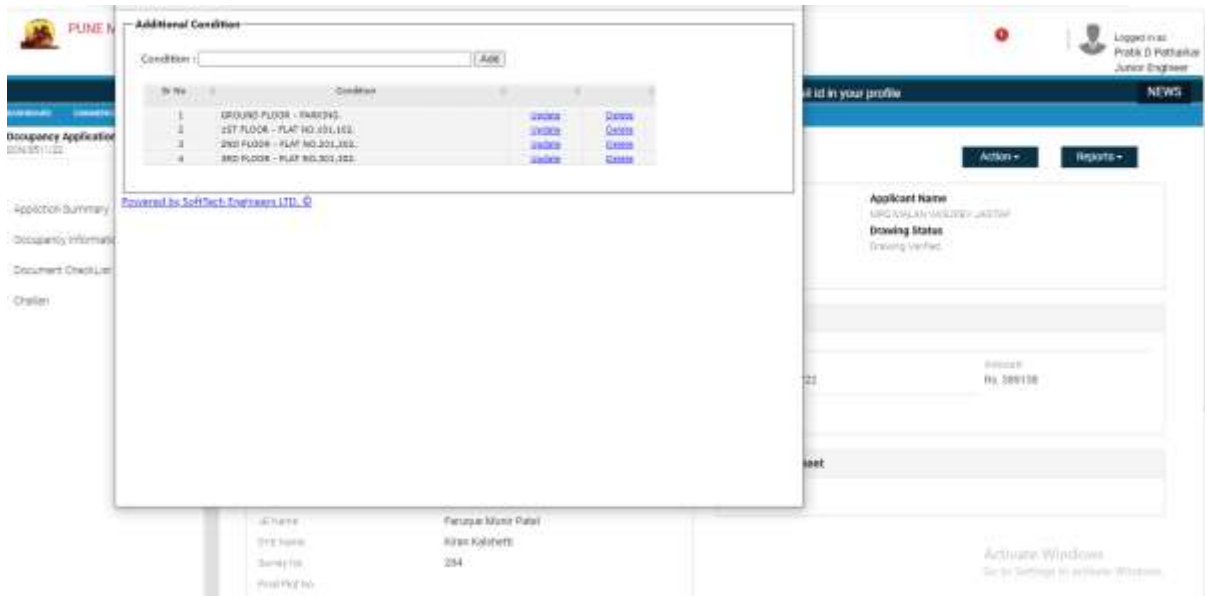
4.4.3 Reject Now (Site visit / document rejection)

Officer can reject the reject the document submitted by the applicant, as well as reject the site visit with the valid reason. Also give the remarks.
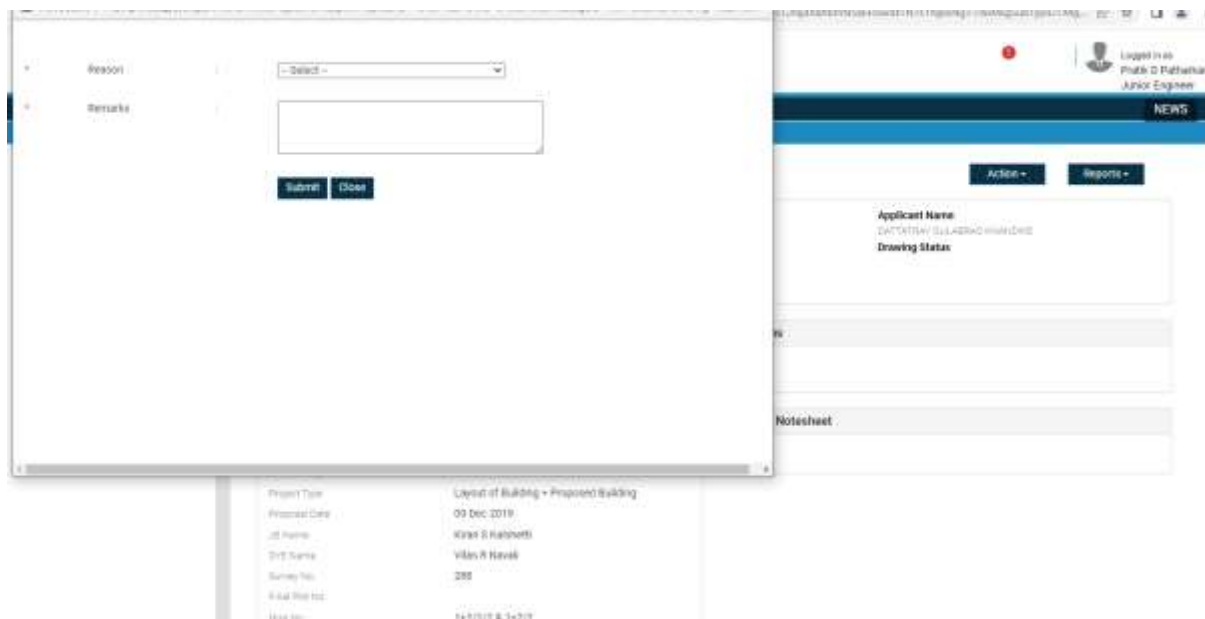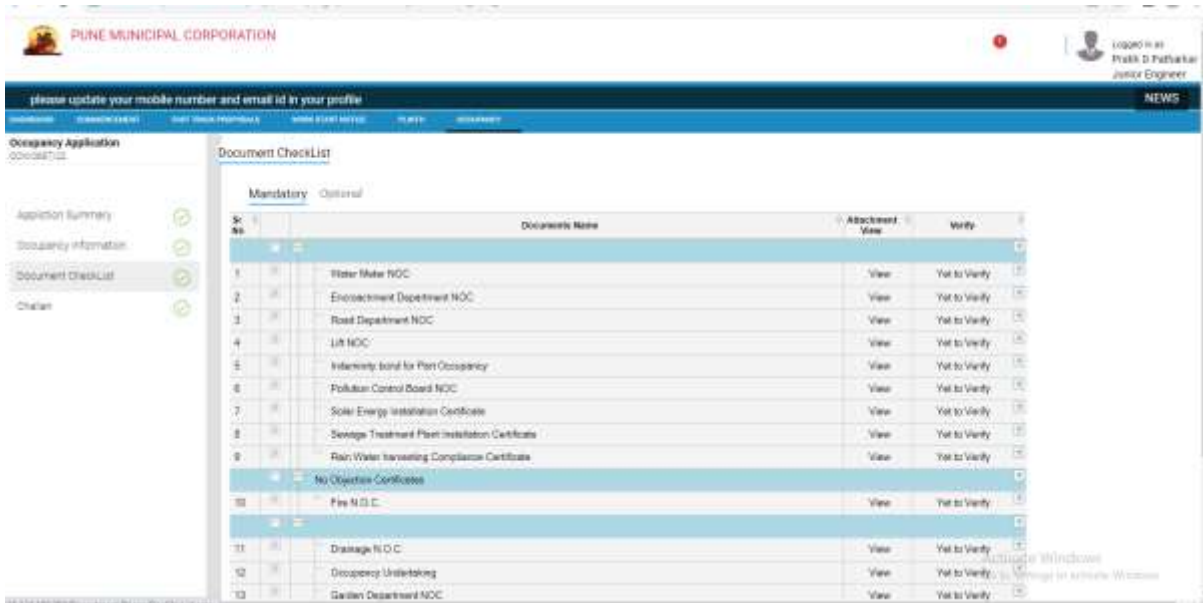
4.4.4 Occupancy information

In the occupancy Information section officers can see the occupancy area, occupancy checking, part no. building description .
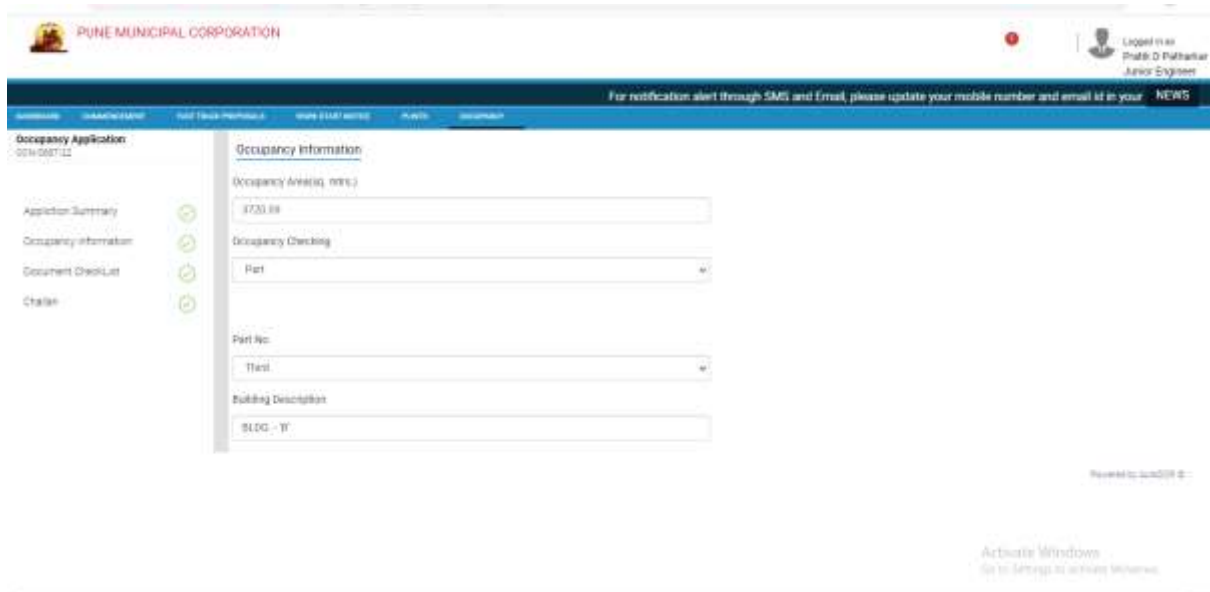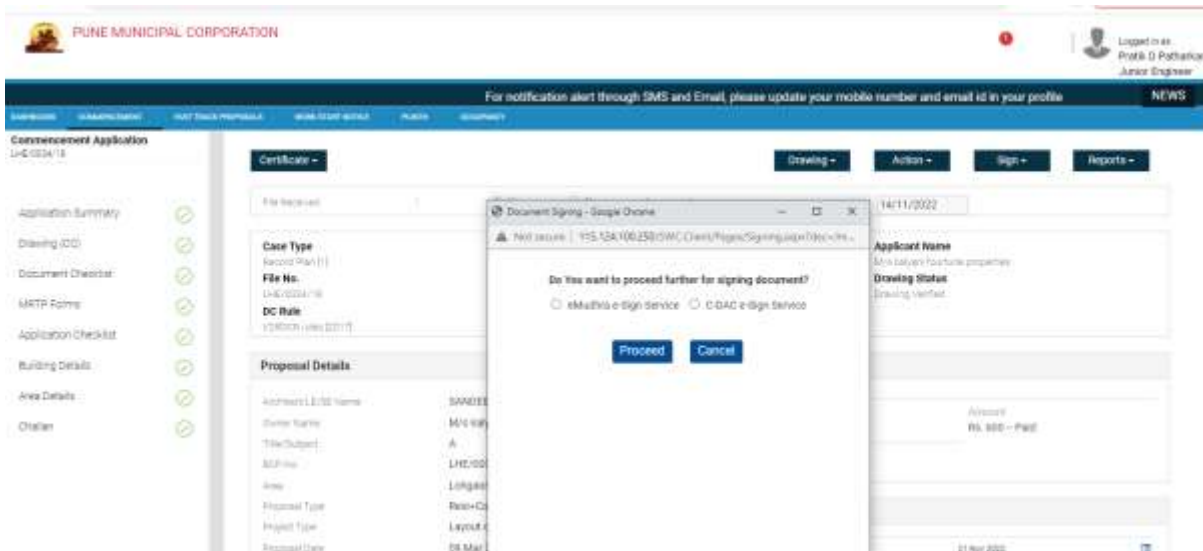

4.4.5 Document checklist

In 'document checklist' Tab officers can see the mandatory document which is submitted by the applicant. After click on the save button officers can send it to the further process.
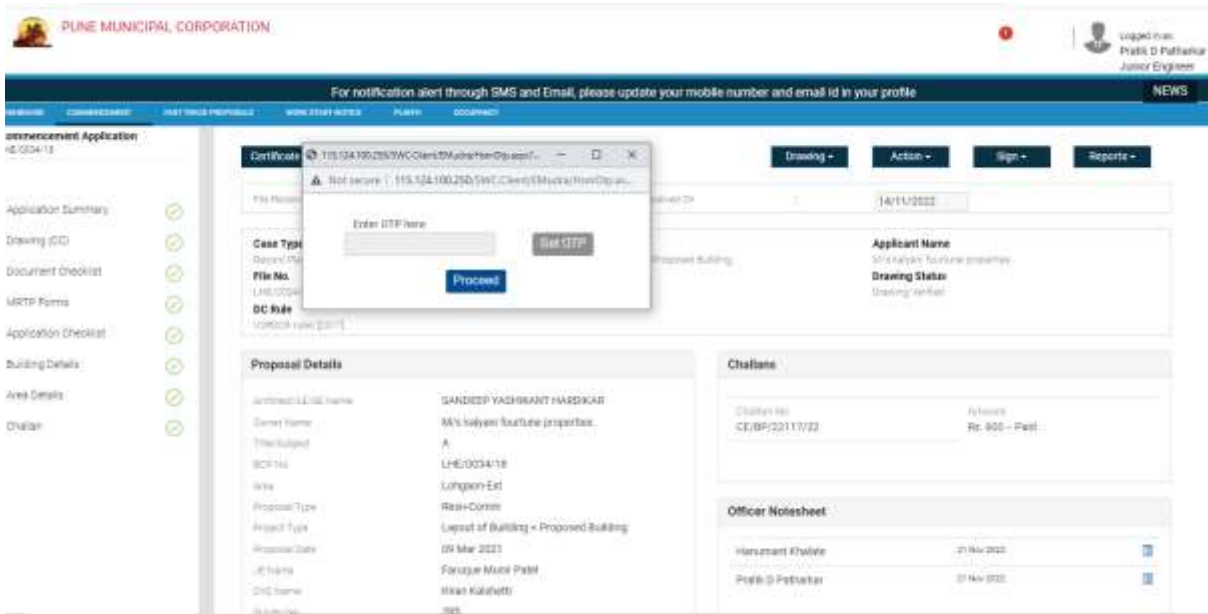
4.4.6 Digital E-sign (JE)

After click on the tab 'sign' open the new window and officers can sign the Documents by the "HSM-OTP" And E-mudra sign service after click on the proceed officers get the OTP.

After entering OTP, we can see the sign successful message.

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After the all the process now it's time to check the document is sign or not. When we click the certificates tab shown in the image then we get the sign Document. Below images shown the sign is successfully done at the executive engineer login.
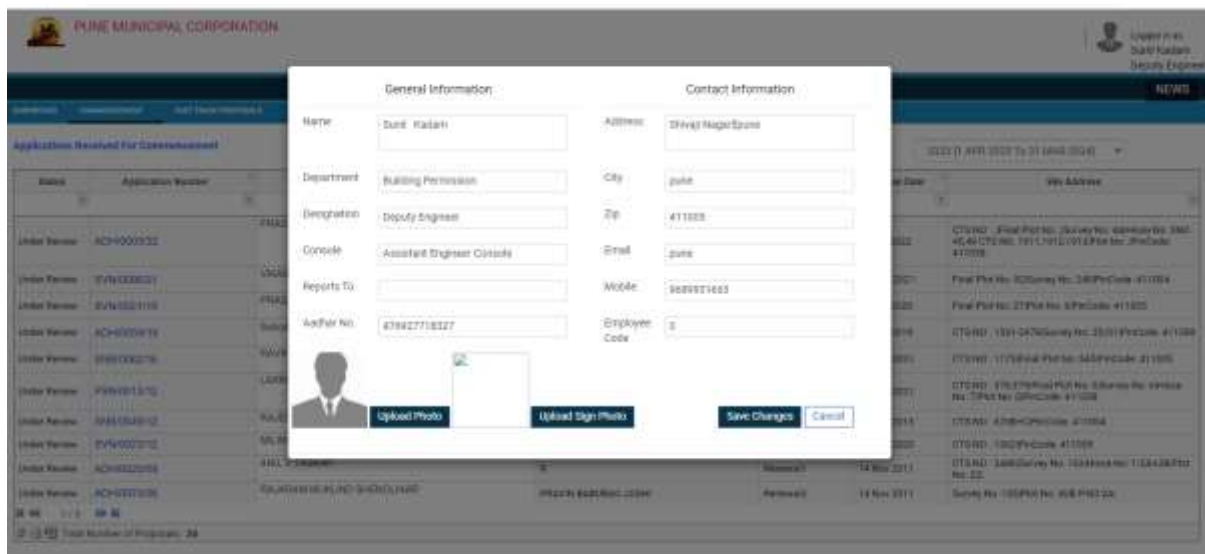
SoftTech DPMS | Development Permission Management System
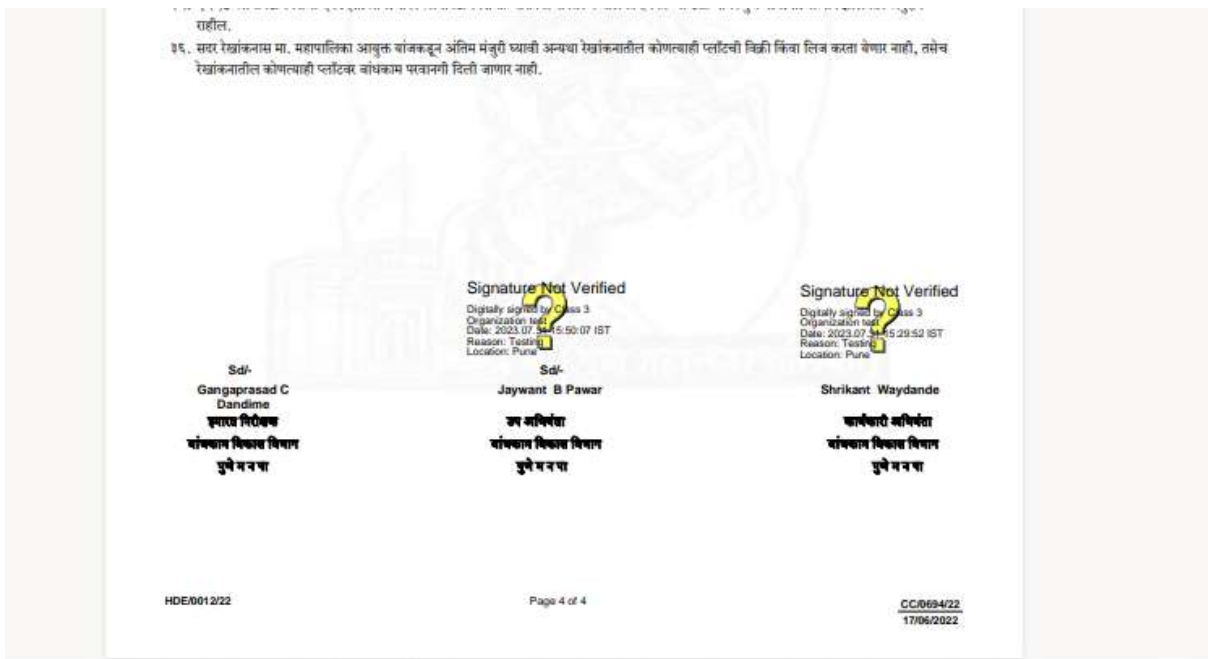
5. DE (Deputy Engineer) console

5.1.1 Commencement

After logging in to portal the summery of all submitted assigned applications is found in dashboard section. The proposals which are in process can be viewed in 'In Process' tab. The proposals which are rejected can be viewed in 'Rejected' tab. The proposals which are approved can be viewed in 'Approved' tab. The proposals which sent forward can be seen in 'Outward' tab. You can see your personal information in the 'My Profile' tab.

The password can also be changed from the 'My Profile' tab.

5.1.2 Digital Sign and Certificates

After open the approved proposals Officers can see the two more tabs. One is 'Certificates' Tab and Another One is 'Sign Tab' **And other the information same as JE console except sign and certificates. .**

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5.1.3 Commencement Certificates

After click on the certificate console officers can see the all the approved certificates.

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5.1.4 Digital E-Sign (DE)

In the sign section officers can sign the documents. E-mudra sign service and

C-DAC e-sign service.
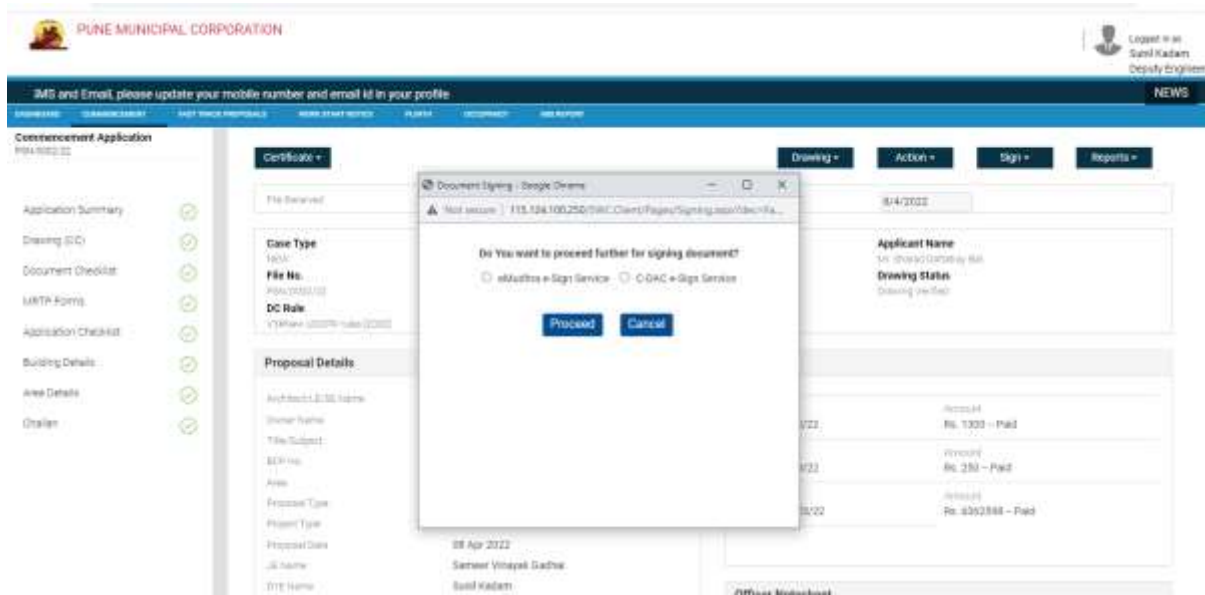
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After the all the process now it's time to check the document is sign or not. When we click the certificates tab shown in the image then we get the sign Document. Below images shown the sign is successfully done at the Deputy engineer login.
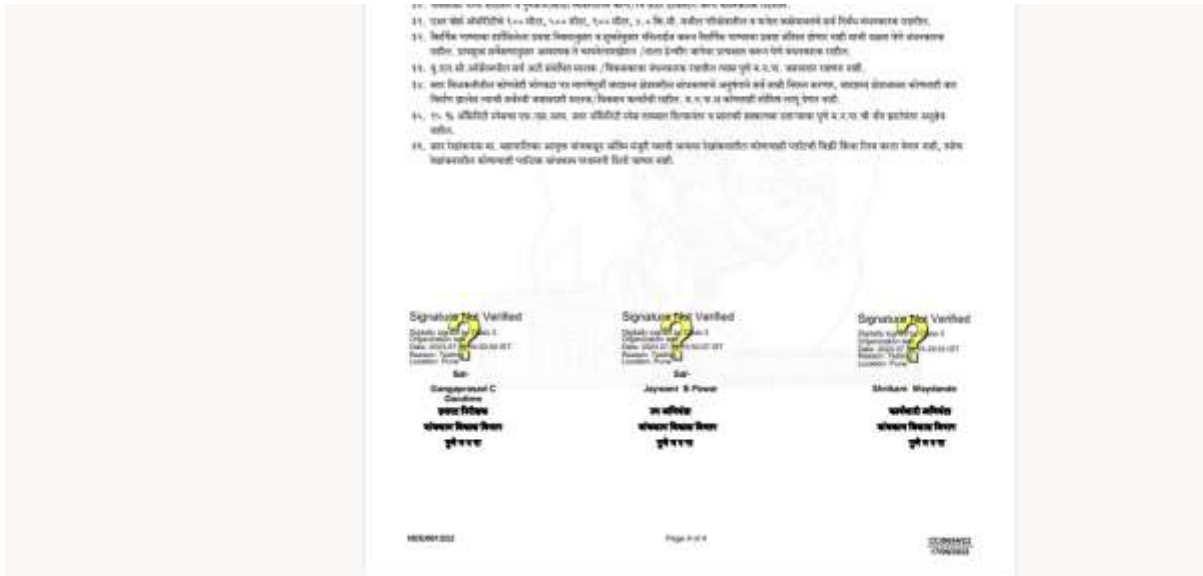
6. EE (Executive Engineer) console

6.1.1 Occupancy

In the 'Occupancy' section officers can see the application which is in process, approved, rejected, outward, After, checking all the information officers can send the file to the further process.

Note :-Other process same as per the JE and DE console

6.1.2 Submission Occupancy

In The section of submission occupancy officers can check   the occupancy submission

Document and send for the further process.

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6.1.3 Occupancy Information

In the section of the occupancy Information officers can see the occupancy area, part no, occupancy checking, Building description. also Officers can Approve the application. If the proposal is in the **part** then Executive Engineer can approve .
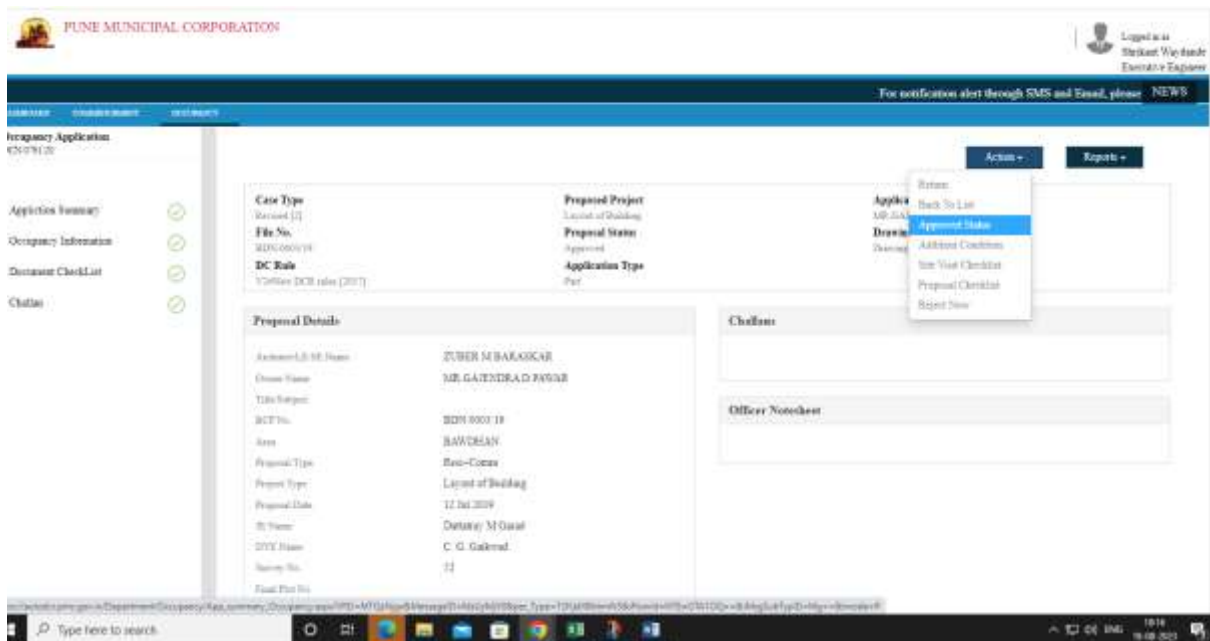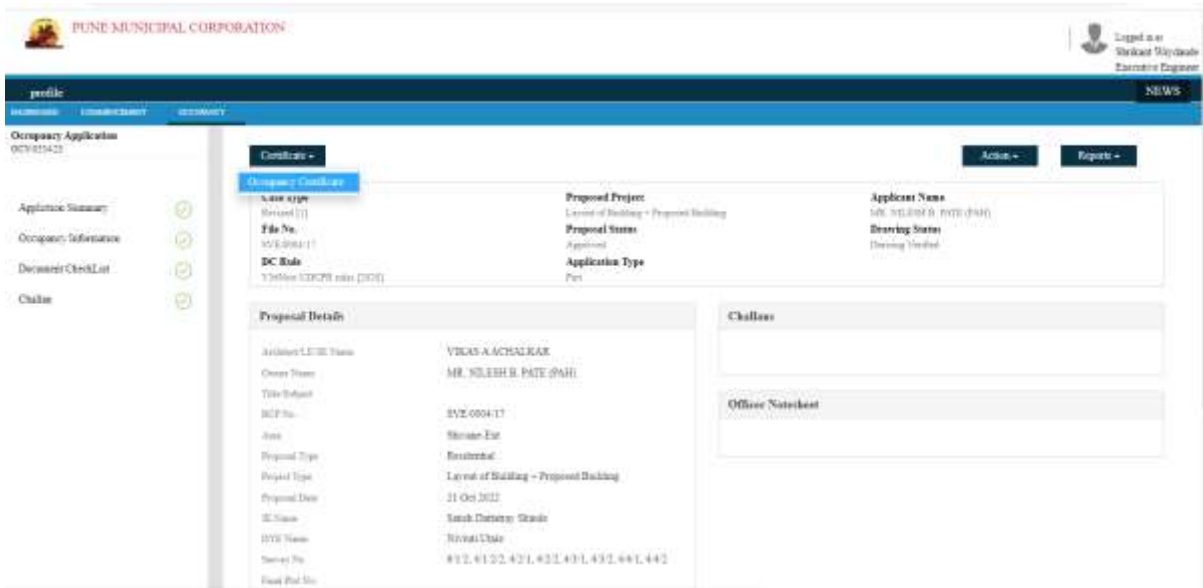
If proposal is in the **Full** then Deputy Engineer can Approve.
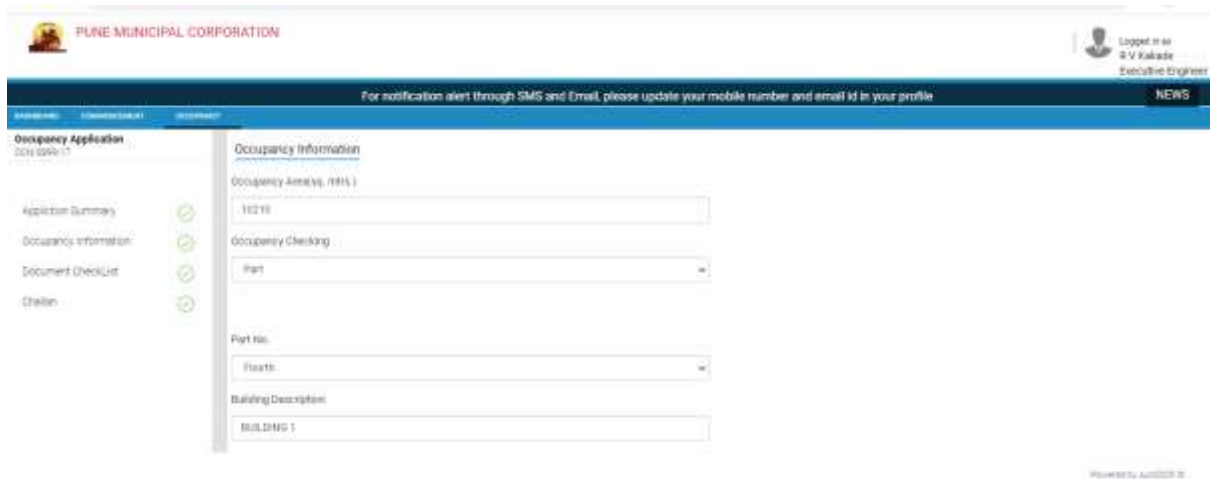
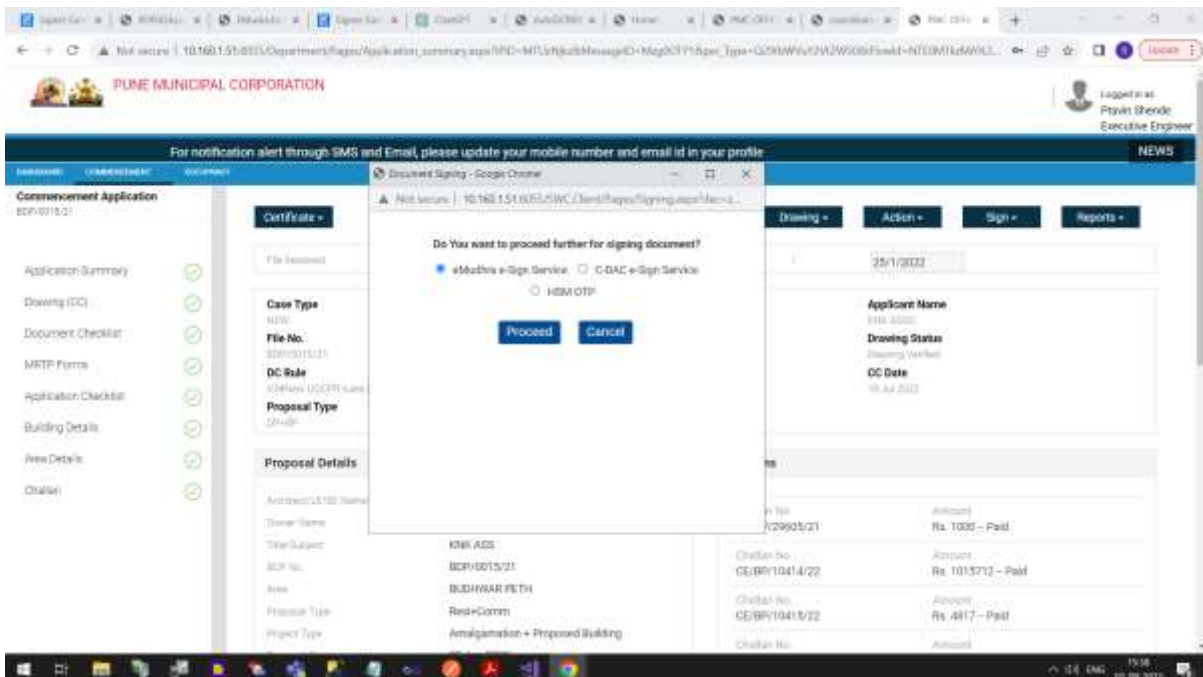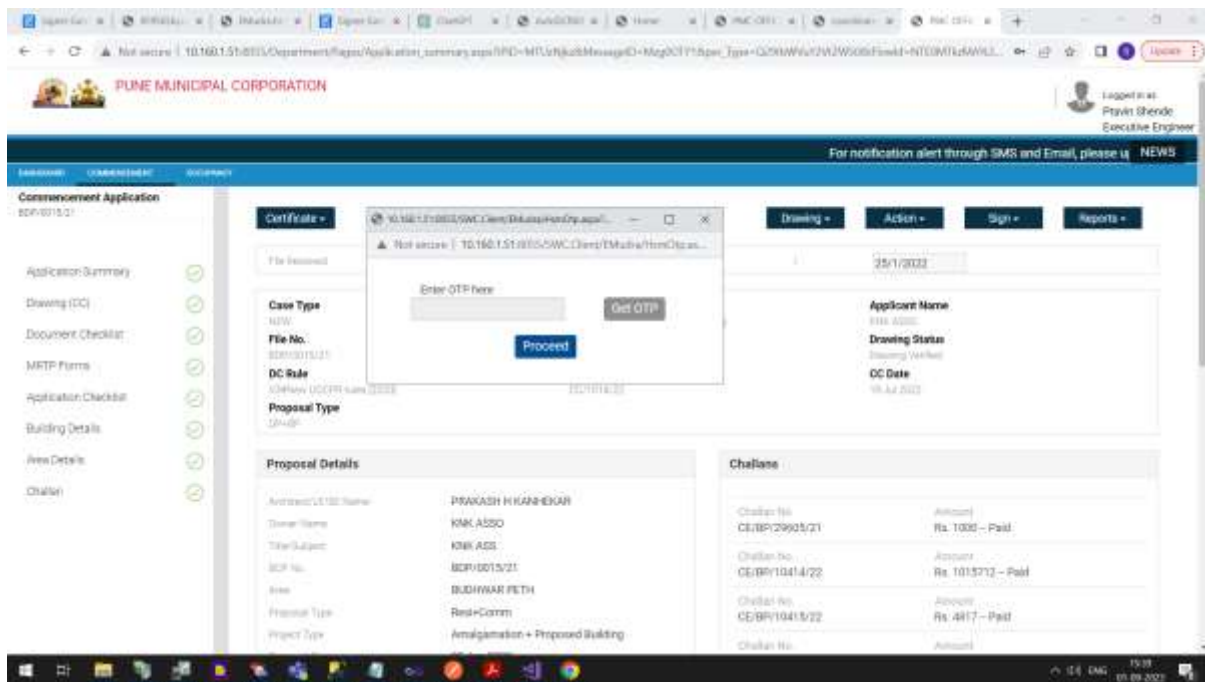Part occupancy will be approved by executive engineer.

After approval occupancy certificate will get from the occupancy certificate option.

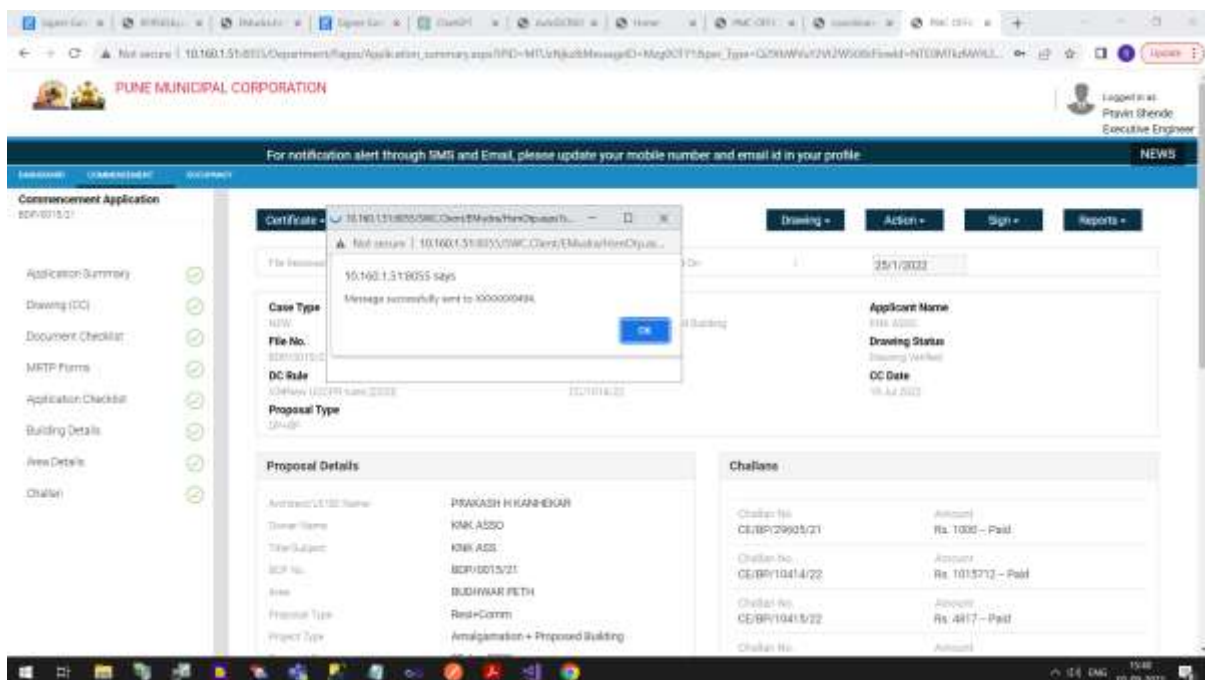**SoftTech** DPMS | Development Permission Management System

6.1.4 Digital E- Sign (EE)

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The End