



PUNE MUNICIPAL CORPORATION

Help Manual for PMC Officers

<http://www.punecorporation.org/>

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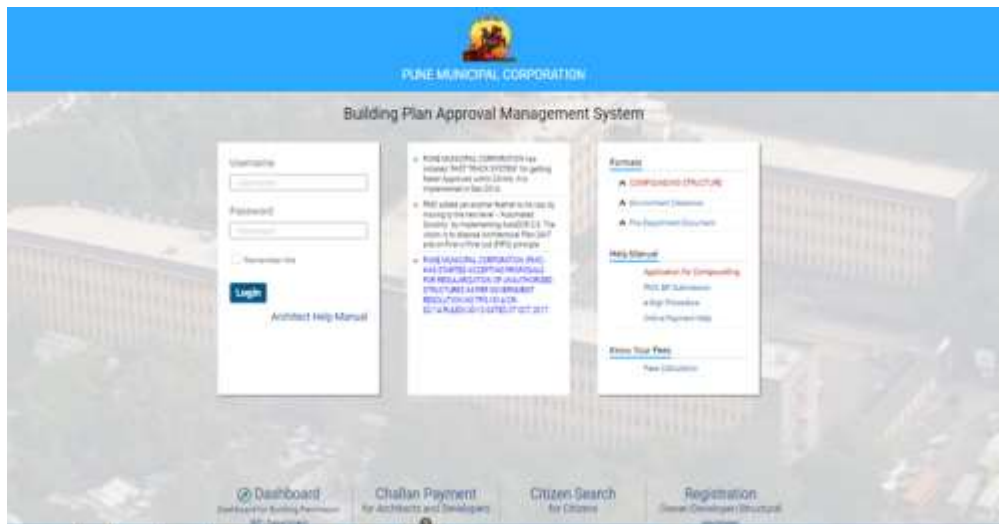
6.1.4 Digital E- Sign (EE)..... 30

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.



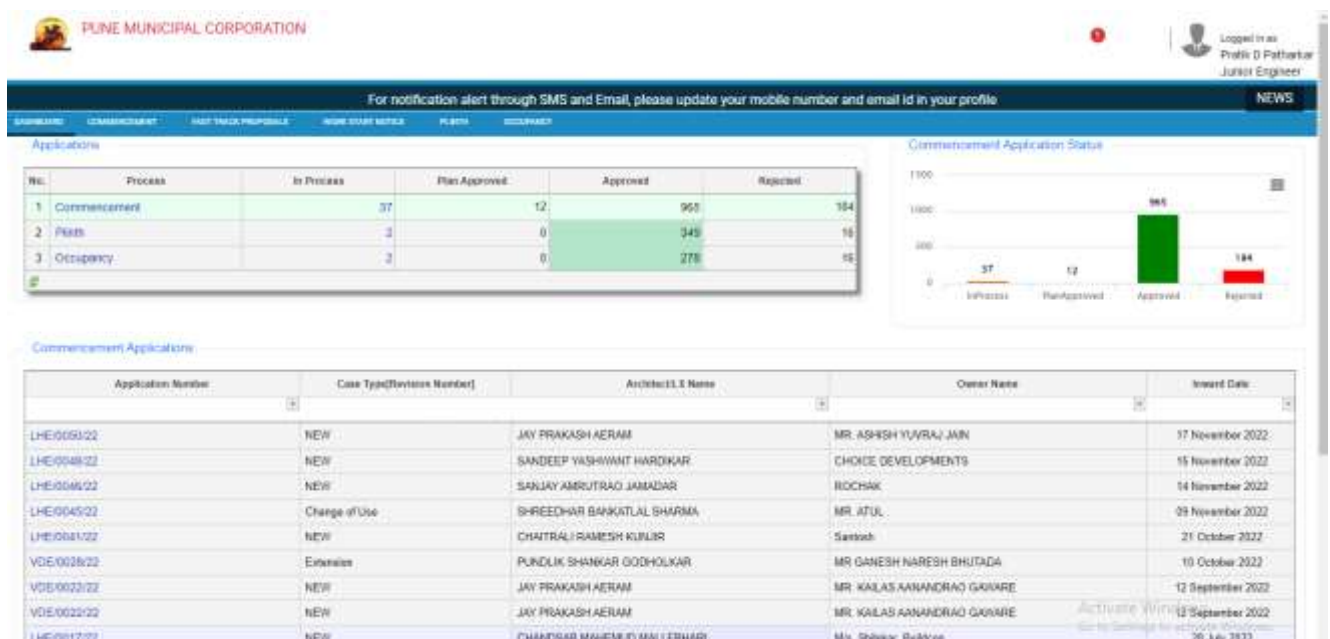
3. PMC Officers Consoles

4. JE (junior engineer) Console

4.1.1 Dashboard

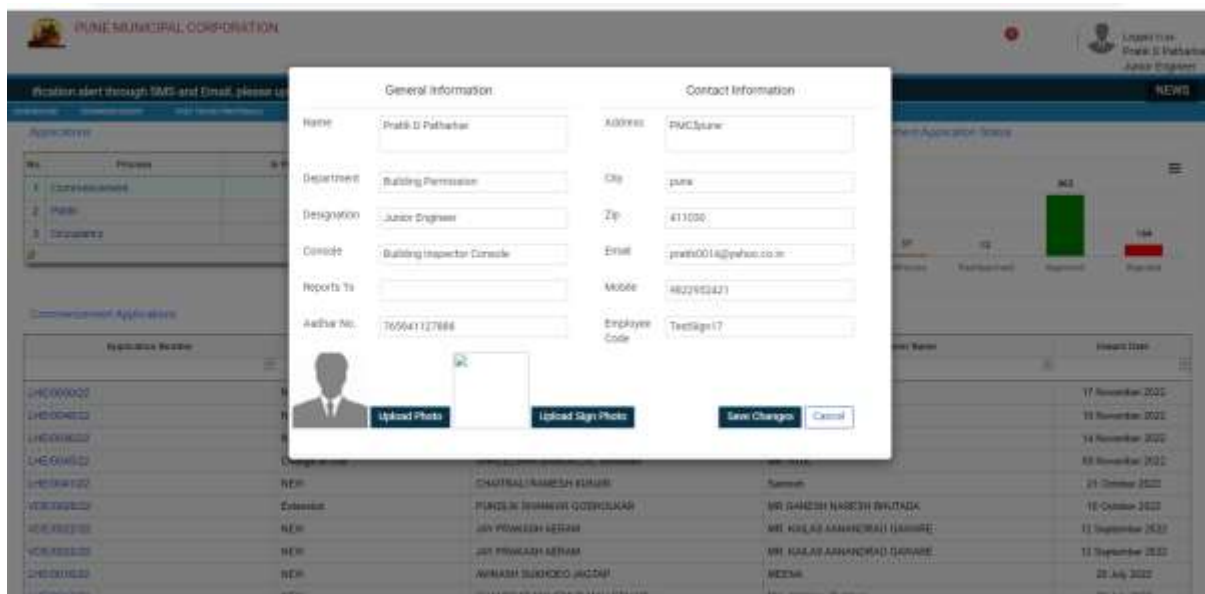
After logging in to portal the summary of all submitted assigned applications is found in dashboard section. The proposals which are in process can be viewed in 'In Process' tab. The proposals which are rejected can be viewed in 'Rejected' tab. The proposals which are approved can be viewed in 'Approved' 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.



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

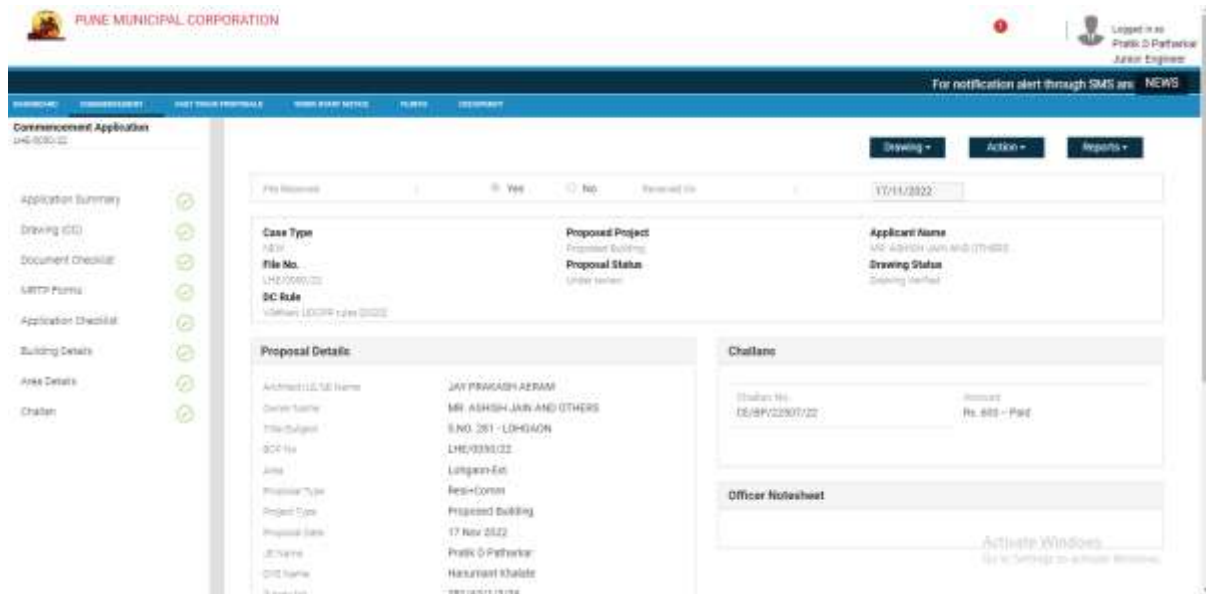
‘Rejected tab’. The proposals which are processed and forward to the next officers you can see that proposals in ‘Outward’ Tab.



Status	Applicant S.M.C.	Owner Name	Case Type	Proposed Date	Site Address
Under Review	JAY PRAKASH ADEBAR	MR. ASHISH VINAY JAIN	New	17 Nov 2022	Survey No: 281A3/1/3/SAR/Case No: -Plot No: -P/CCode: 411041
Under Review	SANDEEP YASHWANT HARIDKAR	CHOICE DEVELOPMENTS	New	15 Nov 2022	Survey No: 290/1/Plot No: -P/CCode: 411038
Under Review	SANJAY AMRUTRAO JAMGOTKI	RODHAK	New	14 Nov 2022	CTS No: -N/A/Plot No: N.A./Survey No: 291/Case No: 1/Plot No: 22/P/CCode: 411034
Under Review	SHREECHAR SANKATLAL SHARMA	MR. ATUL	Change of Use	09 Nov 2022	CTS No: 000/Plot No: 000/Survey No: -/P/CCode: 411037/201/201/201/1/Case No: 05/Plot No: 04/P/CCode: 400000
Under Review	CHAUHARAN RAMESH KUNDR	SAJESH	New	21 Oct 2022	Survey No: 292/2A/1/7/Case No: -Plot No: 17/P/CCode: 411047
Under Review	PUNDIR SHANKAR GODHOLKAR	MR. DARESH NARESH BHUTASA	Extension	10 Oct 2022	Survey No: 1/1/E, 1+2+3 AND 14/P/CCode: 411037
Under Review	JAY PRAKASH ADEBAR	MR. KULAS ANANDRAO SHAMRE	New	24 Nov 2022	Survey No: 304/Case No: 1/1/1/Plot No: -P/CCode: 411054
Under Review	JAY PRAKASH ADEBAR	MR. KULAS ANANDRAO SHAMRE	New	24 Oct 2022	Survey No: 304/Case No: 1/1/1/Plot No: -P/CCode: 411054
Under Review	CHANDRAS MAHERUD MALLEDHARI	Mrs. Shilpa Bulbhan	New	23 Nov 2022	Survey No: 283/Case No: 2/Plot No: 2/P/CCode: 411047
Under Review	ANUSH SURESH JASTAP	ABENA	New	10 Nov 2022	CTS No: -/Plot No: -/Survey No: 279/Case No: 1/1/1/Plot No: -P/CCode: 411047

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.



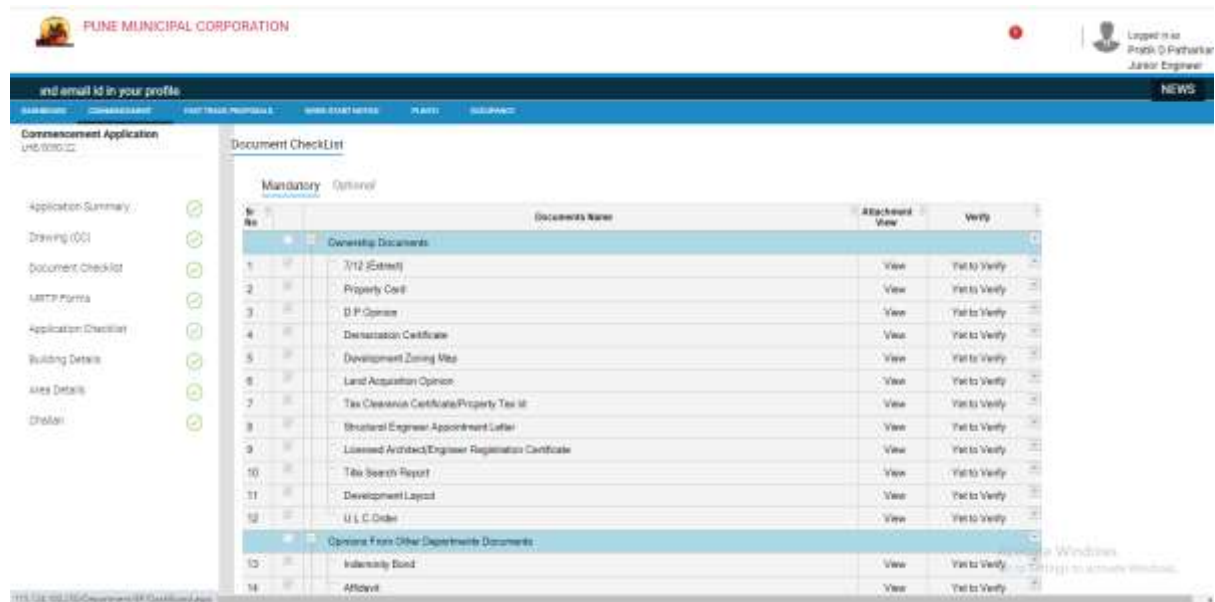
4.1.4 Drawing information

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 MTRP forms Application checklist. the Building details., area details, and challans.



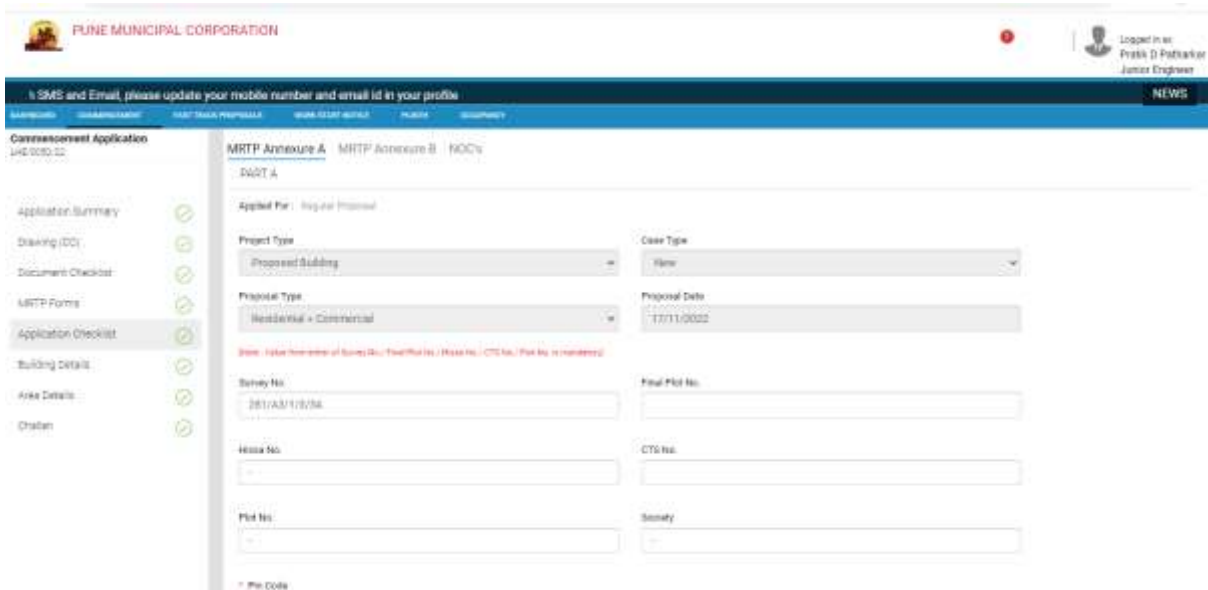
4.1.5 Document Checklist

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.



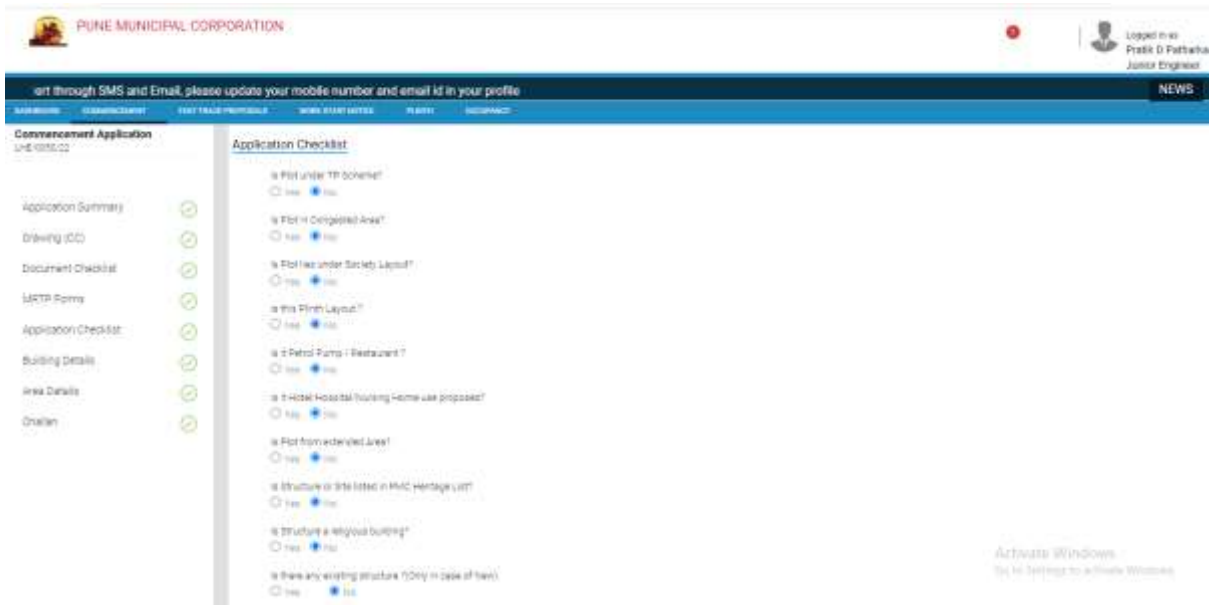
4.1.6 MRTP FORMS

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



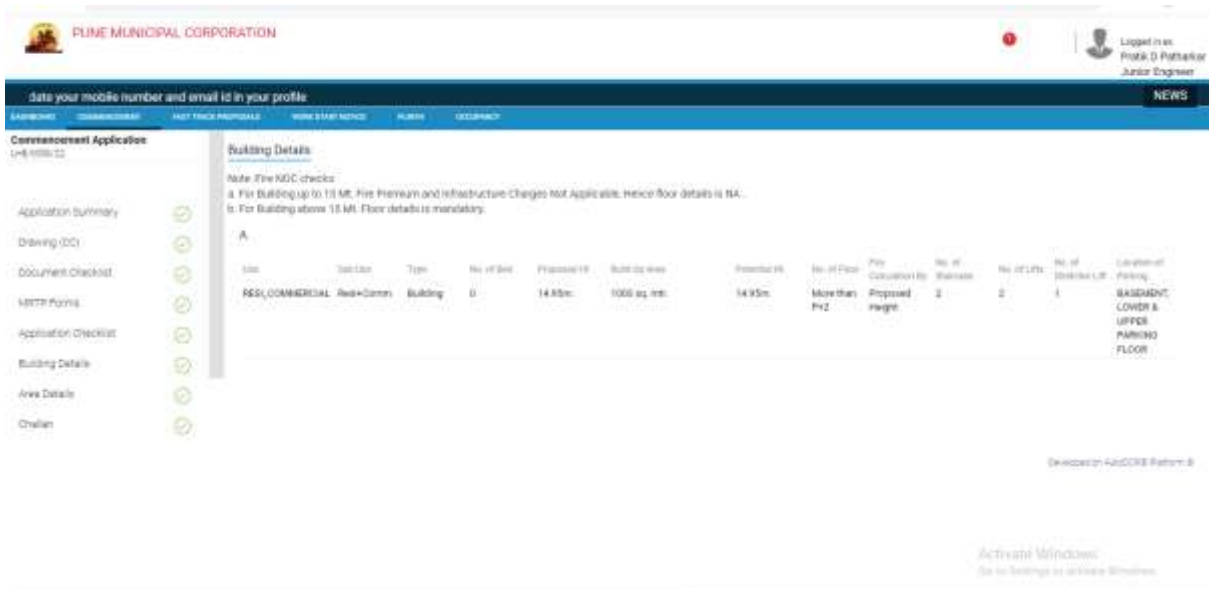
4.1.7 Application Details

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.



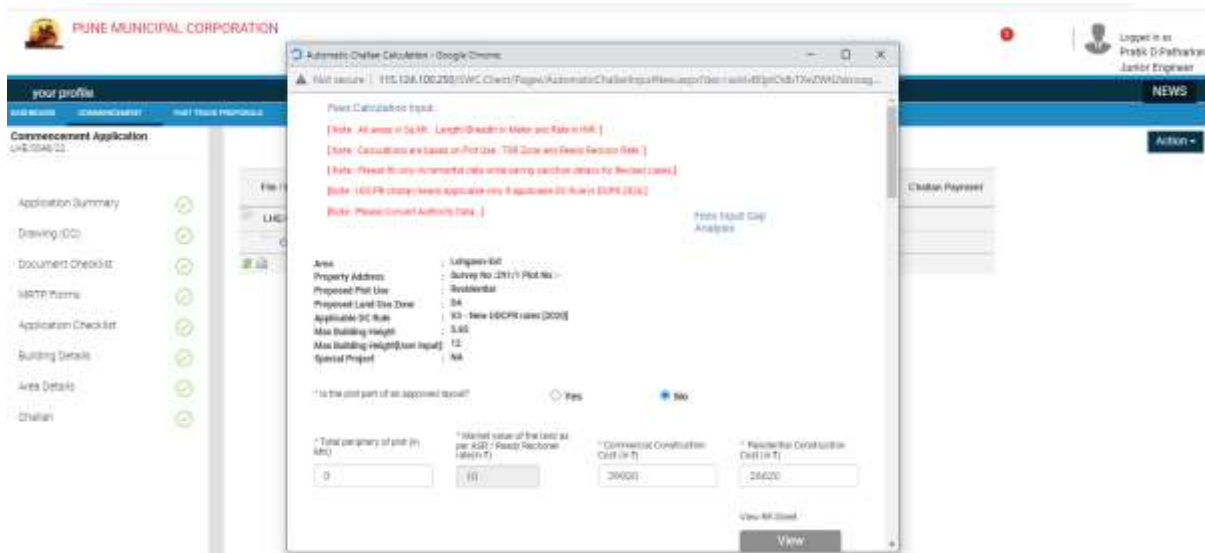
4.1.8 Building Details

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.



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.



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.



Make	Application Number	Application Type	ADDRESS	Owner Name	Case Type	Proposal Date	SR Address
No data found							
100	1/1	100					
Total Number of Proposals: 0							

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.

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Sr No.	File No.	CC No.	Work Start Date	Architect Name	Owner Name	Work Start Date	Property Address
1	VDI/0026/22	CC/198/22	28/9/2022	SOHIT SHATELGHANA ADAR	RESIDENT ARUN KAMATH THROUGH BHARAT SURESH DAFHAL & OTHERS	06/9/2022	Survey No. - 1, House No. - 121, Society No. - 279 No. - 1, Pune
2	VDI/0031/21	CC/194/22	23/10/2022	PARVIZ HANNOOR JEMSON	PRADIPY FEDERAL FLATS	14/10/2022	Survey No. - 11, House No. - 10/10/2, Flat No. - Society No. - 279 No. - 1, Pune
3	VDI/0036/21	CC/193/22	28/9/2022	ATIT SHREKANT ADILKAR	HE'S SHREKANT HOMES	28/9/2022	Survey No. - 31, House No. - 1+03, Flat No. - 10, Society No. - 279 No. - 1, Pune
4	LHE/0017/19	CC/964/22	1/7/2022	ATIT SHREKANT ADILKAR	HE'S WIDE ASSOCIATED Through Mr. Rakesh Babar Hase and Others	15/7/2022	Survey No. - 28/0/1, 28/0/2, House No. - Flat No. - Society No. - 279 No. - 1, Pune
5	LHE/0018/19	CC/959/22	1/6/2022	SONWAT SHARPA KANAK	AAJEE BEAUTY TINDO ANTIHER	24/5/2022	Survey No. - 281, House No. - 24/3/1/1, Flat No. - Society No. - 279 No. - 1, Pune
6	VDI/0036/18	CC/984/22	18/9/2022	DR PRAKASH AGRAWAL	MATHEWS OF SHAKTINHA REALTIES LLP THROUGH PRAFUL KOTHIWALE & OTHERS	18/9/2022	Survey No. - 38, House No. - 25/2 - 1/1+2+14+13+21, NEW - 2/18 PLOT NO. 1, Flat No. - 1 & 3, Society No. - 279 No. - 1, Pune
7	LHE/0043/21	CC/989/22	6/3/2022	SHREKHAN V SHIRAP	SUNIL HOSPITAL WING & THERE	02/3/2022	Survey No. - 286, House No. - 2, Flat No. - Society No. - 279 No. - 1, Pune
8	LHE/0042/21	CC/987/22	1/11/2022	SHREKANT SHREKANT KANBHOSE	SAVAREE FORTUNE PROPERTIES	24/11/2022	Survey No. - 280/1, House No. - Flat No. - Society No. - 279 No. - 1, Pune
9	VDI/0038/17	CC/1144/22	9/1/2022	SHREKANT PRASHANT DESHPANDE	ANAND AND FORNER MR. SURESH S. DAL (PARTNER)	21/1/2022	Survey No. - 95, House No. - 6/1, Flat No. - Society No. - 279 No. - 1, Pune
10	LHE/0016/19	CC/918/22	27/4/2022	ARHIT BHASKAR KONDGE	HE'S MAJLI PLAZA PURPOSE ORGANIZATION THROUGH MR. ASHOK CHANDRAN SHIRGADE	25/5/2022	Survey No. - 23/2/2, House No. - Flat No. - Society No. - 279 No. - 1, Pune
11	LHE/0065/18	CC/208/22	30/12/2022	SAHENDRA JITHAN DABHOLKAR	ASHMA GROUP THROUGH HARSHAD MOHARGUJI PARAGJI CHAUHAN	1/12/2022	Survey No. - 276/1/2/2/2, House No. - Flat No. - Society No. - 279 No. - 1, Pune
12	LHE/0066/18	CC/212/22	20/12/2022	JAYSHREE SHIVAJI DEVIKAR	RAJESH & PARTNER	18/12/2022	Survey No. - 280/2/2, House No. - Flat No. - Society No. - 279 No. - 1, Pune
13	LHE/0038/21	CC/1180/22	28/7/2022	TRIPATI RAJESH KUMAR	CHOKER PROPERTY THROUGH BIKASH PANDU DOTAL & OTHERS	28/7/2022	Survey No. - 286, House No. - 2/2/1, Flat No. - Society No. - 279 No. - 1, Pune
14	LHE/0035/21	CC/1082/22	1/6/2022	KRISHNA SURESH DAFHAL	MR. DAMODAR KOTHEPPORE THROUGH MR. RAJESH LALITESH THORAP & MR. SHREESH S. MAZUMDAR	27/6/2022	Survey No. - 276, House No. - 1/1/1, Flat No. - Society No. - 279 No. - 1, Pune
15	LHE/0029/21	CC/209/22	14/10/2022	PARVIZ HANNOOR JEMSON	ATIT DEVELOPERS & PERMITTERS THROUGH LADHA & OTHERS	14/10/2022	Survey No. - 1, House No. - Flat No. - Society No. - 279 No. - 1, Pune

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Commencement Application
HE/1048/22

Work Start Notice Form

Proposal Details

File No.	VDI/0026/22	Work Start Date	28/9/2022
Entimation Date		Area	
Proposal Type	Residential	Project Type	Development
Proposal Status	Approved	Architect Name	SOHIT SHATELGHANA ADAR
Applicant Name	ARUN KAMATH THROUGH BHARAT SURESH DAFHAL & OTHERS(PAN)	Address of Applicant	PUNE
CC No.	CC/198/22	CC Date	28/9/2022
Property Address	Survey No. - 1, House No. - 121, Society No. - 279 No. - 1, Pune		
Developer/Firm/Owner Name	BHARAT SURESH DAFHAL		

Site Progress Photograph and Document

Sr No.	Filename	File Type	Attachments
1	plinth_pbc_image-0001.jpg	Photograph	View
2	DAFHAL_PV.pdf	Labour Document	View
3	WorkStartNotice.pdf	WorkStart Notice	View

[Acknowledge](#) [Back](#)

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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NEWS

Select Year: 2023 | APR 2023 To 31 MAR 2024

Status	Application Number	Area	Owner Name	Case Type	Proposal Date	Site Address
Under Review	FLN/03/02	Pipash N. Kulkarni	PRAENVAJ PROPERTIES	Revised	14 Sep 2022	Survey No: 014024 No: /30+06/4+18+1A+1961/1/1/Plot No: 18/PltCode: 41158
Under Review	FLN/05/02	ATIT BHEKANT ACHARJIWA	MOZE ASSOCIATES	Revised	13 Jul 2021	CTS NO - 0/Survey No: 0843+0/Has No: 8/Plt No: 0/PltCode: 411043

Total Number of Proposals: 2

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.

PUNE MUNICIPAL CORPORATION

For notification alert through SMS and Email, please [NEWS](#)

Plinth Application
PUN153812

Application Summary ✓
Challan ✓
Plinth Information ✓
Document Checklist ✓

Case Type
Review [1]

Proposed Project
Amalgamation + Proposed Building

Applicant Name
SHRIHARJI PROPERTIES THROUGH JAYSHREE PRWALK AND OTHERS

File No.
VDE/0038/14

Proposal Status
Approved

Drawing Status
Drawing pending

DC Rule
VDE/Nov/DCPR rule (2014)

Proposal Details

Applicant/DCPR Name	PRWALK N. KULKARNI
Zone Name	RESIDENTIAL PROPERTIES THROUGH JAYSHREE PRWALK AND OTHERS
Title/Subject	
DCP No.	VDE/0038/14
Zone	Vadgaon(Dest)-est
Proposed Type	Residential
Project Type	Amalgamation + Proposed Building
Proposed Date	01 Apr 2021
DC Name	Pratik D Patharkar

Challans

Officer Noteshet

Activate Windows
Go to Settings to activate Windows.

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

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Plinth Application
PUN153812

Application Summary ✓
Challan ✓
Plinth Information ✓
Document Checklist ✓

Plinth Information

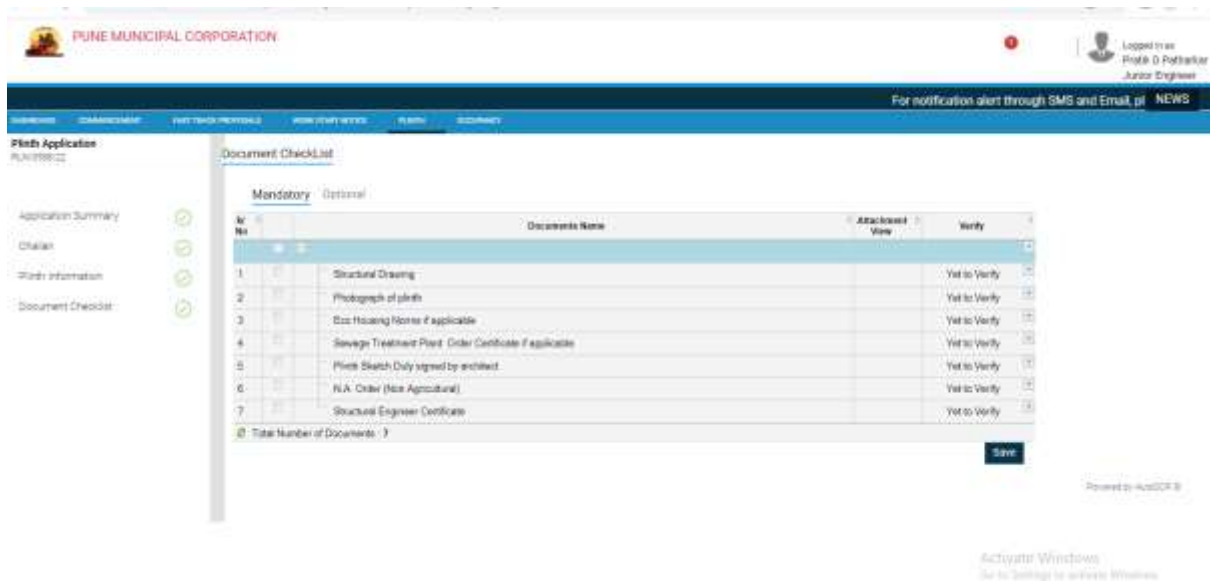
Plinth Area(sq. mtrs.)
0

Plinth Drawing

Powered by SoftTech

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.

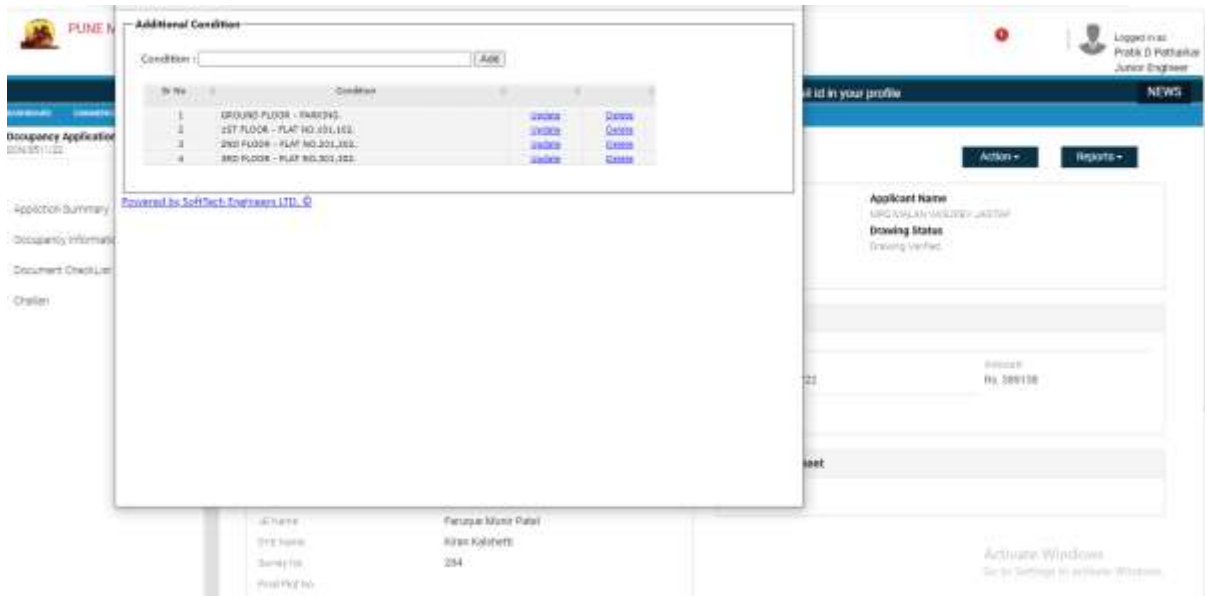
4.4.1 Occupancy

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.



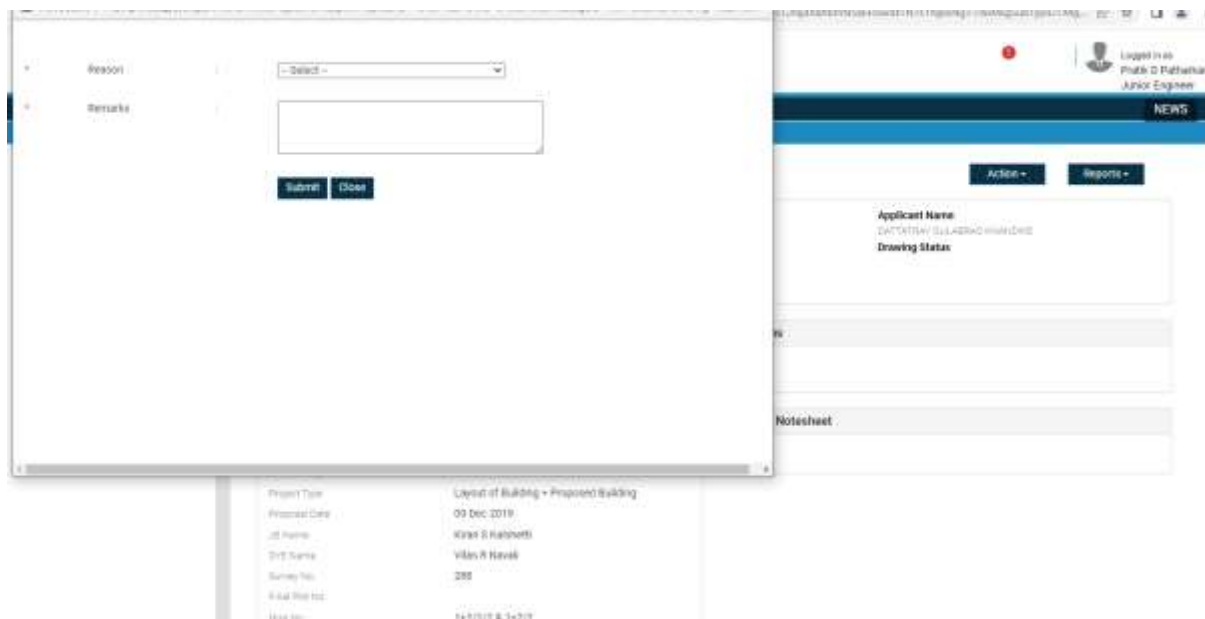
4.4.2 Additional condition

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



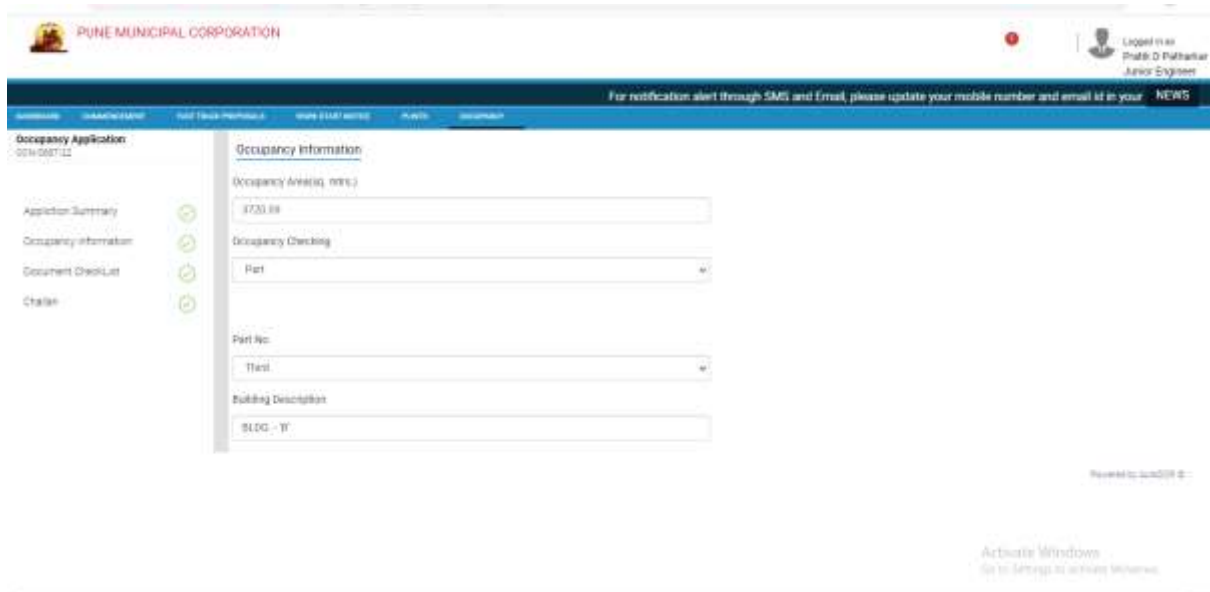
4.4.3 Reject Now (Site visit / document rejection)

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.



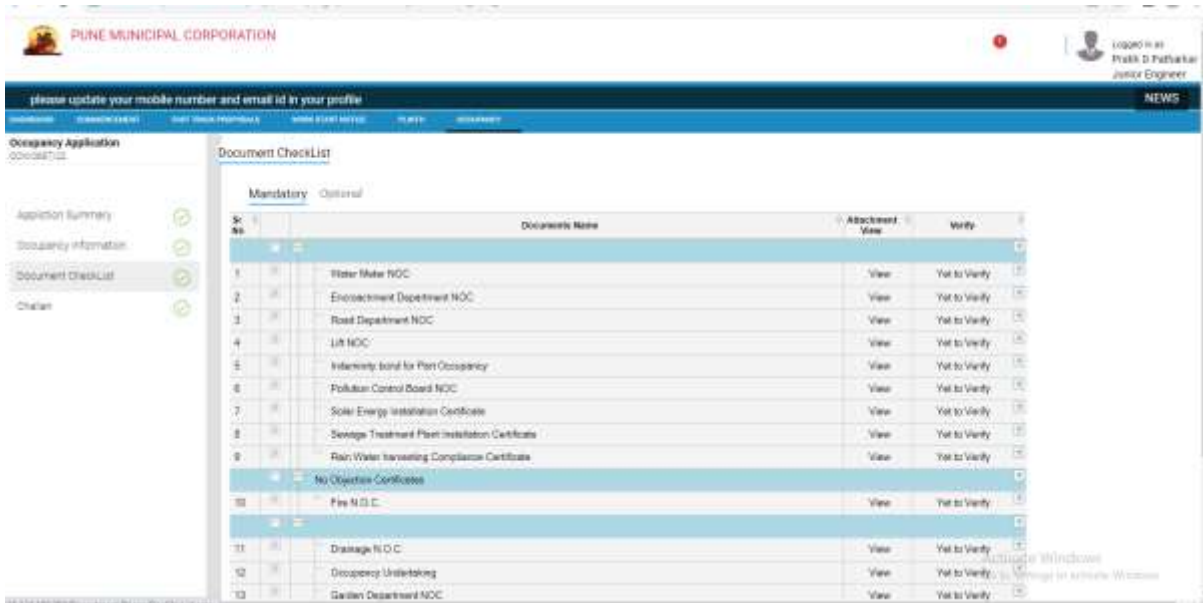
4.4.4 Occupancy information

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



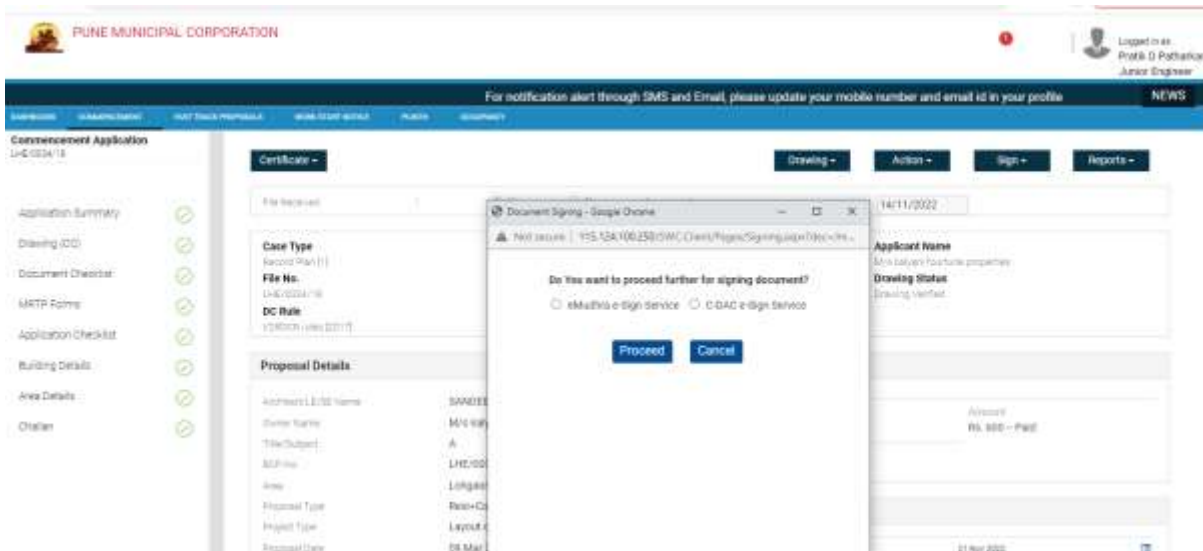
4.4.5 Document checklist

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.

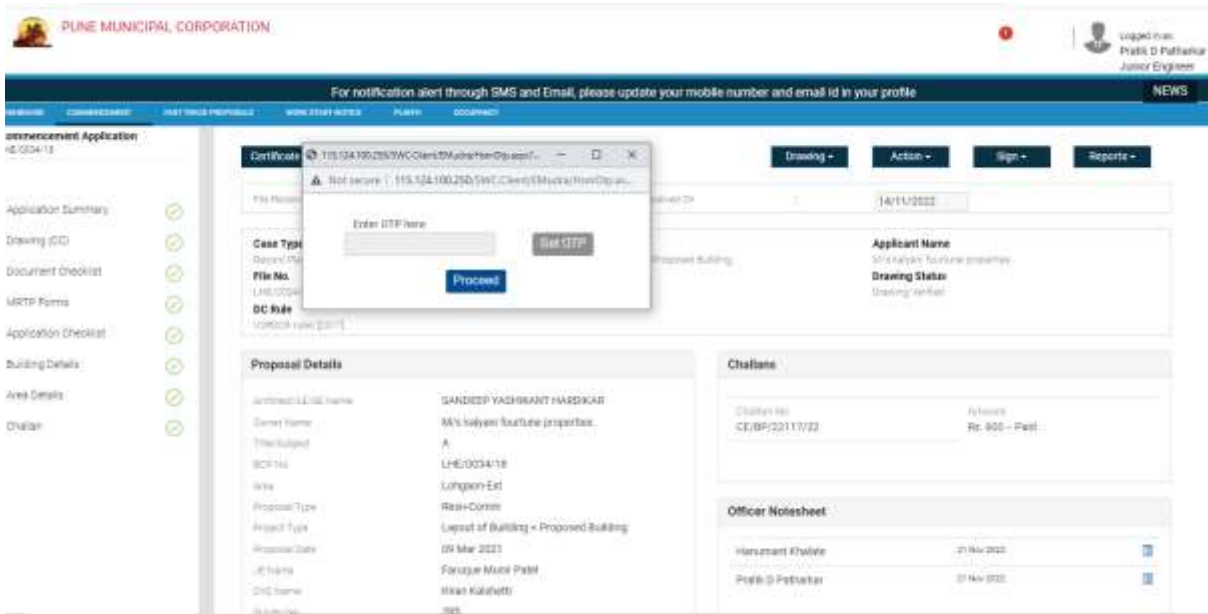


4.4.6 Digital E-sign (JE)

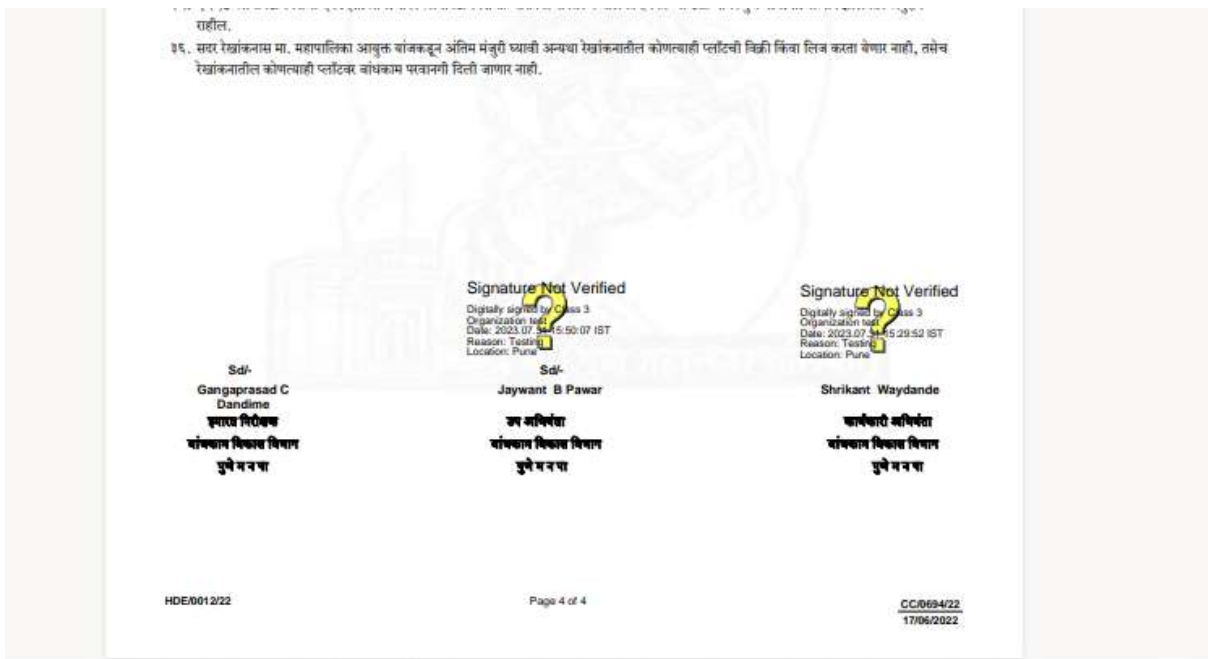
After click on the tab 'sign' open the new window and officers can sign the Documents by the "HSM-OTP" And E-mudra sign service after click on the proceed officers get the OTP.



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



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.

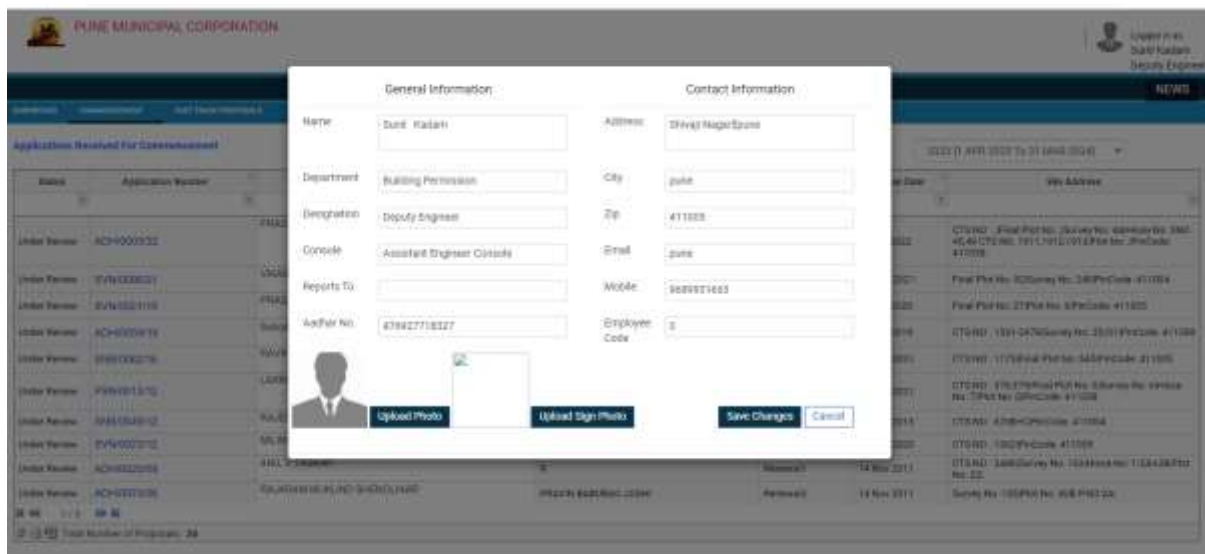


5. DE (Deputy Engineer) console

5.1.1 Commencement

After logging in to portal the summary 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.**

Commencement Application
PN/0002/22

Application Summary ✓
Drawing (CC) ✓
Document Checklist ✓
MTRP Forms ✓
Application Checklist ✓
Building Details ✓
Area Details ✓
Challan ✓

Certificate | Drawing | Action | Sign | Reports

File No.	Case Type	Proposed Project	Applicant Name
PN/0002/22	Residential	Land Division	Mr. Sharad Dattatray Dal

Proposal Details

Address (L.O. Name)	VISHWAS S. KULKARNI
Owner Name	Mr. Sharad Dattatray Dal
Title/Subject	RESIDENTIAL BUILDING
EST No.	PN/0002/22
Area	Pachan
Proposal Type	Residential
Project Type	Land Division
Proposed Date	08 Apr 2022
JD Name	Sahdev Viskayli Dalhal
JD Form	Sahil Nadam

Challans

Challan No.	Amount
CE/SP/0473/22	Rs. 1300 - Paid
Challan No.	Amount
CE/SP/1396/22	Rs. 250 - Paid
Challan No.	Amount
CE/SP/20123/22	Rs. 606258 - Paid

Officer Notesheet

5.1.3 Commencement Certificates

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

Commencement Application
PN/0002/22

Application Summary ✓
Drawing (CC) ✓
Document Checklist ✓
MTRP Forms ✓
Application Checklist ✓
Building Details ✓
Area Details ✓
Challan ✓

Certificate | Drawing | Action | Sign | Reports

File No.	Case Type	Proposed Project	Applicant Name
PN/0002/22	Residential	Land Division	Mr. Sharad Dattatray Dal

Proposal Details

Address (L.O. Name)	VISHWAS S. KULKARNI
Owner Name	Mr. Sharad Dattatray Dal
Title/Subject	RESIDENTIAL BUILDING
EST No.	PN/0002/22
Area	Pachan
Proposal Type	Residential
Project Type	Land Division
Proposed Date	08 Apr 2022
JD Name	Sahdev Viskayli Dalhal
JD Form	Sahil Nadam

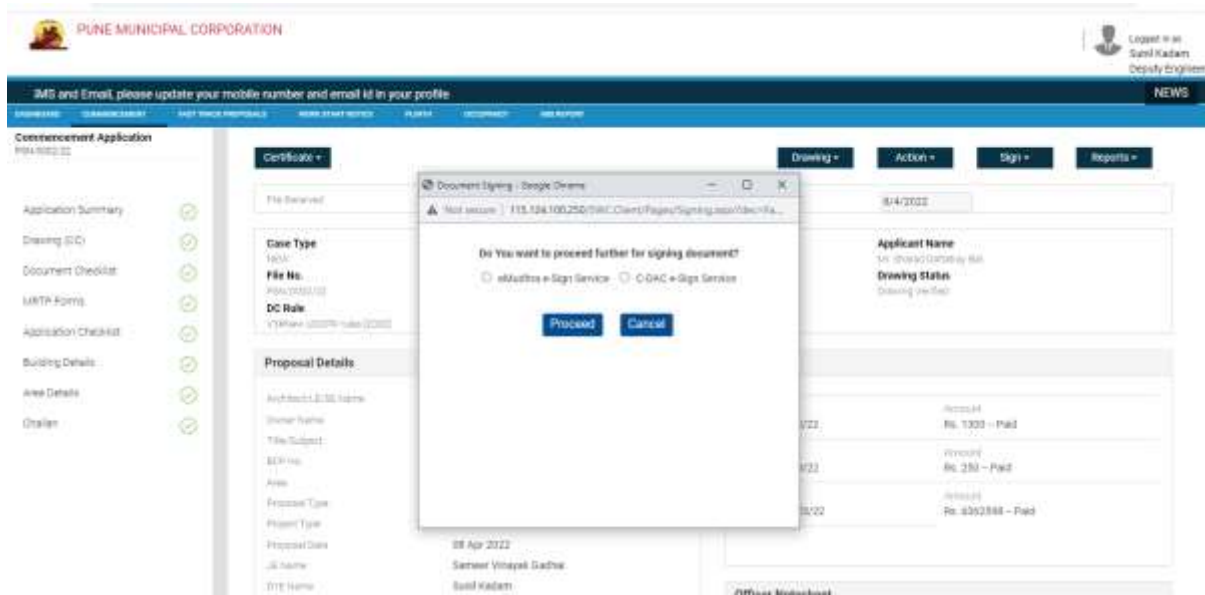
Challans

Challan No.	Amount
CE/SP/0473/22	Rs. 1300 - Paid
Challan No.	Amount
CE/SP/1396/22	Rs. 250 - Paid
Challan No.	Amount
CE/SP/20123/22	Rs. 606258 - Paid

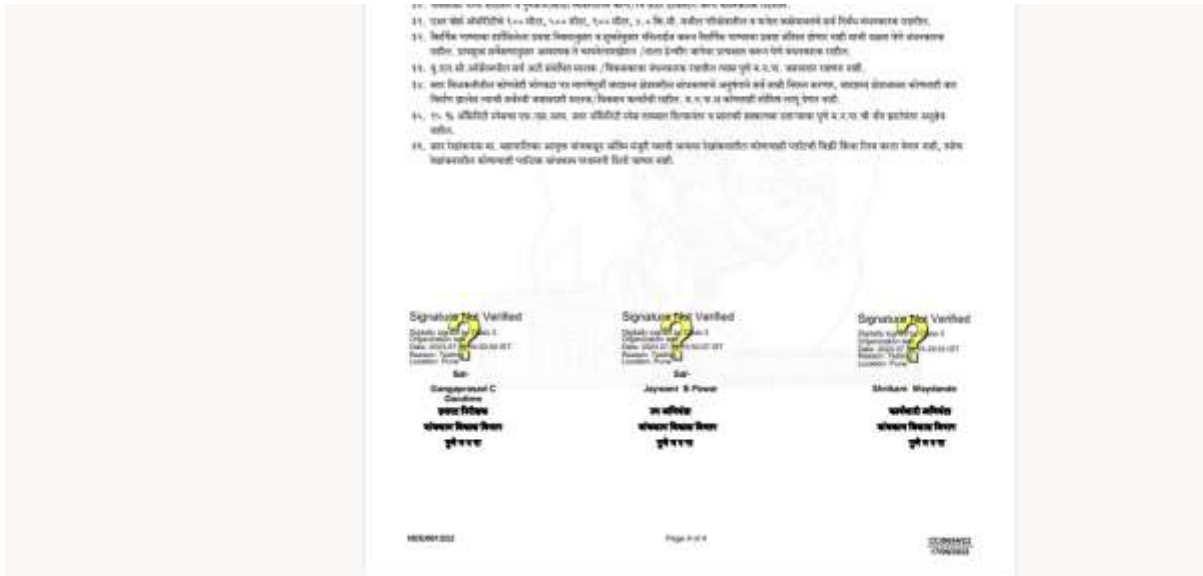
Officer Notesheet

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.



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.

PUNE MUNICIPAL CORPORATION

For notification alert through SMS and Email, please update your mobile number and email id in your profile

NEWS

Logout as R V Kulkarni Executive Engineer

Application Summary Occupancy Information Document Check List Chatline

Case Type
Record Plan [1]

File No.
BWM/0226/04

DC Rule
Y14001 (rule before 2017)

Proposed Project
Proposed Building

Proposal Status
Approved

Apply
Apply
Drawing

Send
Default
Back to list
Approved Status
Addition Condition
Site Visit Checklist
Proposal Checklist
Reject Now

Proposal Details

Architect/Engineer Name	SWAPNEE J. DESHMUKH
Owner Name	MR SALLAY SHAR
Title Subject	
DC No.	BWM/0226/04
Area	Downward Mangal
Proposed Type	Residential
Project Type	Proposed Building
Proposal Date	01 Mar 2017
JE Name	DGMR Deshmukh
DIC Name	DC Mobile Tower
Survey No.	SET
Final Remarks	

Chatline

Officer Noteshet

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.

भोगवटा पत्र निवेदन (संपूर्ण/पार्ट)

मा. उप अभियंता
बांधकाम विकास
पुणे महानगरपालिका.

बांधकामेस.....

विषय :- पुणे पेट Bibwewadi-Munjeri, Property Address :- SurveyNo : 587 HissaNo :a+b
संदर्भ :- भोगवटा पत्रासाठी आ.क्र OCN/0899/17 दिनांक 29-07-2017
विषयवार्ति ठिकाणाचा :-

मालकाचे नाव :- SANJAY
कुलमुखत्यार धारकाचे नाव :-
आर्किटेक्टचे नाव :- SWAPNEEL J. DESHPANDE

निवोजित बांधकामाचा प्रस्ताव खालील प्रमाणे मान्य केलेला आहे.
१) मुळ परवानगी संयत्तीपत्रक दिनांक
२) नूतनीकरण :

textBox1 textBox2
textBox3 textBox4

निवोजित बांधकामास जोते तपासणी दाखला खालील प्रमाणे :-
textBox1 textBox2
textBox3 textBox4

अर्जा सोबत खालील विभागाची ना हरकत पत्रे दाखल केली आहेत.
१) नवीन जलोरसारण विभाग दाखला जा.क्र. एन.डी.ओ./----- दिनांक -----
२) उद्यान विभाग दाखला जा.क्र. उका.ज. ----- दिनांक -----
३) फायर विभाग दाखला जा.क्र. ----- दिनांक -----
४) लिफ्ट दाखला जा.क्र. उदवाहक अनुज्ञप्ती ----- दिनांक -----
५) इंटेमनिटी वार्ड रु.१००/- चा जोडला आहे ----- दिनांक -----
६) यु.एल.सी ----- दिनांक -----
७) रेनवॉटर हारवेस्टींग दाखल जा.क्र. ----- दिनांक -----
८) स्ट्रक्चरल इंजिनिअरचे सर्टिफिकेट ----- दिनांक -----
९) अनधिकृत बांधकाम करणार नाही याबाबत हमीपत्र ----- दिनांक -----
१०) सोलर वॉटर सिस्टीम ----- दिनांक -----

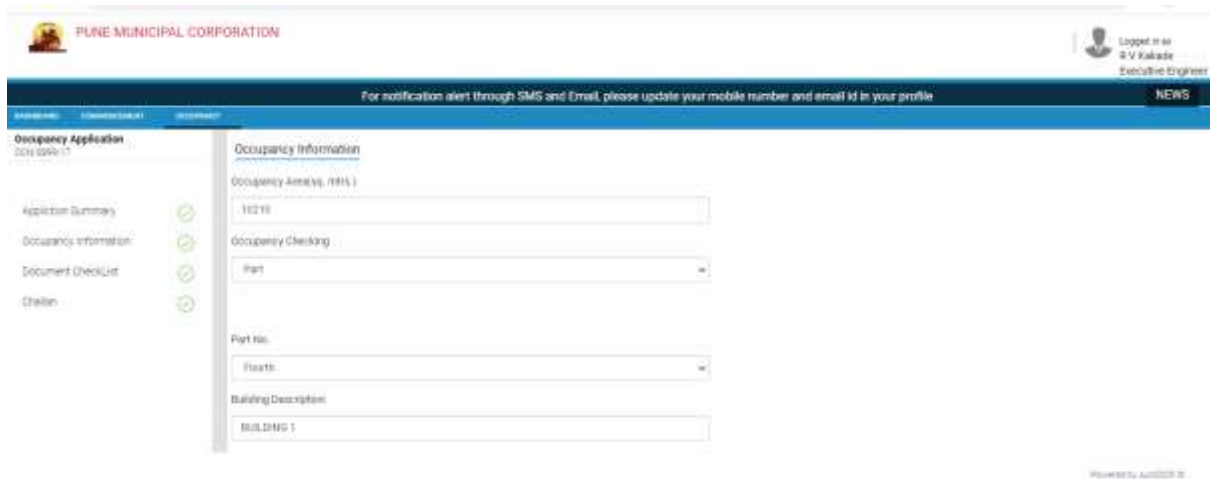
या पुर्वी खालील प्रमाणे भोगवटा पत्र देण्यात आलेले आहे.
जागेवर समक्ष पहाणी केली असता मान्य नकाशा प्रमाणे खालील भागाचे काम पुर्ण झालेले आहे. त्यास भोगवटा पत्र मिळणेबाबत अर्ज केलेला आहे.
सही करील निवेदन अवलोकन होऊन वर उल्लेखित भोगवटा पत्र देण्याबाबत व अर्ज मान्य करणेबाबत आज्ञा होणेस विनंती आहे.

इमारत निरीक्षक
बांधकाम विकास विभाग झोन

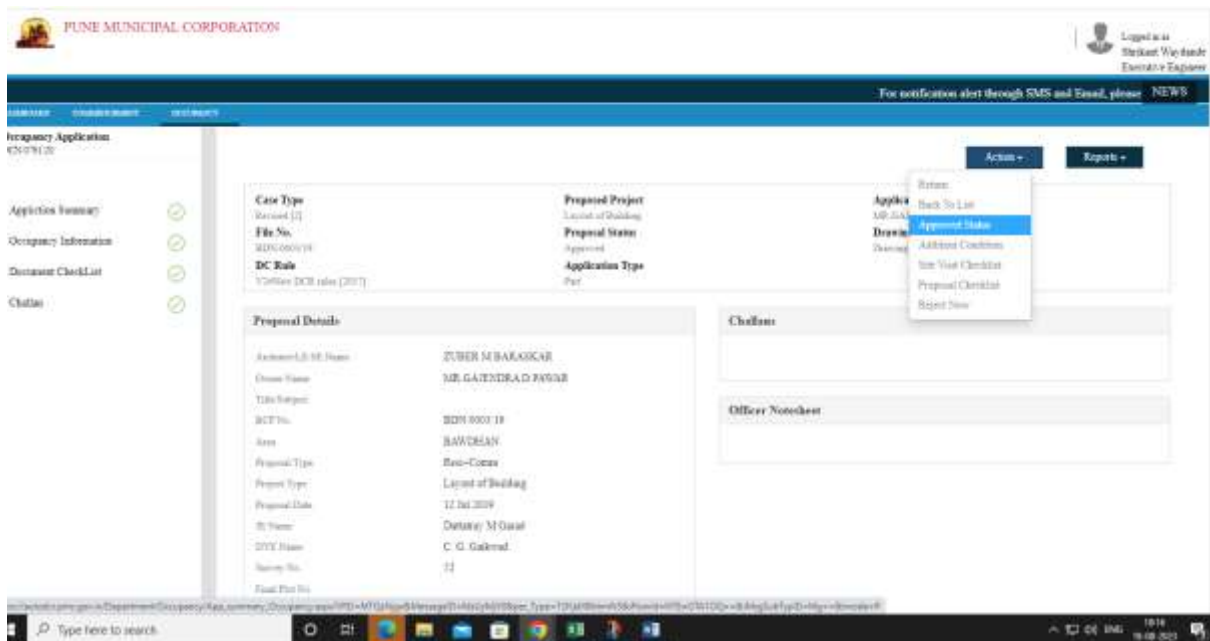
6.1.3 Occupancy Information

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 .

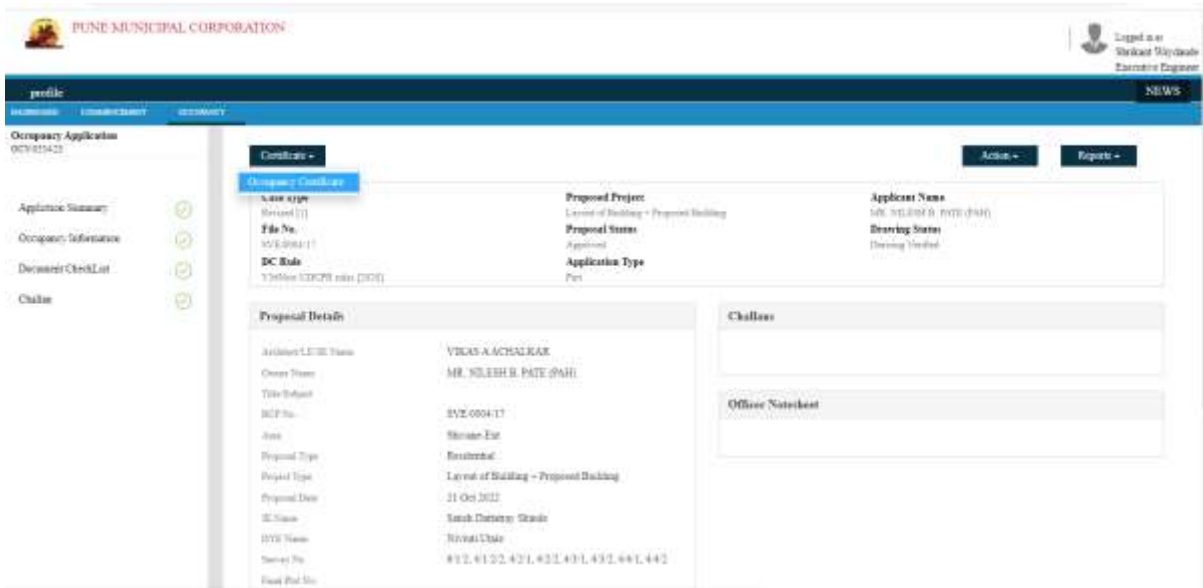
If proposal is in the **Full** then Deputy Engineer can Approve.



Part occupancy will be approved by executive engineer.

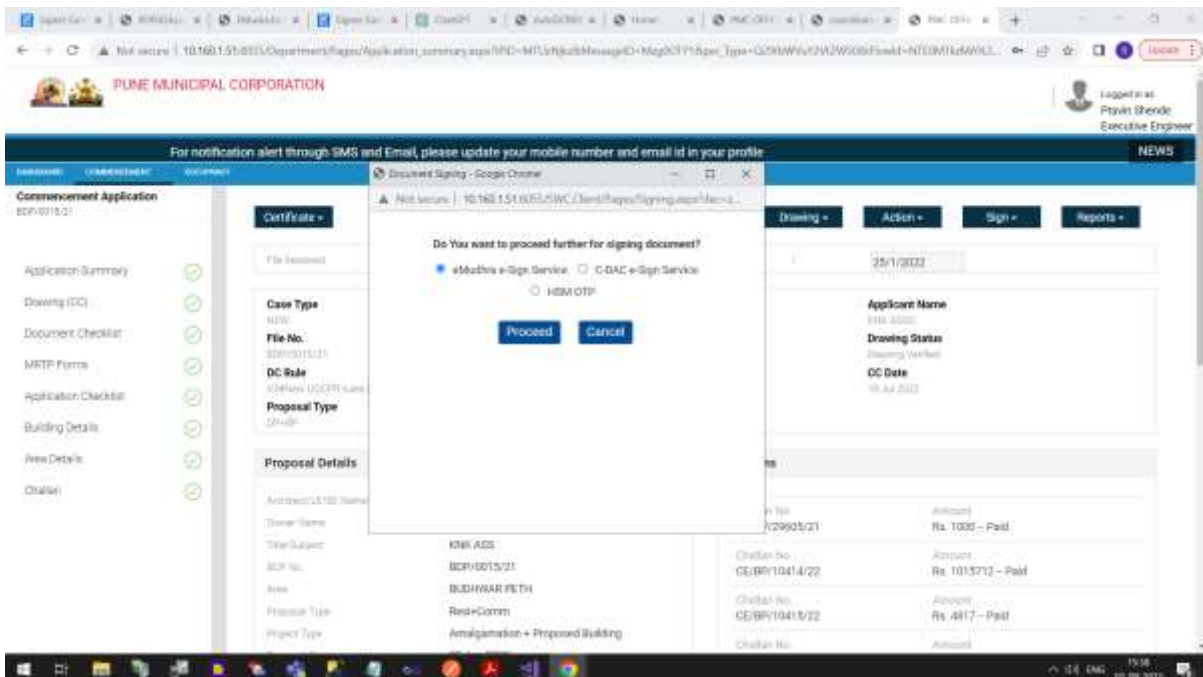


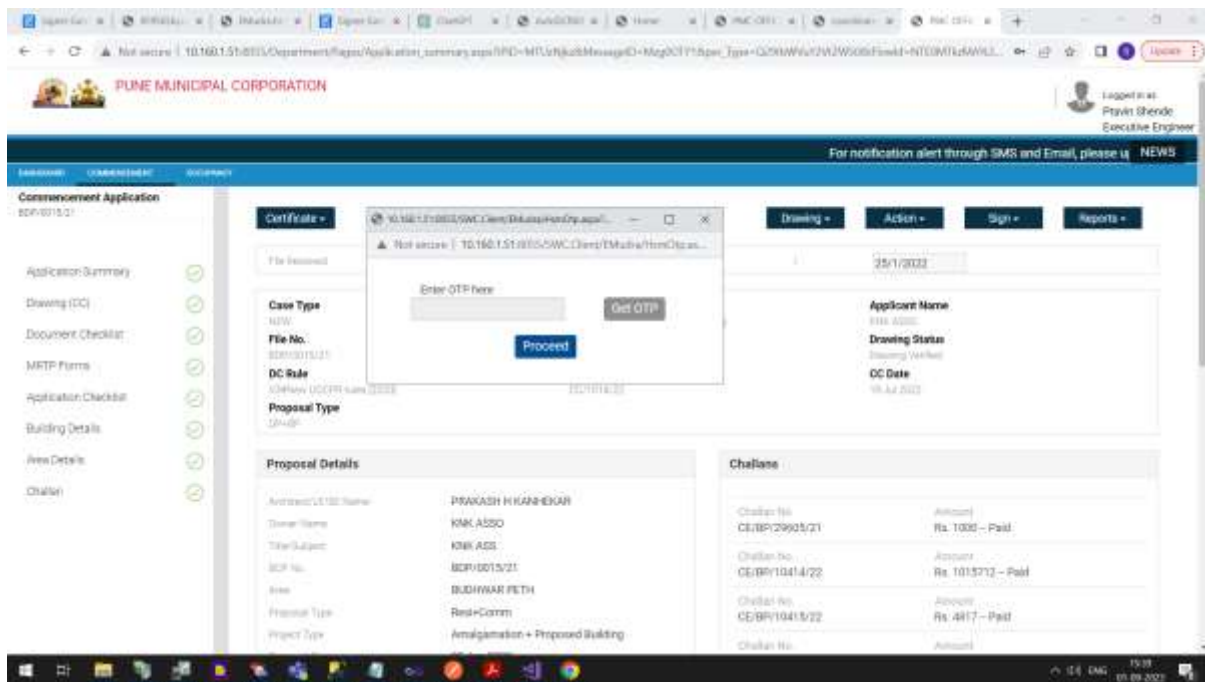
After approval occupancy certificate will get from the occupancy certificate option.



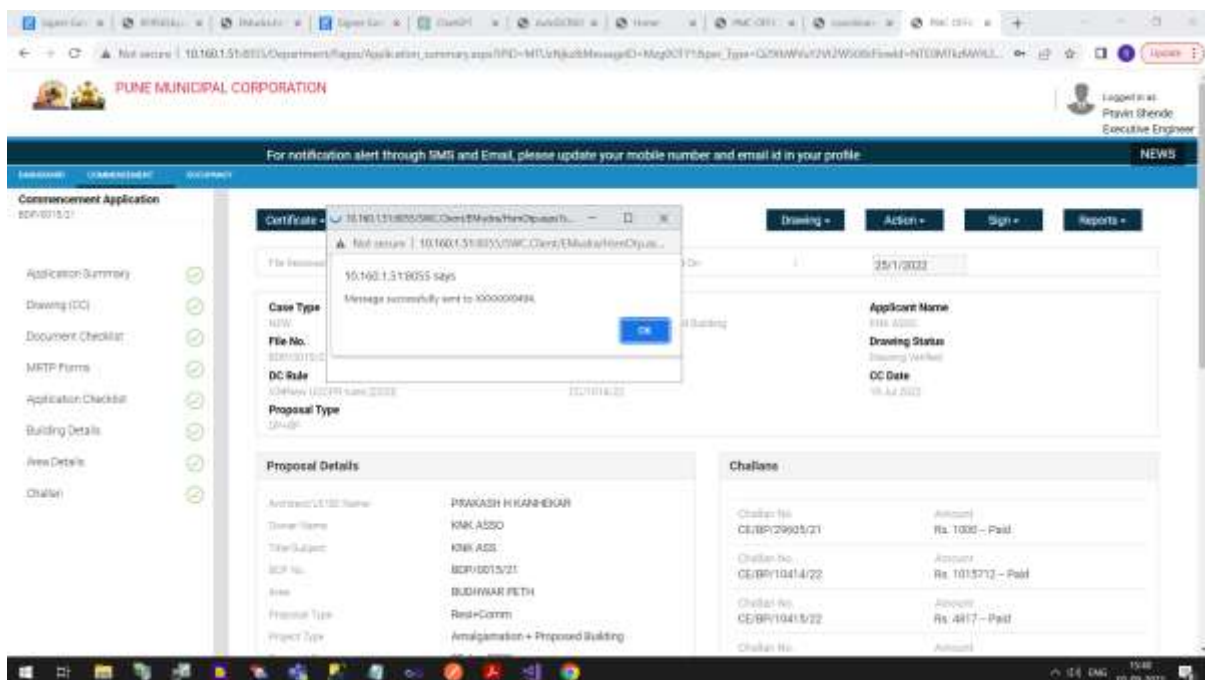
6.1.4 Digital E- Sign (EE)

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.



HELP MANUAL FOR PMC OFFICERS

After the all the process now its 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.



The End