



## PUNE MUNICIPAL CORPORATION

### Help Manual for Architect and Developer e-Sign on MRTP

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

**HELP FOR ARCHITECTS / LICENCE ENGINEER & DEVELOPERS**



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## 1 INTRODUCTION

Pune Municipal Corporation has initiated Aadhaar based e-sign for all approvals issued by PMC and MRTP application submission by Architects. This new initiative aims to provide better and quality citizen services and faster approvals in terms of introducing “Paperless office concept” as per Ease of doing business (EODB) guidelines. It will enable **Architects/License Engineers and Developers** to e-sign on MRTP application form online by **Aadhaar** card mapped to his/ her profile. The e-sign can be accomplished after providing the OTP received on the registered mobile number given during Aadhaar registration.

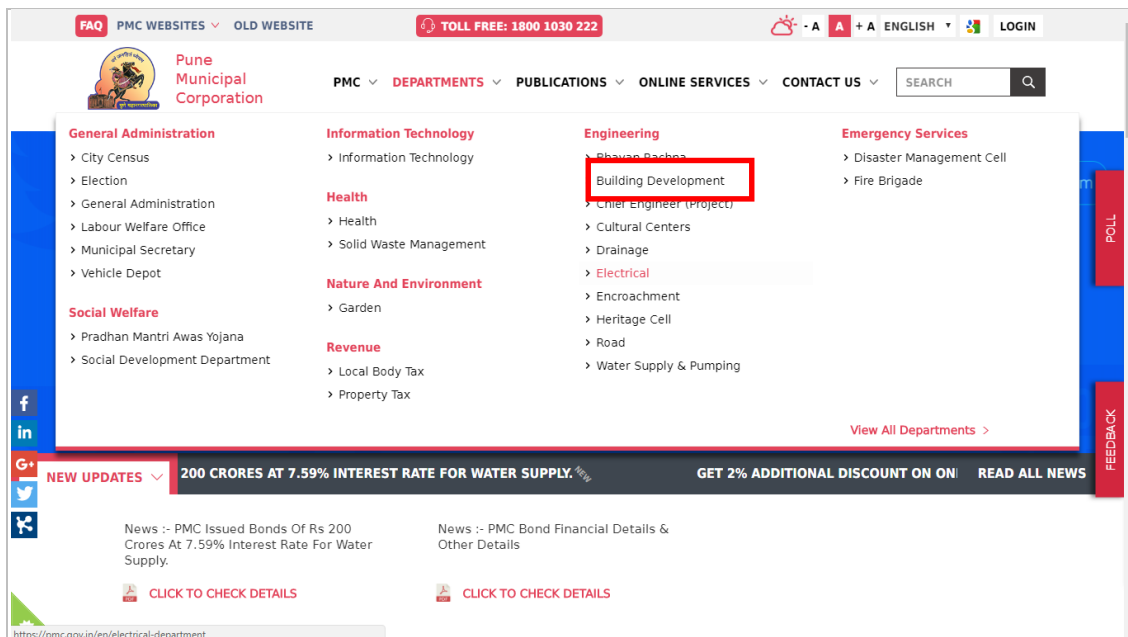
The process is conceptualized on **dual e-sign** where the Architects and Developers digitally sign on MRTP, where Architects will sign first on MRTP and application will be available in the concerned developer login for second e-sign. In Developer console developer will able e-sign same file by providing the OTP received on the registered mobile number given during Developers registration at PMC.

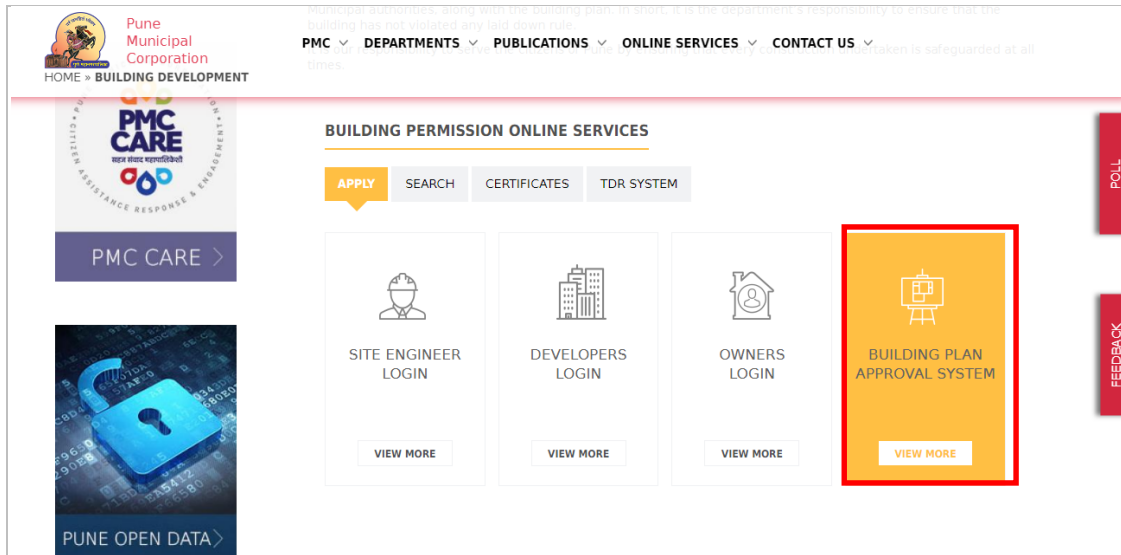
**The E-sign procedure for Architect/Engineers and Developer is provided in the subsequent pages for reference.**

## 2 SCREENS HELP

### 2.1 LINK FROM PMC WEBSITE

The link will be found in the Pune Municipal Corporation web site- <https://pmc.gov.in/en>. In Department section go to “Building Development”, On Departmental Page there is “BUILDING PERMISSION ONLINE SERVICES” link listed in online services section.





### Direct Link to Building Permission Application

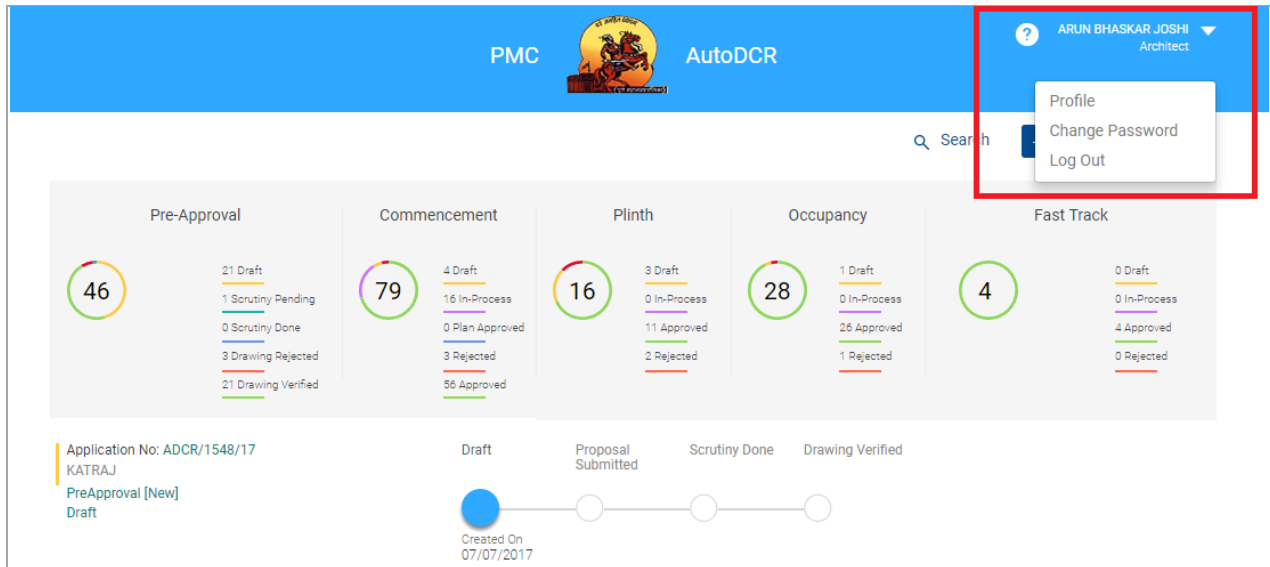
<http://203.153.37.242/SWC.Client/login.aspx>

## 2.2 ARCHITECT CONSOLE

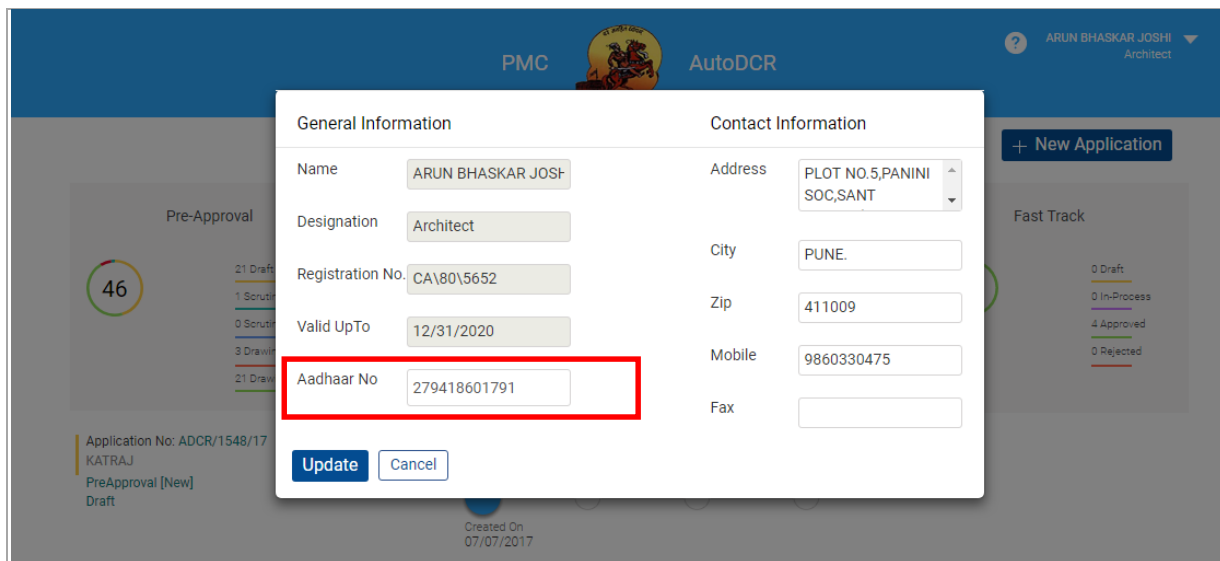
Architect/ Engineer or structural engineer can log in to system with their existing user ID and password, on successful login user will be redirected to his / her Dashboard for managing all the ongoing / completed projects applications in AutoDCR. The bifurcated list shows the different stages of proposal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

### 2.2.1 Linking of Aadhaar card with profile

For updating Aadhaar card Architect/License Engineer need to login with register login ID and Password.

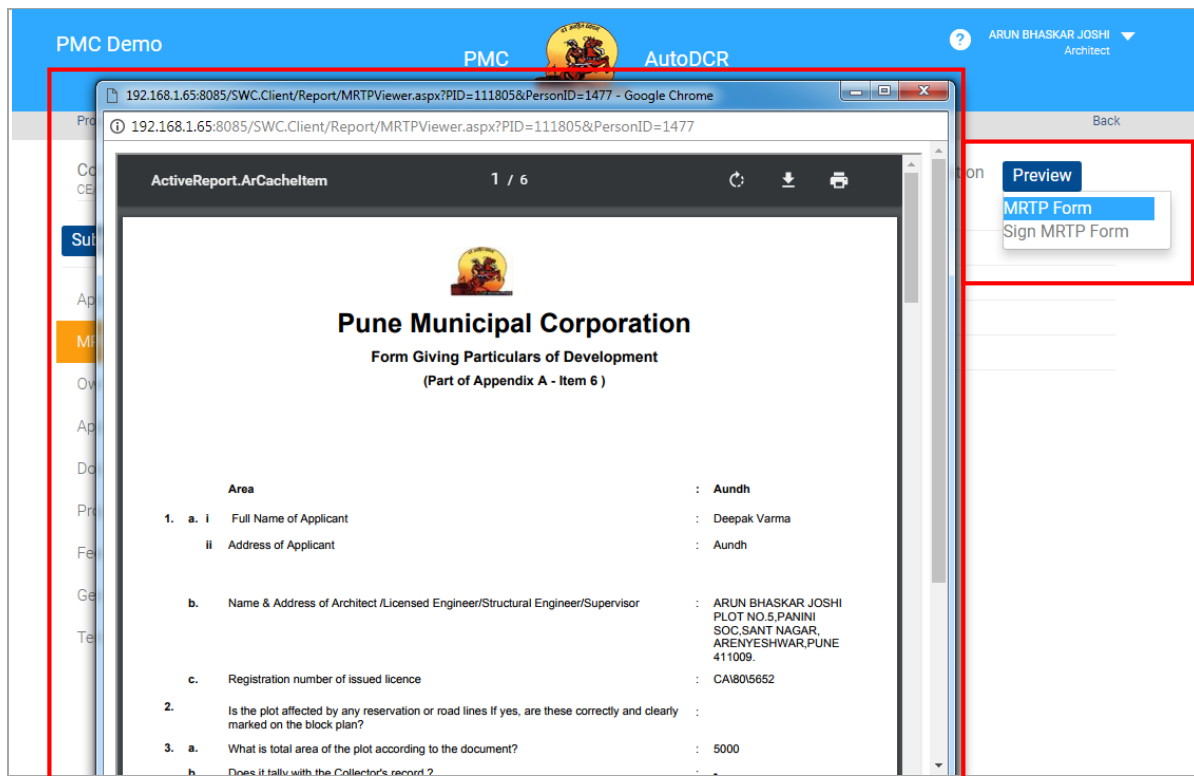


- Click On down arrow at top of right hand side small drop down will be appear
- On click of Profile
- Following window will appear
- Enter the “Profile Details” with Aadhaar card
- And click on update for “Save” entered data



### 2.2.2 View MRTP

- In this section Architect need to fill required details in MRTP form which is divided in two part “Annexure A” and “Annexure B”
- After filling all detail in MRTP Click on Save “Button”
- After Saving all information in MRTP preview will available to view all required data filled Architect Refer following screen

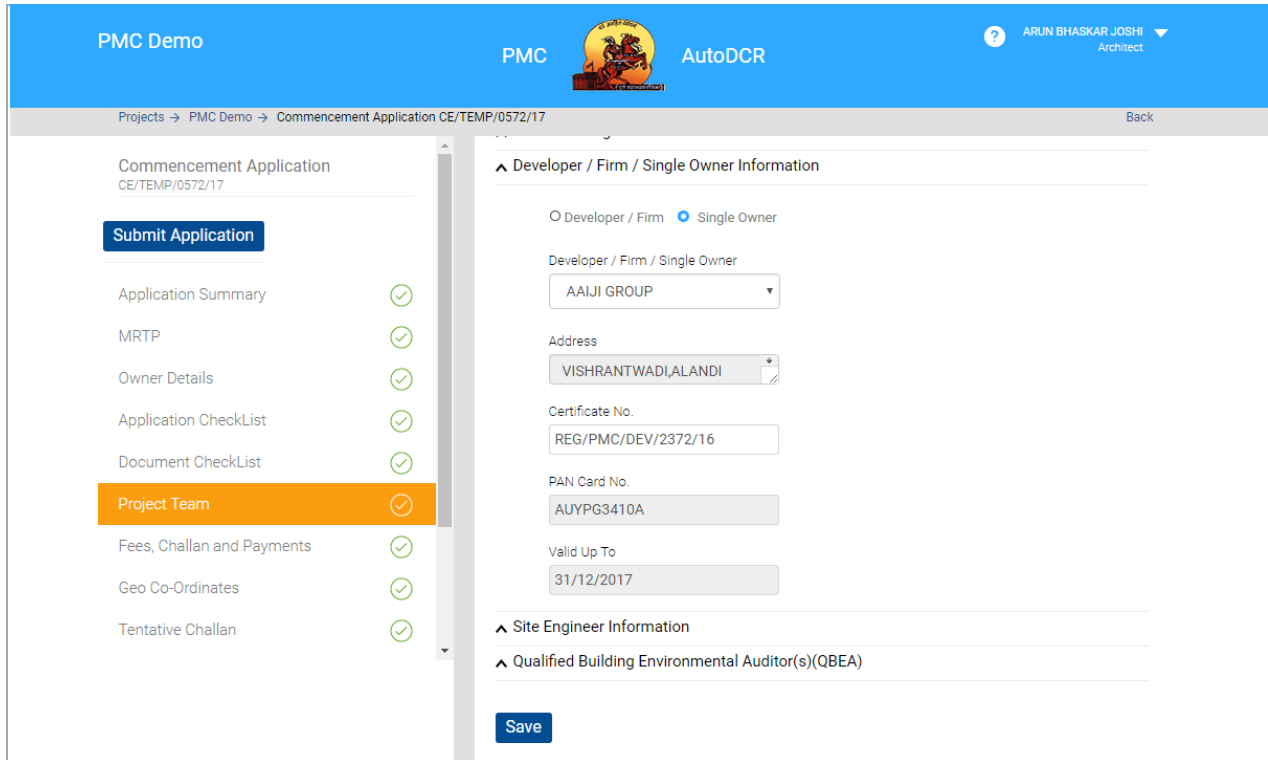


### 2.2.3 Select / Assign Developer for the Proposal


As per Guideline of PMC there is requirement of Dual signature one is of **Architect/License Engineer** and another is of **Developer/Single owner**. For this Architect need to select **Developer/Single owner** in Project team.

- Go to “Project Team” of concern proposal detail which is available in **Architect/License Engineer consoles draft proposal**
- Go to Developer/ Firm/ Single Owner information at right hand site of the page
- Simply Select the concern Developer/ Firm/ Single Owner (If Name is not available register yourself to PMC through this application online )

- Click on “Save” button to save all information



PMC Demo

PMC  AutoDCR

ARUN BHASKAR JOSHI  
Architect

Projects → PMC Demo → Commencement Application CE/TEMP/0572/17

Commencement Application  
CE/TEMP/0572/17

**Submit Application**

Application Summary ✓

MRTP ✓

Owner Details ✓

Application CheckList ✓

Document CheckList ✓

**Project Team ✓**

Fees, Challan and Payments ✓

Geo Co-Ordinates ✓

Tentative Challan ✓

Developer / Firm / Single Owner Information

Developer / Firm  Single Owner

Developer / Firm / Single Owner  
AAJI GROUP

Address  
VISHRANTWADI,ALANDI

Certificate No.  
REG/PMC/DEV/2372/16

PAN Card No.  
AUYPG3410A

Valid Up To  
31/12/2017

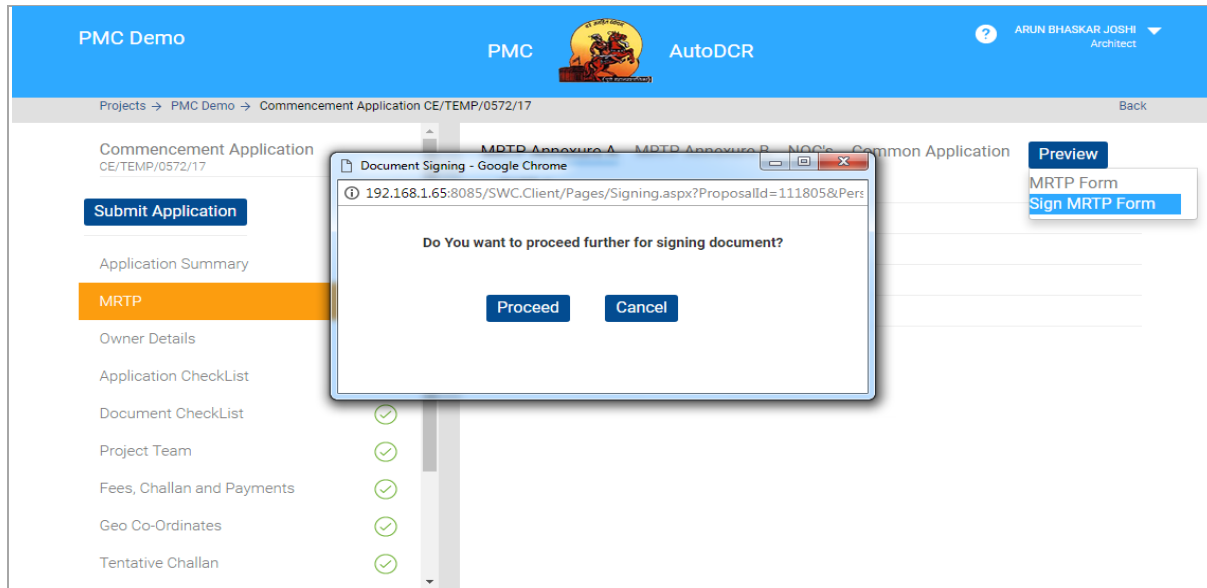
Site Engineer Information

Qualified Building Environmental Auditor(s)(QBEA)

**Save**

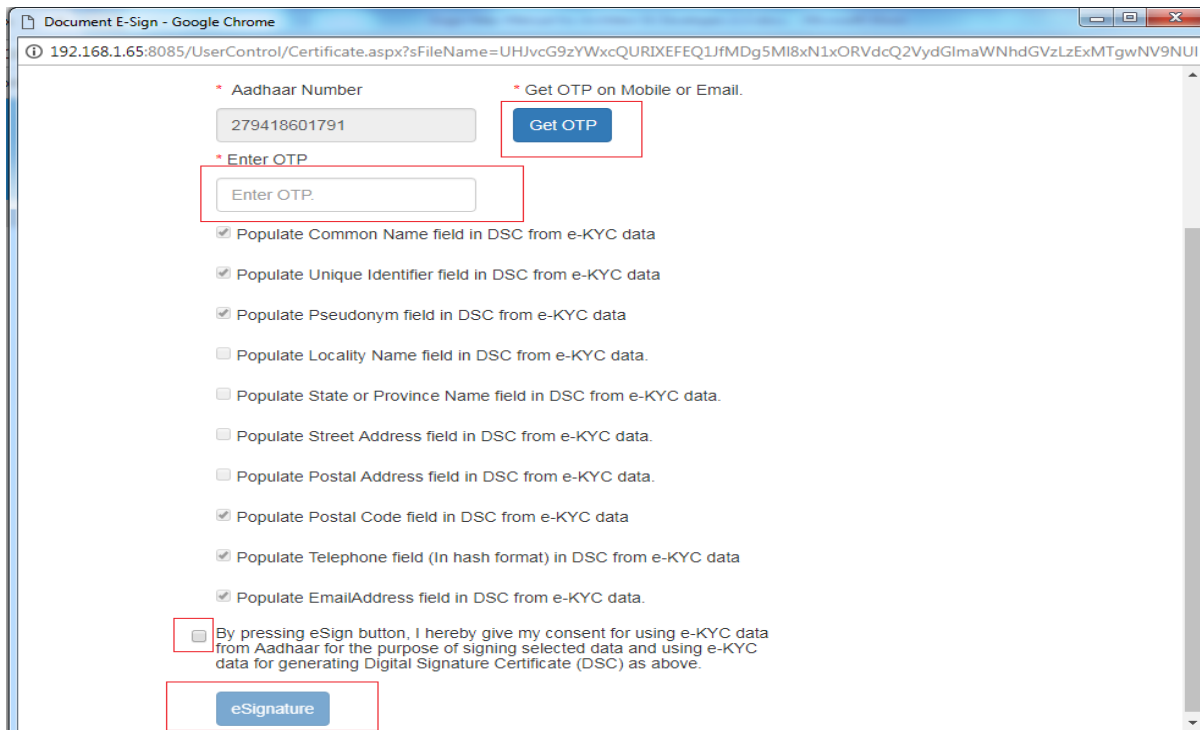
#### 2.2.4 Sign MRTP

- After the successful saving of MRTP form we architect need to sign MRTP online before submission without E-sign they are enable to proceed further. User can view MRTP before sing in
- Select “Sign MRTP form” from preview option confirmation popup window will be appearing.
- Click on “Proceed” to continue or else click “Cancel”.



- After “Proceed” button below popup window will open. Verify Aadhaar Card and click on “Get OTP” Button for OTP
- OPT will be received on mobile, linked with Aadhaar card.
- After entering received OTP check “E-sign Agreement” “**E-signature**” Button will activated
- Click “**E-signature**” to continue, after successful E-sign message will appear and MRTP will available for Viewing



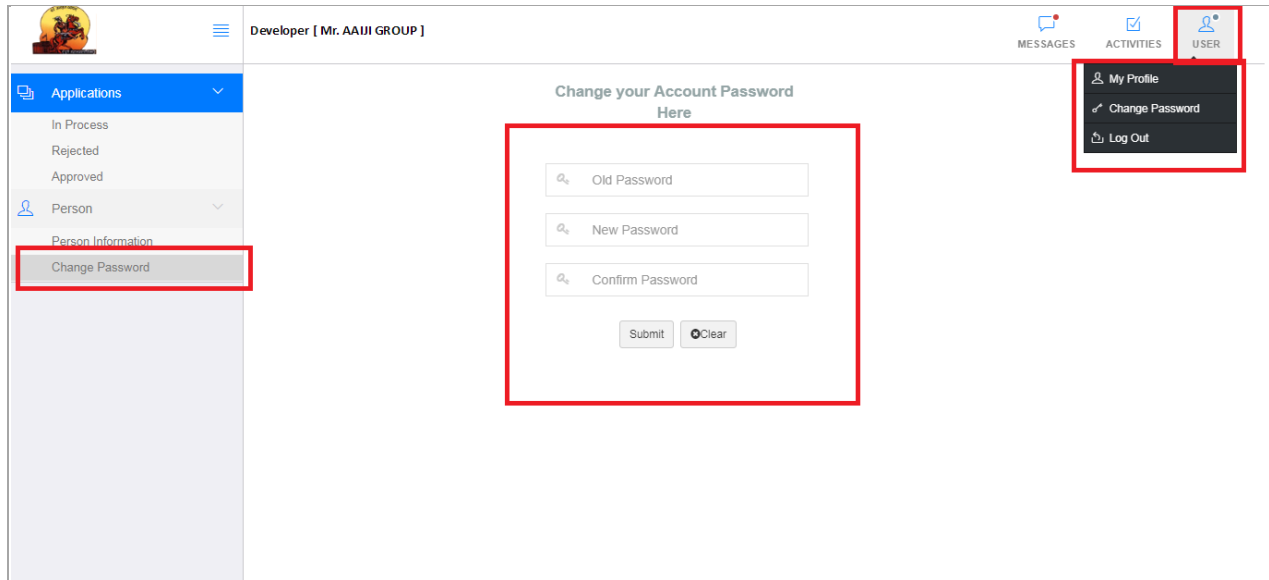


## 2.3 DEVELOPER CONSOLE

Developer can log in to system with their firm PAN card existing user ID and with default password (Dev@321), on successful login user will be redirected to his / her Dashboard for view all the ongoing / completed projects applications in AutoDCR. After successful login user may able change password.

### 2.3.1 Change your profile password

User may able to change password from two option at left hand menu you may able to change password by simply click on tab Below window will appear. Second go to user and select "Change Password" below screen will appear



Developer [ Mr. AAIJI GROUP ]

MESSAGES ACTIVITIES USER

My Profile  
Change Password  
Log Out

Change your Account Password Here

Old Password

New Password

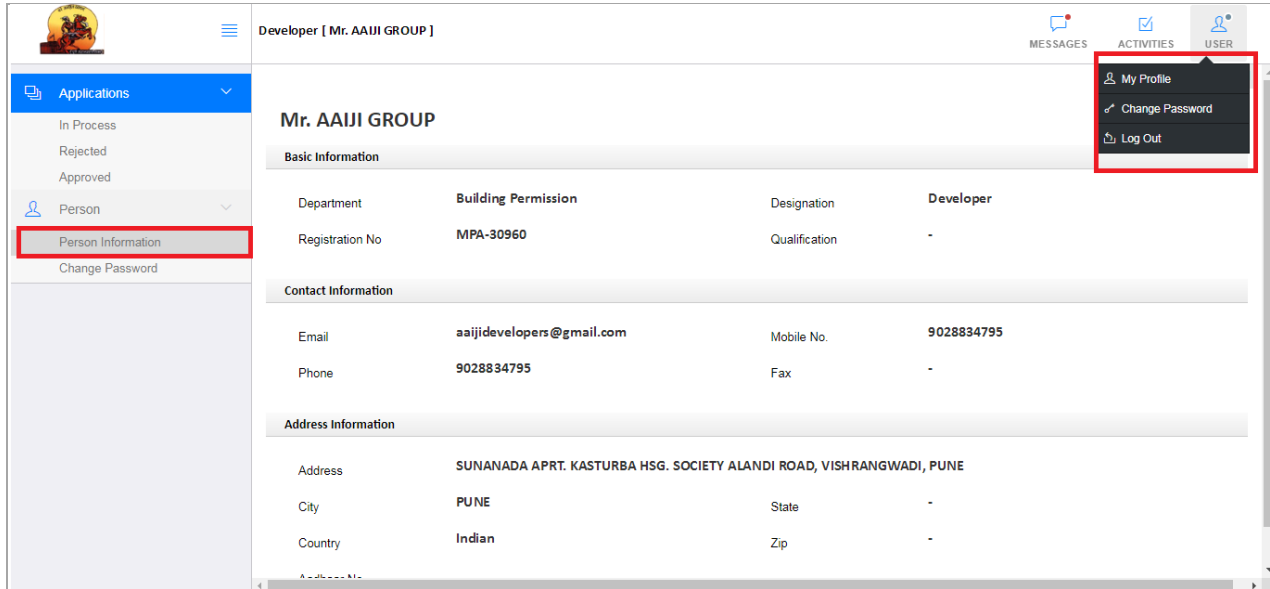
Confirm Password

Submit Clear

- Enter Old Password, New Password and Confirm Password
- Click on “submit” to update password

### 2.3.2 Linking of Aadhaar card with profile

User may able to link **Aadhaar number of Authorized owner/ developer who is authorized to sign on MRTF**. In this Aadhaar card will linked by two option, One at left hand menu in person go to Profile or by click “user” at the top right hand side and select “My Profile” below screen will appear



Developer [ Mr. AAJI GROUP ]

MESSAGES ACTIVITIES USER

My Profile  
Change Password  
Log Out

### Mr. AAJI GROUP

**Basic Information**

Department	Building Permission	Designation	Developer
Registration No	MPA-30960	Qualification	-

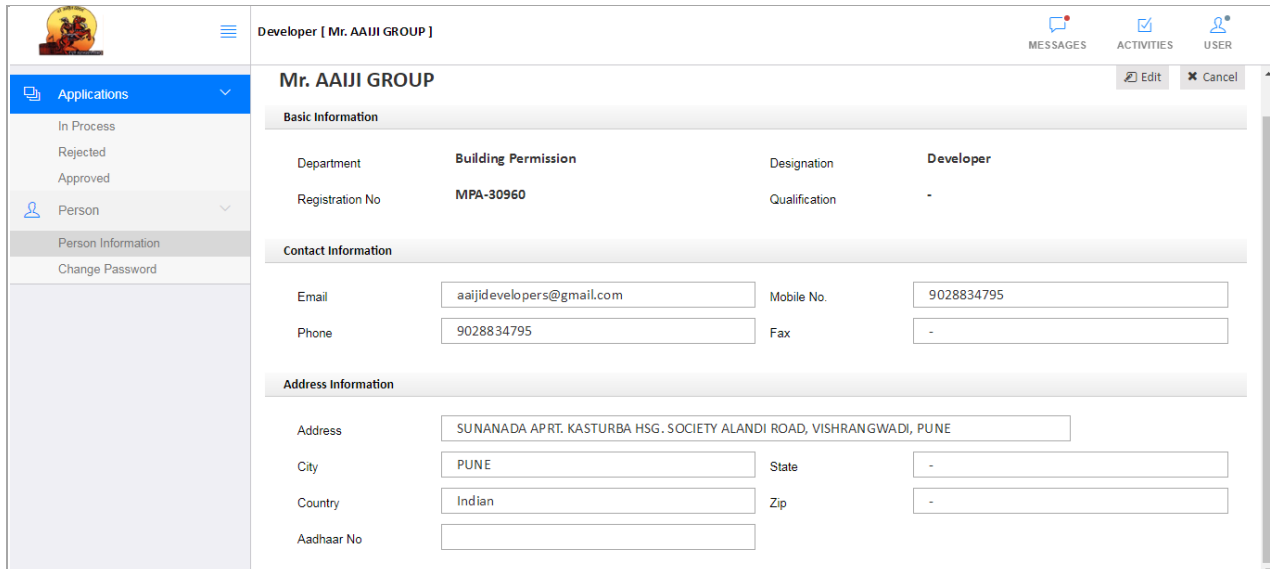
**Contact Information**

Email	aaijidevelopers@gmail.com	Mobile No.	9028834795
Phone	9028834795	Fax	-

**Address Information**

Address	SUNANADA APRT. KASTURBA HSG. SOCIETY ALANDI ROAD, VISHRANGWADI, PUNE		
City	PUNE	State	-
Country	Indian	Zip	-

– Click on “Edit” button on profile page profile will open in editable format



Developer [ Mr. AAJI GROUP ]

MESSAGES ACTIVITIES USER

Edit Cancel

### Mr. AAJI GROUP

**Basic Information**

Department	Building Permission	Designation	Developer
Registration No	MPA-30960	Qualification	-

**Contact Information**

Email	<input type="text" value="aaijidevelopers@gmail.com"/>	Mobile No.	<input type="text" value="9028834795"/>
Phone	<input type="text" value="9028834795"/>	Fax	<input type="text" value="-"/>

**Address Information**

Address	<input type="text" value="SUNANADA APRT. KASTURBA HSG. SOCIETY ALANDI ROAD, VISHRANGWADI, PUNE"/>		
City	<input type="text" value="PUNE"/>	State	<input type="text" value="-"/>
Country	<input type="text" value="Indian"/>	Zip	<input type="text" value="-"/>
Aadhaar No	<input type="text"/>		

- Enter the Aadhaar number and addition details if want to update
- Click on “Save” button to update profile information



Developer [ Mr. AAIJI GROUP ]

MESSAGES ACTIVITIES USER

**Mr. AAIJI GROUP** Save Cancel

**Basic Information**

Department	Building Permission	Designation	Developer
Registration No	MPA-30960	Qualification	-

**Contact Information**

Email	<input type="text" value="aaijiddevelopers@gmail.com"/>	Mobile No.	<input type="text" value="9028834795"/>
Phone	<input type="text" value="9028834795"/>	Fax	<input type="text" value="-"/>

**Address Information**

Address	<input type="text" value="SUNANADA APRT. KASTURBA HSG. SOCIETY ALANDI ROAD, VISHRANGWADI, PUNE"/>		
City	<input type="text" value="PUNE"/>	State	<input type="text" value="-"/>
Country	<input type="text" value="Indian"/>	Zip	<input type="text" value="-"/>
Aadhaar No	<input type="text"/>		

### 2.3.3 View and E-sign MRTP

- Go to "In Process" Tab proposal List will appear (Refer below Screen)
- Click on "Proposal" for which Developer wants sign MRTP

Developer [ Mr. AAIJI GROUP ]

MESSAGES ACTIVITIES USER

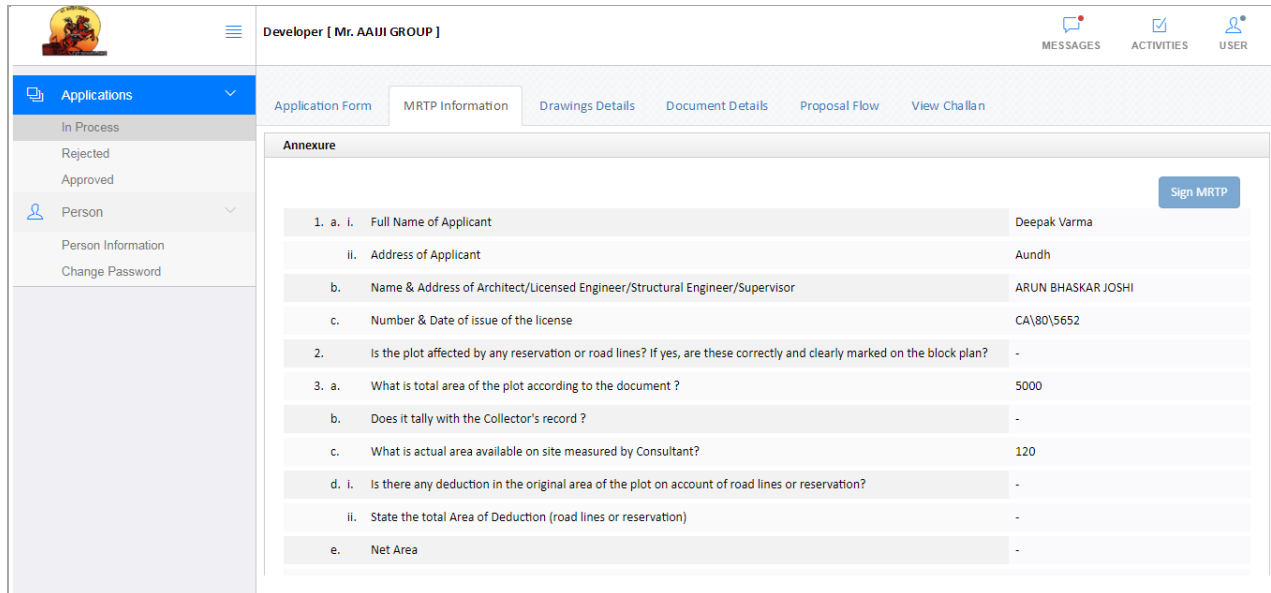
Enter keywords to search for Filter Clear

Application No.	Architect/LE/SE	Owner's Name	CaseType	Proposal Date
<a href="#">CE/TEMP/0572/17</a>	ARUN BHASKAR JOSHI	deepak	New	11/07/2017
<a href="#">SDP/0011/12</a>	DILIP VINAYAK THETE	MRS VASUDHA	Revalidation	30/06/2017
<a href="#">YE/0004/17</a>	JAY PRAKASH AERAM	MR VASANT	Revalidation	29/06/2017
<a href="#">dnr/0305/05</a>	SUNIL DIGAMBER VARTAK	MR JIWARAM	Revised	02/06/2017

1 / 1

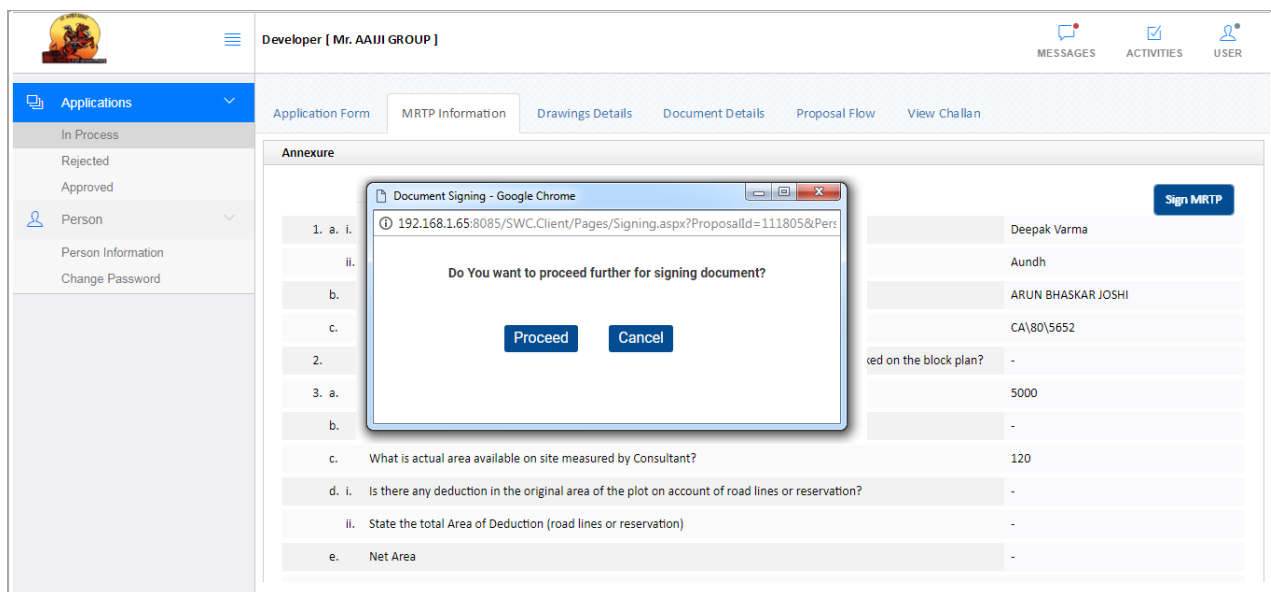
Total Number of Proposals : 4

- Go to "MRTP Information" Tab for concern proposal details (Refer below Screen)
- In this Developer will able to view MRTP information
- For E-sign Click on "Sing MRTP" which is Activated after Architect successful E-sign



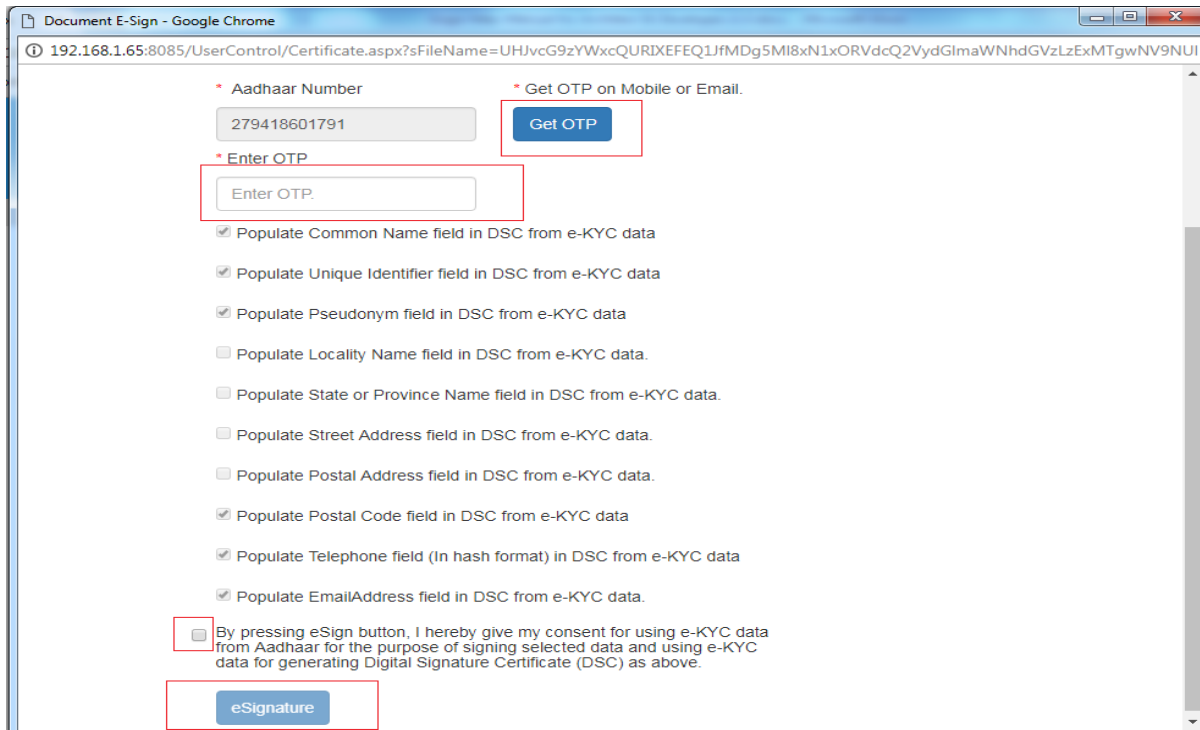
Annexure		
1. a. i.	Full Name of Applicant	Deepak Varma
	ii. Address of Applicant	Aundh
b.	Name & Address of Architect/Licensed Engineer/Structural Engineer/Supervisor	ARUN BHASKAR JOSHI
c.	Number & Date of issue of the license	CA\80\5652
2.	Is the plot affected by any reservation or road lines? If yes, are these correctly and clearly marked on the block plan?	-
3. a.	What is total area of the plot according to the document ?	5000
	b. Does it tally with the Collector's record ?	-
	c. What is actual area available on site measured by Consultant?	120
	d. i. Is there any deduction in the original area of the plot on account of road lines or reservation?	-
	ii. State the total Area of Deduction (road lines or reservation)	-
e.	Net Area	-

- After click on “Sign MRTTP” confirmation popup window will be appearing.
- Click on “Proceed” to continue or else click “Cancel”.



- After “Proceed” button below popup window will open. Verify Aadhaar Card and click on “Get OTP” Button for OTP

- OPT will be received on mobile, linked with Aadhaar card.
- After entering received OTP check “E-sign Agreement” “**E-signature**” Button will activated
- Click “**E-signature**” to continue, after successful E-sign message will appear and E-sign MRTP will available for View in PDF format.



### 2.3.4 Duel Sign on MRTP

After successfully signing the MRTP form the dual e-sign from Architect and Developer can be seen as below, which will be available to PMC officers from verification.



I hereby declare that i am the owner-lesse/mortagagee in possession/  
of the plot on which the work is proposed and that the statements made in this form are true and correct to the best of my knowledge.

Signature valid  
Digitally signed by -ARUN BHASKAR JOSHI  
Date: 04-07-2017 11:20:54  
Reason: PUNE MUNICIPAL CORPORATION  
Location: PUNE

Date : 04/07/2017  
Address : Pune

Signature of the Applicant

Form of certification to be signed by the Licensed Architect/Engineer/Structural Engineer employed by the Applicant

I (Name  
have been employed by the applicant as his Licensed Architect. I have examined the boundaries and the plot area\* of the plot and I do herby certify that I have personally verified and checked all the statements made by the applicant who is the owner / lesse / mortgagee in posession of the plot as in the above form and the attached statements 1 and 2 found them to be correct

Signature valid  
Digitally signed by -ARUN BHASKAR JOSHI  
Date: 04-07-2017 11:20:54  
Reason: PUNE MUNICIPAL CORPORATION  
Location: PUNE

Date : 04/07/2017  
Address :

Signature of the Licensed Architect/  
Engineer/Structural Engineer



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