

PT Assessment form – new changes Help manual (Update)

PART – 1: Occupancy application – PT Assessment form changes made in architect login.

New function Name – ‘Export & Import Building Data’.

Very very Important note – While Filling PT assessment Form, If user is going to use ‘Export & Import Building data’ functionality to fill PT Assessment table details then please fill PT export and import data first and then proceed to add remaining field data like, GIS plot mark if not available existing, Property ID, property Type, find rate etc.

Because, once data get imported, PT assessment form get fresh to add new data.

Process-

1. ‘Export Building DATA’- You can use this functionality where sanction data available in Proposal to add Unit status, Owner Name, Owner Address, Mobile No & Email ID.

For Sanction data Export & Import please follow Below steps,

Step 1- Click on ‘Export Building DATA’ sanction excel sheet get downloaded.

The screenshot displays the PT Assessment form interface. On the left, there is a sidebar with navigation options: 'Occupancy Application' (selected), 'Submit Application', 'Application Summary', 'Occupancy Information', 'Document Checklist', 'PT Assessment Form', and 'Site Progress'. The main content area shows a table with the following columns: SNo, Building No, Floor No, Unit No, Unit Status, Owner/Occupier Name, Owner/Occupier Address, Mobile No., Email, Carpet Area(sqm), Parking Area(sqm), and Index No. Below the table, there is a 'Save Details' button and a red box highlighting the 'Export Building Data' button. A red arrow points from the 'Export Building Data' button to a text box that reads: 'If you click on 'Export Building Data', above mentioned PT assessment table data download in excel.'

SNo	Building No	Floor No	Unit No	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area(sqm)	Parking Area(sqm)	Index No
1	A (BUILD)	FOURTH FLOOR	101		JOGALE DEVELOPERS PVT LTD SURINDER VIGAS SARFUT JOGALE	MUNE			40.68	10.30	10a01
2	A (BUILD)	FOURTH FLOOR	201		JOGALE DEVELOPERS PVT LTD SURINDER VIGAS SARFUT JOGALE	MUNE			40.68	10.30	10a02
3	A (BUILD)	FOURTH FLOOR	301		JOGALE DEVELOPERS PVT LTD SURINDER VIGAS SARFUT JOGALE	MUNE			40.68	10.30	10a03
4	A (BUILD)	FOURTH FLOOR	401		JOGALE DEVELOPERS PVT LTD SURINDER VIGAS SARFUT JOGALE	MUNE			40.68	10.30	10a04
5	A (BUILD)	FOURTH FLOOR	102		JOGALE DEVELOPERS PVT LTD SURINDER VIGAS SARFUT JOGALE	MUNE			40.68	10.30	10a05
6	A (BUILD)	FOURTH FLOOR	202		JOGALE DEVELOPERS PVT LTD SURINDER	MUNE			40.68	10.30	10a06

Step 2- Exported data sheet shown as below.

UT_No	BuildingName	FloorName	UnitName	UnitStatus	OwnerName	OwnerMobile	OwnerAddress	OwnerEmail	CarpetArea
3	6809184 A (BUILD)	FOURTH FLOOR	101		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		42.68
4	6809184 A (BUILD)	FOURTH FLOOR	201		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		42.68
5	6809184 A (BUILD)	FOURTH FLOOR	301		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		42.68
6	6809184 A (BUILD)	FOURTH FLOOR	401		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		42.68
7	6809185 A (BUILD)	FOURTH FLOOR	102		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		40.88
8	6809185 A (BUILD)	FOURTH FLOOR	202		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		40.88
9	6809185 A (BUILD)	FOURTH FLOOR	302		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		40.88
10	6809185 A (BUILD)	FOURTH FLOOR	402		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		40.88
11	6809186 A (BUILD)	THIRD FLOOR	101		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE		42.68

Step 3 – Note 2 – User is allowed to modify unit status, Owner Name, owner address, owner email and remaining column details are not editable because it come from your sanction scrutiny data.

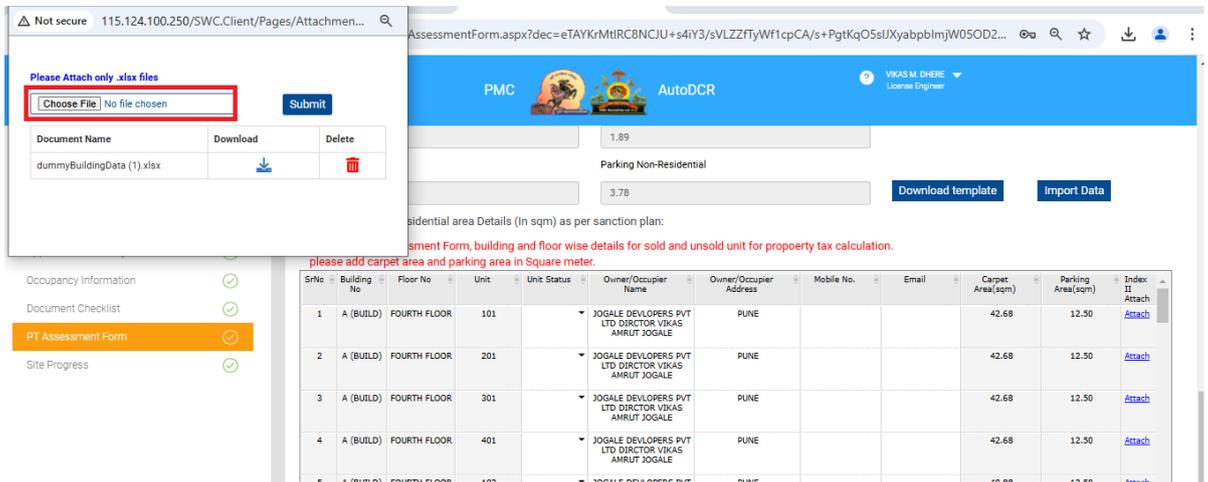
UT_No	BuildingName	FloorName	UnitName	UnitStatus	OwnerName	OwnerMobile	OwnerAddress	OwnerEmail	CarpetArea
3	6809184 A (BUILD)	FOURTH FLOOR	101	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	42.68
4	6809184 A (BUILD)	FOURTH FLOOR	201	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	42.68
5	6809184 A (BUILD)	FOURTH FLOOR	301	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	42.68
5	6809184 A (BUILD)	FOURTH FLOOR	401	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	42.68
7	6809185 A (BUILD)	FOURTH FLOOR	102	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	40.88
8	6809185 A (BUILD)	FOURTH FLOOR	202	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	40.88
9	6809185 A (BUILD)	FOURTH FLOOR	302	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	40.88
0	6809185 A (BUILD)	FOURTH FLOOR	402	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	40.88
1	6809186 A (BUILD)	THIRD FLOOR	101	unsold	JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	9371016240	PUNE	test@123Gmail.com	42.68

Step 4 – IMP Note 2 - kindly note, Data shall be importing only above exported format, user is not allowed to import any irrelevant sheet.

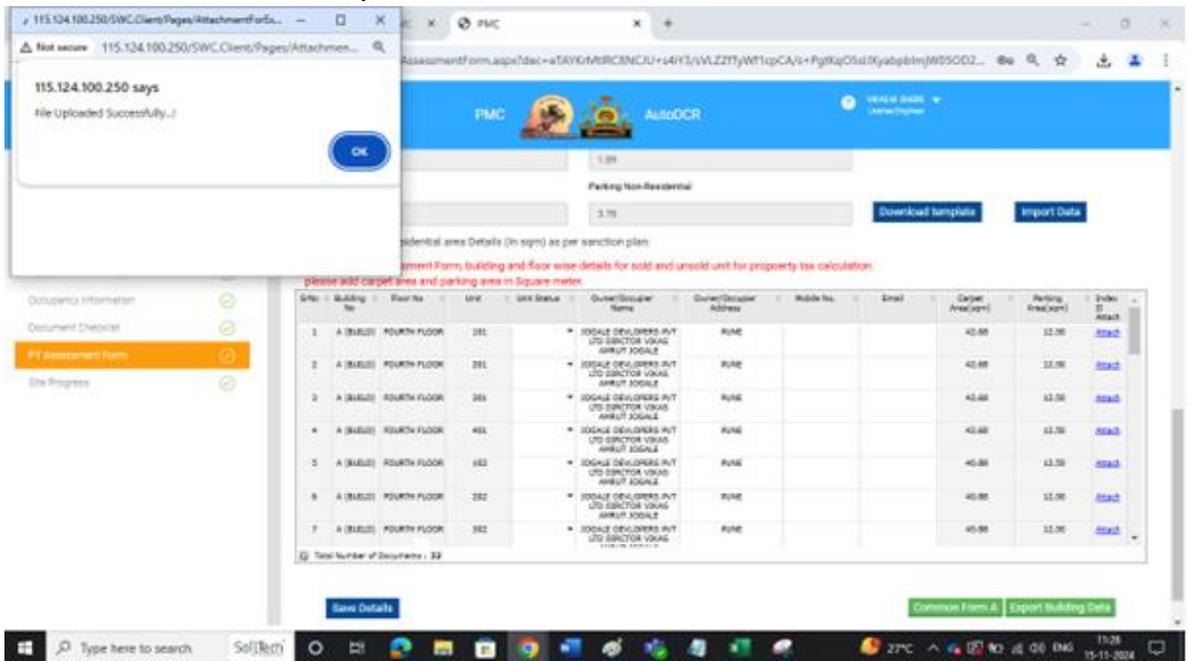
Step 5 – To import exported data sheet, Use 'Import data' Functionality.

SrfNo	Building No	Floor No	Unit	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area (sqm)	Parking Area (sqm)	Infer Attach
1	A (BUILD)	FOURTH FLOOR	101		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	PUNE			42.68	12.30	Attach
2	A (BUILD)	FOURTH FLOOR	201		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	PUNE			42.68	12.30	Attach
3	A (BUILD)	FOURTH FLOOR	301		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	PUNE			42.68	12.30	Attach
4	A (BUILD)	FOURTH FLOOR	401		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	PUNE			42.68	12.30	Attach
5	A (BUILD)	FOURTH FLOOR	102		JOGALE DEVELOPERS PVT LTD DIRCTOR VIKAS AMRUT JOGALE	PUNE			40.88	12.30	Attach

Step 6 – Once click on ‘Import data’ Choose file dialogue box shall be open, user can select data file from folder location and click on ‘Submit’ button.



Once click on ‘Submit’ button, ‘file uploaded successfully!’ message shown. Click on ‘Ok’ to proceed further.



Existing data get replaced by imported data in PT assessment table. As shown in below Image.

Session Ends In: 14:40

PMC AutoDCR

VIKAS M. DHIRE License Engineer

Occupancy Application
OCN/0851/23 (dlie/0013/22)

Submit Application

Application Summary ✓

Occupancy Information ✓

Document Checklist ✓

PT Assessment Form ✓

Site Progress ✓

Parking Residential: 0.74

Parking Non-Residential: 1.89

0.74 3.78

Download template Import Data

Residential/Non Residential area Details (In sqm) as per sanction plan:

Please fill PT Assessment Form, building and floor wise details for sold and unsold unit for property tax calculation.
Please add carpet area and parking area in Square meter.

SrNo	Building No	Floor No	Unit	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area(sq.m)	Parking Area(sq.m)	Index II Attach
1	A (BUILD)	FOURTH FLOOR	101	Unsold	JOGALE DEVELOPERS PVT LTD DIRECTOR VIKAS AMRUT JOGALE	PUNE	9371016240	test@123Gmail.com	42.68	12.50	Attach
2	A (BUILD)	FOURTH FLOOR	201	Unsold	JOGALE DEVELOPERS PVT LTD DIRECTOR VIKAS AMRUT JOGALE	PUNE	9371016240	test@123Gmail.com	42.68	12.50	Attach
3	A (BUILD)	FOURTH FLOOR	301	Unsold	JOGALE DEVELOPERS PVT LTD DIRECTOR VIKAS AMRUT JOGALE	PUNE	9371016240	test@123Gmail.com	42.68	12.50	Attach
4	A (BUILD)	FOURTH FLOOR	401	Unsold	JOGALE DEVELOPERS PVT LTD DIRECTOR VIKAS AMRUT JOGALE	PUNE	9371016240	test@123Gmail.com	42.68	12.50	Attach
5	A (BUILD)	FOURTH FLOOR	102	Unsold	JOGALE DEVELOPERS PVT LTD DIRECTOR VIKAS AMRUT JOGALE	PUNE	9371016240	test@123Gmail.com	40.88	12.50	Attach
6	A (BUILD)	FOURTH FLOOR	202	Unsold	JOGALE DEVELOPERS PVT LTD DIRECTOR VIKAS AMRUT JOGALE	PUNE	9371016240	test@123Gmail.com	40.88	12.50	Attach
7	A (BUILD)	FOURTH FLOOR	302	Unsold	JOGALE DEVELOPERS PVT LTD DIRECTOR VIKAS AMRUT JOGALE	PUNE	9371016240	test@123Gmail.com	40.88	12.50	Attach

Imported data reflect in this table

2. Property ID Format should be entered in Below format only

Session Ends In: 11:06

PMC AutoDCR

VIKAS M. DHIRE License Engineer

Occupancy Application
OCN/0851/23 (dlie/0013/22)

Submit Application

Application Summary ✓

Occupancy Information ✓

Document Checklist ✓

PT Assessment Form ✓

Site Progress ✓

1 Residential

Property Address Details

GIS Information

Certificate Details

Property Details

Property Id (P/B/22/12345678)

Property Type: Open

88888

Property Tax No. 9999

PART -2: After verification of PT assessment data by property Tax department final verified data shall be reflect in process or approve page and existing data shown in 'PT Assessment History' as show in below image.

Session Ends In: 14:19 PMC  AutoDCR VIKAS M. DHERE
License Engineer

0.74 3.78

Residential/Non Residential area Details (In sqm) as per sanction plan:

Please fill PT Assessment Form, building and floor wise details for sold and unsold unit for property tax calculation.
Please add carpet area and parking area in Square meter.

SrNo	Building No	Floor No	Unit	Unit Status	Owner/Occupier Name	Owner/Occupier Address	Mobile No.	Email	Carpet Area(sqmt)	Parking Area(sqmt)	Index II Attach
1	A (BUILDING)	THIRD FLOOR	301	Unsold	GURUGANESH DEV THROUGH PARTNER SHREYAS MAHENDRA KOTHARI & OTHER	PUNE	9371016240	Baner, Pune	97.76	12.50	Attach
2	A (BUILDING)	SECOND FLOOR	101	Unsold	GURUGANESH DEV THROUGH PARTNER SHREYAS MAHENDRA KOTHARI & OTHER	PUNE	9371016240	Baner, Pune	56.78	12.50	Attach
3	A (BUILDING)	SECOND FLOOR	201	Unsold	GURUGANESH DEV THROUGH PARTNER SHREYAS MAHENDRA KOTHARI & OTHER	PUNE	9371016240	Baner, Pune	56.78	12.50	Attach
4	A (BUILDING)	SECOND FLOOR	102	Unsold	GURUGANESH DEV THROUGH PARTNER SHREYAS MAHENDRA KOTHARI & OTHER	PUNE	9371016240	Baner, Pune	56.78	12.50	Attach
5	A (BUILDING)	SECOND FLOOR	202	Unsold	GURUGANESH DEV THROUGH PARTNER SHREYAS MAHENDRA KOTHARI & OTHER	PUNE	9371016240	Baner, Pune	56.78	12.50	Attach
6	A (BUILDING)	FIRST FLOOR	101	Unsold	GURUGANESH DEV	PUNE	9371016240	Baner, Pune	56.78	12.50	Attach

Total Number of Documents : 9

[Save Details](#) Verified data shall be update here and new final form A generate on the basis of this data. Existing data shown in here PT Assessment History Common Form A

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