



## Help Manual

**‘Excavation royalty declaration application form development & integration with ‘Mahakhanij’ software’.**



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## 1. Introduction:

### 1.1 Purpose

The Purpose to design and implement a standardized and automated 'Excavation royalty declaration' system to handle application intake, internal processing, approvals, and stakeholder communication, ensuring faster turnaround times and accountability.

Integrate with **Mahakhanij** system (District collector office, Pune) to enhance application process and seamless approval of excavation royalty declaration.

### 1.2 Features covered

- Online application form in commencement application form for 'Excavation royalty declaration'.
- Capture of project excavation and transportation details.
- Document upload by users.
- Excavation
- Auto-calculation of royalty based on defined government rates in 'Mahakhanij software'.
- 

### 1.3 Definitions

- Excavation Royalty: Government levy for minor mineral/earth removal.
- Mahakhanij: Government portal for monitoring mineral excavation and royalty.



## 2. Step by step workflow:

### 2.1) New Application for Excavation royalty declaration:

Architect/ Engineer or structural engineer can also log in to system by accessing below link

<https://autodcr.pmc.gov.in/SWC.Client/Login.aspx>

In commencement application, user will find 'Excavation royalty Declaration form'.

The screenshot shows the AutoDCR web application interface. The top header is blue with the text 'Demo' and 'Session Ends In : 14:44'. The main navigation bar includes 'PMC', 'AutoDCR', and a user profile for 'SACHIN PRABHAT MUJUMDAR Architect'. The left sidebar contains a list of application steps: 'Submit Application' (highlighted in blue), 'Fees, Challan and Payments' (with a green checkmark), 'View Challan' (with a green checkmark), 'Site Progress' (with a green checkmark), 'Tentative Challan' (with a green checkmark), 'Geo Coordinates' (with a green checkmark), 'Information for NMA' (with a green checkmark), 'Excavation Royalty Integration' (highlighted in orange with a green checkmark), 'Application Details [Read only]', 'Drawings [Read only]', 'Plot Details [Read only]', and 'Building Details [Read only]'. The main content area is titled 'Excavation Details' and 'Documents'. It features a form with 'Applicant Type' and 'Organization Type' dropdown menus, a 'Save' button, and a table with columns: 'Delete', 'Building Name', 'Excavation Item', 'Type of Earth', 'Length (L) in meter', 'Width (W) in meter', 'Depth (D) in meter', 'Qty in CUM (L\*W\*D)', and 'Exca (Bras)'. The table currently shows 'No data found'. Below the table are 'Add New', 'Save Details', and 'Delete' buttons. At the bottom, there is a declaration box with the text 'I/We hereby declare that the above information is true to the best of my/our knowledge and belief.' and an 'I agree' checkbox.

While filling commencement application form user need to add building wise excavation details. **If this form is not filled then user not able to submit commencement application.**

As showing in below screenshot user need to select case type wise excavation checks Yes/No. and proceed for further to following steps.

PMC  
Session Ends In : 9:38

PMC AutoDCR

Projects → → Back

Commencement Application  
CE/TEMP/0566/16

**Submit Application**

- Application Summary ✓
- MRTPI(Declaration on e-sign) ✓
- Owner Details ✓
- Application Checklist ✓
- Document Checklist ✓
- Project Team ✓
- Fees, Challan and Payments ✓
- View Challan ✓
- Site Progress ✓

Revise Case Excavation Excavation Details Documents

This is Revalidation Case. Does the Revalidation case require any excavation work?

☒ Yes ☐ No

**Save & Continue**

**Step 1:** User need to select 'Applicant type' as 'Individual' or 'Organization'.

If select organization then select 'Organization type' as per drop down list showing in Below Screen shot.

Demo  
Session Ends In : 12:24

PMC AutoDCR

SACHIN PRABHAT MUJUMDAR Architect

Projects → → Back

Excavation Details Documents

Applicant Type  
Organization

Organization Type  
Select Organization Type

- Proprietorship
- Partnership Firm
- Private Limited
- Public Limited
- Co-operative
- LLP
- Other

**Save**

Delete	Building Name	Excavation Item	Depth (D) in meter	Qty in CUM (L*W*D)	Excav (Bras)
No data found					

**Add New Save Details Delete**

**Step 2:** To add excavation data, click on 'Add New' button, new row will be added. Add building Name, excavation Items like Basement excavation, Foundation, etc. add dimension to calculate Excavation quantity. Quantity in



'cum', quantity in 'Brass' will be calculate automatically on the basis on length, width, depth.

Demo  
Session Ends In : 10:55

PMC AutoDCR

SACHIN PRABHAT MUJUMDAR  
Architect

Projects → → Back

Commencement Application  
ADCR/0410/25

**Submit Application**

Application Summary ✓

MRTTP/(Declaration on e-sign) ✓

Owner Details ✓

Application Checklist ✓

Document Checklist ✓

Project Team ✓

Fees, Challan and Payments ✓

View Challan ✓

Site Progress ✓

**Excavation Details Documents**

**Applicant Type**  
Select Applicant Type

**Organization Type**  
Select Organization Type

**Save**

Type of Earth	Length (L) in meter	Width (W) in meter	Depth (D) in meter	Qty in CUM (L*W*D)	Excavation quantity in (Brass=L*W*D*0.353)	Transport Qty (Brass)	On site use Qty (Brass)
ROCK	15.00	12.00	6.00	1,080.00	381.24	250.00	131.24

1 / 1

**Add New Save Details Delete**

I/We hereby declare that the above information is true to the best of my/our knowledge and belief.

☐ I agree

**Save & Continue**

**Step 3:** User mandatory to add transport Quantity.

Transport Quantity: user need to add excavated transport quantity, Excavation royalty shall be calculate based on this transport quantity.

On site use Quantity: This quantity calculates automatically (Excavation quantity – Transport quantity = on site use quantity).

Once all column data filled then user can proceed for 'Save detail'.

**Step 4: Document attachment**

**User need** to attached document list shown as per below screenshot.

Sr No	Documents Name	Attachm View
1	PAN	
2	Measurement of Earth Work	
3	NA certificate	
4	Owner Affidavit (Optional)	
5	Environment Clearance (Optional)	

Total Number of Documents : 5

[Save](#)

PAN: use need to attach owner/applicant PAN card photocopy.

Measurement of earthwork: Attach Drawing/Earth work measurement sheet for DMO (District mining officer) reference.

NA certificate: NA certificate mandatory to attach.

Also, user can attach owner affidavit and environmental clearance if applicable.

Once all 'Excavation royalty' form filling user can proceed to 'Submit application'.

### 3. Sign Royalty declaration Form:

Once all excavation data filled then at the end need to sign declaration form.

**Architect and Owner sign is required on declaration form**, without sign you cannot submit application.

MSACHIN  
Session Ends In : 14.36

PMC AutoDCR

SACHIN PRABHAT MUJUMDAR  
Architect

Projects → → Back

Commencement Application  
CE/TEMP/1784/24

**Submit Application**

Application Summary ✓

MRTTP/(Declaration on e-sign) ✓

Owner Details ✓

Application Checklist ✓

Document Checklist ✓

Project Team ✓

Fees, Challan and Payments ✓

View Challan ✓

Site Progress ✓

Repairs Case Excavation Excavation Details Documents

**Sign declaration form**

Applicant Type Organization Type

Select Applicant Type Select Organization Type Save

Delete	Building Name	Excavation Item	Type of Earth	Length (L) in meter	Width (W) in meter	Depth (D) in meter	Qty in CUM (L*W*D)	Exca (Bras)
No data found								

1 / 1

Add New Save Details Delete

I/We hereby declare that the above information is true to the best of my/our knowledge and belief.

#### 4. Important Note for user:

**1.After approval of commencement application, above 'Excavation royalty declaration' data will be posted to 'Mahakhanij (District collector office)' software, you will receive 'Mahakhanij' software login ID password on Applicant/owner mobile number.**

**2. Further Excavation Royalty payment and ETP (Electronic transport permit) process will be available in 'Mahakhanij' portal.**





**Thank You!**