



## PUNE MUNICIPAL CORPORATION

### Help Manual for Building Permission

### Common Application Form (CAF) & NOC

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

**HELP FOR ARCHITECTS / ENGINEERS /OFFICERS**



## Index

1. Introduction .....	5
2. Departments considered for Online NOC.....	5
3 Step by step Help .....	6
3.1 Link from PMC Website .....	6
3.2 Building Plan Approval Management System (BPAMS).....	8
3.2.1 Login to BPAMS System .....	8
3.2.2 New Application for Pre - Approval .....	9
3.2.2.1 Application Details .....	12
1. For New Application.....	13
Step A: Selecting Village Name and Loading Map .....	13
Step B: Select the survey Number for the area selected. ....	14
Step C: Identify tools to Draw Plot Polygon.....	15
Step D: Drawing the Plot Polygon .....	17
Step E: Save the drawn Polygon .....	17
Step F Edit the Drawn Polygon by changing vertices.....	18
Step G: Edit the Drawn Polygon by deleting old feature and creating new feature. ....	18
Step H: Check Particulars .....	19
2. Exceptions: .....	20
3. To Edit Existing Application before Submission.....	20
Change Plot Polygon .....	20
Change Plot Polygon and Survey Number .....	21
Change Plot Polygon and Survey Number and Village Name.....	22
4. Case Information Tab:.....	23
3.2.2.2 Owner Details .....	24
3.2.2.3 Drawing.....	25



- 3.2.2.4 Plot Details ..... 26
- 3.2.2.5 Building Details ..... 29
- 3.2.2.6 Area Details..... 31
- 3.2.2.7 Pre-Approval submission ..... 32
- 3.2.3 Pre Approval Status ..... 34
  - 3.2.3.1 Scrutiny Pending ..... 34
  - 3.2.3.2 Scrutiny Done..... 34
  - 3.2.3.3 Drawing Rejected..... 36
  - 3.2.3.4 Drawing Verified ..... 38
  - 3.2.3.5 Printing Done ..... 46
  - 3.2.3.5 NOC Tracking ..... 47
- 3.2.4 Proposal submission for Commencement Certificate (CC) ..... 47
  - 3.2.4.1 New Application for CC..... 48
  - 3.2.4.2 MRTP..... 51
    - 3.2.4.2.1 MRTP Annexure A..... 51
    - 3.2.4.2.2 MRTP Annexure B ..... 53
  - 3.2.4.3 Risk Based Approval..... 55
  - 3.2.4.4 Environment Clearance ..... 57
  - 3.2.4.5 NOC from Department..... 59
    - 3.2.4.5.1 Water Connection..... 61
    - 3.2.4.5.2 Tree & Garden ..... 63
    - 3.2.4.5.3 Tax Department ..... 64
    - 3.2.4.5.4 LAQ Department..... 64
    - 3.2.4.5.5 Fire Department ..... 65
  - 3.2.4.6 Owner Details..... 66
  - 3.2.4.7 Document Checklist ..... 67
  - 3.2.4.8 Project Team..... 68
  - 3.2.4.9 Geo Co-Ordinates ..... 70



3.2.4.9.1 Option 1 : If Applicant knows latitude & longitude of the Plot ..... 70

3.2.4.9.2 Option 2: Selecting latitude & longitude of Plot from Google map ..... 72

3.2.4.10 Application Checklist..... 74

3.2.4.11 Site Engineer Login and Consent ..... 75

3.2.4.12 Fees challan and Payments..... 79

3.2.4.13 Submit Application to PMC..... 80

3.2.5 Application for Work Start Notice ..... 82

3.2.6 Proposal Submission for Plinth PCC..... 86

3.2.6.1 Plinth Intimation for UDCPR 2020 ..... 86

3.2.6.2 Plinth Information..... 92

3.2.6.3 Document Checklist ..... 93

3.2.6.4 Submit Application to PMC..... 95

3.2.6.7 Officer Login Plinth Application processing..... 97

3.2.6.5 Proposal Tracking..... 98

3.2.7 Proposal Submission for Occupancy OCC..... 101

3.2.7.1 Occupancy Application in UDCPR 2020 ..... 105

3.2.7.2 Occupancy Information ..... 107

3.2.7.3 Property Tax Assessment form..... 108

3.2.7.4 Document checklist ..... 110

3.2.7.5 Submit Occupancy Application to PMC ..... 111

3.2.7.7 Officer Login Occupancy Application processing..... 113

3.2.7.7 Proposal Tracking..... 114

3.2.8 Fire Department Help for provisional Fire NOC..... 117

3.2.8.1 Fire Console ..... 117

3.2.8.1 Fees Calculation ..... 117

3.2.8.1 Note Sheet ..... 118

3.2.8.1 Provisional Fire NOC ..... 119

3.2.9 Dashboard & Citizen Search..... 119



## 1. Introduction

The **Online clearance for the departmental NOC** is a new initiative by Pune Municipal Corporation aimed at providing better and quality citizen services and faster approvals. It will enable Architects/Engineers to get the required NOC related to Building Permission online during submission of BP application. The process is conceptualized in such a way that respective departments for building permission will work in a parallel manner independently in order to issue Commencement certificate and NOC. The BP commencement will only be issued after the NOC from respective Departments are issued and obtained. The common application form (CAF) will be filled by Architect along with MRTP for obtaining the NOC from departments during proposal submission, Architect need not to apply for every NOC separately. The information from BP department will be shared with other departments for processing the NOC. This will help PMC in achieving better citizen services and timely approval in line of ease of doing business. **The whole submission Graphical User Interface (GUI) is revamped to accommodate the NOC submission from Architect and Engineers console, however the process of submission remain same. There is a preapproval stage followed by MRTP submission.**

## 2. Departments considered for Online NOC

Following department NOC will be issued from the AutoDCR system.

### **NOC Department(s)**

- Tax
- Tree & Garden
- Water
- LAQ.
- Fire



### 3 Step by step Help

#### 3.1 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” link, page will appear after on “Building Development” click. On Departmental Page there is “BUILDING PERMISSION ONLINE SERVICES” link listed in online services section.

By clicking on this user will direct to the login page of PMC Building Permission system.



FAQ PMC WEBSITES OLD WEBSITE TOLL FREE: 1800 1030 222 LOGIN

Pune Municipal Corporation

PMC DEPARTMENTS PUBLICATIONS ONLINE SERVICES CONTACT US SEARCH

- General Administration**
  - > City Census
  - > Election
  - > General Administration
  - > Labour Welfare Office
  - > Municipal Secretary
  - > Vehicle Depot
- Social Welfare**
  - > Pradhan Mantri Awas Yojana
  - > Social Development Department
- Information Technology**
  - > Information Technology
- Health**
  - > Health
  - > Solid Waste Management
- Nature And Environment**
  - > Garden
- Revenue**
  - > Local Body Tax
  - > Property Tax
- Engineering**
  - > Bhavan Rachna
  - > Building Development
  - > Chief Engineer (Project)
  - > Cultural Centers
  - > Drainage
  - > Electrical
  - > Encroachment
  - > Heritage Cell
  - > Road
  - > Water Supply & Pumping
- Emergency Services**
  - > Disaster Management Cell
  - > Fire Brigade

View All Departments >

NEW UPDATES 200 CRORES AT 7.59% INTEREST RATE FOR WATER SUPPLY. GET 2% ADDITIONAL DISCOUNT ON ON! READ ALL NEWS

News :- PMC Issued Bonds Of Rs 200 Crores At 7.59% Interest Rate For Water Supply. CLICK TO CHECK DETAILS

News :- PMC Bond Financial Details & Other Details. CLICK TO CHECK DETAILS

https://pmc.gov.in/electrical-department

Pune Municipal Corporation

HOME BUILDING DEVELOPMENT

Municipal authorities, along with the building plan, in short, it is the department's responsibility to ensure that the building has not violated any laid down rule.

PMC DEPARTMENTS PUBLICATIONS ONLINE SERVICES CONTACT US

BUILDING PERMISSION ONLINE SERVICES

APPLY SEARCH CERTIFICATES TDR SYSTEM

- SITE ENGINEER LOGIN VIEW MORE
- DEVELOPERS LOGIN VIEW MORE
- OWNERS LOGIN VIEW MORE
- BUILDING PLAN APPROVAL SYSTEM VIEW MORE**

PMC CARE

PUNE OPEN DATA

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

<http://118.185.27.66/SWC.Client/login.aspx> OR

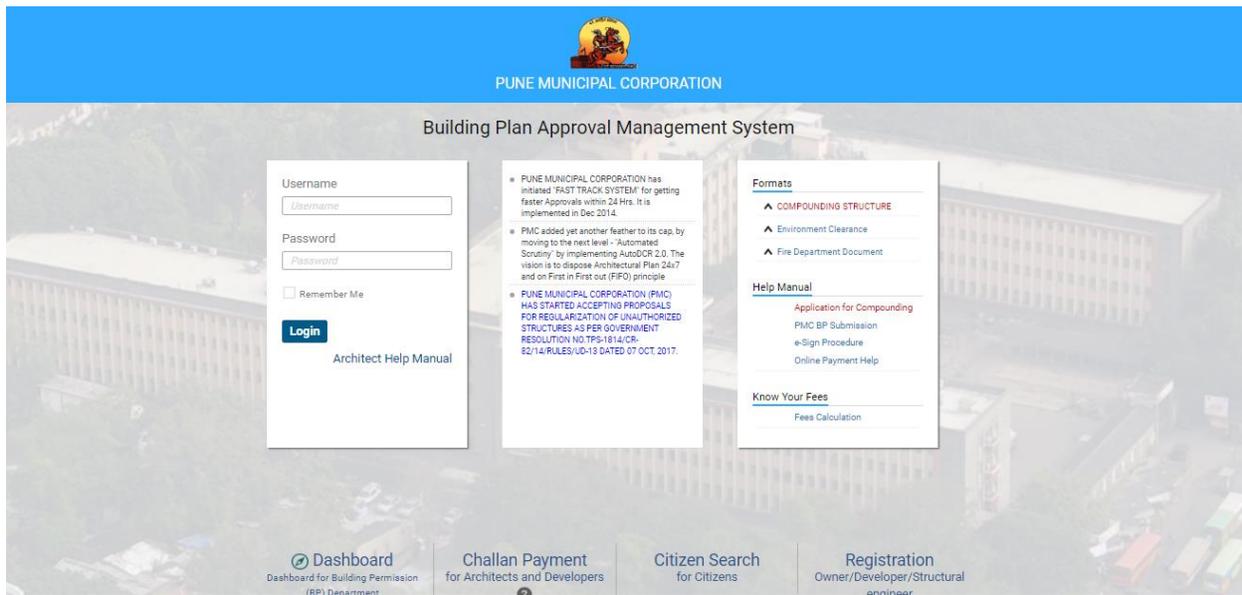
<http://autodcr.pmc.gov.in/SWC.Client/Login.aspx>



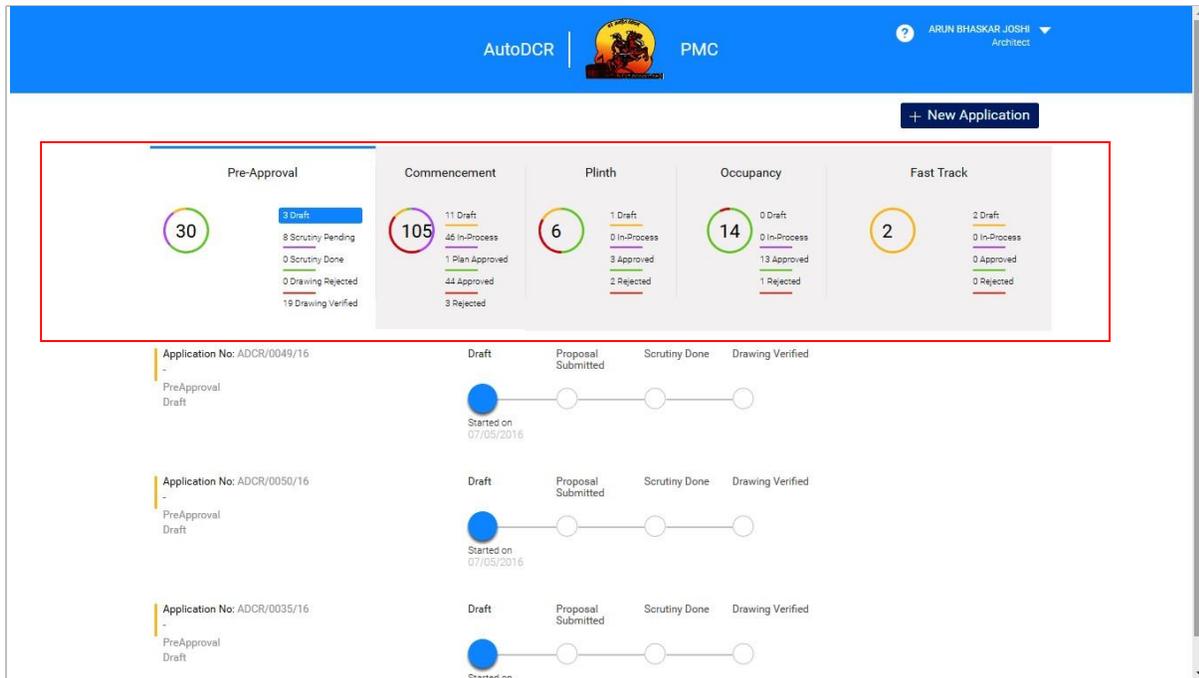
### 3.2 Building Plan Approval Management System (BPAMS)

#### 3.2.1 Login to BPAMS System

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.



## Architect/Engineer Dashboard

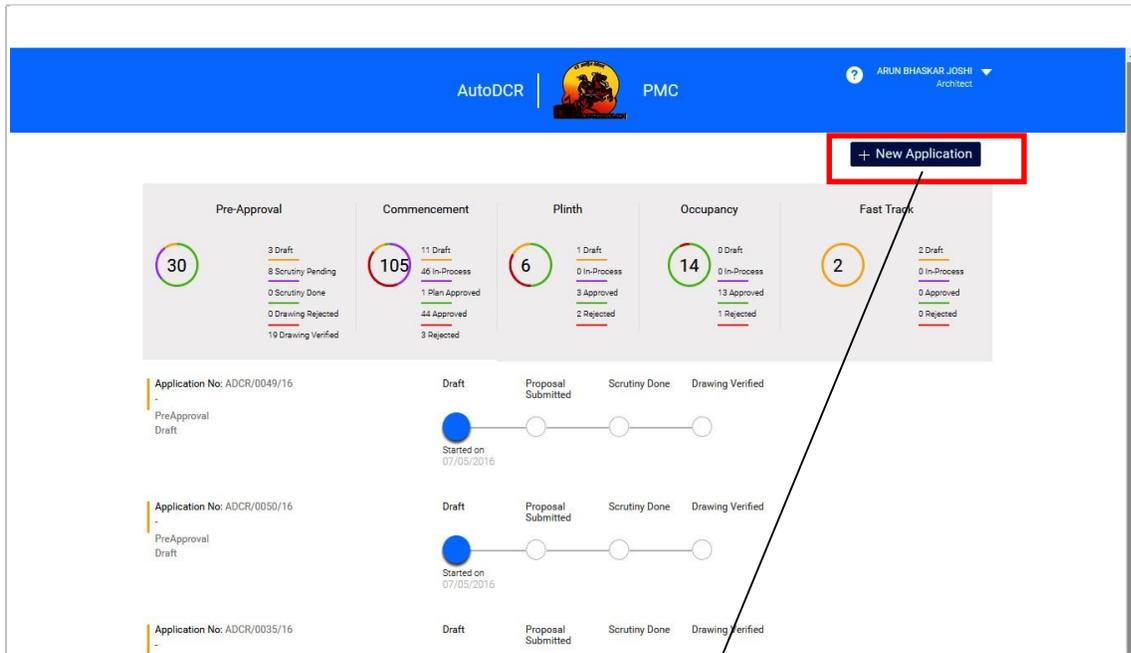


User can view all submitted proposal on this page & also know the status of proposal. The proposals are sorted on the basis of type & status.

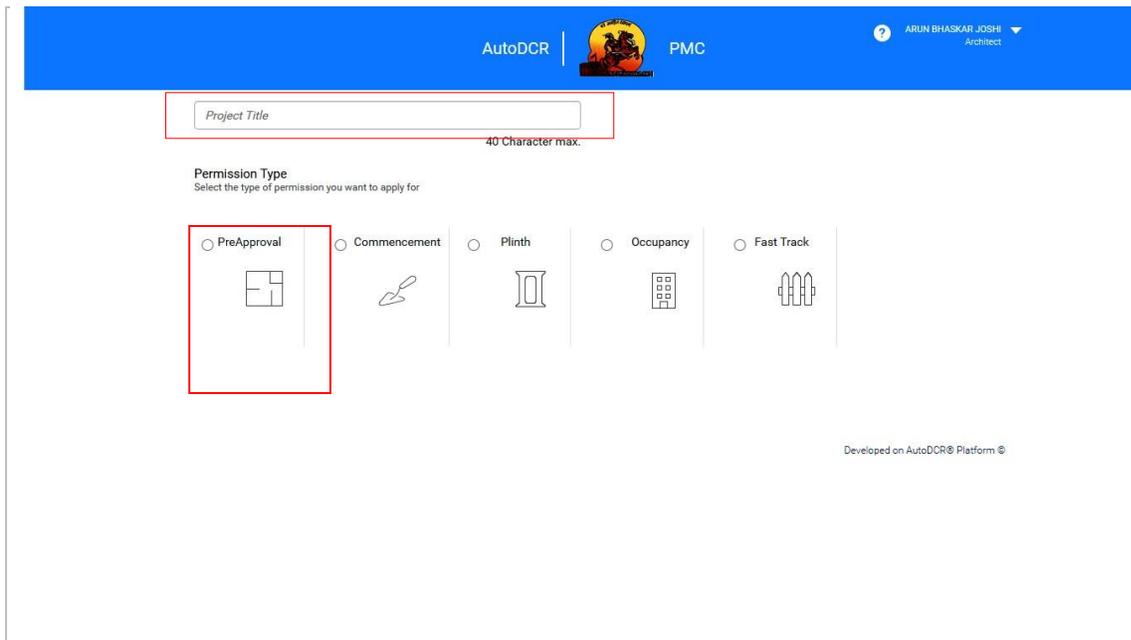
### 3.2.2 New Application for Pre - Approval

As per the initiation stage i.e. the preapproval stage of proposal where basic information are filled in this Architect needs to provide Proposal drawing along with the some basic information.

The following details are required to be filled in Preapproval stage, user can go after selecting the **New Application** button or by clicking on the **ADCR No** from the dashboard if partial information is already filled.



- Click On “New Application” at top of right hand side to create new proposal
- Following window will appear
  - Enter the “Project Name” in Project title field.
  - Select “Pre Approval” from “ Permission Type”

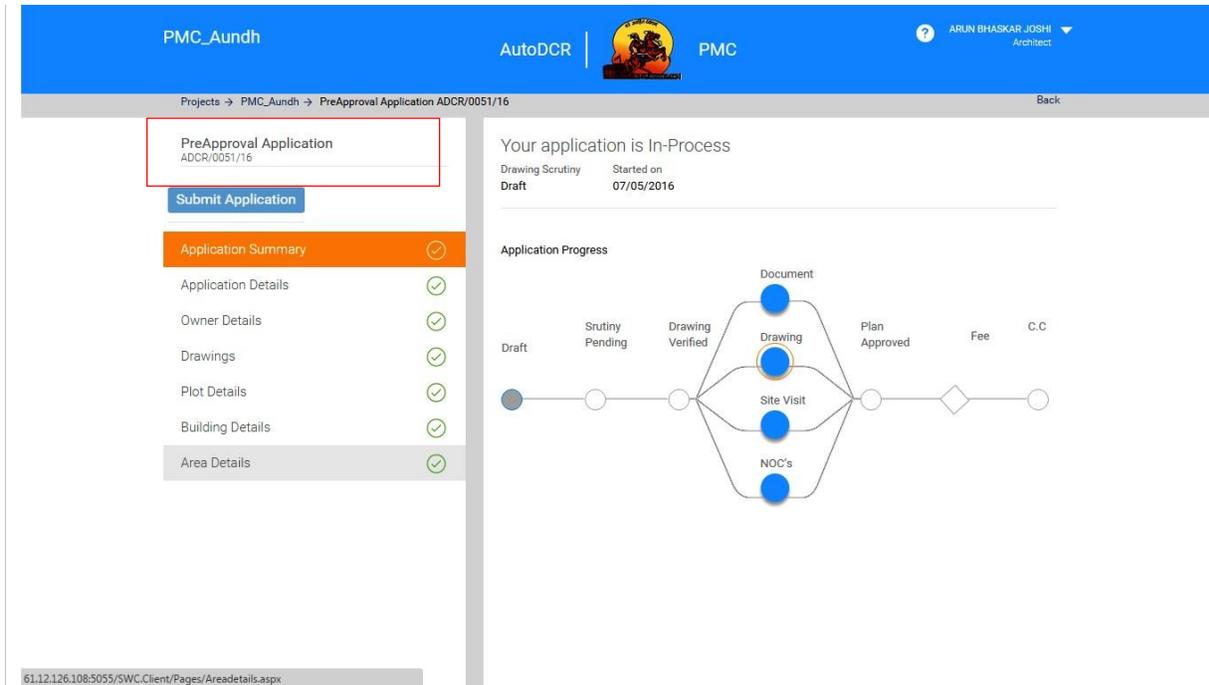




- After selecting “Preapproval user can view “**Project Type**”, “**Case Type**”, “**Proposal Type**” Fill the details & click on create Application. The new proposal is created with minimum information.
- The application is automatically gets saved in “Draft” mode in Preapproval section on the dashboard.
- “**ADCR number**” generated at the time of creating application keep this number in record for further reference.
- User can add the further details on clicking on the ADCR No.



- Application Details
- Owner Details
- Building Details
- Drawings
- Plot Details
- Area Details

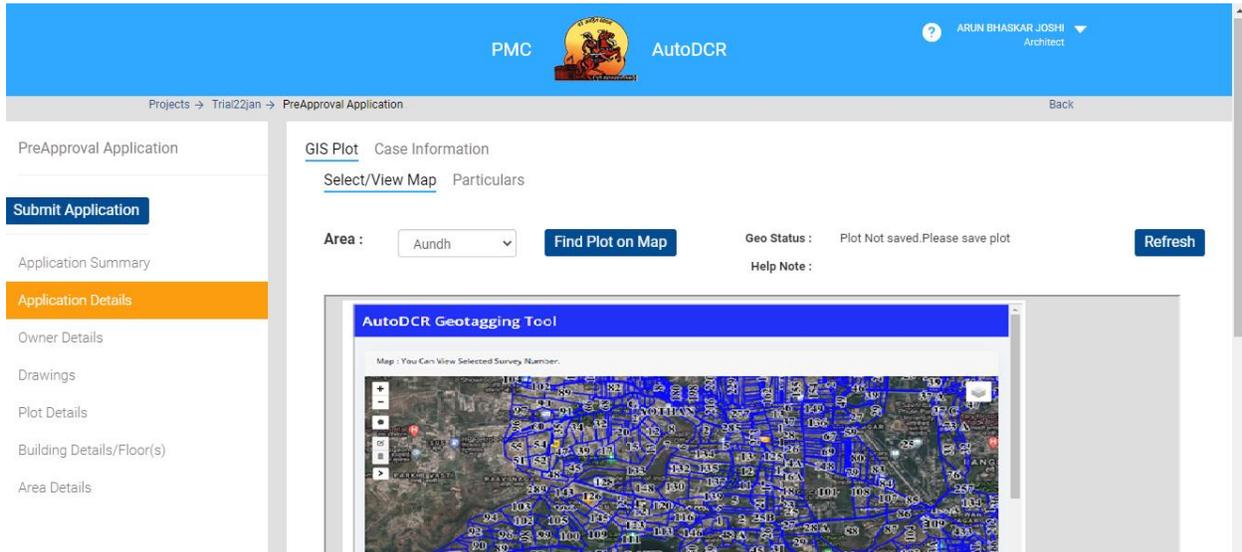


### 3.2.2.1 Application Details

Applicant needs to select the proposed plot on the GIS maps. Below are the steps to be followed for selecting the plot on GIS. If the proposed plot/CTS No. is not available, applicant can enter the CTS No. of the proposed plot manually and submit the application.

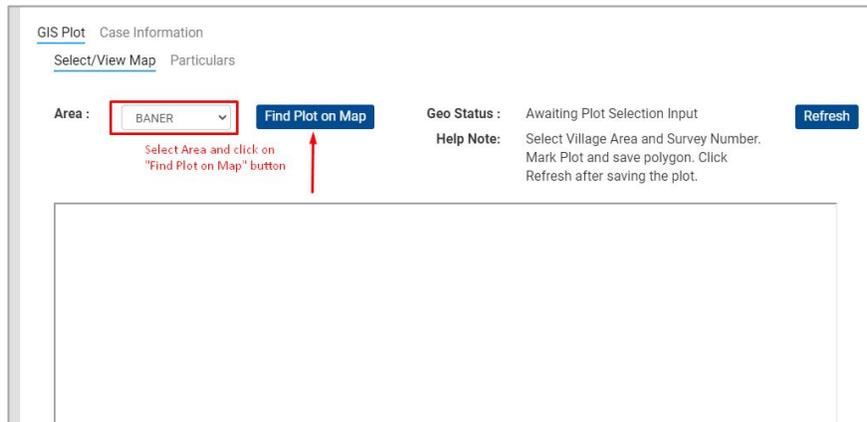


## 1. For New Application

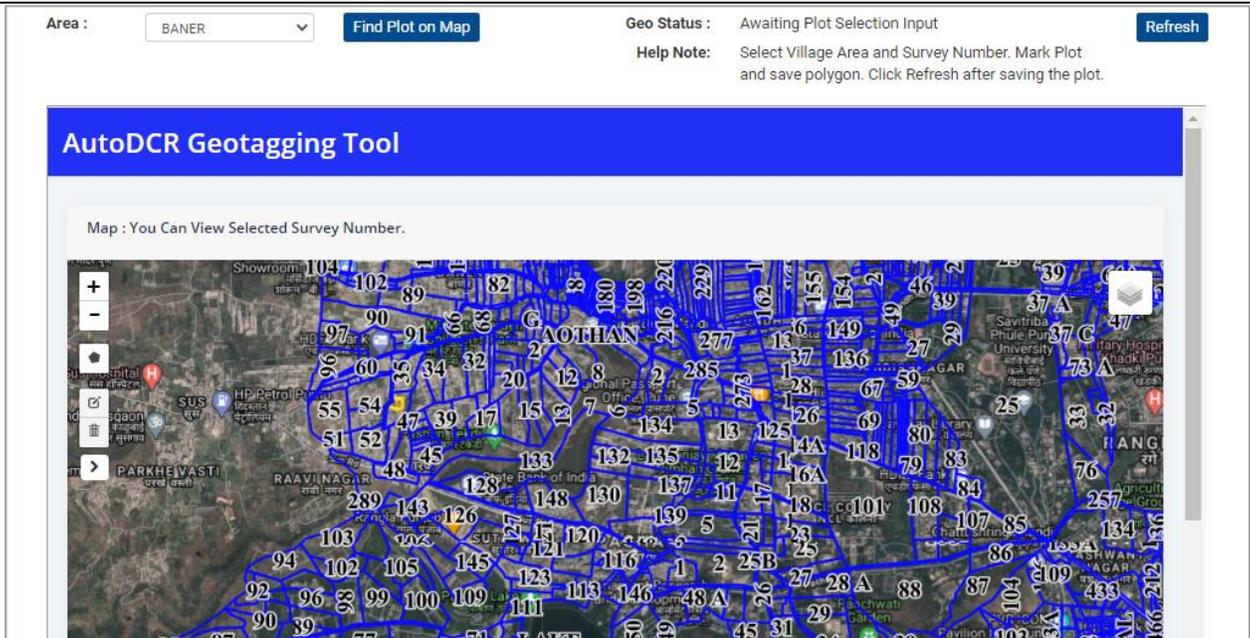


### Step A: Selecting Village Name and Loading Map

Select the Area Name and Click on the blue button “Find Plot in Map”. You can also find instructions in the “help note” provided on the right. Note that the Map will not load until you click the blue button “Find Plot in Map”.

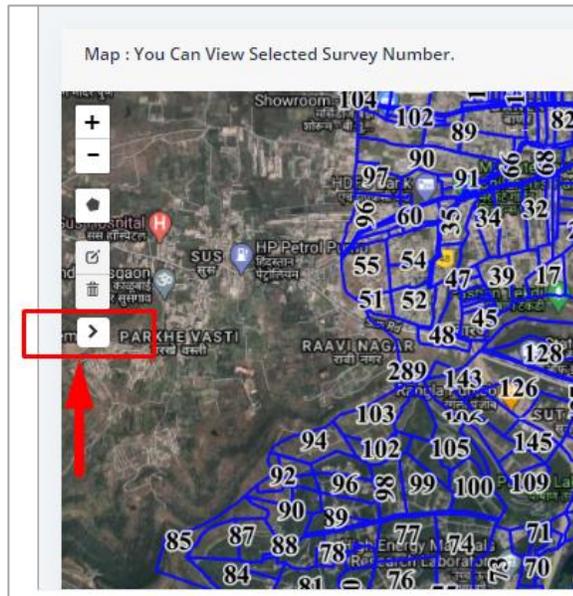


After you click the blue button “Find Plot in Map”, you will see the map for that area as shown below.



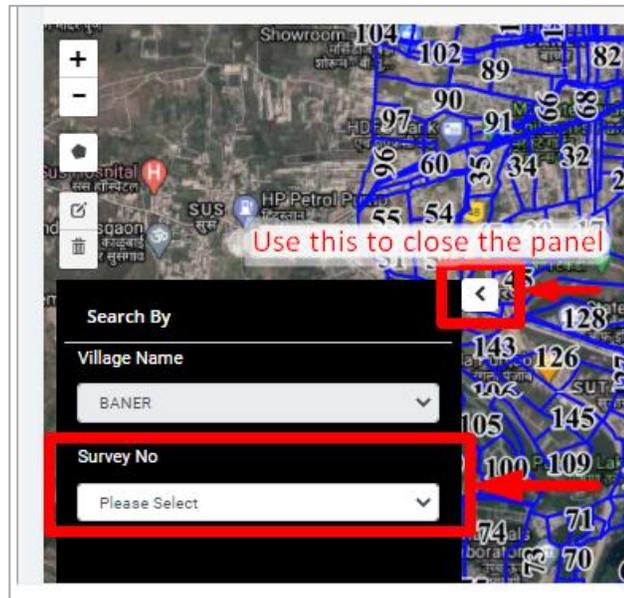
### Step B: Select the survey Number for the area selected.

To add you Survey Number, click on the  button on the map. On clicking this button, a panel will open with the selected village are on the top. If incase the village area in the slide panel differs from the selected village area above, kindly select the village area again and click the “Find Plot on Map” Button.



Select the survey number after you open the slide panel. After selecting the required survey number, the map will navigate to the selected survey number.

You can close the panel by clicking the  button at the corner of the panel.



### Step C: Identify tools to Draw Plot Polygon

After selecting the Survey Number, the map will zoom to the particular selected survey boundary.

Use  buttons to zoom in to the plot location.

After zooming, use the draw tool to draw the plot polygon.



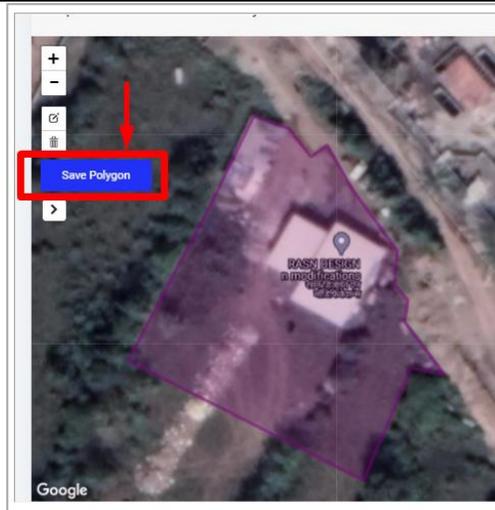
### Step D: Drawing the Plot Polygon

Select the  tool to start drawing. Start drawing by clicking on the map. Join the first vertex to stop drawing. You can save a polygon only if it is closed. Draw your plot boundary precisely.



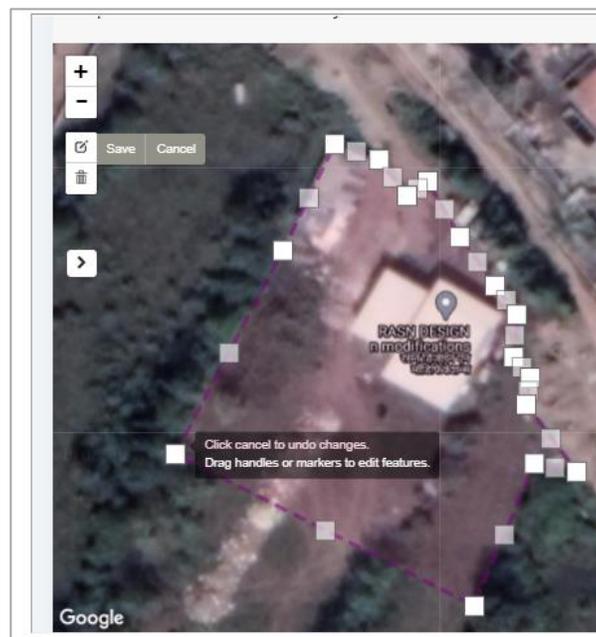
### Step E: Save the drawn Polygon

On completing drawing the polygon, that is, once the polygon is closed, a blue button will appear on the left side named "Save Polygon" as shown below. On hitting the "save Button" you will get a pop up message saying "The polygon is saved successfully." Click OK and proceed.



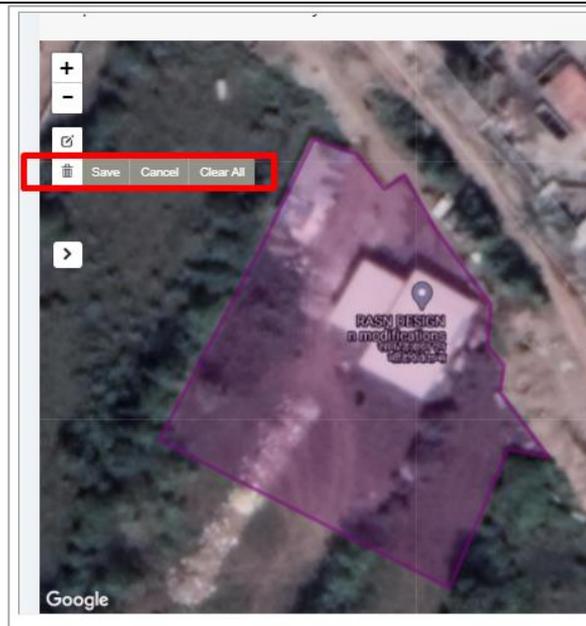
**Step F Edit the Drawn Polygon by changing vertices.**

If you wish to change the plot polygon by changing vertices, click on the  button (edit layers). Make the required changes by dragging the vertices/markers. Click save when done.



**Step G: Edit the Drawn Polygon by deleting old feature and creating new feature.**

If you wish to change the plot polygon by using delete, click on the  button. Select the “Clear All” option to delete entire drawing. Then start fresh by drawing new geometry by clicking the  button. (Check [Step E](#)) Make sure you draw a new feature. If not, you may not be allowed to submit the Application.



### Step H: Check Particulars

After drawing your plot polygon and saving it, go to particulars Tab and check the plot information automatically derived using GIS.

[GIS Plot](#) [Case Information](#)

Select/View Map Particulars

**Plot Details from GIS**

Location	Survey No.	Plot No.
BANER	10	10

**Geo Points**

	Latitude	Longitude
Point 1	18.556676	73.786534
Point 2	18.556929	73.786629
Point 3	18.556948	73.786762
Point 4	18.55693	73.786983
Point 5	18.556806	73.787114
Point 6	18.556741	73.787218
Point 7	18.55664	73.787347
Point 8	18.556606	73.787402
Point 9	18.556527	73.787456

LandUse Zone

Land

**Geo Summary**

Code	Description
Village Mapping	Area Code Identified
Survey Number Mapping	Survey Number Successfully Selected in Map
Plot Number	Plot Number Information Fetched
Land Use Zone	Land Use Zone Incorrect.

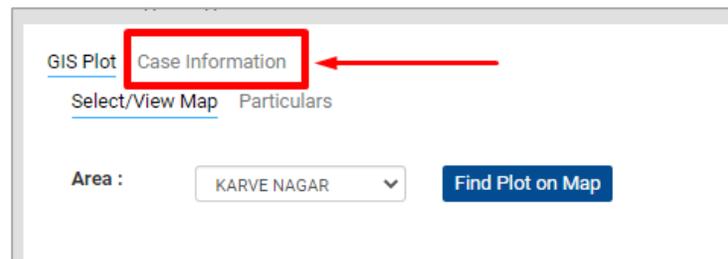
Move to Case information to fill in other required details and proceed further with the application.

## 2. Exceptions:

If on selecting a Village Name, you see the below shown pop-up window, then follow as instructed below.



If you see this pop-up window, you will not be allowed to draw on the map. In this case, kindly click on “Case Information” Tab and fill all the details manually. Please note that if any details are not entered, you may not be allowed to submit the application.



## 3. To Edit Existing Application before Submission

If you have already made an application and want to edit the GIS mapping of the plot polygon, you need to follow either of the two cases.

### Change Plot Polygon

This is a case where only the plot polygon is to be edited. The Village name and the Survey number remain the same. In this case you may follow the steps as mentioned in [Step F](#).

If you wish to draw the polygon afresh without changing the Village name and survey name, then follow instructions mentioned in [Step G](#)



Figure 1: Step E

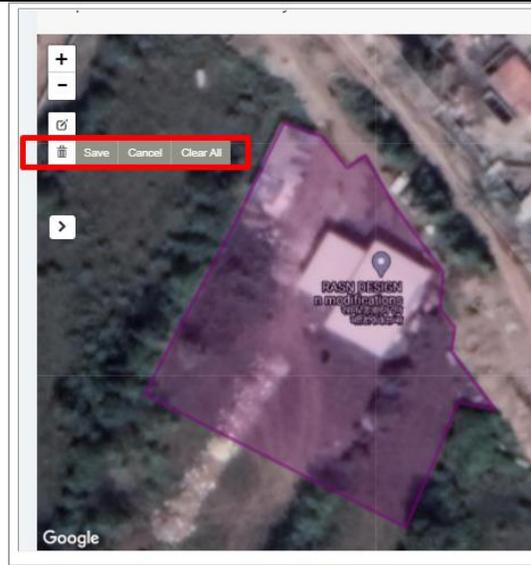
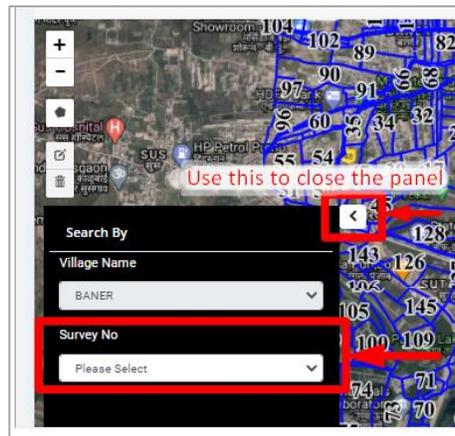


Figure 2: Step F

### Change Plot Polygon and Survey Number

In this case, first open the application by going to “Application Details” tab located on the left side of the page. click on the  button on the map. On clicking this button, a panel will open with the selected village are on the top. *If incase the village area in the slide panel differs from the selected village area above, kindly select the village area again and click the “Find Plot on Map” Button.*



Select the new survey number from the drop down list. This may re-load the map. You may or may not see the old feature. However, you need to delete the old geometry to be able to save new feature.

Thus click on the button  and select the “Clear All” option.

Then Proceed to creating new feature and saving it as shown in [Step D](#) and [Step E](#)



**P.s: If the old geometry is not deleted, there are chances you may not be allowed to submit the application.**

### Change Plot Polygon and Survey Number and Village Name

In this case, first open the application by going to “Application Details” tab located on the left side of the page. Select the new village number from the drop down list. Click the blue button that says “Find Plot on Map” after selecting new Village name. This will load the map. You may or may not see the old feature. However, you need to delete the old geometry to be able to save new feature.



Thus click on the button  and select the “Clear All” option.

Then Proceed to creating new feature and saving it as shown in [Step D](#) and [Step E](#)

**P.s: If the old geometry is not deleted, there are chances you may not be allowed to submit the application.**



### 4. Case Information Tab:

PMC AutoDCR ARUN BHASKAR JOSHI Architect

Projects → Trial22jan → PreApproval Application Back

PreApproval Application

**Submit Application**

Application Summary

**Application Details**

Owner Details

Drawings

Plot Details

Building Details/Floor(s)

Area Details

GIS Plot **Case Information**

Apply For :  Risk Based Approval  Trust And Verify Approval  Regular Approval

\* Project Type: Proposed Building

\* Case Type: New

\* Proposal Type: Residential

\* Permissible FSI (need to input index only): Select

\* TDR Zone: Select

TDR Area (in Sq.Meter): 0

\* Area Zone: Select

\* Area: Aundh

Existing Area(in Sq.Meter): 0

Site Address

Survey No.: 11,

Final Plot No.:

Hissa No.:

CTS No.:

Plot No.: 11,

Society:

\* Pin Code:

**Save**

### UDCPR 2020 Details

dhanoi new PMC AutoDCR Architect

Projects → sujat apte dhanoi new → PreApproval Application ADCR/3858/20 Back

PreApproval Application ADCR/3858/20

**Submit Application**

**Application Summary**

Application Details

Owner Details

Drawings

Plot Details

Building Details/Floor(s)

Area Details

\* Gross Plot Area(in Sq.Meter): 0

Existing Area(in Sq.Meter): 0

Proportionate Internal Road Area(in Sq.Meter): 0

\* Location Zone: Select

Ancillary Area FSI (Sq. Mt): 0.0

Premium FSI (Sq.mt.): 0.0

Accommodation Reservation: NA

Type of Accommodation Reservation (Sub Type): NA

Special Project (if Applicable): NA

Whether Incentive FSI for Green Building Opted ?  Yes  No

Agency: GRIHA

Rating: Three Star



After completing the GIS section of plot on map, remaining Case Information details to be filled before submitting the application. In this section applicant needs to enter the remaining information in Case Information like Area zone, TDR zone etc.

Area Zone - Transit Oriented Zone (TOD) may be selected for Site nearing to metro line.

In this form user needs to fill all mandatory details require for submission of proposal. In this form user is required to fill project details in **“Case Information”** section and site details in **“Site Address”**

And click on save button information will be saved successfully, alert message will be popped up on the screen.

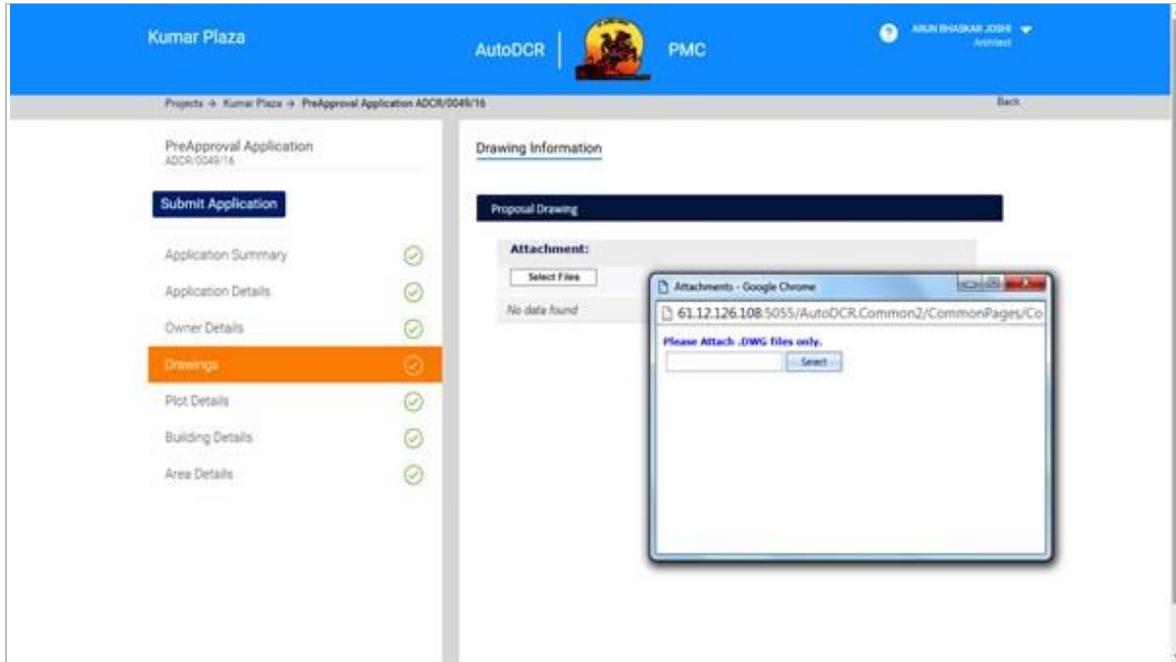
### 3.2.2.2 Owner Details

The screenshot displays the 'Owner Information' section of the 'PreApproval Application' form. The form is titled 'PreApproval Application ACDR/0035/16'. On the left, a sidebar lists various sections: 'Submit Application', 'Application Summary', 'Application Details', 'Owner Details' (highlighted in orange), 'Drawings', 'Plot Details', 'Building Details', and 'Area Details'. The 'Owner Information' section contains the following fields: First Name (Vasant), Middle Name (Bhawarlal), Last Name (Shah), Peth (Aundh), Contact Number (9999999999), and Address (Flat No 305, Deepdarshan Appt, Morya Park Lane No.1). A 'Save' button is located at the bottom of the form. The top navigation bar shows 'PropostaCheck', 'AutoDCR', and 'PMC', along with the user's name 'ARUN BHASKAR JOSHI' and role 'Architect'.

User needs to fill all mandatory details of owners. All the fields are self-explanatory.

And click on save button the information will save successfully after you get the message of “data save successfully”

### 3.2.2.3 Drawing



The proposed plan Drawing needs to be attached in this form through the menu by using the “select file” in attachment section.

After clicking on select file pop will open in that window select the file which you want to attach for submission.

*Note: This drawing should be in PreDCR formatted drawing by using PreDCR software.*

After successful attachment file will listed as below.



Kumar Plaza

AutoDCR | PMC

Projects → Kumar Plaza → PreApproval Application ADCR/0049/16

PreApproval Application  
ADCR/0049/16

**Submit Application**

- Application Summary ✓
- Application Details ✓
- Owner Details ✓
- Drawings** ✓
- Plot Details ✓
- Building Details ✓
- Area Details ✓

**Drawing Information**

Proposal Drawing

**Attachment:**

Select Files

Download Remove 8.dwg 10/5/2016

Developed on AutoDCR® Platform ©

### 3.2.2.4 Plot Details



The screenshot displays the 'PreApproval Application' interface for ADCR/0049/16. The left sidebar contains a navigation menu with 'Plot Details' highlighted. The main content area is divided into three sections: 'Plot Details', 'Plot Abutting Details', and 'Additions in net Plot Area'. The 'Plot Details' section includes fields for Area, Area Zone, R-7 for, Ward, Property TDR Zone, Receiving TDR Zone, and Scale of Demarcation Plan. The 'Plot Abutting Details' section includes Plot Type, Plot Width, Plot Depth, and Open Space Calculation Plot is (Individual/Common). The 'Additions in net Plot Area' section includes Additional Special Use FSI Area, Additional Special FSI Factor, and Additional Special FSI Remark. The form also includes a 'Submit Application' button and a 'Back' link.

- On the “plot detail” section the above form will appear. There are four different section in this form- **Plot detail, Plot abutting detailed, Addition in net plot area.**
- User needs to fill all details as require in - **Plot detail, Plot abutting detailed, Addition in net plot area.**
- User needs to select from the drop down list for area zone, plot type, TDR zone etc.



Kumar Plaza AutoDCR | PMC ? ARUN BHASKAR JOSHI Architect

Projects → Kumar Plaza → PreApproval Application ADCR/0049/16 Back

**PreApproval Application**  
ADCR/0049/16

**Submit Application**

- Application Summary
- Application Details
- Owner Details
- Drawings
- Plot Details**
- Building Details
- Area Details

\* Excavation for basement in m<sup>3</sup>

**Additions in net Plot Area**

Additional Special Use FSI Area  Additional Special FSI Factor

Additional Special FSI Remark

\* Road widening  
 Yes  No

\* Amenity  
 Yes  No

\* Reservation  
 Yes  No

\* Existing road  
 Yes  No

\* Transformer area  
 Yes  No

\* Internal road  
 Yes  No

\* Proposed access road  
 Yes  No

\* DP road  
 Yes  No

\* Common amenity  
 Yes  No

\* Open space  
 Yes  No

Is this I To R Proposal  
 Yes  No

layout sanction vide CC no.  Layout sanction date

Proportionate layout Internal road area  Proportionate layout DP road area

NDZ Area  Common COP area

\* Is There slum TDR area available?  
 Yes  No

\* Is There amenity TDR area available?  
 Yes  No

Existing Structure Building Area  Existing Coverage Area

Plot Use  Plot Sub Use

**Save**



## UDCPR 2020 details

Projects → sujat apte dhanori new → PreApproval Application ADCR/3858/20

PreApproval Application  
ADCR/3858/20

Submit Application

Application Summary ✓

Application Details ✓

Owner Details ✓

Drawings ✓

Plot Details ✓

Building Details/Floor(s) ✓

Area Details ✓

\* DP road  
 Yes  No

\* Common amenity  
 Yes  No

\* Recreational Open space  
 Yes  No

Is plot sub-divided after 11th January, 1967 without taking prior permission ?  
 Yes  No

ROS FSI Opted  
NA

Is plot regularised under the Maharashtra Gunthewari Development (Regularisation, Upgradation and Control) Act, 2001?  
 Yes  No

Is plot in the vicinity of Airport?  
 Yes  No

Type of Aerodrome  
Domestic Ai

Distance of Building in Mt.

Is plot in the vicinity of Heritage structure?  
 Yes  No

Name of Monument

Distance of Building in Mt.

- After filling in the required information click on “save” Button for saving **plot data**.
- After successful data fill, click on save button your information will save successfully after you getting message of “data save successfully”.

### 3.2.2.5 Building Details

Building Details Page: User needs to provide the number of building along with details of use/sub-use.

Click on “**Building Details**”

Click on Add Building enter details of the building(s) being proposed.



demo PMC AutoDCR ARUN BHASKAR JOSHI Architect

Projects → demo → PreApproval Application ADCR/0787/19 Back

PreApproval Application  
ADCR/0787/19

**Submit Application**

- Application Summary ✓
- Application Details ✓
- Owner Details ✓
- Drawings ✓
- Plot Details ✓
- Building Details/Floor(s) ✓

Note :Fire NOC checks:  
a. For Building up to 15 Mt. Fire Premium and Infrastructure Charges Not Applicable, Hence floor details is NA .  
b. For Building above 15 Mt. Floor details is mandatory.

Building : B1  
Floor

Slab Height wise(Meter)

Built-Up Area (Sq. mtrs)

After filling the required information click on “save” Button **Building information** will be saved as below.

TEST 20042019 PMC AutoDCR Architect

Projects → TEST 20042019 → PreApproval Application ADCR/0241/19 Back

PreApproval Application  
ADCR/0241/19

**Submit Application**

- Application Summary ✓
- Application Details ✓
- Owner Details ✓
- Drawings ✓
- Plot Details ✓
- Building Details/Floor(s) ✓
- Area Details ✓

**Building Details**

Note :Fire NOC checks, a. For Building up to 15 Mt. Fire Premium and Infrastructure Charges Not Applicable, Hence floor details NA . b. For Building above 15 Mt. Floor details is mandatory.

Name <input type="text" value="Building1"/>	Potential Height. (in Meter) <input type="text" value="15"/>
Use <input type="text" value="RESIDENTIAL"/>	No of Floors(storey) <input type="text" value="Ground(G)"/>
Type <input type="text" value="Row House"/>	No. of Staircase(s) <input type="text" value="2"/>
No. of Beds/Seating Capacity <input type="text" value="23"/>	No. of Lift(s) <input type="text" value="2"/>
Proposed Height (Meter) <input type="text" value="16"/>	Location of Parking <input type="text" value="2"/>
Built up Area (Sq. mtrs) <input type="text" value="1212"/>	No of stretcher Lift <input type="text" value="2"/>

Do you want to apply FIRE NOC based on?  
 Proposed Height  Potential Height

**Save** **Cancel**

Floor Details – For each building Floor details to be filled, this data will be used for **Fire NOC fees** calculation.



PreApproval Application  
ADCR/0241/19

**Submit Application**

- Application Summary
- Application Details
- Owner Details
- Drawings
- Plot Details
- Building Details/Floor(s)**
- Area Details

## Building Details

Note :Fire NOC checks, a. For Building up to 15 Mt. Fire Premium and Infrastructure Charges Not Applicable, Hence floor details NA . b. For Building above 15 Mt. Floor details is mandatory.

Building : Building1

Floor

Slab Height wise(Meter)

Built-Up Area (Sq. mtrs)

**Save Floor**

Cancel

### 3.2.2.6 Area Details

For Ownership Area user need to give the Details based on the number of plots and corresponding areas in SqMt.

- Click on **“Area Details”** for adding plot wise data
- Click on **“Extract”** corresponding table will appear insert column area of plot as per respective field heading.

The screenshot shows the 'Area Details' form within the AutoDCR application. The top navigation bar includes 'Kumar Plaza', 'AutoDCR', 'PMC', and the user 'ARUN BHASKAR JOSHI Architect'. The breadcrumb trail is 'Projects → Kumar Plaza → PreApproval Application ADCR/0049/16'. The left sidebar shows the application progress, with 'Area Details' highlighted. The main content area is titled 'Area Details' and contains the instruction: 'Add plots and enter area for each extract of the plot. All areas are in sq. mtr.' Below this is a table with columns: Plot No., Name, Type, and Extract. The first row shows '1' in the Plot No. column, 'Enter' in the Name column, and radio buttons for '7/12' and 'PRC' in the Type column, with '0' in the Extract column. Below the table is a '+ Extract' button, a 'Total' row, a 'Save' button, and a '+ Add Plot' button.



ProposlaCheck | AutoDCR | PMC | ARUN BHASKAR JOSHI Architect

Projects → ProposlaCheck → PreApproval Application ADCR/0035/16

PreApproval Application ADCR/0035/16

**Submit Application**

- Application Summary ✓
- Application Details ✓
- Owner Details ✓
- Drawings ✓
- Plot Details ✓
- Building Details ✓
- Area Details ✓**

**Area Details**

Add plots and enter area for each extract of the plot. All areas are in sq. mtr.

Plot No.	Name	Type	Extract
1	A	<input checked="" type="radio"/> 7/12 <input type="radio"/> PRC	2

Extract no.	7/12 Area	PRC Area	B-Form Area	Index	PAH Area	Allotment Letter Area	Gunthewari Area
1	3000	NA	0	0	0	0	0
2	2000	NA	0	0	0	0	0

+ Extract

Total	5000	0	0	0	0	0	0
-------	------	---	---	---	---	---	---

Save

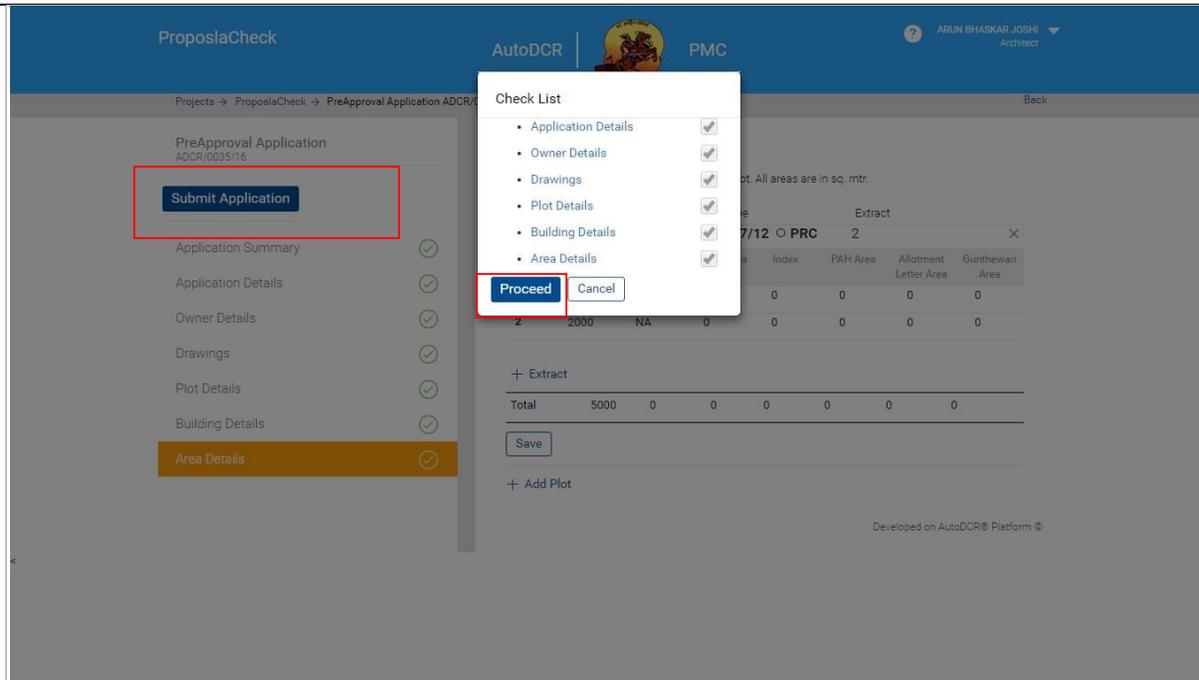
+ Add Plot

Developed on AutoDCR® Platform ©

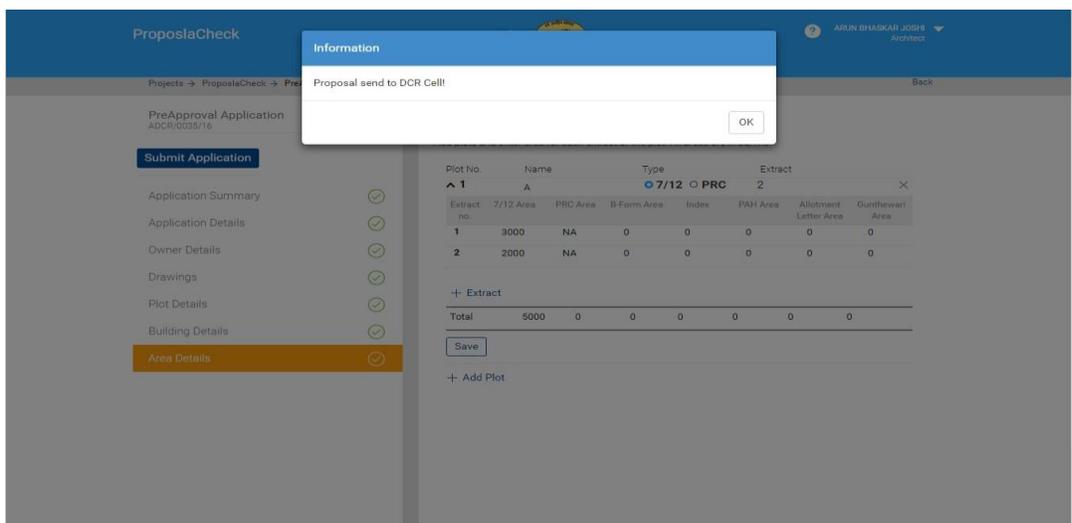
- Insert plot Name & select type from **“7/12” & “PRC”**
- After filling in the required information click on **“save”** Button for saving respective **plot data**.
- If there are more than 1 plot please click on **“Add Plot”** and repeat the above process, the data will be appended for the subsequent plot.

### 3.2.2.7 Pre-Approval submission

— After filling all the above details the user can send the proposal to the PMC by clicking on the **“Submit Application”** appears at the top of left-hand side menu.



- On performing the above step there is a validation check to verify that all the above information are properly filled. If any section remains unfilled the user will not be able to send the proposal for scrutiny to PMC.
- The **“Proceed”** button is provided to submit application to Scrutiny cell.
- After successful submission system shows alert message

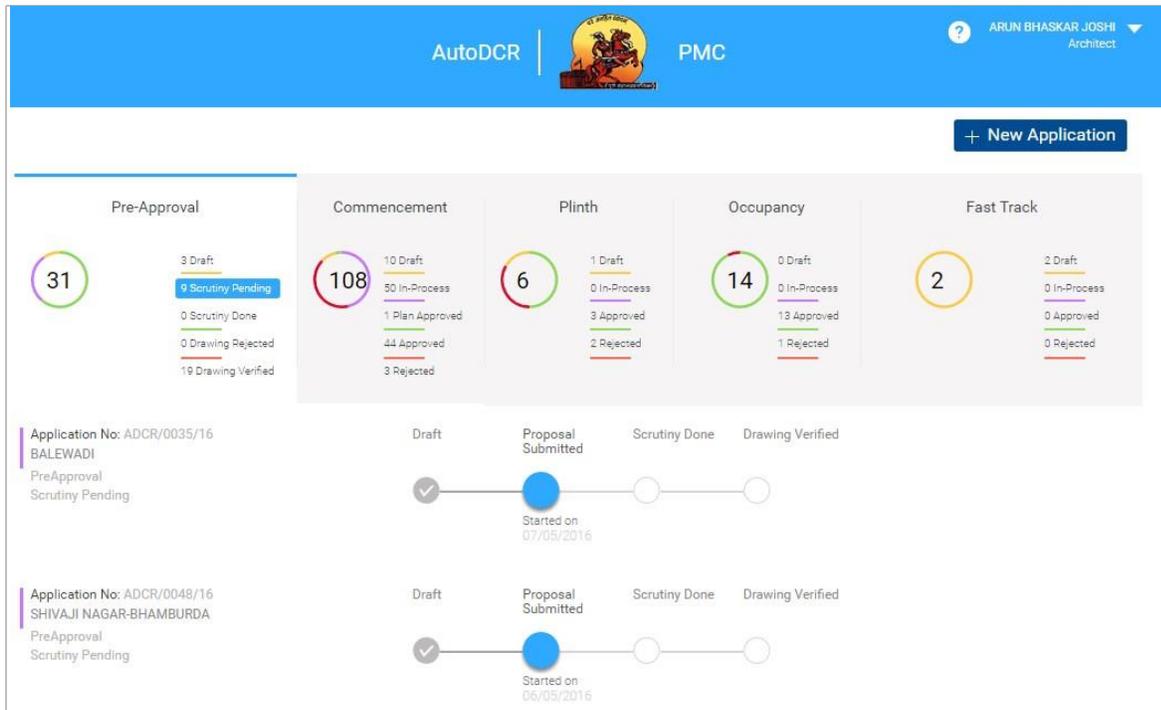




### 3.2.3 Pre Approval Status

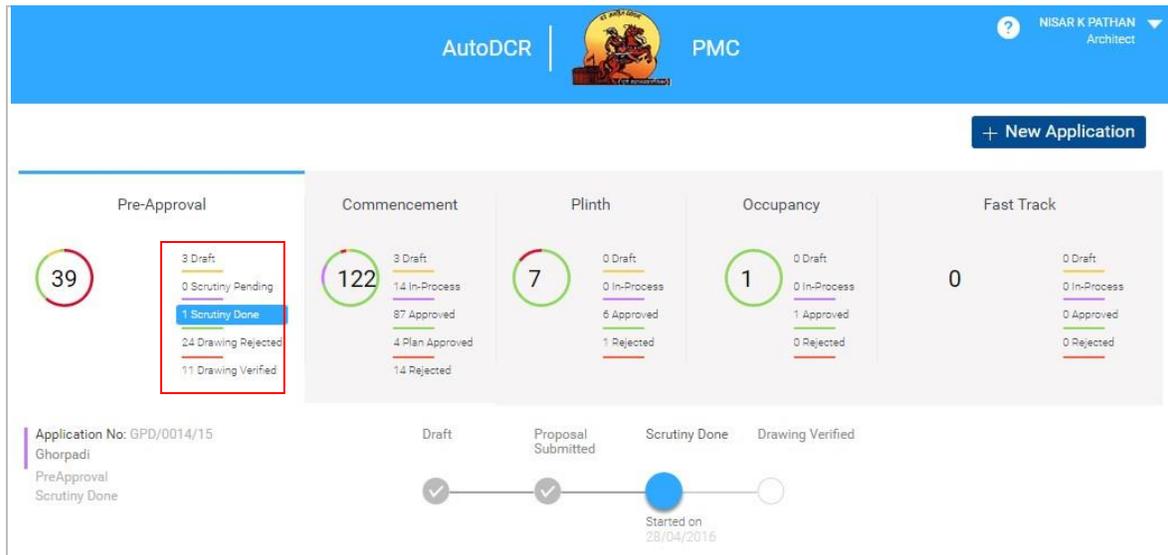
#### 3.2.3.1 Scrutiny Pending

- Post submission of proposal to the PMC for auto scrutiny of drawing through AutoDCR, proposals will be available in the “Scrutiny pending” tab in the user Dash board. User can see the details of the proposal on clicking on the **ADCR No/ BCP No (if created)**.

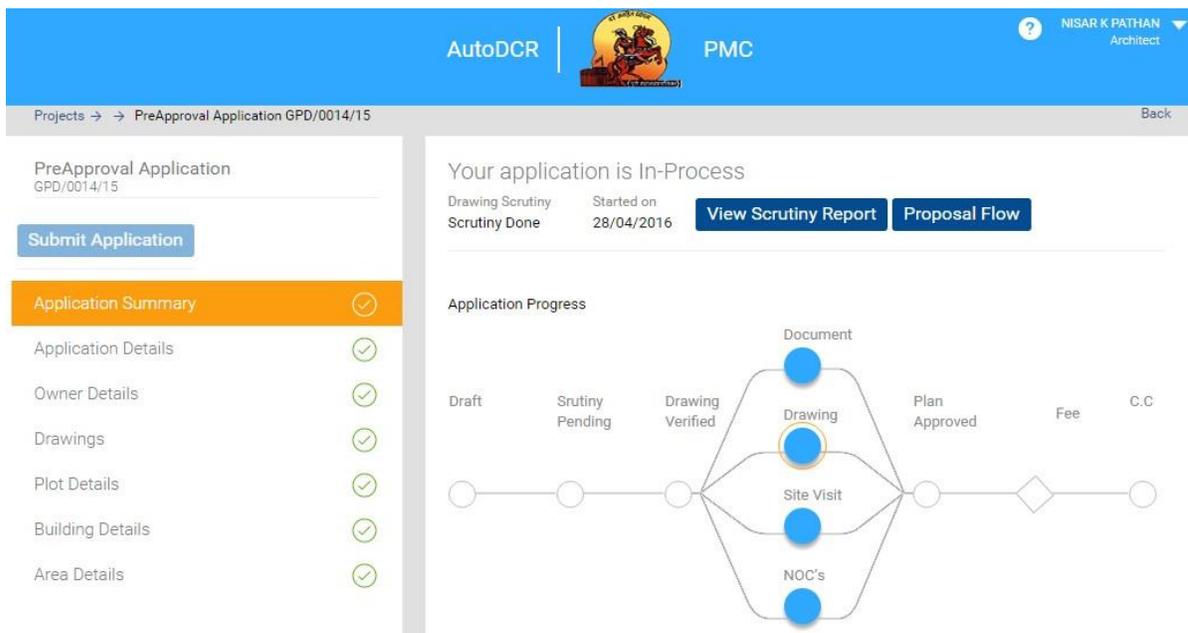


#### 3.2.3.2 Scrutiny Done

- After the plan verification from the scrutiny cell the proposals will be available in “Scrutiny done” tab in the user Dash board. User can see the details of the proposal on clicking on the **ADCR No/ BCP No (if created)**.



— AutoDCR reports will be available for user after scrutiny



— If the proposal is having discretion (filed items) user can either select the discretions as-is and move the proposal to **drawing verified** i.e. user will ask for concession from the PMC authority or will correct the failed items and resubmit.



### 3.2.3.3 Drawing Rejected

- User can know his rejected proposal status through “Drawing rejected” option. On clicking on the same, list of proposals rejected from Scrutiny cell will appear. The user needs to resubmit the compliance by way of resubmitting the plan after fixing all the failed entities by clicking on the ADCR No/ BCP No (if created).

The screenshot displays the AutoDCR web application interface. At the top, there is a navigation bar with the AutoDCR logo, the PMC logo, and the user's name 'NISAR K PATHAN Architect'. A '+ New Application' button is visible on the right. The main content area is divided into five columns representing different stages: Pre-Approval, Commencement, Plinth, Occupancy, and Fast Track. Each column shows a circular progress indicator with a number and a list of counts for various statuses. Below these columns, there is a progress bar for 'Drawing Rejected' with a count of 24. At the bottom, there is a list of applications with their respective statuses and start dates. The application 'ADCR/2589/15' is highlighted with a red box.

Stage	3 Draft	0 Scrutiny Pending	1 Scrutiny Done	24 Drawing Rejected	11 Drawing Verified
Pre-Approval	3	0	1	24	11
Commencement	3	14	87	4	14
Plinth	0	0	6	1	0
Occupancy	0	0	1	0	0
Fast Track	0	0	0	0	0

Application No: SOM/0005/15  
SOMWAR PETH  
PreApproval  
Drawing Rejected

Application No: ADCR/2589/15  
Ghorpadi  
PreApproval  
Drawing Rejected

- Initially the left panel will be disabled, for updating information the user needs to click on any of the link in the left panel. It will enable the “Resubmit” option.



Projects → → PreApproval Application ADCR/2306/15

AutoDCR | PMC NISAR K PATHAN Architect

PreApproval Application ADCR/2306/15

Submit Application Resubmit

Application Summary ✓

Application Details ✓

Owner Details ✓

Drawings ✓

Plot Details ✓

Building Details ✓

Area Details ✓

Your application is In-Process

Drawing Scrutiny Started on 15/09/2015 View Scrutiny Report Proposal Flow

Application Progress

Draft Scrutiny Pending Drawing Verified Document Drawing Site Visit NOC's Plan Approved Fee C.C.

— User can resubmit the plan (drawing) using the “Resubmit” option.

Projects → → PreApproval Application ADCR/2306/15

AutoDCR | PMC NISAR K PATHAN Architect

PreApproval Application ADCR/2306/15

Submit Application Resubmit

Application Summary ✓

Application Details ✓

Owner Details ✓

Drawings ✓

Plot Details ✓

Building Details ✓

Area Details ✓

Proposal Information

File Number ADCR/2306/15

Architect Name NISAR K PATHAN

Proposal Drawing

Attachment:

Select Files

No data found

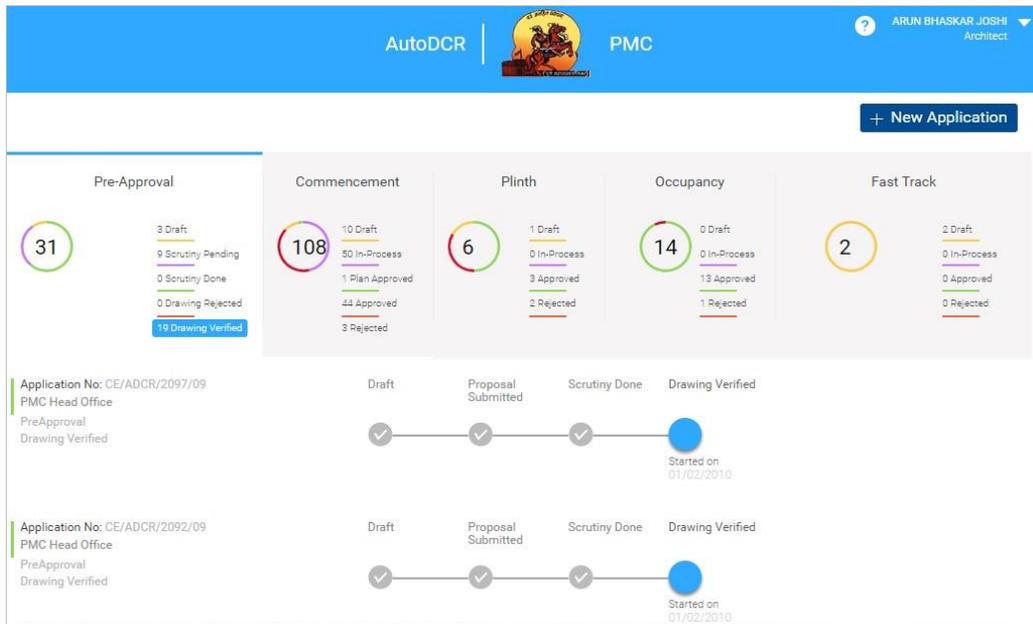
Remark

Submit

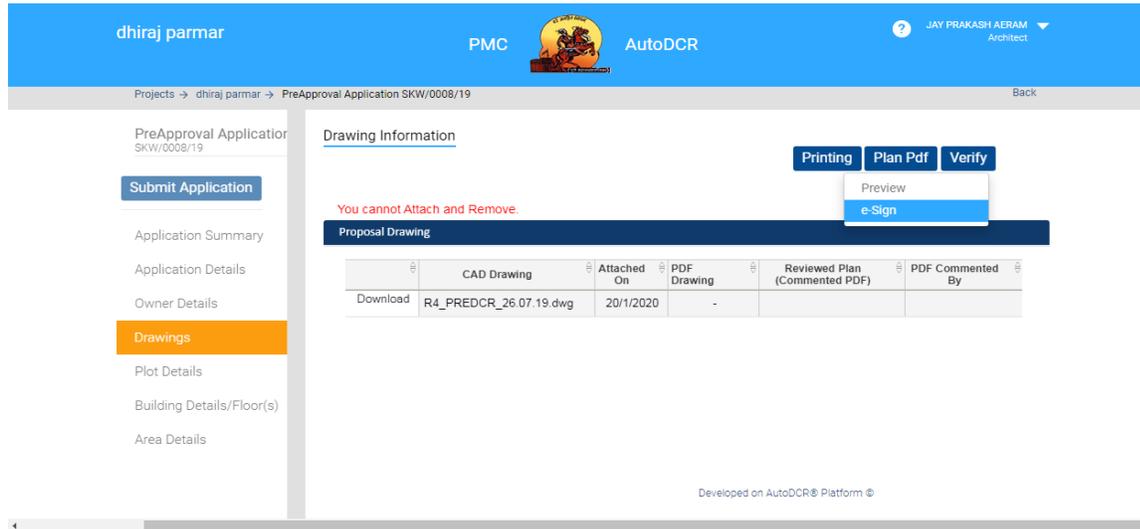


### 3.2.3.4 Drawing Verified

- All the proposals which are verified and found ok by scrutiny cell or moved by user with discretions will be available in the " Drawing verified" option. User will able to view the details by clicking on the ADCR No/ BCP No (if created).



Plan PDF creation is available in AutoDCR/ PreDCR. Architect/ LE needs to open that from their console and prepare the Plan PDF on the last scrutinized drawing.



### Auto-Printing steps

Using AutoDCR Auto\_Printing Module:

When you click on pring tab then open AutoDCR and you get AutoDCR and PreDCR toolbar

PreDCR Toolbar

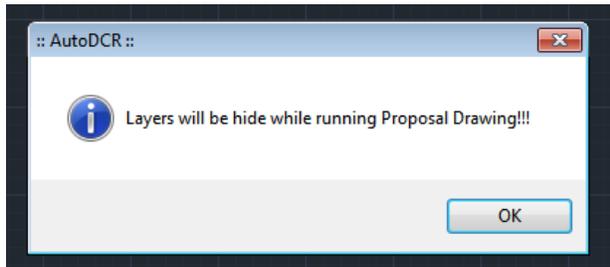


AutoDCR Toolbar



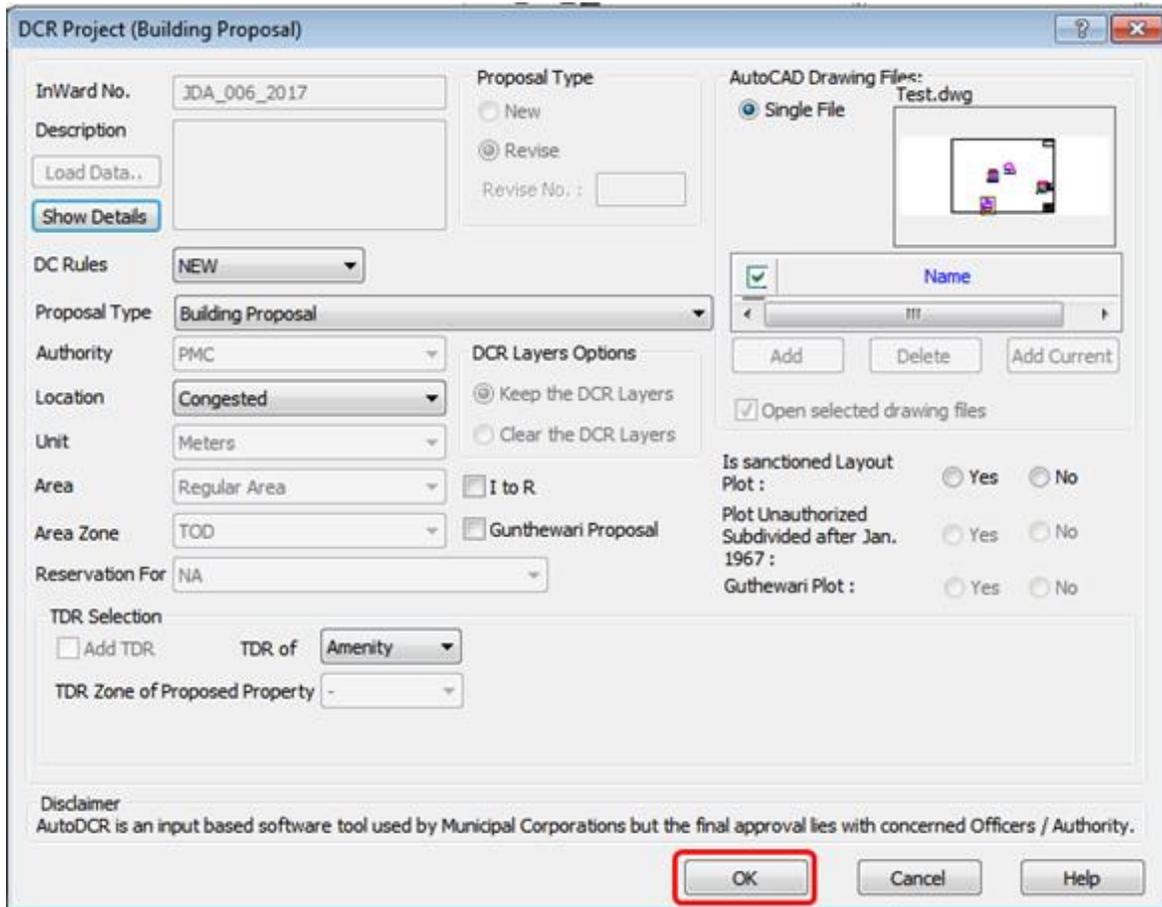


Click on 'OK'.

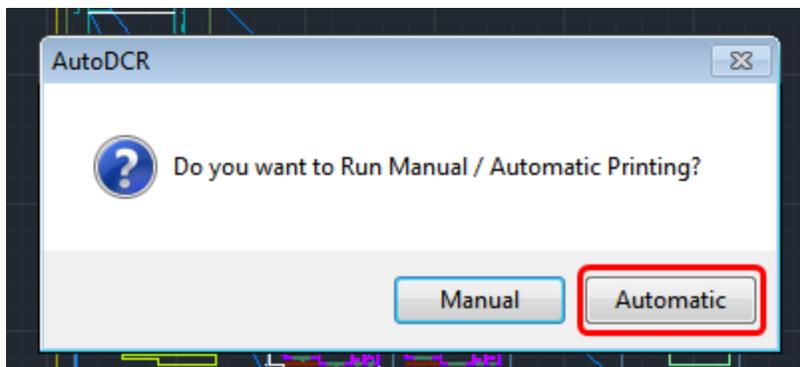


Now you will get the following Dialog box.

a) Click on OK.



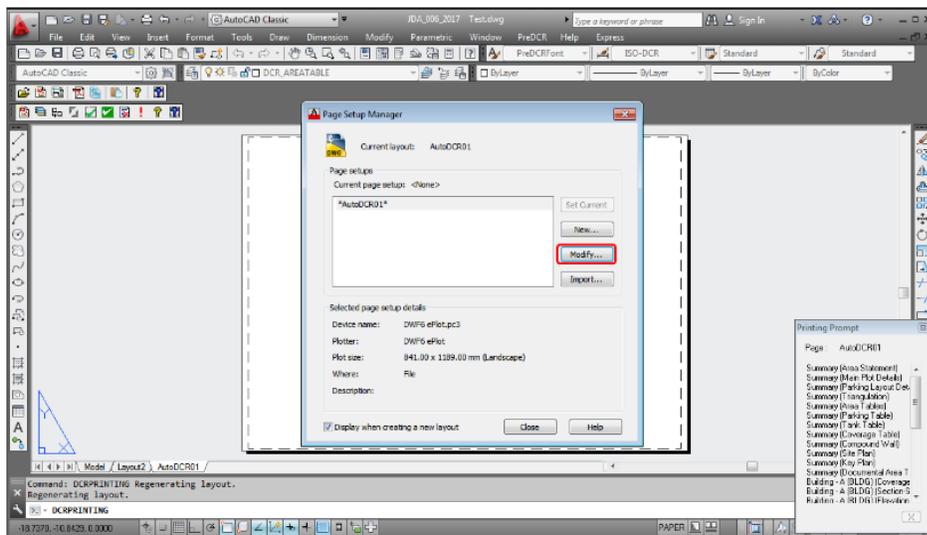
For Printing Click on Automatic OR Manual option.



If you select Automatic printing you will get following dialog.

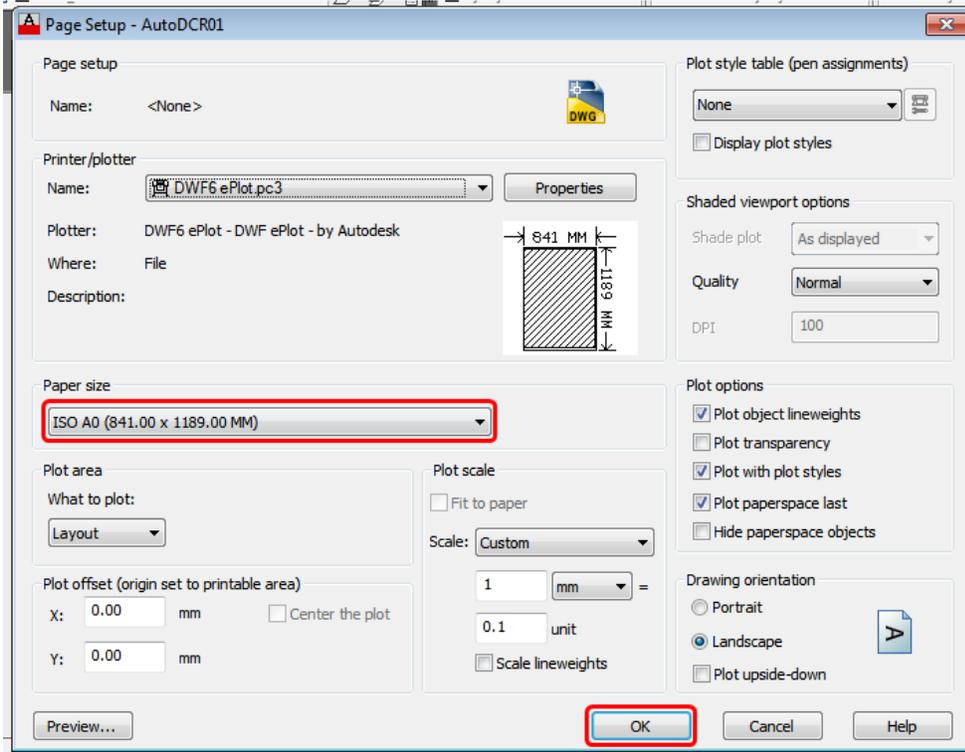
### How to select page-

With the help of this option you can select paper size, for selecting paper size Click in Modify tab.

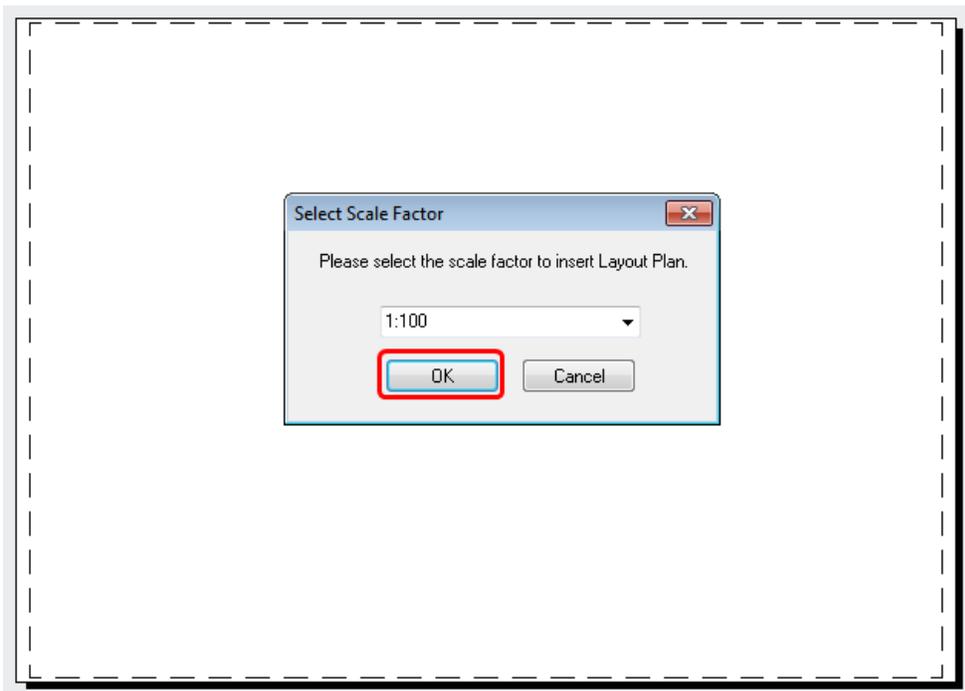


In this dialog you can change paper size. >A0, A1, A2, A3, A4, etc.

After click on OK.

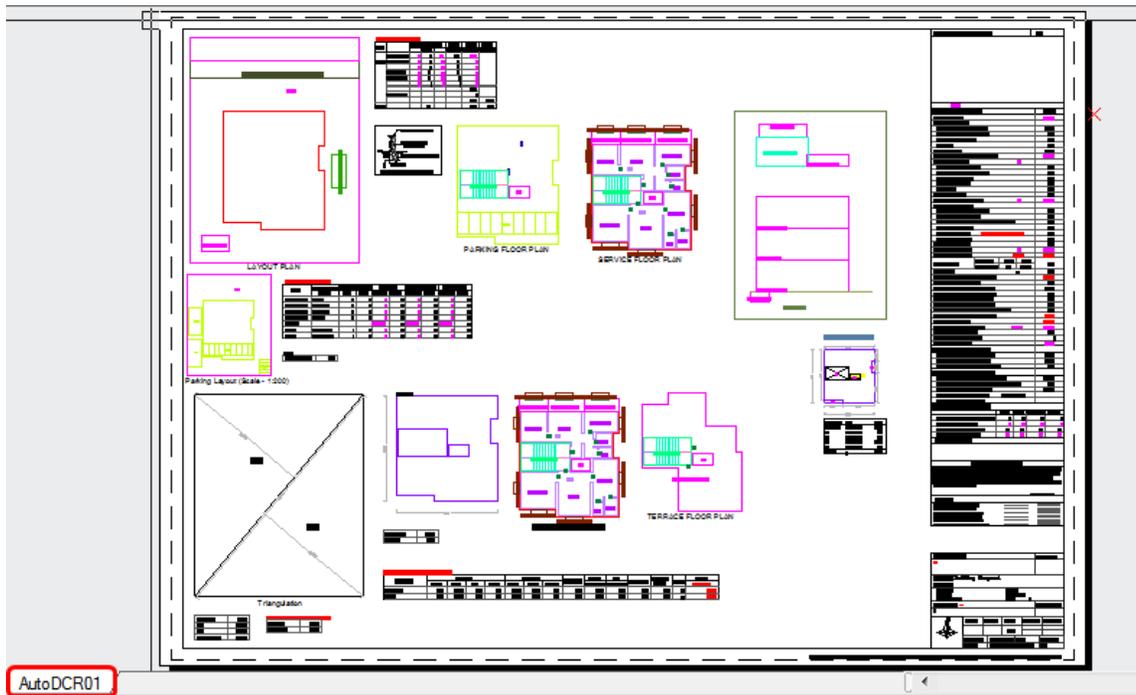


Select Scale for printing



After you will get AutoDCR items printed Layout Sheet.

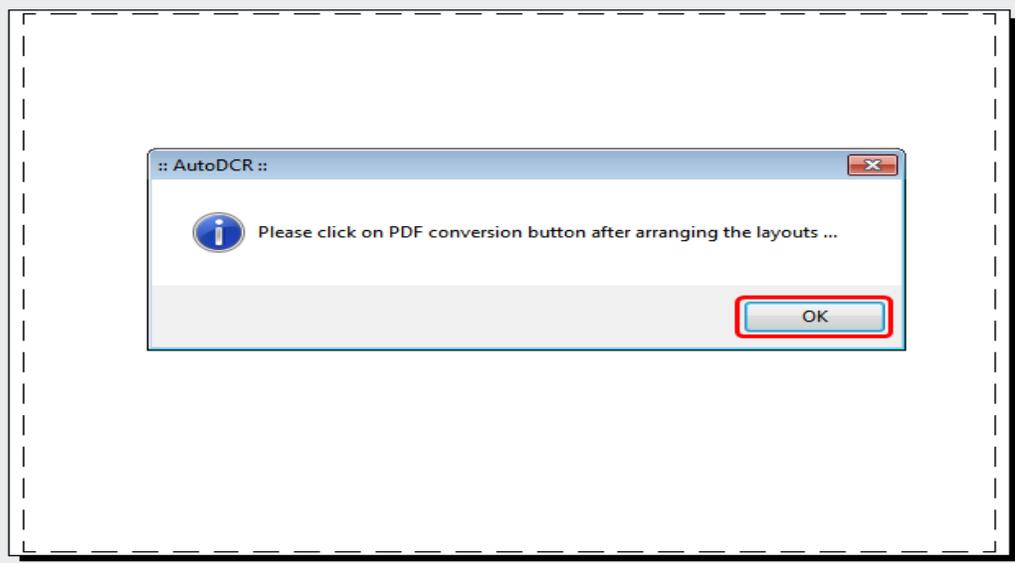
Layout generated automatically.



If use want to change the positions or rearrange layout then user can use

After printing and arranging the layout click on PDF tab

Click on PDF tab for PDF. After creating print sheet click on send to PDF tab for storing to server.



Final PDF as created by Printing module

**AREA CALCULATION**

NO.	DESCRIPTION	AREA	PERCENT	TOTAL	REMARK
1	COVERED AREA	100	100	100	
2	OPEN AREA	0	0	0	
3	TOTAL	100	100	100	

**VOLUME STATEMENT**

NO.	DESCRIPTION	VOLUME	PERCENT	TOTAL	REMARK
1	COVERED VOLUME	100	100	100	
2	OPEN VOLUME	0	0	0	
3	TOTAL	100	100	100	

**STAMP OF APPROVAL**

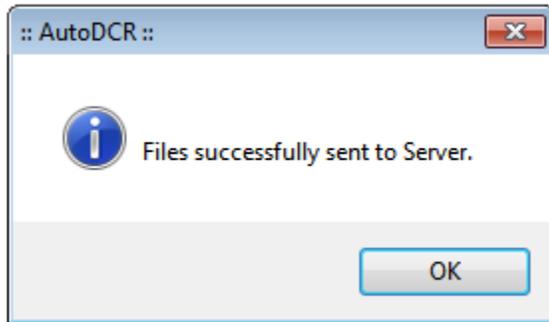
NO.	DESCRIPTION	DATE	REMARK
1	APPROVED	10/10/2020	

**AL AREA STATEMENT**

NO.	DESCRIPTION	AREA	PERCENT	TOTAL	REMARK
1	COVERED AREA	100	100	100	
2	OPEN AREA	0	0	0	
3	TOTAL	100	100	100	

**TRIANGULATION**

NO.	DESCRIPTION	AREA	PERCENT	TOTAL	REMARK
1	COVERED AREA	100	100	100	
2	OPEN AREA	0	0	0	
3	TOTAL	100	100	100	



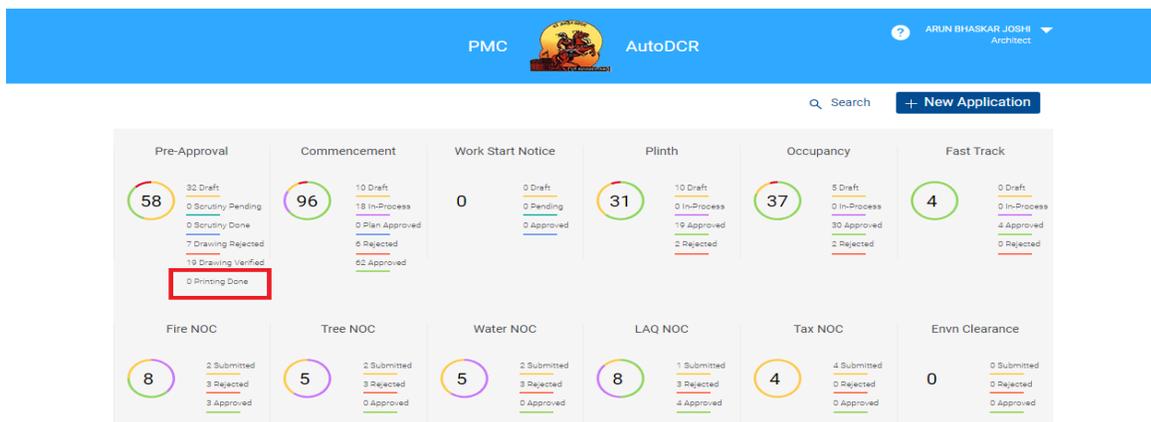
After creation of Plan PDF, User needs to verify the Plan PDF whether it is created properly with all entities.

Architect/ LE needs to mandatorily digitally sign the Plan PDF and submit the Application.

**Post submission Plan PDF, MRTF form can be submitted further for Approval.**

### 3.2.3.5 Printing Done

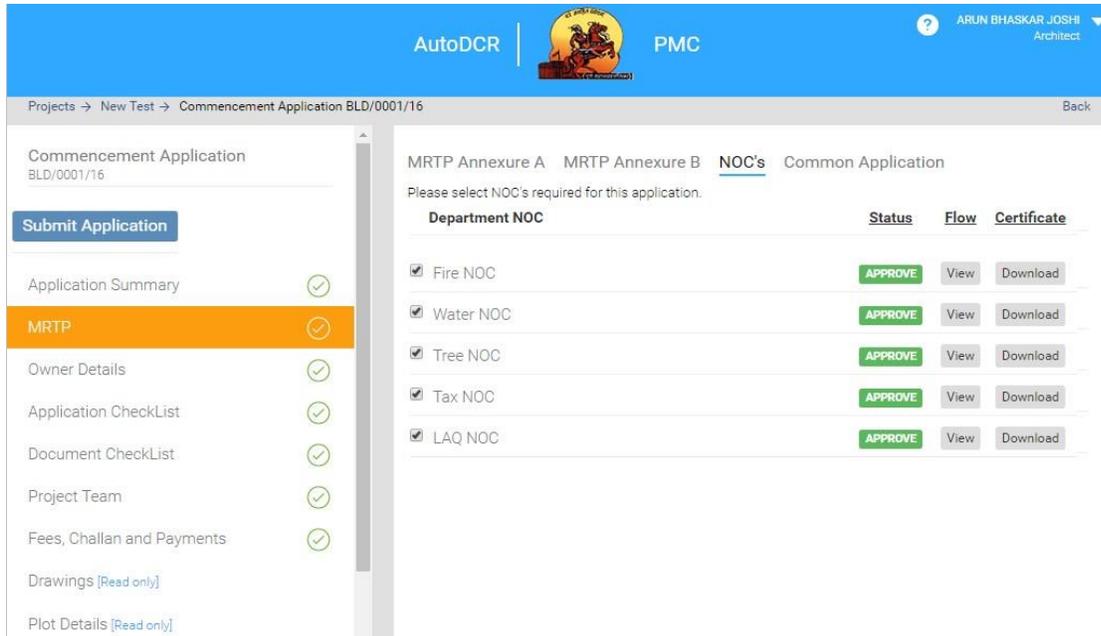
Post Drawing Verification, Architect/ LE needs to generate the Plan PDF in their respective console.





### 3.2.3.5 NOC Tracking

All Architect / Engineer can track the NOC issued from department(s). The NOC issued will be digitally signed and will be available for download. The CC will be issued from BP department post issuance of NOC.



### 3.2.4 Proposal submission for Commencement Certificate (CC)

All the drawing verified proposals can be submitted further for getting the CC from PMC. The screen help is mentioned in this section to be followed for filling the MRTP form and submission to PMC. The prerequisite for submission is the Preapproval Number i.e. the “ADCR number” is mandatory for filling the MRTP form and proceed further.



The screenshot shows the AutoDCR dashboard for a user named NISAR K PATHAN, Architect. At the top right, there is a '+ New Application' button highlighted with a red box. Below the header, there are five columns representing different stages: Pre-Approval, Commencement, Plinth, Occupancy, and Fast Track. Each column has a circular counter and a list of counts for various stages like Draft, In-Process, Approved, Rejected, etc. Below this, two application progress bars are shown for 'Kharadi' and 'SOMWAR PETH'.

Stage	Count
Pre-Approval	54
Commencement	122
Plinth	7
Occupancy	1
Fast Track	0

### 3.2.4.1 New Application for CC

For applying to commencement you need to

- Click On “**New Application**” at top of right hand side to create new proposal
- Following window will appear
- Select “**Commencement**” from “Permission Type”

Select your applicable “**Project type, Case Type and Proposal type**” form provided dropdown. Enter “Pre approval ADCR number” & click on “Go” button.

The screenshot shows the 'New Application' form. At the top, there is a 'Project Title' field with a 40-character limit. Below it, the 'Permission Type' section has five radio buttons: PreApproval, Commencement (selected), Plinth, Occupancy, and Fast Track. Each radio button is accompanied by a small icon representing the permission type. Below the 'Permission Type' section, there are three dropdown menus: 'Project Type' (set to 'Land Division + Amalmagr'), 'Case Type' (set to 'New'), and 'Proposal Type' (set to 'Select'). At the bottom, there is an 'ADCR No.' field and a 'Go' button. A note below the 'Go' button says 'Enter ADCR No.'



If the plan is **verified** from scrutiny cell **“Submit” & “Cancel”** button will appear to proceed further.

The screenshot shows the AutoDCR application form for Commencement permission. The header includes the AutoDCR logo, the PMC logo, and the user name JAY PRAKASH AERAM, Architect. The form fields include: Project Title (40 Character max.), Permission Type (PreApproval, Commencement, Plinth, Occupancy, Fast Track), Project Type (Land Division + Amalgam), Case Type (New), and Proposal Type (Select). There is also a field for ACDR No. with a Go button and a note to enter the ACDR No. The footer indicates it is developed on the AutoDCR Platform.

After **submitting** proposal for CC below screen will be appear where user needs to fill the **“Application summary details”** in respective section for submitting further to PMC for getting commencement certificate.

The screenshot shows the AutoDCR application progress screen. The header includes the AutoDCR logo, the PMC logo, and the user name JAY PRAKASH AERAM, Architect. The page title is "Commencement Application CE/TEMP/0031/16". The main content area shows "Your application is In-Process" with a "Started on" date of 16/07/2015. There are buttons for "View Scrutiny Report" and "Proposal Flow". The "Application Progress" section shows a flowchart with stages: Draft, Scrutiny Pending, Drawing Verified, Document, Drawing, Site Visit, NOC's, Plan Approved, Fee, and C.C. The "Application Summary" section is highlighted in orange and includes a "Submit Application" button and a list of sections: MRTTP, Owner Details, Application CheckList, Document CheckList, Project Team, Fees, Challan and Payments, Drawings [Read only], and Plot Details [Read only].



–MRTP                    –Owner Details                    –Application Checklist

–Document Checklist                    –Project Team

Proposal will be in “Draft” stage for filling rest of the information. Only then proposal can be sent to PMC.

The screenshot displays the AutoDCR/PMC web interface. At the top, there is a navigation bar with the AutoDCR logo, the PMC logo, and the user profile 'NISAR K PATHAN Architect'. A '+ New Application' button is visible in the top right corner.

The main content area is divided into five columns representing different stages of the application process:

- Pre-Approval:** 54 total applications. 3 Draft, 0 Scrutiny Pending, 1 Scrutiny Done, 24 Drawing Rejected, 26 Drawing Verified.
- Commencement:** 122 total applications. 3 Draft, 14 In-Process, 87 Approved, 4 Plan Approved, 14 Rejected.
- Plinth:** 7 total applications. 0 Draft, 0 In-Process, 6 Approved, 1 Rejected.
- Occupancy:** 1 total application. 0 Draft, 0 In-Process, 1 Approved, 0 Rejected.
- Fast Track:** 0 total applications. 0 Draft, 0 In-Process, 0 Approved, 0 Rejected.

Below the statistics, two application progress charts are shown:

- Application No: CE/TEMP/0571/14**  
Lohagaon  
Commencement Drawing Verified  
Progress: PreApproval (checked), Scrutiny fee (checked), Acceptance (started on 26/06/2014), Document Scrutiny, Plan Approved, Fee, Certificate.
- Application No: ADCR/4640/13**  
Lohagaon  
Commencement Drawing Verified  
Progress: PreApproval (checked), Scrutiny fee (checked), Acceptance (started on 29/04/2014), Document Scrutiny, Plan Approved, Fee, Certificate.



## 3.2.4.2 MRTP

### 3.2.4.2.1 MRTP Annexure A

1. In this section Architect need to fill required details in MRTP form which is divided in two part “**Annexure A**” and “**Annexure B**”
2. “Annexure A” and “Annexure B” this form sub divided in to sub part “A, B, C, D and E”.
3. Start with “Annexure A”
4. Click on MRTP tab at left-hand side menu below screen will be appear
5. By default “Annexure A” form is viewable for filling details please click on “Part A” form will expand fill all the mandatory and required details as shown in the below screen.



AutoDCRPMCJAY PRAKASH AERAM  
Architect

---

Projects → Commencement Application CE/TEMP/0031/16Back

Commencement Application  
CE/TEMP/0031/16

**Submit Application**

Application Summary ✔

**M RTP** ✔

Owner Details ✔

Application CheckList ✔

Document CheckList ✔

Project Team ✔

Fees, Challan and Payments ✔

Drawings [\[Read only\]](#)

Plot Details [\[Read only\]](#)

M RTP Annexure AM RTP Annexure BNOC's

**^ PART A**

**Project Type**  
Proposed Building

**Proposal Type**  
Residential

**Survey No.**  
41

**Hissa No.**  
4B

**Plot No.**

**\* Pin Code**  
411041

**Area**  
VadgaonSheri-ext

**JE Name**  
Lalleet Bode

**Case Type**  
New

**Proposal Date**  
16/07/2015

**Final Plot No.**

**CTS No.**

**Society**

**Total FSI in Sq.Mtr**  
0.75

**DE Name**  
Ramesh Waghmare

[Note : Value from either of Survey No./ Final Plot No./ Hissa No./ CTS No./ Plot No. is mandatory]

3. Area

a. \* What is the total area of the plot according to the document?  
(proposal flow depends on this plot area)  
1710

b. Does it tally with the Revenue/CTS record?  
 Yes  No

c. What is actual area available on site measured by licensed Architect/Engineer/Supervisor?(In Sq. mtrs only)  
0

f. Is the clearance under the Urban Land Ceiling and Regulation Act 1976 obtained?  
 Yes  No

1. Applicants

a. \* i. Full name of applicant

ii. Address of the applicant

iii. Pin Code

Section Remark - 1

**^ PART B**

**^ PART C**

**^ PART D**

**^ PART E**

**Save**

Developed on AutoDCR® Platform ©

6. Click on “Save” button to save information provide by you in MRTP form.

### 3.2.4.2.2 MRTP Annexure B

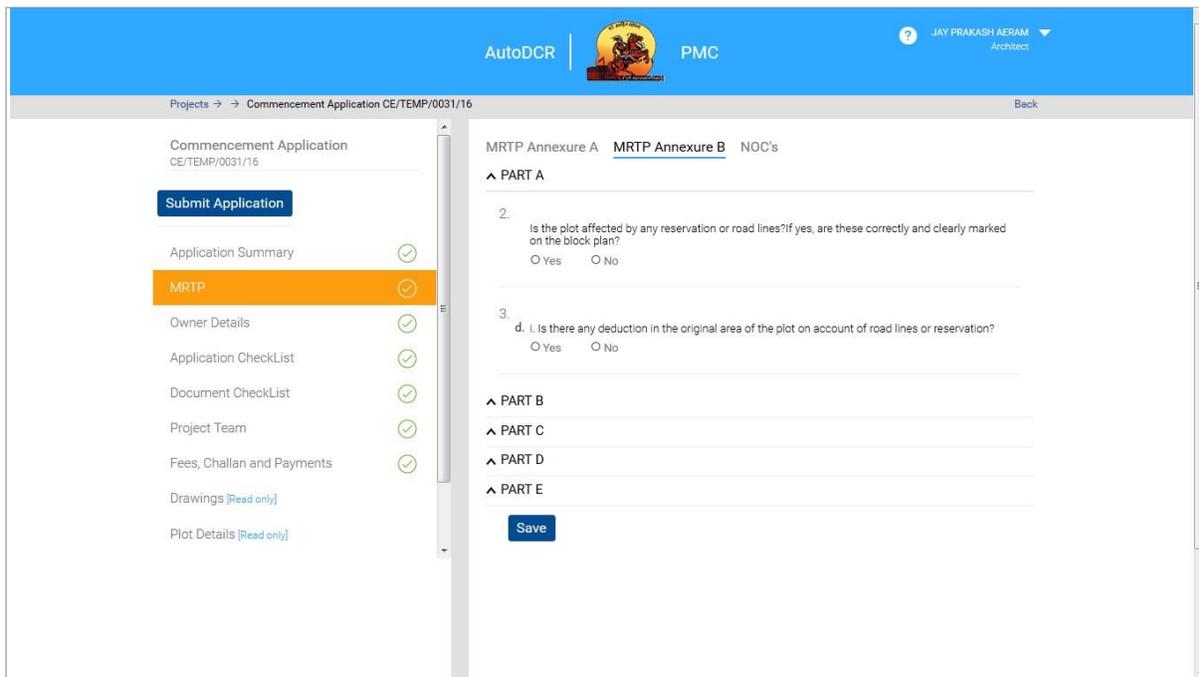
7. Do this for remaining parts “Part B to E” of Annexure A and complete Annexure B.

#### Annexure A

1. Part A
2. Part B
3. Part C
4. Part D
5. Part E

#### Annexure B

1. Part A
2. Part B
3. Part C
4. Part D
5. Part E

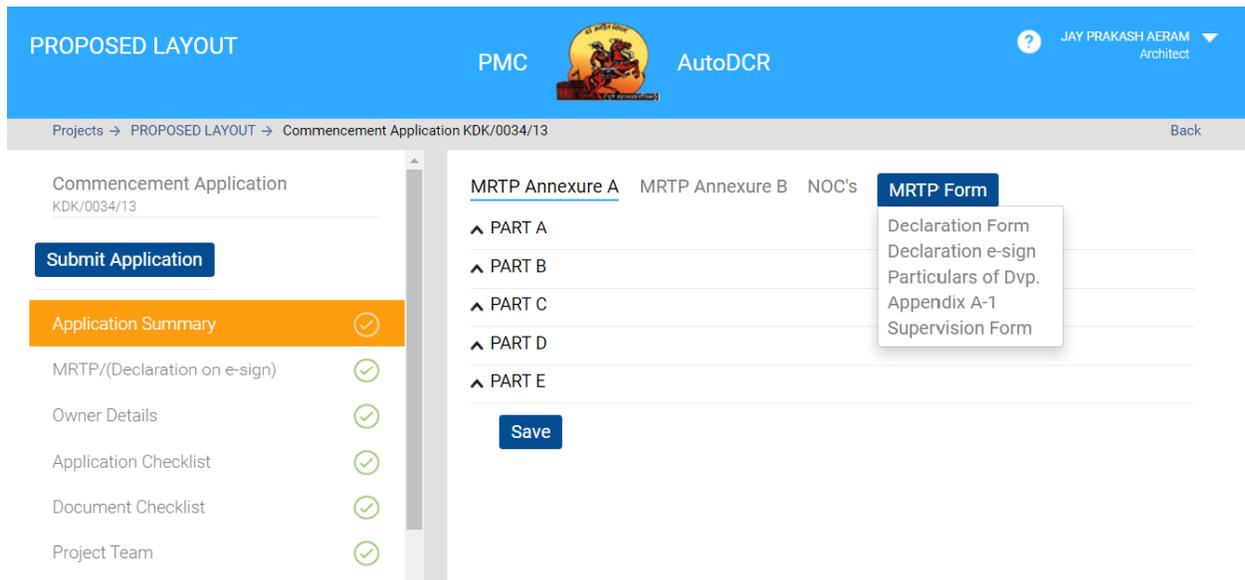


The screenshot displays the AutoDCR web application interface. At the top, there is a blue header with the AutoDCR logo, the PMC logo, and the user name 'JAY PRAKASH AERAM Architect'. Below the header, the breadcrumb trail shows 'Projects -> Commencement Application CE/TEMP/0031/16'. The left sidebar contains a navigation menu with items: 'Submit Application', 'Application Summary', 'MRTP' (highlighted in orange), 'Owner Details', 'Application CheckList', 'Document CheckList', 'Project Team', 'Fees, Challan and Payments', 'Drawings [Read only]', and 'Plot Details [Read only]'. The main content area is titled 'MRTP Annexure A MRTP Annexure B NOC's'. Under 'MRTP Annexure B', there are sections for 'PART A', 'PART B', 'PART C', 'PART D', and 'PART E'. The 'PART A' section contains two questions: '2. Is the plot affected by any reservation or road lines? If yes, are these correctly and clearly marked on the block plan?' and '3. d. i. Is there any deduction in the original area of the plot on account of road lines or reservation?'. Both questions have radio button options for 'Yes' and 'No'. A 'Save' button is located at the bottom of the form.

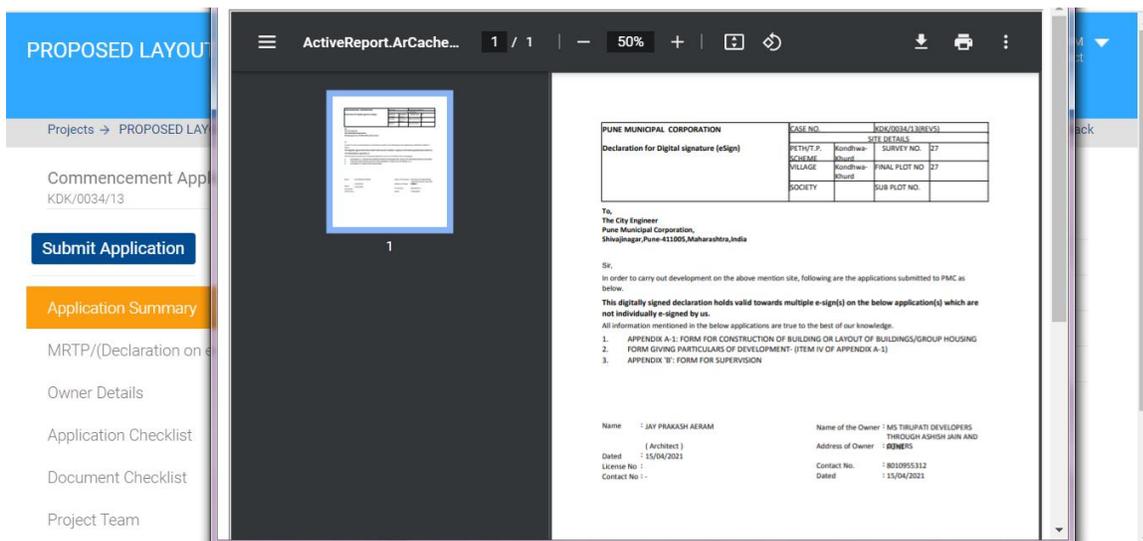
8. User can save information partially or entirely by clicking “Save” button.



- 9. Applicant (Architect and Owner/ Developer) needs to digitally sign e-sign declaration form instead of individual **M RTP form, Appendix A1 and Form for supervision** before submitting to PMC.
- 10. Only one e-sign from Architect and Developer will be required for submitting the application.
- 11. MRTP form, Appendix A1 and Form for Supervision needs to be downloaded and physically sign and upload the document in the document checklist section.



Declaration form will see as per shown on below screenshot. Declaration e-sign option Architect and Developer needs to will e-sign this declaration.





In Developer login MRTP form options will show as per below. By click on 'Sign Declaration' option Developer will be able to e-sign declaration form.

Annexure	
Appendix A1	Particulars of Dvp.
1. a. i.	Full Name of Applicant
	BHARAT NAMDEO MHASKE
	ii. Address of Applicant
	DHANORI PUNE
b.	Name & Address of Architect/Licensed Engineer/Structural Engineer/Supervisor
	SOMNATH IRAPPA KERUR (9822020984)
c.	Number & Date of issue of the license
	396
2.	Is the plot affected by any reservation or road lines? If yes, are these correctly and clearly marked on the block plan?
	No
3. a.	What is total area of the plot according to the document ?
	200

### 3.2.4.3 Risk Based Approval

While submitting application Applicant needs to apply for **Risk base** approval.

Buildings on a Plot Area up to 150 Sq. Mt. - Considered Low Risk

Buildings on a Plot Area more than 150 Sq. Mt. and up to 300 Sq. Mt. -Considered Moderate Risk

For Low Risk Building Applicant can self-Approve and submit the certificate of licensed personal stating that the proposal is strictly in accordance with the provisions of UDCPR.

For Moderate Risk Building PMC is the approving authority after scrutiny.



RB test

PMC AutoDCR

JAY PRAKASH AERAM Architect

Projects → RB test → PreApproval Application APCR/0007/21

PreApproval Application APCR/0007/21

Submit Application

Application Summary

Application Details

Owner Details

Drawings

Plot Details

Building Details/Floor(s)

Area Details

GIS Plot Case Information

Apply For:  Risk Based Approval  Trust And Verify Approval  Regular Approval

Project Type: Proposed Building

Case Type: New

Proposal Type: Residential

Permissible FSI (need to input index only): 0.040

TDR Zone: D1

TDR Area (in Sq.Meter): 125

Area Zone: R1

Area: DHANORI-EXT

Gross Plot Area(in Sq. Meter): 125

Existing Area(in Sq. Meter): 125

Proportionate Internal Road Area(in Sq. Meter): 0

Location Zone: Non Congested

Ancillary Area FSI (Sq. Mt):

Premium FSI (Sq.mt):

Low Risk submitted application can be tracked from Applicant console

1. Fees will be generated on submission of application.
2. Post payment of fees CC can be generated and self-signed by applicant. PMC Authority will counter sign the CC.

MR.VIJAY RUNWAL & OTHERS

PMC AutoDCR

JAY PRAKASH AERAM Architect

Projects → MR.VIJAY RUNWAL & OTHERS → Commencement Application BWM/0001/21

Commencement Application BWM/0001/21

Submit Application

Application Summary

MRTTP

Owner Details

Application Checklist

Document Checklist

Project Team

Fees, Challan and Payments

Your application is Approved (Low Risk Based Proposal)

Drawing Scrutiny Started on DC Rule  
Drawing Verified 11/01/2017 V3 : New UDCPR rules [2020]

View Scrutiny Report Proposal Flow Sign CC View CC

Application Progress

Draft Srutiny Pending Drawing Verified Document Drawing Site Visit Plan Approved Fee C.C.



Moderate Risk application will be approved by PMC after scrutiny and payment of required fees.

### 3.2.4.4 Environment Clearance

The Ministry of Environment, Forest and Climate guided PMC to integrate the green norms / environmental safeguard in building plan approval process. This intends to empower the Pune Municipal Corporation in examine, stipulate and ensure compliances of the environmental requirements in their respective area with an objective of “Ease of Doing Business”.

It is to be adapted for all building construction having built up area from 5000 sq. Mt to 1, 50,000 Sq. Mt.

On the basis of category

- **Cat 1** : built up area from 5000 sq. Mt to 20,000 Sq. Mt.
- **Cat 2** : built up area from 20,000 sq. Mt to 50,000 Sq. Mt.
- **Cat 3** : built up area from 50,000 sq. Mt above.
  
- In AutoDCR for first stage we are integrating **Category 1** Building those having built-up area in **between 5000 sq. Mt to 20,000 Sq. Mt.**

#### 3.2.4.3.1 Information required

- For this Applicant need to provide Built-up area in MRTP Annexure A, input your built-up area



- Save MRTP information by clicking save button at the bottom of the form

TEST1 PMC AutoDCR ARUN BHASKAR JOSHI Architect

Projects → TEST1 → Commencement Application CE/TEMP/0553/16 Back

Commencement Application  
CE/TEMP/0553/16

Submit Application Report

Application Summary ✓

**MRT P** ✓

Owner Details ✓

Application CheckList ✓

Document CheckList ✓

Project Team ✓

Fees, Challan and Payments ✓

Geo Co-Ordinates ✓

NMAForms ✓

MRT P Annexure A MRT P Annexure B NOC's Common Application Preview

^ PART A

Aundh

JE Name Ashok Sangde DE Name DE Mobile Tower

3. Area

a. \* What is the total area of the plot according to the document?  
(proposal flow depends on this plot area )  
33333

b. Does it tally with the Revenue/CTS record?  
 Yes  No

c. What is actual area available on site measured by licensed Architect/Engineer/Supervisor?(In Sq. mtrs only)

^ PART B

^ PART C

^ PART D

^ PART E

Save

- MRTP information saving, concern proposal “Document checklist” automatically gets update and two documents will be mandatory for attachment
- Attach all require document for Environment Clearance



The screenshot shows the 'despande' project page for 'Commencement Application 0001/17'. The left sidebar lists various application components, with 'Document CheckList' highlighted in orange and marked with a green checkmark. The main area displays a table of documents under 'Mandatory' and 'Optional' tabs. A red box highlights the following entries:

Documents Name	Page From	Page To	Attachment View
<input checked="" type="checkbox"/> Charitable educational institute	0	0	
<input checked="" type="checkbox"/> Charitable hospitable building	0	0	
<input checked="" type="checkbox"/> State govt NOC for religious structure	0	0	
<input checked="" type="checkbox"/> Govt approval for conession in case of super high rise	0	0	
<input checked="" type="checkbox"/> PHADA NOC	0	0	
<input checked="" type="checkbox"/> Self Declaration(Category 1)	0	0	
<input checked="" type="checkbox"/> Form 1 And 1A	0	0	

Total Number of Documents : 31

Buttons: Save, Verify

### 3.2.4.5 NOC from Department

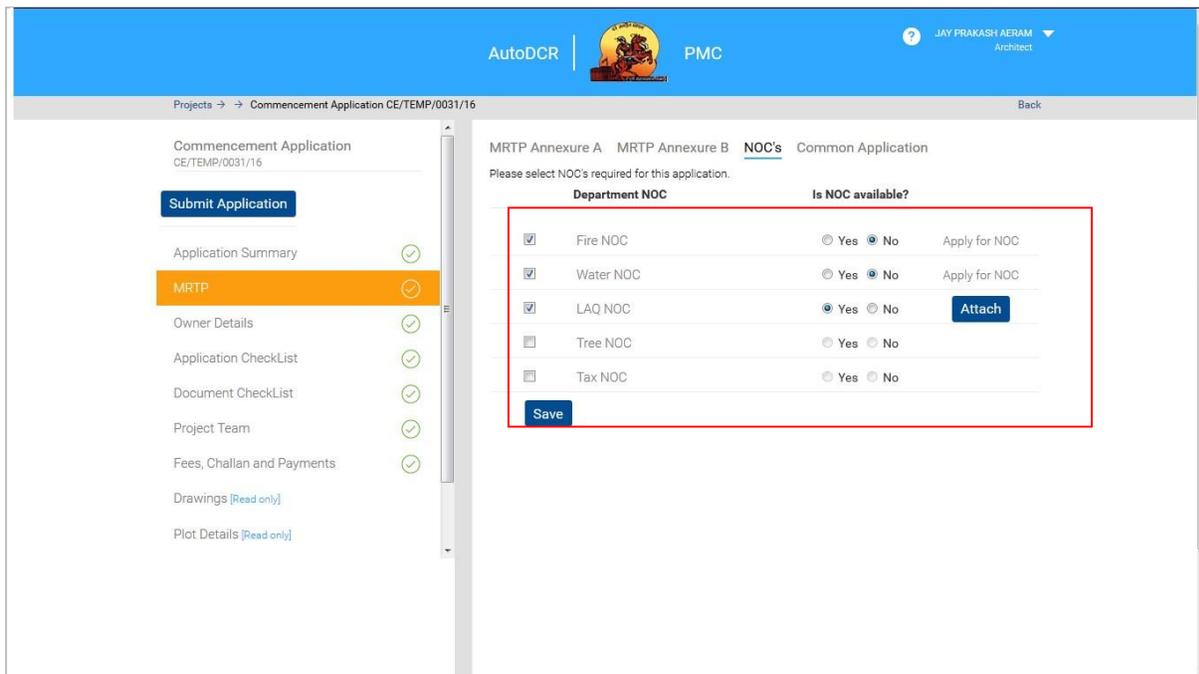
All the above considered NOC for Building permission will appear in the list.

The screenshot shows the 'AutoDCR' project page for 'Commencement Application CE/TEMP/0571/14'. The left sidebar lists application components, with 'MRTP' highlighted in orange and marked with a green checkmark. The main area displays the 'NOC's' section under 'MRTP Annexure A' and 'MRTP Annexure B'. It prompts the user to 'Please select NOC's required for this application.' and lists the following options:

Department NOC	Status	Flow	Certificate
<input type="checkbox"/> Fire NOC			
<input type="checkbox"/> LAQ NOC			
<input type="checkbox"/> Water NOC			
<input type="checkbox"/> Tree NOC			
<input type="checkbox"/> Tax NOC			

Button: Save

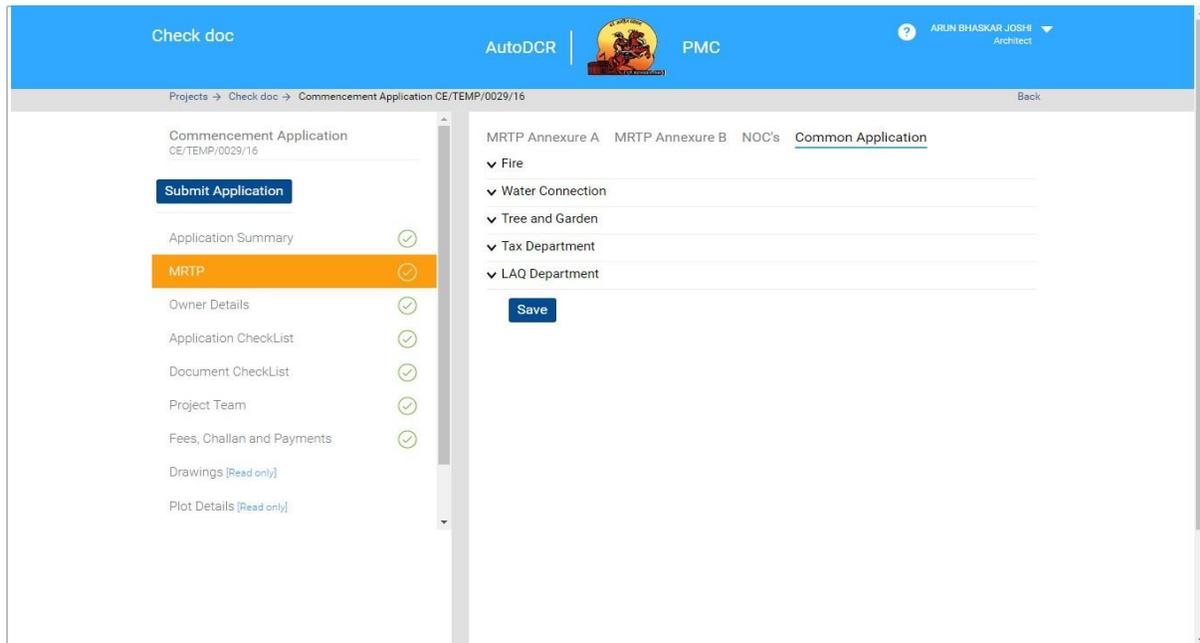
- Select “NOC’s” required for proposal by selecting check box in. After selection two options are activated.
- If the user already procured the relevant department NOC then selects “Yes”. Attach button will be activated for attaching the scan copy of NOC.
- If user choose “No” option, proposal will forward to concern department for NOC approval and issuance.



The screenshot shows the 'NOC's' tab in the application. The table below represents the data shown in the interface:

Department NOC	Is NOC available?	Buttons
<input checked="" type="checkbox"/> Fire NOC	<input type="radio"/> Yes <input checked="" type="radio"/> No	Apply for NOC
<input checked="" type="checkbox"/> Water NOC	<input type="radio"/> Yes <input checked="" type="radio"/> No	Apply for NOC
<input checked="" type="checkbox"/> LAQ NOC	<input checked="" type="radio"/> Yes <input type="radio"/> No	Attach
<input type="checkbox"/> Tree NOC	<input type="radio"/> Yes <input type="radio"/> No	
<input type="checkbox"/> Tax NOC	<input type="radio"/> Yes <input type="radio"/> No	

- Click on “Save” button for saving information of NOC.
- On saving of this forth tab will be activated, as “Common Application” in “MRTP” tab as above.
- This Common Application form (CAF) will required to be filled by user for NOC related information.



### 3.2.4.5.1 Water Connection

- In water department there are two types of water connection available “Meter” and “RV”.
- For both the types’ user will have “Consumer ID” for the proposed site.
- On selecting relevant Water Connection Type “Meter” or “RV” user will require to enter the **“Consumer ID”**
- Click on Verify Button
- All information will be extracted related to that connection number.
- Click on “Add” button to add this connection. By this user can add multiple connection.



The screenshot displays the 'Common Application' form within the AutoDCR interface. The left sidebar shows a navigation menu with 'MRTP' selected. The main content area is titled 'Water Connection' and contains several sections:

- Fire:** A section with a dropdown arrow.
- Water Connection:**
  - Source of water to be used for construction? (Well, Boarwell, Tanker, PMC Water)
  - Is PMC water connection available? (Yes, No)
  - Water Connection Type (Meter) with a note: "Please enter consumer number for verification"
  - Consumer Number:** A text input field with a "Verify" button, highlighted by a red box.
  - Water connection holder's name (text input)
  - Usage Type (Select dropdown)
  - Water connection details (size of connection in inches) (text input)
  - Is connection presently in working condition? (Yes, No)
  - Current Year Bill paid? (Yes, No)
  - Charges balance toward water bill (text input)
  - Want to close connection? (Yes, No)

At the bottom of the form, there is a "Cancel" link and a "Save" button. The footer indicates "Developed on AutoDCR® Platform ©".

- If user select "RV" , Enter all information



Check on live | AutoDCR | PMC | ARUN BHASKAR JOSHI Architect

Projects → Check on live → Commencement Application CE/TEMP/0232/16

Commencement Application CE/TEMP/0232/16

Submit Application

- Application Summary ✓
- MRTP** ✓
- Owner Details ✓
- Application CheckList ✓
- Document CheckList ✓
- Project Team ✓
- Fees, Challan and Payments ✓
- Drawings [Read only]
- Plot Details [Read only]

MRTP Annexure A MRTP Annexure B NOC's **Common Application**

▼ Fire

▼ Water Connection

Source of water to be use for construction?  
 Well  Boarwell  Tanker  PMC Water

Is PMC water connection available?  
 Yes  No

Connection holder's Name	Consumer Number	Connection Type	Type Of connection	Size of connection (in inches)	Connection Condition	Current Bill	Balance Towards Bill	Want to Close
MR GOUTAM KISHOR SHALIGRAM	sc006003	Meter	Domestic	0.5	Working	UnPaid	17984.96No	

+ Add Connection

▼ Tree and Garden

▼ Tax Department

▼ LAQ Department

Save

- Click on “Add connection” button to add this connection.
- All save connection will be store in tabular format
- User can add multiple connection by clicking on the “Add Connection” button.

### 3.2.4.5.2 Tree & Garden

Fill the Mandatory information in this section & click on “Save” button to save the details.

AutoDCR | PMC | ARUN BHASKAR JOSHI Architect

Projects → → Commencement Application CE/TEMP/1524/15

Commencement Application CE/TEMP/1524/15

Submit Application

- Application Summary ✓
- MRTP** ✓
- Owner Details ✓
- Application CheckList ✓
- Document CheckList ✓
- Project Team ✓
- Fees, Challan and Payments ✓
- Drawings [Read only]
- Plot Details [Read only]

▼ Water Connection

▼ Tree and Garden

How many trees are existing on proposed site?

How many trees are to be planted according to norms?

How many trees are to be cut?

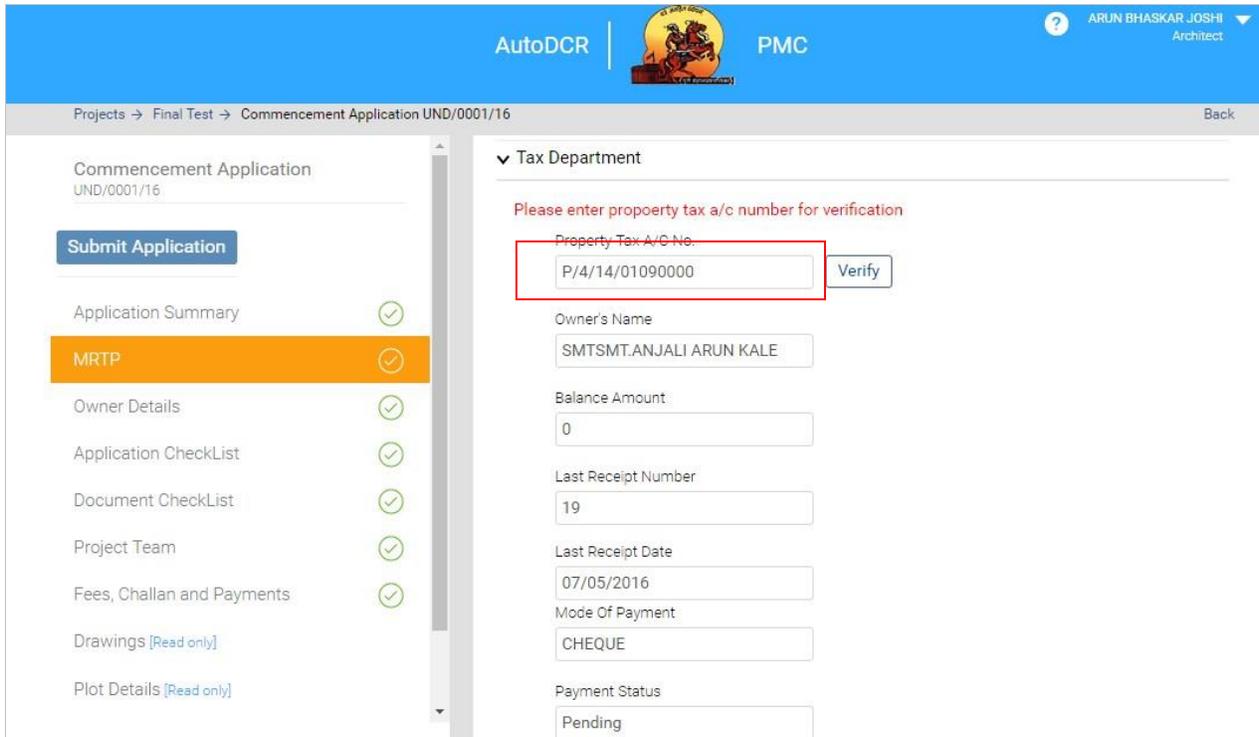
Specify reason for cutting the trees?

How many trees are to be kept as it is?

▼ Tax Department

### 3.2.4.5.3 Tax Department

For Property Tax department user needs to add Property details to get NOC User should have property ID's present for proposed site.



The screenshot displays the 'Tax Department' section of the AutoDCR web application. The breadcrumb trail is 'Projects → Final Test → Commencement Application UND/0001/16'. The user is identified as 'ARUN BHASKAR JOSHI Architect'. The left sidebar shows a navigation menu with 'MRTTP' selected. The main form area contains the following fields:

- Property Tax A/C No.:** P/4/14/01090000 (highlighted with a red box and a 'Verify' button)
- Owner's Name:** SMTSMT.ANJALI ARUN KALE
- Balance Amount:** 0
- Last Receipt Number:** 19
- Last Receipt Date:** 07/05/2016
- Mode Of Payment:** CHEQUE
- Payment Status:** Pending

Insert **Property ID** in “Property Tax A/C No.” field & click on verify, all data will come directly after successful verification of ID. If there are dues it will reflect in the form. This verification is only informative. During verification at Tax department NOC will be issued or denied based on the balance amount dues.

After verification click on add button to “**Save**” information

### 3.2.4.5.4 LAQ Department

For the Land acquisition NOC user needs to fill the information related to DP reservation and status of Land acquisition if applicable. Later this information will be verified in the LAQ department for issuing NOC.



On click of the Save button all form data will be saved.

### 3.2.4.5.5 Fire Department

User needs to input the below details for the fire NOC, on click of the Save button all form data will be saved.



### 3.2.4.6 Owner Details

- User should provide all detail about the owner(s)
- Go to “Owner Detail” tab below screen will appear
- Click on “Save” button to save all information
- If “Power Of Attorney (POA)” is applicable ensure check POA option is checked and details are filled.
  - Add the details and save information by clicking on “Save” button

The screenshot displays the 'Owner Information' form within the AutoDCR application. The breadcrumb trail shows 'Projects → Commencement Application CE/TEMP/0031/16'. The left sidebar lists various application components, with 'Owner Details' highlighted in orange and marked with a green checkmark. The form fields are as follows:

Owner Information		
First Name	Middle Name	Last Name
<input type="text" value="Jagdish Sonawane"/>	<input type="text"/>	<input type="text"/>
Peth	Contact Number	
<input type="text" value="PUNE"/>	<input type="text" value="9175006084"/>	
Address		
<input type="text" value="Aundh"/>		
<input type="checkbox"/> POA Info [If checked furnish PAH/Owner Affidavit]		
<input type="button" value="Save"/>		

Developed on AutoDCR® Platform ©

61.12.126.108:5055/SWC.Client/Pages/ProjectTeam.aspx



### 3.2.4.7 Document Checklist

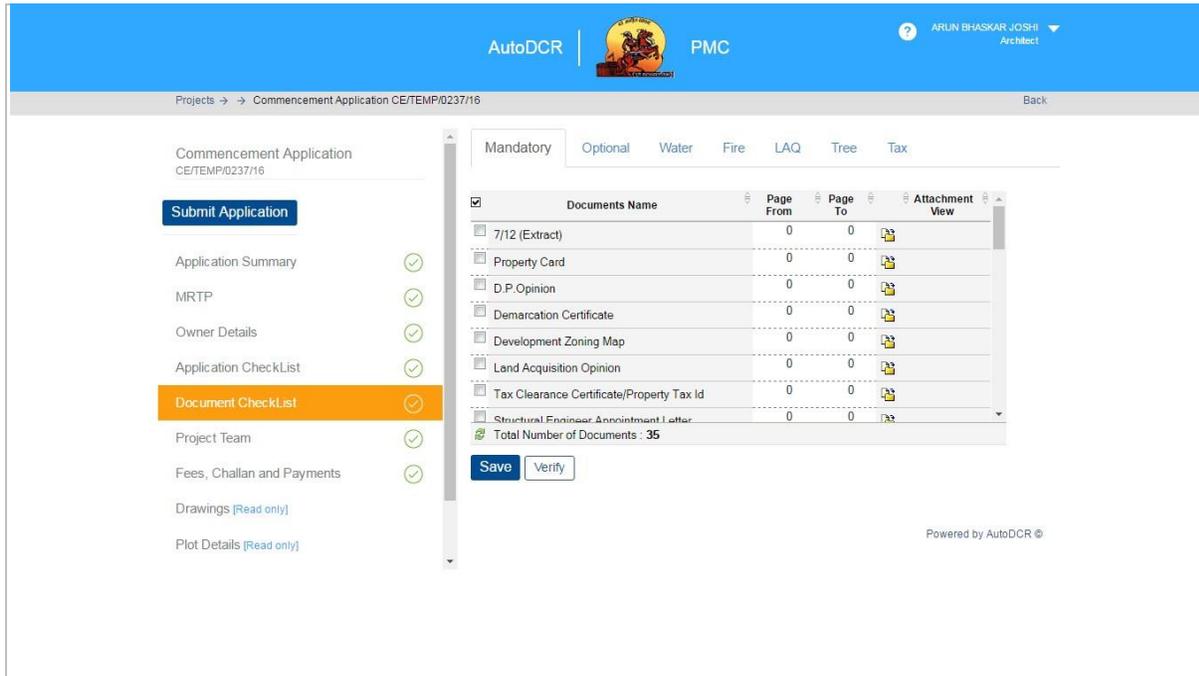
Particulars of Dvp, Appendix A-1, and Supervision Form have to attach from ‘Document Checklist’ option by manually signing documents.

The screenshot shows the 'Document Checklist' section of the AutoDCR application. The page title is 'PROPOSED LAYOUT' and the user is 'JAY PRAKASH AERAM Architect'. The breadcrumb trail is 'Projects → PROPOSED LAYOUT → Commencement Application KDK/0034/13'. The left sidebar contains a 'Submit Application' button and a list of application components: 'Application Summary' (checked), 'MRTP/(Declaration on e-sign)' (checked), 'Owner Details' (checked), 'Application Checklist' (checked), 'Document Checklist' (checked), and 'Project Team' (checked). The main content area has two tabs: 'Mandatory' (selected) and 'Optional'. Below the tabs is a table with the following data:

Sr No	Documents Name	Attachment View
1	Tax Clearance Certificate/Property Tax Id	View
2	Application Form under MR&TP , MMC Act. & UDCPR 2020 APPENDIX A-1 (Downloa the format from MRTP section)	
3	Form of Particulars of Development (Download the format from MRTP section)	
4	Construction and Demolition Waste Plan	View
5	Form for Supervision (Download the format from MRTP section)	

Below the table, it says 'Total Number of Documents : 5'. There are 'Save' and 'Verify' buttons at the bottom of the table.

- In the “**Document Checklist**” section user needs to provide scan copy of the documents.
- Respective documents related to the document name should be attached
- All mandatory document documents needs to be attached in this fashion
- To verify whether all required documents are attached or not “**Verify**” button is provided as a preliminary check.
- Beside mandatory and optional other tabs are provided for other documents related to departmental NOC processing Water, Fire, LAQ, Tree and Tax”

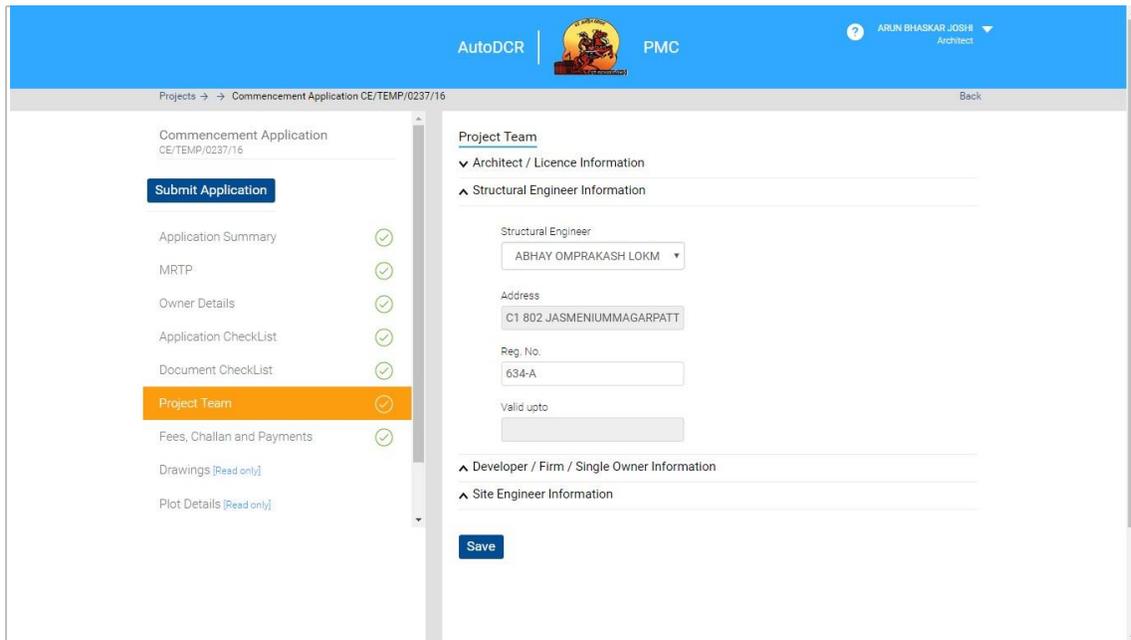


- Click on “Save” button to save all the documents attached.

### 3.2.4.8 Project Team

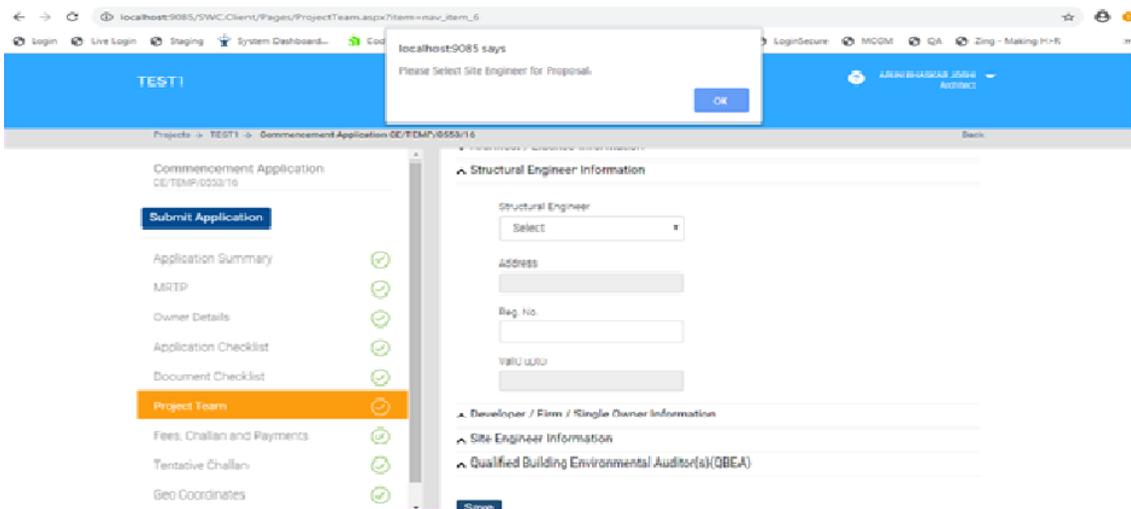
In this section user need to provide all the details of the consultants and Developer involved in the project Team involve

Architect / License Information – This is prefilled based on the Architect / Engineer available from the initial stage



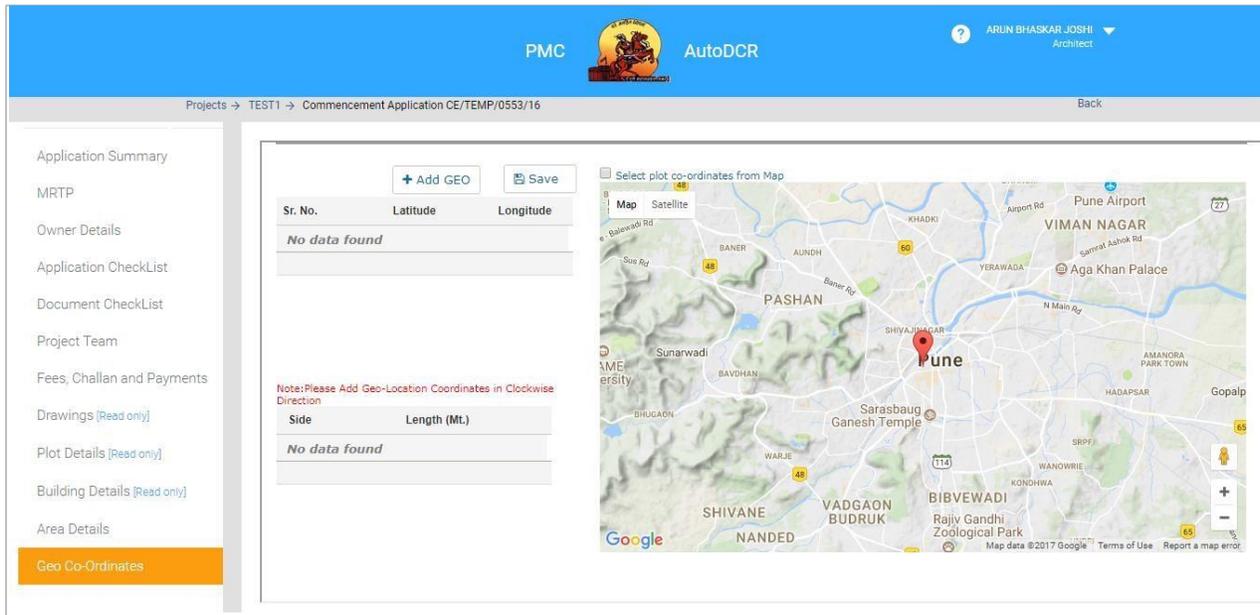
Structural Engineer Information

Developer / Firm / Single Owner Information



**Site Engineer Information** – It is mandatory to select Site Engineer, and the selected Site Engineer has to confirm whether He/ She is appointed as a Site engineer for the said Project or not, without confirmation Proposal cannot be submitted to PMC.

Click on “Save” button to save all information



### 3.2.4.9 Geo Co-Ordinates

Addition of Geo Co-Ordinates is mandatory for all inward application as part of EODB. For this section applicant need to fill or capture lat-long information of the plot.

#### 3.2.4.9.1 Option 1 : If Applicant knows latitude & longitude of the Plot

- Go to Geo co-ordinates section
- Below Screen will Appeared, click on “Add GEO” if you have Geo coordinates of all corner of plot. Insert value of lat-long & save information partially or entirely by clicking “Save” button.



TEST1 PMC AutoDCR ARUN BHASKAR JOSHI Architect

Projects → TEST1 → Commencement Application CE/TEMP/0553/16 Back

- Application Summary
- M RTP
- Owner Details
- Application CheckList
- Document CheckList
- Project Team
- Fees, Challan and Payments
- Drawings [\[Read only\]](#)
- Plot Details [\[Read only\]](#)
- Building Details [\[Read only\]](#)
- Area Details
- Geo Co-Ordinates

[+ Add GEO](#)[Save](#)

Sr. No.	Latitude	Longitude
1	0.0000000000	0.0000000000

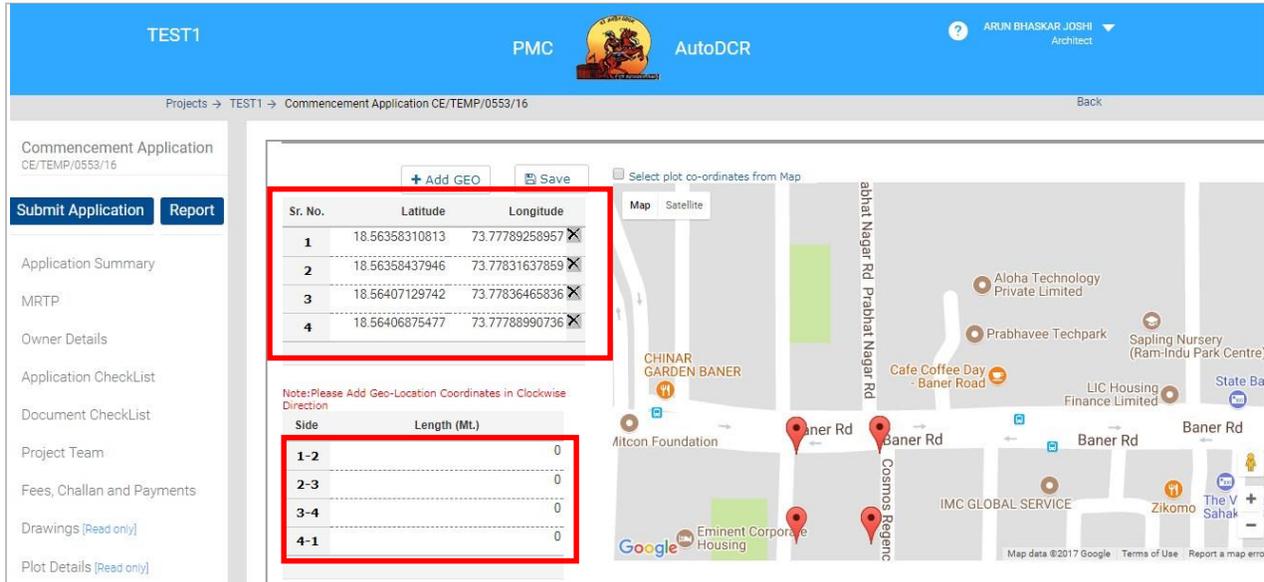
Note: Please Add Geo-Location Coordinates in Clockwise Direction

Side	Length (MT.)
1-1	0

Select plot co-ordinates from Map



- According to added latitude and longitude plot will be view in Google map with balloon mark.



The screenshot displays the 'Commencement Application' interface. On the left, there is a sidebar with navigation options like 'Submit Application' and 'Report'. The main area features a table of geo-coordinates and a Google map. The table below shows the data for four points:

Sr. No.	Latitude	Longitude
1	18.56358310813	73.77789258957
2	18.56358437946	73.77831637859
3	18.56407129742	73.77836465836
4	18.56406875477	73.77788990736

Below the table, there is a section for 'Side' and 'Length (Ml.)' with a table:

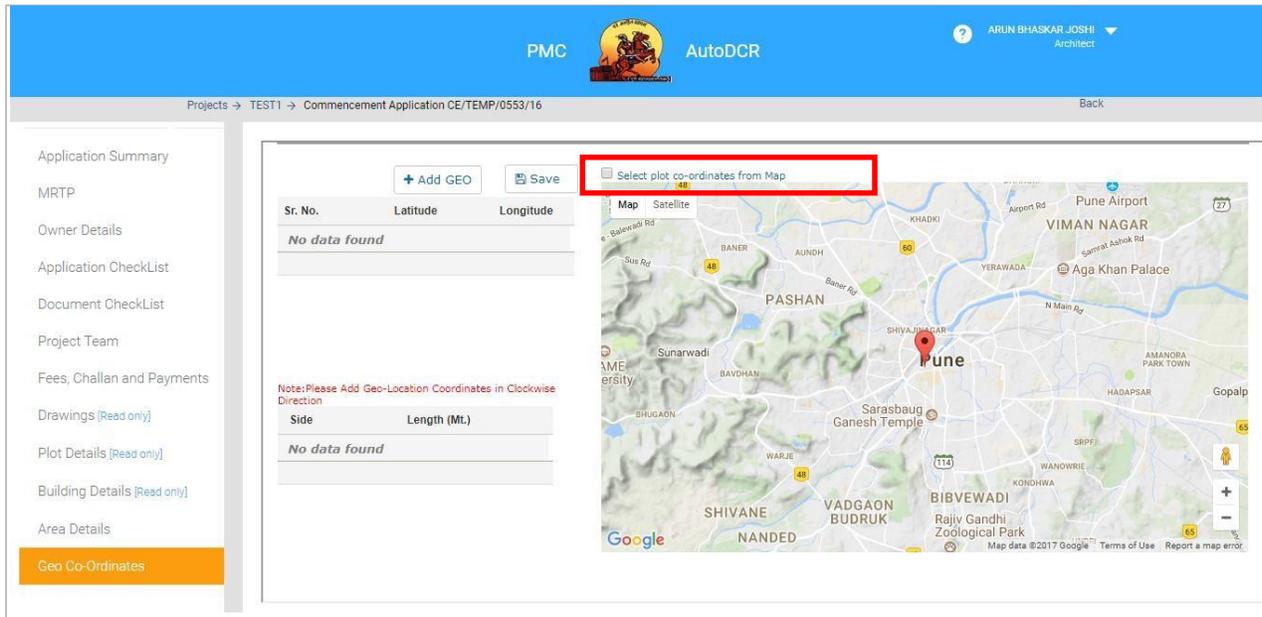
Side	Length (Ml.)
1-2	0
2-3	0
3-4	0
4-1	0

The Google map on the right shows a street view of Baner, Pune, with four red location pins corresponding to the coordinates in the table. The map includes labels for 'Baner Rd', 'Cosmos Regency', and 'Eminent Corporate Housing'.

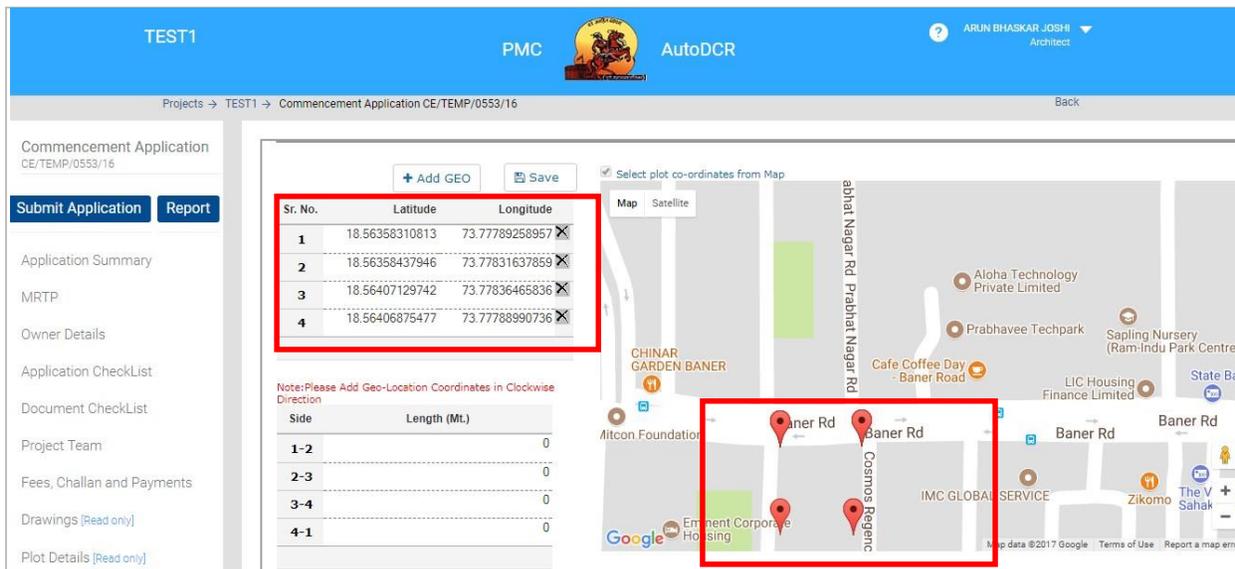
- enter length between two point draw on map & save information partially or entirely by clicking "Save" button.

### 3.2.4.9.2 Option 2: Selecting latitude & longitude of Plot from Google map

- Go to Geo co-ordinates section
- Check "Select plot co-ordinates from Map" listed on Google map. This will allow user to add plot polygon



- Select exact location of plot from map, double click on corners of plot “balloon mark” will appeared and lat long will capture in table



- enter length between two point draw on map& save information partially or entirely by clicking “Save” button.



### 3.2.4.10 Application Checklist

- In this section User needs to provide specific details about the site like vicinity of the airport, TP scheme, and specific proposals type like petrol pump or Restaurant etc.
- On click of “Save” button all information will be saved.

Projects → → Commencement Application CE/TEMP/0031/16 Back

Commencement Application  
CE/TEMP/0031/16

**Submit Application**

Application Summary

MRTP

Owner Details

**Application CheckList**

Document CheckList

Project Team

Fees, Challan and Payments

Drawings [\[Read only\]](#)

Plot Details [\[Read only\]](#)

#### Application Checklist

Is Plot under TP Scheme?  
 Yes  No

Is Plot in Congested Area?  
 Yes  No

Is Plot lies under Society Layout?  
 Yes  No

Is this Plinth Layout ?  
 Yes  No

Is it Petrol Pump / Restaurant ?  
 Yes  No

Is it Hotel/Hospital/Nursing Home use proposed?  
 Yes  No

Is Plot from extended Area?  
 Yes  No

Individual Plot?  
 Yes  No

Plot From Approved PMC Layout?  
 Yes  No

Plot From MHADA Layout?  
 Yes  No

Is this Charitable Trust Plot ?  
 Yes  No

Is Building Proposed is above 70 mtr Height ?  
 Yes  No

Is Structure a National Heritage Monument ?  
 Yes  No

Is Plot near to Airport Boundry?  
 Yes  No

Is Plot in High flood level or near to Canal/River?  
 Yes  No

Plot Form PHADA Layout?  
 Yes  No

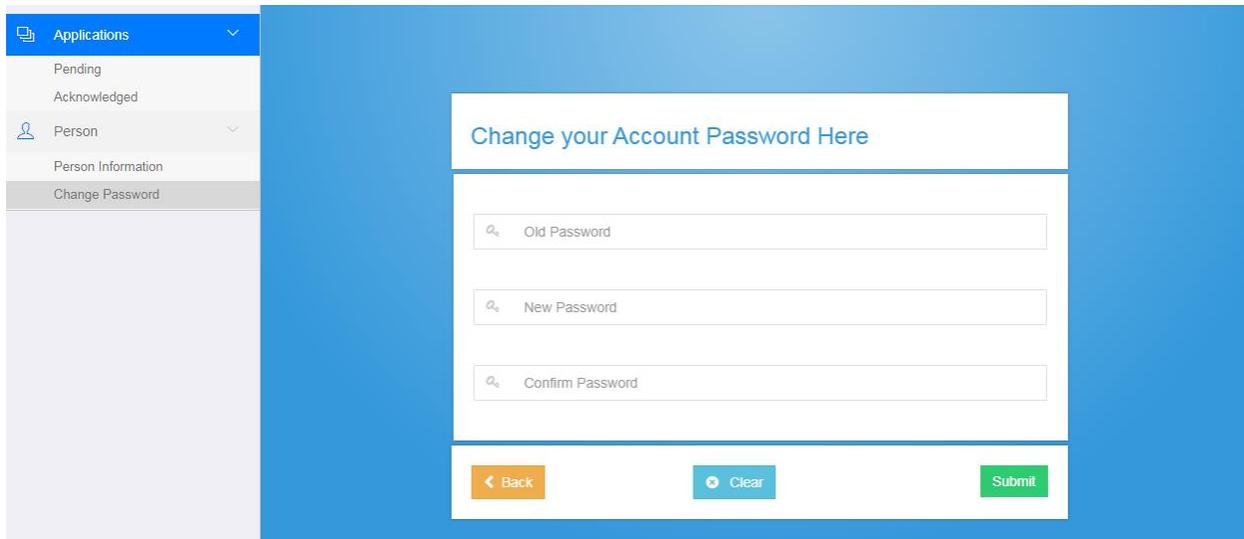
Is there any existing industry which to be demolished / shifted ?  
 Yes  No

**Save**

### 3.2.4.11 Site Engineer Login and Consent

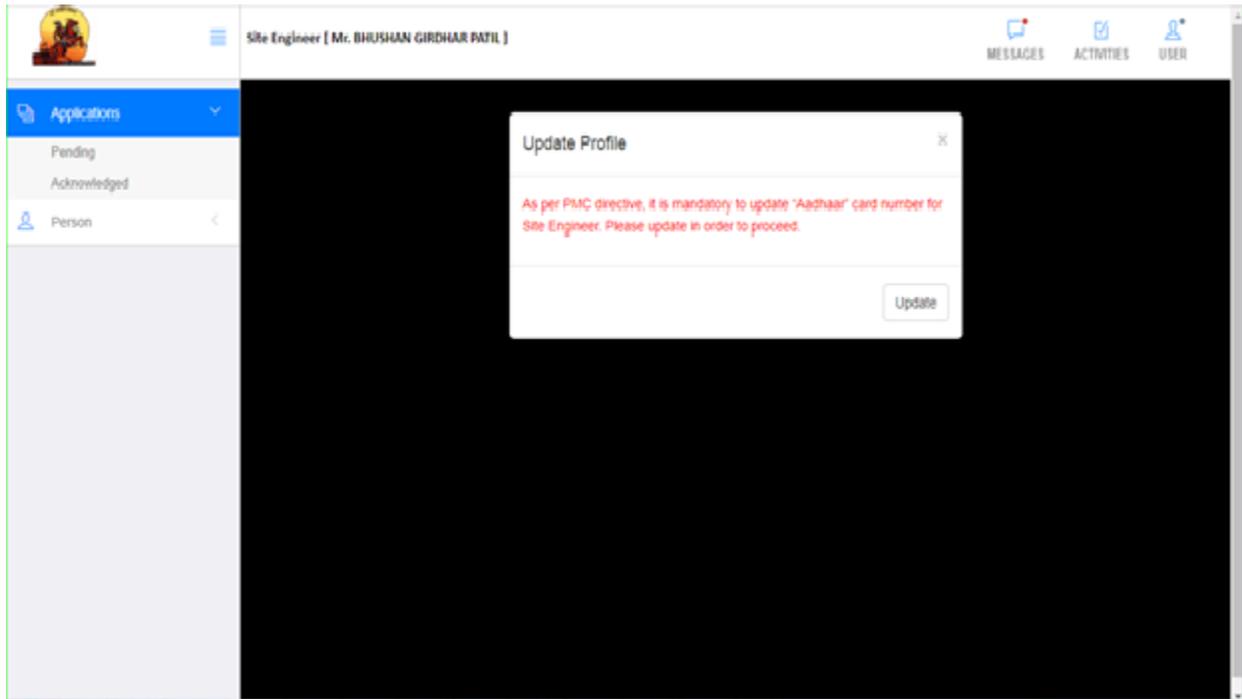
Site Engineer can login with their **PAN card number with default password 'Dev@321'**

After login it is mandatory to change password by selecting 'Change password' option.



The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a menu with the following items: Applications (with a dropdown arrow), Pending, Acknowledged, Person (with a dropdown arrow), Person Information, and Change Password (highlighted in grey). The main content area has a blue background and a white form titled "Change your Account Password Here". The form contains three input fields: "Old Password", "New Password", and "Confirm Password", each with a magnifying glass icon on the left. At the bottom of the form, there are three buttons: "Back" (orange), "Clear" (blue), and "Submit" (green).

Those Site engineers who has registered without AADHAAR Card No Mandatorily seed AADHAAR Card No on first login.

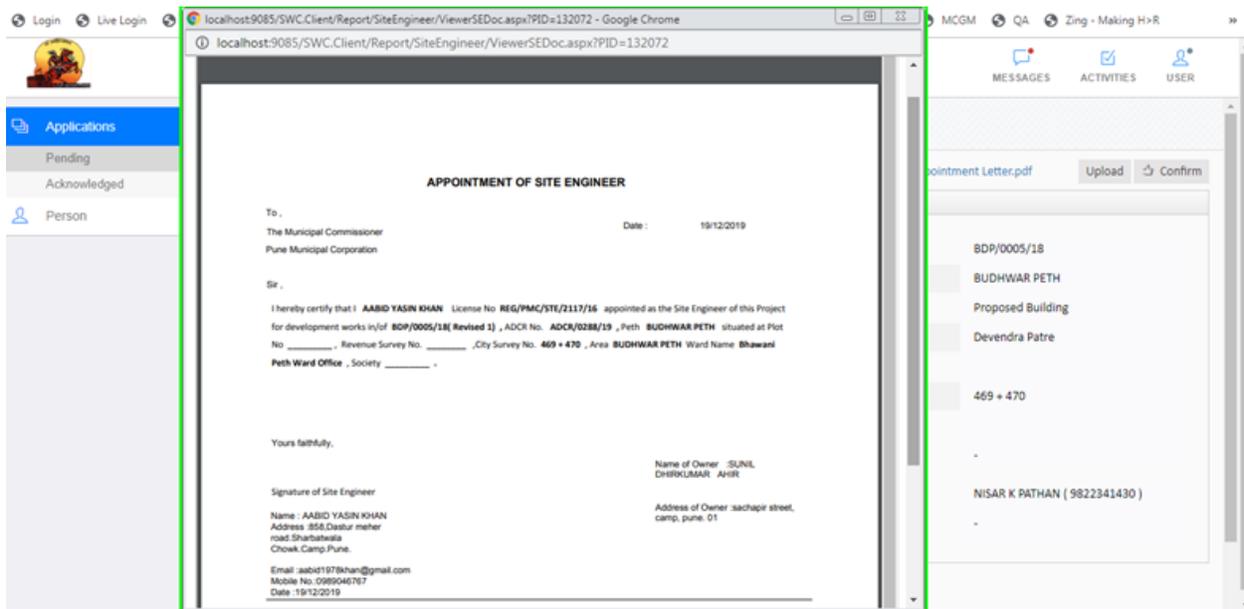
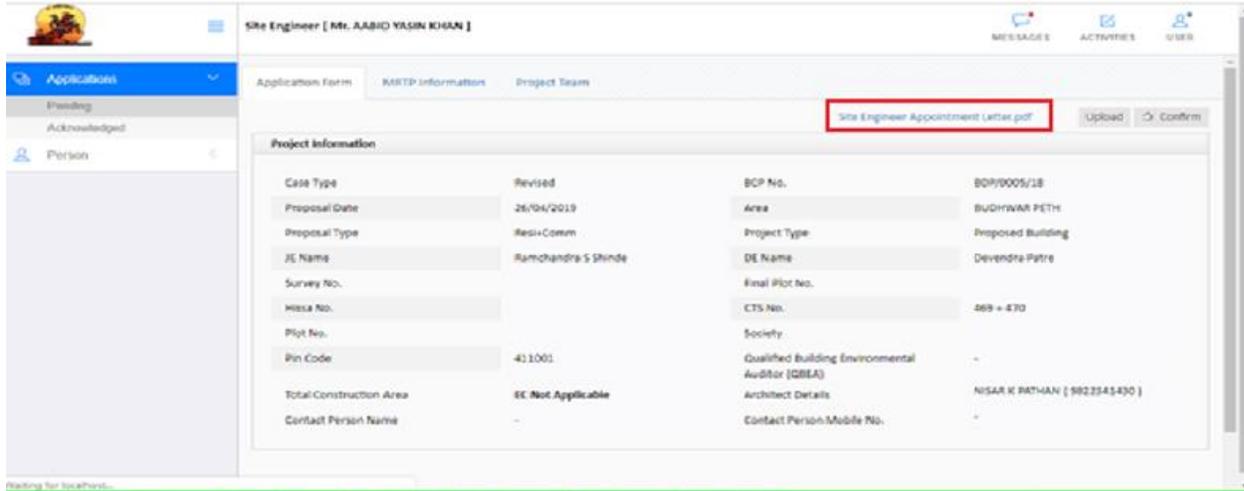


In the Pending section all the applications will be listed where the Developer/ Architect has mentioned in the Application/ MRTP form that selected site engineer is appointed for the project.

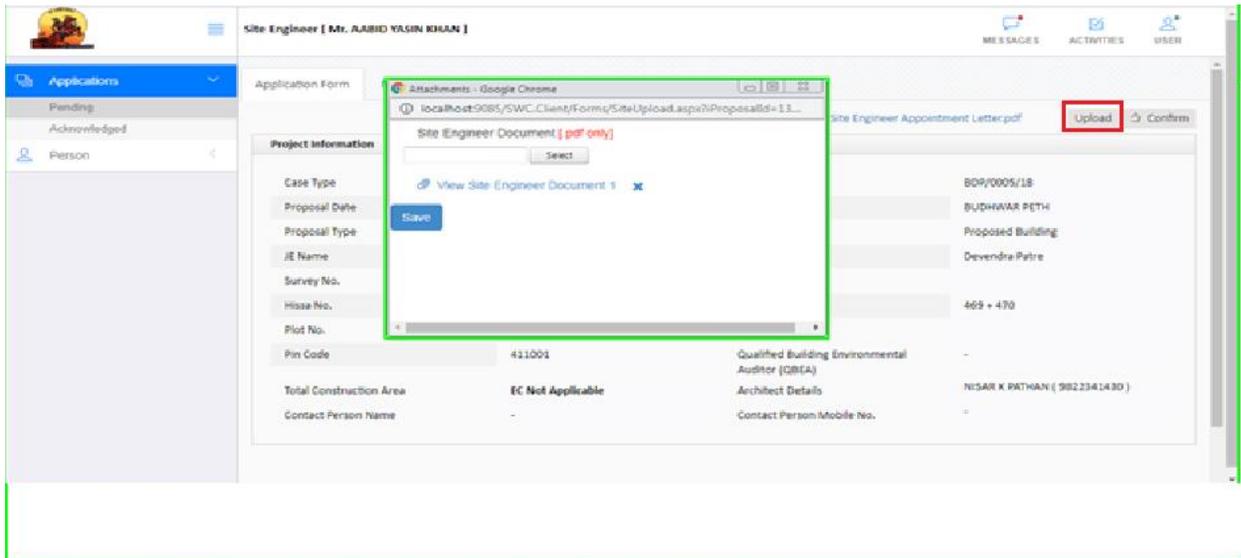
Application No.	Architect/LE/SE	Owner's Name	CaseType	Proposal Date
<a href="#">CE/TEMP/0230/19</a>	VINAYAK D GOKHALE	ALPA	Change of Use	15/05/2019
<a href="#">BDP/0005/19</a>	NISAR K PATHAN	SUNIL DHIRKUMAR	Revised	26/04/2019
<a href="#">CE/TEMP/0284/19</a>	Prakash N. Kulkarni	VIKRAM	New	04/04/2019
<a href="#">CE/TEMP/0222/19</a>	YOGIRAJ GANGADHAR GAJBHAR	DEVSHALA BALAJI KALE	New	02/04/2019
<a href="#">VNB/0227/18</a>	RAHIL NAZIR SHAIKH	ajay	Addition/Alteration	26/03/2019
<a href="#">CE/TEMP/0291/19</a>	YOGIRAJ GANGADHAR GAJBHAR	DEVSHALA BALAJI	New	25/03/2019
<a href="#">CE/TEMP/3233/19</a>	ARCHANA PRASHANT DATE	MRUNAL	Change of Use	14/03/2019
<a href="#">CMPD/KDK/0036/19</a>	VINAYAK D GOKHALE	ZAINAB		14/02/2019
<a href="#">BNR/0274/12</a>	RAJENDRA DAGDU HARALE	SONABA	Revised	06/02/2019
<a href="#">CE/TEMP/2840/19</a>	VINAYAK D GOKHALE	ASLAM	Change of Use	30/01/2019
<a href="#">CE/TEMP/2665/19</a>	ANIRUDDHARUN DANDEKAR	CHARMAN	New	04/01/2019
<a href="#">BVM/0062/18</a>	ANIRUDDHARUN DANDEKAR	VAMAN B BHAGWAT	Revalidation	12/12/2018



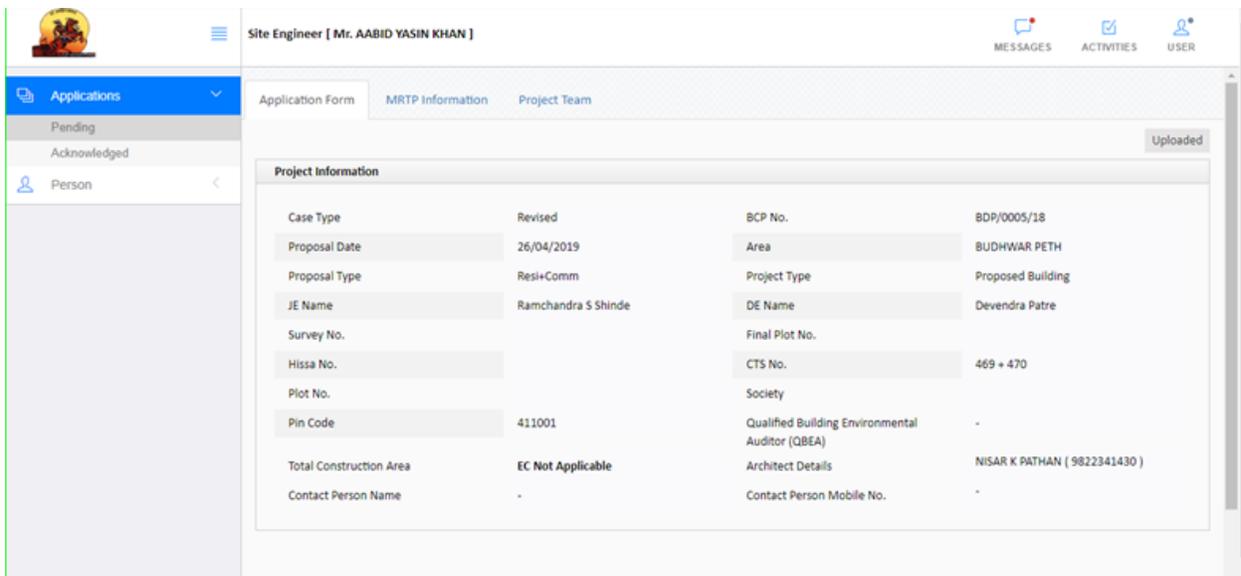
Site Engineer has to mandatorily download the pre-formatted consent letter, sign and upload the scan copy of the letters as a proof of consent towards the acknowledgement and appointment for the said project.



After uploading the consent document Site engineer has to acknowledge it by clicking on the confirm button.



Application will be moved to the Acknowledged list post confirmation, process ends here with confirmation from SE.





### 3.2.4.12 Fees challan and Payments

Applicant can option for concession of Premium charges up to 50% while applying for BP based on the circular issued by PMC on specific cases.

As per the guidelines mentioned in the UDCPR 2020 applicant can also avail Installments on paying the fees as per option 1 and option 2.

**A. Option 1**

- a. **Building below 70Mt. [height, 4 years Installment]**
- b. **Building having height of 70Mt.and above[5 years Installment]**

**B. Option 2**

- a. **20-80 Scheme [ 20% at CC & 80% at OCC]**

The installment of **20%** shall be paid at the time of granting development permission / commencement certificate and remaining **80%** amount at the time of occupation certificate. The remaining amount shall be liable for interest @ 8.5% per annum.

<b>Initial Payment</b>	<b>@ 8.5% per annum on remaining Amount</b>
<b>At time of CC</b>	<b>At time of OCC</b>
1 <sup>st</sup> Instalment	2 <sup>nd</sup> Instalment
<b>20%</b>	<b>80.00%</b>

The below screen shows for selecting the relevant options before submitting the application.



Projects → Test Proposal → Commencement Application ADCR/0013/18

Commencement Application  
ADCR/0013/18

**Submit Application**

- Application Summary ✓
- MRTP/(Declaration on e-sign) ✓
- Owner Details ✓
- Application Checklist ✓
- Document Checklist ✓
- Project Team ✓
- Fees, Challan and Payments** ✓
- Tentative Challan ✓
- Geo Coordinates ✓

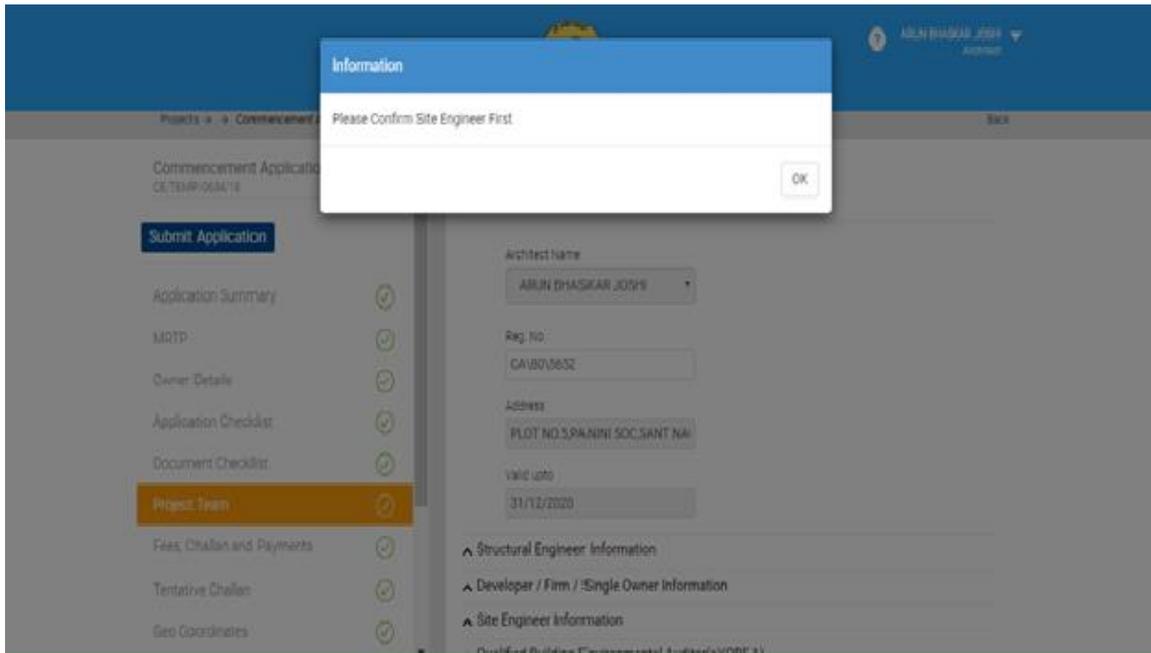
**Fees, Challan & Payments** **Fees Calculation Input**

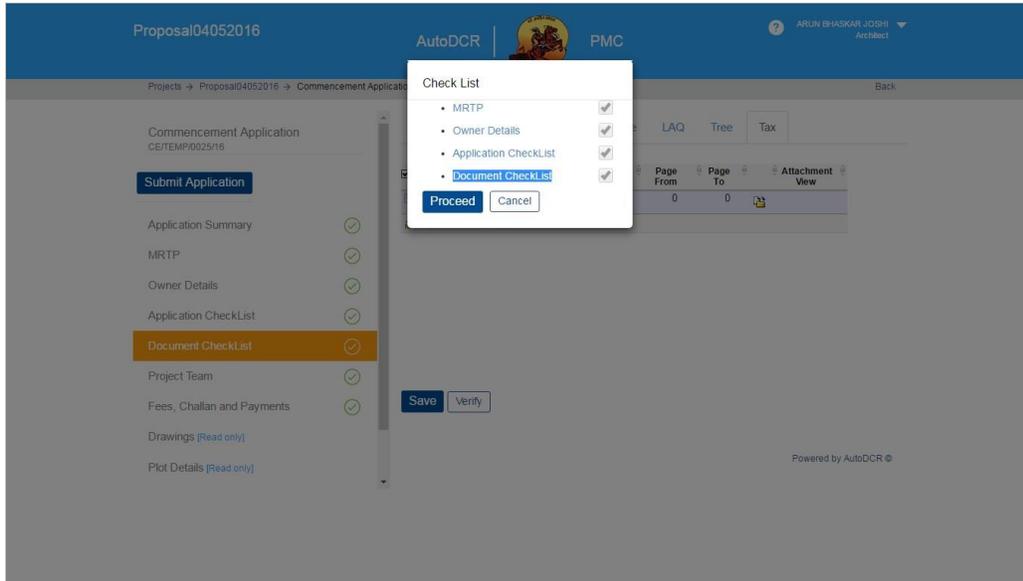
Challan No.	Challan Type	Challan Amount	Paid Amount	Payment Status	Receipt No. & Date	Action
Automatic Challan Calculation - Google Chrome						
Not secure   115.124.100.250/SWC.Client/Pages/AutomaticChallanInputNew.aspx?ProposalID=MTIwM...						
<b>Fees Calculation Input</b>						
[ Note : All areas in Sq.Mt. , Length/Breadth in Meter and Rate in INR. ]						
[ Note : Calculations are based on Plot Use , TDR Zone and Ready Recknor Rate. ]						
[ Note : Please fill only incremental data while saving sanction details. ]						
[ Note : Please fill only incremental data while saving sanction details. ]						
[ Note : UDCPR challan heads applicable only if applicable DC Rule is DCPR 2020 ]						
Area	:	KOTHRUD-NORTH				
Property Address	:	Survey No :21 CTS No :211				
Proposed Plot Use	:					
Proposed Land Use Zone	:	B				
Applicable DC Rule	:	V2 - New DCR rules [2017]				
Max Building Height	:	0				
Max Building Height[User Input]:	:					
* Is the plot part of an approved layout?		<input checked="" type="radio"/> Yes		<input type="radio"/> No		
* Do you want to avail the 50% concession on Premium charges as per MRTP Clause 154? <small>[Note: Final Acceptance of Concession will be decided during scrutiny by the PMC Authority]</small>		<input type="radio"/> Yes		<input type="radio"/> No		
* Do you want opt for Installment ?		<input checked="" type="radio"/> Yes		<input type="radio"/> No		
* Which Option you want to select for Installment ?		<input checked="" type="radio"/> Option 1		<input type="radio"/> Option 2		
Building below 70Mt,[4 years Installment] ▼						

### 3.2.4.13 Submit Application to PMC

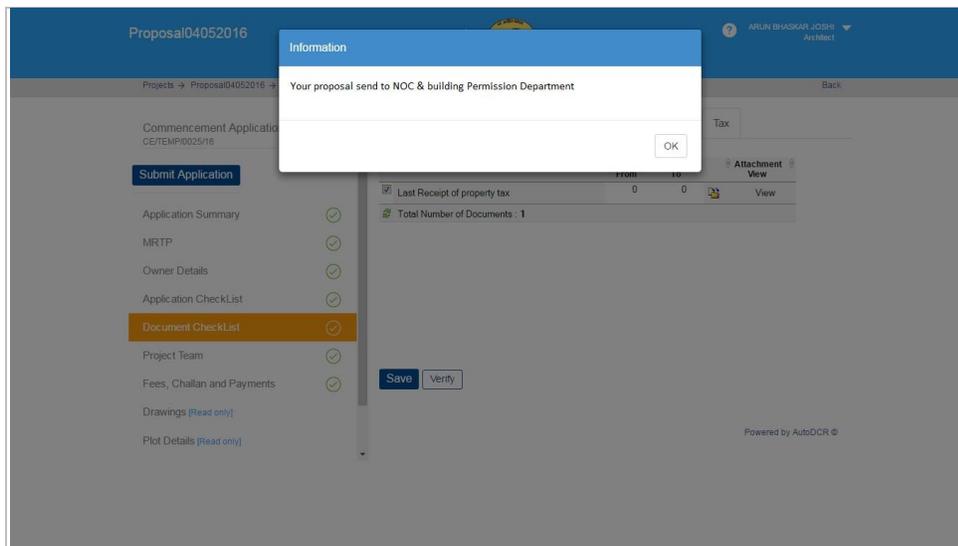
Once all the required sections are filled, user can submit the application for commencement and NOC processing. BP and respective department for NOC will work simultaneously. There is a validation check for ensuring all sections are filled by user.

**While submitting proposal to PMC system will alert for acknowledgement/ Consent of Site Engineer engagement in the said project as he / she is marked in the application, without confirmation Proposal cannot be submitted to PMC.**



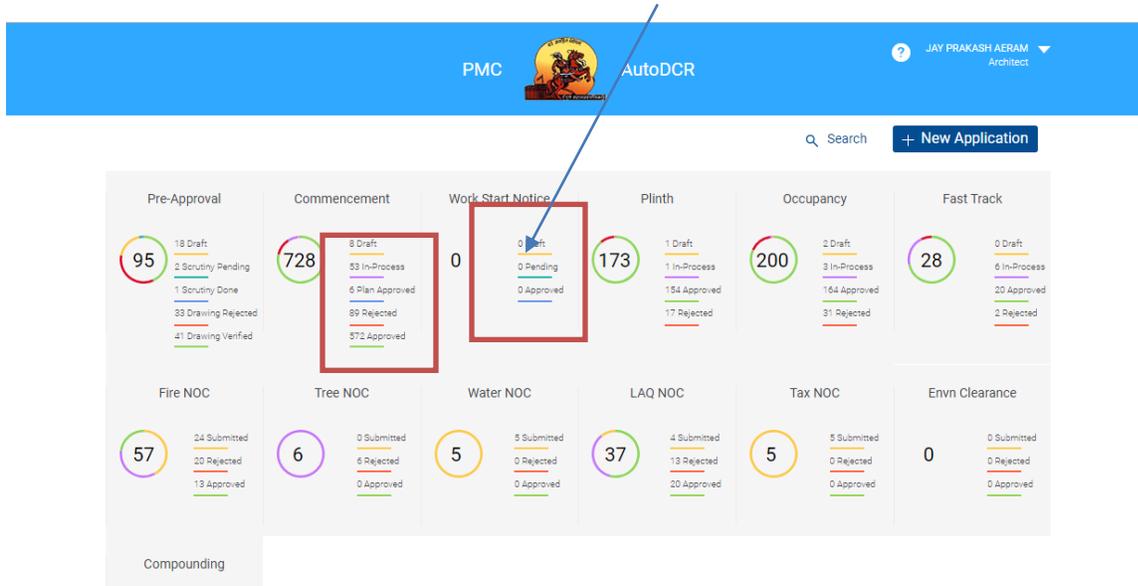


On click of the Proceed button proposal will be sent to BP department and NOC departments.

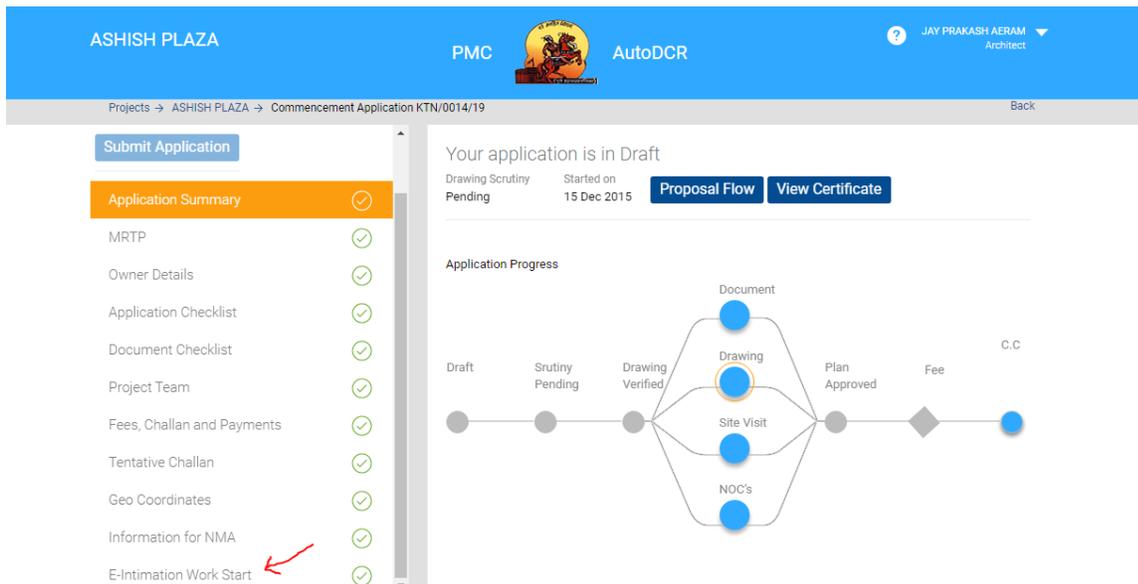


### 3.2.5 Application for Work Start Notice

Apply for work start notice from architect login for approved commencement file.



In **Approved commencement** file click on 'E-Intimation work start' option.





After clicking on 'E-Intimation work start' option you will get next window in which we have to select actual **work start date** and upload site photographs.

The screenshot displays the AutoDCR web application interface. The top navigation bar is blue and contains the text 'ASHISH PLAZA', 'PMC', the AutoDCR logo, and the user profile 'JAY PRAKASH AERAM Architect'. Below the navigation bar, there is a breadcrumb trail 'Projects -> ->' and a 'Back' button. The main content area is divided into two sections. On the left, a sidebar lists various application steps with green checkmarks indicating completion: 'Commencement Application KTN/0014/19', 'Submit Application', 'Application Summary', 'MRTP', 'Owner Details', 'Application Checklist', 'Document Checklist', 'Project Team', 'Fees, Challan and Payments', 'Tentative Challan', and 'Geo Coordinates'. The right section, titled 'Project Details', contains the following information: Proposal Date: 23/8/2019, Area: KOTHRUD-NORTH, Proposal Type: Resi+Comm, Project Type: Development, Proposal Status: Approved, Architect Name: JAY PRAKASH AERAM, Owner Name: MRS SUREKHA A SUMBRE PAH, Address of Owner: PUNE, CC No.: CC/1447/19, CC Date: 25/9/2019, Property Address: SurveyNo.:82, Hissa No.:24, Plot No.:, Society No.:, CTS No.:, FinalPlot No.:, and Developer/Firm/Owner Name: SANGAURI ASSOCIATES. At the bottom of the 'Project Details' section, there are two input fields: 'Actual Work Start/ Commencement date' with a date picker set to 'dd/mm/yyyy', and 'Labour Registration and related details[.pdf only]' with a 'Select' button. Below these, there are two more input fields: 'Inspection Photographs [.jpeg & .png only]' and 'Labour Registration and related details[.pdf only]', both with 'Select' buttons.

Upload Labor Registration details document which will be send to **Asst. Labour Commissioner**

After saving all images you have to click on **Submit** button.



Proposed Building ARUN BHASKAR JOSHI Architect

Projects → → Back

Commencement Application  
SDP/0013/17

**Submit Application**

- Application Summary ✔
- MRTP ✔
- Owner Details ✔
- Application Checklist ✔
- Document Checklist ✔
- Project Team ✔
- Fees, Challan and Payments ✔
- Tentative Challan ✔
- Geo Coordinates ✔

Proposal Date : 30/12/2017      Area : SAUASHIV PETH

Proposal Type : Residential      Project Type : Development

Proposal Status : Approved      Architect Name : ARUN BHASKAR JOSHI

Owner Name : Ojas Charudatta Joshi      Address of Owner : kothrud

CC No. : CC/2805/17      CC Date : 24/1/2018

Property Address : SurveyNo. : , Hissa No. : , Plot No. :24, Society No. : , CTS No. :2163, FinalPlot No. :29A

Developer/Firm/Owner Name : Joshi Hublikar Properties

---

Actual Work Start/ Commencement date :  [E-Intimation Notice](#)

Inspection Photographs [.jpeg & .png only]      Labour Registration and related details[.pdf only]

[View Site Progress Photograph1](#) ✕      [View Labour Document 1](#) ✕

After submitting the work intimation data file will go to concern JE.

In JE login file will be shown in Pending tab of Work Start notice option.

PUNE MUNICIPAL CORPORATION Building Inspector Console BPAMS  
FAMS™ derivative

Welcome Pratik D Patharkar ( Junior Engineer ) Logout

- ▶ Status
- ▶ Proposals
  - In Process
  - Plan Approved
  - Approved
  - Old Cases
  - Rejected
- ▶ Outward
- ▶ Profile
- ▶ Fast Track Proposals
- ▶ Work Start Notice
  - Pending
  - Acknowledged
- ▶ Plinth
- ▶ Occupancy

Proposals In Process <span style="float: right;">0 Proposal(s)</span>		
Regular Track <span style="float: right;">0 Cases</span>	Fast Track <span style="float: right;">0 Cases</span>	Old Case <span style="float: right;">0 Cases</span>
Outward Proposals <span style="float: right;">0 Proposal(s)</span>		
Regular Track <span style="float: right;">0 Cases</span>	Fast Track <span style="float: right;">0 Cases</span>	Old Case <span style="float: right;">0 Cases</span>
Approved Proposals <span style="float: right;">0 Proposal(s)</span>		
Rejected Proposals <span style="float: right;">Proposal(s)</span>		



After Verification application it will be moved to Acknowledged option.

The screenshot shows the BPAMS Building Inspector Console interface. The user is logged in as Dattatray M Garad (Junior Engineer). The main content area displays 'Proposal Details' for a specific proposal. The details include:

- File No : BDN/0011/17
- Work Start Date : 30/09/2019
- E-Intimation Date : 13/9/2019
- Proposal Type : Resi+Comm
- Proposal Status : Approved
- Applicant Name : KESAVAN DELVIS
- CC No. : CC/4103/18
- Property Address : Survey No. :1, Hissa No.:10 to 16, Plot No.:14, Society No.:0, CTS No.:0, FinalPlot No. :0
- Developer/Firm/Owner Name :
- Acknowledge Date : 13/09/2019
- Area : BAWDHAN
- Project Type : Development
- Architect Name : ARUN BHASKAR JOSHI
- Address of Applicant : PUNE
- CC Date : 29/3/2019

Below the details is a section titled 'Site Progress Photograph and Document' which contains a table of attachments:

Sr No	FileName	File Type	Attachments
1	B0030_PLNG_SJDA_2019.pdf	Labour Document	<a href="#">View</a>
2	blank985674.png	Photograph	<a href="#">View</a>

A 'Back' button is located below the table.

### 3.2.6 Proposal Submission for Plinth PCC

After sanction of Commencement user need to apply for Plinth Permission in predetermined time span as per the PMC DCR. In this stage of proposal where basic information is to be filled in this, user needs to provide related documents along with the some basic information.

#### 3.2.6.1 Plinth Intimation for UDCPR 2020

For application which are processed by New UDCPR 2020 regulations Applicant has to intimate PMC for completion of work up to Plinth level by submitting **Appendix –F** form mentioned in UDCPR 2020.

Appendix –F form will be seen in 'Application Summary' option for all plinth applications to be processed by New UDCPR rules [2020]. Plinth certificate is not insisted as per the UDCPR 2020 regulations.



After click on preview button Appendix – F form will be show as per shown in below image. Architect / LE has to digitally sign the Intimation notice (Appendix F form). Supporting documents are not required to be submitted for application which are to be processed under UDCPR 2020 regulations. Plinth approval and Certificate is not mandatory for cases submitted as per UDCPR 2020 regulations.

**APPENDIX 'F'**  
**FORM FOR INTIMATION OF COMPLETION OF WORK UP TO PLINTH LEVEL**

To,  
The City Engineer  
Pune Municipal Corporation,  
Shivajinagar, Pune-411005, Maharashtra, India

Sir,

The construction up to plinth / column up to plinth level has been completed in BCP No. **GHP/0007/19(New)** Plot No. Revenue S.No. / City Survey No. **365/26/** Final Plot No. **295/31**, situated at Road/Street \_\_\_\_\_, Society \_\_\_\_\_ in accordance with your permission No **[ICCN0]** dated **[ICCDate]** under my architectural / technical supervision and construction is carried out strictly in accordance with the sanctioned plan up to plinth level.

This is for information to you and we are proceeding further with the remaining construction work.

( Architect )  
Name : JAY PRAKASH AERAM  
Address : S NO 68/65 PL NO 504 MAHATMA CO-OP  
HSG SCTY KOTHRUD PUNE



Architect / LE has to submit the applications to PMC towards Intimation of completion of work till Plinth.

The screenshot shows the 'Plinth Information' form in the AutoDCR system. The form is titled 'Plinth Application PLN/0003/21 (GHP/0007/19)'. On the left, there is a sidebar with a 'Submit Application' button and a progress indicator for 'Plinth Information' (marked with a checkmark). The main form fields are as follows:

Field	Value	Status
Plinth Area(sq. mtrs.)	250	✓
Plinth Checking	Part	✓
Part No.	Second	✓
Building Description	A1	
Architect Name	JAY PRAKASH AERAM	
Reg. No.	CA\93\15811	
Valid upto		

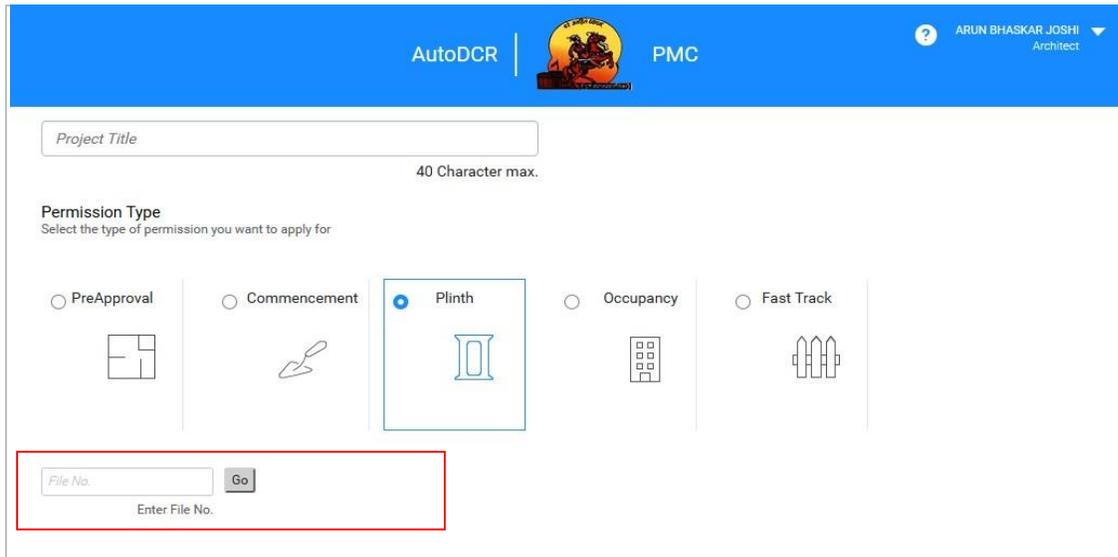
For application which are to be processed from Old DCR 2017, Plinth approval and issue of Plinth certificate is mandatory in the system. Only for UDCPR 2020 Plinth approval process is not mandatory.

The screenshot shows the AutoDCR dashboard for architect YOGESH RAGHUNATH PATIL. A 'New Application' button is highlighted with a red box. The dashboard displays statistics for five stages: Pre-Approval, Commencement, Plinth, Occupancy, and Fast Track. Each stage shows a total count and a breakdown of application statuses.

Stage	Total Count	0 Draft	0 In-Process	0 Plan Approved	0 Rejected	0 Drawing Verified
Pre-Approval	2	0	0	0	0	2
Commencement	57	1	4	0	0	52
Plinth	3	0	0	2	1	0
Occupancy	3	0	0	1	2	0
Fast Track	0	0	0	0	0	0

- Click On “New Application” at top of right hand side to create new proposal
- Following window will appear

Enter here the Proposal Number for which Plinth Application you apply



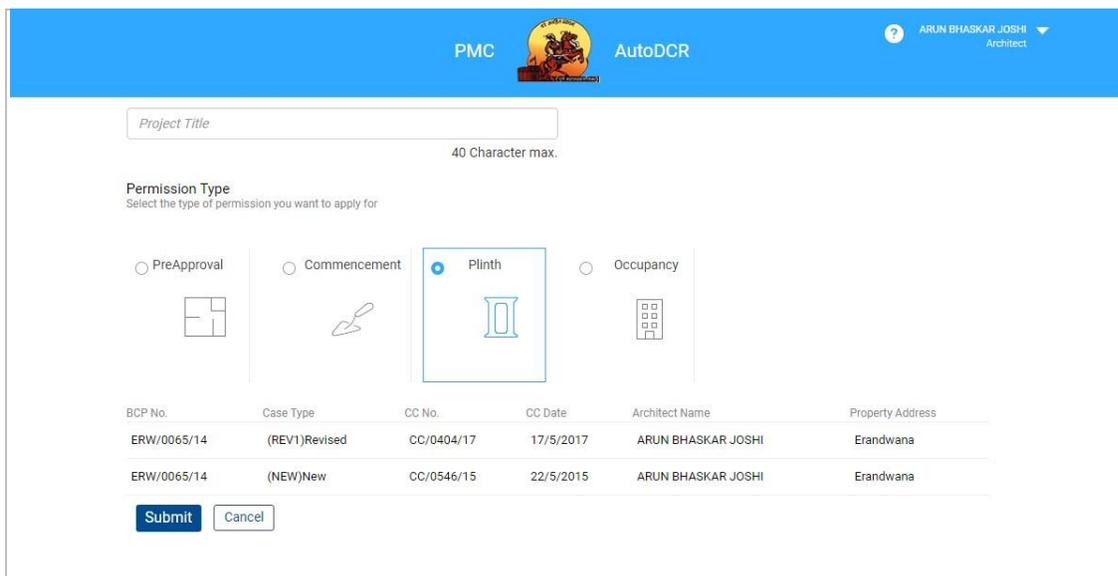
Project Title 40 Character max.

Permission Type  
Select the type of permission you want to apply for

PreApproval   
  Commencement   
  Plinth   
  Occupancy   
  Fast Track

File No.    
Enter File No.

- Enter the “Approved CC File Number” in given text field and click on” go” Button the details history will appear in tabular format.



Project Title 40 Character max.

Permission Type  
Select the type of permission you want to apply for

PreApproval   
  Commencement   
  Plinth   
  Occupancy

BCP No.	Case Type	CC No.	CC Date	Architect Name	Property Address
ERW/0065/14	(REV1)Revised	CC/0404/17	17/5/2017	ARUN BHASKAR JOSHI	Erandwana
ERW/0065/14	(NEW)New	CC/0546/15	22/5/2015	ARUN BHASKAR JOSHI	Erandwana

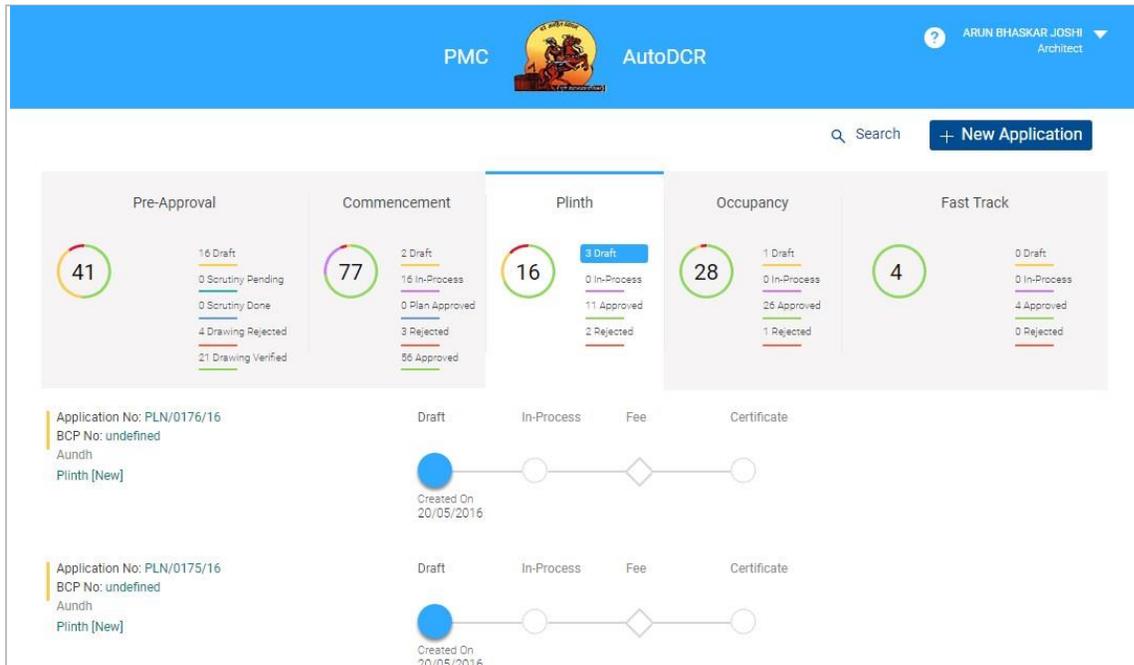
- For creating New Proposal Click on “Submit” Button. Alert window will be appear click on “ok” if want to continue



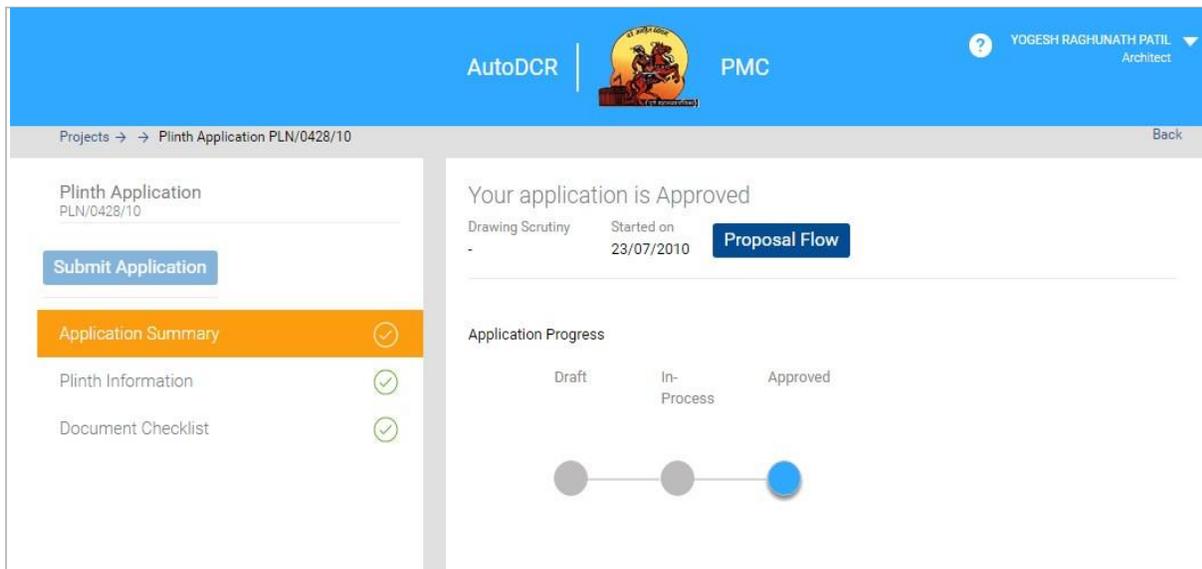
The screenshot shows a web application interface for proposal submission. A confirmation dialog box is overlaid on the form, asking "Do you want to proceed further?" with "OK" and "Cancel" buttons. The dialog box title is "192.168.1.227:5055 says:". Below the dialog, the form includes a "Project Title" field with a "40 Character max." limit. The "Permission Type" section has five radio button options: "PreApproval", "Commencement", "Plinth" (selected), "Occupancy", and "Fast Track", each with a corresponding icon. Below this is a table with columns: "BCP No.", "Case Type", "CC No.", "CC Date", "Architect Name", and "Property Address". The table contains two rows of data. At the bottom of the form are "Submit" and "Cancel" buttons.

BCP No.	Case Type	CC No.	CC Date	Architect Name	Property Address
ERW/0026/14	(REV1)Revised	CC/0792/15	12/6/2015	ARUN BHASKAR JOSHI	Erandwana
ERW/0026/14	(NEW)New	CC/1887/14	20/9/2014	ARUN BHASKAR JOSHI	Erandwana

- Proposal automatically store in “Draft” stage. For filling rest of the information or view the information filled simply click on proposal number. After filling the proposal information can be sent to PMC.



- “Plinth File Number” Automatically generated at the time of creating application keep this number in record for further reference.
- On “Draft” Proposal list after selecting proposal “Application summary” Page will Appear



On this page user can view Application summary & status, For Every New application created user need to fill the following details



– Plinth Information

–Document Checklist

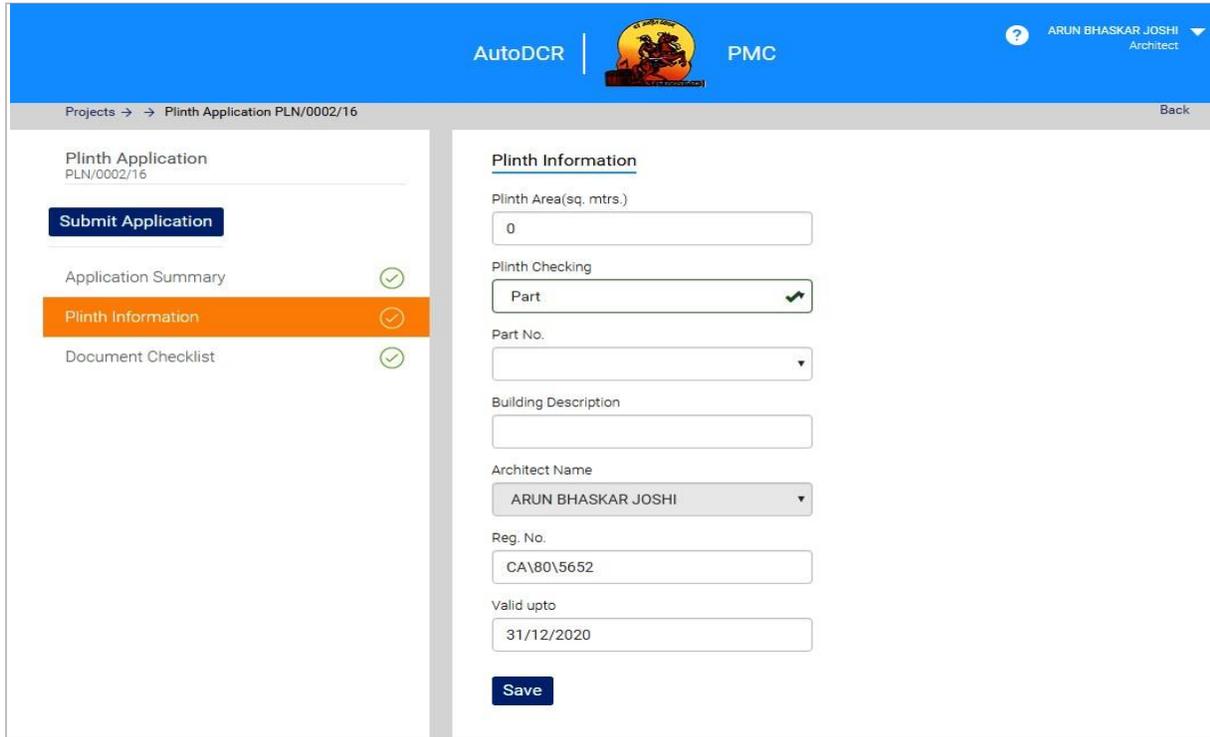
The screenshot shows the 'Plinth Information' form in the AutoDCR application. The left sidebar contains a navigation menu with 'Plinth Information' selected. The main form area contains the following fields:

- Plinth Area(sq. mtrs.)**: Text input field with value '0'.
- Plinth Checking**: Dropdown menu with 'Part' selected and a checkmark icon.
- Part No.**: Text input field.
- Building Description**: Text input field.
- Architect Name**: Dropdown menu with 'ARUN BHASKAR JOSHI' selected.
- Reg. No.**: Text input field with value 'CA\80\5652'.
- Valid upto**: Text input field with value '31/12/2020'.

A 'Save' button is located at the bottom of the form.

### 3.2.6.2 Plinth Information

- In this form user needs to fill all mandatory details require for submission of proposal. In this form user is required to fill Plinth details in **“Plinth Information”** section.
- And click on save button to store your information and it will save successfully after you getting message of “data save successfully”.
- User/applicant have choice to apply for “part Plinth checking” or “full Plinth checking”



The screenshot shows the AutoDCR web application interface for submitting Plinth Information. The top navigation bar is blue and contains the AutoDCR logo, the PMC logo, and the user profile of ARUN BHASKAR JOSHI, Architect. The breadcrumb trail indicates the current location: Projects → Plinth Application PLN/0002/16. On the left, a sidebar menu lists 'Plinth Application PLN/0002/16' with a 'Submit Application' button, and three sub-sections: 'Application Summary' (checked), 'Plinth Information' (checked and highlighted in orange), and 'Document Checklist' (checked). The main content area is titled 'Plinth Information' and contains the following fields: 'Plinth Area(sq. mtrs.)' with a value of 0; 'Plinth Checking' with a dropdown menu set to 'Part' (checked); 'Part No.' with a dropdown menu; 'Building Description' with a text input field; 'Architect Name' with a dropdown menu set to 'ARUN BHASKAR JOSHI'; 'Reg. No.' with a value of 'CA\80\5652'; and 'Valid upto' with a date of '31/12/2020'. A 'Save' button is located at the bottom of the form.

### 3.2.6.3 Document Checklist

- In the “**Document Checklist**” section user needs to provide scan copy of the documents.
- Respective documents related to the document name should be attached
- All mandatory documents need to be attached in this Section.
- After Attachment Click on “**Save**” button to save all the documents attached.
- To verify whether all required documents are attached or not “**Verify**” button is provided as a preliminary check.

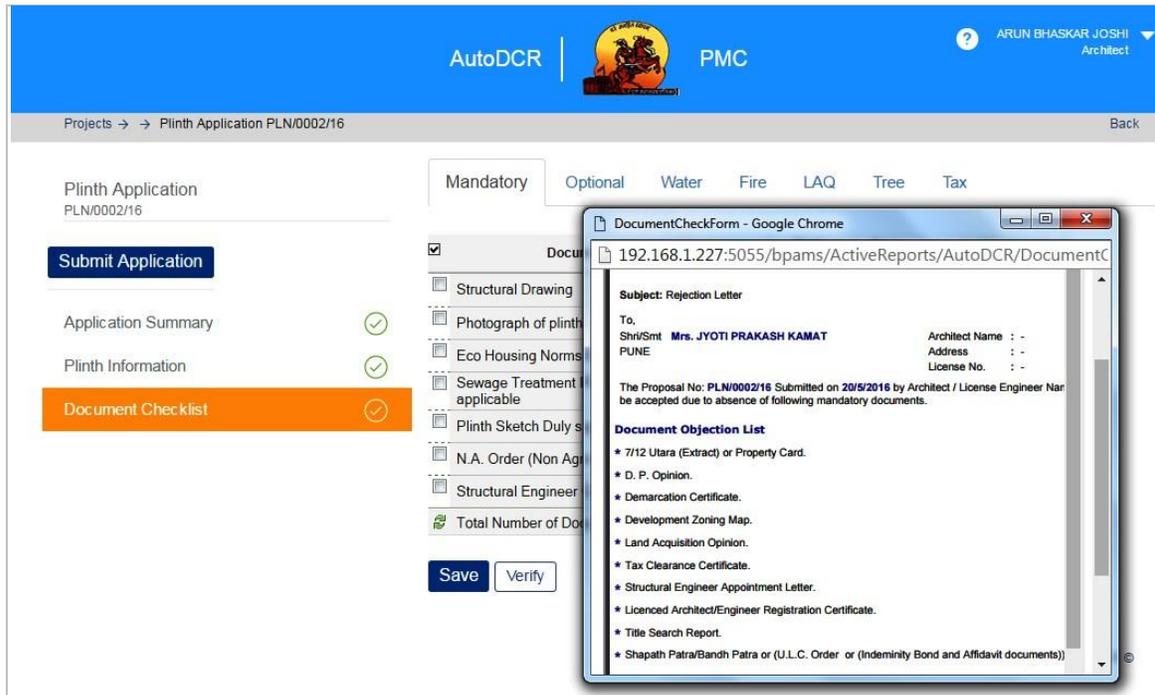


The screenshot shows the AutoDCR web application interface for a Plinth Application (PLN/0002/16). The top navigation bar includes the AutoDCR logo, the PMC logo, and the user profile of ARUN BHASKAR JOSHI, Architect. The breadcrumb trail indicates the current location: Projects → Plinth Application PLN/0002/16. On the left sidebar, there are navigation options: Submit Application (highlighted in blue), Application Summary (with a green checkmark), Plinth Information (with a green checkmark), and Document Checklist (highlighted in orange with a green checkmark). The main content area features a 'Mandatory' tab selected, with other tabs for Optional, Water, Fire, LAQ, Tree, and Tax. Below the tabs is a table of documents to be submitted:

<input checked="" type="checkbox"/>	Documents Name	Page From	Page To	Attachment View
<input type="checkbox"/>	Structural Drawing	0	0	
<input type="checkbox"/>	Photograph of plinth	0	0	
<input type="checkbox"/>	Eco Housing Norms if applicable	0	0	
<input type="checkbox"/>	Sewage Treatment Plant Order Certificate if applicable	0	0	
<input type="checkbox"/>	Plinth Sketch Duly signed by architect	0	0	
<input type="checkbox"/>	N.A. Order (Non Agricultural)	0	0	
<input type="checkbox"/>	Structural Engineer Certificate	0	0	

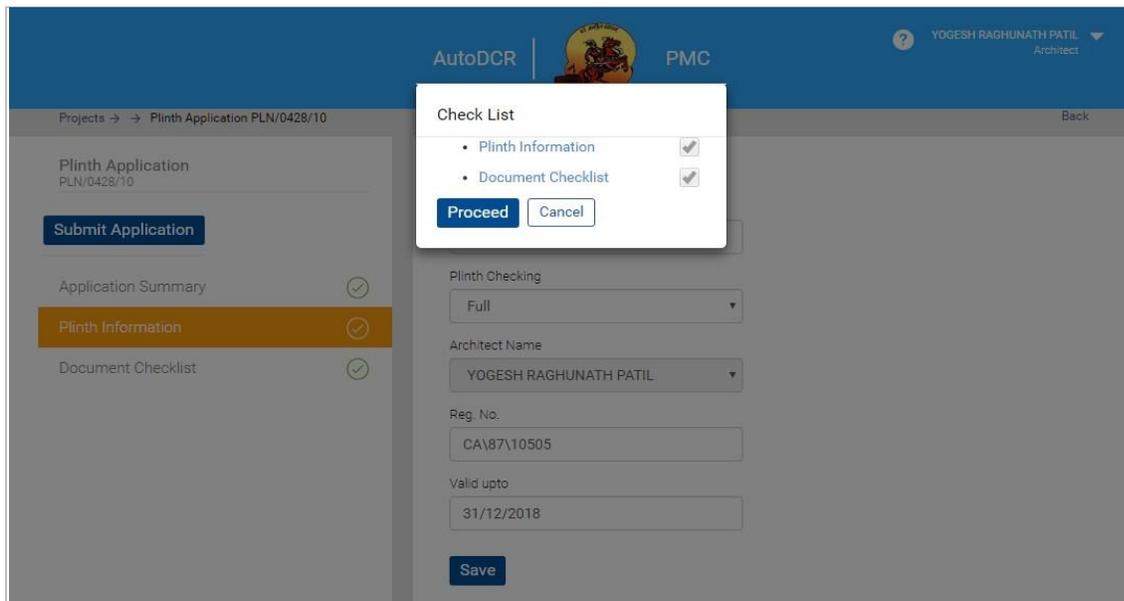
Below the table, it states 'Total Number of Documents : 7'. At the bottom of the document list, there are 'Save' and 'Verify' buttons. The footer of the page reads 'Powered by AutoDCR ©'.

- Attach all mandatory document listed in verify window. After successful attachment this list in vanish.
- For every time don't forget to click on "Save" Button after new attachment happen.

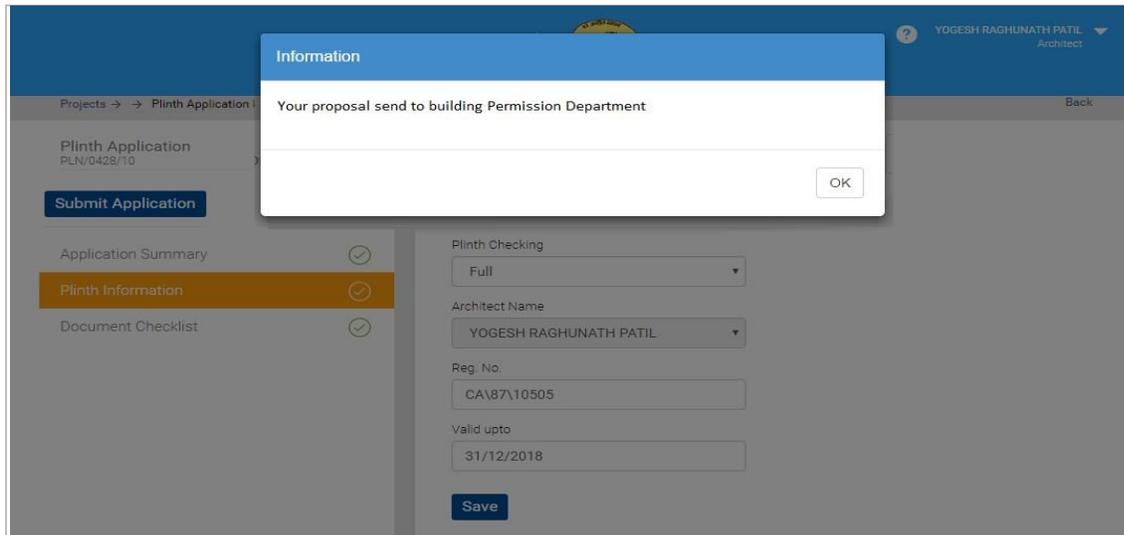


### 3.2.6.4 Submit Application to PMC

Once all the required sections are filled, user can submit the application for Plinth with validation check for ensuring to required information in all sections are filled by user. BP department will process this proposal to higher authority to get approval.

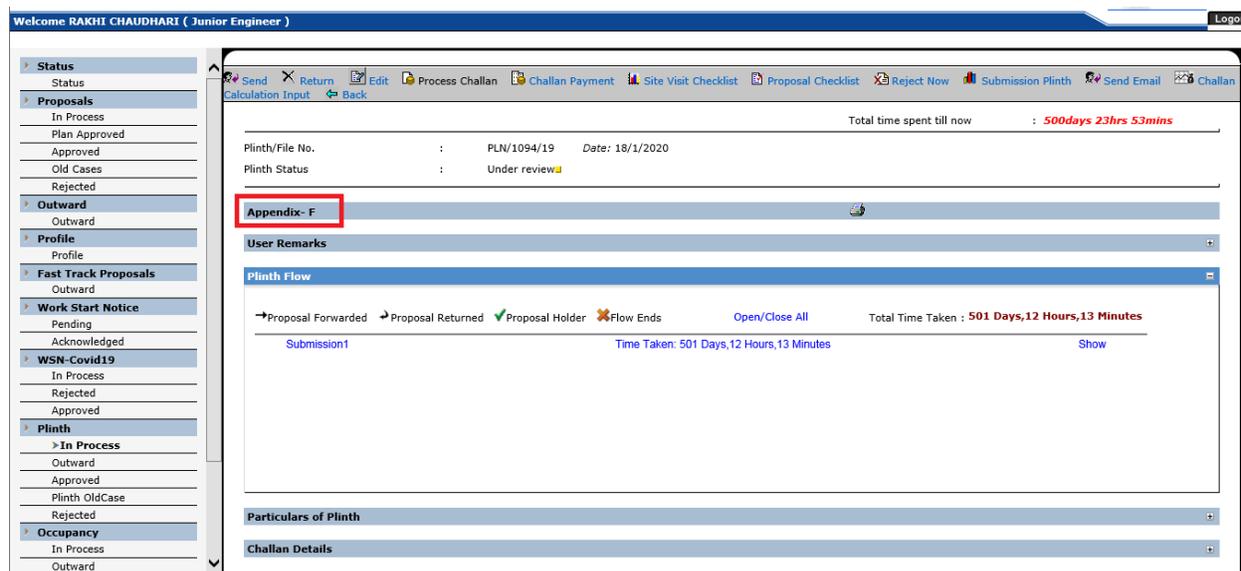


- On performing the above step there is a validation check to verify that all the above information is properly filled. If any section remains unfilled the user will not be able to send the proposal for scrutiny to PMC.
- The **“Proceed”** button is provided to submit application to corporation for the further Scrutiny.
- After successful submission system shows alert message



### 3.2.6.7 Officer Login Plinth Application processing

Digitally signed **Appendix F** will be available at PMC officer console towards intimation of completion of work up to Plinth level.





### 3.2.6.5 Proposal Tracking

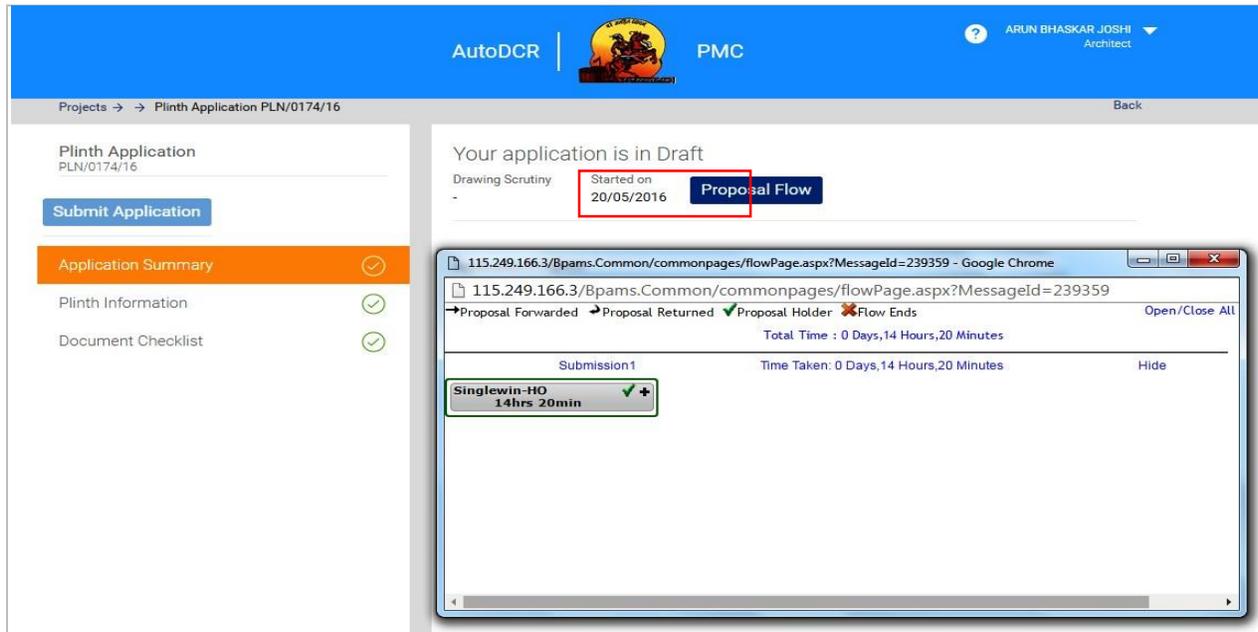
#### A). In Process Proposals

- Post submission of proposal to the PMC for Plinth through AutoDCR, proposals will be available in the “In Process” tab in the user Dash board. User can see the details of the proposal on clicking on the [PLN/0428/10](#) (if created).

The screenshot displays the AutoDCR dashboard interface. At the top, there is a navigation bar with 'PMC' and 'AutoDCR' logos, and a user profile for 'VIKAS M. DHERE, License Engineer'. Below the navigation bar, there are search and 'New Application' buttons. The main content area is divided into five columns representing different stages: Pre-Approval, Commencement, Plinth, Occupancy, and Fast Track. Each column shows a circular counter and a list of statistics. The 'Plinth' column is highlighted with a red box, showing 593 total proposals, with 3 in the 'In-Process' state. Below the statistics, there are two application cards. The first card is for 'Application No: PLN/1882/16' with a red box around the number, showing a workflow from Draft to In-Process, Fee, and Certificate. The second card is for 'Application No: PLN/1660/16' showing a similar workflow. The 'In-Process' stage in both workflows is highlighted with a blue circle.

Stage	Draft	In-Process	Fee	Certificate
Pre-Approval	15	3	0	0
Commencement	11	156	35	186
Plinth	8	3	542	40
Occupancy	4	10	450	47
Fast Track	0	0	5	0

- Click on “Proposal flow” in Application summary page popup window will be appeared.
- Click on “show” to view flow.



**B). Approved proposal:**

- After Approval proposals will be available in the “Approved” tab in the user Dash board. User can see the details of the proposal on clicking on the proposal Number listed in Approved tab



The dashboard displays the following statistics:

Count	Draft	In-Process	Approved	Rejected
278	15	3	0	0
1846	11	166	35	186
593	8	3	542	40
511	4	10	450	47
6	0	0	6	0

Application Summary for PLN/0327/17:

Stage	Status	Created On	Submitted On	Issued On
Draft	Completed	30/06/2017	-	-
In-Process	Completed	30/06/2017	30/06/2017	-
Fee	Completed	-	-	-
Certificate	Pending	-	-	01/07/2017

- Click on “View Certificate” in Application summary page popup window will be appearing.
- Applicant will able to view Digital sign certificate in Popup window.

The application summary page shows the following details:

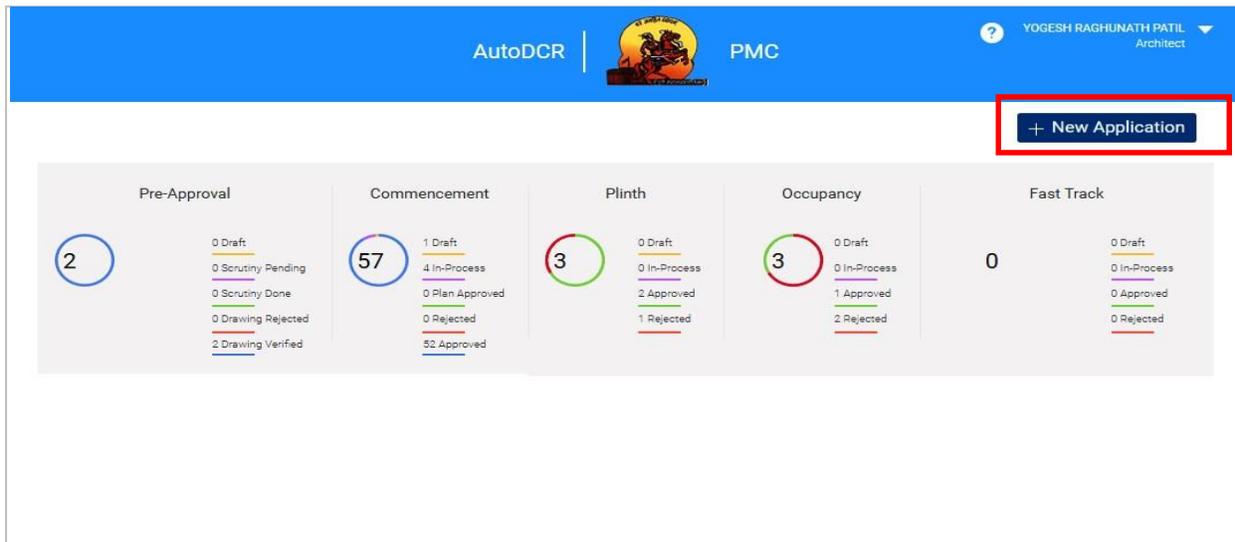
- Application: Plinth Application (PLN/0327/17)
- Status: Your application is Approved
- Started on: 30/06/2017
- Buttons: [Proposal Flow](#), [View Certificate](#) (highlighted)

Application Progress:

Stage	Status	Started On
Draft	Completed	30-06-2017
In-Process	Completed	30-06-2017
Approved	Completed	01-01-1900
Certificate	Pending	-

### 3.2.7 Proposal Submission for Occupancy OCC

After Getting Plinth certificate user need to apply for Occupancy Permission in predetermined time span as per the PMC DCR. In this stage of proposal require basic information is to be filled in this, user needs to provide related documents along with required information.



- Click On “New Application” at top of right hand side to create new proposal ▪ Following window will appear



- Enter the “Approved Plinth Number” in given text field and click on” go” Button the details history will appear in tabular format.



- For creating New Proposal Click on “Submit” Button. Alert window will be appear click on “ok” if want to continue



61.12.126.108:5055 says:  
Do you want to proceed further?

OK Cancel

Project Title  
40 Character max.

Permission Type  
Select the type of permission you want to apply for

PreApproval  Commencement  Plinth  Occupancy

BCP No.	Case Type	CC No.	CC Date	Architect Name	Property Address
PLN/0038/12	(NEW)New			VIKAS M. DHERE	Kondhwa-Budruk

Submit Cancel

- After this Proposal automatically store in “Draft” stage. For filling rest of the information or view the information filled simply click on proposal number. After filling the proposal information can be sent to PMC.
- “Occupancy File Number” generated at the time of creating application keep this number in record for further reference.
- Application summary Page will Appear

On this page user can view Application summary & status, For Every New application created user need to fill the following details



– Occupancy Information

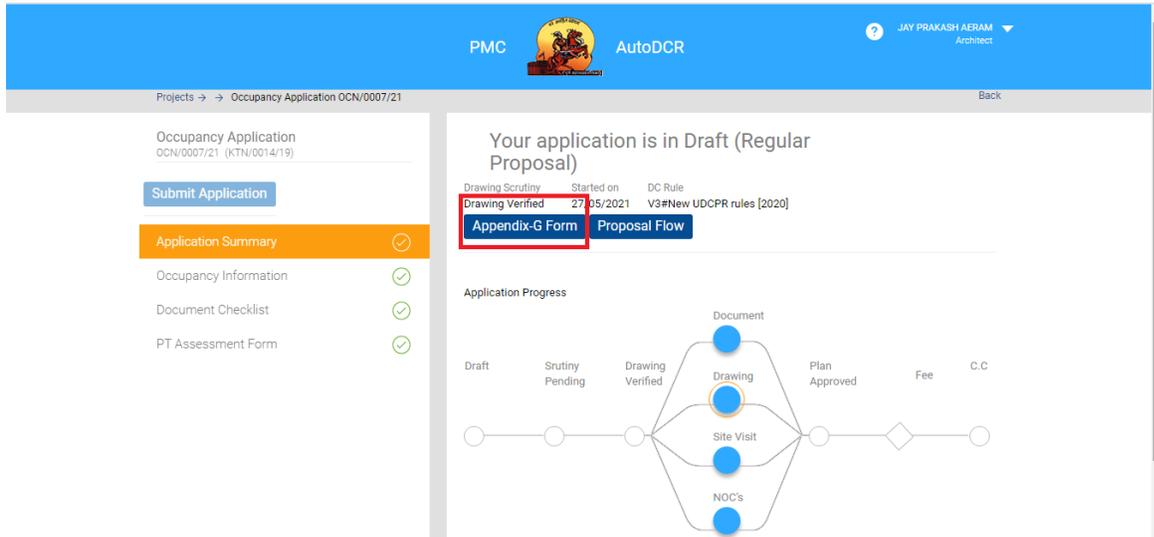
– Document Checklist

### 3.2.7.1 Occupancy Application in UDCPR 2020

For application which are processed by New UDCPR 2020 regulations and subsequently for obtaining Occupancy certificate Applicant has to submit **Appendix-G** to PMC as mentioned in UDCPR 2020.



Appendix –G form will be seen in ‘Application Summary’ option for all Occupancy applications to be processed by New UDCPR rules [2020]. Only Plinth Intimation and works start Notice is insisted as per the UDCPR 2020 regulations.



Appendix-G has to be digitally signed by Application and Architect/LE towards submission of occupancy application. For application which are to be processed by DCR 2017 regulations Appendix-G is not mandatory.





### 3.2.7.2 Occupancy Information

- In this form user needs to fill all mandatory details require for submission of proposal. In this form user is required to fill Occupancy details in “Occupancy Information” section.
- And click on save button to store your information and it will save successfully after you getting message of “data save successfully”.

The screenshot shows the 'Occupancy Information' form within the AutoDCR application. The top navigation bar is blue and contains the 'PMC' logo, the 'AutoDCR' logo, and the user profile 'JAY PRAKASH AERAM Architect'. Below the navigation bar, the breadcrumb trail reads 'Projects → → Occupancy Application OCN/0006/21' and a 'Back' link is visible. On the left side, there is a sidebar menu with the following items: 'Submit Application' (blue button), 'Application Summary' (with a green checkmark), 'Occupancy Information' (highlighted in orange with a green checkmark), 'Document Checklist' (with a green checkmark), and 'PT Assessment Form' (with a green checkmark). The main content area is titled 'Occupancy Information' and includes a link for 'Download Appendix-J (for Part Occupancy)'. The form fields are: 'Area (sq. mtrs.)' with the value '110'; 'Checking' with a dropdown menu set to 'Part'; 'Part No.' with a dropdown menu set to 'Tenth'; 'Building Description' with the value 'W1'; 'Changes made in the Building during course of construction?' with radio buttons for 'Yes' and 'No' (where 'No' is selected); 'Completion Date' with the value '02/06/2021'; and 'Architect Name' which is currently empty.



### 3.2.7.3 Property Tax Assessment form

During occupancy Architect has to mandatorily fill the Property tax self-assessment form for Property Tax calculation.

Information related to Flat owners / tenants are to be filled, remaining information will be picked from the Sanctioned information.

The screenshot displays the AutoDCR web application interface. At the top, there is a blue header bar with the PMC logo, the AutoDCR logo, and the user profile 'ARUN BHASKAR JOSHI Architect'. Below the header, the main content area is divided into a left sidebar and a main form area. The sidebar contains a list of application steps: 'Occupancy Application OCN/0198/19 (sdp/0013/17)', 'Submit Application' (highlighted in blue), 'Application Summary' (with a green checkmark), 'Occupancy Information' (with a green checkmark), 'Document Checklist' (with a green checkmark), and 'PT Assessment Form' (with a green checkmark and highlighted in orange). The main form area is titled 'PT Assessment Form' and contains several sections: 'Case Details' with input fields for BCPNO (SDP/0013/17), Case Type (New), Rev No. (0), and Proposal Type (Residential); 'Property Address Details'; 'GIS Information'; 'Certificate Details'; and 'Property Details'.



PMC  AutoDCR ? ARUN BHASKAR JOSHI Architect

Occupancy Application  
OCN/0198/19 (sdp/0013/17)

**Submit Application**

Application Summary ✓

Occupancy Information ✓

Document Checklist ✓

**PT Assessment Form ✓**

Property Address Details

GIS Information

Certificate Details

Property Details

Property Id  Property Type

+	Delete	Property Tax No.
		<input type="text"/>

PMC  AutoDCR ? ARUN BHASKAR JOSHI Architect

Occupancy Application  
OCN/0198/19 (sdp/0013/17)

**Submit Application**

Application Summary ✓

Occupancy Information ✓

Document Checklist ✓

**PT Assessment Form ✓**

POA Information

Architect / Licence Information

Sanction Details-Plot

Common Utility area Details ( in Sq.Mtr.) as per sanction plan

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

S	Building No	Floor No	Unit	Owner/C Name	Owner/C Addr	Mobile No.	Email	Carpet Area
1	A (BUILDING)	FIRST FLOOR		Ojas Charudatta Joshi	kothrud	9764042265		77.64
2	A (BUILDING)	FIRST FLOOR		Ojas Charudatta Joshi	kothrud	9764042265		54.75
3	A (BUILDING)	SECOND FLOOR		Ojas Charudatta Joshi	kothrud	9764042265		77.64
4	A (BUILDING)	SECOND FLOOR		Ojas Charudatta Joshi	kothrud	9764042265		54.75
5	A (BUILDING)	THIRD FLOOR		Ojas Charudatta	kothrud	9764042265		77.64



PMC  AutoDCR ARUN BHASKAR JOSHI Architect

Occupancy Application  
OCN/0198/19 (sdp/0013/17)

**Submit Application**

Application Summary

Occupancy Information

Document Checklist

**PT Assessment Form**

3	A (BUILDING)	SECOND FLOOR	Charudatta Joshi	kothrud	9764042265	77.64
4	A (BUILDING)	SECOND FLOOR	Ojas Charudatta Joshi	kothrud	9764042265	54.75
5	A (BUILDING)	THIRD FLOOR	Ojas Charudatta Joshi	kothrud	9764042265	77.64
6	A (BUILDING)	THIRD FLOOR	Ojas Charudatta Joshi	kothrud	9764042265	54.75
7	A (BUILDING)	FOURTH FLOOR	Ojas Charudatta Joshi	kothrud	9764042265	77.64
8	A (BUILDING)	FOURTH FLOOR	Ojas Charudatta Joshi	kothrud	9764042265	54.75
9	A (BUILDING)	FIFTH FLOOR	Ojas Charudatta Joshi	kothrud	9764042265	77.64
10	A (BUILDING)	FIFTH FLOOR	Ojas Charudatta Joshi	kothrud	9764042265	54.75

**Save Details**

Developed on AutoDCR® Platform ©

### 3.2.7.4 Document checklist

- In the “Document Checklist” section user needs to provide scan copy of the documents.
- Respective documents related to the document name should be attached

AutoDCR |  PMC VIKAS M. DHERE License Engineer

Projects → → Occupancy Application OCN/0053/12 Back

Occupancy Application  
OCN/0053/12

**Submit Application**

Application Summary

Occupancy Information

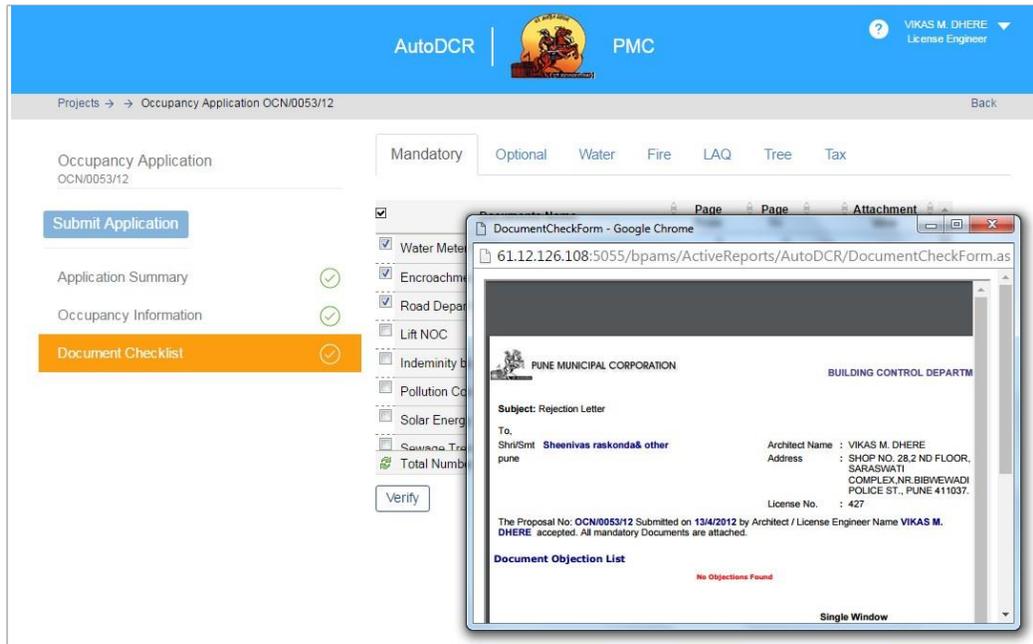
**Document Checklist**

Mandatory  Optional

<input checked="" type="checkbox"/>	Documents Name	Page From	Page To	Attachment View
<input checked="" type="checkbox"/>	Water Meter NOC	0	0	View
<input checked="" type="checkbox"/>	Encroachment Department NOC	0	0	View
<input checked="" type="checkbox"/>	Road Department NOC	0	0	View
<input type="checkbox"/>	Lift NOC	0	0	
<input type="checkbox"/>	Indemnity bond for Part Occupancy	0	0	
<input type="checkbox"/>	Pollution Control Board NOC	0	0	
<input type="checkbox"/>	Solar Energy Installation Certificate	0	0	
<input type="checkbox"/>	Sewage Treatment Plant Installation Certificate	0	0	

Total Number of Documents : 15

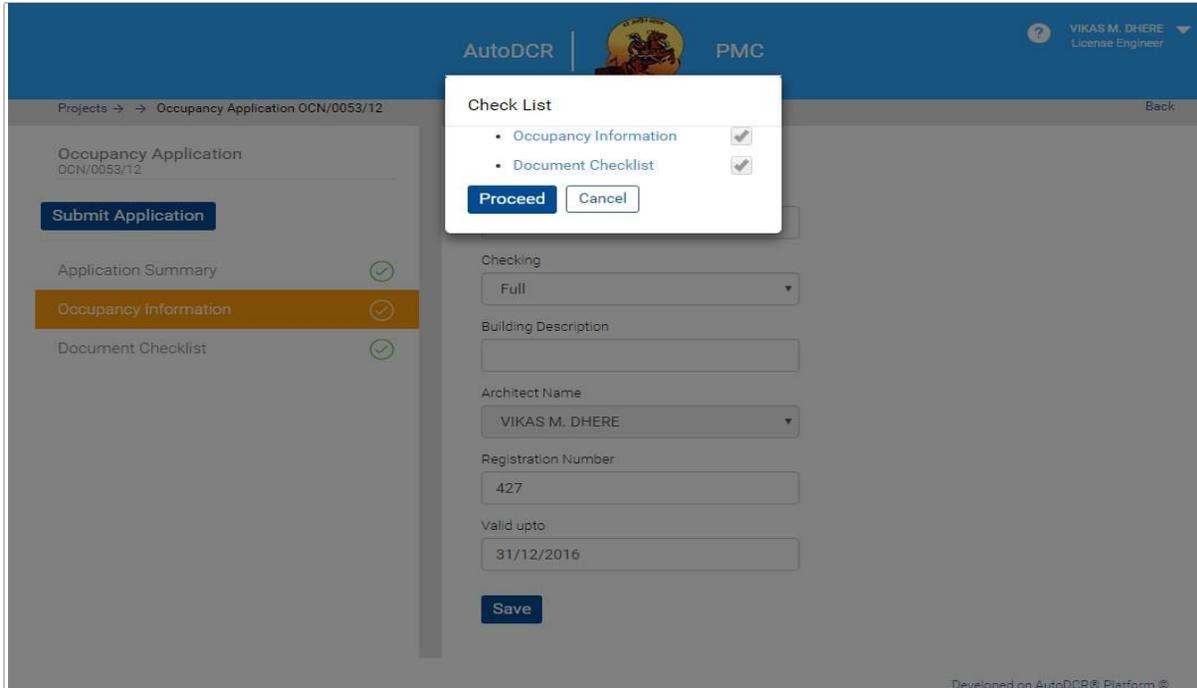
**Save**



- All mandatory documents need to be attached in this Section.
- After Attachment Click on “Save” button to save all the documents attached.
- To verify whether all required documents are attached or not “Verify” button is provided as a preliminary check.
- Attach all mandatory document listed in verify window. After successful attachment this list get vanish.
- For every time don’t forget to click on “Save” Button after new attachment happen.

### 3.2.7.5 Submit Occupancy Application to PMC

Once all the required sections are filled, user can submit the application for Occupancy with validation check for ensuring to required information in all sections are filled by user. BP department will process this proposal to higher authority to get approval.

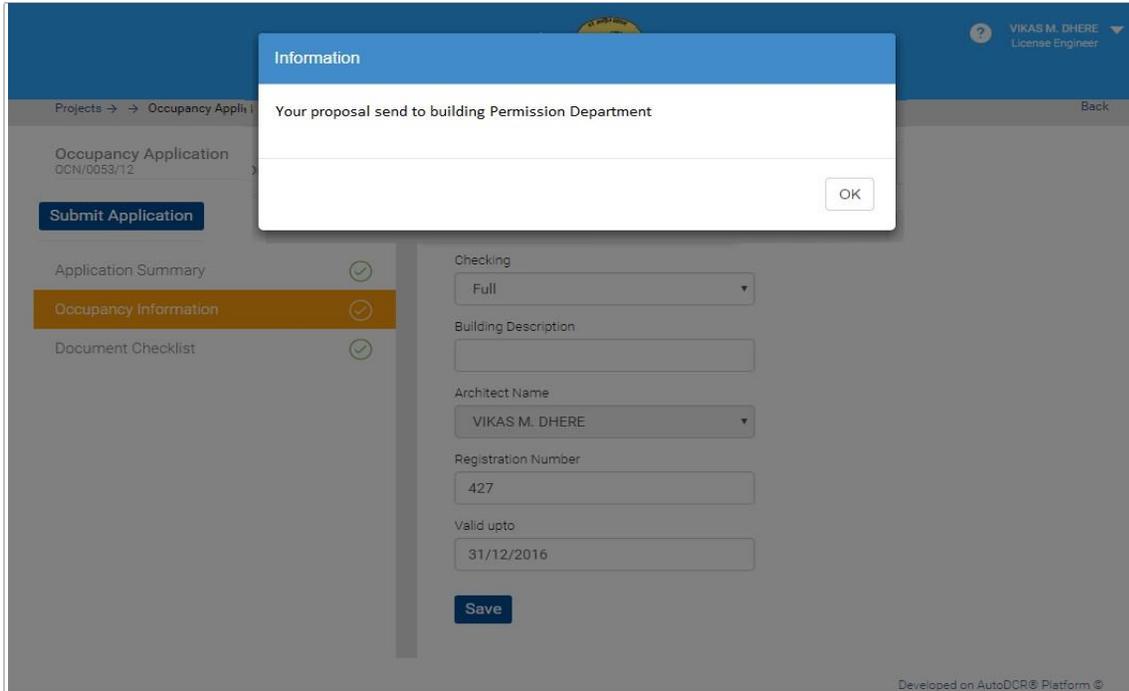


The screenshot displays the AutoDCR interface for submitting an occupancy application. A 'Check List' modal is open, confirming that 'Occupancy Information' and 'Document Checklist' are completed. The main form contains the following details:

- Checking:** Full
- Building Description:** (Empty field)
- Architect Name:** VIKAS M. DHERE
- Registration Number:** 427
- Valid upto:** 31/12/2016

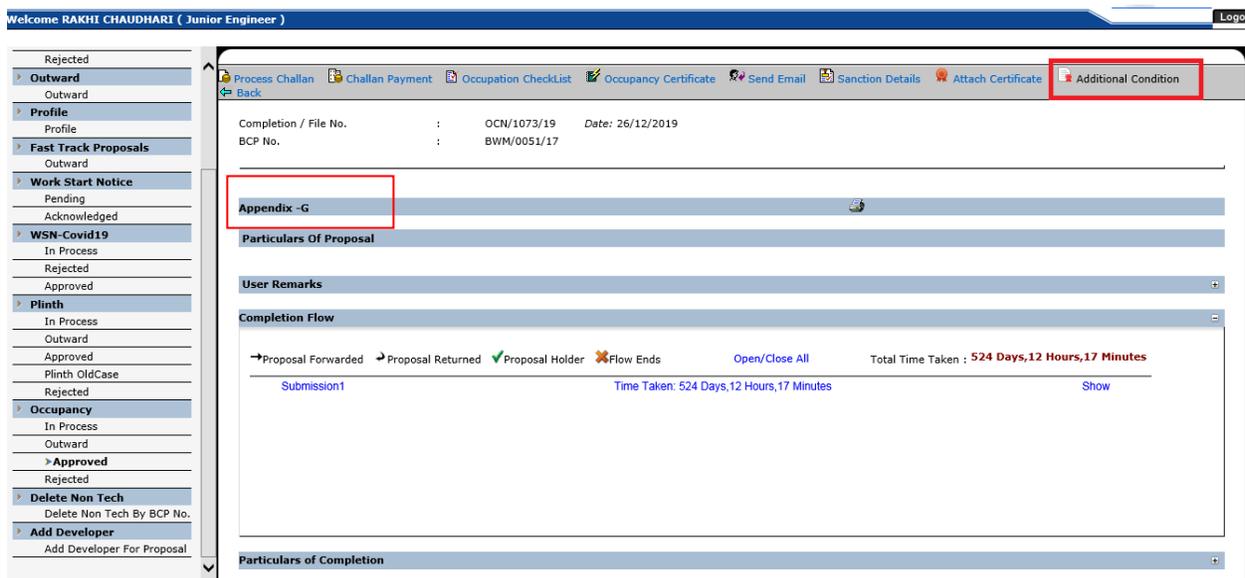
A 'Save' button is visible at the bottom of the form, and a 'Submit Application' button is present in the left sidebar.

- On performing the above step there is a validation check to verify that all the above information is properly filled. If any section remains unfilled the user will not be able to send the proposal for scrutiny to PMC.
- The “Proceed” button is provided to submit application to Scrutiny cell.
- After successful submission system shows alert message

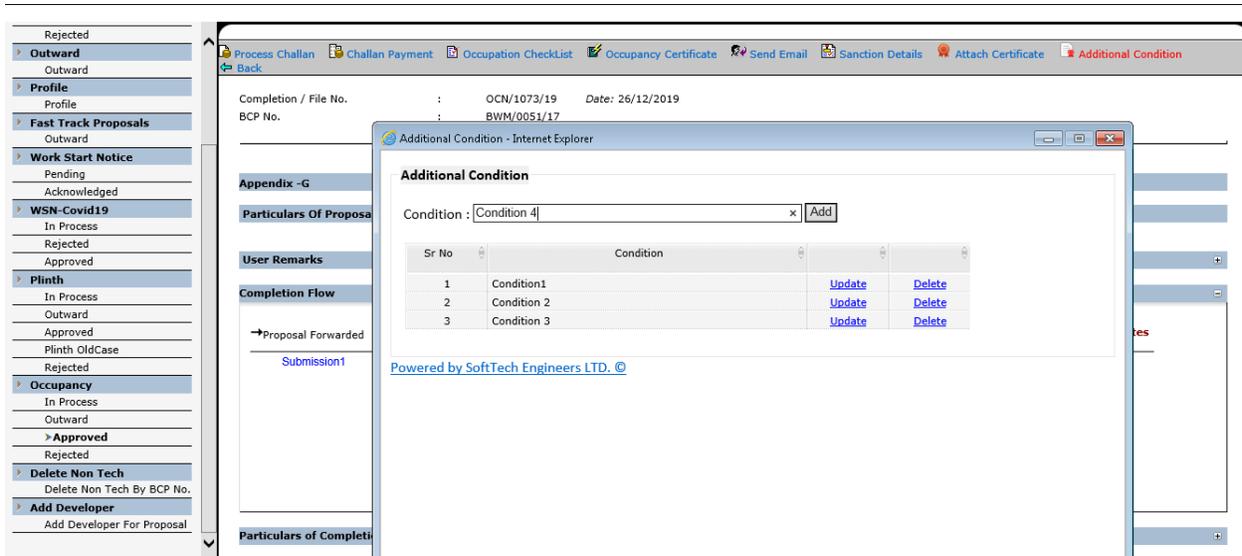


### 3.2.7.7 Officer Login Occupancy Application processing

Digitally signed **Appendix G** will be available at PMC officer console towards application for Occupancy  
 Officer can add Additional Conditions which will appear in the Occupancy certificate.



By click on additional condition option one pop up window will be open. By using add option concerned officer will add specific conditions as per applicability. Provision for Update or Delete conditions by using Update and Delete button.



Completion / File No. : OCN/1073/19 Date: 26/12/2019  
BCP No. : BWM/0051/17

**Additional Condition**

Condition :

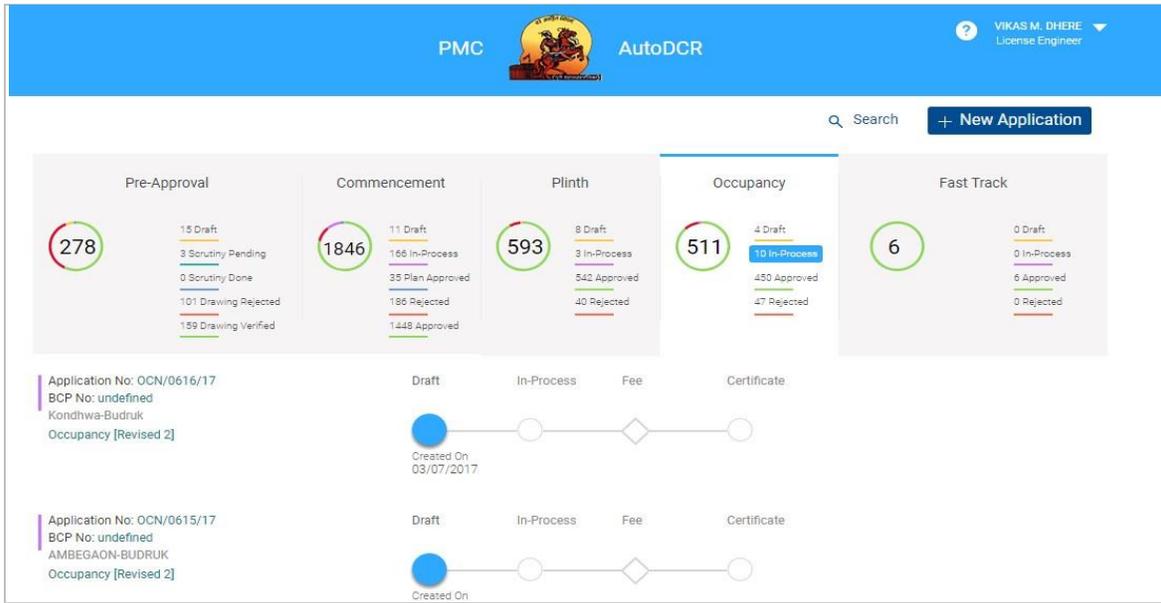
Sr No	Condition	Update	Delete
1	Condition1	<a href="#">Update</a>	<a href="#">Delete</a>
2	Condition 2	<a href="#">Update</a>	<a href="#">Delete</a>
3	Condition 3	<a href="#">Update</a>	<a href="#">Delete</a>

Powered by SoftTech Engineers LTD. ©

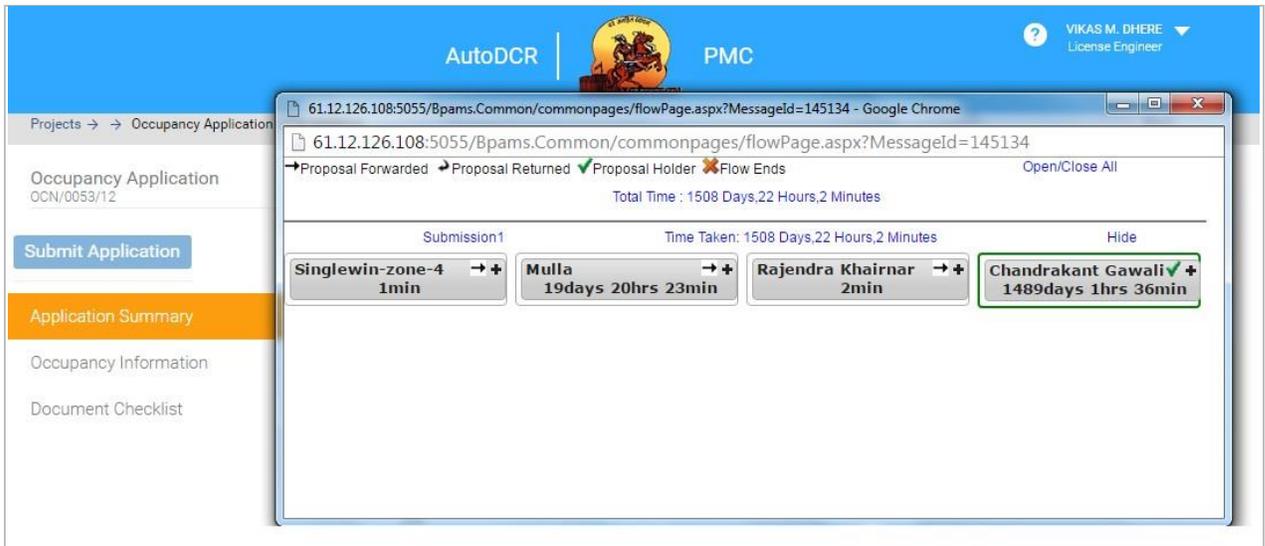
### 3.2.7.7 Proposal Tracking

#### In Process Proposals

- Post submission of proposal to the PMC for Occupancy through AutoDCR, proposals will be available in the “In Process” tab in the user Dash board. User can see the details of the proposal on clicking on the [OCN/XXXX/YY \(if created\)](#).



- Click on "Proposal flow" in Application summary page popup window will be appear.
- Click on "show" to view flow.



**Approved Proposals**

After Approval proposals will be available in the "Approved" tab in the user Dash board. User can see the details of the proposal on clicking on the proposal Number listed in Approved tab

The dashboard displays the following statistics:

Category	Count
Pre-Approval	278
Commencement	1846
Plinth	593
Occupancy	511
Fast Track	6

Application Details:

- Application 1:** OCN/0563/17, BCP No: undefined, Kondhwa-Budruk, Occupancy [Revised 1]. Progress: Draft (Created On: 27/06/2017), In-Process (Submitted On: 27/06/2017), Fee (Paid), Certificate (Issued On: 29/06/2017).
- Application 2:** OCN/0538/17, BCP No: undefined, Kondhwa-Budruk, Occupancy [Revised 4]. Progress: Draft (Created On: 22/06/2017), In-Process (Submitted On: 22/06/2017), Fee (Paid), Certificate (Issued On: 01/07/2017).

- Click on “View Certificate” in Application summary page popup window will be appearing.
- Applicant will able to view Digital sign certificate in Popup window.

The page displays the following information:

- Occupancy Application:** OCN/0563/17 (KDB/0026/15)
- Submit Application** button
- Application Summary** (checked)
- Occupancy Information** (checked)
- Document Checklist** (checked)
- Your application is Approved** message
- Drawing Scrutiny:** Started on 27/06/2017
- Buttons:** Proposal Flow, View Certificate
- Application Progress:** Draft (Started On: 27-06-2017), In-Process (Started On: 27-06-2017), Approved (Started On: 01-01-1900), Certificate (Started On: 01-01-1900)



### 3.2.8 Fire Department Help for provisional Fire NOC

#### 3.2.8.1 Fire Console

All information provided by Architect and LE will be available for review and approval of Fire NOC (Provisional) like Building and floor details.

The screenshot shows a web application interface for a Chief Fire Officer (Mr. Prashant Ranpise). The interface includes a sidebar with navigation options like Dashboard, Applications, In Process, Rejected, Approved, and My Profile. The main content area displays 'Building Details' for a fire application. A note specifies that fire NOC checks are mandatory for buildings above 15 meters. The data is presented in two tables: a summary table and a detailed floor-by-floor table.

Use	Sub Use	Type	No. of Bed	Proposed Ht.	Build Up Area	Potential Ht.	No. of Floor	Fire Calculation By	No. of Staircase	No. of Lifts	No. of Stretcher Lift	Location of Parking
RESI_COMMERCIAL	Resi+Comm	Building	0	44m.	2667.71 sq. mtr.	40m.	More than G+2	Potential Height	8	4	2	

Floor Name	Floor Height	Slab Height wise	Build Up Area	Floor Type
A1	12m.	15 to 24	200 sq. mtr.	Commercial
A2	13m.	24 to 36	322 sq. mtr.	Commercial
A3	4m.	36 to 40	130 sq. mtr.	Residential

#### 3.2.8.1 Fees Calculation

Auto fees calculation based on Built up area and Height.

Provision for adding Previous paid amount for Revised Cases.



Save & Publish

Note :- Previously Paid amount is enabled only for cases other than New.  
Amount by Authority is enabled for all cases.  
Enter cumulative Head wise amount, if there is more than one challan previously paid.  
Enter multiple Challan No. and Date comma (,) separated towards previously paid challans.

MEMO DETAILS

Challan No.	Paid Towards	Challan Amount	Payment Status	Amount Paid	Receipt No. / Date
	Fees	00.00/-	UnPaid	0	

Description	Amount By System	Previous Paid Amount	Amount By Authority	Formula	Formula with Values
Fire Premium Charger	289,485.50	0.00	289,485.50	A-(TotalSlabArea * 50)+ (TotalSlabArea * 1000),,	
Fire Infrastructure charges	0.00	0.00	0.00		
Fire service fee	100,000.00	0.00	100,000.00	A-(TotalBuiltUpArea * 12),	
Fire Annual fees	1,000.00	0.00	1,000.00	1% of Total Service Charges	

Is Fire Annual Fees Applicable ?

Enter Previous paid Challan Detail(s):

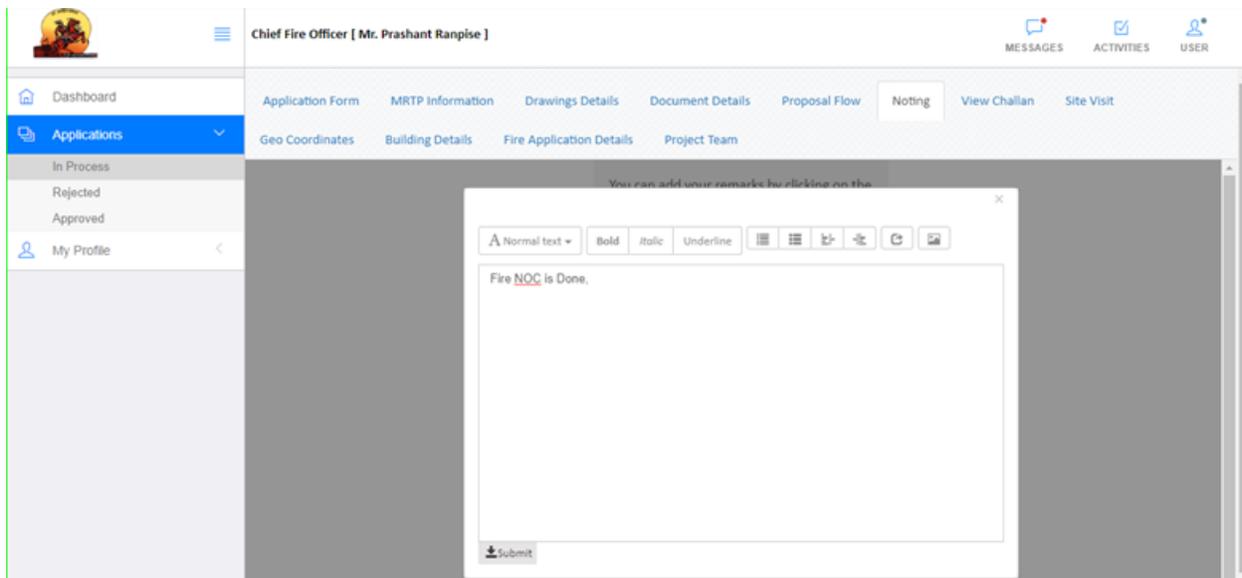
Challan No :  Challan Date:

Total Previous Paid Amount :

Total Amount :	3,90,486.00/-
Total Amount in Words :	Rupees Three Lacs Ninety Thousand Four Hundred Eighty Six Only

### 3.2.8.1 Note Sheet

Fire Dept. Note sheet information will be printed on Provisional Fire NOC.



### 3.2.8.1 Provisional Fire NOC

Fire NOC will be generated from the system with NOC conditions as the case may be.



### 3.2.9 Dashboard & Citizen Search

Citizen can track the status of the proposals submitted at PMC and a consolidated Dashboard gives the high level view of Building Permission Dept. processes.



# HELP MANUAL FOR BP PROPOSAL SUBMISSION @ PMC

Status wise   Pendency Details   Revenue   Performance   NOC's Summary   Environmental Clearance (EC) Stats   General Inspection Report   Session started on:

**Status wise**

Sr. No.	Service Type	Received	In-Process	Approved	Rejected
1	Building Permission	3855	2102	1278	475
2	Plinth	763	127	581	55
3	Occupancy	949	292	540	117
4	Compounding Structure	116	111	5	0
5	Risk Based Approval	0	0	0	0

Total Number of Proposals : 6

Sr. No.	File No.	Case Type	Consultant Name	Owner Name	Officer Name
1	SDP/0026/19	New	SUDHIR Manohar LELE	D	Sharad Dagadu Kharage
2	pvn/dp/1/07	Revised	Dilip Kale	Ritesh	Virendra Kelkar
3	LOH/0047/08	Revised	RAHUL R. MALVADKAR	MARVEL EDGE REALTORS PVT. LTD	SANTOSH KISAN GAIKWAD
4	SNB/0375/05	Revised	SUBHASH N SHAH	RAJESH	Rohidas Devade
5	ADCR/2668/11	New	SHREEDHAR BANKATLAL SHARMA	MIR	Kiran Ahirrao
6	PSN/0009/19	New	RAJESH SHASHIKANT	Indian Institute of	Virendra Kelkar

File No.	SDP/0026/19
File Status	In Process
Drawing	Scrutiny Done
<a href="#">Project Key Members</a>	



**PUNE MUNICIPAL CORPORATION**

Login to BPAMS



**Dashboard**  
Dashboard for Building Permission (BP) Department



**Challan Payment**  
for Architects and Developers

**Citizen Search**  
for Citizens

**Registration**  
Owner/Developer/Structural engineer

**Approved**  
Commencement - Plinth - Occupancy
**On-Going**  
Commencement - Plinth - Occupancy
**Fast Track**



***This is the Last page of this Document***