



PUNE MUNICIPAL CORPORATION

Help Manual for Work Start: Covid-19

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

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1. Introduction and Format downloads

The Government of Maharashtra has issued Consolidated Revised Guidelines on the measures to be taken for containment of COVID-19 in the State, vide GR bearing No: **DMU/2020/CR.92/DisM-1, dated 17th April 2020.**

To mitigate hardship to the public, select additional activities is allowed with effect from 20th April, 2020, which will be operationalized by concerned authorities based on strict compliance of the guidelines on lockdown measures. The concerned authority is required to ensure that all preparatory arrangements and requirements of consolidated revised guidelines are in place while the allowed activity is being carried out.

The pre monsoon related work formats are available for downloads in the login page.

PUNE MUNICIPAL CORPORATION

Username

Password

Remember Me

Login

Help Manual Covid-19

- ▲ [Help Manual Covid-19](#)

Formats Covid-19

- ▲ [Annexure A- Pre-Monsoon](#)
- ▲ [Table A - Technical-staff](#)
- ▲ [Undertaking -Pre Monsoon work](#)
- ▲ [Travel pass](#)

● The Government of Maharashtra has issued Consolidated Revised Guidelines on the measures to be taken for containment of COVID-19 in the State, vide GR bearing No: DMU/2020/CR.92/DisM-1, dated 17th April 2020. To mitigate hardship to the public, select additional activities is allowed with effect from 20th April, 2020, which will be operationalized by concerned authorities based on strict compliance of the guidelines on lockdown measures. The concerned authority is required to ensure that all preparatory arrangements and requirements of consolidated revised guidelines are in place while the allowed activity is being carried out.

Formats

- ▲ [COMPOUNDING STRUCTURE](#)
- ▲ [Environment Clearance](#)
- ▲ [Fire Department Document](#)

Help Manual

- [Application for Compounding](#)
- [PMC BP Submission](#)
- [e-Sign Procedure](#)
- [Online Payment Help](#)

Know Your Fees

- [Fees Calculation](#)

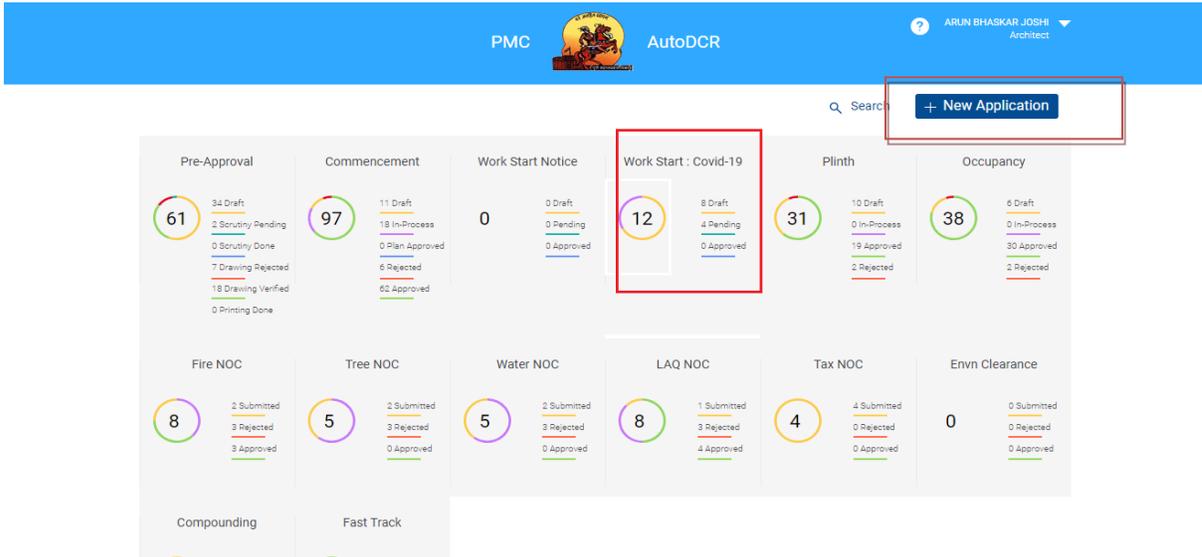
Formats Covid-19 includes

- Annexure A- Pre-Monsoon
- Table A - Technical-staff
- Undertaking -Pre Monsoon work
- Travel pass

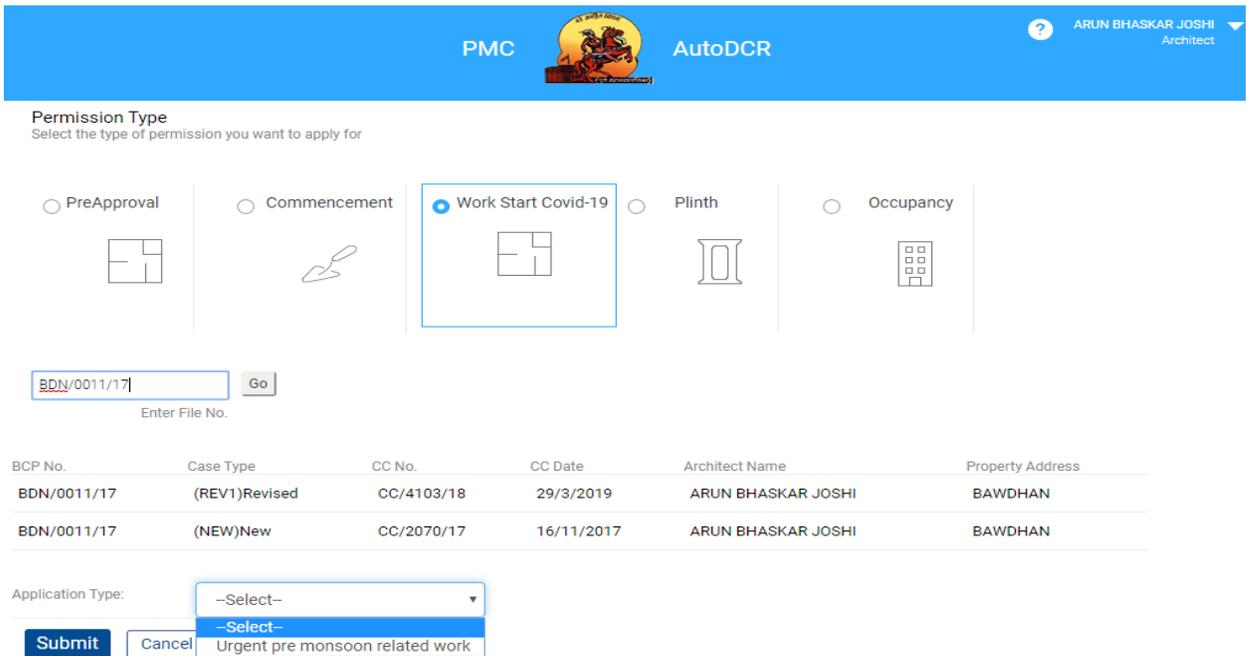
2. Apply for Work Start by Architect/Engineer/Supervisors

Architect/ Engineers can login to their respective console for applying for work start in the Lock down period.

Apply for work start Covid-19 from the New application button where permission is already granted by PMC.



Provide the Case No of approved case where Applicant intend to start the construction activity before Monson. After submit application gets created in draft stage.



1.1 Application Summary:-

After clicking on 'Work Start: Covid-19' **draft option** from the console you will get below window. There are three options as Application Summary, Application Information and Document Checklist.

The screenshot shows the top navigation bar with 'Building' on the left, 'PMC' and 'AutoDCR' in the center, and a user profile 'ARUN BHASKAR JOSHI Architect' on the right. Below the navigation bar, the breadcrumb path is 'Projects → Building → BPALD_Covid Application BWM/0064/15'. The main content area is titled 'Urgent pre monsoon related work Application BWM/0064/15'. On the left, there is a 'Submit Application' button and a list of application stages: 'Application Summary' (highlighted in orange with a checkmark), 'Application Information' (with a checkmark), and 'Document Checklist' (with a checkmark). The main content area displays 'Your application is in Draft' with 'Drawing Scrutiny Pending' and 'Started on 15 Dec 2015'. A 'Proposal Flow' button is visible. At the bottom right, it says 'Developed on AutoDCR® Platform ©'.

1.2 Application Information:-

When Architect click on Application information then below form will show

The screenshot shows the top navigation bar with 'Building' on the left, 'PMC' and 'AutoDCR' in the center, and a user profile 'ARUN BHASKAR JOSHI Architect' on the right. Below the navigation bar, the breadcrumb path is 'Projects → Building → BPALD_Covid Application BWM/0064/15'. The main content area is titled 'Urgent pre monsoon related work Application SDP/0013/17'. On the left, there is a 'Submit Application' button and a list of application stages: 'Application Summary' (with a checkmark), 'Application Information' (highlighted in orange with a checkmark), and 'Document Checklist' (with a checkmark). The main content area displays 'Application Information' with a 'Downloads' button. Below this, there are two sections: 'Application Details' and 'Site Contact Details'. The 'Site Contact Details' section contains two sets of input fields: 'First Responsible Person' and 'Mobile No.', and 'Second Responsible Person' and 'Mobile No.', each with an 'Email' field below. A note at the top of the form states: 'Note: Please download and fill the respective document(s), all signed PDF documents must be uploaded in document checklist section.'

There is option provided to download Annexure A, Table A and Undertaking Pre Monsoon Work under **"Downloads"** tab.

Help Manual for Work Start: Covid-19@PMC

Building PMC  AutoDCR ? ARUN BHASKAR JOSHI Architect

Urgent pre monsoon related work Application BWM/0064/15

[Submit Application](#)

- Application Summary** ✓
- Application Information ✓
- Document Checklist ✓

Application Information

Application Details

Site Contact Details

First Responsible Person: Test User 1, Mobile No.: 9890096467

Email: test1@gmail.com

Second Responsible Person: Test User 2, Mobile No.: 9876000000

Describe Site specific situation: Project start during COVID-19 issue

[Save](#)

Downloads

- Annexure A
- Table A
- Undertaking pre monsoon work
- Travel pass

Note: Please download and fill the respective document(s), all signed PDF documents must be uploaded in document checklist section.

Developed on AutoDCR® Platform ©

1.3 Document checklist:-

There are five mandatory documents. After attach all mandatory documents click on save button.

Building PMC  AutoDCR ? ARUN BHASKAR JOSHI Architect

Projects → Building → BPALD_Covid Application BWM/0064/15 Back

Urgent pre monsoon related work Application BWM/0064/15

[Submit Application](#)

- Application Summary** ✓
- Application Information ✓
- Document Checklist ✓

Mandatory

Sr No	Documents Name	Attachment View
1	Annexure A	View
2	Table A	View
3	Undertaking pre monsoon work	View
4	Site Photographs [Upload multiple photographs in a single PDF document]	View
5	Site Location of Google Image along with Latitude/Longitude	View
6	Travel pass	View

Total Number of Documents : 6

Powered by AutoDCR ©

Architect has to submit below list of mandatory documents: -

- Annexure A
- Table A
- Undertaking Pre Monsoon Work

- d) Site Photographs [Upload multiple photographs in a single PDF document]
- e) Site Location of Google Image Along With Latitude/Longitude
- f) Travel pass

After submitting the all mandatory data application will move to concern JE of the area (peth).

3. Work Start Application (Officer Console): -

Once the application is submitted to PMC it will be processed by various officers.

2.1 Junior/Deputy Engineer Console: -

After submission of application this file will be get assigned to concern Junior Engineer and it shows in In-Process tab of WSN-Covid19 option.

Sr No	File No.	CCNo	CC Date	Owner Name	Property Address	Work Start Date	Architect Name
1	BWM/0064/15	CC/2026/19	5/12/2019	Vandana C Joshi Chairman, Padmadarshan Housing Society Pune	Survey/No. :678, Hissa No.:18+19/1B, Plot No.: , Society No.: , CTS No.: , FinalPlot No. :		ARUN BHASKAR JOSHI

Here JE has to verify all the details including documents. Also JE will add his Remarks and verify Site Specific Situation.

After verification of data JE will fill his remarks in **NOTESHEET** and forward to next level officer for next level scrutiny.

Application is sent to Deputy Engineer for further verification

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PUNE MUNICIPAL CORPORATION Building Inspector Console **BPAMS**
FAMS™ derivative Logout

Welcome RAKHI CHAUDHARI (Junior Engineer)

Document checklist Proposal FLOW Notesheet Send View Certificate Sign Certificate

Application Details

Application Type	: Urgent pre monsoon related work	End Date	
File No	: BWM/0064/15	Area	: Bibwewadi-Munjeri
Date	: 25/4/2020	Project Type	: Development
Proposal Type	: Residential	Architect Name	: ARUN BHASKAR JOSHI
Proposal Status	: Approved	Address of Applicant	: pune
ApplicantName	: C.D Joshi for Dr.Vandana C.Joshi Chairman Padmararshan Soc.	CC Date	: 5/12/2019
CC No.	: CC/2026/19		
Propoerty Address	: SurveyNo. :678, Hissa No.:18+19/1B, Plot No.: , Society No.: , CTS No.: , FinalPlot No.:		
Developer/Firm/Owner Name	: Nest Realty		
	ok		
Site specific situation			
Officer Remark			

2.2 Executive Engineer Console: -

After DE file will be assigned to Executive Engineer where he will again verify all the details of application and JE and DE Note sheet remarks.

If the details are proper and correct then file will get approved and if the details are not proper and correct then file will be rejected on that basis.

If file is **Approvable** then Executive Engineer will digitally sign the Approval Letter/Permission Certificate and Travel pass and upload for issuance to applicant.

PUNE MUNICIPAL CORPORATION Assistant Engineer Console **BPAMS**
FAMS™ derivative Logout

Welcome sukumar patil (Deputy Engineer)

Document checklist Proposal FLOW Notesheet Send View Certificate Sign Certificate

Application Details

Application Type	: Urgent pre monsoon related work	End Date	
File No	: BLD/0002/16	Area	: BALEWADI
Date	: 27/4/2020	Project Type	: Development
Proposal Type	: Residential	Architect Name	: ARUN BHASKAR JOSHI
Proposal Status	: Approved	Address of Applicant	: Anagar
ApplicantName	: Dattatray Bhausahab Supekar	CC Date	: 10/6/2016
CC No.	: CC/0575/16		
Propoerty Address	: SurveyNo. :31, Hissa No.:6/7, Plot No.: , Society No.: , CTS No.: , FinalPlot No.:		
Developer/Firm/Owner Name	: DATTATRAY KESHAV TAPKIR		
	Site remark:OK		
Site specific situation			
Officer Remark			

2.3 Approval Letter/Permission during Covid-19: -

Please see below Approval Letter/ Permission Certificate after signing.



Office of Executive Engineer
City Engineer Department
Building Development Department
Zone Number : Zone 2
Outward No: COVID-19/
Date: 27/04/2020

Work Permit for urgent Pre-Monsoon related works in Containment COVID-19 in the State

TO

Architect Name : YASHPAL DHANPAL DESAI
Address : A 203, HARSHAWARDHAN PRIDE, VADGAON BK.,PUNE-411041.
Email : desaiyash123@gmail.com Mobile : 9371093619

Applicant/
Developer Name : M/S VARDHAMAN PEARL THROUGH VIVEK VINAYAK DESHPANDE

Address : PUNE

Sub: Permission of urgent Pre-Monsoon related works at Pune Ambegaon Budruk-Ext Survey No./CTS/F.P.Number 15

Reference: 1. Govt of Maharashtra Order & Guidelines bearing No: DMU/2020/CR.92/DisM-1, Dated 17th April 2020.
2. Revised Instruction from Principle Secretary urban Development Dept, Govt of Maharashtra bearing No: MRD-320/Pr.Kr.25/NAVI -7 dated 18th April 2020.
3. Your Application Dated: 20/04/2025

Details of sanction Proposals: 1.BCP No: ABE/0008/19

2. CC Number and Date: 3412,15/02/2016

3. Detail address of Proposed Site: SurveyNo. :15, Hissa No.:23, Plot No.: , Society No.: , CTS No.: , FinalPlot No. :

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Note: You hereby instructed to, daily observe the plan of containment zone and affecting this area by containment zone, this permission automatically get revoked.

Signature valid

Digitally signed by :Namdev D Gambhire
Date: 27-04-2020 02:40:54
Reason: PUNE MUNICIPAL CORPORATION
Location: PUNE

HEMANT MANVENDRA KOLEKAR

**Junior Engineer
Zone 2
Building Development
Department
Pune Municipal Corporation**

PRATAP TATYBA DHAYGUDE

**Deputy Engineer
Zone 2
Building Development
Department
Pune Municipal Corporation**

NAMDEV D GAMBHIRE

**Executive Engineer
Zone 2
Building Development
Department
Pune Municipal Corporation**

Encl: List of 1. Staff residing at site,
2. Supervisory staff and machinery operator coming from outside area
3. List of Machinery

Copy To: 1. The Commissioner of Police, Pune
2. Labor Commissioner, Pune

4. Travel Pass

Travel pass will be issued by PMC after signing.

TRAVEL PASS

Pune Municipal Corporation

BCP No:

Essential Services Identity card

Identity card Number:

Photo	
Name of Engineer/Supervisor/Operator	
PAN card/ AADHAAR card/Driving license card number	
Name and office address of Project Proponent/ Authorized Signatory	
Name of work and address of work place	
This Travel pass is valid for travel to above work place only. This travel pass shall be invalid, if and when the above mentioned residential and workplace falls in containment zone. Valid till withdrawal of lock down or as may be decided	

Executive Engineer

Building Development Department

Pune Municipal Corporation.