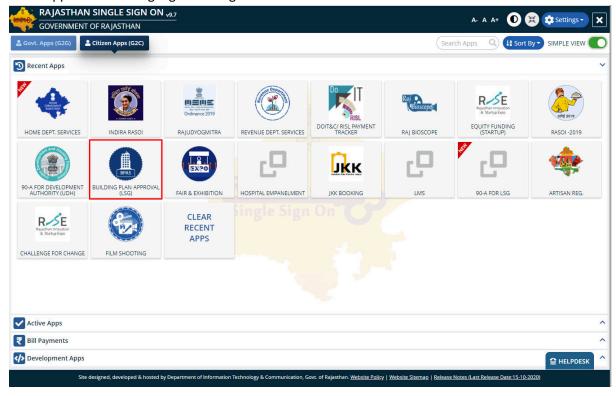
ONLINE APPLICATION SUBMISSION PROCEDURE

APPLICATION FOR BUILDING PLAN APPROVAL (BPAS)

1. Applicant sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/ her SSOID as highlighted in figure below.

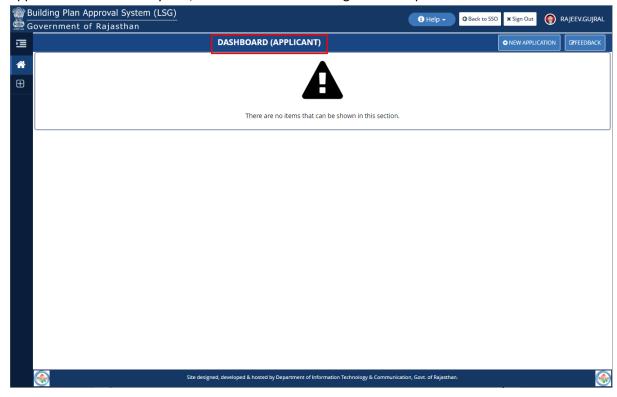


2. After successful sign-in (login), applicant selects "BPAS (LSG)" or "BPAS (UDH)" from the available list of applications as highlighted in figure below.

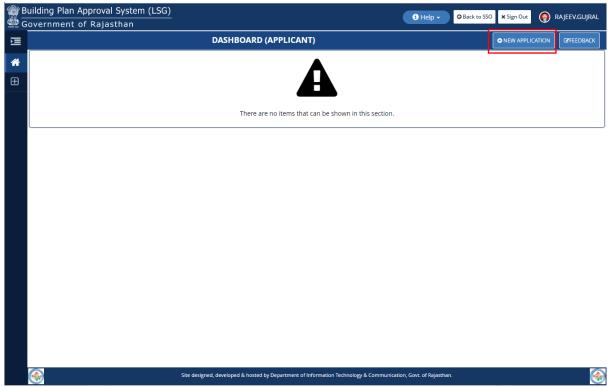




3. Applicant will see the following interface i.e. "DASHBOARD (APPLICANT)" where all the applications submitted by him/ her would be listed along with their present status.

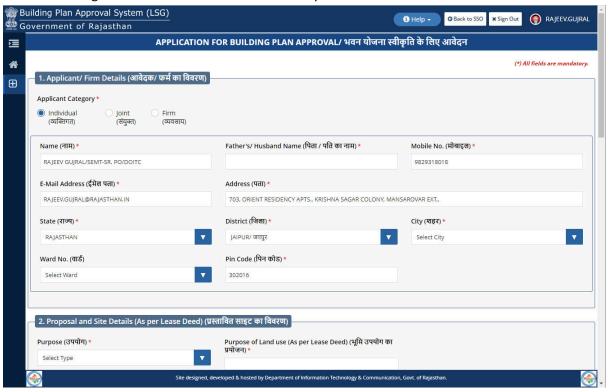


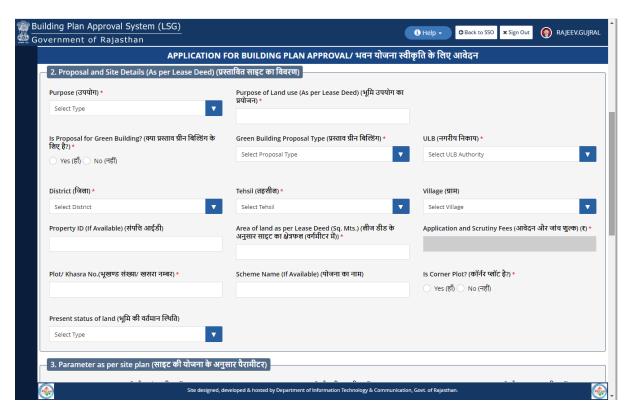
4. Applicant clicks on "NEW APPLICATION" button on top-right side as highlighted in the figure below to submit the application for BPAS.



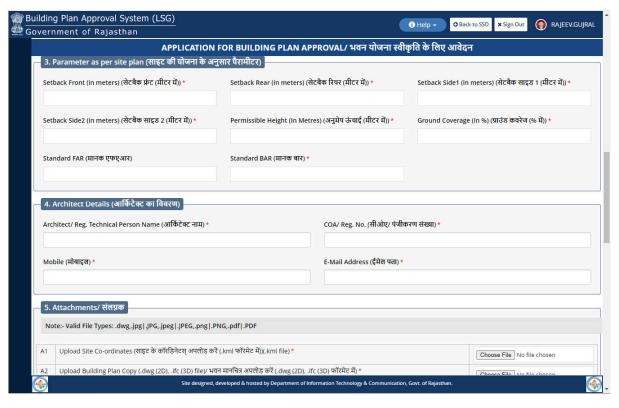


5. Applicant is presented with the self-explanatory, user-friendly and dynamic Application Form as shown in the figure below wherein all the mandatory fields are marked with *.



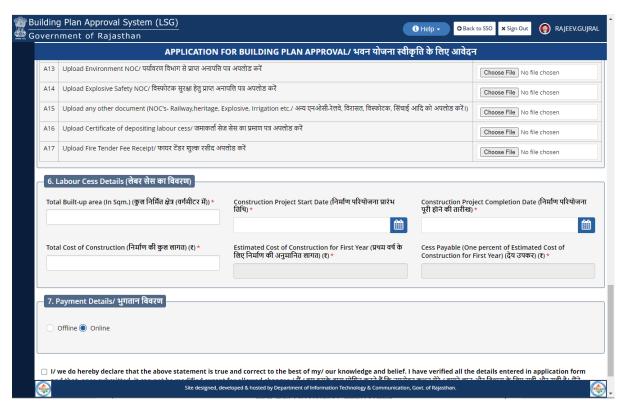


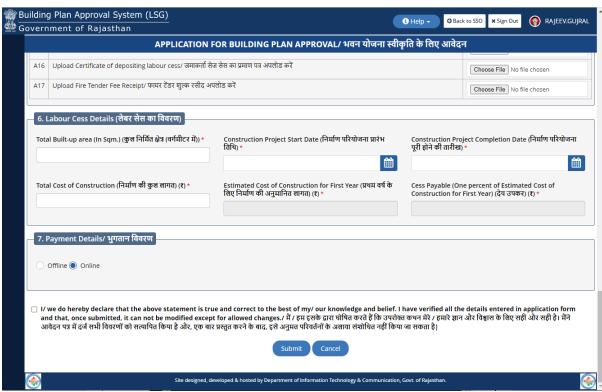




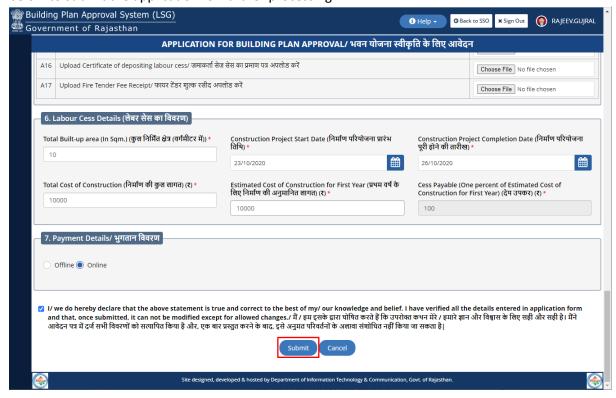




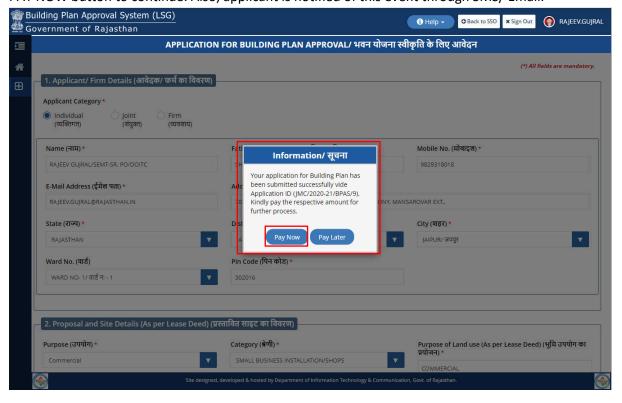




6. After filling all the required (mandatory) fields and uploading the prescribed supporting documents in the required format, applicant clicks the SUBMIT button as highlighted in the figure below to submit the application for further processing.

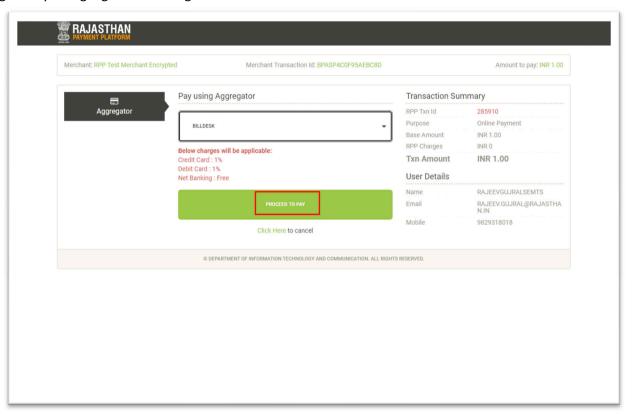


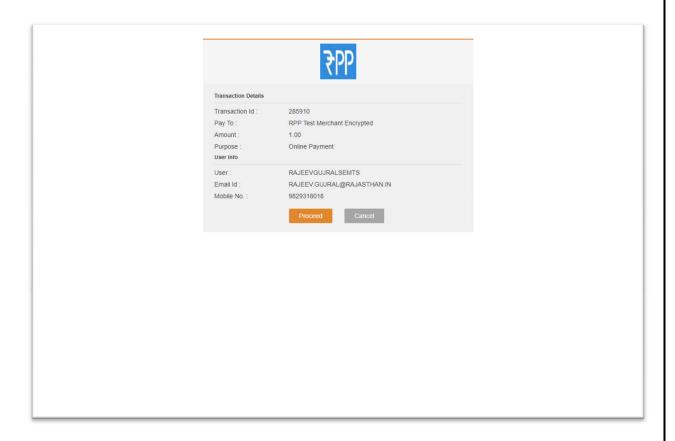
7. Applicant is prompted to make the ONLINE PAYMENT (auto-calculated by the system) towards "APPLICATION FEE + SCRUTINY FEE" as highlighted in the figure below wherein applicant clicks on PAY NOW button to continue. Also, applicant is notified of this event through SMS/ Email.



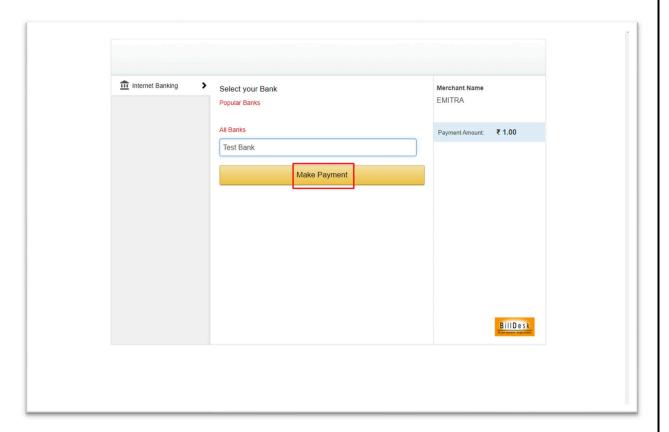


8. Applicant is re-directed to the state's own "RAJASTHAN PAYMENT PLATFORM (RPP)" payment gateway as highlighted in the figure below.

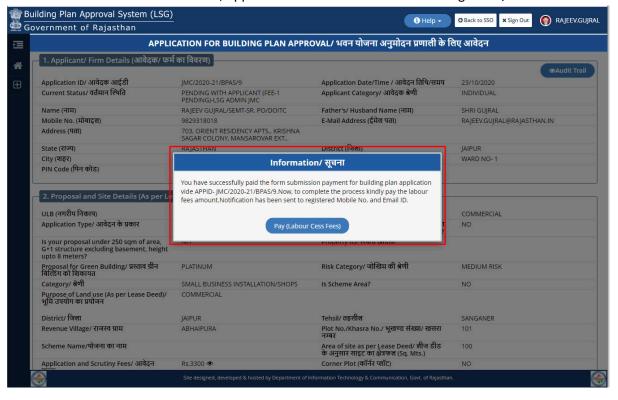








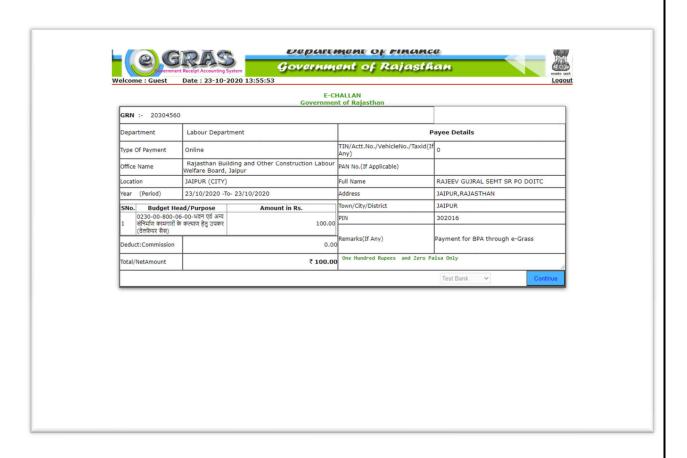
9. Post-successful online fee payment (APPLICATION FEE + SCRUTINY FEE), applicant is re-directed back to BPAS and a payment confirmation message is presented by system as highlighted in the figure below. In this case, applicant is also prompted now, if applicable, to pay the required LABOUR CESS as shown below. Also, applicant is notified of this event through SMS/ Email.



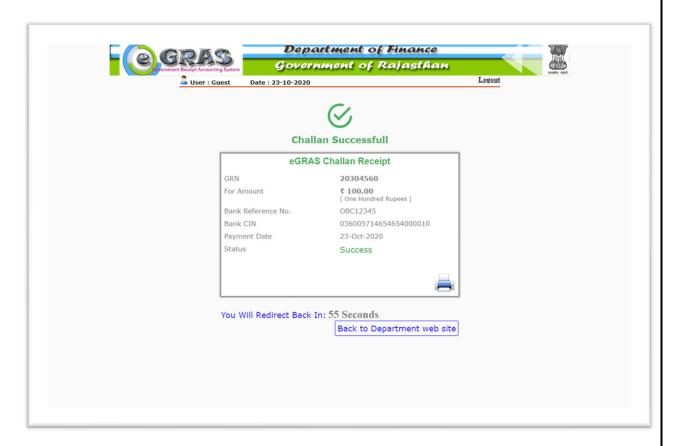


10. Upon clicking the PAY (LABOUR CESS FESS) button, applicant is re-directed to government's e-GRAS online payment system (Treasury) for making the required payment as shown below.

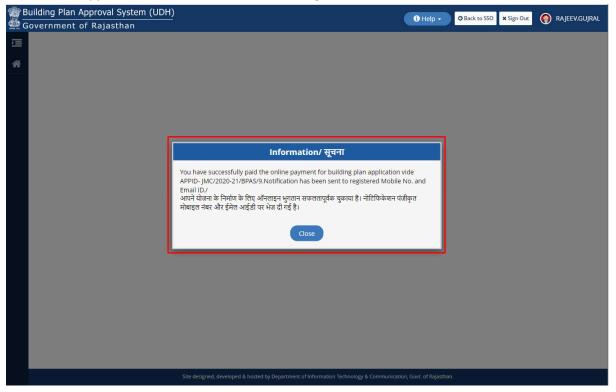




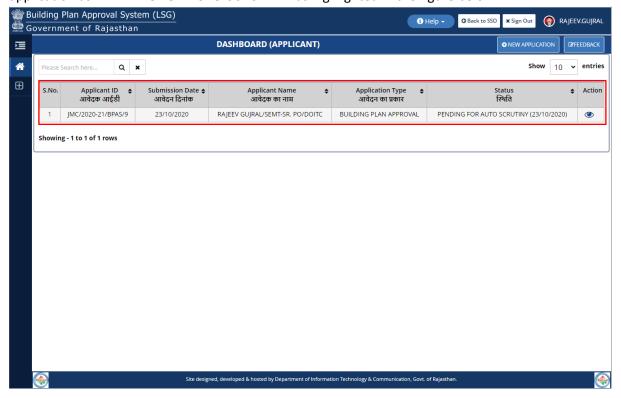




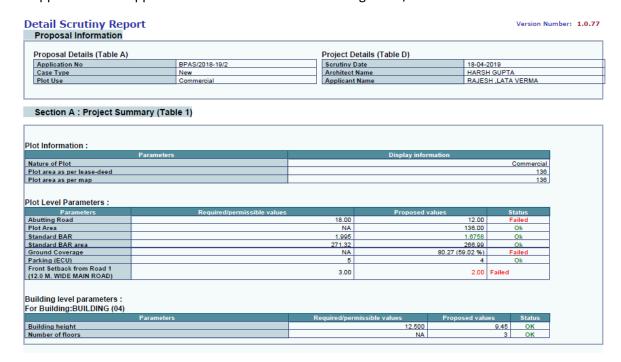
11. Post-successful online payment (LABOUR CESS) at eGRAS, applicant is re-directed back to BPAS and a payment confirmation message is presented by the system as highlighted in the figure below. Also, applicant is notified of this event through SMS/ Email.



12. After successful online payment (both application + scrutiny fees and Labour Cess), applicant is redirected back to his/ her DASHBOARD wherein he/ she can see the present status of the submitted application as "PENDING FOR AUTO-SCRUTINY" as highlighted in the figure below.



13. The drawing file uploaded by the applicant is now sent to an AUTOMATED SCRUTINY SYSTEM (AUTO-DCR) at the back-end for auto-scrutiny of the proposed building plan as per applicable rules and bye-laws. When the auto-scrutiny is completed at back-end, SCRUTINY REPORT (shown below) + BUILDING PLAN/ MAP REPORT (PDF version of the uploaded drawing file) is attached to the application and applicant is notified of this event through SMS/ Email.





Front setback	3.00	2.00	Failed
Rear setback	1.50	1.50	OK
Side 1 setback	NA NA	0.00	OK
Side 2 setback	NA.	2.00	OK
No. of tenements (Residential Units)	NA NA	0	OK

Section B : Project Details

No. Form	Area	
Plot area as per site plan //Lees Deed/as per actual on site	Alea	136
2 Area as per drawing		136
Table 2b Gross Plot Area (Minimum)		136,00
Deductions (from Gross Plot Area)		0.00
- Area Surrender Under Road	0.00	
Net Plot Area		136.00
Table 2c		
Standard BAR		1.995
Standard BAR area		271.32
Add : TDR Area		0.00
Add: Road surrendered area		0.00
Total Standard BUA (Without Betterment Levy)		271.32
Proposed Builtup Area		266.99
Existing Builtup Area		0.00
Substructures/Projections/Lift added in BUA		0.00
Net BUA Consumed BAR (Factor)		266.99 1.6758

Built Up Area and Coverage Details(Table 3)

Floor Wise Built Up Area (Tal	ble 3a) Building : BUILDING (04)
Floor Name	Proposed Built Up Area
Floor Name	Commercial
Basement Floor	34.195

Ground Floor	79,429
First Floor	80.269
Second Floor	73.099
Total:	266.99
Total Number of Same Buildings :1	
Grand Total :	266.99
Substructures/Projections/Lift added in BUA:	0.00
Grand Total with Substructures /Projections/Lift added in BUA:	266.99

Floor Wise Built Up Area and Tenement Details(Table 3a-1) Building : BUILDING (04)

Floor Name	Proposed Built Up Area	Balcony	StairCase	Lift	Passage	Resi.Tenement
	Commercial	Commercial				
Basement Floor	34.195	0.000	8.235	0.000	0.000	00
Ground Floor	79.429	14.240	16.789	0.000	0.000	00
First Floor	80.269	14.240	19.710	0.000	0.000	00
Second Floor	73.099	10.600	19.710	0.000	0.000	00
Total:	266.99	39.08	64.44	0.00	0.00	00
Total Number of Same Buildings :1						
Grand Total :	266.99	39.08	64.44	0.00	0.00	00

Building wise BUA & Tenement Details (Table 3b)

Building	No. of Same Bldg	Proposed Area	Balcony	StairCase	Lift	Passage	Resi.Tenement
	biug	Commercial	Commercial				
BUILDING (04)	1	266.99	39.08	64.44	0.00	0.00	00
Grand Total	1	266.99	39.08	64.44	0.00	0.00	00

Total Built Up Area Details (Table 3c)

Residential 0.00 SubStructures 0.00 271.320 266.99	Ok
Commercial 266.99 Existing 0.00	
Industrial 0.00 Proceedings (1996)	
Institutional 0.00 Projections/Lift 0.00	

Coverage Check (Table 3d)

Permissible	Proposed	Status
NA	80.27 (59.02 %)	Failed

Height Details (Table 4)

Total Building Height (Table 4a)



Building		A 5			
	Permissib	Height le	Proposed		Status
BUILDING (04)	12.50		9.45	, i	Ok
loor Height Check (Tabl	e 4h)				
	Floor Name		Height	444	2000
Building Name	Floor Name	Required	Permissible	Proposed	Status
BUILDING (04)	Basement Floor	2.75	NA	2.75	Ok
BUILDING (04)	Ground Floor	2.75	NA	3.00	Ok
BUILDING (04)	First Floor	2.75	NA	3.00	Ok
BUILDING (04)	Second Floor	2.75	NA	3.00	Ok
BUILDING (04)	Terrace Floor	0.75	1.50	0.91	Ok
BUILDING (04) loor Number Check (Tal Building Name	ble 4e)	No. of Floors		0.91	Ok
loor Number Check (Tal Building Name	MYSER - SIG	No. of Floors	1.50 Proposed	0.91	
loor Number Check (Tal Building Name BUILDING (04) asement Floor Number	ble 4e) Permissibl	No. of Floors	Proposed 3	0.91	Status Failed
loor Number Check (Tal Building Name BUILDING (04)	ble 4e) Permissibl	No. of Floors	Proposed 3	0.91	Status

	ia)	Section 1	-			Section 1						
Building / Wing	Front Se		Rear Se		Side1 Se		Side2 S		Status			
BUILDING-1 (04)	Required 3.00	Proposed 2.00	Required 1.50	Proposed 1.50	Required NA	Proposed	Required NA	Proposed 2.00	Failed			
Road Name	12.0 M. WIDE MAIN ROAD							and the second				
Road Name			12.0	M. WIDE MAIN F	ROAD							
Building / Wing				Front Side		1		Status				
BUILDING-1 (04)	3.00		Required			2 00 Prop	Failed					

Physical Feature(Railway Line, Electric Line and Nala) not Existing.

Plot Level Checking (Table 6) Plot Access Checks (Table 6a) Plot(s) Road Abutted Required Required Available 12.0 M. WIDE MAIN ROAD Landscape Area Checks (Table 6b) Landscape Area check not Applicable. Amenity Checks (Table 6c)

 Tree Plantation Details (Table 6e)

 Required Nos
 Proposed Nos
 Status

 1
 0
 Deviation

Parking Details (1	Table 7)					
ECU = (1 Car / 3 Sc	ooters).					
Required Parking Fro	m Rules (Table 7a)		100			
Type		Built Up Area			Perl	BAR
Type		(m ²)		Units		Required ECU
Commercial	266.99	266.99				
Visitors	25 % visitor parking of	of total ECU	2		1	Ţ
Total (ECU)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		-		5	
Parking Check (Table	THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO IS NAMED IN COLUMN TW				200	
	ehicle Type	Total Required		Total Proposed		Status
	Cars (75%)	4 (5 * 75%)		3		Failed
	oters (25% * 3)	4 (5 * 25% * 3)		4		OK
	dicapped Car	0		0		OK
	capped Scooter	0		0	OK	



Plot Driveway Checks (Table 7c) BUILDING-1 (04) BUILDING-1 (04) Required surrounding 4.50 m. Driveway distance not properly provided

Required oneway 3.6 m Driveway for cars and 1.5 m Driveway for two wheeler is properly provided. Floor Driveway Checks (Table 7d)

	etails (Table 8	3a)													
Building Name Required BUILDING (04) 1			Stair(s)				Number Of Fire Stair(s)							Status	
		Required	P	roposed	Required					Proposed	1 3 3 4 5	Status			
		1		1			N.	A			-	()k		
ilding: Bl	JILDING (04)														
Floor Name StairCase		e Flight Width			Intermediate Landing Width		Floor Landing Width Tread Width		Riser Height		Riser No. On F		Status		
	Name	Required	Proposed	Required	Proposed	Required	Proposed	Required	Proposed	Permissible	Proposed	Permissible	Proposed		
ASEMENT	STAIRCASE	1.50	1.50	1.50	0.00	1.50	1.50	0.30	0.00	NA	53	NA	1	Failed	
ROUND	STAIRCASE	1.50	1.50	1.50	1.50	1.50	1.50	0.30	0.30	0.15	0.16	14	12	Failed	
aval Dieta	nce Checks														
uver Dista	No		Buildin	g Name					Rema	rk				Status	
		BUIL	DING (04)			Travel distance in basement is Greater than 15m.								Failed	
BUILDING (04)				GROUND FLOOR PLAN: Travel distance 22.5m is not proposed. FIRST FLOOR PLAN: Travel distance 22.5m is not proposed. SECOND FLOOR PLAN: Travel distance 22.5m is not proposed. TERRACE FLOOR PLAN: Travel distance 22.5m is not proposed.								Failed			
2		BUIL	DING (04)			7.10	Travel di	stance in	all the Floo	rs is Greater t	han 22.5m	Ď.		Ok	

Subsidiary Structure Details (Table 8d)

Lift Dimensions (Table 8b-1) Passage Details (Table 8c) Passage Not Proposed.

Ramp Details (Table 8e)

Ramp check not Applicable.

Architectural Projection Details (Table 8f)
Architectural Projection Not Proposed.

Refuge Area Details (Table 8g)

Court Yard Details (Table 8h)

Court Yard Not Proposed

Ventilation Shaft Details (Table 8i) Ventilation Shaft Not Proposed.

Balcony Details (Table 8j) Balcony Check As Per Rule

Floor Details (Table 9)

Room Sizes (Table 9a) Building:BUILDING (04)

Floor:BASEMENT FLOOR

Rooms on this Floor are as per the Rules

Floor:GROUND FLOOR

all the Rooms on this Floor are as per the Rules

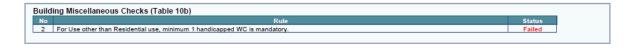
Floor:FIRST FLOOR

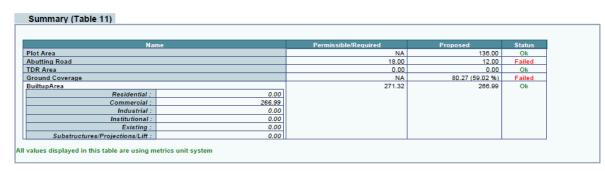
Floor: SECOND FLOOR

Dimensions and Area of all the Rooms on this Floor are as per the Rules

Miscellaneous Check Details (Table 10)

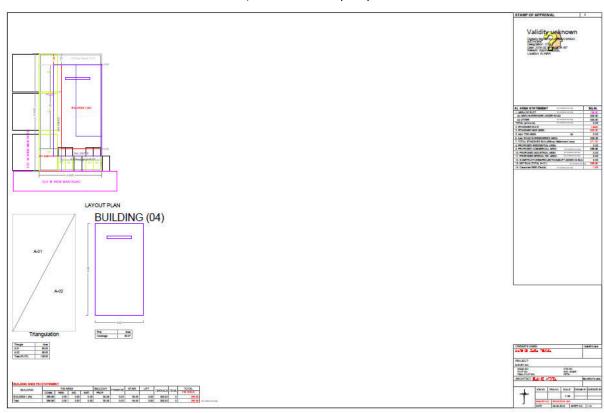






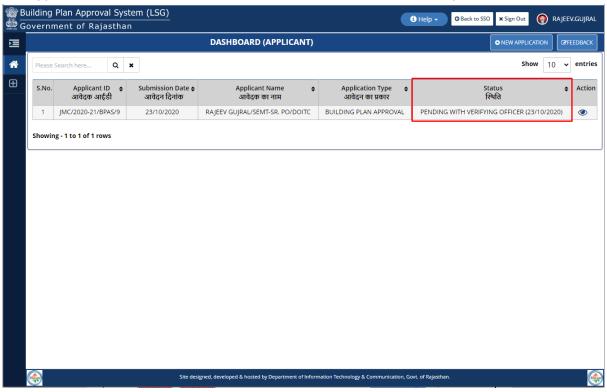
Disclaimer: AutoDCR is an input based software tool used by Municipal Authorities but the final approval lies with concerned Officer / Authority.

BUILDING PLAN/ MAP REPORT (PDF) - SAMPLE





14. Once the AUTO-SCRUTINY process is completed and the required reports are generated by the system and attached to the applicant's application, as mentioned earlier, applicant is notified of this event. Applicant login to his/ her dashboard as highlighted in the figure below and observes that application is auto-forwarded to the VERIFYING OFFICER for further disposal.





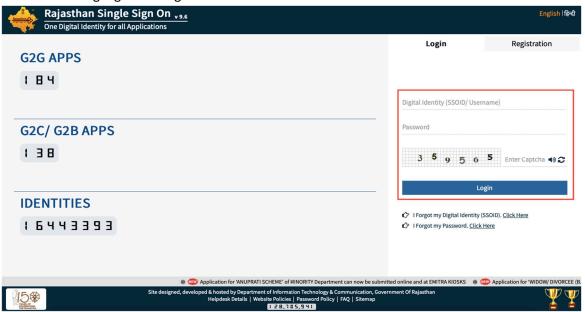
15. This is the end of application submission by applicant. As the application is disposed by multiple stakeholders of the system, applicant is notified of the events in real-time through SMS/ Email. Alternatively, applicant can login back to his/ her DASHBOARD and see the relevant details/ remarks/ inspection reports by other stakeholders against his/ her application. This ensures 100% transparency in the system.

THANK YOU

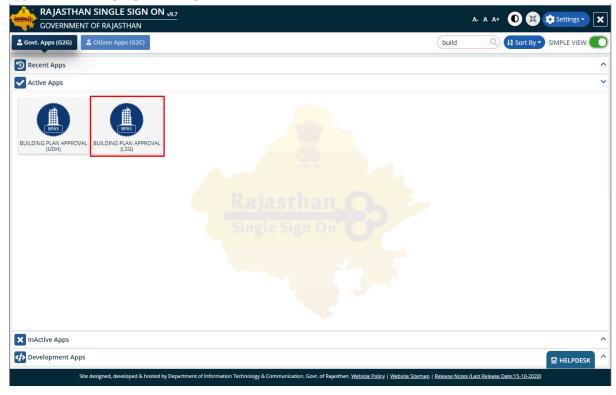
ONLINE APPLICATION DISPOSAL PROCEDURE

BUILDING PLAN APPROVAL (BPAS)

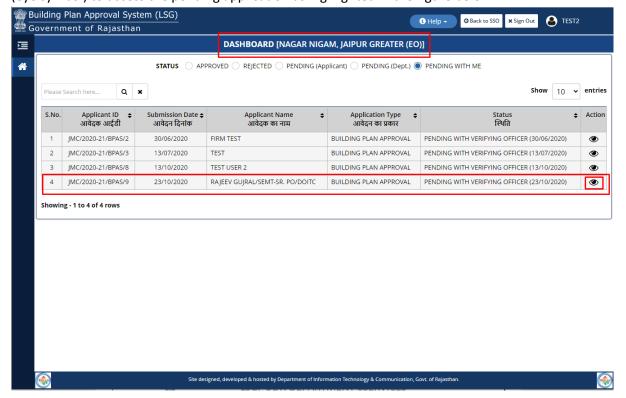
- 1. All the applications for BUILDING PLAN APPROVAL which are cleared i.e. PASSED by the AUTO-SCRUTINY (AUTO-DCR) system are updated with their present status as "PENDING WITH VERIFYING OFFICER".
- 2. VERIFYING OFFICER (EO) sign-in (login) to RajSSO (https://sso.rajasthan.gov.in) portal using his/her SSOID as highlighted in figure below.



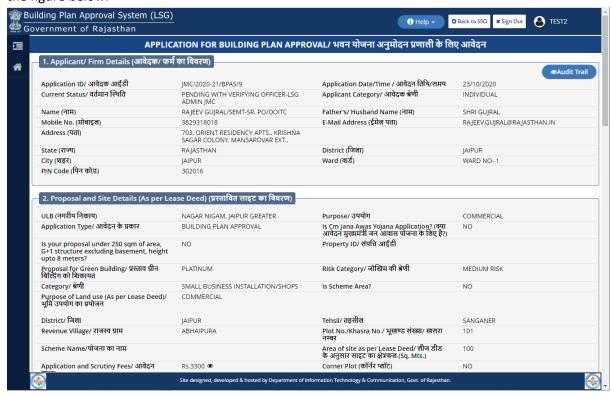
3. After successful sign-in (login), EO selects "BPAS (LSG)" or "BPAS (UDH)" from the available list of applications as highlighted in figure below.



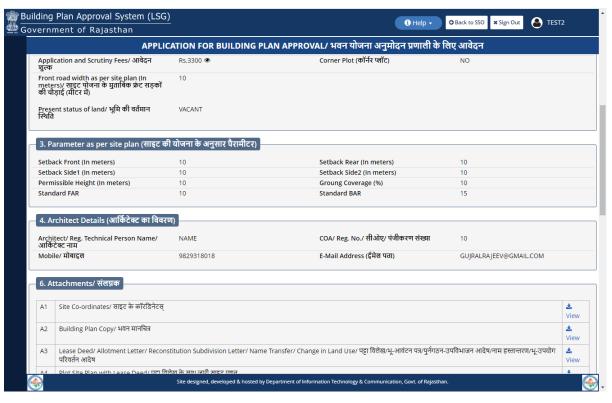
4. EO is lands on his/ her application DASHBOARD as highlighted in the figure below wherein all the applications pending for his/ her disposal are presented to him/ her. EO clicks on the VIEW button (eye symbol) to access the pending application as highlighted in the figure below.

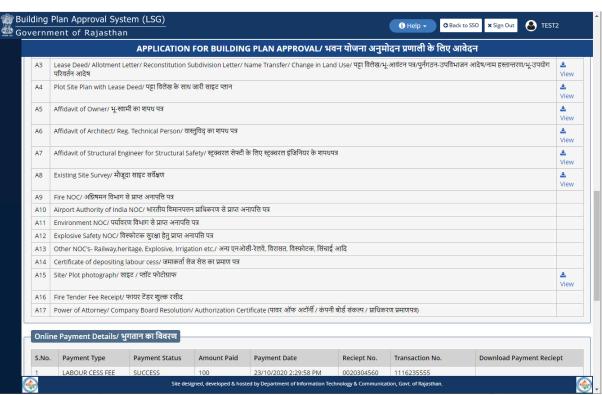


5. EO validates all the data, uploaded documents, fee details submitted by the applicant as shown in the figure below.

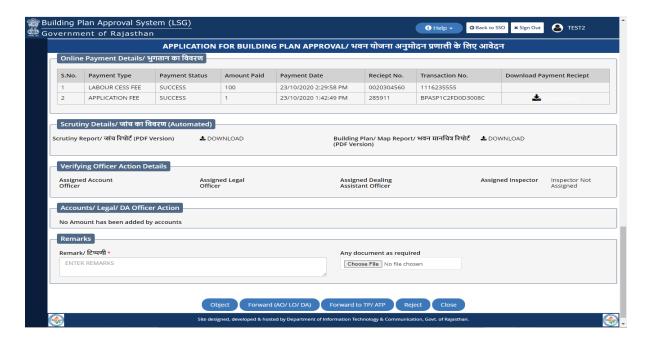




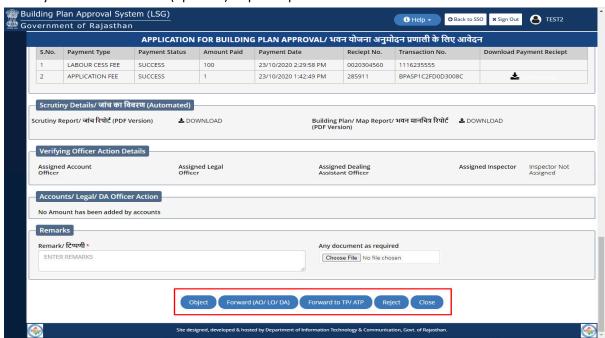




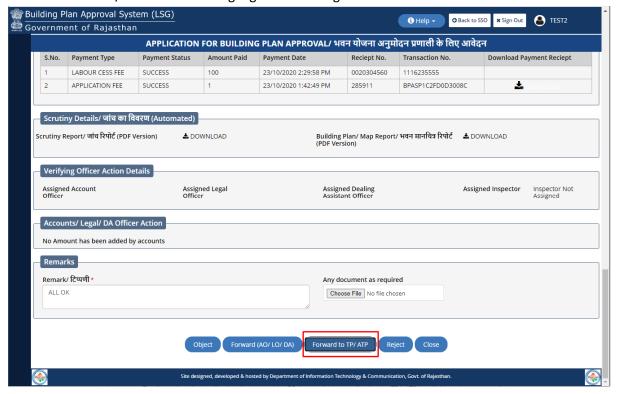




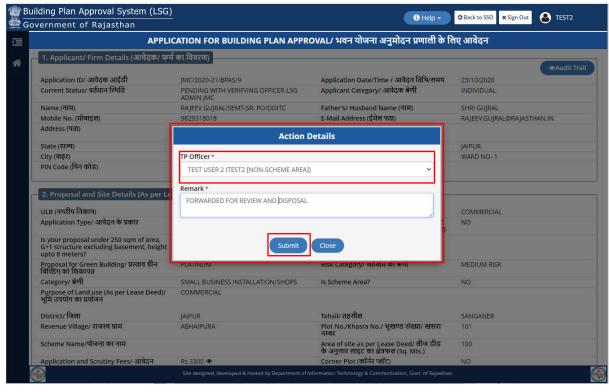
- 6. After validating the application, EO is presented with multiple actions as highlighted in the figure below and are:
 - a) OBJECT/ REJECT: If any discrepancy is observed by EO, he/ she clicks on the "OBJECT" button to return the application back to applicant for rectifying the discrepancy or may "REJECT" the application by specifying the reason for same in REMARKS section.
 - b) FORWARD TO AO/ LO/ DA: If no discrepancy is observed by EO in the submitted application, he/ she, if necessary, forwards the application simultaneously to ACCOUNTS OFFICER (AO), LEGAL OFFICER (LO) and DEALING ASSISTANCE (DA) for their comments.
 - c) FORWARD TO TP/ ATP: If no discrepancy is observed by EO in the submitted application, he/ she, forwards the application simultaneously to TP/ ATP (as applicable) for further disposal. EO must enter appropriate REMARKS in the REMARKS sections highlighted below and upload any relevant document (optional) as per requirement.



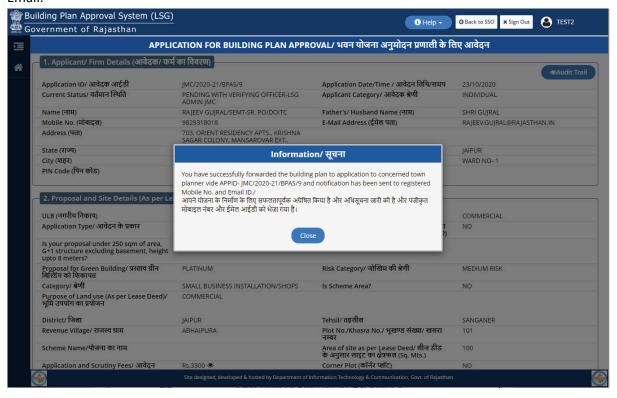
7. Assuming the application is acceptable, EO forwards the application to TP/ ATP by clicking the "FORWARD TO TP/ ATP" button as highlighted in the figure below.



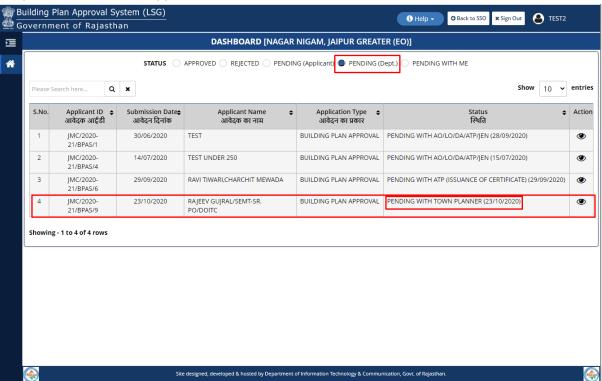
8. EO is prompted to select the ATP/ TP from the list of ATP/ TP mapped in the system as highlighted in the figure below. EO selects the respective ATP/ TP name from the list and then enters REMARK and clicks the SUBMIT button to forward the application to selected ATP/ TP for further processing.



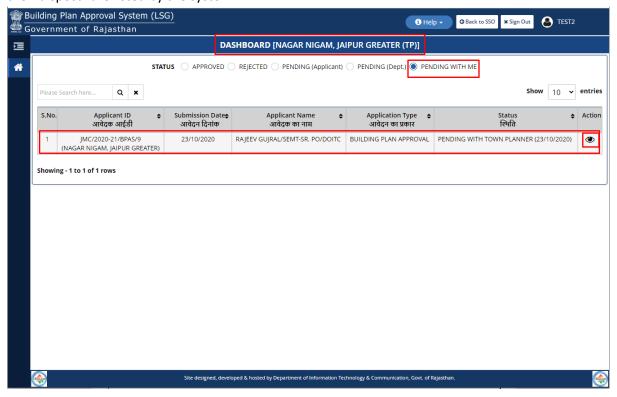
 Application is now forwarded to respective ATP/ TP in real-time and he/ she is also notified of same using SMS/ Email. At the same time, applicant is also notified of this event through SMS/ Email.



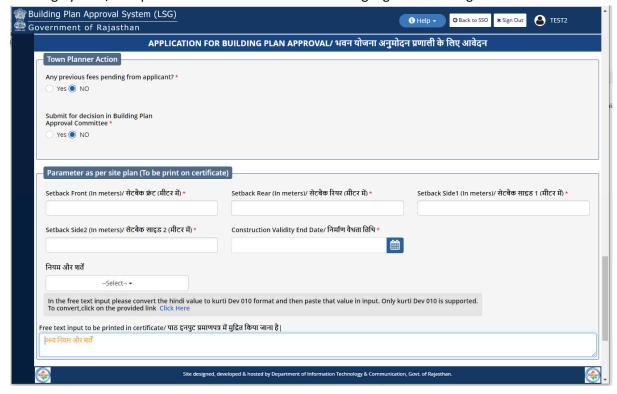
10. EO can click on the "PENDING (DEPT)" status category as highlighted in the figure below to view the present status of the application which is "PENDING WITH TOWN PLANNER" in this case.



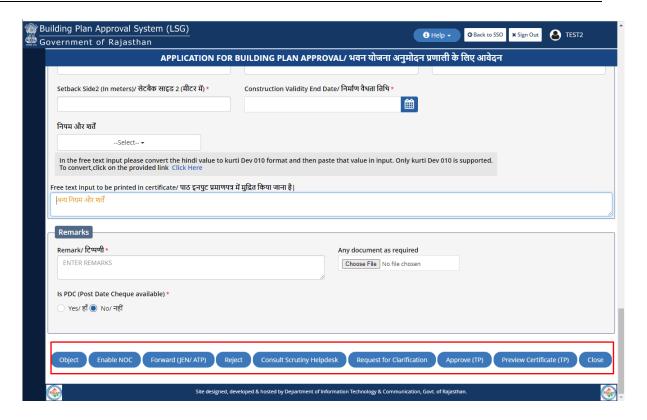
11. ATP/ TP login to the portal in similar manner as explained in steps x and y above and are presented with their DASHBOARD as highlighted in the figure below wherein all the applications pending for their disposal are listed by the system.



12. ATP/ TP clicks on the VIEW button (eye symbol) to access the application and reviews it thoroughly. ATP/ TP updates the relevant information as highlighted in the figure below.



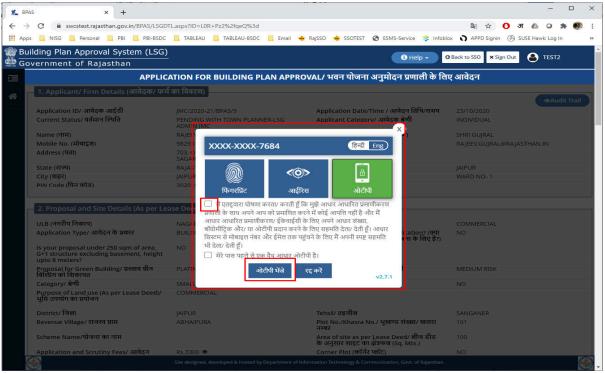




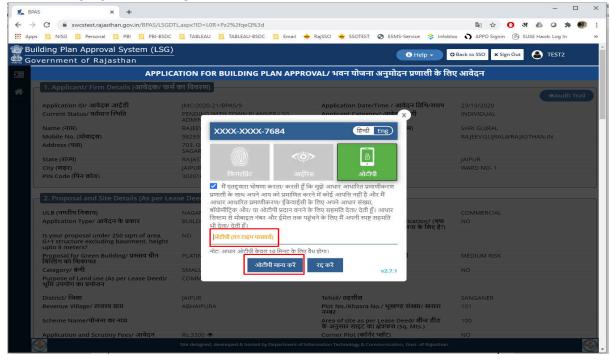
- 13. TP is presented with multiple actions as highlighted in the figure above and are:
 - a) OBJECT/ REJECT: If TP observes any discrepancy in the application and/ or supporting documents uploaded by the applicant, he/ she clicks on the "OBJECT" button to send the application back to the applicant for rectifying the discrepancy or may "REJECT" the application by specifying the reason for same in REMARKS section.
 - b) ENABLE NOC: If TP feels the requirement of other NOCs from Fire department and/ or AAI and/ or NMA etc. then he/ she clicks the "ENABLE NOC" button to send the application back the applicant for online submission of request for obtaining the cited NOCs. Applicant is not required to submit separate applications for obtaining these NOCs. Once the NOCs are issued by respective authorities, TP can further process the application.
 - c) FORWARD (JEN/ ATP): If necessary, TP can forward the application to JEN/ ATP for joint inspection of the proposed site. In such case, application is forwarded to both, JEN and ATP for joint inspection and subsequently submission of their report online. Once the inspection report(s) are received from JEN and ATP, TP can further process the application.
 - d) CONSULT SCRUTINY HELPDESK: If TP needs any clarification on the AUTO-SCRUTINY, he/ she can forward the application along with his/ her queries to the SCRUTINY HELPDESK team. Once the response from HELPDESK team is received by TP, he/ she can further process the application.
 - e) REQUEST FOR CLARIFICATION: If TP needs any clarification from VERIFYING OFFICER (EO) or JEN or ATP, he can submit a request for same along with his/ her queries. Once the response from respective officers are received by TP, he/ she can further process the application.
 - f) APPROVE (TP): If all is OK, TP can issue the approval by using this option.
 - g) PREVIEW CERTIFICATE (TP): Before issuing the approval certificate, TP can preview it for the custom T&C added by him/ her for inclusion in the approval certificate.

14. Assuming that all is OK and approval certificate can be issued for this application, TP clicks the "APPROVE (TP)" button as highlighted in the figure below to proceed with AADHAAR verification followed by the issuance of digitally signed (eSign) certificate. TP clicks on the checkbox as highlighted in the figure below to give his/ her consent for AADHAAR verification followed by clicking the "SEND OTP" button.

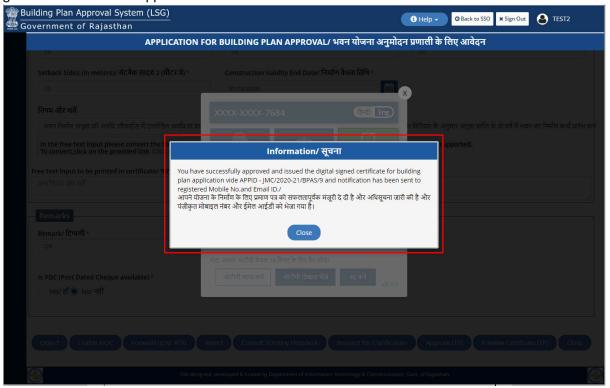
Note: - It is important that TP's AADHAAR number is updated in RajSSO in his/ her profile and his current mobile number is also registered in AADHAAR.



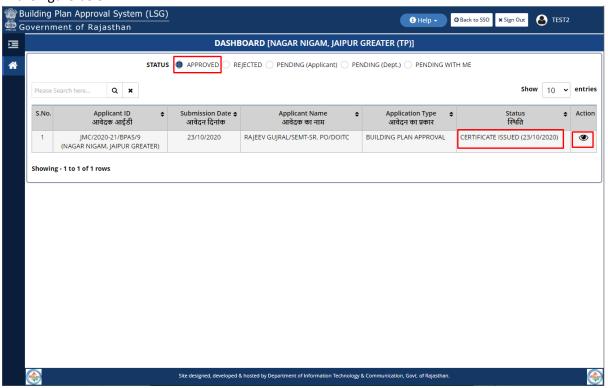
15. TP enters the OTP received from AADHAAR Server in the window below and clicks on VERIFY OTP button as highlighted in the figure below.



16. After successful OTP verification from AADHAAR Server, TP is presented with the following message window wherein system confirms that digitally signed (eSign) certificate is successfully generated and sent to applicant as well.

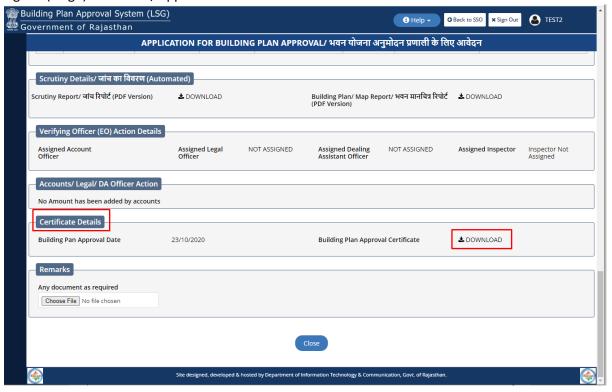


17. TP clicks on the "APPROVED" status category as highlighted in the figure below to verify/ view the certificate issuance. The application status is now shown as "CERTIFICATE ISSUED" as highlighted in the figure below.





18. TP clicks on the VIEW button (eye symbol) highlighted in the figure above to view the digitally signed (eSign) certificate/approval letter.





19. TP clicks on the "DOWNLOAD" button as highlighted in the figure above to view the digitally signed (eSign) certificate issued (shown below) by the BPA System.

राजस्थान सरकार नगर परिषद जयपुर



दिनांक: 23/10/2020

क्रमांक: JMC/2020-21/BPAS/9

विषयः 101, (आवेदित भूखण्ड का विवरण) के भवन मानचित्र स्वीकृति के संबंध में।

प्रसंगः आपका आवेदन पत्र JMC/2020-21/BPAS/9 (Application ID)

श्री / श्रीमती RAJEEV GUJRAL/SEMT-SR. PO/DOITC पुत्र / पति / पत्नी SHRI GUJRAL निवासी 703, ORIENT RESIDENCY APTS., KRISHNA SAGAR COLONY, MANSAROVAR EXT.,

क. सैटबैक (मीटर)

भूमि उपयोग का प्रयोजनः COMMERCIAL (SMALL BUSINESS INSTALLATION/SHOPS)

सामनेः 10

पाश्व-1: 10

पाश्व-2: 10

पीछे: 10

निर्माण वैधता तिथि: 31/10/2020

उपरोक्त विषय अन्तर्गत लेख है कि आपके द्वारा भवन मानचि त्र अनुमोदन / निर्माण स्वीकृति हेतु प्रस्तुत भवन मानचि त्र ों के परीक्ष्ण उपरान्त में निम्न शर्तों के साथ भवन मानचित्रों स्वीकृत किये जाते हैं:--

- 1. भवन निर्माण अनुन्ना की अवधि, लीजडीड में उल्लेखित अवधि या सात वर्ष जो भी कम हो, देय होगी । एकीकृत भवन विनियम, 2017 की धारा 15.1/रिको भवन विनियम के अनुसार अनुन्ना प्राप्ति के दो वर्ष में भवन का निर्माण कार्य प्रारंभ करना होगा तथा उक्त धारा की अन्य शर्तों की पालना सुनिश्चित की जानी होगी।
- 2. भवन निर्माण स्वीकृति मानचित्र के अनुसार ही किया जावेगा तथा किसी भी प्रकार का उल्लंघन नहीं किया जायेगा। यदि किसी प्रकार का उल्लंघन किया जाता है तो यह स्वीकृति स्वतः ही निरस्त मानी जायेगी।

भवन मानचित्र अनुमोदन समिति की आज्ञा से सचिव,

नगर परिषद जयपुर



Signature yalid

Digitally Signed by CHAYDRA PRAKASH NAGAR Designation TEST Date: 2020.10.33 17 48:19 IST Reason: Approved Location: JAIPUR

नोटः यह एक डिजिटल हस्ताभरित प्रमाण पत्र है और इसके लिए किसी भौतिक हस्ताभर की आवश्यकता नहीं है।

THANK YOU