



# TamilNadu State Wide Single Window Portal for Planning Permission Online Portal

Department of Housing & Urban Development  
Government of TamilNadu



(User Manual for Layout Approval, Planning Permission, Building Permit, Reclassification, Commencement, Plinth Inspection, Last Storey, Completion Certificate & Enforcement)

Version - 1

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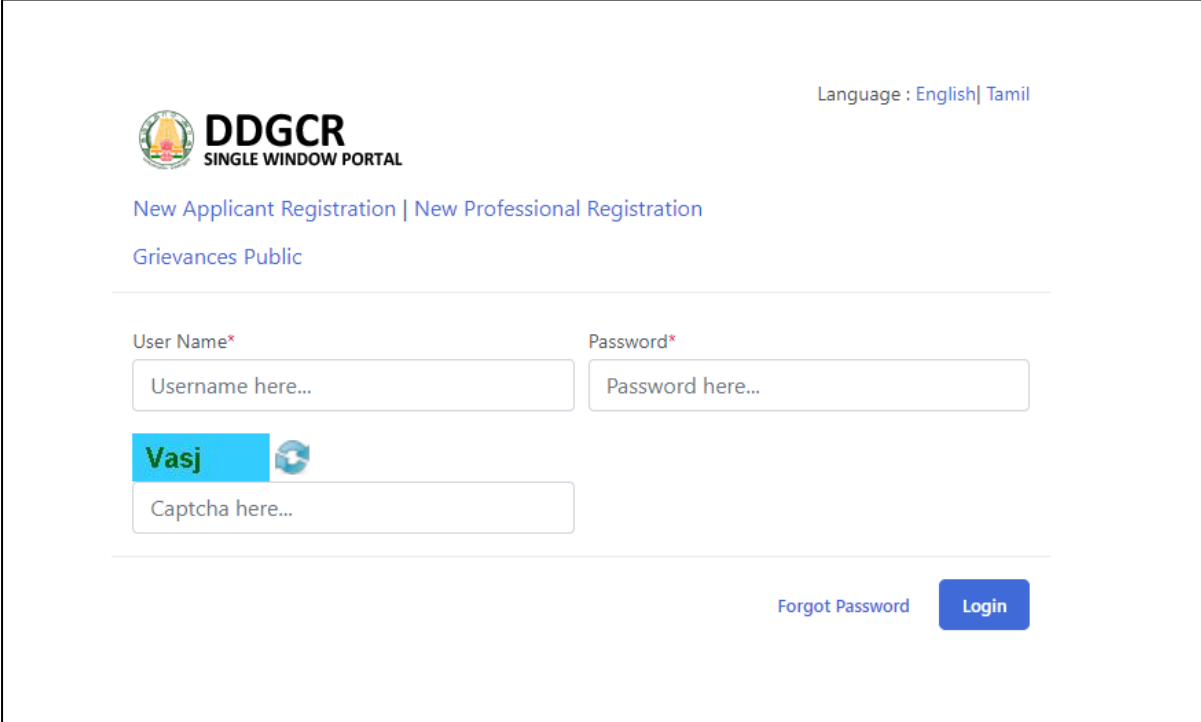


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## 1 New Applicant Registration

For creating New Applicant Registration, please follow below steps

- In Login page, click on the **New Applicant Registration** link.




Language : English | Tamil

 **DDGCR**  
SINGLE WINDOW PORTAL

[New Applicant Registration](#) | [New Professional Registration](#)  
[Grievances Public](#)

User Name\* Password\*

Username here... Password here...

**Vasj** 

Captcha here...

[Forgot Password](#) [Login](#)

- Salutation (Dr/ Er/Mr/Mrs/Ms/Prof) will be selected by the user from the dropdown.
- The user enters the name, user name, address, pin code, mobile number, phone number, Email id in the textboxes and selects the State, District, Taluk and Village/City/Town name from the respective drop down.
- The user selects the ID proof Type as Aadhaar Card, enter the Aadhaar Number and Aadhaar OTP details in the textboxes and selects the date of birth from the Date picker.



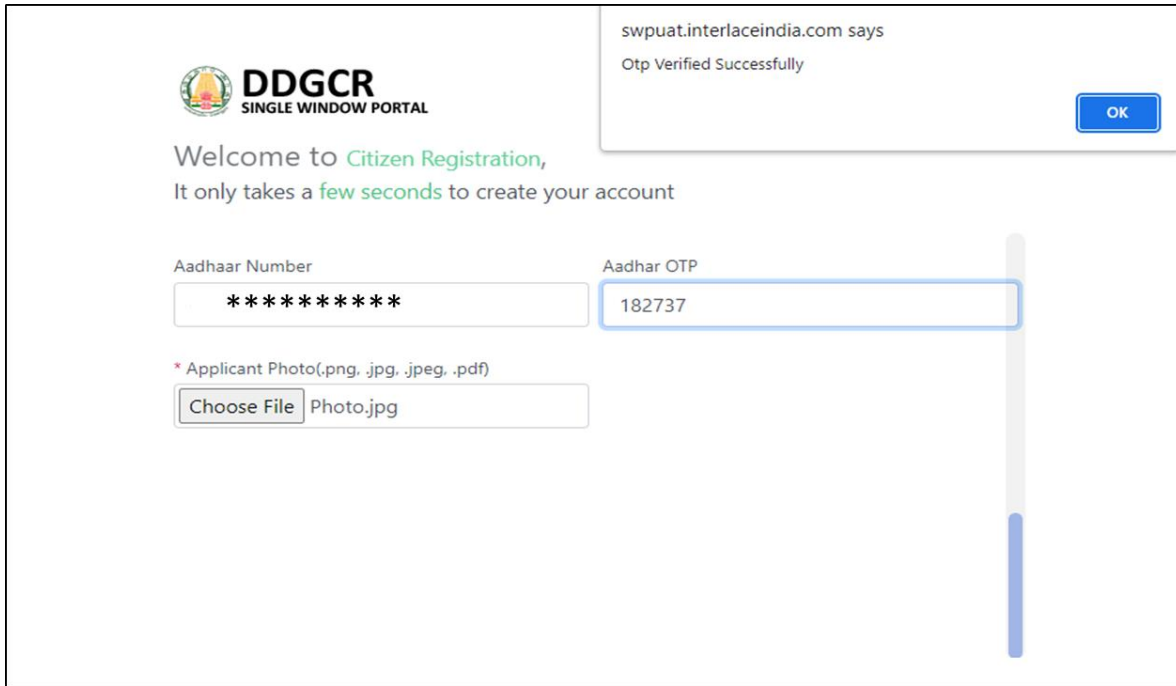
Welcome to **Citizen Registration**,  
It only takes a **few seconds** to create your account

* Salutation	Mr	* Name	Manikandan Thangavel
* User Name	Manikandan	Date of Birth *	04/11/1999 04/11/1999 is valid :)
* Address	No 11 West Jafferkhanpet, S.M.Block,	* State	Tamil Nadu
* District		* Taluk	



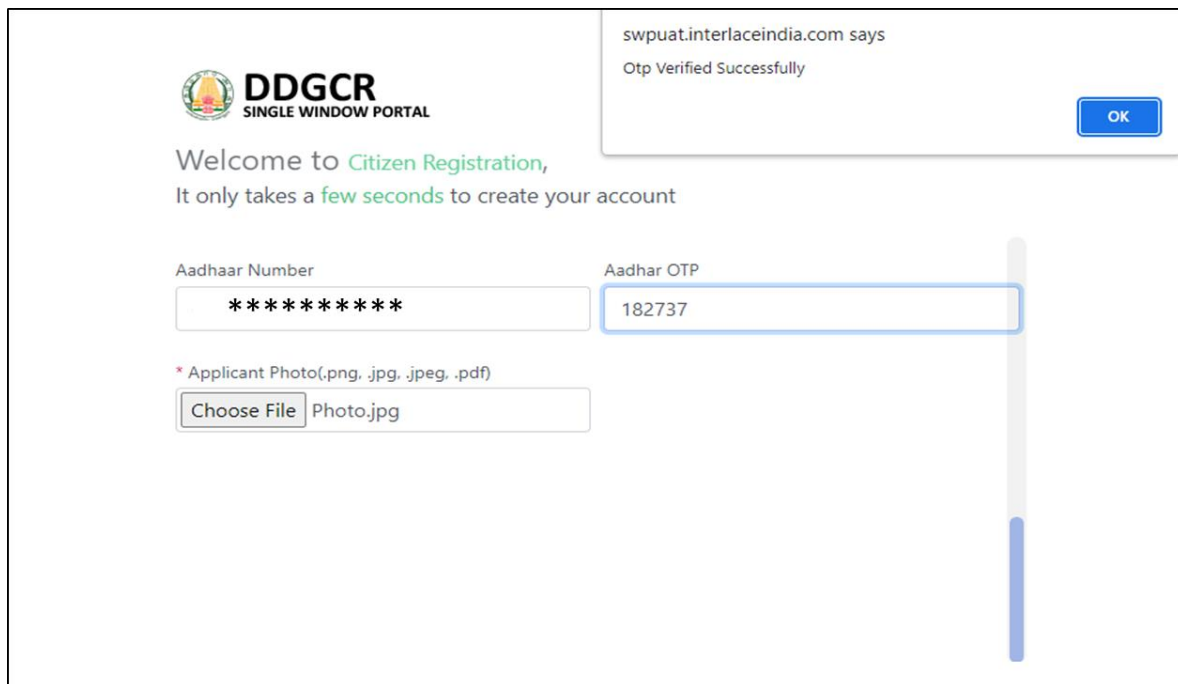
Welcome to **Citizen Registration**,  
It only takes a **few seconds** to create your account

* District	Thiruvarur	* Taluk	Mannargudi
* Village/City/Town Name	Paravakkottai	* Pin code	610001
* Mobile Number	*****	Phone Number	
* Email-id	palaniammal1410@gmail.com palaniammal1410@gmail.com is valid :)	* ID Proof Type	Aadhaar Card



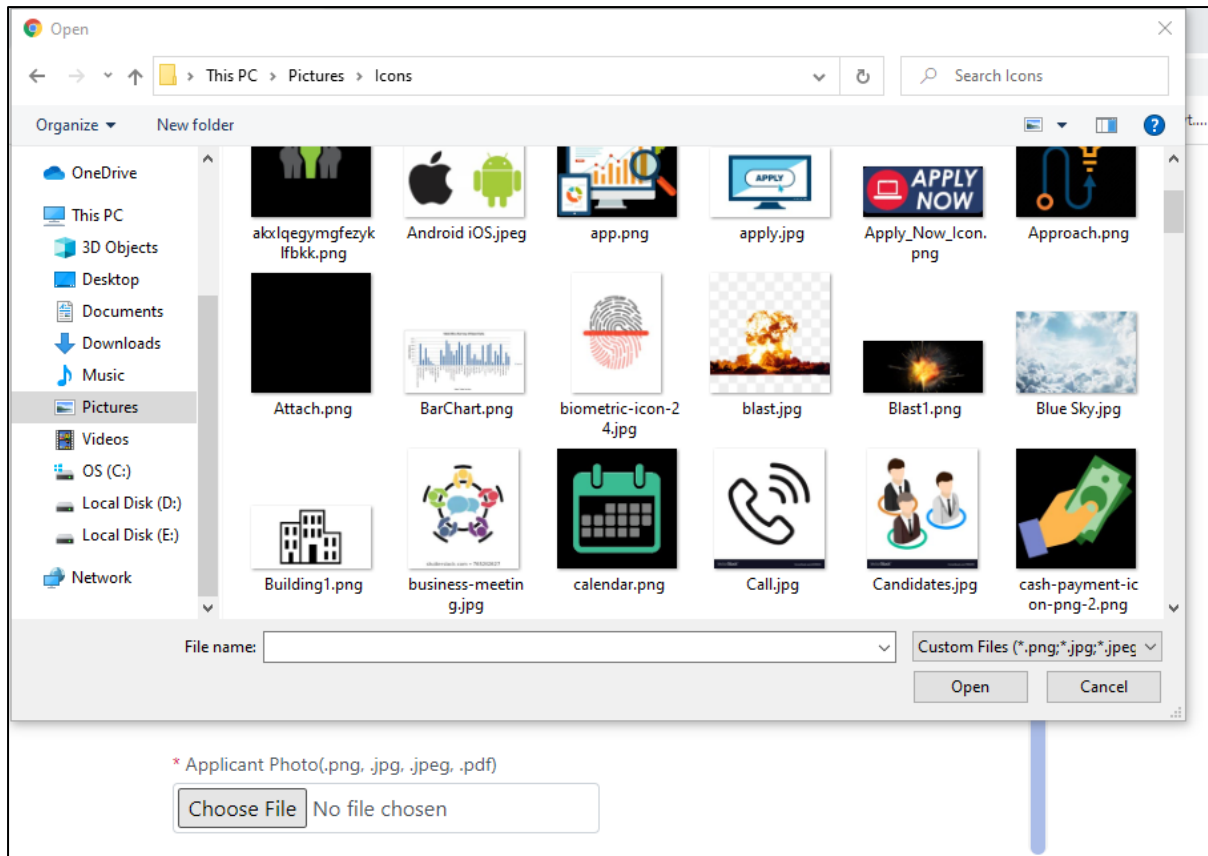
The screenshot shows the DDGCR SINGLE WINDOW PORTAL interface. At the top left is the DDGCR logo. A notification box at the top right says "swpuat.interlaceindia.com says Otp Verified Successfully" with an "OK" button. The main heading is "Welcome to Citizen Registration, It only takes a few seconds to create your account". Below this are two input fields: "Aadhaar Number" containing "\*\*\*\*\*" and "Aadhaar OTP" containing "182737". Underneath is a field for "Applicant Photo(.png, .jpg, .jpeg, .pdf)" with a "Choose File" button and the text "Photo.jpg". A vertical progress bar is on the right side of the form.

- The user clicks on the choose file button under the applicant photo field name to browse the file from the system.



This screenshot is identical to the one above, but the "Choose File" button in the "Applicant Photo" field is highlighted with a blue border, indicating it is the focus of the next step.

- a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.




- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the New Applicant Registration's create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- Click on the **Create Account** button an intimation mail will be sent to the applicant along with **User name & Password**.

## 2 New Professional Registration

For creating New Professional Registration, please follow below steps

- In Login page, click on the **New Professional Registration** link.


Language : [English](#) | [Tamil](#)

 **DDGCR**  
SINGLE WINDOW PORTAL

[New Applicant Registration](#) | [New Professional Registration](#)  
[Grievances Public](#)


---

User Name\*  Password\*

**Vasj** 

[Forgot Password](#)

- In Personal information tab, Salutation (Dr/ Er/Mr/Mrs/Ms/Prof) will be selected by the user from the dropdown.
- The user enters the name, user name, total experience (In years), PAN number, Aadhaar number, Aadhaar OTP, mobile number, phone number, Email id in the textboxes and selects the qualification from the drop down.
- The user selects the date of birth from the Date picker.

 **DDGCR**  
SINGLE WINDOW PORTAL

Welcome To [Professional Registration](#),  
It only takes a [few seconds](#) to create your account

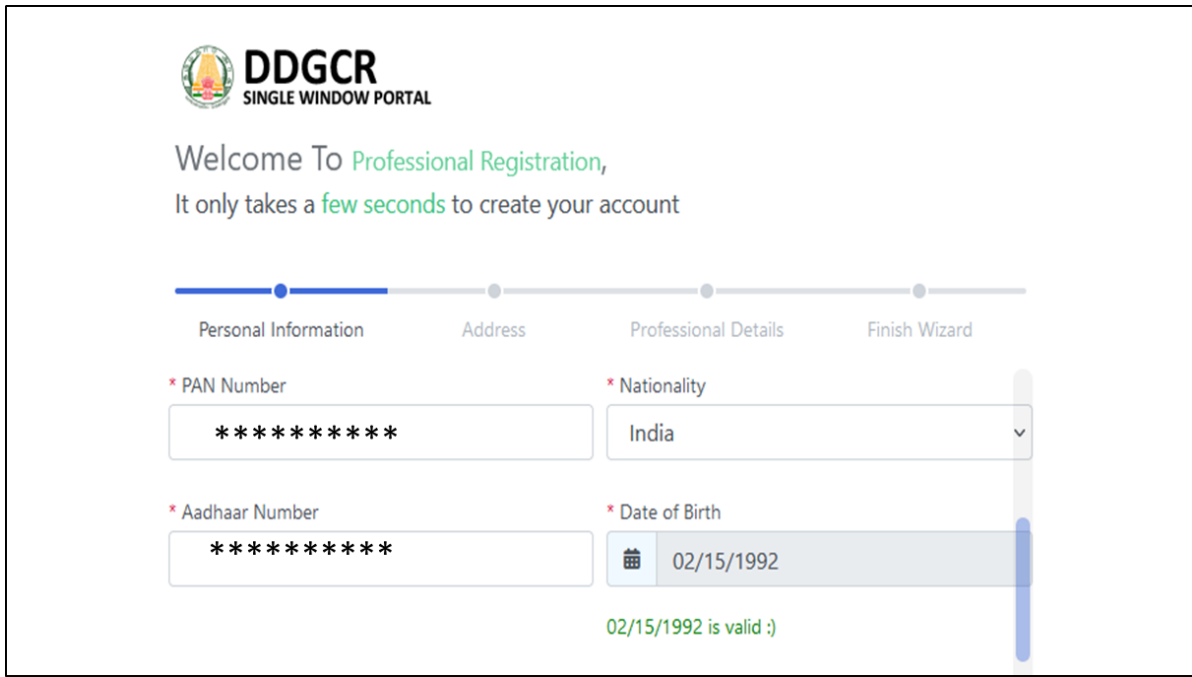
Progress: Personal Information (Active) | Address | Professional Details | Finish Wizard

\* Salutation  \* Name

\* UserName  \* Professional Category

\* Qualification  \* Total Experience (in Years)





**DDGCR**  
SINGLE WINDOW PORTAL

Welcome To Professional Registration,  
It only takes a few seconds to create your account

Progress: Personal Information (Active), Address, Professional Details, Finish Wizard

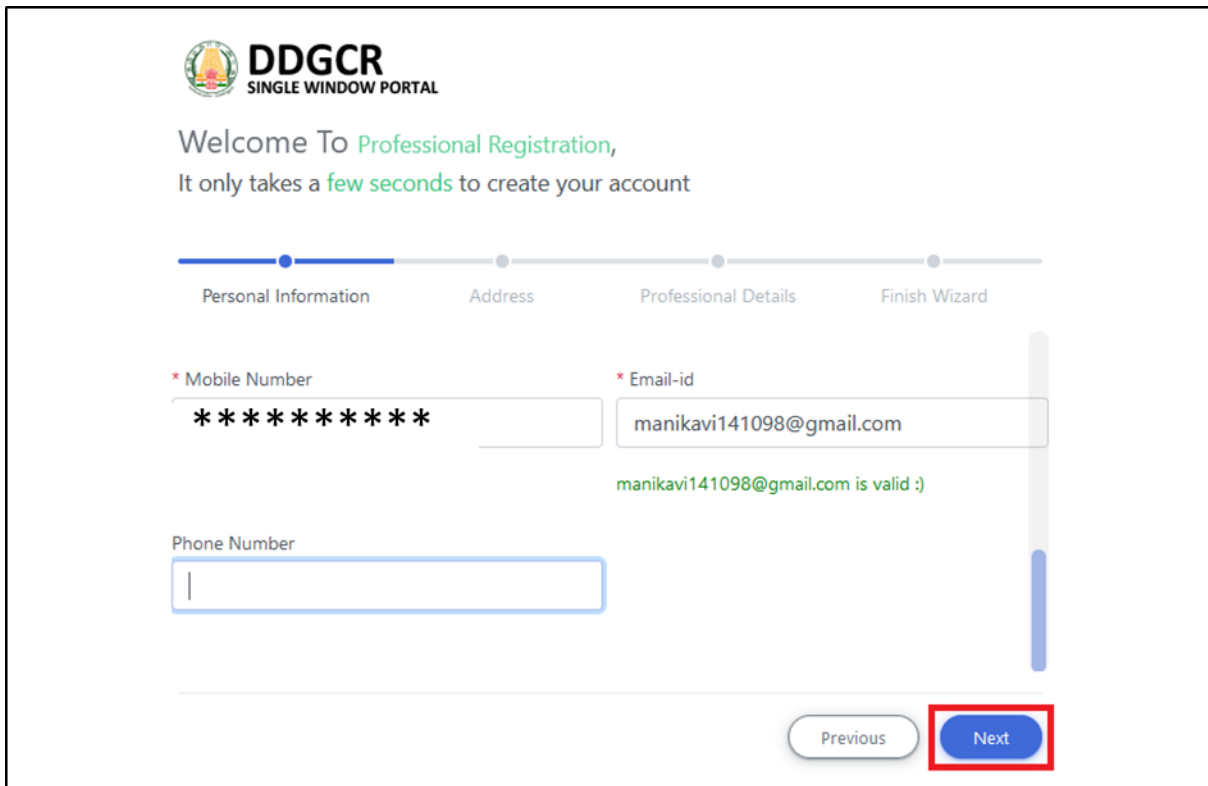
\* PAN Number: \*\*\*\*\*

\* Nationality: India

\* Aadhaar Number: \*\*\*\*\*

\* Date of Birth: 02/15/1992  
02/15/1992 is valid :)

- The Previous button allows the user to navigate through the login page.
- The Next Button allows the user to navigate through the address tab.



**DDGCR**  
SINGLE WINDOW PORTAL

Welcome To Professional Registration,  
It only takes a few seconds to create your account

Progress: Personal Information (Active), Address, Professional Details, Finish Wizard

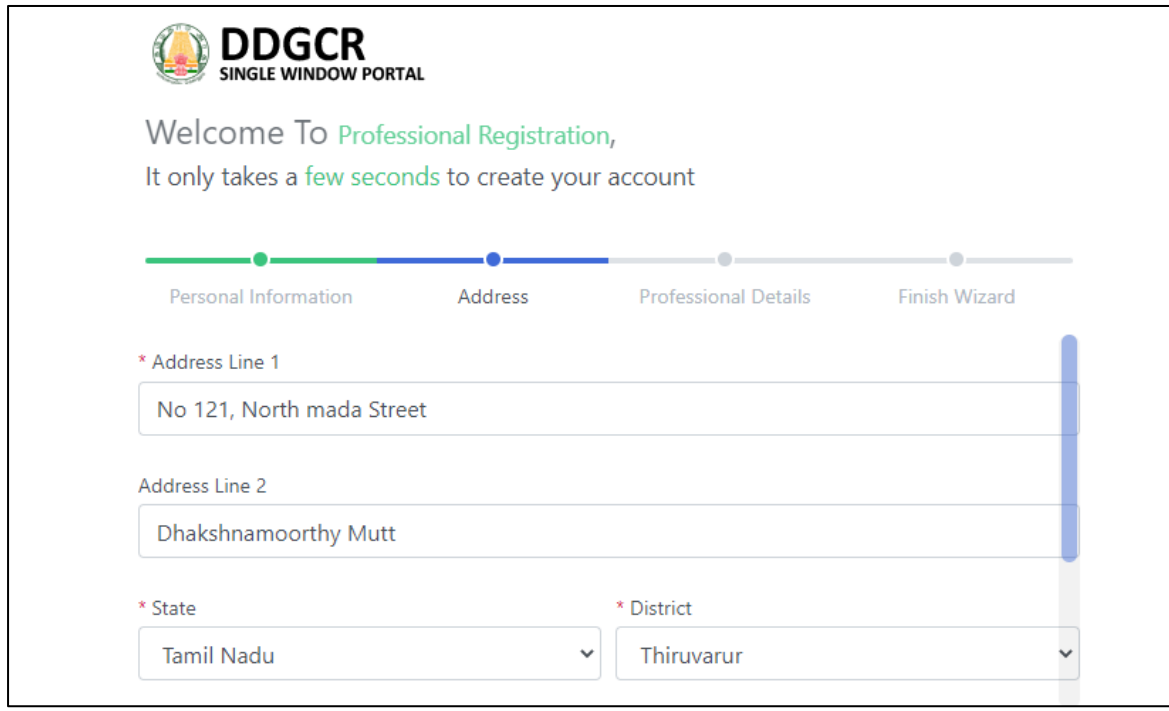
\* Mobile Number: \*\*\*\*\*

\* Email-id: manikavi141098@gmail.com  
manikavi141098@gmail.com is valid :)

Phone Number: [Empty Field]

Buttons: Previous, Next (highlighted with a red box)

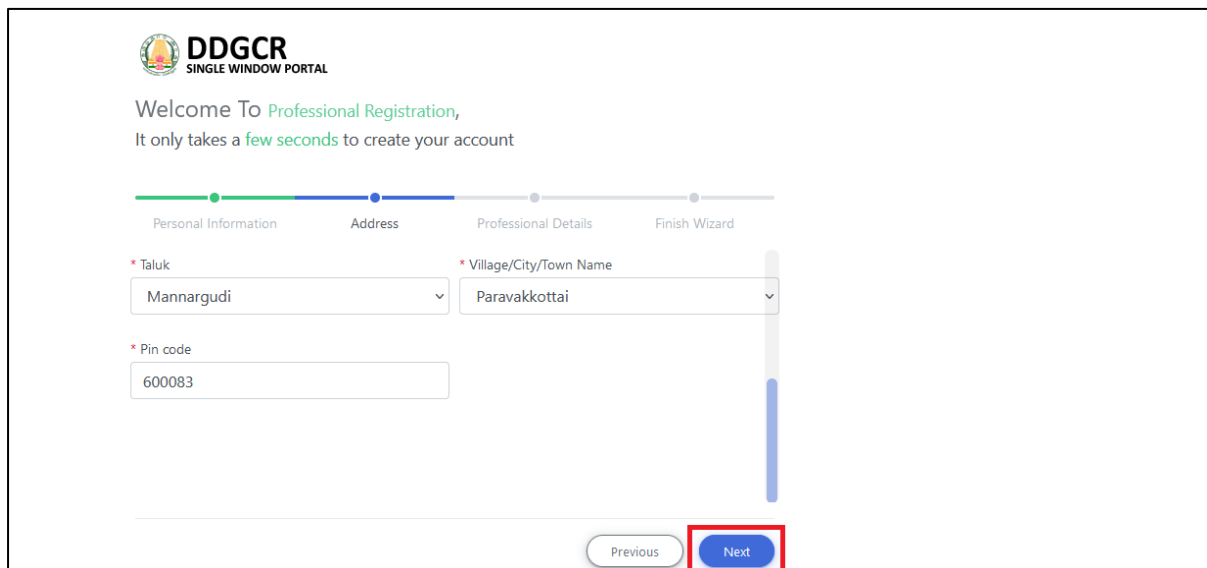
- In address tab, address line 1 and address line 2 will be entered by the user from the textboxes.
- The user selects the State, District, Taluk and Village/ City/ Town name in the drop downs and enters the pin code from the textbox.



The screenshot shows the 'Address' tab of the DDGCR Single Window Portal. The header includes the DDGCR logo and the text 'Welcome To Professional Registration, It only takes a few seconds to create your account'. A progress bar at the top indicates the current step is 'Address'. The form contains the following fields:

- \* Address Line 1: Textbox with value 'No 121, North mada Street'
- Address Line 2: Textbox with value 'Dhakshnamoorthy Mutt'
- \* State: Dropdown menu with value 'Tamil Nadu'
- \* District: Dropdown menu with value 'Thiruvaurur'

- The Previous button allows the user to navigate through the personal information tab.
- The Next Button allows the user to navigate through the professional details tab.



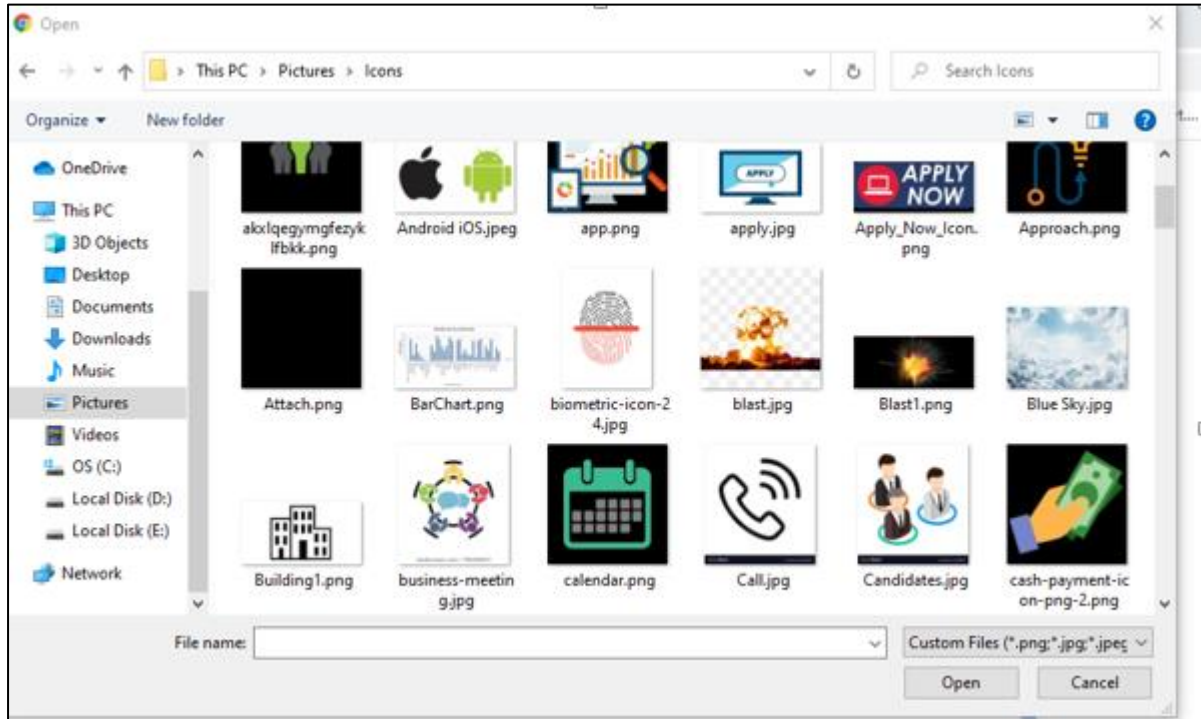
The screenshot shows the 'Professional Details' tab of the DDGCR Single Window Portal. The header includes the DDGCR logo and the text 'Welcome To Professional Registration, It only takes a few seconds to create your account'. A progress bar at the top indicates the current step is 'Professional Details'. The form contains the following fields:

- \* Taluk: Dropdown menu with value 'Mannargudi'
- \* Village/City/Town Name: Dropdown menu with value 'Paravakkottai'
- \* Pin code: Textbox with value '600083'

At the bottom of the form, there are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red border.

- In professional details tab, registration number will be entered by the user from the textbox.

- The user clicks on the browse button under the degree certificate, experience letter, Registration certificate and profile photo fields to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the New professional Registration's create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- The user selects the security question in the drop down and enters the answer from the textbox.

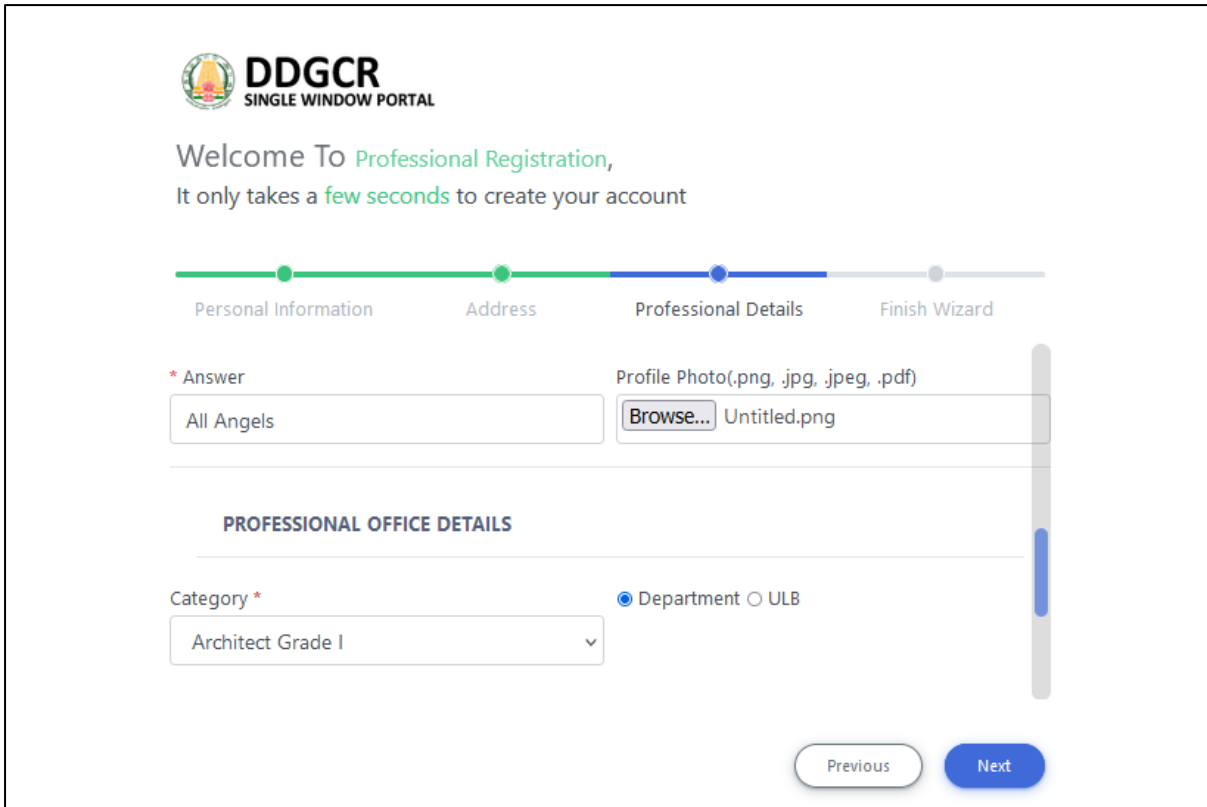


Welcome To Professional Registration,  
It only takes a few seconds to create your account

Progress bar: Personal Information (Completed), Address (Completed), Professional Details (Active), Finish Wizard (Pending)

* Degree Certificate(.png, .jpg, .jpeg, .pdf) <input type="text" value="Browse... doc0733222020020...(5) (8) (2).pdf"/>	* Experience Letter(.png, .jpg, .jpeg, .pdf) <input type="text" value="Browse... doc0733222020020...(5) (8) (2).pdf"/>
* Registration Number <input type="text" value="410810"/>	* Registration Validity Date <input type="text" value="03/07/2022"/>
* Registration Certificate(.png, .jpg, .jpeg, .pdf) <input type="text" value="Browse... doc0733222020020...(5) (8) (2).pdf"/>	* Security Question <input type="text" value="What is your first school?"/>

- The user selects category in the drop down and selects professional office details from the radio button (Department / ULB).
- The Previous button allows the user to navigate through the address tab.
- The Next Button allows the user to navigate through the finish wizard tab.



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SINGLE WINDOW PORTAL

Welcome To Professional Registration,  
It only takes a few seconds to create your account

Progress: Personal Information | Address | **Professional Details** | Finish Wizard

\* Answer: All Angels

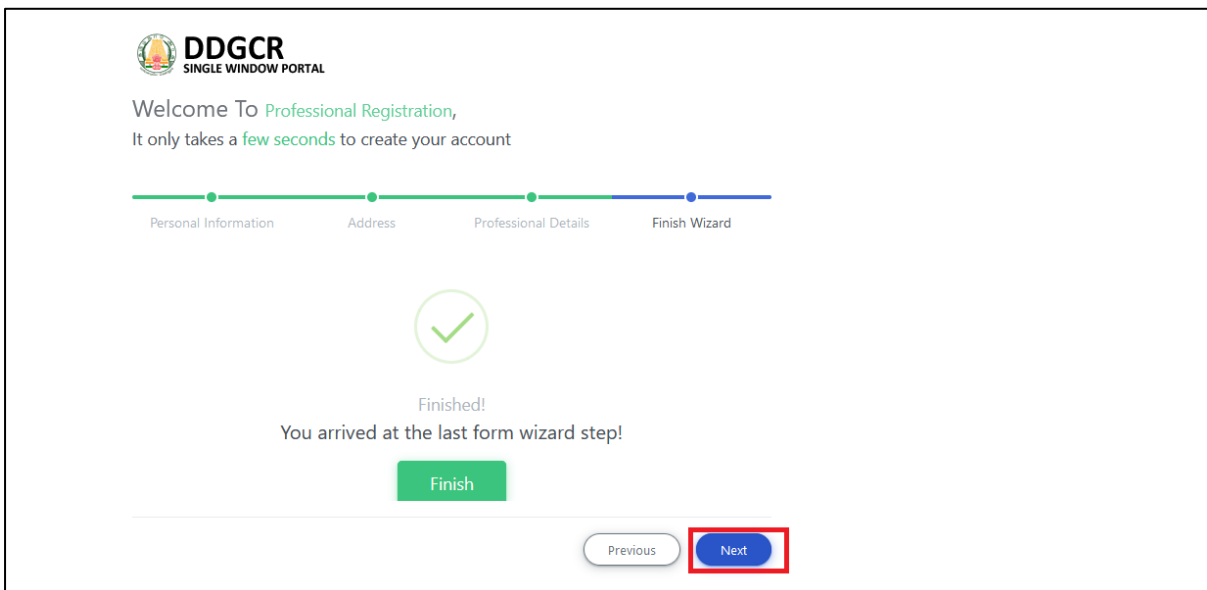
Profile Photo(.png, .jpg, .jpeg, .pdf):  Untitled.png

**PROFESSIONAL OFFICE DETAILS**

Category \*: Architect Grade I

Department  ULB

- After entering all the necessary details and the last Stage is Finish Wizard after click on Finish Hazard Button and then an Intimation will be sent to the mail.
- The Previous button allows the user to navigate through the professional details tab.
- The Next Button allows the user to navigate through the



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SINGLE WINDOW PORTAL

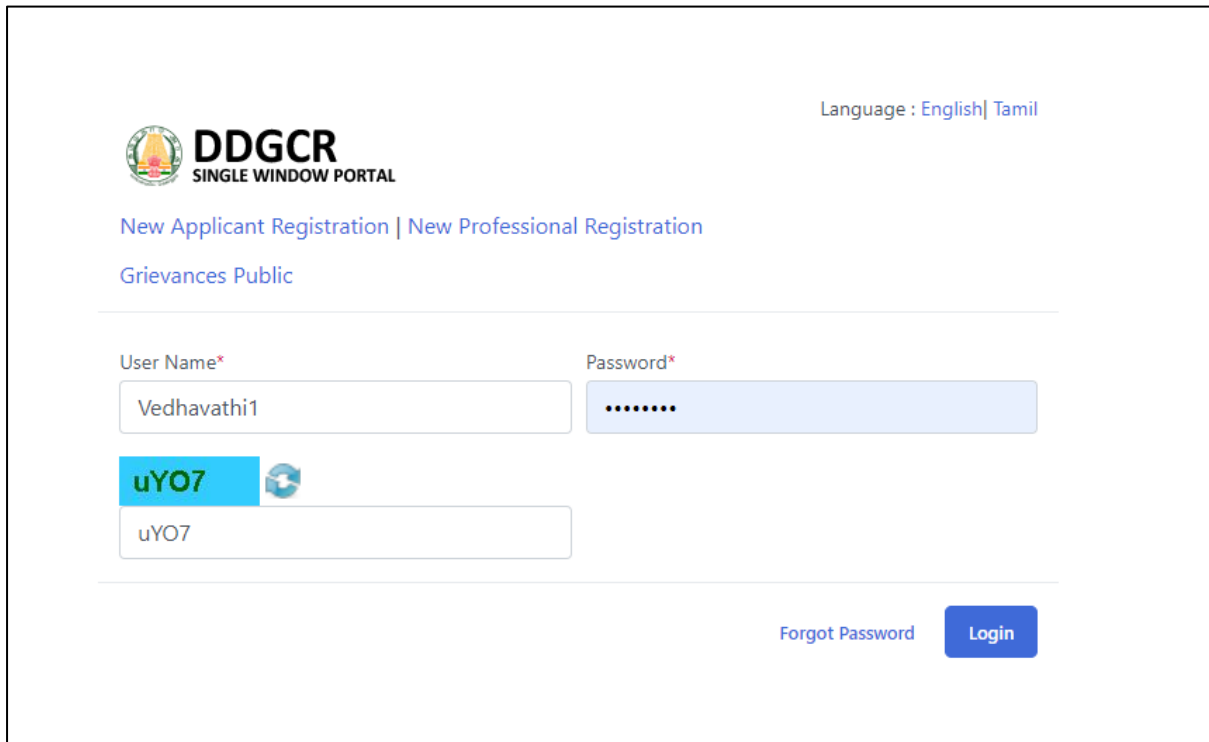
Welcome To Professional Registration,  
It only takes a few seconds to create your account

Progress: Personal Information | Address | Professional Details | **Finish Wizard**

Finished!  
You arrived at the last form wizard step!

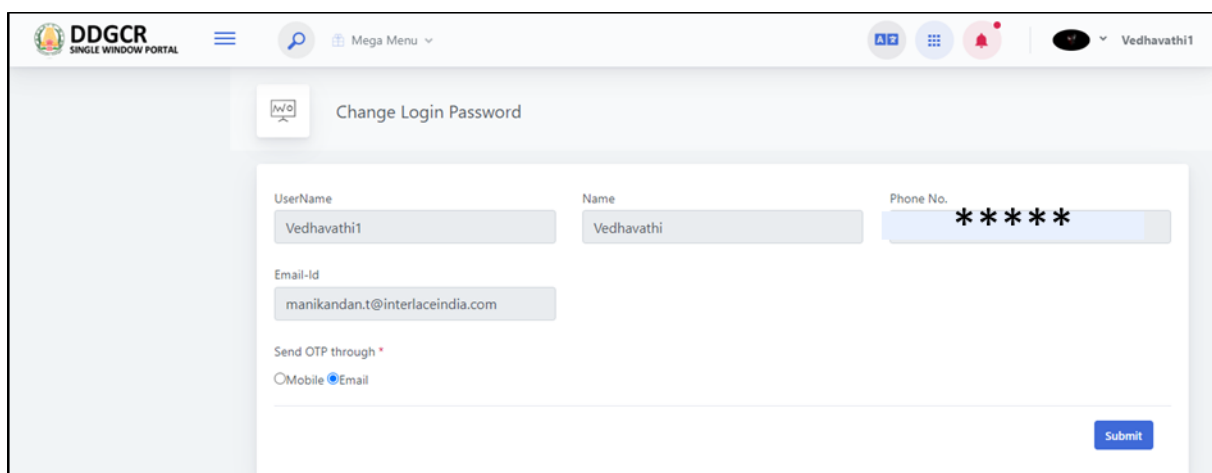
### 3 User Login

- The User can login the application by providing user name, password and captcha and Click on **Login** button as shown below,



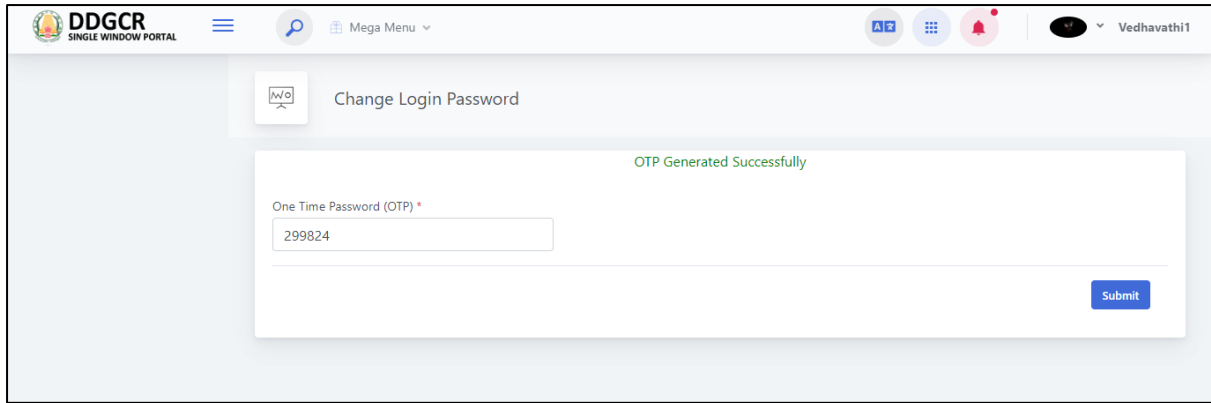
The screenshot shows the login page of the DDGCR Single Window Portal. At the top right, it says "Language : English | Tamil". The logo "DDGCR SINGLE WINDOW PORTAL" is on the left. Below the logo are links for "New Applicant Registration | New Professional Registration" and "Grievances Public". The login form has two main sections: "User Name\*" with the text "Vedhavathi1" and "Password\*" with a masked password "\*\*\*\*\*". Below the password field is a captcha image showing "uYO7" and a refresh button. A second input field contains the text "uYO7". At the bottom right, there are links for "Forgot Password" and a blue "Login" button.

- After Login, the Applicant will be directed to **Change the password** which would be comfortable for them to access in future. To Change the password User need to select the mode **Email or Phone NO** to receive the OTP and click on the submit button.



The screenshot shows the "Change Login Password" page. At the top, it says "Change Login Password". The form has four input fields: "UserName" with "Vedhavathi1", "Name" with "Vedhavathi", "Phone No." with "\*\*\*\*\*", and "Email-Id" with "manikandan.t@interlaceindia.com". Below these fields is a section "Send OTP through \*" with radio buttons for "Mobile" and "Email" (which is selected). A blue "Submit" button is at the bottom right.

- Applicant need to enter the OTP and click on Submit Button to create new Password.



DDGCR SINGLE WINDOW PORTAL

Mega Menu

Vedhavathi1

Change Login Password

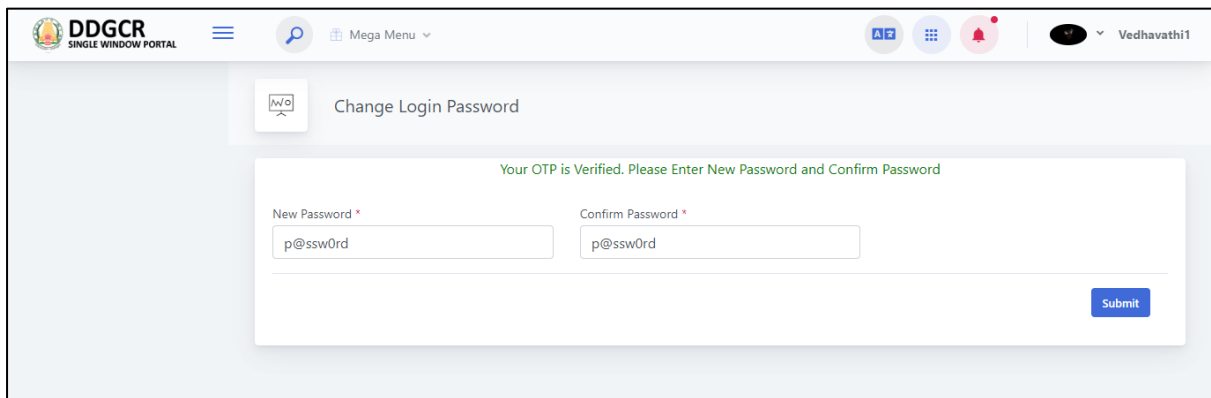
OTP Generated Successfully

One Time Password (OTP) \*

299824

Submit

- Applicant need to enter the **New Password & Confirm the Password** in the textbox and Click on '**Submit**' button to change the login password.



DDGCR SINGLE WINDOW PORTAL

Mega Menu

Vedhavathi1

Change Login Password

Your OTP is Verified. Please Enter New Password and Confirm Password

New Password \*

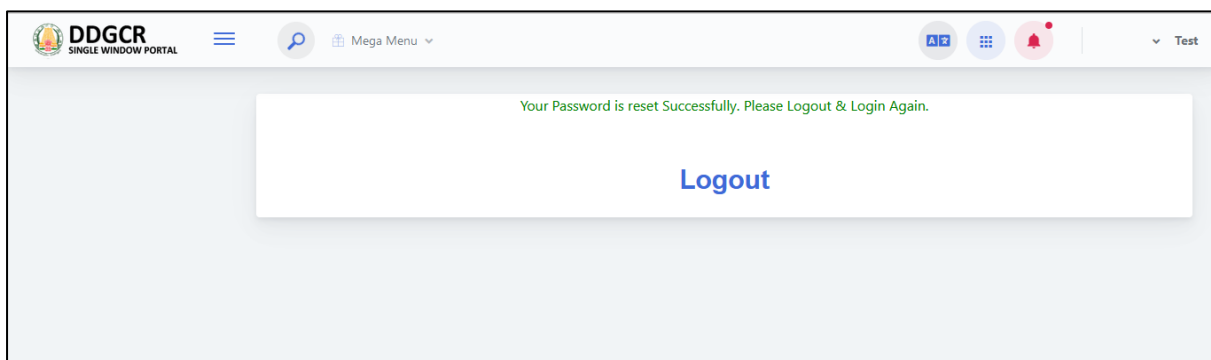
p@ssw0rd

Confirm Password \*

p@ssw0rd

Submit

- After **Submitting** Password, Applicant log in credentials will be updated for future log in.



DDGCR SINGLE WINDOW PORTAL

Mega Menu

Test

Your Password is reset Successfully. Please Logout & Login Again.


Logout

#### 4 Grievance Submission by Public

For creating new grievance submission by public, please follow below steps

- In Login page, click on the **New Grievance Submission by Public** link.

Language : English | Tamil

 **DDGCR**  
SINGLE WINDOW PORTAL


[New Applicant Registration](#) | [New Professional Registration](#)

[Grievances Public](#)

---


User Name\*

Password\*

**uYO7** 


[Forgot Password](#)

- To verify your mobile number, enter the **Registered Mobile Number** and the **OTP** will be send to the Mobile by clicking on **Send OTP** Button.

 **DDGCR**  
SINGLE WINDOW PORTAL

Verify **Your Mobile Number**,


Please enter your Mobile Number to **Receive One Time Password**




[Back to Login](#)

- Suppose user couldn't able to received OTP click on the **Resend OTP** link. After Entering OTP, and Click on **Verify** button to register your Grievance by the following screen as shown below





OTP has been sent to **Your Mobile Number,**  
Please **Verify**




Mobile No : \*\*\*\*\*

[Resend OTP](#)

[Verify](#)

[Back to Login](#)

- The user has an option create a new Complaint, click on the **Create Complaint** button to register your Grievance.



Public Grievance [list,](#)

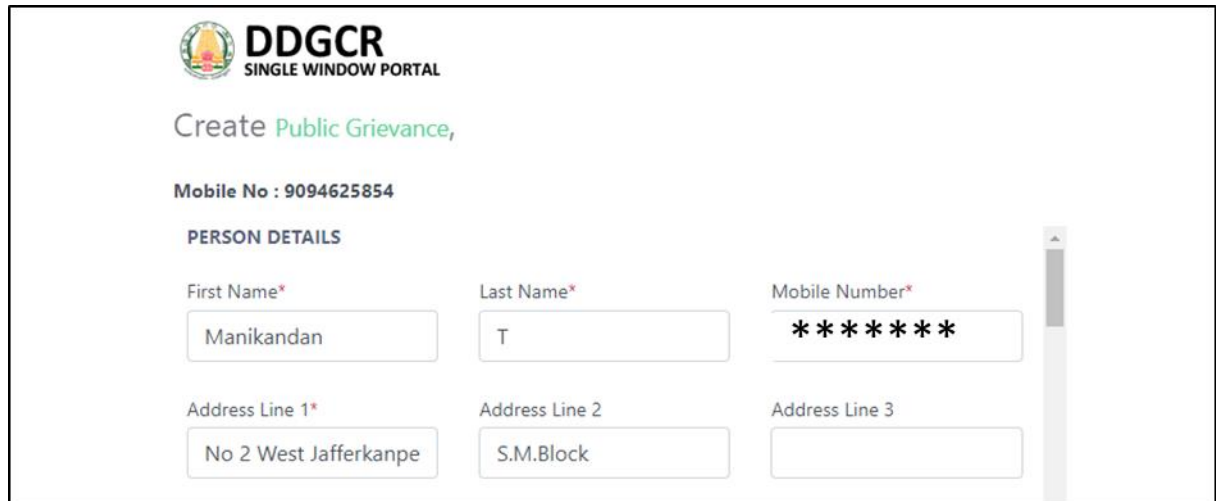
Mobile No : 9094625854

[Create Complaint](#)

Name of the Person/Organization	District	Taluk	Village/Town/City	Complaint Nature	Complaint Title	Closed Remarks
<hr/>						

[Back to Login](#)

- After, Selecting **Create Complaint** the Person Details must be added by the following as shown in the screen below,
- The user enters the first name, last name, mobile number, address line 1, address line 2, address line 3, pin code, email id in the textboxes and selects the complaint nature from the drop down.



**DDGCR**  
SINGLE WINDOW PORTAL

Create **Public Grievance**,

Mobile No : 9094625854

**PERSON DETAILS**

First Name*	Last Name*	Mobile Number*
Manikandan	T	*****
Address Line 1*	Address Line 2	Address Line 3
No 2 West Jafferkanpe	S.M.Block	



**DDGCR**  
SINGLE WINDOW PORTAL

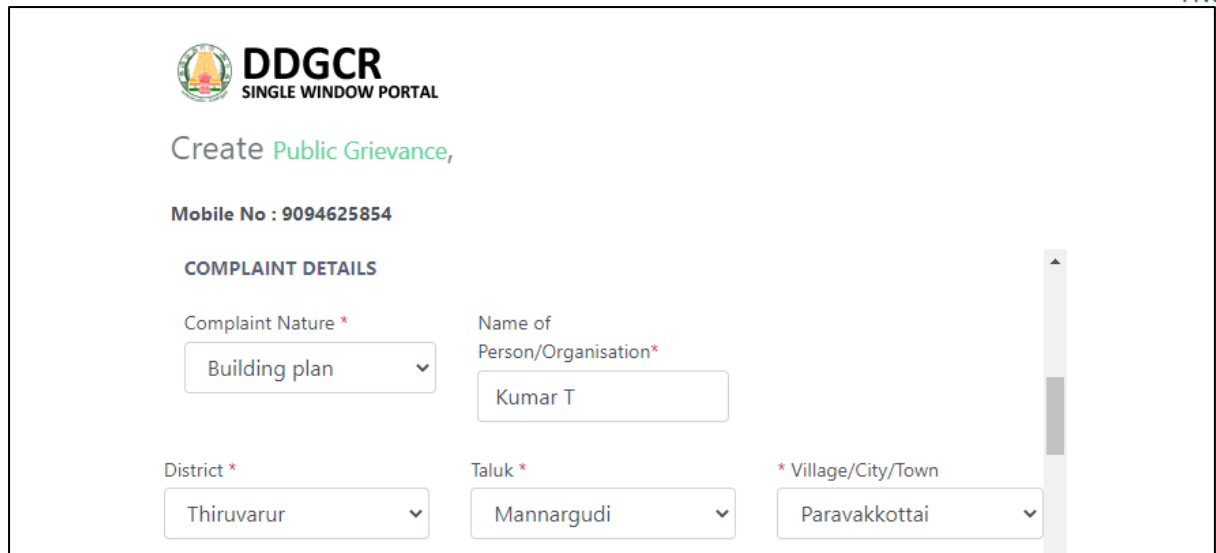
Create **Public Grievance**,

Mobile No : 9094625854

Pincode*	Email Id*
766767	manikandan.t@interlac

manikandan.t@interlaceindia.com  
is valid :)

- The user enters the name of person / organisation name, address line 1, address line 2, address line 3, pin code, survey number, plot number, compliant title and compliant details in the textboxes and selects the District, Taluk, Village / City/ Town from the drop down.



**DDGCR**  
SINGLE WINDOW PORTAL

Create **Public Grievance,**

**Mobile No : 9094625854**

**COMPLAINT DETAILS**

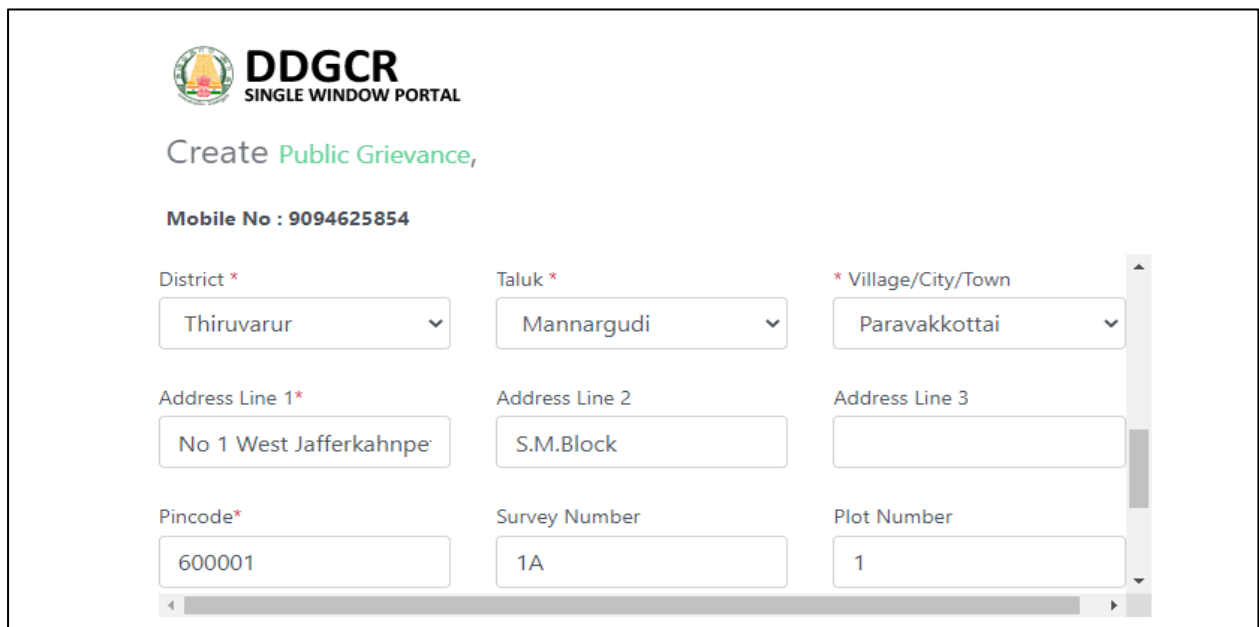
Complaint Nature \*  
Building plan

Name of Person/Organisation\*  
Kumar T

District \*  
Thiruvarur

Taluk \*  
Mannargudi

\* Village/City/Town  
Paravakkottai



**DDGCR**  
SINGLE WINDOW PORTAL

Create **Public Grievance,**

**Mobile No : 9094625854**

District \*  
Thiruvarur

Taluk \*  
Mannargudi

\* Village/City/Town  
Paravakkottai

Address Line 1\*  
No 1 West Jafferkahnp

Address Line 2  
S.M.Block

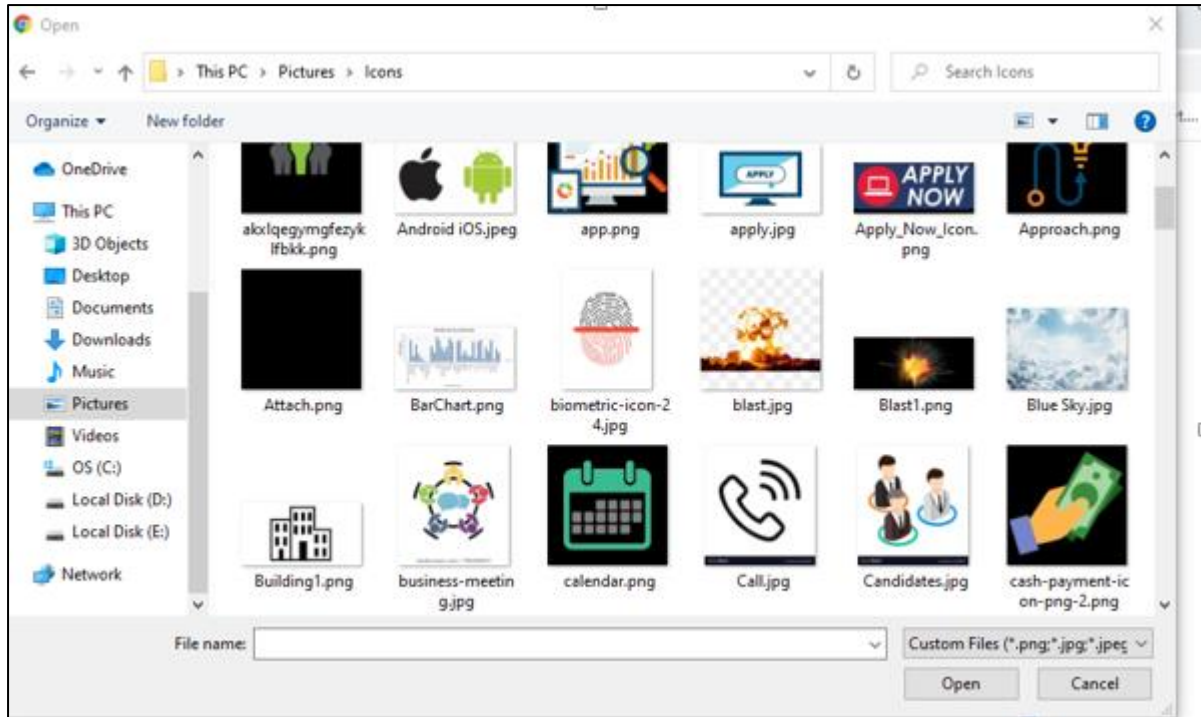
Address Line 3

Pincode\*  
600001

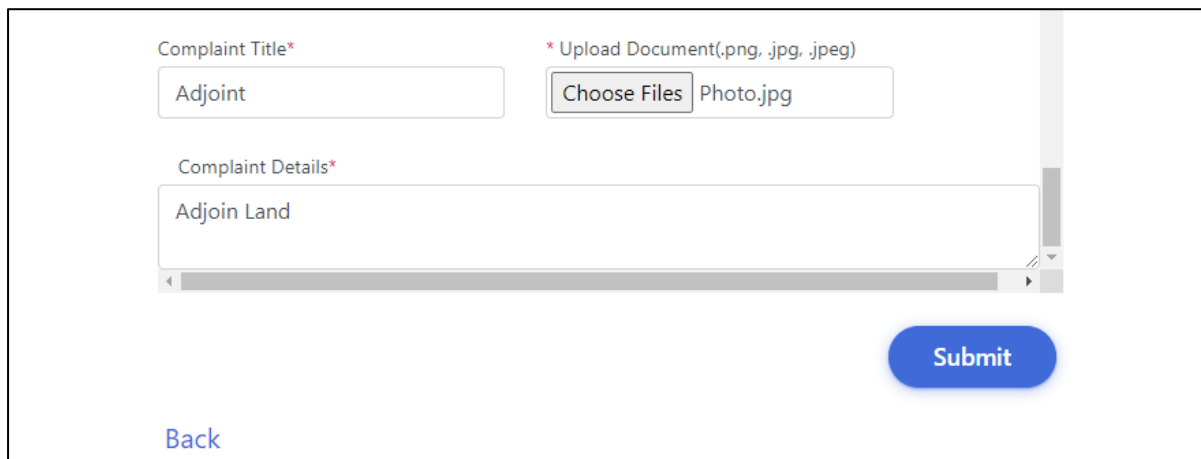
Survey Number  
1A

Plot Number  
1

- The user clicks on the browse button under the upload document field name to choose the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
- c. The user shall select the open button to load the file in the New Grievance submission's create screen.
- d. The user can also cancel the open window by clicking on the Cancel Button.
- After entering all the details, click on **Submit** Button to save your Grievance.




The screenshot shows a web form for grievance submission. It includes a 'Complaint Title\*' field with the text 'Adjoint', an 'Upload Document(png, .jpg, .jpeg)' section with a 'Choose Files' button and the filename 'Photo.jpg', and a 'Complaint Details\*' text area containing 'Adjoin Land'. A blue 'Submit' button is located at the bottom right, and a 'Back' link is at the bottom left.

## 5 Layout Application

- The user enters the **User name and Password** along with Captcha and Click on **Login** button as shown below,


Language : English | Tamil

**DDGCR**  
SINGLE WINDOW PORTAL

[New Applicant Registration](#) | [New Professional Registration](#)  
[Grievances Public](#)

---

User Name\*  Password\*

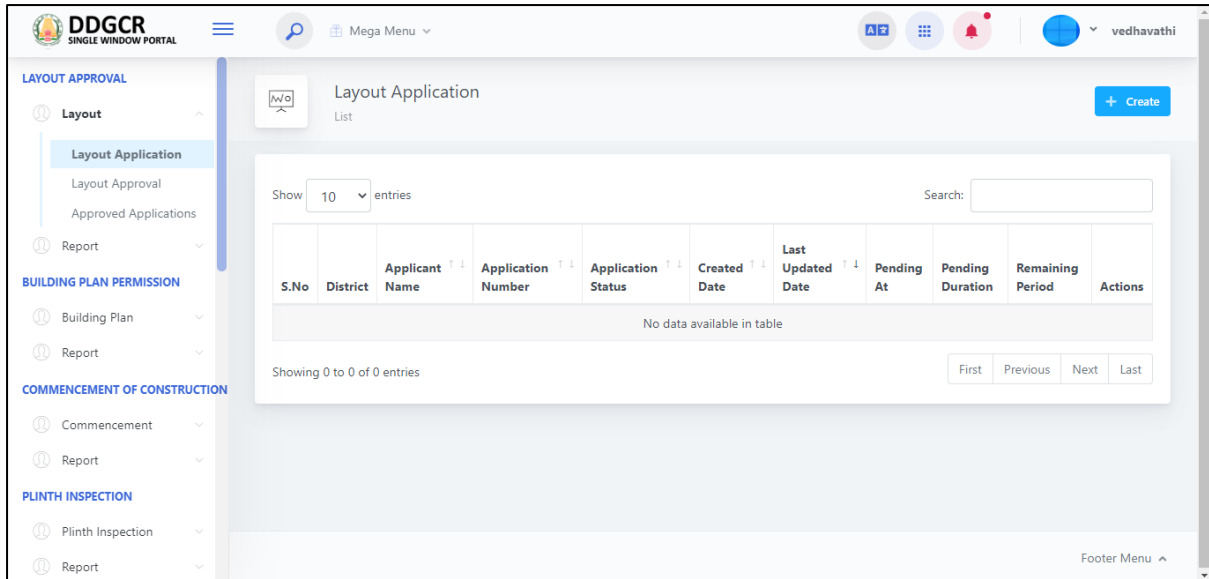
**Numu** 

---

[Forgot Password](#)

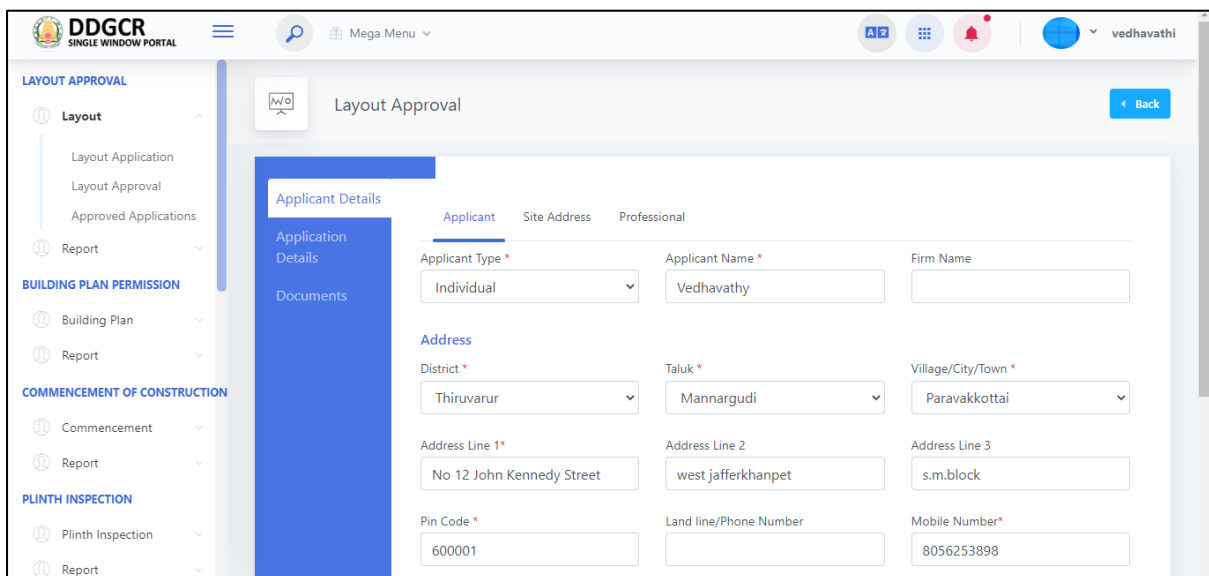
## 5.1 Layout application List

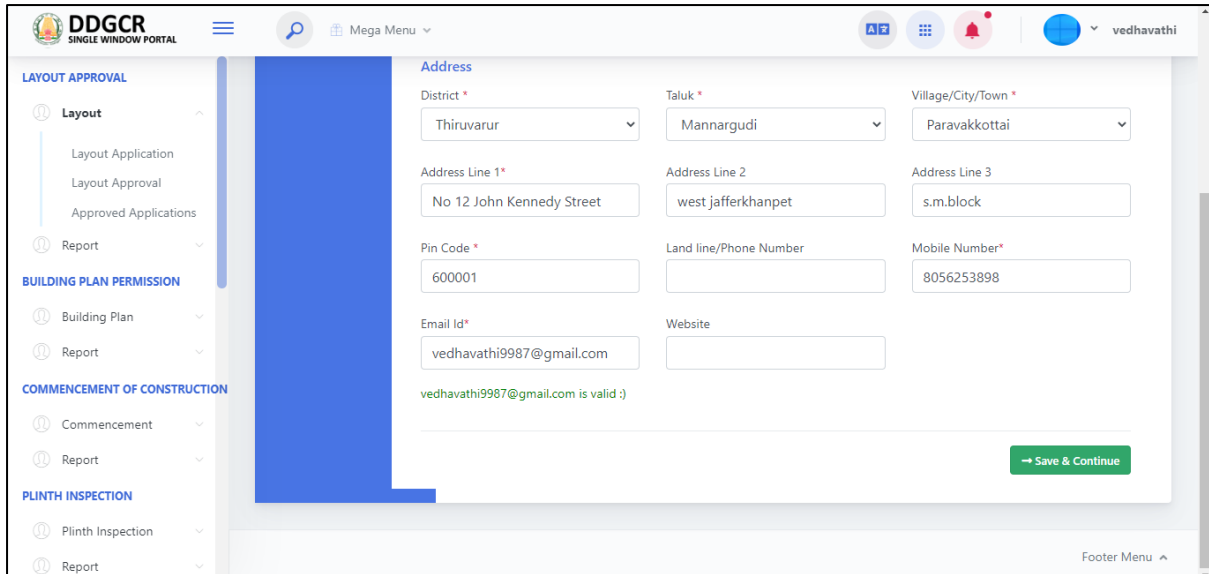
- This page displays the list of layout applications along with District, applicant name, application number, application status, created date, last updated date, pending at, pending duration and remaining period in the list.
- Click on the View option to view the created layout application details.
- Click on the Edit option to edit the layout application details.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- Search option is provided to filter the layout application details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries  entries dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.



## 5.2 Layout application – Applicant Details

- For Creating New Application, **Select Layout application -> Layout application -> Create Option.**
- Click on Create Button & Select **Applicant Details.**
- Applicant type (Individual/ Joint Venture /Power of Attorney/ Less Hold) will be selected by the user from the dropdown.
- The user enters the applicant name and first name in the textboxes.
- In address details, District, Taluk, Village/ City/ Town will be selected by the user from the dropdown and enters the address line 1, address line 2, address line 3, pin code, Landline/ phone number, mobile number, email id and website in the textboxes.
- The **“Save & Continue”** button allows the user to navigate through the site address details.





**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

vedhavathi

**LAYOUT APPROVAL**

- Layout
  - Layout Application
  - Layout Approval
  - Approved Applications
- Report

**BUILDING PLAN PERMISSION**

- Building Plan
- Report

**COMMENCEMENT OF CONSTRUCTION**

- Commencement
- Report

**PLINTH INSPECTION**

- Plinth Inspection
- Report

**Address**

District \*  
Thiruvavur

Taluk \*  
Mannargudi

Village/City/Town \*  
Paravakkottai

Address Line 1\*  
No 12 John Kennedy Street

Address Line 2  
west jafferkhanpet

Address Line 3  
s.m.block

Pin Code \*  
600001

Land line/Phone Number

Mobile Number\*  
8056253898

Email Id\*  
vedhavathi9987@gmail.com

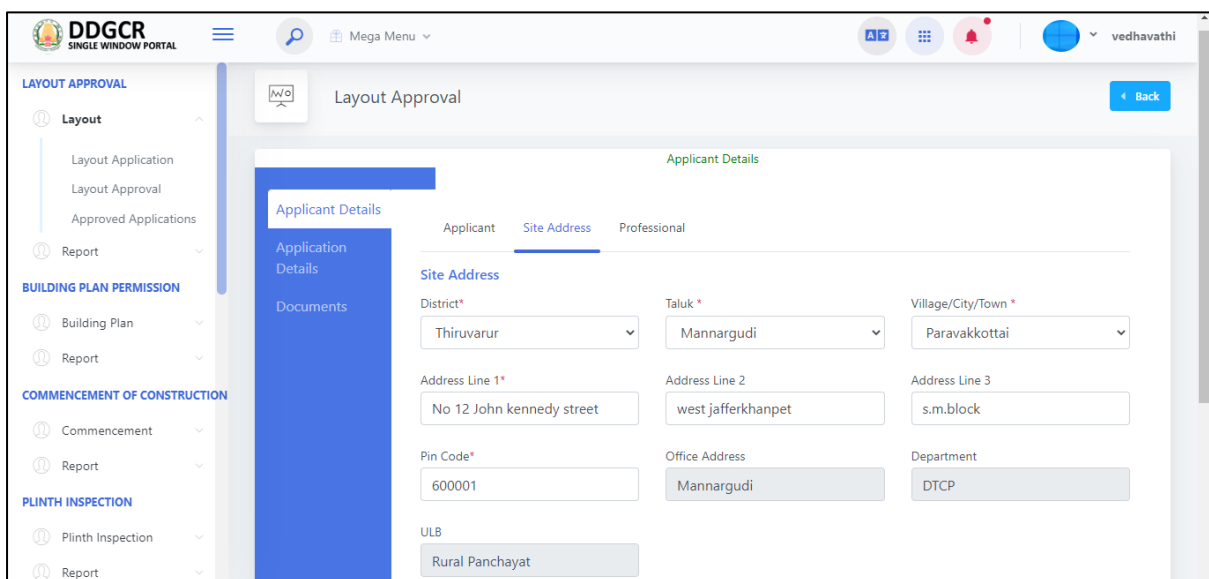
Website

vedhavathi9987@gmail.com is valid :)

Save & Continue

Footer Menu

- After entering Applicant details, the user selects District, Taluk, Village/ City/ Town in the drop down and enters address line 1, address line 2, address line 3, pin code in the respective text boxes.
- Office address, Department and ULB will be displayed as label based on the District, Taluk, Village/ City/ Town details selection.
- Click on the Add details button to create the site address details. The created site address details will be listed in the table format.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- The “**Back**” button allows the user to navigate through the applicant page.
- The “**Save & Continue**” button allows the user to navigate through the Professional details.



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

vedhavathi

**LAYOUT APPROVAL**

- Layout
  - Layout Application
  - Layout Approval
  - Approved Applications
- Report

**BUILDING PLAN PERMISSION**

- Building Plan
- Report

**COMMENCEMENT OF CONSTRUCTION**

- Commencement
- Report

**PLINTH INSPECTION**

- Plinth Inspection
- Report

Layout Approval

Back

**Applicant Details**

Applicant | Site Address | Professional

Application Details

Documents

**Site Address**

District\*  
Thiruvavur

Taluk \*  
Mannargudi

Village/City/Town \*  
Paravakkottai

Address Line 1\*  
No 12 John Kennedy street

Address Line 2  
west jafferkhanpet

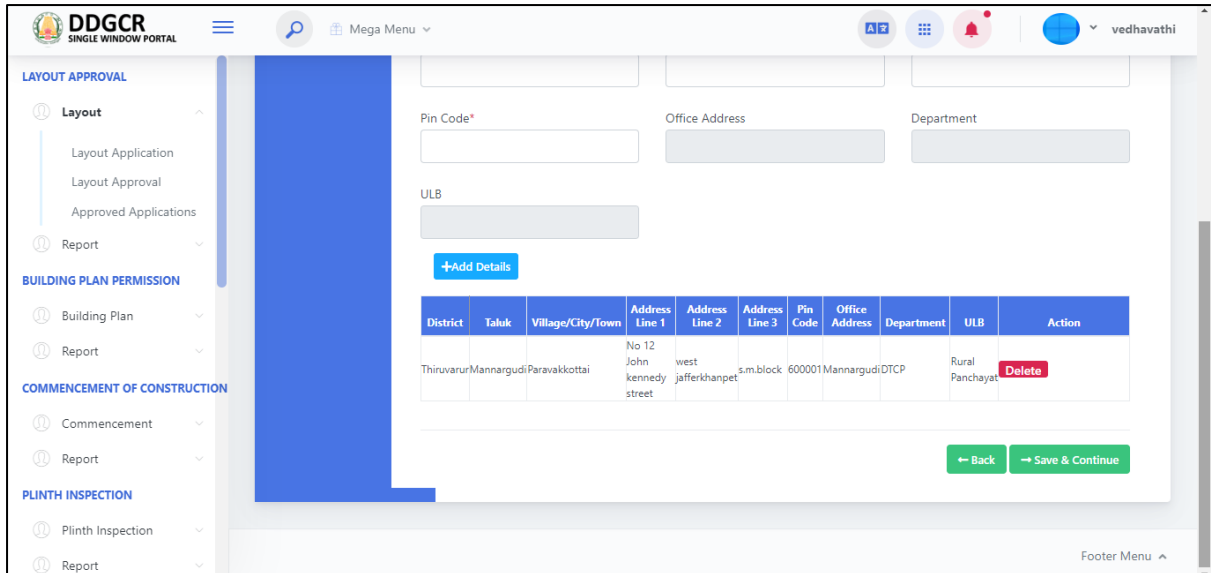
Address Line 3  
s.m.block

Pin Code\*  
600001

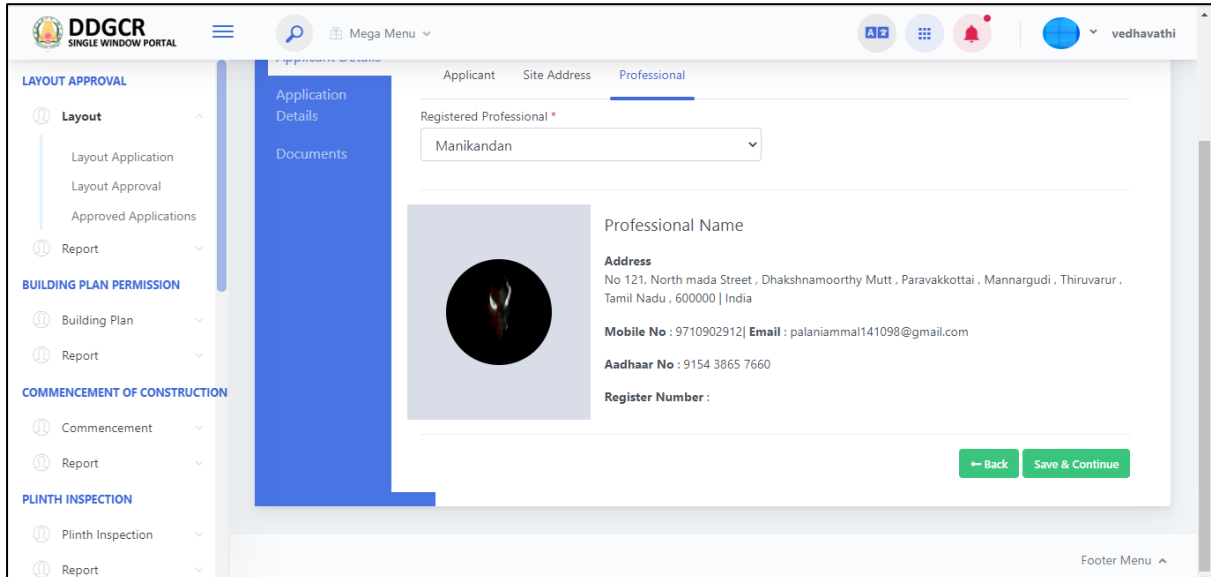
Office Address  
Mannargudi

Department  
DTCP

ULB  
Rural Panchayat



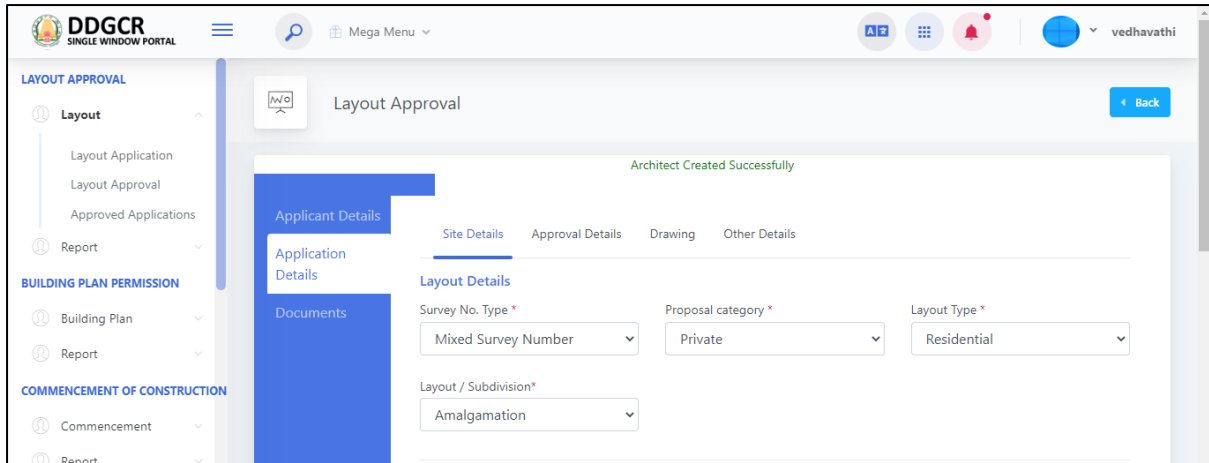
- After entering site address details, Professional photo, professional name, address, mobile number, Email id, Aadhaar No and Register number will be displayed as label based on the registered professional details selection.
- The “**Back**” button allows the user to navigate through the site address page.
- The **Save & Continue** button allows the user to navigate through the Application details page.



### 5.3 Layout application – Application Details

- In application details, survey No. Type, Proposal Category, Layout type and layout / sub division will be selected by the user from the dropdown.
- In the Survey Field No./Revenue Survey No Section, The user selects the village/ city/ town , Survey type and survey number type from the dropdown and enters the survey number, sub division, block no, block name, ward number and ward name from textbox.





**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

vedhavathi

**LAYOUT APPROVAL**

Layout Approval

Architect Created Successfully

Applicant Details

Application Details

Documents

Site Details Approval Details Drawing Other Details

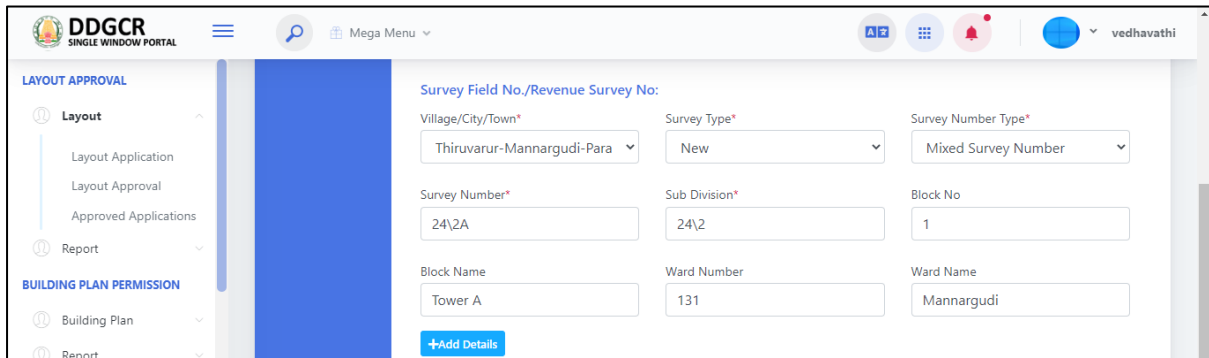
**Layout Details**

Survey No. Type \*  
Mixed Survey Number

Proposal category \*  
Private

Layout Type \*  
Residential

Layout / Subdivision\*  
Amalgamation



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

vedhavathi

**LAYOUT APPROVAL**

Survey Field No./Revenue Survey No:

Village/City/Town\*  
Thiruvarur-Mannargudi-Para

Survey Type\*  
New

Survey Number Type\*  
Mixed Survey Number

Survey Number\*  
24\2A

Sub Division\*  
24\2

Block No  
1

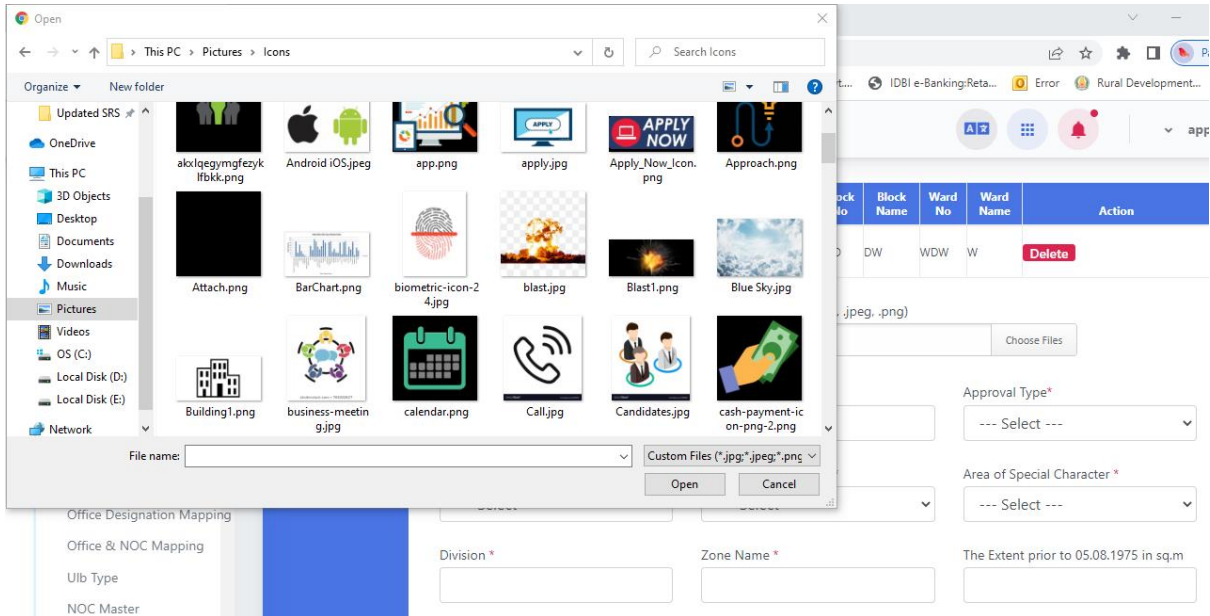
Block Name  
Tower A

Ward Number  
131

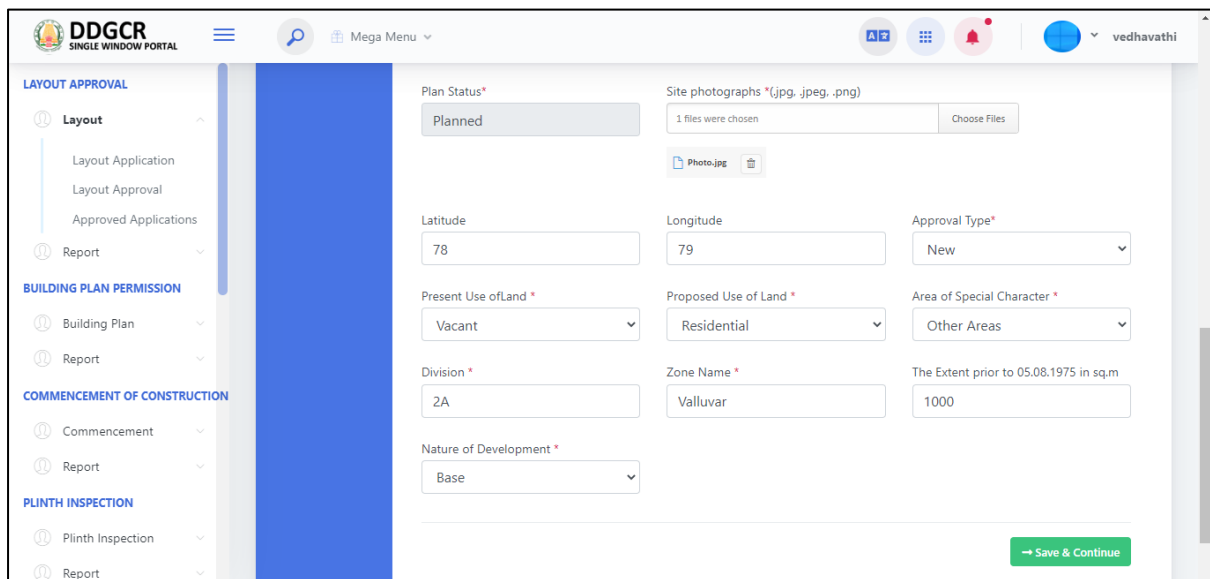
Ward Name  
Mannargudi

+Add Details

- Click on the **+Add details** button to create the Survey Field No./Revenue Survey No details. The created Survey Field No./Revenue Survey No details will be listed in the table format.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- Plan status will be displayed as label.
- The user clicks on the choose file button under the Site photographs field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



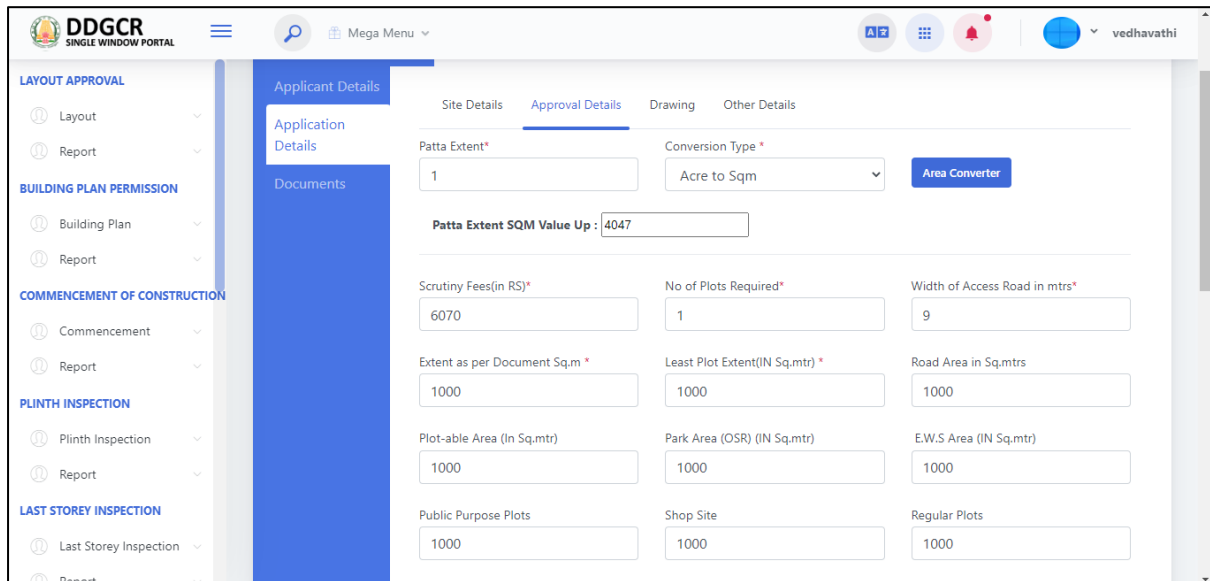
- b. The user selects the file from the system and the file name will be displayed.
- c. The user shall select the open button to load the file in the application site details' s create screen.
- d. The user can also cancel the open window by clicking on the Cancel Button.



- The user enters the Latitude, Longitude, division, Zone name, The Extent prior to 05.08.1975 in sq.m from textbox and selects the Approval Type, Present Use of Land, Proposed Use of Land, Area of Special Character and Nature of Development from drop down.
- The “Save & Continue” button allows the user to navigate through the approval details.
- **Approval Details** , patta extent and conversion type of the patta extent as follows,
  - **Acre to Sqm**
  - **Hectare to Sqm**

- **Sq.m to Sqm.**

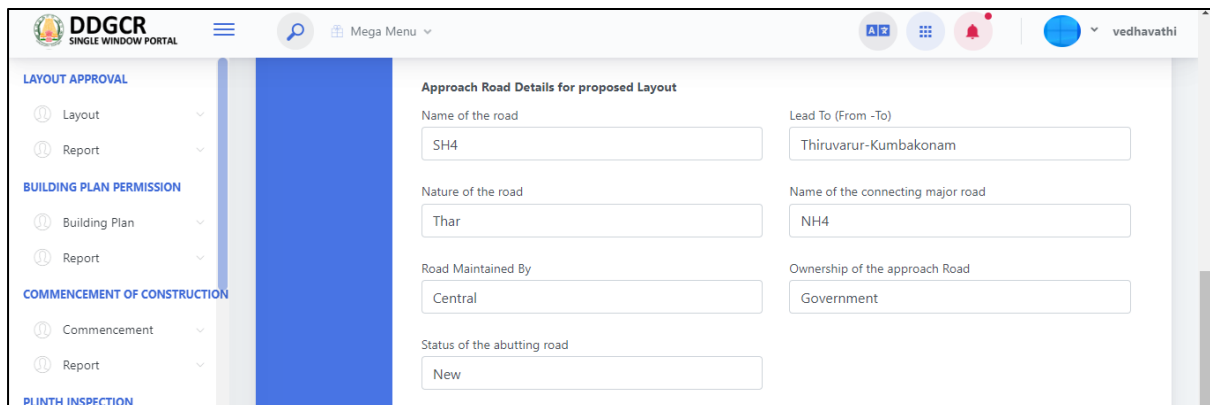
- Patta Extent SQM Value and Scrutiny Fees(in RS) is auto calculated based on Patta Extent and Conversion Type.



The screenshot shows the 'DDGCR SINGLE WINDOW PORTAL' interface. The user is logged in as 'vedhavathi'. The 'Application Details' section is active, showing the following fields:

- Patta Extent\***: 1
- Conversion Type\***: Acre to Sqm
- Area Converter**: Button
- Patta Extent SQM Value Up**: 4047
- Scrutiny Fees(in RS)\***: 6070
- No of Plots Required\***: 1
- Width of Access Road in mtrs\***: 9
- Extent as per Document Sq.m\***: 1000
- Least Plot Extent(IN Sq.mtr)\***: 1000
- Road Area in Sq.mtrs**: 1000
- Plot-able Area (In Sq.mtr)**: 1000
- Park Area (OSR) (IN Sq.mtr)**: 1000
- E.W.S Area (IN Sq.mtr)**: 1000
- Public Purpose Plots**: 1000
- Shop Site**: 1000
- Regular Plots**: 1000

- The user enters the No of Plots Required, Width of Access Road in mtrs, Extent as per Document Sq.m, Least Plot Extent(IN Sq.mtr) , Road Area in Sq.mtrs, Plot-able Area (In Sq.mtr), Park Area (OSR) (IN Sq.mtr), E.W.S Area (IN Sq.mtr), Public Purpose Plots, Shop Site and Regular Plots from textbox.
- The user enters the Approach Road Details for proposed Layout details from textbox.
- The user enters the Existing use of adjoining land and Width of access road (if any) details from text box.

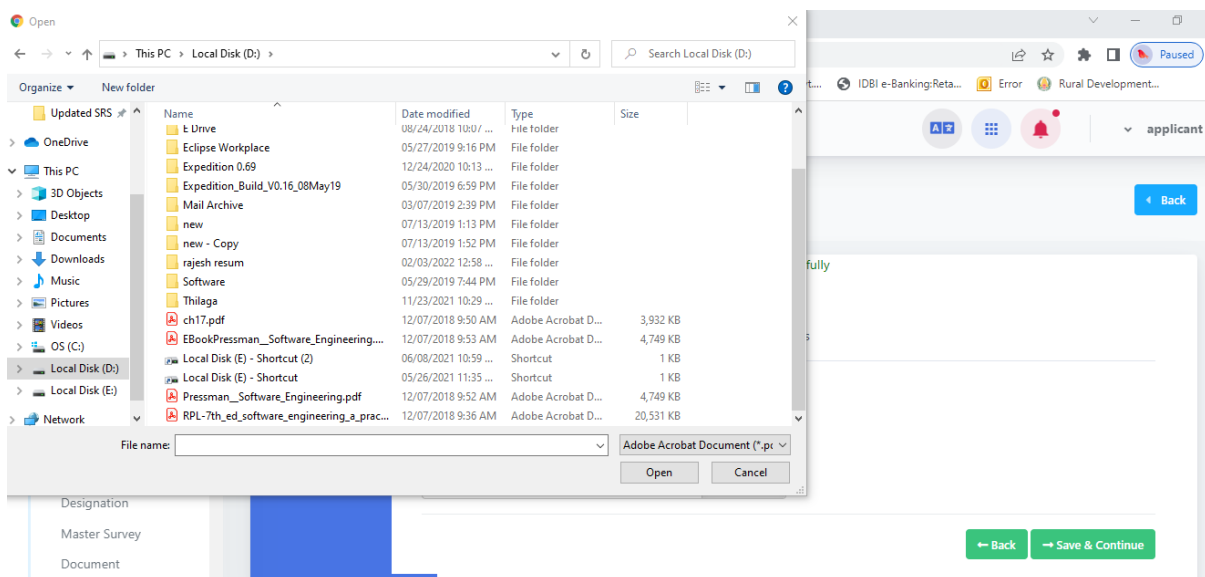


The screenshot shows the 'DDGCR SINGLE WINDOW PORTAL' interface. The user is logged in as 'vedhavathi'. The 'Approach Road Details for proposed Layout' section is active, showing the following fields:

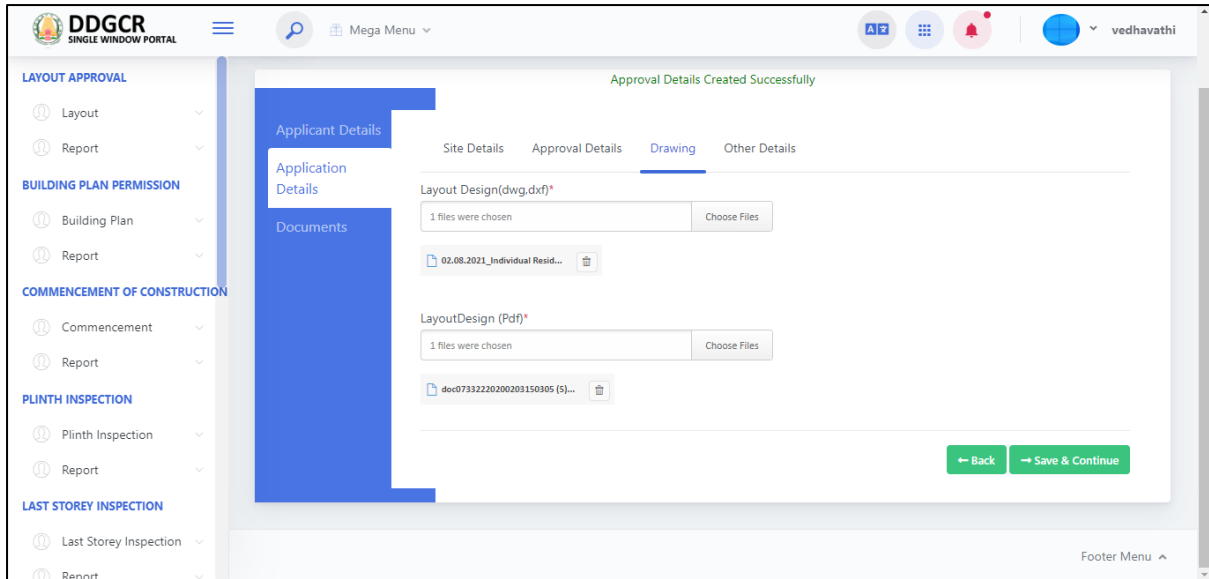
- Name of the road**: SH4
- Lead To (From -To)**: Thiruvarur-Kumbakonam
- Nature of the road**: Thar
- Name of the connecting major road**: NH4
- Road Maintained By**: Central
- Ownership of the approach Road**: Government
- Status of the abutting road**: New

- The **“Back”** button allows the user to navigate through the site address page.
- The **Save & Continue** button allows the user to navigate through the drawing details page.

- In drawing details, the user clicks on the choose file button under the Layout Design (dwg,dxf) and Layout Design (Pdf) field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the drawing details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- The “**Back**” button allows the user to navigate through the approval details page.
  - User can enter the drawing details and click on the **Save & Continue** button success message displayed.
  - The **Save & Continue** button allows the user to navigate through the other details page.



DDGCR SINGLE WINDOW PORTAL

Mega Menu

vedhavathi

Approval Details Created Successfully

Applicant Details

Application Details

Documents

Site Details Approval Details Drawing Other Details

Layout Design(dwg,dxf)\*

1 files were chosen Choose Files

02.08.2021\_Individual Resid...

LayoutDesign (Pdf)\*

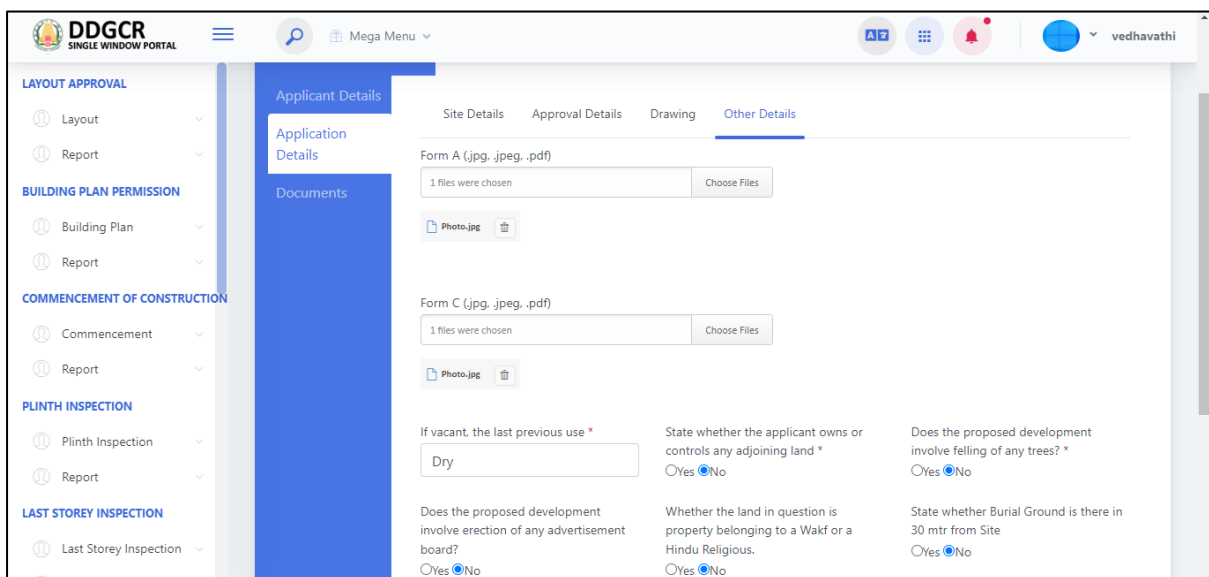
1 files were chosen Choose Files

doc07332220200203150305 (5)...

← Back → Save & Continue

Footer Menu

- In other details, the user clicks on the choose file button under the Form A and Form C field name to browse the file from the system and selects the mandatory input fields from radio button.



DDGCR SINGLE WINDOW PORTAL

Mega Menu

vedhavathi

Applicant Details

Application Details

Documents

Site Details Approval Details Drawing Other Details

Form A (.jpg, .jpeg, .pdf)

1 files were chosen Choose Files

Photo.jpg

Form C (.jpg, .jpeg, .pdf)

1 files were chosen Choose Files

Photo.jpg

If vacant, the last previous use \*

Dry

State whether the applicant owns or controls any adjoining land \*

Yes  No

Does the proposed development involve felling of any trees? \*

Yes  No

Does the proposed development involve erection of any advertisement board?

Yes  No

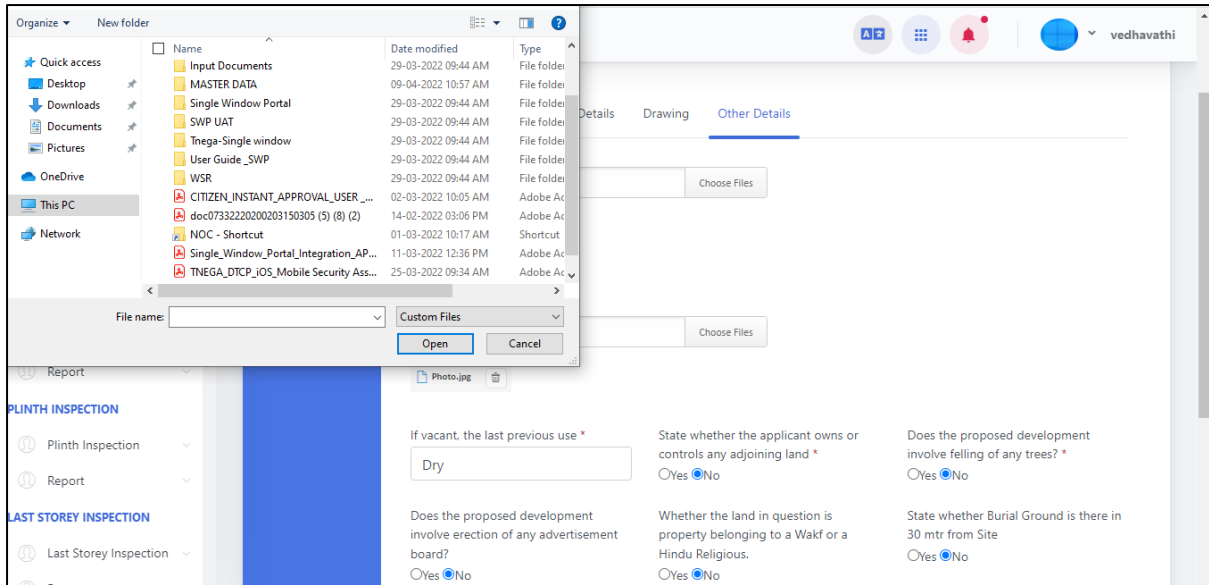
Whether the land in question is property belonging to a Wakf or a Hindu Religious.

Yes  No

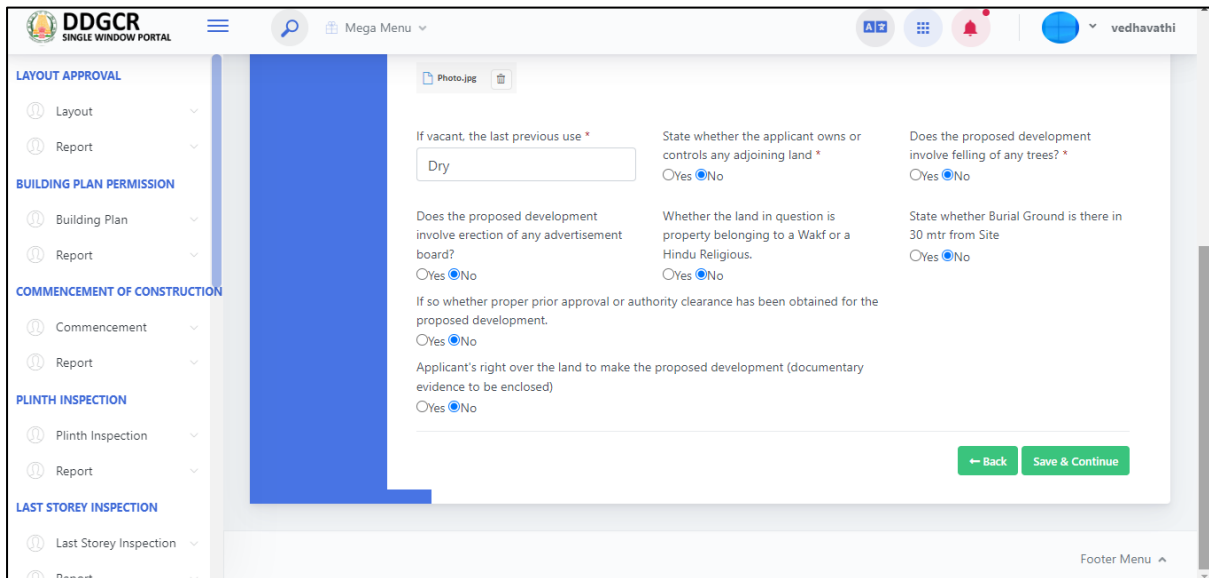
State whether Burial Ground is there in 30 mtr from Site

Yes  No

- In drawing details, the user clicks on the choose file button under the From A and From C field name to browse the file from the system.
  - The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.
  - The user selects the file from the system and the file name will be displayed.
  - The user shall select the open button to load the file in the other details create screen.
  - The user can also cancel the open window by clicking on the Cancel Button.



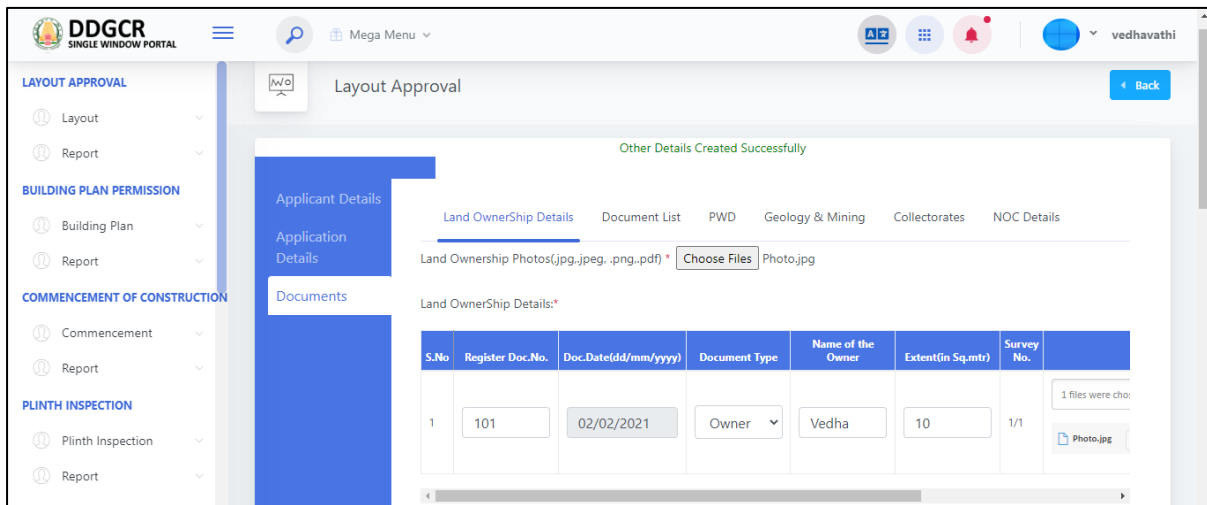
- The **“Back”** button allows the user to navigate through the drawing details page.
- User can enter the other details and click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the land ownership details page.



#### 5.4 Layout application – Document

- In **Documents -> Land Ownership Details** and Upload the images of Ownership details and some of the details are some as follows,
  - Land Ownership Details
  - Encumbrance Details
  - PATTa /TSLR & FMB
  - Adangal Details
  - Legal Opinion Details.

- In Land ownership details, the user enters the Register Doc.No. Name of the Owner, Extent (in Sq.mtr) from textbox and Doc.Date(dd/mm/yyyy) from date picker.
- The user selects document type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- In Encumbrance Details, The user enters the EC No, Name of the Owner-Claimants and remarks from textbox and selects EC Date (if applicable), Date from and Date To from date picker and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.



The screenshot shows the DDGCR Single Window Portal interface. The main content area is titled 'Layout Approval' and displays a form for 'Land Ownership Details'. The form includes a table with the following data:

S.No	Register Doc.No.	Doc.Date(dd/mm/yyyy)	Document Type	Name of the Owner	Extent(in Sq.mtr)	Survey No.
1	101	02/02/2021	Owner	Vedha	10	1/1

The interface also shows a sidebar with navigation options like 'LAYOUT APPROVAL', 'BUILDING PLAN PERMISSION', 'COMMENCEMENT OF CONSTRUCTION', and 'PLINTH INSPECTION'. A notification at the top right says 'Other Details Created Successfully'.

- In PATTA /TSLR & FMB details, the user enters the Patta.No., Name of the Owner Claimants, Extent(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- In Adangal Details, the user enters the Patta.No., Name of the Owner Claimants, Extent(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.

DDGCR SINGLE WINDOW PORTAL

Mega Menu

vedhavathi

**LAYOUT APPROVAL**

- Layout
- Report

**BUILDING PLAN PERMISSION**

- Building Plan
- Report

**COMMENCEMENT OF CONSTRUCTION**

- Commencement
- Report

**PLINTH INSPECTION**

- Plinth Inspection
- Report

Encumbrance Details \*

S.No	EC No	EC Date(if applicable)	Date From(dd/mm/yyyy)	Date To(dd/mm/yyyy)	Name of the Owner-Claimants	Survey No.	Remarks
1	11	12/04/202	04/04/202	30/04/202	Vedha	1/1	Nil

PATTA /TSLR & FMB\*

S.No	Patta.No.	Patta.Date(dd/mm/yyyy)	Name of the Owner Claimants	Extent(Acres)	Extent(H)(Hectare)	Survey No.	LandType.
1	24\2A	12/04/2022	Vedha	2	1	1/1	DRY

- In Legal Opinion Details, The user enters the Letter.No. from textbox and letter date from date picker.
- The user selects issued by from drop down and Survey No. is label field (From application -> Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- Office Address Details will be displayed as label based on the District, Taluk, Village/ City/ Town details selection.
- User can enter the land ownership details and click on the Save & Continue button success message displayed.
- The Save & Continue button allows the user to navigate through the document page.

DDGCR SINGLE WINDOW PORTAL

Mega Menu

vedhavathi

**LAYOUT APPROVAL**

- Layout
- Report

**BUILDING PLAN PERMISSION**

- Building Plan
- Report

**COMMENCEMENT OF CONSTRUCTION**

- Commencement
- Report

**PLINTH INSPECTION**

- Plinth Inspection
- Report

Adangal Details\*

S.No (Hectare)	Survey No.	LandType.	Remarks	Upload(.jpg, .jpeg, .pdf)
1	1/1	DRY	Nil	1 files were chosen Choose Files Photo.jpg

Legal Opinion Details\*

S.No	Survey Number	Issued By	Letter.No.	Letter.Date(dd/mm/yyyy)	Upload(.jpg, .jpeg, .pdf)
1	1/1		998	05/04/2022	1 files were chosen Choose File Photo.jpg



The screenshot shows the 'Legal Opinion Details' form in the DDGCR Single Window Portal. The form includes a table for document uploads and office address details.

S.No	Survey Number	Issued By	Letter.No.	Letter.Date(dd/mm/yyyy)	Upload(.jpg, .jpeg, .pdf)
1	1/1		998	05/04/2022	1 files were chosen Photo.jpg

**Office Address Details(Thiruvavur-Mannargudi-Paravakkottai)**  
**Head Office**  
 Chennai,603103,Near GST Road  
**District Office**  
 Mannargudi,614001,TB  
**Local Body Office**  
 Mannargudi ,614001,RB

Buttons: Save & Continue

- Select **Documents** -> **Documents** and Upload the documents and some of the details are given as below,
  - The user selects the documents (Yes/No/NA) from the radio button, if user select yes file upload enabled otherwise disabled.

The screenshot shows the 'Layout Approval' document list in the DDGCR Single Window Portal. The document list is as follows:

Document Name	YES	NO	N/A
Combine FMB(.jpeg, .pdf)	YES	NO	N/A
Previous approved layout / Subdivision(.jpeg, .pdf)	YES	NO	N/A
Additional Document I(.jpeg, .pdf)	YES	NO	N/A
Additional Document II(.jpeg, .pdf)	YES	NO	N/A
Additional Document III(.jpeg, .pdf)	YES	NO	N/A
Key Plan(.jpeg, .pdf)	YES	NO	N/A

**DDGCR SINGLE WINDOW PORTAL** | Mega Menu | vedhavathi

- LAYOUT APPROVAL
  - Layout
  - Report
- BUILDING PLAN PERMISSION
  - Building Plan
  - Report
- COMMENCEMENT OF CONSTRUCTION
  - Commencement
  - Report
- PLINTH INSPECTION
  - Plinth Inspection
  - Report
- LAST STOREY INSPECTION

Applicant Details | Application Details | Documents

Land Ownership Details | **Document List** | PWD | Geology & Mining | Collectorates | NOC Details

FMB for Existing Road(.jpeg .pdf)	YES	<b>NO</b>	N/A
Affidavit for Land Ownership(.jpeg .pdf)	YES	<b>NO</b>	N/A
Site Plan(.jpeg .pdf)	YES	<b>NO</b>	N/A
Tentative Layout Plan(.jpeg .pdf)	YES	<b>NO</b>	N/A
Contour Plan(.jpeg .pdf)	YES	<b>NO</b>	N/A
Plans furnished and duly signed by the owner and Licensed Surveyor (in PDF format)(.jpeg .pdf)	YES	<b>NO</b>	N/A
FMB(.jpeg .pdf)	YES	<b>NO</b>	N/A

**DDGCR SINGLE WINDOW PORTAL** | Mega Menu | vedhavathi

- LAYOUT APPROVAL
  - Layout
  - Report
- BUILDING PLAN PERMISSION
  - Building Plan
  - Report
- COMMENCEMENT OF CONSTRUCTION
  - Commencement
  - Report
- PLINTH INSPECTION
  - Plinth Inspection
  - Report
- LAST STOREY INSPECTION

Applicant Details | Application Details | Documents

Land Ownership Details | **Document List** | PWD | Geology & Mining | Collectorates | NOC Details

CHITTA(.jpeg .pdf)	YES	<b>NO</b>	N/A
A-REGISTER(.jpeg .pdf)	YES	<b>NO</b>	N/A
Total Site Extend as per Patta/TSLR/PLR(Sq.m)(.jpeg .pdf)	YES	<b>NO</b>	N/A
Topo Plan(.jpeg .pdf)	YES	<b>NO</b>	N/A
Affidavit Document (.jpeg .pdf)	YES	<b>NO</b>	N/A
Copy of Revenue Records(.jpeg .pdf)	YES	<b>NO</b>	N/A
Quarry/Stone Crusher Certificate(.jpeg .pdf)	YES	<b>NO</b>	N/A

**DDGCR SINGLE WINDOW PORTAL** | Mega Menu | vedhavathi

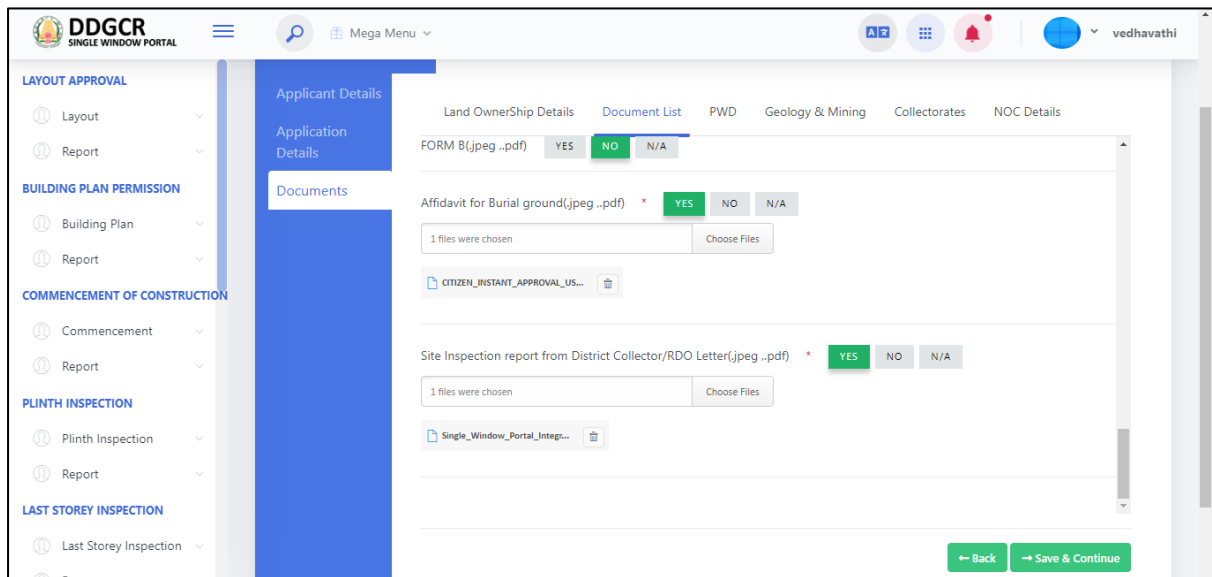
- LAYOUT APPROVAL
  - Layout
  - Report
- BUILDING PLAN PERMISSION
  - Building Plan
  - Report
- COMMENCEMENT OF CONSTRUCTION
  - Commencement
  - Report
- PLINTH INSPECTION
  - Plinth Inspection
  - Report
- LAST STOREY INSPECTION

Applicant Details | Application Details | Documents

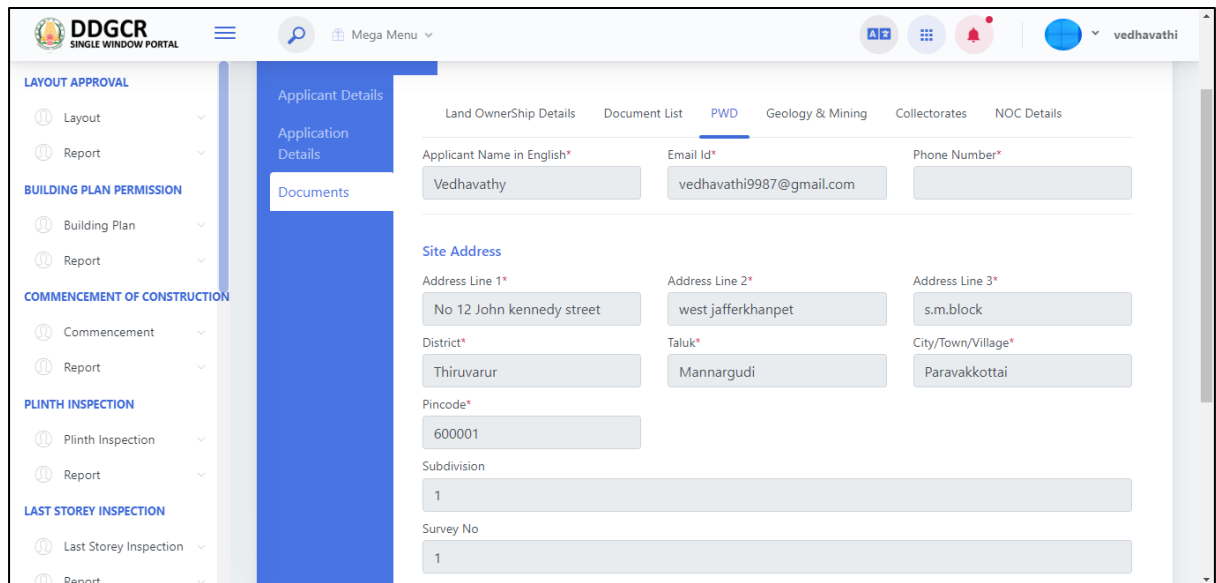
Land Ownership Details | **Document List** | PWD | Geology & Mining | Collectorates | NOC Details

Registered Document (Sale /Lease Dee/Power attorney)(.jpeg .pdf)	YES	<b>NO</b>	N/A
Super Imposed drawing of FMB(.jpeg .pdf)	<b>YES</b>	NO	N/A
1 files were chosen   Choose Files			
CITIZEN_INSTANT_APPROVAL_US...			
Parent extnt prior to 05.08.1975(.jpeg .pdf)	YES	<b>NO</b>	N/A
FORM A(.jpeg .pdf)	YES	<b>NO</b>	N/A
FORM B(.jpeg .pdf)	YES	<b>NO</b>	N/A

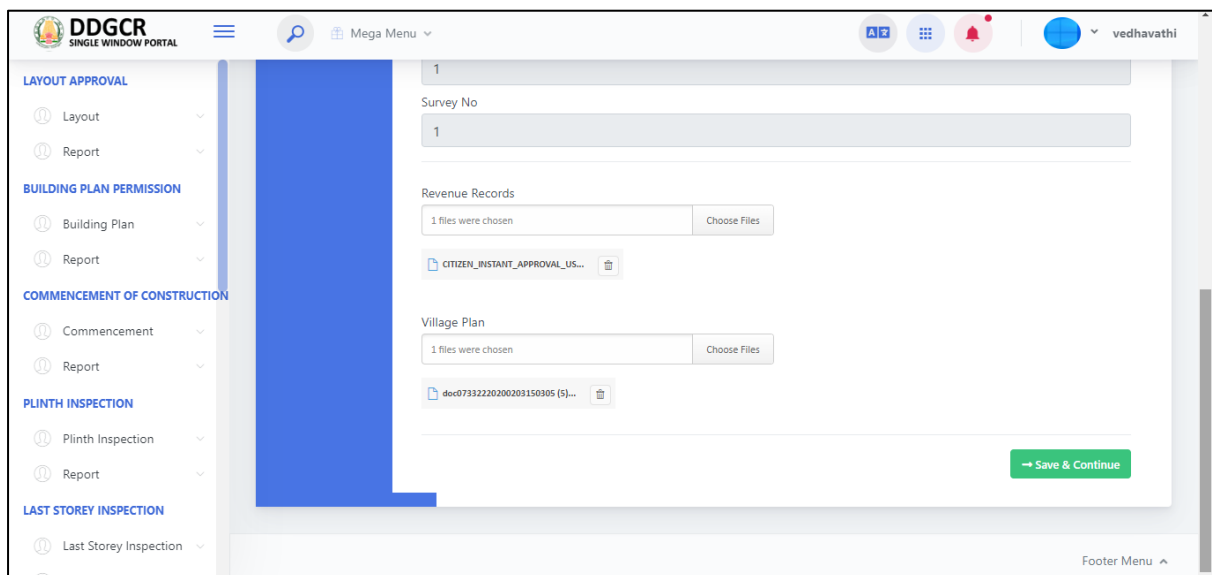
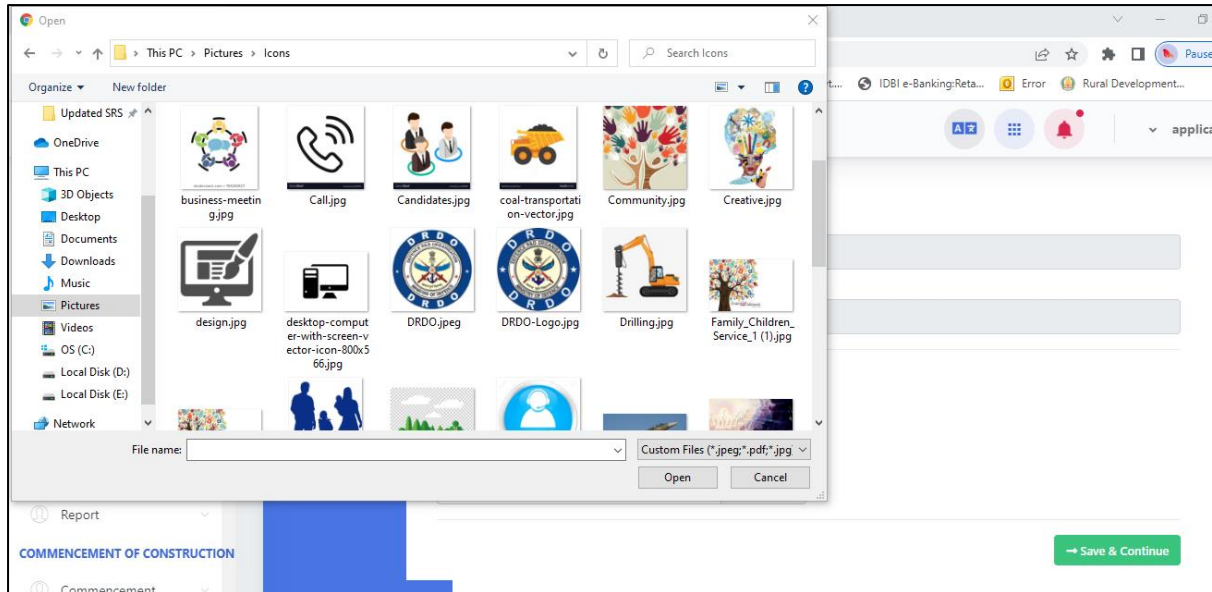
- Mandatory Documents needs to be uploaded and then click **Save and Continue** option.



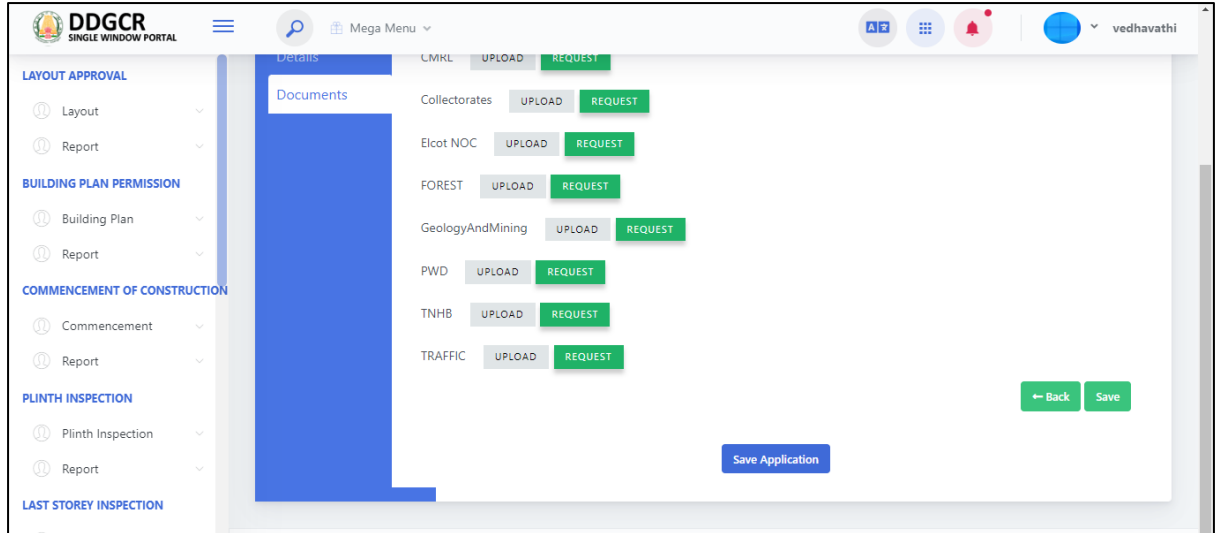
- In **PWD** Details, applicant and site address details will be displayed as label based on the applicant and application details selection.



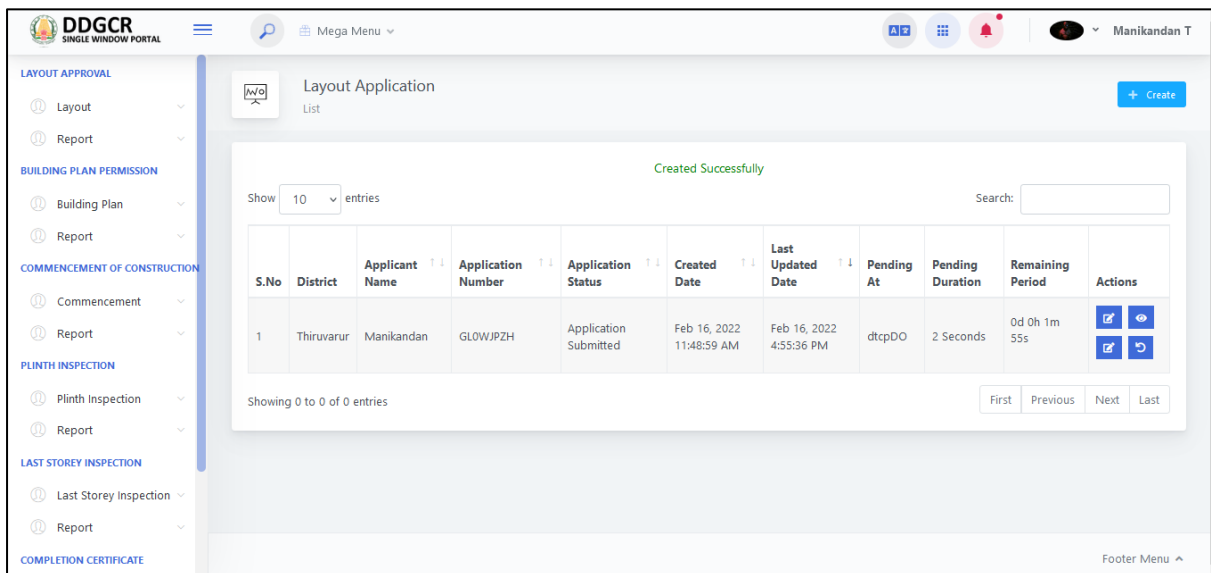
- The user clicks on the choose file button under the Revenue Records and village plan field name to browse the file from the system.
  - The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.
  - The user selects the file from the system and the file name will be displayed.
  - The user shall select the open button to load the file in the PWD details create screen.
  - The user can also cancel the open window by clicking on the Cancel Button.



- User can enter the other details and click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the Geology/ mining page.
- In **Geology/ mining** Details, applicant, site and address details will be displayed as label based on the applicant and application details selection.
- Click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the collectorates page.
- In **Collectorates** Details, applicant, site and address details will be displayed as label based on the applicant and application details selection.
- Click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the NOC details page.

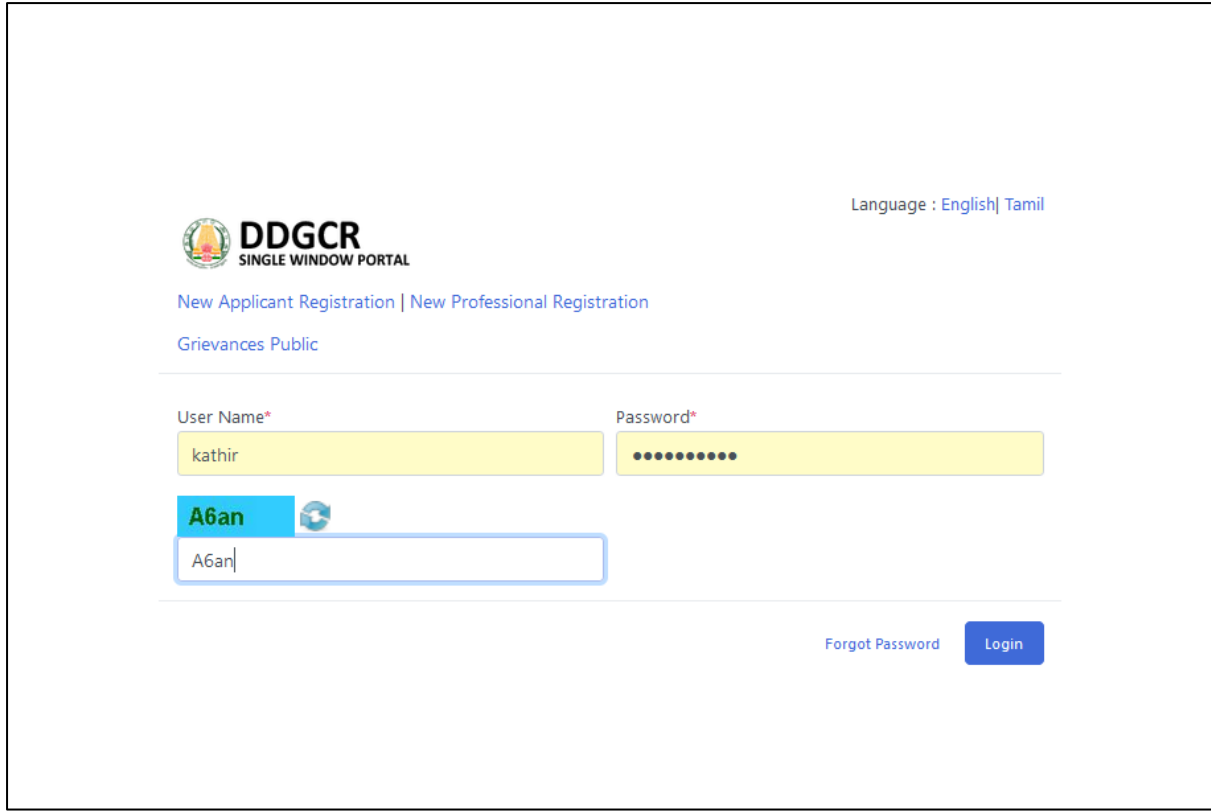


- Click on **Save Application** then the application will be submitted, and also the following screen will display the status of the application.



## 6 Reclassification Application

- The user enters the User name and Password along with Captcha and Click on Login button as shown below,



Language : English | Tamil


**DDGCR**  
SINGLE WINDOW PORTAL

[New Applicant Registration](#) | [New Professional Registration](#)

[Grievances Public](#)

User Name\*  
kathir

Password\*  
••••••••

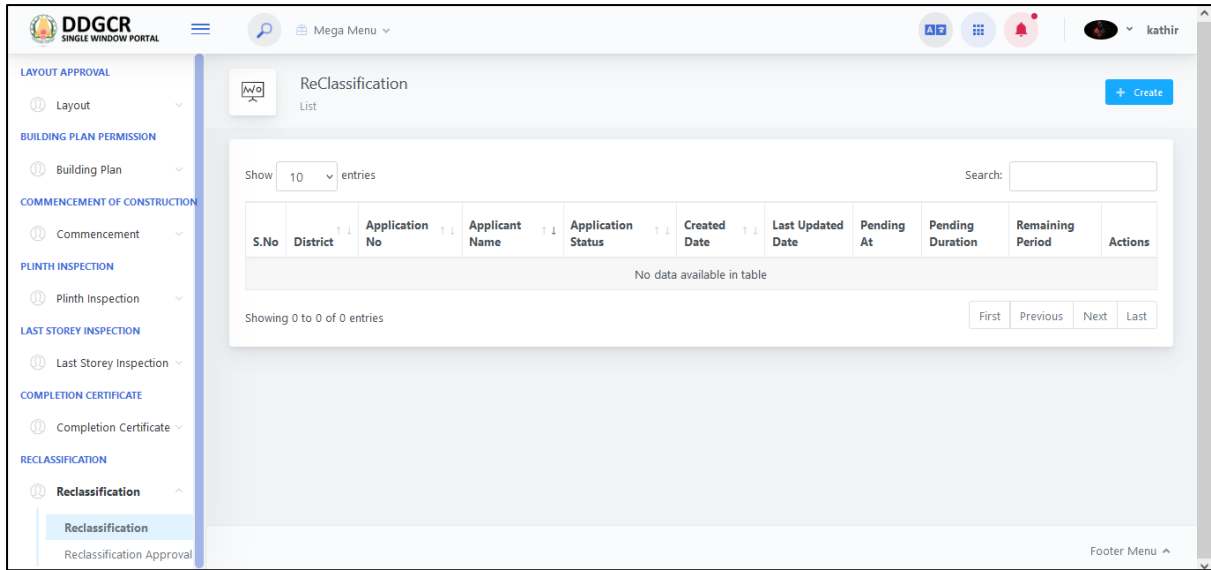
A6an 

A6an|

[Forgot Password](#) [Login](#)

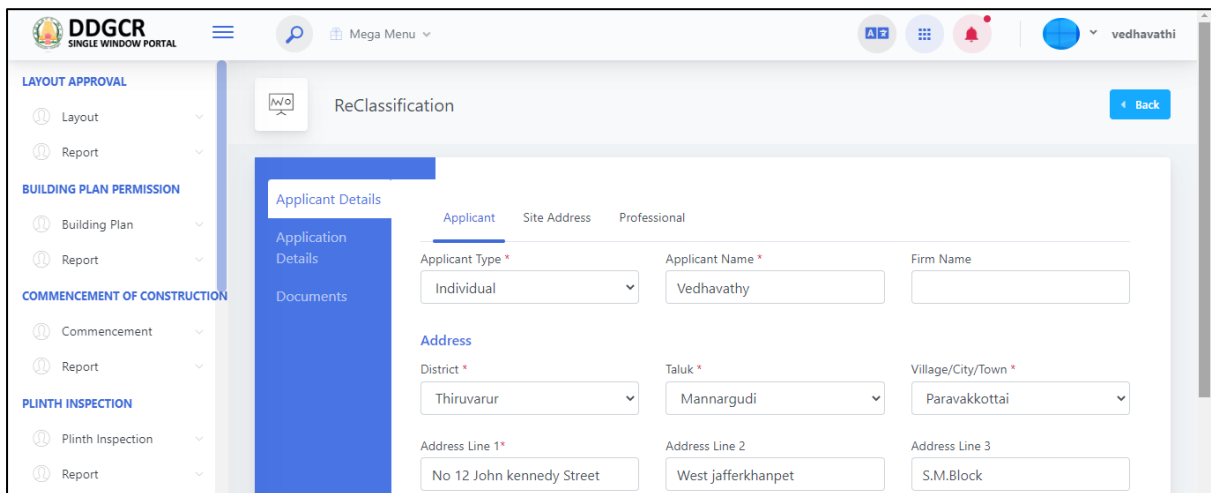
## 6.1 Reclassification List

- This page displays the list of layout application's along with District, applicant name, application number, application status, created date, last updated date, pending at, pending duration and remaining period in the list.
- Click on the View option to view the created Reclassification details.
- Click on the Edit option to edit the Reclassification details.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert "Ok / Cancel?" will be displayed.
- Search option is provided to filter the Reclassification details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries  entries dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.

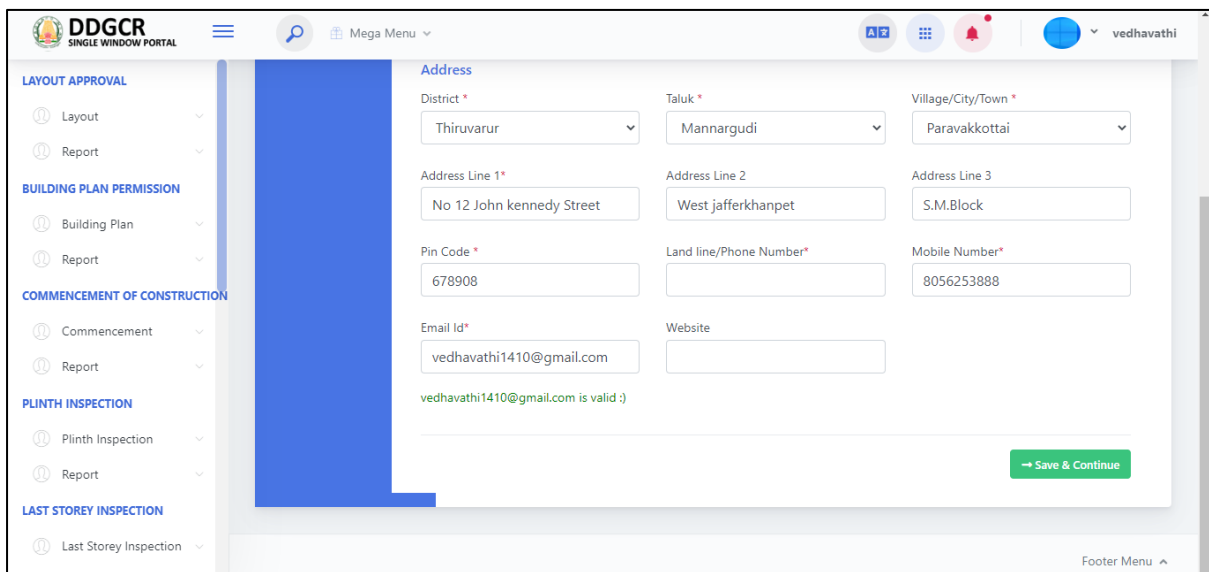


## 6.2 Reclassification create – Applicant Details

- For Creating New Application, **Select Reclassification-> Reclassification -> Create Option.**
- Click on Create Button & Select **Applicant Details.**
- Applicant type (Individual/ Joint Venture /Power of Attorney/ Less Hold) will be selected by the user from the dropdown.
- The user enters the applicant name and first name in the textboxes.
- In address details, District, Taluk, Village/ City/ Town will be selected by the user from the dropdown and enters the address line 1, address line 2, address line 3, pin code, Landline/ phone number, mobile number, email id and website in the textboxes.
- The **“Save & Continue”** button allows the user to navigate through the site address details.



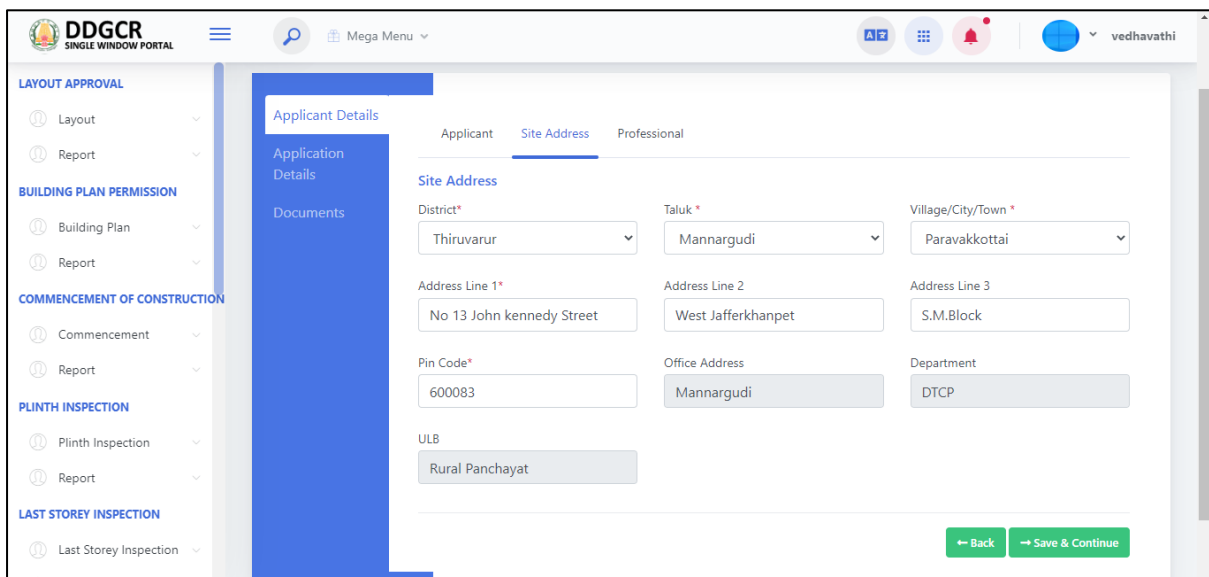
- After entering Applicant details, the user selects District, Taluk, Village/ City/ Town in the drop down and enters address line 1, address line 2, address line 3, pin code in the respective text boxes.
- Office address, Department and ULB will be displayed as label based on the District, Taluk, Village/ City/ Town details selection.
- Click on the Add details button to create the site address details. The created site address details will be listed in the table format.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- The “**Back**” button allows the user to navigate through the applicant page.
- The “**Save & Continue**” button allows the user to navigate through the Professional details.



The screenshot shows the 'Address' form in the DDGCR Single Window Portal. The form is divided into several sections with input fields:

- District \***: Thiruvarur
- Taluk \***: Mannargudi
- Village/City/Town \***: Paravakkottai
- Address Line 1 \***: No 12 John kennedy Street
- Address Line 2**: West jafferkanpet
- Address Line 3**: S.M.Block
- Pin Code \***: 678908
- Land line/Phone Number\***: (Empty)
- Mobile Number\***: 8056253888
- Email Id\***: vedhavathi1410@gmail.com
- Website**: (Empty)

A green message below the email field states: "vedhavathi1410@gmail.com is valid :)". A green "Save & Continue" button is located at the bottom right of the form.



The screenshot shows the 'Site Address' form in the DDGCR Single Window Portal. The form is divided into several sections with input fields:

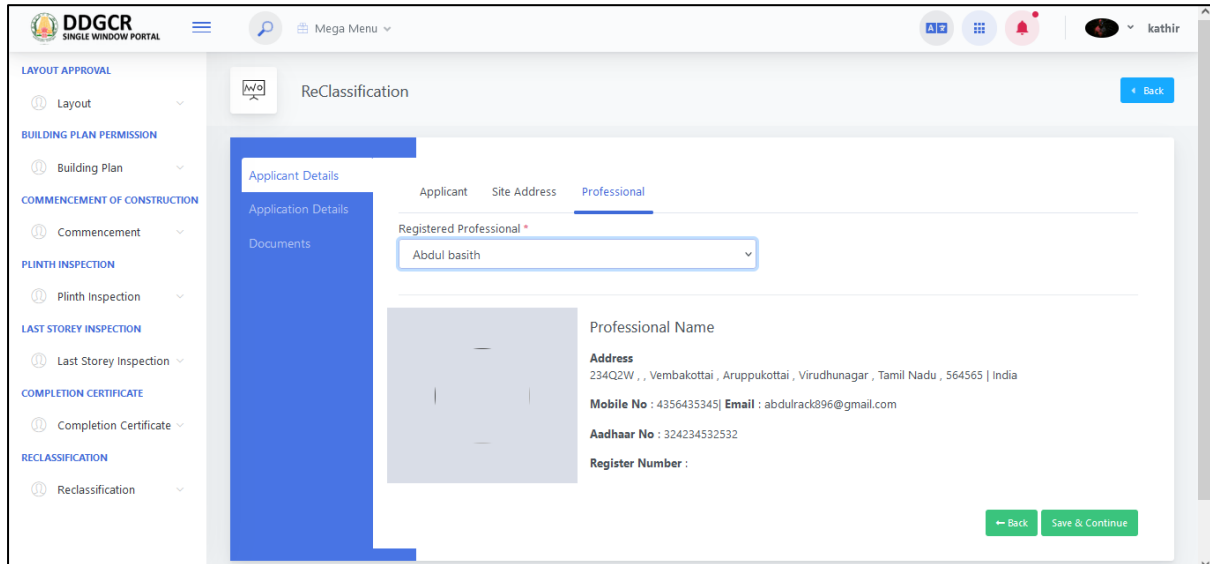
- District\***: Thiruvarur
- Taluk \***: Mannargudi
- Village/City/Town \***: Paravakkottai
- Address Line 1 \***: No 13 John kennedy Street
- Address Line 2**: West Jafferkanpet
- Address Line 3**: S.M.Block
- Pin Code\***: 600083
- Office Address**: Mannargudi
- Department**: DTCP
- ULB**: Rural Panchayat

At the bottom of the form, there are two buttons: "Back" and "Save & Continue".

- After entering site address details, Professional photo, professional name, address, mobile number, Email id, Aadhaar No and Register number will be displayed as label based on the registered professional details selection.



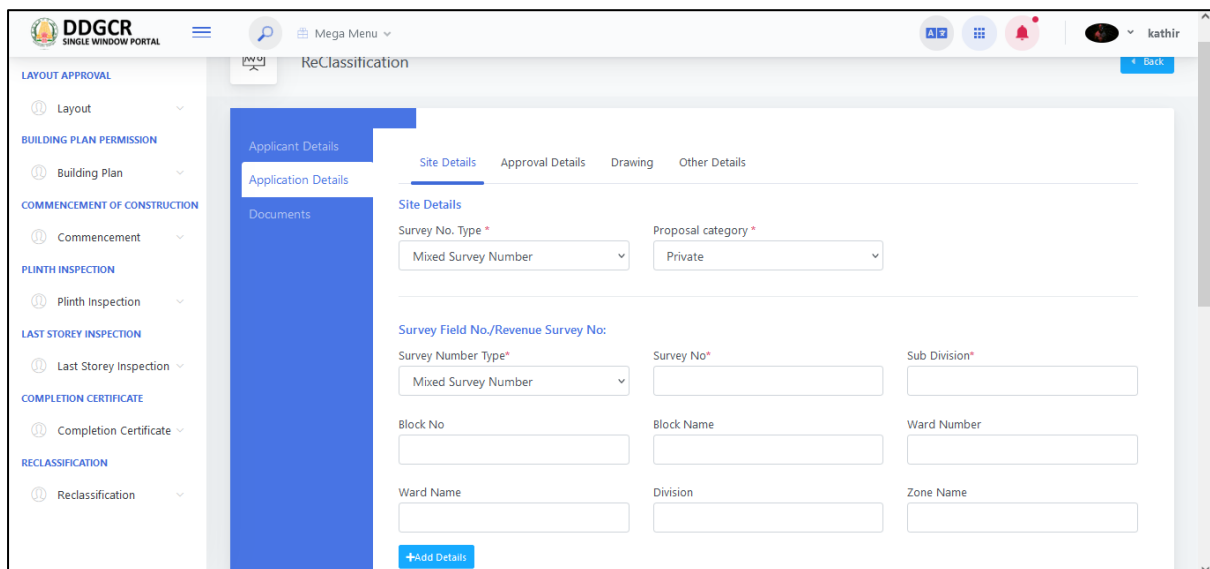
- The “**Back**” button allows the user to navigate through the site address page.
- The **Save & Continue** button allows the user to navigate through the Application details page.



The screenshot shows the 'ReClassification' page in the DDGCR Single Window Portal. The left sidebar contains a navigation menu with categories like LAYOUT APPROVAL, BUILDING PLAN PERMISSION, COMMENCEMENT OF CONSTRUCTION, PLINTH INSPECTION, LAST STOREY INSPECTION, COMPLETION CERTIFICATE, and RECLASSIFICATION. The main content area is titled 'ReClassification' and has a 'Back' button. Below the title, there are tabs for 'Applicant', 'Site Address', and 'Professional'. The 'Professional' tab is active, showing a form with the following fields: 'Registered Professional \*' (a dropdown menu with 'Abdul basith' selected), 'Professional Name', 'Address' (234Q2W, Vembakottai, Aruppukottai, Virudhunagar, Tamil Nadu, 564565 | India), 'Mobile No : 4356435345 | Email : abdulrack896@gmail.com', 'Aadhaar No : 324234532532', and 'Register Number :'. At the bottom right, there are 'Back' and 'Save & Continue' buttons.

### 6.3 Reclassification create – Application Details

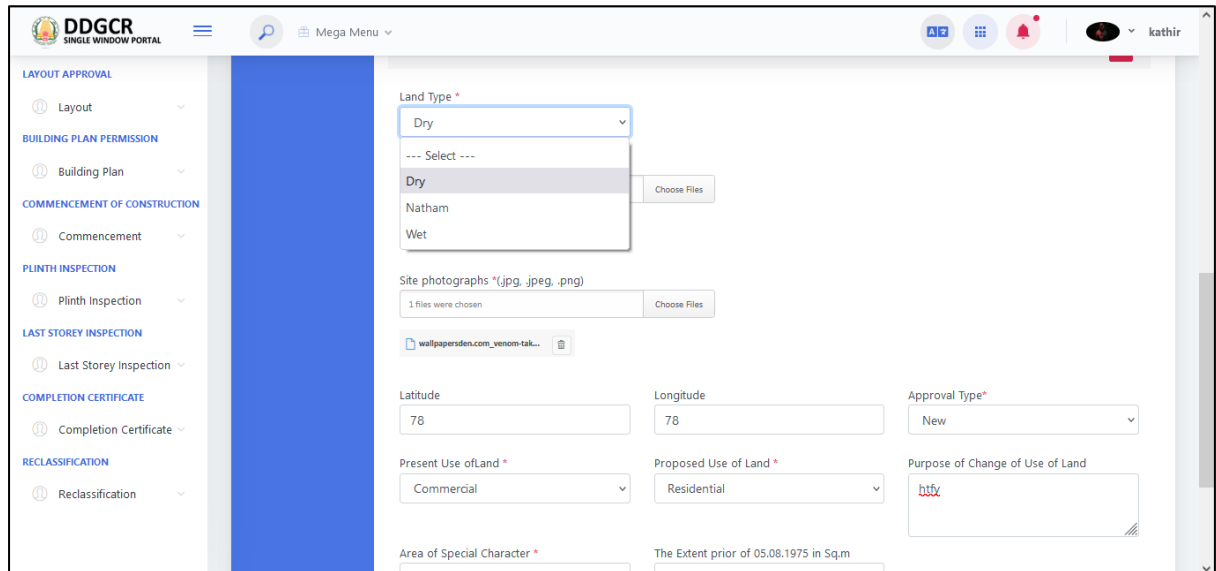
- In application details, survey No. Type and Proposal Category will be selected by the user from the dropdown.
- In the Survey Field No./Revenue Survey No Section, The user selects the survey number type from the dropdown and enters the survey number, sub division, block no, block name, ward number, ward name, Division and Zone name from textbox.



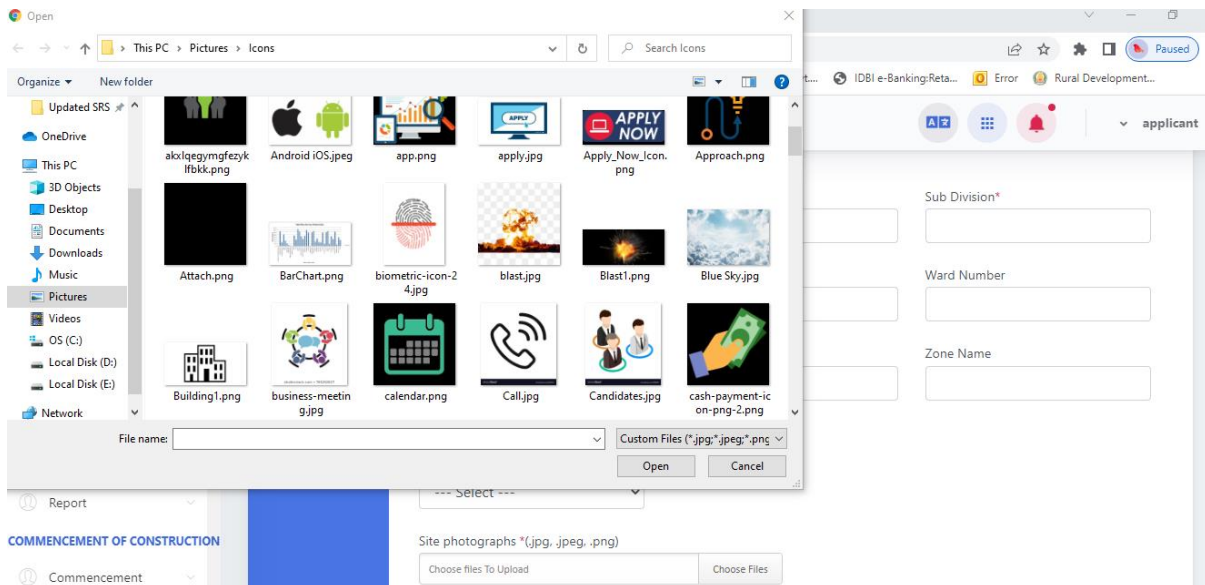
The screenshot shows the 'ReClassification' page in the DDGCR Single Window Portal, specifically the 'Site Details' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'ReClassification' and has a 'Back' button. Below the title, there are tabs for 'Applicant Details', 'Site Details', 'Approval Details', 'Drawing', and 'Other Details'. The 'Site Details' tab is active, showing a form with the following fields: 'Survey No. Type \*' (a dropdown menu with 'Mixed Survey Number' selected), 'Proposal category \*' (a dropdown menu with 'Private' selected), 'Survey Field No./Revenue Survey No:' section with 'Survey Number Type\*' (dropdown with 'Mixed Survey Number'), 'Survey No\*' (text box), 'Sub Division\*' (text box), 'Block No' (text box), 'Block Name' (text box), 'Ward Number' (text box), 'Ward Name' (text box), 'Division' (text box), and 'Zone Name' (text box). At the bottom left, there is a '+Add Details' button.

- Click on the **+Add details** button to create the Survey Field No./Revenue Survey No details. The created Survey Field No./Revenue Survey No details will be listed in the table format.

- User will be able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- The user selects the Land type (Dry/ Natham / Wet) from drop down.
- If land type – dry is selected, the JD Agriculture File input field is enabled.
- If land type – Natham is selected, Natham File input field is enabled.
- If land type – Wet is selected, District Collector NOC File input field is enabled.

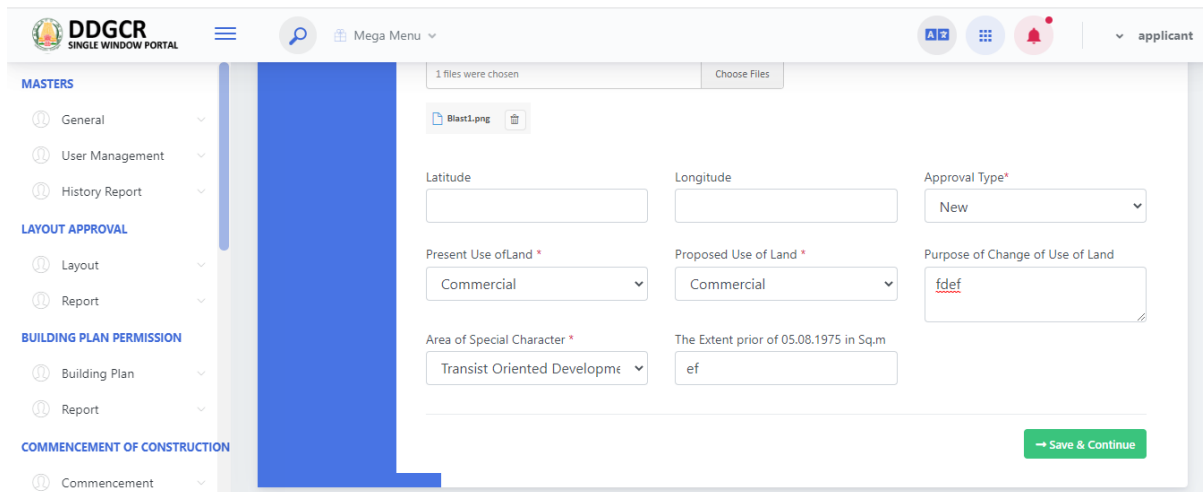


- The user clicks on the choose file button under the Site photographs field name to browse the file from the system.
  - The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- The user selects the file from the system and the file name will be displayed.

- c. The user shall select the open button to load the file in the application site details create screen.
- d. The user can also cancel the open window by clicking on the Cancel Button.
- The user enters the Latitude, Longitude, Purpose of Change of Use of Land and The Extent prior to 05.08.1975 in sq.m from textbox and selects the Approval Type, Present Use of Land, Proposed Use of Land, Area of Special Character and Nature of Development from drop down.
- The “**Save & Continue**” button allows the user to navigate through the approval details.

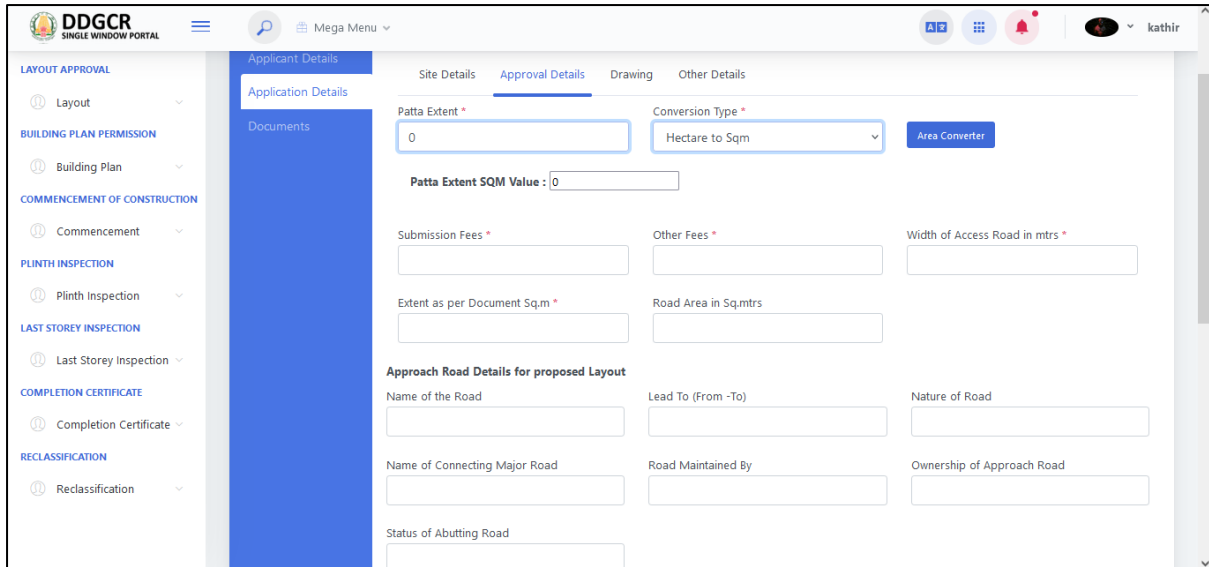


The screenshot shows the 'Approval Details' form in the DDGCR Single Window Portal. The form is divided into several sections: 'MASTERS', 'LAYOUT APPROVAL', 'BUILDING PLAN PERMISSION', and 'COMMENCEMENT OF CONSTRUCTION'. The 'Approval Details' form is currently active and contains the following fields:

- Latitude**: Textbox
- Longitude**: Textbox
- Approval Type\***: Dropdown menu (New)
- Present Use of Land \***: Dropdown menu (Commercial)
- Proposed Use of Land \***: Dropdown menu (Commercial)
- Purpose of Change of Use of Land**: Textbox (fdef)
- Area of Special Character \***: Dropdown menu (Transist Oriented Developme)
- The Extent prior of 05.08.1975 in Sq,m**: Textbox (ef)

A green button labeled "Save & Continue" is located at the bottom right of the form.

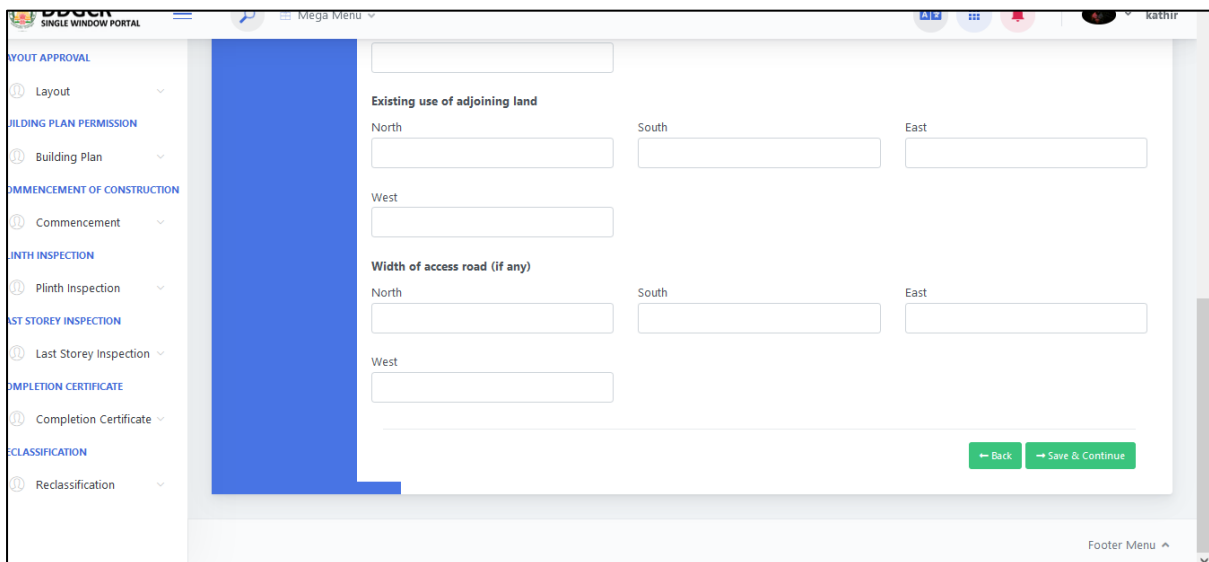
- **Approval Details** , patta extent and conversion type of the patta extent as follows,
  - **Acre to Sqm**
  - **Hectare to Sqm**
  - **Sq.m to Sqm.**
- Patta Extent SQM Value is auto calculated based on Patta Extent and Conversion Type.
- The user enters the Submission Fees, Other Fees, Width of Access Road in mtrs, Extent as per Document Sq.m and Road Area in Sq.mtrs from textbox.
- The user enters the Approach Road Details for proposed Layout details from textbox.
- The user enters the Existing use of adjoining land and Width of access road (if any) details from text box.



The screenshot shows the 'Approval Details' page of the DDGCR Single Window Portal. The page is divided into several sections: 'Application Details', 'Site Details', 'Approval Details', 'Drawing', and 'Other Details'. The 'Approval Details' section is currently active and contains the following fields:

- Patta Extent \***: Input field with value 0.
- Conversion Type \***: Dropdown menu set to 'Hectare to Sqm'.
- Area Converter**: Button.
- Patta Extent SQM Value**: Input field with value 0.
- Submission Fees \***: Input field.
- Other Fees \***: Input field.
- Width of Access Road in mtrs \***: Input field.
- Extent as per Document Sq.m \***: Input field.
- Road Area in Sq.mtrs**: Input field.
- Approach Road Details for proposed Layout**:
  - Name of the Road**: Input field.
  - Lead To (From -To)**: Input field.
  - Nature of Road**: Input field.
  - Name of Connecting Major Road**: Input field.
  - Road Maintained By**: Input field.
  - Ownership of Approach Road**: Input field.
  - Status of Abutting Road**: Input field.

- The **“Back”** button allows the user to navigate through the site address page.
- The **Save & Continue** button allows the user to navigate through the drawing details page.

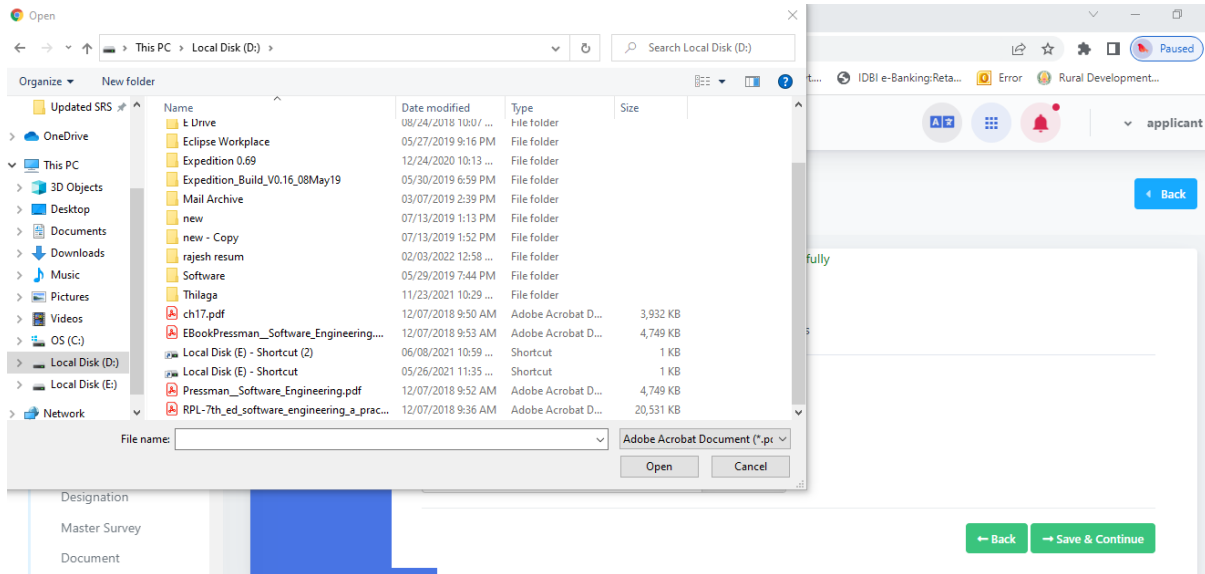


The screenshot shows the 'Drawing Details' page of the DDGCR Single Window Portal. The page is divided into several sections: 'Layout Approval', 'Building Plan Permission', 'Commencement of Construction', 'Plinth Inspection', 'Last Storey Inspection', 'Completion Certificate', and 'Reclassification'. The 'Drawing Details' section is currently active and contains the following fields:

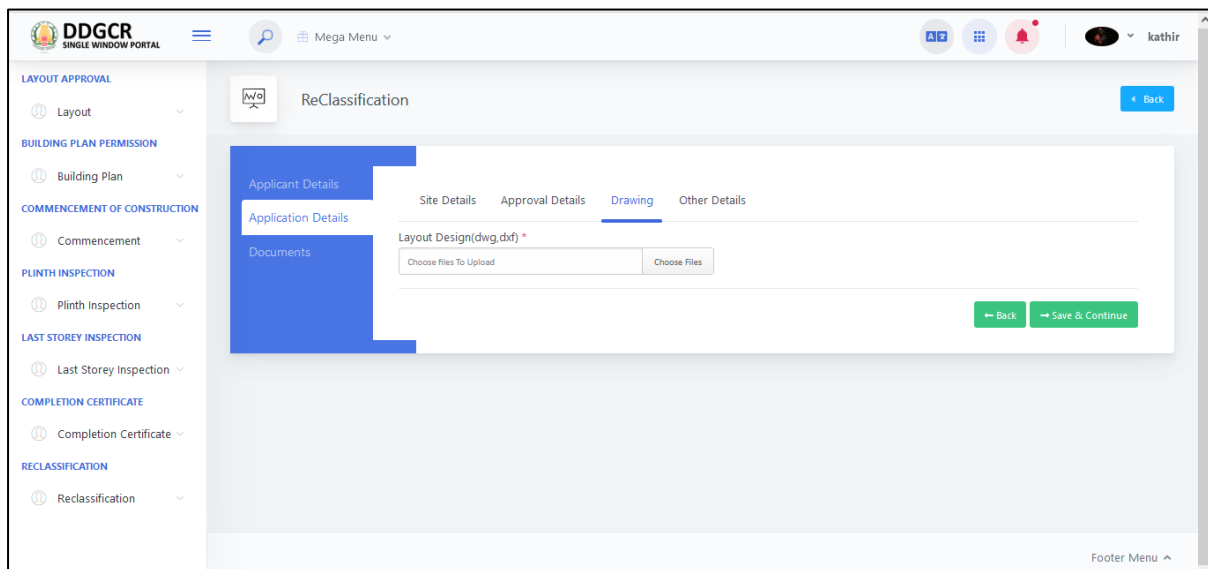
- Existing use of adjoining land**:
  - North**: Input field.
  - South**: Input field.
  - East**: Input field.
  - West**: Input field.
- Width of access road (if any)**:
  - North**: Input field.
  - South**: Input field.
  - East**: Input field.
  - West**: Input field.

At the bottom right of the page, there are two buttons: **← Back** and **→ Save & Continue**.

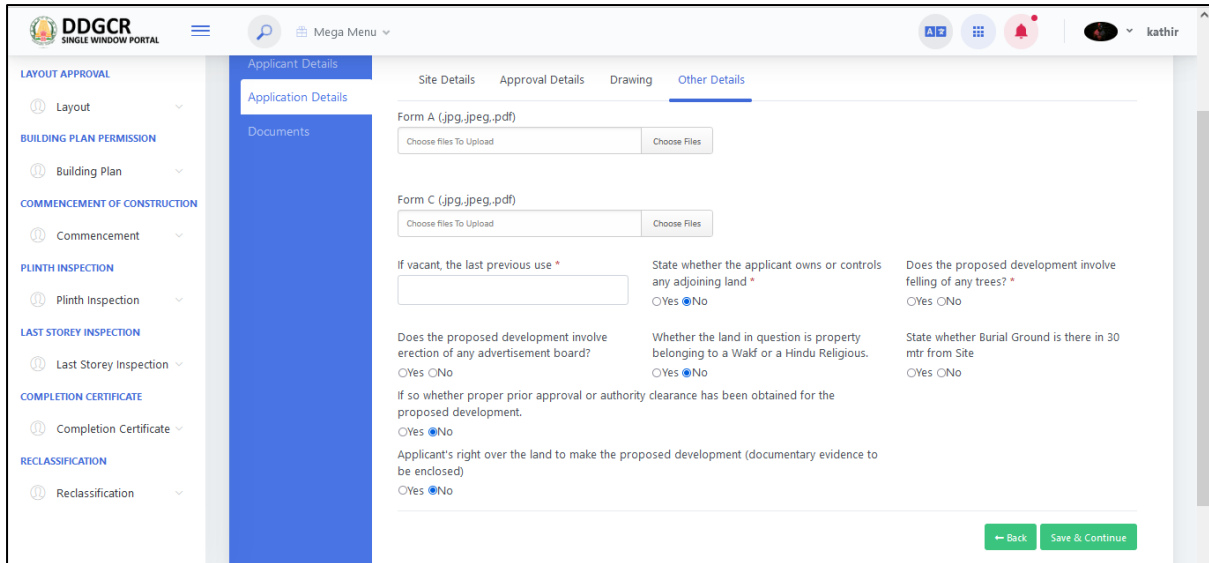
- In drawing details, the user clicks on the choose file button under the Layout Design (dwg,dxf) field name to browse the file from the system.
  - e. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



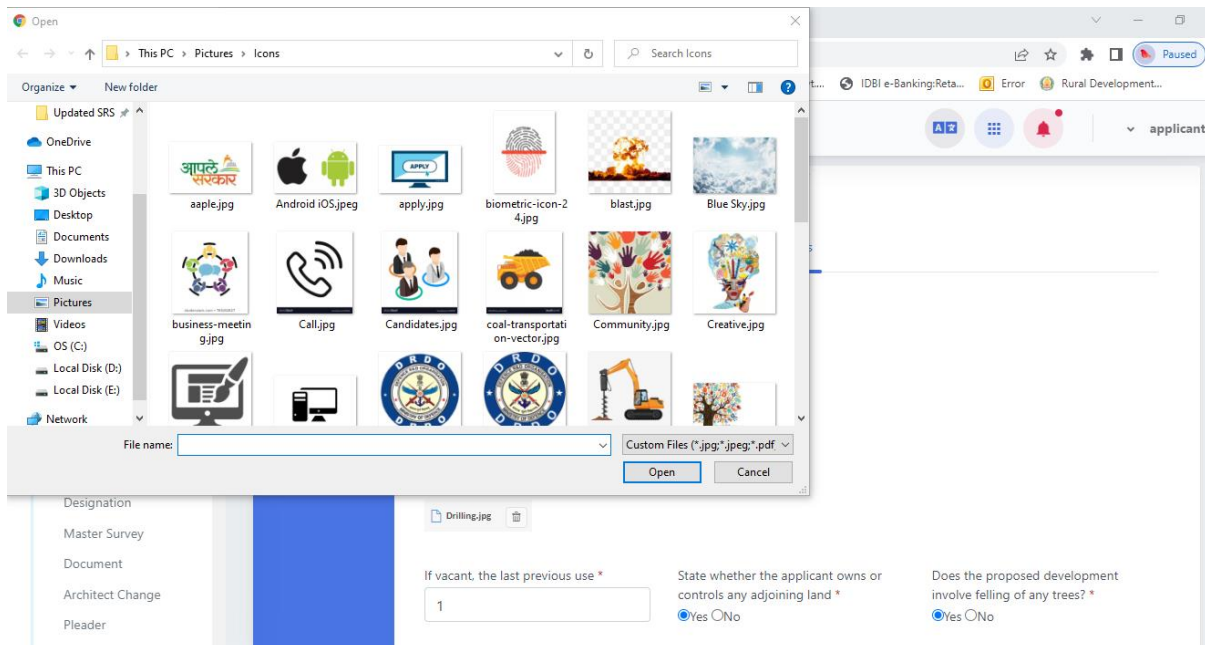
- f. The user selects the file from the system and the file name will be displayed.
  - g. The user shall select the open button to load the file in the drawing details create screen.
  - h. The user can also cancel the open window by clicking on the Cancel Button.
- The “**Back**” button allows the user to navigate through the approval details page.
  - User can select the drawing details and click on the **Save & Continue** button success message displayed.
  - The **Save & Continue** button allows the user to navigate through the other details page.



- In other details, the user clicks on the choose file button under the Form A and Form C field name to browse the file from the system and selects the mandatory input fields from radio button.



- In other details, the user clicks on the choose file button under the From A and From C field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.
  - b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the other details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.

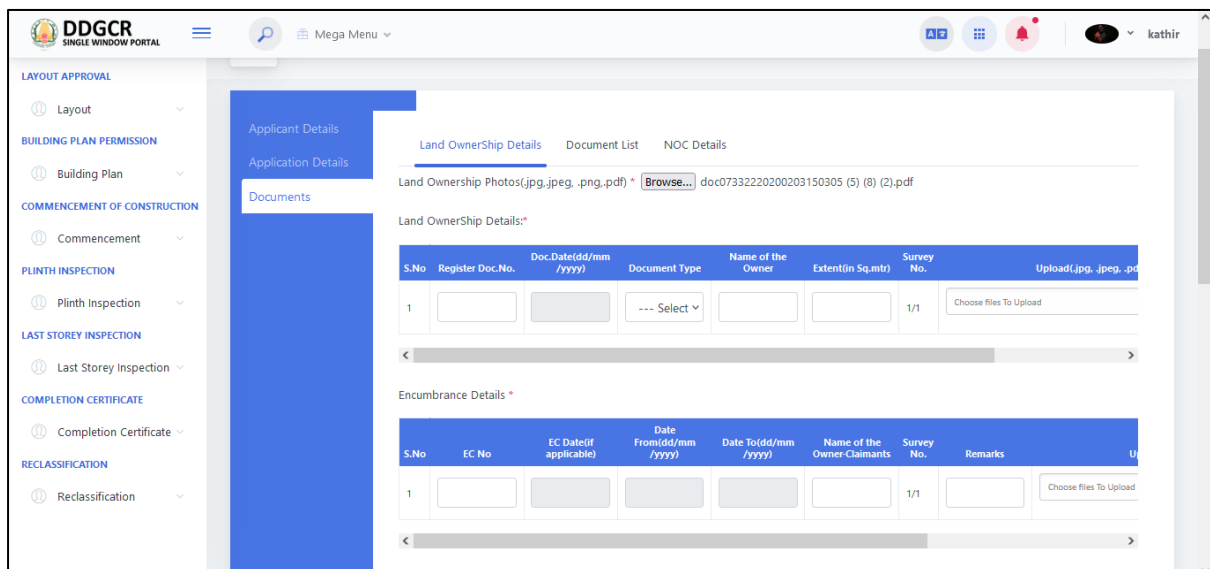


- The **“Back”** button allows the user to navigate through the drawing details page.
- User can enter the other details and click on the **Save & Continue** button success message displayed.

- The **Save & Continue** button allows the user to navigate through the land ownership details page.

#### 6.4 Reclassification create – Document

- In **Documents -> Land Ownership Details** and Upload the images of Ownership details and some of the details are some as follows,
  - Land Ownership Details
  - Encumbrance Details
  - PATTA /TSLR & FMB
  - Adangal Details
  - Legal Opinion Details.
- In Land ownership details, the user enters the Register Doc.No. Name of the Owner, Extent (in Sq.mtr) from textbox and Doc.Date(dd/mm/yyyy) from date picker.
- The user selects document type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- In Encumbrance Details, The user enters the EC No, Name of the Owner-Claimants and remarks from textbox and selects EC Date (if applicable), Date from and Date To from date picker and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

Layout Approval

- Layout

BUILDING PLAN PERMISSION

- Building Plan

COMMENCEMENT OF CONSTRUCTION

- Commencement

PLINTH INSPECTION

- Plinth Inspection

LAST STOREY INSPECTION

- Last Storey Inspection

COMPLETION CERTIFICATE

- Completion Certificate

RECLASSIFICATION

- Reclassification

Applicant Details

Application Details

Documents

Land Ownership Photos(.jpg,.jpeg,.png,.pdf) \*

Land Ownership Details\*

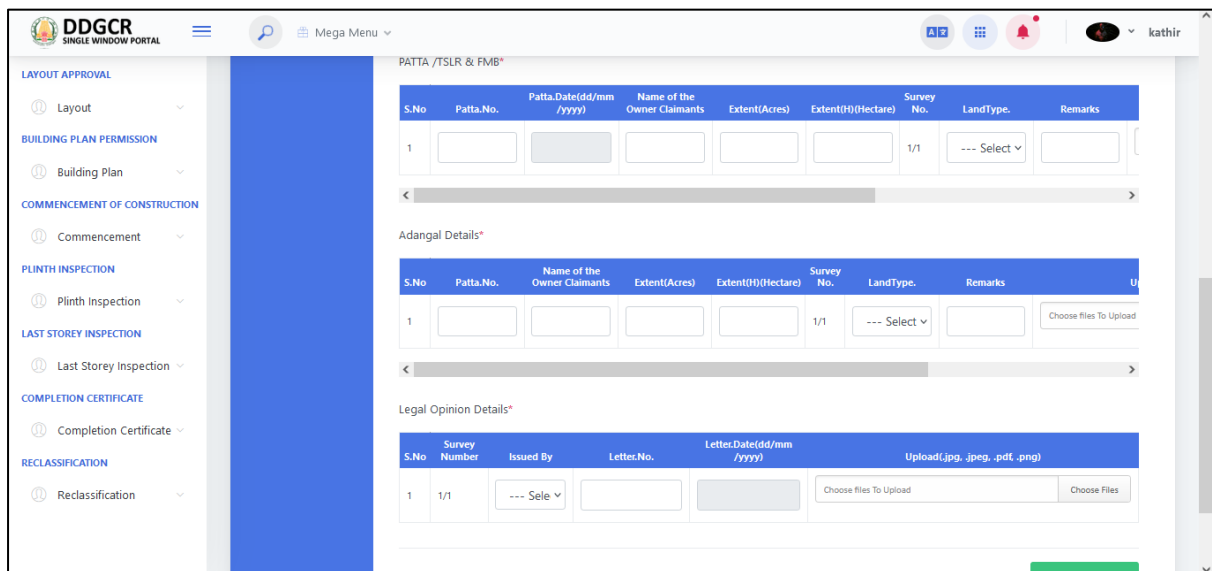
S.No	Register Doc.No.	Doc.Date(dd/mm/yyyy)	Document Type	Name of the Owner	Extent(in Sq.mtr)	Survey No.	Upload(.jpg, .jpeg, .png, .pdf)
1	<input type="text"/>	<input type="text"/>	--- Select ---	<input type="text"/>	<input type="text"/>	1/1	<input type="button" value="Choose Files To Upload"/>

Encumbrance Details \*

S.No	EC No	EC Date(if applicable)	Date From(dd/mm/yyyy)	Date To(dd/mm/yyyy)	Name of the Owner-Claimants	Survey No.	Remarks	Upload
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1/1	<input type="text"/>	<input type="button" value="Choose Files To Upload"/>

- In PATTA /TSLR & FMB details, the user enters the Patta.No., Name of the Owner Claimants, Extent(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.

- In Adangal Details, the user enters the Patta.No., Name of the Owner Claimants, Extend(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- In Legal Opinion Details, The user enters the Letter.No. from textbox and letter date from date picker.
- The user selects issued by from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- The **Save & Continue** button allows the user to navigate through the document list page.



The screenshot shows the DDGCR Single Window Portal interface. The left sidebar contains navigation options: LAYOUT APPROVAL, BUILDING PLAN PERMISSION, COMMENCEMENT OF CONSTRUCTION, PLINTH INSPECTION, LAST STOREY INSPECTION, COMPLETION CERTIFICATE, and RECLASSIFICATION. The main content area is titled 'PATTA / TSLR & FMB\*' and contains three tables for data entry.

S.No	Patta.No.	Patta.Date(dd/mm/yyyy)	Name of the Owner Claimants	Extent(Acres)	Extent(H)(Hectare)	Survey No.	LandType	Remarks
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1/1	--- Select v	<input type="text"/>

Adangal Details\*

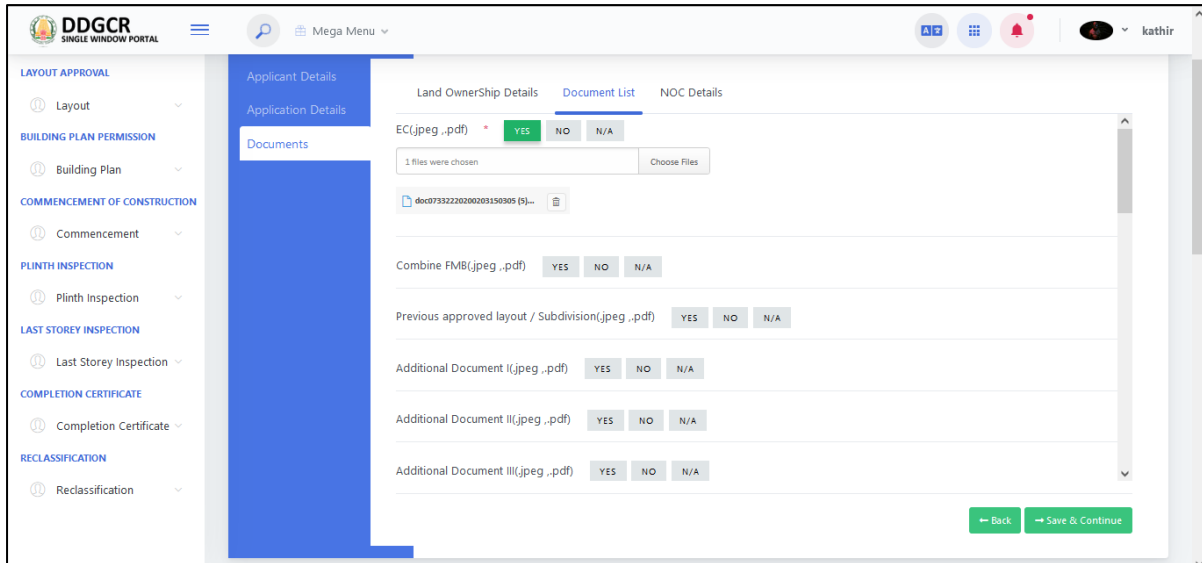
S.No	Patta.No.	Name of the Owner Claimants	Extent(Acres)	Extent(H)(Hectare)	Survey No.	LandType	Remarks	Upload
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1/1	--- Select v	<input type="text"/>	Choose files To Upload

Legal Opinion Details\*

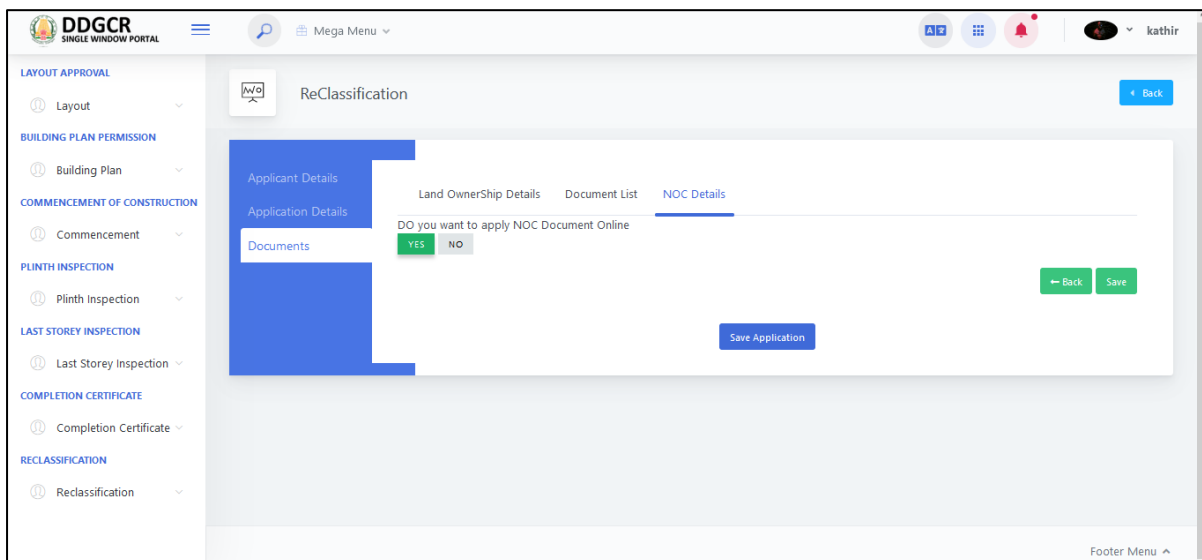
S.No	Survey Number	Issued By	Letter.No.	Letter.Date(dd/mm/yyyy)	Upload(.jpg, .jpeg, .pdf, .png)
1	1/1	--- Sele v	<input type="text"/>	<input type="text"/>	Choose files To Upload <input type="button" value="Choose Files"/>

- After entering the Applicant details and click on **Documents**, click on **Document List** and enter the necessary details as shown below and click on **Save & Continue** to proceed.

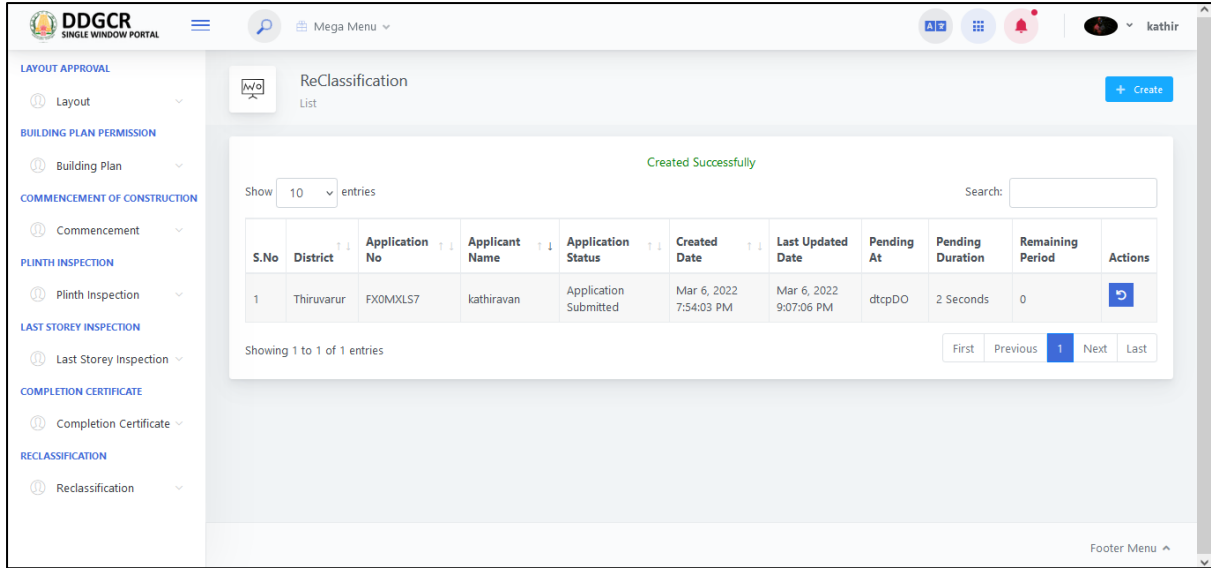





- Click on **Documents** -> **NOC details** the applicant want to apply through online means **Select ->Yes**, if need to apply through online or doesn't want to apply through online means click on **NO** then the following Documents needs to be uploaded and click on **Save** to proceed.



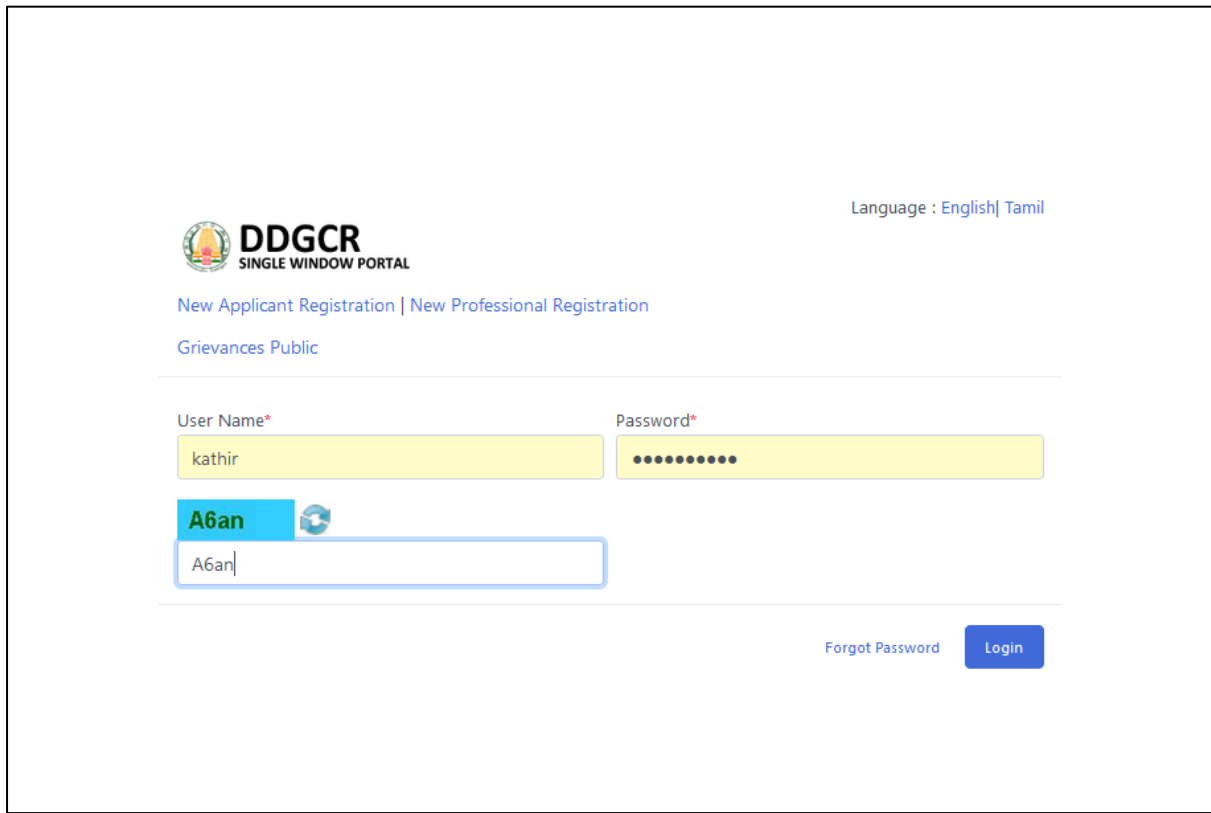
- Click on **Save Application** then the application will be submitted, and also the following screen will display the status of the application.



S.No	District	Application No	Applicant Name	Application Status	Created Date	Last Updated Date	Pending At	Pending Duration	Remaining Period	Actions
1	Thiruvavur	FXOMXLS7	kathiravan	Application Submitted	Mar 6, 2022 7:54:03 PM	Mar 6, 2022 9:07:06 PM	dtcpDO	2 Seconds	0	

## 7 Building Plan Application

- The user enters the **User name** and **Password** along with **Captcha** and Click on **Login** button as shown below,




Language : English | Tamil

**DDGCR**  
SINGLE WINDOW PORTAL

[New Applicant Registration](#) | [New Professional Registration](#)

[Grievances Public](#)

User Name\*  Password\*

**A6an** 

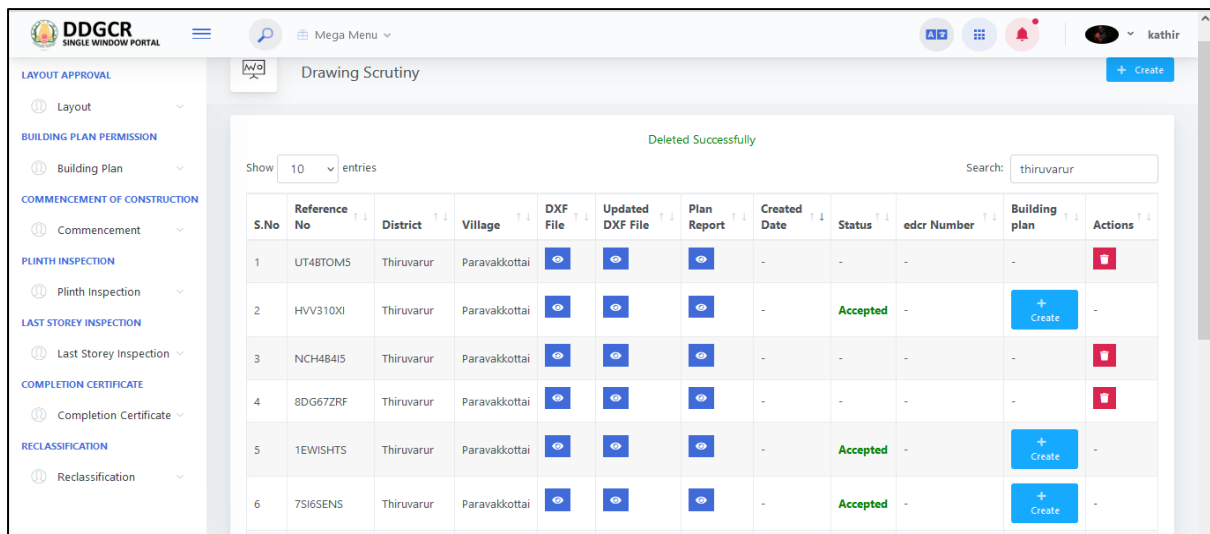
[Forgot Password](#)

- Select **Building Plan** from the menu list and the following options are shown in the screen
  - Drawing Scrutiny**
  - Building Plan Application**

- **Building Plan Approval**

### 7.1 Drawing Scrutiny List

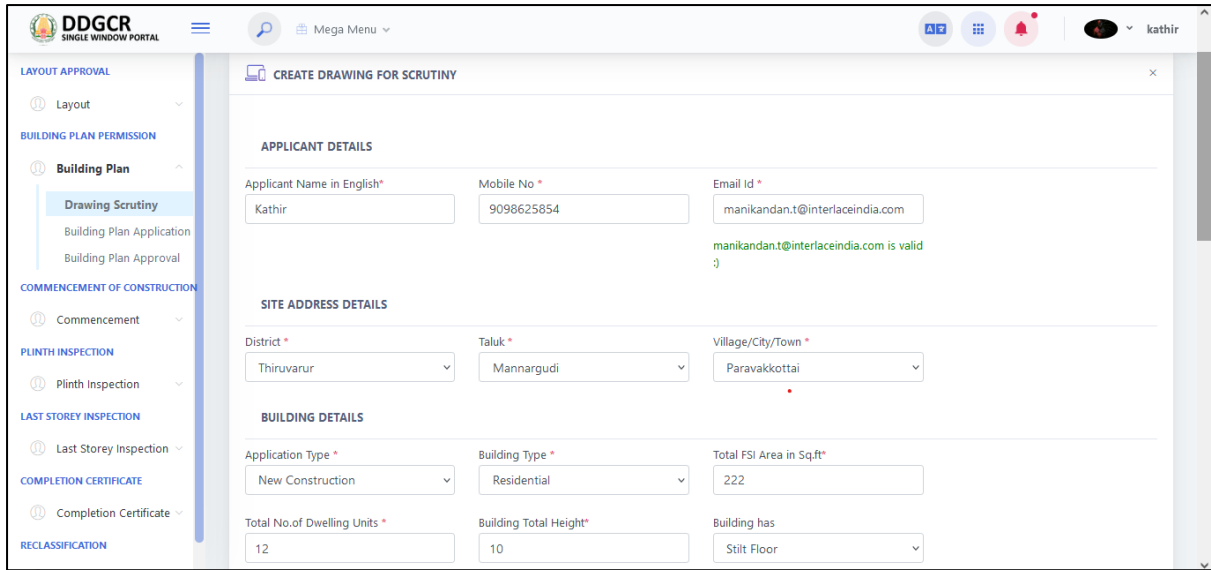
- This page displays the list of drawing scrutiny's along with Reference number, District, village, DXF file, updated DXF FILE, Plan report, created date, status, edcr number and building plan in the list.
- Click on the View option to view the created Drawing scrutiny details.
- Click on the Edit option to edit the Drawing scrutiny details.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert "Ok / Cancel?" will be displayed.
- Search option is provided to filter the Drawing scrutiny details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries  entries dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.



S.No	Reference No	District	Village	DXF File	Updated DXF File	Plan Report	Created Date	Status	edcr Number	Building plan	Actions
1	UT4BTOM5	Thiruvarur	Paravakkottai				-	-	-	-	
2	HVV310XI	Thiruvarur	Paravakkottai				-	Accepted	-		-
3	NCH4B4I5	Thiruvarur	Paravakkottai				-	-	-	-	
4	8DG67ZRF	Thiruvarur	Paravakkottai				-	-	-	-	
5	1EWISHTS	Thiruvarur	Paravakkottai				-	Accepted	-		-
6	7SI6SENS	Thiruvarur	Paravakkottai				-	Accepted	-		-

### 7.2 Drawing Scrutiny create

- For Creating New Application, **Select Drawing scrutiny-> drawing scrutiny -> Create Option.**
- The user enters the applicant name, mobile No and Emil id in the textboxes.
- In site address details, District, Taluk, Village/ City/ Town will be selected by the user from the dropdown.
- In building details, application type, Building has and building type will be selected by the user from the dropdown and enters the Total FSI Area in Sq.ft, Total No.of Dwelling Units, Building Total Height, Total No.of Floors excluding Ground/Stilt from the textboxes.



**DDGCR SINGLE WINDOW PORTAL**

**CREATE DRAWING FOR SCRUTINY**

**APPLICANT DETAILS**

Applicant Name in English\* Kathir  
 Mobile No \* 9098625854  
 Email Id \* manikandan.t@interlaceindia.com  
 manikandan.t@interlaceindia.com is valid :)

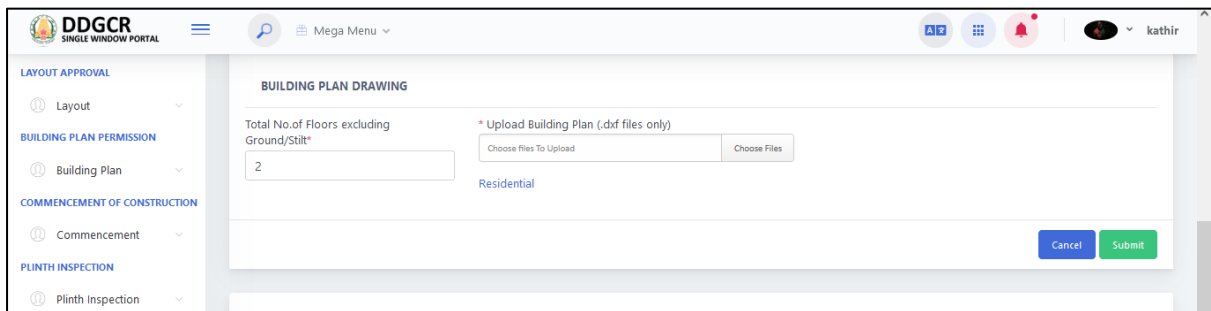
**SITE ADDRESS DETAILS**

District \* Thiruvavur  
 Taluk \* Mannargudi  
 Village/City/Town \* Paravakkottai

**BUILDING DETAILS**

Application Type \* New Construction  
 Building Type \* Residential  
 Total FSI Area in Sq.ft\* 222  
 Total No.of Dwelling Units \* 12  
 Building Total Height\* 10  
 Building has Stilt Floor

- Based on Application Type, Building Type and Building has, upload building plan enabled otherwise disabled.

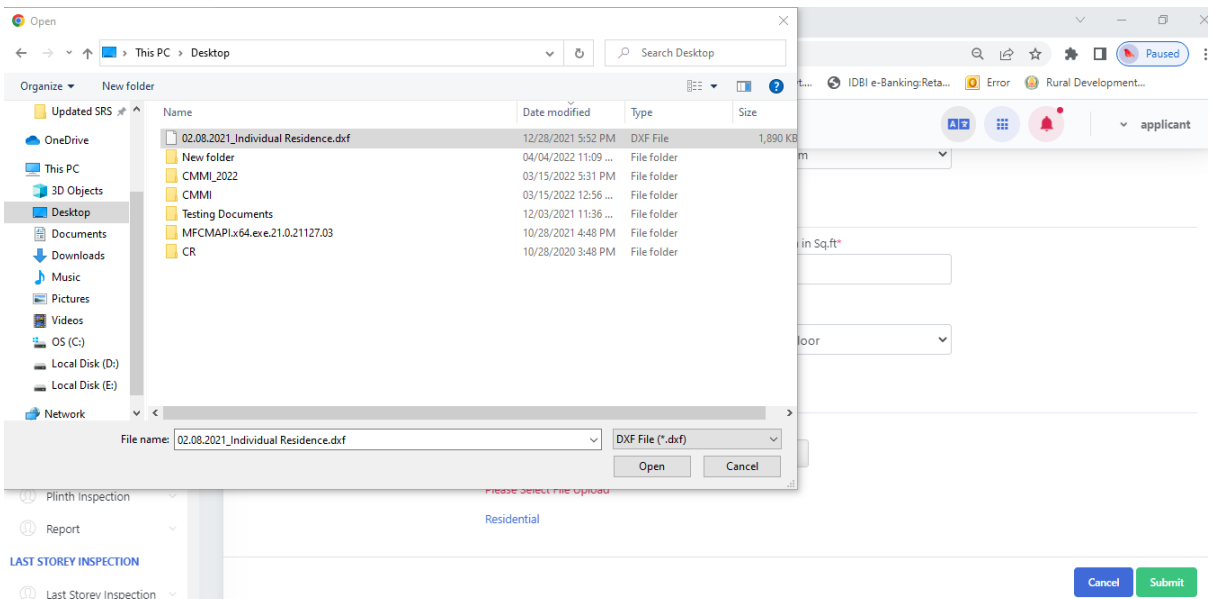


**DDGCR SINGLE WINDOW PORTAL**

**BUILDING PLAN DRAWING**

Total No.of Floors excluding Ground/Stilt\* 2  
 \* Upload Building Plan (.dxf files only)  
 Choose Files To Upload Choose Files  
 Residential  
 Cancel Submit

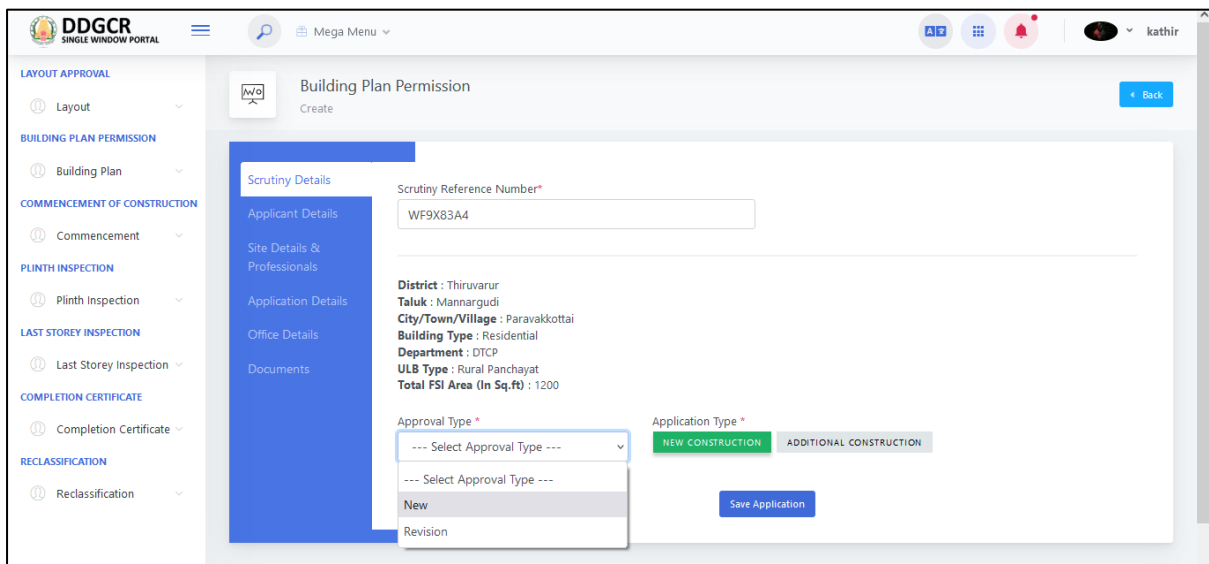
- The user clicks on the choose file button under the Upload Building Plan field name to browse the file from the system.
  - The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the building plan drawing details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- Click on the Submit Button to create the drawing scrutiny and the application number will be automatically displayed in the list page.
  - Click on the Cancel Button to navigate to the drawing scrutiny's list page.

### 7.3 Scrutiny details

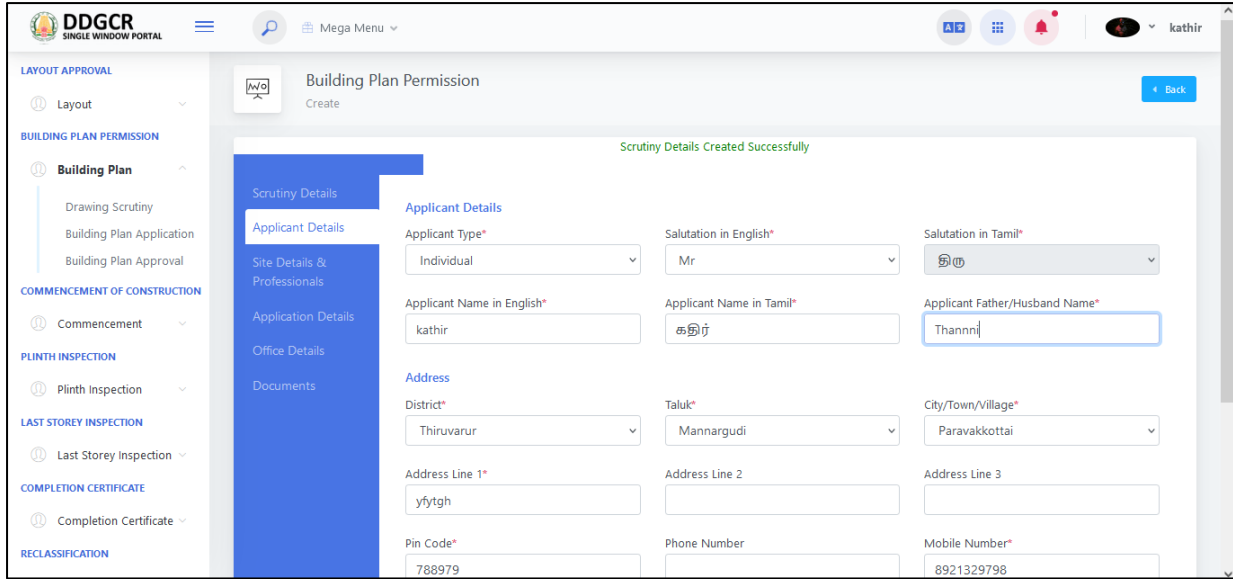
- On Clicking Building Plan create button, District, Taluk, Village/ city/ town, building type, department, ULB type and Total FSI Area (In Sq.ft) will be displayed as label based on the Scrutiny Reference Number selection.
- The user selects the approval type and application type from the drop down and click on the save application button.



The screenshot shows the 'Building Plan Permission' create screen. The 'Scrutiny Details' section is highlighted in blue. The 'Scrutiny Reference Number' field contains 'WF9X83A4'. Below it, the following details are displayed: District: Thiruvaur, Taluk: Mannargudi, City/Town/Village: Paravakkottai, Building Type: Residential, Department: DTCP, ULB Type: Rural Panchayat, and Total FSI Area (In Sq.ft): 1200. The 'Approval Type' dropdown menu is open, showing 'New' and 'Revision' options. The 'Application Type' dropdown menu is also open, showing 'NEW CONSTRUCTION' and 'ADDITIONAL CONSTRUCTION' options. A 'Save Application' button is located at the bottom right of the form.

### 7.4 Applicant details

- Applicant type and Salutation in English will be selected by the user from the dropdown.
- The user enters the applicant name in English, applicant name in Tamil, Applicant Father/Husband Name and firm name in the textboxes.
- In address details, District, Taluk, Village/ City/ Town will be selected by the user from the dropdown and enters the address line 1, address line 2, address line 3, pin code, phone number, mobile number, email id, Alter Email Id and website in the textboxes.
- The **“Save Application”** button allows the user to navigate through the site address details.



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

Building Plan Permission

Scrutiny Details Created Successfully

**Applicant Details**

Applicant Type\* Individual Salutation in English\* Mr Salutation in Tamil\* கரு

Applicant Name in English\* kathir Applicant Name in Tamil\* கதிர Applicant Father/Husband Name\* Thannai

**Address**

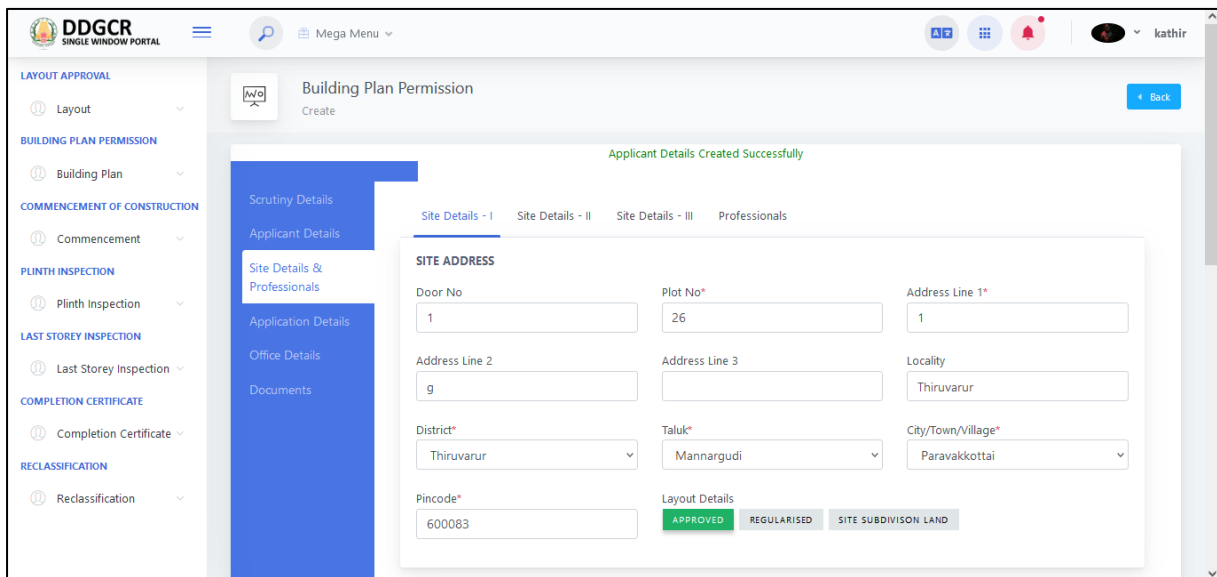
District\* Thiruvarur Taluk\* Mannargudi City/Town/Village\* Paravakkottai

Address Line 1\* yfyfgh Address Line 2 Address Line 3

Pin Code\* 788979 Phone Number Mobile Number\* 8921329798

## 7.5 Site details & Professionals

- On Clicking Building Plan, the following Screens are shown on the screen by selecting **Building Plan Application -> Site Details -> Site Address-I**.
- The user enters the Door No, Plot No, Address Line 1, Address Line 2, Address Line 3, Locality and pin code and selects the District, taluk and city/ town/village from drop down.
- Click on Layout Details as Approved, Regularized and Site Subdivision Land details.



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

Building Plan Permission

Applicant Details Created Successfully

**Site Details - I**

**SITE ADDRESS**

Door No 1 Plot No\* 26 Address Line 1\* 1

Address Line 2 9 Address Line 3 Locality Thiruvarur

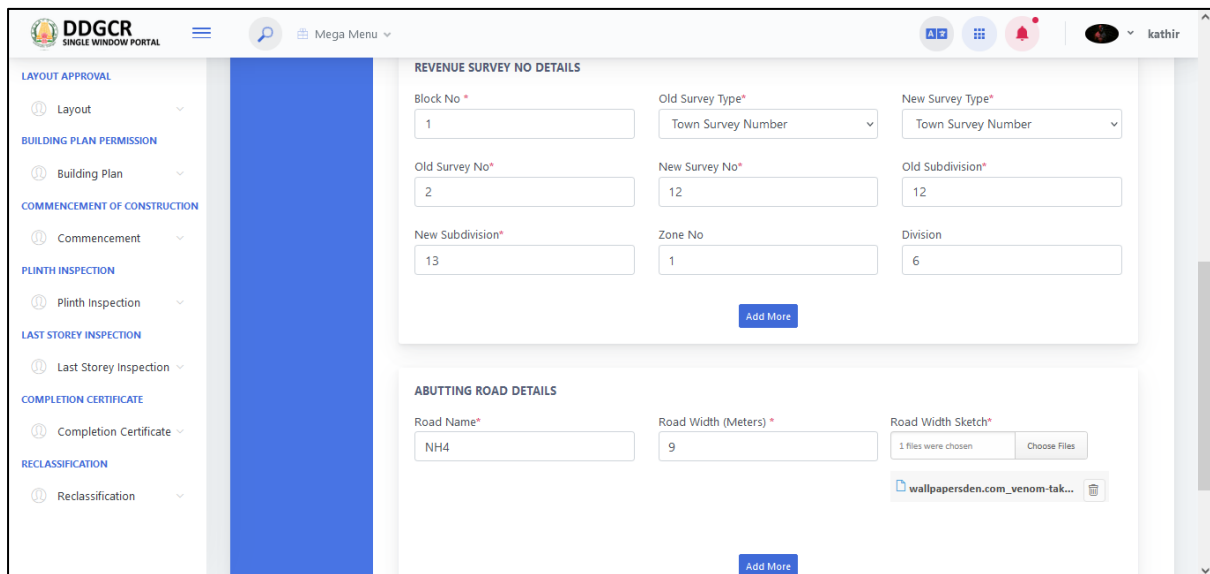
District\* Thiruvarur Taluk\* Mannargudi City/Town/Village\* Paravakkottai

Pincode\* 600083

Layout Details: APPROVED, REGULARISED, SITE SUBDIVISION LAND

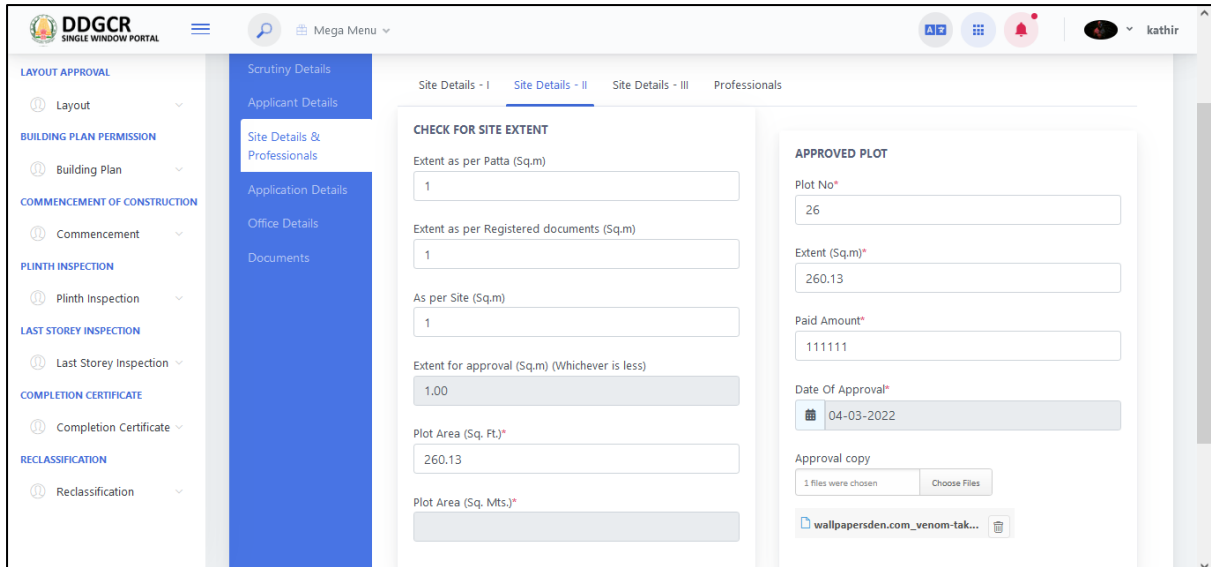
- After entering the Site Address, then fill the **Revenue Survey no Details** and **Abutting Road Details** if needed applicant can add more details in the list.
- In the **Revenue Survey no Details**, The user enters the Block No , Old Survey No , New Survey No ,old subdivision, new subdivision, zone no and division from textbox and selects the Old Survey Type and New Survey Type from dropdown.
- Click on the **Add more** button to create the **Revenue Survey no Details**. The created Revenue Survey no Details will be listed in the table format.

- User will be able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.

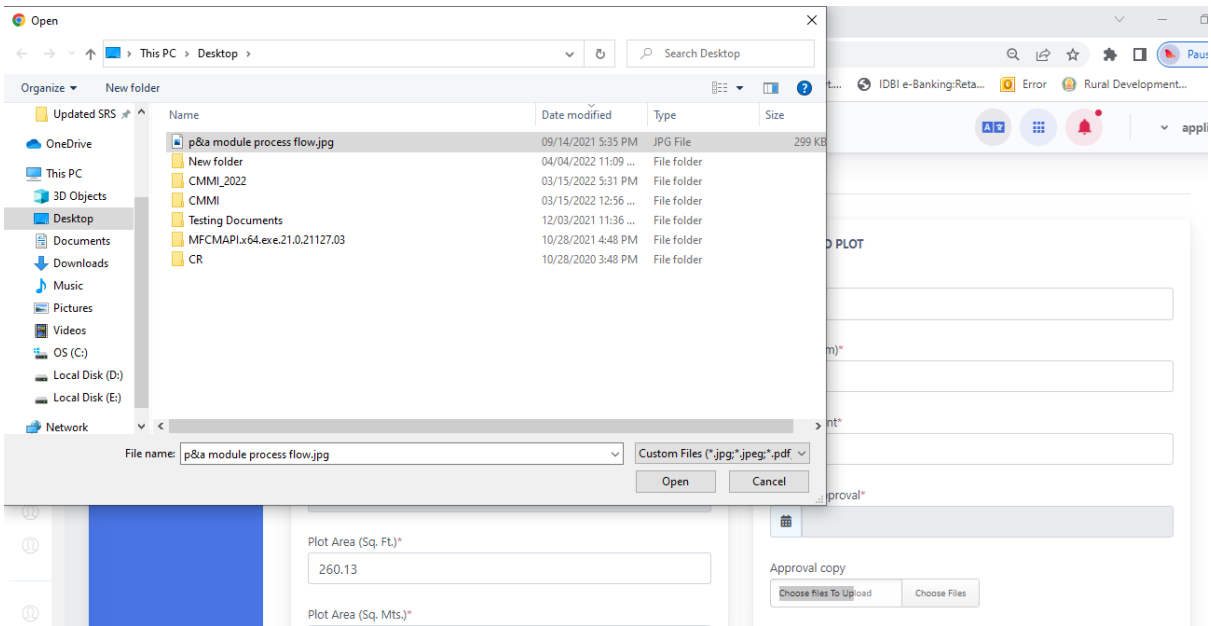


The screenshot displays the DDGCR Single Window Portal interface. On the left is a navigation menu with categories: LAYOUT APPROVAL, BUILDING PLAN PERMISSION, COMMENCEMENT OF CONSTRUCTION, PLINTH INSPECTION, LAST STOREY INSPECTION, COMPLETION CERTIFICATE, and RECLASSIFICATION. The main content area is titled 'REVENUE SURVEY NO DETAILS' and contains several input fields: Block No (1), Old Survey Type (Town Survey Number), New Survey Type (Town Survey Number), Old Survey No (2), New Survey No (12), Old Subdivision (12), New Subdivision (13), Zone No (1), and Division (6). Below this is the 'ABUTTING ROAD DETAILS' section with fields for Road Name (NH4), Road Width (Meters) (9), and Road Width Sketch (1 files were chosen). Both sections have 'Add More' buttons at the bottom.

- In **abutting road details**, the user road name and road width from textbox and upload the road width sketch.
- Click on the **Add more** button to create the **abutting road details**. The created abutting road details will be listed in the table format.
- User will be able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- The user enters the format, Txn id and type from textbox and click on the **save& continue** button.
- The “**Save & Continue**” button allows the user to navigate through the site details –II.
- For Building details in **Site details II**, the user enters the Extent as per Patta (Sq.m), Extent as per Registered documents (Sq.m), As per Site (Sq.m) from textbox.
- Extent for approval (Sq.m) (Whichever is less), Plot Area (Sq. Mts.) will be displayed as label based on the Extent as per Patta (Sq.m), Extent as per Registered documents (Sq.m) and As per Site (Sq.m) details.
- For Approved Plot, the user enters Plot No, Extent (Sq.m), Paid Amount and selects the Date Of Approval from date picker.

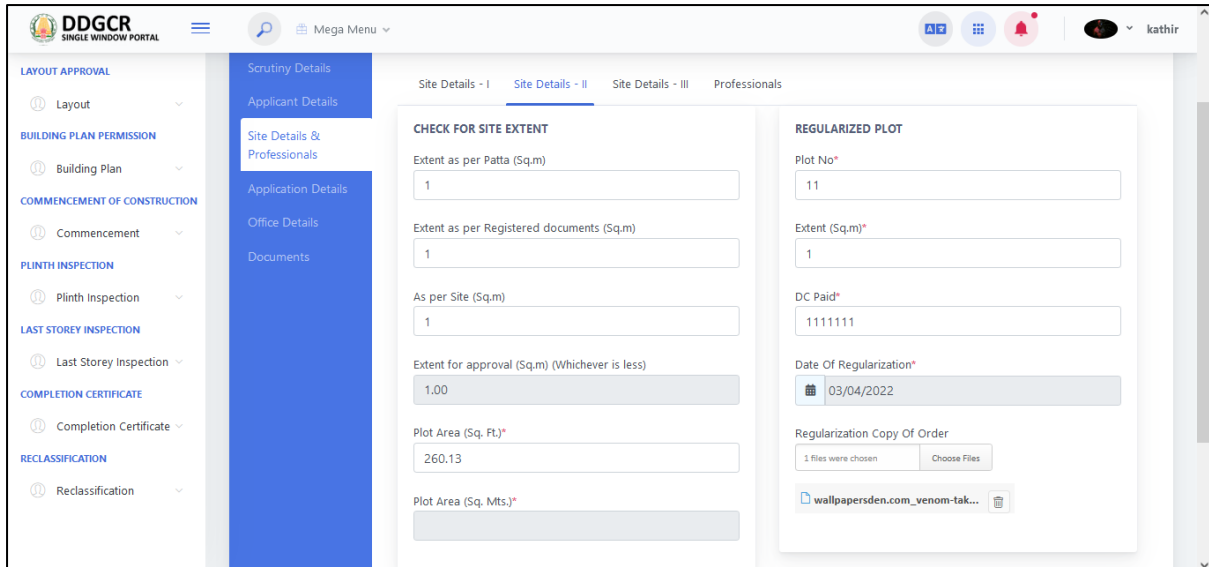


- The user clicks on the choose file button under the Upload Approval copy field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.

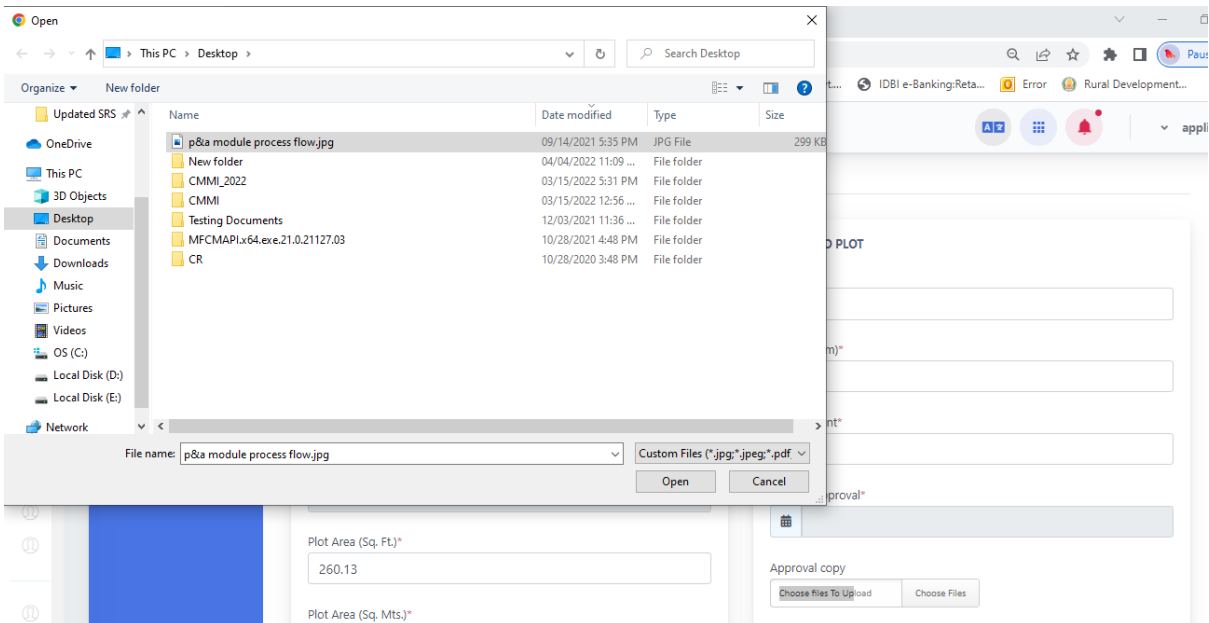


- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the approved plot details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- For Regularized Plot, the user enters Plot No, Extent (Sq.m), DC Paid and selects the Date Of regularization from date picker.



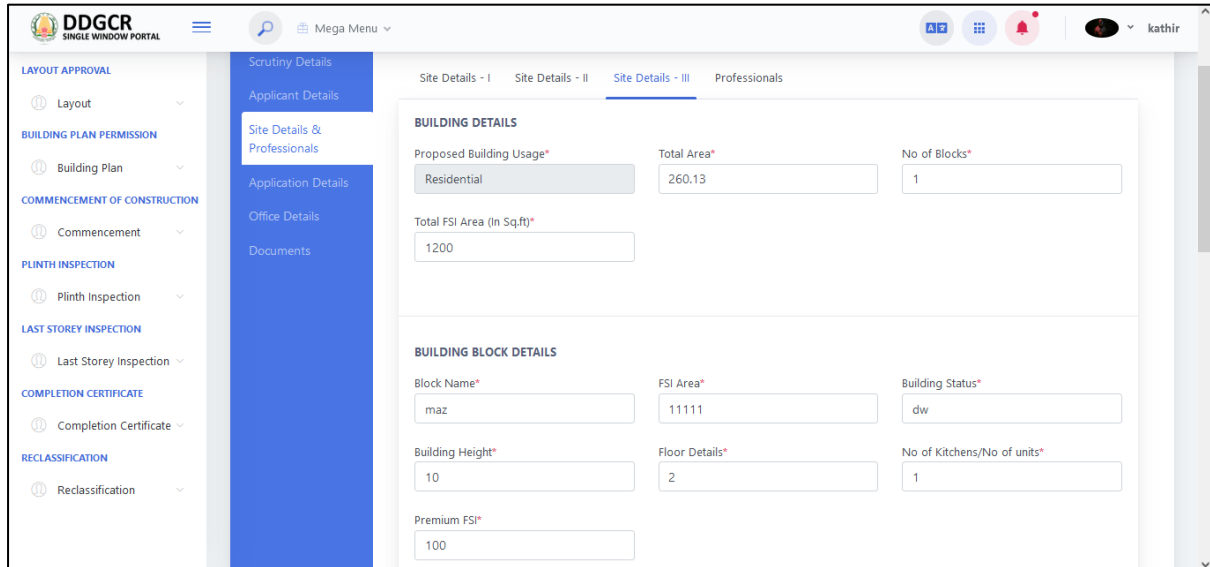


- The user clicks on the choose file button under the Upload regularization copy of order copy field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the regularized plot details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- The “**Save & Continue**” button allows the user to navigate through the site details -III.
  - For Building details in **Site details III**, the Proposed Building Usage, Total Area, No of Blocks and Total FSI Area (In Sq.ft) will be displayed as label from building details.

- In building block details, the user enters block name, FSI Area, Building Status, Building Height, Floor Details, No of Kitchens/No of units and Premium FSI from textbox.
- Click on the **Add more** button to create the **Building block Details**. The Building block Details will be listed in the table format.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.



The screenshot shows the 'Scrutiny Details' section of the DDGCR Single Window Portal. The 'Site Details - III' tab is active, displaying the following form fields:

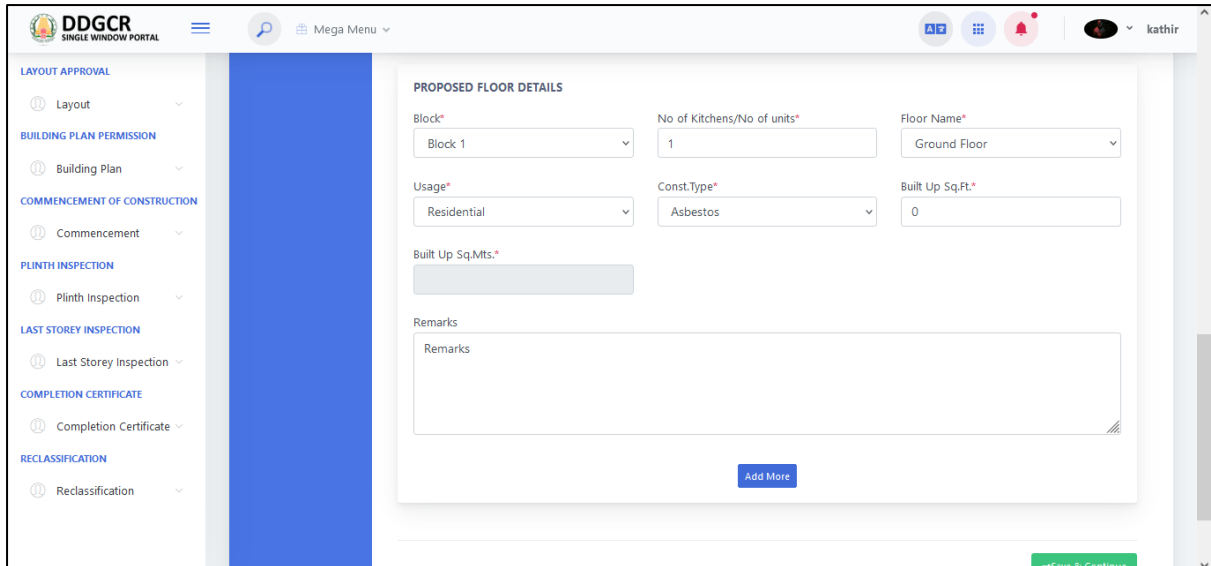
**BUILDING DETAILS**

- Proposed Building Usage\*: Residential
- Total Area\*: 260.13
- No of Blocks\*: 1
- Total FSI Area (In Sq.ft)\*: 1200

**BUILDING BLOCK DETAILS**

- Block Name\*: maz
- FSI Area\*: 11111
- Building Status\*: dw
- Building Height\*: 10
- Floor Details\*: 2
- No of Kitchens/No of units\*: 1
- Premium FSI\*: 100

- In Proposed floor details, the user selects No of Kitchens/No of units, Floor Name, Usage, Const.Type\* from dropdown and enters block, No of Kitchens/No of units, Built Up Sq.Ft. and remarks from tetbox.
- Click on the **Add more** button to create the **Proposed floor Details**. The Proposed floor Details will be listed in the table format.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- Click on “**Save & Continue**” button allows the user to navigate through the proposal details.

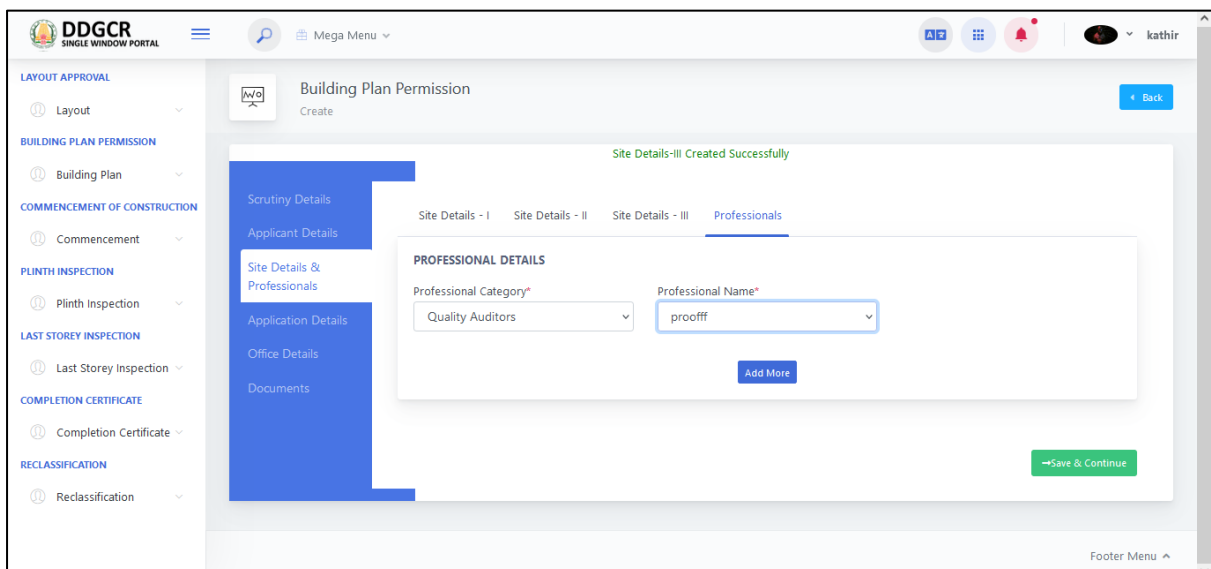


The screenshot shows the 'PROPOSED FLOOR DETAILS' form in the DDGCR Single Window Portal. The form includes the following fields:

- Block\***: Block 1
- No of Kitchens/No of units\***: 1
- Floor Name\***: Ground Floor
- Usage\***: Residential
- Const.Type\***: Asbestos
- Built Up Sq.Ft.\***: 0
- Built Up Sq.Mts.\***: (Empty field)
- Remarks**: (Text area with 'Remarks' placeholder)

Buttons: 'Add More' (blue), 'Save & Continue' (green).

- After entering Site Details and the Applicant need to provide the **Professional details**.
- The user selects the proposal category and proposal name from drop down.
- Click on the **Add more** button to create the **Professional details**. The Professional details will be listed in the table format.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- Click on “**Save & Continue**” button allows the user to navigate through the application details.



The screenshot shows the 'Professional Details' form in the DDGCR Single Window Portal. The form includes the following fields:

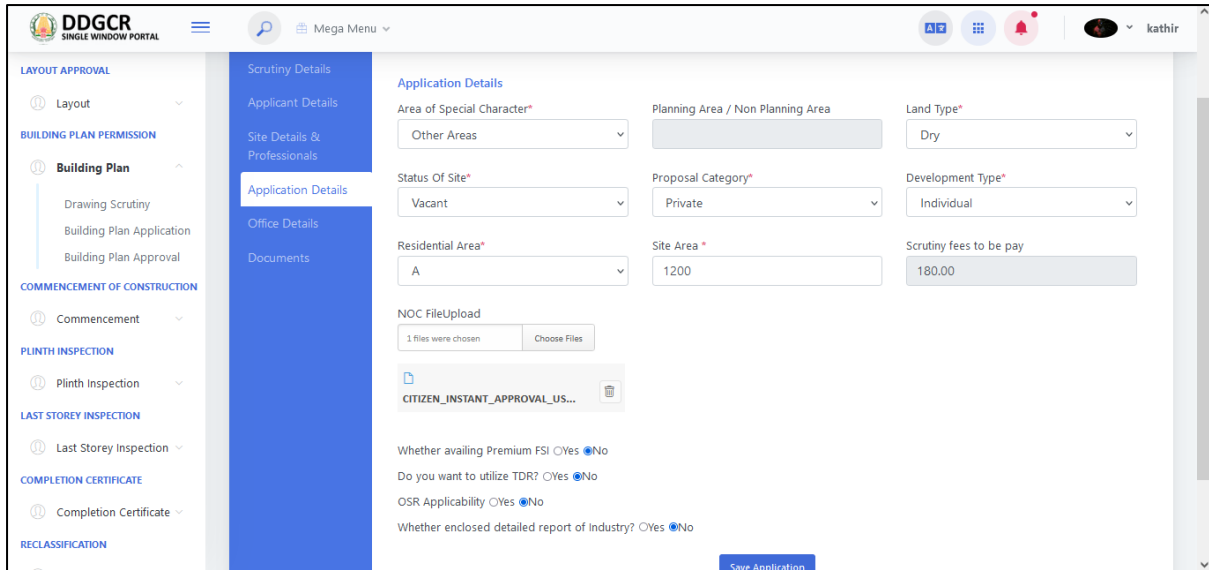
- Professional Category\***: Quality Auditors
- Professional Name\***: proofff

Buttons: 'Add More' (blue), 'Save & Continue' (green).

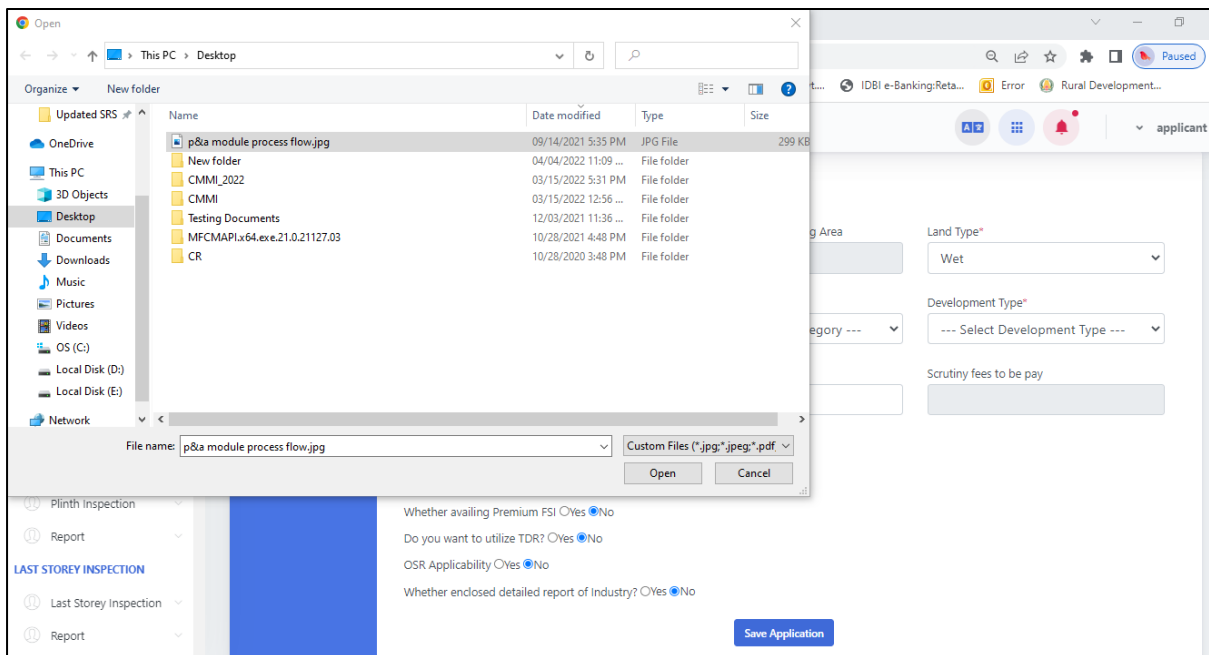
Navigation: 'Back' (blue), 'Footer Menu' (grey).

## 7.6 Application details

- In application details, the user selects the Area of Special Character, Land Type, Status Of Site, Proposal Category, Development Type, Residential Area form textbox and enters the site area from textbox
- Planning Area / Non Planning Area, Scrutiny fees to be pay will be displayed based on the above selection.



- The user clicks on the choose file button under the Upload NOC file upload copy field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.

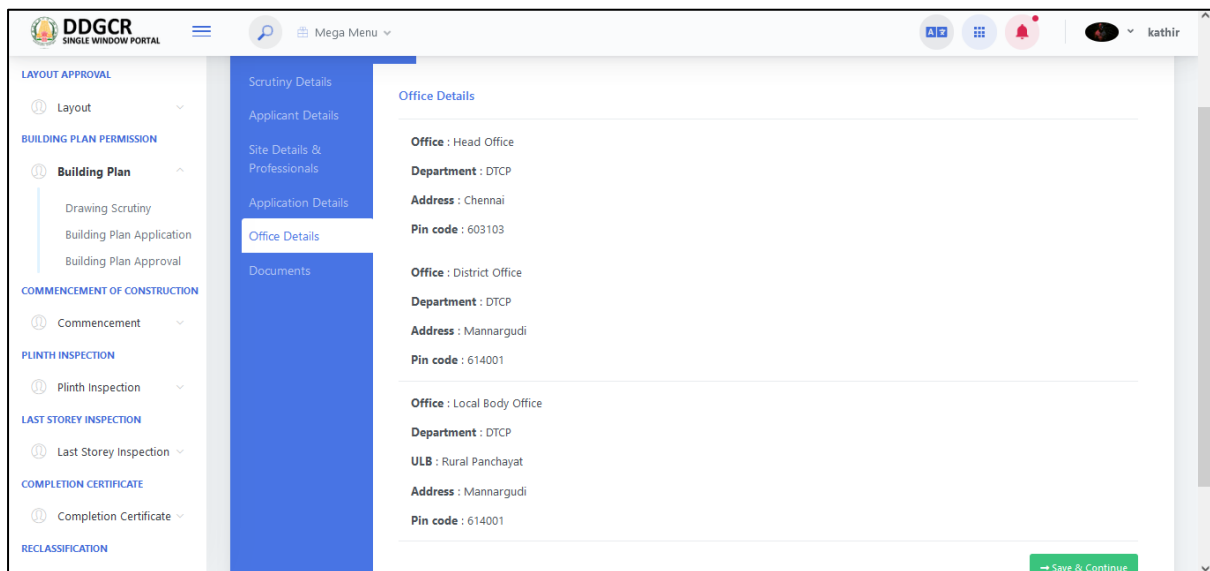


- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the application details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- The user selects the Whether availing Premium FSI, Do you want to utilize TDR?, OSR Applicability and Whether enclosed detailed report of Industry? (Yes/No) from the radio button

- Click on “**Save application**” button allows the user to navigate through the office details.

## 7.7 Office details

- Office, department, address, pin code, office, department, Address, Pin code, office, department, ULB, Address, Pin code will be displayed as label based on the applicant details selection.
- Click on “**Save & continue**” button allows the user to navigate through the document details.



The screenshot displays the 'Office Details' form within the DDGCR Single Window Portal. The form is organized into three distinct sections, each representing a different office type. The 'Head Office' section includes fields for Office (Head Office), Department (DTCP), Address (Chennai), and Pin code (603103). The 'District Office' section includes fields for Office (District Office), Department (DTCP), Address (Mannargudi), and Pin code (614001). The 'Local Body Office' section includes fields for Office (Local Body Office), Department (DTCP), ULB (Rural Panchayat), Address (Mannargudi), and Pin code (614001). A 'Save & Continue' button is located at the bottom right of the form.

## 7.8 Documents

- In **Documents -> Land Ownership Details** and Upload the images of Ownership details and some of the details are some as follows,
  - Land Ownership Details
  - Encumbrance Details
  - PATTA /TSLR & FMB
  - Adangal Details
  - Legal Opinion Details.
- In Land ownership details, the user enters the Register Doc.No. Name of the Owner, Extent (in Sq.mtr) from textbox and Doc.Date(dd/mm/yyyy) from date picker.
- The user selects document type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- In Encumbrance Details, The user enters the EC No, Name of the Owner-Claimants and remarks from textbox and selects EC Date (if applicable), Date from and Date To from date picker and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.

DDGCR SINGLE WINDOW PORTAL

Mega Menu

Office Details Created Successfully

Office : LocalBody Office  
Department : DTCP  
ULB : Rural Panchayat  
Address :  
Mannargudi  
614001

Land Ownership Photos(jpg,jpeg, .png,.pdf) \*  No files selected.

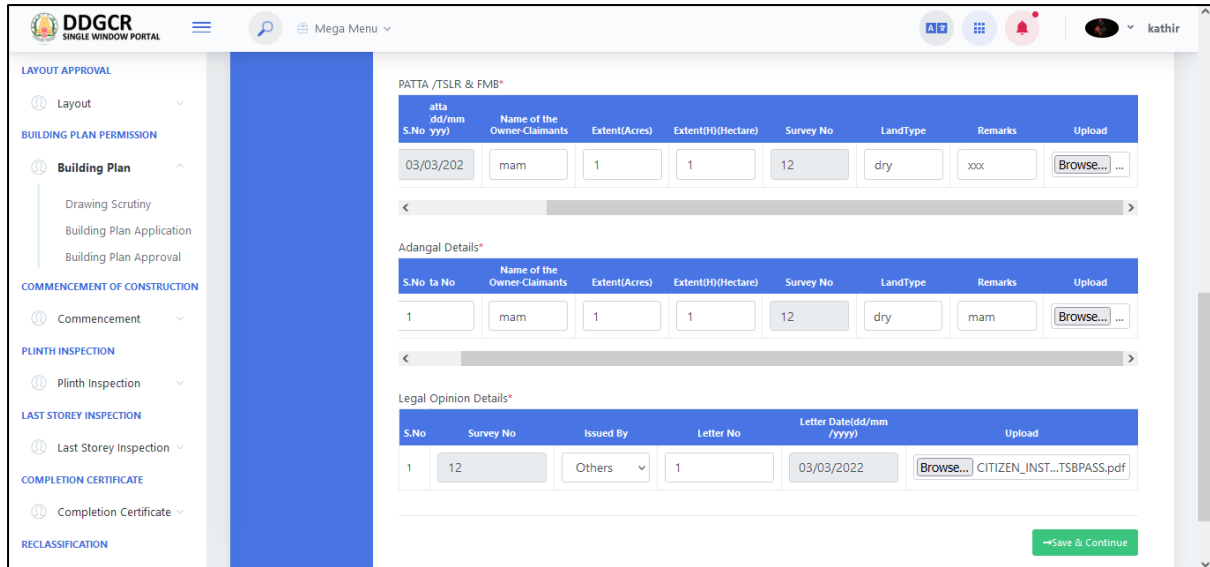
Land Ownership Details\*

S.No	Register Doc.No	Doc.Date(dd/mm/yyyy)	Document Type	Name of the Owner	Extent(In Sq.mtr)	Survey No	Upload
1	<input type="text"/>	<input type="text"/>	--- Select ---	<input type="text"/>	<input type="text"/>	12	<input type="button" value="Browse..."/> N...

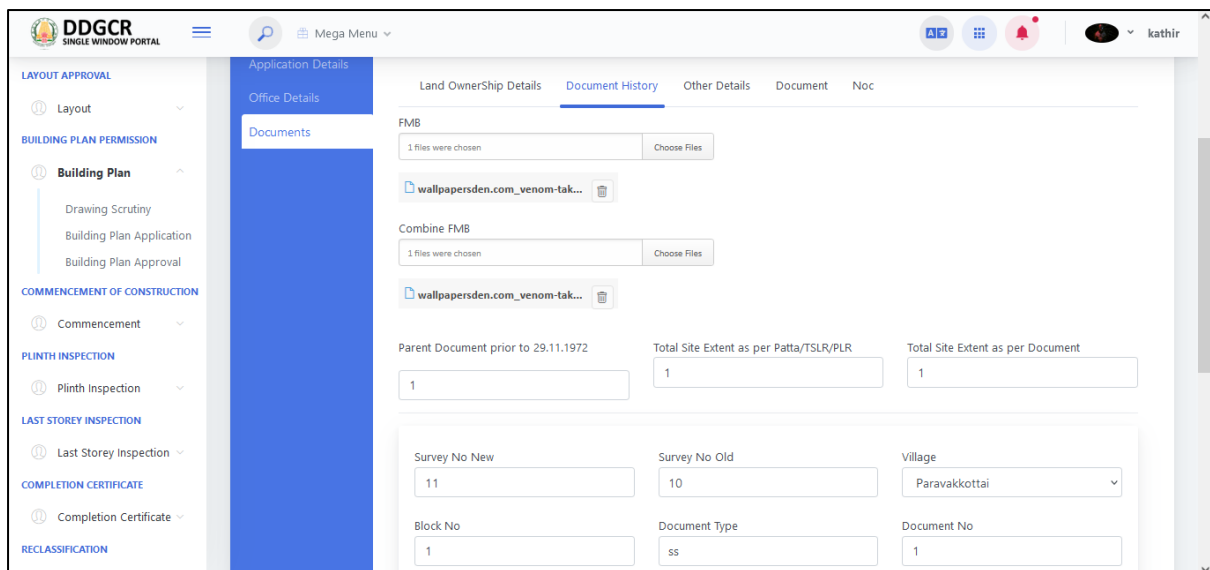
Encumbrance Details\*

S.No	EC	EC Date(if applicable)	Date From(dd/mm/yyyy)	Date To(dd/mm/yyyy)	Name of the Owner-Claimants	Survey No	Remarks	Upload
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	12	<input type="text"/>	<input type="button" value="Browse..."/>

- In PATTA /TSLR & FMB details, the user enters the Patta.No., Name of the Owner Claimants, Extent(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- In Adangal Details, the user enters the Patta.No., Name of the Owner Claimants, Extent(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- In Legal Opinion Details, The user enters the Letter.No. from textbox and letter date from date picker.
- The user selects issued by from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- The **Save & Continue** button allows the user to navigate through the document history page.

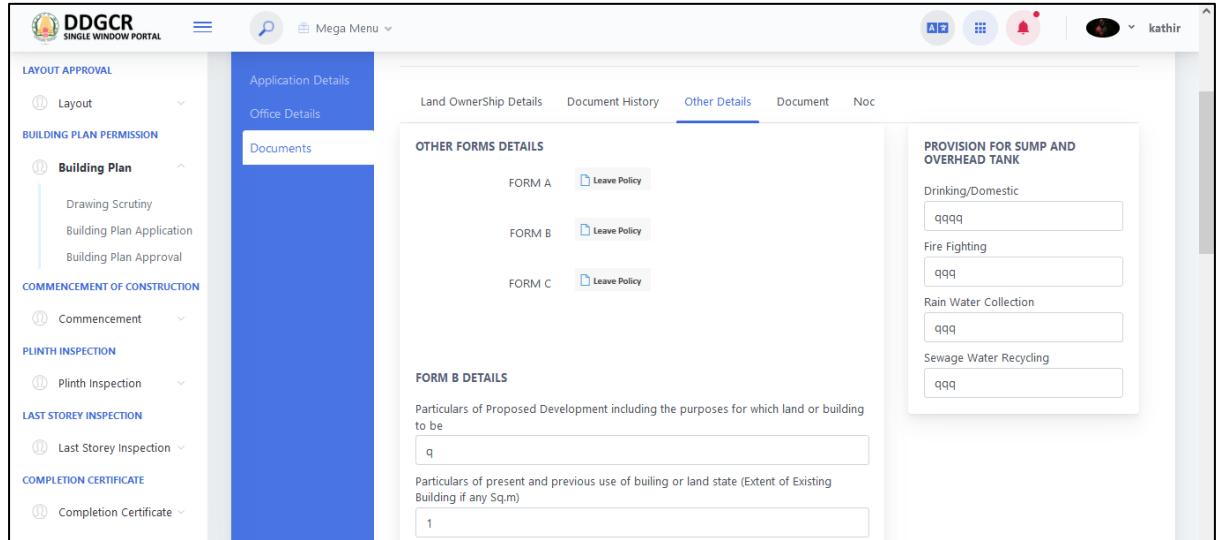


- In **Document History**, the user enters Parent Document prior to 05.08.1975, Total Site Extent as per Patta/TSLR/PLR and Total Site Extent as per Document and upload the necessary documents.
- The user enters the Survey No New, Survey No Old, Block No, Document Type, Document No, Document Date, Vendor Name, Purchaser Name from textbox and selects the Village from drop down.
- 

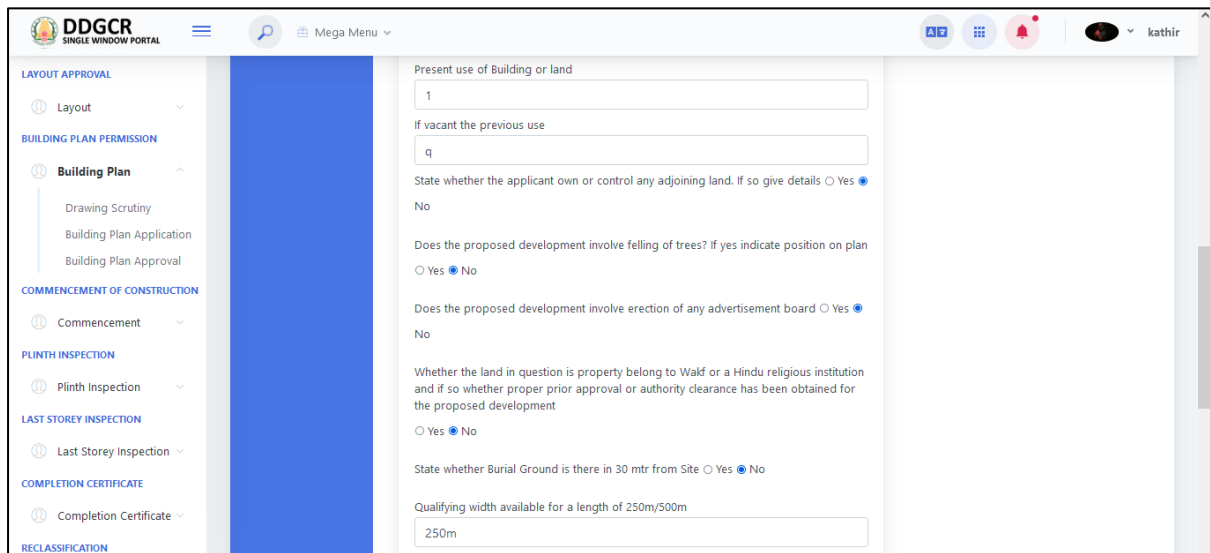


- Click on the + **Add details** button to create the **document history details**. The created **document history details** will be listed in the table format.
- User will be able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- Click on **Save & Continue** button allows the user to navigate through the other details page.

- In **Other Details**, the user enters and upload the necessary documents and Click on **Save & Continue** button allows the user to navigate through the document page.

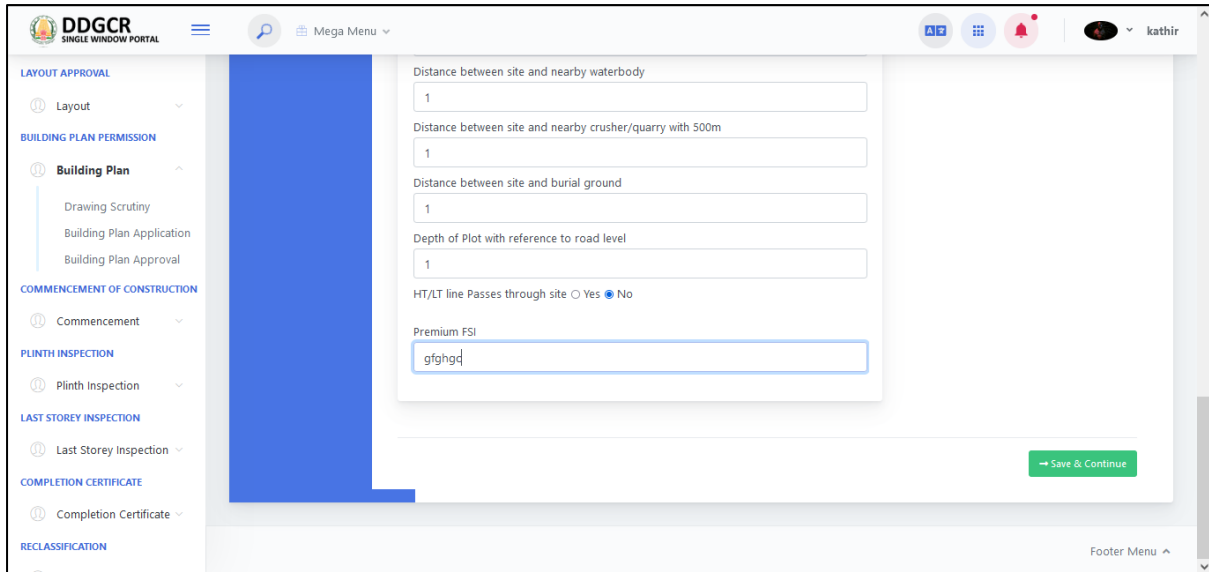


The screenshot shows the 'Other Details' section of the DDGCR Single Window Portal. The left sidebar contains a navigation menu with categories: LAYOUT APPROVAL, BUILDING PLAN PERMISSION, COMMENCEMENT OF CONSTRUCTION, PLINTH INSPECTION, LAST STOREY INSPECTION, COMPLETION CERTIFICATE, and RECLASSIFICATION. The 'Building Plan' category is expanded, showing sub-items like Drawing Scrutiny, Building Plan Application, and Building Plan Approval. The main content area is titled 'OTHER FORMS DETAILS' and includes sections for 'FORM A', 'FORM B', and 'FORM C', each with a 'Leave Policy' link. Below these is the 'FORM B DETAILS' section, which contains two text input fields: 'Particulars of Proposed Development including the purposes for which land or building to be' (with value 'q') and 'Particulars of present and previous use of building or land state (Extent of Existing Building if any Sq.m)' (with value '1'). On the right side, there is a 'PROVISION FOR SUMP AND OVERHEAD TANK' section with four input fields: 'Drinking/Domestic' (value 'qqqq'), 'Fire Fighting' (value 'qqq'), 'Rain Water Collection' (value 'qqq'), and 'Sewage Water Recycling' (value 'qqq'). The top navigation bar includes 'Land Ownership Details', 'Document History', 'Other Details', 'Document', and 'Noc'. The user's name 'kathir' is visible in the top right corner.

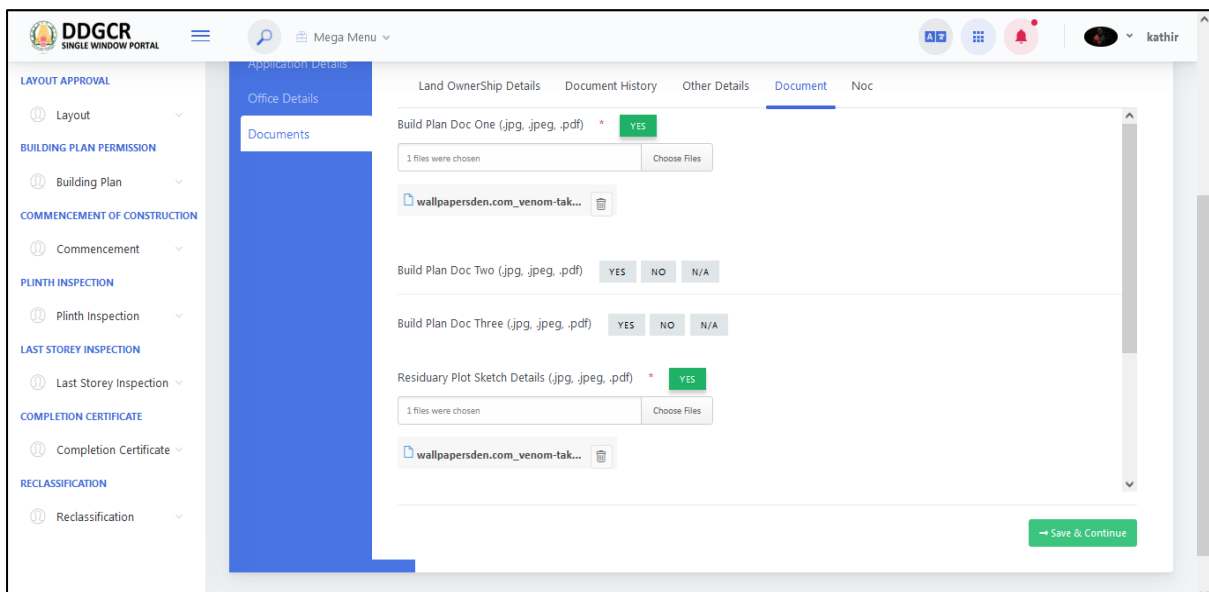


The screenshot shows the 'Form B Details' section of the DDGCR Single Window Portal. The left sidebar is identical to the previous screenshot. The main content area is titled 'FORM B DETAILS' and contains several text input fields and radio button options: 'Present use of Building or land' (value '1'), 'If vacant the previous use' (value 'q'), 'State whether the applicant own or control any adjoining land. If so give details' (radio buttons for Yes and No, with No selected), 'Does the proposed development involve felling of trees? If yes indicate position on plan' (radio buttons for Yes and No, with No selected), 'Does the proposed development involve erection of any advertisement board' (radio buttons for Yes and No, with No selected), 'Whether the land in question is property belong to Walf or a Hindu religious institution and if so whether proper prior approval or authority clearance has been obtained for the proposed development' (radio buttons for Yes and No, with No selected), 'State whether Burial Ground is there in 30 mtr from Site' (radio buttons for Yes and No, with No selected), and 'Qualifying width available for a length of 250m/500m' (value '250m'). The top navigation bar and user name 'kathir' are also visible.

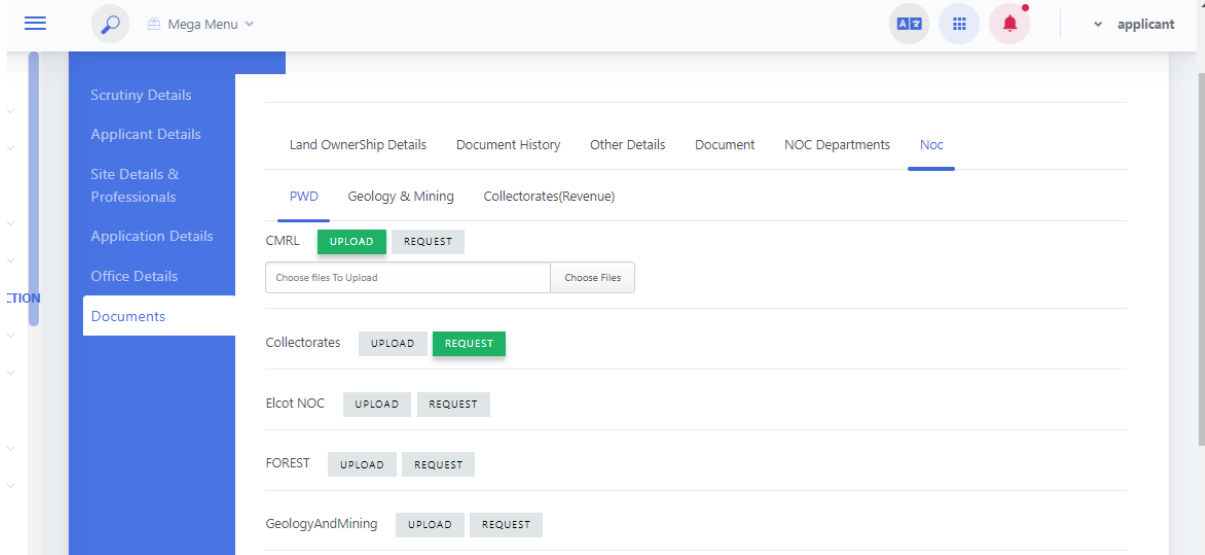




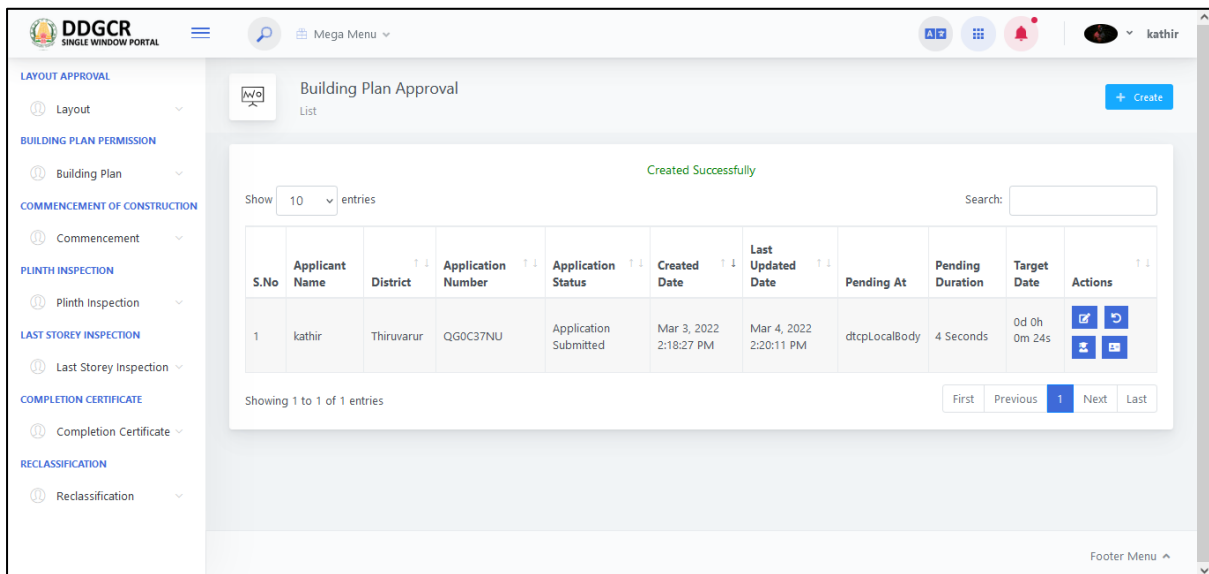
- Select **Documents** -> **Documents** and Upload the documents and some of the details are given as below,
  - The user selects the documents (Yes/No/NA) from the radio button, if user select yes file upload enabled otherwise disabled.
  - Mandatory Documents needs to be uploaded and then click Save &Continue button allows the user to navigate through the NOC page.



- Click on **Documents** -> **NOC details** the applicant want to request and upload NOC Details. **Select** ->**Upload**, if need to upload the NOC and click on **Request** the department send the NOC details.
- Click on **Save** button allows the user to navigate through the Building plan list page.
- Click on **Back** button allows the user to navigate through the document page.



- Then the following screen will be displayed as Building plan approval and the application will be forwarded to the department where the Application belongs to the Department.

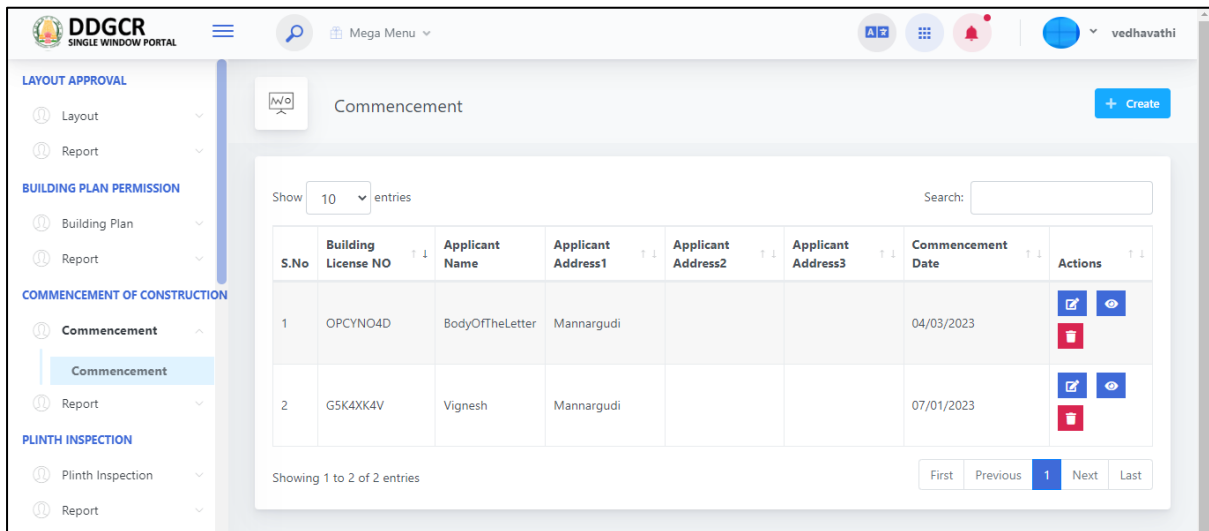


## 8 Commencement

### 8.1 Commencement List

- This page displays the list of commencement's along with Building license No, Applicant name, Applicant address 1, Applicant address 2, Applicant address 3 and commencement date in the list.
- Click on the View option to view the created commencement details.
- Click on the Edit option to edit the commencement details.

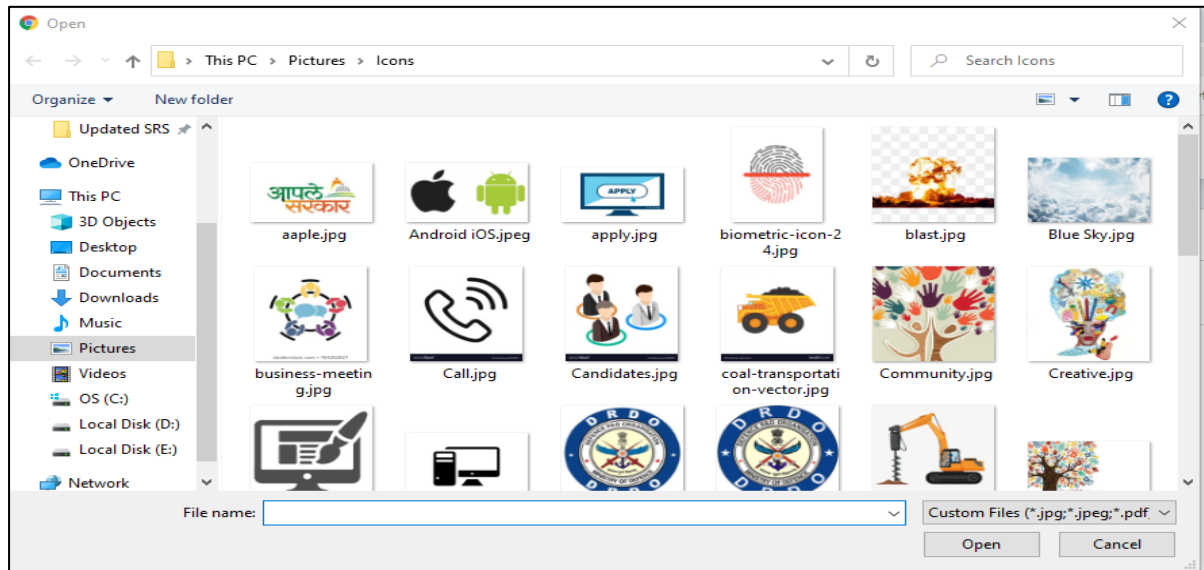
- User will be able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- Search option is provided to filter the commencement details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries  entries dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.



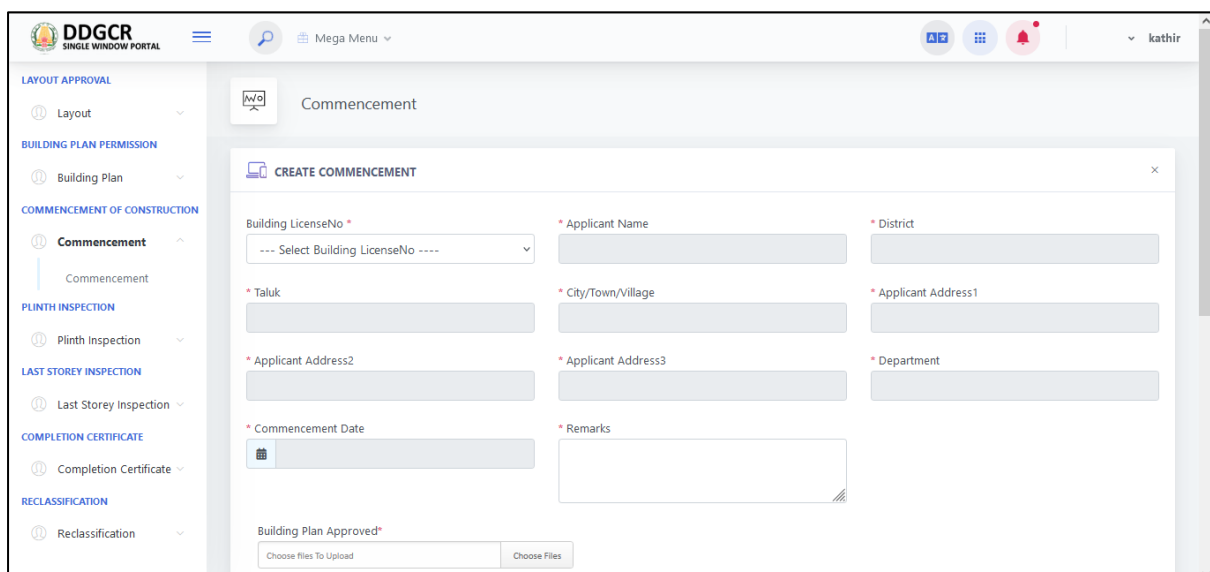
S.No	Building License NO	Applicant Name	Applicant Address1	Applicant Address2	Applicant Address3	Commencement Date	Actions
1	OPCYNO4D	BodyOfTheLetter	Mannargudi			04/03/2023	[Edit] [View] [Delete]
2	G5K4XK4V	Vignesh	Mannargudi			07/01/2023	[Edit] [View] [Delete]

## 8.2 Commencement create

- For Creating New Application, **Select Commencement-> Commencement -> Create Option.**
- Applicant name, District, Taluk, City/ Town/ Village, Applicant address1, Applicant address 2, Applicant address 3, Department will be displayed as label based on the Building License No selection.
- The user selects the Commencement Date from date picker and enters the remarks from textbox.
- The user clicks on the choose file button under the Building Plan Approved, Planning Permission Letter and Form 2 field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the application commencement details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- Click on the Cancel Button to navigate to the Commencement's list page.
  - User can enter the Commencement details and click on the Submit button success message displayed and navigate to the Commencement's list page.



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

Layout Approval

- Layout

BUILDING PLAN PERMISSION

- Building Plan

COMMENCEMENT OF CONSTRUCTION

- Commencement**
  - Commencement

PLINTH INSPECTION

- Plinth Inspection

LAST STOREY INSPECTION

- Last Storey Inspection

COMPLETION CERTIFICATE

- Completion Certificate

RECLASSIFICATION

- Reclassification

Commencement

**CREATE COMMENCEMENT**

Building LicenseNo \*  
--- Select Building LicenseNo ---

\* Applicant Name

\* District

\* Taluk

\* City/Town/Village

\* Applicant Address1

\* Applicant Address2

\* Applicant Address3

\* Department

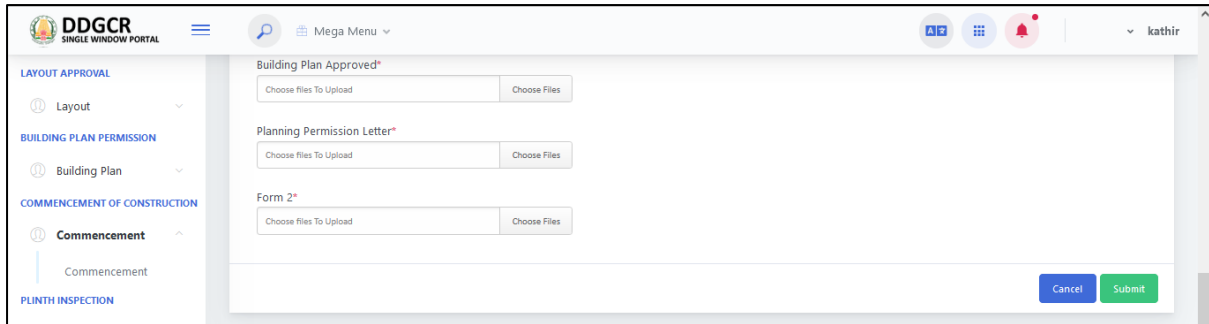
\* Commencement Date

\* Remarks

Building Plan Approved\*

Choose Files To Upload

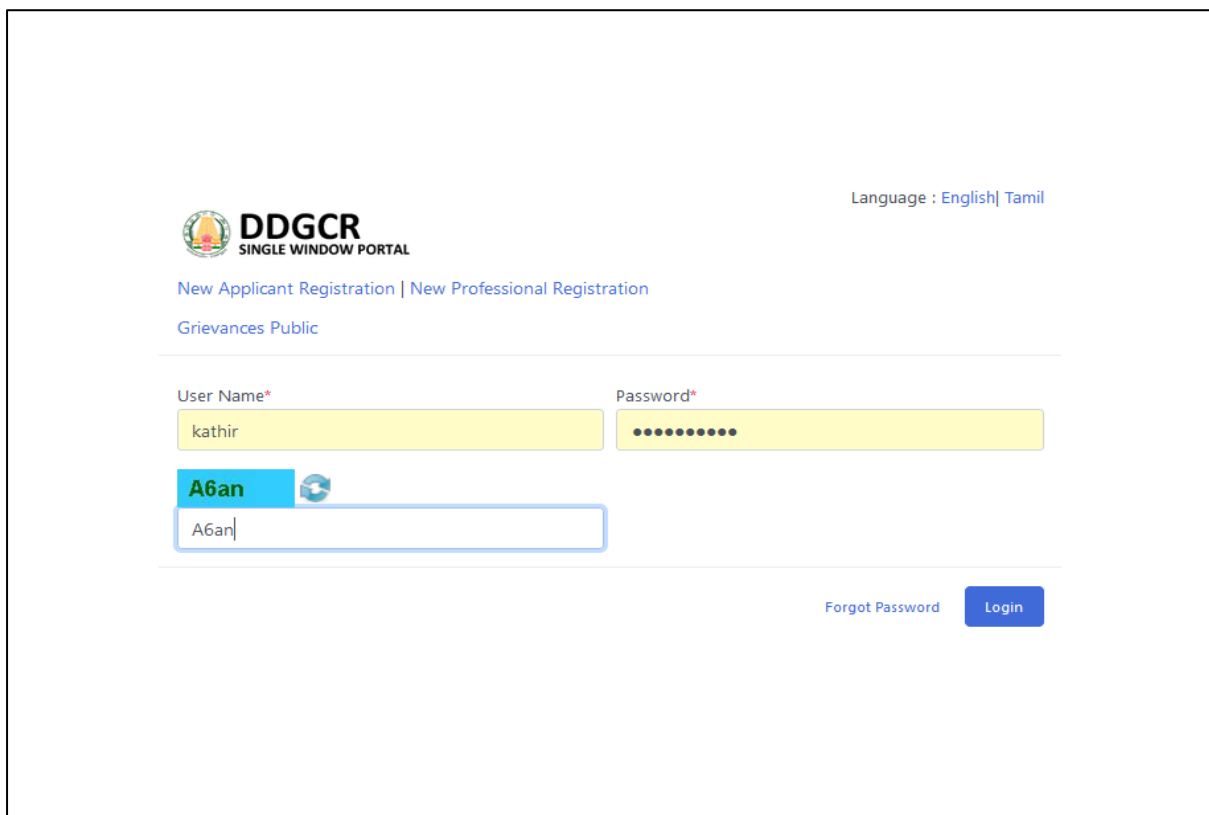
Choose Files



The screenshot shows the 'DDGCR SINGLE WINDOW PORTAL' interface. On the left, there is a navigation menu with sections: LAYOUT APPROVAL (Layout), BUILDING PLAN PERMISSION (Building Plan), COMMENCEMENT OF CONSTRUCTION (Commencement), and PLINTH INSPECTION. The main content area is titled 'Building Plan Approved\*' and contains three file upload fields: 'Choose Files To Upload' and 'Choose Files' for 'Building Plan Approved\*', 'Planning Permission Letter\*', and 'Form 2\*'. At the bottom right, there are 'Cancel' and 'Submit' buttons.

## 9 Plinth Inspection Application

- The user enters the **User name and Password** along with Captcha and Click on **Login** button as shown below,



The screenshot shows the login page of the 'DDGCR SINGLE WINDOW PORTAL'. The language is set to 'English | Tamil'. There are links for 'New Applicant Registration | New Professional Registration' and 'Grievances Public'. The login form includes:
 

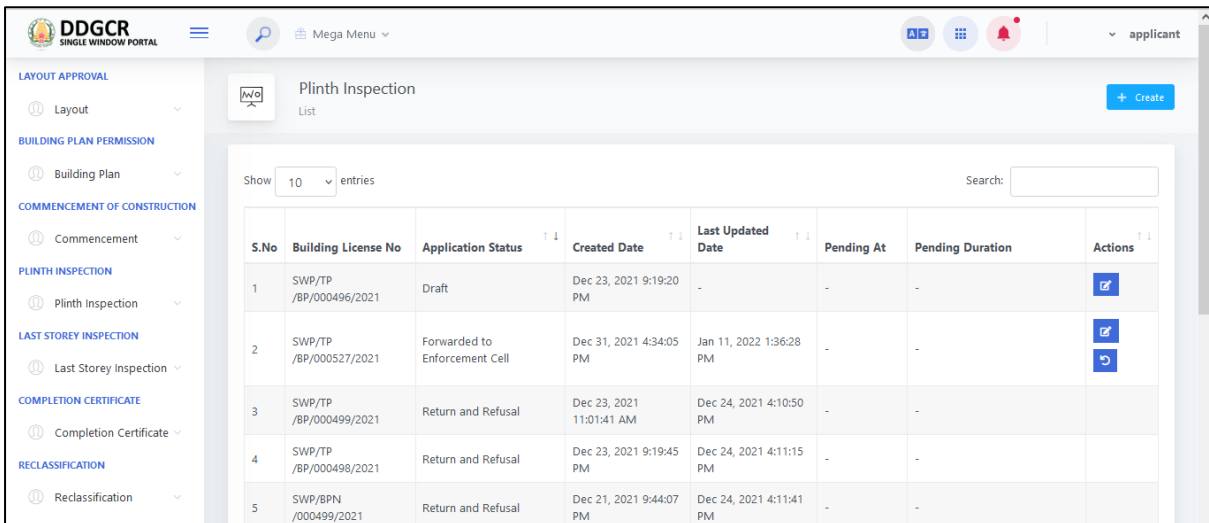
- User Name\***: Input field containing 'kathir'.
- Password\***: Input field with masked characters '.....'.
- Captcha**: A blue box with 'A6an' and a refresh icon, followed by an input field containing 'A6an'.




 At the bottom right, there are links for 'Forgot Password' and a blue 'Login' button.

### 9.1 Plinth Inspection Application List

- This page displays the list of Plinth Inspection Application' s along with Building license No, Applicant status, created date, last updated date, pending at, pending duration in the list.
- Click on the View option to view the created Plinth Inspection application details.
- Click on the Edit option to edit the Plinth Inspection application details.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert "Ok / Cancel?" will be displayed.

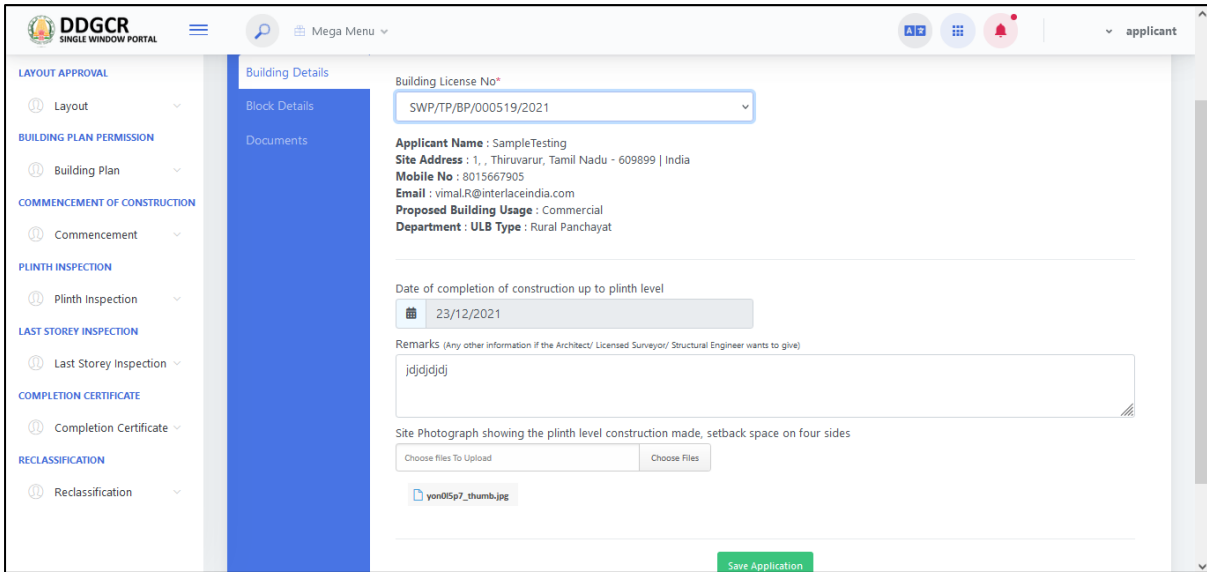
- Search option is provided to filter the Plinth Inspection application details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries  entries dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.



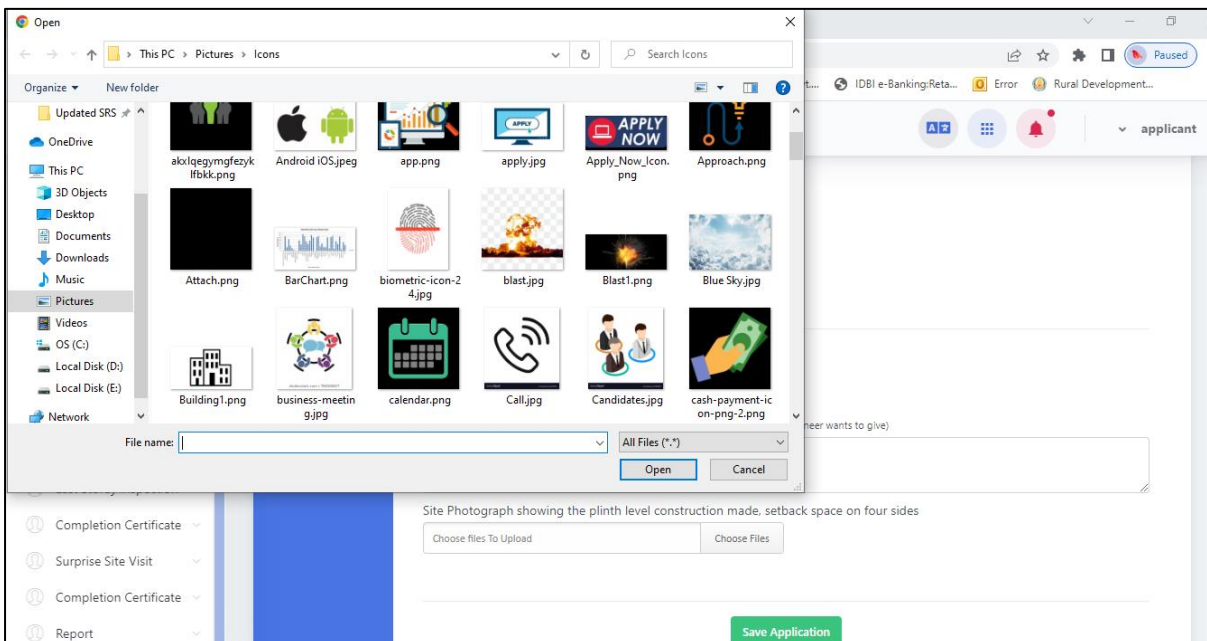
S.No	Building License No	Application Status	Created Date	Last Updated Date	Pending At	Pending Duration	Actions
1	SWP/TP /BP/000496/2021	Draft	Dec 23, 2021 9:19:20 PM	-	-	-	
2	SWP/TP /BP/000527/2021	Forwarded to Enforcement Cell	Dec 31, 2021 4:34:05 PM	Jan 11, 2022 1:36:28 PM	-	-	 
3	SWP/TP /BP/000499/2021	Return and Refusal	Dec 23, 2021 11:01:41 AM	Dec 24, 2021 4:10:50 PM	-	-	
4	SWP/TP /BP/000498/2021	Return and Refusal	Dec 23, 2021 9:19:45 PM	Dec 24, 2021 4:11:15 PM	-	-	
5	SWP/BPN /000499/2021	Return and Refusal	Dec 21, 2021 9:44:07 PM	Dec 24, 2021 4:11:41 PM	-	-	

## 9.2 Plinth Inspection Application – Building Details

- For Creating New Application, **Select Plinth Inspection Application-> Plinth Inspection Application -> Create Option.**
- Click on Create Button & Select **Building details.**
- Applicant name, Site address, Mobile No., Email, Proposed building usage, Department will be displayed as label based on the Building Licences No., details selection.
- The user selects the Date of completion of construction up to plinth level from date picker and enters the Remarks from textbox.



- The user clicks on the choose file button under the Site Photograph showing the plinth level construction made, setback space on four sides field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.

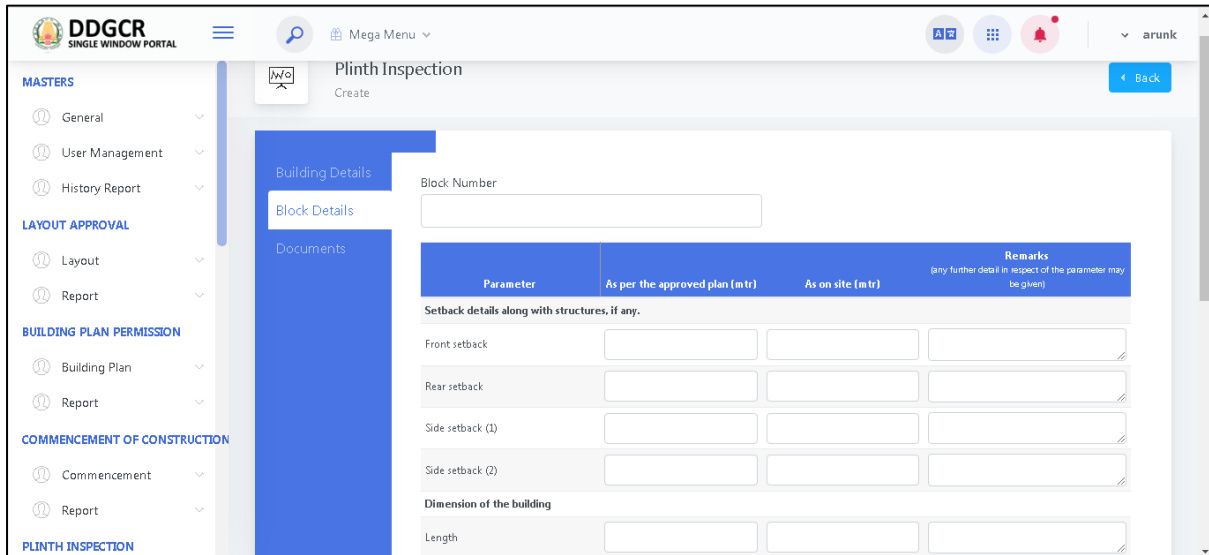


- b. The user selects the file from the system and the file name will be displayed.
- c. The user shall select the open button to load the file in the application back details create screen.
- d. The user can also cancel the open window by clicking on the Cancel Button.
- e. The user can delete the upload file by clicking on delete button.

- The “Save Applifation” button allows the user to navigate through the block deatils.

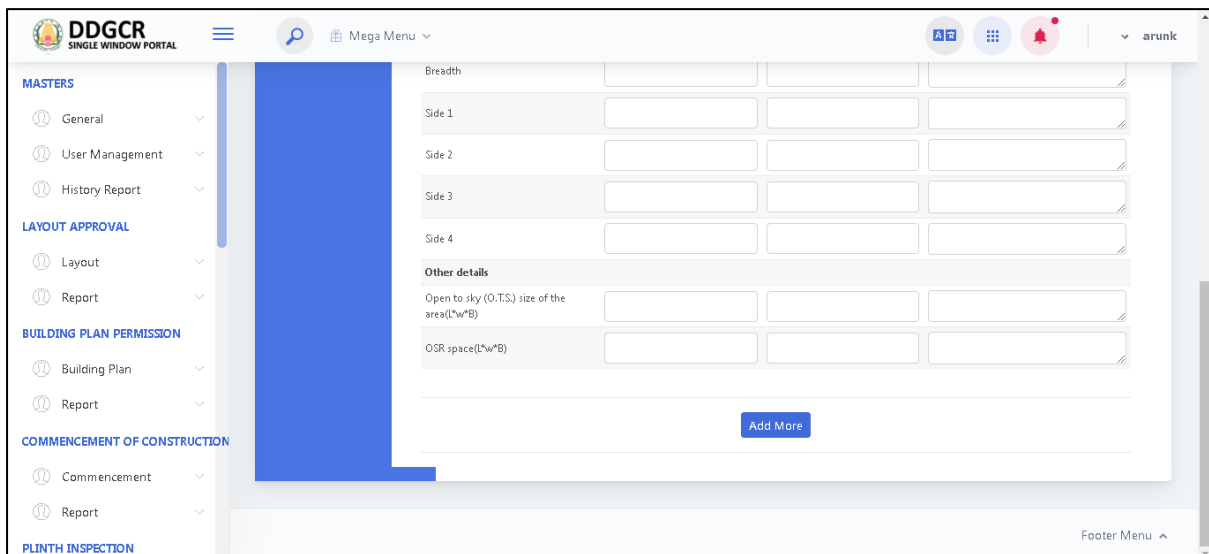
### 9.3 Plinth Inspection Application – Block Details

- The user enters the block number wise, Setback details along with structures, if any., Dimension of the building and other details from textboxes.



The screenshot shows the 'Plinth Inspection' form in the DDGCR Single Window Portal. The form is titled 'Plinth Inspection' and has a 'Create' button. It is divided into three main sections: 'Building Details', 'Block Details', and 'Documents'. The 'Block Details' section contains a 'Block Number' text box. Below this is a table with the following structure:

Parameter	As per the approved plan (mtr)	As on site (mtr)	Remarks <small>(any further detail in respect of the parameter may be given)</small>
<b>Setback details along with structures, if any.</b>			
Front setback	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rear setback	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side setback (1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side setback (2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Dimension of the building</b>			
Length	<input type="text"/>	<input type="text"/>	<input type="text"/>



The screenshot shows the 'Plinth Inspection' form in the DDGCR Single Window Portal, focusing on the 'Other details' section. The form includes a 'Breadth' section with a table for sides 1 through 4, and an 'Other details' section with text boxes for 'Open to sky (O.T.S) size of the area(L\*w\*B)' and 'OSR space(L\*w\*B)'. There is an 'Add More' button at the bottom of the 'Other details' section.

Side	As per the approved plan (mtr)	As on site (mtr)	Remarks
Breadth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Other details**

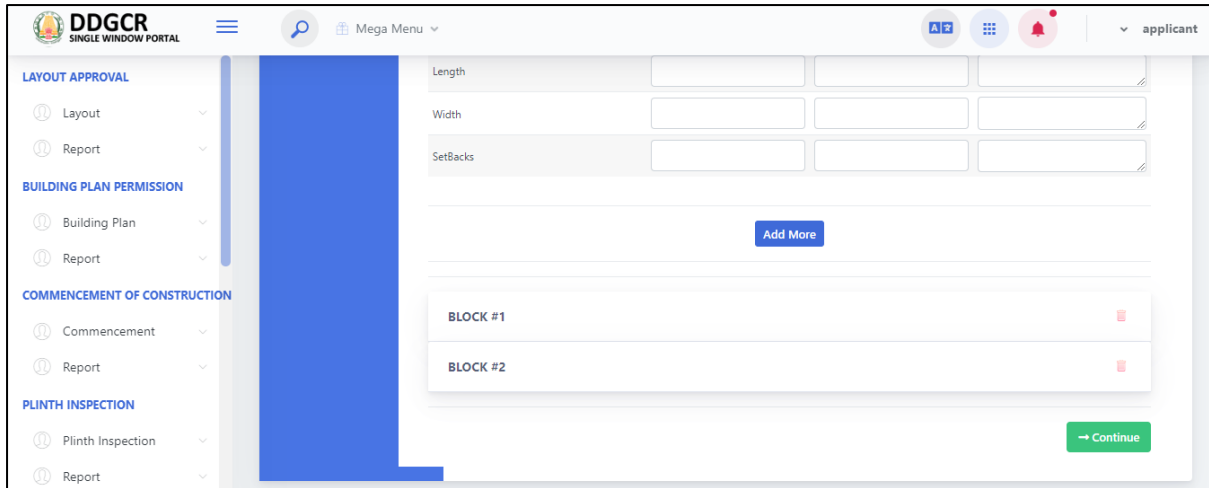
Open to sky (O.T.S) size of the area(L\*w\*B)

OSR space(L\*w\*B)

[Add More](#)

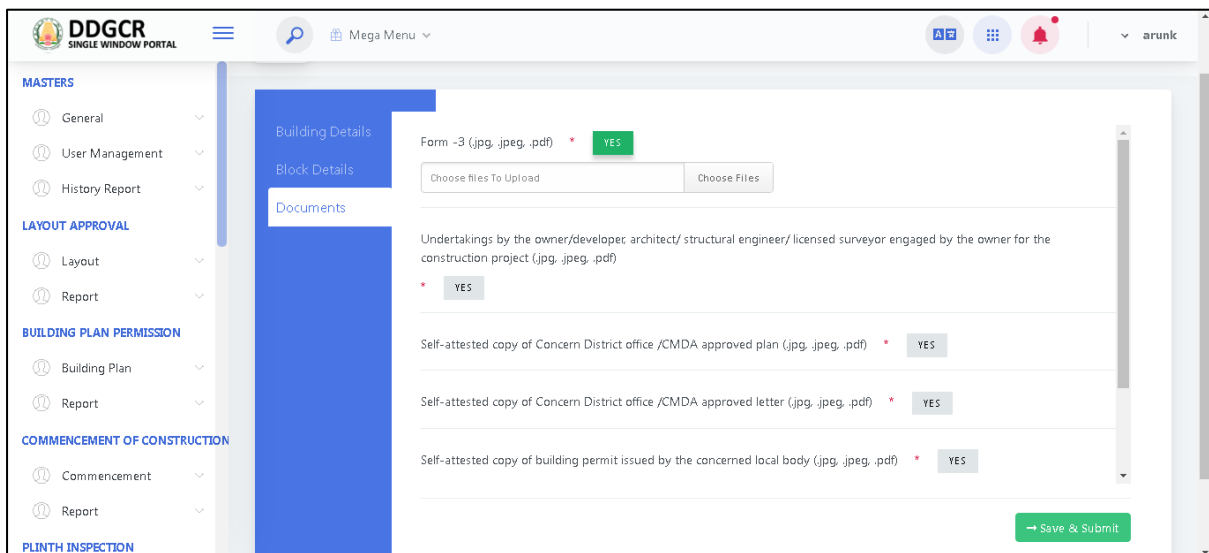
- Click on the **Add more** button to create the Setback details along with structures, if any., Dimension of the building and other details will be listed in the table format.
- User can update the block details by using this update functionality.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- The “**continue**” button allows the user to navigate through the checklist deatils.



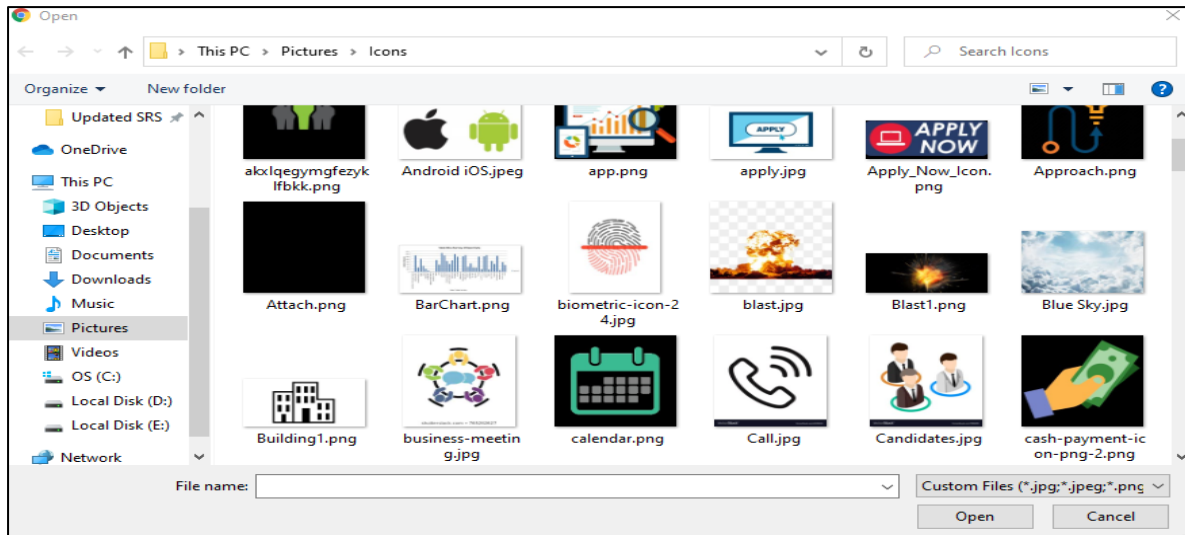


### 9.4 Plinth Inspection Application - Document

- After **Block Details** Documents needs to uploaded and click on **yes button** and update the necessary documents.



- The user clicks on the choose file button under the upload fields to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.




- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the application document details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- Click on the **Save & Submit** to proceed.
  - After Submission of Documents the application will be forwarded to the department.

## 10 Last Storey Inspection Application

- The user enters the **User name and Password** along with Captcha and Click on **Login** button as shown below,


Language : [English](#) | [Tamil](#)

**DDGCR**  
SINGLE WINDOW PORTAL

[New Applicant Registration](#) | [New Professional Registration](#)  
[Grievances Public](#)

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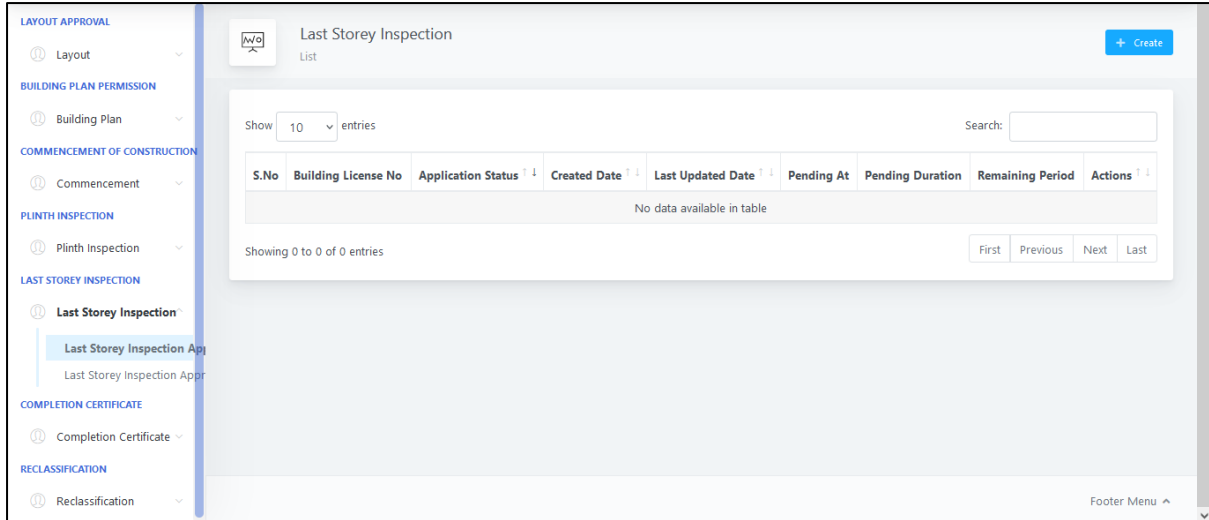
User Name\*  Password\*

**A6an** 

[Forgot Password](#)

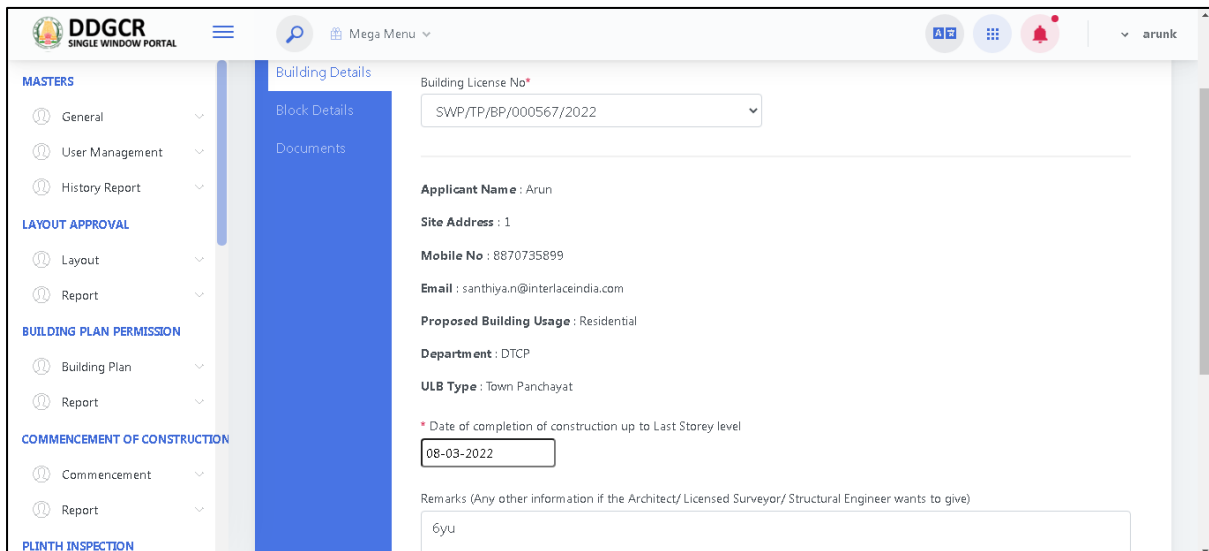
### 10.1 Last Storey Inspection Application List

- This page displays the list of Last Storey Inspection Application' s along with Building license No, Applicant status, created date, last updated date, pending at, pending duration and remaining period in the list.
- Click on the View option to view the created Last Storey Inspection application details.
- Click on the Edit option to edit the Last Storey Inspection application details.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert "Ok / Cancel?" will be displayed.
- Search option is provided to filter the Last Storey Inspection application details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries    dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.

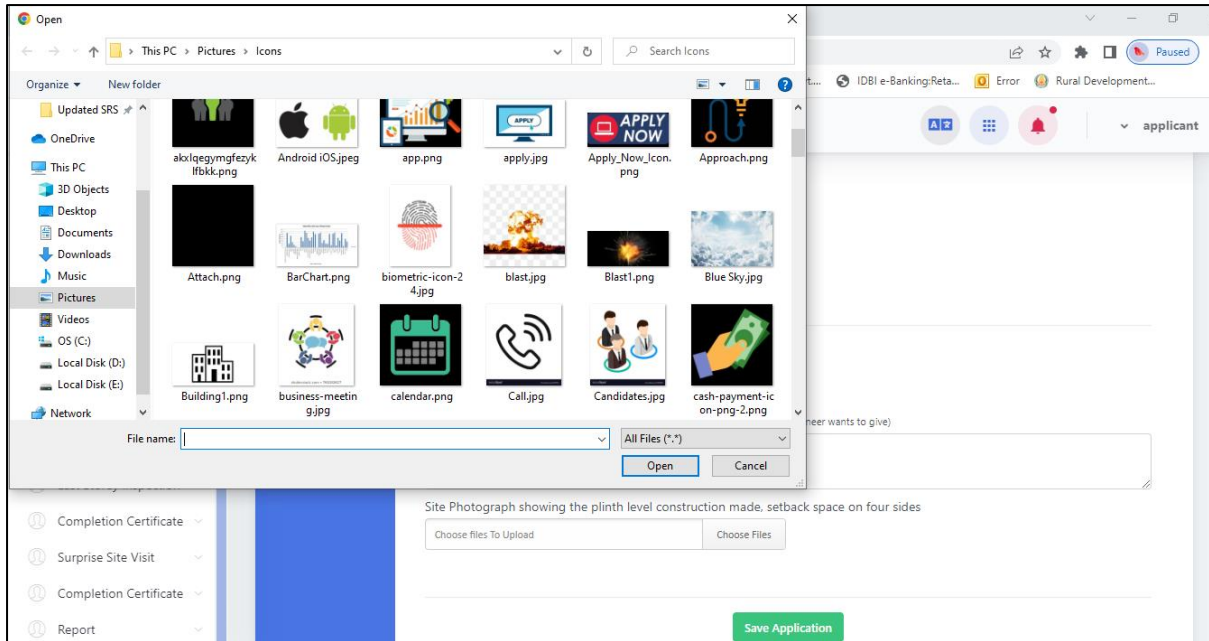


## 10.2 Last Storey Inspection Application – Building Details

- For Creating New Application, **Select Last Storey Inspection Application-> Last Storey Inspection Application -> Create Option.**
- Click on Create Button & Select **Building details.**
- Applicant name, Site address, Mobile No., Email, Proposed building usage, Department will be displayed as label based on the Building Licences No., details selection.
- The user selects the Date of completion of construction up to plinth level from date picker and enters the Remarks from textbox.



- The user clicks on the choose file button under the Site Photograph showing the Last Storey level construction made, setback space on four sides field name to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the application building details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
  - e. The user can delete the upload file by clicking on delete button.
- The “**Save Application**” button allows the user to navigate through the block details.

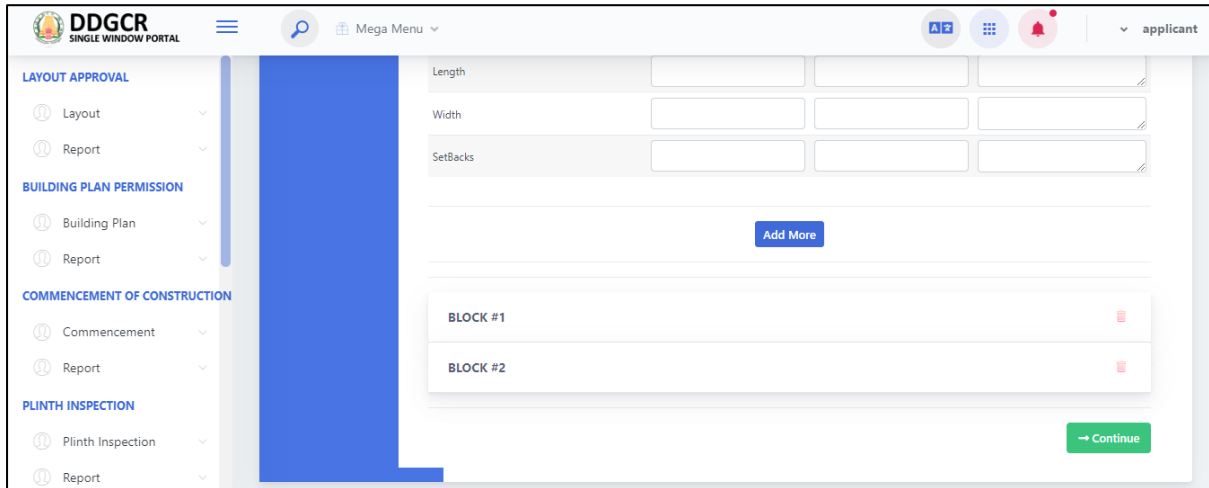
### 10.3 Last storey Application - Block

- The user enters the block number wise, Setback details along with structures, if any., Height of the building, Other details, Structures on setback spaces and Architectural Projection & Service Ducts from textboxes.

Parameter	As per the approved plan (mtr)	As on site (mtr)	Remarks <small>(any further detail in respect of the parameter may be given)</small>
Setback details along with structures, if any.			
Front setback	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rear setback	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side setback (1)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Side setback (2)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dimension of the building			
Length	<input type="text"/>	<input type="text"/>	<input type="text"/>
Breadth	<input type="text"/>	<input type="text"/>	<input type="text"/>

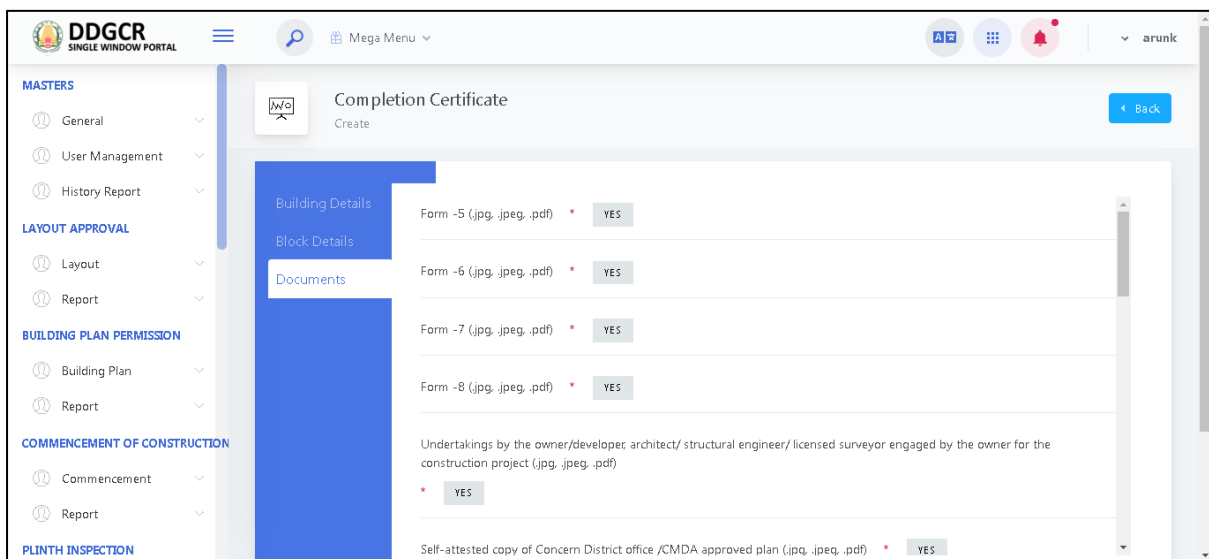
- Click on the **Add more** button to create the Setback details along with structures, if any., Height of the building, Other details, Structures on setback spaces and Architectural Projection & Service Ducts details will be listed in the table format.

- User can update the block details by using this update functionality.
- User will be able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- The “**continue**” button allows the user to navigate through the checklist details.

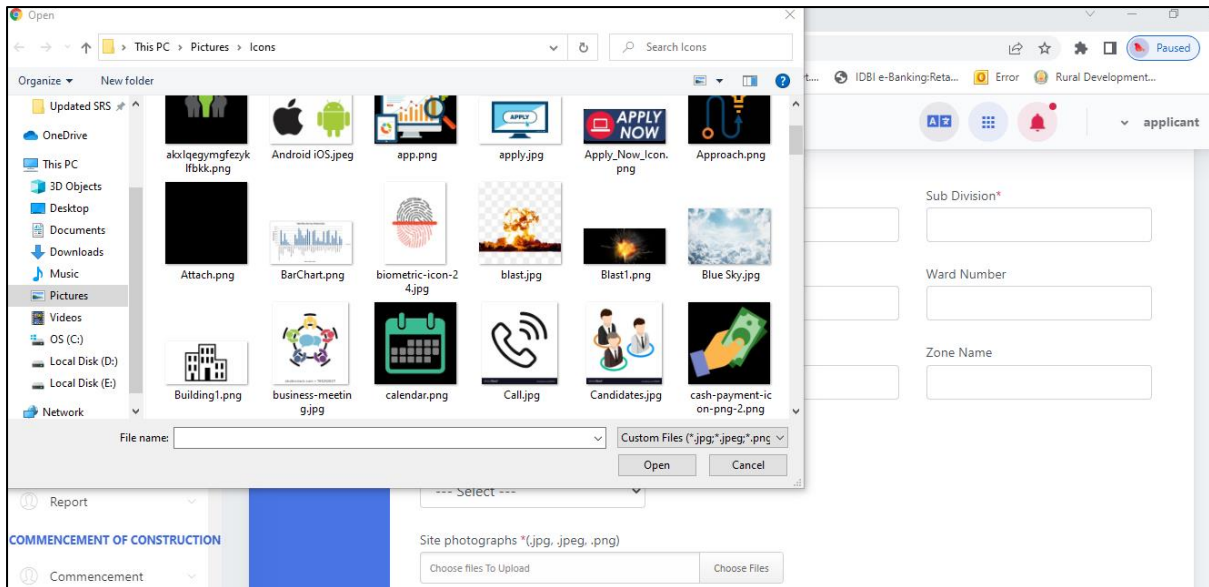


#### 10.4 Last storey application - Document

- After **Block Details** Documents need to be uploaded and click on **yes** button and update the necessary documents.



- The user clicks on the choose file button under the upload fields to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.

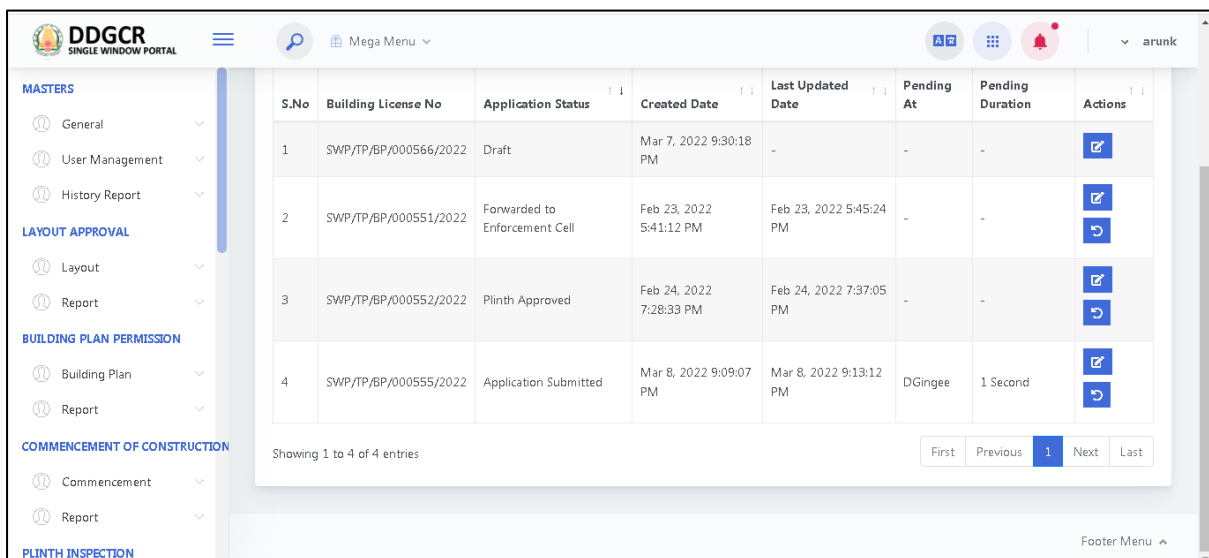


b. The user selects the file from the system and the file name will be displayed.

c. The user shall select the open button to load the file in the application site details create screen.

d. The user can also cancel the open window by clicking on the Cancel Button.


- Click on the **Save & Submit** to proceed.
- After Submission of Documents the application will be forwarded to the department.
- Then the application will be forwarded to the respective department as shown in the following screen.



## 11 Completion Certificate Application

- The user enters the **User name and Password** along with Captcha and Click on **Login** button as shown below,


Language : [English](#) | [Tamil](#)

**DDGCR**  
SINGLE WINDOW PORTAL

[New Applicant Registration](#) | [New Professional Registration](#)  
[Grievances Public](#)

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User Name\*  Password\*

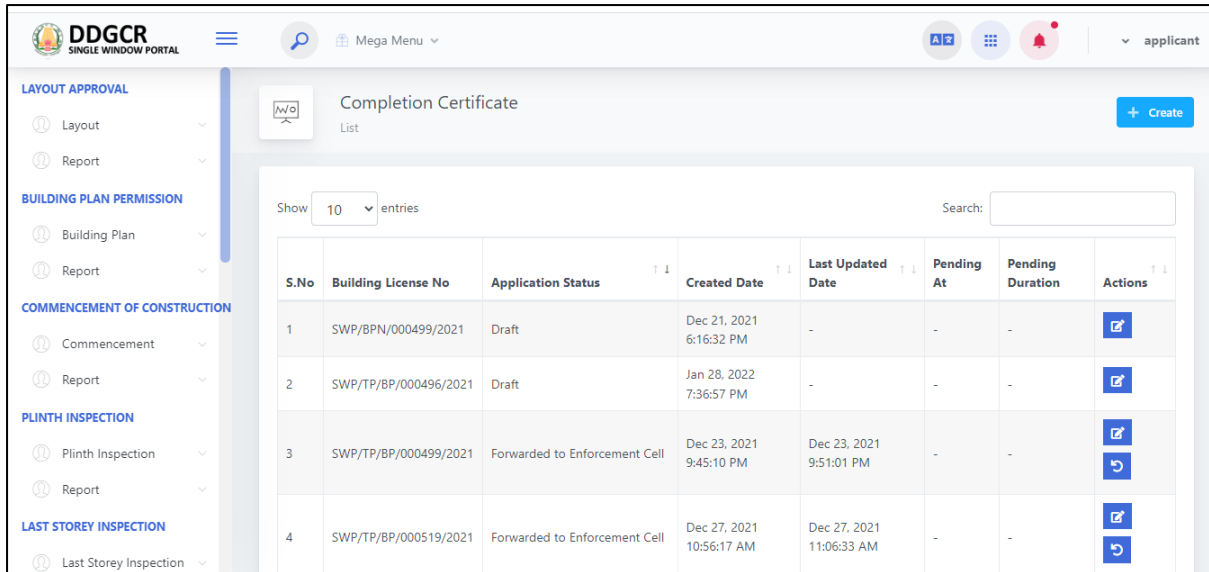
**A6an** 

[Forgot Password](#)

### 11.1 Completion certificate Application List

- This page displays the list of completion certificate Application' s along with Building license No, Applicant status, created date, last updated date, pending at, pending duration in the list.
- Click on the View option to view the created completion certificate application details.
- Click on the Edit option to edit the completion certificate application details.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert "Ok / Cancel?" will be displayed.
- Search option is provided to filter the completion certificate application details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries    dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.

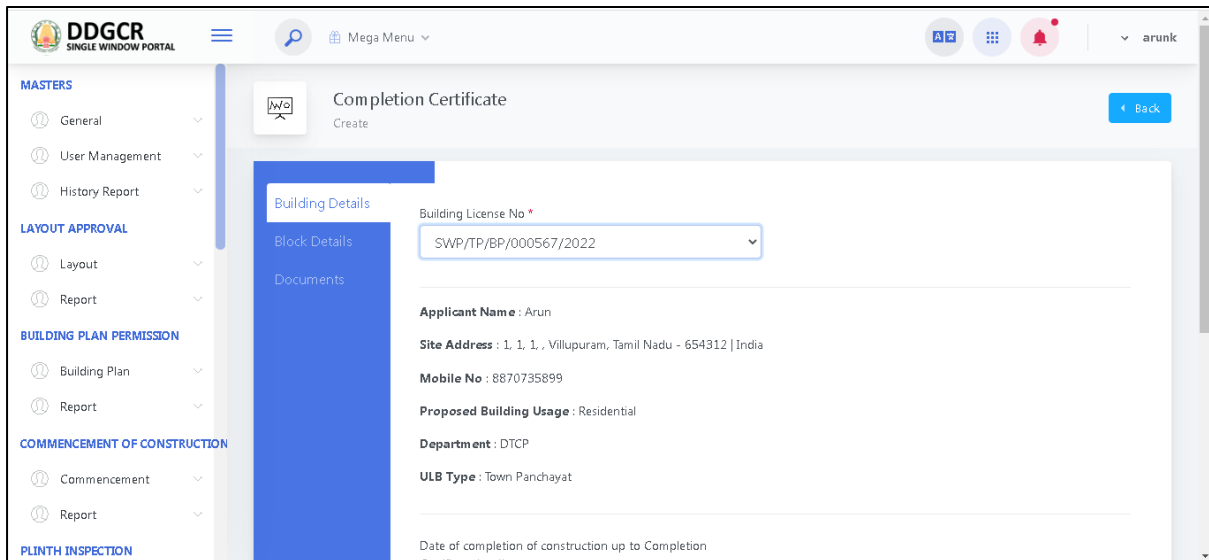




S.No	Building License No	Application Status	Created Date	Last Updated Date	Pending At	Pending Duration	Actions
1	SWP/BPN/000499/2021	Draft	Dec 21, 2021 6:16:32 PM	-	-	-	
2	SWP/TP/BP/000496/2021	Draft	Jan 28, 2022 7:36:57 PM	-	-	-	
3	SWP/TP/BP/000499/2021	Forwarded to Enforcement Cell	Dec 23, 2021 9:45:10 PM	Dec 23, 2021 9:51:01 PM	-	-	 
4	SWP/TP/BP/000519/2021	Forwarded to Enforcement Cell	Dec 27, 2021 10:56:17 AM	Dec 27, 2021 11:06:33 AM	-	-	 

## 11.2 Completion certificate Application – Building Details

- For Creating New Application, **Select Completion Certificate Application-> Completion Certificate Application -> Create Option.**
- Click on Create Button & Select **Building details.**
- Applicant name, Site address, Mobile No., Email, Proposed building usage, Department will be displayed as label based on the Building Licences No., details selection.
- The user selects the Date of completion of construction up to plinth level from date picker and enters the Remarks from textbox.



**Building Details**

Building License No \*  
SWP/TP/BP/000567/2022

Applicant Name : Arun

Site Address : 1, 1, 1., Villupuram, Tamil Nadu - 654312 | India

Mobile No : 8870735899

Proposed Building Usage : Residential

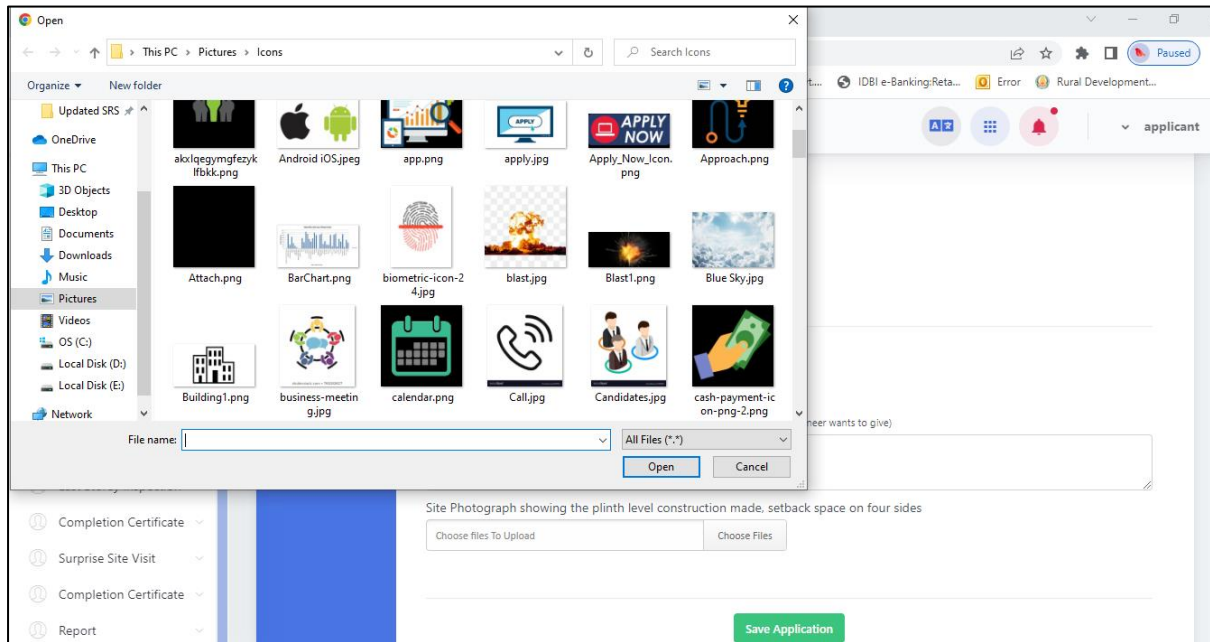
Department : DTCP

ULB Type : Town Panchayat

Date of completion of construction up to Completion Certificate level

- The user clicks on the choose file button under the Site Photograph showing the completion Certificate level construction made, setback space on four sides field name to browse the file from the system.

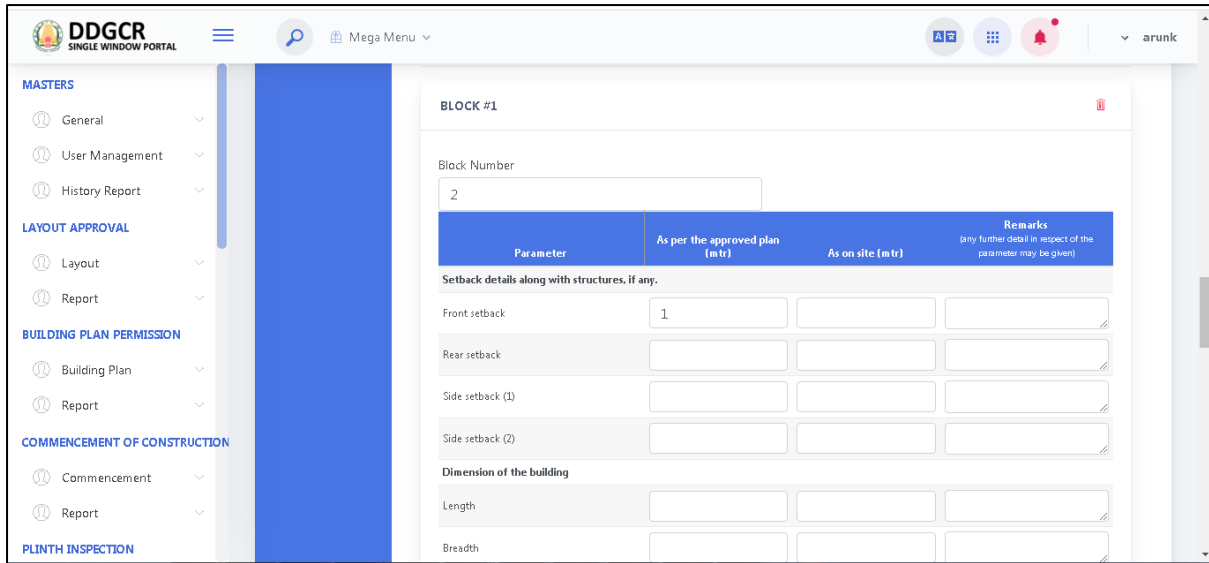
- a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the application block details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
  - e. The user can delete the upload file by clicking on delete button.
- The “**Save Application**” button allows the user to navigate through the block details.

### 11.3 Completion Certificate Application - Block

- The user enters the block number wise, Setback details along with structures, if any., Height of the building, Other details, Structures on setback spaces and Architectural Projection & Service Ducts from textboxes.



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

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**MASTERS**

- General
- User Management
- History Report

**LAYOUT APPROVAL**

- Layout
- Report

**BUILDING PLAN PERMISSION**

- Building Plan
- Report

**COMMENCEMENT OF CONSTRUCTION**

- Commencement
- Report

**PLINTH INSPECTION**

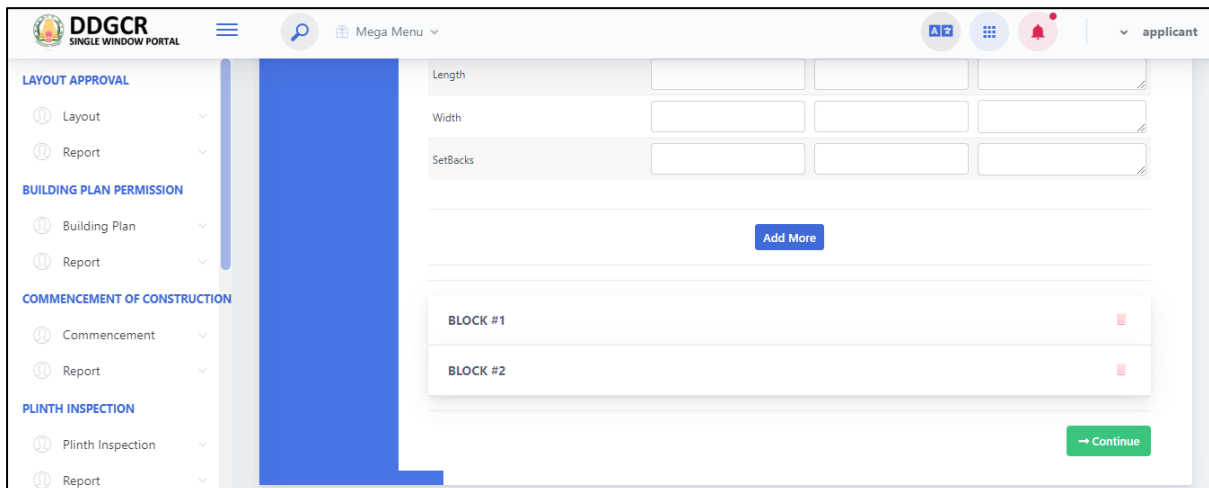
- Plinth Inspection
- Report

**BLOCK #1**

Block Number: 2

Parameter	As per the approved plan (mtr)	As on site (mtr)	Remarks (any further detail in respect of the parameter may be given)
Setback details along with structures, if any.			
Front setback	1		
Rear setback			
Side setback (1)			
Side setback (2)			
Dimension of the building			
Length			
Breadth			

- Click on the **Add more** button to create the Setback details along with structures, if any., Height of the building, Other details, Structures on setback spaces and Architectural Projection & Service Ducts details will be listed in the table format.
- User can update the block details by using this update functionality.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- The “**continue**” button allows the user to navigate through the checklist details.



**DDGCR SINGLE WINDOW PORTAL**

Mega Menu

applicant

**LAYOUT APPROVAL**

- Layout
- Report

**BUILDING PLAN PERMISSION**

- Building Plan
- Report

**COMMENCEMENT OF CONSTRUCTION**

- Commencement
- Report

**PLINTH INSPECTION**

- Plinth Inspection
- Report

Length

Width

SetBacks

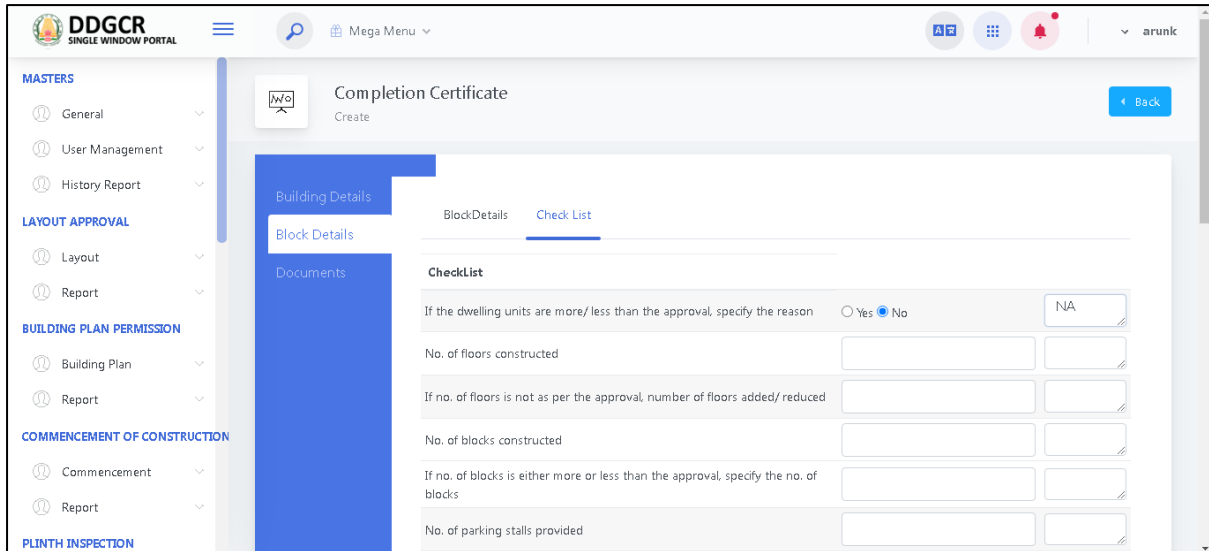
**Add More**

**BLOCK #1**

**BLOCK #2**

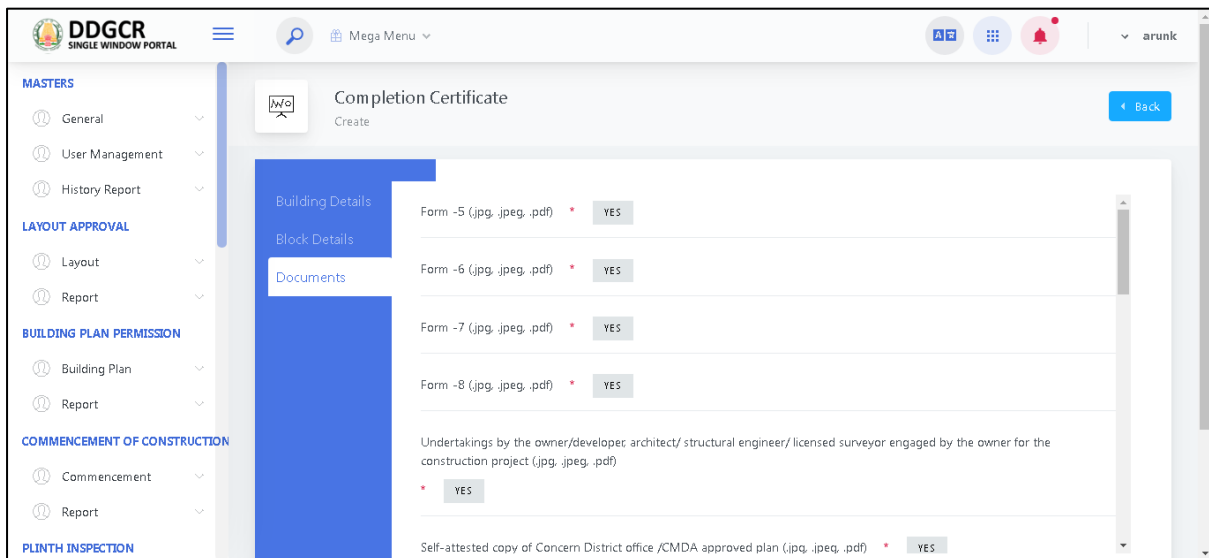
**Continue**

- The user enters the checklist details and click on the click **Save & Submit** to proceed.

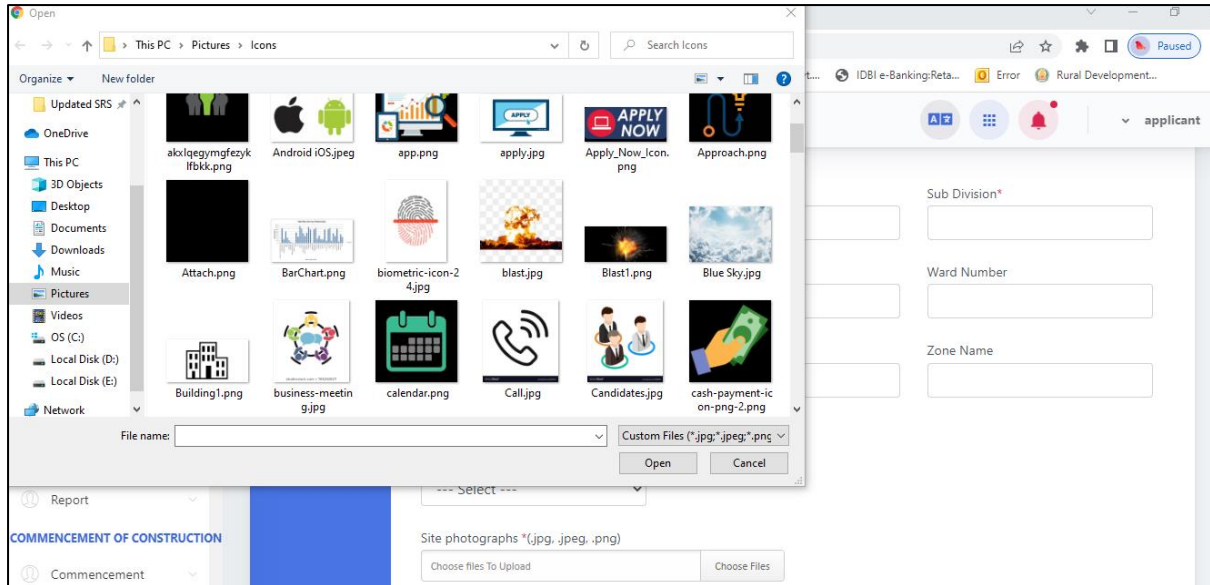


### 11.4 Completion Certificate Application - Document

- After **Block Details** Documents needs to uploaded and click on **yes button** and update the necessary documents.



- The user clicks on the choose file button under the upload fields to browse the file from the system.
  - a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



- b. The user selects the file from the system and the file name will be displayed.
  - c. The user shall select the open button to load the file in the application site details create screen.
  - d. The user can also cancel the open window by clicking on the Cancel Button.
- Click on the **Save & Submit** to proceed.
  - After Submission of Documents the application will be forwarded to the department.