TNeGA

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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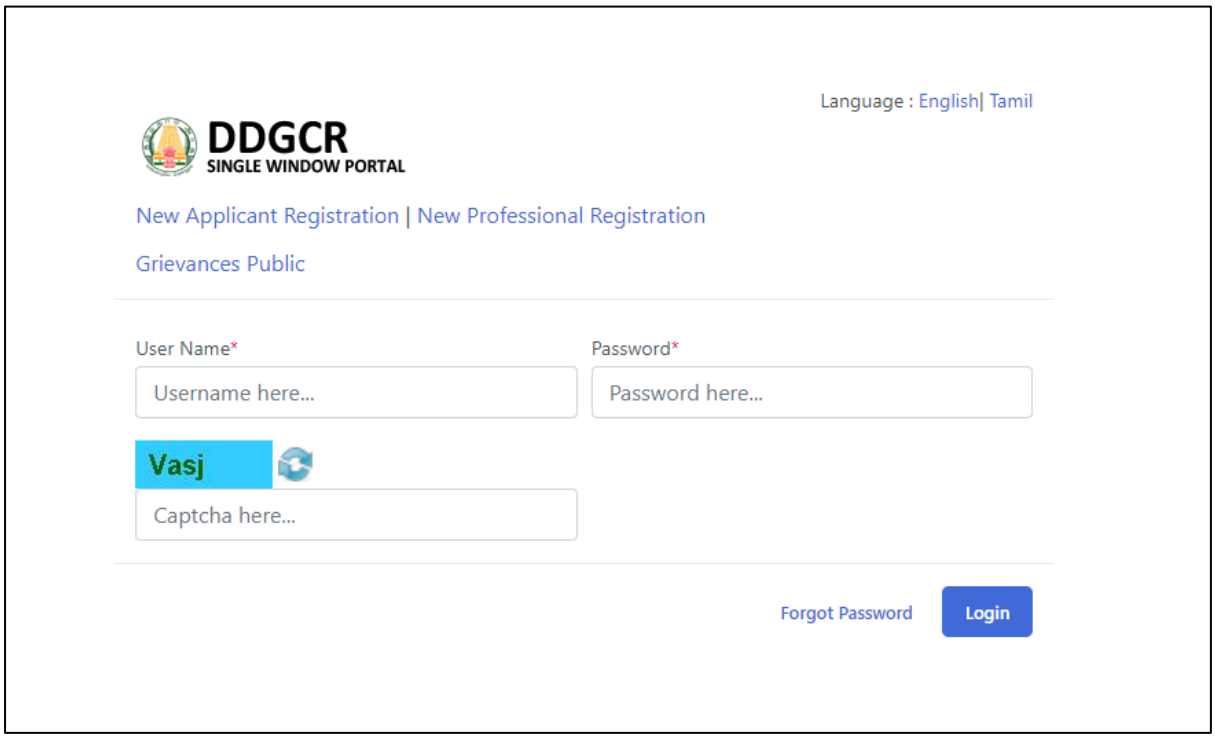
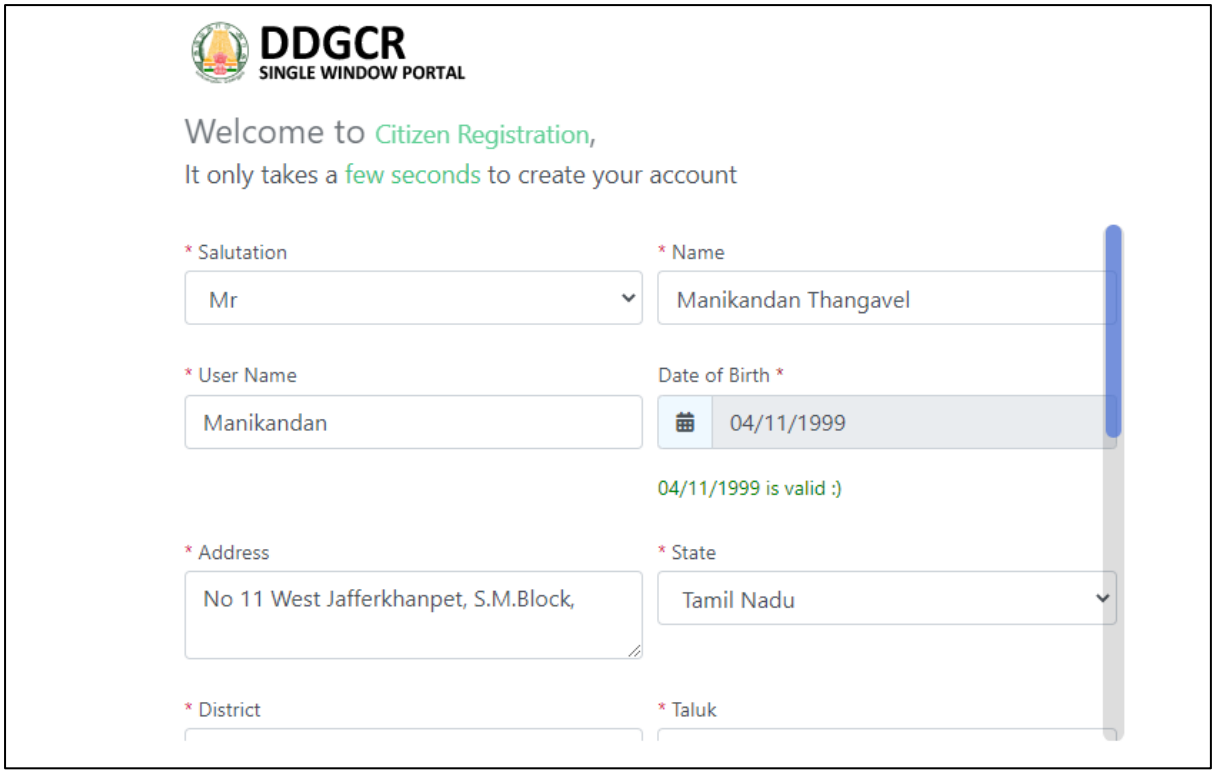
1 New Applicant Registration

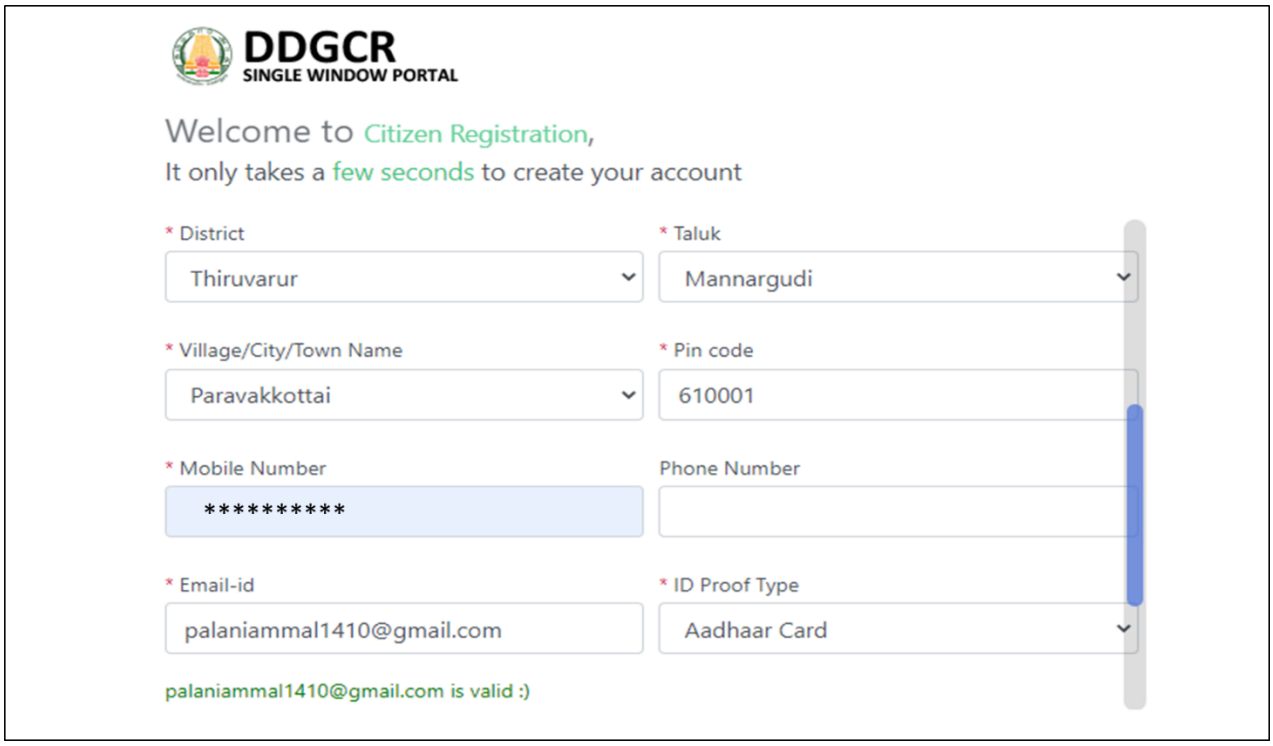
For creating New Applicant Registration, please follow below steps

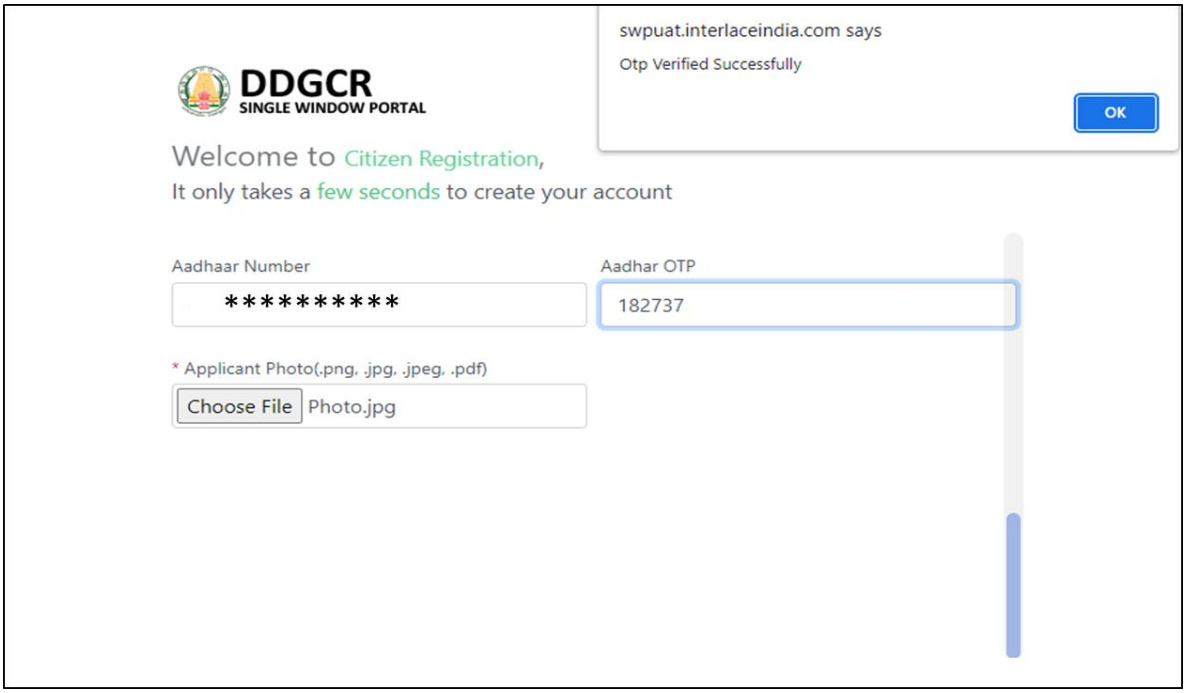
- In Login page, click on the **New Applicant Registration** link.



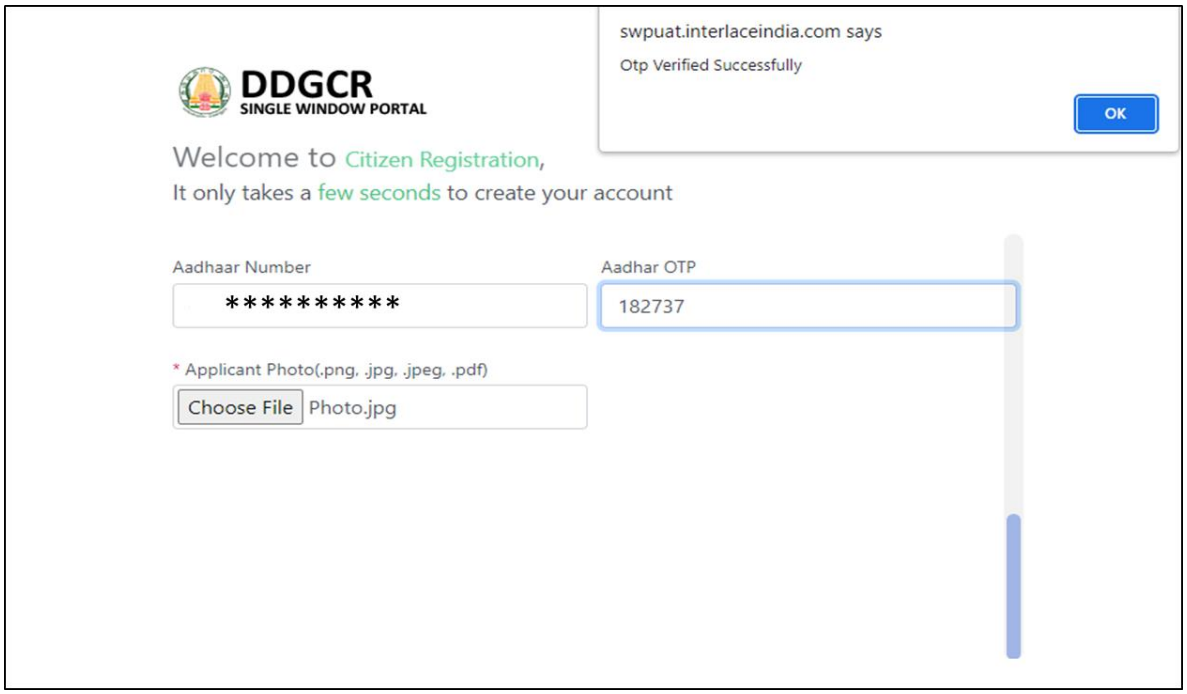
- Salutation (Dr/ Er/Mr/Mrs/Ms/Prof) will be selected by the user from the dropdown.
- The user enters the name, user name, address, pin code, mobile number, phone number, Email id in the textboxes and selects the State, District, Taluk and Village/City/Town name from the respective drop down.
- The 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.


DDGCR
SINGLE WINDOW PORTAL
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

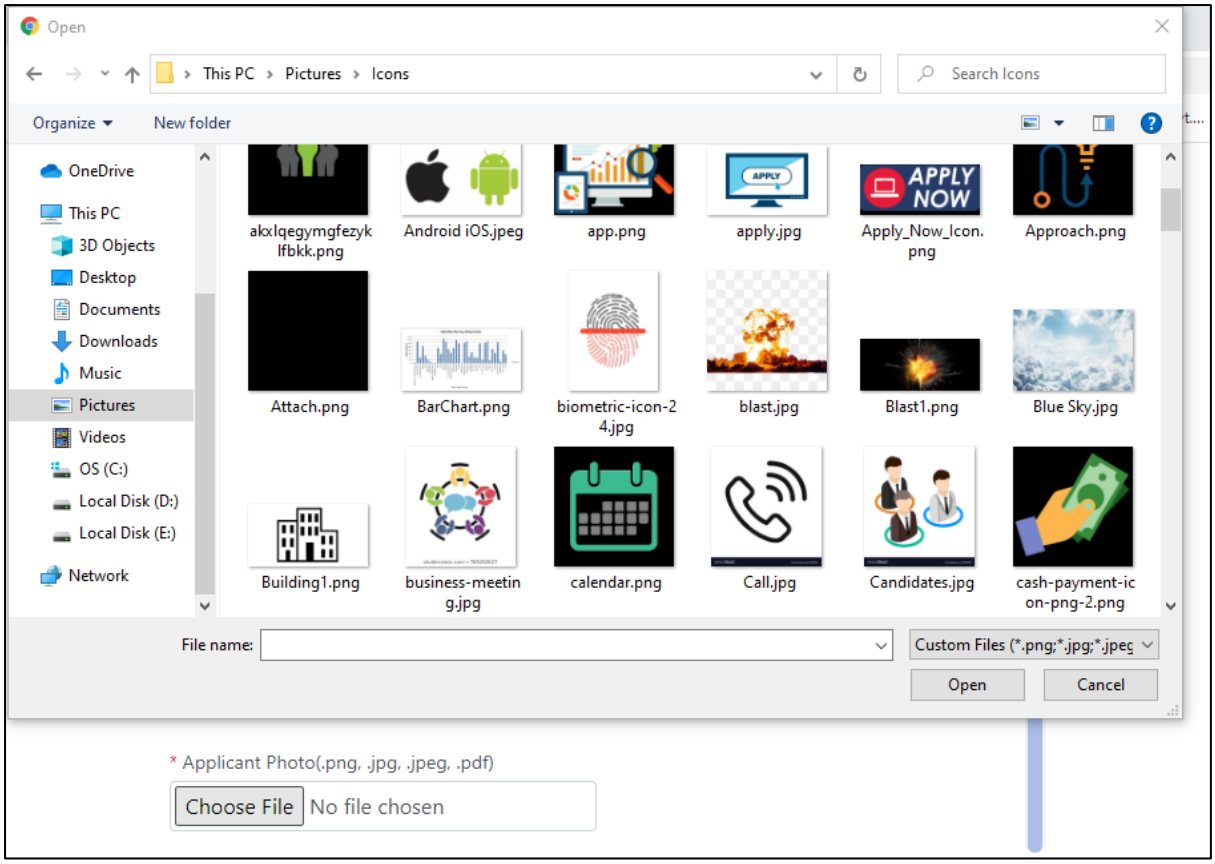

DDGCR
SINGLE WINDOW PORTAL
Welcome to Citizen Registration,
It only takes a few seconds to create your account
* District
Thiruvarur
* Taluk
Mannargudi
* Village/City/Town Name
Paravakkottai
* Pin code
610001
* Mobile Number
****
Phone Number
* Email-id
palaniammal1410@gmail.com
* ID Proof Type
Aadhaar Card
palaniammal1410@gmail.com is valid :)



- The user clicks on the choose file button under the applicant photo 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 New Applicant Registration's create screen.

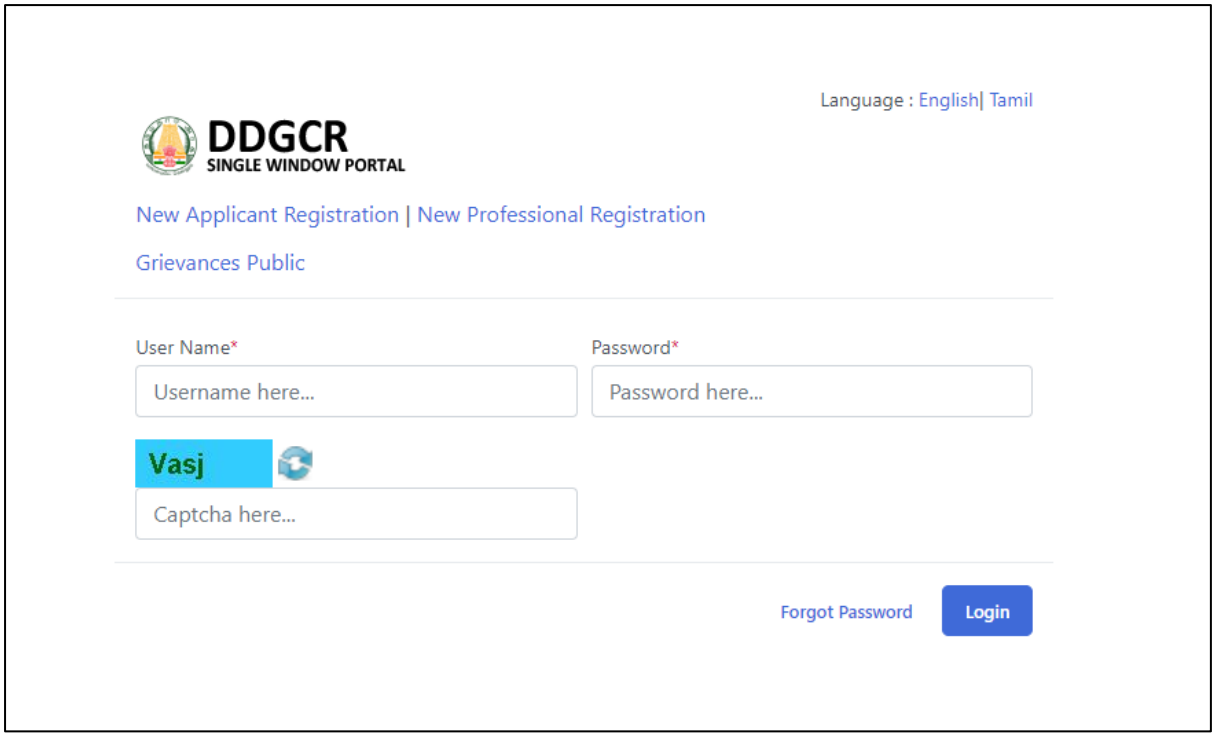
d. The user can also cancel the open window by clicking on the Cancel Button.

- Click on the **Create Account button** an intimation mail will be sent to the applicant along with **User name & Password.**

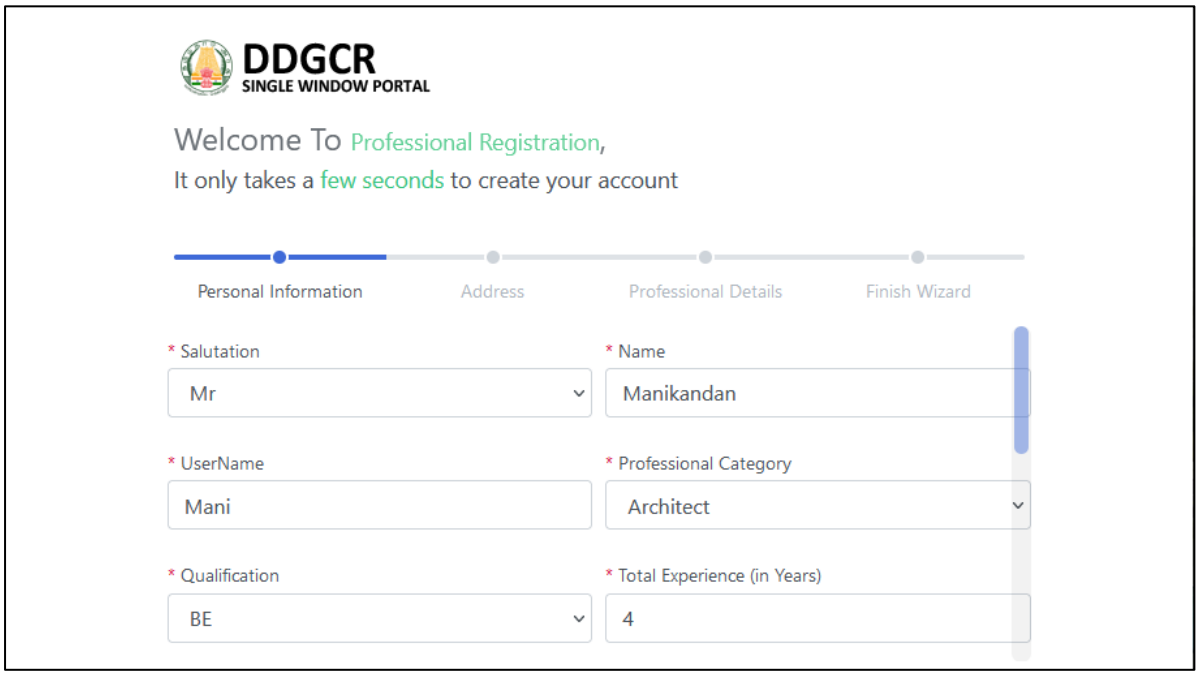
2 New Professional Registration

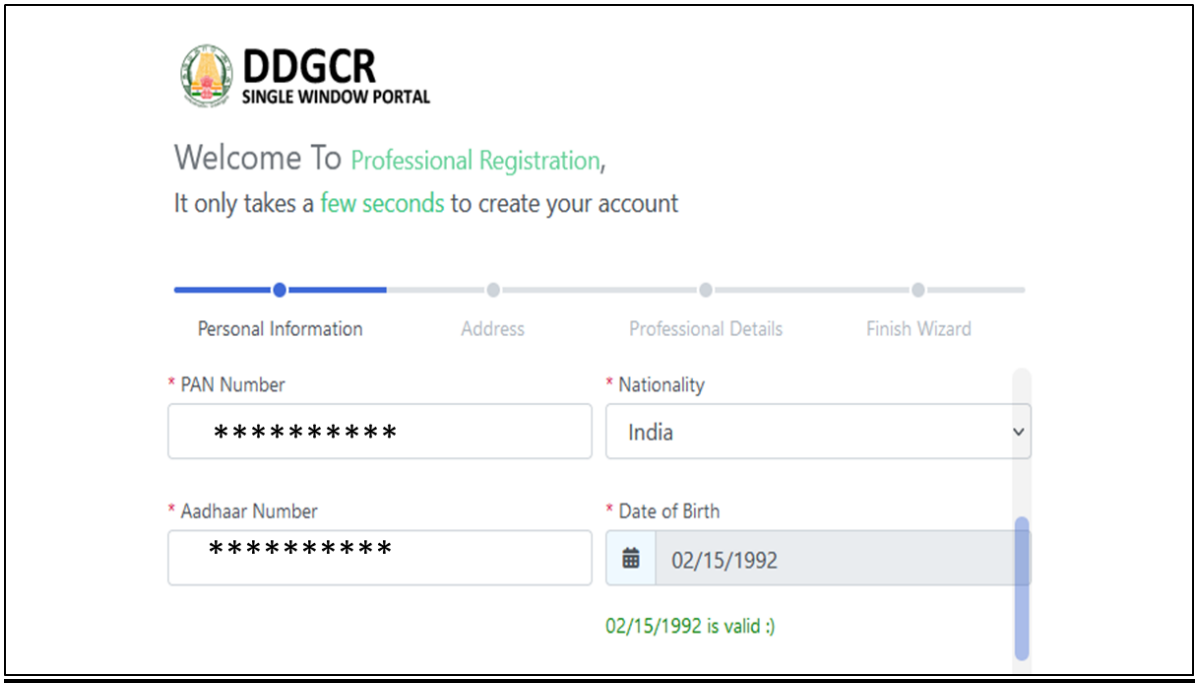
For creating New Professional Registration, please follow below steps

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

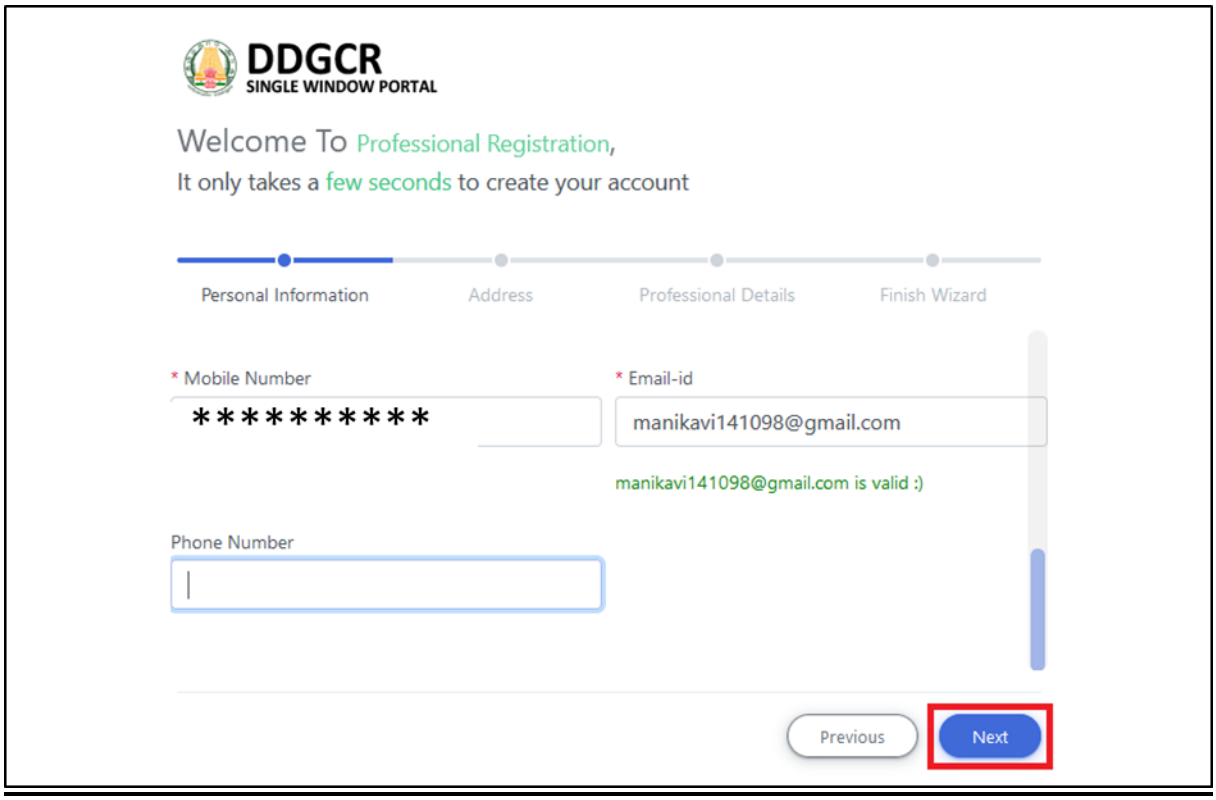


- In Personal information tab, Salutation (Dr/ Er/Mr/Mrs/Ms/Prof) will be selected by the user from the dropdown.
- The user enters the name, user name, total experience (In years), PAN number, Aadhaar number, Aadhaar OTP, mobile number, phone number, Email id in the textboxes and selects the qualification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

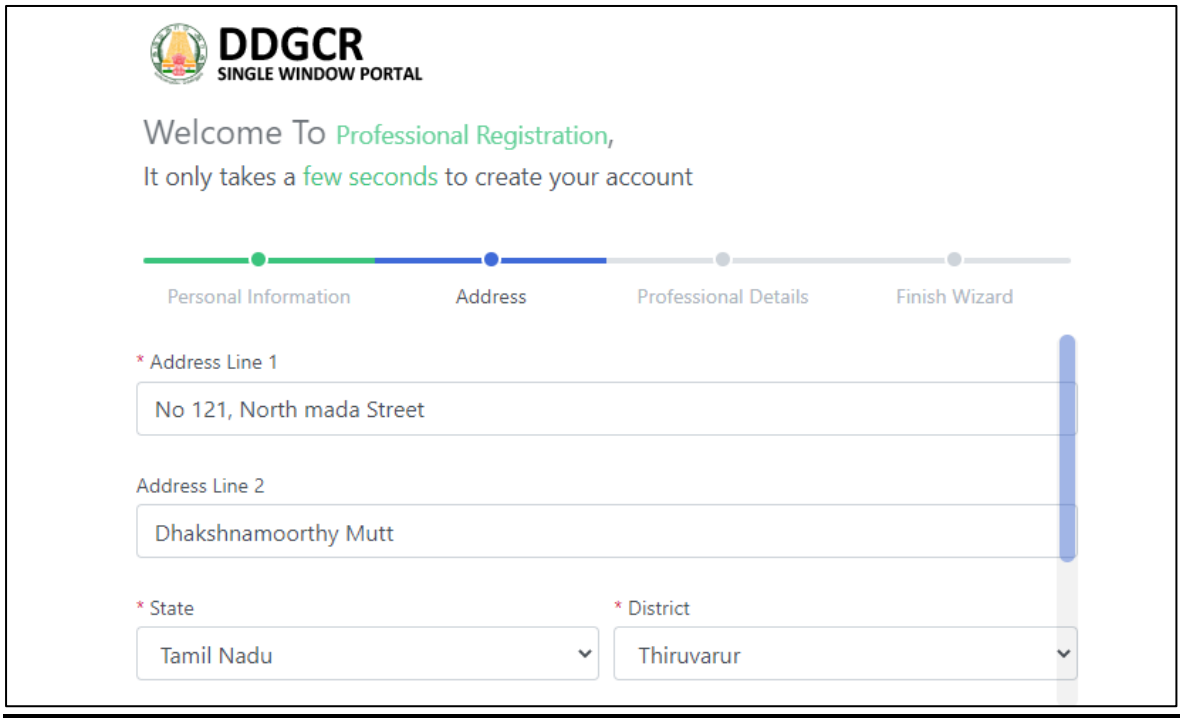




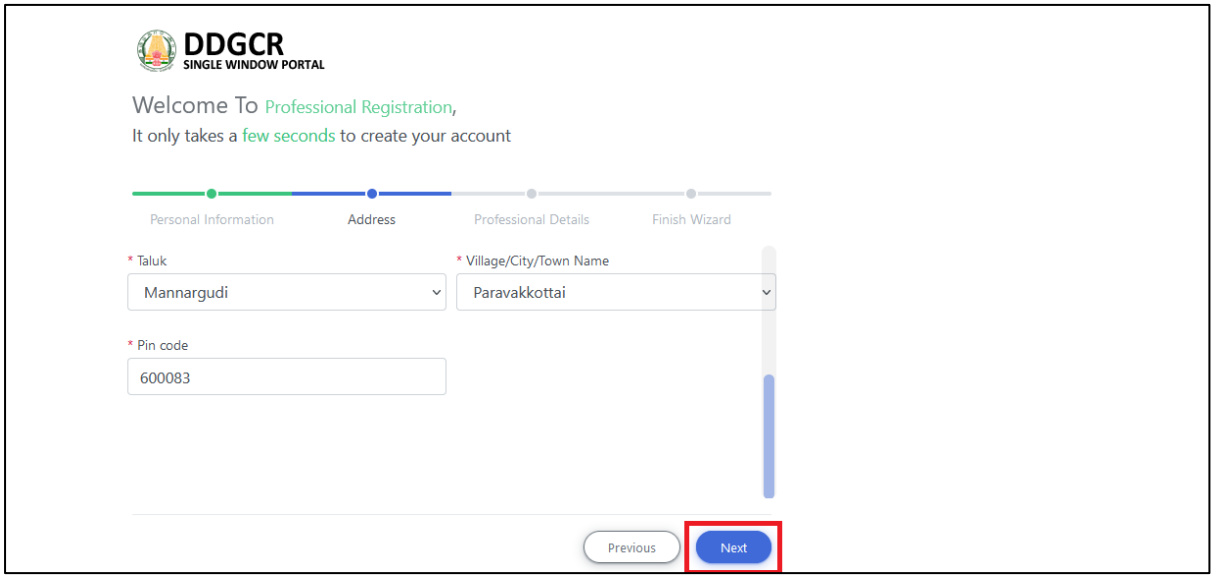
- The Previous button allows the user to navigate through the login page.
- The Next Button allows the user to navigate through the address tab.



- In address tab, address line 1and 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.

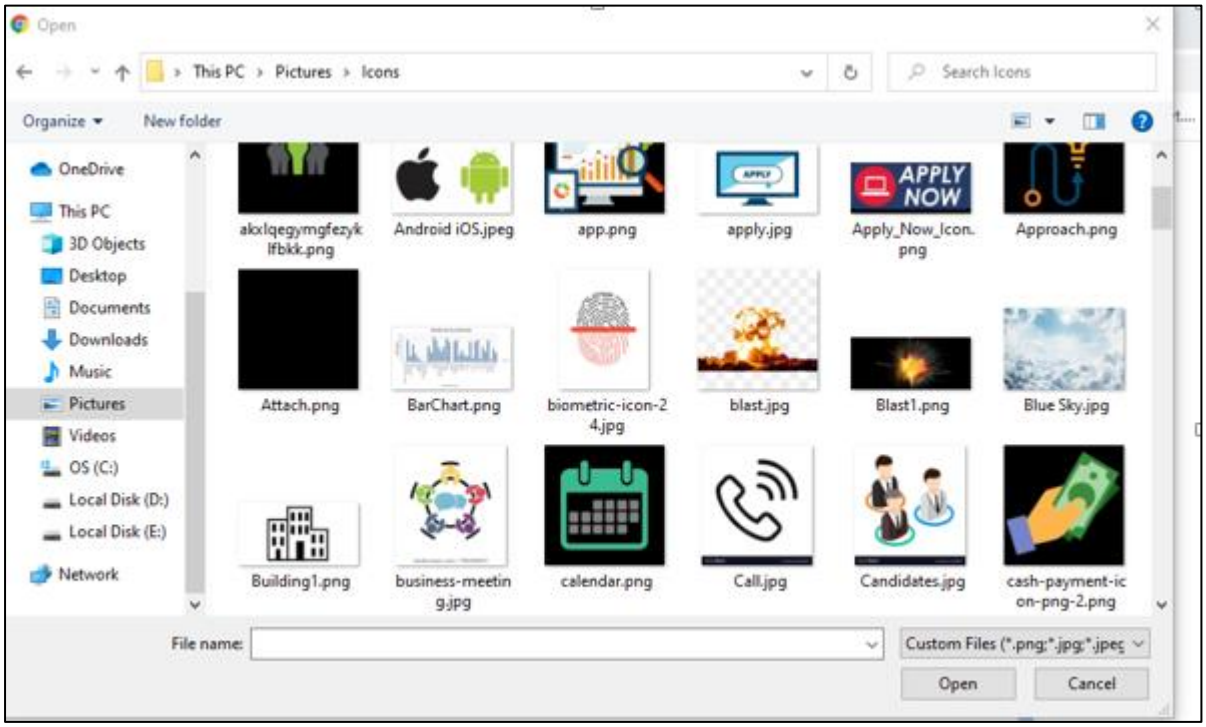


- The Previous button allows the user to navigate through the personal information tab.
- The Next Button allows the user to navigate through the professional details tab.

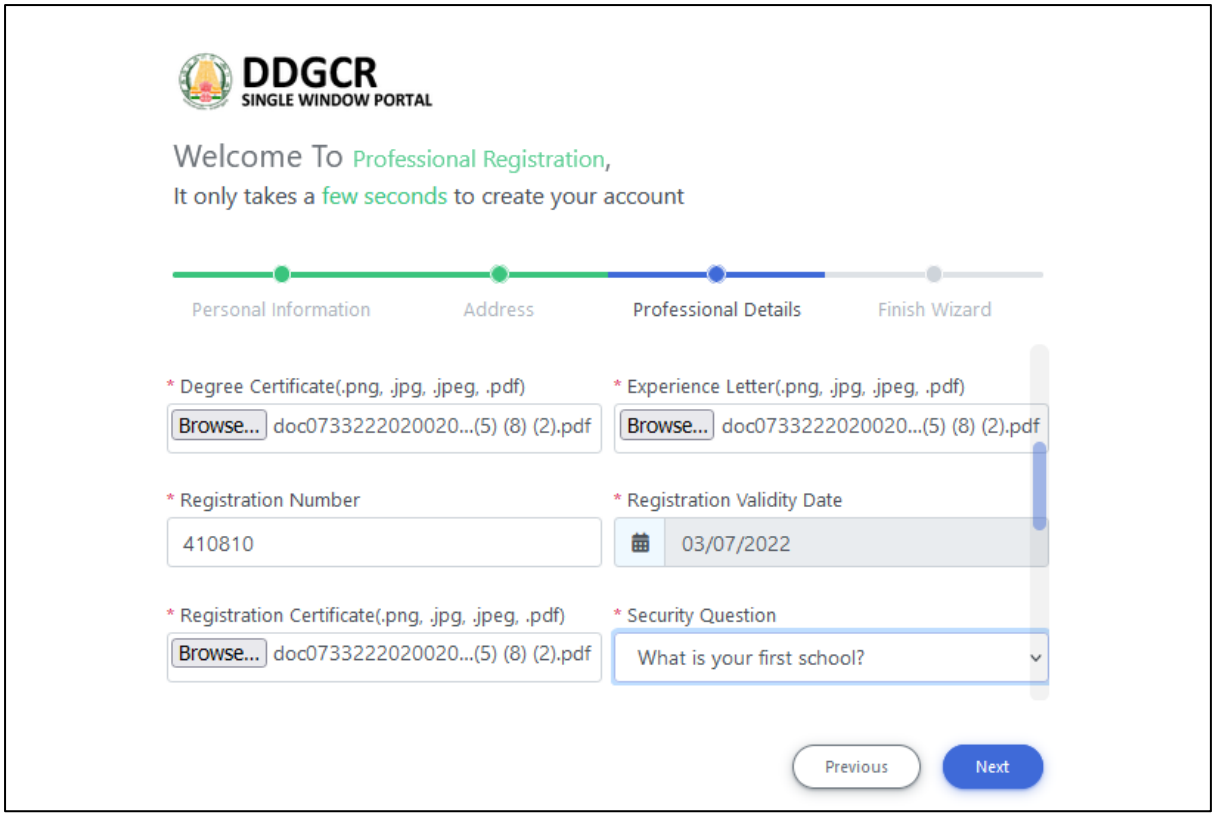


- In professional details tab, registration number will be entered by the user from the textbox.

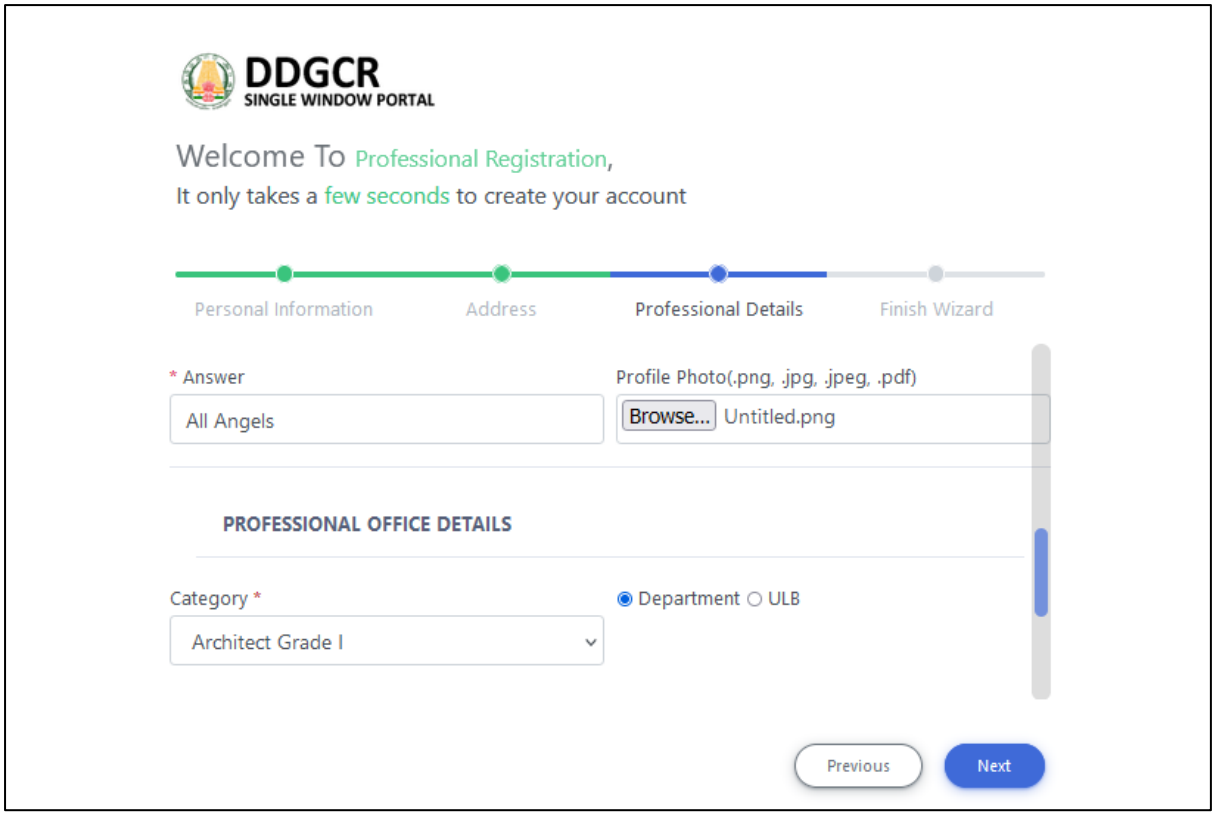
- The user clicks on the browse button under the degree certificate, experience letter, Registration certificate and profile photo fields to browse the file from the system.
    a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



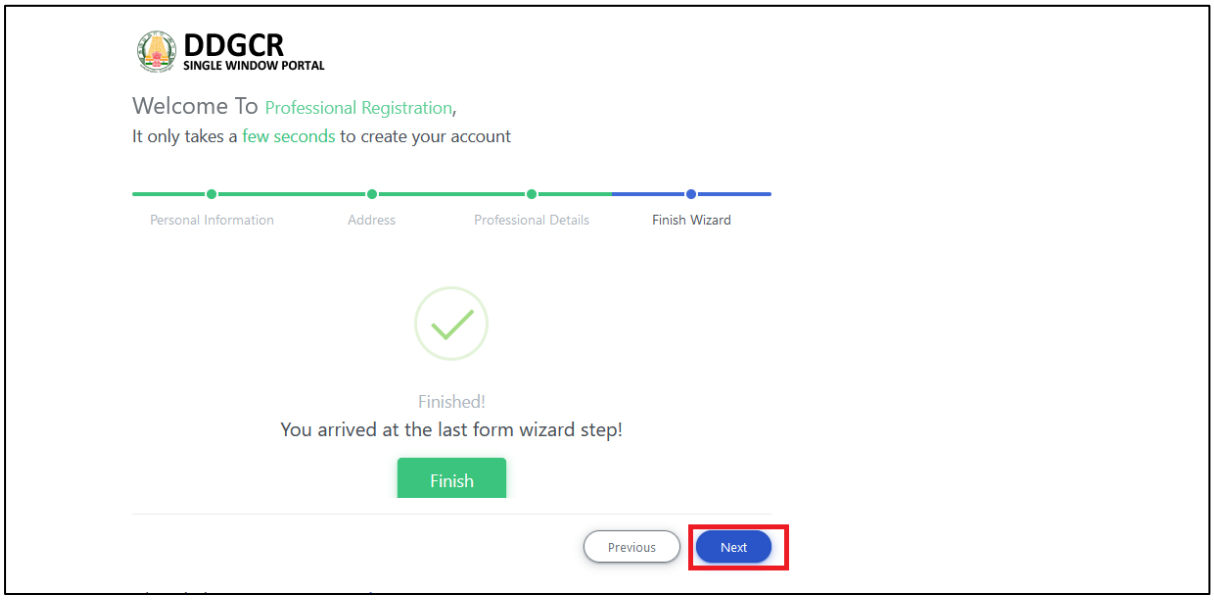
    b. The user selects the file from the system and the file name will be displayed.
    c. The user shall select the open button to load the file in the New professional Registration's create screen.
    d. The user can also cancel the open window by clicking on the Cancel Button.
- The user selects the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



- 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.

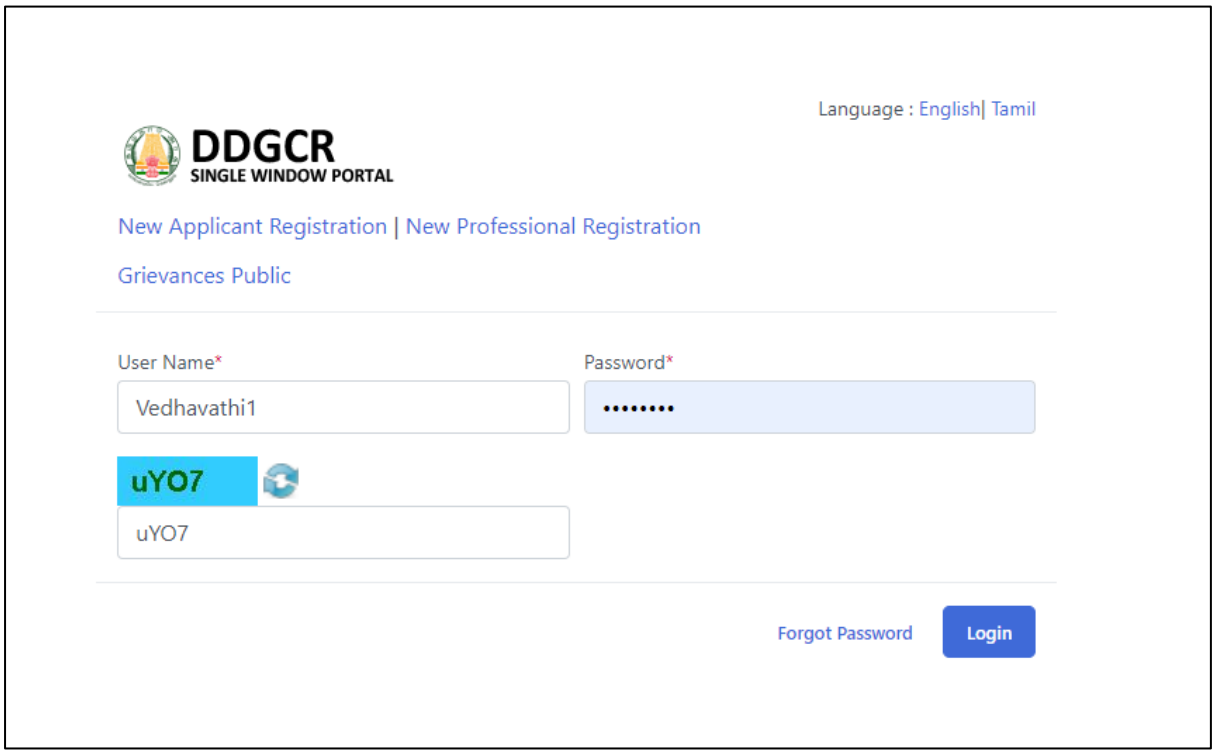


- After entering all the necessary details and the last Stage is Finish Wizard after click on Finish Hazard Button and then an Intimation will be sent to the mail.
- The Previous button allows the user to navigate through the professional details tab.
- The Next Button allows the user to navigate through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

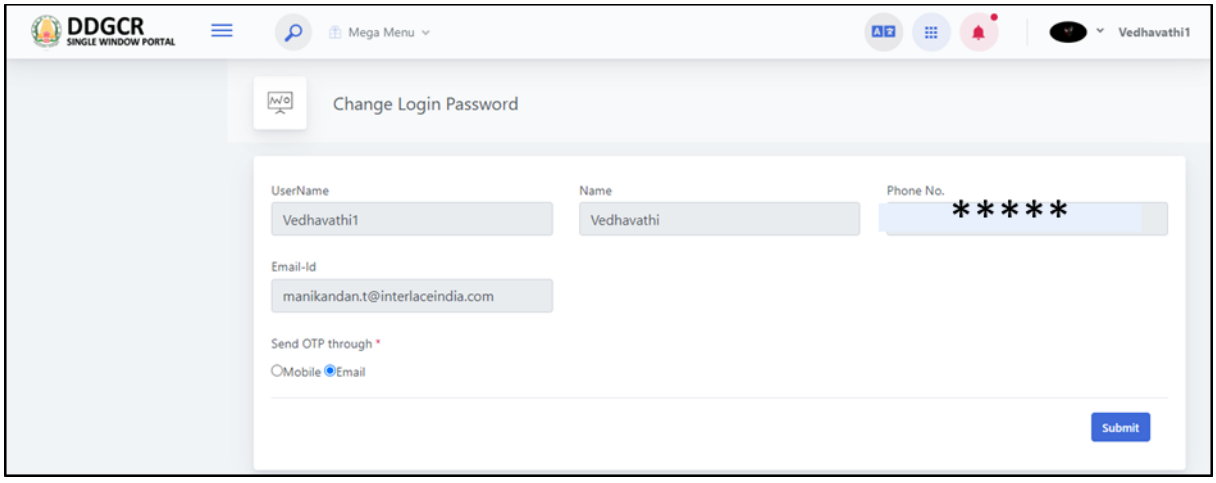


3 User Login

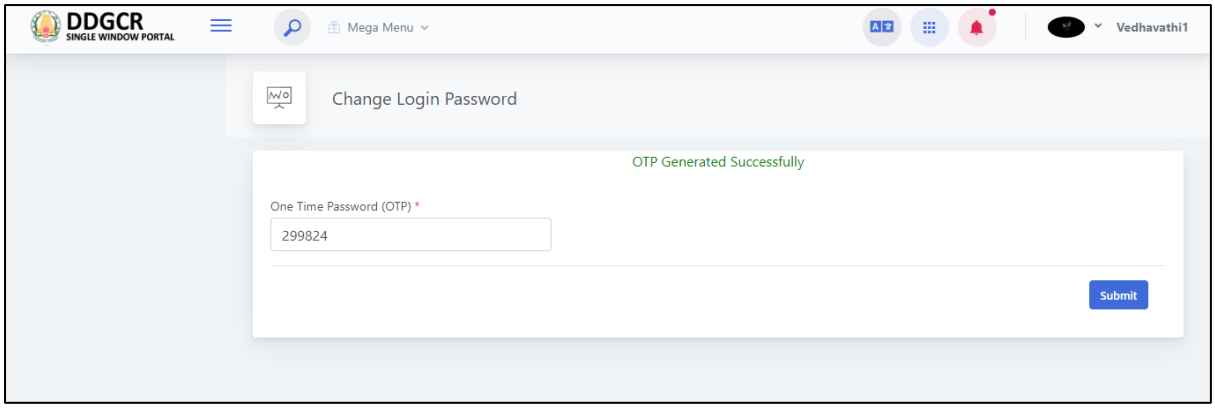
- The User can login the application by providing user name, password and captcha and Click on **Login** button as shown below,



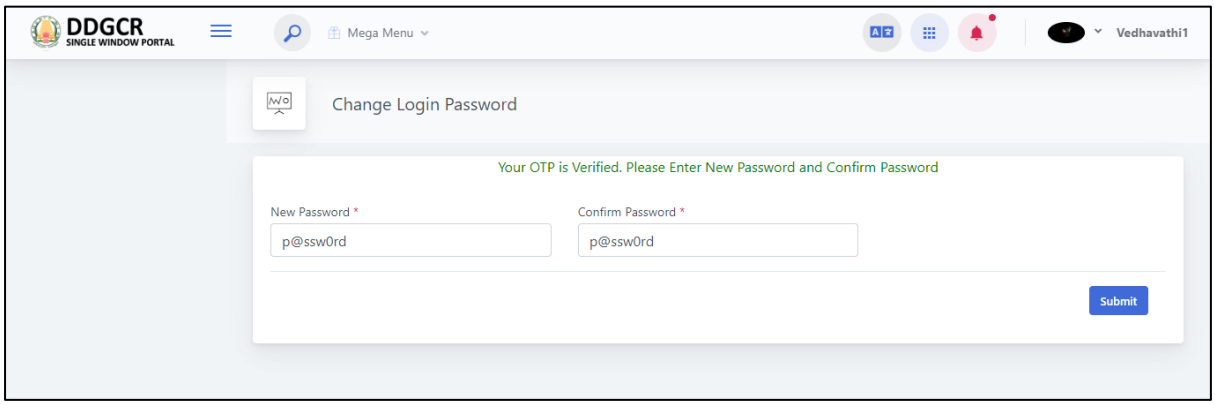
- After Login, the Applicant will be directed to **Change the password** which would be comfortable for them to access in future. To Change the password User need to select the mode **Email or Phone NO** to receive the OTP and click on the submit button.



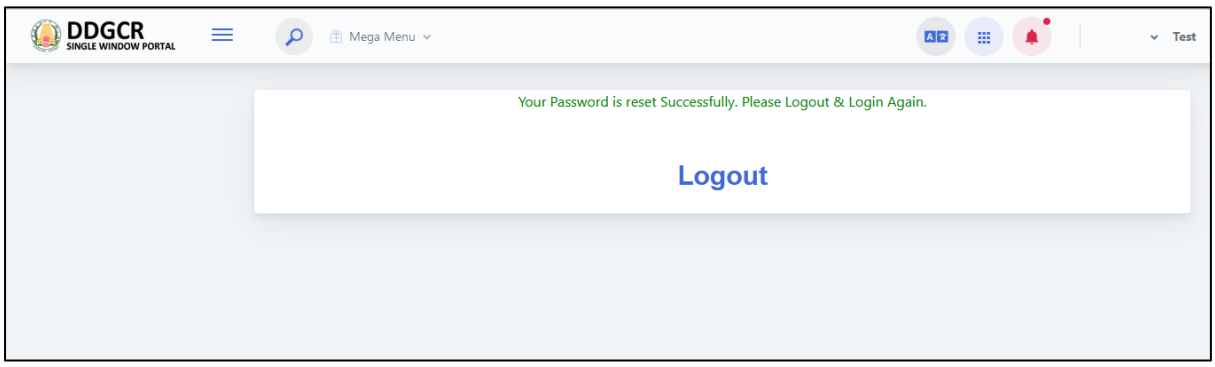
- Applicant need to enter the OTP and click on Submit Button to create new Password.



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



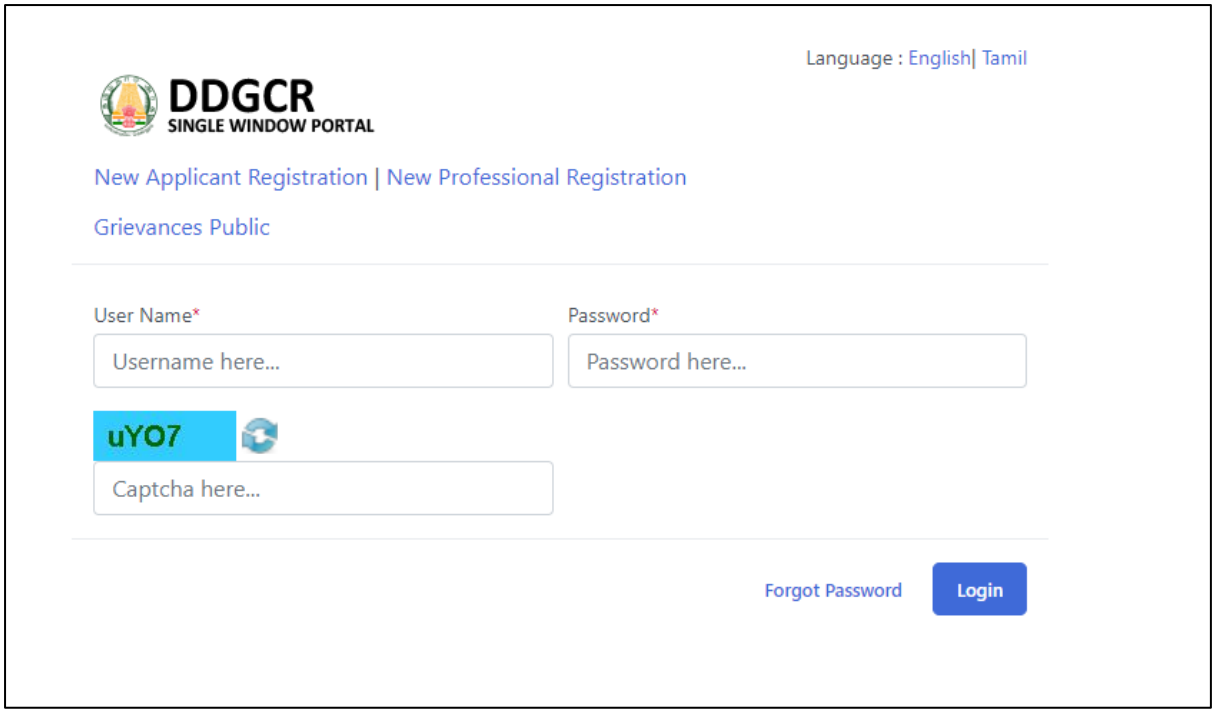
- After **Submitting** Password, Applicant log in credentials will be updated for future log in.



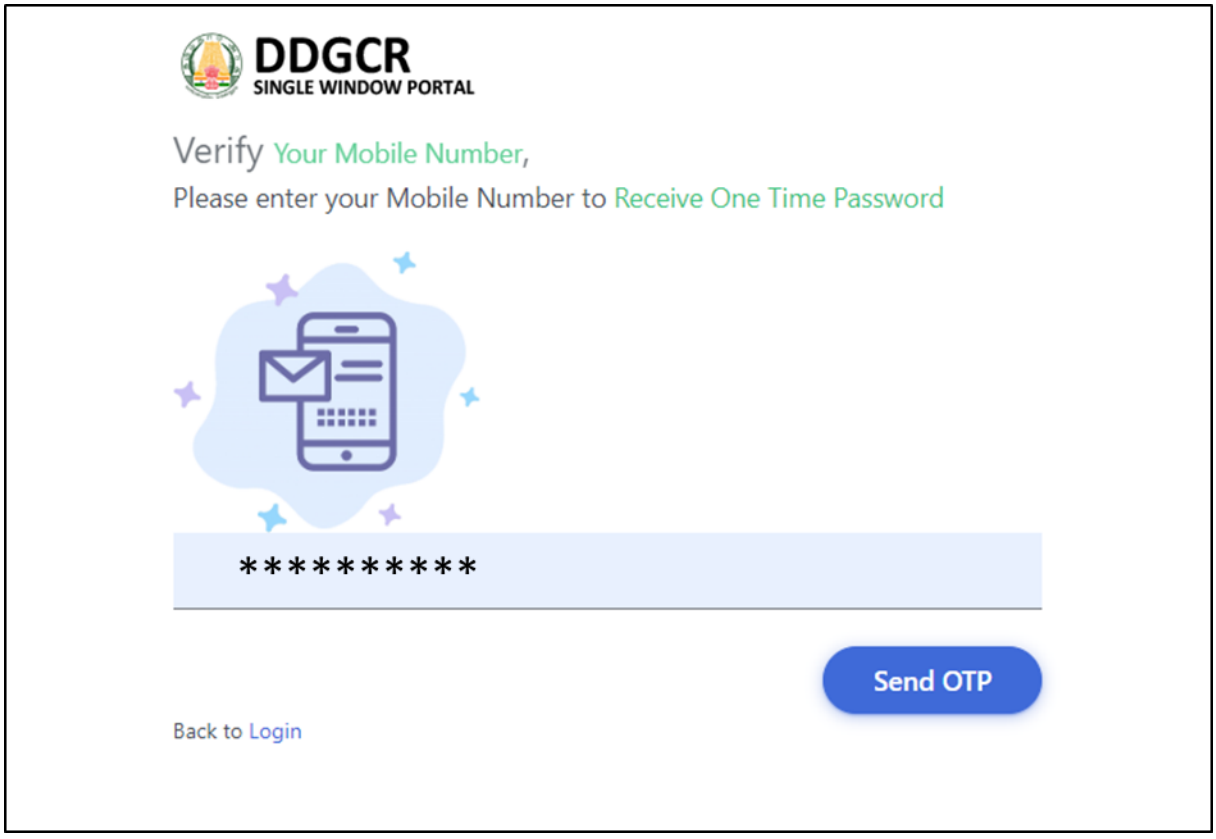
4 Grievance Submission by Public

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

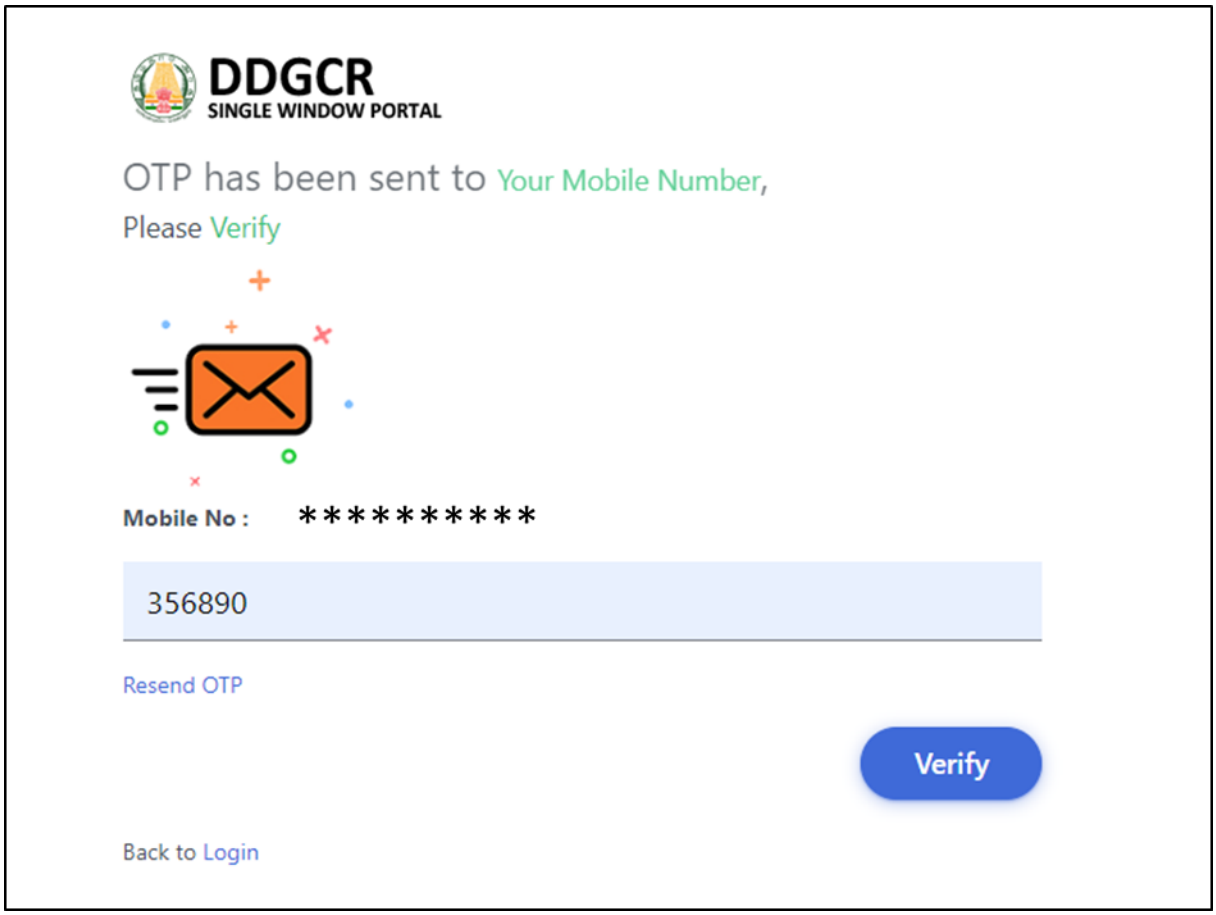
- In Login page, click on the **New Grievance Submission by Public** link.



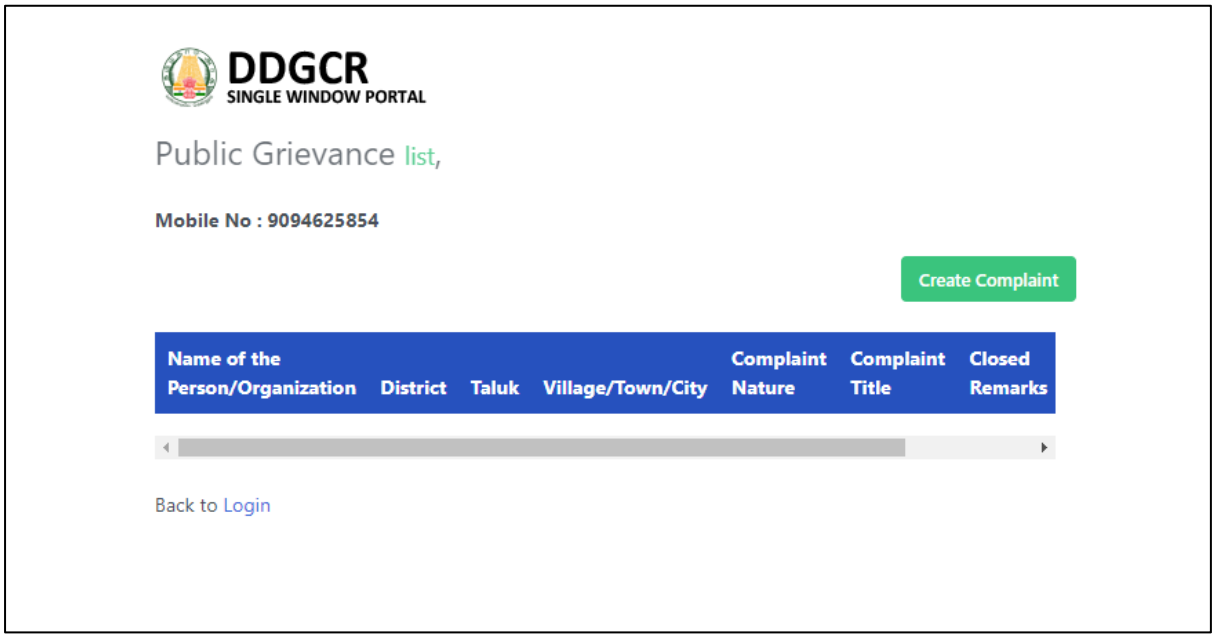
- To verify your mobile number, enter the **Registered Mobile Number** and the **OTP** will be send to the Mobile by clicking on **Send OTP** Button.



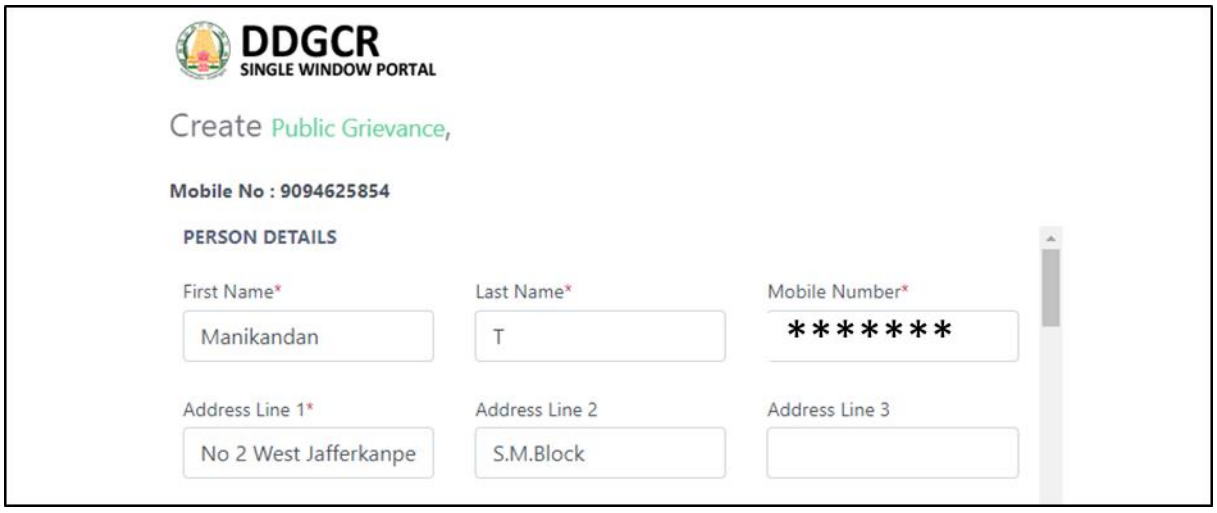
- Suppose user couldn't able to received OTP click on the **Resend OTP** link. After Entering OTP, and Click on **Verify** button to register your Grievance by the following screen as shown below

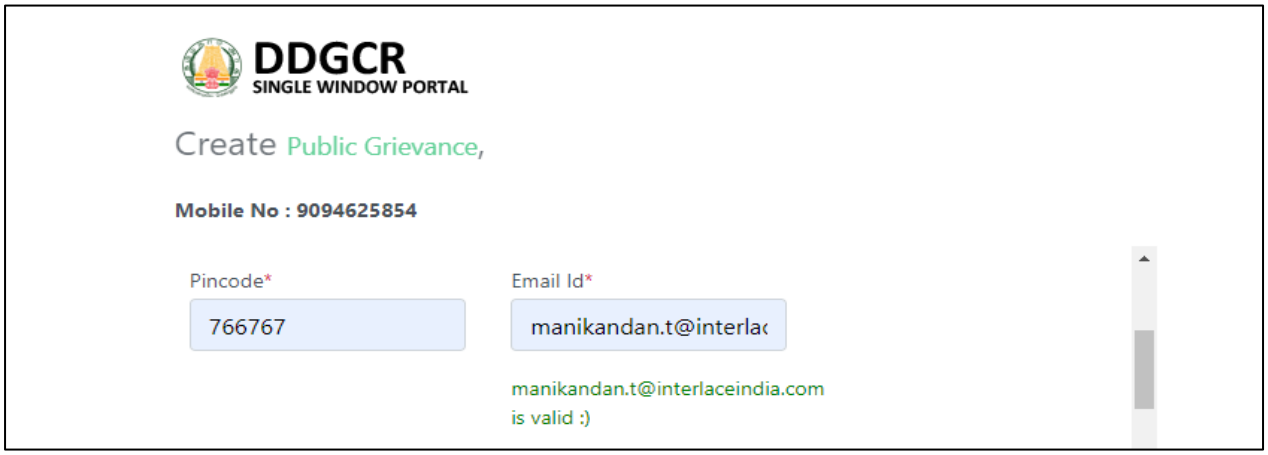


- The user has an option create a new Complaint, click on the **Create Complaint** button to register your Grievance.

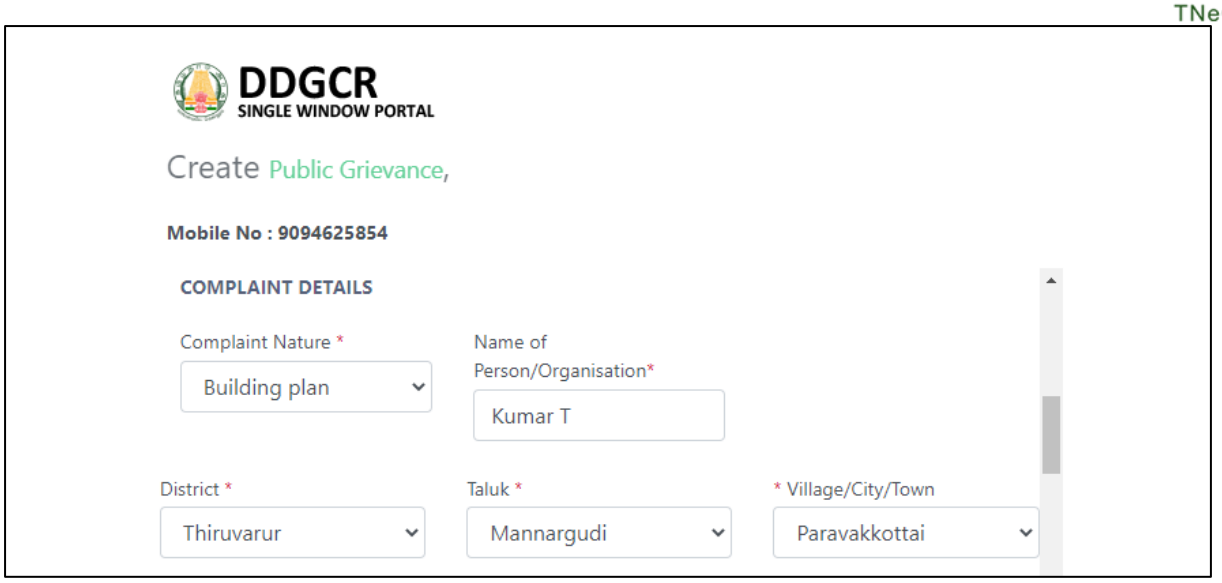


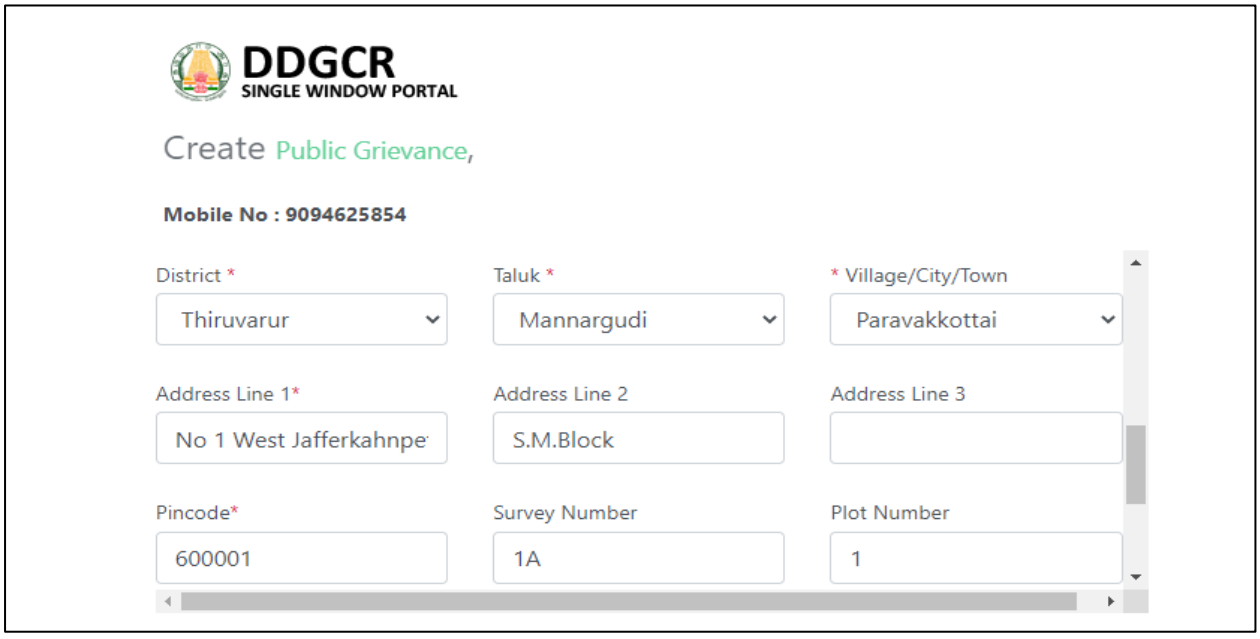
- After, Selecting **Create Complaint** the Person Details must be added by the following as shown in the screen below,
- The user enters the first name, last name, mobile number, address line 1, address line 2, address line 3, pin code, email id in the textboxes and selects the complaint nature from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



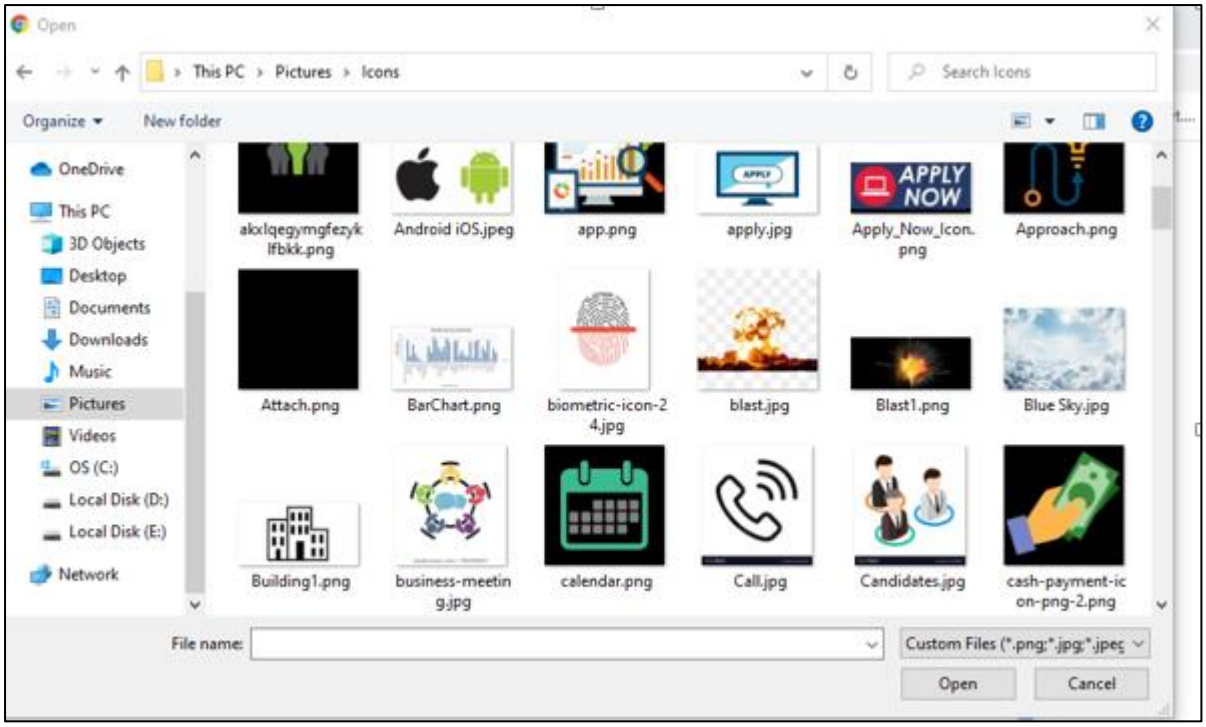


- The user enters the name of person / organisation name, address line 1, address line 2, address line 3, pin code, survey number, plot number, compliant title and compliant details in the textboxes and selects the District, Taluk, Village / City/ Town from the drop down.





- 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.

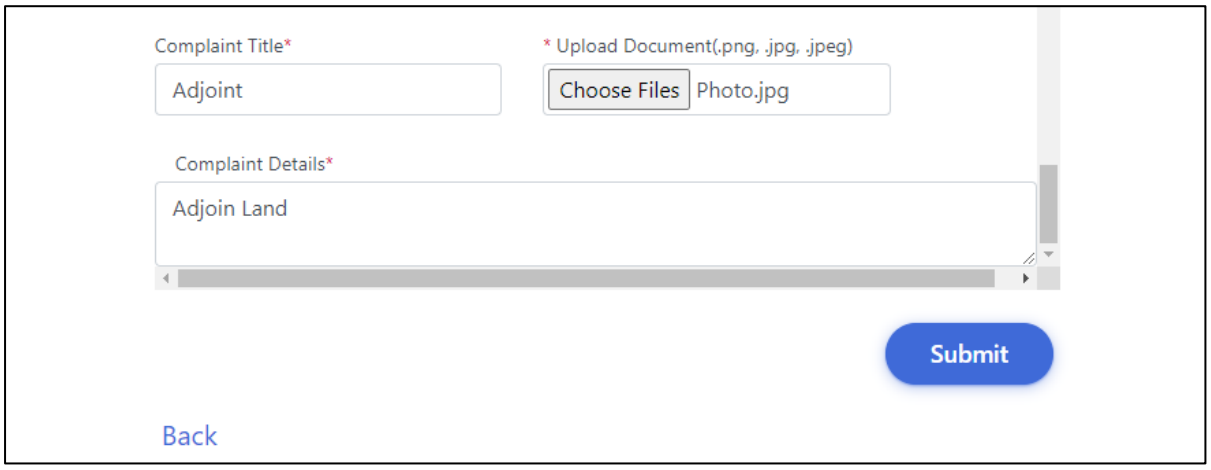


b. The user selects the file from the system and the file name will be displayed.

c. The user shall select the open button to load the file in the New Grievance submission's create screen.

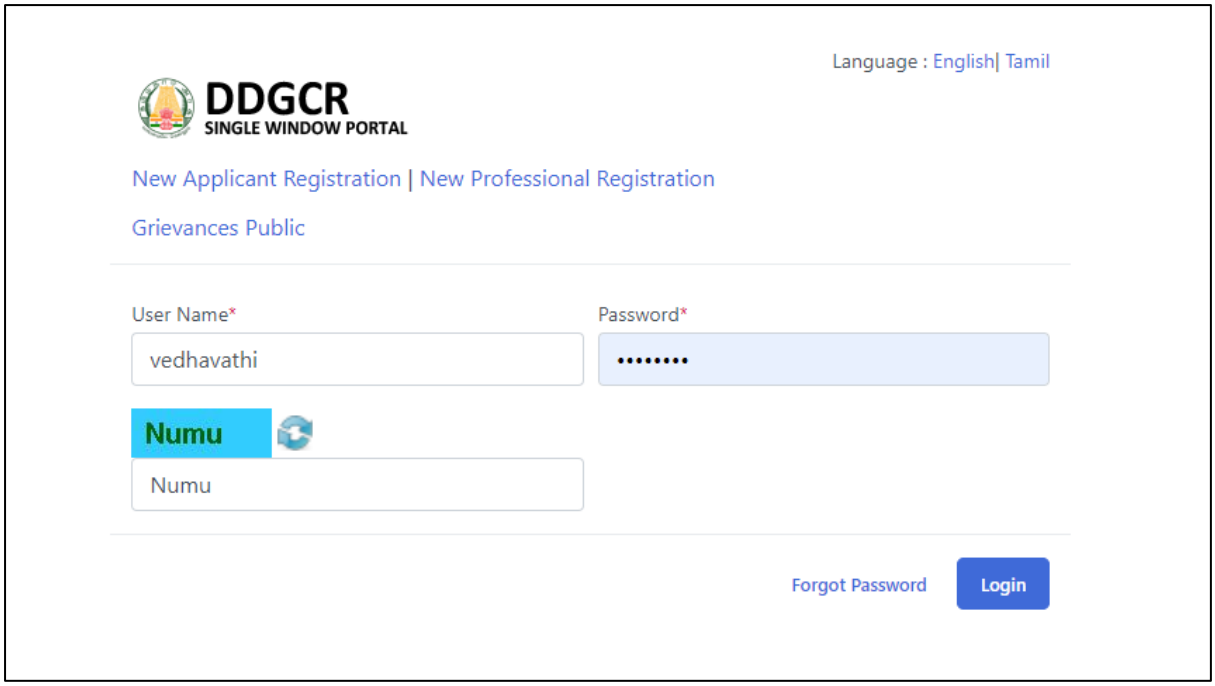
d. The user can also cancel the open window by clicking on the Cancel Button.

- After entering all the details, click on **Submit** Button to save your Grievance.



5 Layout Application

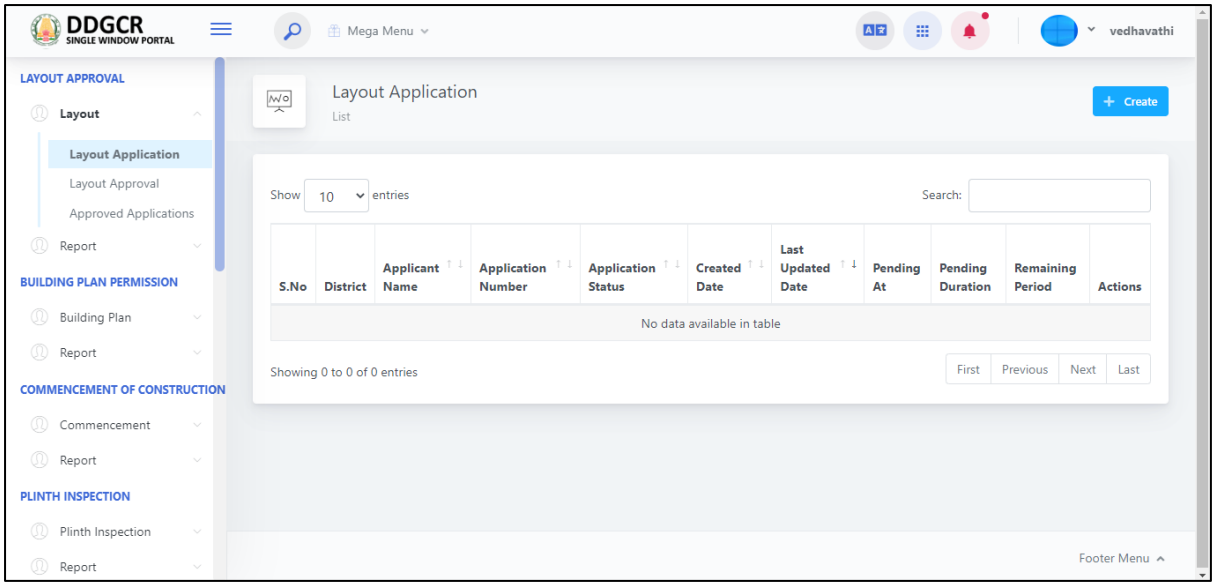
- The user enters the **User name and Password** along with Captcha and Click on **Login** button as shown below,



5.1 Layout application List

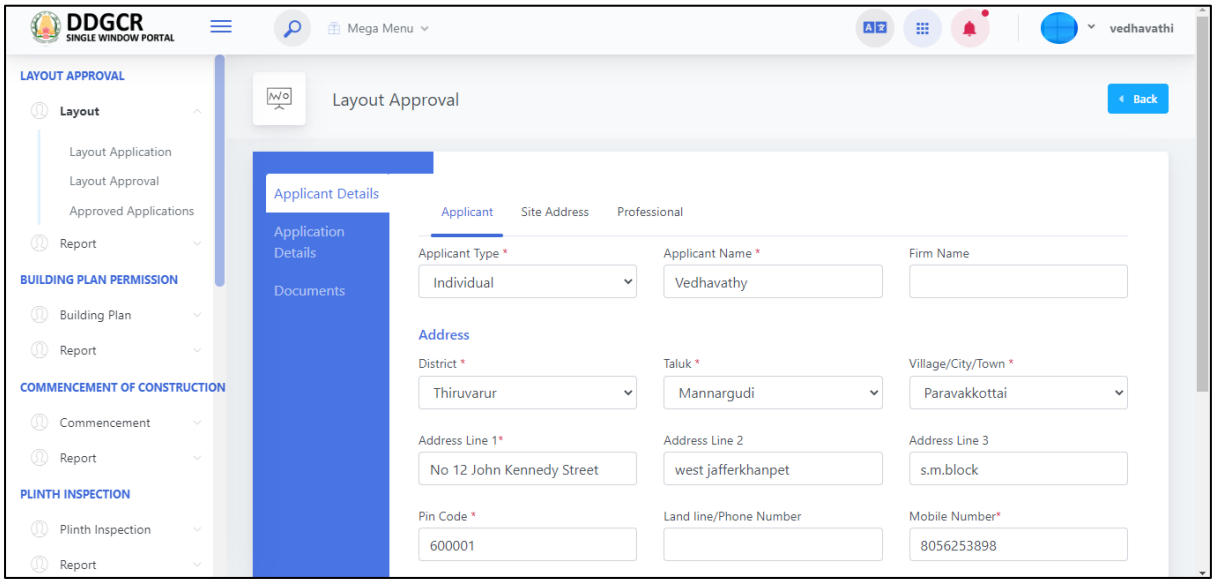
- This page displays the list of layout applications along with District, applicant name, application number, application status, created date, last updated date, pending at, pending duration and remaining period in the list.
- Click on the View option to view the created layout application details.
- 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

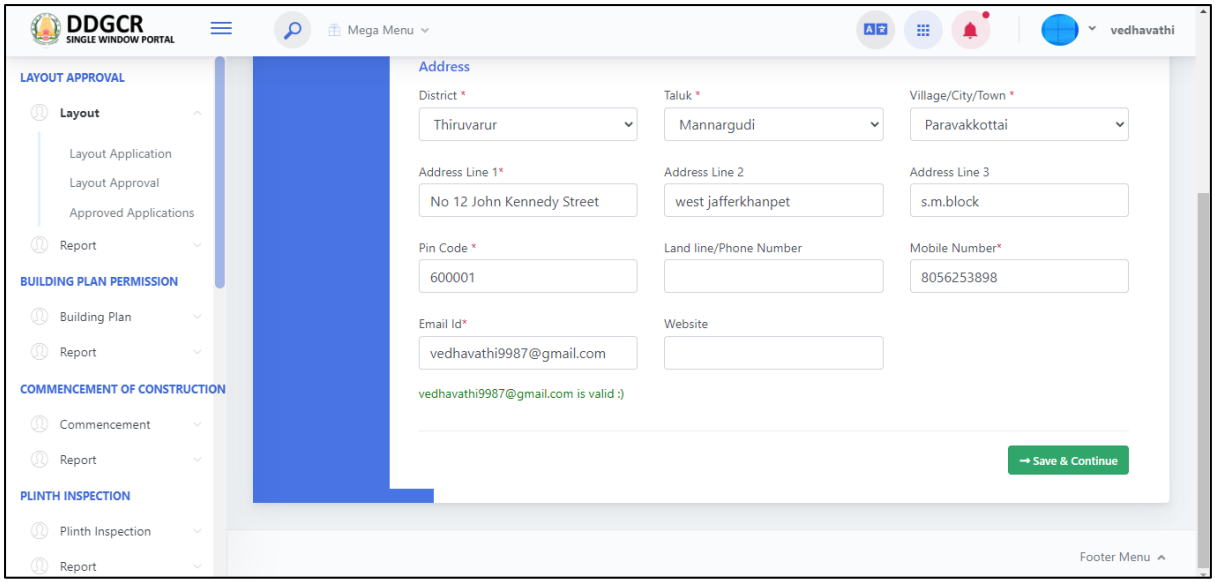
dropdown to display the number of rows to be listed in the list page.
- The Previous, First, Last and Next button allows the user to navigate through the listed page.



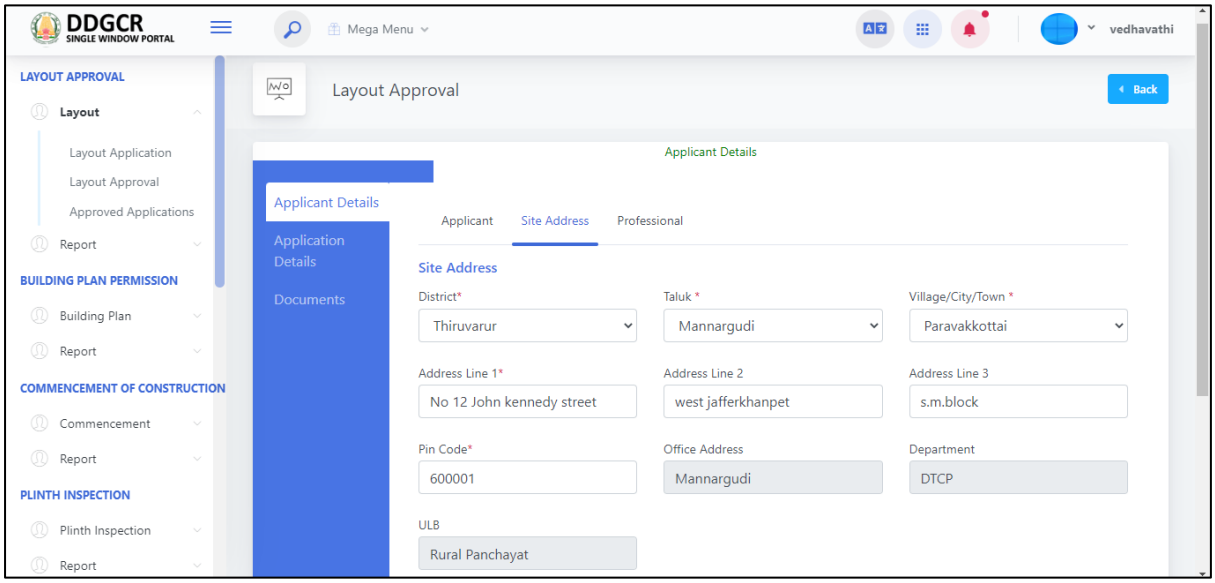
5.2 Layout application – Applicant Details

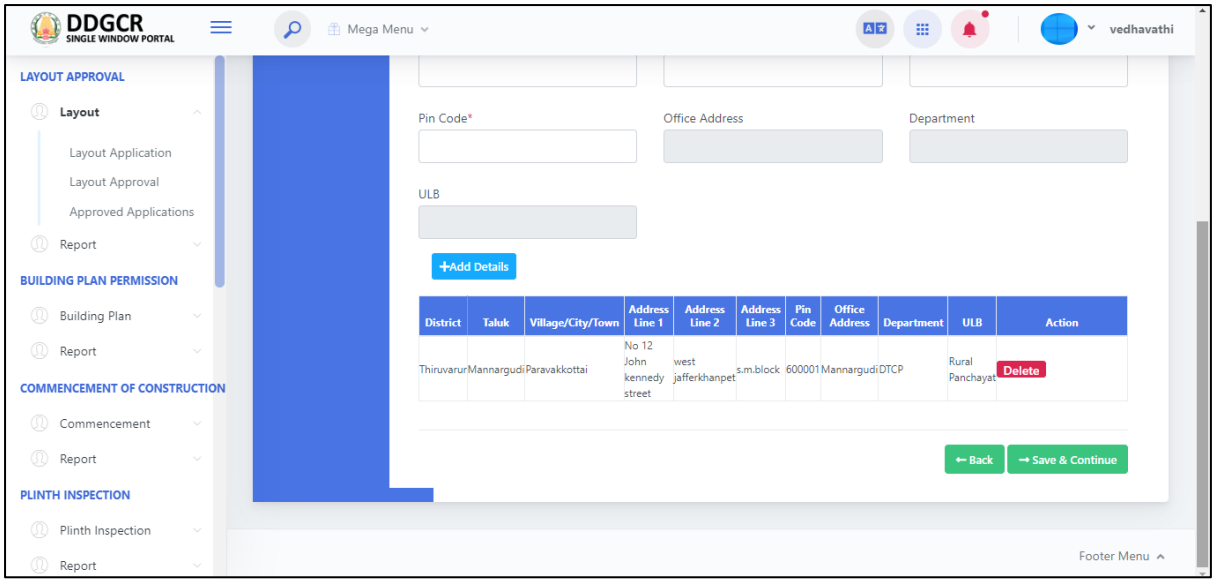
- For Creating New Application, **Select Layout application -> Layout application -> Create Option**.
- Click on Create Button & Select **Applicant Details.**
- Applicant type (Individual/ Joint Venture /Power of Attorney/ Less Hold) will be selected by the user from the dropdown.
- The user enters the 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 deatils.



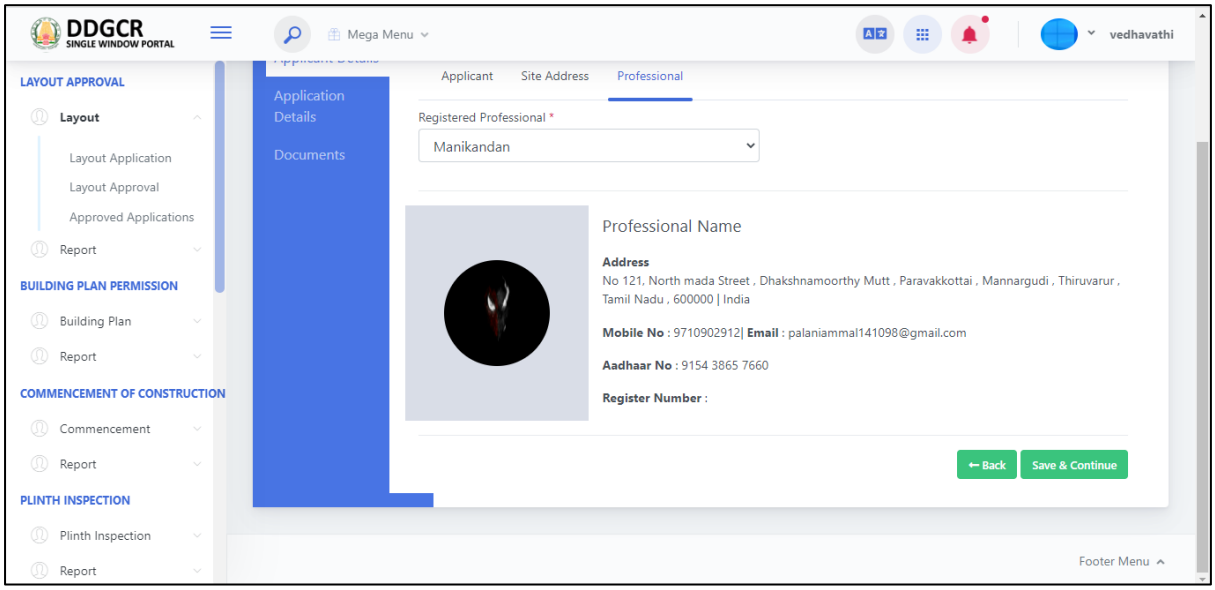


- After entering Applicant details, the user selects District, Taluk, Village/ City/ Town in the drop down and enters address line 1, address line 2, address line 3, pin code in the respective text boxes.
- Office address, Department and ULB will be displayed as label based on the District, Taluk, Village/ 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 deatils.



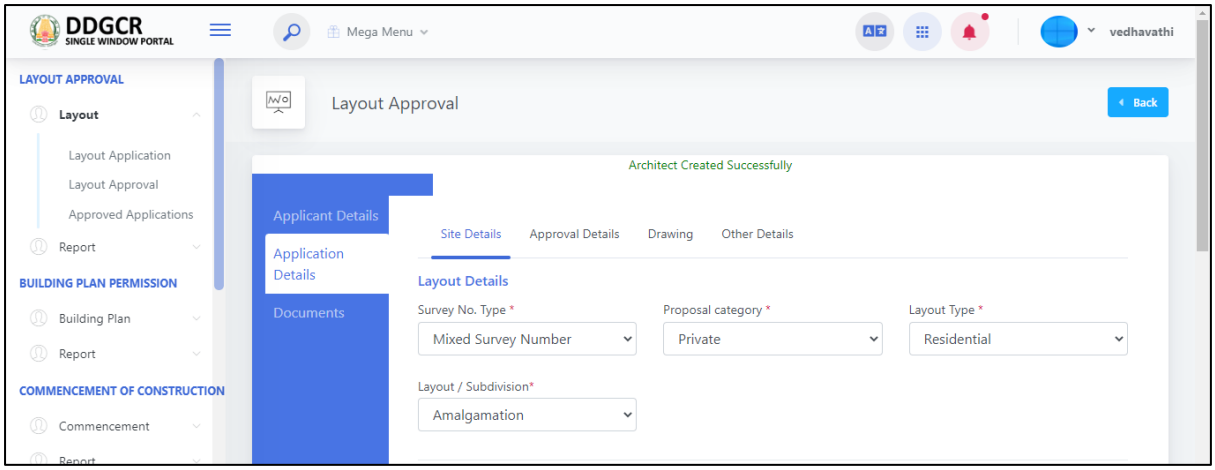


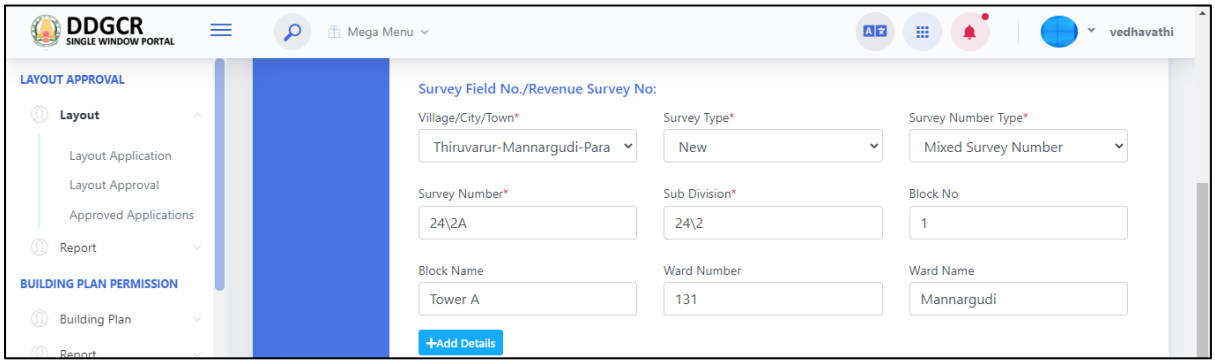
- After entering site address details, Professional photo, professional name, address, mobile number, Email id, Aadhaar No and Register number will be displayed as label based on the registered professional details selection.
- The "**Back**" button allows the user to navigate through the site address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



5.3 Layout application – Application Details

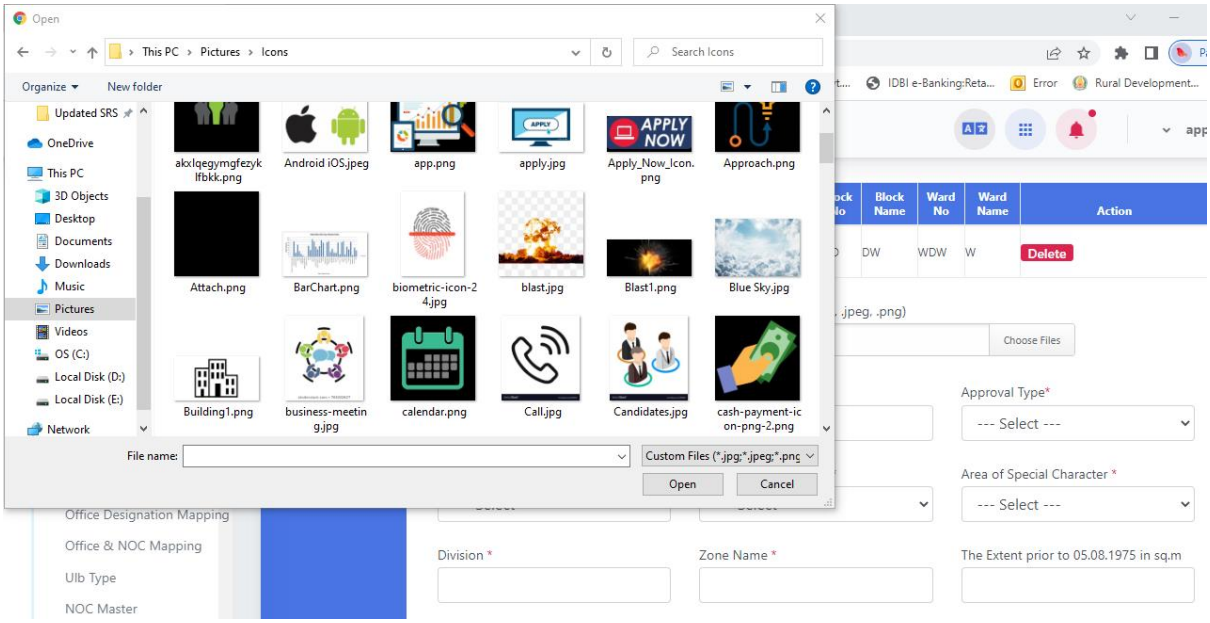
- In application details, survey No. Type, Proposal Category, Layout type and layout / sub division will be selected by the user from the dropdown.
- In the Survey Field No./Revenue Survey No Section, The user selects the village/ city/ town , Survey type and survey number type from the dropdown and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





- 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.

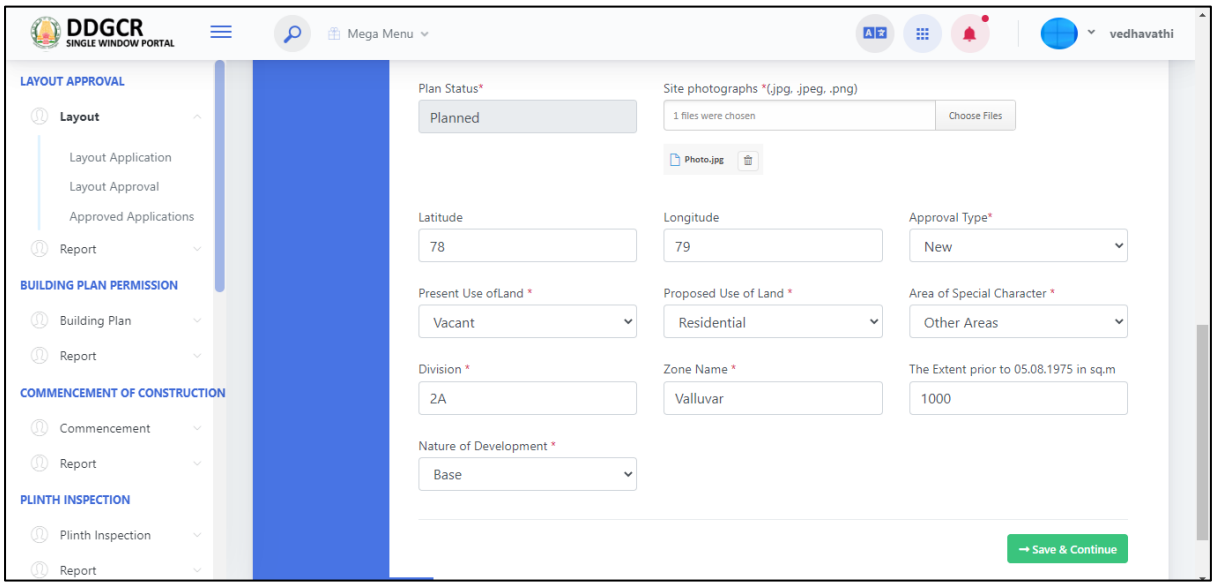
    a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.



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.

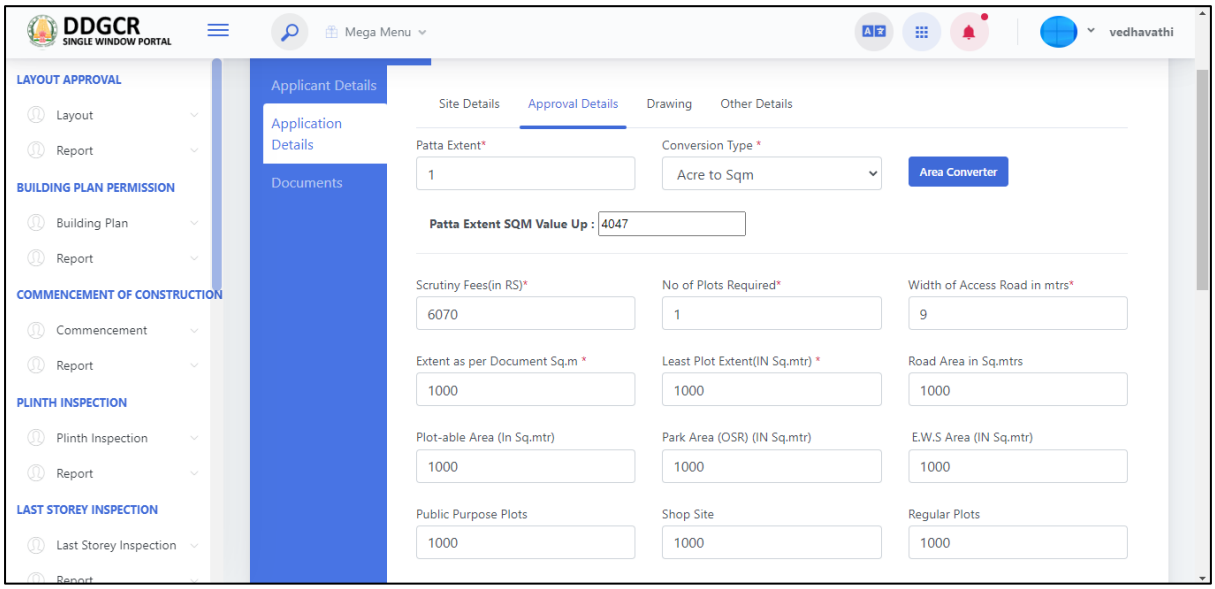
d. The user can also cancel the open window by clicking on the Cancel Button.



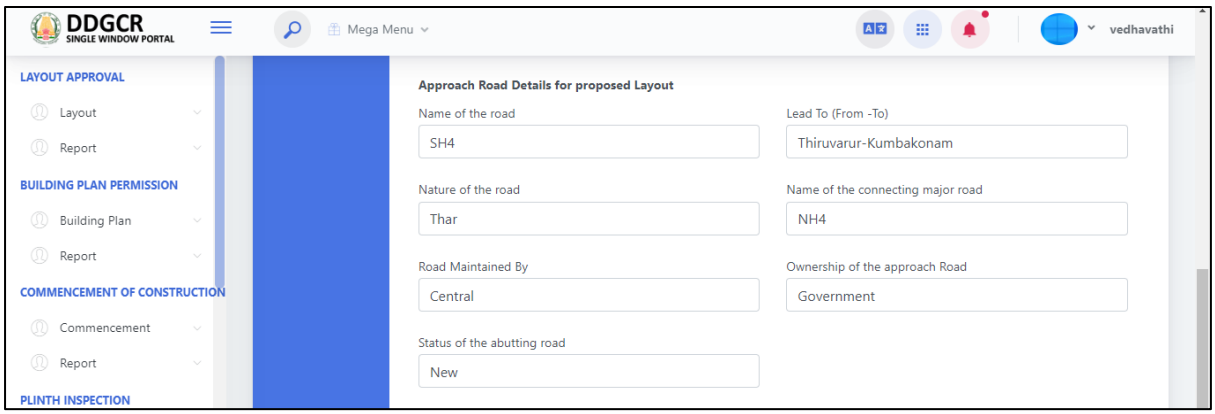
- The user enters the Latitude, Longitude, division, Zone name, The Extent prior to 05.08.1975 in sq.m from textbox and selects the Approval Type, Present Use ofLand, Proposed Use of Land, Area of Special Character and Nature of Development from drop down.
- The **"Save & Continue"** button allows the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

- **Sq.m to Sqm.**

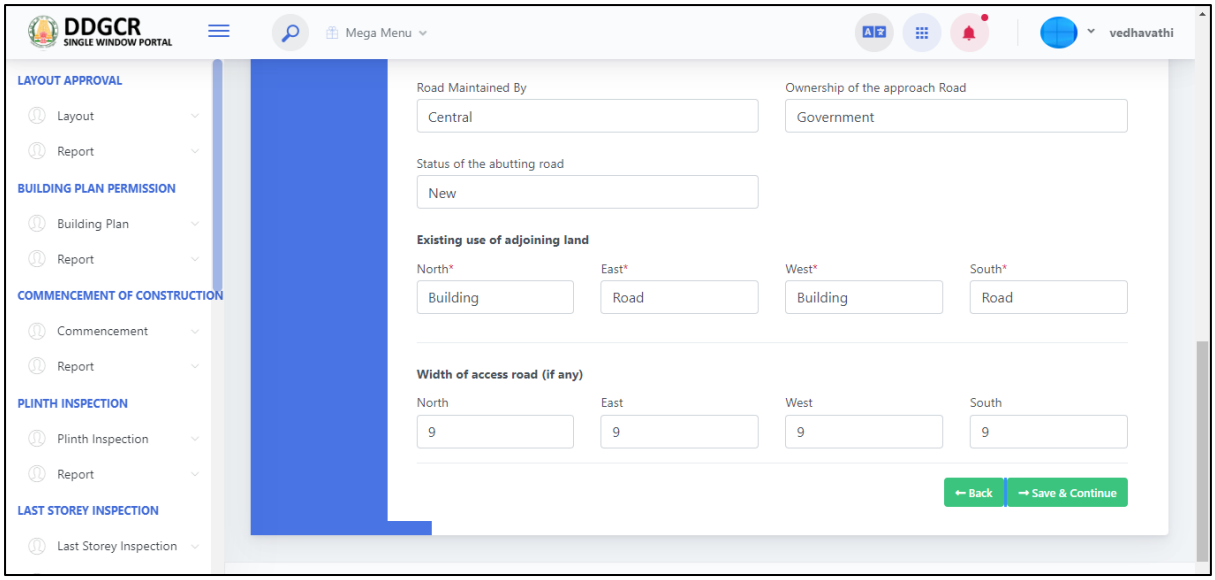
- Patta Extent SQM Value and Scrutiny Fees(in RS) is auto calculated based on Patta Extent and Conversion Type.



- The 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.

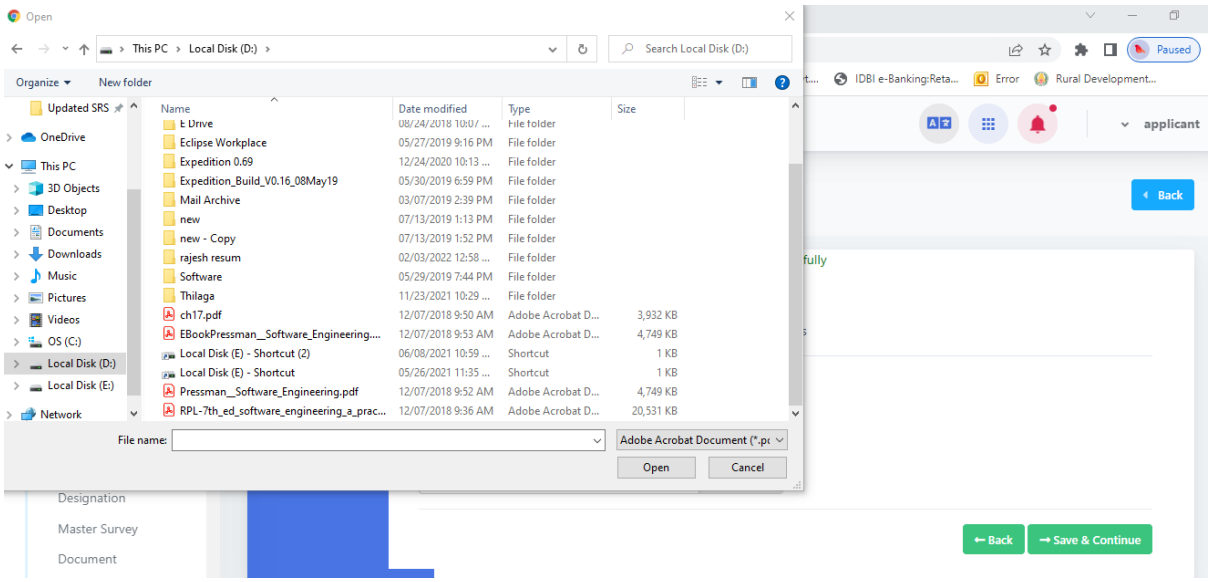


- The "**Back**" button allows the user to navigate through the site address page.
- The **Save & Continue** button allows the user to navigate through the drawing details page.



- 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.

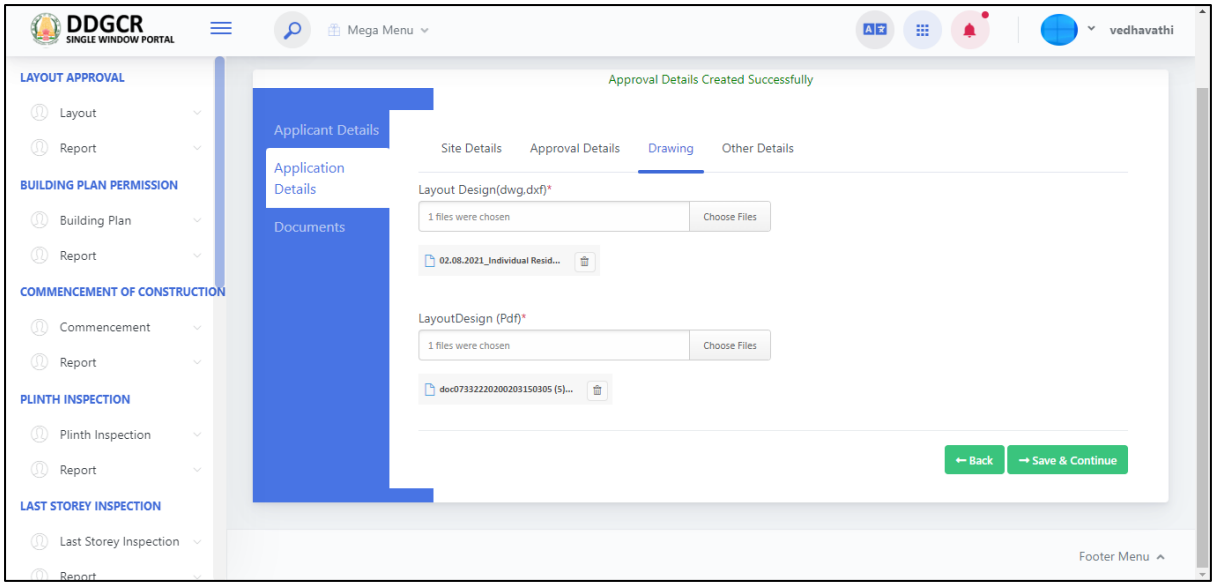


    b. The user selects the file from the system and the file name will be displayed.

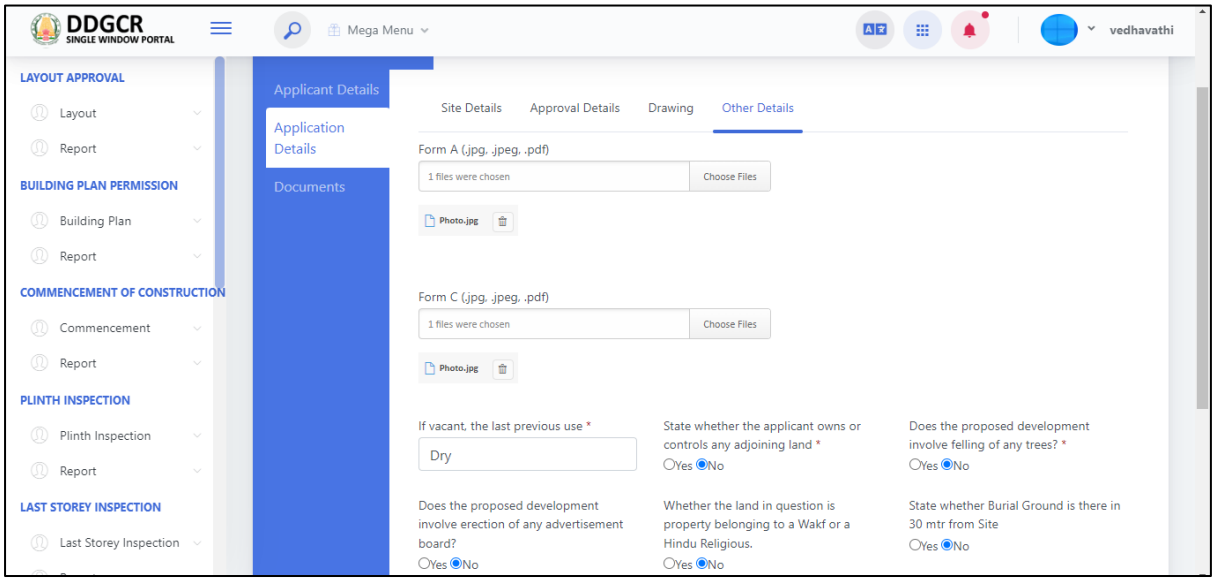
    c. The user shall select the open button to load the file in the drawing details create screen.

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

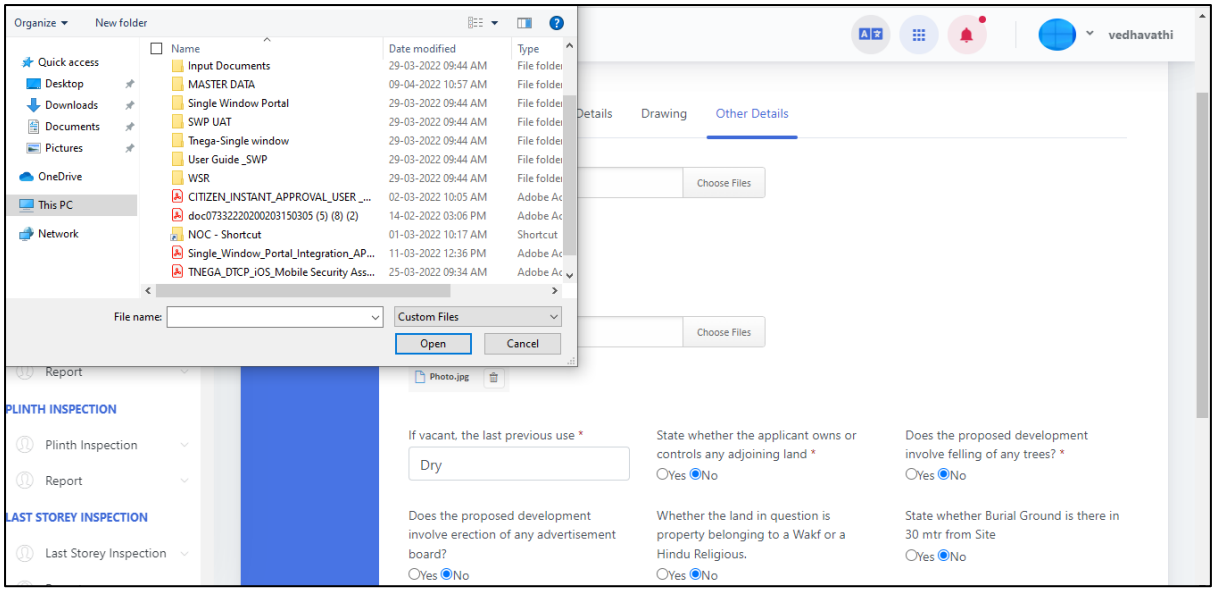
- The "**Back**" button allows the user to navigate through the approval details page.
- User can enter the drawing details and click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the other details page.



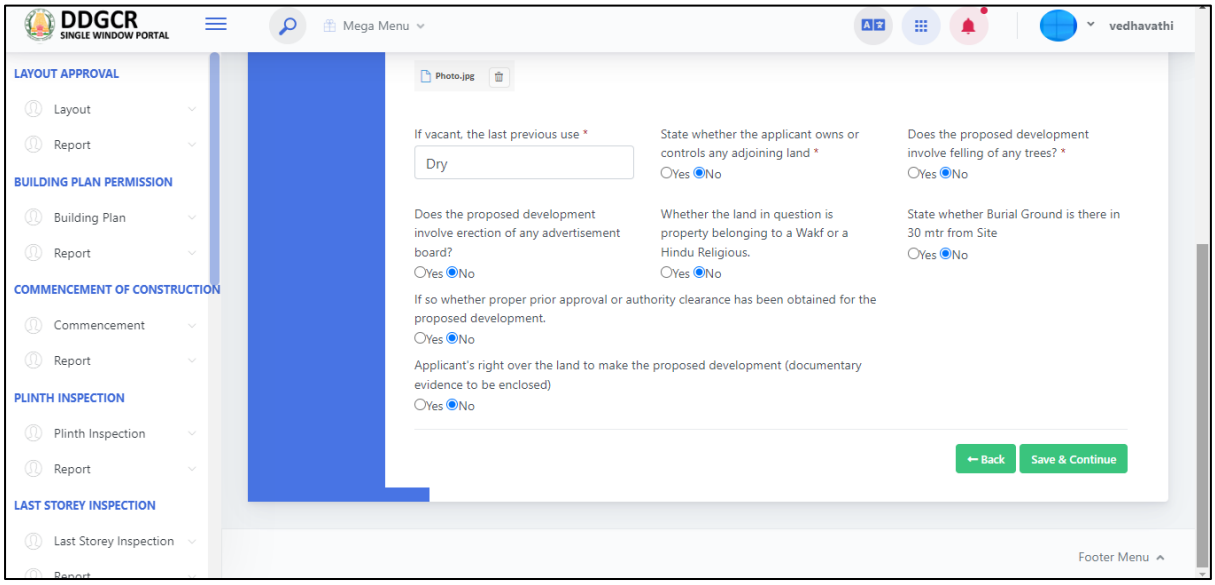
- In other details, the user clicks on the choose file button under the Form A and Form C field name to browse the file from the system and selects the mandatory input fields from radio button.



- In 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.
    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.



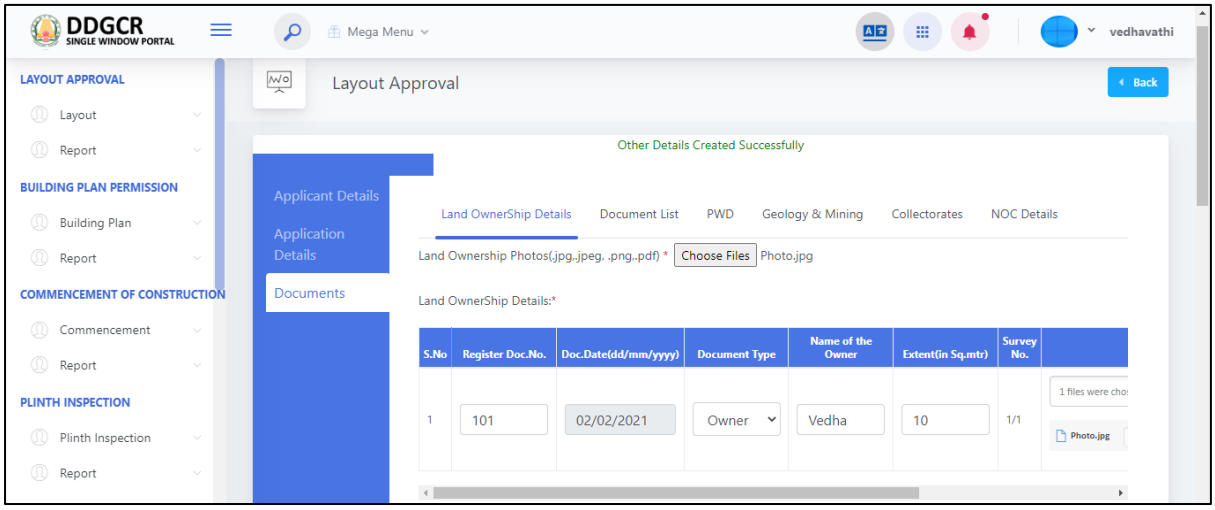
- The "**Back**" button allows the user to navigate through the drawing details page.
- User can enter the other details and click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the land ownership details page.



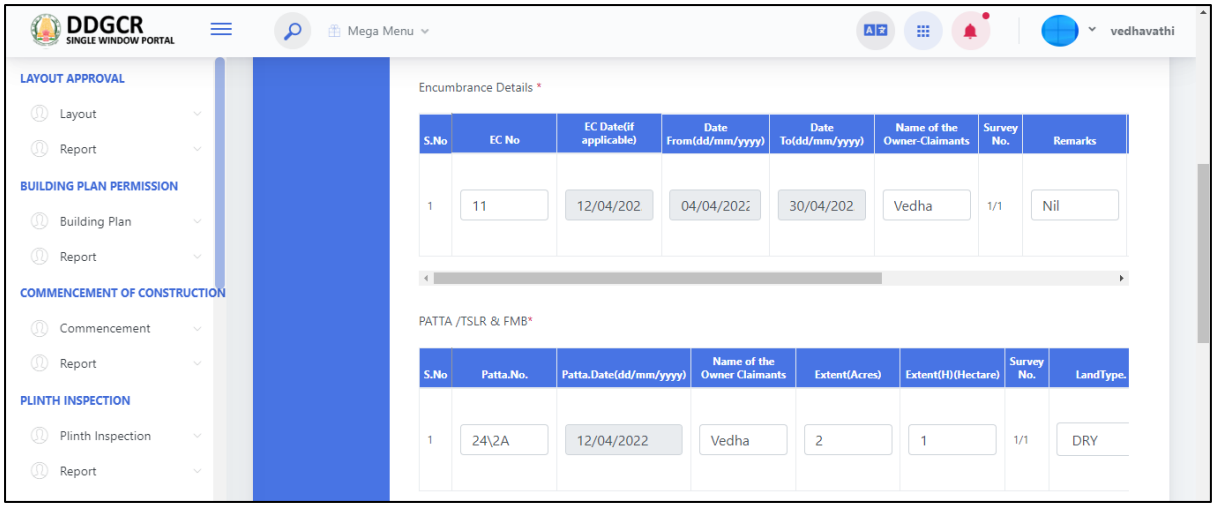
5.4 Layout application – Document

- 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.

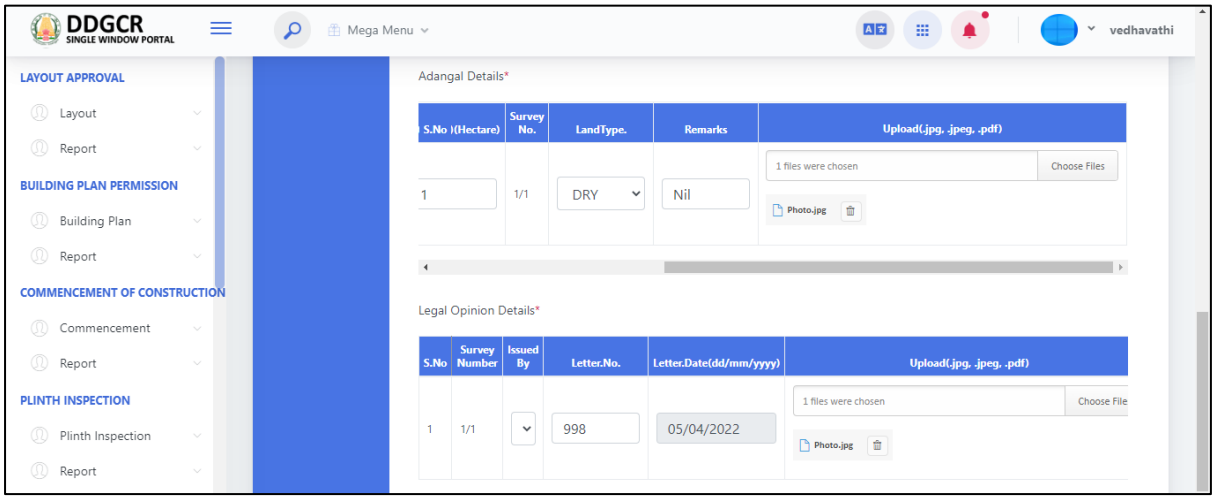
- In Land ownership details, the user enters the Register Doc.No. Name of the Owner, Extent (in Sq.mtr) from textbox and Doc.Date(dd/mm/yyyy) from date picker.
- The user selects document type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the 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.

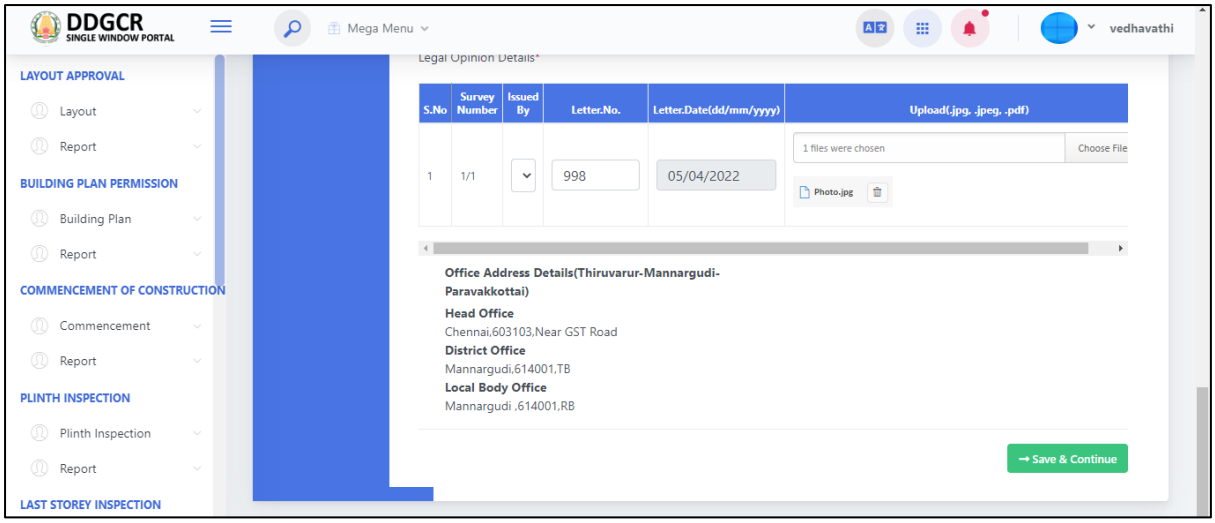


- In PATTA /TSLR & FMB details, the user enters the Patta.No., Name of the Owner Claimants, Extent(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file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

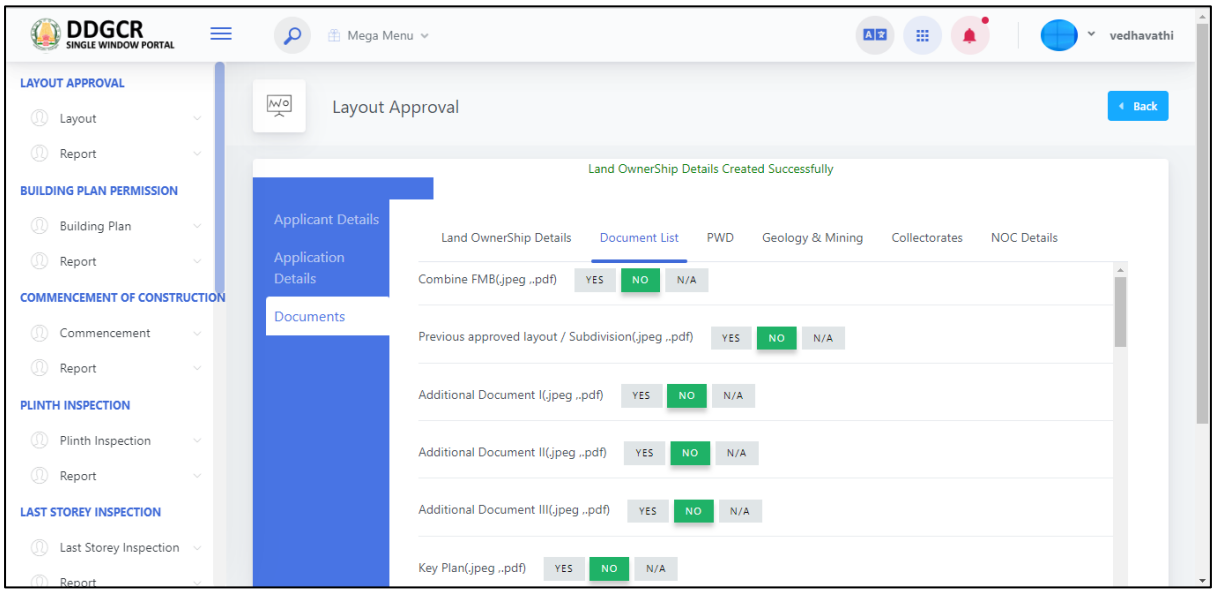


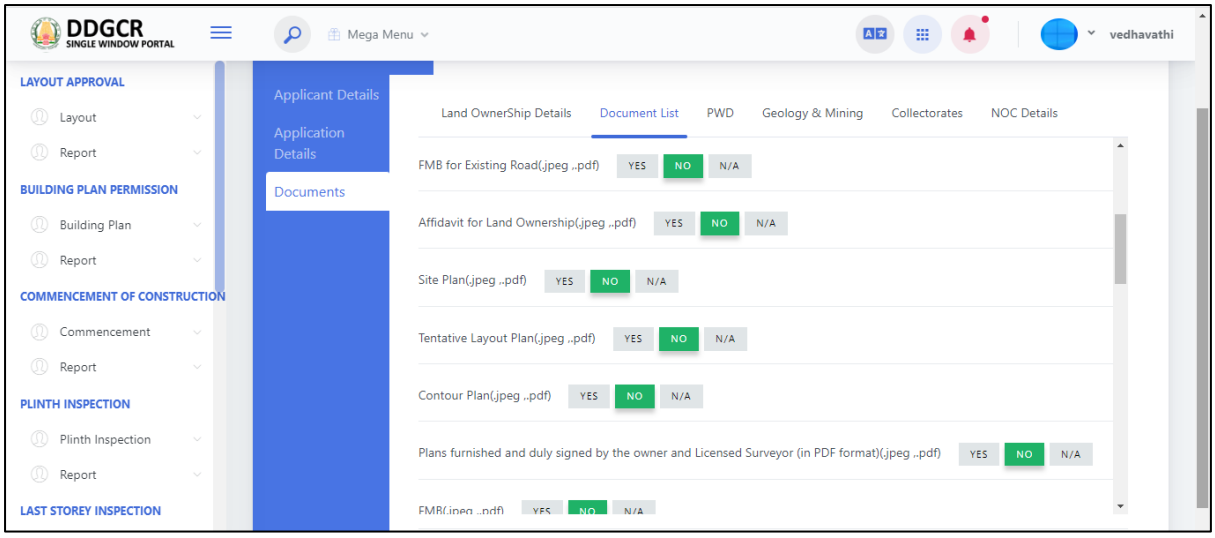
- In Legal Opinion Details, The user enters the Letter.No. from textbox and letter date from date picker.
- The user selects issued by from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under the upload field name to browse the file from the system.
- 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.

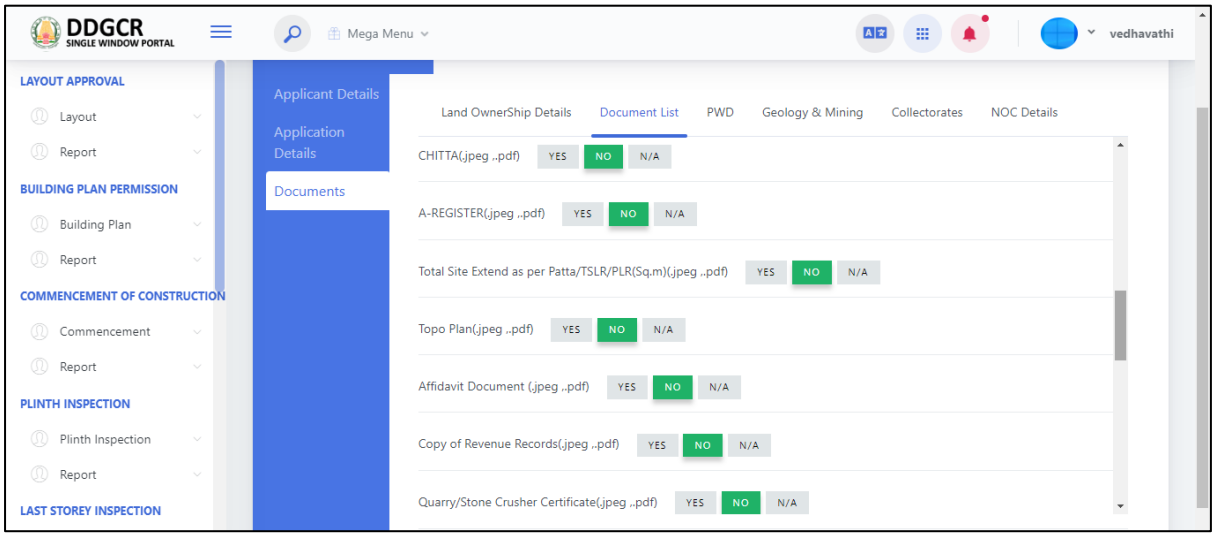


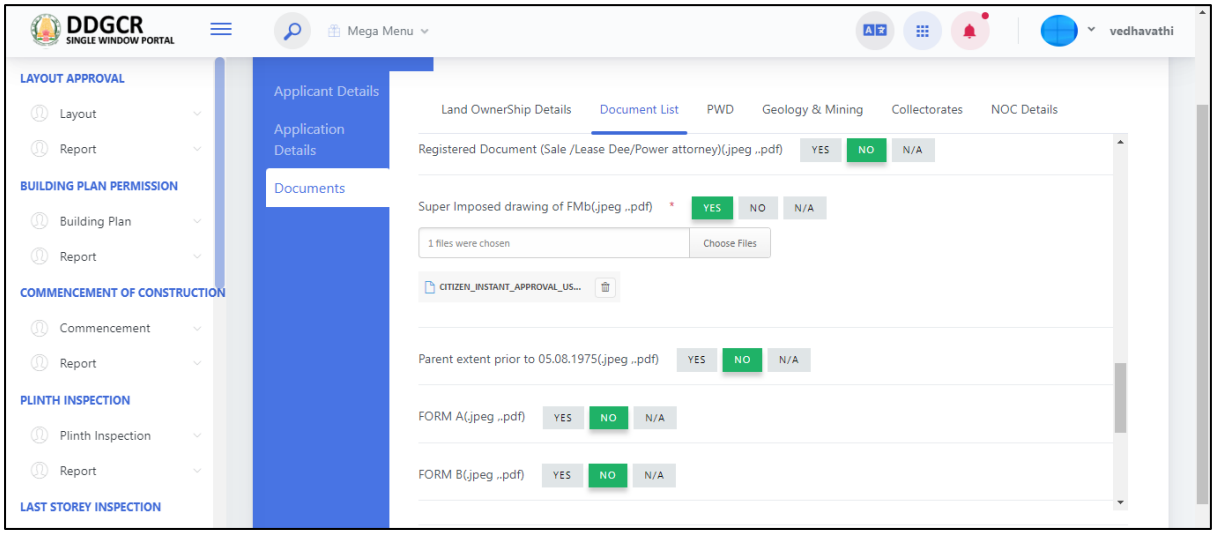


- Select **Documents -> Documents** and Upload the documents and some of the details are given as below,
  - The user selects the documents (Yes/No/NA) from the radio button, if user select yes file upload enabled otherwise disabled.




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 NO N/A
Affidavit for Land Ownership(.jpeg ,.pdf) YES NO N/A
Site Plan(.jpeg ,.pdf) YES NO N/A
Tentative Layout Plan(.jpeg ,.pdf) YES NO N/A
Contour Plan(.jpeg ,.pdf) YES NO N/A
Plans furnished and duly signed by the owner and Licensed Surveyor (in PDF format)(.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
CHITTA(.jpeg ,.pdf) YES NO N/A
A-REGISTER(.jpeg ,.pdf) YES NO N/A
Total Site Extend as per Patta/TSLR/PLR(Sq.m)(.jpeg ,.pdf) YES NO N/A
Topo Plan(.jpeg ,.pdf) YES NO N/A
Affidavit Document (.jpeg ,.pdf) YES NO N/A
Copy of Revenue Records(.jpeg ,.pdf) YES NO N/A
Quarry/Stone Crusher Certificate(.jpeg ,.pdf) YES NO N/A


DDGCR
SINGLE WINDOW PORTAL
Mega Menu
vedhavathi
LAYOUT APPROVAL
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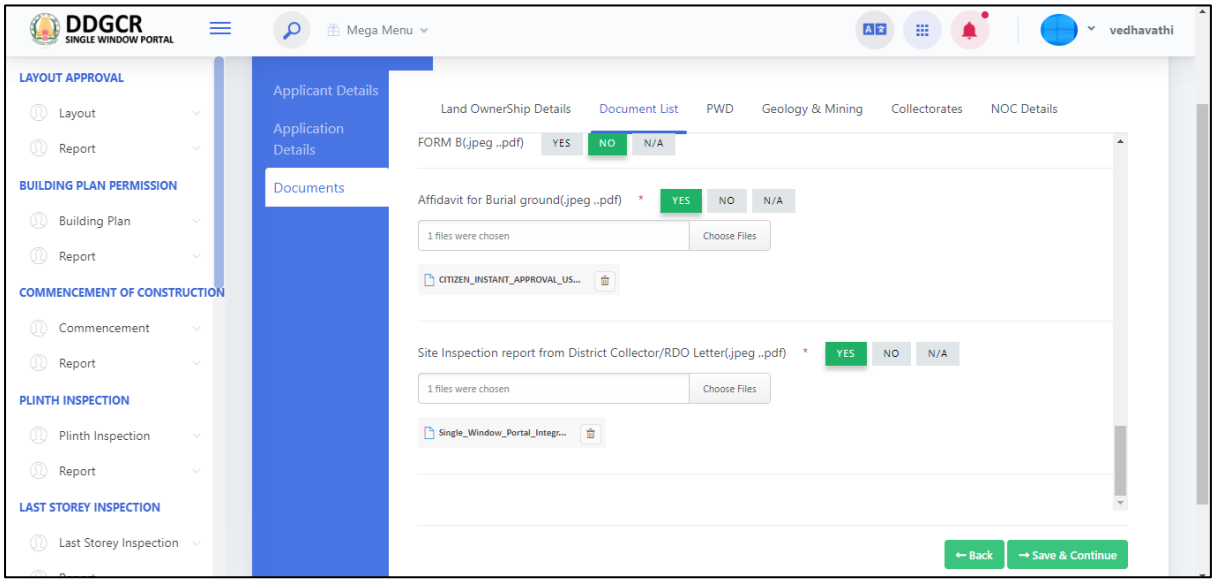
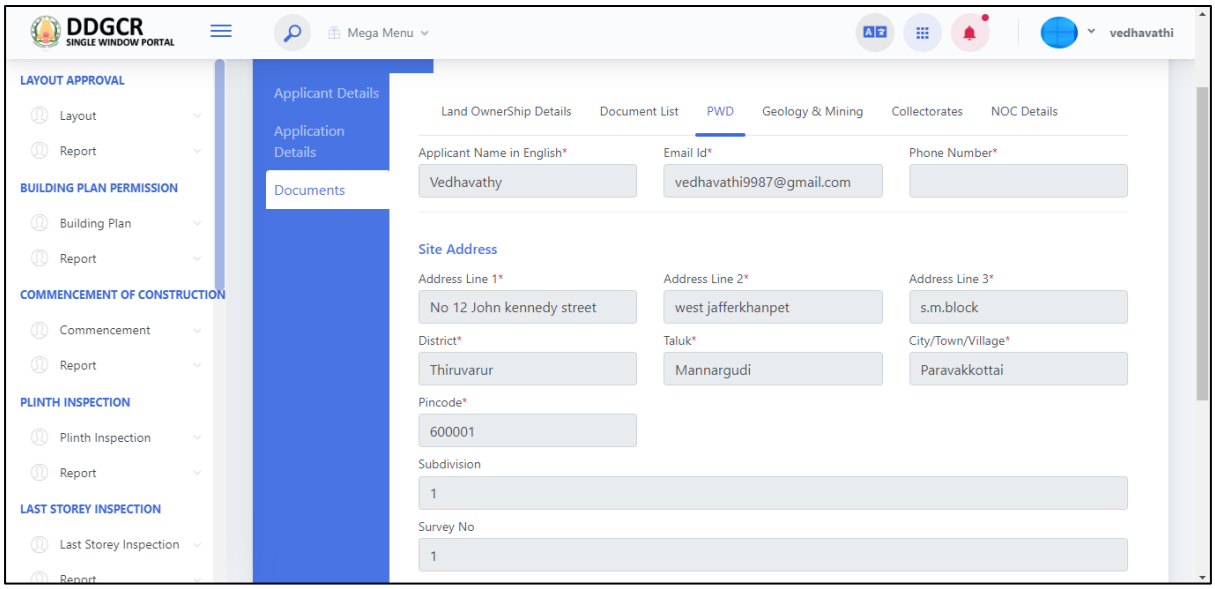
Report
BUILDING PLAN PERMISSION
Building Plan
Report
COMMENCEMENT OF CONSTRUCTION
Commencement
Report
PLINTH INSPECTION
Plinth Inspection
Report
LAST STOREY INSPECTION
Applicant Details
Application Details
Documents
Land OwnerShip Details
Document List
PWD
Geology & Mining
Collectorates
NOC Details
Registered Document (Sale /Lease Dee/Power attorney)(.jpeg ,.pdf) YES NO N/A
Super Imposed drawing of FMb(.jpeg ,.pdf) * YES NO N/A
1 files were chosen
Choose Files
CITIZEN_INSTANT_APPROVAL_US...
Parent extent prior to 05.08.1975(.jpeg ,.pdf) YES NO N/A
FORM A(.jpeg ,.pdf) YES NO N/A
FORM B(.jpeg ,.pdf) YES NO N/A

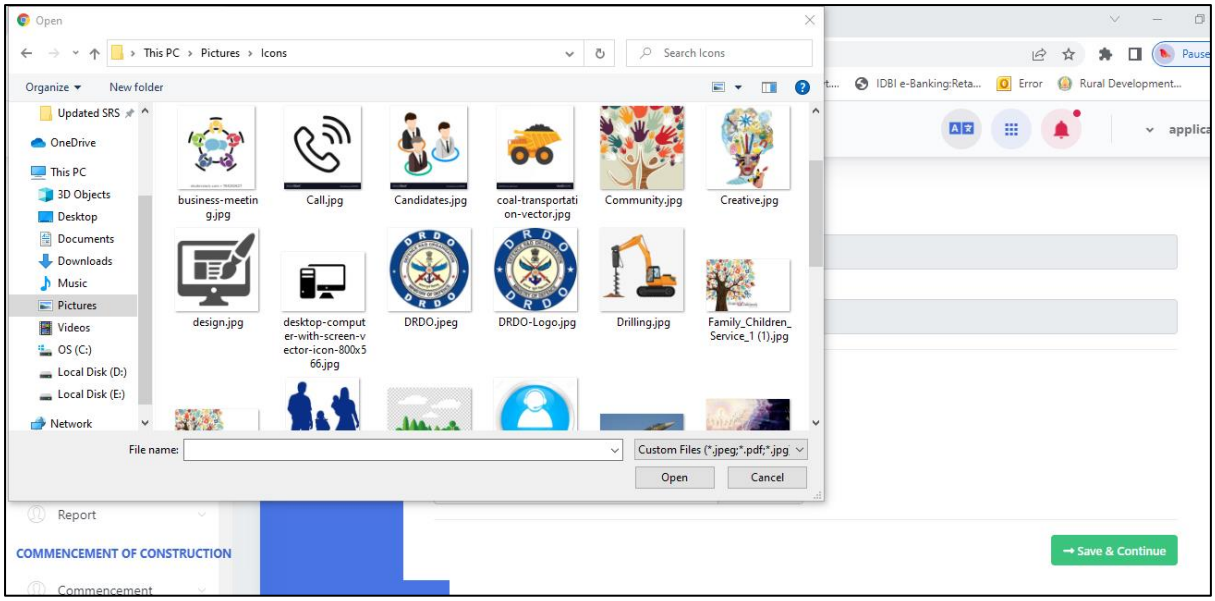
- Mandatory Documents needs to be uploaded and then click **Save and Continue** option.

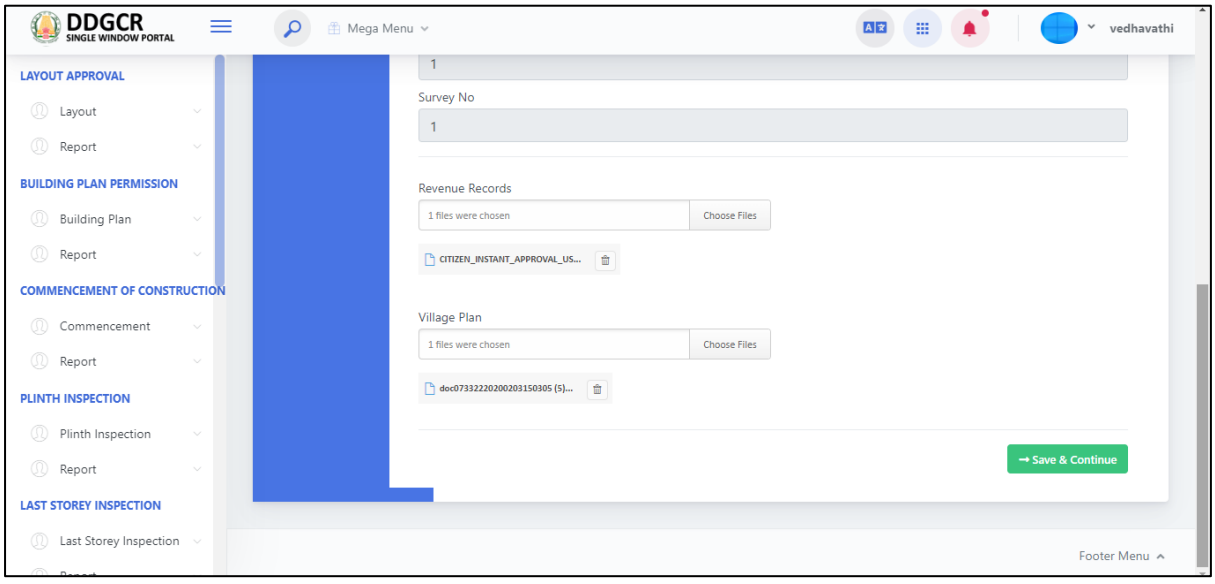


- In **PWD** Details, applicant and site address details will be displayed as label based on the applicant and application details selection.

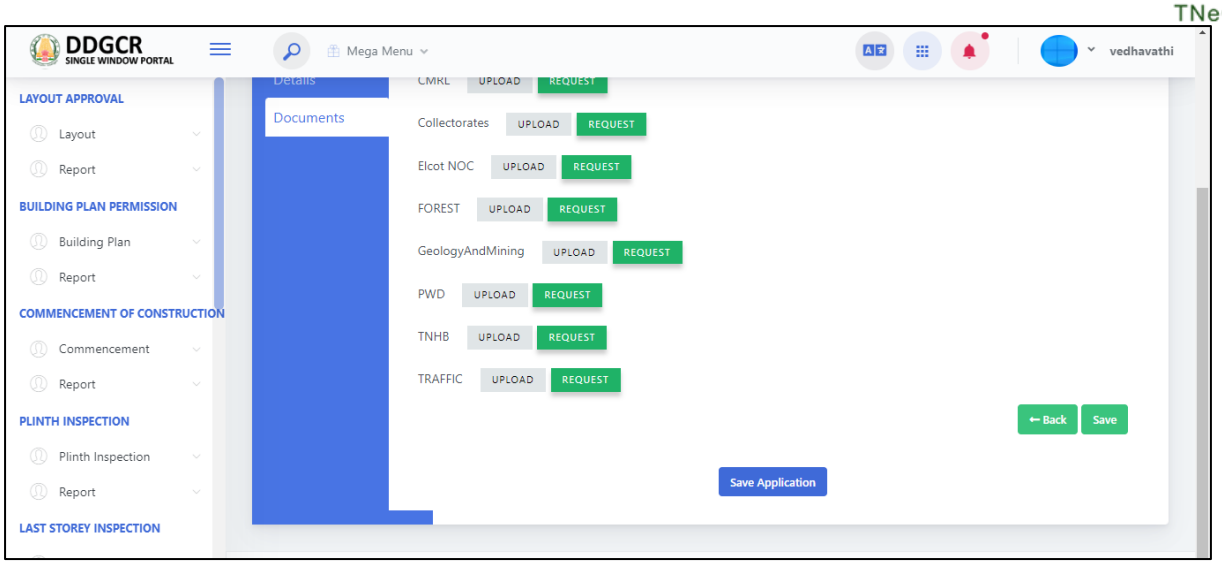


- The user clicks on the choose file button under the Revenue Records and village plan field name to browse the file from the system.
    a. The open window will appear on the screen for the user to choose the file from their system. See the below image for reference.
    b. The user selects the file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

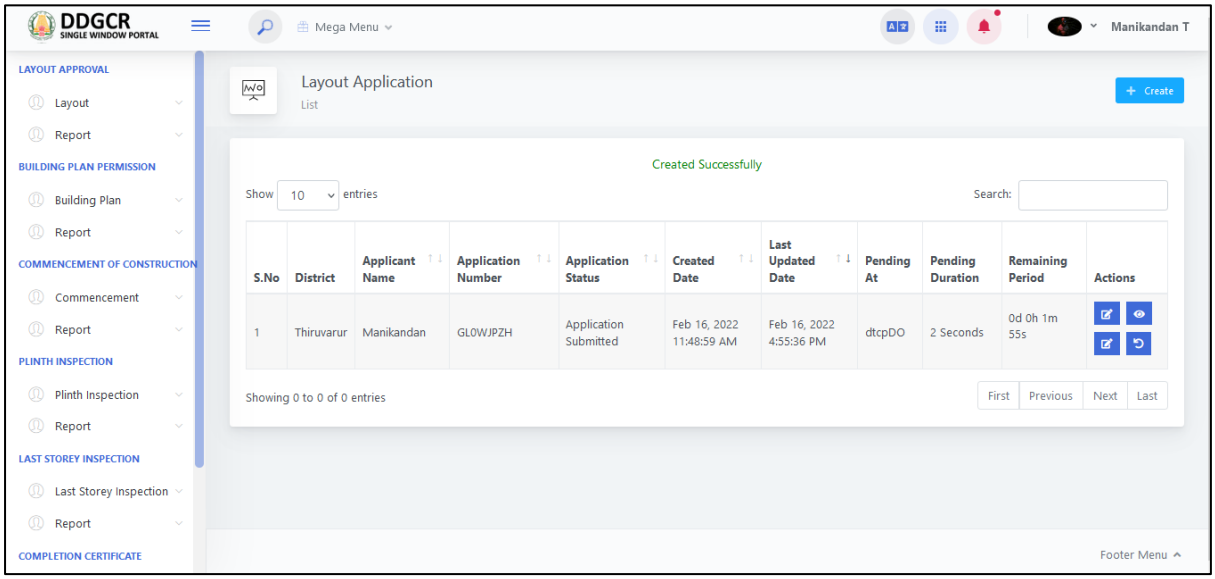




- User can enter the other details and click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the Geology/ mining page.
- In **Geology/ mining** Details, applicant, site and address details will be displayed as label based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

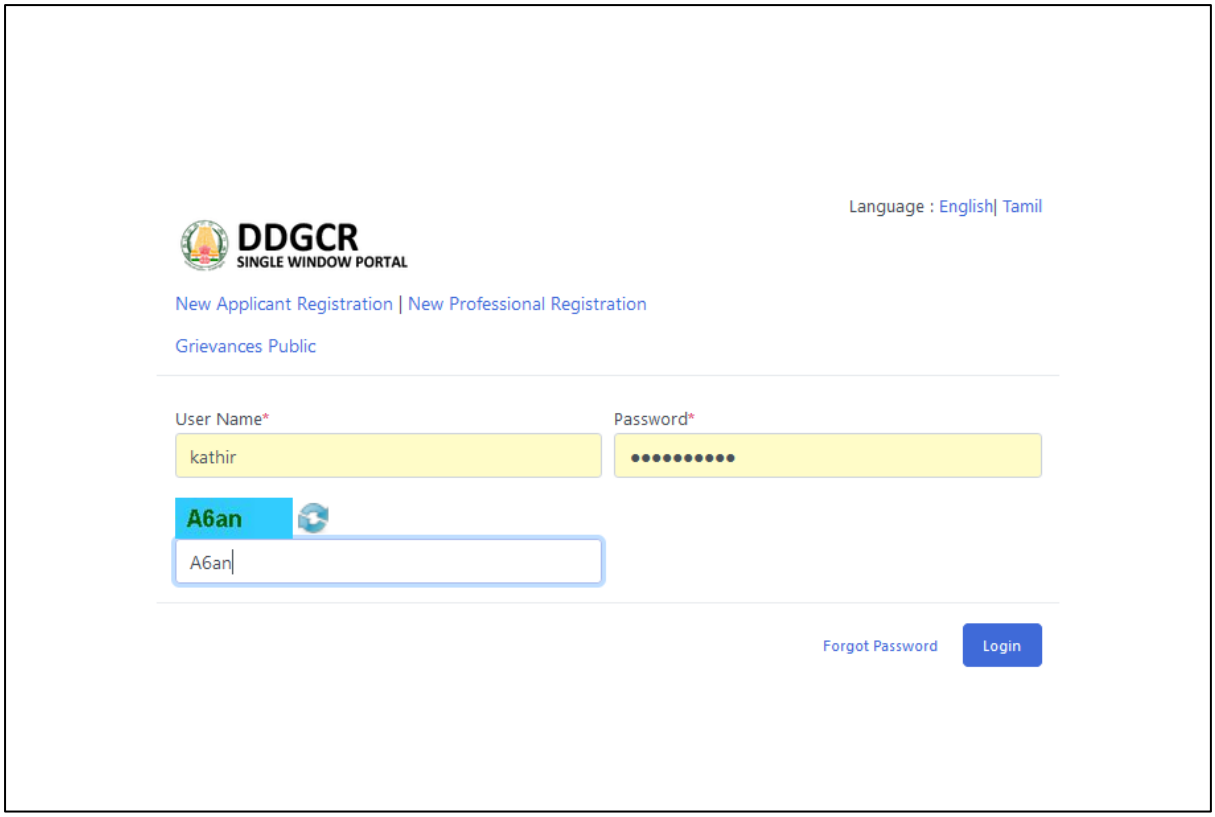


- Click on **Save Application** then the application will be submitted, and also the following screen will display the status of the application.



6 Reclassification Application

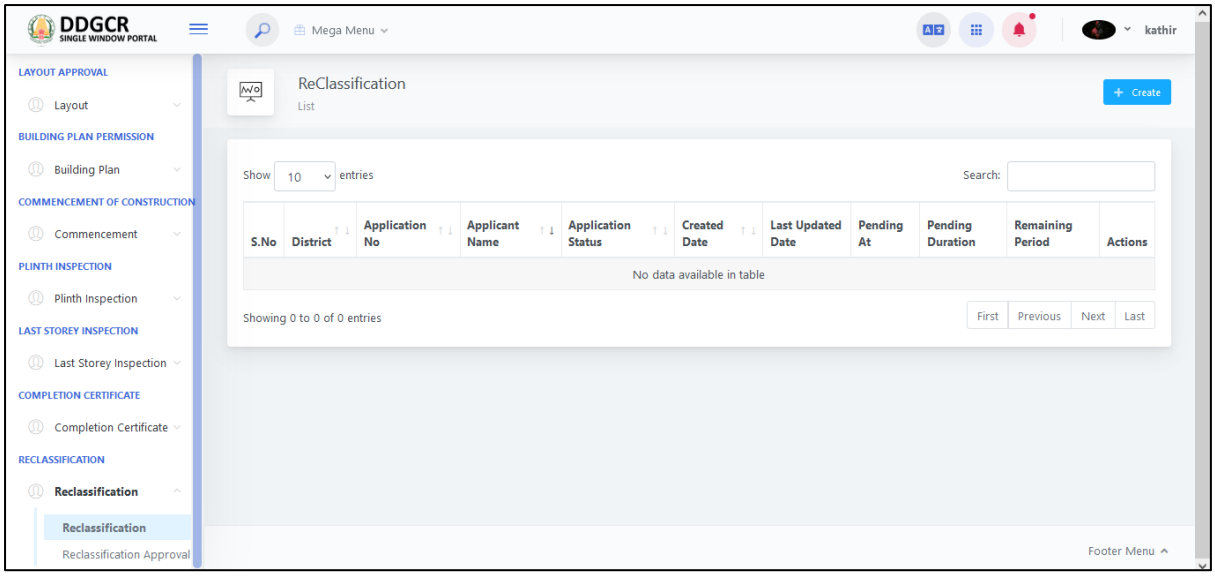
- The user enters the User name and Password along with Captcha and Click on Login button as shown below,



6.1 Reclassification List

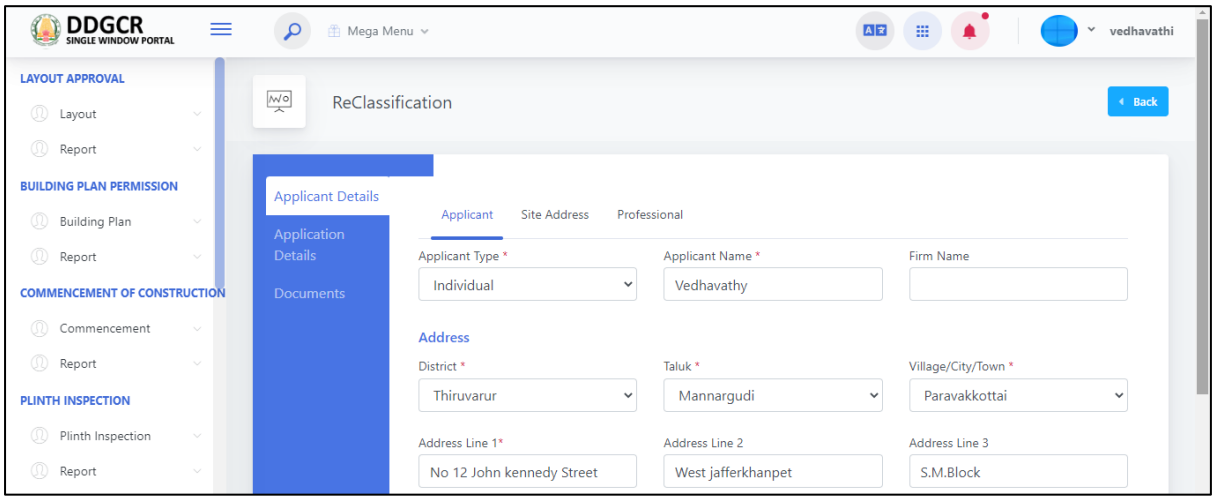
- This page displays the list of layout application's along with District, applicant name, application number, application status, created date, last updated date, pending at, pending duration and remaining period in the list.
- Click on the View option to view the created Reclassification details.
- 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

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.

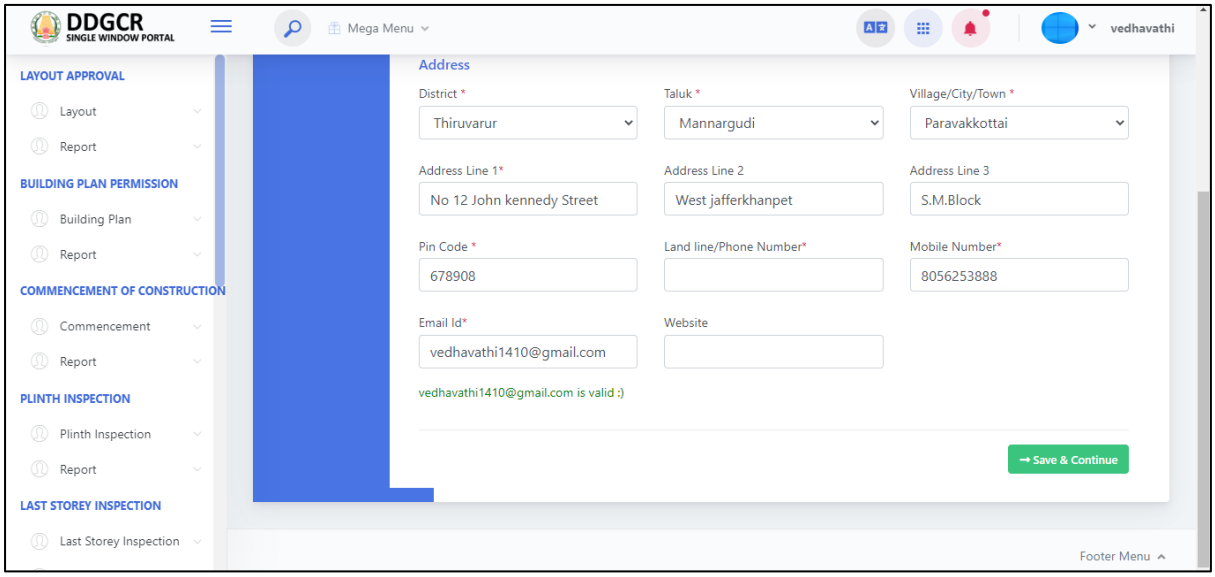


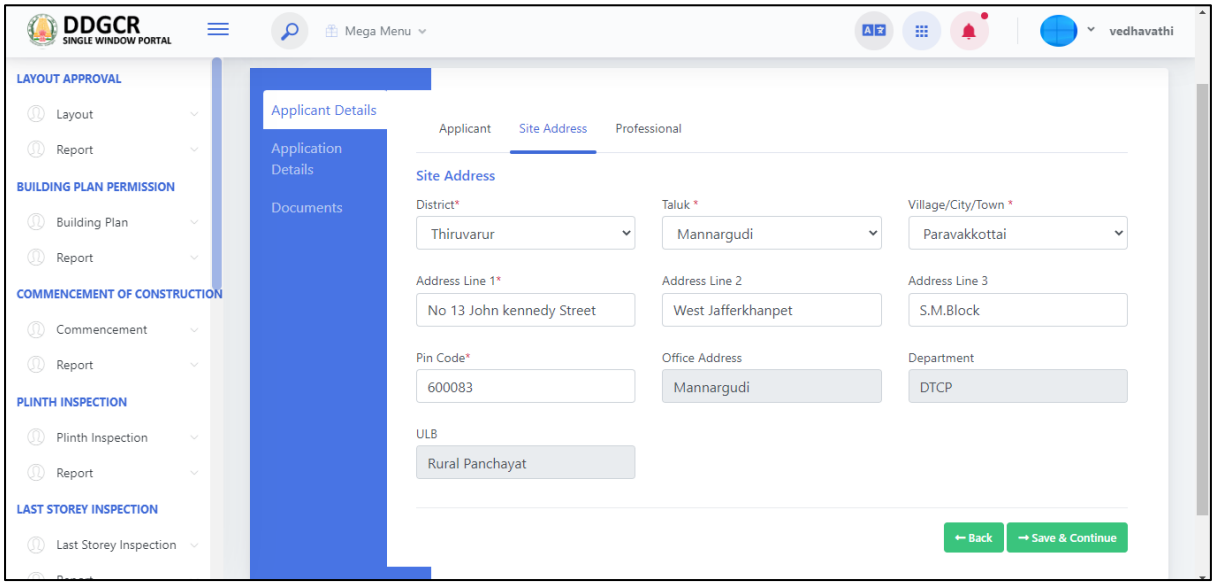
6.2 Reclassification create – Applicant Details

- 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 deatils.



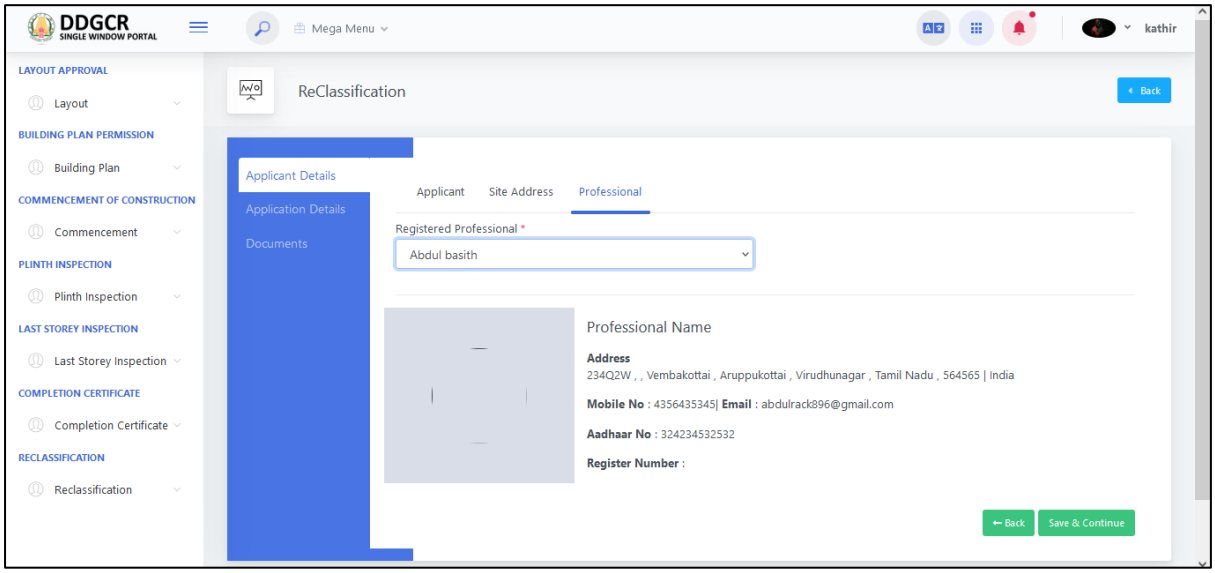
- After entering Applicant details, the user selects District, Taluk, Village/ City/ Town in the drop down and enters address line 1, address line 2, address line 3, pin code in the respective text boxes.
- Office address, Department and ULB will be displayed as label based on the District, Taluk, Village/ 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 deatils.





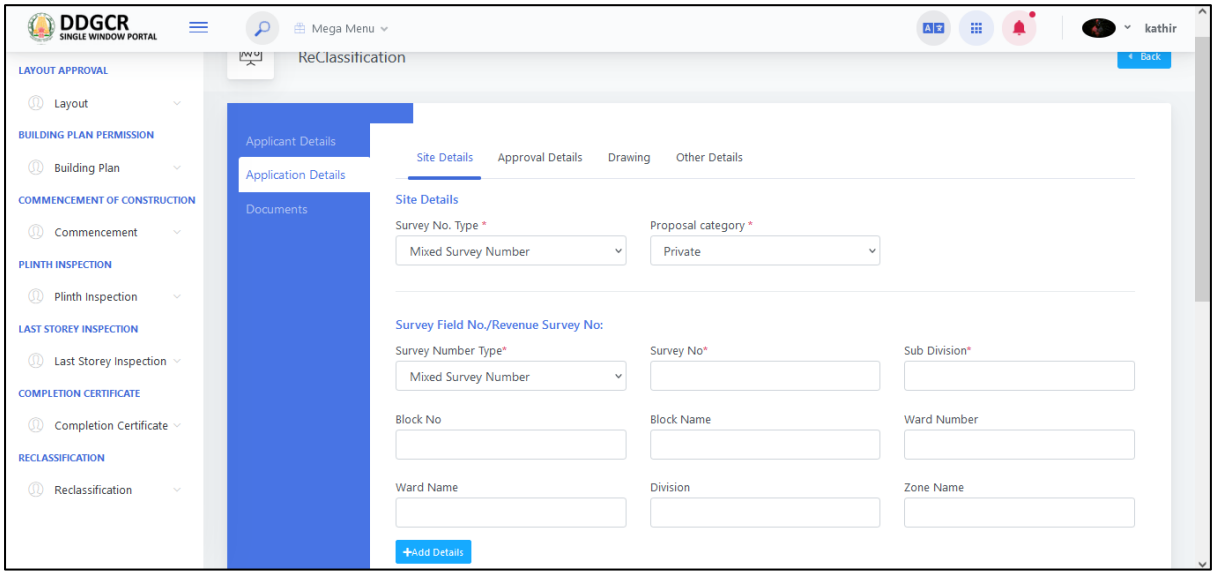
- After entering site address details, Professional photo, professional name, address, mobile number, Email id, Aadhaar No and Register number will be displayed as label based on the registered professional details selection.

- 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.



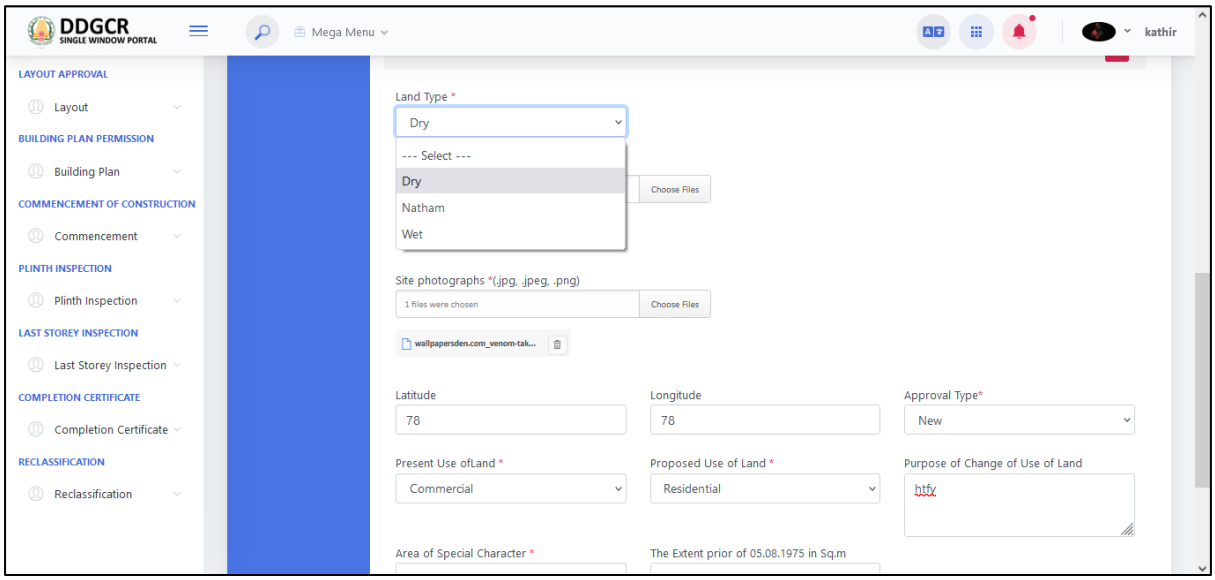
6.3 Reclassification create – Application Details

- 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.

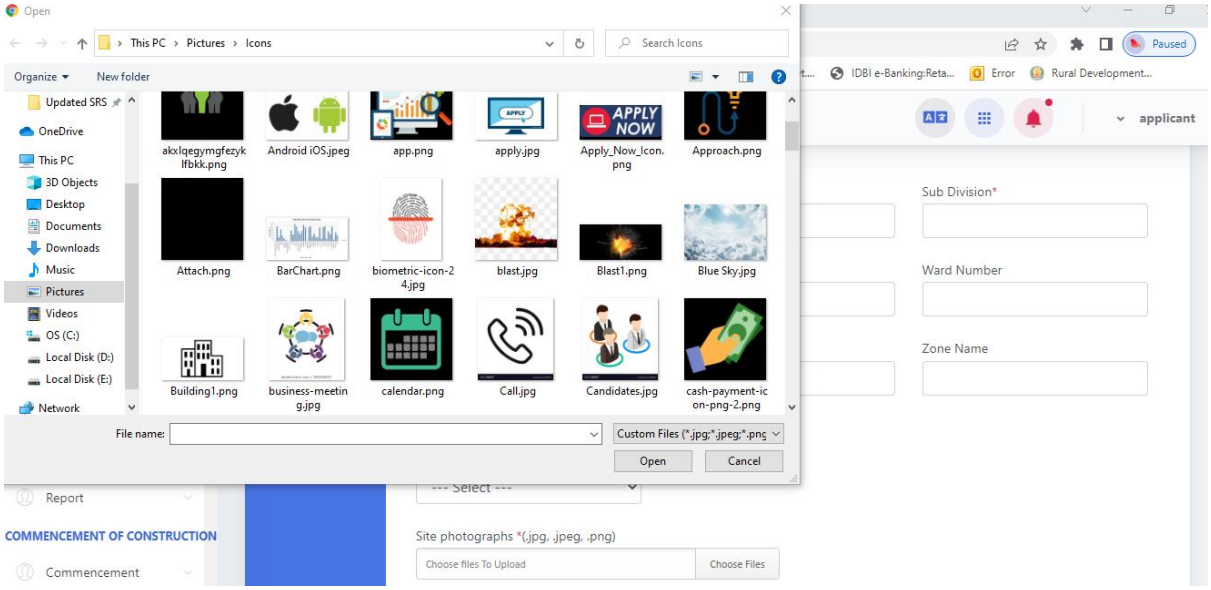


- Click on the **+Add details** button to create the Survey Field No./Revenue Survey No details. The created Survey Field No./Revenue Survey No details will be listed in the table format.

- 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.
- 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.
    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.

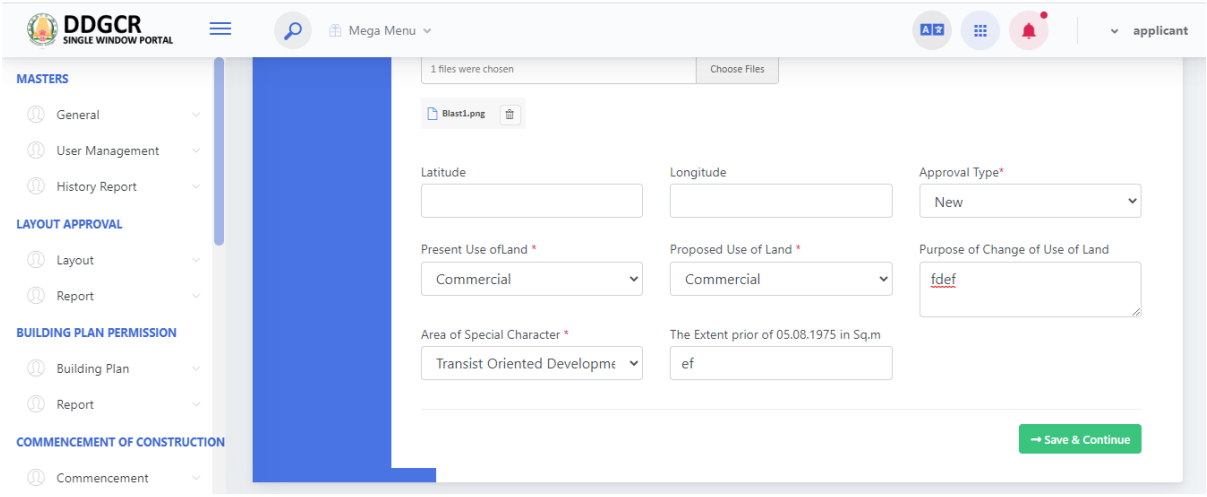


    b. The user selects the file from the system and the file name will be displayed.

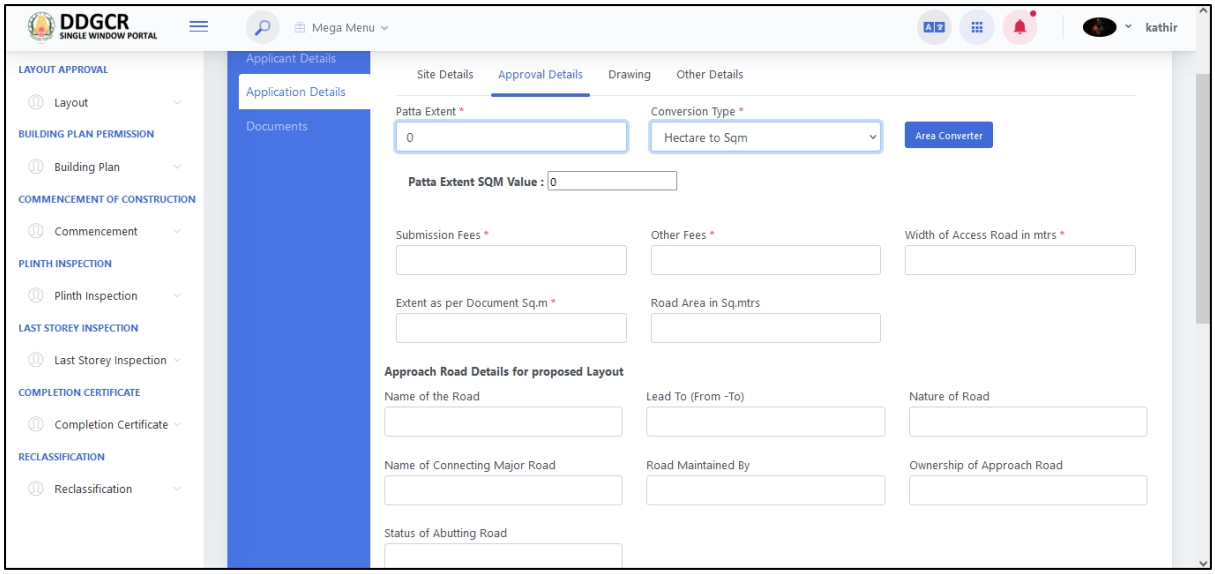
c. The user shall select the open button to load the file in the application site details create screen.

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

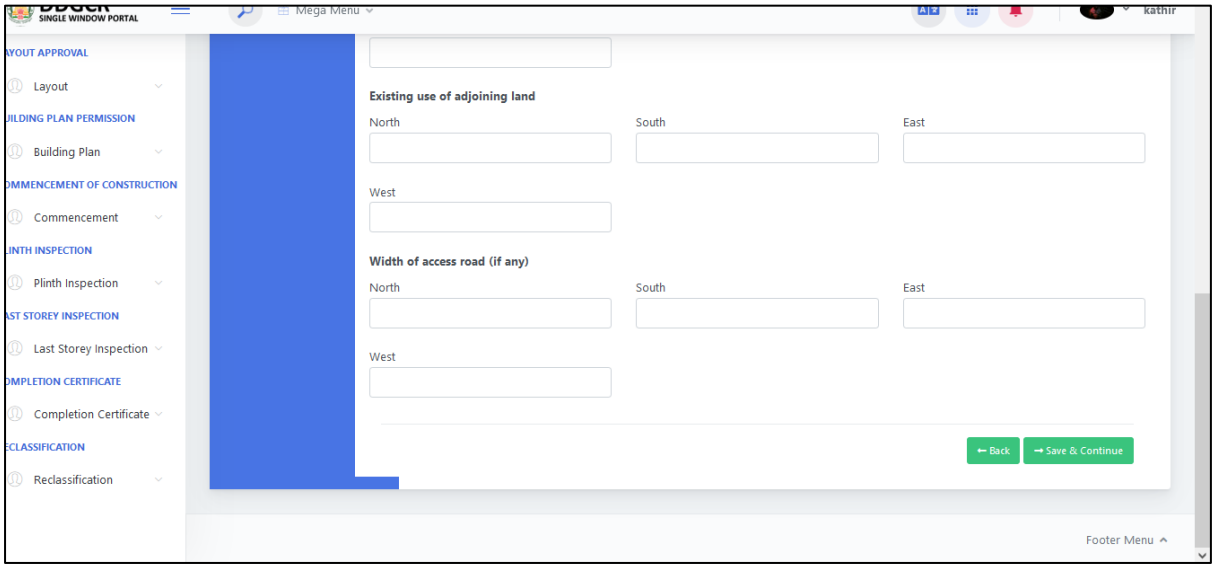
- The user enters the Latitude, Longitude, Purpose of Change of Use of Land and The Extent prior to 05.08.1975 in sq.m from textbox and selects the Approval Type, Present Use of Land, Proposed Use of Land, Area of Special Character and Nature of Development from drop down.
- The **"Save & Continue"** button allows the user to navigate through the approval deatils.



- **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.

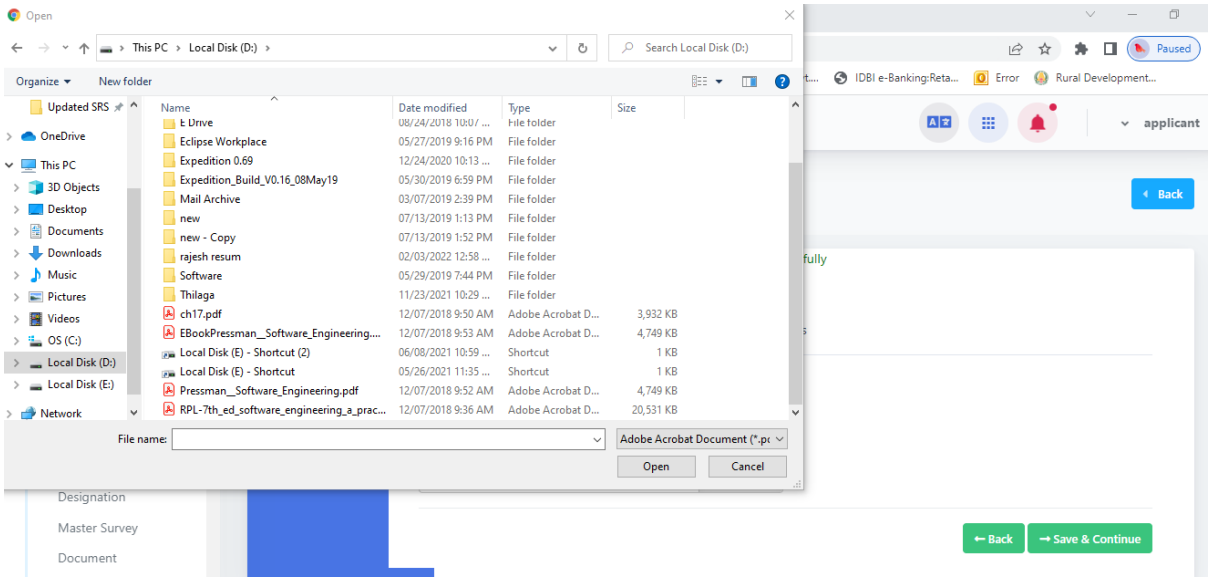


- The "**Back**" button allows the user to navigate through the site address page.
- The **Save & Continue** button allows the user to navigate through the drawing details page.



- In drawing details, the user clicks on the choose file button under the Layout Design (dwg,dxf) 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.

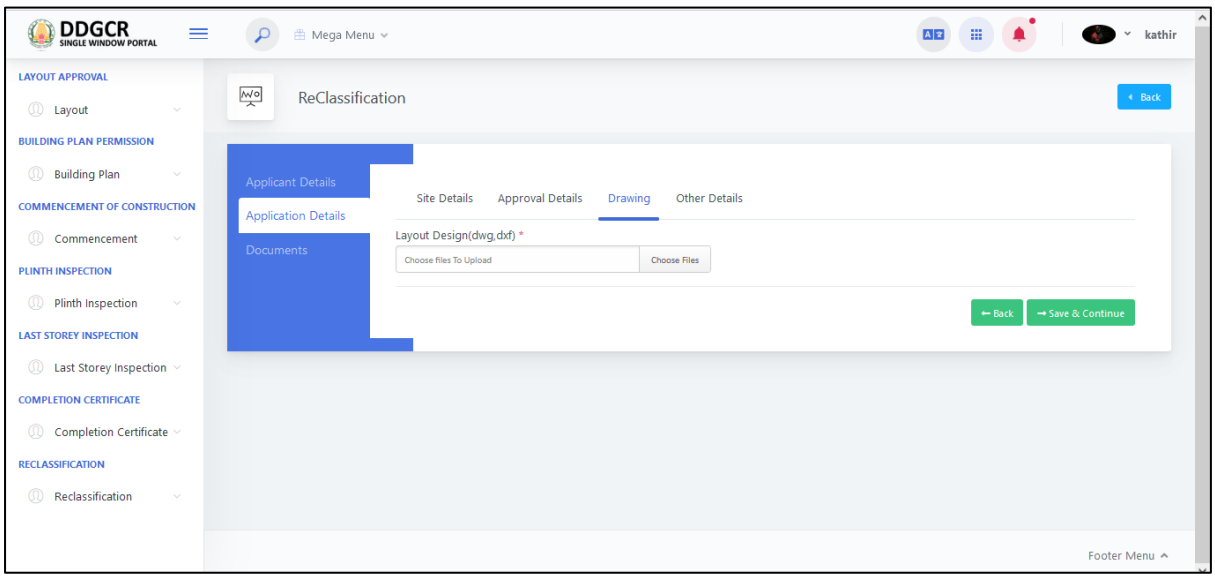


f. The user selects the file from the system and the file name will be displayed.

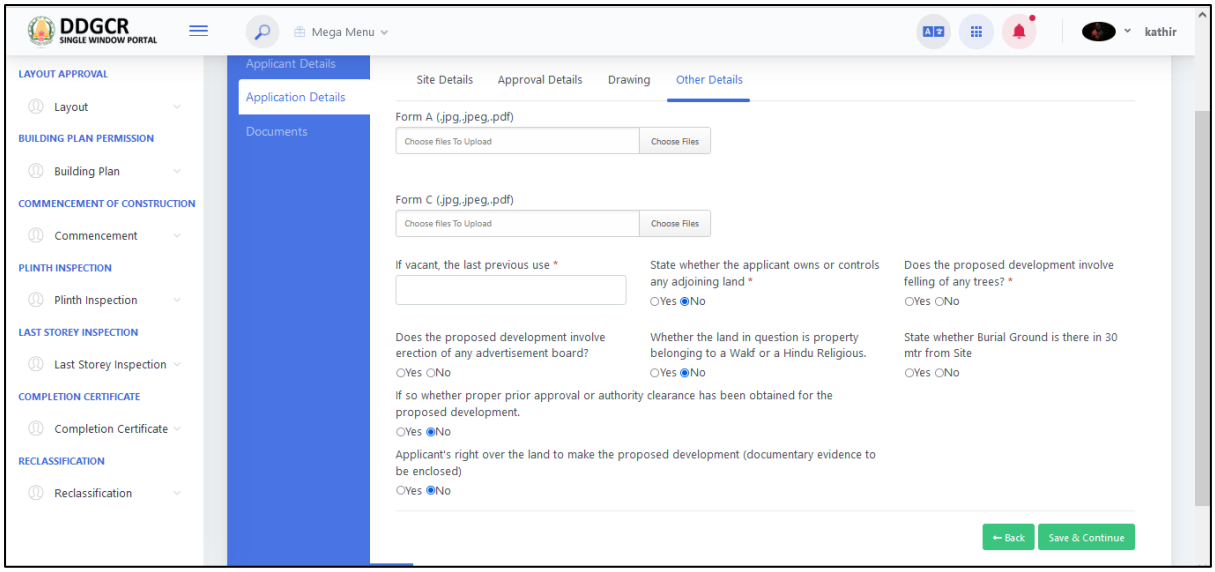
g. The user shall select the open button to load the file in the drawing details create screen.

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

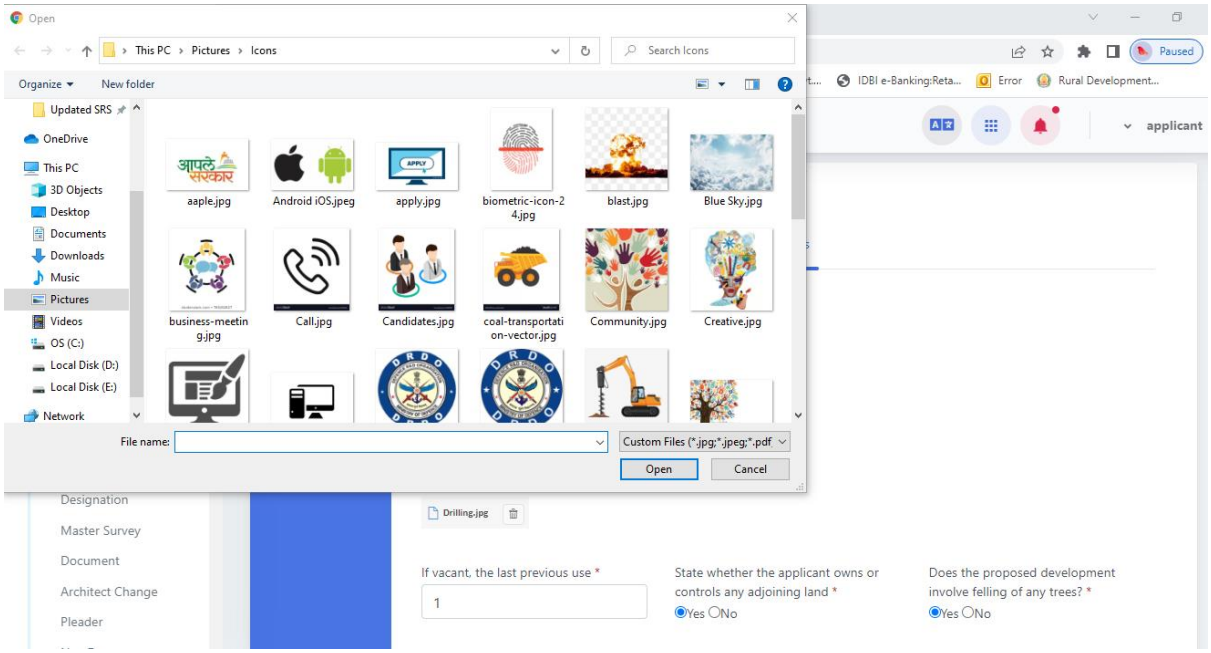
- The "**Back**" button allows the user to navigate through the approval details page.
- User can select the drawing details and click on the **Save & Continue** button success message displayed.
- The **Save & Continue** button allows the user to navigate through the other details page.



- 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.

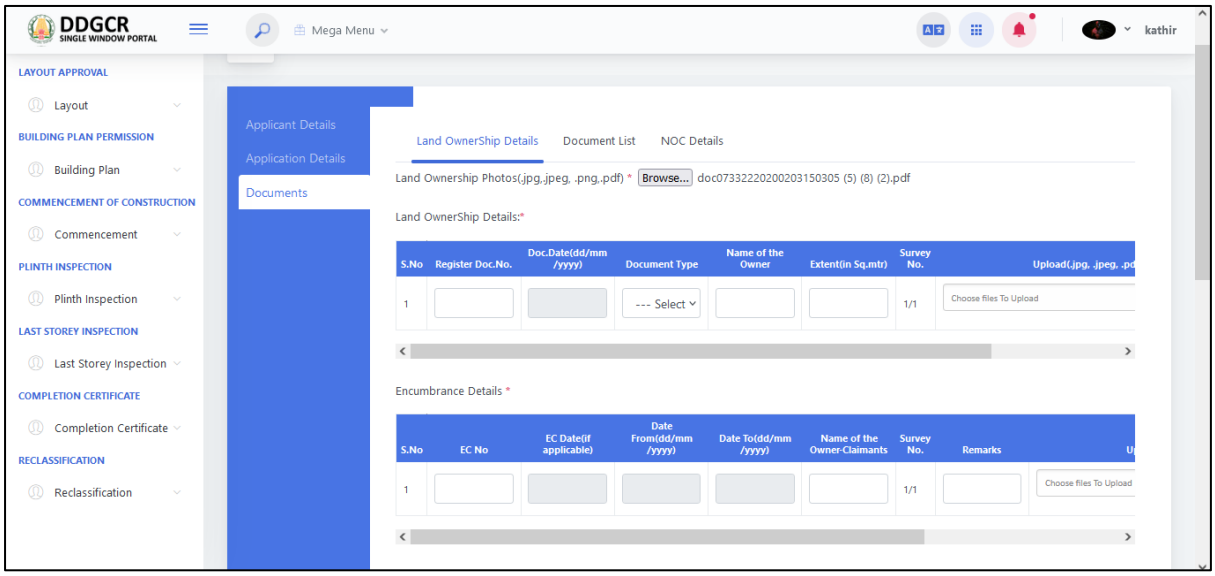


- The "**Back**" button allows the user to navigate through the drawing details page.
- User can enter the other details and click on the **Save & Continue** button success message displayed.

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

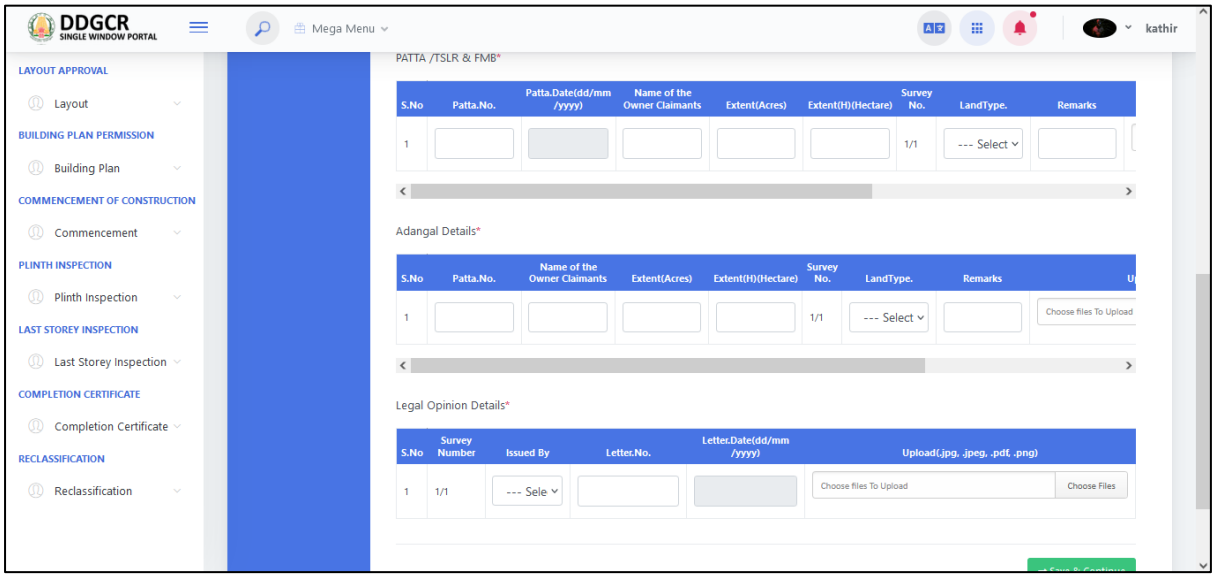
6.4 Reclassification create – Document

- 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.

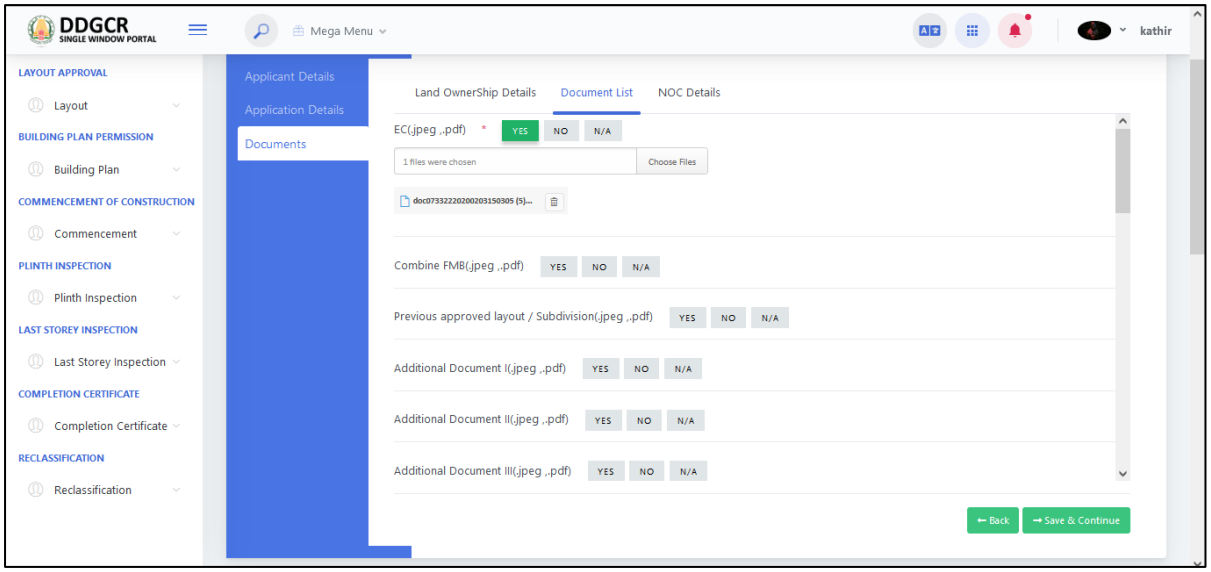


- In PATTA /TSLR & FMB details, the user enters the Patta.No., Name of the Owner Claimants, Extent(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file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

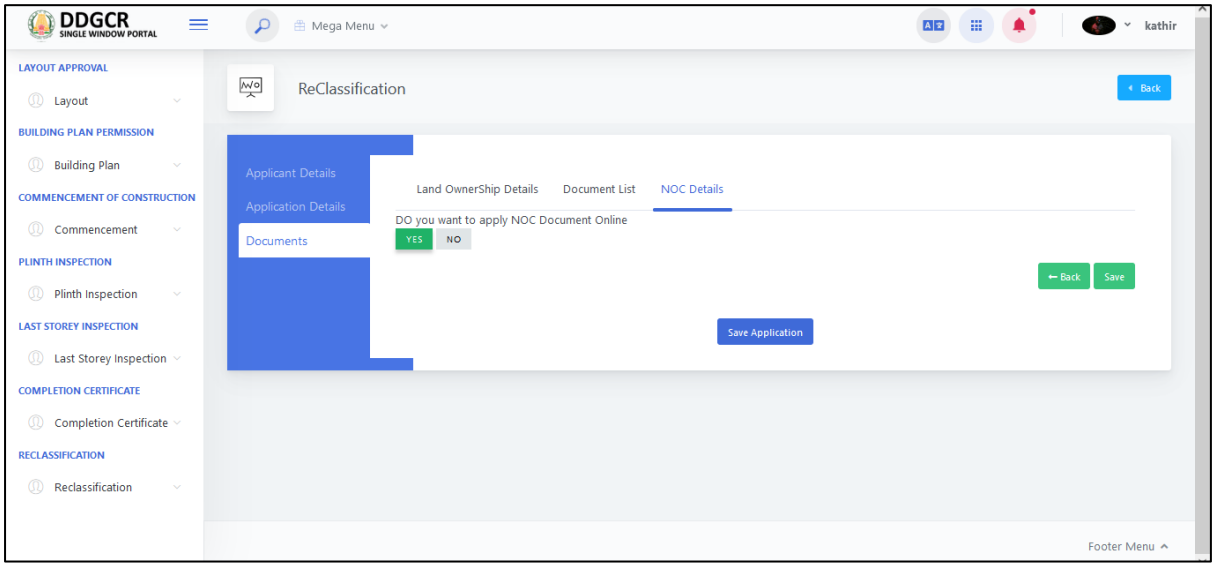
- In Adangal Details, the user enters the Patta.No., Name of the Owner Claimants, Extend(Acres), Extent(H)(Hectare) and remarks from textbox.
- The user selects land type from drop down and Survey No. is label field (From application - > Survey details).
- The user clicks on the choose file button under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



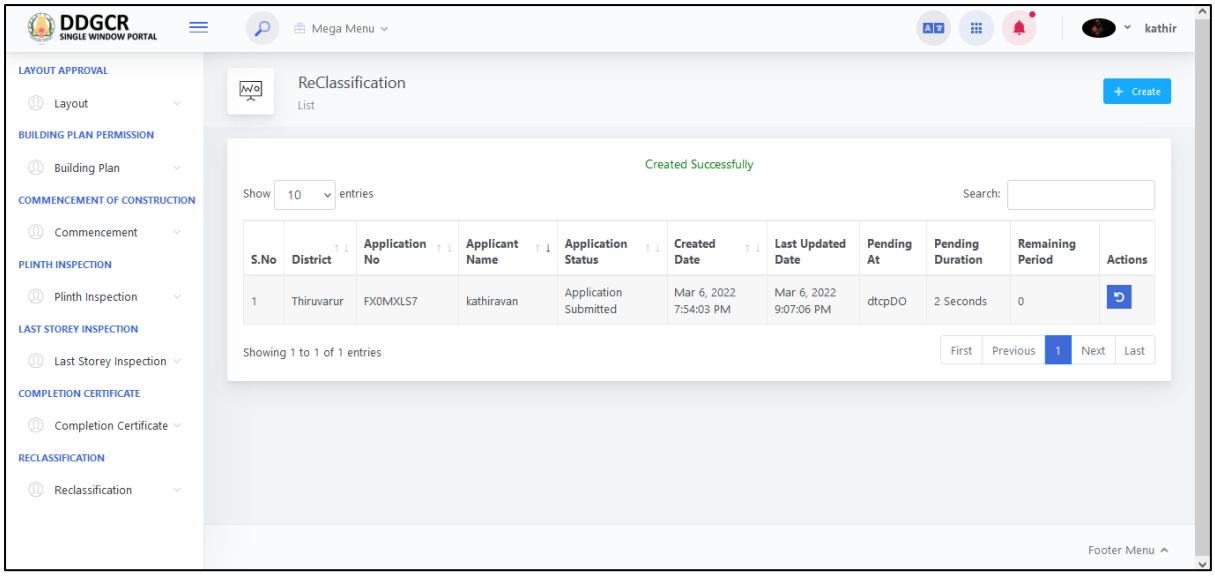
- After entering the Applicant details and click on **Documents**, click on **Document List** and enter the necessary details as shown below and click on **Save & Continue** to proceed.



- 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.

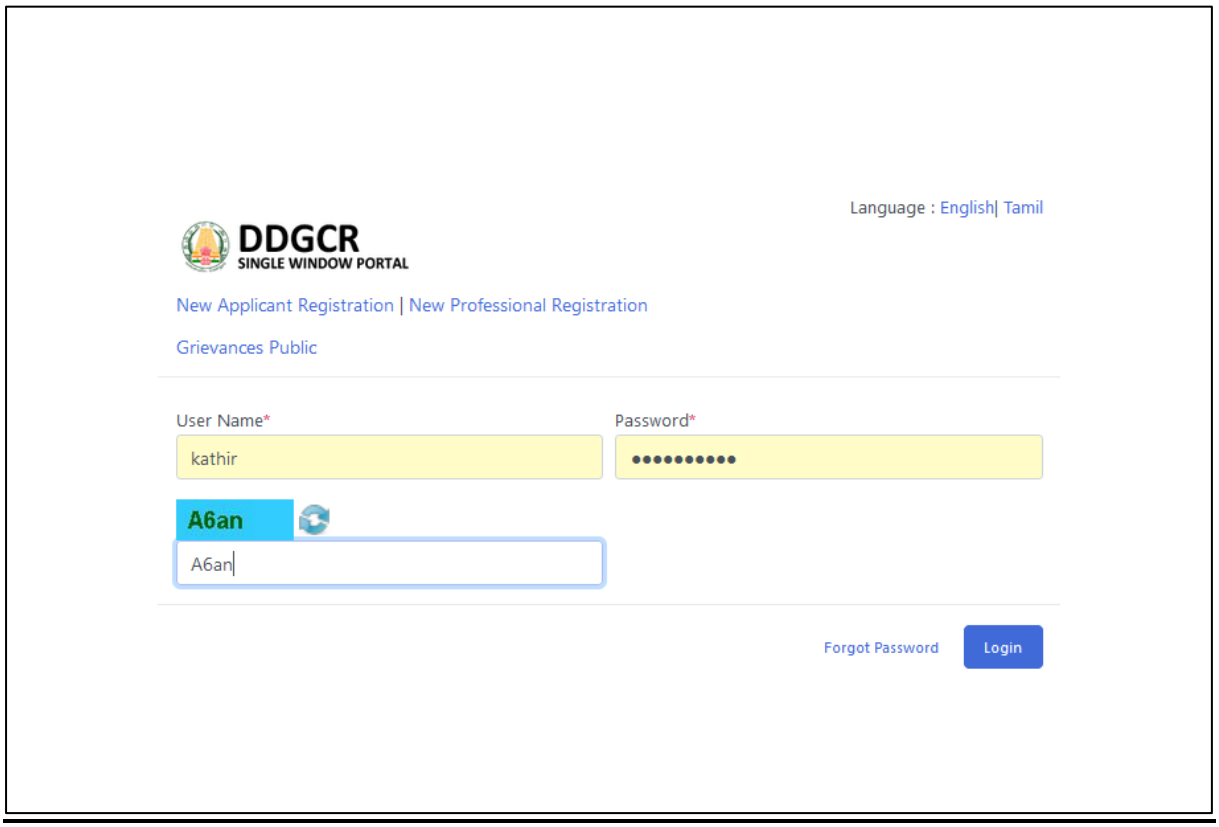


- Click on **Save Application** then the application will be submitted, and also the following screen will display the status of the application.



7 Building Plan Application

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



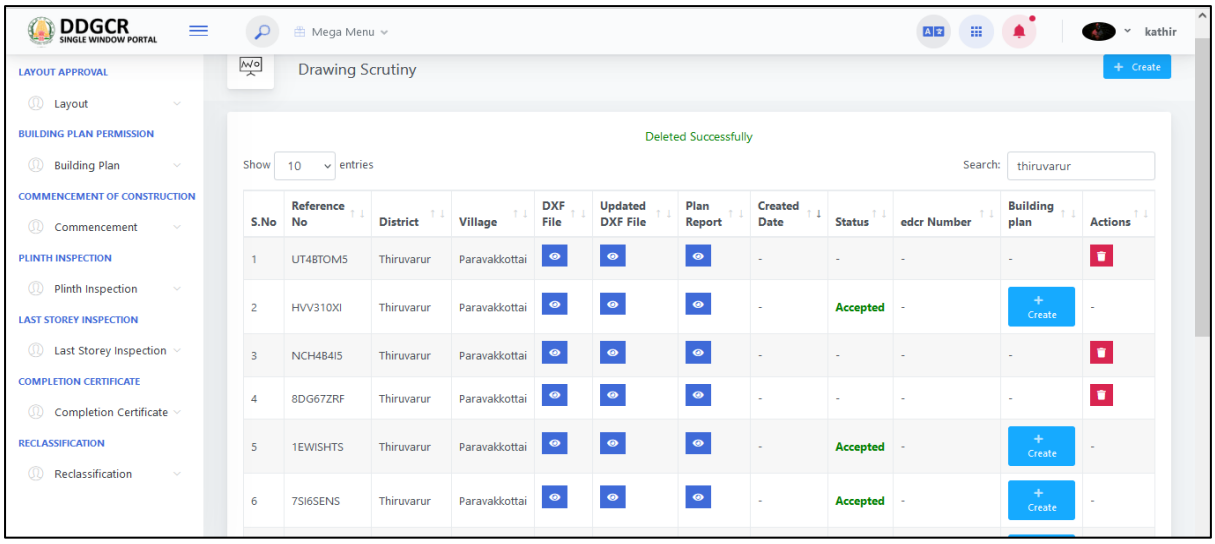
- Select **Building Plan** from the menu list and the following options are shown in the screen
  - **Drawing Scrutiny**
  - **Building Plan Application**

- **Building Plan Approval**

7.1 Drawing Scrutiny List

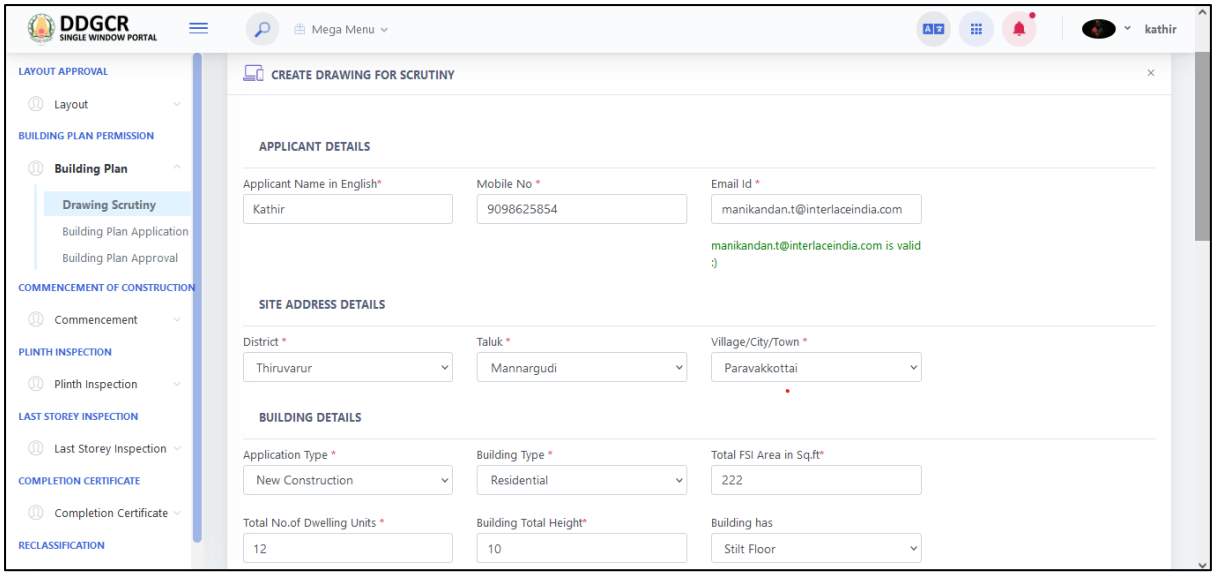
- This page displays the list of drawing scrutiny's along with Reference number, District, village,DXF file, updated DXF FILE, Plan report, created date, status, edcr number and building plan in the list.
- Click on the View option to view the created Drawing scrutiny details.
- Click on the Edit option 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

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.

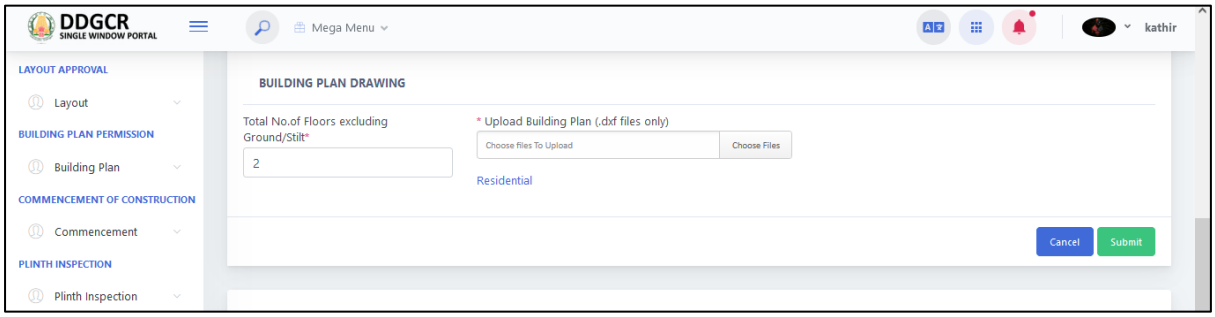


7.2 Drawing Scrutiny create

- 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.

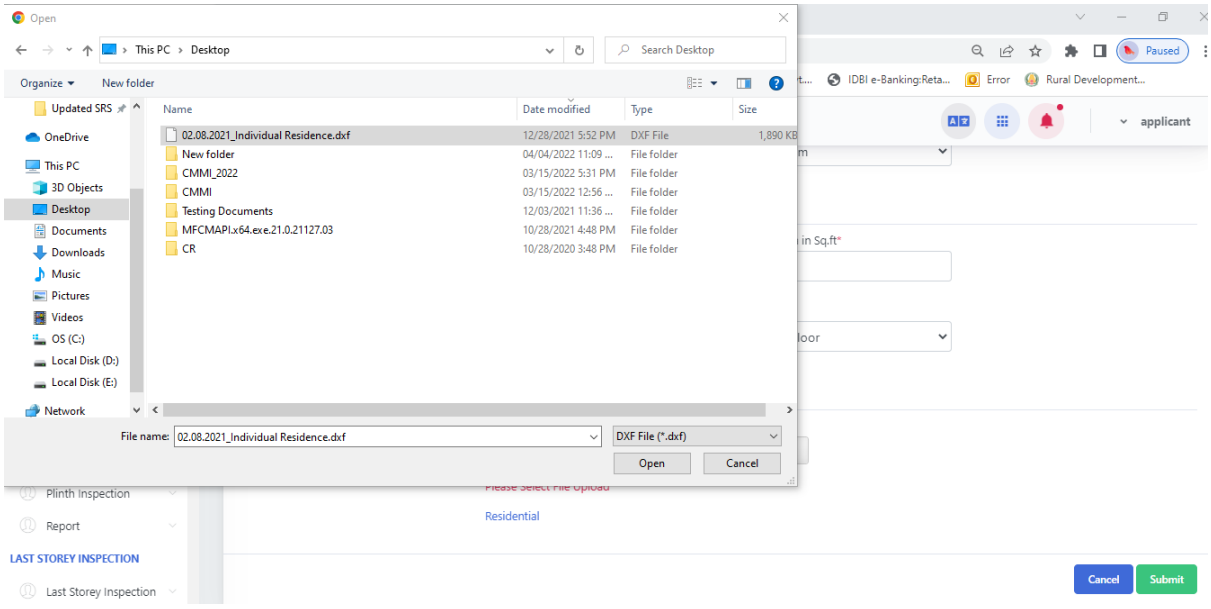


- Based on Application Type, Building Type and Building has, upload building plan enabled otherwise disabled.



- The user clicks on the choose file button under the Upload Building Plan 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.

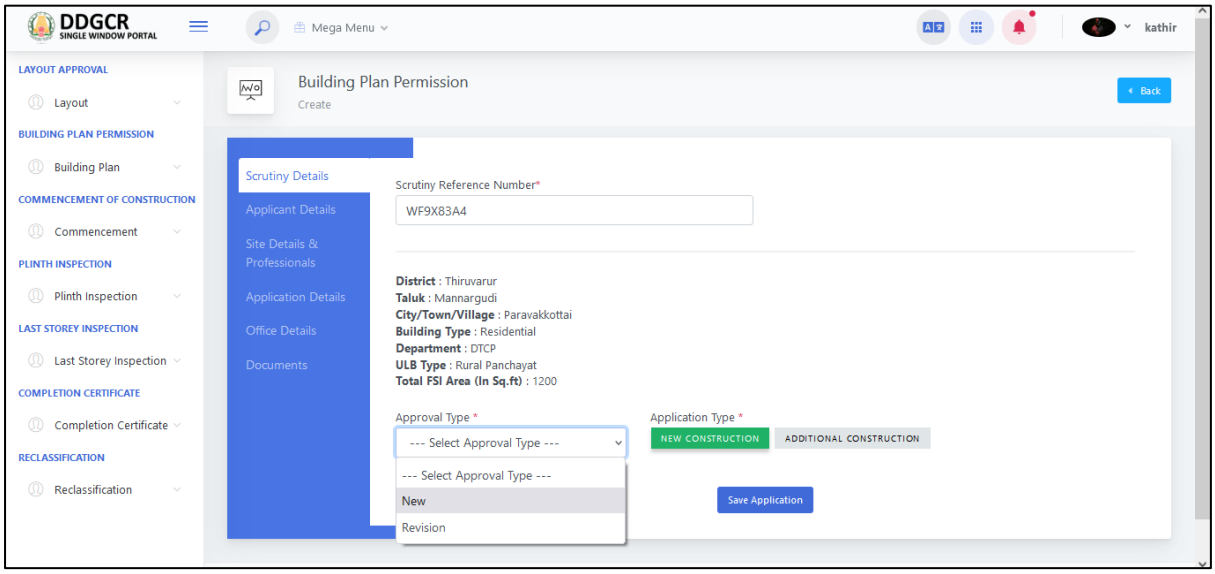
c. The user shall select the open button to load the file in the building plan drawing details create screen.

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.

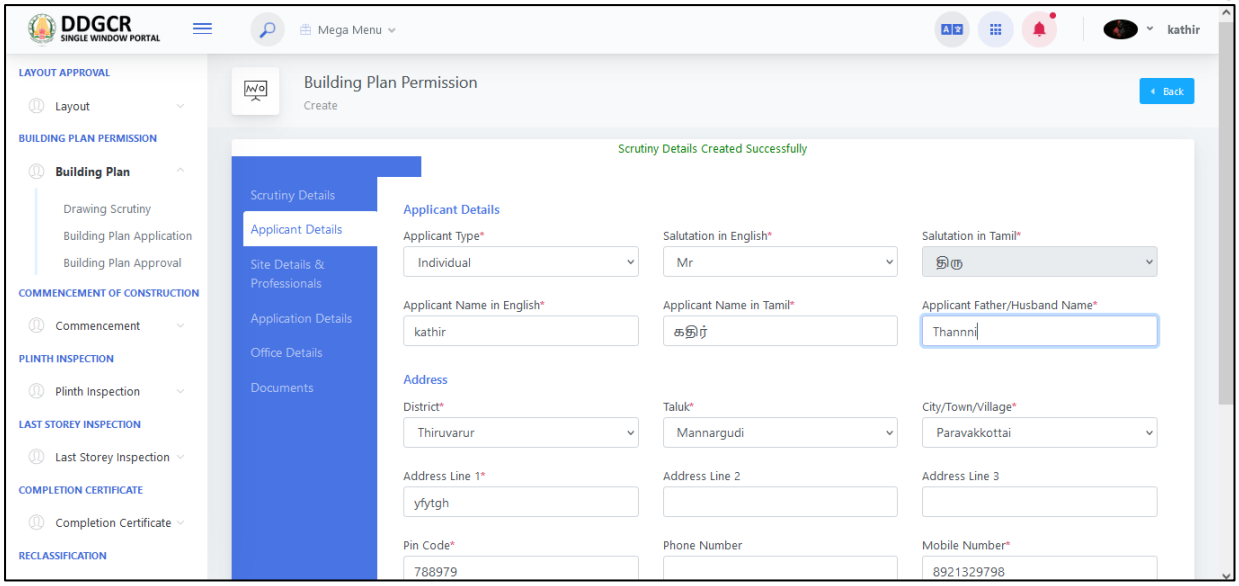
7.3 Scrutiny details

- 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.



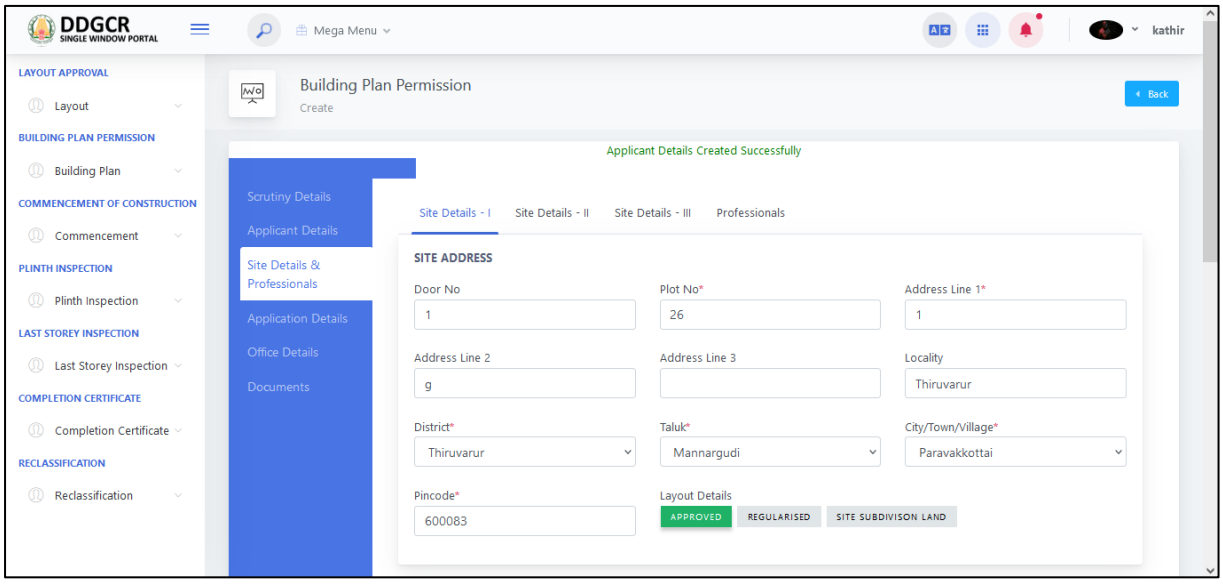
7.4 Applicant details

- 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 deatils.



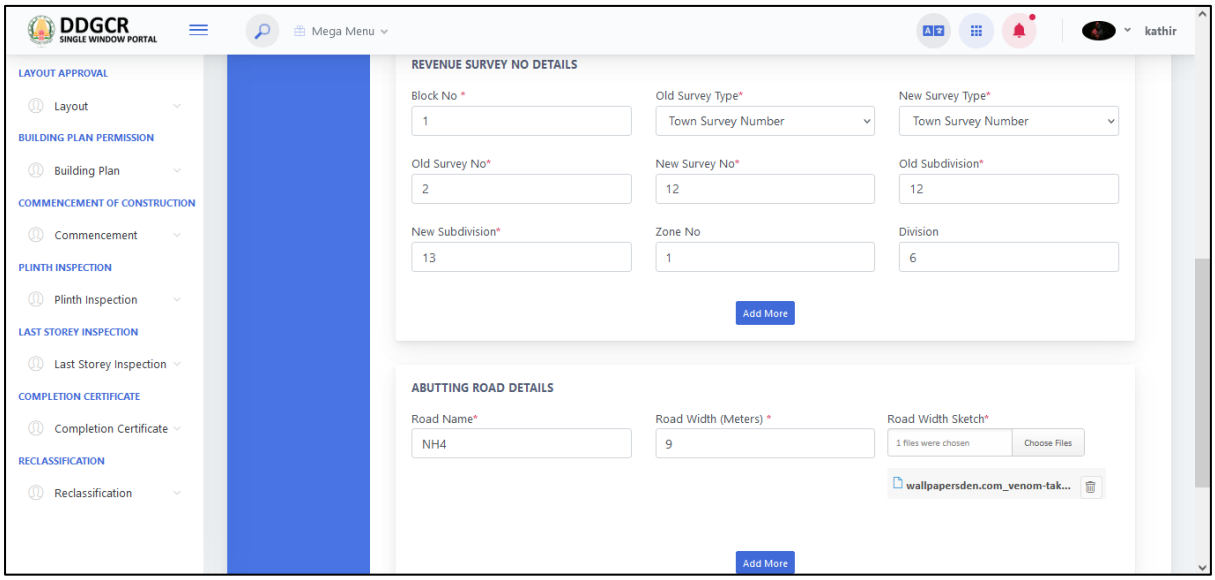
7.5 Site details & Professionals

- 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.

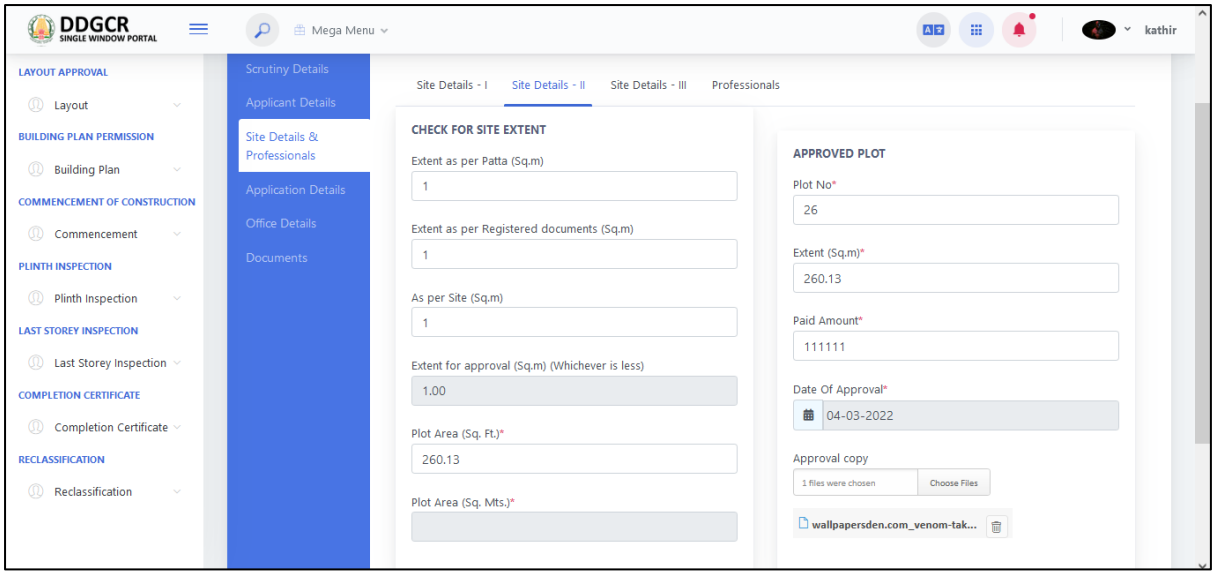


- After entering the Site Address, then fill the **Revenue Survey no Details** and **Abutting Road Details** if needed applicant can add more details in the list.
- In the **Revenue Survey no Details**, The user enters the Block No , Old Survey No , New Survey No ,old subdivision, new subdivision, zone 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 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.

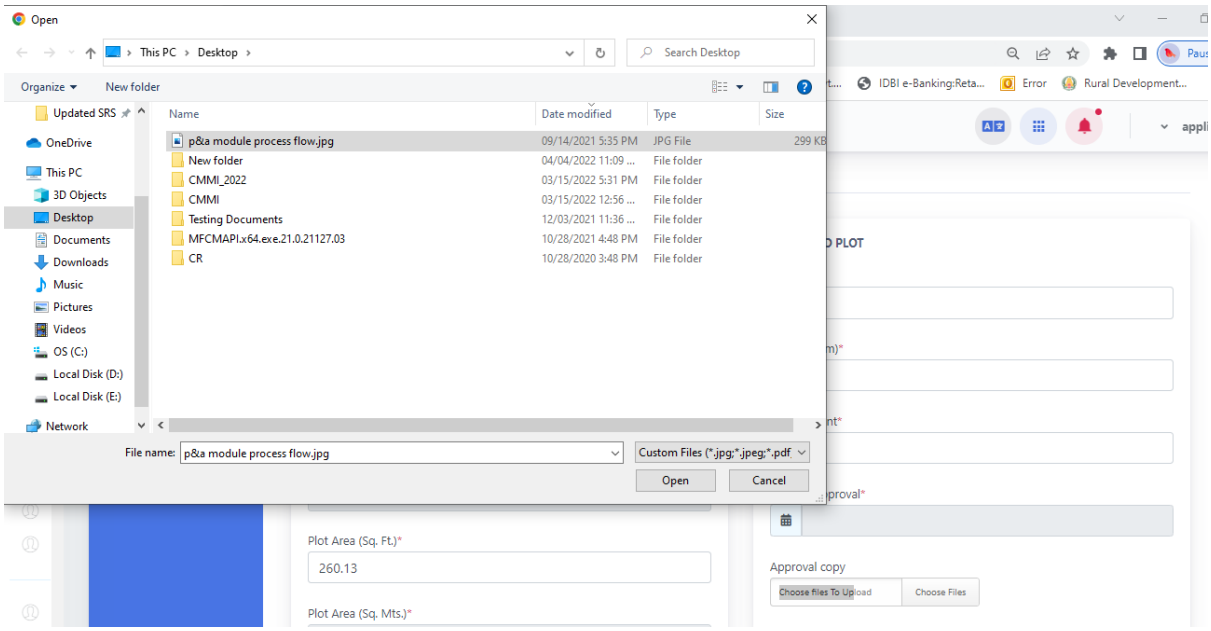


- In **abutting road details**, the user road name and road width from textbox and upload the road width sketch.
- Click on the **Add more** button to create the **abutting road details**. The created abutting road details will be listed in the table format.
- User will able to delete the created data 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.

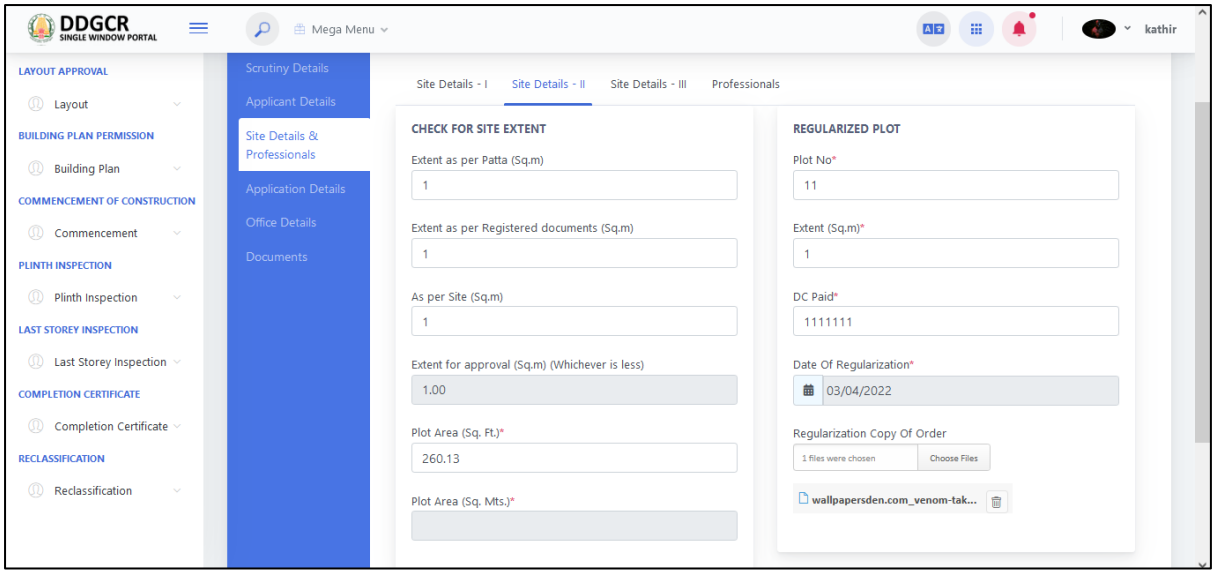


    b. The user selects the file from the system and the file name will be displayed.

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

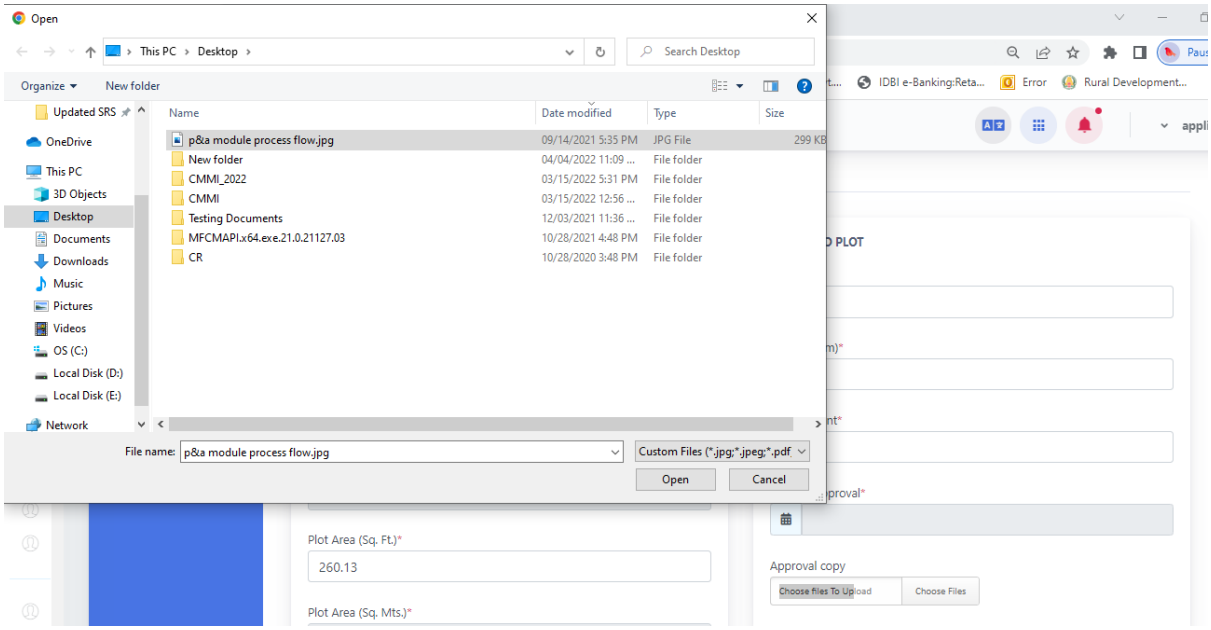
    d. The user can also cancel the open window by clicking on the Cancel Button.

- 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.



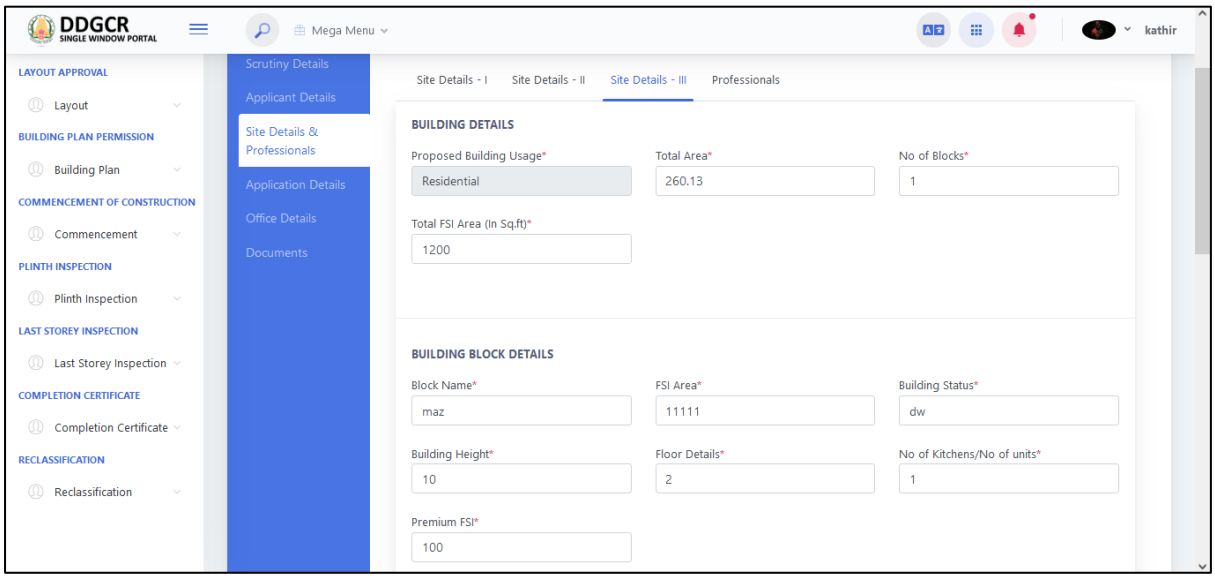
    b. The user selects the file from the system and the file name will be displayed.

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

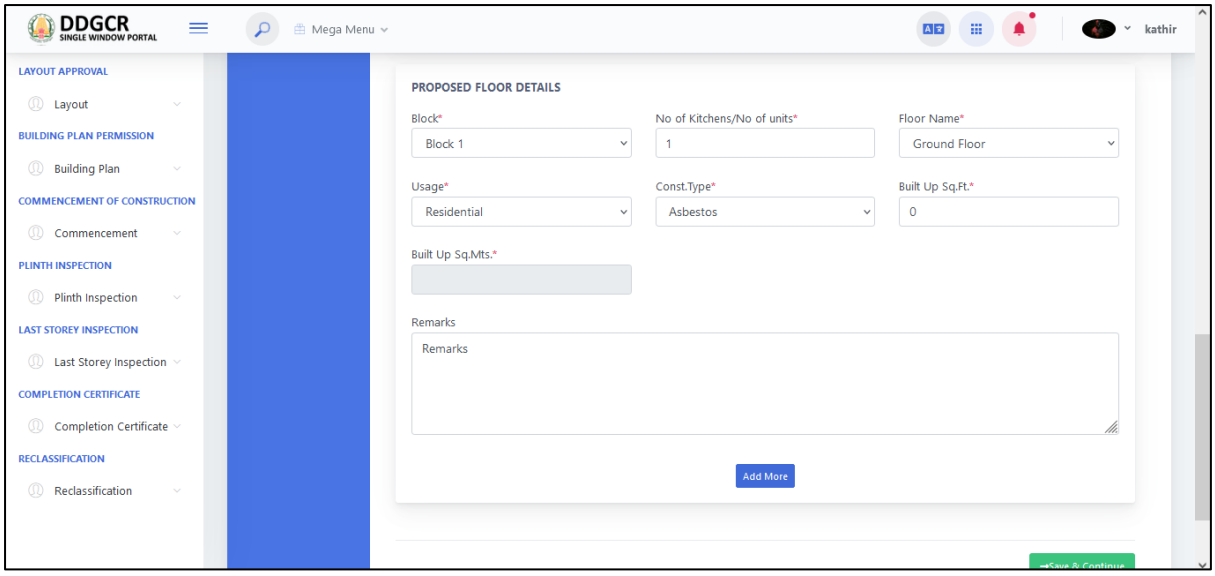
    d. The user can also cancel the open window by clicking on the Cancel Button.

- 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.

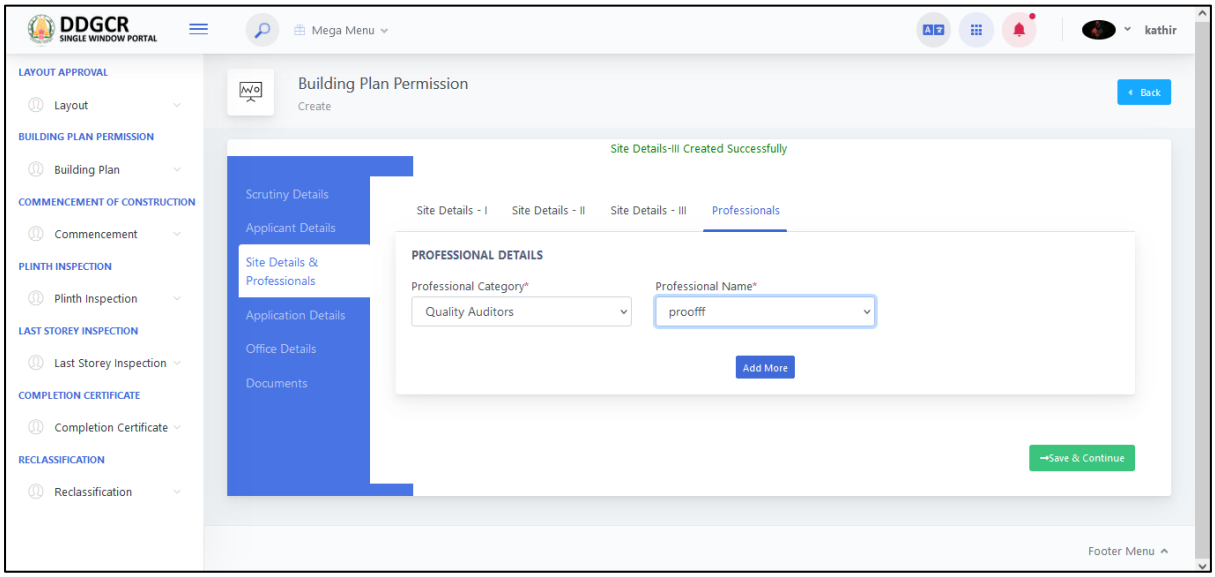
- In building block details, the user enters block name, FSI Area, Building Status, Building Height, Floor Details, No of Kitchens/No of units and Premium FSI from textbox.
- Click on the **Add more** button to create the **Building block Details**. The Building block Details will be listed in the table 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.



- 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.

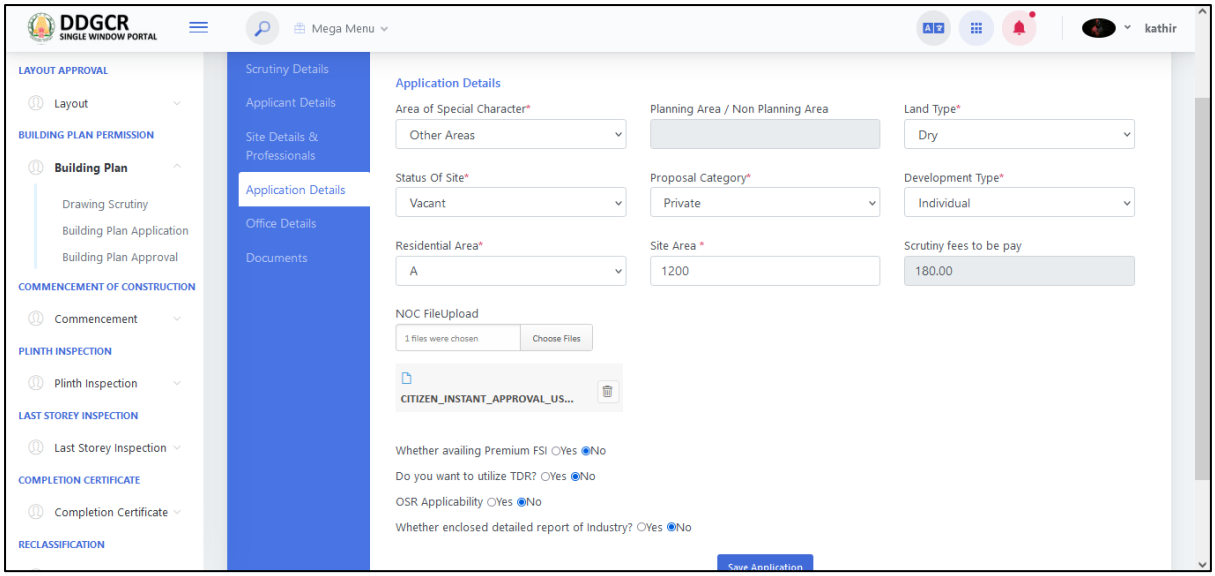


- After entering Site Details and the Applicant need to provide the **Professional details.**
- The user selects the proposal category and proposal name from drop down.
- Click on the **Add more** button to create the **Professional details**. The Professional details will be listed in the table format.
- 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.



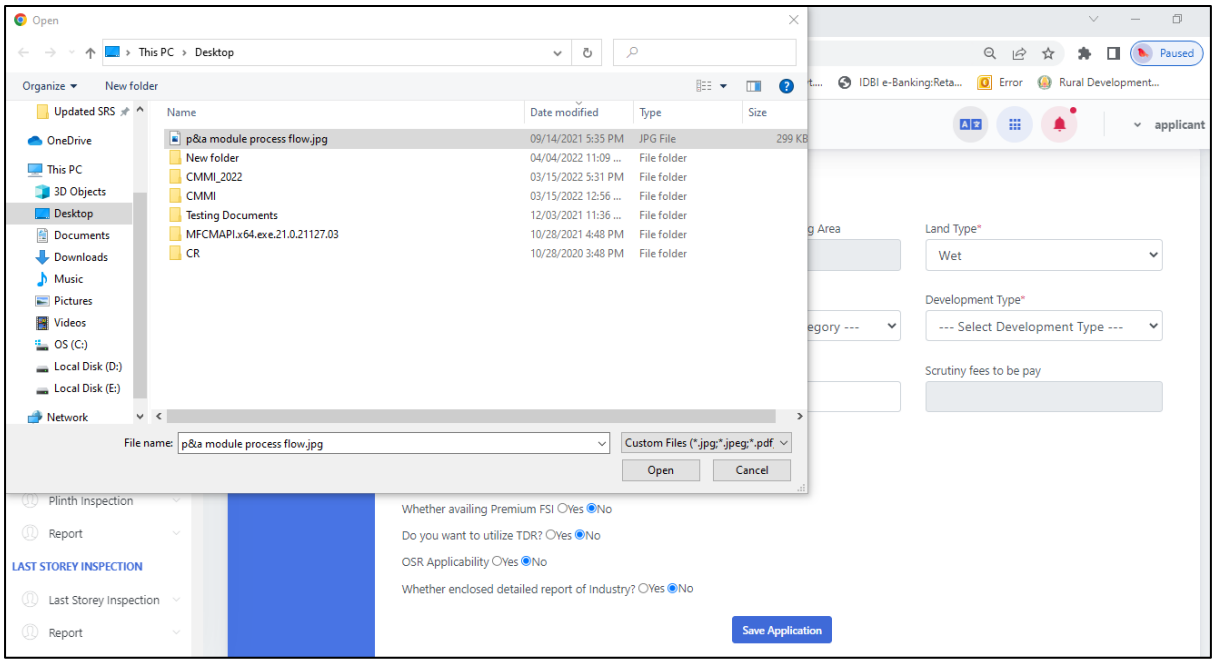
7.6 Application details

- 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.

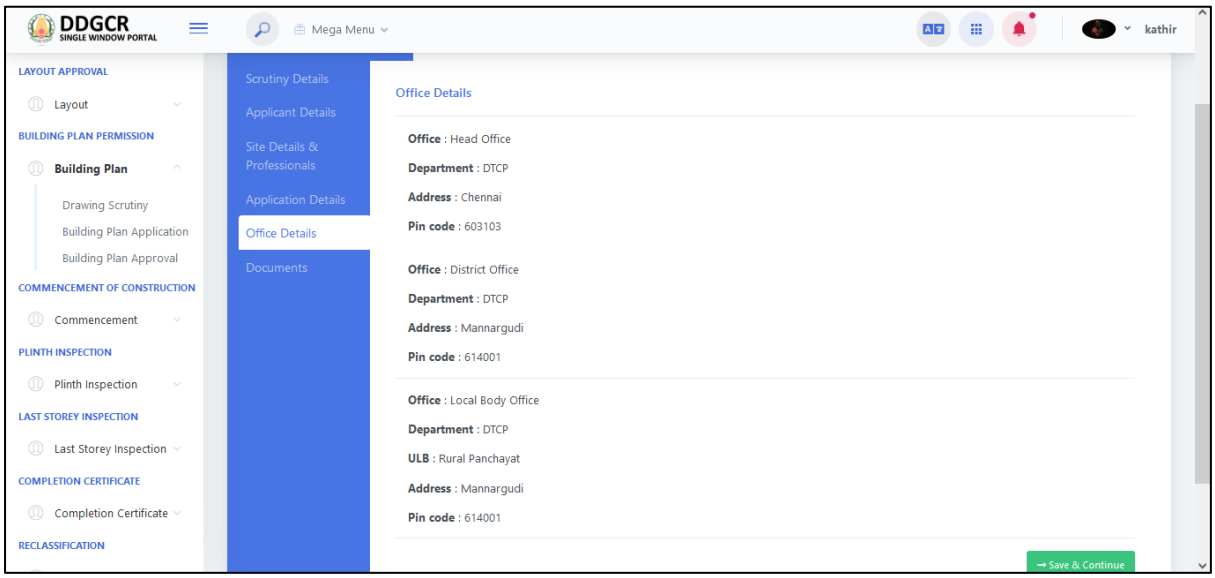
    d. The user can also cancel the open window by clicking on the Cancel Button.

- 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.

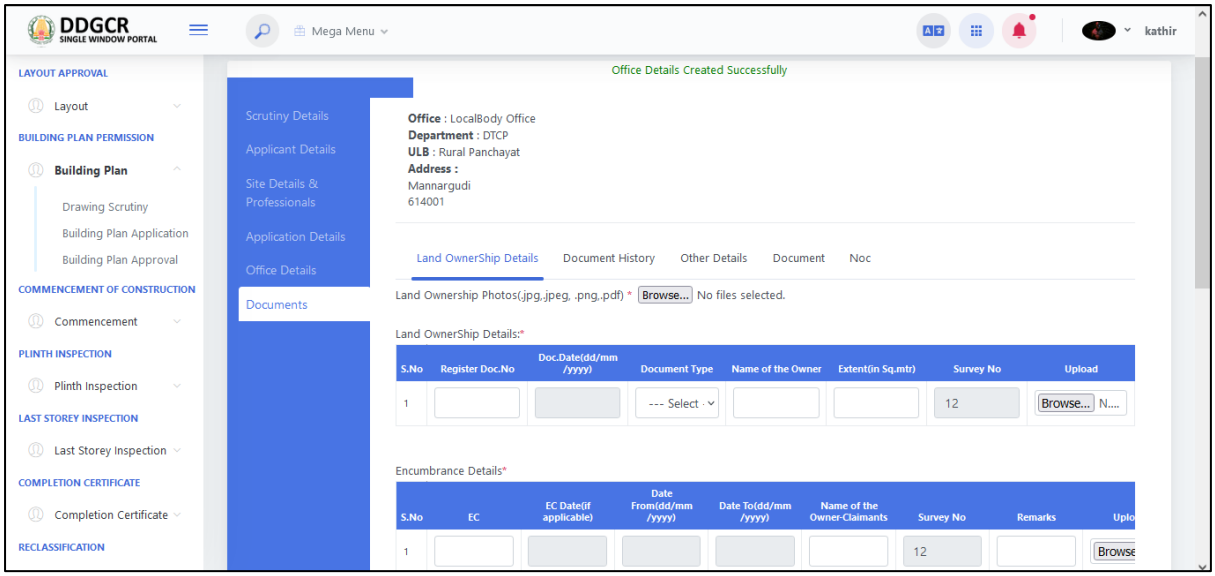
7.7 Office details

- 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.

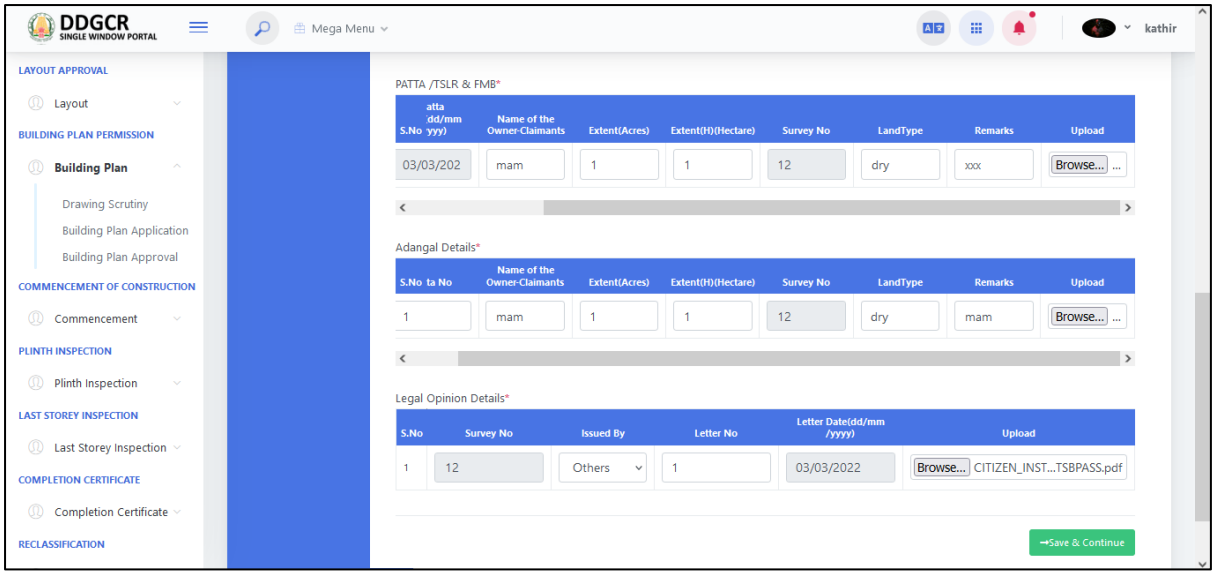


7.8 Documents

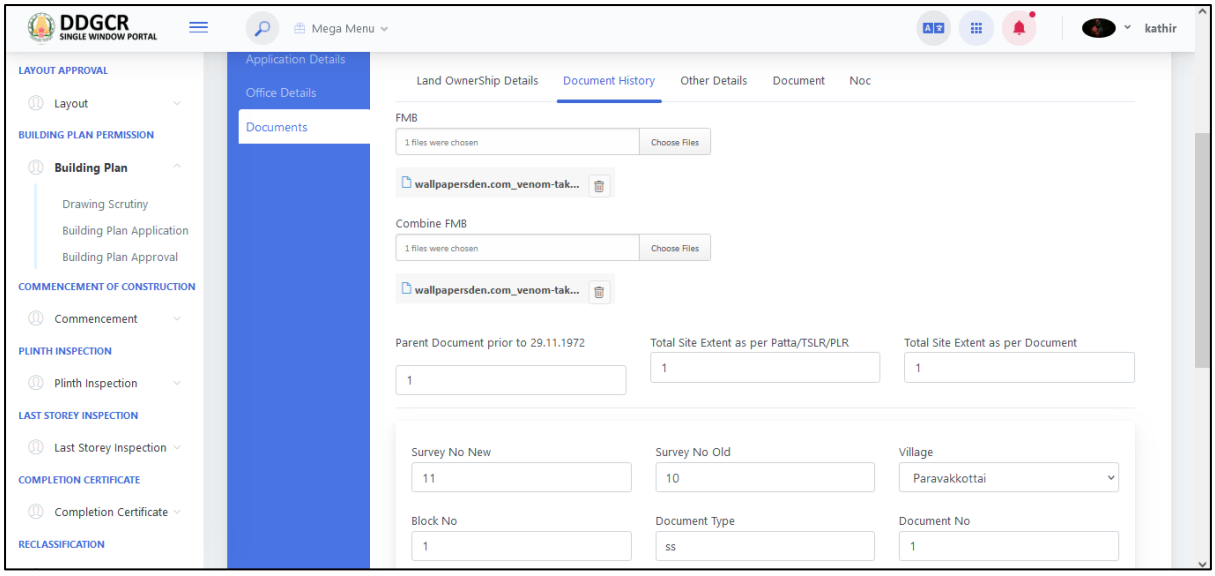
- In **Documents -> Land Ownership Details** and Upload the images of Ownership details and some of the details are some as follows,
    - Land Ownership Details
    - Encumbrance Details
    - PATTA /TSLR & FMB
    - Adangal Details
    - Legal Opinion Details.
  - In Land ownership details, the user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



- 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 history page.

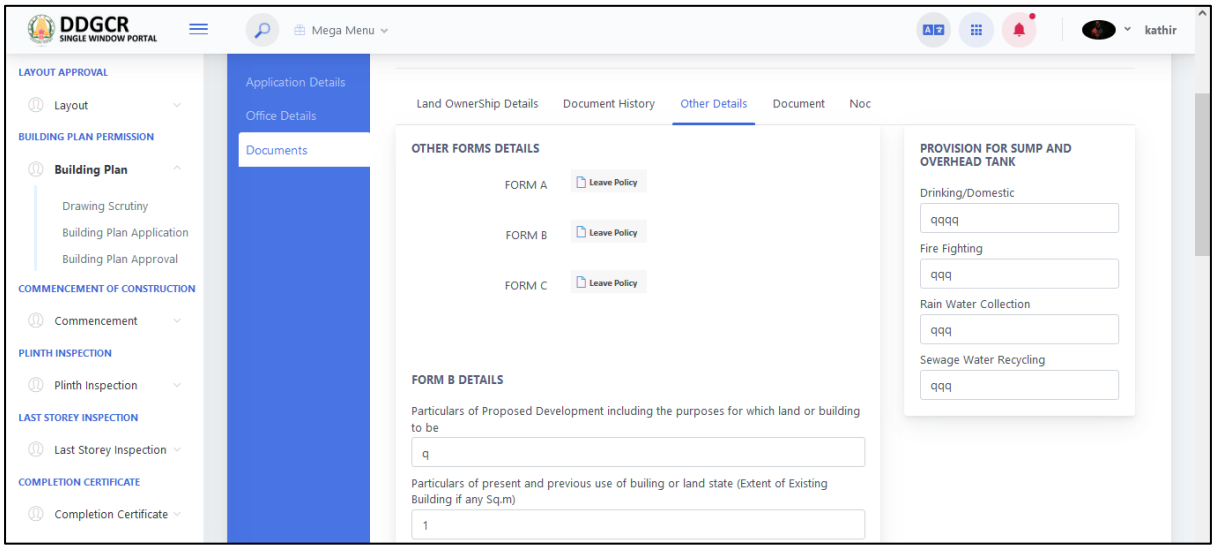


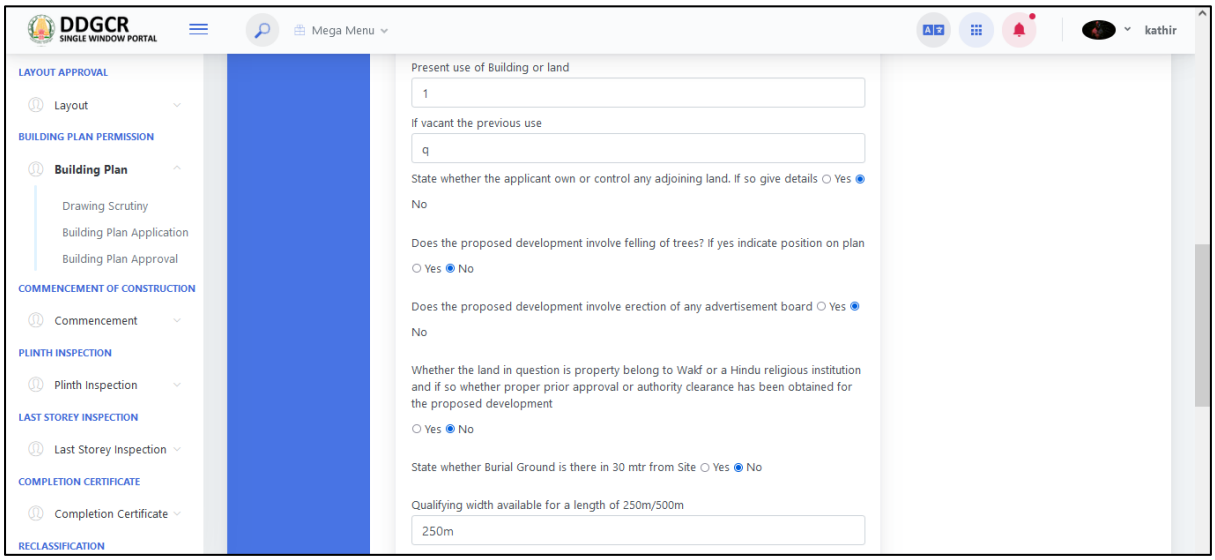
- In **Document History**, the user enters Parent Document prior to 05.08.1975, Total Site Extent as per Patta/TSLR/PLR and Total Site Extent as per Document and upload the necessary documents.
- The user enters the Survey No New, Survey No Old, Block No, Document Type, Document No, Document Date, Vendor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

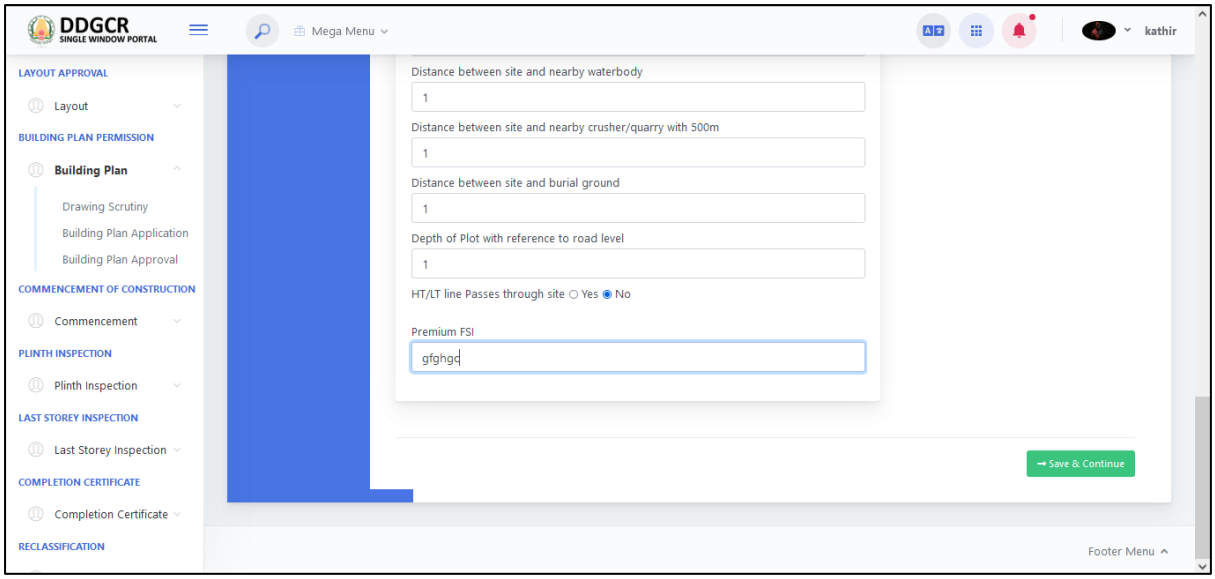


- Click on the **+ Add details** button to create the **document history details**. The created **document history details** will be listed in the table format.
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert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

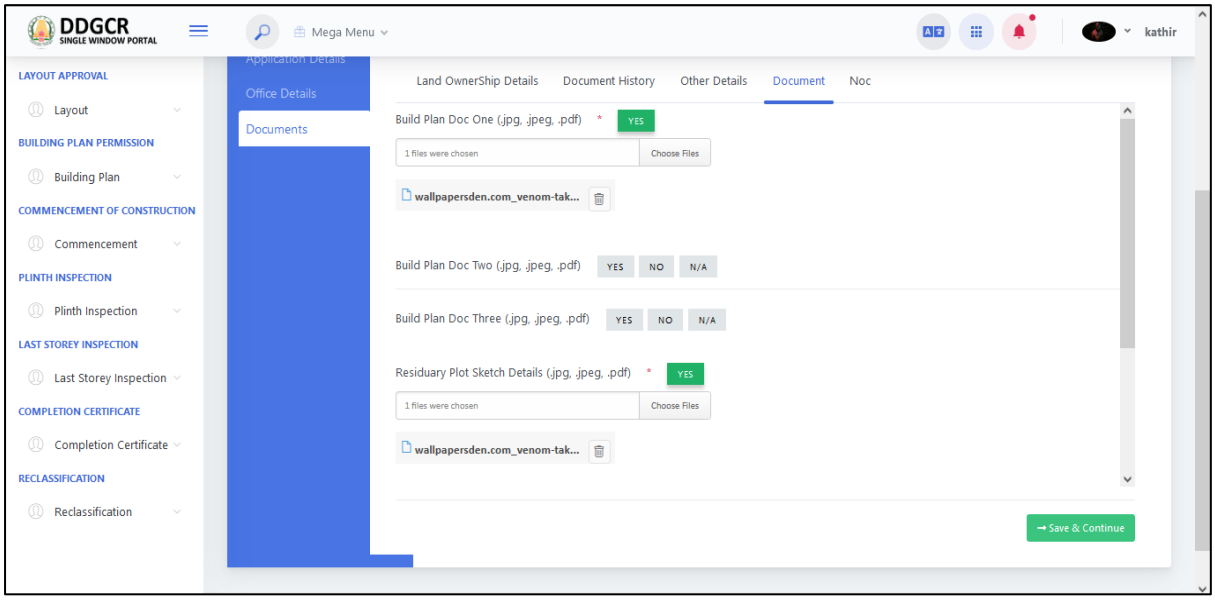
- In **Other Details,** the user enters and upload the necessary documents and Click on **Save & Continue** button allows the user to navigate through the document page.



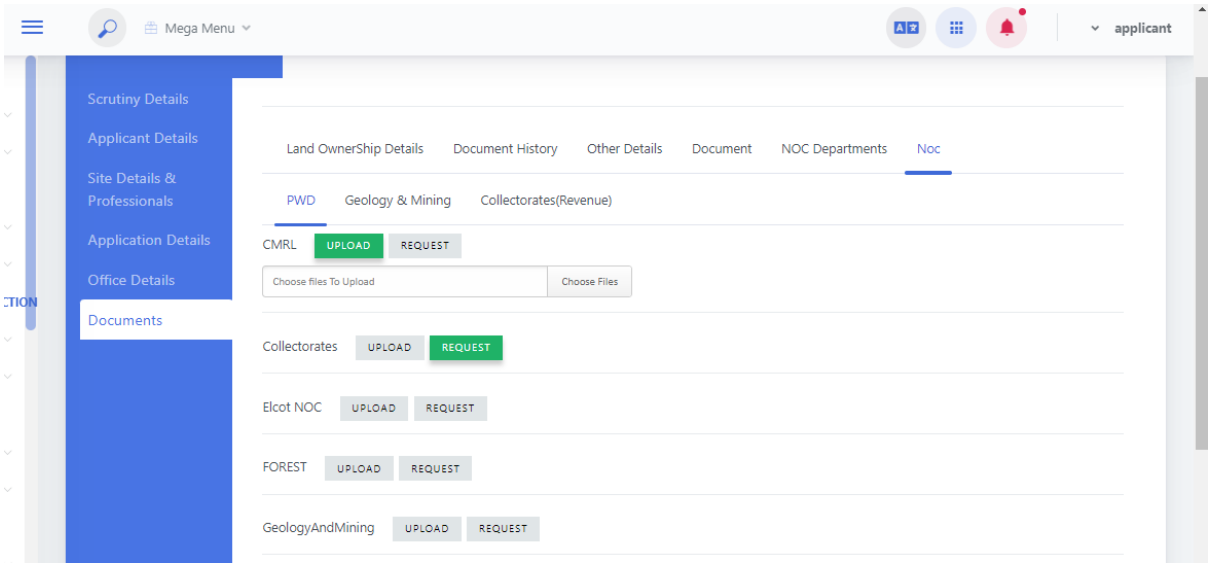




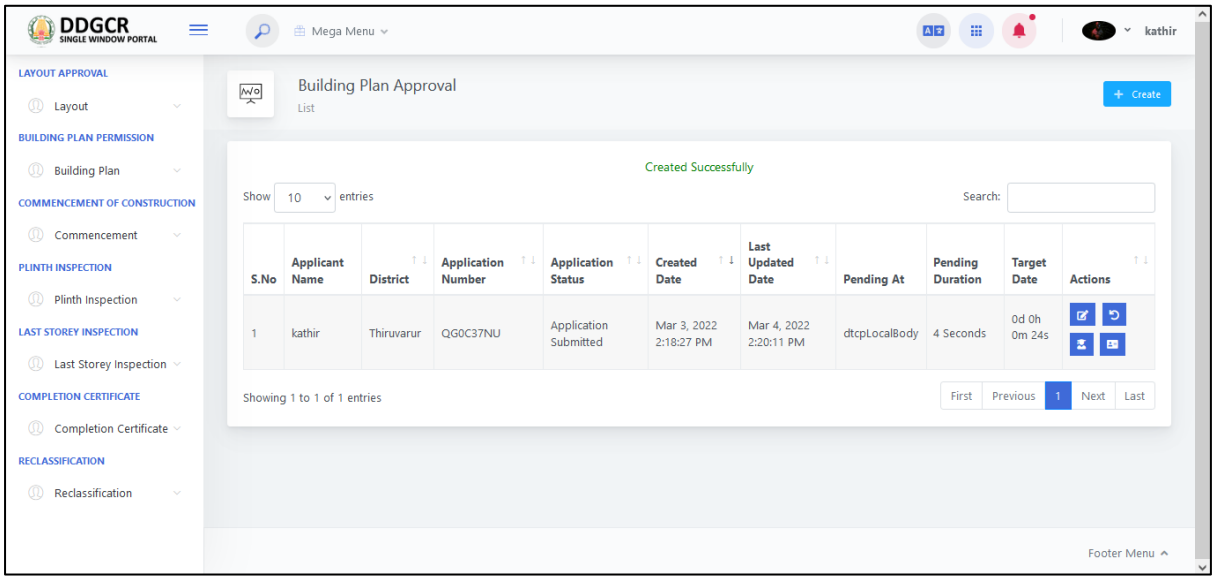
- Select **Documents -> Documents** and Upload the documents and some of the details are given as below,
  - The user selects the documents (Yes/No/NA) from the radio button, if user select yes file upload enabled otherwise disabled.
  - Mandatory Documents needs to be uploaded and then click Save &Continue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



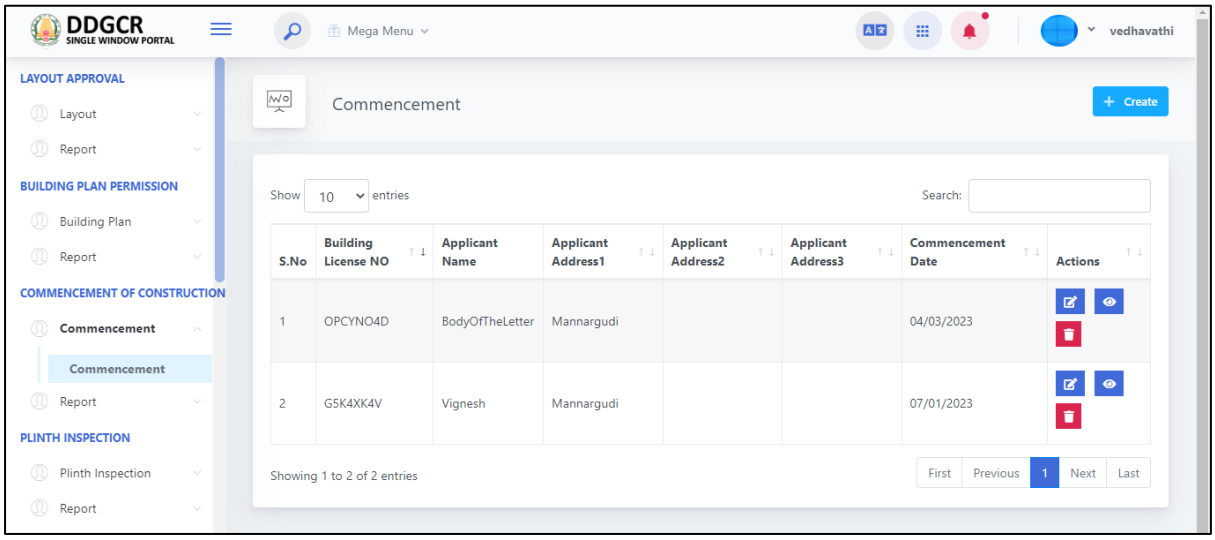
8 Commencement

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.

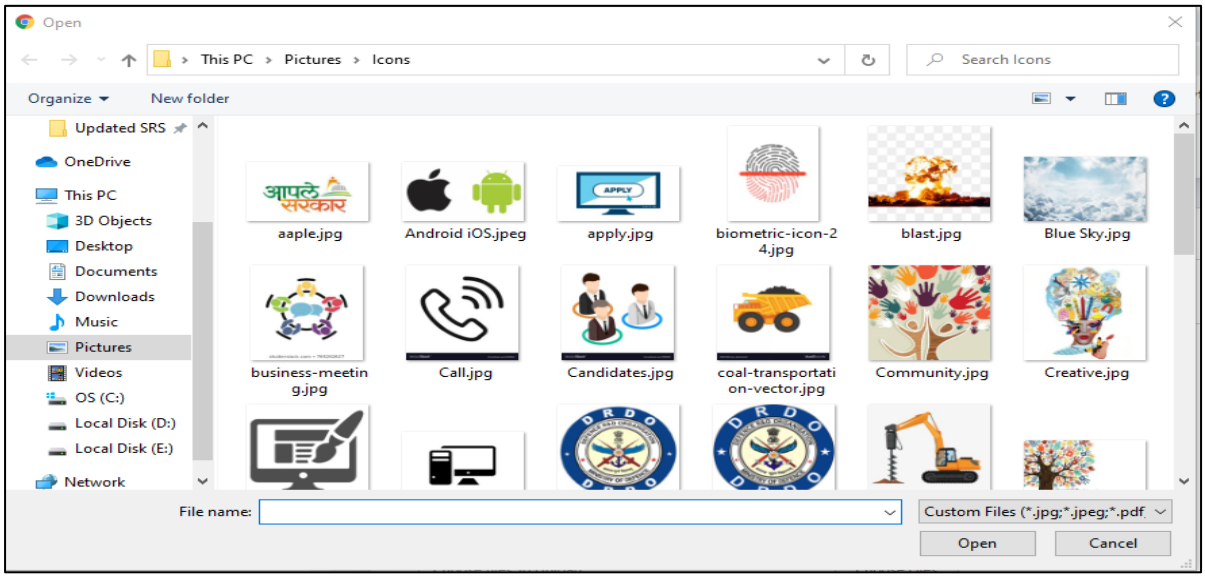
- User will able to delete the created data by using this delete functionality. If the user clicks on the delete button, confirmation alert “Ok / Cancel?” will be displayed.
- Search option is provided to filter the commencement details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries

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.



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.

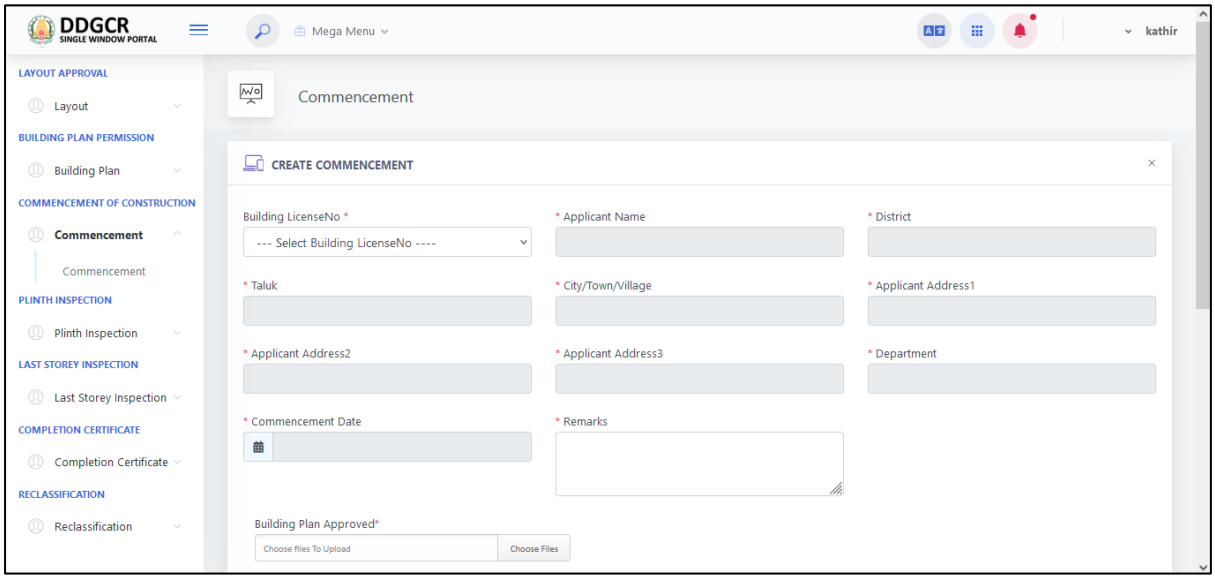


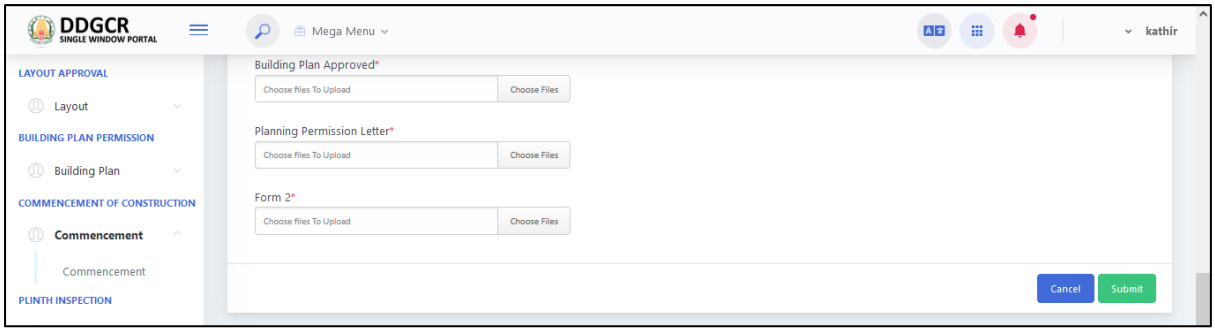
b. The user selects the file from the system and the file name will be displayed.

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.

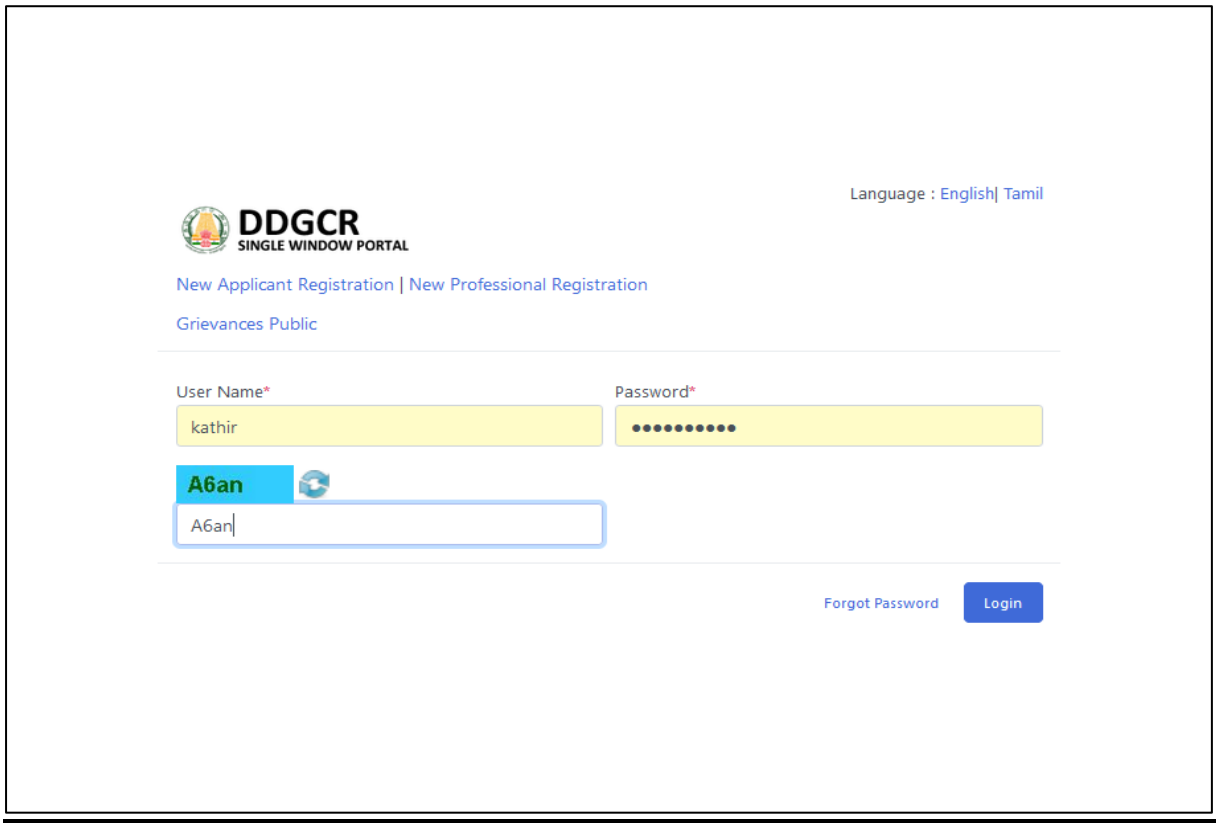
- Click on the Cancel Button to navigate to the Commencement's list page.
- User can enter the Commencement details and click on the Submit button success message displayed and navigate to the Commencement's list page.





9 Plinth Inspection Application

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

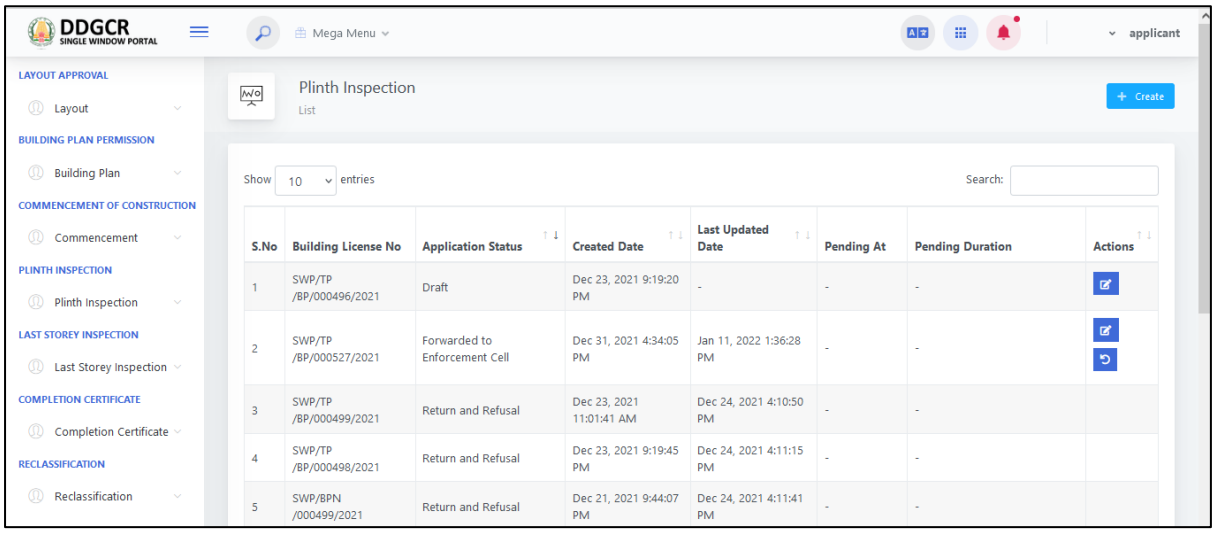


9.1 Plinth Inspection Application List

- 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.

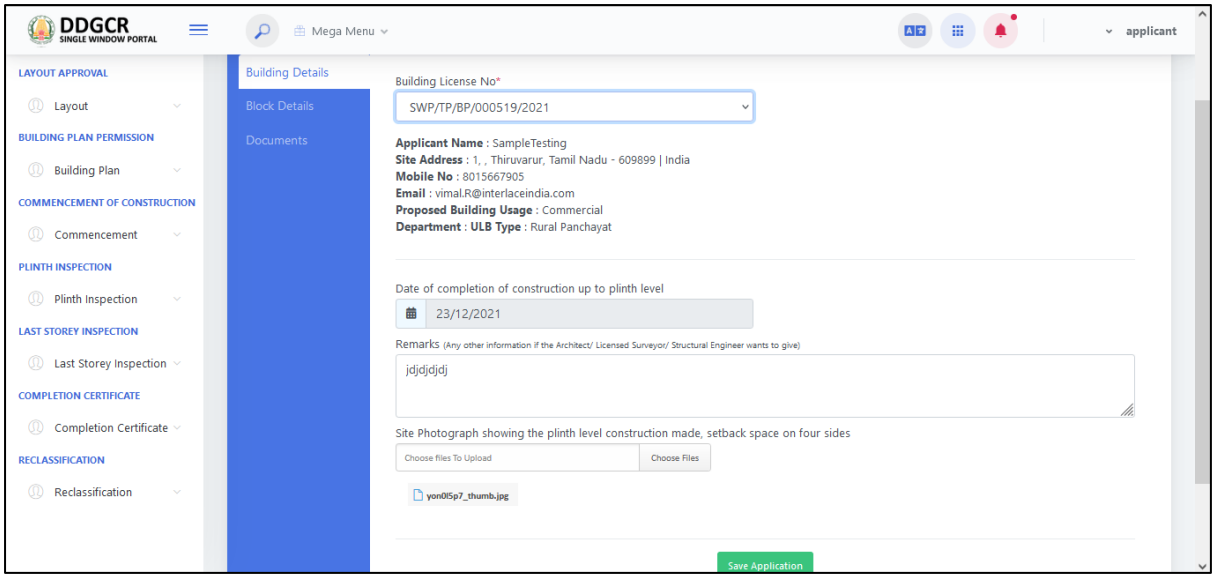
- Search option is provided to filter the Plinth Inspection application details from the list.
- By default the list page will have 10 numbers of rows; the user has an option to select the show entries

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.



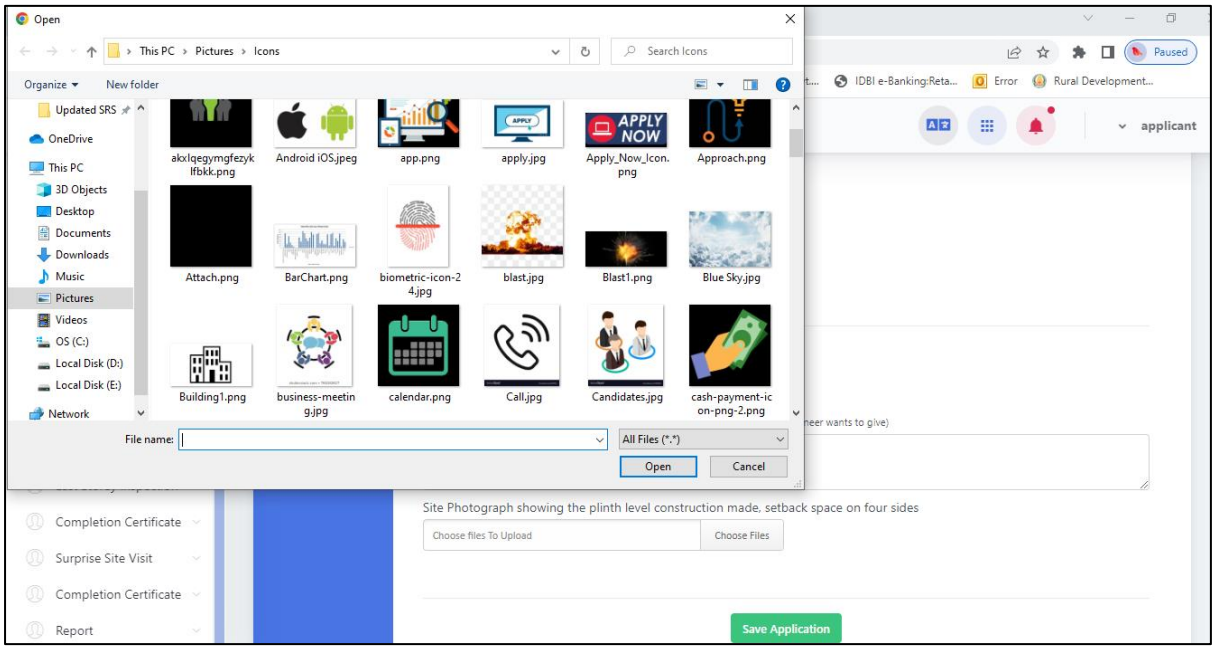
9.2 Plinth Inspection Application – Building Details

- 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 bock details create screen.

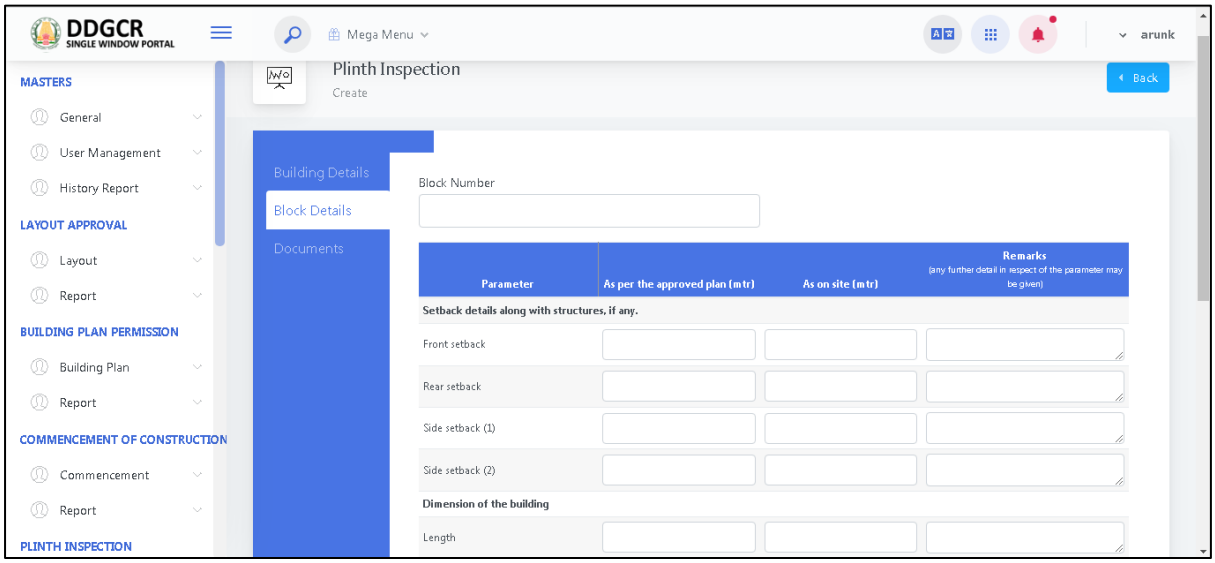
    d. The user can also cancel the open window by clicking on the Cancel Button.

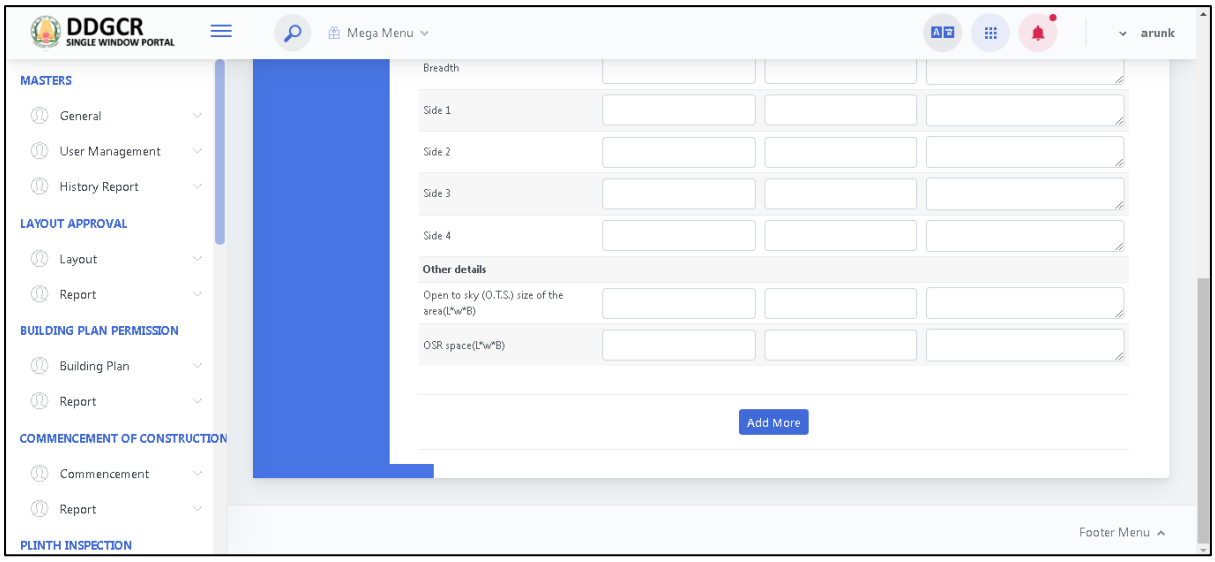
    e. The user can delete the upload file by clicking on delete button.

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

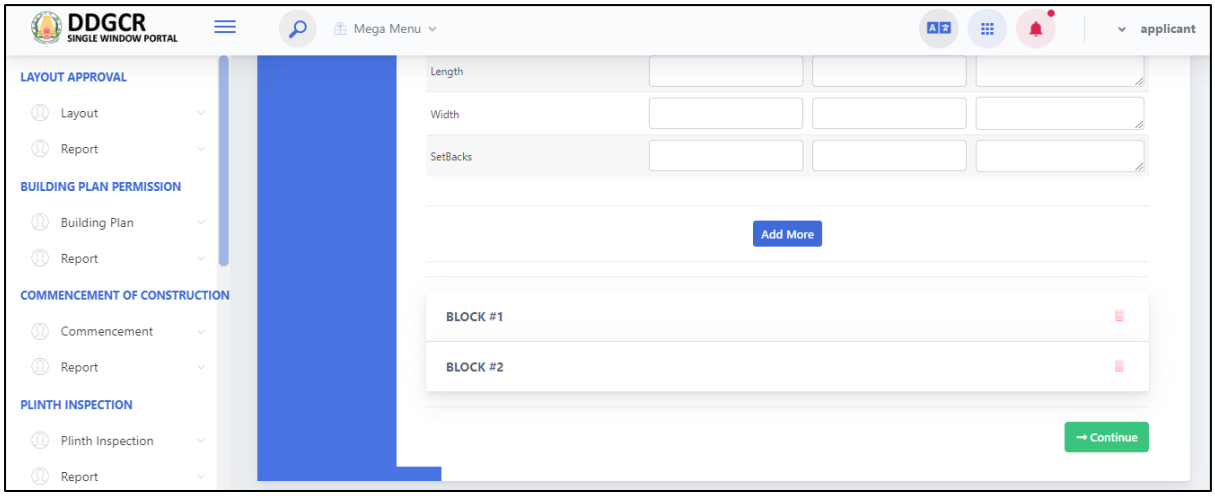
9.3 Plinth Inspection Application – Block Details

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



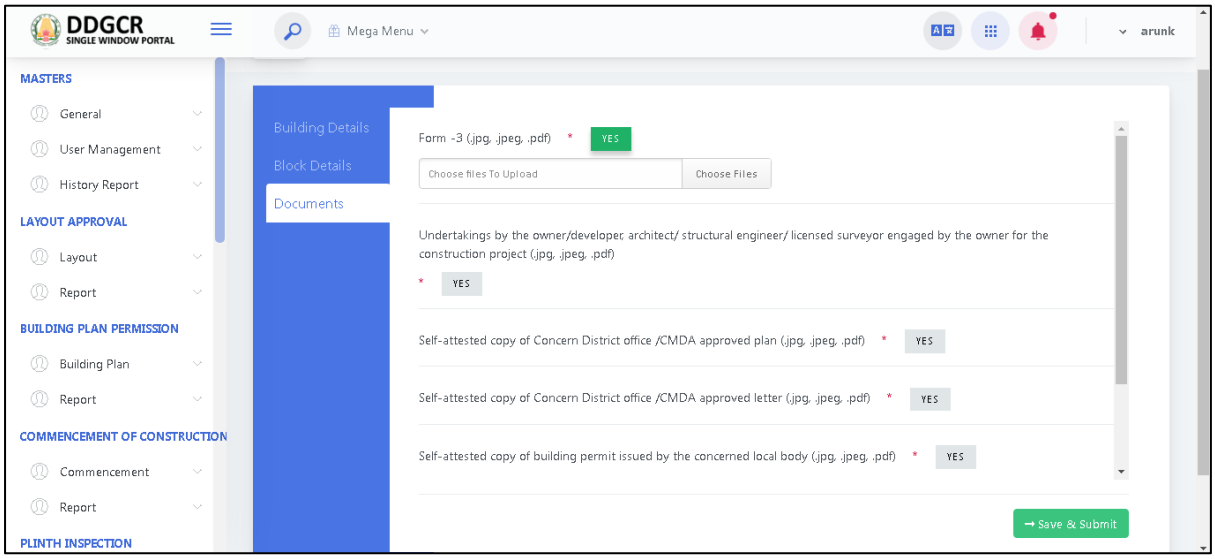


- Click on the **Add more** button to create the Setback details along with structures, if any., Dimension of the building and other details will be listed in the table format.
- User can update the block details by using this update functionality.
- User will able to delete the created data by using 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.

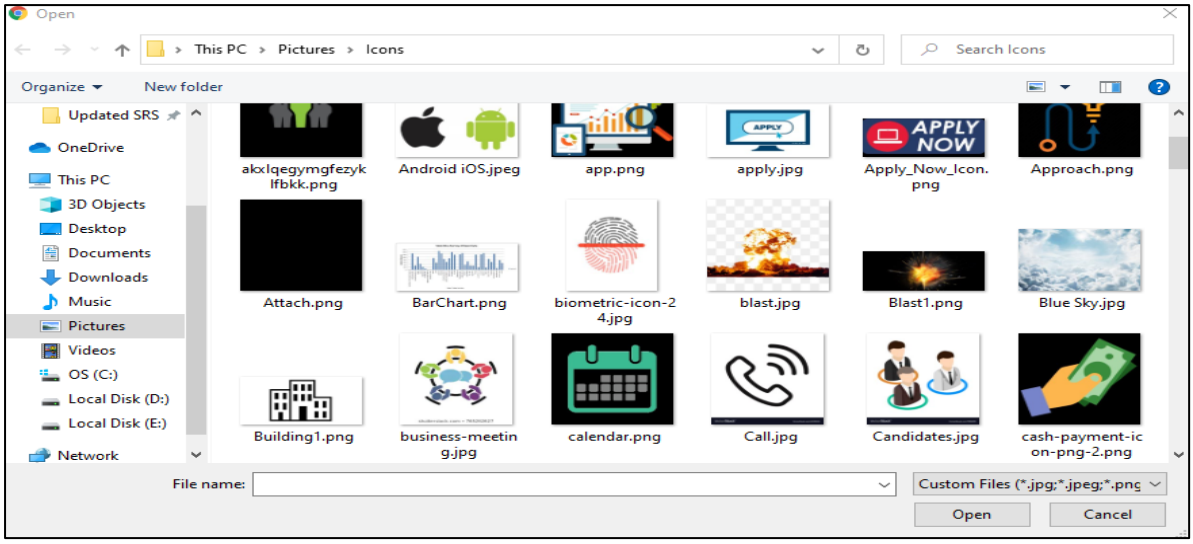


9.4 Plinth Inspection Application - Document

- 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.

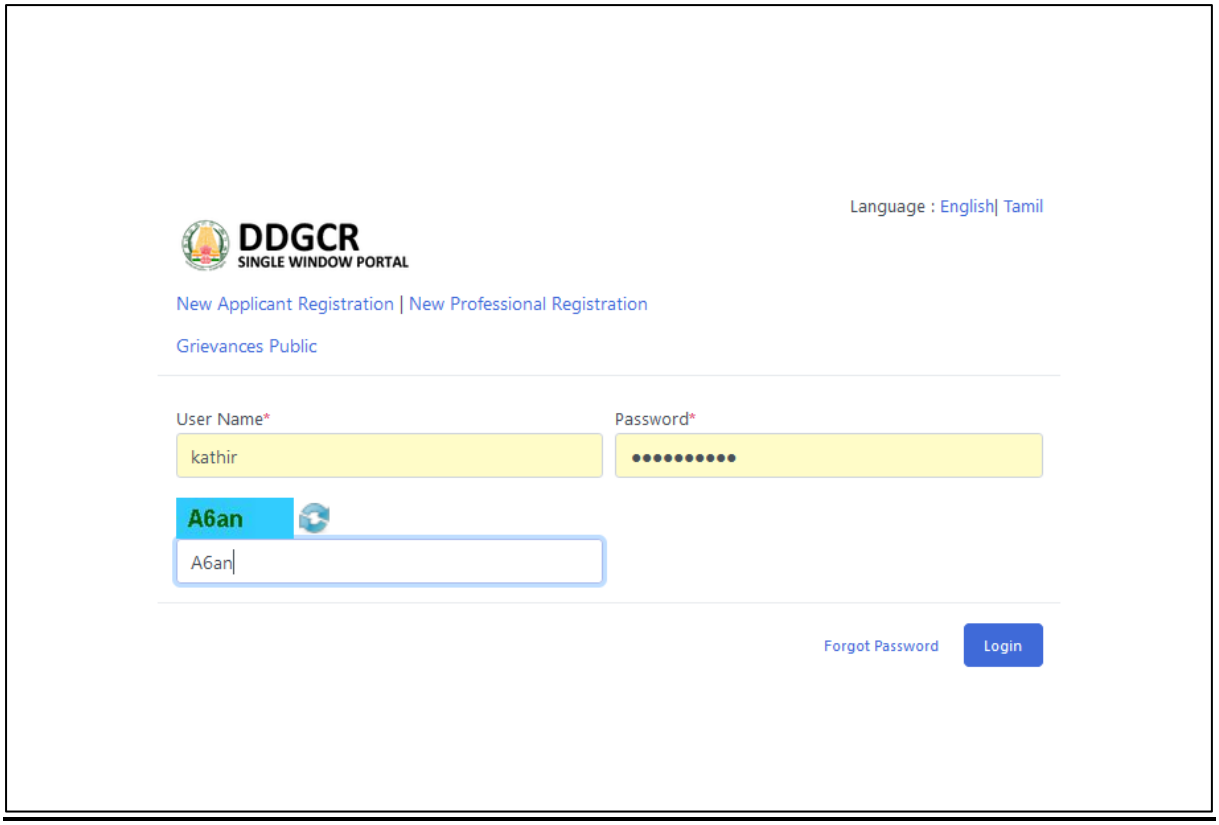
c. The user shall select the open button to load the file in the application document details create screen.

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

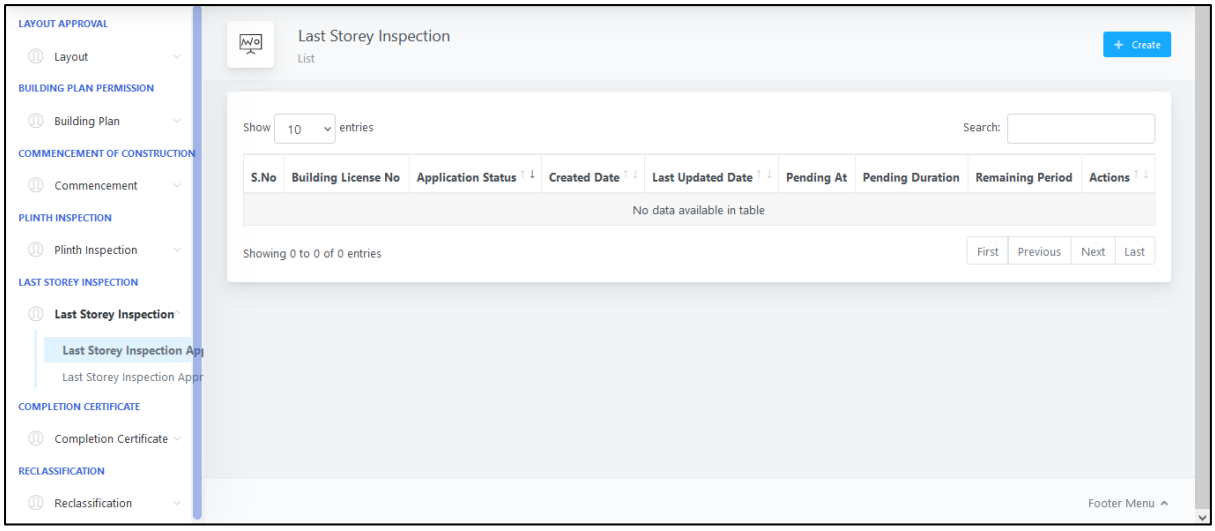
- The user enters the **User name and Password** along with Captcha and Click on **Login** button as shown below,



10.1 Last Storey Inspection Application List

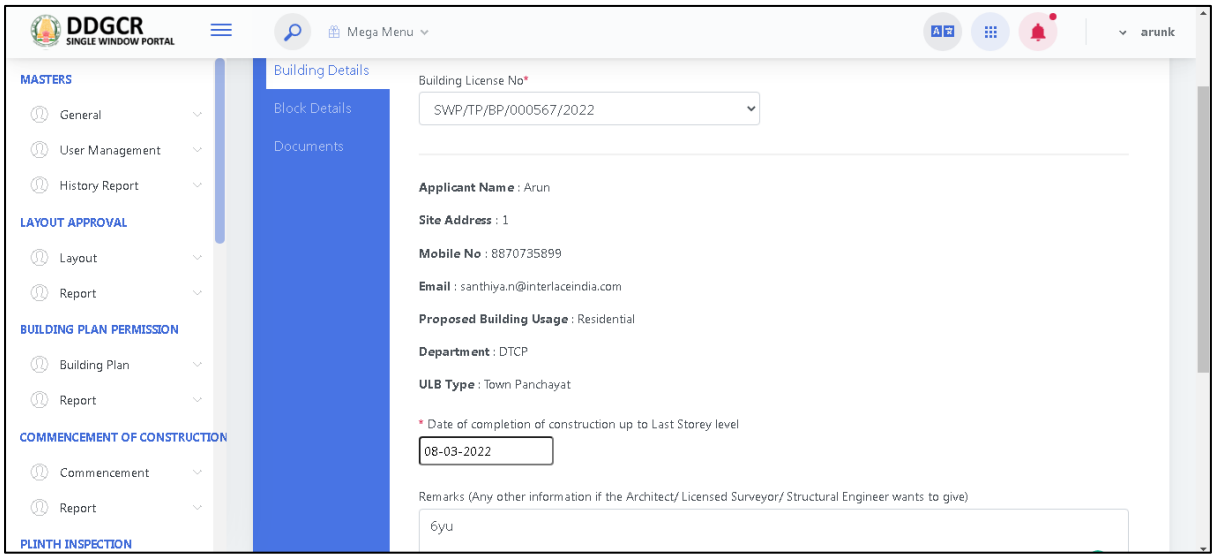
- This page displays the list of Last Storey Inspection Application' s along with Building license No, Applicant status, created date, last updated date, pending at, pending duration and remaining period in the list.
- Click on the View option to view the created Last Storey Inspection application details.
- 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.



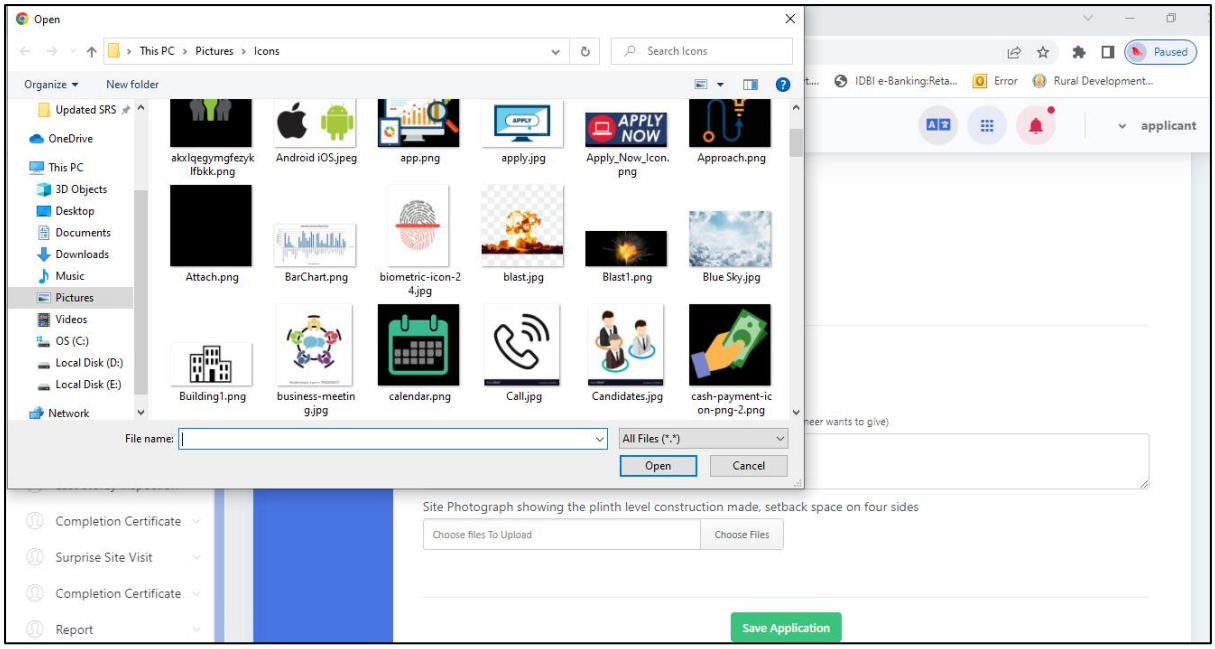
10.2 Last Storey Inspection Application – Building Details

- 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.

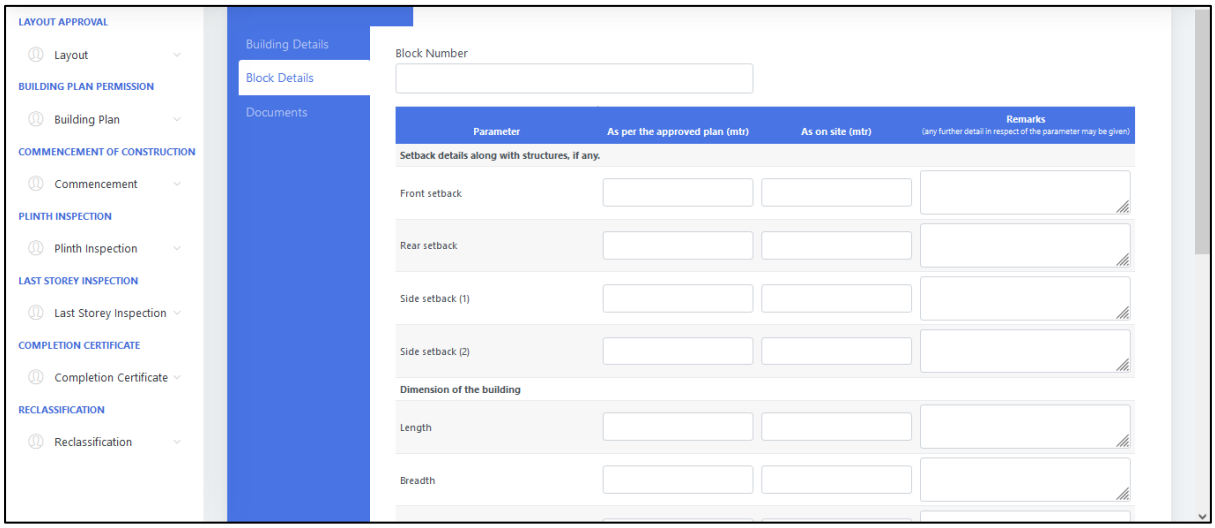
d. The user can also cancel the open window by clicking on the Cancel Button.

e. The user can delete the upload file by clicking on delete button.

- The **"Save Applifation"** button allows the user to navigate through the bock deatils.

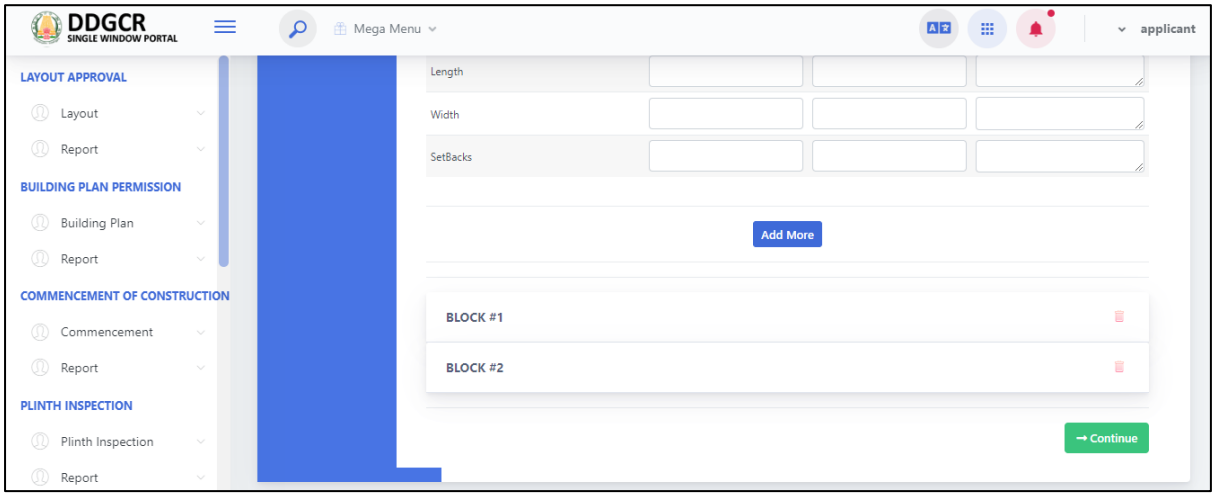
10.3 Last storey Application - Block

- 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.



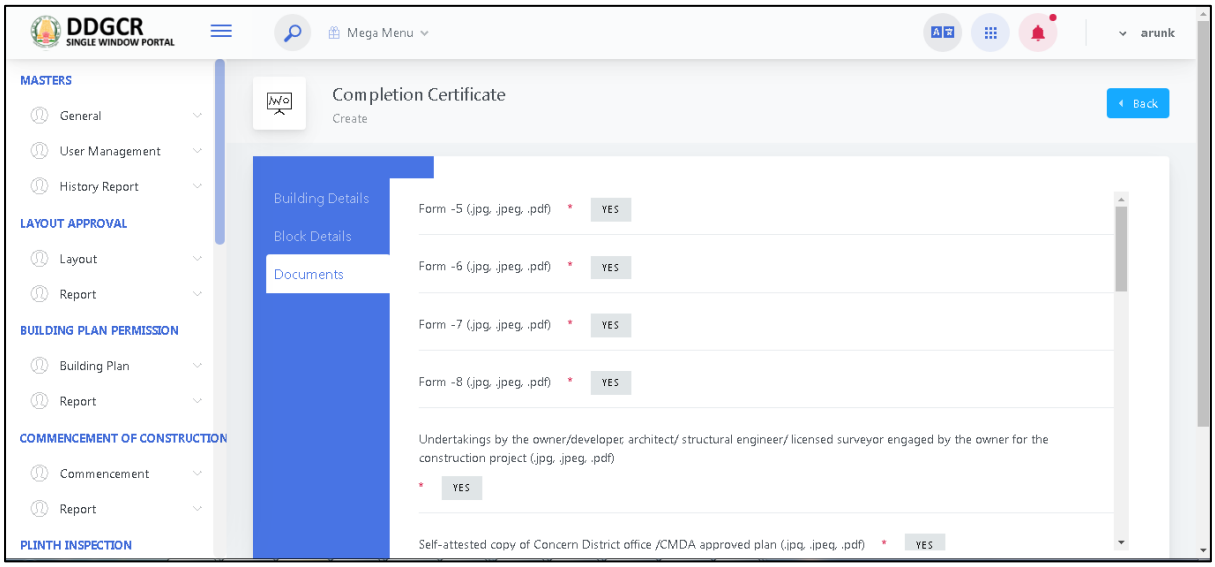
- Click on the **Add more** button to create the Setback details along with structures, if any., Height of the building, Other details, Structures on setback spaces and Architectural Projection & Service Ducts details will be listed in the table format.

- 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 deatils.

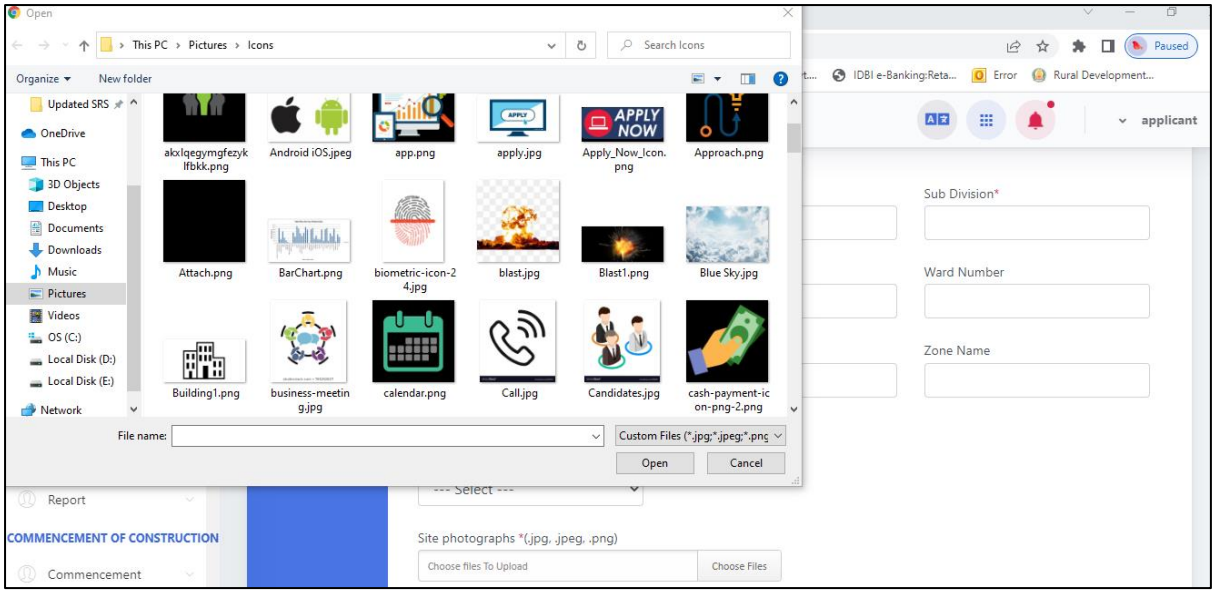


10.4 Last storey application - Document

- 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.

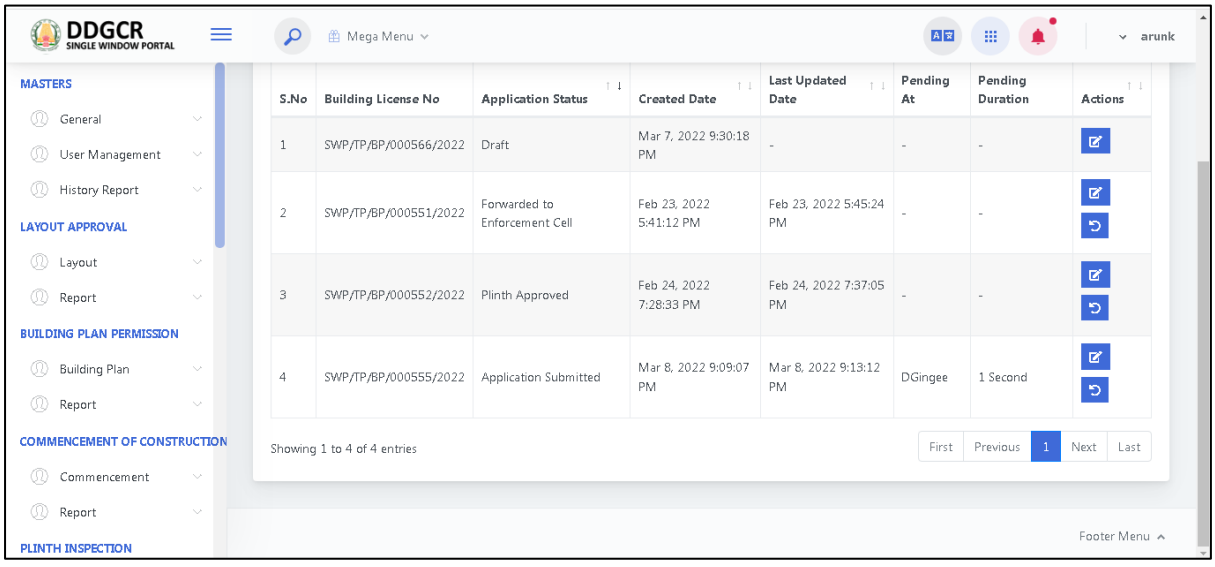


b. The user selects the file from the system and the file name will be displayed.

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

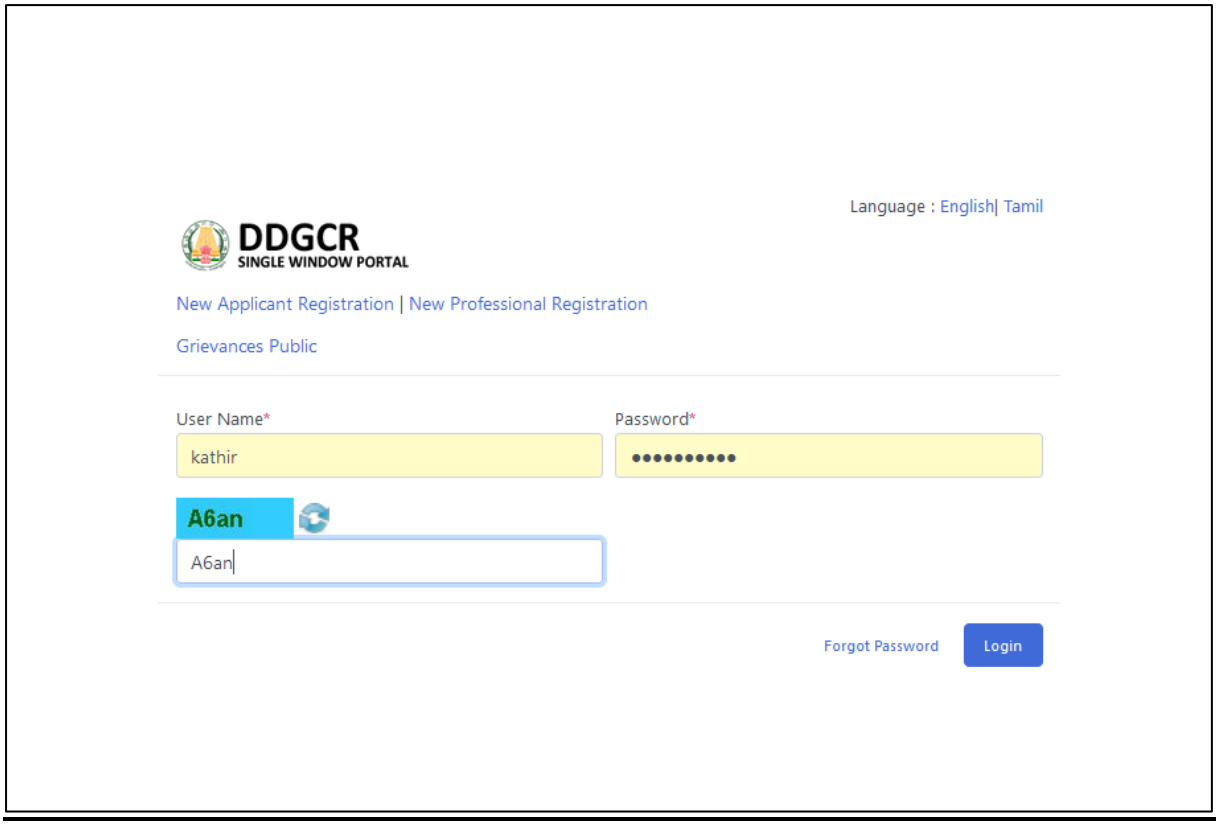
d. The user can also cancel the open window by clicking on the Cancel Button.

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



11 Completion Certificate Application

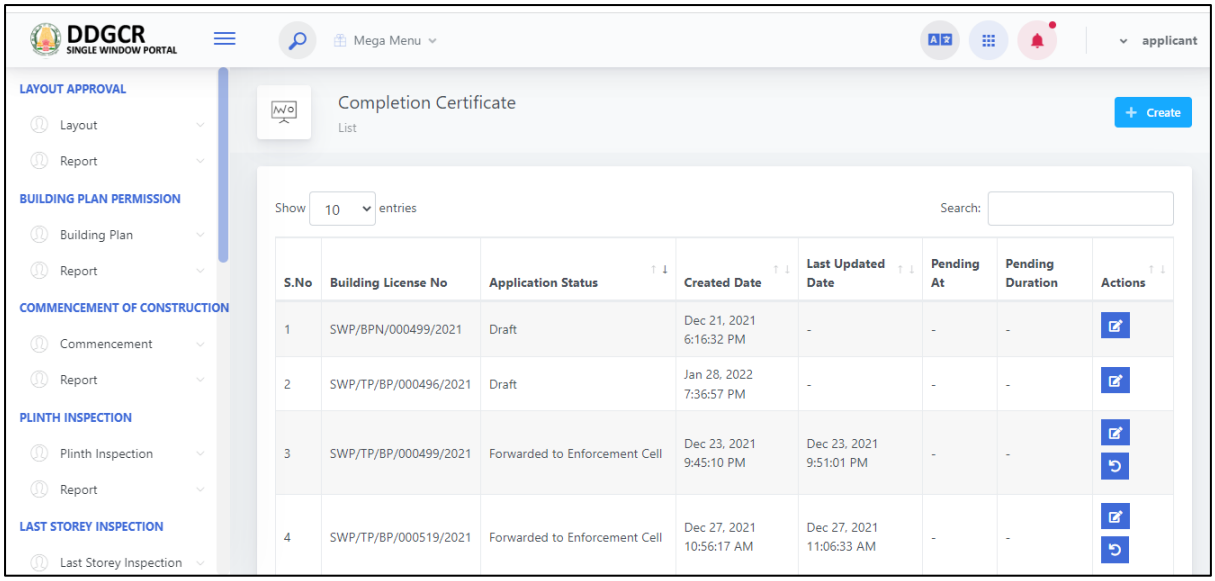
- The user enters the **User name and Password** along with Captcha and Click on **Login** button as shown below,



11.1 Completion certificate Application List

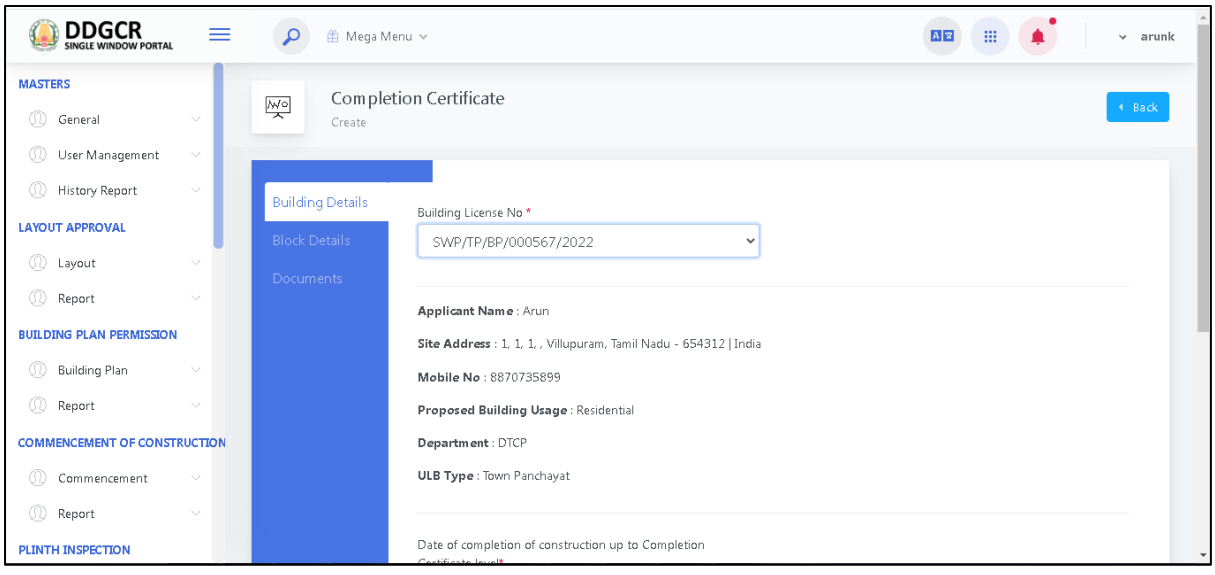
- This page displays the list of completion certificate Application' s along with Building license No, Applicant status, created date, last updated date, pending at, pending duration in the list.
- Click on the View option to view the created completion certificate application details.
- Click on the 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.



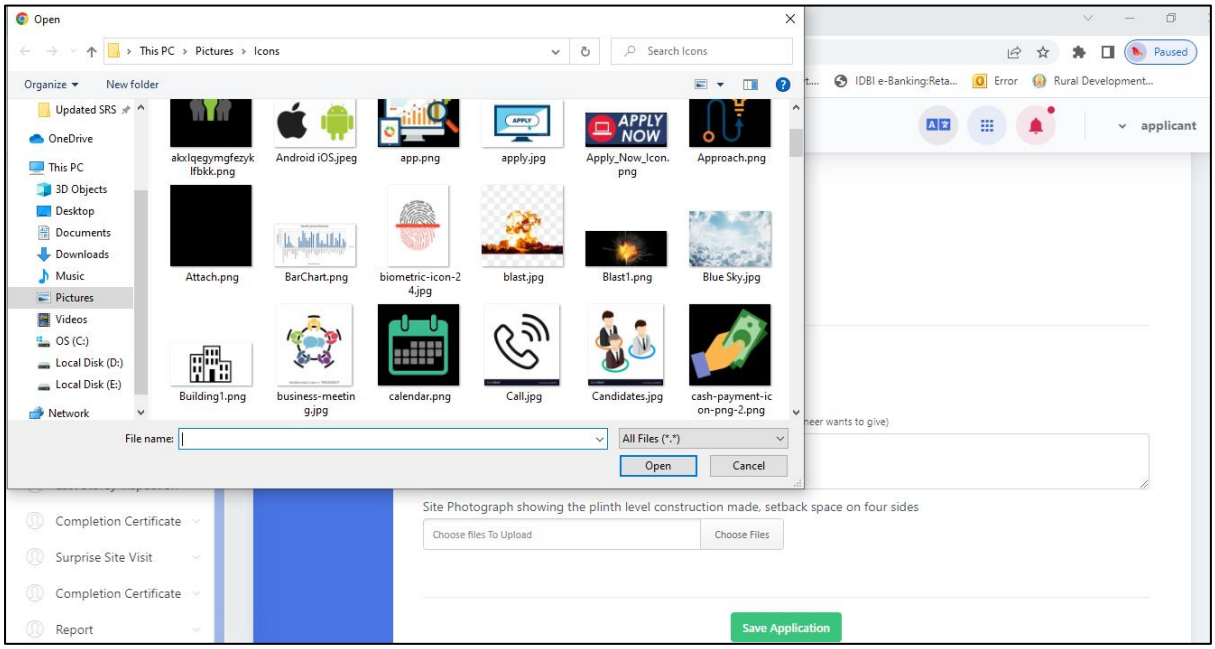
11.2 Completion certificate Application – Building Details

- For Creating New Application, **Select Completion Certificate Application-> Completion Certificate Allpication -> 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 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 bock details create screen.

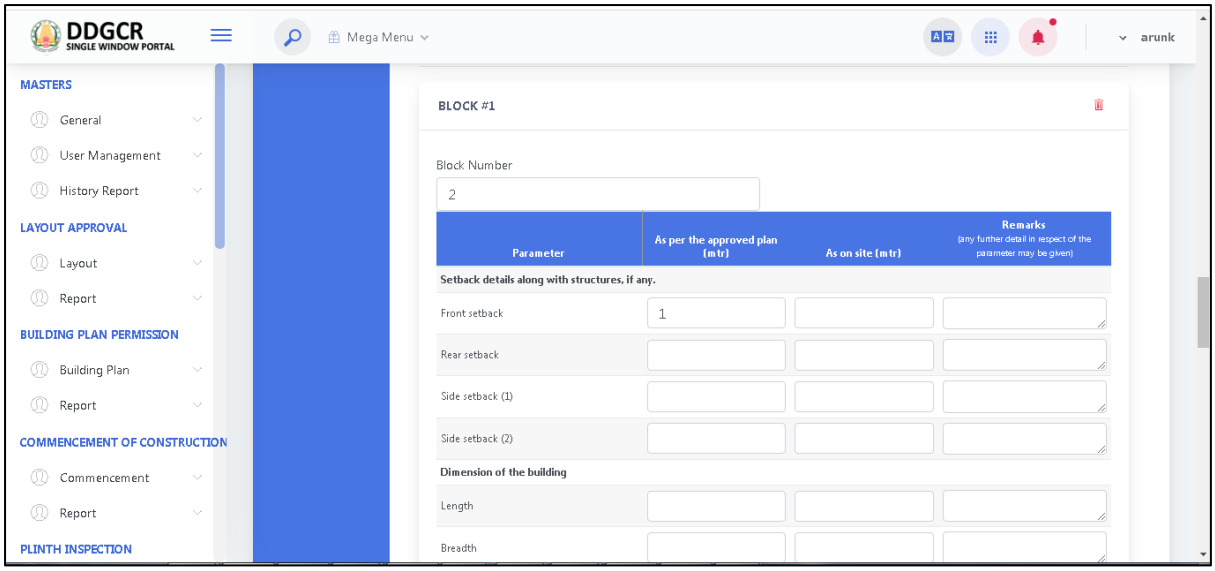
d. The user can also cancel the open window by clicking on the Cancel Button.

e. The user can delete the upload file by clicking on delete button.

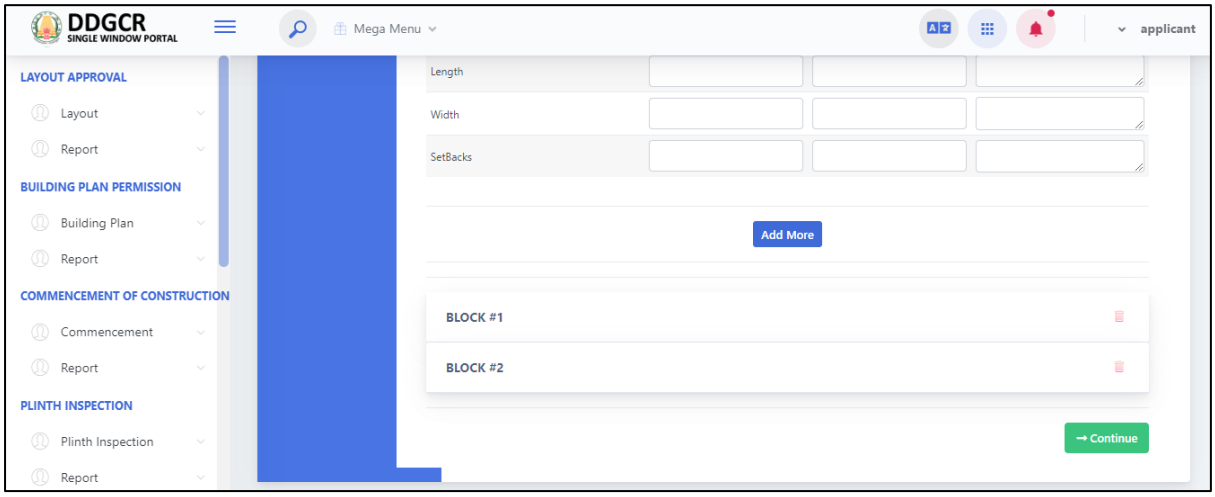
- The **“Save Applifation”** button allows the user to navigate through the block deatils.

11.3 Completion Certificate Application - Block

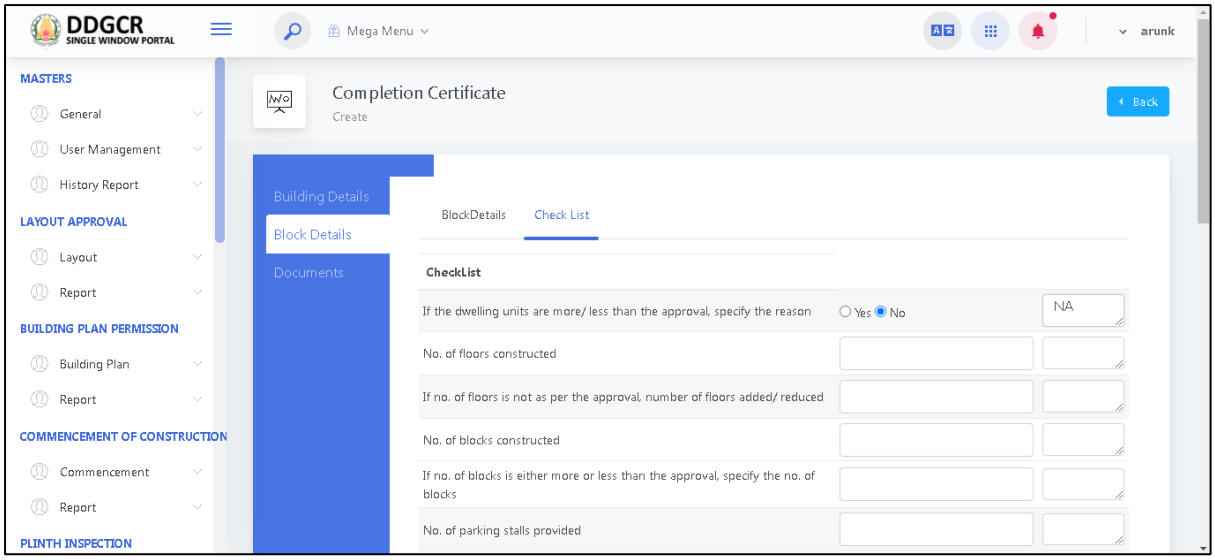
- The user enters the block number wise, Setback details along with structures, if any., Height of the building, Other details, Structures on setback spaces and Architectural Projection & Service Ducts from textboxes.



- 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 deatils.

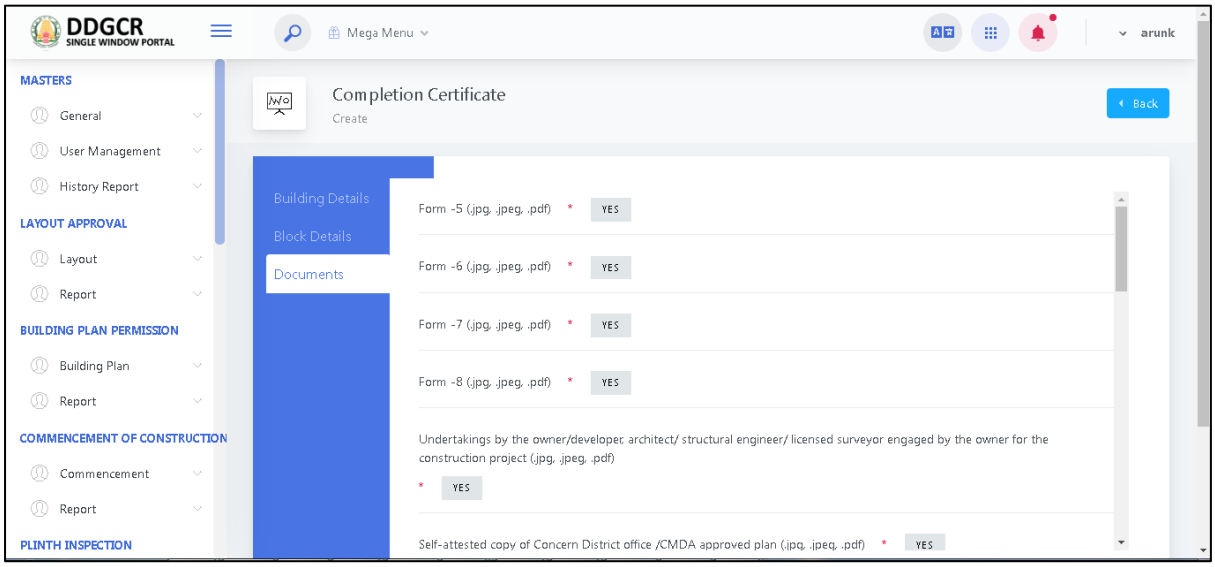


- The user enters the checklist details and click on the click **Save & Submit** to proceed.

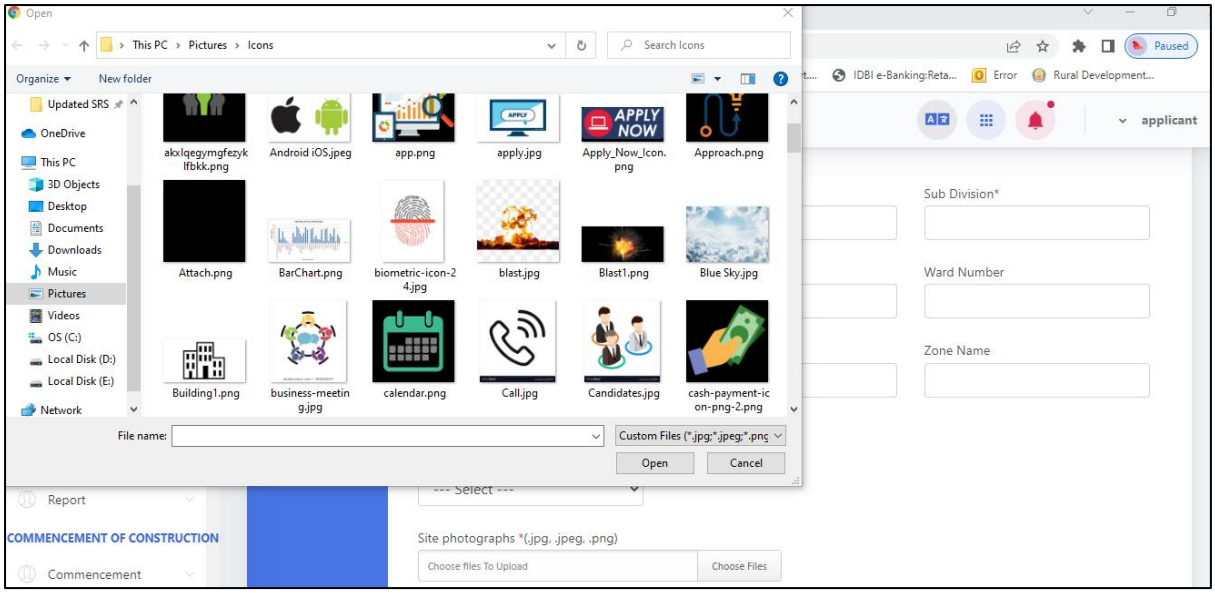


11.4 Completion Certificate Application - Document

- 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.