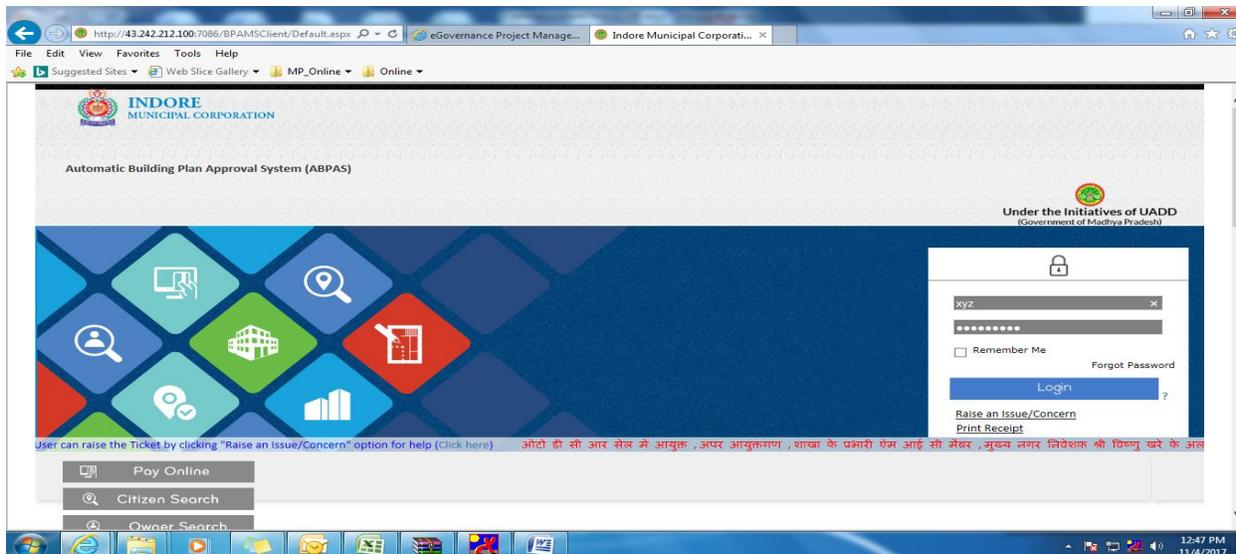


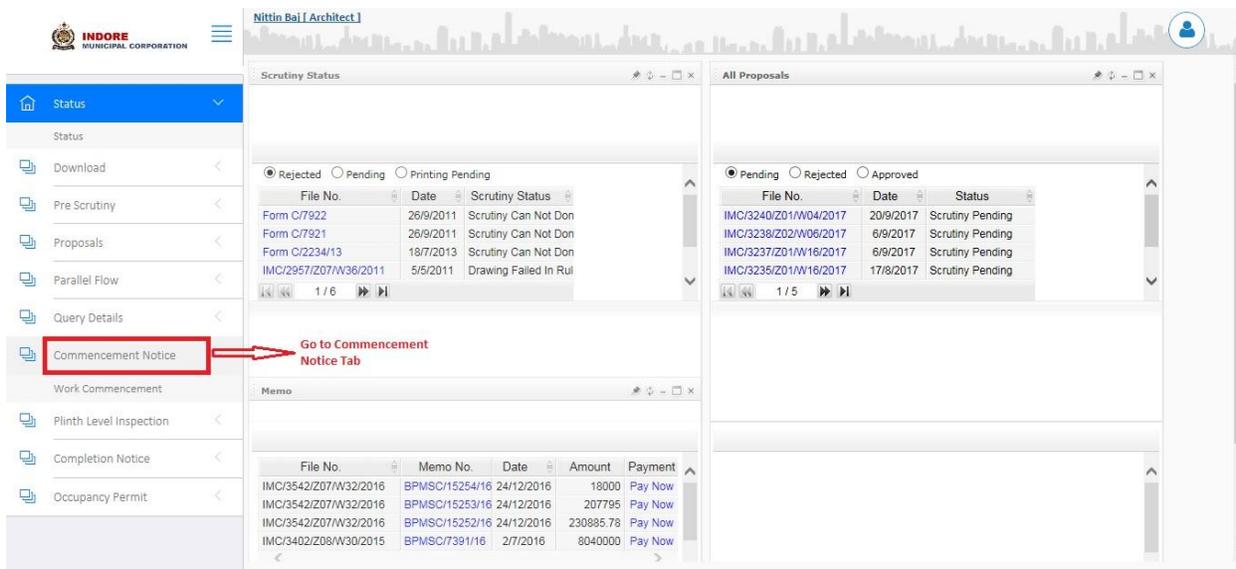
User Manual Commencement Notice

Consultant Login



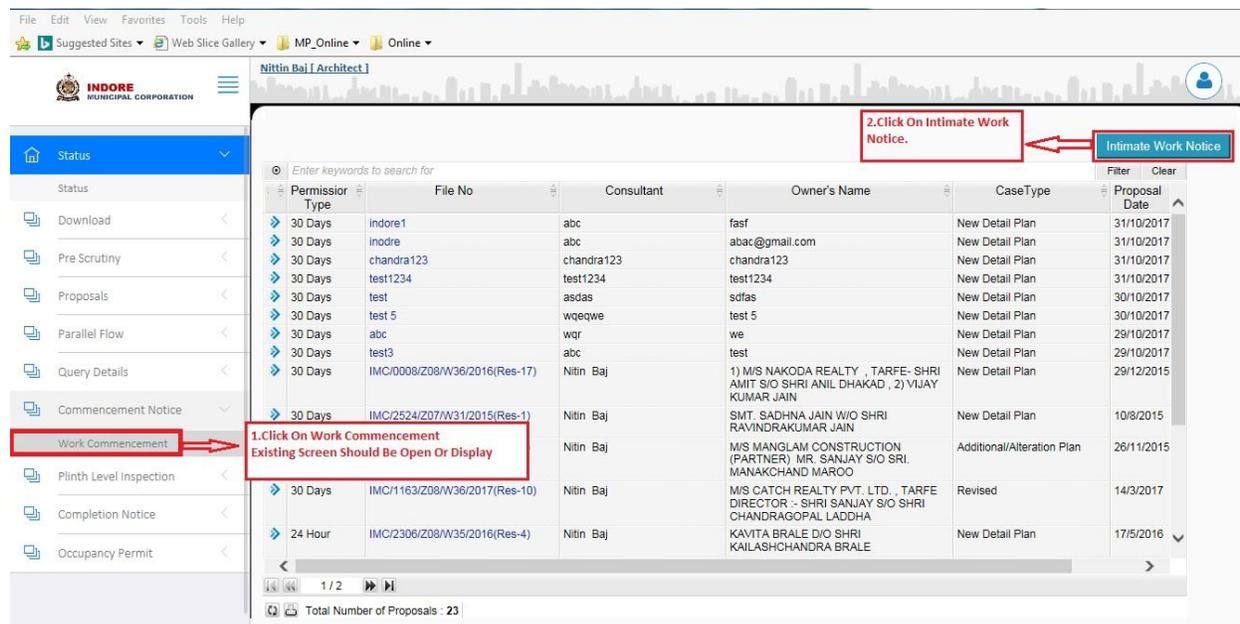
Step 1

Go to Commencement Notice



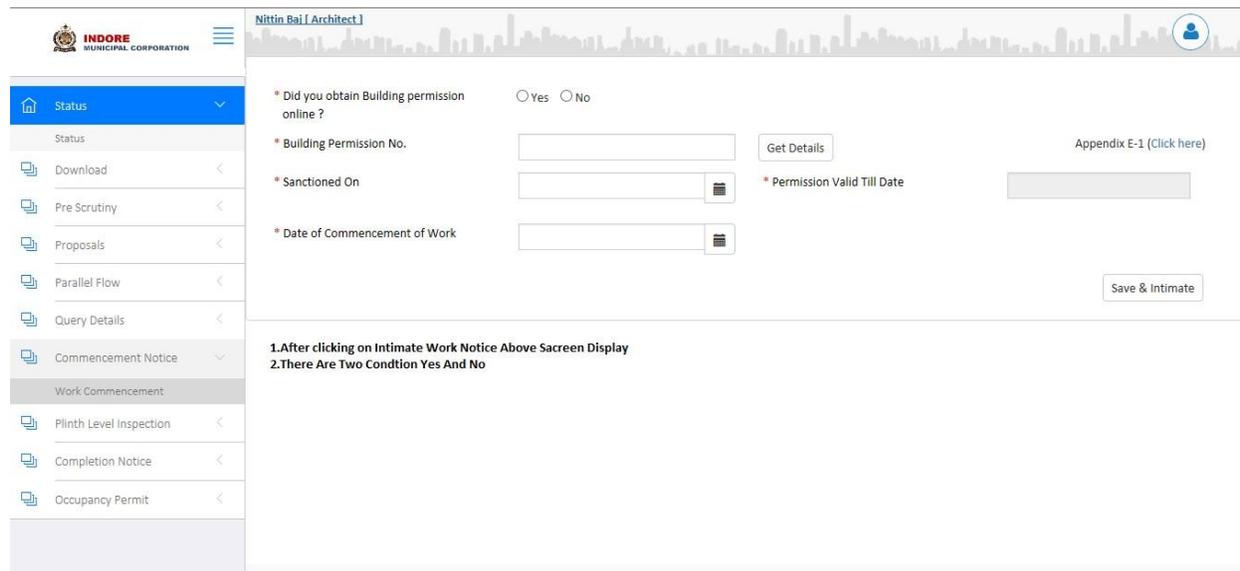
Step 2

- 1 click on Work Commencement
2. Clicks on Intimate Work Notice



Step-3

1. After Clicking on intimate work Notice below Screen shot Screen is displayed
2. On this Screen Two Conditions Are Showing Yes and No

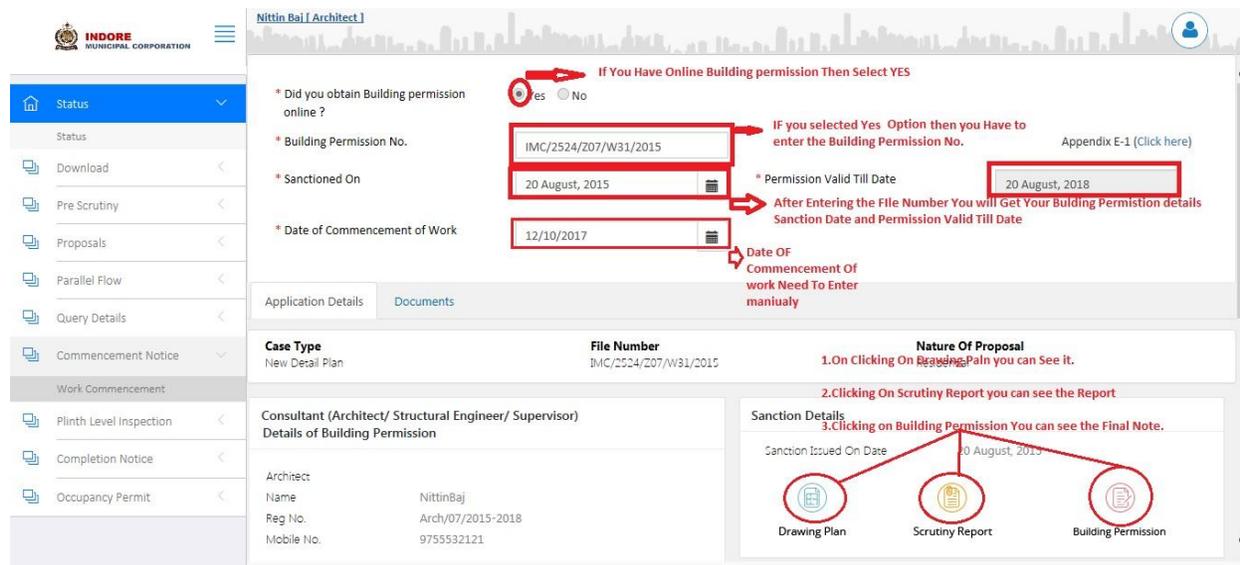


Step -4

Case: - Yes Condition

1. If you have Online Building Permission then select 'yes'
2. If you select yes option then enter the Online Building Permission number
3. Then Entering the file number you will get the Building permission details sanction date and Permission Valid Date
4. In Date of Commencement Of work need to Enter Manually.
5. Here there are three tabs Drawing Plan Scrutiny Report and Building Permission on click there you can see
 - a) In drawing Plan you can see the .DWG File

- b) In Scrutiny Report you can see the Scrutiny Report
- C) In building permission tab you can see the final note



INDORE MUNICIPAL CORPORATION

Nittin Baj | Architect

Status

Did you obtain Building permission online? Yes No

Building Permission No. IMC/2524/Z07/W31/2015

Sanctioned On 20 August, 2015

Date of Commencement of Work 12/10/2017

Permission Valid Till Date 20 August, 2018

Appendix E-1 (Click here)

Case Type New Detail Plan **File Number** IMC/2524/Z07/W31/2015 **Nature Of Proposal** Residential

Sanction Details

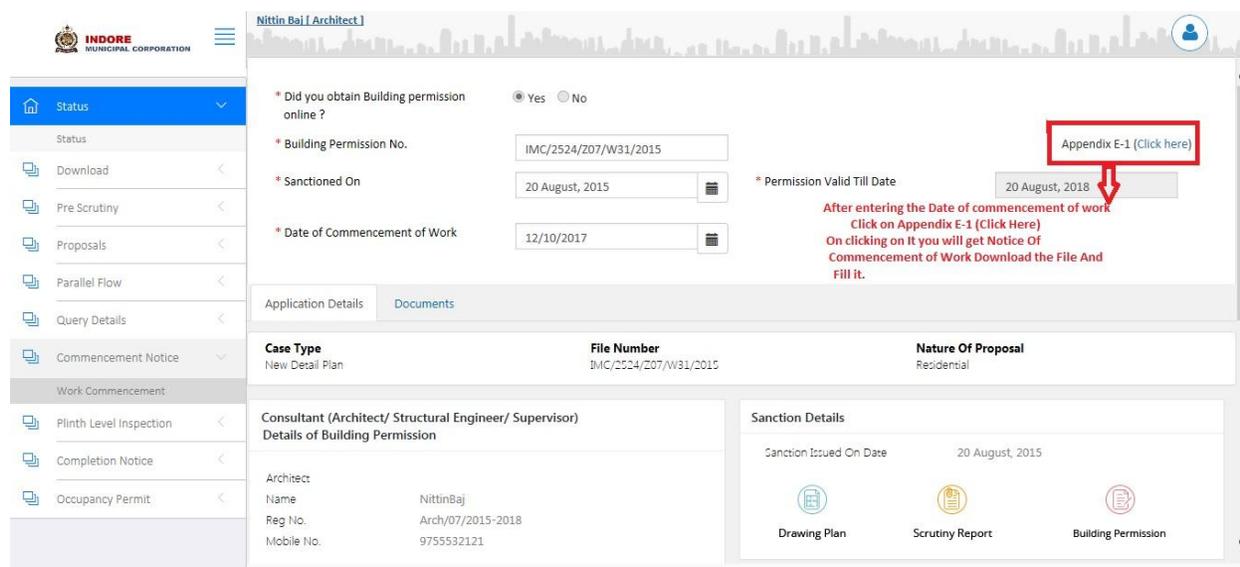
Sanction Issued On Date 20 August, 2015

Architect Name NittinBaj
Reg No. Arch/07/2015-2018
Mobile No. 9755532121

Drawing Plan Scrutiny Report Building Permission

Step- 5

Here after entering the date of commencement of work, Need to click on Appendix E-1 on clicking on it you will get notice commencement of work. Download the file and fill it.



INDORE MUNICIPAL CORPORATION

Nittin Baj | Architect

Status

Did you obtain Building permission online? Yes No

Building Permission No. IMC/2524/Z07/W31/2015

Sanctioned On 20 August, 2015

Date of Commencement of Work 12/10/2017

Permission Valid Till Date 20 August, 2018

Appendix E-1 (Click here)

After entering the Date of commencement of work Click on Appendix E-1 (Click Here) On clicking on It you will get Notice Of Commencement of Work Download the File And Fill it.

Case Type New Detail Plan **File Number** IMC/2524/Z07/W31/2015 **Nature Of Proposal** Residential

Sanction Details

Sanction Issued On Date 20 August, 2015

Architect Name NittinBaj
Reg No. Arch/07/2015-2018
Mobile No. 9755532121

Drawing Plan Scrutiny Report Building Permission

Step- 6

After filling the download file.

Need to go to Document tab.

1. Attaché the filled file.
2. Click on attach file logo there u get a option to attach file.
3. In file name tab you can see the file name of your attachment.
4. in View tab you can see the attached file.

The screenshot shows the 'Appendix E-1' form in the Indore Municipal Corporation portal. The form includes fields for 'Did you obtain Building permission online?', 'Building Permission No.', 'Sanctioned On', 'Date of Commencement of Work', and 'Permission Valid Till Date'. Below the form, there is a 'Documents' tab and a table with columns for 'Document Name', 'Attach File', 'File Name', and 'View'. Annotations with red arrows and boxes highlight the 'Documents' tab, the 'Attach File' button, the 'File Name' column, and the 'View' button. A text box explains that after filling Appendix E-1, the user must attach the filled form from the 'Document' tab. Another text box states that clicking 'Attach File' provides an option to attach the file. A third text box notes that the 'File Name' column shows the attached file name. A final text box indicates that clicking 'View' allows the user to see the attached file.

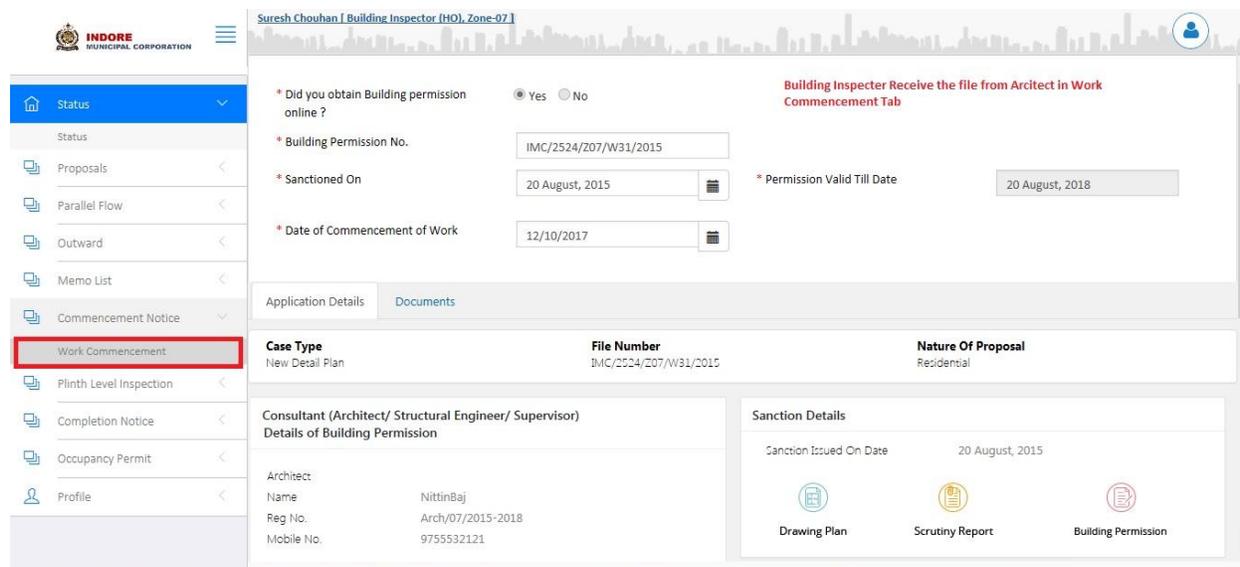
Step-7

On clicking save and intimate button file will go to concern Building Inspector.
In this console he can see the proposal

This screenshot shows the same 'Appendix E-1' form, but with the 'Save & Intimate' button highlighted by a red box and a red arrow. A text box below the button explains that clicking this button will send the file to the concern Building Inspector, where they can see the proposal.

Step-8

In Building inspectors console he can see the file details and Attached Document.



INDORE MUNICIPAL CORPORATION

Suresh Chouhan | Building Inspector (HO), Zone-07

Did you obtain Building permission online? Yes No

Building Permission No. IMC/2524/Z07/W31/2015

Sanctioned On 20 August, 2015

Permission Valid Till Date 20 August, 2018

Date of Commencement of Work 12/10/2017

Application Details Documents

Case Type New Detail Plan **File Number** IMC/2524/Z07/W31/2015 **Nature Of Proposal** Residential

Consultant (Architect/ Structural Engineer/ Supervisor)
Details of Building Permission

Architect Name NittinBaj
Reg No. Arch/07/2015-2018
Mobile No. 9755532121

Sanction Details

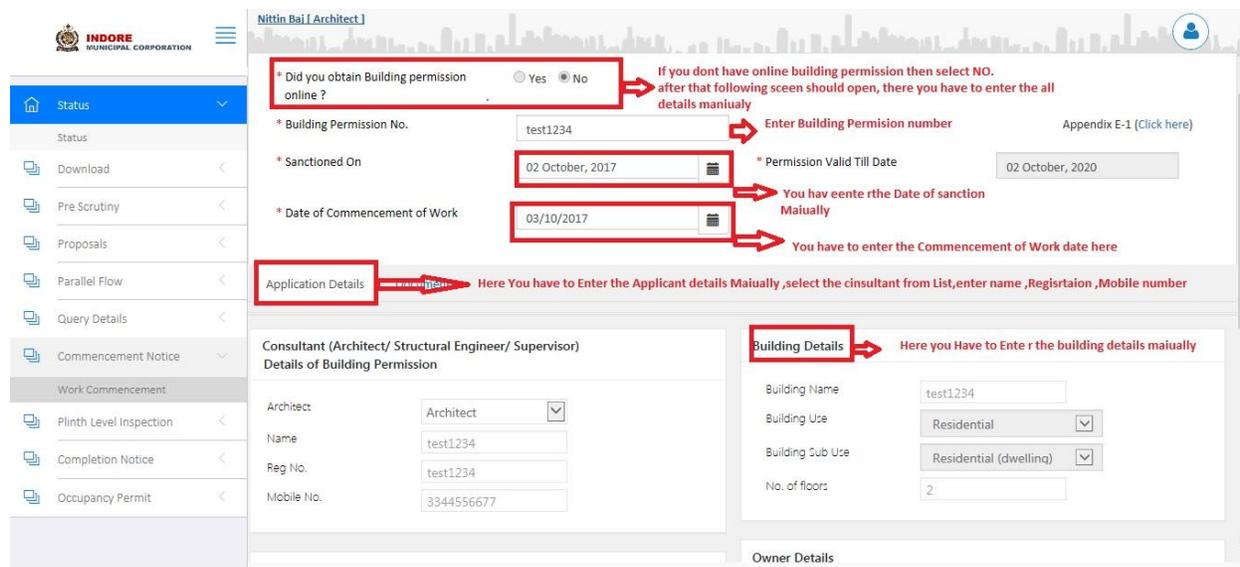
Sanction Issued On Date 20 August, 2015

Drawing Plan Scrutiny Report Building Permission

Step-9

Case: - NO Condition

1. If you don't have Online Building Permission then select 'NO'
2. If you select NO option then enter Manual Building Permission number
3. After entering the file number you have to enter the Building permission sanction date and Permission Valid Date
4. In Date of Commencement Of work need to Enter Manually.
5. Here consultant needs to enter the application details manually
 - a) Consultant type, name, Registration number, Mobile number.
 - b) In Building Details need to enter the values manually Building name, Building use, building sub use, No. of floor.



INDORE MUNICIPAL CORPORATION

Nittin Baj | Architect

Did you obtain Building permission online? Yes No

Building Permission No. test1234

Sanctioned On 02 October, 2017

Permission Valid Till Date 02 October, 2020

Date of Commencement of Work 03/10/2017

Application Details

Consultant (Architect/ Structural Engineer/ Supervisor)
Details of Building Permission

Architect Architect

Name test1234

Reg No. test1234

Mobile No. 3344556677

Building Details

Building Name test1234

Building Use Residential

Building Sub Use Residential (dwelling)

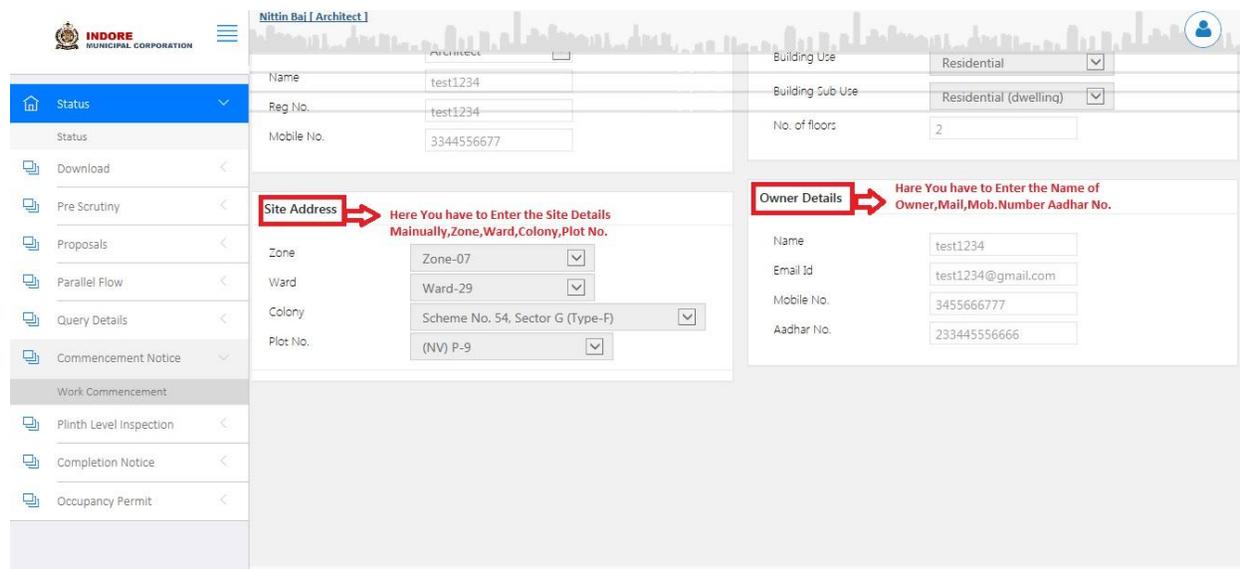
No. of floors 2

Owner Details

Step-10

C) In Site Address need to enter the Site details manually Zone, Ward, Colony, Plot No.

D) In Owner Details need to Enter the Owner Name,e-MailID, Mobile number,Aadhar Number



Site Address → Here You have to Enter the Site Details Mainually,Zone,Ward,Colony,Plot No.

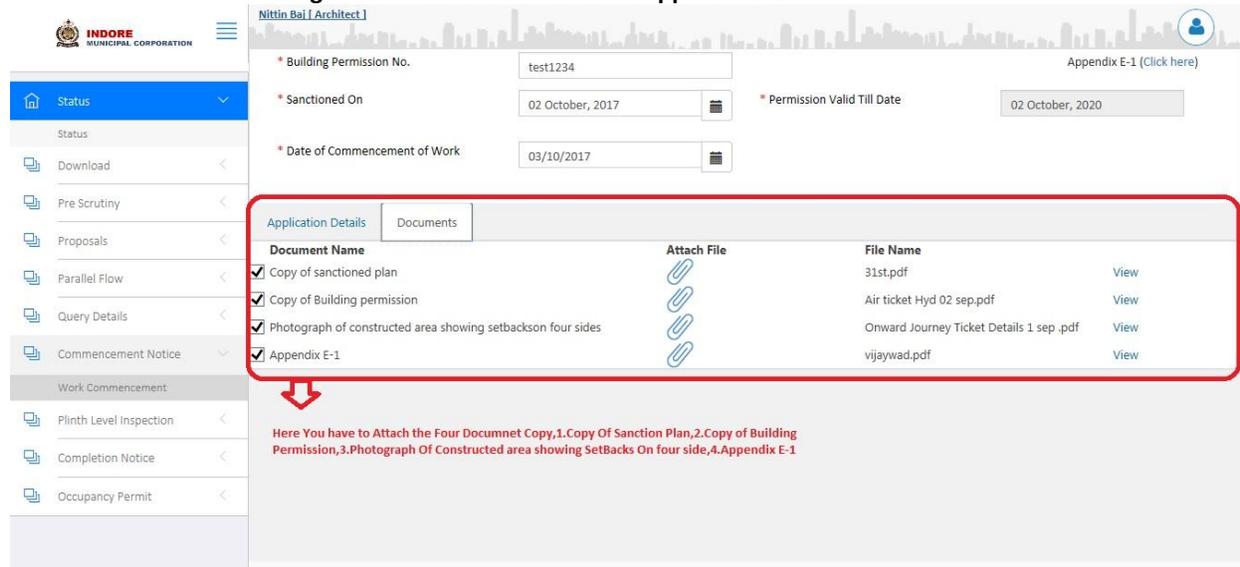
Owner Details → Here You have to Enter the Name of Owner,Mail,Mob.Number Aadhar No.

Step-11

After entering the all the details need to click on Appendix E-1 on clicking on it you will get notice commencement of work. Download the file and fill it. And submit it using Document tab. Please ref. the Step No. 5 Image.

Step-12

Here in NO Condition Consultant need to Attach Copy of sanction Plan, Copy of Building Permission, Photograph of constructed area showing set backs on four sides. And Appendix E-1



Application Details | **Documents**

Document Name	Attach File	File Name	View
<input checked="" type="checkbox"/> Copy of sanctioned plan		31st.pdf	View
<input checked="" type="checkbox"/> Copy of Building permission		Air ticket Hyd 02 sep.pdf	View
<input checked="" type="checkbox"/> Photograph of constructed area showing setbackson four sides		Onward Journey Ticket Details 1 sep .pdf	View
<input checked="" type="checkbox"/> Appendix E-1		vijaywad.pdf	View

→ Here You have to Attach the Four Documnet Copy,1.Copy Of Sanction Plan,2.Copy of Building Permission,3.Photograph Of Constructed area showing SetBacks On four side,4.Appendix E-1

Step-13

On clicking save and intimate button file will go to concern Building Inspector. In this console he can see the proposal

INDORE MUNICIPAL CORPORATION

Nittin Bai | Architect

Yes No
 * Did you obtain Building permission online ?

* Building Permission No. [Appendix E-1 \(Click here\)](#)

* Sanctioned On * Permission Valid Till Date

* Date of Commencement of Work

[Save & Intimate](#)

Application Details | **Documents**

Document Name	Attach File	File Name	View
<input checked="" type="checkbox"/> Appendix E-1		31st.pdf	View

Clicking on Save & Intimate File Will go to concern Building Inspector . where he can see the proposal

Step-14

In Building inspectors console he can see the file details and Attached Document.

INDORE MUNICIPAL CORPORATION

Suresh Chouhan | Building Inspector (HO), Zone-07

Yes No
 * Did you obtain Building permission online ?

* Building Permission No.

* Sanctioned On * Permission Valid Till Date

* Date of Commencement of Work

Building Inspector Receive the file from Architect in Work Commencement Tab

Application Details | **Documents**

Case Type	File Number	Nature Of Proposal
New Detail Plan	IMC/2524/207/W31/2015	Residential

Consultant (Architect/ Structural Engineer/ Supervisor) Details of Building Permission

Architect Name	NittinBaj
Reg No.	Arch/07/2015-2018
Mobile No.	9755532121

Sanction Details

Sanction Issued On Date: 20 August, 2015

Drawing Plan Scrutiny Report Building Permission