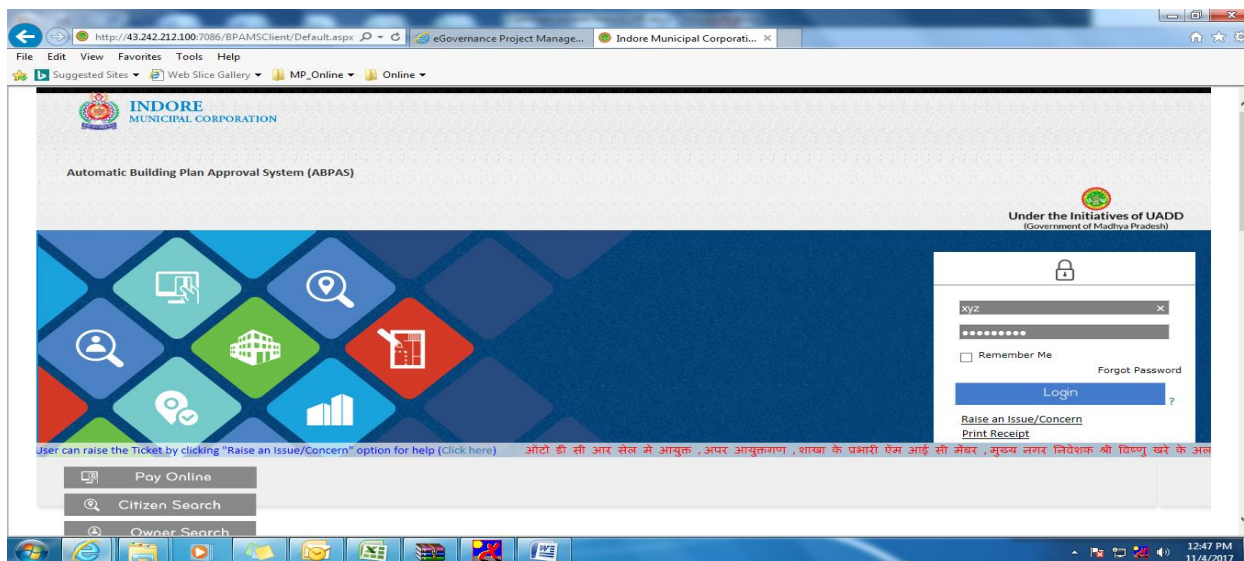


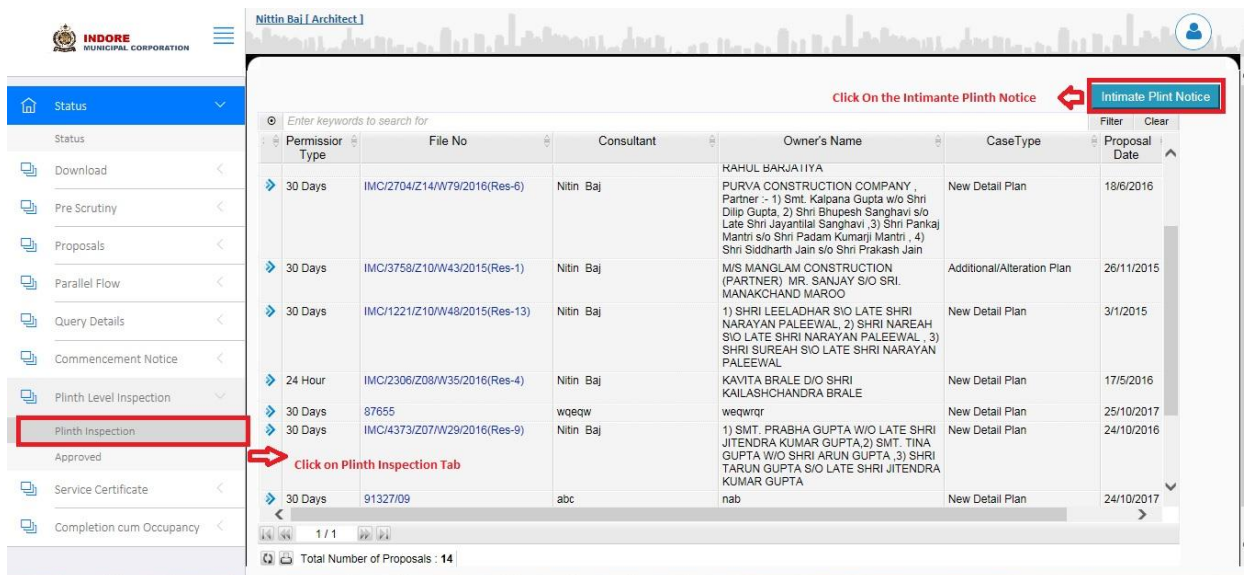
User Manual Plinth Notice

Consultant Login



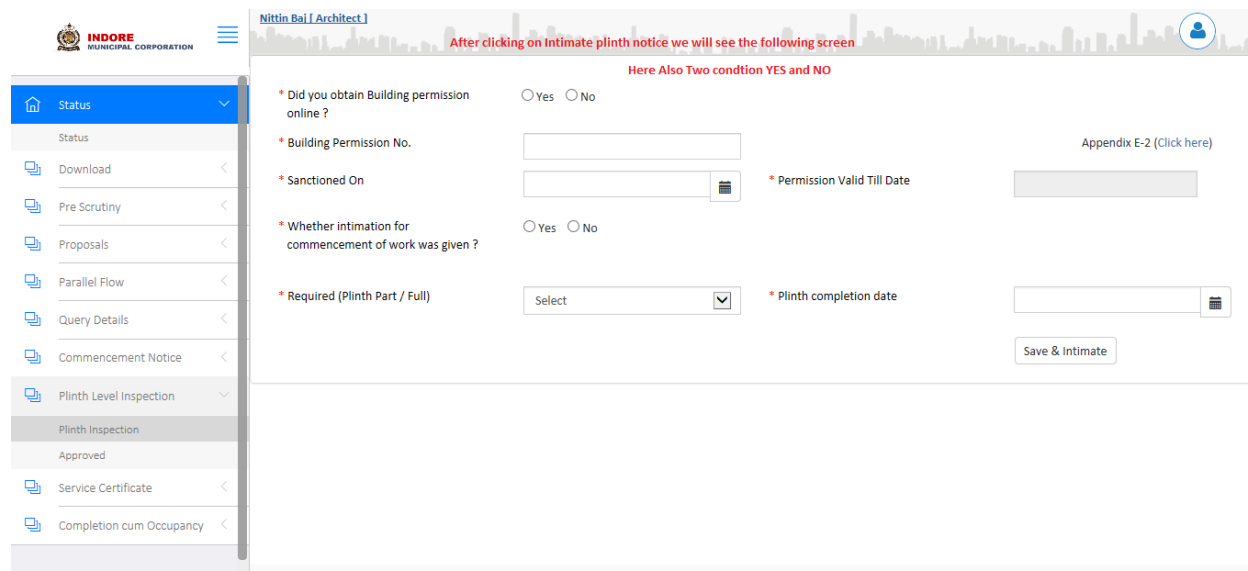
Step-1

1. Go to the tab of Plinth Inspection in Left Menu
2. Click on the Intimate Plinth Notice



Step-2

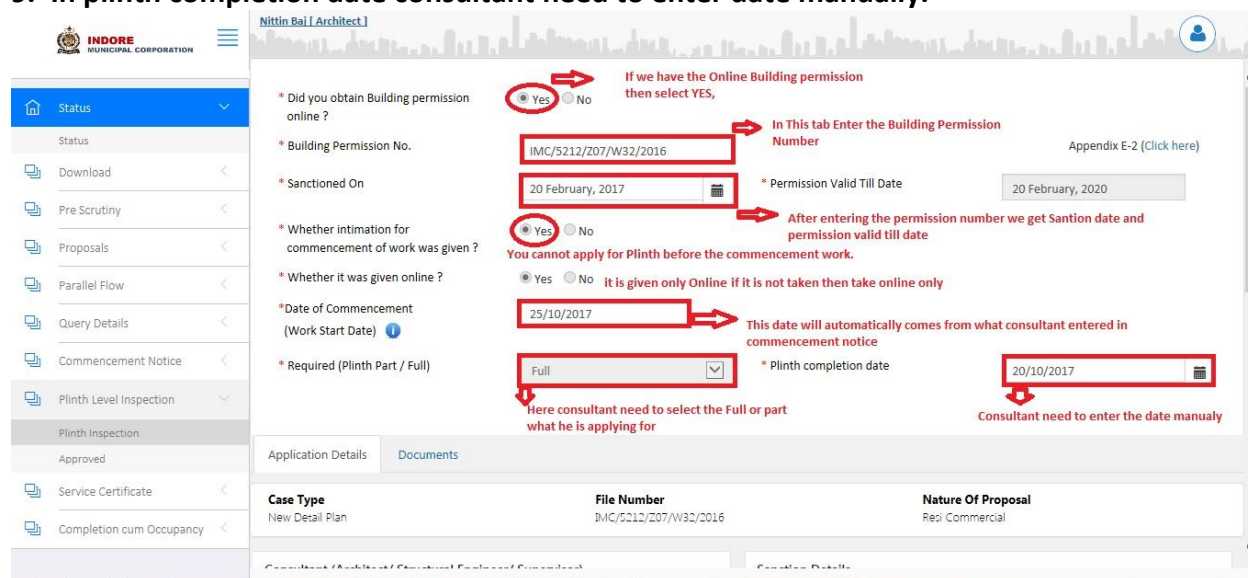
1. After clicking on Intimate Plinth Notice following screen open
2. Here also two Condition Yes And NO



Step-3

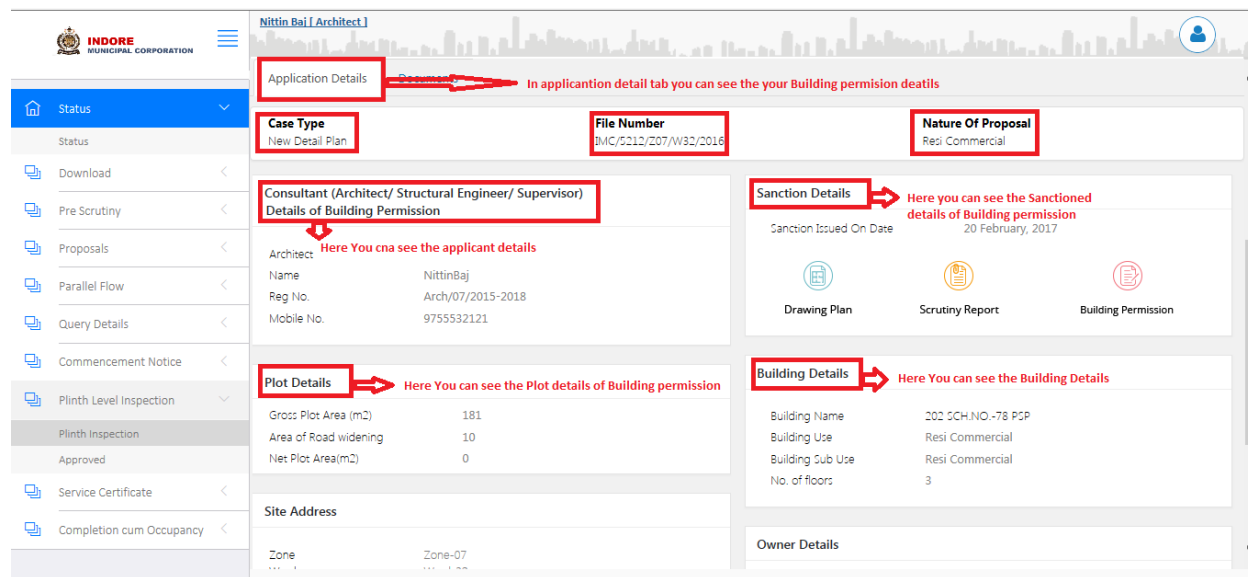
Case: - Yes Condition

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. You can not apply for Plinth before the commencement work.
5. Here you have to select yes in intimation commencement of work.
6. Commencement notice given only online.
7. If it is taken online then date of commencement will come automatically.
8. In Required plinth tab you can apply for full or part.
9. In plinth completion date consultant need to enter date manually.



Step-4

1. In application details we can see the details of Building permission
2. Case type, file number, Nature of proposal.
3. In consultant tab you can see the applicant details of Building permission.
4. In sanction details you can see the Sanction issued on date, drawing plan, scrutiny number and Building permission (Final Note).
5. Plot details contain the gross plot area, area of road widening, net plot area.
6. Building Details tab contain Building name, Building use, Building Sub use, No of floors.



Application Details → In application detail tab you can see the your Building permission details

Case Type	File Number	Nature Of Proposal
New Detail Plan	BMC/5212/Z07/W32/2016	Resi Commercial

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

Here You can see the applicant details

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

Sanction Details → Here you can see the Sanctioned details of Building permission

Sanction Issued On Date: 20 February, 2017

Drawing Plan Scrutiny Report Building Permission

Plot Details → Here You can see the Plot details of Building permission

Field	Value
Gross Plot Area (m2)	181
Area of Road widening	10
Net Plot Area(m2)	0

Building Details → Here You can see the Building Details

Field	Value
Building Name	202 SCH.NO.-78 PSP
Building Use	Resi Commercial
Building Sub Use	Resi Commercial
No. of floors	3

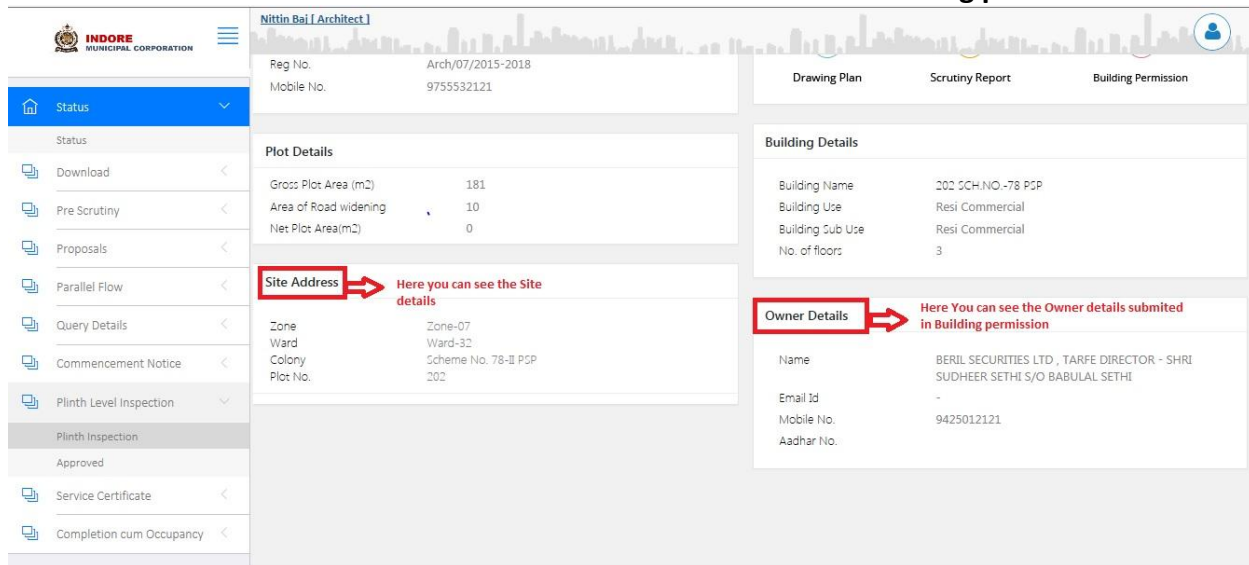
Site Address

Zone	Value
Zone-07	Zone-07

Owner Details

Step-5

1. In site address here you can site details contain Zone, Ward, Colony, Plot No.
2. In owner details here we can see the owner details submitted in Building permission



INDORE MUNICIPAL CORPORATION

Nittin Bai [Architect]

Reg No. Arch/07/2015-2018
Mobile No. 9755532121

Drawing Plan Scrutiny Report Building Permission

Status

- Status
- Download
- Pre Scrutiny
- Proposals
- Parallel Flow
- Query Details
- Commencement Notice
- Plinth Level Inspection
- Plinth Inspection
- Approved
- Service Certificate
- Completion cum Occupancy

Plot Details

Gross Plot Area (m²) 181
Area of Road widening 10
Net Plot Area(m²) 0

Site Address → Here you can see the Site details

Zone Zone-07
Ward Ward-32
Colony Scheme No. 78-II PSP
Plot No. 202

Building Details

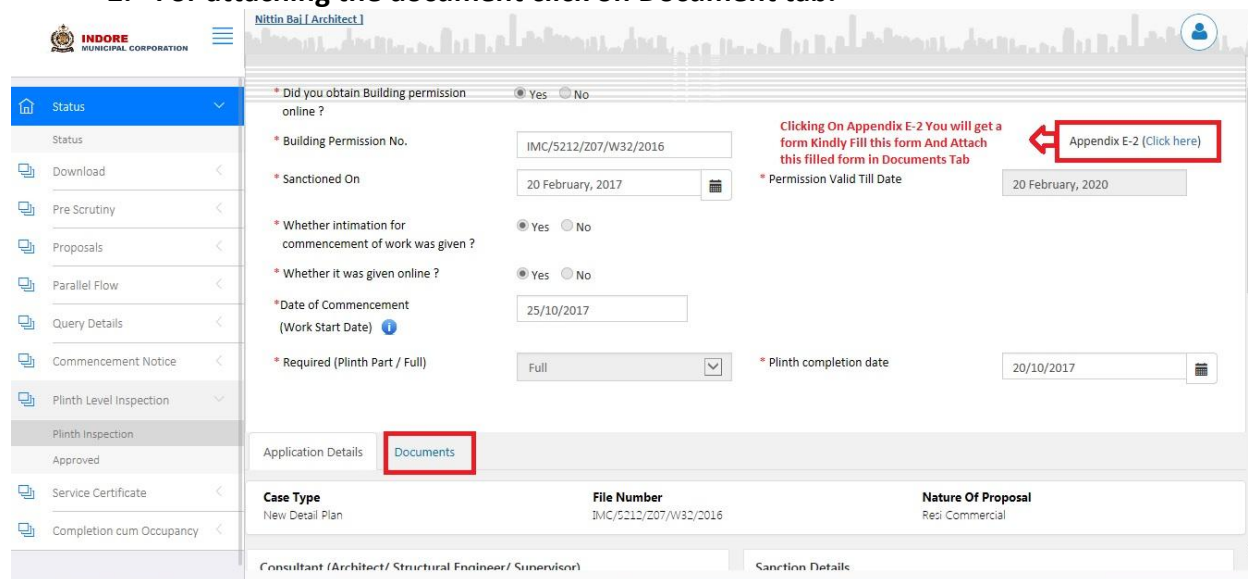
Building Name 202 GCH.NO.-78 PSP
Building Use Resi Commercial
Building Sub Use Resi Commercial
No. of floors 3

Owner Details → Here you can see the Owner details submitted in Building permission

Name BERIL SECURITIES LTD , TARFE DIRECTOR - SHRI SUDHEER SETHI S/O BABUL SETHI
Email Id -
Mobile No. 9425012121
Aadhar No.

Step-6

1. Clicking on Appendix E-2 You will get a form kindly fill this form and attach this filled form in document tab.
2. For attaching the document click on Document tab.



INDORE MUNICIPAL CORPORATION

Nittin Bai [Architect]

* Did you obtain Building permission online ? Yes No

* Building Permission No. IMC/5212/207/W32/2016

* Sanctioned On 20 February, 2017

* Whether intimation for commencement of work was given ? Yes No

* Whether it was given online ? Yes No

* Date of Commencement (Work Start Date) 25/10/2017

* Required (Plinth Part / Full) Full

* Permission Valid Till Date 20 February, 2020

* Plinth completion date 20/10/2017

Application Details **Documents**

Case Type New Detail Plan **File Number** IMC/5212/207/W32/2016 **Nature Of Proposal** Resi Commercial

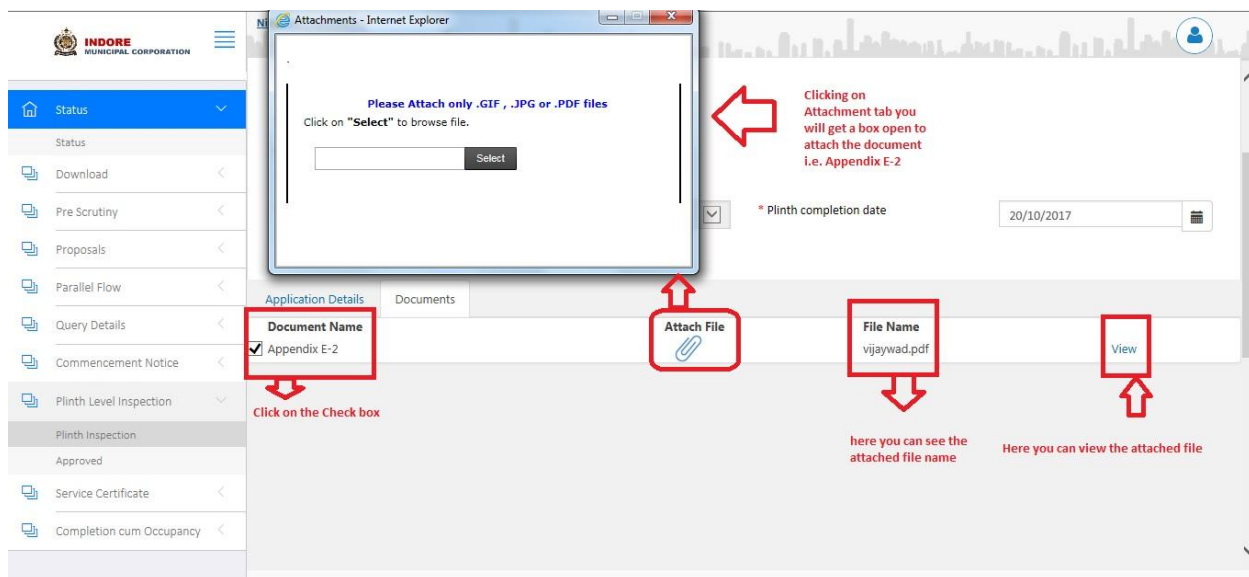
Consultant (Architect/ Structural Engineer/ Supervisor) Sanction Details

Clicking On Appendix E-2 You will get a form Kindly Fill this form And Attach this filled form in Documents Tab

Appendix E-2 (Click here)

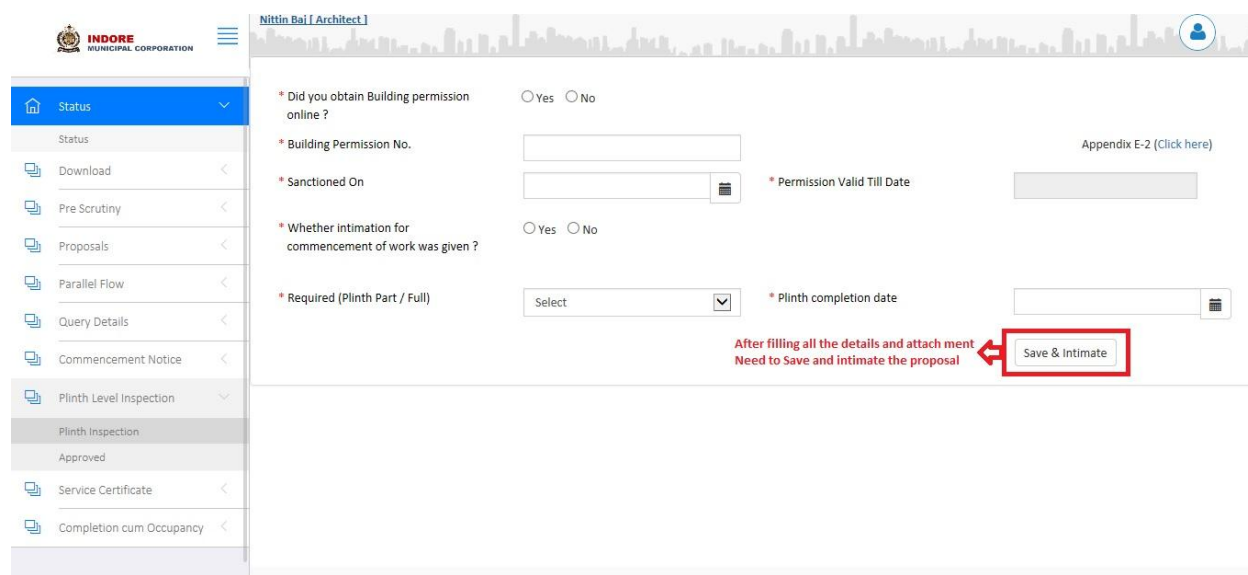
Step-7

1. After clicking on Document tab this screen should
2. There you have to click on check box then click on attachment button then pop-up window will open to attach the letter what consultant filled in E-2 then file name you can see the file name and in view option you can view the attached file here.



Step-8

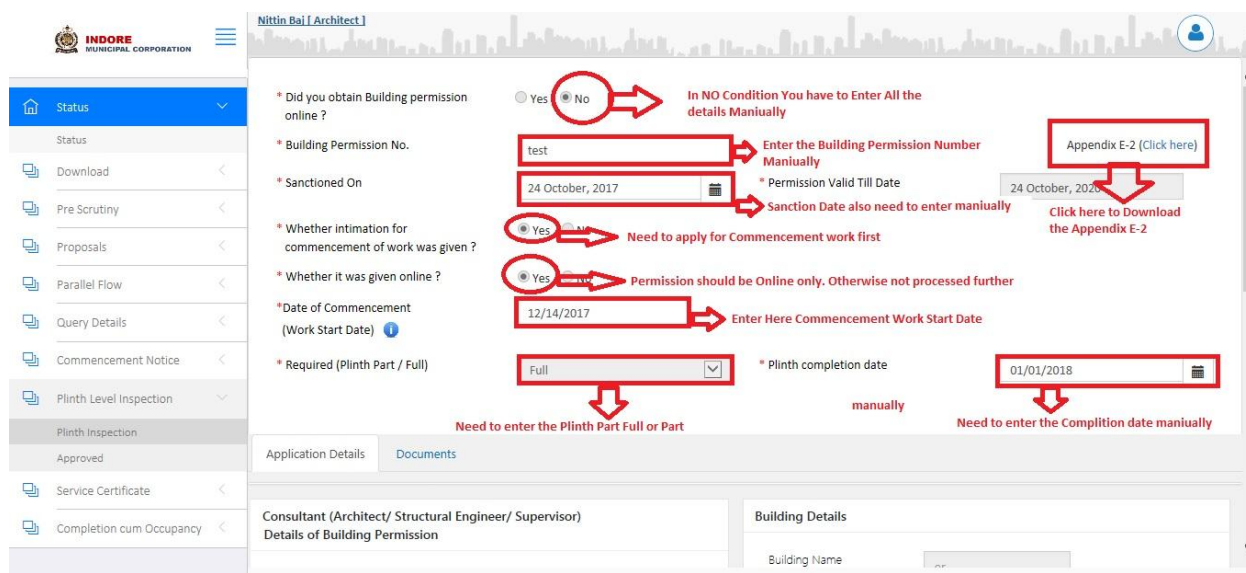
1. After filling all the details and attachment need to click on save and Intimate the proposal
2. After this File will Be visible at Clerks console



Step-9

Case: - NO Condition

1. Here consultant needs to fill the data manually building permission number, Sanction on permission valid till date.
2. In No condition Applicant need apply for online work commencement order.
3. Commencement should be online only otherwise not process further.
4. Then date of commencement come automatically if the consultant has applied for the work commencement.
5. Then require plinth enter full or part.
6. Plinth completion date should enter manually.
7. Download the Appendix E-2 and fill it.



The screenshot displays the 'Application Details' tab of a building permission form. The form includes the following fields and annotations:

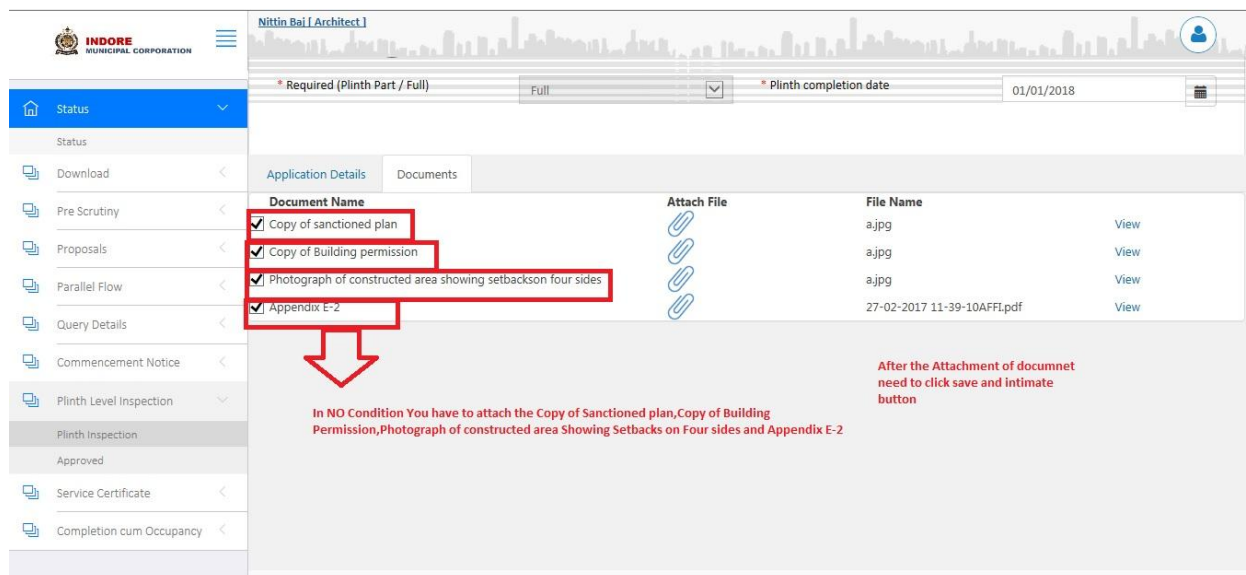
- Did you obtain Building permission online? :** Radio button for 'No' is selected. Annotation: "In NO Condition You have to Enter All the details Manually".
- Building Permission No. :** Text input field containing 'test'. Annotation: "Enter the Building Permission Number Manually".
- Sanctioned On :** Date input field containing '24 October, 2017'. Annotation: "Sanction Date also need to enter manually".
- Whether intimation for commencement of work was given? :** Radio button for 'Yes' is selected. Annotation: "Need to apply for Commencement work first".
- Whether it was given online? :** Radio button for 'Yes' is selected. Annotation: "Permission should be Online only. Otherwise not processed further".
- Date of Commencement (Work Start Date) :** Date input field containing '12/14/2017'. Annotation: "Enter Here Commencement Work Start Date".
- Required (Plinth Part / Full) :** Dropdown menu set to 'Full'. Annotation: "Need to enter the Plinth Part Full or Part".
- Plinth completion date :** Date input field containing '01/01/2018'. Annotation: "Need to enter the Completion date manually".

Additional annotations include a red box around the 'Appendix E-2 (Click here)' link and another pointing to a 'Click here to Download the Appendix E-2' link.

Step-10

Need to attach the Document from document tab

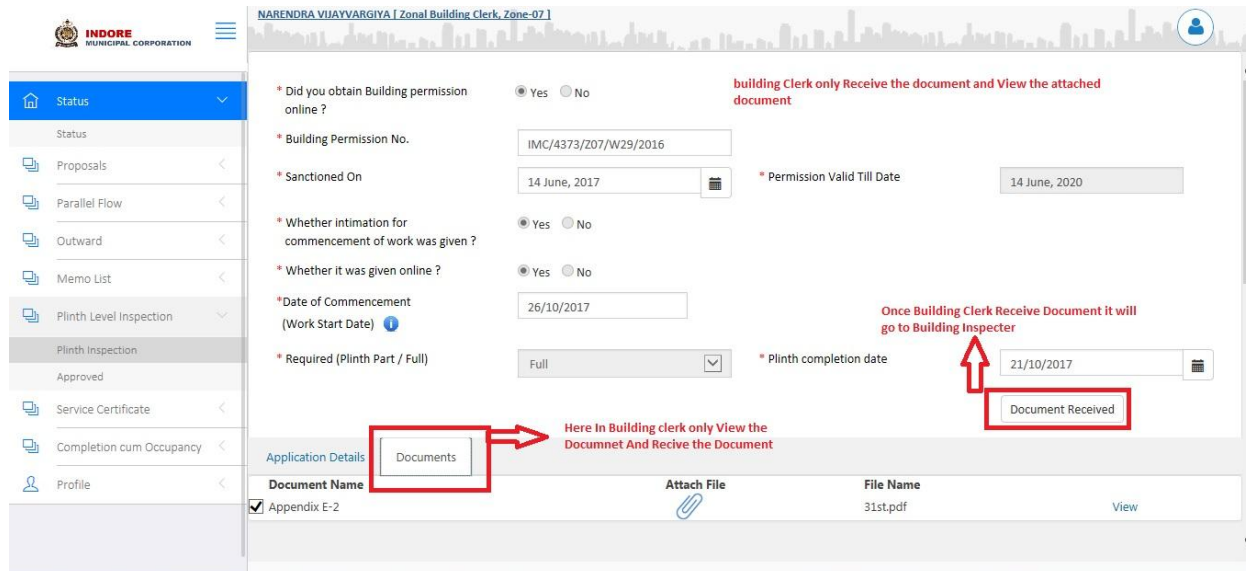
1. Here in NO Condition Consultant need to Attach Copy of sanction Plan, Copy of Building Permission, Photograph of constructed area showing set backs on four sides. And Appendix E-1
2. After attachment of document consultant need to click on save and intimate the proposal
3. Once click on save and intimate file is go to Building clerks console



Step-11

File Is at Zonal Building Clerk

1. Here Building clerk only receive the document and view the attachment what consultant has attached in both the condition.
2. Once the building clerk receive the document file will go to Building Inspector.

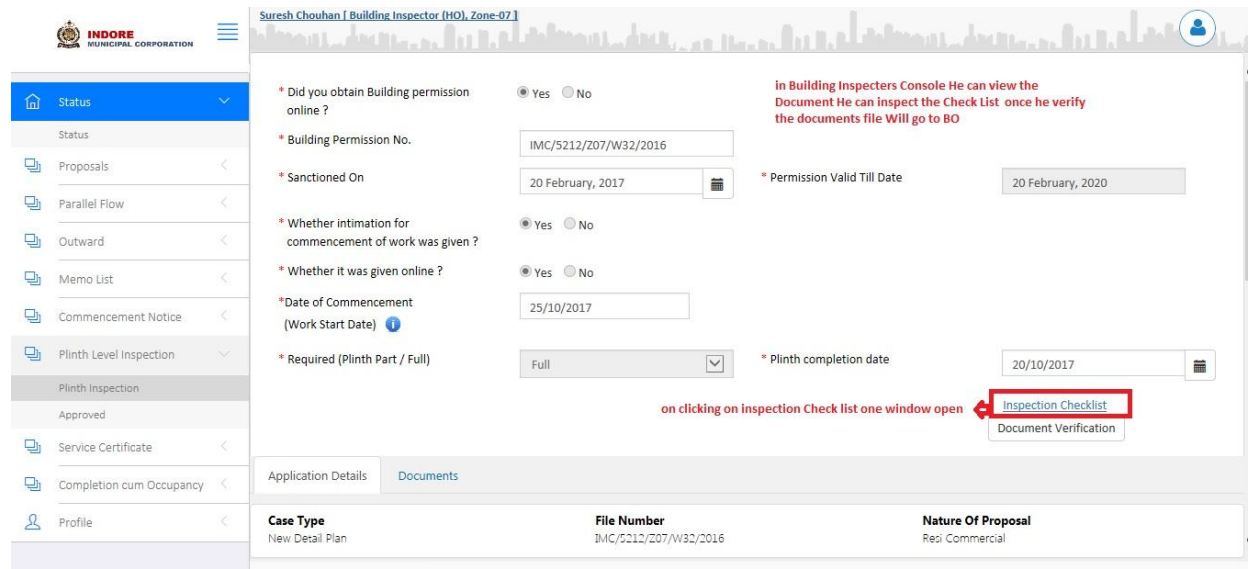


Step-12

File Is at the Building Inspector

1. In Building Inspector console he can view the document, He can inspect the Check list once he verify the check list and document, file will go to BO.

2. On clicking on Inspection Check list Check list should be open.



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

INDORE MUNICIPAL CORPORATION

Status

Proposals

Parallel Flow

Outward

Memo List

Commencement Notice

Plinth Level Inspection

Plinth Inspection

Approved

Service Certificate

Completion cum Occupancy

Profile

* Did you obtain Building permission online? Yes No

* Building Permission No. IMC/5212/207/W32/2016

* Sanctioned On 20 February, 2017

* Whether intimation for commencement of work was given? Yes No

* Whether it was given online? Yes No

* Date of Commencement (Work Start Date) 25/10/2017

* Required (Plinth Part / Full) Full

* Permission Valid Till Date 20 February, 2020

* Plinth completion date 20/10/2017

in Building Inspectors Console He can view the Document He can inspect the Check List once he verify the documents file Will go to BO

on clicking on inspection Check list one window open

Inspection Checklist

Document Verification

Application Details Documents

Case Type	File Number	Nature Of Proposal
New Detail Plan	IMC/5212/207/W32/2016	Resi Commercial

Step-13

Here Bi Need to enter the date manually when he should go to Site visit.

1. Here front, rear, side1 side2 this values comes automatically from Building Permission drawing report
2. Is construction done as per approved drawing then select yes or no.
3. If yes, then is there any violation? If yes then enter in to box.
4. Remarks should be entering in remarks box.
5. After filling complete information in to check list need to save the record. After save BI can edit the record Before Publish. Once it gets Publish He can't edit anything.
6. After Publishing the Record there Un-publish Button get Enable. If he want to edit the record need to un-publish the check list and save it again and publish

again

After the Complete the information BI Need to save the record before Publish he can edit the record after publish it cant be done

Save Publish

Plinth Inspection List

After Publish there is Unpublish Button showing there to unpublish the Record

* Site Visit Done Date :

Here they have to enter the date manually

1. Is Construction done as per approved drawing?

Front (m) Rear (m) Side 1 (m) Side 2 (m)

This Record Comes From The Reports.

2.If yes, Construction done as per approved drawing

a. Is any other violation?

Violations (m)

Remarks Need to write remark also

Yes No

0

0

0

0

Yes No

Step-14

1. If NO, Construction done as per approved drawing BI needs to enter the front rear side1 side2 data manually

2. After entering the manual record fill the remaining check list according to the site visit.

3. If no, construction done as per approved drawing - If no then BI need to enter the values manually as per the site

a. Is any violation done at constructed building, can it be rectified? If it can't be rectified then municipal engineer shall issue certificate after demolition of violated area, or reconstruction.

Front (m)

Rear (m)

Side 1 (m)

Side 2 (m)

b. If MOS violated is compoundable? If it is not compoundable then only after demolition municipal engineer shall issue certificate

c. If done Construction is for such a purpose which may affect health and convenience of nearby residents according to authority opinion.

4. If the building constructed above the municipal sewers, sewage drain or mains or under transmission line.

5. Please verify if following facilities provided at site -

a. Is proper toilets provided?

b. Is drinking water provision available?

c. Is relevant amenities given?

Yes No

Yes No

Yes No

Yes No

Yes No

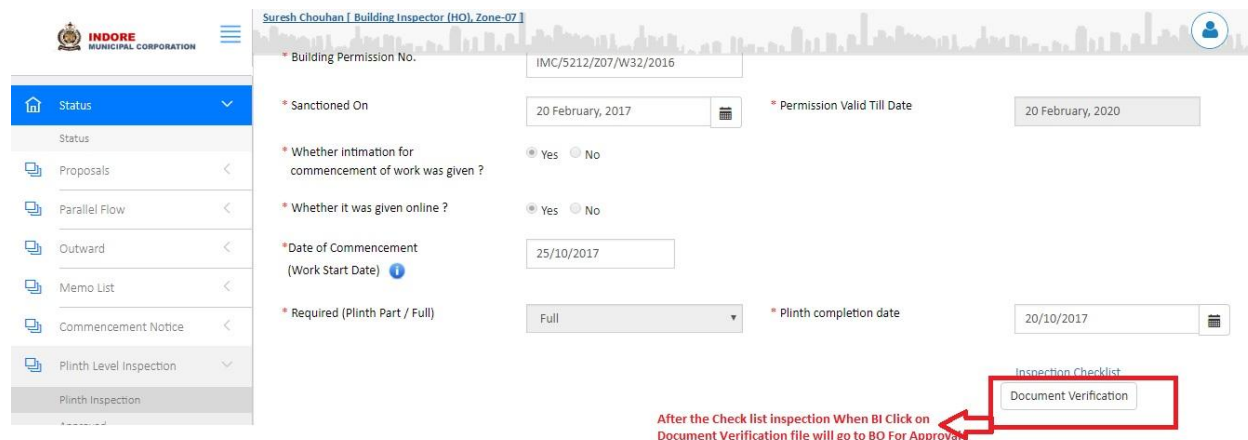
Yes No

Yes No

BI needs to fill the list as per the site visit

Step-15

1. After done with the Check list need to click on document verification. Before that BI Need to check the Attached Document.
2. After clicking on Document Verification file will go to Building Officer for Approval

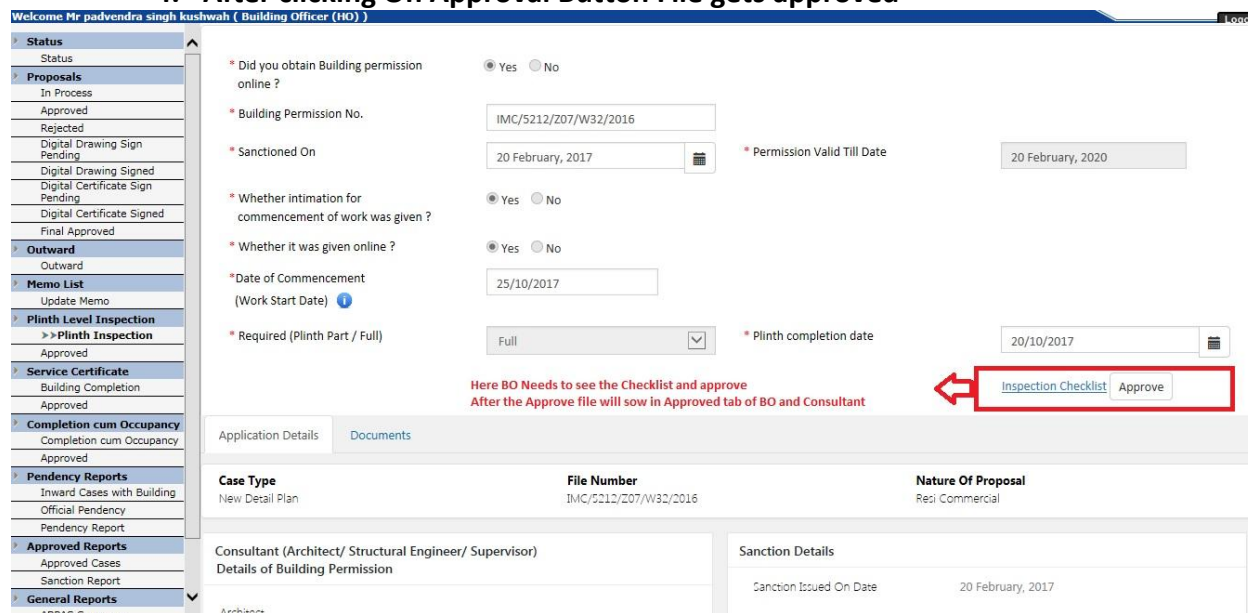


After the Check list inspection When BI Click on Document Verification file will go to BO For Approval

Step 16

Now the File Is At the Building Officer

1. Here Building Officer Is an Approval authority.
2. Here He can only Check an approve the file.
3. He also needs to check the inspection check list for approval.
4. After clicking On Approval Button File gets approved



Here BO Needs to see the Checklist and approve After the Approve file will sow in Approved tab of BO and Consultant

Case Type	File Number	Nature Of Proposal
New Detail Plan	IMC/5212/207/W32/2016	Resi Commercial

Sanction Details
Sanction Issued On Date: 20 February, 2017

Step-17

5. If he wants to edit some fields he has the authority to unpublish the check list and change it.
6. After making some changes he has to publish the check list again.

Plinth Inspection List

* Site Visit Done Date :

1. Is Construction done as per approved drawing? Yes No

Front (m)

Rear (m)

Side 1 (m)

Side 2 (m)

2.If yes, Construction done as per approved drawing

a. Is any other violation? Yes No

Violations (m)

Remarks

3. If no, construction done as per approved drawing -

a. Is any violation done at constructed building, can it be rectified? If it can't be rectified then municipal engineer shall issue certificate after demolition of violated area, or reconstruction. Yes No

Front (m)

Rear (m)

Side 1 (m)

Unpublish

here BO Has the power to unpublish the check list if there is any problem
if there is any changes in Front, Rear, Side1, Side2, then he will change it accordingly

After the Changes He will save the Check list and Publish Again

Step-18

After the Building Officer Approved the file it will automatically shows in approved tab of BO and Consultants also

There are two conditions

1. If the Case is High Rise then consultant receives the certificate
2. If the case is non high rises then consultant will find the file in approved tab with inspection list

Welcome Mr padvendra singh kushwah (Building Officer (HD)) Logout

- ▶ Status
- ▶ Proposals
 - In Process
 - Approved
 - Rejected
 - Digital Drawing Sign Pending
 - Digital Drawing Signed
 - Digital Certificate Sign Pending
 - Digital Certificate Signed
 - Final Approved
- ▶ Outward
- ▶ Memo List
- ▶ Plinth Level Inspection
- ▶ Approved
- ▶ Service Certificate
- ▶ Completion cum Occupancy
- ▶ Pendency Reports
- ▶ Approved Reports
- ▶ General Reports

* Did you obtain Building permission online ? Yes No

* Building Permission No.

* Sanctioned On

* Whether intimation for commencement of work was given ? Yes No

* Whether it was given online ? Yes No

* Date of Commencement (Work Start Date)

* Required (Plinth Part / Full)

* Permission Valid Till Date

* Plinth completion date

Application Details
Documents

Case Type	File Number	Nature Of Proposal
New Detail Plan	IMC/5212/207/W32/2016	Resi Commercial

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

Architect:

Sanction Details

Sanction Issued On Date: 20 February, 2017

After the Approval File is showing in Approved tab and it is also visiable at constant Approved tab

Inspection Checklist