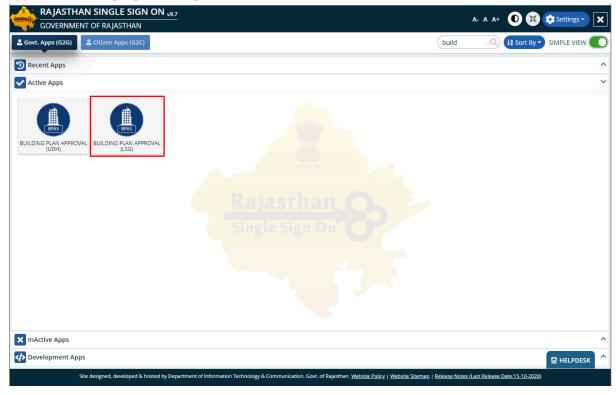
#### **ONLINE APPLICATION DISPOSAL PROCEDURE**

**BUILDING PLAN APPROVAL (BPAS)** 

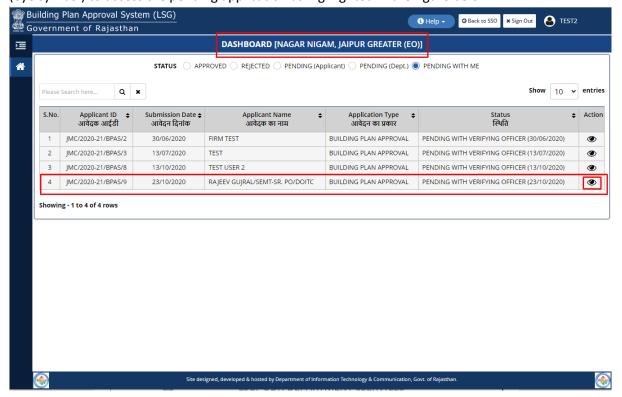
- 1. All the applications for BUILDING PLAN APPROVAL which are cleared i.e. PASSED by the AUTO-SCRUTINY (AUTO-DCR) system are updated with their present status as "PENDING WITH VERIFYING OFFICER".
- 2. VERIFYING OFFICER (EO) sign-in (login) to RajSSO (<a href="https://sso.rajasthan.gov.in">https://sso.rajasthan.gov.in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



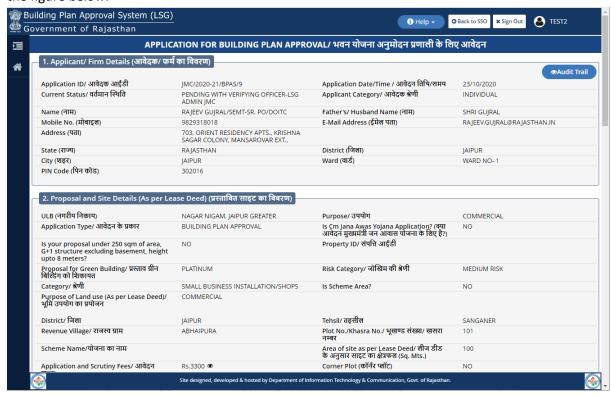
3. After successful sign-in (login), EO selects "BPAS (LSG)" or "BPAS (UDH)" from the available list of applications as highlighted in figure below.



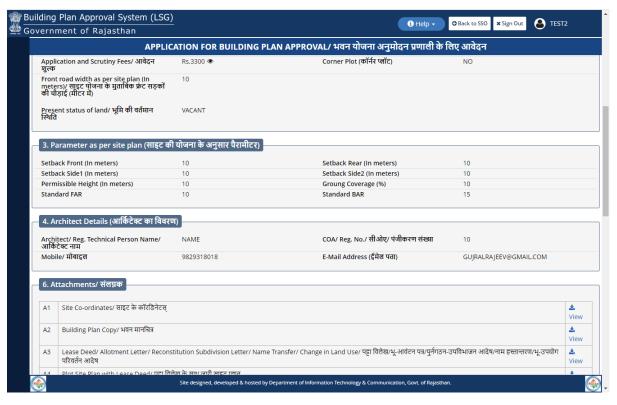
4. EO is lands on his/ her application DASHBOARD as highlighted in the figure below wherein all the applications pending for his/ her disposal are presented to him/ her. EO clicks on the VIEW button (eye symbol) to access the pending application as highlighted in the figure below.

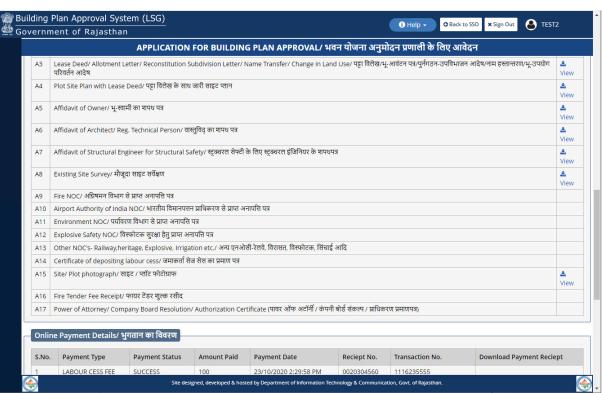


5. EO validates all the data, uploaded documents, fee details submitted by the applicant as shown in the figure below.

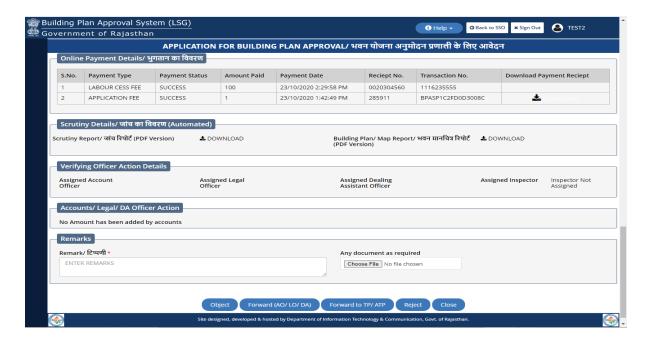




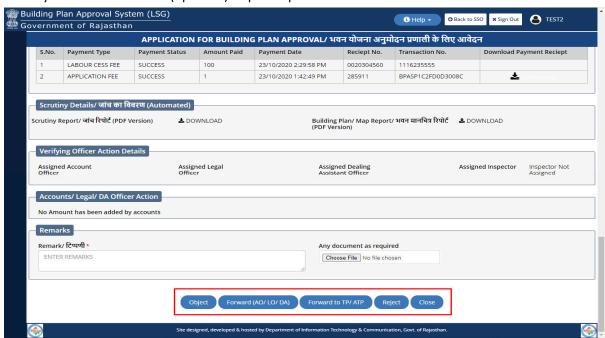




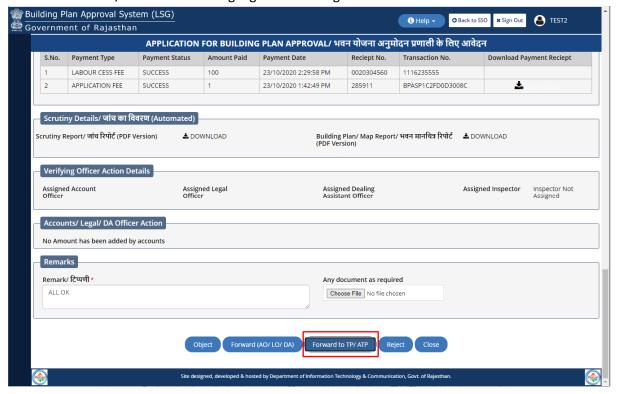




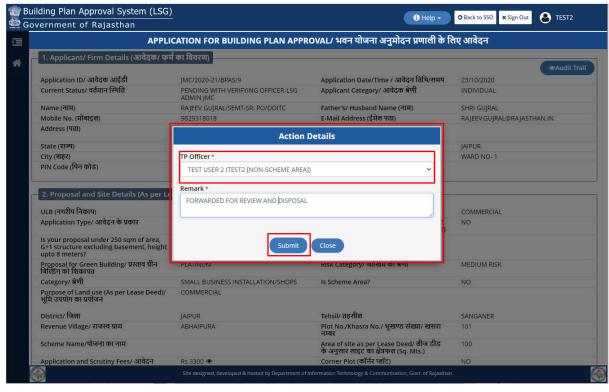
- 6. After validating the application, EO is presented with multiple actions as highlighted in the figure below and are:
  - a) OBJECT/ REJECT: If any discrepancy is observed by EO, he/ she clicks on the "OBJECT" button to return the application back to applicant for rectifying the discrepancy or may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



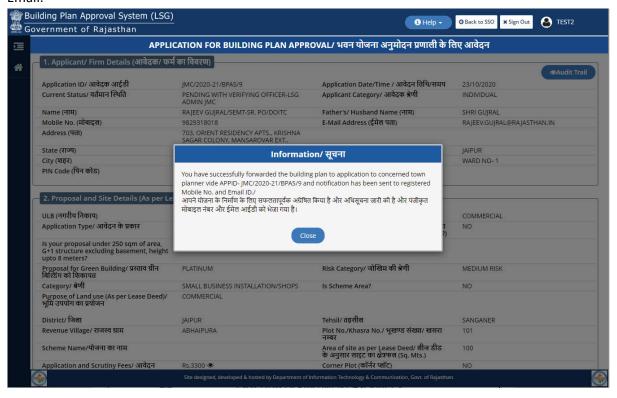
7. Assuming the application is acceptable, EO forwards the application to TP/ ATP by clicking the "FORWARD TO TP/ ATP" button as highlighted in the figure below.



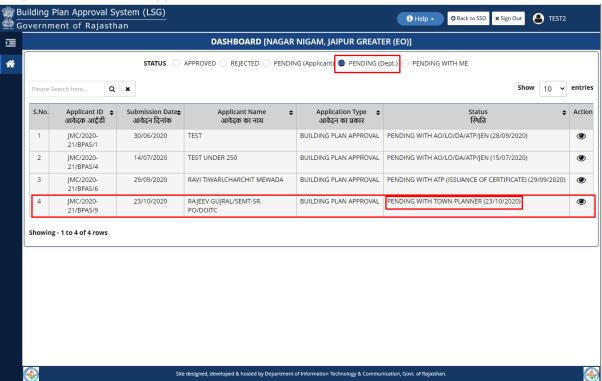
8. EO is prompted to select the ATP/ TP from the list of ATP/ TP mapped in the system as highlighted in the figure below. EO selects the respective ATP/ TP name from the list and then enters REMARK and clicks the SUBMIT button to forward the application to selected ATP/ TP for further processing.



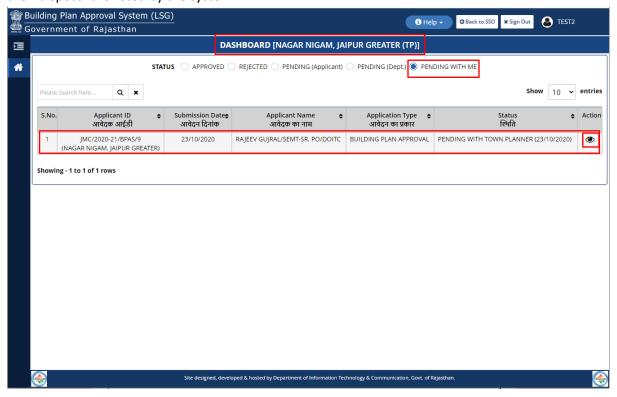
 Application is now forwarded to respective ATP/ TP in real-time and he/ she is also notified of same using SMS/ Email. At the same time, applicant is also notified of this event through SMS/ Email.



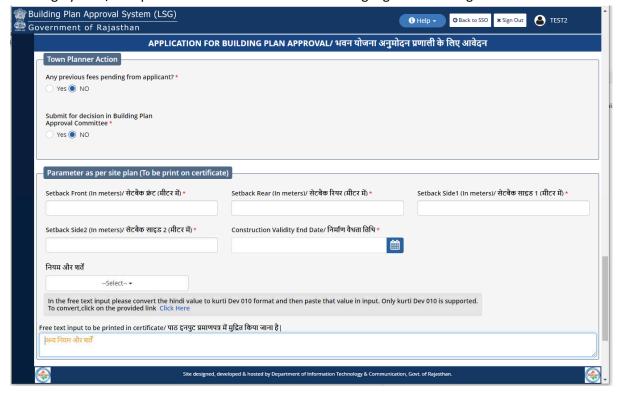
10. EO can click on the "PENDING (DEPT)" status category as highlighted in the figure below to view the present status of the application which is "PENDING WITH TOWN PLANNER" in this case.



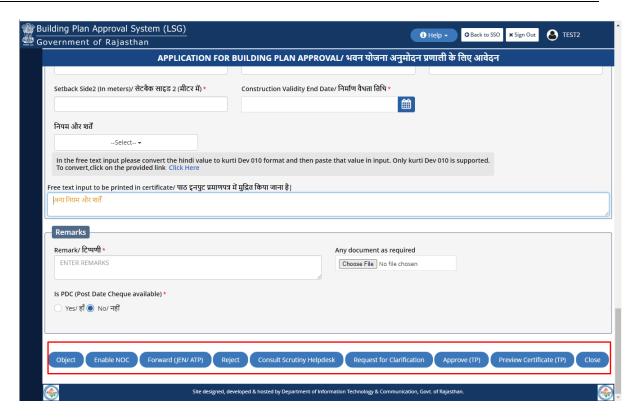
11. ATP/ TP login to the portal in similar manner as explained in steps x and y above and are presented with their DASHBOARD as highlighted in the figure below wherein all the applications pending for their disposal are listed by the system.



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



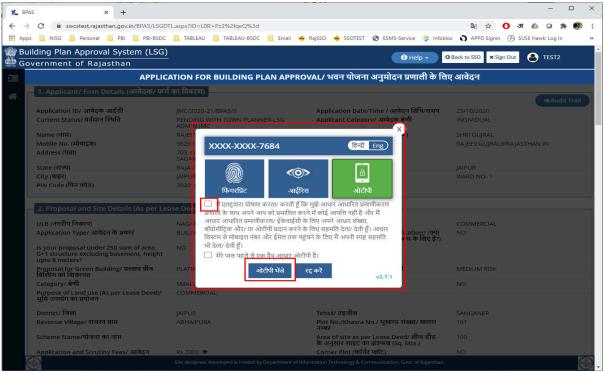




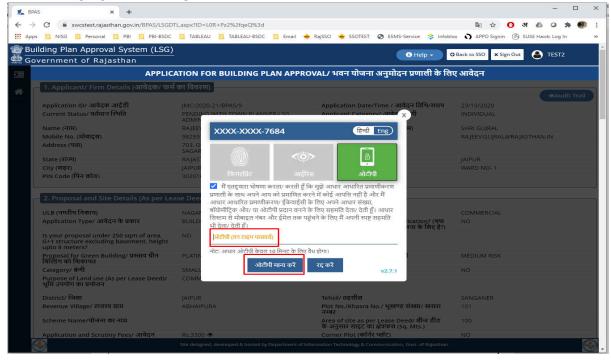
- 13. TP is presented with multiple actions as highlighted in the figure above and are:
  - a) OBJECT/ REJECT: If TP observes any discrepancy in the application and/ or supporting documents uploaded by the applicant, he/ she clicks on the "OBJECT" button to send the application back to the applicant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

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

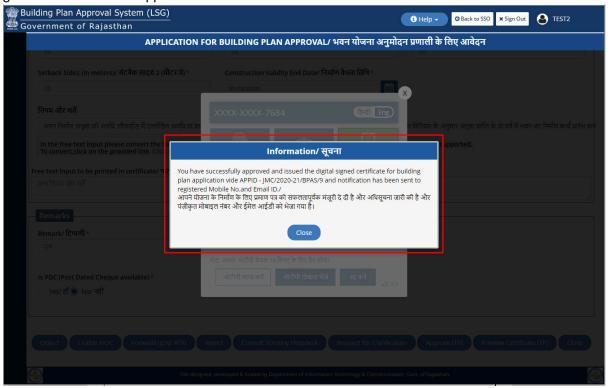
Note: - It is important that TP's AADHAAR number is updated in RajSSO in his/ her profile and his current mobile number is also registered in AADHAAR.



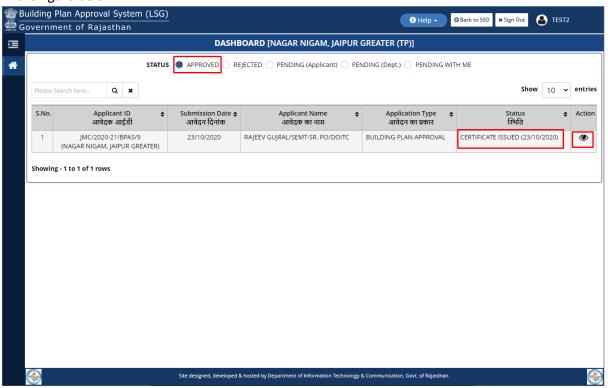
15. TP enters the OTP received from AADHAAR Server in the window below and clicks on VERIFY OTP button as highlighted in the figure below.



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

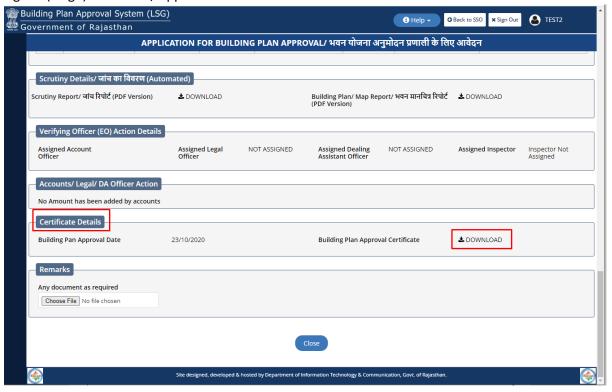


17. TP clicks on the "APPROVED" status category as highlighted in the figure below to verify/ view the certificate issuance. The application status is now shown as "CERTIFICATE ISSUED" as highlighted in the figure below.





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





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

#### राजस्थान सरकार नगर परिषद जयपुर



दिनांकः 23/10/2020

क्रमांक: JMC/2020-21/BPAS/9

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

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

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

#### क. सैटबैक (मीटर)

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

सामनेः 10

पाश्व-1: 10

पाश्व-2: 10

पीछे: 10

निर्माण वैधता तिथि: 31/10/2020

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

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

भवन मानचित्र अनुमोदन समिति की आज्ञा से सचिव,

नगर परिषद जयपुर



Signature yalid

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

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

THANK YOU