

Building Plan Approval System

Fee Details

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About eGovernments

eGovernments Foundation is a best-in-class technology solutions developer for electronic governance and smart cities with over 13 years of experience in transforming urban governance. Building a comprehensive, intelligent platform for technology-powered, mobile-enabled urban governance is the only work we do. Our products are relied upon by millions of people across India, both in government as well as citizens in their day-to-day lives. They offer exceptional possibilities to organizations engaged in developing/integrating solutions and applications in the e-governance domain.

Key components of our e-Governance platform:

- **ERP** - to fully digitize civic body operations •
- **CRM** - digital service delivery to citizens •
- **Payment System** – enabling government offices to go cashless both internally as well as with citizens
- **Financial Management** – includes budgeting, forecasting and financial accounting that are compliant with National Municipal Accounting Standard
- **Dashboards for State / City / Town level monitoring and control**

- **Mobile apps** for citizens to pay taxes, raise and resolve complaints
- **Mobile apps** for civic body employees
- **Data Analytics**
- We are committed to collaborate with reputed solution/application developers and system integrators to make Digital India a reality and transform urban governance globally.

Our strength:

eGovernments Foundation is promoted by two visionary technocrats – Nandan Nilekani, ex CEO, Infosys, former Chairperson of the Unique Identification Authority of India (UIDAI) and former Head of Government of India's Technology Committee, and Srikanth Nadhamuni, CEO, Khosla Labs, and ex CTO UIDAI – with a vision to transform urban governance through cutting edge technology.

- Our benefactors include Omidyar Network and Tata Trust
- Over the past decade, we have gained deep insights into eGovernance space at a very granular level
- Our state-of-the-art, ERP-based platform – with 22 modules – for urban governance is built on advanced Open Source technologies for better flexibility, interoperability and faster implementation
- Our products enable administrators in information-driven decision-making, enhanced citizen connect, intelligent financial management; and help citizens to interact with government in an easy, transparent, and real-time fashion.

About this User Guide

This User Manual describes the features, benefits, workflow, and roles offered by the Building Plan Approval module of eGovernments platform, and a step-by-step-by guide to using the module by different users.

Conventions

The conventions used in this manual are:

- 1) Navigation > Arrow '>' notation describes the flow of navigation in the app.
- 2) LP: Letter to Party

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1 Getting Started

1.1 Building Plan Approval

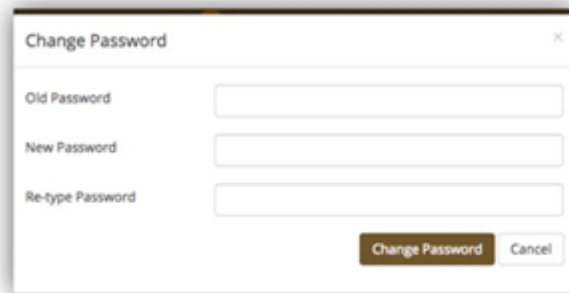
- Building Plan Approval module is available as part of the eGovernments platform.
To log into eGovernments platform / your citizen services portal, on your web browser, type <URL> and click on **enter**.
- Upon entering the web page, you will see the following options in the home page.
- Use your log in details - **Mobile Number/Login ID** and
- **Password** - and click on **Sign in**.

A screenshot of the eGovernments platform home page. On the left, there are four circular icons with corresponding text: 'Create an account' (person icon), 'Register a grievance' (gavel icon), 'Check your grievance status' (magnifying glass icon), and 'Register via grievance cell' (phone icon). The 'Check your grievance status' option includes a 'Grievance number' input field and a 'Search' button. On the right, there is a 'Sign in' section with a 'Mobile Number / Login ID' input field, a 'Password' input field with a 'Forgot?' link, and a blue 'Sign in' button.

1.2 Change Password

- In the top panel, on the right hand top corner, click on the photo icon next to the user name (as shown in Update Profile).

- In the drop down, click on Change Password option.
- Provide Old Password, New password, Retype new password, and click on Change Password.

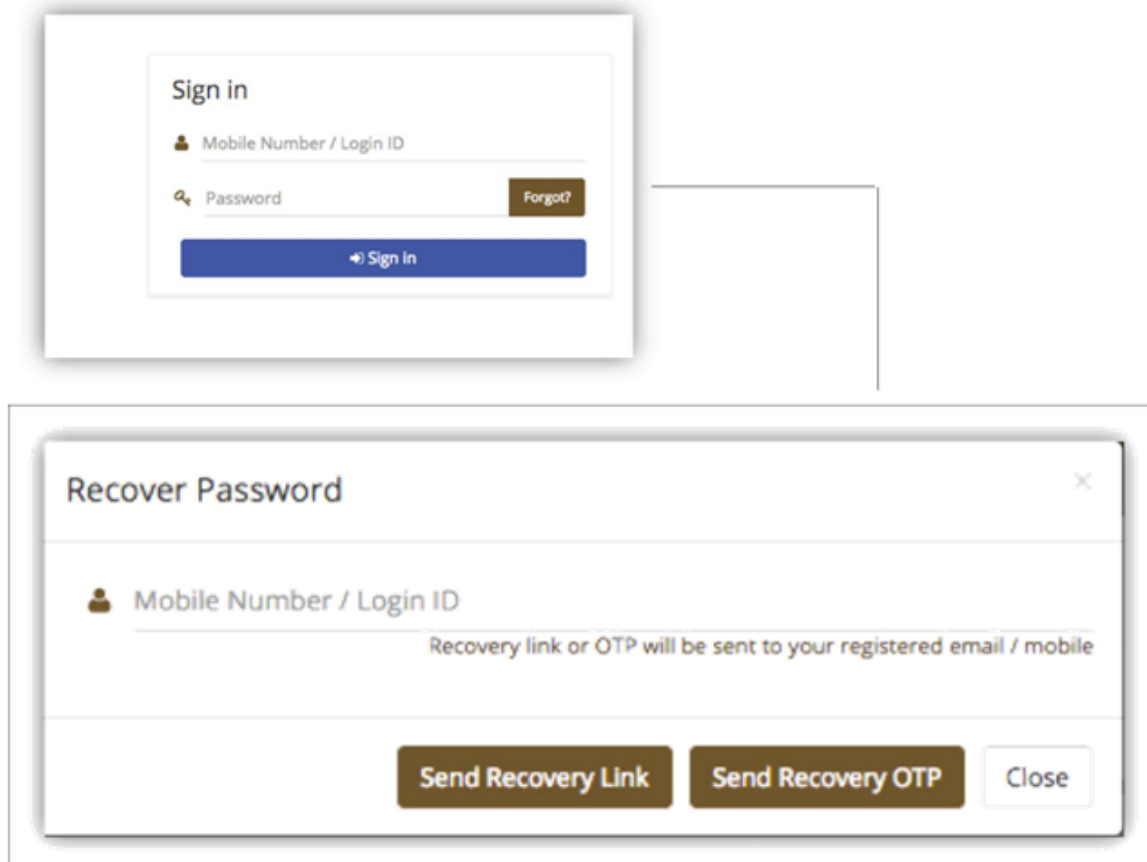
A screenshot of a 'Change Password' dialog box. It has a title bar with the text 'Change Password' and a close button (X). Inside the dialog, there are three input fields labeled 'Old Password', 'New Password', and 'Re-type Password'. At the bottom right, there are two buttons: 'Change Password' (highlighted in orange) and 'Cancel'.

1.3 Sign out

- In the top panel, on the right hand corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down click on **Sign out**.

1.4 Recover Password

- If you forget your password, in the log in page click on **Forgot** in the Password box
- In the Recover Password window that opens, enter your Mobile Number or Email ID, and choose the password recovery option (either my OTP to mobile phone or password recovery link to email)

The image shows a two-step process for password recovery. The top window is the 'Sign in' page, which has fields for 'Mobile Number / Login ID' and 'Password'. A 'Forgot?' link is located next to the password field. A blue 'Sign In' button is at the bottom. A line connects the 'Forgot?' link to the 'Recover Password' window below. The 'Recover Password' window has a title bar with a close button. It contains a field for 'Mobile Number / Login ID' with a note: 'Recovery link or OTP will be sent to your registered email / mobile'. At the bottom, there are three buttons: 'Send Recovery Link', 'Send Recovery OTP', and 'Close'.

1.5 Home Page

Elements	Functionalities
Left Panel	<ul style="list-style-type: none"> Provides two options – Applications and Favorites. Applications enable you to carry out different tasks, view the reports and navigates through the menu options of various applications You can mark any task or report as your favorites. Once marked, the application or reports shows up in favorites for quick access.
Top Panel	<ul style="list-style-type: none"> Enables you to view Worklist and Notifications. In addition, the Top Panel enables you to update your profile.
Right Panel	<ul style="list-style-type: none"> Shows Worklist, Drafts, and Notifications in List View sorted chronologically with most recent on top. Worklist contains all the tasks that are pending reviews or approval Notifications contain the tasks with any changes occurred

2 Fee Details

List of Services
New Construction
Reconstruction
Alteration
Adding of Extension
Regularization
Permission for Temporary hut or shed
Amenities

2.1 Fee structure according to services

- For Building Area up to 150 Sq. MT, the Applicable rate is 50% of the normal permit fee for all the above service.
- For amenities, there will be no discount. The calculation will be as per fixed rate and irrespective of service fees structure.
- If the Application is for New Building, Reconstruction, Alteration and Adding of Extension.

Services	Charges
Permit Fee for Group A1 occupancy(Family residential buildings)	Rs 10 /Sq. Mtr
Permit Fee for all other occupancy	Rs 15 /Sq. Mt
Permit Fee for Thatched / Tiled House	Rs 3 /Sq. Mt
Permit Fee for Huts / Sheds	Rs.75 /per house
Permit Fee for Economically Weaker Section funded by Govt./ LSG	NIL

2.2 Charges for Amenities

Amenities	Charges
Charges for each Well	Rs. 25/-
Charges for Compound Wall	Rs. 4/per Running Mt.
Shutter or Door Conversion/Erection	Rs.500/per door
Roof Conversion	Rs. 4/Sq. Mt
Tower Construction	10,000/unit
Pole Structures	Rs. 2,500/unit

Note: If the Work is started or in progress or completed then the fees has to be multiplied with a factor of 3.

- Table for Fee structure-Permissible and beyond permissible limit and according to occupancy.

Grouping			Description F.A.R. = Total Floor Areas of the Floors/ Plot Area	
		Maximum Permissible Coverage (Percentage of Plot Area)*	Maximum Permissible F.A.R without Additional Fee	Maximum permissible F.A.R. With additional Fee
Group A1	Residential	65	3	4
Group A2	Special Residential	65	2.5	4
Group B	Educational	35	2.5	3
Group C	Medical/Hospital	40	2	3
Group D	Assembly	40	1.5	2.5
Group E	Office/Business	40	2	3
Group F	Mercantile / Commercial	65	2.5	4
Group G1	Industrial	40	1.5	0
Group G2	Small Industrial	60	2.5	3
Group H	Storage	60	2.5	3
Group I (1)	Hazardous (1)	30	1	0
Group I (2)	Hazardous (2)	25	0.7	0

****Note**:** An additional Fee of Rs.1000/Sq. Mt need to be paid for the permissible area as per column 5 to be applied (The amount should be configurable).

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