



# **Directorate of Municipal Administration, Government of Odisha**

## **Implementation of an Integrated e- Governance Solution across all Urban Local Bodies of Odisha**

### **User Manual for Architects & Town Planners**

#### **- Layout Approval**

**V1.0**



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# **1 Introduction**

## **1.1 Background**

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 115 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Layout Approval is one of the focus areas for the HuDD to help all stakeholders and citizen get their Plots layout approved through end-to-end automation of the processes involved.

Subdivisional layout approval process aims to develop a system where land can be subdivided for selling or Development, fulfilling the byelaws for open spaces, internal roads and affordable housing component when applicable. It aims to make layouts sustainable to withstand demands of future. Auto scrutiny scans each drawing for byelaw compatibility beforehand and makes the entire process smooth, with minimum manual intervention.

SUJOG – Layout approval shall enable local government to bring in transparency, accountability and time-bound service for the public. With SUJOG layout approval, professionals like architects and town planners can get the service from Urban Local Body / District Town and Country Planning / Centre for Municipal Administration with a speedy, hassle-free and user-friendly procedure, online.

## **1.2 Scope of this Document**

The purpose of this document is to help the Architects and Technical Persons in operating the Online Building Plan Approval System. It provides a digital interface, allowing the Architects/Technical Persons to apply for Layout approval and subsequently make the payment online.

This manual covers up the various features of layout approval and every feature is defined with a screenshot for user assistance.

## ***1.3 Intended Audience and Functionalities***

This manual can be used by Architects who are registered under Council of Architecture and Town Planners who use the software to apply for Layout Approval.

The OBPAS allows the User to

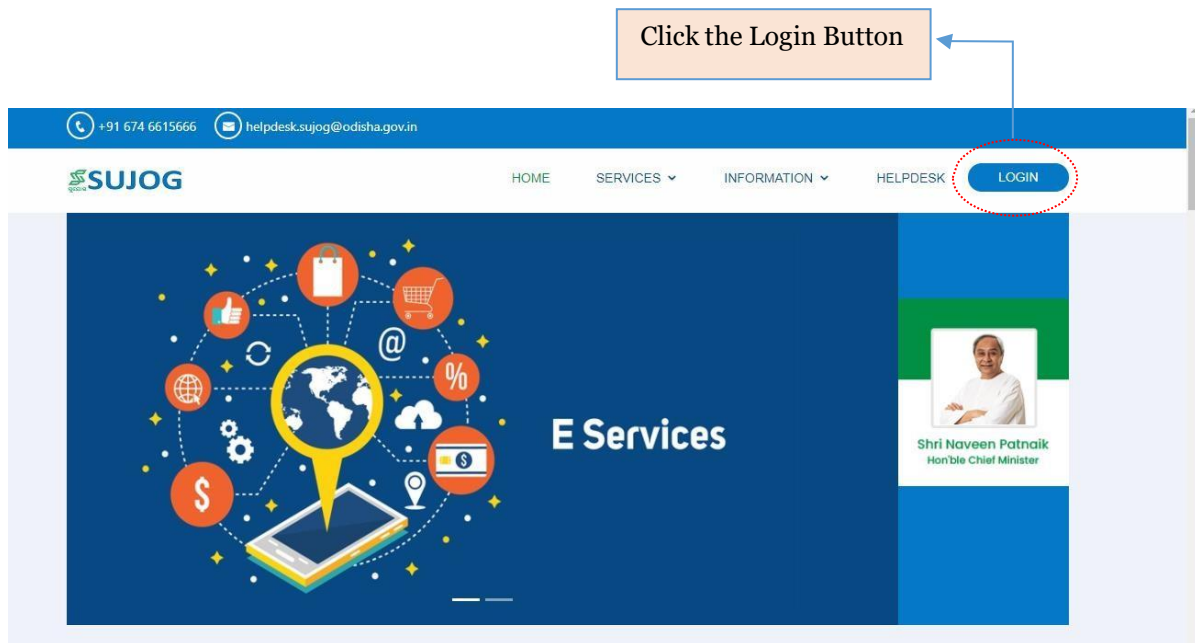
- Automatically scrutinize the plan or drawing based on pre-configured bye-laws.
- Apply for layout approval.
- Complete the necessary payments required.
- Download the payment receipts.
- Keep a track of the application lifecycle.

## 2 General Functions

### 2.1 Registering into the system

To Register, please go to the following link:

<https://sujog.odisha.gov.in/home>



Once the architect/Technical Person clicks the login button, the following screen will appear

The screenshot shows the 'REGISTER' form on the SUJOG Odisha website. The form is titled 'REGISTER' and includes the SUJOG Odisha logo. It has three input fields: 'Mobile Number \*' with a placeholder '+91 | Enter your mobile number', 'Name \*' with a placeholder 'Enter your name', and 'City \*' with a placeholder 'Select your city' and a dropdown arrow. Below these fields is a link 'Have an account? LOGIN' and a large orange 'CONTINUE' button. Three callout boxes with arrows point to the input fields: 'Enter your mobile number' points to the Mobile Number field, 'Enter name' points to the Name field, and 'Select your city from the dropdown' points to the City field.

**SUJOG | Odisha**

**ENTER OTP**

An OTP has been sent to : 9999981343 ✎

Please check your messages

OTP \*  
Enter OTP

Request another OTP in 24 seconds

**CONTINUE**

Enter OTP

Click here to continue

The number will be authenticated by sending an OTP (One Time Password) to the registered mobile number. If the user does not receive the OTP he/she clicks on 'RESEND' under the 'OTP' field. Once the OTP has been entered and Continue button is clicked the OBPAS homepage will appear.

## OBPAS Homepage

On Login/Register, the homepage will appear in the Architects/Technical persons page.

**CUTTACK**

ENGLISH

**SUJOG**

SEARCH

Home

Building Plan Approval

Citizen Services

Building Plan Approval

Click here to go to 'My Profile' page

Click here to open notifications

Local Information

Events

My City

## 2.2 Editing the Profile

Follow the steps shown below to edit your profile.

Click on the Profile button on top right side of the homepage

Click on 'Edit Profile'

User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.

The diagram illustrates the process of editing a user profile on the CUTTACK website through three sequential screenshots:

- Homepage:** The top right corner features a 'Profile' button (person icon). A callout box points to it with the text: "Click here to Edit Profile".
- Profile Dropdown:** Clicking the profile button opens a dropdown menu. The 'Edit Profile' option is highlighted with a red dotted box. A callout box points to this option with the text: "Option to edit/enter Name, City and Email ID".
- Edit Profile Page:** The page contains a profile picture upload area and form fields for Name, City, and Email ID. A red dotted box highlights these fields. Callout boxes provide further instructions:
  - For the photo upload: "Click here to upload Photo" (points to the camera icon).
  - For saving changes: "Click here to Save changes" (points to the 'SAVE' button).



## 3 Applying for Layout Approval

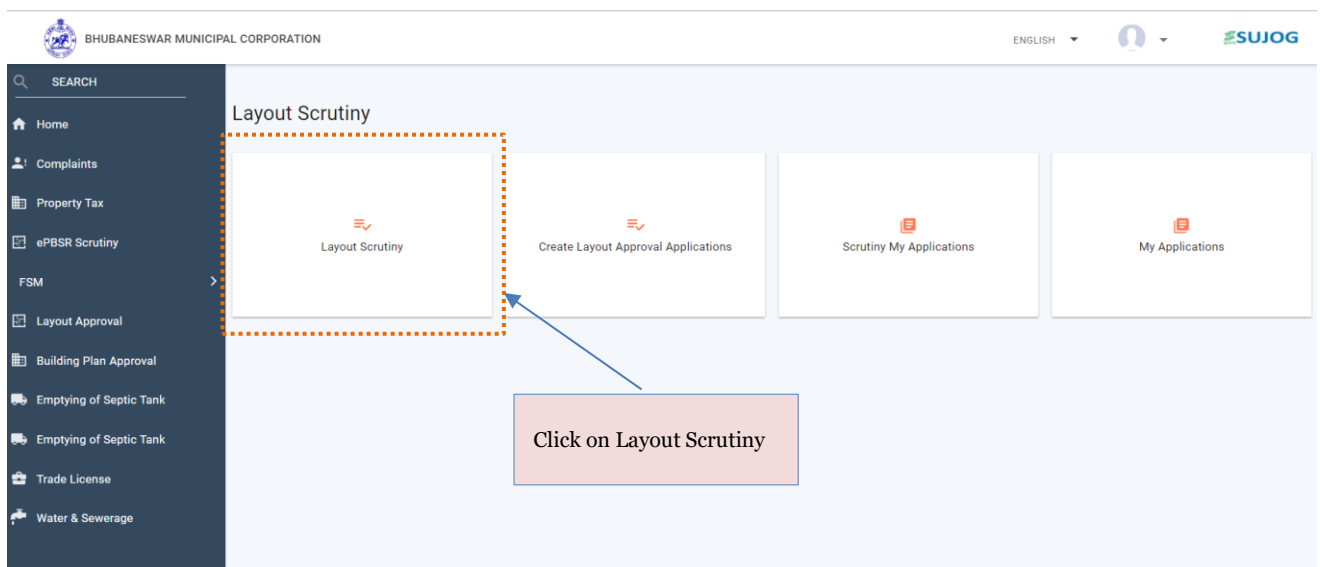
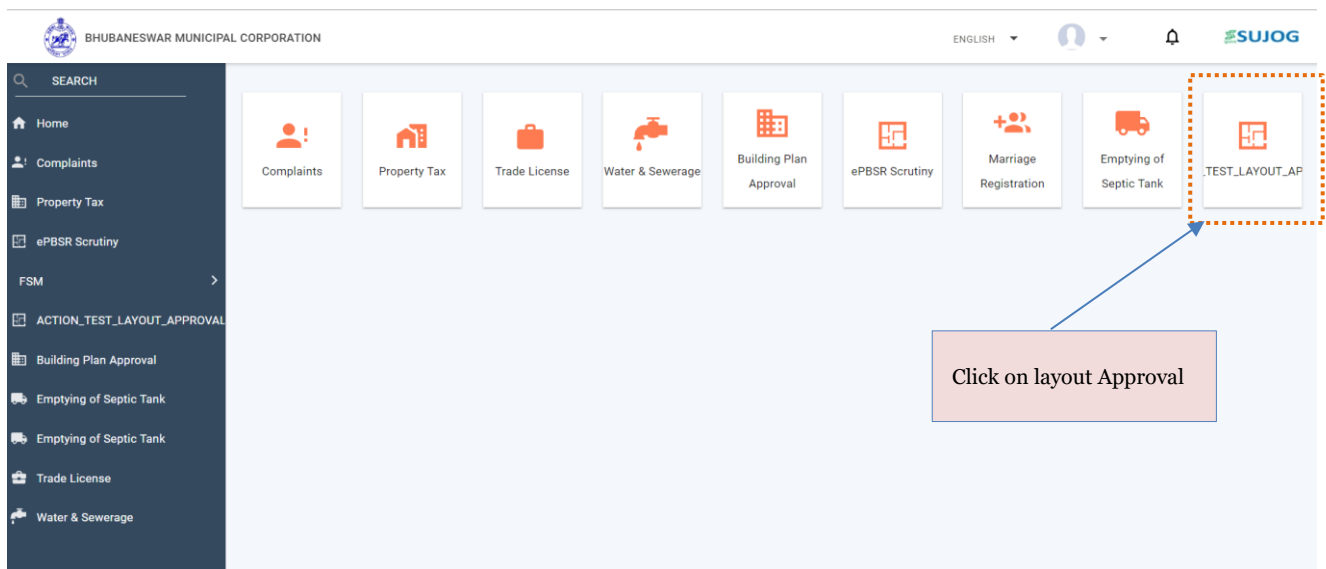
Layout approval is to subdivide one single land into multiple subplots for selling or development

### 3.1 Application creation

The layout Approval service requires auto scrutiny to check if the drawing is complying to the norms for Sub-divisional Layout approval. Please refer to the Layout approval Drawing Manual for drawing Creation.

Once the Drawing is prepared, it needs to be Put into Auto scrutiny. For that Architects and Town planners can Go to layout Approval and select Layout scrutiny. Once scrutiny is accepted the user can proceed for Application creation.

#### 3.1.1 Drawing Auto-scrutiny





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Layout Approval

City \*  
Cuttack

Applicant Name \*  
Dhirubhai

Service type \*  
Layout Approval

Layout Plan \*  
Only .dxf files 150MB max file size

Upload the DXF file here

CHOOSE FILE

CLEAR FORM

SUBMIT

Click on submit

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Layout Approval

Application No. 02196-2024-LI

Clcik here to download scrutiny report

DOWNLOAD

PRINT

Scrutiny Report

Layout Scrutiny Number  
DCR62024NSLIE

Layout EDCR no

Scrutiny success message

Layout Scrutiny Plan ePBSR is Accepted  
The plan can be used for creating permit Application

GO TO HOME

PROCEED

### 3.1.2 Scrutiny report

- If scrutiny is not accepted, then download the scrutiny report and check for errors.
- Correct the drawing accordingly and try for rescrutiny.
- Once accepted, Check Scrutiny report Once to Confirm all required points are matched.

### 3.1.3 Application Creation

Once Verified, Architect can proceed for Application creation. They can either proceed directly from scrutiny page or go to Application creation and proceed.

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Application No. 02196-2024-LI

DOWNLOAD

PRINT

Scrutiny Report

Layout Scrutiny Number  
DCR62024NSLIE

Layout Scrutiny Plan ePBSR is Accepted  
The plan can be used for creating permit Application

Click on proceed to proceed for application creation.

GO TO HOME

PROCEED

Alternatively you can start from the Application page as well.

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Layout Scrutiny

Create Layout Approval Applications

Scrutiny My Applications

My Applications

Click on proceed to proceed for application creation.

### 3.1.4 Declaration for subdivision layout

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Layout Approval

Declaration regarding Permissibility of Layout Sub Division

Show Declaration

Click on Show Declaration.

GO TO HOME

CREATE APPLICATION LAYOUT APPROVAL

Read the declaration and click on I confirm Once Confirmed.

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Layout Approval

I declare that the unauthorisedly sub-divided plot as per below mentioned schedule has been transferred/sub-divided by a registered sale/gift/partition deed prior to 30.05.2017 / 30.12.2022

I have no dues pending against the plot in respect of Government or any statutory bodies.

I have understood the provisions of Clause-H of the Scheme for Regularisation of Unauthorisedly sub-divided plots, 2017 which is also reproduced below and I further declare that the sub-divided plot as mentioned in the schedule above is not restricted for regularisation under Clause-H of the aforesaid scheme:

"H. Restrictions on approval and regularization in certain cases:-  
No unauthorized layouts and sub-divided plots within the unauthorized layouts shall be regularized in the following cases:-  
(i) Within zones/areas prohibited under any Central or State Government Act, Rules and regulations in force. However, the regularization in such cases shall be considered only after obtaining 'No Objection Certificate' from the concerned Competent Authorities;  
(ii) Where the proposed use of the land which has been subdivided without permission, is not in conformity with the proposed land use of the Development Plan/ Master Plan/ zoning regulation of the concerned Planning Authority and decisions taken by the Authority from time to time including land use in different schemes;  
(iii) Where the layout is on the land  
(a) water bodies like river, nala, tank, lake, pond etc.; and or recorded as "Jalasaya"/ "forest" in revenue records;  
(b) within the areas where development has been prohibited under the provisions of "The Environment (Protection) Act, 1986";  
(c) Where the open space earmarked in an approved layout has been sub-divided and sold and or transferred; and  
(d) Where the regularization of the unauthorized layout in the opinion of the Planning Authority or Government will affect public interest and safety."

I Confirm

Click on I Confirm

GO TO HOME

CREATE APPLICATION LAYOUT APPROVAL

Once Confirmed now can proceed for Application page. Here put the layout scrutiny number and click on search.

### 3.1.5 Basic Details Page

Once Confirmed now can proceed for Application page. Here put the layout scrutiny number and click on search.

Once done Fill the plot details section.

Field name	Field type	Purpose
District	Mandatory	Name of the District
Tehsil	Mandatory	Name of the tehsil
Village	Mandatory	Name of the Village or Mouza
Revenue Plot Number (As per ownership document)	Mandatory	Revenue plot no
Layout Plot	Non	If plot is part of layout

number	Mandatory	
Plot area	Mandatory	Area of the particular plot
Khata	Mandatory	Khata no of the plot
Kisam	Mandatory	Kisam of the plot
Landowner name	Mandatory	Landowner/s name
GPA Holder name if present		GPA holder/holders name if applicable
Sale deed no	Mandatory	Sale deed no of the land
Sale deed date	Mandatory	Provide sale deed date of the land
Per Acre BMV Value	Mandatory	Per acre benchmark valuation value for the particular plot acquired from the Tehsil or sub registrar office
Is part of plot required to be Free Gifted *	Mandatory	If part of plot needs to be free gifted
Area of land to be Free Gifted	Non-Mandatory	If yes, area
Reason for Free Gift	Non-Mandatory	If yes reason

### 3.1.6 Scrutiny summery Details page

In this page provide Khata number for each proposed sub-plot.

Layout Approval

Basic Details Scrutiny Summary Details Primary Applicant Details Document to be uploaded Summary

Layout Scrutiny Application Details

#DCR Number: DCR62024YK04X

Uploaded Diagram: UploadedDiagram.dxf

Scrutiny Report: ScrutinyReport.pdf

Land Schedule of the Project

S. No.	Plot No	Khata No *	Plot Area
1	1	Enter Khata No	266.08
2	10	Enter Khata No	150
3	11	Enter Khata No	250
4	12	Enter Khata No	250

Provide Khata number for each sub plot

< PREVIOUS STEP NEXT STEP >

### 3.1.7 Applicant details page

Fill Applicant Information Details. In case of multiple landowners and GPA holders, Create the application in the primary applicant's name only. In case the Applicant or GPA holder is a Govt or private organization, select institutional govt or institutional Private from the drop down.

**Layout Approval**

Basic Details   Scrutiny Summary Details   **Primary Applicant Details**   Document to be uploaded   Summary

**Primary Applicant Details**

Applicant Type \*  
Select Applicant Type

Type of Applicant-Subtype \*  
Select Applicant Subtype

**Applicant Information**

Mobile No. \*  
Enter Mobile No.

Applicant Name \*  
Enter Name

Correspondence Address \*  
Enter Applicant Correspondence Address

Email  
Enter Email

☐ Is Primary Owner ?

Click previous step to go back to building details

Click next step to proceed

Field Name	Field Type	Purpose
Applicant type	Mandatory Field	Select Applicant type from the dropdown
Type of Applicant - Subtype	Mandatory Field	Select sub-Type of Applicant from the dropdown
Mobile No	Mandatory Field	Enter Registered Mobile Number of the Primary applicant (Citizen) and click the search button on the right side. Owners information will get auto populated
Applicant Name	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Correspondence address	Mandatory Field	This field will get auto populated after 'Mobile No' has been entered.
Email	Non-Mandatory field	Provide email Id of the applicant

### 3.1.8 Document page

Provide the necessary Documents.

Provide the necessary documents, and NOCs in the document section. Select the document type from down and select the correct type for it.

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Layout Approval
Application No. LA-CTC-2024-06-03-021534

Basic Details
Scrutiny Summary Details
Primary Applicant Details
Documenty to be uploaded
Summary

Documents Required

Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload

1
ID proof of Landowner \*

Select Document Type \*
Select Documents

CHOOSE FILE

2
ID Proof of GPA holder if present

Select Document Type
Select Documents

CHOOSE FILE

3
Ownership Document (ROR/Sale deed) \*

Select Document Type \*
Select Documents

CHOOSE FILE

PREVIOUS STEP

NEXT STEP

Document name	Mandatory/Non-Mandatory	Description
Land Owner ID Proof	Mandatory	Provide in required format
ID Proof of GPA holder if present	Non Mandatory	Provide in required format
Ownership Document (ROR/Sale deed)*	Mandatory	Provide in required format
GPA holder document if applicable.	Non Mandatory	Provide in required format
Legal Heir and Death Certificate if applicable	Non Mandatory	Provide in required format
Sub Divisional Layout Plan Pdf(Including Landscape Plan, Public Utility Plan, Service Network Plan, EIDP Plan, Solid Waste Disposal Management Plan)	Mandatory	Provide in required format
Benchmark Value Certificate From Sub Register*	Mandatory	Provide in required format
Any Other Document	Mandatory	Provide in required format
Other Documents 2	Non Mandatory	Provide in required format



### 3.1.9 Summery page

Review the summery page, edit any details if found wrong and one confirmed, send the application for Citizen approval.

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Application number

Layout Approval Application No. LA-CTC-2024-06-03-021536

Basic Details Scrutiny Summary Details Primary Applicant Details Documenty to be uploaded Summary

Application Summary

Fee Estimate

Land Development Fees	25000
Total Amount	25000

Paid Amount  
**Rs 25000**  
To be Paid

Check for the Application Fee

Basic Details

Basic Details

Building plan scrutiny number  
DCR62024ZNOT7

Application type  
Layout Plan Scrutiny

Service Type  
Layout Application

COMMON\_TABLE\_PLOT\_DETAILS (1)

< PREVIOUS STEP SEND TO CITIZEN >

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Click here to edit if needed.

Basic Details

Basic Details

Building plan scrutiny number  
DCR62024ZNOT7

Application type  
Layout Plan Scrutiny

Service Type  
Layout Application

COMMON\_TABLE\_PLOT\_DETAILS (1)

District	Tehsil	Village	Revenue Plot Number (As per ownership document)	Layout Plot No	Plot Area (in sqm)	Khata No	Kisam	Land Owner Name	GPA Holder Name If Present	Sale Deed No	Sale Deed Date	Per Acre BMV Value	Is part of plot required to be Free Gifted?	Area of Plan to be free Gifted (in sqm)	Reason For Free Gift
Cuttack	Cuttack Sadar	Andarapur	111	35A	500	ff44	gharabari	Dhirubhai	Murli Dash	33ee	-	11111111	No	-	-

Total Plot Area

Total Plot Area  
500

Access Road Width  
12.153911

< PREVIOUS STEP SEND TO CITIZEN >

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Applicant Name: OBPAS TESTING CITIZEN

Mobile No: 8989898989

Email: abc@gmail.com

Correspondence Address: qqqq

Documents Required

ID proof of Landowner 1.png <a href="#">VIEW</a>	Ownership Document (ROR/Sale deed) 1.png <a href="#">VIEW</a>	Sub Divisional Layout Plan Pdf(Including Landscape Plan, Public UtilitiPlan, Service Network Plan, EIDP Plan, Solid Waste Disposal Management Plan) 1.png <a href="#">VIEW</a>	Benchmark Value Certificate From Sub Register 1.png <a href="#">VIEW</a>
--	---	--	--

[Show Declaration](#)

**Declaration regarding Permissibility of Layout Sub Division**

[Show Declaration](#)

[SEND TO CITIZEN](#)

### 3.2 Citizen Approval

In case of Layout Approval, Citizen approval is necessary before the application is submitted. Thus, the application is send to citizen for approval. Citizen needs to go through the application and all the details regarding plot, building and documents and once verified can give approval. In case something is needed to be changed. Citizen can send the application back to architect for editing.

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Application details

Application No. LA-CTC-2024-06-03-021536

DOWNLOAD

PRINT

VIEW HISTORY

Task Status

Date: 03/06/2024	Updated By: Mousumi Choudhury	Status: Citizen Approval Pending	Current Owner: OBPAS TESTING CITIZEN	Comments
------------------	-------------------------------	----------------------------------	--------------------------------------	----------

Fee Estimate

Land Development Fees	25000
Total Amount	25000

Paid Amount: Rs 25000

To be Paid

Basic Details

Building plan scrutiny number: DCR62024ZN0T7	Application type: Layout Plan Scrutiny	Service Type: Layout Approval
--	--	-------------------------------

[TAKE ACTION](#)

### 3.3 Application Submission

Once the application is approved by Citizen, review the application once and then the application can be submitted. Once submitted Architect or Citizen will be able to pay the application fee.

The same payment action can be performed by citizen as well once the application is submitted.

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### Layout Scrutiny

Layout Scrutiny

Create Layout Approval Applications

Scrutiny My Applications

My Applications

Go to layout approval and then my application.

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### My Application

Application No	LA-CTC-2024-06-03-021536
Building Plan Scrutiny No	DCR62024ZNOT7
City	Cuttack
Applicant Name	OBPAS TESTING CITIZEN
Status	INPROGRESS
<a href="#">VIEW</a>	

Application No	LA-CTC-2024-06-03-021534
Building Plan Scrutiny No	DCR62024YK04X
City	Cuttack
Applicant Name	OBPAS TESTING CITIZEN
Status	INITIATED
<a href="#">VIEW</a>	

Application No	LA-BMC-2024-04-24-021317
Building Plan Scrutiny No	DCR42024IWPCC
City	Bhubaneswar
Applicant Name	undefined

Click on View to open the Application.

Once application is opened, click on declaration and click on submit.

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### Ownership document (work/sale deed)

File	Uploaded By	Uploaded Date	<a href="#">VIEW FILE</a>
Document - 2	Citizen	03/06/2024	

### Site Plan Layout

File	Uploaded By	Uploaded Date	<a href="#">VIEW FILE</a>
Document - 3	Citizen	03/06/2024	

### Benchmark Value Certificate from Sub Registrar

File	Uploaded By	Uploaded Date	<a href="#">VIEW FILE</a>
Document - 4	Citizen	03/06/2024	

### Declaration

☒ I hereby declare that the measurements, specifications and other details and specifications mentioned above are correct, complete and true to the best of my knowledge and belief and that I shall abide by the approved plan and the provisions in the Act and Rules in undertaking the construction. I am responsible for any defects/errors/omissions made while submitting the application.

Click on Submit

SUBMIT

### 3.4 Application Fee Payment

Once application is submitted the payment can be done by both Architect or Tech Person and citizen. Once application fee is paid you would be able to download the application fee receipt.

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Application for Layout Approval Order Application No. LA-CTC-2024-06-03-021536

Application Submitted Successfully

A notification regarding Application Submission has been sent at registered Mobile No.

Application number  
LA-CTC-2024-06-03-021536

Click on make payment to proceed for Application fee payment.

GO TO HOME

MAKE PAYMENT

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Marriage Registration

Payment Information Consumer Code LA-CTC-2024-06-03-021536

Payment Collection Details

Fee Estimate

Land Development Fees	25000
Arrears	0
Total Amount	25000

Total Amount  
Rs 25000

Verify the payer information.

Payer Details

Payer \*  
Owner

Payer Name \*  
OBPAS TESTING CITIZEN

Payer Mobile No. \*  
+91 | 8989898989

Choose Payment Option (Please choose a payment option to continue with your payment)

CCAvenue

Click on the payment gateway option

Click on make payment to proceed with fee payment.

MAKE PAYMENT >

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Payment Information Consumer Code LA-CTC-2024-06-03-021536

Payment Collection Details

Fee Estimate

Land Development Fees	25000
Arrears	0
Total Amount	25000

Total Amount  
Rs 25000

Payer Details

Payer \*  
Owner

Payer Name \*  
OBPAS TESTING CITIZEN

Payer Mobile No. \*  
+91 | 8989898989

On click of OK button, you will be redirected to Payment Gateway Site for Payment processing. Please DO NOT close this window or click the BACK BUTTON on your browser until Payment transaction is complete

OK Cancel

Click on OK to proceed to payment gateway. Cancel to exit the payment process.

MAKE PAYMENT >

Provide the payer's information here.

Choose a mode of payment.

Housing and Urban Development Department

Transaction times out in 14:46 mins

Billing Information

Housing

Address

Zip Code

City

State

Select Country

Mobile Number

Email

Notes (Optional)

☐ My Billing and Shipping address are different

Payment Information

Credit Card

Debit Cards

Net Banking

Wallet

UPI

Accept

VISA

Card Number

INR 415.00

(Total Amount Payable)

Make Payment

Cancel

Agree with the Privacy Policy by proceeding with this payment.

ORDER DETAILS

Order #: PG\_CTC\_2024\_03\_11\_068115\_19

Coupon Code

Apply

Order Amount

415.00

Total Amount

INR 415.00

CHECKOUT

Checkout login for registered users only.

Enter Username

Enter Password

Forgot Password?

Login

Provide details for transaction.

Click on make payment to proceed.

BHUBANESWAR MUNICIPAL CORPORATION

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Payment Information

Consumer Code LA-CTC-2024-06-03-021536

Application Fee Payment successful

Application Fee Payment successful

Download fee receipt

Download

Print

Receipt No

06/2024-25/1371164

Successful payment acknowledgement

Payment receipt no

## Sample Fee receipt

Cuttack Municipal Corporation

MODULE\_LAYOUT\_LAYOUT\_APP\_FEE Payment Receipt

Cuttack Municipal Corporation

1800 121 6833

https://sujog.odisha.gov.in

helpdesk.sujog@odisha.gov.in

Receipt No.	06/2024-25/1371164	Consumer ID	LA-CTC-2024-06-03-021536
Payment Date	03/06/2024	Payer Name	OBPAS TESTING CITIZEN
Payer Contact	8989898989	Payment Status	DEPOSITED

Service Type	MODULE_LAYOUT_LAYOUT_A PP_FEE	Billing Period	01/01/2024 to 31/12/2024
Total Bill Amount	₹ 25000	Paid Amount	₹ 25000
Pending Amount	₹ 0	Excess Amount	₹ 0
Payment Mode	Online	Transaction ID	PG_CTC_2024_06_03_066277_22
Manual Receipt No.	NA	Manual Receipt Date	NA

Generated By: Mousumi Choudhury

Commissioner/EO

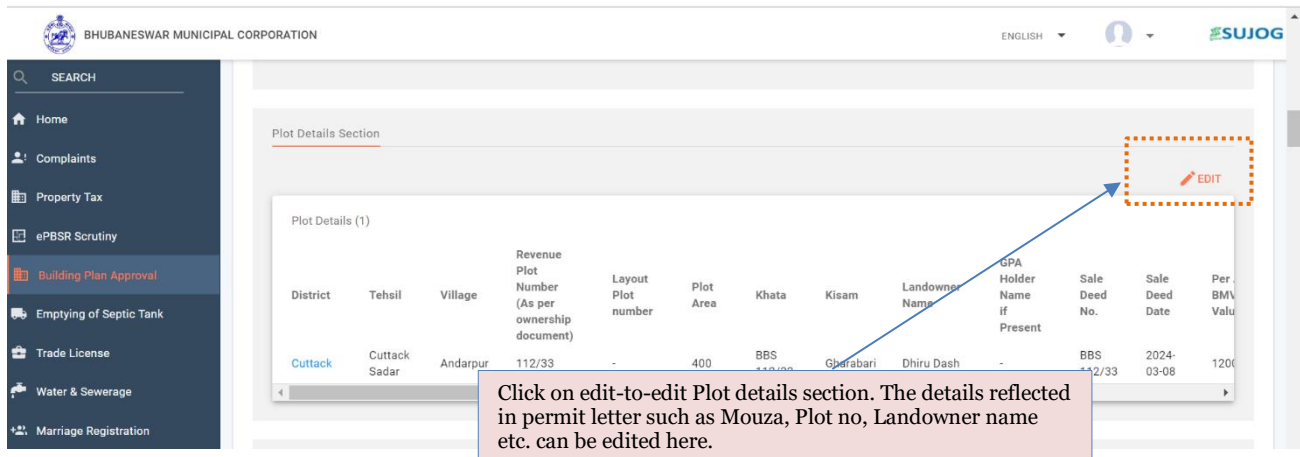
This is Computer generated receipt, Signature is not required

### 3.5 Application Sent back to citizen.

After submission, Once the application reaches the Planning assistant stage, if any editing is required in documents or Plot details, the application can be sent to citizen where both architects and citizen can edit them and upload required doc.

#### 3.5.1 Edit Plot Details,

To edit any data provided in the plot details section, click on edit and make necessary changes.

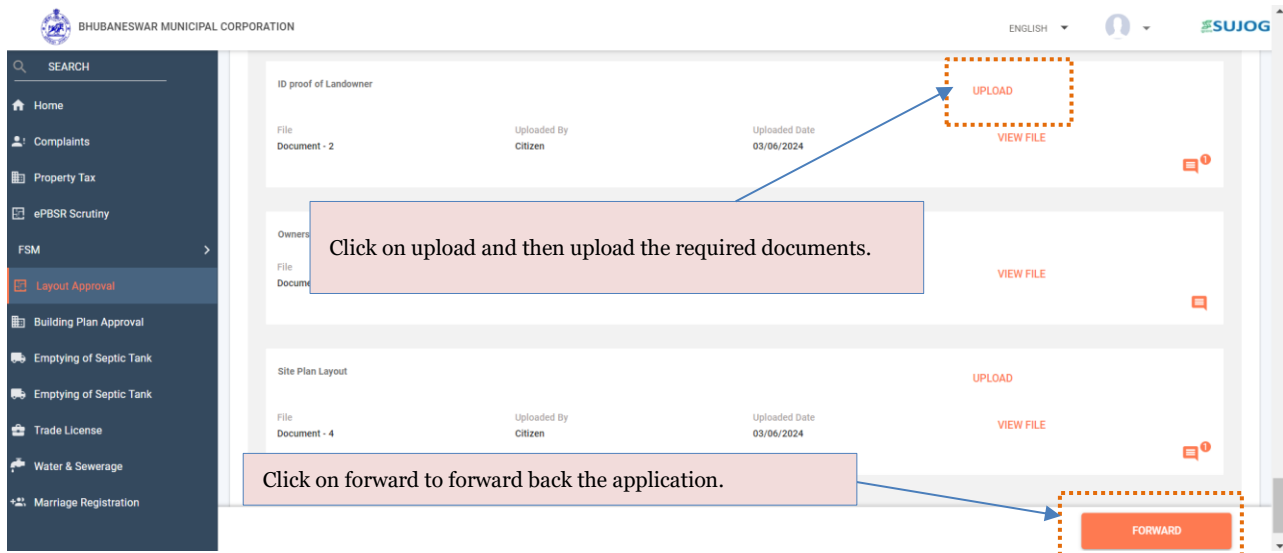


The screenshot shows the Bhubaneswar Municipal Corporation website. The left sidebar contains a search bar and a menu with options: Home, Complaints, Property Tax, ePBSR Scrutiny, Building Plan Approval (highlighted), Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled 'Plot Details Section' and displays a table with the following columns: District, Tehsil, Village, Revenue Plot Number (As per ownership document), Layout Plot number, Plot Area, Khata, Kisam, Landowner Name, GPA Holder Name if Present, Sale Deed No., Sale Deed Date, and Per. BMV Valu. The table contains one row of data: Cuttack, Cuttack Sadar, Andarapur, 112/33, -, 400, BBS, Gharabari, Dhiru Dash, -, BBS, 112/33, 2024-03-08, 1200. An 'EDIT' button with a pencil icon is located at the top right of the table. A blue arrow points from a text box to the 'EDIT' button.

Click on edit-to-edit Plot details section. The details reflected in permit letter such as Mouza, Plot no, Landowner name etc. can be edited here.

#### 3.5.2 Re-Upload Document

If any document needed to be edited or reuploaded, they can upload them in the upload option of the document section.



The screenshot shows the Bhubaneswar Municipal Corporation website. The left sidebar is the same as in the previous image. The main content area is titled 'ID proof of Landowner' and displays a list of documents. The first document is 'Document - 2', uploaded by 'Citizen' on '03/06/2024'. It has an 'UPLOAD' button and a 'VIEW FILE' button. The second document is 'Document - 4', also uploaded by 'Citizen' on '03/06/2024'. It has an 'UPLOAD' button and a 'VIEW FILE' button. A blue arrow points from a text box to the 'UPLOAD' button of the first document. Another blue arrow points from a text box to the 'FORWARD' button at the bottom right of the page.

Click on upload and then upload the required documents.

Click on forward to forward back the application.

### 3.6 Drawing correction

After submission, incase drawing correction is needed, the official will send the application to Architect, and Architect can do re-scrutiny. In the application page scroll down to scrutiny details section. Here one option will show to resubmit scrutiny.

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Cuttack Cuttack Sadar Andarpur 111 35A 500 ff44 gharabari Dhirubhai Murli Dash 33ee 11111111 No

Total Plot Area

Total Plot Area 500 Access Road Width 12.153911

Scrutiny Details

Building Plan Scrutiny Application Details

eDCR Number DCR62024ZNOT7

Uploaded Diagram UploadedDiagram.dxf

Scrutiny Report ScrutinyReport.pdf

RESUBMIT SCRUTINY

Land Schedule of the Project

S. No.	Plot No	Khata	
1	1	1	
2	10	1	150

Click resubmit Scrutiny to do rework on file.

Upload the corrected .dxf file and proceed ahead.

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Layout Approval

City\* Cuttack

Applicant Name\* Dhirubhai

Service type\* Layout Approval

Layout Plan\* Only .dxf files 150MB max file size

CHOOSE FILE

CLEAR FORM

SUBMIT

Upload corrected drawing file here

Once scrutiny is accepted check the scrutiny report once. Then upload the corrected Layout document in the designated section and click on take action to submit the rework file.



BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Layout Approval Application No. DCR6202400LQB

Download scrutiny report here

DOWNLOAD PRINT

Layout Scrutiny Plan ePBSR is Accepted  
This plan can now be used for creating permit application

Documents Required  
Kindly upload the revised Building Plan Layout Pdf

1 Sub Divisional Layout Plan Pdf(Including Landscape Plan, Public UtililtPlan, Service Network Plan, EIDP Plan, Solid Waste Disposal Management Plan)  
Only .jpg, .jpeg, .png and .pdf files. 50MB max file size.

Upload revised subdivisional layout plan here.

UPLOAD FILE

Click on take action to submit.

TAKE ACTION

### 3.7 Track Application status

Throughout the approval process, Architect can track the status of the application through my application page. One can also open the application and check the progress of the application.

BHUBANESWAR MUNICIPAL CORPORATION

ENGLISH

SUJOG

SEARCH

Home

Complaints

Property Tax

ePBSR Scrutiny

FSM

Layout Approval

Building Plan Approval

Emptying of Septic Tank

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

My Application

Application No	Application number	LA-CTC-2024-06-03-021536
Building Plan Scrutiny No		DCR6202400LQB
City		Cuttack
Applicant Name		OBPAS TESTING CITIZEN
Status	Current status of the application.	APPROVAL_INPROGRESS
VIEW		

Application No	LA-CTC-2024-06-03-021534
Building Plan Scrutiny No	DCR62024YK04X
City	Cuttack
Applicant Name	OBPAS TESTING CITIZEN
Status	INITIATED
VIEW	

Application No	LA-BMC-2024-04-24-021317
Building Plan Scrutiny No	DCR42024IWPCQ
City	Bhubaneswar

### 3.8 Application Details page for Layout approval

Following are the components of the application page for Layout Approval.

The screenshot shows the 'Application details' page for Layout approval. The page includes a sidebar with navigation options like Home, Complaints, Property Tax, ePBSR Scrutiny, FSM, Layout Approval, Building Plan Approval, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area displays the application details for Application No. LA-CTC-2024-06-03-021536. The 'Task Status' section shows the Date (03/06/2024), Updated By (Mousumi Choudhury), Status (Approval Pending), and Current Owner (IA). The 'Fee Estimate' table shows Land Development Fees of 25000 and a Total Amount of 25000. The 'Sanction Fee Details' section shows a Paid Amount of Rs 0. Annotations include: 'Click on it to download the different available documents like application fee, Layout application page etc.' pointing to the 'DOWNLOAD' button; 'Status of the application' pointing to the 'Task Status' section; and 'Click on view History to check the application work flow and status' pointing to the 'VIEW HISTORY' button.

Click on it to download the different available documents like application fee, Layout application page etc.

Click on view History to check the application work flow and status

Status of the application

### 3.9 Layout certificate Preview

Before Approval of the application, Architect can view the preview of the Layout certificate to check if any mistake is there and ask the official to send the application to citizen or architect.

The screenshot shows the 'Layout certificate Preview' page. The page displays the application details for Application No. LA-CTC-2024-06-03-021536. The 'Task Status' section shows the Date (03/06/2024), Updated By (Mousumi Choudhury), Status (Approval Pending), and Current Owner (IA). The 'Fee Estimate' table shows Land Development Fees of 25000 and a Total Amount of 25000. The 'Sanction Fee Details' section shows a Paid Amount of Rs 25000. Annotations include: 'Click here to view layout certificate.' pointing to the 'VIEW HISTORY' button; and 'PERMIT LETTER PREVIEW' pointing to the 'PERMIT LETTER PREVIEW' button.

Click here to view layout certificate.

PERMIT LETTER PREVIEW

### Layout Permit Order Preview

[See Rule-10(5) of ODA (P&BS) Rules, 2020]

No. NA, Cuttack, Dated: NA

Permission under Sub-Section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 is hereby granted in favour of land owner, for proposed layout plan over

Plot Number	Plot Area	Khata No	Kisam	Village	Land Owner Name	GPA Holder Name
111	500	#44	gharabari	Andarpur	Dhirubhai	Murli Dash

subject to following conditions /restrictions:-

- The sub-division of land shall be used exclusively for Residential purpose and the uses shall not be changed to any other use without prior approval of this Authority.
  - The development shall be undertaken strictly according to plan (enclosed).
  - The land over which sub-division layout is proposed is accessible by an approved means of access of 12.153911 Mtr. in width
  - The land in question must be in lawful ownership and peace full possession of the applicant.
  - The permission is valid for a period of three years with effect from the date of its issue.
  - Permission accorded under the provision of section 16 of ODA Act, can not be construed as an evidence in respect of right, title, interest of plot over which the plan is approved.
  - If any dispute arises with respect to right, title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute.
  - Any development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.
- All the sub-plots are to be demarcated strictly as per the approved plan.
  - Internal road shall be in the nature of public thoroughfare and shall not be blocked by any boundary wall/gate/physical obstruction.
  - All the layout roads shall be developed with permeable pavers block along with recharging pits of adequate capacity to minimize the storm water runoff to the drain.
  - All road side drains are to be developed maintaining proper slope so as to convey storm

## 3.10 Layout fee payment and Layout certificate

Once the approver approves the application, you can now pay the Permit fee for the application and once the payment is processed successfully, it will show at approvers end for Digital signature on the Layout permit letter and Subdivisional Layout Drawing document.

The screenshot displays the Bhubaneswar Municipal Corporation web portal. The top navigation bar includes the logo, the name 'BHUBANESWAR MUNICIPAL CORPORATION', and links for 'ENGLISH', a user profile, and 'SUJOG'. A sidebar on the left contains a search bar and a list of services: Home, Complaints, Property Tax, ePBSR Scrutiny, FSM, Layout Approval, Building Plan Approval, Emptying of Septic Tank, Emptying of Septic Tank, Trade License, Water & Sewerage, and Marriage Registration. The main content area is titled 'Application details' with the application number 'LA-CTC-2024-06-03-021536'. It features a 'Task Status' table with columns for Date, Updated By, Status, Current Owner, and Comments. The status is 'Sanction Fee Pending'. A red box highlights this status, with an arrow pointing to a text box that says 'Status of the Application shows Sanction fee pending.' Below the table, a 'Total Amount' of 25000 is shown. To the right, a 'Paid Amount' of 'Rs 25000' is displayed with a green 'Paid' status. A red box highlights the 'Paid Amount' section, with an arrow pointing to a text box that says 'Click here to make payment'. At the bottom, a 'Sanction Fee Details' section shows a 'Paid Amount' of 'Rs 0' and a red 'MAKE PAYMENT' button, which is also highlighted with a red box and an arrow pointing to it.

Bhubaneswar Municipal Corporation

Application details Application No. LA-CTC-2024-06-03-021536

Task Status

Date	Updated By	Status	Current Owner	Comments
03/06/2024	IA	Sanction Fee Pending	IA	

VIEW HISTORY

Total Amount 25000

Paid Amount Rs 25000 Paid

Sanction Fee Details

Paid Amount Rs 0

MAKE PAYMENT

Status of the Application shows Sanction fee pending.

Click here to make payment

**BHUBANESWAR MUNICIPAL CORPORATION** ENGLISH USER SUJOG

SEARCH

- Home
- Complaints
- Property Tax
- ePBSR Scrutiny
- Building Plan Approval
- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

**Payment Collection Details**

**Fee Estimate**

REG_CONST_WORKER_WELFARE_CESS	179899
REG_BUILDING_SANIT_FEE	13500
REG_PUR_FAR	0
REG_TEMP_RETENTION_FEE	0
REG_SECURITY_DEPOSIT	0
REG_COMP_SETBACK_FEE	0
REG_SHELTER_FEE	0
REG_COMP_FAR_FEE	0
REG_EIDP_FEE	0
Arrears	0
<b>Total Amount</b>	<b>193399</b>

**Total Amount**  
**Rs 193399**

**Payer Details**

Payer \*  
Owner

Phone Mobile No. \*  
+91 | 9989999999

Payer Name \*  
OBPAS TESTING CITIZEN

Choose Payment Option (Please choose a payment option to continue with your payment)

☒ CCAVENUE

**MAKE PAYMENT**

Click on it to choose payment gateway.

Proceed to make payment

Proceed to payment gateway site to make payment.

**Housing and Urban Development Department**

Transaction times out in 14:46 mins

BL

**Billing Information**

Housing

Address

Zip Code

City

State

Select Country

Mobile Number

Email

Notes (Optional)

☐ My Billing and Shipping address are different

**Payment Information**

☒ Credit Card

☐ Debit Cards

☐ Net Banking

☐ Wallet

☐ UPI

Accept

Card Number

Expiry

CVV

Agree with the Privacy Policy by proceeding with this payment

**INR 415.00** (Total Amount Payable)

**Make Payment**

**ORDER DETAILS**

Order #  
PS\_CTC\_2024\_03\_11\_066115\_10

Coupon Code

Order Amount  
415.00

Total Amount  
INR 415.00

**CC Avenue CHECKOUT**

Checkout login for registered users only.

Enter Username

Enter Password

**Forgot Password** **Login**

Provide the payer's information here.

Choose a mode of payment.

Provide details for transaction.

Click on make payment to proceed.

Once payment is successful you can download the fee receipt from the download section

**BHUBANESWAR MUNICIPAL CORPORATION** ENGLISH USER SUJOG

SEARCH

- Home
- Complaints
- Property Tax
- ePBSR Scrutiny
- FSM
- Layout Approval
- Building Plan Approval
- Emptying of Septic Tank
- Emptying of Septic Tank
- Trade License
- Water & Sewerage
- Marriage Registration

**Payment Information** Consumer Code LA-CTC-2024-06-03-021536

**Application Fee Payment successful**  
Application Fee Payment successful

**DOWNLOAD** **PRINT**


**06/2024-25/1371164** Receipt No

**Successful payment acknowledgement**

**Download fee receipt**

**Payment receipt no**

Sample Sanction fee receipt.



Cuttack Municipal Corporation

MODULE\_LAYOUT\_LAYOUT\_SAN\_FEE Payment Receipt

Cuttack Municipal Corporation

1800 121 6833

<https://sujog.odisha.gov.in>

[helpdesk.sujog@odisha.gov.in](mailto:helpdesk.sujog@odisha.gov.in)

Receipt No.	06/2024-25/1371165	Consumer ID	LA-CTC-2024-06-03-021536
Payment Date	03/06/2024	Payer Name	OBPAS TESTING CITIZEN
Payer Contact	8989898989	Payment Status	DEPOSITED

Service Type	MODULE_LAYOUT_LAYOUT_SAN_FEE	Billing Period	01/01/2024 to 31/12/2024
Total Bill Amount	₹ 1324762	Paid Amount	₹ 1324762
Pending Amount	₹ 0	Excess Amount	₹ 0
Payment Mode	Online	Transaction ID	PG_CTC_2024_06_03_066278_62
Manual Receipt No.	NA	Manual Receipt Date	NA

Generated By: Mousumi Choudhury

Commissioner/EO

This is Computer generated receipt, Signature is not required

Layout certificate and Layout approval drawing document

Once payment is successful, the permit letter and drawing document would show for Digital signature. Architect and citizen can download it from the Application page download section.

Home

Complaints

Property Tax

ePBSR Scrutiny

Building Plan Approval

Emptying of Septic Tank

Trade License

Water & Sewerage

Marriage Registration

Task Status

Date

05/03/2024

Updated By

IA

Status

Approved

Fee Estimate

Development of land fee

57428

Building operation fee

1502217

Paid Amount

1559645

DOWNLOAD

PRINT

VIEW HISTORY

Sanction Fee Receipt - 05/03/2024

Application Fee Receipt

Permit Order

Signed BPL Document

Sanction Fee Demand - 05/03/2024

Application Fee Demand

BPA Application

Workflow History

Paid Amount

1559645

Paid

TAKE ACTION