# Directorate of Municipal Administration, Government of Odisha

# Implementation of an Integrated e-GovernanceSolution across all Urban Local Bodies of Odisha

## User Manual for Architects & Town Planners - Layout Approval

## V1.0

TRANSPARENCY
TECHNOLOGY
TEAMWORK
TIME
TRANSFORMATION

# Contents

# 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

Click the Login Button
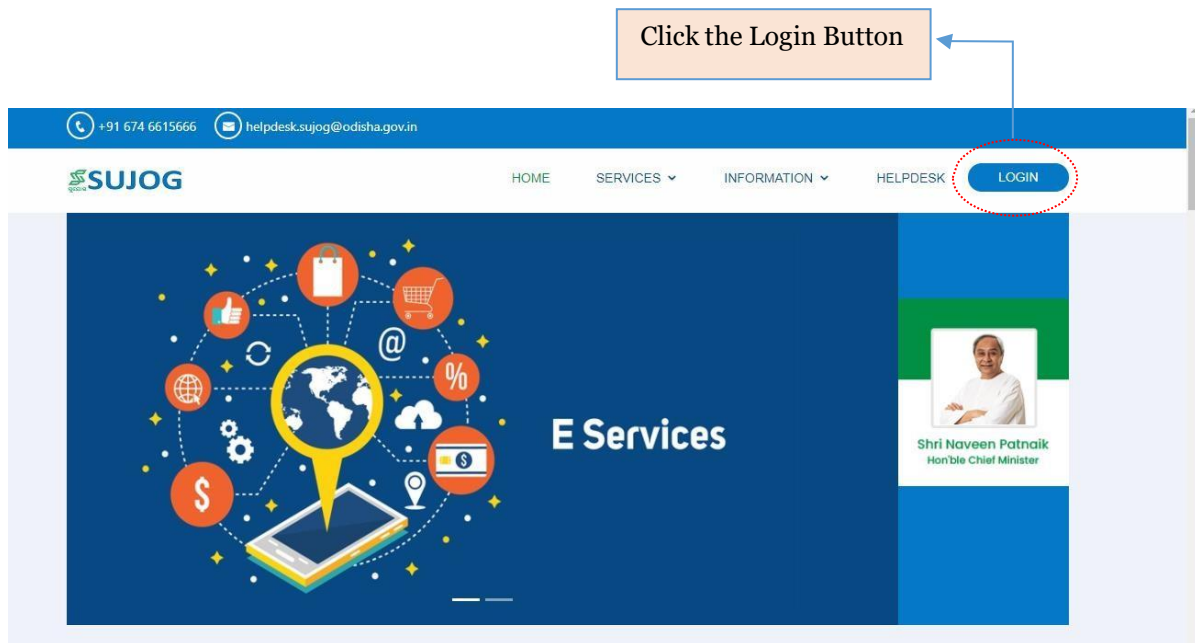


Once the architect/Technical Person clicks the login button, the following screen will appear



Enter your mobile number

Enter name

Select your city from the dropdown

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 beenentered 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.

## 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.

# 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
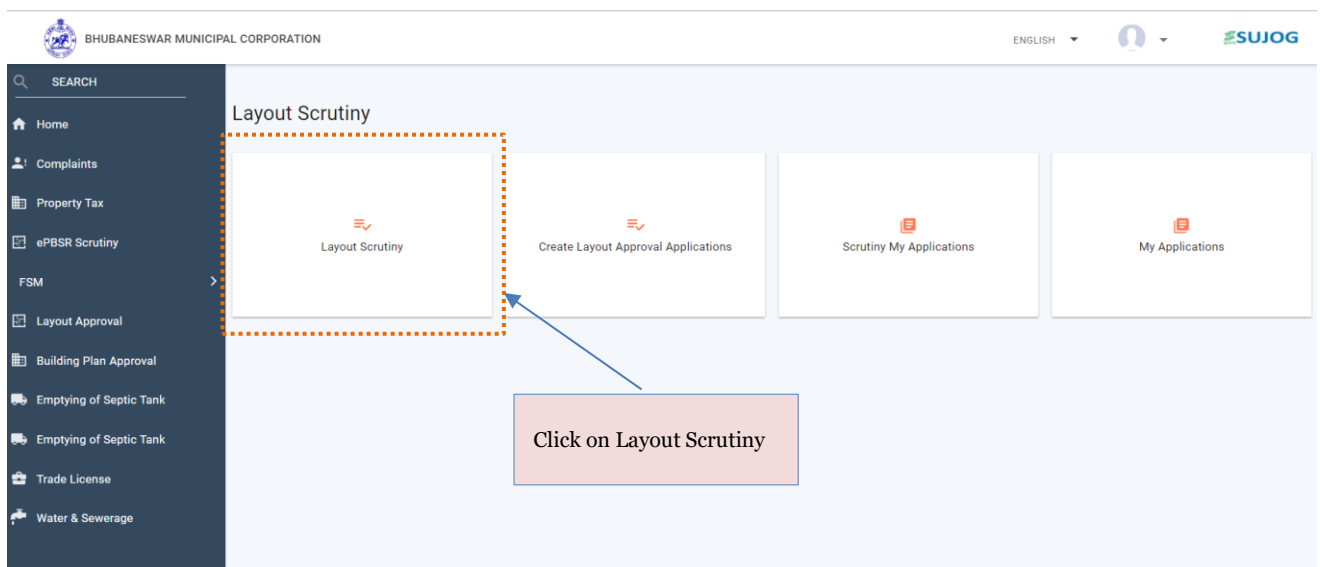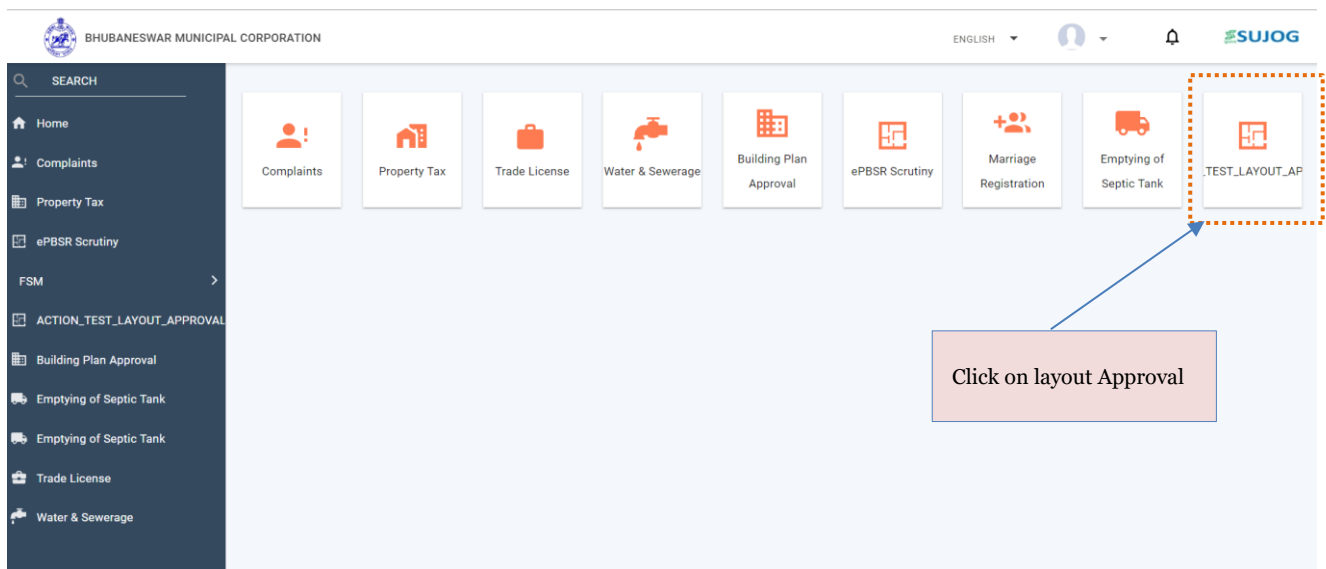
Select City

Select Applicant name

Upload the DXF file here

Click on submit



Clcik here to download scrutiny report

Scrutiny success message

Layout EDCR no

## 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.



Alternatively you can start from the Application page as well.

## 3.1.4  Declaration for subdivision layout



Read the declaration and click on I confirm Once Confirmed.



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.



## 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.

| 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.

| 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.

## 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.



## 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.

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



Click on make payment to proceed for Application fee payment.



Verify the payer information.

Click on make payment to proceed with fee payment.

Click on the payment gateway option



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

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

Provide the payer's information here.

Choose a mode of payment.

Provide details for transaction.

Click on make payment to proceed.

Download fee receipt

Successful payment acknowledgement

Payment receipt no

Sample Fee receipt

## 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,

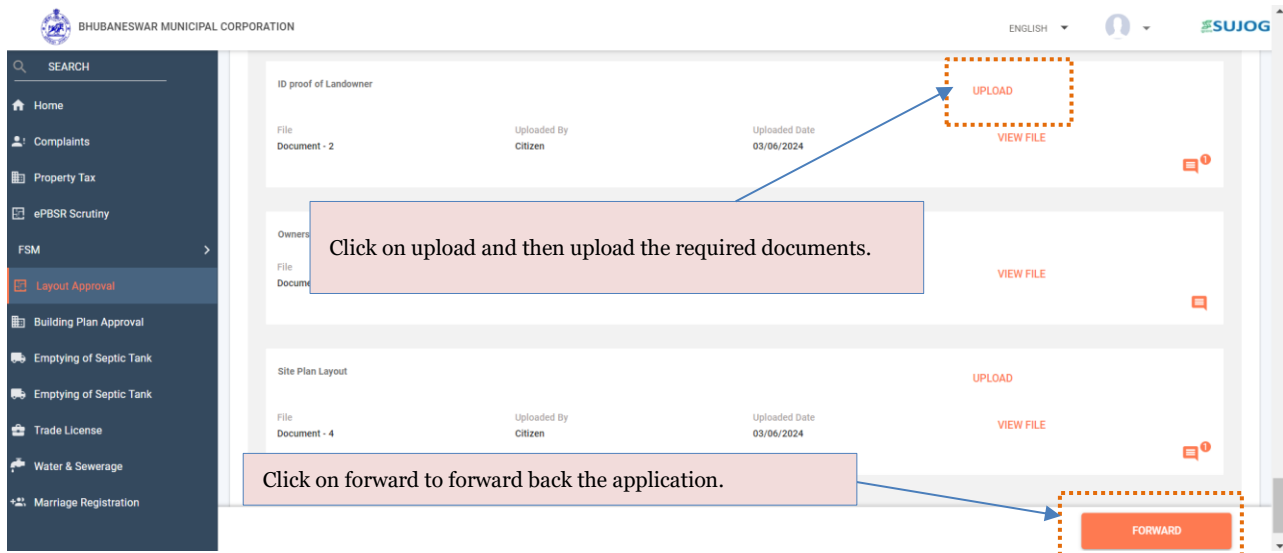To edit any data provided in the plot details section, click on edit and make necessary changes.



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.



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.



Upload the corrected .dxf file and proceed ahead.



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.

Download scrutiny report here

Upload revised subdivisional layout plan here.

Click on take action to submit.

## 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.



Application number

Applicant name

Current status of the application.

## 3.8 Application Details page for Layout approval

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



## 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.

**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 | ff44 | gharabari | Andarpur | Dhirubhai | Murli Dash |

subject to following conditions /restrictions:-

1.
   a. The sub-division of land shall be used exclusively for Recidential purpose and the uses shall not be changed to any other use without prior approval of this Authority.

   b. The development shall be undertaken strictly according to plan (enclosed).

   c. The land over which sub-division layout is proposed is accessible by an approved means of access of 12.153911 Mtr. in width

   d. The land in question must be in lawful ownership and peace full possession of the applicant.

   e. The permission is valid for a period of three years with effect from the date of its issue.

   f. 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.

   g. 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.

   h. 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.

2.
   a. All the sub-plots are to be demarcated strictly as per the approved plan.

   b. Internal road shall be in the nature of public thoroughfare and shall not be blocked by any boundary wall/gate/physical obstruction.

   c. 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.

   d. 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.

Proceed to payment gateway site to make payment.



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

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

| 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.