

Software Requirement Specification

Project: MHADA – Computerization of Mumbai Board under digitization of MHADA

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1. Purpose of this Document

This document specifies the functional specifications of MHADA web portal to Computerisation of manual processes of different departments. The document helps the business stake holders to understand what to expect out of the portal & technical stake holders to understand what to deliver.

The Functional Requirements Specification will:

- Define the scope of business objectives, business functions and organisational units covered for the project
- Identify the business processes that the solution must facilitate
- Facilitate a common understanding of what the functional requirements are for all parties involved in the project
- Establish a basis for defining the acceptance tests for the solution to confirm that what is delivered meets requirements.

Summary:

Client wants to develop Web portal for computerization of manual processes of different departments of MHADA. This Web Portal provides common platform to all Mhada departments & external stakeholders to communicate.

REE – offer letter module will help society & internal stake holder to come on the same platform & process applications for offer letter. Where society will be able to apply for offer letter application with supporting documents. Which will be further processed by MHADA internal stakeholder for issuing offer letter to society. Module consist of processing applying online, & internal stakeholder approval process & also, issuing offer letter copy to society.

2. Scope of the Functional Requirement Specification

In Scope
Users (Society)
Engineering (EE)
Deputy Chief Engineer (DyCE)
Residential Executive Engineer (REE)
Chief Officer (CO)
Chief Architect Planner(CAP)
Vice President (VP)

3. User Roles

User Role	Role Description	Device	End user capacity
Users (Society)	<p>Offer Letter – New</p> <p>Users will be able to search & apply online for Application of Redevelopment and Application for Society Conveyance. In Application of Redevelopment, User will be able to apply application for New-Offer Letter, Revalidation of Offer Letter, and Application for Pro- rata FSI, Application of NOC, Tripartite Agreement, and Application for CC and Application for Consent to OC. Also, user will be able to pay Online/Offline, & upload documents to complete the process.</p> <p>On successful authorization of consent, user will be able to download the offer letter from respective department.</p> <p>Offer Letter – Revalidation;</p> <p>Society will be able to send application for revalidation of offer letter from 'Application' section.</p> <p>Along with application society has to submit supporting documents.</p> <p>Once application is submitted, application will be sent to REE for processing.</p>	Web Portal	Unlimited

User Role	Role Description	Device	End user capacity
Executive Engineer (EE)	Offer Letter – New Executive Engineer will be able to view list of Applications, Check Status of Application as All, In Process, Forwarded and Sent to Society. View Society Documents, Scrutinize & Remarks document and Forward Application to DyCE or Send to Society. Unique Search documents by entering keywords. Sort and Filter by Date and Status.	Web based portal	Unlimited
Deputy Chief Engineer (DyCE)	Offer Letter – New Deputy Chief Engineer will be able to view status of offer letter as total no of Application, Application Pending, and Application Sent for Compliance to EE and Application forwarded to REE. View List of Application, Check Status of Application as All, In Process, Forwarded and Sent to EE. View Application, Society & EE Document, EE Scrutiny, Scrutiny & Remarks and Forward Application. Add their remarks in additional to EE Remarks. Also Forward Application to REE.	Web based portal	Unlimited
Residential Executive Engineer (REE)	Offer Letter – New Residential Executive Engineer (REE) will be able to View Total no of Application, Application Pending,	Web based portal	Unlimited

User Role	Role Description	Device	End user capacity
	<p>Application sent for Revision, Proposal sent for Approval, Draft Offer Letter Generated, Offer Letter sent for Approval to CO and Offer Letter Approved on a dashboard. View list of Applications, Check Status of Application as All, In Process, Forwarded and Sent to DyCE. View Society & EE Document, EE Scrutiny & Remarks, DyCE Scrutiny & Remarks, and Prepare Calculation sheet, Offer Letter, Forward Application and CAP Notes.</p> <p>Revalidation of Offer Letter;</p> <p>REE will receive application for revalidation of offer letter submitted by society. REE will update calculation sheet & send it to CO for approval.</p> <p>Once calculation sheet is approved from VP, REE will prepare draft revalidated offer letter & send to CO.</p> <p>Once revalidated offer letter is approved by CO REE will issue the same to society.</p>		
Chief Officer (CO)	<p>Offer Letter – New</p> <p>Chief Officer will be responsible for View Total no of Application, Application Pending, Application sent for Revision, Application Forwarded, and Offer Letter Pending for Approval, Offer letter for Approved</p>	Web based portal	Unlimited

User Role	Role Description	Device	End user capacity
	<p>and Approved Offer Letters but not issue to Society on a dashboard. View list of Applications, Check Status of Application as All, In Process, Forwarded and Sent to REE. View Application, Society & EE Documents, EE Scrutiny & Remarks, DyCE Scrutiny & Remarks, REE Calculation Sheet, Approve offer letter, Forward Application and CAP Notes.</p> <p>Revalidation of Offer Letter</p> <p>CO will be able to view revalidation of offer letter & approve the same. Or CO will enter comments/suggestions on the offer letter & send it back to REE for revision.</p>		
Vice President (VP)	<p>Offer Letter – New</p> <p>Vice President will be responsible for View Total no of Application, Application Pending, Application sent for Revision, Application Forwarded on a dashboard. View list of Applications, Check Status of Application as All, In Process, Forwarded and Sent to CAP. View Application, Society & EE Documents, EE Scrutiny & Remarks, DyCE Scrutiny & Remarks, REE Calculation Sheet, Forward Application and CAP Notes.</p> <p>Revalidation of Offer Letter;</p>	Web based Portal	Unlimited

User Role	Role Description	Device	End user capacity
	VP will be able to view revalidation of offer letter & approve the same. Also, VP will be able to enter comments/suggestions if any.		
Chief Architect Planner (CAP)	<p>Offer Letter – New</p> <p>Chief Architect Planner will be responsible for information of Total No. of Application, Application Pending, Application sent for Revision to CO and Application Forwarded to CAP on a dashboard. User will be able to View Application, Society & EE Documents, EE Scrutiny & Remarks, DyCE Scrutiny & Remarks, REE Calculation Sheet, Forward Application and CAP Notes.</p> <p>Revalidation of Offer Letter</p> <p>CAP will be able to view revalidation of offer letter & approve the same. Also, CAP will be able to enter comments/suggestions if any.</p>	Web Based Portal	Unlimited

4. Functional Requirement:

4.1: USER - SOCIETY

4.1.2 Profile

Actors	User (Society)	
Requirement Definition	User will be able to Edit personal Information	
Pre - Condition	User has logged in using valid credentials.	
Post - Condition	User will be able to edit information as per need.	
Business Rules / Logic	<p>In 'Profile' section User will be able to Edit Information as:</p> <ul style="list-style-type: none"> • Society Name • Society Address • Building No • Registration No • User Name • Email Address • Contact No • Change Password • Architect details <ul style="list-style-type: none"> ○ Name of Architect: ○ Architect mobile number : ○ Architect Address ○ Architect telephone number 	
Fields and Validation	Validations; <ul style="list-style-type: none"> - All the information in "*" will be mandatory to fill information 	
	Society Name	Textbox
	Society Address	Textbox
	Building No	Textbox (Only Alpha Numeric)
	Registration No	Textbox (Only Alpha Numeric)

	User Name	Textbox (Text)
	Email Address	Textbox (Email)
	Contact No	Textbox (Numeric)
	Change Password	Textbox

4.1.1 Login Screen:

Actors	User (Society)
Requirement Definition	User will be able to login to the portal to the system and use the portal.
Pre - Condition	User has successfully registered on MAITRI portal.
Post - Condition	User will be able to login to the application.
Business Rules / Logic	<ol style="list-style-type: none"> 1. User have successfully Registered with MAITRA 2. User will be able to login from the start screen of the application. <p>After Successful registration on MAITRA portal, Users will be able to select the services to apply. On selection of services system will redirect user on MHADA Portal.</p> <p>Login: They will be able to login using their credentials:</p> <ul style="list-style-type: none"> ▪ Username ▪ Password ▪ Capcha code <p>User will be able to login to the system</p> <p>On click of "Login" button, user will be logged into the portal.</p> <ul style="list-style-type: none"> ▪ Forgot Your Password? <ul style="list-style-type: none"> - On click of "forgot your password", user will be asked to enter their email address. - If system finds a match of email address in the database, a temporary password will be sent to user on the provided email ID. User will be able to login into the portal and they will directly be navigated to "reset password" screen where they will have to enter new password and confirm that password.

	<ul style="list-style-type: none"> - User will be asked to create new password and then they can access the portal. 	
Fields and Validation	<ul style="list-style-type: none"> • On successful validation of login credentials, user can view / access portal. • If username and password is incorrect, user will be prompted to enter correct username and password. 	
	Username	Text Field
	Password	Text Field
	Captcha	Text field
	Sign In	Button
	Forgot Password	Link

4.1.3 Dashboard Screen:

Actors	User (Society)
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	User has logged in using valid credentials.
Post - Condition	User will be able to navigate through entire system.
Business Rules / Logic	<p>There will be three major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format.</p> <ul style="list-style-type: none"> • Application No. • Application • Date & Time of Submission – It will display Date & Time of Submission. • Status Status will be following: <ul style="list-style-type: none"> ○ Sent To EE ○ Payment Pending ○ Document Pending • Actions – <ul style="list-style-type: none"> ○ View Documents User will be able to View Documents Submitted to Society with Comments if any. ○ Payment

User will be able to view and do payment by NEFT /RTGS or Card Payment after receiving offer letter from society.

- **Edit Documents**

User will be able to edit i.e. Remove & Upload documents which is submitted to society with comments if any.

- **Download Offer Letter**

User will be able to download offer Letter once offer letter issued by REE.

Applications:

Society will be able to apply through different applications for Redevelopment as

- **New - Offer Letter**
- Revalidation of Offer Letter
- Application for Pro-rata FSI
- Application for NOC
- Tripartite Agreement
- Application for CC
- Application for Consent to OC

Profile:

Society will be able to update profile information as

- Society Name
- Society Address
- Building No
- Registration No
- User Name
- Email Address
- Contact No
- Change Password

	In Actions, user will be able to edit information of Application and Payment to be done navigated to respective set of screens pertaining to the selected activity.
Fields and Validation	<p>Condition;</p> <ul style="list-style-type: none"> - Payment of Offer Letter <ul style="list-style-type: none"> ○ Payment option will be visible to society after, receiving offer letter. ○ User will be able to make payment as mentioned in offer letter provided by REE, as per installments. ○ User have to pay first installments within 6 months period from date of issuing offer letter. ○ If user fails in making payment within 6 month, offer letter will get disapproved & user will not be able to make payment. & society has to apply for 'Revalidation of offer letter'. - Download offer Letter <ul style="list-style-type: none"> ○ User will be able to view download offer letter icon, only if REE has issued offer letter to Society. ○ Offer letter will be only valid if society make payment of first installment within 6 month from the date of offer letter issuance. ○ If society fails in making payment offer letter gets invalidated & society has to apply for 'Revalidation of offer letter'. - Edit Documents – New Offer Letter <ul style="list-style-type: none"> ○ Edit Document will be available to society only if, EE has sent application for compliance. User will

	be able to amend/ upload required additional document to previously submitted application for offer letter.	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.1.4 Applications:

Actors	User
Requirement Definition	User will be able to Apply for the services listed on the web portal
Pre - Condition	User has logged in using valid credentials.
Post - Condition	User will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section User will be able to apply for the listed services by filling the respective application form;</p> <p>Applications; On the click on Applications, user will be able to select following type of application;</p> <ul style="list-style-type: none"> - Redevelopment - Society formation - Society Conveyance <p>Redevelopment Applications: On the click on 'Redevelopment Application' user have to select application type i.e.</p> <ul style="list-style-type: none"> - New - Offer Letter - Revalidation of offer Letter - Application for Pro Rata FSI - Application for NOC - Tripartite Agreement - Application for CC - Application for Consent to OC <p>On selection of New – Offer Letter will be able to select type of application</p> <ul style="list-style-type: none"> - Self-Redevelopment - Redevelopment through Developer

	<p>After selecting type of application use will select application i.e.</p> <ul style="list-style-type: none"> - Premium - Sharing <p>On selection of any one application, User will be navigated to respective set of screens pertaining to the selected activity. User will need to fill the information in the application form selected. On Submitting information user will be navigated to Application for Redevelopment – Offer Letter Screen.</p>	
Fields and Validation	NA	
	New - Offer Letter	Link
	Revalidation of Offer Letter	Link
	Application for Pro Rata - FSI	Link
	Application for NOC	Link
	Tripartite Agreement	Link
	Application for CC	Button
	Application for Consent to OC	Button
	Self-Redevelopment	Button
	Redevelopment Through Developer	Button
	Sharing	Button
	Premium	Button
	Revalidation	Button
	Cancel	Button

4.1.5 Application for New - Offer Letter:

Actors	User
Requirement Definition	User will be able to add/edit offer letter application.
Pre - Condition	User has logged in using valid credentials.
Post – Condition	User will be able to add/edit information as per need.
Business Rules / Logic	<p>On selection of 'New - Offer Letter application', user will redirect on application form for offer letter.</p> <p>New - Offer Letter Application:</p> <p>User has to fill in the required details mentioned in application form & click on 'Save' to proceed with application.</p> <p>On the click on 'Save', user will redirect on page where user will be able to upload supporting documents;</p> <p>Upload Supporting Documents;</p> <p>To upload document user has to click on upload button against each document listed on the screen.</p> <p>User will be able to upload following documents;</p> <ol style="list-style-type: none"> 1. संस्थेचा अर्ज परिशिष्ट अ प्रमाणे 2. सर्वसाधारण सभेच्या पुर्नविकास करणेबाबतचा ठराव 3. सर्वसाधारण सभेचा इतीवृताच्या रजिस्टरची साक्षांकित प्रत 4. सर्वसाधारण सभेच्या ठरावात विकासकाचे नाव व पत्ता नमुद केला आहे का? 5. सर्वसाधारण सभेच्या ठरावात वास्तुशास्त्रज्ञाचे नाव व पत्ता नमुद केला आहे का?

	<ol style="list-style-type: none"> 6. वास्तुशास्त्रज्ञाच्या नेमणूकीचे व पत्रव्यवहाराच्या अधिकाराचे मान्यता पत्र 7. वास्तुशास्त्रज्ञाच्या परवाण्याची साक्षांकित प्रत 8. विकासकाबरोबर केलेल्या नोंदणीकृत करारनाम्याची साक्षांकित प्रत 9. 70% सभासदांची वैयक्तीक संमती पत्र 10. अभिहस्तांतरण करारनामा (सेल/ कन्व्हेस) साक्षांकित प्रत 11. भाडेपट्टा करारनामा (लीज डिड) 12. अभिहस्तांतरण नकाशा ची साक्षांकित प्रत 13. का. अ.यांचेकडून इमारतीचा व सलग्न भूखंडाचा सिमांकन नकाशा 14. संस्थेच्या नोंदणी प्रमाणपत्राची साक्षांकित प्रत 15. मिळकत व्यवस्थापक यांचे ना देय प्रमाणपत्र 16. नगरभुमापन नकाशे 17. मिळकत पत्रिका (PR कार्ड) 18. अस्तीत्वातील इमारतीचे फोटो 19. प्रस्तावीत इमारतीचा नकाशा 20. मंडळाचा ठराव 21. डी.पी.रिमार्क 22. उपनिबंधक यांचे ना हरकत प्रमाणपत्र 23. Other documents <ul style="list-style-type: none"> - Add name of document - Upload document <p>User should be able to add more than one document</p> <p>Once all documents are uploaded, user will be able to click on 'save & continue', on click on save & continue, user will redirect on screen where user will be able to download application form submitted by him in PDF format.</p> <p>Download / Upload Offer Letter</p> <p>After submission of Application, Society (Users) will be able to download submitted application in PDF Format.</p>
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	<p>Also, user will be able to take print of application form & upload signed & stamped form, from the same screen.</p> <p>Upload signed & Stamped Application</p> <p>User will be able to Click on Upload signed & Stamped Application for Offer Letter.</p> <p>Once application uploaded by Society user & click on submit, Application will be sent to EE dept. for processing.</p> <p>View Application</p> <p>User will be able to view all 22 supporting documents. User will be able to submitted application with comments. It will displayed in the View Society Documents. User will be not be able to delete any uploaded record.</p> <p>On selection of any one application, User will be navigated to respective set of screens pertaining to the selected activity.</p>	
Fields and Validation	<p>Validations:</p> <ul style="list-style-type: none">- All the information in ‘*’ will be mandatory to fill information- Layout of land should be AutoCAD file only.	
	Application form	Form
	Upload	Button
	Download	Button
	Save & next	Button
	Submit application	Button
	cancel	Button

4.1.6 Application for Revalidation of Offer Letter:

Actors	User
Requirement Definition	User will be able to add/edit revalidation of offer letter application.
Pre - Condition	User has logged in using valid credentials.
Post – Condition	User will be able to add/edit information as per need.
Business Rules / Logic	<p>On selection of 'Revalidation - Offer Letter application', user will redirect on application form for offer letter.</p> <p>Revalidation of Offer Letter Application: User will be able to fill following details in application form;</p> <ul style="list-style-type: none"> - CTS no - Building Number - Society address - Society Name - Date of request submission - Offer letter Number (mentioned on offer letter) - Offer letter date (mentioned on offer letter) - Reason for not able to make Offer letter payment within 6 months of time. - Society resolution Number - Society resolution date <p>User has to fill in the required details mentioned in application form & click on 'Save' to proceed with application.</p> <p>On the click on 'Save', user will redirect on page where user will be able to upload supporting documents;</p> <p>Upload Supporting Documents; To upload document user has to click on upload button against each document listed on the screen.</p>

	<p>User will be able to upload following documents;</p> <ul style="list-style-type: none">- Offer letter- Society Resolution- Other<ul style="list-style-type: none">- Add name of document- Upload document <p>User should be able to add more than one document</p> <p>Once all documents are uploaded, user will be able to click on 'save & continue', on click on save & continue, user will redirect on screen where user will be able to download application form submitted by him in PDF format.</p> <p>Download / Upload Revalidation of Offer Letter;</p> <p>After submission of Application, Society (Users) will be able to download submitted application in PDF Format. Also, user will be able to take print of application form & upload signed & stamped form, from the same screen.</p> <p>Upload signed & Stamped Application</p> <p>User will be able to Click on Upload signed & Stamped Application for Revalidation of Offer Letter.</p> <p>Once application uploaded by Society user & click on 'Submit', Application will be sent to REE dept. for processing.</p> <p>View Application;</p> <p>User will be able to view supporting documents uploaded by society. User will be able to view submitted Application with comments. User will be not be able to delete any uploaded record.</p>
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	On selection of any one application, User will be navigated to respective set of screens pertaining to the selected activity.	
Fields and Validation	Validations: <ul style="list-style-type: none"> - All the information in '*' will be mandatory to fill information 	
	Application form	Form
	Upload	Button
	Download	Button
	Save & next	Button
	Submit application	Button
	cancel	Button

4.2: OFFER LETTER - NEW:

4.2.1 Login:

Actors	EE / DyCE / REE / CO/ CAP / VP
Requirement Definition	User will be able to login to the portal to the system and use the portal.
Pre - Condition	User will be able to login by using valid credentials.
Post - Condition	User will be able to login to the application.
Business Rules / Logic	<p>User will be able to login from the start screen of the application.</p> <p>After Successful login on Web portal, Users will be able to avail the services.</p> <p>Login: They will be able to login using their credentials:</p> <ul style="list-style-type: none"> ▪ Username ▪ Password ▪ Capcha code <p>User will be able to login to the system</p> <p>On click of “Login” button, user will be logged into the portal.</p> <p>▪ Forgot Your Password?</p> <ul style="list-style-type: none"> - On click of “forgot your password”, user will be asked to enter their email address. - If system finds a match of email address in the database, a temporary password will be sent to user on the provided email ID. User will be able to login into the portal and they will directly be navigated to “reset password” screen where they will have to enter new password and confirm that password.

	<ul style="list-style-type: none">- User will be asked to create new password and then they can access the portal.	
Fields and Validation	<ul style="list-style-type: none">• On successful validation of login credentials, user can view / access portal.• If username and password is incorrect, user will be prompted to enter correct username and password.	
	Username	Text Field
	Password	Text Field
	Captcha	Text field
	Sign In	Button
	Forgot Password	Link

4.2.2 EE Department

Actors	EE department
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	EE has logged in using valid credentials.
Post - Condition	EE will be able to navigate through entire system.
Business Rules / Logic	<p>Once Society submits offer letter Application to EE, after completing Scrutiny of department.</p> <p>Application will be displayed at Sectional Engineer in EE department respective region.</p> <p>Hierarchy structure;</p> <p>Hierarchy structure for EE department is as follows;</p> <ul style="list-style-type: none"> - Sectional Engineer - Junior Engineer - Deputy Engineer - Executive Engineer
Fields and Validation	<p>Assumption;</p> <ul style="list-style-type: none"> - Hierarchy structure is yet to be received.

4.2.3 EE - Dashboard:

Actors	Executive Engineer (EE)
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	EE has logged in using valid credentials.
Post - Condition	EE will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: EE will be able to view statistics of all application as following;</p> <p>Applications: Offer Letter Applications: -</p> <ul style="list-style-type: none"> - Number of Applications are pending; <ul style="list-style-type: none"> • Total No of Applications • Application Pending at EE • Application sent for Compliance to Society • Application Forwarded to DyCE <p>Number of Applications at subordinates: EE will be able view number of applications pending with subordinates. According to hierarchy</p> <p>Profile: Executive Engineer will be able to update profile information as</p>

	<ul style="list-style-type: none">• User Name• Email Address• Contact No• Change Password	
Fields and Validation	NA	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.2.4 EE - Applications

Actors	Executive Engineer
Requirement Definition	EE will be able to view list of Application & Scrutiny /remarks for list of applications received from society
Pre - Condition	EE has logged in using valid credentials.
Post - Condition	EE will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section EE will be able to View list of applications of Society.</p> <p>Search; EE will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - EE will be able to sort information by status. - EE will be able to filter information by date. <p>Print; EE will be able to print information in table.</p> <p>Download; EE will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour

	<ul style="list-style-type: none"> - Scrutiny pending / Application not processed by you <ul style="list-style-type: none"> - Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: EE will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date of submission of application • Society Name • Building No • Address • Model • Status • Actions; <p>View Applications: EE will be able to view application for offer letter submitted by society mapped with unique Application number.</p> <p>Society Documents: On the click ‘Society Documents’, EE will redirect on Society documents page where, EE will be able to view supporting documents uploaded by society & verify the same.</p> <p>Scrutiny & Remarks On the click on this, EE will redirect on ‘Scrutiny & remark page.</p> <p>On selection of any one application, EE will be navigated to respective set of screens pertaining to the selected activity.</p>
Fields and Validation	Complaint Module;

	<ul style="list-style-type: none"> - EE will be able to upload complaints received by society tenant against application form. - EE will be able to upload / add complaint by tenant by entering following details; <ul style="list-style-type: none"> o Complaint by name o Room number o Details o Upload document if any <p>Merge applications;</p> <ul style="list-style-type: none"> - User will be able to merge one or more applications together. - By entering following details; (assumption – please confirm fields to be entered while merge) <ul style="list-style-type: none"> o Select applications to merge o Merge applications name o Upload documents. o Remarks. 	
	View Application	Link
	Society Documents	Link
	Scrutiny & Remarks	Link
	Submit	Button
	Cancel	Button

4.2.5 EE – Scrutiny & Remark;

Actors	Executive Engineer (EE)
Requirement Definition	EE will be able to view list of Application & Scrutiny.
Pre - Condition	EE has logged in using valid credentials.
Post - Condition	EE will be able to enter scrutiny & remarks by available checklist
Business Rules / Logic	<p>On the click on 'Scrutiny & Remark', EE will get redirected on Scrutiny & remark page;</p> <p>Where EE will be able to do scrutiny of;</p> <ul style="list-style-type: none"> - Documents submitted by Society - Scrutiny by Check list - EE notes <p>Scrutiny of Documents;</p> <p>EE will be able to view following details of society;</p> <ul style="list-style-type: none"> - Society Details <ul style="list-style-type: none"> o Application Number o Application Date o Society Name o Society Address o Building Number - Appointed Architect Details; <ul style="list-style-type: none"> o Name of Architect o Architect mobile number o Architect Address o Architect telephone number <p>Document Scrutiny page;</p> <p>EE will be able to verify documents attached by society, downloading documents in .pdf format.</p> <p>EE will be able to enter comments & upload document available with him against each society submitted document.</p>

	<p>On the click on 'Add', EE will be able to enter remark if any for respective document & upload document available at EE dept. for the same.</p> <p>Scrutiny by Check list page; On the click on 'Checklist Scrutiny', EE will be able to view list of following checklists.</p> <ul style="list-style-type: none">- Consent verification- Demarcation- Tit-Bit- R. G. reallocation <p>Each checklist will have list of questions, against which EE will be able to select Yes/No option & enter comments against each question.</p> <p>Consent verification EE will be able to view following details;</p> <ul style="list-style-type: none">- संस्थेचे नाव- इमारत क्र./प्लॉट नं- अभिन्यास (Layout)- नोटीसीचा तपशील- तपासणी अधिकाऱ्यांचे नाव- स्थळ पाहणी दिनांक <p>EE will be able to view following questions;</p> <ul style="list-style-type: none">- संस्थेच्या ताब्यातील भूखंड अतिक्रमणाने बाधित आहे काय ?- ज्या सभासदांनी पुनर्विकासास सहमती दर्शविली आहे ते त्या सोसायटीचे अधिकृत मान्यता प्राप्त सदस्य आहेत काय?- नसल्यास एकूण मान्यता प्राप्त 70 % सभासदांची पुनर्विकासास सहमती आहे काय ?
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	<ul style="list-style-type: none"> - सर्व मान्यता प्राप्त सभासदांनी ओळखपत्र, भागधारक प्रमाणपत्र इत्यादी कागदपत्रे सादर केलेले आहेत काय? - संस्थेने वास्तुशास्त्रज्ञ नेमणूकीबाबत ठराव केला आहे काय? - संस्थेने विकासक नेमणूकीबाबत ठराव केला आहे काय? <p>Demarcation</p> <p>EE will be able to view following details;</p> <ul style="list-style-type: none"> - संस्थेचे नाव - इमारत क्र./प्लॉट नं - अभिन्यास (Layout) - नोटीसीचा तपशील - तपासणी अधिकाऱ्यांचे नाव - स्थळ पाहणी दिनांक <p>EE will be able to view following questions;</p> <ul style="list-style-type: none"> - संस्थेच्या ताब्यातील भूखंड अतिक्रमणाने बाधित आहे काय? - सदर भूखंड मंजूर विकास आराखड्यानुसार आरक्षणाने बाधित आहे काय? असल्यास आरक्षणाचे स्वरूप नमुद करावेत. - असल्यास अतिक्रमणाने बाधित क्षेत्रफळ किती आहे? तसचे बाधित जागेवरील बांधकामाचा तपशिल तसेच वापर याबाबत शेरा द्यावा. - संस्थेच्या वापरात असलेल्या एकूण भूखंडाचे क्षेत्रफळ किती आहे? - संस्थेचे भाडेपट्टा करारनामा नुसार भूखंडाचे एकूण क्षेत्रफळ किती आहे? - संस्थेच्या भाडेपट्ट्यानुसार असलेल्या भूखंडाव्यतिरिक्त लगत भूखंड/जागा शिल्लक राहत आहे काय ?
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	<ul style="list-style-type: none"> - असल्यास अशी जागा स्वतंत्रपणे विकास करता येण्यासारखी आहे काय? - नसल्यास सदर जागा फुटकळ भूखंडाच्या परिभाषेनुसार असल्यास त्याचे क्षेत्रफळ व मोजमापे नमुद करावीत. - सदर फुटकळ भूखंडालगतच्या इतर संस्थांची नावे नमुद करावीत. - संस्थेच्या अस्तित्वातील इमारतीच्या मजल्यांची संख्या किती आहे? - संस्थेमध्ये एकूण निवासी व अनिवासी गाळ्यांची संख्या नमुद करावी. - सदर इमारतीस संलग्न असलेल्या रोडची रुंदी नमुद करण्यात यावी. <p>Tit-Bit</p> <p>EE will be able to view following details;</p> <ul style="list-style-type: none"> - संस्थेचे नाव - इमारत क्र./प्लॉट नं - अभिन्यास (Layout) - नोटीसीचा तपशील - तपासणी अधिकाऱ्यांचे नाव - स्थळ पाहणी दिनांक <p>EE will be able to view following questions;</p> <ul style="list-style-type: none"> - संस्थेच्या वापरात असलेल्या एकूण भूखंडाचे क्षेत्रफळ किती आहे? - संस्थेचे भाडेपट्टा करारनामा नुसार भूखंडाचे एकूण क्षेत्रफळ किती आहे?
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	<ul style="list-style-type: none"> - सिमांकन नकाशानुसार फुटकळ भूखंड असल्यास ठराव क्र. 5998 मधील मुद्दा क्र. 10 मध्ये नमुद केलेल्या कुठल्या प्रकारामध्ये सदर भूखंड मोडतो. - फुटकळ भूखंडाचे एकूण क्षेत्रफळ किती? - सदर फुटकळ भूखंडा पैकी काही भागालगत इतर संस्थांची सिमा असल्यास त्यानुसार समान विभागणी करून त्यानुसार सिमांकन नकाशात नमुद केले आहेत काय? - सिमांकन नकाशा, अभिन्यास व भाडेपट्टा करारनाम्यानुसार संस्थेच्या एकूण क्षेत्रफळात तफावत असल्यास त्याचा तपशिल नमुद करावा. - संस्थेलागत म्हाडाचा मोकळा भूखंड असल्यास त्यासोबत फुटकळ भूखंडाचे एकत्रिकरण करणे शक्य आहे काय? - फुटकळ भूखंड क्षेत्रफळाचे एकूण भूखंड क्षेत्रफळाच्या प्रमाणात टक्केवारी किती आहे? <p>R.G Relocation</p> <p>EE will be able to view following details;</p> <ul style="list-style-type: none"> - संस्थेचे नाव - इमारत क्र./प्लॉट नं - अभिन्यास (Layout) <p>EE will be able to view following questions;</p> <ul style="list-style-type: none"> - सिमांकन नकाशानुसार संस्थेच्या भूखंडाचे एकूण क्षेत्रफळ किती आहे? - अभिन्यासानुसार सदर करमणूकीचे मैदान Scheme R.G. आहे कि D.P. R.G. आहे याबाबत नमुद करावे. - करमणूकीच्या मैदानाच्या प्रस्तावित स्थलांतरणाबाबत लागतच्या संस्थांची संमती घेतलेली आहे काय?
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	<ul style="list-style-type: none">- प्रस्तावित स्थलांतरणामुळे सदर करमणूकीचे मैदान अभिन्यासातील सर्व गाळेधारकांकरीता खुले राहील याची खातरजमा केली आहे काय?- एकूण करमणूकीच्या मैदानाच्या क्षेत्रफळापैकी सर्वच भूखंडाचे /भागशः भूखंडाचे स्थलांतरण प्रस्तावित आहे किंवा कसे याबाबत नमुद करावे <p>EE Note page;</p> <p>EE will be able to view Society and Appointed Architect Details. EE will be able to download/upload note and upload note.</p>	
Fields and Validation	NA	
	Submit	Button
	Cancel	Button

4.2.6 EE - Forward Application

Actors	Executive Engineer	
Requirement Definition	EE will be able to forward Application to respective person for further processing.	
Pre - Condition	EE has logged in using valid credentials.	
Post - Condition	EE will be able to Forward application after	
Business Rules / Logic	<p>On the click on 'Forward Application', EE will get redirected to Forward application page</p> <p>Forward Application page;</p> <p>EE Will be able to View Society Details & Appointed Architect Details.</p> <p>EE will be able to forward Application to DyCE by selecting name in Drop list</p> <p>Also EE will be able to Send Application to Society for compliance purpose by adding remarks.</p>	
Fields and Validation	NA	
	Submit	Button
	Cancel	Button

4.2.7 DyCE Department

Actors	DyCE department
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	DyCE has logged in using valid credentials.
Post - Condition	DyCE will be able to navigate through entire system.
Business Rules / Logic	<p>Once EE submits offer letter Application to DyCE, after completing Scrutiny of department.</p> <p>Application will be displayed at Sectional Engineer in DyCE department respective region.</p> <p>Hierarchy structure;</p> <p>Hierarchy structure for DyCE department is as follows;</p> <ul style="list-style-type: none"> - Application will display at Sectional engineer of respective layout. <ul style="list-style-type: none"> ○ SE will schedule site visit for respective application. ○ After visit SE will complete scrutiny report; digitally sign & forward to Deputy engineer - Deputy engineer <ul style="list-style-type: none"> ○ Once SE submits application to Deputy engineer for verification ○ Deputy Engineer verifies, scrutiny report; digitally sign, and forward to Deputy Chief Engineer. - Deputy Chief Engineer <ul style="list-style-type: none"> ○ DyCE, verify scrutiny report ○ After verification, digitally Sign & submit application to REE department

Fields and Validation	Validation ; <ul style="list-style-type: none">- User will able to edit Application only if application is assigned to respective user- Example:<p>If new application is received at SE, Deputy engineer & DyCE will received alert on dashboard for receiving new application to subordinate.</p><p>Deputy engineer & DyCE can only view newly received application.</p>
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4.2.8 DyCE - Dashboard:

Actors	SE, Deputy Engineer, DyCE
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	DyCE has logged in using valid credentials.
Post - Condition	DyCE will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: (SE, Deputy Engineer, DyCE) Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> • Offer Letter Applications <p>Applications: (SE, Deputy Engineer, DyCE)</p> <p>Offer Letter Applications: -</p> <ul style="list-style-type: none"> • Total No of Application • Application Pending • Application sent for Revision • Application Forwarded to REE <p>Number of Applications at subordinates: (Deputy Engineer, DyCE)</p> <p>DyCE will be able view number of applications pending with subordinates. According to hierarchy</p>

	<p>When Subordinate receives any new application. Deputy engineer & DyCE will receive alert on dashboard; & will be able to view application assigned to subordinate.</p> <p>Profile: Deputy Chief Engineer will be able to update profile information as</p> <ul style="list-style-type: none"> • User Name • Email Address • Contact No • Change Password 	
Fields and Validation	NA	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.2.9 DyCE - Applications Received:

Actors	SE, Deputy Engineer, DyCE
Requirement Definition	SE, Deputy Engineer, DyCE will be able to view list of Applications
Pre - Condition	SE, Deputy Engineer, DyCE has logged in using valid credentials.
Post - Condition	SE, Deputy Engineer, DyCE will be able to view list of Applications with actionable links
Business Rules / Logic	<p>In 'Application' section DyCE will be able to View list of applications of Society.</p> <p>Search; DyCE will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - DyCE will be able to sort information by status. - DyCE will be able to filter information by date. <p>Print; DyCE will be able to print information in table.</p> <p>Download; DyCE will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour

	<ul style="list-style-type: none"> - Scrutiny pending / Application not processed by you <ul style="list-style-type: none"> - Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: DyCE will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions <p>View Applications</p> <ul style="list-style-type: none"> ○ DyCE will be able to view applications of society mapped with unique Application number. <p>Society & EE Documents page:</p> <ul style="list-style-type: none"> ○ DyCE will be able to view list of supporting documents & Scrutiny of documents by EE. ○ DyCE will be able to view following details; <ul style="list-style-type: none"> - Name of document - Document uploaded by society - Document uploaded by EE - EE comments ○ DyCE will be able to send application back to EE for revivification, if DyCE has queries in the supporting documents. ○ DyCE will be able to enter comments or remarks on the same & send to EE. <p>EE Scrutiny page; On the click on 'EE Scrutiny', DyCE will be able to view document & checklist scrutiny done by EE.</p>
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	<ul style="list-style-type: none"> ○ Document Scrutiny DyCE will be able to view list of supporting documents submitted by society & documents uploaded by EE by downloading the same. Also DyCE will be able to view comments entered by EE against each document. ○ Checklist Scrutiny; DyCE will be able to view scrutiny of all checklists done by EE department (i.e. Consent Verification, Demarcation, Tit-bit and R.G Relocation) DyCE will be able to view following details in checklist; <ul style="list-style-type: none"> ▪ Checklist question ▪ Checklist ans selected by EE (Yes/No) ▪ Comments entered by EE against each question DyCE will be able to send application back to EE for revivification, if DyCE has queries in the Checklist Scrutiny. DyCE will be able to enter comments or remarks on the same & send to EE. ○ EE Note; DYCE will be able to view /download EE notes uploaded by EE. <p>DyCE Scrutiny; On the click on 'DyCE Scrutiny', DYCE will get redirected on Scrutiny page.</p> <p>Forward Application; On selection of 'Forward Application', DyCE will redirect on Forward Application page.</p>
Fields and Validation	Complaint Module; <ul style="list-style-type: none"> - EE will be able to upload complaints received by society tenant against application form.

	<ul style="list-style-type: none"> - EE will be able to upload / add complaint by tenant by entering following details; <ul style="list-style-type: none"> ○ Complaint by name ○ Room number ○ Details ○ Upload document if any <p>Merge applications;</p> <ul style="list-style-type: none"> - User will be able to merge one or more applications together. - By entering following details; (assumption – please confirm fields to be entered while merge) <ul style="list-style-type: none"> ○ Select applications to merge ○ Merge applications name ○ Upload documents. ○ Remarks. 	
	View Application	Link
	Society Documents	Link
	Scrutiny & Remarks	Link
	Submit	Button
	Cancel	Button

4.2.10 DyCE Scrutiny & Remark Screen:

Actors	Deputy Chief Engineer
Requirement Definition	DyCE will be able to view list of DyCE Scrutiny & Remark, Site Visit, Demarcation Verification and Encroachment Verification.
Pre - Condition	DyCE has logged in using valid credentials.
Post - Condition	DyCE will be able to navigate through entire system.
Business Rules / Logic	<p>On the click on 'DyCE Scrutiny & remark', DyCE will get redirected to DYCE Scrutiny Page.</p> <p>DyCE Scrutiny page;</p> <p>DyCE Scrutiny & Remarks DyCE will be able to view following society & architect details;</p> <ul style="list-style-type: none"> - Society Details; Society Name, Building Number, Application Date, Society Address and Building Number. - Appointed Architect Details; Name of Architect, Architect Mobile Number, Architect Address and Architect Telephone Number. <p>Site Visit DyCE will be able to enter following details of Site visit;</p> <ul style="list-style-type: none"> - Society Name - Building Number - Name of Officer - Date of site visit - Upload Supporting documents (e.g – site photos, report etc.) <p>Demarcation Verification; DyCE will be able to enter comments on Demarcation, as per observation in site visit & demarcation scrutiny performed by EE.</p>

	Encroachment Verification; DyCE will also verify in site visit whether there is any Encroachment or not. (Yes/NO) If Encroachment in there (selects yes), then DyCE will add comments.	
Fields and Validation	Condition; <ul style="list-style-type: none"> • Hierarchy; <ul style="list-style-type: none"> - SE will schedule site visit for respective application. After visit SE will complete scrutiny report; digitally sign & forward to Deputy engineer - Deputy Engineer; verify Scrutiny report; digitally sign & forward to DyCE. - DyCE, verify scrutiny report, digitally sign & forward to REE department. 	
	Society Name	Textbox
	Building Number	Textbox
	Name of Inspector	Textbox
	Date of Site Visit	Calendar
	Upload Supporting Files	Upload
	Save	Button
	Cancel	Link

4.2.11 DyCE - Forward Application Screen:

Actors	Deputy Chief Engineer
Requirement Definition	DyCE will be able to view Scrutiny history & able to forward application to respective dept
Pre - Condition	DyCE has logged in using valid credentials.
Post - Condition	DyCE will be able to view Scrutiny history & able to forward application to respective dept
Business Rules / Logic	<p>Forward Application Page; On this page, DyCE Will be able to View Scrutiny History and Forward Application section.</p> <p>Scrutiny History Scrutiny History will maintain history of comments/ remarks between EE & Society & DyCE & EE with following details;</p> <ul style="list-style-type: none"> - Date of comment /remark submission - Time - Action (sent to respective dept / society) - Description/ Comments / remark <p>Forward Application In this section DyCE will be able to forward application to REE by selecting/ entering following details;</p> <ul style="list-style-type: none"> - Select forward application - Select dept to forward from drop list(REE) - Enter remark/comment if any <p>On the click on 'Submit', application will be sent to respective dept.</p> <p>Also, DyCE can send application back to EE for revivification by selecting 'Send back to EE' by entering following details;</p> <ul style="list-style-type: none"> - Select Send back to EE - Enter comments/remark

	<p>On the click on 'Sign & Forward', application will be digitally signed & forwarded to respective dept.</p> <p>On the click on 'Sign', application will be digitally signed.</p> <p>On the click on 'Forward' application will be forwarded without signed.</p>	
Fields and Validation	<p>Validation;</p> <ul style="list-style-type: none"> • Forward application: <ul style="list-style-type: none"> - On the click on 'Sign & Forward', application will be digitally signed & forwarded to respective dept. - On the click on 'Sign', application will be digitally signed. - On the click on 'Forward' application will be forwarded without signed. • Scrutiny History: <ul style="list-style-type: none"> - If application is sent back to previous department for rectification or queries, remarks should be displayed in red colour(different colour) <p>Condition;</p> <ul style="list-style-type: none"> • Hierarchy; <ul style="list-style-type: none"> - SE digitally sign & forward to Deputy engineer - Deputy Engineer digitally sign & forward to DyCE. - DyCE, digitally sign & forward to REE department. 	
	Submit	Button
	Cancel	Button

4.2.12 REE Department

Actors	REE department
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>Once DyCE submits offer letter Application to REE, after completing Scrutiny of department.</p> <p>Application will be displayed at JE/ SE/ AE in REE department respective region.</p> <p>Hierarchy structure;</p> <p>Hierarchy structure for REE department is as follows;</p> <ul style="list-style-type: none"> - Application will display at Junior Engineer / sectional engineer / Assistant Engineer dashboard for respective layout. <ul style="list-style-type: none"> ○ JE/SE/AE will prepare calculation sheet & REE Notes ○ Digitally signed & submit to respective Deputy engineer for verification - Deputy engineer <ul style="list-style-type: none"> ○ Once JE/SE/AE submits application to Deputy engineer for verification ○ Deputy Engineer verifies, calculation sheet & REE notes prepare by JE/SE/AE ○ Deputy engineer verify & digitally sign, and forward to Assistant architect - Assistant Architect <ul style="list-style-type: none"> ○ Assistant Architect, verify DP reservation, SAP back area & road widening

	<ul style="list-style-type: none"> ○ After verification, digitally Sign & submit application to REE - Residential Executive Engineer <ul style="list-style-type: none"> ○ REE verifies, all documents ○ Digitally Sign & send to CO for further process
Fields and Validation	<p>Validation ;</p> <ul style="list-style-type: none"> - User will able to edit Application only if application is assigned to respective user - Example: If new application is received at JE/SE/AE, REE & deputy engineer will received alert on dashboard for receiving new application to subordinate. REE or deputy engineer can only view newly received application.

4.2.13 REE - Dashboard:

Actors	REE, Deputy Engineer, AE/SE/JE, Assistant architect
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: (REE, Deputy engineer, AE/SE/JE, Assistant architect) Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> - New - Offer Letter - Revalidation of offer Letter - Application for Pro Rata FSI - Application for NOC - Tripartite Agreement - Application for CC - Application for Consent to OC <p>Also, REE will be able to view number applications pending at departmental level;</p> <ul style="list-style-type: none"> • Application pending at EE • Applications pending at DyCE • Applications pending at REE • Applications pending with CO • Applications pending with CAP • Applications pending with VP <p>Applications: (REE, Deputy engineer, AE/SE/JE, Assistant architect)</p>

	<p>Offer Letter Applications: -</p> <ul style="list-style-type: none">• Total No of Application• Application Pending• Application sent for Revision• Application Forwarded• Offer Letter Generated• Offer letter Sent for Approval• Offer Letter Approved <p>Number of Applications at subordinates: (REE & Deputy engineer)</p> <p>REE will be able view number of applications pending with subordinates. According to hierarchy.</p> <p>When Subordinate receives any new application. REE & deputy engineer will receive alert on dashboard; & will be able to view application assigned to subordinate.</p> <p>Number of Applications pending between time frame; (REE & Deputy engineer)</p> <p>REE will be able to view applications pending from;</p> <ul style="list-style-type: none">- 0-10 days- 10 – 30 days- 30 – 50 days- 50 – 80 days <p>Profile: (REE, Deputy engineer, AE/SE/JE, Assistant architect)</p> <p>Residential Executive Engineer will be able to update profile information as</p> <ul style="list-style-type: none">• User Name• Email Address• Contact No• Change Password
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Fields and Validation	Condition; <ul style="list-style-type: none">- User will be able to edit application only if application is assigned to him/her- REE/Deputy engineer can view applications assigned to their subordinates but cannot edit.	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.2.14 REE – List of Applications

Actors	REE, Deputy Engineer, AE/SE/JE, Assistant architect
Requirement Definition	REE will be able to view list of Offer Letter Applications
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section REE will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; REE will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - REE will be able to sort information by status. - REE will be able to filter information by date. <p>Print; REE will be able to print information in table.</p> <p>Download; REE will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour - Scrutiny pending / Application not processed by you – Blue colour

- Application send for compliance – Green colour
- Application Forwarded – Yellow colour

List of Application:

REE will be able to view list of application in a tabular format.

- Sr.no
- Application No
- Date
- Society Name
- Building No
- Address
- Model
- Status
- **Actions**

View Applications

- REE will be able to view applications of society mapped with unique Application number.

Society & EE Documents page:

- REE will be able to view list of supporting documents & Scrutiny of documents by EE.
- REE will be able to view following details;
 - Name of document
 - Document uploaded by society
 - Document uploaded by EE
 - EE comments

EE Scrutiny page;

On the click on 'EE Scrutiny', REE will be able to view document & checklist scrutiny done by EE.

- **Document Scrutiny**

REE will be able to view list of supporting documents submitted by society & documents uploaded by EE by downloading the same.

Also REE will be able to view comments entered by EE against each document.

	<ul style="list-style-type: none"> ○ Checklist Scrutiny; REE will be able to view scrutiny of all checklists done by EE department (i.e. Consent Verification, Demarcation, Tit-bit and R.G Relocation) REE will be able to view following details in checklist; <ul style="list-style-type: none"> ▪ Checklist question ▪ Checklist answer selected by EE (Yes/No) ▪ Comments entered by EE against each question ○ EE Note; REE will be able to view /download EE notes uploaded by EE. <p>DyCE Scrutiny; On the click on 'DyCE Scrutiny', REE will get redirected on Scrutiny page. Where REE will be able to view following details;</p> <ul style="list-style-type: none"> ○ Site Visit REE will be able to view following details; <ul style="list-style-type: none"> ▪ Society Name ▪ Building Number ▪ Name of Inspector ▪ Date of site visit ▪ Uploaded Supporting files. ○ Demarcation Verification REE will be able to view comments by DyCE on Demarcation verification. ○ Encroachment Verification If there any encroachment then DyCE will view comments for the same. <p>Forward Application; On selection of 'Forward Application', REE will redirect on Forward Application page.</p> <ul style="list-style-type: none"> ○ Forward Application; ○ In this section REE will be able to forward application to CO by selecting/ entering following details;
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	<ul style="list-style-type: none"> - Select forward application - Select dept to forward from drop list(CO) - Enter remark/comment if any <ul style="list-style-type: none"> ○ On the click on 'Sign & Forward', application will be digitally signed & forwarded to respective dept. ○ On the click on 'Sign', application will be digitally signed. ○ On the click on 'Forward' application will be forwarded without signed. <ul style="list-style-type: none"> ○ Also, REE can send application back to EE for revivification by selecting 'Send back to 'DyCE' by entering following details; <ul style="list-style-type: none"> - Select Send back to DyCE - Enter comments/remark On the click on 'Submit', application will be sent to respective dept. <ul style="list-style-type: none"> ○ Scrutiny History ○ Scrutiny History will maintain history of comments/ remarks between EE & Society & DyCE & EE, with following details; <ul style="list-style-type: none"> - Date of comment /remark submission - Time - Action (sent to respective dept / society) - Description/ Comments / remark <p>REE – Calculation sheet; On selection of this REE will redirect on REE – Calculation sheet page;</p> <p>Offer Letter; On selection of this REE will redirect on Prepare offer letter page;</p> <p>Assistant Architect Scrutiny;</p>
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	<p>On selection of this REE will redirect on Assistant Architect Scrutiny page;</p> <p>Cap Notes; REE will be able to download Note format uploaded by CAP.</p>
<p>Fields and Validation</p>	<p>Validation;</p> <ul style="list-style-type: none"> • Forward application: <ul style="list-style-type: none"> - On the click on 'Sign & Forward', application will be digitally signed & forwarded to respective dept. - On the click on 'Sign', application will be digitally signed. - On the click on 'Forward' application will be forwarded without signed. • Scrutiny History: <ul style="list-style-type: none"> - If application is sent back to previous department for rectification or queries, remarks should be displayed in red colour(different colour) • Complaint Module; <ul style="list-style-type: none"> - REE will be able to upload complaints received by society tenant against application form. - REE will be able to upload / add complaint by tenant by entering following details; <ul style="list-style-type: none"> ○ Complaint by name ○ Room number ○ Details ○ Upload document if any • Merge applications; <ul style="list-style-type: none"> - User will be able to merge one or more applications together.

	<ul style="list-style-type: none"> - By entering following details; (assumption – please confirm fields to be entered while merge) <ul style="list-style-type: none"> ○ Select applications to merge ○ Merge applications name ○ Upload documents. ○ Remarks. 	
	View Application	Link
	Society & EE Documents	Link
	Scrutiny & Remarks	Link
	Forward Application	Link
	Prepare Calculation Sheet	Link
	Offer Letter	Link
	Submit	Button
	Cancel	Button

4.2.15 REE - Calculation Sheet:

Actors	REE, Deputy Engineer, AE/SE/JE, Assistant architect
Requirement Definition	REE will be able to view list forms as Pariganencha Takhta – A, Part Payment, 1 st Installment, 2 nd , 3 rd & 4 th Installment, Summary and REE Note.
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>In REE- calculation section REE will be able to calculate offer letter charges.</p> <p>Calculation table carries following details;</p> <p>Pariganencha Takhta – A -</p> <p>REE will be able to add information as Table 1 Calculations,</p> <ul style="list-style-type: none"> - कार्यकारी अभियंता /कुर्ला विभाग यांचे सिमांकन नकाशानुसार भूखंडाचे क्षेत्रफळ <ul style="list-style-type: none"> 1. भाडेपट्टा करारनाम्यानुसार क्षेत्रफळ 2. अतिरिक्त फुटकळ भूखंडाचे क्षेत्रफळ - अभिनयानुसार भूखंडाचे क्षेत्रफळ - परिगणनाकरिता ग्राह्य भूखंडाचे क्षेत्रफळ (अभिनयानुसार) - अनुज्ञेय चटई क्षेत्र निर्देशांक - अनुज्ञेय बांधकाम क्षेत्रफळ - म.न.पा .कडून ल. ओ. आय. पत्रानुसार अनुज्ञेय प्रोरेटा क्षेत्रफळ - अनुज्ञेय प्रोरेटा बांधकाम क्षेत्रफळ (85% पर्यंत सीमित) - एकूण अनुज्ञेय बांधकाम क्षेत्रफळ (अ.क्र. ५ + ७) - अस्तित्वातील बांधकाम क्षेत्रफळ (सी - ५७) - उर्वरित क्षेत्रफळ (अ.क्र ८. -अ.क्र.९) - रेडीरेकनर २०१८- १९ , न. भू. क्र. ३५१ (पै), व्हिलेज- हरियाली , टागोरनगर झोन क्रमांक. ११२/५३५, दर रुपये रु. ५५,९०० /- (पृष्ठ क्रमांक सी - ६०५ ते सी -६०७)

	<ul style="list-style-type: none"> - बांधकामाचा दर (रेडीरेकनर २०१८-१९) - LR/RC = ५५,९००/२७५०० - उर्वरितचटईक्षेत्राचे अधिमूल्य <ol style="list-style-type: none"> 1. उर्वरित च.क्षे.रहिवासी वापर क्षेत्र 2. दर 3. अधिमूल्य - दि.०८.१०.२०१३ च्या अधिसूचनेमधील अनु.क्र.५ ए ,नुसार ७ % ऑफ इन्फ्रास्ट्रक्चर शुल्क रक्कम - उपरोक्त ऑफ साईट इन्फ्रास्ट्रक्चर शुल्क रकमेपैकी म.न.पा.स भरवायची ५/७ रक्कम $(५/७ \times \text{अनु.क्र.१५}) = 5/7 * \text{tb 1 pt 15}$ - म्हाडाकडे भरवायची ऑफ साईट $(२/७ * \text{अनु.क्र.१५}) - 2/7 * \text{tb1 pt 15}$ - छाननी शुल्क = ६,००० - अभिन्यास मंजूरी शुल्क रु.१,०००/- प्रति गाळा (३२ गाळे) - डेब्रिज रिमूव्हल शुल्क रु.६६००/- [for 1 building] = ६,६०० - पाणी वापर शुल्क (रु.१,००,०००/-) [for 1 building] = १,००,००० - एकूण रक्कम रुपये (अ .क्र.१४+१७+१८+१९+ २०+२१) = tb1 pt (१४+१७+१८+१९+ २०+२१) - बृहनमुंबई महानगर पालिकेकडे ऑफ साईट इन्फ्रास्ट्रक्चर शुल्क रक्कमपैकी भरणा करावयाची ५/७ रक्कम =(tb 1 pt 16) - अनुज्ञेय चटई क्षेत्र निर्देशांक, - अभिनयानुसार भूखंडाचे क्षेत्रफळ, <p>प्रोरेटा क्षेत्रफळ</p> <ul style="list-style-type: none"> - सदनिका , <p>अनुज्ञेय प्रोरेटा बांधकाम क्षेत्रफळ (85% पर्यंत सीमित)</p> <ul style="list-style-type: none"> - सदनिका - अस्तित्वातील बांधकाम क्षेत्रफळ (सी - ५७) <p>उर्वरितचटई क्षेत्राचे अधिमूल्य</p> <ul style="list-style-type: none"> - उर्वरितच क्षे नि - रहिवासी वापर क्षेत्र - दर रु <p>अभिन्यास मंजूरी शुल्क रु १,०००/- प्रति गळा</p>
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	<ul style="list-style-type: none"> - No. of Galas <p>On Click of Save, All the information will be saved in the database. REE will be able to print the table information.</p> <p>Part Payment; REE will be able to add information as Part Payment, उर्वरितचटई क्षेत्राचे अधिमूल्य</p> <ul style="list-style-type: none"> - उर्वरितच क्षेत्र नि - रहिवासी वापर क्षेत्र - दर रु <p>ऑफ साईट इन्फ्रास्ट्रक्चर शुल्क</p> <ul style="list-style-type: none"> - ३.० च क्षेत्र नि प्रमाणे + प्रोरातक्षेत्रफल, [table 1 pt. 8] <p>On Click of Save, All the information will be saved in the database. REE will be able to print the table information.</p> <p>1st Instalment;</p> <ul style="list-style-type: none"> - No of Galas - Total Amount <p>On Click of Save, All the information will be saved in the database. REE will be able to print the table information</p> <p>2nd, 3rd & 4th Instalment; All the calculations will be reflected from Table 2. Pt.2</p> <p>Summary; Summary of all the Calculations will be reflected in this table.</p> <p>REE Note; REE will be able to upload notes, by clicking on 'REE Notes' tab. Also, REE will be able to download & view uploaded notes</p>
Fields and Validation	Condition;

	<ul style="list-style-type: none"> • Hierarchy; <ul style="list-style-type: none"> - Calculation sheet & REE Notes are prepared by JE/SE/AE. - Once Calculation are completed AE/SE/JE will digitally sign & forward application to respective Deputy engineer. - Deputy Engineer; verify Calculation sheet & REE Note & digitally sign & forward to Assistant architect. - Assistant Architect, verify Calculation sheet & REE Note Along with Assistant architect scrutiny digitally sign & forward to REE. - REE will verify all documents i.e. calculation sheet, REE note & Architect scrutiny; digitally sign & forward to CO for further process. 	
	Society Name	Textbox
	Building Number	Textbox
	Name of Inspector	Textbox
	Date of Site Visit	Calendar
	Upload Supporting Files	Upload

4.2.16 REE – Offer Letter:

Actors	REE, Deputy Engineer, AE/SE/JE, Assistant architect
Process Description	REE will be able to generate draft of Offer letter & send approved offer letter to society
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to generate draft of Offer letter & send approved offer letter to society
Business Rules / Logic	<p>Once calculation sheet is approved by VP, REE will be able to generate offer letter for approved offer letter.</p> <p>Generate Draft of Offer Letter; REE will be able to generate Offer letter by click on 'Generate Offer letter'.</p> <p>Once offer letter is generated by REE, will be able to view & download offer letter in .doc file.</p> <p>REE will be able to upload offer letter & send to CO for approval with comments if any.</p> <p>Offer letter Approved by CO; Once Letter approved by CO, REE will be able to view signed offer letter by CO & send to Society.</p> <p>On the click on 'Send to society', offer letter will be available on Society dashboard to download.</p>
Fields and Validation	<p>Condition;</p> <ul style="list-style-type: none"> Hierarchy; <ul style="list-style-type: none"> JE/SE/AE prepares draft of offer letter; digitally sign & forward application to respective Deputy Engineer.

	<ul style="list-style-type: none"> - Deputy Engineer; verify offer letter prepared by JE/SE/AE & digitally sign & forward to Assistant architect. - Assistant Architect, verify offer letter digitally sign & forward to REE. - REE will verify offer letter; digitally sign & forward to CO for further process. 	
	Dashboard	Link
	Applications	Link
	View	Icon/link
	Profile	Link

4.2.17 REE – Assistant Architect Scrutiny:

Actors	Assistant architect
Process Description	Assistant architect will be able to conduct scrutiny
Pre - Condition	Assistant architect has logged in using valid credentials.
Post - Condition	Assistant architect will be able to conduct
Business Rules / Logic	<p>On the click on Architect scrutiny, Assistant architect will redirect on scrutiny page;</p> <p>Assistant architect; Assistant architect will be able to verify calculation sheet prepared & verified by deputy engineer.</p> <p>Also Assistant architect will verify following;</p> <ul style="list-style-type: none"> - DP reservation <ul style="list-style-type: none"> ○ Yes / No ○ If yes, comments - SPA, back area <ul style="list-style-type: none"> ○ Yes / No ○ If yes, comments - Road widening <ul style="list-style-type: none"> ○ Yes / No ○ If yes, comments <p>On the click on 'save', comments will be saved.</p> <p>On successful verification, assistant architect will digitally sign & forward application to REE</p>
Fields and Validation	Condition;

	<ul style="list-style-type: none">• Hierarchy;<ul style="list-style-type: none">- Assistant Architect, conduct scrutiny save; digitally sign & forward to REE.- REE will verify offer letter; digitally sign & forward to CO for further process.
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4.2.18 CO - Dashboard:

Actors	CO
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	CO has logged in using valid credentials.
Post - Condition	CO will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> - New - Offer Letter - Revalidation of offer Letter - Application for Pro Rata FSI - Application for NOC - Tripartite Agreement - Application for CC - Application for Consent to OC <p>Also, CO will be able to view number applications pending at departmental level;</p> <ul style="list-style-type: none"> • Total number of Application Pending • Application pending at EE • Applications pending at DyCE • Applications pending at REE • Applications pending with CO • Applications pending with CAP • Applications pending with VP

	Applications: Offer Letter Applications: - <ul style="list-style-type: none">• Total No of Application• Application Pending• Application sent for Revision• Application Forwarded• Offer Letter pending for Approval• Offer Letter Approved• Offer Letter Approved but not issued to Society	
	Number of Applications pending between time frame; CO will be able to view applications pending from; <ul style="list-style-type: none">- 0-10 days- 10 – 30 days- 30 – 50 days- 50 – 80 days	
	Profile: Residential Executive Engineer will be able to update profile information as <ul style="list-style-type: none">• User Name• Email Address• Contact No• Change Password	
Fields and Validation	Assumption; <ul style="list-style-type: none">- Number of Applications pending between time frame; <p>Time frames are need to be confirmed</p>	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.2.19 CO – List of Applications

Actors	CO
Requirement Definition	CO will be able to view list of Application, Scrutiny /remarks for list of applications received from society, Forward Application ,REE Calculation Sheet and Approve Offer Letter
Pre - Condition	CO has logged in using valid credentials.
Post - Condition	CO will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section CO will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; CO will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - CO will be able to sort information by status. - CO will be able to filter information by date. <p>Print; CO will be able to print information in table.</p> <p>Download; CO will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour

	<ul style="list-style-type: none"> - Scrutiny pending / Application not processed by you <ul style="list-style-type: none"> - Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: CO will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions <p>View Applications</p> <ul style="list-style-type: none"> ○ CO will be able to view applications of society mapped with unique Application number. <p>Society & EE Documents page:</p> <ul style="list-style-type: none"> ○ CO will be able to view list of supporting documents & Scrutiny of documents by EE. ○ CO will be able to view following details; <ul style="list-style-type: none"> - Name of document - Document uploaded by society - Document uploaded by EE - EE comments <p>EE Scrutiny page; On the click on 'EE Scrutiny', CO will be able to view document & checklist scrutiny done by EE.</p> <ul style="list-style-type: none"> ○ Document Scrutiny
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	<p>CO will be able to view list of supporting documents submitted by society & documents uploaded by EE by downloading the same.</p> <p>Also CO will be able to view comments entered by EE against each document.</p> <ul style="list-style-type: none"> ○ Checklist Scrutiny; CO will be able to view scrutiny of all checklists done by EE department (i.e. Consent Verification, Demarcation, Tit-bit and R.G Relocation) CO will be able to view following details in checklist; <ul style="list-style-type: none"> ▪ Checklist question ▪ Checklist answer selected by EE (Yes/No) ▪ Comments entered by EE against each question ○ EE Note; CO will be able to view /download EE notes uploaded by EE. <p>DyCE Scrutiny; On the click on 'DyCE Scrutiny', CO will get redirected on Scrutiny page. Where CO will be able to view following details;</p> <ul style="list-style-type: none"> ○ Site Visit CO will be able to view following details; <ul style="list-style-type: none"> ▪ Society Name ▪ Building Number ▪ Name of Inspector ▪ Date of site visit ▪ Uploaded Supporting files. ○ Demarcation Verification CO will be able to view comments by DyCE on Demarcation verification. ○ Encroachment Verification If there any encroachment then DyCE will view comments for the same. <p>Forward Application;</p>
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	<p>On selection of 'Forward Application', CO will redirect on Forward Application page.</p> <ul style="list-style-type: none"> ○ In this section CO will be able to forward application to CO by selecting/ entering following details; <ul style="list-style-type: none"> - Select forward application - Select dept to forward from drop list(CAP) - Enter remark/comment if any ○ On the click on 'Submit', application will be sent to respective dept. ○ Also, CO can send application back to REE for re-verification by selecting 'Send back to REE' by entering following details; <ul style="list-style-type: none"> - Select Send back to REE - Enter comments/remark <p>On the click on 'Submit', application will be sent to respective dept.</p> ○ Scrutiny History ○ Scrutiny History will maintain history of comments/ remarks between EE & Society & DyCE & EE, REE & CO, CO & CAP, CAP & VP, VP & REE with following details; <ul style="list-style-type: none"> - Date of comment /remark submission - Time - Action (sent to respective dept. / society) - Description/ Comments / remark <p>REE – Calculation sheet;</p> <p>On selection of this CO will redirect on CO – Calculation sheet page;</p> <p>CO will be able to view calculation sheet for Pariganencha Takhta A, Part Payment, 1st Instalment, 2nd, 3rd and 4th Instalment and Summary.</p> <p>Offer Letter;</p>
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	<p>On selection of this CO will redirect on Prepare offer letter page;</p> <ul style="list-style-type: none">○ View Draft offer letter CO will be view offer letter, Download offer letter (PDF Format), View Remarks of CO for Offer letter, Send Additional remark to CO.○ Approve Offer Letter CO will be able to view and Approve Offer Letter or Send Revise Offer Letter with Comments. Once Approved by CO, CO will be able to send offer letter REE. <p>Cap Notes; CO will be able to download Note format uploaded by CAP.</p> <p>On selection of any one application, CO will be navigated to respective set of screens pertaining to the selected activity.</p>	
Fields and Validation	NA	
	View Application	Link
	Society & EE Documents	Link
	Scrutiny & Remarks	Link
	Forward Application	Link
	Prepare Calculation Sheet	Link
	Offer Letter	Link
	Submit	Button
	Cancel	Button

4.2.20 CO - Approve Offer Letter:

Actors	Chief Officer	
Requirement Definition	CO will be able to View Offer letter with REE Comments. Also Approve/Revise Offer Letter with additional remark for Approval.	
Pre - Condition	CO has logged in using valid credentials.	
Post - Condition	CO will be able to navigate through entire system.	
Business Rules / Logic	<p>Approve offer Letter;</p> <p>Once Calculation sheet is approved by VP, REE prepares offer letter draft & send to CO for approval & signing.</p> <p>CO will be able to view or download Offer letter (in .pdf format) submitted by REE.</p> <p>CO will also be able to view comments by REE on offer letter if any.</p> <p>CO will Approve offer letter, once approved offer letter gets digitally signed. Co will send approved letter to REE to issue it to Society.</p> <p>In case of any queries, CO will be able to enter remark / comments on the offer letter & send it back to REE for revision.</p>	
Fields and Validation	NA	
	Approve	Button
	Send to REE	Link
	Cancel	Link

4.2.21 CAP - Department:

Actors	CAP department
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	CAP has logged in using valid credentials.
Post - Condition	CAP will be able to navigate through entire system.
Business Rules / Logic	<p>Once CO submits offer letter Application to CAP, after verification of revalidation of offer letter.</p> <p>Application will be displayed at CAP dashboard in CAP department respective region.</p> <p>Hierarchy structure;</p> <p>Hierarchy structure for CAP department is yet to be define.</p>
Fields and Validation	NA

4.2.22 CAP - Dashboard:

Actors	Chief Architect Planner
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	CAP has logged in using valid credentials.
Post - Condition	CAP will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> • Offer Letter Applications <p>Applications: Offer Letter Applications: -</p> <ul style="list-style-type: none"> • Total No of Application • Application Pending • Application sent for Revision • Application Forwarded <p>Profile: CAP will be able to update profile information as</p> <ul style="list-style-type: none"> • User Name • Email Address • Contact No • Change Password

Fields and Validation	NA	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.2.23 CAP – List of Applications

Actors	Chief Architect Planner
Requirement Definition	CAP will be able to view list of Application, Scrutiny /remarks for list of applications received from society, REE Calculation Sheet, Forward Application and CAP Notes.
Pre - Condition	CAP has logged in using valid credentials.
Post - Condition	CAP will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section User will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; CAP will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - CAP will be able to sort information by status. - CAP will be able to filter information by date. <p>Print; CAP will be able to print information in table.</p> <p>Download; CAP will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour

	<ul style="list-style-type: none"> - Scrutiny pending / Application not processed by you <ul style="list-style-type: none"> - Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: User will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions; <p>View Applications</p> <ul style="list-style-type: none"> ○ CAP will be able to view applications of society mapped with unique Application number. <p>Society & EE Documents page:</p> <ul style="list-style-type: none"> ○ CAP will be able to view list of supporting documents & Scrutiny of documents by EE. ○ CAP will be able to view following details; <ul style="list-style-type: none"> - Name of document - Document uploaded by society - Document uploaded by EE - EE comments <p>EE Scrutiny page; On the click on 'EE Scrutiny', CAP will be able to view document & checklist scrutiny done by EE.</p> <ul style="list-style-type: none"> ○ Document Scrutiny
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	<p>CAP will be able to view list of supporting documents submitted by society & documents uploaded by EE by downloading the same.</p> <p>Also CAP will be able to view comments entered by EE against each document.</p> <ul style="list-style-type: none"> ○ Checklist Scrutiny; CAP will be able to view scrutiny of all checklists done by EE department (i.e. Consent Verification, Demarcation, Tit-bit and R.G Relocation) CAP will be able to view following details in checklist; <ul style="list-style-type: none"> ▪ Checklist question ▪ Checklist answer selected by EE (Yes/No) ▪ Comments entered by EE against each question ○ EE Note; CAP will be able to view /download EE notes uploaded by EE. <p>DyCE Scrutiny; On the click on 'DyCE Scrutiny', CAP will get redirected on Scrutiny page. Where CAP will be able to view following details;</p> <ul style="list-style-type: none"> ○ Site Visit CAP will be able to view following details; <ul style="list-style-type: none"> ▪ Society Name ▪ Building Number ▪ Name of Inspector ▪ Date of site visit ▪ Uploaded Supporting files. ○ Demarcation Verification CAP will be able to view comments by DyCE on Demarcation verification. ○ Encroachment Verification If there any encroachment then DyCE will view comments for the same.
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Forward Application;

On selection of 'Forward Application', CAP will redirect on Forward Application page.

- **Forward Application**
- In this section CAP will be able to forward application to CAP by selecting/ entering following details;
 - Select forward application
 - Select dept to forward from drop list(CAP)
 - Enter remark/comment if any
- On the click on 'Submit', application will be sent to respective dept.
- Also, CAP can send application back to EE for re-verification by selecting 'Send back to REE' by entering following details;
 - Select Send back to REE
 - Enter comments/remark

On the click on 'Submit', application will be sent to respective dept.
- **Scrutiny History**
- Scrutiny History will maintain history of comments/ remarks between EE & Society & DyCE & EE, REE & CO, CO & CAP, CAP & VP, VP & REE with following details;
 - Date of comment /remark submission
 - Time
 - Action (sent to respective dept / society)
 - Description/ Comments / remark

REE – Calculation sheet;

On selection of this CAP will redirect on CAP– Calculation sheet page;

CAP will be able to view calculation sheet for Pariganencha Takhta A, Part Payment, 1st Instalment, 2nd, 3rd and 4th Instalment and Summary.

	<p>Cap Notes; On the click on CAP Notes, CAP will redirected will redirected on Notes page.</p> <p>VP will be able to download & view CAP notes, uploaded by CAP.</p>	
Fields and Validation	NA	
	View Application	Link
	Society & EE Documents	Link
	EE Scrutiny & Remarks	Link
	DyCE Scrutiny & Remarks	Link
	REE Calculation Sheet	Link
	Forward Application	Link
	CAP Notes	Link
	Submit	Button
	Cancel	Button

4.2.24 CAP Notes

Actors	Chief Architect Planner	
Requirement Definition	CAP will be able to view CAP Notes.	
Pre - Condition	CAP has logged in using valid credentials.	
Post - Condition	CAP will be able to navigate through entire system.	
Business Rules / Logic	<p>CAP Notes page;</p> <p>CAP will be able to upload notes against application for offer letter. Also, CAP will be able to Download & View previously uploaded notes.</p>	
Fields and Validation	NA	
	Download Note Format	Button

4.2.25 VP - Dashboard:

Actors	Chief Architect Planner
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	VP has logged in using valid credentials.
Post - Condition	VP will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> • Offer Letter Applications <p>Applications: Offer Letter Applications: -</p> <ul style="list-style-type: none"> • Total No of Application • Application Pending • Application sent for Revision • Application Forwarded <p>Profile: VP will be able to update profile information as</p> <ul style="list-style-type: none"> • User Name • Email Address • Contact No • Change Password
	NA

Fields and Validation	Dashboard	Link
	Applications	Link
	Profile	Link

4.2.26 VP– List of Applications

Actors	Chief Architect Planner / VP
Requirement Definition	VP will be able to view list of Application, Scrutiny /remarks for list of applications received from society, REE Calculation Sheet, Forward Application and CAP Notes.
Pre - Condition	VP has logged in using valid credentials.
Post - Condition	VP will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section User will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; VP will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - VP will be able to sort information by status. - VP will be able to filter information by date. <p>Print; VP will be able to print information in table.</p> <p>Download; VP will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour

	<ul style="list-style-type: none"> - Scrutiny pending / Application not processed by you <ul style="list-style-type: none"> - Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: User will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions; <p>View Applications</p> <ul style="list-style-type: none"> ○ VP will be able to view applications of society mapped with unique Application number. <p>Society & EE Documents page:</p> <ul style="list-style-type: none"> ○ VP will be able to view list of supporting documents & Scrutiny of documents by EE. ○ VP will be able to view following details; <ul style="list-style-type: none"> - Name of document - Document uploaded by society - Document uploaded by EE - EE comments <p>EE Scrutiny page; On the click on 'EE Scrutiny', VP will be able to view document & checklist scrutiny done by EE.</p> <ul style="list-style-type: none"> ○ Document Scrutiny
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	<p>VP will be able to view list of supporting documents submitted by society & documents uploaded by EE by downloading the same.</p> <p>Also, VP will be able to view comments entered by EE against each document.</p> <ul style="list-style-type: none"> ○ Checklist Scrutiny; VP will be able to view scrutiny of all checklists done by EE department (i.e. Consent Verification, Demarcation, Tit-bit and R.G Relocation) VP will be able to view following details in checklist; <ul style="list-style-type: none"> ▪ Checklist question ▪ Checklist answer selected by EE (Yes/No) ▪ Comments entered by EE against each question ○ EE Note; VP will be able to view /download EE notes uploaded by EE. <p>DyCE Scrutiny; On the click on 'DyCE Scrutiny', VP will get redirected on Scrutiny page.</p> <p>Where VP will be able to view following details;</p> <ul style="list-style-type: none"> ○ Site Visit VP will be able to view following details; <ul style="list-style-type: none"> ▪ Society Name ▪ Building Number ▪ Name of Inspector ▪ Date of site visit ▪ Uploaded Supporting files. ○ Demarcation Verification VP will be able to view comments by DyCE on Demarcation verification. ○ Encroachment Verification If there any encroachment then VP will be able to view comments for the same.
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Forward Application;

On selection of 'Forward Application', VP will redirect on Forward Application page.

- **Forward Application**
- In this section VP will be able to forward application to VP by selecting/ entering following details;
 - Select forward application
 - Select dept to forward from drop list(CAP / VP)
 - Enter remark/comment if any
- On the click on 'Submit', application will be sent to respective dept.
- Also, VP can send application back to EE for re-verification by selecting 'Send back to REE' by entering following details;
 - Select Send back to REE
 - Enter comments/remark

On the click on 'Submit', application will be sent to respective dept.
- **Scrutiny History**
- Scrutiny History will maintain history of comments/ remarks between EE & Society & DyCE & EE, REE & CO, CO & CAP, CAP & VP, VP & REE with following details;
 - Date of comment /remark submission
 - Time
 - Action (sent to respective dept / society)
 - Description/ Comments / remark

REE – Calculation sheet;

On selection of this VP will redirect on REE – Calculation sheet page;

VP will be able to view calculation sheet for Pariganencha Takhta A, Part Payment, 1st Instalment, 2nd, 3rd and 4th Instalment and Summary.

	<p>Cap Notes; On the click on CAP Notes, VP will redirected will redirected on Notes page.</p> <p>VP Approval; On the click on Approve, VP will redirected will redirected on Approve application page.</p>	
Fields and Validation	NA	
	View Application	Link
	Society & EE Documents	Link
	EE Scrutiny & Remarks	Link
	DyCE Scrutiny & Remarks	Link
	REE Calculation Sheet	Link
	Forward Application	Link
	CAP Notes	Link
	Submit	Button
	Cancel	Button

4.2.27 VP – Approve offer letter application

Actors	VP	
Requirement Definition	VP will be able to view Application & approve/ reject with remark application.	
Pre - Condition	VP has logged in using valid credentials.	
Post - Condition	VP will be able to navigate through entire system.	
Business Rules / Logic	<p>Approve offer letter application;</p> <p>VP will be able to view calculation sheet by REE, CAP notes by CAP & other details of offer letter application.</p> <p>VP will be able to approve offer letter to application by clicking on Approve button.</p> <p>On the click on approve, application is digitally signed & forward to REE for further processing.</p> <p>VP will also be able to Reject the offer letter application the respective society. VP will be able to reject application by entering remark & on the click on reject application will be sent to REE.</p>	
Fields and Validation	NA	
	Approve	Button
	Reject	Button
	Download Note	Button

4.3: OFFER LETTER – REVALIDATION:

4.3.1 Login:

Actors	REE / CO/ CAP / VP
Requirement Definition	User will be able to login to the portal to the system and use the portal.
Pre - Condition	User will be able to login by using valid credentials.
Post - Condition	User will be able to login to the application.
Business Rules / Logic	<p>User will be able to login from the start screen of the application.</p> <p>After Successful login on Web portal, Users will be able to avail the services.</p> <p>Login: They will be able to login using their credentials:</p> <ul style="list-style-type: none"> ▪ Username ▪ Password ▪ Capcha code <p>User will be able to login to the system</p> <p>On click of “Login” button, user will be logged into the portal.</p> <ul style="list-style-type: none"> ▪ Forgot Your Password? <ul style="list-style-type: none"> - On click of “Forgot your password”, user will be asked to enter their email address. - If system finds a match of email address in the database, a temporary password will be sent to user on the provided email ID. User will be able to login into the portal and they will directly be navigated to “reset password” screen where they will have to enter new password and confirm that password.

	<ul style="list-style-type: none"> - User will be asked to create new password and then they can access the portal. 	
Fields and Validation	<ul style="list-style-type: none"> • On successful validation of login credentials, user can view / access portal. • If username and password is incorrect, user will be prompted to enter correct username and password. 	
	Username	Text Field
	Password	Text Field
	Captcha	Text field
	Sign In	Button
	Forgot Password	Link

4.3.2 REE Department:

Actors	REE department
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>Once Society submits offer letter Application to REE, after completing Scrutiny of department.</p> <p>Application will be displayed at JE/ SE/ AE in REE department respective region.</p> <p>Hierarchy structure;</p> <p>Hierarchy structure for REE department is as follows;</p> <ul style="list-style-type: none"> - Application will display at Junior Engineer / sectional engineer / Assistant Engineer dashboard for respective layout. <ul style="list-style-type: none"> o JE/SE/AE will prepare calculation sheet & REE Notes o Digitally signed & submit to respective Deputy engineer for verification - Deputy engineer <ul style="list-style-type: none"> o Once JE/SE/AE submits application to Deputy engineer for verification o Deputy Engineer verifies, calculation sheet & REE notes prepare by JE/SE/AE o Deputy engineer verify & digitally sign, and forward to Assistant architect - Assistant Architect <ul style="list-style-type: none"> o Assistant Architect, verify DP reservation, SAP back area & road widening

	<ul style="list-style-type: none"> ○ After verification, digitally Sign & submit application to REE - Residential Executive Engineer <ul style="list-style-type: none"> ○ REE verifies, all documents ○ Digitally Sign & send to CO for further process
Fields and Validation	<p>Validation ;</p> <ul style="list-style-type: none"> - User will able to edit Application only if application is assigned to respective user - Example: If new application is received at JE/SE/AE, REE & deputy engineer will received alert on dashboard for receiving new application to subordinate. REE or deputy engineer can only view newly received application.

4.3.3 REE - Dashboard:

Actors	REE
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> - New - Offer Letter - Revalidation of offer Letter - Application for Pro Rata FSI - Application for NOC - Tripartite Agreement - Application for CC - Application for Consent to OC <p>Also, REE will be able to view number applications pending at departmental level;</p> <p>Overview;</p> <ul style="list-style-type: none"> • Applications pending at REE • Applications pending with CO • Applications pending with CAP • Applications pending with VP <p>Number of Applications: Offer Letter Applications: -</p>

	<ul style="list-style-type: none">• Total No of Application• Application Pending• Application sent for Revision• Application Forwarded• Revalidation of Offer Letter Generated• Revalidation of Offer letter Sent for Approval• Revalidation of Offer Letter Approved <p>Number of Applications at subordinates: REE will be able view number of applications pending with subordinates. According to hierarchy</p> <p>Number of Applications pending between time frame; REE will be able to view applications pending from;</p> <ul style="list-style-type: none">- 0-10 days- 10 – 30 days- 30 – 50 days- 50 – 80 days <p>Profile: Residential Executive Engineer will be able to update profile information as</p> <ul style="list-style-type: none">• User Name• Email Address• Contact No• Change Password	
Fields and Validation	NA	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.3.4 REE – List of Applications

Actors	REE
Requirement Definition	REE will be able to view list of Revalidation of Offer Letter Applications
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section REE will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; REE will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - REE will be able to sort information by status. - REE will be able to filter information by date. <p>Print; REE will be able to print information in table.</p> <p>Download; REE will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p>

	<p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour - Scrutiny pending / Application not processed by you – Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: REE will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions <p>View Applications</p> <ul style="list-style-type: none"> ○ REE will be able to view applications of society mapped with unique Application number. <p>Society Documents page:</p> <ul style="list-style-type: none"> ○ REE will be able to view list of supporting documents & Scrutiny of documents by Society. ○ REE will be able to view following documents; <ul style="list-style-type: none"> - Application form - Offer letter - Society Resolution - Other docs <p>Forward Application; On selection of 'Forward Application', REE will redirect on Forward Application page.</p> <ul style="list-style-type: none"> ○ Forward Application;
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	<ul style="list-style-type: none"> ○ In this section REE will be able to forward application to CO by selecting/ entering following details; <ul style="list-style-type: none"> - Select forward application - Select dept. to forward from drop list - Enter remark/comment if any ○ On the click on 'Submit', application will be sent to respective dept. ○ Also, REE can send application back to society for compliance by selecting 'Send back to Society' by entering following details; <ul style="list-style-type: none"> - Select Send back to society - Enter comments/remark <p>On the click on 'Submit', application will be sent to respective society.</p> ○ Scrutiny History ○ Scrutiny History will maintain history of comments/ remarks between REE & CO & CO & CAP, CAP & VP, VP & REE with following details; <ul style="list-style-type: none"> - Date of comment /remark submission - Time - Action (sent to respective dept / society) - Description/ Comments / remark <p>REE – Calculation sheet; On selection of this REE will redirect on REE – Calculation sheet page;</p> <p>Offer Letter; On selection of this REE will redirect on Prepare offer letter page;</p>
Fields and Validation	NA
	View Application Link
	Society Documents Link

	Forward Application	Link
	Prepare Calculation Sheet	Link
	Offer Letter	Link
	Submit	Button
	Cancel	Button

4.3.5 REE - Calculation Sheet:

Actors	Residential Executive Engineer
Requirement Definition	REE will be able to view list forms as Pariganencha Takhta – A, Part Payment, 1 st Installment, 2 nd , 3 rd & 4 th Installment, Summary and REE Note.
Pre - Condition	REE has logged in using valid credentials.
Post - Condition	REE will be able to navigate through entire system.
Business Rules / Logic	<p>In REE- calculation section REE will be able to calculate offer letter charges.</p> <p>Calculation Table; Calculation table carries following details;</p> <p>Pariganencha Takhta – A - REE will be able to add information as Table 1 Calculations,</p> <ul style="list-style-type: none"> - कार्यकारी अभियंता / विभाग यांचे सिमांकन नकाशानुसार भूखंडाचे क्षेत्रफळ <ul style="list-style-type: none"> 1. भाडेपट्टा करारनाम्यानुसार क्षेत्रफळ 2. अतिरिक्त फुटकळ भूखंडाचे क्षेत्रफळ - अभिनयानुसार भूखंडाचे क्षेत्रफळ - परिगणनाकरिता ग्राह्य भूखंडाचे क्षेत्रफळ (अभिनयानुसार) - अनुज्ञेय चटई क्षेत्र निर्देशांक - अनुज्ञेय बांधकाम क्षेत्रफळ - म.न.पा .कडून ल. ओ. आय. पत्रानुसार अनुज्ञेय प्रोरेटा क्षेत्रफळ - अनुज्ञेय प्रोरेटा बांधकाम क्षेत्रफळ (85% पर्यंत सीमित) - एकूण अनुज्ञेय बांधकाम क्षेत्रफळ (अ.क्र. ५ + ७) - अस्तित्वातील बांधकाम क्षेत्रफळ (सी - ५७) - उर्वरित क्षेत्रफळ (अ.क्र ८. -अ.क्र.९)

	<ul style="list-style-type: none"> - रेडीरेकनर २०१८- १९ , न. भू. क्र. ३५१ (पै), व्हिलेज- हरियाली , टागोरनगर झोन क्रमांक. ११२/५३५, दर रुपये रु. ५५,९०० /- (पृष्ठ क्रमांक सी - ६०५ ते सी -६०७) - बांधकामाचा दर (रेडीरेकनर २०१८-१९) - LR/RC = ५५,९००/२७५०० - उर्वरितचटईक्षेत्राचे अधिमूल्य <ol style="list-style-type: none"> 1. उर्वरित च.क्षे.रहिवासी वापर क्षेत्र 2. दर 3. अधिमूल्य - दि.०८.१०.२०१३ च्या अधिसूचनेमधील अनु.क्र.५ ए ,नुसार ७ % ऑफ इन्फ्रास्ट्रक्चर शुल्क रक्कम - उपरोक्त ऑफ साईट इन्फ्रास्ट्रक्चर शुल्क रकमेपैकी म.न.पा.स भरवायची ५/७ रक्कम $(५/७ \times \text{अनु.क्र.१५}) = 5/7 * \text{tb 1 pt 15}$ - म्हाडाकडे भरवायची ऑफ साईट $(२/७ * \text{अनु.क्र.१५}) - 2/7 * \text{tb1 pt 15}$ - छाननी शुल्क = ६,००० - अभिन्यास मंजूरी शुल्क रु.१,०००/- प्रति गाळा (३२ गाळे) - डेब्रिज रिमूव्हल शुल्क रु.६६००/- [for 1 building] = ६,६०० - पाणी वापर शुल्क (रु.१,००,०००/-) [for 1 building] = १,००,००० - एकूण रक्कम रुपये (अ .क्र.१४+१७+१८+१९+ २०+२१) = tb1 pt (१४+१७+१८+१९+ २०+२१) - बृहन्मुंबई महानगर पालिकेकडे ऑफ साईट इन्फ्रास्ट्रक्चर शुल्क रक्कमपैकी भरणा करावयाची ५/७ रक्कम =(tb 1 pt 16) - अनुज्ञेय चटई क्षेत्र निर्देशांक, - अभिनयानुसार भूखंडाचे क्षेत्रफळ, <p>प्रोरेटा क्षेत्रफळ</p> <ul style="list-style-type: none"> - सदनिका , <p>अनुज्ञेय प्रोरेटा बांधकाम क्षेत्रफळ (85% पर्यंत सीमित)</p> <ul style="list-style-type: none"> - सदनिका - अस्तित्वातील बांधकाम क्षेत्रफळ (सी - ५७)
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	<p>उर्वरितचटई क्षेत्राचे अधिमूल्य</p> <ul style="list-style-type: none"> - उर्वरितच क्षेत्र नि - रहिवासी वापर क्षेत्र - दर रु <p>अभिन्यास मंजूरी शुल्क रु १,०००/- प्रति गळा</p> <ul style="list-style-type: none"> - No. of Galas <p>On Click of Save, All the information will be saved in the database. REE will be able to print the table information.</p> <p>Part Payment;</p> <p>REE will be able to add information as Part Payment,</p> <p>उर्वरितचटई क्षेत्राचे अधिमूल्य</p> <ul style="list-style-type: none"> - उर्वरितच क्षेत्र नि - रहिवासी वापर क्षेत्र - दर रु <p>ऑफ साईट इन्फ्रास्ट्रक्चर शुल्क</p> <ul style="list-style-type: none"> - ३.० च क्षेत्र नि प्रमाणे + प्रोरातक्षेत्रफल, [table 1 pt. 8] <p>On Click of Save, All the information will be saved in the database. REE will be able to print the table information.</p> <p>1st Instalment;</p> <ul style="list-style-type: none"> - No of Galas - Total Amount <p>On Click of Save, All the information will be saved in the database. REE will be able to print the table information</p> <p>2nd, 3rd & 4th Instalment;</p> <p>All the calculations will be reflected from Table 2. Pt.2</p> <p>Summary;</p> <p>Summary of all the Calculations will be reflected in this table.</p>
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	REE Note; REE will be able to upload notes, by clicking on ‘REE Notes’ tab. Also, REE will be able to download & view uploaded notes.	
Fields and Validation	Condition; <ul style="list-style-type: none">Hierarchy;<ul style="list-style-type: none">- Calculation sheet & REE Notes are prepared by JE/SE/AE.- Once Calculation are completed AE/SE/JE will digitally sign & forward application to respective Deputy engineer.- Deputy Engineer; verify Calculation sheet & REE Note & digitally sign & forward to Assistant architect.- Assistant Architect, verify Calculation sheet & REE Note Along with Assistant architect scrutiny digitally sign & forward to REE.- REE will verify all documents i.e. calculation sheet, REE note & Architect scrutiny; digitally sign & forward to CO for further process.	
	Calculation Sheet	Formula driven sheet
	Upload Supporting Files	Upload
	Cancel	Link

4.3.6 CO - Dashboard:

Actors	CO
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	CO has logged in using valid credentials.
Post - Condition	CO will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> - New - Offer Letter - Revalidation of offer Letter - Application for Pro Rata FSI - Application for NOC - Tripartite Agreement - Application for CC - Application for Consent to OC <p>Also, CO will be able to view number applications pending at departmental level;</p> <ul style="list-style-type: none"> • Total number of Application Pending • Applications pending at REE • Applications pending with CO • Applications pending with CAP • Applications pending with VP <p>Applications:</p>

	Offer Letter Applications: - <ul style="list-style-type: none">• Total No of Application• Application Pending• Application sent for compliance to Society• Application Forwarded to CAP/VP• Revalidation Offer Letter pending for Approval• Revalidation Offer Letter Approved• Revalidation Offer Letter Approved but not issued to Society	
	Number of Applications pending between time frame; CO will be able to view applications pending from; <ul style="list-style-type: none">- 0-10 days- 10 – 30 days- 30 – 50 days- 50 – 80 days	
	Profile: Residential Executive Engineer will be able to update profile information as <ul style="list-style-type: none">• User Name• Email Address• Contact No• Change Password	
Fields and Validation	NA	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.3.7 CO – List of Applications

Actors	CO
Requirement Definition	CO will be able to view list of Application, Scrutiny /remarks for list of applications, Forward Application ,REE Calculation Sheet and Approved revalidated Offer Letter
Pre - Condition	CO has logged in using valid credentials.
Post - Condition	CO will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section CO will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; CO will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - CO will be able to sort information by status. - CO will be able to filter information by date. <p>Print; CO will be able to print information in table.</p> <p>Download; CO will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour

	<ul style="list-style-type: none"> - Scrutiny pending / Application not processed by you <ul style="list-style-type: none"> - Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: CO will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions <p>View Applications</p> <ul style="list-style-type: none"> ○ CO will be able to view applications of society mapped with unique Application number. <p>Society Documents page:</p> <ul style="list-style-type: none"> ○ REE will be able to view list of supporting documents & Scrutiny of documents by EE. ○ REE will be able to view following documents; <ul style="list-style-type: none"> - Application form - Offer letter - Society Resolution - Other docs <p>Forward Application; On selection of 'Forward Application', CO will redirect on Forward Application page.</p> <ul style="list-style-type: none"> ○ In this section CO will be able to forward application to CO by selecting/ entering following details; <ul style="list-style-type: none"> - Select forward application - Select dept. to forward from drop list - Enter remark/comment if any
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	<ul style="list-style-type: none"> ○ On the click on 'Submit', application will be sent to respective dept. ○ Also, CO can send application back to REE for re-verification by selecting 'Send back to REE' by entering following details; <ul style="list-style-type: none"> - Select Send back to REE - Enter comments/remark <p>On the click on 'Submit', application will be sent to respective dept.</p> ○ Scrutiny History ○ Scrutiny History will maintain history of comments/remarks between EE & Society & DyCE & EE, REE & CO, CO & CAP, CAP & VP, VP & REE with following details; <ul style="list-style-type: none"> - Date of comment /remark submission - Time - Action (sent to respective dept. / society) - Description/ Comments / remark <p>REE – Calculation sheet; On selection of this CO will redirect on CO – REE - Calculation sheet page; CO will be able to view calculation sheet for Pariganencha Takhta A, Part Payment, 1st Instalment, 2nd, 3rd and 4th Instalment and Summary.</p> <p>Offer Letter; On selection of this CO will redirect on Prepare revalidated offer letter page;</p> <ul style="list-style-type: none"> ○ View Draft of Revalidated offer letter CO will be view offer letter, Download offer letter (PDF Format), View Remarks of CO for Offer letter, Send Additional remark to CO. ○ Approve Revalidated Offer Letter CO will be able to view and Approve Offer Letter or Send Revise Offer Letter with Comments. Once
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	<p>Approved by CO, CO will be able to send offer letter REE.</p> <p>On selection of any one application, CO will be navigated to respective set of screens pertaining to the selected activity.</p>	
Fields and Validation	NA	
	View Application	Link
	Society Documents	Link
	Forward Application	Link
	Calculation Sheet	Link
	Revalidation of Offer Letter	Link
	Submit	Button
	Cancel	Button

4.3.8 CO - Approve Revalidated Offer Letter:

Actors	Chief Officer	
Requirement Definition	CO will be able to View Offer letter with REE Comments. Also Approve/Revise Revalidated-Offer Letter with additional remark for Approval.	
Pre - Condition	CO has logged in using valid credentials.	
Post - Condition	CO will be able to navigate through entire system.	
Business Rules / Logic	<p>Approve Revalidated offer Letter; Once Calculation sheet is approved by VP, REE prepares revalidated offer letter draft & send to CO for approval & signing.</p> <p>CO will be able to view or download revalidated Offer letter (in .pdf format) submitted by REE. CO will also be able to view comments by REE on revalidated offer letter if any.</p> <p>CO will Approve revalidated offer letter, once approved revalidated offer letter gets digitally signed. Co will send approved letter to REE to issue it to Society.</p> <p>In case of any queries, CO will be able to enter remark / comments on the offer letter & send it back to REE for revision.</p>	
Fields and Validation	NA	
	Approve	Button
	Send to REE	Link
	Cancel	Link

4.3.9 CAP - Department:

Actors	CAP department
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	CAP has logged in using valid credentials.
Post - Condition	CAP will be able to navigate through entire system.
Business Rules / Logic	<p>Once CO submits offer letter Application to CAP, after verification of revalidation of offer letter.</p> <p>Application will be displayed at CAP dashboard in CAP department respective region.</p> <p>Hierarchy structure;</p> <p>Hierarchy structure for CAP department is yet to be define</p>
Fields and Validation	NA

4.3.10 CAP - Dashboard:

Actors	Chief Architect Planner
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	CAP has logged in using valid credentials.
Post - Condition	CAP will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> - New - Offer Letter - Revalidation of offer Letter - Application for Pro Rata FSI - Application for NOC - Tripartite Agreement - Application for CC - Application for Consent to OC <p>Applications: Offer Letter Applications: -</p> <ul style="list-style-type: none"> • Total No of Application • Application Pending • Application sent for Revision • Application Forwarded <p>Profile: CAP will be able to update profile information as</p> <ul style="list-style-type: none"> • User Name • Email Address

	<ul style="list-style-type: none">• Contact No• Change Password	
Fields and Validation	NA	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.3.11 CAP – List of Applications

Actors	Chief Architect Planner / VP
Requirement Definition	CAP will be able to view list of Application, Scrutiny /remarks for list of applications received from society, REE Calculation Sheet, Forward Application and CAP Notes.
Pre - Condition	CAP has logged in using valid credentials.
Post - Condition	CAP will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section User will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; CAP will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - CAP will be able to sort information by status. - CAP will be able to filter information by date. <p>Print; CAP will be able to print information in table.</p> <p>Download; CAP will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notified different colour.</p>

	<p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour - Scrutiny pending / Application not processed by you – Blue colour - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: User will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions; <p>View Applications</p> <ul style="list-style-type: none"> ○ CAP will be able to view applications of society mapped with unique Application number. <p>Society Documents page:</p> <ul style="list-style-type: none"> ○ REE will be able to view list of supporting documents & Scrutiny of documents by EE. ○ REE will be able to view following documents; <ul style="list-style-type: none"> - Application form - Offer letter - Society Resolution - Other docs <p>Forward Application; On selection of 'Forward Application', CAP will redirect on Forward Application page.</p> <ul style="list-style-type: none"> ○ Forward Application
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	<ul style="list-style-type: none"> ○ In this section CAP will be able to forward application to CAP by selecting/ entering following details; <ul style="list-style-type: none"> - Select forward application - Select dept to forward from drop list(CAP / VP) - Enter remark/comment if any ○ On the click on 'Submit', application will be sent to respective dept. ○ Also, CAP can send application back for re-verification by selecting respective dept. name from droplist by entering following details; <ul style="list-style-type: none"> - Select Send back to dept name - Enter comments/remark <p>On the click on 'Submit', application will be sent to respective dept.</p> ○ Scrutiny History ○ Scrutiny History will maintain history of comments/ remarks between REE & CO, CO & CAP, CAP & VP, VP & REE with following details; <ul style="list-style-type: none"> - Date of comment /remark submission - Time - Action (sent to respective dept / society) - Description/ Comments / remark <p>REE – Calculation sheet; On selection of this CAP will redirect on CAP – Calculation sheet page; CAP will be able to view calculation sheet for Pariganencha Takhta A, Part Payment, 1st Instalment, 2nd, 3rd and 4th Instalment and Summary. Also, CAP /VP will be able to view & download REE notes uploaded by REE</p>
Fields and Validation	NA
	<div>View Application</div> <div>Link</div>

	Society Documents	Link
	REE Calculation Sheet	Link
	Forward Application	Link
	Submit	Button
	Cancel	Button

4.3.12 VP - Dashboard:

Actors	Vice President
Process Description	Home Screen is a navigation center for all the available functionalities.
Pre - Condition	VP has logged in using valid credentials.
Post - Condition	VP will be able to navigate through entire system.
Business Rules / Logic	<p>There will be four major sections on the dashboard;</p> <ul style="list-style-type: none"> • Dashboard • Applications • Profile <p>Dashboard: Dashboard will have information in tabular format for each application as</p> <ul style="list-style-type: none"> - New - Offer Letter - Revalidation of offer Letter - Application for Pro Rata FSI - Application for NOC - Tripartite Agreement - Application for CC - Application for Consent to OC <p>Applications: Offer Letter Applications: -</p> <ul style="list-style-type: none"> • Total No of Application • Application Pending • Application sent for Revision • Application Forwarded <p>Profile: VP will be able to update profile information as</p>

	<ul style="list-style-type: none">• User Name• Email Address• Contact No• Change Password	
Fields and Validation	NA	
	Dashboard	Link
	Applications	Link
	Profile	Link

4.3.13 VP – List of Applications

Actors	Vice President
Requirement Definition	VP will be able to view list of Application, Scrutiny /remarks for list of applications received from society, REE Calculation Sheet, Forward Application and CAP Notes.
Pre - Condition	VP has logged in using valid credentials.
Post - Condition	VP will be able to navigate through entire system.
Business Rules / Logic	<p>In 'Application' section User will be able to View list of applications of Society.</p> <p>List of Offer letter applications Page;</p> <p>Search; VP will be able to find unique search application by entering keywords.</p> <p>Filter;</p> <ul style="list-style-type: none"> - VP will be able to sort information by status. - VP will be able to filter information by date. <p>Print; VP will be able to print information in table.</p> <p>Download; VP will be able to download .csv format.</p> <p>Application stage colour flags Applications in 'Application list' will be displayed in different colours, to identify different stages of the application. Each stage of application is notifies different colour.</p> <p>Following are the stages & colour for each stage;</p> <ul style="list-style-type: none"> - New Applications / submitted today – Red colour - Scrutiny pending / Application not processed by you – Blue colour

	<ul style="list-style-type: none"> - Application send for compliance – Green colour - Application Forwarded – Yellow colour <p>List of Application: User will be able to view list of application in a tabular format.</p> <ul style="list-style-type: none"> • Sr.no • Application No • Date • Society Name • Building No • Address • Model • Status • Actions; <p>View Applications</p> <ul style="list-style-type: none"> ○ VP will be able to view applications of society mapped with unique Application number. <p>Society Documents page:</p> <ul style="list-style-type: none"> ○ REE will be able to view list of supporting documents & Scrutiny of documents by EE. ○ REE will be able to view following documents; <ul style="list-style-type: none"> - Application form - Offer letter - Society Resolution - Other docs <p>Forward Application; On selection of 'Forward Application', VP will redirect on Forward Application page.</p> <ul style="list-style-type: none"> ○ Forward Application ○ In this section VP will be able to forward application to VP by selecting/ entering following details; <ul style="list-style-type: none"> - Select forward application
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	<ul style="list-style-type: none"> - Select dept to forward from drop list(CAP / VP) - Enter remark/comment if any ○ On the click on 'Submit', application will be sent to respective dept. ○ Also, VP can send application back for re-verification by selecting respective dept. name from droplist by entering following details; <ul style="list-style-type: none"> - Select Send back to dept name - Enter comments/remark <p>On the click on 'Submit', application will be sent to respective dept.</p> ○ Scrutiny History ○ Scrutiny History will maintain history of comments/ remarks between REE & CO, CO & CAP, CAP & VP, VP & REE with following details; <ul style="list-style-type: none"> - Date of comment /remark submission - Time - Action (sent to respective dept / society) - Description/ Comments / remark <p>REE – Calculation sheet; On selection of this VP will redirect on VP – Calculation sheet page; VP will be able to view calculation sheet for Pariganencha Takhta A, Part Payment, 1st Instalment, 2nd, 3rd and 4th Instalment and Summary.</p> <p>Also, CAP /VP will be able to view & download REE notes uploaded by REE</p>
Fields and Validation	NA
	View Application Link
	Society Documents Link

	REE Calculation Sheet	Link
	Forward Application	Link
	Submit	Button
	Cancel	Button

5. Operating Environment:

The proposed web portal will be compatible with following browser.

Browser	Version	Operating System
Internet Explorer	IE 11 onwards	Windows/ Linux/Mac
Mozilla Firefox	Firefox 55 & above	Windows/Linux/Mac
Google Chrome	Chrome 50 & above	Windows/ Linux/ Mac
Safari	Safari 10.0 & above	Mac

6. Assumption & Dependencies:

- Assumptions;
 - Web will support only English & Marathi language
 - Marathi will be accepted in Unicode format only.
 - Client will bear the cost of all the 3rd party APIs required for the development of the system.
 - Web development of requirements are only considered for Mumbai board.
- Dependencies;
 - Number of user need to be define for EE & CAP
 - Application form for following are yet to be received;
 - Self-Redevelopment - Offer Letter – new (Sharing & Premium)
 - Redevelopment through developer – offer letter – new (Sharing & Premium)
 - Revalidation of Offer letter (Sharing & Premium)
 - Please note that, anything beyond scope will be considered as change request.

7. Limitations:

NA

8. External Interfaces/API:

- Third party API integration for;
 1. MITRA Portal
 - Society will register at MITRA portal & Apply for offer letter application from MHADA portal
 2. Email & SMS gateway
 - To send alerts of receiving new application at department
 - To receive alert if application is assigned to respective user.

9. Technical Requirement:

- Development Tools – PHP (code igniter), MsSQL
- Design Tools – HTML5