



Directorate of Municipal Administration, Government of Odisha

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

User Manual for Citizens – Online Building Plan Approval System (OBPAS)

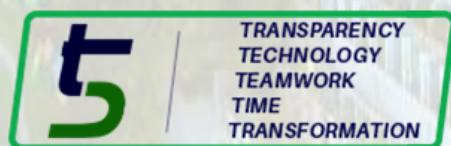


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1 Introduction

1.1 Background

The Housing & Urban Development Department (H&UDD), Government of Odisha has ambitious plans to scale up e-governance across 113 Urban Local Bodies (ULBs) in the State of Odisha. It aims to enhance the citizen experience of public services by providing integrated, end-to-end services using a comprehensive State-wide Service Delivery Infrastructure. Online Building Plan Approval System (OBPAS) is one of the focus areas for the H&UDD to help all stakeholders and citizen get building plan approvals through end to end automation of the processes involved.

Online Building Plan Approval System (OBPAS) envisages complete automation of all processes related to building approval at Odisha. Citizen would not be required to visit any of the external departments such as AAI, NMA, Fire etc for NOCs.

OBPAS shall enable local government to bring in transparency, accountability and time-bound service for the public. OBPAS, professionals like architects, engineers, supervisors can seek permission for construction of a building for any Urban Local Body / District Town and Country Planning / Centre for Municipal Administration with a speedy, hassle-free and user-friendly procedure, online.

1.2 Scope of this Document

The purpose of this document is to help the Citizens in operating the Online Building Plan Approval System. It provides a digital interface, allowing the users to apply for the Building Permit and subsequently make the payment online.

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

1.3 Intended Audience and Functionalities

This manual can be used by Citizens to monitor and track their building Permit application and make Online fee payments.

The OBPAS allows the User to

- Apply for a Building Permit
- Complete the Payment for OBPAS
- Download receipts of the payments.
- Keep a track of the status of the Application.



2 General Functions

2.1 Registering into the system

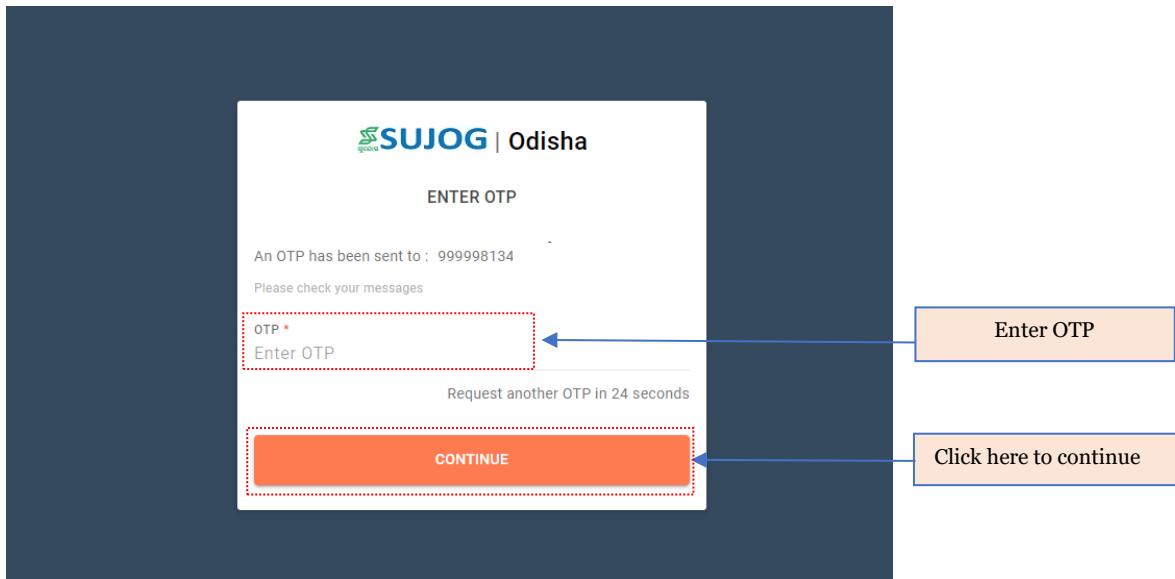
To Register, please go to the following link:

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



Once the user clicks the login button, the bellow screen will appear

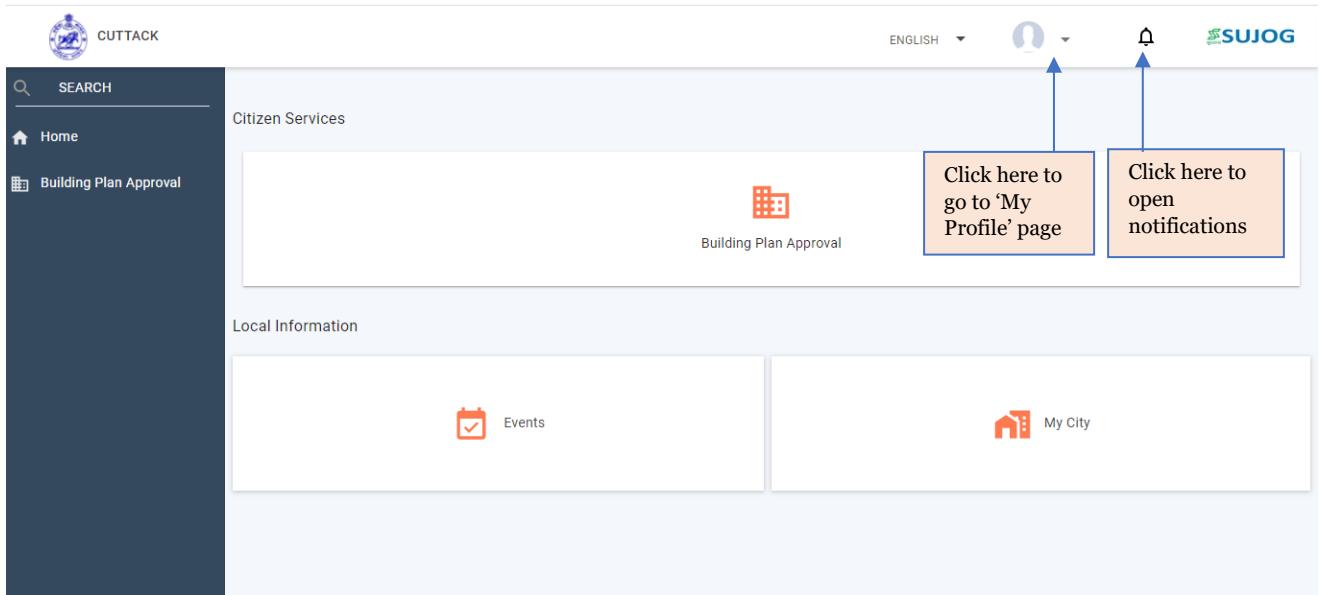
The screenshot shows the 'REGISTER' page of the SUJOG Odisha website. The page has a dark blue background. It features the SUJOG logo at the top left. Below it, there are three input fields: 'Mobile Number *' (containing '+91 Enter your mobile number'), 'Name *' (containing 'Enter your name'), and 'City *' (containing 'Select your city'). Each of these fields has a red dotted border around it. At the bottom of the form, there is a 'CONTINUE' button in an orange box and a link 'Have an account? LOGIN'. To the right of the form, there are three callout boxes with blue borders and arrows pointing to specific fields: 'Enter Your Mobile Number' points to the mobile number field; 'Enter Name' points to the name field; and 'Select your city from the dropdown' points to the city dropdown menu. The entire registration form is contained within a white box.



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

2.2 OBPAS Homepage

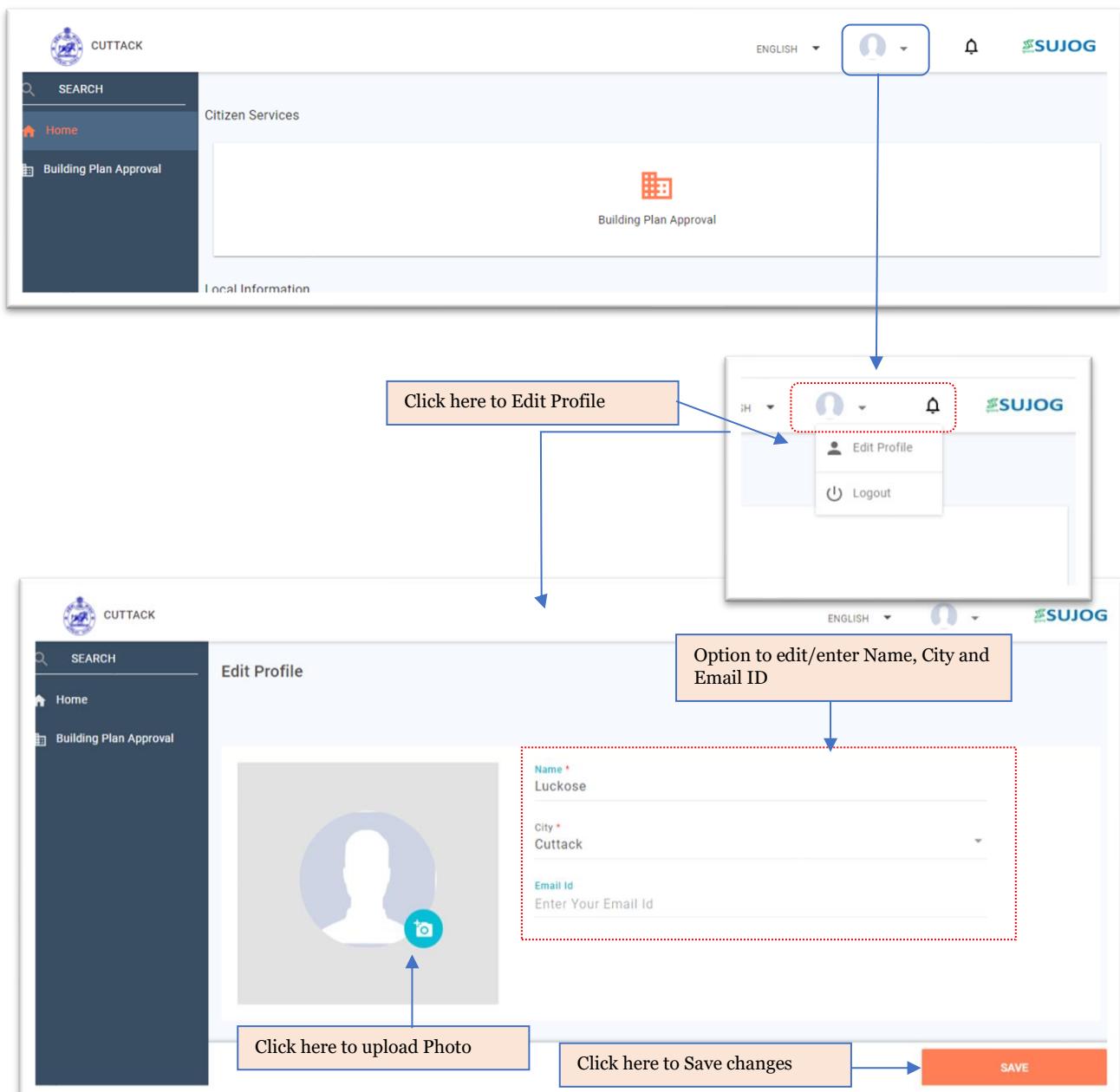
On Login/Register, the homepage will appear to the user.



2.3 Editing the Profile

Follow the steps shown below to edit your profile.

- Click on the Profile button on top right side of the homepage
- Click on ‘Edit Profile’
- User will be taken to Profile Page where he/she can edit Name, Change City from the dropdown, update Mail ID or upload Profile Picture.



3 Building Permit Application

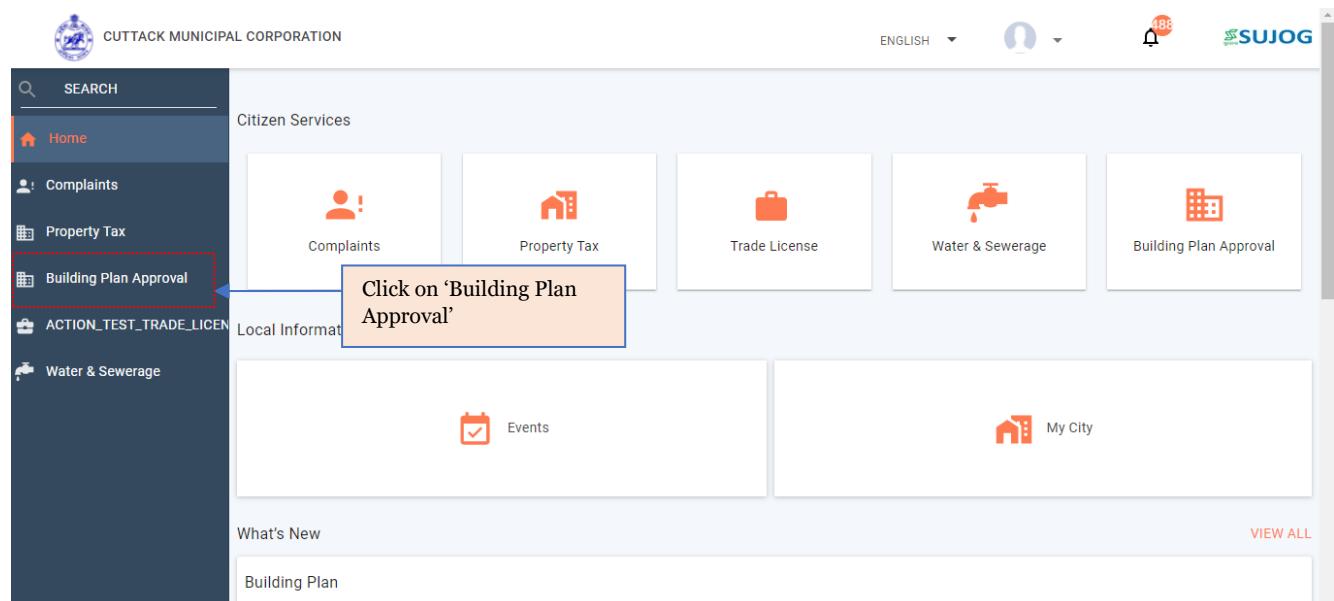
3.1 Citizen Approval

After filling the necessary details in the Building Permit application by the Architect/Technical Person, it will be forwarded to the Citizen (Owner) for His/Her review and approval.

Only after getting the approval can the application fee be payed and submitted to the approving authority by the Architect/Technical Person.

Follow the bellow steps to review the building permit application filled by the Architect/Technical Person and to provide Citizen Approval

Step 1 : Citizen Service homepage



Step 2 : Building Plan Approval Page

The screenshot shows the 'Building Plan Approval' page of the Cuttack Municipal Corporation website. On the left is a sidebar with various menu items: Home, Complaints, Property Tax, Building Plan Approval (which is highlighted in orange), ACTION_TEST_TRADE_LICEN, and Water & Sewerage. The main content area has two buttons: 'Register Technical Person/BUILDER' and 'My Applications'. A blue box with the text 'Click on 'My Applications'' points to the 'My Applications' button.

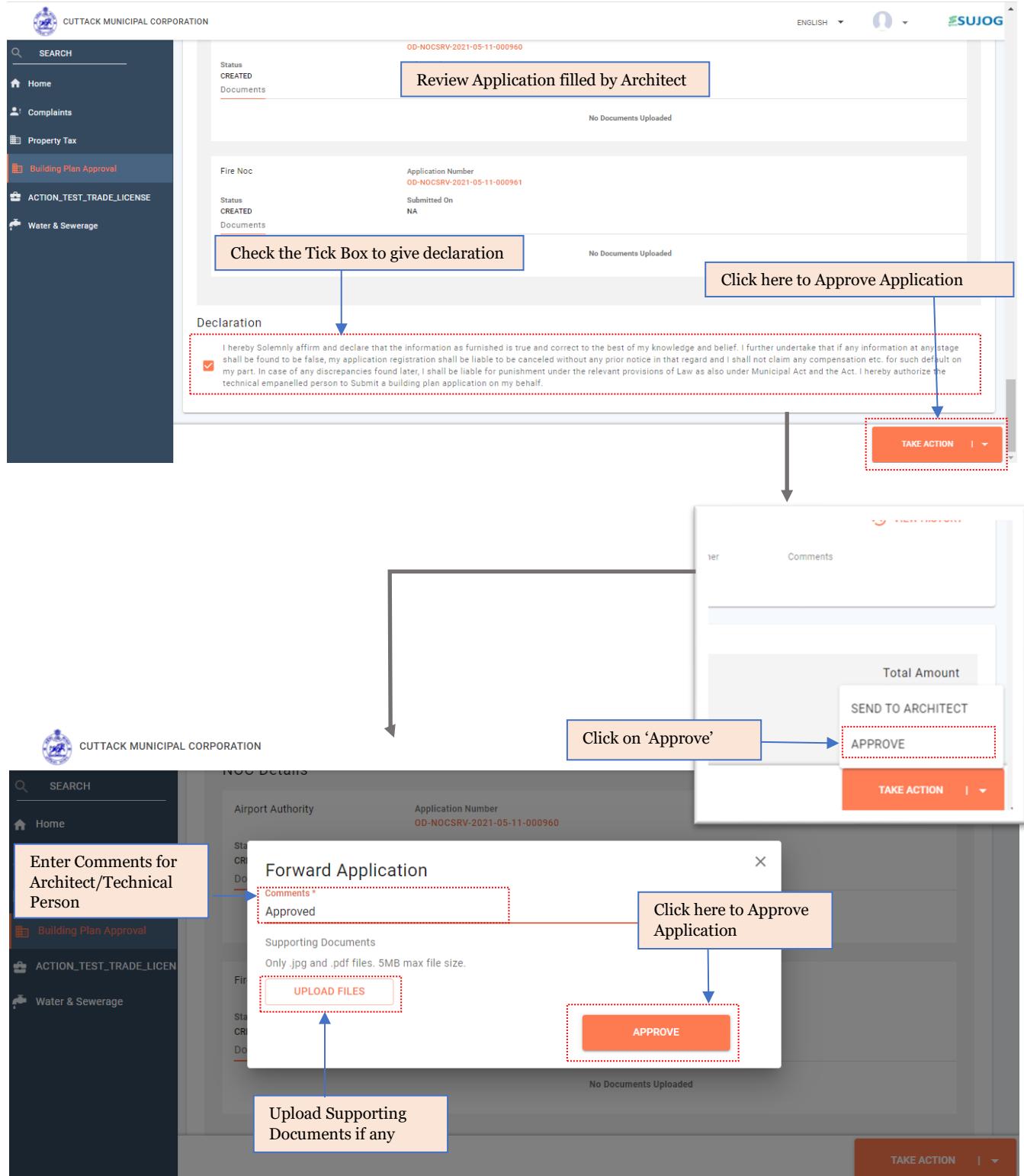
Step 3 : My Application Page

The screenshot shows the 'My Applications' page. It displays two application entries, each with details like application number, owner name, service type, assigned to, status, and SLA (Days Remaining). A blue box with the text 'Select the respective application by referring to the application number' points to the first application entry.

| Application number | OD-BP-2021-05-11-000521 |
|------------------------------|------------------------------------|
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Citizen Approval Pending |
| SLA (Days Remaining) | 60 |
| VIEW DETAILS | |

| Application number | OD-BP-2021-05-10-000520 |
|--------------------|------------------------------------|
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Approved |

Step 4 : Application Detail Page



Step 5: Citizen Approval Confirmation Page

The screenshot shows the Citizen Approval Confirmation Page for an application. The page header includes the logo of CUTTACK MUNICIPAL CORPORATION, language selection (ENGLISH), and a user profile icon. The main content area displays the application details: "Application for Building permit Order" and "Application No. OD-BP-2021-05-11-000521". A success message states "Citizen approved the application Successfully!" and mentions that a notification will be sent to the registered mobile number. The application number is highlighted with a red dashed border. A blue box labeled "Citizen Approval Confirmation" contains the message. A blue box labeled "Application Number" contains the value "OD-BP-2021-05-11-000521". Arrows point from the "Citizen Approval Confirmation" and "Application Number" boxes to their respective displayed values. A "GO TO HOME" button is located at the bottom right.

CUTTACK MUNICIPAL CORPORATION

ENGLISH

SEARCH

Home

Complaints

Property Tax

Building Plan Approval

ACTION_TEST_TRADE_LICEN

Water & Sewerage

Application for Building permit Order Application No. OD-BP-2021-05-11-000521

Citizen approved the application Successfully!

Notification regarding application approval by citizen will be sent to the stakeholder registered mobile no.

Application number
OD-BP-2021-05-11-000521

Citizen Approval Confirmation

Application Number

GO TO HOME

3.2 Send Back Application to Architect/Technical Person for Correction

Citizen (Owner) can send the application back to Architect/Technical Person if any changes to the application details are required or if any document uploaded is not correct/missing. In such case, the necessary changes can be incorporated by the Architect/Technical Person on the behalf of the Citizen and the application can be submitted again to the Citizen for his/her approval.

To Send the Application Back please follow the bellow steps

Repeat Steps 1 – 3

Step 4 : Application Detail Page

CUTTACK MUNICIPAL CORPORATION

SEARCH

- Home
- Complaints
- Property Tax
- Building Plan Approval**
- ACTION_TEST_TRADE_LICENSE
- Water & Sewerage

ENGLISH | SUJOG

Status: CREATED
Documents: OD-NOCSRV-2021-05-11-000960

Review Application filled by Architect

No Documents Uploaded

Fire Noc Application Number: OD-NOCSRV-2021-05-11-000961
Status: CREATED Submitted On: NA

Check the Tick Box to give declaration

No Documents Uploaded

Declaration:

I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf.

Click here to Send the Application back to Architect/Technical Person

TAKE ACTION

```

graph TD
    Declaration[Declaration] --> TakeAction[TAKE ACTION]
    TakeAction --> SendToArchitect[Click on 'Send to Architect']
    SendToArchitect --> TotalAmount[Total Amount]
    TotalAmount --> SendToArchitect
  
```

CUTTACK MUNICIPAL CORPORATION

SEARCH

- Home
- Complaints
- Property Tax
- Building Plan Approval**
- ACTION_TEST_TRADE_LICENSE
- Water & Sewerage

ENGLISH | SUJOG

NOC Details: J5-11-000960

Status: CREATED
Comments: Please Upload Correct Landowner ID Proof

Forward Application

Comments: Please Upload Correct Landowner ID Proof

Supporting Documents: Only .jpg and .pdf files. 5MB max file size.

UPLOAD FILES

Upload Supporting Documents if any

Click here to Send Application back to Architect/Technical Person for Correction

SEND TO ARCHITECT

No Documents Uploaded

TAKE ACTION

```

graph TD
    ForwardApplication[Forward Application] --> UploadFiles[Upload Supporting Documents if any]
    UploadFiles --> SendToArchitect[SEND TO ARCHITECT]
    SendToArchitect --> Comments[Comments: Please Upload Correct Landowner ID Proof]
    Comments --> ForwardApplication
  
```

Step 4: Send Back Application Confirmation Page



SEARCH

- [Home](#)
- [Complaints](#)
- [Property Tax](#)
- [Building Plan Approval](#)
- [ACTION_TEST_TRADE_LICEN](#)
- [Water & Sewerage](#)

Application for Building permit Order Application No. OD-BP-2021-05-11-000522



Application Send To Architect Successfully

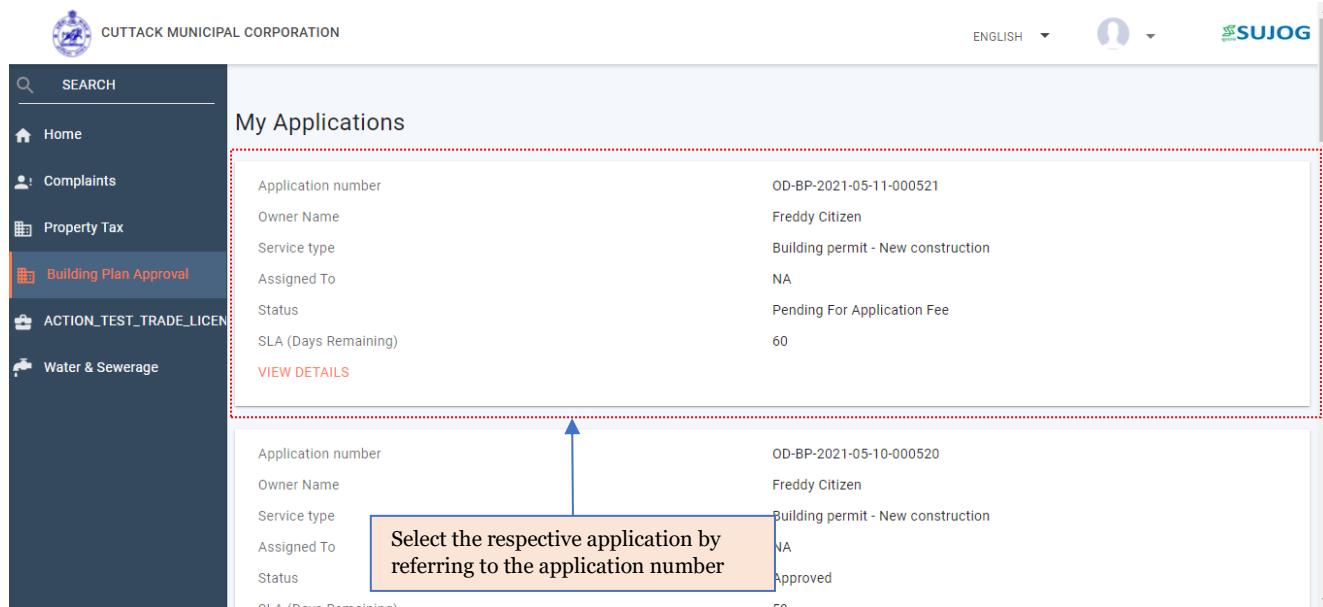
Application Send To Architect Successfully

Application number
OD-BP-2021-05-11-000522Application Send Back to
Architect/Technical Person
Confirmation[GO TO HOME](#)

3.3 Application Fee Payment and Submission

The following steps has to be followed to pay Application fee and submit the application to the approving Authority.

Step 1 : Open My Application Page



My Applications

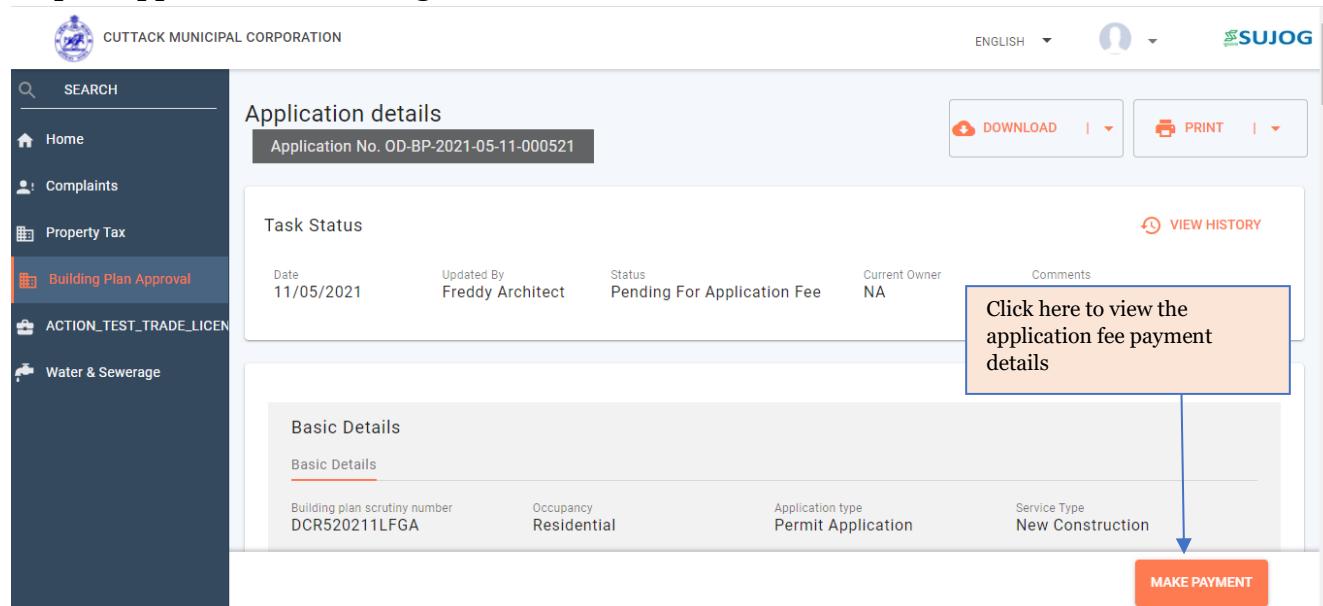
| | |
|----------------------|------------------------------------|
| Application number | OD-BP-2021-05-11-000521 |
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Pending For Application Fee |
| SLA (Days Remaining) | 60 |

[VIEW DETAILS](#)

Select the respective application by referring to the application number

| | |
|----------------------|------------------------------------|
| Application number | OD-BP-2021-05-10-000520 |
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Approved |
| SLA (Days Remaining) | 60 |

Step 2: Application Detail Page



Application details

Application No. OD-BP-2021-05-11-000521

Task Status

| | | | | |
|--------------------|--------------------------------|---------------------------------------|---------------------|--|
| Date 11/05/2021 | Updated By Freddy Architect | Status Pending For Application Fee | Current Owner NA | Comments Click here to view the application fee payment details |
|--------------------|--------------------------------|---------------------------------------|---------------------|--|

Basic Details

| | | | |
|--|--------------------------|--|----------------------------------|
| Building plan scrutiny number DCR520211LFGA | Occupancy Residential | Application type Permit Application | Service Type New Construction |
|--|--------------------------|--|----------------------------------|

[MAKE PAYMENT](#)

Step 3 – Review Application fee details

CUTTACK MUNICIPAL CORPORATION

Payment Information Consumer Code OD-BP-2021-05-11-000521

Application fee with breakdown - to be payed

| Fee Estimate | | Total Amount |
|-------------------------|------|--------------|
| Building Operation Fees | 1225 | Rs 1806 |
| Land Development Fees | 581 | |
| Arrears | 0 | |
| Total Amount | 1806 | |

PAY_PAYER_DETAILS

Click here to make the application fee payment → **MAKE PAYMENT >**

Step 4 – Pay Application fee in Payment Portal

Provide necessary Billing information →

Billing Information

- Billing Name
- Address
- Zip Code
- New Delhi
- India
- Mobile Number
- Email
- Notes (Optional)

My Billing and Shipping address are different

Payment Information

Net Banking →

All Other Banks
Select Bank

Note: We will redirect you to the bank you have chosen above. Once the bank verifies your net banking credentials, we will proceed with your payment.

Save your bank name with CCAvenue Checkout for future payments.

I agree with the [Privacy Policy](#) by proceeding with this payment.
INR 1806.00 (Total Amount Payable)

Click here to make payment → **Make Payment**

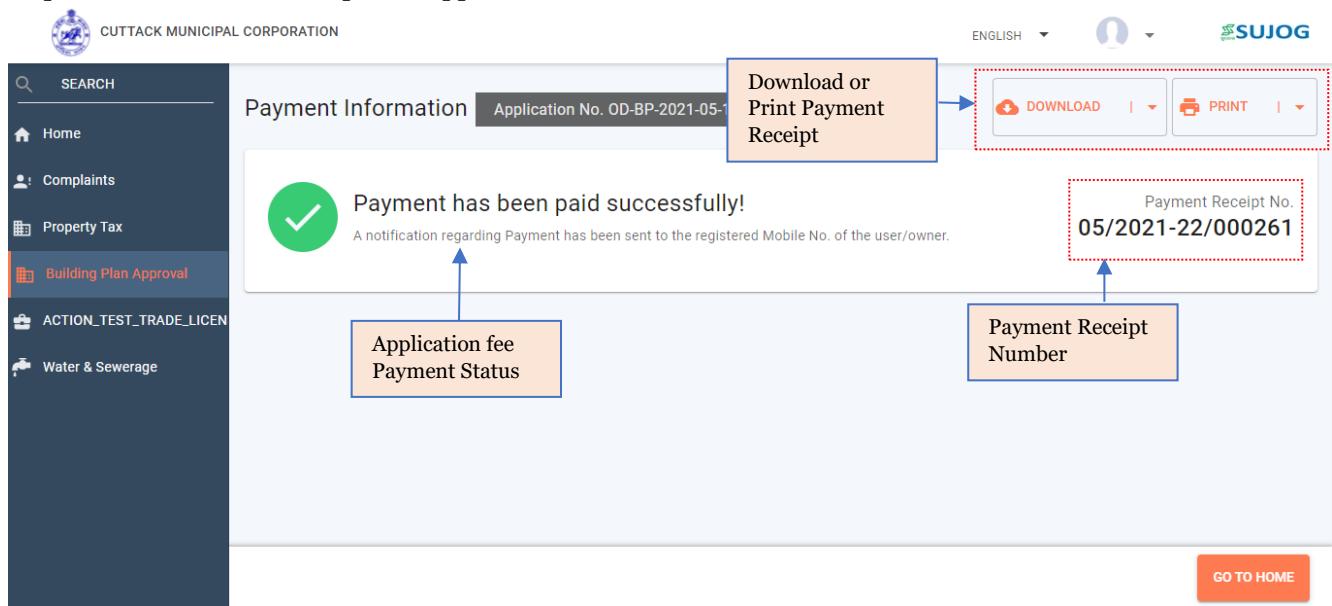
ORDER DETAILS

Order #: OD_PG_2021_05_10_000223_12
Coupon Code: 09811165595 [Apply](#)
Order Amount: 1806.00
Total Amount: INR 1806.00

CC Avenue CHECKOUT

Checkout login for registered users only.
abc@gmail.com
Enter Password
[Forgot Password?](#) **Login**

Step 5 – Download Fee Receipt and Application submission confirmation



3.4 Drawing Rework

Once the Approving Officer sends back the file for “Drawing Correction” the citizen can view the status of the application in my application tab.

Note: The drawing rework can only be performed by the Architect/Technical person. Citizen cannot take any action.

The screenshot shows the NUAPADA NAC application details page for Application No. BP-CTC-2022-11-02-003089. The left sidebar includes links for Home, Complaints, Property Tax, Building Plan Approval (highlighted), Trade License, Water & Sewerage, and Marriage Registration. The main content area displays the following information:

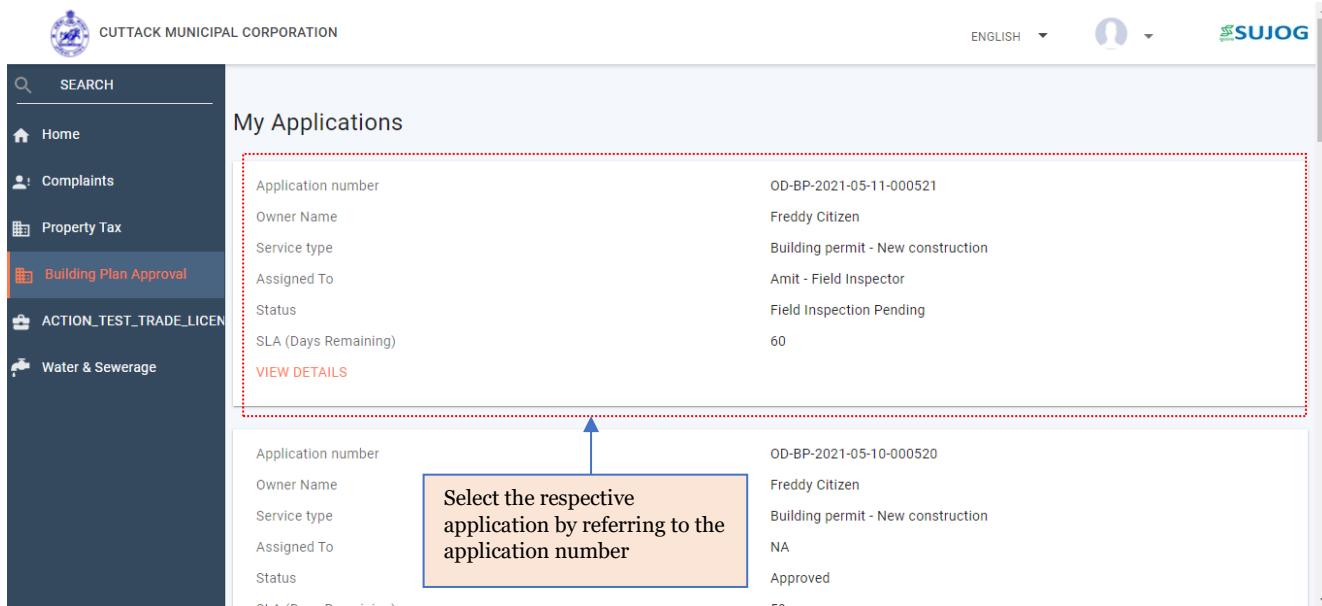
| Task Status | |
|--------------------------------------|---|
| Date 02/11/2022 | Updated By Freddy - Planning Assistant |
| Status Pending for rework | Current Owner NA |
| Comments Write other reason - xyz | |

Below this, the "Inspection Report- 1" section shows inspection details: Inspection Date 12/10/2022 and Inspection Time 10:30 AM. The checklist includes one item: "1 Whether key plan submitted by the YES application is as per site". The document section lists "Field inspection report".

3.5 Track application progress

The following steps has to be followed to track application progress after application submission to approving authority.

Step 1 – Open My Applications Page



The screenshot shows the 'My Applications' page of the Cuttack Municipal Corporation website. It displays two building permit applications. The top application is highlighted with a red dotted border and contains the following details:

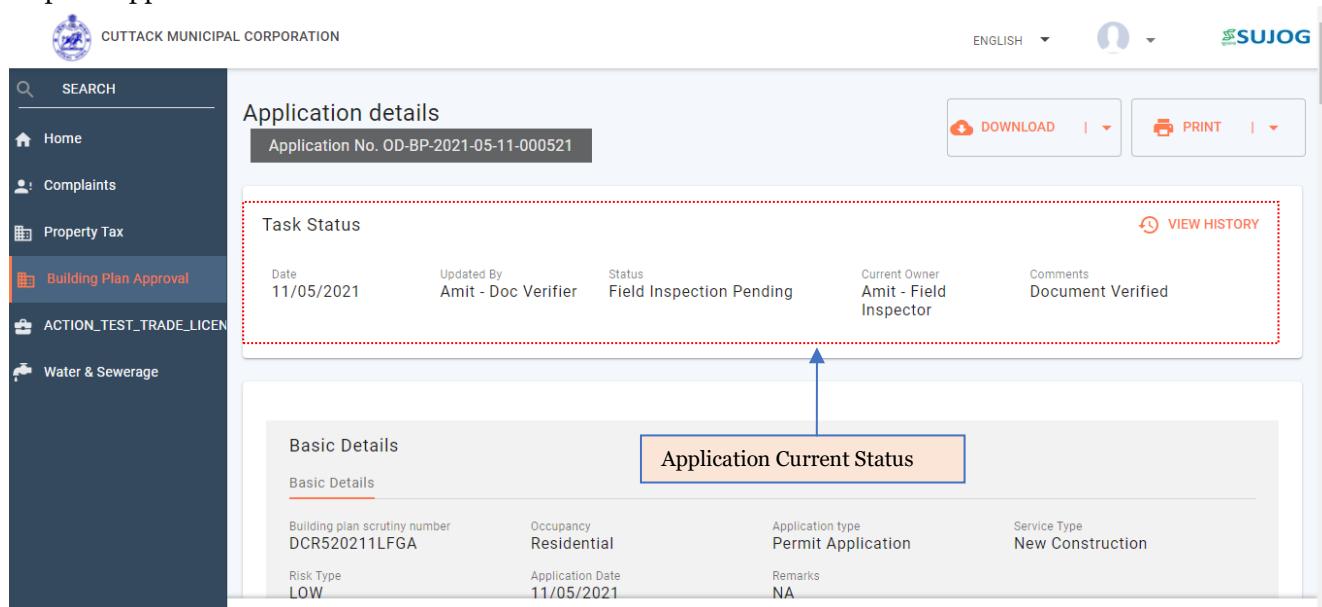
| | |
|----------------------|------------------------------------|
| Application number | OD-BP-2021-05-11-000521 |
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | Amit - Field Inspector |
| Status | Field Inspection Pending |
| SLA (Days Remaining) | 60 |

Below this, another application is listed:

| | |
|----------------------|------------------------------------|
| Application number | OD-BP-2021-05-10-000520 |
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Approved |
| SLA (Days Remaining) | 60 |

A callout box with a blue arrow points to the application number of the top application, with the text: "Select the respective application by referring to the application number".

Step 2 – Application Status



The screenshot shows the 'Application details' page for the selected application. It displays the following information:

Application details
Application No. OD-BP-2021-05-11-000521

Task Status

| | | | | |
|--------------------|-----------------------------------|------------------------------------|---|-------------------------------|
| Date 11/05/2021 | Updated By Amit - Doc Verifier | Status Field Inspection Pending | Current Owner Amit - Field Inspector | Comments Document Verified |
|--------------------|-----------------------------------|------------------------------------|---|-------------------------------|

Basic Details

| | | | |
|--|--------------------------------|--|----------------------------------|
| Building plan scrutiny number DCR520211LFGA | Occupancy Residential | Application type Permit Application | Service Type New Construction |
| Risk Type LOW | Application Date 11/05/2021 | Remarks NA | |

A callout box with a blue arrow points to the 'Task Status' section, with the text: "Application Current Status".

Step 3 – Application Progress History

CUTTACK MUNICIPAL CORPORATION

Application details

Application No. OD-BP-2021-05-11-000521

Task Status

| Date | Updated By | Status | Current Owner | Comments |
|------------|---------------------|--------------------------|------------------------|-------------------|
| 11/05/2021 | Amit - Doc Verifier | Field Inspection Pending | Amit - Field Inspector | Document Verified |

Basic Details

| Building plan scrutiny number | Occupancy | Application type | Service Type |
|-------------------------------|-------------|--------------------|------------------|
| DCR520211LFGA | Residential | Permit Application | New Construction |

Comments

Document Verified

Click here to View Application Progress history

VIEW HISTORY

Task Status

| Task | Date | Updated By | Status | Current Owner | Comments |
|-----------------------------------|------------|------------------|-----------------------------------|---------------|----------|
| Pending for Stakeholders update | 15/05/2021 | Freddy Architect | Pending for Stakeholders update | NA | |
| Citizen Approval Inprogress | 15/05/2021 | Freddy Architect | Citizen Approval Pending | NA | |
| Stakeholders's submission pending | 15/05/2021 | Freddy Citizen | Stakeholders's submission pending | NA | |

Address Details

| City | Building/Colony Name | Street Name | Village |
|------------|----------------------|-------------|----------|
| od.cuttack | NA | NA | Andarpur |

Scroll down to view current application status

CUTTACK MUNICIPAL CORPORATION

ENGLISH **SUJOG**

| Date | Updated By | Status | Current Owner | Comments |
|------------|------------------|-----------------------------------|---------------|----------|
| 15/05/2021 | Freddy Citizen | Stakeholders's submission pending | NA | |
| 15/05/2021 | Freddy Architect | Pending For Application Fee | NA | |
| 15/05/2021 | Freddy Architect | Document Verification Pending | NA | |

Current application status

3.6 Permit Fee Payment

Please follow the bellow steps to pay Permit fee.

Step 1 – My Applications Page

CUTTACK MUNICIPAL CORPORATION

ENGLISH **SUJOG**

My Applications

Select the respective application by referring to the application number

| | |
|------------------------------|------------------------------------|
| Application number | OD-BP-2021-05-11-000521 |
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Pending Sanction Fee Payment |
| SLA (Days Remaining) | 60 |
| VIEW DETAILS | |

| | |
|----------------------|------------------------------------|
| Application number | OD-BP-2021-05-10-000520 |
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Approved |
| SLA (Days Remaining) | 50 |

Step 2 – Applications Detail

CUTTACK MUNICIPAL CORPORATION ENGLISH SUJOG

Application details
Application No. OD-BP-2021-05-11-000521

Task Status

| Date | Updated By | Status | Current Owner | Comments |
|------------|-----------------------------|------------------------------|---------------|----------|
| 11/05/2021 | Freddy - Planning Assistant | Pending Sanction Fee Payment | NA | Approved |

Inspection Report- 1

Inspection Date: 01/05/2021 | Inspection Time: 1:00 PM

[Checklist](#)

[Click here to go to Permit fee details](#)

[MAKE PAYMENT](#)

Step 3 – Permit fee details

CUTTACK MUNICIPAL CORPORATION SUJOG

Payment Information Consumer Code OD-BP-2021-05-11-000521

Permit fee details with breakdown

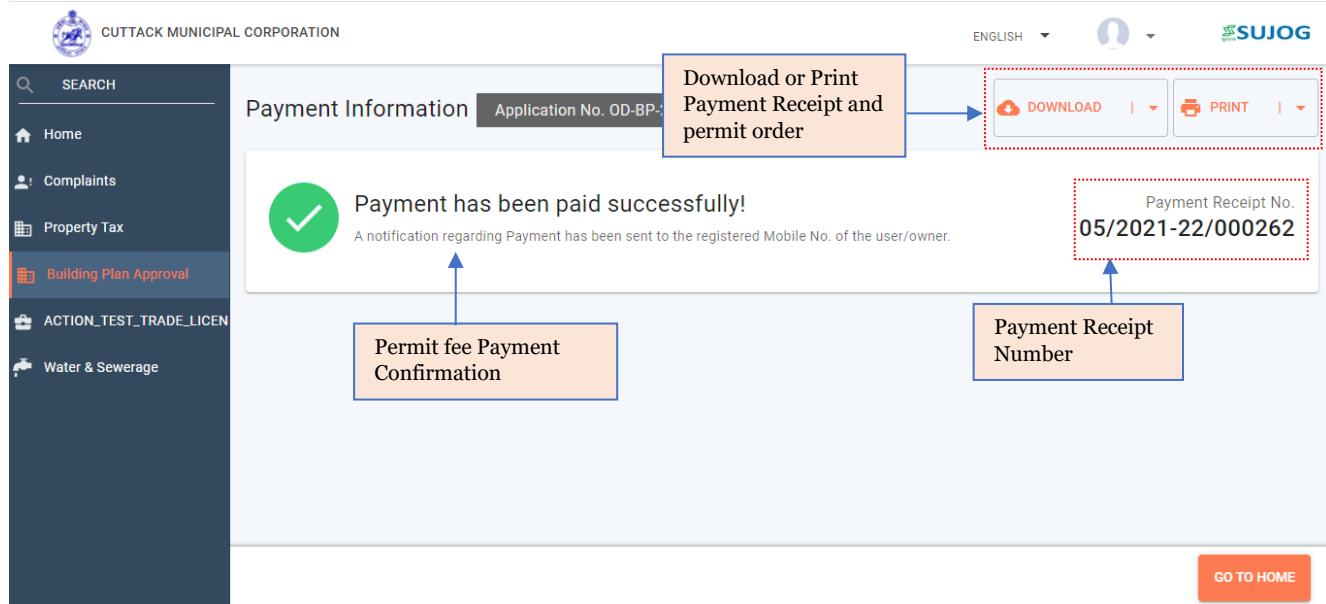
Payment Collection Details

| Fee Estimate | | Total Amount |
|----------------------|--------------|--------------|
| Welfare Cess | 31073 | Rs 35548 |
| Sanction Fees | 2475 | |
| Retention Fees | 2000 | |
| Shelter Fees | 0 | |
| Purchasable FAR Fees | 0 | |
| Security Deposit | 0 | |
| Arrears | 0 | |
| Total Amount | 35548 | |

[Click here to make permit fee payment](#)

[MAKE PAYMENT >](#)

Step 4 – Permit fee Payment confirmation and Building Permit download



Sample Permit Fee Receipt

| Cuttack Municipal Corporation | | Cuttack Municipal Corporation 001-2345876 http://cmccuttack.gov.in complaints.cuttack@gmail.com | |
|--|-------------------|---|----------------------------|
| Sanction Fee Payment Receipt | | | |
| Receipt No. | 05/2021-22/000262 | Consumer ID | OD-BP-2021-05-11-000521 |
| Payment Date | 11/05/2021 | Payer Name | Freddy Citizen |
| Payer Contact | 9111111112 | PDF_STATIC_LABEL@DEPOSITED ONSOLIDATED_RECEI PT_PAYMENT_STATUS | |
| Service Type | Sanction Fee | Billing Period | 01/01/2021 to 31/12/2021 |
| Total Bill Amount | ₹ 35548 | Paid Amount | ₹ 35548 |
| Pending Amount | ₹ 0 | Excess Amount | ₹ 0 |
| Payment Mode | Online | Transaction ID | OD_PG_2021_05_11_000226_17 |
| G8 Receipt No. | NA | G8 Receipt Date | NA |
| Generated By: Freddy Architect | | Commissioner/EO | |
| This is Computer generated receipt, Signature is not required | | | |
| DISCLAIMER | | | |
| <ol style="list-style-type: none"> 1. Payment received by cheque/demand draft shall be subject to realization. 2. This document is not a proof of Property Ownership and regularization of unauthorized construction. 3. This is a computer generated document. | | | |

3.7 Download Building Permit

Please follow the bellow steps to Download Building Permit.

Step 1 – My Applications Page

Select the respective application by referring to the application number

| Application number | OD-BP-2021-05-11-000521 |
|----------------------|------------------------------------|
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Approved |
| SLA (Days Remaining) | 60 |

[VIEW DETAILS](#)

| Application number | OD-BP-2021-05-10-000520 |
|----------------------|------------------------------------|
| Owner Name | Freddy Citizen |
| Service type | Building permit - New construction |
| Assigned To | NA |
| Status | Approved |
| SLA (Days Remaining) | 50 |

Step 2 – Application details page

Permit No. OD-BP-2021-05-11-000067

1 – Click here to download/Print Permit order

2 – Click here to download Permit order

Permit valid up to 11/05

Task Status

| Date | Updated By | Status |
|------------|----------------|----------|
| 11/05/2021 | Freddy Citizen | Approved |

Sanction Fee Receipt

Permit Order

VIEW HISTORY

Comments

Current Owner NA

Inspection Report- 1

Inspection Date 01/05/2021

Inspection Time 1:00 PM

TAKE ACTION

Sample Permit Order



FORM-II
See rule 10(2)
Order for Grant of Permission

No.: OD-BP-2021-05-11-000067, Cuttack, Dated: 11/05/2021

Permission under sub-section (3) of the Section-16 of the Odisha Development Authorities Act, 1982 is hereby granted in favour of;

Smt/Sri Freddy Citizen for

New Construction of [G+1] Residential Plotted building in respect of Plot No 32/1, Khata No 560, Village/Mouza Andarpur of Cuttack Municipal Corporation/Municipality/NAC/Gram Panchayat subject to the following conditions/restrictions.

1. The land/ Building shall be used exclusively for Residential purpose and the uses shall not be changed to any other use without prior approval of this Authority.
2. The development shall be undertaken strictly according to plans enclosed with necessary permission endorsement.
3. Parking space measuring 0 sq. mtr. as shown in the approved plan shall be exclusively used for parking and no part of it will be used for any other purpose.
4. The land over which construction is proposed is accessible by an approved means of access of 9 mtr. width.
5. The land in question must be in lawful ownership and peaceful possession of the applicant.
6. The permission is valid for period of three years with effect from the date of issue.
7. Permission accorded under the provision of Section 16 of ODA Act, cannot be construed as an evidence to claim right title interest on the plot on which the permission has been granted.
8. If any dispute arises with respect to right, title interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute.
9. Any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.



By Order of FREDDY - PLANNING ASSISTANT
Authorised Officer
Cuttack

Application No. OD-BP-2021-05-11-000521, Dated 11/05/2021

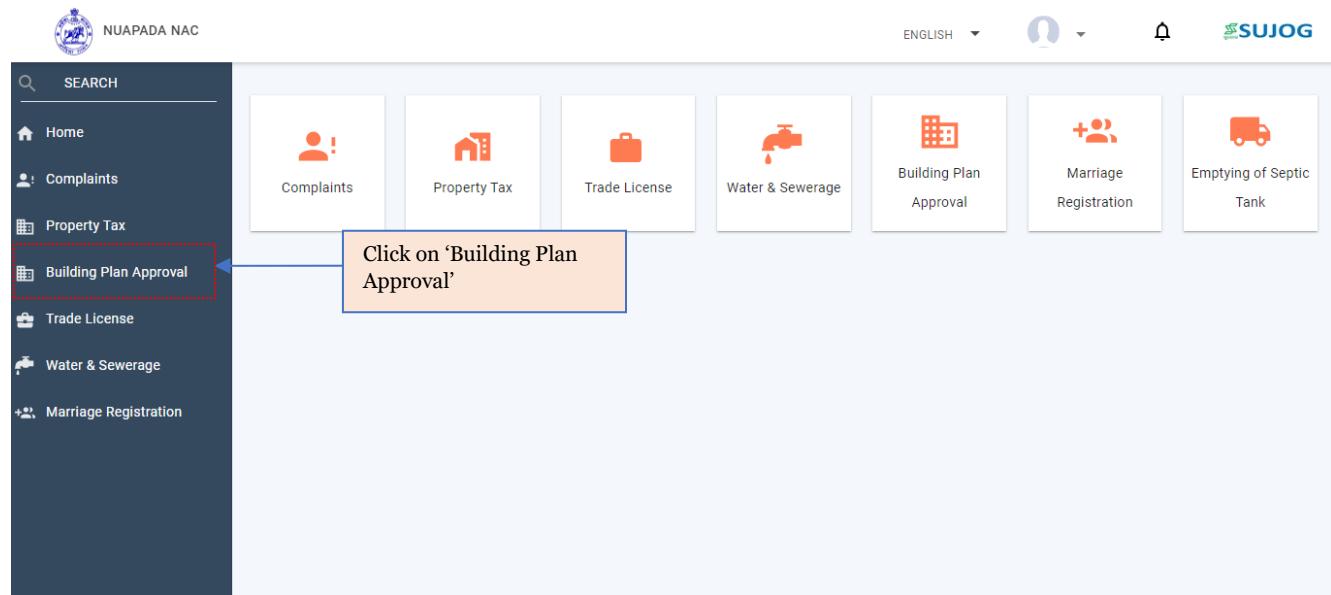
1 of 2

4 Applying For Pre-Approved Plan

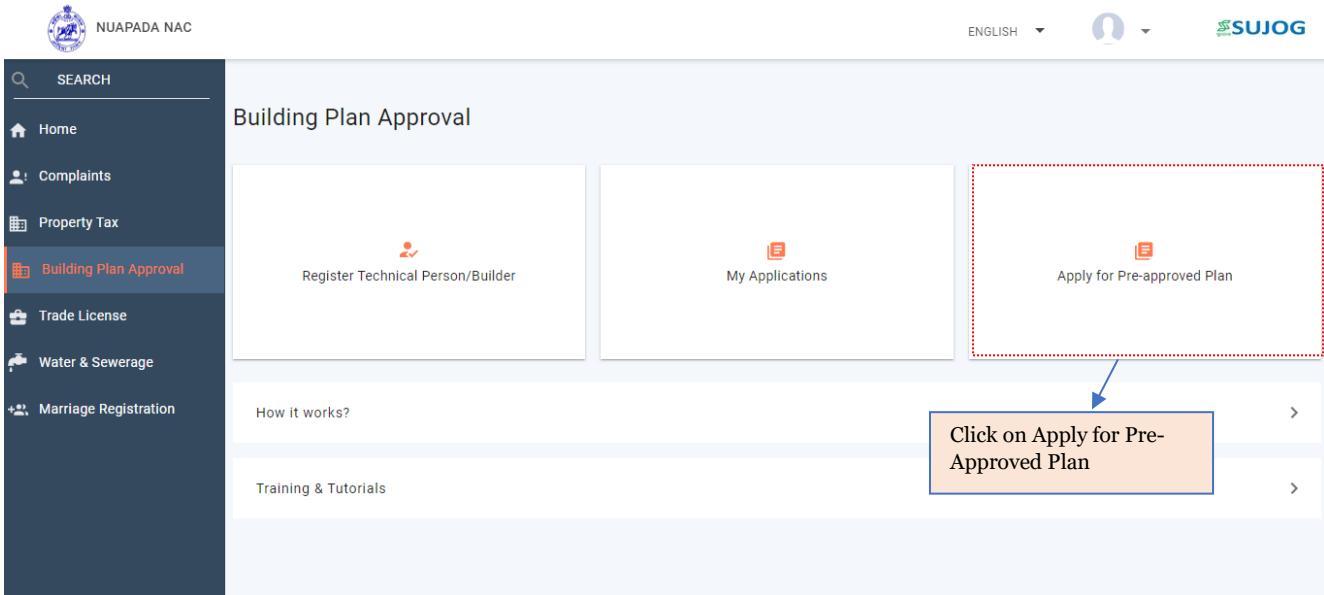
This is to fasttrack the Building Permit Application for which the state has notified 104 Pre-approved drawings. These are Low-risk projects so the applicant doesn't need the Architect/Technical person to get his project approved. He can choose from the 104 options provided and can send it directly to the Approver skipping document verification and field inspection.

Follow the steps below to apply for Pre-Approved Plan:

Step 1: Citizen Homepage



Step 2: Building Plan Approval Page



Step 3: Fill in the mandatory fields

New Building Plan Scrutiny

| | |
|--|--------------------|
| Whether the Plot is part of Approved layout/ Town Planning Scheme/ Government Scheme * | Select Layout Type |
| Land Status * | Select Land Status |
| Project Component * | Select Project |
| Length of plot(in ft.) * | |
| Width of plot(in ft.) * | |
| Abutting road width(in m.) * | |

Following are the fields in New Building Plan Scrutiny

| Field Name | Field Type | Purpose |
|--|-----------------|---|
| Whether the plot is part of approved layout/town planning scheme/government scheme | Mandatory Field | Enter YES if the plot is approved by any of the scheme mentioned above or NO if it is not approved. |
| Land status | Mandatory Field | Enter the status of your land if it is Under Construction, Building Constructed or Vacant*. |
| Project Component | Mandatory Field | Enter if you need a pre-approved plan of a Residential Building. |

| | | |
|--------------------------|-----------------|--|
| Length of Plot | Mandatory Field | Enter the total length of the Plot in ft. |
| Width of Plot | Mandatory Field | Enter the total width of the Plot in ft. |
| Abutting road width in m | Mandatory Field | Enter the width of the Abutting road in m. |

*Note: Only if the Plot is vacant, you can apply for pre-approved plan. You cannot apply for Pre-approval if your plot is under construction or constructed already.

NUAPADA NAC

SEARCH

- Home
- Complaints
- Property Tax
- Building Plan Approval**
- Trade License
- Water & Sewerage
- Marriage Registration

ENGLISH SUJOG

Whether the Plot is part of Approved layout/ Town Planning scheme/ Government Scheme *

YES

Land Status *

Vacant

Project Component *

PREAPPROVE_PREAPPROVE_TYPE_RESIDENTIAL

Length of plot(in ft.) *

25

Width of plot(in ft.) *

40

Abutting road width(in m.) *

9

LENGTH

WIDTH

ROAD WIDTH

Click on 'search' after you have filled all the mandatory fields.

Plots not Available

PREAPPROVE_DOWNLOAD_LIST

NUAPADA NAC

SEARCH

- Home
- Complaints
- Property Tax
- Building Plan Approval**
- Trade License
- Water & Sewerage
- Marriage Registration

ENGLISH SUJOG

Width of plot(in ft.) *

40

Abutting road width(in m.) *

9

CHODAOKA

KULAGATAM

KULAGATAM

PREAPPROVE_DOWNLOAD_LIST

Undertaking and Intimation of commencement form-VI(A)

PREAPPROVE_UNDERTAKING_SHEET_FORM-VI_A_FILE

Building Standard

CLEAR FORM

SUBMIT

Note: Once you click on the plan of your choice the image will then expand, after which click on the screen again and below you will find the fee details of the plan you've selected.

The screenshot shows the 'Fee Details' section of the application form. It includes a table of fees and two download buttons for documents related to the building plan. A callout box points to the 'Detailed fee estimate' link above the table.

| Fee Details | |
|---|--|
| Sanction Fee Details | |
| BPA_SANC_SANC_FEE:180 | |
| BPA_SANC_WORKER_WELFARE_CESS:0 | |
| BPA_SANC_SHelter_FEE:0 | |
| BPA_SANC_TEMP_RETENTION_FEE:0 | |
| BPA_SANC_SECURITY_DEPOSIT:0 | |
| BPA_SANC_PUR_FAR:0 | |
| BPA_SANC_EIDP_FEE:0 | |
| Other Fee:0 | |
| Application Fee Details | |
| BPA_BLDNG_OPRN_FEE:250 | |
| Documents(Please download the documents to preview drawing details) | |
| Document-1 : PREAPPROVE_BUILDING_PLAN_PDF | Document-2 : PREAPPROVE_BUILDING_PLAN_IMAGE |

Detailed fee estimate

Click here to download the Building Plan PDF and Image of the Plan as per your selection and then click on submit.

CLEAR FORM SUBMIT

4.1 Basic Details

A callout box highlights the 'Basic Details' section, stating: 'On top of the page there are Sectional timeline, which helps to identify the current section on which the user is filling up details. The current section is highlighted in orange color.'

The screenshot shows the 'Basic Details' section of the application form. It includes fields for Building plan scrutiny number, Preapproved Notified Drawing No., Application type, Service type, and Remarks. A 'NEXT STEP >' button is at the bottom right.

Drawing No

1 Basic Details 2 Scrutiny Details 3 Owner Info 4 Document and NOC details 5 Summary

Basic Details

| | |
|---|--|
| Building plan scrutiny number PAP-000086 | Preapproved Notified Drawing No. * 25400902 |
| Occupancy Residential | Application type * Permit Application |
| Risk Type LOW | Service type * New Construction |
| Application Date | Remarks |

NEXT STEP >

| Field Name | Field Type | Purpose |
|-------------------------------------|-----------------|--|
| Building Plan Scrutiny number | Mandatory Field | Scrutiny number over here is auto-populated as the plan has already been scrutinized. |
| Preapproved notified drawing number | Mandatory Field | This field will get auto populated after 'Building Plan Scrutiny number' has been entered. |
| Occupancy | Mandatory Field | This field will get auto populated after 'Building Plan Scrutiny number' has been entered. |
| Risk Type | Mandatory Field | This field will get auto populated after 'Building Plan Scrutiny number' has been entered. |

| | | |
|------------------|-----------------|--|
| Application Type | Mandatory Field | This field will get auto populated after 'Building Plan Scrutiny number' has been entered. |
| Service Type | Mandatory Field | This field will get auto populated after 'Building Plan Scrutiny number' has been entered. |
| Application date | Mandatory Field | This field will get auto populated after 'Building Plan Scrutiny number' has been entered. |
| Remarks | Optional Field | Enter remarks <small>if any</small> |

Location Details

City * Cuttack

Street Name * Enter Street Name

Pincode * Enter Pincode

Building/Colony Name * Enter Building/Colony Name

Village * Select Village

GIS Coordinates Select your trade location on map

| Field Name | Field Type | Purpose |
|----------------------|-----------------|--|
| City | Mandatory Field | This field will get auto populated after 'Building Plan Scrutiny number' has been entered. |
| Building/Colony Name | Mandatory Field | Enter Building/Colony details |
| Street Name | Mandatory Field | Enter Street details |
| Village | Mandatory Field | Select city where project is located from the dropdown |
| Pincode | Mandatory Field | Enter project Pincode |
| GIS Coordinates | Optional Field | Enter project GIS coordinates |

Details Of Plot

Plot Area * 92.89

Holding No. Enter Holding No.

PREAPPROVE_LAYOUT_TYPE * PREAPPROVE_LAYOUT_TYPE_PLACEHOLDER

Khata No. * Enter Khata No.

Plot No(MSP) * Enter Plot No(MSP)

Land Registration Details Enter Land Registration Details

| Field Name | Field Type | Purpose |
|--------------|-----------------|------------------------------------|
| Plot Area | Mandatory Field | This field will get auto populated |
| Khata Number | Mandatory Field | Enter Khata number |
| Holding No | Optional Field | Enter Holding number |

| | | |
|---------------------------|-----------------|---|
| Plot number | Mandatory Field | Enter Plot number |
| Land Registration Details | Optional Field | Enter Land registration details |
| Pre-approved Layout type | Mandatory Field | Enter if the Land is a private approved layout or whether the plot is part of government scheme |

Land Details

Revenue plot Number *

Kisam *

Width of plot(in ft.) *

Length of plot(in ft.) *

Abutting road width(in m.) *

Date of Layout Approval *

dd-mm-yyyy

Layout plot Number *

PREAPPROVE_ROAD_DETAILS *

Select road details

Fill Mandatory Details

Click on next step

NEXT STEP >

| Field Name | Field Type | Purpose |
|---------------------------|-----------------|---|
| Revenue Plot Area | Mandatory Field | Enter the revenue plot number |
| Kisam | Mandatory Field | Enter the kisam that your plot comes under. |
| Width of plot in ft | Mandatory Field | Enter width of the plot in ft |
| Length of plot in ft | Mandatory Field | Enter length of the plot in ft |
| Abutting Road width in m | Mandatory Field | Enter width of the abutting road in m |
| Pre-approved road details | Mandatory Field | Yes or No |

4.2 Scrutiny Details

The screenshot shows the 'Scrutiny Details' section of the application form. At the top, there is a navigation bar with icons for Home, Complaints, Property Tax, Building Plan Approval (highlighted in orange), Trade License, Water & Sewerage, and Marriage Registration. Below this is a search bar and a language selection for English. The main area has tabs for Basic Details (marked with a green checkmark), Scrutiny Details (marked with a red circle containing '2'), Owner Info, Document and NOC details, and Summary. A large blue box labeled 'Review the information' contains the 'Pre Approve plan Application Details' section, which includes a drawing number PAP-000086. To the right of this box is a blue button 'Click here to go to next section'. At the bottom are buttons for 'Click here to go to previous section', '< PREVIOUS STEP', and 'NEXT STEP >'.

4.3 Owner Info

The screenshot shows the 'Owner Info' section of the application form. The navigation bar and tabs are identical to the previous screen. A blue box labeled 'Fill in Mandatory details' covers the 'Owner Details' and 'Owner Information' sections. The 'Owner Details' section includes dropdowns for 'Owner Type' and 'Type of Owner - Subtype'. To the right of these fields is a blue button 'Click here to go to next section'. At the bottom are buttons for 'Click here to go to previous section', '< PREVIOUS STEP', and 'NEXT STEP >'.

| Field Name | Field Type | Purpose |
|-------------------------|-----------------|---|
| Owner Type | Mandatory Field | Select Owner type from the dropdown |
| Type of Owner - Subtype | Mandatory Field | Select Type of Owner from the dropdown |
| Mobile No | Mandatory Field | The mobile number here is auto-populated from the account it has been logged in |
| Applicant Name | Mandatory Field | This field will get auto populated after 'Mobile No' has been entered. |
| Gender | Mandatory Field | Select gender from the dropdown |

| | | |
|------------------------|-----------------|---|
| Date Of Birth | Mandatory Field | Enter Owners date of birth |
| Email | Optional Field | Enter Email Id of the owner |
| Guardian Name | Mandatory Field | Enter Owner's guardian name |
| Relationship | Optional Field | Select relationship of the Owner's guardian |
| PAN No. | Optional Field | Enter Owner's PAN No. |
| Correspondence Address | Mandatory Field | Enter Correspondence Address of the Owner |
| Is Primary Owner? | Mandatory Field | Uncheck if there are multiple Owner's for the project |

4.4 Document and NOC details

The screenshot shows the 'Building Plan Approval' section of the Cuttack Municipal Corporation website. At the top, it displays the application number: Application No. BPPAP-CTC-2022-11-04-003123. Below this, there are five tabs: Basic Details, Scrutiny Details, Owner Info, Document and NOC details (which is highlighted with a blue box), and Summary. A large orange box labeled 'Upload all Mandatory and applicable documents' covers the 'Document and NOC details' tab. Within this box, there is a sub-section titled 'Required Documents' with a note: 'Only one file can be uploaded for one document. If multiple files need to be uploaded then please combine all files in a pdf and then upload'. It shows an uploaded file named 'DOC1.PDF'. To the right of this, there is a dropdown menu for 'Select Document Type *' with 'Driving License' selected. Below these fields are two buttons: 'Click here to go to next section' (in a blue box) and 'NEXT STEP >'. A red dotted line highlights the 'Required Documents' section.

| Field Name | Field Type | Purpose |
|---|----------------------|--|
| Applicant details and other General documents | | |
| Applicant ID Proof (Self Attested) | Mandatory Filed | Upload Scanned copy of Applicant ID Proof |
| Land Owner ID Proof (Self Attested) | Mandatory Filed | Upload Scanned copy of Land Owner's ID Proof |
| ROR (Self Attested) | As per Applicability | Upload Document if applicable to project |
| Sale Deed / Gift Deed (Self Attested) | As per Applicability | Upload Document if applicable to project |
| Revenue Site Plan with plot marked authenticated by Tehsildar / Sub-Registrar | As per Applicability | Upload Document if applicable to project |

| | | |
|---------------------------------------|----------------------|--|
| Peaceful possession of land Affidavit | As per Applicability | Upload Document if applicable to project |
| Building Plan Diagram | | |
| Building Plan Layout (Scale 1:100) | As per Applicability | Upload Document if applicable to project |
| PAP | | |
| Copy Of Allotment Letter | As per Applicability | Upload Document if applicable to project |
| Copy Of Scheme Drawing | As per Applicability | Upload Document if applicable to project |
| Copy of Layout Approval letter | As per Applicability | Upload Document if applicable to project |
| Copy of layout Approved drawing | As per Applicability | Upload Document if applicable to project |
| Gift deed document | As per Applicability | Upload Document if applicable to project |
| Others | As per Applicability | Upload Document if applicable to project |

4.5 Summary Section

The screenshot shows the 'Application Summary' section of the BPPAP-CTC-2022-11-04-003123 application. The summary includes:

- Basic Details:** Status is marked as completed.
- Scrutiny Details:** Status is marked as completed.
- Owner Info:** Status is marked as completed.
- Fee Estimate:**

| Fee Type | Amount |
|--------------------|--------|
| BPA_BLDNG_OPRN_FEE | 970 |
| Total Amount | 970 |
- Total Amount:** Rs 970 (BPA_COMMON_NOT_PAID)
- Buttons:**
 - PREVIOUS STEP** and **SUBMIT** buttons at the bottom.
 - A blue box highlights the 'Click here to send the application to Citizen for approval' button.
 - A red box highlights the 'Application fee with breakdown - to be payed' section.

Note: Review the entered application details and click on the edit button if any changes are required.

4.6 Application Fee Payment

Please revert back to section 3.3 of the manual for guidance about Application fee payment.

After Successfully payment of the Application fees, the application goes directly to the Planning Assistant for approval.

4.7 Permit Fee Payment

Please revert back to section 3.6 of the manual for guidance about Permit fees.

4.8 Downloading Building Permit

Please revert back to section 3.7 of the manual for guidance about Downloading building permit.

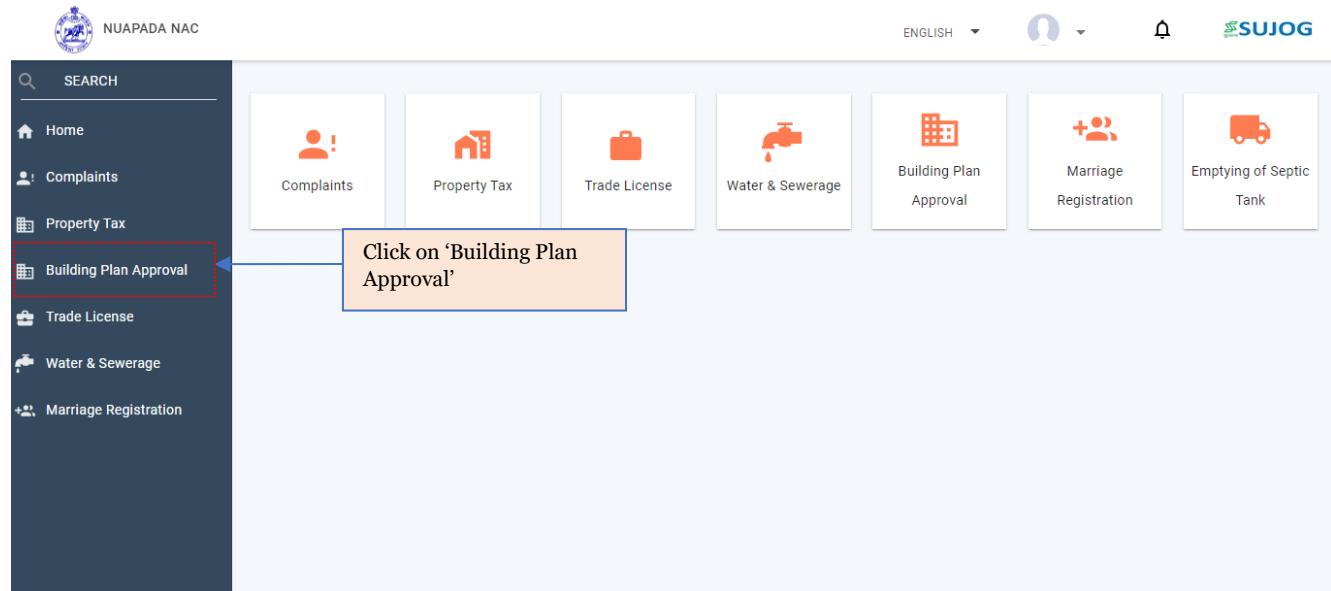
5 Applying for Regularization of Unauthorized Sub divided plots

The Land regularization service is meant for approval of unauthorized Sub divided plots. This Service can be applied for by Citizen (Applicant) Only. This service is governed by the following:

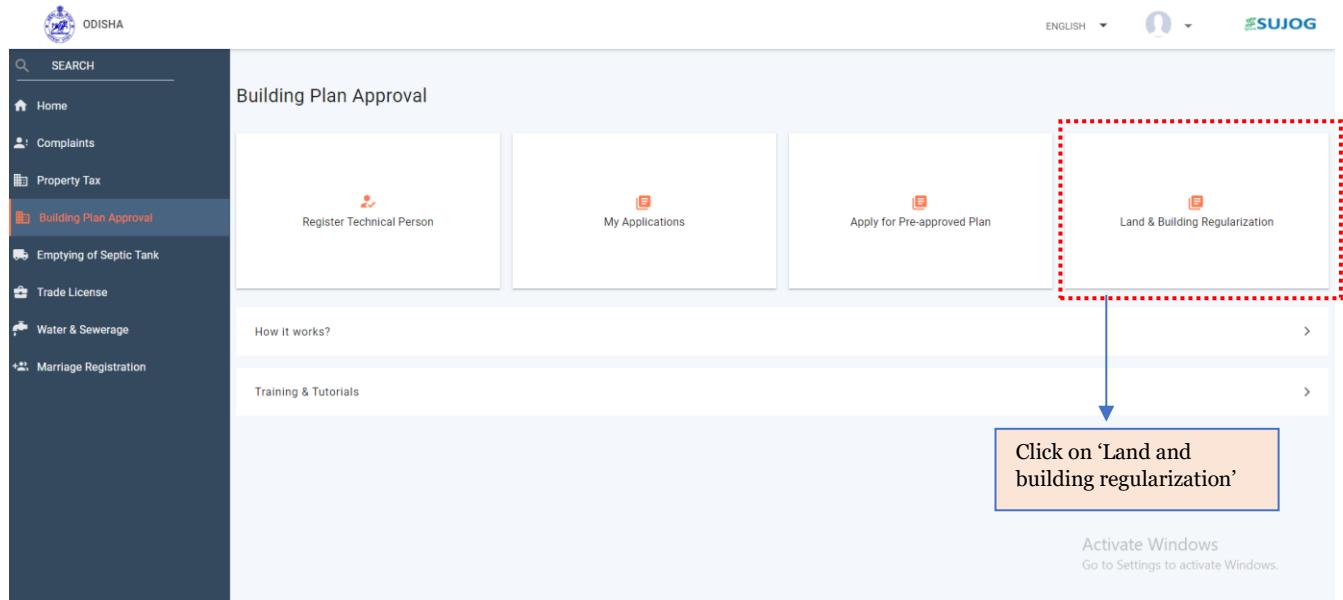
- Scheme for regularization of unauthorized Layouts 2017: For regularization of plots prior to 30th May 2017
- ODA (P&BS) Amendment Rules 2022: Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022

Follow the steps below to apply for Land Regularization:

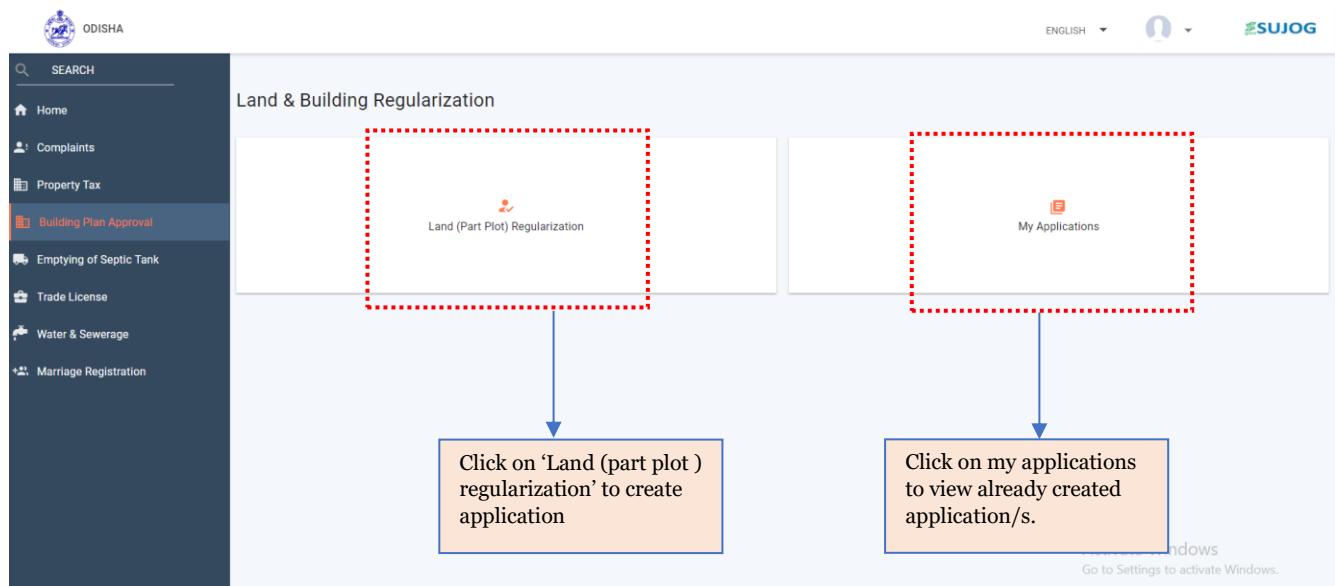
Step 1: Citizen Homepage



Step 2: Building Plan Approval Page



Step 3: Land and Building regularization page



5.1 Pre Application Details

Step 4: Download the Site plan template and fill the details. Select one from the two types available, which ever is applicable and click on declaration to proceed for application.

Land (Part plot) Regularization

No Unauthorized land will be regularized which were sub divided after 29th December 2022.

Declaration by the applicant

Site plan template to be downloaded
[Download Template](#)

Click to Download site plan template

Land Regularization Type to be availed *

Regularization of plots subdivided prior to 30th May 2017

Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022

Declaration regarding Permissibility of Regularization

[Show Declaration](#)

Click to show declaration

Select one type according to the date the plot is subdivided on or before

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

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

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

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

I Confirm

Click on 'I confirm' to confirm the declaration

Land (Part plot) Regularization
No Unauthorized land will be regularized which were sub divided after 29th December 2022.

Declaration by the applicant

Site plan template to be downloaded
[Download Template](#)

Land Regularization Type to be availed *

Regularization of plots subdivided prior to 30th May 2017

Regularization of plots subdivided on or after 30th May 2017 till 29th December 2022

Declaration regarding Permissibility of Regularization

[Show Declaration](#)

Click on Apply to proceed with the application

APPLY

5.2 Basic Details

Step 5: Fill Basic Details, Plot Details and Means of access to continue with Application,

Land Regularization

- 1 Basic Details
- 2 Primary Applicant Details
- 3 Documents to be uploaded
- 4 Summary

Basic Details

Application Type * Regularization

Service Type * Land Regularization

city * Select City

Select the City/ULB the plot falls under

Provide the necessary Plot details.

Plot Details Section

| | |
|--------------------------------|--|
| District * | Tehsil * |
| Village * Select Village | Revenue Plot Number (As per ownership document) * |
| Layout Plot number | Plot Area * |
| Khata * | Kisam * |
| Landowner Name * | GPA Holder Name if Present |
| Sale Deed No. * | Sale Deed Date * dd-mm-yyyy |
| Per Acre BMV Value * | Is part of plot required to be Free Gifted * Select |
| Area of land to be Free Gifted | Reason for Free Gift |

Activate Windows

| Field Name | Field Type | Purpose |
|--|-----------------|--|
| District | Mandatory Field | Provide district name under which Plot is located |
| Tehsil | Mandatory Field | Provide Tehsil name under which Plot is located |
| Village | Mandatory Field | Provide mouza/village name under which Plot is located |
| Revenue plot number as per ownership document | Mandatory Field | Provide as per document |
| Layout plot number | Optional Field | Provide as per requirement |
| Plot area | Mandatory Field | Provide plot area as per document |
| Khata | Mandatory Field | Provide as per document |
| Kisam | Mandatory Field | Provide as per document |
| Land owner name | Mandatory Field | Provide as per document |
| GPA holder if present | Optional Field | |
| Sale deed number | Mandatory Field | Provide as per document |
| Sale deed date | Mandatory Field | Provide as per document |
| Per acre BVM value | Mandatory Field | Provide BVM value obtained from Tehsil office |
| Is part of the plot required to be free gifted | Mandatory Field | Select Yes or no as per applicability |
| Area of the land to be free gifted | Optional Field | Provide as per applicability |

The screenshot shows a user interface for a plot application. It includes the following elements:

- Total Plot Area:** A field containing "500" with a red dotted border. A callout box says: "Check total Plot area if multiple plots present."
- Means of Access Section:** A field containing "9" with a red dotted border. A callout box says: "Provide the Approach road width".
- Action Bar:** Includes "Action Help", "Go to Settings to activate Windows", and a prominent orange "NEXT STEP >" button.
- Callout Boxes:** Several blue-bordered boxes provide instructions: "Click here to go to the next step of application creation" (near the Action Bar), "Provide the Approach road width" (overlaid on the Access section field), and "Check total Plot area if multiple plots present" (overlaid on the Plot area field).

5.3 Primary Applicant Details

Step 6: Provide primary Applicant Details:

Land Regularization

Basic Details Primary Applicant Details Documents to be uploaded Summary

Primary Applicant Details

Provide Registered mobile number of primary applicant

Provide Name and address of primary applicant.

Select next to move further

Activate Windows

Go to Settings

< PREVIOUS STEP NEXT STEP >

Applicant Information

Mobile No. *
9898989898

Applicant Name *
Primary Applicant Alexa

Correspondence Address *
Alexa home address

Email
abc@gmail.com

Is Primary Owner ?

5.4 Required Documents to be Uploaded

Step 7: Provide necessary Documents.

Land Regularization Application No. BLR-CTC-2024-01-02-000675

Basic Details Primary Applicant Details Documents to be uploaded Summary

Documents Required (Self Attested)

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

Land Owner ID Proof (Self Attested)

Land Owner ID Proof (Self Attested) *
Only .jpg, .jpeg, .png and .pdf files. 50MB max file size.

ID Proof of GPA holder if present

2 ID Proof of GPA holder if present
Only .jpg, .jpeg, .png and .pdf files. 50MB max file size.

Sale Deed

Upload all required documents

Select Document Type *
Driving License

TEST.PDF

CHOOSE FILE

Site Plan Layout [Downloaded Template to be filled with texts and Maps and to be uploaded here](#)
[Download Template](#)

7 Site Plan Layout *
 Only jpg, jpeg, png and .pdf files. 50MB max file size.

Select Document Type *
 Site Plan Layout

[CHOOSE FILE](#)

Download the Format for the Site plan layout if not downloaded at the beginning. Fill up to upload here

Format for Site plan layout to be downloaded as mentioned above. Fill this format with required drawing, maps and text to upload.

Fill this format with required drawing, maps and texts

LAYOUT PLAN OF SUB-DIVIDED PLOT
 (SHOWING PLOT DIMENSION & ABUTTING ROAD WIDTH)

PART REVENUE SITE PLAN SHOWING THE PLOT AND SURROUNDING REVENUE PLOTS

(SPACE LEFT FOR SEAL & SIGNATURE
 OF APPROVING AUTHORITY)

(A) PLOT AREA STATEMENT

i. Plot area (as per record): _____ Sq.m
 ii. Plot area (as per possession): _____ Sq.m

(B) PLOT SCHEDULE

i. Name of the Plot Owner:

ii. Revenue Plot No: _____

iii. Khata No. _____

iv. Mouza: _____

v. Tahasil: _____

vi. P.S. _____

vii. District: _____

**REGULARISATION OF
 UNAUTHORISELY SUB-DIVIDED PLOT**

List and details of documents to be uploaded:

| Field Name | Field Type | Purpose |
|---|----------------------|--|
| Land Owner ID Proof (Self Attested) | Mandatory Filed | Upload Scanned copy of Land Owner's ID Proof |
| GPA Holder ID Proof if present(Self Attested) | As per applicability | Upload Scanned copy of GPA holders ID Proof |
| ROR (Self Attested) | As per Applicability | Upload Document if applicable to project |

| | | |
|--|----------------------|--|
| Sale Deed / Gift Deed (Self Attested) | Mandatory Field | Upload scanned copy of sale deed |
| Site plan layout | Mandatory fields | Fill up the Site plan layout format and upload |
| GPA holder document if present | As per Applicability | Upload Document if applicable to project |
| Legal Heir and Death Certificate if applicable | As per Applicability | Upload Document if applicable to project |
| Benchmark Value Certificate from Sub Registrar | Mandatory | Upload Document |
| Others | As per Applicability | Upload Document if applicable to project |

5.5 Summary Section

Step 8: Review the summary page and submit the application.

| | |
|-----------------------|------|
| Land Development Fees | 2500 |
| Paid Amount | 2500 |

Declaration by the applicant
Land Regularization Type to be availed
Registered after 30th May, 2017

Show Declaration

Land registration declaration

Land development fee

Rs 2500

Summary

Applicant Information

| | | | |
|--------------------------|---|-------------|--|
| Mobile No. 9898989898 | Applicant Name Primary Applicant Alexa | Email NA | Correspondence Address Alexa home address |
|--------------------------|---|-------------|--|

Details Of Plot

| Plot Details (1) | | | | | | | | | | | | | |
|------------------|----------|---|--------------------|-----------|-------|-----------|----------------|----------------------------|---------------|----------------|--------------------|--|--------------------------------|
| Tehsil | Village | Revenue Plot Number (As per ownership document) | Layout Plot number | Plot Area | Khata | Kisam | Landowner Name | GPA Holder Name if Present | Sale Deed No. | Sale Deed Date | Per Acre BMV Value | Is part of plot required to be Free Gifted | Area of land to be Free Gifted |
| Andarpur Tahasil | Andarpur | 112/3 | - | 500 | 176/1 | Gharabari | Dhiru Dash | - | 186/1 | 2019-11-11 | 100000 | false | - |

ODISHA

ENGLISH SUJOG

SEARCH

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

ROR document

| | | |
|---|---|-----------------------|
| 5 | GPA Holder document if present GPA Holder Document | No Documents Uploaded |
| 6 | Legal Heir and Death Certificate if applicable | No Documents Uploaded |
| 7 | Site Plan Layout Site Plan Layout | |
| 8 | Benchmark Value Certificate from Sub Registrar Benchmark Certificate | |
| 9 | Other Documents | No Documents Uploaded |

Declaration

I hereby Solemnly affirm and declare that the information as furnished is true and correct to the best of my knowledge and belief. I further undertake that if any information at any stage shall be found to be false, my application registration shall be liable to be canceled without any prior notice in that regard and I shall not claim any compensation etc. for such default on my part. In case of any discrepancies found later, I shall be liable for punishment under the relevant provisions of Law as also under Municipal Act and the Act. I hereby authorize the technical empanelled person to Submit a building plan application on my behalf.

Click on declaration

Click submit to submit the application

< PREVIOUS STEP SUBMIT >

5.6 Application Fee Payment

Step 9: Make payment of Application fee.

The screenshot shows the 'Application for Land Regularization' page with the application number BLR-CTC-2024-01-02-000675. A success message 'Application Submitted Successfully' is displayed. On the right, there is a 'MAKE PAYMENT' button highlighted with a red dashed box and a blue arrow pointing to it. A callout box says 'Click on this to make payment of application fee.' Below this, another callout box says 'Click on make payment' with an arrow pointing to the 'MAKE PAYMENT' button. To the left, a section for payment options shows 'CCAVENUE' selected, with a callout box saying 'Choose payment gateway and proceed to payment'. Other payment options like 'GATEWAY' and 'NET BANKING' are also listed.

Step 9: Payment confirmation and Payment receipt.

The screenshot shows the 'Payment Information' page. A success message 'Payment has been paid successfully!' is displayed. A callout box says 'Download or Print Payment Receipt and permit order' with arrows pointing to 'DOWNLOAD' and 'PRINT' buttons. Another callout box says 'Payment Receipt Number' with an arrow pointing to the receipt number '05/2021-22/000262'. A callout box says 'Permit fee Payment Confirmation' with an arrow pointing to the payment confirmation message. At the bottom right is a 'GO TO HOME' button.

5.7 Application Correction Post Submission

In case any correction is required on the application details, submitted documents or Any other document is needed, the application would be sent back to the citizen by the officials to upload the same.

ODISHA

SEARCH

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

Plot Details (1)

| District | Tehsil | Village | Revenue Plot Number (As per ownership document) | Layout Plot number | Plot Area | Khata | Kisam | Landowner Name | GPA Holder Name if Present | Sale Deed No. | Sale Deed Date | Per Acre BMV Value | Is part of pl req to be Free Gifted |
|----------|------------------|----------|---|--------------------|-----------|-------|-----------|----------------|----------------------------|---------------|----------------|--------------------|-------------------------------------|
| Cuttack | Andarpur Tahasil | Andarpur | 112/3 | - | 500 | 176/1 | Gharabari | Dhiru Dash | - | 186/1 | 2019-11-11 | 100000 | No |

Document and NOC details

Sale Deed

| File | Uploaded By | Uploaded Date |
|--------------|-------------|---------------|
| Document - 1 | Citizen | 02/01/2024 |

Click on Edit to edit the details of plot section

Click on Upload to upload the required document

Click on take action and then forward to forward the application to approver

ENGLISH

SUJOG

WF_CITIZEN_LR2_FORWARD
Activate Windows
Go to Settings to activate Windows.
TAKE ACTION

ODISHA

SEARCH

- Home
- Complaints
- Property Tax
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Plot Details (1)

| District | Tehsil | Village | Revenue Plot Number (As per ownership document) | Layout Plot number | Plot Area | Khata | Kisam | Landowner Name | GPA Holder Name if Present | Sale Deed No. | Sale Deed Date | Per Acre BMV Value | Is part of pl req to be Free Gifted |
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| Cuttack | Andarpur Tahasil | Andarpur | 112/3 | - | 500 | 176/1 | Gharabari | Dhiru Dash | - | 186/1 | 2019-11-11 | 100000 | No |

Document and NOC details

Sale Deed

| File | Uploaded By | Uploaded Date |
|--------------|-------------|---------------|
| Document - 1 | Citizen | 02/01/2024 |

Provide necessary comment here

WF_LR2_FORWARD

Click on forward

Upload any supporting document needed here

ENGLISH

SUJOG

WF_CITIZEN_LR2_FORWARD
Activate Windows
Go to Settings to activate Windows.
TAKE ACTION

5.8 Preview of Regularization Certificate

View the Regularization Certificate preview to identify any mistake before the application is approved. If found any irregularities, citizen can ask the application to be send back to be edited.

The screenshot shows the Odisha e-Governance portal interface. On the left, there's a sidebar with various service icons and a search bar. The main content area is titled 'Application Details' with 'Application No. BLR-CTC-2024-01-02-000675'. It displays 'Task Status' with details like Date (02/01/2024), Updated By (COMMON OWNER), Status (WF_LR2_APP_L1_VERIFICATION_PENDING IA), and Current Owner. Below this are 'Application Fee Detail' and 'Final Fee Detail' tables. A prominent callout box highlights the 'PERMIT LETTER PREVIEW' button in the 'Final Fee Detail' section, which is associated with a paid amount of Rs 1854.

Sample Regularization Certificate preview

Land Regularization Certificate Preview

Letter No. NA, Cuttack, Dated: NA
APPLICATION NO. BLR-CTC-2024-01-02-000675

Permission under Scheme for regularization of unauthorised layout/subdivided plots, notified in the Extraordinary Gazette no.1034 dated 30 May 2017 is hereby granted in favour of Land Owner, for regularization of unauthorisedly sub-divided plot

| Revenue Plot No. | Plot Area | Khata No | Kisam | Village | Land Owner Name | GPA Holder Name |
|------------------|-----------|----------|-----------|----------|-----------------|-----------------|
| 112/3 | 500 | 176/1 | Gharabari | Andarpur | Dhiru Dash | N.A. |

in the Development Plan area of Cuttack subject to the following conditions/restrictions :-

1. a. The land in question must be in lawful ownership and peaceful possession of the applicant.
b. The permission accorded for regularization of the unauthorisedly sub-divided plot cannot be construed as an evidence to claim right, title and interest on the plot on which the permission has been granted.
c. If any dispute arises with respect to right, title, interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute, and any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.
d. Application for building plan approval over the regularized sub-plot shall be considered in accordance with the provisions of the Scheme for regularization of unauthorised layout/subdivided plots, land-use specified in the Development Plan and the Planning & Building Standards Rules/regulations, in operation, and any such provisions applicable at the time of such application.
2. a. The sub-divided plot shall be accessible by an approved means of access of 9 meter in width; and the 500 sq. meter strip of land free-gifted to the local body vide deed no. dtd. shall be merged with the existing road for future widening of the road to at least 6.00 meter wide.
b. The road area surrendered/free-gifted for widening of the approach road shall be in the nature of public thoroughfare and shall not be blocked by any boundary wall/gate/physical obstruction.
c. The sub-plot shall not be further sub-divided or amalgamated without prior approval u/s-16 of ODA Act, 1982.

d. No storm water shall be discharged to the public road/public premises and other adjoining plots and shall be discharged to the road side storm water drain.

e. The plinth level of the buildings to be constructed over the regularized plot shall be raised 0.6 meters above the high flood level (HFL).

f. Building construction shall not be permitted, in case, the Kisam of the plot has not been converted to Gharabari. The approval for regularization granted herewith shall neither be construed as approval for conversion of Kisam nor shall confer any right for conversion of Kisam; and the same shall be duly converted to Gharabari kisam in accordance with relevant Rules and Regulations prescribed in this regard.

g. Regularization of the sub-divided plot shall not confer any right for construction of building and the same shall be considered as per the provision of ODA Act, 1982, Rules/Regulations framed thereunder, provisions of Development Plan, Zoning Regulation and subject to applicable statutory provisions of the State/ Central Government.

h. Regularization of the sub-divided plot shall not give any right for means of access/easement right to the plot.

3.

Area statement of the sub-plot

| | | |
|-----|--|-----------------|
| (a) | Total Plot Area | 500 sq. meter |
| (b) | Area free-gifted for road widening purpose | 0 sq. meter |
| (c) | Net Plot Area | 500.0 sq. meter |

4.

The sub-plot is regularised on payment of following fees -

| Sl No. | Item | Amount (Rs) |
|--------|---|-----------------|
| i | Compounding fee for regularization of sub-plots | 1854 (Not Paid) |
| ii | Other Fee | 0 (Not Paid) |
| iii | Scrutiny-fee (Land development fee) | 2500(Paid) |

5.9 Downloading Signed Certificate and Site Plan Pdf

Once approved and the final fee is paid, Official will sign the Permit letter and the Site plan layout document. Once signed both can be downloaded from the download section in the application page.

Sample Digitally Signed Regularization Certificate




Cuttack Municipal Corporation
Letter No. BLR/CTC/000030, Cuttack, Dated: 03/01/2024
APPLICATION NO. BLR-CTC-2024-01-03-000681

Permission under Scheme for regularization of unauthorised layout/subdivided plots, notified in the Extraordinary Gazette no.1034 dated 30 May 2017 is hereby granted in favour of Land Owner, for regularization of unauthorizedly sub-divided plot

| Revenue Plot No. | Plot Area | Khata No | Kisam | Village | Land Owner Name | GPA Holder Name |
|------------------|-----------|----------|-------|----------|-----------------|-----------------|
| 9 | 9 | 9 | 9 | Andarpur | 9 | 9 |

in the Development Plan area of Cuttack subject to the following conditions/restrictions :-

1.
 - a. The land in question must be in lawful ownership and peaceful possession of the applicant.
 - b. The permission accorded for regularization of the unauthorizedly sub-divided plot cannot be construed as an evidence to claim right, title and interest on the plot on which the permission has been granted.
 - c. If any dispute arises with respect to right, title, interest on the land on which the permission has been granted, the permission so granted shall be automatically treated as cancelled during the period of dispute; and any construction and development made by the applicant or owner on the disputed land will be at his risk without any legal or financial liability on the Authority.
 - d. Application for building plan approval over the regularized sub-plot shall be considered in accordance with the provisions of the Scheme for regularization of unauthorised layout/subdivided plots, land-use specified in the Development Plan and the Planning & Building Standards Rules/regulations, in operation; and any such provisions applicable at the time of such application.
2.
 - a. The sub-divided plot shall be accessible by an approved means of access of 9 meter in

Signature Not Verified
Digitally Signed
Name: IA
Date: 03/01/2024