BY CENTER FOR GOOD GOVERNANCE

fOR gREATER HYDERABAD MUNICIPAL CORPORATION,

Hyderabad, Telangana

building Regulirization scheme (brs)

**Software Requirements Specification**

**For Development of BUILDING REGULARIZATION SCHEME (BRS)**

**By**

**Centre for Good Governance**

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| **Document Owner** | Centre for Good Governance |

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# OVERVIEW:

1.1 Purpose:

The main objective of this Building Regularization Scheme (BRS) is to Regularize the unapproved Buildings of the citizens within GHMC limits. This Functionality is mainly for the Citizens who has applied and their Application under Head Office Limits.

1.2 Acronyms and Abbreviations:

|  |  |  |
| --- | --- | --- |
| **Sl. No** | **Word** | **Abbreviation** |
| 1 | GHMC | Greater Hyderabad Municipal Corporation |
| 2 | BRS | Building Regularization Scheme |
| 3 | CGG | Centre for Good Governance |
| 4 | ACP | Assistant City Planner |
| 5 | CP | City Planner |
| 6 | TPS | Town Planning Supervisor |
| 7 | DC | Deputy Commissioner |
| 8 | ZC | Zonal Commissioner |

# STAKEHOLDERS:

The **primary stakeholders** of this proposal are:

* 1. **Client Department:** GHMC.
  2. **Solution Provider:** Centre for Good Governance (CGG)

# SCOPE:

* Citizen has to register themselves.
* Citizen applies for BRS.
* Citizen will receive an acknowledgement along with Application after successful submission.
* Citizen has to pay Min Rs. 10,000/- during application submission, if the total charges are Less than Rs. 10, 000/- they can pay min 10% on the charges generated.
* Applications will be forwarded to Circle Office or Zonal Office or Head office based on their Height and Purpose.
* As per the height and Purpose it will be sent to Officer 1 in the respective office.
* Officer 1 can Change circle, Change Category, Edit all the Details, Upload Shortfall Documents.
* Officer 1 has to enter remarks and submit to Officer 2.
* Officer 2 can forward to Officer 3 or can raise Shortfall intimation.
* Officer 2 can Reopen the Proceedings or Reopen Rejected.
* Officer 3 can Approve and Reject.
* Citizen can View the status of File, Download Proceedings, Download Rejection Letter.
* After generation of Proceeding, if total fees not paid then fee intimation will be sent to Citizen. After Payment it will be again processed from Officer 1 to Officer 2 to Officer 3.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Head Office** | **Zonal Office** | **Circle Office** |
| **Commercial** | 15 feet & above | 15 feet & below | - |
| **Non-Commercial** | 18 feet & above | - | 18 feet & below |

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** | **Head Office** | **Zonal Office** | **Circle Office** |
| **Officer 1** | ACP | ACP | TPS |
| **Officer 2** | CP & Director of Planning | CP | ACP |
| **Officer 3** | Commissioner | ZC | DC |

*Note: At Head Office level, ACP 🡪CP 🡪Director of Planning 🡪 Commissioner. Both CP and Director of Planning have same Provisions.*

Citizen:

* Citizen should Register themselves in “http://inctest.apcgg.gov.in/”
* After successful registration, they can apply for BRS New Application
* Can check Application Status.
* Can Upload Shortfall Documents from Intimation Applications.
* Can pay the fees from Online Payment.

2.1. Officer1:

* View all the Applications
* Download the Application
* Enter Remarks
* Upload Shortfall Documents
* Change of Circle
* Change of Height
* Change of Category of Building

2.2. Officer2:

* View all the Applications
* Download the Application
* Enter Remarks
* Intimate Shortfall
* Re-Open the Rejected Applications
* Re-Open the Approved Applications

2.3. Officer3:

* View all the Applications
* Download the Application
* Approve
* Reject

2.4. Applicant Details:

|  |
| --- |
| Aadhar Number, |
| Applicant Name, |
| Father/Husband Name, |
| Gender, |
| Mandal, |
| Door Number, |
| Area, |
| Locality, |
| E-Mail Id, |
| Land Line Number, |
| Pincode, |
| Mobile Number |

2.5. Building Location Details:

|  |
| --- |
| Circle, |
| District, |
| Revenue Ward, |
| Mandal, |
| Plot Number, |
| Area/Village, |
| Flat Number, |
| Sub Division Number, |
| Door Number, |
| Locality, |
| Survey number, |
| Street, |

2.6. Details of Site & Building:

|  |
| --- |
| Is this Building has Prior Permission, |
| Residential Building falling in Notified Slum Area: |
| Building Permit Date, |
| Existing Road (in Mts), |
| Proposed Road (in Mts), |
| Height of the Building as on Site (mts), |
| Latest Property Tax Receipt Number, |
| Latest Property Tax Receipt Date, |
| Total Number of Floors, |
| Market Value of the Land as on 28-10-2015 (per Sq.Yrd) |
| Building Construction Date, |
| Number of Permitted Floors for Sanctioned Plan, |
| Building Category Type, |
| Number of Unauthorized Floors. |

2.7. Details of Site & Building:

|  |
| --- |
| Floor Number, |
| Building Constructed Status, |
| Building Actual Usage Type, |
| Building Usage Type, |
| Floor/Flat Plinth Area (Sq.ft) |
| Build up Area as per Sanction (Sq.ft) |
| Build Up Area as on Ground (Sq.ft) |
| Deviation |
| Regularization Charges per Sq.ft or Sq. mtr |
| Basic Regularization Charges |
| Regularization % as per Market Value |
| Regularization Charges |
| Property Tax Number (PTIN) |

2.8. Documents

|  |
| --- |
| Sanctioned Plan Copy |
| Constructed Building Plan (Site Plan, Location Plan, Detailed Plan, Floor Plan, Section Plan, Elevation Plan) drawn and Signed by License Technical Person and Signed by Applicant. |
| Copy of Latest Property Tax Receipt |
| One Photograph showing the Roof Slab. |
| Structural Stability Certificate. |
| Copy of Ownership Document/Title Deed Attested by Gazetted Officer |
| One photograph showing the Elevation. |
| Market value Certificate of the Plot issued by Sub-Registrar indicating Market value of the plot as on 28-10-2015. |
| Indemnity Bond. |
| Demand Draft/Pay order Drawn in favour of the Competent Authority towards the Regularization Charges |
| Copy of Previous BPS 2008 application Details. |
| NOC from Airport Authority of India |
| Urban Land Ceiling clearance certificate in case the site is covered by 10(6) list of ULC Act |
| Self-computation table for the Regularization Charges. |
| NOC from Fire Services Department |

2.9. Whether the site is falling in Prohibited Area, namely:

|  |
| --- |
| G.O.Ms No. 111 Ma, dated: 8-3-1996 relating Osmansagar and Himayath Sagar catchment area: |
| Recreational use/Water Body/Open Space use Zone/Bio-Conversation Zone as per notified Master Plan/Zonal Development Plan |

2.10. Payment Details:

|  |
| --- |
| S. No |
| Receipt Number |
| Receipt Date |
| Paid At |
| Payment Mode |
| Cheque Number |
| Cheque Date |
| Regularization Charges, |
| Total. |

2.11. Regularization not to Apply to Certain Sites

|  |
| --- |
| The proposed BR Application falls in Public Undertakings |
| The proposed BR Application falls in Housing Board. |
| The Proposed BR Application falls in Telangana State Industrial Infrastructure Corporation |
| The Proposed BR Application falls in Urban Development Authorities |
| The Proposed BR Application falls in Local Bodies |
| The Proposed BR Application falls in Endowment |
| The Proposed BR Application falls in Wakf Board |
| The Land under reference has no ownership title |
| The Land declared under Urban Land Ceiling. |
| The Land declared under Agriculture Land Ceiling. |
| The Land declared under Assigned Lands. |
| The BR proposals falls in the alignment of Master Plan road. |
| The BR Proposals falls in the alignment of Tank Bed |
| Unauthorized constructions without any building sanction in unapproved |
| Unauthorized layouts, for which prior approval of site under regularization of unapproved and illegal layout rules shall be obtained |
| Building constructed after 28-10-2015 |
| Buildings that are not in conformity with land use and Zoning regulations approved in Master Plan |
| Buildings that are not in conformity with land use and zoning regulations approved in Zonal development plan |
| The BR proposal falls in the alignment of Sikham Lands |
| The BR proposal falls in the alignment of master Plan |
| The BR proposal falls in the alignment of Zonal Development Plan |
| The BR proposal falls in the alignment of Road Development Plan, |
| The BR proposal falls in the alignment of Sites under Legal Litigation |
| The BR proposal falls in the alignment of sites under Legal disputes |
| If any other |
| The proposed BR Application falls in Public Undertakings |
| The proposed BR Application falls in Housing Board. |

# Functional Requirement:

3.1. Login Authentication:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Req. Id** | **Feature** | **Description** | **Priority (High, Medium, Low)** | **Notes** |
| **BRS\_R001** | Login Screen | User Id: Numeric entry field  Password: Password field | High | A member who intends to login to the application should enter authentic login credentials. After successful verification of credentials, the application should allow the user to access the Common Application Form. |
| **BRS\_R002** | Log out a User | Logout Button: Logout functionality | Medium | A ‘Logout’ button should be provided on every screen of the Application, when clicked on this button, the system should be Logged Out and returned to the login screen |

* 1. Officer 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Req ID | Requirement | Description | Priority | Note |
|  | Transactions | All the Provisions for the Officer are under this Tab | High |  |
| BRS\_R003 | Transactions – Field Verification Check List | List of Applications submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R004 | Transactions – Field Verification Check List – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | No edit available. Only Selecting of Yes or No for Building falling in Notified Slum and Print |
| BRS\_R005 | Transactions – Field Verification Updation | List of Applications submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R006 | Transactions – Field Verification Updation – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | Edit for Plot Area, Height, Total Floors, Market Value, Number of Permitted and Unauthorized, Latest Property Tax Receipt Date, Building Construction Date, approving of documents uploaded by Citizen in 3.8, Edit for 3.9, calculation change in 3.7, if the Application want to be rejected select from 3.11, Enter Remarks, and Date selection not exceeding application submitted date. Popup has to be shown after submitting from Officer 1. |
| BRS\_R007 | Transactions – Shortfall intimated Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R008 | Transactions – Shortfall intimated Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | No Edit only View of Status. |
| BRS\_R009 | Transactions – Balance Fee intimated Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R010 | Transactions – Balance Fee intimated Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | No Edit only View of Status. |
| BRS\_R011 | Transactions – Shortfall Submitted Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R012 | Transactions – Shortfall Submitted Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | Edit for Plot Area, Height, Total Floors, Market Value, Number of Permitted and Unauthorized, Latest Property Tax Receipt Date, Building Construction Date, approving of documents uploaded by Citizen in 3.8, Edit for 3.9, calculation change in 3.7, if the Application want to be rejected select from 3.11, Enter Remarks, and Date selection not exceeding application submitted date. Popup has to be shown after submitting from Officer 1. |
| BRS\_R013 | Transactions – Balance Fees Submitted Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R014 | Transactions – Balance Fees Submitted Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | Edit for Plot Area, Height, Total Floors, Market Value, Number of Permitted and Unauthorized, Latest Property Tax Receipt Date, Building Construction Date, approving of documents uploaded by Citizen in 3.8, Edit for 3.9, calculation change in 3.7, if the Application want to be rejected select from 3.11, Enter Remarks, and Date selection not exceeding application submitted date. Popup has to be shown after submitting from Officer 1. |
| BRS\_R015 | Transactions – Re-Open Proceeding Applications | Search by Application Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. By selecting a Application Number and select on Re-Open, it will be reopened and shown for concerned officer. |
| BRS\_R016 | Transactions – Re-Open Rejected Applications | Search by Application Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. By selecting a Application Number and select on Re-Open, it will be reopened and showed for again Field Verification and all the process will be continued. |
| BRS\_R017 | Transactions – BRS Height Change | Officer has to enter Application Number, Current Building Height, New Building Height and Remarks | High | Changed height has to be reflected to that application Number. |
| BRS\_R018 | Transactions – BRS Circle Change | Officer has to enter Application Number, Select Previous Circle, Select New Circle and Remarks | High | Application is forwarded from one circle to another. |
| BRS\_R019 | Transactions – Category Change | Officer has to enter Application Number, Previous Category will be displayed, Select New Category and Remarks | High | Category has been changed to that Application Number, it has to be reflected. |
| BRS\_R020 | Reports – Rejected List | Officer can view the List of Applications with Application Number, Applicant Name, Circle Name, Rejected Date, Regularization Charges | High | On Selecting Application Number, Rejection Letter will be displayed for that Application Number. |
| BRS\_R021 | Reports – Application Status | Officer has to enter the Application Number. Details like Application Number, Applicant Name, Regularization Charges, Regularization Charges to be paid, Status and SLA Status will be displayed. | High | On Selecting the Application Number, Officer can view the Application Completely. |
| BRS\_R022 | Reports – Shortfall Intimated List | Officer can search by Application Number or the List will be displayed with Applicant Number, Application Date, Applicant Name, Regularization Charges, Regularization Charges to be paid, Status and SLA Status will be displayed | High | Officer by selecting Application Number can view Shortfall Intimation Letter. |
| BRS\_R023 | Reports – Head office wise Abstract Report | Count of Total Applications, Applications given to ACP login for Process, Applications Processed (Shortfall Intimated, Fee Intimated, Pending Applications in CP and ZC login, Rejected, Proceedings generated, Total), To be Processed Applications ( Under Field updation, Shortfall Submitted, Balance fees paid), Percentage of Processing applications except not started and Percentage of Processed applications including Rejected and Approved | High |  |
| BRS\_R024 | Reports – BRS Provision to Officer | Complete Circle wise status of Applications can be viewed. |  |  |

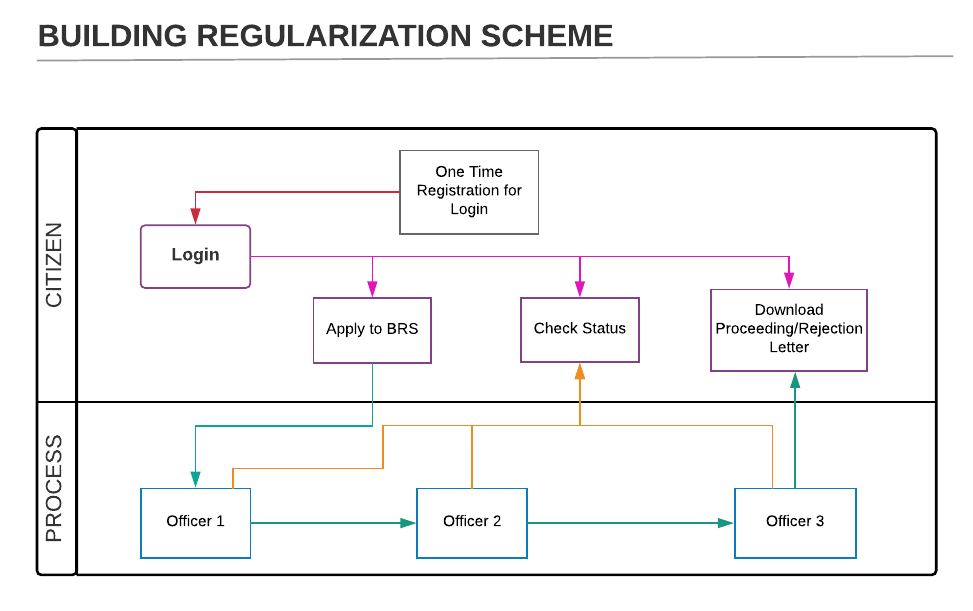
* 1. Officer 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Req ID | Requirement | Description | Priority | Note |
|  | Transactions | All the Provisions for the Officer are under this Tab | High |  |
| BRS\_R025 | Transactions – Shortfall intimated Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R026 | Transactions – Shortfall intimated Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown. | High | No Edit only View of Status. |
| BRS\_R027 | Transactions – Balance Fee intimated Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R028 | Transactions – Balance Fee intimated Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | No Edit only View of Status. |
| BRS\_R029 | Transactions – Shortfall Submitted Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R030 | Transactions – Shortfall Submitted Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | No Edit Only Shortfall Intimation of the Documents. Enter remarks and Submit or Revert. If Shortfall is intimate, it will be again processed from Officer 1. If Shortfall Not intimated and Reverted back again it has to be processed from Officer 1. If No Shortfall and Submit, application forwarded to Officer 3. |
| BRS\_R031 | Transactions – Balance Fees Submitted Applications | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R032 | Transactions – Balance Fees Submitted Applications – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | No Edit Only Shortfall Intimation of the Documents. Enter remarks and Submit or Revert. If Shortfall is intimate, it will be again processed from Officer 1. If Shortfall Not intimated and Reverted back again it has to be processed from Officer 1. If No Shortfall and Submit, application forwarded to Officer 3. |
| BRS\_R032 | Transactions – Forward to New Application | List of Applications Shortfall submitted by the Citizens are shown. Officer can search based on the Circle (Mandatory), Application Number, Survey Number, Locality, District name, Mandal, Village, Page Number, Door Number, Mobile Number | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R033 | Transactions – Forward to New Application – Selecting Application Number | All the Details in 3.4 to 3.10 submitted by Citizen along with Officer 1 remarks will be shown | High | No Edit Only Shortfall Intimation of the Documents. Enter remarks and Submit or Revert. If Shortfall is intimate, it will be again processed from Officer 1. If Shortfall Not intimated and Reverted back again it has to be processed from Officer 1. If No Shortfall and Submit, application forwarded to Officer 3. |
| BRS\_R034 | Reports – Application Status | Officer has to enter the Application Number. Details like Application Number, Applicant Name, Regularization Charges, Regularization Charges to be paid, Status and SLA Status will be displayed. | High | On Selecting the Application Number, Officer can view the Application Completely. |
| BRS\_R035 | Reports – Rejected List | Officer can view the List of Applications with Application Number, Applicant Name, Circle Name, Rejected Date, Regularization Charges | High | On Selecting Application Number, Rejection Letter will be displayed for that Application Number. |
| BRS\_R036 | Reports – BRS Provision to Officer | Complete Circle wise status of Applications can be viewed. |  |  |

* 1. Officer 3

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Req ID | Requirement | Description | Priority | Note |
|  | Transactions | All the Provisions for the Officer are under this Tab | High |  |
| BRS\_R037 | Transactions – Approved | List of Applications are displayed. Officer can search based on the Circle (Mandatory), Application Number. | High | Results will be showed in a tabular manner with Application Number, Applicant Date, Applicant Name, Regularization Charges, Regularization charges to be Paid, Application Status, SLA Status. |
| BRS\_R038 | Transactions – Approved – Select Application Number | All the Details in 3.4 to 3.10 submitted by Citizen will be shown | High | No edit, only Approve or Reject or Revert. Approve will generate Proceeding order, Reject will generate Rejection Letter. Revert will be sent to Officer 2. |

* 1. Work Flow



# Deployment Environment

1. 1. Hardware Requirements

* Processor: Pentium 4.0 GHz or Higher
* RAM: 1GB or Higher
* Hard Drive:10 GB or More
  1. Software Requirements

Web Browser, Windows XP

* 1. Availability of Site

The system shall be available 24/7

* 1. Security Parameters
* The system needs to be log client’s information such as IP Address and time for security purpose.
* Password should encrypt and store in the database
  1. Maintainability
* The system is developed using Dotnet and therefore all action is detailed in web.config, that is easy to modify and update.
* The application will maintain a log of all the errors 
  1. Portability

This is a web application; therefore applications can be portable between different Operating Systems.

* 1. Transferability/Conversion

This application is easily transferable to higher version or above specified version of java, tomcat, and Operating system. But Code conversion is needed in case of database migration as the application is database dependent.

* 1. Operations

Database backup will be taken on daily basis.

* 1. Site Adaptation
* There should not be any site adoption requirements since the web server was setup and running Java web application.
* Browser Independent.
* As the Documents are Digital Signed, Client System and Server should have Digital Key Reading Software installed.

# Change Control Requirements

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Activity** | **CGG Representative/ Team** | **Customer Representative/Team** | **Sign Off Criteria and Constraints** |
| 1 | SRS Reviews and Audits |  |  |  |
| 2 | Test Case Preparation for ST |  |  |  |
| 3 | Test Case Review for ST |  |  |  |
| 4 | Test Case Preparation for UAT |  |  |  |
| 5 | Test Case Review for UAT |  |  |  |