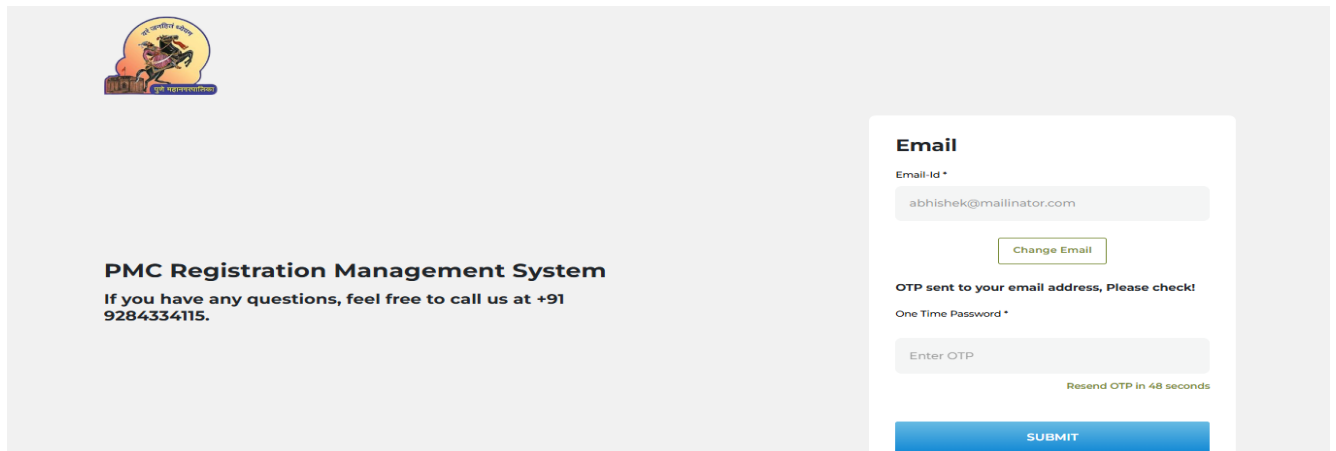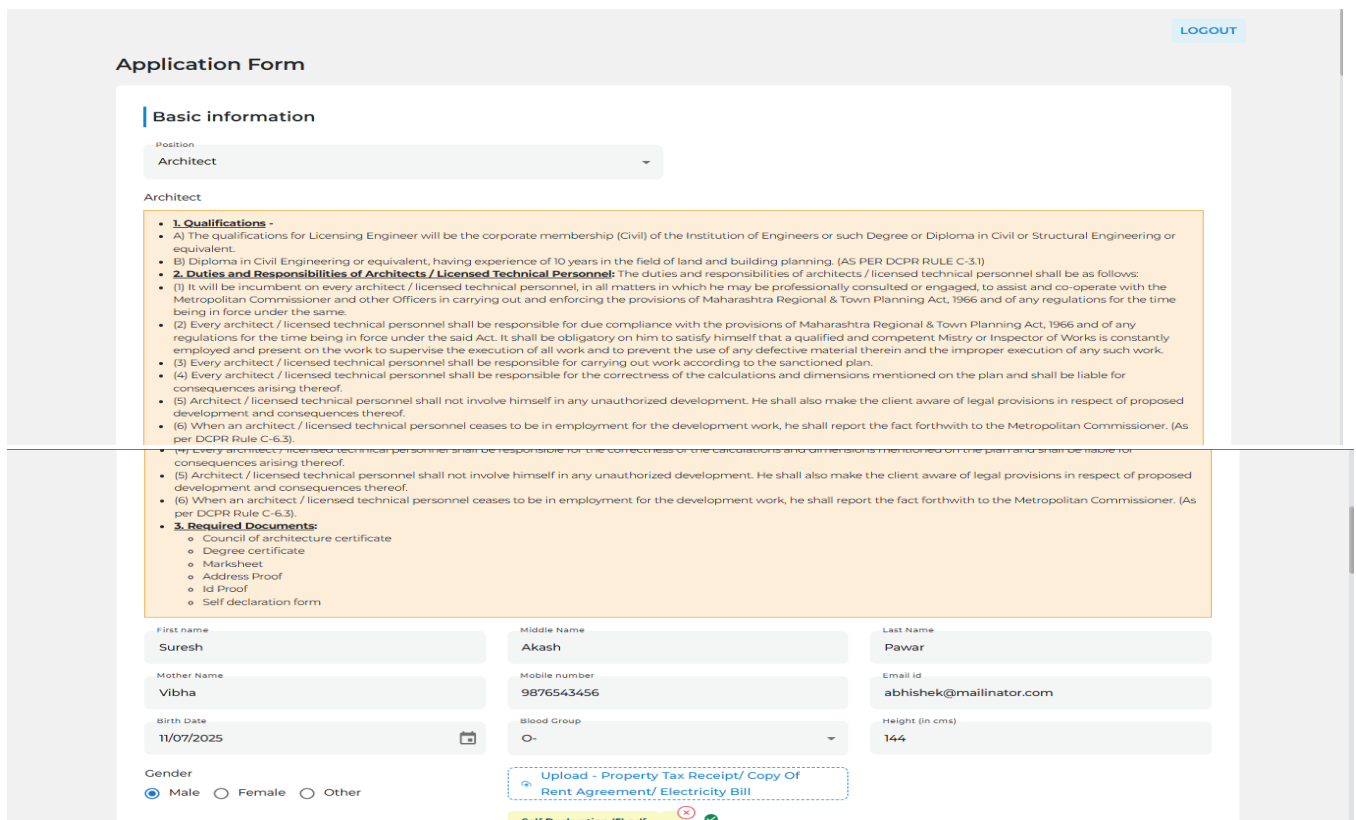**Detailed Workflow Document**

# 1. User Login and Application Form

1. The user logs into the application through **OTP authentication**.



2. Once the OTP is successfully verified, the system displays the **Application Form**.

**Local Address**

Flat/House Number
12

Street Address
Shatree Street

Address Line
Near School

Country
India

State
maharashtra

City
pune

Postal Code
678678

☐ Permanent Same As Local

**Permanent Address**

Flat/House Number
12

Street Address
Shastree street

Address
Near school

Country
India

State
maharashtra

City
Pune

Postal Code
456456

**Pan Information**

Attachment (please upload a file up to 500KB.)
AAAAA1234A

⬆ Upload - Attachment

Self Declaration (5).pdf ⊗ ✅

**Aadhar Information**

Aadhar Number
123412341234

⬆ Upload - Attachment (Please Upload A File Up To 500KB.)

Self Declaration (5).pdf ⊗ ✅

**Council of Architecture Details**

COA Certification Number

⬆ Upload - Council Of Architecture Certificate (File Up To 500KB.)

Validity 📅

**Qualification**

3. The user fills in all required details in the form.



**Self Declaration**

Self Declaration
Download Self-Declaration Form

⬆ Upload - Upload Self Declaration

Self Declaration (5).pdf ⊗ ✅

**Upload Profile Picture**

⬆ Upload - ProfilePicture (Please Upload A File Up To 500KB.)

blue-circle-with-white-user_78370-4707 (2).jpg ⊗ ✅

SUBMIT

4. Upon submission, the application is routed to the **Junior Engineer (based on position selected)**.

## 2. Routing Based on Position Selection

- The application is directed to a **specific Junior Engineer** depending on the applicant's chosen role from the dropdown menu:
  - o **Architect** →Junior Engineer (Architect)
  - o **Structural Engineer** →Junior Engineer (Structural)
  - o **Licence Engineer** →Junior Engineer (Licence)
  - o **Supervisor 1** →Junior Engineer (Supervisor 1)
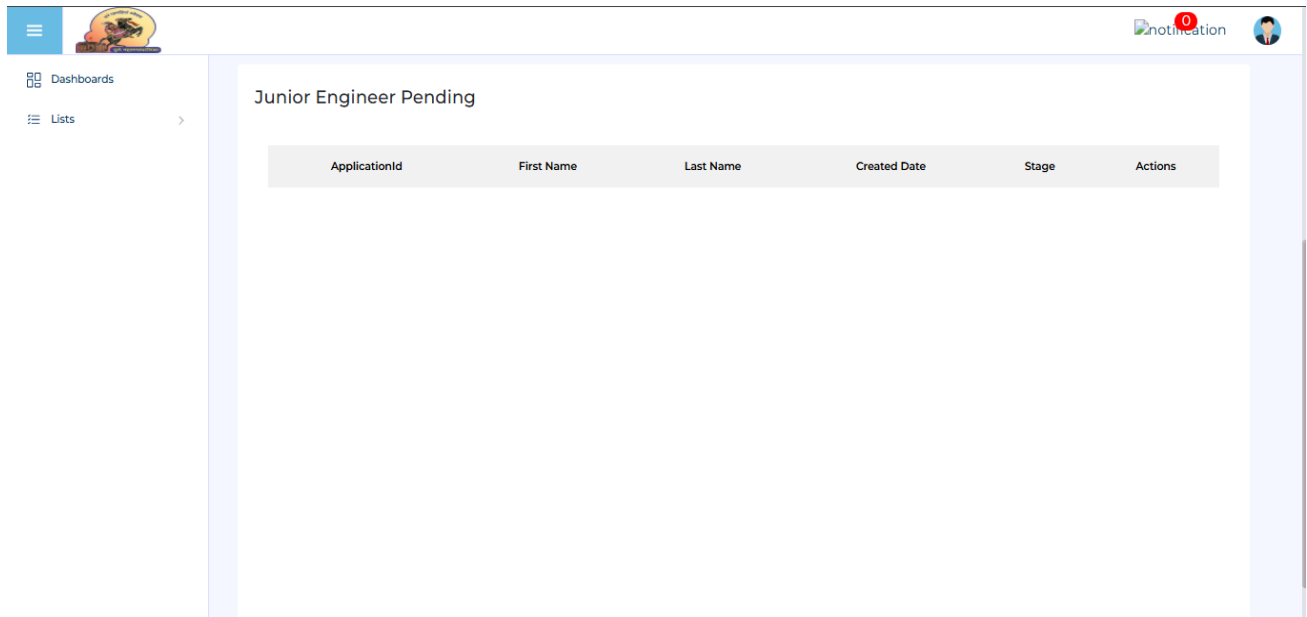  - o **Supervisor 2** →Junior Engineer (Supervisor 2)

## 3. Junior Engineer Tasks

- **Task 1: Schedule Appointment**
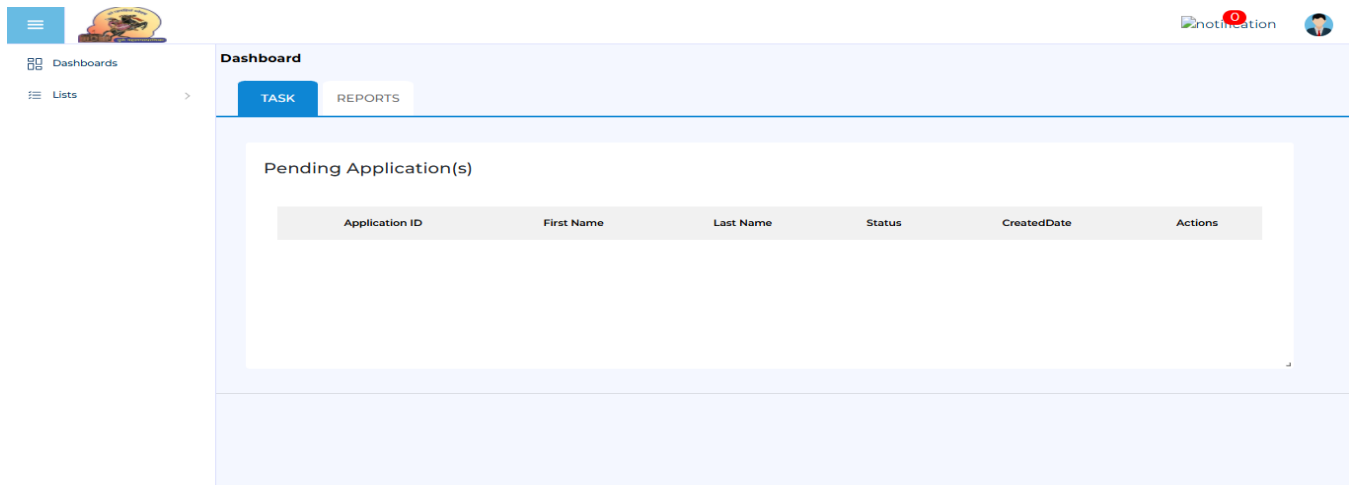  - o The Junior Engineer schedules an appointment for the applicant.



- **Task 2: Document Verification**
  - o The Junior Engineer confirms and verifies the applicant's documents.

- Once completed, the application is forwarded to the **Assistant Engineer**.
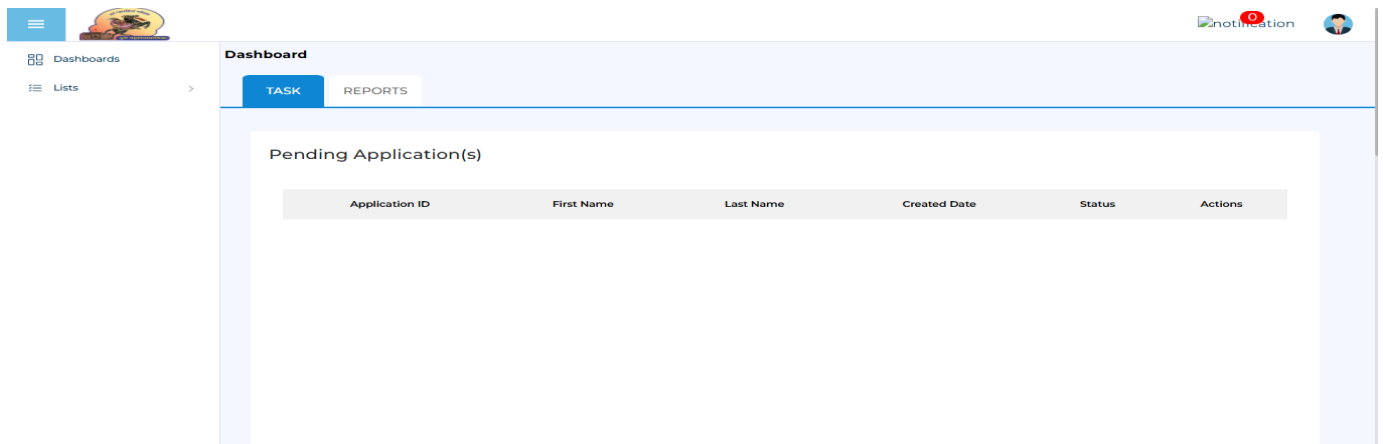
## 4. Assistant Engineer Tasks

- The Assistant Engineer reviews the application and **approves it**.
- After approval, the application moves forward to the **Executive Engineer**.
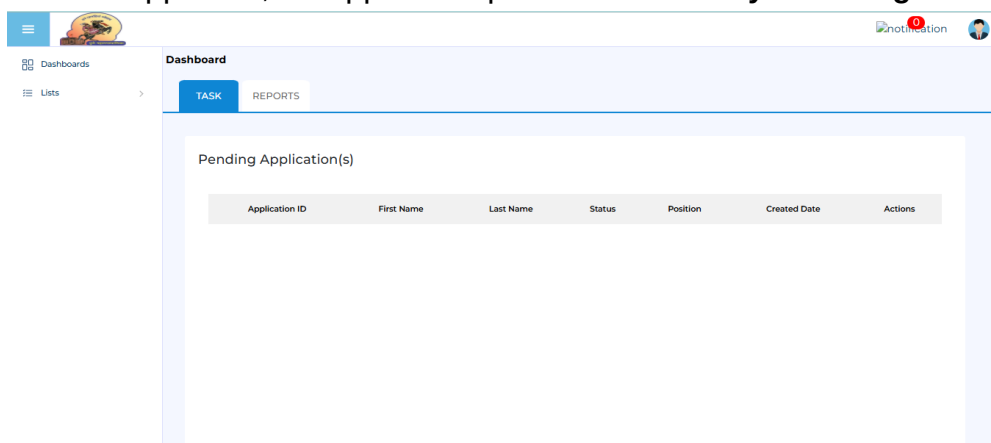


## 5. Executive Engineer Tasks (Stage 1)

- The Executive Engineer reviews the submitted application.
- Once verified, the Executive Engineer **approves it**.
- The application is then routed to the **City Engineer**.

## 6. City Engineer Tasks (Stage 1)

- The City Engineer performs a final review.
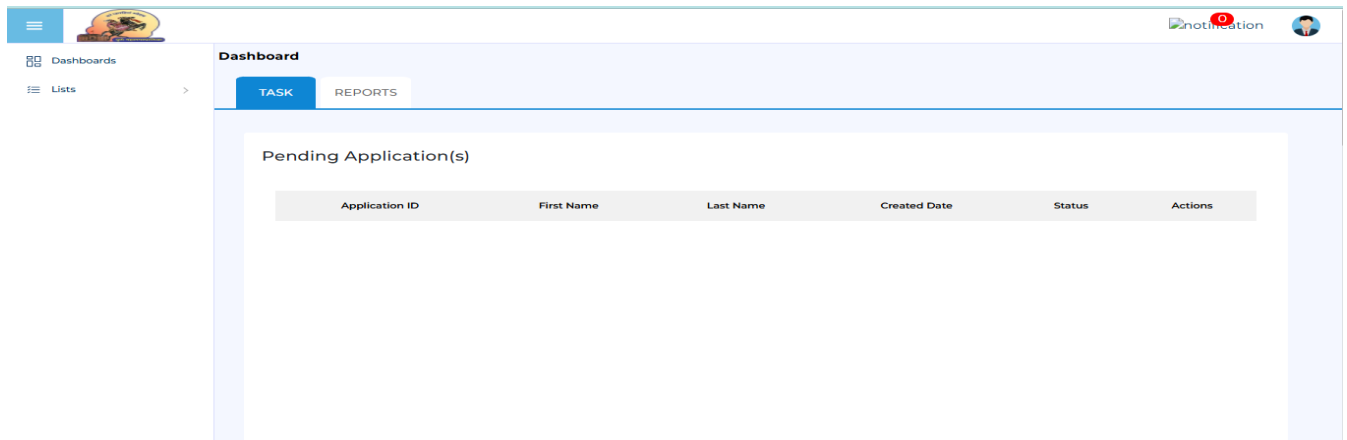- If approved, the application proceeds to the **Payment Stage**.



## 7. User Payment Process

- The user makes the required payment using **Easebuzz Payment Gateway**.
- Upon successful payment:
  - **Certificate** is generated.
  - **Challan** is generated

## 8. Clerk Tasks

- The Clerk reviews and **approves the application** post-payment.
- The application then proceeds to the **Executive Engineer (Stage 2)**.

## 9. Executive Engineer Tasks (Stage 2)

- The Executive Engineer digitally signs the certificate using **HSM Digital Signature System**.
- The application moves forward to the **City Engineer (Stage 2)**.

## 10. City Engineer Tasks (Stage 2)

- The City Engineer applies their digital signature using the **HSM system**.
- Once done, the **final certificate** is issued to the applicant.

## 11. Certificate Issuance and Download

- The user can log in through **Guest Login**.
- The user downloads:
  - o **Final Certificate**
  - o **Recommended Form** (generated at application submission)
  - o **Challan** (generated on successful payment)

## 12. Notifications

- At each action or task completion stage, the system sends a **status update email** to the user.

## 13. Document Generation Flow

- **Recommended Form** →Generated upon **application submission**.
- **Certificate** →Generated upon **successful payment**, signed after approvals.
- **Challan** →Generated upon **successful payment**.

## 14. Systems Used

- **Easebuzz Payment Gateway** →Handles secure online payment.
- **HSM Digital Signature System** →Ensures valid and secure digital signatures of officers.

## End-to-End Flow Summary

1. User Login (OTP) →Application Form Submission →Role-based Junior Engineer Task (Schedule & Verify) →Assistant Engineer Approval →Executive Engineer Approval

(Stage 1) →City Engineer Approval (Stage 1) →User Payment (Easebuzz) →Clerk Approval →Executive Engineer Digital Signature →City Engineer Digital Signature → Final Certificate Issued →User Guest Login Download (Certificate + Recommended Form + Challan).