

Building Plan Approval System

Business Licensee User

Table of Contents

1	Getting Started	5
1.1	Building Plan Approval	5
1.2	Home Page	6
1	Business Licensee Registration.....	7
2	Building Plan Scrutiny	9
2.1	Users	9
2.2	Overview.....	9
2.3	Building Plan Scrutiny:.....	9
2.4	Steps to submit a Building Plan Scrutiny.....	9
2.4.1	EDCR- Building Plan Scrutiny	10
2.4.2	New EDCR Plan	11
2.4.3	Resubmit ‘Building Plan Scrutiny’	14
3	Application Submission	16
3.1	List of Services	16
3.1.1	Save, Submit and Close	21
3.1.2	Online Payment.....	21
4	Letter to party reply	22
4.1	Update, Print letter to party and Close.....	24
4.1.1	Update	24
4.2	Print letter to party	24
4.3	Close	24
4.4	Change Password.....	25
4.5	Sign out.....	25
1.3	Recover Password.....	26

Copyright

eGov – Building Plan Approval User Manual – March 2017 Copyright © 2017 eGovernments Foundation. All rights reserved 2 Copyright © 2017 eGovernments Foundation. All rights reserved worldwide. This document contains proprietary information of eGovernments Foundation and has been provided pursuant to an agreement containing terms of its use. This document is also protected by Indian and worldwide copyright laws. No part of this document may be reproduced or distributed, transcribed, stored in a retrieval system, translated into any spoken or computer language or transmitted in any form or by any means whatsoever without the prior written consent of eGovernments Foundation. EGovernments Foundation, No. 18/2A, 2nd Floor, Ambalipura Village, Sarjapur Main Road, Bellandur Gate, Bangalore - 560102 eGovernments is a trademark of eGovernments Foundation. It is clarified that eGovernments Foundation retains the right to reproduce, distribute or communicate the contents and/or subject matter of this document in part or whole and in any manner or form, to any other entity of its choice, under the terms that it so desires. Such act will not lead to the derogation of the rights of any entity involved.

About this User Guide

This User Manual describes the features, benefits, workflow, and roles offered by the Building Plan Approval module of eGovernments platform, and a step-by-step guide to using the module by different users.

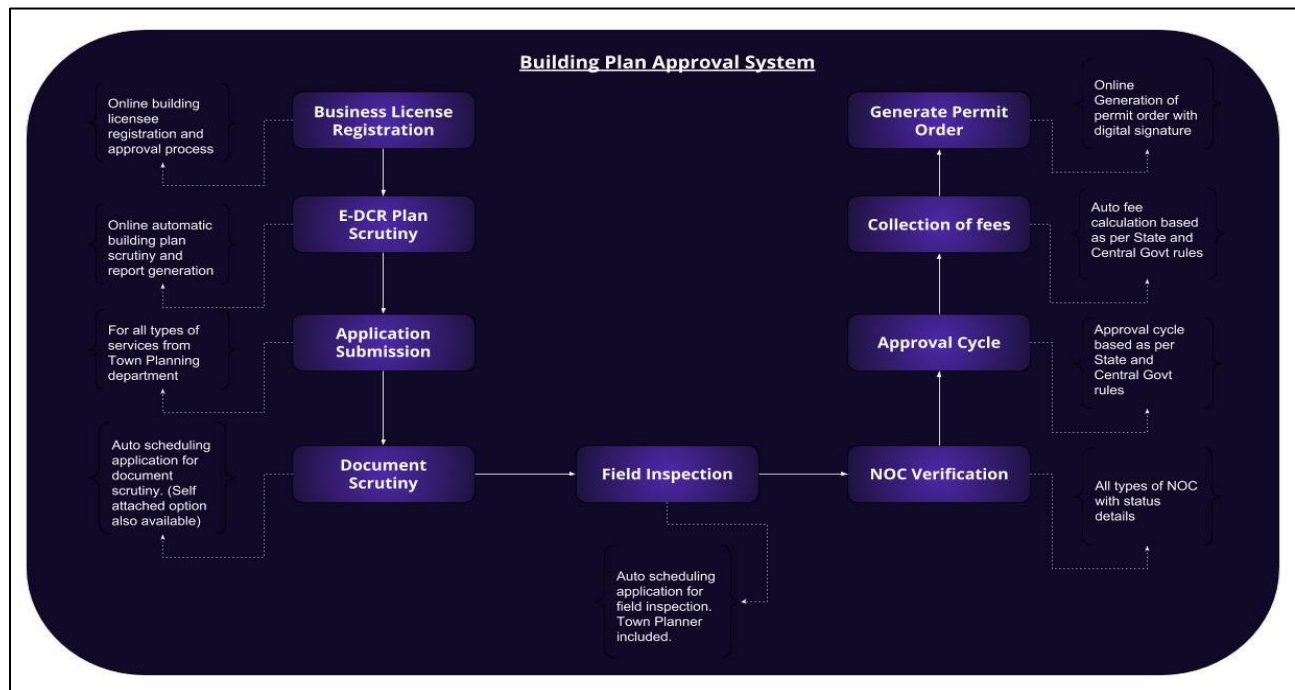
Conventions

The conventions used in this manual are:

- 1) Navigation > Arrow '>' notation describes the flow of navigation in the app.
- 2) LP: Letter to Party

1 Getting Started

1.1 Building Plan Approval



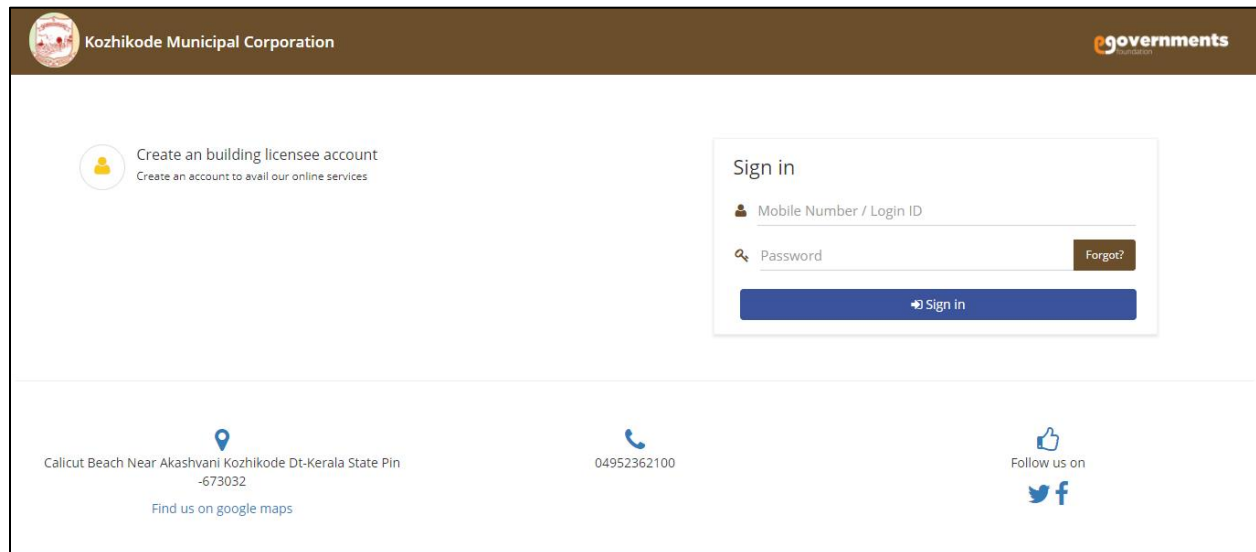
- Building Plan Approval module is available as part of the eGovernments platform. To log into eGovernments platform / your citizen services portal, on your web browser, type <URL> and click on **enter**.
- Upon entering the web page, you will see the following options in the home page.
- Use your log in details - **Mobile Number/Login ID** and
- **Password** - and click on **Sign in**.

1.2 Home Page

Elements	Functionalities
<p style="text-align: center;">Left Panel</p>	<ul style="list-style-type: none"> • Provides two options – BPA and EDCR. • BPA enable you to submit application for different service types.
<p style="text-align: center;">Top Panel</p>	<ul style="list-style-type: none"> • Enables you to view dashboard and Notifications. • In addition, the Top Panel enables you to update your profile.
<p style="text-align: center;">Right Panel</p>	<ul style="list-style-type: none"> • Shows list of submitted applications, Drafts, and Notifications in List View sorted chronologically with most recent on top. • Notifications contain the tasks with any changes occurred

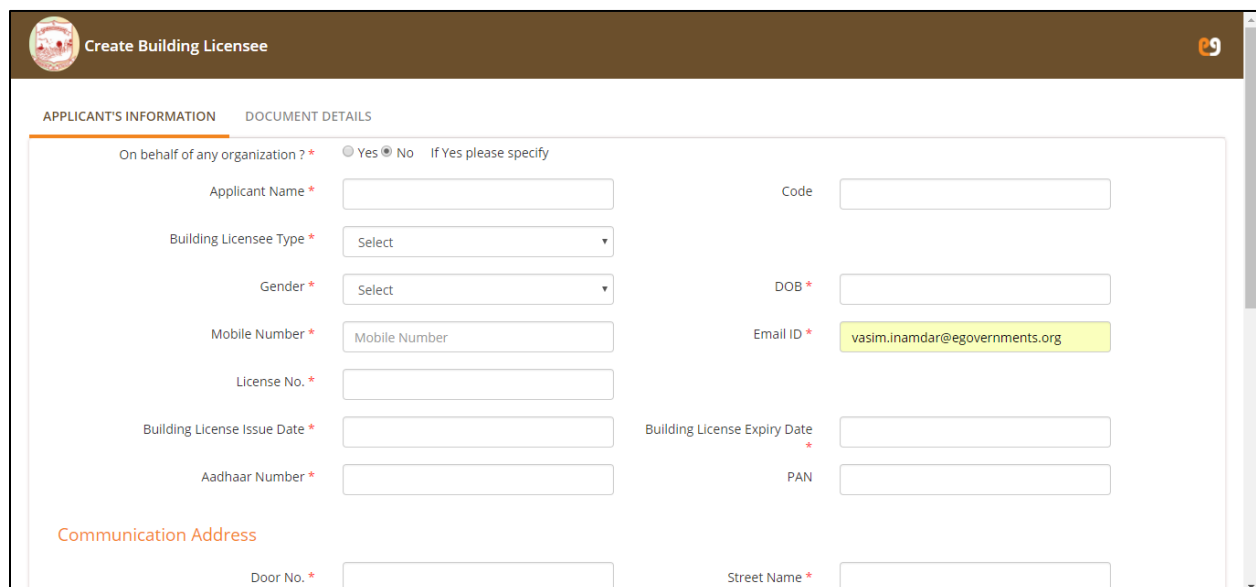
1 Business Licensee Registration

- For building licensee registration, User needs to click on create a building licensee account on the left side of the screen.



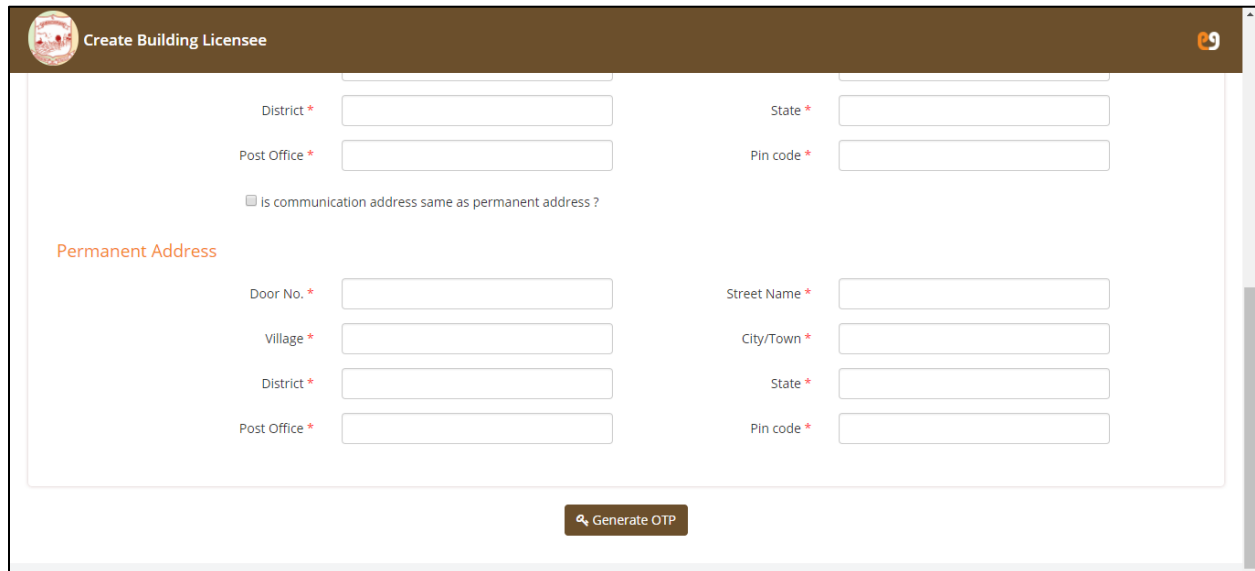
The screenshot shows the homepage of the Kozhikode Municipal Corporation. At the top left is the corporation's logo and name. At the top right is the 'egovernments foundation' logo. The main content area features two primary options: 'Create an building licensee account' with a user icon and the subtext 'Create an account to avail our online services', and a 'Sign in' box. The 'Sign in' box contains fields for 'Mobile Number / Login ID' and 'Password', a 'Forgot?' link, and a blue 'Sign in' button. Below this, there is contact information: 'Calicut Beach Near Akashvani Kozhikode Dt-Kerala State Pin -673032' with a 'Find us on google maps' link, a phone number '04952362100', and social media icons for Facebook, Twitter, and YouTube.

- The building licensee needs to enter all the mandatory fields and documents.

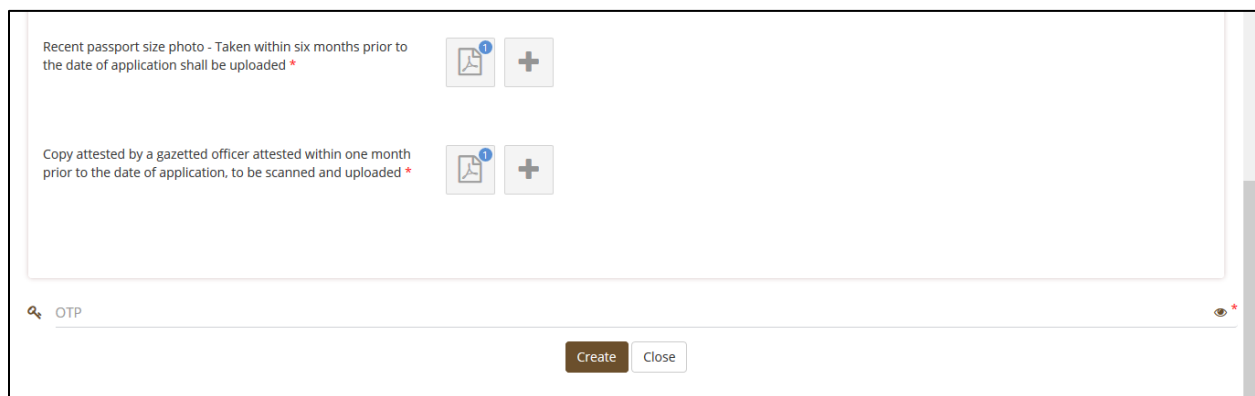


The screenshot displays the 'Create Building Licensee' form. The header includes the corporation's logo and name, and the 'egovernments foundation' logo. The form is divided into two tabs: 'APPLICANT'S INFORMATION' (selected) and 'DOCUMENT DETAILS'. Under 'APPLICANT'S INFORMATION', there is a question 'On behalf of any organization ? *' with radio buttons for 'Yes' and 'No', and a note 'If Yes please specify'. Below this are several input fields: 'Applicant Name *', 'Building Licensee Type *' (a dropdown menu), 'Gender *' (a dropdown menu), 'Mobile Number *' (with a placeholder 'Mobile Number'), 'License No. *', 'Building License Issue Date *', and 'Aadhaar Number *'. On the right side, there are fields for 'Code', 'DOB *', 'Email ID *' (with the value 'vasim.inamdar@egovernments.org' highlighted), 'Building License Expiry Date *', and 'PAN'. At the bottom, under the heading 'Communication Address', there are fields for 'Door No. *' and 'Street Name *'.

- Once all the mandatory details are entered, the user need to click on generate OTP tab for verification of mobile number.
- The user need to enter the system sent OTP on the entered mobile number.



- Click on submit button to submit the “**Building Licensee registration Application**” with ULB.
- Click on close to close the tab.



- Once the application for registration is approved, the user will receive login credentials via SMS and email.

2 Building Plan Scrutiny

2.1 Users

- Valid Business Licensee: **Architect, Building Designer A, Building Designer B, Engineer A, Engineer B, Town Planner A, Town Planner B, Supervisor A and Supervisor B.**

2.2 Overview

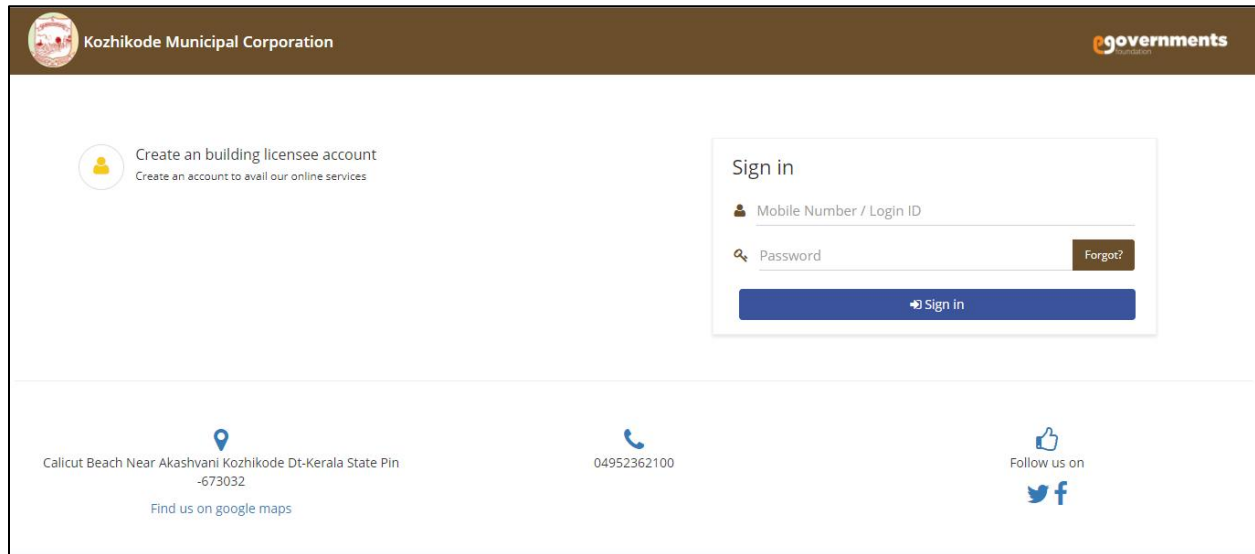
- A business user resembles the one who has valid license from ULB in order to submit a “Building Plan Approval” (BPA) application.
- Only a business user can submit a **Building Plan Approval** application.
- A business user can do plan scrutiny for “n” number of times for a single plan and can submit and scrutinize multiple building plans for ‘n’ number of time.
- Business user and citizen will be completely in sync with each and every details related to building plan approval application, via Building Plan Approval system, throughout the application cycle

2.3 Building Plan Scrutiny:

In order to make a complete automated and transparent process for scrutinizing a building plan and getting the government approval for the same, eGovernments foundation has created an open source software (built on all open source tools) for ‘Building Plan Scrutiny’ and ‘Building Plan Approval System’

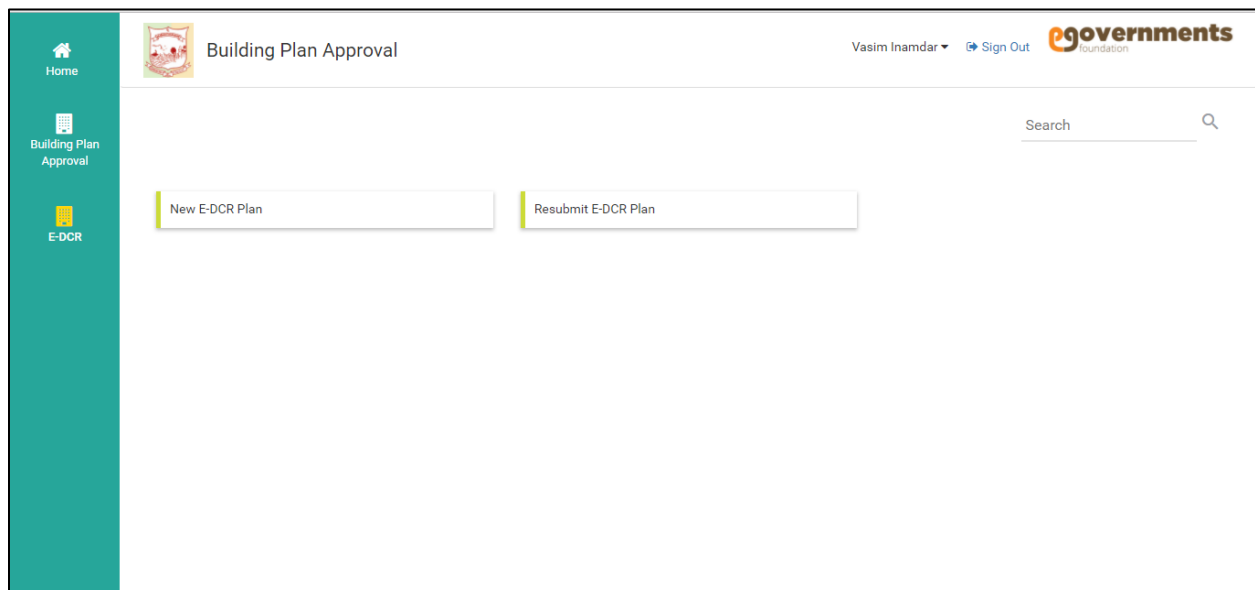
2.4 Steps to submit a Building Plan Scrutiny

- 1) For registration of Business licensee, click on new registration on [web application](#)
- 2) A business user will be able to login or will receive the unique login credentials only after approval from the ULB authority.
- 3) Login as registered business user using the user name and password send via SMS and Email.
- 4) URL for login: [web application](#).



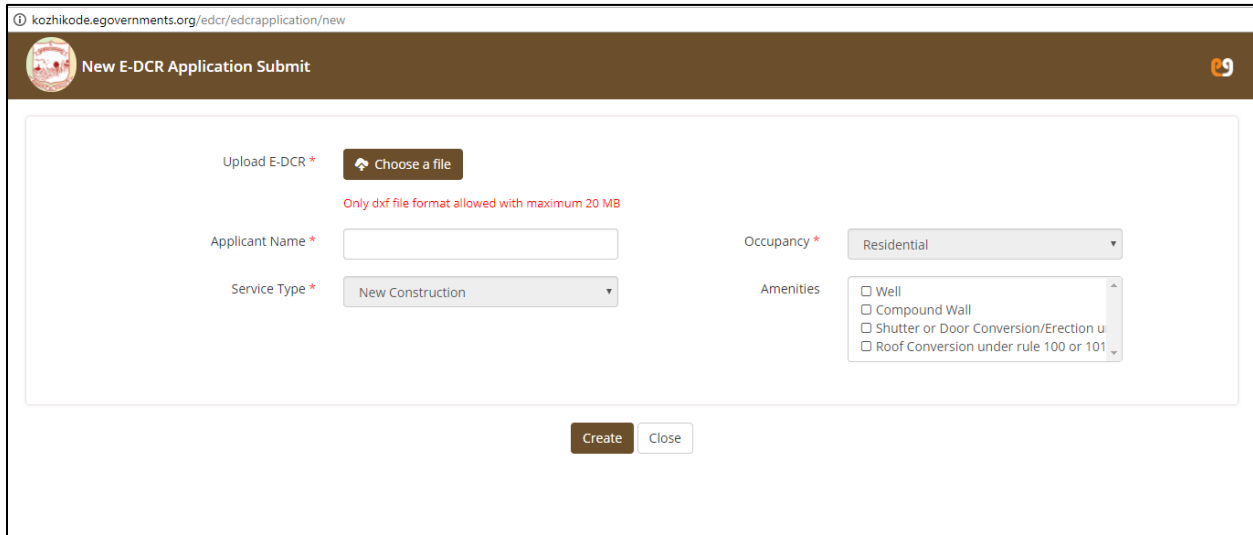
2.4.1 EDCR- Building Plan Scrutiny

1. On the left panel dashboard click on **EDCR** icon.
2. Two options will appear on the screen.
3. A) **New EDCR Plan**
4. B) **Resubmit EDCR Plan**

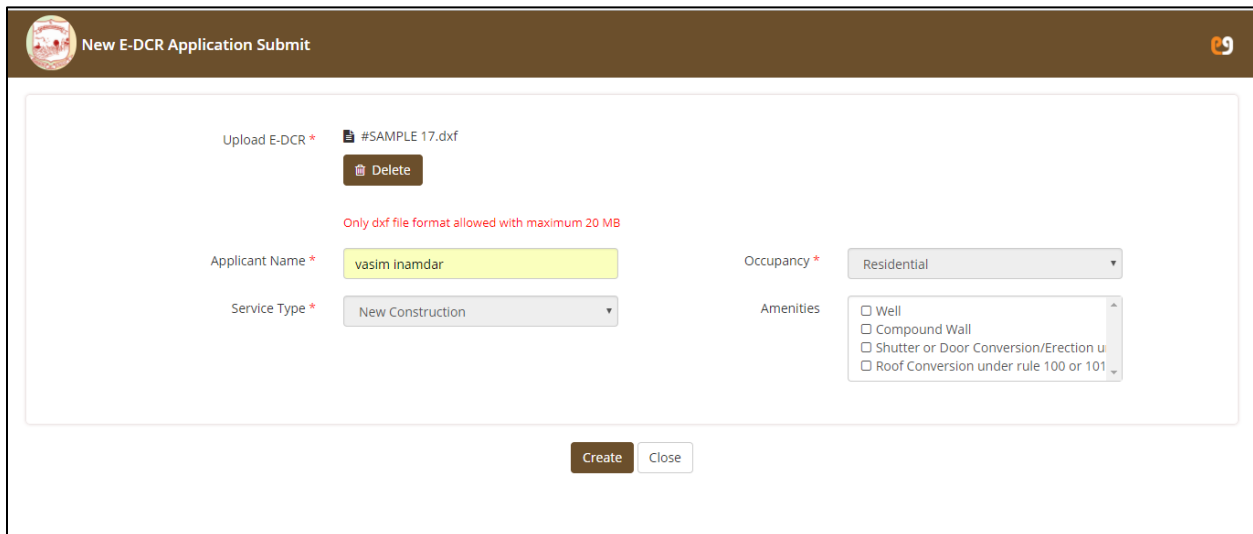


2.4.2 New EDCR Plan

- For submitting the ‘Building Plan Scrutiny’, the user can upload only **.DXF** type of cad drawing file. Maximum size of the file can be up to **20MB**.

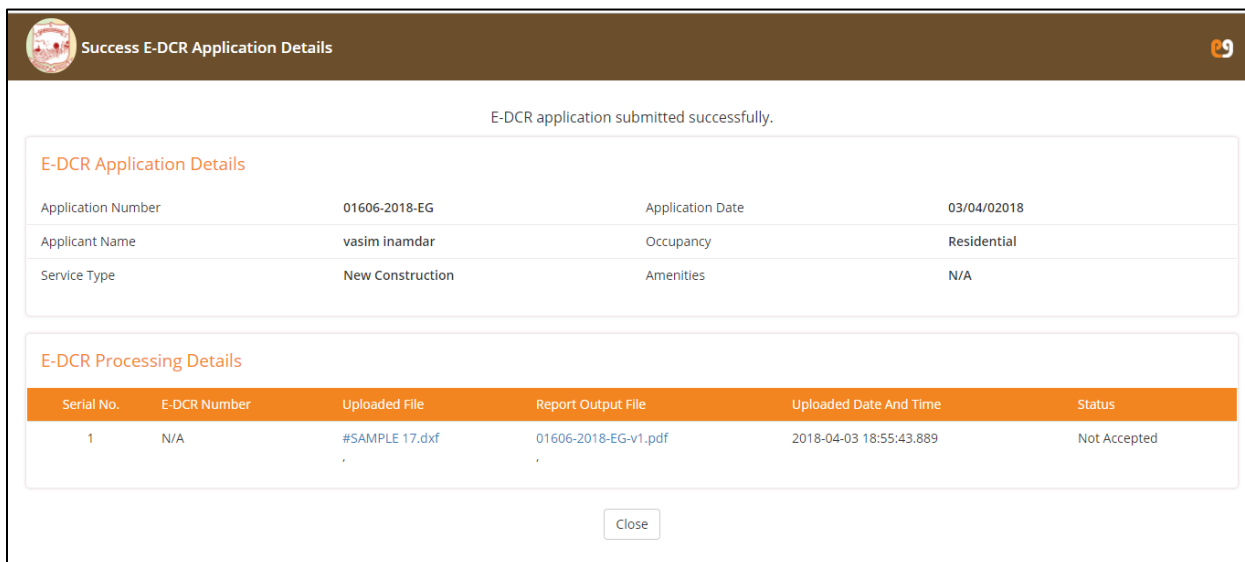


- The user needs to enter the applicant name occupancy type and service type (along with amenities if any) mandatorily.



- Click on **create** in order to scrutinize the building plan
- Click **close** to close the tab.

- The system scrutinizes the submitted plan automatically in few seconds and output report is generated along with the status of the report as shown in the below screenshot
- The first tabular form the screen shows the submitted **EDCR Application details** before doing building plan scrutiny of the submitted file.
- In **EDCR Application details** the system generates an unique application number.
- The table with the header '**EDCR Processing Details**' gives details of submitted 'Building Plan Scrutiny' file. The table contains details like **uploaded file name, report output file name, uploaded date and time and status of the submitted** 'Building Plan'.



Success E-DCR Application Details

E-DCR application submitted successfully.

E-DCR Application Details


Application Number	01606-2018-EG	Application Date	03/04/2018
Applicant Name	vasim inamdar	Occupancy	Residential
Service Type	New Construction	Amenities	N/A

E-DCR Processing Details

Serial No.	E-DCR Number	Uploaded File	Report Output File	Uploaded Date And Time	Status
1	N/A	#SAMPLE 17.dxf	01606-2018-EG-v1.pdf	2018-04-03 18:55:43.889	Not Accepted

Close

- Click on **close** button to close the tab.
- On clicking **report output file** that is generated after system doing the building plan scrutiny, the in detailed report of the scrutiny file is generated as shown in the below screens.
- The **report** is generated based on latest version of **KMBR** rules.



KOZHIKODE MUNICIPAL CORPORATION
AUTOMATED BUILDING PERMIT APPROVAL SYSTEM
PLAN DOCUMENT SCRUTINY REPORT

APPLICATION DETAILS						
1	APPLICANT NAME	yasin inandar			6	PLOT RESURVEY NUMBER
2	APPLICATION NUMBER	01606-2018-EG			7	WARD
3	APPLICATION DATE	03/04/2018			8	DESOM
4	OCCUPANCY TYPE	Residential			9	VILLAGE
5	LICENSEE					

AREA DETAILS			OTHER GENERAL DETAILS		
1	TOTAL BUILT UP AREA	587.9188 m ²	1	APPLICABILITY OF CRZ	NO
2	TOTAL FLOOR AREA	575.5010 m ²	2	AVAILABILITY OF NOC TO ABUT SIDE OF THE PLOT	YES
3	TOTAL CARPET AREA	460.4008 m ²	3	AVAILABILITY OF NOC TO ABUT REAR OF THE	NO
4	PLOT AREA	1270.47 m ²	4	WHETHER SITUATED IN SECURITY ZONE?	NO
5	FAR	0.453 m ²	5	VOLTAGE OF OVERHEAD ELECTRIC LINE	33.0 KV
6	COVERAGE	15.470 m ²	6	HEIGHT OF BUILDING	9.75 m

Status of Report: Not Accepted
Errors
 1. Cul-de-sac road Shortest Distance, not defined in the plan.

- The report explains **rule number, rule description, required as per rule, provided as per drawings and accepted/Not accepted** in a tabular form as mentioned in the below screen.
- The report also clearly mentioned for which rule the plan is accepted or not accepted. Based on the rule wise status output, the user can re-submit the plan again by correcting the submitted plan for all the rules which shows 'Not Accepted' status in the report.

1 / 2

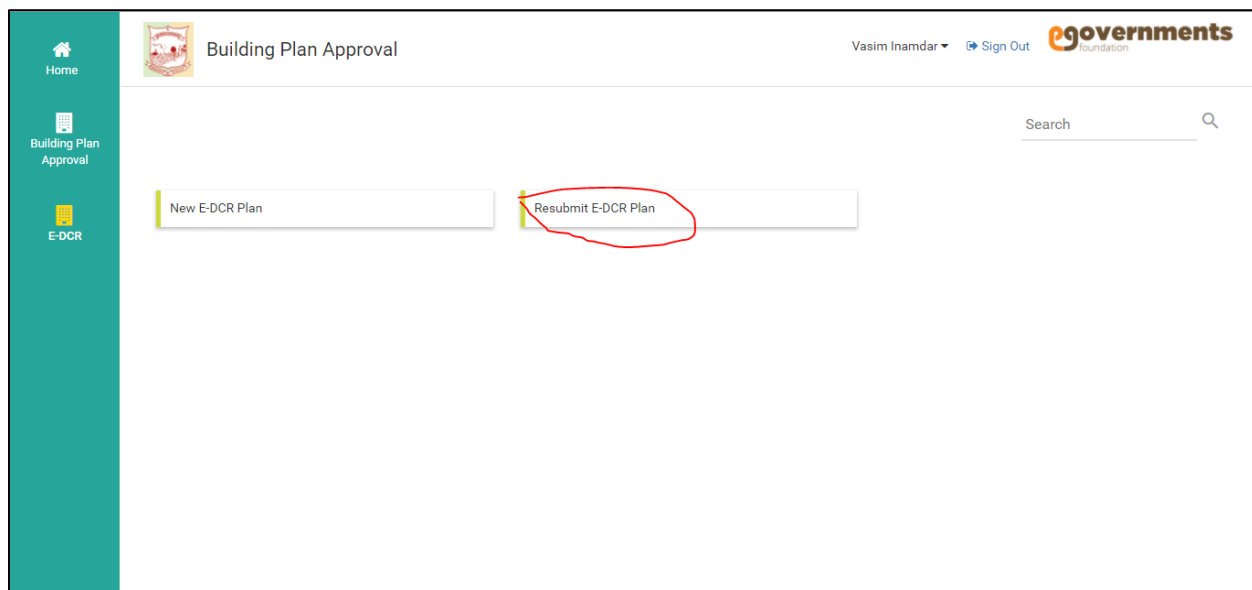
Building Rule Scrutiny

KMBR Rule No.	Rule description	Required by Rule	Provided as per drawings	Accepted / Not Accepted
23(5)	Horizontal line distance from electric line	1.85(MTR)	21.8781(MTR)	Accepted
24(1)	Every habitable room shall abut on an exterior or interior open space or verandah	Habitable Room shall abut on an exterior or interior open space or verandah	All Habitable Room (s) are abutting an exterior or interior open space or verandah	Accepted
24(3)	Front yard distance	(Minimum distance,Mean distance) (1.8,3)(MTR)	(4.029,6.50277)(MTR)	Accepted
24(4)	Rear Yard	(Minimum distance,Mean distance) (Minimum 1 MTR , Average 2.0 MTR)(MTR)	(3.516,22.0781)(MTR)	Accepted
24(5) Side Yard 1	Minimum open space on Side 1	Minimum 1 MTR	3.619(MTR)	Accepted
24(5) Side Yard 2	Minimum open space on Side 2	1.2(MTR)	4.705(MTR)	Accepted
24(10)	No construction or hangings outside the boundaries of the	Shades or Overhangs, Building foot print Should be inside Plot	Shades or Overhangs, Building foot print are inside Plot	Accepted



2 / 2				
30	Occupancy of Buildings		Residential Occupancy Defined in the plan.	Verify
31(1)	FAR	Should be less than 4.0	0.453	Accepted
31(2)	FAR Coverage	should less than 65	15.470	Accepted
33(1)	Access to building	2.0(MTR)	3.0(MTR)	Accepted
34(1)	Parking Slots Area	2.70 M x 5.50 M Minimum Area of Each parking	No violation of area in 3 parking	Accepted
34(2)	Total number of Parking	5.0 Numbers	3 Numbers	NotAccepted

2.4.3 Resubmit 'Building Plan Scrutiny'

- Click on '**Resubmit EDCR Plan**' (Building Plan Scrutiny), to resubmit the building plan.



- On Click of '**Resubmit EDCR Plan**' (Building Plan Scrutiny), the system navigates to below mentioned screen.
- The user needs to resubmit the corrected '**Building Plan Scrutiny**' file and upload the corrected **.DXF** file.
- The user needs to enter already generated application number with previous 'Building Plan Scrutiny' report.
- Click on **update** and generate the 'Building Plan Scrutiny' report for the resubmitted file.
- Click on **close** button to close the tab.


Resubmit E-DCR Application


Re-Upload E-DCR * Choose a file

Only dxf file format allowed with maximum 20 MB

Application Number *

Applicant Name



Service Type

Occupancy

Amenities

Update
Close

- The resubmitted file details will also be updated in the **E-DCR processing details**.
- The user can download the scrutinized report for the resubmitted file by clicking on the **report output file**.


Success E-DCR Application Details


E-DCR application submitted successfully.

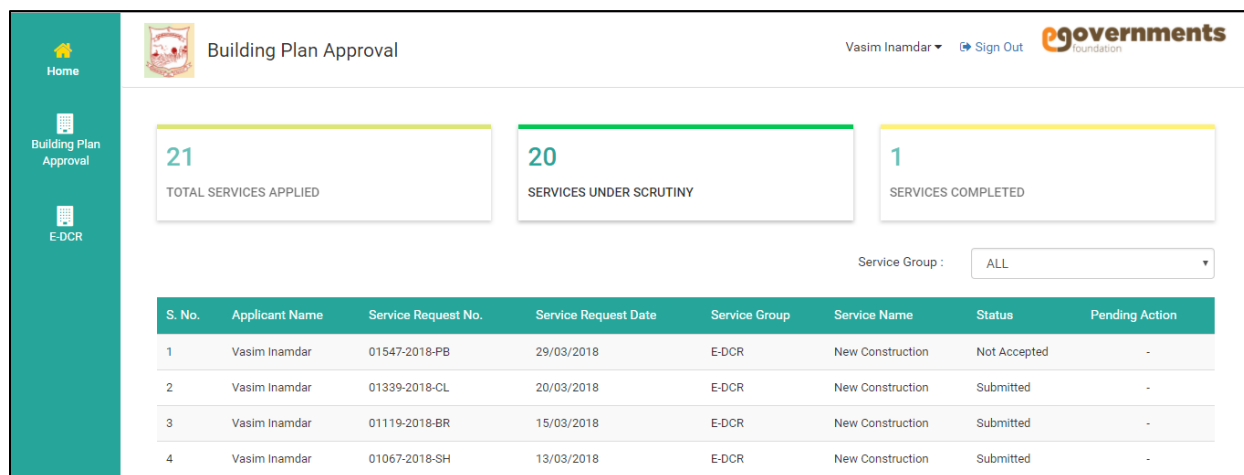
E-DCR Application Details

Application Number	01606-2018-EG	Application Date	03/04/2018
Applicant Name	vasim inamdar	Occupancy	Residential
Service Type	New Construction	Amenities	N/A

- Click on **close** button to close tab.
- The final accepted 'Building Plan Scrutiny' file has a **unique application number** which is used while submitting the 'Building Plan Approval' application.
- All the detail of the scrutinized and accepted building plan file which is generated is automatically attached along with the 'Building Plan Scrutiny' submitted file and accepted output report.
- The user needs to mandatorily enter the accepted 'Building Plan Scrutiny' report unique application number while submitting the building plan approval application for various service types (for required service type).

3 Application Submission

- After logging in to the system using the credentials shared to user via **SMS and email**, the user will be navigated on the landing screen.
- From the left panel dashboard select “**Building Plan Approval**” option.



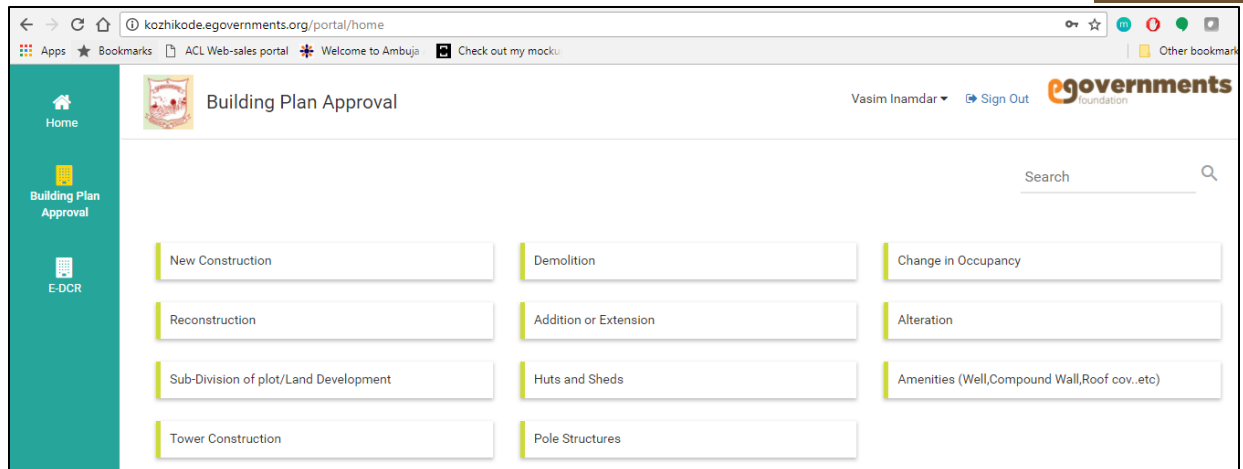
S. No.	Applicant Name	Service Request No.	Service Request Date	Service Group	Service Name	Status	Pending Action
1	Vasim Inamdar	01547-2018-PB	29/03/2018	E-DCR	New Construction	Not Accepted	-
2	Vasim Inamdar	01339-2018-CL	20/03/2018	E-DCR	New Construction	Submitted	-
3	Vasim Inamdar	01119-2018-BR	15/03/2018	E-DCR	New Construction	Submitted	-
4	Vasim Inamdar	01067-2018-SH	13/03/2018	E-DCR	New Construction	Submitted	-

- The user will be navigated to the list of services for which he/she wants to submit an application.

3.1 List of Services

- New Construction
- Demolition
- Change in occupancy
- Re-Construction
- Addition or extension
- Alteration
- Sub-division of plot/Land development
- Huts and Sheds
- Amenities
- Tower Construction
- Pole Structure

- User need to select one service type, for which he/she wants to submit an application , from the available list of services.



- User needs to enter all the mandatory details.
- The occupancy type: User needs to mandatorily select one “Occupancy Type” mandatorily.
 - Residential
 - Special Residential
 - Educational
 - Medical/Hospital
 - Assembly
 - Office/Business
 - Mercantile/Commercial
 - Industrial
 - Small Industrial
 - Storage
 - Hazardous (1)
 - Hazardous (2)
 - Thatched/Tiled house
 - Mixed
- User need to enter the approved plan scrutiny unique number.

****Note:** User needs to mandatorily scrutinize “Building Plan” for all the necessary service type. System generates a unique “Building Plan Scrutiny” number once the plan is approved (Building Plan Scrutiny). User need to mandatory enter the “Building Plan Scrutiny” number.**

- On entering the unique “Building Plan Scrutiny” number, the system automatically populates and attaches the “Building Plan Scrutiny” submitted file and its report (Only accepted status).

eGov Urban Portal - Google Chrome
 Not secure | kozhikode.egovernments.org/bpa/application/citizen/newconstruction-form

APPENDIX - A [See Rule 5(1) and Rule 144(1)] Application for Permit

APPLICATION DETAILS | DOCUMENT DETAILS | UPDATE NOC DETAILS

Application Details

Occupancy * Residential
 E-DCR Number * EDCR42018000366
 Is One Day Permit
 Application Type * New Construction
 Amenity Type
 Well
 Compound Wall
 Shutter or Door Conversion/Erection U
 Roof Conversion under rule 100 or 10
 Application Date * 04/04/2018
 Application Fee 50
 Remarks

E-DCR Application Details

E-DCR Application Number	01594-2018-UF	E-DCR Application Date	03/04/2018
--------------------------	---------------	------------------------	------------

- The user needs to mandatorily enter all the details of plot in “**Details of Plot**” section of application.

APPENDIX - A [See Rule 5(1) and Rule 144(1)] Application for Permit

Applicant Details

Applicant Name * Vasim Inamdar x
(Enter multiple names by comma seperated)
 Address * Jain Heights ALTura
 Mobile Number * 9860139004
**SMS is sent to this
 Email ID * vasim.inamdar@yahoo.com
**Mail is sent to this
 Gender * MALE

Details Of Plot

Extent of Land * 10000
 SQMTRS
 Extent (in Sq.Mtrs) 10000
 Zonal Office * ZONE-1 (MAIN OFFICE)
 Revenue Ward * WARD 1
 Village * Kacheri
 Election Ward * WARD 67-THOPPAYIL

Be Survey No. / Town Survey No. with Sub-
 Nature of ownership *

- The details of plot include the **zone, revenue ward, electoral ward, registrar’s address** etc.

APPENDIX - A [See Rule 5(1) and Rule 144(1)] Application for Permit

Registrar's Office * Nearest Building No. *

Street Address Locality

City/Town * Site Pin code *

Taluk * Post Office *

District * State *

Town Planning Scheme Proposed land use

Whether Government or Quasi Government
 NOT_APPLICABLE
 GOVERNMENT
 QUASI_GOVERNMENT

Is application for regularization ?

Construction Stages * Construction Status *

Date of construction started *

- In **“Proposed Building Section”** user needs to enter the floor wise building details. User need to mandatorily enter **floor description, level, occupancy (on that floor), Built up area, floor area and carpet area.**

Not secure | kozhikode.egovernments.org/bpa/application/citizen/newconstruction-form

APPENDIX - A [See Rule 5(1) and Rule 144(1)] Application for Permit

Proposed Building Details

Builtup and Carpet Area Details:

Sr.no	Floor Description	Level	Occupancy	Builtup Area (In Sq.Mtrs)	Floor Area (In Sq.Mtrs)	Carpet Area (In Sq.Mtrs)	Action
1	Ground Floor	1	Residential	6500	6500	6500	
Total				6500.00	6500.00	6500.00	

Are you accepting to pay additional fee of Rs.5000 per Sq.Mtr ?

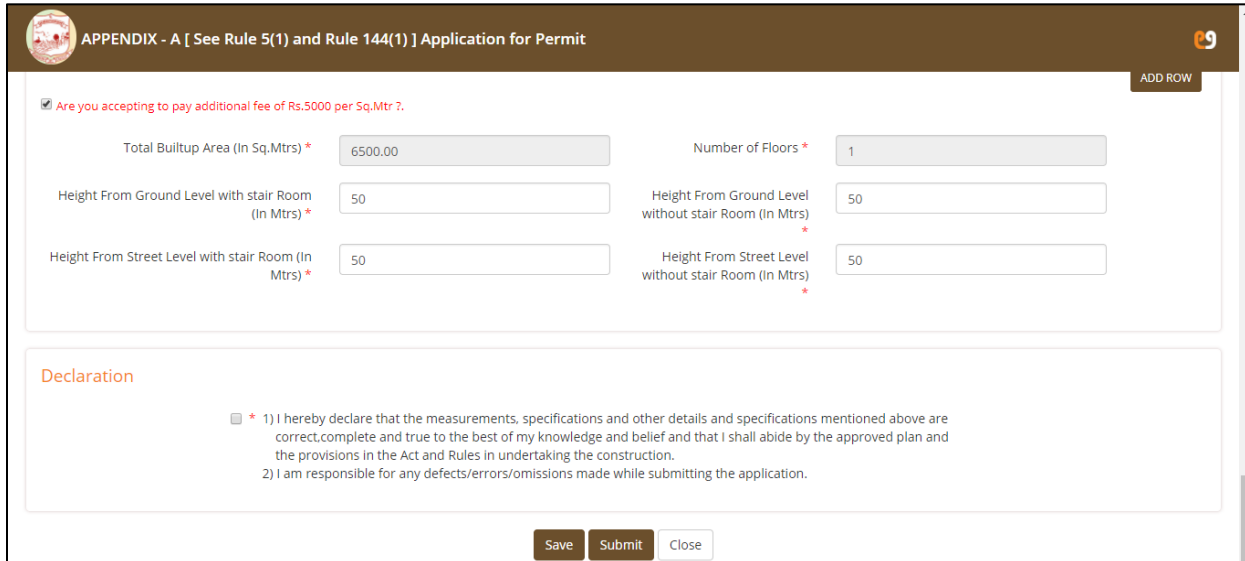
Total Builtup Area (In Sq.Mtrs) * Number of Floors *

Height From Ground Level with stair Room (In Mtrs) * Height From Ground Level without stair Room (In Mtrs) *

Height From Street Level with stair Room (In Mtrs) * Height From Street Level without stair Room (In Mtrs) *

Declaration

- User needs to tick the option “**Are you accepting to pay additional fee of Rs 5000 per sq. mt ?**” if the application is crossing total built up area more than normal permissible area without additional fees.
- Read the **declaration** carefully and **tick** the check box if the user agrees to the terms of declaration.



APPENDIX - A [See Rule 5(1) and Rule 144(1)] Application for Permit

Are you accepting to pay additional fee of Rs.5000 per Sq.Mtr ?

Total Builtup Area (In Sq.Mtrs) * Number of Floors *

Height From Ground Level with stair Room (In Mtrs) * Height From Ground Level without stair Room (In Mtrs) *

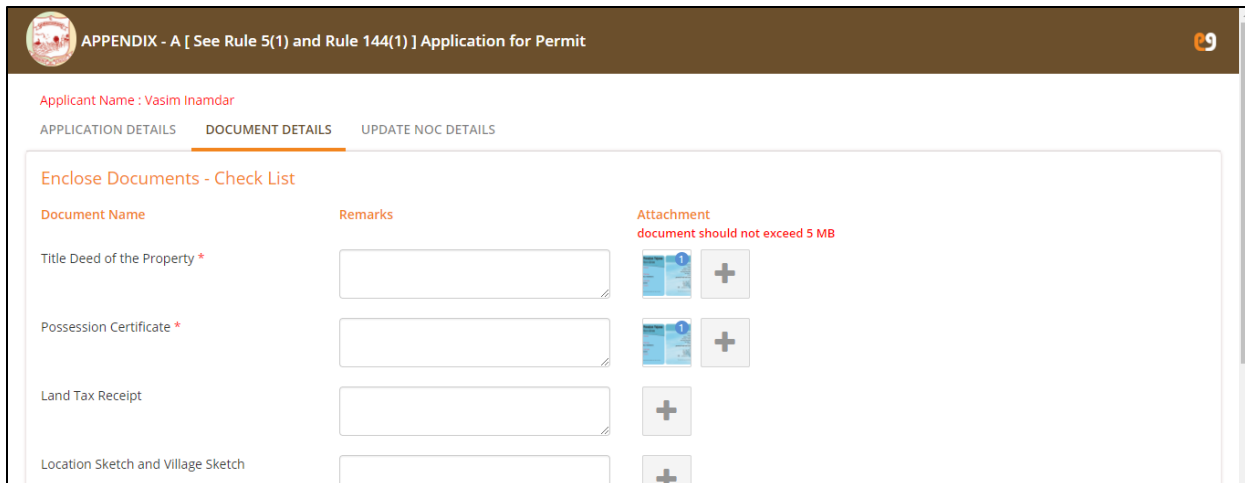
Height From Street Level with stair Room (In Mtrs) * Height From Street Level without stair Room (In Mtrs) *

Declaration

* 1) I hereby declare that the measurements, specifications and other details and specifications mentioned above are correct, complete and true to the best of my knowledge and belief and that I shall abide by the approved plan and the provisions in the Act and Rules in undertaking the construction.
2) I am responsible for any defects/errors/omissions made while submitting the application.

Save Submit Close

- User need to attach documents mandatorily for the selected service type.
- User can attach multiple documents/pages under a single header by clicking “+” sign.







APPENDIX - A [See Rule 5(1) and Rule 144(1)] Application for Permit

Applicant Name : Vasim Inamdar

APPLICATION DETAILS DOCUMENT DETAILS UPDATE NOC DETAILS

Enclose Documents - Check List

Document Name	Remarks	Attachment document should not exceed 5 MB
Title Deed of the Property *	<input type="text"/>	 +
Possession Certificate *	<input type="text"/>	 +
Land Tax Receipt	<input type="text"/>	+ 
Location Sketch and Village Sketch	<input type="text"/>	+ 

- **NOC Details:** User can add already obtained details under NOC details section. A copy of already obtained **NOC's** should be attached (if available).

Not secure | kozhikode.egovernments.org/bpa/application/citizen/newconstruction-form

APPENDIX - A [See Rule 5(1) and Rule 144(1)] Application for Permit

Applicant Name : Vasim Inamdar

APPLICATION DETAILS DOCUMENT DETAILS **UPDATE NOC DETAILS**

Status of NOC from the Following Departments.

Srl.no	Department	Nature OF NOC Request	Remarks	Attachment (document should not exceed 5 MB)
1	Port Trust	<input type="text"/>	<input type="text"/>	<input data-bbox="1117 485 1166 527" type="button" value="+"/>
2	Railways	<input type="text"/>	<input type="text"/>	<input data-bbox="1117 562 1166 604" type="button" value="+"/>
3	RTP/CTP - Layout Concurrence	<input type="text"/>	<input type="text"/>	<input data-bbox="1117 640 1166 682" type="button" value="+"/>
4	Pollution Control Board	<input type="text"/>	<input type="text"/>	<input data-bbox="1117 709 1166 751" type="button" value="+"/>

3.1.1 Save, Submit and Close

* 1) I hereby declare that the measurements, specifications and other details and specifications mentioned above are correct, complete and true to the best of my knowledge and belief and that I shall abide by the approved plan and the provisions in the Act and Rules in undertaking the construction.
2) I am responsible for any defects/errors/omissions made while submitting the application.

- **Save:** The user can save the partially filled application or if the user does not want to submit immediately.
- **Submit:** On click of submit, the user will be navigated to payment screen for making the payment before submitting the application.
- **Close:** On click of close button, the system will close the opened window.

3.1.2 Online Payment

- The user will be navigated to payment screen after filling all the mandatory details in the application screen.
- The applicable fees for submitting the application is auto calculated.
- The user will be navigated to select the payment options.
 - 1) **Debit/Credit card**
 - 2) **Internet Banking**

Pay your Tax/Fees/Charges

Description	Demand
Application Fees For New Construction - BPA/18-19	50
Total Balance ::	50
Balance Amount you are likely to pay: *	50

*** Mandatory Fields**

Pay Through:



Pay using any Visa/Master(Debit/Credit)cards issued by any bank.

Punjab National Bank Payment Gateway
(visa/master(credit/debit)cards)

Terms And Conditions:

- By accepting to make Payment online it is implied that the customer agrees to the terms and conditions of Netbanking System/credit card company.
- Once the payment transaction is submitted request for refund will not be entertained.
- After completing payment entries, customer will get a unique Payment Identification Number (PID Number) which may be quoted for all future communications with reference to this transaction.
- The actual updation of payment by Corporation will take place after getting confirmation from the Banks.

- After successfully making the payment, a payment receipt will be generated automatically for the paid amount.

 Collections


Your payment of Amount ₹ 50 has been received. The Reference Number is 4411. Please click on Generate Receipt to print the receipt

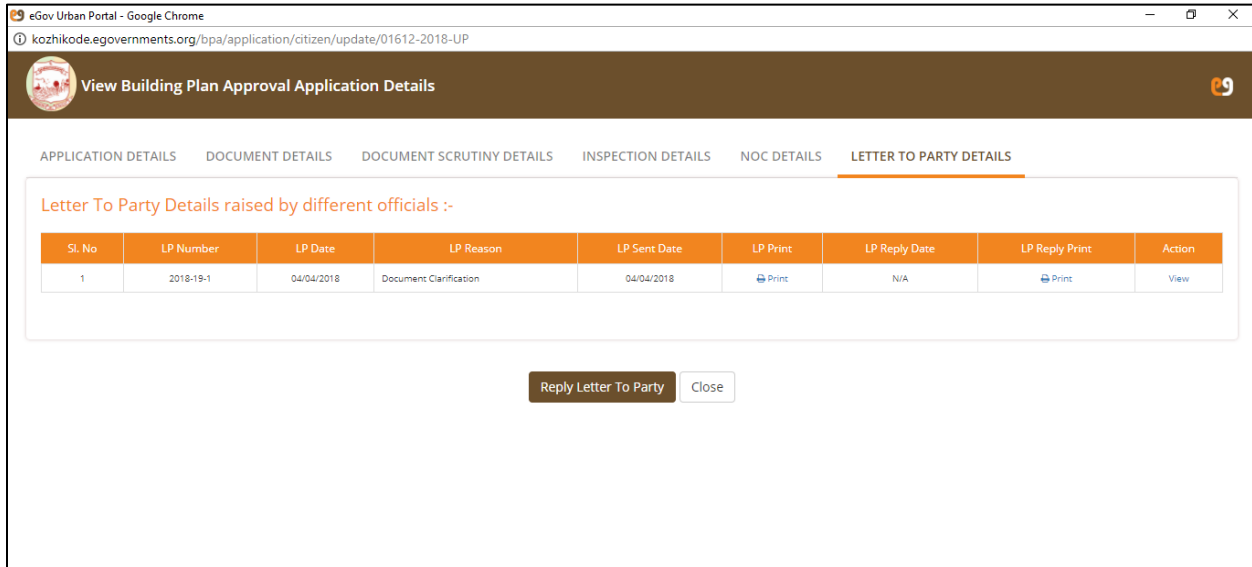
[Generate Receipt](#)

- The user can make the permit order fees via using the online payment's.
- The status of the application will be changed to “Pending for collection”.
- All the **status** of any application can be seen in the status column on the home screen of the user's login.

4 Letter to party reply

- The “Business Licensee User” can reply to letter to party raised by any official for the particular submitted application, via online web application.
- The status of the application will be changed to “**Letter to party raised**”.
- The user can click on that particular application and open the application for **replying** to that letter raised by official.

- To view the raised “**Letter to Party**” details click on **view** option.
- To reply to the letter to party raised, click on “**Reply letter to Party**” tab.
- Click on **close** to close the tab.



View Building Plan Approval Application Details

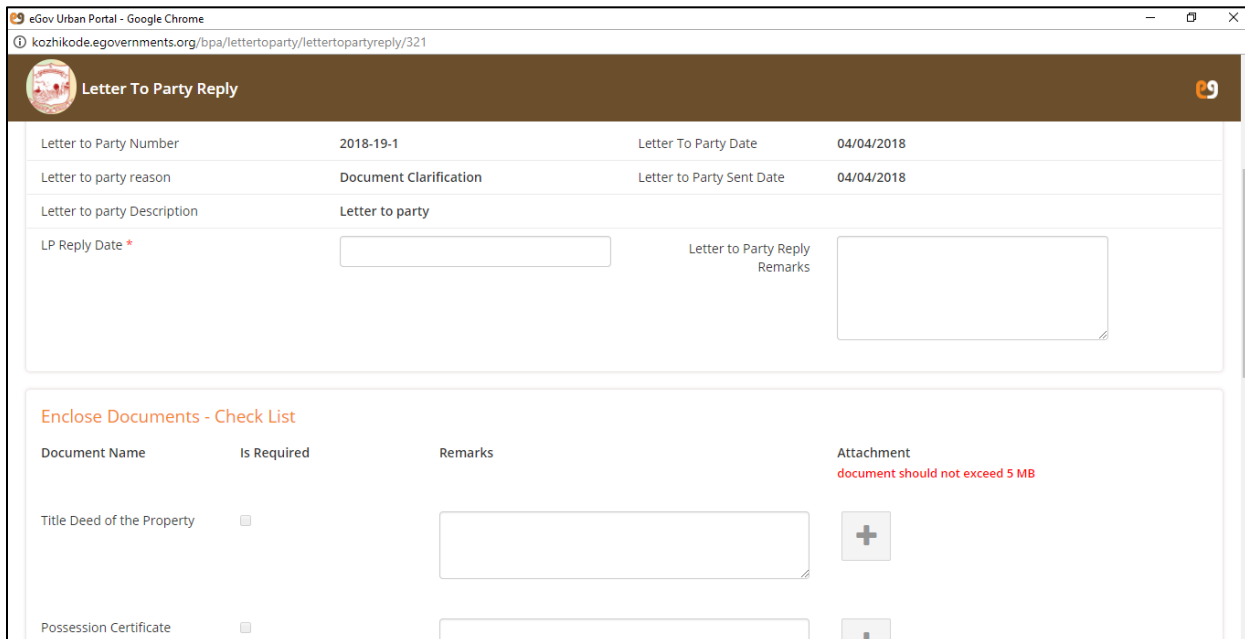
APPLICATION DETAILS DOCUMENT DETAILS DOCUMENT SCRUTINY DETAILS INSPECTION DETAILS NOC DETAILS **LETTER TO PARTY DETAILS**

Letter To Party Details raised by different officials :-

Sl. No	LP Number	LP Date	LP Reason	LP Sent Date	LP Print	LP Reply Date	LP Reply Print	Action
1	2018-19-1	04/04/2018	Document Clarification	04/04/2018	Print	N/A	Print	View

[Reply Letter To Party](#) [Close](#)

- On click on “**Reply letter to Party**” tab, the user will be navigated to the letter to party reply screen as shown in the below screen.
- User need to enter the mandatory details asked in the letter, to reply.
- User can **attach** multiple documents as an attachment with the **reply** for the letter raised.



Letter To Party Reply

Letter to Party Number: 2018-19-1 Letter To Party Date: 04/04/2018

Letter to party reason: Document Clarification Letter to Party Sent Date: 04/04/2018

Letter to party Description: Letter to party

LP Reply Date * Letter to Party Reply Remarks

Enclose Documents - Check List

Document Name	Is Required	Remarks	Attachment
Title Deed of the Property	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>
Possession Certificate	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>

Attachment document should not exceed 5 MB

4.1 Update, Print letter to party and Close

4.1.1 Update

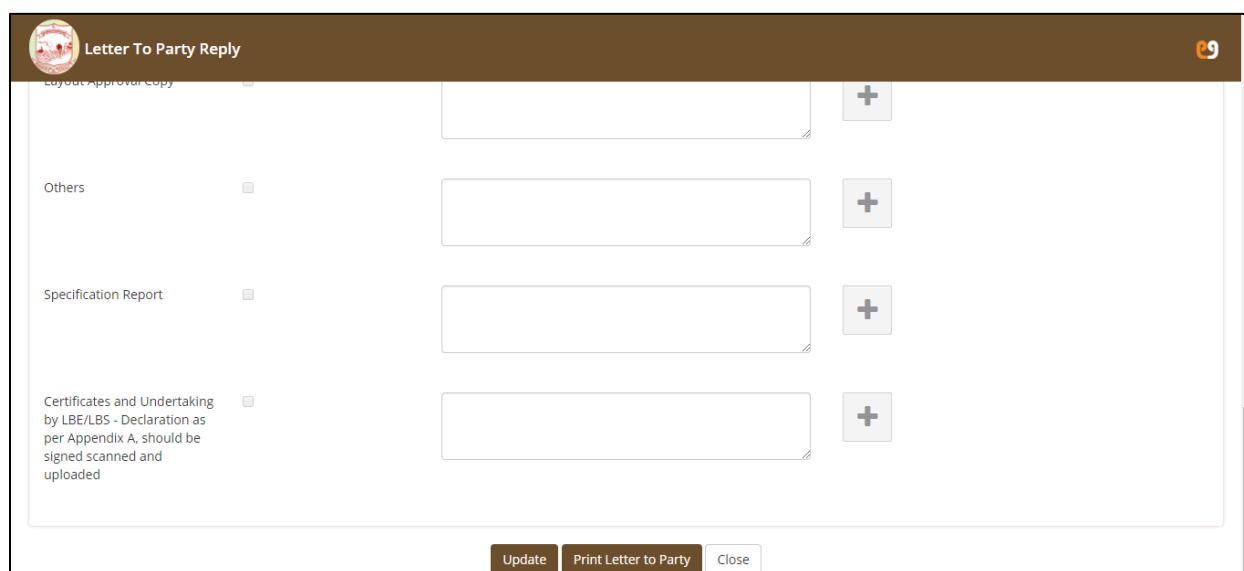
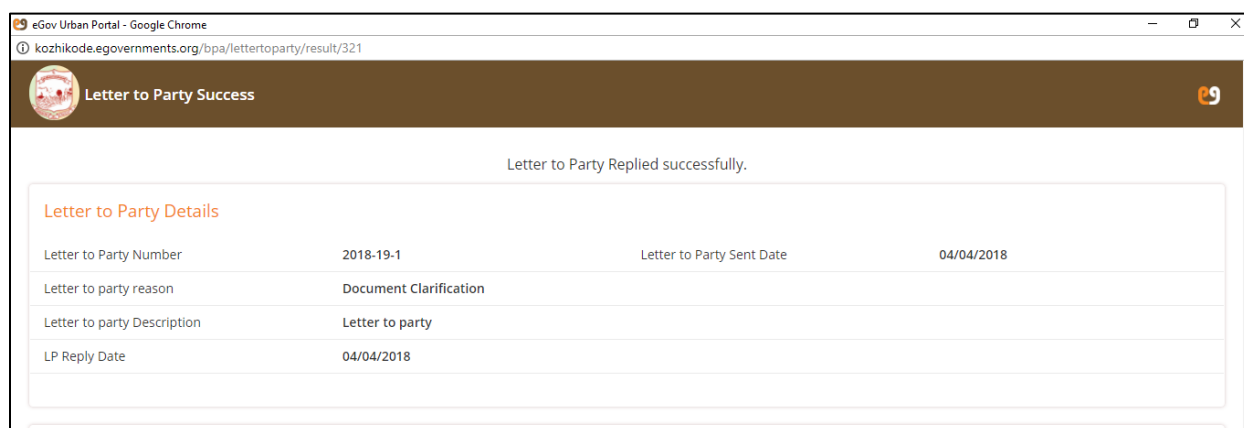
- In order to reply the user need to click on “**update**” button. The reply will be sent to the concerned official.

4.2 Print letter to party

- The user can **print** the letter to party raised by official.

4.3 Close

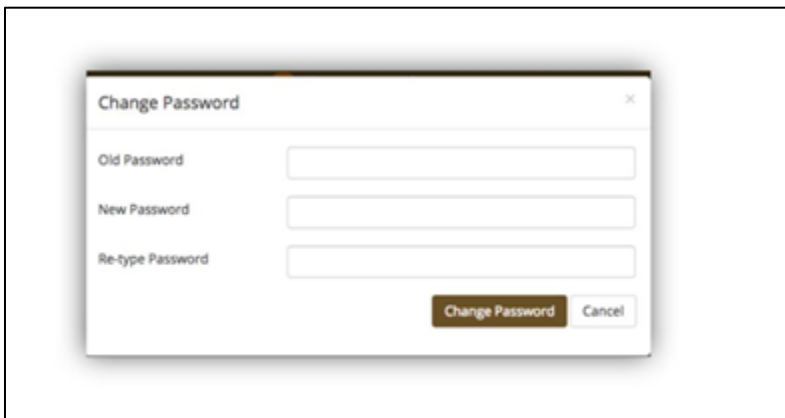
- Click on **close** button to close the opened tab.

Letter to Party Details	
Letter to Party Number	2018-19-1
Letter to Party Sent Date	04/04/2018
Letter to party reason	Document Clarification
Letter to party Description	Letter to party
LP Reply Date	04/04/2018

4.4 Change Password

- In the top panel, on the right hand top corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down, click on Change Password option.
- Provide Old Password, New password, Retype new password, and click on Change Password.



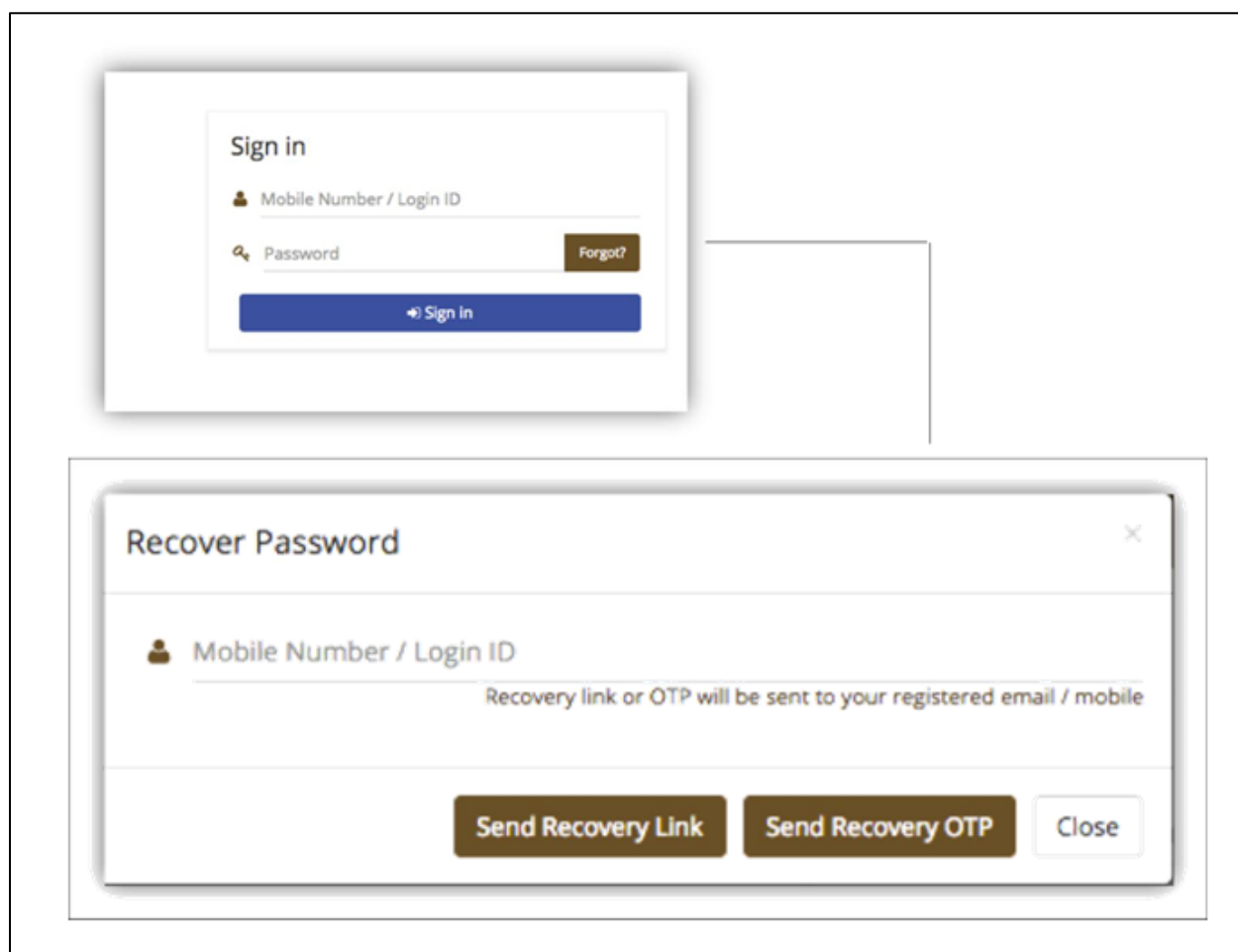
The image shows a 'Change Password' dialog box with a close button (X) in the top right corner. It contains three input fields: 'Old Password', 'New Password', and 'Re-type Password'. At the bottom right, there are two buttons: 'Change Password' and 'Cancel'.

4.5 Sign out

- In the top panel, on the right hand corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down click on **Sign out**.

1.3 Recover Password

- If you forget your password, in the log in page click on **Forgot** in the Password box
- In the Recover Password window that opens, enter your Mobile Number or Email ID, and choose the password recovery option (either my OTP to mobile phone or password recovery link to email)



End of Document