User Manual

for

Licensed Architect

Online Building Plan Approval System

Development Authorities, Special Area Development Authorities and U.P. Housing Board

Uttar Pradesh

Prepared by

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Empowering Transformation

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1.   Introduction

The document for Licensed Architect briefs about the steps to be followed for the submission of a proposal-file in **Uttar Pradesh (Awas Bandhu) Development Authority**.

2.   Home Page

(i)   Go to the link https://upobpas.in/BPAMSClient/Home.aspx#main-content-div, it redirects you to the **UP Development Authority** page.

There are three buttons available on the home page as mention below in the table:

UP Online Building Plan Approval System Home Page	
Login	Select to login into the architect's console.
LTP Registration	Select to open the New Registration Form.
Renew your License	Select to Renew the Registration Number.

(ii)   To Select the **Development Authority,** click **Login**, the window will scroll down to **Find your Authority** section.
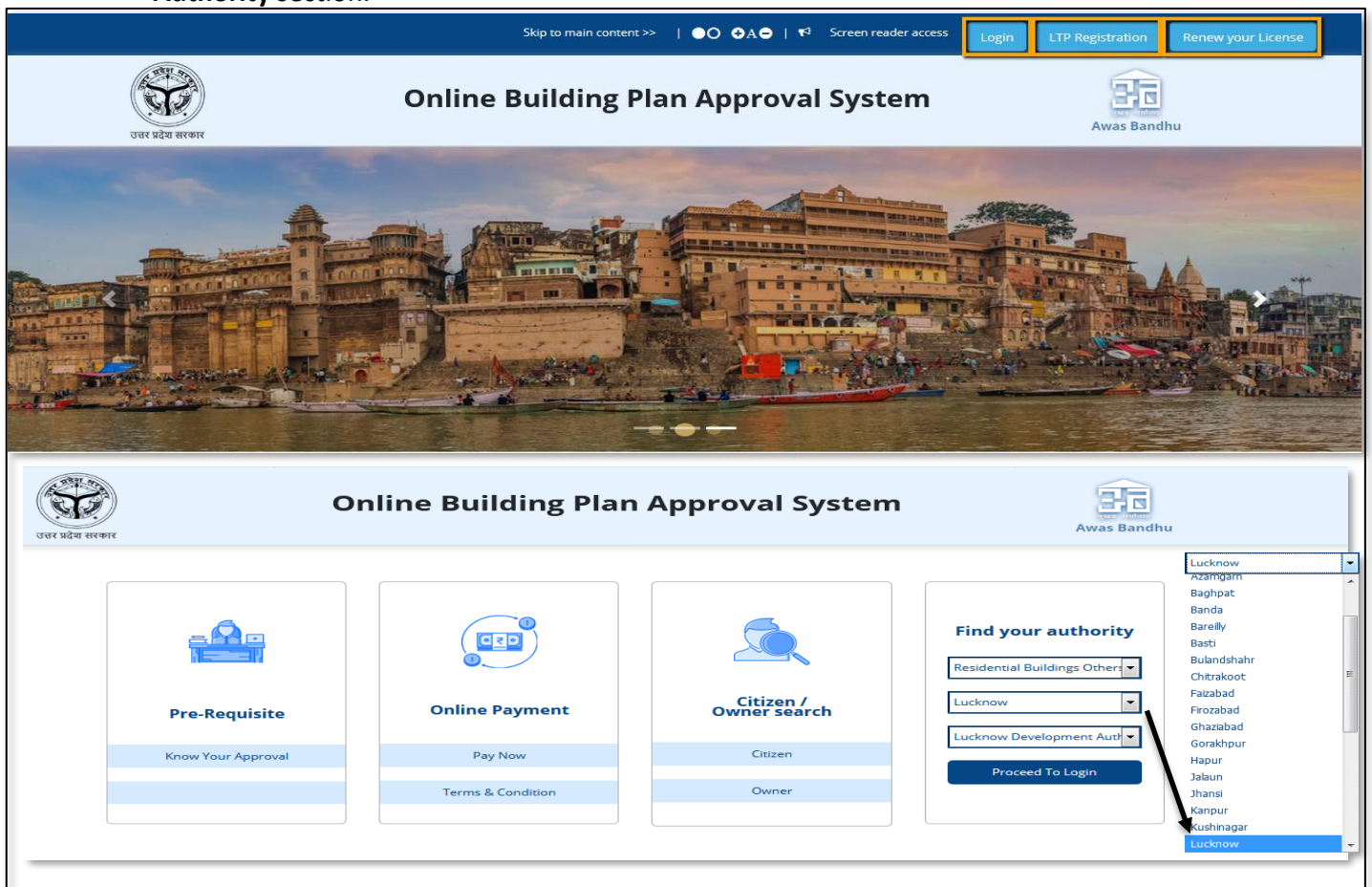

Figure 1: UP Development Authority Home Page

3. Architect's Registration Form

For New Architect's/ LTP's Registration:

(i) If you don't have a Username and Password, select **LTP Registration**. It redirects you to the **Registration Form**.

(ii) Fill all the details. Enter the **Captcha**, accept the **Terms and Conditions** and **Submit** the form.

Figure 2: Architect's Registration Form

✎ **Note:** Asterisk Mark (*) fields are mandatory to fill.

4. Renewal of Registration

(i) Select **Renew your License** option, enter **Registration Number** and Click **GO**.
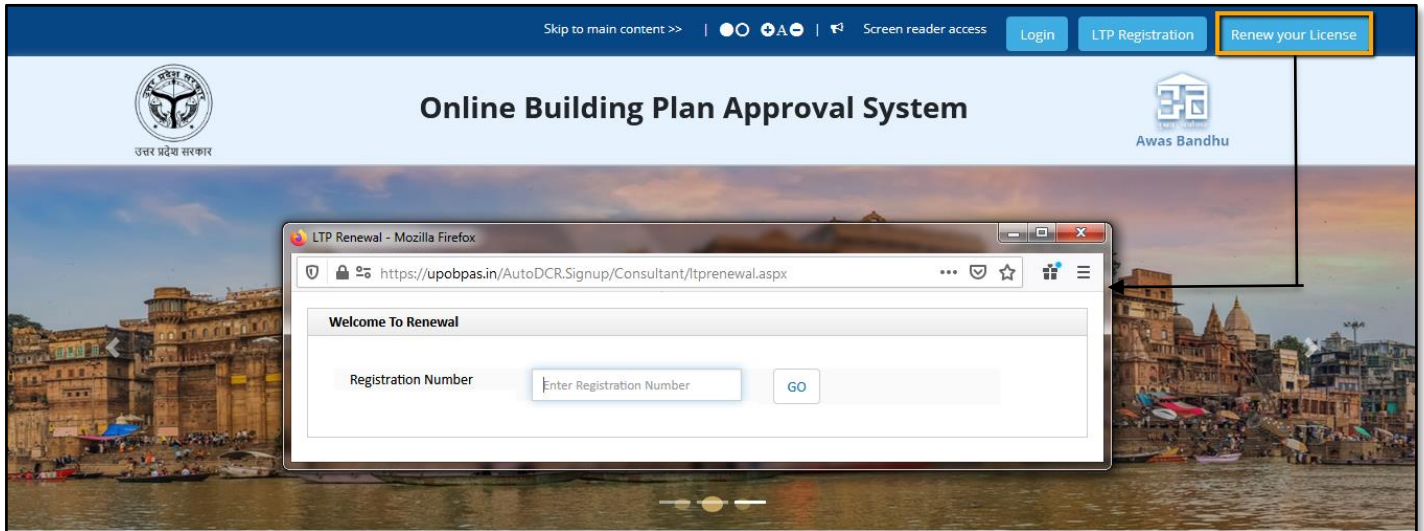

Figure 3: Renewal of Registration Number

5. Forgot Password

- If you forgot your password, click **Forgot Password** button. The dialog box appears and click **Submit**, the password will be sent to your respective Mobile No. and E-mail ID.
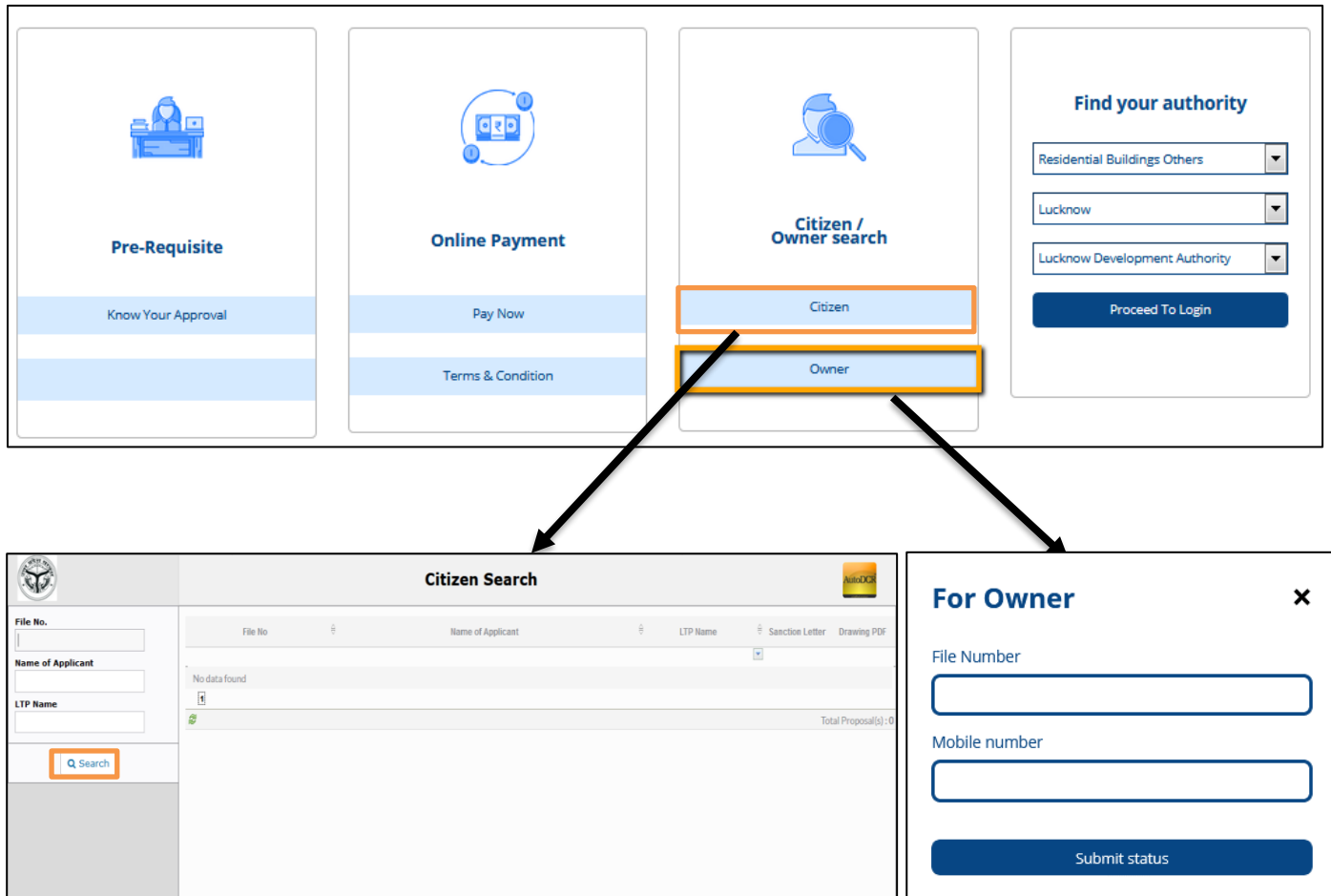

Figure 4: Forgot Password dialog box

6.   Citizen / Owner Search

(i)   Select **Owner** option, enter **File Number** and **Mobile Number** and click **Submit status**.

Figure 5: Citizen/Owner Search windows

- Click **Citizen**, the new window opens, you can search the particular proposal status by entering **File Number**, **Name of Applicant** and **LTP Name**.

- The proposal status sends via SMS to your respective mobile number.

7. Online Payments

- User can make the online payment of their proposals with the help of **Pay Now** button. User needs to read the terms and conditions regarding online payment and its transactions.
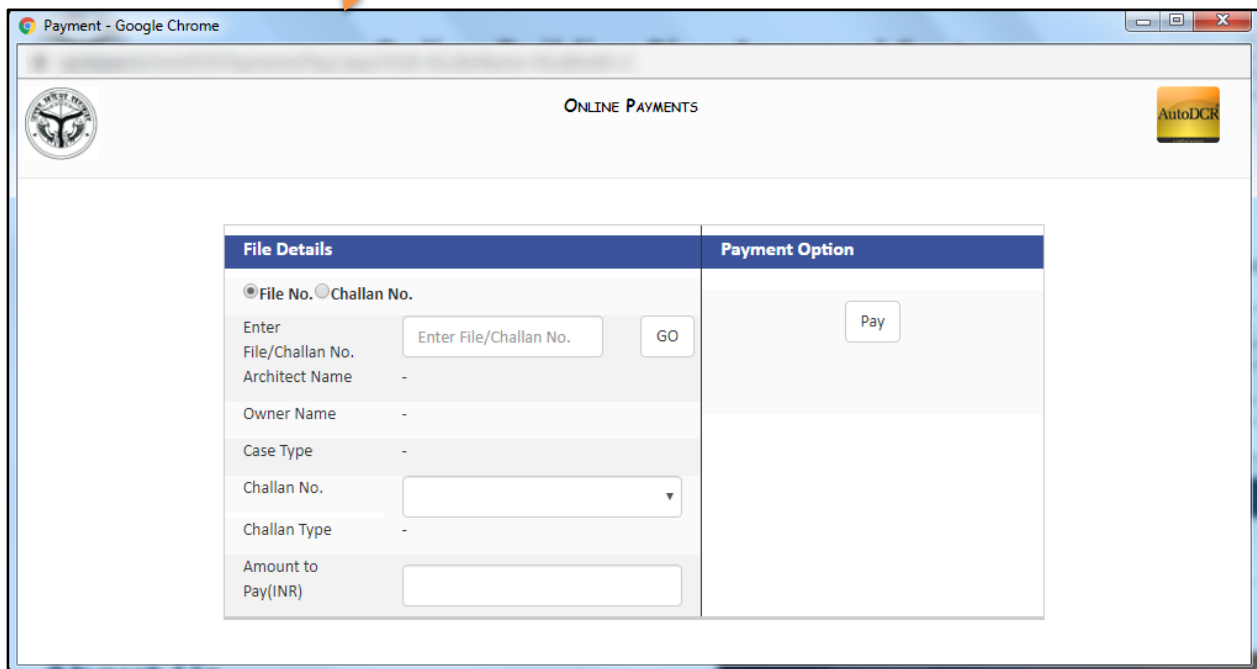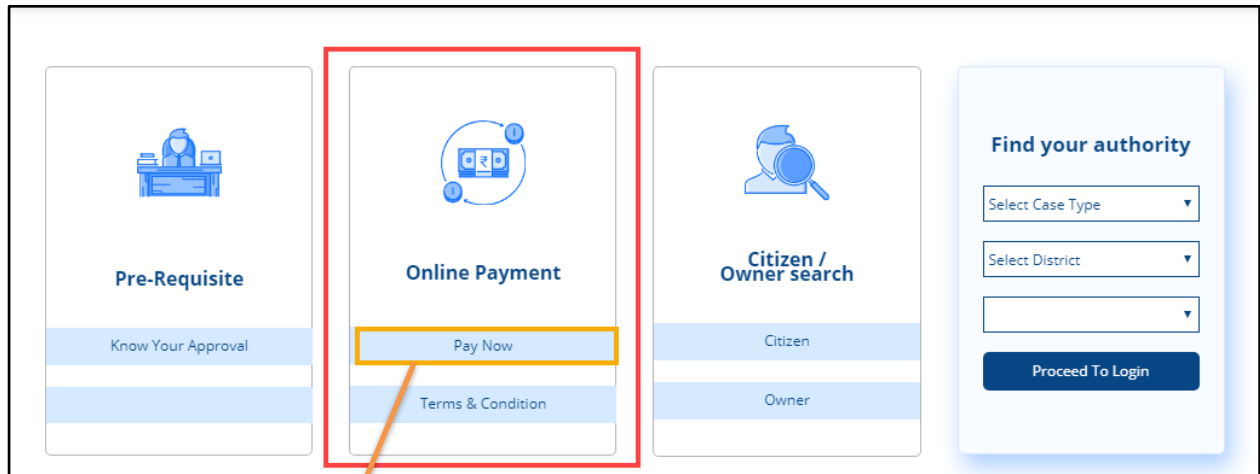
8.   Pre-Requisites

- Here, to apply for the NOC's, user needs to enter plot details and select the values against questions. Now, click **Proceed**. The pop-up window appears, containing the list of NOC documents to which the user can apply for online.

9. Change of Authority

- To change the **Development Authority** or **Location**, click **Change Authority** button, now the following window appears. Enter the **Authority Name** and click **Proceed**, to change the Authority.
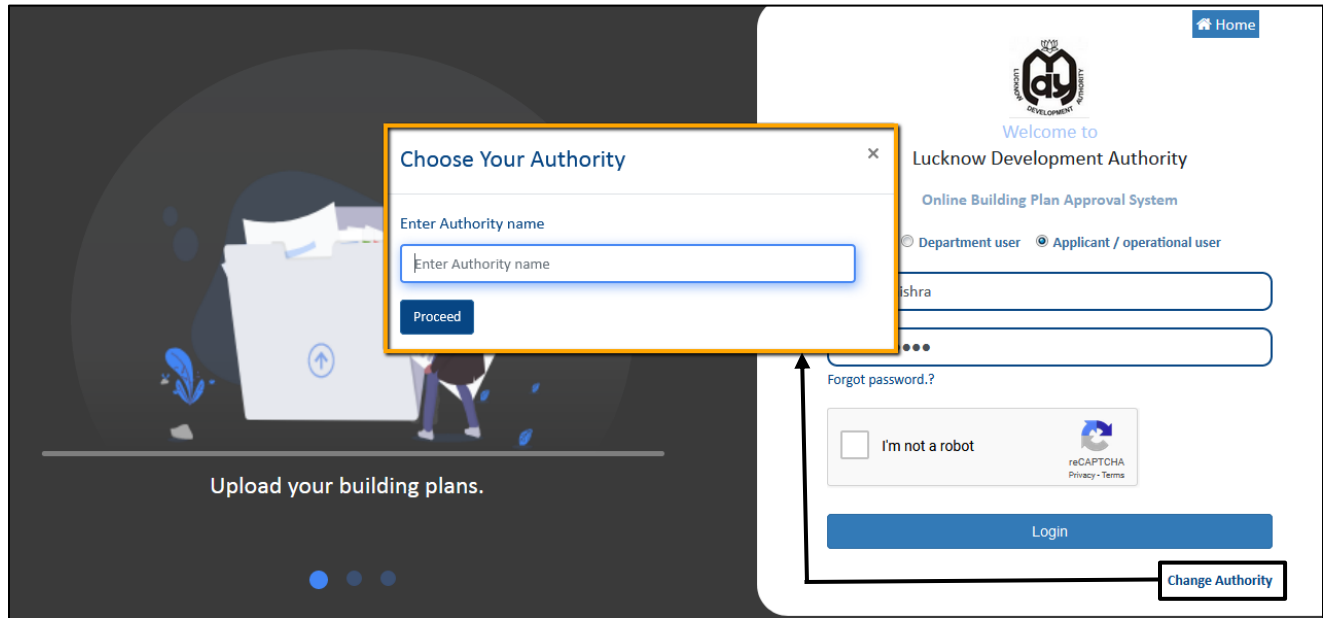
Figure 6: Changing Development Authority or Location

10. Sign-In (If you have Username and Password already)

Here, for example, the **Lucknow Development Authority** is taken. You can select the development authority by clicking on the dropdown authority list.

i)   Select **Applicant / operational user** and Enter **Username**, **Password**, then Select I'm not a robot and click **Login,** to proceed further.

Department User	Select only for Officers.
Applicant/ Operational User	Select, when other than departmental users such as owner, architect, licensed surveyor, licensed Engineer, etc.
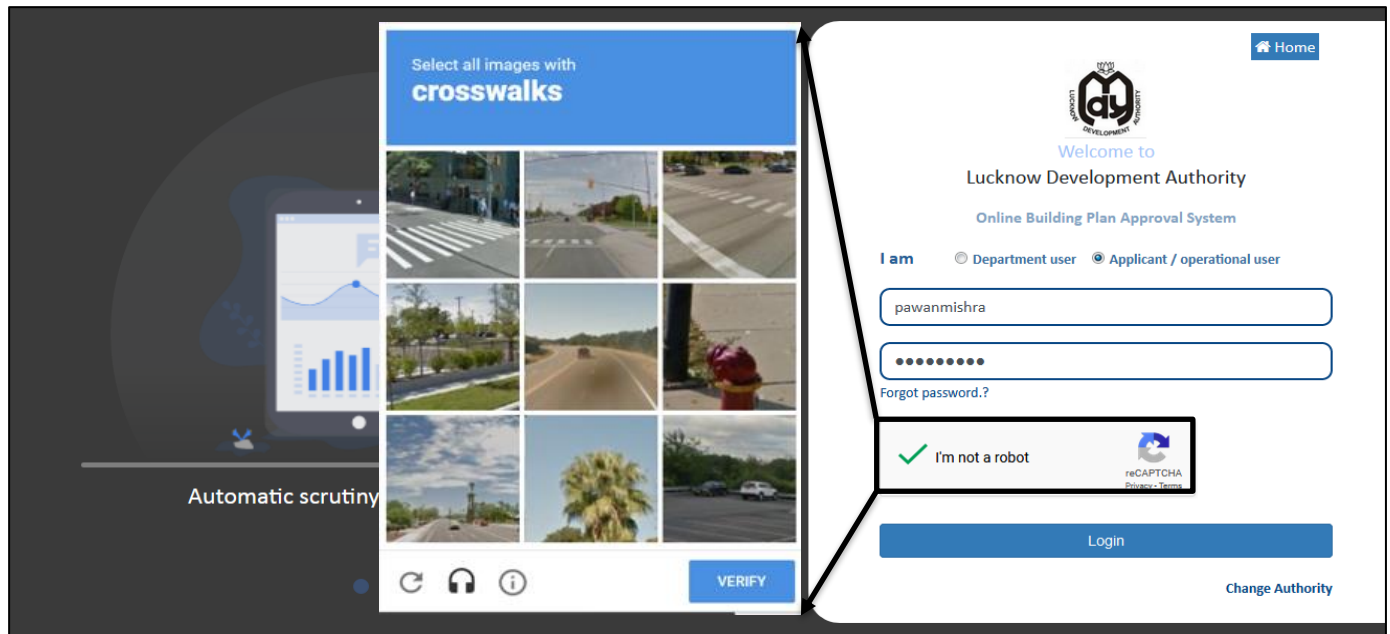
Figure 7: Sign-In

11. Architect's (Licensed Engineer) Console

On the left side of the Console, the Architect/Licensed Engineer can see the proposal-file status from the below stages:

- Pre-Approval
- Post Approval

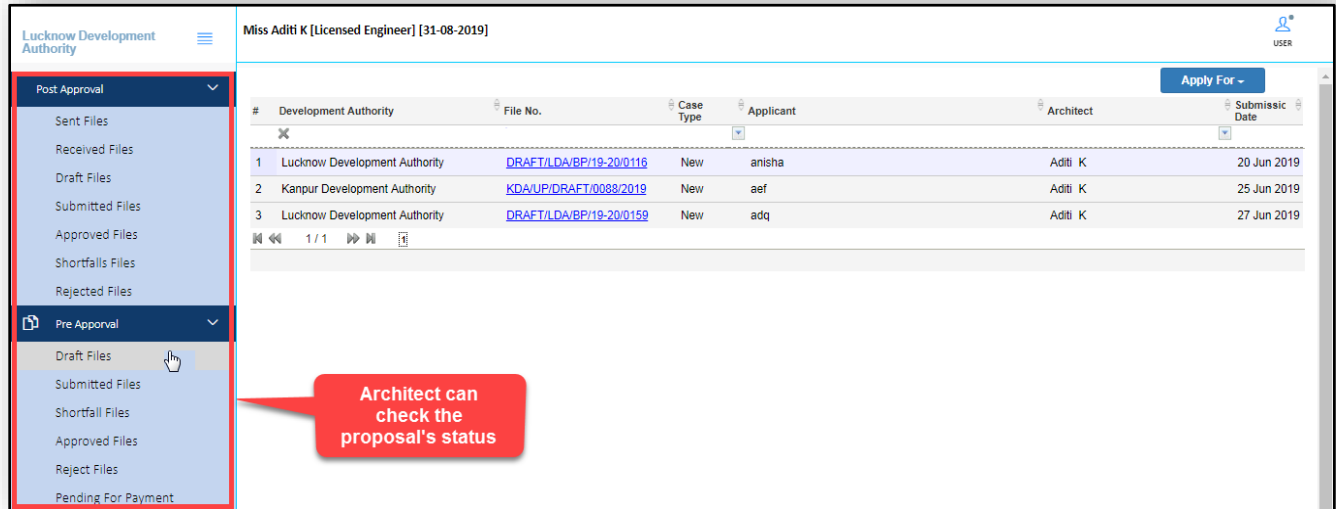**Figure 8: Proposal-file list (already created) in the Draft Section**

Select and open any file to view the proposal-file information details (Refer to Figure 8). The list of the created files is present in **the Draft Files** section as shown in Figure 9.
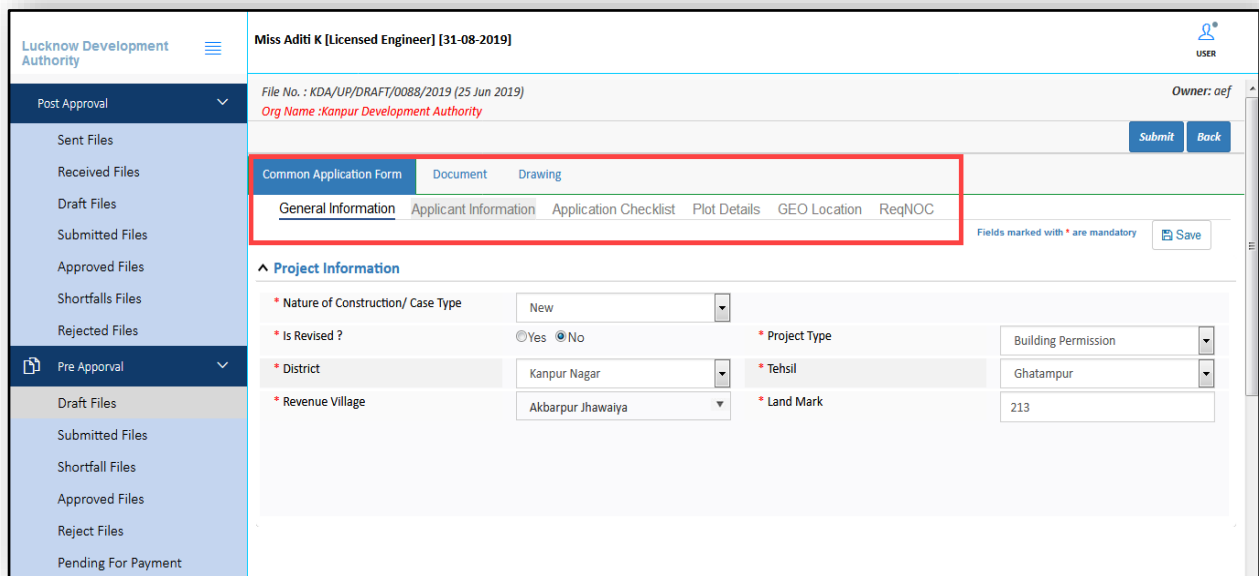

Figure 9: Proposal-file Details

12. Applying for Building Permission

To apply for the **Building Permission**:

(i)   Go to the Pre-Approval section.

(ii)   Click **Draft Files** tab.

(iii) Click **Apply For** drop-down button and select **Building Permission**.

Figure 10: Applying for Building Permission

After selecting the building permission, it redirects to the next following window.

(iii) Now, fill all the information details under **General Information** and **Applicant Information** tabs and **Save** the details.

✎ **Note:** Asterisk Mark (*) fields are mandatory to fill.

Figure 11: Filling Application Form Detail

After saving all the details, the following pop-up message appears.

(iv)   Here the proposal-file is created with the Temporary File Number. Now, click **OK** to proceed further. Proposal-file moves to the **Draft Files** tab in the Pre-Approval stage.
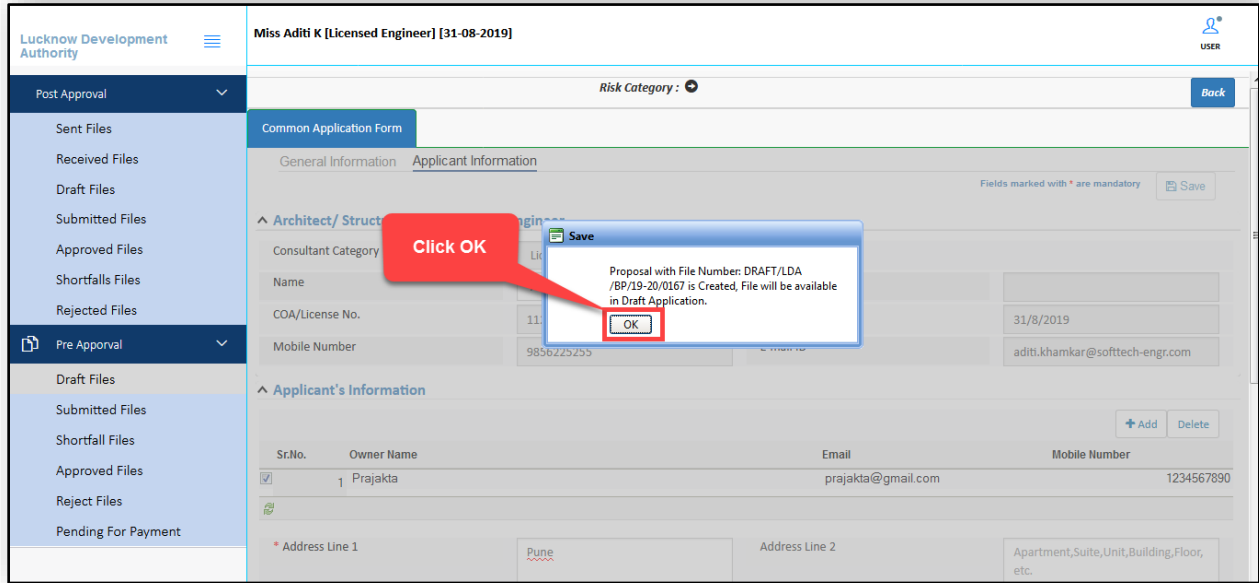
Figure 12: Draft Application Number

13. Selecting File from Draft Applications

(i)   Go to the **Draft Files** tab of the **Pre Approval** section.

(ii)   Select and open your created file. **(For Ex. : DRAFT/LDA/BP/19-20/0167)**
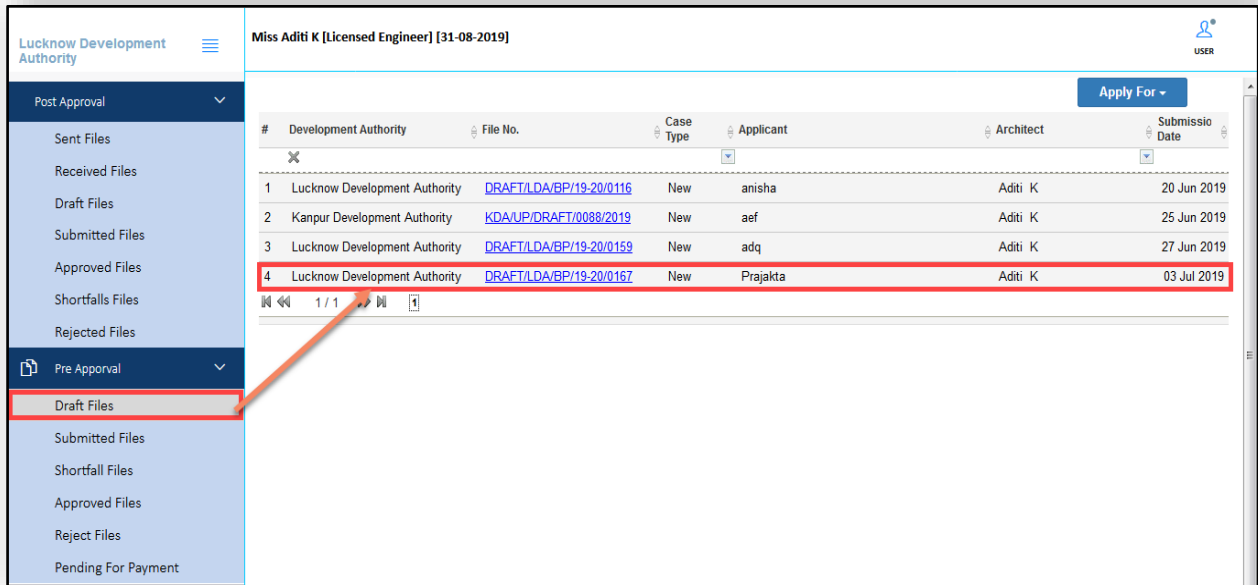
Figure 13: Selecting Proposal-file from Draft Applications

14. Application Form Details

14.1 Application Checklist

(i) As per the requirements, select the **Values** and enter the **Remarks** in Application Checklist details.

(ii) Click **Save & Continue** button to save all the details.

Figure 14: Application Checklist

14.2 Plot Details

(i) Fill all the plot details and **Save** the data.

Figure 15: Plot Details

14.3 Geo-Location

To add the geo-location coordinates:

(i)   Click the checkbox of Map co-ordinates.

(ii)   Click **Add GEO** button.

(iii)   Select the co-ordinates on map (when you select the coordinates on a map, it automatically takes the latitude and longitude).

(iv)   Add the **Length** of geolocation coordinates and **save** the geo-location.

Figure 16: Adding Geo-Location

14.4 Selection of Required NOCs

(i) Select the required **NOCs** tab and **Save** the details.

Figure 17: Selecting the Required NOCs

Figure 18: Selecting Values in Application Checklist Tab

Architect Need to Select Values in Under Application Checklist Tab, as per the values selected by an architect List of NOC's will generate under **Required NOC** Tabs.
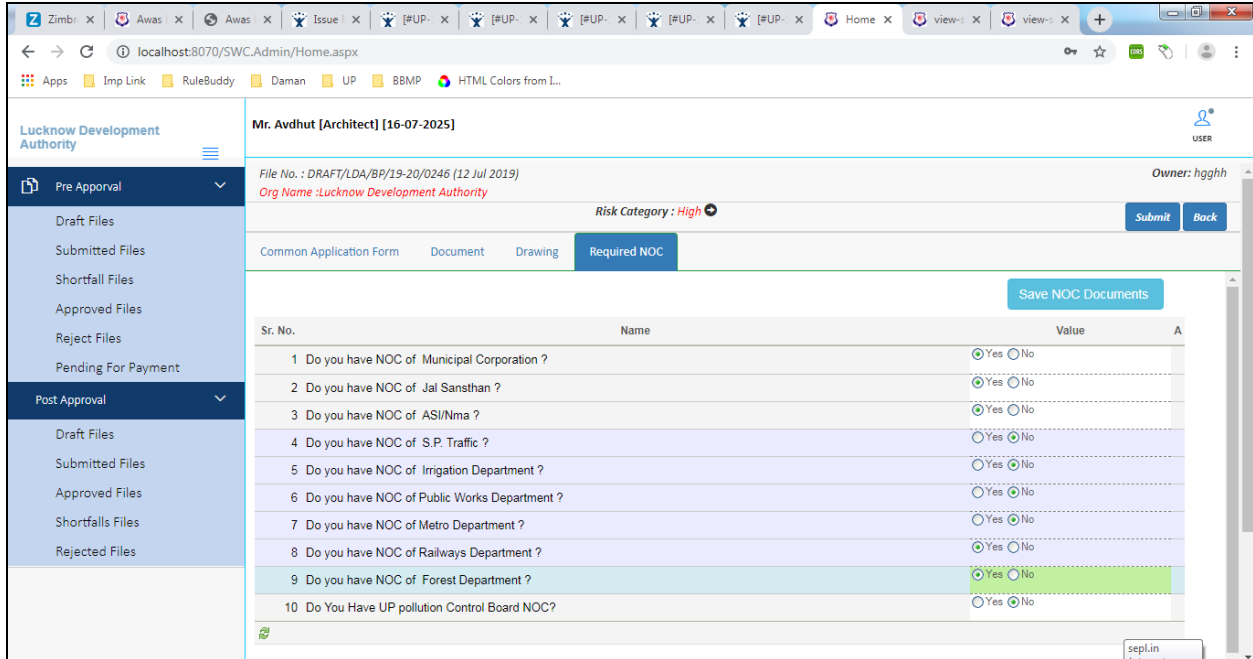
Figure 19: Required NOC Tab

- Click **Yes**, If Architect is Having NOC, (Architect will upload the required NOC).

- Click **No** (To apply for NOC).

➢ Once the application is submitted by an architect, the Concern NOC Nodal Officer is having rights to **Approve** or **Reject** NOC's based on application data and attached documents.

➢ After Clicking on **Approve or Reject** button, Nodal officer is having provision to write remarks and attach the required documents i.e. NOC's.

Once the application is approve or Reject or In Process, it can be seen in the architect's and Department console (In Submitted Files Section).

15. Document Details

In the **Document** tab, there are again two sub-tabs – **Mandatory Documents** and **Conditional Mandatory Documents.**

(i)   Attach the documents in these tabs as shown in the following Figure 20.
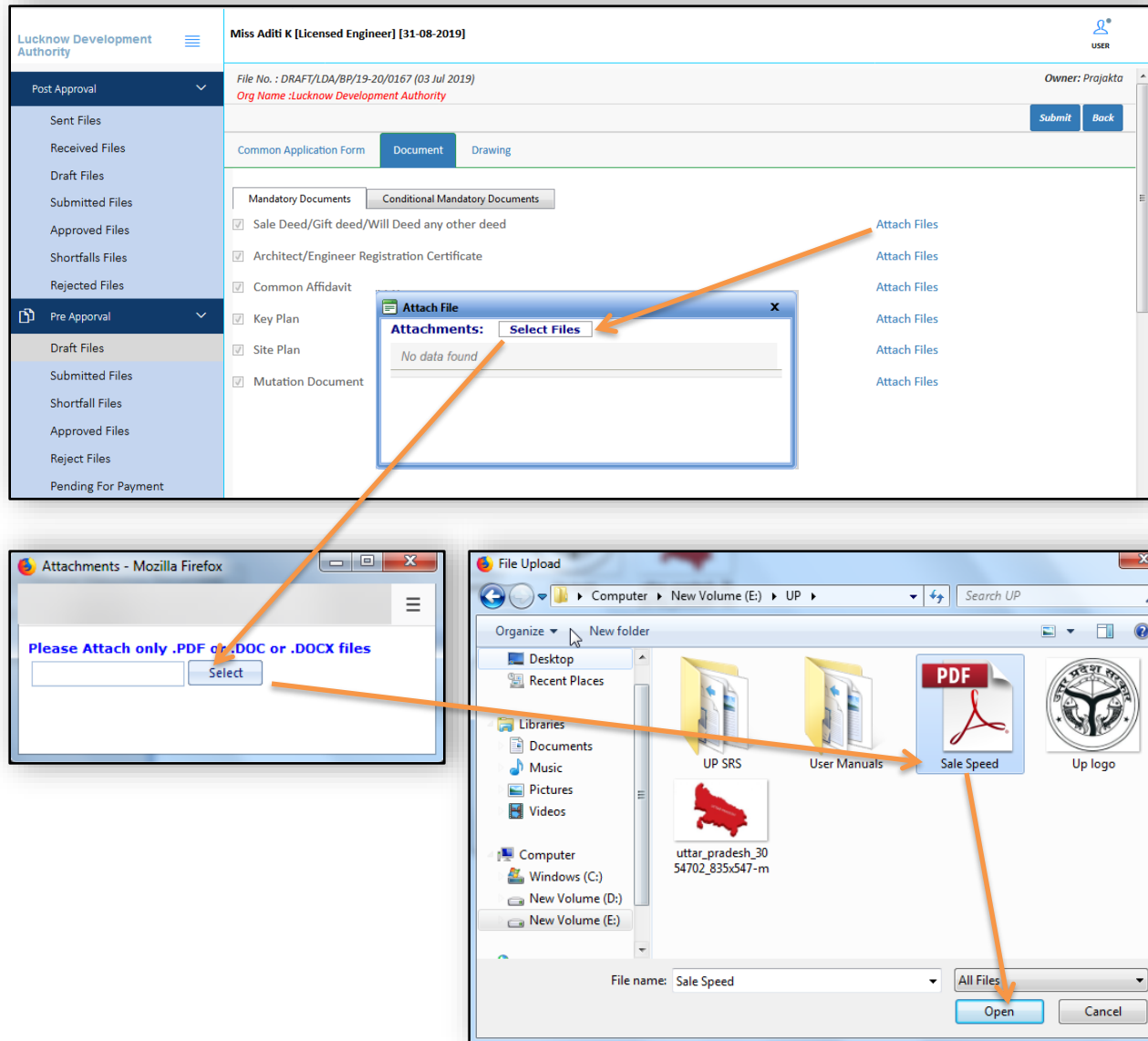
Figure 20: Attaching Files in Document Details

16. Drawing Details

(i)   In **the Drawing** tab, click **Select Files** button to attach the drawing files.

✎ **Note:** Attach **.DWG** or **.PDF** file only.
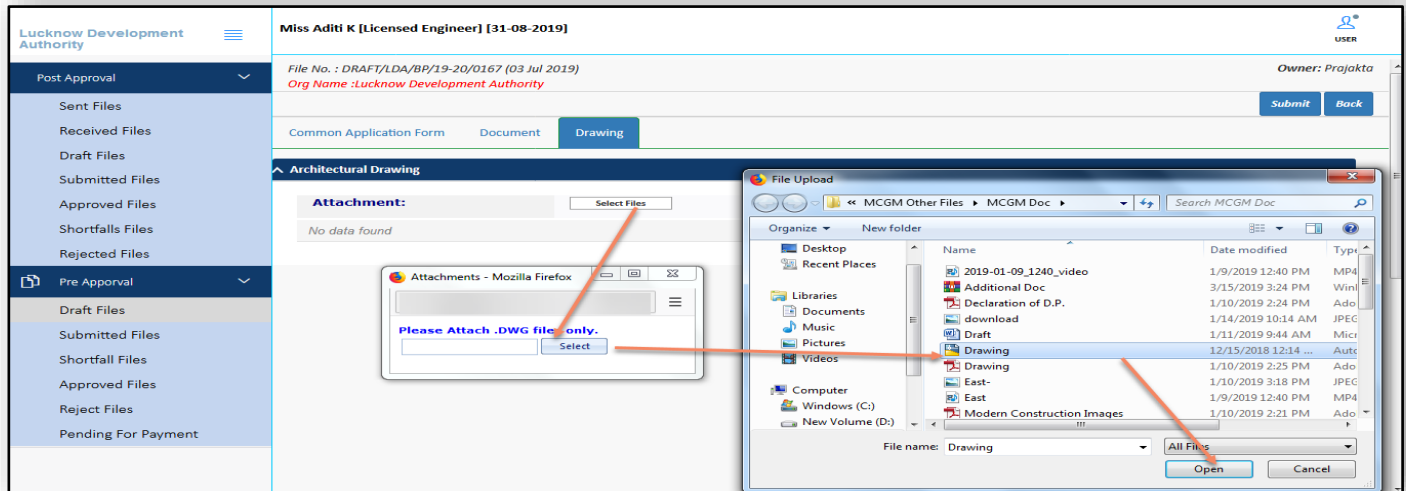
Figure 21: Attaching Drawing

(ii)   Now, click the **Submit** button. Here the permanent file is generated.
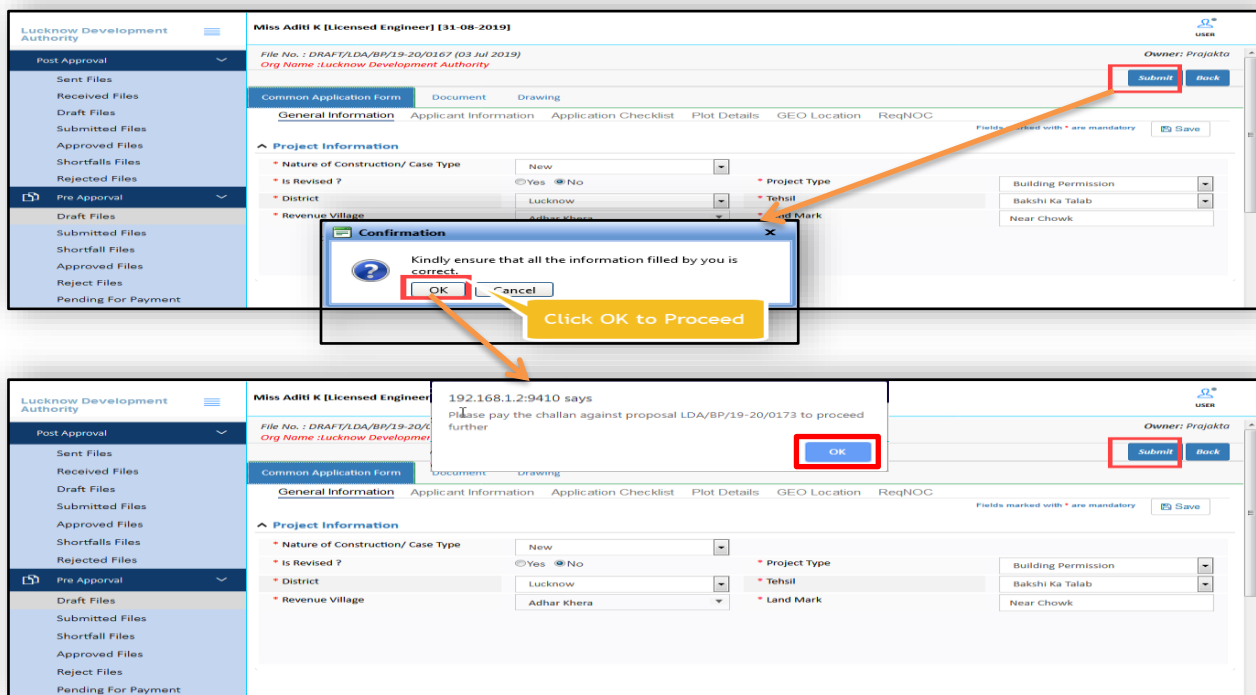
Figure 22: Generating Permanent File Number

17. Paying Scrutiny Fees

(i)   Go to the **Submitted Files** section, select your respective File no. and select the **Fees** tab. Click **Pay Now** button, it redirects you to the **Online Payments** window.

(ii)   Enter **File No.** or **Challan No** and choose the **Payment Option**. Now, click **Pay** button on the "Online Payment" page and make the payment. Once the payment is done, the payment status will be changed as "**Paid**" and Payment Receipt will be generated.

Figure 23: Paying Scrutiny Fees

18. Submitting Proposal-file

(i)   Go to the **Draft Files** tab, and **Submit** the file to the scrutiny cell for scrutiny.

Proposal-file is present in the **Submitted Files** section.

Figure 24: Proposal-File is submitted

The architect can check the status of proposal-file in the Pre-approval stages.

19. Letters and Certificates

19.1 Provisional Sanction Letter

LUCKNOW DEVELOPMENT AUTHORITY

VIPIN KHAND, GOMTI NAGAR, LUCKNOW, UTTAR PRADESH 226010

PROVISIONAL SANCTION LETTER

PERMIT DATE : 08 Oct 2019

FILE No.   : LDA/BP/19-20/0051

PERMIT No.   : LDA/BP/19-20/0104

USE   : Residential

SCHEME   : JANKIPURAM EXTENSION
                   SECTOR 5

PROPERTY No: Plot No./Survey No. :5/774
                   Land Mark: gn vistar
                   Revenue Village: Ganeshpur
                   Rahmanpur
                   Tehsil: Lucknow
                   District: Lucknow

NAME   : PRIYANKA PANDEY

ADDRESS   : MIG-3, ADA COLONY, RASOOLABAD, ALLAHABAD,ALLLAHABAD,ALLAHABAD

Your application submitted in the reference has been examined as per rules and found suitable for provisional sanction.

Date of Validity: **06 Feb 2020** or Expiry date of lease deed whichever is earlier.

Restrictions Required:

1.   This permission is given based on the inputs on pages, documents and drawing provided by Applicant. Applicant confirms that the documents/ drawings submitted electronically or inputs by them are correct. The final approvals of proceedings are subjected to verification of reports and documents by concerned official including site visit report. Any deviation identified will lead to modification/rejection of the proceedings.Permission to construction is not being granted. Construction on site should only be done after final approval.

2.   The permission accorded does not confer any ownership rights. The permission will be revoked at later stage, if it is found that the documents or information are false and fabricated.

3.   Subject to obtaining of all required NOC's.

LUCKNOW DEVELOPMENT AUTHORITY

19.2 Sanction Drawing

19.3 Scrutiny report

Check List Report

Lucknow Development Authority
Version Number: **1.0.27**
Version Date: **07/06/2019**
Report Generated On: **23-12-2019**

[-] Collapse All

[-] Proposal Information (Table 1)

General Details

Site Address	District:Lucknow,Tehsil:Lucknow,Village:Adampur Indwara
Authority	Lucknow Development Authority
AuthorityClass	Category A
AuthorityGrade	Development Authority (DA)
Inward_No	LDA/BP/19-20/0232
Application Type	General Proposal
CaseTrack	Regular
Project Type	Building Permission
Nature of Development	NEW
Development Area	Developed Area
SubDevelopment Area	Metro City Area
Special Project	NA
Site Address	District:Lucknow,Tehsil:Lucknow,Village:Adampur Indwara

Schedule of boundaries

Plot Use	Residential
Plot SubUse	Row House
Development Plan	MAHANAGAR
Land Use Zone	Residential use Zone
Layout Type	Approved Layout
Abutting Road Width	12.00

[-] Parking

Equivalent Car Space	In Area	Sq.Mt.	–	–	13.75	OK
	Equivalent Car Space-No.	No.	–	–	1.00	OK
Total Car	In Area	Sq.Mt.	13.75	–	13.75	OK
	Total Car-No.	No.	1.00	–	1.00	OK

[-] PWork to Plot Setback

A-1 (RESIDENTIAL)	Front Margin... 12.0 M. WIDE ROAD	Mt.	3.00	–	3.00	OK
	Rear Margin	Mt.	3.00	–	3.00	OK
	Side1 Margin	Mt.	–	–	0.00	OK
	Side2 Margin	Mt.	–	–	0.00	OK

[-] Building Height

A (RESIDENTIAL)	Height	Mt.		10.50	9.15	OK
	Length	Mt.		–	17.00	OK
	Height	Mt.			9.15	OK
	Height In Rear SetBack	Mt.		7.00	6.25	OK

[-] Floor Height

A (RESIDENTIAL)	Parapet at Terrace Floor – Height	Mt.	1.00	1.50	1.00	OK
	Parapet at Terrace Floor – Clear Height	Mt.	–	–	1.00	OK
	Second Floor – Height	Mt.	–	–	2.90	OK
	Second Floor – Clear Height	Mt.	2.75	–	2.78	OK
	First Floor – Height	Mt.	–	–	2.90	OK
	First Floor – Clear Height	Mt.	2.75	–	2.78	OK
	Ground Floor – Height	Mt.	–	–	2.90	OK
	Ground Floor – Clear Height	Mt.	2.75	–	2.78	OK
	Plinth – Height	Mt.	0.30	–	0.45	OK
	Plinth – Clear Height	Mt.	–	–	0.45	OK

[-] Floors Number

A (RESIDENTIAL)	No. of Floors	No.		G + 2	G + 2	OK
	No. of Tenements	No.		1	1	OK

19.4 Site Visit Report

Lucknow Development Authority

Site Visit Report

Proposal Details

File No.	:	LDA/BP/19-20/0006 (New)	**Inspected on** : 02 Sep 2019	
Purpose of construction	:	Row House		
Survey No.	:	1/49		
Location	:	NA		
Type of construction	:	Residential		
Plot Area	:	128		

Inspection CheckList

#	Description	As On Site	Observation	Remarks
1.	Proposed Building State	Not Started	Approval	
2.	Plot Shape(length*breadth)	128	Approval	
3.	Location shown on Drawing/Key plan matches site	Yes	Approval	
4.	Inspection and confirmation of Plots boundary as per Registry	Yes	Approval	
5.	Land use as per Masterplan/Zonal Plan/Layout plan	Yes	Approval	
6.	Land Left for Road widening/Green Belt(where applicable)	NA	Approval	
7.	width of path to reach site	NA	Approval	
8.	Proposed Plot affecting drain,Rural Society,Government chakroad	No	Approval	
9.	Plots besides any Government Office building or land	No	Approval	
10.	Situation of HT and LT Line	No	Approval	
11.	Plot affected by Pond/Lake,water reservoir or any water body	No	Approval	
12.	Plot to be safe from Flood/water	Yes	Approval	
13.	Plots distance from Protected monuments and Heritage destination	3000	Approval	
14.	Railway line/gas pipe line/canal etc nearby Plot	No	Approval	
15.	On Plot verification of Ownership/Possession certificate	Yes	Approval	
16.	Any other description	no	Approval	
17.	Implantation Facilities availability at Proposed Plot	NA	Approval	
18.	Current status of construction vacant/build	Yes	Approval	

Inspection Recommendation

Inspection Remarks

site inspected recommended for sanction

Yours Faithfully

Aditik

Architect

Lucknow Development Authority

19.5 Proposal Receipt

LUCKNOW DEVELOPMENT AUTHORITY

APPLICATION FOR BUILDING PERMISSION

A)	TYPE OF DEVELOPMENT			
1	File No.	LDA/BP/19-20/0006 (DRAFT/LDA/BP/19-20/0006)		
2	Submitted On	27 Aug 2019	Last Submitted On	28 Aug 2019
B)	**DETAILS OF APPLICANT**			
1	Application is for Self Use or Selling Purpose?	Land Owner (Self Use)		
2	Name (In Full)	Smt. Neelam Singh		
3	Address Line 1	Gram Sadav	Address Line 2	Post Maudwa
4	City	Sultanpur	State/Province/Region	Uttar Pradesh
5	PIN		E-mail	arpawanmishra@gmail.com
6	LandLine Phone		Mobile No.	9450003670
C)	**PLOT DETAILS**			
1	Organization Name	LUCKNOW DEVELOPMENT AUTHORITY		
2	Land Use Zone	Residential	Land Sub Use Zone	Residential Zone
3	Plot Use	Residential	Sub Plot Use	Row House
4	Development Area	Developed Area	SubDevelopment Area	City Area
5	Plan on	Development Authority Approved Scheme	Scheme	SITAPUR ROAD
6	Plot No./ Survey No.	1/49	Max Building Height	9.9
7	Plot area as per site (Sq.Mt.)	128	Plot area as per Document (Sq.Mt.) Note:Minimum Plot area	128
8	Total Built Up Area (Sq.Mt.)	214.51	Circle Rate	20000
9	Existing Built up Area (Sq.Mt.)	0	Carpet Area (Sq.Mt.)	175
10	Development Plan	Government TPScheme	Estimated Cost including Internal Electricity & Internal Water Expense	4021325