

User Manual for Officers v1
(JE/AE/EE/CTP/Secretary/VC)

Uttar Pradesh Development Authorities



Prepared by

SoftTech Engineers Lt

SoftTech
Empowering Transformation

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1. Introduction

This document introduces the steps to be followed to the concerned authorities for an approval process of building permission proposal.

When an architect or Licensed Surveyor submits a proposal with building details (regarding Building permission and Building Plan), then for an approval process it moves to the concerned authorities as shown below.

Building Permission Approval Flow:

Plot area (In Sq. m.)	Zone	Plan Type	Workflow
0-500	Residential	DA	Architect → JE → AE → EE
0-500	Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC
0-500	Non Residential	DA	Architect → JE → AE → EE → CTP
0-500	Non Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC
500-2000	Residential	DA	Architect → JE → AE → EE → CTP
500-2000	Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC
500-2000	Non Residential	DA	Architect → JE → AE → EE → CTP → Secretary → VC
500-2000	Non Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC
2000+	Residential	DA	Architect → JE → AE → EE → CTP → Secretary → VC
2000+	Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC
2000+	Non Residential	DA	Architect → JE → AE → EE → CTP → Secretary → VC
2000+	Non Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC

- **DA** – Development Authority Approved Scheme
- **Non-DA** – Private Approved Scheme
- **VC** - Vice Chairman
- **JE** – Junior Engineer
- **AE** – Assistant Engineer
- **EE** – Executive Engineer
- **CTP** – Chief Town Planner

Note: Executive Engineer, CTP and Vice-Chairman having the provision to Digitally Sign the documents.



Preface: Here, considering the following conditions for proposal-file –

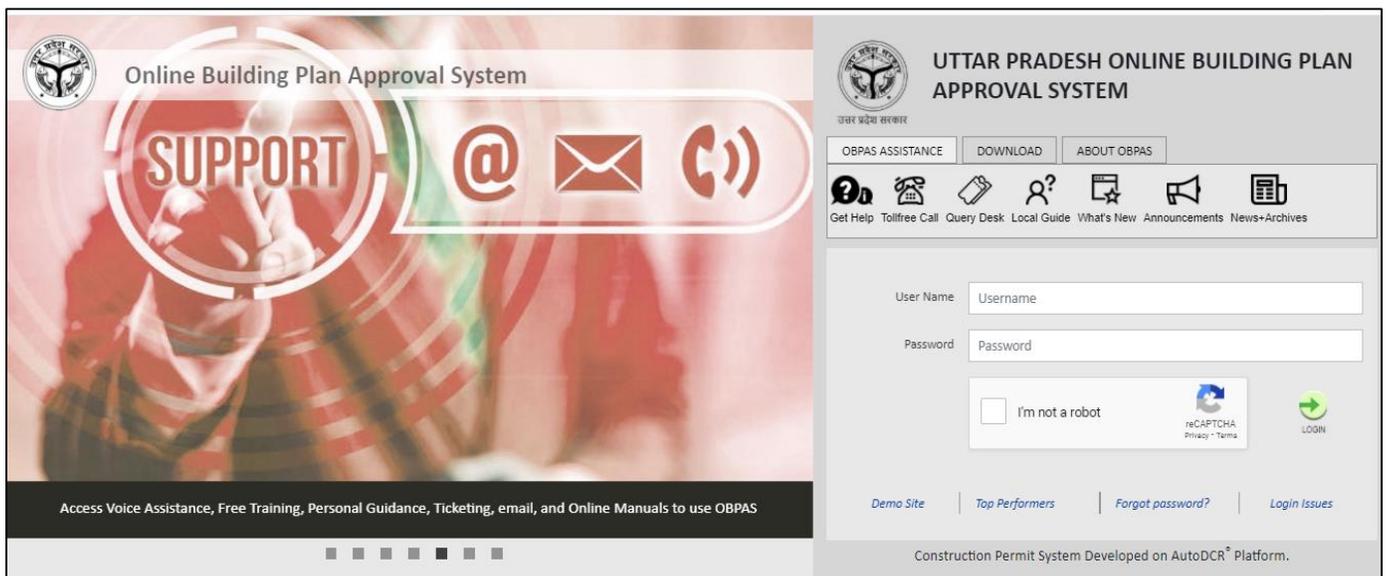
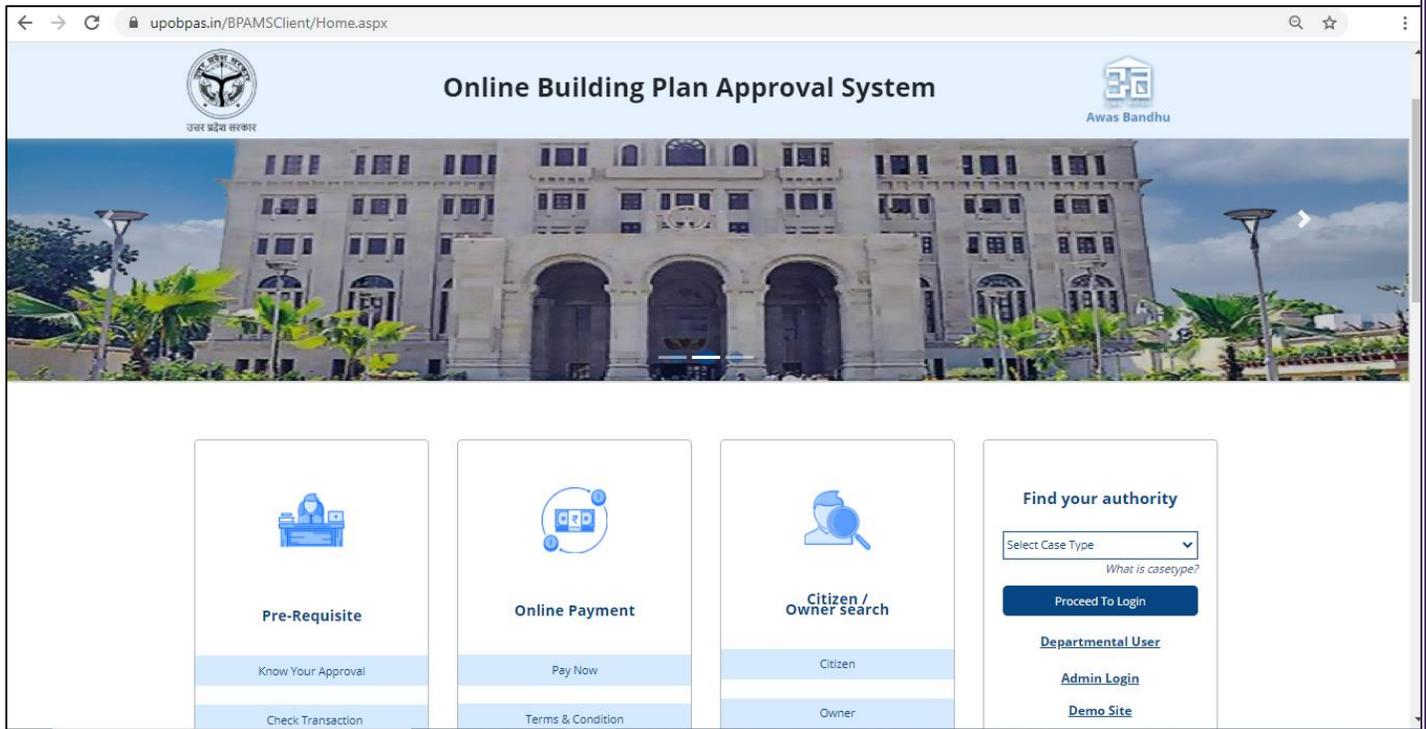
Plot Area – **0 - 500**; Zone – **Residential**; Plan Type – **DA**; so the workflow will be **Architect → JE → AE → EE**.

Here, the **Executive Engineer** will approve the proposal-file.

2. Home Page

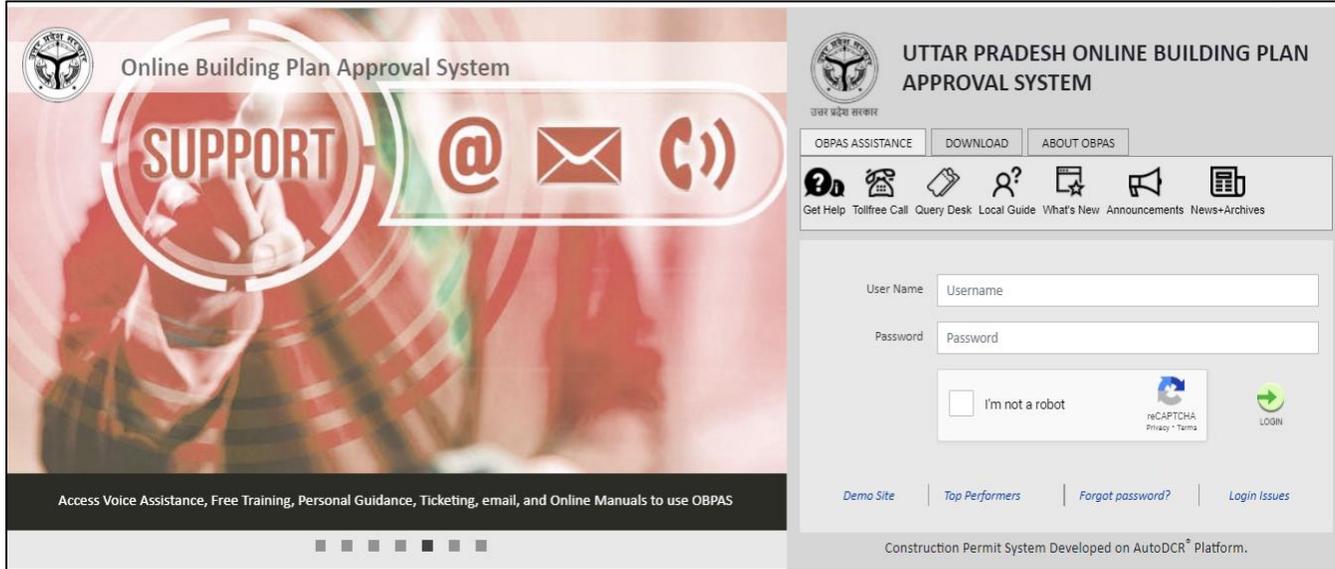
(i) Go to the link <https://upobpas.in/BPAMSCient/Home.aspx>

It redirects to the **Online Building Plan Approval System**. Click **Login**, the window will scroll down to the login section.

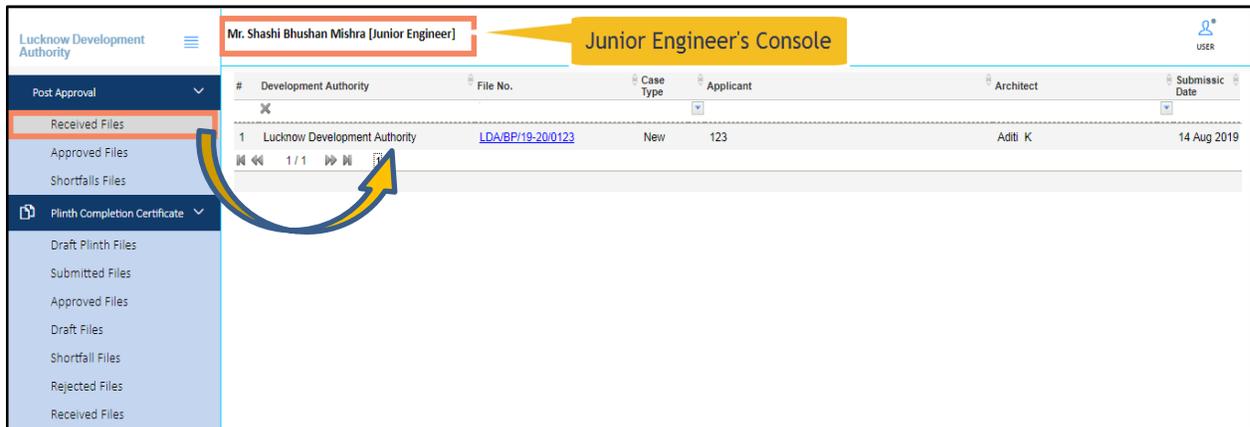


3. Junior Engineer's Console

When an architect submits a proposal-file (Approved proposal-file from pre-approval section of architect console) to apply for the post-approval process, the proposal-file moves in the **Received Files** of **Post-Approval** section in **Junior Engineer's** console (concerned next level authority).



- (i) In the **Post Approval** section, click **Received Files** tab, and open the received proposal-file. (Here, for example, **LDA/BP/19-20/0123** proposal-file is taken.)



3.1 Common Application Form Details

3.1.1. Case Type: New

Here, under the Common Application Form tab, JE can see all the details of proposal-file filled by the architect.

- (i) Click the **Common Application Form** tab and check the information under **General Information**, **Applicant Information**, **Application Checklist**, **Plot Details**, **GEO location**, and **NOC Status** tabs. Plot details, Geo Location and Key plan will provide exact Location of site

Lucknow Development Authority | Mr. Shashi Bhushan Mishra [Junior Engineer]

File No. : LDA/BP/19-20/0123 (19 Jun 2019) | Org Name : Lucknow Development Authority | LTP: Aditi K Owner: 123

Risk Category : Low | Proposal Status : [Dropdown]

Common Application Form | Document | Site Inspection | Drawing | Fees

General Information | Applicant Information | Application Checklist | Plot Details | GEO Location | NOC Status

Project Information

- Nature of Construction/ Case Type: New
- Is Revised?: Yes No
- District: Lucknow
- Revenue Village: Basant Pur
- Project Type: Building Permission
- Tehsil: Malihabad
- Land Mark: qe

3.1.2 Application Checklist

JE Officer can check the application checklist and if required write the remarks on that.

- (i) Select the values and enter the Remarks. Same will be reflected in required NOC

Common Application Form | Required NOC | Document | Site Inspection | Drawing | Fees | Letter & Plan | Chat Board

General Information | Applicant Information | Application Checklist | Plot Details | GEO Location | NOC Status

Save & Continue

#	Description	Value	Remark
1	Does your site requires NOC from Municipal corporation	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	As per Plot details & general information, JE can check NOCs in this section whether it is provided or not & also JE can change the value (Yes/No) as per requirement. Then he/she has to save the value; which will reflect in required NOCs tab.
2	Does your plan fall under 300m radius of any monument?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
3	Is proposed plot near major crossroad(chaureha) or effecting traffic	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
4	Is your plot nearby irrigation land /Irrigation canal	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
5	Is your plot abutting PWD road	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
6	Is your plot within 100meter of metro structure	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
7	Is proposed site within 30meter of railway land boundary	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
8	Is your Plot nearby forest Land or any major tree which require NOC from forest department	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
9	Is your plot abutting any National Highway	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
10	Are you going to use your building material in your plot ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
11	Is your Plot falling in funnel zone of airport authority /defence airport?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
12	Does your site requires Land acquisition department NOC	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
13	Does your site requires Nazool department NOC	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	

Common Application Form **Required NOC** Document Site Inspection Drawing Fees Letter & Plan Chat Board

* Please Save CheckList After Selection. * If You Have NOC Document Then Check Yes.
* If You Dont Have NOC Then Check No

Save NOC Documents

Sr. No.	Name	Value	NOC Form	Attach	Attached File	Recommendation
1	Do you have NOC of Municipal Corporation ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	-	-	-	Shortfall
2	Do you have NOC of Jal Sansthan ?	<input checked="" type="radio"/> Yes <input type="radio"/> No	-	-	-	Shortfall
3	Do you have NOC from Nazool Department?	<input checked="" type="radio"/> Yes <input type="radio"/> No	-	-	-	<ul style="list-style-type: none"> Yet To Verify Yet To Verify Recommend Shortfall

In this tab, recommendation can be save for each NOC. If provided then **recommended** , if not **shortfall** can be save.

3.2 Document Verification

Here, Junior Engineer can verify or check the attached documents and can give the remarks, recommendations, or shortfalls on proposal-file. JE officer can send the proposal-file to the concerned next level authority in case of approval or can **send back** to the architect in case of a shortfall on the document.

In the **Document** tab:

- (i) Click the drop-down list in front of the documents, and select the remark.
- (ii) To check the files, click **View File(s)** label, and click **Remark** label to write the remarks on documents. After selecting options for all the doc, click **Verify Mandatory Documents** button.
- (iii) In **Remarks & Recommendation** section, select the **Recommendation**, enter the **Observation Remarks** and click **Save Recommendation** button.

Mr. ANIL KUMAR SINGH [Junior engineer]

CHAT BOARD ALERT MESSAGES ? HELP USER

Verification links => 4.

Please attach all chain of documents if applicable
Attach doc from Required NOC Tab.

Mandatory Documents Conditional Mandatory Documents

Sale Deed/Gift deed/Will Deed any other deed/Mutation document/Lease Deed/POA/Development Agreement/Joint Venture/Consortium Agreement. Yet to Verify View File(s) | Remark
DEED.pdf View Enlarge

0 Characters Submit Clear

Concerned Tehsil NOC Yet to Verify View File(s) | Remark
196443505511090_NOC26.pdf View Enlarge

In document section, each & every document can be seen & checked as well.
Remark can also be given for each and every file....

0 Characters Submit Clear

Mutation Document Yet to Verify View File(s) | Remark

Lucknow Development Authority

Mr. Shashi Bhushan Mishra [Junior Engineer]

Post Approval

Received Files
Approved Files
Shortfalls Files

Plinth Completion Certificate

Draft Plinth Files
Submitted Files
Approved Files
Draft Files
Shortfall Files
Rejected Files
Received Files
Draft Plinth Files
Submitted Files
Approved Files
Draft Files
Shortfall Files
Rejected Files
Received Files

File No. : LDA/BP/19-20/0123 (19 Jun 2019)
Org Name : Lucknow Development Authority

LTP: Aditi K Owner: 123

Risk Category : Low Proposal Status : Proposal Flow Send Action Report Back

Common Application Form **Document** Site Inspection Drawing Fees

Mandatory Documents Conditional Mandatory Documents

Sale Deed/Gift deed/Will Deed any other deed Yet to Verify Recommended View File(s) | Remark
 Architect/Engineer Registration Certificate Recommended View File(s) | Remark
 Common Affidavit Recommended View File(s) | Remark
 Key Plan Recommended View File(s) | Remark
 Site Plan Recommended View File(s) | Remark
 Mutation Document/Possession Letter Shortfall View File(s) | Remark

Verify Mandatory Documents

Remarks & Recommendation

Recommendation Recommended

Any other observation (Remarks) File is found OK.

(983 characters remaining.)

Save Recommendation

Previous Recommendation

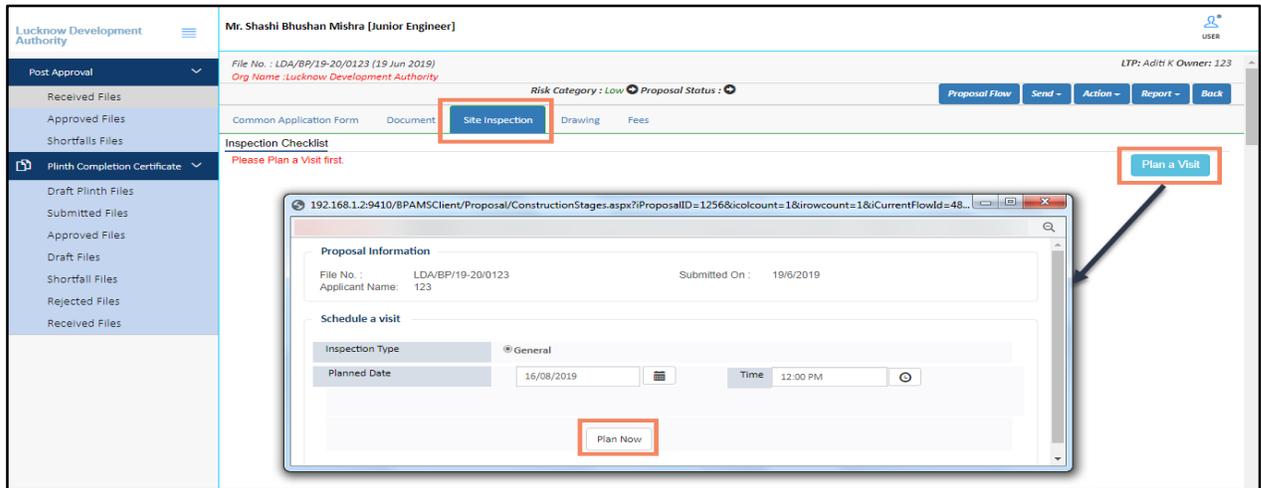
Name	Designation	Date	Recommendation	Remarks
No data found				

192.168.1.2:9410/BpamsClient/DocumentChecklist/DocumentChecklist.aspx?iPropo...

3.3 Site Inspection

JE officer can do the Site Inspection on a requested proposal-file. Accordingly, the JE Officer has to plan or schedule a visit for Site Inspection.

- (i) Click **Plan a Visit** button, it redirects to the next window which includes the **Planning Date** and **Time** for the site visit.
- (ii) Select the **Date** and **Time** and click the **Plan Now** button. Once you click, the **Inspection Checklist** and **Inspection Photographs** tabs get enable. as shown in figure.



- (iii) In the **Site Inspection Checklist** section, select and enter the values **As on the site**, enter the **Remarks** and **Observations**.
- (iv) Click  button to attach the **Site Inspection Photograph**.
- (v) **Save** the information and **Submit** the **Site Inspection** details.

Site Inspection Checklist

Inspection on: 14/8/2019 Inspection Due Date: 24/8/2019

All fields in checklist are mandatory.

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

Site Inspection Remarks & Recommendation

Recommendation:

Remarks:

(Upto 1000 characters)

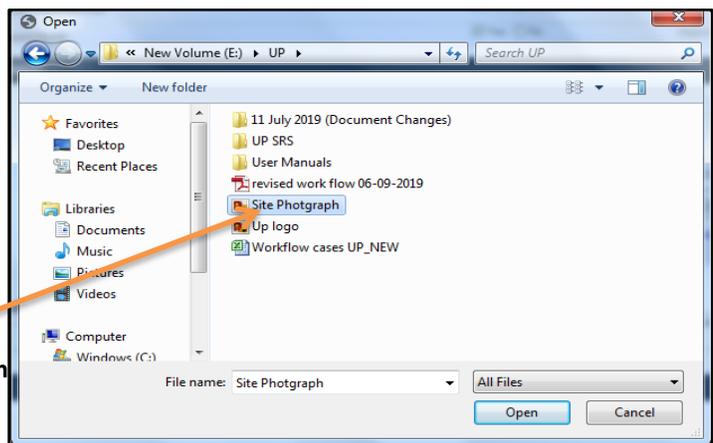
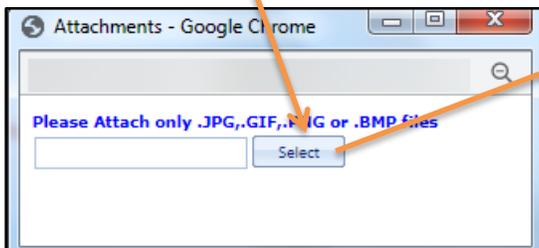
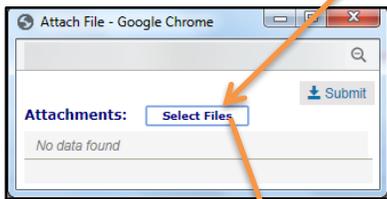
Site Inspection Photograph

Attach site visit photograph:

Attach site visit Photographs here

Select Recommendation

Enter Remarks



3.4 Drawing Details

JE officer can give the **Recommendations** and **Remarks** on the drawing. If it is recommended, the drawing will be marked as approved. Otherwise, JE officer can give the shortfall on the drawing.

- (i) Click the **View** button to see the drawing report.
- (ii) Select the **Recommendation**, enter the **Remarks** and **Save** the details. On the basis of recommendation, the status of the file changes.
- (iii) Officer can also download the drawing PDF.

The screenshot shows the 'Drawing Details' page for a user named Mr. Shashi Bhushan Mishra. The interface includes a sidebar with navigation options such as 'Post Approval', 'Received Files', 'Approved Files', 'Shortfalls Files', and 'Plinth Completion Certificate'. The main content area displays the following information:

- File No.:** LDA/BP/19-20/0123 (19 Jun 2019)
- Org Name:** Lucknow Development Authority
- Risk Category:** Low
- Proposal Status:** [Dropdown]
- Buttons:** Proposal Flow, Send, Action, Report, Back
- Navigation:** Common Application Form, Document, Site Inspection, Drawing (selected), Fees
- Table:**

Drawing Name	Submitted On	Drawing Scrutiny	Report	Drawing Pdf	Drawing	Status
Passdrawing.dwg	19 Jun 2019		View	View	Download	Scrutiny Pass in Rules
- Form Fields:**
 - * Recommendation:** Suggested Recommended (dropdown)
 - * Remarks:** Drawing Pass. (text area)
 - Buttons:** Save Recommendation (highlighted), (Download AutoDCR Key Generator)
- Previous Recommendation Table:**

Name	Designation	Date	Recommendation	Remarks
No data found				

3.5 Fees Details

Here, JE officer can see the list of fees against the proposal-file and also can edit the number of fees.

To edit the number of fees,

- (i) Select the Fees type (**Permission**).
- (ii) Enter the amount in **Amount By Authority** column, according to that the final amount changes.
- (iii) Now, **Save & Publish** the fees.

After publishing the fees, the architect has to pay the published remaining fees.

Description	Formula	Amount By System	Amount By Authority	Previous Paid	Net Amount
Stacking Charges		0	0	0	0
Parking Fees		0	0	0	0
External Development Charges		0	0	0	0
Water Charges		0	0	0	0
Rain Water Harvesting Charges		0	0	0	0
Development Charges	1400*0	0	0	0	0
Development Permission Fees	5*0	0	0	0	0
Other Charges		0	0	0	0
Site Inspection Fees	0	0	(1.00)	3,417.00	(1.00)
Total		1,200.00	(3.00)	22,306.00	(3.00)

3.5.1. For Revalidation case type

Note: - If a site inspection is not approved by the system, and it will not allow to create Challan. The previous challans and receipts will be taken in a document by referring it. Officer can create challan on remainder fees. The system will generate only the Building Permission and Site inspection fees

Description	Formula	Amount By System	Amount By Authority	Previous Paid	Net Amount
Labour Cess	9088900*1/100	0	0	0	0
Water Charges	3038*12	0	0	0	0
Site Inspection Fees	20*0	0	0	0	0
Stacking Charges	40*0	0	0	0	0
Development Charges		0	2,000.00	0	2,000.00
Building Construction Permission fees		0	200.00	0	200.00
Other Charges		0	0	0	0
Shelter fees		0	0	0	0
Purchasable FAR		0	2,200.00	0	2,200.00

3.6 Proposal Flow

Here, JE Officer can see the proposal-file workflow as well as the Remarks entered by all users.

The screenshot displays the 'Proposal Flow' interface for Mr. Shashi Bhushan Mishra [Junior Engineer]. The interface includes a sidebar with file categories, a top navigation bar with file details and a 'Proposal Flow' button, and a main content area with a submission flow diagram and a remarks table.

File Details:
 File No. : LDA/89/19-20/0123 (19 Jun 2019)
 Org Name : Lucknow Development Authority
 Risk Category : Low Proposal Status : [Dropdown]
 LTP: Aditi K Owner: 123

Submission Flow:
 → Proposal Forwarded → Proposal Returned ✓ Proposal Holder ✗ Flow Ends
 Total Time : 0 Days, 6 Hours, 5 Minutes

Submission 1:
 Aditi K Omin → Shashi Bhushan Mishra (6hrs 5min)

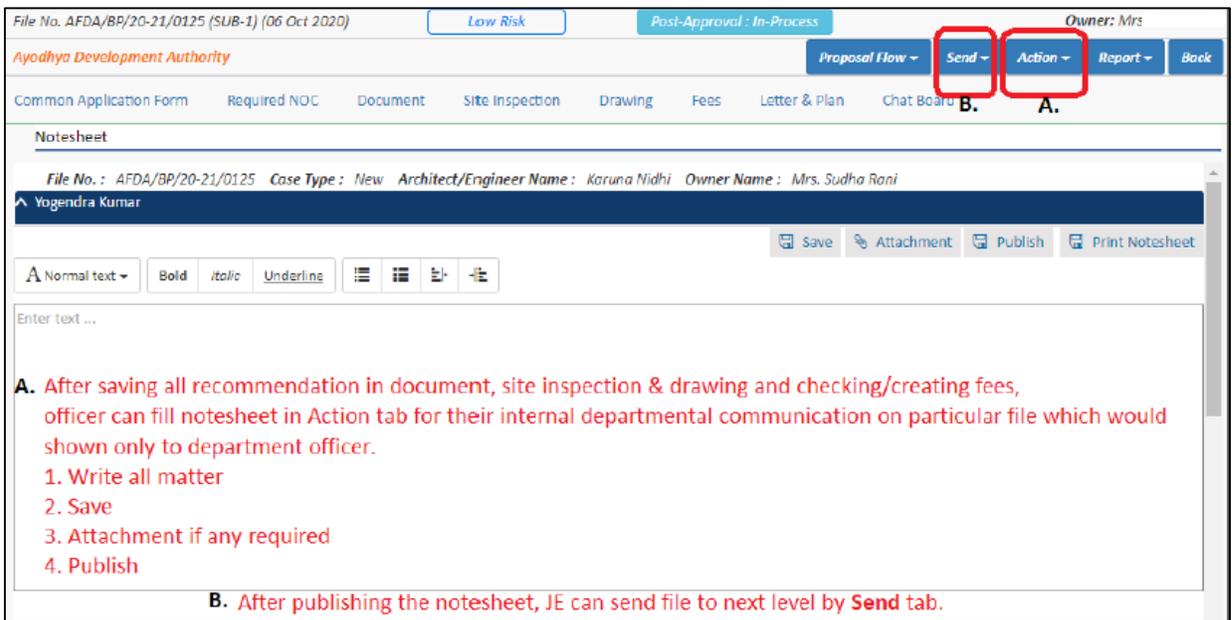
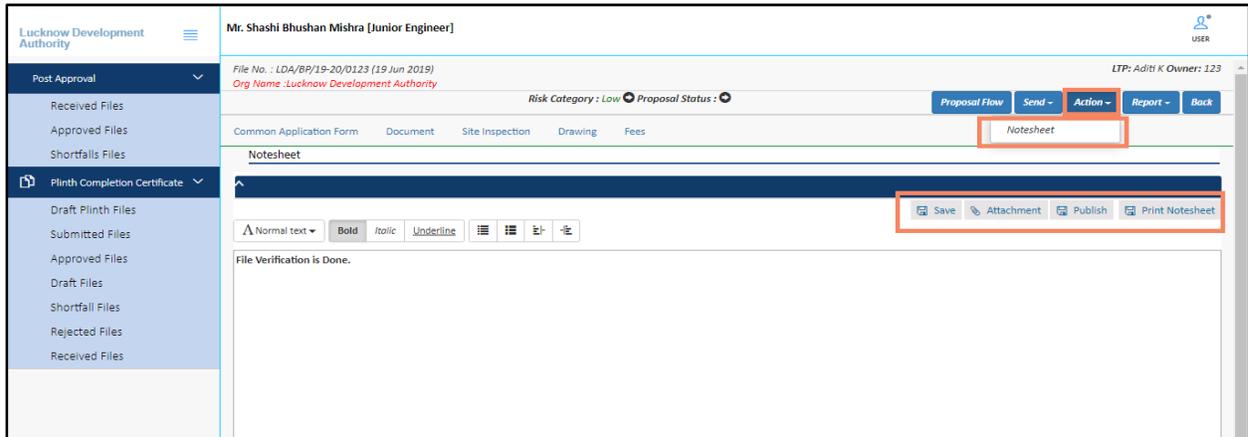
Remarks Table:

All Users Remarks Others Applicant's Remarks			
Name	Designation	Date	Remarks
Shashi Bhushan Mishra	(Junior Engineer)	- 14/08/2019 11:01 AM	Service

3.7 Note-sheet

Here, an officer can add and publish the remarks in **Note-sheet**.

- (i) Click the **Action** button and select **Note-sheet**.
- (ii) Enter the remarks or comments in the given text area, **Save** the details and **Print** or **Publish** the note sheet.
- (iii) Officer can also **Unpublish** the note sheet file once it is published.



3.8 Reports

Officer can see the different reports of proposal-file such as **Scrutiny Report**, **Notesheet**, **Site Visit report**, **Provisional letter**, **Provisional Plan PDF**, etc. Here, for example, the **Scrutiny Report** is shown.

The screenshot shows the user interface for the Lucknow Development Authority. A yellow callout box points to the 'Report' dropdown menu, stating 'User can see the different reports here'. The dropdown menu includes options for 'Scrutiny Report', 'Notesheet', 'Site Visit', 'Provisional Letter', and 'Provisional Plan Pdf'. Below the menu, a preview of the 'Scrutiny Report' is displayed in a browser window. The report title is 'Scrutiny Report for File No.: LDA/BP/19-20/0123'. It features a 'Check List Report' section and a table titled 'Proposal Information (Table 1)'. The table is divided into 'General Details' and 'Schedule of boundaries'.

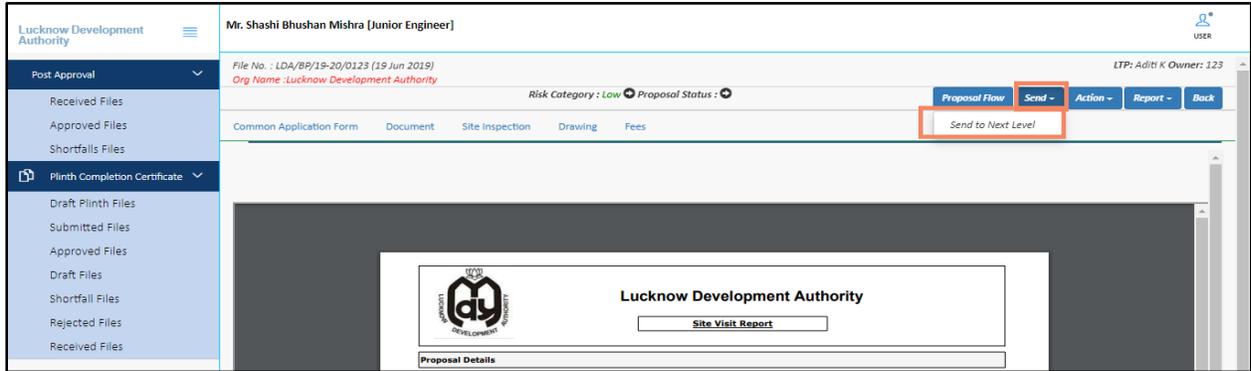
General Details		Schedule of boundaries	
Site Address	District: Lucknow, Tehsil: Malihabad, Village: Basant Pur	Plot Use	Residential
Authority	Lucknow Development Authority	Plot Sub Use	Row House
Authority Class	Category A	Plot Use Zone	Residential use Zone
Authority Grade	Development Authority (DA)	Plotting Road	

Figure 4: Scrutiny Report

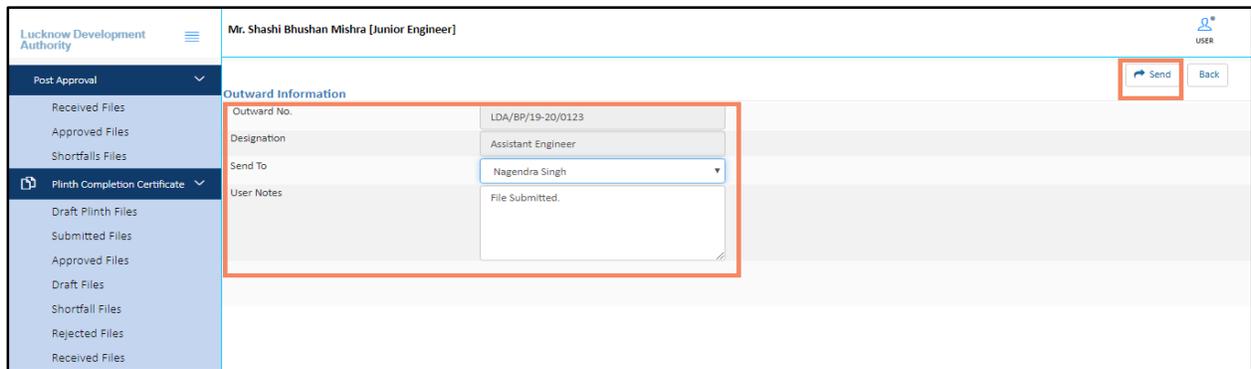
3.9 Sending Proposal-file to the Assistant Engineer (Next Level Authority)

To send the proposal-file to the next level authority:

- (i) Click **Send** button and select **Send to Next Level**.



Now, click the **Send** button, the file moves to the **Assistant Engineer**.



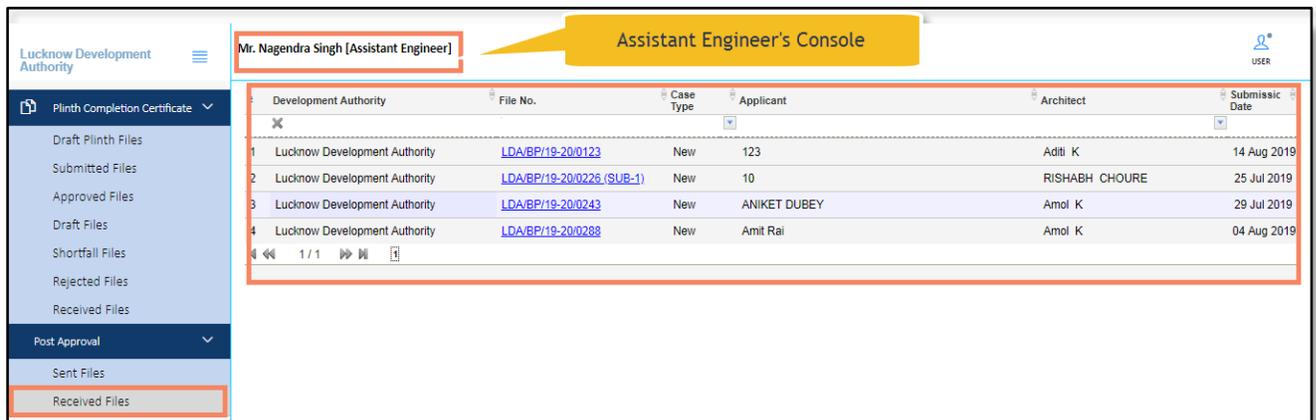
4. Assistant Engineer's Console

When Junior Engineer sends a proposal-file to the Assistant Engineer, the proposal-file moves in the **Received Files** of **Post-Approval** section in **Assistant Engineer's** console.

- (i) Now, on a Login page, enter the valid **Username** and **Password**.
- (ii) Check on I'm not a robot and Login



- (iii) In the **Post Approval** section, click **Received Files** tab, and open the received proposal-file.
(Here, for example, **LDA/BP/19-20/0123** proposal-file is taken.)



4.1 Common Application Form Details

Here, under the Common Application Form tab, AE can check all the details of proposal-file filled by the architect and approved by the JE officer.

- (i) Click the **Common Application Form** tab and see the information under **General Information, Applicant Information, Application Checklist, Plot Details, GEO location, and NOC Status** tabs.

Mr. Nagendra Singh [Assistant Engineer]

File No. : LDA/BP/19-20/0123 (19 Jun 2019)
Org Name : Lucknow Development Authority

Risk Category : Low Proposal Status : [Dropdown]

Common Application Form | Document | Site Inspection | Drawing

General Information | Applicant Information | Application Checklist | Plot Details | GEO Location | NOC Status

Project Information

- * Nature of Construction/ Case Type : New
- * Is Revised ? : Yes No
- * District : Lucknow
- * Revenue Village : Basant Pur
- * Project Type : Building Permission
- * Tehsil : Malihabad
- * Land Mark : qe

Mr. Yogendra Kumar [Assistant Engineer]

High Risk | Post-Approval : In-Process | Owner: Mrs. Pallavi Mishra

Ayodhya Development Authority

Common Application Form | Required NOC | Document | Site Inspection | Drawing | Fees | Letter & Plan | Chat Board

Notesheet Details

Remark By

Yogendra Kumar 12/16/2020 8:40:11 PM

NOTESHEET

Proposal Details

File Number : AFDA/BP/20-21/0131 Submitted On : 8/10/2020
Case Type : New
Owner Name : Mrs. Pallavi Mishra Architect Name : Karuna Nidhi
License No. : AM1312076/26102018 Architect Mobile : 9415917918

Sr. No	Officers Name	Designation	Officers Remarks	Date
1	Yogendra Kumar	Junior engineer	Nazool & Municipal corporation NOCs are not provided. So it is recommended to raise shortfall on documents.	18 December, 2020

1st by Report Section, AE can see in Notesheet, what recommendation is done by junior officer in particular file.

Common Application Form

Mr. Nagendra Singh [Assistant Engineer] MESSAGES HELP USER

File No. LDA/BP/19-20/0220 (SUB-1) (16 Feb 2020) Low Risk Post-Approval : In-Process

Lucknow Development Authority Proposal Flow Send Action Report Back

Common Application Form Required NOC Document Site Inspection Drawing Fees Letter & Plan

General Information Applicant Information Application Checklist Plot Details GEO Location NOC Status

Project Information

* Nature of Construction/ Case Type Revalidation

* Is Revised ? Yes No

* District Lucknow Project Type Building Permission - Normal

* Revenue Village Adampur Indwara Tehsil Lucknow

* Land Mark KAPOORTHALLA CHAURAHA

4.1.1 Application Checklist

AE Officer can check the application checklist and put the remarks on that.

- (ii) Select the values and enter the Remarks.

Lucknow Development Authority Mr. Nagendra Singh [Assistant Engineer] USER

File No. : LDA/BP/19-20/0123 (19 Jun 2019) LTP: Aditi K Owner: 123

Org Name : Lucknow Development Authority Risk Category : Low Proposal Status : Proposal Flow Send Action Report Back

Common Application Form Document Site Inspection Drawing

General Information Applicant Information Application Checklist Plot Details GEO Location NOC Status

#	Description	Value	Remark
1	Does your plan fall in Municipal Corporation boundary?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	NO.
2	Does your plan fall under 300m radius of any monument?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
3	Is your plot adjoining to the Main Road?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
4	Is your site adjoining/nearby Irrigation land?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
5	Is your access road a part of master plan road ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
6	Is your plot adjoining/nearby any MRL?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
7	Is your plot near 100 meters of Railway Land?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
8	Are you cutting any tree in your Plot ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
9	Is your plot adjoining a National Highway?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
10	Are you going to use your building material in your plot ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
11	Is your Plot falling in funnel zone of airport authority /defence airport?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	

4.2 Document Verification

Here, Assistant Engineer can verify or check the attached documents and can give the remarks, recommendations, or shortfalls on proposal-file. AE officer can send the proposal-file to the concerned next level authority in case of approval or can **send back** to the architect in case of a shortfall on the document.

In the **Document** tab:

- (i) Click the drop-down list in front of the documents, and select the remark (**Yet to verify/ Recommended / Shortfall**) or Officer can recommend what his subordinate has recommended.
- (ii) To check the files, click **View File(s)** label, and click **Remark** label to write the remarks on documents. Now click the **Verify Mandatory Documents** button.
- (iii) In **Remarks & Recommendation** section, select the **Recommendation**, enter the **Observation Remarks** and click **Save Recommendation** button.

Here, AE Officer can see the **Previous Recommendations** with details.

The screenshot displays the 'Document' tab in the software interface. It includes a sidebar with navigation options, a header with user information and file details, and a main content area with a checklist of documents. A dropdown menu for 'Recommendation' is open, showing options like 'Yet to Verify', 'Recommended', and 'Shortfall'. Below this is a 'Remarks & Recommendation' section with a text input field containing 'File is found OK.' and a 'Save Recommendation' button. At the bottom, a 'Previous Recommendation' table is visible.

Name	Designation	Date	Recommendation	Remarks
Shashi Bhushan Mishra	Junior Engineer	14/08/2019	Recommended	File is OK

4.3 Site Inspection

AE officer can see the Site Inspection details approved by the JE officer (Concerned Prior Authority). AE Officer can put the **Observations, Remarks** on the approved details and can see the **Site Inspection Photographs** uploaded by the JE Officer.

In the **Inspection Checklist** tab:

- (i) Select the **Observation** from the drop-down button, and enter the **Remarks**.
- (ii) In the **Site Inspection Remarks and Recommendation** section, select the **Recommendations** and Write the **Remarks**.

The screenshot shows the 'Inspection Checklist' interface. At the top, it identifies the user as Mr. Nagendra Singh [Assistant Engineer] and the file as LDA/BP/19-20/0123 (19 Jun 2019). The 'Risk Category' is Low and 'Proposal Status' is pending. The 'Site Inspection' tab is active, showing a checklist for an inspection on 16/8/2019. The checklist table has 18 rows, each with a description and status options for 'As On Plan' and 'As On Site'. The 'Observation' column has a dropdown menu open, showing 'Approval', 'Shortfall', and 'Ok'. Below the table, the 'Site Inspection Remarks & Recommendation' section is visible, with a 'Recommendation' dropdown set to 'Recommended', a 'Remarks' text area containing 'File is OK. No problem.', and a 'Save Recommendation' button. A table below shows 'Previous Recommendation' with columns for Name, Designation, Date, Recommendation, and Remarks.

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

Name	Designation	Date	Recommendation	Remarks
Shashi Bhushan Mishra	Junior Engineer	14/08/2019	Recommended	File is Ok

4.4 Drawing Details

AE officer can give the **Recommendations** and **Remarks** on the drawing. If it is recommended, the drawing will be marked as approved. Otherwise, AE officer can give the shortfall on the drawing.

- (i) Click the **View** button to see the drawing report.
- (ii) Select the **Recommendation**, enter the **Remarks** and **Save** the details. On the basis of recommendation, the status of the file changes.
- (iii) Officer can download the drawing PDF and can see the sanction details

Lucknow Development Authority | Mr. Nagendra Singh [Assistant Engineer] | LTP: Aditi K Owner: 123

File No.: LDA/BP/19-20/0123 (19 Jun 2019)
Org Name: Lucknow Development Authority

Risk Category: Low | Proposal Status: [Dropdown]

Common Application Form | Document | Site Inspection | **Drawing**

Buttons: Proposal Flow | Send | Action | Report | Back

Drawing Name	Submitted On	Drawing Scrutiny	Report	Drawing Pdf	Drawing	Status
Passdrawing.dwg	19 Jun 2019		View	View	Download	Scrutiny Pass in Rules

View Sanction Details

Recommendation: Suggested Recommended

Remarks: ok|

(995 characters remaining.)

Buttons: Save Recommendation

Previous Recommendation

Name	Designation	Date	Recommendation	Remarks
Shashi Bhushan Mishra	Junior Engineer	14/08/2019	Approval	Drawing Pass.

File No.: LDA/BP/19-20/0123 | Close

Proposed Use | Proposed Activity

Gross Plot Area (Sq.Mt.): 200 | Net Plot Area (Sq.Mt.): 200

Proposed Built Up Area (Sq.Mt.): 166.68

Set Back

Front	3	Rear	3
Side1	0	Side2	0

Sr. No.	Building Name	Building Height	Set Back			
			Front	Rear	Side 1	Side 2
1	A (RESI)	7.05	3	3	0	0

4.5 Proposal Flow

Here, AE Officer can see the proposal-file workflow as well as the Remarks entered by all the officers.

The screenshot displays the 'Proposal Flow' interface for Mr. Nagendra Singh [Assistant Engineer]. The interface includes a sidebar with file categories, a top navigation bar with file details, and a main content area showing a flow diagram and a table of remarks.

File Details:
 File No.: LDA/BB/19-20/0123 (19 Jun 2019)
 Org Name: Lucknow Development Authority
 Risk Category: Low
 Proposal Status: [Dropdown]
 LTP: Aditi K Owner: 123

Proposal Flow:
 → Proposal Forwarded → Proposal Returned ✓ Proposal Holder ✗ Flow Ends
 Total Time: 2 Days, 1 Hours, 29 Minutes
 Submission 1: Aditi K Omin → Shashi Bhushan Mishr... 6hrs-44min → Nagendra Singh 1days 18hrs-45min ✓

Remarks Table:

Name	Designation	Date	Remarks
Shashi Bhushan Mishra	: (Junior Engineer)	- 14/08/2019 05:45 PM	File Submitted.
Shashi Bhushan Mishra	: (Junior Engineer)	- 14/08/2019 11:01 AM	Service

4.6 Notesheet

Here, the officer can add and publish the remarks in **Notesheet**. AE officer can also see the note sheet published by the JE officer.

- (i) Click the **Action** drop-down button and select **Notesheet**.
- (ii) Enter the remarks or comments in the given text area, **Save** the details and **Print** or **Publish** the note sheet.
- (iii) Officer can also **Unpublished** the note sheet file once it is published.

The screenshot displays the 'Notesheet' creation interface within the 'Lucknow Development Authority' system. The user is logged in as 'Mr. Nagendra Singh [Assistant Engineer]'. The interface includes a sidebar for file management, a top navigation bar with buttons for 'Proposal Flow', 'Send', 'Action', 'Report', and 'Back', and a main content area with a rich text editor and a 'Notesheet Details' section. A preview of the generated notesheet is shown at the bottom, featuring the LDA logo and proposal details.

Figure 6: Notesheet

4.7 Reports

Officer can see the different reports of proposal-file such as **Scrutiny Report**, **Notesheet**, **Site Visit report**, **Provisional letter**, **Provisional Plan PDF**, etc. Here, for example, **Site Visit Report** is shown.

The screenshot displays the Lucknow Development Authority (LDA) web portal interface. On the left is a navigation menu with categories like 'Plinth Completion Certificate', 'Draft Plinth Files', 'Submitted Files', 'Approved Files', 'Draft Files', 'Shortfall Files', 'Rejected Files', 'Received Files', 'Post Approval', 'Sent Files', and 'Received Files'. The main header shows the user 'Mr. Nagendra Singh [Assistant Engineer]' and the file details: 'File No. : LDA/BP/19-20/0123 (19 Jun 2019)' and 'Org Name : Lucknow Development Authority'. A 'Risk Category : Low' and 'Proposal Status' are also visible. A dropdown menu is open, showing options: 'Scrutiny Report', 'Notesheet', 'Site Visit' (highlighted), 'Provisional Letter', and 'Provisional Plan Pdf'. The main content area is titled 'Site Visit Report.ArCacheItem' and shows the LDA logo and 'Site Visit Report' title. Below this is the 'Proposal Details' section with the following information:

- File No. : LDA/BP/19-20/0123 (New)
- Purpose of construction : Row House
- Survey No. :
- Location : Basant Pur
- Type of construction : Residential
- Plot Area : 200
- Inspected on : 14 August, 2019

Below the details is an 'Inspection Checklist' table:

#	Description	As On Site	Observation	Remarks
1.	Proposed Building State	Construction Started	Approval	
2.	Plot Shape(length*breadth)			
3.	Location shown on Drawing/Key plan matches site	Yes	Approval	
4.	Inspection and confirmation of Plots boundary as per Registry	Yes	Approval	

4.8 Sending Proposal-file to the Executive Engineer (Next Level Authority)

To send the proposal-file to the next level authority:

- (i) Click **Send** button and select **Send to Next Level**.

The screenshot shows the user interface for Mr. Nagendra Singh [Assistant Engineer]. The top navigation bar includes 'Lucknow Development Authority' and a user profile icon. The main content area displays file details: 'File No. : LDA/BP/19-20/0123 (19 Jun 2019)' and 'Org Name : Lucknow Development Authority'. Below this, there are tabs for 'Common Application Form', 'Document', 'Site Inspection', and 'Drawing'. A 'Send' button is highlighted with a red box, and a dropdown menu is open, showing 'Send to Next Level' as the selected option. Other buttons like 'Proposal Flow', 'Action', 'Report', and 'Back' are also visible. The 'Project Information' section contains several dropdown menus and radio buttons for fields like 'Nature of Construction/ Case Type', 'Is Revised?', 'District', 'Revenue Village', 'Project Type', 'Tehsil', and 'Land Mark'.

(ii) Now, click the **Send** button, the file moves to the **Executive Engineer**.

(Refer to Figure 24)

The screenshot shows the 'Outward Information' section of the software interface. The 'Send' button from the previous step is now disabled. The 'Outward Information' section is highlighted with a red box and contains the following details: 'Outward No.' (LDA/BP/19-20/0123), 'Designation' (Executive Engineer), 'Send To' (O P SINGH), and 'User Notes' (File Submitted). The interface also shows a 'Send' and 'Back' button in the top right corner.

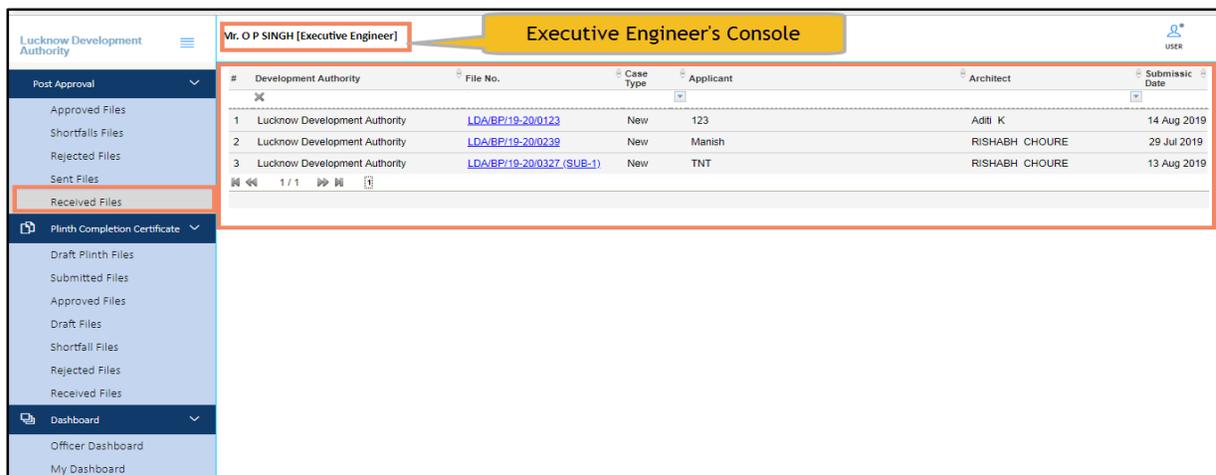
5. Executive Engineer’s Console

When Assistant Engineer sends a proposal-file to the Executive Engineer, the proposal-file moves in the **Received Files** of **Post-Approval** section in **Executive Engineer’s** console.

- (i) Now, on a Login page, enter the valid **Username** and **Password**.
- (ii) Check on I’m not a robot and Login



- (iii) In the **Post Approval** section, click **Received Files** tab, and open the received proposal-file. (Here, for example, **LDA/BP/19-20/0123** proposal-file is taken.)



5.1 Common Application Form Details

Here, under the Common Application Form tab, Executive Engineer can see all the details of proposal-file filled by the architect and approved by the JE & AE officer.

- (i) Click the **Common Application Form** tab and see the information under **General Information, Applicant Information, Application Checklist, Plot Details, GEO location, and NOC Status** tabs.

Common Application Form details

5.1.1 Application Checklist

- (i) Select the values and enter the Remarks.

The screenshot displays the 'Application Checklist' interface for Mr. O P SINGH [Executive Engineer]. The interface includes a sidebar with file management options, a header with user information, and a main table with 11 checklist items. The 'Application Checklist' tab is highlighted with a red box.

#	Description	Value	Remark
1	Does your plan fall in Municipal Corporation boundary?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	NO.
2	Does your plan fall under 300m radius of any monument?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
3	Is your plot adjoining to the Main Road?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
4	Is your site adjoining/hearby Irrigation land?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
5	Is your access road a part of master plan road ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
6	Is your plot adjoining/hearby any MRL?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
7	Is your plot near 100 meters of Railway Land?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
8	Are you cutting any tree in your Plot ?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
9	Is your plot adjoining a National Highway?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
10	Are you going to use your building material in your plot ?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	!
11	Is your Plot falling in funnel zone of airport authority /defence airport?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	!

5.2 Document Verification

Here, Executive Engineer can verify or check the attached documents and can give the remarks, recommendations, or shortfalls on proposal-file. AE officer can approve the proposal-file or can send back to the architect in case of a shortfall on the document.

In the **Document** tab:

- (i) Click the drop-down list in front of the documents, and select the remark (**Yet to verify/ Recommended / Shortfall**).
- (ii) To check the files, click **View File(s)** label, and click **Remark** label to write the remarks on documents. Now click the **Verify Mandatory Documents** button.
- (iii) In **Remarks & Recommendation** section, select the **Recommendation**, enter the **Observation Remarks** and click **Save Recommendation** button.

Here, EE Officer can see the **Previous Recommendations** with details.

The screenshot displays the 'Document' tab for a proposal. The interface includes a sidebar with navigation options like 'Post Approval', 'Plinth Completion Certificate', and 'Dashboard'. The main content area shows a list of mandatory documents with checkboxes, a 'Verify Mandatory Documents' button, and a 'Remarks & Recommendation' section with a dropdown menu and a text input field. A 'Save Recommendation' button is also visible. At the bottom, there is a 'Previous Recommendation' table with columns for Name, Designation, Date, Recommendation, and Remarks.

Name	Designation	Date	Recommendation	Remarks
Nagendra Singh	Assistant Engineer	16/08/2019	Recommended	File is Ok.
Shashi Bhushan Mishra	Junior Engineer	14/08/2019	Recommended	File is OK

5.3 Site Inspection

EE officer can see the Site Inspection details approved by the AE & JE officers (Concerned Prior Authorities). EE Officer can plan the visit on the site and put the **Observations, Remarks** on the approved details and can see the **Site Inspection Photographs** uploaded by the Officers.

In the **Inspection Checklist** tab:

- (i) Select the **Observation** from the drop-down button, and enter the **Remarks**.
- (ii) In the **Site Inspection Remarks and Recommendation** section, select the **Recommendations** and Write the **Remarks**.

Lucknow Development Authority
Mr. O P SINGH [Executive Engineer]
USER

File No. : LDA/BR/19-20/0123 (19 Jun 2019)
Org Name : Lucknow Development Authority
LTP: Aditi K Owner: 123

Common Application Form Document **Site Inspection** Drawing
Risk Category : Low Proposal Status : ●

Inspection Checklist Inspection Photograph
Plan a Visit

Site Inspection Checklist

*Inspection on: 16/8/2019 Inspection Due Date:

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

Site Inspection Remarks & Recommendation

* Recommendation: Recommended Save Recommendation

* Remarks:

Ok.

(Upto 1000 characters)

Previous Recommendation

Name	Designation	Date	Recommendation	Remarks
Nagendra Singh	Assistant Engineer	16/08/2019	Recommended	File is OK.
Shashi Bhushan Mishra	Junior Engineer	14/08/2019	Recommended	File is Ok

Site Inspection Photograph

5.4 Drawing Details

EE officer can give the **Recommendations** and **Remarks** on the drawing. If it is recommended, the drawing will be marked as approved. Otherwise, EE officer can give the shortfall on the drawing.

- (i) Click the **View** button to see the drawing report.
- (ii) Select the **Recommendation**, enter the **Remarks** and **Save** the details. On the basis of recommendation, the status of the file changes.

Officer can download the drawing PDF and can see the sanction details (Refer Figure 30).

Mr. O P SINGH [Executive Engineer]

File No. : LDA/BP/19-20/0123 (19 Jun 2019)
Org Name : Lucknow Development Authority

Risk Category : Low Proposal Status :

Common Application Form Document Site Inspection **Drawing**

View Sanction Details

Drawing Name	Submitted On	Drawing Scrutiny	Report	Drawing Pdf	Drawing	Status
Passdrawing.dwg	19 Jun 2019		View	View	Download	Scrutiny Pass in Rules

* Recommendation: Suggested Recommended

* Remarks: OK

(Upto 1000 characters)

Previous Recommendation

Name	Designation	Date	Recommendation	Remarks
Nagendra Singh	Assistant Engineer	16/08/2019	Approval	ok
Shashi Bhushan Mishra	Junior Engineer	14/08/2019	Approval	Drawing Pass.

File No. : LDA/BP/19-20/0123

Proposed Use: Proposed Activity

Gross Plot Area (Sq.Mt.) : 200 Net Plot Area (Sq.Mt.) : 200

Proposed Built Up Area (Sq.Mt.) : 166.68

Set Back:

Front	3	Rear	3
Side1	0	Side2	0

Sr. No.	Building Name	Building Height	Set Back			
			Front	Rear	Side 1	Side 2
1	A (RESI)	7.05	3	3	0	0

5.5 Proposal Flow

Here, EE Officer can see the proposal-file workflow as well as the Remarks entered by all prior authorities.

The screenshot shows the 'Proposal Flow' section of the application. A red box highlights the 'Proposal Flow' button, with a yellow arrow pointing to it. Below this, there is a table of remarks:

Name	Designation	Date	Remarks
Nagendra Singh	(Assistant Engineer)	16/08/2019 12:52 PM	File Submitted.
Shashi Bhushan Mishra	(Junior Engineer)	14/08/2019 05:45 PM	File Submitted.
Shashi Bhushan Mishra	(Junior Engineer)		Service

Figure 8: Proposal Flow

5.6 Actions

5.6.1 Notesheet

Here, the officer can add and publish the remarks in **Notesheet**. EE officer can also see the notesheet published by the AE & JE officers.

- (i) Click the **Action** button and select **Notesheet**.
- (ii) Enter the remarks or comments in the given text area, **Save** the details and **Print** or **Publish** the notesheet.
- (iii) Officer can also **Unpublish** the notesheet file once it is published.

The screenshot shows the 'Notesheet' section of the application. It features a text editor with a rich text toolbar and a 'Notesheet Details' section at the bottom. The 'Notesheet Details' section contains a table of remarks:

Remark By	Date
O P SINGH	08/16/2019 9:35:45 PM
Nagendra Singh	08/16/2019 12:50:12 PM

5.6.2 Final Rejection

EE officer can reject the proposal-file permanently. To reject the proposal-file:

- (i) Click the **Action** button and select **Final Reject**.

The screenshot displays a web application interface for document management. On the left, a sidebar lists navigation options under 'Lucknow Development Authority', including 'Post Approval', 'Approved Files', 'Shortfalls Files', 'Rejected Files', 'Sent Files', 'Received Files', and 'Plinth Completion Certificate'. The main content area is titled 'Mr. O P SINGH [Executive Engineer]' and shows document details: 'File No. : LDA/BP/19-20/0123 (19 Jun 2019)', 'Org Name :Lucknow Development Authority', 'Risk Category : Low', and 'Proposal Status :'. A toolbar contains buttons for 'Proposal Flow', 'Send', 'Action', 'Report', and 'Back'. The 'Action' dropdown menu is open, showing options: 'Notesheet', 'Final Reject', 'Approve', and 'Shortfall'. Below this, the document title 'Notesheet' is shown, followed by metadata: 'File No. : LDA/BP/19-20/0123 Case Type : Architect/Engineer Name : Aditi K Owner Name : 123'. A rich text editor with a toolbar (Normal text, Bold, Italic, Underline, etc.) and a text area containing 'File Ok' is visible. The bottom right corner of the interface shows 'Attachment', 'Unpublish', and 'Print Notesheet' icons.

5.6.3 Approval

When EE officer approves the proposal-file, the proposal-file moves to the **Approved Files** of **Post Approval** section of the architect.

To approve the proposal-file:

- (i) Click the **Action** button and select **Approve**.
- (ii) After Approval proposal-file moves in the **Approved files** of **Post Approval** section of **EE Engineer's** console.

The screenshot shows the user interface for Mr. O P SINGH [Executive Engineer]. The 'Action' dropdown menu is open, showing options: 'Noteshheet', 'Final Reject', 'Approve', and 'Shortfall'. The 'Approve' option is highlighted. An orange arrow points from this menu to the 'Approved Files' section in the second screenshot.

#	Development Authority	File No.	Case Type	Applicant	Architect	Submissic Date
1	Lucknow Development Authority	LDA/BP/19-20/0123	New	123	Aditi K	14 Aug 2019
2	Lucknow Development Authority	LDA/BP/19-20/0007	New	Umesh	Rishabh C	17 Jul 2019
3	Lucknow Development Authority	LDA/BP/19-20/0070	New	55	Rishabh C	11 Jul 2019
4	Lucknow Development Authority	LDA/BP/19-20/0114	New	86	Rishabh C	17 Jul 2019
5	Lucknow Development Authority	LDA/BP/19-20/0119	New	89	Rishabh C	18 Jul 2019
6	Lucknow Development Authority	LDA/BP/19-20/0121	New	90	Rishabh C	18 Jul 2019
7	Lucknow Development Authority	LDA/BP/19-20/0122	New	91	Rishabh C	18 Jul 2019
8	Lucknow Development Authority	LDA/BP/19-20/0126	New	95	Rishabh C	18 Jul 2019
9	Lucknow Development Authority	LDA/BP/19-20/0131	New	1	Rishabh Choure	19 Jul 2019
10	Lucknow Development Authority	LDA/BP/19-20/0133	New	3	Rishabh Choure	19 Jul 2019
11	Lucknow Development Authority	LDA/BP/19-20/0135	New	500-2000-R-DA	Rishabh Choure	19 Jul 2019
12	Lucknow Development Authority	LDA/BP/19-20/0136	New	500-2000-R-DA(1)	Rishabh Choure	19 Jul 2019
13	Lucknow Development Authority	LDA/BP/19-20/0137	New	500-2000-NR-DA	Rishabh Choure	19 Jul 2019
14	Lucknow Development Authority	LDA/BP/19-20/0139	New	2000 Above-R-DA	Rishabh Choure	19 Jul 2019
15	Lucknow Development Authority	LDA/BP/19-20/0140	New	2000 Above-NR-DA	Rishabh Choure	19 Jul 2019
16	Lucknow Development Authority	LDA/BP/19-20/0143	New	0-500-R-DA(1)	Rishabh Choure	20 Jul 2019
17	Lucknow Development Authority	LDA/BP/19-20/0144	New	0-500-NR-DA(1)	Rishabh Choure	20 Jul 2019
18	Lucknow Development Authority	LDA/BP/19-20/0147	New	R-DA 0-500	RISHABH CHOURE	20 Jul 2019

5.6.4 Shortfall

EE officer can give the shortfall on the entire proposal-file or a particular case type (Drawing, Document).

To give the Shortfall on the proposal-file:

- (i) Click the **Action** button and select **Shortfall**.

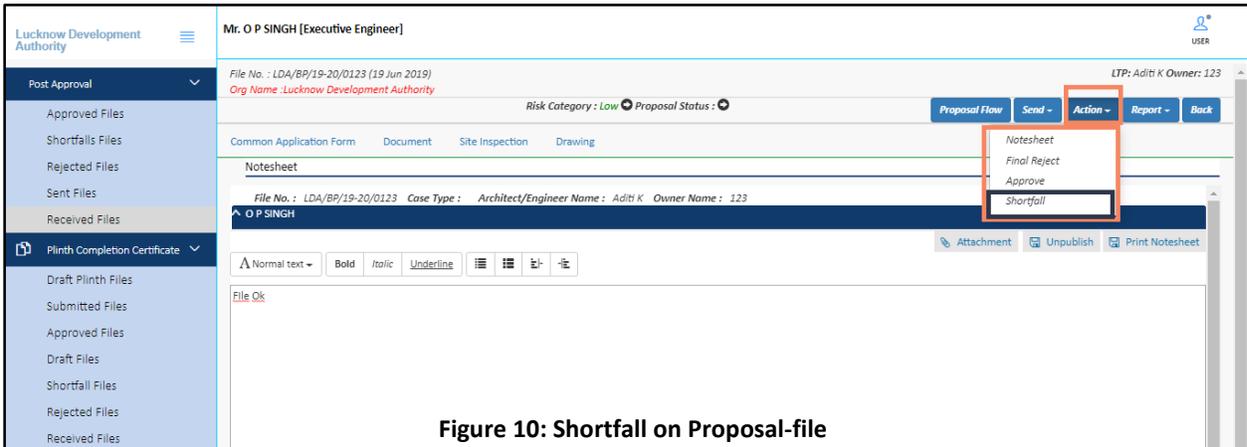
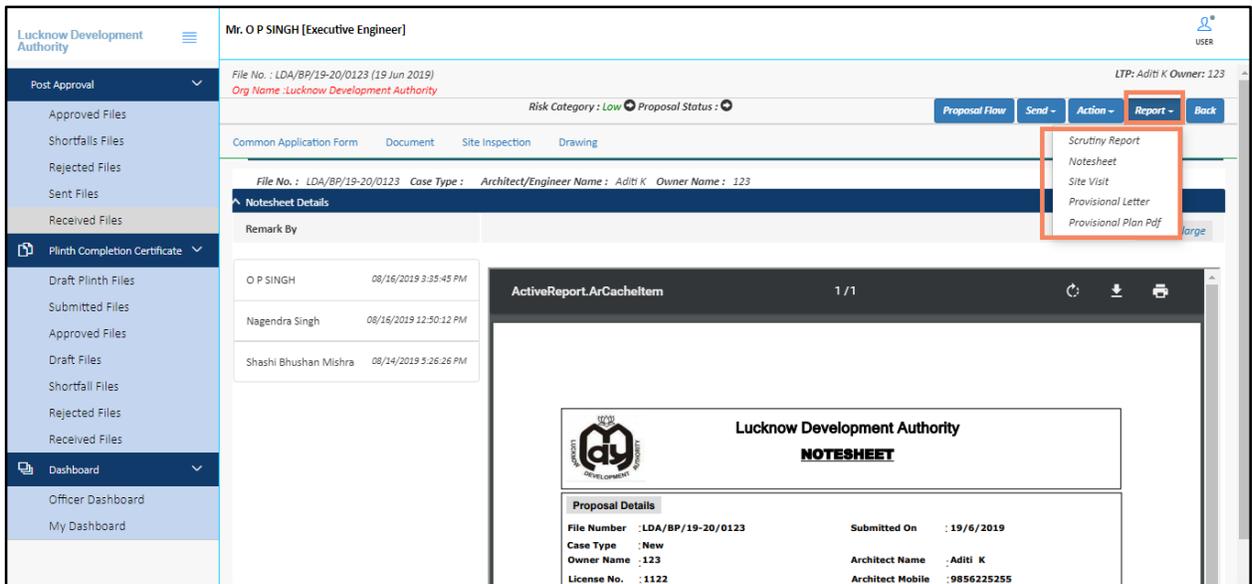


Figure 10: Shortfall on Proposal-file

5.7 Reports

Officer can see the different reports of proposal-file such as **Scrutiny Report**, **Notesheet**, **Site Visit report**, **Provisional letter**, **Provisional Plan PDF**, etc. Here, for example, the **Site Visit Report** is shown.



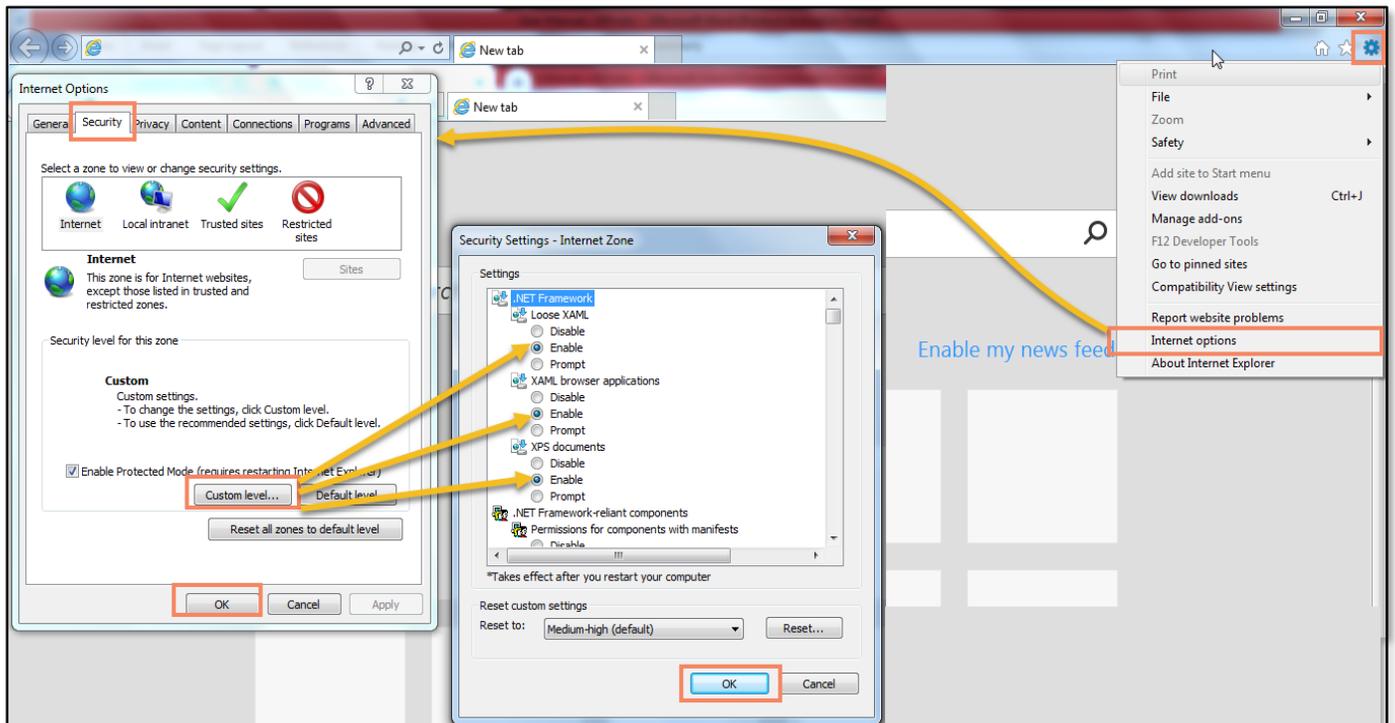
5.8 Digital Signature

Here, Executive Digitally Sign the certificate.

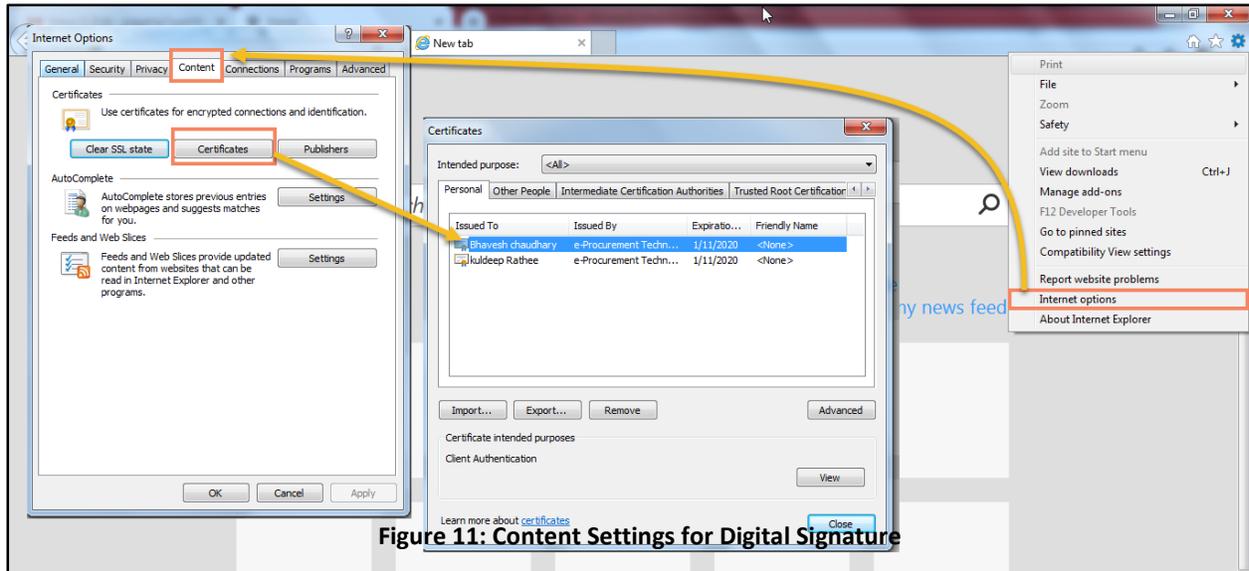
Mandatory settings to be done:

Now to run the Digital Signature for file, the **JAVA verified version** is to be installed in your system (computer). If not, Install the latest verified version of JAVA and execute the setup.

- (i) Open the **Internet Explorer**.
- (ii) Go to the Internet Explorer settings and select **Internet Options**.
- (iii) From Internet options, select the **Security** tab, click **Custom Level** and **enable** all the options as shown in following Figure 37. Click **OK**.



- (iv) From Internet options, select the **Content** tab, click **Certificates** and **attach the Certificate** shown in following Figure 38. Click **OK**.

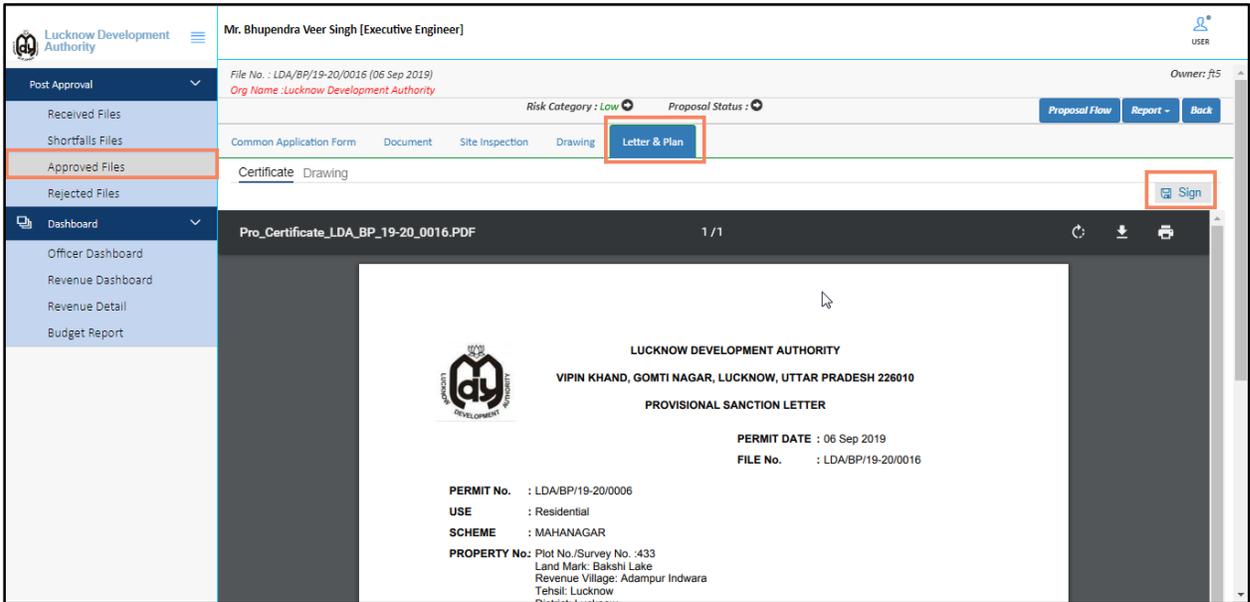


- (v) Go to the **Approved Files** section. Select the file to which you want to digitally sign the certificate.

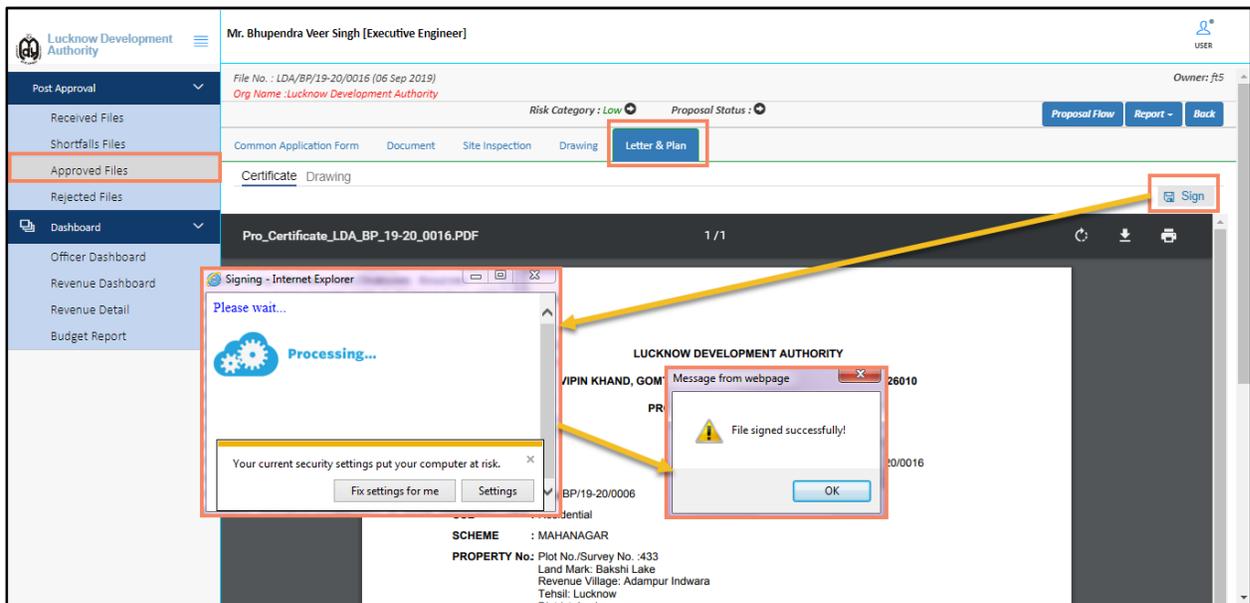
Mr. Bhupendra Veer Singh [Executive Engineer]

#	Development Authority	File No.	Case Type	Applicant	Architect	Submissic Date
1	Lucknow Development Authority	LDA/BP/19-20/0006 (SUB-1)	New	Smt. Neelam Singh	PAWAN MISHRA	31 Aug 2019
2	Lucknow Development Authority	LDA/BP/19-20/0012	New	flowtest2	rishabh p choure	06 Sep 2019
3	Lucknow Development Authority	LDA/BP/19-20/0013	New	Flowtest3	Amol K	06 Sep 2019
4	Lucknow Development Authority	LDA/BP/19-20/0016	New	ft5	rishabh p choure	06 Sep 2019
5	Lucknow Development Authority	LDA/BP/19-20/0017	New	ft6	rishabh p choure	06 Sep 2019
6	Lucknow Development Authority	LDA/BP/19-20/0019	New	chk1	rishabh p choure	07 Sep 2019
7	Lucknow Development Authority	LDA/BP/19-20/0020	New	c1	rishabh p choure	09 Sep 2019

- (vi) Open the **Letter & Plan** tab, there are two sub tabs named **Certificate** and **Drawing**, go to **certificate** tab and click **Sign**



Now the processing pop-up window appears, which displays that it is processing the digital signature. After process completion it again displays the **File signed successfully!** with a pop-up message as shown in Figure 39.

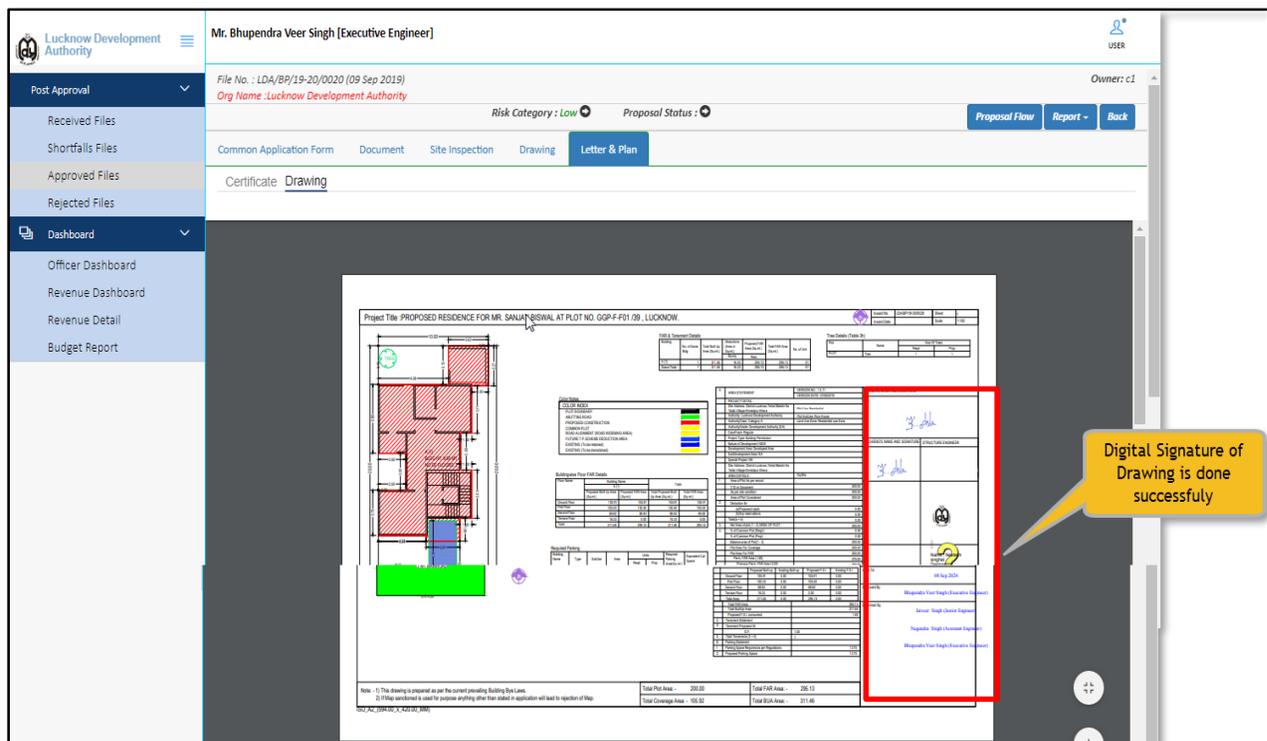
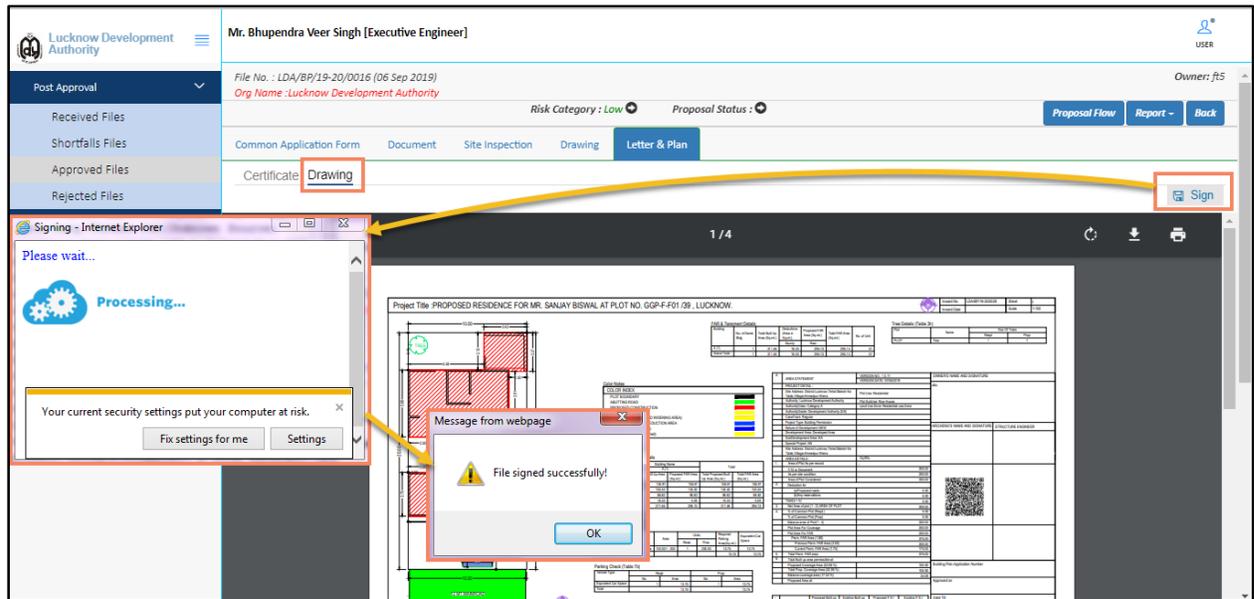


(vii) Now the officer can see digital sign on the bottom of the certificate.

The screenshot shows the LDA web portal interface. The top header includes the user name 'Mr. Bhupendra Veer Singh [Executive Engineer]' and the file number 'LDA/BP/19-20/0020 (09 Sep 2019)'. The left sidebar contains navigation menus for 'Post Approval' (with sub-items: Received Files, Shortfalls Files, Approved Files, Rejected Files) and 'Dashboard' (with sub-items: Officer Dashboard, Revenue Dashboard, Revenue Detail, Budget Report). The main content area is titled 'Final_Certificate_LDA_BP_19-20_0020.PDF' and displays a 'SANCTION LETTER' from the Lucknow Development Authority. The letter details include: PERMIT No.: LDA/BP/19-20/0010, USE: Residential, SCHEME: MAHANAGAR, District: Lucknow, NAME: c1, ADDRESS: 677 Islamabad, Lucknow, Uttar Pradesh. A yellow callout box with a pointer indicates a digital signature at the bottom of the document, with the text 'Digital Signature done successfully'. The signature details are: Name: Noeteen Singhal, Designation: Executive Engineer, Organization: EPIL, LUCKNOW DEVELOPMENT AUTHORITY.

Now to digitally sign drawing, go to the **Letter & Plan** tab, select the **Drawing** sub tab and click **Sign**.

- (viii) Now to do the drawing signature, go to the **Letter & Plan** tab, select the **Drawing** sub tab and click **Sign**
- (ix) After process completion it displays the **"File Signed successfully!"** with a pop-up message as shown in Figure 41.



Building Permission Shortfall Flow:

Plot area (In Sq. m.)	Zone	Plan Type	Workflow
0-500	Residential	DA	Architect → JE → AE → EE → Architect
0-500	Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
0-500	Non Residential	DA	Architect → JE → AE → EE → CTP → Architect
0-500	Non Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
500-2000	Residential	DA	Architect → JE → AE → EE → CTP → Architect
500-2000	Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
500-2000	Non Residential	DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
500-2000	Non Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
2000+	Residential	DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
2000+	Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
2000+	Non Residential	DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect
2000+	Non Residential	Non DA	Architect → JE → AE → EE → CTP → Secretary → VC → Architect