

# User Manual for Licenced Architects

**Online Building Plan Approval System**  
Development Authorities, Special Area Development Authorities and U.P.Housing Board



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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 (AwasBandhu) Development Authority**.

## 2. Home Page

- (i) Go to the link <https://upobpas.in/BPAMSCClient/default.aspx>, it redirects to the **UP Development Authority** page. Select the **Development Authority** and proceed.

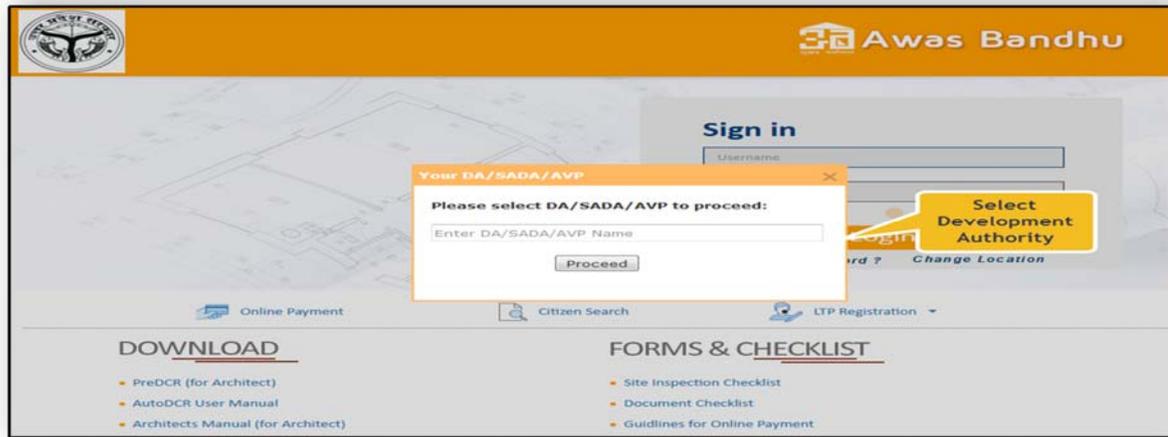


Figure 1: UP Development Authority Home Page

- (ii) Here, for example, the **Lucknow Development Authority** is taken.

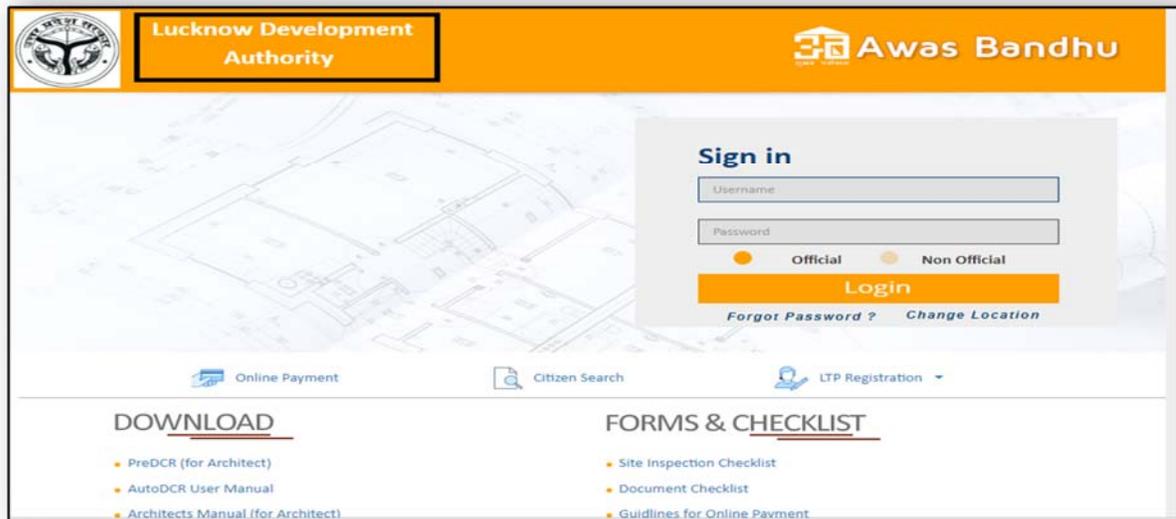


Figure 2: LDA Home Page

## 3. Architect's Registration Form

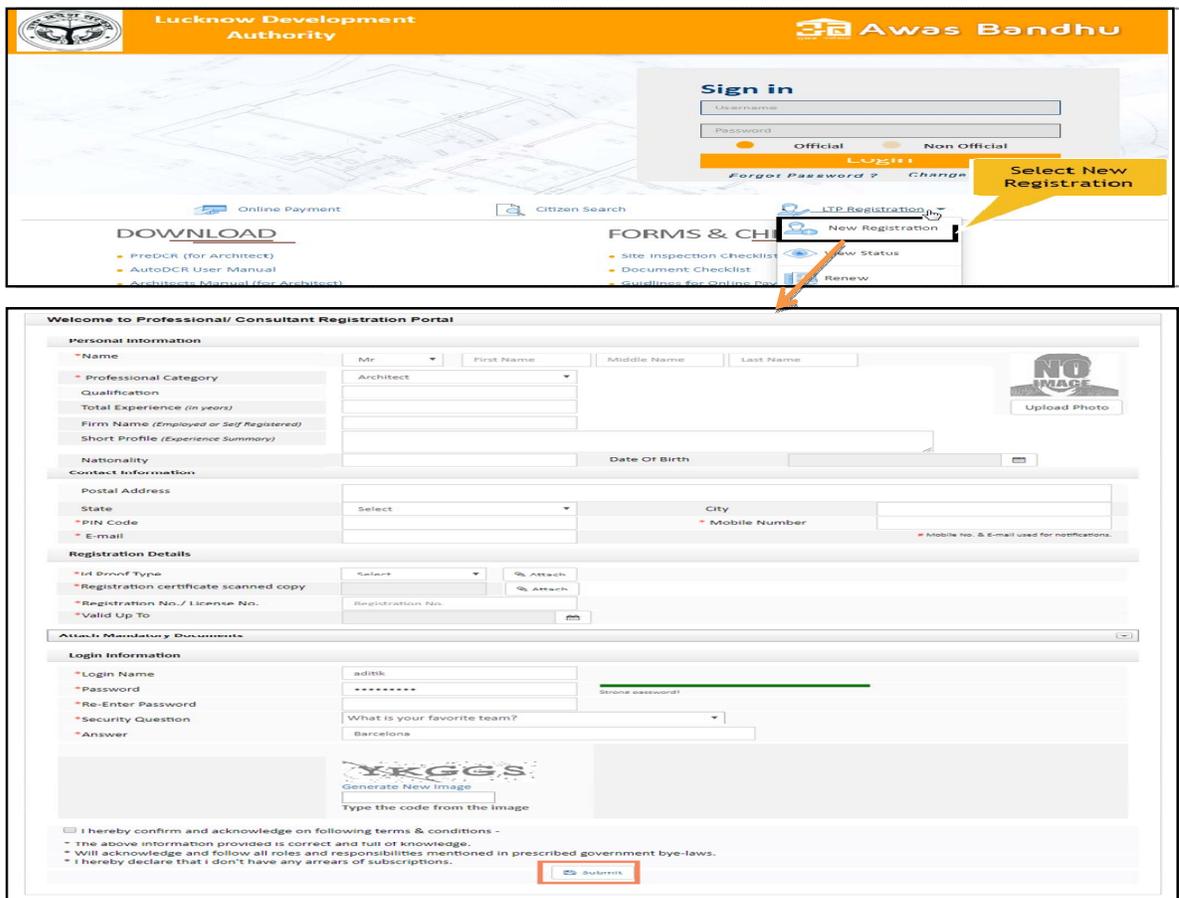
Click the **LTP Registration** drop-down button:

LTP Registration drop-down details	
<b>New Registration</b>	Opens New Registration Form.
<b>View Status</b>	An architect can check/view the status of registration form whether it is approved or not from the concerned authority (Here, concerned authority approves the Registration of Architect).
<b>Renew</b>	Renewal of Registration Number.

**New Registration (If you don't have Username and Password):**

- (i) For a new architect's registration, select **New Registration**. It redirects to the **Registration Portal**.
- (ii) Fill all the details. Enter the **Captcha**, accept the **Terms and Conditions** and **Submit** the form.

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



**Figure 3: Architect's Registration Form**

### Viewing Status:

- (i) Select **View Status** option, enter **Registration Number** and **Mobile Number** and check the

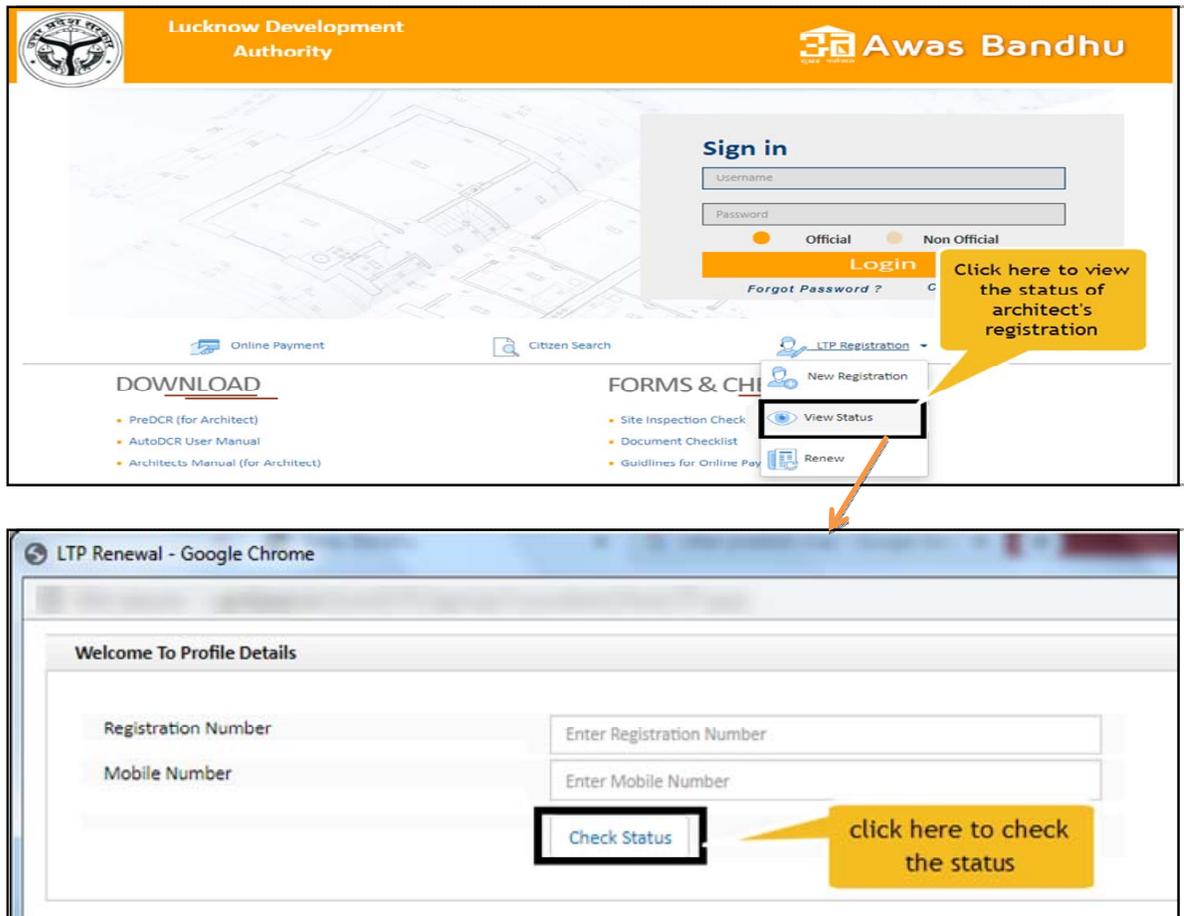


Figure 4: StatusChecking

### Renewal of Registration:

- (i) Select **Renew** option, enter **Registration Number** and **Renew** the Registration.

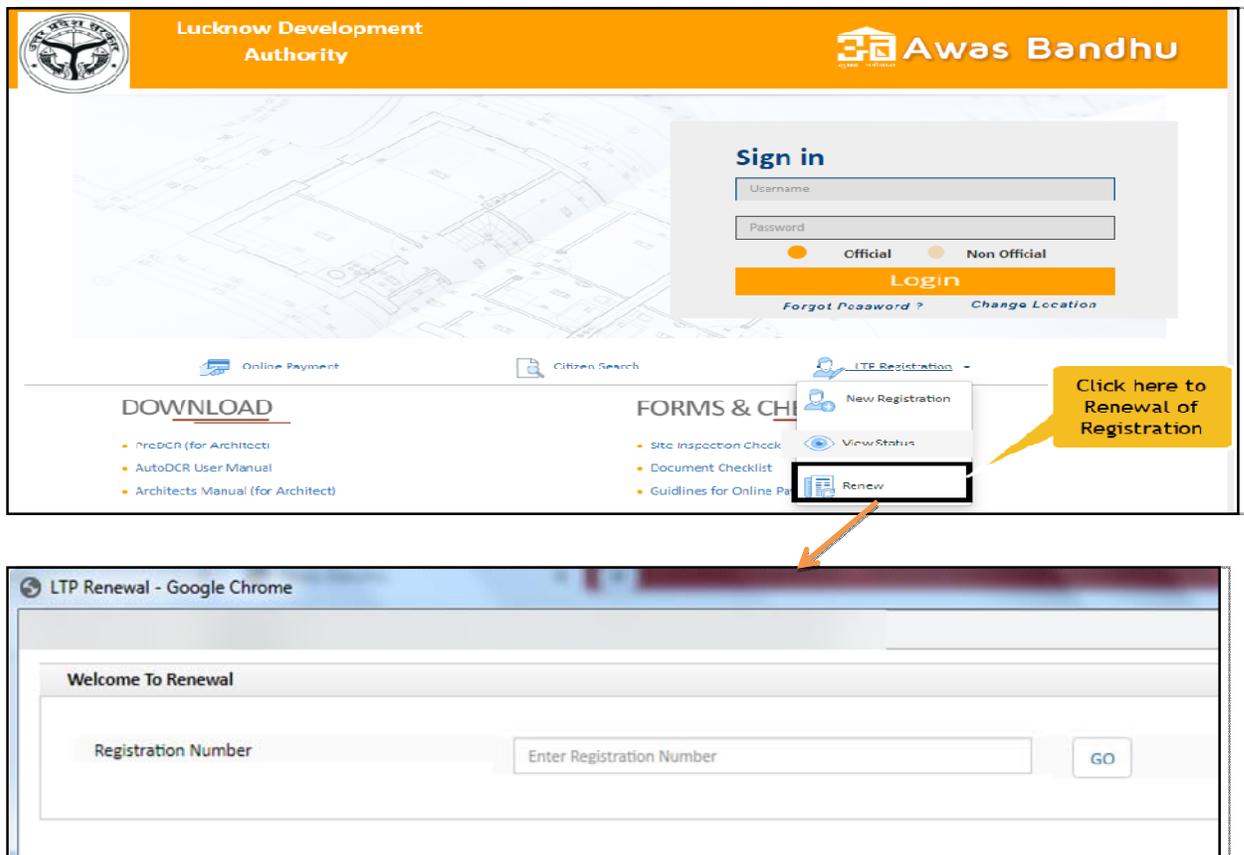


Figure 5: Renewal of Registration Number

## 4. Sign In (If you have Username and Password already)

- (i) Enter **Username**, **Password**, then select **Non Official** and click **Login** button to proceed further.

<b>Official</b>	Only for Departmental users
<b>Non-Official</b>	Other than departmental users such as owner, architect, licensed surveyor, licensed Engineer etc.



Figure 6: Sign In

- (ii) If you forgot your password, click **Forgot Password** button. Enter the details when Pop-up message appears and **Submit** it. Password will be sent on respective Mobile No. and E-mail ID.

Figure 7: Pop-Up message of Forgot Password

- (iii) To change the **Development Authority** or **Location**, click **Change Location** button, now the following window appears. Enter the location and click **Proceed** with the changed authority.

Figure 8: Changing Development Authority or Location

## 5. Architect's (Licensed Engineer) Console

On the Left side of the page, the architect can see the proposal-file status from below stages:

- Pre Approval
- Post Approval

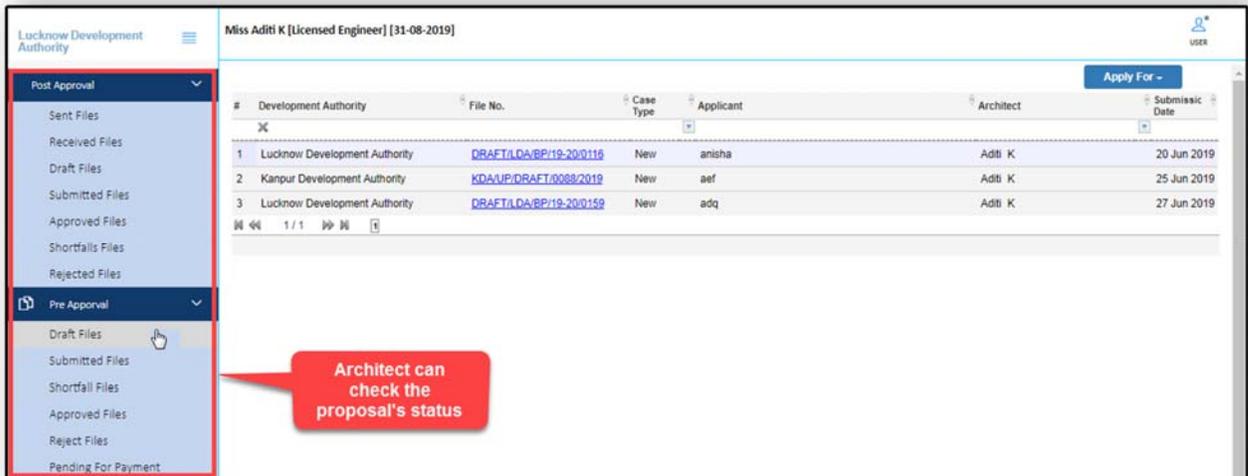


Figure 9: Proposal-file list (already created) in Draft Section

Select and open any file to view the proposal-file information details (Refer Figure 9). List of created files are present in **Draft Files** section as shown in Figure 10.

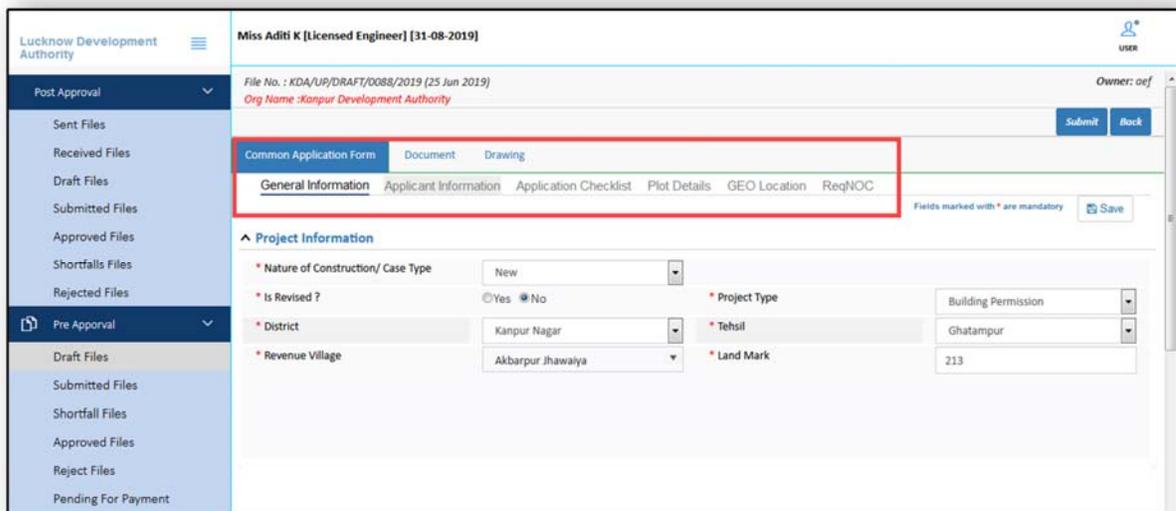


Figure 10: Proposal-file Details

## 6. 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**.

The screenshot shows the user interface for Miss Aditi K [Licensed Engineer] [31-08-2019]. On the left, a sidebar menu is open to the 'Pre Approval' section, with 'Draft Files' selected. The main area displays a table of proposals:

#	Development Authority	File No.	Case Type	Applicant	Architect	Application Date
1	Lucknow Development Authority	<a href="#">DRAFT/DA/RP/19-20/0116</a>	New	anisha	Aditi K	20 Jun 2019
2	Kanpur Development Authority	<a href="#">KDA/UP/DRAFT/0088/2019</a>	New	aef	Aditi K	25 Jun 2019
3	Lucknow Development Authority	<a href="#">DRAFT/DA/RP/19-20/0159</a>	New	adq	Aditi K	27 Jun 2019

At the top right, there is an 'Apply For -' dropdown menu with 'Building Permission' selected. A red callout box points to this menu with the text 'Click here to apply for Building Permission'. Another red callout box points to the 'Draft Files' option in the sidebar with the text 'Architect can check the proposal's status'.

Figure 11: 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.

The figure consists of two screenshots of a web application interface for filling out an application form. Both screenshots show the user 'Miss Aditi K [Licensed Engineer] [31-08-2019]' and a 'Risk Category' dropdown.

**Top Screenshot: General Information Tab**

- Project Information:**
  - Nature of Construction/ Case Type: New
  - Is Revised?: Yes (selected), No
  - District: Lucknow
  - Revenue Village: Adhar Khara
  - Project Type: Building Permission
  - Tehsil: Bakshi Ka Talab
  - Land Mark: (empty)

**Bottom Screenshot: Applicant Information Tab**

- Architect/ Structural Engineer/ Civil Engineer:**
  - Consultant Category: Licensed Engineer
  - Name: Aditi K
  - Address: (empty)
  - COA/License No.: 1122
  - Validity: 31/8/2019
  - Mobile Number: 9856225255
  - E-mail ID: aditi.khamkar@softtech-engr.com
- Applicant's Information:**
  - Table with columns: Sr.No., Owner Name, Email, Mobile Number. Status: No data found.
  - Address Line 1: Street, P.O. Box, Company, C/O, etc.
  - Address Line 2: Apartment, Suite, Unit, Building, Floor, etc.

**Figure 12: Filling Application Form Details**

After saving all the details, 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** filestab in Pre Approval stage.

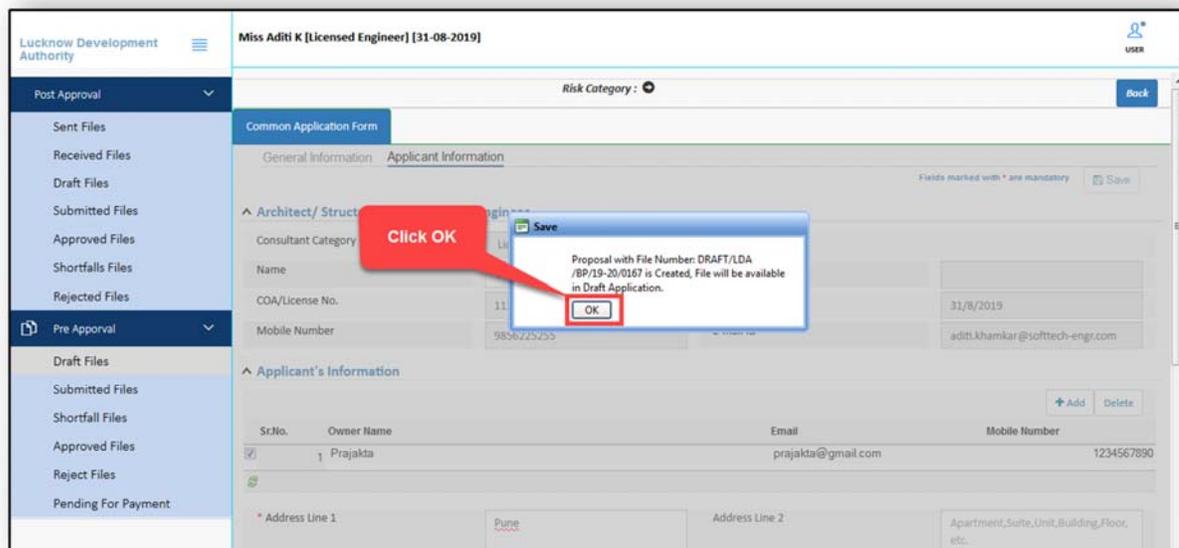


Figure 13: Draft Application Number

## 7. Selecting File from Draft Applications

- (i) Go to the **Draft Files** tab of **Pre Approval** section.
- (ii) Select and open your created file.(For Ex. : **DRAFT/LDA/BP/19-20/0167**)

The screenshot shows a web application interface for 'Lucknow Development Authority'. The user is 'Miss Aditi K [Licensed Engineer] [31-08-2019]'. The left sidebar has a 'Pre Approval' section with 'Draft Files' selected. The main area displays a table of draft applications.

#	Development Authority	File No.	Case Type	Applicant	Architect	Submission Date
1	Lucknow Development Authority	<a href="#">DRAFT/LDA/BP/19-20/0116</a>	New	anisha	Aditi K	20 Jun 2019
2	Kanpur Development Authority	<a href="#">KDA/UP/DRAFT/0088/2019</a>	New	aef	Aditi K	25 Jun 2019
3	Lucknow Development Authority	<a href="#">DRAFT/LDA/BP/19-20/0159</a>	New	adq	Aditi K	27 Jun 2019
4	Lucknow Development Authority	<a href="#">DRAFT/LDA/BP/19-20/0167</a>	New	Prajakta	Aditi K	03 Jul 2019

**Figure 14: Selecting Proposal-file from Draft Applications**

## 8. Application Form Details

### 8.1 Application Check list

- (i) As per the requirement, select the **Values** and enter the **Remarks** in Application Checklist details.
- (ii) Click **Save & Continue** button to save all the details.

The screenshot shows the 'Application Checklist' section of the application form. It contains a table with the following data:

#	Description	Value	Remark
1	Is your Plan falling in Municipal Corporation Boundary ?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
2	Is Your Plot falling under 300m radius of monument?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
3	Is your Plot Adjoining to Main road?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
4	If your site falling Adjoining /Near by Land or irrigation ?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
5	Is your access road is not part of master plan road ?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
6	is your Plot Adjoining /Near by Land of any MRL?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
7	is your Plot Adjoining 100 Mtr Land of Railways?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	
8	Is your plot is nearby forest land?	! <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> NA	

Figure 15: Application Checklist

### 8.2 Plot Details

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

The screenshot shows the 'Plot Details' section of the application form. It contains a grid of fields for plot details:

Main Details	
* Land Use Zone	Residential use Zone
* Land Sub Use Zone	Residential Zone
* Plot Use	Residential
* Plot Sub Use	Villa
* Development Area	Developed Area
* Subdevelopment Area	Market Street
* Plan on	Private Approved scheme
* SCHEME	Ansar
* Plot No / Survey No.	25
* Max Building Height	10
* Plot area as per site (Sq.Mt.)	500
* Plot area as per Document (Sq.Mt.)	450
* Total Built up Area (Sq.Mt.)	480
* Note:Minimum Plot area	
* Existing Built up Area (Sq.Mt.)	490
* Road Widening (Mt.)	20
* Development Plan	Master Plan
* Proposed Built up Area (Sq.Mt.)	-30
* Estimated Cost including Internal Electricity & Internal Water Expense	522

Figure 16: Plot Details

### 8.3 Geo-Location

To add the geo-location co-ordinates:

- (i) Click checkbox of Map co-ordinates.
- (ii) Click **Add GEO** button.
- (iii) Select the co-ordinates on map (when you selects the co-ordinates on map, it automatically takes the latitude and longitude).
- (iv) Add the **Length** of geo-location co-ordinates and **Save** the geo-location.

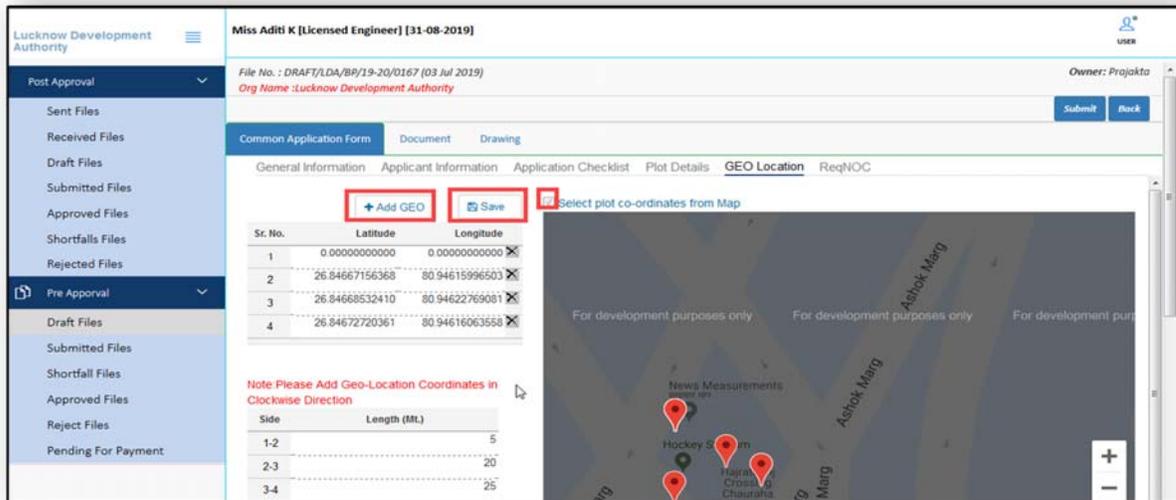


Figure 17: Adding Geo-Location

### 8.4 Selection of Required NOCs

- (i) Select the required **NOCs** and save the details.

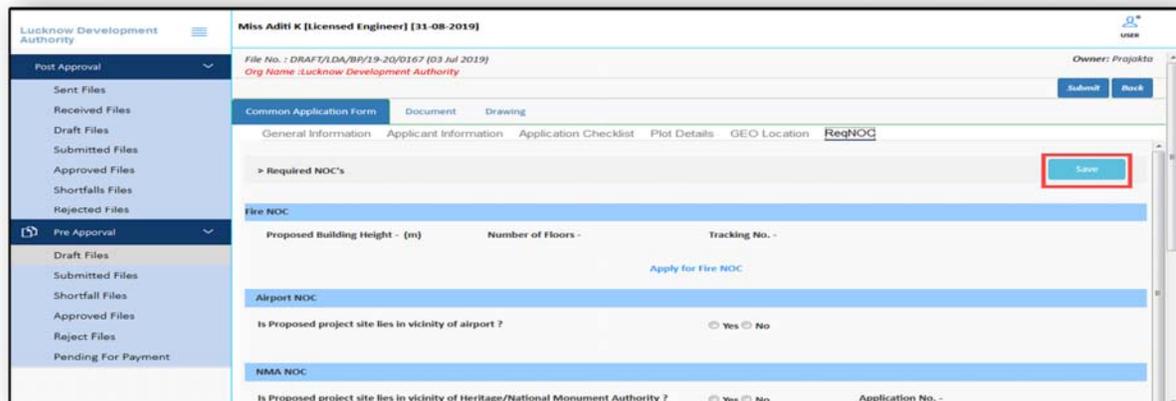


Figure 18: Selection of Required NOCs

## 9. Document Details

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

(i) Attach the files in these tabs as shown in following Figure 19.

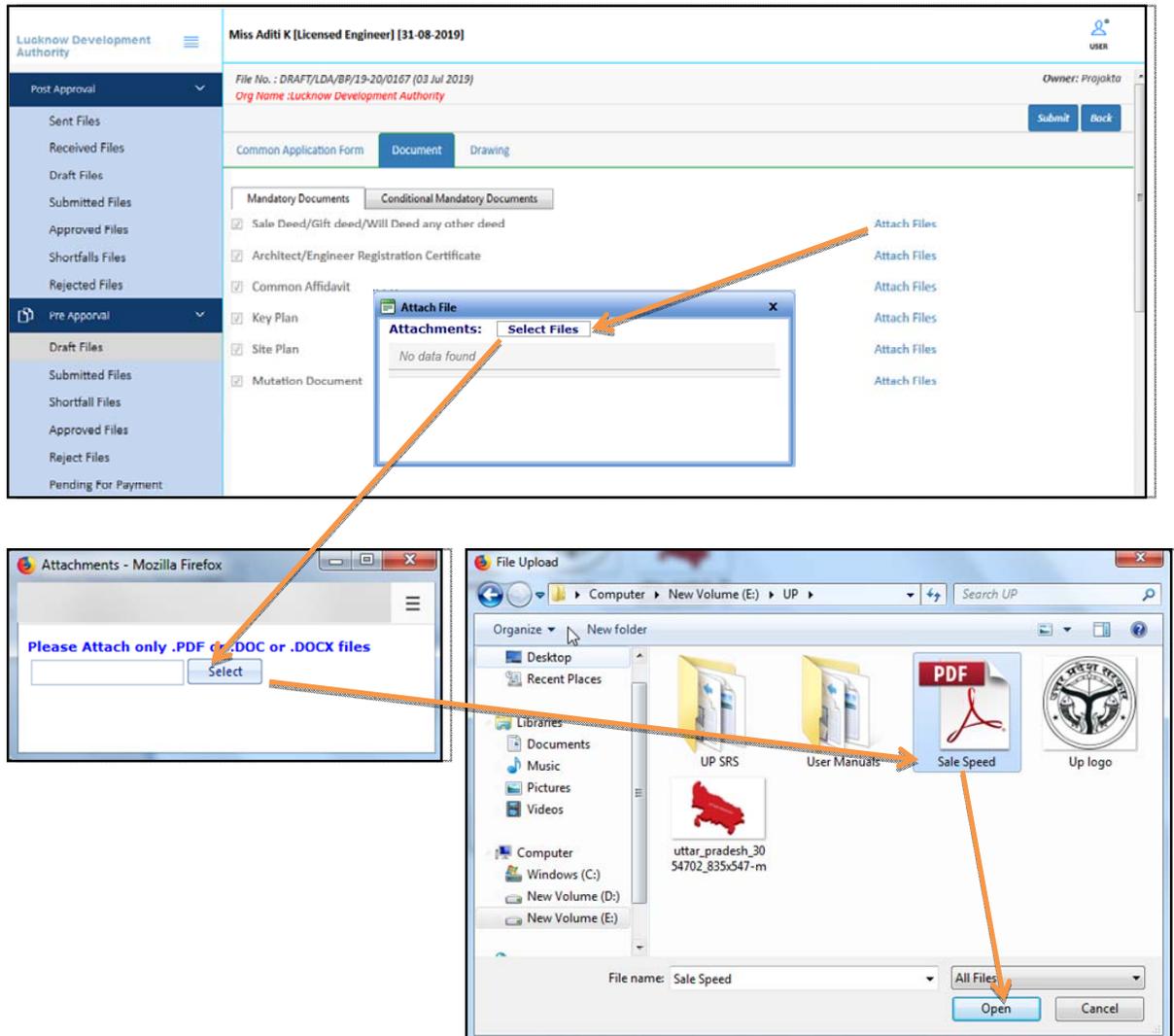


Figure 19: Attaching Files in Document Details

## 10. Drawing Details

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

**Note:** Attach .DWG or .PDF file only.

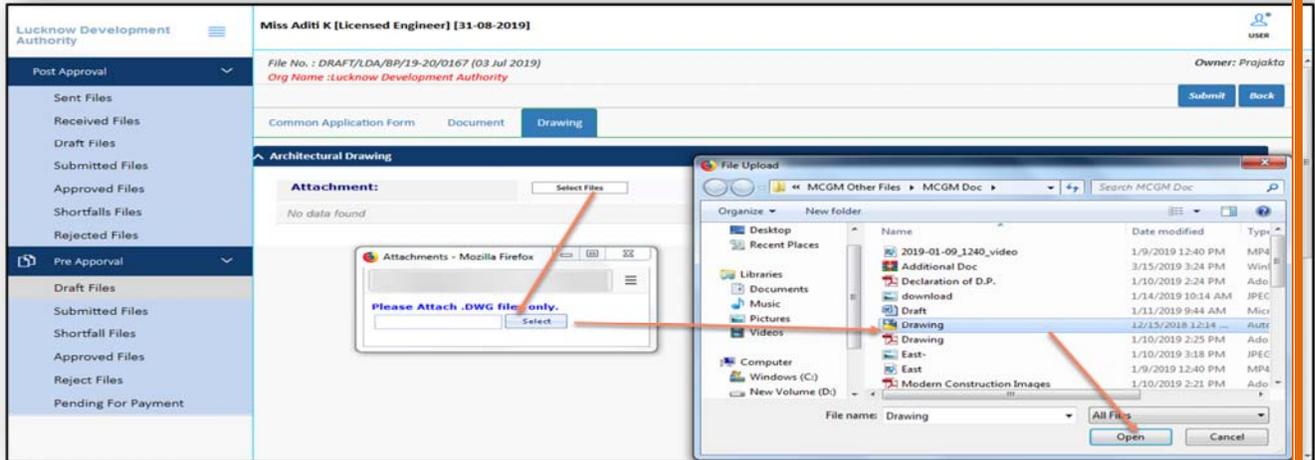


Figure 20: Attaching Drawing

(ii) Now, click the **Submit** button. Here the permanent file is generated.

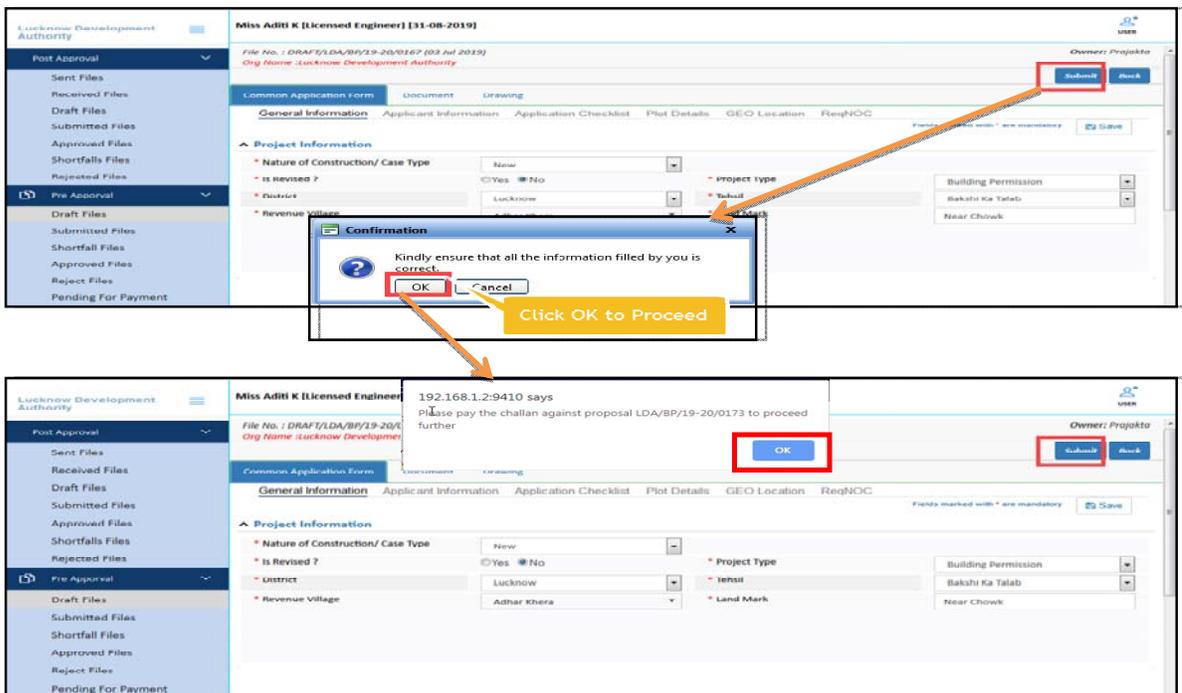


Figure 21: Permanent file number is generated

## 11. Paying Scrutiny Fees

- (i) Go to the **DraftFiles** section, select your respective File no. and select **Fees** tab. Click **Pay Now** button, it redirects to **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, payment status will be changed as “**Paid**” and Payment Receipt will be generated.

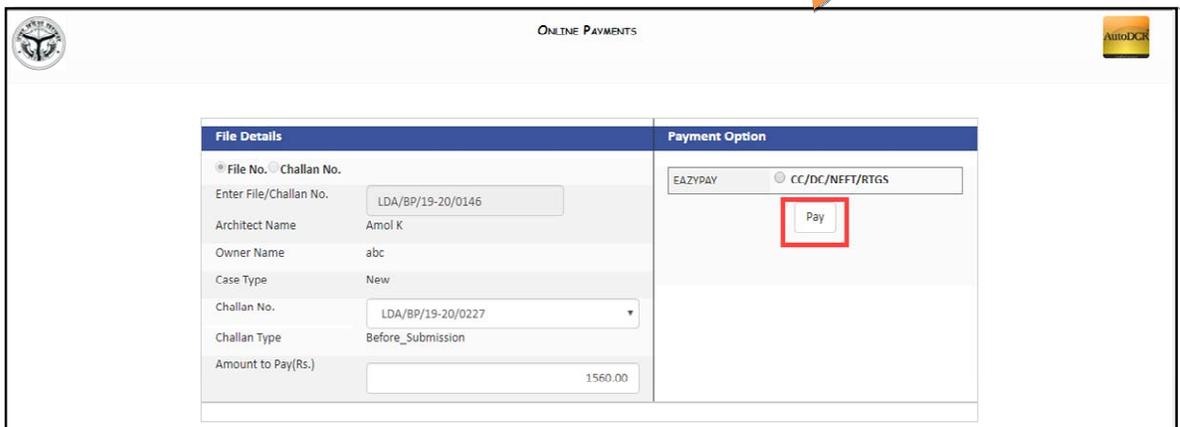
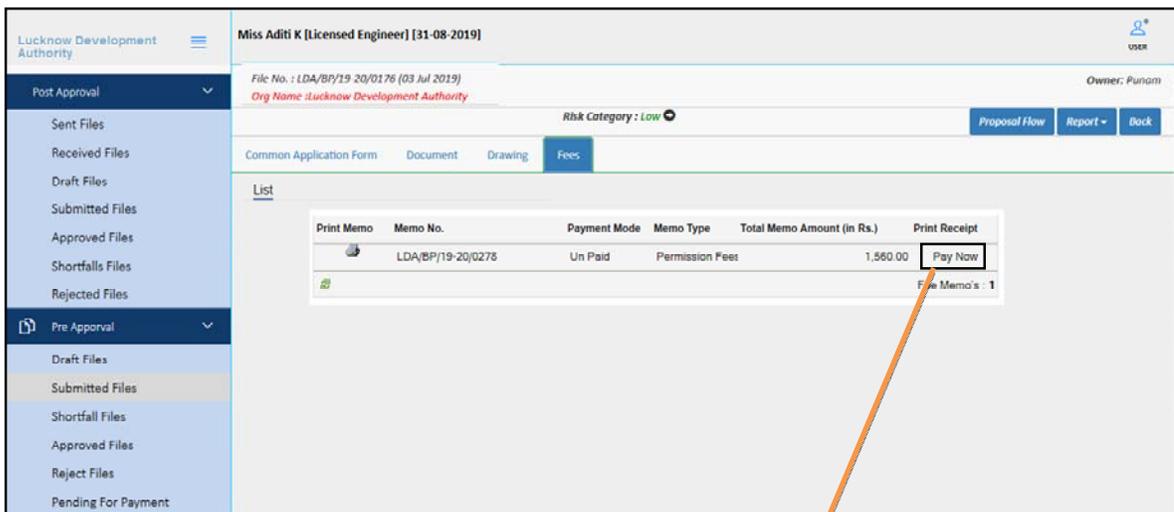


Figure 22: Paying Scrutiny Fees

## 12. 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.

#	Development Authority	File No.	Case Type	Applicant	Architect	Submission Date
1	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0089 (SUB-1)</a>	New	Niha	Aditi K	15 Jun 2019
2	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0107</a>	New	123	Aditi K	18 Jun 2019
3	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0115</a>	New	Admin	Aditi K	19 Jun 2019
4	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0116</a>	New	Punam	Aditi K	19 Jun 2019
5	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0124</a>	New	12344	Aditi K	19 Jun 2019
6	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0153</a>	New	ewdf	Aditi K	25 Jun 2019
7	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0164</a>	New	fdsg	Aditi K	27 Jun 2019
8	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0165</a>	New	dsjf	Aditi K	27 Jun 2019
9	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0166</a>	New	dsf	Aditi K	27 Jun 2019
10	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0169</a>	New	anita	Aditi K	01 Jul 2019
11	Lucknow Development Authority	<a href="#">LDA/BP/19-20/0176</a>	New	Prajakta	Aditi K	03 Jul 2019

**Figure 23: Proposal-File is Submitted**

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



Scan to open UP online Building Plan approval system

