

# AUTODCR FAQ's



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Q1. What system settings are required for installation of PREDCR / AUTODCR? Point A) Give full rights to C drive.

Point B) To check the error in application.

## Point C) To check the HASP drivers for AutoDCR and PreDCR.

**Step 1:** Provide full rights to 'C drive' for user login. Following are two options to provide rights. Click on start button of windows and Go to control panel. Once you click on control panel, following screen will appear. Click on User Accounts tab as shown in the screen below.

Control Panel >			✓ 4y Search Control Panel
Adjust y	your computer's settings	View by: Category 👻	
2000 - 20	System and Security Review your computer's status Back up your computer Find and fix problems Network and Internet View network status and tasks Choose homegroup and sharing options Hardware and Sound View devices and printers Add a device Programs Uninstall a program Get programs	User Accounts         Change account type         Appearance and Personalization         Appearance and Personalization         Appearance and Netsonalization         Appearance and Personalization         Construction         Construction	

**Step 2:** Once clicked on user accounts, following window will appear. Once again click on 'User accounts' as shown below.

G v ℝ + Control Panel + User Accounts +	✓ 4 <sub>y</sub> Search Control Panel	Q
<ul> <li>Control Panel Home</li> <li>System and Security</li> <li>Network and Internet</li> <li>Hardware and Sound</li> <li>Programs</li> <li>User Accounts</li> <li>Appearance and Personalization</li> <li>Clock, Language, and Region</li> <li>Ease of Access</li> </ul>	v 4 Search Control Panel	



**Step 3:** After clicking on user accounts, following window will appear. Click on 'Change user account control settings'

tab.



**Step 4:** After clicking on 'change user account control settings' tab, following window will appear on the screen, now move the bar to the end of the line i.e. never notify option as shown in the screen below? Click on

'Ok'.





**Step 5:** Restart the machine.



**Step 6:** Open start menu, then type "Regedit" and hit enter as shown in below screenshot.

**Step 7:** Follow the path: HKEY\_LOCAL\_MACHINE $\rightarrow$ SOFTWARE $\rightarrow$ MICROSOFT $\rightarrow$ WINDOWS $\rightarrow$ CURRENT VERSION $\rightarrow$ POLICY $\rightarrow$ SYSTEM.





















ile Edit View I	Favorites Help			
		Name  Name  (Default)  ConsentPrompt  Name  Name Name	Type REG_SZ REG_DWORD REG_DWORD REG_DWORD REG_DWORD REG_DWORD REG_DWORD REG_DWORD REG_DWORD REG_SZ REG_SZ REG_DWORD REG_DWORD REG_DWORD REG_DWORD REG_DWORD REG_DWORD	Data           (value not set)

**Step 8:** Change the EnableLUA value to 0.

**Step 9:** Restart the machine.

# Point B) To check the error in application

**Step 1:** Go to control panel.

SoftTech

Programs (1)           Image: Control Panel           Control Panel (10)	AREADS AND
Control the computer without the mouse or keyboard	) Restart the machine
Change User Account Control settings Rest up USB game controllers	ECK THE ERROR IN APPLICATION
Wiew devices and printers	) Click on Control Panel
n Device Manager	
Allow remote access to your computer	
Allow Remote Assistance invitations to be sent from this comp	
Select users who can use remote desktop	
How to add new hardware	
Opdate device drivers	
Documents (1)	
mcgm_N_MP4_07-21-16_controller	
Files (1)	
DEVELOPMENT CONTROL REGULATION final	
$\wp$ See more results	
control × Shut down +	

Step 2: Click on 'System and Security'.

Control Panel >		▼ 😽 Search Control Panel	
Adjust Quest	your computer's settings System and Security Review your computer's status Back up your computer End out Fry Albert Network and Internet View network status and tasks Choose homegroup and sharing options 'Hardware and Sound View devices and printers Add a device Programs Uninstall a program Get programs	Verw by:       Category •         Verw by:       User Accounts         Verw by:       Change account type         Verw by:       Appearance and Personalization         Change the theme       Change desktop background         Change desktop background       Adjust screen resolution         Verw by:       Clock, Language, and Region         Change keyboards or other input methods       Change keyboards or other input methods         Verw by:       Ease of Access         Let Windows suggest settings       Optimize visual display	

Step 3: Click on 'Administrative Tools'





#### Step 4: Click on Event viewer.

ganize 🔻 🔳 Ope	n				8==	- 1	
Favorites	Name	Date modified	Туре	Size			
A360 Drive	Component Services	14-07-2009 10:27	Shortcut	2 KB			
Desktop	Computer Management	14-07-2009 10:24	Shortcut	2 KB			
Downloads	Event Viewer (ODBC)	nages disks and provides acce note computers.	ss to other tools to	manage local and			
	NSCSI Initiator	14-07-2009 10:24	Shortcut	2 KB			
Libraries	🔁 Local Security Policy	26-05-2016 01:36	Shortcut	2 KB			
Documents	Performance Monitor	14-07-2009 10:23	Shortcut	2 KB			
Music	🕞 Print Management	26-05-2016 01:36	Shortcut	2 KB			
Pictures	Services	14-07-2009 10:24	Shortcut	2 KB			
Videos	🔁 System Configuration	14-07-2009 10:23	Shortcut	2 KB			
	Task Scheduler	14-07-2009 10:24	Shortcut	2 KB			
Computer	🔗 Windows Firewall with Advanced Se	ecurity 14-07-2009 10:24	Shortcut	2 KB			
Local Disk (C:)	Windows Memory Diagnostic	14-07-2009 10:23	Shortcut	2 KB			
∍ Local Disk (D:) ∍ Local Disk (E:) ⊅ A360 Drive	😹 Windows PowerShell Modules	14-07-2009 11:02	Shortcut	3 KB			
Network							

Step 5: Click on 'Window Logs'.



8 Event Viewer						
File Action View Help						
🗢 🔿 🖄 📰 🔝						
Event Viewer (Local)	Windows Logs					Actions
Windows Logs	Name	Туре	Number of Events	Size		Windows Logs
Applications and Services Lo	Application	Administrative	68,946	20.00 MB		🍯 Open Saved Log
📑 Subscriptions	Security	Administrative	11,593	7.07 MB		Y Create Custom View
	Setup	Operational	3	68 KB		Import Custom View
	Eorwarded Events	Operational	0	0 Bytes		View
				)		Refresh
						I Help
						Application
						Open
						Properties
						P Help

**Step 6:** Click on application to check the application related errors and click on system to check the system related errors.

Event Viewer						_	o đ
File Action View Help							
🗢 🔿 🙍 🖬 🛛 🗊							
🛃 Event Viewer (Local)	Application Number of	events: 68,946					Actions
Custom Views	Level	Date and Time	Source	Event ID	Task Category	-	Application
Application	(i) Information	07-09-2016 11:03:35	Security-SPP	903	None		💣 Open Saved Log
Security	(1) Information	07-09-2016 10:58:36	Security-SPP	902	None		Y Create Custom View
Sctup	(1) Information	07-09-2016 10:58:36	Security-SPP	1003	None		Import Curtom View
😭 System	(i) Information	07-09-2016 10:58:36	Security-SPP	1066	None		import custom view
Forwarded Events	(1) Information	07-09-2016 10:58:34	SkypeUpdate	101	Service Events		Clear Log
Applications and Services Lo	(i) Information	07-09-2016 10:58:33	SkypeUpdate	103	Service Events		Filter Current Log
Subscriptions	(i) Information	07-09-2016 10:58:29	Security-SPP	900	None		Properties
	(1) Information	07-09-2016 10:57:10	Search	1003	Search service		000 Find
	(i) Information	07-09-2016 10:57:02	ESENT	302	Logging/Recovery		
	(1) Information	07-09-2016 10:57:01	ESENT	301	Logging/Recovery		Save All Events As
	(i) Information	07-09-2016 10:57:01	ESENT	301	Logging/Recovery		Attach a Task To this Log
	(1) Information	07-09-2016 10:57:00	ESENT	301	Logging/Recovery		View
	<ol> <li>Information</li> </ol>	07-09-2016 10:57:00	ESENT	300	Logging/Recovery		Defeat
	(i) Information	07-09-2016 10:56:59	ESENT	102	General		G Kerresh
	(1) Information	07-09-2016 10:56:44	Desktop Window Mana	9007	None		Help
	(1) Information	07-09-2016 10:56:42	Winlogon	4101	None		Event 003 Security-SDD
	(i) Information	07-09-2016 10:56:39	Behavior Detection Syst	3	None	-	
	C 1002 C 1 CDD	65 66 564 C 16 56 56		564		~	Event Properties
	Event 905, Security-SPP						Mttach Task To This Event
	General Details						Сору
						*	Save Selected Events
, II	The Coffman Destant	en en inchen de stan en d				- CB	1

Point C) To check the HASP drivers for AutoDCR and PreDCR





**Step 1:-** Open start menu, and type 'Run'. Type 'regedit' and click OK.

**Step 3:** Follow the path -> HKEY\_LOCAL MACHINE  $\rightarrow$  SOFTWARE  $\rightarrow$  Wow6432 Node  $\rightarrow$  CoServer  $\rightarrow$  CoActivator.

📸 Registry Editor				
File Edit View Favorites Help	-			
Computer	Name	Туре	Data	
HKEY_CLASSES_ROOT	(Default)	REG_SZ	(value not set)	
HARDWARE				
SAM				
SECURITY				
Aladdin Knowledge Systems				
ATI Technologies				
> Autodesk				
CBSTEST				
Farth Resource Mapping				
IM Providers				
D- Intel				
🖕 🌗 Kaydara				
b 🕌 Khronos				
Macrovision				
Active Setup				
Computer\HKEY_LOCAL_MACHINE\SOFTWARE				d

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**Step 4:** In CoActivator, click CoPDCRActivator folder.

File	Registry Editor	Favorites Help						
Rec A Re A A L A L A L A L A L 20		Control of the second sec		Name (Default) AutoDCR	Type REG_SZ REG_SZ	Data (value not set) C:\Program Files (x86)\SEPL\AutoDCR_	e rs, of i	
AutoCAE 2014 - E. AutoCAE 2016 - E.	puter/HKEY_LC Solid Convert TeamViewe 11	iharkhand 3-CL-00276. (1) MCGM 7 AUTOD	Wow6432Node/CoSer Microsoft Office Outl Q_policy1	ver\CoActivat	August 1 <sup>st</sup> 2007	Vija CEO	y Gupta	



**Step 5:** Check corresponding AutoDCR and PreDCR folder in SEPL.

M Registry Editor				
File Edit View Favorites Help				
- Autodesk 🔺	Name	Tune	Data	
	ab (Default)	REG SZ	(value not set)	
Classes	ab DeeDCR	PEC CZ	C) December (486)) CEDI / DeeDCP TELANGANA	
Clients	FIEDCK	REG_3Z	C: (Program Files (380) (SEPE (PREDCK TELANGAINA	
🦻 - 🍌 Earth Resource Mapping				
👂 – 🍌 Intel				
Accovision				
Microsoft				
Design of the second				
P - 🐌 ODBC				
Policies				
P - Bealtek				
RTLSetup				
>-30 Seqrite				
Sonic				
⊿ - 🔐 Wow6432Node				
⊳- 📕 Adobe				
Aladdin Knowledge Systems				
p 🦺 Ammyy				
Apple Computer, Inc.				
Apple Inc.				
Autodesk				
D - Lasses				
D - Lients				
CoActivator				
CoPDCRActivator				
b - B Google				
b a GrapeCity				
b - B GrapeCity Inc.				
p Intel				
Naydara				
p - Kingson				
Microsoft	-			
Computer\HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\CoS	erver\CoPDCRActiva	tor		Wednesday, September 07, 2016

🙀 Registry Editor	100			
File Edit View Favorites Help				
Autodesk	^ Name	Type	Data	
Classes	ab (Default)	REG SZ	(value not set)	
Clients	(Derudic)	neo_or	(value not set)	
a 🏭 CoServer				
CoActivator				
CoPDCRActivator				
p - 📙 Google				
GrapeCity				
GrapeCity Inc.				
Intel				
Kaydara				
Kingsoft				
Macromedia				
Microsoft				
MimarSinan				
D Mozilla				
b i mozilla.org				
Deprovement And				
D DBC				
Policies				
Paristand Applications				
Registered Applications				
, IL SEDI				
AutoDCR MCGM				
AutoDCR TELANGANA				
PreDCR BMC				
PreDCR IMC	E			
PreDCR TELANGANA				
PreDCRKey				
SolidDocuments				
SourceCodeControlProvider				
Dem Viewer				
🛛 🚽 TechSmith				
5 🗓 Telerik				
< >				 
Computer\HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\SI	EPL			



## Q2. How do you make online challan payment?

Z Zimbra: Inbox ×	🕻 [#GHMC-1610] MULTI ST 🗙 🗸	☐ GREATER HYDERABAD № ×	🗅 Login 🛛 🗙 🔼	
$\leftarrow$ $\rightarrow$ C $\textcircled{0}$ autodcr.mcgm.ge	ov.in/BPAMSClient2/Login.as	хс		☆ :
		MUNICIPAL COR	PORATION OF GREATER MUMBAI	^
		Building Plan A	pproval Management System	
		Username	<ul> <li>Standardized format and transparent process.</li> </ul>	200
		Usemame	Online application tracking.	100 million (1990)
		Pagaward	Critizen search.	
in .		Reserved	<ul> <li>Provision to upload/attach site progress video, photos, drawing and document.</li> </ul>	
1		rassword	<ul> <li>Easy access to DP and application history.</li> </ul>	
14-		Remember Me	<ul> <li>Awareness program through workshop and interactive sessions.</li> </ul>	
and the second second		Login	Integration of EODB manual.	
			Regular updates and revisions.	
and the second				and and a second
	Online Payment For Architects and Developers	Citizen Search For Citizens	Consultant Search For Consultant Registration Developer Consultant Developer Consultant Developer Consultant Developer Consultant	

**Step 1:** Open online portal and go to 'Online Payment' tab.

Step 2:- Fill the details and click on 'Make Online Payment'.

( D aut	dcr.mcgm.gov.in/MCGM.payments/opr.aspx - Google Chrome		
(i) a	todcr.mcgm.gov.in/MCGM.payments/opr.aspx		☆ :
	MUNICIPAL CORPORATION OF GREATER MUMBAI (MCGM)	SINGLE WINDOW CLEARANCE SYSTEM	
	Demand Details		by Sub Engineer to create challan before sending to higher officials. T
	File Number :		and the second second
	Amount :		Downloads & Help
	Make Online Payment		Manuals For all
	Copyright © 2010 - SoftTech Engineers	s Pvt. Ltd.	



#### Q3. How to search my application/file status?

**Step 1:** Open online portal and click on Citizen Search.

#### NOTE: Proposals submitted after 14th July 2013 is available for citizen search.

Citizen search window can be opened either by clicking the 'citizen search' tab from MCGM AutoDCR SWCS (http://autodcr.mcgm.gov.in/bpams/MCGMForms/defaultMCGM.aspx) or the same tab from the architect's login.



Architect's login → Citizen Login

		MUNICIPAL CO	DRPORATION OF GREATER MUMBAI
		Building Plan A	Approval Management System
		Username	Standardized format and transparent     process.
		Password	Online application tracking.     Otizen search.     Provision to upleed/attach site progress     video, broken drawing and document
		Remember Me	Easy access to DP and application history.     Awareness program through workshop and interactive sessions.
		Login	Integration of EODB manual.     Regular updates and revisions.
1	Online Payment For Architects and Developers	Citizen Search For Citizens	Consultant Search For Consultant Registration • Developer • Consultant • Consultant • Consultant



**Step 2:-** Enter the File No. and other details and search your application and its status.

Citizen Search - Google Chrome			- • ×
i autodcr.mcgm.gov.in/CitizenSearch	n/CitizenSearch.aspx		0
बृहन्मुंब Municipal Citizen Search	ई महानगरपालिका Corporation of Greater Mumbal		AaBbCCDt Emphasis Emphasis Emphasis AaBbCCDt Emphasis Emp
Search File No. / Temporary No.	* Proposals submitted after 14 * Bes Please click on search to view Proposals.	h July 2013 are available for citizen search. t viewed in Internet Explorer 6.0 and above.	
	Total No. Of Record's :		
Architect / LE / SE Process All  Zone / Ward Zone Name All Ward Name All Y			
All  Property Address Plot No. Division / Village CTS No. / CS No.			, , ,



## Q3. How do I register as developer OR single owner?

**Step 1:** In architect's console, click on 'Registration'.

den neg meg ovan, or Annochenicz, cog mas px	MUNICIPAL CO	DRPORATION OF (	REATER MUMBAI		
	Building Plan /	Approval Man	agement System	Contraction of the	
	ername eemame sseword aaseword Remember Me	Inter     Reg     On     On	gration of EODB manual. Ular updates and revisions. ne application submission through wel al. le window clearance (SWC) system fo 's's. sumon application form (CAF) for all rances. gration with Airport Authority of India ) and National Monument Authority (A). security of building plan permission.		
Online Payment For Architects and Developers	Citizen Search For Citizens	Consultant Search For Consultant	Registration • Developer • Consultant	Downloads & Help Manuals For all	

**Step 2:** Fill the details. To complete the registration process, click on save.

Add Developer - Google Chrome	\/_ <u>_</u>	V.a.			
() autodcr.mcgm.gov.in/AutoDCR.SignU	Jp/Developer/AddDeveloper.a	spx?sName=MCGM&IsSaveOnly=1			☆ :
Developer Registration				<u>^</u>	
▲ Firm Information					
Items marked with * are mandatory.					
* Firm Name		*Туре	Select	•	to create challan before sending to h
*PAN Card No.		AADHAAR Card No.			•
Contact No./ Telephone No.		*Email Id			
*Address		*Pin Code			
*Mobile No.		#			D
No. of Propritors / Partners / Directors	1	•			P
<ul> <li>Bank Information</li> </ul>					
Name of Bank	Select	Branch			
A/C No.					
<ul> <li>Login Information</li> </ul>					
Login Name					
Password					
Re-Enter Password					
I here by declare that above informat	tion is correct.	🖺 Save			



## Q4. How to change /update profile information?

**Step 1:-** Click on Profile from architect dropdown.

AutoDCR	<b>1</b>	мсөм		Raveendra K Singh 🗢 Architect
oposal. Please regist	er yours	elf/ developer throug	gh link mentioned at Hom	Profile Log Out
First CC	1	Further CC	OCC/BCC	Survey
0 Draft 0 In Process 0 Approved	0	0 Draft 0 In Process 0 Approved	0 Draft 0 In Process 0 Approved	0 Draft 0 Submitted 0 Approved
0 Rejected		0 Rejected	0 Rejected	0 Rejected

**Step 2:-** Change /update profile information in the window and click on 'Save Changes'.

ber wi	General Infor	rmation	Contact Information	
	Name	Raveendra K Singh	Address	
			Pune\$	
	Department		City	
	Designation		pune	
			Zin	
	Console	Architect/LS Console	413518	
	Reports To		Email	
P/7576			raveendras1@softtec h-engr.com	Plan A
			Mobile	
			9860687830	0
			Fax	
			12	Plan /
omissi	Save Changes	Attach Sign NMA Registration	Cancel	



## **Q5.** How to attach digital signature?

ber wi	General Info	rmation	Contact Information	
	Name	Raveendra K Singh	Address	
			Pune\$	
	Department		City	
			City	
	Designation		pune	
	Consola		Zip	
	Console	Architect/LS Console	413518	
	Reports To		Email	
P/757			raveendras1@softtec h-engr.com	Plan
			Mobile	
			9860687830	-0
			Fax	
			12	
bmissi				Plan
	Save Changes	Attach Sign NMA Registration	Cancel	

**Step 1:** Click on 'Attach Sign' from the profile information window.

Step 2: Fill the details and save.

(i) autoder me	am.gov.in/BPAMSClient2/Pa m.gov.in/AutoDCR.Signing2/Per	ides/DashBoard.aspx sonSignInfo.aspx?iPId=2854 - Goo	gle Chrome		23	<u> </u>	
i autodcr.m	ncgm.gov.in/AutoDCR.Signi	ng2/PersonSignInfo.aspx?iPId	=2854		Q	М	
Person Details -	Architect	* Person Name : Raveendra K Singh	•			ntact Information	rd Dece
* Certificate :	-Select-	Kindly Install "CAPICOM" software. Click Here to install "CAPICOM". s attached to your system.				iress ne\$	
	Save	Close					
						ne	
						3518	
						ail reendras1@softtec	
	- Commencement				M	bbile	Plar
	Draft Delete				9	860687830	
	Application No: CHE/TEMP/7575	302 (Submissi			1	2	Plar
	Commencement Draft	Save Changes At	stach Sign NM	A Registration	Cancel	]	



# Q6. How to register for NMA (National Monumental Authority)?

Zimbra: Inbox	× 🛛 👻 [#GHMC-1940] BUIL	.DINC 🗙 🗸 🌀 volkswagen pas	sat auto 🖂 🗙 🗋 Home	× 🖉 🗅 McGi	v ×	
$\leftarrow \rightarrow$ C $\textcircled{0}$ 192.16	8.1.227:5060/BPAMSClient2/F	ages/Annexure_MCGM.asp:	?item=nav_item_2			☆ :
	CHE/WS/1078/K/33	7(NEW)	AutoDCR	🙆 мсөм	PARAG PARIMAL PAREKH -	4
					Help Desk	
	Projects → CHE/WS/1078/K	/337(NEW) → Commencement	Application CHE/TEMP/7285/I	New 337	Back	
Commencement App CHE/TEMP/7285/New 337	olication	Common Applicat	ion Form MRTP Anne	xure A MRTP Annexur	e B Other Details	
Submit Proposal	Send to Survey	* Title			* Type of Notice	
		CHE/WS/1078/H	(/337(NEW)		New 337	•
Application Summa	ary ⊘	* Proposed Project			* Major Use Of Plot	
Annexure Details	$\odot$	Proposed Devel	opment	•	Residential	•
Building Details	$\odot$	Notice Date			* SAC No	
Area Details	$\odot$	12/11/2016 12:0	06:21 PM			
Project Team	$\bigcirc$	* Zone			* Ward	
Concession Forms	$\odot$	Select		*		Ŧ
Drawing (Concessio	on) 📀	SE (BP)			AE (BP)	
Document CheckLis	st 📿			¥		
Additional Documer	nt 🧭	* Is this plot having	⊚ стѕ	No. CS No. Get Plot In	formation [from GIS of SRDP 1991]	
Applicant Detail	$\odot$	* CS No.			* Division	

**Step 1:** Go to 'Annexure Details'.

**Step 2:** In 'Common Application Form' choose the NMA option.

		]	
	* Pincode	]	
1	Latest Current Year Property Tax Paid Bill	⊃ © Yes ● No	
	* Does the site lies within the any National Monument Premises ?		🔍 Yes 🔍 No
	Save		



view History Bookmark	s Tools Helb						
localhost:8088/BPAMSClie	nt2/Pages/NMAForms.aspx?ite	em=nav_item_14		C 🔍 Search 🔂 🖻	•	<b>^</b>	ø
Visited 🥑 Getting Started 🤅	🕽 MCGM 🙏 Axis Bank Intern	net Ban 🛞 :: P	aysquare :: 👻 JIRS 🛞 IFC 🛞 MCGM stahing 🛞 MCGN	d NOC Dept login 🛞 MCGM live 🛞 MCGM 89			
props	ed building 145		AutoDCR 👸 MCGM	Dhanashree Vishal Nanware_dummy 💙 Architect			
				Help Desk			
Proje	cts → propsed building 145 -	Commencement Ap	oplication CHE/TEMP/6983/New 337	Back			
Comm CHE/TEM	encement Application		NMA Information				
Sut	omit Proposal Send	to Survey	* Monument Name	• State Maharashtra			
App	lication Summary	$\bigcirc$	* District	Taluka			
Ann	exure Details	$\bigcirc$					
Buile	ding Details	$\odot$	* Locality	* Distance from Monument(Mtr.)			
Area	a Details	$\bigcirc$		0			
Proj	ect Team	$\bigcirc$	* Distance from Protected boundary Wall of Monument(Mtr.)	<ul> <li>Maximum height of Existing Builindg to Monument Vicinit/(Mtr.)</li> </ul>			
Con	cession Forms	$\bigcirc$		0			
Drav	wing (Concession)	$\odot$	Activity of Existing Building	Monument in Limit of			
Doc	ument CheckList	$\bigcirc$		Select			
Add	itional Document	$\bigcirc$	* Mester Disp Approad	Status of Construction of Modern Duilding			

**Step 3:** In case of 'Yes' option for NMA following page will open.



## Q7. How to raise query or ticket?

**Step 1:** Click on 'Help Desk' from architect's console.

AutoDCR		PARAG PARIMAL PAREKH 🔫 Architect		
r submission of proposal. Ple	ease register yourself/ deve	loper through link mentio	Help Desk ned at Home page "	Develor
			+ New Appli	ication
First CC	Further CC	OCC/BCC	Survey	

## Step 2: Click on 'New ticket'.

Z Imbra: Inbox	× 🛛 🕱 System Dasl	hboard - Soft 🗙 🗸 🗋 Home	х 🖓 🗅 мсбм	× / 🗌		
🔯 helpdesk - Google Chrome						☆ :
autodcr.mcgm.gov.in/	'HelpDesk/					A
helpdesk				👗 raveen 📔 Log ou	Raveendra K Singh 🗸	
🕰 Tickets 🧧	Knowledge base		+ New ticket	<b>Q</b> search (or ticket ID)	Help Desk Jgh link mentioned at Home pag	
Unclosed All (inc	cluding closed)					
Ticket categories	۲	This page shows a list of tickets you're allow do not have enough permissions. You can	wed to see in the current view. try submitting a new ticket.	Currently no tickets were found or you	Survey	
All categories	0				ocess 0 0 Draft 0 Submitted	
SORT BY					red 0 Approved	
Updated	▼ Z→A				- <u>-</u>	
Se	elect columns to display					
					Done Plan Approved	
					Done Plan Approved	
					0	*



Step 3:- Fill the details and click on submit.

desk - New Ticket - Google Chrome	00
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Tickets Rnowledge base	<b>Q</b> search (or ticket ID)
New ticket	
Subject	
[subject	
Ticket details	
(select category) T priority - Normal T	% attach a file
* Submitted at (Office) * Application/ Proposal No. Application/ Proposal No.	
Submit	

**Step 4:** Generated ticked will be displayed in Helpdesk → Tickets tab.

helpdesk - Mark margin issue - Google Orrome			00
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Please find the attached drawing file. While running PreDCR, even after marking the rear and side margins, system shows the message saying ' Mark	#21	New	
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i di seconda di second	Category	Drawing Scrutiny / Drafting	
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1 los ago	Submitted at (Office)*:	City Office (Byculla)	
	Application/ Prop No.*:	Otal CHE/TEMP/7091/New 337	



## **Q8.** How to create new proposal for building permission application?

**Step 1:-** Click on the '+New Application' from the architect's console.

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			Auto	DCR 🛛 👸	мсөм			Raveendra A Help Desk	K Singh 🔻	<u>^</u>
	BP Department					Dear Applicants	, Developer infor	mation is mand + New Ap	pplication	
	Concession	IOD	First C	С	Further CC	0	CC/BCC	Surv	еу	
	9 Draft 0 Due Payment 9 Submitted 0 Approved 2 Rejected 0 Withdrawn	0 Draft O In Process O Approved O Rejected	0	Draft In Process Approved Rejected	0 Oraft 0 In Proc 0 Approv 0 Rejecte	ess O ed id	0 Draft 0 In Process 0 Approved 0 Rejected	0	0 Draft 0 Submitted 0 Approved 0 Rejected	
	Application No: CHE/TEMP/7575/302 (Submissio	n of Layout cases)	Draft	Payment Pending	Proposal Submitted	Survey Done	Scrutiny Done	Plan Approved		
	Commencement Draft Delete		Started on 13-01-2017							
	Application No: CHE/TEMP/6701/ A Ward Commencement Draft Delete	/337(NEW)	Draft	Payment Done	Proposal Submitted	Survey Done	Scrutiny Done	Plan Approved		*

**Step 2:-** Enter the project title and select the permission type.

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$\leftarrow$ $\rightarrow$ C (i) autodcr.mcgm.gov.in/BPAMSClient2/Pages/New	_application.aspx				९ ☆ :
		AutoDCR	мссм	Raveendra K Singh ❤ Architect	
$\rightarrow$ $\rightarrow$ New				Back	
Project title					
Permission Type Select the type of permit	sion you want to apply for		•		
	O First CC	O Further CC	Occupancy		
B					
For developing new building	For verification of the completed plinth	For verification of the Further CO	For building/floors ready to be occupied		
				Developed on AutoDC2Å® Platform @	



**Step 3:-** Select the 'Type of Notice',' proposed project' and 'major use of plot' and click on create application.

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	AutoDCR 🛛 👸 MCGM	Raveendra K Singh 🛛 🔫 Architect	*
	$\rightarrow \rightarrow New$	Back	
	SOFTTECH         Permission Type Select the type of permission you want to apply for         O Commencement         J         For developing new building         For developing new building    For verification of the empleted plinth		
	Type of Notice Proposed Project Major Use Of Plot	_	- 1
	New 337   Proposed Development  Residential	<b>v</b>	- 1
	Create Application Cancel		
		Developed on AutoDCR® Platform ©	Ţ

# Step 4:- New application is

created.

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ş	SOFTTECH	AutoDCR 👸 MCGM Revenden K. Singh 🔫		
		Help Desk		
	$Projects \ \Rightarrow \ SOFTTECH \ \Rightarrow \ Cor$	mmencement Application CHE/TEMP/7576/New 337 Back		
Commencement App CHE/TEMP/7576/New 337 Submit Proposal	lication Send to Survey	Your application is in Draft Drawing Scrutiny Started on Draft 13-01-2017		
Application Summar	v 🥝	Demand Note Details Particulars of Proposal Application Progress		
Annexure Details	$\odot$	Document		
Building Details	$\bigcirc$	Survey Scrittiny Plan C.C.		
Area Details	$\oslash$	Draft Done Done Drawing Approved Fee		
Project Team	$\odot$			
Concession Forms	$\odot$	Site Visit		
Drawing (Concession	n) 🥥			
Document CheckLis	t 🧭	NOC'S		
Additional Documen	t 🧭			
Applicant Detail	$\odot$	I acknowledge, that the documents & plans submitted online are valid and duly certified by me & owner. If on verification or otherwise     found fraud or fake, strict legal action could be taken by Municipal corporation	≩ Sign ration	Ţ



## Q9. How to sought concessions from available library?

**Step 1:** Open concession forms category and click on add button from 4C-Concession Sought tab.

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Test		AutoDCR 🛛 🧑 MCGM	Raveendra K Singh 🔻 Architect
			Help Desk
Projects	$s \rightarrow \text{Test} \rightarrow Commer$	ncement Application CHE/TEMP/4450/337(NEW)	Back
Commencement Application		4A-Fact Sheet 4B-Scrutiny Sheet 4C-Concession Sought	
CHE/TEMP/4450/337(NEW)			Add Preview-
Submit Proposal Send	to Survey	Concession	Justification By Architect $\stackrel{\hat{\ominus}}{\ominus}$
Application Summary	$\bigcirc$	No data found	
Annexure Details	$\bigcirc$		
Building Details	$\bigcirc$		
Area Details	$\bigcirc$		
Project Team	$\bigcirc$		
Concession Forms	$\oslash$		
Drawing (Concession)	$\odot$		
Document CheckList	$\bigcirc$		
Additional Document	$\bigcirc$		
Applicant Detail	$\bigcirc$		
autodcr.mcgm.gov.in/BPAMSClient2/Page	es/Concession.aspx		

**Step 2:** Drag and drop the required concessions from left pane to right pane.

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Home Insert Pag	je Layout References Mailings Review View	۲
Paste S Format Painter	ri (Body) · II · A x · 例 注:注:注: 读 读 独 ① AaBbCcDt Control Con	A Find ▼ ab Replace ↓ Select ▼
Clipboard	Add Concession - Google Chrome	Editing
	autodcr.mcgm.gov.in/AutoDCR.Common2/CommonPages/AddExistingCondition.aspx?ival=28iID=20120758iProposalId=2003648	
4 - 1 - 3 - 1 - 2	Note: 1. For adding concessions, please drag and drop concessions from left pane to right pane. 2. Click on Additional concession for adding additional concessions '	
in the second se	List of Indicative Concessions     Concessions Sought:	
	Required Concessions       Name         To allow fungble FS1 admissible as per regulation 35(4) of DCR 1991 to the extent of 35% for reside       Pailong fuzzle pailong inczde pailong incenting incent	



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Home Insert Pa	age Layout References Mailings Review View	0
A Cut Calib Paste Format Painter	bri (Body) - 11 - A A W HI - HI	Find * Replace Select *
Clipboard	🗅 Add Concession - Google Chrome	diting
	autodcr.mcgm.gov.in/AutoDCR.Common2/CommonPages/AddExistingCondition.aspx?ival=2&iID=2012075&iProposalId=2003648	1
	Note:  1. For adding concessions, please drag and drop concessions from left pane to right pane. 2. Click on Additional concession of adding additional concessions *	
	List of Indicative Concessions     Concessions Sought:	
2010	Kequired Concessions     To allow fungble F3 Edmissible as per regulation 35(4) of DCR 1991 to the extent of 355% for read     To allow fungble F3 Edmissible as per regulation 35(4) of DCR 1991 to the extent of 355% for read     To allow still height more than 4.20 mt. for accommodating the required stack parking/ puzzle part     To allow the electric sub-station in the still portion / in the podlum of the building.     To allow still height more than 4.20 mt. for accommodating the required stack parking/ puzzle part     To allow still height more than 4.20 mt. for accommodating the required stack parking/ puzzle part     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the required stack     To allow still height more than 4.20 mt. for accommodating the requirement of     the manufacturer     To allow still height more than 4.20 mt. for accommodating the requirement of     the manufacturer     To allow still height more than 4.20 mt. for accommodating the requirement of     the manufacturer     Additional/Other	
0 0 0 0 0 0 0 0 0 0 0 0 0 0	To allow multipupose room instead of regular size room.     To allow mode the segregated distance required for conversion of 1-3 to R (Z Zone/ Residential Zone/ i     To allow height more than 24.00 mL, of the building structed in heritage Persistent as per the prov     To allow small parking more than 50% of required parking space by charging premium for deficient     To allow small parking more than 50% of required parking space by charging premium for deficient     To allow height treatment density.     To allow hadge treatment density.     To allow hadge treatment density.     To allow adde width of passage.     To allow adde theight of floors.     To allow adde theight of floors.     To allow addee width of staircase.     To allow passenger iff opening in the basement proposed for parking	× 4 • •



# Q10. Why applicant has to fill up CAF and Other information in Annexure details? Step 1: In Common Application Form

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					Help Desk	
Pr	'rojects → test after crash fro	om new ui → Commencement Applicatio	on CHE/TEMP/6486/New 337		Back	
Commencement Applica CHE/TEMP/6486/New 337	tion	Common Application For	MRTP Annexure A	MRTP Annexure	e B Other Details	
Submit Proposal	Send to Survey	* Title			* Type of Notice	
		test after crash from nev	v ui		New 337	Ŧ
Application Summary	$\odot$	* Proposed Project			* Major Use Of Plot	
Annexure Details	$\odot$	Proposed Development		•	Residential	¥
Building Details	$\bigcirc$	Notice Date			* SAC No	
Area Details	$\odot$	7/19/2016 2:32:13 PM			12	
Project Team	$\bigcirc$	* Zone			* Ward	
Concession Forms	$\bigcirc$	City		•	A Ward	T
Drawing (Concession)	$\bigcirc$	SE (BP)			AE (BP)	
Document CheckList	$\odot$	Sub Engineer (BP)City I	A Ward	¥	Momin Mohmmed Shafi Badruddin (Asst.Eng.(BP)City I A & E	31 -
Additional Document	$\odot$	* Is this plot having	CTS No	CS No.		
Applicant Detail	$\bigcirc$	* CS No.			* Division	
		121			121	-

## Step 2: Other details form

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Commencement Applicat CHE/TEMP/6486/New 337	tion	Common Appl	lication Form MRTP Ar	inexure A	MRTP Annex	cure B Other Details		
Submit Proposal	Send to Survey	Plot Details:						
Application Summary	$\odot$	* Gross Plot A	krea		* Nun	ber Of Car Parking		
Annexure Details	$\odot$	* Trees should	d be proposed to be cut		* How	r many trees are proposed to be	transplant?	
Building Details	$\bigcirc$							
Area Details	$\bigcirc$	* Is Internal/L ○ Yes ● I	ayout road present? No					
Project Team	$\bigcirc$	* Area Zone			* Proc	erty TDR Zone		
Concession Forms	$\bigcirc$	-Select-			• -Se	lect-	•	
Drawing (Concession)	$\bigcirc$	* Receiving T	DR Zone					
Document CheckList	$\bigcirc$	-Select-			•			
Additional Document	$\bigcirc$	Plot Abutting	Details:					
Applicant Detail	$\bigcirc$	Plot Type						
	<u> </u>	Select -						-



## Q11. How to add Additional document?

## Step 1: Document checklist

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						Help Desk	
Proj	jects $\rightarrow$ SOFTTECH $\rightarrow$	Commencement Application CHE/TEMP/7576/New 337				Back	
Commencement Application CHE/TEMP/7576/New 337	end to Survey	Note: Select/Tick any Documents you need to	o attach and save	it			Save
Application Summary	$\bigcirc$	☑ Documents Name	⊖ Page From	Page To	<sup>⊕</sup> Attach <sup>⊕</sup> View <sup>⊕</sup>		
Annexure Details	0	Development Plan	0	0	1. N.		
	0	Chief Fire Officer	0	0			
Building Details	$\odot$	Sewerage Operation	0	0			
Area Details	$\odot$	Chief Engineer (SWM)	0	0			
Project Team	0	Municipal Architect	0	0			
i loject lealli	J	Assessor & Collector	0	0			
Concession Forms	$\odot$	SWD (Major Nalla)	0	0			
Drawing (Concession)	$\bigcirc$	SWD Internal Nalla	0	0			
Document Checklist	0	Superintendent of Garden (Tree)	0	0			
Document GlieckList	$\odot$	Water and Sewerage Connection	0	0			
Additional Document	$\bigcirc$	Roads Panning	0	0			
Applicant Detail	$\bigcirc$	AC Estate	0	0			
-95-95-	-	Chief Engineer M and F	0	0			

# Step 2: Additional documents

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						Help Desk		
Pro	jects $\rightarrow$ test after crash fro	om new ui → Commencen	nent Application CHE/TEMP/6	486/New 337			Back	
Commencement Application CHE/TEMP/6486/New 337	nc	Additional Doc	cuments		ADD	Save As Draft	Freeze	Delete
Submit Proposal	Send to Survey			Document		Page <sup>⊖</sup> Page To From	<sup>⊜</sup> Attach <sup>⊕</sup>	View
Application Summary	$\oslash$	No data found M € 1/1 ₩	• 🛛 🖸					
Annexure Details	$\oslash$	<b>₽ 📄</b> Note : To Freeze a	ny Document , Please sav	e the Document as	Draft first. System will not al	low to delete or Update a	To ny Freeze Docu	otal Documents : 0 iment.
Building Details	$\odot$							
Area Details	$\oslash$				WELCOME TO MCGM SINGLE	E WINDOW CLEARANCE SYSTEM	1, DEVELOPED ON A	utoDCR® PLATFORM.
Project Team	$\bigcirc$							
Concession Forms	$\odot$							
Drawing (Concession)	$\odot$							
Document CheckList	$\oslash$							
Additional Document	$\odot$							
Applicant Detail	$\oslash$							



# Q12. How to apply for NOC required for BP? Step 1: Apply NOCs

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SOFTT	TECH		AutoDCR 🛛 👸 MCGM	Raveendra K Singh 🔻 Architect	
				Help Desk	
Project	ts $\rightarrow$ SOFTTECH $\rightarrow$ Co	mmencement Application CH	E/TEMP/7576/New 337	Back	
Application Summary	$\oslash$	3.Choose 'NA' if y	ou this is not applicable in your proposal Department NOC	Is NOC available?	Save
Annexure Details	$\bigcirc$	Ø	CFO	● Yes ○ No ○ NA A	ttach
Building Details	$\oslash$		Traffic	○ Yes ● No ○ NA Apply	for NOC
Area Details	$\oslash$		Chief Engineer (SWM)	○ Yes ○ No ● NA Apply	for NOC
Project Team	$\bigcirc$		Assessor and Collector	● Yes ◎ No ◎ NA	ttach
Concession Forms	$\oslash$		Storm Water Drainage (Internal Nalla)	Yes No NA	
Drawing (Concession)	$\bigcirc$		Storm Water Drainage (Major Nalla)	Yes No NA	
Document CheckList	$\oslash$		Superintendent of Garden	Ves No NA	
Additional Document	$\bigcirc$		Roads Planning	Ves No NA	
Applicant Detail	$\oslash$		AC Market NOC	♥ Yes ♥ No ♥ NA	
Additional Detail	$\oslash$		Chief Engineer (Mechanic and Electrical)	🔍 Yes 🔍 No 🔍 NA	
Apply NOC's	$\odot$		Chief Engineer (Hydraulic Engineer)	Ves No NA	
View NOC's	$\bigcirc$		Pest Control Officer	○ Yes ○ No ○ NA	



# Q13. How to get applied NOC status?

<b>Step 1</b> : Once NOC is applied its status	can be tracked form 'View NOC'
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					Help Desk	
	$Projects  \rightarrow  test  after  crash  free$	om new ui → Comme	ncement Application CHE/TEMP/6486/New 337		Back	
	0	Chief En	gineer (Hydraulic Engineer)			
oncession Forms	$\odot$	Chief En	gineer (SWM)			
rawing (Concession)	$\bigcirc$	Chief En	nineer (Mechanic and Electrical)			
ocument CheckList	$\bigcirc$	C on officient				
ditional Document	$\bigcirc$	Superint	endent of Garden			
	0	🗹 Assesso	r and Collector			
pplicant Detail	$\odot$	Pest Cor	ntrol Officer			
dditional Detail	$\bigcirc$	Sewerag	e Planning			
pply NOC's	$\oslash$	<ul> <li>AC Estat</li> </ul>	e NOC			
ew NOC's	$\odot$	<ul> <li>AC Mark</li> </ul>	et NOC			
iew Challan	$\odot$	High Ris	es Buildina Commitee			
eo Coordinates	$\bigcirc$	CRZ NO	n			
ite Progress	$\bigcirc$	Maharas	btra State Heritage			

## **Step 2:** NOC s status page.

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	test after crash fror	n new ui AutoDCR 🛛 👸	MCGM			Raveendra K Singh Architect	-			
	Projects → test after crash	from new ui → Commencement Application CHE/TEMP/6486/New 33:	7			Help Desk	lack			
Commencement App	lication	NOC's								
Submit Proposal	Send to Survey	Department NOC	Initiate	Status	Flow	Certificate	Noting Correspondences			
Application Summa	ry ⊘	CFO	Applied for NOC	INPROCESS	View		View View / Send			
Annexure Details	$\odot$	<ul> <li>Traffic</li> <li>Storm Water Drainage (Major Nalla)</li> </ul>								
Building Details Area Details	$\odot$	<ul> <li>Storm Water Drainage (Internal Nalla)</li> </ul>								
Project Team	$\odot$	<ul> <li>Roads Planning</li> <li>Chief Engineer (Hydraulic Engineer)</li> </ul>								
Concession Forms	$\odot$	Chief Engineer (SWM)								
Document CheckLis	st 🥥	Chief Engineer (Mechanic and Electrical)								
Additional Documer	nt 🥥	<ul> <li>Superintendent or Garden</li> <li>Assessor and Collector</li> </ul>								
Applicant Detail	$\odot$	Pest Control Officer								



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## Q14. How to upload PreDCR drawing?

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C 🛈 autodcr.mcgm	.gov.in/BPAMSClient2/Pages/Draw	ing.aspx?item=nav_item_3	
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			Help Desk
Proje	ects $\rightarrow$ SOFTTECH $\rightarrow$ Commencement	Application CHE/TEMP/7576/New 337	Back
imencement Applicatio	n		
TEMP/7576/New 337		hitatural Denvine	
Submit Proposal Se	nd to Survey		
a lighting Company		Attachment: Select Files	
pplication summary	$\odot$	No data found	
nnexure Details	$\bigcirc$		
uilding Details	$\bigcirc$		
ea Details	$\odot$		
oject Team	$\bigcirc$		
ncession Forms	$\odot$		
awing (Concession)	$\odot$		
ocument CheckList	$\bigcirc$		

**Step 1:** Open 'Drawing (Concession)' tab and attach the drawing.

Additional Document Applicant Detail



**Q15.** How to add more than one developer/partner in single owner developer registration? **Step 1:** Click on 'Registration'.

← → C ① 192.160	8.1.227:5060/BPAMSClient2/Login.aspx			<u></u> ф :
	В	uilding Plan A	Approval Management System	
	User User Pass Pass I no	name mame word aword amember Me	Online submission of Application trough Web Application.     Single window clearance System for all NOC.     Single Application form for all clearances.     Isingle Application with the application of Non MCGM Organization with the application of Non MCGM Organization with the application of Non Authority i foldea.     All store for the application of Non Authority i a done.     June for all clearance and accepted coline.     Digital signature is compulsory for Monthment I leaves Disputsione and MCGMS	
	Online Payment For Architects and Developers	Citizen Search For Citizens	Consultant Search For Consultant For Consultant	

**Step 2:** Select type as partnership firm as shown below.

M&IsSaveOnly=1	Q
*Туре	Select
AADHAAR Card No.	Select Single Owner Proprietary Firm
*Email Id	Partnership Firm
*Pin Code	Private Limited Firm Public Limited Firm Government Semi Government Firms Trust
	Joint Venture (JV) Limited Liability Partnership LLP Association of Persons AOP Special Purpose Vehicle SPV Joint Development Agreement JDA



No. of Propritors / Partners / Directors       1         Bank Information       2         Name of Bank       4         A/C No.       6         Login Information       9	
Bank Information       1         Name of Bank       3         A/C No.       6         Login Information       9	τ.
Bank Information 2 Name of Bank 4 A/C No. 6 Togin Information 9	
Name of Bank     4       A/C No.     6       Zogin Information     9	
A/C No. Login Information	
A/C No. 6 7 Login Information 9	
Login Information 9	
Login Information	
Login Name	
Login Name 11	

**Step 3:** Select No. of Proprietors/Partners/Directors required to add.



## Q16. How should I select concern officer from drop down?

**Step 1:** Go to 'Annexure Details', In 'Common Application Form' fill up the details.

CHE/W	/S/1078/K/33	37(NEW)	AutoDCR	MCGM	PARAG PARIMAL PAR Arch	EKH 🔻
					Help Desk	
Projects	a → CHE/WS/1078/k	/337(NEW) → Commencement Applic	cation CHE/TEMP/7285/New 33	7		Back
Commencement Application CHE/TEMP/7285/New 337		Common Application F	orm MRTP Annexure A	MRTP Annexure	B Other Details	
Submit Proposal Send	to Survey	* Title			* Type of Notice	
		CHE/WS/1078/K/337	7(NEW)		New 337	Ŧ
Application Summary	$\odot$	* Proposed Project			* Major Use Of Plot	
Annexure Details	$\odot$	Proposed Developme	ent	٣	Residential	¥
Building Details	$\bigcirc$	Notice Date			* SAC No	
Area Details	$\bigcirc$	12/11/2016 12:06:21	PM			
Project Team	$\bigcirc$	* Zone			* Ward	
Concession Forms	$\bigcirc$	Select		Ŧ		•
Drawing (Concession)	$\bigcirc$	SE (BP)			AE (BP)	
Document CheckList	$\bigcirc$			*		•
Additional Document	$\bigcirc$	* Is this plot having	CTS No.	CS No. Get Plot Info	rmation [from GIS of SRDP 1991]	
Applicant Detail	$\bigcirc$	* CS No.			* Division	
Additional Detail	$\bigcirc$					
Apply NOC's	$\bigcirc$	* Plot No.			* TP Scheme	
View NOC's	$\bigcirc$					

# **Step 2:** Select the concern officer from SE(BP) dropdown.

Project Team	$\bigcirc$	Notice Date	* SAC No
Concession Forms	$\bigcirc$	3/29/2016 6:20:33 PM	
Drawing (Concession)	$\odot$	* Zone	* Ward
Document CheckList	$\bigcirc$	City	▼ G/North
Additional Document	$\odot$	SE (BP)	AE (BP)
	0	Sub.Eng.(BP)City XI G/North Ward	Asst. Eng
Applicant Detail Additional Detail	$\odot$	Sub.Eng.(BP)City XI G/North Ward Sub.Eng.(BP)City XII G/North Ward Sub Engineer (BP)City I A Ward	nformation [fron
Apply NOC's	0	* CS No.	* Division
View NOC's	$\odot$	000	mahim
	-		



		* Ward	
	•	G/North	T
		AE (BP)	
	•	Asst. Eng.(BP)City VII G/North	•
		Asst. Eng.(BP)City VII G/North	
C N		Asst.Eng.(BP)City II C & Municipal	
5 NO C5 NO.	Get Plot Into	Asst.Eng.(BP)City VI G/South	
		* Division	
		mahim	
		* TP Scheme	

**Step 3:** Select the concern officer from AE(BP) dropdown.



## Q17. How to attach multiple documents in concern head?

**Step 1:** Open Document Checklist, select the concern head and click on attach symbol as shown below.

CHE/V	VS/1078/K/3	37(NEW)	AutoDCR	мс	GM		Parag Parimal Pa Ar	REKH 💙 hilect
							Help Desk	
Project	s → CHE/WS/1078	/K/337(NEW) →	Commencement Application CHE/TEMP/7285/New	337				Back
ommencement Application								
HE/TEMP/7285/New 337								
Submit Proposal Send	d to Survey	Note: Sel	lect/Tick any Documents you need to attach	and save	it			
Application Commence		Doc	uments Name	Page		Attach <sup> </sup> View	1	
Application Summary	$\odot$		Development Plan	From	0			
Annexure Details	$\bigcirc$		Copy of development permission issued	-		123		
Building Details	$\bigcirc$		by DP Section if the land is under reservation	0	0			
Area Details	0		Notice u/s 302/337/342 of MMC Act.	0	0	-23		
Pica Details	$\odot$		Notice u/s 44/69 MRTP act 1966	0	0	<b>1</b> 2		
Project Team	$\bigcirc$		Appointment letter of Architects/Licensed	0	0	<b>P</b>		
Concession Forms	$\bigcirc$		Appointment letter of structural/consulting engineer	0	0	<b>1</b> 2		
Drawing (Concession)	$\bigcirc$		Property Register card (Area in words)	0	0	1		
Decomposit Charald int			7/12 Extract	0	0	<b>1</b> 2		
Document CheckList	$\odot$		Kami Jasti Patra (KJP)	0	0	45		
Additional Document	$\bigcirc$		Architect Area Certificate By triangulation	0	0	<b>1</b>		
Applicant Detail	$\bigcirc$		Owners Affidavit	0	0	<b>1</b> 2		
Additional Detail	0		DILR sketch measurement plan /city survey sheet	0	0	<b>P</b>		
	0		Gut book sketch	0	0	<b>1</b> 2		
Apply NOC's	$\bigcirc$		Tax clearance certificate Additions,Alterations	0	0	<b>P</b>		
View NOC's	$\bigcirc$		D.P. remark	0	0	P2		

Step 2: Select files for attachment.

Z Zimbra: Inbox	× 🛛 🕱 [#TSSTATE-2035] P	arking X $\langle$ 🗅 GREATER		×		P	× C Home	× \	
$\leftarrow$ $\rightarrow$ C (i) 192.16	8.1.227:5060/BPAMSClient2/	Pages/DocChkList.aspx	?item=nav_item_4						☆ :
	CHE/WS/1078/K/33	7(NEW)	AutoDCR	мсы	N		PARAG	PARIMAL PAREKH 🔻 Archilect	
	Projects → CHE/WS/1078/	(/337(NEW) → Commen	cement Application CHE/TEMP/7285/Net	w 337			Help D	esk Back	
Commencement App CHE/TEMP/7285/New 337 Submit Proposal	Send to Survey	Note: Select	ttach File - Google Chrome 192.168.1.227:5060/BPAMS.Commo	on/CommonPa	iges/Atta	chOtherFiles.aspx			Save
Application Summa	ry 🧭	✓ Docum	No data found				<b>*</b> •		
Annexure Details Building Details	$\odot$								
Area Details	$\bigcirc$	Noti	ce u/s 44/69 MRTP act 1966	0	0	PB	, 		
Project Team	$\bigcirc$	App surv	ointment letter of Architects/Licensed	0	0	<b>B</b>			
Concession Forms	$\bigcirc$	P App engi	ointment letter of structural/consulting ineer	0	0	12			
Drawing (Concessi	ion) 🥥	Prop	perty Register card (Area in words)	0	0	<b>1</b> 2			
Document CheckLi	st ⊘	7/12	Extract	0	0	-8			
Additional Documer	nt 🥥	Kan Arch	ni Jasti Patra (KJP) nitect Area Certificate By triangulation	0	0	R.	_		
Applicant Detail	$\bigcirc$	Owr	ners Affidavit	0	0	<b>1</b>			
3535	<u> </u>	DILF	R sketch measurement plan /city	0	0	<b>B</b>			-



Z Zimbra: Inbox X X	🕻 [#TSSTATE-2035] F	Parking $\times$ $\land$ $\square$ (	GREATER HYDERABAD 🕅 🗙 🖓 🗅 MCGM		CP X 🗸 🕒 Home	× \	
$\leftrightarrow$ $\rightarrow$ C (1) 192.168.1.227:50	060/BPAMSClient2,	/Pages/DocChkL	ist.aspx?item=nav_item_4				\$
Attachments - Google Chrome			AutoDCR	мсдм	PARA	AG PARIMAL PAREKH 🔻 Archilect	
① 192.168.1.227:5060/BPAN	/IS.Common/Comm	nonPages/Comn	nonAtta		Help	Desk	
Cc	th only .RAR, .ZIP, . file. Select	PDF files	nent Application CHE/TEMP/7285/New 337			Back	Sava
	No file chosen		ne Decuments you need to attach and Decuments you need to attach and Decument Plan Decument Plan	save it S.Common/Comr	monPages/AttachOtherFiles.aspx		JBVE
LBuilding Details	$\bigcirc$		by DP Section reservation	Files	Cubrint		
Area Details	$\odot$		Notice u/s 302				
Project Team	$\bigcirc$		Appointment I				
Concession Forms	$\odot$		Appointment I			J	
Drawing (Concession)	$\odot$		Property Register card (Area in words)	0 0			
Document CheckList	$\odot$		7/12 Extract	0 0			
Additional Document	$\bigcirc$		Kami Jasti Patra (KJP)	0 0			
Applicant Detail	0		Owners Affidavit	0 0			
Applicant Detall	$\odot$		DILR sketch measurement plan /city	0 0	<b>1</b>		

## **Step 3:** Click on 'Select' to browse file.

# Step 4: Attach file.

Z Zimb	ora: Inbox	× 🗸 🕱 (#T	SSTATE-2035] Parking >	K		I	×	🕒 DTCP	X 🖉 🗅 Home	× \	
$\leftarrow \rightarrow 0$	C 🛈	192.168.1.227:5060/BF	AMSClient2/Pages/	DocChkList.aspx?item=n	av_item_4						☆ :
1 At	ttachments 192.168 <u>.1</u>	s - Google Chrome 1.227:5060/BPAMS.Cor	nmon/CommonPag	es/CommonAtta	AutoDCR	٢	MCGM		Parag Pari	IMAL PAREKH 🔻 Archilect	Â
	ſ	🗅 Open					<b>×</b>		Help Desk		
		🔾 🗢 💌 🕨 Com	nputer 🕨		👻 🐓 Search Com	puter	٩			Back	
Co	Click on	Organize 🔻									
CH Buildi Area Proje	ing Del Details ect Tear	Desktop Downloads Downloads Recent Places Documents Music Fitures Videos Computer Local Disk (C:) Local Disk	Hard Disk E     Local     Solution     Solution	Drives (3)  Disk (C)  B free of 136 GB  Disk (D)  B free of 156 GB  Disk (E)  Disk (E)  Dive  m Folder				CommonPage	s/AttachOtherFiles.aspx Submit		Save
0.0110		F	File name:		✓ All Files		•	0 3			
Draw	/ing (Co				Open	- a	ancel	0			
Docu	ument C	ICUNLIST	U	Kami Jasti Pa	itra (KJP)		0	0			
Addit	tional Do	cument	$\oslash$	Architect Area	a Certificate By triangu	lation	0	0			
Applie	cant Det	ail	$\bigcirc$	Owners Affid	avit		0	0			
				DILR sketch	measurement plan /cit	у	0	0			-



# Q18. Where to view my NOC remarks?

# Step 1: Go to 'View NOC'

	dur	mmyProposal	AutoDCR	🚳 МССМ		Raveendra	K Singh 🗢 Architect		
						Help Desk	6		
	P	trojects → dummyProposal → Commencemen	→ dummyProposal → Commencement Application CHE/TEMP/6936/New 337						
ommencement Application		NOC's							
		Department NOC			Initiate	Status	Flow	Certificate	Noting Correspondences
Application Summary	$\bigcirc$	CFO			Available				
Annexure Details	$\bigcirc$	In Traffic			Applied for NOC	INPROCESS	View		View View / Send
Building Details	$\bigcirc$	<ul> <li>Storm Water Drain</li> </ul>	nage (Major Nalla)		NA (For Ref. only.)				
Area Details	$\bigcirc$	<ul> <li>Storm Water Drain</li> </ul>	nage (Internal Nalla)		NA (For Ref. only.)				
Project Team	$\bigcirc$	<ul> <li>Roads Planning</li> </ul>			NA (For Ref. only.)			Download	
Concession Forms	$\bigcirc$	<ul> <li>Chief Engineer (H)</li> </ul>	ydraulic Engineer)		NA (For Ref. only.)				
Drawing (Concession)	$\odot$	Chief Engineer (S)	WM)		NA (For Ref. only.)				
Document CheckList	$\bigcirc$	<ul> <li>Chief Engineer (M</li> </ul>	lechanic and Electrical)		NA (For Ref. only.)				
Additional Document	$\bigcirc$	<ul> <li>Superintendent of</li> </ul>	fGarden		NA (For Ref. only.)				
Applicant Detail	$\bigcirc$	Assessor and Coll	lector		NA (For Ref. only.)				
Additional Detail	$\odot$	<ul> <li>Pest Control Offici</li> </ul>	er		NA (For Ref. only.)				
Apply NOC's	$\oslash$	Sewerage Plannin	ng		NA (For Ref. only.)				
View NOC's	$\odot$	AC Estate NOC			NA (For Ref. only.)				
View Challan	$\odot$	AC Market NOC			NA (For Ref. only.)				
Geo Coordinates	$\bigcirc$	<ul> <li>High Rises Buildin</li> </ul>	ng Commitee		NA (For Ref. only.)				
Withdraw Proposal	$\bigcirc$	CRZ NOC			NA (For Ref. only.)				
Site Progress	0	🕑 Maharashtra State	e Heritage		NA (For Ref. only.)				



## Q19. How to view IOD certificate?

**Step 1:** Go to CC, click on 'Approved' and select the file to view the certificate.

		AutoDCR	🚱 МССМ			
Dear Applicants, BP Department	Developer information is ma	andatory for submission of p	oroposal. Please register your	self/ developer through lir		
Concession	IOD	First CC	Further CC	OCC/BCC		
2 Draft 0 Due Payment 12 Submitted 5 Approved	3 O Draft O In Process 3 Approved O Rejected	1 O Draft O In Process 1 Approved 0 Rejected	0 Draft 0 In Process 0 Approved 0 Rejected	0 Draft 0 In Process 0 Approved 0 Rejected		
2 Rejected 0 Withdrawn						

**Step 2:** Go to 'Application Summary', click on Proposal Stages.

Zimbra: Inbox	× 🛛 🕱 [#TSSTATE-2035] P	a 🗙 🗸 🗅 GREATER HYDERAB 🗙	🕒 мсбм		X 🛛 🗋 Home	× C MCGM	×\_ 80	- 0	23
← → C (i) 192	.168.1.227:5060/BPAMSClie	nt2/Pages/Application_summary.	aspx?iPID=20057058	kper_Type=IOD&Messa	geID=2020346			☆	:
	Proposed Redeve	elopment of existing	AutoDCR	🛛 🙆 мссм		PARAG PARIMAL PAREKI Architec			
	building under bo	SK 33(7)							
	Projects → Proposed R	edevelopment of existing building und	er DCR 33(7) $\rightarrow$ IOD A	pplication CHE/CTY/1365/	3/N/337(NEW)		Back		
IOD Application		Your applicatio	n is Approved						
CHE/CTY/1365/G/N/337	7(NEW)	Started on 20-07-2016					Drawing Scrutiny Rep	oort	
Application Sum		Proposal Flow Pr	roposal Stages D	emand Note Details F	Particulars of Proposal				
Annexure Details		Application Progre	ss						
Drawings (IOD)	$\bigcirc$	Proposal Stages - Go ① 192.168.1.227:50	ogle Chrome 60/bpams/MCGMFor	ms/ViewStages.aspx?iP	roposalID=2005705			1	
Document Check	kList 🥥	File No.	: CHE/CTY/1365/	/G/N/337(NEW)	File Created on - 24/6/201	6	Castilianta		
Additional Docur	ment ⊘	Stages Survey Remarks Scrutiny	:		View	View	Certificate		
Site Progress	$\oslash$	IOD / Layout Work Start Notice First CC Further CC	: Approved : :		View	View	ß		
		Occupancy							1
		Building completio Release Version 1.1	<b>n :</b>			Powered by SoftTech E	ingineers PVT. LTD.		
TSSTATE-2035_L	2.dwg							w all	×



## Q20. How to view CC certificate?

**Step 1:** Go to First CC, click on 'Approved' and select the file to view the certificate.

		AutoDCR	МССМ	
Dear Applicants, I BP Department	Developer information is ma	ndatory for submission of p	proposal. Please register your	self/ developer through lir
Concession	IOD	First CC	Further CC	OCC/BCC
2 Draft 0 Due Payment 12 Submitted 5 Approved 2 Rejected 0 Withdrawn	3 0 Draft 0 In Process 3 Approved 0 Rejected	1 O Draft O In Process 1 Approved 0 Rejected	0 Draft 0 In Process 0 Approved 0 Rejected	0 Draft 0 In Process 0 Approved 0 Rejected

## Step 2: Go to 'Application Summary'.

Z Zimbra: Inbox X	😧 [#TSSTATE-2035] P.	arking 🗙 🗸 🗋 GREATER HYDERA	BAD N ∶	× 🖓 🖻 мсбм	×			806
$\rightarrow$ C 🛈 192.168.1.227:50	060/BPAMSClient2/	<sup>p</sup> ages/Application_summary.as	spx?iPIC	=2008278&per_Type=F	irstCC&MessageID=	2028346		
Propos Parkin	sed developm	ent of Public MCGM off	А	utoDCR 🛛 👸	MCGM		PARAG PARIMAL PAREK	
T GINIT	g Lot (i i L) d						Help Desk	
Project	ts $\rightarrow$ Proposed develo	pment of Public Parking Lot (PPL) 8	& MCGM	off → FirstCC Applicatio	n CHE/WS/1474/K/337(	NEW)		Back
irstCC Application		Your application	is An	proved				
HE/WS/1474/K/337(NEW)		Started on 18-01-2016	10 / 10	proved				Drawing Scrutiny Report
	$\odot$	Proposal Flow Surve	y Flow	Proposal Stages [	Demand Note Details	Particulars of Proposal		
Compliance Check	$\bigcirc$	Proposal Stages - Goog	gle Chror	ne				
Annexure Details	$\odot$	192.168.1.227:5060	0/bpam	s/MCGMForms/ViewSta	iges.aspx?iProposalID	=2008278		
Drawing	$\bigcirc$	File No. Stages	: CH	E/WS/1474/K/337(NEV Status	V) File Current Holder	Created on - 11/12/2016 Process Flow	Notesheet	Certificate
Document Checklist	0	Scrutiny	-		-	View	View	
boodment oneokelot	J	Work Start Notice				View	View	
Additional Document	$\bigcirc$	Further CC		Approved		view	view	
Site Progress	$\bigcirc$	Occupancy	:	2	22			
		Building completion	:				Dewarad by CaftTach I	nginoero B/C I TD
		Receiver and the second	-				, over co by but full t	
					,	,		
		found fraud or fake, strid	ct legal a	ction could be taken by Mu	nicipal corporation			Declaration



#### **Q21.** How to view FCC certificate?

**Step 1:** Go to FCC, click on 'Approved' and select the file to view the certificate.

BP Department		Dear Applicants, Develo	per information is mandate	ory for submission of prop
Concession	IOD	First CC	Further CC	OCC/BCC
14 2 Draft 0 Due Payment 12 Submitted 5 Approved 2 Rejected 0 Withdrawn	3 O Drait O In Process 3 Approved O Rejected	1 0 Draft 0 In Process 1 Approved 0 Rejected	1 O Draft O In Process 1 Approved O Rejected	1 O Draft O In Process 1 Approved O Rejected

## Step 2: Go to 'Application Summary'.

Propo: Parkin	sed developm	ent of Public MCGM off	Au	itoDCR	MCGM		Architec	
- di kin	georiti rel a					-	Nelp Desk	
Project	s + Proposed develo	opment of Public Parking Lot (PPL) &	MCGM o	H_ + FirstCC Application	CHE/WS/1474/K/337(NE	W)		Back
InstCC Application HE/WSr1474/K/337(NEW)		Your application Started on 18-01-2016	is App	proved				Drawing Scrutiny Report
	0	Proposal Flow Survey	Flow	Proposal Stages De	mand Note Details	Particulars of Proposal		
Compliance Check	$\odot$	Proposal Stages - Goog	ple Chrome					
Annexure Details	$\odot$	() 192.168.1.227.5060	/bpams/	/MCGMForms/ViewStag	es_aspx?iProposalID+2	008278		
Drawing	$\odot$	Stages Survey Remarks	- Criticy	Status Remarks Issued.	Current Holder	Process Flow	Notesheet	Certificate
Document CheckList	$\odot$	Scrutiny 100 / Layout Work Start Notice	1	 Approved	**	View	View	12
Additional Document	$\odot$	First CC	1	Approved		View	View	
Site Progress	0	Further CC Occupancy	1	Approved		View	View	18
		Building completion						



## Q22. How to view OCC/BCC certification?

**Step 1:** Go to OCC/BCC, click on 'Approved' and select the file to view the certificate.

BP Department		Dear Applicants, Deve	loper information is mandate	ory for submission of prop
Concession 2 Draft 0 Due Payment 12 Submitted 5 Approved 2 Rejected 0 Withdrawn	IOD O Drait O In Process 3 Approved O Rejected	First CC	Further CC	OCC/BCC 0 Draft 0 In Process 1 Approved 0 Rejected

## Step 2: Go to 'Application Summary'.

Propo: Parkin	sed developm g Lot (PPL) &	ent of Public MCGM off	AutoDCR	MCGM		Achiec	
Project	s & Proposed develo	oment of Public Parking Lot (PPL) J	MODMAH	Application CHE/WS/1474/K/3370	VEW)	Help Desk	Back
FirstCC Application HE/WS/1474/K/337(NEW)		Your application Started on 18-01-2016	is Approved				Drawing Scrutiny Report
	$\odot$	Proposal Flow Survey	y Flow Proposal Sta	ges Demand Note Details	Particulars of Proposal		
Compliance Check	$\odot$	Proposal Stages - Goog	ple Chrome				000
Annexure Details	0	① 192.168.1.227:5060	//bpams/MCGMForm	s/ViewStages.aspx?iProposalD	=2008278		
Drawing	$\odot$	File No. Stages Survey Remarks	: CHE/WS/1474/K : Status : Remarks los	/337(NEW) File Current Holder und	Created on - 11/12/2016 Process Flow View	Notesheet	Certificate
Document CheckList	$\odot$	Scrubary IOD / Layout	a Approved		View	View	1
Additional Document	$\bigcirc$	First CC	Approved		View	View	1
Cita Docessor	õ	Further CC	<ul> <li>Approved</li> </ul>		View	View	12
ane Progress	0	Occupancy	I Approved		View	View	12
		Duilding completion	1 44			Powered by SoftTech E-	noineers IVT, LTD



# Q23. How to view report in my (Applicant) console?

**Step 1:** Open the approved application.

14     0 Due Payment     3     0 In Process       12 Submitted     3 Approved     0 Rejected       2 Rejected     0 Withdrawn		0 In Process 1 Approved 0 Rejected	O O In Pr O Appr O Reje	ocess roved cted
Application No: CHE/CTY/1365/G/N/337(NEW) G/North Concession [ Amend - 1] Approved	Draft	Payment Pending	Proposal Submitted	Survey Done Started on 24-06-2016
Application No: CHE/WS/1078/K/337(NEW) K/E Ward Concession Approved	Draft	Payment Pending	Proposal Submitted	Survey Done

Step 2: Go to 'Application Summary', click on 'Drawing Scrutiny Report'

CR	MCGM		PARAG PARIMAL PAREKI Archited	H .
			Help Desk	
Commencen	nent Application CHE/WS/14	74/K/337(NEW)		Back
ocess		Acknowledgement L	etter Amend	Drawing Scrutiny Report
osal Stages	Demand Note Details	Particulars of Proposal		
Survey Done	Scrutiny Dr Done	awing Plan Approved	Fee C.	с



## Q24. How to download approved drawing?

**Step 1:** Choose the application for which you want to see the approved drawing.

14     0 Due Payment     3     0 In Process       12 Submitted     3 Approved     0 Rejected       2 Rejected     0 Withdrawn		0 In Process 1 Approved 0 Rejected	O O In Pr O Appr O Rejec	roved cted
Application No: CHE/CTY/1365/G/N/337(NEW) G/North Concession [ Amend - 1] Approved	Draft	Payment Pending	Proposal Submitted	Survey Done Started on 24-06-2016
Application No: CHE/WS/1078/K/337(NEW) K/E Ward Concession Approved	Draft	Payment Pending	Proposal Submitted	Survey Done

**Step 2:** Go to 'Drawing (Concession)', to view the approved drawing.

		You cannot Attach and Remove.
		Architectural Drawing
Application Summary	$\bigcirc$	
Anneyure Details	$\bigcirc$	Download PLANS.dwg
Annexale Details	٢	Download LAYOUT PLANS.dwg
Building Details	$\odot$	Download PLANS.dwg
Area Details	$\bigcirc$	Download PODIUM& GR.FLR PLANS.dwg
	0	Download SECTIONS.dwg
Project Team	$\odot$	Download Drawing.pdf
Concession Forms	$\bigcirc$	
Drawing (Concession)	$\oslash$	
Document CheckList	$\bigcirc$	

 $\star\star\star$