Online Development Permission Management System

User Manual For Layout Permissions
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1 Introduction

This help manual designed for new users and existing users, by helping them with the step by step process involved while applying for a new proposal or to know the present status of their applications and what are the steps to be taken while applying.

Some (or all) of the details provided in this manual may not be the same in website, as the website updates regularly, to provide you a hassle-free experience and easy user interface. Small changes may occur to the process after update but the process flow is same.

Before applying, please refer to GO’s & Acts, procedures for submission of building and layout permissions through DPMS system, guidelines for submission of building and layout plans.

ULBs and UDAs are not responsible for the incorrect information entered by the applicant / when the application is rejected due to insufficient requirements

To avoid mistakes & to apply successfully, please check notifications and latest updates provided in DPMS website.
2 Getting Started

- Open your web browser
- In the address bar at the top, type www.apdpms.ap.gov.in

- Eservice – provides relevant information such as G.Os, Circulars, guidelines etc of online DPMS
- Dashboards – displays the statewide analytics of building permissions, Layout permissions and occupancy certificate of all 110 Ulbs and UDAs
- Feedback – displays feedback form for user suggestions/grievances
- Search application – verify the status of your application without Login
- Find your local body – directs to the selected ULBs to apply for permissions
- DTCP, CRDA and UDA – directs to the selected UDA to apply for permissions
3 User Login

1. Select **District** from the dropdown list. All ULBs for the selected district will be displayed under Local body.

2. Select **ULB name** from Local body.

3. Click on **“Start your application”**.

4. Navigates to the Login page.

5. Enter **User Name**, **Password** and captcha.

6. Click on “Login” button.

   **Note:** User cannot login until their account is successfully activated.

7. After successful login the LTP will be directed to his console/dashboard to submit application, view status, make payments etc.
4 Apply for Layout Permissions

4.1 Online submission of Application – Tentative Layout plan (TLP)

1. In the left side menu options
   - Go to application submission > Draft applications
   - select “Create New” button at Top Right Corner
   - Select “Open Layout”

2. Directs to the application – Proposal Info page
• **Application having multiple villages**
  - select “Yes” if plot is falling under multiple villages/mandals/ Gram pachayats
  - Select “No” if plot is falling under single village/mandal/Grampanchayat

• **Land use**: enter correct land use

• **Proposed land use**: select the correct land use as the drawing is processed based on this input

• **Survey numbers** – enter correct survey numbers. These survey numbers will be displayed in proceedings

• Enter all other fields - village, Mandal, Gram panchayat etc

• Click on “Save & Continue”, a temporary BA number will generate.

• Once the Proposal Info got saved then other tabs are enabled

3. Enter **Site details** and Click on **Save** button
   - **Proposed Site Area** - Enter total site area proposed for layout permissions
   - **Total area as per documents** – Enter area as mentioned in the ownership document
   - **Total area as on ground (sqmt)**- Enter area as per the ground
   - Enter layout details -
     - Whether site abuts any existing road
     - Status of road – public/private/layout road
     - Nature of Road
     - Width of approach Road – enter correct data as planned as processed based the input provided
     - Whether the site belongs to any govt land/surplus land/water body/any oth
4. Fill Site Extract details by selecting add option document wise and click on Save button

- Document Type—sale deed/ title deed
- Doc no & Date - as mentioned in the selected document type
- Vender & Vendee details
- Survey no – survey numbers, Full/Pasrt
- Doc Extent & Proposed Extent – site extent
- EC proc no. Date & Area
- LC Proc no. Date & Area

5. Fill Applicant info Details and click on Save button
- LTP Information – these details are fetched from the system and displayed
- Applicant information
  - Firm/developer Name
  - License number
  - Owner/applicant Name
  - Address – Door No, Street, City and district details
  - Aadhar number

6. Attach layout drawing in **Drawing Tab**

7. **Fill Application checklist and click on save and continue**
- Ensure correct details are provided as application is processed based on the inputs provided by the User.
- Document checklist is generated based on values selected in the checklist

**Note:** Application can be revoked if wrong data is entered

8. Attach Primary and additional documents from **Documents Tab**

   Note: please ensure valid and complete documents are uploaded in the system

9. Enter mortgage details in **others tab** and click “Save and Continue” button
• Notarized Affidavit no- As mentioned in the mortgage document
• Notarized Affidavit Date - Date specified in the mortgage document
• Plot count – Number of plots mortgaged
• Area- Total Mortgage area as specified in the layout plan
• Mortgage Plot Nos – provide the plot numbers that are mortgaged

10. Geo location tab
• Add Geo Location directly from Google page or you can add through “Add Geo” option with lengths and then click on save

11. Payments tab
System will generate the Challan for Initial fee which can be viewed in payment tab
• Click on “Pay now” button to make the payment
• Page directs to online payment gateway

12. **Online payments**
User can make payment through ICICI or CFMS gateway

13. **Submit application**
• Click on send for scrutiny.
• TLP Number will be generated as below format “1106/0002/LP/KUDA/2018”. This number is used for future communication purposes
• File will be displayed under “Submitted Applications” menu option of LTP console

4.2 **Drawing Scrutiny**
In case, the scrutiny is unsuccessful, and drawing has failed,

• LTP and Applicant will receive an SMS Alerts to the registered mobile number
• Applicant is displayed under **Objected Files** says that “Drawings has failed in rules”
- Click scrutiny report to verify the details
- Correct the drawing and resubmit the application
- When drawing is passed in rules, system generates drawing pdf and scrutiny report
- View /download scrutiny report and Layout plan
- Upload pending documents (if any) and submit application for final payment
4.3 Payments

- Layout fee is generated which is displayed in payment tab
- Separate challans are generated for separate department

- Pay fee online – Refer Page #11, point no 12 for online payment options

4.4 Generate TLP Proceedings

- After payment of total fee, TLP Proceedings will be generated automatically and file is forwarded to the concerned Town planning staff

- In TP staff dashboard/console the application is displayed under left side menu option “Received/Proceeding Issued”
- In LTP console file is displayed under left side menu option - “Proceeding issued”
5 Post verification

5.1 Application verification by TP Staff

After proceeding is generated, application is automatically forwarded to the concerned Town Planning Staff as per the mapped location.

- The application is viewed under the left side menu “Received/Proceeding Issued”
- The TPBO/TPS has to verify the data and provide recommendation for Drawings, Documents and Site Inspection - ‘Approve’, ‘Revoke’ or ‘Shortfall’.

5.1.1 Drawing verification

✓ Select Drawings tab, verify the drawing and can give remarks and recommendation, and has to click on “Save Decision”
5.1.2 Document verification

✓ Select ‘Documents tab’

- Verify both ‘Primary’ and ‘Additional’ documents and select the Decision.
- Add observations and click “Save Decision”

5.1.3 Site Inspection

✓ “Site Inspection” tab, the TP staff has to visit the Site and should give their remarks and Observations.

- Fill the checklist during the site inspection and enter his observations
- Attach photographs from mobile
- Select ‘Save decision’ button If he needs to cross verify the data before generating the site inspection report
- TP staff can select “Sign & Submit” after adding his recommendations. The data cannot be edited after digital signature.
- They can view the report by clicking on “Inspection Report”

5.1.4 Note sheet preparation
- Select ‘Notesheet’ tab.

- Enter recommendation/ remarks and select ‘Save’
- Select ‘Publish’ the note sheet, so that it is visible to everyone who involves in the file.
- Attachment – can add any relevant documents
Click on ‘View Enlarge’ to view the Note sheet in full screen
Select ‘Send’ button so that the file is moved to higher officials as per the workflow and hierarchy.

5.2 Approval by the commissioner/VC

After recommendations from officers, the file is forwarded to the commissioner

- Select “Review Proceeding” from left menu option.
- Displays the list of files pending for approval
- Select the file from the list
Verify the recommendations/remarks given by his officers and selects
- ‘Approve – proceedings are verified
- ‘Revoke – to reject the TLP proceedings
- Showcause - generates show cause letter before revoking the permission
- ‘Shortfall’ – generates shortfall letter if any shortfalls identified in application

5.2.1 Approve

- Verify the recommendations of the officers and select “Approve” button
- System will generate the letter for Mortgage registration of plots

- Application is forwarded to LTP console and is displayed on left side menu - “TLP verified”
- Application is forwarded to LTP console and is displayed under Approved files menu
5.2.2 Reject

A layout plan submitted through the Online DPMs system for the project "Kurnool Urban Development Authority Planning Department".

5.2.3 Shortfall

A layout plan submitted through the Online DPMs system for the project "Kurnool Urban Development Authority Planning Department".
6 Apply for Final layout pattern

- Once TLP is approved, application is forwarded to LTP for Mortgage registration
- Application is displayed under left menu option - TLP verified

1. LTP execute the mortgage deed and upload the details in DPMS
   - click on “Apply FLP”
   - Application is displayed with various tabs – TLP info, FLP details, documents, letter and proposal flow

- View application details in TLP info tab
2. Enter Mortgage details in FLP tab and click on save and continue

- Registered Date – Mortgage registered date
- Deed Expiry Date – deed expiry date
- Registered Mortgage Deed no- deed no as mentioned in the registered document
- Prohibitory Watch Register no.
- Plot Count(Handed/Registered plots) – No of plots mortgaged
- Mortgage area in sqmts – total mortgage area
- Plot no’s(Handed/Registered plots) - plot numbers that are mortgaged

3. Attach Documents and click on Submit button

- Registered Mortgage Deed
- Latest EC after Mortgage Registration
- Site Photos
- Click on Submit primary button
- Application is viewed under left menu - “Submitted FLP”
6.1 FLP verification by TP staff

6.1.1 Document verification

1. The file is being received by TPBO/TPS under the menu “Received/Proceeding Issued”

2. Select the application from the list to verify the details

- Verify primary and additional documents
- Enter remarks
- Select recommendation
- Click on “Save recommendation”
3. Prepare Notesheet

- Enter remarks in the notesheet and click on Save button.
- Select Publish button to publish the notesheet.

- click on ‘Send’ button so that the file is moved to higher officials as per the workflow.
6.1.2 Final approval

- The commissioner receives the file under the menu “Review Proceeding”.
- Verify the remarks and recommendations of TP staff in the notesheet and ‘selects Approve’, ‘Revoke’, ‘Showcase’ or ‘Shortfall’ options.
- If Approved then Final layout proceeding letter is generated with LP number.

- File number is displayed with Mortgage
- The File No and LP number are displayed in the Plan
- File is forwarded to LTP console and is displayed under “Approved FLP” tab
- LTP can view/ download the proceedings and approved details