Online Development Permission Management System

User Manual
For
Occupancy Certificate
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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](http://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 How can you apply for Occupancy?

4.1 Online submission of Application

1. In the left side menu options
   - Go to Occupancy > Occupancy list
   - select “INTIMATE COMPLETION” Option at Top Right Corner

2. Directs to the application Info page
- Enter BA number & click on Find button
- Application details of the entered BAnumber is displayed
- Then enter the required details i.e.,
  - Work Commenced date – construction commenced date
  - Work completion date – construction completion date
  - Market Value – market value of construction Site
  - Required Certificate option (Either Full or Part) as shown below- owner can apply for full or partial occupancy
- Click on **Save & Continue** button.
- In File Number OC1 will be added to previous number
- All other Tab will enable.
3. Attach Drawing from Drawing Tab

4. Fill Application checklist & Click Save & Continue.
5. As per the checklist Additional Documents will generate in the Documents Tab

➢ Attach the  primary and additional documents as per document checklist

6. Enter Mortgage details in Others tab

➢ Notarized Affidavit no- As mentioned in the mortgage document
➢ Notarized Affidavit Date - Date specified  in the mortgage document
7. Send Drawing for Scrutiny.
8. The application is moved to “Submitted Applications” (left side Menu option)
9. Once scrutiny is completed, scrutiny report is generated and LTP and Applicant will receive an SMS alerts on his mobile
   ✓ In case drawing has failed, application is displayed under “Objected Files” (left side Menu option) says “Drawings has failed in rules” and LTP have to resubmit the file by uploading the correct drawing.
   ✓ Click on scrutiny report to view the details

   - Once the Scrutiny is successful, Deviation Report and drawing PDF will be generated.
   - click on ‘Submit’ button then.
5 Application Verification

5.1 Application Verification by Town Planning Staff

1. The application is automatically forwarded to the concerned Town Planning Staff as per the mapped location.

- The file is displayed under the left side menu “Received/Proceeding Issued”
- The TPBO/TPS has to verify the data right from the Proposal Info 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 Recommendation”
5.1.2 Document verification

✓ Select ‘Documents tab

- verify both ‘Primary’ and ‘Additional’ documents and provide the recommendation

5.1.3 Site Inspection

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

✓ Enter the observations in the checklist during the site inspection
- TP staff can select ‘Save’ 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”.

After signing inspection report, compounding Fee will be generated (if any) automatically if there is any permissible deviation in the BUA (as per inspection report point no. 10.)
Select Occupancy Challan in paymet tab. A popup window will open

Add/Edit compounding charges if the drawing is in Deviation.

5.1.4 Notesheet 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.
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.

6 Approval by commissioner

6.1 Commissioner Remarks

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’ – to generate occupancy certificate
- ‘Revoke’ – to reject the application
- ‘Showcase’ – generates show cause letter before revoking the permission
- ‘Shortfall’ – generates shortfall letter if any shortfalls identified in application

6.2 Occupancy certificate
If approved, occupancy certificate (part/full) is generated

6.3 Release mortgage
If it is full occupancy application then the Mortgage release Letter is also generated automatically along with occupancy certificate
Vijayawada Municipal Corporation
TOWN PLANNING SECTION

RELEASE OF MORTGAGE DEED

File No. : 1073/0510/8/VMC/VID/2017/OC1

Date : 25 September, 2018

From

COMMISSIONER
Vijayawada Municipal Corporation
District: Krishna

To,

THE SUB REGISTRAR OFFICE
District: Krishna

Sir / Madam,

Sub: Vijayawada Municipal Corporation - Town Planning Section- Proposed construction of Building Permission on NEAR DOOR No: 3-1-250, Vidyadharpuram, Vijayawada, Krishna Release of Mortgage - Regarding


It is to inform that this office vide BA No. 1073/0510/8/VMC/VID/2017/OC1 dated 25 September, 2018 has accorded building permission for the construction of Residential building Ground Plus Upper floors mortgaged an extent of 26.87 Sq. Mt. by registration document Mortgage Deed No. 3633/2017 dated 03 April, 2017 situated at NEAR DOOR NO: 3-1-250, Vidyadharpuram, Vijayawada, Krishna while getting approval. Now the applicant
7 View Application Status

7.1 View application status

3. After commissioner approval, the application is forwarded to the concerned LTP console

- Based on commissioner’s recommendation, the application is displayed under respective menu options on left side
  
  - If approved – application is displayed in “Approved files” of left menu option
  
  - If Rejected - application is displayed in “Revoke” of left menu option
If shortfalls – application is displayed in “Shortfall” of left menu option

- LTP can view the application and download the occupancy certificate and shortfall/rejection letters from portal
- LTP / Applicant receive SMS alerts on application status to their registered mobile numbers

### 8 Search application

- Search application at home page
- Search Application at login page based on District ULB or UDA selected in home page
  - Here you can find based on Applicant name or Architect(LTP) name or permission type or case type or file no.
  - Also you can track application status with whom it is by double clicking on B.A No.