

## Standard Operating Procedure

### Name of Service : Building Plan Approval

**Sub services: : (Non -Residential Flow) – Commercial/Group Housing and Multi Dwelling unit**

Step	Documents/ Information Needed	Timelines	Contact Person
<b>Applicant Visits Website</b>	<ol style="list-style-type: none"> <li>1. For fresh Applicant they can visit at <a href="http://www.mddaonline.in">www.mddaonline.in</a> and create new account.</li> <li>2. Already registered applicant can apply for the building plan using his/her login credentials on MDDA Portal.</li> </ol>	--	-
<b>Application for Building Plan Approval</b>	Applicant will select “Map Application New Submission” form after successful login into his/her dashboard.		
<b>Proposal</b>	<p>On clicking “New submission” a new application form will open where applicant has to fill building/site information and owner information.</p> <ul style="list-style-type: none"> <li>- Building/site information: applicant has to fill Plan Type, Property Category (Non Residential), Site Purpose , Total No. of dwelling units(for group housing mandatory to mention EWS units also), Area, Building Details (category, Property Number, Survey/Khasra No. (Old), Survey/Khasra No. (New), address details, site, village and landmark).</li> <li>- Owner information: Applicant has to fill owner details like name, Father/Spouse Name, address, contact number, photo, co applicant details and email ID. Architect name and contact details .Save application form.</li> </ul>		
<b>Building detail, Documents, drawing</b>	Applicant has to provide all the technical details on the application form in respect to the proposed map drawing. Attach all the mandatory documents like cad drawing file(s), Duly Signed Scanned Map, Map (Auto Cad File) , Sanctioned Plan, Sale Deed/Gift Deed/Will Deed/Any Other Deed ,Mutation / Assessment and Any other document (if required).		
<b>Payment</b>	<p>Submission charges as per Bye-Laws need to be charged to the applicant.</p> <p>Thereafter, Challan will be generated and payment can be made through online payment gateway by credit card, debit</p>		

	card, net banking, sms alert		
<b>Proposal Flow</b>	After filling the information and attaching the required documents and drawing, applicant can send the file to MDDA by clicking on "SUBMIT". After making payment successfully Map File No. will be generated automatically and alert will be sent to applicant through SMS on mobile number and Email.		
<b>Map Clerk/sector clerk verification</b>	Once submission fee is deposited , the file goes to verification clerk for verification of documents submitted and form is filled properly or not and allocates sector): if any issue is find then the file is sent back to applicant with objections otherwise it is accepted and moved to the next level		
<b>Draftsman verification/ Lekhpal verification (Files randomly allocated)</b>	<p>* After verification of clerk (Files randomly allocated to one of the draughtsman for land use verification). If land use is ok then file goes to next level otherwise it goes to AE(or as decided by authority) and he rejects it.</p> <p>* Verification of ownership is done in parallel to land use verification. If ownership is ok then file goes to next level otherwise it goes to AE(or as decided by authority) and he rejects it</p>		
<b>JE (Files are randomly allocated)</b>	Technical observation and charges calculation is done (once land use and ownership is found ok then files goes to JE). If there are any issues with the plan then objections are intimated to applicant through AE other-wise development charges are calculated and file is sent to next level (AE for further approval process as decided by Secy VC).For now AE is the final approver for single dwelling residential category.		
<b>Ex. Engineer</b>	Rechecks all prior recommendations, and approves/rejects (single dwelling residential). Ex. Engr is responsible for all the communication with applicant		
<b>Secretary</b>	recommends Approval / Rejection		

<b>VC</b>	Approval / Rejection		
<b>Cashier</b>	Once file is approved, applicant is intimated the approval charges via mail/sms/portal. Applicant may visit cashier to deposit approval charges or fee can be deposited online as well through integrated Payment Gateway.		
<b>Applicant</b>	Once fee is deposited the map is delivered to applicant with digital signature on it. Delivery points are (mail and portal)		
<b>File Status Tracking</b>	To track the status of applicant file, Search option is available in to the login page. Applicant has to enter the reference number of file in the search box to obtain the file detail.		
<b>Download Certificate</b>	To download the Approved certificate, download option is given at the login page where applicant has to enter the file reference number and clicks on download.		
<b>Intimation to applicant</b>	All objections, Rejection, Approval related concerns are shared with applicant through portal / mail / sms.		
<b>File Movement</b>	Any user can send file to any concerning dept/section/employee to seek any particular query or concern.		
<b>File Reassign</b>	System allows reassigning file to any other user/employee to complete the processing as and if required.		
<b>Sector reassign</b>	If required a file is also reassigned with new sector.		
<b>NOC</b>	<p>For the application where JE has asked for any NOC, those maps are delivered only after NOC approval process.</p> <ul style="list-style-type: none"> <li>• If required JE will ask for the concerning dept regarding the NOC.</li> <li>• NOC requirement letter is dispatched with relevant documents to the concerning dept.</li> <li>• Clerk is scanning and uploading the NOC received</li> <li>• JE is verifying the uploaded NOC</li> <li>• Approving authority as per flow is approving the NOC</li> </ul>		