

Standard Operating Procedure

Name of Service : **Compounding of unauthorised construction**

Sub services : : **(Residential Flow)** – Single Dwelling unit [Compounding]

Timeline: Whole process needs to be completed within 15 days.

Previous Approval: Basis for approval:

Step	Documents/ Information Needed	Timelines	Contact Person
Applicant Visits Website	<ol style="list-style-type: none"> 1. For fresh Applicant, they can visit at www.mddaonline.in and create new account. 2. Already registered applicant can apply for the building plan using his/her login credentials on MDDA Portal. 	--	--
Application for Compounding of unauthorised construction	Applicant will select “Map submission” form after successful login into his/her dashboard.		
Proposal	<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"> - Building/site information: applicant has to fill Plan Type(Compounding), Property Category (Residential/Non Residential), Site Purpose(group housing, Single dwelling, Multi dwelling) , 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, landmark) - 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. 		
Building detail, Documents, drawing	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).		
Payment	Submission charges as per Bye-Laws need to be charged to the applicant.		

	Thereafter, Challan will be generated and payment can be made through online payment gateway by credit card, debit card, net banking, sms alert		
Proposal Flow	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.		
Map Clerk/sector clerk verification	The proposal comes to MDDA where map clerk or sector clerk verifies the information and the documents. If any gap found the application is send back to applicant objecting the concern. An alert/email is sent to applicant and architect regarding the objection raised. Objection if not clarified within 7 days the file is rejected and submission charges fortified.		
Draftsman verification/ Lekhpal verification (Files randomly allocated)	<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>		
JE (Files are randomly allocated)	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).		
Sector AE (selected sector based AE)	Rechecks all prior recommendations, and approves/rejects (single dwelling residential). AE is responsible for all the communication with applicant		

JS / SE	JS / SE are Final Approvers for compounding single dwelling residential maps		
Cashier	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.		
Applicant	Once fee is deposited the map is delivered to applicant with digital signature on it. Delivery points are (mail and portal)		
File Status Tracking	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.		
Download Certificate	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.		
Intimation to applicant	All objections, Rejection, Approval related concerns are shared with applicant through portal / mail / sms.		
File Movement	Any user can send file to any concerning dept/section/employee to seek any particular query or concern.		
File Reassign	System allows reassigning file to any other user/employee to complete the processing as and if required.		
Sector reassign	If required a file is also reassigned with new sector.		
NOC	<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"> • If required JE will ask for the concerning dept regarding the NOC. • NOC requirement letter is dispatched with relevant documents to the concerning dept. • Clerk is scanning and uploading the NOC received • JE is verifying the uploaded NOC • Approving authority as per flow is approving the NOC 		