

Standard Operating Procedure

Name of Service : Detailed Inspection Procedure- Junior Engineer

Sub services:

Timeline:

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 Building Plan Approval	Applicant will select "Map Application New 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, Property Category (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, 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.		
Payment	<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 card, net banking, sms alert</p>		

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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)	<ul style="list-style-type: none">• 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.• 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.		
JE (Files are randomly allocated)	After the Lekhpal & Draftsman successful verification the file is randomly allotted to any of the JE for further process.		

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<p>Applications in CTO</p>	<p>After Logging into the system, the JE has access to the JE Dashboard which provides the entire information on one page like my profile, system alerts, and web mail, Notifications, Help Section, User Details and the Status of each of the previous submitted files. Separate modules appear on the JE(s) dashboard, and the JE has to click on “Online Map Approval System” module. It will expand then click on “MAP PROCESSING>> Completion Certificate Processing” where the submitted applications by applicant appear. The JE here can access various features like document check, site inspection, and scrutiny and then forward the applications to the next level for further processing on the application</p>		
<p>JE Dashboard</p>	<p>After login with JE “Online Map Approval System” module JE can track applications like “In Process”, “Approved Files”, and “Objected Files”. JE has to click on “Completion Certificate Processing” to see the status of the pending files. To verify the document and scrutiny of the drawing, JE has to select the application number like “MAP/P/R/1234/15-16”. On the dashboard of JE all the relevant details like the “applicant details”, “site details”, enclosures, map history and “drawing scrutiny” appear.</p>		
<p>Document Receive</p>	<p>Junior engineer has to first receive the document by individually checking the attachment in the enclosures tab and then has to specify whether map data matches with the application form data.</p>		
<p>Document Verification, Objection & Confirmation</p>	<p>Junior engineer has to verify the document by clicking on “Verify the Document” tab. The JE then checks the individual documents after which JE has to raise the objection with remark by clicking on remark field and write a notice in the note sheet to correct the document after which JE has to send the application back to the applicant to upload correct documents or NOC. So till the time all the documents uploaded is found okay, there is loop between the JE and the Applicant. As soon as the documents uploaded are confirmed as okay, then the next step happens.</p>		
<p>Site Inspection CTO</p>	<p>After the confirmation on the documents, the Site Visit is scheduled for inspection. The type of inspection is determined by the Risk Category of the Building.</p> <p>The JE then confirms an appointment with the applicant. After confirmation on the appointment, the JE schedules a Site Inspection</p>		
<p>Start of Inspection</p>	<p>After reaching the site location, the JE then note down the measurements and inspection details and feeds in the system later.</p>		
<p>Checklist for Inspection</p>	<p>JE carries the Site Inspection Checklist for the Inspection</p>		
<p>Time line for Submission</p>	<p>Once the Site Inspection is completed, the JE is supposed to again log in to the system through his allocated ID and Password on the MDDA ERP and enters his report</p>		

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Save the details	After filling the required details JE has to save the details by clicking on Save button on the right top of the web form.		
Site visit report	JE can see the Site visit report by clicking on “Notes Tab” in ERP		
Objected files	<p>After the Site Inspection is completed, the JE can resend the application to the Applicant if any inconsistency is found between the proposed plan and site conditions. The JE can add remarks in the note sheet as well which guides the applicant to take corrective action.</p> <p>The JE also requests the applicant at this stage to provide the NOCs of various departments that are concerned with the granting of construction permit at the location chiefly amongst them Fire Dept. and Pollution Dept. However applicant is conditional approval and maps are released once all the NOC's are submitted</p>		
Resend the application to MDDA	If any objection found in the application, as notification the Email or SMS alert will received by applicant after which applicant has to correct the document or if objection raise for issue NOC then applicant has to attach the NOC by logging in to the MDDA portal and send to MDDA.		
Drawing scrutiny	If all document and site inspection is Ok then JE can proceed for the Drawing Scrutiny by clicking on the “Enclosures” Tab		
Manual Scrutiny of Building Plans	<p>JE verifies it manually and puts in his details:</p> <ul style="list-style-type: none"> • The JE highlights a list of entities deviating bye-laws and will inform the client for necessary corrections. • The required tables like area statement, FAR (Floor Area Ratio) table per building, summary of FAR calculations, opening schedules, water/parking calculations, triangulation area for plot will be automatically inserted in the drawing. • Area block diagram with dimension, required margin regions, coverage per building etc. will be checked by JE. • JE will also identify the building as high-rise buildings or low-rise buildings based on number of floors and accordingly respective rules will be applied. • JE will also identify margins and coverage area. 		
Objection in Drawing Scrutiny Report	Once drawing scrutiny is complete , JE will create a scrutiny report .If any issues found in the scrutiny report of the building plan, JE has to write the remark in the note sheet about the objection raised in the drawing of building plan and send back the application to applicant. Applicant will have to rectify the issues that have been found in the building plan submitted and resend the modified building plan as per the applicable building bylaws. The step will be in loop till the time modified building plan is submitted as per the applicable building by		

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	laws.		
Send to Assistant Engineer	If all attached document and site inspection report are checked as ok then junior engineer has to send the file to Assistant Engineer.		