Soft Tech

# User Manual Completion cum Occupancy

# **Consultant Login**

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Automatic Building Day Americal System (ADDAS)	
Automatic Building Plan Approval System (ABPAS)	
	Under the Initiatives of UADD
	(Government of Madhya Pradesh)
	A
	xyz ×
	Bemember Me
	Forgot Password
	Login ?
	Raise an Issue/Concern
User can raise the Ticket by clicking "Raise an Issue/Concern" option for help (Click here) ओंटों ही सी आर सेल में आयुक्त , अपर आयुक्तगण , शाखा के प्रभारी ऐम आई	सी मेंबर , मुख्य नगर निवेशक श्री विष्णु खरे के अल
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#### Step-1

- 1. Go to the tab of Completion cum Occupancy in Left Menu
- 2. Click on the Completion cum Occupancy

۵	Status	~					need t occupa	to click on completion cu ancy	m	Completion cum	Occupanc
	Status		٥	Enter keywon	ds to search for					F	iter Clea
Ŀ	Download	<	- 0	Permissior Type	File No	Consultant	Ow	ner's Name 🗧	CaseType	Proposal Date	Modified On
			*	30 Days	chandratest123	qwqw	EQWE		New Detail Plan	8/11/2017	8/11/2017
h	Pre Scrutiny	1	*	30 Days	chandra123	chandra123	chandra123		New Detail Plan	31/10/2017	31/10/201
		-	*	30 Days	chandra123	chandra123	chandra123		New Detail Plan	31/10/2017	31/10/201
2	Proposals	<	*	30 Days	IMC/3373/Z11/W48/2016(Res-12)	Nitin Baj	1.) SMT. LEELA BARJATIYA , 2.) RAHUL BARJAT	W/O SHRI SANATKUMAR SMT. PAYAL W/O SHRI TIYA	New Detail Plan	28/8/2014	28/10/201
1	Parallel Flow	<	*	30 Days	231234312	WEQWE	EREWREW		New Detail Plan	25/10/2017	25/10/201
			*	30 Days	Test/0235	Test Name	Test		New Detail Plan	25/10/2017	25/10/201
ŀ	Query Details	<	*	30 Days	test2	sadasd	wqeqwe		New Detail Plan	25/10/2017	25/10/201
2	Commencement Notice	<	30 Days IMC/2704/Z14/W79/2016		IMC/2704/Z14/W79/2016(Res-6)	Nitin Baj	PURVA CONSTRUCTION COMPANY, Partner:-1) Smt. Kalpana Gupta w/o Shri Dilip Gupta, 2) Shri Bhupesh Sanghavi s/o Late Shri Jayantilal Sanghavi, 3) Shri Pankaj		New Detail Plan	18/6/2016	25/10/2017
Ð	Plinth Level Inspection	<					Mantri s/o Shri F Shri Siddharth J	adam Kumarji Mantri , 4) ain s/o Shri Prakash Jain			
			*	24 Hour	Test/OC01/2017	TestAR	Test Owner		New Detail Plan	24/10/2017	24/10/201
1	Service Certificate	<	*	30 Days	IMC/0832/Z18/W63/2017(Res-5)	Nitin Baj	INDIAN RED CF SMT GLENCY S	, ROSS SOCIETY INDORE ,( SHISHU RAKSHA KENDRA)	New Detail Plan	23/2/2017	6/9/2017
b	Completion cum Occupancy	~	14	1/1	20 E1						
	Completion cum Occupancy		Q	Total Number Total Number	per of Proposals : 10						
-	Approved	_									

# Step-2 Case: - Yes Condition

1. If you have Online Building Permission then select 'yes'



- 2. If you select yes option then enter the Online Building Permission number
- 3. All the details should come automatically
- 4. Click on Appendix E-3 and E-4. Download both forms and fill them
- 5. Attach the forms in Document tab
- 6. Click on 'Intimate Now and the file will be sent to ZBC.

		≣	Nittin Baj [ Architect ]	Latron but on		na Salah ang Salah
命	Status	~	* Did you obtain Building permission online ?	● Yes ◎ No	Click on Appendix E-3 and I to download the form for Completion cum occupanc	5-4
_	Status		* Building Permission No.	IMC/3373/Z11/W48/2016		Appendix E-3 (Click here)
밀	Download	<	-			Appendix E-4 (Click here)
Ð	Pre Scrutiny	<	* Sanctioned On	12 September, 2016	* Permission Valid Till Date	12 September, 2019
ŋ	Proposals	<	* Whether intimation for	⊙ Yes ◎ No		
Ð	Parallel Flow	<	commencement of work was given :			
말	Query Details	<	* Whether intimation for Plinth was	Ves No		
Ð	Commencement Notice	<	given ?	0.03 0.00		
Ð	Plinth Level Inspection	<				
Ð	Service Certificate	<	* Required (Plinth Part / Full)	Part v		
9	Completion cum Occupancy		* Whether intimation for Service was	⊙ Yes ◎ No		
	Completion cum Occupancy		given :			
	Approved					
			Completion cum Occupancy Date			
命	Status	·	* Did you obtain Building permission	© Yes ◯ No	In Yes condition need to enter the build permission no and click on Get Details	
	Status		* Ruilding Permission No		button. All the details will come automatically	
ŋ	Download	<.	building remission no.	IMC/3373/Z11/W48/2016		
ŋ	Pre Scrutiny	<	* Sanctioned On	12 September, 2016	* Permission Valid Till Date	12 September, 2019
ŋ	Proposals	<	* Whether intimation for	🖲 Yes 🔘 No		
ŋ	Parallel Flow	<	commencement of work was given r	_		
망	Query Details	<	* Whether it was given online ?	🖲 Yes 🔍 No		
ŋ	Commencement Notice	<	*Date of Commencement (Work Start Date)	10/20/2017		
<b>D</b>	Plinth Level Inspection	<	* Whether intimation for Plinth was	🖲 Yes 🔍 No		
9	Service Certificate	<	given ?			
9	Completion cum Occupancy		* Whether it was given online ?	• Yes O No		
	Completion cum Occupancy		*Plinth Completion Date	10/26/2017		
	Approved		* Required (Dinth Dart / Full)			
			negaleu (Filitit Fait / Full)	Dort		
			* Whether intimation for Service was	Vor No		

#### Step-3

- 1. Enter the Remarks
- 2. View documents and click on Document Received and the file will be sent to BI



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		≡	NARENDRA VUAYVARGIYA [ Zonal Building Cle	11/09/2017		
۵	Status	~	Completion cum Occupancy Date	09/11/2017		
Ð	Proposals	<	* Is this highrise case ?	Ves No		Click on Document received button and file will go to Bl
Ð	Parallel Flow	<	* Remarks			
Ð	Outward	<	Ente	er Remarks		Document Received
Ð	Memo List	<	Application Details Documents	Remarks		
ŋ	Plinth Level Inspection	<	Consultant (Architect/Structural Engin	eer/Supervisor)	Building Datails	-
말	Service Certificate	<	Details of Building Permission	eer/ Supervisor)		
Ð	Completion cum Occupancy		Architect Architect	Ŧ	Building Name were	dential Y
	Completion cum Occupancy		Name		Ruilding Sub Lice	Gential
	Approved		Reg No asaataaa		Resi	dential (dwelling)
ይ	Profile	<	Mobile No. 12412412	41	No. of floors 2	
			Site Address	П	Owner Details	n
					Name FOWF	

#### Step-4

- 1. Enter site visit done date manually and fill the remaining details accordingly
- 2. Save and Publish the inspection checklist

Completion cum Occupancy Inspection List	Save and publish the inspection list
Enter Site visit done date manually and fill the remaining details accordingly.	
* Site Visit Done Date :	08/11/2017
1. Is Construction done as per approved drawing?	●Yes ◎No
2.If yes, Construction done as per approved drawing �	
a. Is Drinking water line available?	●Yes ◎No
b. Is electricity connection available?	⊙Yes ●No
c. Is sewage and drainage connection proper?	⊙Yes ●No
d. Is building material removed from the site?	●Yes ◎No
e. Is site clean, neatly maintained and no seepage or leakage in walls?	● Yes ●No
3. If no, construction done as per approved drawing -	
a. Is there any violation done at constructed building, can it be rectified? If it can I be rectified then municipal engineer shall issue certificate after demolition of violated area, or reconstruction.	●Yes ◎No
Front (m)	
Rear (m)	
Side 1 (m)	
Side 2 (m)	
b. Is MOS vollated at constructed site?	©Yes ◎No

### Step-5

1. Click on Document verification and file will be sent to BO



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		≡	Suresh Chouhan [ Buildin	g Inspector (HO), Zone-07	1 11/09/2017	hile, en He		الألدانية ويستطيبه	
匬	Status Status	~	Completion cum Occ	supancy Date	09/11/2017	i		Fill inspection checklist and click on Document verification.	
말	Proposals	<	<ul> <li>Is this highrise case</li> <li>Remarks</li> </ul>	•?	Ves No		1	File will be sent to BO.	
말	Parallel Flow	<						Inspection Checklist	
말	Outward	<			Enter Remar	ks		Document Verification	
Ð	Memo List	<	Application Details	Documents Rem	arks				
말	Commencement Notice	<							
ŋ	Plinth Level Inspection	<	Consultant (Architec	t/ Structural Engineer/	Supervisor)		Building Details		п
말	Service Certificate	<	Details of building P	ermission			Building Name	werewr	
Ð	Completion cum Occupancy		Architect	Architect	Ŧ		Building Use	Residential	
	Completion cum Occupancy		Name	dwdm			Building Sub Use	Residential (dwelling)	
	Approved		Reg No.	21341243			No. of floors	2	
2	Profile	<	Mobile No.	1241241241					
							Owner Details		Π
			Site Address			Π			

#### Step-6

- **1.** BO is approving authority
- 2. Click on Approve button and the file will be approved.
- 3. If the case is high rise then certificate will be received by the applicant otherwise not needed.

	CORPORATION				Build	ling Officer Console	AutoDCR
elcome Mr padvendra singh ku	ushwah ( Building Officer )	(HO) )					1.000
Chaburg	Completion cum Oc	cupancy Date	09/11/2017	<b></b>			
Status	<b>^</b>						
Bronocale	* la this bishaise and	- 2					
In Process	is this highlise cas	er	U Yes U No	1			
Approved	* Remarks						
Rejected							
Digital Drawing Sign Pending	-					Inspection Checkli	5 Approve
Digital Drawing Signed							
Digital Certificate Sign Pending	Application Details	Documents Rer	narks				
Digital Certificate Signed							
Final Approved							
Dutward	Consultant (Archited	t/ Structural Engineer	r/ Supervisor)	В	uilding Details		
Outward	Details of Building P	Permission	•		ana ana 🖌 amangana		
Memo List					22		
Update Memo	and an and a second second		(mark)		Building Name	werewr	
Plinth Level Inspection	Architect	Architect	$\sim$		Building Lise		
Plinth Inspection					balang ose	Residential	~
Approved	Name	qwqw			Building Sub Lise		
Service Certificate	Rea No.	21241242			Salong Sob Soc	Residential (dwelling)	~
Service Notice		21041240			No. of floors		
Approved	Mobile No.	1241241241			1.151.51.05765	2	
Completion cum Occupancy >>Completion cum Occupancy							
Approved	Second Second			C	wner Details		
Pendency Reports	Site Address						
Official Pendency			SC - 12		Name	EOWE	
Pendency Report	∠one	Zone-07	$\checkmark$				
Approved Reports	Ward				Email Id	C	
Approved Cases	11010	Ward-31	$\checkmark$		Mobile No	0000000	
Sanction Report	Colony	Kannu Patel k	i Chawl		HIGHIG HG.	232 3 213	
Conceral Bonorts		Kannu Pater K	1 CHOWI		Aadhar No.	414024204204	