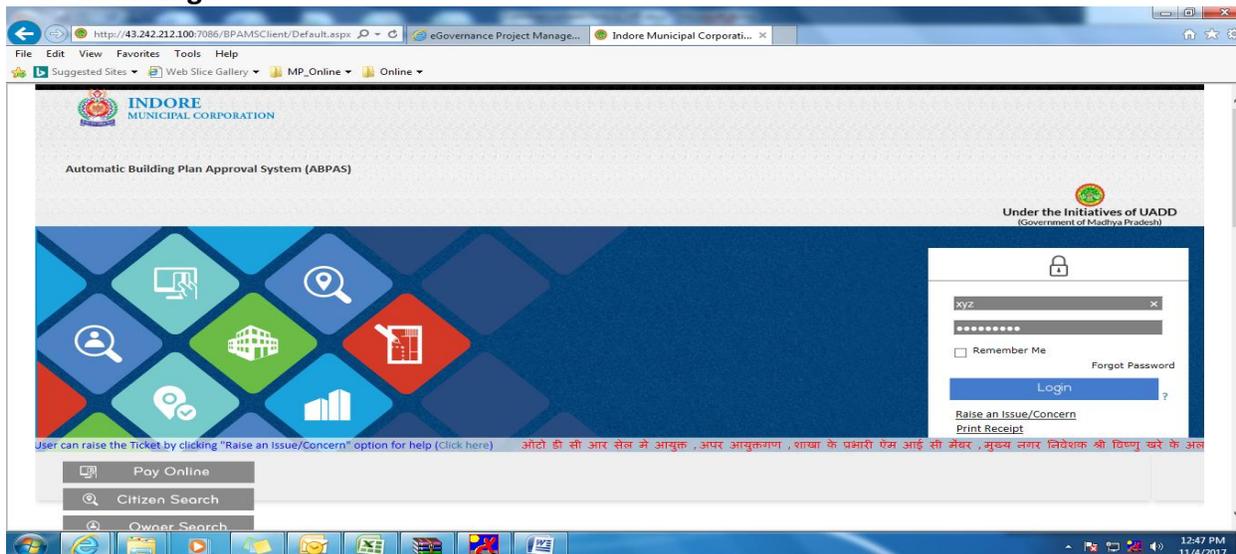


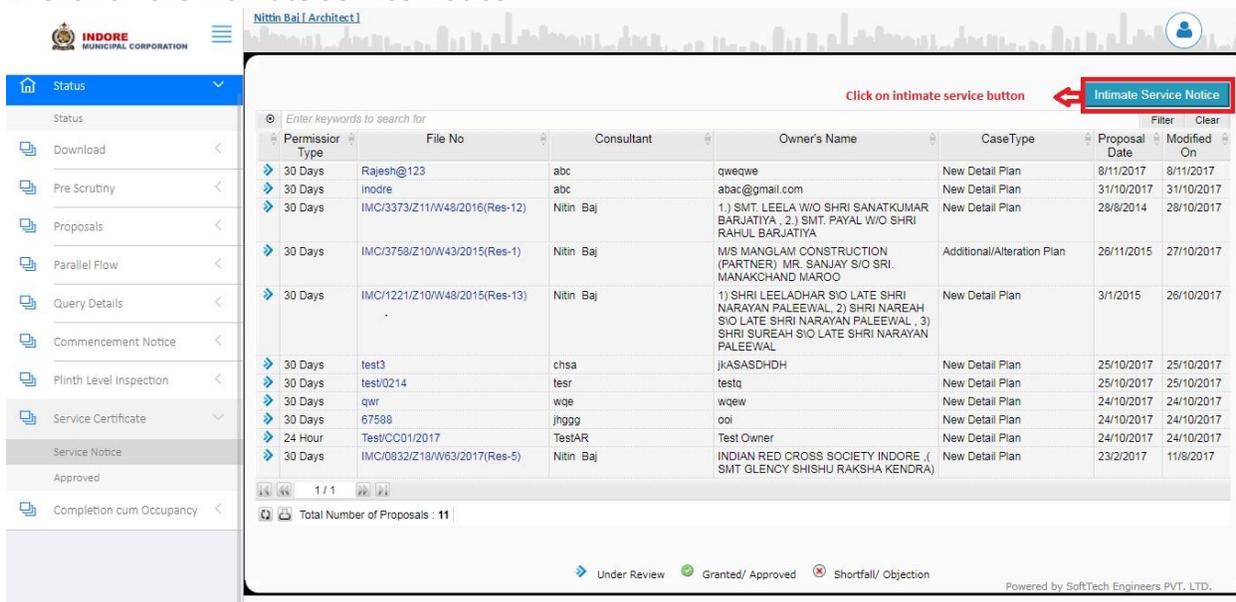
User Manual Services Notice

Consultant Login



Step-1

1. Go to the tab of Service Certificate in Left Menu
2. Click on the Intimate Service Notice



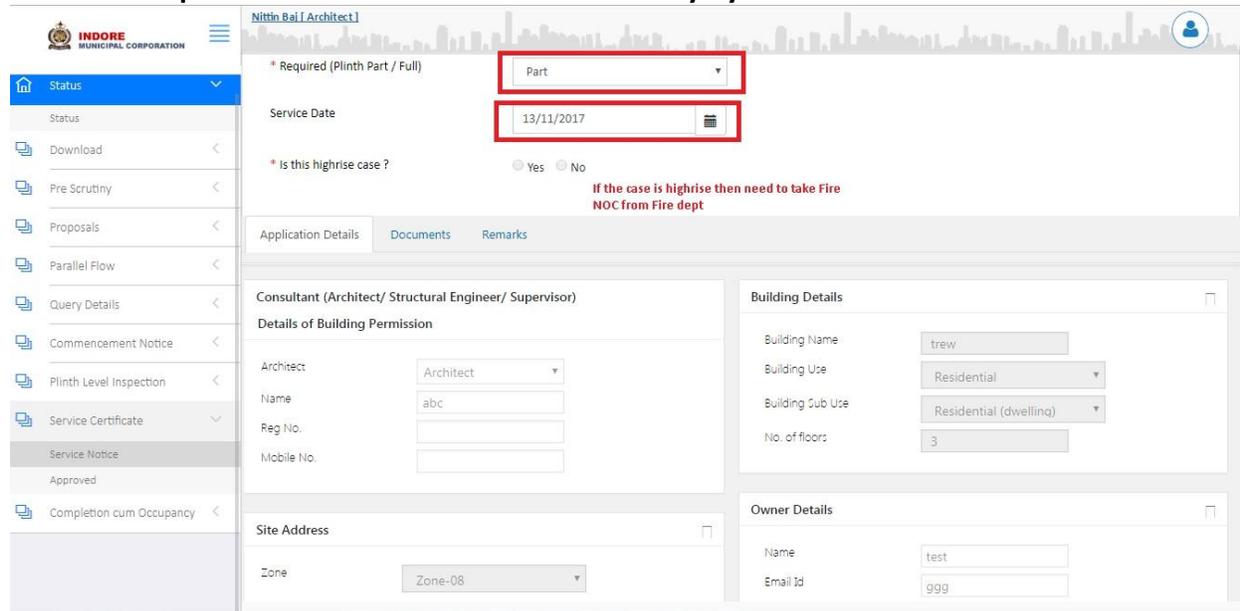
Step-2

1. After clicking on Intimate Service Notice following screen open
2. Here also two Condition Yes And NO

Step-4

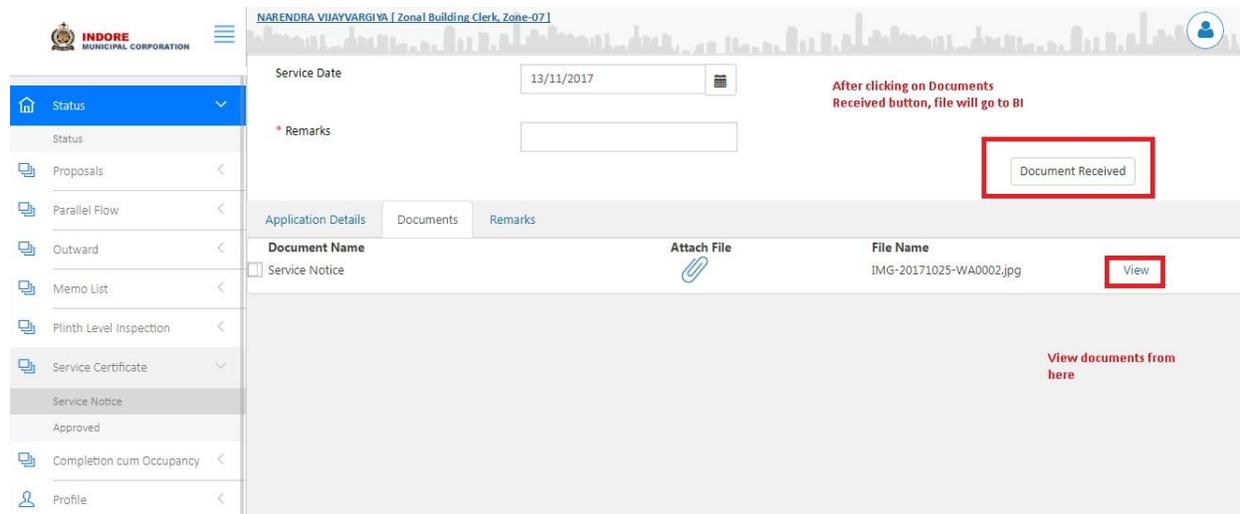
Case: - NO Condition

1. If you do not have Online Building Permission then select 'NO'
2. If you select no option then enter manually the Building Permission number
3. All the required details have to be filled manually by the consultant.



Step-5

1. If Case is highrise then take Fire NOC from Fire department
2. Click on Save and intimate after attaching documents. File will go to ZBC.



Step-6

1. ZBC will receive the documents
2. Enter the Remarks
3. Click on Document received button and the file will proceed to BI

* Site Visit Done Date :

15/11/2017 

Enter site visit done date and fill accordingly

1. Is Construction done as per approved drawing? Yes No

2.If yes, Construction done as per approved drawing 

a. Is building material removed from the site? Yes No

b. 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't 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 violated at constructed site? Yes No

c. If MOS violated is compoundable? If it is not compoundable then only after demolition municipal engineer shall issue certificate. Yes No

d. If done Construction is for such a purpose which may affect health and convenience of nearby residents according to authority opinion. Yes No

3. If the building constructed above the municipal sewers, sewage drain or mains or under transmission line. Yes No

4. If the owner has explained all necessary measures to the authority for securing the construction work from unsocial elements. Yes No

5. Distance of nearby police station from constructed building.

6. If building use has not been clarified by the authority that it would be used for people gathering like cinema, theater, general worship. Yes No

7. Is there any corporation tax pending on the constructed building till date? Yes No

Step-7

1. BI receives the file and fills the inspection checklist as shown above
2. Enter the Site visit date manually

Service Inspection List

Save and Publish the service inspection checklist

Save Publish

* Site Visit Done Date :

15/11/2017 

1. Is Construction done as per approved drawing? Yes No

2.If yes, Construction done as per approved drawing 

a. Is building material removed from the site? Yes No

b. Is site clean, neatly maintained and no seepage or leakage in walls? Yes No

3. If no, construction done as per approved drawing -

Step-8

1. Save and Publish the Service inspection checklist.

Step-9

1. Enter the Remarks
2. Need to click on Document verification and file will proceed to BO (approving authority)

Step-10

1. BO is approving authority. He will approve the proposal.
1. If the case is High rise then generate a certificate for the same otherwise not needed.