

# **User Manual Services Notice**



Under Review Granted/ Approved Shortfall/ Objection

Step-2

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

ed by SoftTech Engineers PVT, LTD



		≣	Nittin Bai [ Architect ]	Introduction.	an lle		a lange da		hander 🕘 👝
۵	Status	~	* Did you obtain Building permission online ?	• Yes No					
	Status		* Building Pormission No				click on get details		Sopulae Nation (Click bara)
말	Download	<	Enter File number	IMC/5212/Z07/W32/2016		Get Details Clic	k on Service Notice to dov	vnload 🧲	Service Notice (Click Here)
ŋ	Pre Scrutiny	ŝ.	* Sanctioned On			* Permission Vali	Form Till Date		
ŋ	Proposals	<	* Whether intimation for	🔍 Yes 🔍 No					
말	Parallel Flow	<	commencement of work was given :						
IJ	Query Details	<							
말	Commencement Notice	<	* Whether intimation for Plinth was given ?	◎ Yes ◎ No					
Ŀ	Plinth Level Inspection	Ś							
ŋ	Service Certificate	~	* Pequired (Digth Part / Full)						
	Service Notice		hequired (Finite Fait / Fuil)	Select	v				
	Approved		Service Date		=				
ŋ	Completion cum Occupancy	¢.	* Is this highrise case ?	0 Yes 0 No					
			and the regime case :	U TES UNO				Intimate Nov	v

**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.** Then entering the file number you will get the Building permission details sanction date and Permission Valid Date
- 4. If you select yes then all the details of plinth should come automatically with Date.
- 5. Here you have to select yes in intimation commencement of work.
- 6. Commencement notice given only online.
- 7. If it is taken online then date of commencement will come automatically.
- 8. In Required plinth tab you can apply for full or part.
- 9. In service date consultant need to enter date manually.

			Nittin Bai [ Architect ]	a a latera	at data
-	MUNICIPAL CORPORATION		* Building Permission No.	test3	Service Notice (Click here)
囧	Status	× 1			
	Status		* Sanctioned On	02/10/2017	Permission Valid Till Date 02/10/2020
먄	Download	<	* Whether intimation for commencement of	Yes  No	
망	Pre Scrutiny	<.	work was given ?		If selected No, then Name of the consultanat and the registration no should be enetered
먄	Proposals	<	* Whether it was given online ?	🔍 Ye: 💽 No	manually. When we apply for the commencement, that time the Date of
먄	Parallel Flow	<	*Date of Commencement (Work	03/10/2017	commercement will come as entered
망	Query Details	<	Start Date) 🕕	00/10/201/	
9	Commencement Notice	<	* Name of Architect/ Structural Engineer/Supervisor		
몃	Plinth Level Inspection	<	* Registration Number		
9	Service Certificate		* Whether intimation for Plinth was given ?	• Yes O No	If coloring No. then News of the
	Service Notice		* Whether it was given online ?	O Yes O No	consultant and the registration no should
	Approved			- 10	be entered manually. When we apply for Plinth, that time the plinth completion
먄	Completion cum Occupancy	<	"Plinth Completion Date	13/11/2017	date will come as entered
			* Name of Architect/ Structural Engineer/Supervisor		
			* Registration Number		

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**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.

		≡	<u>Nittin Baj [Architect]</u>	11	alberta (		هاديراني	Inequality of the last	
ඛ	Status	~	* Required (Plinth Pa	art / Full)	Part	۲			
	Status		Service Date		13/11/2017	<b>m</b>			
Ð	Download	<	* Is this highrise case	• ?	Vor No				
ŋ	Pre Scrutiny	<			If N	the case is highrise then IOC from Fire dept	need to take Fire		
망	Proposals	<	Application Details	Documents Rer	narks				
몃	Parallel Flow	<							
ŋ	Query Details	<	Consultant (Architec	t/ Structural Engineer	r/ Supervisor)		Building Details		
및	Commencement Notice	<	Details of Building P	ermission			Building Name	trew	
Ð	Plinth Level Inspection	<	Architect	Architect	v		Building Use	Residential	
9	Service Certificate		Name Reg No.	abc			Building Sub Use	Residential (dwelling)	
	Service Notice		Mobile No.				No. of hoors	3	
	Approved								
및	Completion cum Occupancy	<	Site Address				Owner Details		
			Zone	Zone-08	Ŧ		Name Email Id	test 999	

## 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.

		≣	NARENDRA VIJAYVARGIY	A [ Zonal Building	<u>c Clerk, Zone-07 ]</u>	Ant	hand the second second	
			Service Date		13/11/2017	<b></b>	After clicking on Documents	
窳							Received button, file will go to BI	
	Status		* Remarks					
Ð	Proposals	<					Do	cument Received
ŋ	Parallel Flow	<	Application Details	Documents	Remarks			
망	Outward	<	Document Name			Attach File	File Name	_
Ð	Memo List	<	Service Notice			Ø	IMG-20171025-WA0002.jpg	View
9	Plinth Level Inspection	<						
Ð	Service Certificate							View documents from here
	Service Notice							
	Approved							
9	Completion cum Occupancy	<						
8	Profile	<						

Step-6

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- 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 :	Enter site visit done	15/11/2017	8
1. Is Construction done as per approved drawing?	date and fill	●Yes ◎No	
2.If yes, Construction done as per approved drawing �	accordingly		
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 $\Phi$ t be rectified then municipa demolition of violated area, or reconstruction.	l engineer shall issue certificate after	● Yes ◎No	
Front (m)		2.2	
Rear (m)		2.5	
Side 1 (m)		4.5	
Side 2 (m)		4.2	
b. Is MOS voilated at constructed site?		●Yes ◎No	
c. If MOS voilated is compoundable? If it is not compoundable then only after demolition municipal engineer s	hall issue certificate.	⊙Yes ●No	
d. If done Construction is for such a purpose which may affect health and convenience of nearby residents acc	ording to authority opinion.	⊙Yes ●No	
3. If the building constructed above the municipal sewers, sewage drain or mains or under transmission line	0	● Yes ◎No	
4. If the owner has explained all necessary measures to the authority for securing the construction work from	n unsocial elements.	©Yes ●No	
5. Distance of nearby police station from constructed building.		5m	
6. If building use has not been clarified by the authority that it would be used for people gathering like cine	na, theater, general worship.	©Yes ●No	
7. Is there any corporation tax pending on the constructed building till date?		●Yes ○No	

- 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	Ĕ
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.



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		≡	Suresh Chouhan [ Buildin * Whether intimation	ng Inspector (HO), Z on for Plinth was	• Yes No	ikli	, <sub>La la a</sub> na <sub>na d</sub> a	n the first of the state of the
匬	Status	~	given ?					
	Status		* Whether it was giv	ven online ?	Yes No			
Ð	Proposals	<	*Plinth Completion	Date	10/20/2017			
9	Parallel Flow	<						
Ð	Outward	<	* Required (Plinth P	art / Full)	Full	*		
Ð	Memo List	<	Service Date		13/11/2017	i	Need to fill inspect	ion
ŋ	Commencement Notice	<	* Remarks				the file further	laing
Ð	Plinth Level Inspection	<						Inspection Checklist
Ð	Service Certificate				Enter the remarks and	click on Document		Document Verification
	Service Notice		Application Details	Documents	Remarks	0 10 80		After filling the Inspection
	Approved		Document Name			Attach File	File Name	checklist need to click on
Ð	Completion cum Occupancy	<	Service Notice			Ø	IMG-20171025-WA00	Document verification 002.jpg View
2	Profile	<						

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

	ORPORATION				Buildi	ng Officer Console	AutoDCR
elcome Mr padvendra singh ku	shwah ( Building Officer (HC						
Status	* Required (Plinth Part	/ Full)	Full				
Status	1		1 dil				
Proposals	Service Date		40/44/0047		BO	is approving authority only. (	lick on
In Process			13/11/201/		App	prove button to approve the i	ile
Approved							
Rejected	* 5						
Digital Drawing Sign Pending	* Remarks						
Digital Drawing Signed						Inspection	Checklist Approve
Digital Certificate Sign Pending							. The sta
Digital Certificate Signed	Application Datails	Documento Rom	arke				
Final Approved	Application Details	Socuments Rell	IGINS				
utward							
Outward	Case Type			File Number		Nature Of Proposal	
lemo List	New Detail Plan			IMC/5212/Z07/W32/2016		Resi Commercial	
Update Memo							
linth Level Inspection							
Plinth Inspection	Consultant (Architect/ S	Structural Engineer/	/ Supervisor)		Sanction Details		
Approved	Details of Building Perr	mission					
ervice Certificate					Sanction Issued On Date	20 February, 2017	
>>Service Notice	acception of						
Approved	Architect					<b>A</b>	
Completion cum Occupancy	Name	NittinBaj				())	(1)
Completion cum Occupancy	Reg No.	Arch/07/2015-2	2018				
Approved	Mobile No.	0755532121			Drawing Plan	Scrutiny Report	Building Permission
endency Reports	WOORC INC.	5755552121					
Inward Cases with Building							
Official Pendency					B 11 B 1 1		
Pendency Report	Plot Details				building Details		
pproved Reports							
Approved Cases	Gross Plot Area (m2)	181			Building Name	202 SCH.NO78 PSP	
Sanction Report	Area of Road widening	10			Building Use	Resi Commercial	
General Reports		-			conding out	Contraction of the second	

#### 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.