

BUILDING PLAN USER MANUAL

GMDA



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1.0 Introduction

E-Building Plan Approval is an e-Governance service where applicants can submit application for approval of Building Plan and make payments for land situated in Controlled Area under GMDA where permission for Change of Land Use (CLU) has been granted by GMDA under GMDA Act exercising the powers of Director, Town & Country Planning Department. Online Filing automates building plan approval process and aims to put the application in public domain where the applicant submits the applications with the relevant fee submission to the Department and finally receives the approval. It enables authorities to check the application related documents and follow the approval processes.

1.1 Salient features of E-Building Plan

- Submit application online for Building Plan Approval.
- Updation of Status on key events via SMS and Email.

1.2 Minimum Hardware and Software Requirement OFA supports the following web browser:

- Chrome
- Safari
- Firefox

2.0 Getting Started

Type URL www.gmda.gov.in in the address bar of the browser.

Once the web site is connected, the Home page will appear as shown in Screen 1.

2.1 Registration:


To Register with us Click on **LOGIN** as shown in **Screen 1** below.



Screen 1

After clicking on **LOGIN** button , new screen appears as shown in screen 2 below.

Click on **Register** button, see screen 2 .



Login **Register**

click here to register for new user


Enter your registered Email

LOG IN

[Go back to homepage](#)
[Reset Password](#)

Screen 2

The user can register his profile by filling the basic information in the screen-3 below.



Login **Register**

Name Full Name

Email Email Address

Phone Number Phone No

Password

Confirm Password Confirm Password

REGISTER NOW

Name :
Enter user name

Email:
Enter user Email id

Phone No.:
Enter user Phone Number

Must be of 8 characters, contain atleast one uppercase, lowercase and a numeric character

Enter the same password as entered above

Screen 3

After filling all the details on screen 3, click on **REGISTER NOW** and screen 4 appears.

Now enter verification code received on user Email Id and Phone Number .

After clicking on **REGISTER NOW** shown on screen 4, User gets registered with us.

Screen 4

Screen 4

Now next screen appears and enter your registered Email id on this screen and click on LOGIN button as shown on screen 5.

2.2 LOGIN

Existing users can directly LOGIN by clicking on LOGIN appearing on the top right of Screen 1 then screen 2 appears. Now user can fill registered Email id in the column provided and click **LOGIN**.

On successful login user will be provided with services viz. apply for CLU, submission of public opinions, booking of stadium and building plan approval, Infrastructure development plan submission and occupation certificate.

Applicants will be able to file for various services online through Dashboard.



Login **Register**

Enter your registered Email

Enter email id entered during registration

click here







LOG IN

[Go back to homepage](#)
[Reset Password](#)

Screen 5

3.0 Apply for Building Plan Approval :

For applying building plan approval , click on **APPLY** button as shown on screen 6.

<p>Apply for CLU</p>  <hr/> <p>Apply</p>	<p>Submit Public Opinions</p>  <hr/> <p>View Details</p>	<p>Building Plan Approval</p>  <hr/> <p>Apply</p>
<p>Book Stadium</p>  <hr/> <p>Book</p>	<p>Occupation Certificate</p>  <hr/> <p>Apply</p>	<p>Infrastructure Development Plan Submission</p>  <hr/> <p>Book</p>

Screen 6

After clicking on APPLY, next screen appears as shown on screen 7.

Filing application for BP is divided into 5 steps. See screen 7.

3.1 Step 1 is for instructions. Read all the instructions carefully, then switch to step 2 either by clicking on Next button appearing at last of step 1 or by directly clicking on step 2 on the top.

3.2 Step 2 is for Applicant's details as shown in screen 7.

The screenshot shows a multi-step process with six steps indicated by numbered circles at the top. Step 2 is currently active and highlighted. The form is titled "Step 2: Applicant Details" and contains the following fields:

- Applicant Type Company/Individual: Company
- Name of Applicant: Trust/Firm/Society etc.
- Registration no.: In case of company
- Aadhaar no.: Aadhar No in case of Individual
- Authorised Person Name: In Case of company and joint ownership
- Alternate Email address: (empty)
- Contact No.: (empty)
- Correspondence Address: Mention your full Correspondence Address

At the bottom of the form are three buttons: "Previous", "Save As Draft", and "Next".

Screen 7

First column on screen 7 is Applicant type, this column has drop down as shown in screen 8 below .

Select your type from this drop down.

Step 2: Applicant Details

Applicant Type: Company

Name of Applicant: [Text Field]

Registration no.: [Text Field]

Adhaar no.: [Text Field]

Company Type Dropdown Menu:

- Company
- Firm
- Individual
- Institution
- LLP
- Society
- Trust
- Others

Screen 8

Fill all the columns as per instructions provided on screen 9 And click on **SAVE AS DRAFT** to save the entered data.

Note: Registration No. will be left blank in case of individual and Aadhar no. will be left blank for cases other than individual.

Step 2: Applicant Details

Applicant Type: Company

Name of Applicant: Trust/Firm/Society etc. *Enter name of applicant whether individual, trust, firm or society etc*

Registration no.: Registration No. Company/Firm/Institution/LLP etc. *Enter registration no. in case of company, firm, institution, LLP etc*

Adhaar no.: Adhaar No in case of Individual *Enter aadhar no. in case of individual*

Authorised Person Name: Name of authorised person *Enter name of authorised person*

Correspondence Address: Mention your full Correspondence Address *Enter your complete address*

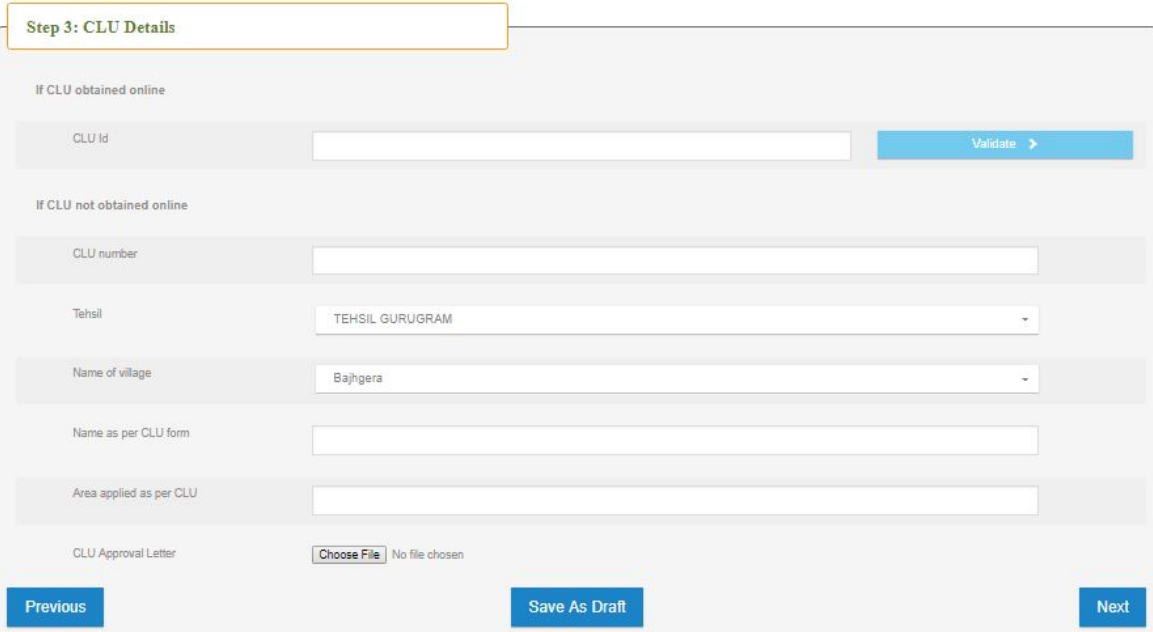
Navigation Buttons:

- Previous *click here for previous page*
- Save As Draft *click here to save the entered data*
- Next *click here for next page*

Screen 9

Click on next or directly on step 3 on top of screen to visit step 3.

3.3 Step 3 contains CLU details. Fill up all the asked data on screen 10 below.



The screenshot shows a web form titled "Step 3: CLU Details". It is divided into two sections: "If CLU obtained online" and "If CLU not obtained online".

- If CLU obtained online:** Contains a text input field for "CLU Id" and a blue "Validate" button with a right-pointing arrow.
- If CLU not obtained online:** Contains several input fields:
 - "CLU number": A text input field.
 - "Tehsil": A dropdown menu with "TEHSIL GURUGRAM" selected.
 - "Name of village": A dropdown menu with "Bajhgera" selected.
 - "Name as per CLU form": A text input field.
 - "Area applied as per CLU": A text input field.
 - "CLU Approval Letter": A file upload field with a "Choose File" button and the text "No file chosen".

At the bottom of the form, there are three blue buttons: "Previous" on the left, "Save As Draft" in the center, and "Next" on the right.

Screen 10

3.4 Step 4 is documents upload, Upload all the required documents carefully. Press **Save as draft** button and move to step 5.

Step 4: Documents Upload

Form BR-I No file chosen

Form BR-II No file chosen

Form BR – V (A1) or BR – V (A2) (As per the structure) No file chosen

Incase of self certification

Form BRS – I No file chosen

Form BRS – II No file chosen

Building Plan (in AUTO CAD format *.dxf from registered architect)(Building plan scale as per Haryana Building Code 2017, duly signed by Owner, Architect and Proof Consultant) No file chosen

Building Plan *.pdf No file chosen

Structural Drawing duly signed by Structural Engineer *.pdf No file chosen

Approved Zoning Plan No file chosen

Architect Name

Architect Email Address

Architect Contact No

Architect Registration No.

Certificate of membership of Council of Architecture, India as prescribed under the Architect's Act 1972.

No file chosen

[Previous](#)

[Save As Draft](#)

[Next](#)

Screen 11

3.5 Step 5 is Fee Calculation ,fee will be automatically calculated based on total area and labour charges.

Step 5: Fee Calculations

**Please ensure that Building Plan submitted fulfilling technical parameters as per Haryana building code 2017 and signed by owner and Architect having membership of Indian Institute of architect IIA. Fee once deposited will not be refunded*

Total covered area (FAR + non – FAR) of all floors(sq.mtrs)	<input type="text"/>
Total Scrutiny Fee(in INR)	0.00
Total Labour Cess charges(in INR)	<input type="text"/>

Screen 12

After saving this will direct you to payment window for making payment. You may make payment through Net banking, Debit card or credit card.

And if you want to make payment later ,you save this page as Draft and can make payment later on.

After making payment your application for Building plan approval gets submitted and your status will be updated through SMS and E-mail.

You can check the status of file in the user dashboard