

User Manual of CC Revalidation For Licensed Architect /LS

**Maharashtra Housing Area and
Development Authority
MHADA.**

1. Introduction

This is User Manual Document for online submission of CC Revalidation application. please refer below Steps and notes to create CC Revalidation Application.

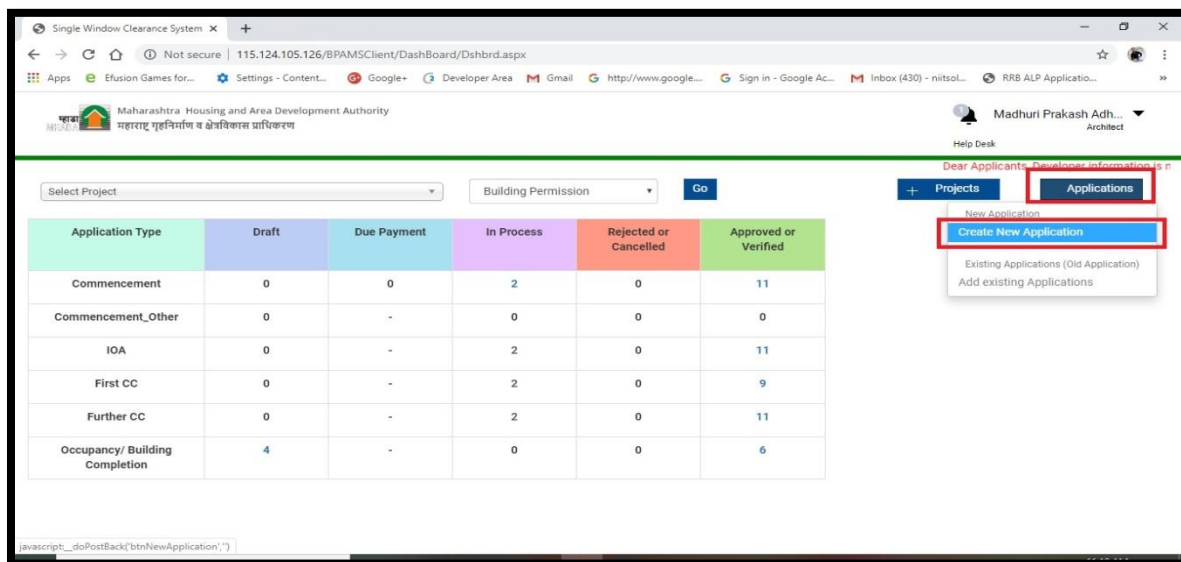
2. Prerequisites

- If your file is old case, then first you have to create Old Project and also have to add all the details of previous applications including previously taken CC revalidations also. (if already created, ignore it).
- If your file is new and First cc is already taken from the system, then you can direct apply for cc revalidation.
- It is Necessary to have at least First CC to apply for CC Revalidation.

3. CC Revalidation Application

Step 1: Create Application

On Dashboard Click on "Applications" Button and click on "Create New Application"



Following screen will be seen.

- Select "Who is planning authority for the project?" as "MHADA(BPC)"
- Select "Department" as "Building Permission"
- Select required Project from the list
- Select Permission Type as "Plan Approval"
- Select "Proposal Submission for" as "Other" and select "Revalidation of CC"
- Click on "Create Application"

The screenshot displays a web form for 'Building Permission'. At the top, there is a dropdown menu for 'Building Permission' and another for 'Project' with the placeholder text 'Select Project'. Below these, the 'Permission Type' section instructs the user to 'Select the type of permission you want to apply for'. It features five radio button options: 'Plan Approval' (selected), 'First CC', 'Further CC', 'Common Completion Request', and 'Occupancy/ Building Completion'. Each option is accompanied by an icon: a shovel for 'Plan Approval', a classical column for 'First CC' and 'Further CC', a classical column with a base for 'Common Completion Request', and a building icon for 'Occupancy/ Building Completion'. The 'Plan Approval' option is further labeled 'Commencement'. Below the permission types, the 'Proposal Submission For -' section has four radio button options: 'Plan Approval only', 'Concessions', 'IOA (Zero FSI/ Without Concession)', and 'Other' (which is selected and highlighted with a red box). Underneath this, a dropdown menu is open, showing 'Select' as the current choice, with 'Revalidation of CC' as an available option (also highlighted with a red box). A 'Create Application' button is located at the bottom of the form.

This will create Draft Application for CC Revalidation and it can be seen by click on Draft Application Count in from of Commencement_Other

Step 2: Application Summary

User can view his Application summary on this page,

Commencement Other Application
IOD_CC_Revalidation
MH/EE/(BP)/GM/MHADA-106/2000/2020/CCR/1

Submit Application

Application Summary

Common Application Form

Document CheckList

Site Progress

Additional Document

Building Details

Your application is in Draft (Old Case)
Started on 18/04/2020

Previous CC Details

Proposal Summary

Demand Note

Application Summary

MRTPT Correspondence View Processes

Application Details

Proposal Submission For : Major Use Of Plot :

Type Of Notice : Fresh proposal
Application Type : New

Proposed Application : Building Permission

Application Progress

Draft Payment Pending Proposal Submitted Survey Done Scrutiny Done Plan Approved

Started on 18-04-2020

Activate Windows
Go to Settings to activate Windows.

You can check the details of Current validity of CC and upto which date this application will revalidate the CC by clicking on "Previous CC details" Button on Application summary tab.

Existing CC and Revalidation Details

Type	Application No	Application Date	Issued On	Validity Date	View
First CC	MH/EE/(BP)/GM/MHADA-106/2000CC/1/Old	01 Mar 2017	25 Mar 2017	25 Mar 2018	View
Further CC	MH/EE/(BP)/GM/MHADA-106/2000FCC/1/Old	01 Jun 2017	29 Jun 2017	25 Jun 2018	View

Last Validity Date 25 Jun 2018

Revalidate Upto 25 Jun 2020

Step 3: Common Application form

- In this tab you can check the project details

The screenshot shows a web application interface for 'Commencement Other Application' under 'IOD_CC_Revalidation'. The left sidebar contains a 'Submit Application' button and a checklist with items: Application Summary, Common Application Form, Document CheckList, Site Progress, Additional Document, and Building Details, each with a green checkmark. The main content area has tabs for 'Project Info', 'View Plot Details', and 'Applicant Info'. The 'Project Info' tab is active, displaying a form with the following fields: 'Proposal is as per DCR' (radio buttons for DCR 1991 and DCPR 2034), 'Planning Authority for the project' (radio buttons for MHADA(BPC) and Other), 'Developed By' (radio buttons for MHADA, Society, and Private Owners / Developers), 'Title' (text input with a note: '(Note[.], - characters are not allowed in title)'), 'Property Address' (text input), 'Pincode' (text input), and 'Landmark' (text input). A red note on the right states: 'Note: This is used for enabling construction permit application. Outside MHADA vicinity plot will not have option of building permission department.' The form is pre-filled with 'Testing latest patch of Further CC Revalidation provision, Redevelopment of plot bearing situated at andheri, azad nagar, mumbai, 400025' for both the Title and Property Address fields, and '400025' for the Pincode field. The Landmark field is pre-filled with 'near post office'.

Step 4: Document Checklist

Here user can attach the required documents for application

The screenshot shows the 'Document Checklist' page within the same application. The left sidebar is identical to the previous screenshot. The main content area has a breadcrumb trail: 'Dashboard -> Project -> Building Permission -> Commencement Other -> MH/EE/(BP)/GM/MHADA-106/2000/2020/CCR/1'. The 'Document Checklist' section has a note: 'Note: Select/Tick Documents you need to attach and save it'. Below this is a table with columns: Document's Name, Doc No., Doc Issue Date, Attach Here, Preview, and Remark. The table is currently empty, showing 'No data found'. At the bottom right, there are buttons for 'Get Latest', 'Preview', and 'Save', and a footer note 'Powered by AutoDCR ©'.

Step 5: Site Progress

Site Progress report are mandatory for proposal submit, please attach for four photos and videos, and click on submit button.

The screenshot displays the MHADA web portal interface. The top navigation bar includes the MHADA logo, the text 'Maharashtra Housing and Area Development Authority', and the user profile 'Mhada Dummy Architect'. The main content area is titled 'Commencement Other Application IOD_CC_Revalidation' with the application number 'MH/EE/(BP)/GM/MHADA-106/2000/2020/CCR/1'. The left sidebar shows a list of application steps: Application Summary, Common Application Form, Document CheckList, Site Progress (highlighted), Additional Document, and Building Details. The 'Site Progress' section includes a 'File Number' field, a 'Stage' dropdown menu, an 'Application' dropdown menu, and a 'Version' dropdown menu. Below these are two tables: 'Photographs' and 'Videos'. The 'Photographs' table lists four images (Front, Back, Side1, Side2) with their respective upload dates and times. The 'Videos' table lists four video uploads (Front, Back, Side1, Side2) with their respective upload dates and times. A note at the bottom states: 'Note: Once you submit site progress, you are not allowed to attach Photographs & Videos.'

Step 6: Additional document

Here user can attach any other document which is required for this application.

Click on Add Button Type the Name of Document and select Stage then click on Save as Draft

Then Attach the document in pdf format by clicking attach document icon User Manual for CC Revalidation Application

Once you finish the attachment of all additional document select the checkbox in from of all document and click on Submit Button (Note: - once clicked on submit button you cannot update the attachment or name of document)

The screenshot displays the MHADA web portal interface for the 'Additional Document' section. The top navigation bar is the same as the previous screenshot. The main content area is titled 'Commencement Other Application IOD_CC_Revalidation' with the application number 'MH/EE/(BP)/GM/MHADA-106/2000/2020/CCR/1'. The left sidebar shows the same list of application steps, with 'Additional Document' highlighted. The 'Additional Document' section includes a 'Documents (Current Permission)' table with columns: SrNo, Document, Stage, Submission Date, Attachmei, View, and Preview. The table is currently empty, showing 'No data found'. Below the table is a note: 'Note : To Submit any Document to department, please save documents as draft and attach relavent scan/electronic copies. System will not allow to Delete or Update any Submitted Documents further.' At the bottom right, there are four buttons: ADD, Save As Draft, Submit, and Delete. A footer message reads: 'WELCOME TO MHADA SINGLE WINDOW CLEARANCE SYSTEM, DEVELOPED ON AutoCR8 PLATFORM.'

Step 7: Submit application

Click on Submit Application button to submit application to MHADA BPC

The screenshot shows the MHADA BPC application submission interface. The left sidebar contains a list of application steps: 'Submit Application' (highlighted with a red box), 'Application Summary', 'Common Application Form', 'Document CheckList', 'Site Progress', 'Additional Document', and 'Building Details'. The main area displays the 'Application Summary' and 'Application Details' sections. The 'Application Progress' bar shows the current status as 'Draft'.

This will open following window

Step 8: Final Submit

Select the Name of First level scrutiny officer i.e. JE/SE/AE in the send To dropdown and click on send Button

The screenshot shows the 'Submit Application' dialog box. The dialog box contains the following fields:

- User Note:** A text area with the value 'To be submitted'.
- Department:** A dropdown menu with the value 'Building Permission'.
- Designation:** A dropdown menu with the value 'Junior Engg'.
- Send To:** A dropdown menu with the value 'Junior Engg-Rasik Duple'.

The 'Send' button is highlighted.

Your application for CC Revalidation is submitted to respective officer

Note:

1. the file can be seen in "In-progress" column and "Commencement_other" row on dashboard
2. You can track the status of Application form application summary

End of the Document