User Manuals Process

Zero FSI IOA

For

Licensed Architect /LS

Maharashtra Housing Area and Development Authority
MHADA.

1. Introduction

This is User Manual Document for online submission of Zero FSI IOA proposal. please refer below Steps and notes to create Zero FSI IOA proposal.
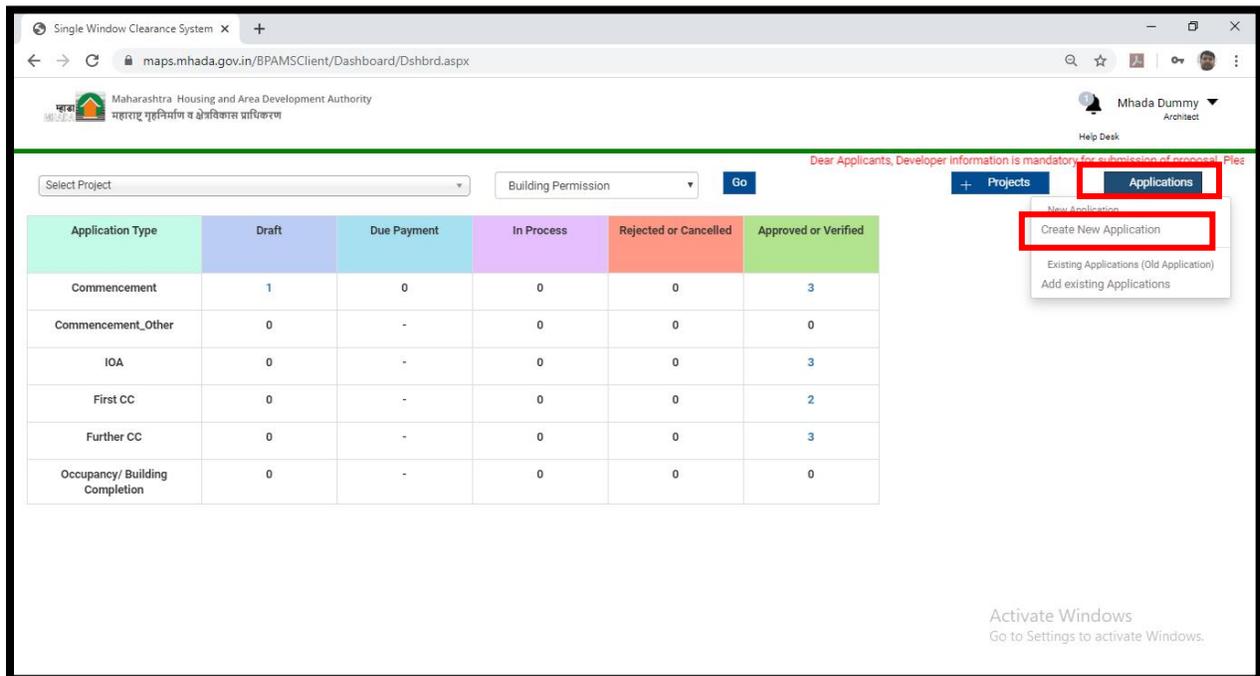
2. Prerequisites

- First you have to create New Project from dashboard Click on "Project" → "Add New Project" option (if already created , ignore it).

3. Create 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 "IOA (Zero FSI/Without Concession"
- Select "Type of Application, Application Sub Type, Project Group Type, Project type, Application Type" as per Project
- Click on "Create Application"

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

Step 2: Application Summary

User can view his Application summary on this page

Step 3: Project details tab

User can view Project details from Project details tab

Step 4: MRTP Form tab

Here User have enter required information related to project on completion of entry click on save for Part 1 as well Part 2

Step 5: Document Check List

Here user can attach the required documents for application
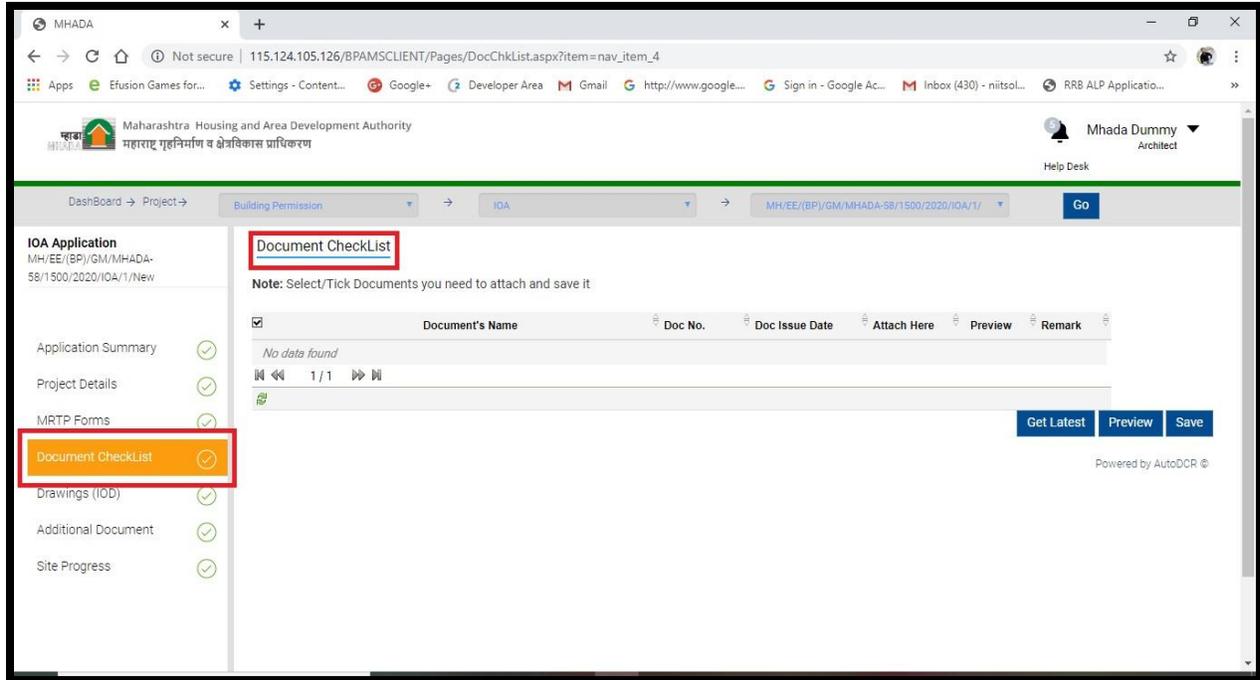
Step 6: Drawing(IOA)

In this tab user have to attach drawing file of Zero FSI IOA.
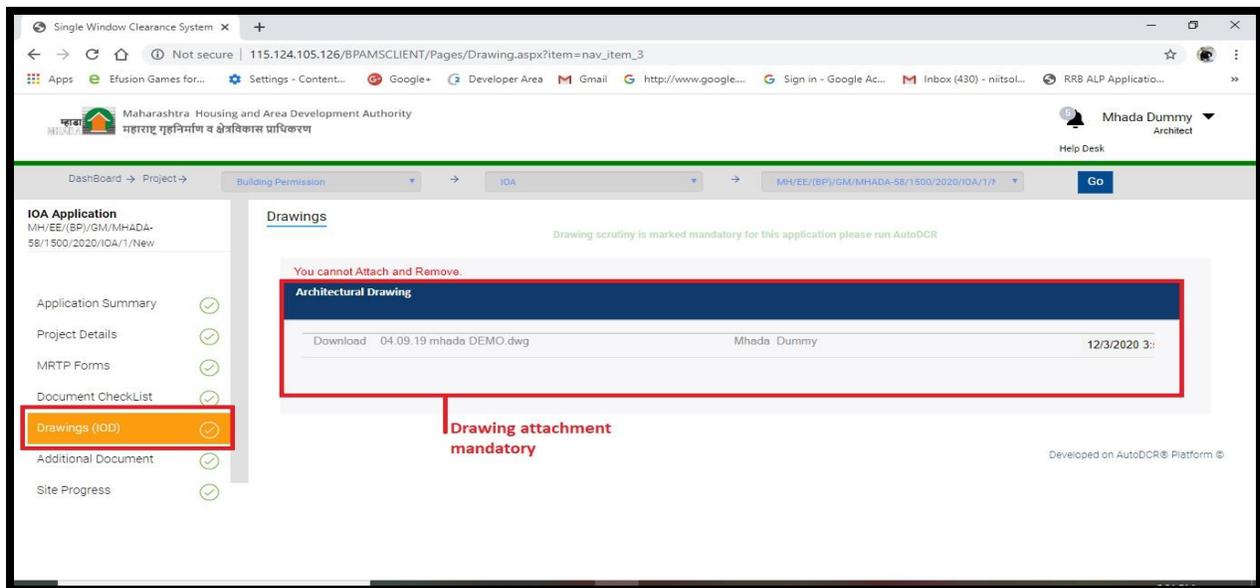

Step 7: Additional document

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 as "IOA" then click on Save as Draft

Then Attach the document in pdf format by clicking attach document icon

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)
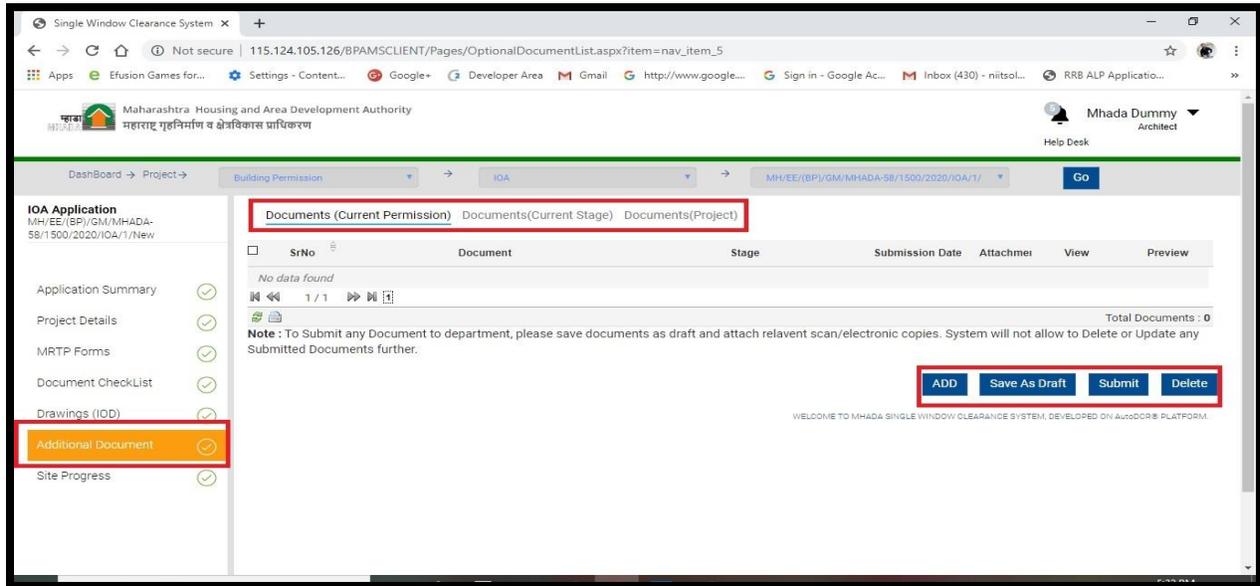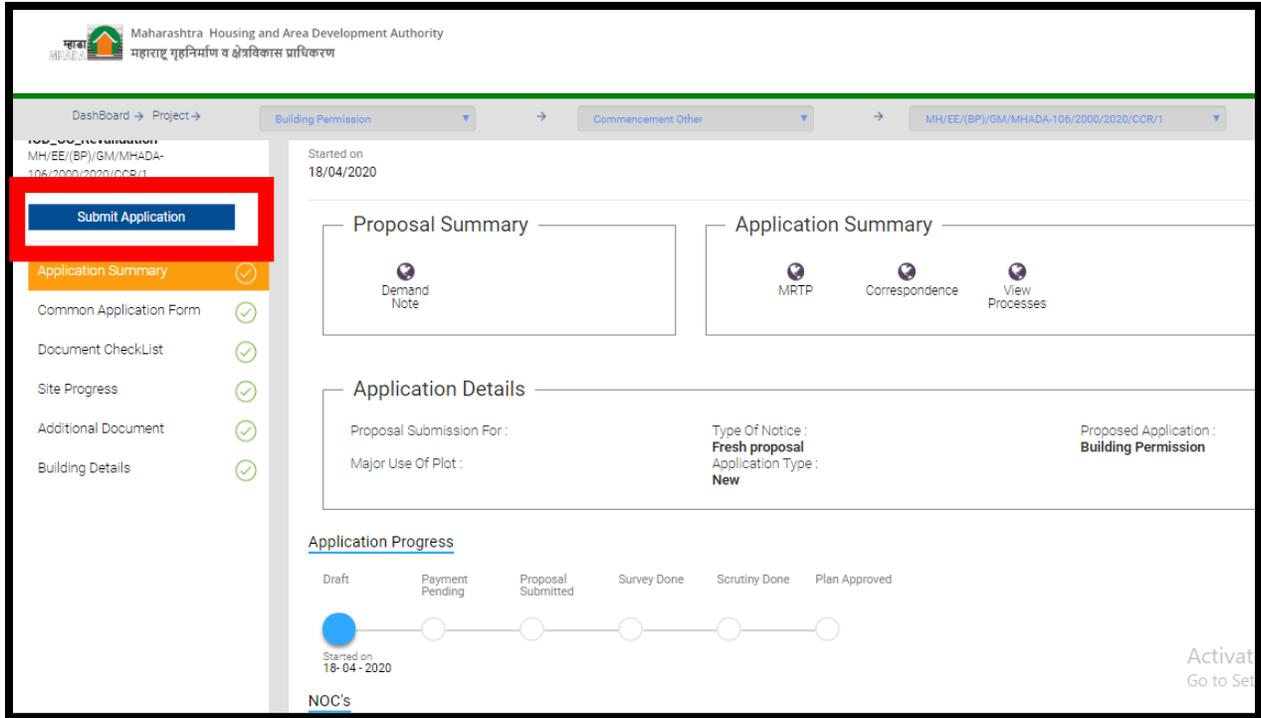

Step 8: Site Progress

Site Progress report are mandatory for proposal submit, Please attach for four photos and videos, and click on submit button.
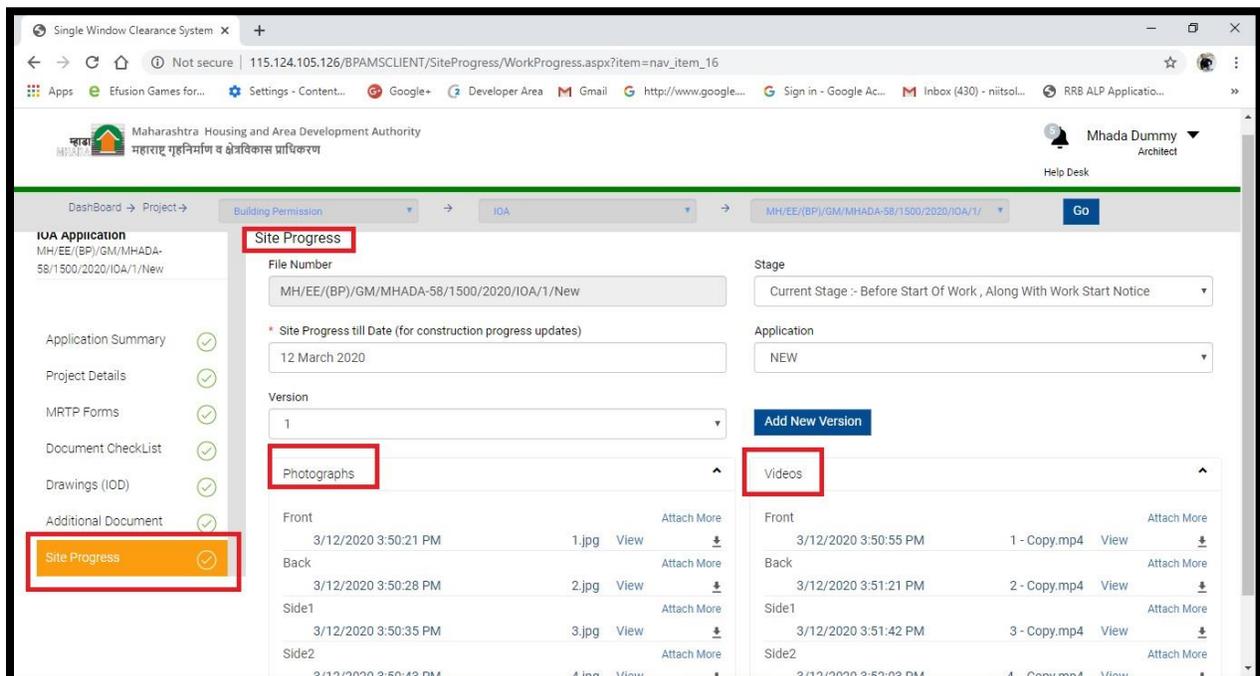
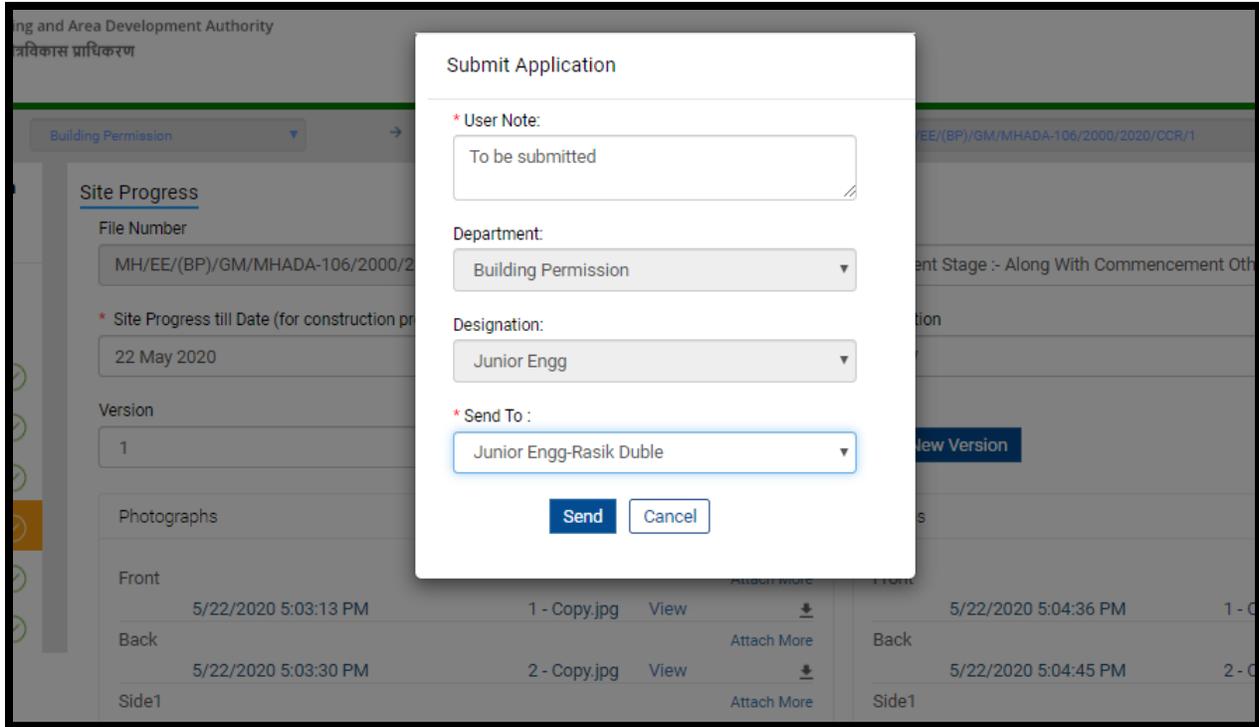## Step 9: Submit application

Click on Submit Application button to submit application to MHADA BPC

This will open following window

Step 10: 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

You application for Zero FSI IOA is submitted to respective officer
Note: 1. the file can be seen in "In-progress" column and IOA row on dashboard
       2. You can track the status of Application form application summary

End of the Document