



आवास और शहरी विकास विभाग जम्मू और कश्मीर  
GOVERNMENT OF JAMMU AND KASHMIR  
HOUSING & URBAN DEVELOPMENT DEPARTMENT

User Manual

for

RTP Registration

And

Submission for Building Permission

Prepared by

SoftTech  
Empowering Transformation

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## 1. Introduction

This manual is designed for **Registered Technical Persons (RTPs)** and **Architects**, providing a detailed step-by-step guide for submitting a proposal file through the **Government of Jammu & Kashmir's Auto Scrutiny-Based Online Building Permission & CLU Portal**.

It outlines the complete process — from registration and login to proposal submission, scrutiny, and approval — ensuring that users can navigate the system efficiently and comply with the J&K Unified Building Bye-Laws (UBBL).

## 2. Home Page

To access the **J&K Auto Scrutiny-Based Online Building Permission & CLU Portal**, follow the below steps:

Open your web browser and go to the official portal link:

 <https://obps.jk.gov.in/BPAMSCClient/Home.aspx>

The link will redirect you to the **Government of Jammu & Kashmir – Auto Scrutiny Based Online Building Permission & CLU Portal**.



# आवास और शहरी विकास विभाग जम्मू और कश्मीर Housing & Urban Development Department

Government of Jammu & Kashmir  
Auto Scrutiny Based Online Building Permission & CLU Portal



Home About Us Departments Information Document Checklist Downloads User Manual Online Services Sign In



Welcome to Auto Scrutiny Based Online Building Permission & CLU Portal of J&K, H&UDD.

### Knowledge Hub

Downloads	PreDCR For AutoCAD
Manuals	Model Drawings
CheckList	Videos for Pre-DCR Precautions
Acts & Laws	

Mr. Manoj Sinha  
Hon'ble Lt. Governor  
Jammu and Kashmir

Mr. Omar Abdullah  
Hon'ble Chief Minister  
Jammu and Kashmir

Sh. Atal Dulloo  
Chief Secretary  
Jammu and Kashmir

Ms. Mandeep Kaur, IAS  
Commissioner Secretary  
Jammu and Kashmir

0  
Total Applications

0  
Approved Applications

0  
Rejected Applications

0  
In-Process Applications

0  
Pending With Applicant



Figure 1: Online Building Plan Approval Home Page

These are main buttons available on the home page as mentioned below in the table:

<b>J&amp;K Auto Scrutiny Based Online Building Permission &amp; CLU Portal</b>	
<b>Download</b>	Select to go the download section for Pre DCR, Drawings & Videos
<b>User Manual</b>	Select to go to the User Manual section for RTP and Pre DCR
<b>Sign In</b>	Select to go the Building Permission and CLU Portal Logins/Sign-up
<b>RTP Registration</b>	Select to Register into the architect's console.
<b>RTP Registration Payment</b>	Select to Pay the Challan Fees
<b>RTP Registration Status</b>	Select to view the Status of your Registration Application.

### 3. RTP Registration Form

This section explains the process for **new RTPs / Architects** to register on the **J&K Auto Scrutiny Based Online Building Permission & CLU Portal**.

If you do not already have a **Username and Password**, follow the steps below:

- On the **Home Page**, click on **“RTP Registration”**.  
→ You will be redirected to the **RTP Registration Form**.
- **Fill in all the required details** in the registration form carefully.  
Ensure that the information entered matches your official documents.
- Enter the **Captcha Code**,  
then **accept the Terms and Conditions** by checking the corresponding box.
- Click on the **“Submit”** button to complete the registration process.

 **Note:**

- Fields marked with an **asterisk (\*)** are **mandatory** and must be filled in before submission.
- After successful submission, your registration details will be **sent to the Approving Authority** for verification and approval.
- Once approved, your **login credentials** will be shared with you via your **registered email ID or mobile number**.



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**GOVERNMENT OF JAMMU AND KASHMIR**  
**HOUSING & URBAN DEVELOPMENT DEPARTMENT**  
 Auto Scrutiny Based Online Building Permission System & CLU Portal

Welcome to Professional/ Consultant Registration Portal

**Personal Information**

\*Name: Mr (dropdown), First Name, Middle Name, Last Name (text boxes)

\*Professional Category: Select (dropdown)

\*Region: Select (dropdown)

\*Qualification: (dropdown)

Total Experience (in years): (text box)

Firm Name (Employed or Self Registered): (text box)

Short Profile (Experience Summary): (text box)

\*Nationality: Indian (dropdown), Date Of Birth: (calendar icon)

**Contact Information**

\*Postal Address: (text box)

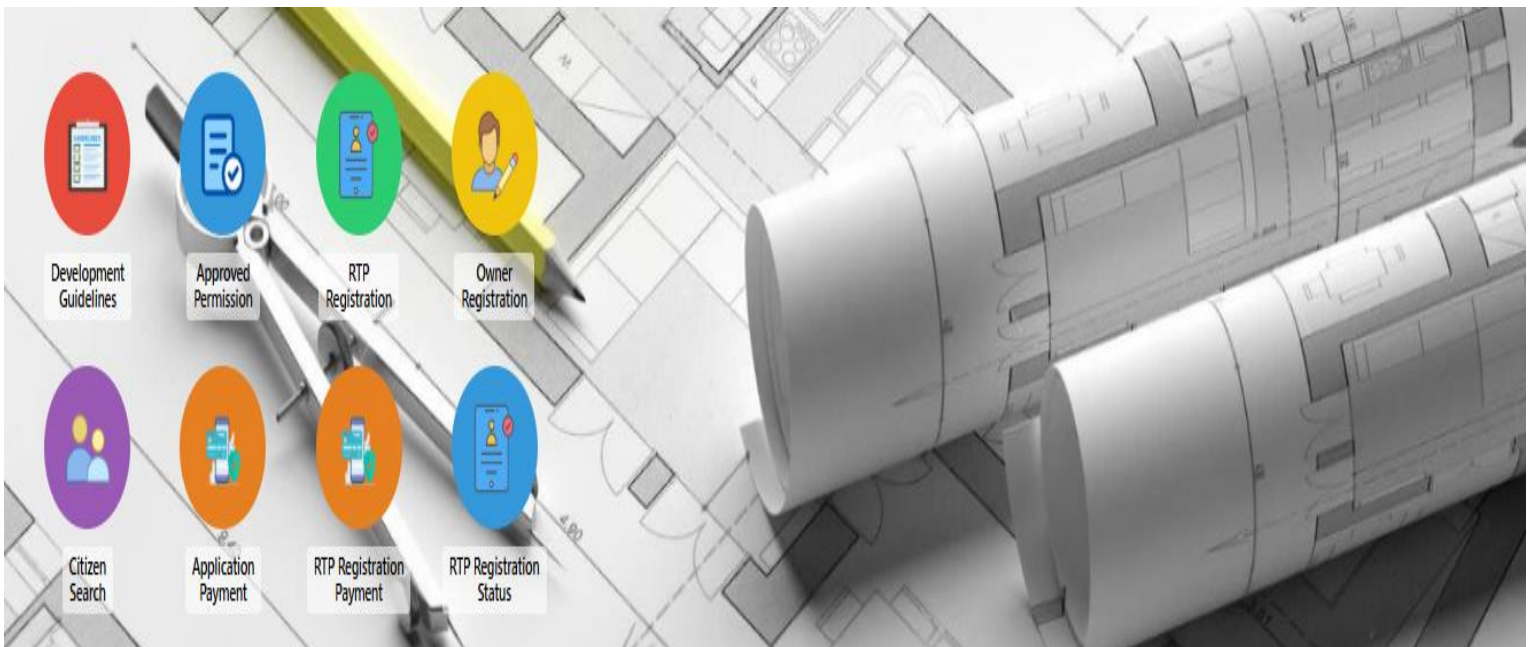
\*State / UT: Jammu and Kashmir (dropdown), \*City: (text box)

\*PIN Code: (text box)

Upload Photo: (NO IMAGE placeholder, Upload Photo button)

**Figure 2: RTP’s Registration Form**

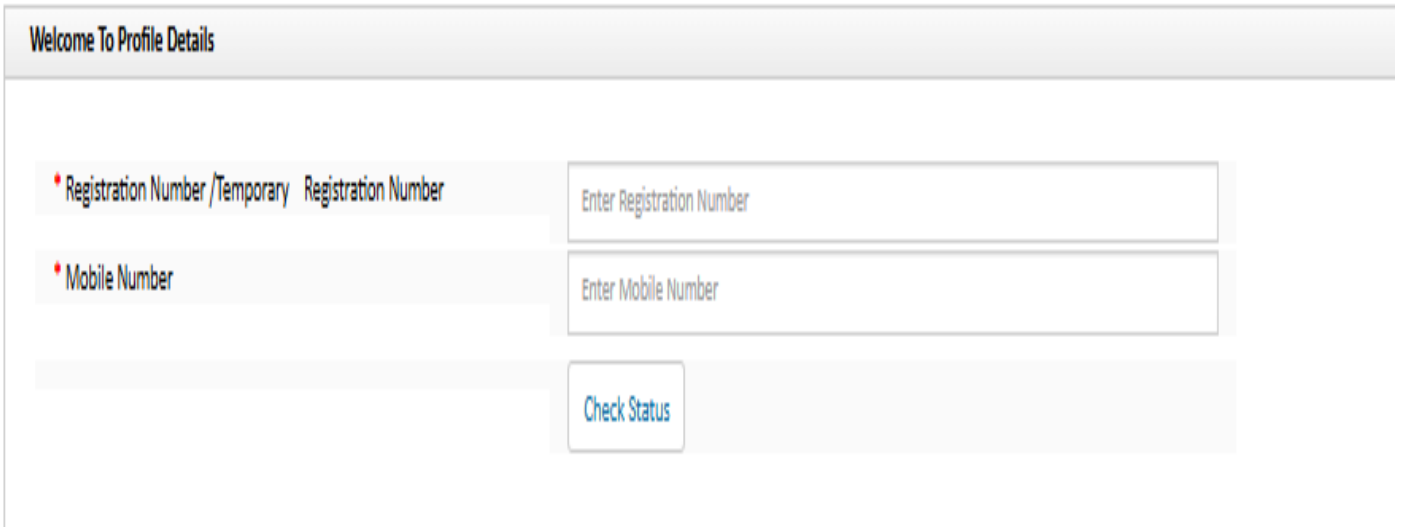
## 4. Checking the Proposal Status and RTP Registration Challan Payment



After submitting the registration form, you can check the approval status of your registration using the following steps:

- On the **Home Page**, select the **“RTP Registration Status”** option.
- Enter your **Registration Number** and **Mobile Number** in the respective fields.
- Click on the **“Check Status”** button.
- The system will display the **current status** of your registration (e.g., *Pending Approval, Approved, or Rejected*).

➤  **Note:**  
Once your registration is approved, your **login credentials** will be activated and shared with you through your **registered email ID or mobile number**.



Welcome To Profile Details

\* Registration Number /Temporary Registration Number

\* Mobile Number

**Figure 3: RTP Registration Status Windows**

- After completing the registration process, you are required to make the registration fee payment. Follow the steps below to complete the payment:
- On the **Home Page**, click on **“RTP Registration Payment.”**
- A new window will open for the payment process.
- You can **search your details** using either your **Registration Number** or **Challan Number**.
- Once your record appears, proceed to **make the payment** of the challan through the available online payment modes (e.g., debit/credit card, net banking, UPI, etc.).
- After successful payment, the system will generate an **online receipt**, which can be downloaded or printed for your records.

 **Note:**

- Keep the **payment receipt** safely, as it may be required for verification or future reference.



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HOUSING & URBAN DEVELOPMENT DEPARTMENT

Registration Details	Payment Option
<p><input checked="" type="radio"/> Registration No. <input type="radio"/> Challan No.</p> <p>CAO/NCSEA Registration/Challan No. <input type="text" value="Enter Registration No."/> <input type="button" value="GO"/></p> <p>Owner Name -</p> <p>Challan No. <input type="text"/></p> <p>Amount to Pay(Rs.) <input type="text"/></p>	<p><input type="button" value="Pay"/></p>

Figure 4: Challan / RTP Registration Payment Windows

## 5. Forgot Password

- If you have forgotten your login password, follow the steps below to reset it:
- On the **Login Page**, click on the “**Forgot Password**” button.
- A **dialog box** will appear prompting you to enter your registered details.
- Enter the required information (such as **User ID, Registered Mobile Number, or Email ID**) and click “**Submit.**”
- The system will verify your details and send a **new password or reset link** to your **registered Mobile Number and Email ID.**

 **Note:**

- Ensure that your registered mobile number and email ID are active to receive the password reset details.



Forgot Password

Login Name: pawanmishra

E-mail ID: pawan32@gmail.com

Mobile No.: 8547452456

W6LK7

Generate New Image

W6LK7 Type the code from the image

Submit

**Figure 5: Forgot Password dialog box**

## 6. Sign-In (If your Registration is Approved)

Once your registration has been approved, you can log in to the **J&K Auto Scrutiny-Based Online Building Permission & CLU Portal** using the credentials received on your registered email or mobile number.

Follow the steps below to log in:

- Go to the **Login Page** of the portal.
- **Enter your Username and Password.**
- **Verify the Captcha** displayed on the screen.
- Click on the **“Login”** button to access your dashboard.

### Note:

- If you are **not yet registered** on the portal, click on **“RTP/Architect Registration”** to complete the sign-up process.
- In case of an incorrect password or login issue, use the **“Forgot Password”** option to reset your credentials.



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HOUSING AND URBAN DEVELOPMENT DEPARTMENT  
Auto Scrutiny based Online Building Permission System and CLU Portal

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HOUSING & URBAN DEVELOPMENT DEPARTMENT  
Auto Scrutiny Based Online Building Permission System & CLU Portal

Home

User Name:

Password:

*Note: Locked user not able to login till 24 hours.*

5 7 9 2 Enter Captcha  LOGIN

*Please click on captcha image to refresh*

[Forgot password?](#) | [Login Issues](#) | [Architect/Engineer's Information](#)

 Registration Architect |  Registration Owner |  Citizen Search |  Online Payment

Construction Permit System Developed on AutoDCR® Platform.

Create, and Submit Your Building Permission Online to Your Development Authority

Site best viewed in IE10+, Google Chrome 55+, Android 8.0+ (Desktop View) at 1366 X 768 pixels resolution

Figure 6: Sign-In

## 7. RTP / Architect’s Console

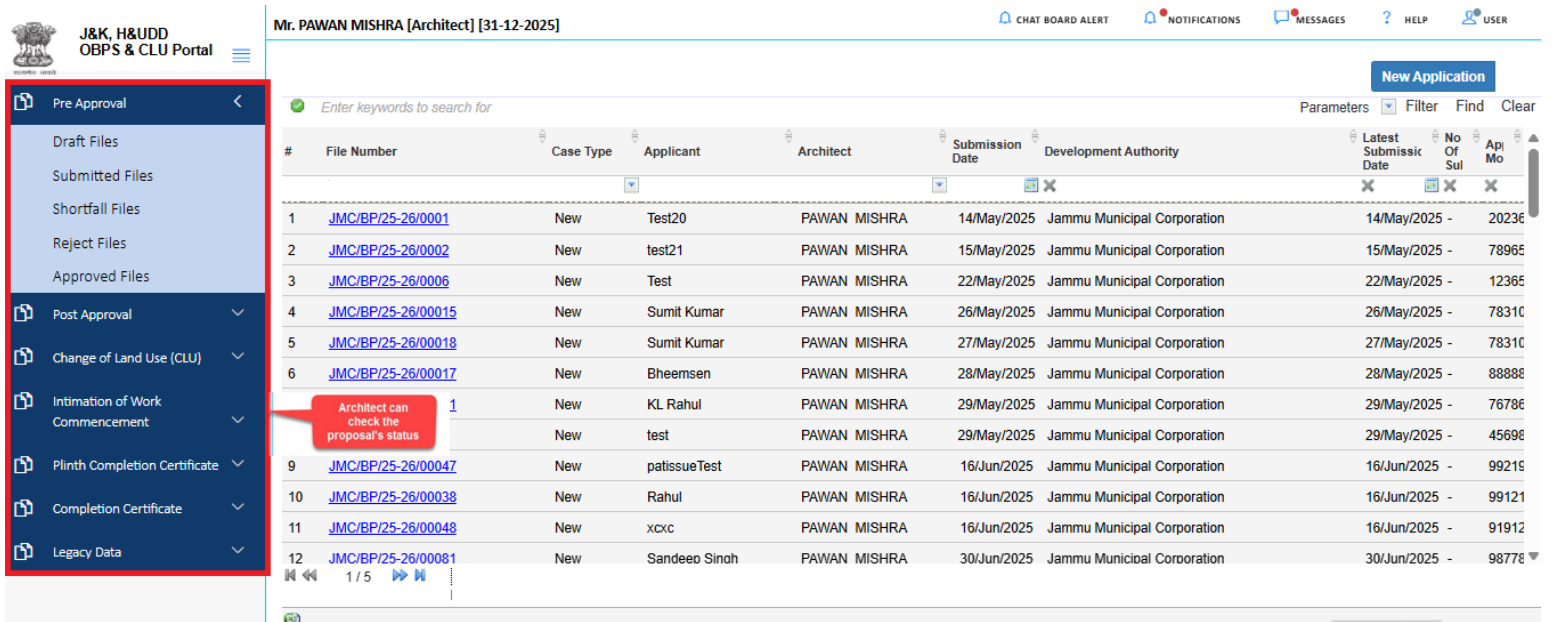
After successful login, the **RTP/Architect** will be redirected to the **Console** of the portal. The console provides an overview of your submitted and ongoing proposal files along with their current status.

On the **left side of the Console**, the RTP/Architect can view the **Proposal-File Status** categorized into the following stages:

- **Pre-Approval:** Displays all proposal files that are under preparation or have not yet been sent for scrutiny or approval by the authority.
- **Post-Approval:** Displays all proposal files that have been submitted and forwarded to the competent authority for scrutiny, verification, and approval.

 **Note:**

- You can view, track, and manage each proposal file directly from the dashboard. Status updates are reflected in real time as the file progresses through different workflow stages.



Mr. PAWAN MISHRA [Architect] [31-12-2025]

CHAT BOARD ALERT NOTIFICATIONS MESSAGES ? HELP USER

New Application

Enter keywords to search for Parameters Filter Find Clear

#	File Number	Case Type	Applicant	Architect	Submission Date	Development Authority	Latest Submissic Date	No Of Sul	Api Mo
1	<a href="#">JMC/BP/25-26/0001</a>	New	Test20	PAWAN MISHRA	14/May/2025	Jammu Municipal Corporation	14/May/2025 -	20236	
2	<a href="#">JMC/BP/25-26/0002</a>	New	test21	PAWAN MISHRA	15/May/2025	Jammu Municipal Corporation	15/May/2025 -	78965	
3	<a href="#">JMC/BP/25-26/0006</a>	New	Test	PAWAN MISHRA	22/May/2025	Jammu Municipal Corporation	22/May/2025 -	12365	
4	<a href="#">JMC/BP/25-26/00015</a>	New	Sumit Kumar	PAWAN MISHRA	26/May/2025	Jammu Municipal Corporation	26/May/2025 -	78310	
5	<a href="#">JMC/BP/25-26/00018</a>	New	Sumit Kumar	PAWAN MISHRA	27/May/2025	Jammu Municipal Corporation	27/May/2025 -	78310	
6	<a href="#">JMC/BP/25-26/00017</a>	New	Bheemsen	PAWAN MISHRA	28/May/2025	Jammu Municipal Corporation	28/May/2025 -	88888	
		New	KL Rahul	PAWAN MISHRA	29/May/2025	Jammu Municipal Corporation	29/May/2025 -	76786	
		New	test	PAWAN MISHRA	29/May/2025	Jammu Municipal Corporation	29/May/2025 -	45696	
9	<a href="#">JMC/BP/25-26/00047</a>	New	patissueTest	PAWAN MISHRA	16/Jun/2025	Jammu Municipal Corporation	16/Jun/2025 -	99215	
10	<a href="#">JMC/BP/25-26/00038</a>	New	Rahul	PAWAN MISHRA	16/Jun/2025	Jammu Municipal Corporation	16/Jun/2025 -	99121	
11	<a href="#">JMC/BP/25-26/00048</a>	New	xcxc	PAWAN MISHRA	16/Jun/2025	Jammu Municipal Corporation	16/Jun/2025 -	91912	
12	<a href="#">JMC/BP/25-26/00081</a>	New	Sandeeo Singh	PAWAN MISHRA	30/Jun/2025	Jammu Municipal Corooration	30/Jun/2025 -	98776	

Architect can check the proposal's status

Figure 7: Building Permission Console

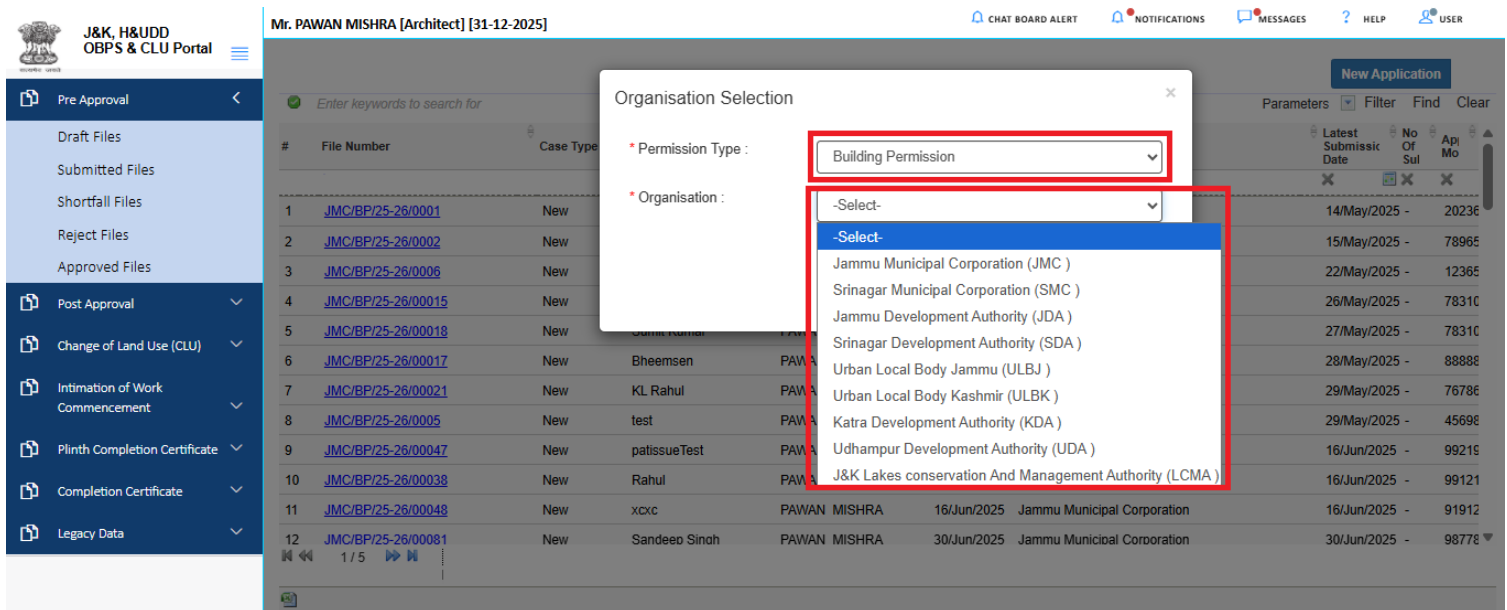
## 8. Applying for Building Permission

To apply for a new Building Permission, follow the steps below:

- On your **Console**, click on **“Create New Application.”**
- In the **Permission Type** dropdown, select **“Building Permission ”**
- Next, **select the Organization / Development Authority** under which you want to apply for the Building Permission.
- Proceed to fill out the required application details as prompted by the system.

### Note:

- Ensure that you select the **correct organization** as per the project location, since the application will be processed by the selected authority only.



The screenshot displays the 'Organisation Selection' dialog box in the J&K H&UDD OBPS & CLU Portal. The dialog contains two dropdown menus. The first dropdown, labeled 'Permission Type', is set to 'Building Permission'. The second dropdown, labeled 'Organisation', is open and shows a list of available authorities: Jammu Municipal Corporation (JMC), Srinagar Municipal Corporation (SMC), Jammu Development Authority (JDA), Srinagar Development Authority (SDA), Urban Local Body Jammu (ULBJ), Urban Local Body Kashmir (ULBK), Katra Development Authority (KDA), Udhampur Development Authority (UDA), and J&K Lakes conservation And Management Authority (LCMA). The background shows a table of applications with columns for File Number, Case Type, and Submission Date.

#	File Number	Case Type	Submission Date	Authority	Latest Submissic Date	No Of Sul	Api Mo
1	JMC/BP/25-26/0001	New			14/May/2025	-	20236
2	JMC/BP/25-26/0002	New			15/May/2025	-	78965
3	JMC/BP/25-26/0006	New			22/May/2025	-	12365
4	JMC/BP/25-26/00015	New			26/May/2025	-	78310
5	JMC/BP/25-26/00018	New			27/May/2025	-	78310
6	JMC/BP/25-26/00017	New	Bheemsen	PAWA	28/May/2025	-	88888
7	JMC/BP/25-26/00021	New	KL Rahul	PAWA	29/May/2025	-	76786
8	JMC/BP/25-26/0005	New	test	PAWA	29/May/2025	-	45698
9	JMC/BP/25-26/00047	New	patissueTest	PAWA	16/Jun/2025	-	99215
10	JMC/BP/25-26/00038	New	Rahul	PAWA	16/Jun/2025	-	99121
11	JMC/BP/25-26/00048	New	xcxc	PAWAN MISHRA	16/Jun/2025	Jammu Municipal Corporation	91912
12	JMC/BP/25-26/00081	New	Sandeep Singh	PAWAN MISHRA	30/Jun/2025	Jammu Municipal Corporation	98776

Figure 8: Applying for Building Permission

## 8.1 Application Form Details

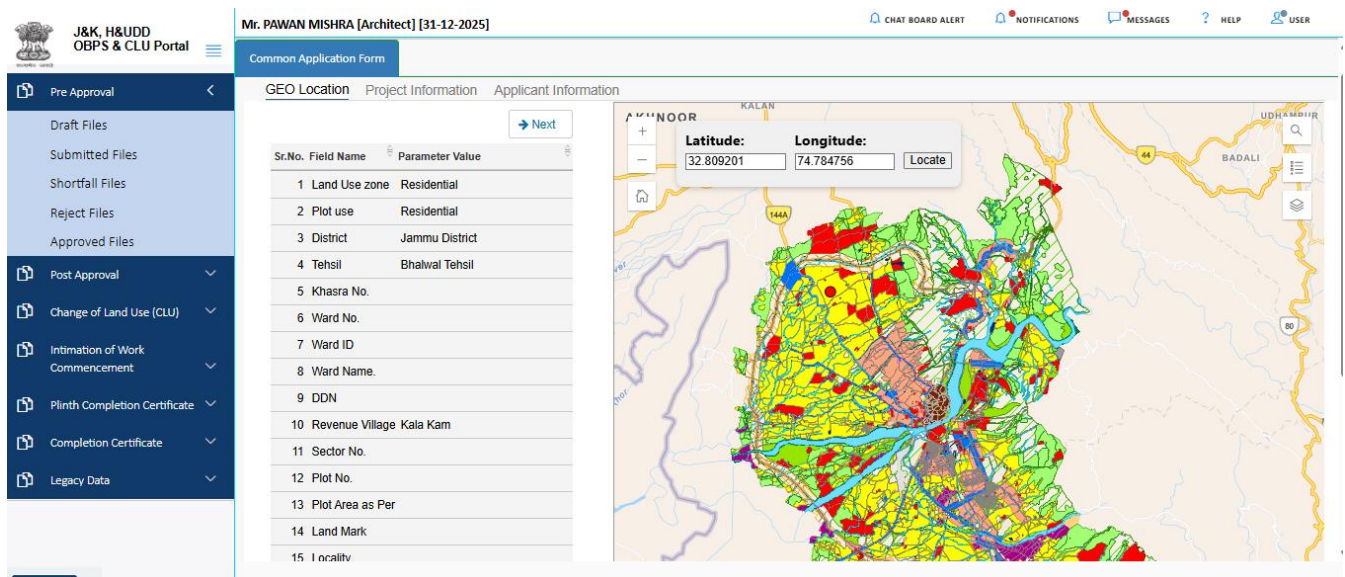
After selecting **Building Permission**, the system redirects you to the next window to mark the **plot location** on the map.

Follow the steps below:

- **Select or enter the coordinates** of your plot on the interactive map displayed on the screen.
- When you select the plot location, the system will **automatically capture the latitude and longitude** details.
- Verify the location details shown on the screen.
- Once confirmed, click on the **“Next”** button to proceed to the next step of the application.

### **Note:**

- Ensure that the selected coordinates accurately represent your project site location, as these details are used for **Auto Scrutiny and Authority Verification**.



The screenshot displays the 'Common Application Form' interface. On the left is a navigation menu with categories like 'Pre Approval' and 'Post Approval'. The main area is divided into 'GEO Location', 'Project Information', and 'Applicant Information' tabs. The 'GEO Location' tab is active, showing a map with a selected plot and a 'Latitude: 32.809201' and 'Longitude: 74.784756' input field. Below the map is a table with 15 rows of project information.

Sr.No.	Field Name	Parameter Value
1	Land Use zone	Residential
2	Plot use	Residential
3	District	Jammu District
4	Tehsil	Bhalwal Tehsil
5	Khasra No.	
6	Ward No.	
7	Ward ID	
8	Ward Name	
9	DDN	
10	Revenue Village	Kala Kam
11	Sector No.	
12	Plot No.	
13	Plot Area as Per	
14	Land Mark	
15	Locality	

After entering the plot coordinates, the system redirects you to the **Project Information** section.

Follow the steps below to fill in the project-related details:

- Under the **Project Information** tab, fill in all the required information such as:
  - Project Title / Name
  - Project Address and Location
- **Select the Nature of Construction / Case Type** from the available options (e.g., Residential, Commercial, Industrial, etc.).

- Review the entered information carefully for accuracy.
- Once all mandatory fields are filled, click on the “Next” button to proceed.

**Note:**

➤ Fields marked with an asterisk (\*) are **mandatory** and must be filled in before proceeding to the next step.

**Figure 9: Filling Project Information Form Detail**

**Figure 10: Filling Application information Form Detail**

After completing the **Project Information** section, the system redirects you to the **Plot Details** tab.

Follow the steps below to fill in the required information:

- Enter all the **plot-related details** such as:
- Verify the accuracy of the entered information with supporting documents.
- Once all details are correctly filled, click on the **“Next”** button to proceed to the next section.

The screenshot displays the 'Plot Details' section of the J&K HUDD OBPS & CLU Portal. The user is Mr. PAWAN MISHRA [Architect] [31-12-2025]. The form is divided into two main sections: 'Main Details' and 'Schedule of Boundaries'. The 'Main Details' section contains several mandatory fields (indicated by an asterisk): Land Use Zone (Residential Use Zone (R)), Land Sub Use Zone (Select), Plot No., Ward No. (W32), Sector No., Khasra No., Digital Door Number (DDN), Site Coordinates (32.727540,74.817611), Tehsil (Jammu), Plot Use (Residential), Plot Sub Use (Select), Plot area as per site (Sq Mt.), Ward Name (Gol), Land Mark, House No., DIGIPIN, and Survey No./Mouza No./Estate No. The 'Schedule of Boundaries' section includes fields for North, South, and West boundaries, each with a 'Select' dropdown menu. A 'Next' button is located at the top right of the form area.

**Figure 11: Filling Plot Detail Form**

## 8.2 Application Checklist

After filling in the **Plot Details**, the system redirects you to the **Application Checklist** section.

Follow the steps below:

- From the **Application Checklist**, select the **NOCs (No Objection Certificates)** required for your Building Permission.
  - The list of NOCs may include departments such as **Fire, Revenue, PWD, Town Planning**, etc., depending on the nature and location of your project.
- After selecting the relevant NOCs, click on the **“Save & Continue”** button to save your selections and proceed to the next step.

J&K, H&UDD  
OBPS & CLU Portal

- Pre Approval
  - Draft Files
  - Submitted Files
  - Shortfall Files
  - Reject Files
  - Approved Files
- Post Approval
  - Change of Land Use (CLU)
  - Intimation of Work Commencement
  - Plinth Completion Certificate
  - Completion Certificate
  - Legacy Data

Disclaimer

Mr. PAWAN MISHRA [Architect] [31-12-2025]

Jammu Municipal Corporation

Common Application Form | Applied NOC | Document | Drawing | Chat Board

GEO Location | Project Information | Applicant Information | Plot Details | **Application Checklist**

Save & Continue

#	Description	Value	Remark
2	Whether your land belongs to JDA/SDA/KDA/UDA/RDA?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
3	Whether your Land belongs to JK housing Board?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
4	Whether your land belongs to JK Sainik Housing Society?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
5	Whether your land belongs to JK Cooperative Housing Society?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
6	Whether your Land belongs to Sainik Colony Housing Board Society?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
7	Whether your Land belongs to Custodian Department?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
8	Whether your Land belongs to Provincial Re-habitation Officer (PRO)?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
9	Whether you already have CLU Certificate?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	!
10	Whether NOC from the Enforcement wing is required?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
11	Whether plot comes in vicinity of National Highway?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
12	Whether plot comes in vicinity (within 100 meters) of Defence Area?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
13	Whether plot comes in vicinity of Cantonment Board?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	
14	Whether your Building is Above 15 M Building Ht.?	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> NA	

Figure 12: Application Checklist

### 8.3 Applied NOC

After selecting the required NOCs from the Application Checklist, the system redirects you to the Applied NOC tab.

Follow the steps below:

- Under the Applied NOC tab, you can view the list of NOCs that have been automatically forwarded or applied based on your selections in the Application Checklist.
- Review the displayed NOCs carefully to ensure all relevant departments are included.
- Once verified, click on the “Next” button to proceed to the next step of the application process.

Note:

- The system automatically forwards the NOCs to the concerned departments after submission of your application. Ensure that all details are correct before moving forward.

Mr. PAWAN MISHRA [Architect] [31-12-2025]

Jammu Municipal Corporation

Common Application Form | **Applied NOC** | Document | Drawing | Chat Board

Next

Sr.	Name	NOC Form
1	NOC from Assistant Commissioner Revenue?	NOC Auto forwarded.
2	NOC from Sewerage and Drainage?	NOC Auto forwarded.
3	NOC from Public Health Engineering?	NOC Auto forwarded.
4	NOC from National Highway?	NOC Auto forwarded.
5	NOC from Inspection Division PDD (Electrical Department)?	NOC Auto forwarded.
6	NOC from Nazool Department?	NOC Auto forwarded.
7	NOC from JDA/SDA/KDA/UDA/RDA?	NOC Auto forwarded.

Figure 13: Applied NOC

## 9. Document Details

After reviewing the NOC details, the system redirects you to the **Document Upload** section.

In this section, there are **two sub-tabs** for uploading the required documents:

- **Mandatory Documents** – These are essential documents required for every Building Permission application.
- **Conditional Mandatory Documents** – These documents are required based on the nature or type of construction.

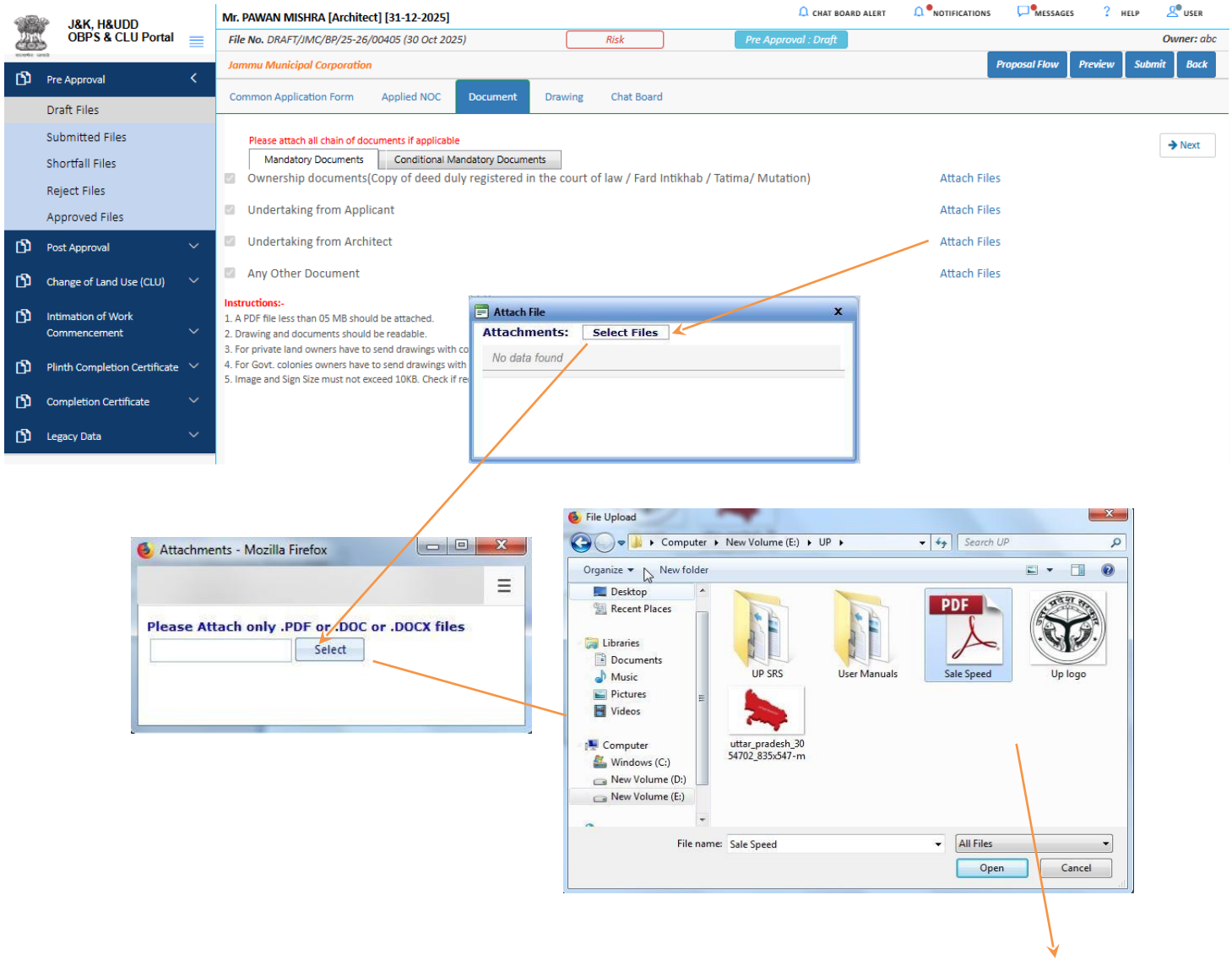


Figure 14: Attaching Files in Document Details

## 10. Drawing Details

After uploading the required documents, the system redirects you to the **Drawing Upload** section.

Follow the steps below:

- Under the **Drawing** tab, click on the **“Select Files”** button to attach your architectural drawing files.
- Browse and select the appropriate drawing file from your system.
- Once selected, the file will be uploaded and displayed in the list.

### Note:

- Only **.DWG** files (AutoCAD Drawing Files) are accepted for upload.
- The drawing must be **prepared in the Pre-DCR format** as per the prescribed standards of the J&K Auto Scrutiny System
- Ensure the drawing file is correct and complete before uploading, as it will be used for automated scrutiny.

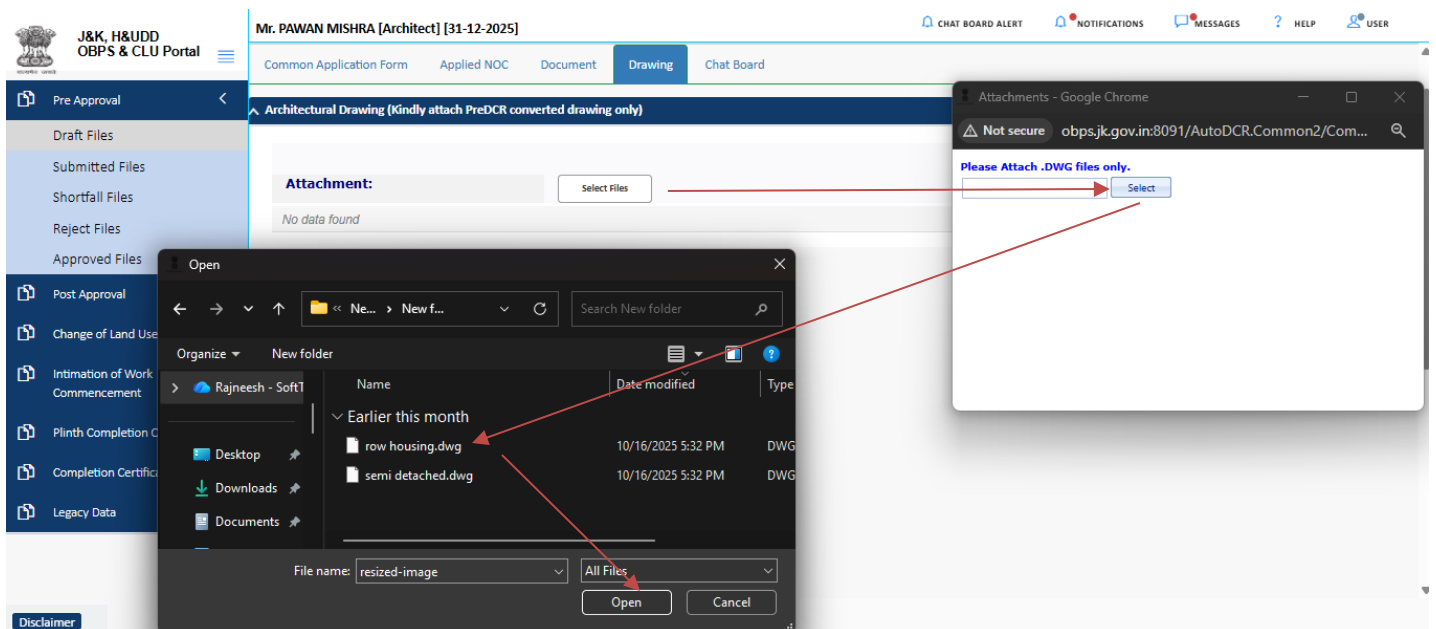


Figure 15: Attaching Drawing

## 11. Contact Details Verification

After uploading the drawing file and clicking the **“Next”** button, the system will initiate the **OTP verification process** for application authentication.

Follow the steps below.

- A **pop-up message** will appear on the screen, indicating that **One-Time Passwords (OTPs)** have been sent to the registered mobile numbers of both the **Owner** and the **Architect/RTP**.
- Both parties will receive their respective OTPs on their registered mobile numbers.
- Combine both OTPs as instructed in the message (for example, by entering them sequentially or as per the given format).
- Enter the combined OTP in the verification field and click on **“Verify”** to proceed further with the application process.

### Note:

- OTP verification is mandatory to authenticate the proposal submission.
- Ensure that both Owner and Architect mobile numbers are active to receive the OTPs promptly.

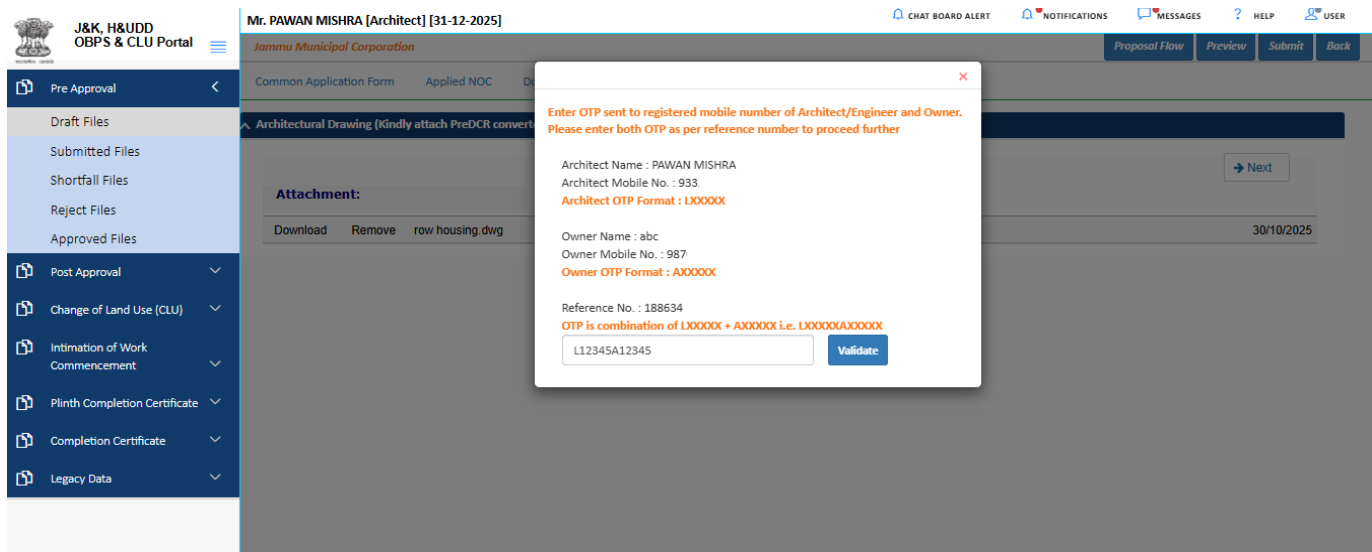


Figure 16: Owner and Architect Verification

## 12. Building Permission Fees

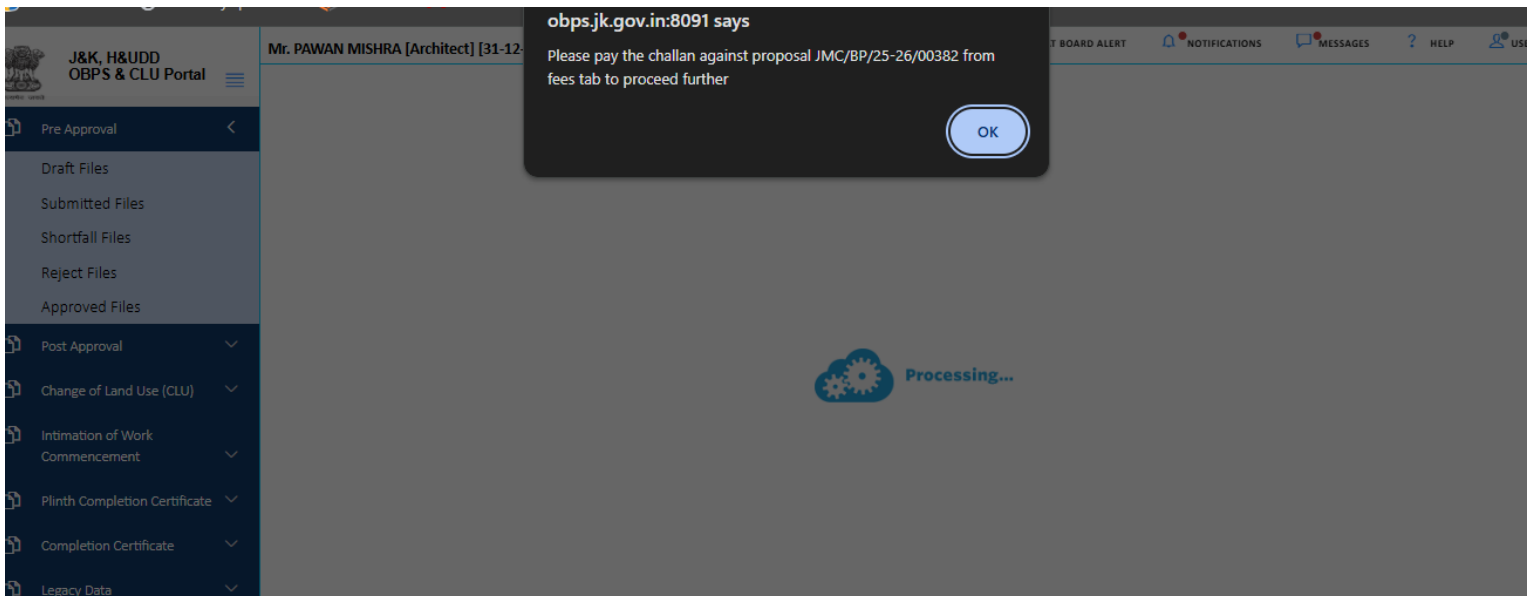
After successfully completing the **OTP verification**, the system redirects you to the **Fee Payment** section.

Follow the steps below:

- After clicking on the **“Verification”** and then click on **“Submit”** button, than **Fee Tab** will appear on the screen.
- The system will automatically generate the **Challan Fee** applicable for your **Building Permission** application based on project parameters.
- Review the challan details such as **Fee Type, Amount, and Challan Number**.
- Proceed to **make the payment** using the available online payment modes (e.g., Debit/Credit Card, Net Banking, or UPI).
- After successful payment, an **online payment receipt** will be generated, which you can **download or print** for your records.

 **Note:**

- Ensure that the challan amount is paid in full to enable final submission of your proposal.
- Keep the payment receipt safely for reference during scrutiny and approval stages.



**Figure 17: Building Permission Fees Generation**

## 13. Paying Building Permission Fees

After the challan is generated in the **Fee Tab**, you can proceed to make the online payment by following the steps below:

Click on the **“Pay Now”** button.

→ The system will redirect you to the **Online Payments** window.

- Enter your **Registration Number** or **Challan Number** in the respective field.
- Choose your preferred **Payment Option** (e.g., Net Banking, Debit/Credit Card, or UPI).
- Click on the **“Pay”** button on the **Online Payment** page to complete the transaction.
- Once the payment is successfully completed:
- The **Payment Status** will automatically update to **“Paid.”**
- A **Payment Receipt** will be generated, which can be **downloaded or printed** for your records.

### Note:

- Ensure that the payment gateway page is not refreshed or closed during the transaction.
- Save the payment receipt, as it is required for verification and future reference.

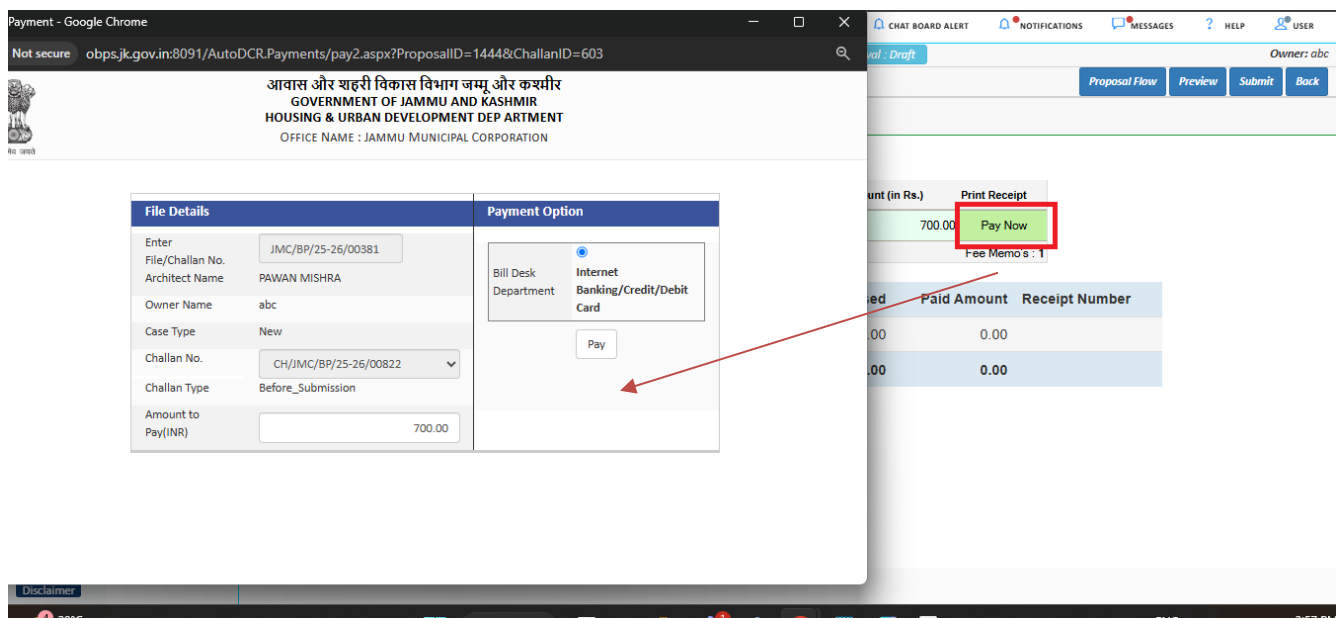


Figure 18: Paying Challan Fees

## 14. Submitting file for Auto Scrutiny

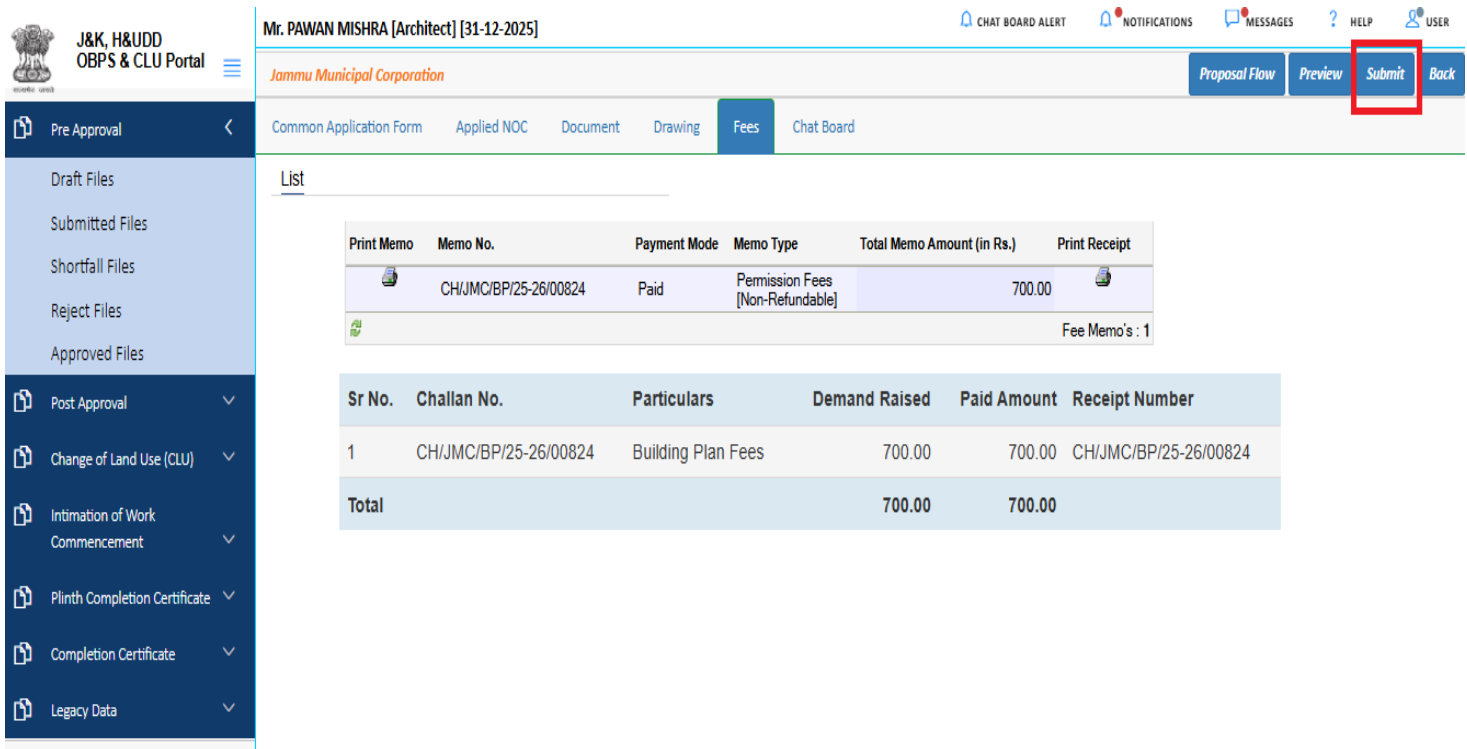
After successful payment of the **Building Permission Fees**, you can proceed with the final submission of your application for auto scrutiny.

Follow the step below:



- Once the payment status is updated as **“Paid”**, click on the **“Submit”** button available on the screen.
- This action will **finalize your application** and send it for **Auto Scrutiny** under the **J&K Online Building Permission System**.

 **Note:**

- Ensure that all details, drawings, and documents are correctly uploaded before clicking **Submit**, as no further edits can be made after final submission.
- Upon successful submission, a confirmation message will appear, and you can track your file status from your **Console** under the **Pre-Approval / Post-Approval** sections.



The screenshot shows the user interface of the J&K H&UDD OBPS & CLU Portal. The user is Mr. PAWAN MISHRA [Architect] [31-12-2025]. The portal is for Jammu Municipal Corporation. The 'Fees' section is active, showing a list of payment memos. A 'Submit' button is highlighted with a red box. Below the list, there is a summary table of the fees.

Print Memo	Memo No.	Payment Mode	Memo Type	Total Memo Amount (in Rs.)	Print Receipt
	CH/JMC/BP/25-26/00824	Paid	Permission Fees [Non-Refundable]	700.00	
					Fee Memo's : 1

Sr No.	Challan No.	Particulars	Demand Raised	Paid Amount	Receipt Number
1	CH/JMC/BP/25-26/00824	Building Plan Fees	700.00	700.00	CH/JMC/BP/25-26/00824
<b>Total</b>			<b>700.00</b>	<b>700.00</b>	

Figure 19: Submitting the Application

## 15. Receiving file from Scrutiny

Once the proposal file has been successfully submitted, the system automatically performs the **Auto Scrutiny** process. After scrutiny completion, the applicant can view the file status under the **Pre-Approval** tab on the dashboard.

Follow the details below:

- After receiving the file from **Auto Scrutiny**, check your **Pre-Approval** tab to view the result.
- If the **drawing passes** the auto scrutiny process:
  - The file will appear under the **“Approved Files”** section.
- If the **drawing fails** in auto scrutiny:
  - The file will appear under the **“Shortfall Files”** section for necessary corrections and resubmission.

### Note:

- The Auto Scrutiny process verifies the submitted **.DWG file** against building bye-law parameters.
- In case of a shortfall, review the scrutiny report, make the required corrections in the drawing, and re-upload the updated file for re-scrutiny.

The screenshot shows the 'Pre Approval' section of the J&K, H&UDD OBPS & CLU Portal. The 'Approved Files' tab is selected, displaying a table of application details and a map of the plot location.

Parameter	Value
2 Plot use	Residential
3 District	Jammu District
4 Tehsil	West Jammu Tehsil
5 Khasra No.	152
6 Ward No.	032
7 Ward ID	W32
8 Ward Name.	Gol
9 DDN	JMC-GOL-032-747-71137
10 Revenue Village	Tarloppur
11 Sector No.	
12 Plot No.	37
13 Plot Area as Per	630.751
14 Land Mark	

The map shows the plot location with a red dot indicating the plot area. The map includes a search bar with the following coordinates: Latitude: 32.734090, Longitude: 74.803000. A 'Locate' button is also present.

Figure 20: Receiving application after Auto Scrutiny

## 15.1 Shortfall Correction and Resubmission

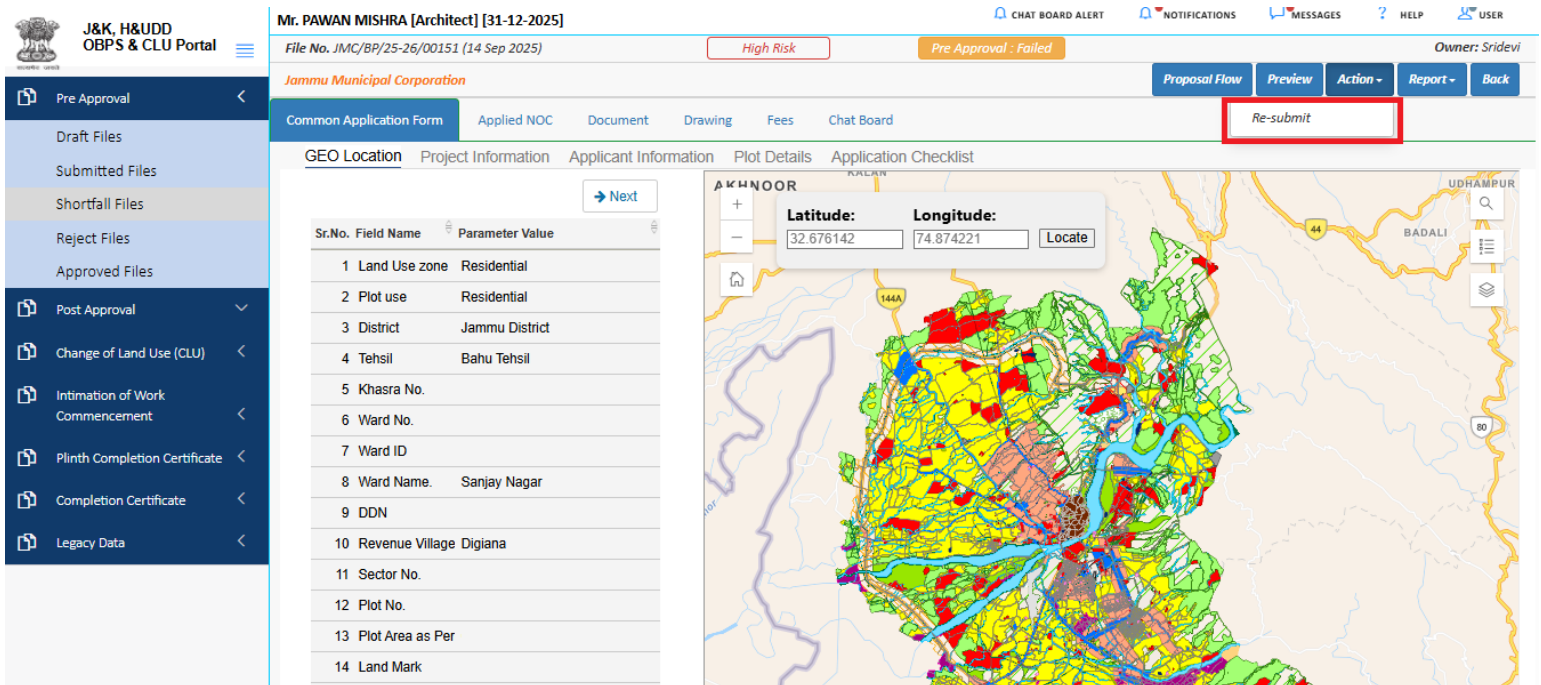
If your drawing **fails in Auto Scrutiny**, the system will flag the issues and allow you to correct and resubmit your proposal.

Follow the steps below:

- If the drawing **fails in Auto Scrutiny**, the application will be visible under the **“Shortfall Files”** section on your dashboard.
- Open the shortfall file to **review the error details in Scrutiny Report or Shortfall Letter** generated by the system.
- Based on the scrutiny report, **correct the drawing** in your AutoCAD file as per the identified issues.
- After making the necessary corrections, **re-upload the updated drawing and resubmit** it for Auto Scrutiny.

 **Note:**

- Ensure that all highlighted issues are properly addressed before resubmission.
- The system will recheck the updated drawing and update the file status accordingly (Approved or Shortfall).



Mr. PAWAN MISHRA [Architect] [31-12-2025]

File No. JMC/BP/25-26/00151 (14 Sep 2025) High Risk Pre Approval - Failed Owner: Sridevi

Jammu Municipal Corporation

Common Application Form | Applied NOC | Document | Drawing | Fees | Chat Board

Proposal Flow | Preview | Action - | Report - | Back

**Re-submit**

Sr.No.	Field Name	Parameter Value
1	Land Use zone	Residential
2	Plot use	Residential
3	District	Jammu District
4	Tehsil	Bahu Tehsil
5	Khasra No.	
6	Ward No.	
7	Ward ID	
8	Ward Name	Sanjay Nagar
9	DDN	
10	Revenue Village Digiana	
11	Sector No.	
12	Plot No.	
13	Plot Area as Per	
14	Land Mark	

Figure 21: Re-Submitting application for Auto Scrutiny

## 15.2 If the drawing is Pass Auto Scrutiny / Submitting file to Authority.

Once your drawing has **successfully passed the Auto Scrutiny**, it proceeds to the **post-approval** stage for digital signing and submission to the competent authority.

Follow the steps below:

- If the drawing **passes Auto Scrutiny**, the file will appear under the **“Approved Files”** section on your dashboard.
- The **“Letter & Sign”** tab will now become visible for the approved application.
- Open the **Letter & Sign** tab and perform the **Digital Signature (DSC)** authentication using your registered DSC token.
- After successful digital signing, **submit the application** to the **respective Authority** for final review and approval of your **Building Permission**.

### Note:

- Ensure that your **Digital Signature Certificate (DSC)** is valid and properly configured before initiating the signing process.
- Once the application is digitally signed and submitted, it will be forwarded to the authority for final approval and record.

The screenshot shows the user interface of the J&K H&UDD OBPS & CLU Portal. The user is Mr. PAWAN MISHRA [Architect] [31-12-2025]. The application is for File No. JMC/BP/25-26/00382 (30 Oct 2025) under Jammu Municipal Corporation. The status is 'High Risk' and 'Pre Approval - Passed'. The 'Letter & Plan' tab is highlighted in red. The drawing is titled 'TERRACE FLOOR PLAN (SCALE 1:100)'. A table of specifications is visible, and a QR code for digital signing is highlighted in green.

Sl. No.	Particulars	Quantity	Rate	Amount
1	...	...	...	...
2	...	...	...	...
3	...	...	...	...
4	...	...	...	...
5	...	...	...	...
6	...	...	...	...
7	...	...	...	...
8	...	...	...	...
9	...	...	...	...
10	...	...	...	...

Figure 22: Submitting application for Auto Scrutiny after Sign

After submitting the digitally signed application, the proposal moves to the **Post-Approval** stage for authority review and approval.

Follow the steps below to track your file:

- Once the application is submitted to the authority, you can view it under the **“Post-Approval”** tab on your dashboard.
- Open the **“Submitted Files”** section to see your proposal listed.
- From here, you can **track the proposal flow**, including its current status, movement between departments, and remarks added by the authority.

The screenshot displays the 'Submitted Files' section of the J&K H&UDD OBPS & CLU Portal. The main header shows the user 'Mr. PAWAN MISHRA [Architect] [31-12-2025]' and the file number 'JMC/BP/25-26/00384 (31 Oct 2025)'. The status is 'High Risk' and 'Post-Approval : In-Process'. The 'Submitted Files' menu item is highlighted in the sidebar. The main content area shows a table of parameters and a map.

Sr.No.	Field Name	Parameter Value
1	Land Use zone	Residential
2	Plot use	Residential
3	District	Jammu District
4	Tehsil	West Jammu Tehsil
5	Khasra No.	8
6	Ward No.	032
7	Ward ID	W32
8	Ward Name.	Gol
9	DDN	
10	Revenue Village	Gole
11	Sector No.	Sector 1
12	Plot No.	168
13	Dist Area No. Per	222 266

## 16. Receiving the file from Authority.

### 16.1 If Authority raises Shortfall in the submitted application.

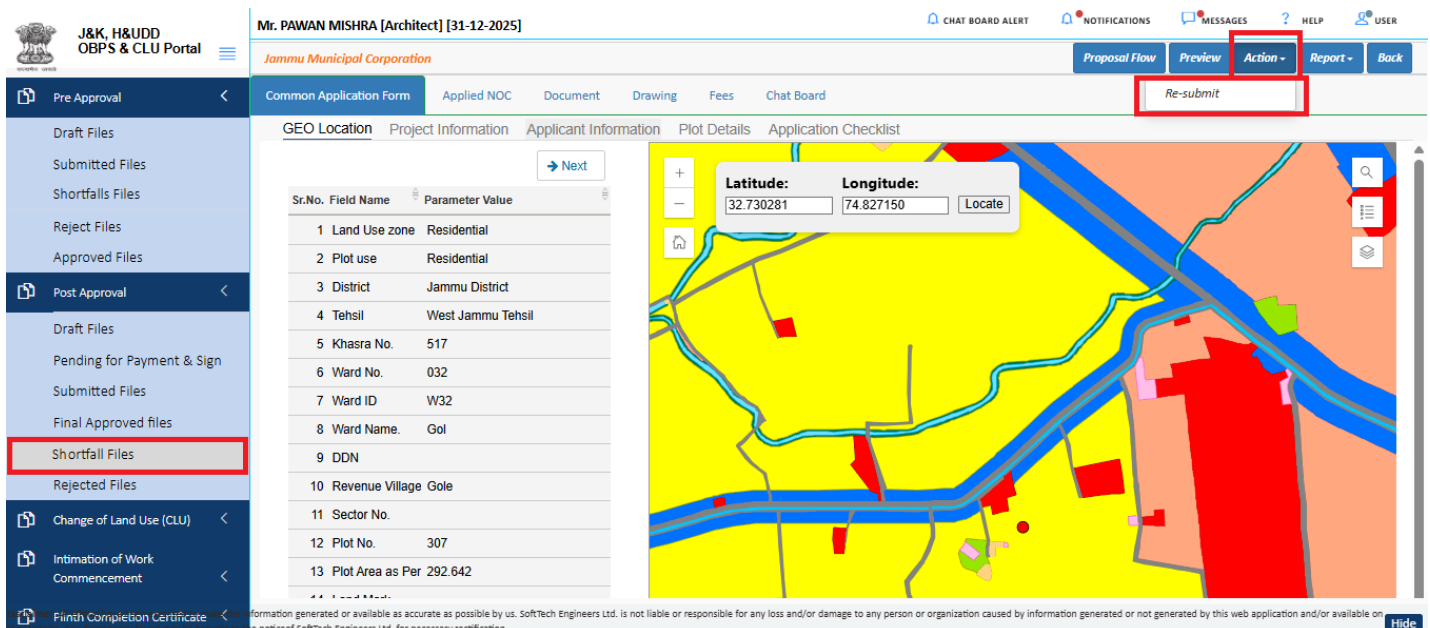
During the **post-approval** stage, if the concerned authority identifies any missing information or discrepancies in your application, a **Shortfall Notice** may be issued.

Follow the steps below:

- If the authority finds that any **data, document, or detail is missing**, they will **raise a shortfall notice** through the portal.
- The applicant will receive a notification regarding the shortfall on their **dashboard** as well as through **email/SMS**.
- Open the shortfall notice to view the **remarks or corrections requested** by the authority.
- Make the necessary corrections or upload the required documents, and then **resubmit the application** for further processing.

 **Note:**

- Address all remarks carefully and resubmit within the specified timeline to avoid delays.
- Once corrected and resubmitted, the application will move again through the approval workflow for review.



The screenshot displays the user interface of the J&K H&UDD OBPS & CLU Portal. The user is logged in as Mr. PAWAN MISHRA [Architect] [31-12-2025]. The page title is 'Jammu Municipal Corporation'. The left sidebar shows the navigation menu with 'Shortfall Files' highlighted. The main content area shows the 'Common Application Form' with a table of parameters and a map. The 'Re-submit' button is highlighted in the top right navigation bar.

Sr.No.	Field Name	Parameter Value
1	Land Use zone	Residential
2	Plot use	Residential
3	District	Jammu District
4	Tehsil	West Jammu Tehsil
5	Khasra No.	517
6	Ward No.	032
7	Ward ID	W32
8	Ward Name.	Gol
9	DDN	
10	Revenue Village	Gole
11	Sector No.	
12	Plot No.	307
13	Plot Area as Per	292.642


Figure 23: Re-Submitting application to Authority

## 16.2 If Authority Approves the submitted application.

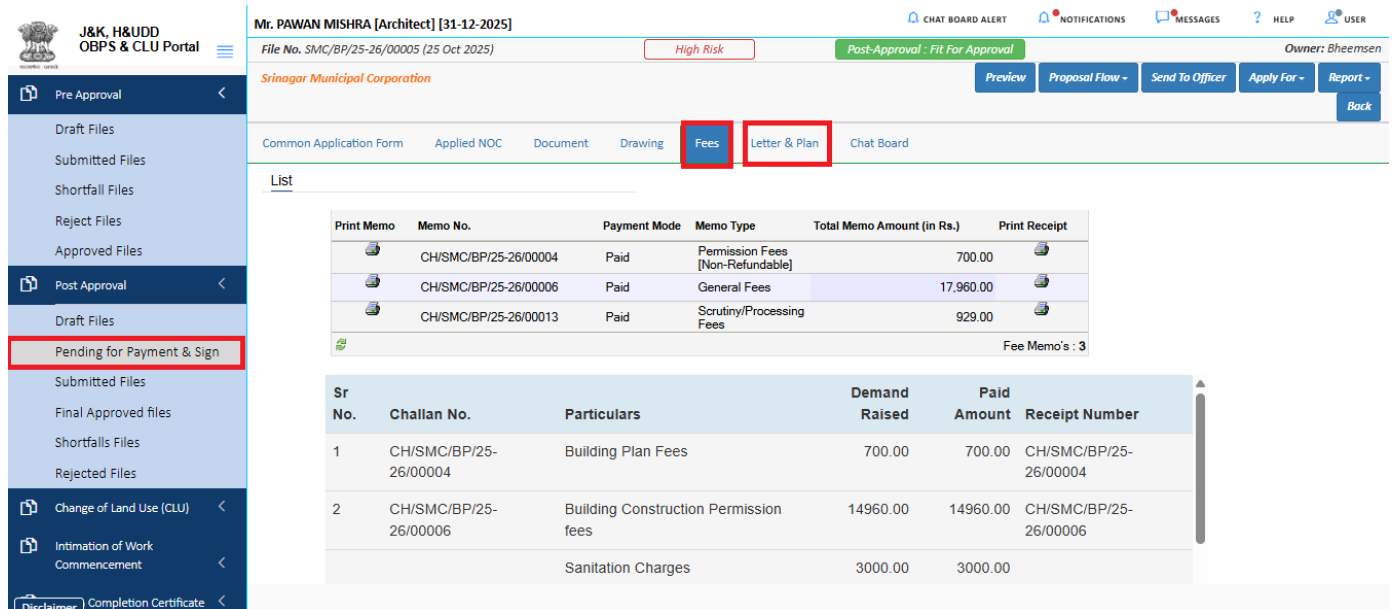
Once the authority has reviewed and approved the proposal, the file moves to the Pending for Payment & Sign stage.

Follow the steps below to complete the final approval process:







- When the file is approved by the authority, it will appear under the “Pending for Payment & Sign” tab on your dashboard.
- Open the file and digitally sign (DSC) the approved drawing and related documents as required.
- Proceed to pay the Building Approval Fees through the online payment gateway available in the portal.
- After successful payment, click on the “Send to Officer” button to submit the file to the authority for generation of the “Fit for Approval Letter.”

 Note:

- Ensure that both digital signing and fee payment are completed before submitting the file to the authority.
- Once the “Fit for Approval Letter” is issued, it can be downloaded from your dashboard under the Approved Files section.



The screenshot displays the user interface for the J&K H&UDD OBPS & CLU Portal. The user is logged in as Mr. PAWAN MISHRA [Architect] [31-12-2025]. The application is identified by File No. SMC/BP/25-26/00005 (25 Oct 2025) and is currently in the 'High Risk' status. The application is associated with Srinagar Municipal Corporation. The 'Pending for Payment & Sign' tab is selected in the sidebar menu. The main content area shows a list of fee memos and a table of demands.

Print Memo	Memo No.	Payment Mode	Memo Type	Total Memo Amount (in Rs.)	Print Receipt
	CH/SMC/BP/25-26/00004	Paid	Permission Fees [Non-Refundable]	700.00	
	CH/SMC/BP/25-26/00006	Paid	General Fees	17,960.00	
	CH/SMC/BP/25-26/00013	Paid	Scrutiny/Processing Fees	929.00	
				Fee Memo's : 3	

Sr No.	Challan No.	Particulars	Demand Raised	Paid Amount	Receipt Number
1	CH/SMC/BP/25-26/00004	Building Plan Fees	700.00	700.00	CH/SMC/BP/25-26/00004
2	CH/SMC/BP/25-26/00006	Building Construction Permission fees	14960.00	14960.00	CH/SMC/BP/25-26/00006
		Sanitation Charges	3000.00	3000.00	


Figure 24: Submitting application to Authority for Approval Letter

## 16.3 Receiving the Final Approval Letter

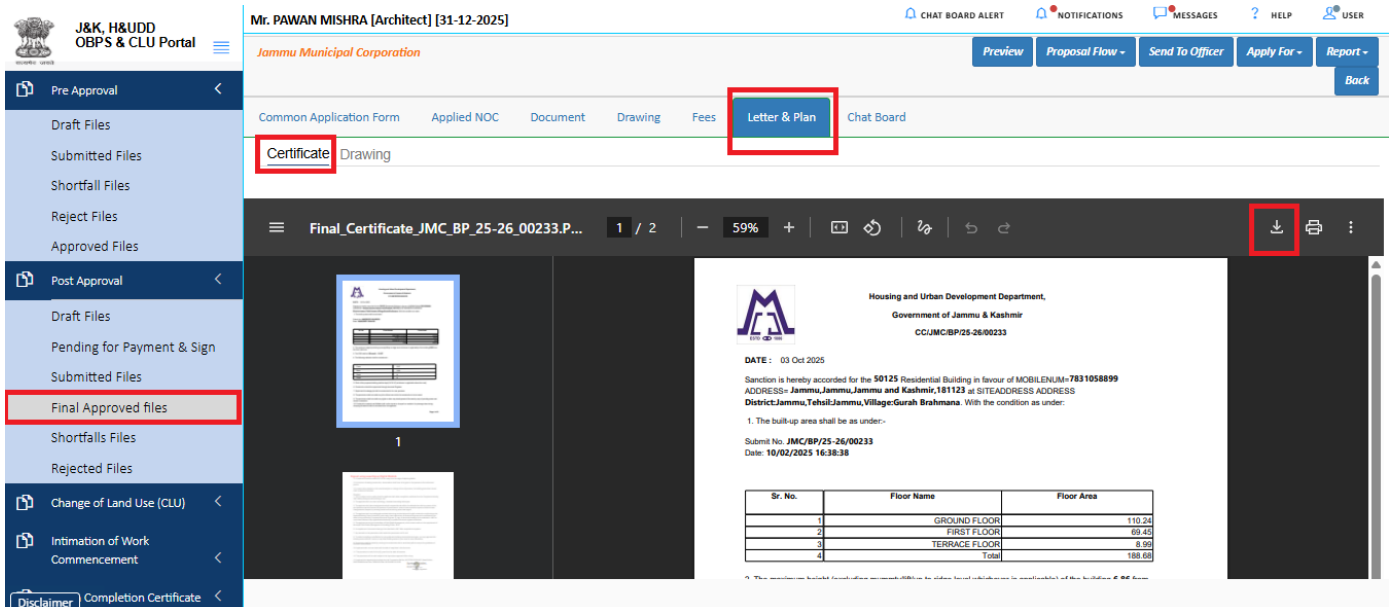
After the authority issues the Digitally Signed Sanctioned Letter & Plan, the applicant can view and download the final approved documents from the portal.

Follow the steps below:

- Once the file is Digitally Signed Sanctioned Letter & Plan by the authority, it will appear under the “Final Approved Files” section on your dashboard.
- Open the approved file to access the “Letter and Plan” section.
- From here, you can view, download, and print the final Approval Letter, Sanctioned Building Plan, and other related documents.

 Note:

- Always keep a copy of the Final Approval Letter and Sanctioned Plan for your project records and site reference.
- These documents serve as the official authorization for construction as per the approved building parameters.



The screenshot displays the user interface of the J&K H&UDD OBPS & CLU Portal. The user is logged in as Mr. PAWAN MISHRA [Architect] [31-12-2025]. The main navigation bar includes options like 'Pre Approval', 'Draft Files', 'Submitted Files', 'Shortfall Files', 'Reject Files', and 'Approved Files'. The 'Final Approved files' menu item is highlighted with a red box. The main content area shows a 'Certificate Drawing' with a 'Letter & Plan' button highlighted in red. Below this, a drawing viewer displays a document titled 'Final\_Certificate\_JMC\_BP\_25-26\_00233.P...'. The document content includes a header for the Housing and Urban Development Department, Government of Jammu & Kashmir, and a table of floor areas.

Sr. No.	Floor Name	Floor Area
1	GROUND FLOOR	110.24
2	FIRST FLOOR	69.45
3	TERRACE FLOOR	8.99
4	Total	188.68

Figure 25: Receiving the Sanctioned Letter & Sanctioned Plan

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