

To file an application, go to Electronic Construction Permitting System Portal using the URL <https://ecps.gov.bd/> and then click on **“Login”** button. Applicant then can login to the system using applicant’s username and password. After logging into the system successfully click on the **“New Application”** button as shown in the **Figure: 1**.

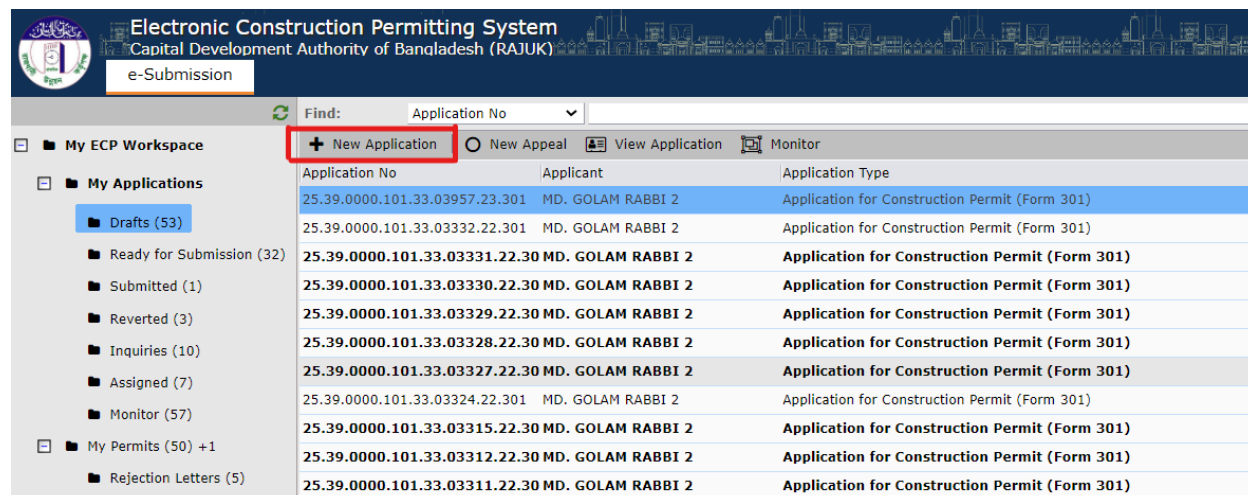


Figure: 1. New Application

After clicking on **“New Application”** the following window will pop-up with the drop-down selection bar for **“Application type, Ownership Type”** and enter some other information (**RS Dag No, Existing Project**). **Figure: 2** shows the information.

New Application

Fill in Application
Complete form, upload docs

Application Type

Ownership Type

If you have already created a project with your land plot, please select yes for existing project

Existing Project ☐ Yes ☒ No

RS Dag No

Next

Figure: 2. Application Type

If the ownership type is not “**Government Land**”, then Applicant needs to select the type of application which he would like to file (e.g., Application for Planning Permit) and enter **RS Dag No**, select **Existing Project** “No” and then click on the “**Next**” button as shown in **Figure 3**.

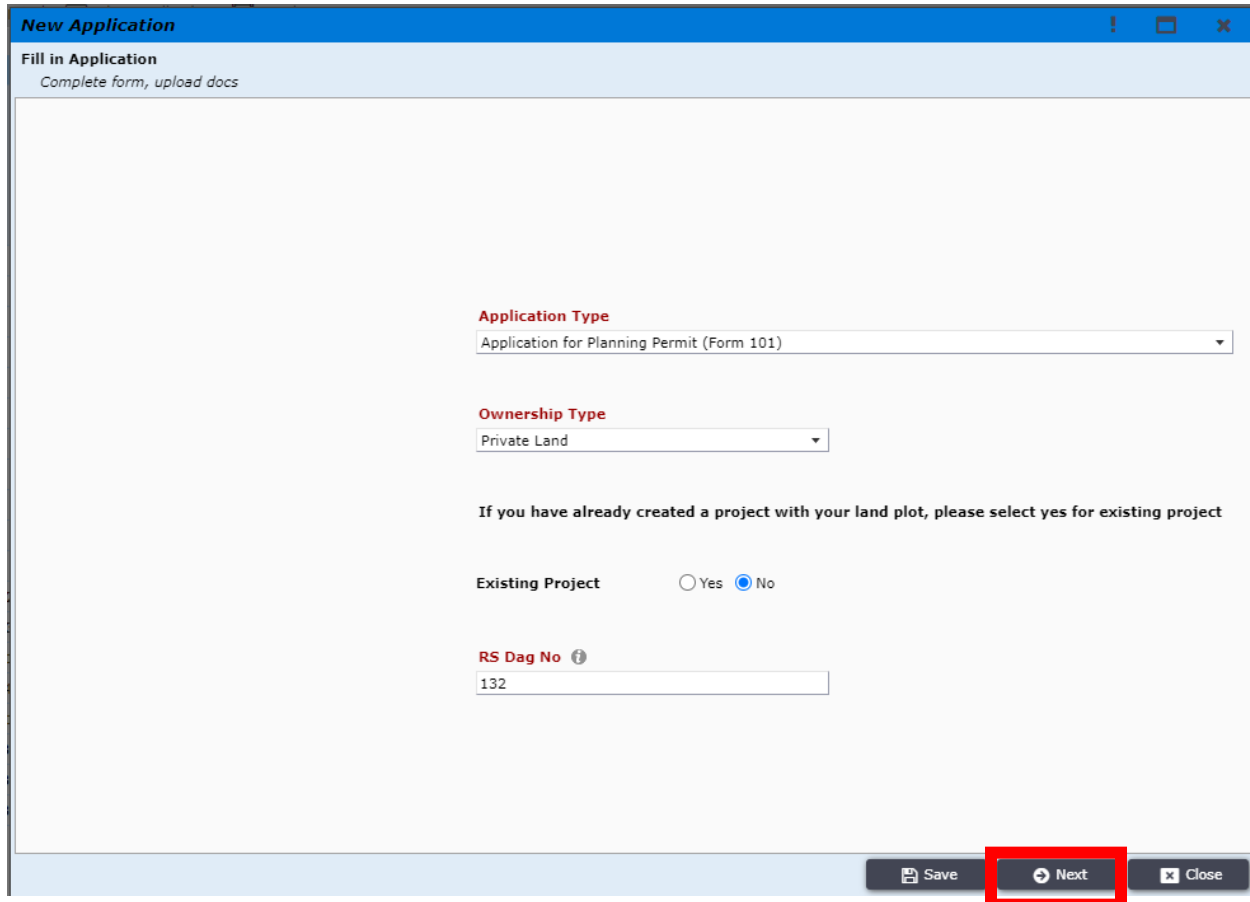


Figure: 3. selecting application type and clicking on “Next”

If the ownership type is “**Government Land**” then select only “**Application type and Ownership Type**” and click on “**Next**” Button. **Figure: 3.1** shows the information.

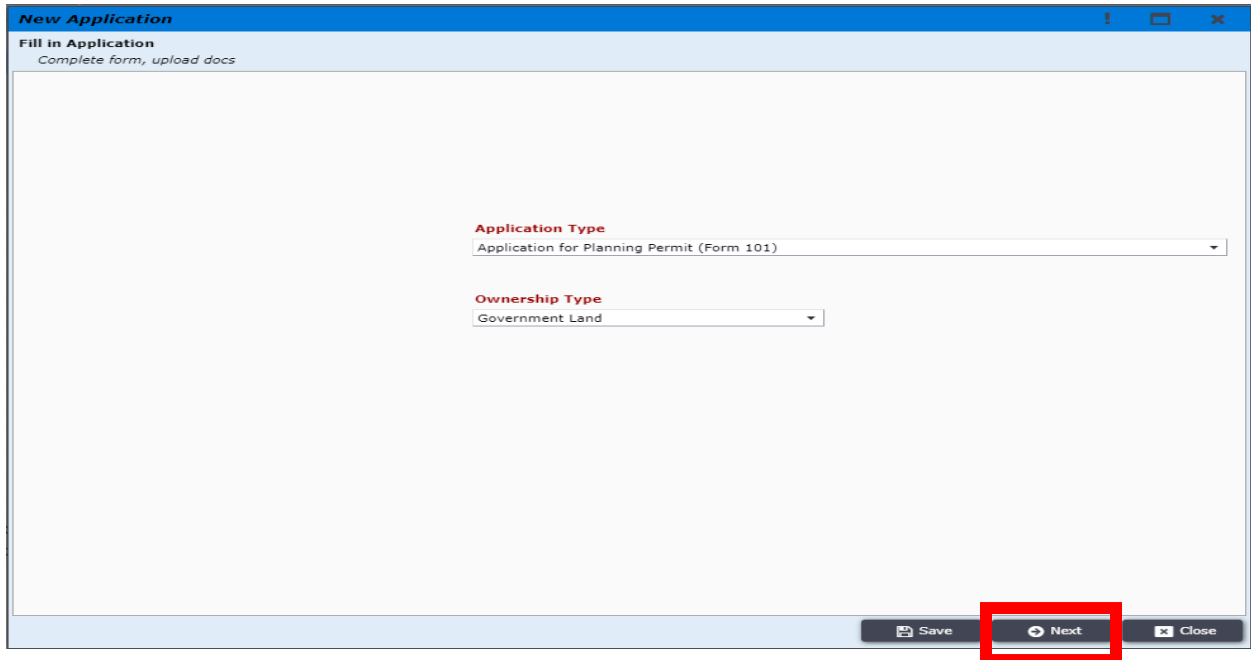


Figure 3.1

If the ownership type is not “**Government Land**”, then applicant is prompted to another window containing land details as shown in **Figure 4**. Applicant needs to fill up accordingly and then click “**Next**”.

Land Plot Details

Fill in Application
Complete form, upload docs

Plot

RS Dag No.	132	District	Dhaka
Mauza	Bhatulia	Thana	Mirpur
Ward		Road No	
Name of Road			

Coordinates

Block No		Sector No	
MS Dag No		Holding No	
CS Dag No		Sheet No	
GPS Coordinate of Plot			
Latitude		Longitude	

Measurements

Plot Area (m2)			
North Side (m)		South Side (m)	
West Side (m)		East Side (m)	
Northwest Side (m)		Northeast Side (m)	
Southwest Side (m)		Southeast Side (m)	

Previous Save **Next** Close

Figure 4. Land plot details

If the ownership type is “**Government Land**”, then the applicant is prompted to another window containing land details as shown in **Figure 4.1**. Applicant needs to fill up accordingly and then click “**Next**”.

Land Plot Details

Fill in Application
Complete form, upload docs

For Government Land

For Ownership type **Government Land**, give information **Housing Name, Sector No/Road No and Housing Plot No.**

Ownership Type	Government Land	Road No	
Housing Name		Housing Plot No	
Sector No			

Coordinates

Block No		Sector No	
MS Dag No		Holding No	
CS Dag No		Sheet No	
Road No			
GPS Coordinate of Plot			
Latitude		Longitude	

Measurements

Plot Area (m2)			
North Side (m)		South Side (m)	
West Side (m)		East Side (m)	
Northwest Side (m)		Northeast Side (m)	

Save Next Close

Figure 4.1

After providing the Land plot details applicant is prompted to **“Next”** window containing the PP information (Figure 5). Applicant needs to fill the information accordingly and click **“Next”**.

New Project

Fill in Application
Complete form, upload docs

You can provide additional plot information by clicking on **RS Dag No**

RS Dag No	132
Project No	[AUTO]
Project Name	
Ownership Type	Private Land

Previous Save **Next** Close

Figure: 5.

After providing information such as ownership type and clicking **“Next”** the applicant will be taken to **“Next”** window containing information of land use type as shown in **Figure 6**.

FORM

Fill in Application
Complete form, upload docs

RS Dag No

Project No

Project Name

Ownership Type

Land Use Type

Land Use Type	Occupancy Types
No Records.	

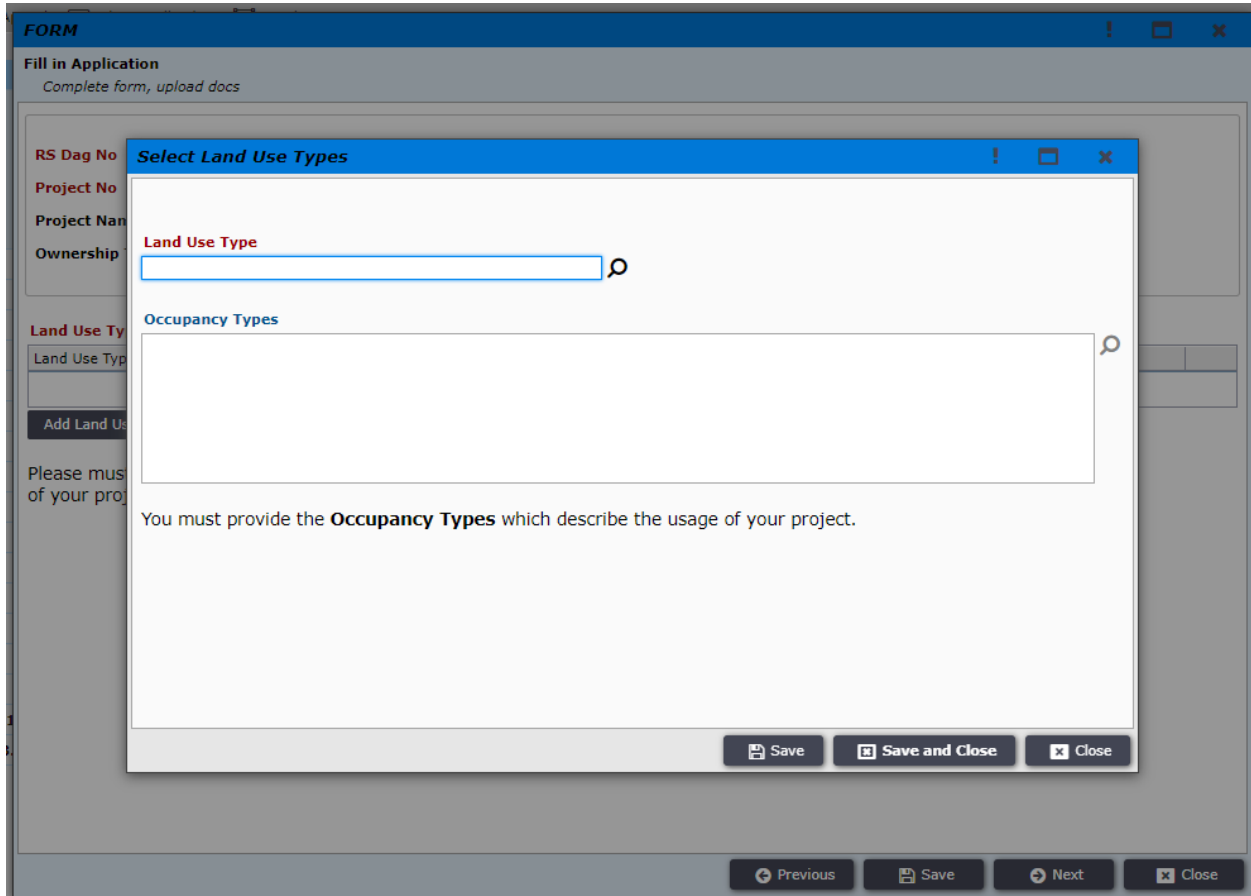
Add Land Use ...

Please must provide the **Occupancy Type** which describe the usage of your project.

[Previous](#) [Save](#) [Next](#) [Close](#)

Figure 6. Land Use Type

Applicant will choose land use type and occupancy type as shown in **Figure 7**.



FORM

Fill in Application
Complete form, upload docs

RS Dag No
Project No
Project Name
Ownership
Land Use Type
Land Use Type
Add Land Use

Please must
of your project

Select Land Use Types

Land Use Type

Occupancy Types

You must provide the **Occupancy Types** which describe the usage of your project.

Save Save and Close Close

Previous Save Next Close

Figure 7. Land use and occupancy type

After providing correct land use type and occupancy type option, then applicant needs to click **“Save And Close”**.

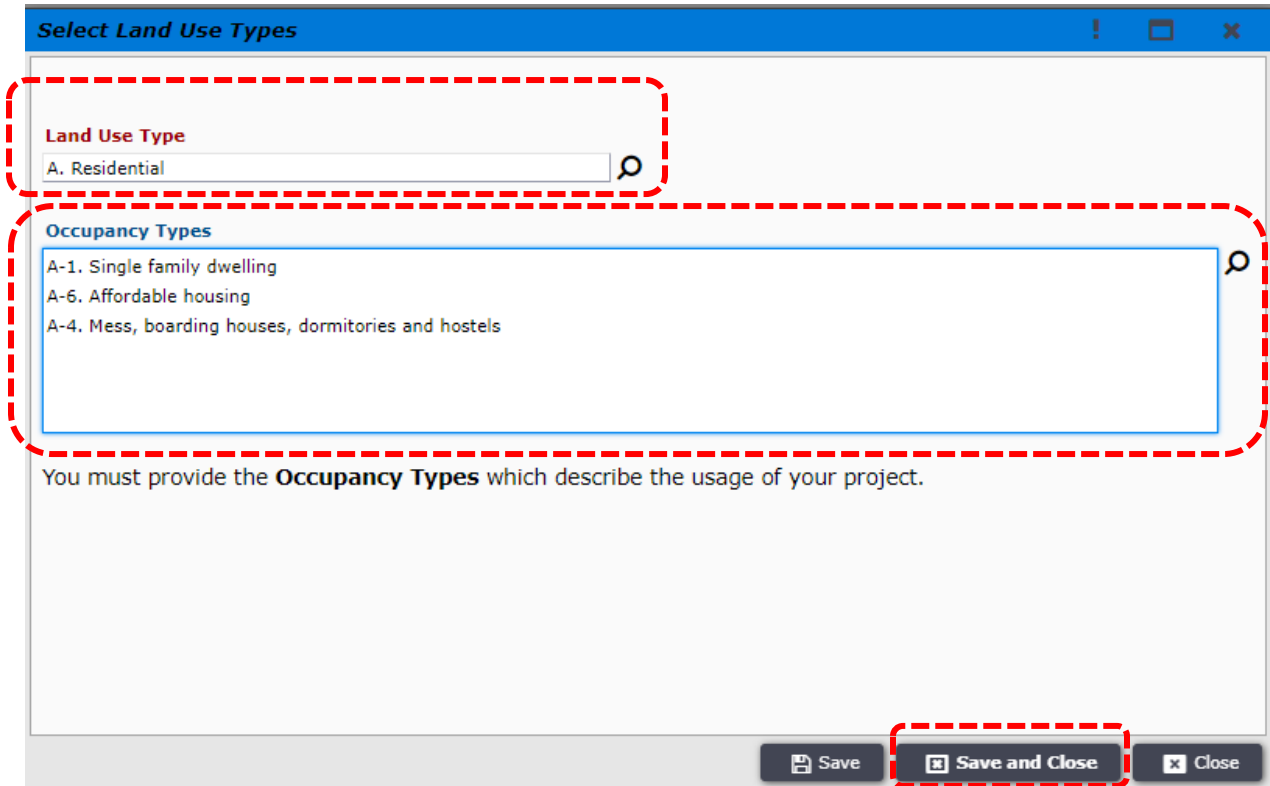


Figure 8. Selected type

Now you can see this window. Now click on **“Next”**. **Figure: 8.1** shows the information.



FORM

Fill in Application
Complete form, upload docs

RS Dag No
Project No
Project Name
Ownership Type

Land Use Type

Land Use Type	Occupancy Types
A. Residential	A-1. Single family dwelling A-6. Affordable housing A-4. Mess, boarding houses, dormitories and hostels

[Add Land Use ...](#)

Please must provide the **Occupancy Type** which describe the usage of your project.

[Previous](#)
[Save](#)
[Next](#)
[Close](#)

Figure 8.1.

Applicant will see this window (Figure 9.)

Form 101. Application for Planning Permit

Fill in Application
Complete form, upload docs

[Application](#)
[Ownership](#)
[Surroundings](#)
[Attachments](#)

Project details

Application No
Applicant
Construction Project

[Previous](#)
[Save](#)
[Next](#)
[Close](#)

Figure 9

Then applicant will go to **“Next”** tab and applicant will see the interface containing Application, Ownership, Surroundings and Attachment tabs as in **Figure 10**.

Figure 10.

In the Ownership tab, the applicant can fill-up the ownership details information.

Figure 11 Ownership

In the Surroundings tab, the applicant can fill-up all the surroundings information of the land.

Application No: 25.39.0000.101.33.17301.23.101

Submit Application
E-sign, pay fee, submit

Application | Ownership | **Surroundings** | Attachments

Present Use of the Land

Use of the Land within 250 Meters Radius

Name of Nearest Main Road

Width of the Main Road (m)

Connecting Road

Width Of the Connecting Road (m)

Height/Elevation of the Plot

Existence of the following within 250 meters distance

Main Road	☐ No	Marshy Land	☐ No	Railway Station	☐ No
Market	☐ No	Forest	☐ No	Air Port	☐ No
Playground	☐ No	Pond	☐ No	River Port	☐ No

Save Next Close

Figure 12. Surroundings

In the Attachments tab, the applicant will attach all the recommended attachment by RAJUK. EX. RS Mouza Map, MS Mouza Map, Digital Survey Map and many other options. Now, Click on **Add new** in **Other Attachments** Section. Figure 13.

Application No: A-17944.23.095.35.101

Fill in Application
Complete form, upload docs

Application Ownership Surroundings **Attachments**

Attached documents

1. RS Mouza Map
[Attach a File](#)
2. MS Mouza Map
[Attach a File](#)
3. Digital Survey Map
[Attach a File](#)
4. Receipt of Deposited Fees (Automatically Attached)

Other Attachments

Please click on Add new for attach other attachments

Attachment Type	Title	Attachment	Attached By	Attached On
No Records.				

Add New ...

If an attachment consists of multiple pages, generate a PDF containing all documents of the same type, and upload the PDF file.

Previous Save Next Close

Figure 13. Attachments

Now Select “**Type**” and attach your attachment. Then click on “**Save and Close**”. For Another attachment click again “**Add New**” (Figure 13) then Now Select “**Type**” and attach your attachment. Then click on “**Save and Close**” (Figure 13.1)

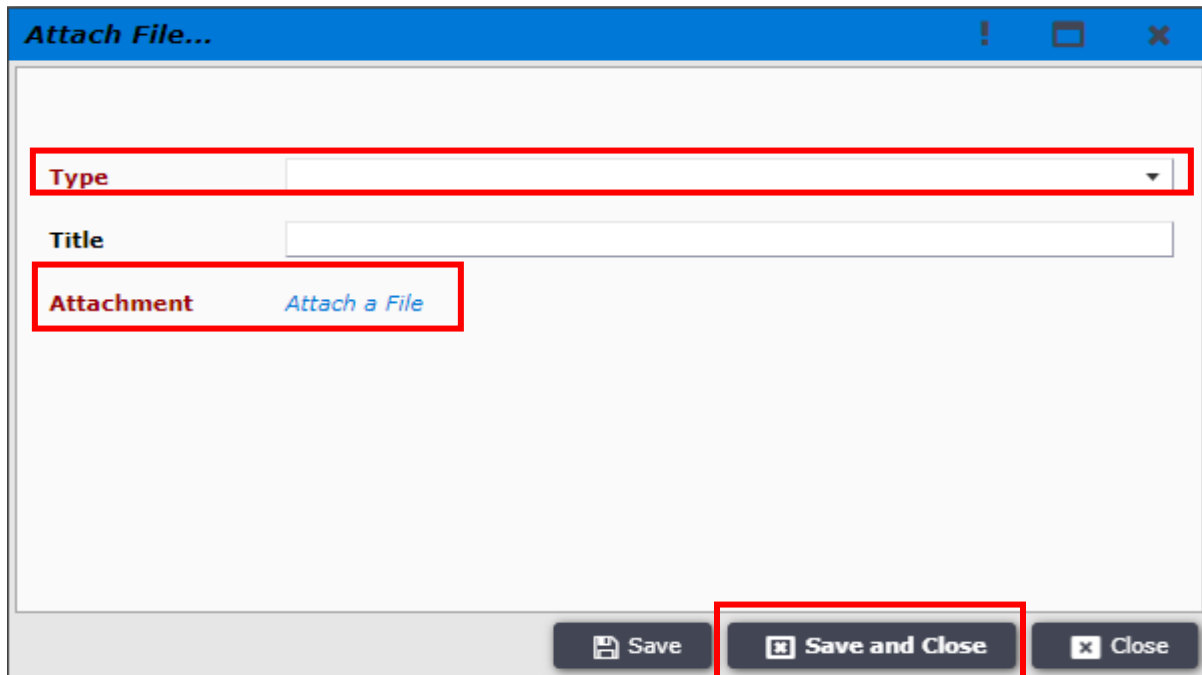
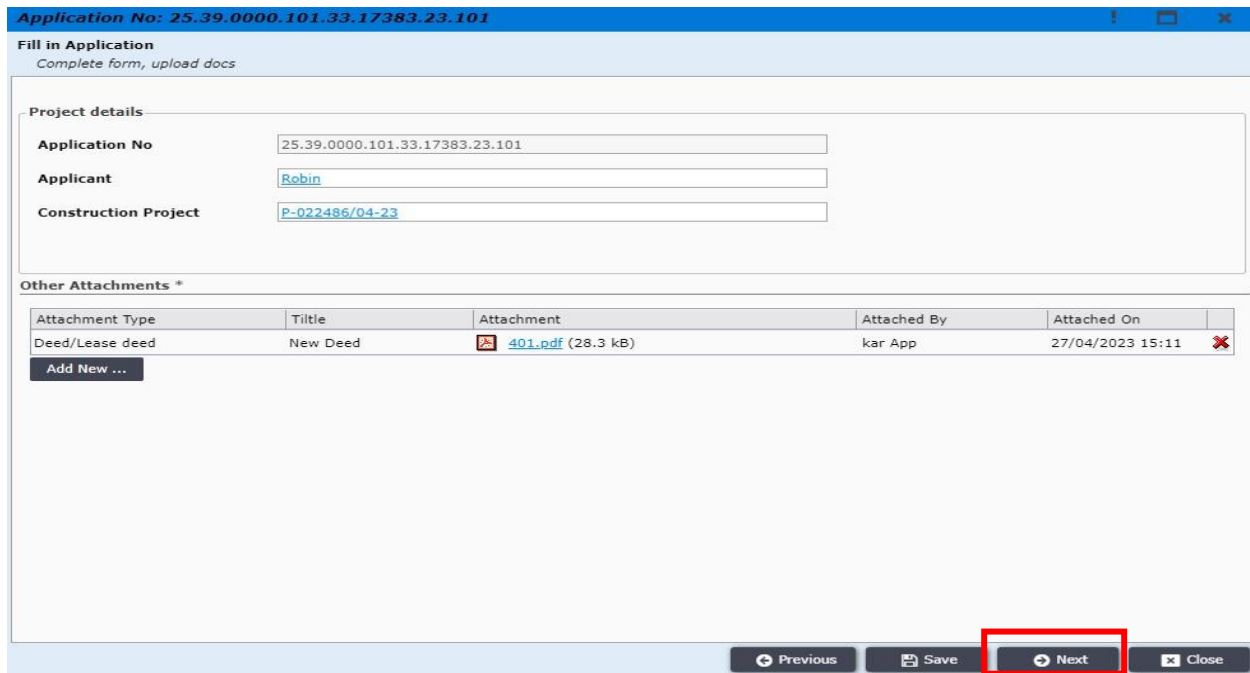


Figure 13.1. Attachments

Then the applicant will go to “**Next**” tab and applicant will see the interface as in **Figure 14**.



Application No: 25.39.0000.101.33.17383.23.101

Fill in Application
Complete form, upload docs

Project details

Application No 25.39.0000.101.33.17383.23.101

Applicant Robin

Construction Project P-022486/04-23

Other Attachments *

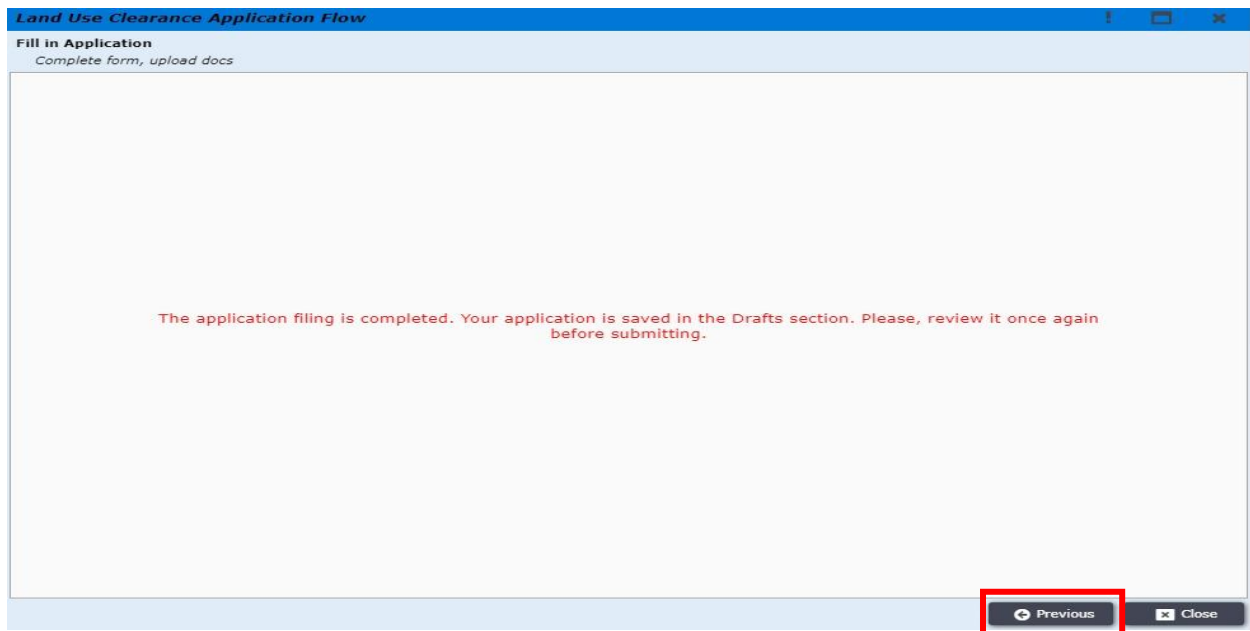
Attachment Type	Title	Attachment	Attached By	Attached On
Deed/Lease deed	New Deed	 401.pdf (28.3 kB)	kar App	27/04/2023 15:11

[Add New ...](#)

[Previous](#) [Save](#) [Next](#) [Close](#)

Figure 14.

After Clicking on “**Next**” button, Applicant will see this interface as in Figure 15.



Land Use Clearance Application Flow

Fill in Application
Complete form, upload docs

The application filing is completed. Your application is saved in the Drafts section. Please, review it once again before submitting.

[Previous](#) [Close](#)

Figure 15.

After clicking “Close” the applicant will be shown message as shown in **Figure 16** and will need to double click on the new highlighted PP file for payment and further process.

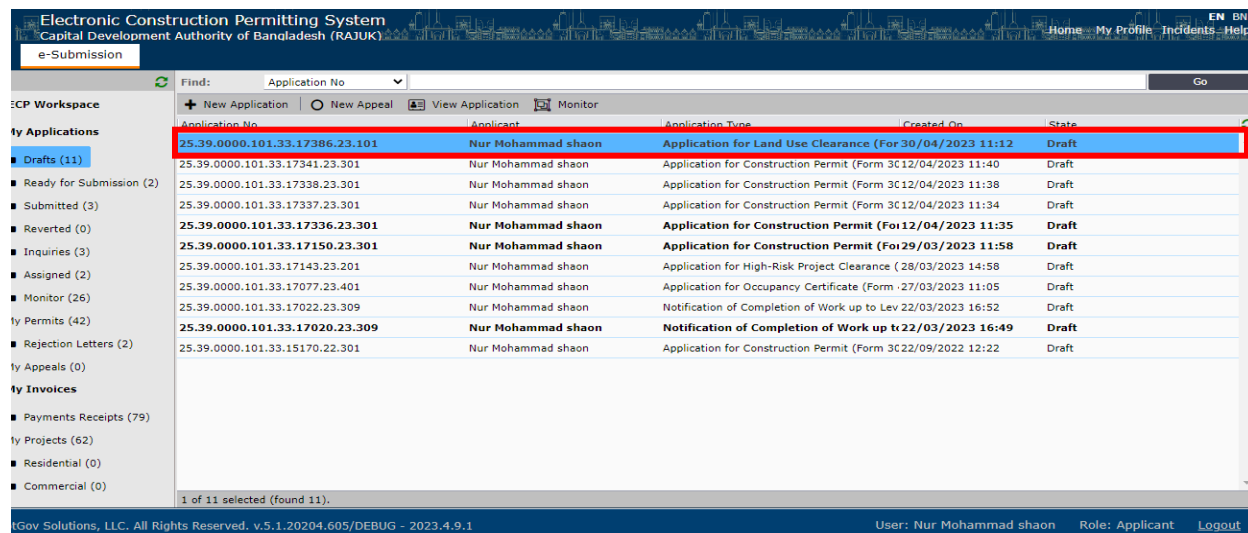


Figure 16.

Now after double clicking on the application, the applicant will see the previous interface containing Application, Ownership, Surroundings and Attachments tabs as in **Figure 17**. Here, he can also check and update information in all those tabs.

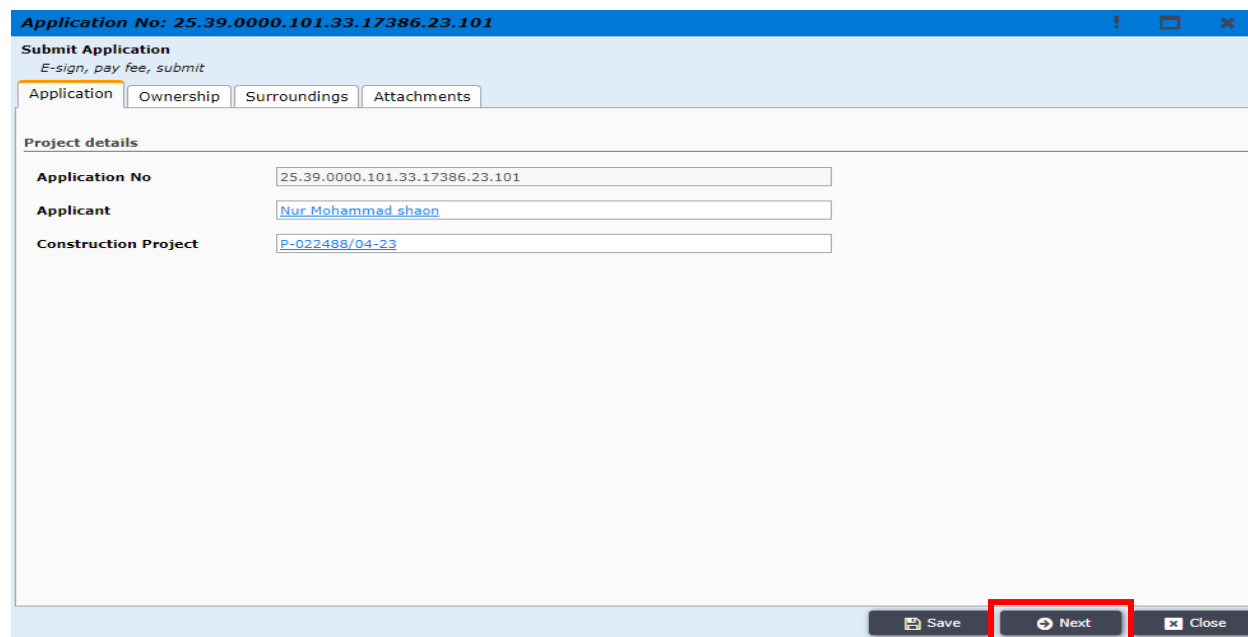
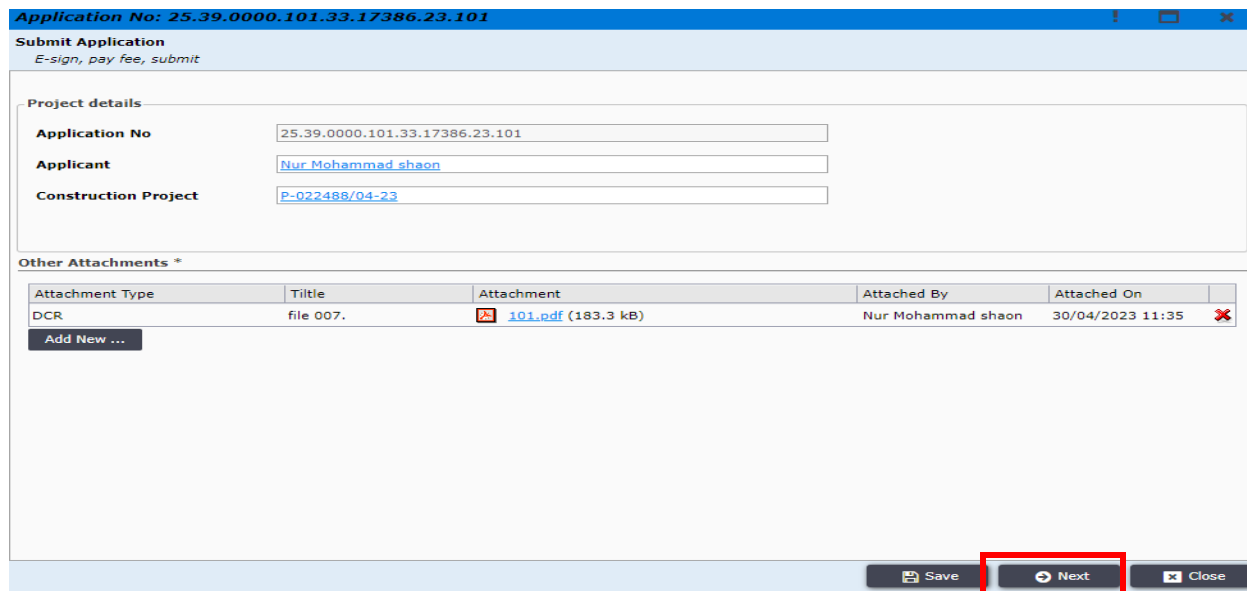


Figure 17.

The applicant will recheck the attached file and click **“Next”** tab to review the full project before final payment as shown in **Figure 18**.



Application No: 25.39.0000.101.33.17386.23.101

Submit Application
E-sign, pay fee, submit

Project details

Application No 25.39.0000.101.33.17386.23.101

Applicant Nur Mohammad shaon

Construction Project P-022488/04-23

Other Attachments *

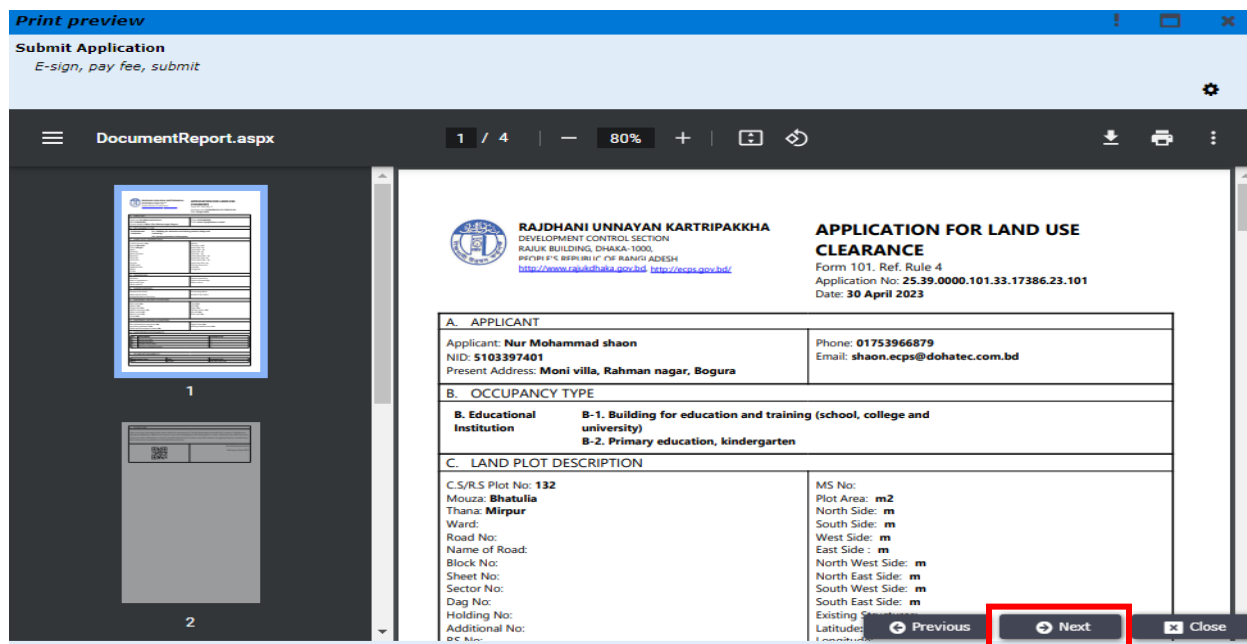
Attachment Type	Title	Attachment	Attached By	Attached On
DCR	file 007.	 101.pdf (183.3 kB)	Nur Mohammad shaon	30/04/2023 11:35

Add New ...

Save **Next** **Close**

Figure 18. Attachments

After clicking the **“Next”** tab we can see the full project in a PDF form with all information what applicant inserted in both Bangla and English format and also able to download the application as shown in **Figure 19**.



Print preview
Submit Application
E-sign, pay fee, submit

DocumentReport.aspx 1 / 4 | 80% |   

1

2

RAJDHANI UNNAYAN KARTIRIPAKKHA
DEVELOPMENT CONTROL SECTION
RAJUK BUILDING, DHAKA-1000
PHONE: 02-8881111, 02-8881112
<http://www.rajshahi.gov.bd> <http://ecps.gov.bd/>

APPLICATION FOR LAND USE CLEARANCE
Form 101, Ref. Rule 4
Application No: 25.39.0000.101.33.17386.23.101
Date: 30 April 2023

A. APPLICANT

Applicant: Nur Mohammad shaon
NID: 5103397401
Present Address: Moni villa, Rahman nagar, Bogura

Phone: 01753966879
Email: shaon.ecps@dohatec.com.bd

B. OCCUPANCY TYPE

B. Educational Institution B-1. Building for education and training (school, college and university)
B-2. Primary education, kindergarten

C. LAND PLOT DESCRIPTION

C.S./R.S Plot No: 132
Mouza: Bhatulia
Thana: Mirpur
Ward:
Road No:
Name of Road:
Block No:
Sheet No:
Sector No:
Dag No:
Holding No:
Additional No:
DC No:

MS No:
Plot Area: m2
North Side: m
South Side: m
West Side: m
East Side: m
North West Side: m
North East Side: m
South West Side: m
South East Side: m
Existing Structure:
Latitude:
Longitude:

Previous **Next** **Close**

Figure 19. Document Report

Applicant is then prompted to “Next” window to see the payment option (Figure 20).

Electronic Payment Receipt

Submit Application
E-sign, pay fee, submit

Info

Receipt No: HQ000212000-4/23

Payment Date:

Payment Amount: 1,150.00 Currency: BDT

Amount in Words: One Thousand One Hundred Fifty Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Application fee for Land Use Clearance	1,000.00	1	1,000.00
VAT (15%)	150.00	1	150.00
Total:			1,150.00

Payment

GatewayPageURL: <https://ecptest.uru.gov/>

[Pay Online](#)

NOTE: System will open a new window or tab where you will provide payment details.

Save Next Close

Figure 20. Payment.

After clicking “**Pay Online**” option, the applicant can pay the amount in any platform as he wishes and complete the payment process. (Figure 21)

Figure 21. sslcommerz payment.

Using OTP verification, after completing the payment successfully the applicant clicks the “**Next**” button and can see the payment information and also see the recipient payment pdf file.

Electronic Payment Receipt

Submit Application
E-sign, pay fee, submit

Info

Receipt No: HQ000212200-4/23

Payment Date:

Payment Amount: 1,150.00 Currency: BDT

Amount in Words: One Thousand One Hundred Fifty Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Application fee for Land Use Clearance	1,000.00	1	1,000.00
VAT (15%)	150.00	1	150.00
Total:			1,150.00

Payment

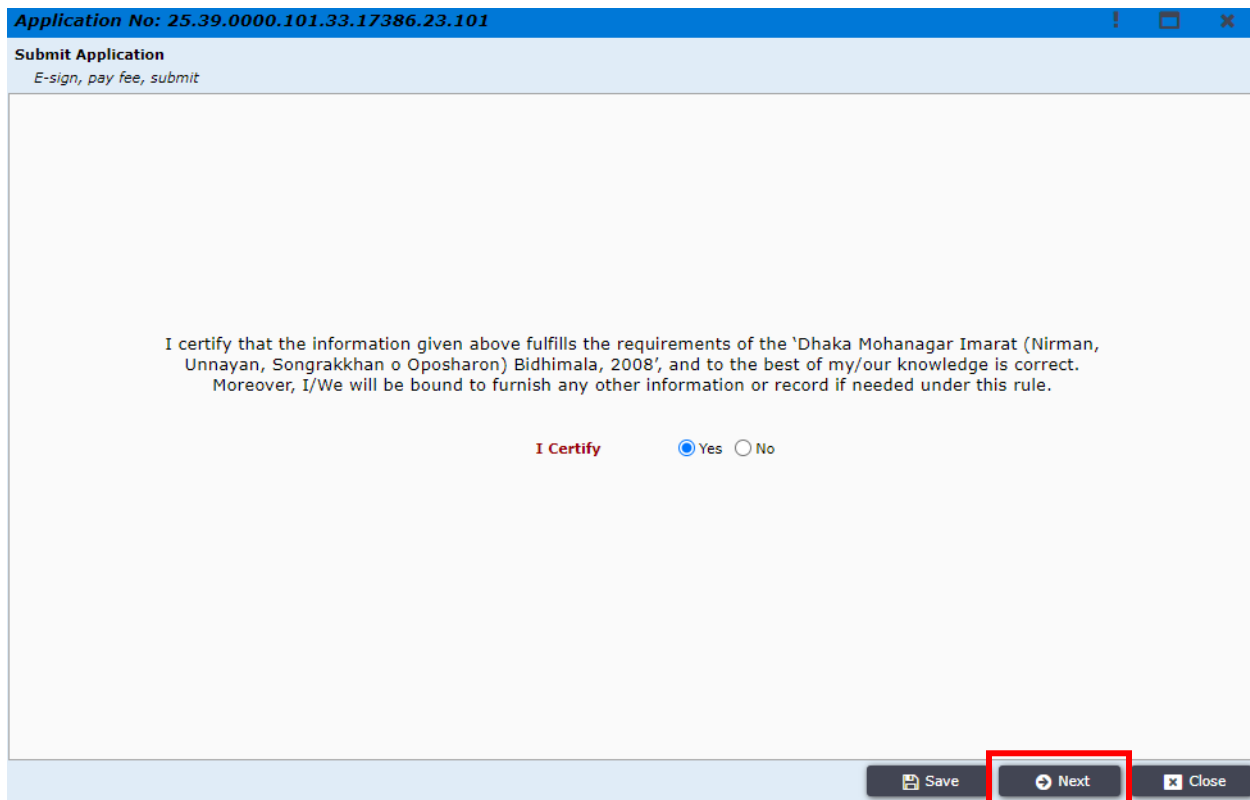
GatewayPageURL: <https://ecptest.uru.gov/>

Payment completed successfully

NOTE: System will open a new window or tab where you will provide payment details.

Figure 22. Payment successful

Then the applicant can see the certify option by “Dhaka Mohanagar Imarat , Bidhimala’ 2008” and will choose his option . After that the applicant will click the **“Next”** bar for reviewing the full project again in the PDF format.



Application No: 25.39.0000.101.33.17386.23.101

Submit Application
E-sign, pay fee, submit

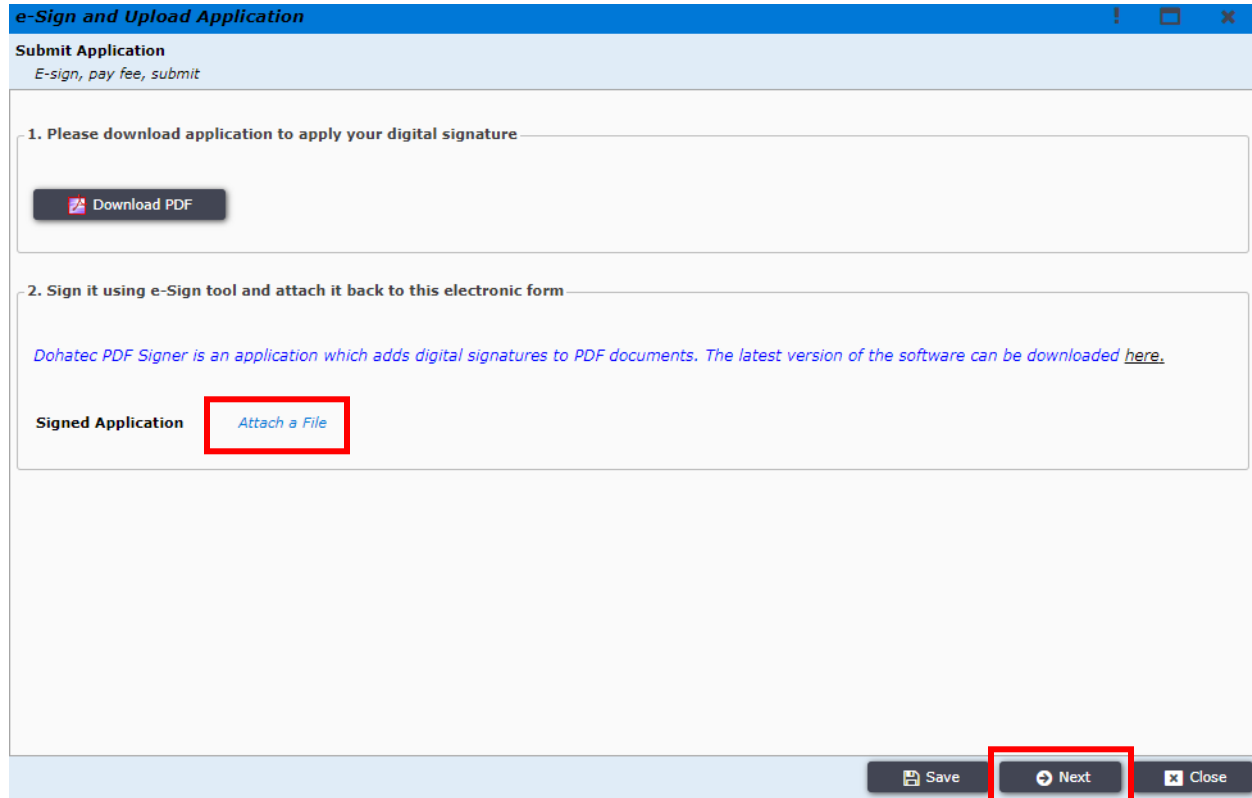
I certify that the information given above fulfills the requirements of the 'Dhaka Mohanagar Imarat (Nirman, Unnayan, Songrakkhan o Oposharon) Bidhimala, 2008'; and to the best of my/our knowledge is correct.
Moreover, I/We will be bound to furnish any other information or record if needed under this rule.

I Certify ☒ Yes ☐ No

Save Next Close

Figure 23. Certification

By clicking “**Next**” bar the applicant can see the e-sign page. Applicant will then add his / her digital signature in the downloaded application form and attach it in the Signed Application option as shown in figure 24. (***You can skip this step because this is not mandatory now***)



e-Sign and Upload Application

Submit Application
E-sign, pay fee, submit

1. Please download application to apply your digital signature

[Download PDF](#)

2. Sign it using e-Sign tool and attach it back to this electronic form

Dohatec PDF Signer is an application which adds digital signatures to PDF documents. The latest version of the software can be downloaded [here](#).

Signed Application [Attach a File](#)

[Save](#) [Next](#) [Close](#)

Figure 24. e-Sign and Upload Application pages

After uploading the Signed Application, the applicant click on “**Next**” button to get the submission page as shown in figure 25.

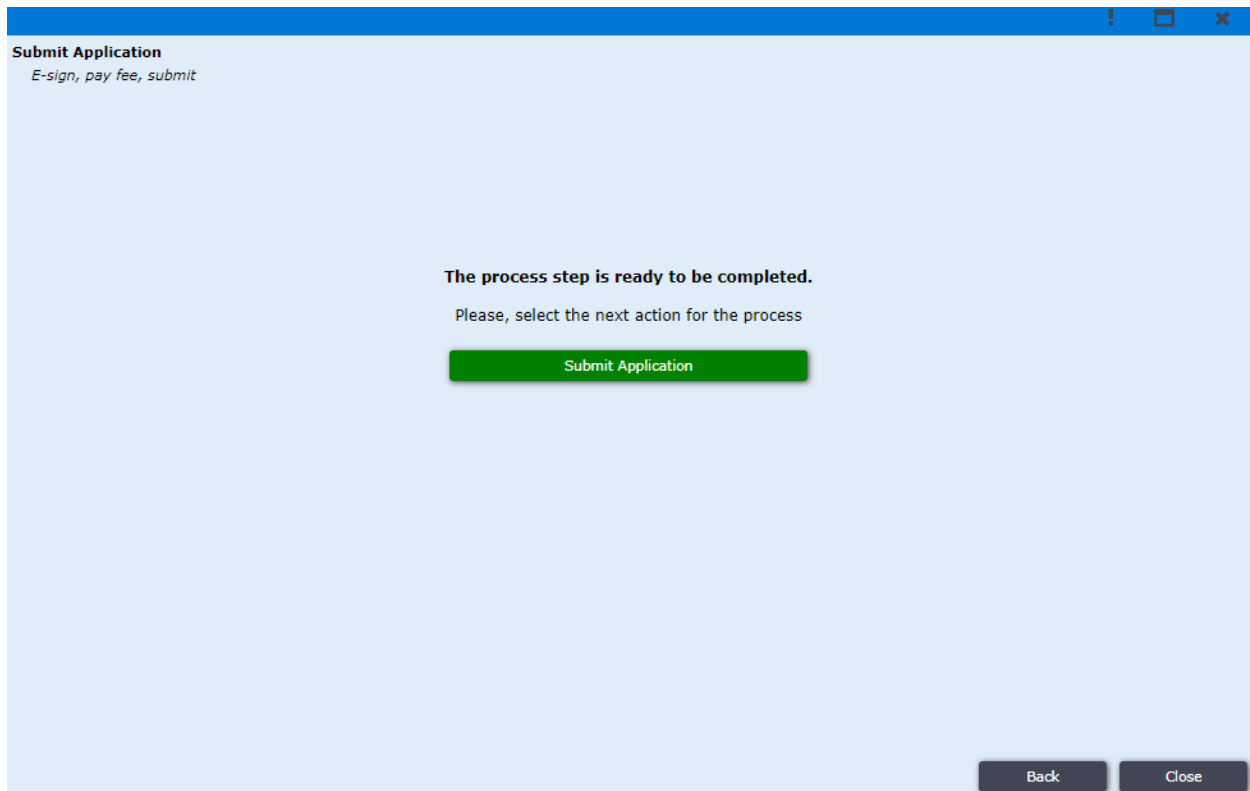


Figure 25. Submit

At last, the applicant will click on “**Submit Application**” button to submit the project from applicant end finally as shown in figure 26.

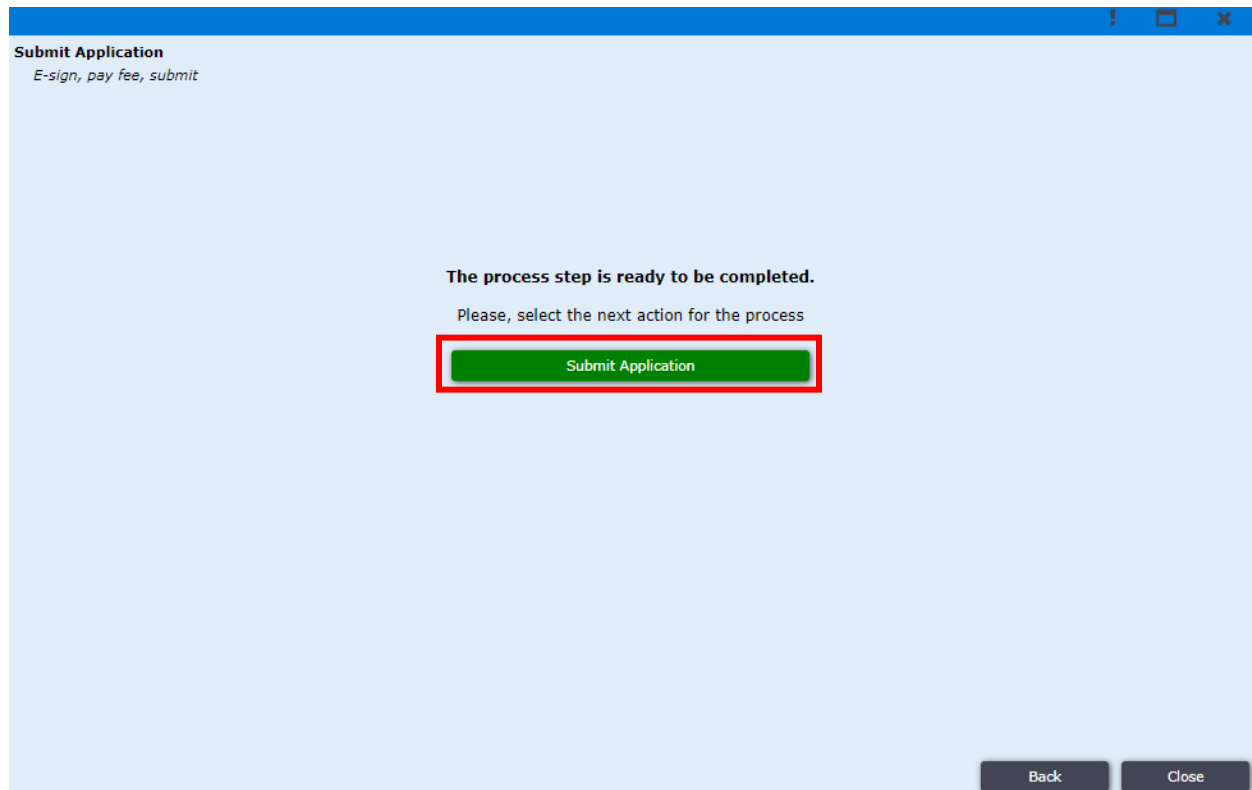


Figure 26. Final Submissions