

LSP - Applicant User manual

To file a new **LSP (Large and Special Project)** 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 & 1.1**

Figure: 1. Login as an Applicant

Application No	Applicant	Application Type
25.39.0000.101.33.03957.23.301	MD. GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03332.22.301	MD. GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03331.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03330.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03329.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03328.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03327.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03324.22.301	MD. GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03315.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03312.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)
25.39.0000.101.33.03311.22.30 MD.	GOLAM RABBI 2	Application for Construction Permit (Form 301)

Figure: 1.1 New Application

After clicking on “**New Application**” the following window will pop-up with the drop-down selection bar for “**Application type**” and some other information (Ownership Type, RS Dag No) as shown in **Figure: 2, 2.1 & 2.2**

Electronic Construction Permitting System
Capital Development Authority of Bangladesh (RAJUK)

Find Zone/Subzone | Helpline: 01865835396 | EN BN

Home My Profile Incidents

Created On
02/11/2023 11:27

31/10/2023 12:25
15/10/2023 12:15

Go

My ECP Workspace

My Applications

Drafts (3)

Ready for Submission (8)

Submitted to Front Desk (3)

Reverted (0)

Inquiries (1)

Assigned to Professional (0)

Monitor (43)

My Permits (40)

Rejection Letters (8)

My Appeals (0)

My Invoices

Draft Receipts (4)

Payments Receipts (88)

Additional Payment Receipts (28)

My Projects (57) +1

Professional Replacement

Draft (0)

Submitted to Architect (1)

Completed (0)

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. ()

Save Next Close

© 2022 All rights reserved Electronic Construction Permitting System (ECPs); Urban Resilience Project: RAJUK Part, RAJUK

User: TOUSIFUL HAQUE Role: Applicant Logout

Figure: 2. New Application Form

Electronic Construction Permitting System
Capital Development Authority of Bangladesh (RAJUK)

Find Zone/Subzone | Helpline: 01865835396 | EN BN

Home My Profile Incidents

Created On
14/11/2023 15:10

11/10/2023 10:06
01/11/2023 16:38
23/10/2023 09:42
11/10/2023 15:19
11/10/2023 10:38
11/10/2023 10:38

Go

My ECP Workspace

My Applications

Drafts (27)

Ready for Submission (8)

Submitted to Front Desk (5)

Reverted (0)

Inquiries (3)

Assigned to Professional (1)

Monitor (91)

My Permits (28)

Rejection Letters (8)

My Appeals (0)

My Invoices

Draft Receipts (1)

Payments Receipts (125)

Additional Payment Receipts (0)

My Projects (56)

Professional Replacement

Draft (0)

Submitted to Architect (8)

Completed (0)

New Application

Fill in Application

Complete form, upload docs

Application Type

Application for Construction Permit (Form 301)

Application for Large and Special Project Clearance (Form 201)

Application for Occupancy Certificate (Form 401)

Application for Planning Permit (Form 101)

Application for Renewal of Planning Permit (Form 110)

Application for Revised Drawing Construction Permit (Form R-301)

Notification of Completion of Work up to Level (Form 309)

Existing Project ☐ Yes ☒ No

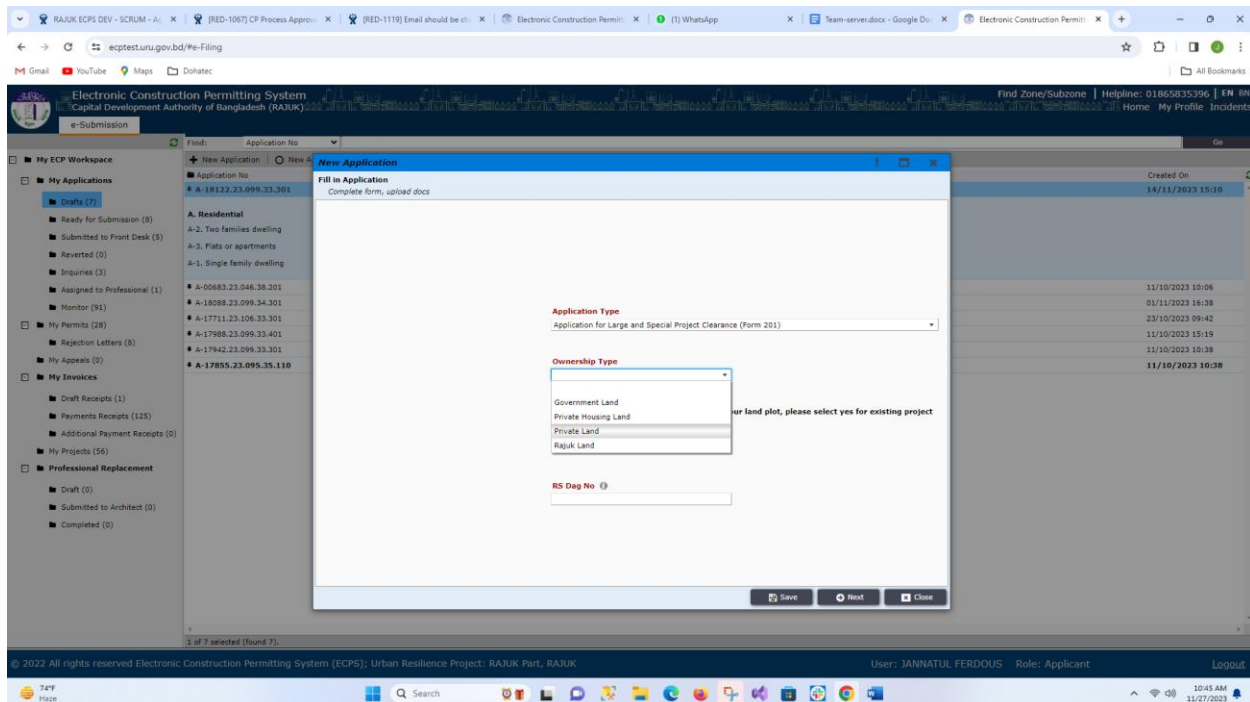
RS Dag No. ()

Save Next Close

© 2022 All rights reserved Electronic Construction Permitting System (ECPs); Urban Resilience Project: RAJUK Part, RAJUK

User: JANNATUL FERDOUS Role: Applicant Logout

Figure: 2.1 Application Type



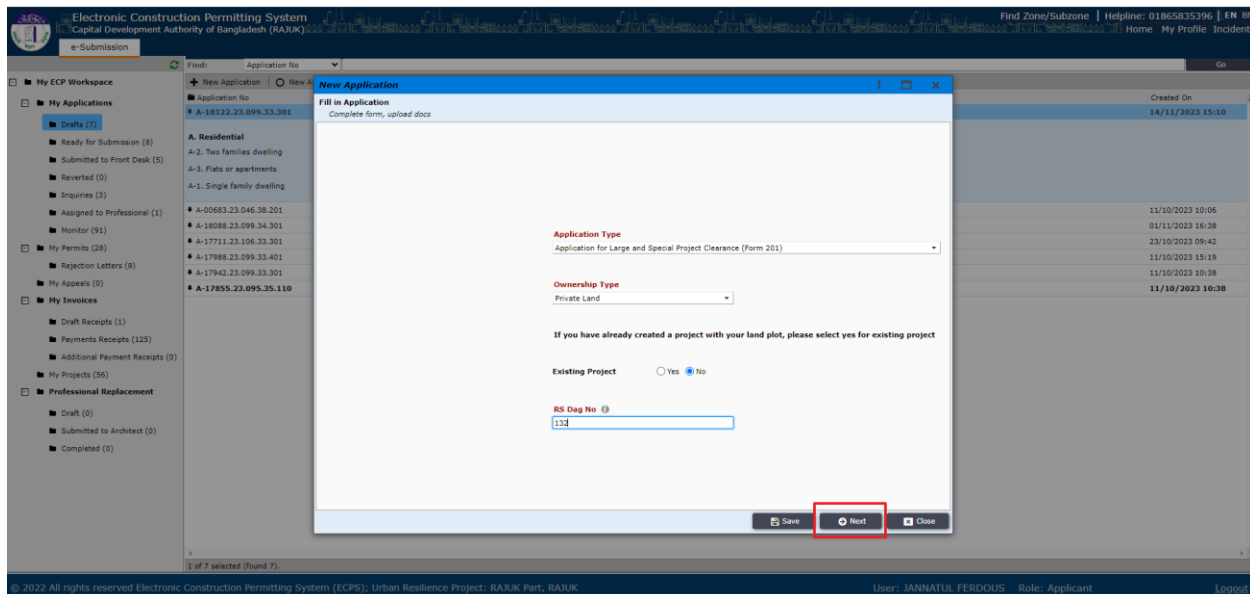
The screenshot shows the 'New Application' form in the ECP system. The form is titled 'Fill in Application' and includes the following fields:

- Application Type:** Application for Large and Special Project Clearance (Form 201)
- Ownership Type:** Private Land
- RS Dag No.:** 132

The 'Next' button is highlighted in red.

Figure: 2.2 Ownership Type

Now applicant needs to select the type of application which he would like to file (Ex. Large and Special Project), provide “Ownership Type”, “RS Dag No” and click on the “Next” button as shown in **Figure 3**



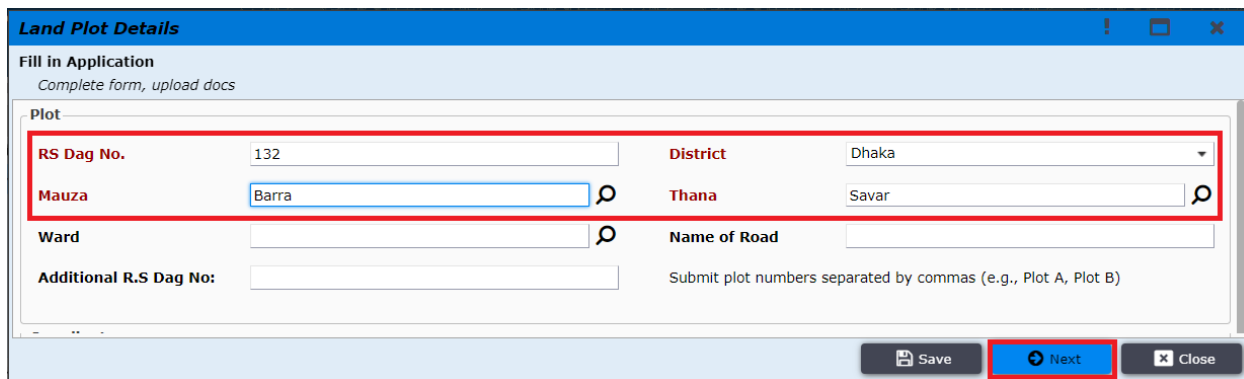
The screenshot shows the 'New Application' form in the ECP system. The form is titled 'Fill in Application' and includes the following fields:

- Application Type:** Application for Large and Special Project Clearance (Form 201)
- Ownership Type:** Private Land
- RS Dag No.:** 132

The 'Next' button is highlighted in red.

Figure: 3. Selecting application type, ownership type, RS Dag no and clicking on “Next”

After clicking “Next” the applicant will go 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

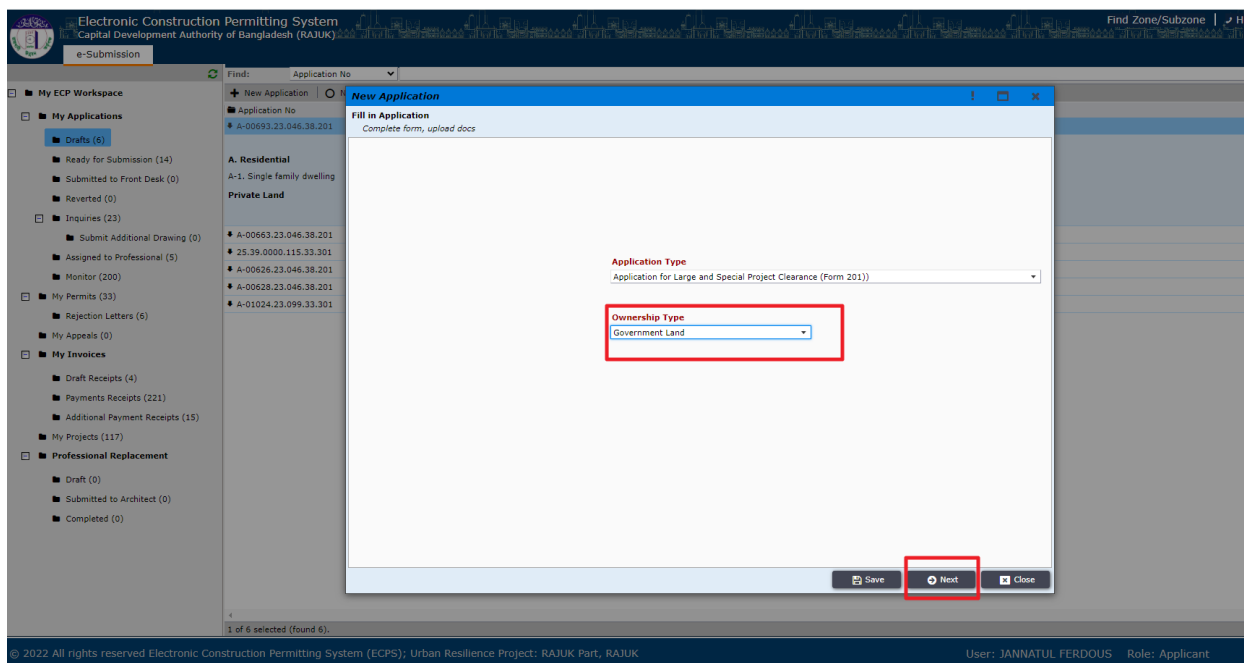
Plot

RS Dag No.	132	District	Dhaka
Mauza	Barra	Thana	Savar
Ward		Name of Road	
Additional R.S Dag No:	Submit plot numbers separated by commas (e.g., Plot A, Plot B)		

Save Next Close

Figure 4. Land plot details

Note: If the ownership type is “**Government Land**” then select only “**Application type and Ownership Type**” and click on “**Next**” Button. **Figure: 4.1** shows the information.



Electronic Construction Permitting System
Capital Development Authority of Bangladesh (RAJUK)

Find: Application No. Find Zone/Subzone Help

e-Submission

My ECP Workspace

- My Applications
 - Drafts (6)
 - Ready for Submission (14)
 - Submitted to Front Desk (0)
 - Reverted (0)
- Inquiries (23)
 - Submit Additional Drawing (0)
 - Assigned to Professional (5)
 - Monitor (200)
- My Permits (33)
 - Rejection Letters (6)
 - My Appeals (0)
- My Invoices
 - Draft Receipts (4)
 - Payments Receipts (221)
 - Additional Payment Receipts (15)
 - My Projects (117)
- Professional Replacement
 - Draft (0)
 - Submitted to Architect (0)
 - Completed (0)

Find: Application No. Find Zone/Subzone Help

New Application

Application No. A-00693.23.046.38.201

A. Residential
A-1. Single family dwelling
Private Land

Application Type
Application for Large and Special Project Clearance (Form 201)

Ownership Type
Government Land

Save Next Close

1 of 6 selected (Found 6)

© 2022 All rights reserved Electronic Construction Permitting System (ECPs); Urban Resilience Project: RAJUK Part, RAJUK User: IANNATUL FERDOUS Role: Applicant

Figure 4.1 Application Type and Ownership Type for Government land

After clicking “**Next**” the applicant is prompted to another window containing land details as shown in **Figure 4.2**. Applicant needs to fill up accordingly and then click “**Next**”.

Figure 4.2

After providing the Land plot details applicant is prompted to **“Next”** window containing project information (Figure 5). Applicant needs to give a Project name and click **“Next”**.

Figure: 5. New Project

After giving project name applicant must click on next button to choose **Land Use Type & Occupancy Type** as shown in **Figure: 6, 6.1, 6.2, 6.3, 6.4**

FORM

Fill in Application
Complete form, upload docs

RS Dag No 132
Project No P-023057/11-23
Project Name Tousif Residency
Ownership Type Private Land

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

Electronic Construction Permitting System
Capital Development Authority

Find Zone/Subzone | Helpline: 01865835396 | EN | BN

My ECP Workspace

- My Applications
 - Drafts (3)
 - Ready for Submission (8)
 - Submitted to Front Desk (3)
 - Reverted (0)
 - Inquiries (1)
 - Assigned to Professional (0)
 - Monitor (43)
 - My Permits (40)
 - Rejection Letters (8)
 - My Appeals (0)
 - My Invoices
 - Draft Receipts (4)
 - Payments Receipts (88)
 - Additional Payment Receipts (28)
 - My Projects (56)
 - Professional Replacement
 - Draft (0)
 - Submitted to Architect (1)
 - Completed (0)

FORM

Fill in Application
Complete form, upload docs

RS Dag No 132
Project No P-023057/11-23
Project Name Tousif Residency
Ownership Type Private Land

Land Use Type

Occupancy Types

Add Land Use ...

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

Select Land

Select record from the list ...

To filter the records by the main column, type the text in the Find box and then click Go button, then, select the record you want and click OK.

Find: Name

Go

A. Residential
 B. Education and Research
 C. Institutional
 D. Healthcare Facilities
 E. Public Gathering
 F. Mercantile
 G. Industrial Buildings
 H. Citizens Facilities
 I. Reserved and Special
 J. Transport and Communication
 K. Agricultural
 L. Miscellaneous

1 of 12 selected (found 12).

None OK Close Close

Previous Save Next Close

© 2022 All rights reserved Electronic Construction Permitting System (ECPs); Urban Resilience Project; RAJUK Part; RAJUK

User: TOUSIFUL HAQUE Role: Applicant Logout

Figure: 6.1 Land Use Type

Select Land Use Types

Land Use Type: A. Residential

Occupancy Types

Add Land Use

Please must provide the Occupancy Type of your project.

Select record from the list ...

To filter the records by the main column, type the text in the Find box and then click Go button, then, select the record you want and click OK.

Find: Name

Go

Available records:

Name
A-1. Single family dwelling
A-2. Two families dwelling
A-3. Flats or apartments
A-4. Mess, boarding houses, dormitories and hostels
A-5. Hotels and lodging houses
A-6. Affordable housing

Selected records:

1 of 6 selected (found 6).

None OK Close

Previous Save Next Close

Figure: 6.3 Land Use Type

Electronic Construction Permitting System

e-Submission

My ECP Workspace

- My Applications
 - Drafts (3)
 - Ready for Submission (8)
 - Submitted to Front Desk (3)
 - Reverted (0)
 - Inquiries (1)
 - Assigned to Professional (0)
 - Monitor (43)
 - My Permits (40)
 - Rejection Letters (8)
 - My Appeals (0)
 - My Invoices
 - Draft Receipts (4)
 - Payments Receipts (88)
 - Additional Payment Receipts (28)
 - My Projects (56)
 - Professional Replacement
 - Draft (0)
 - Submitted to Architect (1)
 - Completed (0)

FORM

Fill in Application

Complete form, upload docs

RS Dag No: 132

Project No: P-023057/11-23

Project Name: Tousif Residency

Ownership Type: Private Land

Land Use Type

Land Use Type	Occupancy Types
A. Residential	A-3. Flats or apartments

Add Land Use ...

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

Previous Save Next Close

© 2022 All rights reserved Electronic Construction Permitting System (ECP-PS); Urban Resilience Project; RAJUK Part; RAJUK. User: TOUSIFUL HAQUE Role: Applicant Logout

Figure: 6.4 Land Use Type

After selecting Land Use Type applicant must click on **“Next”** to add team members. Applicant needs to invite team member by clicking on **‘Invite Team Member’** option as shown in **Figure 7**.

Electronic Construction Permitting System
Capital Development Authority

Project Team Setup
Fill in Application
Complete form, upload docs

+ Invite Team Member More Actions

No records are available in this view.

0 of 0 selected (found 0).

Previous Save Next Close

© 2022 All rights reserved Electronic Construction Permitting System (ECPs). Urban Renewal Project: RAJUK Part C, RAJUK. User: T0038021 RAJUK Role: Applicant Logout

FORM

Fill in Application
Complete form, upload docs

+ Invite Team Member More Actions

Architect			
Membership No:	C-031	Full Name:	Mamnoon Murshed Chowdhury
Email:	mamnoon@latitude-23.net	Invitation Date:	07/11/2023 09:55
Status:	Pending	Confirmed Date:	
Mobile Number:	01711540464	Present Address:	Architect & Partner DWM4 Architects Level-1, Plot-321, Road-22, New DOHS, Mohakhali

Structural Engineer			
Membership No:	M-32443	Full Name:	ENGR. MD. MEHEDI HASAN, PEng.
Email:	maruf132buet06@gmail.com	Invitation Date:	08/11/2023 07:27
Status:	Pending	Confirmed Date:	
Mobile Number:	01614149268	Present Address:	

1 of 2 selected (found 2).

Previous Save Next Close

Figure 7: Invite Team Member

Applicant will be taken to a window to provide information about the particular professional such as **Role and Membership** number of IEB as shown in **Figure 7.1 & 7.2**

Note: As Architect is the focal point, so applicant must add an Architect.

Applicant can add multiple professionals here such as: Electrical Engineer, Fire Safety Specialist, Mechanical Engineer, Plumbing Engineer and Structural Engineer.

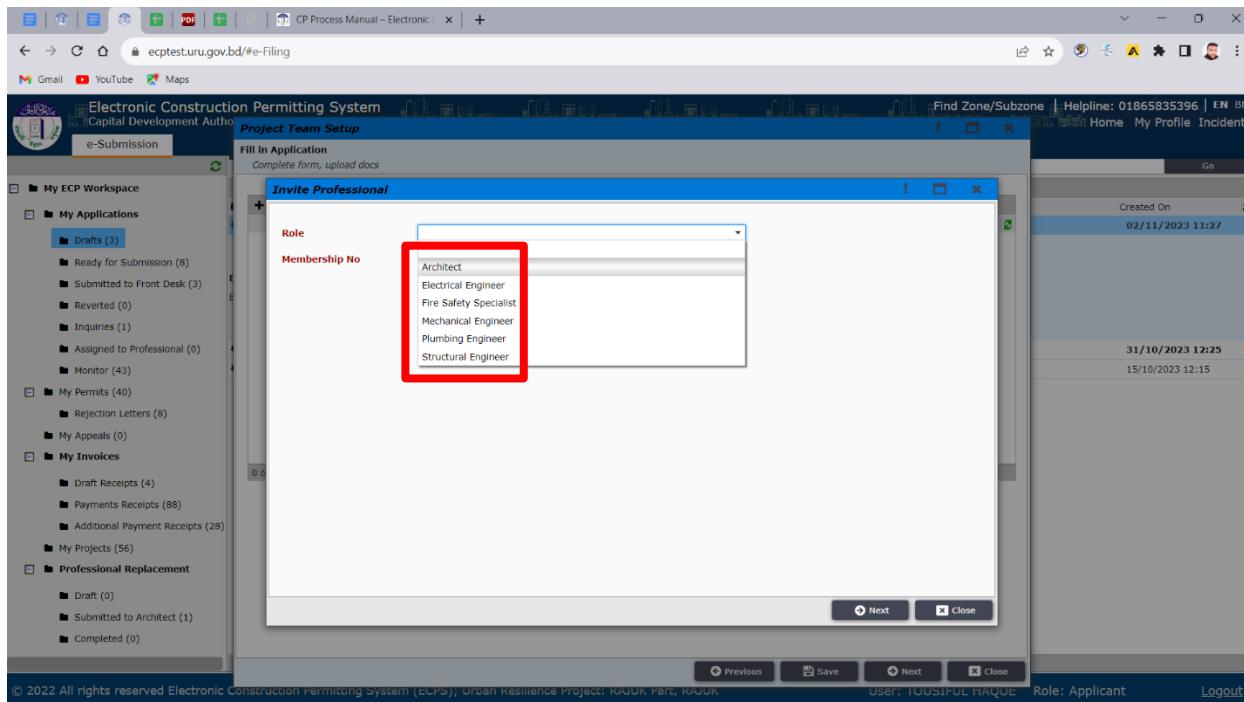


Figure 7.1 Inviting Professional

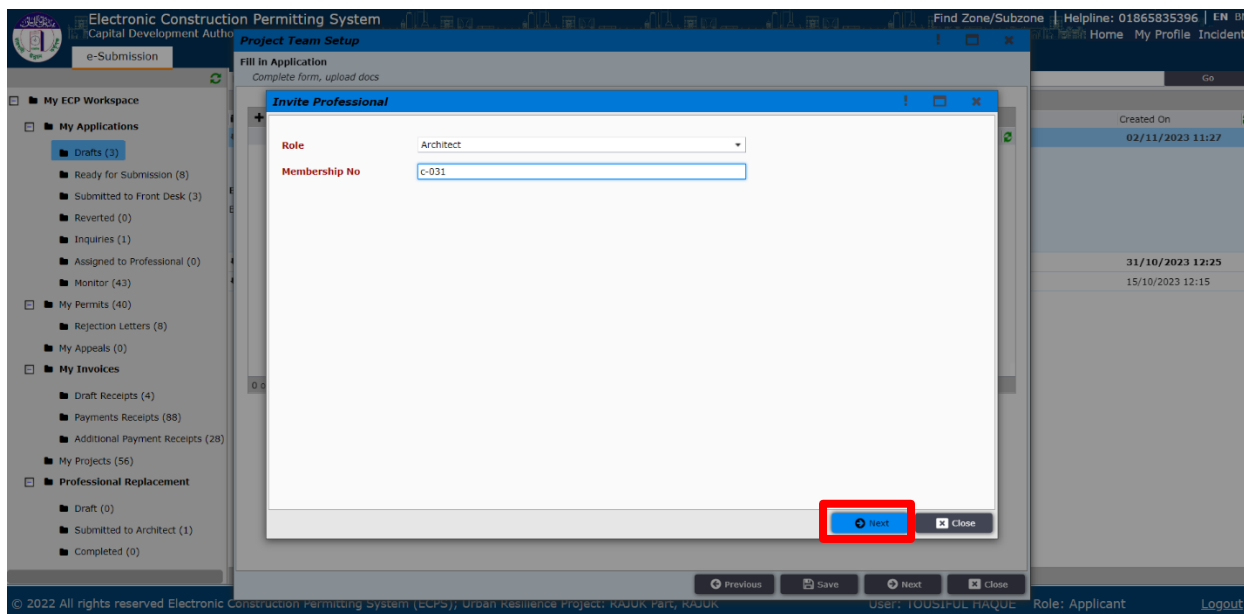


Figure 7.2 Inviting Professional

After providing correct membership number applicant will view the professional's details with picture as shown in (Figure 8) and then applicant needs to click **"Next"** and window of Figure 8.1 will appear.

Professional Details

General | Contact Information | Additional Notes

Personal

Prefix:

First Name:

Middle Name:

Last Name:

Sex:

Date Of Birth:

Professional

Membership ID:

Membership Date:

Degree:

Institution:

Job Title:

Figure 8. Professional Details

Project Team Setup

Fill in Application
Complete form, upload docs

Architect

Membership No: C-031 | Full Name: Mamnoon Murshed Chowdhury
 Email: mamnoon@latitude-23.net | Invitation Date: 27/11/2023 05:00
 Status: Pending | Confirmed Date:
 Mobile Number: 01711540464 | Present Address: Architect & Partner DWm4 Architects Level-1, Plot-321, Road-22, New DOHS, Mohakhali

Structural Engineer

Membership No: H-32443 | Full Name: ENGR. MD. MEHEDI HASAN, PEng.
 Email: maruf132bueto6@gmail.com | Invitation Date: 27/11/2023 05:01
 Status: Pending | Confirmed Date:
 Mobile Number: 01614149268 | Present Address:

1 of 2 selected (found 2).

Figure 8.1 Project Team Setup

Applicant is then taken to the next window as shown in the **Figure 9** after clicking on “Next”. In this window, Applicant will get “Application No” and need to remember this Application No.

Figure 9

If Applicant need to provide some other Information of plot, s/he can give that information from “Surroundings”, “Description of Use”, “Attachments” tab like Figure 9.1

Figure 9.1

Then, by clicking on the next button, a new window will appear, and from this window, the applicant can add more attachments. Click on **Add New**, and then a new pop-up will appear. From this pop-up, attachment type can be seen after clicking on the drop-down button. Selecting the required attachment (according to RAJUK), like Figure 10.1, you need to provide a title for that attachment and add that attachment, like Figure 10.2.

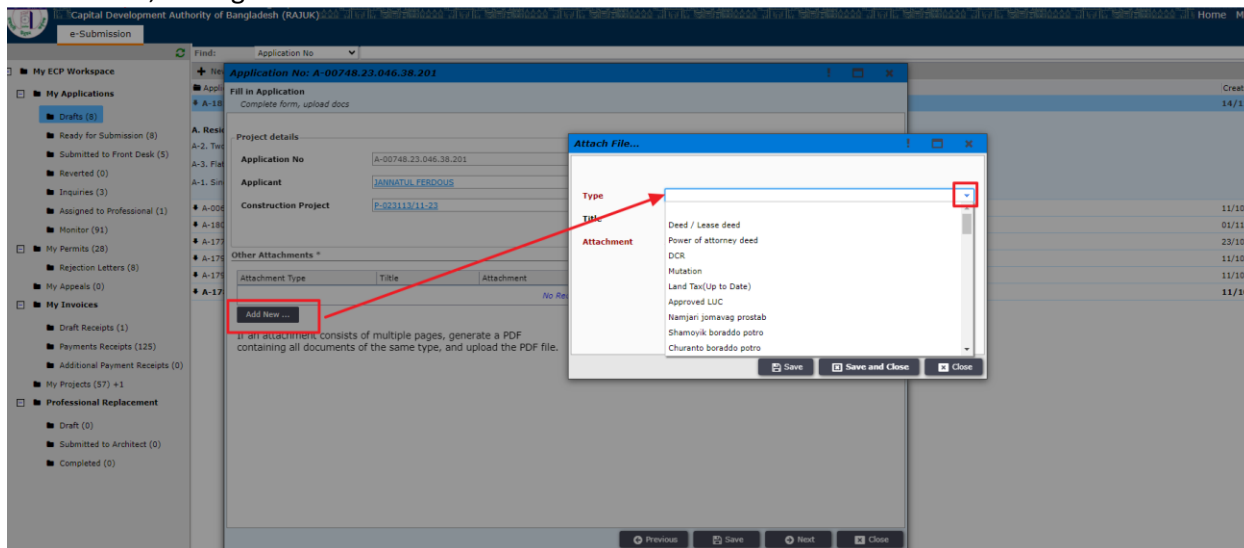


Figure 10.1 Select Other Attachment Type

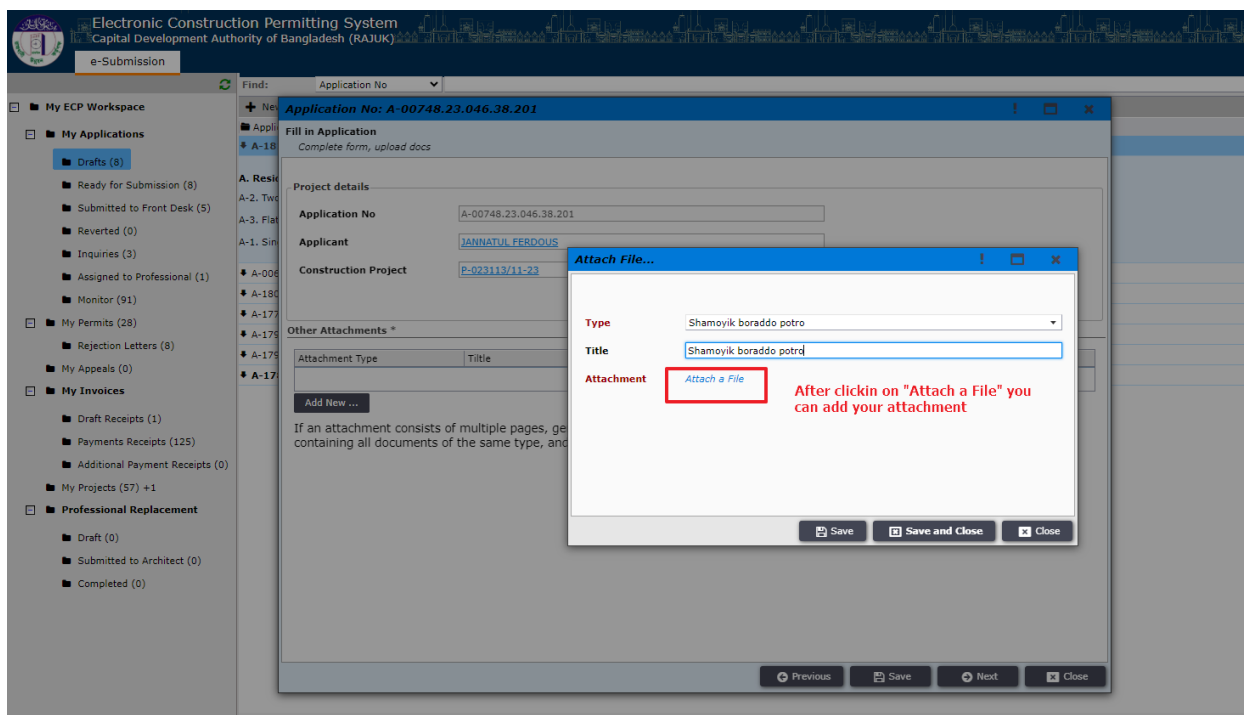


Figure 10.2 Upload Other Attachment

After uploading attachments, click on **“Save and Close”** button like Figure 10.3. Then click on **“Next”** button like Figure 10.4 and the applicant will be shown a message as shown in **Figure 11** and will need to wait for Professional’s acceptance.

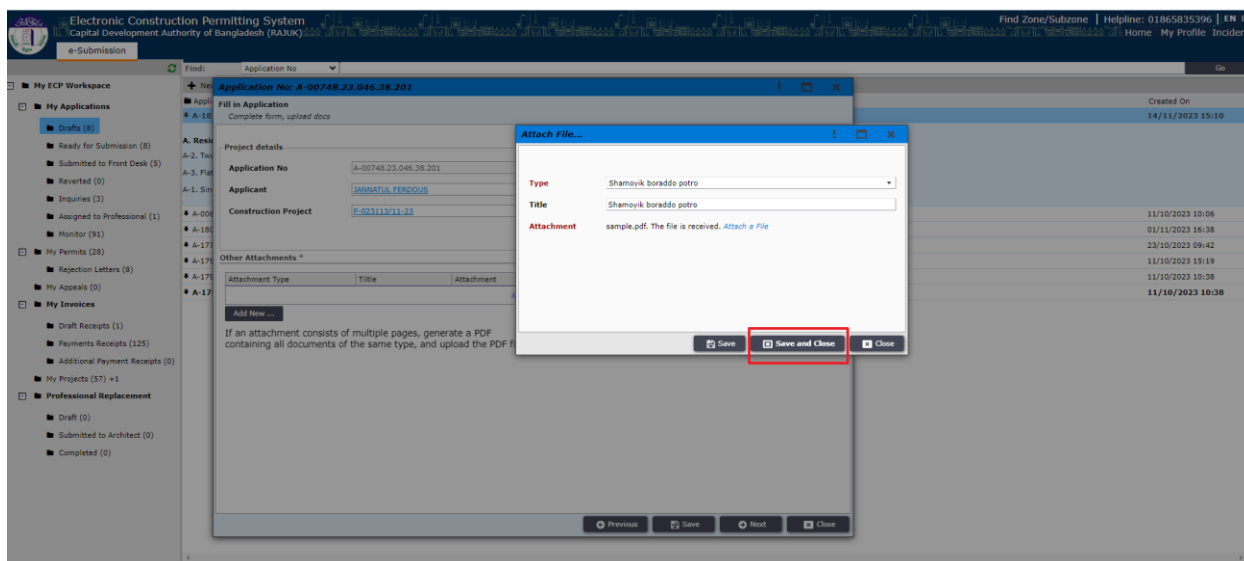


Figure 10.3

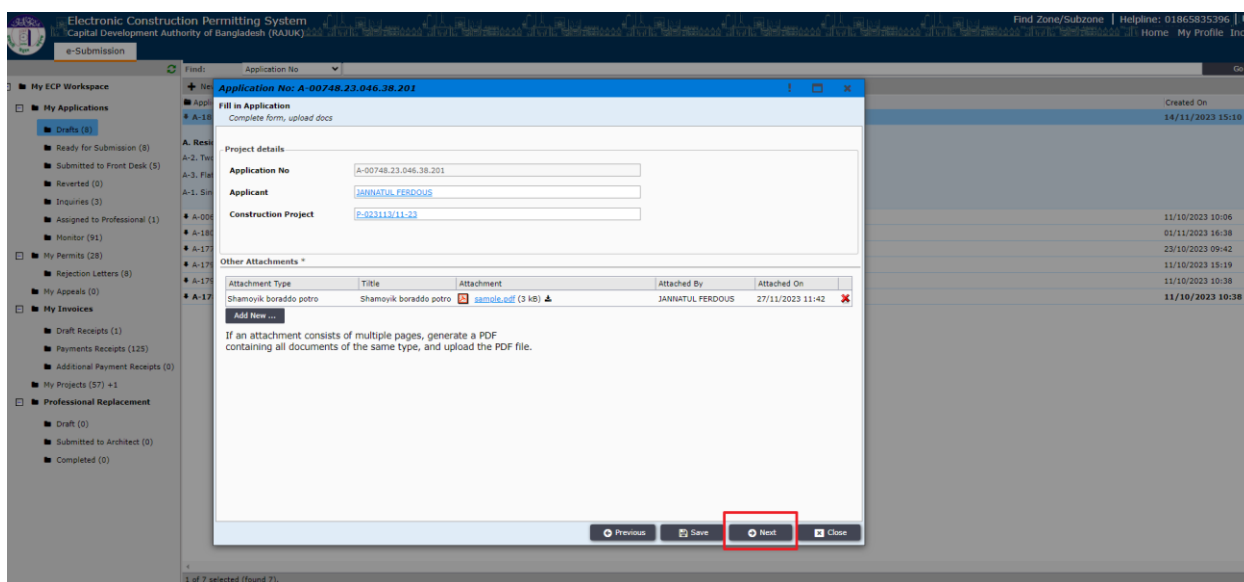
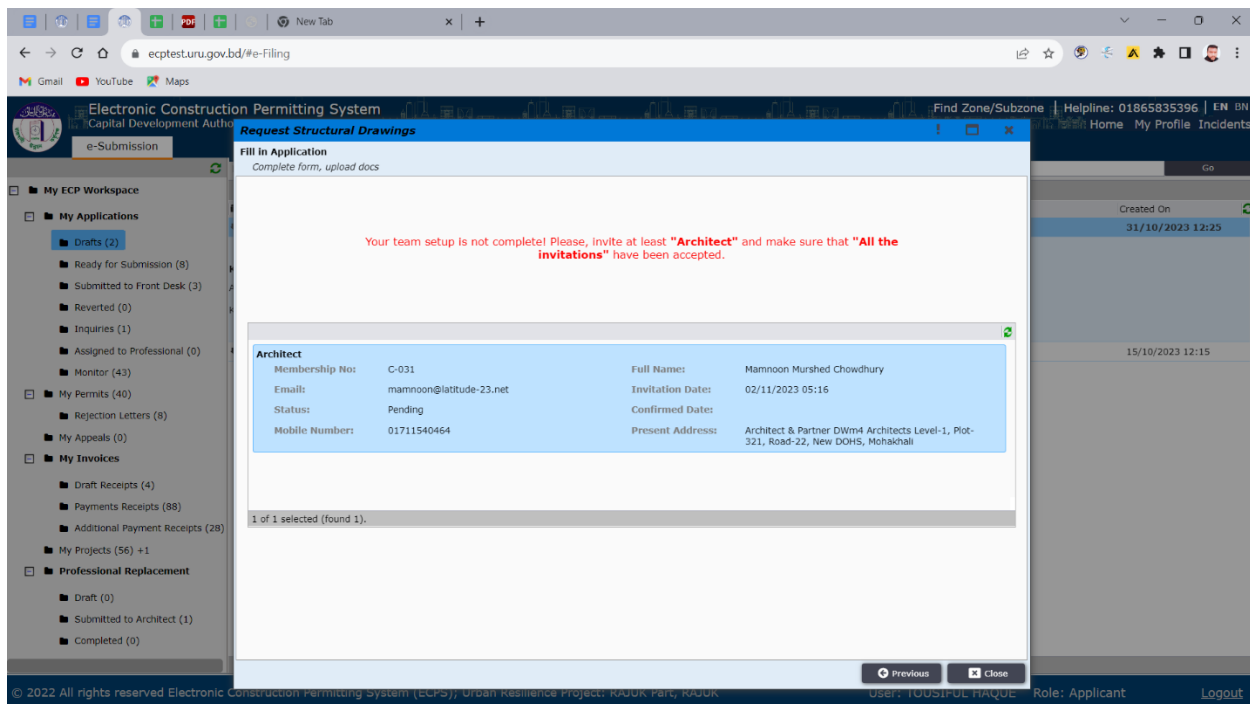


Figure 10.4



Request Structural Drawings

Fill in Application

Complete form, upload docs

Your team setup is not complete! Please, invite at least "Architect" and make sure that "All the invitations" have been accepted.

Architect	Membership No:	C-031	Full Name:	Mamnoon Murshed Chowdhury
	Email:	mamnoon@latitude-23.net	Invitation Dates:	02/11/2023 05:16
	Status:	Pending	Confirmed Dates:	
	Mobile Numbers:	01711540464	Present Address:	Architect & Partner DWM4 Architects Level-1, Plot-321, Road-22, New DOHS, Mohakhali

1 of 1 selected (found 1).

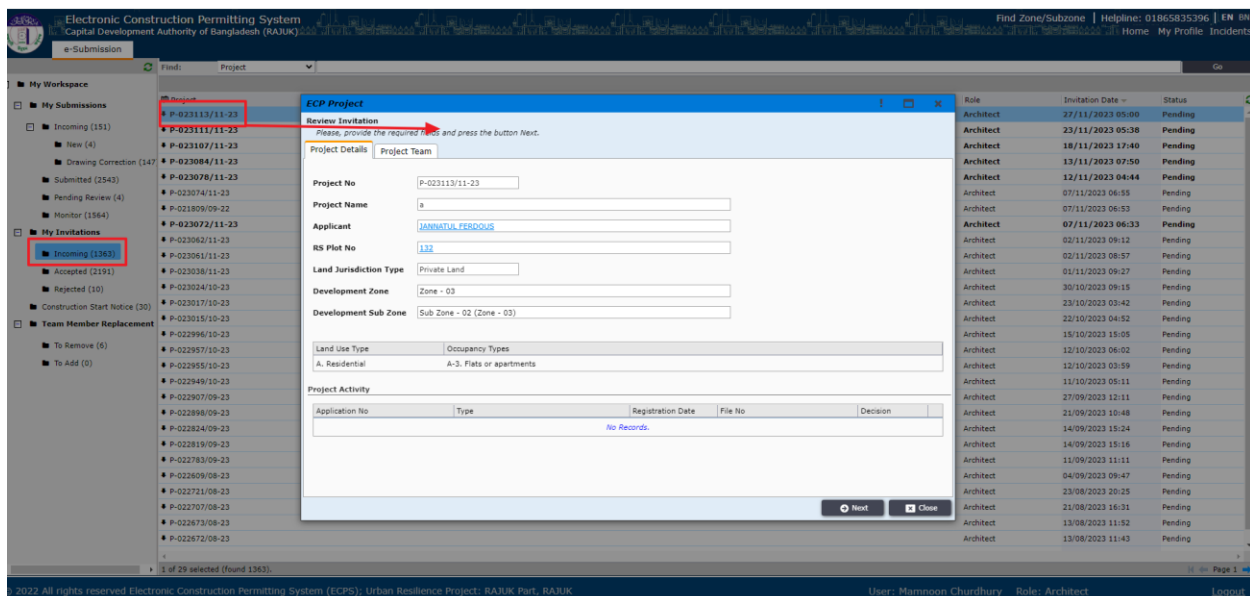
Previous Close

© 2022 All rights reserved Electronic Construction Permitting System (ECP); Urban Resilience Project; RAJUK Part; RAJUK

User: MDUSIRUL RAQUEB Role: Applicant Logout

Figure 11. Professional's acceptance

Now the professional (ex. architect) will find the invitation in his incoming section of "My invitation" workspace and click "Next" as shown in Figure 12.



Electronic Construction Permitting System

My Workspace

My Submissions

My Invitations

Incoming (1363)

Review Invitation

Please, provide the required fields and press the button Next.

Project Details

Project No: P-023113/11-23

Project Name: A

Applicant: JANNATUL FERDOUS

RS Plot No: 133

Land Jurisdiction Type: Private Land

Development Zone: Zone - 03

Development Sub Zone: Sub Zone - 02 (Zone - 03)

Land Use Type

A. Residential

Occupancy Types

A-3. Flats or apartments

Project Activity

Application No	Type	Registration Date	File No	Decision
No Records.				

Next Close

© 2022 All rights reserved Electronic Construction Permitting System (ECP); Urban Resilience Project; RAJUK Part; RAJUK

User: Mamnoon Choudhury Role: Architect Logout

Figure 12. Professional's acceptance

The Architect will get the option to accept or reject the invitation as shown in **Figure 13**. If Architect accepts then applicant can move forward to **“Next”** step but if the architect rejects then applicant needs to add another professional again by using the same steps mentioned above.

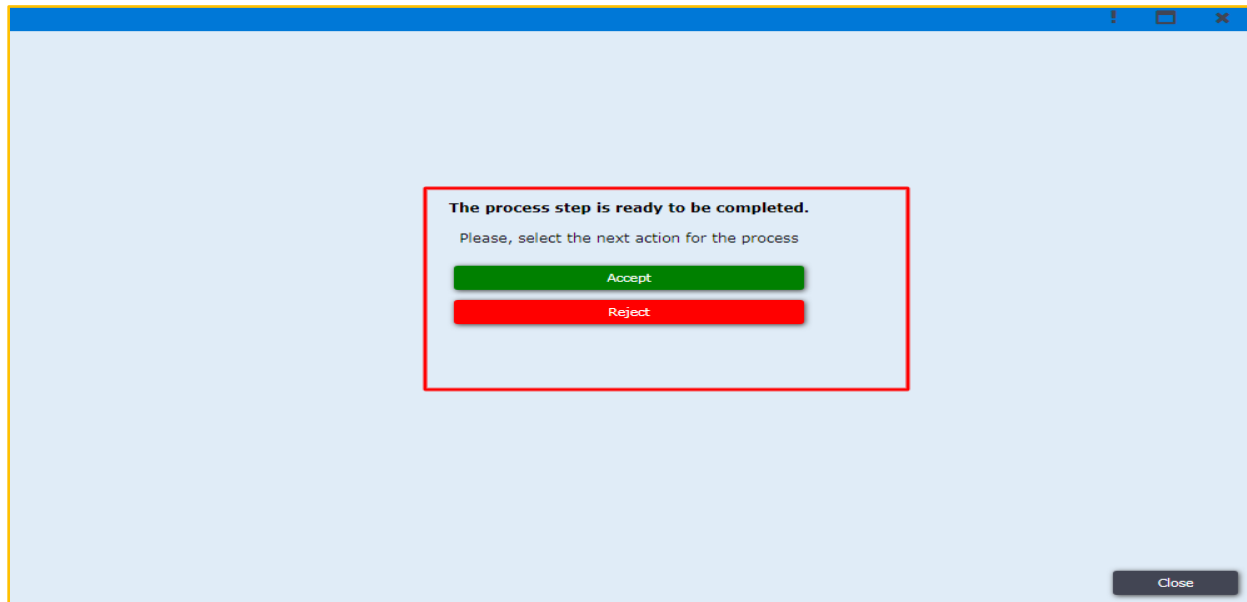


Figure 13. accept / reject

After the professional has accepted the invitation, the applicant can now send the application to focal point by opening the application from draft workspace (**Figure 14**). The applicant needs to click **“Next”**. If the professional has rejected the invitation, then the applicant needs to invite another professional.

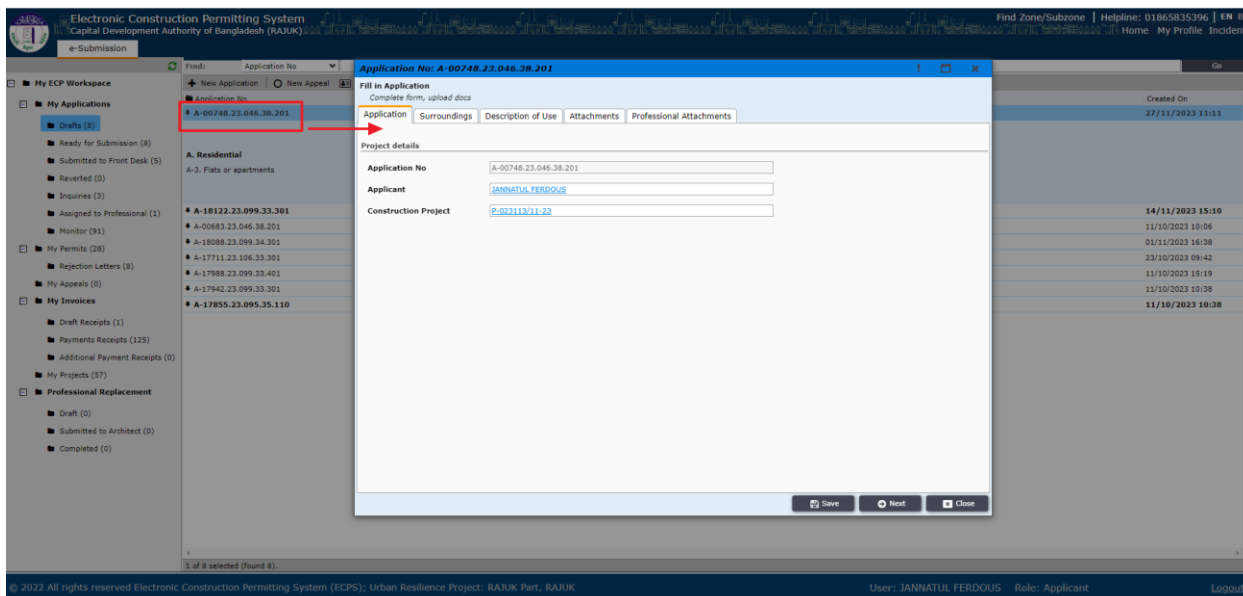


Figure 14. Application in draft

Applicant is then prompted to “Next” window to send the application to a focal point (Architect) by clicking on the button (Figure 15).

Figure 15. Send to Focal Point.

Now, the focal point can find the application under “My Submissions” workspace and can open the application details. (Figure 16)

Date	Submitted	Submission Type
11/2023 11:54	No	New
09/2023 16:10	No	New
08/2023 11:07	No	New
08/2023 06:21	No	New
08/2023 09:27	No	New
04/2023 09:26	No	Drawing Correction
04/2023 08:33	No	Drawing Correction
04/2023 06:36	No	Drawing Correction
03/2023 07:41	No	Drawing Correction
03/2023 07:39	No	Drawing Correction
03/2023 06:59	No	Drawing Correction
03/2023 06:02	No	Drawing Correction
02/2023 06:06	No	Drawing Correction
02/2023 04:46	No	Drawing Correction
02/2023 09:52	No	Drawing Correction
02/2023 07:32	No	Drawing Correction
11/2022 11:17	No	Drawing Correction
11/2022 10:32	No	Drawing Correction
11/2022 12:21	No	Drawing Correction
11/2022 12:47	No	Drawing Correction
11/2022 12:56	No	Drawing Correction
11/2022 12:13	No	Drawing Correction
11/2022 08:46	No	Drawing Correction
10/2022 15:44	No	Drawing Correction
10/2022 16:59	No	Drawing Correction
10/2022 09:01	No	Drawing Correction
10/2022 17:00	No	Drawing Correction
10/2022 16:59	No	Drawing Correction

Figure 16. Focal Point's workspace

Then, Architect will go to “Architectural Attachments” tab and click on “Add New” as shown in Figure 17, 17.1, 17.2, 17.3, 17.4 and 17.5.

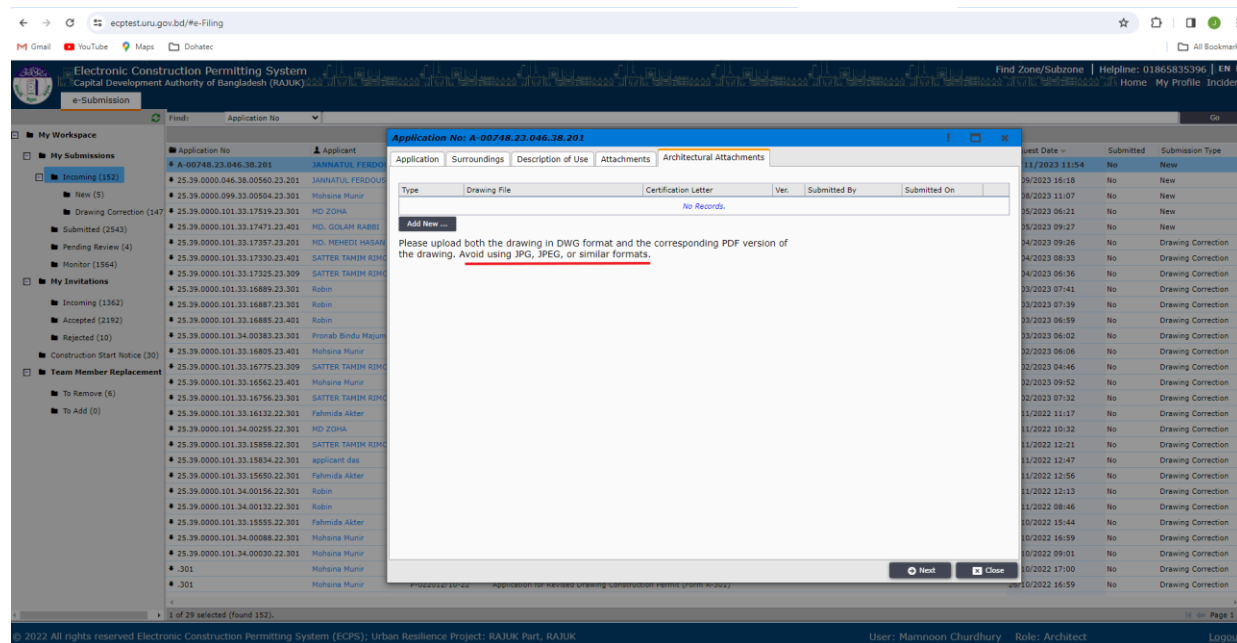


Figure 17. Architectural Attachments tab

Architect will then select drawing type and attach different drawings.

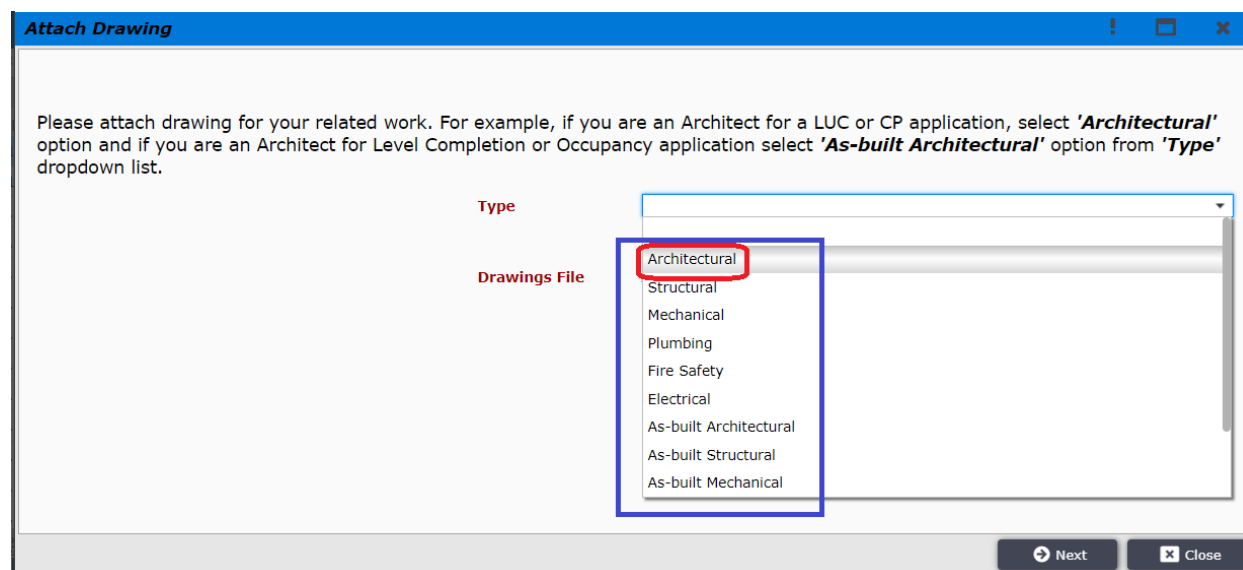


Figure 17.1 Architectural Attachments tab

Attach Drawing

Please attach drawing for your related work. For example, if you are an Architect for a LUC or CP application, select '**Architectural**' option and if you are an Architect for Level Completion or Occupancy application select '**As-built Architectural**' option from '**Type**' dropdown list.

Type Architectural

Drawings File Architect Drawing 101.pdf. The file is received. [Attach a File](#)

Next **Close**

Figure 17.2. Drawing Attachment types

Application No:

I certify that the information given above fulfills the requirements of the 'Dhaka Mohanagar Imarat (Nirman, Unnayan, Songrakhan 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

Next **Close**

Figure 17.3. Drawing Attachment types

After agreeing with **Rajuk Bidhimala** Architect must sign the document and attach to “**Signed Technical person Certificate Letter**” (Digital signature) as shown in Figure 17.4

Print preview

DocumentReport.aspx 1 / 1 80%

1

RAJDHANI UNNAYAN KARTIPAKKHA
DEVELOPMENT CONTROL SECTION
RAJUK BUILDING, DHAKA-1000
PEOPLE'S REPUBLIC OF BANGLADESH
<http://www.rajdhani.gov.bd> <http://ecps.gov.bd/>

TECHNICAL PERSON CERTIFICATE
Date: 02 November 2023

A. ARCHITECT/ENGINEER	
Name: Mamnoon Churdhury	Email: golamrabb979@gmail.com
B. SIGNATURE	

I/We certify that information given above fulfills the requirements of 'Dhaka Mohanagar Imarat (Nirman, Unnayan, Songrakkkhan o Opasharon) Bidhimala, 2008' and to the best of my/our knowledge the information given is correct. Moreover, I/we will be bound to furnish any other information or record if needed under this rule. In future, even after issuance, the approval may be cancelled if any false information was provided or inconsistencies are found.

Mamnoon Churdhury
2nd day of November 2023

Previous Next Close

e-Sign and Upload Application

1. Please download application to apply your digital signature

Download PDF

2. Sign it using Dohatec PDF Signer 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](#).

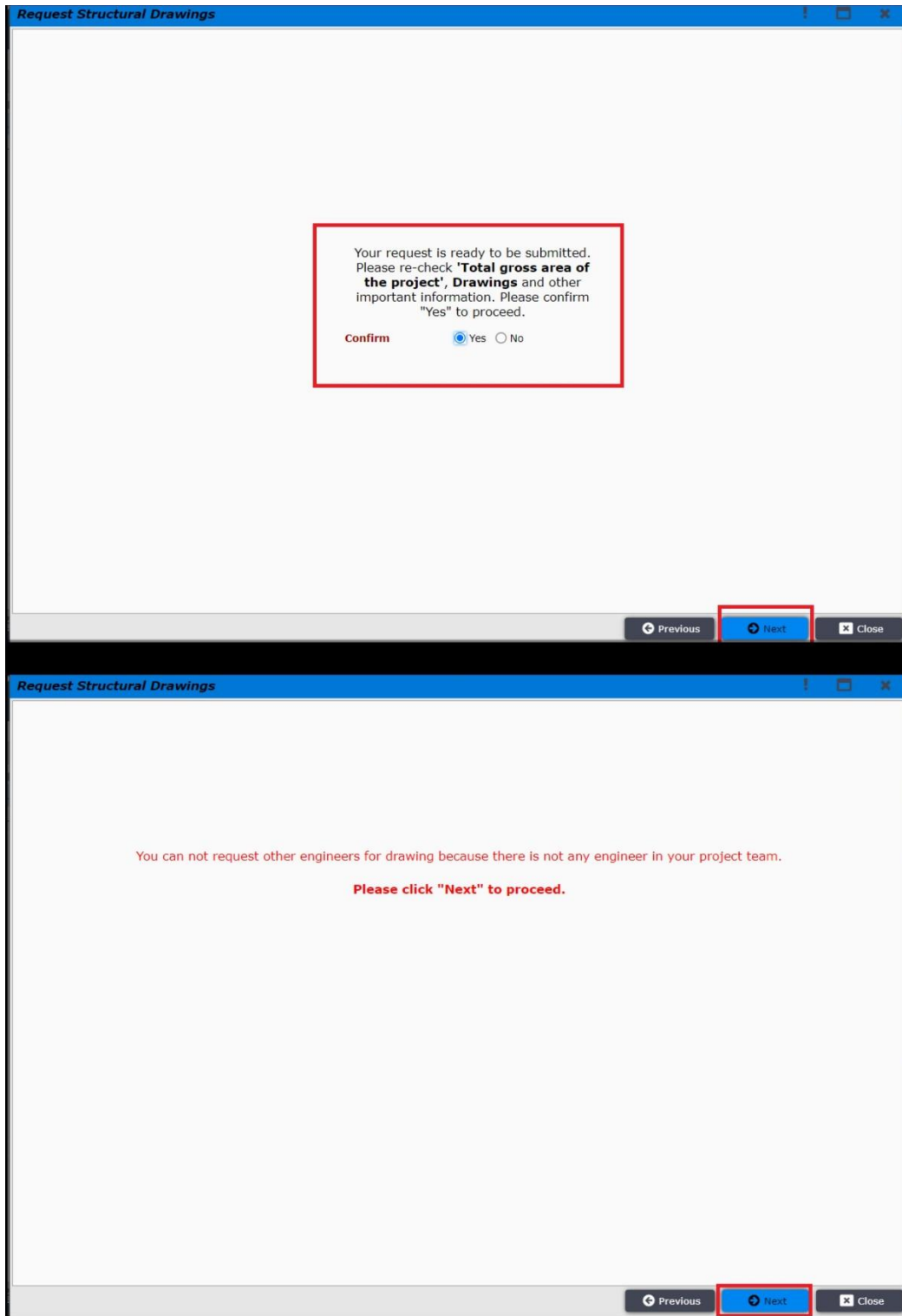
Signed Certification Letter [Attach a File](#)

Architect must Download the pdf in 1. and give digital signature using "Dongol"

Next Close

Figure 17.4 Architectural Attachments tab

After clicking on "Next" Architect will send the file to applicant as shown in Figure: 17.5



Request Structural Drawings

Your request is ready to be submitted.
Please re-check '**Total gross area of the project**', '**Drawings**' and other important information. Please confirm "Yes" to proceed.

Confirm ☒ Yes ☐ No

Previous Next Close

Request Structural Drawings

You can not request other engineers for drawing because there is not any engineer in your project team.

Please click "Next" to proceed.

Previous Next Close

Figure 17.5 Architectural Attachments tab

If other professionals add their attachment, then the file will go to pending review folder. Here, the focal point “Architect” will decide whether he need other engineers or not to fulfill the applicants file demand as shown in the figure: 17.6, 17.7, 17.8 and 17.9

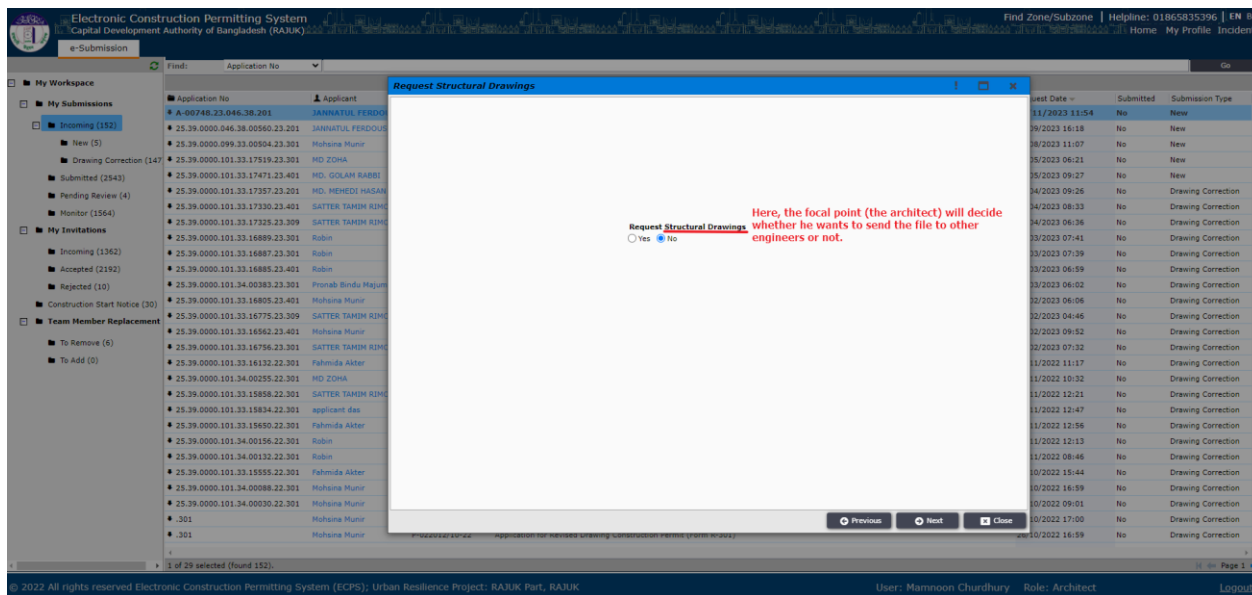


Figure: 17.6

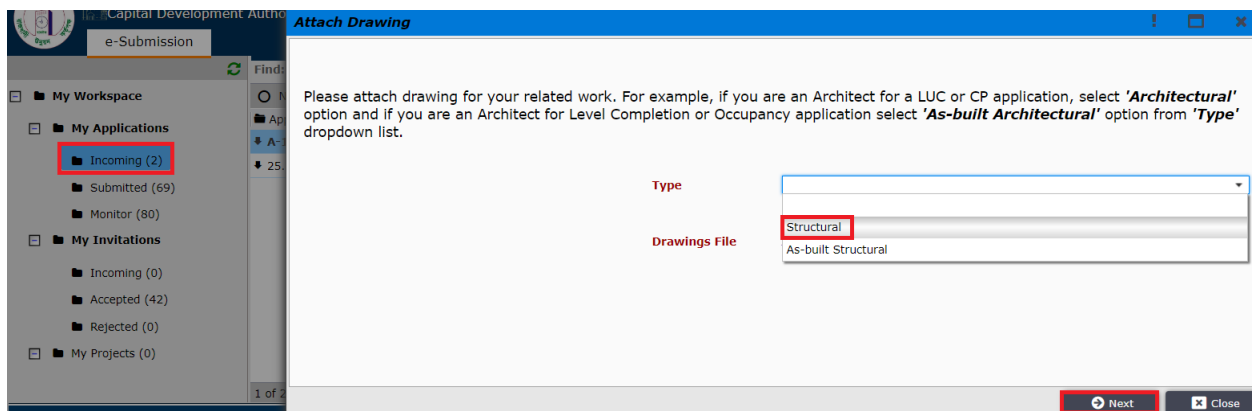


Figure: 17.7

Here, Other engineers, (Electrical Engineer, Fire Safety Specialist, Mechanical Engineer, Plumbing Engineer, Structural Engineer) such as Structural Engineer is attaching drawing as shown in **Figure 17.8**. After attaching drawing other engineers need to follow the same process as shown in **Figure 17.3 & 17.4**

Attach Drawing

Please attach drawing for your related work. For example, if you are an Architect for a LUC or CP application, select '**Architectural**' option and if you are an Architect for Level Completion or Occupancy application select '**As-built Architectural**' option from '**Type**' dropdown list.

Type Structural

Drawings File Architect Drawing 101.pdf. The file is received. [Attach a File](#)

Next **Close**

Figure: 17.8

Here, Structural engineer added structural drawing and the file will go to **Architects dashboard** in “**Pending Review**” folder as shown in figure: 17.9

Electronic Construction Permitting System
Capital Development Authority

Application No: A-17719.23.107.33.301

Application | Development | Surroundings | Attachments | **Professional Attachments**

Please upload both the drawing in DWG format and the corresponding PDF version of the drawing. Avoid using JPG, JPEG, or similar formats.

Type	Drawing File	Certification Letter	Ver	Submitted By	Submitted On
Structural	Architect Drawing 101.pdf (56.7 kB)	Landscape view Image.jpeg (7.2 kB)	1	ENGR. MD. MEHEDI HASAN, PENG.	08/11/2023 14:35
Architectural	Architectural drawing 102.pdf (415.5 kB)	Icertify (1).pdf (34.3 kB)	1	Mamnoon Murshed Chowdhury	08/11/2023 14:06

Add New ...

If you didn't attach signed Certification Letter, Please click on this row to open and add signed Certification Letter.

Next **Close**

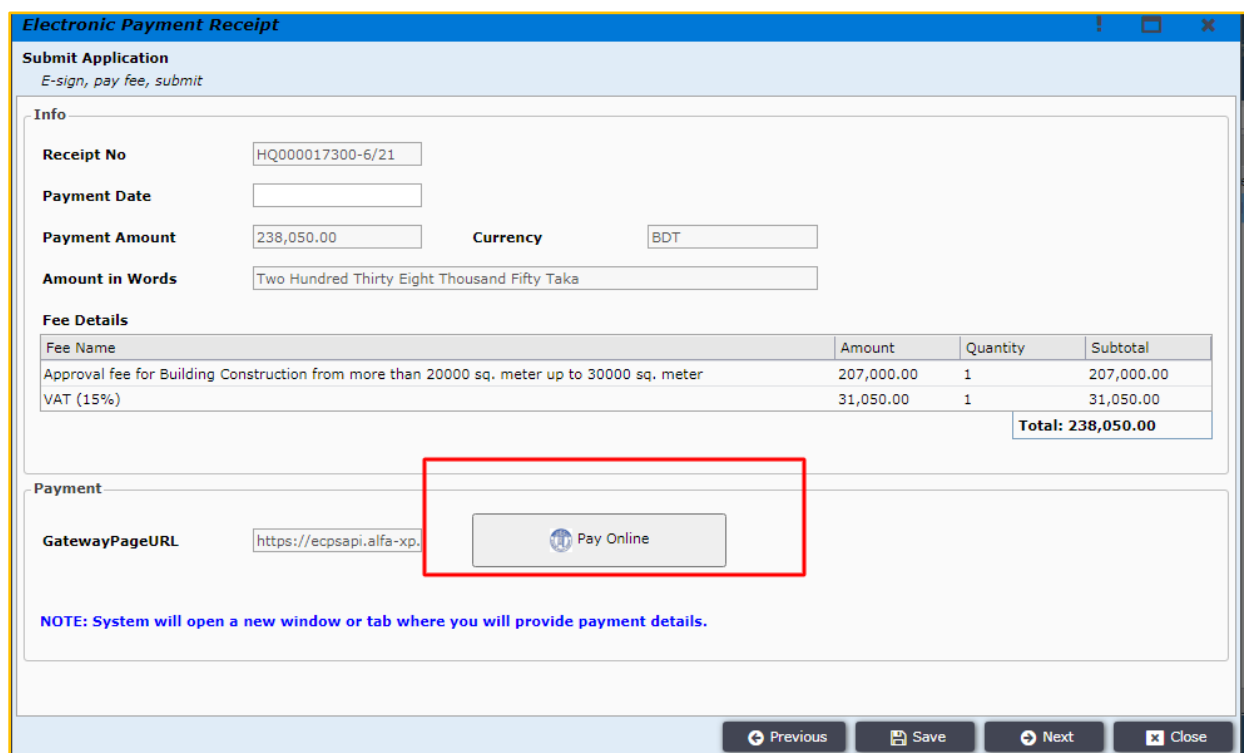
Figure: 17.9

After the focal point has submitted the drawings, the applicant will get the application under his 'Ready for Submission' tab as shown in Figure 18



Figure 18. Ready for Submissions

Applicant now can open the application and after clicking “Next”, he will be prompted to the window to pay application fees. Applicant needs to click on “Pay Online” button. It is shown in Figure 19.



Electronic Payment Receipt

Submit Application
E-sign, pay fee, submit

Info

Receipt No: HQ000017300-6/21

Payment Date:

Payment Amount: 238,050.00 Currency: BDT

Amount in Words: Two Hundred Thirty Eight Thousand Fifty Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00
VAT (15%)	31,050.00	1	31,050.00
			Total: 238,050.00

Payment

GatewayPageURL: <https://ecpsapi.alfa-xp.com>

Pay Online

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

Previous Save Next Close

Figure 19. Pay online

After clicking pay online applicant will find different types payment options and can select the preferred option from those. (Figure 20)

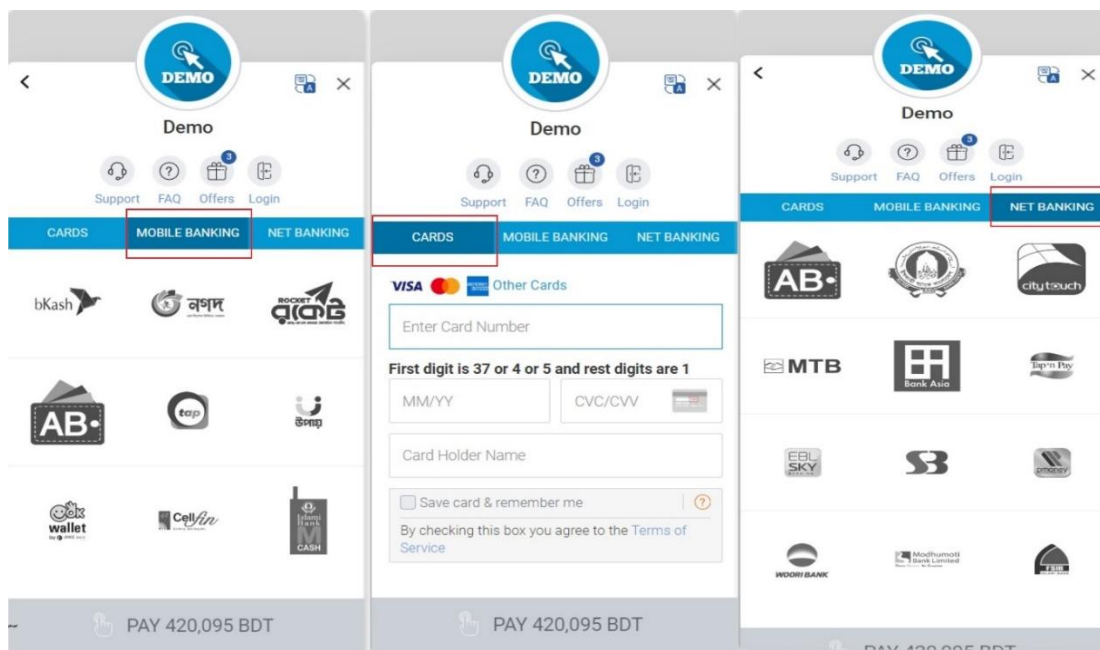


Figure 20. Different types of Payment options

After providing all correct payment information applicant will be able to pay the application fees successfully and a message will be shown confirming it as shown in **Figure 21**.

Electronic Payment Receipt

Submit Application
E-sign, pay fee, submit

Info

Receipt No: HQ000017300-6/21

Payment Date:

Payment Amount: 238,050.00 Currency: BDT

Amount in Words: Two Hundred Thirty Eight Thousand Fifty Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00
VAT (15%)	31,050.00	1	31,050.00
			Total: 238,050.00

Payment

GatewayPageURL: <https://ecpsapi.alfa-xp> [Pay Online](#)

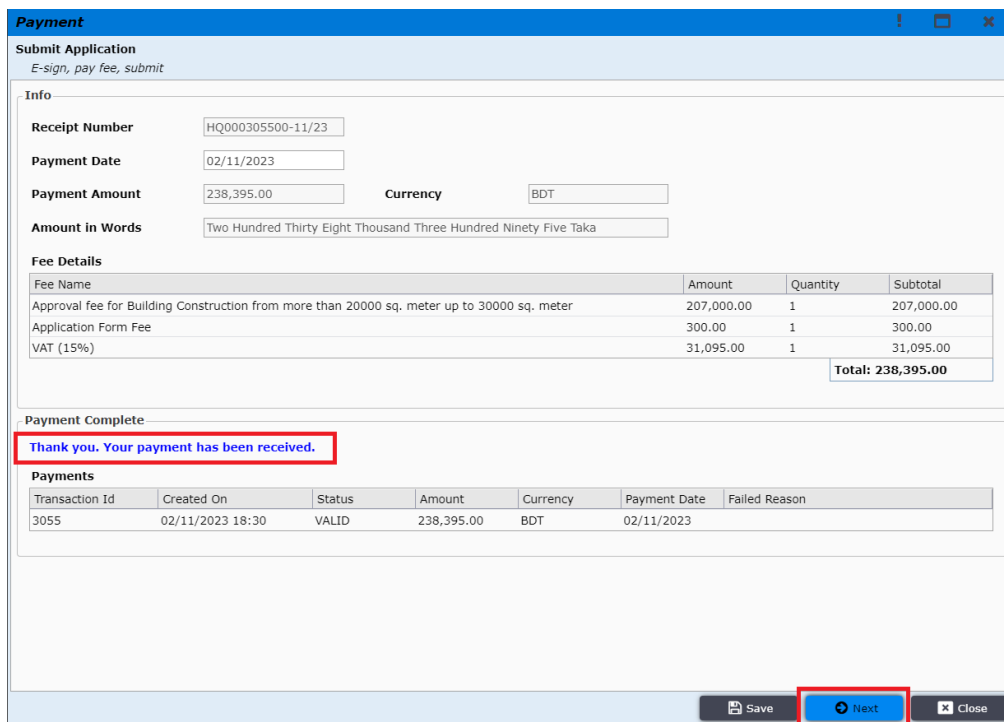
Payment completed successfully

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

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

Figure 21. Payment is confirmed

Now applicant needs to click on “**Next**” and the payment details will be shown along with payment receipt printable PDF file as shown in **Figure 22** and **Figure 22.1**.



Payment

Submit Application
E-sign, pay fee, submit

Info

Receipt Number: HQ000305500-11/23
 Payment Date: 02/11/2023
 Payment Amount: 238,395.00 Currency: BDT
 Amount in Words: Two Hundred Thirty Eight Thousand Three Hundred Ninety Five Taka

Fee Details

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00
Application Form Fee	300.00	1	300.00
VAT (15%)	31,095.00	1	31,095.00
			Total: 238,395.00

Payment Complete

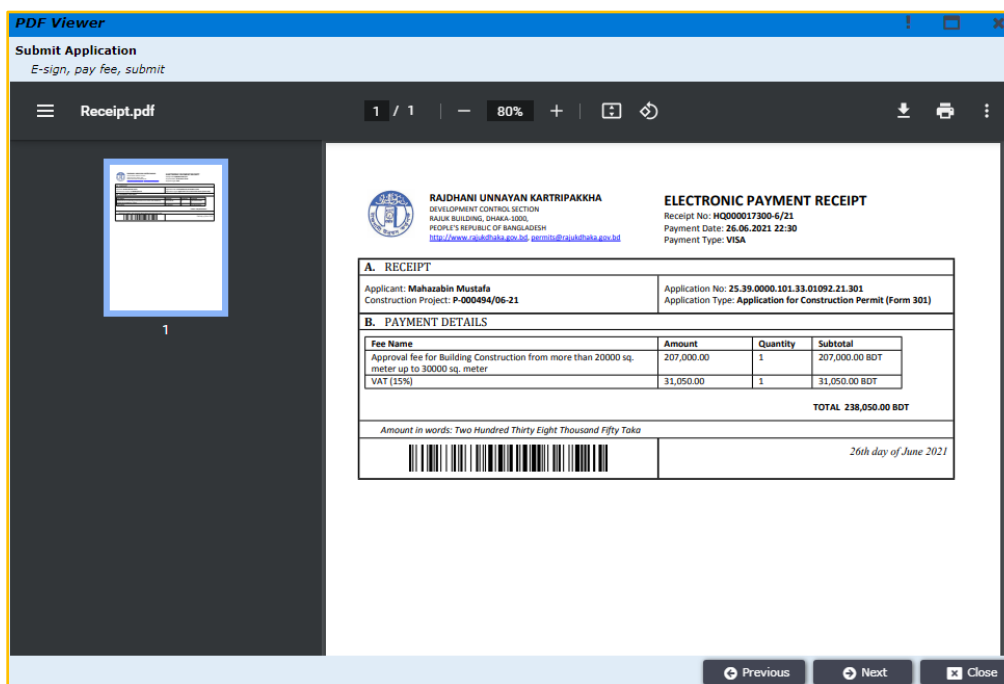
Thank you. Your payment has been received.

Payments

Transaction Id	Created On	Status	Amount	Currency	Payment Date	Failed Reason
3055	02/11/2023 18:30	VALID	238,395.00	BDT	02/11/2023	

Save Next Close

Figure 22. Payment details



PDF Viewer

Submit Application
E-sign, pay fee, submit

Receipt.pdf 1 / 1 80%

RAJSHAHI UNNAYAN KARTRIPAKKHA
 DEVELOPMENT CONTROL SECTION
 RAJUK BUILDING, DHAKA-1000
 PEOPLE'S REPUBLIC OF BANGLADESH
<http://www.rajshahi.gov.bd> rajshahi@rajshahi.gov.bd

ELECTRONIC PAYMENT RECEIPT
 Receipt No: HQ000017300-6/21
 Payment Date: 26.06.2021 22:30
 Payment Type: VISA

A. RECEIPT

Applicant: Mahasabin Mustafa
 Construction Project: P-000494/06-21
 Application No: 25.39.0000.101.33.01092.21.301
 Application Type: Application for Construction Permit (Form 301)

B. PAYMENT DETAILS

Fee Name	Amount	Quantity	Subtotal
Approval fee for Building Construction from more than 20000 sq. meter up to 30000 sq. meter	207,000.00	1	207,000.00 BDT
VAT (15%)	31,050.00	1	31,050.00 BDT
			TOTAL 238,050.00 BDT

Amount in words: Two Hundred Thirty Eight Thousand Fifty Taka

26th day of June 2021

Previous Next Close

Figure 22.1 Printable PDF receipt

Applicant now needs to certify that the given information is correct by clicking on “Yes” as shown in **Figure 23**.

Figure 23. Certify

After certifying, the application printable preview is shown as **Figure 24**.

Figure 24. Printable application

Applicant needs to click **“Next”** and will be prompted to the window to download application and then need to e-sign the document. The e-signed documents need to be uploaded in the **“Signed Application”** Section successfully and then the applicant can move **“Next”**.

Figure 25. Sign and Validate

After the signed document is uploaded successfully, applicant will be provided the option to submit application as shown in **Figure 26**. By clicking on the button, the application will be submitted successfully and will be sent to the front desk officer.

Figure 26. Submit Application

Front desk officer will be able to find the submitted application from E-filings workspace as shown in Figure 27.

Application No	Applicant	Construction Project	Application Type	Created On	Modified On	State
25.39.0000.101.33.01092.21.301	Mahazabin Mustafa	P-000494/06-21	Application for Construction Perm	27/06/2021 00:36	27/06/2021 13:36	Submitted
25.39.0000.101.33.00951.21.304	Hrant Darbinyan	P-000096/05-19	Appeal Against Rejection of Cons	12/02/2021 15:55	12/02/2021 15:55	Submitted
A-0000677-08/20	Hrant Darbinyan	P-000006/04-19	Appeal for Land Use Clearance	29/08/2020 08:46	29/08/2020 09:21	Submitted
A-0000627-08/20	Nigar Kana	P-000243/08-20	Application for Construction Perm	18/08/2020 19:14	18/08/2020 19:24	Submitted
A-0000610-08/20	Leonid Popusoi	P-000233/08-20	Application for Construction Perm	14/08/2020 12:01	14/08/2020 12:55	Submitted
A-0000596-08/20	Hrant Darbinyan	P-000233/08-20	Application for Construction Perm	14/08/2020 09:57	14/08/2020 12:23	Submitted
A-0000546-03/20	Olga Girdea	P-000219/03-20	Application for Construction Perm	24/03/2020 11:17	12/08/2020 00:07	Submitted
A-0000498-02/20	Hrant Darbinyan	P-000023/05-19	Application for Construction Perm	03/02/2020 11:44	03/02/2020 12:42	Submitted
A-0000378-07/19	Olga Girdea	P-000193/07-19	Application for Construction Perm	02/07/2019 16:18	11/11/2019 12:09	Submitted
A-0000402-07/19	Valerian Grigorasenco	P-000195/07-19	Application for Construction Perm	08/07/2019 16:33	08/07/2019 16:50	Submitted
A-0000392-07/19	Valerian Grigorasenco	P-000003/04-19	Application for Construction Perm	03/07/2019 15:30	03/07/2019 15:30	Submitted
A-0000390-07/19	Valerian Grigorasenco	P-000003/04-19	Application for Construction Perm	03/07/2019 15:25	03/07/2019 15:27	Submitted
A-0000388-07/19	Valerian Grigorasenco	P-000003/04-19	Application for Construction Perm	03/07/2019 15:13	03/07/2019 15:14	Submitted
A-0000384-07/19	Valerian Grigorasenco	P-000003/04-19	Application for Construction Perm	03/07/2019 13:34	03/07/2019 13:42	Submitted
A-0000364-07/19	Valerian Grigorasenco	P-000190/07-19	Application for Construction Perm	02/07/2019 15:15	02/07/2019 15:15	Submitted

Figure 27. Incoming E-filings

Now, front desk officer will be able to review the application as shown in Figure 28.

Application No: A-17709.23.107.33.301

Review Application
Check for errors, correct, send for review

Application | Development | Surroundings | Attachments | Professional Attachments

Project details

Application No: A-17709.23.107.33.301

Applicant: TOUSIFUL HAQUE

Project: P-023055/11-23

eSigned Clearance LUC

Next | Close

Figure 28. Review Application

After clicking “Next”, the front desk officer is given options to “Accept Application” or “Request Corrections”. If request correction is selected then front desk officer will need to mention the required corrections and send it back to the applicant and then applicant will be doing the required corrections before sending it back to the front desk officer. (Figure 29)

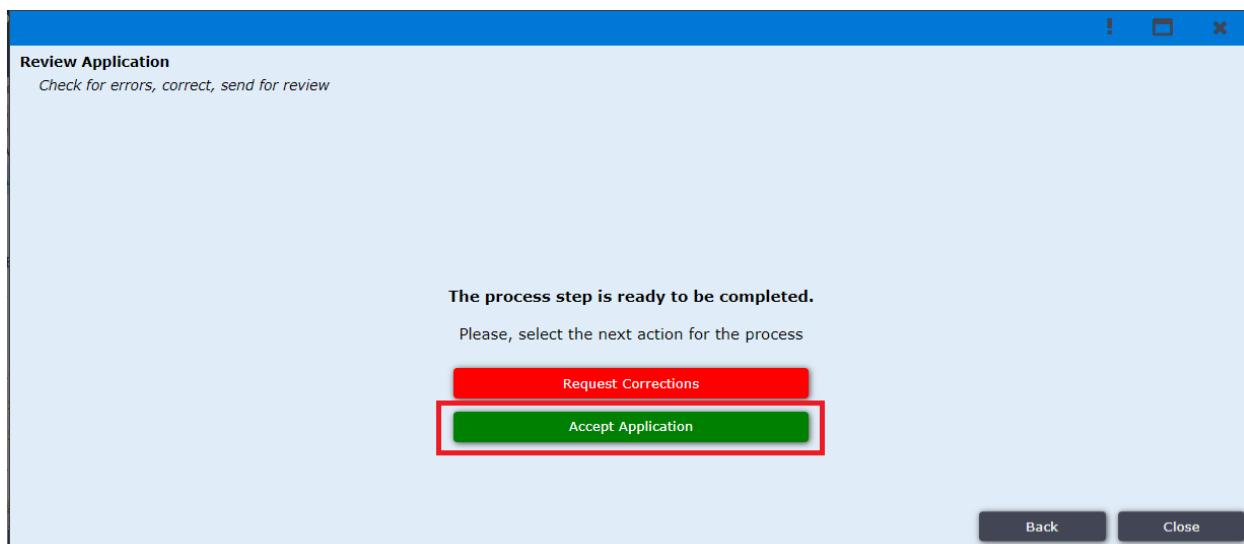


Figure 29. Front Desk Officer Application Processing options

If the front desk officer accepts the application, then he will be prompted to the window shown in **Figure 30**. And after clicking “**Next**” the application will be accepted successfully and is sent to the designated authority.

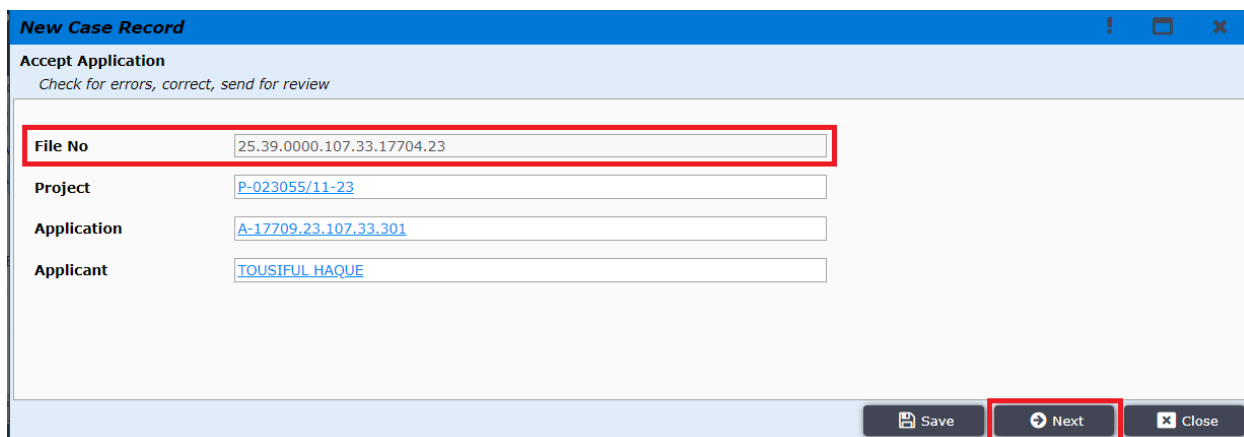


Figure 30. Accept Application

The **Application Filing** process is successfully completed after front desk officer accepts the application. Front Desk Assistant can request for correction to applicant by clicking “**Request Corrections**” button in **Figure 31**

Figure 31. Request Corrections

After clicking Button “Request Corrections” he prompted to the window shown in **Figure 32**. Here first field for comment for whole application if there is anything for corrections. Other field is for every attachment if any correction needed for respective attachment.

Figure 32. Field for correction

After clicking “Next” the file will go to the applicant Reverted tab section in “My Applications”.

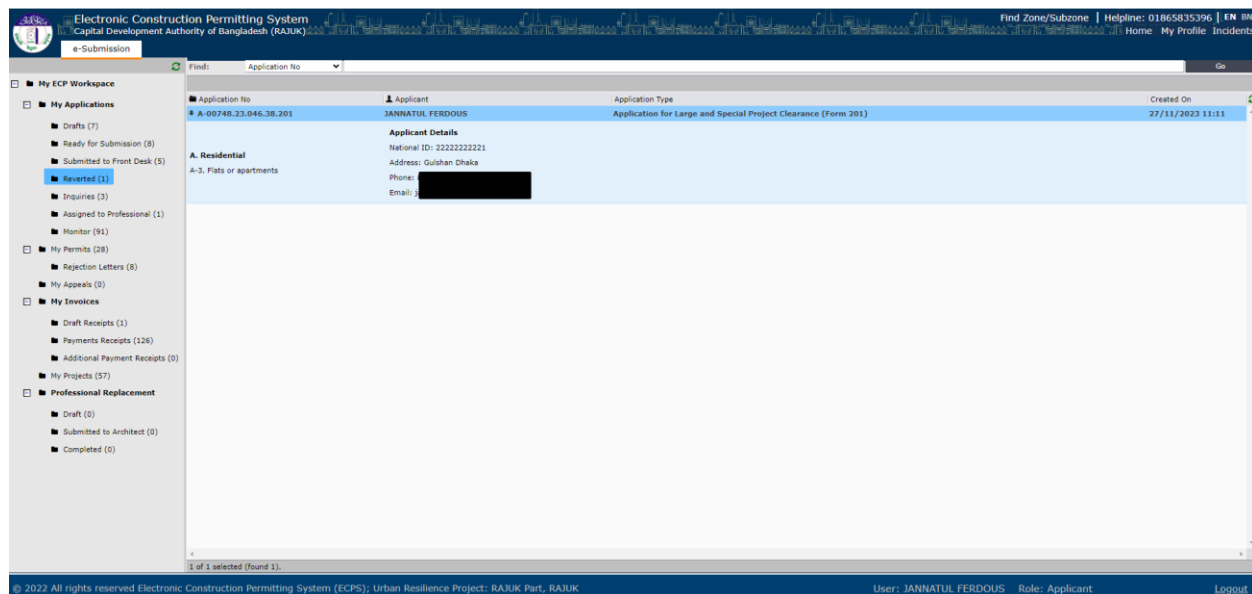


Figure 33. Application come to Applicant for correction

After clicking “Reverted” Figure 33, reverted applications from front desk assistant show as list. After clicking on file, Applicant can see the comment for correction as Figure 34.

Figure 34. Comment for Correction

After clicking **“Next”** Applicant can see all data he fills during application in read-only mode **Figure 35**. He can check out where is the problem.

The screenshot shows a web application window titled "Correct and Re-Submit Application" with the subtitle "Correct, upload docs, e-sign, re-submit". The window has several tabs: "Application", "Surroundings", "Description of Use", "Attachments", and "Professional Attachments". The "Application" tab is active, displaying "Project details". The details include:

- Application No: A-00748.23.046.38.201
- Applicant: JANNATUL FERDOUS
- Construction Project: P-023113/11-23

At the bottom right of the window, there are three buttons: "Previous", "Next", and "Close". The "Next" button is highlighted with a red rectangle.

Figure 35. What applicant filled during application

After clicking **“Next”** he will find two options. For **“Re-Submit”** his application solving the issue mentioned in correction request comment he have to click **“Re-Submit”** button **Figure 36**.

The screenshot shows the same web application window, but now it displays a message: "The process step is ready to be completed. Please, select the next action for the process". Below this message are two buttons: "Re-submit Application" (green) and "Request Alterations" (blue). The "Re-submit Application" button is highlighted with a red rectangle. At the bottom right, there are "Back" and "Close" buttons.

Figure 36. Re-submit Application

After clicking on **“Re-Submit”** button applicant can see request correction comment for whole application **Figure 37**.

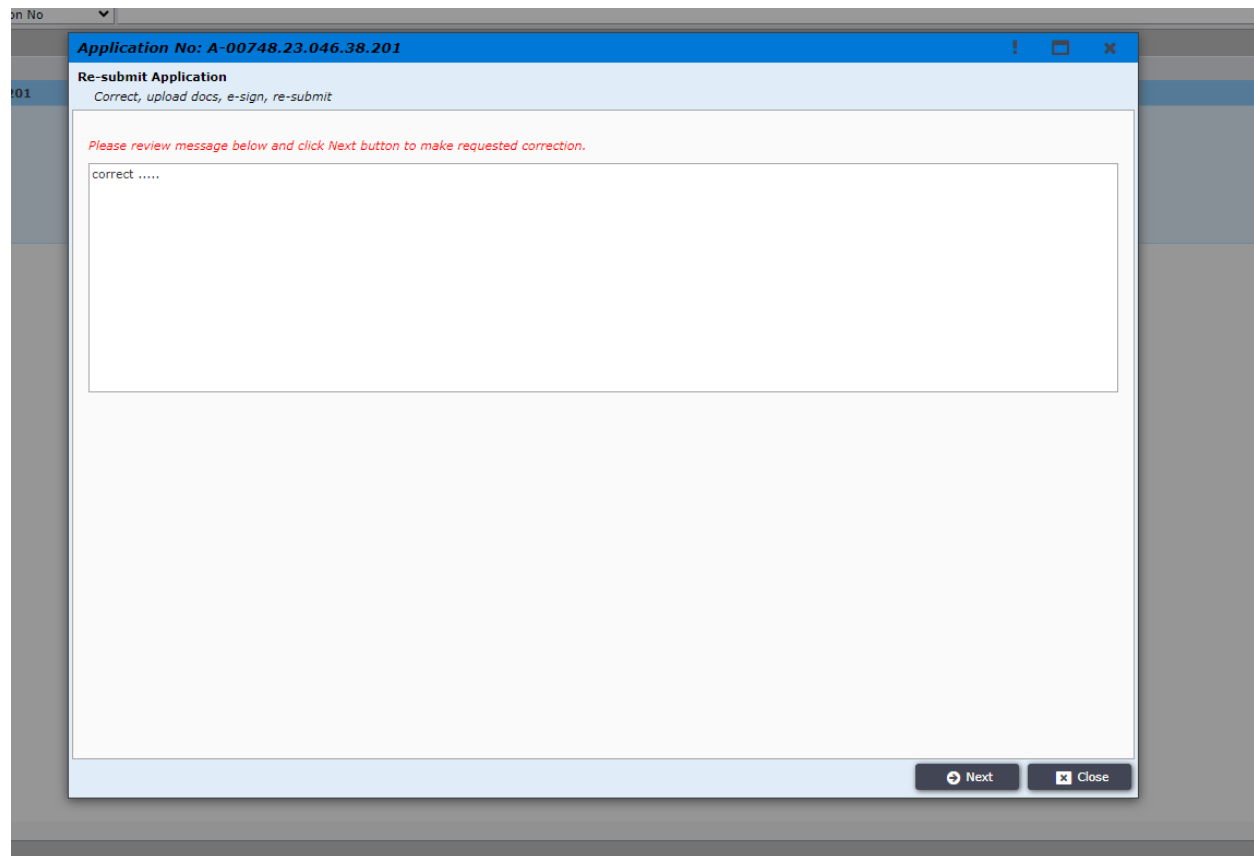


Figure 37. Request Correction Comment for whole application

After clicking “Next” applicant can see the window of **Figure 38** where applicant can edit his information and re-upload attachment and submit as before.

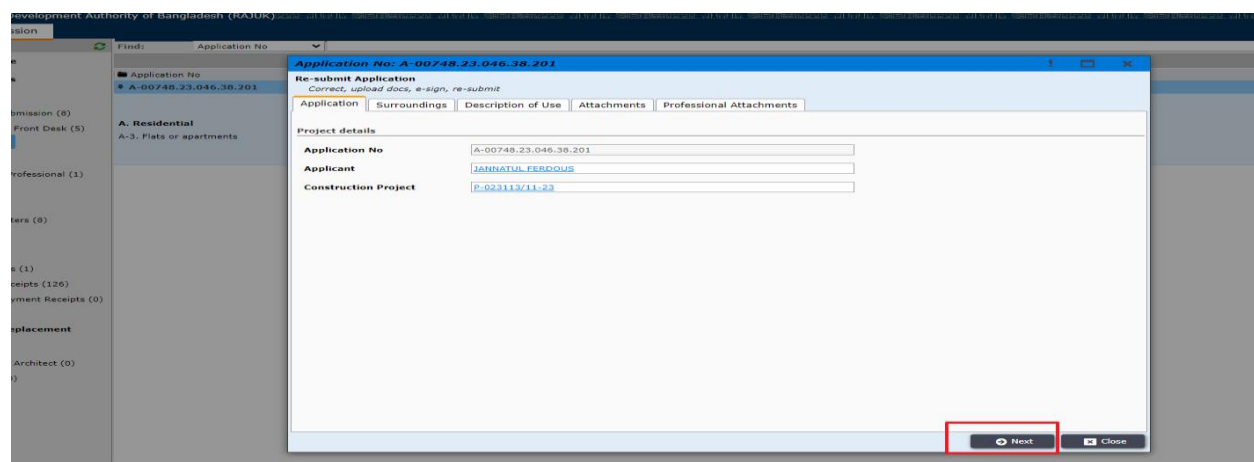


Figure 38. Editable window for re-upload and re-submit

If correction is needed for architect, then applicant have to click on “**Request Alterations**” **Figure 39**. Then file will go to the Architect who added with this application during application filing.

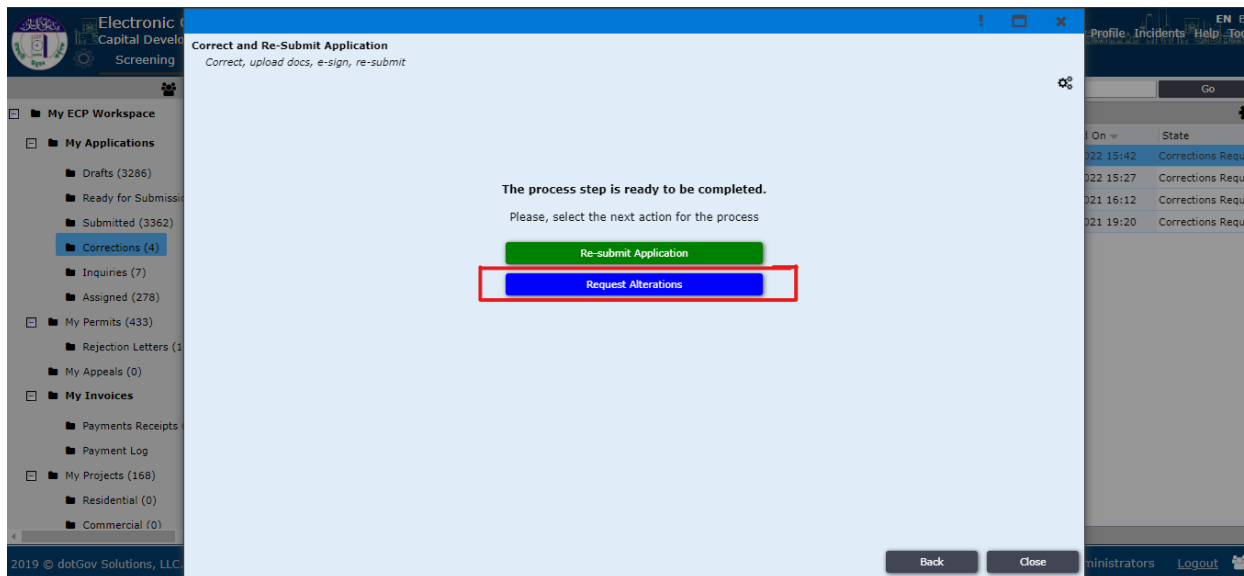


Figure 39. Request Alterations

Then the file will go to architect for giving Drawing correction as Architect is the focal point, only he has the ability to edit information **Figure 40**. After clicking “**Next**” and providing required data, the file will return back to applicant.

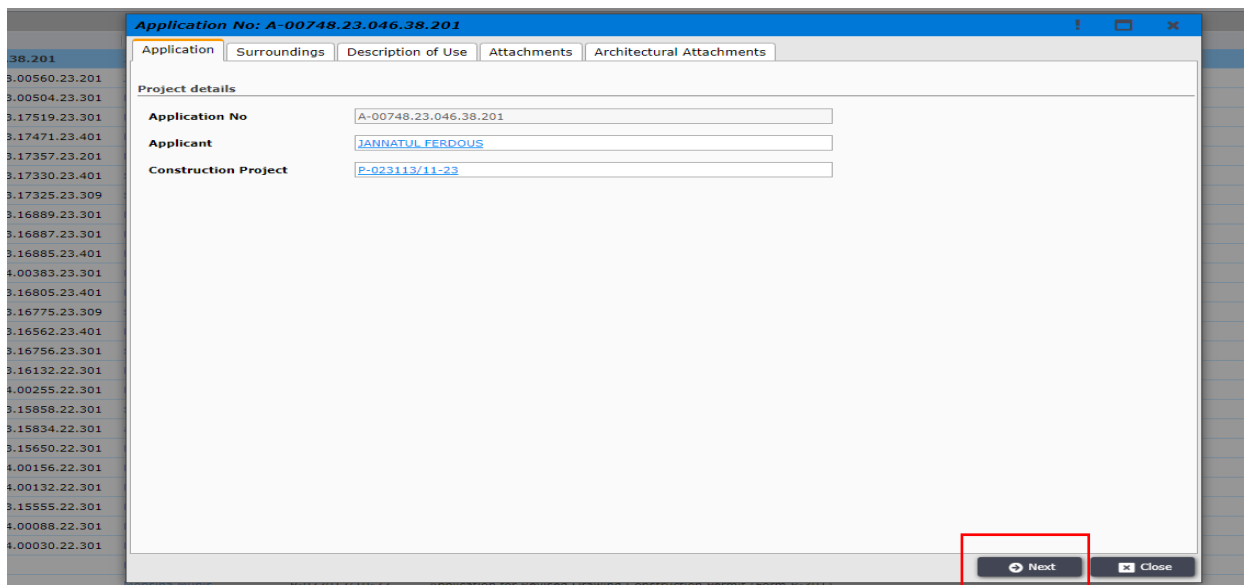


Figure 40. Architect Information

After Architect send the file to the applicant, that file will be in the “Ready for Submission” folder. Then applicant can click on next button and provide information if required and submit the application shown in **Figure 41, Figure 42**.

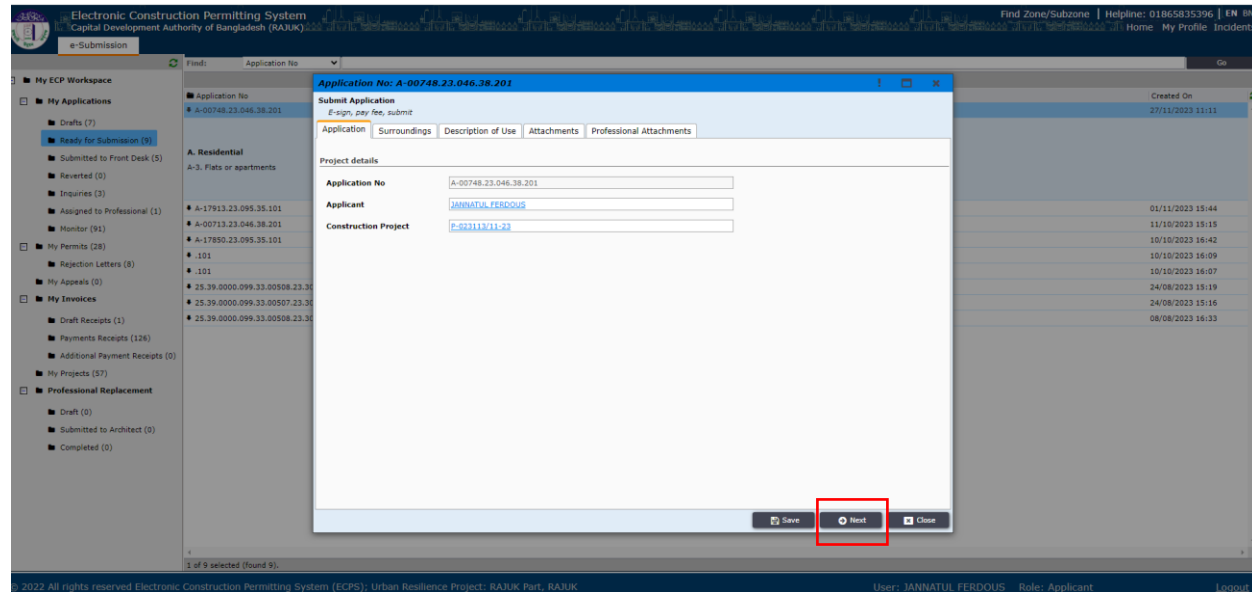


Figure 41

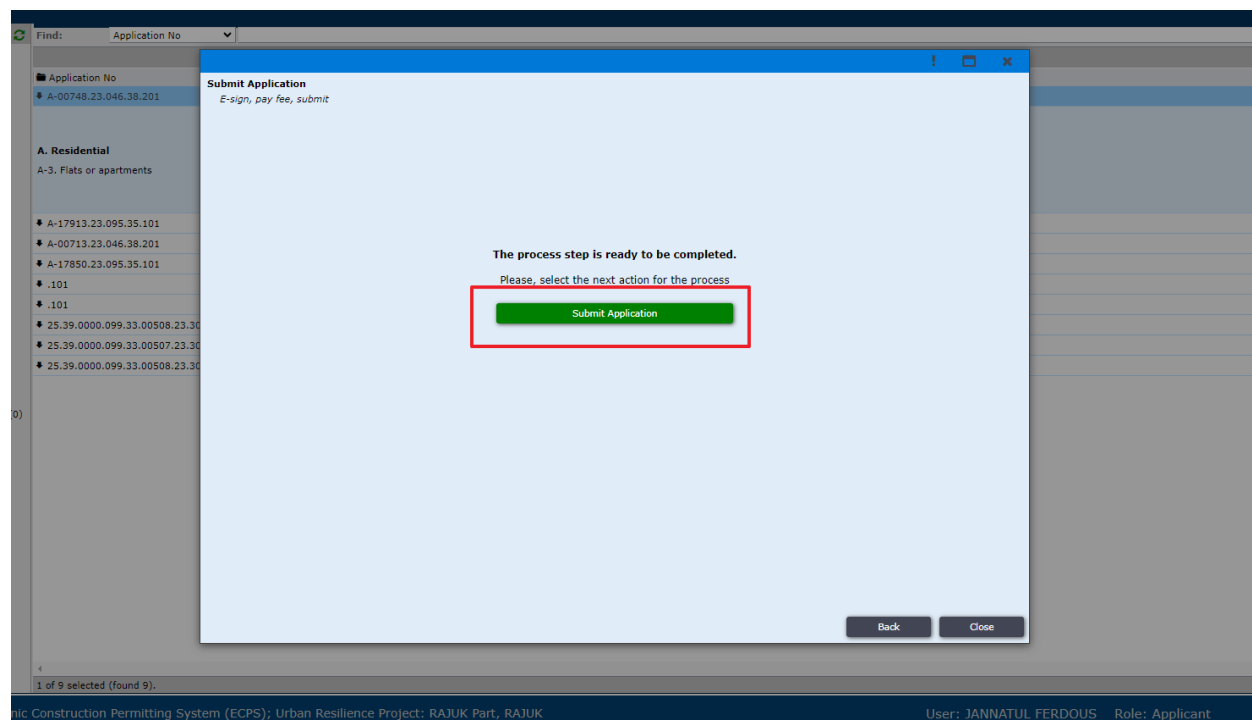


Figure 42

When the file is accepted by Front Desk Officer then it will go to DDC (For zone 1to4, ddc1to4. For zone 5to8, ddc5to8). Applicant can monitor the files status by clicking on the **“Monitor”**. By clicking on a file, a window will pop up, here applicant can see files current status. shown in **Figure: 43**.

The screenshot displays the 'Electronic Construction Permitting System' interface. On the left, the 'My ECP Workspace' sidebar includes a 'Monitor (56)' link, which is highlighted with a red box. The main area shows a list of file numbers. A 'Case Overview' window is open, displaying details for file C-0000327-2-2022. The 'Status' and 'Assigned To' fields are highlighted with a red box.

Case Overview	
File No	C-0000327-2-2022
Case Type	CP
Submission Date	15/02/2022 11:57
Project	P-000711/02-22
Application No	A-0000974-2/22.301
Applicant	MD. GOLAM RABBI 2
Status	AO Final Review
Assigned To	Authorized Officer

Figure 43. Monitor Files.

At initial stage the DDC can send the file to applicant for **“Request Clarifications to Applicant”**. It will come in **“Inquiries”** as Shown in **Figure: 44** and **Figure 44.1**. It may require payment; the payment process is same as shown before in **Figure: 19 to 22.1**

Review and Assign
Please, provide the required fields and press the button Next.

The process step is ready to be completed.

Please, select the next action for the process

Request Clarifications to Applicant

Assign to Deputy DDC

Back **Close**

Figure 44. Request Clarifications to Applicant.

Electronic Construction Permitting System
Capital Development Authority of Bangladesh (RAJUK)

Find Zone/Subzone | Helpline: 01805835396 | EN | BN

Home My Profile Incidents

My ECP Workspace

- My Applications
 - Drafts (7)
 - Ready for Submission (8)
 - Submitted to Front Desk (5)
 - Reverted (3)
 - Inquiries (4)**
 - Assigned to Professional (1)
 - Monitor (92)
- My Permits (28)
 - Rejection Letters (8)
 - My Appeals (0)
- My Invoices
 - Draft Receipts (1)
 - Payments Receipts (126)
 - Additional Payment Receipts (0)
- My Projects (37)
- Professional Replacement
 - Draft (0)
 - Submitted to Architect (3)
 - Completed (0)

File No: 25.39.0000.046.38.00795.2

A. Residential
A-3. Flats or apartments

25.39.0000.099.33.17955.23
25.39.0000.099.33.17894.23
25.39.0000.099.33.17885.23

Clarification Request
Provide Additional Info
Please, provide the required fields and press the button Next.

Application No: A-00748.23.046.38.201

Request Date: 27/11/2023 12:51

Request
Please provide deed.

Attachment

Additional Payment
Payment Required: ☐ Yes ☒ No
Payment Amount:

Missing Attachments
Please attach these attachments in next step's attachments tab for processing your application.

Attachment Type	Title	Attachment
No Records.		

Save **Next** **Close**

1 of 4 selected (found 4).

Figure 44.1

After completing payment process if needed applicant will have to go next and click on “**Send Clarifications**” button. Shown in **Figure: 45**.

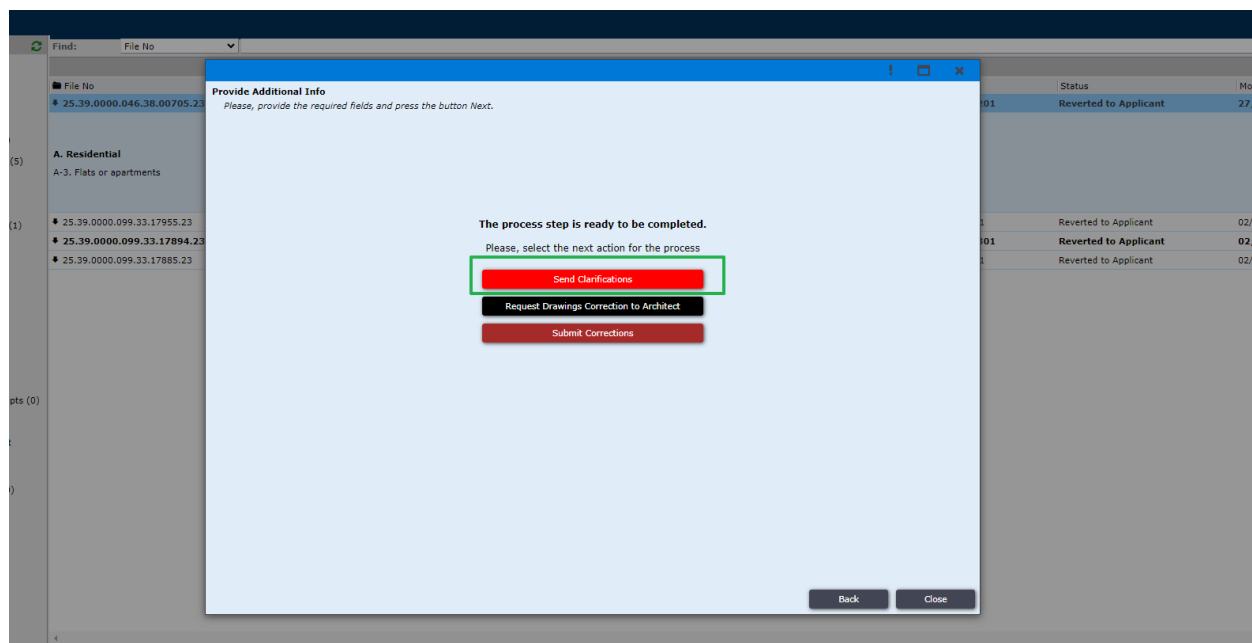


Figure 45: Send Clarification.

In the next step DDC can send the file to the applicant for **“Request Additional Clarifications to Applicant”**. It will come in **“Inquiries”**. Shown in **Figure: 46**. It may require payment too as shown before.

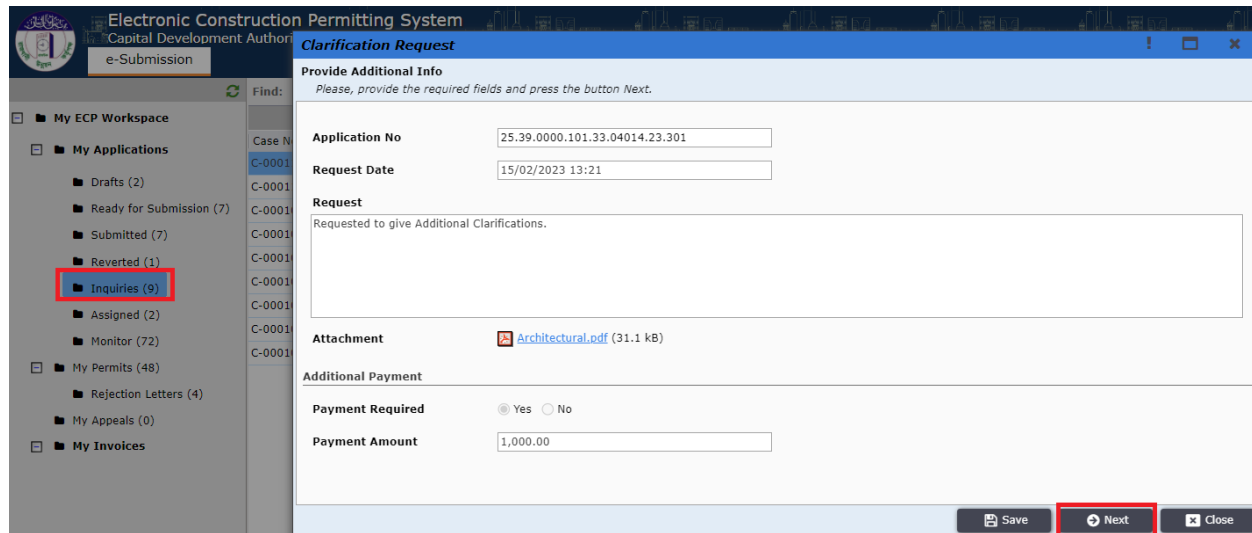


Figure 46: Additional Clarification.

After completing all corrections and payment process Applicant will click on the **“Submit Corrections”** button as shown in **Figure: 47**.

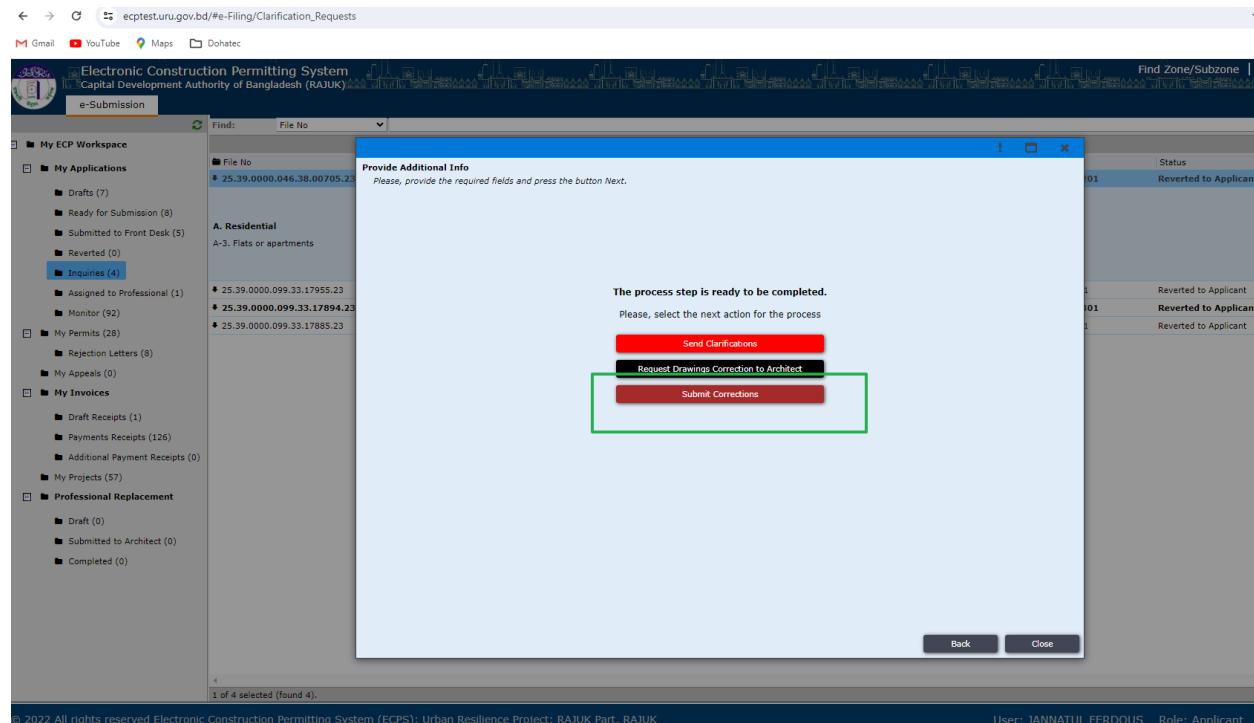


Figure 47: Submit Corrections.

After 'committee review' and before 'collect signature' DDC can send the file to the Applicant for drawing correction. This process is same as before. It may require payment too. Then the Applicant will have to click on the **"Submit Corrections"** button. Shown in **Figure: 47**.

After completing all the steps if the DDC accepts then a response will be sent to the applicant, it can be seen in **"My Permits"** as Shown in **Figure: 48**.

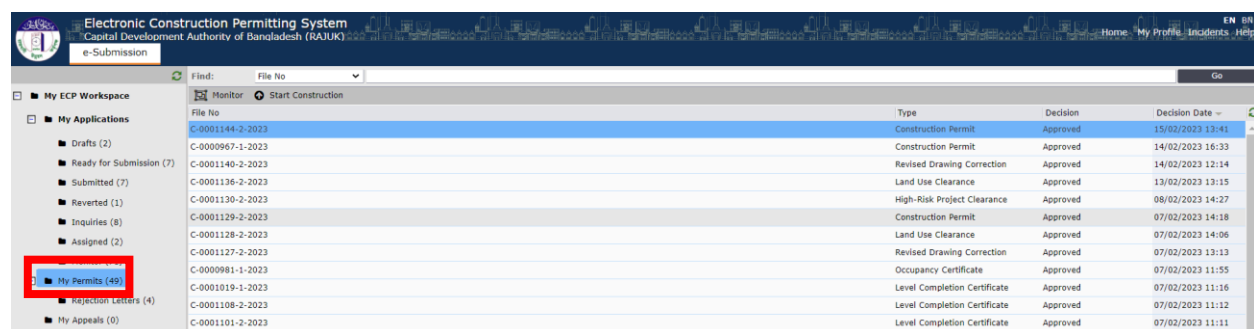
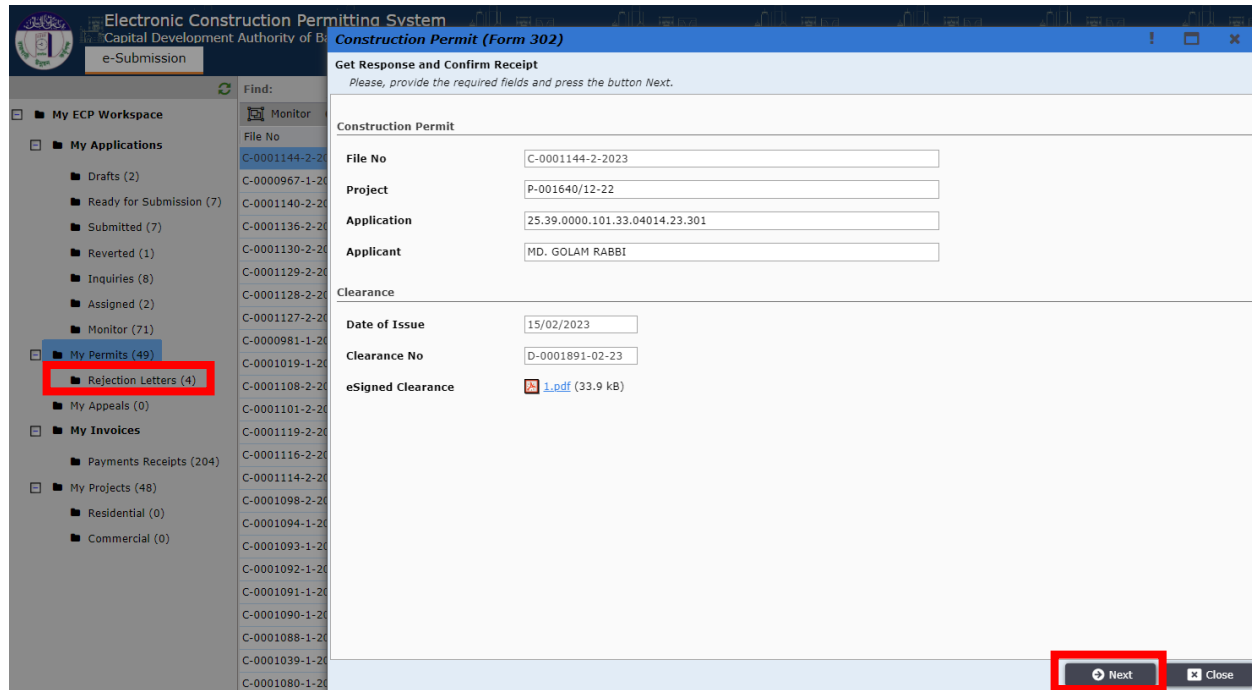


Figure 48: My Permits.

If the file is rejected it can be found in **“Rejected Letters”** as Shown in **Figure: 49**.



Electronic Construction Permitting System
Capital Development Authority of Bangladesh

Construction Permit (Form 302)

Get Response and Confirm Receipt
Please, provide the required fields and press the button Next.

Construction Permit

File No: C-0001144-2-2023

Project: P-001640/12-22

Application: 25.39.0000.101.33.04014.23.301

Applicant: MD. GOLAM RABBI

Clearance

Date of Issue: 15/02/2023

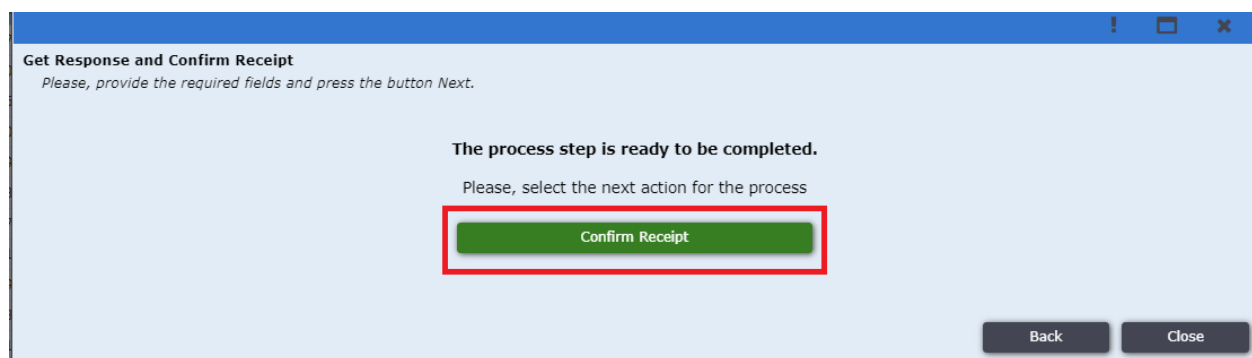
Clearance No: D-0001891-02-23

eSigned Clearance:  [1.pdf](#) (33.9 kB)

Next **Close**

Figure 50: File details in My Permits.

Next Applicant will have to click on the button **“Confirm Receipt”**. Shown In **Figure: 50**.



Get Response and Confirm Receipt
Please, provide the required fields and press the button Next.

The process step is ready to be completed.
Please, select the next action for the process

Confirm Receipt

Back **Close**

Figure 50: Confirm Receipt.

Then the process of Large and Special Project Clearance has been completed successfully. “**Figure: 51**”.

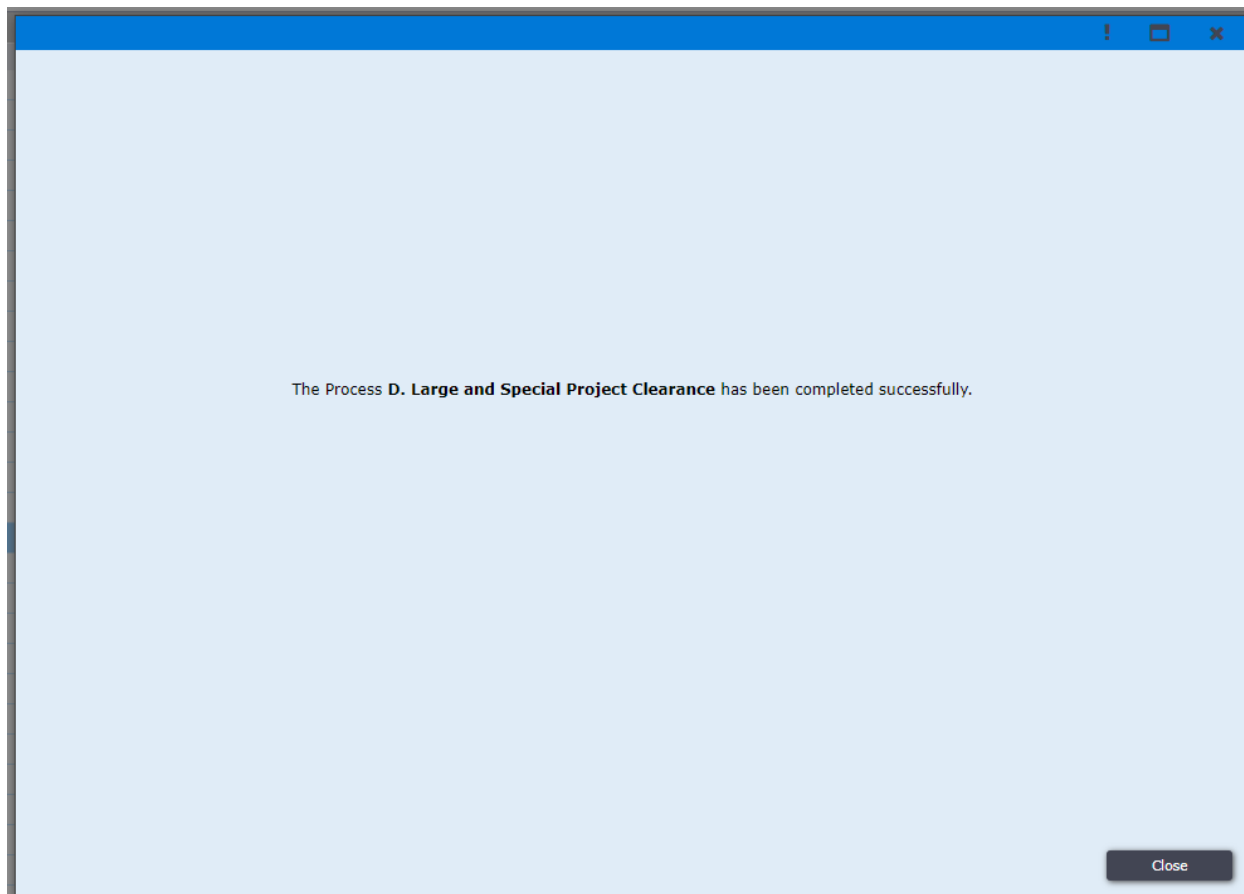


Figure 51: Large and Special Project Clearance completed successfully.