

PP PROCESS MANUAL

Deputy Town Planner (DTP) accesses the Electronic Construction Permitting System Portal using the URL <https://ecps.gov.bd/> and then clicking on “Login” button. Then DTP will provide his/her username and password to login. DTP receives the application for Planning Permit certificate when Front desk assistant accepts the application. DTP will find the application in the **Incoming** section. Incoming files are sorted from Recent to Oldest. DTP will have to click on the Application he wants to proceed with. As shown in **Figure 1**

File No	Type	Applicant	Project	Application	Start Date	Status
Land Use Clearance (10)						
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101		DTP Initial Review
C-0001151-2-2023	LUC	Shown	P-001711/01-23	25.39.0000.101.33.04051.23.101	20/02/2023 11:31	DTP Initial Review
C-0000946-12-2022	LUC	mohsina mm	P-000505/12-21	A-0000798-12/21.101	02/01/2023 10:33	DTP Final Review
C-0000944-12-2022	LUC	mohsina mm	P-001275/10-22	25.39.0000.101.33.01896.22.101	12/01/2023 10:44	DTP Final Review
C-0000386-3-2022	LUC	mohsina mm	P-000822/03-22	A-0001091-3/22.101	01/09/2022 13:49	DTP Final Review
C-0000210-9-2021	LUC	mohsina mm	P-000257/09-21	A-0000412-9/21.101	13/11/2022 13:25	DTP Initial Review
C-0000203-9-2021	LUC	Applicant MM	P-000241/09-21	A-0000406-9/21.101	19/10/2021 16:19	DTP Initial Review
C-0000202-9-2021	LUC	mohsina mm	P-000239/09-21	A-0000403-9/21.101	21/10/2021 12:39	DTP Initial Review
C-0000200-9-2021	LUC	Applicant MM	P-000197/08-21	A-0000377-8/21.101	13/11/2022 13:25	DTP Initial Review
C-0000184-8-2021	LUC	Applicant MM	P-000199/08-21	A-0000378-8/21.101	29/08/2021 21:57	DTP Request External Review

Figure 1

A new pop-up windows will appear when DTP clicks on any incoming application. DTP will have access to six different tabs **Assignments**, **Staff Reviews**, **Attachments**, **Applicant Attachments**, **Applicants' Clarifications** and **History**. DTP will check all the available information of the application. As shown in **Figure 2 and 3**.



Deputy Town Planner Initial Review

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

Assignments | Staff Reviews | Attachments | Applicant Attachments | Applicants' Clarifications | History

File No: C-0001157-2-2023

Start Date: 20/02/2023 12:15

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Assignments

Assistant Town Planner:

Surveyor:

Tracer:

Draftsman:

Save Next Close

Figure 2

Deputy Town Planner Initial Review

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

Assignments | Staff Reviews | Attachments | Applicant Attachments | Applicants' Clarifications | History

File No: C-0001157-2-2023

Start Date: 20/02/2023 12:15

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Assignments

Assistant Town Planner: ATP User

Surveyor:

Tracer:

Draftsman:

Save Next Close

Figure 2

In the **Staff Reviews** tab DTP will write a review and add attachments. As shown in **Figure 4**

Deputy Town Planner Initial Review

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

Assignments | **Staff Reviews** | Attachments | Applicant Attachments | Applicants' Clarifications | History

Review*

ok

Attachment 1 [Attach a File](#) **Attachment 3** [Attach a File](#)

Attachment 2 [Attach a File](#)

+ Add Review

Save Next Close

Figure 4

In the **Attachments** tab DTP will find all the attachment provided by any RAJUK users. As shown in **Figure 5**

Deputy Town Planner Initial Review

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

Assignments | Staff Reviews | **Attachments** | Applicant Attachments | Applicants' Clarifications | History

Attachment Type	Engineer Type	Attachment	Attached By	Attached On
No Records.				

Add New ...

Figure 5

In the **Applicant Attachments** tab DTP will find all attachments provided by the applicant during application submission. As shown in **Figure 6**

Deputy Town Planner Initial Review

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

Assignments | Staff Reviews | Attachments | **Applicant Attachments** | Applicants' Clarifications | History

1. RS Mouza Map	2. MS Mouza Map	3. Digital Survey Map
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Other Attachments

Attachment Type	Title	Attachment	Attached By	Attached On
No Records.				

Save Next Close

Figure 6

In the **Applicants' Clarifications** tab DTP will find all the clarification provided by the applicant. As shown in **Figure 7**

Deputy Town Planner Initial Review

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

Assignments | Staff Reviews | Attachments | Applicant Attachments | **Applicants' Clarifications** | History

Request Date	Request	Response Date	Applicants' Response	Attachment
No Records.				

Figure 7



In the **History** tab DTP will find the history of this File, where processing step, initiated by, initiation time and how much days used will be available. As shown in **Figure 8**

Deputy Town Planner Initial Review					
Review and Assign					
Please, provide the required fields and press the button Next.					
Assignments	Staff Reviews	Attachments	Applicant Attachments	Applicants' Clarifications	History
Processing Step	Initiated By	Initiated On	Completed By	Completed On	Days Used
Review and Assign	mohsina mm	12/10/2022 12:09			8

Figure 8

After checking all the tabs DTP will go to the **Assignments** tab to put his Review comments and assign an Assistant Town Planner (ATP) and press next. As shown in **Figure 9**

Deputy Town Planner Initial Review

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

Assignments | Staff Reviews | Attachments | Applicant Attachments | Applicants' Clarifications | History

File No: C-0000260-10-2021

Start Date: 15/02/2023 13:02

Construction Project: P-000416/10-21

LC Application: A-0000650-10/21.101

Applicant: mohsina.mm

Assignments

Assistant Town Planner	ATP User
Surveyor	Surveyor User
Tracer	Tracer User
Draftsman	Draftsman User

Save Next Close

Figure 9

At this stage of the process DTP will have two options, he can either Assign the file to an ATP or DTP can request clarification from the applicant. As shown in **Figure 10**

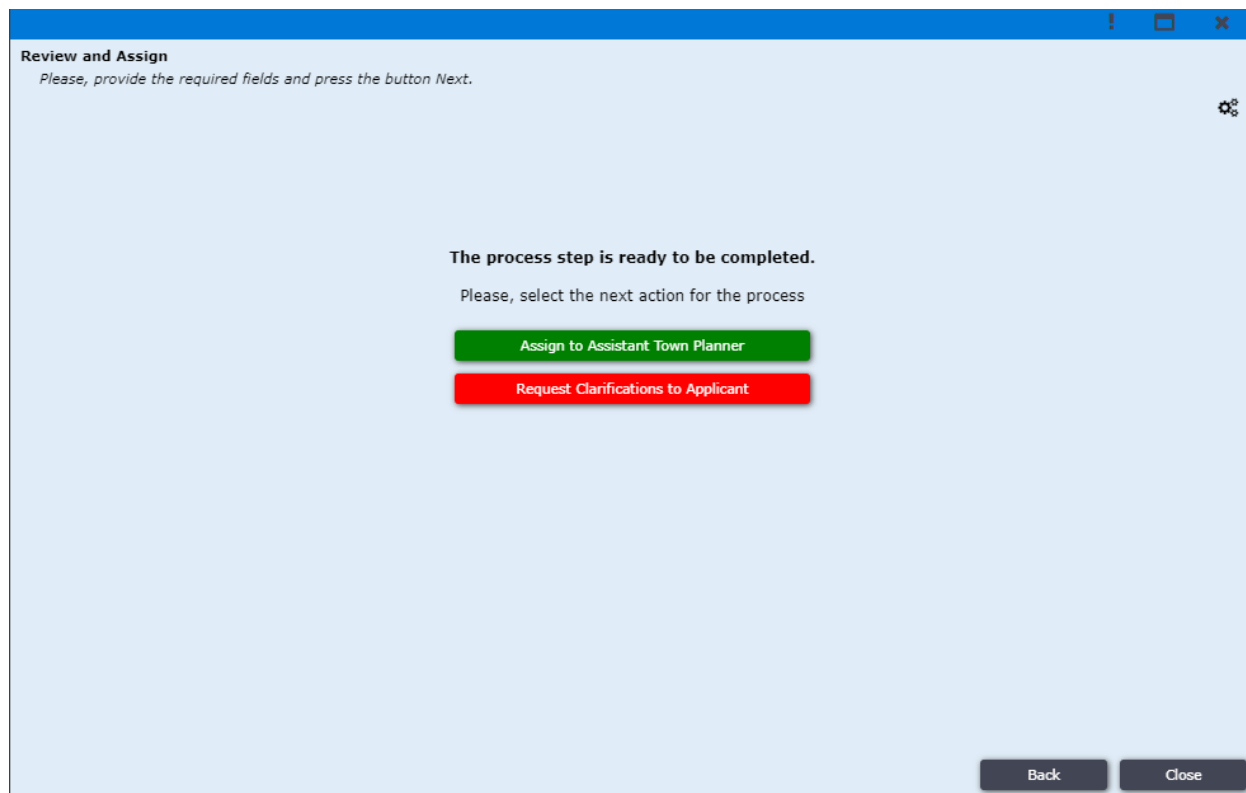


Figure 10

When DTP clicks on **Assign to Assistant Town Planner** the file is forwarded to ATP and in the ATP dashboard the file is moved to **Incoming** tab. As shown in **Figure 11**

Find: File No

Go

Case Officer (ATP)

Incoming (16)

Inquiries (15)

Site Inspections (16)

External Review (11)

Completed (69)

Monitor

File No	Type	Applicant	Project	Application	Start Date	Status
Land Use Clearance (16)						
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	ATP Initial Review
C-0000945-12-2022	LUC	mohsina mm	P-000810/03-22	A-0001073-3/22.101	29/12/2022 12:17	ATP Initial Review
C-0000940-12-2022	LUC	MD. GOLAM R P	P-001297/10-22	25.39.0000.101.33.01945.22.101	28/12/2022 14:51	ATP Initial Review
C-0000883-11-2022	LUC	MD. GOLAM R P	P-001541/11-22	25.39.0000.101.33.02963.22.101	29/11/2022 10:35	ATP Initial Review
C-0000751-11-2022	LUC	mohsina mm	P-001369/11-22	25.39.0000.101.33.02246.22.101	01/11/2022 10:31	ATP Initial Review
C-0000667-10-2022	LUC	mohsina mm	P-001144/09-22	25.39.0000.101.33.01626.22.101	20/10/2022 13:27	ATP Initial Review
C-0000569-9-2022	LUC	mohsina mm	P-001027/08-22	25.39.0000.101.33.01343.22.101	17/08/2022 14:28	ATP Final Review
C-0000561-7-2022	LUC	mohsina mm	P-001012/07-22	25.39.0000.101.33.01316.22.101	17/08/2022 16:27	ATP Final Review
C-0000421-3-2022	LUC	mohsina mm	P-000841/03-22	A-0001108-3/22.101	26/08/2022 22:56	ATP Initial Review
C-0000339-3-2022	LUC	mohsina mm	P-000767/03-22	A-0001009-3/22.101	07/03/2022 11:07	ATP Initial Review
C-0000333-2-2022	LUC	mohsina mm	P-000721/02-22	A-0000982-2/22.101	17/02/2022 12:50	ATP Final Review
C-0000305-12-2021	LUC	mohsina mm	P-000517/12-21	A-0000805-12/21.101	08/09/2022 10:56	ATP Initial Review
C-0000303-12-2021	LUC	mohsina mm	P-000511/12-21	A-0000802-12/21.101	07/03/2022 17:12	ATP Initial Review
C-0000260-10-2021	LUC	mohsina mm	P-000416/10-21	A-0000650-10/21.101	15/02/2023 13:02	ATP Initial Review
C-0000206-9-2021	LUC	Applicant MM	P-000245/09-21	A-0000408-9/21.101	19/10/2021 16:23	ATP Initial Review
C-0000205-9-2021	LUC	Applicant MM	P-000243/09-21	A-0000407-9/21.101	26/10/2021 15:52	ATP Initial Review

0 of 16 selected (found 16).

System Message

Figure 11

ATP will click on the file that he wants to work with, and he will get a new pop-up window with five different tabs to work in. As shown in **Figure 12**

In the **Assignments** tab ATP will be able to check details about the Project, Application and the Applicant. In Assignments section (below assignment tab) ATP can assign surveyor, tracer and draftsman. As shown in **Figure 12**

Figure 12

In the **Staff Review** tab ATP will be able to view the review comments made by DTP and ATP will also find a different text field to write his review comments. As shown in **Figure 13**

Assistant Town Planner Initial Review

Verify, Add Condition in FM
Verify the data, enter comments or upload documents and send the case to Inspector with request for a site inspection

Assignments Staff Reviews Attachments Applicants' Clarifications History

Review*

Attachment 1 [Attach a File](#) Attachment 3 [Attach a File](#)
Attachment 2 [Attach a File](#)

+ Add Review

ok.

Reviewed By:	Mohsina Munir	Role:	Deputy Town Planner
Reviewed On:	13/02/2023	Attachment 1:	
Attachment 2:		Attachment 3:	

Save Next Close

Figure 13

In the **Attachments** tab ATP will find all the attachment provided by RAJUK users. ATP will also be able to add attachments by clicking on Add New button. As shown in **Figure 14**

Assistant Town Planner Initial Review

Verify, Add Condition in FM
Verify the data, enter comments or upload documents and send the case to Inspector with request for a site inspection

Assignments Staff Reviews Attachments Applicants' Clarifications History

Attachment Type	Title	Attachment	Attached By	Attached On
No Records.				

Add New ...

Figure 14

In the **Applicants' Clarifications** tab ATP will find all the clarification provided by the applicant during initial review of DTP. As shown in **Figure 15**

Request Date	Request	Response Date	Applicants' Response	Attachment
No Records.				

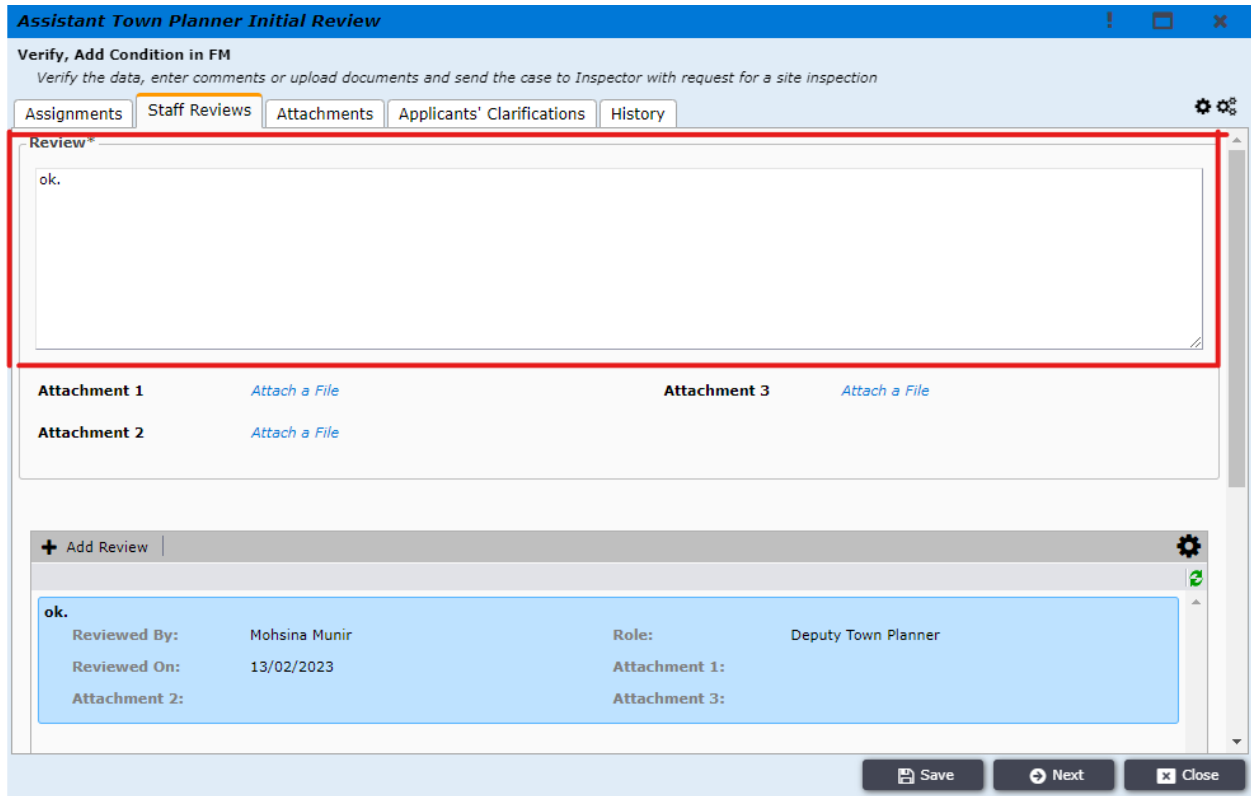
Figure 15

In the **History** tab ATP will find the history of this File, where processing step, initiated by, initiation time and how many days used will be available. As shown in **Figure 16**

Processing Step	Initiated By	Initiated On	Completed By	Completed On
Verify, Add Condition in FM	kar_dtp	16/06/2021 10:30		
Review and Assign	KAR Front Desk Assistant	16/06/2021 10:25	kar_dtp	16/06/2021 10:30

Figure 16

After checking all the tabs ATP will come back to **Staff Review** tab to write his review comments in the allotted textbox and then press **Next**. As shown in **Figure 17**



Assistant Town Planner Initial Review

Verify, Add Condition in FM
Verify the data, enter comments or upload documents and send the case to Inspector with request for a site inspection

Assignments **Staff Reviews** Attachments Applicants' Clarifications History

Review*

ok.

Attachment 1 [Attach a File](#) **Attachment 3** [Attach a File](#)

Attachment 2 [Attach a File](#)

+ Add Review

ok.

Reviewed By: Mohsina Munir Role: Deputy Town Planner

Reviewed On: 13/02/2023 Attachment 1:

Attachment 2: Attachment 3:

Save Next Close

Figure 17

ATP will request the Surveyor to conduct site survey. To do so ATP will click on **Request Site Survey** and the file will be automatically forwarded to the corresponding Surveyor. As shown in **Figure 18**

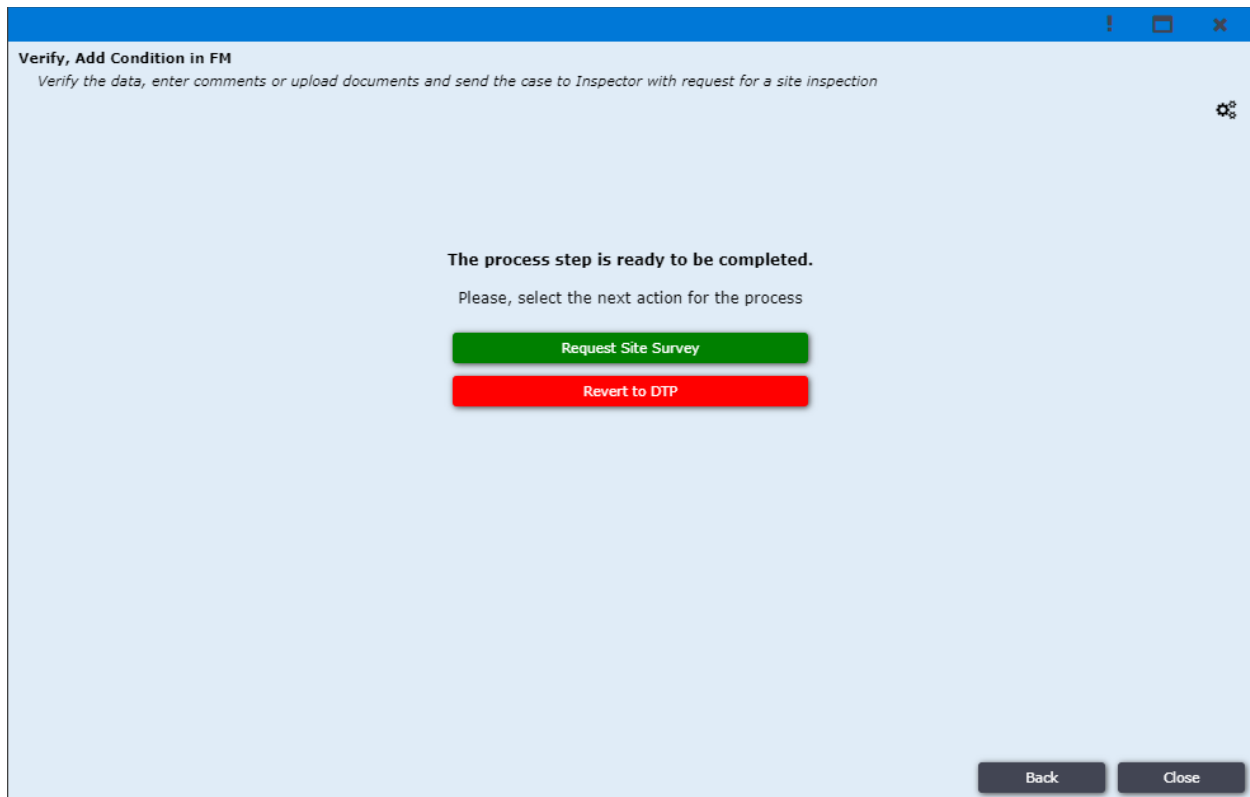


Figure 18

When ATP forwards the application for site survey, the file is automatically sent to the corresponding Surveyor. The surveyor logs into the system and will find the application under **Inspections**. Where the surveyor will have to click on the desired application to start the process, and the system will bring-up a new pop-up window.

File No	Type	Applicant	Project	Application	Start Date	Status
C-0001157-2-2023	LUC	MD. GOLAM RABBI	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	Site Survey
C-0000978-1-2023	LUC	MD. GOLAM RABBI	P-001664/01-23	25.39.0000.101.33.03473.23.101	09/01/2023 13:04	Site Survey
C-0000885-11-2022	LUC	mohsina mm	P-001546/11-22	25.39.0000.101.33.02997.22.101	01/01/2023 13:26	Site Survey
C-0000301-12-2021	LUC	mohsina mm	P-000503/12-21	A-0000797-12/21.101	15/02/2023 10:48	Site Survey
C-0000295-11-2021	LUC	mohsina mm	P-000446/10-21	A-0000718-10/21.101	15/02/2023 13:22	Site Survey
C-0000271-10-2021	LUC Appeal-Chair	mohsina mm	P-000309/09-21	A-0000715-10/21.104	18/10/2021 10:10	Site Survey

Figure 19

Surveyor will get a new pop-up window with different tabs to work in. As shown in **Figure 20**

In the **Assignments** tab Surveyor will be able to check details about the Project, Application and the Applicant. As shown in **Figure 20**

Survey Report

Schedule Inspection and Submit Report

Schedule inspection visit, upload inspection report, return the case.

Assignments

Staff Reviews

Survey

Attachments

Applicants' Clarifications

History

File No

C-0001157-2-2023

Start Date

20/02/2023 12:15

Construction Project

P-001776/02-23

LC Application

25.39.0000.101.33.04059.23.101

Applicant

MD. GOLAM RABBI 2

Assignments

Assistant Town Planner

ATP User

Surveyor

fahim hamid

Tracer

fahim hamid

Draftsman

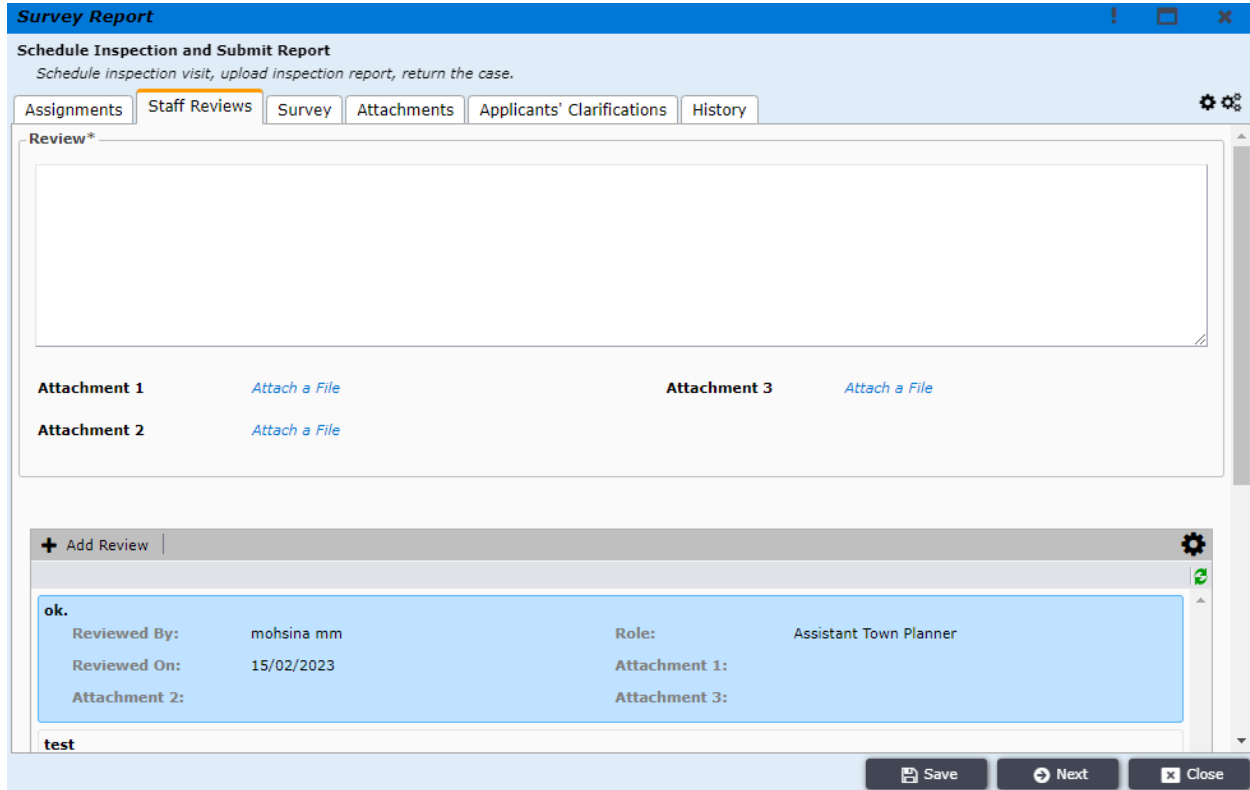
Save

Next

Close

Figure 20

In the **Staff Reviews** tab Surveyor will be able to view the initial review comments made by DTP and ATP. As shown in **Figure 21**



Survey Report

Schedule Inspection and Submit Report

Schedule inspection visit, upload inspection report, return the case.

Assignments **Staff Reviews** Survey Attachments Applicants' Clarifications History

Review*

Attachment 1 [Attach a File](#) Attachment 3 [Attach a File](#)

Attachment 2 [Attach a File](#)

+ Add Review

ok.

Reviewed By:	mohsina mm	Role:	Assistant Town Planner
Reviewed On:	15/02/2023	Attachment 1:	
Attachment 2:		Attachment 3:	

test

Save Next Close

Figure 21

In the **Attachments** tab Surveyor will find all the attachment provided by all RAJUK users. Surveyor will also be able to add attachments by clicking on Add New button. As shown in **Figure 22**

Survey Report

Schedule Inspection and Submit Report
Schedule inspection visit, upload inspection report, return the case.

Assignments Staff Reviews Survey **Attachments** Applicants' Clarifications History

Attachment Type	Title	Attachment	Attached By	Attached On
No Records.				

Add New ...

Save Next Close

Figure 22

In the **Applicants' Clarifications** tab Surveyor will find all the clarification provided by the applicant during the initial screening process or during initial review of DTP. As shown in **Figure 23**

Survey Report

Schedule Inspection and Submit Report
Schedule inspection visit, upload inspection report, return the case.

Assignments Staff Reviews Survey Attachments **Applicants' Clarifications** History

Request Date	Request	Response Date	Applicants' Response	Attachment
No Records.				

Save Next Close

Figure 23

In the **History** tab Surveyor will find the history of this File, where processing step, initiated by, initiation time and how many days used will be available. As shown in **Figure 24**

Processing Step	Initiated By	Initiated On	Completed By	Completed On
Schedule Inspection and Submit Report	KAR ATP	16/06/2021 10:36		
Verify, Add Condition in FM	kar_dtp	16/06/2021 10:30	KAR ATP	16/06/2021 10:36
Review and Assign	KAR Front Desk Assistant	16/06/2021 10:25	kar_dtp	16/06/2021 10:30

Figure 24

After checking all the details of this application Surveyor will go for site visit, and conduct site survey according to the rules and regulations and will create Situational Map and Situation of Plot in the Mouza Map. Then Surveyor will type his survey report and attach situational map, situation of plot in the Mouza Map and any other document if required, and press next. As shown in **Figure 25**

dgfg

- 1. Survey Map**
[Corrections from TP section_4042021.docx](#) (44.2 kB) [Attach a File](#)
- 2. Location Map (Site Map)**
[DocumentReport_101.pdf](#) (969.2 kB) [Attach a File](#)
- 3. Survey Report**
[Attach a File](#)

Save Next Close

Figure 25

Then the surveyor will then click on **Request Format Map** and send the application to Tracer and request him to prepare format map.

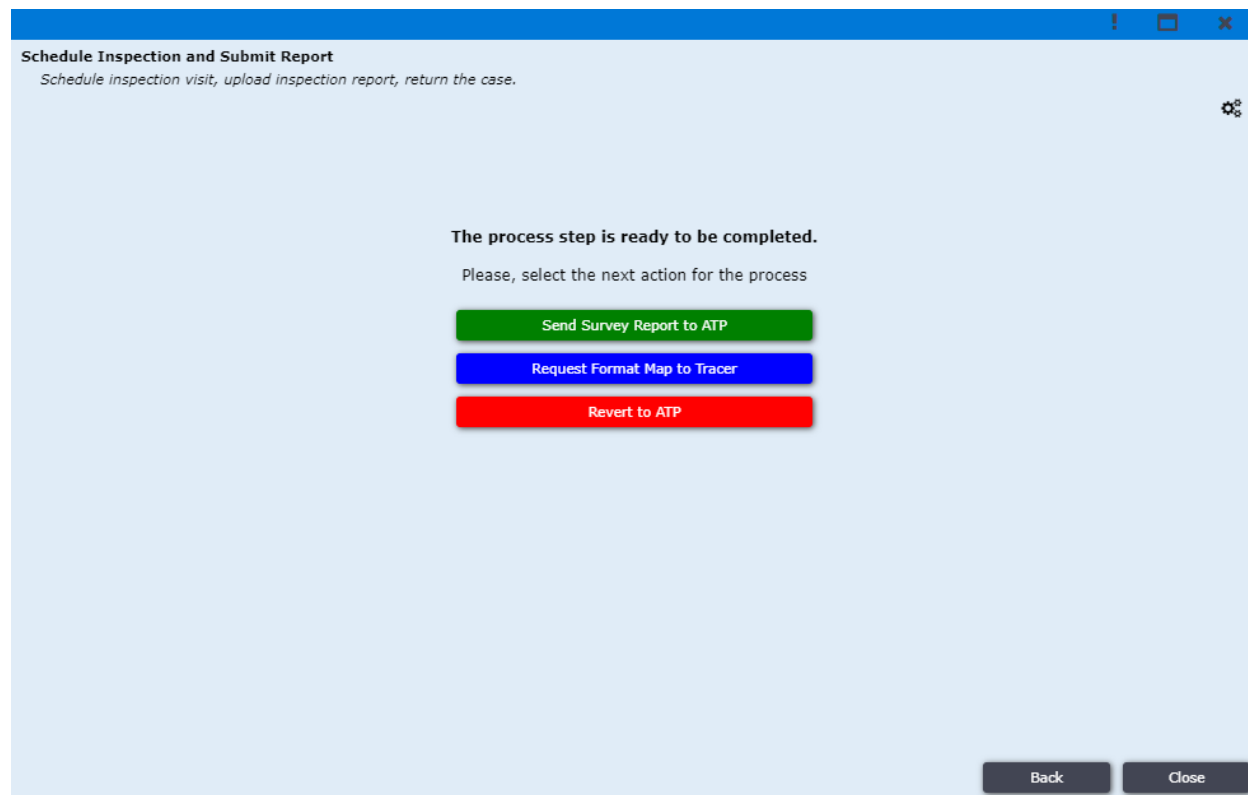


Figure 26

When Surveyor forwards the application to Tracer for Format Map, the file is automatically sent to the corresponding Tracer. The Tracer will log into the system and will find the application under **Inspections**. Where the Tracer will have to click on the desired application to start the process, and the system will bring-up a new pop-up window.

Find:

File No

Go

Tracers

Inspections (11)

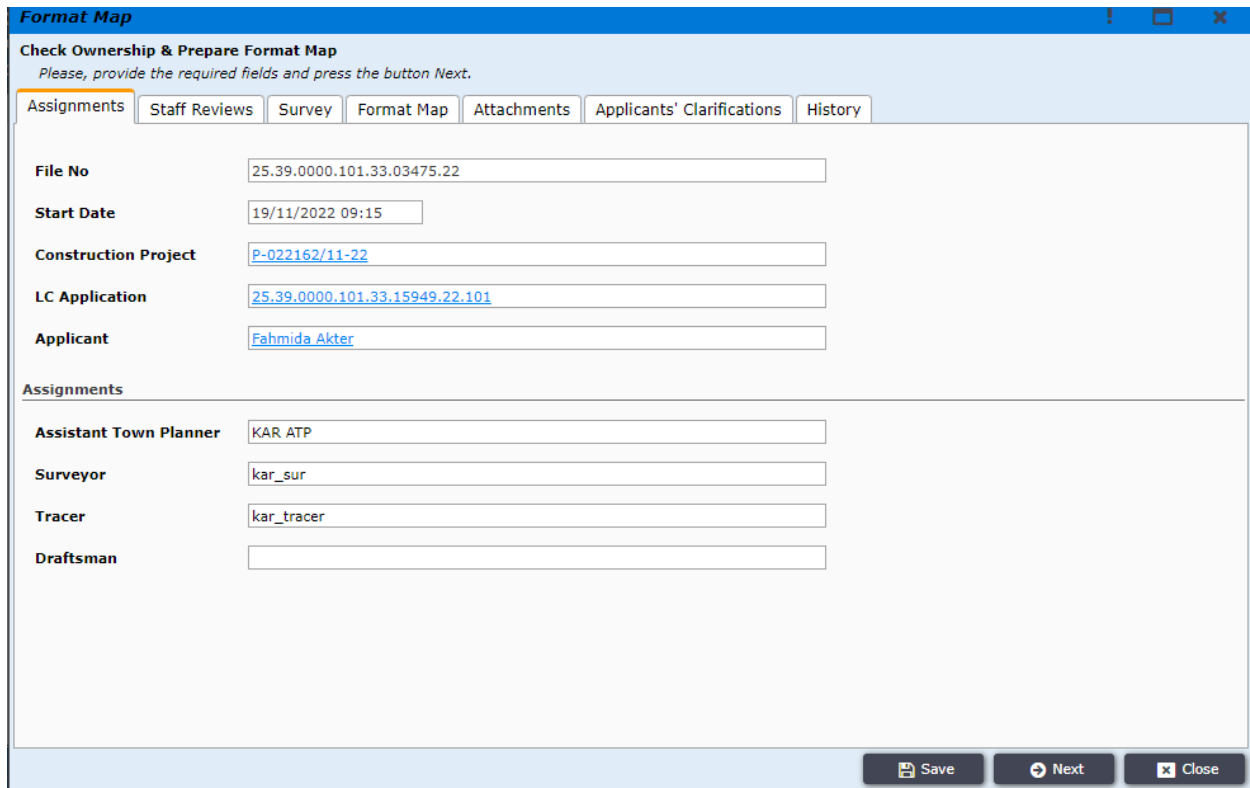
File No	Type	Applicant	Project	Application	Start Date	Status
C-0001157-2-2023	LUC	MD. GOLAM RAIP-001776/02-23		25.39.0000.101.33.04059.23.101	20/02/2023 12:15	Draftsman/Tracer Checks
C-0001121-2-2023	LUC	mohsina mm	P-001761/02-23	25.39.0000.101.33.03944.23.101	06/02/2023 15:42	Draftsman/Tracer Checks
C-0001078-1-2023	LUC	MD. GOLAM RABEP-001724/01-23		25.39.0000.101.33.03833.23.101	30/01/2023 10:46	Draftsman/Tracer Checks
C-0000913-12-2022	LUC	mohsina mm	P-000432/10-21	A-0000707-10/21.101	11/12/2022 13:09	Draftsman/Tracer Checks
C-0000892-12-2022	LUC	mohsina mm	P-001551/12-22	25.39.0000.101.33.03049.22.101	01/01/2023 12:39	Draftsman/Tracer Checks
C-0000820-11-2022	LUC	MD. GOLAM RABEP-001441/11-22		25.39.0000.101.33.02468.22.101	14/11/2022 12:54	Draftsman/Tracer Checks
C-0000741-10-2022	LUC	mohsina mm	P-001364/10-22	25.39.0000.101.33.02200.22.101	19/01/2023 14:47	Draftsman/Tracer Checks
C-0000665-10-2022	LUC	mohsina mm	P-001253/10-22	25.39.0000.101.33.01871.22.101	13/10/2022 09:51	Draftsman/Tracer Checks
C-0000548-5-2022	LUC	mohsina mm	P-000966/04-22	A-0001228-4/22.101	13/06/2022 11:18	Draftsman/Tracer Checks
C-0000331-2-2022	LUC	mohsina mm	P-000719/02-22	A-0000981-2/22.101	17/02/2022 12:16	Draftsman/Tracer Checks
C-0000194-9-2021	LUC	mohsina mm	P-000225/09-21	A-0000394-9/21.101	06/09/2021 13:07	Draftsman/Tracer Checks

1 of 11 selected (found 11)

Figure 27

Tracer user will get a new pop-up window with five different tabs to work in. As shown in **Figure 28**

In the **Assignments** tab Tracer will be able to check details about the Project, Application and the Applicant. As shown in **Figure 28**



Format Map

Check Ownership & Prepare Format Map
Please, provide the required fields and press the button Next.

Assignments | Staff Reviews | Survey | Format Map | Attachments | Applicants' Clarifications | History

File No 25.39.0000.101.33.03475.22

Start Date 19/11/2022 09:15

Construction Project P-022162/11-22

LC Application 25.39.0000.101.33.15949.22.101

Applicant Fahmida Akter

Assignments

Assistant Town Planner KAR ATP

Surveyor kar_sur

Tracer kar_tracer

Draftsman

Save Next Close

Figure 28

In the **Staff Reviews** tab Tracer will be able to view the review comments made by DTP and ATP. As shown in **Figure 29**

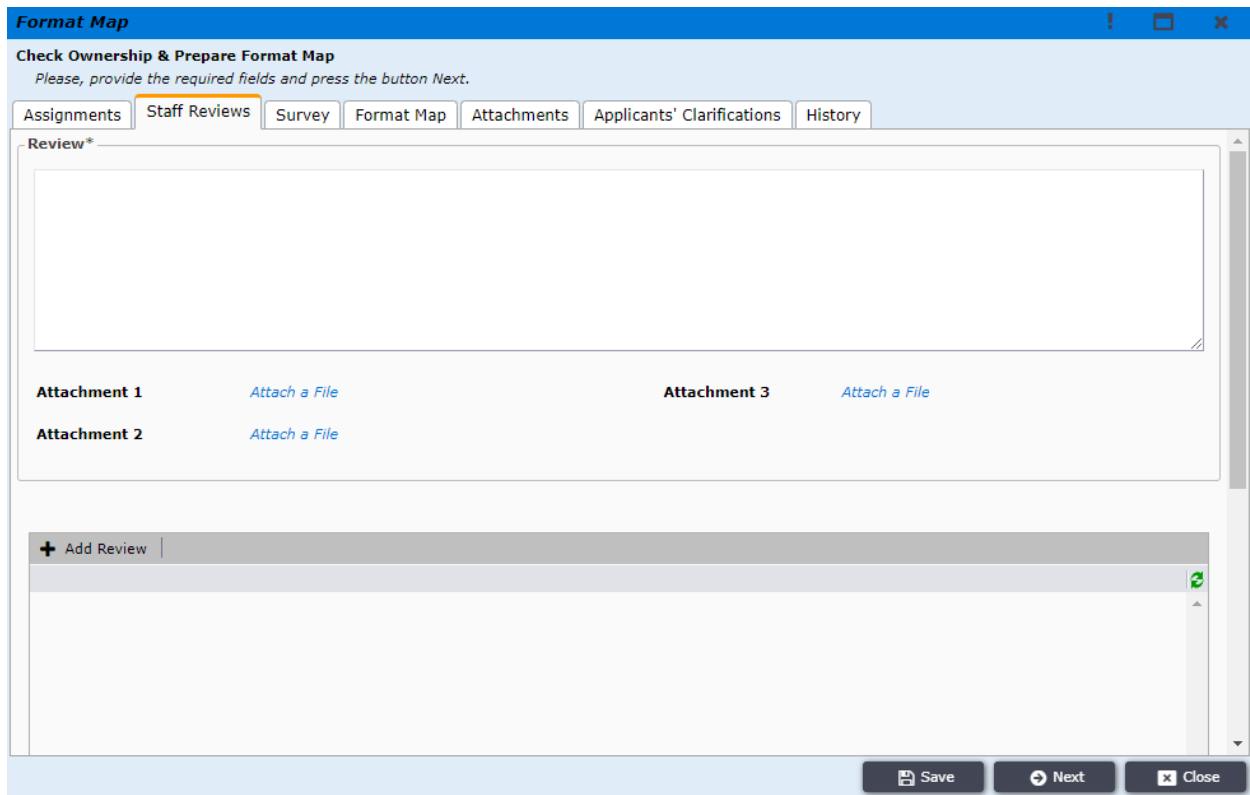


Figure 29

In the **Survey** tab Tracer will be able to view the survey report prepared by the surveyor along with the **Survey Map** and **Location Map**. As shown in **Figure 30**

Format Map

Check Ownership & Prepare Format Map
Please, provide the required fields and press the button Next.

Assignments Staff Reviews **Survey** Format Map Attachments Applicants' Clarifications History

Site Survey Report

ok

1. Survey Map
 [Survey Map.pdf](#) (318.3 kB)

2. Location Map (Site Map)
 [Location Map\(Site Map\).pdf](#) (347.1 kB)

Save Next Close

Figure 30

In the **Format Map** tab tracer will add description and attachment. Shown in **Figure 31**

Format Map

Check Ownership & Prepare Format Map
Please, provide the required fields and press the button Next.

Assignments Staff Reviews Survey **Format Map** Attachments Applicants' Clarifications History

Description

Format Map [Attach a File](#)

Figure 31

After checking all the details of this application and survey report, Tracer will prepare the format map and attach it with this application in the **Attachment** tab and press next. As shown in **Figure 32**

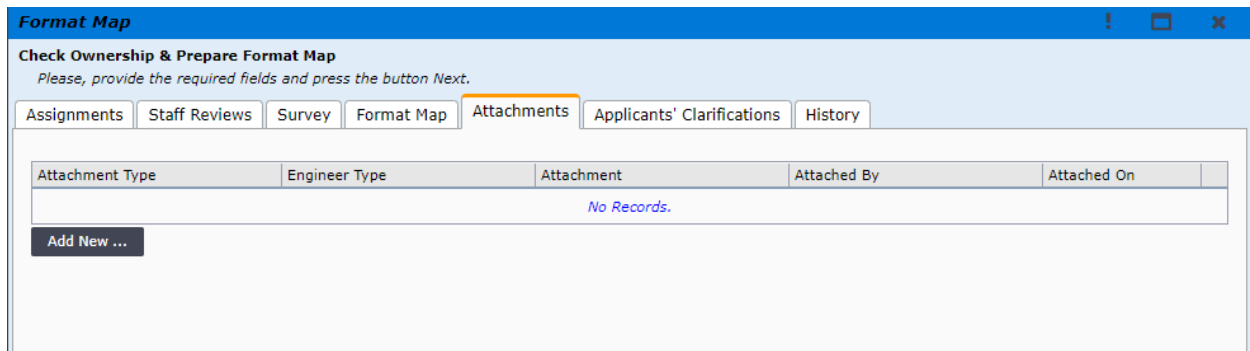


Figure 32

Then the Tracer will then click on **Submit Report** to forward the **Format Map** to the ATP.

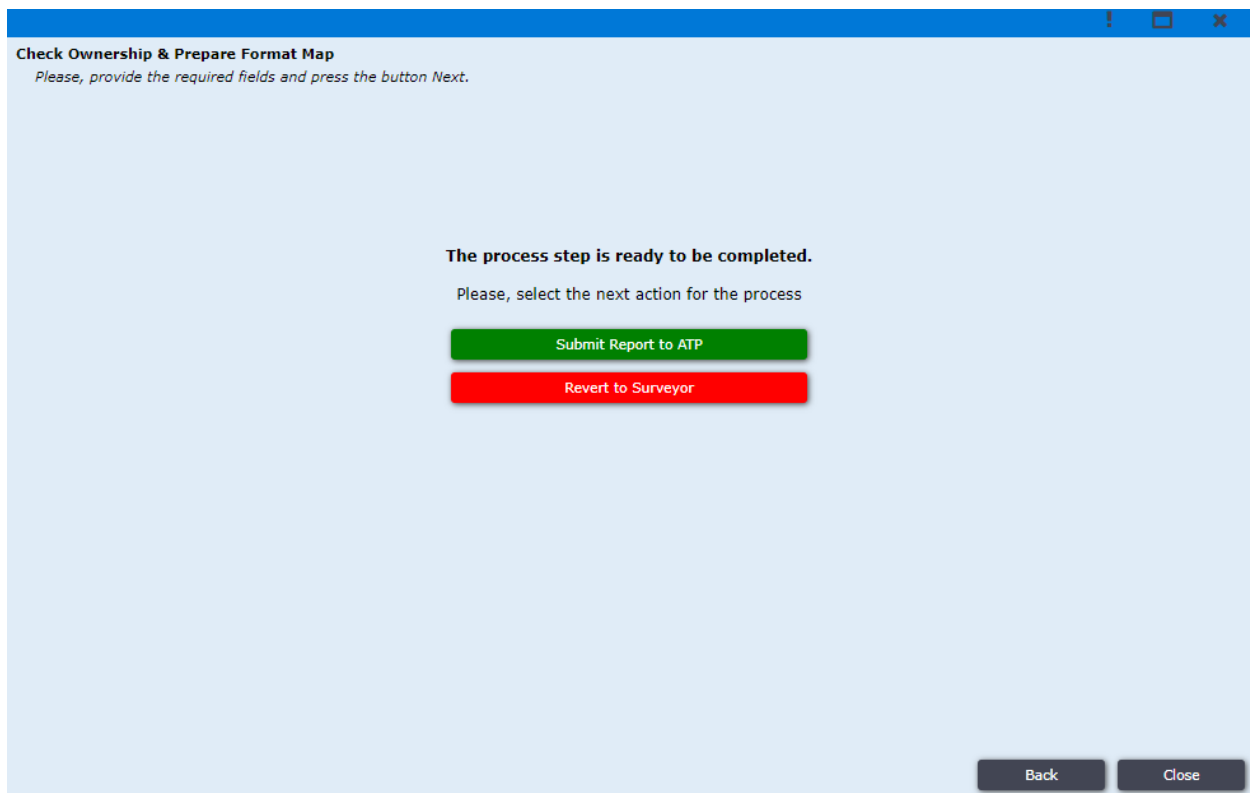


Figure 33

When Tracer forwards the application to ATP user with the Format Map, the file is automatically sent to the corresponding ATP account.

Assistant Town Planner will receive the application in **Incoming** section where the user has to click on the corresponding application as shown in **Figure 34**

Find: File No Go							
Case Officer (ATP) Incoming (16) Inquiries (15) Site Inspections (16) External Review (11) Completed (69)							
File No	Type	Applicant	Project	Application	Start Date	Status	
Land Use Clearance (16)							
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	ATP Final Review	
C-0000945-12-2022	LUC	mohsina mm	P-000810/03-22	A-0001073-3/22.101	29/12/2022 12:17	ATP Initial Review	
C-0000940-12-2022	LUC	MD. GOLAM R-P	P-001297/10-22	25.39.0000.101.33.01945.22.101	28/12/2022 14:51	ATP Initial Review	
C-0000883-11-2022	LUC	MD. GOLAM R-P	P-001541/11-22	25.39.0000.101.33.02963.22.101	29/11/2022 10:35	ATP Initial Review	
C-0000751-11-2022	LUC	mohsina mm	P-001369/11-22	25.39.0000.101.33.02246.22.101	01/11/2022 10:31	ATP Initial Review	
C-0000667-10-2022	LUC	mohsina mm	P-001144/09-22	25.39.0000.101.33.01626.22.101	20/10/2022 13:27	ATP Initial Review	
C-0000569-8-2022	LUC	mohsina mm	P-001027/08-22	25.39.0000.101.33.01343.22.101	17/08/2022 14:28	ATP Final Review	
C-0000561-7-2022	LUC	mohsina mm	P-001012/07-22	25.39.0000.101.33.01316.22.101	17/08/2022 16:27	ATP Final Review	
C-0000421-3-2022	LUC	mohsina mm	P-000841/03-22	A-0001108-3/22.101	26/08/2022 22:56	ATP Initial Review	
C-0000339-3-2022	LUC	mohsina mm	P-000767/03-22	A-0001009-3/22.101	07/03/2022 11:07	ATP Initial Review	
C-0000333-2-2022	LUC	mohsina mm	P-000721/02-22	A-0000982-2/22.101	17/02/2022 12:50	ATP Final Review	
C-0000305-12-2021	LUC	mohsina mm	P-000517/12-21	A-0000805-12/21.101	08/09/2022 10:56	ATP Initial Review	
C-0000303-12-2021	LUC	mohsina mm	P-000511/12-21	A-0000802-12/21.101	07/03/2022 17:12	ATP Initial Review	
C-0000260-10-2021	LUC	mohsina mm	P-000416/10-21	A-0000650-10/21.101	15/02/2023 13:02	ATP Initial Review	
C-0000206-9-2021	LUC	Applicant MM	P-000245/09-21	A-0000408-9/21.101	19/10/2021 16:23	ATP Initial Review	
C-0000205-9-2021	LUC	Applicant MM	P-000243/09-21	A-0000407-9/21.101	26/10/2021 15:52	ATP Initial Review	
0 of 16 selected (found 16).							

Figure 3

ATP will get a new pop-up window where ATP user will be able to check the survey report and format map attached by the **Surveyor** and **Tracer**, as shown in **Figure 35**

Assistant Town Planner Final Review

Review and Verify
Review inspection report.

Assignments | Staff Reviews | Survey | Format Map | Attachments | Applicants' Clarifications | History

File No: 25.39.0000.101.33.03475.22

Start Date: 19/11/2022 09:15

Construction Project: P-022162/11-22

LC Application: 25.39.0000.101.33.15949.22.101

Applicant: Fahmida Akter

Assignments

Assistant Town Planner: KAR ATP

Surveyor: kar_sur

Tracer: kar_tracer

Draftsman:

Save Next Close

Figure 4

After reviewing ATP will have to click on **Next** as shown in **Figure 35**, upon clicking on next the user will get two option **Submit to Deputy Town Planner** and **Request Report Correction**

ATP user will click on **Request Report Correction** if the user decide that the Survey report or Format map is not up to the mark and needs some correction, otherwise the **ATP** user will click on **Submit to Deputy Town Planner** to forward the application to the **DTP**.

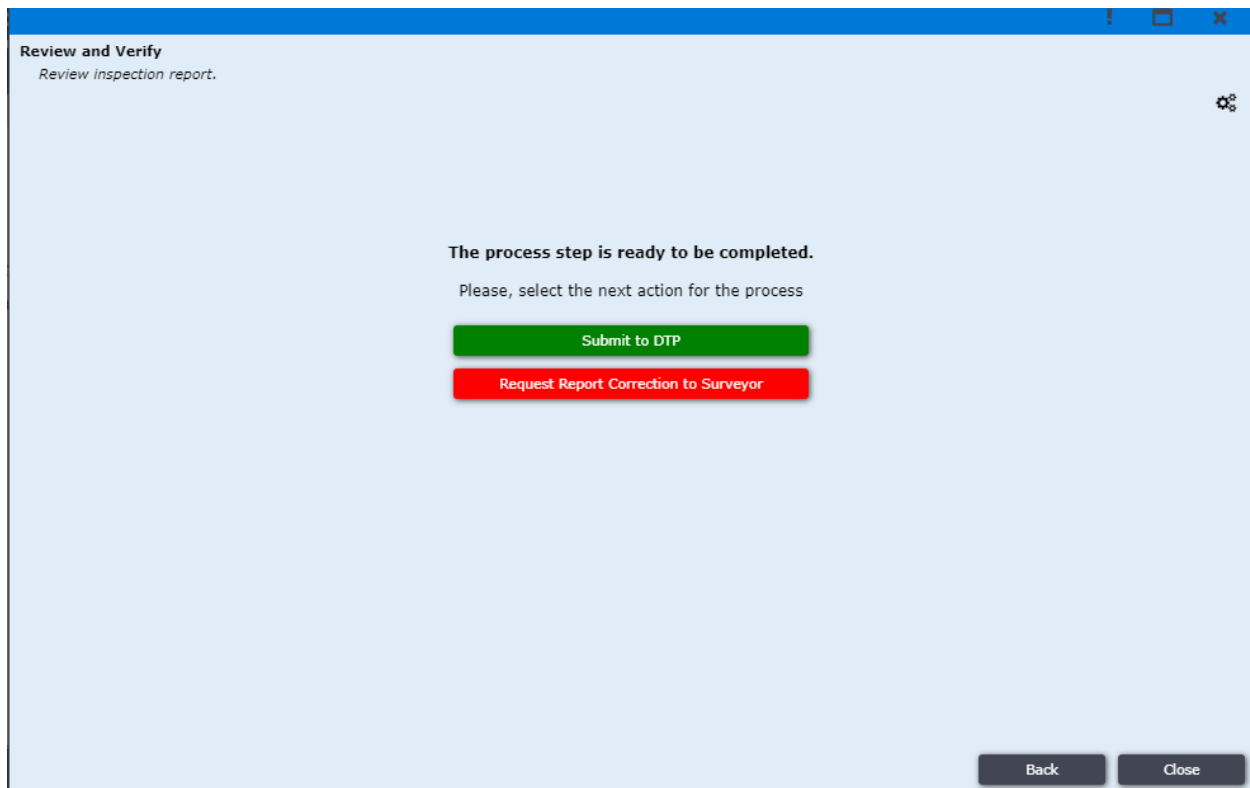


Figure 5

DTP will receive the application in his **Incoming** section, where the user will click on the application to start working as shown in **Figure 37**

EN BN

My Profile

Incidents

Help

Electronic Construction Permitting System

Capital Development Authority of Bangladesh (RAJUK)

Planning

Control

Find:

File No

Go

Monitor

File No	Type	Construction Project	Application	Start Date
25.39.0000.101.33.02447.21	Land Use Clearance	P-020360/06-21	25.39.0000.101.33.12278.21.101	16/06/2021 1
25.39.0000.101.33.02421.21	Land Use Clearance	P-020295/04-21	25.39.0000.101.33.12169.21.101	18/04/2021 1
25.39.0000.101.33.02419.21	Land Use Clearance	P-020291/04-21	25.39.0000.101.33.12167.21.101	15/04/2021 2
25.39.0000.101.33.02418.21	Land Use Clearance	P-020289/04-21	25.39.0000.101.33.12166.21.101	15/04/2021 2
25.39.0000.101.33.02396.21	Land Use Clearance	P-013392/04-21	25.39.0000.101.33.08443.21.101	15/04/2021 2
25.39.0000.101.33.02385.21	Land Use Clearance	P-013416/04-21	25.39.0000.101.33.08454.21.101	
25.39.0000.101.33.02384.21	Land Use Clearance	P-013417/04-21	25.39.0000.101.33.08456.21.101	
25.39.0000.101.33.02383.21	Land Use Clearance	P-013422/04-21	25.39.0000.101.33.08458.21.101	
25.39.0000.101.33.02382.21	Land Use Clearance	P-013428/04-21	25.39.0000.101.33.08461.21.101	15/04/2021 1
25.39.0000.101.33.02381.21	Land Use Clearance	P-013425/04-21	25.39.0000.101.33.08459.21.101	
25.39.0000.101.33.02380.21	Land Use Clearance	P-013410/04-21	25.39.0000.101.33.08452.21.101	15/04/2021 1
25.39.0000.101.33.02379.21	Land Use Clearance	P-013432/04-21	25.39.0000.101.33.08463.21.101	
25.39.0000.101.33.02378.21	Land Use Clearance	P-013426/04-21	25.39.0000.101.33.08460.21.101	
25.39.0000.101.33.02377.21	Land Use Clearance	P-013434/04-21	25.39.0000.101.33.08464.21.101	
25.39.0000.101.33.02376.21	Land Use Clearance	P-013430/04-21	25.39.0000.101.33.08462.21.101	
25.39.0000.101.33.02375.21	Land Use Clearance	P-013438/04-21	25.39.0000.101.33.08466.21.101	
25.39.0000.101.33.02374.21	Land Use Clearance	P-013400/04-21	25.39.0000.101.33.08447.21.101	
25.39.0000.101.33.02373.21	Land Use Clearance	P-013441/04-21	25.39.0000.101.33.08467.21.101	
25.39.0000.101.33.02372.21	Land Use Clearance	P-013436/04-21	25.39.0000.101.33.08465.21.101	
25.39.0000.101.33.02371.21	Land Use Clearance	P-013442/04-21	25.39.0000.101.33.08468.21.101	
25.39.0000.101.33.02370.21	Land Use Clearance	P-013444/04-21	25.39.0000.101.33.08469.21.101	
25.39.0000.101.33.02369.21	Land Use Clearance	P-013448/04-21	25.39.0000.101.33.08471.21.101	
25.39.0000.101.33.02368.21	Land Use Clearance	P-013446/04-21	25.39.0000.101.33.08470.21.101	
25.39.0000.101.33.02367.21	Land Use Clearance	P-013454/04-21	25.39.0000.101.33.08474.21.101	

1 of 24 selected (found 530).

Manager (DTP)

Incoming (530)

Assigned (275)

Inquiries (0)

External Review (7)

Ready for Signature (3)

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User: kar_dtpRole: Deputy Town PlannerLogout

Figure 6

When DTP opens the application the user will get a new window with multiple tabs, where the user will click on **Survey** tab to review **Site Survey Report** and check **Situational Map** and **Situation of plot in the Mouza Map**



Deputy Town Planner Review Report

Review Report and Internal Review Results
Please, provide the required fields and press the button Next.

Assignments | Staff Reviews | Survey | Format Map | NOC's | Assessments | Attachments | Applicants' Clarifications | History

File No: 25.39.0000.101.33.03475.22

Start Date: 19/11/2022 09:15

Construction Project: P-022162/11-22

LC Application: 25.39.0000.101.33.15949.22.101

Applicant: Fahmida Akter

Assignments

Assistant Town Planner: KAR ATP

Surveyor: kar_sur

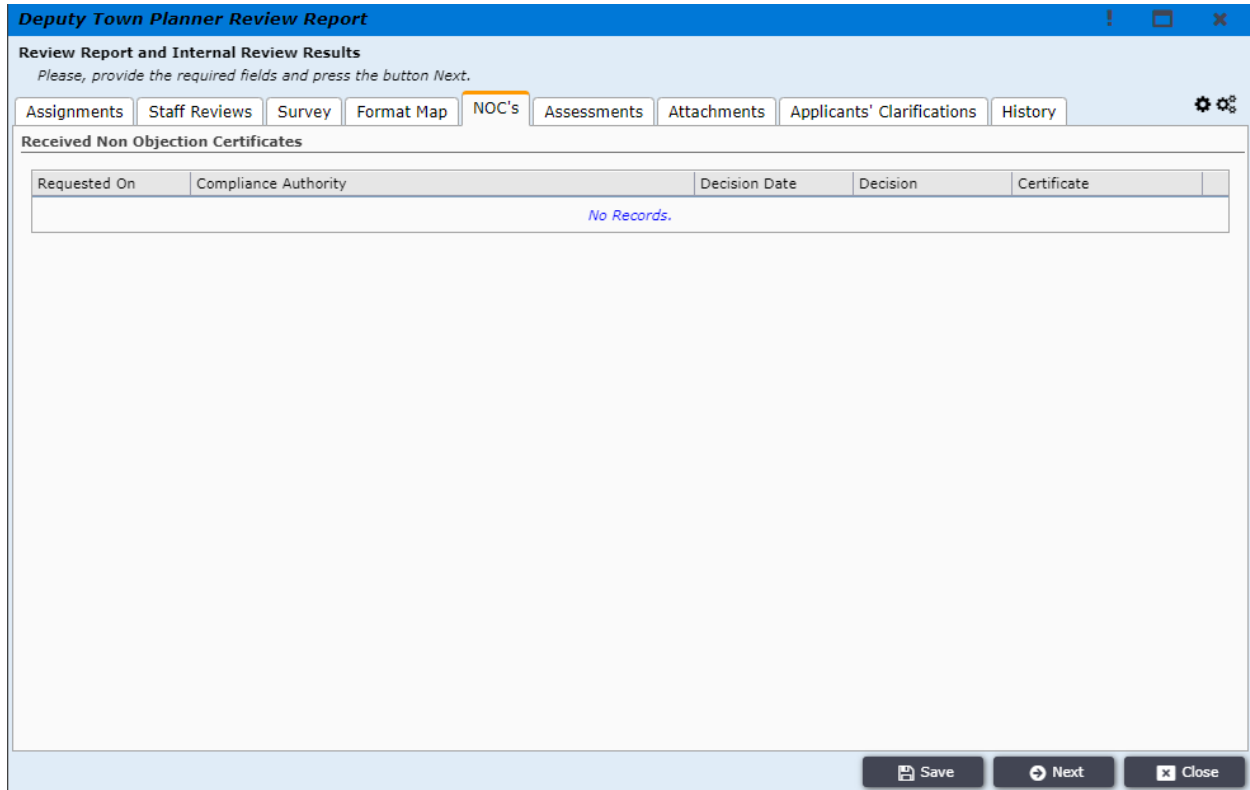
Tracer: kar_tracer

Draftsman:

Save Next Close

Figure 7

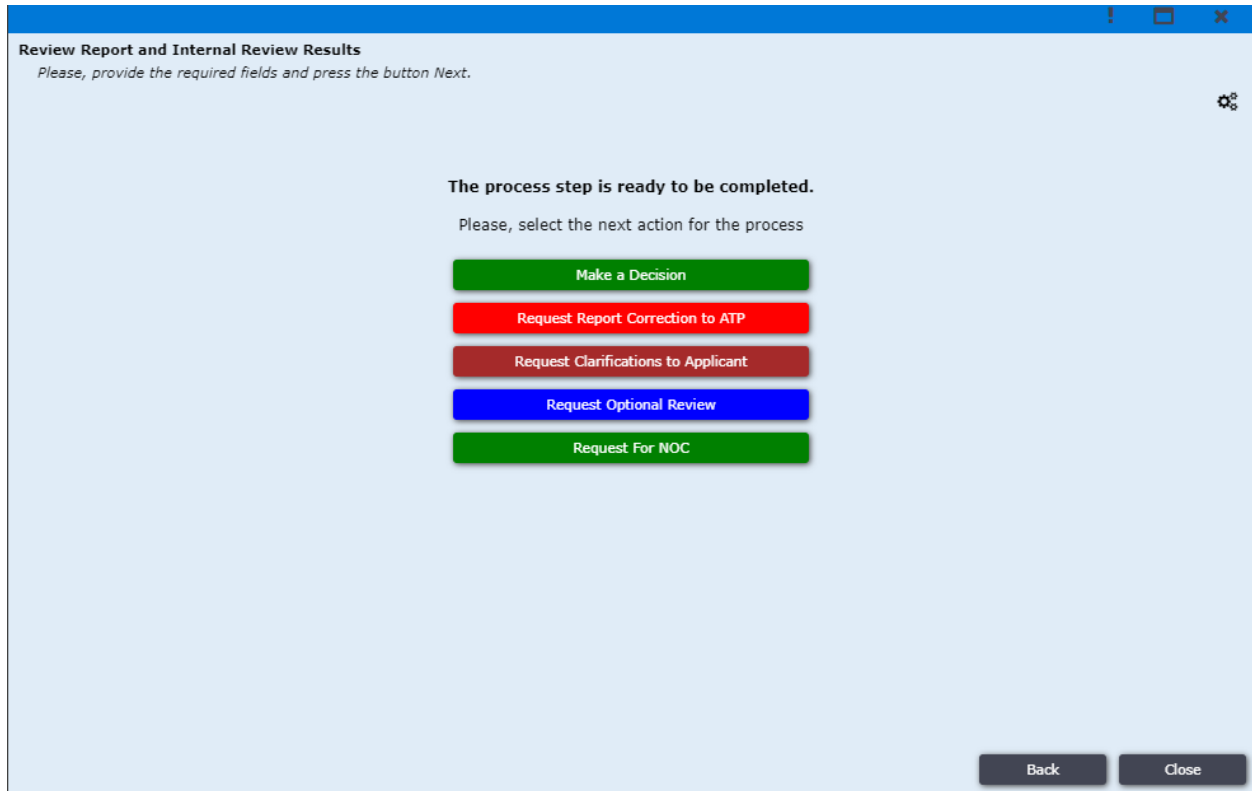
Afterwards **DTP** will decide if it is required to forward the application to any compliance authority for external review. If DTP user decides to forward the application to any External Compliance Authority then user will check the box of that compliance authority, and press next, as shown in **Figure 39**



Requested On	Compliance Authority	Decision Date	Decision	Certificate
No Records.				

Figure 8

DTP user will then click on **Request For NOC** to forward the application to the corresponding external compliance authority, as shown in **Figure 40**.



Review Report and Internal Review Results
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

Make a Decision
Request Report Correction to ATP
Request Clarifications to Applicant
Request Optional Review
Request For NOC

Back Close

Figure 9

Deputy Town Planner Review Report

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

☐ No ☐ No

Request NOC from Gaz Company **Request NOC from Power Company**
☐ No ☐ No

Request NOC from Civil Aviation Authority
☐ No

Received Non Objection Certificates

Requested On	Compliance Authority	Decision Date	Decision	Certificate
No Records.				

Comment and Attachment for NOC

NOC Comment ok

Case NOC Attachments

Title	Attachment	Attached By	Attached On
No Records.			

Add New ...

Save **Next** **Close**

Figure 40 (1)

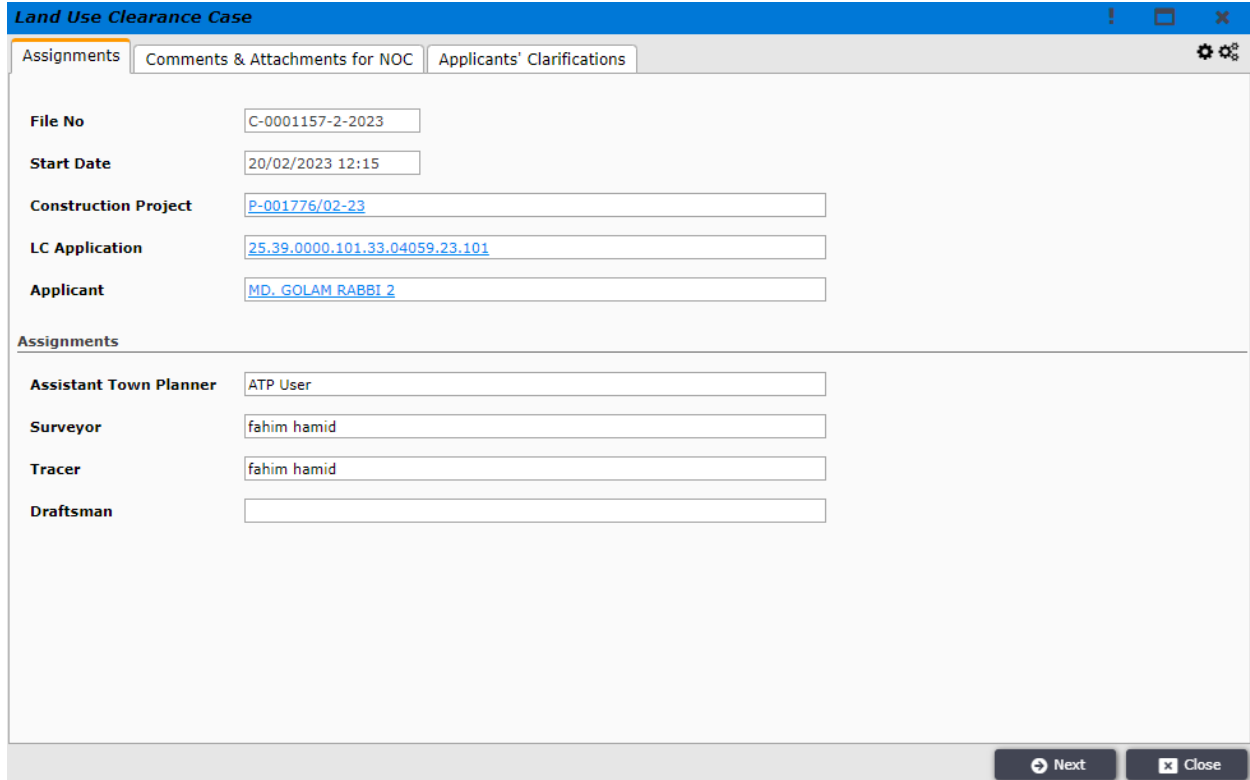
External Compliance Authority user will login to the ECPS system using his login credentials and will find all the incoming applications in the **External Review** section, as shown in **Figure 41**

Find:	File No		Go
File No	Authority	Requested By	Request Date
C-0001157-2-2023	National Housing Authority	fahim hamid	20/02/2023 12:28
C-0000184-8-2021	National Housing Authority	mohsina mm	15/02/2023 10:39
C-0000184-8-2021	National Housing Authority	mohsina mm	15/02/2023 10:38
C-0000184-8-2021	National Housing Authority	mohsina mm	15/02/2023 09:59
C-0000840-11-2022	National Housing Authority	mohsina mm	28/11/2022 13:51
C-0000657-10-2022	National Housing Authority	mohsina mm	11/10/2022 10:26
C-0000651-9-2022	National Housing Authority	mohsina mm	27/09/2022 15:09
C-0000296-11-2021	National Housing Authority	mohsina mm	27/09/2022 13:49
C-0000302-12-2021	National Housing Authority	mohsina mm	27/09/2022 12:53
C-0000636-9-2022	National Housing Authority	mohsina mm	15/09/2022 15:10

1 of 10 selected (found 10).

Figure 10

Upon clicking on the application system will open a new window where External Reviewer will be able to view all the relevant documents related to that application, afterwards the user will have to press on **Next** button to give his response as shown in **Figure 42**



Land Use Clearance Case

Assignments | Comments & Attachments for NOC | Applicants' Clarifications

File No: C-0001157-2-2023

Start Date: 20/02/2023 12:15

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Assignments

Assistant Town Planner: ATP User

Surveyor: fahim hamid

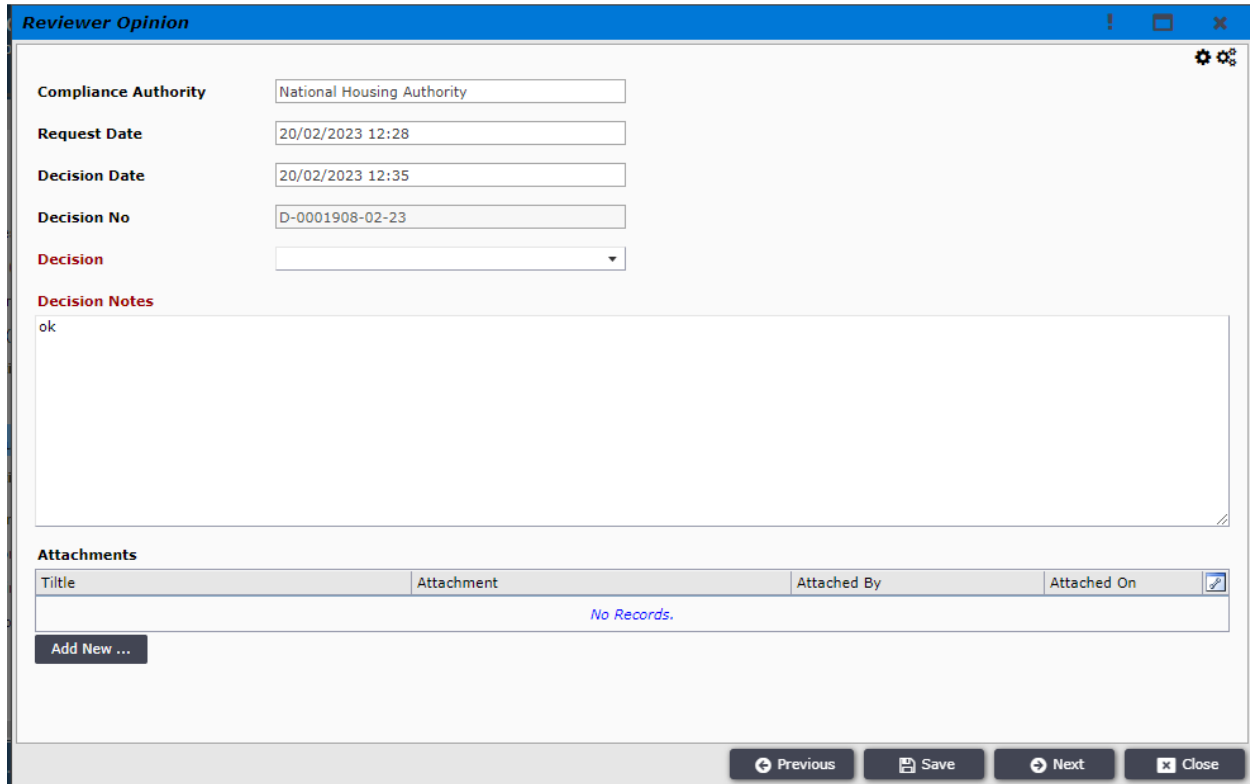
Tracer: fahim hamid

Draftsman:

Next Close

Figure 11

Once the user clicks on the **Next** button, system will take the user to the page where the user will be able to give his decision along with a decision note, furthermore the user will also be able to attach any document when required, as shown in **Figure 43**



Reviewer Opinion

Compliance Authority: National Housing Authority

Request Date: 20/02/2023 12:28

Decision Date: 20/02/2023 12:35

Decision No: D-0001908-02-23

Decision:

Decision Notes

ok

Attachments

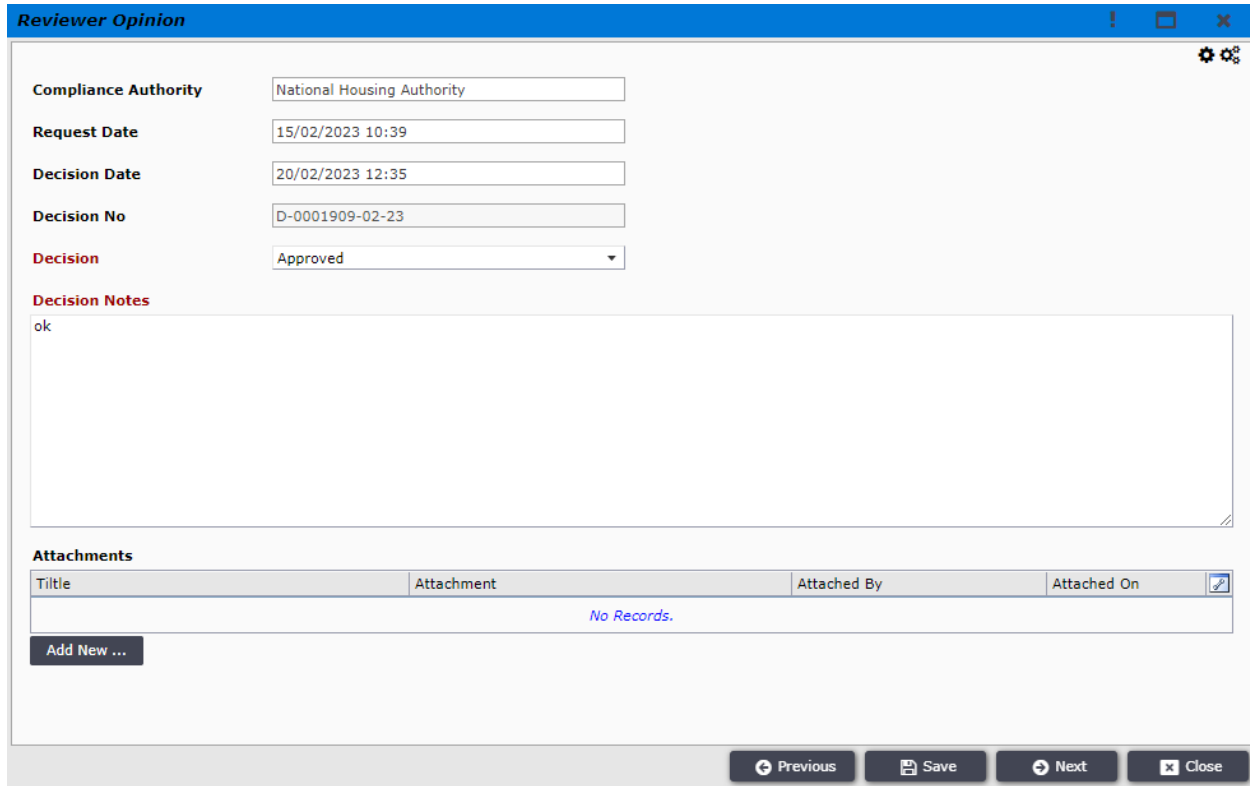
Title	Attachment	Attached By	Attached On
No Records.			

Add New ...

Previous Save Next Close

Figure 12

When the external reviewer completes selecting his decision and writing decision notes, the user will have to click on **Next** and the application will be forwarder to **DTP** with the decision, as shown in **Figure 44**



Reviewer Opinion

Compliance Authority National Housing Authority

Request Date 15/02/2023 10:39

Decision Date 20/02/2023 12:35

Decision No D-0001909-02-23

Decision Approved

Decision Notes

ok

Attachments

Title	Attachment	Attached By	Attached On
No Records.			

Add New ...

Previous Save Next Close

Figure 13

After receiving the application from **External Reviewer**, **DTP** will login to the system and find the application in the **Incoming** section, as shown in **Figure 45**

Find: File No		Go				
Monitor		Reassign Case				
File No	Type	Applicant	Project	Application	Start Date	Status
Land Use Clearance (10)						
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	DTP Request External Review
C-0001151-2-2023	LUC	Shown	P-001711/01-23	25.39.0000.101.33.04051.23.101	20/02/2023 11:31	DTP Initial Review
C-0000946-12-2022	LUC	mohsina mm	P-000505/12-21	A-0000798-12/21.101	02/01/2023 10:33	DTP Final Review
C-0000944-12-2022	LUC	mohsina mm	P-001275/10-22	25.39.0000.101.33.01896.22.101	12/01/2023 10:44	DTP Final Review
C-0000386-3-2022	LUC	mohsina mm	P-000822/03-22	A-0001091-3/22.101	01/09/2022 13:49	DTP Final Review
C-0000210-9-2021	LUC	mohsina mm	P-000257/09-21	A-0000412-9/21.101	13/11/2022 13:25	DTP Initial Review
C-0000203-9-2021	LUC	Applicant MM	P-000241/09-21	A-0000406-9/21.101	19/10/2021 16:19	DTP Initial Review
C-0000202-9-2021	LUC	mohsina mm	P-000239/09-21	A-0000403-9/21.101	21/10/2021 12:39	DTP Initial Review
C-0000200-9-2021	LUC	Applicant MM	P-000197/08-21	A-0000377-8/21.101	13/11/2022 13:25	DTP Initial Review
C-0000184-8-2021	LUC	Applicant MM	P-000199/08-21	A-0000378-8/21.101	29/08/2021 21:57	DTP Request External Review
0 of 10 selected (found 10).						

Figure 14

DTP user will then click on the application to open a new window where the user will be able to see the review decision made by the **External Reviewer** in the **NOC's** tab, as shown in **Figure 46**. **DTP** user will have to click on **Next** button and the system will guide the user to another screen.

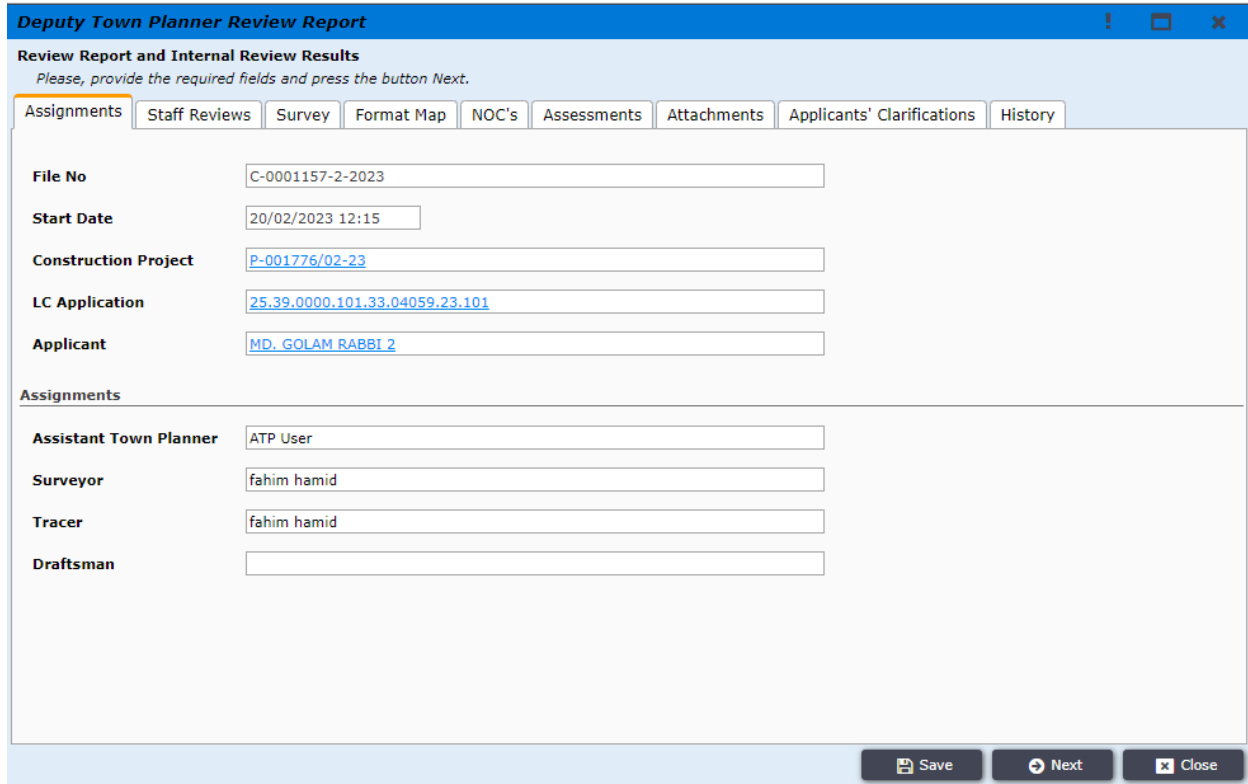
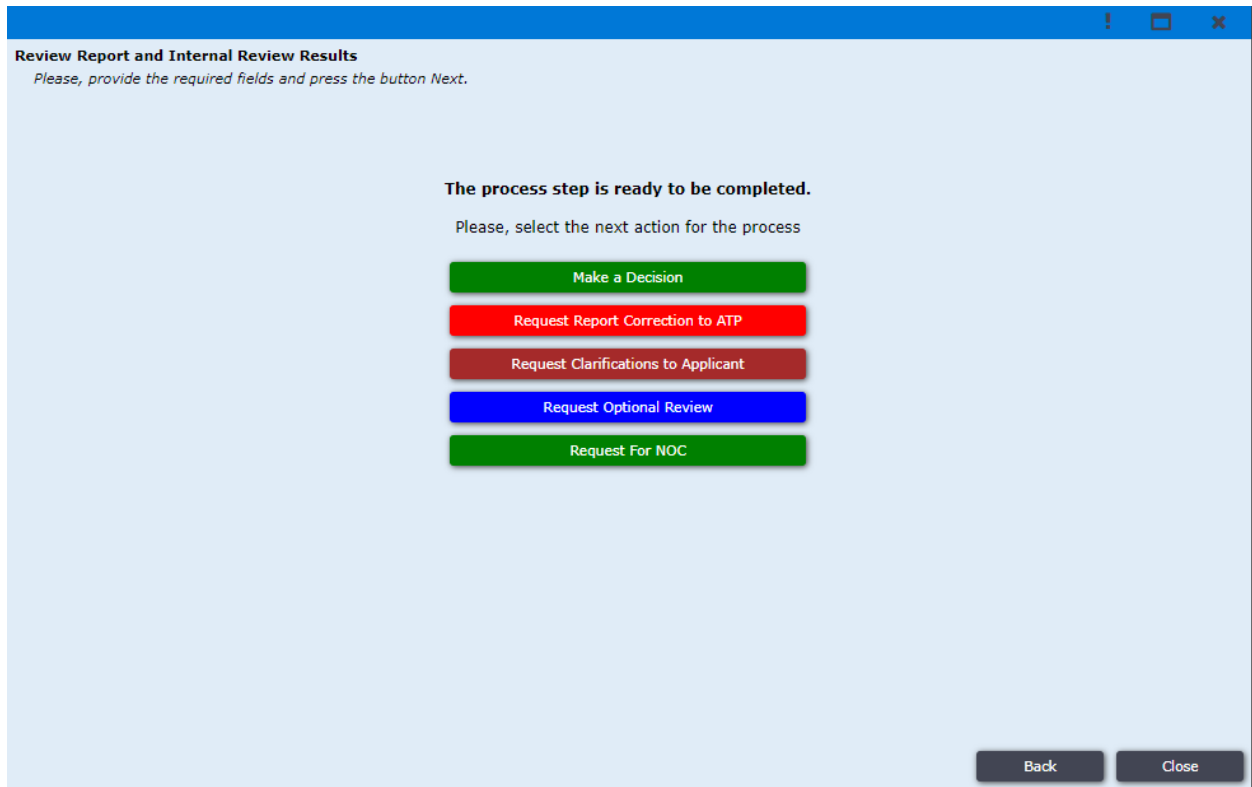


Figure 15

Here **DTP** user will find the option to either **Request Optional Review** (Request review from internal departments of RAJUK) **or Request Report Correction** (From Surveyor) **or Request Clarification** (From Applicant) **or DTP** can directly go to **Make a Decision**, as shown in **Figure 47**

If **DTP** user decides to request review comments for any internal department of RAJUK, then the user will click on **Request Optional Review** button.



Review Report and Internal Review Results

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

Make a Decision

Request Report Correction to ATP

Request Clarifications to Applicant

Request Optional Review

Request For NOC

Back Close

Figure 16

After **DTP** clicks on **Request Optional Review** the application will be available in **Incoming** section and **DTP** will have to click on the application again, as shown in **Figure 48**

File No	Type	Applicant	Project	Application	Start Date	Status
Land Use Clearance (10)						
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	DTP Request Optional Review
C-0001151-2-2023	LUC	Shown	P-001711/01-23	25.39.0000.101.33.04051.23.101	20/02/2023 11:31	DTP Initial Review
C-0000946-12-2022	LUC	mohsina mm	P-000505/12-21	A-0000798-12/21.101	02/01/2023 10:33	DTP Final Review
C-0000944-12-2022	LUC	mohsina mm	P-001275/10-22	25.39.0000.101.33.01896.22.101	12/01/2023 10:44	DTP Final Review
C-0000386-3-2022	LUC	mohsina mm	P-000822/03-22	A-0001091-3/22.101	01/09/2022 13:49	DTP Final Review
C-0000210-9-2021	LUC	mohsina mm	P-000257/09-21	A-0000412-9/21.101	13/11/2022 13:25	DTP Initial Review
C-0000203-9-2021	LUC	Applicant MM	P-000241/09-21	A-0000406-9/21.101	19/10/2021 16:19	DTP Initial Review
C-0000202-9-2021	LUC	mohsina mm	P-000239/09-21	A-0000403-9/21.101	21/10/2021 12:39	DTP Initial Review
C-0000200-9-2021	LUC	Applicant MM	P-000197/08-21	A-0000377-8/21.101	13/11/2022 13:25	DTP Initial Review
C-0000184-8-2021	LUC	Applicant MM	P-000199/08-21	A-0000378-8/21.101	29/08/2021 21:57	DTP Request External Review

Figure 17

The system will prompt a new window where **DTP** will have to click on **Next** to go forward, as shown in **Figure 49**

Deputy Town Planner Review Report

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

Assignments | Staff Reviews | Survey | Format Map | NOC's | Assessments | Attachments | Applicants' Clarifications | History

File No: C-0001157-2-2023

Start Date: 20/02/2023 12:15

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Assignments

Assistant Town Planner: ATP User

Surveyor: fahim hamid

Tracer: fahim hamid

Draftsman:

Save Next Close

Figure 18



In this new window **DTP** will get the option to select a specific internal department of RAJUK where the users wants to forward the application for review, as shown in **Figure 50** . The application will then be forawrded to the corresponding officers of that department.

!

x

Comment For Law Department

Law Department Review

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

File No

C-0001157-2-2023

Project No

P-001776/02-23

Application

25.39.0000.101.33.04059.23.101

Applicant

MD. GOLAM RABBI 2

DTP's Comment

Save

Next

Close

PP Process Manual



Once **DTP** user selects the **Request Optional Review** department then the application will be moved to **External Review** menu, as shown in **Figure 51**

File No	Type	Construction Project	Application	Start Date
25.39.0000.101.33.02447.21	Land Use Clearance	P-020260/06-21	25.39.0000.101.33.12278.21.101	16/06/2021 1
25.39.0000.101.33.00690.21	Land Use Clearance	P-000723/04-21	25.39.0000.101.33.01516.21.101	01/04/2021 1
25.39.0000.101.33.00658.21	Land Use Clearance	P-000573/03-21	25.39.0000.101.33.01325.21.101	18/03/2021 1
25.39.0000.101.33.00654.21	Land Use Clearance	P-000563/03-21	25.39.0000.101.33.01301.21.101	16/03/2021 1
C-0000329-08-2020	Land Use Clearance	P-000337/08-20	A-0000726-08/20	31/08/2020 1
C-0000251-08-2020	Land Use Clearance	P-000283/08-20	A-0000558-08/20	27/08/2020 0
C-0000245-08-2020	Land Use Clearance	P-000276/08-20	A-0000548-08/20	26/08/2020 2
C-0000243-08-2020	Land Use Clearance	P-000275/08-20	A-0000546-08/20	26/08/2020 1

Figure 20

As the **DTP** user forwarded the application to the **Law Department** the application will be forwarded to the designated users of **Law Department** (Assistant Law Officer, Law Officer and Director Law). **Assistant Law Officer** user will then login to the system and find the application in **Case Review**, as shown in **Figure 52**, where user will click on the application which the user would like to work on.

File No	Construction Project	Application	Committee Member	Open Date	Status	Created On
C-0001157-2-2023	P-001776/02-23	25.39.0000.101.33.04059.23.10	Assistant Law Officer	20/02/2023 12:39	Open	20/02/2023
C-0001157-2-2023	P-001776/02-23	25.39.0000.101.33.04059.23.10	Law Officer	20/02/2023 12:39	Open	20/02/2023
C-0001157-2-2023	P-001776/02-23	25.39.0000.101.33.04059.23.10	aminul islam	20/02/2023 12:39	Open	20/02/2023
C-0001054-1-2023	P-001713/01-23	25.39.0000.101.33.03790.23.401	Assistant Law Officer	01/02/2023 11:06	Open	01/02/2023
C-0001054-1-2023	P-001713/01-23	25.39.0000.101.33.03790.23.401	Law Officer	01/02/2023 11:06	Open	01/02/2023
C-0001054-1-2023	P-001713/01-23	25.39.0000.101.33.03790.23.401	aminul islam	01/02/2023 11:06	Open	01/02/2023
C-0001072-1-2023	P-001719/01-23	25.39.0000.101.33.03829.23.301	aminul islam	29/01/2023 14:17	Open	29/01/2023
C-0001069-1-2023	P-001719/01-23	25.39.0000.101.33.03824.23.301	aminul islam	29/01/2023 13:33	Open	29/01/2023
C-0001004-1-2023	P-001677/01-23	25.39.0000.101.34.00440.23.301	aminul islam	11/01/2023 15:42	Open	11/01/2023
C-0001005-1-2023	P-001552/12-22	25.39.0000.101.33.03224.22.309	aminul islam	11/01/2023 15:22	Open	11/01/2023
C-0000979-1-2023	P-001664/01-23	25.39.0000.101.33.03468.23.309	...	09/01/2023 14:26	Open	09/01/2023
C-0000979-1-2023	P-001664/01-23	25.39.0000.101.33.03468.23.309	...	09/01/2023 14:26	Open	09/01/2023
C-0000575-8-2022	P-001069/08-22	25.39.0000.101.33.01440.22.101	aminul islam	28/11/2022 14:28	Open	28/11/2022
C-0000575-8-2022	P-001069/08-22	25.39.0000.101.33.01440.22.101	...	28/11/2022 14:28	Open	28/11/2022
C-0000575-8-2022	P-001069/08-22	25.39.0000.101.33.01440.22.101	...	28/11/2022 14:28	Open	28/11/2022
C-0000655-10-2022	P-001233/10-22	25.39.0000.101.33.01833.22.10	...	28/11/2022 14:21	Open	28/11/2022
C-0000655-10-2022	P-001233/10-22	25.39.0000.101.33.01833.22.10	aminul islam	28/11/2022 14:21	Open	28/11/2022

1 of 53 selected (found 53).

Figure 21





System will prompt a new window where **Assistant Law Officer** will have to click on **Next** to proceed working on that application, as shown in **Figure 53**



DTP Comment

File No: C-0001157-2-2023

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

DTP Comment for Review

ok.

Save Next Close

Land Use Clearance Case

Assignments Staff Reviews Survey NOC's Attachments Applicants' Clarifications

File No: C-0001157-2-2023

Start Date: 20/02/2023 12:15

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Assignments

Assistant Town Planner: ATP User

Surveyor: fahim hamid

Tracer: fahim hamid

Draftsman:

Previous Next Close

Figure 22



Upon clicking on **Next** system will guide **Assistant Law Officer** to a new window where the user will have to select **Review Outcome** and write **Reviewer Notes**, after completing assistant law officer will click on **Next** and the users work will be completed, as shown in **Figure 54**. Similarly **Law Officer** and **Director Law** will login to their own account and give their input as Review Outcome and Reviewer Notes for the same application. Once Assistant Law Officer, Law Officer and Director Law all three user submits their notes, the application will be forwarded to **DTP**.

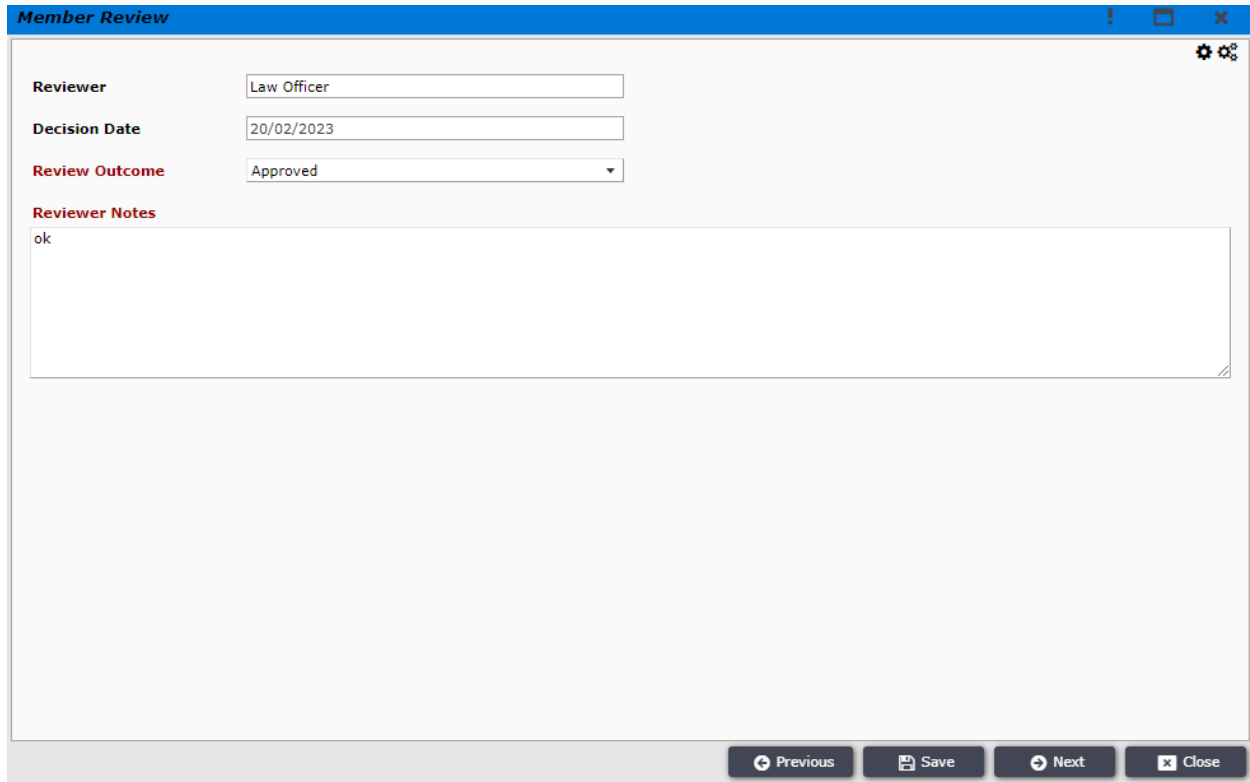


Figure 23

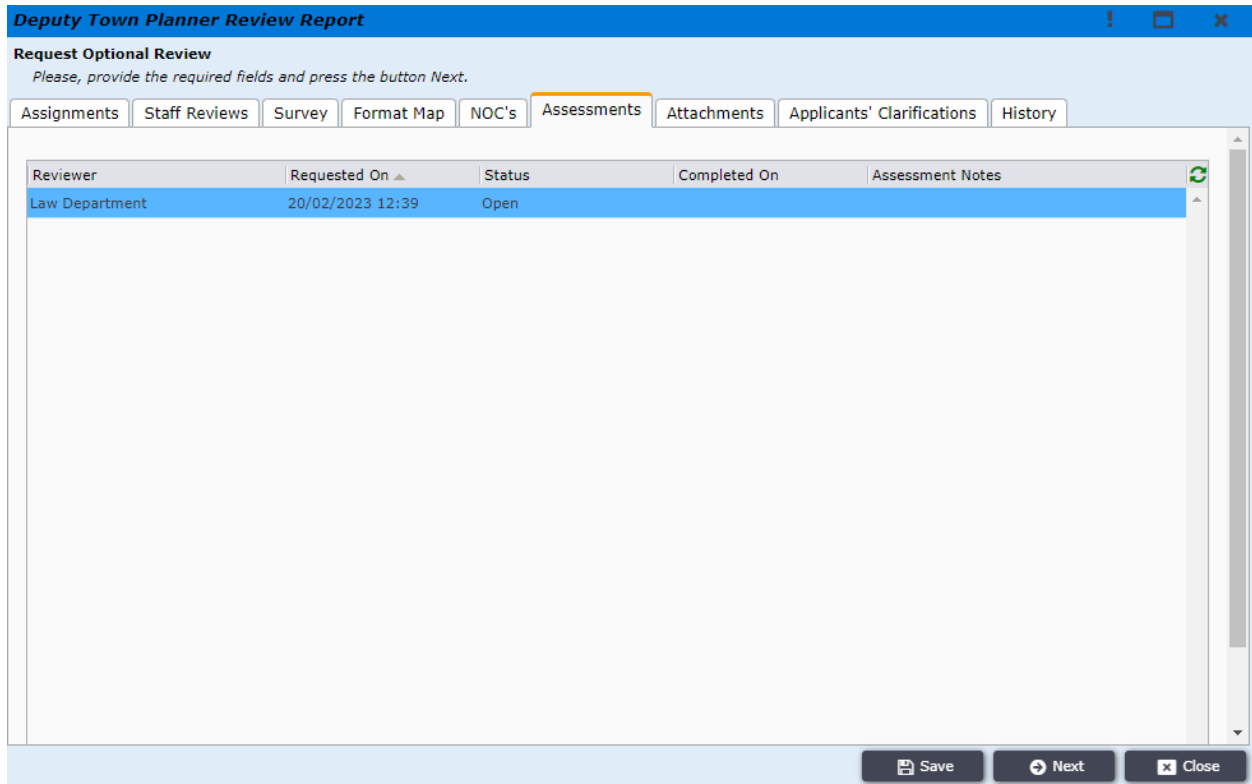
When all the user of the **Law Department** completes their review **DTP** user will find the application in his **Incoming** section. **DTP** user will click on the application



Find: File No		Go					
Monitor		Reassign Case					
File No	Type	Applicant	Project	Application	Start Date	Status	
Land Use Clearance (10)							
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	DTP Request Optional Review	
C-0001151-2-2023	LUC	Shown	P-001711/01-23	25.39.0000.101.33.04051.23.101	20/02/2023 11:31	DTP Initial Review	
C-0000946-12-2022	LUC	mohsina mm	P-000505/12-21	A-0000798-12/21.101	02/01/2023 10:33	DTP Final Review	
C-0000944-12-2022	LUC	mohsina mm	P-001275/10-22	25.39.0000.101.33.01896.22.101	12/01/2023 10:44	DTP Final Review	
C-0000386-3-2022	LUC	mohsina mm	P-000822/03-22	A-0001091-3/22.101	01/09/2022 13:49	DTP Final Review	
C-0000210-9-2021	LUC	mohsina mm	P-000257/09-21	A-0000412-9/21.101	13/11/2022 13:25	DTP Initial Review	
C-0000203-9-2021	LUC	Applicant MM	P-000241/09-21	A-0000406-9/21.101	19/10/2021 16:19	DTP Initial Review	
C-0000202-9-2021	LUC	mohsina mm	P-000239/09-21	A-0000403-9/21.101	21/10/2021 12:39	DTP Initial Review	
C-0000200-9-2021	LUC	Applicant MM	P-000197/08-21	A-0000377-8/21.101	13/11/2022 13:25	DTP Initial Review	
C-0000184-8-2021	LUC	Applicant MM	P-000199/08-21	A-0000378-8/21.101	29/08/2021 21:57	DTP Request External Review	
0 of 10 selected (found 10).							

Figure 24

DTP user will click on the application and go to **Assessments** tab to check the assessments made by the users of the Law Department, as shown in **Figure 56**

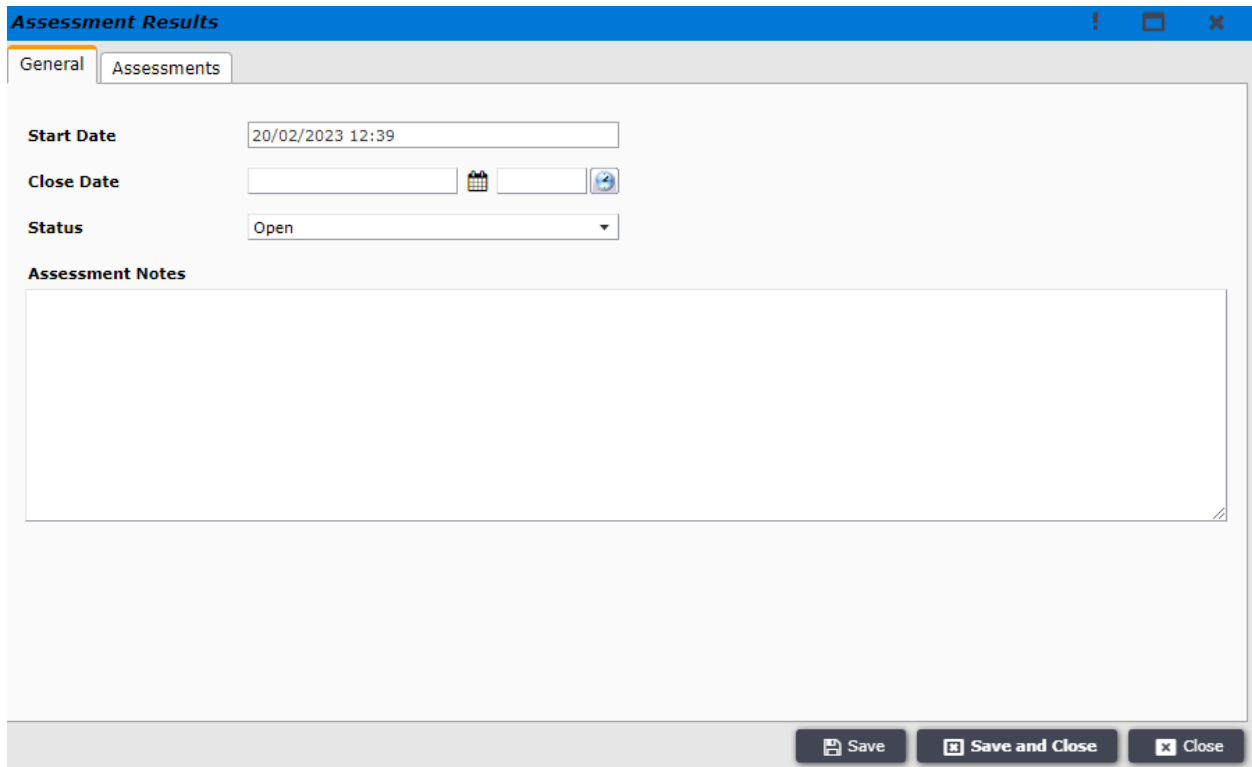


The screenshot shows a web application window titled "Deputy Town Planner Review Report". Below the title bar, there is a section "Request Optional Review" with the instruction "Please, provide the required fields and press the button Next." Below this, there are several tabs: "Assignments", "Staff Reviews", "Survey", "Format Map", "NOC's", "Assessments" (which is highlighted), "Attachments", "Applicants' Clarifications", and "History". The "Assessments" tab displays a table with the following columns: "Reviewer", "Requested On", "Status", "Completed On", and "Assessment Notes". The table contains one row with the following data: "Law Department", "20/02/2023 12:39", "Open", and an empty "Assessment Notes" field. At the bottom right of the window, there are three buttons: "Save", "Next", and "Close".

Reviewer	Requested On	Status	Completed On	Assessment Notes
Law Department	20/02/2023 12:39	Open		

Figure 25

DTP user will click on the assessment to check the assessments made by the users of the Law Department and will then change the status and write his assessment notes and then click on **Save and Close**, as shown in **Figure 57**



Assessment Results

General Assessments

Start Date 20/02/2023 12:39

Close Date  

Status Open

Assessment Notes

Save Save and Close Close

Figure 26

After that **DTP** user will click on **Next**, and the application will be moved to **Request Optional Review** section.

Deputy Town Planner Review Report

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

Assignments Staff Reviews Survey Format Map NOC's **Assessments** Attachments Applicants' Clarifications History

Reviewer	Requested On ▲	Status	Completed On	Assessment Notes
Law Department	20/02/2023 12:39	Open		ok.

Save Next Close

Figure 27

DTP user will then click on **Back to Internal Review Results** to go back to the incoming section, as shown in **Figure 59**

Figure 28

User will then click on the application and click on **Next** to proceed forward with this application.

File No	Type	Applicant	Project	Application	Start Date	Status
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	DTP Request External Review
C-0001151-2-2023	LUC	Shown	P-001711/01-23	25.39.0000.101.33.04051.23.101	20/02/2023 11:31	DTP Initial Review
C-0000946-12-2022	LUC	mohsina mm	P-000505/12-21	A-0000798-12/21.101	02/01/2023 10:33	DTP Final Review
C-0000944-12-2022	LUC	mohsina mm	P-001275/10-22	25.39.0000.101.33.01896.22.101	12/01/2023 10:44	DTP Final Review
C-0000386-3-2022	LUC	mohsina mm	P-000822/03-22	A-0001091-3/22.101	01/09/2022 13:49	DTP Final Review
C-0000210-9-2021	LUC	mohsina mm	P-000257/09-21	A-0000412-9/21.101	13/11/2022 13:25	DTP Initial Review
C-0000203-9-2021	LUC	Applicant MM	P-000241/09-21	A-0000406-9/21.101	19/10/2021 16:19	DTP Initial Review
C-0000202-9-2021	LUC	mohsina mm	P-000239/09-21	A-0000403-9/21.101	21/10/2021 12:39	DTP Initial Review
C-0000200-9-2021	LUC	Applicant MM	P-000197/08-21	A-0000377-8/21.101	13/11/2022 13:25	DTP Initial Review
C-0000184-8-2021	LUC	Applicant MM	P-000199/08-21	A-0000378-8/21.101	29/08/2021 21:57	DTP Request External Review

Figure 29

Deputy Town Planner Review Report

Review Report and Internal Review Results
Please, provide the required fields and press the button Next.

Assignments | Staff Reviews | Survey | Format Map | NOC's | Assessments | Attachments | Applicants' Clarifications | History

File No: C-0001157-2-2023

Start Date: 20/02/2023 12:15

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Assignments

Assistant Town Planner: ATP User

Surveyor: fahim hamid

Tracer: fahim hamid

Draftsman:

Save Next Close

Figure 30

DTP user will click on **Make a Decision** to decide whether to **Accept** or **Reject** this application, as shown in **Figure 62**

Review Report and Internal Review Results
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

Make a Decision

Request Report Correction to ATP

Request Clarifications to Applicant

Request Optional Review

Request For NOC

Back Close

Figure 31

Application will be available in the **Incoming** section where **DTP** user will have to click on the application and the system will take the user to a new window where the user has to click on **Next** to select his final decision.

File No	Type	Applicant	Project	Application	Start Date	Status
C-0001157-2-2023	LUC	MD. GOLAM	P-001776/02-23	25.39.0000.101.33.04059.23.101	20/02/2023 12:15	DTP Final Review
C-0001151-2-2023	LUC	Shown	P-001711/01-23	25.39.0000.101.33.04051.23.101	20/02/2023 11:31	DTP Initial Review
C-0000946-12-2022	LUC	mohsina mm	P-000505/12-21	A-0000798-12/21.101	02/01/2023 10:33	DTP Final Review
C-0000944-12-2022	LUC	mohsina mm	P-001275/10-22	25.39.0000.101.33.01896.22.101	12/01/2023 10:44	DTP Final Review
C-0000386-3-2022	LUC	mohsina mm	P-000822/03-22	A-0001091-3/22.101	01/09/2022 13:49	DTP Final Review
C-0000210-9-2021	LUC	mohsina mm	P-000257/09-21	A-0000412-9/21.101	13/11/2022 13:25	DTP Initial Review
C-0000203-9-2021	LUC	Applicant MM	P-000241/09-21	A-0000406-9/21.101	19/10/2021 16:19	DTP Initial Review
C-0000202-9-2021	LUC	mohsina mm	P-000239/09-21	A-0000403-9/21.101	21/10/2021 12:39	DTP Initial Review
C-0000200-9-2021	LUC	Applicant MM	P-000197/08-21	A-0000377-8/21.101	13/11/2022 13:25	DTP Initial Review
C-0000184-8-2021	LUC	Applicant MM	P-000199/08-21	A-0000378-8/21.101	29/08/2021 21:57	DTP Request External Review

Figure 32

Deputy Town Planner Final Review

Review and Make a Decision
Please, provide the required fields and press the button Next.

Assignments | Staff Reviews | Survey | Format Map | NOC's | Assessments | Attachments | Applicants' Clarifications | History

File No: C-0001157-2-2023

Start Date: 20/02/2023 12:15

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Assignments

Assistant Town Planner: ATP User

Surveyor: fahim hamid

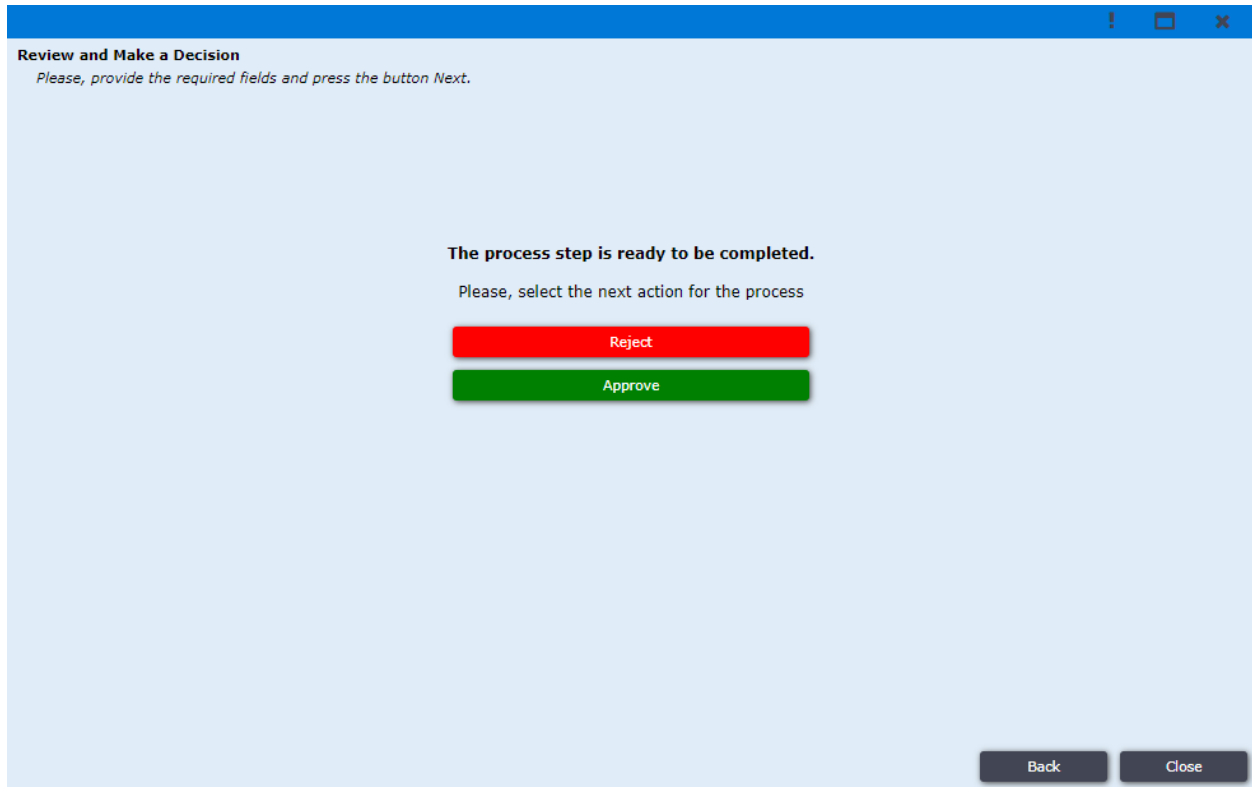
Tracer: fahim hamid

Draftsman:

Save Next Close

Figure 33

DTP user will have to make decision and click on **Approve** or **Reject** the application, as shown in **Figure 65**



Review and Make a Decision

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

Reject

Approve

Back Close

Figure 34

Once **DTP** user selects a decision the application is moved to **Ready For Signature** section and **DTP** user will have to click on the application and the system will request the user to write down Approval or Rejection Note, as shown in **Figure 66**

Manager (DTP)

Incoming (9)

New (5)

Make Decision (3) *

From ATP (1) *

TP review (0)

Request Other Dept (0) -1

Assigned (73)

Inquiries (15)

External Review (28)

Ready for Signature (25)

Completed (69)

Front Desk Assistant (15)

Monitor Files (709) +1

Find: File No

Go

File No	Type	Applicant	Project	Application	Start Date	Status
C-0001157-2-2023	LUC	MD. GOLAM RAB P-001776/02-23		25.39.0000.101.33.04059.23.101	20/02/2023 12:15	DTP Decision
C-0001149-2-2023	LUC	MD. GOLAM RAB P-001773/02-23		25.39.0000.101.33.04040.23.101	20/02/2023 10:25	DTP Decision
C-0001138-2-2023	LUC	MD. GOLAM RAB P-001730/01-23		25.39.0000.101.33.03860.23.101	14/02/2023 11:21	DTP Decision
C-0001137-2-2023	LUC	MD. GOLAM RAB P-001738/01-23		25.39.0000.101.33.03868.23.101	14/02/2023 11:18	DTP Decision
C-0000620-9-2022	LUC	mohsina mm	P-001024/08-22	25.39.0000.101.33.01338.22.101	08/09/2022 13:38	DTP Decision
C-0000567-8-2022	LUC	mohsina mm	P-001025/08-22	25.39.0000.101.33.01341.22.101	14/08/2022 15:10	DTP Decision
C-0000555-5-2022	LUC	mohsina mm	P-000998/05-22	25.39.0000.101.33.01289.22.101	30/05/2022 12:41	DTP Decision
C-0000554-5-2022	LUC	mohsina mm	P-000997/05-22	25.39.0000.101.33.01288.22.101	30/05/2022 12:29	DTP Decision
C-0000553-5-2022	LUC	mohsina mm	P-000994/05-22	A-0001281-5/22.101	22/05/2022 17:01	DTP Decision
C-0000552-5-2022	LUC	mohsina mm	P-000991/05-22	A-0001278-5/22.101	22/05/2022 12:04	DTP Decision
C-0000551-5-2022	LUC	mohsina mm	P-000968/04-22	A-0001234-4/22.101	22/05/2022 11:41	DTP Decision
C-0000547-5-2022	LUC	mohsina mm	P-000980/05-22	A-0001259-5/22.101	08/05/2022 12:13	DTP Decision
C-0000546-4-2022	LUC	mohsina mm	P-000978/04-22	A-0001258-4/22.101	28/04/2022 14:02	DTP Decision
C-0000440-4-2022	LUC	mohsina mm	P-000907/04-22	A-0001170-4/22.101	04/04/2022 12:07	DTP Decision
C-0000414-3-2022	LUC	mohsina mm	P-000843/03-22	A-0001109-3/22.101	28/08/2022 12:08	DTP Decision
C-0000341-3-2022	LUC	mohsina mm	P-000773/03-22	A-0001017-3/22.101	08/03/2022 12:05	DTP Decision
C-0000338-3-2022	LUC	mohsina mm	P-000765/03-22	A-0001008-3/22.101	01/03/2022 15:59	DTP Decision

1 of 25 selected (found 25).

Figure 35

Afterwards the **DTP** user will have to click on **Next** button as shown in **Figure 67**

Approval of Land Use Clearance (Form 102)

Send Land Use Clearance Certificate

Preview and e-sign the Approval/Rejection form.

File No: C-0001157-2-2023

Construction Project: P-001776/02-23

LC Application: 25.39.0000.101.33.04059.23.101

Applicant: MD. GOLAM RABBI 2

Clearance

Clearance No: D-0001910-02-23

Date of Issue: 20/02/2023

Approval Notes

ok

Save Next Close

Figure 36





FORM

Send Land Use Clearance Certificate
Preview and e-sign the Approval/Rejection form.

RS Dag No

Project No

Project Name

Ownership Type

Land Use Type

Land Use Type	Occupancy Types
A. Residential	

[Add Land Use ...](#)

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

Figure 37

DTP will then Digitally Sign the Planning Permit Certificate and click on Next button, and then click on **Send Official Response** to send the official response to the **Applicant**

e-Sign and Upload

Send Land Use Clearance Certificate
Preview and e-sign the Approval/Rejection form.

- Please download application to apply your digital signature
- Please download any two of attachment what you need

I. Survey Map

II. Format Map

III. RS Mouza Map

IV. MS Mouza Map
- Sign it using JSigndf 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](#).

eSigned Decision [Attach a File](#)

Previous Save Next Close

Figure 38

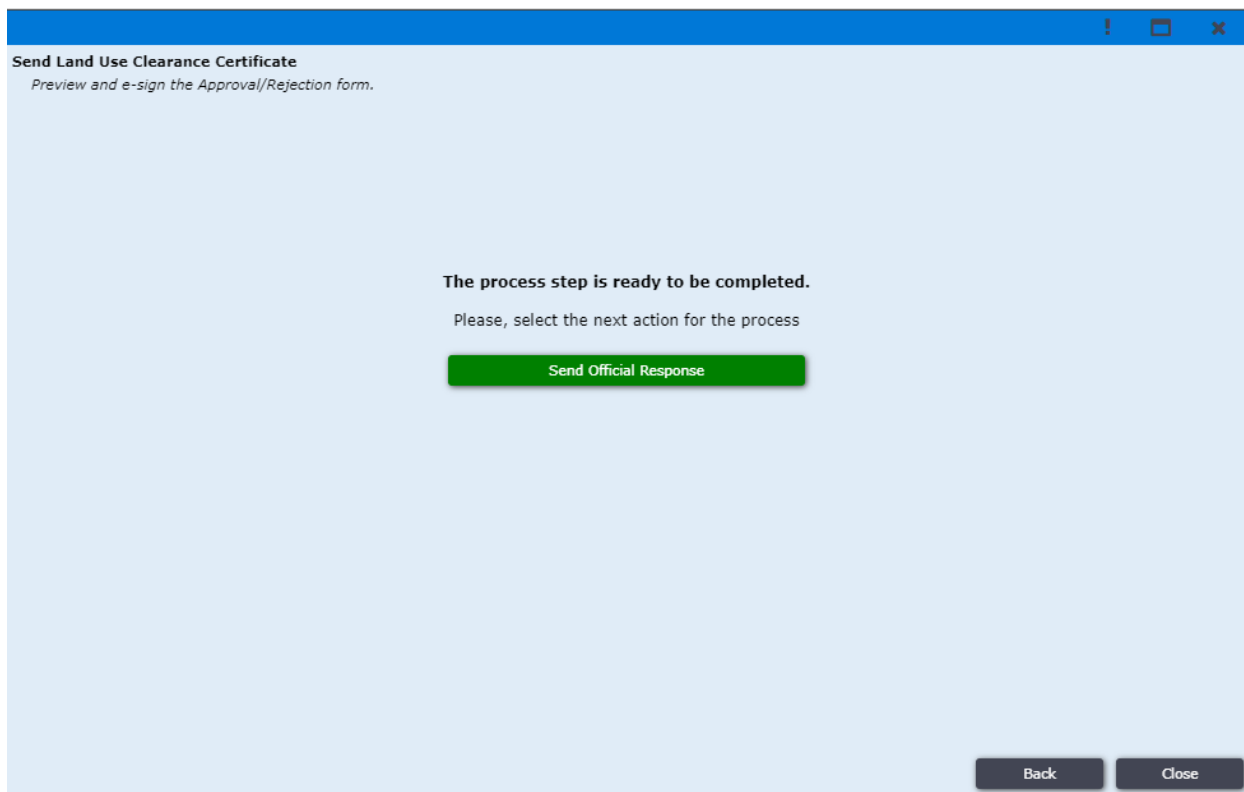


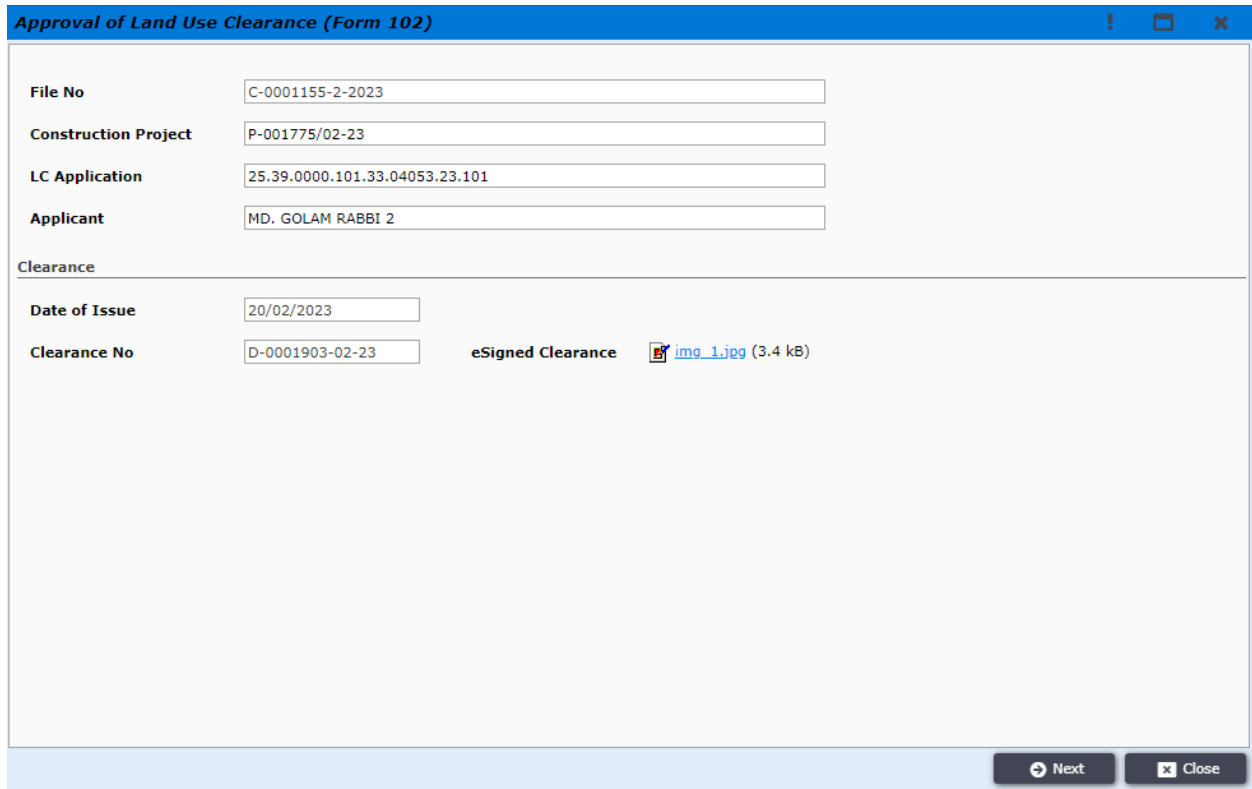
Figure 39

Applicant logs in to the system and can find the permit under My Permits tab as shown in Figure 71.

Find: File No					Go
Monitor Start Construction					
File No	Type	Decision	Decision Date		
C-0001155-2-2023	Land Use Clearance	Approved	20/02/2023 11:56		
C-0001135-2-2023	Revised Drawing Correction	Approved	13/02/2023 12:28		
C-0000975-1-2023	Revised Drawing Correction	Approved	13/02/2023 12:21		
C-0001133-2-2023	High-Risk Project Clearance	Approved	13/02/2023 11:31		
C-0001132-2-2023	Land Use Clearance	Approved	13/02/2023 11:29		
C-0000955-12-2022	Occupancy Certificate	Approved	07/02/2023 11:50		
C-0001112-2-2023	Land Use Clearance	Approved	07/02/2023 11:46		
C-0000846-11-2022	Level Completion Certificate	Approved	28/12/2022 13:23		
C-0000956-12-2022	Revised Drawing Correction	Approved	28/12/2022 13:23		
C-0000953-12-2022	Construction Permit	Approved	28/12/2022 12:38		
C-0000895-12-2022	Construction Permit	Approved	27/12/2022 12:30		
C-0000923-12-2022	Land Use Clearance	Approved	13/12/2022 15:24		
C-0000920-12-2022	Occupancy Certificate	Approved	12/12/2022 15:19		
C-0000919-12-2022	Level Completion Certificate	Approved	12/12/2022 14:48		
C-0000918-12-2022	Level Completion Certificate	Approved	12/12/2022 14:32		
C-0000917-12-2022	Level Completion Certificate	Approved	12/12/2022 14:06		
C-0000916-12-2022	Revised Drawing Correction	Approved	12/12/2022 12:31		
1 of 52 selected (found 52).					

Figure 71

After clicking on the permit the window is opened to confirm receipt as shown in Figure 72. Applicant clicks on **Next**.



Approval of Land Use Clearance (Form 102)

File No	C-0001155-2-2023
Construction Project	P-001775/02-23
LC Application	25.39.0000.101.33.04053.23.101
Applicant	MD. GOLAM RABBI 2

Clearance

Date of Issue	20/02/2023
Clearance No	D-0001903-02-23

eSigned Clearance  (3.4 kB)

Next **Close**

Figure 72

The window to confirm receipt is opened and the user clicks on **Confirm Receipt** button as shown in Figure 73.

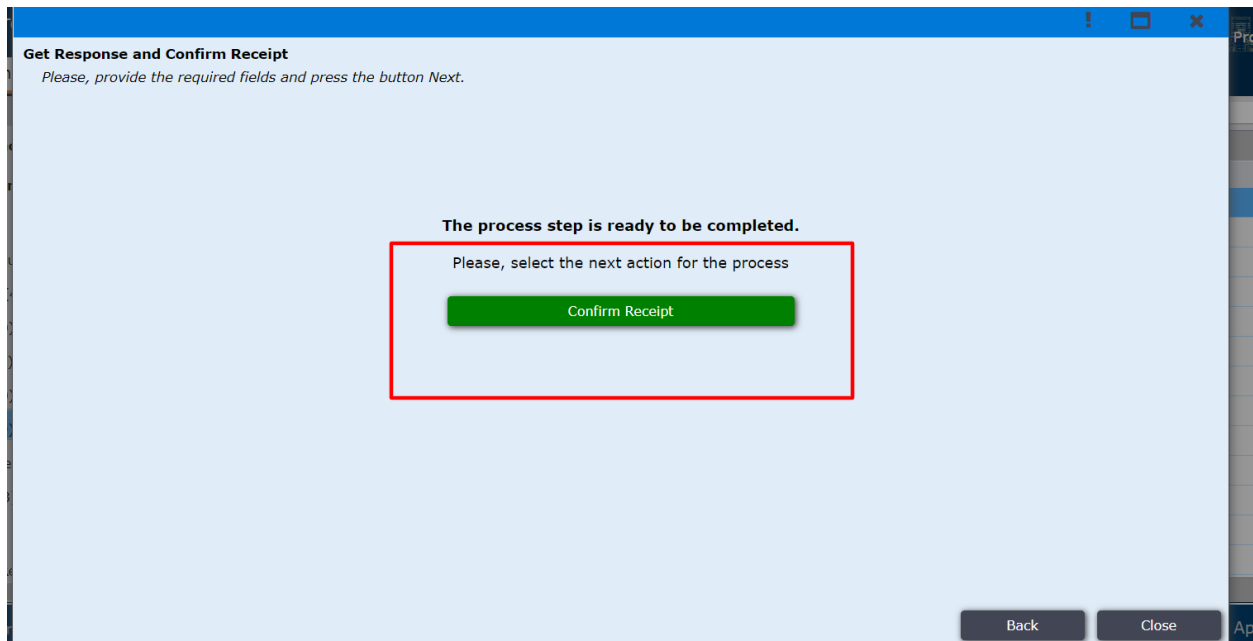


Figure 73

After clicking on it the Applicant gets the successful message as shown in Figure 74.

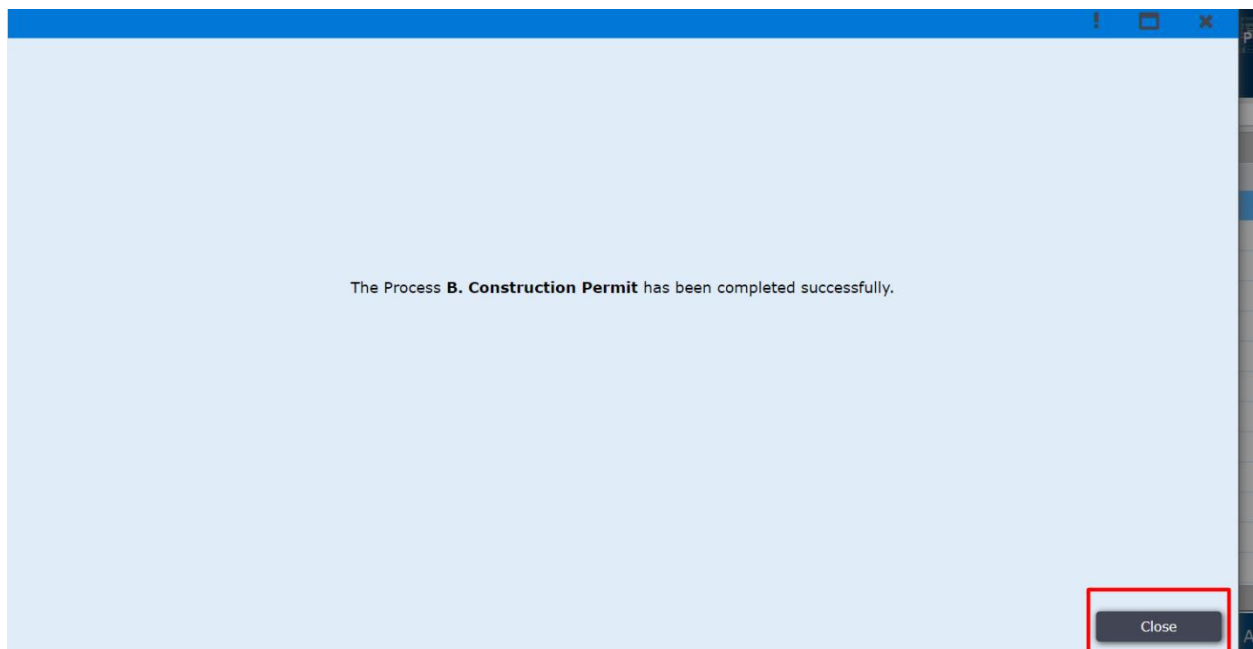


Figure 74