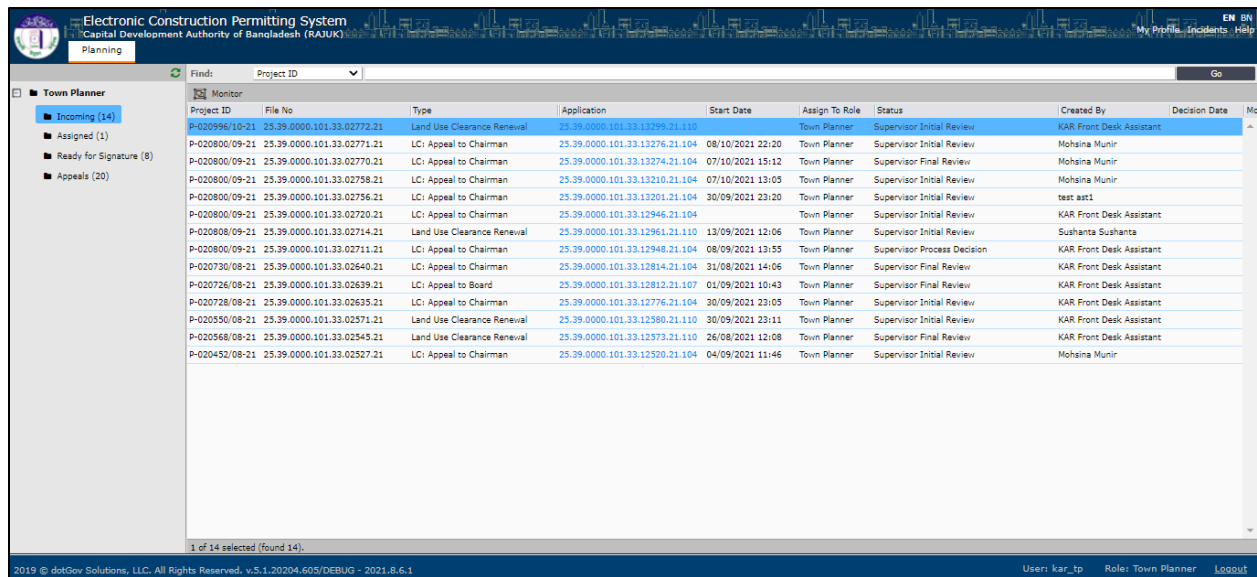


## PP Renewal Process

**Town Planner (TP)** accesses the Electronic Construction Permitting System Portal using the URL <https://ecp.ur.gov.bd> and providing his/her username and password. TP receives the application for Planning Permit Renewal when Front desk assistant accepts the application. TP will find the application in the **Incoming** section. Incoming files are sorted from Recent to Oldest. TP will have to click on the Application he wants to proceed with. As shown in **Figure 1**



| Project ID     | File No                    | Type                       | Application                    | Start Date       | Assign To Role | Status                      | Created By               | Decision Date |
|----------------|----------------------------|----------------------------|--------------------------------|------------------|----------------|-----------------------------|--------------------------|---------------|
| P-020996/10-21 | 25.39.0000.101.33.02772.21 | Land Use Clearance Renewal | 25.39.0000.101.33.13259.21.110 |                  | Town Planner   | Supervisor Initial Review   | KAR Front Desk Assistant |               |
| P-020800/09-21 | 25.39.0000.101.33.02771.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.13276.21.104 | 08/10/2021 22:20 | Town Planner   | Supervisor Initial Review   | Mohsina Munir            |               |
| P-020800/09-21 | 25.39.0000.101.33.02770.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.13274.21.104 | 07/10/2021 15:12 | Town Planner   | Supervisor Final Review     | Mohsina Munir            |               |
| P-020800/09-21 | 25.39.0000.101.33.02758.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.13210.21.104 | 07/10/2021 13:05 | Town Planner   | Supervisor Initial Review   | Mohsina Munir            |               |
| P-020800/09-21 | 25.39.0000.101.33.02756.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.13201.21.104 | 30/09/2021 23:20 | Town Planner   | Supervisor Initial Review   | test est1                |               |
| P-020800/09-21 | 25.39.0000.101.33.02720.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.12946.21.104 |                  | Town Planner   | Supervisor Initial Review   | KAR Front Desk Assistant |               |
| P-020808/09-21 | 25.39.0000.101.33.02714.21 | Land Use Clearance Renewal | 25.39.0000.101.33.12961.21.110 | 13/09/2021 12:06 | Town Planner   | Supervisor Initial Review   | Sushanta Sushanta        |               |
| P-020808/09-21 | 25.39.0000.101.33.02711.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.12948.21.104 | 08/09/2021 13:55 | Town Planner   | Supervisor Process Decision | KAR Front Desk Assistant |               |
| P-020730/08-21 | 25.39.0000.101.33.02640.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.12814.21.104 | 31/08/2021 14:06 | Town Planner   | Supervisor Final Review     | KAR Front Desk Assistant |               |
| P-020726/08-21 | 25.39.0000.101.33.02639.21 | LC: Appeal to Board        | 25.39.0000.101.33.12812.21.107 | 01/09/2021 10:43 | Town Planner   | Supervisor Final Review     | KAR Front Desk Assistant |               |
| P-020728/08-21 | 25.39.0000.101.33.02635.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.12776.21.104 | 30/09/2021 23:05 | Town Planner   | Supervisor Initial Review   | KAR Front Desk Assistant |               |
| P-020550/08-21 | 25.39.0000.101.33.02571.21 | Land Use Clearance Renewal | 25.39.0000.101.33.12580.21.110 | 30/09/2021 23:11 | Town Planner   | Supervisor Initial Review   | KAR Front Desk Assistant |               |
| P-020568/08-21 | 25.39.0000.101.33.02545.21 | Land Use Clearance Renewal | 25.39.0000.101.33.12573.21.110 | 26/08/2021 12:08 | Town Planner   | Supervisor Final Review     | KAR Front Desk Assistant |               |
| P-020452/08-21 | 25.39.0000.101.33.02527.21 | LC: Appeal to Chairman     | 25.39.0000.101.33.12520.21.104 | 04/09/2021 11:46 | Town Planner   | Supervisor Initial Review   | Mohsina Munir            |               |

Figure 1

A new pop-up windows will appear when TP clicks on any incoming application. TP will have access to two different tabs **Assignments** and **Initial Reviews**. TP will check all the available information of the application by clicking on the Application number. As shown in **Figure 2**.

The screenshot shows a web application window titled "Town Planner Initial Review". It has a blue header bar with the title and standard window controls. Below the header, there's a section titled "Review and Assign" with a sub-instruction: "Please, provide the required fields and press the button Next." Below this, there are two tabs: "Assignments" and "Initial Reviews". The "Initial Reviews" tab is selected and highlighted with a red box. The main content area contains several form fields: "Case No" (25.39.0000.101.33.027), "Start Date" (12/10/2021), "Construction Project" (P-020996/10-21), "Application" (25.39.0000.101.33.13299.21.110), and "Applicant" (Robin). The "Application" field is highlighted with a red box. Below these fields, there's a section titled "Assignments" with a list of roles and their corresponding users: Deputy Town Planner (DTP User), Assistant Town Planner (ATP User), Surveyor (Surveyor Demo), Tracer (Tracer Demo), and Draftsman (Draftsman Demo). At the bottom right, there are three buttons: "Save", "Next", and "Close".

| Field                | Value                          |
|----------------------|--------------------------------|
| Case No              | 25.39.0000.101.33.027          |
| Start Date           | 12/10/2021                     |
| Construction Project | P-020996/10-21                 |
| Application          | 25.39.0000.101.33.13299.21.110 |
| Applicant            | Robin                          |

| Role                   | User           |
|------------------------|----------------|
| Deputy Town Planner    | DTP User       |
| Assistant Town Planner | ATP User       |
| Surveyor               | Surveyor Demo  |
| Tracer                 | Tracer Demo    |
| Draftsman              | Draftsman Demo |

Figure 2

Town Planner should write his initial review comments after checking the application and click on next to proceed forward, as shown in **Figure 3**

The screenshot shows a software window titled "Town Planner Initial Review". At the top, there is a section labeled "Review and Assign" with the instruction "Please, provide the required fields and press the button Next." Below this, there are two tabs: "Assignments" and "Initial Reviews", both of which are highlighted with a red rectangular box. The "Initial Reviews" tab is active, displaying a large text area for writing comments. The text "Initial Review" is visible at the top of this area. At the bottom right of the window, there is a bar containing three buttons: "Save", "Next", and "Close", all of which are also highlighted with a red rectangular box.

Figure 3

TP will then click on **Assign to Deputy Town Planner** to forward the application to **Deputy Town Planner**, as shown in **Figure 4**.

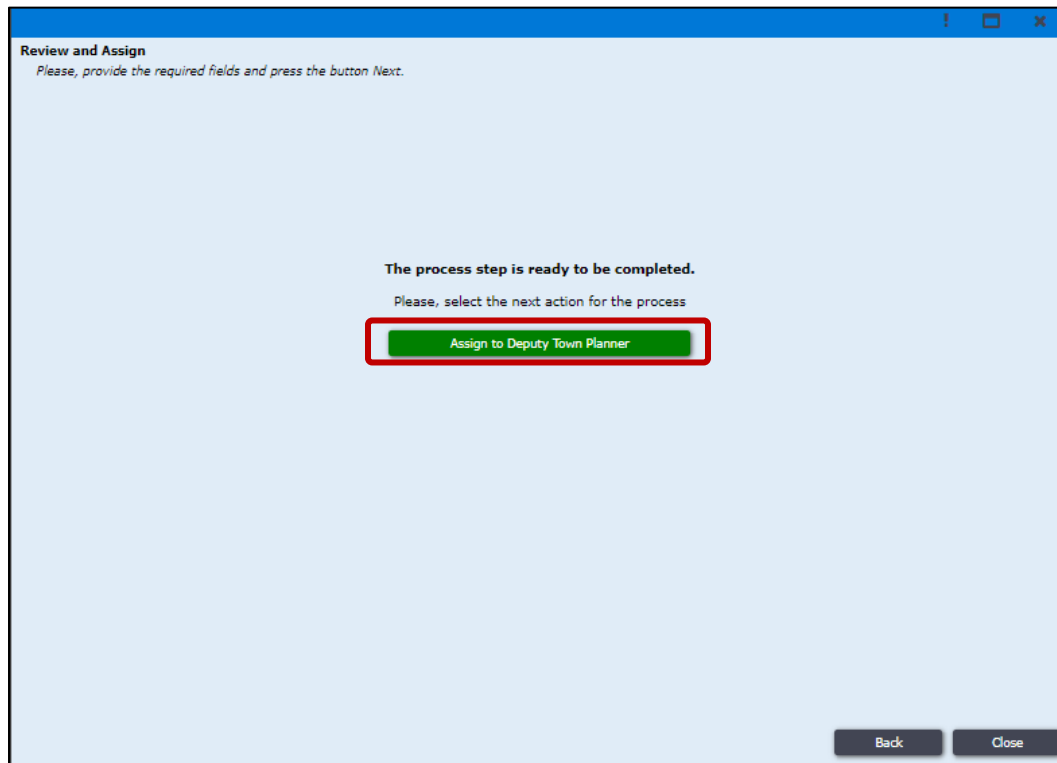


Figure 4

**Deputy Town Planner** will login to the system with his login credentials and the system will take him to DTP dashboard's **Incoming** section, where DTP will find all the application forwarded to him. There DTP will also find the PP Renewal application forwarded by TP. DTP user will then click on the application, as shown in **Figure 5**.

| Project ID     | File No                    | Type                       | Application                    | Start Date       | Assign To Role                                   | Status                   | Created By | Decision Date |
|----------------|----------------------------|----------------------------|--------------------------------|------------------|--------------------------------------------------|--------------------------|------------|---------------|
| P-020996/10-21 | 25.39.0000.101.33.02772.21 | Land Use Clearance Renewal | 25.39.0000.101.33.13299.21.110 | 12/10/2021 12:38 | Deputy Town Planner Initial Review               | KAR Front Desk Assistant |            |               |
| P-020999/09-21 | 25.39.0000.101.33.02754.21 | Land Use Clearance         | 25.39.0000.101.33.13197.21.101 | 29/09/2021 11:44 | Deputy Town Plan Manager Request External Review | test ast1                |            |               |
| P-020777/09-21 | 25.39.0000.101.33.02748.21 | Land Use Clearance         | 25.39.0000.101.33.12882.21.101 | 08/10/2021 22:01 | Deputy Town Plan Manager Initial Review          | KAR Front Desk Assistant |            |               |
| P-000194/07-19 | 25.39.0000.101.33.02741.21 | Land Use Clearance         | A-0000354-0719                 | 20/09/2021 23:09 | Deputy Town Plan Manager Initial Review          | KAR Front Desk Assistant |            |               |
| P-020824/09-21 | 25.39.0000.101.33.02736.21 | Land Use Clearance         | 25.39.0000.101.33.13069.21.101 | 04/10/2021 14:14 | Deputy Town Plan Manager Initial Review          | KAR Front Desk Assistant |            |               |
| P-020856/09-21 | 25.39.0000.101.33.02735.21 | Land Use Clearance         | 25.39.0000.101.33.13005.21.101 | 04/10/2021 14:14 | Deputy Town Plan Manager Initial Review          | KAR Front Desk Assistant |            |               |
| P-018748/04-21 | 25.39.0000.101.33.02688.21 | Land Use Clearance         | 25.39.0000.101.33.11402.21.101 | 06/09/2021 16:45 | Deputy Town Plan Manager Request External Review | KAR Front Desk Assistant |            |               |
| P-020588/09-21 | 25.39.0000.101.33.02532.21 | Land Use Clearance         | 25.39.0000.101.33.12512.21.101 | 25/08/2021 15:08 | Deputy Town Plan Manager Final Review            | test ast1                |            |               |
| P-020556/09-21 | 25.39.0000.101.33.02512.21 | Land Use Clearance         | 25.39.0000.101.33.12491.21.101 | 31/08/2021 13:33 | Deputy Town Plan Manager Initial Review          | test uru                 |            |               |
| P-020580/09-21 | 25.39.0000.101.33.02506.21 | Land Use Clearance         | 25.39.0000.101.33.12508.21.101 | 13/09/2021 12:36 | Deputy Town Plan Manager Initial Review          | test ast1                |            |               |
| P-020524/09-21 | 25.39.0000.101.33.02503.21 | Land Use Clearance         | 25.39.0000.101.33.12473.21.101 | 31/08/2021 11:31 | Deputy Town Plan Manager Initial Review          | Mohajna Munir            |            |               |
| P-020522/09-21 | 25.39.0000.101.33.02502.21 | Land Use Clearance         | 25.39.0000.101.33.12472.21.101 | 14/09/2021 14:26 | Deputy Town Plan Manager Initial Review          | KAR Front Desk Assistant |            |               |
| P-020464/09-21 | 25.39.0000.101.33.02485.21 | Land Use Clearance         | 25.39.0000.101.33.12408.21.101 | 08/09/2021 17:08 | Deputy Town Plan Manager Initial Review          | KAR Front Desk Assistant |            |               |
| P-020407/07-21 | 25.39.0000.101.33.02466.21 | Land Use Clearance         | 25.39.0000.101.33.12334.21.101 | 31/08/2021 11:31 | Deputy Town Plan Manager Initial Review          | Nigar Kana               |            |               |
| P-020376/06-21 | 25.39.0000.101.33.02451.21 | Land Use Clearance         | 25.39.0000.101.33.12287.21.101 | 07/10/2021 13:05 | Deputy Town Plan Manager Initial Review          | aminul islam             |            |               |
| P-020362/06-21 | 25.39.0000.101.33.02450.21 | Land Use Clearance         | 25.39.0000.101.33.12280.21.101 | 03/10/2021 13:04 | Deputy Town Plan Manager Initial Review          | aminul islam             |            |               |
| P-020374/06-21 | 25.39.0000.101.33.02449.21 | Land Use Clearance         | 25.39.0000.101.33.12286.21.101 | 07/10/2021 13:05 | Deputy Town Plan Manager Initial Review          | aminul islam             |            |               |
| P-020372/06-21 | 25.39.0000.101.33.02448.21 | Land Use Clearance         | 25.39.0000.101.33.12285.21.101 | 08/09/2021 17:08 | Deputy Town Plan Manager Initial Review          | aminul islam             |            |               |
| P-020290/04-21 | 25.39.0000.101.33.02421.21 | Land Use Clearance         | 25.39.0000.101.33.12169.21.101 | 18/04/2021 19:40 | Deputy Town Plan Manager Initial Review          | front desk               |            |               |
| P-020289/04-21 | 25.39.0000.101.33.02419.21 | Land Use Clearance         | 25.39.0000.101.33.12167.21.101 | 15/04/2021 21:38 | Deputy Town Plan Manager Initial Review          | front desk               |            |               |
| P-020289/04-21 | 25.39.0000.101.33.02418.21 | Land Use Clearance         | 25.39.0000.101.33.12166.21.101 | 15/04/2021 20:31 | Deputy Town Plan Manager Initial Review          | frontdesk user           |            |               |
| P-01392/04-21  | 25.39.0000.101.33.02396.21 | Land Use Clearance         | 25.39.0000.101.33.08443.21.101 | 15/04/2021 21:04 | Deputy Town Plan Manager Initial Review          | Front Desk Demo          |            |               |

Figure 5

System will open a new window where DTP will have to click **Assignments** and click on **Application** to check all the available information of the application, as shown in **Figure 6**.

**Deputy Town Planner Initial Review**

Please provide the required fields and press the button Next.

**Assignments** | Initial Reviews

Case No: 25.39.0000.101.33.027

Start Date: 12/10/2021

Construction Project: P-020996/10-21

**Application: 25.39.0000.101.33.13299.21.110**

Applicant: Robin

**Assignments**

Deputy Town Planner: DTP User

Assistant Town Planner: ATP User

Surveyor: Surveyor Demo

Tracer: Tracer Demo

Draftsman: Draftsman Demo

Save Next Close

Figure 6

DTP user will then click on **Initial Reviews** tab and write his initial review,as shown in **Figure 7**. DTP user will then click on **Next** button at the bottom.

The screenshot displays a software window titled "Deputy Town Planner Initial Review". At the top, there is a "Review and Assign" section with a sub-instruction: "Please, provide the required fields and press the button Next." Below this, two tabs are visible: "Assignments" and "Initial Reviews", with the latter being the active tab. The main area of the window is divided into two sections. The upper section, titled "Deputy Town Planner Initial Review", contains a large text input field labeled "Initial Review". The lower section, titled "Town Planner Initial Review", also contains a text input field labeled "Initial Review". At the bottom right of the window, there is a row of three buttons: "Save", "Next", and "Close". Red rectangular boxes are drawn around the "Initial Reviews" tab, the "Deputy Town Planner Initial Review" section, and the "Save", "Next", and "Close" buttons.

Figure 7

DTP will then click on **Assign to Assistant Town Planner** to forward the application to **Assistant Town Planner**, as shown in **Figure 8**.

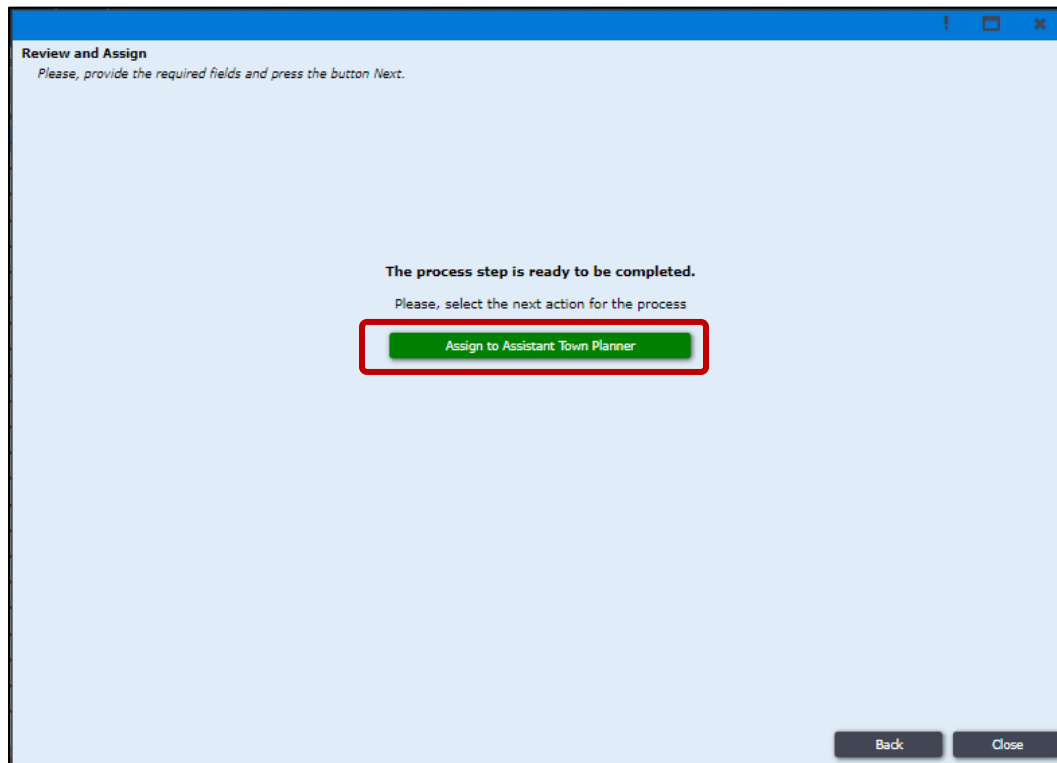


Figure 8

**Assistant Town Planner** will login to the system with his login credentials and the system will take him to ATP dashboard's **Incoming** section, where ATP will find all the application forwarded to him. There ATP user will also find the PP Renewal application forwarded by DTP. ATP user will then click on the application, as shown in **Figure 9**.

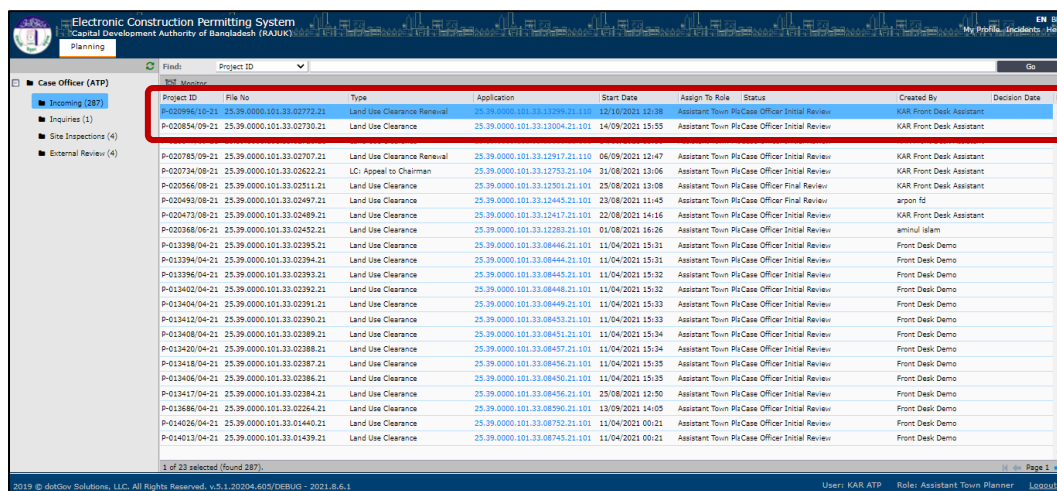


Figure 9

System will open a new window where ATP will have to click **Assignments** and click on **Application** to check all the available information of the application, as shown in **Figure 10**.

**Assistant Town Planner Initial Review**

Review and Request  
Please provide the required fields and press the button Next

Assignments Initial Reviews Applicants' Clarifications

Case No 25.39.0000.101.33.027

Start Date 12/10/2021

Construction Project P-020996/10-21

LC Application 25.39.0000.101.33.13299.21.110

Applicant Robin

Assignments

Deputy Town Planner DTP User

Assistant Town Planner ATP User

Surveyor Surveyor Demo

Tracer Tracer Demo

Draftsman Draftsman Demo

Save Next Close

Figure 10



ATP user will then click on **Initial Reviews** tab and write his initial review,as shown in **Figure 11**. ATP user will then click on **Next** button at the bottom.

**Assistant Town Planner Initial Review**

**Review and Request**  
Please provide the required fields and press the button Next

Assignments Initial Reviews Applicants' Clarifications

**Assistant Town Planner Initial Review**

Assistant Town Planner Initial Review

**Deputy Town Planner Initial Review**

Initial Review

**Town Planner Initial Review**

Initial Review

Save Next Close

Figure 11

ATP user will then get a new window with two option ***Request Site Survey*** and ***Request Clarifications***. ATP user will click on ***Request Clarifications*** if he decide to request the applicant for some clarification or ATP user will click on ***Request Site Survey*** if no clarification is needed from the applicant, then the application will be forwarded to the Surveyor for further proceedings, as shown in ***Figure no 12***.

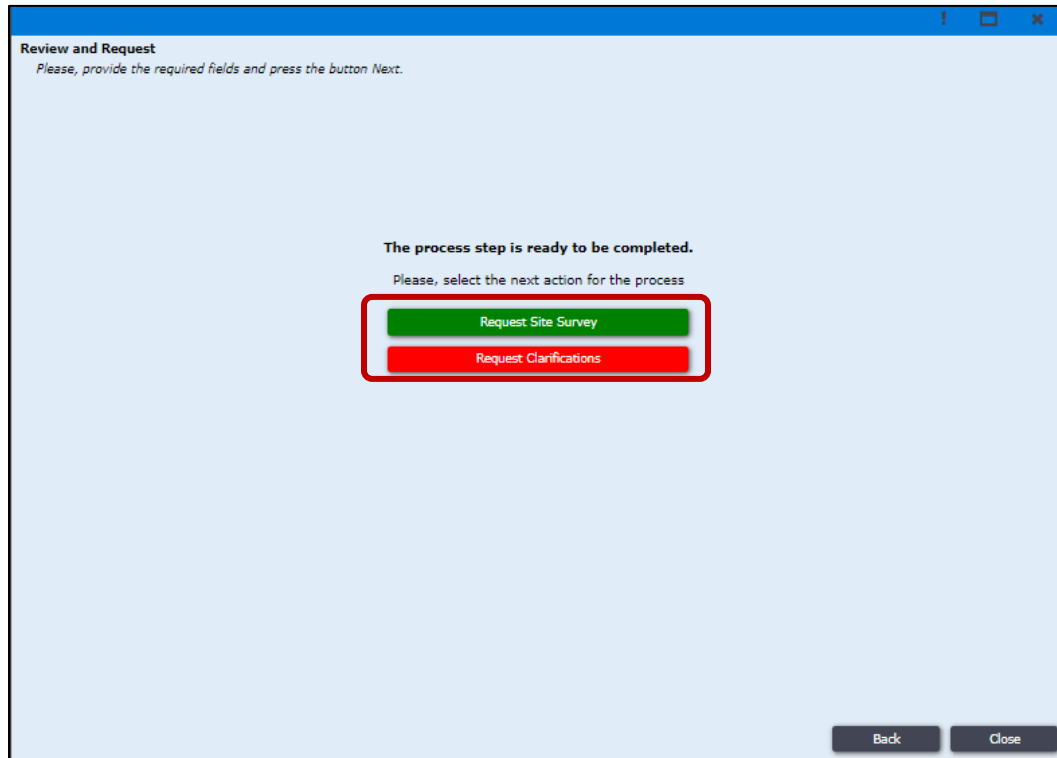
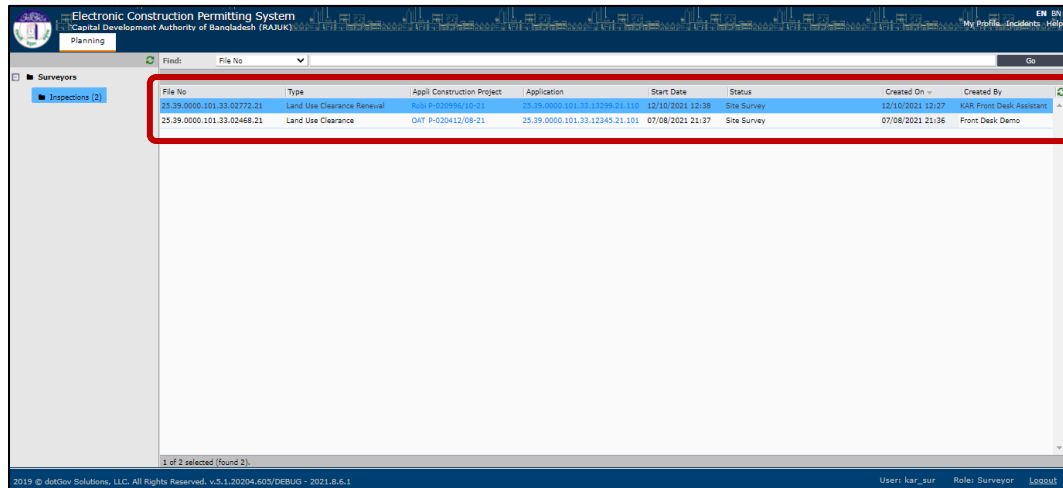


Figure 12

**Surveyor** will login to the system with his login credentials and the system will take him to Surveyor dashboard's **Incoming** section, where Surveyor will find all the application forwarded to him. There Surveyor user will also find the PP Renewal application forwarded by ATP. Surveyor user will then click on the application, as shown in **Figure 13**.



| File No                    | Type                       | Appl Construction Project | Application                    | Start Date       | Status      | Created On       | Created By               |
|----------------------------|----------------------------|---------------------------|--------------------------------|------------------|-------------|------------------|--------------------------|
| 25.39.0000.101.33.02772.21 | Land Use Clearance Renewal | Appl P-020412/10-21       | 25.39.0000.101.33.12345.21.101 | 12/10/2021 12:38 | Site Survey | 12/10/2021 12:37 | KAR Front Desk Assistant |
| 25.39.0000.101.33.02468.21 | Land Use Clearance         | DAF P-020412/08-21        | 25.39.0000.101.33.12345.21.101 | 07/08/2021 21:37 | Site Survey | 07/08/2021 21:36 | Front Desk Demo          |

Figure 13

System will open a new window where Surveyor will have access to four different tabs **Assignments**, **Initial Reviews**, **Survey Details** and **Applicants' Clarifications**. **Initial Reviews** tab will show all the initial review comments made by TP, DTP and ATP users. Surveyor user will then click on **Assignments** tab and then click on **Application** to check all the available information of the application, as shown in **Figure 14**.

The screenshot shows a window titled "Survey Report" with a subtitle "Schedule Inspection and Submit Report". Below the subtitle is a red instruction: "Please provide the required fields and press the button Next". There are four tabs: "Assignments", "Initial Reviews", "Survey Details", and "Applicants' Clarifications". The "Assignments" tab is selected. The form contains the following fields:

|                      |                                |
|----------------------|--------------------------------|
| Case No              | 25.39.0000.101.33.027          |
| Start Date           | 12/10/2021                     |
| Construction Project | P-020996/10-21                 |
| Application          | 25.39.0000.101.33.13299.21.110 |
| Applicant            | Robin                          |

Below these fields is a section titled "Assignments" with the following fields:

|                        |                |
|------------------------|----------------|
| Deputy Town Planner    | DTP User       |
| Assistant Town Planner | ATP User       |
| Surveyor               | Surveyor Demo  |
| Tracer                 | Tracer Demo    |
| Draftsman              | Draftsman Demo |

At the bottom right of the window are three buttons: "Save", "Next", and "Close". A red box highlights the "Assignments" tab and the "Application" field.

Figure 14

Surveyor user will then perform all the survey related work manually and prepare Survey report, Situational Map, Land Plot Plan and Setbacks and Roads, after completing these task Surveyor user will login to the system again and will upload all the docinets in **Survey Details** tab as shown **Figure no 15**. Surveyor user will then click on **Next** button to proceed forward.

The screenshot shows a web application window titled "Survey Report". At the top, there is a blue header bar with the title. Below the header, a sub-header reads "Schedule Inspection and Submit Report" with a note: "Please, provide the required fields and press the button Next." A navigation bar contains four tabs: "Assignments", "Initial Reviews", "Survey Details" (which is active and highlighted), and "Applicants' Clarifications". The main content area is titled "Site Survey Report" and contains a large text box labeled "Survey Report". Below this text box, there are three sections, each with a heading and a message: "1. Situational Map" with the message "ecptest.urugov.bd\_(22).png. The file is received. [Attach a File](#)", "2. Land Plot Plan" with the message "ecptest.urugov.bd\_(22).png. The file is received. [Attach a File](#)", and "3. Setbacks And Roads" with the message "ecptest.urugov.bd\_(22).png. The file is received. [Attach a File](#)". At the bottom right of the form, there are three buttons: "Save", "Next", and "Close". A red rounded rectangle highlights the "Survey Report" text box and the three sections below it. Another red rectangle highlights the "Save", "Next", and "Close" buttons.

Figure 15

Surveyor user will then click on **Send Survey Report** to forward the application to ATP, as shown in **Figure no 16**.

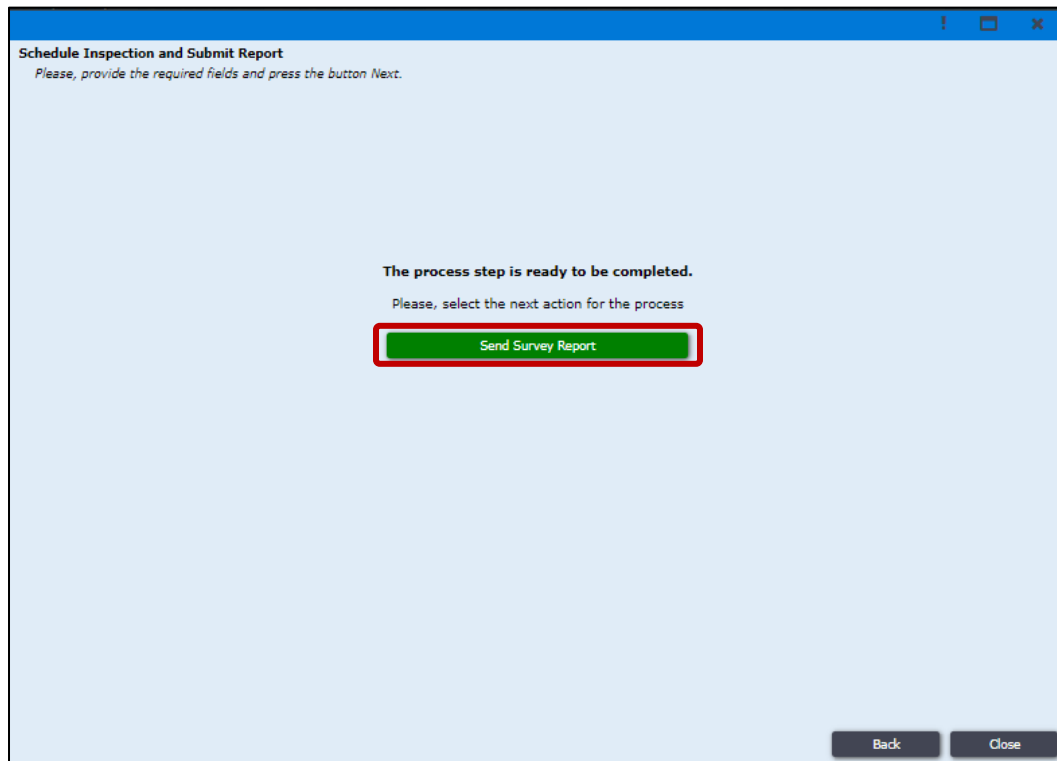


Figure 16

Assistant Town Planner will receive the application sent from the surveyor. ATP user will then login to the system and find the application in the **Incoming** section, where the user will click on the application, as shown in **Figure no 17**.

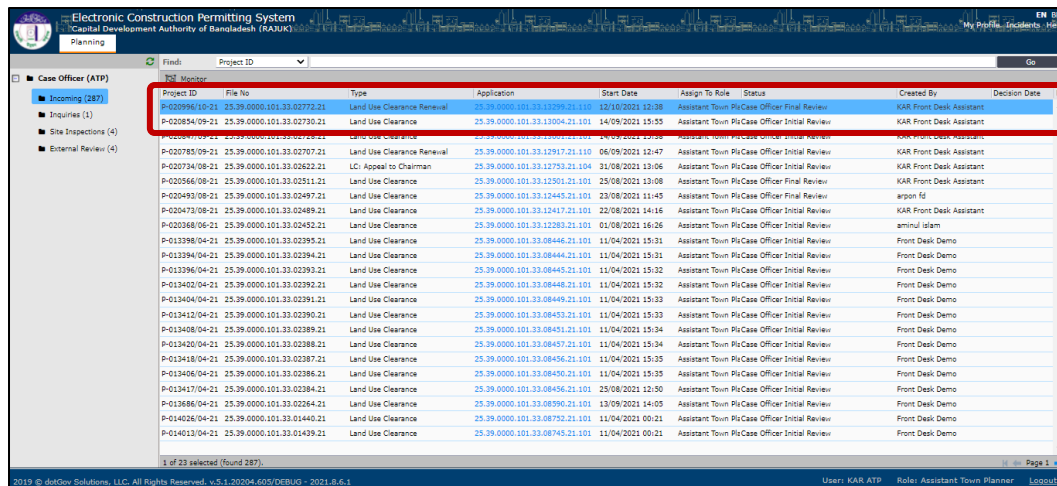


Figure 17

System will take the user to a new window where ATP user will find five different tabs (**Assignments**, **Initial Reviews**, **Survey Details**, **Final Comments** and **Applicants' Clarifications**). ATP user will go to **Survey Details** to check the Survey Report, Situational Map and other documents attached by the surveyor, as shown in **Figure no 18**.

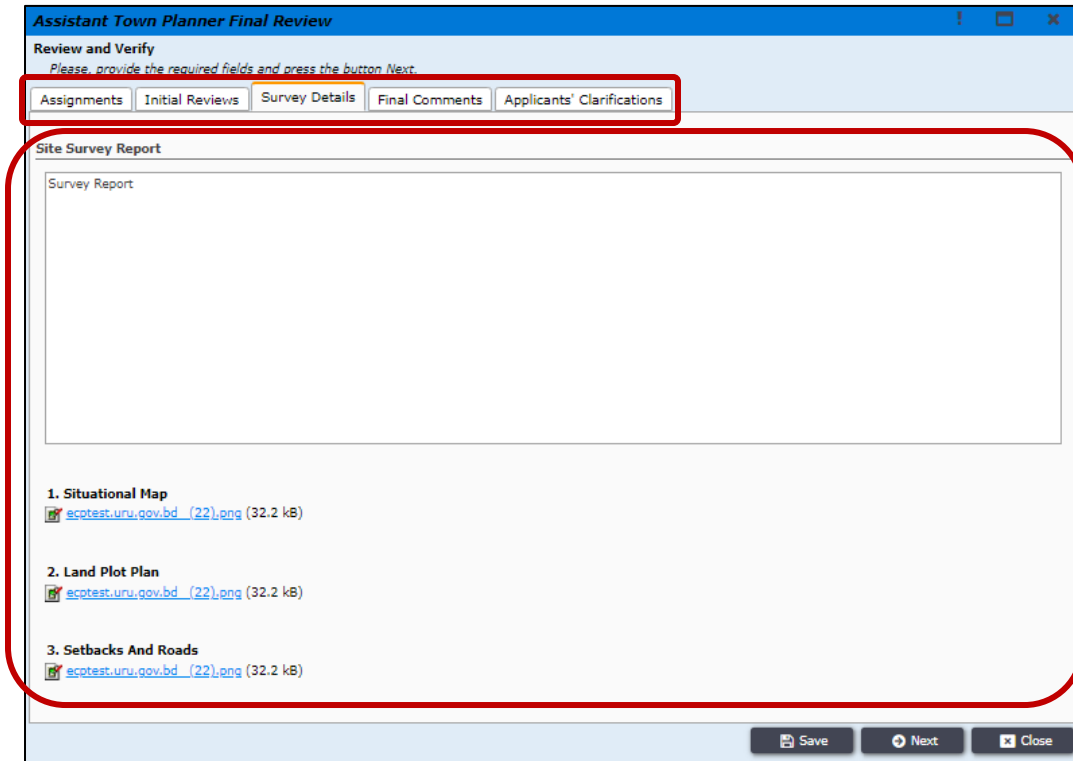


Figure 18

After checking all the document ATP user will go to the **Final Comments** tab and write his final comments and press **Next**, as shown in **Figure no. 19**.

The screenshot displays a software window titled "Assistant Town Planner Final Review". At the top, there is a "Review and Verify" section with a sub-instruction: "Please provide the required fields and press the button Next". Below this, a horizontal tab bar contains five tabs: "Assignments", "Initial Reviews", "Survey Details", "Final Comments", and "Applicants' Clarifications". The "Final Comments" tab is currently selected and highlighted with a yellow border. The main area of the window is a large text input field with the placeholder text "Assistant Town Planner Final Comments". At the bottom right of the window, there is a control bar with three buttons: "Save", "Next", and "Close". The "Next" button is highlighted with a yellow background. Red rectangular boxes are drawn around the tab bar and the bottom control bar.

Figure 19



ATP user will then click on **Submit to Deputy Town Planner** button to forward the application to DTP, as shown in **Figure no. 20**.

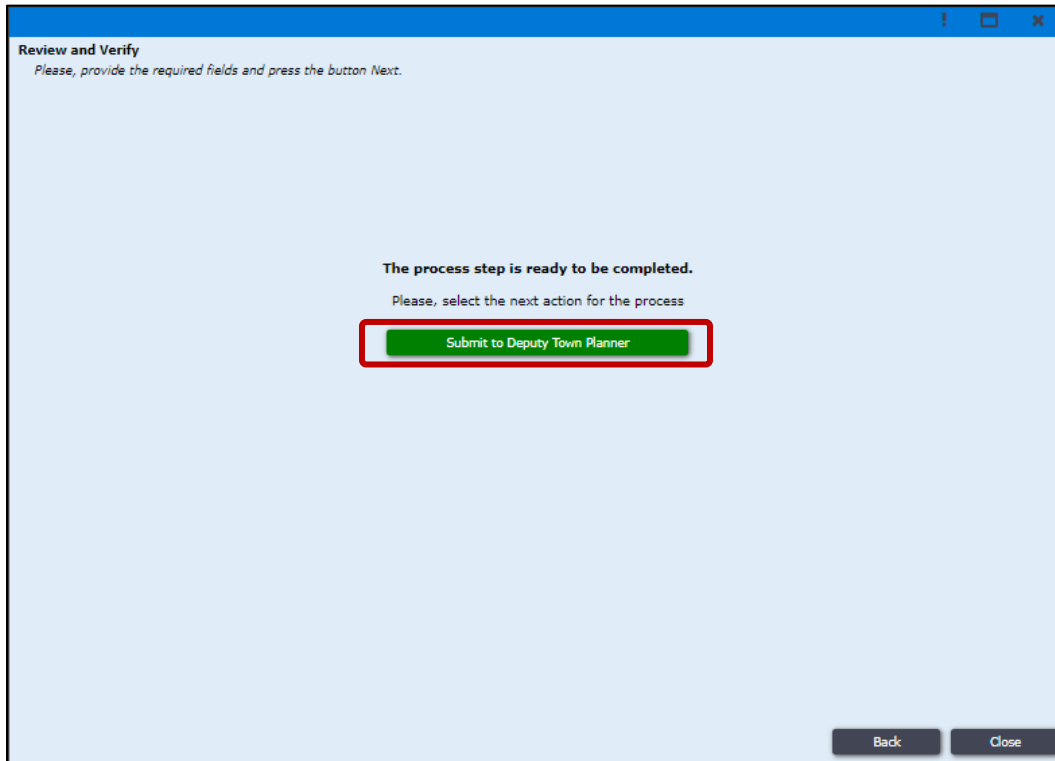


Figure 20

Deputy Town Planner will receive the application sent from the Assistant Town Planner. DTP user will then login to the system and find the application in the **Incoming** section, where the user will click on the application, as shown in **Figure no 21**.

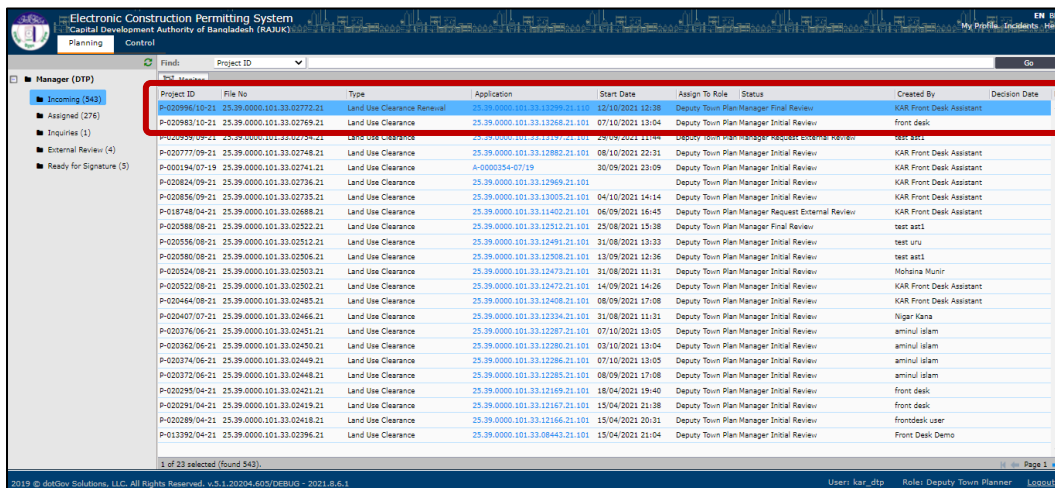


Figure 21

System will take the user to a new window where DTP user will find five different tabs (**Assignments**, **Initial Reviews**, **Survey Details**, **Final Comments** and **Applicants Clarifications**). DTP user will go to **Survey Details** to check the Survey Report, Situational Map and other documents attached by the surveyor, as shown in **Figure no 22**.

The screenshot displays a web application window titled "Deputy Town Planner Final Review". The window has a blue header bar with the title and standard window controls. Below the header, there is a section titled "Make Final Review" with a prompt: "Please, provide the required fields and press the button Next." Below this prompt, there are five tabs: "Assignments", "Initial Reviews", "Survey Details", "Final Comments", and "Applicants' Clarifications". The "Survey Details" tab is currently selected and highlighted. The main content area of the "Survey Details" tab is titled "Site Survey Report" and contains a large text area labeled "Survey Report". Below the text area, there are three sections of attached documents, each with a thumbnail icon, a filename, and a size: 1. Situational Map (ecotest.unu.gov.bd\_(22).png, 32.2 kB), 2. Land Plot Plan (ecotest.unu.gov.bd\_(22).png, 32.2 kB), and 3. Setbacks And Roads (ecotest.unu.gov.bd\_(22).png, 32.2 kB). At the bottom right of the window, there are three buttons: "Save", "Next", and "Close".

Figure 22

After checking all the document DTP user will go to the **Final Comments** tab to check the final comments made by the ATP user and write his final comments and press Next, as shown in **Figure no. 23**.

The screenshot displays a software window titled "Deputy Town Planner Final Review". At the top, it says "Make Final Review" and "Please, provide the required fields and press the button Next." Below this is a tabbed interface with five tabs: "Assignments", "Initial Reviews", "Survey Details", "Final Comments", and "Applicants' Clarifications". The "Final Comments" tab is currently selected and highlighted with a red box. The main area of the window is divided into two sections. The first section is titled "Deputy Town Planner Final Comments" and contains a large text input field with the placeholder text "Deputy Town Planner Final Comments". The second section is titled "Assistant Town Planner Final Comments" and contains a similar text input field with the placeholder text "Assistant Town Planner Final Comments". At the bottom right of the window, there is a row of three buttons: "Save", "Next", and "Close", which are also highlighted with a red box.

Figure 23

DTP user will then click on **Submit to Town Planner** button to forward the application to TP, as shown in **Figure no. 24**.

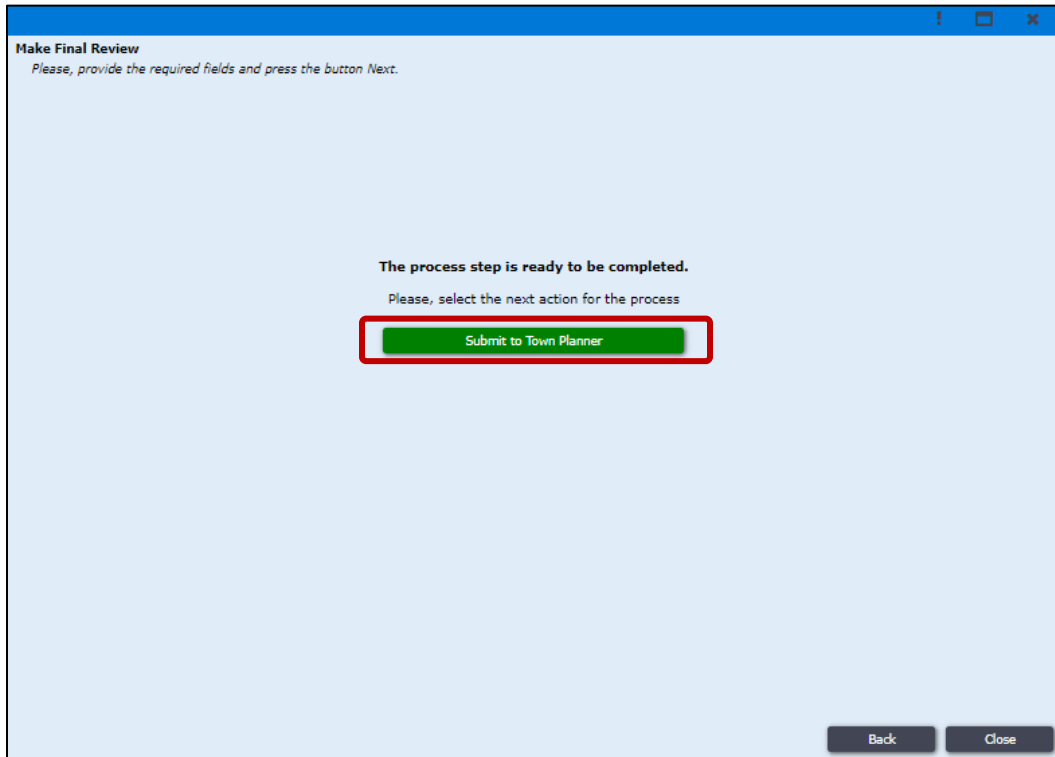


Figure 24

Town Planner will receive the application sent from the Deputy Town Planner. TP user will then login to the system and find the application in the **Incoming** section, where the user will click on the application, as shown in **Figure no 25**.

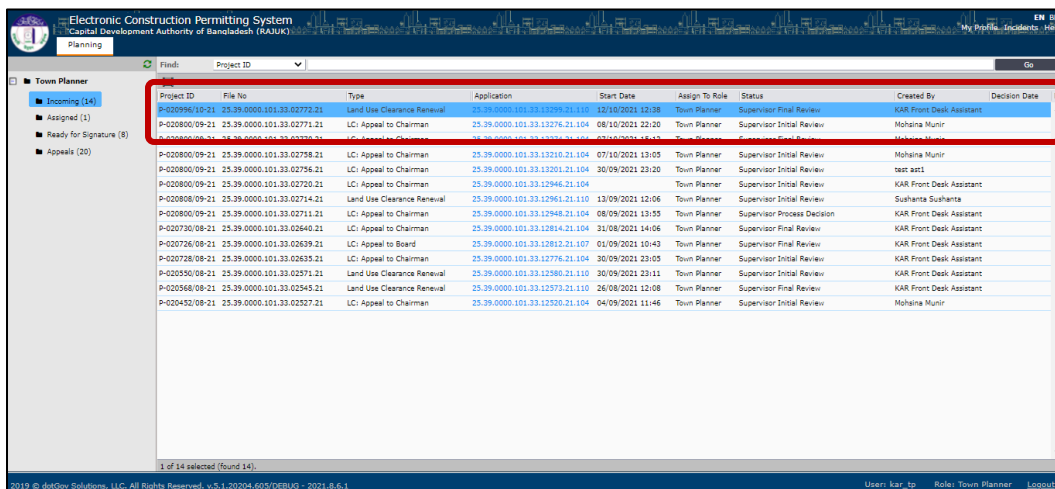


Figure 25

System will take the user to a new window where TP user will find five different tabs (**Assignments**, **Initial Reviews**, **Survey Details**, **Final Comments** and **Applicants Clarifications**), as shown in **Figure no 26**.

The screenshot shows a web application window titled "Town Planner Final Review". The window has a blue header bar with the title and standard window controls. Below the header, there is a section titled "Review and Make a Decision" with a sub-instruction: "Please provide the required fields and press the button Next".

A horizontal tab bar is located below the instruction, containing five tabs: "Assignments", "Initial Reviews", "Survey Details", "Final Comments", and "Applicants' Clarifications". The "Assignments" tab is currently selected and highlighted with a red border.

Below the tabs, the form is divided into two main sections. The first section contains the following fields:

- Case No: 25.39.0000.101.33.027
- Start Date: 12/10/2021
- Construction Project: P-020996/10-21
- LC Application: 25.39.0000.101.33.13299.21.110
- Applicant: Robin

The second section, titled "Assignments", contains the following fields:

- Deputy Town Planner: DTP User
- Assistant Town Planner: ATP User
- Surveyor: Surveyor Demo
- Tracer: Tracer Demo
- Draftsman: Draftsman Demo

At the bottom right of the window, there are three buttons: "Save", "Next", and "Close".

Figure 26

TP user will go to **Survey Details** to check the Survey Report, Situational Map and other documents attached by the surveyor, as shown in **Figure no 27**.

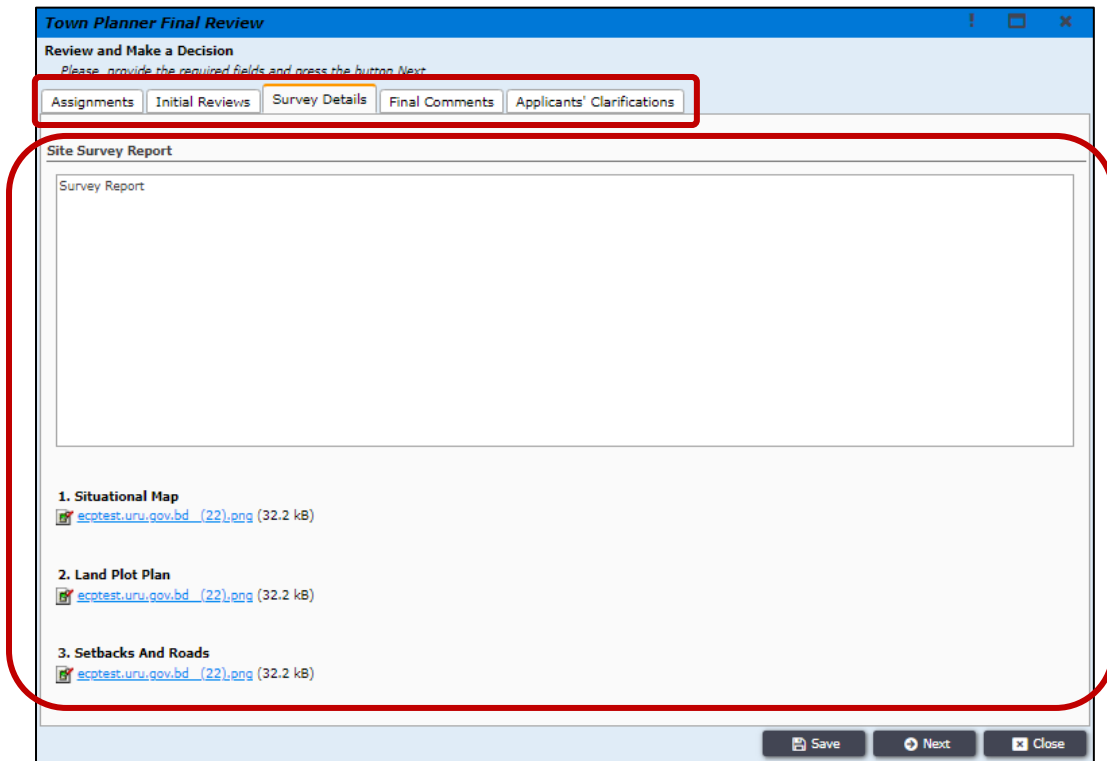


Figure 27

After checking all the document TP user will go to the **Final Comments** tab to check the final comments made by the ATP and DTP user and write his final comments and press Next, as shown in **Figure no. 28**.

Figure 28

Town Planner will then take his decision about the application and click on **Accept** if the application is satisfactory or the user might click on **Reject** if the application is not acceptable, as shown in **Figure no. 29**.

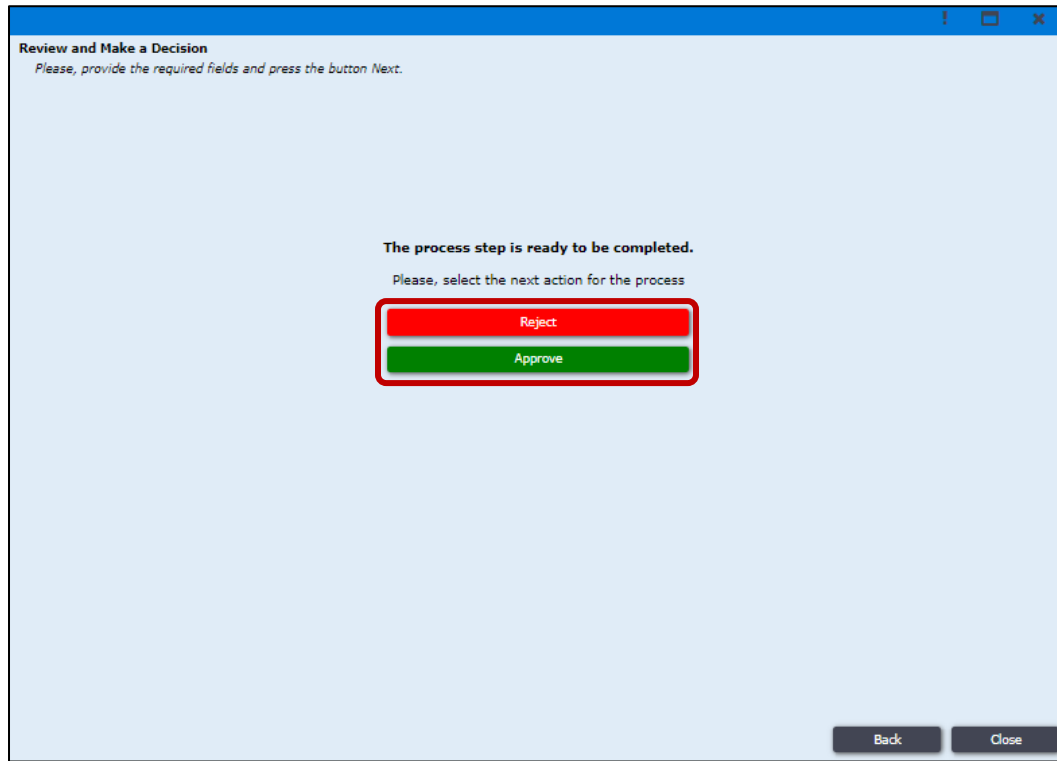


Figure 29

The application will be moved to **Ready for Signature** section after the decision from TP user, as shown in **Figure no. 30**.

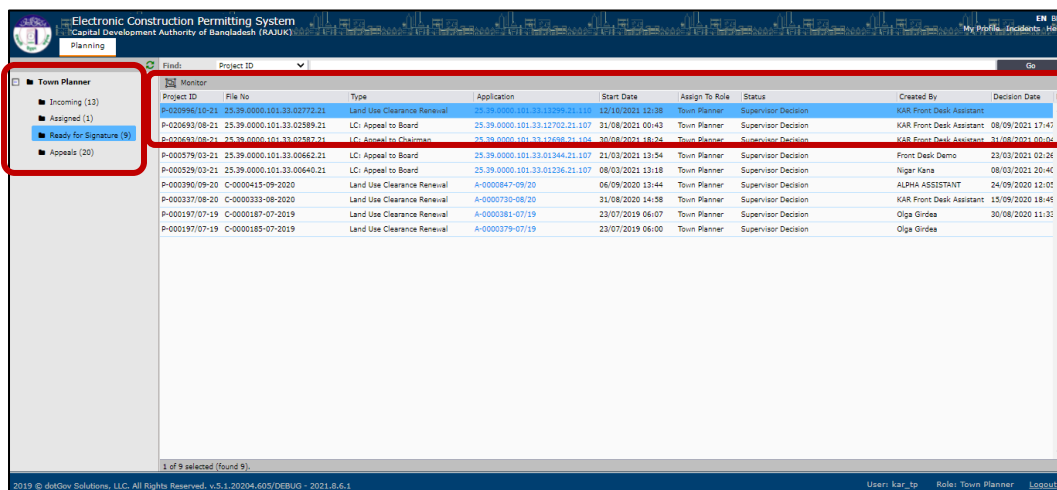


Figure 30



Then the Town Planner will have to click on the application and the system will take the user to a new window where the TP user will have to write his **Aproval Notes**, as shown in **Figure no. 31**.

**Land Use Clearance Renewal (Form 111)**

Prepare Land Use Clearance Renewal  
Please, provide the required fields and press the button Next.

Case No: 25.39.0000.101.33.02772.21

Construction Project: P-020996/10-21

LC Application: 25.39.0000.101.33.13299.21.110

Applicant: Robin

Clearance

Clearance No: D-0001535-10-21

Date of Issue: 12/10/2021

**Approval Notes**

Approval Note from TP

Save Next Close

Figure 31

Then the system will show the approval letter generated by the system. Town planner will check the letter and click on **Next** button to proceed forward, as shown in **Figure no 32**.

**Print preview**

**Prepare Land Use Clearance Renewal**  
Please, provide the required fields and press the button Next.

DocumentReport.aspx 1 / 1 56%

**RAJDHANI UNNAYAN KARTIPAKKHA**  
DEVELOPMENT CONTROL SECTION  
RAJUK BUILDING, DHAKA-1000  
PEOPLES REPUBLIC OF BANGLADESH  
<http://www.landdha.gov.bd> [info@landdha.gov.bd](mailto:info@landdha.gov.bd)

**RENEWAL OF LAND USE CLEARANCE**  
Form 111, Ref. Rule 7  
Clearance No: D-0001335-10-21  
Date of issue: 12 October 2021

**A. APPROVAL LETTER**  
Mr/Mrs. **Robin**  
In consideration of your application 25.39.0000.101.33.13299.21.110 for renewal of land, it is hereby renewed up to day month year .

**B. LAND PLOT DESCRIPTION**

|                                 |                           |
|---------------------------------|---------------------------|
| C/S/R/S Plot No: 105            | Plot Area: m <sup>2</sup> |
| Thana:                          | North Side: m             |
| Mouza: <b>Dakshin Baktarpur</b> | South Side: m             |
| Ward:                           | West Side: m              |
| Block No:                       | East Side: m              |
| Sheet No:                       | North West Side: m        |
| Ward No:                        | North East Side: m        |
| Sector No:                      | South West Side: m        |
| Name of Road:                   | South East Side: m        |

**C. OCCUPANCY TYPE**  
A. Residential A-1. Single Family

**D. SIGNATURE**

 TP User  
12th day of October 2021

1

Previous Next Close

Figure 32

Town planner will the Download the approval letter by clicking on **Download PDF** button, as shown in **Figure no. 33.**

**e-Sign and Upload**

**Prepare Land Use Clearance Renewal**

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

1. Please download application to apply your digital signature

**Download PDF**

2. 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**

**Validate**

**Previous Save Next Close**

Figure 33

Later TP will digitally sign the pdf document and upload it by clicking on **Attach a File** and then click on **Validate button**, and click on **Next** button, as shown **Figure no 34**.

**e-Sign and Upload**

**Prepare Land Use Clearance Renewal**  
Please, provide the required fields and press the button Next.

1. Please download application to apply your digital signature

[Download PDF](#)

2. Sign it using JSignPdf 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](#)

[Validate](#)

**Signature Verification Completed**

✔ Document digital signature has been successfully verified.

Subject: Hrant Darbinyan  
Issuer: Doha House, BD, Dhaka, Dohatec New Media  
Valid from: Tuesday, December 11, 2018 11:43:00 AM  
Valid to: Wednesday, December 11, 2019 11:43:00 AM  
Serial Number: 42187ad3c084017f25b0

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

Figure 34

Town Planner will the click on **Send Official Response** button to the the response to the Applicant, as shown in **Figure no 35**.

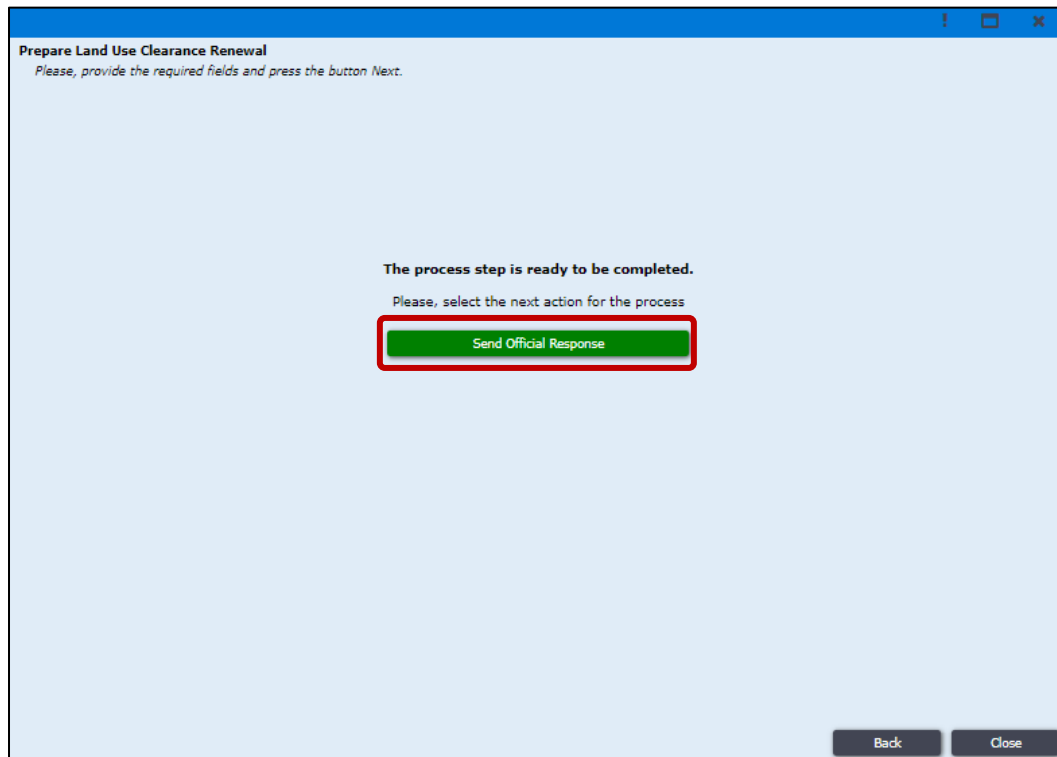


Figure 35