**LUC 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 Land Use Clearance 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***

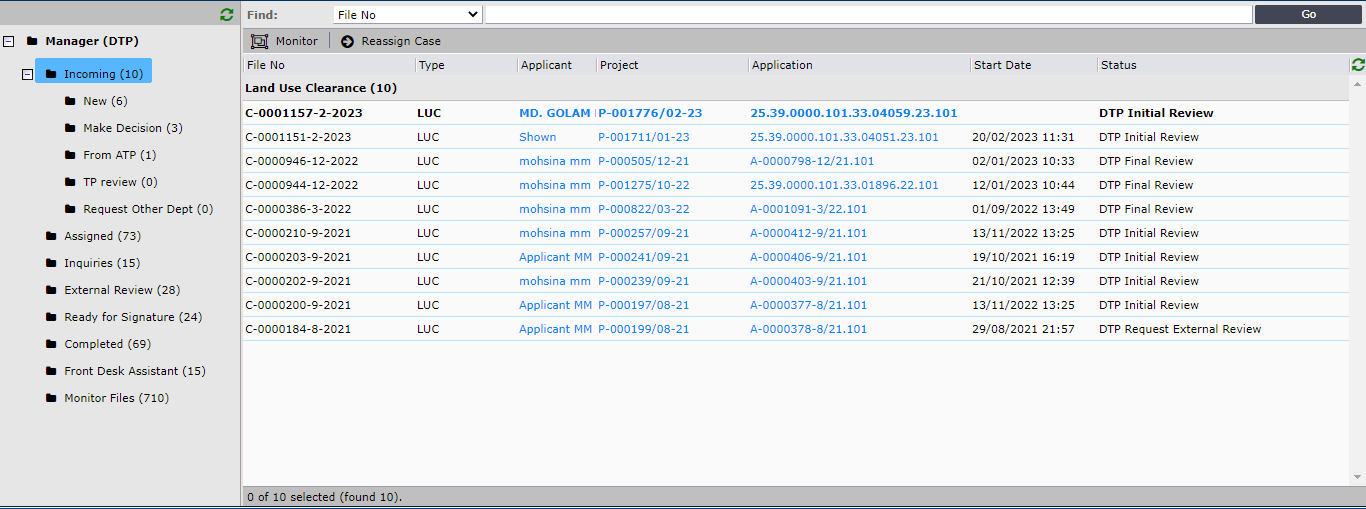
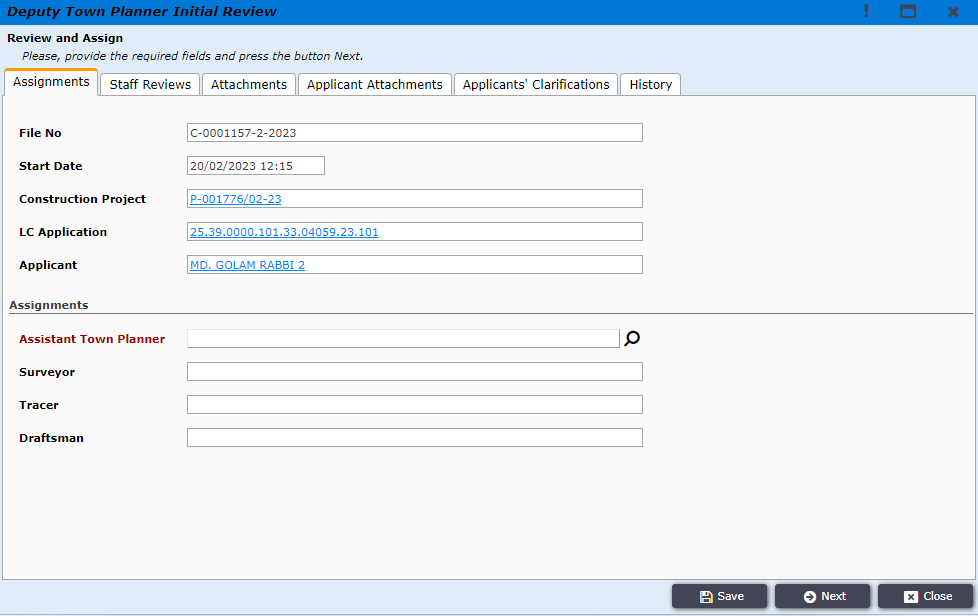
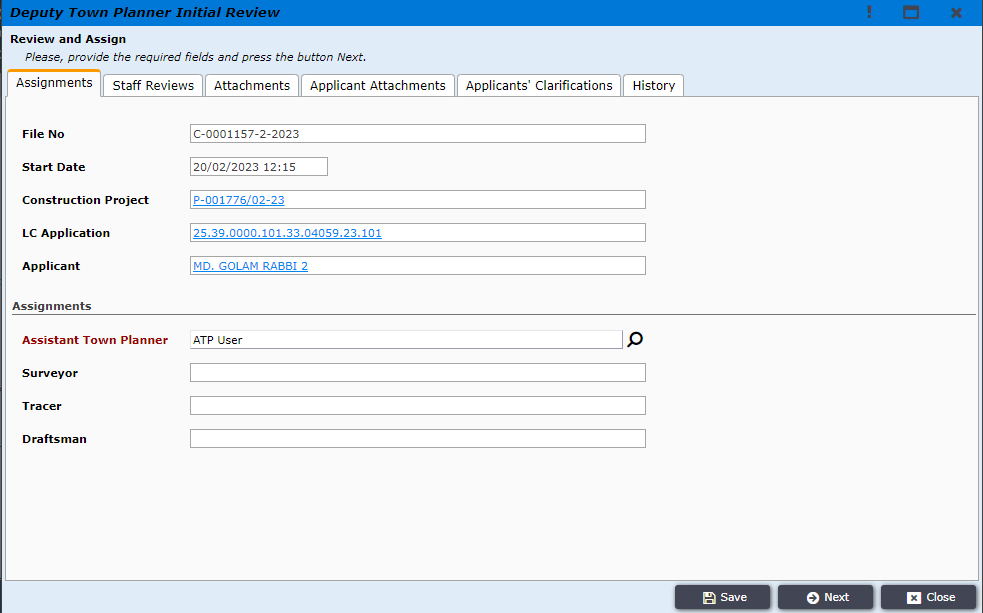


Figure 1

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.***

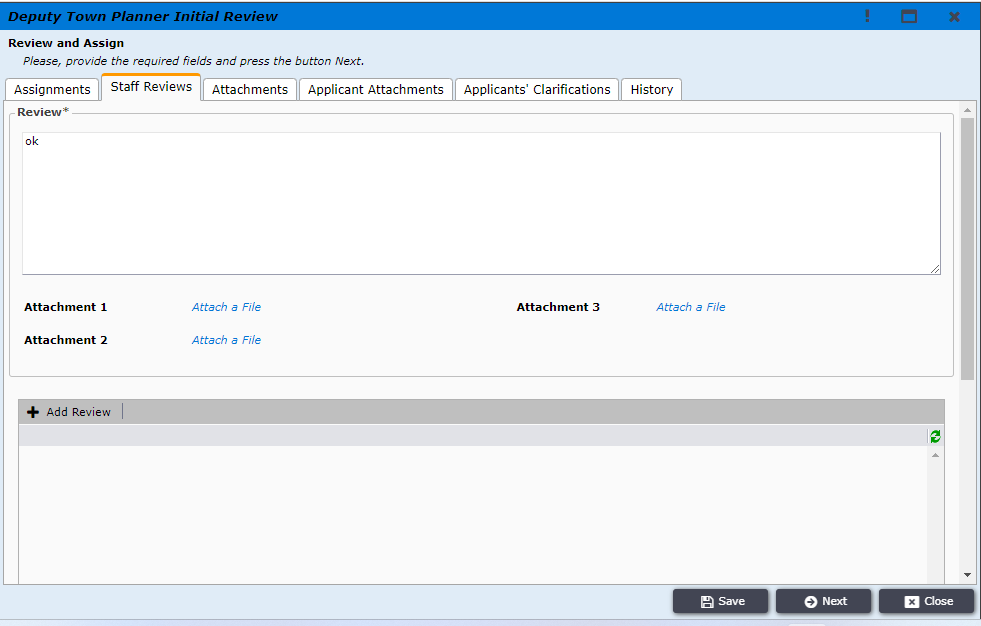


*Figure 2*



*Figure 3*

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



*Figure 4*

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

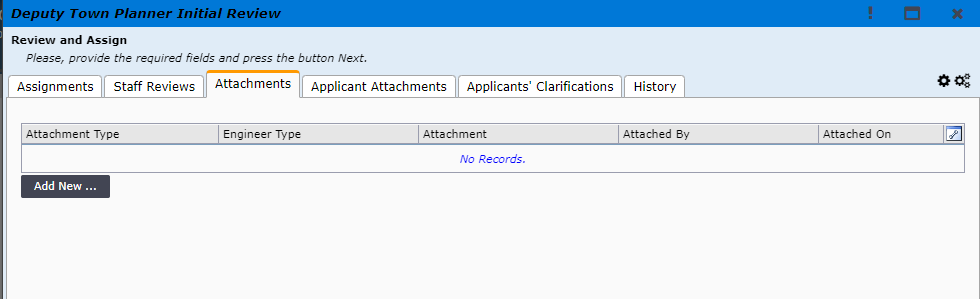
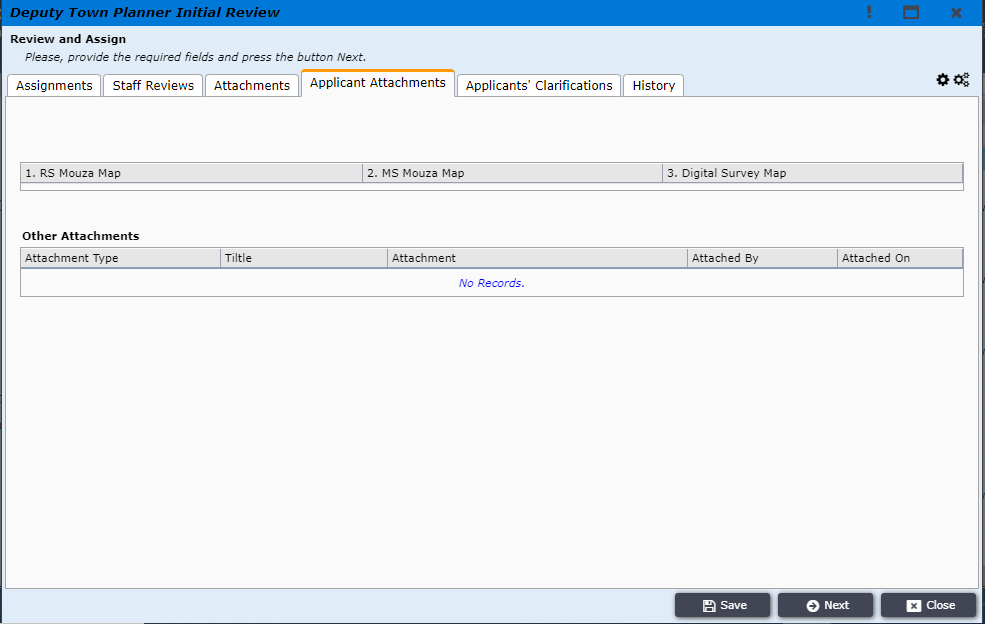


Figure 5

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

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*Figure 6*

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

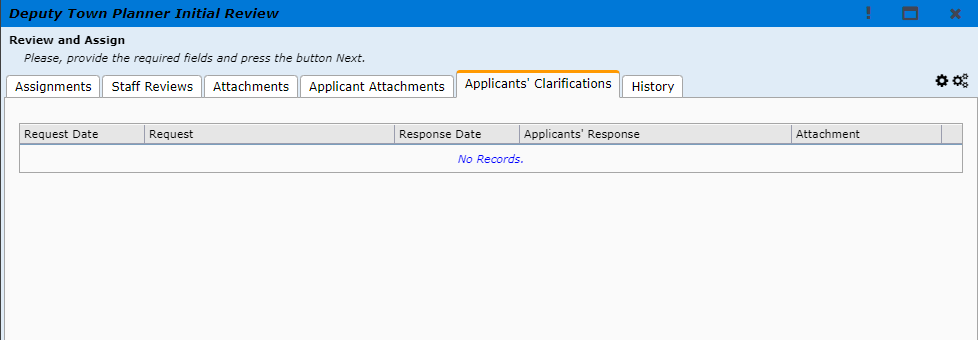


Figure 7

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***

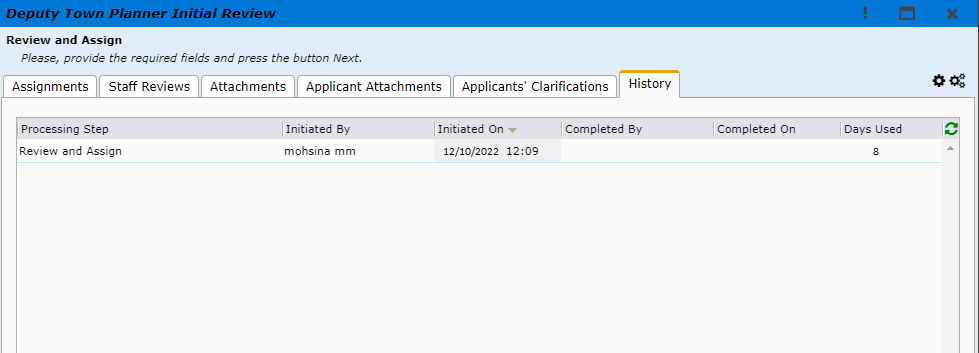


Figure 8

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***

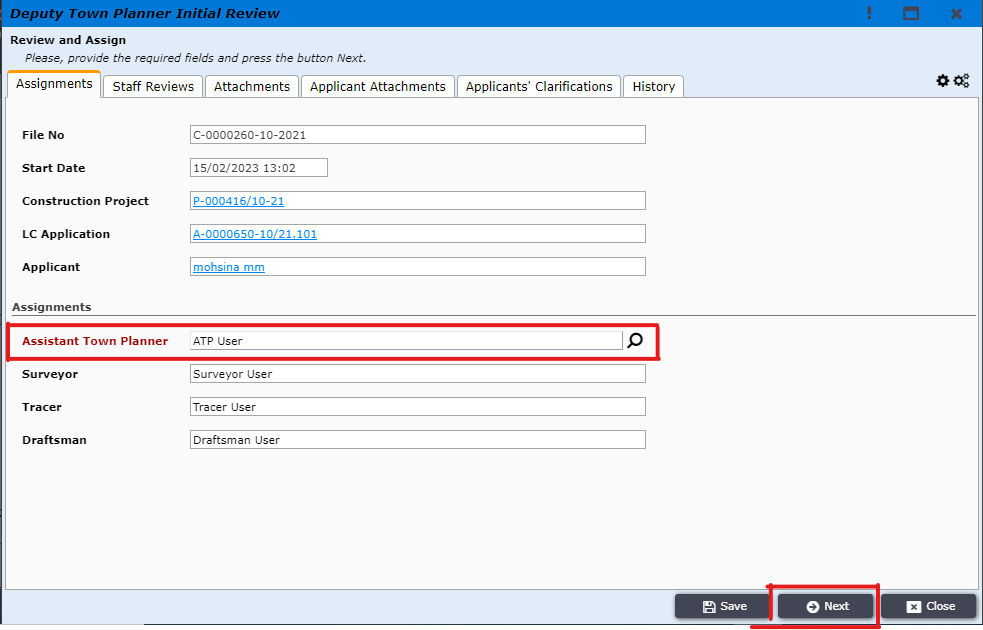


Figure 9

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***

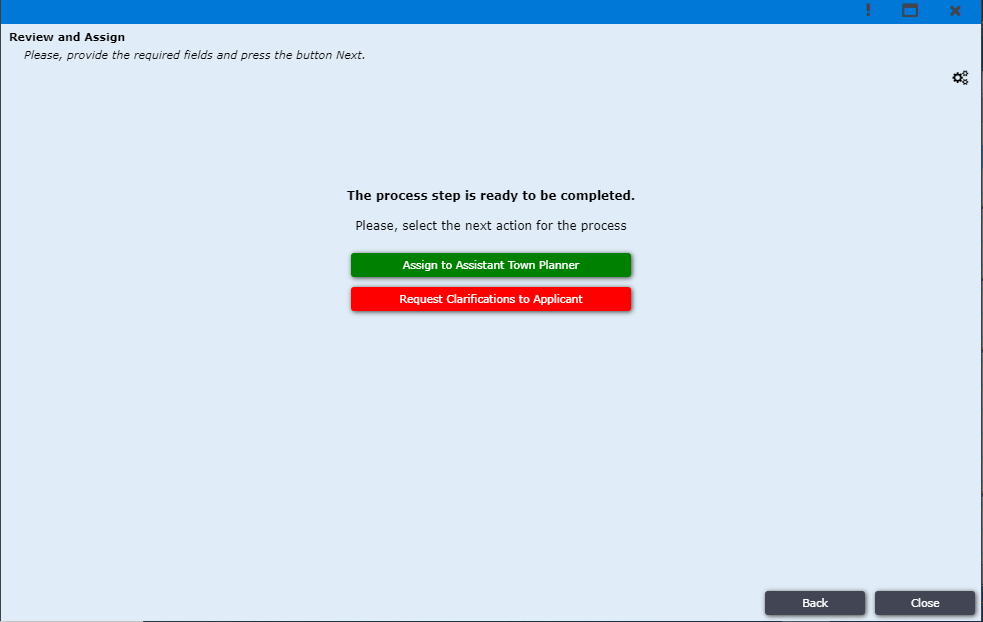


Figure 10

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***

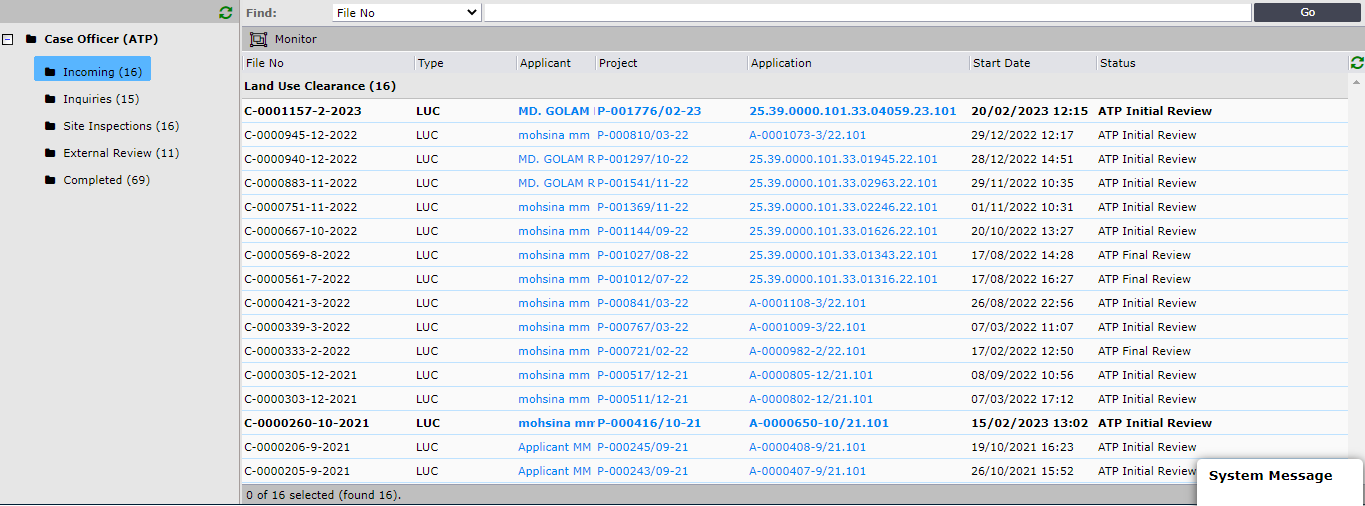


Figure 11

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***

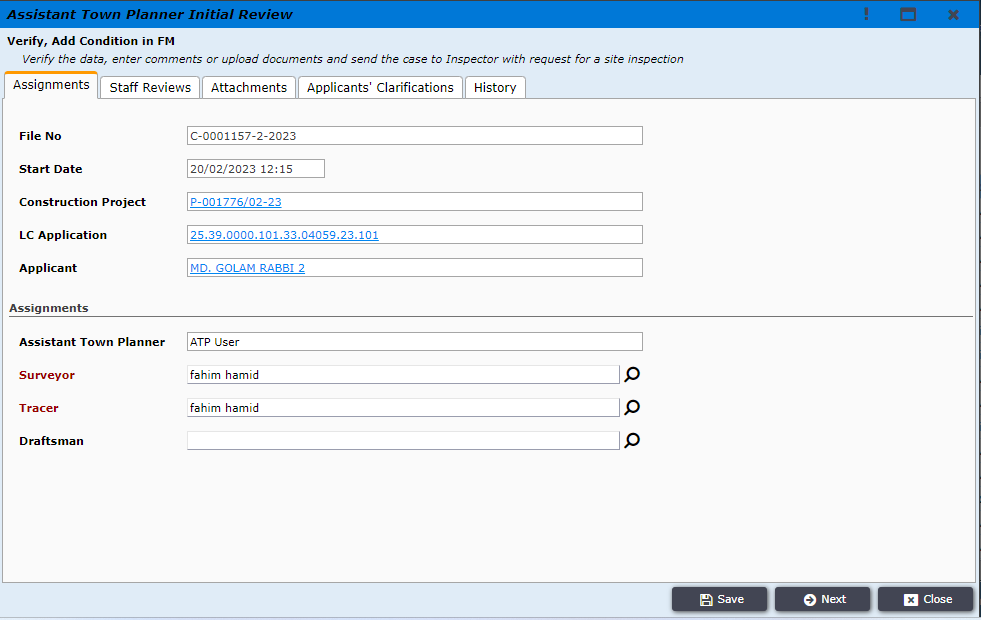


Figure 12

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***

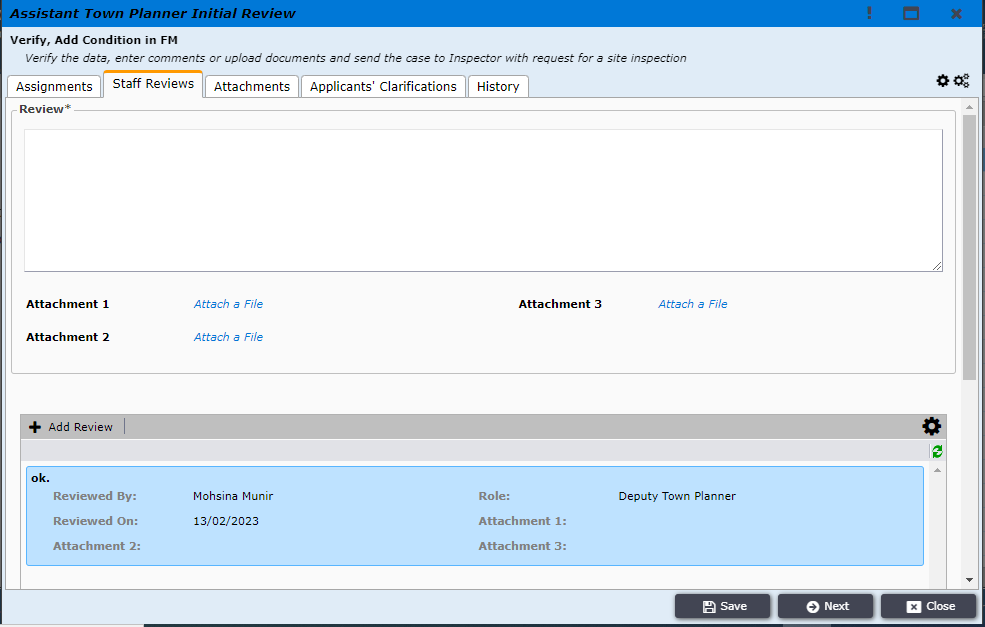


Figure 13

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***

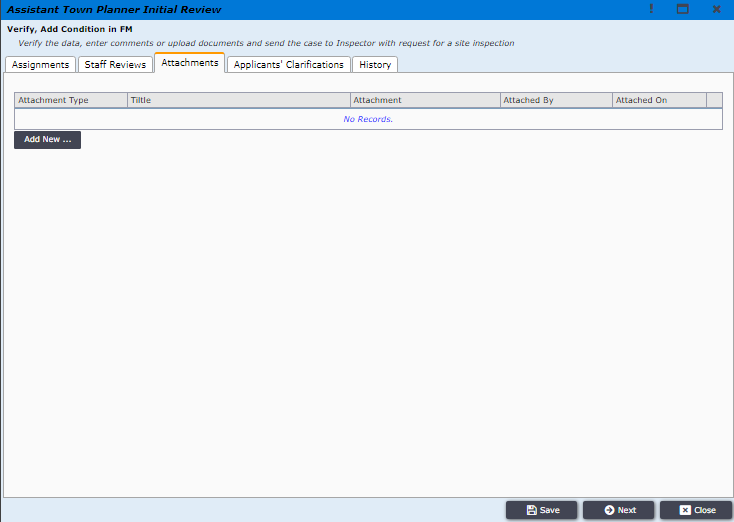


Figure 14

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***

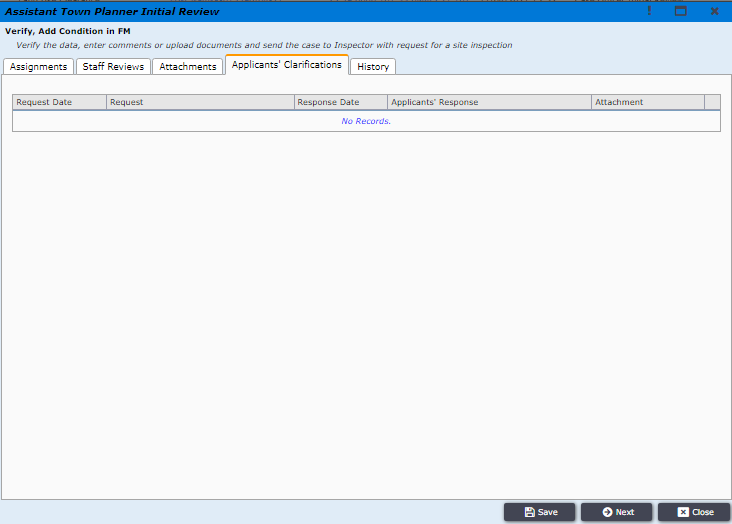


Figure 15

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***

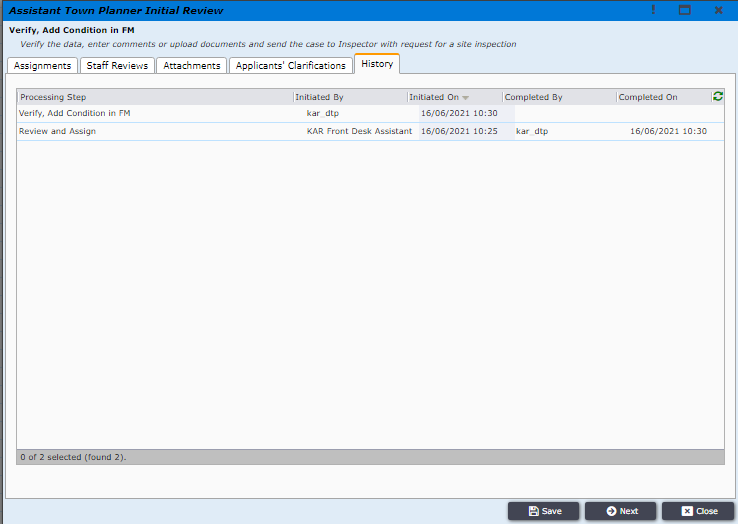


Figure 16

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***

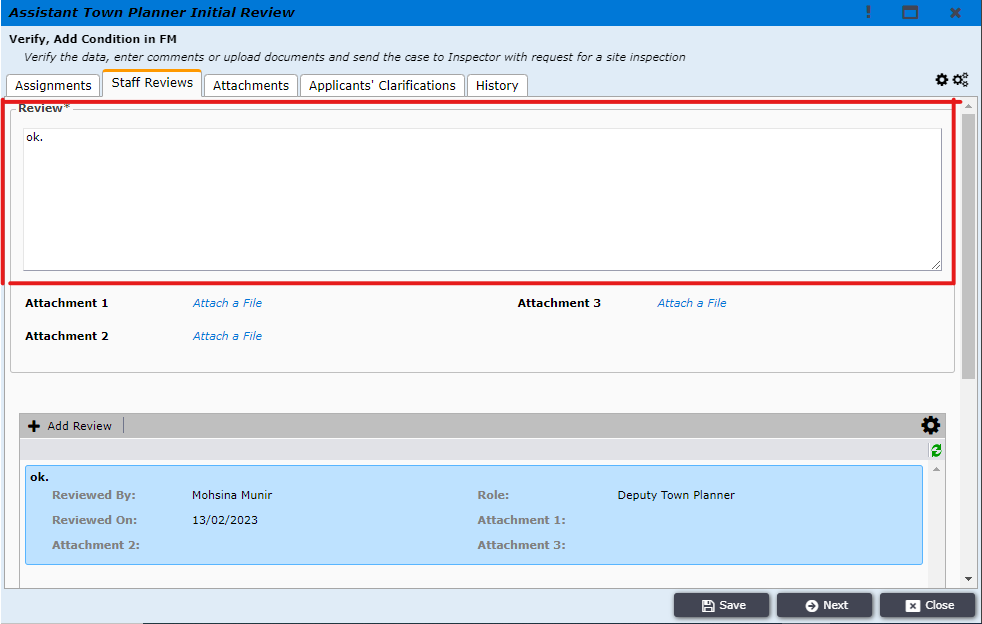


Figure 17

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

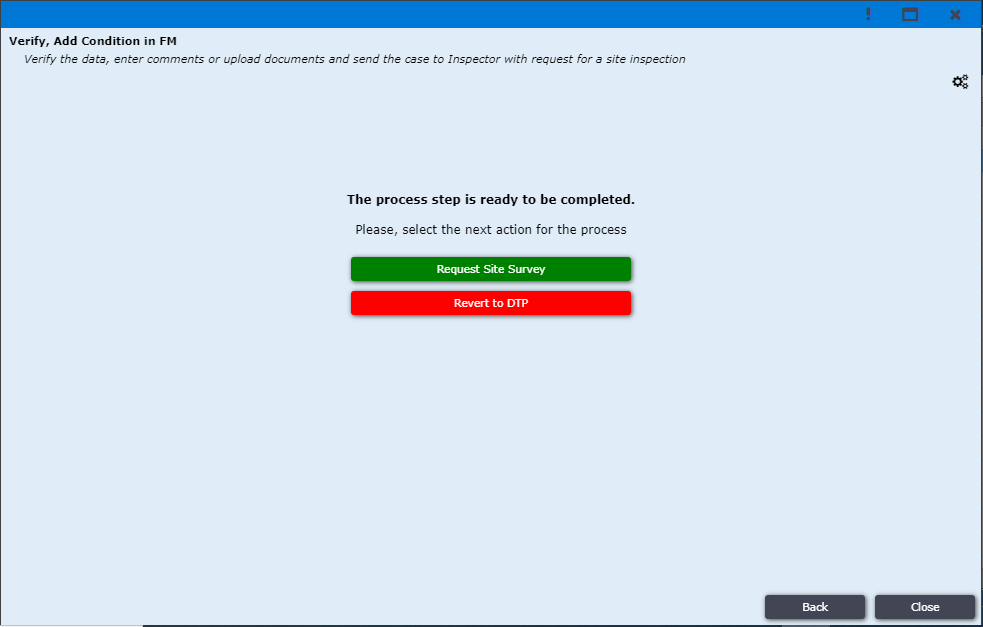


Figure 18

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.

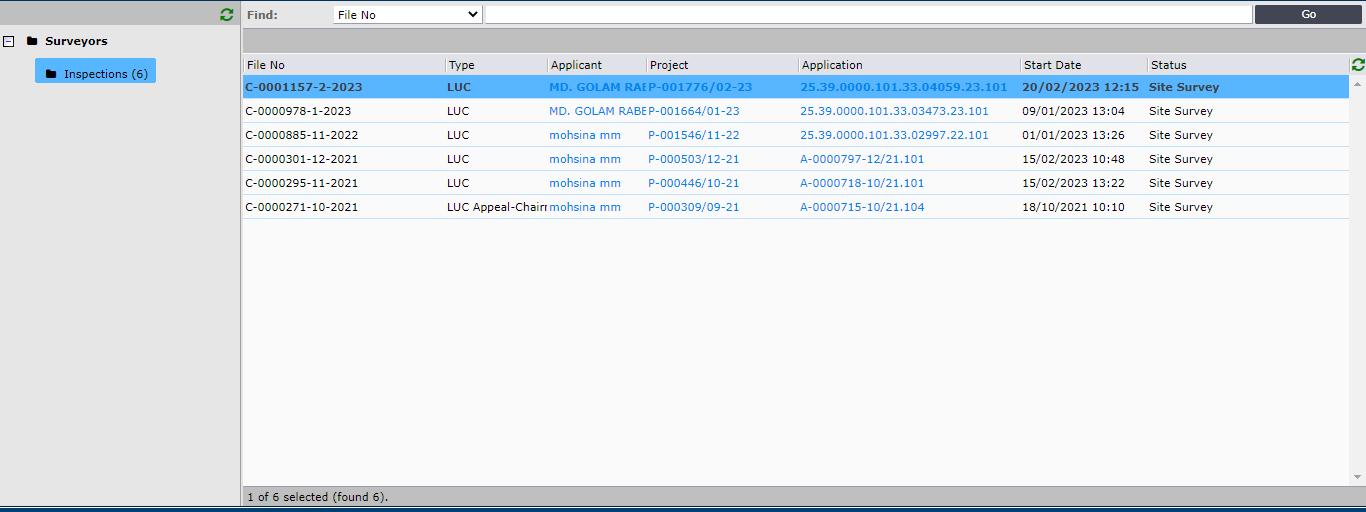


Figure 19

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***

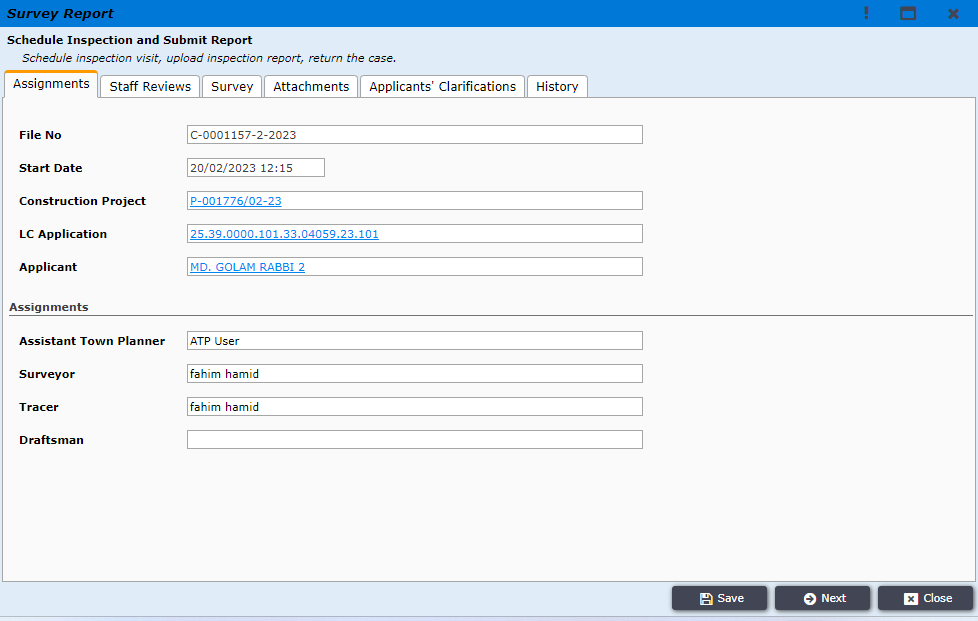


Figure 20

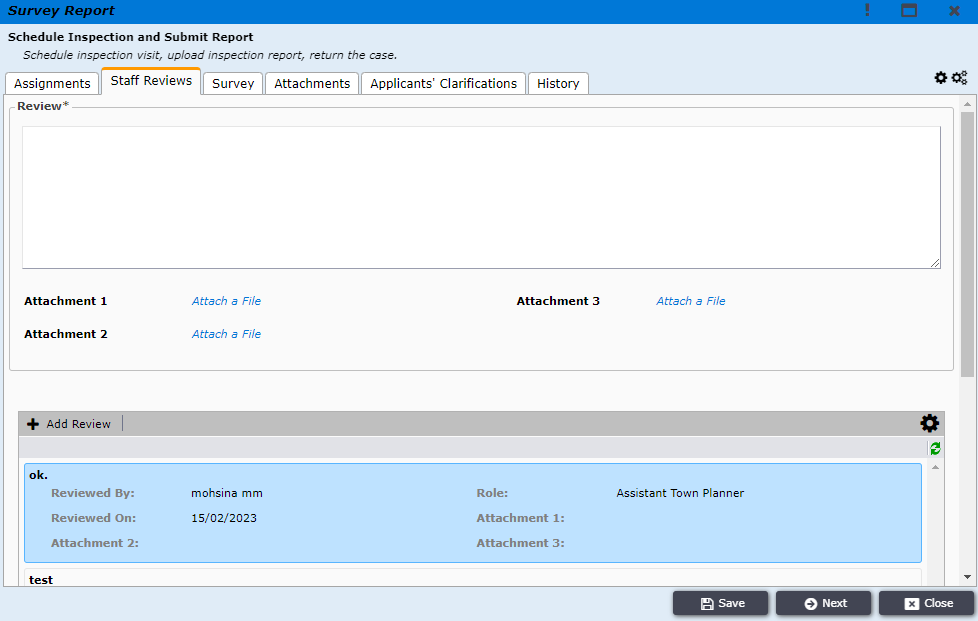
In the ***Staff Reviews*** tab Surveyor will be able to view the initial review comments made by DTP and ATP. As shown in ***Figure 21***

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***

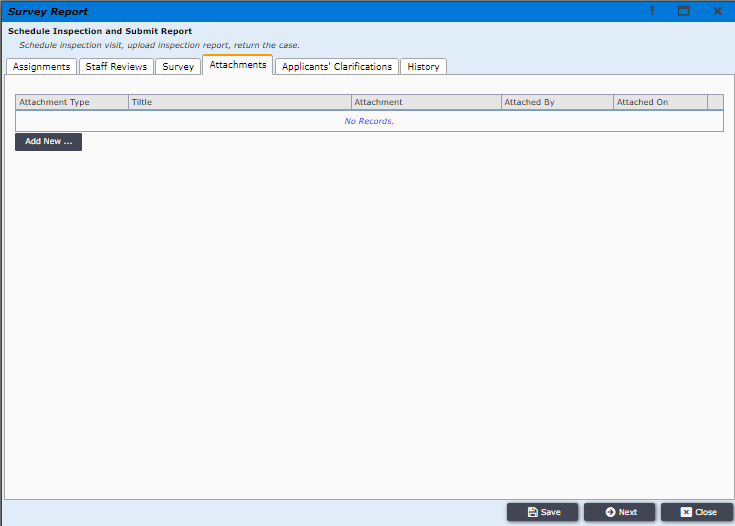


Figure 22

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***

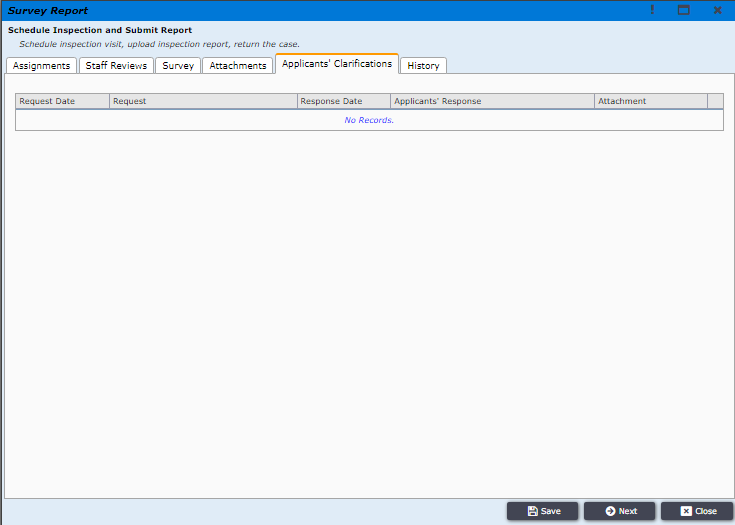


Figure 23

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***

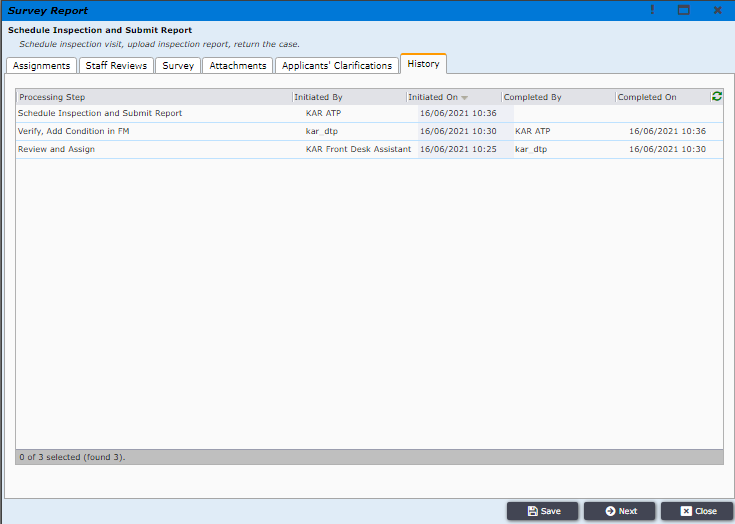


Figure 24

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***

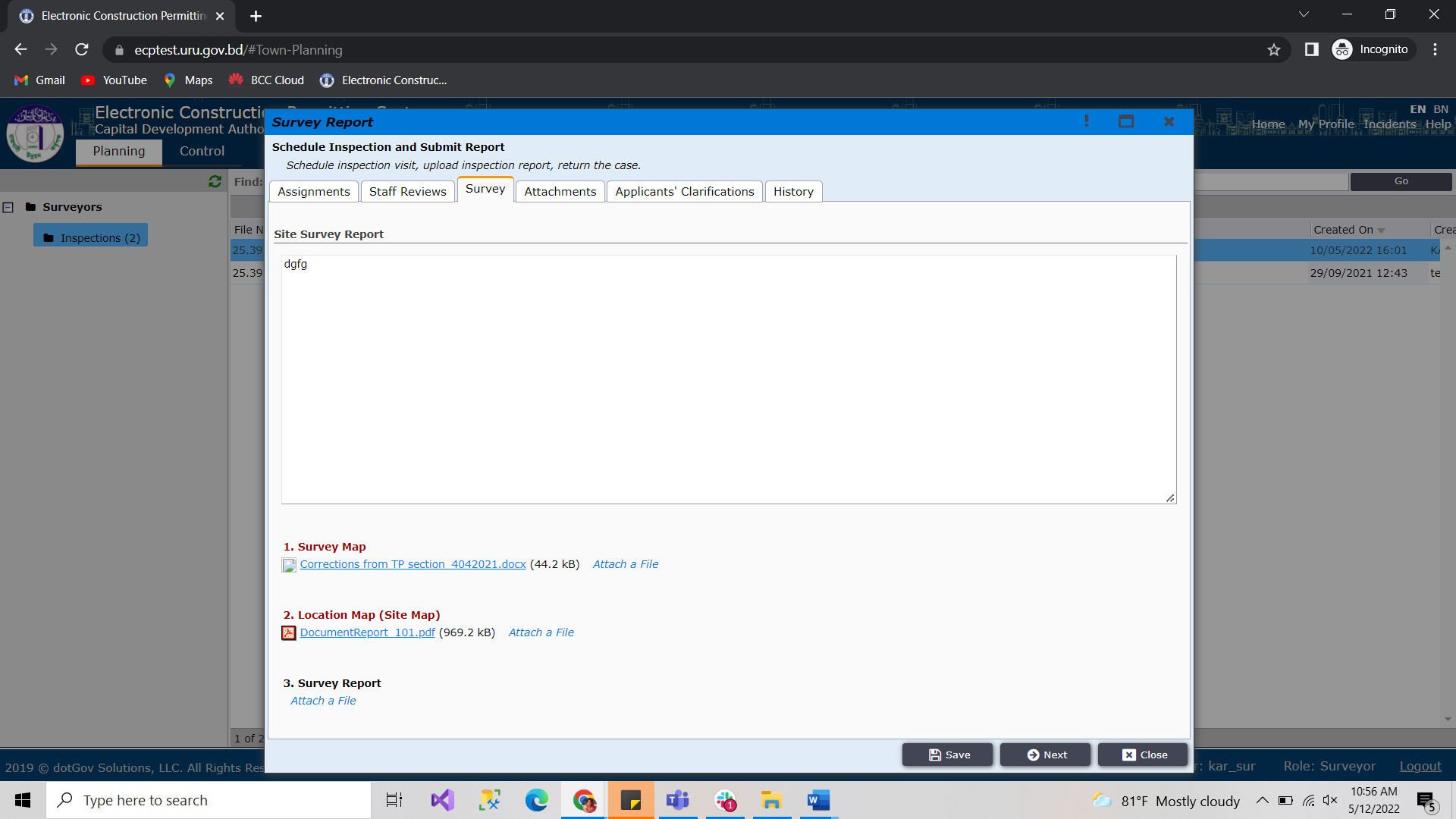


Figure 25

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

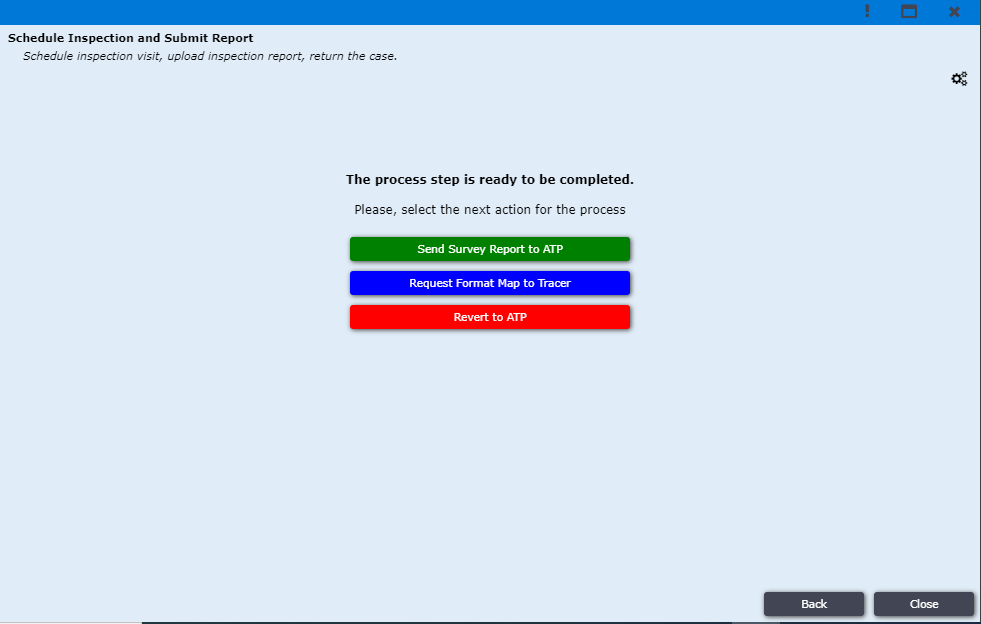


Figure 26

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.

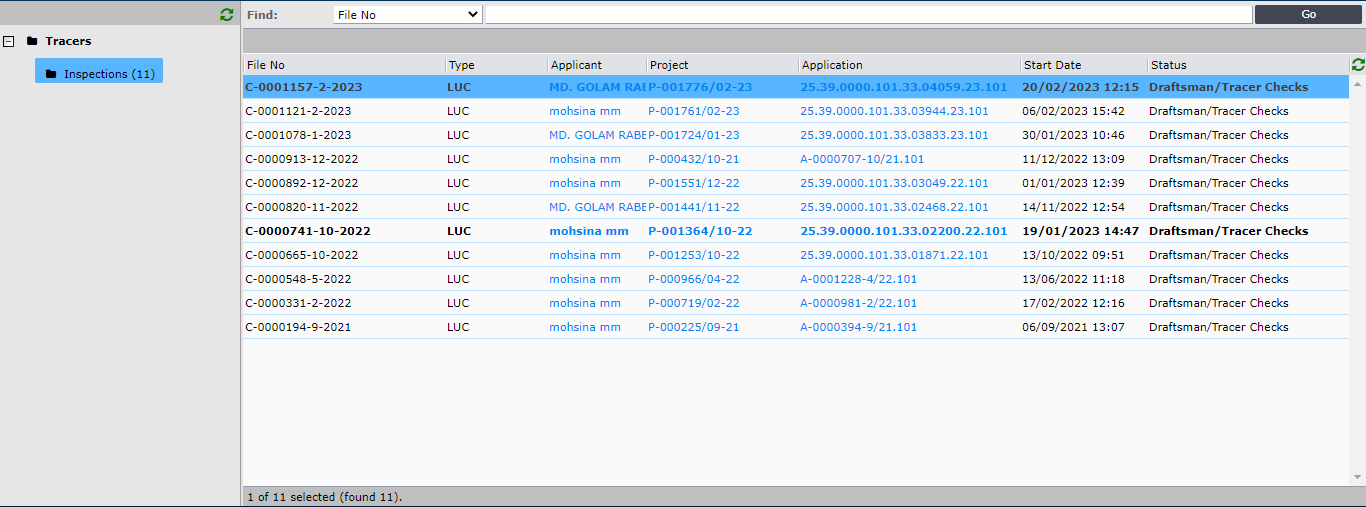


Figure 27

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***

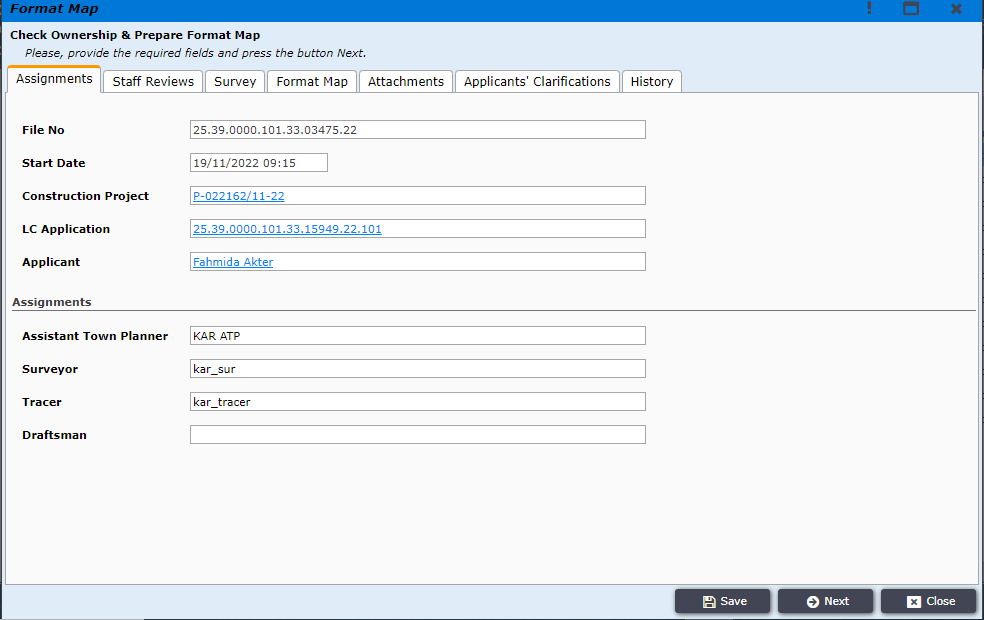


Figure 28

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

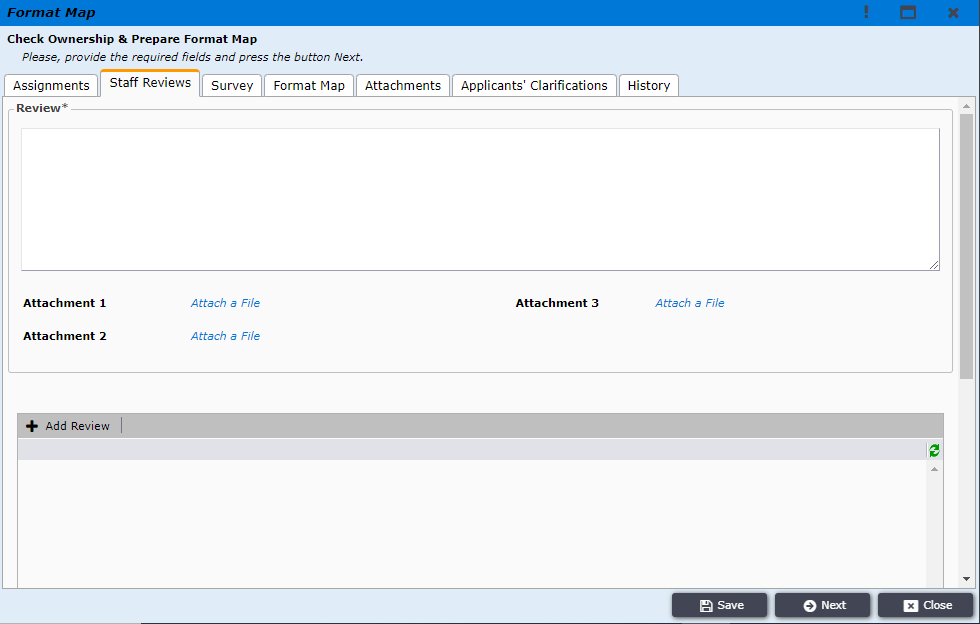


Figure 29

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***

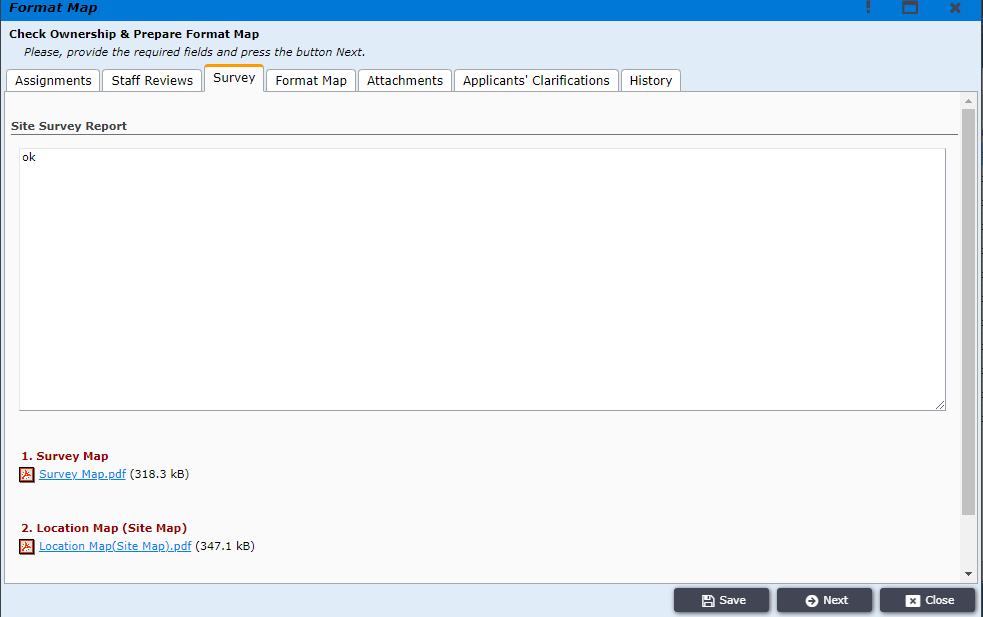
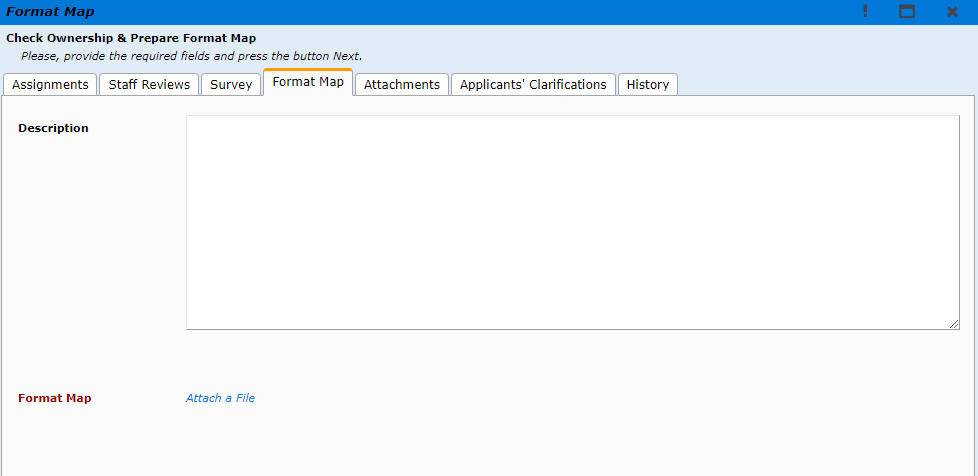


Figure 30

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

*Figure 31*

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

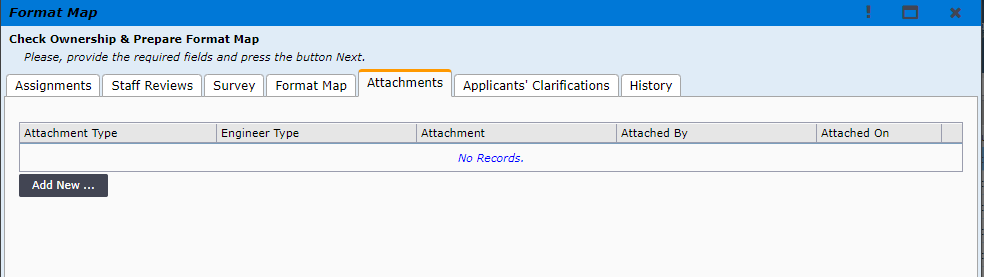


Figure 32

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

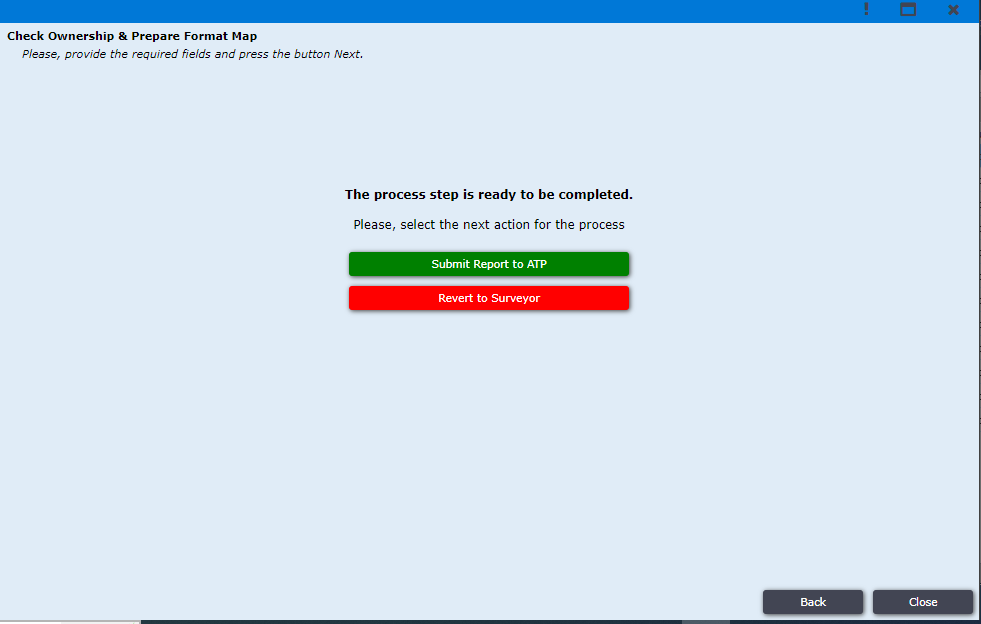


Figure 33

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***

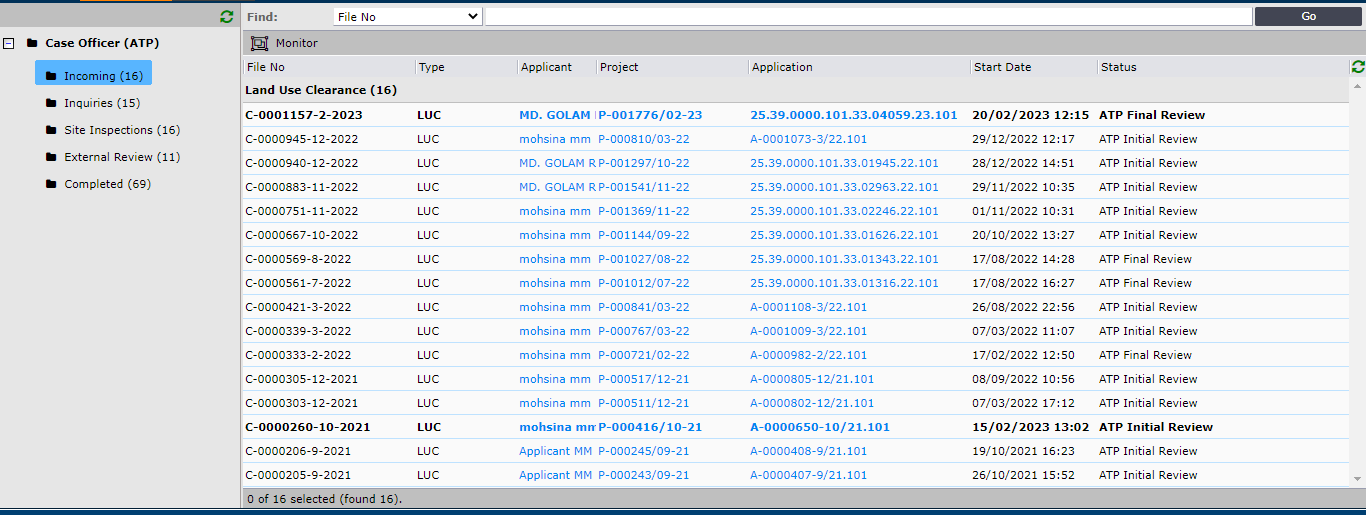


Figure 34

***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***

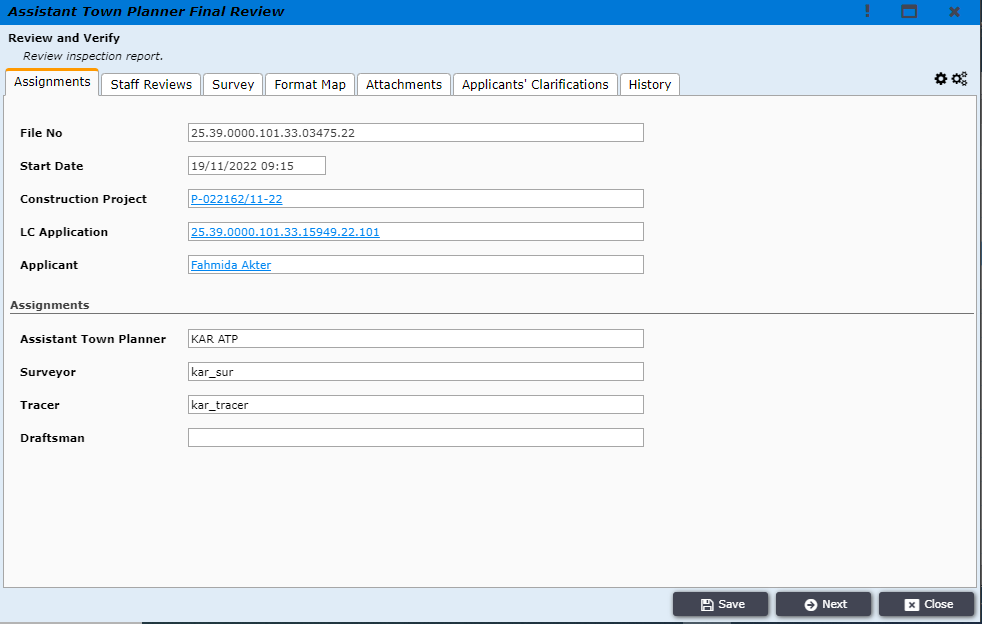


Figure 35

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.***

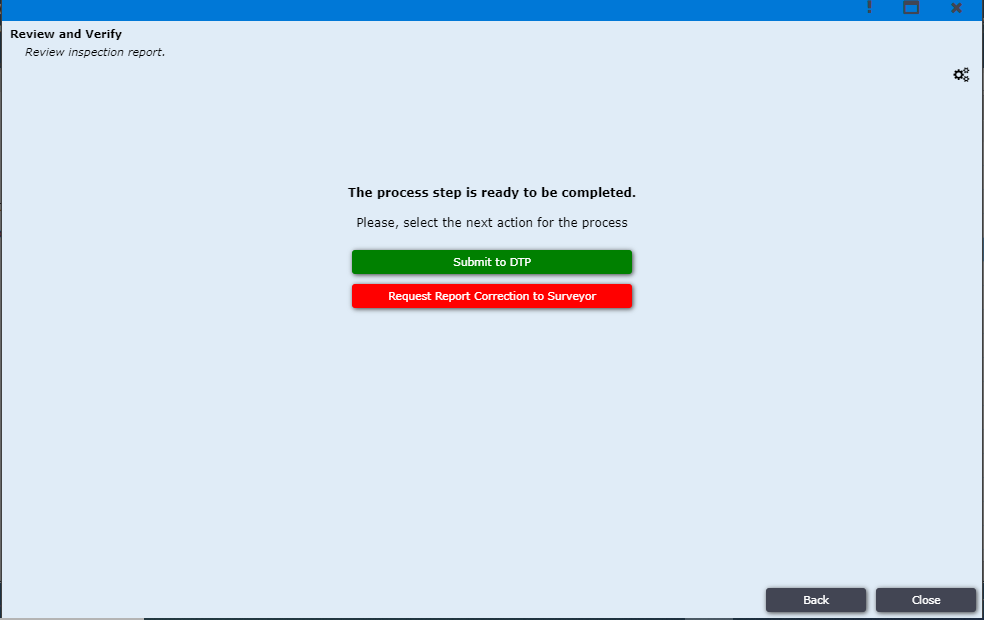


Figure 36

**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***

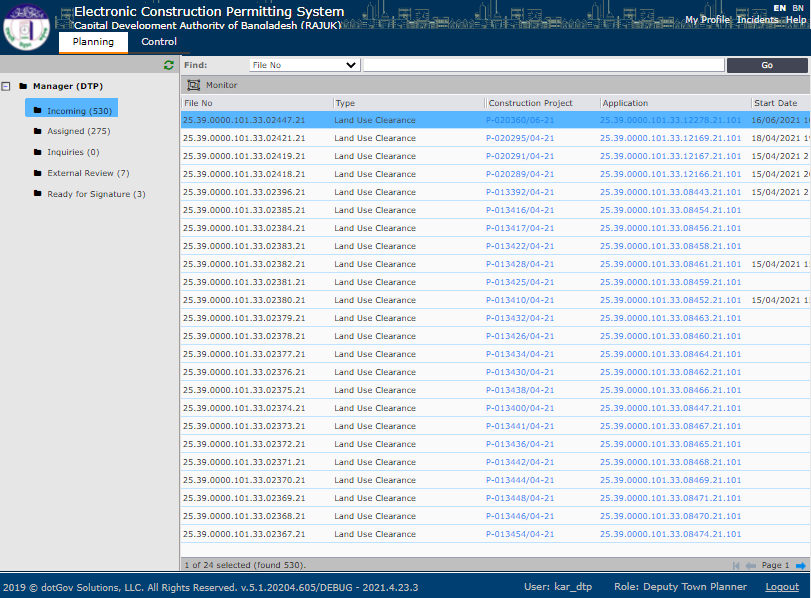


Figure 37

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***

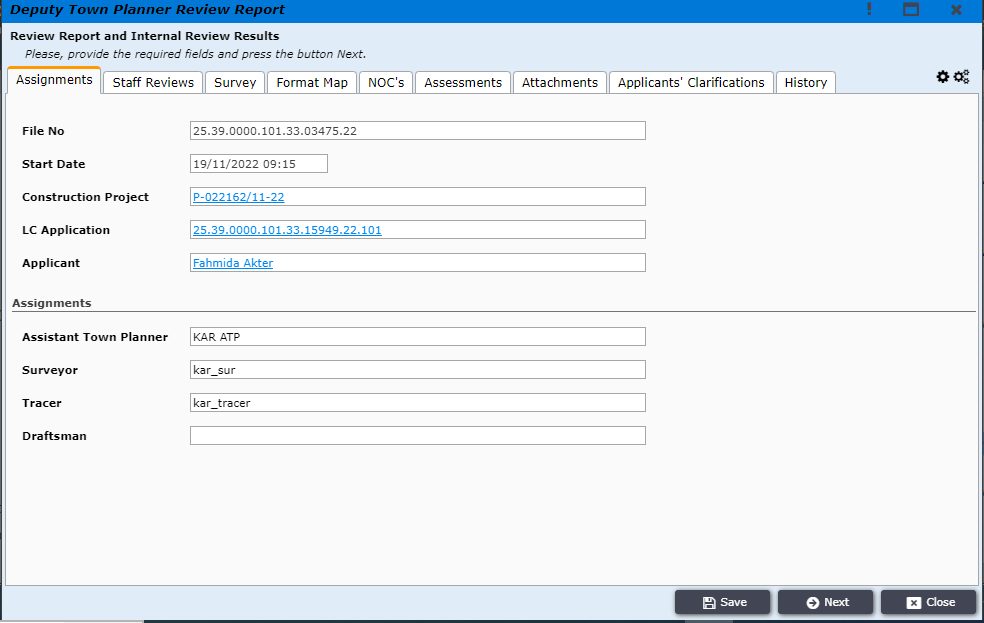


Figure 38

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***

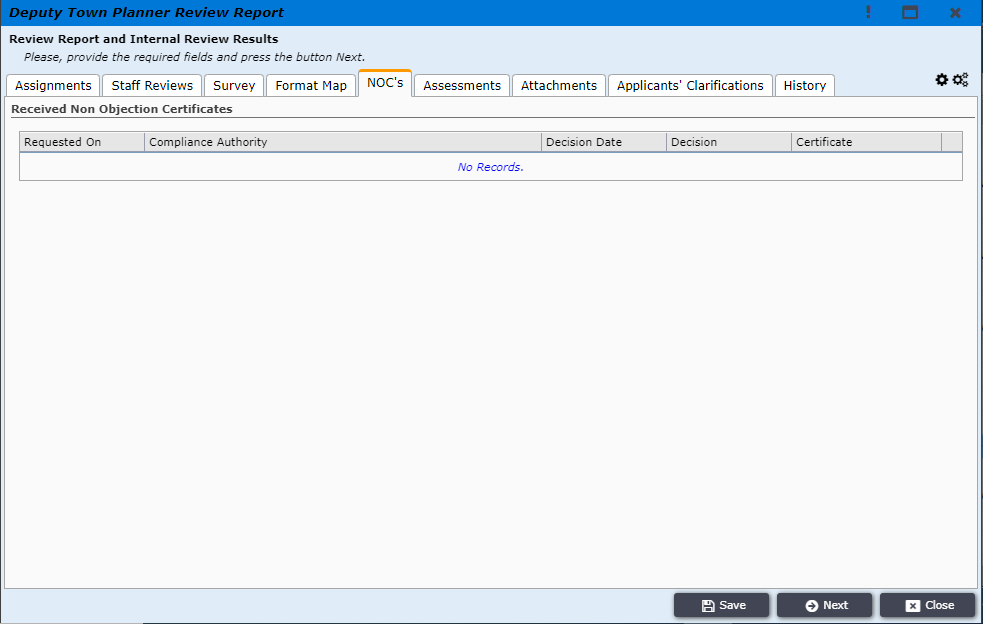


Figure 39

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

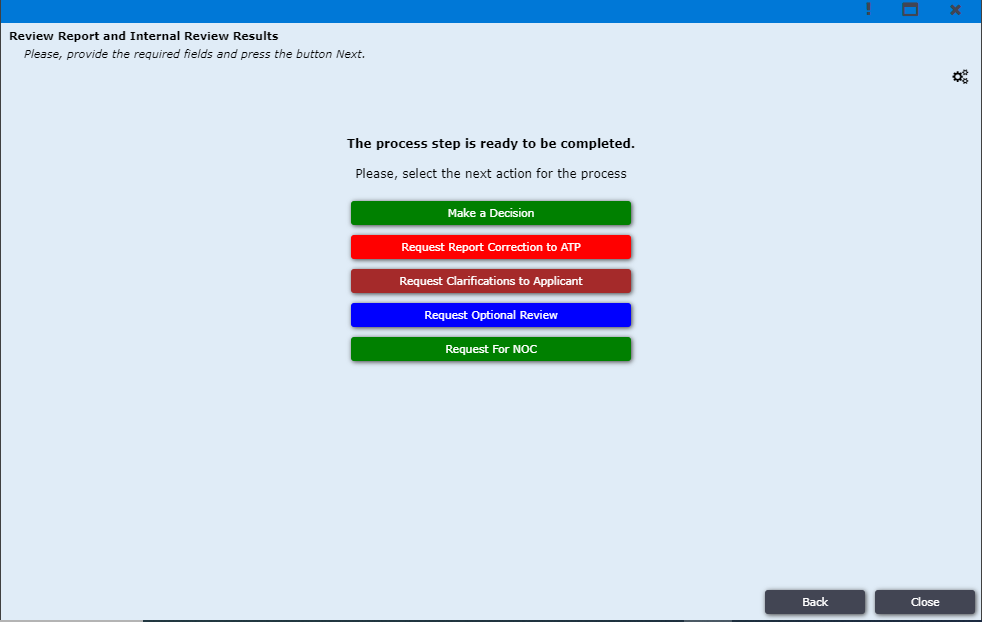
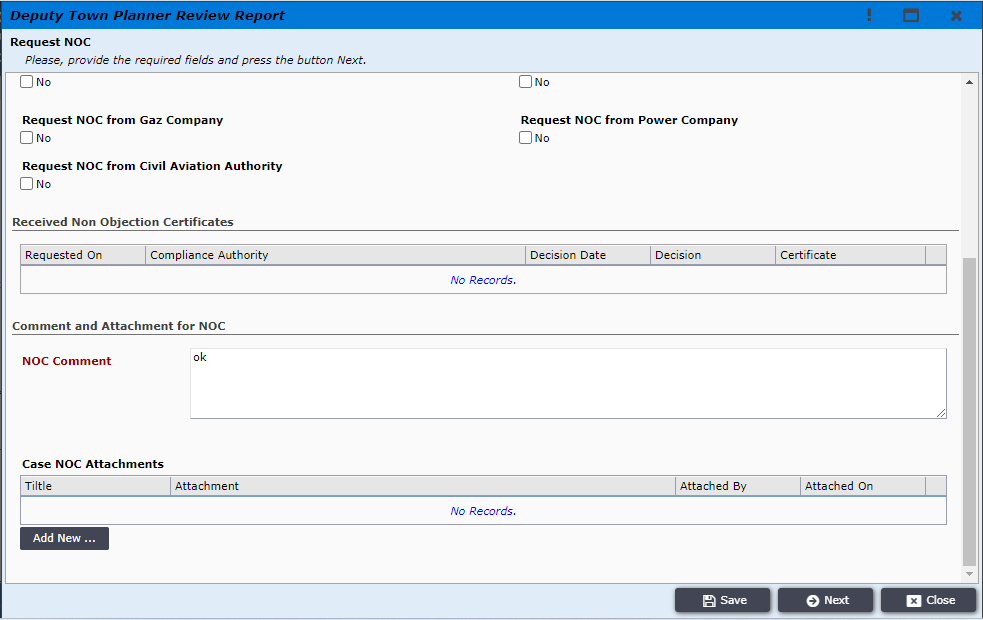


Figure 40



*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***

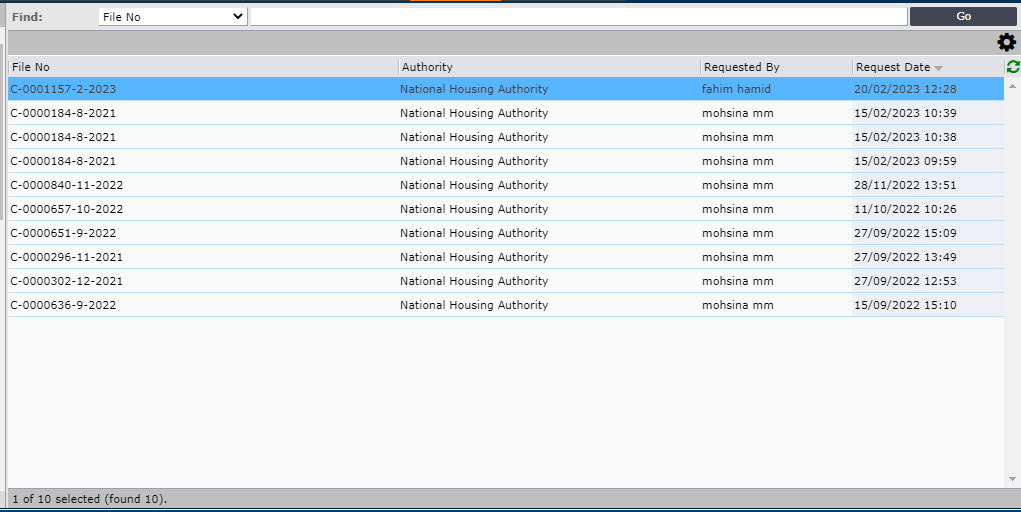


Figure 41

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***

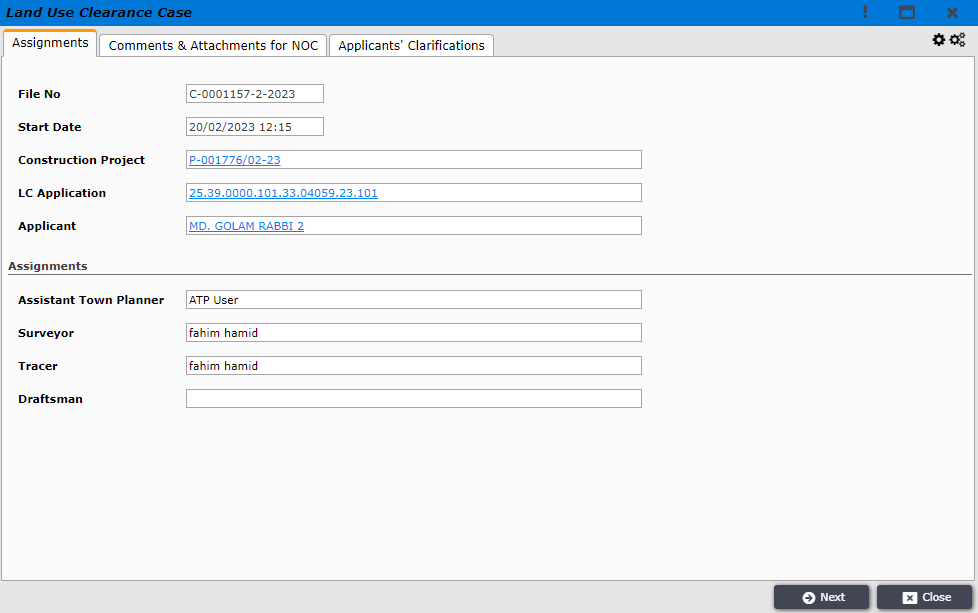


Figure 42

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***

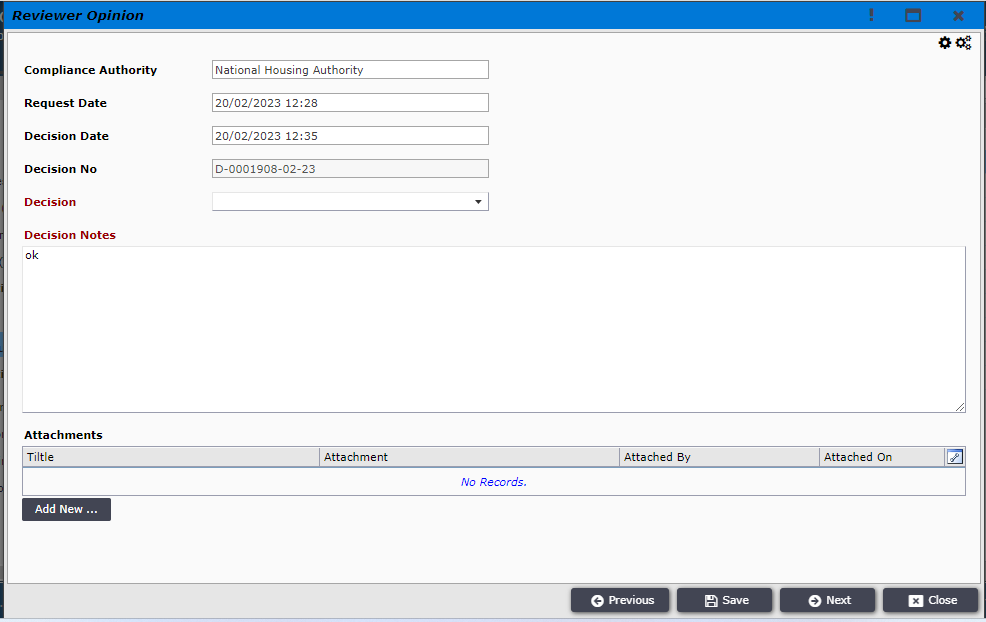


Figure 43

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***

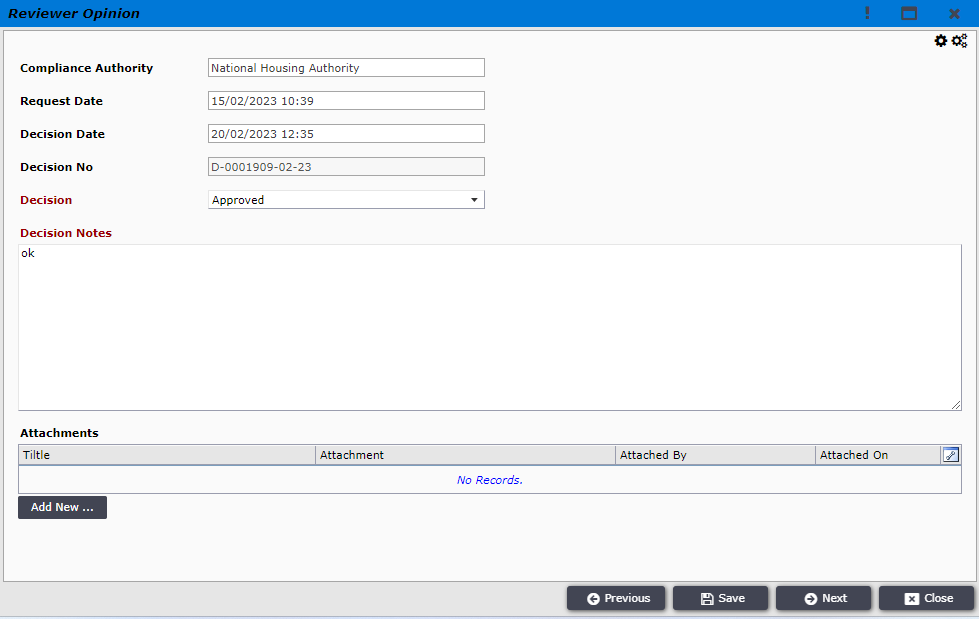


Figure 44

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***

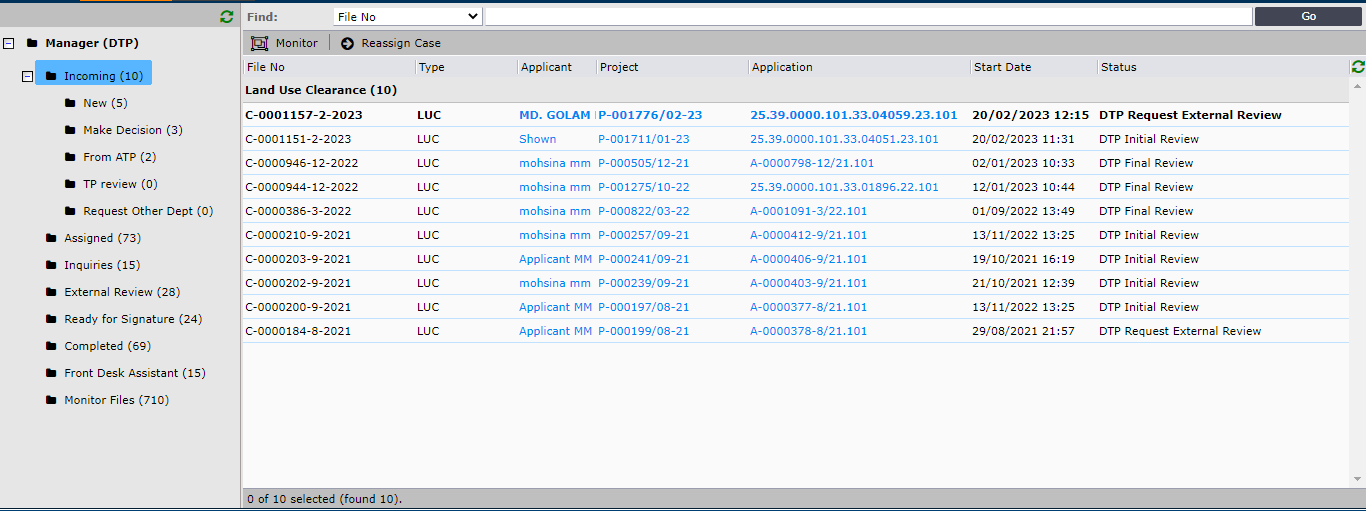


Figure 45

***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.

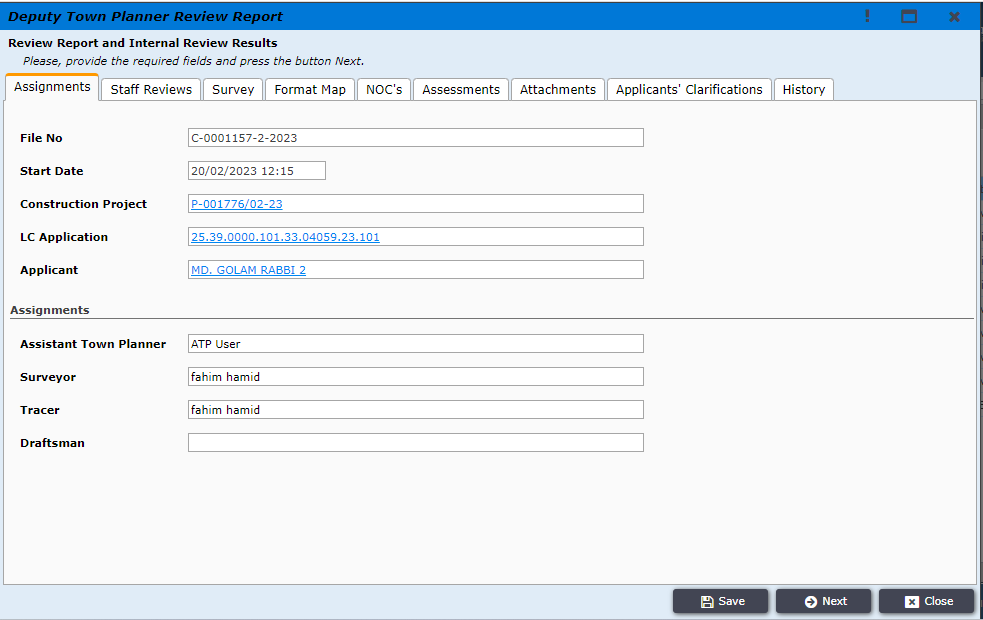


Figure 46

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.

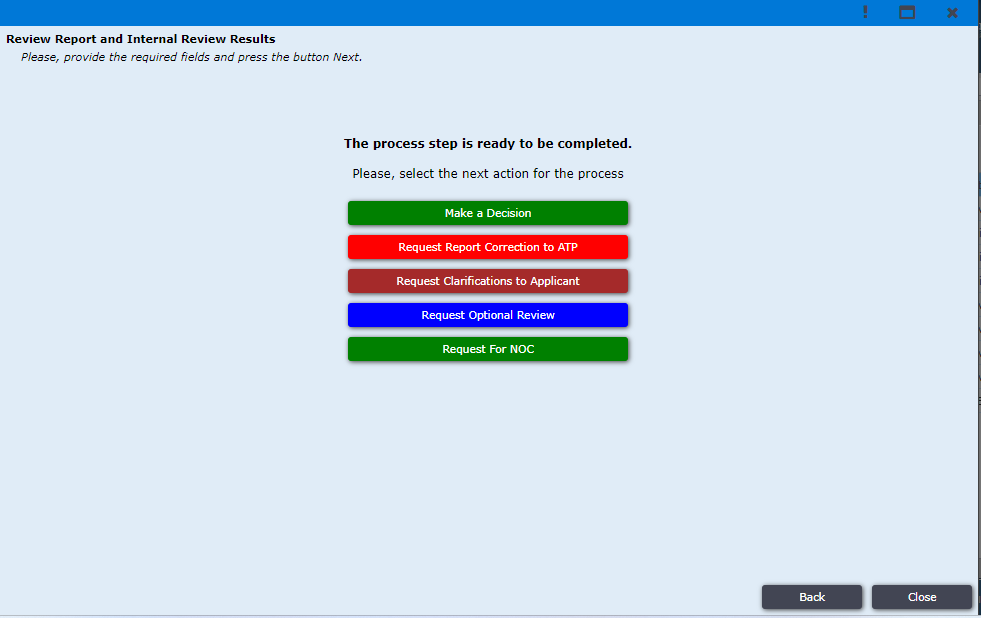


Figure 47

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***

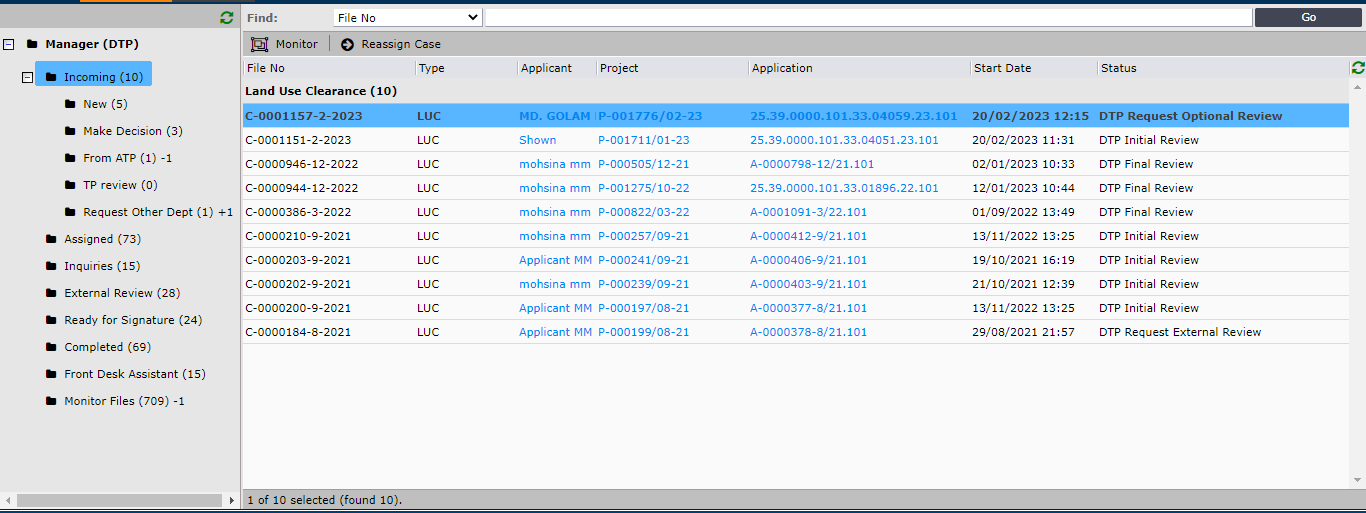


Figure 48

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

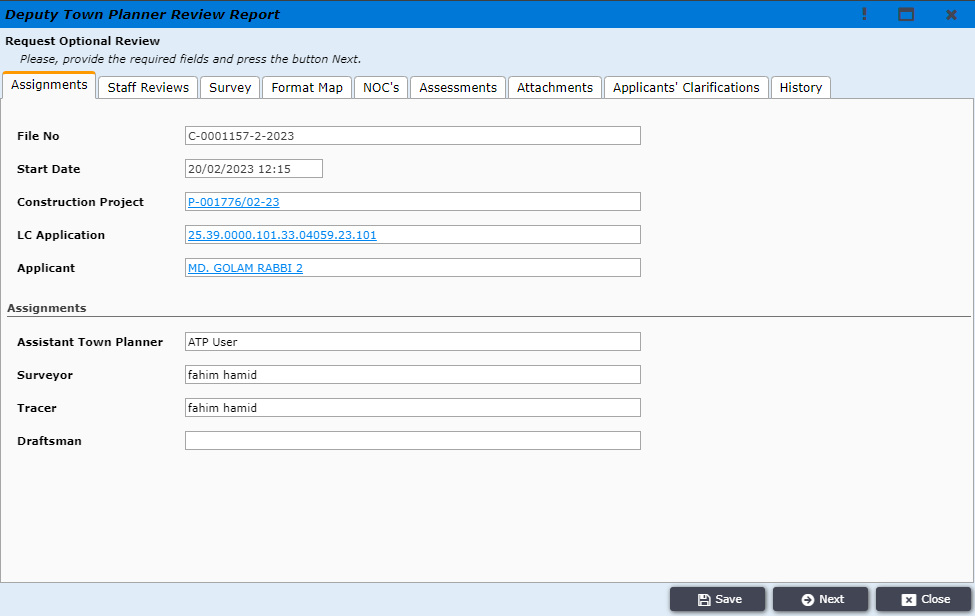
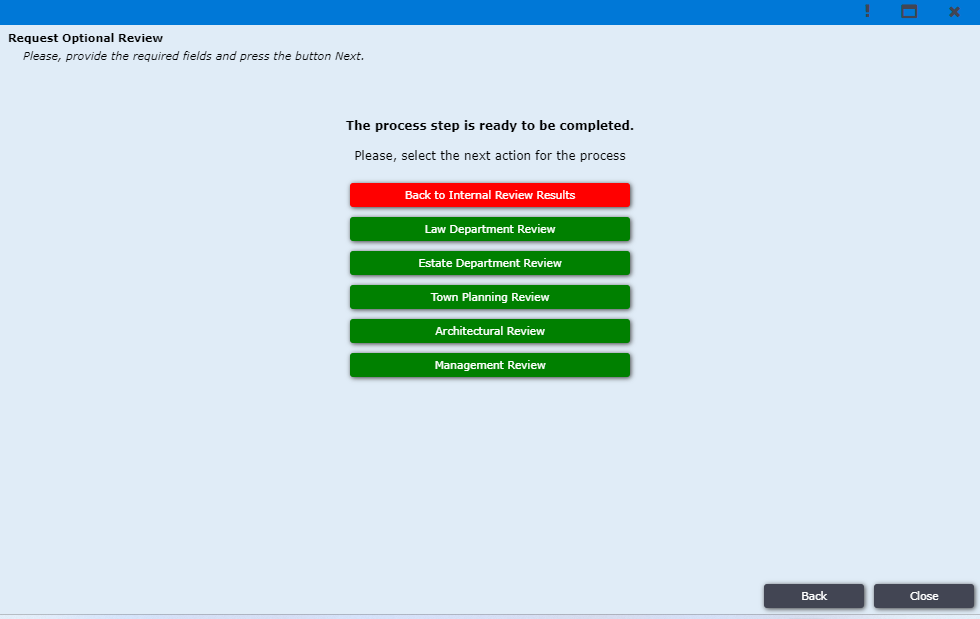


Figure 49

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.



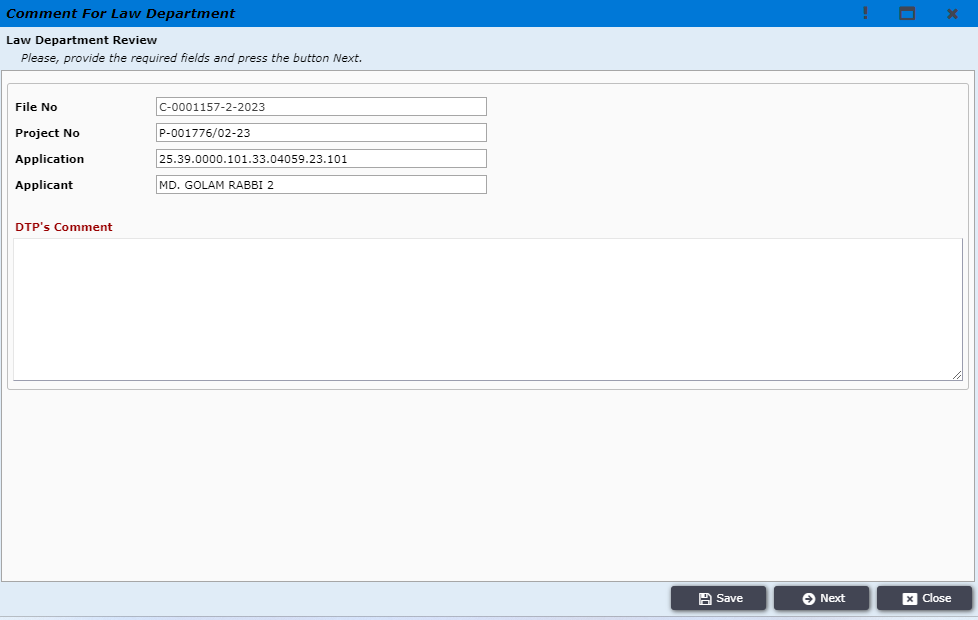


Figure 50

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



Figure 51

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.

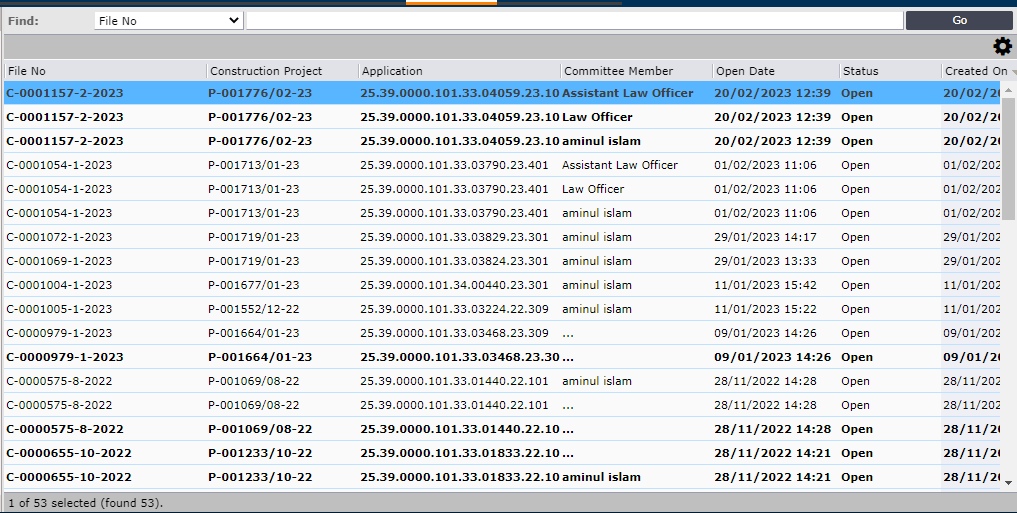
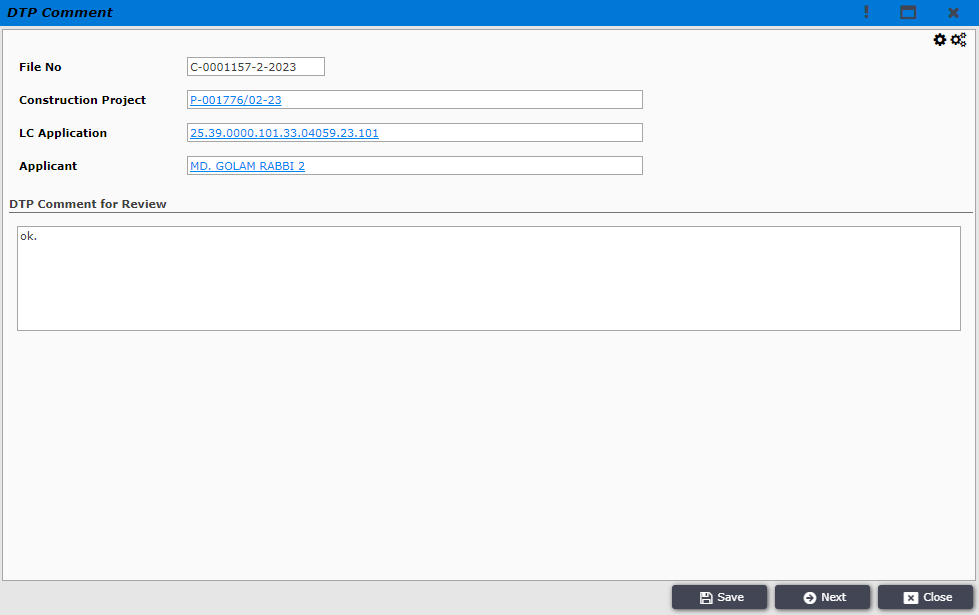


Figure 52

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



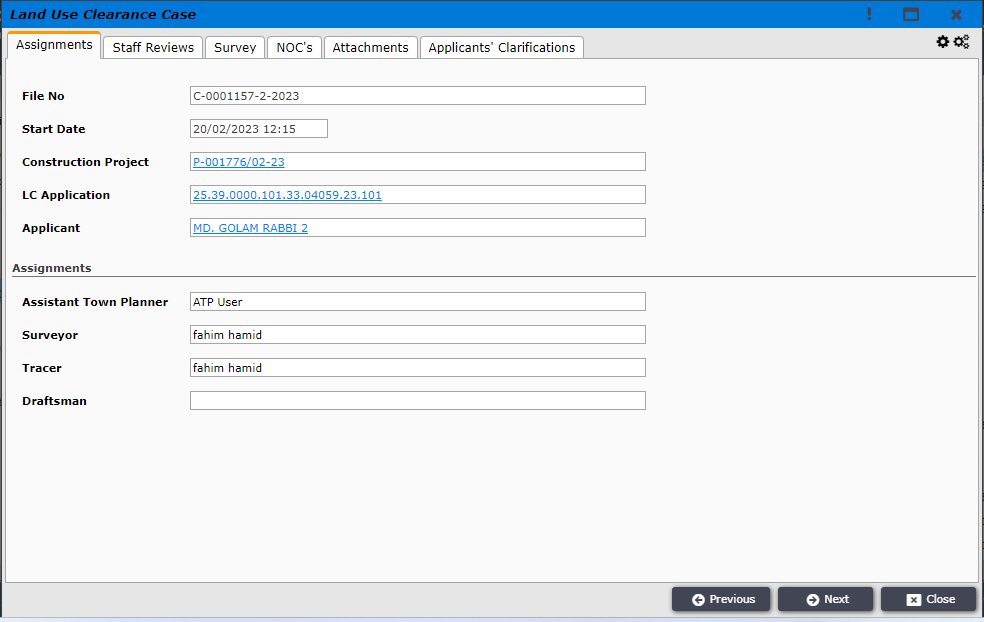


Figure 53

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.***

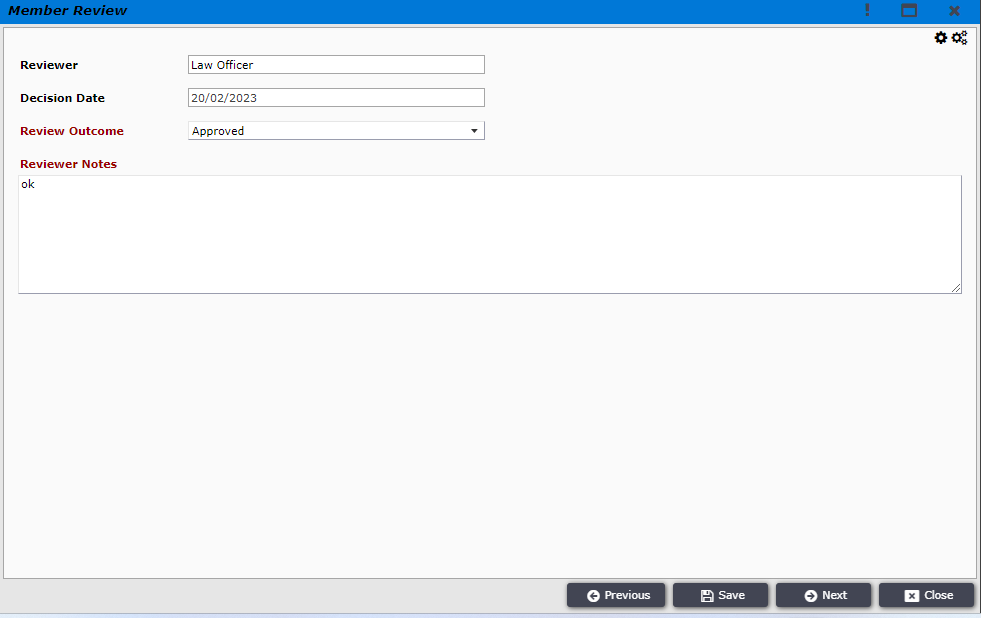


Figure 54

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

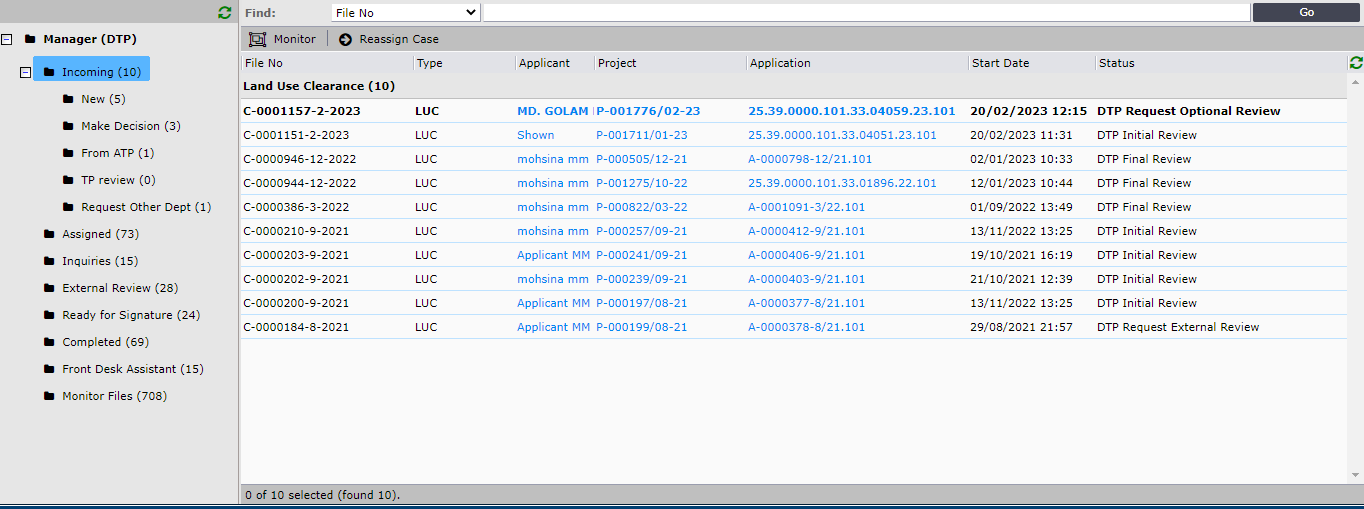


Figure 55

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

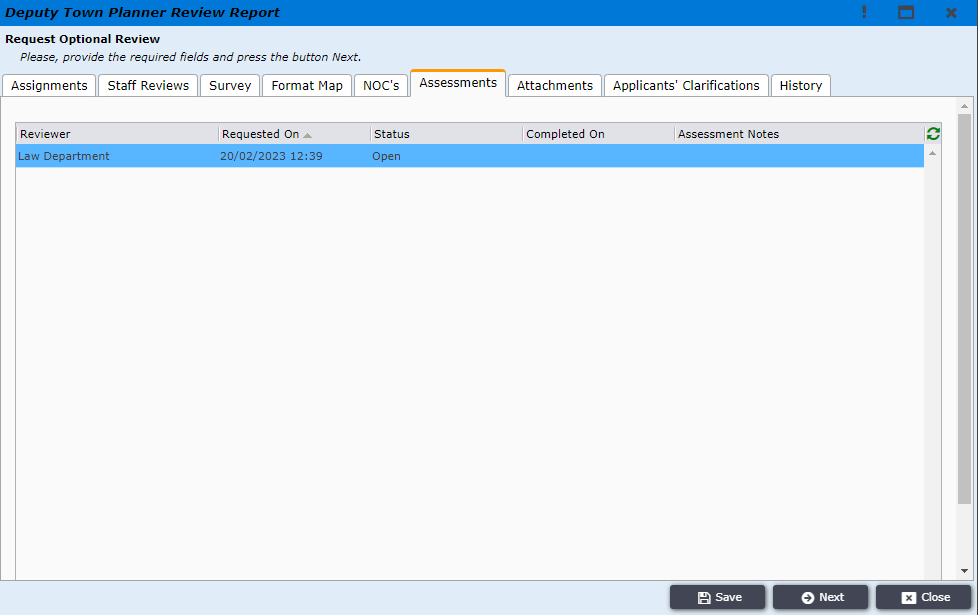


Figure 56

***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***

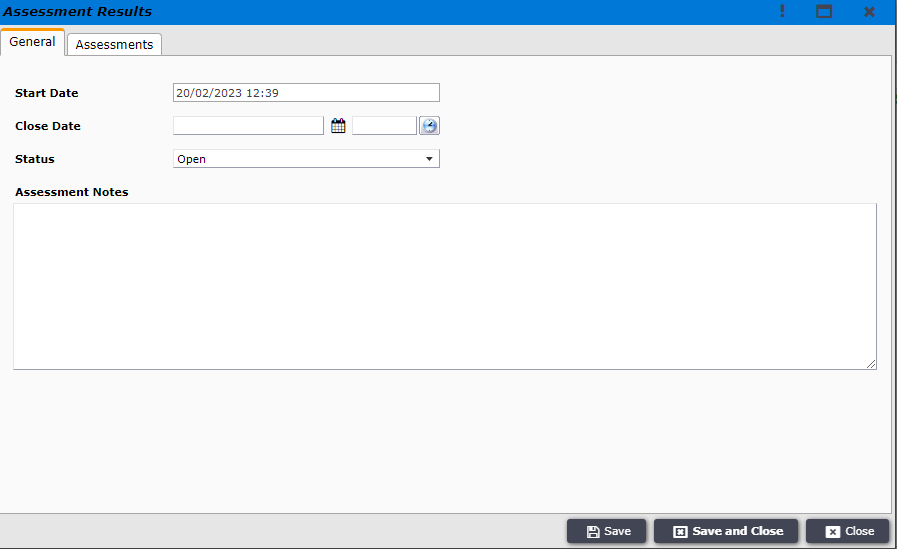


Figure 57

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

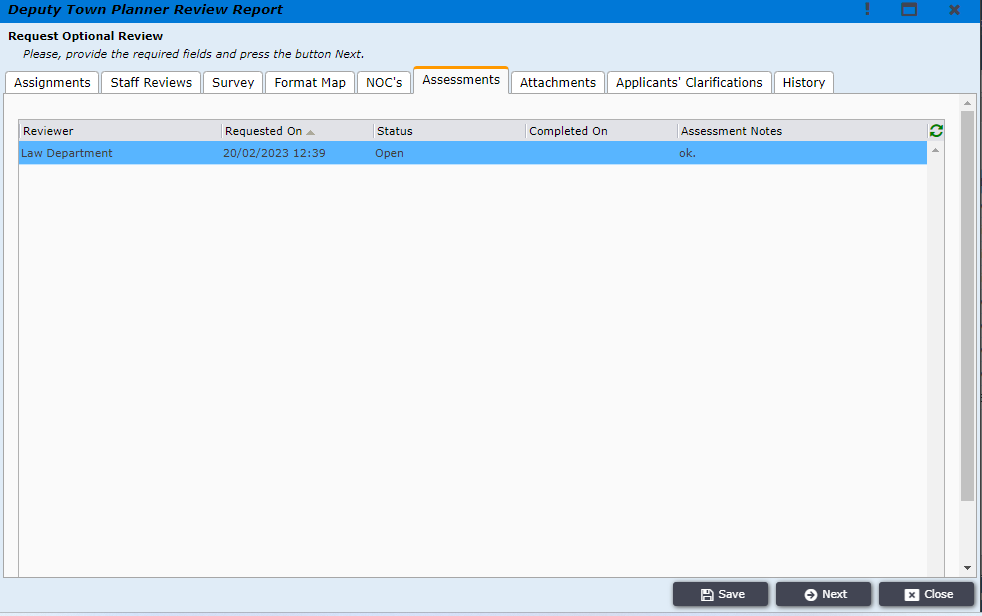


Figure 58

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

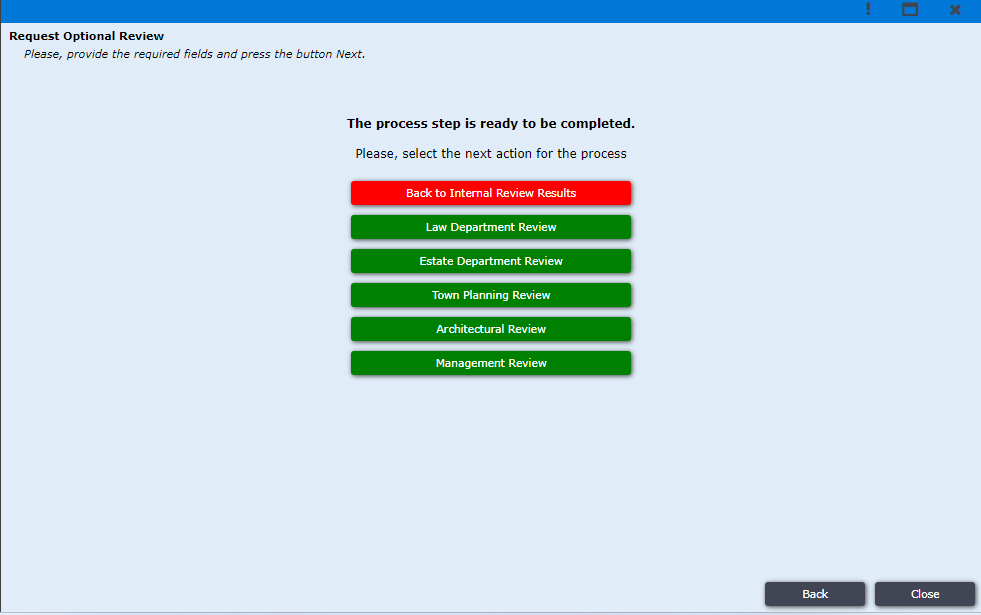


Figure 59

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

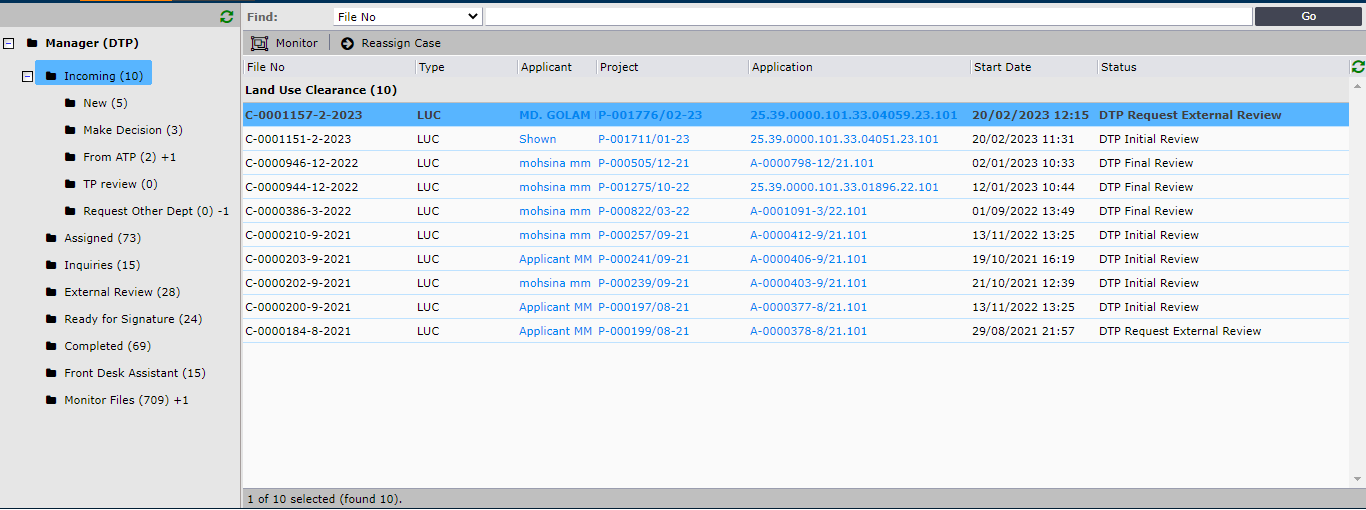


Figure 60

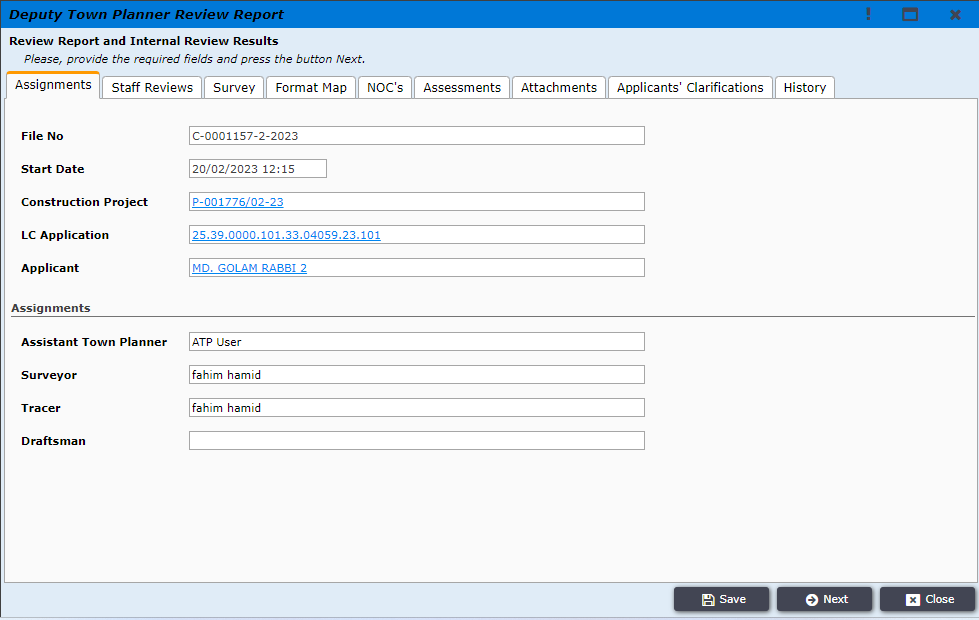


Figure 61

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

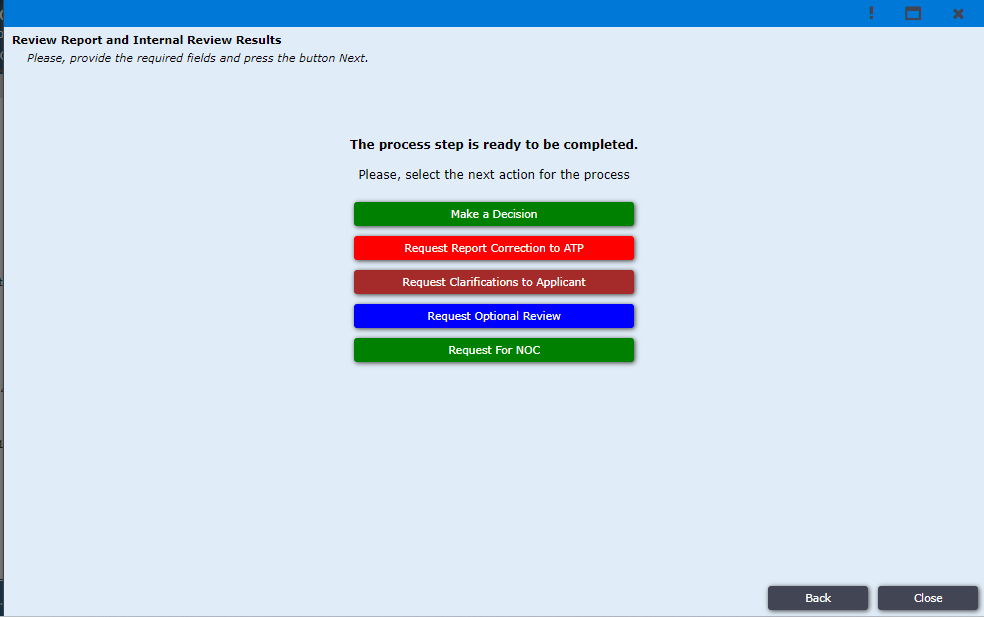


Figure 62

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.

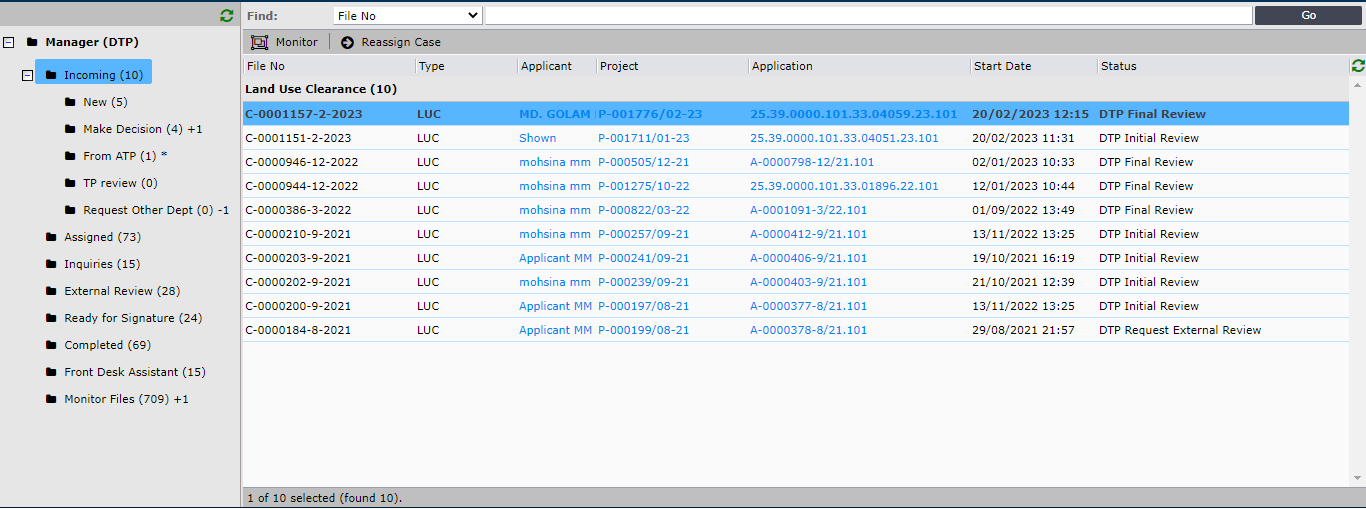


Figure 63

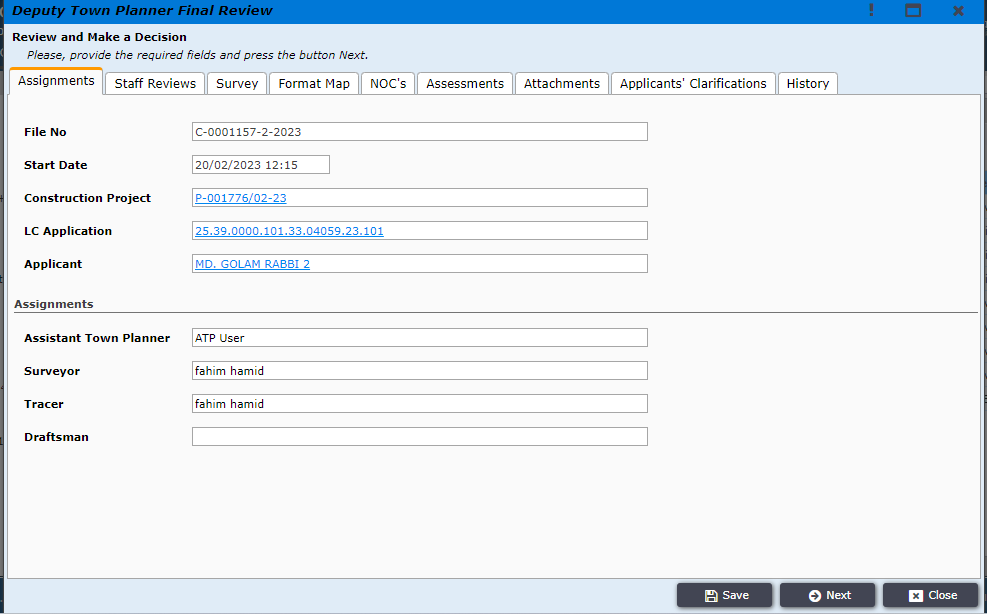


Figure 64

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

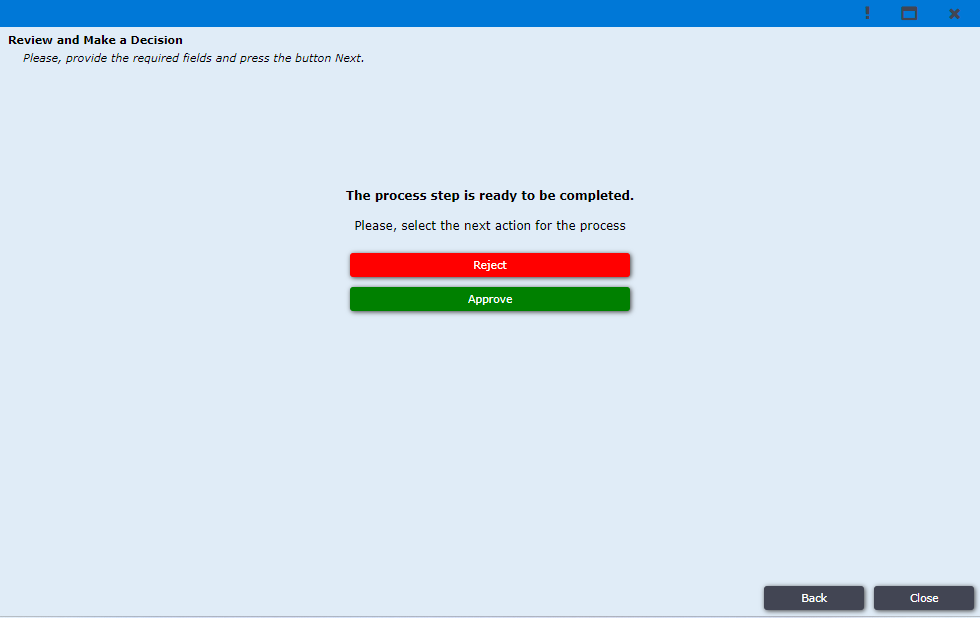


Figure 65

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***

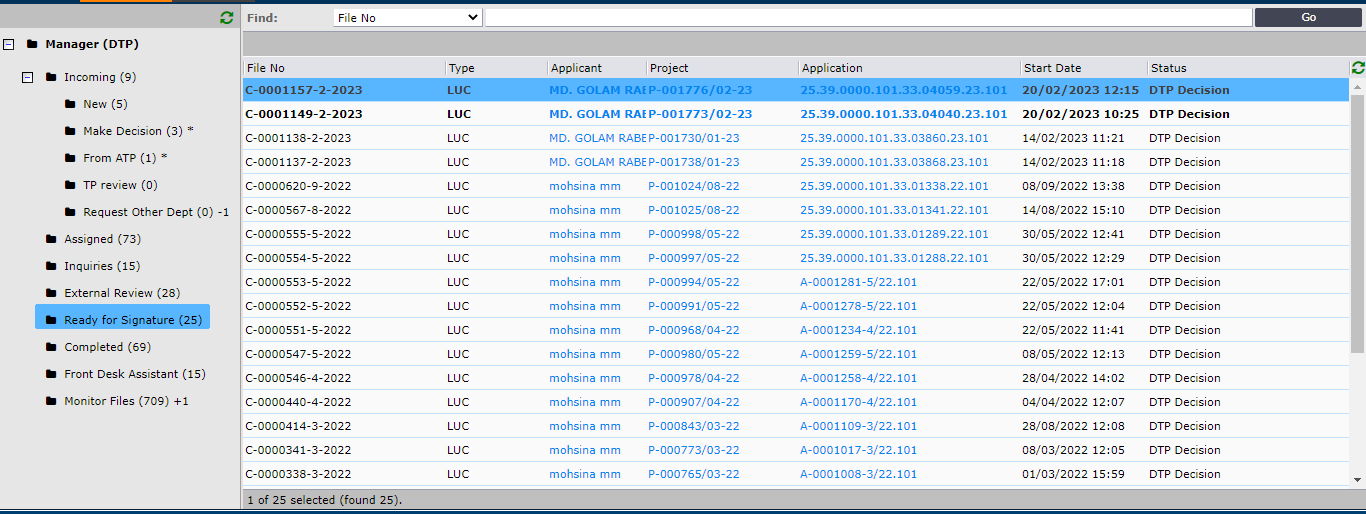


Figure 66

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

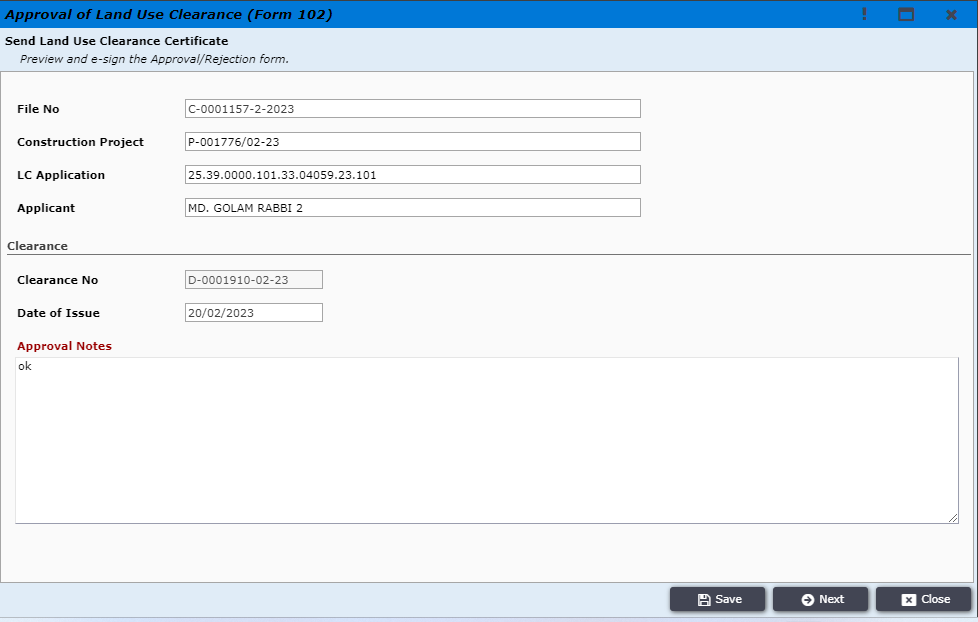


Figure 67

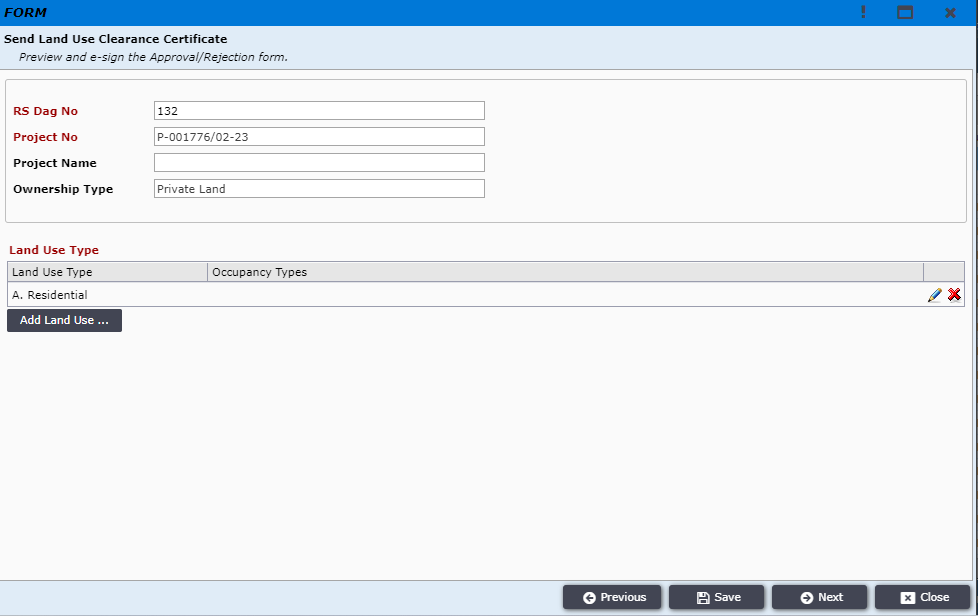


Figure 68

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

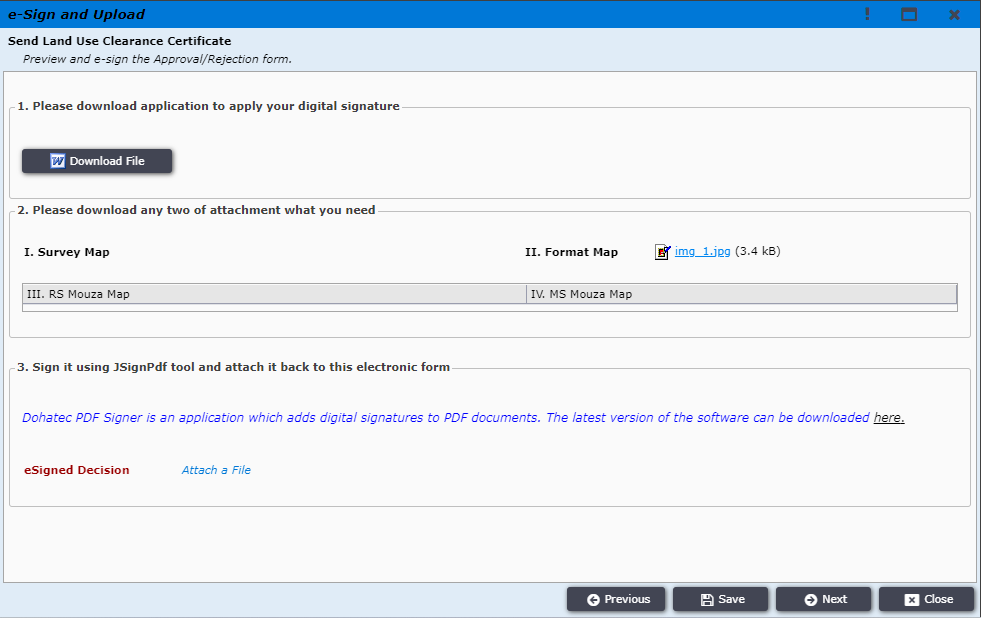


Figure 69

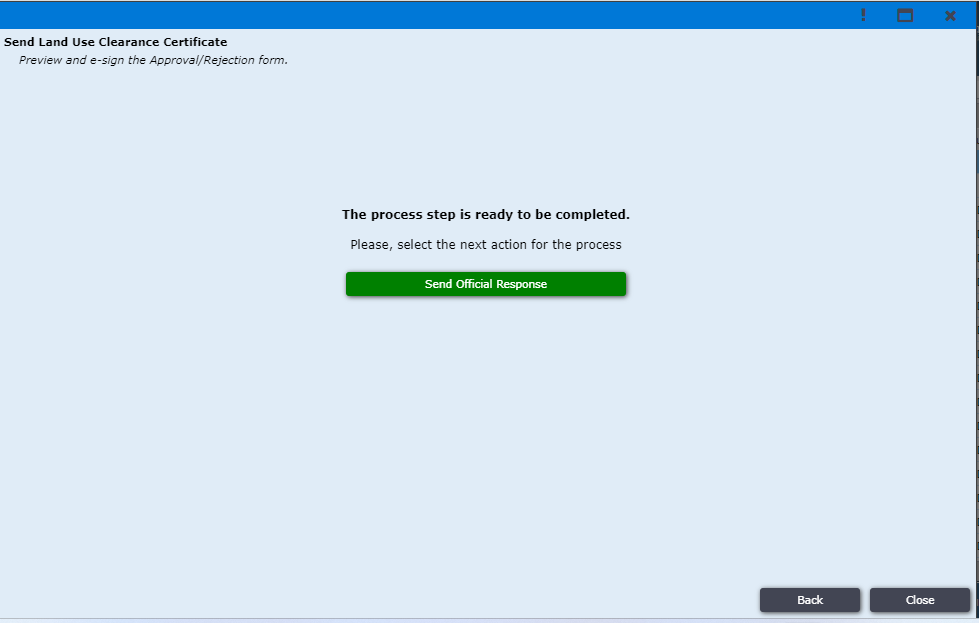
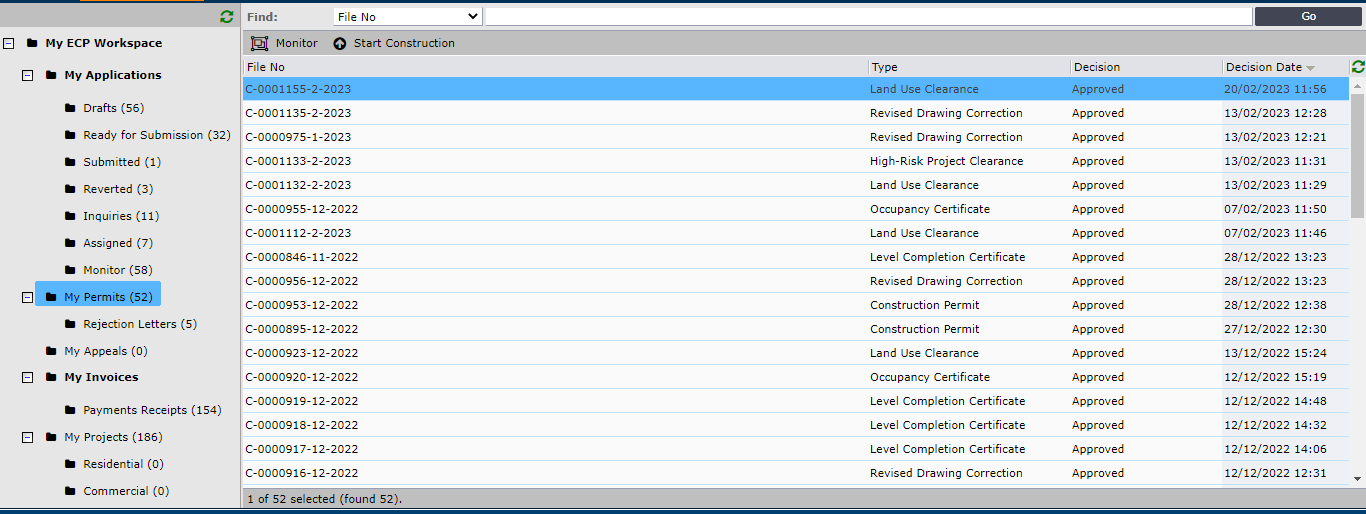


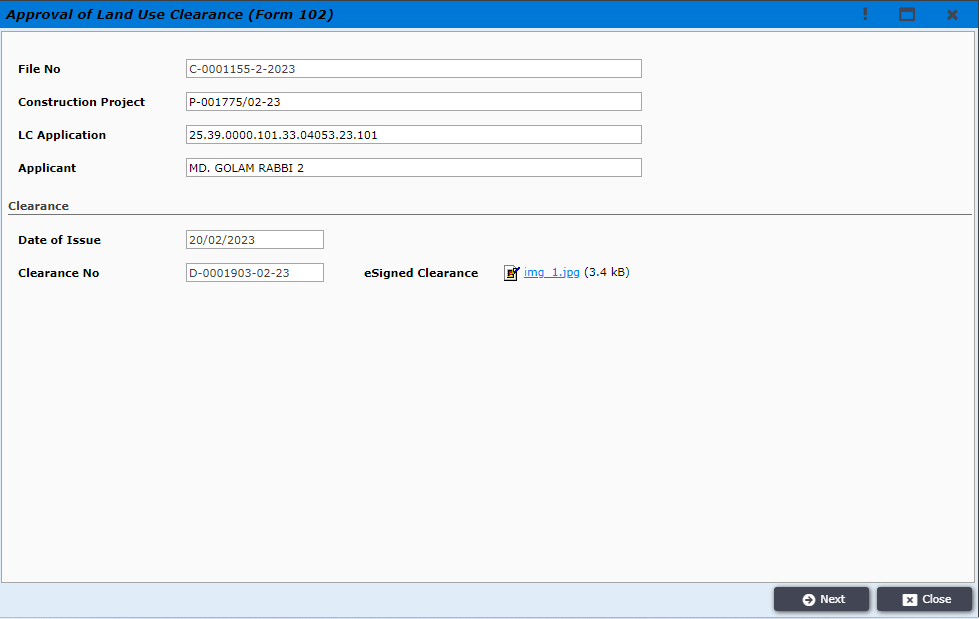
Figure 70

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



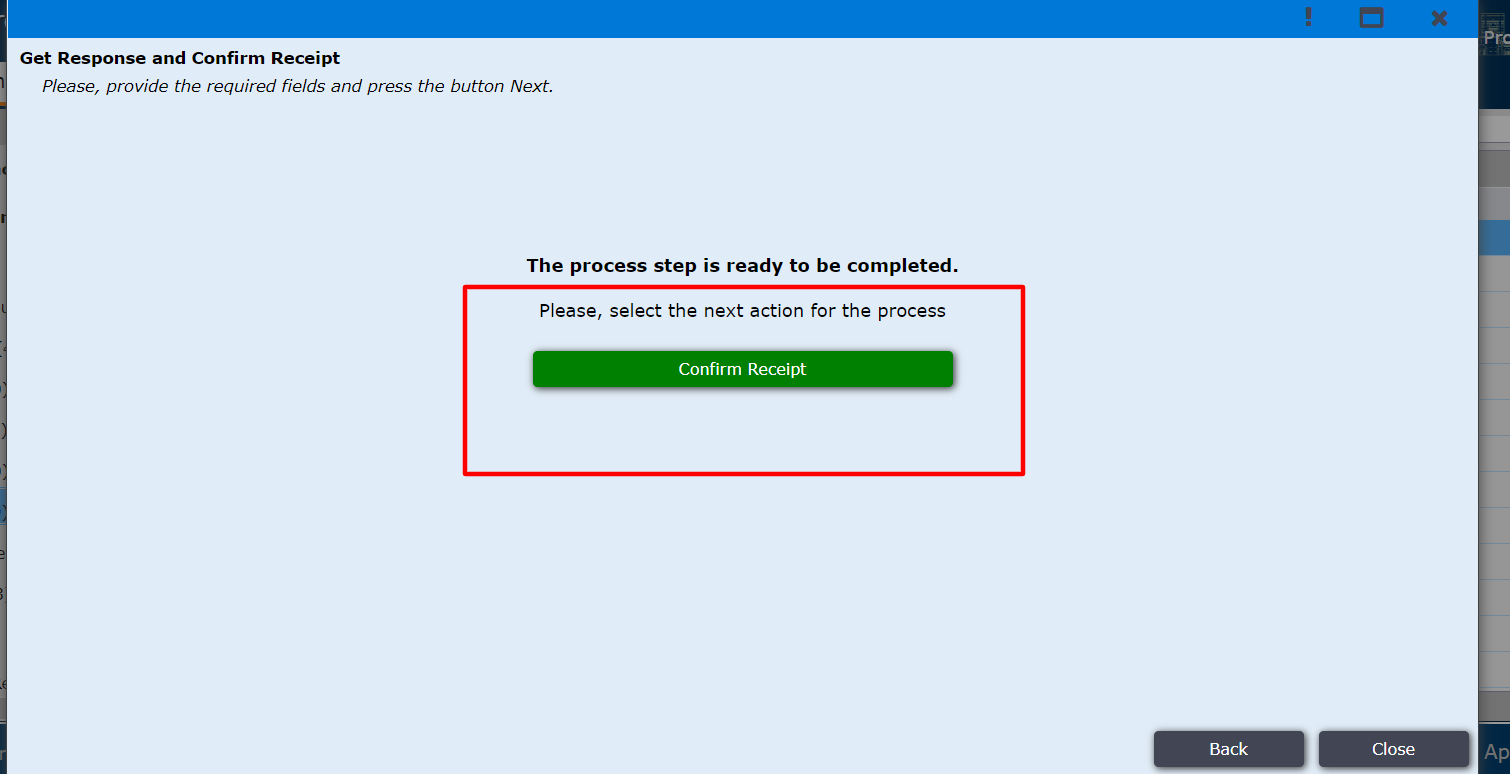
*Figure 71*

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



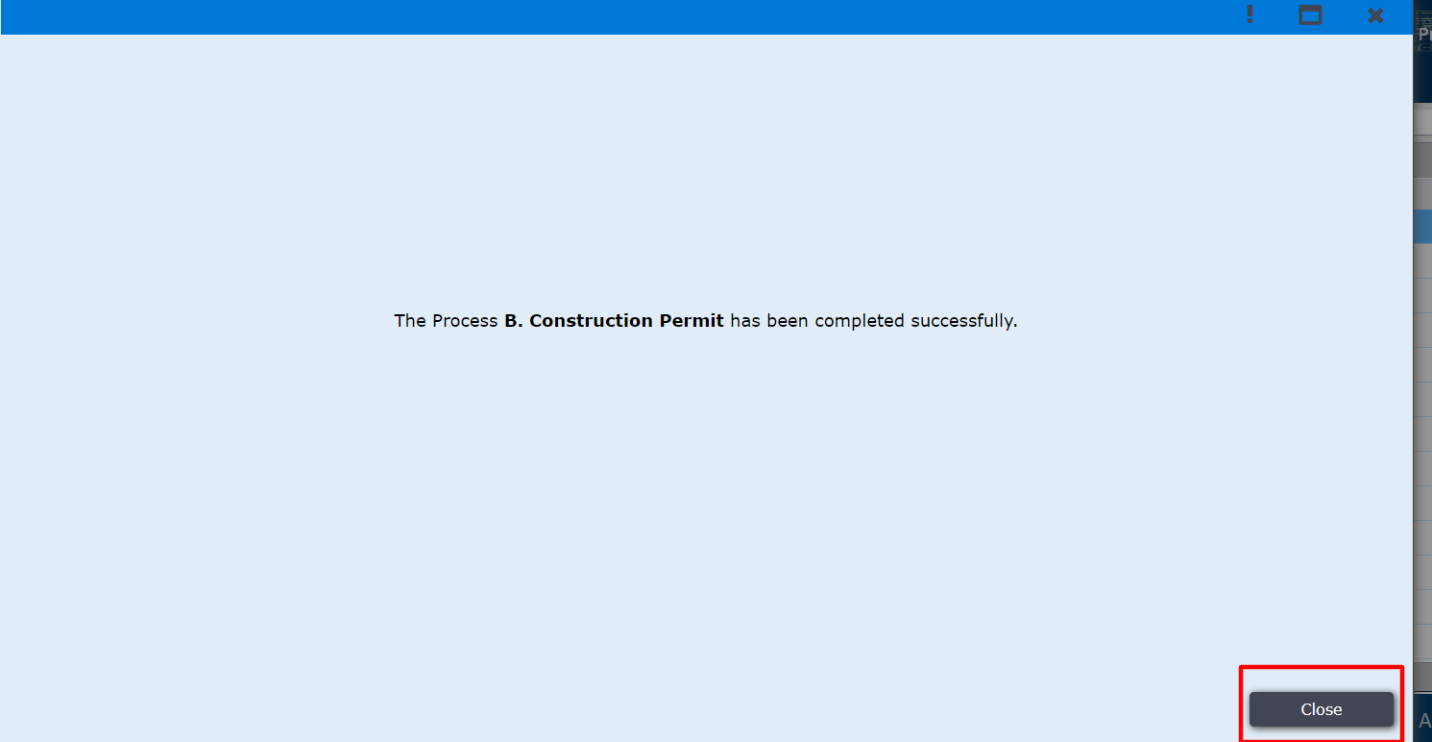
*Figure 72*

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*