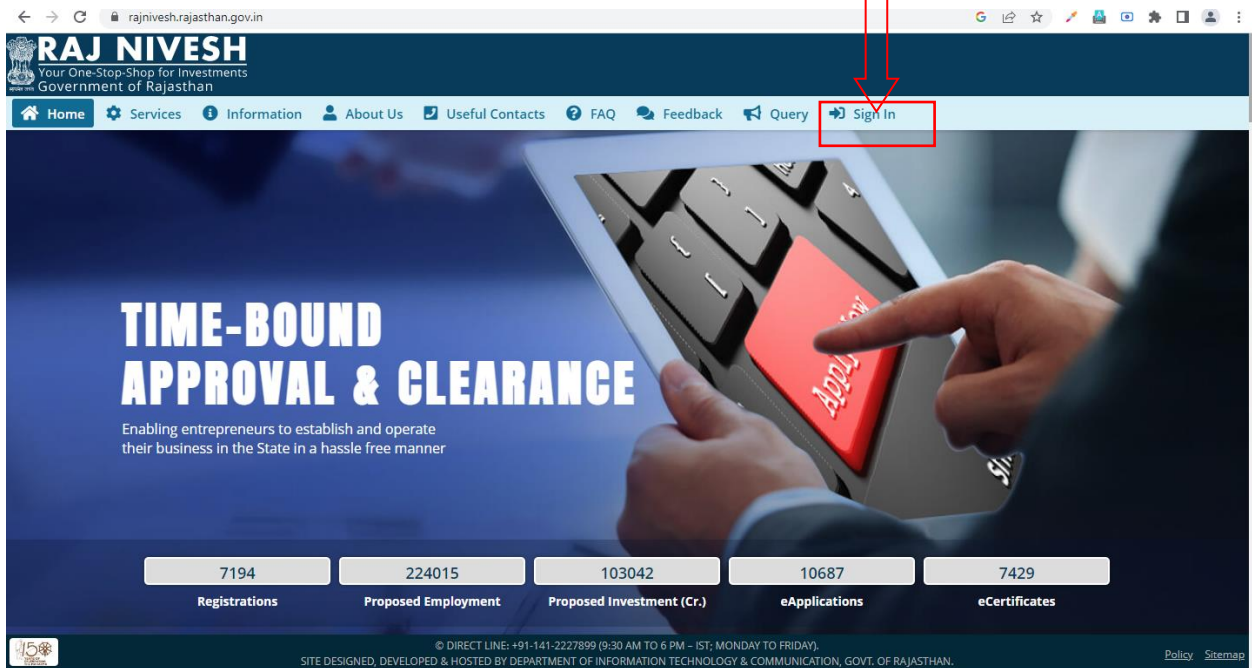# User manual for submitting Building Plan Approval (DA-UIT) application
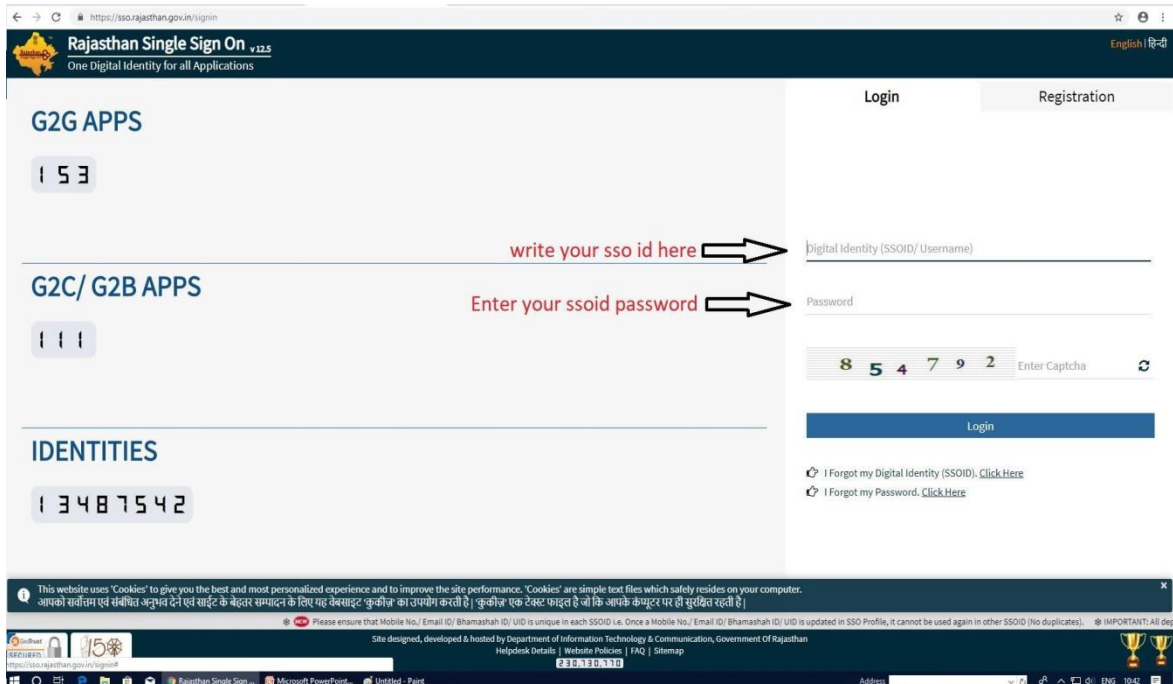
Go to URL: rajnivesh.rajasthan.gov.in
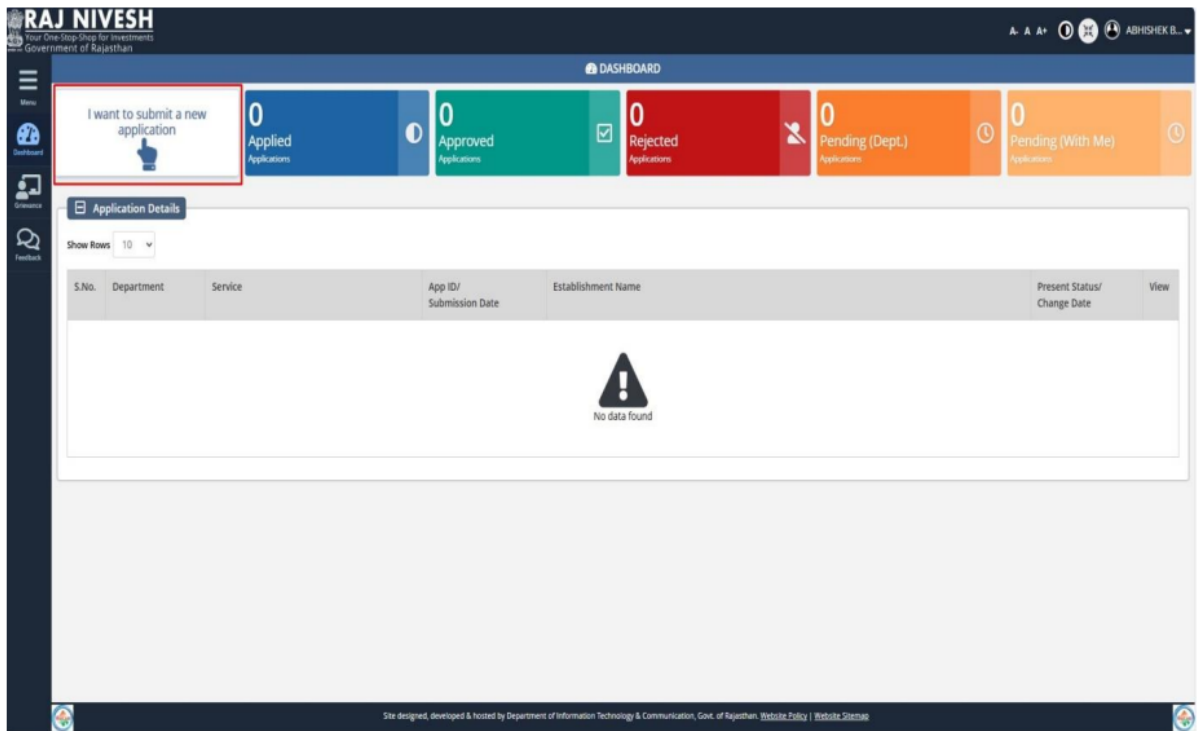
Click on Sign In

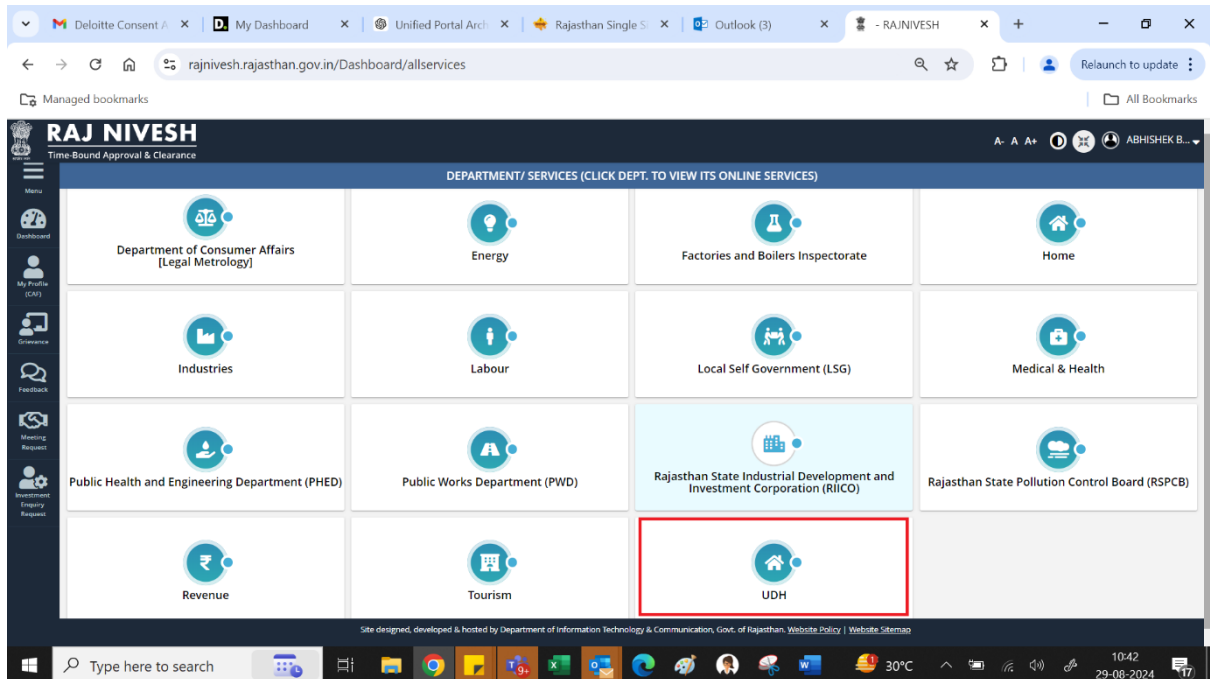Redirects to https://sso.rajasthan.gov.in/signin Enter your ssoid and password. Enter captcha from given image. Then click on Login.

Next Step : Go to the "Rajniwesh" Application.

Step 3:- User Dashboard for all the services, Click "I want to submit a new application" to apply for a new service.

Step 4: Select Urban Development & Housing Department (UDH)

Next Step : Select Building Pan Approval System (DA-Ajmer, Jodhpur, UIT) application

Applicant clicks on "NEW APPLICATION" button on top-right side as highlighted in the figure below to submit the application for BPAS.

Applicant is presented with the self-explanatory, user-friendly and dynamic Application Form as shown in the figure below wherein all the mandatory fields are marked with *.

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

3. Parameter as per site plan (साइट की योजना के अनुसार पैरामीटर)

Setback Front (in meters) (सेटबैक फ्रंट (मीटर में)) *

Setback Rear (in meters) (सेटबैक रियर (मीटर में)) *

Setback Side1 (in meters) (सेटबैक साइड 1 (मीटर में)) *

Setback Side2 (in meters) (सेटबैक साइड 2 (मीटर में)) *

Permissible Height (In Metres) (अनुमेय ऊंचाई (मीटर में)) *

Ground Coverage (In %) (ग्राउंड कवरेज (% में)) *

Standard FAR (मानक एफएआर)

Standard BAR (मानक बार) *

4. Architect Details (आर्किटेक्ट का विवरण)

Architect/ Reg. Technical Person Name (आर्किटेक्ट नाम) *

COA/ Reg. No. (सीओए/ पंजीकरण संख्या) *

Mobile (मोबाइल) *

E-Mail Address (ईमेल पता) *

5. Attachments/ संलग्नक

Note:- Valid File Types: .dwg,.jpg|.JPG,.jpeg|.JPEG,.png|.PNG,.pdf|.PDF

| A1 | Upload Site Co-ordinates (साइट के कॉर्डिनेट्स अपलोड करें (.kml फॉर्मेट में))(.kml file) * | Choose File No file chosen |
| A2 | Upload Building Plan Copy (.dwg (2D), .ifc (3D) file)/ भवन मानचित्र अपलोड करें (.dwg (2D), .ifc (3D) फॉर्मेट में) * | Choose File No file chosen |

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

5. Attachments/ संलग्नक

Note:- Valid File Types: .dwg,.jpg|.JPG,.jpeg|.JPEG,.png|.PNG,.pdf|.PDF

A1	Upload Site Co-ordinates (साइट के कॉर्डिनेट्स अपलोड करें (.kml फॉर्मेट में))(.kml file) *	Choose File No file chosen
A2	Upload Building Plan Copy (.dwg (2D), .ifc (3D) file)/ भवन मानचित्र अपलोड करें (.dwg (2D), .ifc (3D) फॉर्मेट में) *	Choose File No file chosen
A3	Upload Lease Deed/ Allotment Letter/ Reconstitution Subdivision Letter/ Name Transfer/ Change in Land Use/ पट्टा विलेख/भू-आवंटन पत्र/पुर्नगठन-उपविभाजन आदेश/नाम हस्तान्तरण/भू-उपयोग परिवर्तन आदेश अपलोड करें (pdf फॉर्मेट में) - सभी आवश्यक दस्तावेज एक ही फाइल में सम्मिलित कर अपलोड करें *	Choose File No file chosen
A4	Upload Plot Site Plan issued with Lease Deed/ पट्टा विलेख के साथ जारी साइट प्लान अपलोड करें *	Choose File No file chosen
A5	Upload Affidavit of Owner/ भू-स्वामी का शपथ पत्र अपलोड करें 🖻 *	Choose File No file chosen
A6	Upload Affidavit of Architect/ Reg. Technical Person/ वास्तुविद् का शपथ पत्र अपलोड करें *	Choose File No file chosen
A7	Upload Affidavit of Structural Engineer for Structural Safety/ स्ट्रक्चरल सेफ्टी के लिए स्ट्रक्चरल इंजिनियर के शपथपत्र अपलोड करें *	Choose File No file chosen
A8	Upload existing site survey showing existing construction with it's use within site/ मौजूदा साइट सर्वेक्षण अपलोड करें *	Choose File No file chosen
A9	Upload Site/ Plot photograph/ साइट / प्लॉट फोटोग्राफ अपलोड करें *	Choose File No file chosen
A10	Upload Power of Attorney/ Company Board Resolution/ Authorization Certificate for specified Authorized person (अधिकृत व्यक्ति का नाम/ पावर ऑफ अटॉर्नी / कंपनी बोर्ड संकल्प / प्राधिकरण प्रमाणपत्र अपलोड करें) *	Choose File No file chosen
A11	Upload Fire NOC/ अग्निशमन विभाग से प्राप्त अनापत्ति पत्र अपलोड करें	Choose File No file chosen
A12	Upload Airport Authority of India NOC/ भारतीय विमानपत्तन प्राधिकरण से प्राप्त अनापत्ति पत्र अपलोड करें	Choose File No file chosen
A13	Upload Environment NOC/ पर्यावरण विभाग से प्राप्त अनापत्ति पत्र अपलोड करें	Choose File No file chosen

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

A13	Upload Environment NOC/ पर्यावरण विभाग से प्राप्त अनापत्ति पत्र अपलोड करें	Choose File	No file chosen
A14	Upload Explosive Safety NOC/ विस्फोटक सुरक्षा हेतु प्राप्त अनापत्ति पत्र अपलोड करें	Choose File	No file chosen
A15	Upload any other document (NOC's- Railway,heritage, Explosive, Irrigation etc./ अन्य एनओसी-रेलवे, विरासत, विस्फोटक, सिंचाई आदि को अपलोड करें।)	Choose File	No file chosen
A16	Upload Certificate of depositing labour cess/ जमाकर्ता सेज सेस का प्रमाण पत्र अपलोड करें	Choose File	No file chosen
A17	Upload Fire Tender Fee Receipt/ फायर टेंडर शुल्क रसीद अपलोड करें	Choose File	No file chosen

6. Labour Cess Details (लेबर सेस का विवरण)

Total Built-up area (In Sqm.) (कुल निर्मित क्षेत्र (वर्गमीटर में)) *

Construction Project Start Date (निर्माण परियोजना प्रारंभ तिथि) *   🗓

Construction Project Completion Date (निर्माण परियोजना पूरी होने की तारीख) *   🗓

Total Cost of Construction (निर्माण की कुल लागत) (₹) *

Estimated Cost of Construction for First Year (प्रथम वर्ष के लिए निर्माण की अनुमानित लागत) (₹) *

Cess Payable (One percent of Estimated Cost of Construction for First Year) (देय उपकर) (₹) *

7. Payment Details/ भुगतान विवरण

○ Offline ● Online

☐ I/ we do hereby declare that the above statement is true and correct to the best of my/ our knowledge and belief. I have verified all the details entered in application form

---

APPLICATION FOR BUILDING PLAN APPROVAL/ भवन योजना स्वीकृति के लिए आवेदन

A16	Upload Certificate of depositing labour cess/ जमाकर्ता सेज सेस का प्रमाण पत्र अपलोड करें	Choose File	No file chosen
A17	Upload Fire Tender Fee Receipt/ फायर टेंडर शुल्क रसीद अपलोड करें	Choose File	No file chosen

6. Labour Cess Details (लेबर सेस का विवरण)

Total Built-up area (In Sqm.) (कुल निर्मित क्षेत्र (वर्गमीटर में)) *

Construction Project Start Date (निर्माण परियोजना प्रारंभ तिथि) *   🗓

Construction Project Completion Date (निर्माण परियोजना पूरी होने की तारीख) *   🗓

Total Cost of Construction (निर्माण की कुल लागत) (₹) *

Estimated Cost of Construction for First Year (प्रथम वर्ष के लिए निर्माण की अनुमानित लागत) (₹) *

Cess Payable (One percent of Estimated Cost of Construction for First Year) (देय उपकर) (₹) *

7. Payment Details/ भुगतान विवरण

○ Offline ● Online

☐ I/ we do hereby declare that the above statement is true and correct to the best of my/ our knowledge and belief. I have verified all the details entered in application form and that, once submitted, it can not be modified except for allowed changes./ मैं / हम इसके द्वारा घोषित करते हैं कि उपरोक्त कथन मेरे / हमारे ज्ञान और विश्वास के लिए सही और सही है। मैंने आवेदन पत्र में दर्ज सभी विवरणों को सत्यापित किया है और, एक बार प्रस्तुत करने के बाद, इसे अनुमत परिवर्तनों के अलावा संशोधित नहीं किया जा सकता है।

Submit   Cancel

After filling all the required (mandatory) fields and uploading the prescribed supporting documents in the required format, applicant clicks the SUBMIT button as highlighted in the figure below to submit the application for further processing.

Applicant is prompted to make the ONLINE PAYMENT (auto-calculated by the system) towards "APPLICATION FEE + SCRUTINY FEE" as highlighted in the figure below wherein applicant clicks on PAY NOW button to continue. Also, applicant is notified of this event through SMS/ Email.

Applicant is re-directed to the state's own "RAJASTHAN PAYMENT PLATFORM (RPP)" payment gateway as highlighted in the figure below.
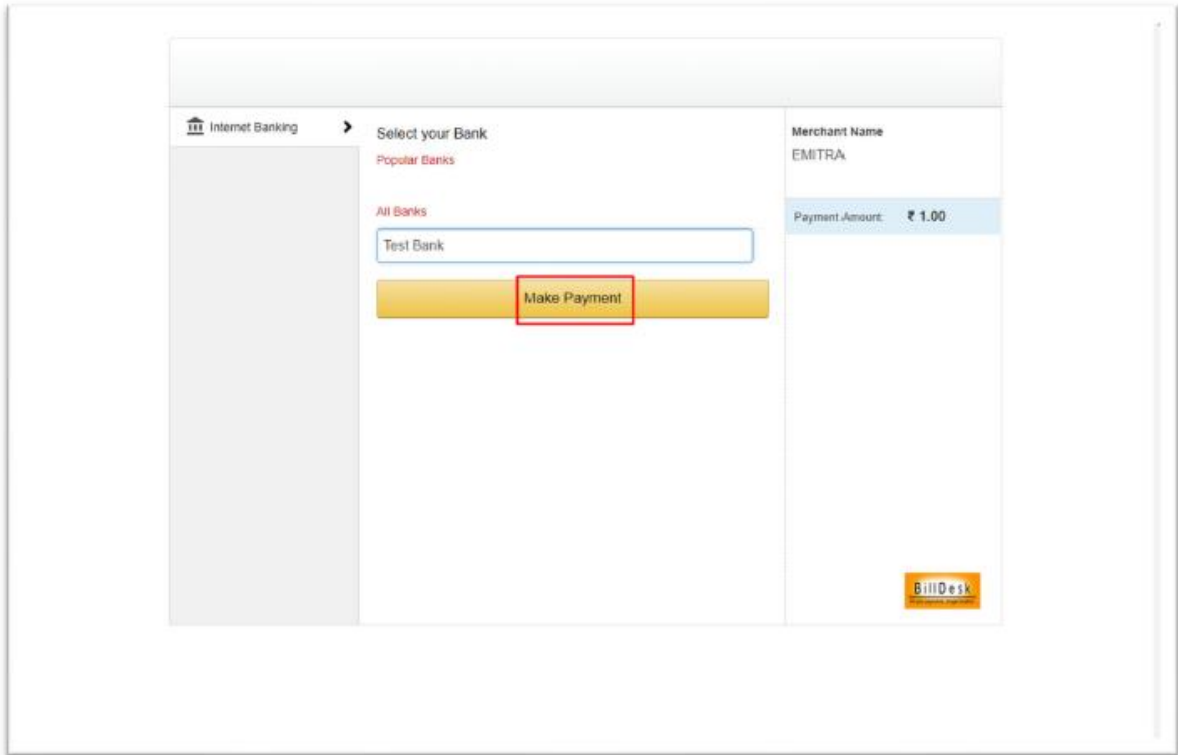
Post-successful online fee payment (APPLICATION FEE + SCRUTINY FEE), applicant is re-directed back to BPAS and a payment confirmation message is presented by system as highlighted in the figure below. In this case, applicant is also prompted now, if applicable, to pay the required LABOUR CESS as shown below. Also, applicant is notified of this event through SMS/ Email.

Upon clicking the PAY (LABOUR CESS FESS) button, applicant is re-directed to government's e-GRAS online payment system (Treasury) for making the required payment as shown below.

Post-successful online payment (LABOUR CESS) at eGRAS, applicant is re-directed back to BPAS and a payment confirmation message is presented by the system as highlighted in the figure below. Also, applicant is notified of this event through SMS/ Email.