e-Grihanaksha
Online Building Plan Approval System

User Manual for Permission for Revalidation of Building Plan (Low Risk)

Department of Urban Development & Municipal Affairs, Govt. of WB

Government of West Bengal

The Online Building Plan Approval System (OBPAS) has been envisaged by the Department of Urban Development & Municipal Affairs, Government of West Bengal to utilize the benefits of Information Technology to have a Common Application Form (CAF) based Single Window System (SWS) for various Building Construction related services with the facility of Auto-Scrutiny of Architectural Drawing of building/structure as per the requirements of SBRAP & DBRAP 2020-21 for compliance under Ease-of-Doing-Business (EoDB) in order to improve the Accountability, Transparency & Effectiveness in Government administration.

SWS-OBPAS automates the lengthy and cumbersome manual process of checking of the statutory building plan requirements as per rules & regulations, thus reducing paper work, valuable time, effort of the LBSs/ Architects and the Permit granting Authorities. It facilitates quick processing and disposal of building plan permissions, standardization of building fee & other charges, automation of the technical scrutiny of the building plan, effective monitoring of file processing etc.

URL: https://obpsudma.wb.gov.in

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Table of content:

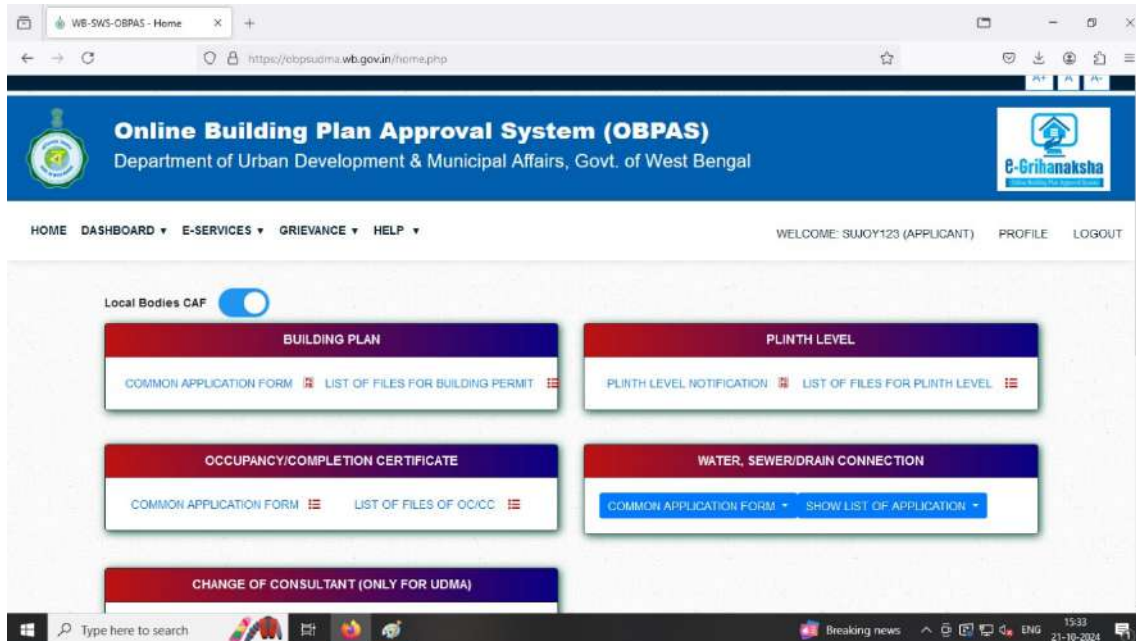# Government of West Bengal

1.0 ONLINE SUBMISSION OF APPLICATION ALONG WITH THE DOCUMENTS UPLOADED

❖ URL Searching: After clicking the URL, OBPAS portal will open.
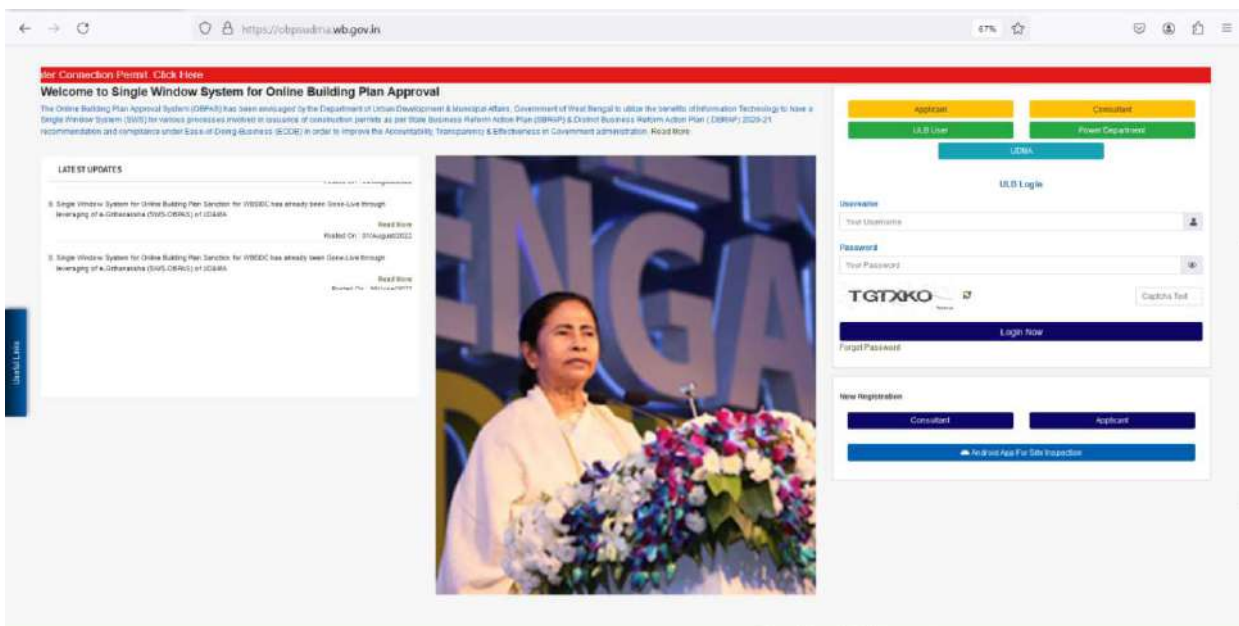
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❖ Login to the citizen console using the registered User name and password.

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❖ List of Services citizen can avail & choosing the service Building plan for demolition.

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❖ List of Services citizen can avail & choosing the service Building plan for demolition.

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❖ After clicking the services, building plan CAF will be initiated and will be process further

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❖ Renewal/Revalidation CAF opens, Applicant Details.

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❖ Renewal/Revalidation CAF opens, Owner Personal Details.

❖ Renewal/Revalidation CAF opens, Owner Site Details.

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❖ Renewal/Revalidation CAF opens, Building Permit Sanction Details.

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❖ Renewal/Revalidation CAF opens, Specifications.

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❖ Renewal/Revalidation CAF opens, Land and Building Specification.

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❖ Renewal/Revalidation CAF opens, Plot Abutting Details.

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❖ The next CAF will be opened as Others Details, based on the data risk classification will be automatically chooses from the system – Low Risk.

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❖ The next CAF will be opened as Engaged Personal Details, based on the data Engaged Personnel type of classification will be automatically chooses from the system.

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❖ Renewal/Revalidation CAF opens, Documents Uploaded for construction verification.

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❖ Renewal/Revalidation CAF opens for the citizen decleration and process to the next step clicking on the tab send to consultant.

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❖ Now, the current status is Applicant Completed assigned to consultant.
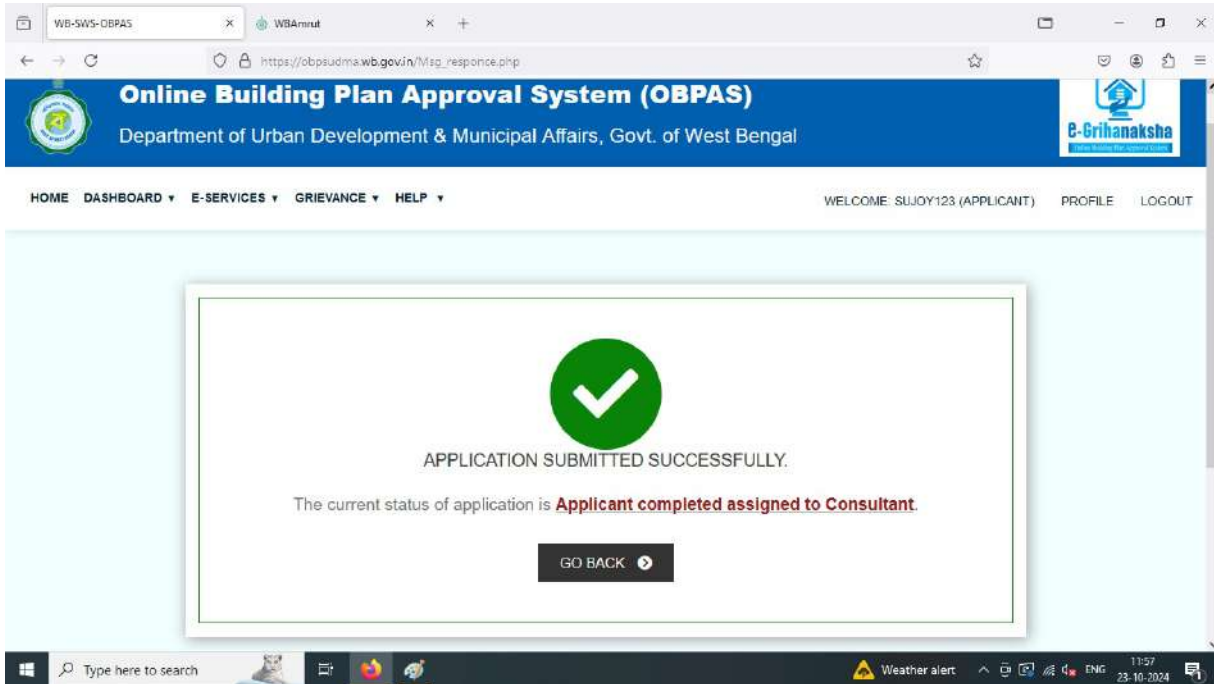
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❖ The assigned consultant login using the user name and password verified by OTP and capcha.

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❖ Click on the respective applicant AIN from the list view of the consultant login and found the Consultant action page and edit button to complete the remaining CAF.

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❖ Found the Consultant action to view the reaming field to fill up tab and edit button to complete the remaining CAF.
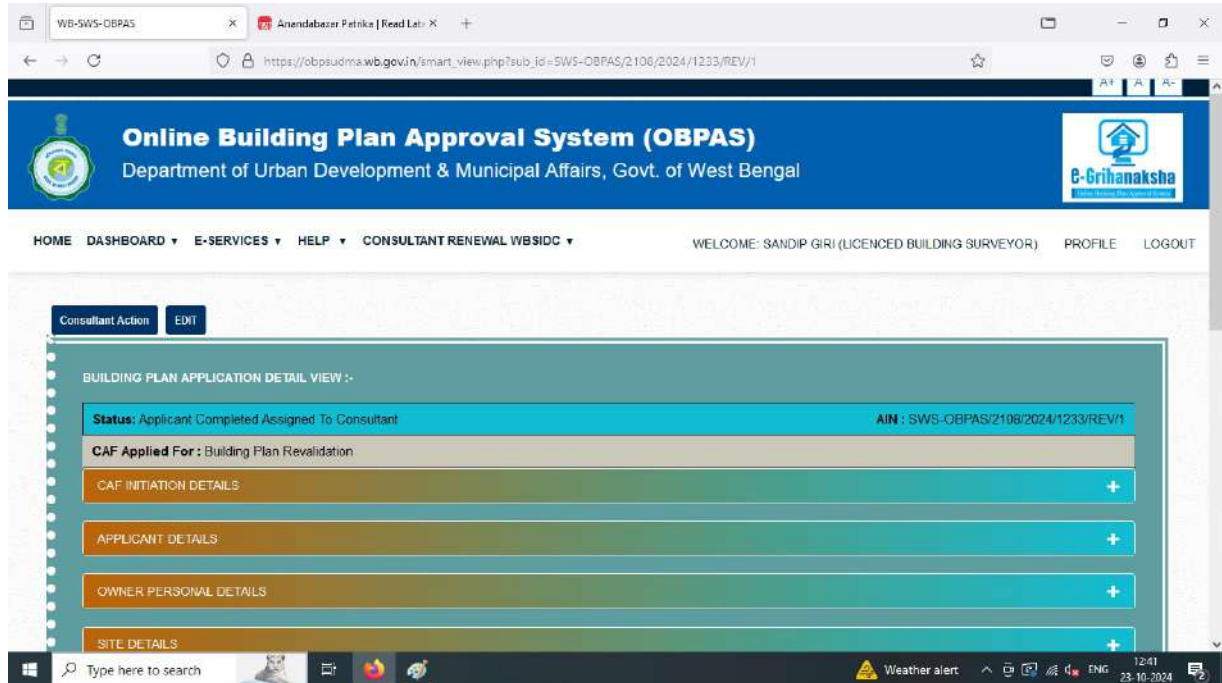
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❖ Filling all the CAF data and ticking all the fields of consultant action page, need to click on send for nodal officer ULB.

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❖ Following a OTP received from the citizen and verified the OTP in login page and click on submit button for the final submission.

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❖ Now, the status is after submission of the AIN is Consultant Completed nodal officer action pending

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❖ Now, the status is Consultant completed Nodal officer action pending.
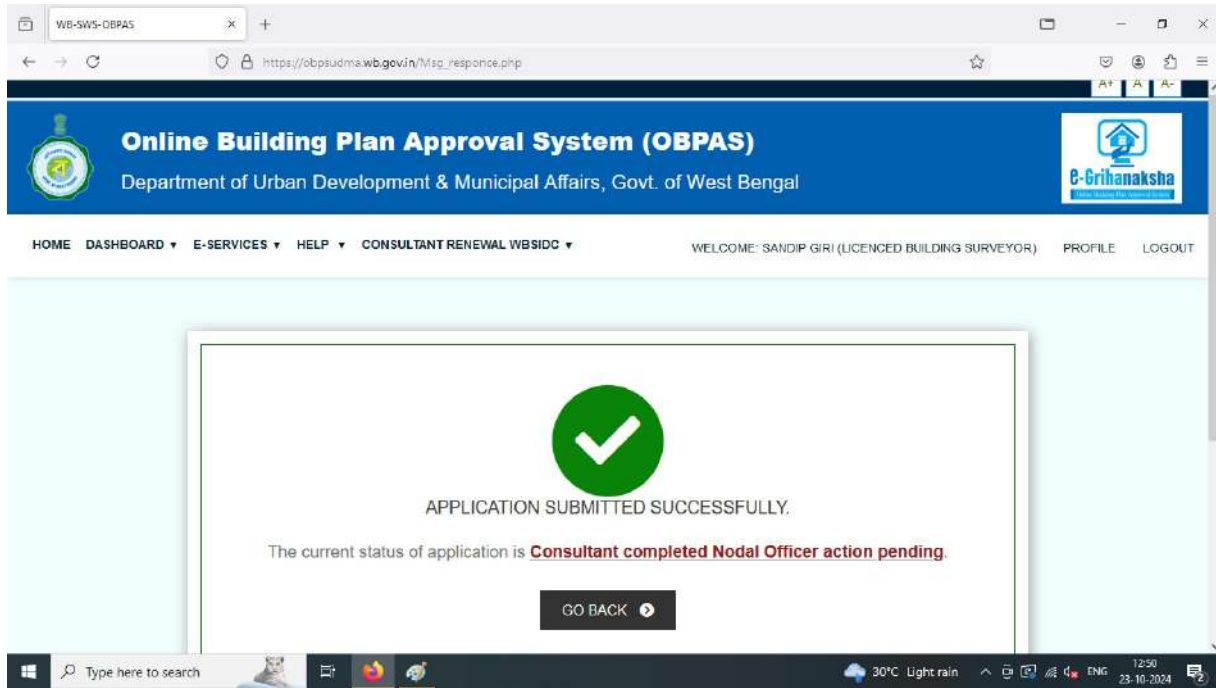
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❖ Nodal login view home page.

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❖ From Nodal click on the AIN and and process for the Action button.
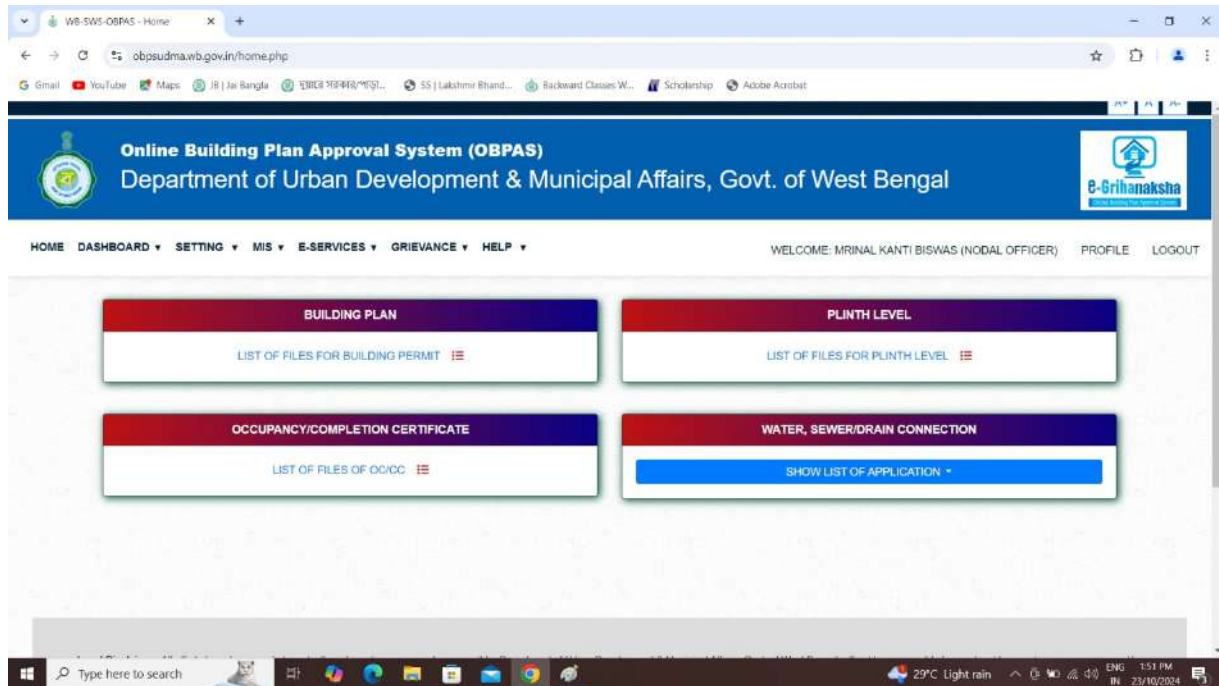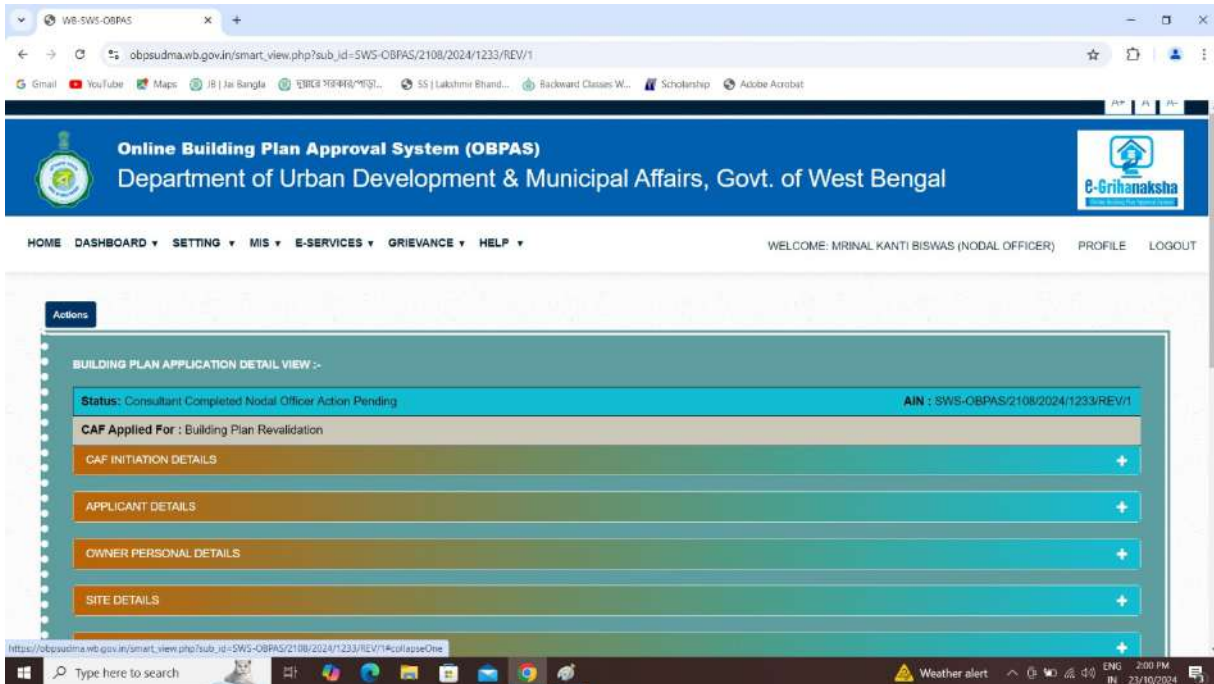
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❖ Click on the Forward button and assign file to the others respective ULB actor for the verification.
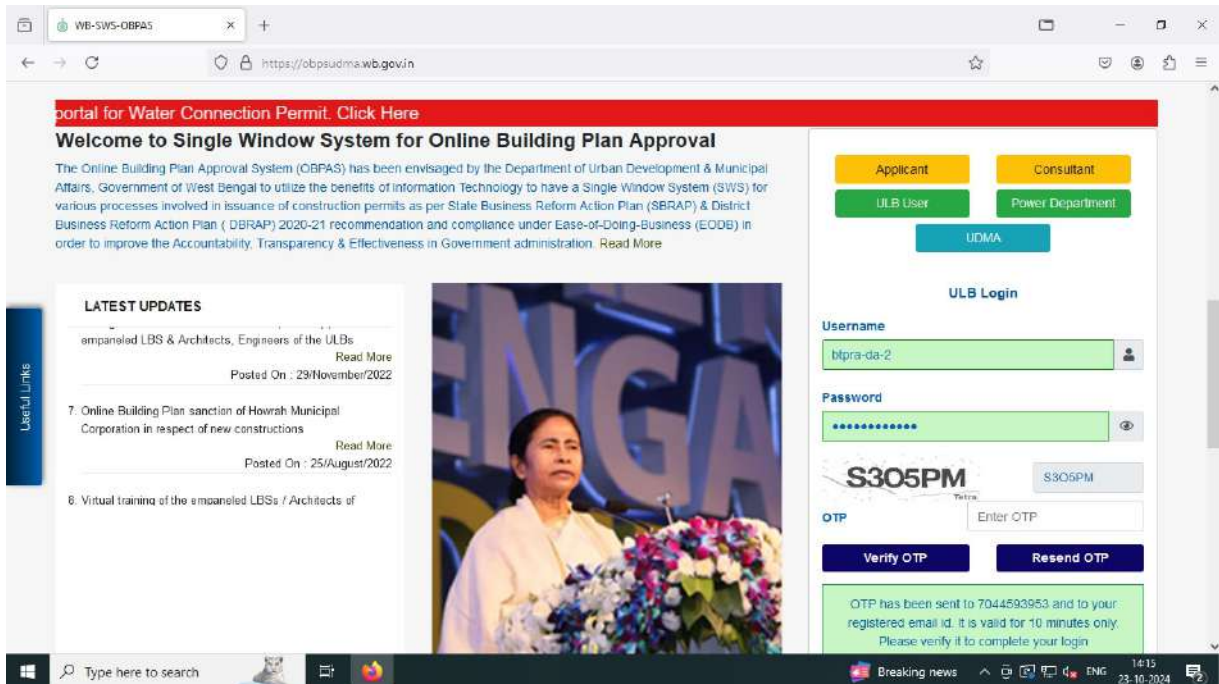
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❖ Now, the current status is Pending for Engg department.

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❖ ULB login: respective assigned dealing assistant login using the login credential and verified by the OTP.

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❖ Dealing assistant details view page.
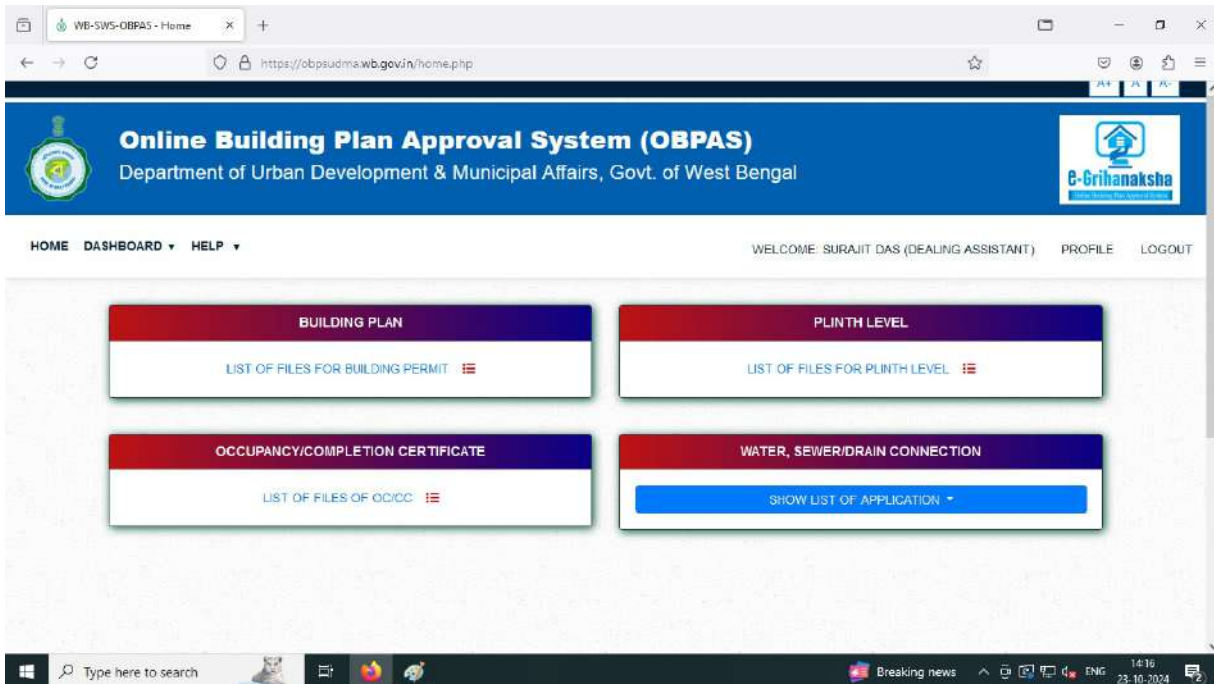
❖ Click on the respective AIN and click on the Action tab for the verification of the document.

❖ After the verification, click on the Forward tab and submit.

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❖ Now, the dealing assistant status changed from Pending to Dealing Assistant Completed.

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❖ ULB login: respective assigned sub-assistant login using the login credential and verified by the OTP.

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❖ Sub Assistant Engineer details view page.
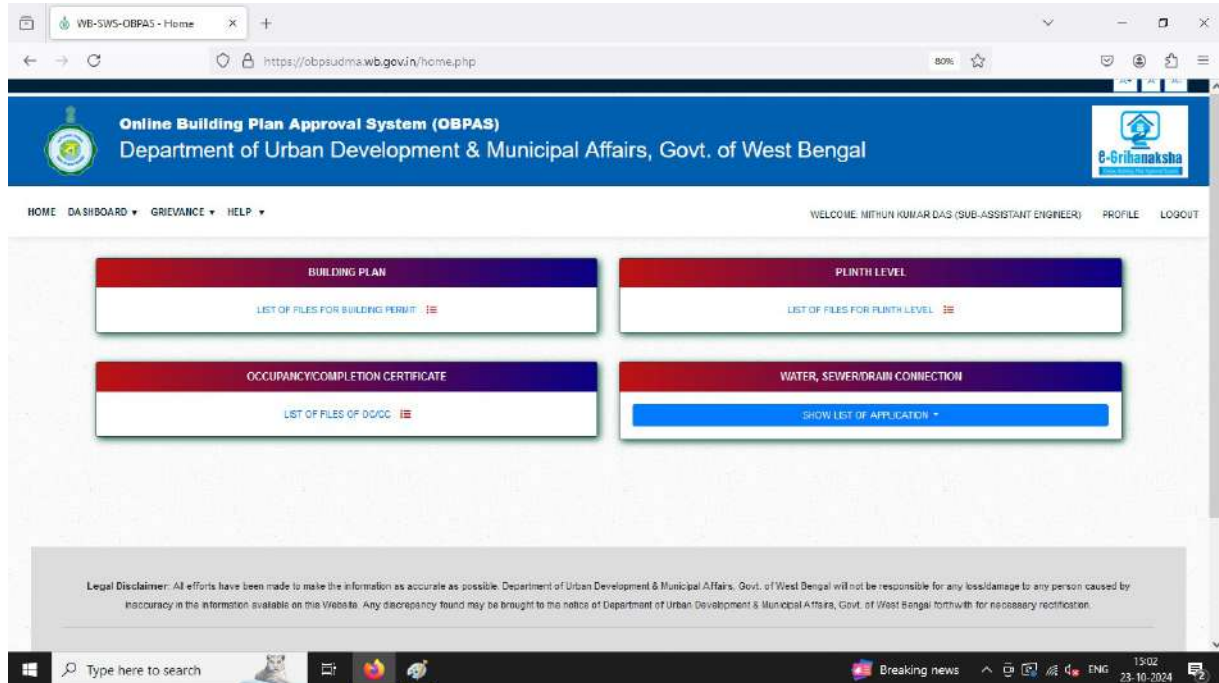
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❖ SAE login building plan application list.

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❖ SAE login action tab on the respective AIN for the further checking of the documents.

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❖ After the verification, click on the Forward tab and submit.

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❖ ULB login: respective assigned Assistant Engineer login using the login credential and verified by the OTP.

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❖ Assistant Engineer details view page.

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❖ AE login building plan application list.

❖ AE login action tab on the respective AIN for the further checking of the documents.

❖ After the verification, click on the Forward tab and submit

❖ Now, the current status is AE recommended Nodal officer action pending.
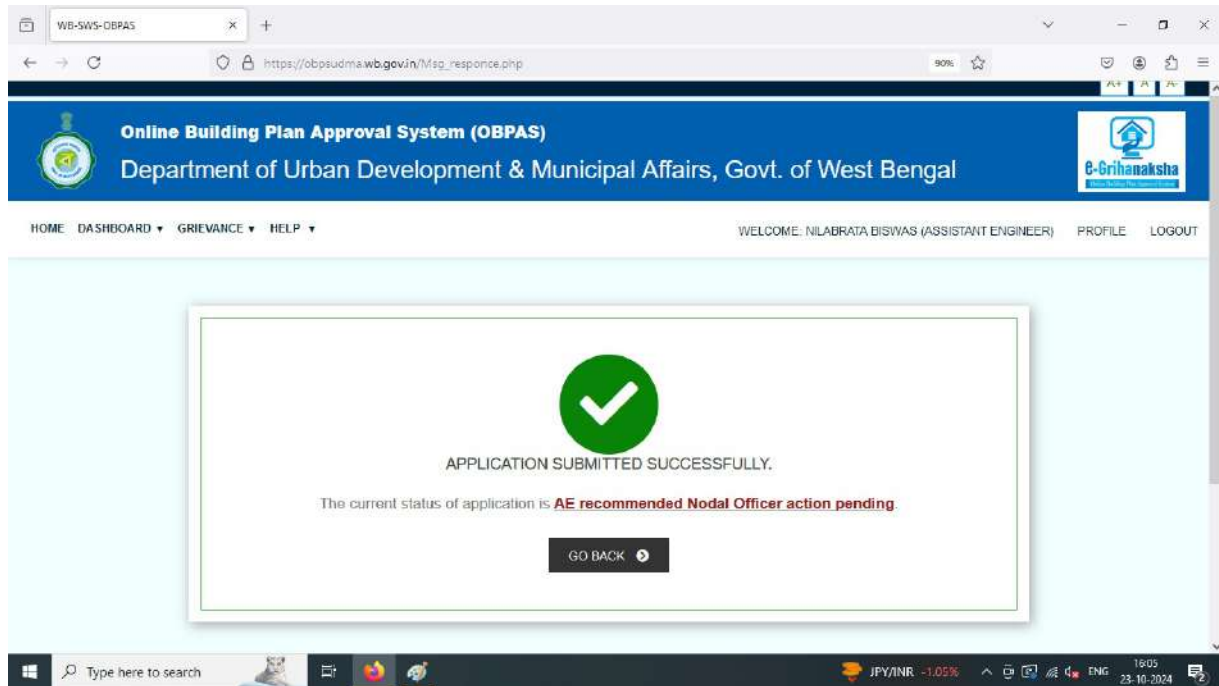
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❖ Nodal officer login page.
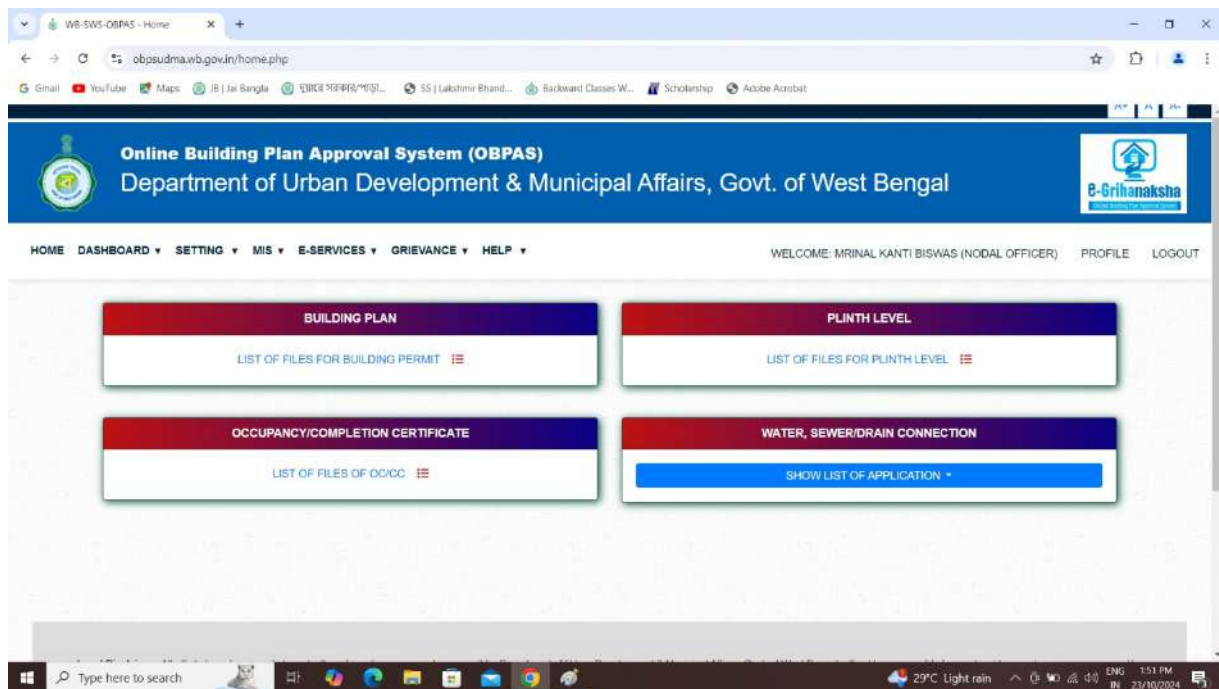
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❖ Nodal officer building plan application list.

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❖ Nodal officer action page for the further process.

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❖ After the verification, click on the Forward tab and submit.

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❖ Now, the current status is Meeting date has been finalized by nodal officer.
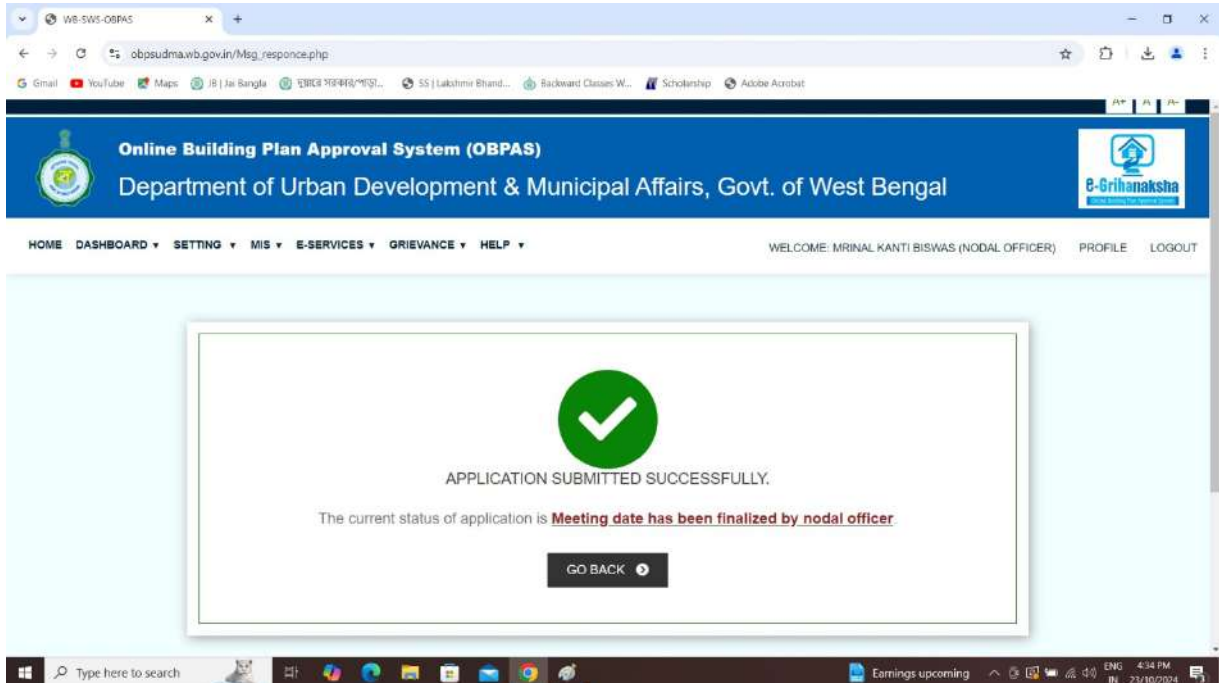
❖ After BOC login from the Nodal, action button visible for taking the action.
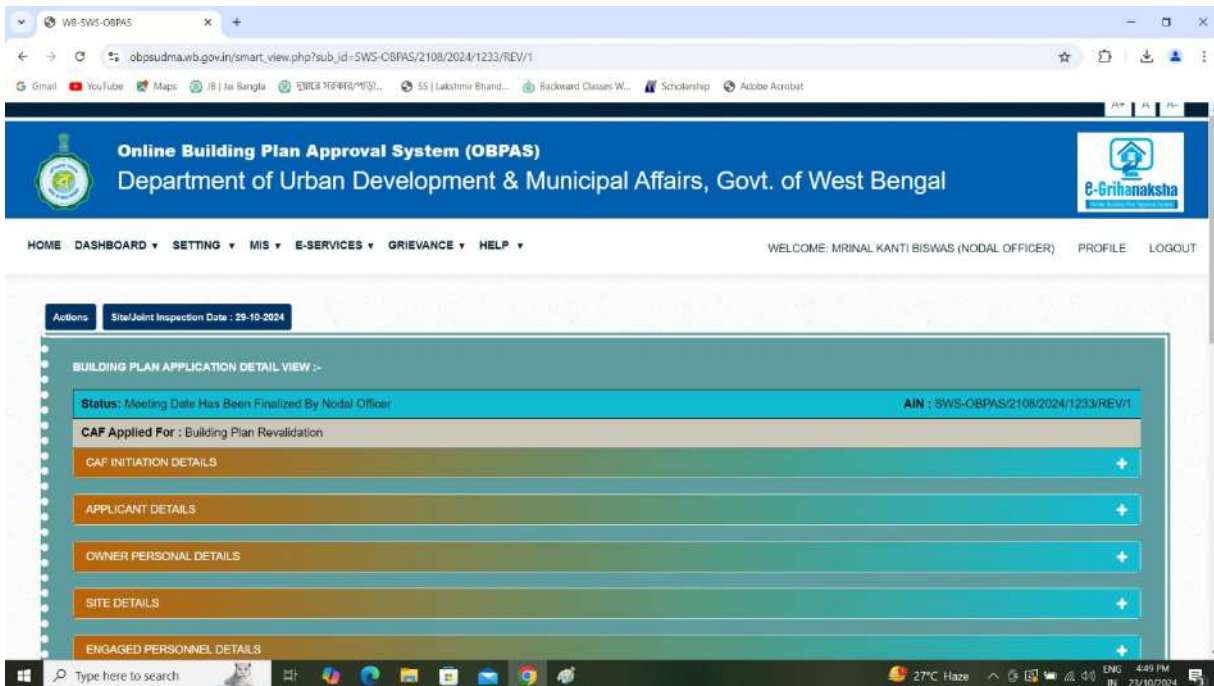
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❖ After Approval from the BOC click on the Forward button and submit for the approval.

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❖ Now, the current status is Pending For payment.
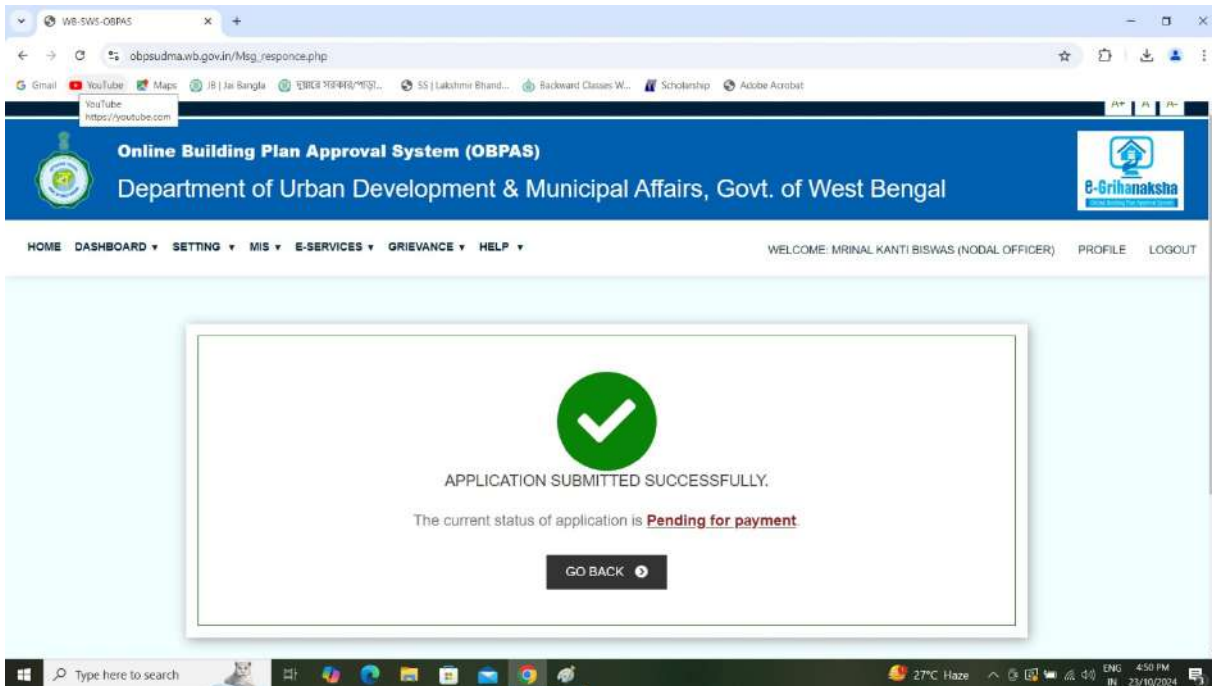
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2.0 TRACKING OF APPLICATION STATUS BY THE APPLICANT

❖ Login with the Applicant login using the login credentials.

❖ Verified by the OTP send in the registered mobile no of the applicant.

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BUILDING PLAN APPLICATION LIST

S. No	Applicant	Engaged Personnel Name(LBS/Architect)	ULB	Building Category	AIN	Land Area as per deed (Square Meter)	Building Height	Scrutiny Status	Application Status	Risk Category	Flag Status	Dealing Assistant status	Site Inspection Status
1	Kishor Doy	Amalendu Maji	Rajpur-Sonarpur	Residential	SWS-OBPAS/2207/2025/0161	66.9144	6.86	Scrutiny Return with query	Pending For Engg Department	Low Risk	T3 T5 T6 T9 T13 T14 T15	Pending	Pending
2	Ananda Saha	Sudip Kumar Mondal	Bangaon	Residential	SWS-OBPAS/2106/2024/0410/EXT/1	149.35	9.30	Scrutiny Return with query	SAE Recommended Nodal Officer Action Pending	Low Risk	T3 T5 T6 T9 T13 T14 T15	Complete	Complete
3	Ashish Kumar Hazra	Mozammel Hossain Tarafdar	Howrah	Residential	SWS-OBPAS/1902/2025/0189	133.509	8.620	Precheck Return	Consultant Pending			NA	NA
4	Mithun Pradhan Giri	BRATATI SEN	Contai	Residential	SWS-OBPAS/1701/2024/0438	182	8.00	Scrutiny Return with query	Meeting Date Has Been Finalized By Nodal Officer BOC - 30/Jan/2025	Low Risk	T3 T5 T6 T9 T13 T14 T15	Complete	Complete
5	Mihir Halder	Kajal Kumar Samanta	Rajpur-Sonarpur	Residential	SWS-OBPAS/2207/2025/0369	149.1	7.00	Completed	Pending For Engg Department	Low Risk	T3 T5 T6 T9 T13 T14 T15	Pending	Pending
6	Madhuri Patra Maity	BRATATI SEN	Contai	Residential	SWS-OBPAS/1701/2024/0347/EXT/1	184.7196	9.00	Scrutiny Return with query	Meeting Date Has Been Finalized By Nodal Officer	Low Risk	T3 T5 T6 T9 T13 T14 T15	Complete	Complete

Type the AIN No. for tracking

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Show the application status.

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3.0 ONLINE PAYMENT BY THE APPLICANT

❖ Login from the citizen for the payment process.

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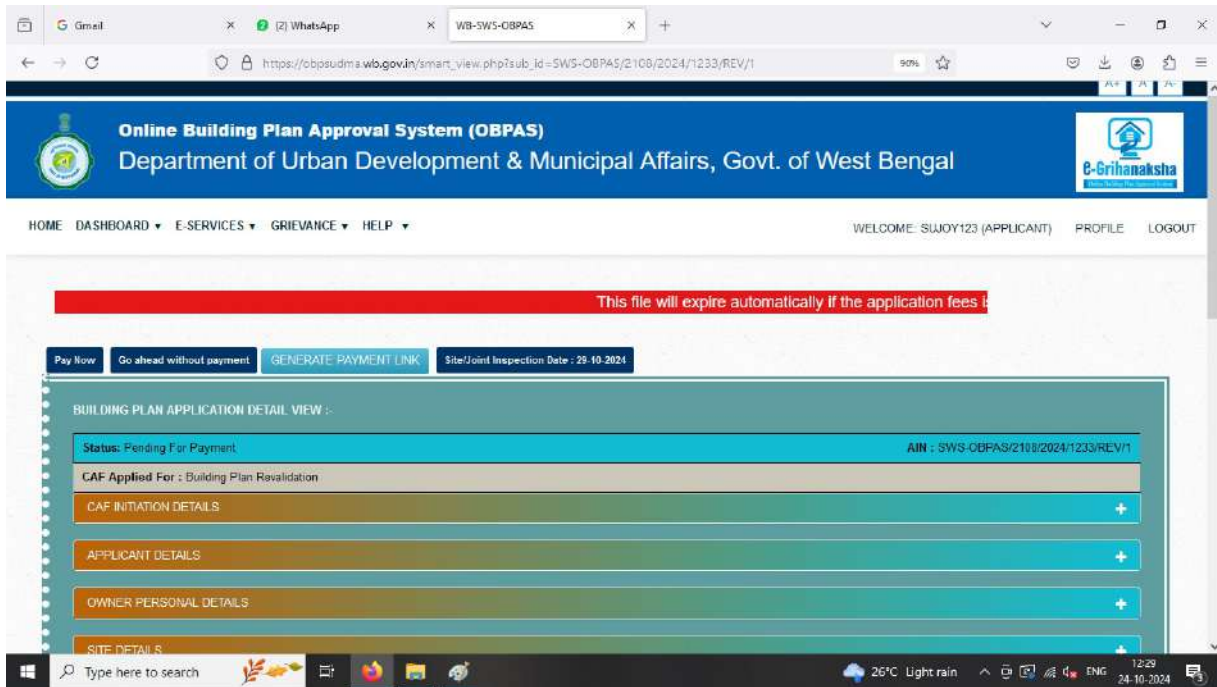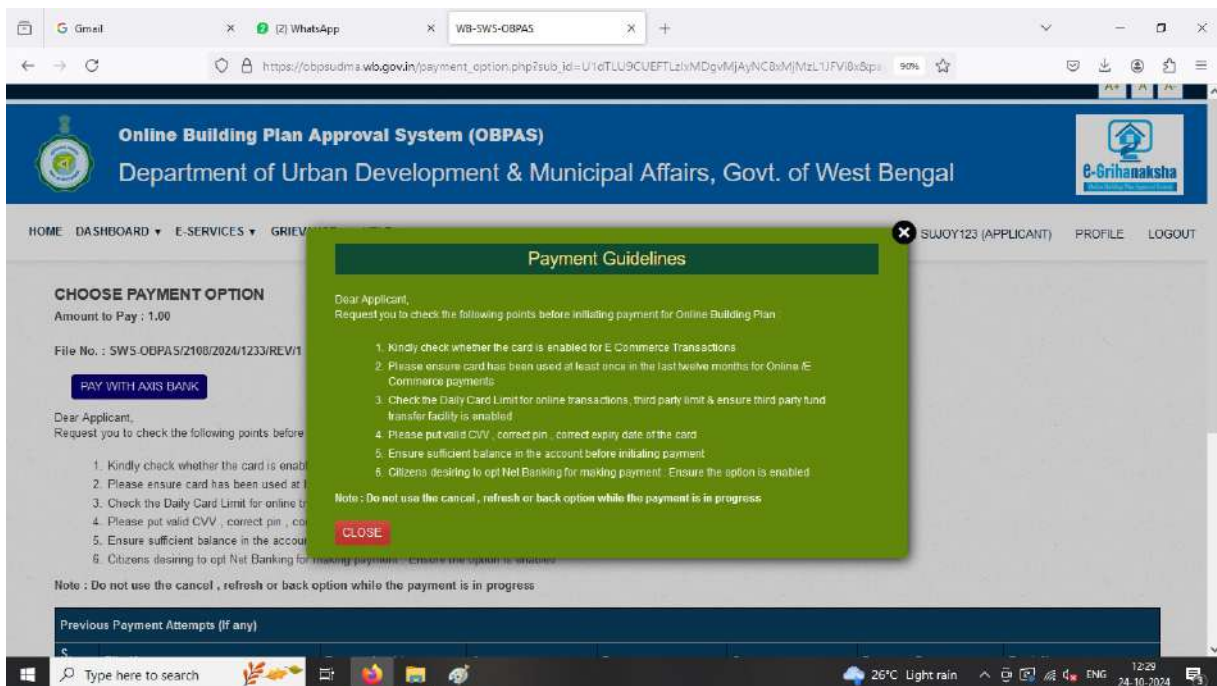
❖ Building plan application list.
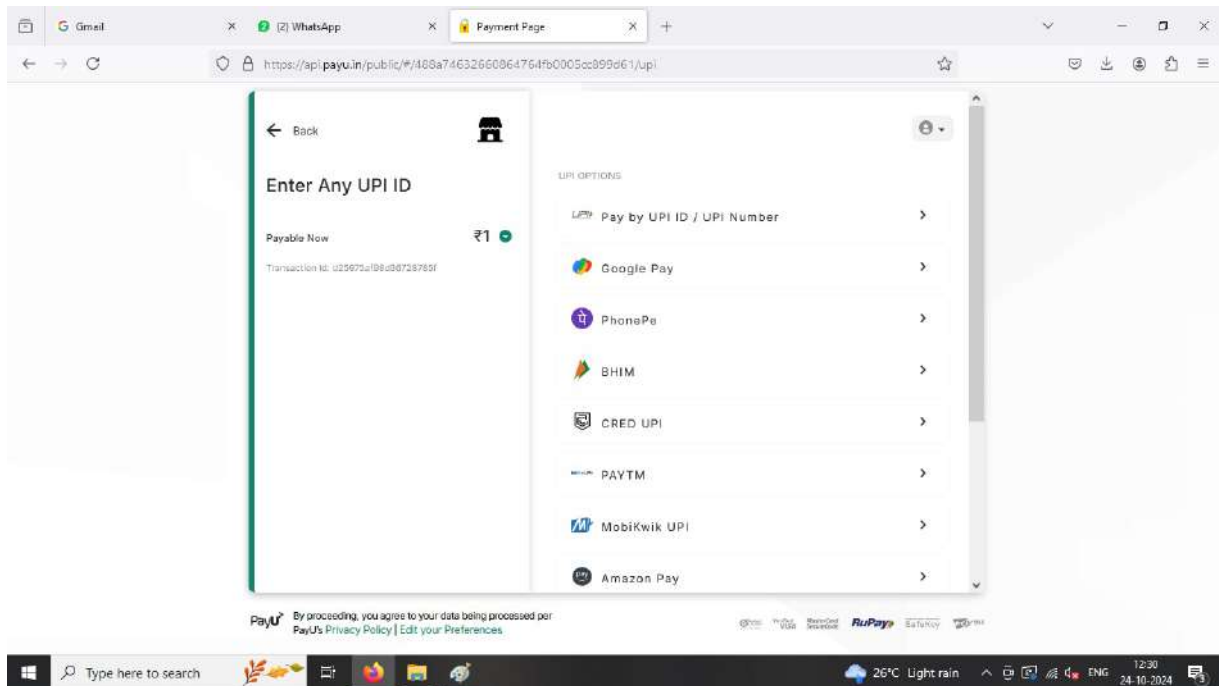
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❖ Pay now button is active for the payment.

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❖ Payment guidelines for the payment.
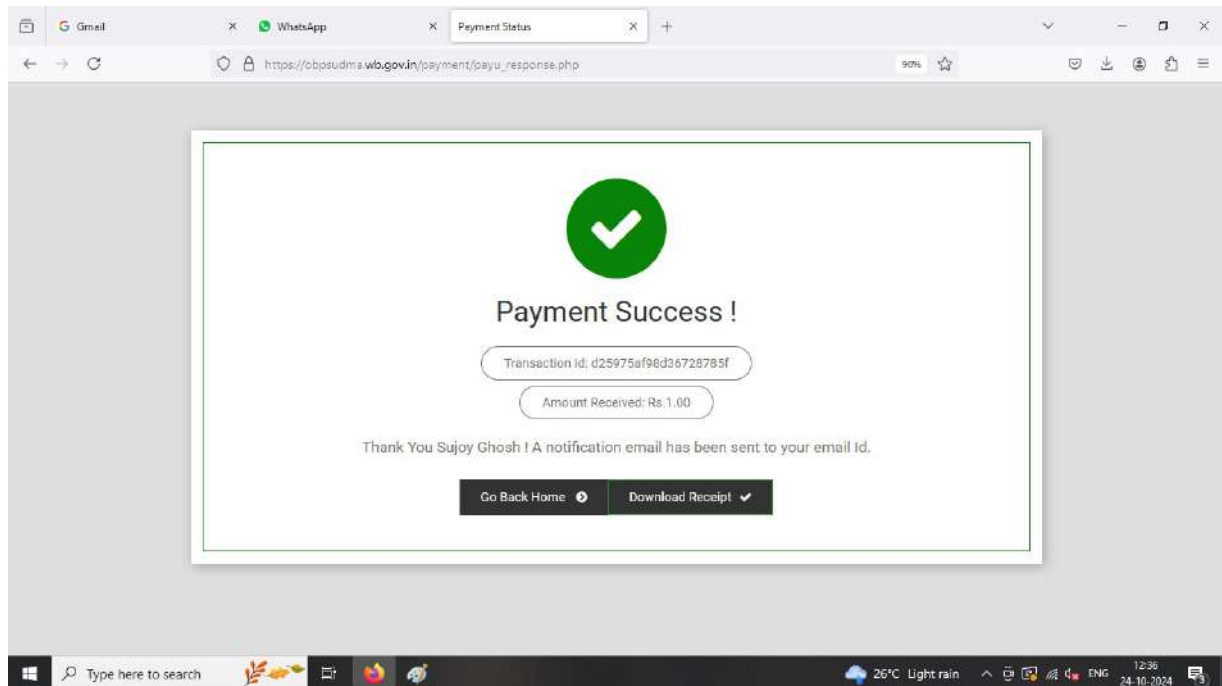
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❖ Payment via online system.
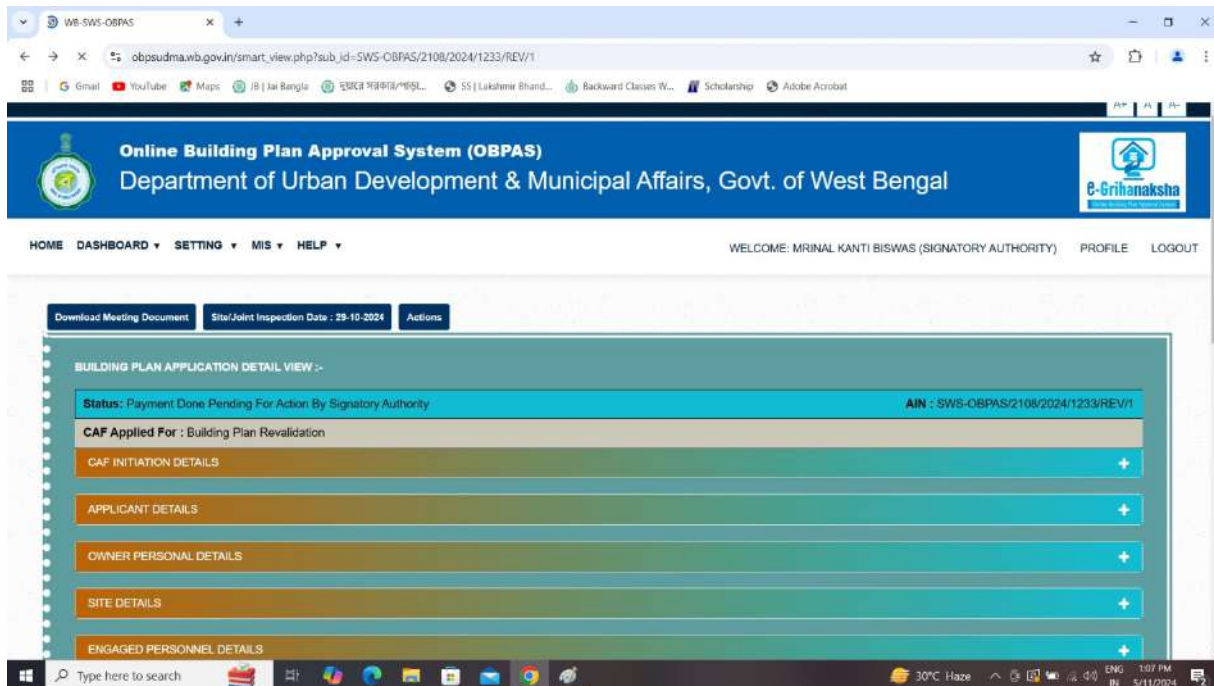
❖ Payment success .

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❖ System generated payment receipt.

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❖ Login from the Signatory authority, now the status is Payment done pending by signatory authority and click on the action tab.

❖ Click on approved and submit.

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❖ Status is Signatory Authority Approved.
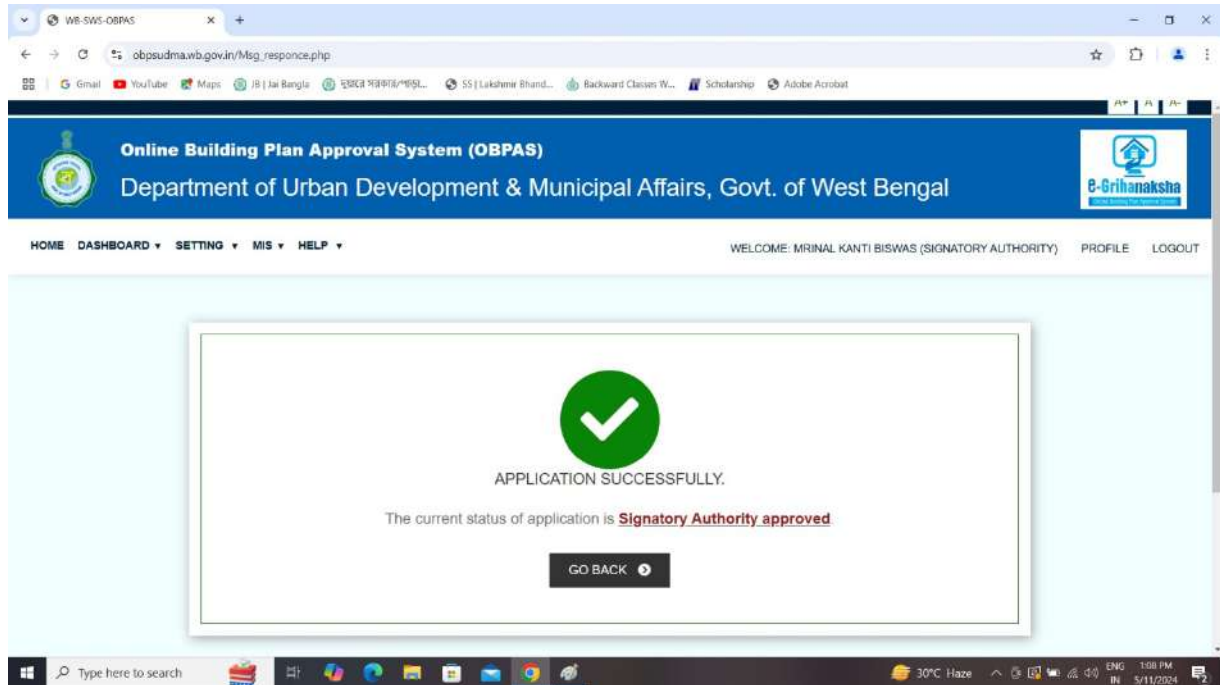
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❖ Signature tab and unsigned document ready for the digitally signed and approval of the documents.
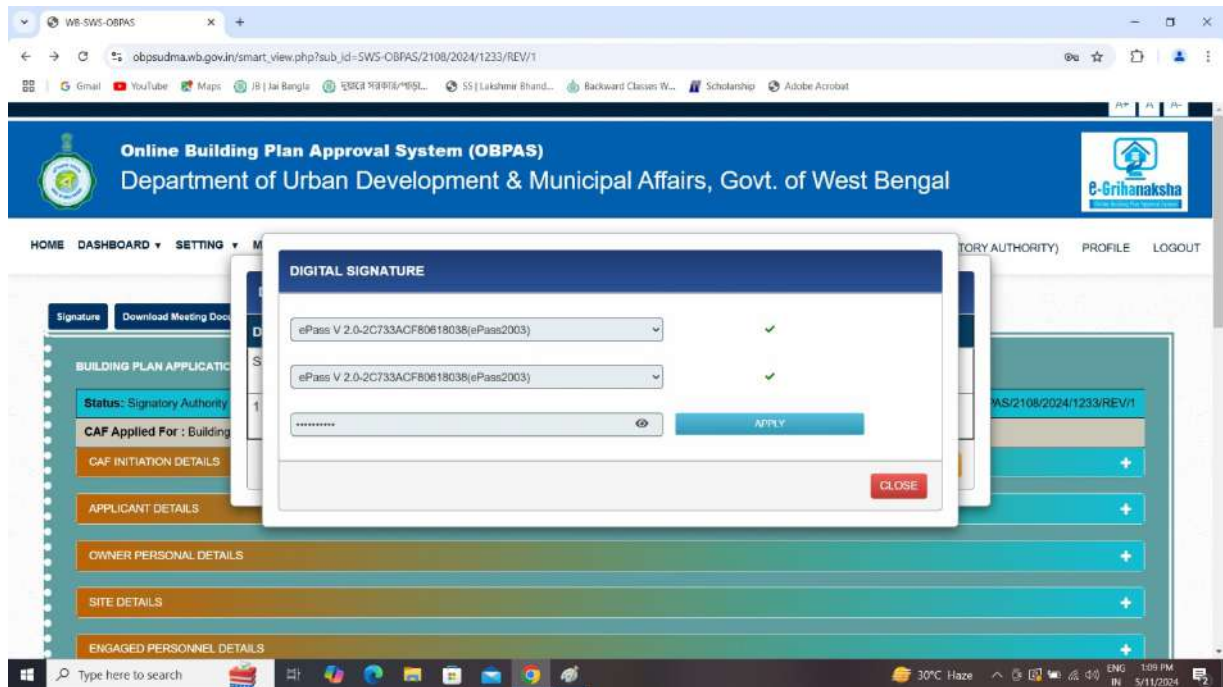
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❖ DSC process ongoing for the approval.

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❖ DSC approved.

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❖ DSC approved.

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4.0 DOWNLOAD OF THE FINAL SIGNED CERTIFICATE BY THE APPLICANT
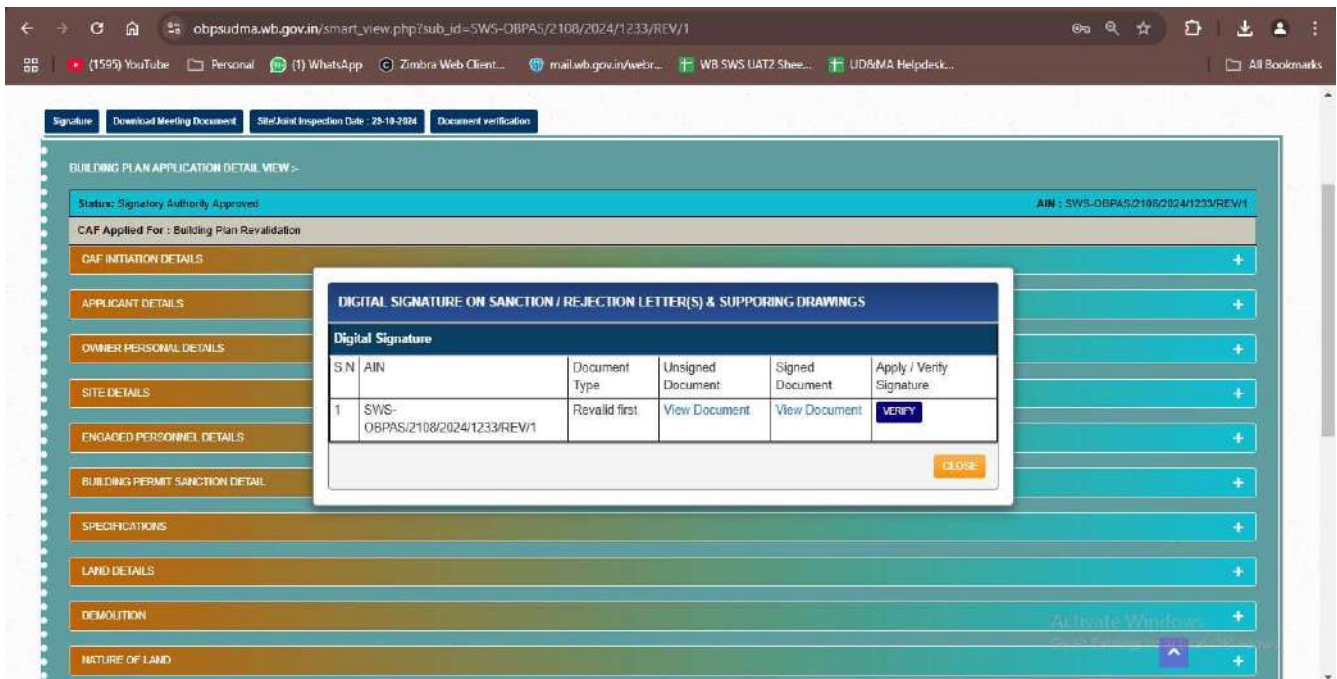
❖ After approval of the application, applicant views the Certificate.

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❖ View the Certificate

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5.0 THIRD PARTY VERIFICATION

Screenshots for verification of approval certificate

Certificate can be downloaded by user post approval, even without login through Third Party Verification

https://obpsudma.wb.gov.in/thirdParty.php

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Enter the AIN no. SWS-OBPAS/2108/2024/1233/REV/1 and then click on the Search link.

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The Sanction details will appear on this web-page and user is required to click on the link under 'View Document' to view the certificate.

On clicking on the link under 'View certificate' the certificate opens in the web-page.