Government of West Bengal

-

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

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

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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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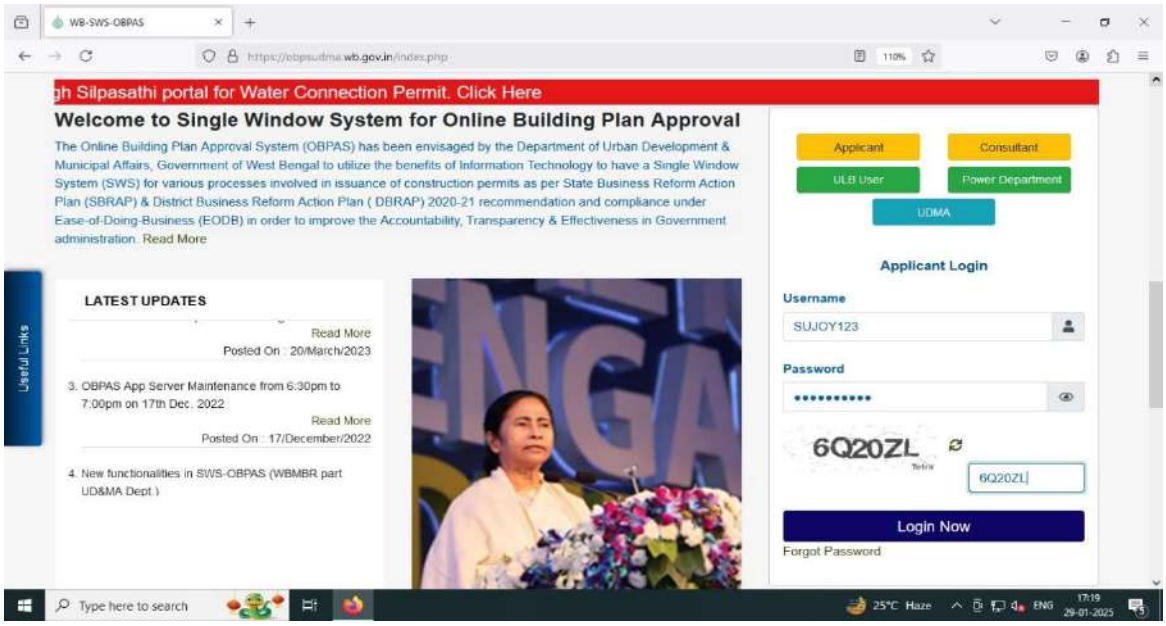
1.0 ONLINE SUBMISSION OF APPLICATION ALONG WITH THE DOCUMENTS UPLOADED

❖ URL Searching: After clicking the URL, OBPAS portal will open.



❖ URL Searching: After clicking the URL, the OBPAS portal will open using the registered user name and password, verified by the user name and password.

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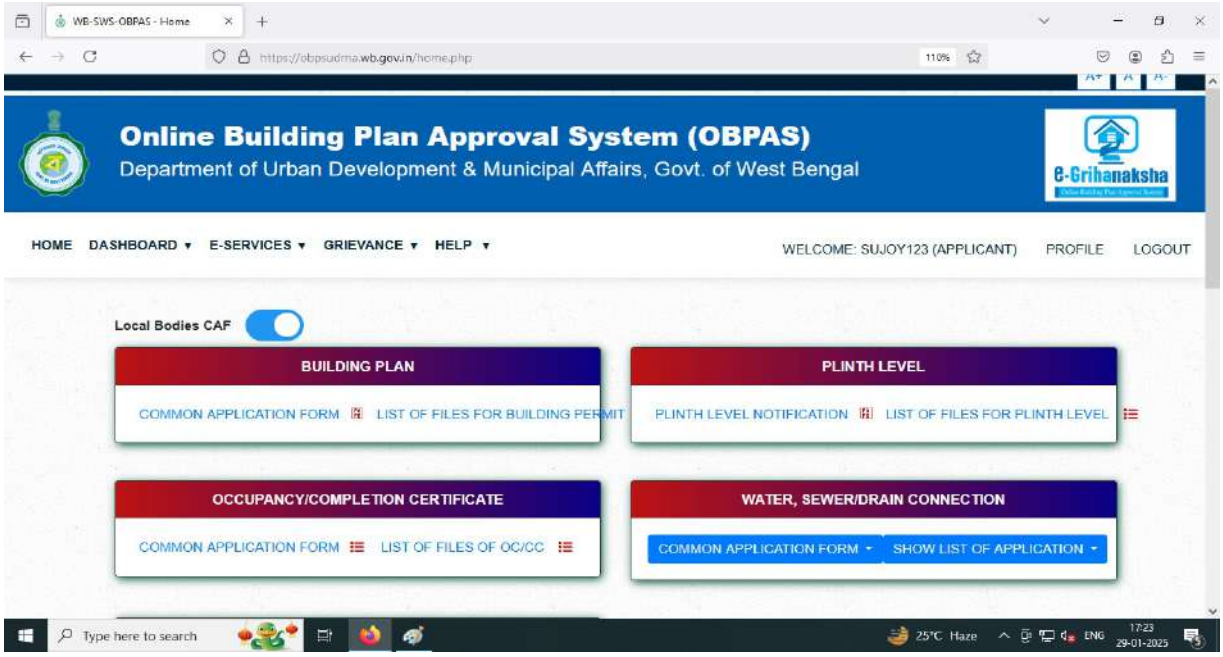
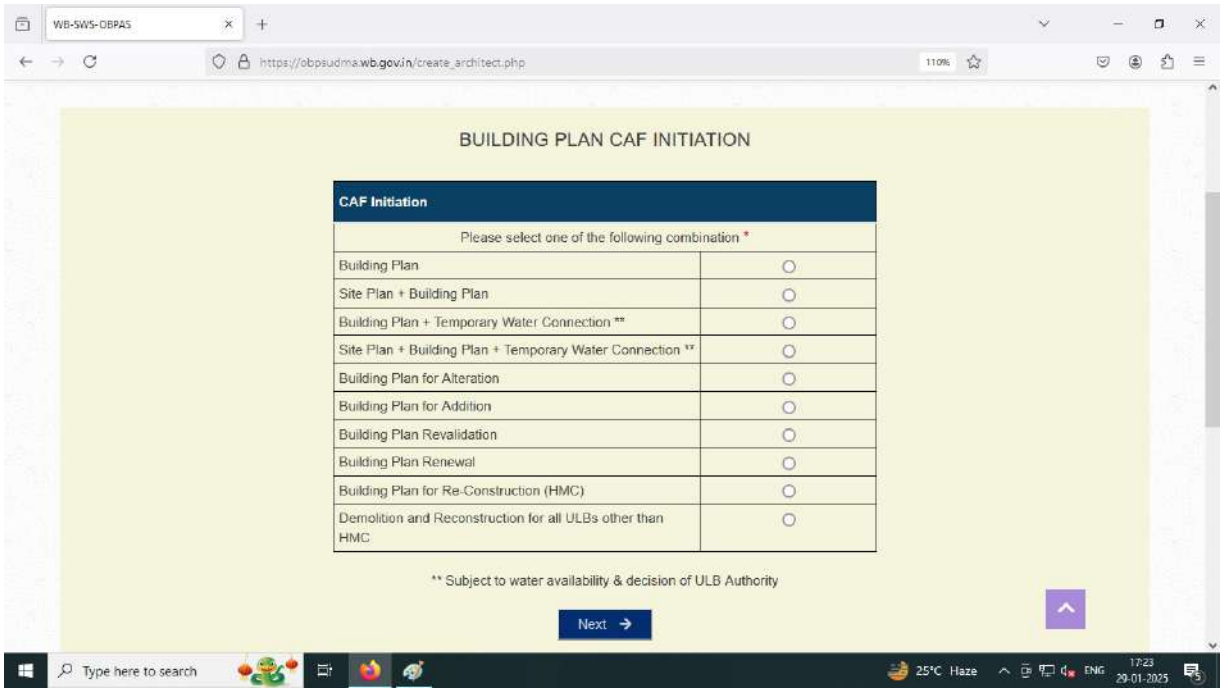
❖ Applicant font page for the selection of the different services to choose. Click on the Building plan common application form for the approval of the Building plan for alteration.



❖ List of different services under building plan sanctioned.



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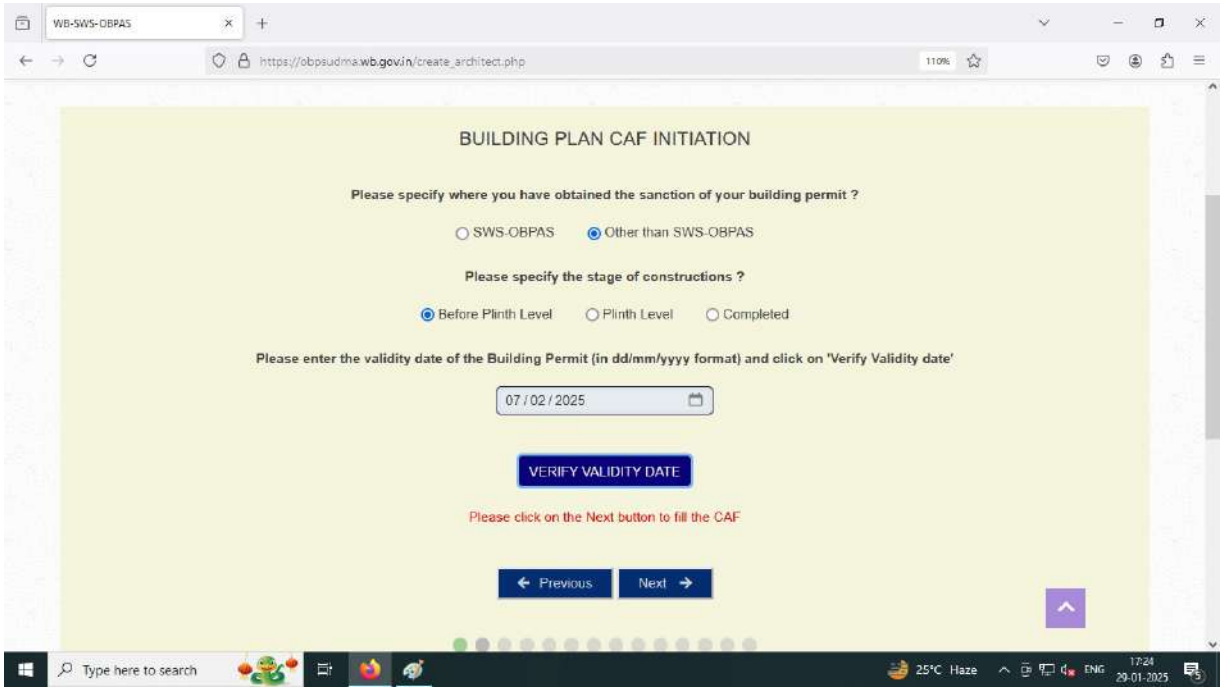
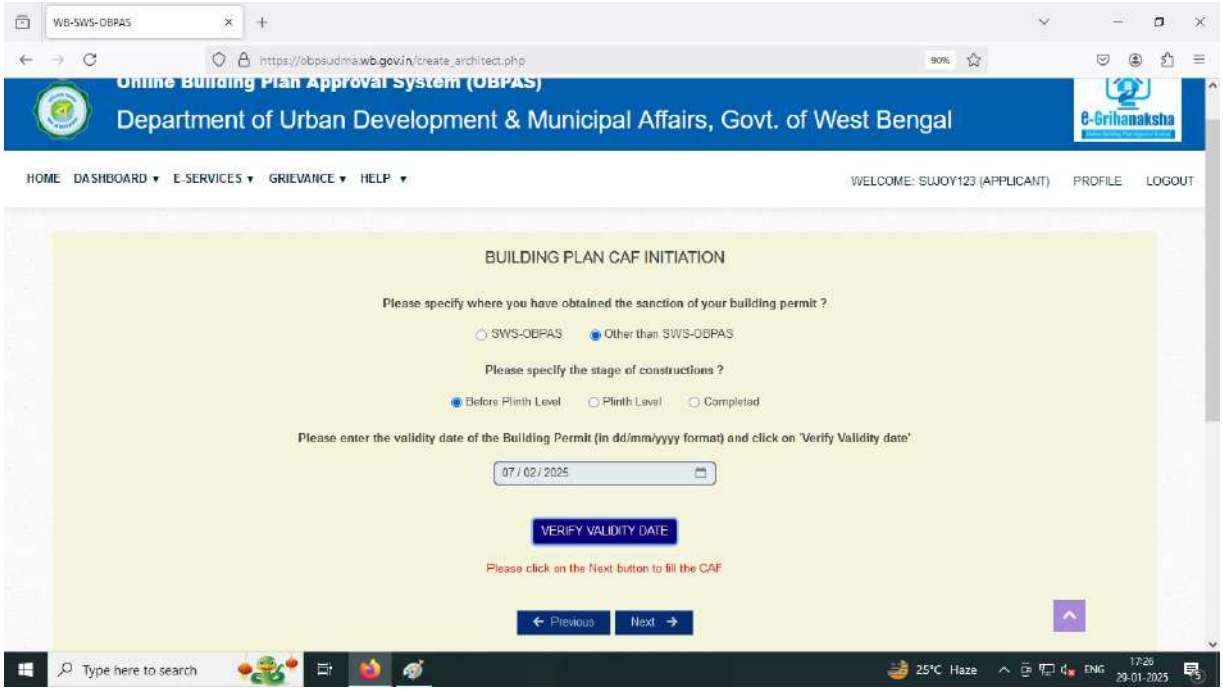
❖After clicking on building plan foe Alteration, Building plan CAF initiation page will open with mandatory question.



❖After providing the necessary data, the system will ask for the fill-up the CAF.



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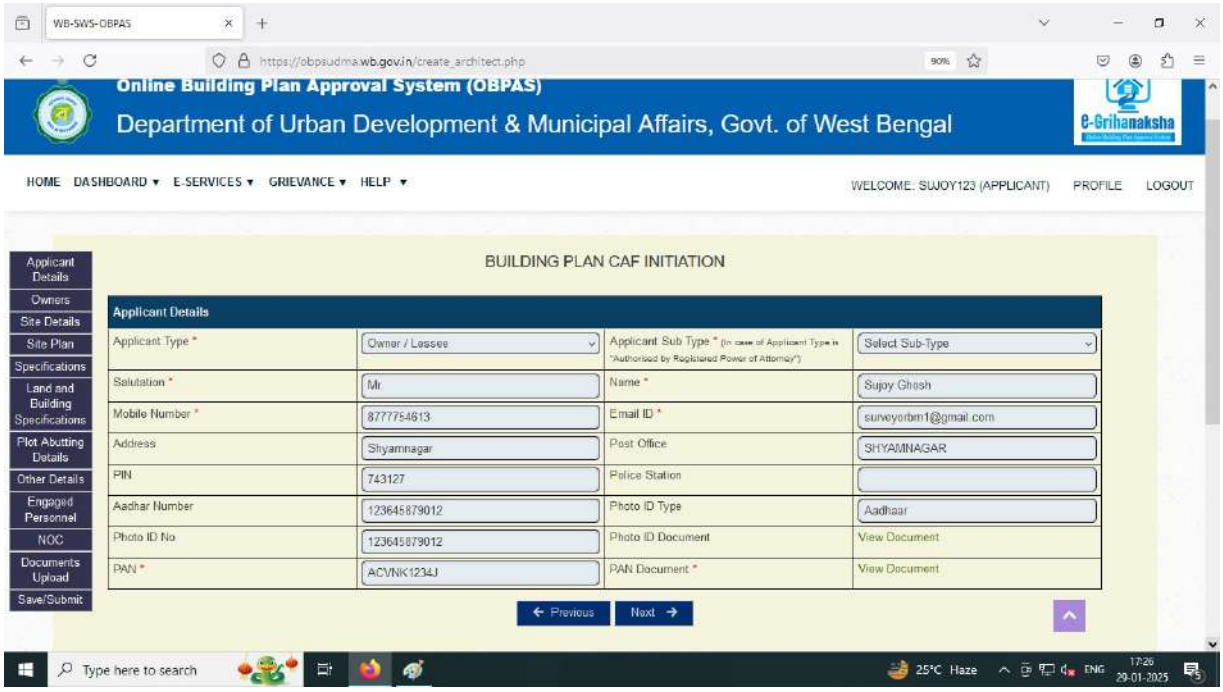
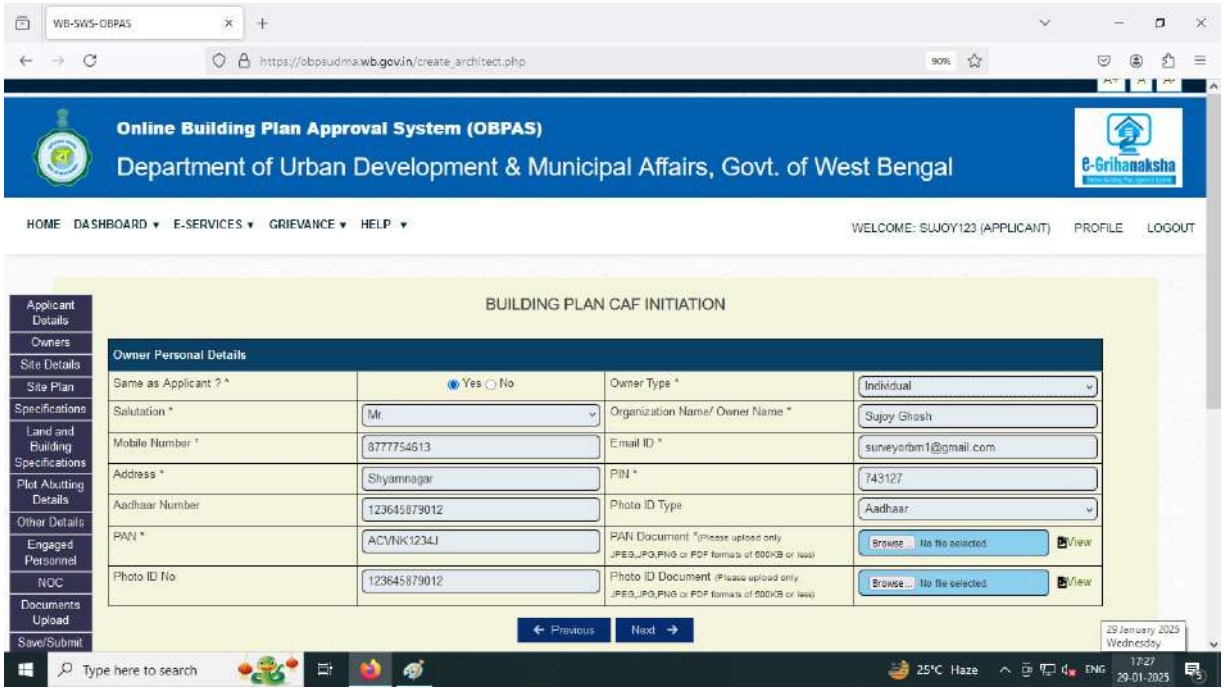
❖Building plan for Alteration CAF opens, Applicant Details.



❖ ❖ ❖Building plan for Alteration CAF opens Owner Personal Details.



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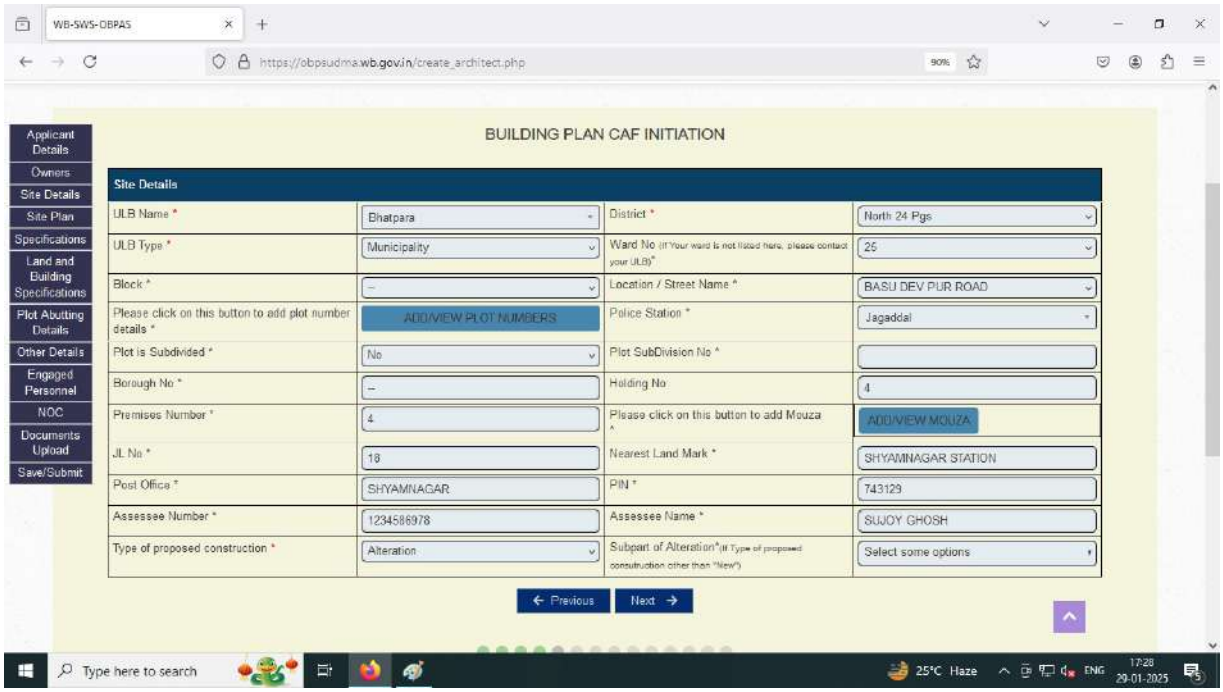
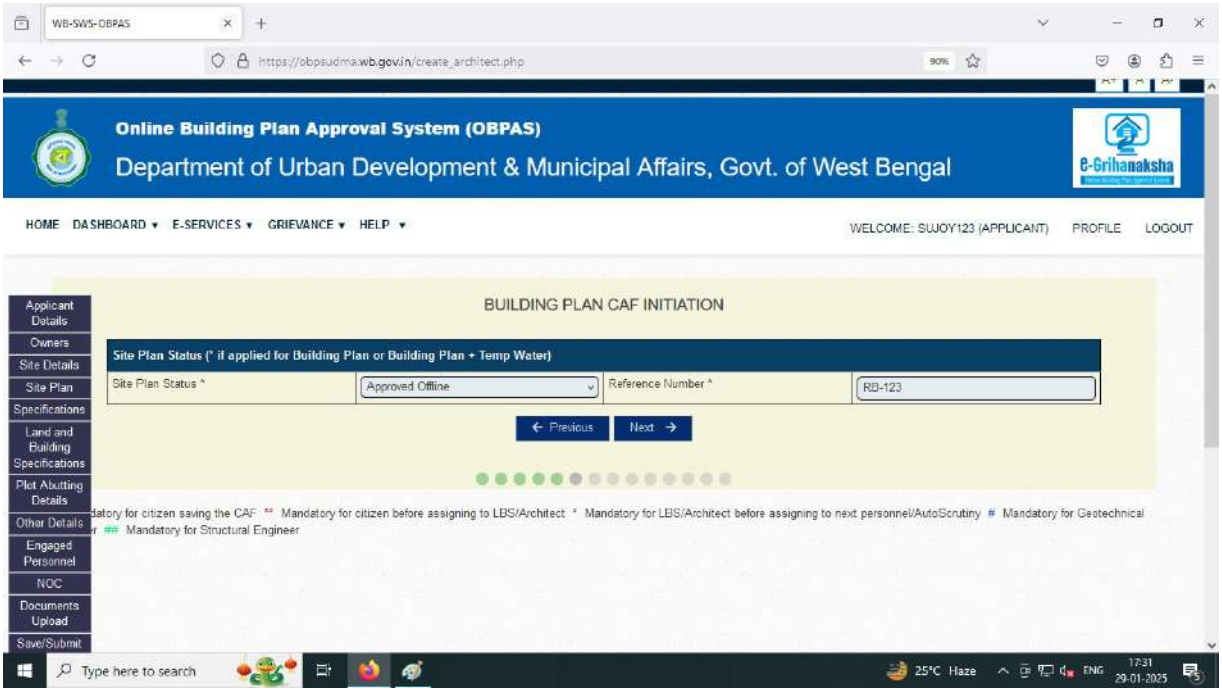
❖Building plan for Alteration CAF opens Site Details.



❖Building plan for Alteration CAF opens, Site Plan Status.



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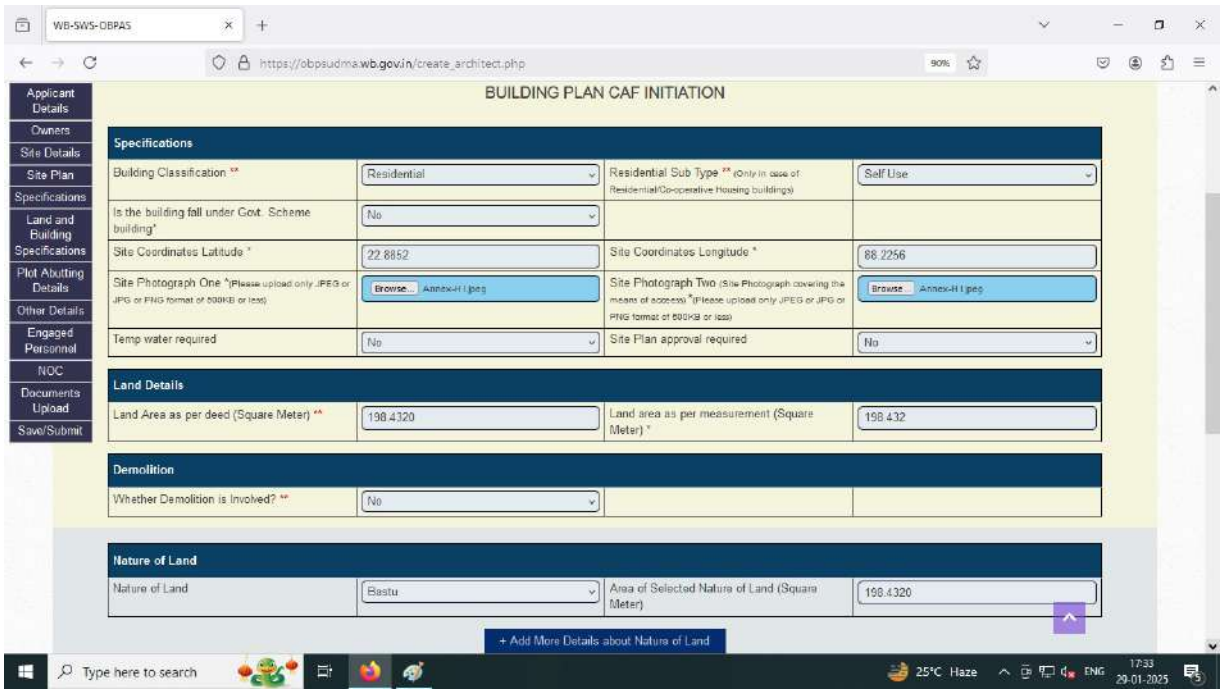
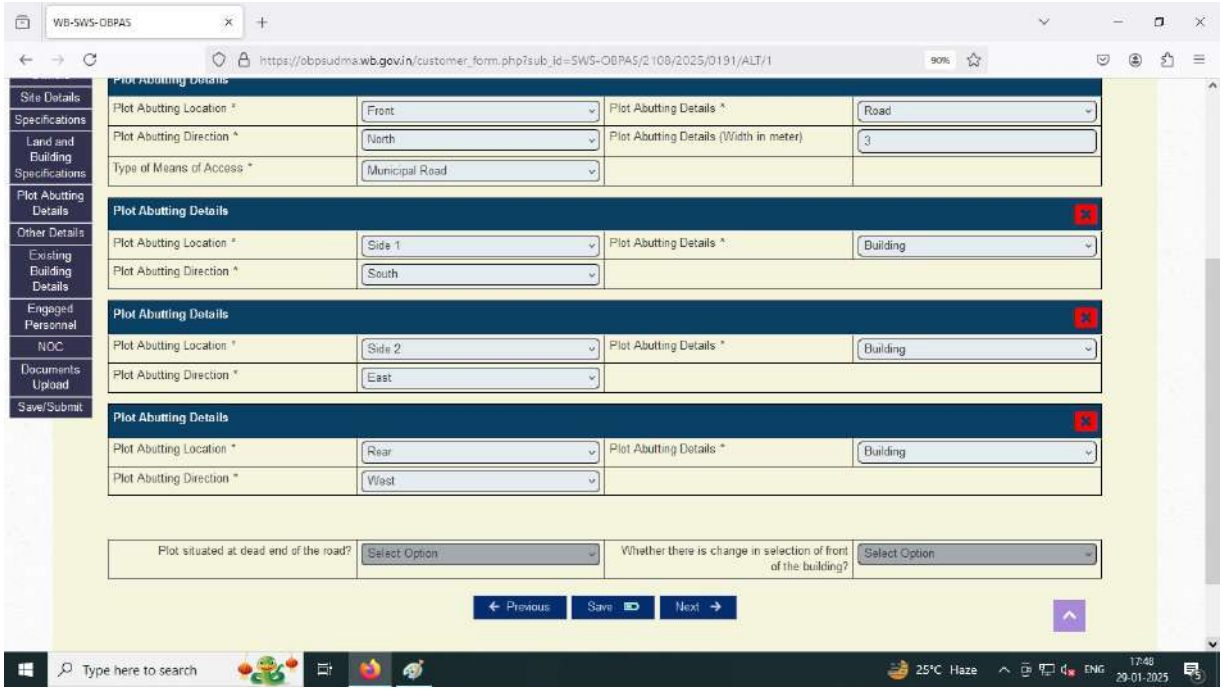
❖Building plan for Alteration CAF opens, Specification.



❖Building plan for Alteration CAF opens, Plot Abutting Details.



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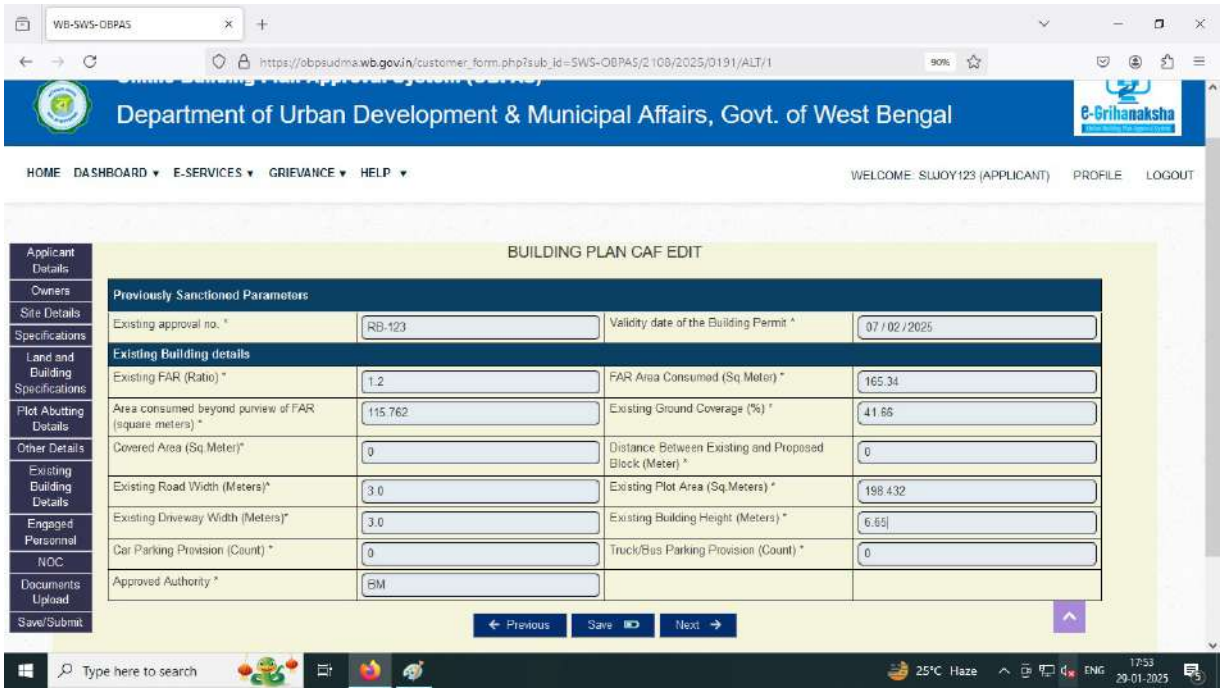
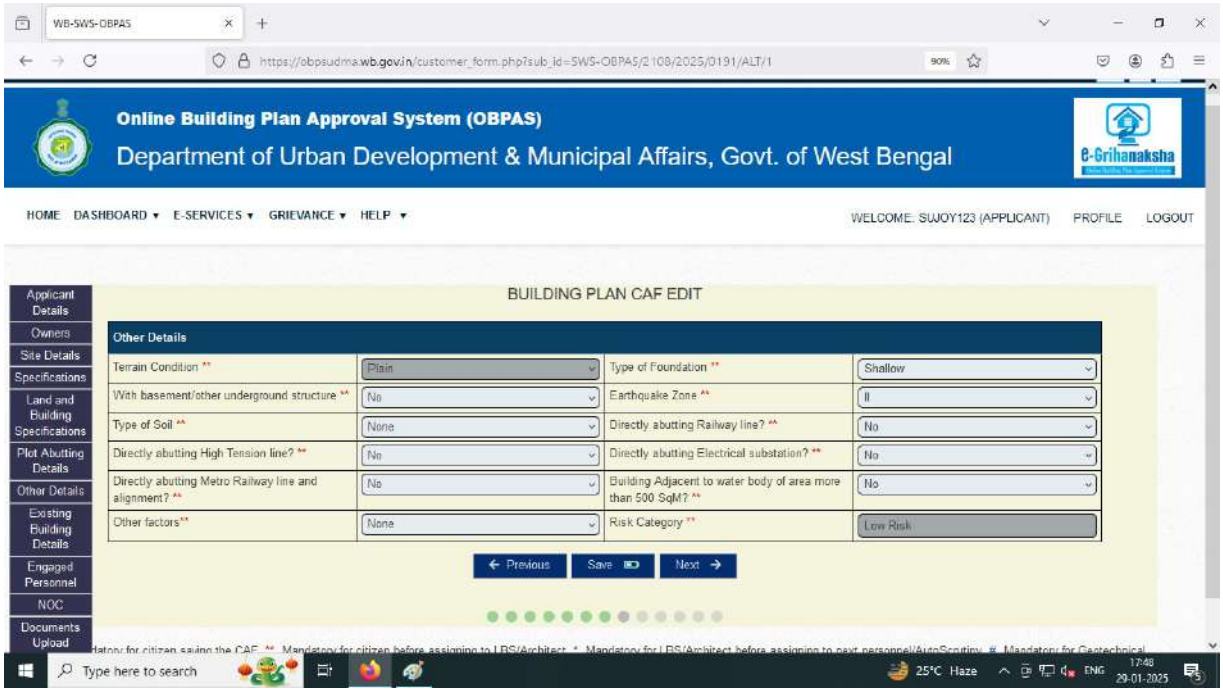
❖Building plan for Alteration CAF opens, Existing Building Details..



❖Building plan for Alteration CAF opens, Other Details: Low Risk.



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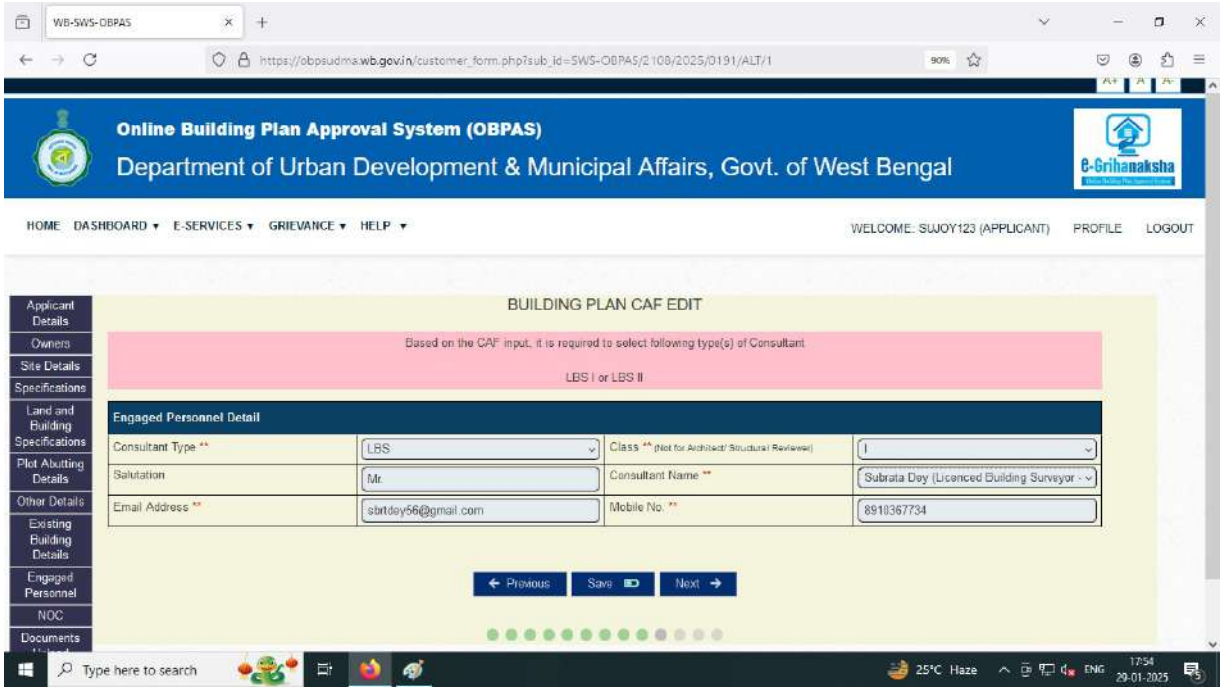
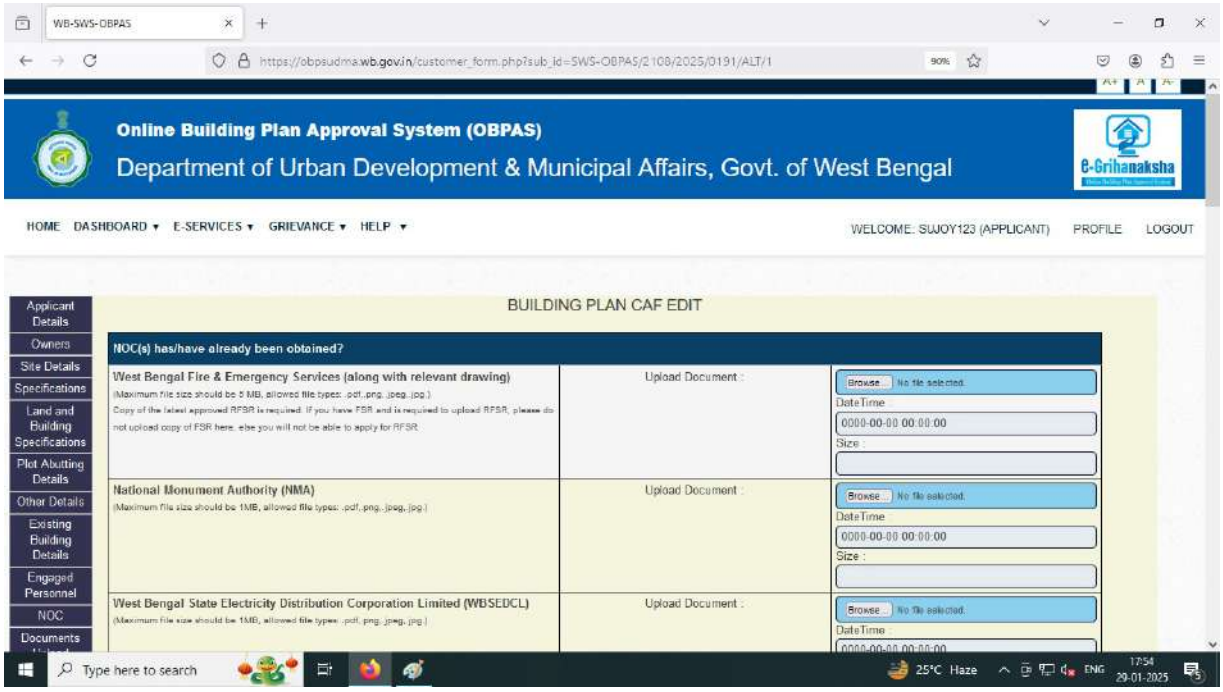
❖Building plan for Alteration CAF opens, Engaged Personnel Details.



❖Building plan for Alteration CAF opens, NOC(s) has/have already been obtained.



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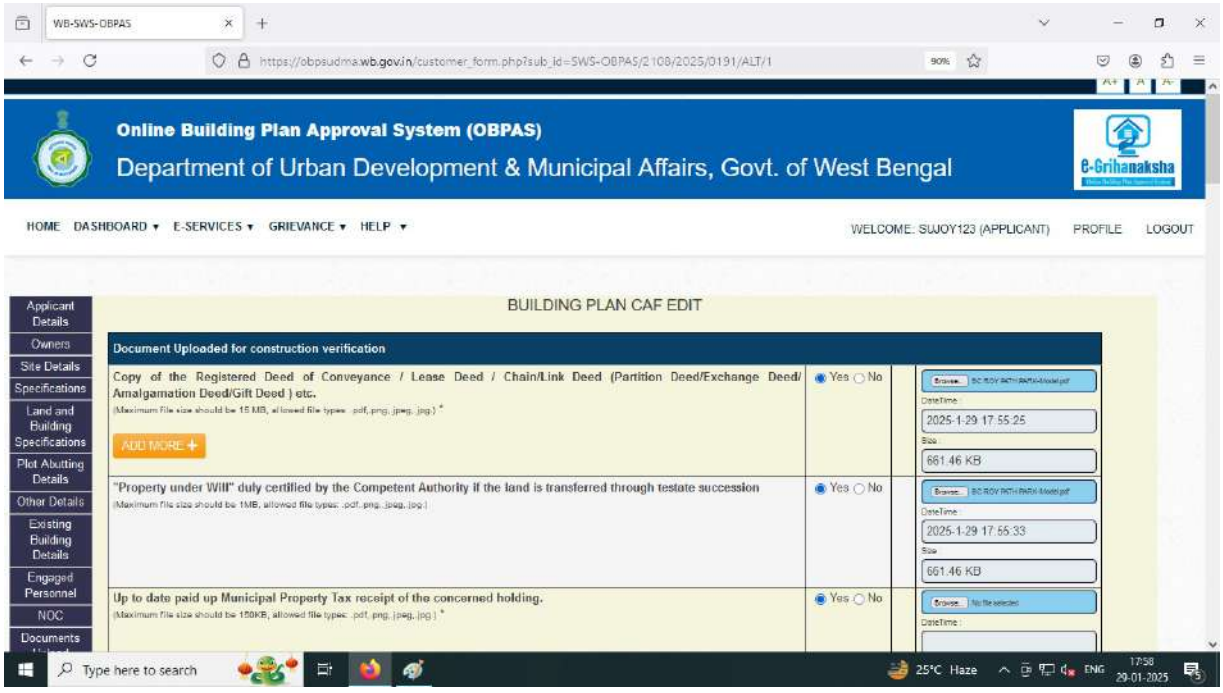
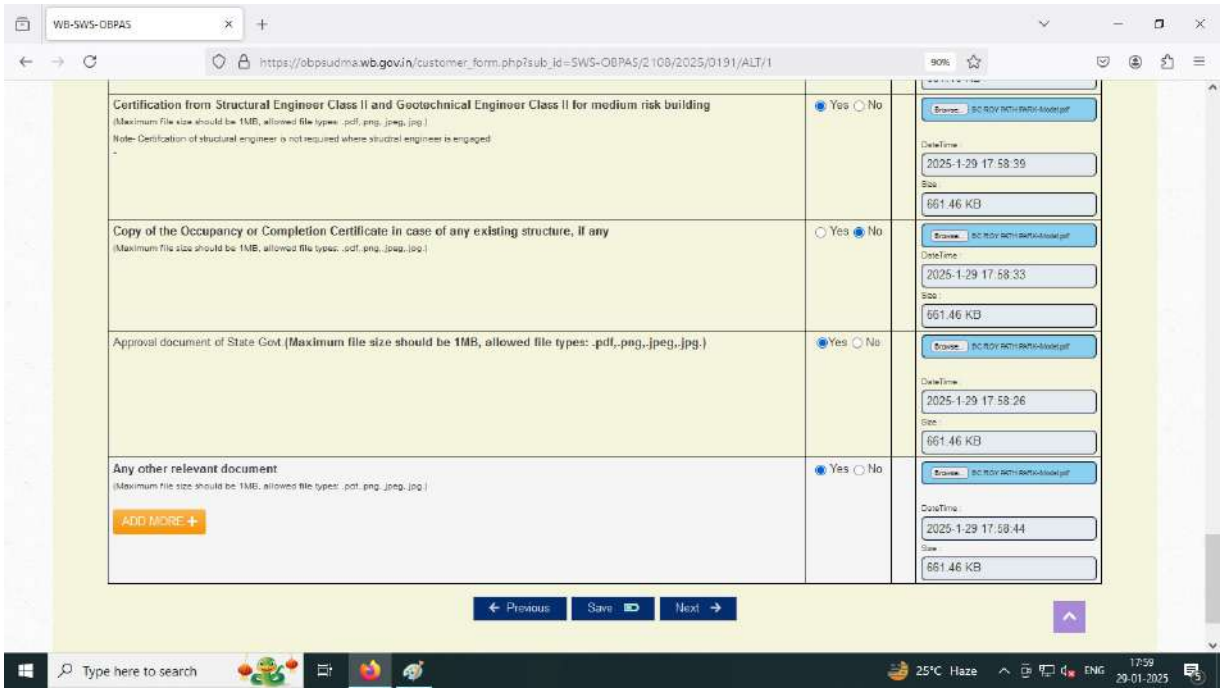
❖Building plan for Alteration CAF opens, Documents upload for construction verifications.





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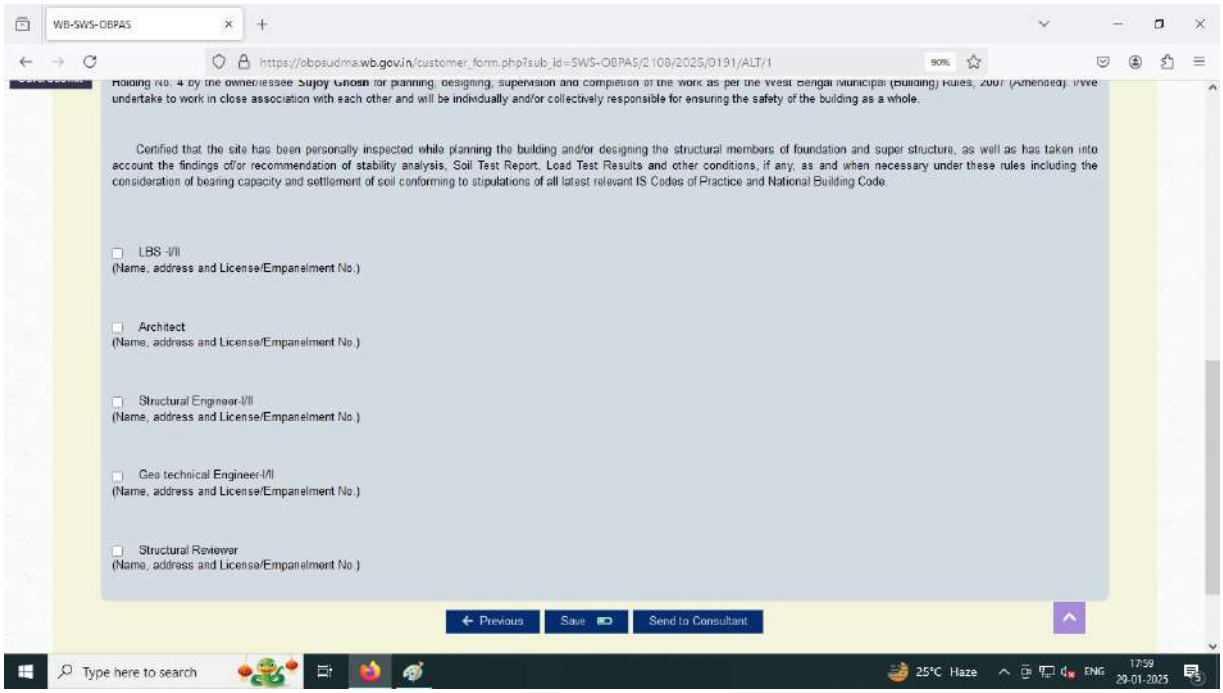
❖Building plan for Alteration CAF opens, Owner Declaration.



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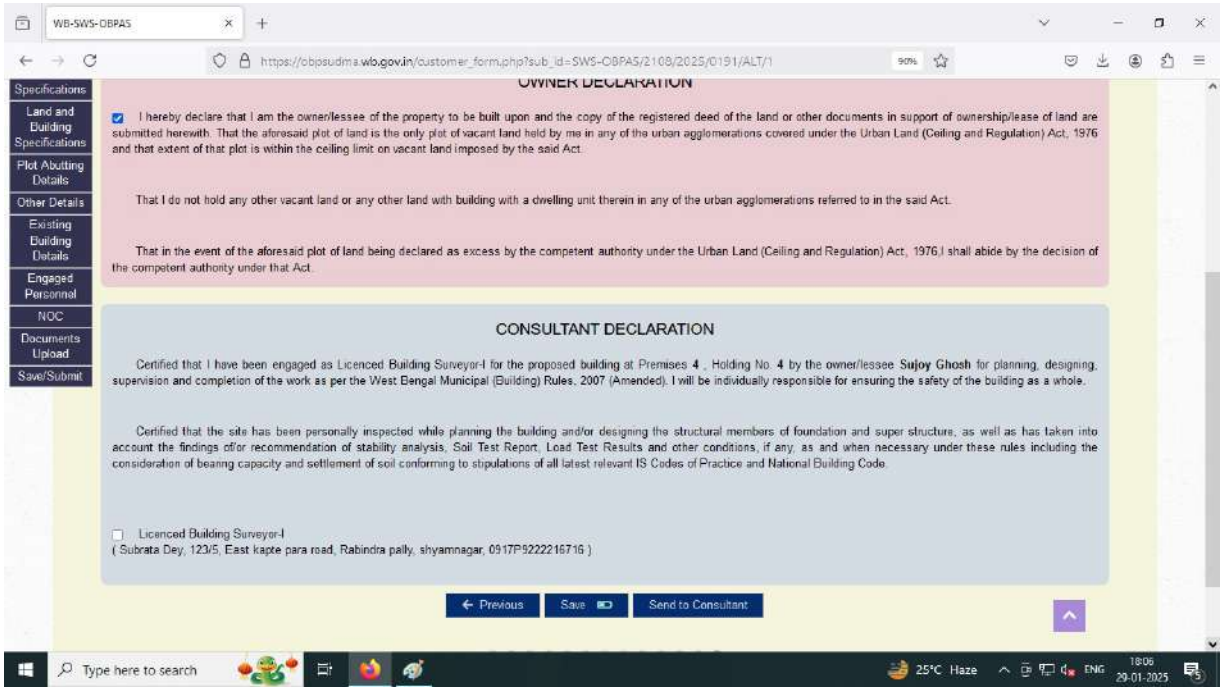
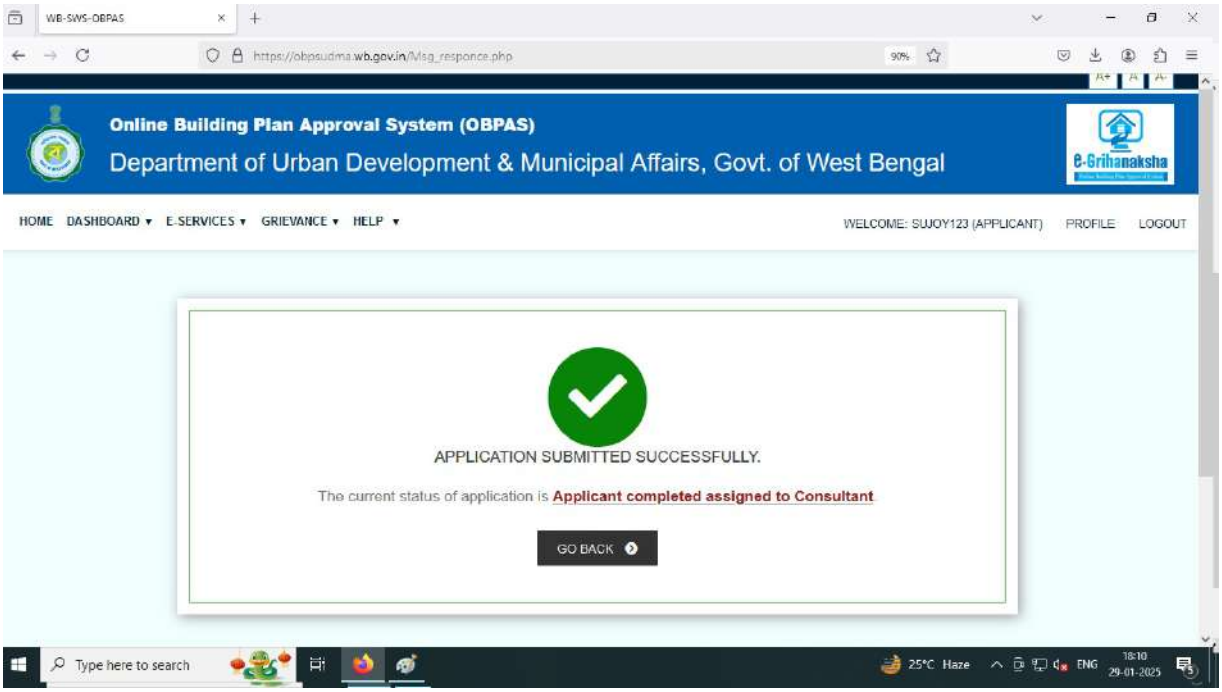
❖Building plan for Alteration CAF opens, Send to Consultant.



❖Now, the current status is Applicant completed assigned to consultant.



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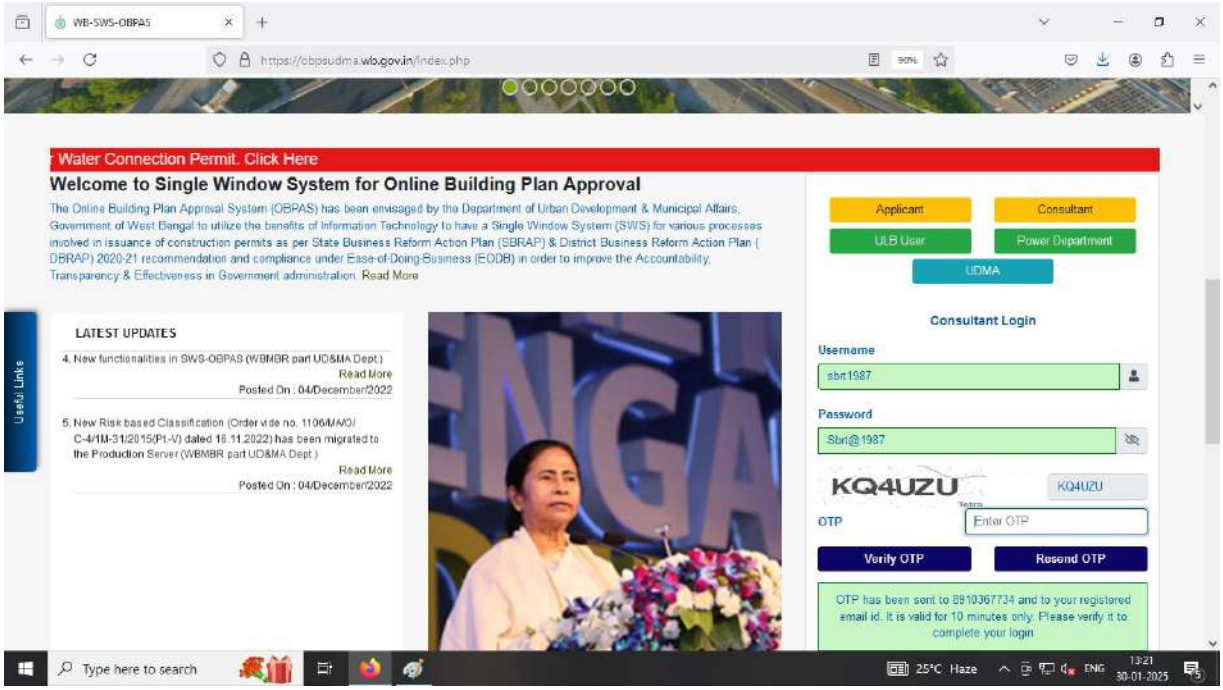
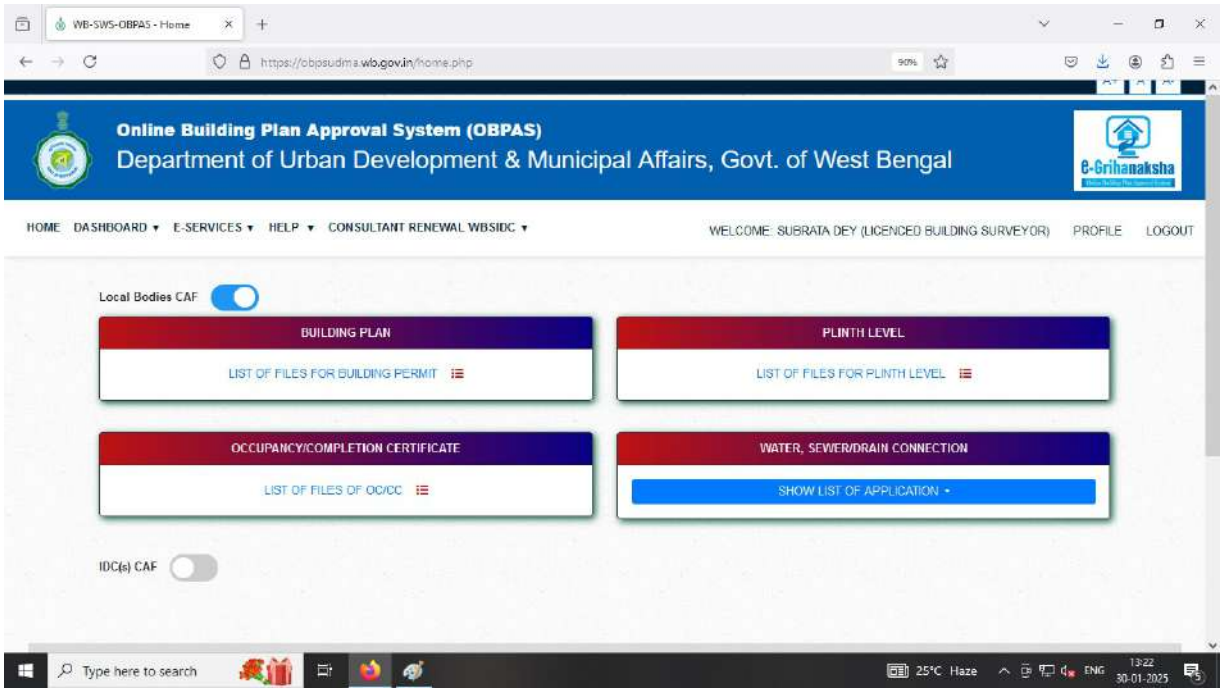
❖ Consultant Login using the User Name & Password.



❖ Consultant login page.



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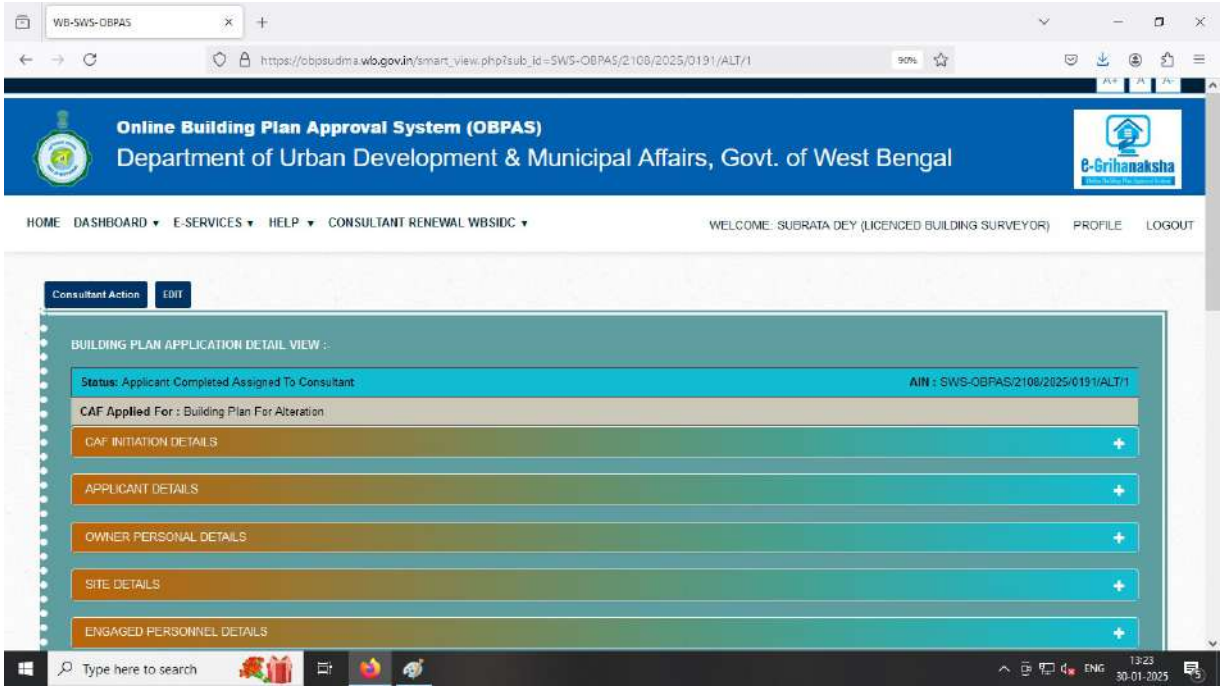
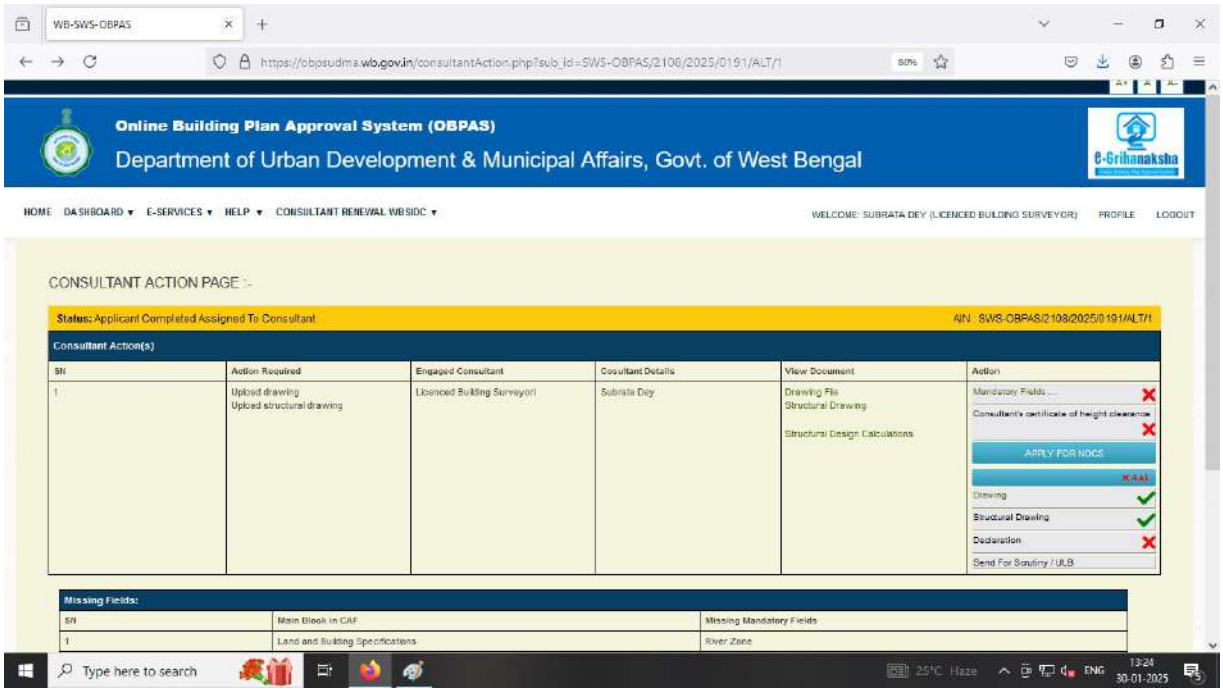
❖ Consultant login, Action tab visible against the forwarded AIN for the further update.



❖ Consultant login, consultant action page, fill-up the required data to complete the CAF data.



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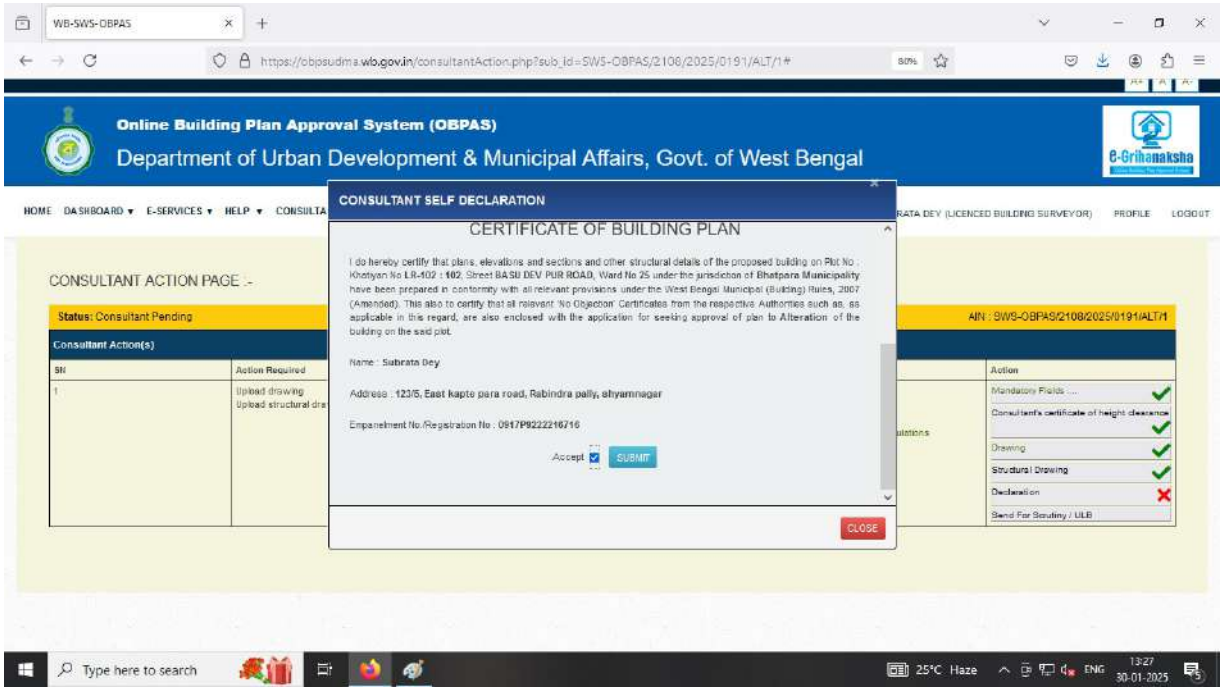
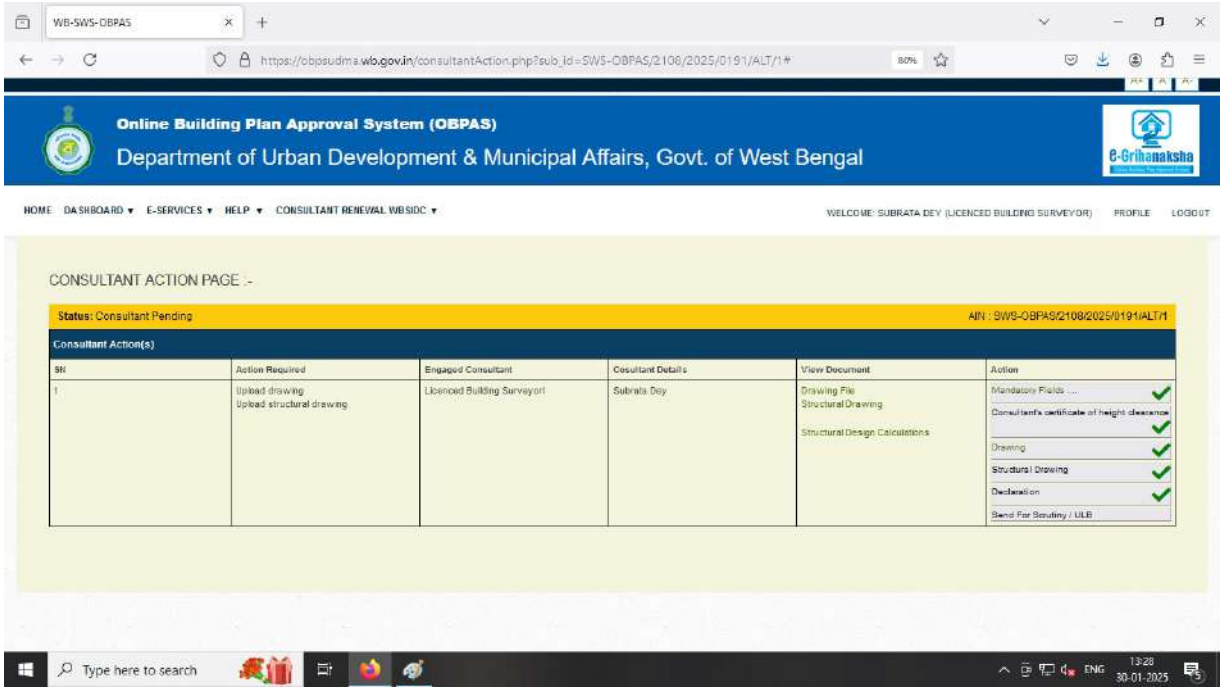
❖ Consultant login, Consultant Declaration.



❖ Consultant login, consultant action page, all the data fillip complete, green mark showing against all the fields.



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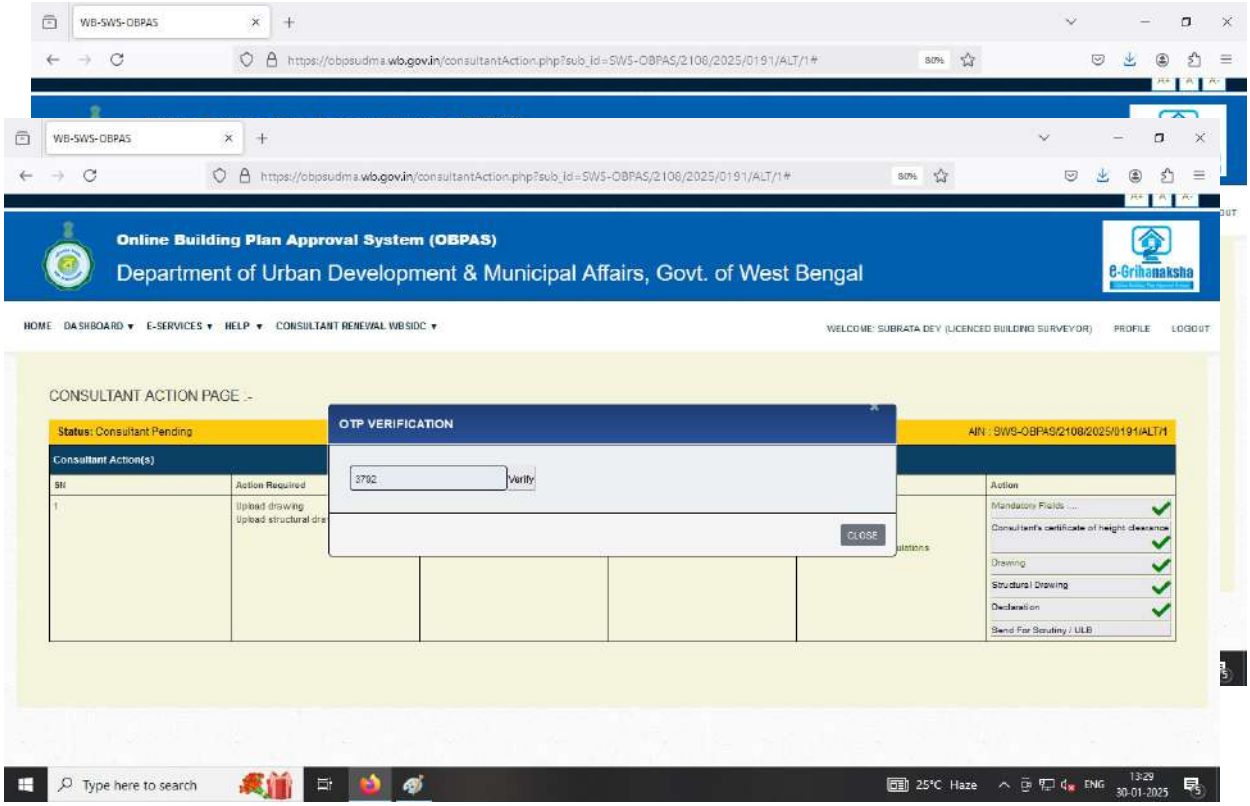
❖ Consultant login, consultant action page: Confirmation for final submission.



❖

Consultant login, consultant action page: OTP sent to applicant for Verification of final submission

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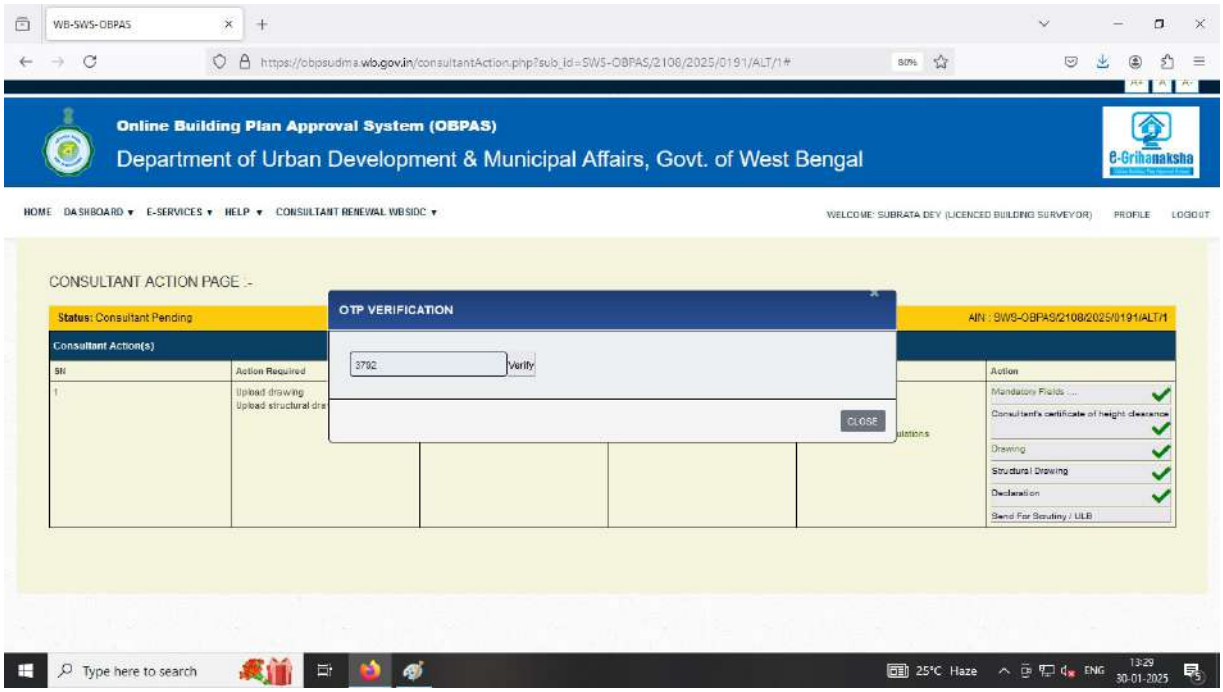
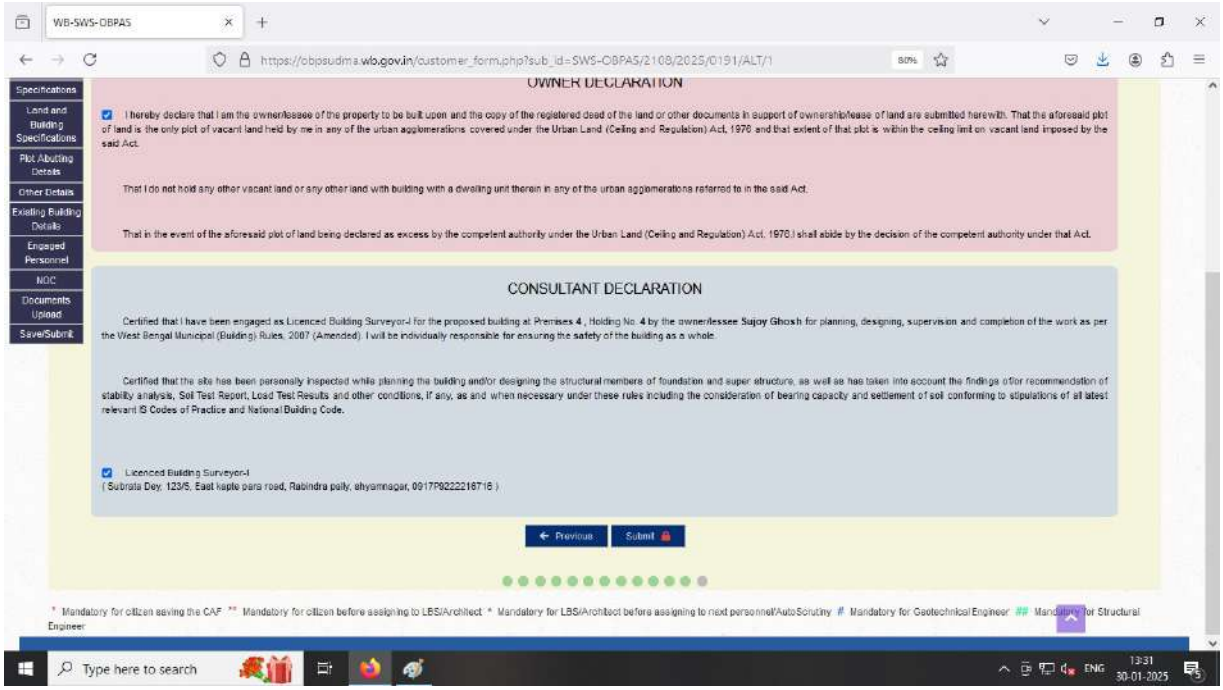
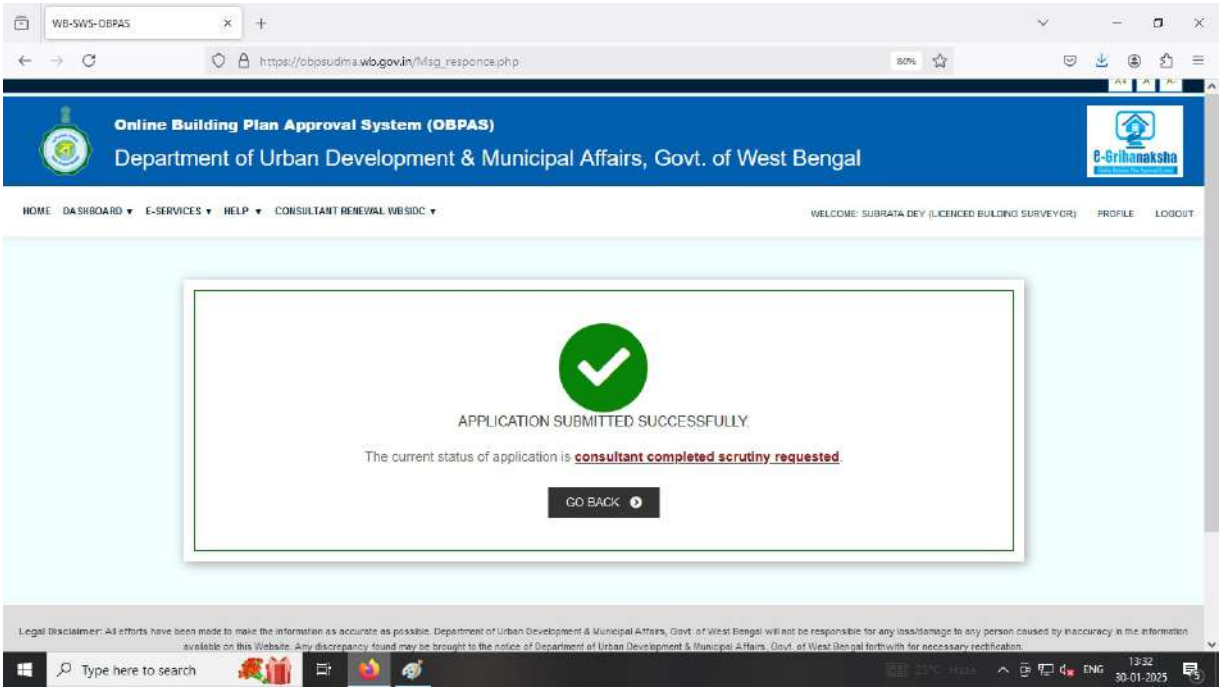
❖ Consultant login, OTP verification.



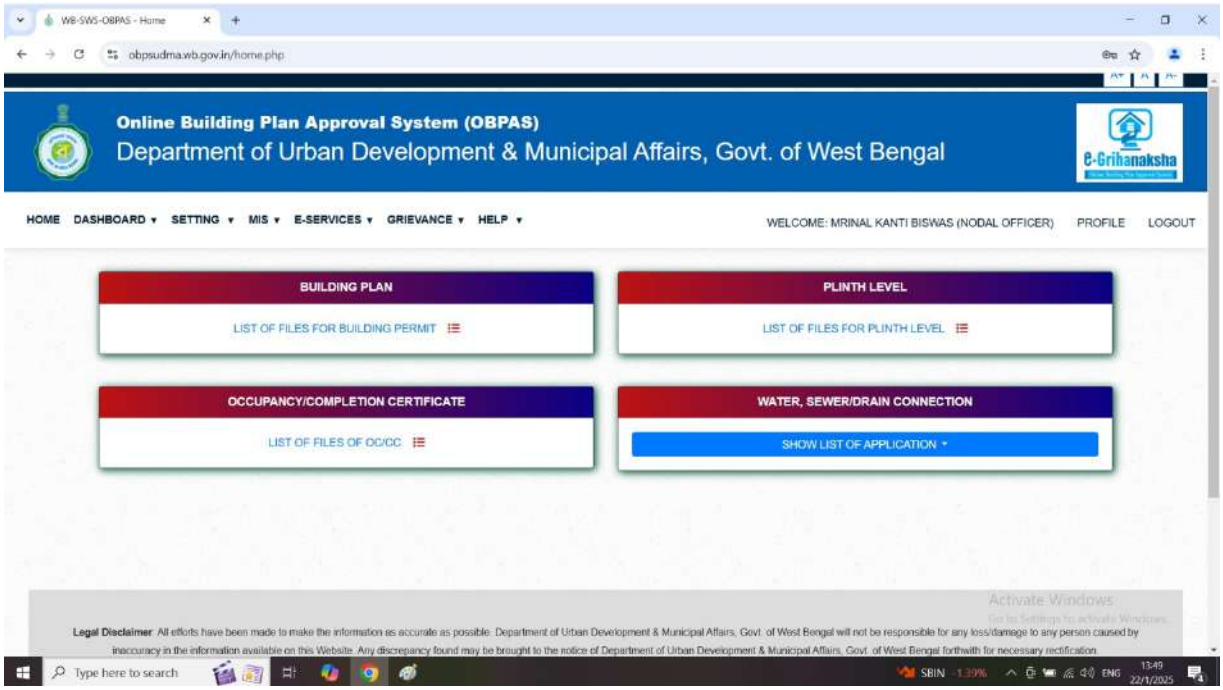
❖ Consultant login, Final Submit.



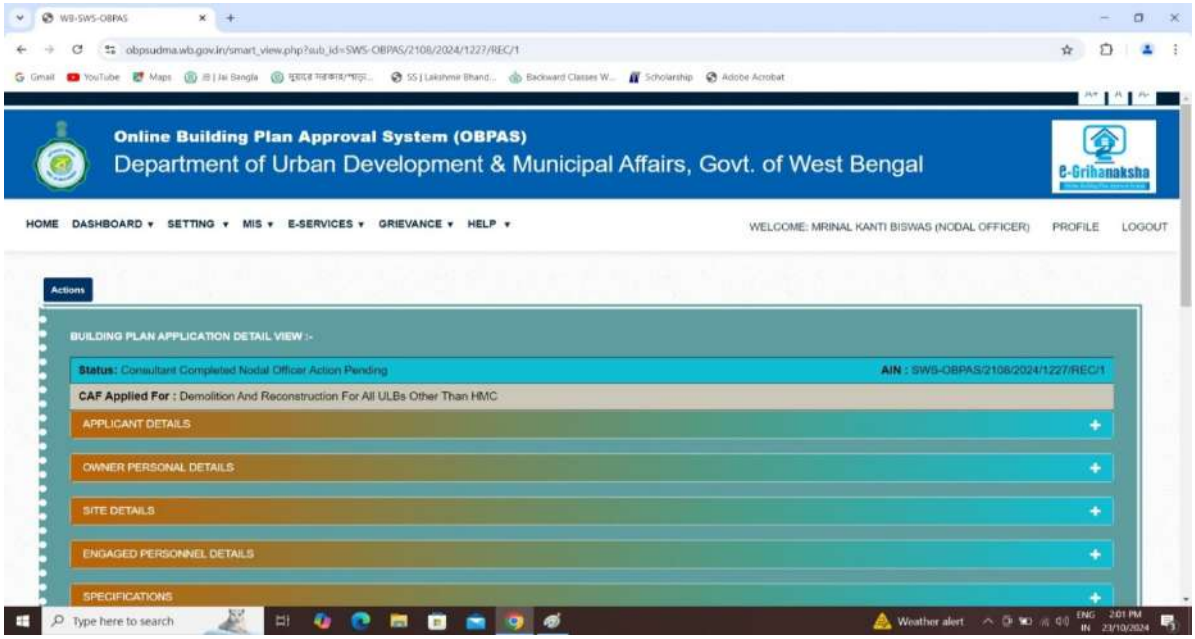
❖ Now, the current status is Consultant completed scrutiny requested. After successfully scrutiny, the file will automatically forward to the nodal login.



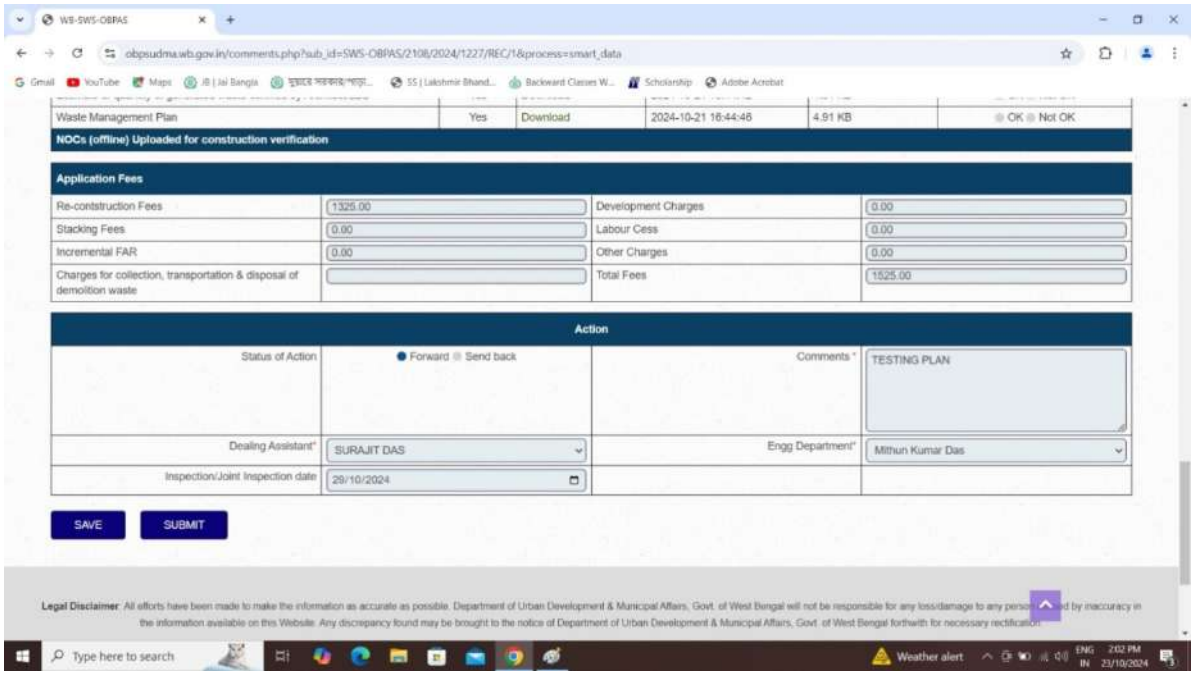
❖ Login from the Nodal Login.



❖After clicking on the AIN, the action button is visible for the approval.



❖After clicking on the AIN, the action button is visible for approval, the status of an action is visible: Forward and Send Back. After clicking on the forward button, the nodal will be forwarded to the dealing assistant and engg department actor and submitted.



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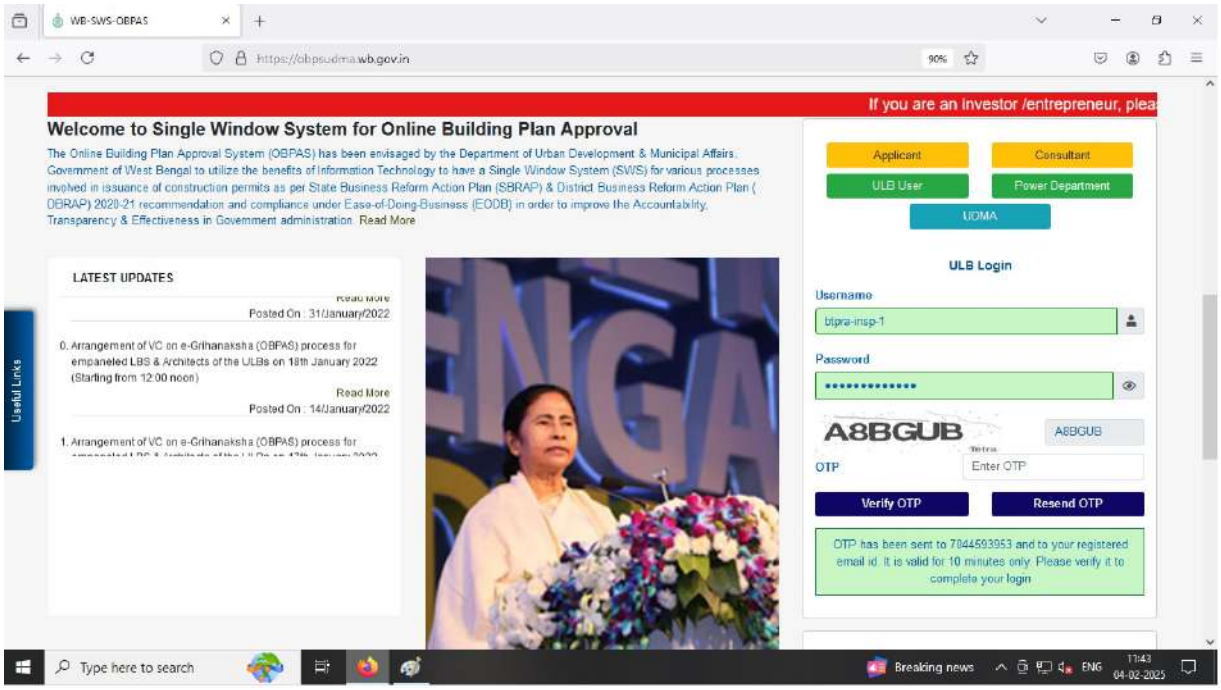
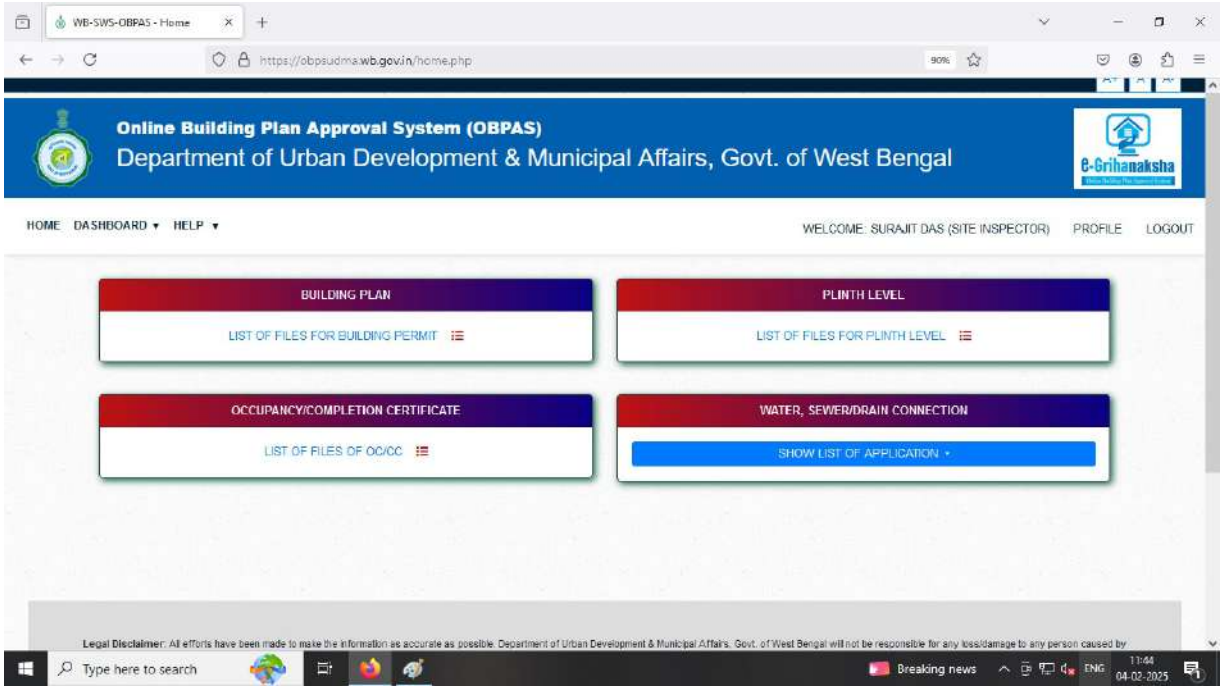
❖After forwarding the file, respective site inspector login.



❖Respective site inspector login page.



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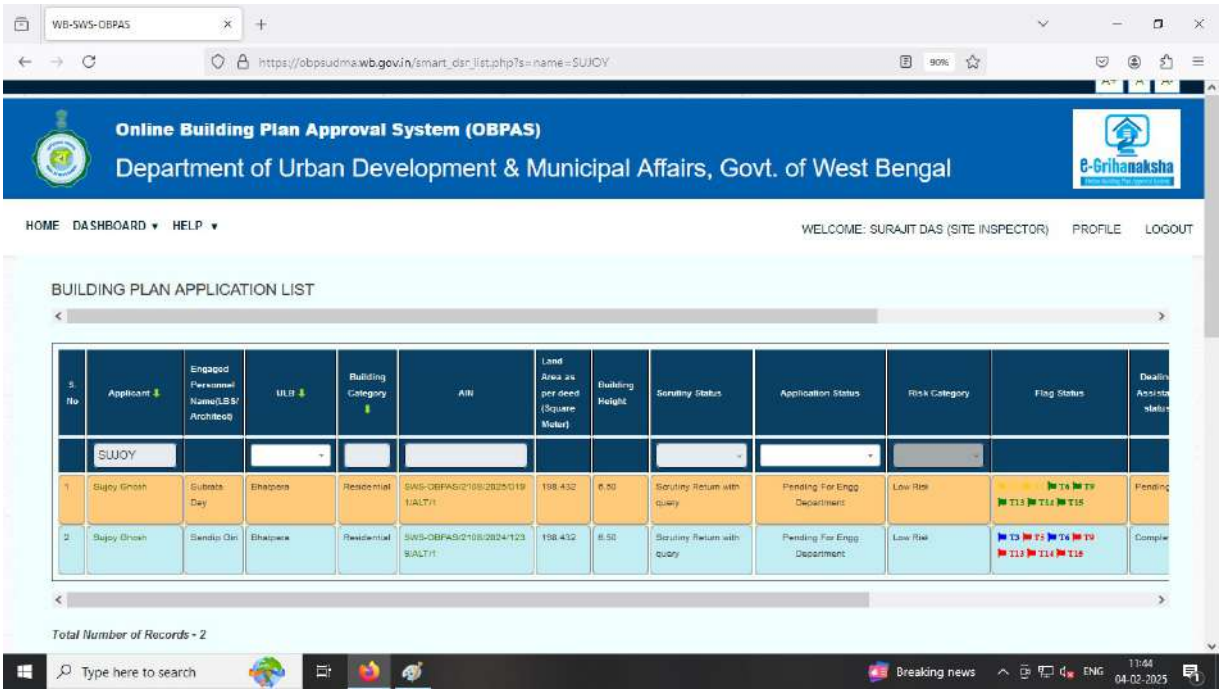
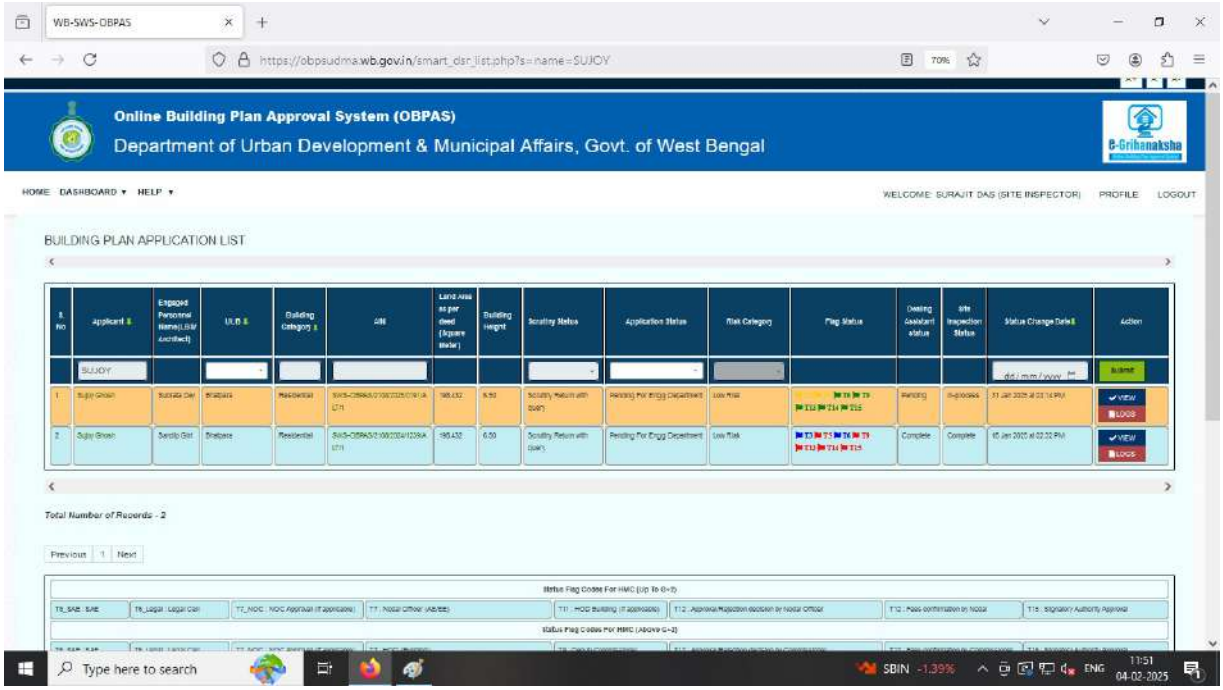
❖Respective site Inspector Building Plan Application List view page.





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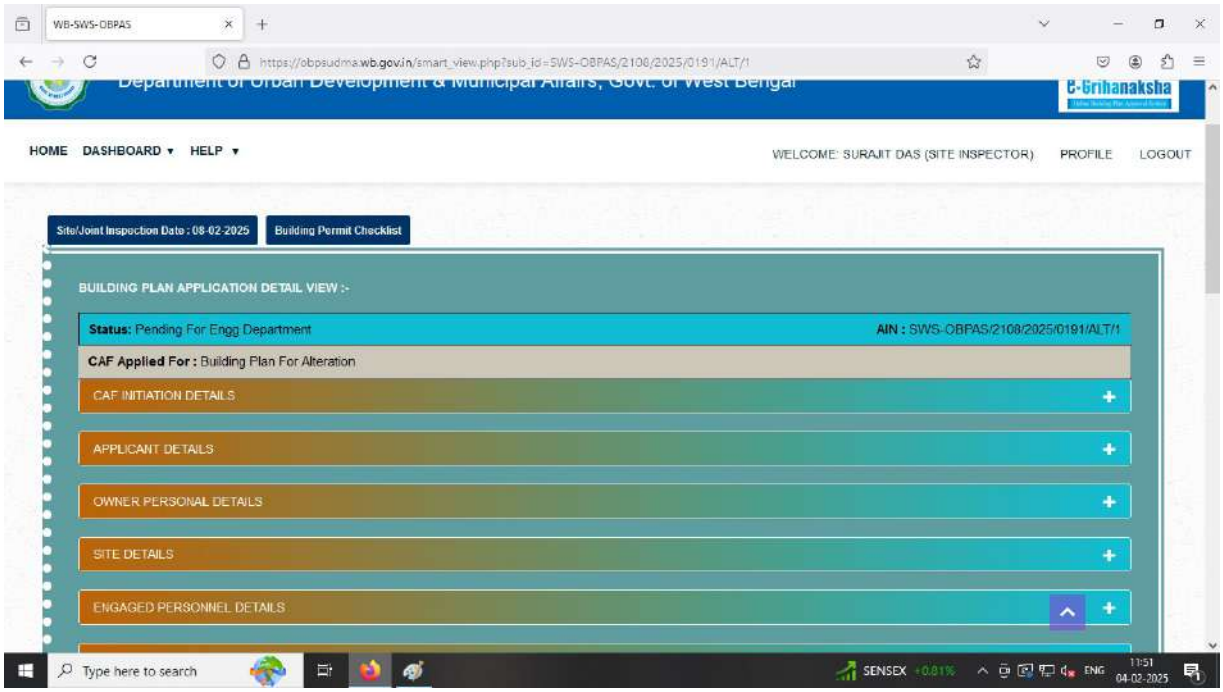
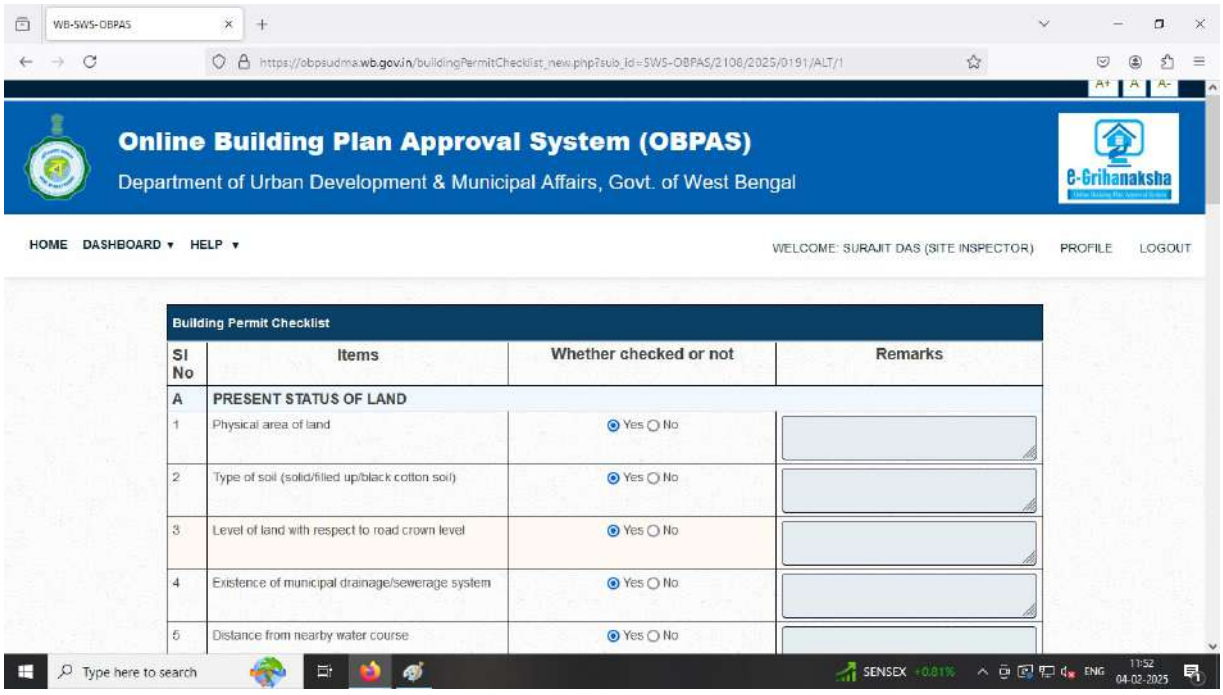
❖ Click on building permit checklist.





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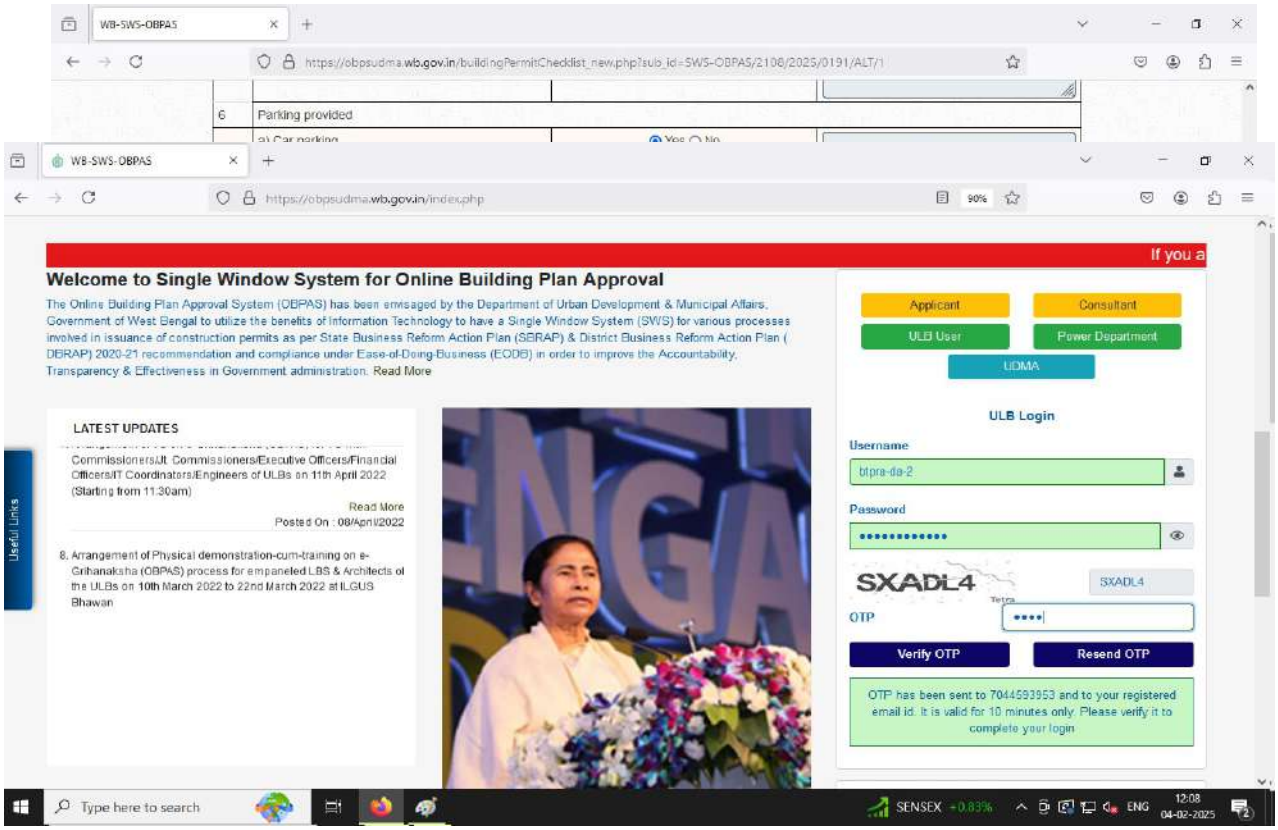

Respective Dealing Assistant login page.

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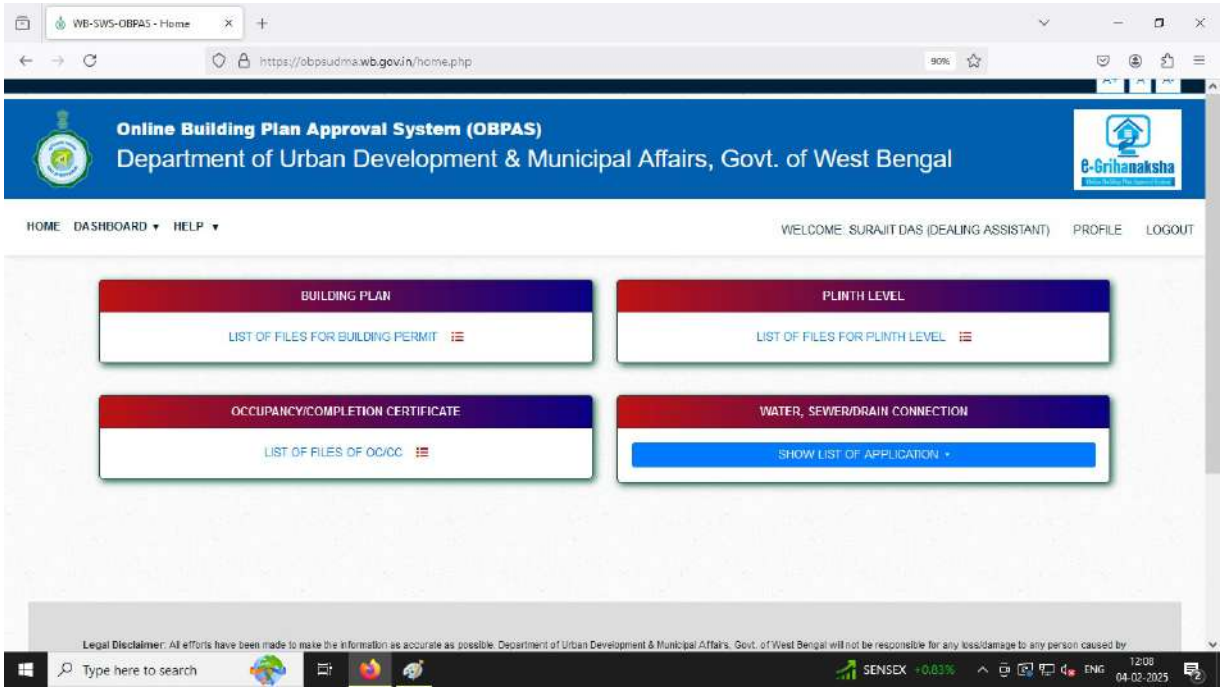
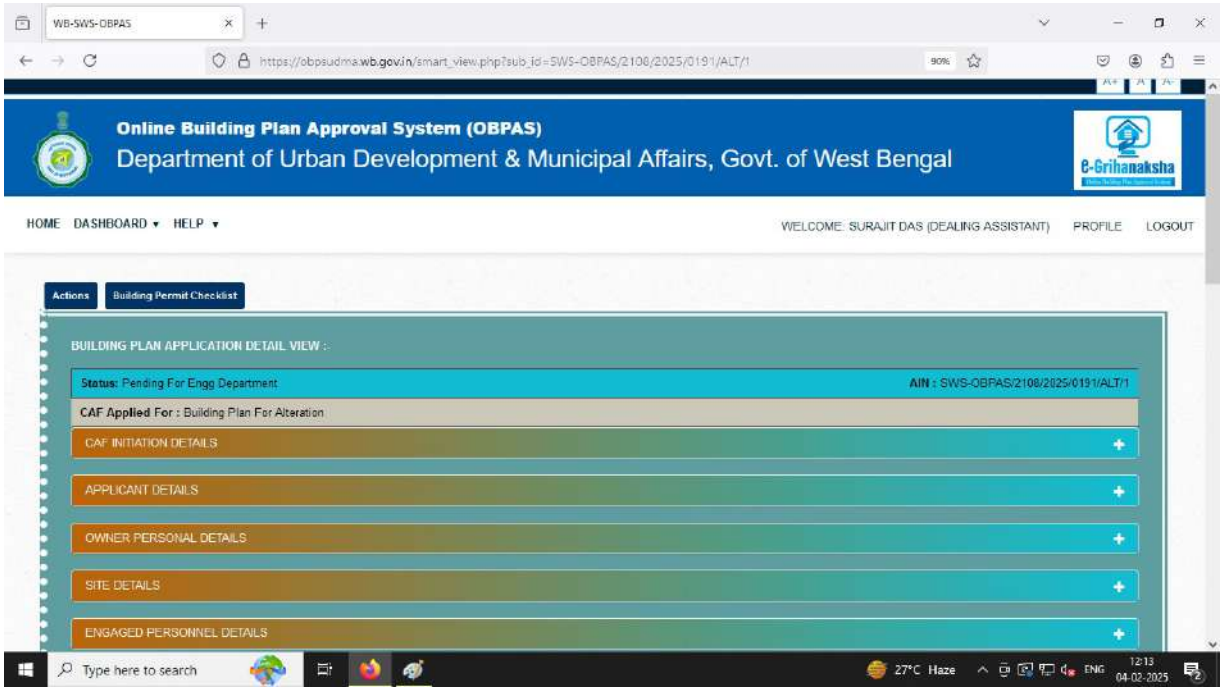
❖Respective Actor's Building Plan Application List view page.



❖Respective Actor's Building Plan Application List view page: click on the AIN and action tab is visible.



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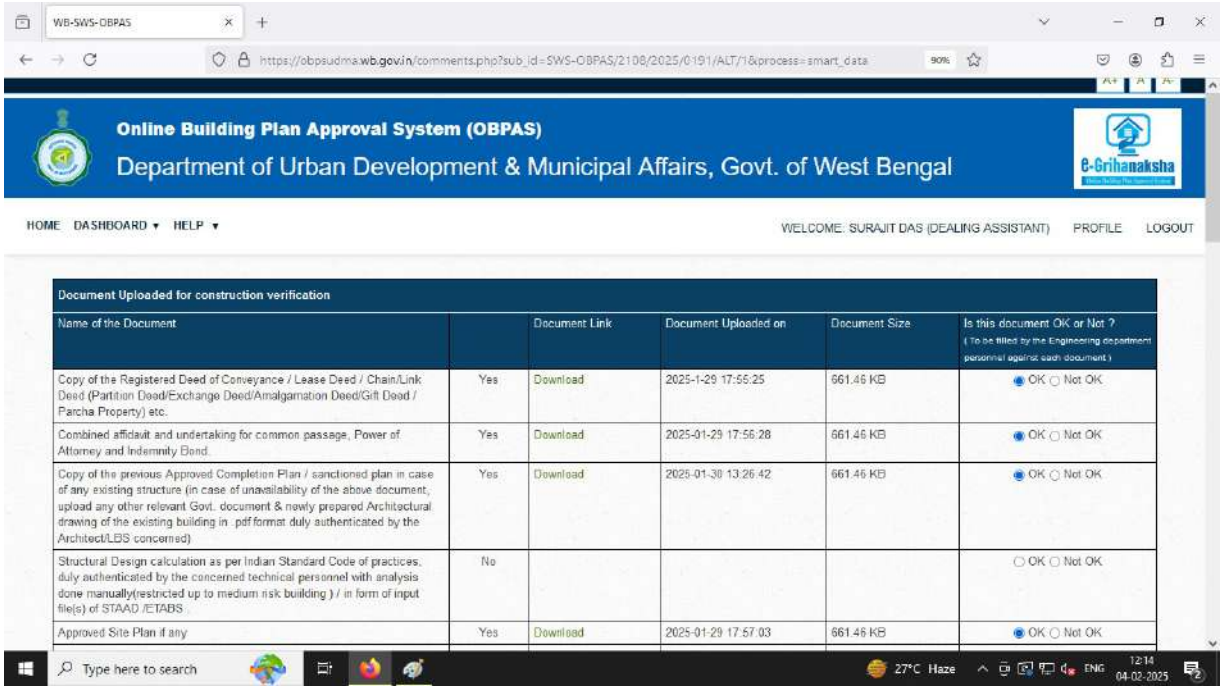
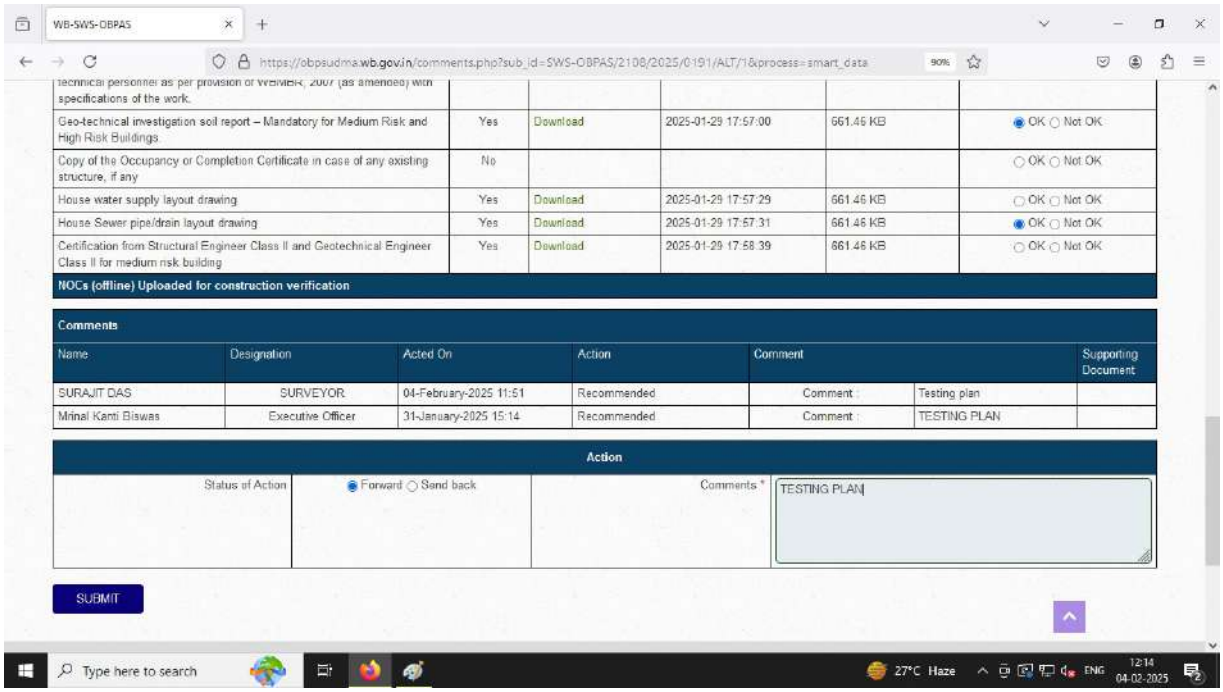
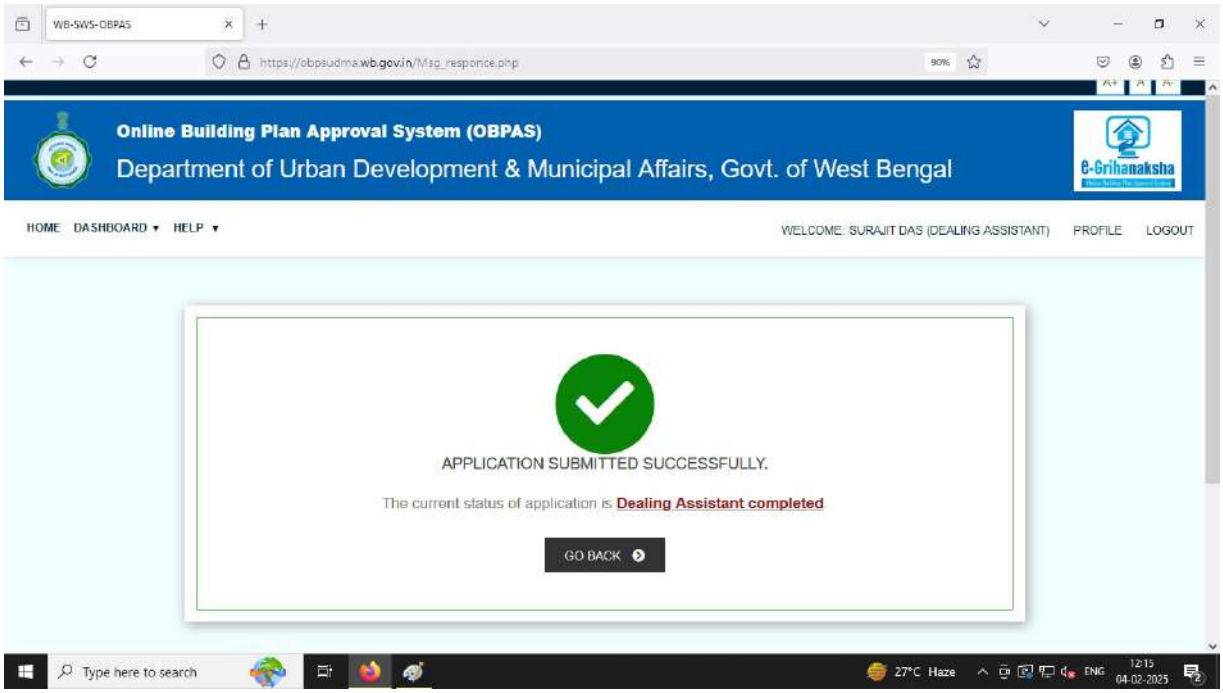
❖Respective Actor's Building Plan Application List view page: verifying the documents.

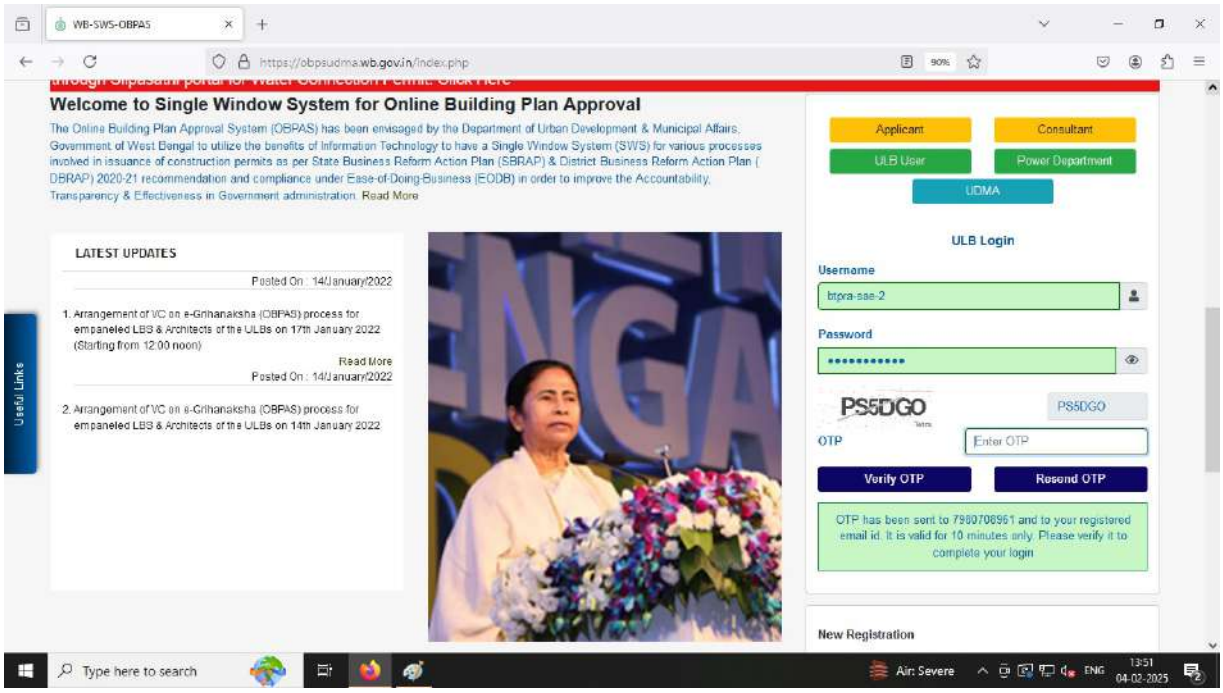




❖The AIN status is Dealing Assistant Complete.



❖Respective Engineer login page.



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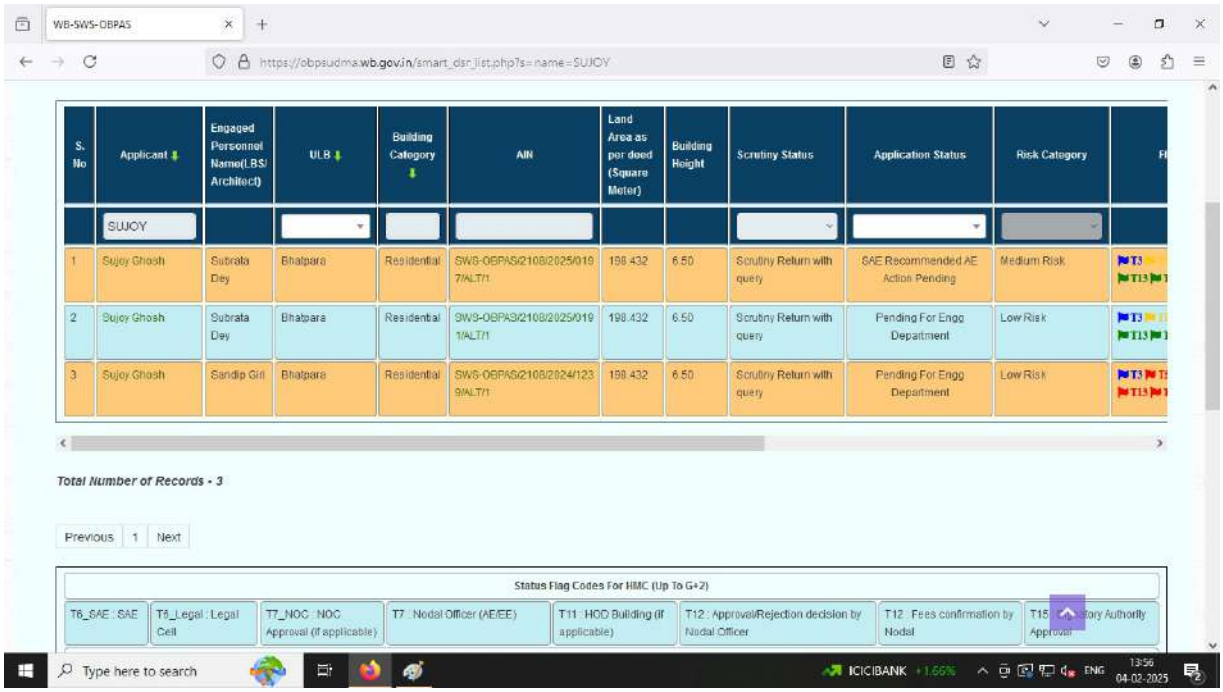
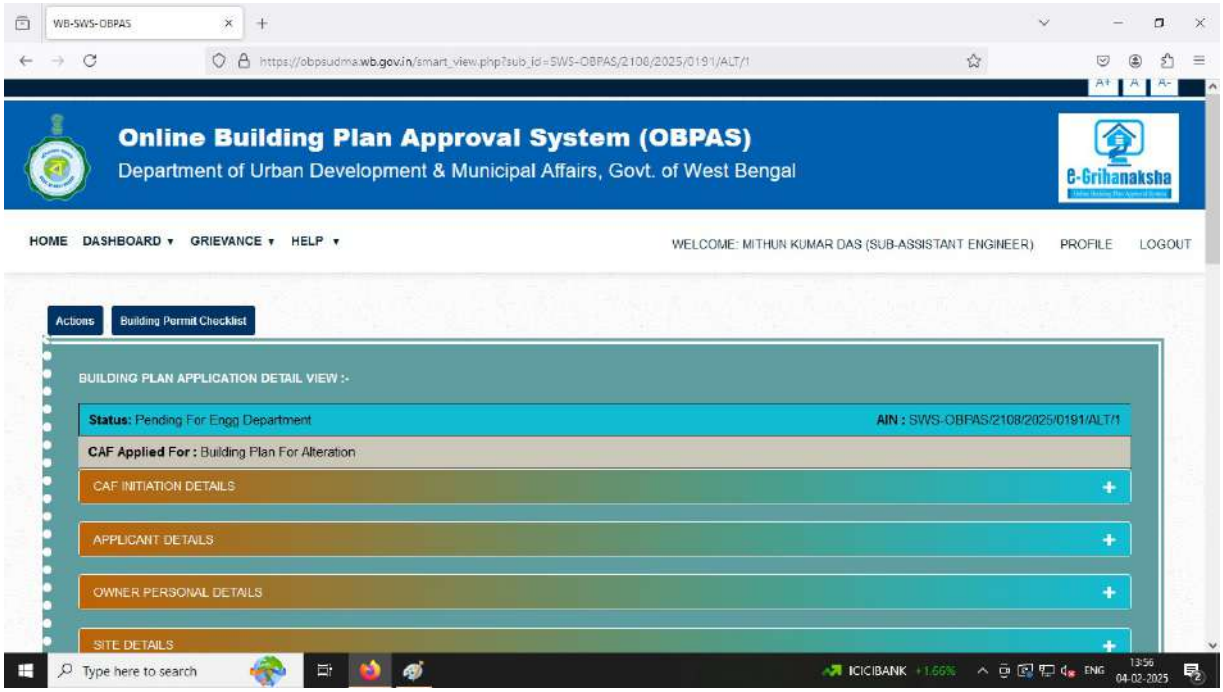
❖Respective Actor's Building Plan Application List view page.

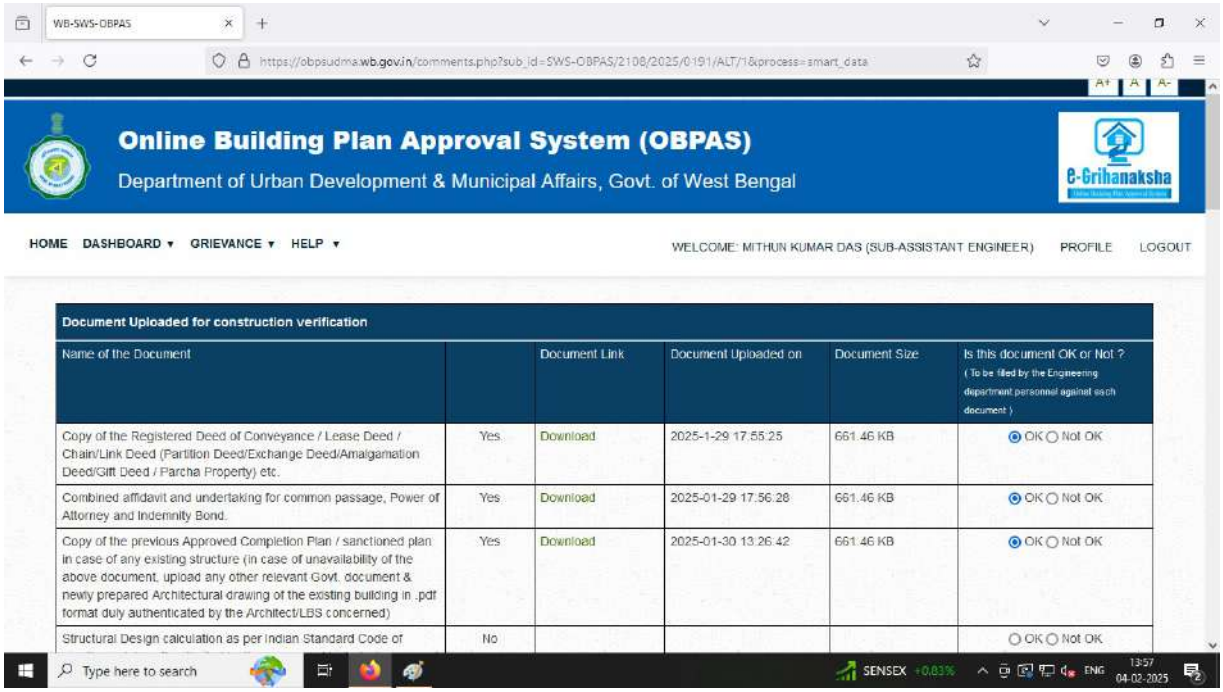


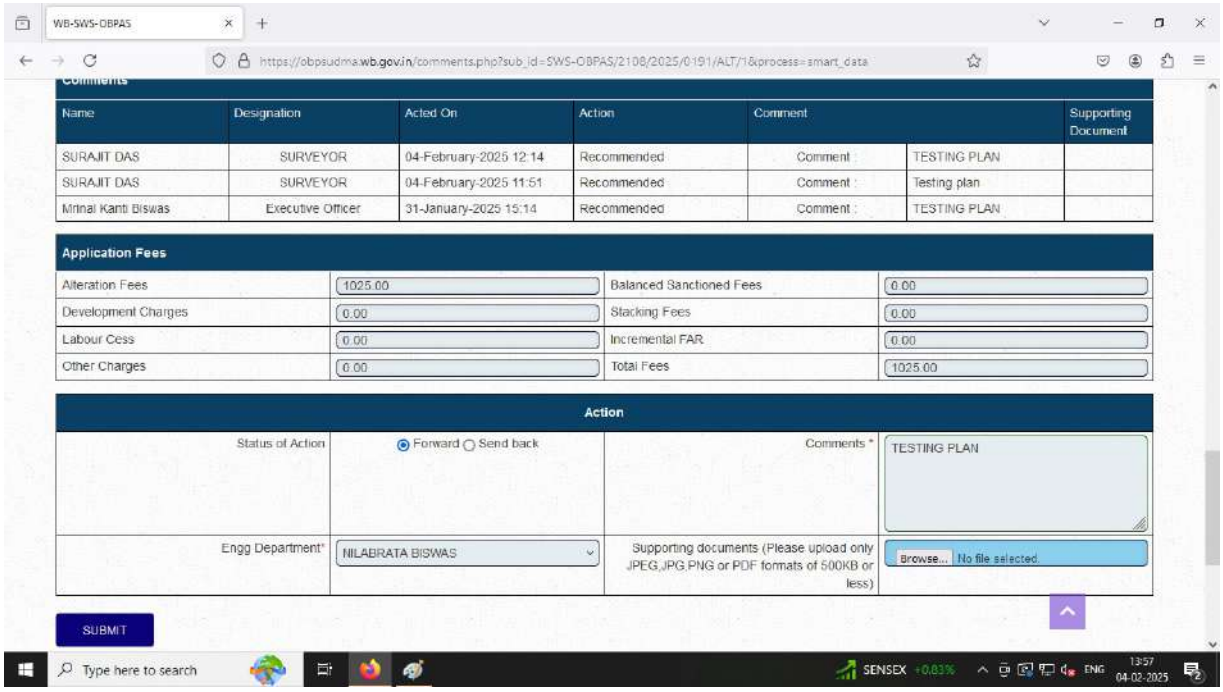
❖Respective Actor's Building Plan Application List view page, Action tab against the AIN.



Government of West Bengal

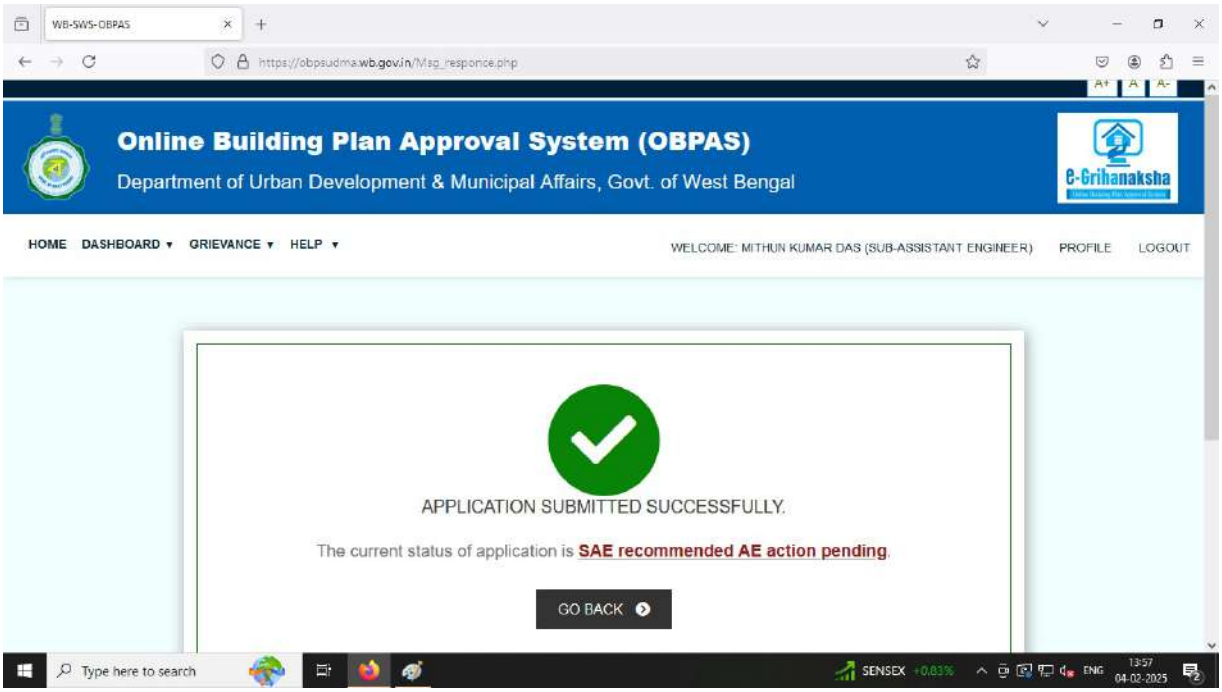
❖Respective Actor's Building Plan Application List view page: verifying the documents.



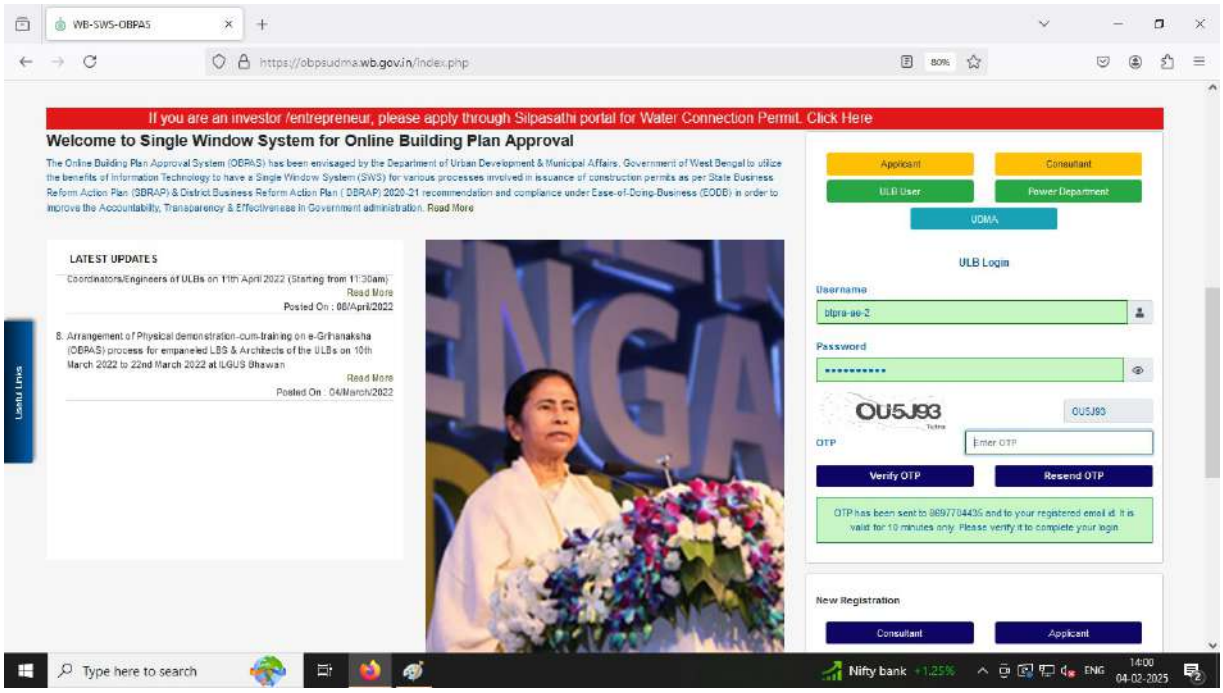


Government of West Bengal

❖Current status is SAE recommended AE action pending.



❖Respective Engineer login page.



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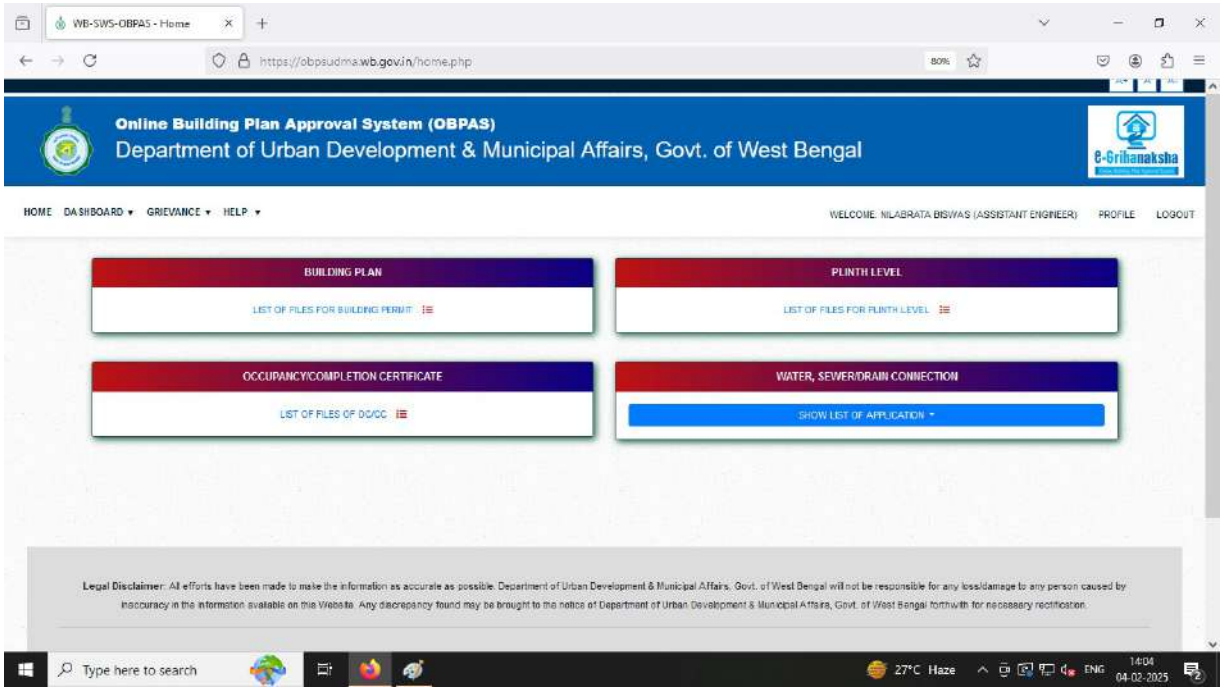
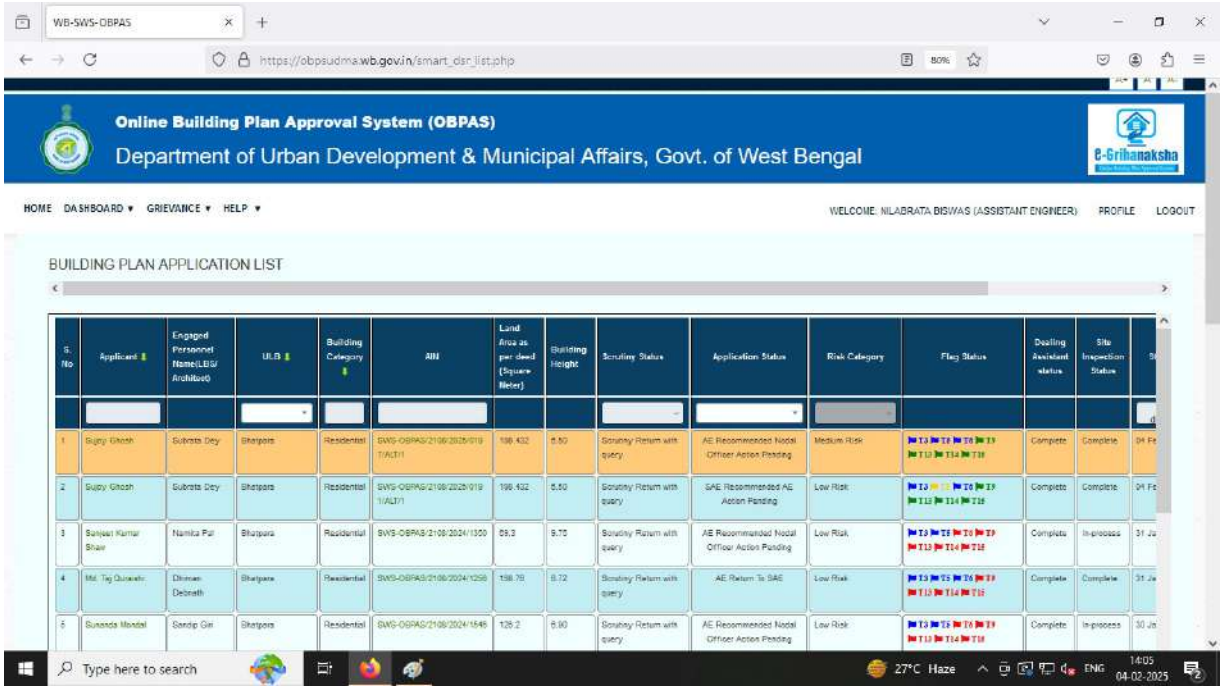
❖Respective Engineer details page.



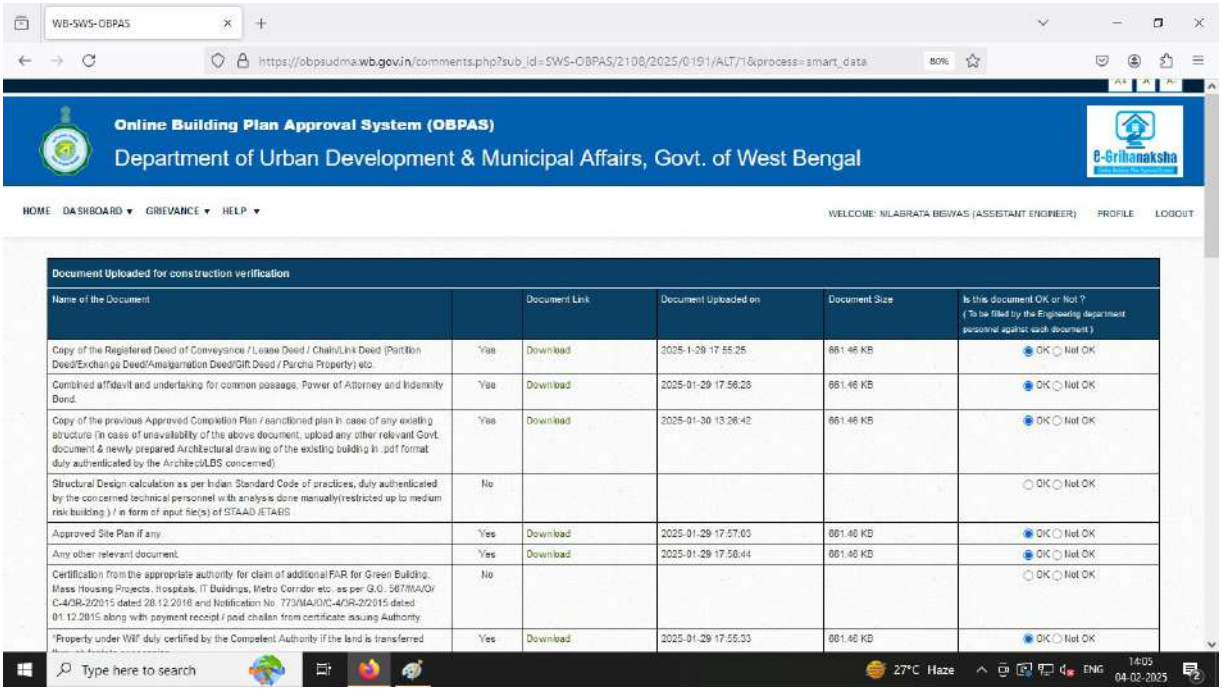
❖Respective Engineer details page: Building Plan Application List.



Government of West Bengal

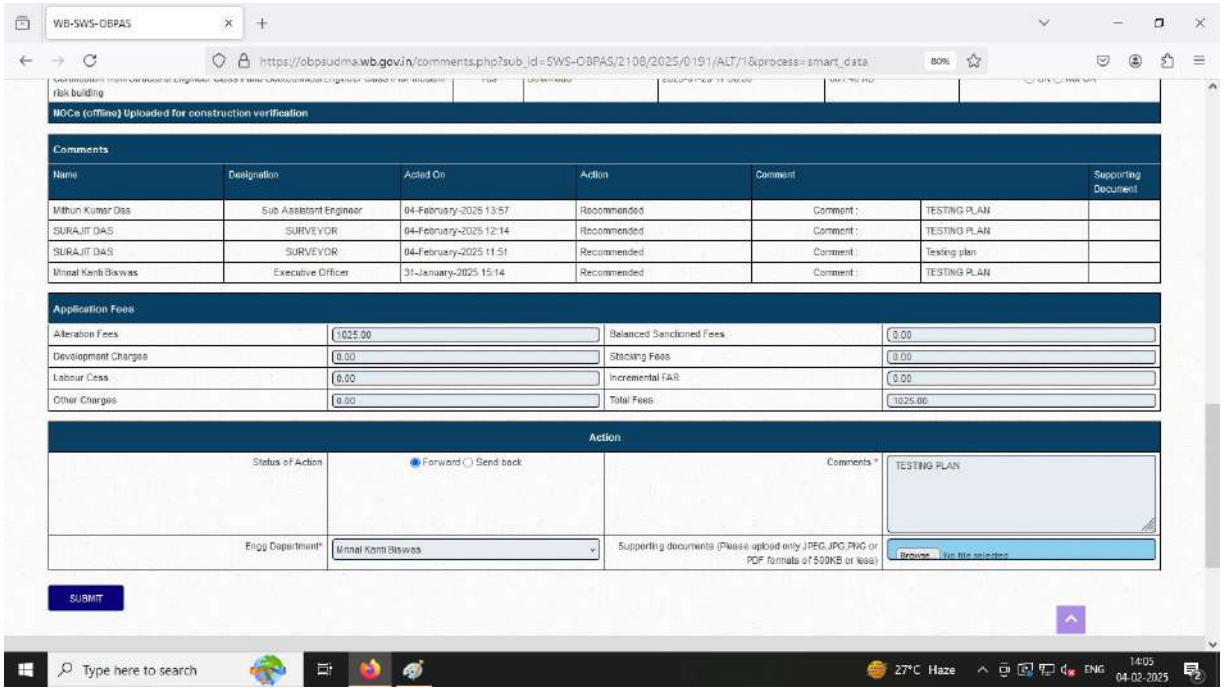
❖Respective Engineer details page: Action tab visible.

❖Respective Actor's Building Plan Application List view page: verifying the documents.

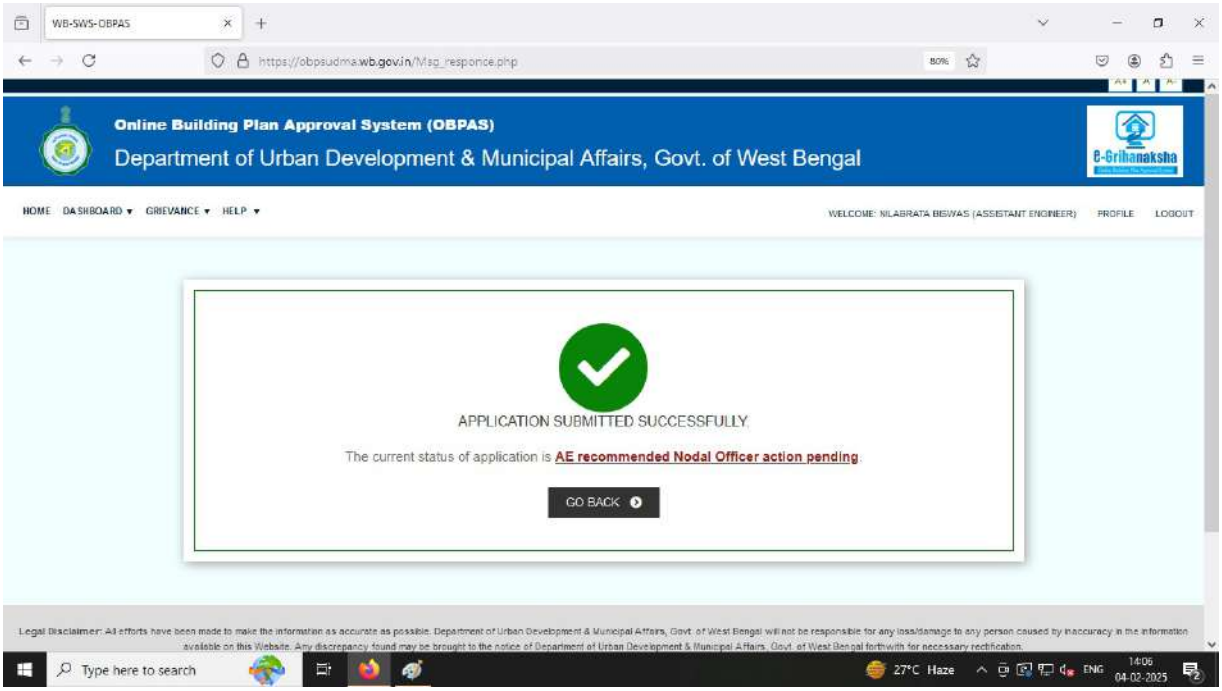


Government of West Bengal

❖Respective Actor's Building Plan Application List view page: verifying the documents.

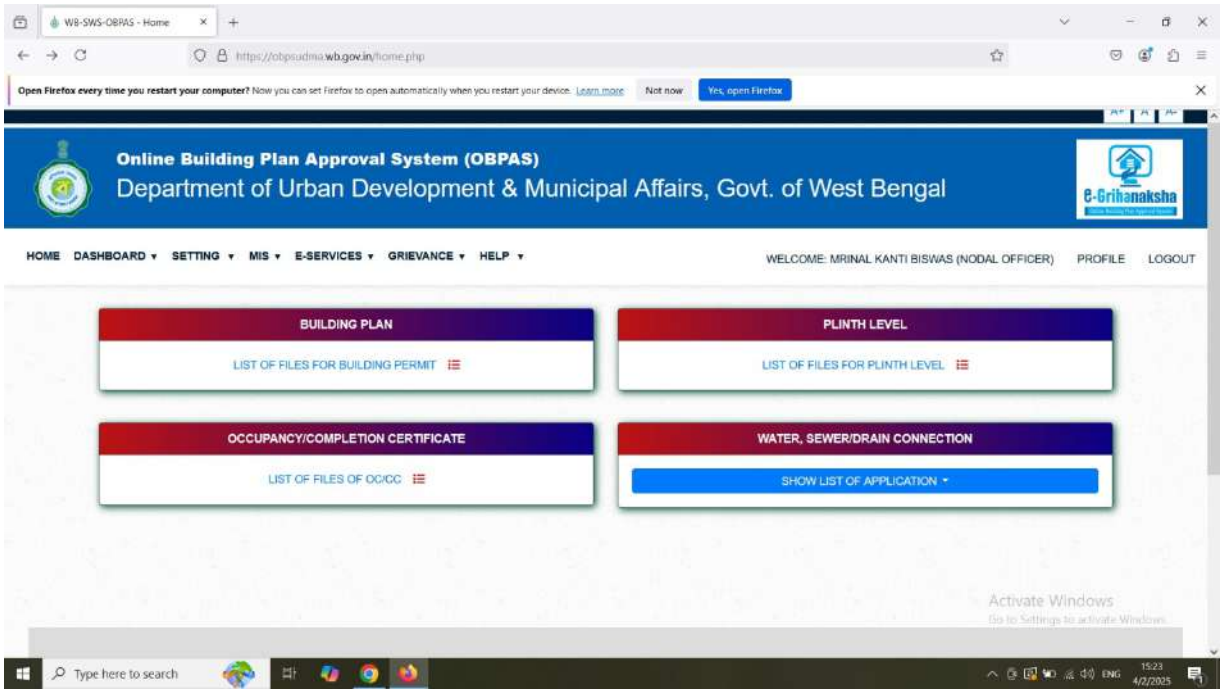


❖Now, the current status is AE recommended Nodal Officer Action Pending.

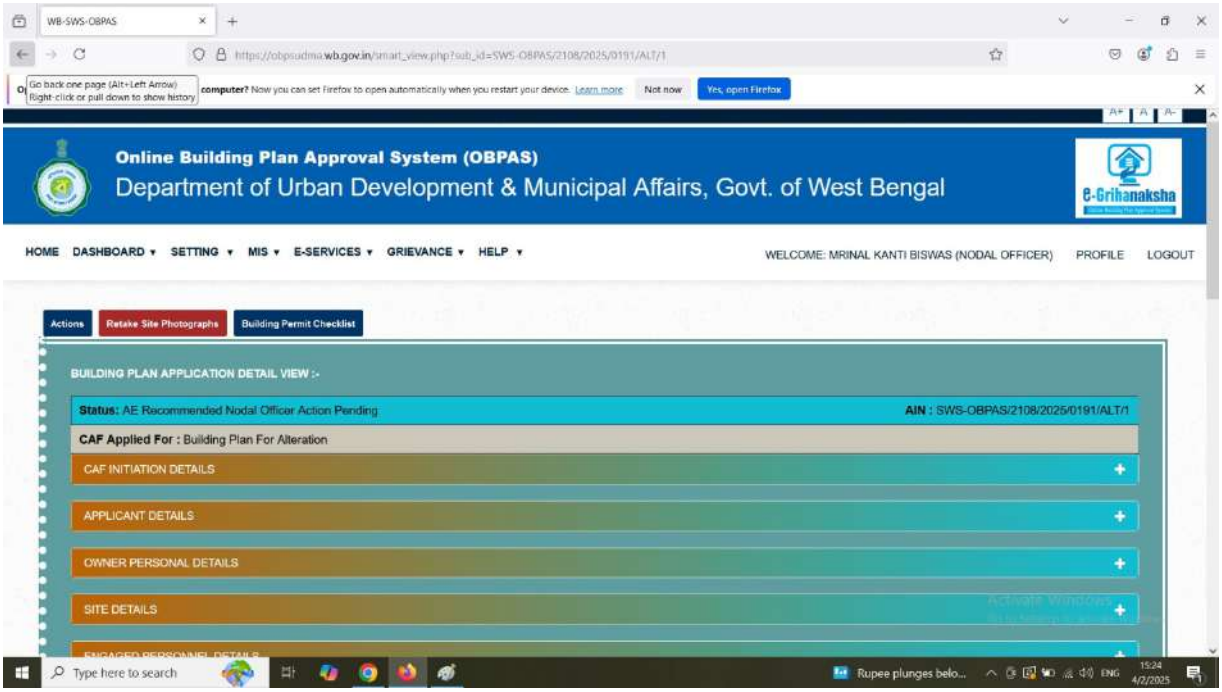


Government of West Bengal

❖Nodal officer login page.



❖Nodal officer Action tab visible.



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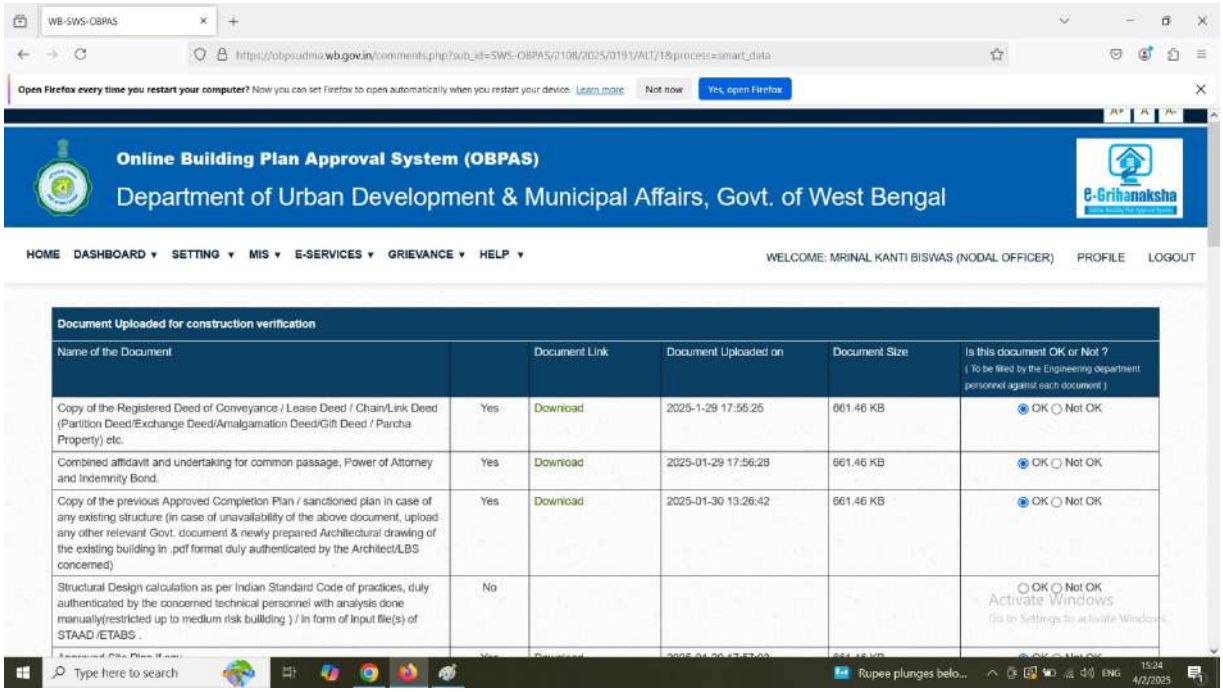
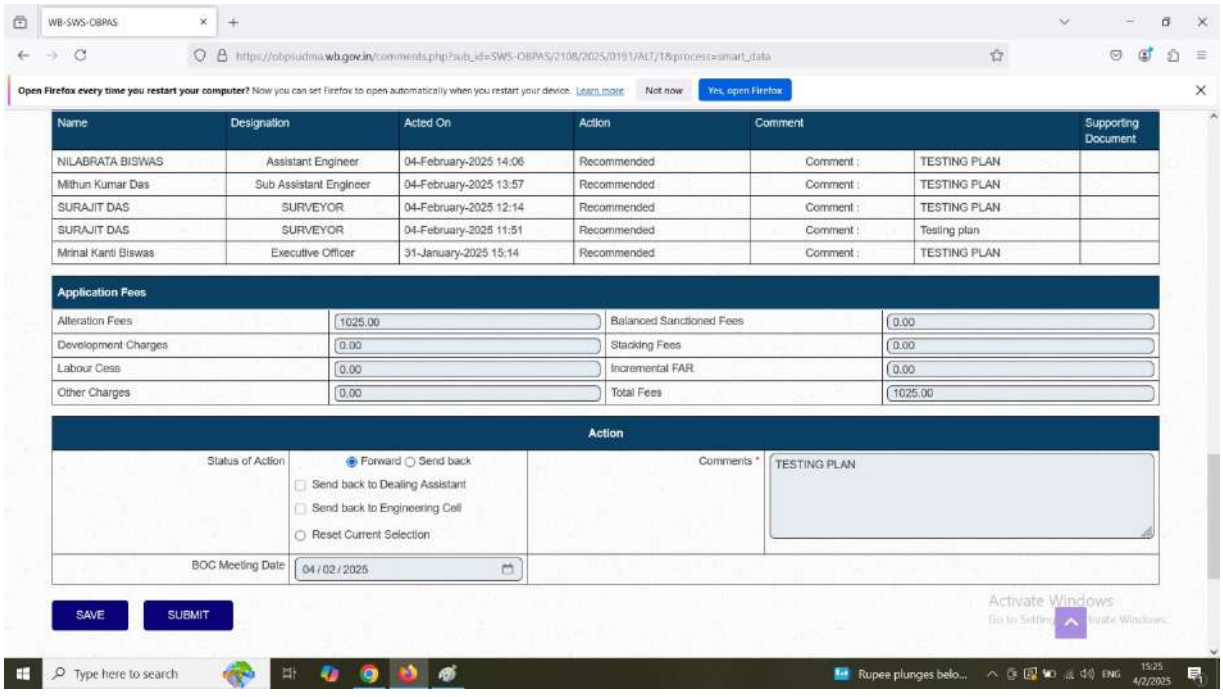
❖Nodal login page, verifying the documents before the file forwarding the BOC meeting.



❖Nodal login page, verifying the documents before the file forwarding the BOC meeting, click on forward tab.



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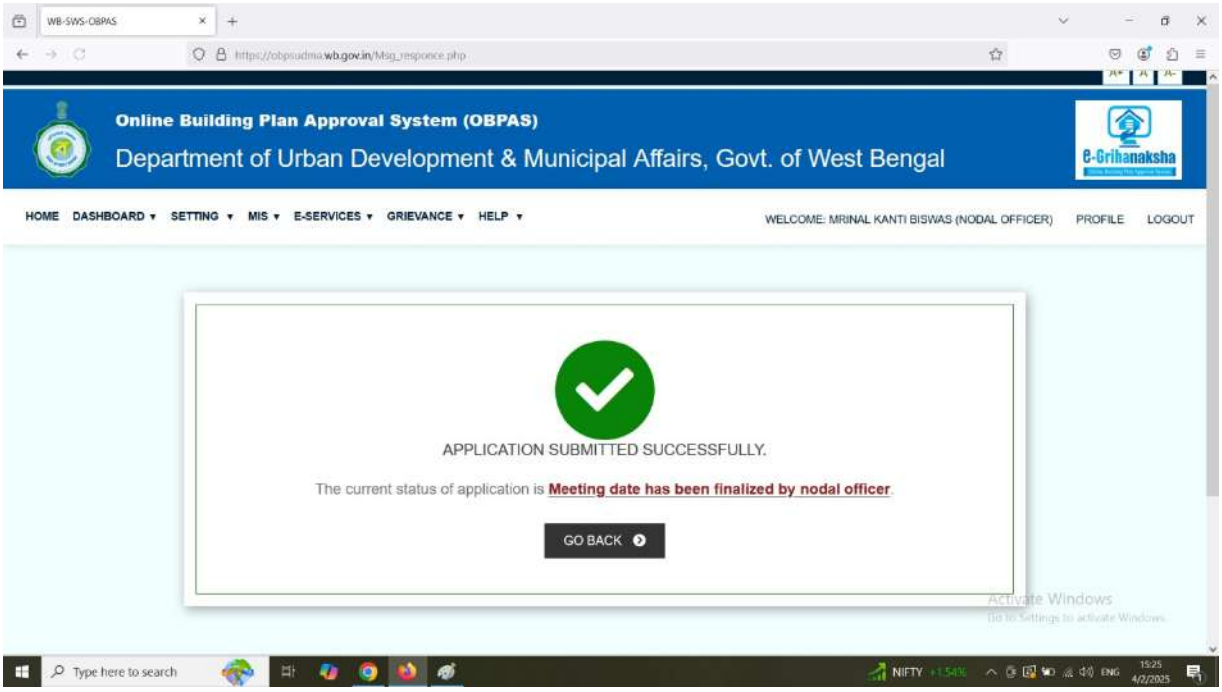
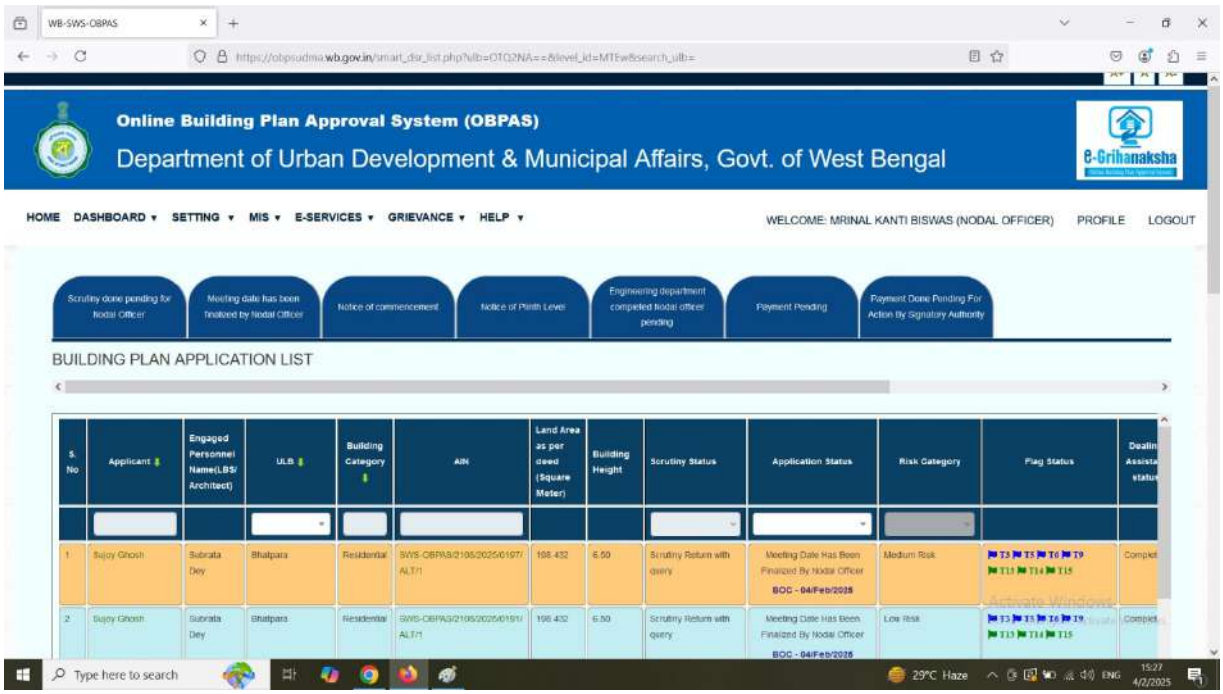
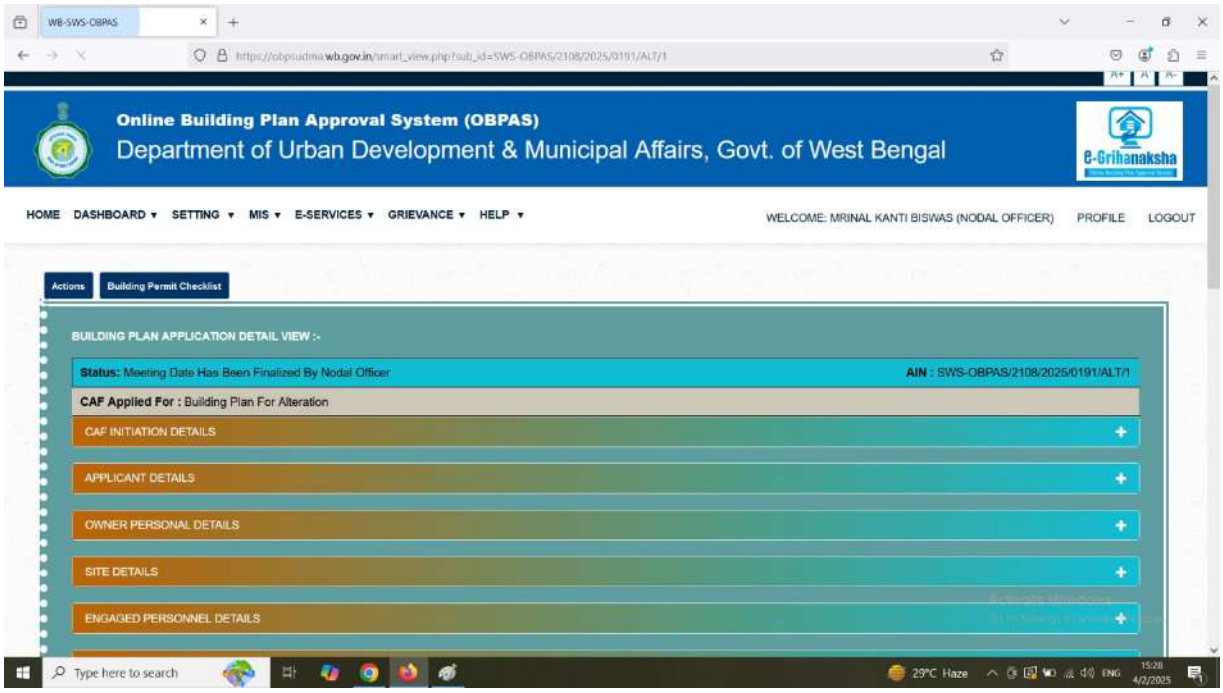
❖Now, the current status is Meeting Date has been finalized by Nodal Officer.

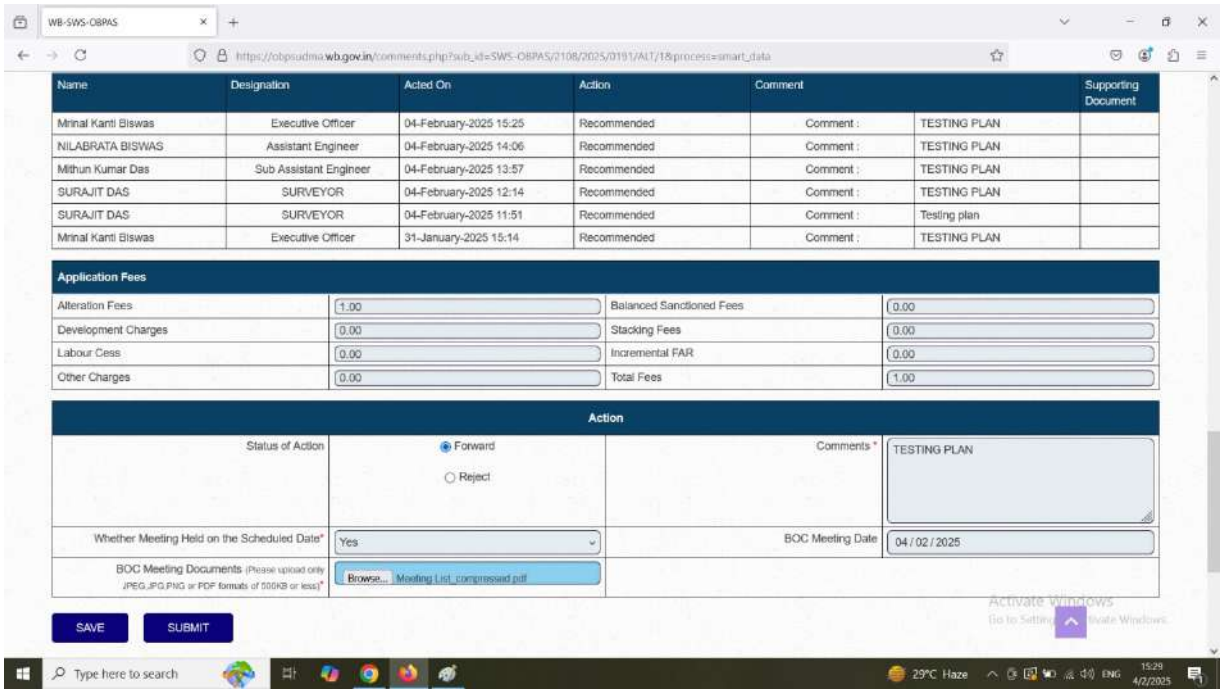




❖ Now the status is changed to meeting date has been finalized by the nodal officer. Then the action button available in the nodal for the further forward for approval and rejection of the file.



❖ The AIN is approved in the BOC, Nodal click on the forward of the file and submit.



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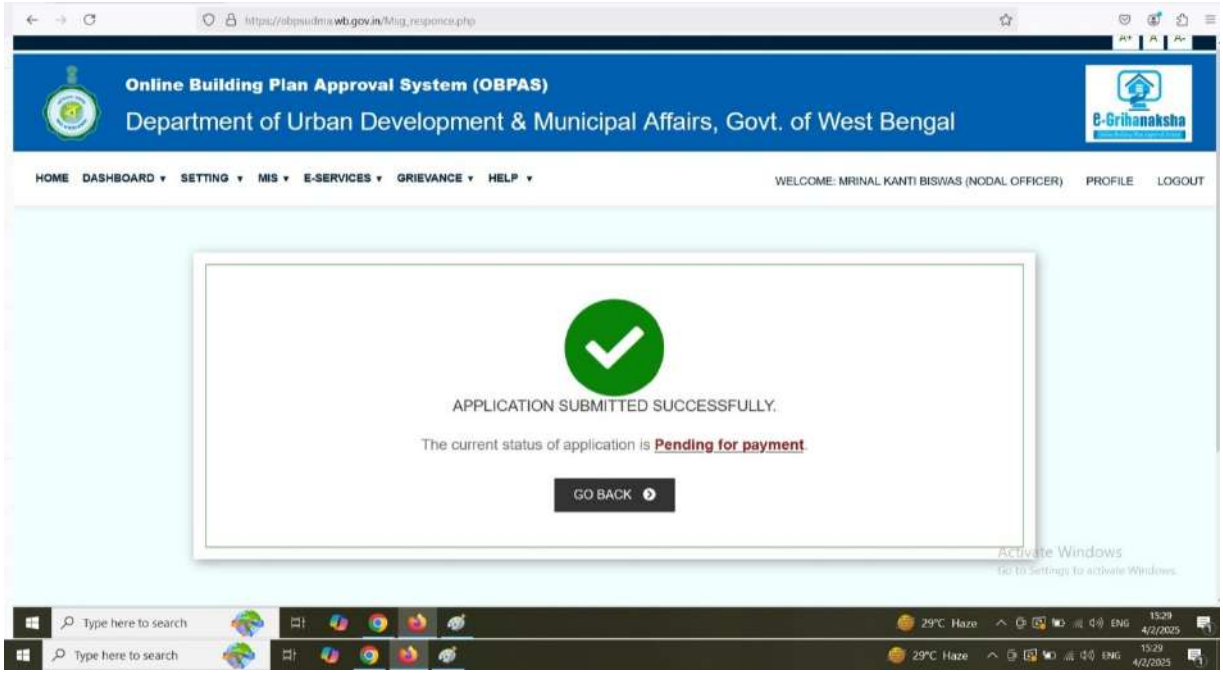
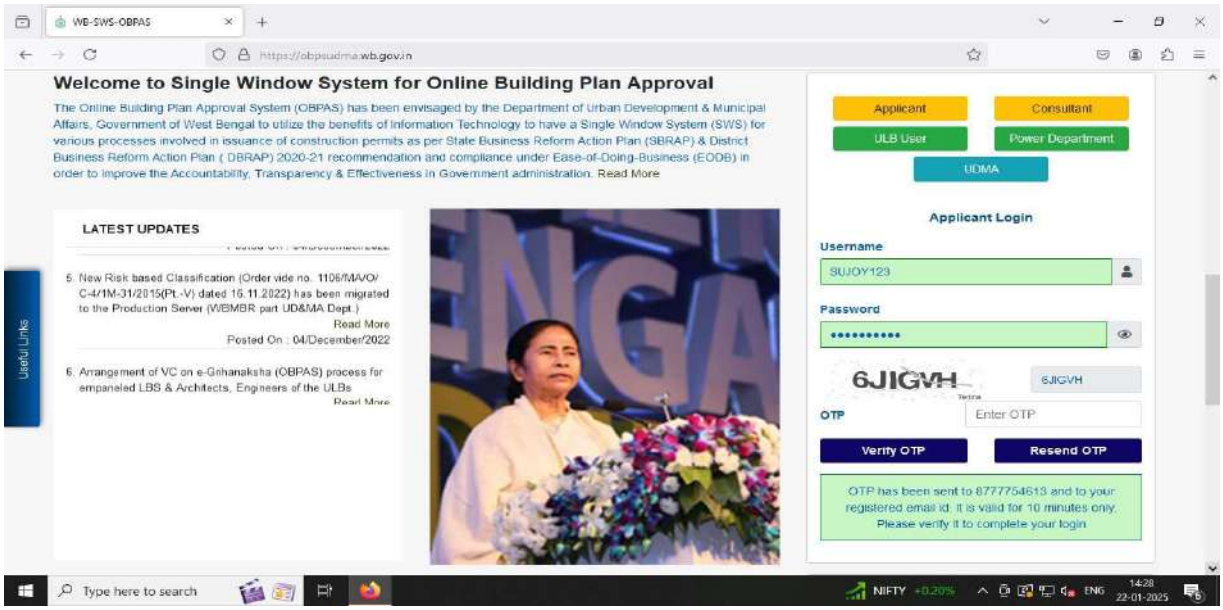
❖ The AIN is approved in the BOC, Nodal click on the forward of the file and submit and file status is changed to Pending for payment.



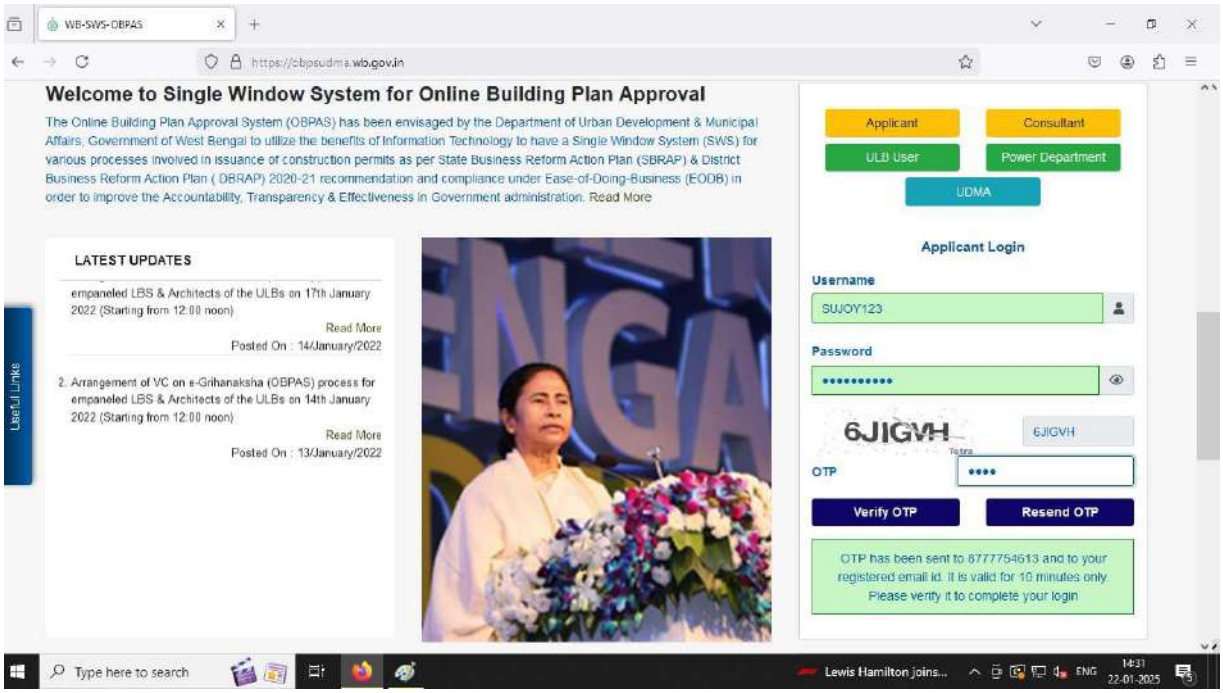
Government of West Bengal

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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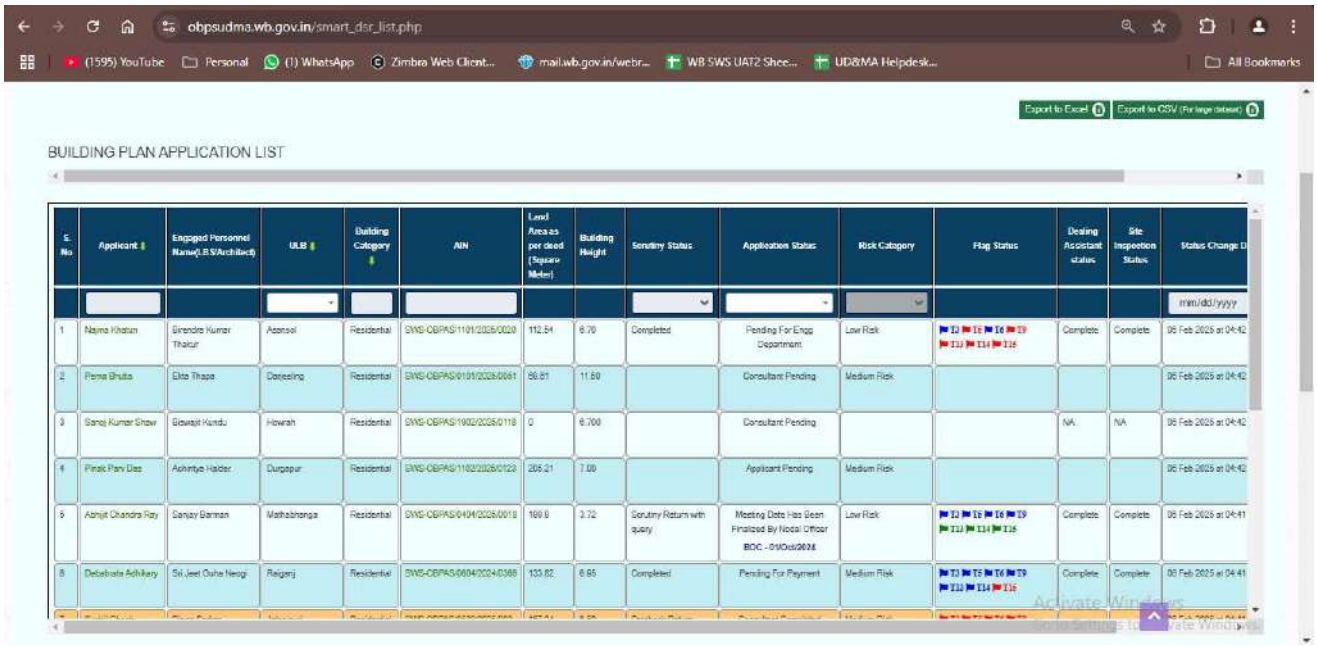
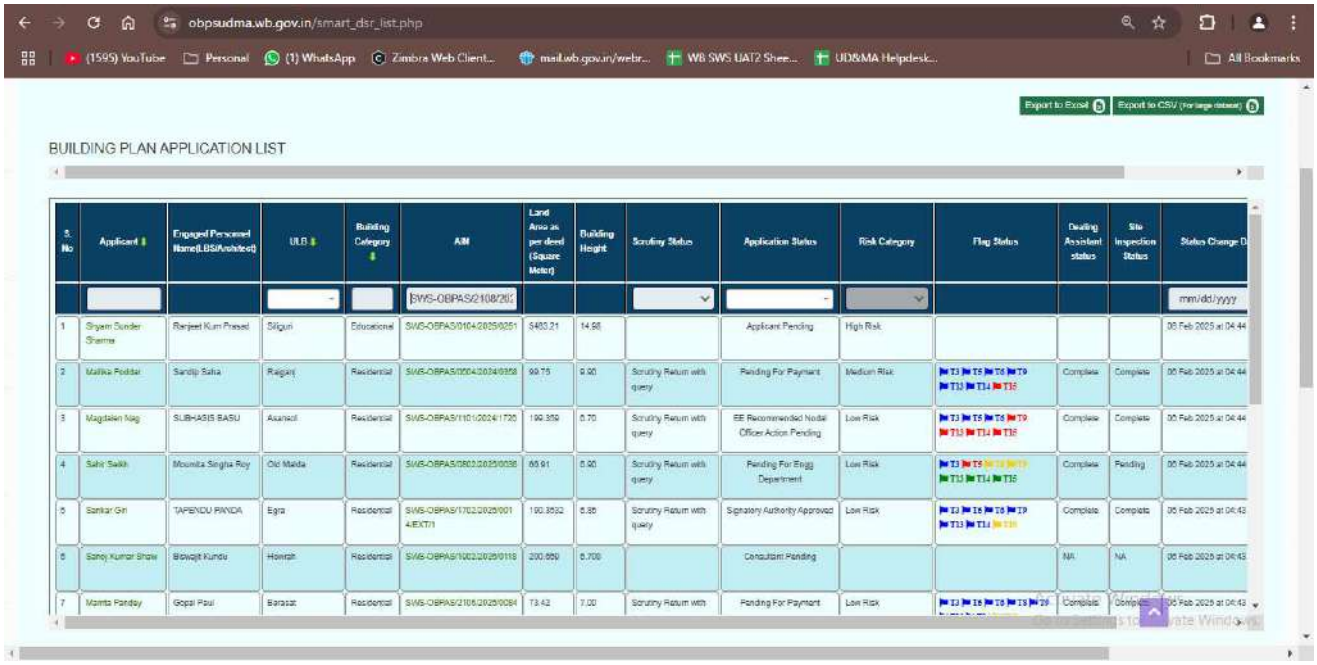


Type the AIN No. for tracking



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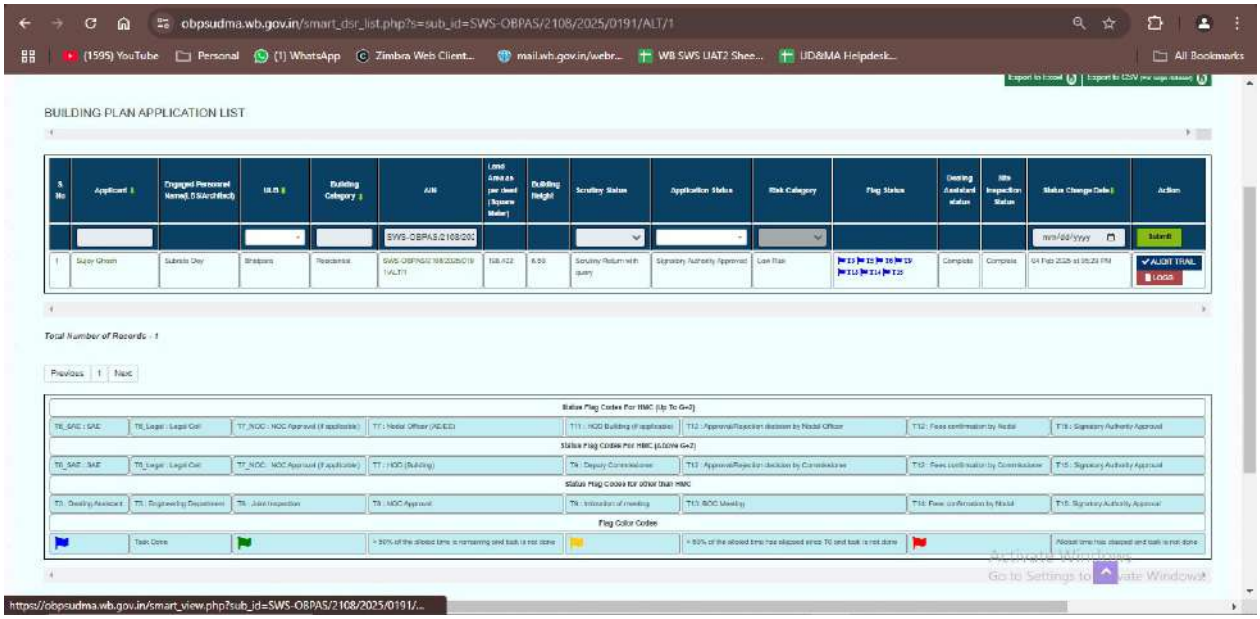
Show the application status.



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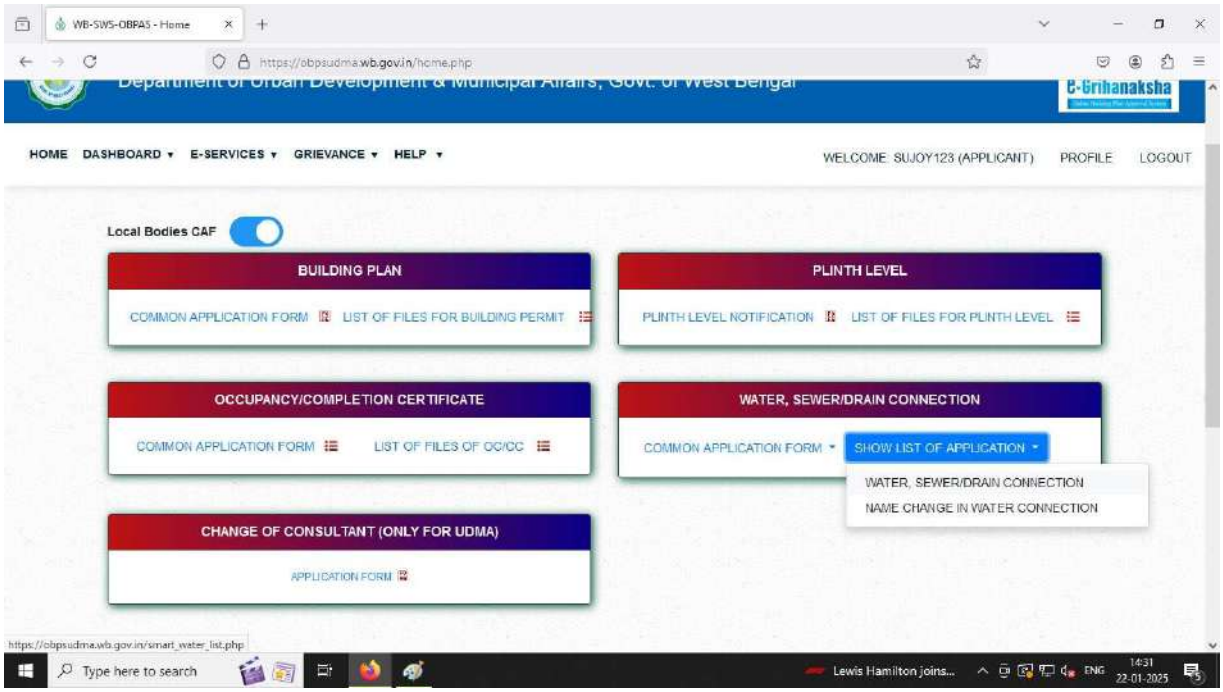
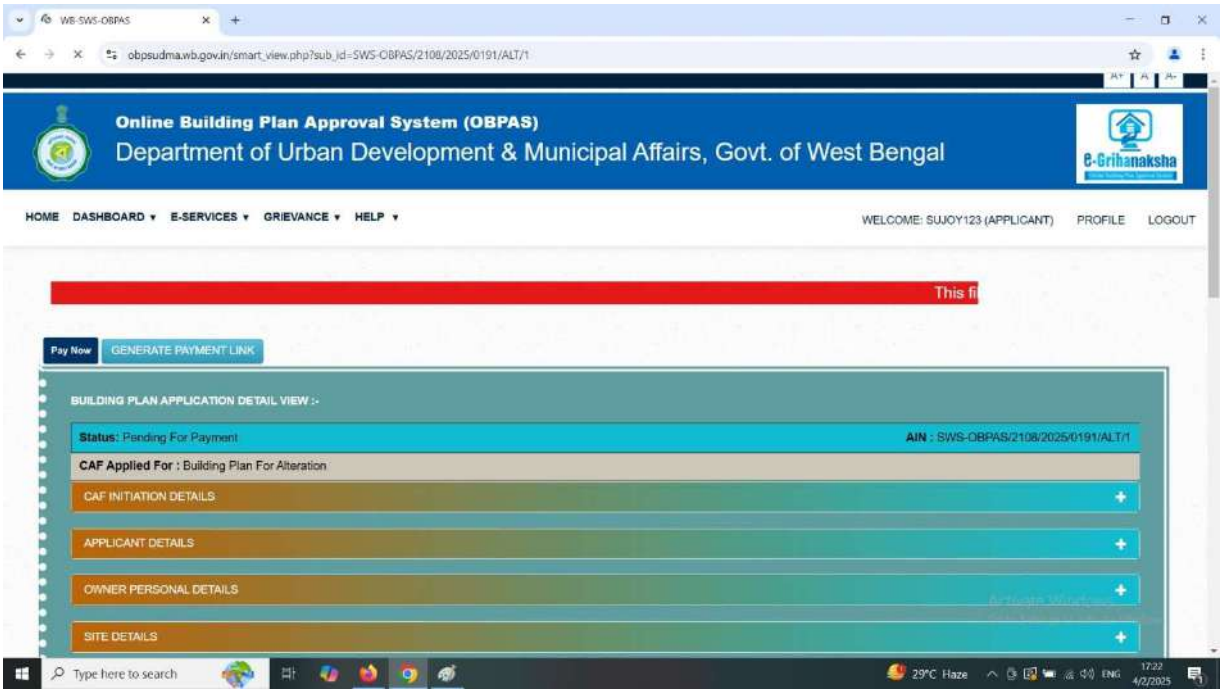
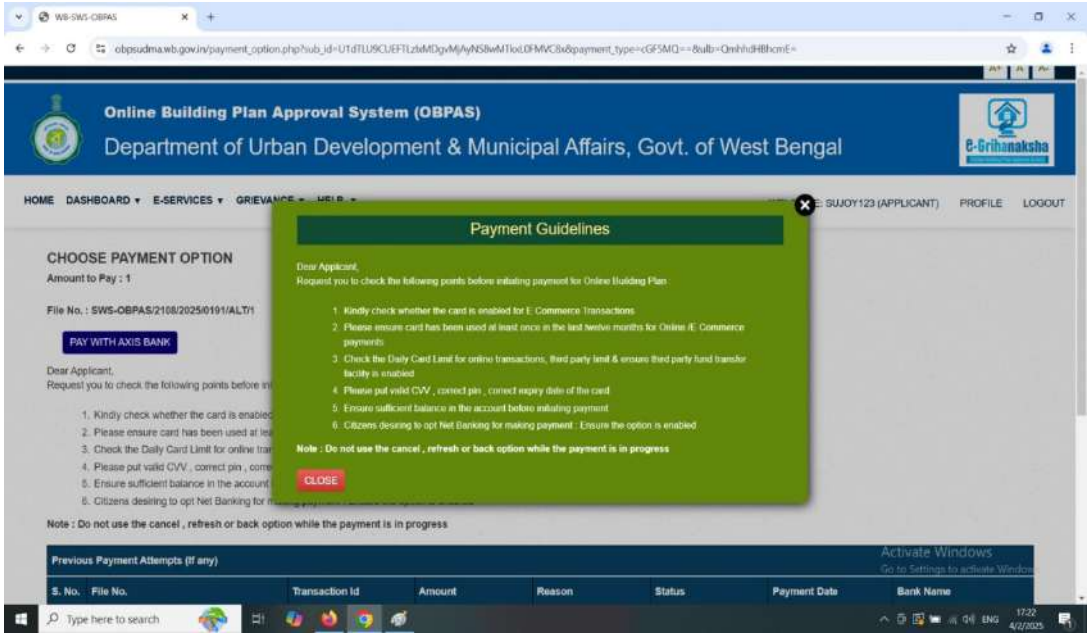
3.0 ONLINE PAYMENT BY THE APPLICANT

❖ Now, the applicant login to the console and process for the payment clicking on the pay now tab.

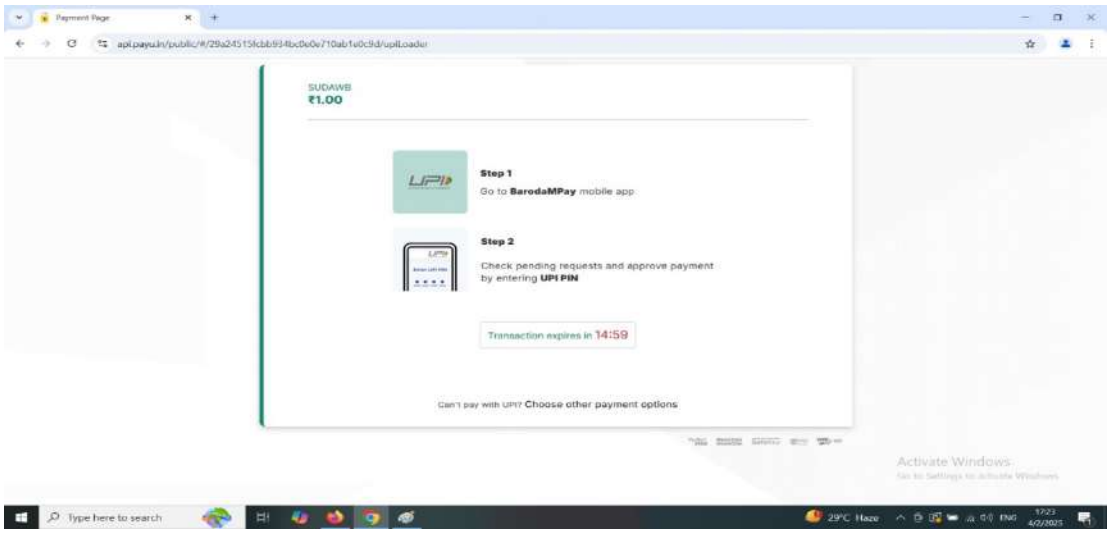




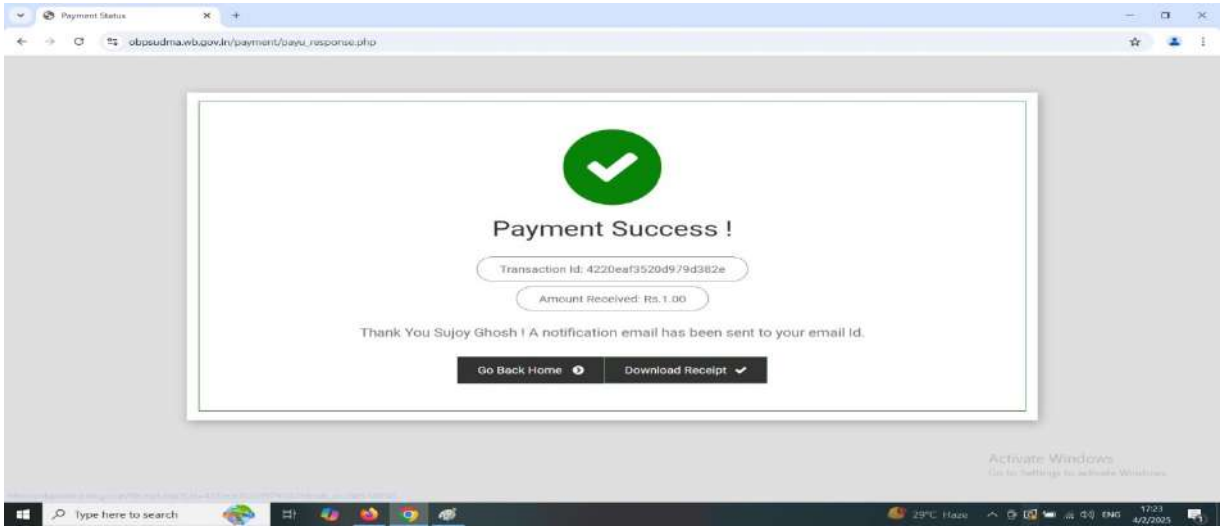
❖ Now, the applicant login to the console and process for the payment clicking on the pay now tab: Payment guidelines tab appeared and process further.



❖ Now, the applicant login to the console and process for the payment clicking on the pay now tab: Payment guidelines tab appeared and process further.



❖ Now, the applicant login to the console and process for the payment clicking on the pay now tab: Payment guidelines tab appeared and process further, payment successful.



❖ Now, the applicant login to the console and process for the payment clicking on the pay now tab: Payment guidelines tab appeared and process further, payment successful, system generated Payment receipt generated.

Payment Receipt

Application NO SWS-OBPAS/2108/2025/0191/ALT/1		Application Created on 29-January-2025
Applicant Details	Name	Sujoy Ghosh
	Mobile	8777754613
	Email	surveyorbm1@gmail.com
	Address of correspondance	Shyamnagar
Site Address	Building Category	Residential
	Premises No	**4**
	Holding No	**4**
	Street/Lane	**BASU DEV PUR ROAD**
	Borough No	--
	Ward	**25**
	Block No	--
	Plot No : Kahtian No	**LR-102 : 102**
	Mouza	**MULAZORE**
	JL	**18**
	ULB	**Bhatpara Municipality**
	District	**North 24 Pgs**
Transaction Details	Transaction Number	**4220eaf3520d979d382e**
	Transaction Date	**2025-02-04 17:22:39**
	Amount	**Rs 1.00**
	Payment Gateway	**AXIS**
	Any Previous payment done	Nil

Generated on - 04-Feb-2025 17:24:20

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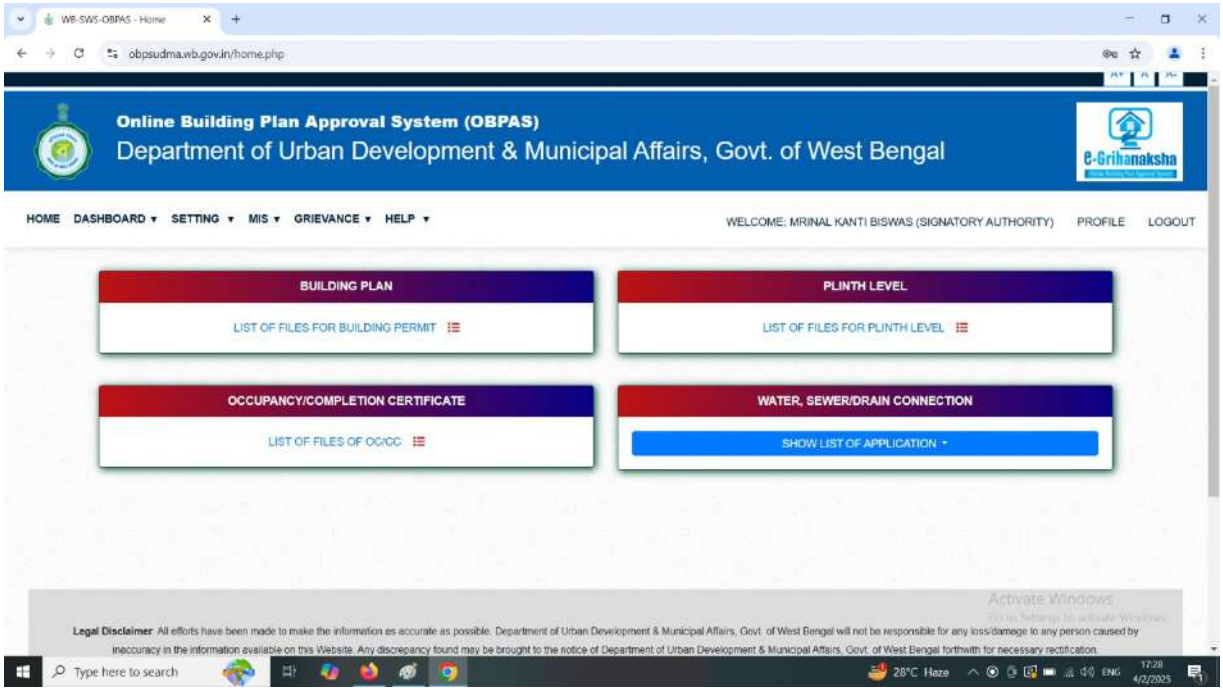
❖ Now the status is Payment done pending for action by signatory authority.



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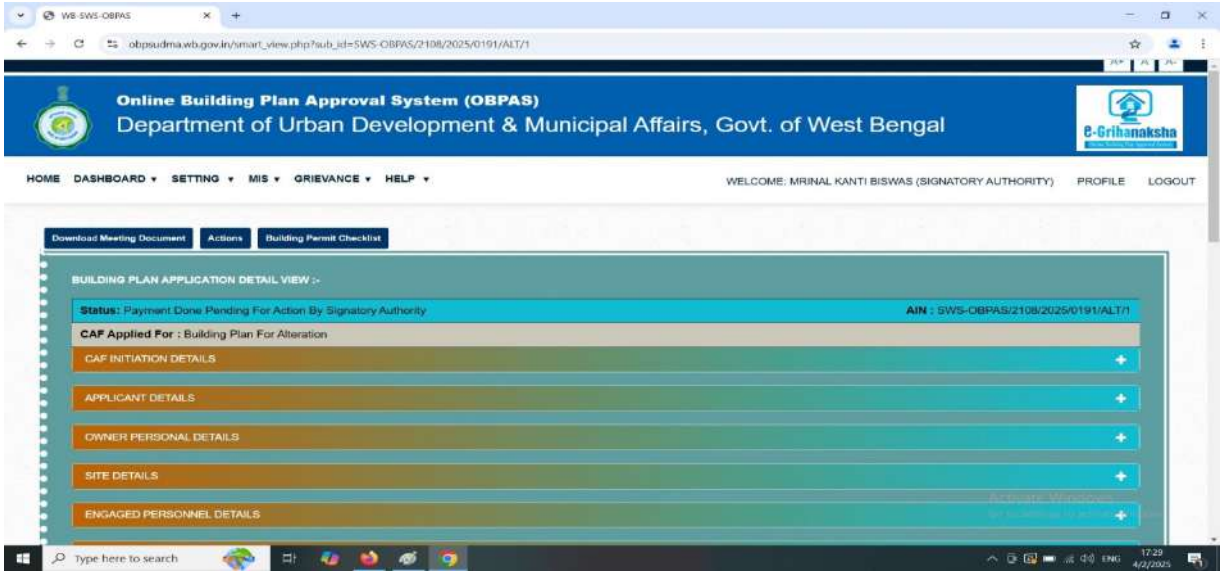
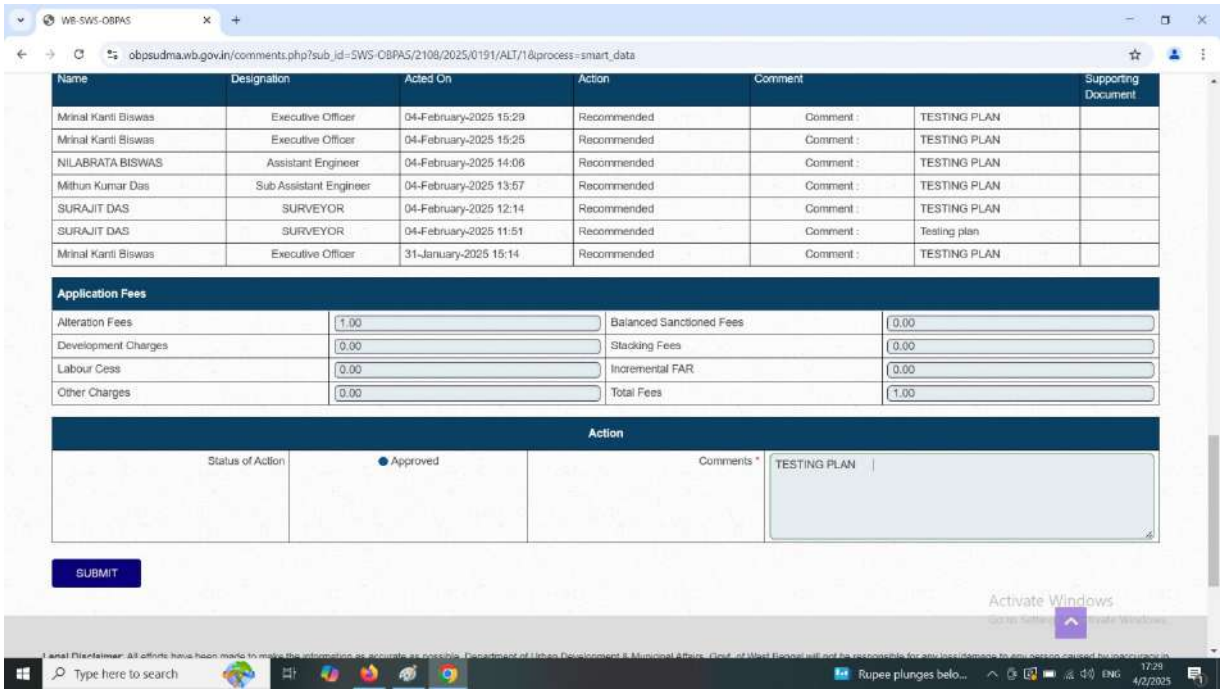
❖ Now, login from the signatory authority login console after the successful of the payment made by the Applicant & click on the action button.



❖ Click on the status of the action button for approval of the AIN and submit.



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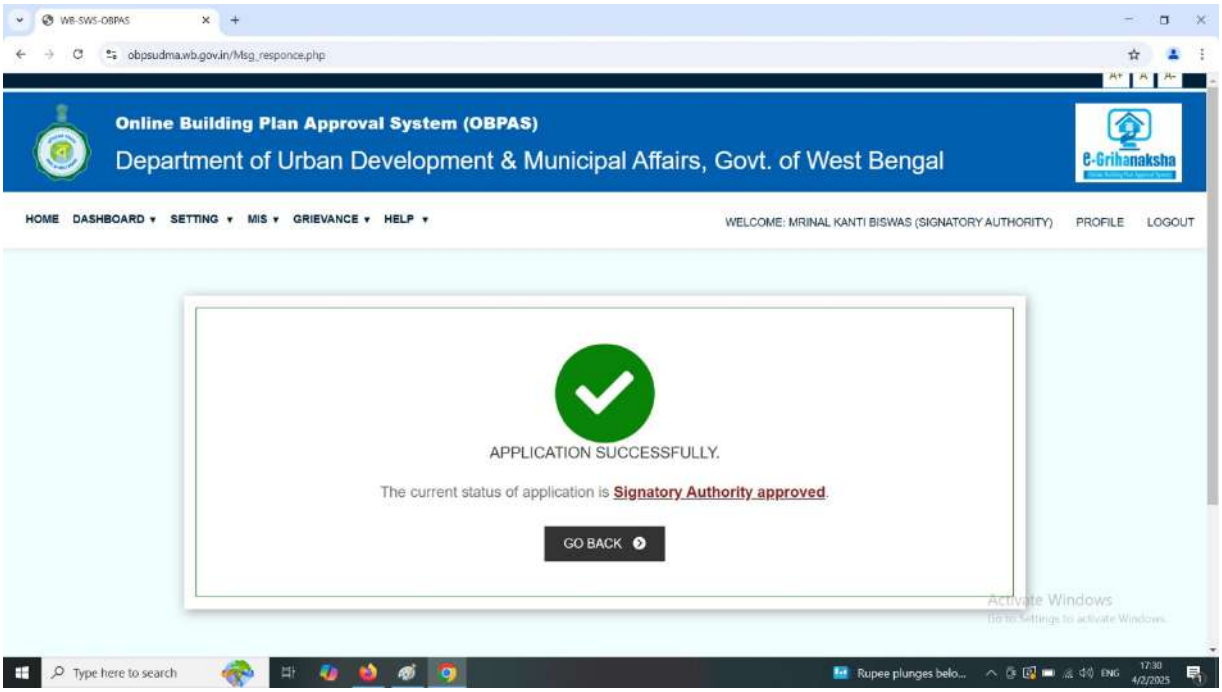
❖ Now, the status is Signatory Authority Approved.



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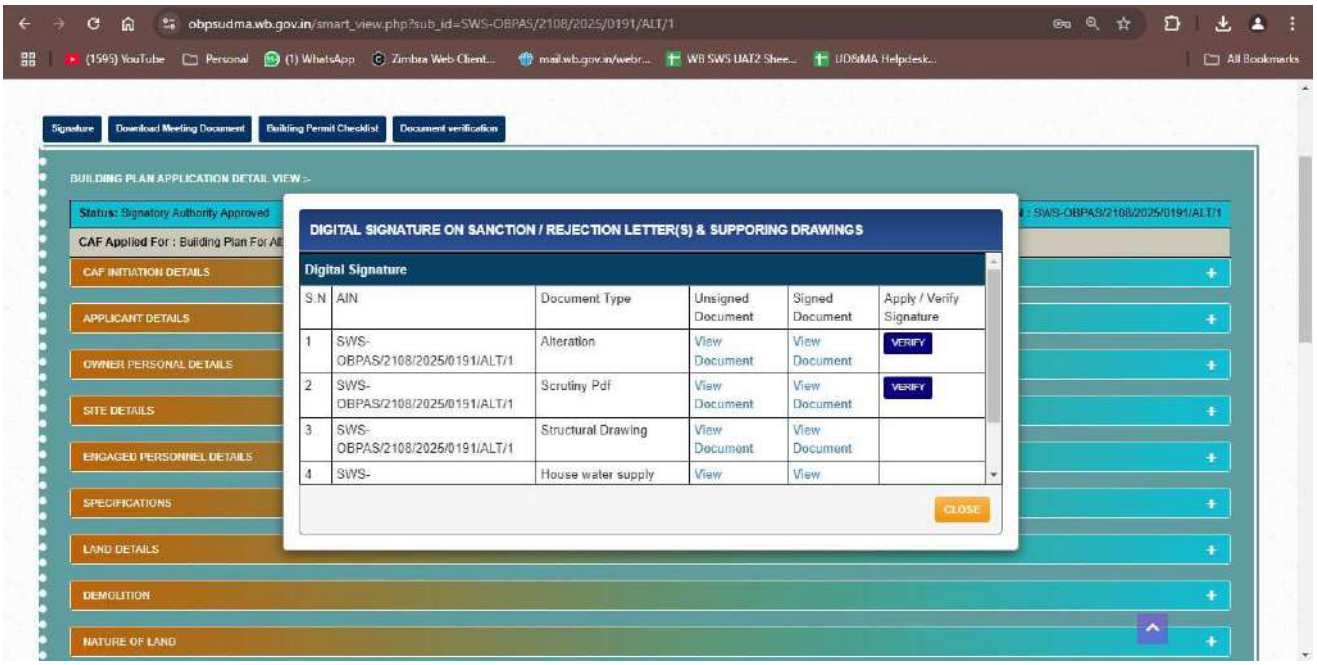
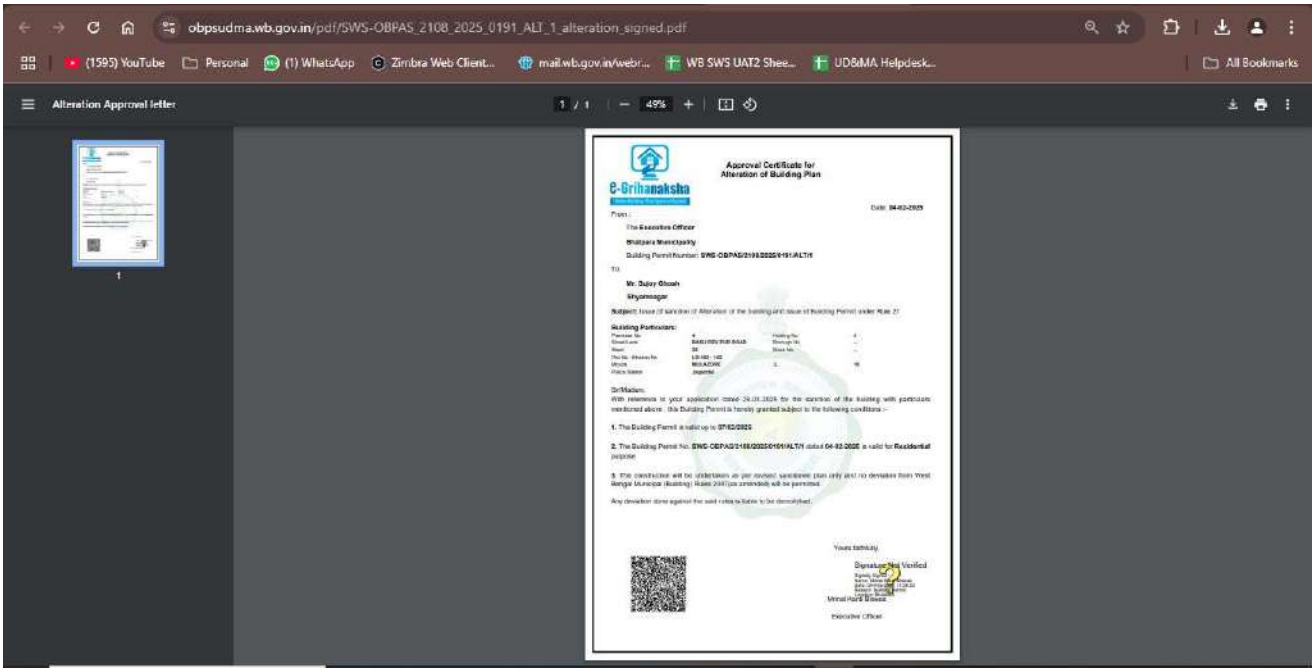
4.0 DOWNLOAD OF THE FINAL SIGNED CERTIFICATE BY THE APPLICANT

❖After approval of the application, applicant views the Certificate.



View the Certificate



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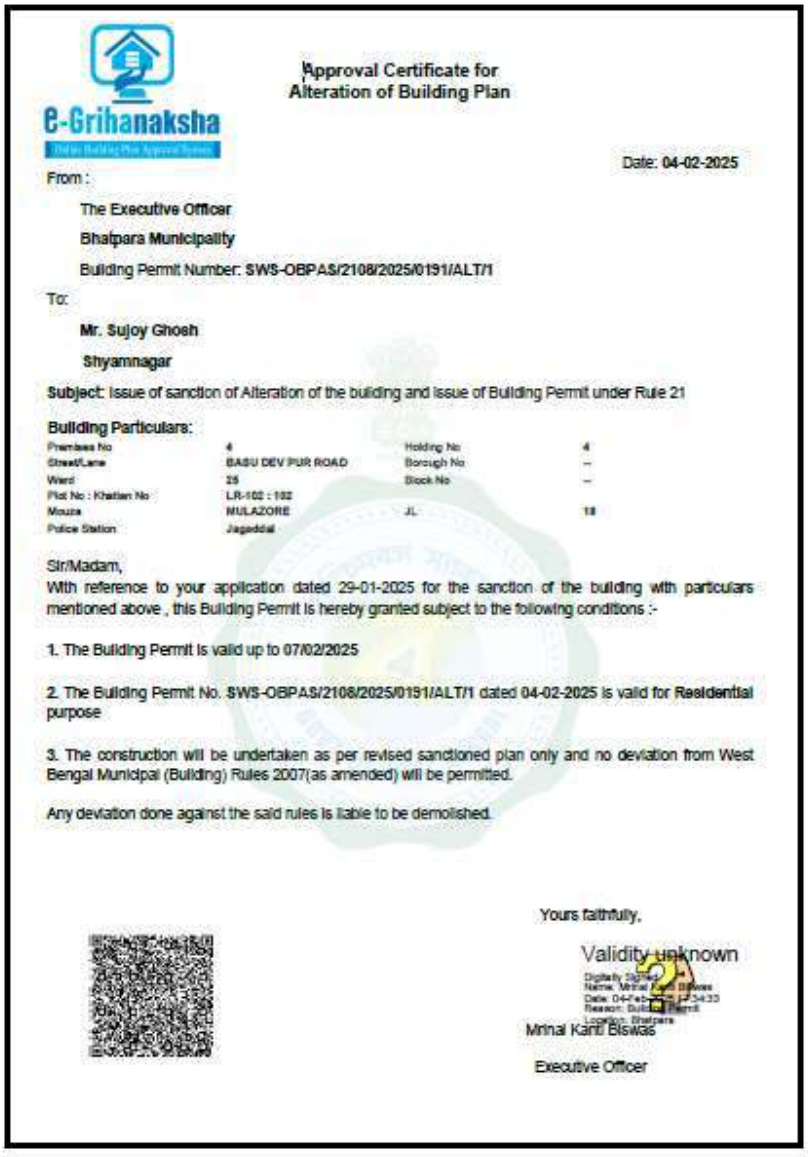
❖ Approval Certificate for Alteration of Building Plan.



e-Grihanaksha

Approval Certificate for Alteration of Building Plan

Date: 04-02-2025

From :

The Executive Officer

Bhatpara Municipality

Building Permit Number: SWS-OBPAS/2108/2025/0191/ALT/1

To:

Mr. Sujoy Ghosh

Shyamnagar

Subject: Issue of sanction of Alteration of the building and issue of Building Permit under Rule 21

Building Particulars:

Premises No	4	Holding No	4
Street/Lane	BASU DEV PUR ROAD	Borough No	--
Ward	25	Block No	--
Plot No : Khatian No	LR-102 : 102		
Mouza	MULAZORE	JL	18
Police Station	Jagaddal		

Sir/Madam,

With reference to your application dated 29-01-2025 for the sanction of the building with particulars mentioned above , this Building Permit is hereby granted subject to the following conditions :-

1. The Building Permit is valid up to 07/02/2025

2. The Building Permit No. SWS-OBPAS/2108/2025/0191/ALT/1 dated 04-02-2025 is valid for Residential purpose

3. The construction will be undertaken as per revised sanctioned plan only and no deviation from West Bengal Municipal (Building) Rules 2007(as amended) will be permitted.

Any deviation done against the said rules is liable to be demolished.

Yours faithfully,

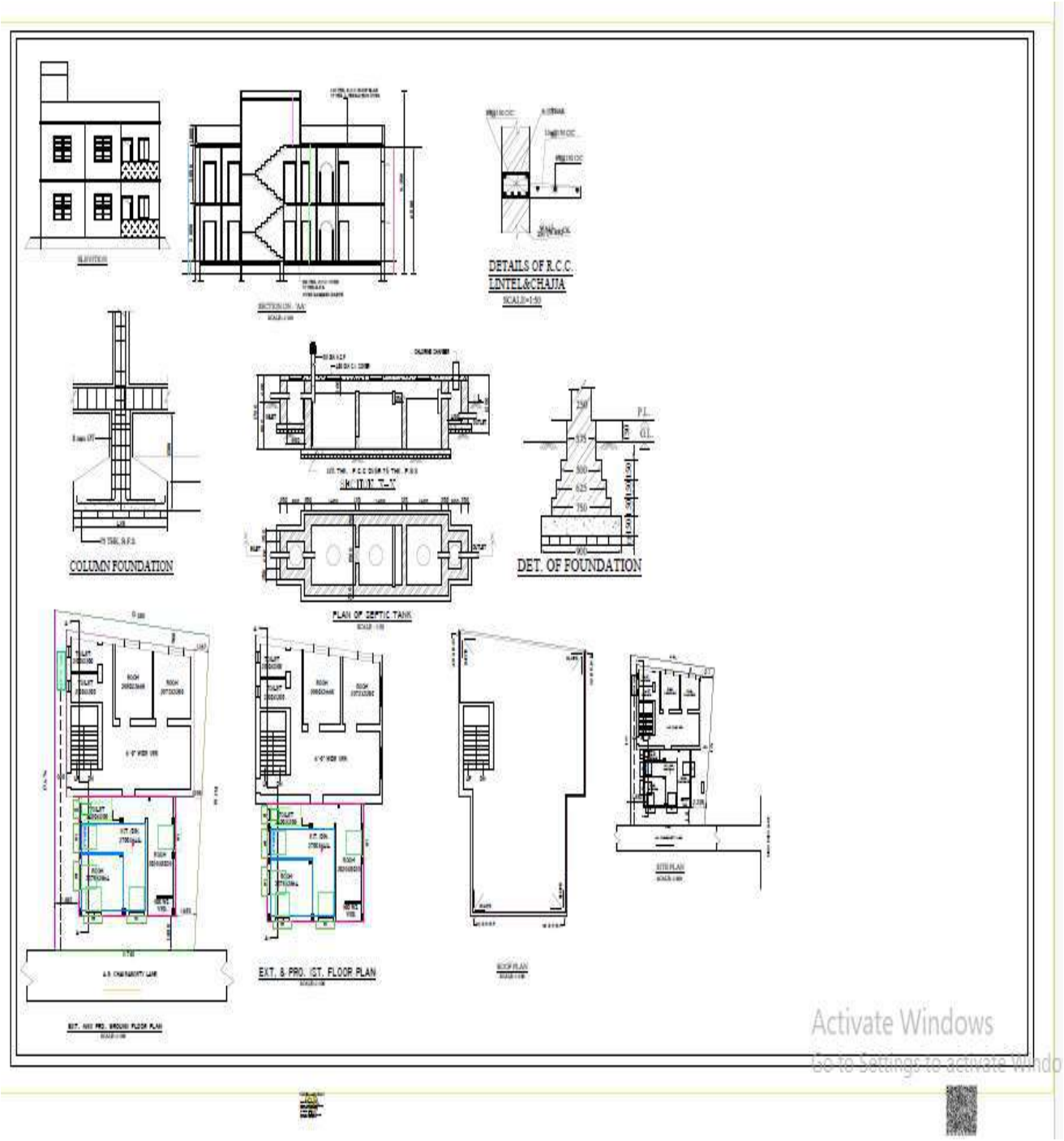
Validity unknown

Mrinal Kanti Biswas

Executive Officer

Government of West Bengal

❖ Approved plan with DSC and QR Code.



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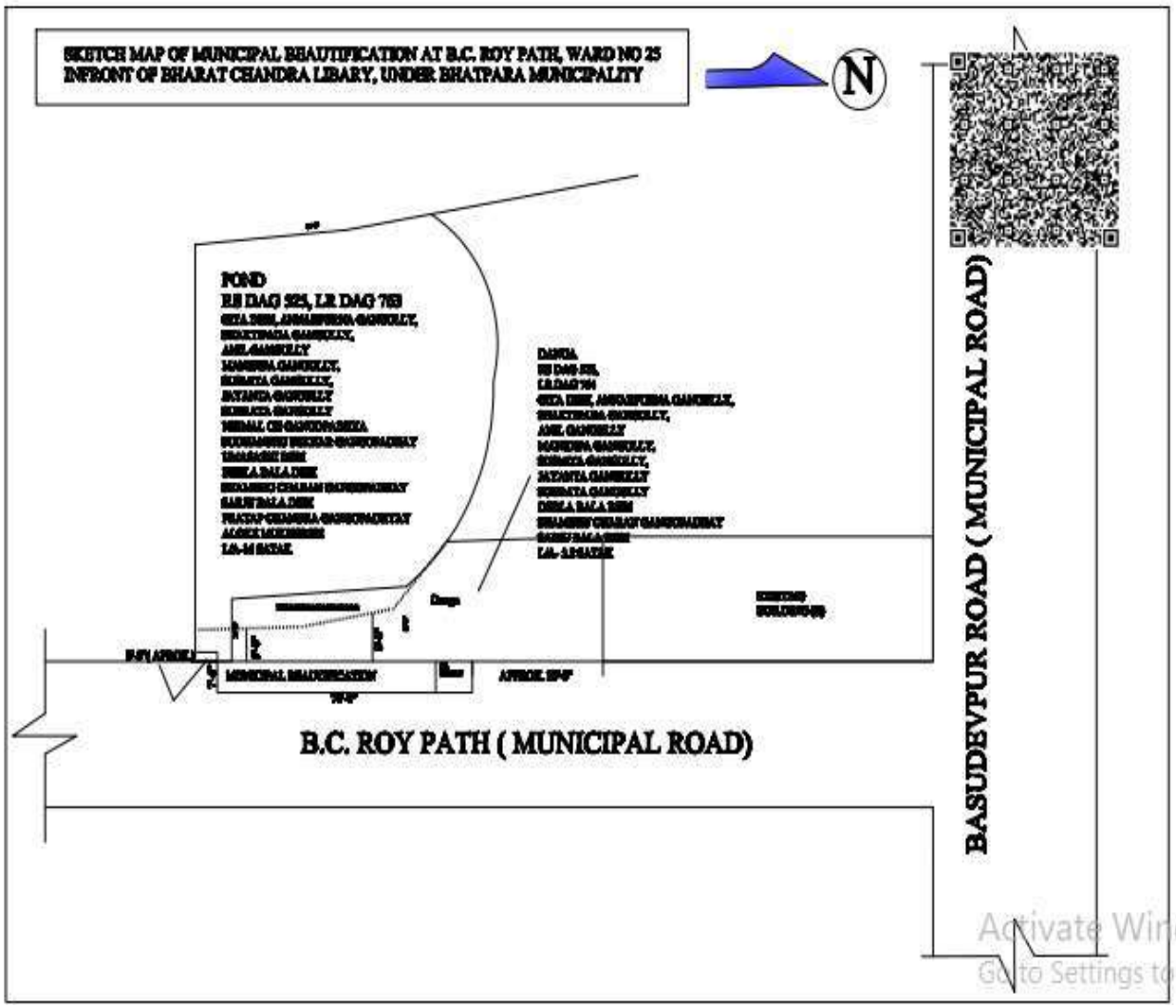
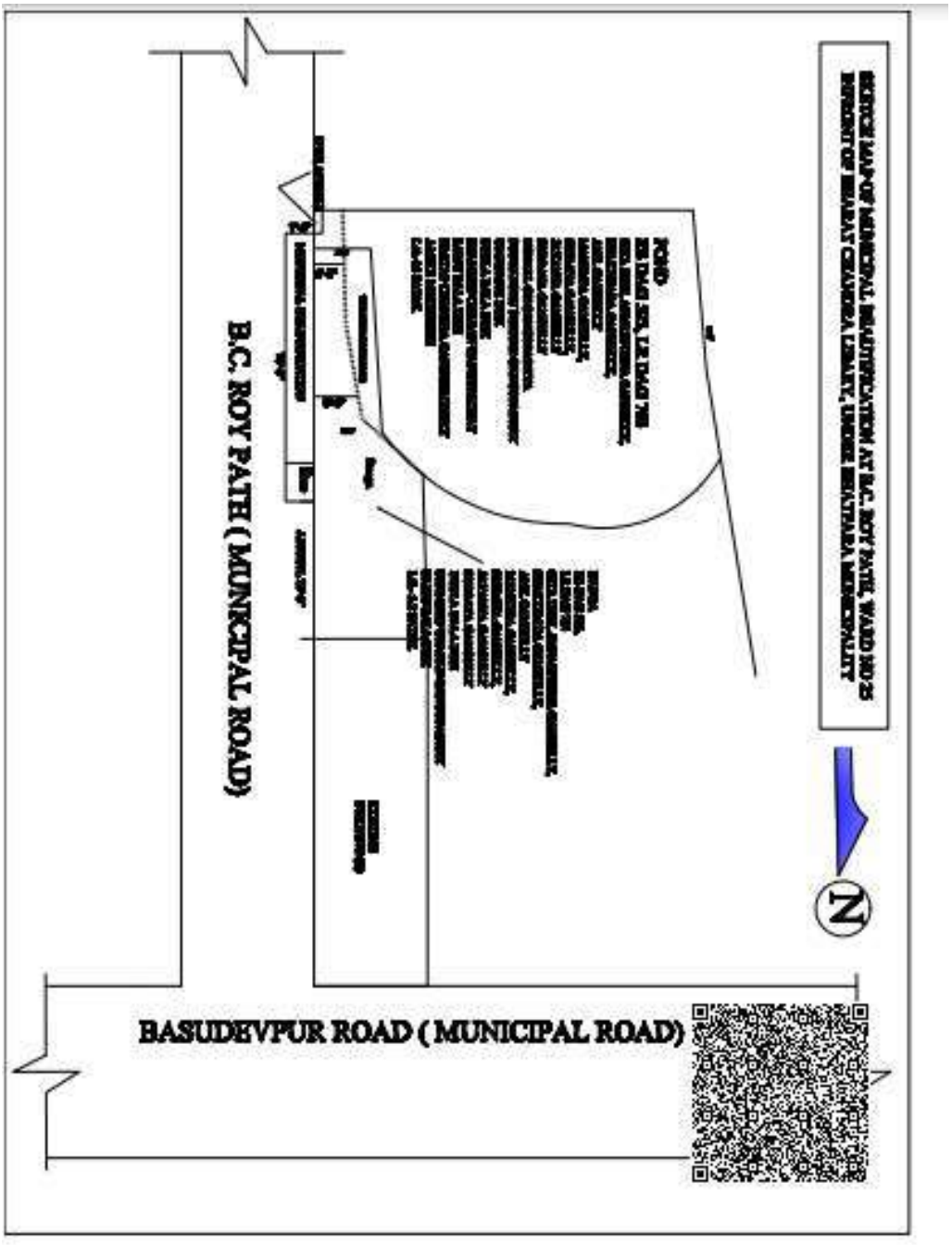
❖ Approved Structural Drawing.



Activate Wind
Go to Settings to a

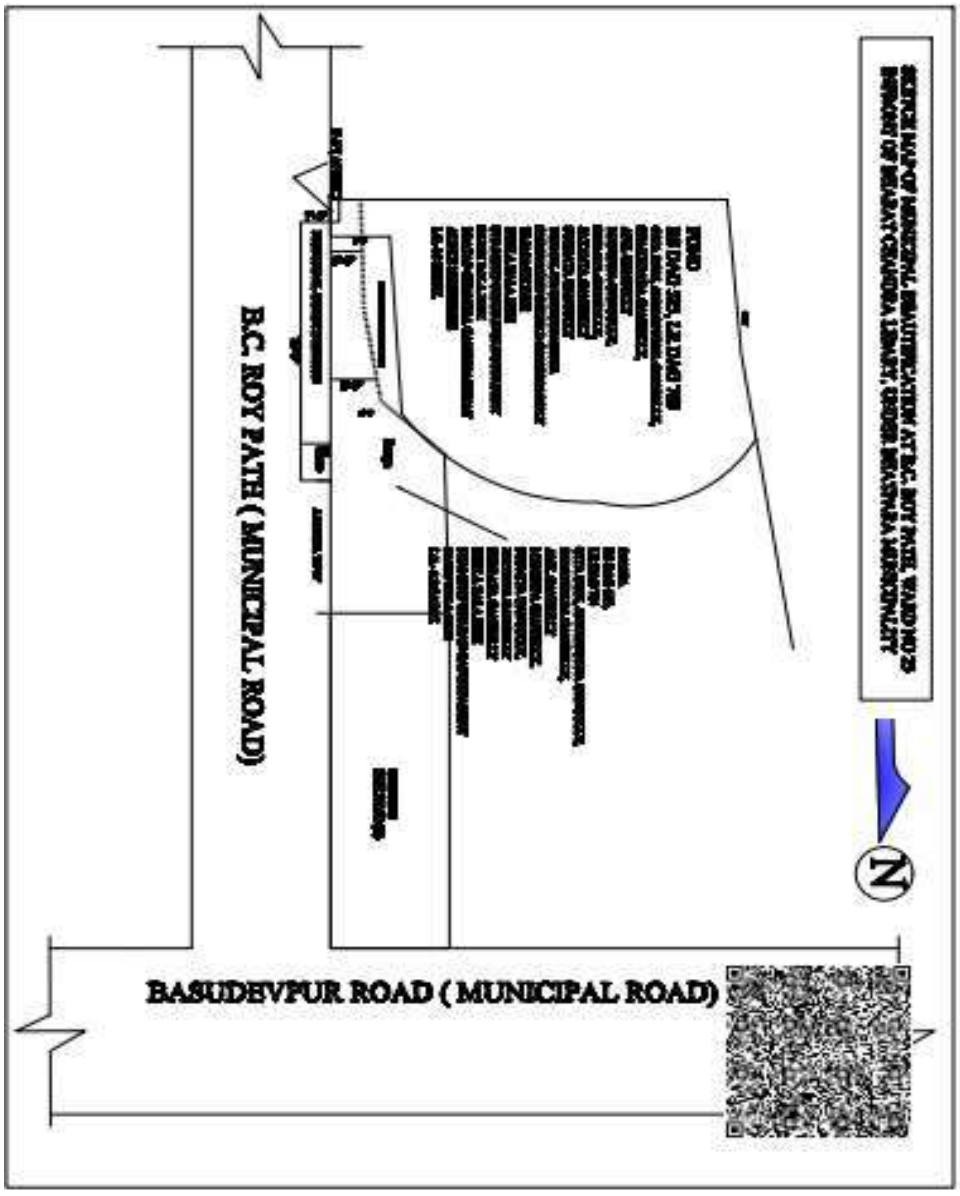
Government of West Bengal

❖ Approved House water supply layout drawing.



Government of West Bengal

❖ Approved House Sewer pipe/drain layout drawing.



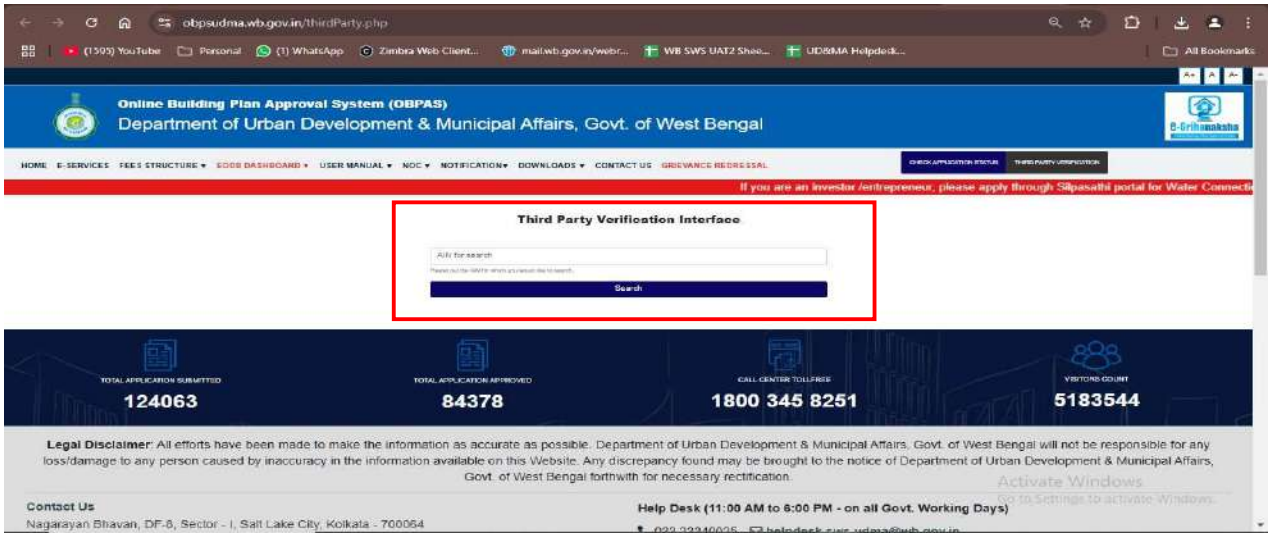
Government of West Bengal

5.0 THIRD PARTY VERIFICATION

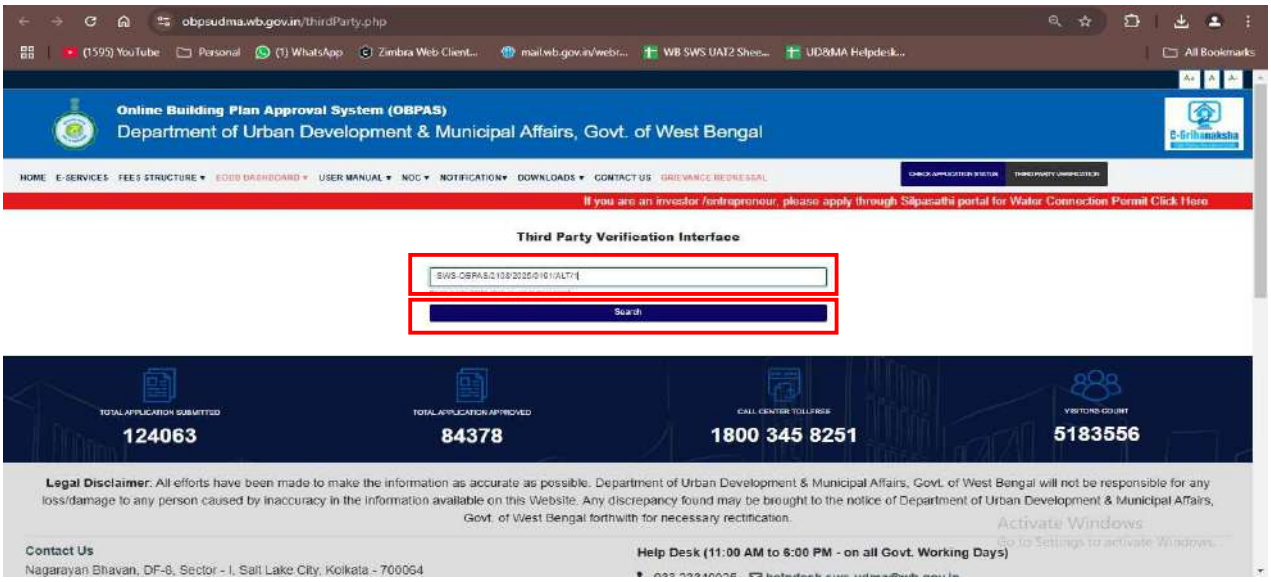
Screenshots for verification of approval certificate

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

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

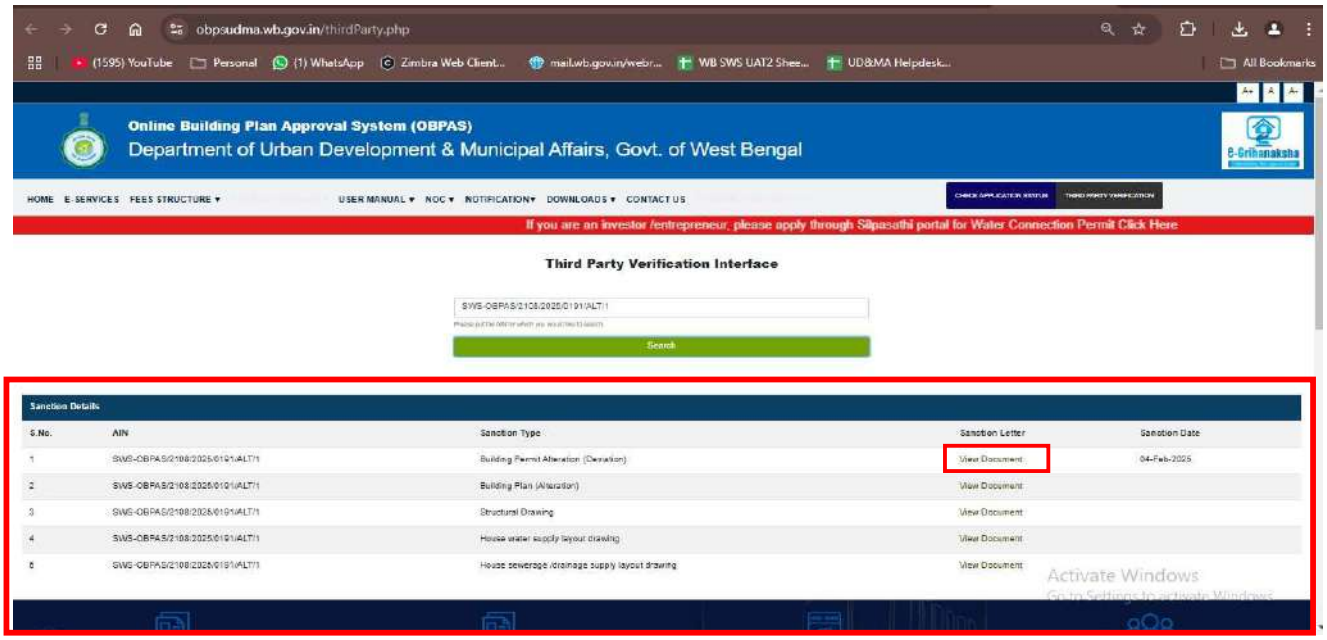
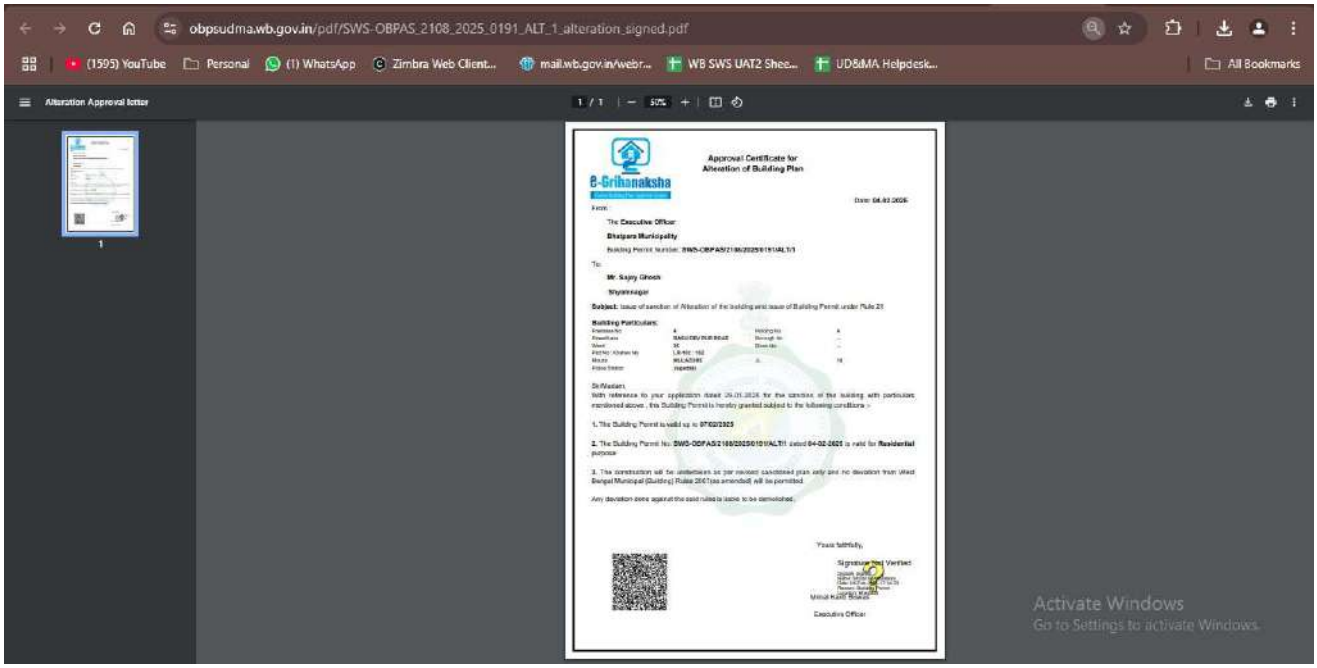


Enter the AIN no. SWS-OBPAS/2108/2025/0191/ALT/1and then click on the Search link.



Government of West Bengal

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.