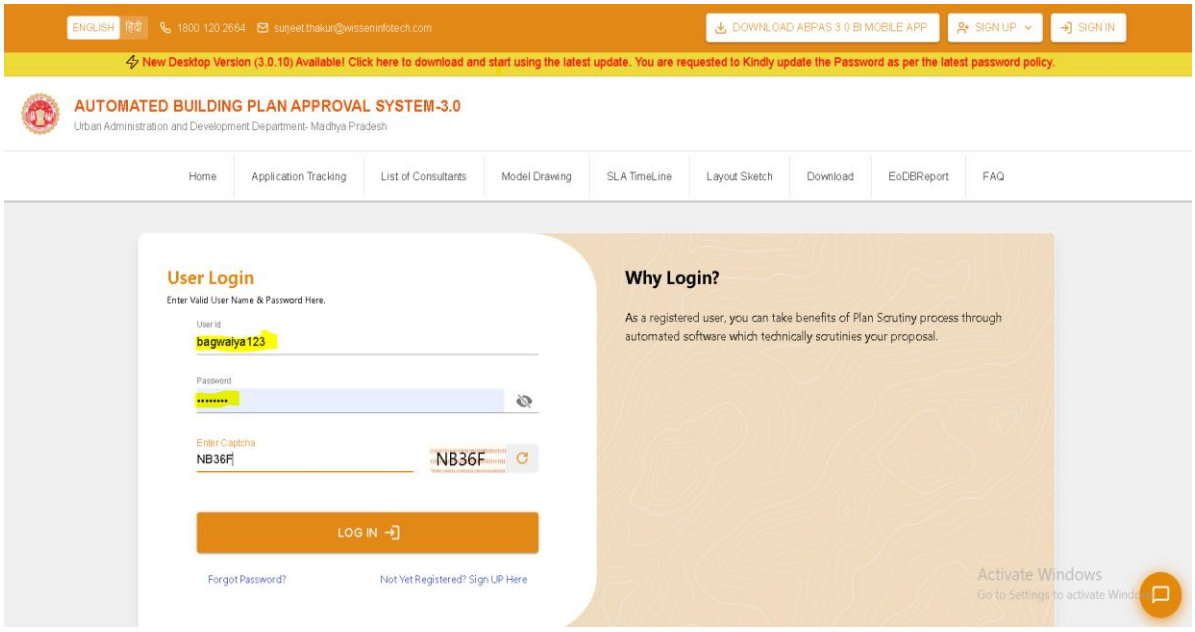
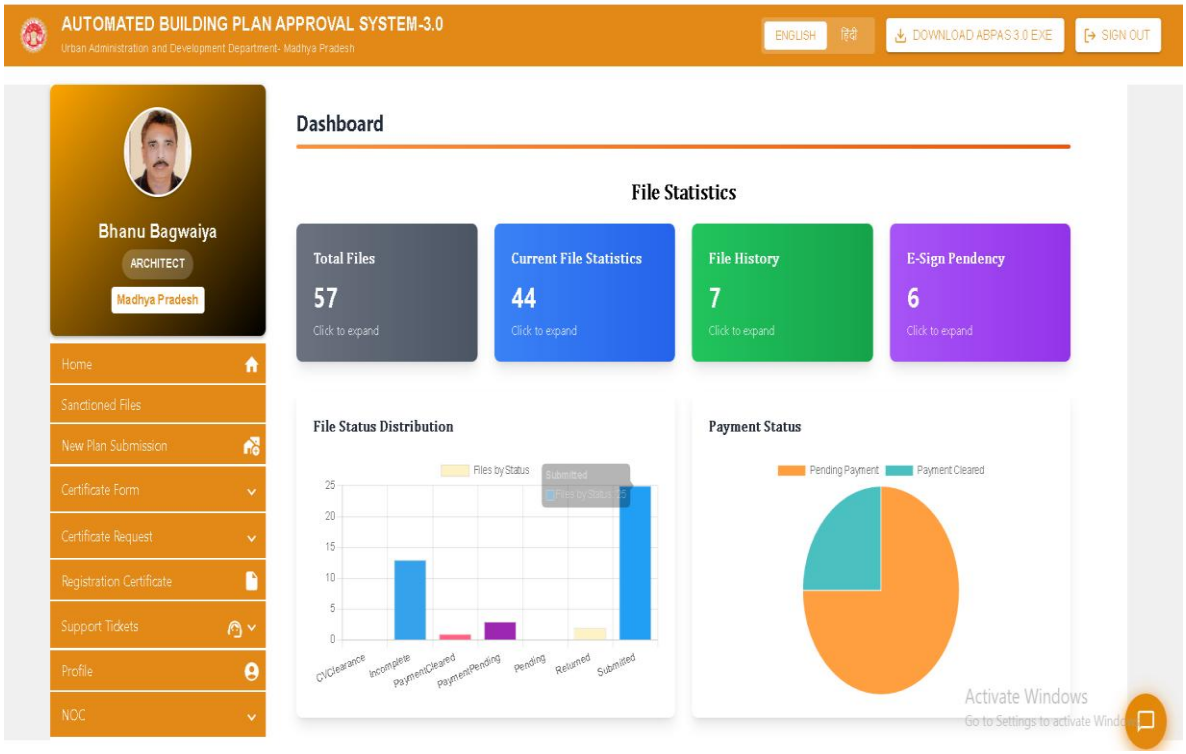
ABPAS 3.0

User Manual for Erect Case Submission

Step 1 - Sign in to the ABPAS 3.0 website. Use the system-generated User ID and Password.

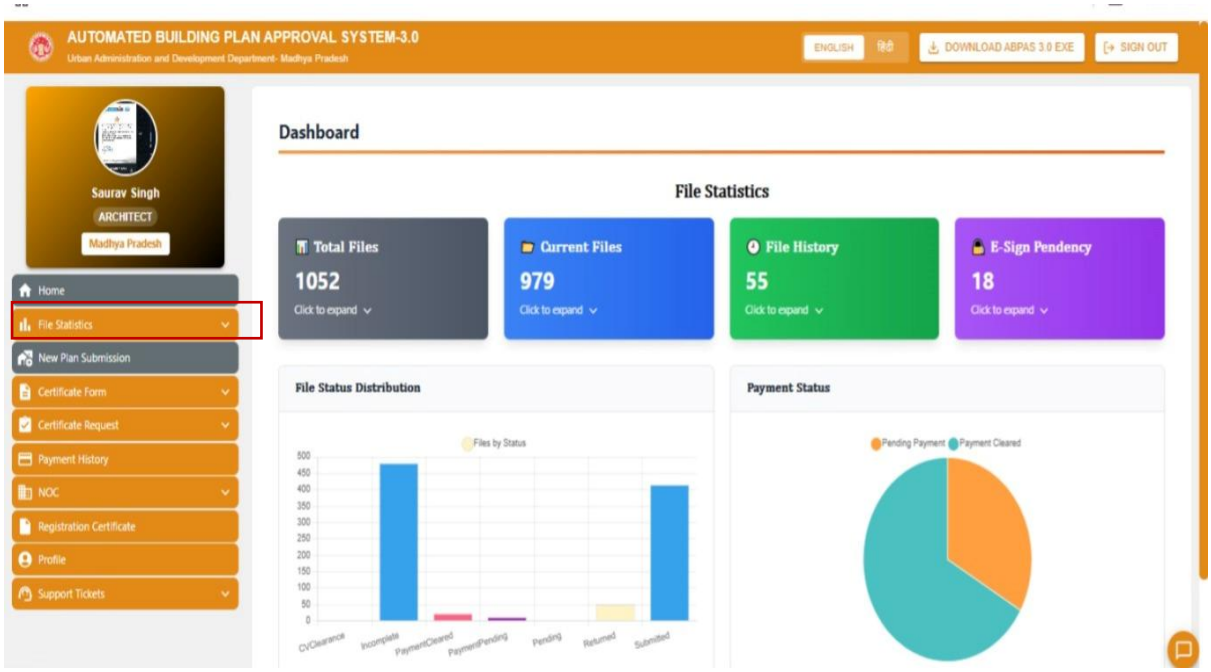


Step 2- After login, the profile page will be displayed.



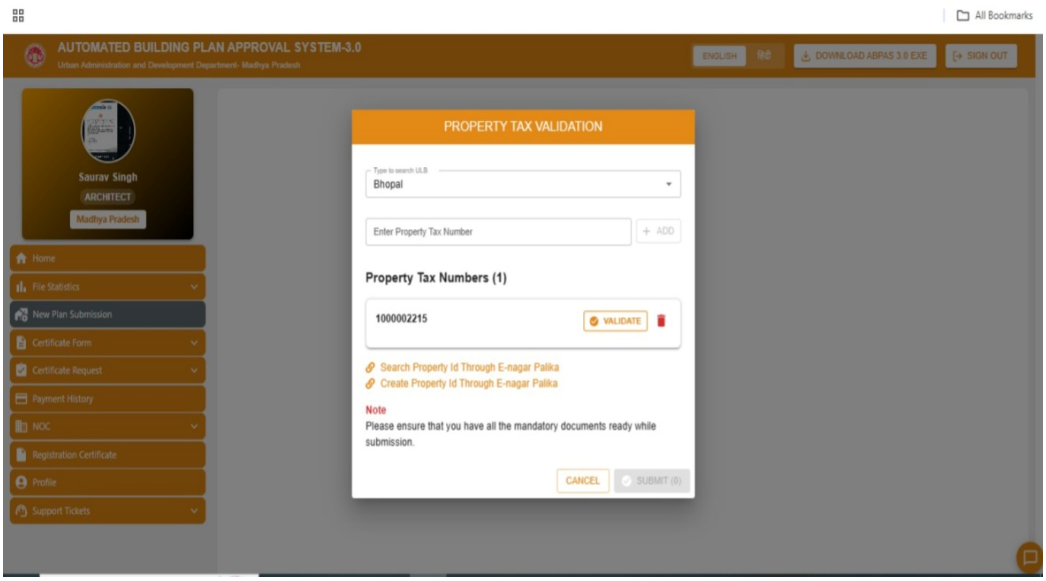
ABPAS 3.0
User Manual for Erect Case Submission

Step 3- Click on NEW PLAN Submission button to initiate new case File approval.



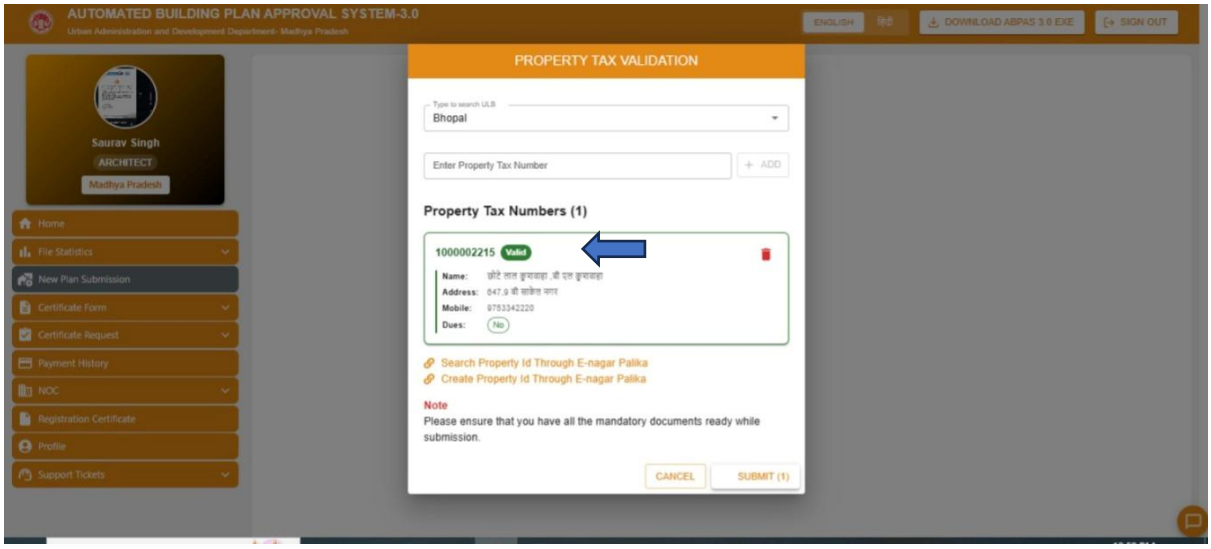
Step 4: Enter the required details, such as:

- ULB Name
- Property Tax Number
- Click the **Validate** button. Once the details are validated, click **Submit**.



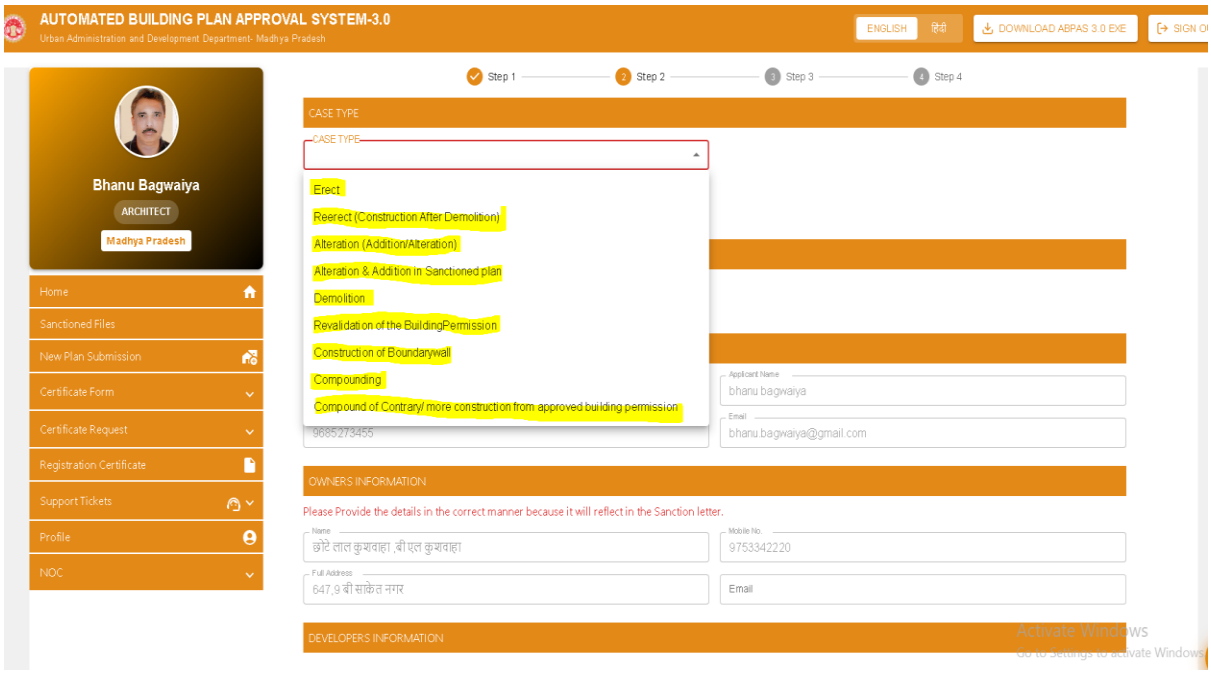
ABPAS 3.0

User Manual for Erect Case Submission



- **Case Type Selection - After submission, a new page will open**.

  Step 5: Select the appropriate **Case Type** from the list, such as: **(<u>Erect, Reerect, Alteration (Alteration & Addition, Alteration & Addition in Sanctional Plan, Demolition, Revalidation of the Building Permission, Construction Boundarywall, Compounding, Compounding of Controy/ more construction from approved Building permission</u>)**, After selecting the case type, enter the remaining required information and click **Next**.

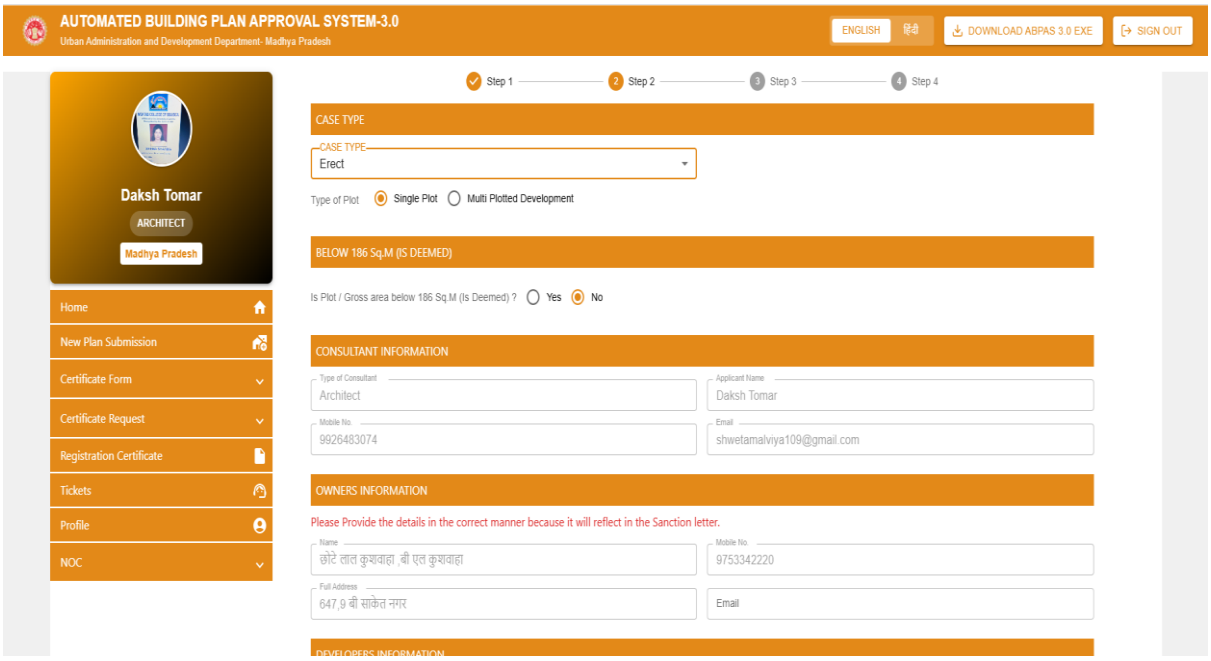


ABPAS 3.0

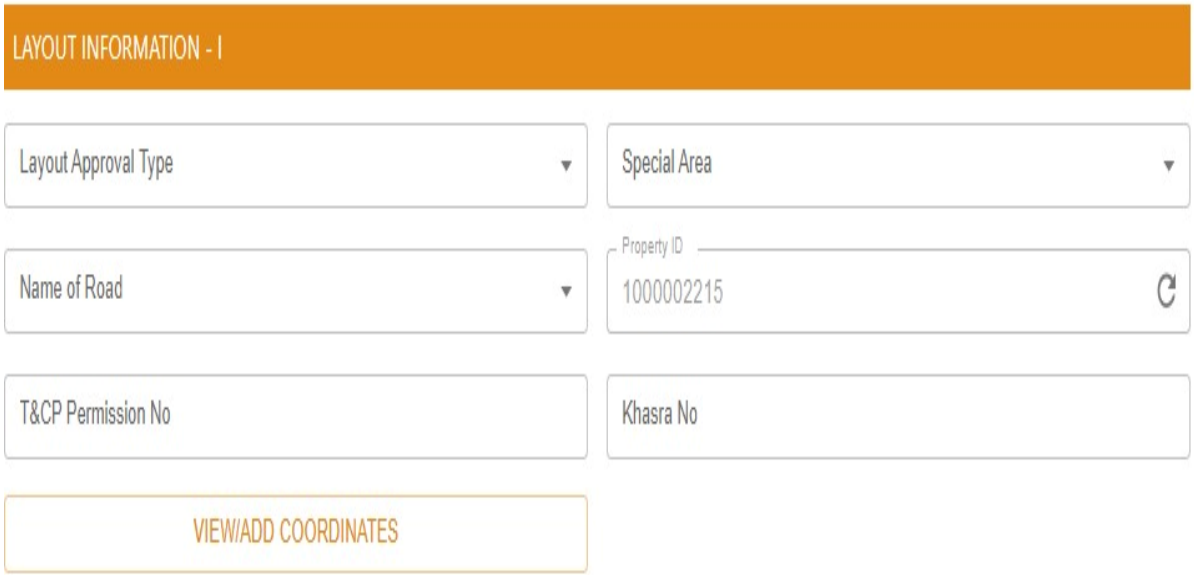
User Manual for Erect Case Submission

Erect Case Process -

Step 1: Select 'Erect' as the case type and fill in the required details:

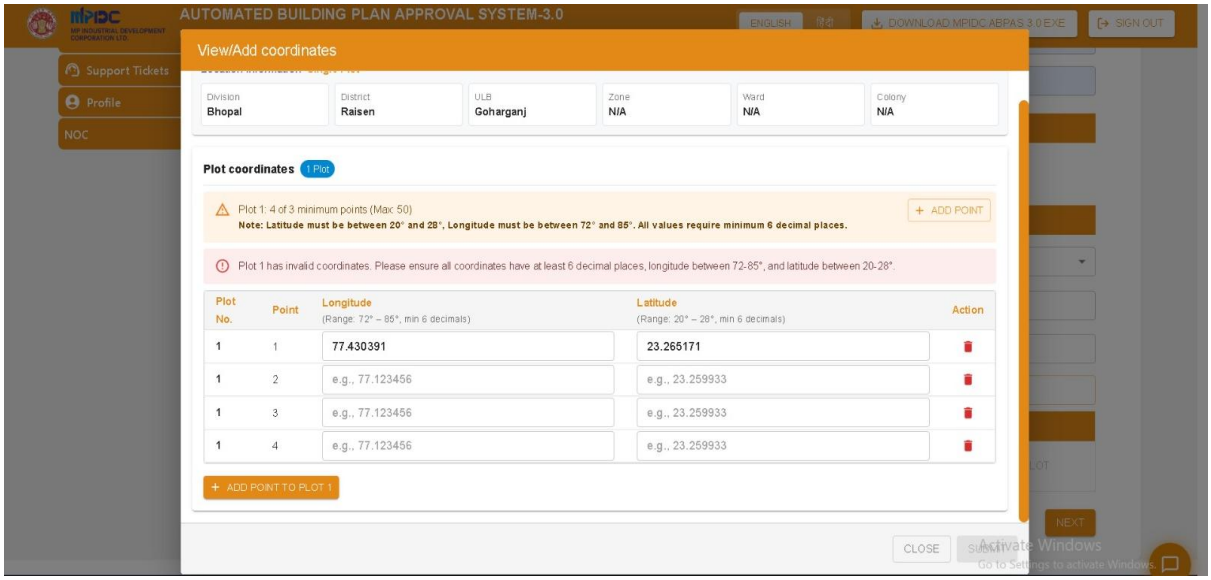


Step 2: A dialog box will open with the plot information already pre-populated. You simply need to click on View/Add Coordinates.

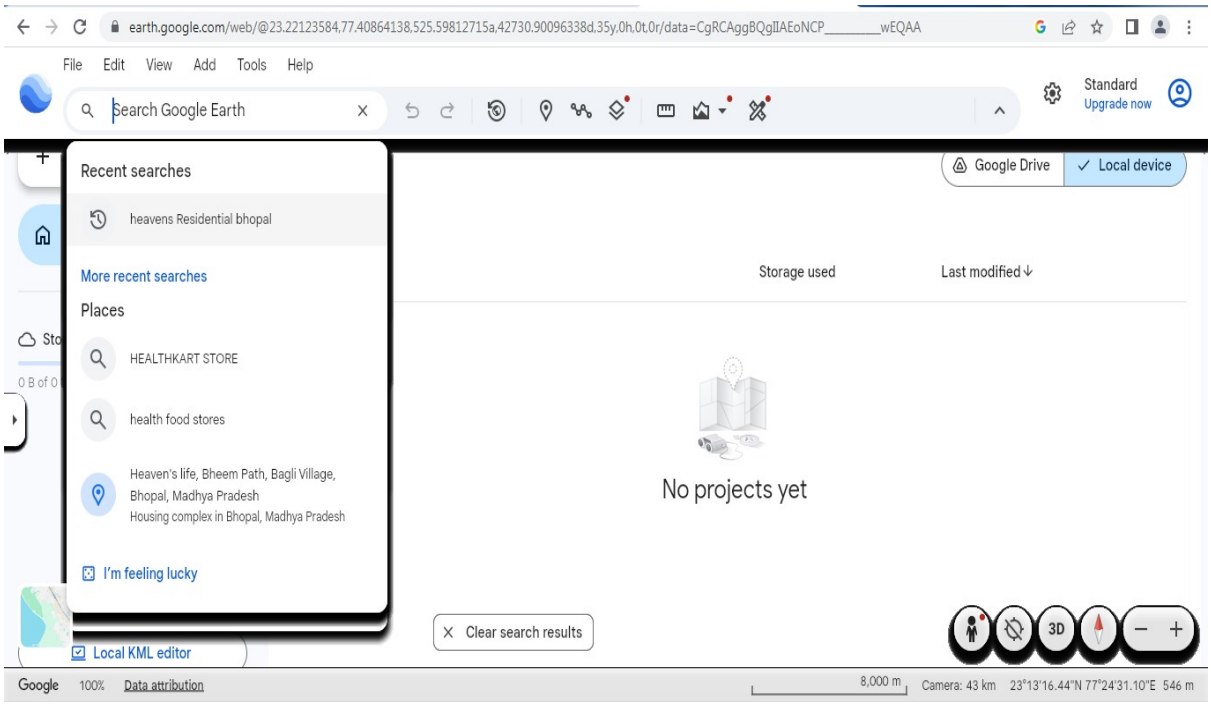


ABPAS 3.0
User Manual for Erect Case Submission

Step 3: Fill in the longitude and latitude coordinates of all four corners here and then submit it.

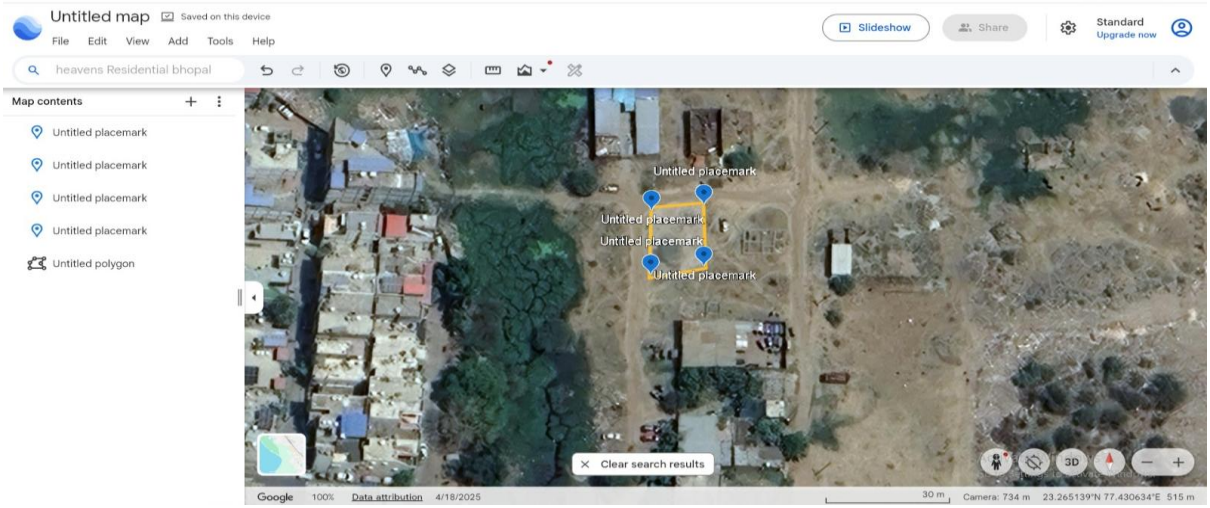


Step 4: Click on Google Earth to select plot.

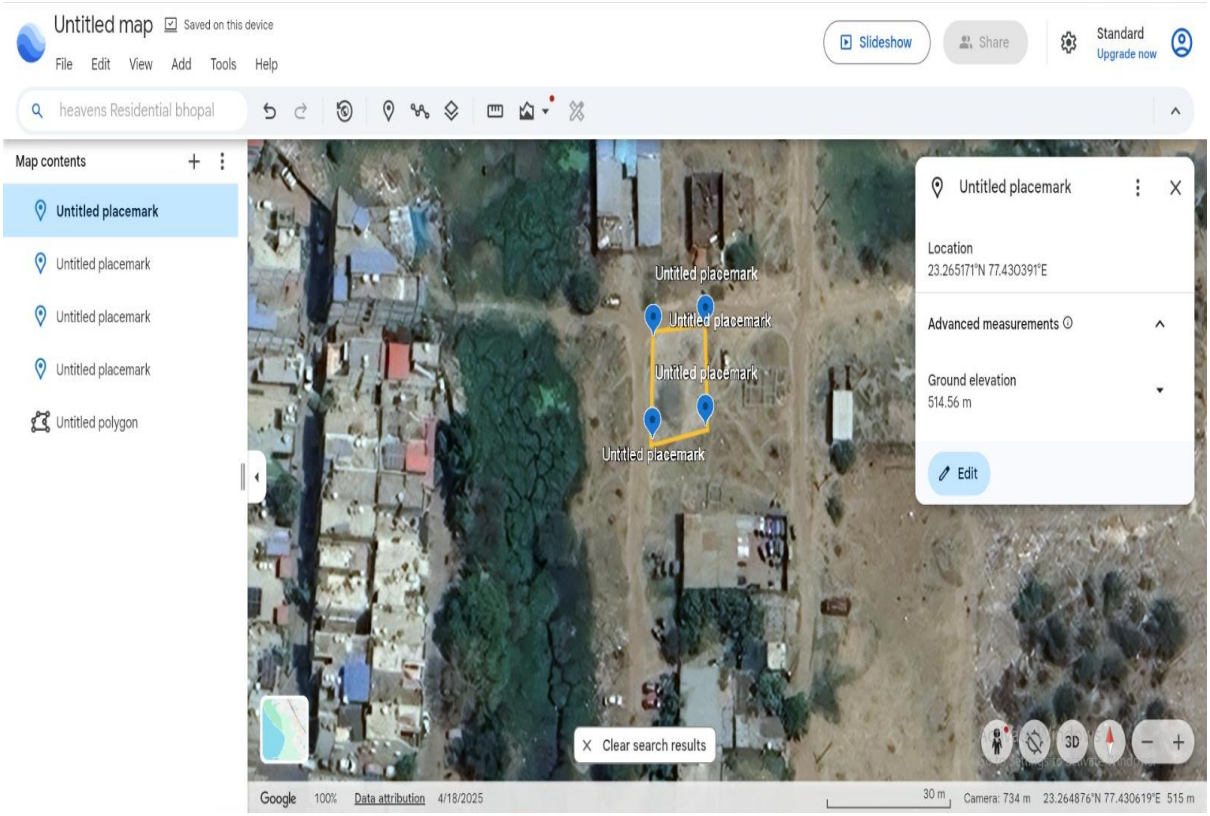


ABPAS 3.0
User Manual for Erect Case Submission

Step:5 select 4 corner of the plot.

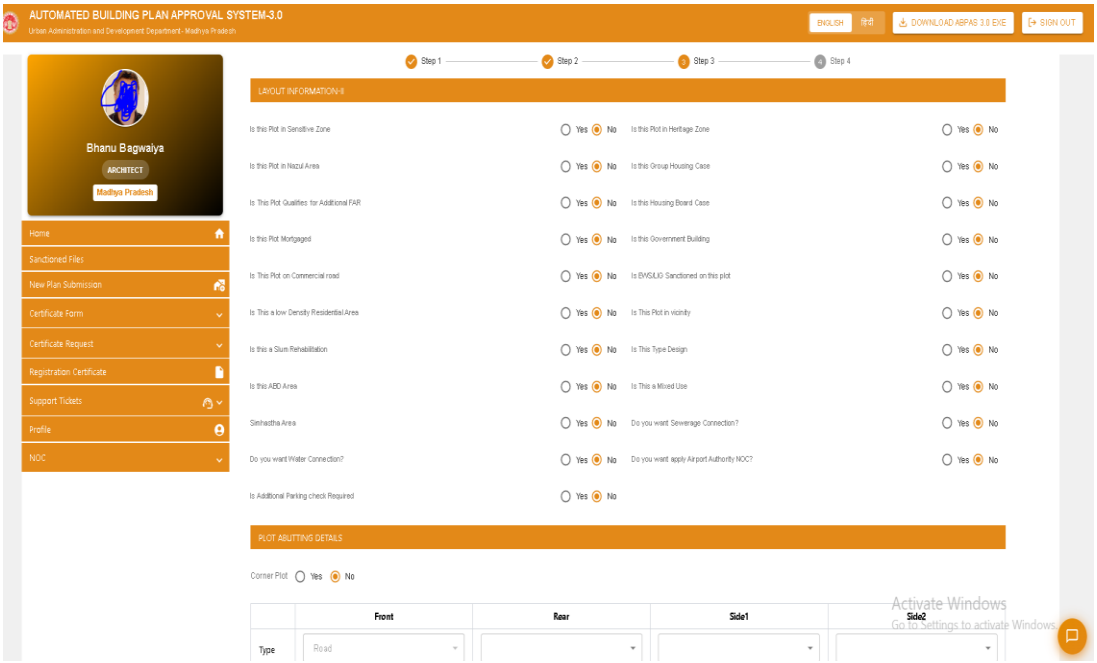


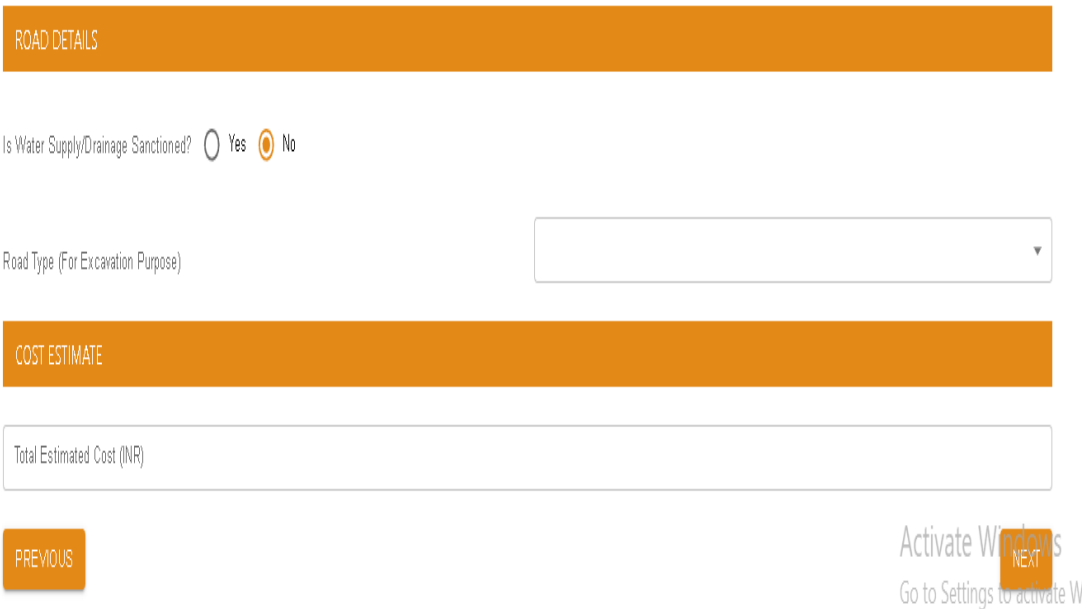
Step:6 Click on each corner to get the longitude and latitude coordinates.



ABPAS 3.0
User Manual for Erect Case Submission

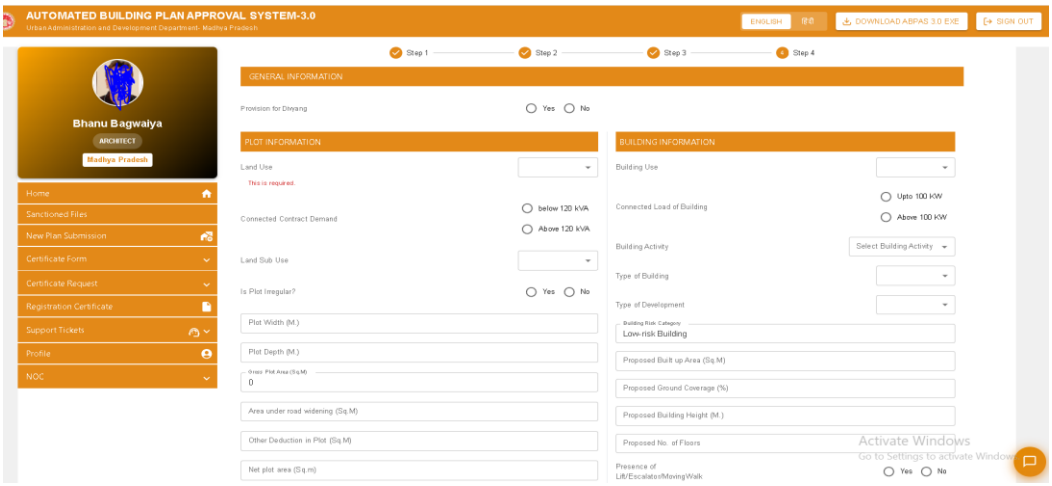
Step 7: Upon arriving on the second page, you will see that all the information on the page is already entered, such as Layout Information, Plot Abutting Details, Road Details, and Cost Estimate. Click **Next** to proceed.



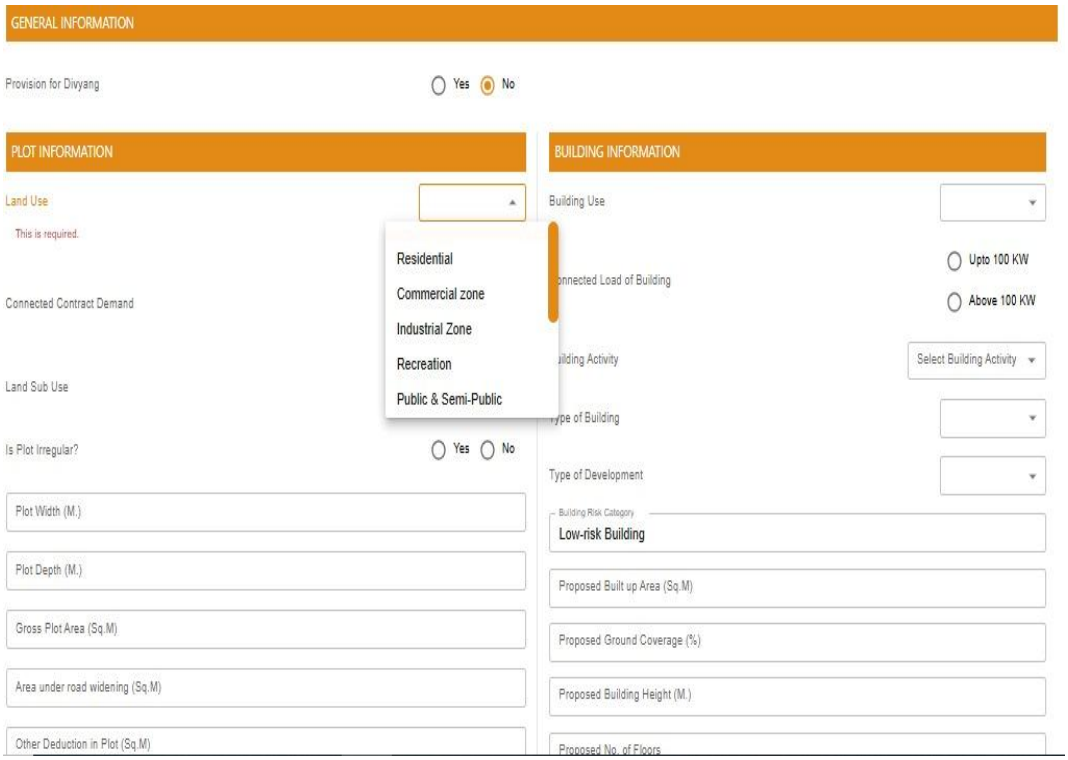


ABPAS 3.0
User Manual for Erect Case Submission

- **General and Plot Information**
- **Step 8**: On Page 3, enter the **General Information**.



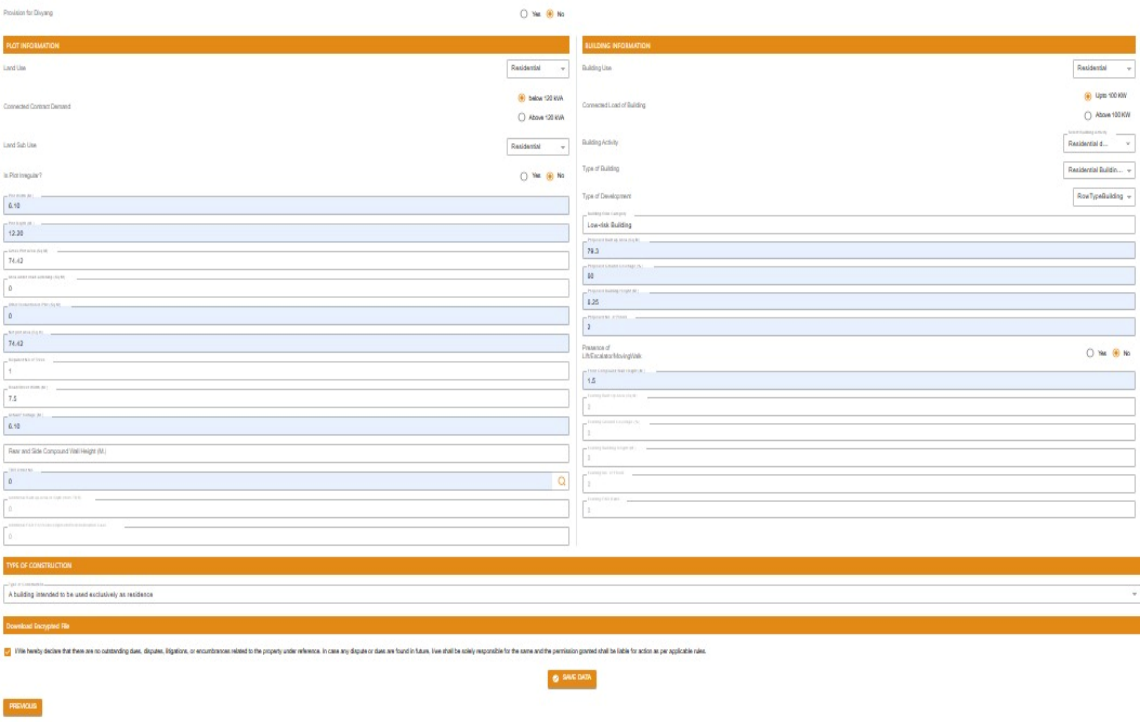
Step 9: Under **Plot Information**, select the appropriate **Land Use** and **Land Sub-Use** as applicable. Fill in all mandatory fields



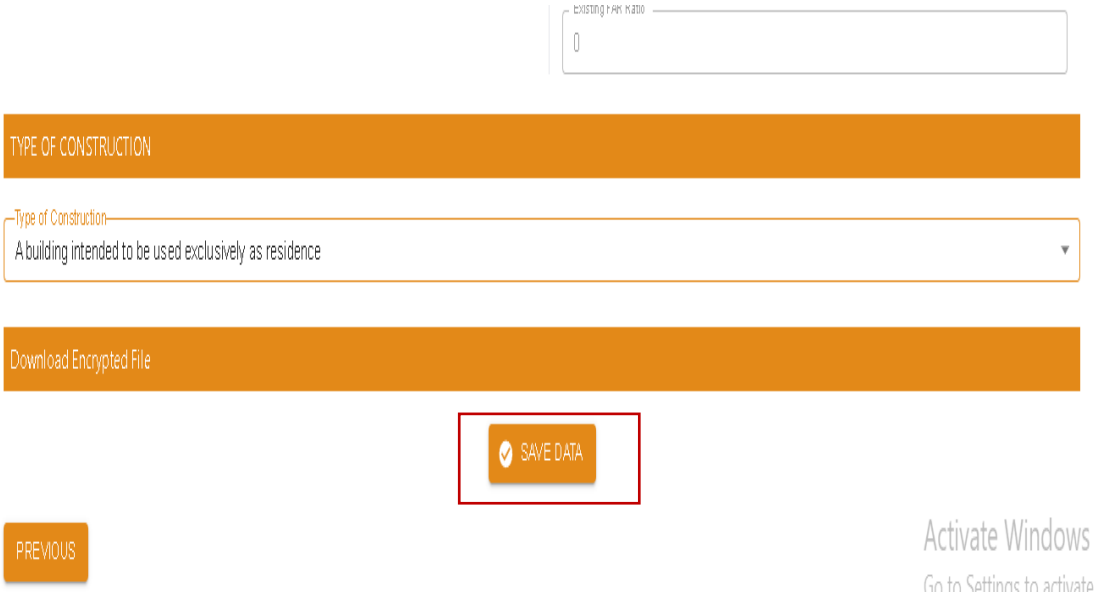
ABPAS 3.0
User Manual for Erect Case Submission

Building Information:

- **Step 10:** Under Building Information, the appropriate information is already entered.



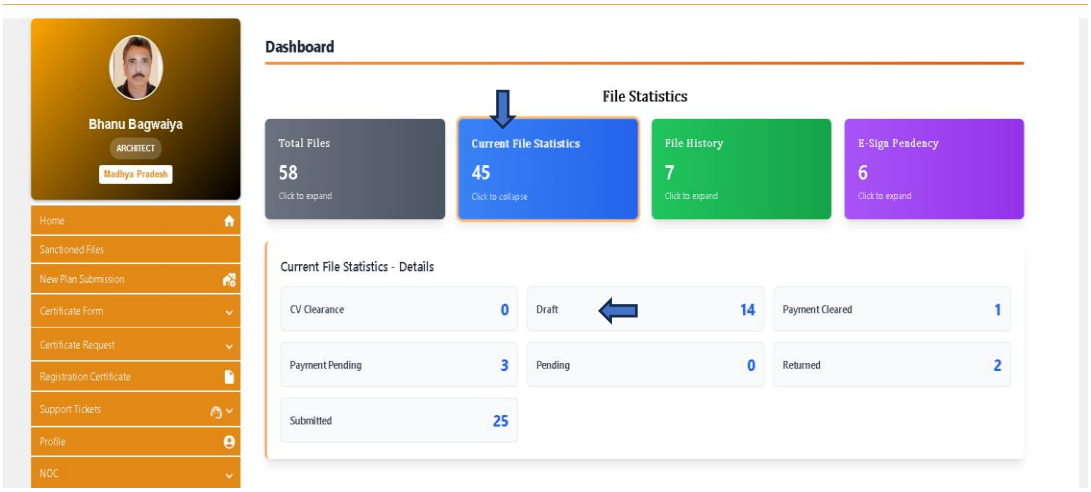
Step 11: After completing all entries, click **Save Data**. An encrypted file will be downloaded automatically.



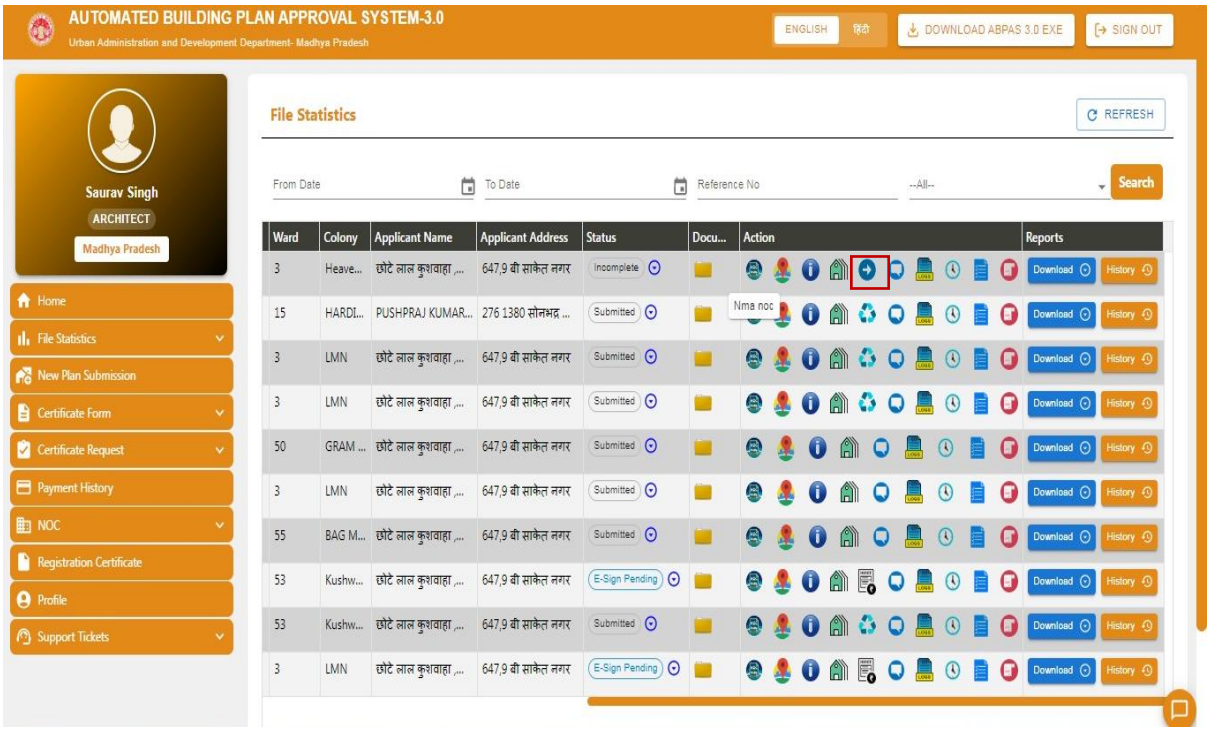
ABPAS 3.0
User Manual for Erect Case Submission

Upload Drawing File:

Step-12: After the encryption file is downloaded, the window comes to the home page, now click on the Current File Statistics Option and then click on the Draft Option.

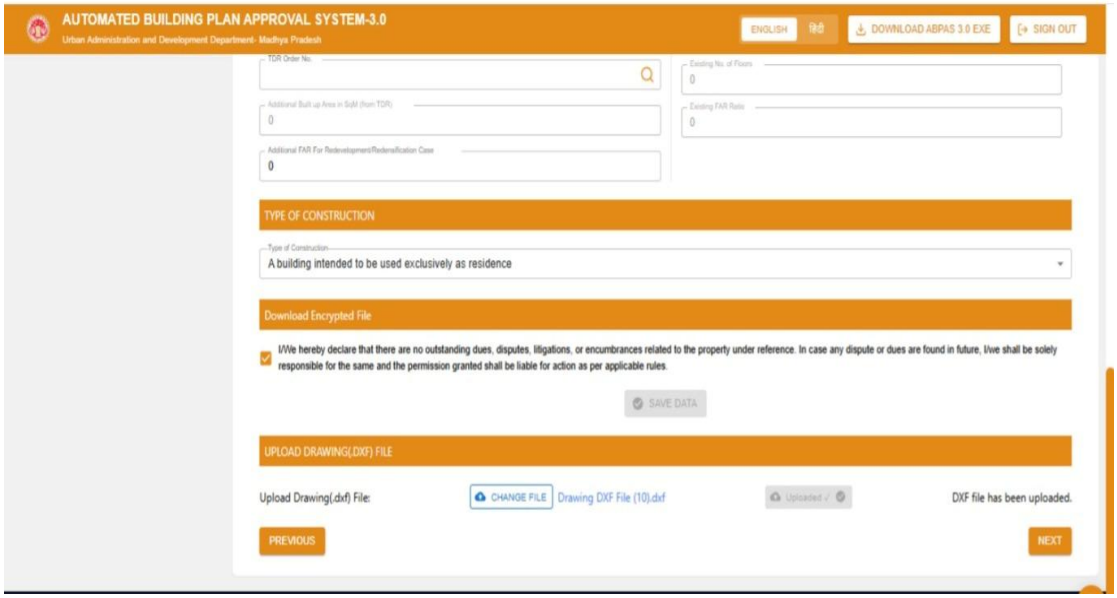


Step 13: After the Draft Option opens, click on the ➡ Action Option shown below next to the relevant file.



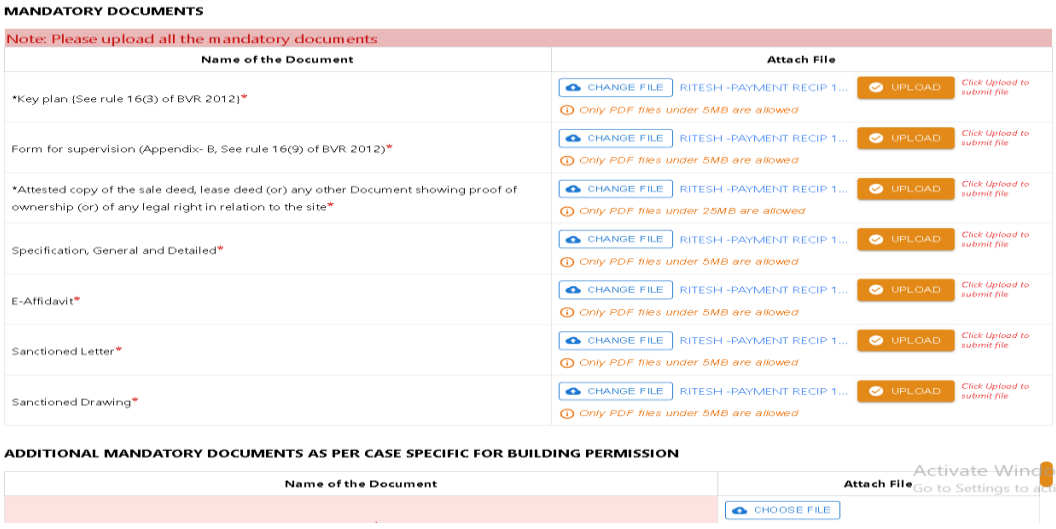
ABPAS 3.0
User Manual for Erect Case Submission

Step 14: On Page 3, click **Choose File** to upload the drawing file (DXF format), then click **Upload**. A confirmation message will appear once the drawing is uploaded successfully. Click next to proceed to page 4.



❖ **Document Upload:**

Step 15: On Page 4, upload all required documents related to the application. After uploading the documents, click **Submit**.

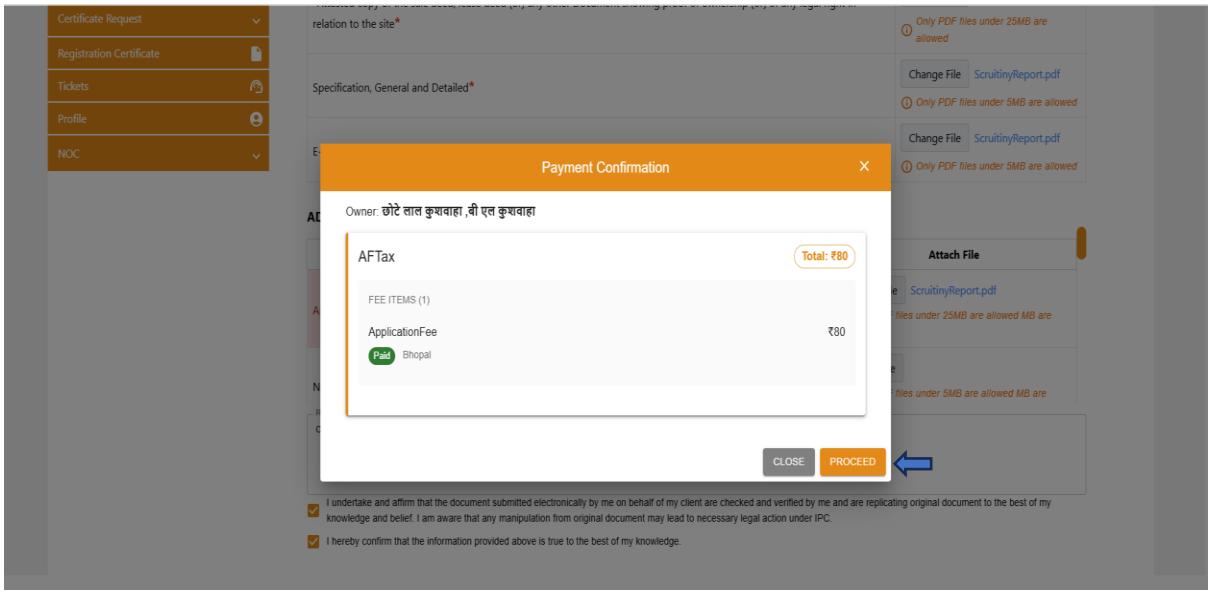


ABPAS 3.0

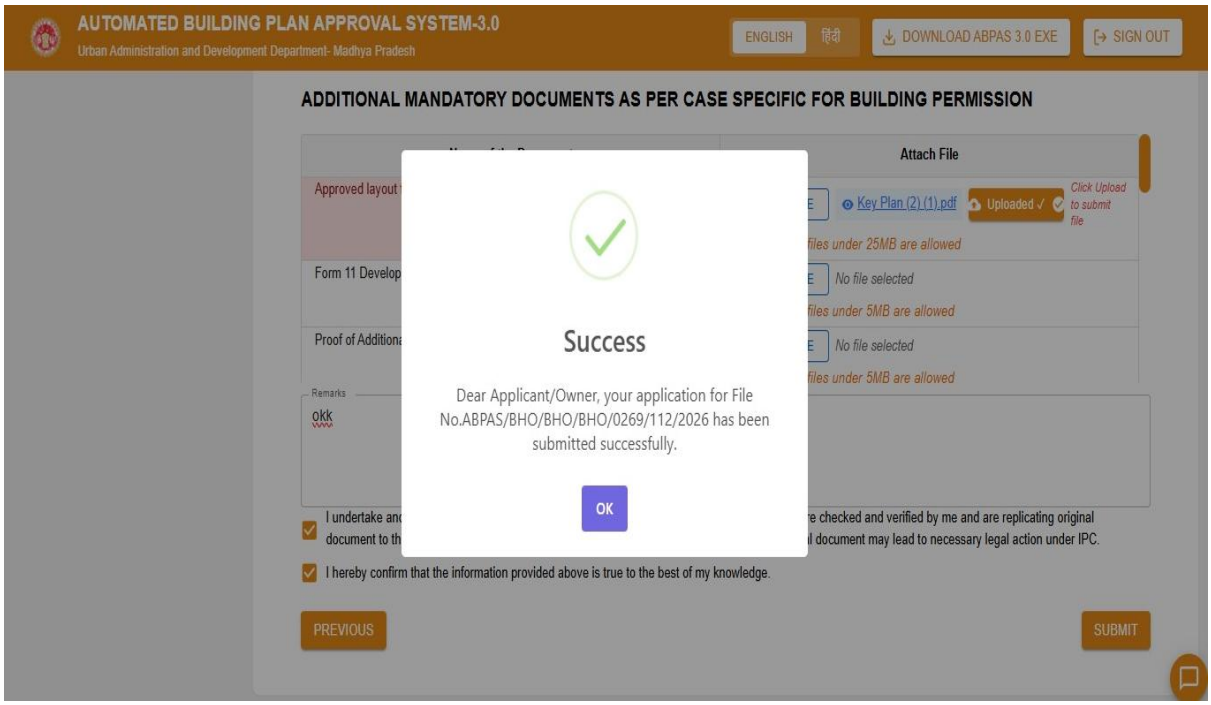
User Manual for Erect Case Submission

❖ **Payment Process:**

Step 16: In the Payment Confirmation dialog box, click **Proceed**.



Step 17: Upon successful payment, a confirmation message will be displayed. Click **Back to Form**.



ABPAS 3.0

User Manual for Erect Case Submission

Step: 18 On action tab can see Data and status of the file.
Action Tab: - Nma noc, View Map, Preview, View Colony, comment.

