



PUNE MUNICIPAL CORPORATION

Help Manual for Work Start: Covid-19

<http://www.punecorporation.org/>

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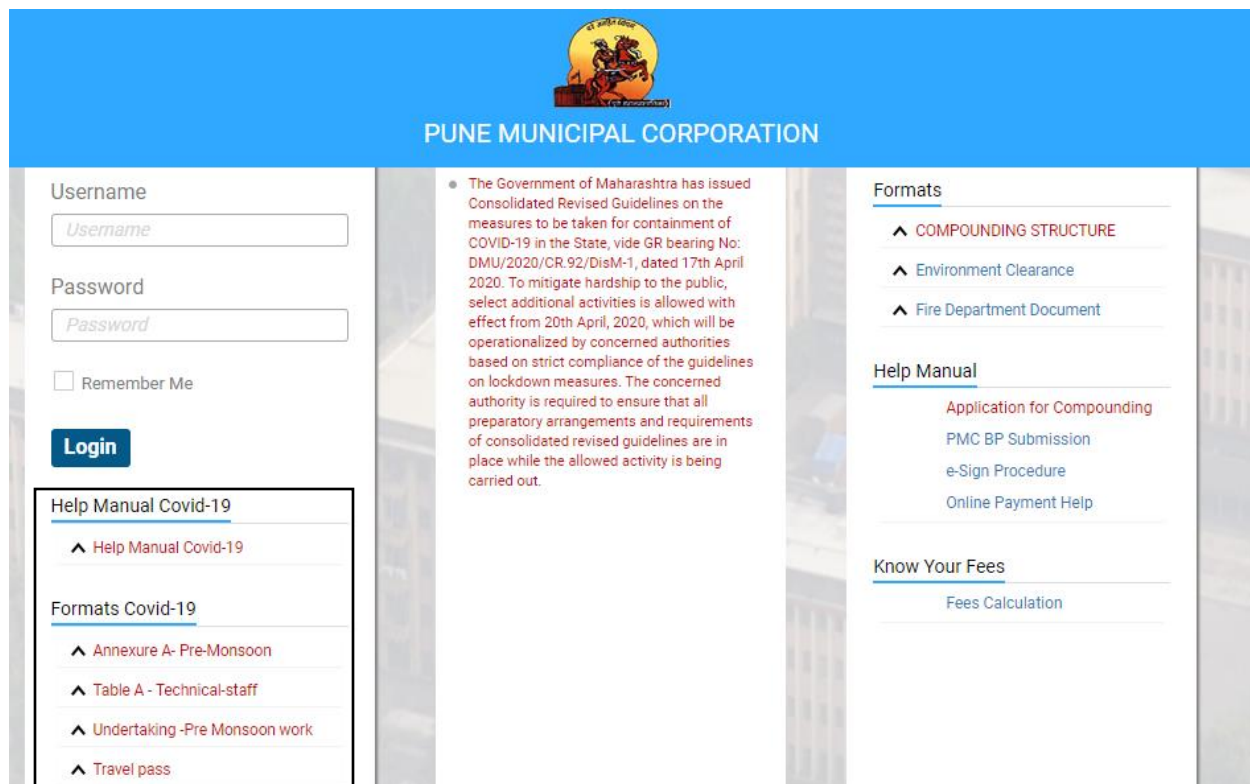
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1. Introduction and Format downloads

The Government of Maharashtra has issued Consolidated Revised Guidelines on the measures to be taken for containment of COVID-19 in the State, vide GR bearing No: **DMU/2020/CR.92/DisM-1, dated 17th April 2020.**

To mitigate hardship to the public, select additional activities is allowed with effect from 20th April, 2020, which will be operationalized by concerned authorities based on strict compliance of the guidelines on lockdown measures. The concerned authority is required to ensure that all preparatory arrangements and requirements of consolidated revised guidelines are in place while the allowed activity is being carried out.

The pre monsoon related work formats are available for downloads in the login page.



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Username

Password

☐ Remember Me

Login

Help Manual Covid-19

- ▲ [Help Manual Covid-19](#)

Formats Covid-19

- ▲ [Annexure A- Pre-Monsoon](#)
- ▲ [Table A - Technical-staff](#)
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● The Government of Maharashtra has issued Consolidated Revised Guidelines on the measures to be taken for containment of COVID-19 in the State, vide GR bearing No: DMU/2020/CR.92/DisM-1, dated 17th April 2020. To mitigate hardship to the public, select additional activities is allowed with effect from 20th April, 2020, which will be operationalized by concerned authorities based on strict compliance of the guidelines on lockdown measures. The concerned authority is required to ensure that all preparatory arrangements and requirements of consolidated revised guidelines are in place while the allowed activity is being carried out.

Formats

- ▲ [COMPOUNDING STRUCTURE](#)
- ▲ [Environment Clearance](#)
- ▲ [Fire Department Document](#)

Help Manual

- [Application for Compounding](#)
- [PMC BP Submission](#)
- [e-Sign Procedure](#)
- [Online Payment Help](#)

Know Your Fees

- [Fees Calculation](#)

Formats Covid-19 includes

- Annexure A- Pre-Monsoon
- Table A - Technical-staff
- Undertaking -Pre Monsoon work
- Travel pass

2. Apply for Work Start by Architect/Engineer/Supervisors

Architect/ Engineers can login to their respective console for applying for work start in the Lock down period.

Apply for work start Covid-19 from the New application button where permission is already granted by PMC.

The screenshot shows the AutoDCR console dashboard for ARUN BHASKAR JOSHI, Architect. The dashboard displays various application status cards:

- Pre-Approval:** 61 Draft, 2 Scrutiny Pending, 0 Scrutiny Done, 7 Drawing Rejected, 18 Drawing Verified, 0 Printing Done.
- Commencement:** 97 Draft, 18 In-Process, 0 Plan Approved, 6 Rejected, 62 Approved.
- Work Start Notice:** 0 Draft, 0 Pending, 0 Approved.
- Work Start : Covid-19:** 12 Draft, 4 Pending, 0 Approved.
- Plinth:** 31 Draft, 0 In-Process, 19 Approved, 2 Rejected.
- Occupancy:** 38 Draft, 0 In-Process, 30 Approved, 2 Rejected.
- Fire NOC:** 8 Submitted, 3 Rejected, 3 Approved.
- Tree NOC:** 5 Submitted, 3 Rejected, 0 Approved.
- Water NOC:** 5 Submitted, 3 Rejected, 0 Approved.
- LAQ NOC:** 8 Submitted, 3 Rejected, 4 Approved.
- Tax NOC:** 4 Submitted, 0 Rejected, 0 Approved.
- Envn Clearance:** 0 Submitted, 0 Rejected, 0 Approved.
- Compounding:** (Card partially visible)
- Fast Track:** (Card partially visible)

A red box highlights the 'Work Start : Covid-19' card, and a blue box highlights the '+ New Application' button in the top right corner.

Provide the Case No of approved case where Applicant intend to start the construction activity before Monsoon. After submit application gets created in draft stage.

The screenshot shows the 'Permission Type' selection screen in the AutoDCR console. The 'Work Start Covid-19' option is selected. Below the selection, there is a text input field for 'Enter File No.' with the value 'BDN/0011/17' and a 'Go' button. At the bottom, there is a table showing application details and an 'Application Type' dropdown menu.

BCP No.	Case Type	CC No.	CC Date	Architect Name	Property Address
BDN/0011/17	(REV1)Revised	CC/4103/18	29/3/2019	ARUN BHASKAR JOSHI	BAWDHAN
BDN/0011/17	(NEW)New	CC/2070/17	16/11/2017	ARUN BHASKAR JOSHI	BAWDHAN

Application Type:

1.1 Application Summary:-

After clicking on 'Work Start: Covid-19' **draft option** from the console you will get below window. There are three options as Application Summary, Application Information and Document Checklist.

The screenshot shows the 'Application Summary' page. The header is blue with 'Building' on the left, 'PMC' and 'AutoDCR' in the center, and a user profile 'ARUN BHASKAR JOSHI Architect' on the right. Below the header, a breadcrumb trail reads 'Projects → Building → BPAID_Covid Application BWM/0064/15'. On the left sidebar, there's a section for 'Urgent pre monsoon related work Application BWM/0064/15' with a 'Submit Application' button. Below this, three items are listed: 'Application Summary' (highlighted in orange with a checkmark), 'Application Information' (with a checkmark), and 'Document Checklist' (with a checkmark). The main content area on the right says 'Your application is in Draft'. It includes 'Drawing Scrutiny Pending' and 'Started on 15 Dec 2015'. A blue 'Proposal Flow' button is present. At the bottom right, it says 'Developed on AutoDCR® Platform'.

1.2 Application Information:-


When Architect click on Application information then below form will show

The screenshot shows the 'Application Information' form. The header is the same as the previous page. The left sidebar now highlights 'Application Information' in orange. The main content area has a red note at the top: 'Note: Please download and fill the respective document(s), all signed PDF documents must be uploaded in document checklist section.' Below this, there are two tabs: 'Application Information' (active) and 'Downloads'. Under 'Application Information', there are two sections: 'Application Details' and 'Site Contact Details'. The 'Site Contact Details' section contains three rows of input fields. The first row has 'First Responsible Person' and 'Mobile No.'. The second row has 'Email' and 'Mobile No.'. The third row has 'Second Responsible Person' and 'Mobile No.'. There is also an 'Email' field at the bottom.

There is option provided to download Annexure A, Table A and Undertaking Pre Monsoon Work under **"Downloads"** tab.

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Building

PMCAutoDCR

ARUN BHASKAR JOSHI
Architect

Urgent pre monsoon related work
Application
BWM/0064/15

Submit Application

Application Summary ✓

Application Information ✓

Document Checklist ✓

Note: Please download and fill the respective document(s), all signed PDF documents must be uploaded in document checklist section.

Application Information

Application Details

Site Contact Details

First Responsible Person
Test User 1

Mobile No.
9890096467

Email
test1@gmail.com

Second Responsible Person
Test User 2

Mobile No.
9876000000

Describe Site specific situation
Project start during COVID-19 issue

Save

Downloads


Annexure A
Table A
Undertaking pre monsoon work
Travel pass

Developed on AutoDCR® Platform ©

1.3 Document checklist:-

There are five mandatory documents. After attach all mandatory documents click on save button.

Building

PMCAutoDCR

ARUN BHASKAR JOSHI
Architect

Projects → Building → BPALD_Covid Application BWM/0064/15

Back

Urgent pre monsoon related work
Application
BWM/0064/15

Submit Application

Application Summary ✓

Application Information ✓

Document Checklist ✓

Mandatory

Sr No	Documents Name	Attachment View
1	Annexure A	View
2	Table A	View
3	Undertaking pre monsoon work	View
4	Site Photographs [Upload multiple photographs in a single PDF document]	View
5	Site Location of Google Image along with Latitude/Longitude	View
6	Travel pass	View

Total Number of Documents : 6

Powered by AutoDCR ©

Architect has to submit below list of mandatory documents: -

- Annexure A
- Table A
- Undertaking Pre Monsoon Work

- d) Site Photographs [Upload multiple photographs in a single PDF document]
- e) Site Location of Google Image Along With Latitude/Longitude
- f) Travel pass

After submitting the all mandatory data application will move to concern JE of the area (peth).

3. Work Start Application (Officer Console): -

Once the application is submitted to PMC it will be processed by various officers.

2.1 Junior/Deputy Engineer Console: -

After submission of application this file will be get assigned to concern Junior Engineer and it shows in In-Process tab of WSN-Covid19 option.

PUNE MUNICIPAL CORPORATION

Building Inspector Console

BPAMS
a FAMS™ derivative

Logo

Welcome RAKHI CHAUDHARI (Junior Engineer)

Status

Proposals

Outward

Profile

Fast Track Proposals

Work Start Notice

WSN-Covid19

In Process

Plinth

Status

In Process

Plan Approved

Approved

Old Cases

Rejected

Outward

Outward

Profile

Profile

Outward

Pending

Acknowledged

In Process

Approved

In Process

Outward

Approved

Plinth OldCase

Sr No	File No.	CCNo	CC Date	Owner Name	Property Address	Work Start Date	Architect Name
1	BWM/0064/15	CC/2026/19	5/12/2019	Vandana C Joshi Chairman, Padmadarshan Housing Society Pune	SurveyNo. :678, Hissa No.:18+19/18, Plot No.: , Society No.: , CTS No.: , FinalPlot No. : :		ARUN BHASKAR JOSHI

Here JE has to verify all the details including documents. Also JE will add his Remarks and verify Site Specific Situation.

After verification of data JE will fill his remarks in **NOTESHEET** and forward to next level officer for next level scrutiny.

Application is sent to Deputy Engineer for further verification

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PUNE MUNICIPAL CORPORATION

Building Inspector Console

BPAMS
FAMS™ derivative

Welcome RAKHI CHAUDHARI (Junior Engineer)

Document checklist Proposal FLOW Notesheet Send View Certificate Sign Certificate

Application Details

Application Type : Urgent pre monsoon related work

File No : BWM/0064/15

Date : 25/4/2020

Proposal Type : Residential

Proposal Status : Approved

Applicant Name : C D Joshi for Dr.Vandana C.Joshi Chairman Padmarashan Soc.

CC No. : CC/2026/19

Property Address : Survey No. : 678, Hissa No.: 18+19/1B, Plot No.: , Society No.: , CTS No.: , Final Plot No. :

Developer/Firm/Owner Name : Nest Realty

End Date

Area : Bibwewadi-Munjeri

Project Type : Development

Architect Name : ARUN BHASKAR JOSHI

Address of Applicant : pune

CC Date : 5/12/2019

Site specific situation

Officer Remark

2.2 Executive Engineer Console: -

After DE file will be assigned to Executive Engineer where he will again verify all the details of application and JE and DE Note sheet remarks.

If the details are proper and correct then file will get approved and if the details are not proper and correct then file will be rejected on that basis.

If file is **Approvable** then Executive Engineer will digitally sign the Approval Letter/Permission Certificate and Travel pass and upload for issuance to applicant.

PUNE MUNICIPAL CORPORATION

Assistant Engineer Console

BPAMS
FAMS™ derivative

Welcome sukumar patil (Deputy Engineer)

Document checklist Proposal FLOW Notesheet Send View Certificate Sign Certificate

Application Details

Application Type : Urgent pre monsoon related work

File No : BLD/0002/16

Date : 27/4/2020

Proposal Type : Residential

Proposal Status : Approved

Applicant Name : Dattatray Bhausaheb Supekar

CC No. : CC/0575/16

Property Address : Survey No. : 31, Hissa No.: 6/7, Plot No.: , Society No.: , CTS No.: , Final Plot No. :

Developer/Firm/Owner Name : DATTATRAY KESHAV TAPKIR

End Date

Area : BALEWADI

Project Type : Development

Architect Name : ARUN BHASKAR JOSHI

Address of Applicant : Anagar

CC Date : 10/6/2016

Site remark: Ok

Site specific situation

Officer Remark

2.3 Approval Letter/Permission during Covid-19: -

Please see below Approval Letter/ Permission Certificate after signing.



Office of Executive Engineer
City Engineer Department
Building Development Department
Zone Number : Zone 2
Outward No: COVID-19/
Date: 27/04/2020

Work Permit for urgent Pre-Monsoon related works in Containment COVID-19 in the State

TO

Architect Name : YASHPAL DHANPAL DESAI
Address : A 203, HARSHAWARDHAN PRIDE, VADGAON BK.,PUNE-411041.
Email : desaiyash123@gmail.com Mobile : 9371093619

Applicant/ Developer Name : M/S VARDHAMAN PEARL THROUGH VIVEK VINAYAK DESHPANDE

Address : PUNE

Sub: Permission of urgent Pre-Monsoon related works at Pune Ambegaon Budruk-Ext Survey No./CTS/F.P.Number 15

Reference: 1. Govt of Maharashtra Order & Guidelines bearing No: DMU/2020/CR.92/DisM-1, Dated 17th April 2020.
2. Revised Instruction from Principle Secretary urban Development Dept, Govt of Maharashtra bearing No: MRD-320/Pr.Kr.25/NAVI -7 dated 18th April 2020.
3. Your Application Dated: 20/04/2025

Details of sanction Proposals: 1.BCP No: ABE/0008/19

2. CC Number and Date: 3412,15/02/2016

3. Detail address of Proposed Site: SurveyNo. :15, Hissa No.:23, Plot No.: , Society No.: , CTS No.: , FinalPlot No. :

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Note: You hereby instructed to, daily observe the plan of containment zone and affecting this area by containment zone, this permission automatically get revoked.

Signature valid

Digitally signed by :Namdev D. Gambhire
Date: 27-04-2020 02:40:54
Reason: PUNE MUNICIPAL CORPORATION
Location: PUNE

HEMANT MANVENDRA KOLEKAR

**Junior Engineer
Zone 2
Building Development
Department
Pune Municipal Corporation**

PRATAP TATYBA DHAYGUDE

**Deputy Engineer
Zone 2
Building Development
Department
Pune Municipal Corporation**

NAMDEV D GAMBHIRE

**Executive Engineer
Zone 2
Building Development
Department
Pune Municipal Corporation**

Encl: List of 1. Staff residing at site,
2. Supervisory staff and machinery operator coming from outside area
3. List of Machinery

Copy To: 1.The Commissioner of Police, Pune
2. Labor Commissioner, Pune

4. Travel Pass

Travel pass will be issued by PMC after signing.

TRAVEL PASS

Pune Municipal Corporation

BCP No:

Essential Services Identity card

Identity card Number:

Photo	
Name of Engineer/Supervisor/Operator	
PAN card/ AADHAAR card/Driving license card number	
Name and office address of Project Proponent/ Authorized Signatory	
Name of work and address of work place	
This Travel pass is valid for travel to above work place only. This travel pass shall be invalid, if and when the above mentioned residential and workplace falls in containment zone. Valid till withdrawal of lock down or as may be decided	

Executive Engineer

Building Development Department

Pune Municipal Corporation.