USER MANUAL
On Line Building Plan
# Municipal Corporation of Delhi

## User Manual

For

On Line Building Plan – Architect / Supervisor / Engineer Registration

Prepared By:

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## Authorized Signatories

Municipal Corporation of Delhi

Tech Mahindra

## Version History

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1. Introduction

This User’s Manual is a working description of the Architect/Supervisor/Engineer Registration for On Line Building Plan Sanction application. The manual also provides a description of the complete automation.

2. Objective

This user’s manual has been developed to help Engineering Department’s Employees for better understanding of the application that will apply to their operation curriculum by providing them with a simple, easy-to-use reference that will help them navigate to the application in easier way. This manual is intended to help make the application more accessible and their associated requirements more understandable.

3. Features of the Application

Below listed is the broad category of the features for On Line Building Plan Sanction application:

- Online submission of request for registration of Architect/Supervisor/Engineer.
- Online payment of registration fee for Architect/Supervisor/Engineer.
- Online approval of registration request for Architect/Supervisor/Engineer.
- Online rejection of Architect/Supervisor/Engineer registration request.

4. Scope

This User Manual focuses on facilitation of maintaining and providing various kinds of information and reports enables them to provide their departmental services quickly with better clarity.

5. Operating Procedure

5.1 Logging In

1. Open a browser in Computer.

2. In the address bar type [www.mcdonline.gov.in](http://www.mcdonline.gov.in) to visit Municipal Corporation of Delhi’s Web Site.
3. Click on “Online Building Plan” Tab in the webpage.

After Clicking on “Online Building Plan” link, it will open the entire list of Online Services available.

4. Click on “Registration” and select the Registration type i.e. Architect, Supervisor or Engineer
Quick Reference

- Open Browser.
- Go to MCD Portal.
- Click on “Online Building Plan”...
- Click on “Registration”
6. Architect / Supervisor / Engineer Registration

For Registration, click on “Registration” as shown below.

After clicking on Registration, select the appropriate Registration Request i.e. “Architect / Supervisor / Engineer Registration”, above page will open asking for “Personal Details”.

All the fields marked with * are mandatory and without entering the details, system will not submit the registration request.

“Personall details” - User is required to enter the details of Architect / Supervisor / Engineer as shown below. In “Personal details” section, user can select the DOB (Date of Birth) from the calendar.

“Professional Details” - section consists of “Council of Architect Registration No.” for Architect, “Supervisor Registration number with MCD” for Supervisor Registration and “Engineer Registration number with MCD” for Engineer registration number, which required in the shown format only as “(CA/1999/12345)”, “S/1999”, “E/1999” otherwise system will give the error at the time of submission. And user has to enter the remaining fields as per the requirement.
User need to enter the details in “Choose Password” section as below and upload the “Certificate” and “Photograph”

<table>
<thead>
<tr>
<th>Choose Password</th>
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<tr>
<td>Password</td>
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<tr>
<td>Certificate</td>
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<tr>
<td>Confirm Password</td>
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<tr>
<td>Photograph</td>
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*Undertaking:* I HEREBY UNDERTAKE THAT IN CASE ANY ACTION IS INITIATED BY COUNCIL OF ARCHITECTURE, I SHALL INTIMATE MCD AND ALSO SHALL NOT PROCESS ANY BUILDING PLAN APPLICATION THEREAFTER. IN CASE FAILURE TO DO SO MCD SHALL BE AT LIBERTY TO TAKE ANY ACTION AGAINST ME.

I Agree [ ] Not Agree [ ]

Clicked on “I Agree” and clicked on “Submit”.

It will take the user to Fee details, which will have by default the fee amount, user has to enter the comment and click on submit

“Registration Fees Details” - here User has to click in the “Pay Now”

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<th>Registration Fees Detail</th>
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<tr>
<td>Amount</td>
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<tr>
<td>Receipt Number</td>
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</table>
After entering all the details, user will click on “Pay Now” and it will open “Payment Method” selection page, as shown below. User has to select the payment method; it can be “VISA” OR “MASTER CARD”.

7. VISA PAYMENT method for Registration

In case if clicked on VISA as “Preferred Payment Method”, system will open the VISA page, where user need to enter the 16 digit valid “CARD NUMBER”, “EXPIRY DATE”, and “Security Code” (CVV- on the back of the card), the fixed registration amount will be displayed. “PAY NOW” is clicked, as shown below.
System will open “Verified by VISA” page for password. Enter the Password and click on Submit. In case if user feels that he/she has entered the wrong detail at the time of entering credit card information, he/she can click on the “CANCEL” button.

User has to enter and submit it within 180 seconds, otherwise page will expire and user has to again enter the Card details.
This page will automatically timeout after 180 seconds.

On successful payment, user will get the success message on screen and system will redirect to the “REGISTRATION” page.

In case if user clicks on back button or refresh the screen at the time of payment processing, user will get the error and payment will not processed and Registration will be treated as incomplete.
After Successful payment user will get the message “Your Transaction Has Been Submitted Successfully” with Receipt number at the Registration page.

Once User details verified by the MCD officials, user will get the update and will able to Login. Before the verification, user can’t access the application.

8. **MASTER PAYMENT method for Registration**

In case if clicked on MASTERS as “Preferred Payment Method”, system will open the MASTER payment page, where user need to enter the 16 digit valid “CARD NUMBER”, “EXPIRY DATE”, and “Security Code” (CVV- on the back of the card), the fixed registration amount will be displayed . “PAY NOW” is clicked, as shown below.
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Registration - On Line Building Plan

User has to enter and submit it within 180 seconds, otherwise page will expire and user has to again enter the Card details.
This page will automatically timeout after 180 seconds.

On successful payment, user will get the success message on screen and system will redirect to the “REGISTRATION” page where the “Receipt Number” will be automatically filled.

In case if user clicks on back button or refresh the screen at the time of payment processing, user will get the error and payment will not processed and Registration will be treated as incomplete.
After Successful payment user will get the message “Your Transaction Has Been Submitted Successfully” with Receipt number at the Registration page.

Once User details verified by the MCD officials, user will get the update and will able to Login. Before the verification, user can’t access the application.

9. **View Registration Status**

After making payment, Architect / Engineer / Supervisor can check the registration request status, by clicking on the “View Registration Status” link in “Online Building Plan”
Enter the Registration number i.e. for Architect C/xxxx/xxxxx, Supervisor – S/xxxx, and Engineer – E/xxxx.

System will display the status of the reject as pending, approved or rejected.

10. Application Login

Once User details verified by the MCD officials and approved, user can access the application through his Login ID and Password as shown below.

Go to MCD website – [www.mcdonline.gov.in](http://www.mcdonline.gov.in)
Click on “Online Building Plan”
Empanelled User Login

**MCD ONLINE → Online Building Plan**
Online Building Plan --→ Empanelled User Login
Login page will open, enter Login ID and Password