“SANKETHAM” Application Software

Operation Manual

Submitting application for building permit from local bodies online is called e filling. This application has been developed in such a way that general public can apply for building permit through this, and also this application can be used by building designers and architects. Since it is a web based application any one can submit application for building Permit and view the information on building permit from any where in the universe.

“This note describes on how to operate Sanketham”

The website address ***www.biuildingpermit.lsgkerala.gov.in*** may be typed on the address bar of the browser.

I) Following are the steps to be followed for the new registration process

1. Click on the link **New User? Signup**
2. Name, Email id, phone number, verification code in the screen that comes after the step 1 and followed by click on the button **Register Now**.
3. Followed by Password will be received on the email id and verification code will be received in the mobile phone
4. Using this password and verification code one can enter in to the application
5. The option for changing the password once we enter the application is available on the first screen that follows after login.

Following are the things to be taken care of while changing the password

1. There must be minimum of six characters
2. At least one capital letter should be there.
3. One digit (0 to 9) should be there.
4. There should be a special character (, “ * ~ @) also

6. Once we get new password we can send application for building permit

II) E filing --> Steps for sending application for building permit to local bodies.

1. After we enter in to the application using user name and password the Option of Application for building permit [APPENDIX - A] may be selected.
2. Select district, type of local govt, local government from the respective combo box.
3. Followed by details of name and address of applicant may be filled and click on the save button. Then we will get Registration No : 9915
4. Followed by the details of licences to be recorded.
5. After that number of plots, details of plot are recorded , click on the button Calculate Extent
6. Master plan and DTP Scheme (District town planning) may be selected from the combo box.
7. As soon as recording number of building/ number of construction work the following screen will appear.

   Number of Constructions [Building,Well, Fence etc] 2

Construction/Building/Well/Fence etc	Select
1 st Construction	>>
2 nd Construction	>>

   Subsequently a screen will appear that contains building / status of construction, after clicking on the link >> against first construction, second construction.
8. After selecting nature of development/ construction, occupancy and building type, the area of building, number of stories including cellar may be recorded.
9. After that built up area, floor area and carpet area of each floor may be recorded respectively after the click on button + (floor area and carpet area must be less than built up area).
10. In area of calculation FAR, Coverage, permit area must be recorded.
11. Followed by this, may be saved after recording construction type checklist
12. If more than one building/ construction is there,

    Buildings 1 st Construction

Construction/Building/Well/Fence etc	Select
1 st Construction	
2 nd Construction	>>

    click on the link >> against first construction / second construction and record the details or click on Go to back button and record the details of plot.
13. Followed by all the five documents must be attached by clicking Attach Documents & Plans(Image Format) button

14. PDF Document can also be attached by clicking the button Attach Files

15. Then click on the Save button. You will get Successfully Saved massage.

16. If any thing to be modified that can be modified before submitting the application by clicking Submit button. Click on submit button after correcting the all errors.

17. After this process, application will reach the concerned local body

18. Finally print out of acknowledgment also be submitted along with the application to the local body.

19. The returned files from the local body can be seen in the inbox Return for Resubmit.

Return for Resubmit

District	Local body name	Name of Applicant	Address	Date	Selected
Thiruvananthapuram-19039	Attingal	AKASH	NIVALU, ATTINGAL, 695101	21/10/2014	>>

20. Returned files can be resubmitted once

III) User creation via Sulekha application.

1. The secretary of the local body will give permission to Engineers for using Sanketham application after logging in Sulekha Application.
2. In turn Engineer will give permission to Overseer and section clerk by logging in Sulekha application
3. Select --> Click on update. Secretary login- Seat management--> Add Suite--> Office name-, suite Name (Sanketham Building Permit)
4. Followed by, --> seat management --> Seat settings then click on add new button and enter the name of seat (Example PWO 01, TP1 etc.) and save.
5. Click on privilege from the seat role column after clicking Add Suite to Seat button select Suite, application, role and update
6. Click on assign user from the user Edit column then select user name and click on update button.
7. Listen to serial number 4, 5, 6 I n the same way Engineer, Section clerk, Overseer are being permitted to use Sanketham Application.
8. User name and password thus got from the Sulekha application can be used to login in the website www.buildingpermit.lsgkerala.gov.in

IV) Office procedures--> Procedures on the building permit application

1. Applicant has to remit fee either at the front office or through e payment

E Payment

a) After entering in to the Sanketham Application applicant has to select process menu – e payment. Subsequently details of application fee for building permit and permit fee for building permit can be viewed on on either side of the screen.

b) Name of applicant, address are visible here. Click on Pay Now button which is on the right hand side

c) The details of applicant and the application will be available on the next screen, followed by click on the Payment Gate way Button

d) The cash payment can be made following this

Application/ Permit fee can be remitted using (Debit card, Credit card, internet banking)

2. In the screen we get on entering data in transaction type- Application fee for Grant of permit- Town planning, information on applicant and the receipt may be printed.
3. After that, login as section clerk and select receipt details from the process menu. Then receipt details are to be entered
4. As we enter receipt details the information will be available in the inbox of the section clerk

Inbox application for Building Permit

District	Local body name	Name of Applicant	Address	Date	Status	Selected
Thrissur	Guruvayoor	RAJAGOPALAN P G	121/1, KALARIKKAL HOUSE, KRA121, KALARIKKAL, PERUMPLAVU, THRISSUR, 0	20/03/2014	Pending Processing	>>

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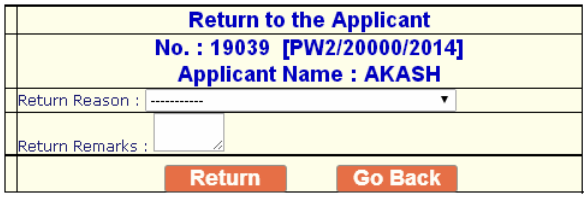
Then select the file in the inbox.

5. followed by after comparing the original documents and file may submitted to the Inspector /verifier
6. If there are any errors noticed by section clerk the same can be returned by pressing Return button
7. As the file is returned the following screen will appear. On which select reason from the returned reason combo box and enter the remarks and click on Return button and the same can be returned to applicant / architect.



8. After entering in to the application by the building inspector / verifier, select the file from in the inbox menu, and then compare it with the original document.
9. If there is any correction need to be done in the area for FAR, coverage and permit on the **'Area for calculation',** the same can be corrected.
10. **FAR, deduction** and check list are to be entered by the building inspector/ verifier. Then click on the calculate button. After calculating permit fee file can be submitted to assistant engineer by clicking on **save and submit.**
11. If the application is to be rejected after finding errors, the **Reject** check box is to be made active and select the rejection reason from the combo box and click on the **reject** button.
12. Followed by the assistant engineer will examine the application and will save. Then the demand will be generated after clicking demand button applicant will receive an SMS at this time.
13. Applicant can remit permit fee either at front office or via e payment.
14. Section clerk shall update the information of remitting the permit fee by the applicant. For which select demand for receipt from the process menu and enter the receipt details.
15. Information on the remittance of permit fee will appear to the assistant engineer's login.
16. Assistant engineer can view the Permit Fee remittance details when he /she open the file. Followed by the permit can be approved by clicking on the approve button.
17. The building permit report can be printed by selecting permit sub menu from the report menu. Then click on the link

, then the permit report will be generated.
18. This permit report can be sent to the applicant or the applicant can download the same.

V) Office Procedure--> The procedures on building permit applications contd..

1. The person who is handling the file in the concerned session may have to handle files from other Zonal Offices. In these circumstances the seats of these persons have to be re arranged. For this, select **Multiple Office** from the **Process** menu.
2. Select Zonal offices by selecting seat, user combo boxes and click save button.
3. When the person who is handling files from multiple Zonal offices selects Inbox after login Select Zonal Office will be available. When the person clicks on this button, the person can see list of Zonal offices that has been assigned to him. Followed by files may be selected.

Zone	Select
Main Office	>>
Nemom	>>
Thiruvallom	>>

4. **Change Zone Office**
   1. When the licensees apply for the building permit, if the Zonal office are shown erratically, those files can be sent to the right offices using this option. This process can only be done before remitting application fee.
   2. For this select **Change Zone Office** sub menu from the **Process** menu. After that select the e-file number from the file number combo box. After that select the zone where the file is to be sent and click the submit button.

VI) Completion certificate--> Procedures.

After the approval procedures, for completion certificate can be commenced. The preliminary phase of the procedures for completion certificate is to be done from the applicant's login (Building designee/Architect.

1. Select completion certificate from the process menu of building designers/ artchitect login
2. Select the approved file (permit) with the help of general permit/one day permit month and year, file number.
3. Save the file after recording work start date and work end date.

Secretary can approve the completion certificate only if the file is saved like the way mentioned above.

4. The secretary may login in the Sanketham application
5. Then select completion certificate from the process menu

6. Select the file which contains the completion details with the help of general permit/ one day permit, month and year, file number.
7. Followed by Approve check box and be made active then the save the same after entering the remark.
8. Completion certificate can be printed from the report menu.

VII) Digital signature --> Procedures

Once the permit is approved, the concerned employees may put the signature using digital signature. The digital signature option is provided in the application for this purpose. Presently the employees who are assigned as approver are responsible for this job. Following are the steps for this.

1. Approver (Secretary) may login the application.
2. Select the submenu Inbox for sign from the digital signature option where in all permit that are approved but not digitally signed can be viewed.
3. Click on the button sign now
4. Then f click on the button digital sign on the screen which comes next.