USER MANUAL

FOR

“PAYMENT THROUGH e-CHALLAN/NEFT/RTGS – BUILDING PENALIZATION SCHEME (BPS)”

By

APOnline
## Approval Authority

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## Document Control Information

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1. **INTRODUCTION:**

1.1 About Building Penalization Scheme (BPS):

The Building Penalization Scheme (BPS) means large number of unauthorized layouts and unauthorized buildings are cropping up in all urban areas. Government with a view to regulate the unauthorized constructions came up with a Penalization of unauthorized constructions and constructions in deviations of the sanctioned plan. According to government, it is a one-time opportunity to get unauthorized constructions regulated. The scheme allows the owners of buildings to legalize irregularities by paying prescribed fees. It is applicable in all 98 municipalities and 13 corporations in all 13 districts of the state. Owners can avail themselves of this facility for the buildings constructed from 1-1985 to 31-12-2014. Government has fixed different rates for commercial and non-commercial buildings. Buildings below 100 square feet are exempted from the scheme.

1.2 About Power eColl:

Power eColl solution helps a corporate to avoid the hassle of complex reconciliation related to the multiple NEFT/RTGS transactions. A specific code is to accept NEFT/RTGS credit is generated for the corporate along with unique IDs for your vendors. This technologically savvy solution, simplifies reconciliation for multiple transactions.

1.3 **Key Features of Power eColl:**

- Real time credit to respective accounts.
- Real time MIS through auto-generated e-mailers and web login.
- Validation of inward NEFT/RTGS messages based on the master data provided.
- Real time updates using Host to Host Integration.
- Capability to integrate with the database for real time validation and successful transaction update.
1.4 Conditions:
- The Payment through e-Challan/NEFT/RTGS, to be done at Home Branch of Applicant.
- Only payment will be accepted at Applicant Home Branch only.
- Through e-Challan/NEFT/RTGS only ‘Full Amount’ will be accepted, partial/installment amount will not be accepted.
- Cash is not accepted for making e-Challan/NEFT/RTGS payment.
- The payable amount will be debited from the Applicant account (home branch account) by e-Challan/NEFT/RTGS.
- Once the payment is done, Bank operator will transfer the amount to DTCP account.

1.5 Scope of Building Penalization Scheme (BPS):
The scope of this document is to explain the Building Penalization Scheme (BPS) Application Process flow for of making the payment of remaining balance amount through e-Challan/NEFT/RTGS.

1.6 Abbreviations:

Table 1: Definitions

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
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<tbody>
<tr>
<td>BPS</td>
<td>Building Penalization Scheme</td>
</tr>
<tr>
<td>LTP</td>
<td>Licensed Technical Person</td>
</tr>
<tr>
<td>DTCP</td>
<td>Director of Town &amp; Country planning</td>
</tr>
<tr>
<td>NEFT</td>
<td>National Electronic Funds Transfer</td>
</tr>
<tr>
<td>RTGS</td>
<td>Real Time Gross Settlement</td>
</tr>
<tr>
<td>IFSC</td>
<td>Indian Financial System Code</td>
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2. SOFTWARES AND TECHNOLOGIES:

The following are the software and technologies are used in the project:

Table 2: Software’s and Technologies

<table>
<thead>
<tr>
<th>S.No</th>
<th>Software</th>
<th>Version</th>
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<tr>
<td>1</td>
<td>.NET</td>
<td>10.0</td>
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<tr>
<td>2</td>
<td>Database</td>
<td>SQL Server R2</td>
</tr>
<tr>
<td>3</td>
<td>Application Server</td>
<td>IIS7</td>
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3. WORK FLOW DIAGRAM:

The Following diagram explains the payment process through e-Challan/NEFT/RTGS for Building Penalization Scheme (BPS);

Diagrams 1: Work Flow process by Citizen
4. PROCEDURE FOR PAYMENT THROUGH e-CHALLAN:

4.1 BPS URL:

Citizen to visit Building Penalization Scheme (BPS) website for making payment. The URL is as follows: www.bps.ap.gov.in

4.2 BPS HOME PAGE:

The ‘Figure 1’ explains the Home Page of BPS.

![Figure 1: BPS Home Page](image)

4.3 CITIZEN LOGIN:

The ‘Figure 2’ explains, citizen to login with ‘User Name & Password’ for making payment through e-Challan.
4.4 CITIZEN HOME PAGE:

The ‘Figure 3’ explains, citizen Home Page in Building Penalization System (BPS).

- After Entering the Username, Password & Captch Image. Citizen click on “Sign In” Button.
4.5 SELECTION OF VIEW TRANSACTIONS:

The ‘Figure 4’ explains, citizen to select ‘View Transactions’ under Online Services.

![Figure 4: Click on View Transactions](image)

- **View Transactions** will be under **Online Services** in Citizen Home Page.

4.6 SEARCH CRITERIA:

The ‘Figure 5’ explains Search Criteria Page for fetching Applications List.

![Figure 5: Search Criteria Details](image)

All the Applicants/LTP are request to update application details immediately. Only for the applications for which edit option is enabled.
The ‘Figure 6’ explains, citizen to **capture the search details** for fetching the applications.

![Figure 6: Capture Search Details & Click Get Details](image)

- Once the Search Criteria Details are captured, click on ‘Get Details’.
- By Click on **Get Details**, the list of applications will be fetched from Server.

### 4.7 LIST OF APPLICATIONS:

The ‘Figure 7’ explains, the **Applications list** which are submitted by citizen.

![Figure 7: List of Applications](image)

- If the Citizen wants to view the application details, User can click on “**Application No**”
4.8 SELECTION OF PAY:

The ‘Figure 8’ explains, Citizen to click on ‘Pay’ for making payment of remaining amount.

![Figure 8: Click on Pay](image)

- By click on ‘Pay’, a new popup will be populated with payment details for making payment of “Amount to be Paid”.

4.9 PAYMENT DETAILS:

The ‘Figure 9’ explains, Payment Details of the Building which to be regularized.

![Figure 9: Payment Details](image)
• In the payment Details, there are ‘3 payment methods’ for making the payment (remaining amount).
  1. Debit Card/Credit Cards.
  2. Net Banking.
  3. e-Challan/NEFT/RTGS.
    The above process is for e-Challan/NEFT/RTGS.

4.10 SELECTION OF e-CHALLAN/NEFT/RTGS:

The ‘Figure 10’ explains, Citizen to select e-Challan/NEFT/RTGS for making payment.

*Figure 10: Selection of e-Challan/NEFT/RTGS*

• Through Check box, citizen can select the respective payment Method for making the remaining amount to be paid.

4.11 MAKE PAYMENT:

The ‘Figure 11’ explains, Citizen to click on ‘Make Payment’.
• Once the e-Challan/NEFT/RTGS is selected, Citizen clicks on ‘Make Payment’ for payment process.

4.12 VIEW E-CHALLAN:
The ‘Figure 12’ explains, Citizen to click on ‘View e-Challan’.
4.13 E-CHALLAN:

The ‘Figure 13’ explains, the format of e-Challan.

Figure 13: Format of e-Challan
- Citizen to click on ‘Print’ which will be available in Challan.
- The Challan will be generated with 3 Copies.
  1) Bank’s Copy
  2) Applicant’s Copy
  3) Merchant’s Copy.
- Challan will be generated with ‘Account Number & IFSC Code’ of DTCP.
- There is a provision to cancel the generated e-Challan.
- Once the Payment is done at Bank, the bank operator issues ‘2 copies of Challan’ to citizen & 1 Copy will be with bank operator for further reference.

4.14 CANCEL E-CHALLAN:

The ‘Figure 14’ explains, Citizen to click on ‘Cancel e-Challan’.

![Figure 14: Cancel e-Challan](image-url)
4.15 SUCCESSFUL MESSAGE: (Challan Cancellation)

The ‘Figure 15’ explains, confirmation popup, where citizen to click on ‘OK’ once Challan is Cancelled.

![Figure 15: Select & Click Update]

- Once e-Challan is cancelled, the Citizen can make the remaining pending amount in any one payment method.

4.16 SIGN OUT:

The ‘Figure 16’ explains, Citizen Click on Sign Out for logging out from citizen account.

![Figure 16: Click on Sign out]

- Sign out will be Available Under ‘Account’ in Citizen BPS Page.
5. **CHANGE MANAGEMENT PROCEDURES:**

   This document is meant for usage by the BPS team and shall be the basis for preparing the test case, incident, log and the final report. Any changes made to the requirements in future shall have to go through a formal change approval process. Wherever necessary and shall not make any alterations without the permission of the client and the development team.

6. **APPROVALS:**

   *Table 3: Approval Authorities*

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<tr>
<th>Inspected By</th>
<th>Date</th>
<th>Signature</th>
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