

**User Manual for Officials**  
**for**  
**Online Building Plan Approval System (OBPAS)**  
**of**  
**Urban Local Bodies (Municipalities)**



DIRECTORATE OF URBAN  
**LOCAL BODIES**  
HARYANA

**Prepared by:**  
Directorate of Urban Local Bodies  
(Regd. Office: Bays 11-14, Sector 4, Panchkula, Haryana 134112)

## **1. Introduction**

The OBPAS system has been developed with the help of Haryana Shehri Vikas Pradhikaran (HSVP) for all municipalities in the State with the purpose to ensure ease of online automated building plan scrutiny and approval system. This manual outlines the process that applicants must follow for building approval.

## **2. Process of Software**

The automation of the Online Automated Building Plan Scrutiny and Approval System is utilised by applicant (plot owner), architects, and officers.

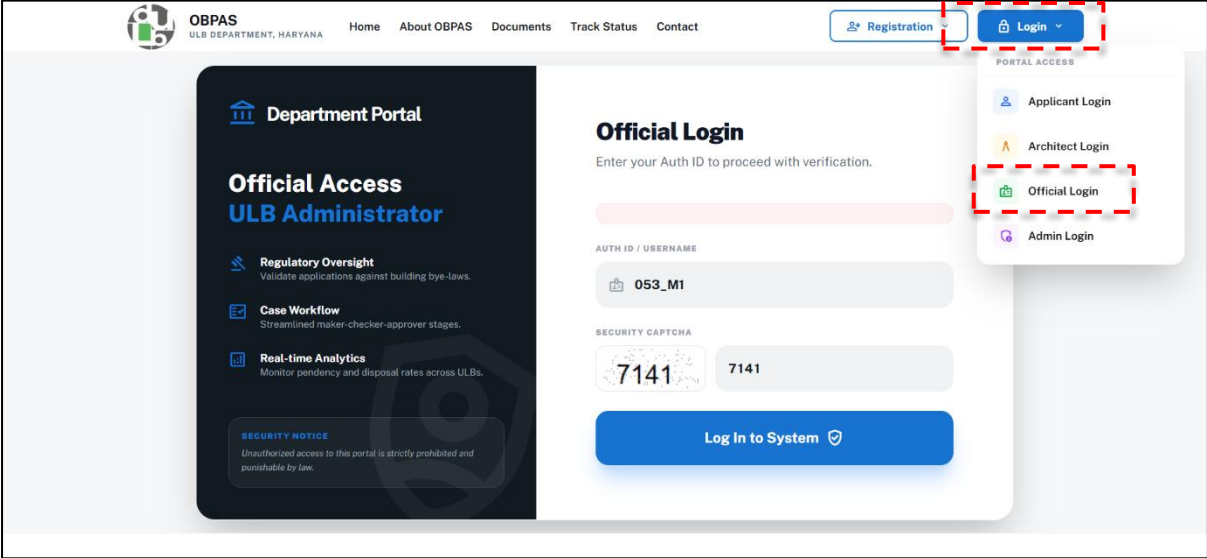
1. The system is designed for allottees to select architects from the list of empanelled architects, and further, for architects to register and submit the drawing for scrutiny and check the status of the drawing online.
2. The software will facilitate communication between Architects and Applicants via email, and Applicants can also view the status of their files online.
3. The Architects can also get their scrutiny report online using their login credentials. The OBPAS will scrutinise the submitted drawing by comparing it with the Haryana Building Code 2017, amendments, and generate the reports.
4. The Maker (Building Inspector/ Junior Engineer/Assistant Town Planner) or any other officer designated by the Approver, upon receiving the application from the Architect, shall initiate official scrutiny, verify the submitted documents, and either return the application to the Architect for rectification or submit it to the Checker (Sub-Division Officer/ Assistant Town Planner / Municipal Engineer or any other officer designated by the Approver) with necessary comments.
5. The Checker (Sub-Division Officer/District Town Planner / Municipal Engineer or any other officer designated by the Approver) shall conduct a secondary technical and administrative check. Based on the review, the Checker shall either return the application to the Maker in case of deficiencies or submit the file to the Verifier (Chief Engineer/ Chief Town Planner / Joint Commissioner or any other officer designated by the Approver) along with the Maker's remarks and the scrutiny report.
6. The Verifier (CE/ CTP/ Joint Commissioner or any other officer designated by the Approver) shall conduct a technical and administrative verification. Based on the review, the verifier shall either return the application to the Checker or Maker in case

of deficiencies or submit the file to the Approver (Commissioner in case of Municipal Corporation or Executive Officer in case of Municipal Council and Secretary in case of Municipal Committee or any other officer designated by the Government) along with the Verifier's remarks and the scrutiny report.

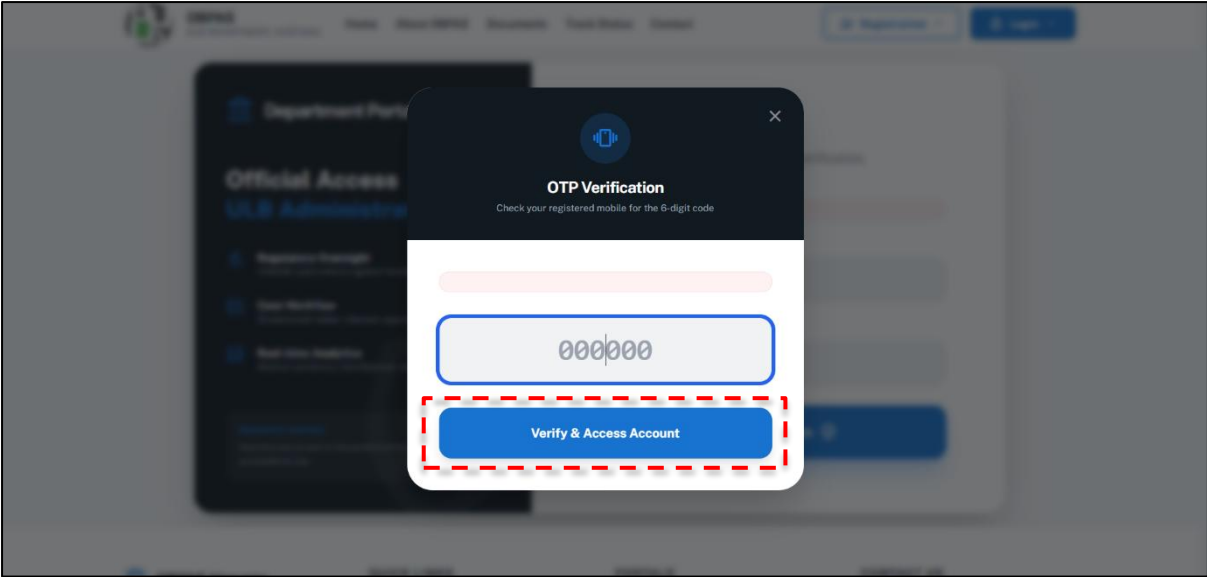
7. Upon reviewing the Maker, Checker and Verifier's comments, the Approver (Commissioner in case of Municipal Corporation or Executive Officer in case of Municipal Council and Secretary in case of Municipal Committee or any other officer designated by the Government) will either approve or reject the application with necessary remarks. The decision of the Approver shall be treated as final. The decision shall be communicated to the Architect through the portal, with the same being reflected in the architect's login.

### 3. Process flow of OBPAS for Officers

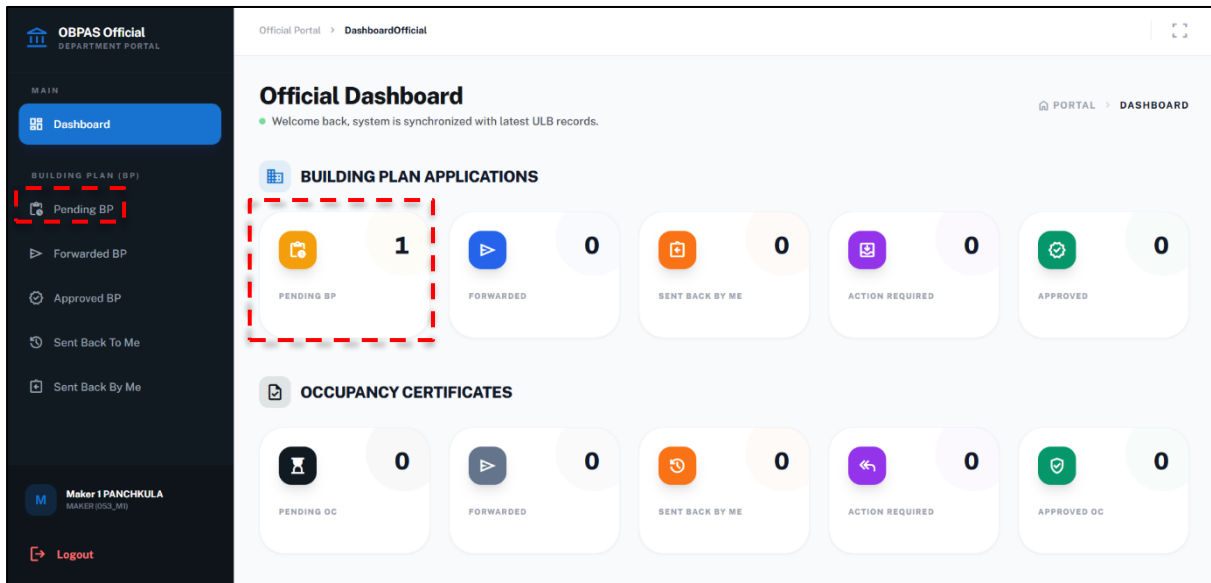
**Step 1:** The Maker shall log in using the credentials provided by the Approver at the URL <https://obpas.ulbharyana.gov.in/> to review applications initiated by the Architects.



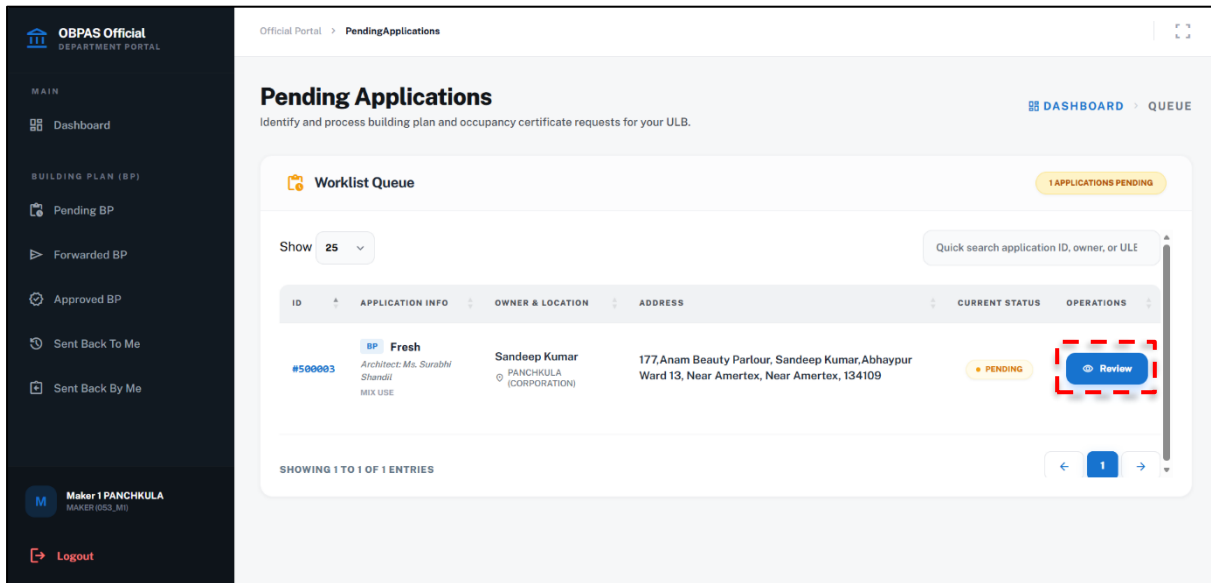
**Step 2:** The maker shall enter the OTP received on their registered number and click on 'Verify & Access Account'.



**Step 3:** After logging in, the Maker shall click on 'Pending Applications' from the menu or select 'Pending Applications' from the dashboard to process the applications.



**Step 4:** The Maker shall click on 'Review' to view the pending application.

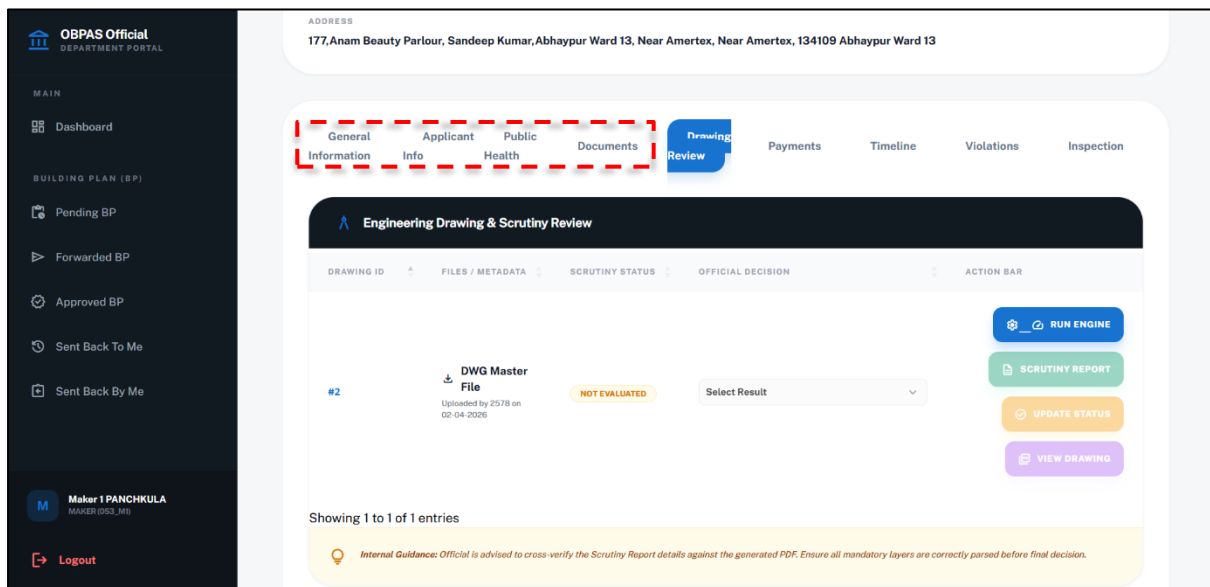


**Step 5:** The Maker shall verify the information provided by the Applicant and the Architect against the data available in the Property ID (PID) system and any other official documents relevant to the plot, before initiating the official scrutiny of the building plan submitted by the Architect. These details include plot number, plot area, ground coverage area, total built-up area allowed as per the plot area, permissible FAR, and other relevant information.

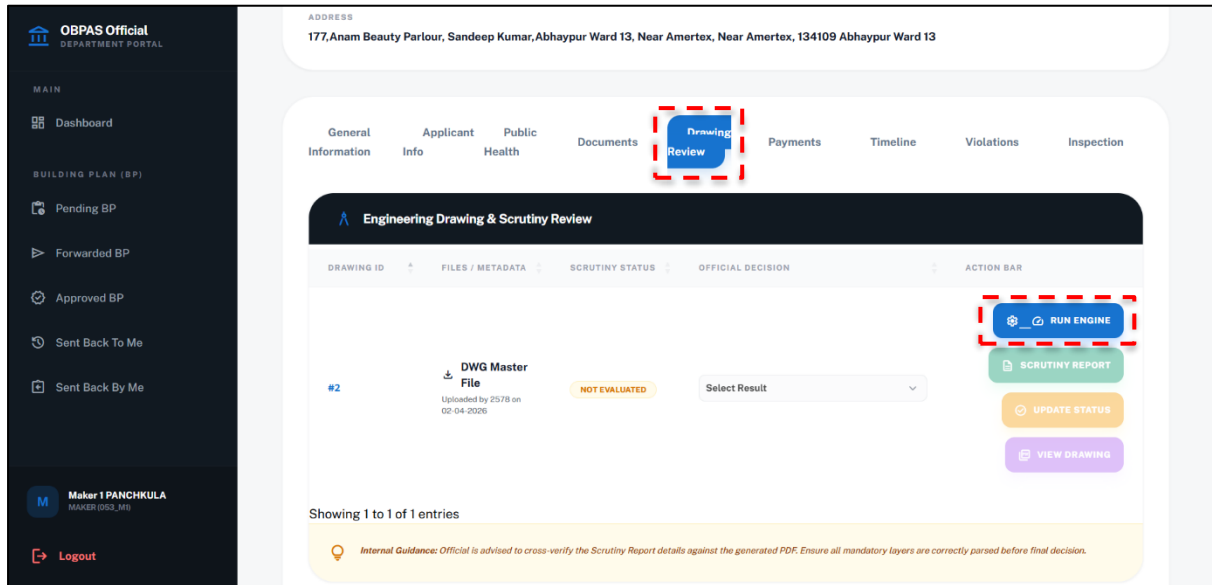
**Step 6:** Additionally, the Maker must check the name of the owner and the address as per the data mentioned in the PID.

**Step 7:** Further, the Maker shall also verify the public health check data provided by the Architect in accordance with PWD requirements.

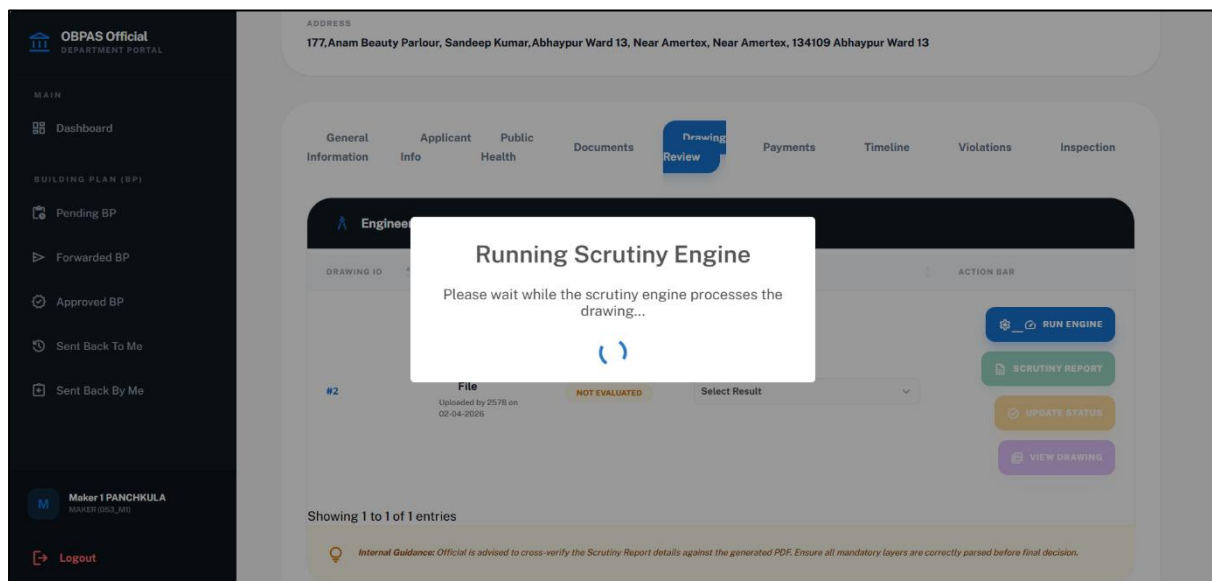
**Step 8:** Furthermore, the Maker shall also verify the documentation submitted by both the Architect and the allottee prior to scrutinising the building plan. The required documents include mandatory documents, such as BR-I and BR-II, as well as optional documents, such as NOCs, where applicable.

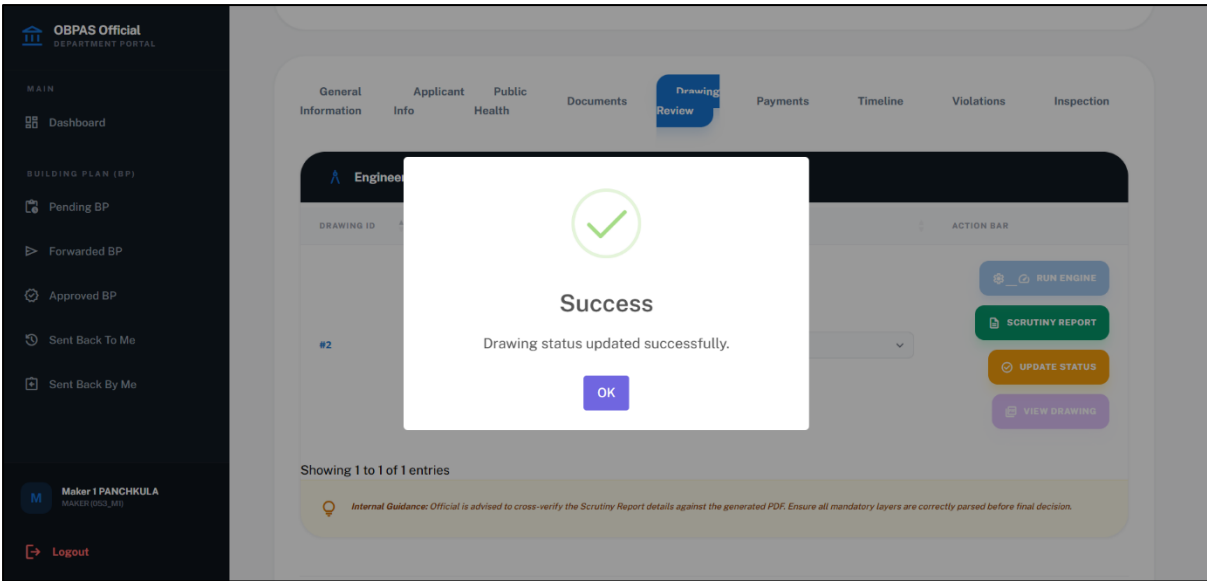


**Step 9:** The Maker shall run the scrutiny engine to verify whether the drawing submitted by the Architect complies with the Haryana Building Code (HBC), 2017, and the instructions issued by DULB.

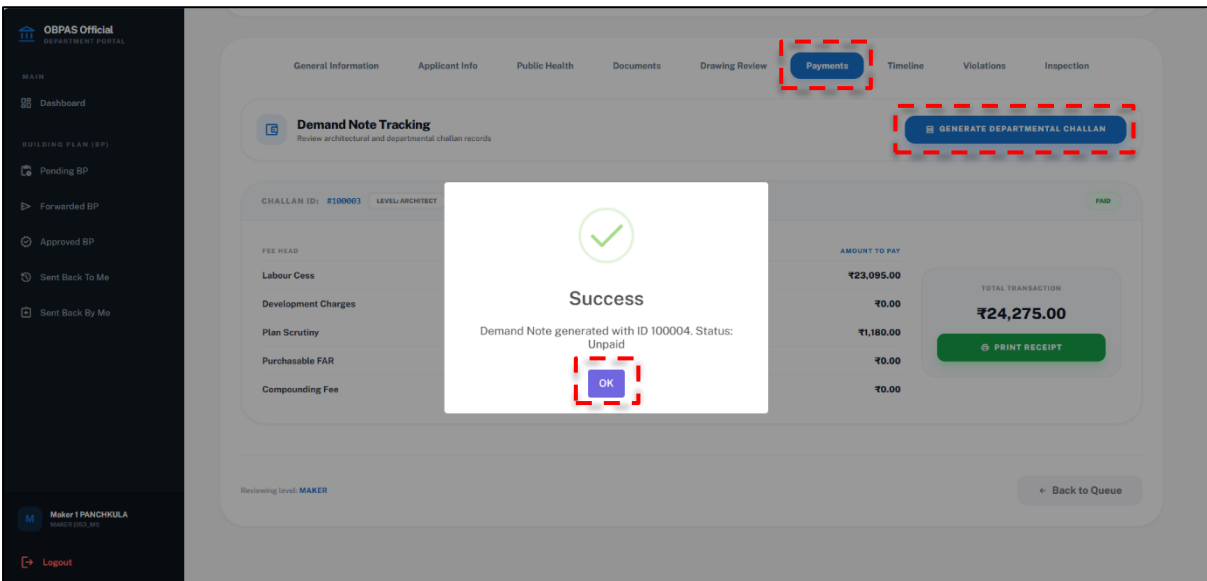


**Step 10:** The Maker must review all building parameters in the scrutiny report by clicking on “Scrutiny Report” and verify that the results of the parameters are correct and marked as “Ok”. Parameters that failed to comply with the Haryana Building Code (HBC), 2017, and the instructions issued by DULB will be marked as “Fail”. The scrutiny report generated by the Maker shall form part of the official record and shall be saved on the DULB server.

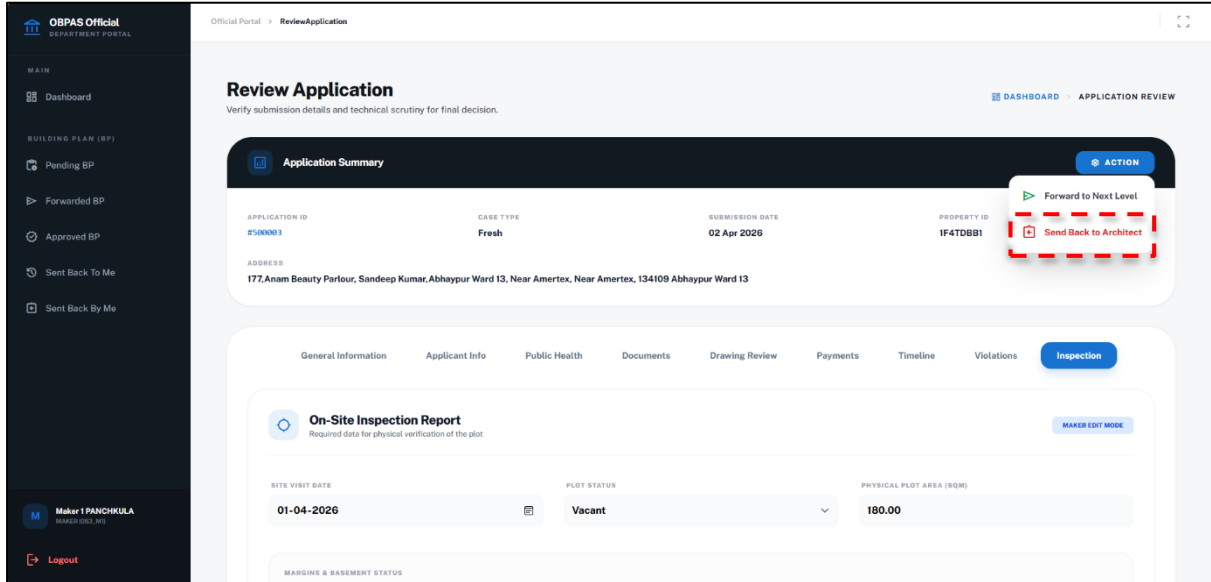




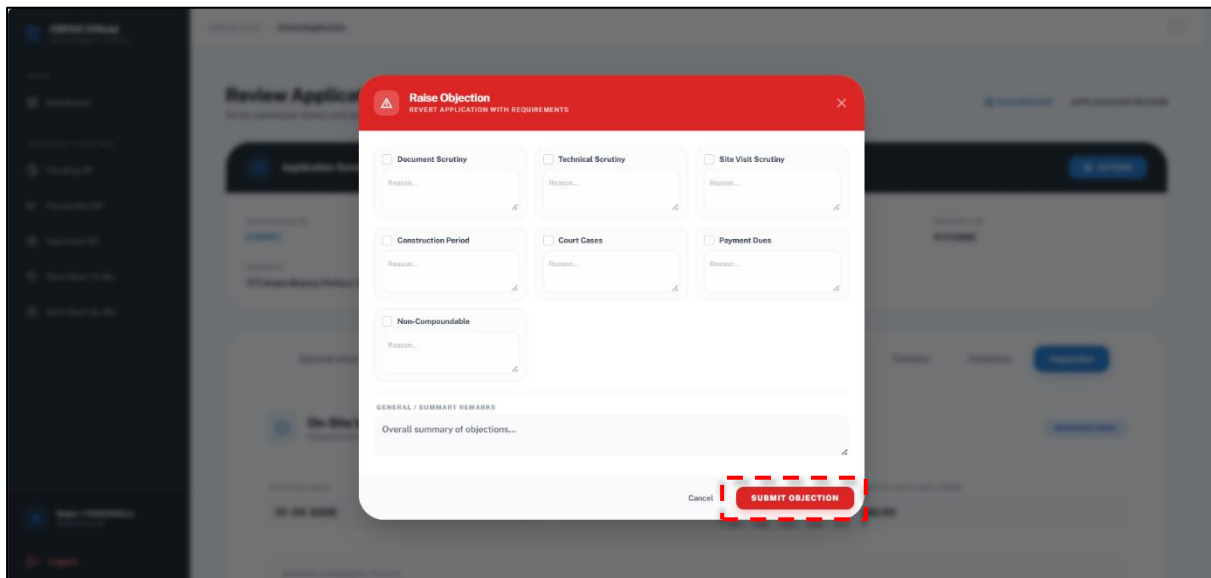
**Step 11:** After completing the scrutiny, the Maker shall verify the payment details by clicking on "Generate Departmental Challan" under the "Payments" tab, and cross-checking them against the details of the challan generated and paid by the Architect and Applicant.



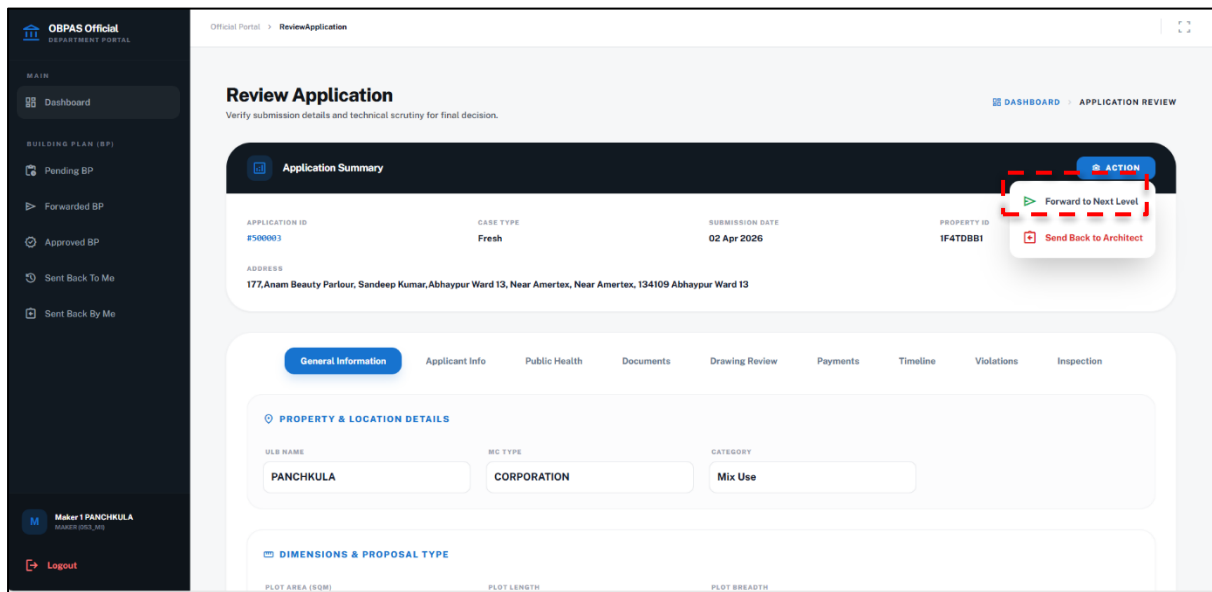
**Step 12:** If the Maker identifies any deviations in the submitted documents or payment details, the Maker shall raise an objection and return the application to the Architect along with the necessary remarks.



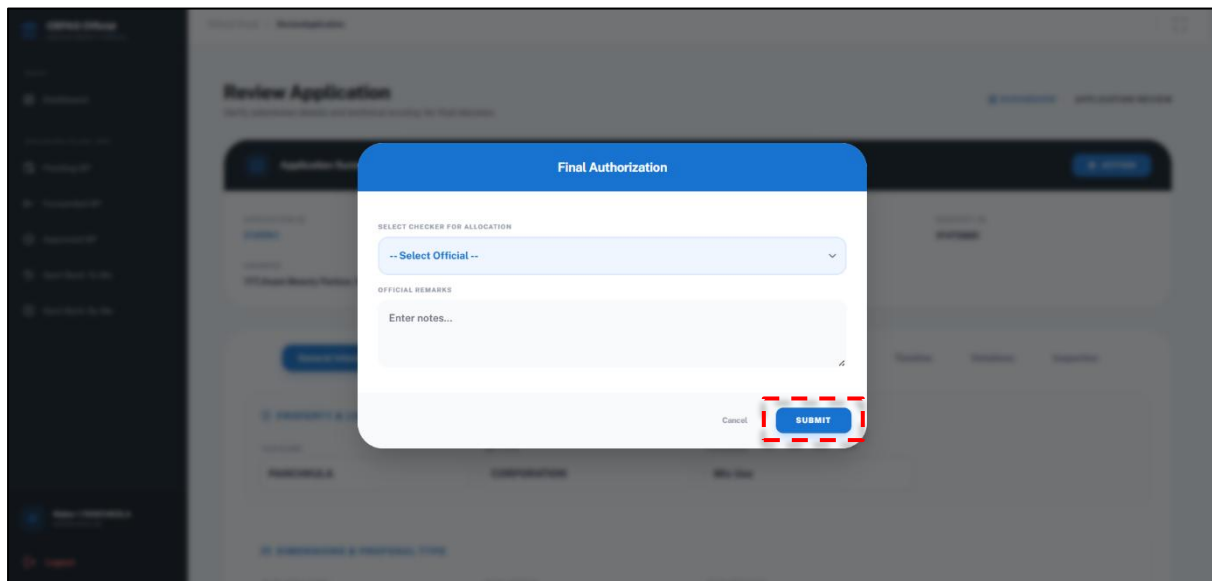
**Sending the application back to the Architect.**



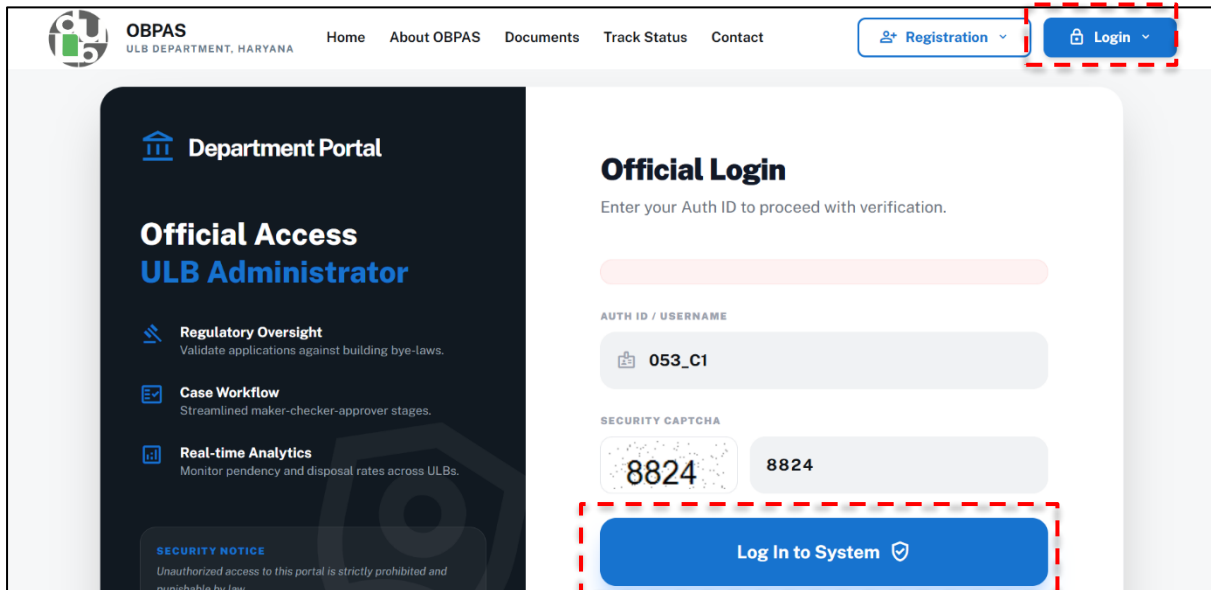
## Forwarding the application to the next Level, i.e. (Checker)



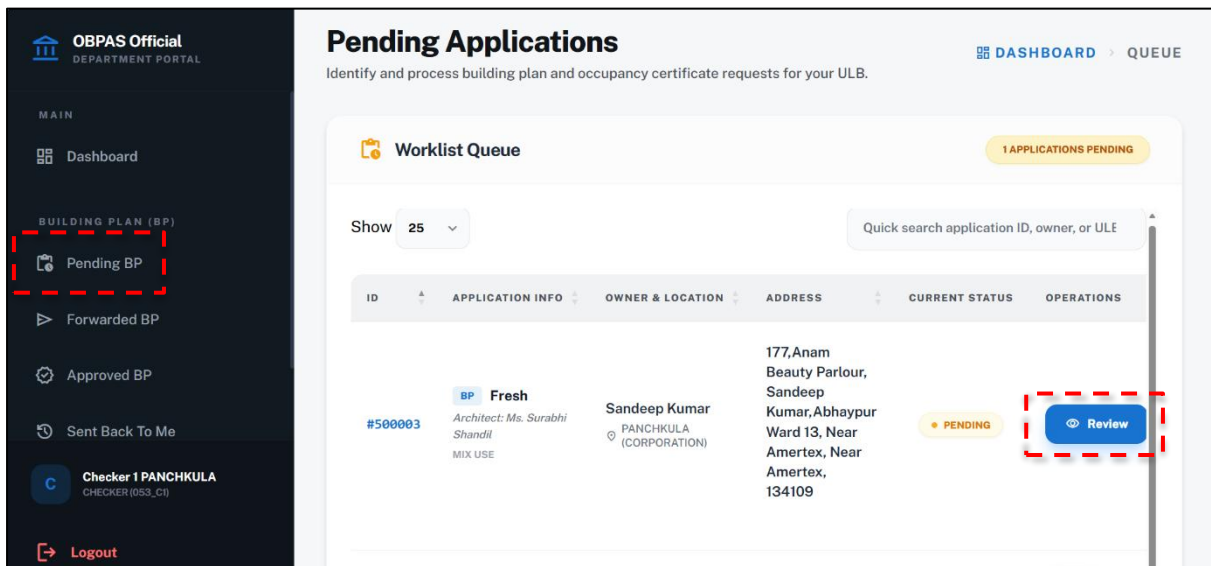
The Maker shall then select the official to forward the application, enter his remarks and click on submit.

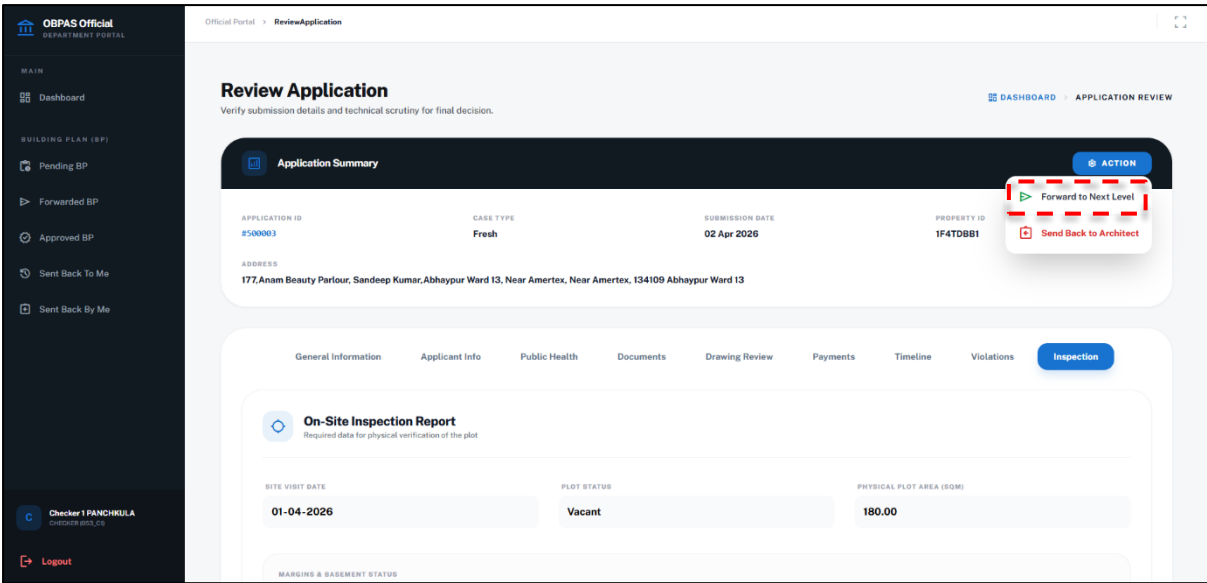


**Step 13:** The checker must log in using the credentials provided by Approver at the URL <https://obpas.ulbharyana.gov.in/> to review applications initiated by the Maker.

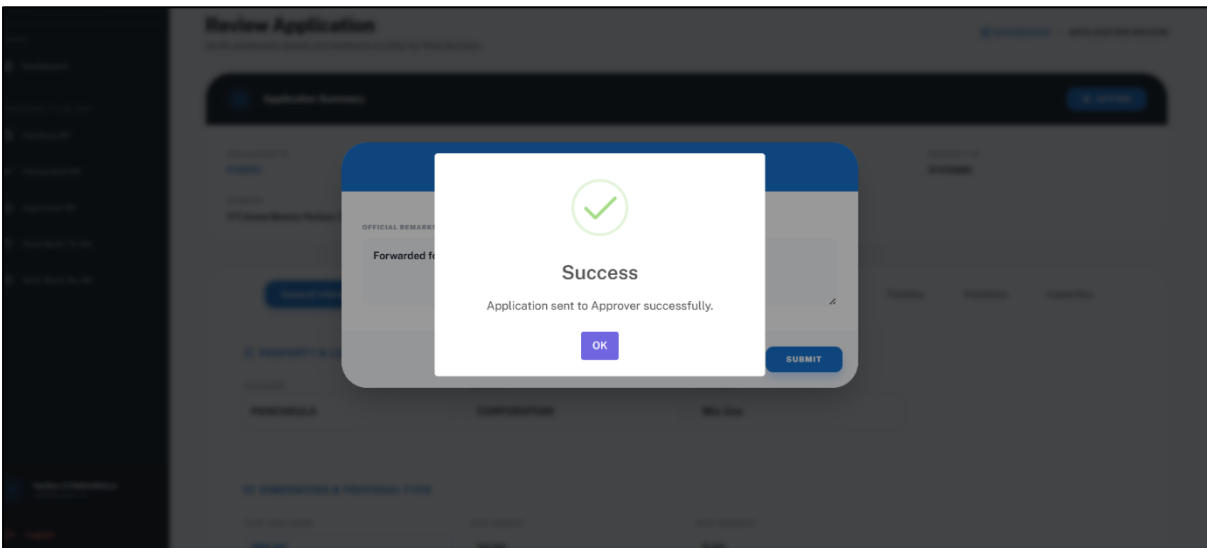


**Step 14:** The process of approving applications for Checkers is similar to that of Makers, except that Checkers will not be able to run the scrutiny engine but will have to view the scrutiny report already generated by the Maker.

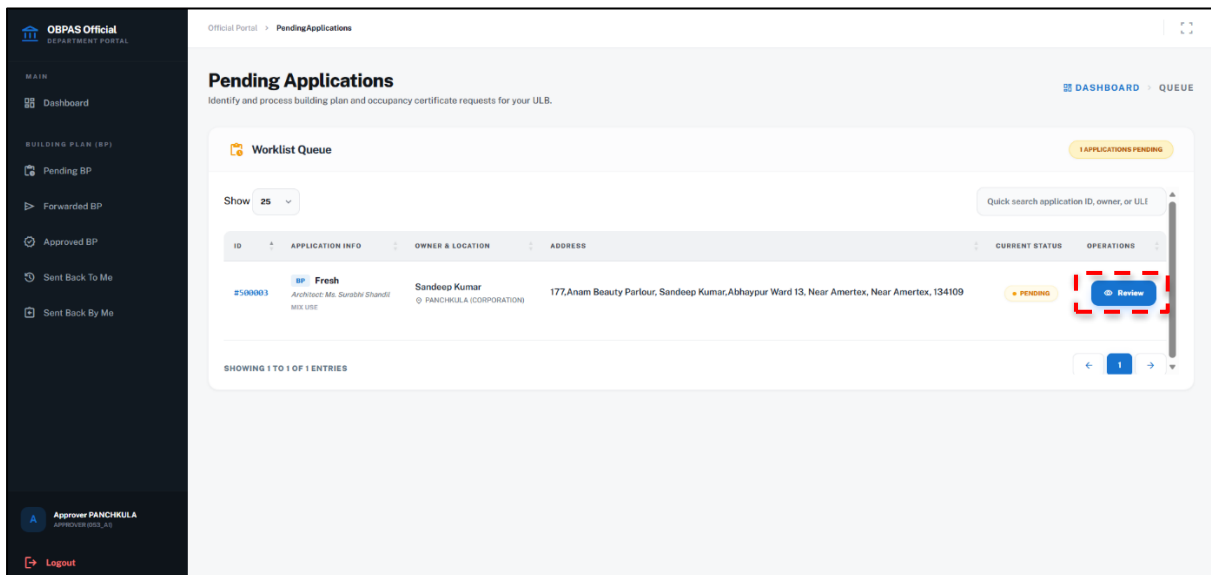
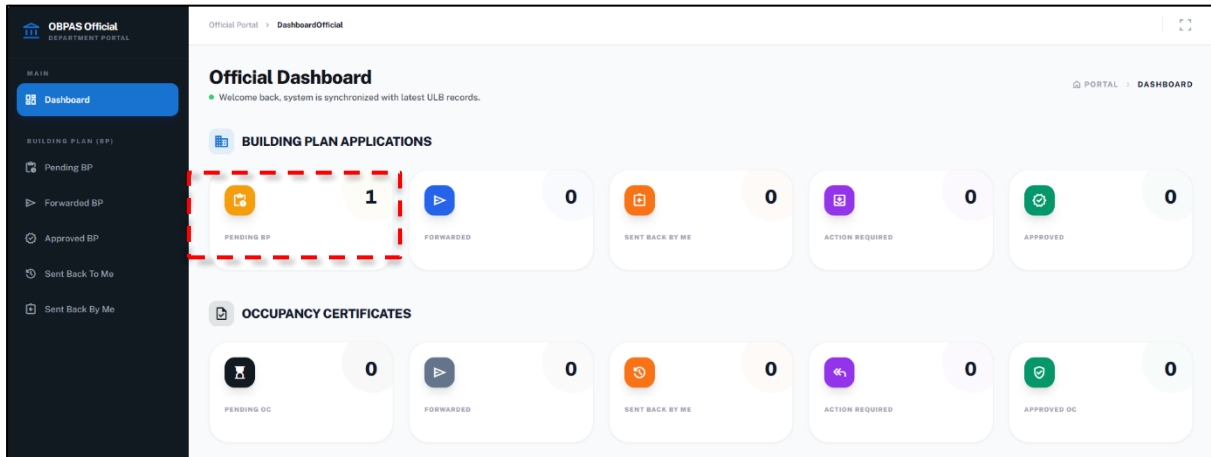




**Step 15:** Based on the remarks provided by the Maker, the Checker shall forward the application for final approval to the Approver, including any necessary remarks.



**Step 16:** The Approver must log in using the credentials provided by DULB at the URL <https://obpas.ulbharyana.gov.in/> to review applications initiated by the Verifiers.



**Step 17:** Based on the remarks provided by the Maker and Checker, the Approver shall either approve or reject the application, including any necessary remarks.

**OBPAS Official**  
DEPARTMENT PORTAL

MAIN

- Dashboard

BUILDING PLAN (BP)

- Pending BP
- Forwarded BP
- Approved BP
- Sent Back To Me
- Sent Back By Me

Approver: PANCHKULA  
APPROVER@OCLAS

Logout

### Application Summary

**ACTION**

- Approve Application
- Send Back to Architect

APPLICATION ID: #500003    CASE TYPE: Fresh    SUBMISSION DATE: 02 Apr 2026    PROPERTY ID: IFATDBB1

ADDRESS: 177, Anam Beauty Parlour, Sandeep Kumar, Abhaypur Ward 13, Near Ameretx, Near Ameretx, 134109 Abhaypur Ward 13

General Information    Applicant Info    Public Health    Documents    Drawing Review    Payments    Timeline    **Violations**    Inspection

#### Violation & Penalty Assessment

No compounding violations detected for this application.

Reviewing level: APPROVER

← Back to Queue

### Final Authorization

OFFICIAL REMARKS

Approved!

Cancel    **APPROVE**

#### **4. Contact**

For any queries or issues encountered in OBPAS, users are requested to email [obpas.ulbharyana@gmail.com](mailto:obpas.ulbharyana@gmail.com) with complete details of the error and related information.

Alternatively, users may contact the Toll Free Helpline: **1800 8900 929**



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