Flowchart – Online Occupancy Certificate (CTO)

Start

Login to eASE-App and register → **Select the respective Authority to select required services** → **On the Authority Service List Select Occupancy Certificate**

Application and Document Verification of the submitted documents, fees and sanctioned map drawing ← **Online payment of required fees and submission of application** ← **Fill the application form, building details and attach required enclosures**

Is the application complete?

— Re-Submission →

Objection is reviewed by applicant and expected to be re-submitted within 7 days, else application is auto rejected

Yes → **Technical Scrutiny, Physical inspection of the site, Calculation of Dev. Charges (if any)**

No → **Reverted to applicant for clarification, with auto-rejection if pending more than 7 days**

Charges to be calculated?

As per plan okay?

— No →

Yes → **The submitted plan and completion report is as per the sanctioned plan and any deviation charges are calculated**

Yes →

No → **The application is forwarded to Recommending Authority with comments on deficiencies**

A

Is the Report positive?

Yes → **The application is forwarded to the Recommending Authority for recommendations**

No → **The application is forwarded to the Recommending Authority with comments on deficiencies**

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Is the file recommended?

— Yes → The application is forwarded to the Approving Authority with recommendations

— No → Reverted to applicant in case of deficiencies or clarifications OR Forwarded to Approving Authority in case Rejection is recommended

Is the file approved?

— Yes → Demand is generated for the payment of Approval (Development) Charges and sent to the applicant

— No → Reverted to applicant in case of deficiencies or clarifications within 7 days, otherwise auto-reject / Rejection letter is issued

Are the charges paid and verified?

— Yes → Delivery of Digitally Signed Approved Map and Occupancy Letter

Stop