

User Guide

09.7.1. Engineering and Planning- Planning Approvals Block Plan - ver 3.0.0

For

Supply, delivery, installation, Commissioning, Training
and Maintenance of Enterprise Resource Planning
System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

By

EMETSOFT (PVT) LTD



ENTERPRISE RESOURCE PLANNING (ERP)

Dehiwala Mount Lavinia Municipal Council

Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

PLANNING APPROVALS



Municipal Engineering & Planning

buildings and block plans,
street line certificates,
conformity certificates, act
for unauthorized
constructions, extension of
period for buildings etc..

[READ MORE](#)

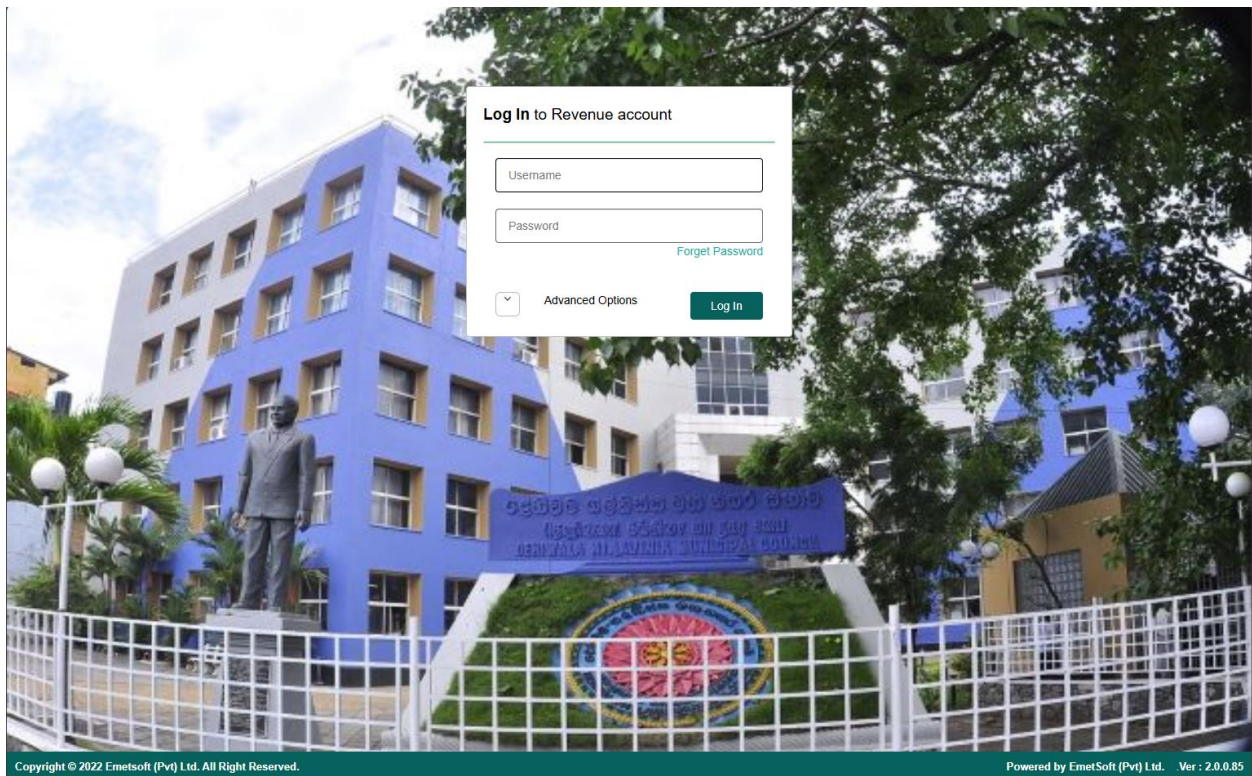
1. LOGIN INTERFACE OVERVIEW



Municipal Engineering & Planning

buildings and block plans,
street line certificates,
conformity certificates, act
for unauthorized
constructions, extension of
period for buildings etc..

[READ MORE](#)

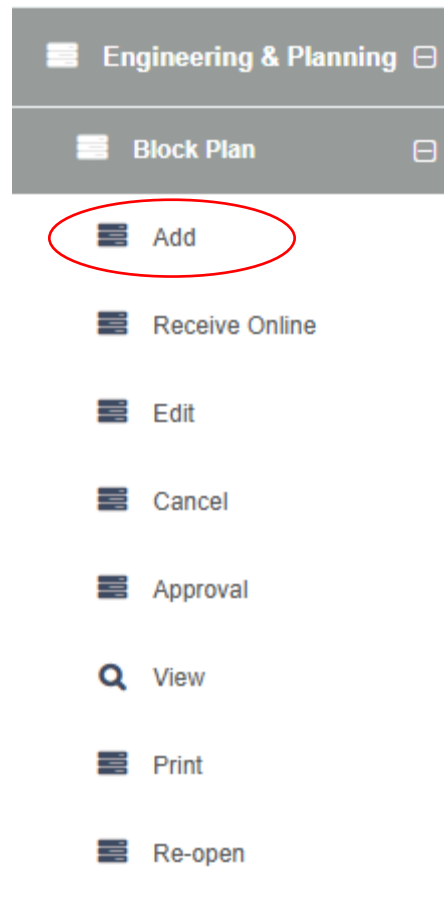


Field/Option	Description
Username	Enter your assigned ERP username. This is typically provided by the IT department.
Password	Enter your secure password.
Forget Password	Click this link to initiate password recovery if you've forgotten your credentials.
Login Button	Click to authenticate and proceed to the Revenue Account dashboard.

General:

1. Mandatory Fields are shown with Asteriks (*) mark. Please make sure to Fill those fields
2. Make sure click "Next or Save" and "Exit" Buttons after adding data.

2. Block Plan Adding:



Navigate via: **Engineering & Planning** → **Block Plan** → **Add** → **MA Submission**

- Fill Below mentioned fields in the Interface

Block Plan - MA Initiate

Division: 01-WILAWALA | Street: BALAPOKUNA ROAD LEFT | Property No./ Owner: 6A/1B: MOHAMED SUBJAN MOHAMED RIZAN | Prop. ID *: 159539 | Add the Property | Assessment History

MA Submission | Payment Details | Draughtsman's Report | Technical Officer's Report | Engineer's Comments | Legal Officer's Comments | Committee Decision | File Tracking

Block Plan ID: 1047 | Application No *: BP/KB/0155/2025 | Application Date *: 9/9/2025 | Old Rate No: | Applicant Name *: | Applicant Address *: | Applicant Email: | Telephone No *: | Address Of The Property: | Land Extent: | Land Extent Unit: <-Select-> | Date Of Receipt *: 9/9/2025 | Requested Usage: <-Select-> | Physical File Location*: | ☐ I declare, that all the documents provided by the applicant are uploaded to the system in same manner to the best of my knowledge.

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Next Exit

Field Name	Description
Division	Select the relevant municipal division (e.g., 01-WILAWALA).
Street	Choose the street name (e.g., BALAPOKUNA ROAD LEFT).
Property No./Owner	Enter property number and owner name (e.g., 6A/1B: MOHAMED SUBJAN MOHAMED RIZAN).
Property ID	Unique system-generated or manually entered ID (e.g., 159539).
Application No	Enter the Block Plan application number (e.g., BP/KB/0156/2025).
Application Date	Select the date of application (e.g., 9/10/2025).
Old Rate No	Reference to previous rate account number, if applicable.
Applicant Name	Full name of the applicant.
Applicant Address	Residential or business address of the applicant.
Applicant Email	Email address for correspondence.

Field Name	Description
Telephone No	Contact number of the applicant.
Address of the Property	Location of the property under assessment.
Land Extent	Total land area.
Land Extent Unit	Select unit of measurement (e.g., Perches, Square Meters).
Date of Receipt	Date when the application was received (e.g., 9/10/2025).
Requested Usage	Select intended use of the property (e.g., Residential, Commercial).
Physical File Location	Enter location of the physical file for tracking.

Document Upload & Verification

Before submission, ensure all required documents are uploaded.

- Tick the declaration checkbox: *“I declare, that all the documents provided by the applicant are uploaded to the system in same manner to the best of my knowledge.”*

Action Buttons

Button	Function
Next	Proceed to the next step in the workflow.
Exit	Exit the screen without saving changes.

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Block Plan Payment Details Tab

Navigate via: **Engineering & Planning** → **Block Plan** → **Approval** → **Payment Details**

- Fill Below mentioned fields in the Interface

Block Plan - MA - Application Create and Bill Generate

Property ID	Owner	Assessment No	Division	Street	Has Legal Case	
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT		Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

MA Submission | **Payment Details** | Draughtman's Report | Technical Officer's Report | Engineer's Comments | Legal Officer's Comments | Committee Decision | File Tracking

ID	Amount	Temp Receipt ID	Temp Receipt No	Paid Amount	Receipt No	Bill Type	Generate Temp. Bill
Select	0	5000				<-Select->	Generate Temp. Bill

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Action: <-Select-> Assign To: [Dropdown] Remarks: [Text Area]

Field Name	Description
ID / Temp Receipt ID	System-generated identifiers for payment tracking.
Temp Receipt No	Temporary receipt number issued for processing fee.
Paid Amount	Amount paid by the applicant.
Receipt No	Final receipt number after payment confirmation.
Bill Type	Select appropriate billing category.
Generate Temp Bill	Button to generate a temporary bill for processing.

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Draughtman's Report Tab

Navigate via: **Engineering & Planning** → **Block Plan** → **Approval** → **Draughtsman's Report**

- Fill Below mentioned fields in the Interface

Block Plan - Draftsman - Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	<button>Delete</button> <button>Previous Related History</button>

Owner Names

K.A.V. MALLIKA PERERA,

MA Submission | **Payment Details** | **Draughtman's Report** | **Technical Officer's Report** | **Engineer's Comments** | **Legal Officer's Comments** | **Committee Decision** | **File Tracking**

Surveyors Plan No

No Of Lots

Lot No

Name Of Surveyor

Date Of Surveyor's Plan

Development Zone

<-Select->

Town Sheet No

No		History
1.00	Zone Factor	
2.00	B/L Reservation	
2.10	B/L Reservation 1	
2.20	B/L Reservation 2	
2.30	B/L Reservation 3	
2.40	B/L Reservation 4	
3.00	S/L Reservation	
3.10	S/L Reservation 1	
3.20	S/L Reservation 2	
3.30	S/L Reservation 3	
3.40	S/L Reservation 4	
4.00	Other Reservation	
4.10	Other Reservation 1	
4.20	Other Reservation 2	
4.30	Other Reservation 3	
4.40	Other Reservation 4	
4.50	Other Reservation 5	
5.00	Scale 1 :1000	<-Select->
6.00	Conclusion regarding the subdivision	<-Select->

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Draughtman's Comment

Draughtman's Comment History

☐ I declare, that all the information/ findings provided by me are true and correct to the best of my knowledge.

Action

<-Select->

Assign To

Remarks

Survey Details:

Field Name	Description
Surveyor's Plan No	Reference number of the survey plan.
No. of Lots	Total number of subdivided lots.
Lot No	Specific lot number under review.
Name of Surveyor	Full name of the licensed surveyor.
Date of Surveyor's Plan	Date the survey was conducted.
Development Zone	Select zoning category (e.g., Residential, Commercial).
Town Sheet No	Reference to municipal town planning sheet.

Zoning & Reservation Details:

Section	Subfields
Zone Factor	Numeric zoning factor (e.g., 1.00).
B/L Reservation	Building line reservation values (e.g., 2.10, 2.20, etc.).
S/L Reservation	Street line reservation values.
Other Reservation	Additional reservation categories.
Scale	Select scale of survey plan (e.g., 1:1000).
Conclusion on Subdivision	Dropdown to indicate approval or rejection of subdivision.

Draughtsman's Comments:

Field Name	Description
Comment Box	Enter observations, recommendations, or concerns.
Declaration Checkbox	Confirm that all findings are true and correct to the best of your knowledge.

Action Assignment & Workflow History:

Field Name	Description
Action	Select next step (e.g., Submit, Approve, Reassign).
Assign To	Choose the officer or department to delegate the task.
Remarks	Add instructions or comments for the assignee.
Save / Exit	Save the assignment or exit without changes.

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Technical Officer's Report Tab

Navigate via: **Engineering & Planning** → **Block Plan** → **Approval** → **Technical Officer's Report**

- Fill Below mentioned fields in the Interface

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Block Plan - TO - Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	<button>Delete</button> <button>Previous Related History</button>

Owner Names
K.A.V. MALLIKA PERERA,

MA Submission

Payment Details

Draughtman's Report

Technical Officer's Report

Engineer's Comments

Legal Officer's Comments

Committee Decision

File Tracking

Visit Time Scheduling

User Name	Enter Date	Schedule Date	From Time	To Time	Comment	Status
<-Select->	2025-09-10					Scheduled

+

Save Visit Time Schedule

No	History
1.00	Description About Access
1.10	Main Road of the access road
1.20	Authority of access road
2.00	If Access is from private road
2.10	Name of access road
2.20	Length (m)
2.30	Width (m)
2.40	Ability of turning vehicles
3.00	Length of Lots (m)
4.00	Width of Lots (m)
5.00	If there are any buildings in subdividing lots
5.10	Does existing D/W Obstruct legal ventilation ?
5.20	If yes, are there any other place to get legal ventilation?
5.30	Does the subdivision cause any effect the legality of the building ?
5.40	Description about building
6.00	Does the land low lying or high lying land ?
6.10	If low lying, requirement of filling
7.00	Are there any water ways within boundary ?
8.00	Does the development of land compatible to the usage of the area ?

Action <-Select->	Assign To 	Remarks
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Visit Time Scheduling – Field Overview

Field	Description
User Name	The officer or user scheduling the visit (e.g., <i>malsri</i>)
Enter Date	Date the scheduling entry was made (e.g., <i>2025-09-10</i>)
Schedule Date	Planned date for the site inspection
From Time	Start time of the scheduled visit
To Time	End time of the scheduled visit
Comment	Optional notes or remarks about the visit
Status	Current status of the visit (e.g., <i>Scheduled, Pending, Completed</i>)

Technical Officer's Report – Field Summary

Field	Description
1.10 Main Road of Access	Identifies the primary access road
1.20 Authority of Access Road	Governing body responsible for the road
2.10 Name of Access Road	Name of the private road used
2.20 Length (m)	Road length in meters
2.30 Width (m)	Road width in meters
2.40 Vehicle Turning Ability	Whether vehicles can turn safely
3.00 Length of Lots (m)	Length of subdivided lots
4.00 Width of Lots (m)	Width of subdivided lots
5.00 Existing Buildings	Presence of buildings in lots
5.10 Obstruction to Legal Ventilation	Whether D/W obstructs ventilation
5.20 Alternative Ventilation Options	Availability of other ventilation sources
5.30 Impact on Building Legality	Effect of subdivision on legality
5.40 Building Description	Notes on existing structures
6.00 Land Type	Low-lying or high-lying
6.10 Filling Requirement	If low-lying, need for land filling
7.00 Presence of Waterways	Within property boundary
8.00 Land Use Compatibility	With surrounding area

Field	Description
8.10 Adjoining Private Roads	Presence of nearby private roads
8.20 Road Length (m)	Length of adjoining road
8.30 Road Width (m)	Width of adjoining road
8.40 Number of Lots	Lots served by the road
8.50 Survey vs. Physical Match	Alignment of survey plan with actual site
8.60 HT Power Lines	Presence of overhead power lines
8.70 Other Findings	Miscellaneous observations
9.00 Subdivision Verdict	Final assessment of subdivision viability
Technical Officer's Comment	Free-text remarks and observations
Special Note	Officer's declaration of truthfulness
Documents	Check and View the Uploaded Documents

Before submission, ensure all required documents are uploaded.

- Tick the declaration checkbox: *"I declare, that all the information/ findings provided by me are true and correct to the best of my knowledge."*

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Engineer's Comments Tab

Navigate via: **Engineering & Planning → Block Plan → Approval → Engineer's Comments**

- Fill Below mentioned fields in the Interface

Block Plan - Engineer Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	<button>Delete</button> <button>Previous Related History</button>

Owner Names
K.A.V. MALLIKA PERERA,

MA Submission

Payment Details

Draughtman's Report

Technical Officer's Report

Engineer's Comments

Legal Officer's Comments

Committee Decision

File Tracking

Engineer's Comment

Engineer's Comment History

Action
<-Select->

Assign To

Remarks

Field Name	Description
Engineer's Comments	A free-text field where the engineer enters technical observations, infrastructure notes, and recommendations regarding the block plan. This may include remarks on road access, drainage, elevation, safety, and regulatory compliance
Documents	Check and View the Uploaded Documents

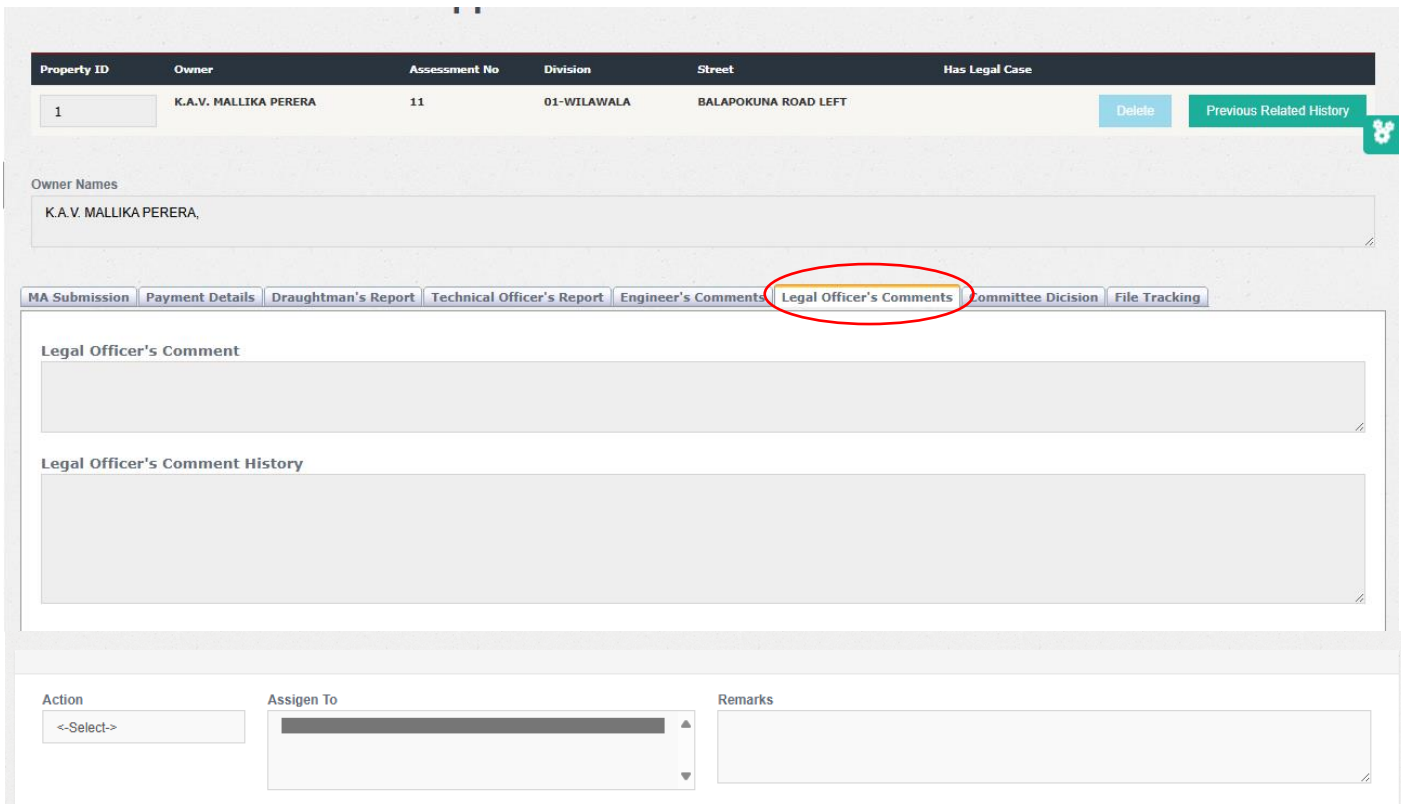
Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Legal Officer's Comments

Navigate via: **Engineering & Planning → Block Plan → Approval → Legal Officer's Comments**

- Fill Below mentioned fields in the Interface



The screenshot displays the 'Legal Officer's Comments' interface. At the top, a table lists property details: Property ID (1), Owner (K.A.V. MALLIKA PERERA), Assessment No (11), Division (01-WILAWALA), Street (BALAPOKUNA ROAD LEFT), and Has Legal Case. To the right of the table are 'Delete' and 'Previous Related History' buttons. Below the table, the 'Owner Names' field contains 'K.A.V. MALLIKA PERERA,'. A horizontal tab bar includes 'MA Submission', 'Payment Details', 'Draughtman's Report', 'Technical Officer's Report', 'Engineer's Comments', 'Legal Officer's Comments' (highlighted with a red circle), 'Committee Decision', and 'File Tracking'. The main area contains two text input fields: 'Legal Officer's Comment' and 'Legal Officer's Comment History'. At the bottom, there are three fields: 'Action' (a dropdown menu showing '<-Select->'), 'Assign To' (a dropdown menu), and 'Remarks' (a text input field).

Field Name	Description
Legal Officer's Comment	A free-text field where the Legal Officer enters remarks regarding legal compliance, ownership disputes, deed verification, and any legal concerns tied to the block plan application
Legal Officer's Comment History	Displays previously entered comments for audit and reference purposes

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Committee Decision Tab

Navigate via: **Engineering & Planning → Block Plan → Approval → Committee Decision**

- Fill Below mentioned fields in the Interface

Block Plan - Committee Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

[MA Submission](#)
[Payment Details](#)
[Draughtman's Report](#)
[Technical Officer's Report](#)
[Engineer's Comments](#)
[Legal Officer's Comments](#)
[Committee Decision](#)
[File Tracking](#)

Committee Approval Date

Draughtman's Comment History

User : malsri Date : 9/10/2025 12:56:38 PM Comment : Ok. Done



Technical Officer's Comment History

User : malsri Date : 9/10/2025 4:27:59 PM Comment : Ok

Engineer's Comment History

User : malsri Date : 9/10/2025 4:35:26 PM Comment : Done

Legal Officer's Comment History

Commissioner's Comment History



Special Condition 1

Special Condition 2

Special Condition 3

Special Condition 4

Special Condition 5

Committee Comment

Committee Comment History

Action <-Select->	Assign To 	Remarks
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Field Name	Description
Committee Approval Date	Date the committee finalized its decision on the application
Special Condition 1	Optional condition attached to the approval (e.g., road widening, drainage compliance)
Special Condition 2	Additional condition if applicable
Special Condition 3	Additional condition if applicable
Special Condition 4	Additional condition if applicable
Special Condition 5	Additional condition if applicable
Committee Comment	Free-text field for entering the final verdict (e.g., Approved, Rejected, Conditional Approval)

Embedded Comment History Tabs

Tab Name	Purpose
Draughtman's Comment History	Displays all previous remarks made by the Draughtsman
Technical Officer's Comment History	Shows the TO's evaluations and observations over time
Engineer's Comment History	Lists all engineering feedback entries
Legal Officer's Comment History	Displays legal reviews and compliance notes
Commissioner's Comment History	Shows any remarks or decisions made by the Municipal Commissioner

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

File Tracking Table

Navigate via: **Engineering & Planning → Block Plan → Approval → File Tracking**

- Fill Below mentioned fields in the Interface

Block Plan - MA Block Plan - Close File

Property ID	Owner	Assessment No	Division	Street	Has Legal Case
1	K.A.V. MALLIKA PERERA	11	01-WILAWALA	BALAPOKUNA ROAD LEFT	Delete Previous Related History

Owner Names
K.A.V. MALLIKA PERERA,

MA Submission
Payment Details
Draughtman's Report
Technical Officer's Report
Engineer's Comments
Legal Officer's Comments
Committee Decision
File Tracking

No	File Location	Date	User	Is Received	Remarks	Save
47	PL_Draftsman : malsri	9/10/2025	malsri	☐		Save
47	PL_TO : malsri	9/10/2025	malsri	☐		Save
47	PL_Engineer : malsri	9/10/2025	malsri	☐		Save
47	PL_Committee : malsri	9/10/2025	malsri	☐		Save
47	PL_Clerk : malsri	9/11/2025	malsri	☐		Save

Action: <-Select->
Assign To:
Remarks:

Field Name	Description	Example Values
No	Unique identifier for each file tracking entry	4749, 4750, 4751, 4752
File Location	Indicates the workflow stage and responsible officer for the file	PL_Draftsman: Tharindu → PL_TO: Tharindu → PL_Engineer: Tharindu → PL_Committee: Committee
Date	Date the file was logged or moved to that stage	9/10/2025

User	Officer who handled or uploaded the file at that stage	Tharindu
Is Received	Checkbox or status indicator to confirm whether the file has been officially received	(Empty or checked)
Remarks	Optional notes or comments about the file or its status	(Empty or custom text)
Save	Button to confirm any changes made to the row (e.g., remarks or received status)	Save

Action Buttons

Field Name	Description
Action	Dropdown menu to select the next workflow step (e.g., Submit, Approve, Reassign).
Assign To	Dropdown list of officers or departments to whom the task is being delegated.
Remarks	Optional field to add context, instructions, or notes for the assignee.
Save Button	Confirms and logs the assignment in the workflow history.
Exit Button	Cancels the action and returns to the previous screen.

Block Plan Re-Open

- Navigate via: **Engineering & Planning → Block Plan → Re-Open**
- **User Role Required:** Planning Officer, Engineer, or Committee Member with re-open privileges

Work Flow Re-Open

Search By ⓘ

Search For

Work flow source ⓘ

From

To

Source	Number	Date	Description	Payee	Current User	Action	Assign to	Remarks
Block Plan	BP/KB/0052/2025	10/09/2025	BP/KB/0052/2025 : Block Plan	K.A.V. MALLIKA PERERA	malsri	<-Select->	<-Select->	

A. Search by Options

Field	Description
Search By ID	Allows direct lookup using the application ID
Search for Workflow Source	Dropdown to select the source module (e.g., Block Plan)
Date Range (From / To)	Filters applications by submission date
Source Number	Application number (e.g., BP/KB/0052/2025)
Search Button	Executes the search based on selected filters

B. Search Results

Field	Description	Example
Source	Module name (e.g., Block Plan)	Block Plan
Application No	Unique application number	BP/KB/0052/2025
Date	Original submission date	10/09/2025
Description	Summary of the application	Block Plan K.A.V. MALLIKA PERERA
Payee	Applicant name	K.A.V. MALLIKA PERERA
Current User	Officer currently assigned	malsri
Action	Dropdown to select re-open action	<-Select->
Assign To	Dropdown to reassign the application to another officer	<-Select->
Remarks	Optional notes explaining the reason for re-opening	Text box

How to Re-Open an Application

1. Use the **Search Panel** to locate the application.
2. In the **Search Results Table**, select the desired **Action** (e.g., Re-Open).
3. Choose the **Assign To** officer or department.
4. Enter any **Remarks** explaining the reason for re-opening.
5. Click **Save** or **Submit** to confirm the action.