

User Guide

09.7.2. Engineering and Planning-Planning Approvals- Building 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](#)

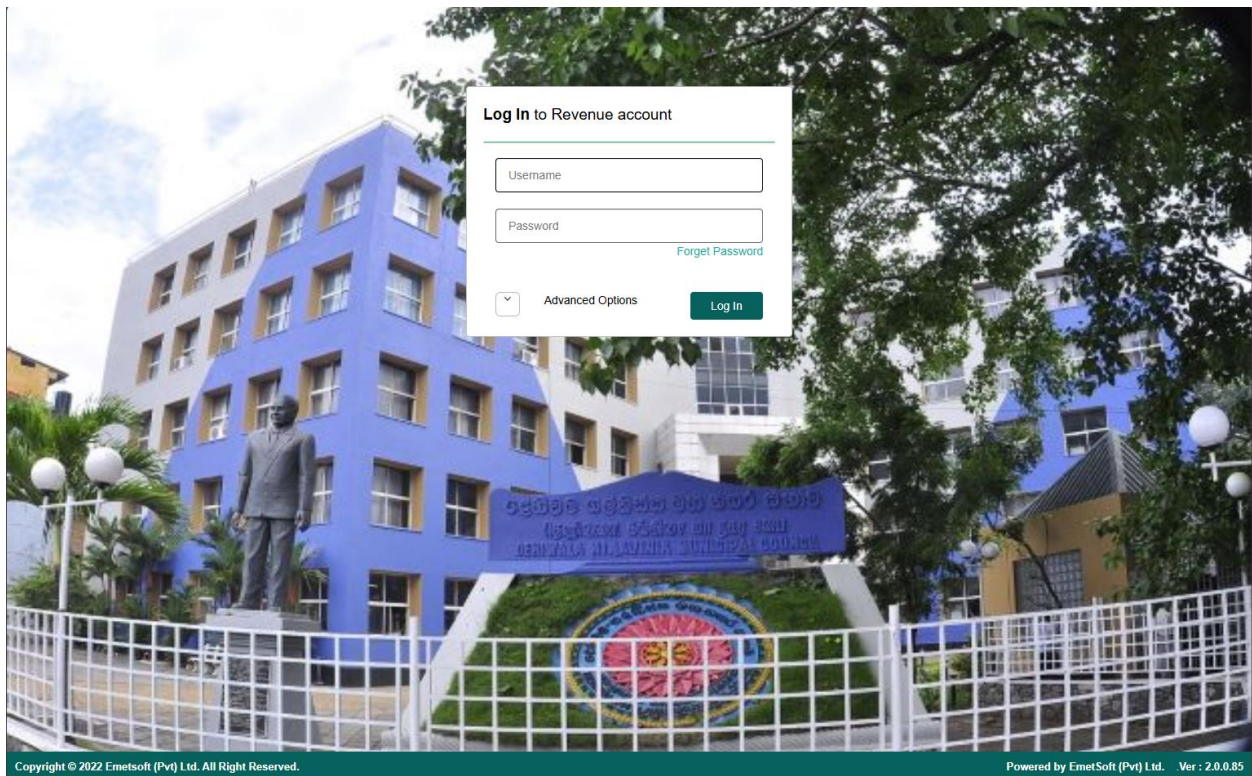
1. LOGIN INTERFACE OVERVIEW



Municipal Engineering & Planning

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

[READ MORE](#)

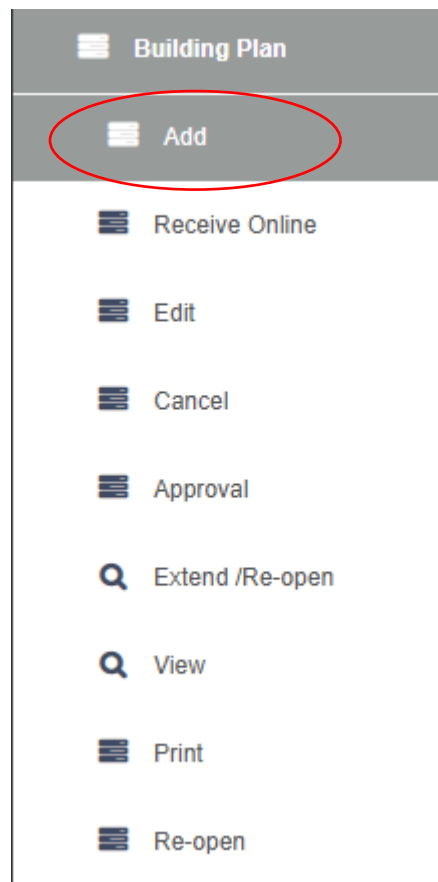


Field/Option	Description
Username	Enter your assigned ERP username. This is typically provided by the IT department.
Password	Enter your secure password.
Forget Password	Click this link to initiate password recovery if you've forgotten your credentials.
Login Button	Click to authenticate and proceed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



Navigate via: **Engineering & Planning** → **Building Plan** → **Add**

- Fill Below mentioned fields in the Interface

Building Plan - MA Initiate

Division
01-WILAWALA

Street
BALAPOKUNA ROAD LEFT

Property No./ Owner
6A/1B : MOHAMED SUBJAN MOHAMED RIZAL

Prop. ID *
159539

Add the Property

Assessment History

MA Submission

Payment Details

Draughtman's Report

Technical Officer's Report

Engineer's Comments

Legal Officer's Comments

Committee Decision

File Tracking

Building Plan ID
248

Application No *
KB/B/0033/2025

Application Date *
9/11/2025

Expire Date

Applicant Name *

Applicant Address *

Applicant Email

Telephone No *

Development Location

Total Floor Area

Unit
<-Select->

No Of Stories
<-Select->

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.

Documents

(Max Upload size : 30MB)

No	Document Type	Description	Date	Is Required	Upload	History
19*	approved base survey plan			☐	☐ Open Upload History	
19*	Survey Plan (Scale 1-1000)			☐	☐ Open Upload History	
19*	Drawings of the proposed building			☐	☐ Open Upload History	
19*	Business Registration Certificate			☐	☐ Open Upload History	
19*	Deed - title certificate			☐	☐ Open Upload History	
19*	declaration form of the owner & power of attorney			☐	☐ Open Upload History	
19*	Assessment Tax Payment Receipt for the Quarter			☐	☐ Open Upload History	
19*	Payment slip - Processing Fee			☐	☐ Open Upload History	
19*	National Identity Card-Passport			☐	☐ Open Upload History	
19*	Fire Certificate obtained from Fire Service Depart			☐	☐ Open Upload History	

◇ A. Property & Owner Details

Field	Description	Example
Division	Select Administrative division of the property	01-WILAWALA
Street	Select Street name where the property is located	BALAPOKUNA ROAD LEFT
Property No./Owner	Select Property number and owner name	6A/1B: MOHAMED SUBJAN MOHAMED RIZAN
Property ID	System-generated unique property identifier	159539

◇ B. Application Details

Field	Description	Example
Building Plan ID	Internal reference number for the application	248
Application No	Official application number	KB/B/0033/2025
Application Date	Date the application was submitted	9/11/2025
Expire Date	Validity period for the application	(User-defined)
Applicant Name	Name of the person submitting the application	(User input)
Applicant Address	Residential or mailing address	(User input)
Applicant Email	Email address for correspondence	(User input)
Telephone No	Contact number	07178945601
Development Location	Site of proposed construction	(User input)

◇ C. Building Specifications

Field	Description
Total Floor Area	Total built-up area in square feet/meters
Unit	Measurement unit (e.g., sq.ft, sq.m)
No. of Stories	Number of floors in the proposed building
Requested Usage	Intended use (e.g., Residential, Commercial)
Physical File Location	Where the physical documents are stored

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.



Building Plan Payment Details Tab

Navigate via: **Engineering & Planning → Building Plan → Approval**

- Fill Below mentioned fields in the Interface

Building Plan - MA - Application Create and Bill Generate

Property ID	Owner	Assessment No	Division	Street	Has Legal Case Has Fire Certificate Has Garage Certificate
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	No Yes [FC/0013/2025] View No -

☐ Garbage Clearance Needed
☐ Fire Certificate Needed

DeletePrevious Related History

Check Certificates

Owner Names
S.K.AMARATHUNGA,

MA SubmissionPayment DetailsDraughtman's ReportTechnical Officer's ReportEngineer's CommentsLegal Officer's CommentsCommittee DecisionFile Tracking

ID	Amount	Temp Receipt ID	Temp Receipt No	Paid Amount	Receipt No	Bill Type	Generate Temp. Bill
Select	0	5000				Planning Building Plan Applicatio	Generate Temp. Bill

+🗑️↺

ActionAssign ToRemarks

<-Select->

Field Name	Description	Example / Input Type
ID	System-generated internal reference for the payment record	2425
Amount	Fee amount to be charged for the application	5000
Temp Receipt ID	Internal ID for the temporary receipt	(Auto-generated)
Temp Receipt No	Temporary receipt number issued for payment	(Auto-generated)
Paid Amount	Amount paid by the applicant	(User-entered)
Receipt No	Final receipt number after payment confirmation	(Auto-generated after billing)
Bill Type	Type of bill being generated (e.g., Planning Fee, Application Fee)	Planning Building Plan Application Fee

Field Name	Description	Example / Input Type
Generate Temp. Bill	Button to create a temporary bill and link it to the application	☒ Button

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 → Building Plan → Approval**

- Fill Below mentioned fields in the Interface

Building Plan - Draftsman - Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case Has Fire Certificate Has Garage Certificate
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	No Yes [FC/0013/2025] View No -

☐ Garbage Clearance Needed
 ☐ Fire Certificate Needed
 Delete
Previous Related History

Owner Names
S.K.AMARATHUNGA,

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

Survey Plan No

Lot No

Name Of Surveyor

Date Of Survey Plan

Development Zone
<-Select->

Zone Factor
0.00

No		History
1.00	B/L Reservation	
1.10	B/L Reservation 1	
1.20	B/L Reservation 2	
1.30	B/L Reservation 3	
1.40	B/L Reservation 4	
2.00	S/L Reservation	
2.10	S/L Reservation 1	
2.20	S/L Reservation 2	
2.30	S/L Reservation 3	
2.40	S/L Reservation 4	
3.00	Other Reservation	
3.10	Other Reservation 1	
3.20	Other Reservation 2	
3.30	Other Reservation 3	
3.40	Other Reservation 4	
3.50	Other Reservation 5	
5.00	Site extent (B) (Square meters)	
6.00	Floor area of existing section	
6.10	Floor B2 (Square meters)	0
6.20	Floor B1 (Square meters)	0
6.30	Floor G (Square meters)	0
6.40	Floor G1 (Square meters)	0
6.50	Floor G2 (Square meters)	0
6.60	Floor G3 (Square meters)	0
6.70	Total (D) (Square meters)	
		Calculate
7.00	Floor area of proposed sections	
7.10	Floor B2 (Squars meters)	0
7.20	Floor B1 (Squars meters)	0
7.30	Floor G (Squars meters)	0
7.40	Floor G1 (Squars meters)	0
7.50	Floor G2 (Squars meters)	0
7.60	Floor G3 (Squars meters)	0
7.70	Total (E) (Squars meters)	
		Calculate
8.00	Gross floor area [Total (D) + Total(E)] (Squars meters)	
		Calculate

9.00

Floor area at ground level (C)

10.00

Number of floors

11.00

Plot coverage [(C) / (B) X 100%]

Calculate

12.00

Conclusion regarding the PB

<-Select->

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

2. Section Overview: Draughtman's Report

Field	Description
Survey Plan No	Reference number of the survey plan
Lot No	Lot identifier from the survey
Name of Surveyor	Surveyor who prepared the plan
Date of Survey Plan	Date the survey was conducted
Development Zone	Zoning classification (e.g., Residential, Commercial)
Zone Factor	Regulatory multiplier based on zone type

A. Survey & Zoning Details

Field	Description
Survey Plan No	Reference number of the survey plan
Lot No	Lot identifier from the survey
Name of Surveyor	Surveyor who prepared the plan

Date of Survey Plan	Date the survey was conducted
Development Zone	Zoning classification (e.g., Residential, Commercial)
Zone Factor	Regulatory multiplier based on zone type

B. Reservation Details

Category	Subfields
B/L Reservation	1 to 4
S/L Reservation	1 to 4
Other Reservation	1 to 5

C. Site & Floor Area Calculations

Field	Description
Site Extent (B)	Total land area in square meters
Floor Area – Existing Section	Breakdown by floor (B2, B1, G, G1, G2, G3)
Total (D)	Auto-calculated total of existing floor area
Floor Area – Proposed Section	Breakdown by floor (B2, B1, G, G1, G2, G3)
Total (E)	Auto-calculated total of proposed floor area
Gross Floor Area	Sum of existing and proposed areas (D + E)
Floor Area at Ground Level (C)	Used for plot coverage calculation
Number of Floors	Total number of stories
Plot Coverage	Calculated as $(C / B) \times 100\%$

D. Conclusion & Comments

Field	Description
Conclusion Regarding PB	Final technical verdict (e.g., Suitable, Needs Revision)
Draughtman's Comment	Free-text field for observations, recommendations, or concerns
Declaration Checkbox	“I declare that all the information/findings provided by me are true and correct...”

E. Document Uploads

Field	Description
Upload Panel	Upload supporting documents (Max size: 30MB)
Upload History	View previously uploaded files with open links

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 → Building Plan → Approval**

- Fill Below mentioned fields in the Interface

Building Plan - TO - Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case Has Fire Certificate Has Garage Certificate		
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	No Yes [FC/0013/2025] View No	☐ Garbage Clearance Needed ☐ Fire Certificate Needed	Delete Previous Related History

Check Certificates

Owner Names
S.K.AMARATHUNGA,

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->	2025-09-11					Scheduled	Check Scheduled Visits Delete

+

Save Visit Time Schedule

No			History
1.00	1/5 of floor area opening for each room ?	<-Select->	
2.00	Are the dimensions of the walls according to Clause 65 ?	<-Select->	
3.00	Are the dimensions of the floor areas according to Clause 65 ?	<-Select->	
4.00	65% of plot coverage	<-Select->	
5.00	Are all doors having a clear height of 6ft ?	<-Select->	
6.00	Is there rear space in accordance with clause 55 ?	<-Select->	
7.00	Is the site plan correct and could proposed building be erected allowing reservations sho	<-Select->	
8.00	Physical width of the road (m)		
9.00	Number of premises served by the road		
10.00	Is the PB within a controlled area ?	<-Select->	
10.10	If yes, describe		
11.00	Is the land extent permissible for the proposed usage ?	<-Select->	
12.00	Has a septic tank or water seal latrine been provided ?	<-Select->	
13.00	Is soakage pit over 50ft. away from the nearest well and it marked in the plan ?	<-Select->	
14.00	Have provisions been made for the discharge of sewage and waste to public sewers ?	<-Select->	
15.00	Will the PB obstruct to any building on the side or rear ?	<-Select->	
16.00	Will the PB obstruct or impede any water courses ?	<-Select->	
17.00	Will there be a nuisance to the road user or neighbors as a result of the discharge of rain	<-Select->	
18.00	Have gutters and down pipes been provided ?	<-Select->	
19.00	Are the levels of the land in relation to the road objectionable ?	<-Select->	
20.00	Will the PB injuriously affect any adjacent land owner ?	<-Select->	
21.00	Plot Coverage	<-Select->	
22.00	Proposed floor area	<-Select->	
22.10	FAR (A)		
22.20	Total permissible floor area [(A) X (B)] (Squars meters)		Calculate
23.00	Required Car parking bays ?		
24.00	Required Lorry parking bays ?		
24.10	Required Bus parking bays ?		
24.20	Required Container parking bays ?		
24.30	Required Disabled parking bays ?		
25.00	Provided Vehicle parking bays with regulations ?	<-Select->	
26.00	Clearances which should be obtained ?		
27.00	Has work commenced at the site ?	<-Select->	
28.00	Particulars of activities at site		
29.00	Remarks with reference to any un-authorized constructions or previous reports		

30.00	Are reservations for ditches/ drains/ canals maintained ?	<-Select-> ▼
31.00	Total proposed floor area	<-Select-> ▼

Technical Officer's Comment

Technical Officer's Comment History

Special Note

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

Action	Assign To	Remarks
<-Select-> ▼	▲ ▼	

1. Visit Time Scheduling – Field Overview

Field	Description
User Name	The officer or user scheduling the visit (e.g., <i>sunil</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>)

2. Compliance Checklist (Select and Fill Below Details in the Interface)

#	Description
1	1/5 of floor area opening for each room
2–3	Wall and floor dimensions per Clause 65
4	Plot coverage $\leq 65\%$
5	Door height $\geq 6\text{ft}$
6	Rear space per Clause 55

#	Description
7	Site plan accuracy and reservation compliance
8–9	Road width and number of premises served
10–10.1	Controlled area status and description
11–14	Sanitation: septic tank, soakage pit, sewage discharge
15–17	Obstruction to buildings, watercourses, nuisance potential
18	Gutters and downpipes provided
19–20	Land level objections and impact on neighbors
21–22.2	Plot coverage, proposed floor area, FAR calculations
23–24.3	Required parking bays (car, lorry, bus, container, disabled)
25	Provided parking compliance
26	Required clearances
27–29	Site activity status, unauthorized constructions
30	Drainage reservations maintained
31	Total proposed floor area

3. Comments & Declaration

- **Technical Officer's Comment:** Free-text field for observations
- **Comment History:** View previous entries
- **Special Note:** Declaration confirming accuracy of findings

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

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** → **Building Plan** → **Approval**

- Fill Below mentioned fields in the Interface

Building Plan - Engineer Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case Has Fire Certificate Has Garage Certificate
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	No Yes [FC/0013/2025] View No -

☐ Garbage Clearance Needed
☐ Fire Certificate Needed

DeletePrevious Related History

Check Certificates

Owner Names

S.K.AMARATHUNGA,

MA SubmissionPayment DetailsDraughtman's ReportTechnical Officer's ReportEngineer's CommentsLegal Officer's CommentsCommittee DecisionFile Tracking

Engineer's Comment

Engineer's Comment History

Documents

(Max Upload size : 30MB)

No	Document Type	Description	Date	Is Required	Upload	History
19	approved base survey plan			☐	OpenUploadHistory	
19	Survey Plan (Scale 1-1000)			☐	OpenUploadHistory	
19	Drawings of the proposed building			☐	OpenUploadHistory	
19	Business Registration Certificate			☐	OpenUploadHistory	
19	Deed - title certificate			☐	OpenUploadHistory	
19	declaration form of the owner & power of attorney			☐	OpenUploadHistory	
19	Assessment Tax Payment Receipt for the Quarter			☐	OpenUploadHistory	
19	Payment slip - Processing Fee			☐	OpenUploadHistory	
19	National Identity Card-Passport			☐	OpenUploadHistory	
19	Fire Certificate obtained from Fire Service Depart			☐	OpenUploadHistory	

Action	Assign To	Remarks
<-Select->		

Field Name	Description
Engineer's Comments	A free-text field where the engineer enters technical observations, infrastructure notes, and recommendations regarding the building 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 → Building Plan → Approval**

- Fill Below mentioned fields in the Interface

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 building plan application
Legal Officer's Comment History	Displays previously entered comments for audit and reference purposes

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](#)

Legal Officer's Comment

Legal Officer's Comment History

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

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	Cancel the action and returns to the previous screen.

Committee Decision Tab

Navigate via: **Engineering & Planning** → **Building Plan** → **Approval**

- Fill Below mentioned fields in the Interface

Building Plan - Committee Approval

Property ID	Owner	Assessment No	Division	Street	Has Legal Case Has Fire Certificate Has Garage Certificate
2425	S.K.AMARATHUNGA	1	02-DUTUGEMUNU	ANDERSON ROAD LEFT	No Yes [FC/0013/2025] View No -

☐ Garbage Clearance Needed
☐ Fire Certificate Needed

DeletePrevious Related History

Check Certificates

Owner Names
S.K.AMARATHUNGA,

MA SubmissionPayment DetailsDraughtman's ReportTechnical Officer's ReportEngineer's CommentsLegal Officer's CommentsCommittee DecisionFile Tracking

Committee Approval Date

Draughtman's Comment History
User : malsri Date : 9/11/2025 3:49:00 PM Comment : All are Ok

Technical Officer's Comment History
User : malsri Date : 9/11/2025 4:20:08 PM Comment : All are 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

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 → Building Plan → Approval**

- Fill Below mentioned fields in the Interface

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	9/11/2025
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.

Building Plan Re-Open

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

Work Flow Re-Open

Search By 

ID

Search For

Work flow source 

Building Plan

Q

From

8/12/2025

To

9/12/2025

Source	Number	Date	Description	Payee	Current User	Action	Assign to	Remarks
Building Plan	KB/B/0030/2025	19/08/2025	KB/B/0030/2025 : Building Plan	K.A.V. MALLIKA PERERA	malsri	<-Select->	<-Select->	
Building Plan	KB/B/0032/2025	19/08/2025	KB/B/0032/2025 : Building Plan	K.A.V. MALLIKA PERERA	malsri	<-Select->	<-Select->	
Building Plan	KB/B/0033/2025	11/09/2025	KB/B/0033/2025 : Building Plan	K.A.V. MALLIKA PERERA	malsri	<-Select->	<-Select->	

Save

Exit

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., Building Plan)
Date Range (From / To)	Filters applications by submission date
Source Number	Application number (e.g., KB/B/0033/2025)
Search Button	Executes the search based on selected filters

B. Search Results

Field	Description	Example
Source	Module name (e.g., Block Plan)	Building Plan
Application No	Unique application number	KB/B/0033/2025
Date	Original submission date	11/09/2025
Description	Summary of the application	Building 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.