Standard Operating Procedure for Computerised Allocation of Inspectors

All the entities which include Industry, Housing Projects, Commercial Projects and Institutions in any particular SIIDCUL IIE has been / will be designated a unique SIIDCUL ID (SID), which will an alpha-numeric code. The alpha numeric code is composed of two or three letter and three numbers i.e. PTN001.

A team of two persons go to the visits of the entities in the SIIDCUL IIE – one each from the following group

  a. Group 1 - Junior Engineer (JE) / Surveyor / AutoCAD Operator (Draftsman)
  b. Group 2 - Regional Manager / Assistant Engineer

The First Group is from the same SIIDCUL IIE whereas the Second Group is from a different IIE different from the IIE where the particular entity is based.

For Scheduled Visits – For CTE

After the Allotment to any entity following the due process by the Land Allotment Committee, possession is given to the entity after which the lease deed is executed, the entity applies for Drawing Approvals for CTE in SIDA through the SIDA Portal.

On the basis of the drawing submitted (online), a Field Inspection for the entity is assigned by Asst. Architect. The computerised allocation system then assigns one SIDA official of the Group 1 as specified above in a random manner.

The selected SIDA official will then be sent an email for the visit with an intimation to complete, sign and upload the Inspection Report in the next 48 hours through the SIIDCUL Smart City website, with a copy marked to Asst. Architect of the particular IIE and also the Client. The intimation will also be sent on the designated mobile numbers and emails of all the 3 individuals.

After the inspection is completed, the assigned SIDA Official signs the report along with the client and uploads the same on the SIIDCUL Smart City website - either OK or with Objection which goes to the Asst. Architect for evaluation.

For Scheduled Visits – For CTO

After completion of the construction of the building as per the Building Permit Approval, the entity applies for Completion / Occupancy Certificate (CTO) through the online SIDA Portal.

Then the application comes to Asst. Architect who then assigns the field visit to this entity. Another SIDA official from Group 1 excepting the SIDA Official who was assigned in the previous evaluation of the particular entity will be selected through computerised allocation for this visit. For example: if during CTE, Junior Engineer named X had gone for evaluation; he will not be in the group for the selection for the visit to that entity at this time.

The selected SIDA official will then be sent an email for the visit with an intimation to complete, sign and upload the Inspection Report in the next 48 hours through the SIIDCUL Smart City website, with a copy marked to Asst. Architect of the particular IIE and also the Client. The intimation will also be sent on the designated mobile numbers of the all the 3 individuals.

For Surprise Visits of Randomly Selected SIDs

This visit can happen anytime between the CTE and CTO and even after the CTO is issued. This is done to make sure that the building plan as approved by SIDA to the entity is followed in complete spirit.

First week of every month, the server in SIIDCUL office randomly picks up 5 SIDs which then gets informed to the Asst. Architect. The Asst. Architect will then assign field visits to these 5 SIDs and through computerised allocation system, randomly assigns one SIDA official from Group 1 and Group 2 each.

The Selected Field Visit Group will then be sent an email for the visit with an intimation to complete, sign and upload the Inspection Report in the next 48 hours through the SIIDCUL Smart City website, with a copy marked to Asst. Architect of the particular IIE and also the Client. The intimation will also be sent on the designated mobile numbers of the all the 4 individuals.

After the inspection is completed, the assigned Selected Field Visit Group signs the report along with the client and uploads the same on the SIIDCUL Smart City website - either OK or with Objection.

Then the report is checked by the Asst. Architect and sent to the Architect Planner and CEO for their views and approval if any through online system.