



**STATE INDUSTRIAL DEVELOPMENT
AUTHORITY OF UTTARAKHAND.**

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Ref.:Memo /CEO/SIDA/2016

Dt: 15 Feb, 2016.

OFFICE ORDER

In order to streamline the inspections in regards to Construction Permit i.e. Building Plan Approval and Occupancy Certificate issued by SIDA and during any surprise/Random allocation visit, the authorised personnel will conduct and submit the building inspection report within 48 hours.

The Process Flow for the Online Submission of Inspection Report to be followed is as described below:

- Go to Siidculsmartcity Website : <https://www.siidculsmartcity.com/>
- Click on SIDA Portal at the bottom of the screen
- Then Enter the location wise Login credentials i.e. User ID and Password
- The list of open inspections to be done will be displayed to the concerned official.
- Download the Format of Respective Inspection Format
- Fill up the Format at the time of Inspection.
- The completed Inspection Report is to be signed by both Client and SIDA Official along with other officers at the time of Random Site Visit.
- Then the Inspection report is to be uploaded mandatorily into the portal from their logins within next 48 hours which can be viewed and downloaded at the Respective Client's logins also.

If the Inspection Report is not submitted within the specified time of 48 hours, then the matter will be escalated to higher authority and required sanctions taken against the offending SIDA official.

The circular will come into force with immediate effect.

**-SD-
CEO, SIDA.**

C.C.

1. All GMs, DGMs, AGMs SIIDCUL
2. Mr. Y S Pundir, Architect Planner, SIDA.
3. All Asst. Architects and Architect Section.
4. All RMs.

**-SD-
CEO, SIDA**