

<b>Standard Operating Procedure</b>	
<b>Name of Service : Detailed Inspection Procedure- Building Plan Approval/Consent to Establishment (BPA/CTE)</b>	
<b>Step</b>	<b>Detailed Process</b>
Applicant Registration	An applicant has to visit in <a href="https://investuttarakhand.com">https://investuttarakhand.com</a> , and need to be registered in Single Window Clearance System (SWCS). For that, applicant has to fill all required fields with their Email-ID & mobile no. which then is authenticated for SMS & Email notification. Once registration is completed then applicant has to activate his SWCS account by click on activation link which is sent to their registered Email ID.
Application Submission by Applicant	Applicant has to login in <a href="https://investuttarakhand.com">https://investuttarakhand.com</a> , the Single Window Clearance System (SWCS) then select “HRDA” department under Departmental Services and apply for Building Plan Approval / Consent to Establish (BPA/CTE). The applicant then has to complete the application form and click on <b>Save as Draft</b> button. After this activity proposal no. will be generated by the system automatically.
Required Documents	Applicant has to upload all required documents as well as additional document(s) if any, under <b>Documents</b> tab. → <i>list of Required documents:</i> <ol style="list-style-type: none"> <li>1. Sale Deed/Gift Deed/Will Deed/Any Other Deed Ownership documents (Registry/Deed’s etc)</li> <li>2. Mutation / Assessment Ownership documents (Mutation/Assessment etc)</li> <li>3. Affidavit</li> <li>4. Drawing PDF</li> <li>5. Additional Documents If required</li> <li>6. List of Pre-Construction / Post-Construction NOCs</li> </ol>
Upload Drawing (dwg)	Applicant has to upload AutoCAD (dwg) drawing which should be converted in Pre-DCR
Fee Payment	Applicant has to pay submission charge as per bye laws, Thereafter, Challan will be generated and payment will be made through online payment gateway by credit card, debit card, net banking, as payment done file send to authority automatically and a SMS and Email will be send to application in registered mobile no and email address.
Payment Reconciliation	<ol style="list-style-type: none"> <li>1. Cashier has to reconcile the payment which is paid by applicant.</li> <li>2. Cashier can also send back the application if any issues.</li> <li>3. Once payment reconciled application will gets jurisdiction based allocation and send to map clerk of respective location.</li> </ol>
Document Verification	<ol style="list-style-type: none"> <li>1. Map clerk will receive and verify the document(s) which are attached by applicant.</li> <li>2. Map clerk can raise objection and send proposal to applicant if found any objection. In which applicant will revert back after resolve all the objection.</li> <li>3. Once all documents are verified application will gets jurisdiction based allocation and send to Draftsman of respective location.</li> </ol>

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Verify Land use	<ol style="list-style-type: none"> <li>1. Draftsman will verify the land use of application.</li> <li>2. If found any objection then draftsman will raise objection which in turn is reverted back to the applicant.</li> <li>3. If objection is not resolvable then file will send to final authority for rejection.</li> <li>4. Once all documents are verified application will gets jurisdiction based allocation and send to Junior Engineer of respective location.</li> </ol>
Junior Engineer Console	<p>The inspection procedure for BPA/CTE is as per the following:</p> <ol style="list-style-type: none"> <li>1. Junior Engineer has to open respective proposal</li> <li>2. Junior Engineer will run online scrutiny on submitted map (.dwg file) &amp;</li> <li>3. The drawing scrutiny report gets generated which the Junior Engineer has to check for inconsistencies</li> <li>4. The Junior Engineer can revert the application to the applicant in case there are any issues with either the application form, documents submitted and/or the drawing scrutiny report</li> <li>5. Once the application is checked for completeness, the Junior Engineer has to plan a Joint Site Inspection for site inspections where he can select the external department(s) for joint inspection, based on requirements</li> <li>6. After Joint Site Inspection has been done, the Junior Engineer has to mandatorily upload Joint Site Inspection Report within 48 hours</li> <li>7. Junior Engineer will attach the site photograph(s)</li> <li>8. Junior Engineer has to add the required CTE condition(s)</li> <li>9. Junior Engineer has to create demand for approval charges</li> <li>10. If all documents, scrutiny and Joint Site Inspection Report are checked as ok then Junior Engineer will send the proposal to Assistant Engineer (Asst. Engineer)</li> </ol>
Asst. Engineer console	<ol style="list-style-type: none"> <li>1. Asst. Engineer will open a proposal</li> <li>2. Asst. Engineer can view the all attached document(s), scrutiny , site visit report &amp; Approval charges</li> <li>3. If any objection is found, then the Asst. Engineer can raise objection, which in turn is reverted back to the applicant</li> <li>4. If everything is found ok, then the application is forward to Executive Engineer for further actions.</li> </ol>
Executive Engineer Console	<ol style="list-style-type: none"> <li>1. Executive Engineer will open a proposal</li> <li>2. Executive Engineer can view the all attached document(s), scrutiny , site visit report &amp; Approval charges</li> <li>3. If any objection is found, then the Executive Engineer can raise objection, which in turn is reverted back to the applicant</li> <li>4. If everything is found ok, then the application is forward to Secretary for further actions.</li> </ol>

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Secretary console	<ol style="list-style-type: none"> <li>1. Secretary will open a proposal</li> <li>2. Secretary can view the all attached document(s), scrutiny , site visit report &amp; Approval charges</li> <li>3. If any objection is found, then the Secretary can raise objection, which in turn is reverted back to the applicant</li> <li>4. If everything is found ok, then the application is forward to Vice Chairman for further actions.</li> </ol>
Vice Chairman Console	<ol style="list-style-type: none"> <li>1. Based on the recommendations, the Chief Executive Officer approves the application (or rejects, in case of any issue).</li> <li>2. Once the application has been approved by Vice Chairman it will send automatically to applicant for submission of approval charges.</li> </ol>
Applicant Console	Applicant has to pay approval charges then it will be automatically send to cashier.
Cashier Console	<ol style="list-style-type: none"> <li>1. Cashier has to reconcile the payment which is paid by applicant</li> <li>2. Cashier can also send back the application if any issues</li> <li>3. Once payment reconciled application will send automatically to Digital signing authority</li> </ol>
Digital Signature on approved MAP and Consent to Establishment letter	The drawing map is digitally signed by the Secretary along with the Map Approval Certificate
Applicant Console on Single Window Portal	<ol style="list-style-type: none"> <li>1. The applicant at any point of time can check the status of the application on the Single Window Portal</li> <li>2. The approval / rejection / objection certificates are also available for view / download by the applicant on the Single Window Portal</li> <li>3. The Status can also be tracked by using the unique reference number</li> <li>4. The applicant is apprised of the status of the applicant at each event (submission, query, objection and final approval/rejection) with an SMS / Email Notification on the registered mobile number and email address</li> </ol>

**Comprehensive List of NOCs / Clearances for Pre-Construction and Post-Construction Stages**

S. No.	NOC Required	Department	Remarks
1	Fire NOC	Fire Department	Building should be in accordance to rules laid down by fire department
2	Electricity NOC	UPCL	If the proposed building is under/near HT lines
3	Distance from River and Nala	Irrigation Department	As per the law a minimum distance from the banks of the river should be there, NOC from Revenue Department in case of lands abut Water Bodies, Water Courses & Nalas with sketch plan with measurements. (Wherever required).
4	Tree Cutting / Tree Transit	Forest Department	If the proposed site is adjacent to forest land
5	Pollution NOC	UEPPCB	If the proposed site is larger than 20000 sq.m.
6	Road widening	NHAI	If proposed site is adjacent to the National High way
7	High Rise Buildings	AAI	If Proposed site falls within the Air Funnel Zone/ Vicinity of Airport
8	Distance from Archaeological Areas	ASI	If Proposed site falls within the vicinity of archaeological area
9	Distance from Protected Monuments Areas	NMA	If Proposed site falls within the vicinity of protected monument
10	Defense Land	Defense	If Proposed site falls within the vicinity of Army or Cantt area
11	Road Widening As per PWD	PWD	If proposed site is adjacent to the State High way