

PROCEDURE FOR SITE INSPECTION

I.SITE INSPECTION FOR ISSUAL COMMENCEMENT CERTIFICATE:

On submission of application for issue of commencement certificate by the applicant along with the Plinth level drawing with column position, Photographs showing setbacks on all sides, the Jurisdictional Assistant Engineer / Junior Engineer shall scrutiny the submitted documents within **one day** from the receipt of the application.

Intimation of inspection shall be generated within **one day** of completion of the scrutiny of documents through SMS and e-mail only. The scheduled date and time shall be intimated to the applicant and the scheduled date shall **not exceed three days**.

The Jurisdictional Assistant Engineer / Junior Engineer and Assistant Director shall compile the observations and verify the as built drawing with respect to the sanctioned drawing and record the findings in the prescribed annexure appended herewith and upload the site inspection report within **24 hours** of the site inspection.

Inspection will be done by Assistant Engineer / Junior Engineer, Assistant Director and Deputy Director for head office proposals. For Suvarna Paravanige Assistant Engineer / Junior Engineer and for general proposal Assistant Engineer / Junior Engineer and Assistant Director for Zonal office proposals.

Inspection will be done in the presence or in the absence of applicant or his representatives. If the applicant has any comments on the recorded details of inspection, he/she may forward such comments to the office within 48 hours of inspection report is published.

INSPECTION TIMELINE;

Sl.No.	Office Jurisdiction	Inspecting officers	Inspection Schedule	Publication of inspection reports
Head office				
1.	Commencement Certificate	AE / JE and ADTP	Within 3days of application	Within 24 hour of inspection
Zonal office				
2.	Commencement Certificate	AE / JE and ADTP	Within 3 days of application	Within 24 hour of inspection

