



Department of Urban Administration and Development of Chhattisgarh

Inspection Manual

(Complete guide for Inspection of Units)

User Guide for Online Registration and Availing Department Services

Department of Urban Administration and Development of Chhattisgarh

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1 Risk Based Assessment

The inspection procedure for the establishment has been determined on the basis of their classification into different categories with respect to various risk parameters. The establishments will be categorised in High risk, Medium risk & Low risk entities based upon these parameters.

1.1 Risk Parameters for building plan approval and occupancy

The following parameters are considered to assess the risk in a unit/establishment

1. According to size of plot and use of building
2. According to Height of building

1.2 Classification criteria

Table 1: Parameters based classification of Low Risk, Medium Risk & High Risk establishments

	Low Risk	Medium Risk	High Risk
<i>Hazardous</i>	No	No	
<i>Parameter 1</i>	Uptp 120 Sq.Mtr.	Up to 200 Sq.Mtr. for residential and up to 1000 Sq.Mtr. for commercial	above 200 Sq.Mtr. for residential and above 1000 Sq.Mtr. for commercial
<i>Parameter 2</i>	Upto 9 M	9 M to 12.5 M	Above 12.5 M
<i>Type of Certification/ Inspection Required</i>	Self certification*	Third party certification**	Departmental Inspection***

*For low risk, inspection at plinth level required by department

** For Medium risk, third party certification/ departmental inspection is required

*** For High Risk Buildings inspection will be carried out by department as per rule 34 of Chhattisgarh Bhumi Vikas Niyam, 1984

Allocation of Inspector

The screenshot displays the 'User Entry' form in the 'Municipal Corporation Raipur' system. The form fields are as follows:

- Location: Municipal Corporation Raipur
- First Name: Zone2
- First Name in Hindi: जॉन 2
- Last Name: Sub Engineer
- Last Name in Hindi: उप अभियंता
- Address: Zone2 Raipur
- Email Id: sez2@edcr.in
- Mobile No: 9907782642
- Role: First Approver User
- Type: Sub Engineer
- Area: Kushabhau Thakre Ward (Z-2), Guru Ghasidas Ward (Z-3), Shaheed Veer Narayan Singh Ward (Z-3)
- Password: [Redacted]
- Confirm Password: [Redacted]
- Authorized for Concession:
- Defunct:

Below the form, a 'GIS Application' window is open, showing a map with a highlighted green area. A table of 'BPMS Information' is displayed on the right side of the map:

Attribute	Value
Parcel Unique Id	
Ward Num	30
Ward Name	Kalimata Ward
Zone Num	3
Legal Status	LEGAL
Location Status	Congested
Plot Zone Description	Developed area
Kasra Num	10
Land Use	RESIDENTIAL
Corner Count	4
Corner LatLong	81539549.49948E21

Inspector is allocated with Area wise

2 Inspection Procedure Steps

A. For Departmental Inspection

Flowchart for all types of buildings on plinth level which is mandatory:

- After starting the construction work at plinth level, concerning registered architect will intimate for plinth level inspection.
- Department will arrange plinth level inspection within 7 days
- Department will issue report

230 मध्यप्रदेश/छत्तीसगढ़ नगर विकास विधि संहिता [परिशिष्ट च-छ

परिशिष्ट च
[नियम 31 (2)]
कुर्सी स्तर पर भवन के निरीक्षण के लिये सूचना का प्रारूप

मैं, एतद्द्वारा, अधिसूचित करता हूँ कि भवन क्रमांक.....भू-खंड क्रमांक.....बस्ती/मार्ग.....मोहल्ला/बाजार/सड़क..... नगरमें निर्माण, पुनर्निर्माण या भौतिक परिवर्तन, जिसके लिये.....को प्रारम्भ करने की सूचना दी जा चुकी है, कुर्सी स्तर तक पहुंच चुका है। अतः आपसे अनुरोध है कि इस सूचना की तारीख से सात दिनों के भीतर कार्य का निरीक्षण करने तथा उसके बाद में उपर्युक्त कुर्सी स्तर से ऊपर का निर्माण कार्य प्रारंभ करूंगा।

उक्त कार्य आपके द्वारा दी गई अनुमति के अन्तर्गत आता है, देखिए क्रमांक.....दिनांक तथा अनुज्ञप्त वास्तुविद/संरचना इंजीनियर/इंजीनियर/पर्यवेक्षक/नगर निवेशक अनुज्ञप्ति क्रमांक.....के पर्यवेक्षणाधीन तथा मंजूरी रेखाओं के अनुसार किया जा रहा है। देखिए क्रमांक.....दिनांक.....

दिनांक.....

स्वामी के हस्ताक्षर.....
स्वामी का नाम.....
(स्पष्ट अक्षरों में)
स्वामी का पता.....

परिशिष्ट छ
[नियम 31 (2) (च)]
कार्य पूर्णता प्रमाण-पत्र के लिये प्रारूप

At the time of uploading the proposal architect have to submit the Required documents as per Risk Factor

“ **LOW RISK** “ – Architect have to submit “Self Certification” at the time of submitting the proposal.

“ **MEDIUM RISK** “ – Site Inspection by department is not required and Architect have to submit “Third Party Verification” at the time of submitting the proposal

” **HIGH RISK**” – Site Inspection by department is required.

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Step 1 – Department will do site inspection only in case of “HIGH RISK”

Department will login through his/her ID , will go to Proposal Approval, And Site Inspection option will be open for “High Risk” Cases and will do site visit and submit report.

The screenshot shows a web browser window displaying the 'Town and Country Planning' portal. The main content area is titled 'Site Visit Report' and contains the following information:

- Proposal No. : 17
- Udyam Akanksha No. :
- Proposal Date : 15/06/2016
- Proposal Type : INDUSTRIAL
- Project Code : AMIS-RMC-2016-0031
- Architect : Amit Sen
- Project Name : SHED BUILDING PLAN FOR M/S HAIDER BROTHER
- Proposed Plot Area : 1062
- Proposed Building Area : 342
- Risk Level : HIGH RISK

Below this information is a 'Visit Entry' section with the following fields:

- Visit Date : 15/06/2016 (DD/MM/YYYY)
- Engineer Name : [Empty field]
- Upload Photograph : Choose File | No file chosen
- Upload Document : Choose File | No file chosen

At the bottom, there is a table with the following data:

Sr.No.	Title	Remark
1	Proposal Application No	17
2	Client Name	Shri Faizan Haider Haideri s/o Shri Azadar Hussain Haider
3	Ward no. and Name	1 Tendua

3 List of Documents

Following are the list of documents which the establishment/unit need to present at the time of inspection.

Departmental Verification

- 1.Approved building plan
- 2.Working plan
- 3.Service plan

4 Format of Inspection form

Formats of inspection form for self-certification, Departmental Certification in case of low, medium and high risk are given below –

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भवन निर्माण के दौरान स्थल निरीक्षण के दौरान जांच के बिन्दु

- =====
- (1) आवेदक का नाम
- (2) स्थल का पूर्ण पता
- (3) निरीक्षककर्ता का नाम पदनाम
- (4) भवन के पूर्णता के संदर्भ में उचित उल्लेख, पूर्ण/अपूर्ण की स्थिति टीप सहित –

	कार्य विवरण	पूर्ण/अपूर्ण	टीप
A	भवन निर्माण कार्य की स्थिति	पूर्ण/अपूर्ण	
B	स्वीकृति अनुसार भवन निर्माण की स्थिति	पूर्ण/अपूर्ण	प्लिन्थ लेवल/तल
C	स्वीकृति अनुरूप एम.ओ.एस. छोड़ा गया है –	हाँ/ नहीं	
D	स्वीकृति अनुरूप सड़क चौड़ाई छोड़ी गई है –	हाँ/ नहीं	
E	स्वीकृति अनुसार पार्किंग की व्यवस्था की गई है –	हाँ/ नहीं	
F	स्वीकृति अनुरूप लिफ्ट, गार्डन तथा अन्य जन उपयोगी सुविधाओं का विकास किया गया है –	हाँ/ नहीं	
G	सड़क तथा नाली के अंतिम छोर तक का निर्माण किया गया है –	हाँ/ नहीं	

निरीक्षककर्ता

5 Timelines & other instructions for Inspector

1. The inspector must upload the Inspection Report within 48 hours of the physical inspection
2. Inspectors will be selected through GIS.
3. Users can login, view and download the inspection report uploaded by the inspector only after 48 hours of inspection.

6 Download Inspection Report & Third Party Verification

Downloading inspection report

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- Users can login, view and download the inspection report uploaded by the inspector only after 48 hours of inspection by going to bpms.sudacg.in, Logging in from his ID and will go to link “Project Verification Status”- Site Visit Report.

Municipal Corporation Raipur												
<ul style="list-style-type: none"> Payment Status Entry(Post Approval) Certificate Print My Account Download Certificate And Drawing Renewal Proposal Renewal Payment Registration Renewal Entry Upload Signup Document Payment Receipt Reprint +Application and Notices Project Verification Status Project Status Report Proposal Drawing Status Report 	Sr.No.	Proposal No.	Project Code	Udyam Akanksha No.	Date of Upload	Current Status	Risk Level	Site Visit Report	File Pending/ Approved with Whom	No. of Days	Remarks of Previous Employee	
	1	665	MAPA-RMC-2014-0001		16/12/2014	Pending				Zone5 Sub Engineer	589	
	2	666	MAPA-RMC-2014-0002		16/12/2014	Pending				Zone5 Sub Engineer	589	
	3	680	MAPA-RMC-2014-0003		16/12/2014	Pending				Zone5 Sub Engineer	589	
	4	694	MAPA-RMC-2014-0004		18/12/2014	Pending				Zone5 Sub Engineer	587	
	5	1006	MAPA-RMC-2015-0005		21/01/2015	Pending				Zone5 Sub Engineer	583	
	6	1057	MAPA-RMC-2015-0006		24/01/2015	Pending				Zone5 Sub Engineer	581	
	7	1278	MAPA-RMC-2015-0007		16/02/2015	Forward		11. Current Roadwidth East Direction- ok 12. Is high tension electric line adjacent to plot- ok 13. Details Regarding Nalah or Waterbody or any Sewer Line- ok 14. Land use as per Development Plan- ok 15. Details and use of Present and Proposed Development at the site- ok 16. Is Building Permission taken for site. If Yes State the Year of Permission and Details- ok	Zone 8 Sub Engineer		ok	

Third Party Verification

- Citizen can verify registered architect ,Structural Engineer,Civil Engineer,Supervisor , etc by going to bpms.sudacg.in ,Logging In – ID – guest@edcr.in , Password – password Also if you want to check proposal ststus/Certificates , go to bpms.sudacg.in ,Select Municipal Corporation, go to Public Disclosure ,and can check the proposal details .