



**Government of Jammu and Kashmir**  
**Housing and Urban Development Department**  
*Civil Secretariat, Jammu*

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**Subject:** Notification of Online Inspection Checklist, Procedure and Mandatory Uploading of Inspection Report within 24 Hours for Identified Online Services under Business Reforms Action Plan (BRAP).

**Government Order No. 43-JK(HUD) of 2026**

**Dated: 27-02-2026**

In pursuance of the Business Reforms Action Plan (BRAP) and in order to enhance transparency, accountability, ease of doing business, and time-bound service delivery, it is hereby ordered that:

1. For the below mentioned online services all field inspections shall be conducted strictly as per the notified Inspection Checklist and Inspection Procedure.
2. The Inspection Report shall mandatorily be uploaded online within 24 hours of conducting the inspection.
3. No manual/offline inspection report shall be entertained by the authorities.

This shall apply to the following services:

**A. BUILDING PERMISSION & ALLIED SERVICES (Through OBPS Portal)**

1. Building Plan Approval
2. Permission for Alteration / Addition / Revision / Revalidation
3. Permission for Demolition and Reconstruction
4. Plinth Level Approval
5. Occupancy / Completion Certificate

**Inspection Procedure**

1. Inspection shall be scheduled through the OBPS Portal.
2. Inspection shall be conducted strictly against "As per Approved Plan" parameters.
3. Geo-tagged photographs shall be uploaded during inspection.
4. Deviations, if any, shall be clearly recorded.
5. Recommendation (Approved / Rejected / Shortfall) shall be recorded in system.
6. Inspection Report must be digitally submitted within 24 hours.

## Standard Inspection Checklist (Building Permission & Allied Services)

The inspection shall include, but not be limited to, the following parameters:

### I. Plot Verification

- Plot area as per building permission application
- Dimensions of plot (Front, Rear, Side setbacks)
- Total road width
- Plot area as per land documents vs site
- Location as per building permission application

### II. Status of Property

- Vacant / Built-up
- Construction started / Not started
- Demolition status (if applicable)

### III. Land & Ownership Verification

- Extra land involved (Yes/No)
- Allotment by competent authority (if applicable)

### IV. Site Compliance

- Width of approach road
- Proximity to protected monuments / heritage zone/defence/NHAI etc
- Compliance with zoning regulations

### V. Stage Specific Checks

#### *For Plinth Approval*

- Plinth level as per sanctioned drawing
- Setback compliance
- Basement excavation compliance (if applicable)

#### *For Occupancy / Completion Certificate*

- Completion as per approved plan
- Structural stability certificate(if applicable)
- Fire NOC compliance (if applicable)
- Rainwater harvesting provision(if applicable)
- Parking provision(if applicable)
- Accessibility compliance
- Photographic evidence

### VI. Mandatory Timeline

- Inspection Report Upload: Within 24 hours
- Accountability shall be fixed in case of non-compliance.

## **B. MUNICIPAL TRADE LICENSE/ NOC FOR COMMERCIAL ESTABLISHMENT (THROUGH JANSUGAM PORTAL)**

### **Inspection Procedure**

1. Physical inspection shall be scheduled through online portal.
2. Verification shall be carried out as per checklist.
3. Photographs of premises shall be uploaded.
4. Report shall be uploaded within 24 hours.

### **Inspection Checklist**

- Name & nature of trade
- Address verification
- Ownership / rent agreement verification
- Land use conformity (Commercial/Mixed use)
- Floor area
- Fire safety compliance (if applicable)
- Health & sanitation condition
- Solid waste disposal mechanism
- Signage compliance
- Nuisance / obstruction to public movement
- Parking Availability (if applicable)

## **C. SEWERAGE CONNECTION (THROUGH JANSUGAM PORTAL)**

### **Inspection Procedure**

- Site verification before granting new sewer connection.
- Alignment and feasibility verification.
- Upload of inspection findings within 24 hours.

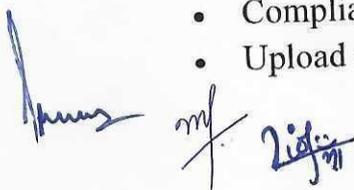
### **Inspection Checklist**

- Property location & ID verification
- Distance from nearest sewer line
- Technical feasibility
- Road cutting requirement
- Restoration condition
- Internal plumbing readiness
- No pending dues
- Environmental compliance

## **D. CERTIFICATE OF VENDING/ STREET VENDOR LICENSE (THROUGH JANSUGAM PORTAL)**

### **Inspection Procedure**

- Field verification by designated officer.
- Compliance with Street Vendors Act provisions.
- Upload of report within 24 hours.



## Inspection Checklist

- Vendor identity verification
- Vending category (stationary/mobile)
- Location as per vending zone plan
- Non-obstruction of pedestrian/traffic flow
- Public safety compliance
- Distance from restricted zones
- Existing encroachment verification
- Photographic evidence
- Recommendation as per Town Vending Committee norms

This order shall come into force with immediate effect and shall be applicable to all Urban Local Bodies, Development Authorities, and Corporations under the administrative control of Housing & Urban Development Department, J&K.

*By Order of the Government of Jammu & Kashmir.*

Sd/-

**(Mandeep Kaur) IAS**

Commissioner/Secretary to the Government  
Housing and Urban Development Department

No. HUD-ADM020/5/2026 (7735077)

Dated: 27-02-2026

Copy to the:-

1. All Financial Commissioners (Additional Chief Secretaries).
2. Additional Chief Secretary to the Hon'ble Chief Minister.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Hon'ble Lieutenant Governor, J&K.
6. Joint Secretary (Jammu, Kashmir and Ladakh), Ministry of Home Affairs, Government of India.
7. Chief Electoral Officer, J&K.
8. All Commissioner/Secretaries to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. Principal Resident Commissioner, J&K Government, New Delhi.
11. Chairperson, J&K Special Tribunal.
12. Director General, J&K Institute of Management, Public Administration and Rural Development.
13. Secretary, J&K Public Service Commission.
14. All Heads of Department/Managing Directors.
15. All Deputy Commissioners.
16. Director Estates, Jammu/Kashmir.
17. Director, Archives, Archaeology and Museums, J&K.
18. Director Information, J&K.
19. Secretary, J&K Service Selection Board/BOPEE.
20. Secretary, J&K Legislative Assembly.
21. OSD/Private Secretary to Hon'ble Chief Minister.

22. General Manager, Government Press, Srinagar/Jammu.
23. Private Secretary to Hon'ble Deputy Chief Minister.
24. Private Secretary to Chief Secretary, J&K.
25. Private Secretaries to all Hon'ble Ministers.
26. Private Secretary to Advisor to Hon'ble Chief Minister.
27. Private Secretary to Commissioner/Secretary to the Government, Housing & Urban Development Department.
28. Incharge Website, Housing & Urban Development Department.
29. Government Order File.

  
27/02/2026  
(Ridhima Sharma) JKAS

 Under Secretary to the Government  
Housing and Urban Development Department 