

## Standard Operating Procedure (SOP)

- The proposals are required to be sent in the prescribed proforma available at on HCC website [http://hccdelhi.org/site\\_content/attachments/proformae.pdf](http://hccdelhi.org/site_content/attachments/proformae.pdf).
- The proforma and drawings are received through concerned local body.
- The recommendations of the HCC together with approved drawings based on the HCC's observations, if any, are sent back to the local body.
- The minutes of the meeting are uploaded on HCC website soon after getting its approval from the HCC.