

**STANDARD OPERATING PROCEDURE –
COMPUTERISED ALLOCATION OF INSPECTORS**

Step	Activity	Responsibility	Documents Involved
1	Logs into the System with the Valid Credentials and Captcha	DLC	
2	Lands up into the Dashboard and selects Randomisation Option	DLC	
3	Views the List of Inspectors posted in respective LWFC	DLC	
4	Selects the District → Subdivision from the Drop down menu	DLC	
5	Exercise the Option of Randomisation through the system (Portal) and confirms the submission	DLC	
6	Names of Inspectors posted within the sub division will be randomly allocated among the LWFCs situated within that Sub division and a List will be generated with the Date of Randomisation	DLC	
7	Logs into the System with the Valid Credentials and Captcha	ALC	
8	Lands up into the Dashboard and views the Randomised List of Inspectors with respect to Subdivisions/ RLO	ALC	
9	Exercise the Option of Randomisation where GP / ward within the assigned LWFC (Block/ Municipality/ Corporation) will be randomly allocated to the inspector and confirms the submission	ALC	
10	Randomised List is generated with the Date of Randomisation and selects the Date Range of Inspection from Date picker	ALC	
11	Logs into the system with the Credentials	Inspector	
12	Lands up into the Dashboard and views the Inspection Schedule along with Date and the Randomised GP/ Ward allocated to him/her for inspection	Inspector	