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GOVERNMENT OF WEST BENGAL
 DEPARTMENT OF INFORMATION TECHNOLOGY & ELECTRONICS
 MONI BHANDAR (5TH & 6TH) FLOOR, BLOCK- EP&GP,
 SECTOR-V, SALT LAKE, KOLKATA-700 091.
 Phone : 2357-2545, Fax : 2357- 2534.

NOTIFICATION

No: 345 -IT/0/32/2016 Part-III

Dated: 8.5.2019.

Ref: This Office Notification No 30-IT/0/32/2016 Part-III dated 15.1.2019.

As mandated by Business Reforms Action Plan 2019 (BRAP 2019) for promotion of ease of doing business in the State of West Bengal, the online applications for issuance of certificate for plinth level completion and issuance of occupancy certificate have been implemented and deployed in the West Bengal E-District platform. With reference to this, as mandated by BRAP 2019, the procedure and checklist (except in case of complaint based inspections) of the above mentioned online applications is given below;

A. Inspection Procedure for plinth level Completion:

Step-1: Applicant shall intimate about the completion of building up to the plinth level, in e-District portal (<https://edistrict.wb.gov.in>). The applicant will also need to fill up the online application form for plinth level completion along with uploading of the documents in e-district application. Upon intimation the applicant and the concerned authority will get a notification through SMS and over e-mail.

Step-2: On receipt of the notification through SMS and over e-mail the concerned authority will make a preliminary check of the plinth inspection application submitted online by applicant along with the documents and if all the documents with the application form are in order, then computerized allocation of inspector will be done. If any clarification needed from the applicant regarding the application and documents, one time clarification will be sent to applicant from the Authority's end. If in the 2nd time any discrepancy is seen in the documents or regarding the clarification submitted by applicant, the entire application will be rejected.

Step-3: The concerned authority shall fix up the date of inspection. Intimation about the date of inspection will reach to the applicant through SMS & over e-mail through e-district portal.

Step-4: The inspection report will then be uploaded in the e-district web portal within 48 hours (forty eight) from the date of holding joint inspection and intimation will be sent to the applicant through SMS and over e-mail.

Step-5: If it is found in the inspection report that, everything is in order, the concerned authority shall inform the applicant by issuing a digitally signed certificate, otherwise, if the concerned authority finds that there is a requirement for re-inspection, then the applicant will be requested to show cause for the discrepancy occurred in the inspection, otherwise the application will be rejected.

B. Inspection Procedure for Occupancy Certificate:

Step-1: Applicant needs to submit notice of completion of building, in e-District portal (<https://edistrict.wb.gov.in>) and need to fill up the online application form seeking for issuance of occupancy certificate along with uploading of the documents in e-district application. Upon intimation the applicant and the concerned authority will get a notification through SMS and over e-mail.

Step-2: On receipt of the notification through SMS and over e-mail the concerned authority will make a preliminary check of the online application for occupancy certificate submitted by the applicant along with the documents and if all the documents with the application form are in

order, then computerized allocation of inspector will be done. If any clarification needed from the applicant regarding the application and documents, one time clarification will be sent to applicant from the authority's end. If in the 2nd time any discrepancy is seen in the documents or regarding the clarification submitted by applicant, the entire application will be rejected.

Step-3: The concerned authority shall fix up the date of inspection. Intimation about the date of inspection will reach to the applicant through SMS & over e-mail through e-district portal.

Step-4: The inspection report will then be uploaded in the e-district web portal within 48 hours (forty eight) from the date of holding joint inspection and intimation will be sent to the applicant through SMS and over e-mail.

Step-5: If it is found in the inspection report that, everything is in order, the concerned authority shall inform the applicant by issuing a digitally signed certificate, otherwise, if the concerned authority finds that there is a requirement for re-inspection, then the applicant will be requested to show cause for the discrepancy occurred in the inspection, otherwise the application will be rejected.

C. Checklist for Inspection up to plinth level completion

- The Building Permit no. has to be entered by applicant while applying for certificate for plinth level completion
- Online application for issuance of certificate for plinth level completion
- Notice of Commencement as per Rule 28 of WBMBR, 2007
- Form of notice of completion of work up to plinth (Form F as given in West Bengal Municipal Building Rule 2007)
- Deviation plan, if any as per Rule 31 of WBMBR, 2007
- Sanctioned plan (not applicable for online approved Building Plan through online)
- Self-Certification for Low Risk or Third Party Certification from reputed institute for medium

D. Checklist for Issuance of Occupancy certificate

- The Building Permit no. has to be entered by applicant while applying for occupancy certificate
- Form of notice of completion (Form G, as given in West Bengal Municipal Building Rule 2007)
- Building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, (clearly stating the occupancy and use-group for which the building or the work has been sanctioned).
- Certificate from the Technical persons employed as per rule 15 that inside house drainage and water supply network have been completed to the satisfaction of the Municipal Authority
- Structural safety certificate duly signed by the Architect or Licensed Building Surveyor and/or registered Structural Engineer
- Fire safety certificate, if applicable under the West Bengal Fire Services Act, 1950 (West Bep. Act XVIII of 1950) and the rules made there under
- A certificate from the electric supply undertaking regarding provision to its satisfaction, of transformer, sub-station, ancillary power supply as required
- A certificate pertaining to the lift installation, if any

In reference to BRAP 2019, it is also to be noted that, the Inspection for issuance of certificate for plinth level completion and issuance of occupancy certificate will be limited to the above mentioned checklist.

The Order takes immediate effect.

By order of the Governor,



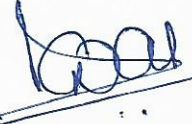
Additional Chief Secretary to the
Government of West Bengal
Information Technology & Electronics Department

No: 345/1(80) -IT/0/32/2016 Part-III

Dated:8.5.2019

Copy forwarded for kind information and necessary action to :-

- The Additional Chief Secretary / Principal Secretary/ Secretary, Department(all).
- The Managing Director, WBEIDC Ltd, Block – EP & GP, Sector-V, Salt Lake, Kolkata-700 091.
- Joint Secretary, Micro Small and Medium Enterprises & textiles Department, Govt. of West Bengal, 12, BBD Bag East, Hemanta Bhawan, Kolkata-700 001.
- Joint Secretary, e-Governance, IT&E Department, Govt. of West Bengal, 5, Council House Street, Kolkata-700 001.
- The District Magistrate, District(all), West Bengal.
- The OSD to the Chief Secretary, Govt. of West Bengal.
- The PS to the Hon'ble MIC(IT&E Department), GoWB.
- The Sr. PS to the Additional Chief Secretary to the Govt. of West Bengal, IT&E department.



Joint Secretary to the
Government of West Bengal
Information Technology & Electronics Department