



**Government of West Bengal**  
**Department of Urban Development and Municipal Affairs**  
**NAGARAYAN, DF – 8, Sector – I, Salt Lake, Kolkata – 64**

No. 936/MA/O/C-4/1M-31/2015(Pt – III)

Date: 19<sup>th</sup> December, 2018

**ORDER**

For successful implementation of initiatives on Ease of Doing Business and in order to place a regulatory mechanism for this purpose, the following **mandates while granting Building Plan Sanction, together with – e-intimation to authorities of plinth level completion & Common Completion Request Form cum Occupancy Certificate Application** through e-district portal, in the light of existing building rules in the State of West Bengal, shall be followed by all Urban Local Bodies and Development Authorities:

that for granting construction permits, plinth level completion and for granting Occupancy-cum-Completion Certificate all **inspections (except in case of complaint based inspections) shall be limited to the checklist** published on the Department's web site under inspection procedure.

This order will come into force with immediate effect.

  
Joint Secretary 19/12/18

No. 936/1(150)/MA/O/C-4/1M-31/2015(Pt – III)

Date: 19<sup>th</sup> December, 2018

Copy forwarded for information and necessary action to the, -

- (1) Addl. Chief Secretary, IT&E Department, Govt. Of West Bengal.
- (2) Chief Executive Officer / Executive Officer, \_\_\_\_\_ Development Authority.
- (3) Municipal Commissioner/ Commissioner, \_\_\_\_\_ Municipal Corporation.
- (4) Chief Engineer, Municipal Engineering Directorate.
- (5) Executive Officer, \_\_\_\_\_ Municipality / Notified Area Authority/ Industrial Township Authority.
- (6) P.S to MIC, UD & MA Department, Govt. of West Bengal.
- (7) Superintending Engineer (Planning), South Circle, Municipal Engineering Directorate.
- (8) Head, EODB Cell.

  
Joint Secretary 19/12/18