

**GOVERNMENT OF WEST BENGAL
MUNICIPAL AFFAIRS DEPARTMENT
WRITERS' BUILDINGS, KOLKATA**

No. 182/(130)/MA/O/C-4/1M-31/2015

Dated, Kolkata, the 11th day of May, 2016.

From: The Joint Secretary to the
Government of West Bengal.

To: (1) The Mayor, _____ Municipal Corporation,
P.O. _____, District. _____.

(2) The Chairman, _____ Municipality/ Notified Area Authority/ Industrial
Township Authority,
P.O. _____, District. _____.

**Subject: Timeline and procedure to be followed by the Urban Local Bodies dealing with
sanction of building plan for *Industrial buildings* under 'Ease of Doing Business'**

Sir/Madam,

In continuation of this Department letter No. 381/MA/O/C-4/1M-31/2015 dated 12/06/2015 issued delineating the **timeline and procedure to be followed by the Urban Local Bodies dealing with sanction of building plan for *Industrial buildings* under 'Ease of Doing Business'**, I am directed to inform you that the State Government, in consideration of the issues related to Industrial Buildings within the limit of the Urban Local Bodies, has further decided the following : -

1. In view of implementation of a system for identifying establishments that need to be inspected based on computerized risk assessment, each Urban Local Body shall identify and categorize the industrial buildings based on risk factors and shall inspect, in assistance with Municipal Engineering Directorate, the risk assessment to the high-risk industrial buildings within its jurisdictional limit in a periodic manner of every six months and submit the inspection report to the all concerned and upload the same to the dedicated web portal.

2. In view of implementation of a system for computerized allocation of inspectors for obtaining completion certificate, Urban Local Body shall allocate the duties of its inspectors, i.e., Assistant Engineers, Sub-Assistant Engineers etc., as the case may be, in a randomized pattern from time to time for making inspection prior to issuance of Occupancy Certificate / Completion Certificate **to *Industrial buildings***.

3. The Superintending Engineer, Municipal Engineering Directorate of the concerned circle after scrutinising the application along with its enclosure for building permit for industrial building which are received by him through e-District portal shall forward the same to the concerned Urban Local Body for sanction of Building Plan for Industrial purposes within a stipulated time as per guideline which is being issued by this Department.

4. Urban Local Body shall obtain inspection reports from the concerned Departments/authorities, as a part of obtaining construction permit, within **48 hours**, instead of **72 hours** as fixed in this Department letter No. 381/MA/O/C-4/1M-31/2015 dated 12/06/2015, positively for sanction of building plan for industrial buildings and shall ensure the strict compliance of this timeline.

This letter is being issued in compliance with the decision taken in the Chief Secretary's meeting dated 6/04/2016 related to achievements regarding 340 points mentioned in 'Business Reforms Action plan – 2016.'

Yours faithfully,

Sd./-
Joint Secretary

No. 182/1(200)/MA/O/C-4/1M-31/2015

Dated, Kolkata, the 11th day of May, 2016.

Copy forwarded for information and necessary action to the: -

- (1) OSD to Chief Secretary, Government of West Bengal.
- (2) Commissioner, _____ Municipal Corporation,
P.O. _____, Dist. _____.
- (3) Chief Executive Officer, Sector VI / Golden City Industrial Township Authority.
- (4) Executive Officer, Nabadiganta Industrial Township Authority.
- (5) Chief Engineer, Municipal Engineering Directorate.
- (6) Executive Officer, _____ Municipality / Notified Area Authority,
P.O. _____, Dist. _____.
- (7) P.S to MIC, MA & UD Departments, Govt. of West Bengal.
- (8) Pr. S. to Addl. Chief Secretary / Principal Secretary / Secretary _____
Department, Govt. of West Bengal.
- (9) Pr. S. to Principal Secretary, Municipal Affairs Department, Govt. of West Bengal

Joint Secretary