

Government of West Bengal
Department of Urban Development and Municipal Affairs
(Municipal Affairs Branch)
Poura Prashasan Bhawan
DD – I, Sector – I, Salt Lake, Kolkata – 64

No. 495/MA/O/C-4/1M-31/2015(Pt. I)

Dated: 25th July, 2017

MEMORANDUM

The need of providing various services in municipal areas through the on-line mode, in view of Easing Business was under active consideration of the State Government for some time and in view of above, State Government has introduced Building Plan Approval, Occupancy Certificate, Water Connection and Issuance and Renewal of Trade licence for this purpose in municipal areas through online mode under e-district Mission Mode Programme.

For successful implementation of the initiative and in order to place a **Conflict Resolution Mechanism** for this purpose, the following procedure shall be followed the light of existing building norms and statutes:

Urban Local Body for providing Building Plan Approval, Occupancy Certificate, Water Connection and Issuance and Renewal of Trade Licence online to the applicant in their respective jurisdiction, shall comply as per with the defined timeline and Designated Authority for this purpose. For any breach in service delivery mechanism, applicant may approach Appellate Authority or Reviewing Authority, as the case may be, for this purpose in the table below:

TABLE

Sl No. (I)	Online Services provided by the Urban Local Bodies (II)	Designated Officer (D.O) (III)		Appellate Officer (A.O.) (IV)	Reviewing Officer (R.O.) (V)
		Designation	Stipulated Time limit	Designation	Designation
1.	Sanction of Building Plan	Concerned Authority of ULB	30 days	Commissioner/ Executive Officer	Mayor/ Chairman/ Chairperson
2.	Plinth inspection and Certificate of inspection after plinth level completion	Concerned Authority of ULB	7 days	Commissioner/ Executive Officer	Mayor/ Chairman/ Chairperson
	Occupancy Certificate		8 days		
3.	Sanction of Water supply connection	Concerned Authority of ULB	15 days	Commissioner/ Executive Officer	Mayor/ Chairman/ Chairperson
4.	Issuance of Trade License	Concerned Authority of ULB	25 days	Commissioner/ Executive Officer	Mayor/ Chairman/ Chairperson
	Renewal of Trade License		25 days		

If any of the scheduled date is a Government holiday then the immediate next working day will be the timeline for this purpose.


Joint Secretary

No. 495/1(150)/MA/O/C-4/1M-31/2015(Pt. I)

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Copy forwarded for information and necessary action to the, :-

- (1) Executive Director, WBIDC
- (2) Municipal Commissioner/ Commissioner, _____ Municipal Corporation,
P.O. _____, Dist. _____.
- (3) Executive Officer, Nabadiganta Industrial Township Authority.
- (4) Executive Officer, _____ Municipality / Notified Area Authority,
P.O. _____, Dist. _____.
- (5) P.S to MIC, UD & MA Department, Govt. of West Bengal.
- (6) Superintending Engineer (Planning), South Circle, Municipal Engineering Directorate.


Joint Secretary