



Sector VI Industrial Township Authority

NABADIGANTA BHAVAN

Memo-no. 309/Sec-VI ITA/Building/2022

Dated 15-7-22

NOTICE

Applications are invited from the bonafied persons for enlistment of Licensed Building Surveyors/ Licensed Building Architect under this Industrial Township Authority.

The application form along with guide line will be issued on and from 20-07-2022 to 10-08-2022.. from 12:00 noon to 3:00 p.m. against application from the office of Sector-VI ITA

The application form duly filled in all respects will be received only from ...08-08-2022...to 12-08-2022 from 12:00 noon to 3:00 p.m. in the application box of this office.

Any other details can be seen at this office during office hours.

The Sector-VI ITA reserves the right to reject or accept any or all the applications without assigning any reason.

Documents Required

1. Affidavit, mentioning list of detailed work experience on a non-judicial stamp paper (Notarized) *
2. Identity Proof: EPIC / Aadhaar Card / Passport etc. *
3. Signature Proof: PAN Card *
4. Change of Address Proof: Electricity bill / Telephone bill/LPG connection receipt/ Bank pass book.
5. Academic Qualification Certificate* (Provision for uploading multiple certificates)
6. License / Certificate in support of having already empanelled with Corporation/ Development Authority.
7. Valid certificate of Council of Architecture (for Architect) *
8. Certificate from Professional Institute, if any.


Chief executive Officer

Sector-VI Industrial Township Authority

Memo-no. 309/1(10)/Sec VI ITA/Building/2022

Dated 15.7.22

Copy forwarded for information to :

1. Special Secretary, I.T. / U.D. & M.A. Dept., Govt. of West Bengal
2. Directorate of Local Bodies
3. District Magistrate, South 24 Parganas, West Bengal
4. Chief Engineer, Municipal Engineering Directorate,
5. Chief Engineer, (Planning), KMDA
6. Chief Engineer, Sector VI Industrial Township Authority
7. Superintending Engineer, Sector VI Industrial Township Authority
8. Executive Engineer, Sector VI Industrial Township Authority
9. Nabadiganta Industrial Township Authority, (NDITA)
10. Notice Board


Chief executive Officer

Sector-VI Industrial Township Authority

OFFICE OF THE SECTOR- VI INDUSTRIAL TOWNSHIP AUTHORITY
Nabadiganta Bhavan, 3rd Floor, GN-20, Street No.21, Sector-V, Kolkata-700091.

**Guidelines for Enlistment of Licensed Building Surveyors (L.B.S) or Licensed Building Architects (L.B.A)
for facilitating the sanctioning process of Building Plans by SECTOR-VI Industrial Township Authority**

The Authority sanctions Building Plans. The Enlistment of L.B.S/L.B.A is to facilitate and expedite the process.

For SECTOR-VI ITA the criterion of Enlistment to the L.B.S/L.B.A will be as follows:-

1. Validity of plans, Specifications and Notice-save as otherwise provided under Town & Country Planning Act and this rules.
 - a) No key plan, site plan, building plan or specification accompanying a notice, or no revised plan submitted in relation to any deviation during execution of work or no other plan in respect of which it is so stipulated shall be valid unless a Licensed Building Surveyor certifies that such plan has been prepared under his/ her supervision, and also certifies that such work shall be carried out under his supervision in accordance with the provisions of the Act and these rules and the sanctioned or provisionally sanctioned plan.
 - b) No notice given, under the relevant rules, or no other notice in respect of which it is so stipulated, shall be valid unless it is signed by a Licensed Building Surveyor.
2. **Employment of a Licensed Building Surveyor:-**
 - a) Every person who intends to erect or re-erect, add to, or alter building shall subject to the provisions of the Act and this rules employ a Licensed Building Surveyor.
 - b) In the case of death, resignation or removal of a Licensed Building Surveyor as engaged under this rule, a fresh employment shall be made forthwith and shall be notified with reference to the notice given under the relevant rule.
 - c) The validity of any engagement given under this rule shall lapse with lapse of the validity of a License given to a Surveyor.
3. Plan shall not be valid unless a L.B.S/ L.B.A, as the case may be, certificate that such plan has been prepared under the supervision and also certificate that such work shall be carried out under his supervision in KMDA areas.
4. **Licensed Building Surveyor: There shall be two classes of Licensed Building Surveyors, namely:-**
 - 1) (A) Class- I Surveyors, and
(b) Class –II Surveyors
 - 2) A class I surveyor may be employed for all classes of building not exceeding 18.0 (Eighteen) meters in height.
 - 3) A Class II Surveyor may be employed for all classes of building not exceeding 10.0 (Ten) meters in height.
5. **A Class I surveyor shall have:-**
 - a) A degree in Civil Engineering or a degree in Architecture from recognized university or an equivalent qualification recognized by Government having experience not less than five years in planning, design and execution of building works including sanitary and plumbing works

Or

 - b) A diploma in civil Engineering or Architecture from recognized University or an equivalent Engineering qualification recognized by Government and shall have not less than ten years' experience in planning and design and execution of building works.

6. A Class II Building surveyor shall have:-

- a) A degree in Civil Engineering or a degree in Construction from recognized university or an equivalent qualification recognized by Government having experience not less than two years in planning, design and execution of building works including sanitary and plumbing works
- b) A diploma in civil Engineering or Architecture from recognized University or an equivalent Engineering qualification recognized by Government and shall have not less than five years' experience in planning and design and execution of building works.

7. Duties and Responsibilities of Licensed Building Surveyors.

- a) They shall be conversant with the provision of the rules and regulations made under Sec-Vi ITA and shall prepare plans, sections, elevations and other structural details as per provisions of the Rules.
- b) They shall prepare and submit all plans may be necessary together with all documents and other details which are required to be submitted under the Rules.
- c) They shall comply with all requisitions as required from Sec-Vi ITA related to the work under their control at once. When they do not agree with requisitions, they shall state their objection in writing within the specified time and in default the plans and the notice shall be cancelled.
- d) They shall bring to the knowledge of the owners about the corrections or other changes they make in the plan, documents and details as per requisition for Sec-Vi ITA.
- e) They shall give all facilities to the Sec-Vi ITA to inspect and examine the work in progress.
- f) They shall be held responsible for any work executed on site which are not in the sanction plan.
- g) They shall not deviate from the sanctioned plan.
- h) They shall submit the completion Certificate after the completion work.
- i) It is obligatory that the work shall be supervised by the licensed Building Surveyor and for any default or failure he will be fully responsible. But when the supervision will not be made by the Licensed Building Surveyor for any reason, that shall be informed in writing to the Sec-Vi ITA and the owner shall inform the Sec-Vi ITA about the Engagement of a new Licensed Building Surveyor.
- j) For any default the Sec-Vi ITA can take action against the Licensed Building Surveyor of suspension/ cancellation of the License.
- k) The L.B.S/ L.A.B selected for enlistment in this Sector-Vi ITA will have to deposit the initial Registration Fee for one year as follows (renewable in every alternate three years)

	<u>INITIAL REGISTRATION FEE</u>	<u>RENEWAL FEE</u>
Class-I	Rs. 1000.00	Rs. 1000.00
Class-II	Rs. 700.00	Rs. 900.00


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h) Technical Qualification :

Examination Passed	Year of Passing	University

(Self attested certificates as stated above are enclosed. After verifying the documents, if any information is found to be incorrect or false, penal action may be imposed as per rule or in case proper documentation is not provided, the application is liable to be cancelled)

i) Technical Experience

Name of Organization, if any/Self employed	Nature of work	Details of work	Period of work	Remarks

(Self attested certificates as stated above are enclosed. After verifying the documents, if any information is found to be incorrect or false, penal action may be imposed as per rule or in case proper documentation is not provided, the application is liable to be cancelled)

All documents in original to be produced in due course of time as & when asked by the Authority.

Thanking you,

(Signature of the applicant)

Date & Place :