

WBSIDCL

-: Modalities of Issuance of Occupancy Certificate for Building Plan for the Industrial Estate / Park / JVC / SAIP of WBSIDCL (EoDB):-

Step 1:
Day “T”

Allottee / Entrepreneur / Industrial Unit

Allottee shall submit the applications to SAE(C)-in charge of the concerned Industrial Estate / Park with all requisite supporting documents in the form as specified in 'Appendix 7' (appended to this office guidelines) to enable concerned SAE (C)-in-charge to Construction work is done according to sanctioned plan and for the issue of an Occupancy Certificate.

*Date of receipt of building plan from the Allottee at the Estate Office shall be considered as **Day “T”***

Step 2:
Day “T+3”

Sub-Assistant Engineer (Civil) – in charge

After the examination & verify of such applications with other required documents are found satisfactory, Sub-Assistant Engineer –in charge of the Estate will intimate a date & time to the allottee for Joint Inspection with all concerned Departments and LBS / Structural Engineer. Accordingly, SAE –in charge will submit a Check List / Inspection Report / observation along with Site Photograph (in Color) and forwarded to the concerned Assistant Engineer (Civil) along with all statutory documents for next course of action. If applications and supporting documents do not meet all the requirements, SAE –in charge will be reject / sent back the applications to the allottee and request to resubmit the applications with necessary compliances following in the procedure.

Step 3:
Day “T+5”

Assistant Engineer (Civil) – in charge

If concerned SAE(C) –in charge's Check List fulfil all requirements and found in the Inspection report that everything is in order, Assistant Engineer (Civil) shall forwarded to the Executive Engineer for further necessary action towards Issuance of Occupancy Certificate with intimation to the Administrative Authority *within **Day “T+5”***

AE–in charge shall also maintain a register for all Occupancy Certificate applications received, permissions given or deemed and preserve all documents with his custody.

Step 4:
Day “T+8”

Executive Engineer

Executive Engineer after being satisfied to the entire procedure confirming to rules and regulations as applicable for Issuance of Occupancy Certificate, a meeting will be convene with the Building Plan Sanction Committee

Building Plan Sanction Committee

A report / Minutes of the Meeting of Building Plan Sanction Committee shall be intimated to the allottee. In case of unfit for Occupancy, intimation in this regard with reason shall be intimated to the allottee.

In case the Industrial Building is considered fit for occupancy and approved by the Building Plan Sanction Committee, Occupancy Certificate of the said Building will be issued by Executive Engineer as per Appendix 8 of WBSIDCL guidelines *within **Day “T+1”*** with necessary remarks.

N.B.:- 1. Provided that the Occupancy Certificate shall be issued only after all the extra materials like sand, boulders, stone, cement, steel rods, bamboo, timber or any other such materials, debris and rubbish lying on the public road or place have been removed and the damages, if any, to the public property or properties have been made good by the allottee at his own cost to the entire satisfaction of the WBSIDCL Engineering Officials.

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

3. In case, after the issuance of occupation certificate, if found at any stage that the building is used for some other purpose against the permission or make any addition/ alteration in the building then, the Competent Authority of the Corporation may pass orders for revocation of occupation permission and the same shall be restored only after removal of violations.