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Managing Director	2221-6390
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THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPN. LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

CIN : U74140WB19618GC025037

Regd. Office : SILPA BHAVAN
31, Black Burn Lane, 2nd Floor
Kolkata - 700 012

SB1/2395/13/2018-19

No. /

Dated 20/12/2018 201

CIRCULAR

WHEREAS the Government of West Bengal in the Department of Information Technology & Electronics has decided for making 18 number of services online as a part of 340 points under the Business Reform Action Plan (BRAP) brought about by the Department of Industrial Policy & Planning, Government of India;

AND

WHEREAS the West Bengal Small Industries Development Corporation Limited (hereinafter referred to as the Corporation for the purpose of brevity) has been delegated by the Government of West Bengal in the Department of Panchayats & Rural Development and that of Municipal Affairs with the power to accord sanction to the Building Plans meant for industrial purpose in such areas and such manner as referred to in Notification No.: 436/SS/PN/O/I/3R-5/03(Pt.-II); Dated: 11.06.2015 read with Notification No.: 438/SS/PN/O/I/3R-6/2004(Pt.-II); Dated: 11.06.2015 and Notification No.: 445/SS/PN/O/I/3R-5/03(Pt.-II); Dated: 17.03.2017 of the Department of Panchayats & Rural Development and Notification No.: 548/MA/O/C-4/3R-4/2015(Pt.-II); Dated: 10.08.2015 of the Department of Municipal Affairs;

AND

WHEREAS the Corporation is all set to commence the **ONLINE** service of Building Plan Sanction for Industrial purpose in such areas and such manner as aforesaid;

NOW, THEREFORE, it is hereby notified for information of the public at large that all applications together with requisite enclosures/supporting documents for Building Plan Sanction for Industrial purpose in such areas as aforesaid shall have to be henceforth submitted to the Corporation through **ONLINE** mode only. The offline mode of submission of such applications together with requisite enclosures/supporting documents, which has been in force, is hereby withdrawn.

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It is further notified that all the applicants/citizens are, therefore, requested to log on to **edistrict.wb.gov.in**, which is the e-district portal of the State Government, for submission of applications together with requisite enclosures/supporting documents for sanction of Building Plan for setting up an industry in such areas as aforesaid and also for obtaining all other details connected therewith.

For successful implementation of the initiative, the following mandates while granting Building Plan Sanction for industries in such areas as aforesaid shall be followed in the light of the relevant rules in force:-

1. All applications for Building Permit are to be submitted through **ONLINE MODE** only;
2. Queries / Clarifications / Documents, if any necessary for according the desired Sanction to the Building Plan, shall be communicated to applicant at a time that too within **Seven (7) days** w.e.f. the date of submission of the application to the Corporation;
3. **Building Permit** along with **Sanction of Building Plan** shall be provided within **Thirty (30) days** in line the relevant provision of the **West Bengal Right to Public Services Act, 2013**;
4. **Plinth Level Completion Certificate** shall be provided within **Seven (7) days** in line with the relevant provision of the **West Bengal Right to Public Services Act, 2013**; and
5. **Occupancy Certificate** shall be provided within **Eight (8) days** in line with the relevant provision of the **West Bengal Right to Public Services Act, 2013**.
6. **Application procedure for Sanction Building Plan:-**

Step-1:-

The citizen will register themselves in the e-district portal and apply for online sanction of building plan.

Step-2:-

Applicant will fill up his part of application and choose one LBS/ LBA, Geo-Tech Engineer, and Structural Engineer from the list of enlisted technical personnel and submit the form to his selected LBS/Architect.

Step-3:-

LBS will then fill up his part of form and uploads the relevant documents of his part and submit to the Geo-Tech Engineer.

Step-4:-

Geo-Tech Engineer will upload the relevant documents of his part and forward the same to the Structural Engineer.

Step-5:-

The Structural Engineer will fill up his part of application and upload the relevant documents of his part and send it to back to the applicant.

Step-6:-

The applicant will then pay application and processing fees. With payment of application and processing fees, the application together with plan and other supporting documents will come to the work flow of the Corporation. The applicant will get a system generated acknowledgement with AIN Number (Application Identification Number).

Step-7:-

The application together with plan and other supporting document will then be scrutinized. Finally the building plan will be sanctioned after getting the Sanction fees and a digitally signed Building permit will be sent to applicant through E- District portal.

Provided that:-

- a. If there is any deficiency the same will be notified to the applicant through system as well as SMS and Email for compliance and after due compliance thereof the building permit along with the sanction of building plan will be granted. However if the deficiency is not complied the application will be rejected with proper notification through system as well as SMS and Email.
- b. If the application and building plan are found in order, the building permit along with the sanction of building plan will be granted with proper notification through system as well as through SMS and Email.

Step-8:-

The Tracking of the Application can be done through the E district portal.

7. Inspection Procedure for granting Plinth Level Completion Certificate:-

Step-1:-

Applicant shall intimate about the completion of building up to the plinth level or one meter above the ground level, whichever is higher, in e-District portal (<https://edistrict.wb.gov.in>) Upon intimation the applicant and the concerned authority will get a notification through SMS and over e-mail.

Step-2:-

On receipt of the notification through SMS and over e-mail the concerned authority will make a preliminary check through the online system and automate computerized allocation for selection of inspector within 1 day.

Step-3:-

The concerned authority shall fix up the date of inspection, which shall not be later than 4 days from the date of intimation by the applicant. Intimation about the date of inspection will reach to the applicant two days prior through SMS & over e-mail through e-district portal.

Step-4:-

The inspection report will then be uploaded within 48 hours (forty eight) from the date of holding joint inspection in the e-district web portal and intimation will be sent to the applicant through SMS and over e-mail.

Step-5:-

If it is found in the inspection report that, everything is in order, the concerned authority shall inform the applicant to resume construction work by issuing a digitally signed certificate, otherwise ask the applicant through online system to make necessary rectification as per the inspection report.

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

8. Inspection Procedure for granting Occupancy Certificate:-

Step-1:-

Intending applicant shall apply for occupancy certificate in e-district Portal (<https://edistrict.wb.gov.in>) along with the requisite supporting documents as per list available in the e-district portal as well as in the website of the Corporation <http://www.wbsidcl.in> and shall upload the same for verification. Upon submission, the applicant and the concerned authority will get a notification through SMS and over e-mail.

Step-2:-

Notification to be forwarded to concerned authority through online system.

Step-3:-

Upon receipt of notification on submission of application by the applicant, concerned authority shall verify the uploaded documents submitted by the applicant.

Step-4:-

The concerned authority shall fix up a date of joint inspection, if required, as per the risk category of buildings which shall not be later than 3 days from the date of receipt of all documents. Intimation will reach to the concerned departments and the applicant through SMS and over e-mail through e-district portal.

Step-5:-

After holding joint inspection in presence of the officials of the departments concerned and the applicant, report shall be uploaded within 2 (two) days from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

Step-6:-

In case the documents are found non-satisfactory by the concerned authority the application shall be returned back in the e-district portal to the applicant mentioning the reason and for re-submission with necessary compliances following the procedure mentioned in step -1. The applicant shall get notification for this purpose through SMS and e-mail.

In case the building is considered fit for occupancy, approval with digital signature shall be issued through the e-district portal.

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

9. **CHECKLIST:-**

- i. At the time of **Sanction of Building Plan:-**
 - a. Building Plan
 - b. Application form / notice
 - c. Current paid up tax receipt
 - d. Assessment Book Copy
 - e. Tax Clearance Certificate

- f. Observations from Infra Division of WBSIDC
- g. Observation of WBFS Dept.
- h. Clearance of WBPCB
- i. Indemnity Bond
- j. Copy of Deed , Deed Plan & Possession Certificate
- k. Registered Boundary declaration
- l. Registered Power of Attorney
- m. Legality of existing structure
- n. FAR Calculation Sheet
- o. Soil Investigation Report
- p. Structural Design Calculation
- q. Structural Stability Certificate
- r. General undertaking

ii. At the time of **Plinth Level Inspection:**

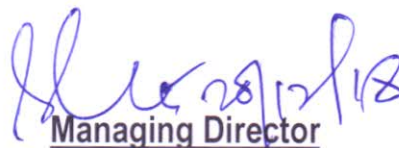
- a. Approved building plan
- b. Construction permit

iii. At the time of making application for grant of **Occupancy Certificate:**

- a. Approved Building Permit.
- b. Revised Building plan, if any deviation
- c. Structural Stability Certificate signed by structural Engineer
- d. Report of Geo Technical Engineer or Structural Reviewer as applicable.
- e. Completion certificate for inside house drainage & Water supply network.
- f. Certificate pertaining to the lift installation.

10. Further, it is also mandated that the above inspection procedure and checklist shall strictly be followed while granting Plinth Level Completion Certificate and Occupancy Certificate.

This CIRCULAR shall come into force **w.e.f. 01.01.2019** and shall remain effective until further orders.



Managing Director

&

Additional Secretary to Govt. of West Bengal

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Copy forwarded for kind information to the:-

- I. Hon'ble Chairman, The WBSIDC Ltd., Kolkata-700012
- II. Additional Chief Secretary to the Govt. of West Bengal, Department of MSME&T, Hemanta Bhavan, 4th floor, 12, BBD Bag (East), Kolkata – 01
- III. Executive Director, WBIDC, "PROTITI", 23, Abanindranath Thakur Sarani (Camac Street), Kolkata-700017.
- IV. The Secretary, Municipal Engineering Directorate, 'Bikas Bhavan', Salt Lake Kolkata -700 091.
- V. The Chief Engineer, Municipal Engineering Directorate, 'Bikas Bhavan', Salt Lake Kolkata - 700 091.
- VI. Commissioner, Department of Panchayats & Rural Development, Jessop Building, 63, N.S Road, Kol-01
- VII. Joint Secretary to the Government of West Bengal, Department of Panchayats & Rural Development, Joint Administrative Building, 6th to 9th floors, HC-07, Sector-III, Kolkata-700106
- VIII. The Hon'ble Mayor.....
- IX. The Hon'ble Chairperson.....
- X. The Director, SUDA, ILGUS Bhaban, HC Block, Sector- III, Salt Lake, Kolkata - 700 106.
- XI. Executive Director-II, The WBSIDC Ltd., Kolkata-700012
- XII. Sri M.De, Joint Secretary to the Govt. of West Bengal, Department of MSME&T, Hemanta Bhavan, 4th floor, 12, BBD Bag (East), Kolkata – 01
- XIII. Executive Engineer, The WBSIDC Ltd., Kolkata-700012


Executive Director-I