



CIN: U74140WB1981SGC025037

Chairman
Managing Director

2236-1212
2221-6390

THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPN. LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

Regd. Office : Shilpa Bhavan, 31, Black Burn Lane, Kolkata - 700 012

No. SB-1/2364/25-26

Date 21/11/2025

Corrigendum to the CIRCULAR, vide Memo No. SB2/0503A/25/20-21; dated 12.02.2021

Revalidation / Extension of Validity of Building Plan Sanction

The validity period of Revalidation / Renewal of Building Permit and revision of 'Renewal / Revalidation Fee', in light of the decisions of Department of MSME&T, in its meeting dated 19.05.2023 and according to provision of WB Municipal (Building) Rules -2007 under Rule 23 have been modified, as;

- a. **Validity Period of Building Permit** has been revised for:
 - i. Size of plot up to 10 Katha - **2(two) years** from the date on which the Building Permit was issued and;
 - ii. Size of plot more than 10 Katha - **3(three) years** from the date on which the Building Permit was issued.
- b. **Revalidation / Renewal** of Building Permit has been enhanced, on production of Original Sanctioned Plan for:
 - i. **Further period of 2(two) years**, from the date of expiry of Validity of Original Building Permit, instead of 1(one) year.
 - ii. **Further period of 5(five) years** only, from the date of expiry of Validity of Original Building Permit, in case of a Building has partly been completed & Occupancy Certificate as well as Completion Certificate on part construction, in terms of relevant Rule 34 has been issued.
 - iii. **Renewal / Revalidation Fees** shall be;
- 50% of Sanction Fees instead of ₹10 per sqm. for the proposed Covered Area.

The other contents in the said Circular shall remain unchanged.

This Corrigendum will come into the force with immediate effect.

Managing Director, WBSIDCL



Chairman	2237-3046
Managing Director	2221-6390
Executive Director	2236-7241
Estate Manager	2225-2926
Executive Engineer	2225-7291
Info Divn. & A/c.'s	2237-3895
Fax :	2234-6057

THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPN. LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

CIN : U74140WB1981SGC02503

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

No. S82/0503A/25/20-21

CIRCULAR

Date 12/02/2021

Revalidation/ Extension of validity of Building Plan Sanction

WHEREAS the Panchayats and Rural Development Department of the Government of West Bengal has, vide Notification No.: 436/SS/PN/O/I/3R-5/03(Pt.-II); Dated: 11.06.2015 read with 438/SS/PN/O/I/3R-5/03(Pt.-II); Dated: 11.06.2015 followed by Notification No.: 445/SS/PN/O/I/3R-5/03 (Pt.-II); Dated: 17.03.2017 read with 446/SS/PN/O/I/3R-5/03 (Pt.-II); Dated: 17.03.2017, delegated power to WBSIDCL to accord permission for erection of any structure or building or any addition to the structure or building for setting up of an industry within such I.Es./I.Ps under the jurisdiction of Gram Panchayat in the State as mentioned in 2nd paragraph of the later notifications. The Municipal Affairs Department of the Government of West Bengal has also, vide Notification No.: 548/MA/O/C-4/3R-4/2015 (Pt.-II); Dated: 10.08.2015 delegated similar power to WBSIDCL.

AND

WHEREAS the Executive Engineer of WBSIDCL has, in terms of the Minutes of the meeting of the Building Plan Committee held on 25.07.2016, been authorised to accord sanction to the Building Plans on behalf of WBSIDCL in all cases except where the area of plot exceeds 500 Sqm. in which case the necessary sanction will be accorded by the said Executive Engineer after obtaining approval of Building Plan Sanction Committee of WBSIDCL and the matter was recommended for obtaining approval of the Board of Directors of WBSIDCL. The Building Plan Committee has, at its said meeting held on 25.07.2016, also formulated the necessary 'Modalities' to be followed in the process of according sanction of Building Plans and recommended for obtaining approval of the Board of Directors of WBSIDCL.

AND

WHEREAS the Board of Directors of WBSIDCL has also, at its 339th meeting held on 05.08.2016, approved the above recommendations of the Building Plan Sanction Committee. After fixation of the modalities WBSIDCL sanctioned many Industrial Building Plans through Offline mode, as on date, with instruction to be completed the building within **Two (2) years**. However, many applicants have applied for extension of validity date of sanction due to various reasons, such as financial conditions, Lockdown across the country etc.

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-: 2:-

NOW, THEREFORE, in pursuance of the approval of the Board of Directors in its **358th meeting held on 22.12.2020**, the following modalities has been fixed up towards revalidation / renewal of Building Plan of concerned applicant who want the extension of validity:-

A. Applicant shall submit the applications to SAE(C)-in charge of the concerned Industrial Estate / Park with following **documents** along with **Renewal / Revalidation Fee @ Rs. 10/- (Rupees ten only) per square meter** for the proposed covered area requesting for revalidation:-

- I. Application letter giving reasons for seeking such extension;
- II. N.O.C from the **Lessor** (*who gives the right to use or occupy the plot for a specified period*).
 - If the applicant is from our **Industrial Estate / Park**, Lessor will be **WBSIDCL Infra Division**;
 - Applicant is from **Calcutta Leather Complex**, Lessor will be **Govt. of WB (L&LR Deptt. / Directorate / MSME&T Deptt. etc.)**.
- III. Current paid up Tax receipt;
- IV. Letter from concerned LBS / Architect, certifying that the construction already done is in conformity with the Sanctioned Building Permit / Plan. ESE are submit structural stability certificate.
- V. Letter of Commencement (*Appendix 5*);
- VI. Plinth Level Completion Certificate issued by the concerned Sanctioning Authority (*Appendix 6*); and
- VII. Copy of the earlier Sanctioned Building Permit / Plan.

❖ Validity of Renewal / Revalidation of Building Plan will be **One (1) year**. Validity of Renewal / Revalidation of Building Plan will be depended upon submission of the **NOC from Lessor**.

- B. After examination & verify of such applications with other documents, Sub-Assistant Engineer –in charge of the Estate will intimate a date & time to allottee for Inspection. 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 and renewal fee for next course of action.
- C. If the Check List of concerned SAE(C) –in charge will fulfil all the requirements and the Inspection report is found in order, Assistant Engineer (Civil) shall forward the same to the Executive Engineer for further necessary action towards revalidation / renewal of Building Permit / Plan with intimation to the Administrative Authority.
- D. After being satisfied to the entire procedure confirming to rules and regulations as applicable and on prior approval of **Administrative authority** Building Permit / Plan will be revalidated / renewed by Executive Engineer for another **One (1) year** from the issuance of this Permit / Plan. Signature and seal of the Executive Engineer with necessary remarks will be reflected on the body of the plan.

This CIRCULAR / ORDER will come into force with immediate effect.


Managing Director, WBSIDCL.

Shri P. Mohangandhi, IAS

Managing Director
West Bengal Small Industries
Development Corporation Ltd.
(A. Govt. of West Bengal Undertaking)

Copy forwarded for kind information (**by group of E-MAILS only**) to the:-

- I. Hon'ble Chairman, The WBSIDC Ltd., Kolkata-700012
- II. Principal Secretary to the Govt. of West Bengal, Shilpa Sadan, 7th floor, 4, Abanindranath Tagore Sarani, Camac Street, Kolkata – 700016.
- III. Managing Director, The WBSIDC Ltd., Kolkata-700012
- IV. Executive Director, WBIDC, "PROTITI", 23, Abanindranath Thakur Sarani (Camac Street), Kolkata-700017.
- V. The Secretary, Municipal Engineering Directorate, 'Bikas Bhavan', Salt Lake Kolkata - 700 091.
- VI. The Chief Engineer, Municipal Engineering Directorate, 'Bikas Bhavan', Salt Lake Kolkata -700 091.
- VII. Commissioner, Department of Panchayats & Rural Development, Jessop Building, 63, N.S Road, Kol-01
- VIII. 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
- IX. The Hon'ble Mayor.....
- X. The Hon'ble Chairperson.....
- XI. The Director, SUDA, ILGUS Bhaban, HC Block, Sector- III, Salt Lake, Kolkata - 700 106.
- XII. Sri M.De, Joint Secretary to the Govt. of West Bengal, Shilpa Sadan, 7th floor, 4, Abanindranath Tagore Sarani, Camac Street, Kolkata – 700016.


Executive Director-I, WBSIDCL.

Copy forwarded for information (**by group of E-MAILS only**) to the:-

- I. Executive Engineer(Spl), The WBSIDC Ltd., Kolkata-700012
- II. Executive Director-II, The WBSIDC Ltd., Kolkata-700012
- III. Chief Accounts Officer, The WBSIDC Ltd., Kolkata-700012
- IV. Estate Manager, The WBSIDC Ltd., Kolkata-700012
- V. Senior Manager, The WBSIDC Ltd. , Kolkata – 12
- VI. Company Secretary, The WBSIDC Ltd., Kolkata-700012
- VII. Assistant Engineer(Civil)-I, The WBSIDC Ltd., Kolkata-700012
- VIII. Assistant Engineer (Civil) –II, The WBSIDC Ltd., Kolkata – 700012
- IX. Assistant Engineer (Civil) -III The WBSIDC Ltd., 2nd Mile, Sevoke Road, P.O. Ektiasal, Siliguri, Dist.- Jalpaiguri, Pin-734 001
- X. Sri. _____, SAE-In-Charge, _____ IE / CE

- He / She is requested to serve the copy of circular to the Entrepreneurs Association and Notice Board of the Estate.

- XI. Notice Board of Silpa Bhawan, 2nd Floor / 3rd Floor / 4th Floor, The WBSIDC Ltd., Kolkata – 12
- XII. Sri Saiful Khan, ^{SA}PIPE, The WBSIDC Ltd., Kolkata – 12
- XIII. Smt. Bandana Saha, System Analyst, The WBSIDC Ltd., Kolkata – 12

He / She is requested to upload the Notice in the website of WBSIDC Ltd.


Executive Director-I, WBSIDCL.