

The Kolkata Municipal Corporation

Office of the Municipal Commissioner

Central Municipal Office Buildings

5, S.N. Banerjee Road

Kolkata 700 013

Date: 23/12/2019

Municipal Commissioner's Circular No. 130 of 2019-20

Sub.-: Ease of Doing Business

Sl. No.	Activity	Nodal Officer	Target Date for implementation
1	Right of way (R.O.W.): System should be online i.e. receiving application, demand generation, payment and permission. For laying electricity line for electrical connection and for restoration of damage, CESC/WBSEDCL shall apply through online mode. Issuance of necessary clearance from KMC should be implemented through online mode.	DG (Civil), DG (Roads) & Controlling Officer (IT)	15 th January, 2020.
2	Building: There shall be a single window system for receiving application online for sanctioning of building plan: i. All clearances i.e. Water Supply, drainage, sewerage, SOR from Ch.V&S, Tax Clearance and AR copy from Assessment Collection Dept. and clearance from E&H Dept. i.c.w. Heritage & Pond/ waterbody related issues will be obtained online through single window system and shall be implemented. ii. BLRO mutation and conversion certificate to be obtained online after integration with L&LR & RR&R Dept., GoWB. iii. Observation and NOC from WB F&ES Dept., GoWB, to be obtained online. iv. To obtain online NOC from Chief Electrical Inspector, GoWB for obtaining CC for lift and escalators. v. To obtain online clearance from Airport Authority if required. vi. To obtain online clearance for ULC from UD&MA Dept. GoWB. vii. To obtain online clearance for alignment and land (if applicable) from KMDA if required. viii. Sharing of Deeds through online mode from IGR to be implemented. ix. To obtain online NOC from Archaeological Survey of India if required. x. To obtain online Environmental Clearance (EC) from Dept. of Environment, GoWB. xi. To obtain online NOC from BSNL for microwave clearance.	DG (Building) & Controlling Officer (IT)	15 th January, 2020.

3	Web Service to be provided by NIC in getting approval of IGR. Once the web service is provided, KMC will start working on the availability of registered instrument of KMC and instant e-mutation there against may be done wherever practicable.	Ch. Manager (Rev./North) & Controlling Officer (IT)	15 th January, 2020
4	Licence Department: Online Trade Licence process to be implemented for industrial and IT Building based on two documents such as identity proof for firm/ person and proof of occupancy. Trade Licence/CE to be downloaded online.		Already implemented and the system shall remain operational.
5	Other alternative to reduce time/process for obtaining trade licence: Amendment of Section 199 of KMC Act, 1980, was done for simplification of process and doing away with the requirement of pre-submission of some statutory documents like Fire Licence, Clinical & Pollution WBPCB Certificates for obtaining CE. System of online application for both new and renewal has been implemented. Usually new CEs are issued within a span of 7 to 15 days and renewal is instant through portal upon receipt of payment. System of issuing manual CEs and payment thereof also exists and such manual CEs are integrated with the online system within 24 hours of issuance.		System is in place and shall remain operational.
6	Combining the issue of Trade Licence/ Certificate of Enlistment with Certificate of Registration under West Bengal Shops & Establishment Act, 1963 after obtaining concurrence from Dept. of Labour, GoWB.	Ch. Manager (Licence) & CO (IT)	15 th January, 2020

This is issued as per the approval of the Hon'ble Mayor, vide order dated 19.12.2019.


 Municipal Commissioner
 23/1/20
 Municipal Commissioner
 Kolkata Municipal Corporation

Distribution:-

1. OSD to Hon'ble Mayor
2. PA to Hon'ble Dy. Mayor
3. PA to Hon'ble MMICs (All)
4. Borough Chairperson/Chairman (All)
5. Spl. Mpl. Commissioner (Rev)
6. Spl. Mpl. Commissioner (G&D)
7. Municipal Secretary
8. All Controlling Officers/Director General s (All)
9. All HoDs.