



The Kolkata Municipal Corporation

Central Municipal Office Buildings
5, S. N. Banerjee Road, Kolkata - 700 013

Municipal Commissioner's Department

Municipal Commissioner's Circular No. 37 Date : 16 /12/2020

For the purpose of EODB in construction permit following procedures are to be followed with immediate effect:

Sl. No	Issues	Procedure
1.	Internal house drainage sanction	Fees for Internal Drainage Plan is to be collected and to be sanctioned by Building Department at the time of sanction of building proposal.
2.	Submission of Fire Safety Certificate of Occupancy from WBF&ES	Department will process the application of Completion cum Occupancy Certificate without submission of FSC from WBF&ES where applicable. However applicant has to submit the copy of application submitted before WBF&ES for the same at the time of application for CC&OC to KMC. This will enable parallel processing. Department will however, raise demand only upon submission of required Fire Safety Certificate of Occupancy from WBF&ES
3.	Obtaining Market Value from IGR	Department will obtain market value directly from the website of Directorate of Registration and Stamp Revenue, Finance (Revenue) Department, Govt. of West Bengal (https://wbregistration.gov.in). Afterwards a copy of the IGR valuation and the input data will be sent to IGR department for post-facto verification. If any short fall is found, department will raise demand for realization of such short fall amount.
4.	Faster finalisation of MBC resolutions	Building department shall prepare the background agenda note and circulate the same prior to MBC meetings. This will enable recording the decision and finalisation of the resolution on the day of the meeting itself.

This is issued with the approval of Hon'ble Chairman, Board of Administrator.


(Binod Kumar, IAS)
Municipal Commissioner

Copy to:

1. OSD to Hon'ble Chairman, BoA, KMC
2. CMF&A
3. Director General (Building)
4. Director General (Civil)
5. All Dy.CEs & Executive Engineers of Building Department
6. President, CREDAI Bengal
7. Member, Executive Committee, Council of Architecture
8. Chairperson, IIA, WB chapter
9. Secretary, LBS Association