

A-2063
9-11-16



The Kolkata Municipal Corporation

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

Municipal Commissioner's Department

Dated 08.11.2016

Municipal Commissioner's Circular No. 47

Subject: Inspection protocol

Following inspection protocol should be followed to ensure site condition and feasibility of any proposal to be considered by the departments for sanction / Assessment related issues :

Building Department :

Sanction of Building plan related issue :

Land Area	Minimum rank of inspecting Officer
>= 2000 Sq.M.	Dy. CE / Ex. Engineer (Civil)
>= 500 Sq.M. < 2000 Sq.M.	Assistant Engineer (Civil)
< 500 Sq.M.	Sub Assistant Engineer (Civil)

Project Management Unit :

Water body related issue :

Water body Area	Minimum rank of inspecting Officer
>= 1000 Sq.M.	Dy. CE / Ex. Engineer (Civil)
>= 500 Sq.M. < 1000 Sq.M.	Assistant Engineer (Civil)
< 500 Sq.M.	Sub-Assistant Engineer (Civil)

Heritage Building related issue :

Grade of Heritage Building	Minimum rank of inspecting Officer
I	DG (PMU)
IIA & IIB	Dy. CE / Ex. Engineer (Civil)
III	Assistant Engineer (Civil)

This is issued with approval of Hon'ble Mayor vide dated 03/11/2016.

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Pl. upload in the system.
09/11/16
D.G. (I.T.)
The Kolkata Municipal Corporation

(Khalil Ahmed, IAS)
Municipal Commissioner
Municipal Commissioner,
The Kolkata Municipal Corporation

Distribution :

- 1) All Borough Chairpersons
- 2) All Controlling Officers / Head of the Departments
- 3) P.A. to Hon'ble Mayor/Dy. Mayor/Members, Mayor-in-Council.