



**BUILDING DEPARTMENT
KOLKATA MUNICIPAL CORPORATION
5, S. N. BANERJEE ROAD
KOLKATA - 700 013**

Date : 12 / 03 / 2020

**Corrigendum to
OFFICE CIRCULAR NO 10 OF 2019-20 dated 02/03/2020**

This is hereby notified that 'Notice of Commencement' as mentioned in this circular will be applicable for the cases which had already been sanctioned prior to implementation of Common Application Form (CAF) under Ease of doing Business.


Director General (Building)

Copy to :

1. OSD to Hon'ble Mayor,
2. OSD to Municipal Commissioner,
3. Spl. Municipal Commissioner (G&D),
4. DG(Civil)/Bldg/South,
5. All Dy. Ch. Engineer (B),
6. All Dy. Ch. Engineer (C) / Ex. Engineer of Borough Offices (Building),
7. Member, Executive Committee, Council of Architecture,
8. Chairperson, IIA, WB chapter,
9. Secretary, LBS Association,
10. Dy. Manager (Systems / Bldg),
11. AO (I) - for circulation.



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Online system for application for 'Notice of Commencement' and Notice of Completion Certificate' will be commenced on and from 05/03/2020 for Borough - I to V and Borough - VIII to XVI in addition to Borough - VI and VII.

Procedure / Guideline for this system is enclosed herewith.

This is issued with the approval of Municipal Commissioner dated 02/03/2020.

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On-line submission of Application for Notice of Commencement and Notice of Completion Certificate

Procedure:-

- 1) Only **LBS/ESE/C.A** are eligible for Application for Notice of Commencement and Notice of Completion Certificate
- 2) ESE will certify the online application
- 3) Getting User-Id / Password for Application for Notice of Commencement and Notice of Completion Certificate:
 - i. Open www.kmcgov.in
 - ii. Click **KMC Departments**
 - iii. Click **Building**
 - iv. Click **Online Notice of Commencement/CC**
 - v. In the **User login** window, click on **Sign Up**(for new user) or **Sign In**(for existing user) And follow the steps to create new User Id/Password(for new user) or login(for existing user).
User Id should be in the following format: LBS/ESE/C.A No. in capital letter
e.g: LBS/I/1111(for LBS) or ESE/II/255(for ESE) or C.A/2017/16985 (for CA)
- 4) After logging in click **Building** and click on i) **Notice of Commencement** or ii) **Notice of Completion** as the case may be
- 5) For Notice of Commencement, click on **Notice of Commencement** and give **Sanction No.** and click on **Search**, give **Date of Commencement** and click on **Submit**
- 6) For Notice of Completion, click on **Notice of Completion** and give **Sanction No.** and click on **Search**, fill up the required fields in **Enter Details** section and click on **Upload Documents** to upload the required documents(as may be the case): e.g
 - NOC from LBS/Architect *
 - Completion Plan*
 - Structure Stability Certificate/ ESE and/or ESR Certificate*
 - Fire NOC
 - Form C
 - NOC from PCB
 - Green Building
 - GTE Certificate
 - Internal House Drainage Certificate *
 - Installation Certificate of Solar Panel , etc
 - Note: Completion Plan must be in DWG format and other documents must be in PDF format. The size of every DWG file must not exceed 10MB and The size of every PDF file must not exceed 70KB
 - Fields marked * are mandatory
- 7) Click on **Submit**

- 8) ESE/GTE/ERS will receive email for authentication of the case. After authentication and getting confirmation mail to proceed, LBS/C.A will login again for final submission of the case. After final submission, all concerned will receive email and concerned Borough Executive Engineers will also receive an email indicating that the case has been finally submitted to KMC.
- 9) KMC will scrutinize the case
- 10) EE/Dy.C.E will inform the date of joint inspection through email
- 11) KMC will examine the feasibility of the case and generate demand
- 12) After deposition of CC demand KMC will and issue the Completion Certificate