

GOVT OF WEST BENGAL
Department of Urban Development & Municipal Affairs
“Nagarayan”

DF-8, Sector – I, Salt Lake, Kolkata : 700 064
E-mail ID : jsskd.udma@gmail.com

No. 665 /UDMA-15011(24)/11/2021-LS-MA-SEC

Date : 23 /06/2022

ORDER

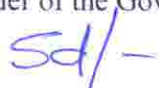
In reference to this Department’s Order No. 172/UDMA-15011(24)/11/2021-LS-MA SEC dated 11.02.2022, the Governor is pleased hereby to specify the Standard Operating Procedure (SOP) for filing self certificate of inspection at the plinth level construction or at the completion of the building in Annexure-1A or 1B as the case may be, for the building classified as low risk in terms of this Department’s Order No. 161/MA/O/C-4/1M-31/2015 (Pt-III) dated 19.02.2020, by the owner of the building / applicant of the building plan, in the manner as detailed below :

Standard Operating Procedure (SOP) for the Self-certification of the Low risk buildings in different stages of construction, uploading of Self-Certification certificate and other formalities through the Online Building Plan Approval System (e-Grihanaksha) of UD & MA Department

- 01) In terms of Notification No.172/UDMA-15011(24)/11/2021-LS-MA SEC dated 11/02/2022, the inspection along with the certification of the buildings of Low risk (as defined vide Notification No. 161/MA/O/C-4/1M/31/2015 (Part-III) dated 19.02.2020) after completion of plinth level construction in terms of Rule 30 and/or after completion of the building as per Rule 34 of the West Bengal Municipal (Building) Rules, 2007, shall be done by the Owner of the building /Applicant of the Building Plan.
- 02) After construction of the structural work up to the plinth level or 1.0 mtr above the ground level, whichever is higher, the applicant of the building plan / owner of the building shall send a Notice to the concerned ULB online in OBPAS, through his/her engaged Licensed Building Surveyor (I/II), as the case may be, for Plinth Level Certificate in terms of Rule 30 of the aforesaid Rule.
- 03) The engaged Licensed Building Surveyor (I/II), as the case may be, shall send the Self-certification regarding the completion of the structural work upto Plinth level or upto 1.0 meter above ground level, whichever is higher, as confirmed by the applicant of the building plan / owner of the building, in the prescribed format similar to Annexure-1A of the aforesaid Notification, along with the Notice as mentioned in Para. 2 above, digitally to the concerned ULB.
- 04) The concerned ULB shall send the Certificate of Plinth level construction to the applicant of the building plan / owner of the building, digitally through OBPAS, within 5 days from receiving the Notice as mentioned in Para. 2 above.

- 05) After completion of the building and within a period of one(1) month from the completion of the building, the applicant of the building plan / owner of the building shall submit a Notice of completion to the concerned ULB electronically, through his/her engaged Licensed Building Surveyor (I/II), as the case may be.
- 06) Along with such notice to the concerned ULB regarding the completion of the building, the applicant of the building plan / owner of the building shall, through his/her engaged Licensed Building Surveyor (I/II), as the case may be, upload Self-Certification in the prescribed format similar to Annexure- 1B of the aforesaid Notification, digitally to the concerned ULB.
- 07) The concerned ULB shall send the Certificate of Completion of the construction to the applicant of the building plan / owner of the building, digitally through OBPAS, within 25 days from the receiving of the Notice as mentioned in Para. 5 above.
- 08) It is hereby emphasised that for buildings of Low risk category, the concerned ULB shall not do any inspection of the building site or the building after the completion of plinth level construction or after the completion of the building, as the case may be.
- 09) All types of e-Certificate in the specified formats will be available in the website of OBPAS (e-Grihanaksha) for the convenience of the applicant of the building plan / owner of the building and the engaged Licensed Building Surveyor (I/II), as the case may be.


This Order shall take immediate effect.

By Order of the Governor,

Special Secretary
to the Government of West Bengal

Copy forwarded for information and necessary action to :

- 1) Mayor / Chairman / Chairperson / Administrator
.....Municipal Corporation / Municipality / NAA / ITA
- 2) Commissioner.....Municipal Corporation
- 3) Executive Officer.....Municipality / NAA / ITA
- 4) Additional Secretary, UD & MA Department (MA Branch)
- 5) Secretary, Municipal Engineering Directorate
- 6) Chief Engineer, Municipal Engineering Directorate
- 7) S.O., IT/e-Gov. Cell, UD & MA Department – with the request to upload this Order
in the official website of this Department.
- 8) P.S. to Hon'ble MIC, UD & MA Department
- 9) P.S to Principal Secretary, UD & MA Department

Special Secretary



23/06/2022