

PROCEDURE FOR ONLINE ISSUANCE OF PLINTH LEVEL COMPLETION CERTIFICATE:

Step-1: applicant shall intimate about the completion of building up to plinth level or 1(one) meter above the ground level in e-District portal (<https://edistrict.wb.gov.in>). Upon intimation, the applicant and concerned Municipal Authority will get a notification through SMS and over e-mail.

Step-2: Upon receipt of notification on submission of application to ULB by the applicant, concerned ULB shall verify in details the uploaded documents submitted by the applicant.

In case the documents are found non-satisfactory by the ULB authority, the application shall be returned back in the e-district portal to the applicant mentioning the reason and for re-submission with necessary compliances following the procedure mentioned in Step-1. The applicant shall get notification for this purpose through SMS and e-mail.

Step -3: If every document is found satisfactory, then ULB shall fix up a date of Joint Inspection, as required as per risk category of buildings, which shall not be later than 3 days from the date of receipt of all the documents, with all concerned Departments, ULB and applicant. Intimation will reach to the concerned Departments, the applicant and through SMS & over e-mail through e-district portal.

Step-4: After holding inspection in presence of officials of the concerned Department of the ULB and applicant; a report shall be uploaded with signature of all concerned Authority of the ULB within 48(forty eight) hours from the date of joint inspection in the e-district web portal and an intimation will be sent to the applicant through SMS and over e-mail.

Step-5: if it is found in the Inspection report that everything is in order, the concerned Municipal Authority shall informed the applicant to resume construction work, otherwise asked the applicant to make necessary rectification as per inspection report.

If any of the scheduled date is a Government holiday then the immediate next working day will be the timeline for this purpose.

A process map for this purpose have also been uploaded in the departmental website at www.wbdma.gov.in , for the citizens & particularly to the new and/ or existing entrepreneurs in the area and outside by the Municipal authority for their information.