

**GOVERNMENT 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**

**ORDER**

**No. 173/UDMA-15011(24)/11/2021-LS-MA SEC**

**Date: 11/02/2022**

In reference to this Department's Order vide 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 certification of inspection in Annexure-2A or 2B, as the case may be, for the buildings classified as medium risk in terms of Order No. 161/MA/O/C-4/1M-31/2015 (Pt-III) dated 19.02.2020 of this Department, by the 3<sup>rd</sup> party Consultants (empanelled Technical Personnel as specified in terms of Rule 15 of the West Bengal Municipal (Building) Rules, 2007), in the manner as detailed below:-


**Standard Operating Procedure(SOP) for 3<sup>rd</sup> Party inspection of the medium risk buildings in different stages of construction and uploading of Inspection Report 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)/II/2021-LS-MA SEC dated 11/02/2022 the inspection of buildings of medium 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 at the time of completion of the building as per Rule 34 of the West Bengal Municipal (Building) Rules, 2007, shall be done by any empanelled Licensed Building Surveyor Class-I/Class-II, as the case may be, as the 3<sup>rd</sup> party Consultant.
- 02) The 3<sup>rd</sup> party Consultant means any Licensed Building Surveyor Class-I/Class-II duly empanelled in any Municipality/Municipal Corporation/Notified Area Authority/Industrial Township Authority of the State, other than the empanelled LBS Class-I/ Class-II who has been actually engaged by the applicant of the building plan / owner of the building for the purpose of sanction of building plan and/or supervision of the construction of the same building.
- 03) 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 apply to the concerned ULB online in OBPAS, for plinth level certificate in terms of Rule 30 of the aforesaid Rule.
- 04) Immediately after sending this notice, the applicant of the building plan / owner of the building shall choose a 3<sup>rd</sup> party consultant (LBS Class-I or Class-II), as the case may be, from the available list of empanelled technical personnel of that category (LBS) in OBPAS and engage that technical personnel (Consultant) through sending an intimation to that Consultant digitally.
- 05) The concerned 3<sup>rd</sup> party consultant will send his confirmation within 2 days to the applicant of the building plan / owner of the building digitally. The 3<sup>rd</sup> party consultant (LBS Class-I/Class-II) shall make the inspection of the building site within 3 days from the date of sending his digital consent to the ULB and shall upload the e-Certificate in the prescribed format similar to Annexure- 2A of the aforesaid Notification, digitally to the concerned ULB.

- 06) The 3<sup>rd</sup> party consultant shall also fill up a check list in the specified format simultaneously and submit it to the ULB digitally using his own LOG-IN credential.
- 07) The concerned ULB shall then send the Certificate of Plinth Level construction to the applicant of the building plan / owner of the building, digitally through OBPAS, within next 2 days.
- 08) After completion of the building and within a period of one 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.
- 09) Immediately after sending this notice to the concerned ULB regarding the completion of the building, the applicant of the building plan / owner of the building shall engage a 3<sup>rd</sup> party consultant (LBS Class-I/Class-II), as the case may be, from the available list of consultant of the same category(LBS) in OBPAS by sending the intimation to that consultant electronically.
- 10) The concerned 3<sup>rd</sup> party consultant shall send his digital consent of engagement within 2 days to the applicant.
- 11) The engaged 3<sup>rd</sup> party consultant (LBS Class-I/Class-II) shall within next 7 days from the from the date of sending his digital consent to the applicant , inspect the building site and the building and upload e-Certificate in the prescribed format similar to Annexure- 2B of the aforesaid Notification, digitally to the concerned ULB.
- 12) Along with the e-certificate the concerned 3<sup>rd</sup> party consultant shall also submit the check list electronically to the concerned ULB using his own LOG-IN credentials.
- 13) The concerned ULB shall then send the Occupancy Certificate of the building to the applicant of the building plan / owner of the building, digitally through OBPAS, within next 16 days.
- 14) It is hereby emphasised that for buildings of medium risk category, the concerned ULB shall not hold any formal / routine 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.
- 15) All types of e-Certificate/Check List shall be available in the work flow of OBPAS (*e-Grihanaksha*) for the convenience of the applicant of the building plan / owner of the building and the Consultants.


**This Order shall take effect from 01.03.2022.**

By the order of the Governor,

  
Special Secretary  
to the Govt. of West Bengal

Copy forwarded for information and taking necessary action to :

- 1) Mayor/Chairman/Chairperson of the Board of Administrators,  
.....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) PS to Hon'ble Minister of State (IC), UD & MA Department
- 8) PS to Principal Secretary, UD & MA Department

  
Special Secretary 11/02/2022  
to the Govt. of West Bengal