

1. Application procedure for Plinth Level Verification-

Step: 1

Before starting of the construction activity at site, applicant will send the intimation to the corporation. Applicant shall intimate about the completion of building up to plinth level or one meter above the ground level, whichever is higher, through ONLINE mode only in e- district portal with all relevant supporting documents and drawings as mentioned in the e-district portal and WBIIDC Building Regulation 2016. The application will come to Executive Engineer(C) Building Cell, WBIIDC, as per approved flow chart. Executive Engineer(C) Building Cell will forward the same to Assistant Engineer(C) Building Cell, WBIIDC .

Step: 2

Assistant Engineer(C) Building Cell, WBIIDC will forward to Executive Engineer(C) Building Cell along with observation regarding uploaded drawings and documents.

Step: 3

In ideal condition and after having inter-alia approved flow process Executive Engineer(C) Building Cell, WBIIDC will send the application to The concerned Divisional Executive Engineer to verify the uploaded documents .

Step: 4

Divisional Executive Engineer will forward the application to Divisional Assistant Engineer.

Step: 5

If all documents are found in order, a joint inspection at site will be arranged with an intimation to the applicant.

Step: 6

Divisional Assistant Engineer will upload joint inspection report & drawings and he will forward to Divisional Executive Engineer.

Step: 7

Divisional Executive Engineer will forward joint inspection report & drawings to Executive Engineer(C) Building Cell.

Step: 8

If everything will be found in order after inspection, the concern authority will inform the applicant to resume the construction work by issuing system generated digitally signed Plinth Level Verification Certificate from Executive Engineer(C) Building Cell, WBIIDC.

The whole process is done within 7 days from the date of successful application.

In case the documents are found non- satisfactory/ any discrepancy arises/ the construction made upto plinth level is mismatched with the concerned sanctioned drawing , the application shall be returned in the e- district portal with a request to take appropriate step in accordance of the shortcoming as comes in force during inspection.

If any of the schedule date is a government holiday, the immediate next working day will be timeline for this purpose.