

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF MUNICIPAL AFFAIRS**  
**WRITERS' BUILDINGS: KOLKATA**

No. 304(125)/MA/O/C-4/2M-5/2015

Dated, the 13<sup>th</sup> day of July, 2016.

From: Joint Secretary to the  
Government of West Bengal.

To : (1) The Chairman, \_\_\_\_\_ Municipality/ Notified Area Authority,  
P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.

(2) Commissioner, \_\_\_\_\_ Municipal Corporation,  
P.O. \_\_\_\_\_, Dist. \_\_\_\_\_.

Sir/ Madam,

I am directed to draw your kind attention that the various civic services presently provided by the Urban Local Bodies to the citizens like Sanction of Building Plan, Mutation of Holding, Issuance of Certificate of Enlistment (known as Trade License), Issuance of other Licenses, Water Connection etc are being done as per relevant provisions of West Bengal Municipal Act, 1993, West Bengal Municipal Corporation Act, 2006, Kolkata Municipal Corporation Act, 1980 and Howrah Municipal Corporation Act, 1980 and relevant Guidelines and Rules framed under this Act, where the detailed procedure and the list of documents that are required to be submitted to the Appropriate Authority of the concerned Urban Local Bodies for obtaining necessary permissions have been delineated.

However, it has been observed that in some municipal areas, additional documents in the form of recommendations/opinions are being insisted to be submitted by the applicants at the time of submission of application for obtaining necessary permission/clearances apart from those statutory /competent authorities mentioned in the relevant statutes and Guidelines.

The matter has been viewed seriously by the State Government and therefore in continuation of the earlier communication issued from this Department to all the Urban Local Bodies vide No. 251(125)/MA/O/C-4/2M-5/2015 dated 18.11.2015, all the Urban Local Bodies are hereby directed to strictly follow the procedures including the documents in terms of notified checklist, those are to be submitted strictly as per provisions laid down in the relevant Acts, Rules, Regulations and Notifications for issuance of necessary permission and the present practice of insisting for recommendations/opinion from public representatives or any person apart from those statutory /competent authorities should be discontinued forthwith.

I am further directed to inform you to take appropriate step immediately and to send a confirmation in this regard that the direction contained in this letter has been communicated to all concerned statutory /competent authorities/officials dealing with the services noted herein.

This letter issues with the approval of the Hon'ble Minister-in-Charge, Municipal Affairs & Urban Development Departments.

Yours' faithfully,

  
13/7/16  
Joint Secretary