



THE KOLKATA MUNICIPAL CORPORATION  
BUILDING DEPARTMENT  
5, S. N. BANERJEE ROAD  
KOLKATA - 700 013

Dated: 21.01.2021

CIRCULAR NO. 09 of 2020-2021

Phase wise Implementation of Common Application Form (CAF) under Ease of Doing Business in Construction Permit for Online sanction of Building Plan u/s 393A of the Kolkata Municipal Corporation Act 1980

It may be noted that Common Application Form (CAF) for online sanction of Building plan through a single window system under EoDB in Construction Permit has been launched.

In order to implement the EoDB system to deal the applications under section 393A of the KMC Act 1980, CAF system will be introduced in a phased manner as described below:

Sl	Implementation of EoDB for Borough	With effect from.	Sl	Implementation of EoDB for Borough	With effect from
1.	Borough- VI	01/02/2021	9	Borough- V	01/03/2021
2.	Borough- VII	01/02/2021	10	Borough- XIV	01/03/2021
3.	Borough- I	08/02/2021	11	Borough- III	08/03/2021
4.	Borough- XIII	15/02/2021	12	Borough- XII	08/03/2021
5.	Borough- II	15/02/2021	13	Borough- X	15/03/2021
6.	Borough- XI	22/02/2021	14	Borough- IX	15/03/2021
7.	Borough- VIII	22/02/2021	15	Borough- XVI	22/03/2021
8.	Borough- IV	01/03/2021	16	Borough- XV	31/03/2021

Help Desks in Central Office as well as Borough Offices may be set up as follows:

**Help Desk (EODB) [Monday to Friday:10:30 AM to 5:00 PM; Saturday: 10:30 AM to 2:30 P.M.]**

Office	Primary Level	Supervision Level
CMO Building	Sri Saibal Dutta Gupta, SO (Engineering)[M: 9830236911] Sri Kaushik Bhattacharya, Asst. Manager (Systems)[M: 9433398715] Assisted by: 1. Sri Abhisek Mondal, Asst. Autocad Professional)[M: 9681771854] 2. Smt. Ipsita Roy, Asst. Autocad Professional)[M: 9804365923] 3. Smt. Suvechha Banerjee, Asst. Autocad Professional)[M: 7003851070]	1. Sri Pranab Ghosh, Dy. CE(C) [M: 9433474871] 2. Sri Tarun Dwibedi, Manager System [M: 9830053477] 3. Sri Swapan Kr. Mahato, Dy. Manager (Systems) [M: 9831719110]
All Borough Offices	One Assistant Engineer, nominated by Executive Engineer of the concerned Borough Assisted by: Concerned Autocad/ Asst. Autocad professionals	1. Executive Engineer of the concerned Borough 2. Sri Saibal Dutta Gupta, SO (Engineering)[M: 9830236911]

The details containing 'User Manual', 'FAQ', 'How to apply' 'Instruction Set for CAD Drawings' along with necessary formats, proforma etc. are available in Dynamic Dashboard in the link <https://www.kmcgov.in/KMCPortal/jsp/Dashboard2.jsp>.

All Borough Executive Engineers are instructed to dispose the pending cases u/s 393A, immediately and no new plan proposals u/s 393A will be entertained under prevailing system with effect from the above mentioned dates.

However if any applicant prefers to apply through EoDB prior to implementation of the respective phase, he will be allowed for the same.

This has got the approval of Hon'ble Chairman, BOA dated 18/01/2021.

Director General (Building)

Copy to:

1. OSD to Hon'ble Chairman, Board of Administrator for kind information
2. Municipal Commissioner - for favor of his kind information,
3. D.G.(Civil)/Building- South,
4. Dy. Ch. Engineer (B)/ North,
5. Dy. Ch. Engineer (B)/ Added Area
6. All Ex. Engineer (C) of Building Department
7. C.O.(IT)
8. President, CREDAI BENGAL
9. Chairperson, IIA, WB Chapter,
10. Secretary, LBS Association.
11. A.O,(Building) for Circulation

Director General (Building)