

**The Kolkata Municipal Corporation**  
Office of the Municipal Commissioner  
CMO Buildings, 5, S.N. Banerjee Road,  
Kolkata – 700 013

Date: 4/3/2024

**Municipal Commissioner's Circular No. 48 of 2023-2024**

In partial modification of the Municipal Commissioner's Circular No. 19 of 2023-24 dated 17/06/2023, it is, hereby, informed that henceforth Building Department will process for issuing Completion Certificate & Occupancy Certificate (C.C & O.C) for the buildings which have been completed after obtaining sanctioned plan initially sanctioned through Ease of Doing Business (EoDB) system.

The building plans which have been sanctioned without insisting upon EoDB system, the completion certificates and occupancy certificates (C.C & O.C) along with completion plans of those buildings will be issued without insisting upon EoDB system to be dealt with as per previous process which was in existence prior to implementation of Municipal Commissioner's Circular No. 19 of 23-24 dated 17/06/2023 subject to submission of all required documents and subject to submission of No Objection Certificate (NOC) from Assessment-Collection Department by providing sufficient data and information to the Assessment-Collection Department as per Municipal Commissioner's Circular No. 44 of 2021-22 dated 06/12/2021.

This is issued for public interest and shall take immediate effect.

This is issued as per order of Hon'ble Mayor dated 02/03/2024.

All concerned are requested to go through the same and take necessary action.

**Distribution :**

1. OSD to Hon'ble Mayor ... for favour of his kind information pl.
2. Addl. Municipal Commissioner (Revenue)
3. D.G (Building)
4. D.G (Civil)
5. D.G (S&D)
6. D.G (Water Supply)
7. C.O. (IT)
8. Dy.Ch.Engineer (B)/North
9. Dy.Ch.Engineer (B)/South
10. All Ex.Engineer (C) of Building Department
11. President, CREDAI BENGAL
12. Chairperson, IIA, WB Chapter,
13. Secretary, LBS Association
14. A.O (Building) for circulation

  
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