

## **WATER CONNECTION**

**Guideline:** The applicant shall submit the prayer in a prescribed form in white & pink color for normal and emergency cases respectively along with following documents.

- 1) Xerox copy of up to date Municipal Tax receipts.
- 2) Xerox copy of registered deed of transfer.

Date of submission will be computed from the date of deposition of all valid Records/documents related to the formalities as required for the purpose and duly verified.

### **A) For Domestic Purpose:**

<b>Ferrule Size</b>	<b>Normal Cases</b>		<b>Emergency cases</b>	
	<b>Time</b>	<b>Charges in Rs.</b>	<b>Time</b>	<b>Charges in Rs.</b>
Up to 10 mm.	45 days	1,000/-	25 days	1,500/-
Above 10 mm. but not exceeding 15 mm.	Do	2,000/-	Do	3,000/-
Above 15 mm. but not exceeding 20 mm.	Do	5,000/-	Do	7,500/-
Above 20 mm. but not exceeding 25 mm.	Do	10,000/-	Do	15,000/-

### **B) For non-Domestic Purpose:**

<b>Ferrule Size</b>	<b>Normal Cases</b>		<b>Emergency cases</b>	
	<b>Time</b>	<b>Charges in Rs.</b>	<b>Time</b>	<b>Charges in Rs.</b>
Up to 10 mm.	45 days	4,000/-	25 days	6,000/-
Above 10 mm. but not exceeding 15 mm	Do	6,000/-	Do	9,000/-
Above 15 mm. but not exceeding 20 mm	Do	12,000/-	Do	18,000/-
Above 20 mm. but not exceeding 25 mm	Do	16,000/-	Do	25,000/-
Above 25 mm. but not exceeding 40 mm	Do	40,000/-	Do	50,000/-

### **C) Water Supply by Tanks:**

#### **a) Within Municipal Area:**

<b>Capacity</b>	<b>Category</b>	
	<b>General Public</b>	<b>Industry</b>
<b>250 Gallon</b>	Rs- 250/-	Rs- 750/-
<b>400 Gallon</b>	Rs- 400/-	Rs- 1200/-
<b>500 Gallon</b>	Rs- 500/-	Rs- 1500/-

**N.B:** Water Tanker will be allowed only if requisition by the applicant for Municipal refuse trailer is made by the applicant and for which an amount Rs- 250/- & Rs- 200/- depending on the sizes of trailer is to be deposited with Municipal Fund. It is applicable for only to the Party within the Jurisdiction of this Municipality.

#### **b) Outside Municipal Area:**

<b>Capacity</b>	<b>Within 4 km. (Charges)</b>	<b>Above 4 km. nor exceeding 7 km (Charges)</b>
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<b>250 Gal.</b>	Rs- 5,00/-	Rs- 1,000/-
<b>400 Gal.Gal.</b>	Rs- 8,00/-	Rs- 1,600/-
<b>500 Gal.</b>	Rs- 21,000/-	Rs- 2,000/-

**c) Within Municipal Area for religious purpose/Public activity:**

<b>Capacity</b>	<b>Charges</b>
250 Gal.	Rs- 100/-
400 Gal.	Rs- 125/-
500 Gal.	Rs- 150/-

**A. 1. Within Municipal Area (Charges Per Trip)**

<b>A) Normal Household</b>	<b>Rs. 1000 /=</b>
<b>B) Rented House / Multistoried House/ Apartment</b>	<b>Rs. 1200 /=</b>
<b>C) Industry</b>	<b>Rs. 4000 /=</b>

**2. Outside Municipal Area (Distance from Municipal Office ) [ Charges per trip ]**

	<b>Upto 2 KM</b>	<b>Upto 2 KM to 5 KM</b>	<b>Above 5 KM</b>
<b>A) Normal Household</b>	<b>Rs. 1500 /=</b>	<b>Rs. 1750 /=</b>	<b>Rs. 2250 /=</b>
<b>B) Rented House / Multistoried House / Apartment</b>	<b>Rs. 2000 /=</b>	<b>Rs. 2500 /=</b>	<b>Rs. 4000 /=</b>
<b>C) Industry</b>	<b>Rs. 5000 /=</b>	<b>Rs. 6000 /=</b>	<b>Rs. 7000 /=</b>

**Collection Department**

**Guideline :-** The applicant shall submit prayer in prescribed format in white and pink color for normal and emergency cases respectively along with the following documents for separation / mutation / assessment.

<b>Name of Service</b>	<b>Normal Period</b>	<b>Fee ( Rs. )</b>	<b>Emergency Period</b>	<b>Fee ( Rs. )</b>
<b>Separation</b> a) Xerox copy of regd. deed of transfer. b) Site plan showing individual enjoyment. c) (i) Previous allied deed. (ii) Porcha (ROR) (R.S./L.R.) (iii) Up to date municipal tax receipt.	90 days	Rs. 200 /=	45 days	Mutation fee Rs. 200 /= plus Rs. 300/= (extra) i.e. Rs. 500 /=
<b>Mutation</b> Mutation in case of inherited property	90 days	Rs. 200 /=	45 days	Rs. 200 + 300 extra i.e. Rs. 500 /=

a) Death certificate of the decease recorded owner. b) Legal heir certificate from the competent authority. c) Up to date municipal tax receipt.				
<b>Assessment</b> Assessment of new holdings a) copy of registered deed of transfer b) Copy of porcha ( RS/ LR) c) Copy of site plan.	90 days	Rs. 200 /=	45days	Rs. 200 + 300 extra i.e. Rs. 500 /=
Certified copy of document	10 days	Rs. 50 /=	3 days	Copying charge Rs. 50 /= + Rs. 100 /= (extra) i.e. Rs. 150 /= Fee Rs. 5/= per year in both cases ( Normal & emergency )
<b>Trade License</b> Trade license/ certificate of enlistment ( new cases ) Advertisement tax & other tax.	10 days	As per Govt. order	3 days	For normal case- as per Govt. order For urgent Supply- Double the Normal charge

## **SITE PLAN**

**1)** The applicant will submit application for sanction of site for buildings for buildings for Residential / Commerce / Industrial / Educational etc. in prescribed set of form to be purchased at the cost of Rs.50.00 with folder from Municipality and form two colours one for general purpose and another for emergency purpose.

**2)** The applicant will submit the following papers/ documents with the prescribed Proforma for sanction of Site Plan.

- Form – A (available from purchased Set of Form)
- Site Plan of the proposed Plan in three copies.
- Copy of registered Deed with registered Site Plan(in case of no registered Site Plan attached with the registered Deed, an indemnity bond on non-judicial stamp paper of Rs.50/= to be submitted). Copy of indemnity bond is available in the set of form.
- Copy of ROR/ Porcha in favour of applicant
- Copy of current rent receipt ( KHAGNA ) of the State Govt.
- Copy of conversion certificate of competent authority, if any.
- Copy of up to date Municipal Tax Receipt.

**3)** Fees to be deposited for sanction of the Site Plan.

<b>NORMAL CASE</b>		<b>EMERGENCY CASE/TATKAL</b>	
<b>Period of Sanctioned</b>	<b>Rate</b>	<b>Period of Sanctioned</b>	<b>Rate</b>
<b>60 days</b>	a) For Site Plan up to 200 Sq .m of area – Rs	<b>40 days</b>	a) For Site Plan up to

500/= (Basic Rate).	200 Sq .m of area – Rs 750/= (Basic Rate).
b) For every additional 100 Sq.m of areas or part thereof beyond the first 200 Sq.m – Rs.100/= (Basic Rate)	b) For every additional 100 Sq.m of areas or part thereof beyond the first 200 Sq.m – Rs.150/= (Basic Rate)

## **BUILDING PLAN**

The applicant will submit building plan with original approved Site Plan along with following papers/documents with a submission fee of Rs. 30/=

- 1) FORM – B and Rule – 8 (Available in the purchased set of form).
- 2) Building Plan of the proposed building in three copies.
- 3) A copy of sit plan approved by the Municipality.
- 4) A copy of plan sanctioned by the Municipality in case of additional and alteration of the existing building.
- 5) A copy of up to date Municipal Tax Receipt.
- 6) Indemnity Bond on Non-Judicial Stamp of Rs.50/=(Rupees Fifty) and an affidavit on Non-Judicial Stamp of Rs. 10/= (Rupees Ten).
- 7) Copy of receipt for deposition of application /submission "Fee" specified by Rule 14(9) of the West Bengal Municipal (Building) Rules,1996.

### **Case for Multistoried buildings:-**

- A) Soil testing certificate including calculation etc. from the Govt. Registered Firm.
- B) "Safe Design Certificate" from the Structural Engineer or Architect.
- C) "Declaration of Risk" on a Non-Judicial stamp of Rs. 50.00/= for constructional safety point of view during the after construction.
- D) "No objection Certificate" from the West Bengal Fire Services.
- E) In case of Factory and Oil installation, Pollution Clearance Certificate from the West Bengal Pollution Control Board and Fire Explosion Certificate from Nagpur in case of Oil installation only.

### **Fees to be deposited for sanction of Building Plan:-**

<b>NORMAL CASE</b>		<b>EMERGENCY CASE/TATKAL</b>	
<b>Period of Sanctioned</b>	<b>Rate</b>	<b>Period of Sanctioned</b>	<b>Rate</b>
<b>60 days</b>	1) a)Up to 30 Sq.m of the total covered area in all floors –Rs 350/= (Basic Rate)	<b>40 days</b>	1) a)Up to 30 Sq.m of the total covered area in all floors –Rs 500/= (Basic Rate)
	b) For every additional 10 Sq.m of covered areas or part thereof beyond the first 30 Sq.m – Rs. 60/= (Basic Rate).		b) For every additional 10 Sq.m of covered areas or part thereof beyond the first 30 Sq.m – Rs. 75/= (Basic Rate).
	c) The rates as aforesaid shall be the basic rates and shall be applicable to residential building for own use. Single the basic rate.		c) The rates as aforesaid shall be the basic rates and shall be applicable to residential building for own use. Single the basic

			rate.
	2) a) In case of Apartment residential building other than self use of the applicant – Double the basic rate.		2) a) Double the basic rate.
	b) for Institutional Buildings , Assembly Buildings and Mercantile Buildings – six times of the basic rate.		b) Six time of the basic rate.
	c) For Industrial Buildings, Storage Buildings and Hazardous Buildings –Eight times the basic rate.		c) Eight times of the basic rate.
	d) In case of Charitable Institutional Buildings or Educational Buildings –Half the basic rate but in case of Govt. aided Primary, Secondary and Higher Secondary – 1/4th of the basic rate.		d) Half the basic rate but in case of Govt. aided Primary, Secondary and Higher Secondary 1/4th of the basic rate.
	3) In case of Steel Towers fees @ Rs. 3.00 per cubic metre of the volume of such tower.		3) In case of Steel Towers fees @ Rs. 10.00 per cubic metre of the volume of such tower.

### Renewal of Building Plan

- a) Sanctioned building plan valid for 3 years from the date of sanction by the B.O.C.  
b) Sanctioned Building Plan may be renewed for further period of two years on payment of fees as noted below: -

#### - FEES -

NORMAL CASE		EMERGENCY CASE/TATKAL	
Period of Sanctioned	Rate	Period of Sanctioned	Rate
60 days	1/5th of Old sanctioned building plan fee (approved by B.O.C.)	40 days	1/3rd of Old sanctioned building plan fee. This rate required the approval of B.O.C.

#### - Revalidation -

A sanctioned building plan may be revalidated for a further period of five years only on the following conditions: -

- a) Building has been partly completed and  
b) Occupancy Certificate in terms rule 34 has been issued.

NORMAL CASE		EMERGENCY CASE/TATKAL	
Period of Sanctioned	Rate	Period of Sanctioned	Rate
60 days	Renewal fee as stated above plus fine of Rs. 200.00	40 days	Renewal fee as stated above plus fine of Rs. 200.00 to Rs. 2000.00 to be fixed by B.O.C.

### Application Form

- 1) Application Form for Birth/Death/Cremation Certificate - Rs. 10.00
- 2) Application for Certificate of Enlistment under Rule 81 Rate - Rs. 10.00
- 3) Application for Mutation/Inclusion of Name - Rs. 10.00
- 4) Application for Separation/Amalgamation - Rs. 10.00
- 5) Application for Certified Copies - Rs. 10.00
- 6) Application for Assessment of Land & Building - Rs. 10.00
- 7) Application for License or Renewal of License for Advertisement- Rs. 10.00
- 8) Application for domestic connection - Rs. 10.00
- 9) Application for Non-domestic connection - Rs. 50.00
- 10) Application for Dislodging within municipal area - Rs. 10.00
- 11) Application for Dislodging outside municipal area - Rs. 50.00
- 12) Application for Site Plan (Set of Form) - Rs. 50.00
- 13) Application for Building Plan (Set of form) - Rs. 30.00

### **Health Department**

**Guideline :** - The applicant shall submit prayer in prescribed format in white and pink color for normal and emergency cases respectively.

Sl. No.	Item	Normal Period	Charge ( Rs. )	Emergency Period	Total Charges ( Rs. )
1.	Birth Certificate	25 Days	20.00	7 Days	Rs. 20 + Rs. 10 = Rs. 30.00
2.	Death Certificate	7 Days	15.00	3 Days	Rs. 15 + Rs. 10 = Rs. 25.00
3.	Cremation Certificate	7 Days	15.00	3 Days	Rs. 15 + Rs. 10 = Rs. 25.00