

User Manual for OCCUPANCY CERTIFICATION INCLUDING WATER CONNECTION AND SEWER CONNECTION

(for High Risk)

Department of Urban Development & Municipal Affairs, Govt. of WB

Annexure-1

The Online Building Plan Approval System (OBPAS) has been envisaged by the Department of Urban Development & Municipal Affairs, Government of West Bengal to utilize the benefits of Information Technology to have a Common Application Form (CAF) based Single Window System (SWS) for various Building Construction related services with the facility of Auto-Scrutiny of Architectural Drawing of building / structure as per the requirements of SBRAP & DBRAP 2020-21 for compliance under Ease-of-Doing-Business (EoDB) in order to improve the Accountability, Transparency & Effectiveness in Government administration.

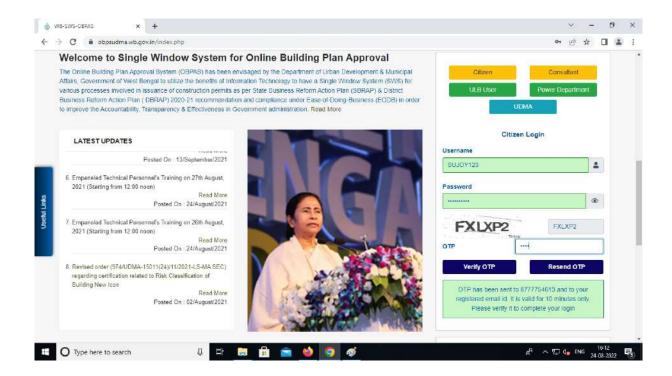
SWS-OBPAS automates the lengthy and cumbersome manual process of checking of the statutory building plan requirements as per rules & regulations, thus reducing paper work, valuable time, effort of the LBSs/ Architects and the Permit granting Authorities. It facilitates quick processing and disposal of building plan permissions, standardization of building fee & other charges, automation of the technical scrutiny of the building plan, effective monitoring of file processing etc.

URL: https://obpsudma.wb.gov.in/

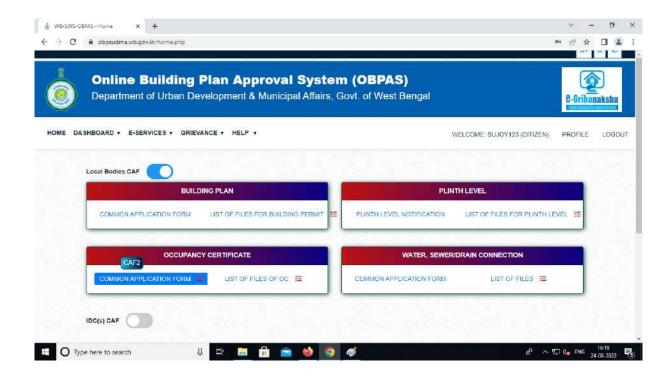
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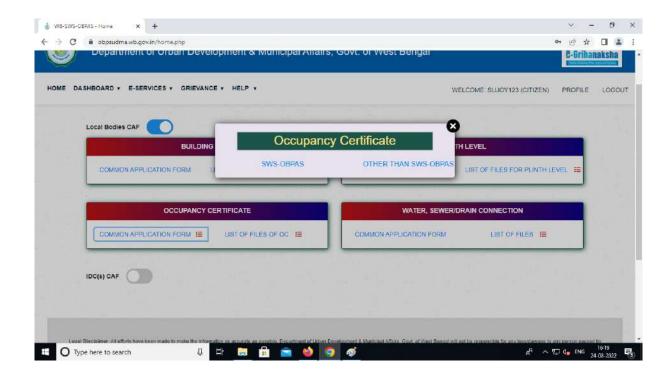
Citizen will take the Occupancy certificate via login with citizen unique login credential after completion of the work.



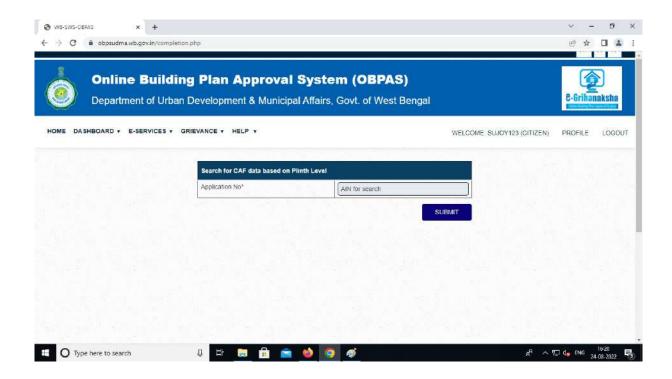
Click on the occupancy certificate tab.

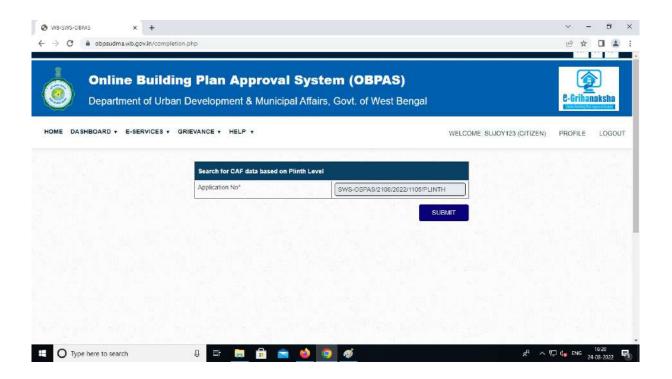


Choose SWS-OBPAS for the further process. As the BP, Plinth Level is passed on online. Through SWS-OBPAS portal.

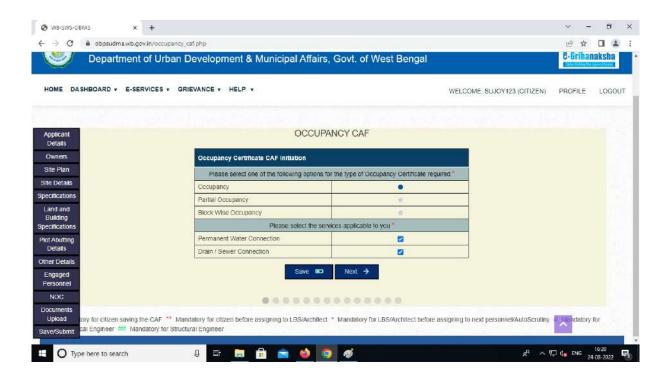


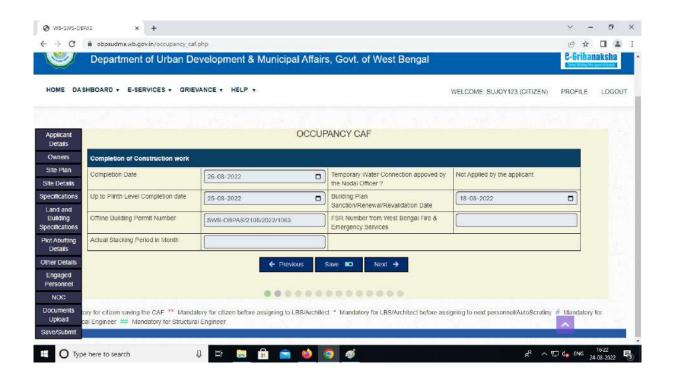
Click on the Application no & submit.





Occupancy CAF will open, and all the necessary data will be fetched from the previous approved data.





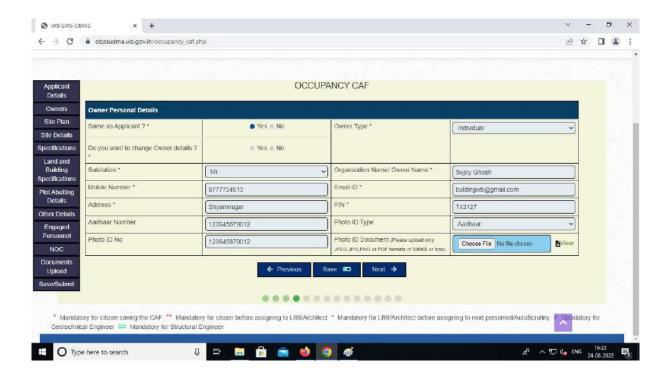
Government of West Bengal v - 8 ← → C 🗎 obpsudma.wb.gov.in/occupancy_caf.php 增☆□■: e-Grihanaksha Department of Urban Development & Municipal Affairs, Govt. of West Bengal HOME DASHBOARD + E-SERVICES + GRIEVANCE + HELP + WELCOME SUJOY123 (CITIZEN) PROFILE LOGOUT OCCUPANCY CAF Owners Applicant Details Site Plan Applicant Sub Type * (In case of Applicant Applicant Type Owner / Lessee Select Sub-Type Site Detaits Specifications Salutation * Name* Land and Building Specifications Sujoy Ghosh Mobile Number * Email ID * Plot Abutting Details Address Shyamnagar SHYAMNAGAR PIN 743127 Police Station Other Details Engaged Personnel Aadhar Number Photo ID Type Photo ID No 123645879012 Documents Upload PAN * ACVNKMO90J PAN Document * View Document Save/Submit Save ■ Next → Type here to search û 🖹 📴 🗓 로^R ヘ답 ᢏ ENG 16:22 특

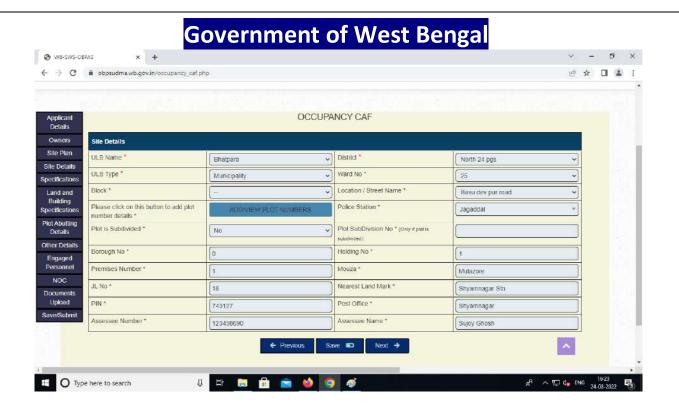
Government of West Bengal v - 8 × ← → C 🐞 obpsudma.wb.gov.in/occupancy_caf.php ☆ □ ▲ : OCCUPANCY CAF Applicant Details Owners **Owner Personal Details** Site Plan same as Applicant ? Yes No Owner Type ^ Individual Site Details Specifications Do you want to change Owner details ? Yes • No Land and Building Specifications Organization Name/ Owner Name * Salutation * Mr. Sujoy Ghosh Mobile Number * Email ID * 8777754613 Plot Abutting Details PIN-Shyamnagar 743127 Other Details Aadhaar Number Photo ID Type 123645879012 Engaged Personnel Photo ID Document (Please upload only Photo ID No Choose File No file chosen 123645879012 View JPEG, JPG, PNG or PDF formats of S00KB or less) NOC ← Previous Save **©** Next → Upload * Mandatory for citizen saving the CAF ** Mandatory for citizen before assigning to LBS/Architect * Mandatory for LBS/Architect before assigning to next personnel/AutoScrutiny Geotechnical Engineer ## Mandatory for Structural Engineer

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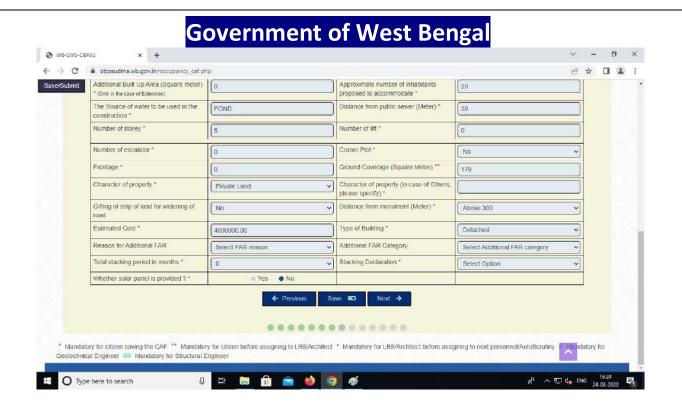
Government of West Bengal ← → C 🕯 obpsudma.wb.gov.in/occupancy_caf.php 增☆□ 1 : Department of Urban Development & Municipal Affairs, Govt. of West Bengal e-Grihanaksha HOME DASHBOARD + E-SERVICES + GRIEVANCE + HELP + WELCOME: SUJOY123 (CITIZEN) PROFILE LOGOUT OCCUPANCY CAF Owners Site Plan Status (* if applied for Building Plan or Building Plan + Temp Water) Site Plan Reference Number * Site Plan Status * Approved Online SWS-OBPAS/2108/2022/1063 Site Details Specifications ← Previous Save 🖘 Next → Land and Building Specifications Plot Abutting Details ory for citizen saving the CAF ** Mandatory for citizen before assigning to LBS/Architect * Mandatory for LBS/Architect before assigning to next personnel/AutoScrutiny # Mandatory for cal Engineer ## Mandatory for Structural Engineer Other Details Engaged Personnel NOC

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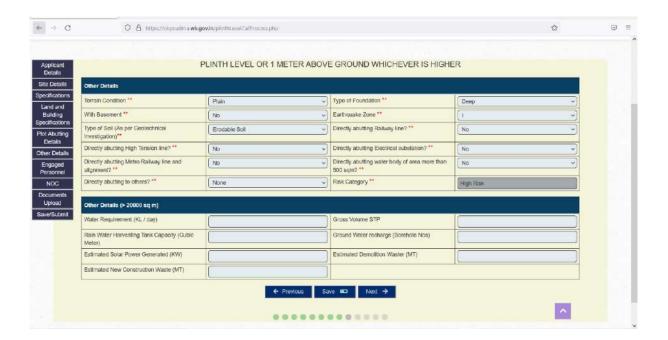
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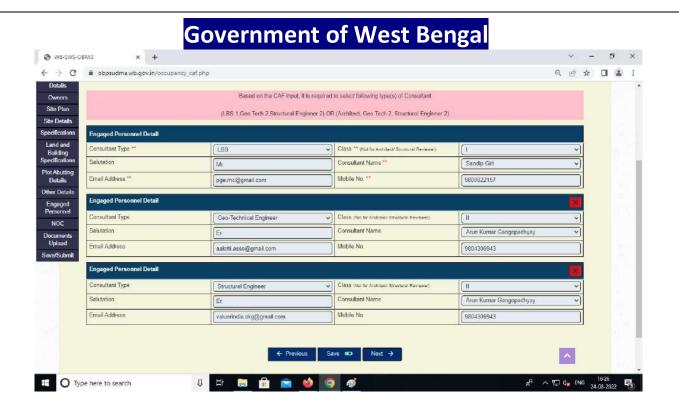
Government of West Bengal v - 5 × ← → ♂ 🕯 obpsudma.wb.gov.in/occupancy_caf.php 增☆□▲: OCCUPANCY CAF Applicant Details Site Plan Building Classification ** Other than Self Use Residential Site Detaits Specifications Site Coordinates Latitude * Site Coordinates Longitude * Land and Building Specifications Site Photograph One *(Please upload only JPEG/JPG/PNG format of 500KB or less) Sife Photograph Two *(Please upload only JPEG/JPG/PNG formal of 500KB or less) Choose File No file chosen Choose File No file chosen Plot Abutting Details Land Details Other Details Land Area as per deed (Square Meter) Land area as per measurement (Square Meter) * Engaged Personnel Nature of Land Area of Selected Nature of Land (Square Meter) Upload Nature of Land 370.45 + Add More Details about Nature of Land ← Previous Save ■ Next → U 🖹 🔚 🔒 📦 🌖 🗳 Type here to search gR ヘロは ENG 16:24 見 24:08:2022 見

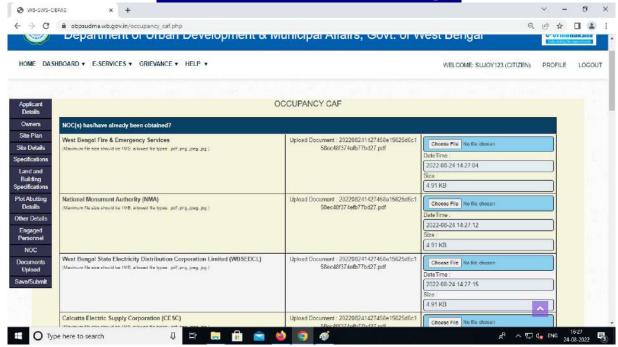
Government of West Bengal v - 8 × ← → C 🐞 obpsudma.wb.gov.in/occupancy_caf.php 增☆□ 1 : e-Grihanaksha Department of Urban Development & Municipal Affairs, Govt. of West Bengal HOME DASHBOARD + E-SERVICES + GRIEVANCE + HELP + WELCOME SUJOY123 (CITIZEN) PROFILE LOGOUT OCCUPANCY CAF Owners Land and Building Specifications Site Plan Building Height (Meter) (Incase of sloped Total Built Up Area (Square Meter) Site Details Specifications Maximum Height of Appurtenant Total Height of the Building from Ground 15.88 structure including Solar Panel, if any (if It is above ridge incase of sloped roof) (Meter) **list of appurlenant structure - stair cover height, iff machine rooms; roof tanks and Level (Meter) * Land and Building Specifications Plot Abutting Details height of support, chimneys, parapet walls height Other Details Site Elevation (Above Mean Sea Level 5.5 Height of the Building (Above existing 17.13 Engaged Personnel (AMSL)) (Meter) " Average RL of centre line of abutting Height of the proposed GL from Existing GL of the site (Meter) * Total Height of the Building from AMSL Documents Upload Additional Built Up Area (Square meter) Approximate number of inhabitants Save/Submit 20 " (Only in the case of Extension) Type here to search 와 스 및 👣 ENG 16:24 🖥

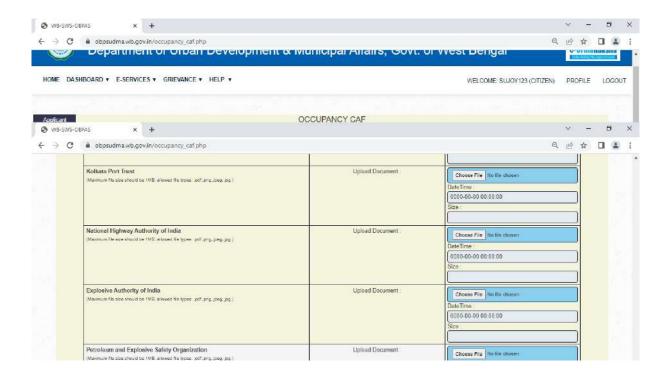


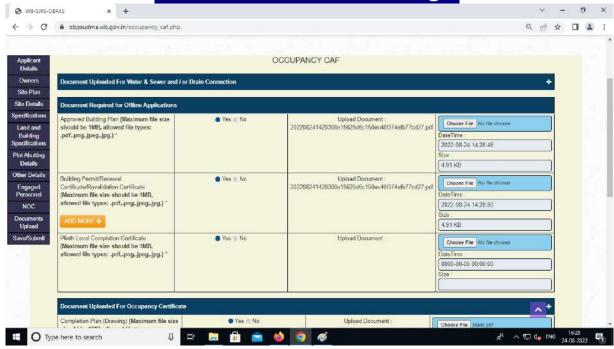




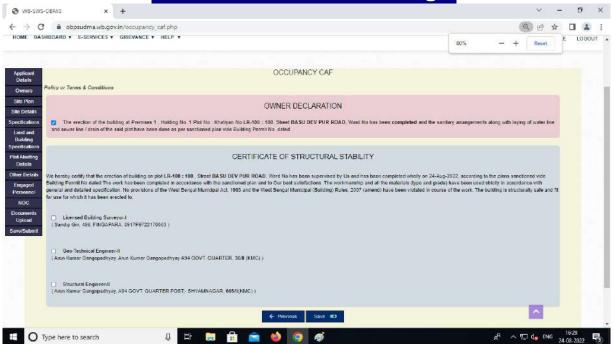




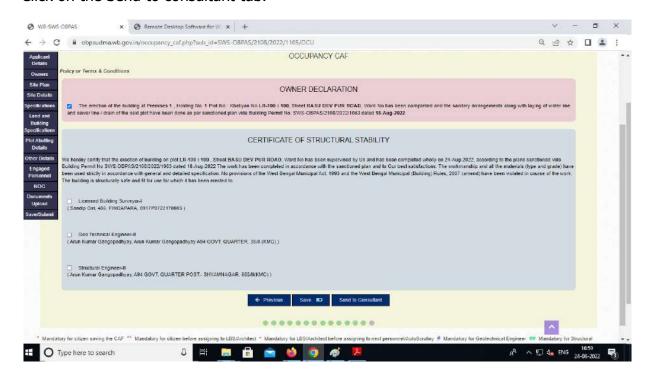




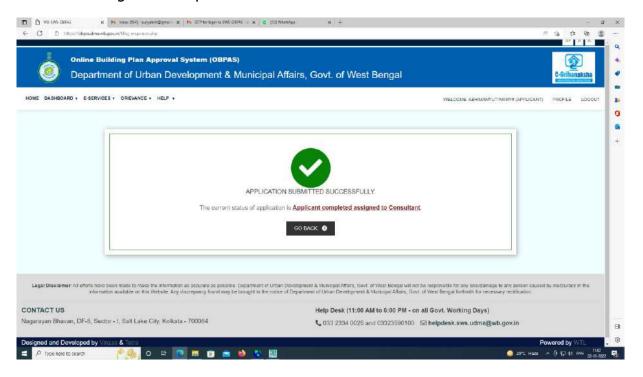
Government of West Bengal × + v – ш х ← → C 🖟 obpsudma.wb.gov.in/occupancy_caf.php Q & t 🛛 🚨 : should be 1MB, allowed file types: .pdf,.png..jpeg,.jpg.) 2022-8-24 16:28 6 Up to date paid up Municipal Property Tax receipt of the concerned holding (Maximum file size should be 150KB, allowed file types: Upload Document 2022-8-24 16:28:10 .pdf,.png,.jpeg..jpg.) * 4.91 KB Mutation Certificate of BLLRO/ Record-of-Rights (Parcha) from BLLRO office for change of ownership (Day if there a say charge, (Maximum file size should be 1MB, allowed file types: Yes No Upload Document DateTime : .pdf,.png,.jpeg,.jpg.) Size : Structural Stability Certificate of Structural Engineer (in case of medium risk building) (Maximum file size should be 1MB, allowed file types: .pdf,.png,.jpeg,.jpg.) Choose File blank pdf Yes No Upload Document : 2022-8-24 16:28:18 4.91 KB ← Previous Save D Next → Mandatory for citizen saving the CAF Mandatory for citizen before assigning to LBS/Architect. Mandatory for LBS/Architect. Type here to search J 🖹 🗎 🟦 🕿 🐸 🧑 🚿 ヘ 口 👣 ENG 16:28 24-08-2022

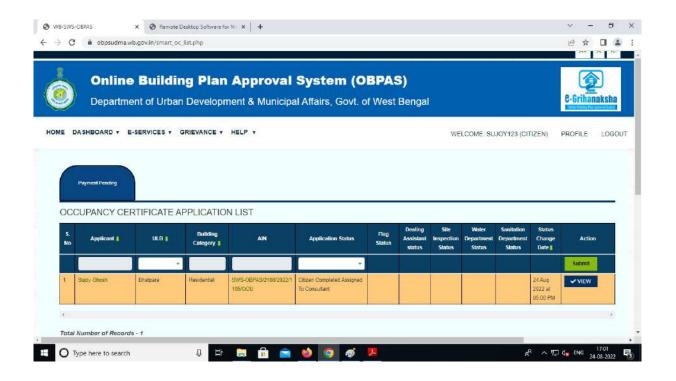


Click on the Send to consultant tab.



File will be assigned to respective Consultant.



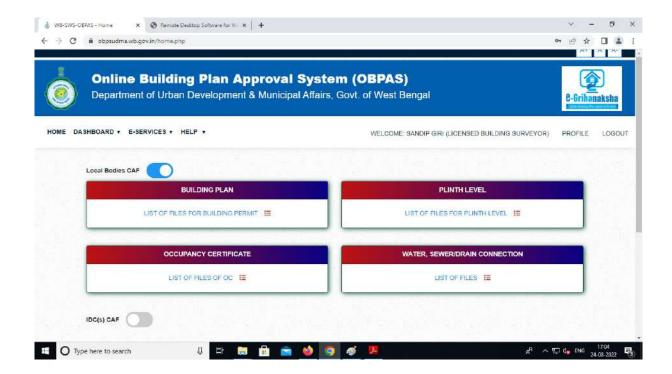


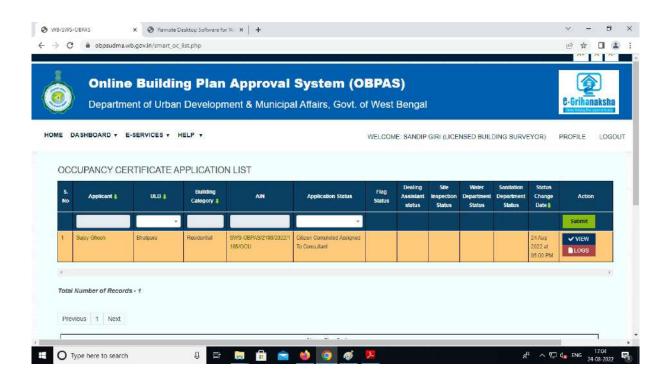


The assigned consultant will log-in using the user name and password and verify via OTP send to the registered Phone and Email

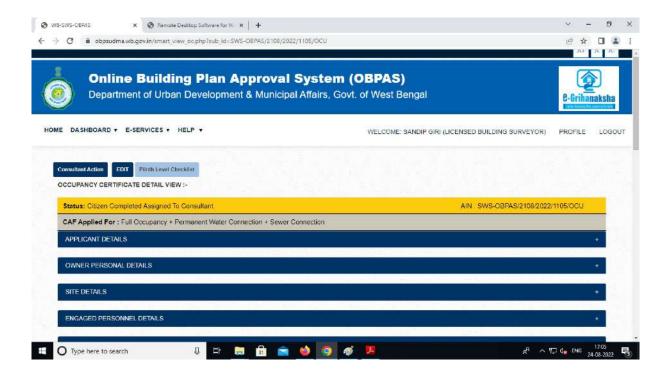


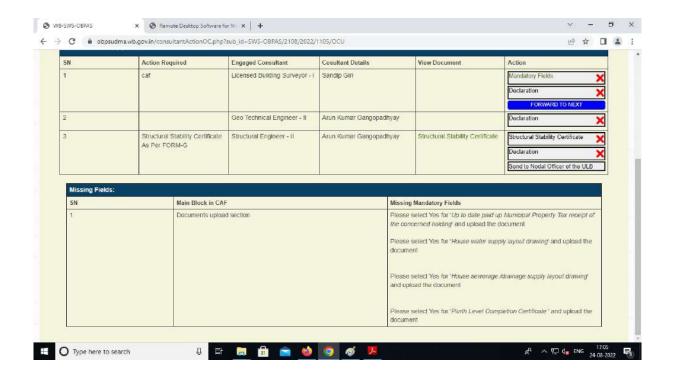
Click on the Occupancy Certificate tab.

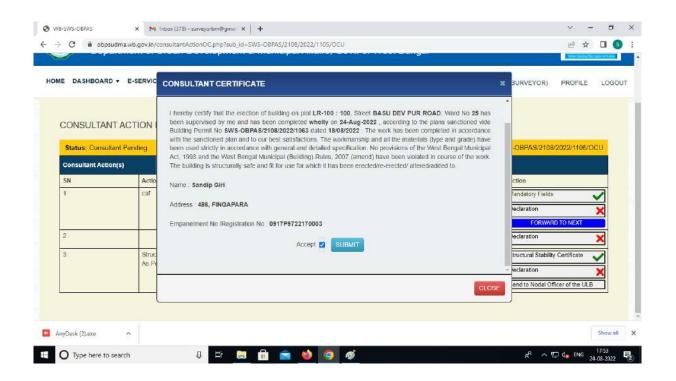




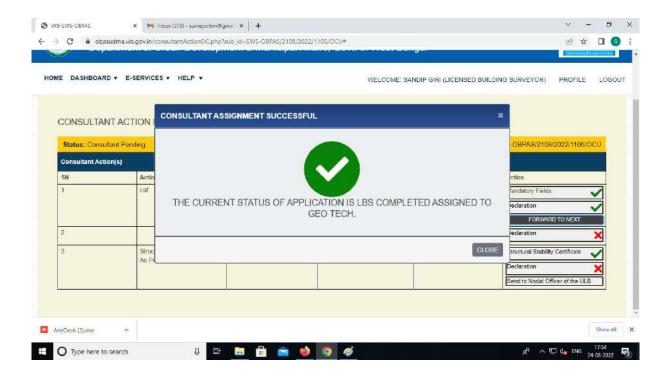
Click on the consultant action and submit all the required CAF data and document for the respective AIN.

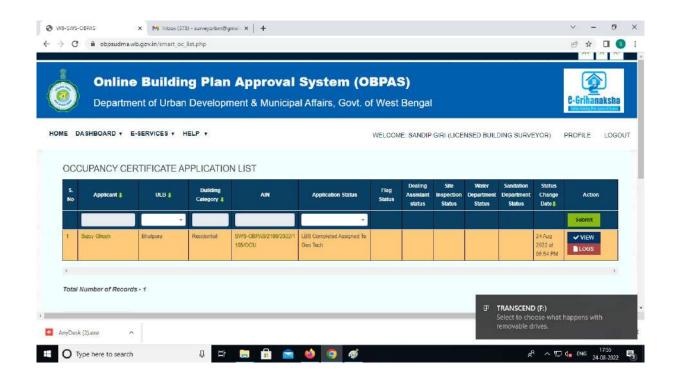




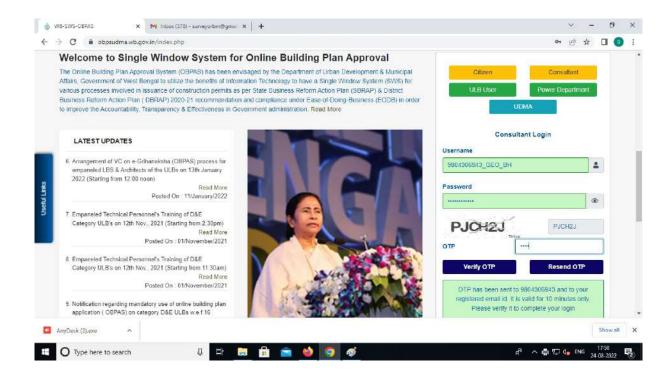


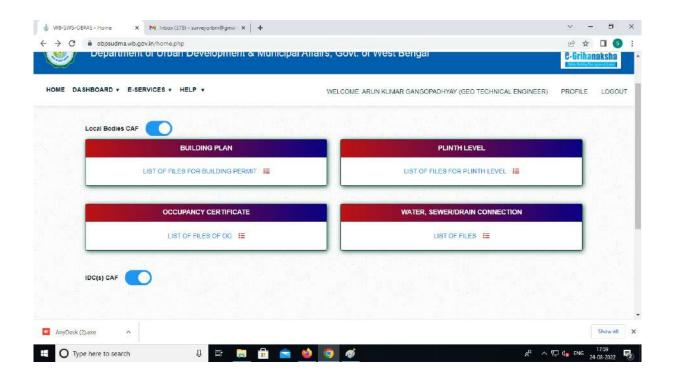
Click on the Forward to Next tab after clear all the check box and submit the file to Geo Tech.





Geo Tech Login in the SWS portal.



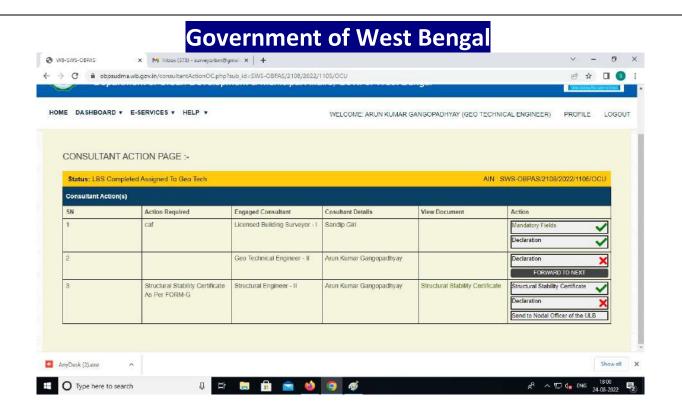


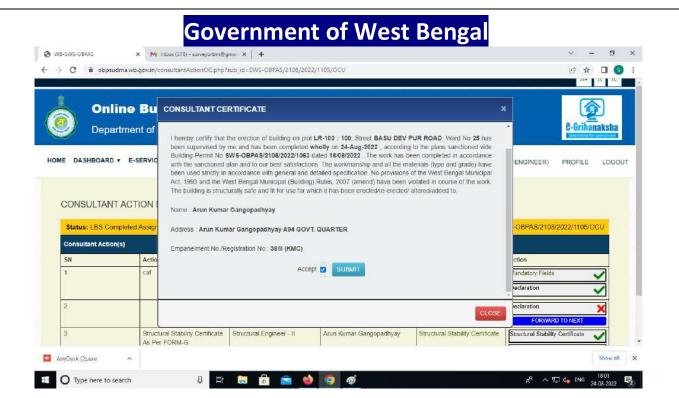


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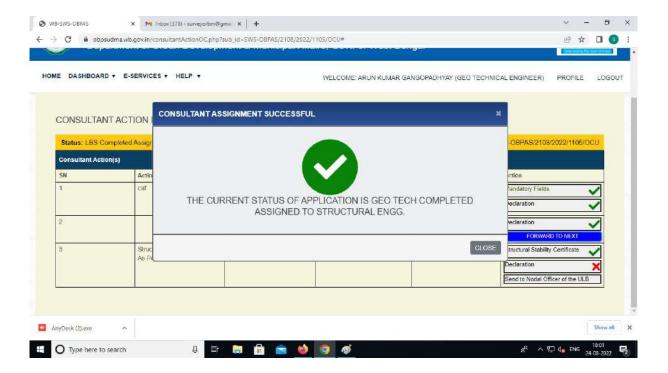
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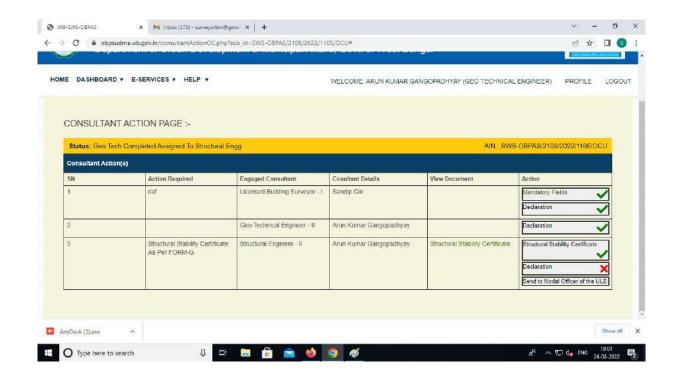
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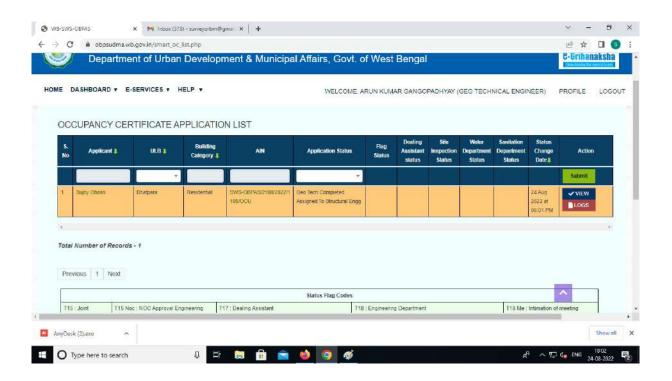


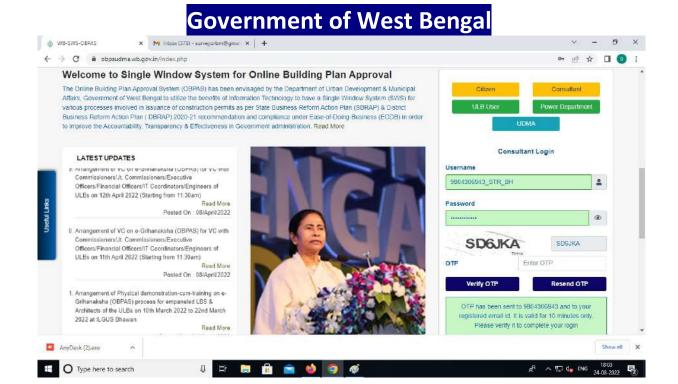


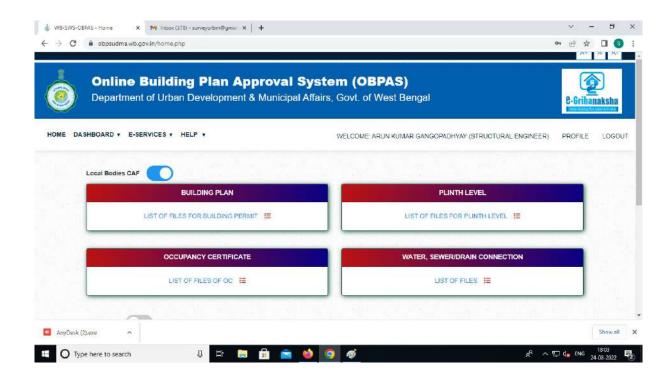
After Geo-Tech check all the required check box and Assigned to the Structural Engg.



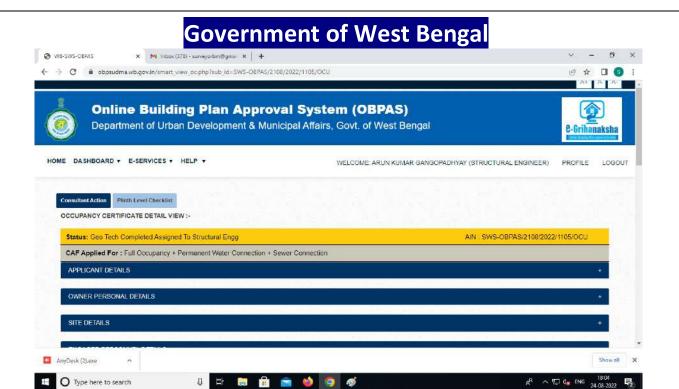






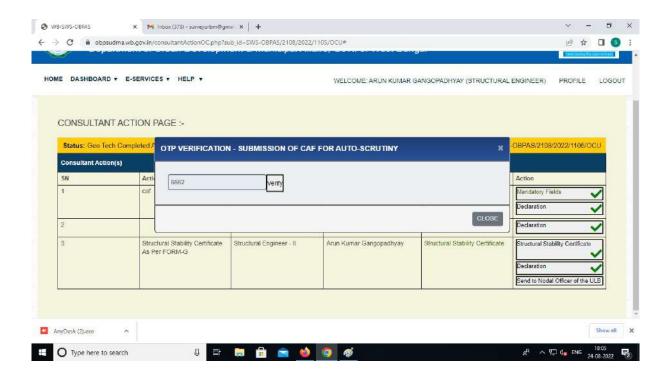








After submitting documents and checking all the fields from the structural engg click on the tab Send to Nodal officer of the ULB and verify by the OTP and submit.

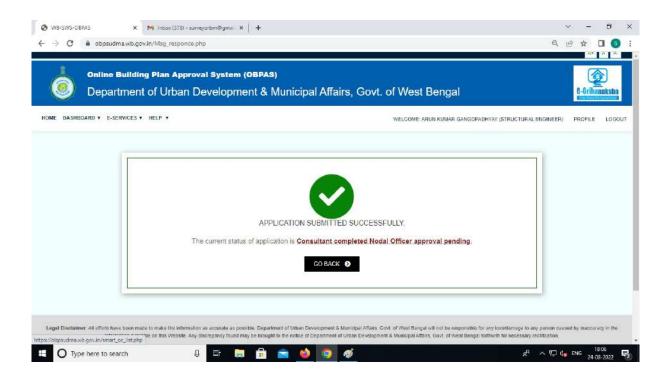


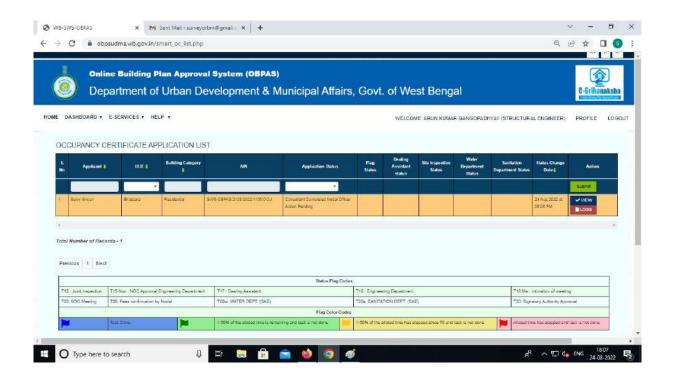
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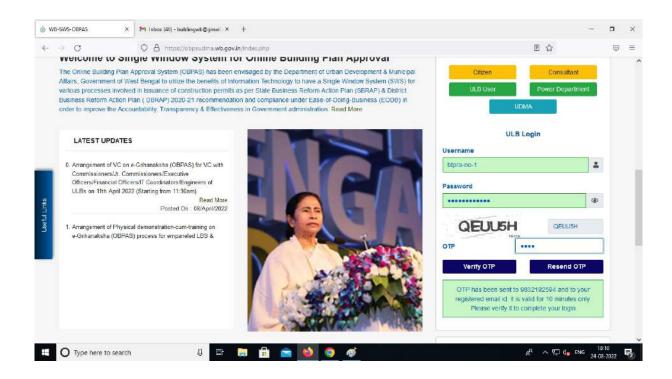
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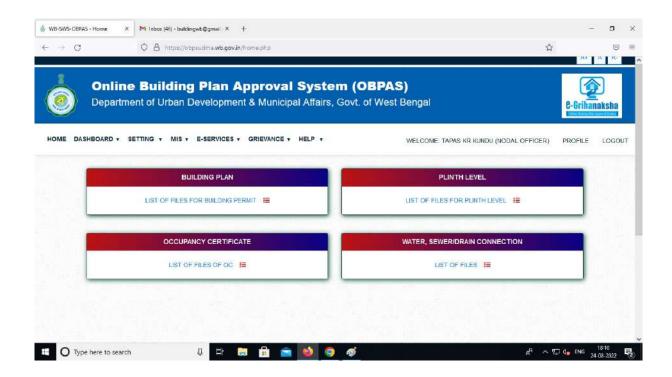
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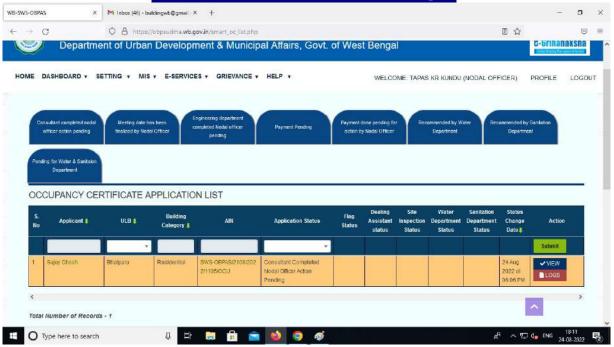


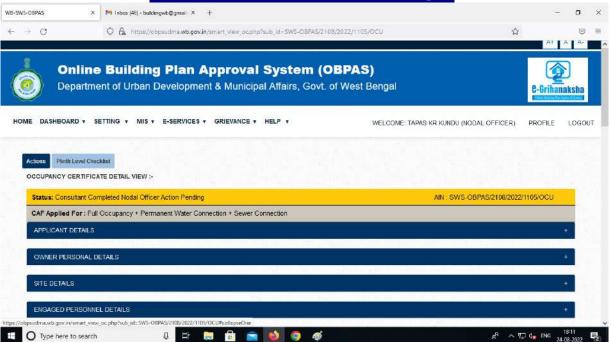


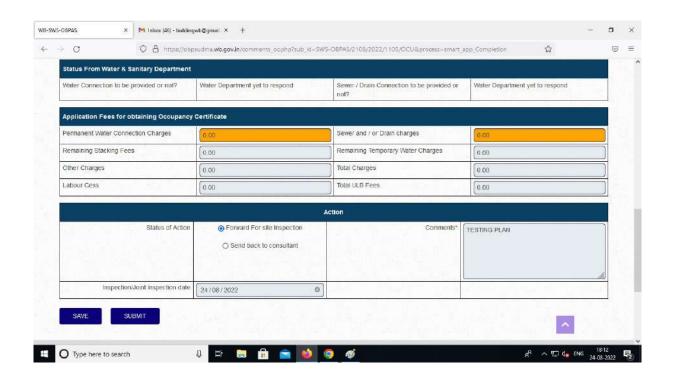
After assigning the file. File will received to respective ULB's Nodal officer, and nodal will assign to the respective actors for the furthers verification.

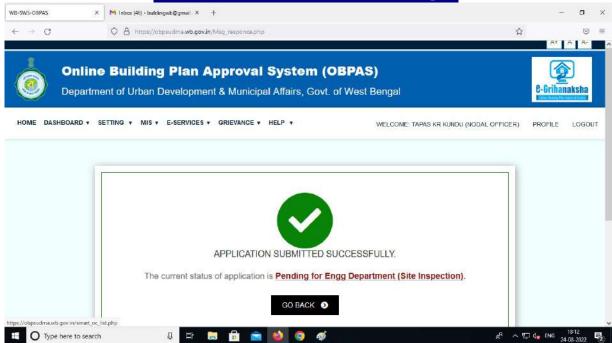


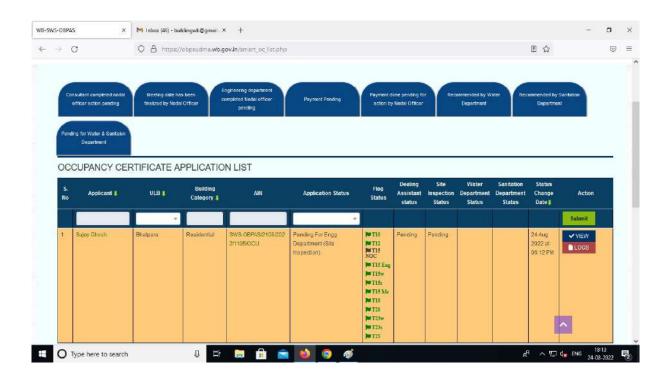






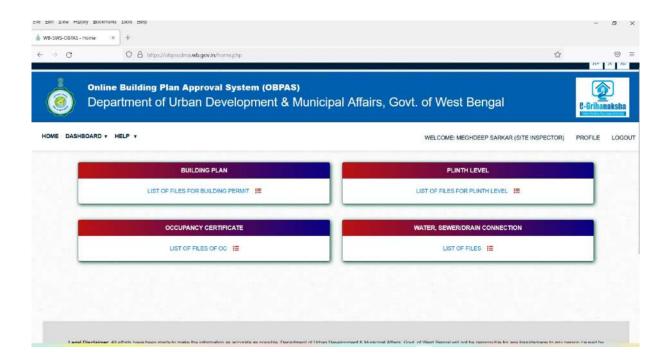


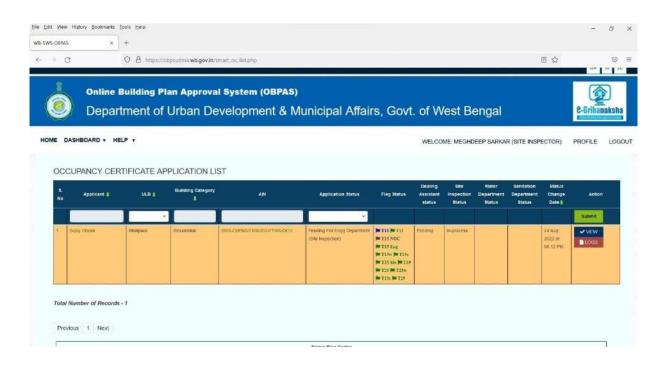




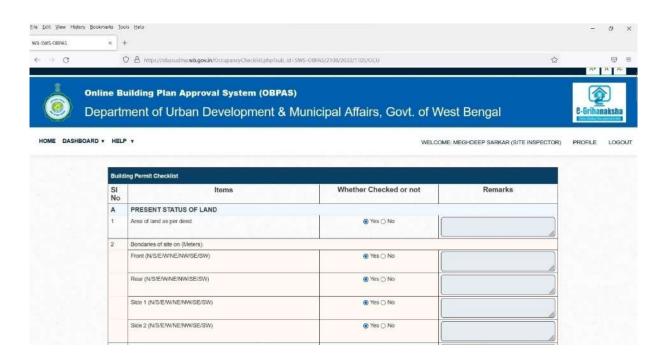
SITE INSPECTORS ACTION

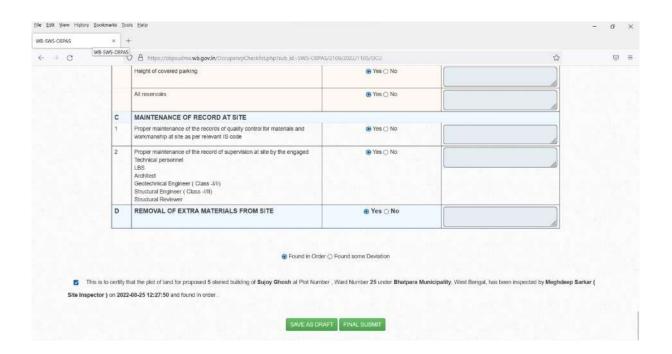






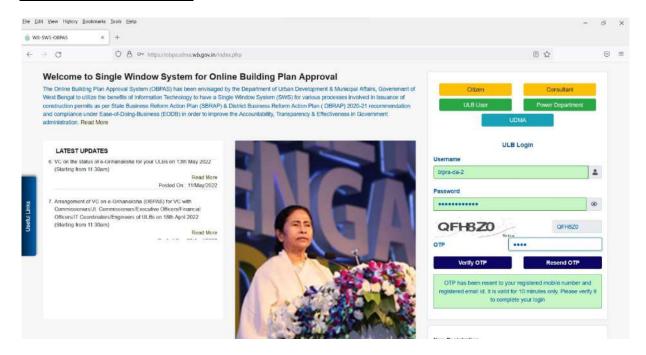




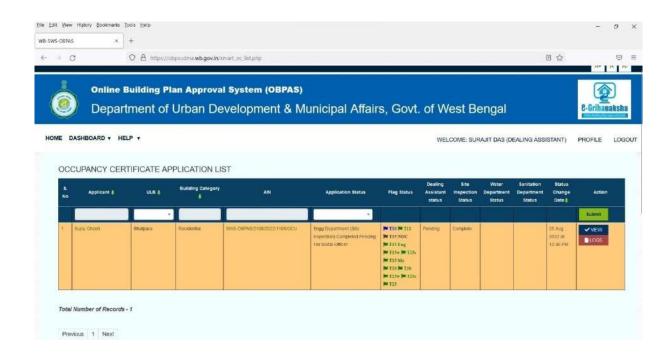


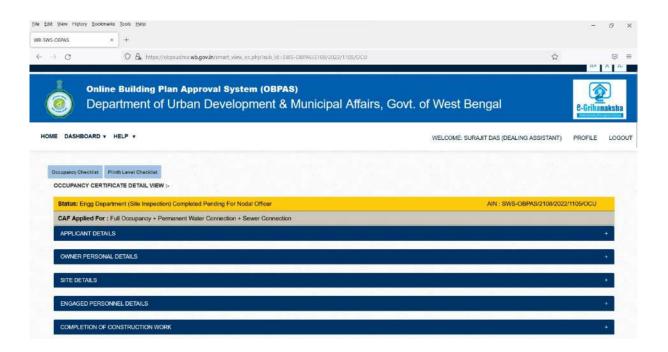


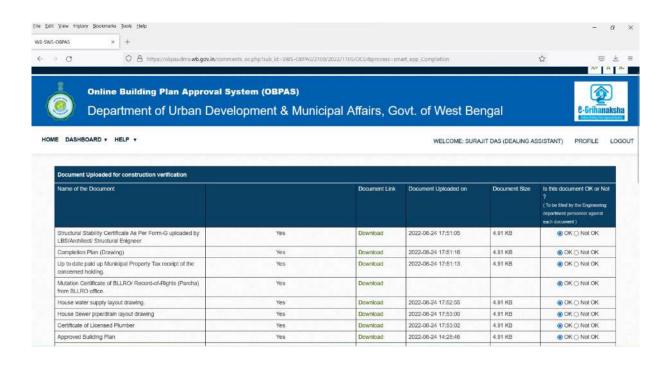
DEALING ASSISTANTSACTION

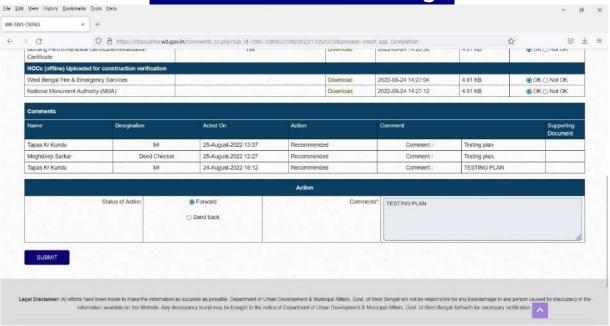


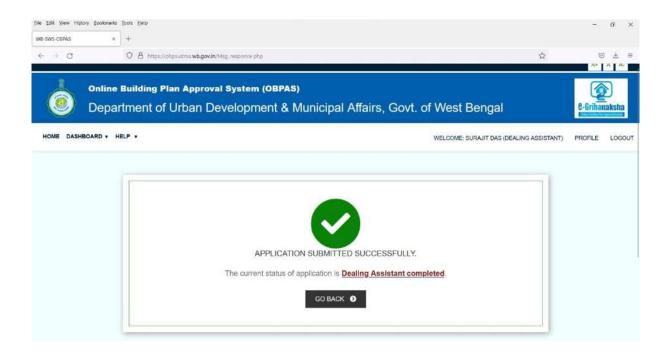




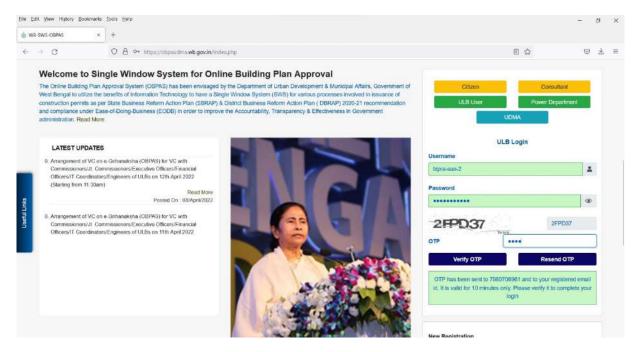






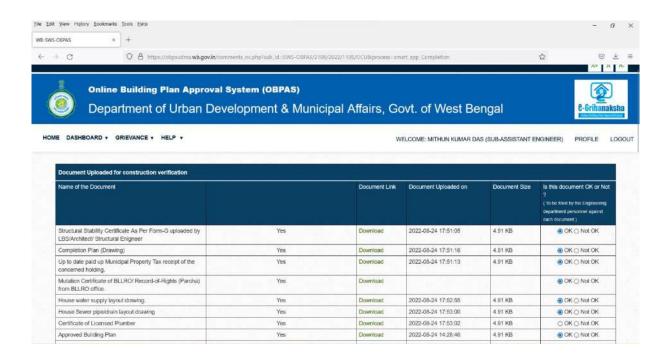


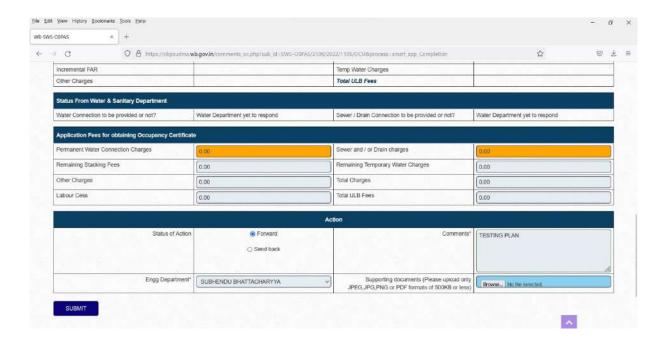
SAE (L1) ACTION

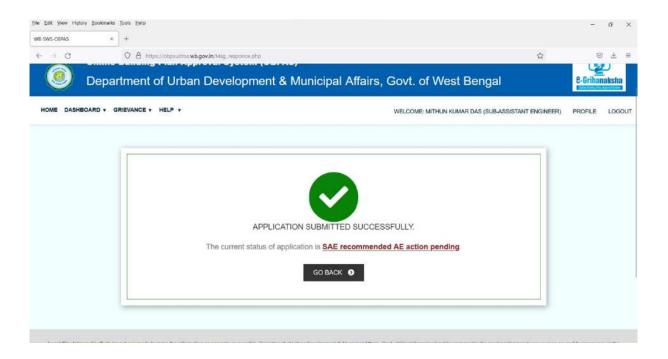




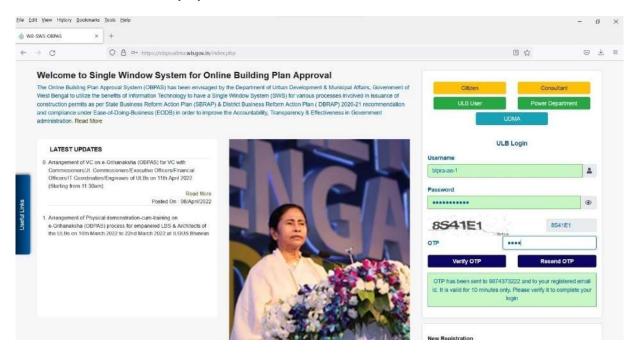


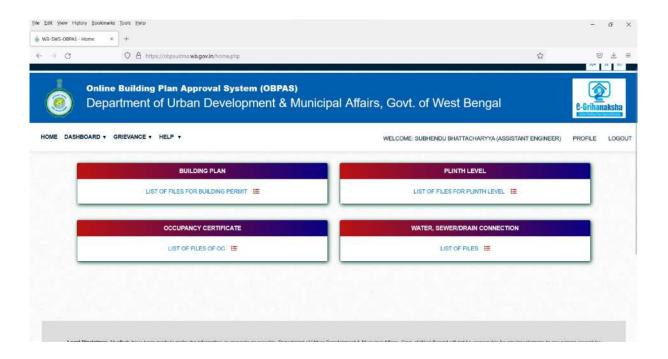




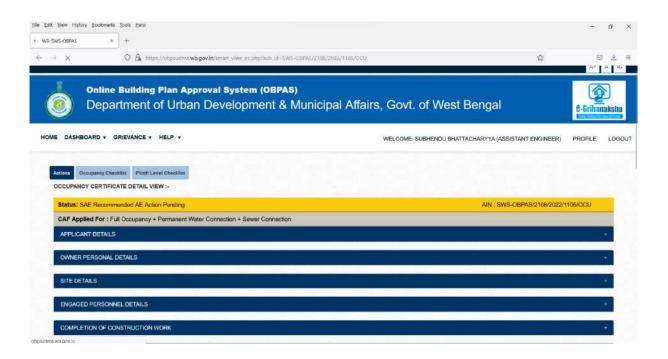


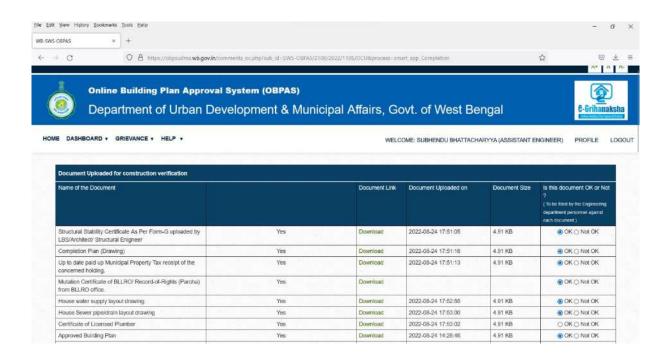
ASSISTANT ENGINEER (L2) ACTION

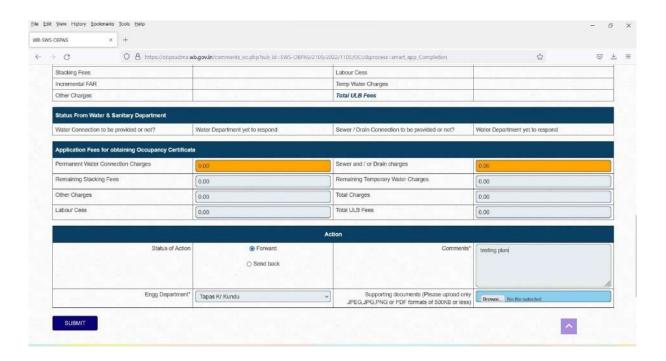


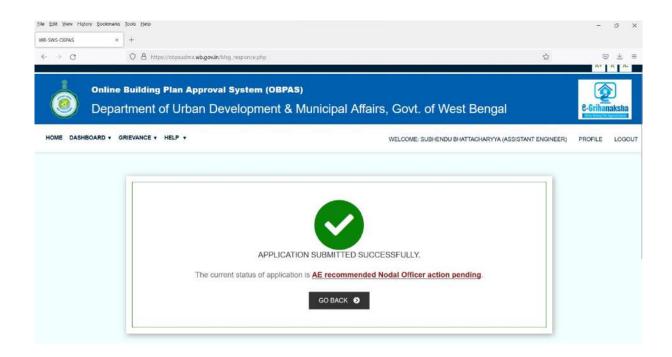






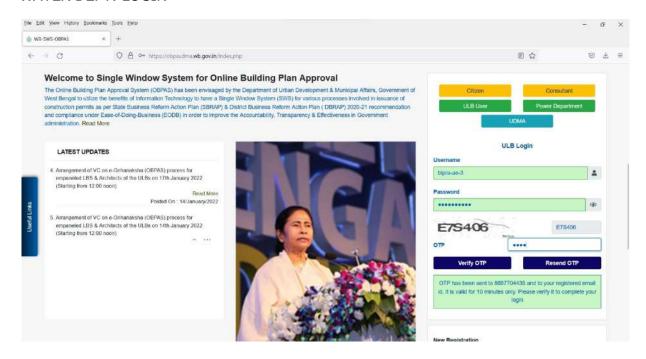


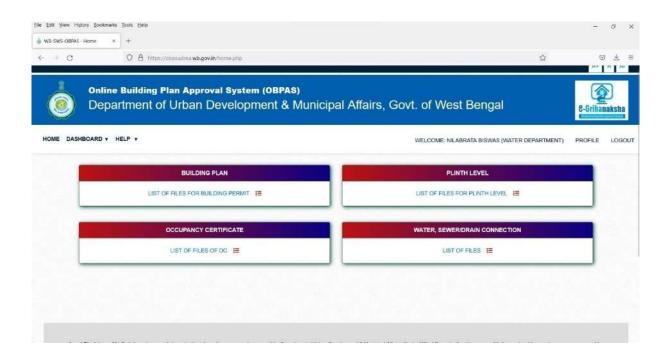


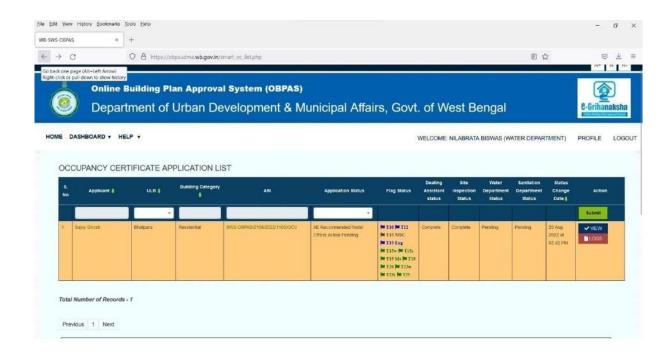




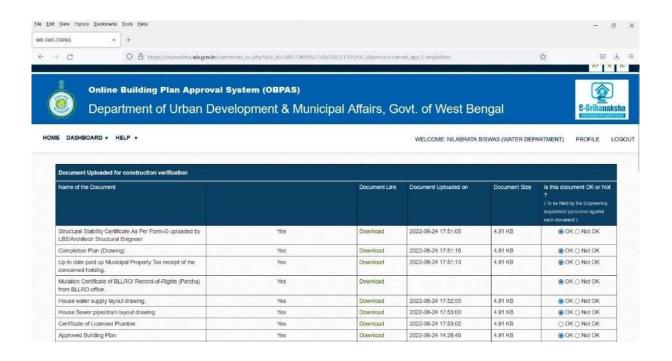
WATER DEPT. LOGIN

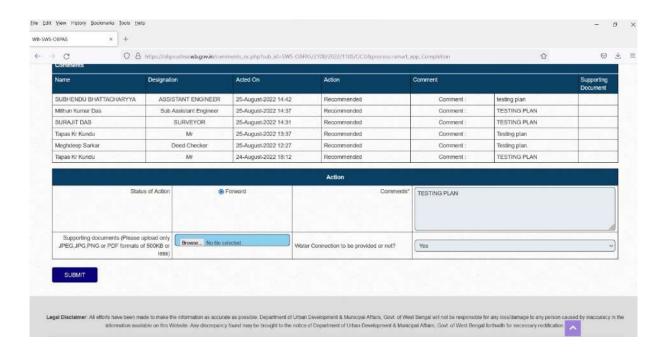


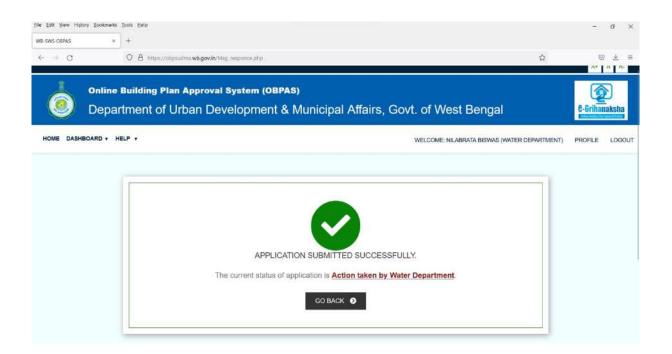








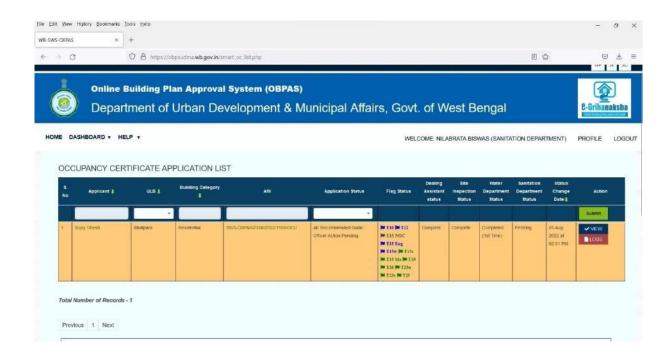


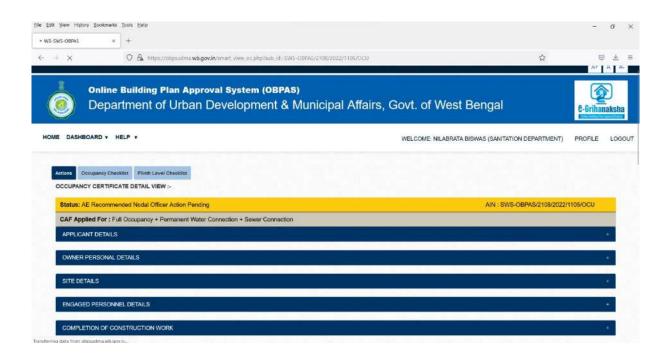


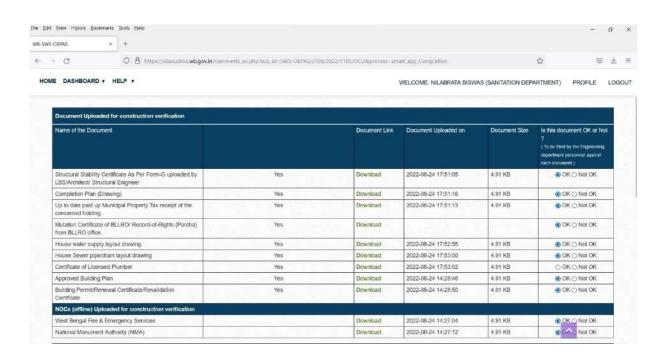
SANITARY DEPT. ACTION

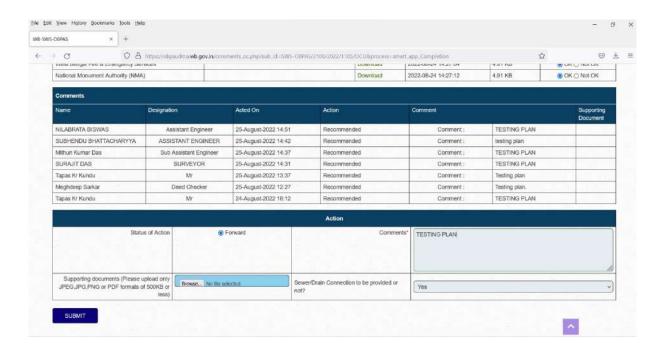


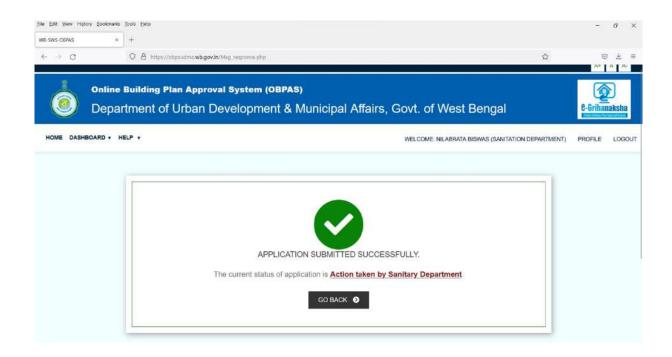


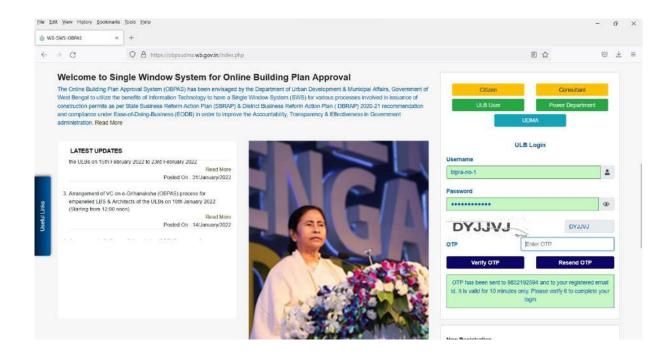






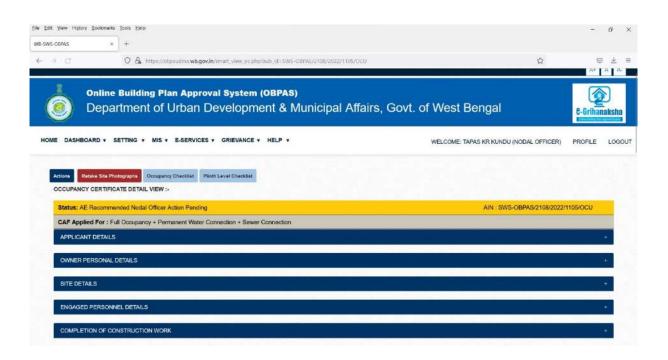


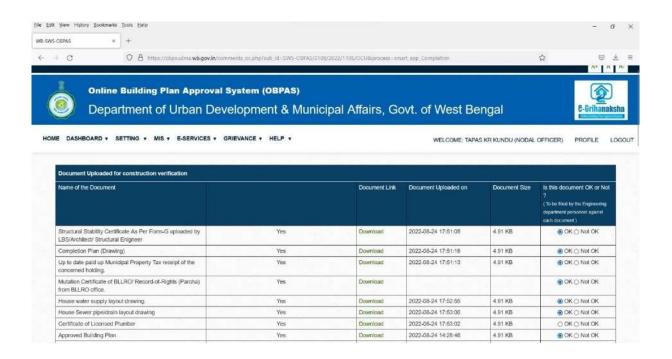


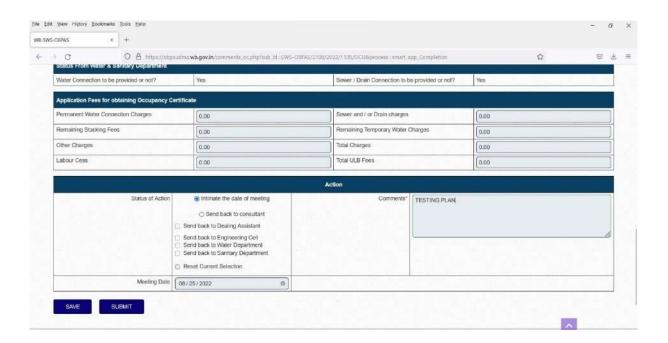


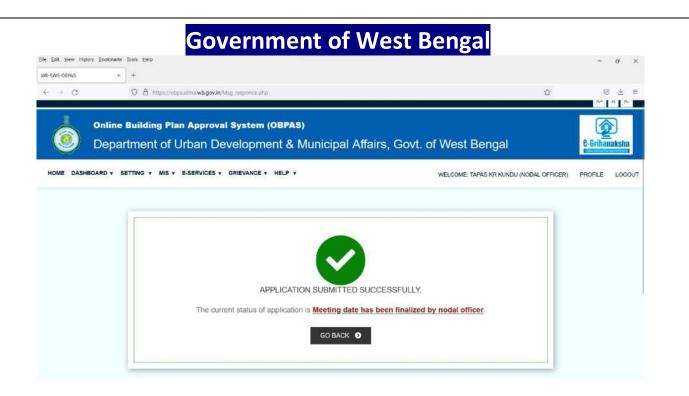


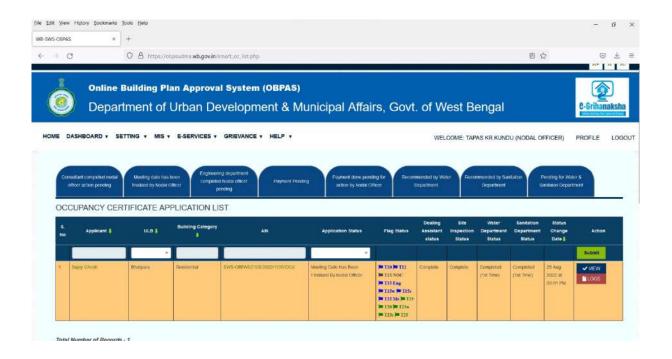




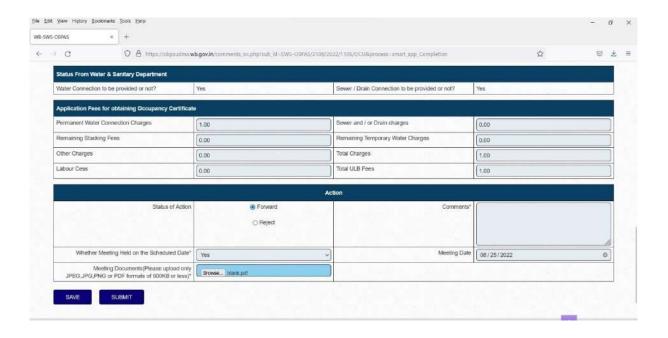


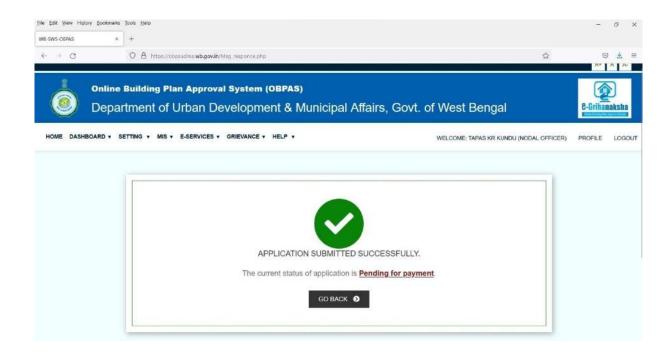


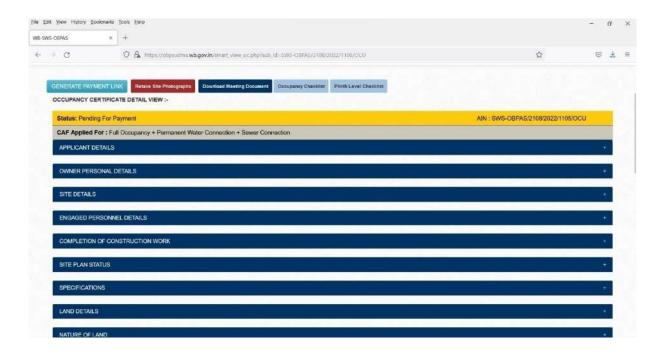




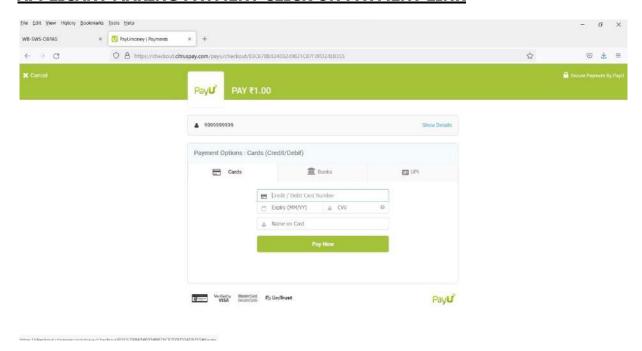


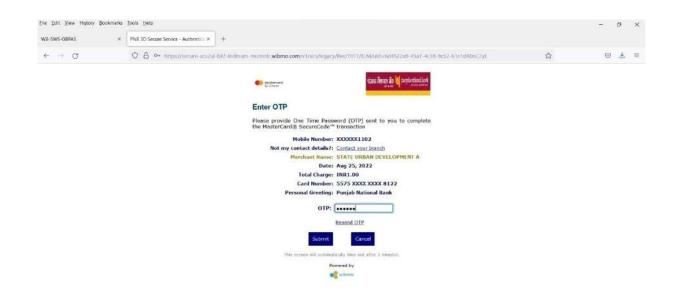


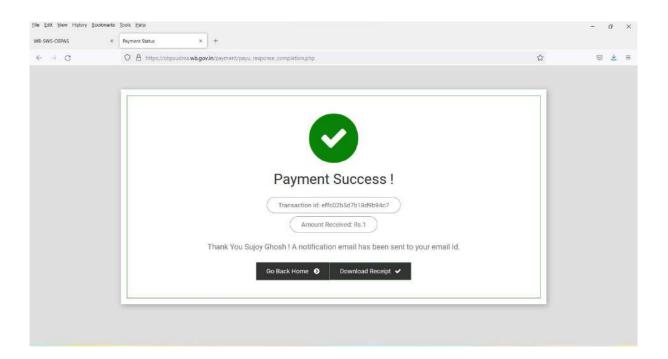




Government of West Bengal APPLICANT MAKING PAYMENT CLICK ON PAYMENT LINK

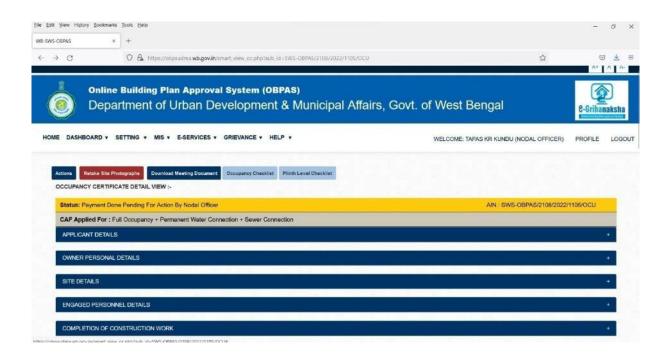


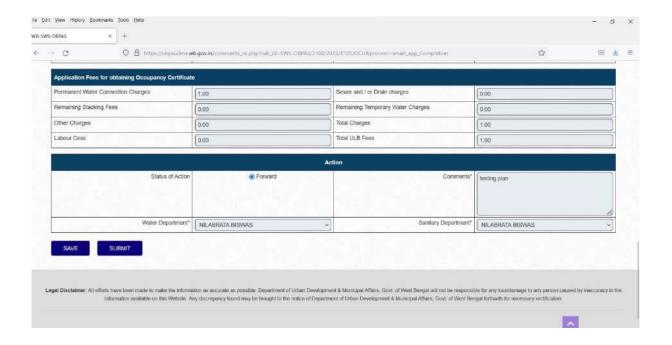


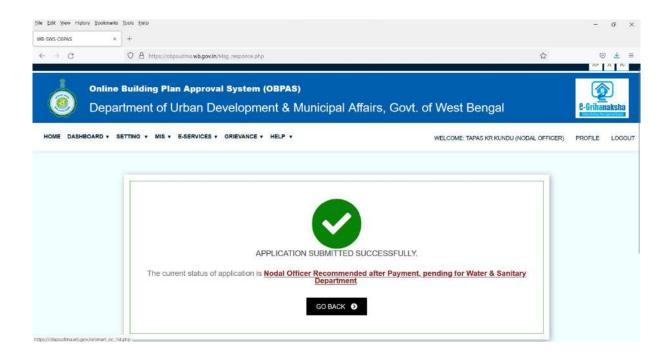


Government of West Bengal File Edit Yiew History Bookmarks Tools Help WB-SWS-OBPAS × Payment Details - Receipt_SWS-Ci × + ← → ♂

□ ↑ ↓ □ 1 of 1 O A https://obpsudma.wb.gov.in/ReceiptOc.php?tcid=effc02b5d7b18d9b94c78sub.id=SW5-OBPAS/2108/2022/1105/OCU 🗘 ⊚ ± ≡ — | + Automatic Zoom → # 8 10 N >> Payment Receipt (Occupancy) Application NO SWS-OBPAS/2108/2022/1105/OCU Application Created on 24-August-2022 Applicant Details Name Sujoy Ghosh Mobile 8777754613 Email buldingwb@gmail.com Address of correspondance Shyamnagar Site Address Building Category Residential Holding No BASU DEV PUR ROAD Borough No Ward Block No Plot No : Kahtian No LR-100 : 100 Mouza Mulazore 18 ULB Bhatpara Municipality District North 24 Pgs Transaction Details Transaction Number effc02b5d7b18d9b94c7



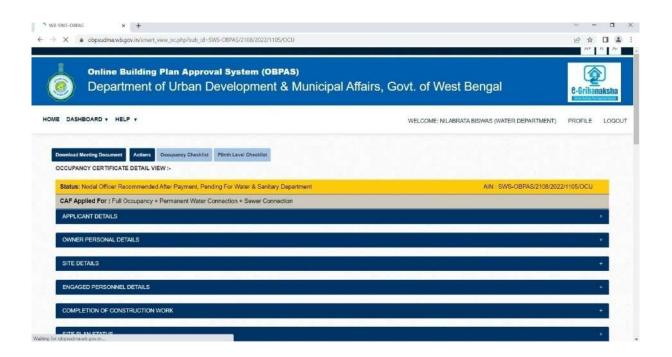


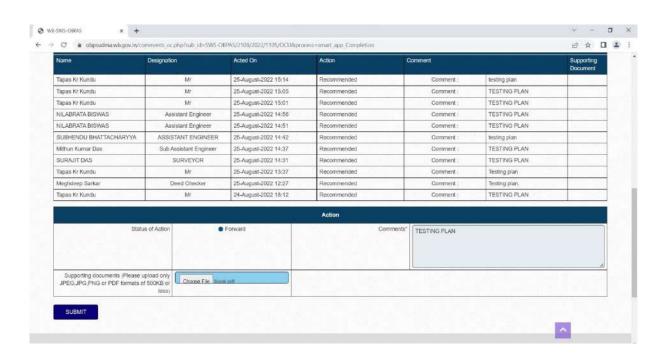


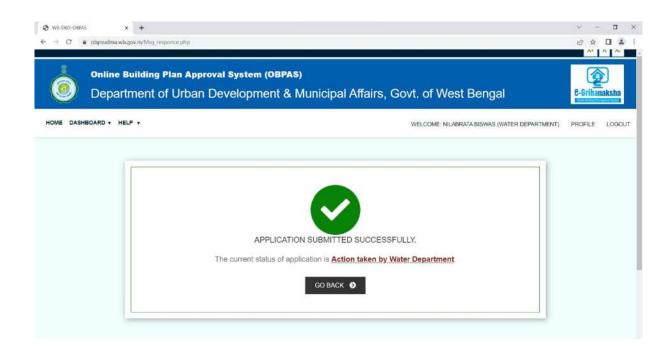


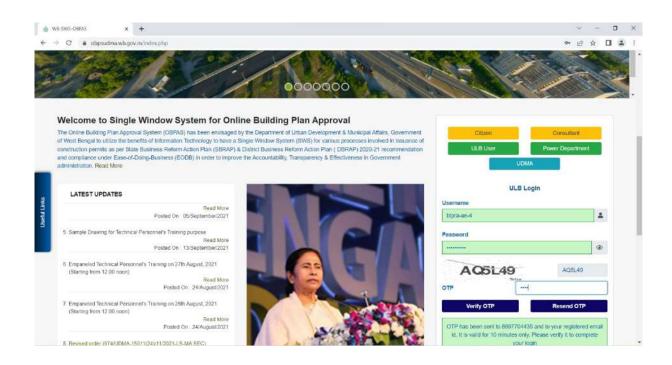




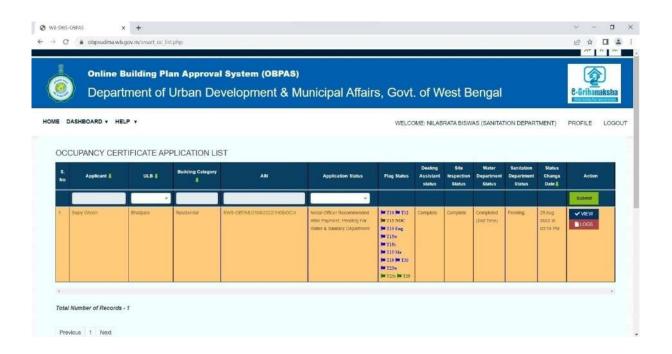




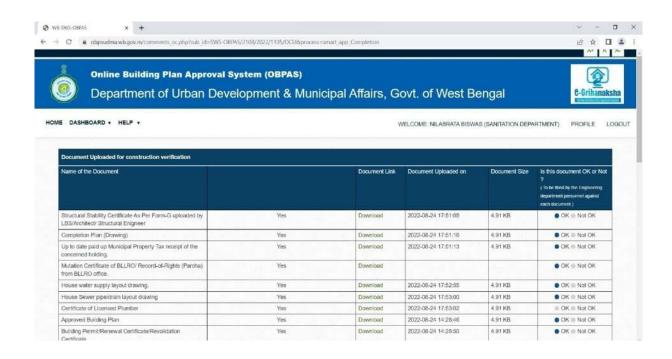


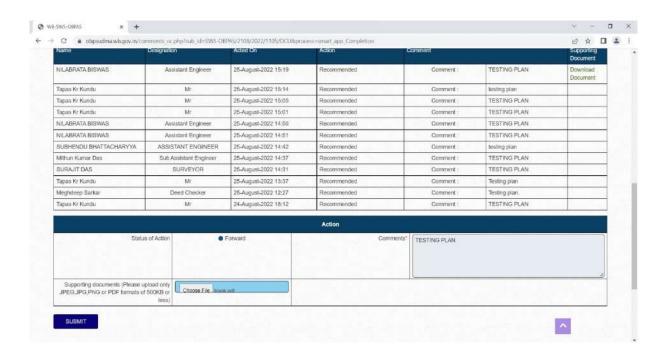


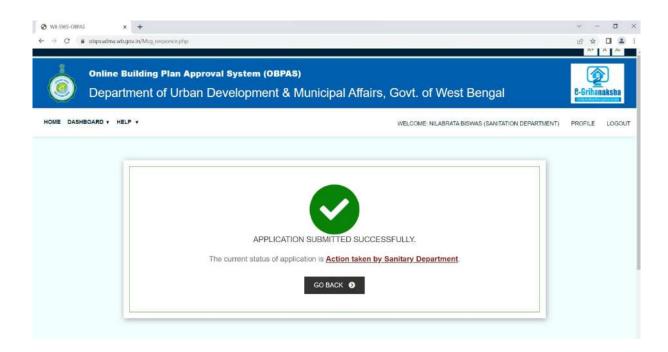


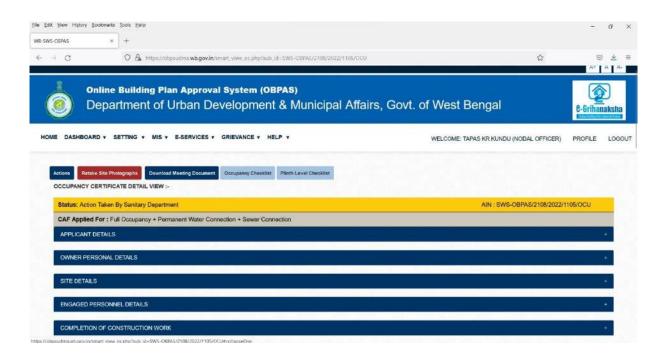


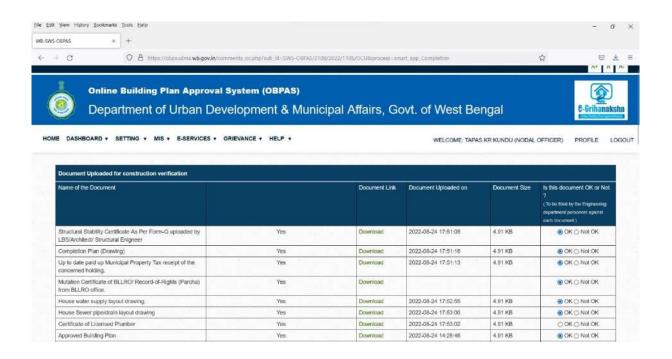




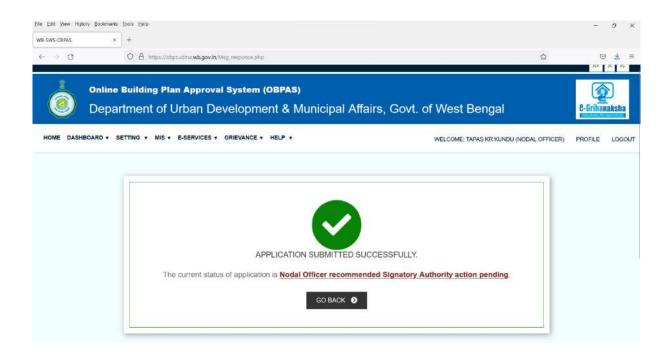






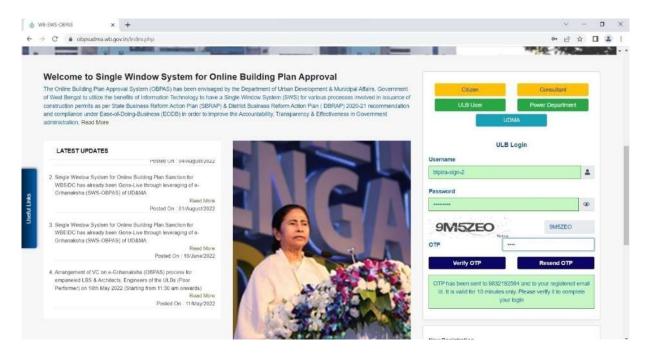




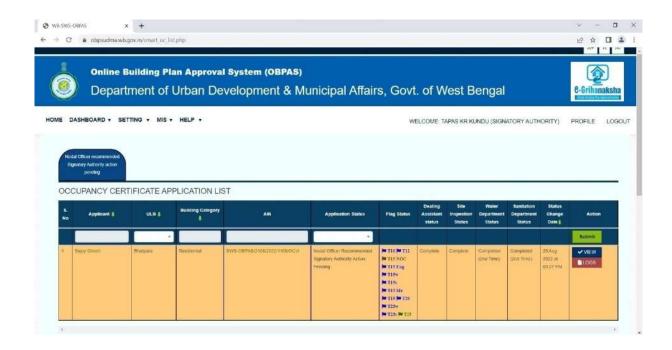




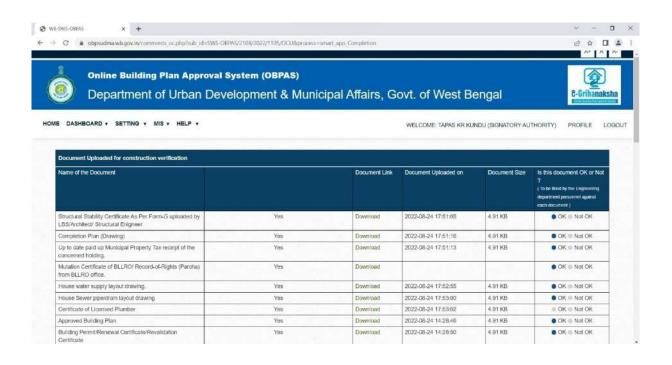
SIGNATORY AUTHORITY LOGIN

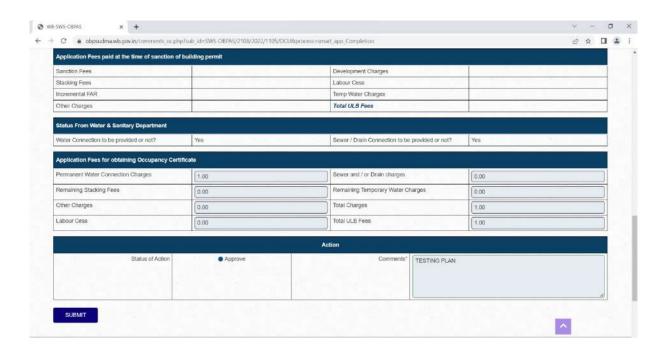


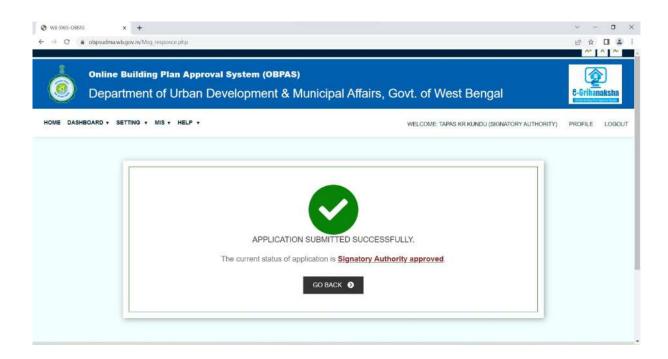


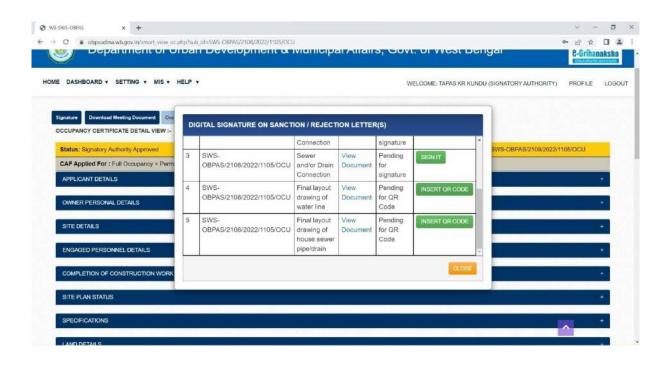




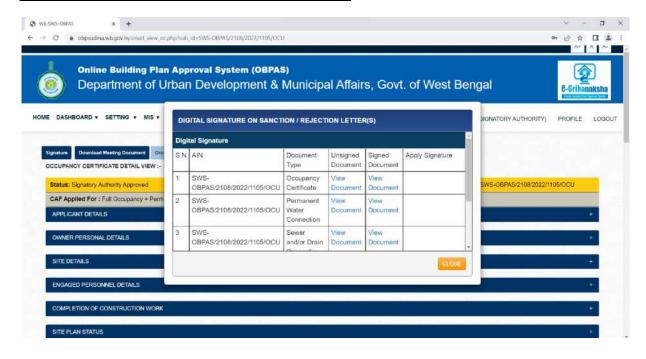


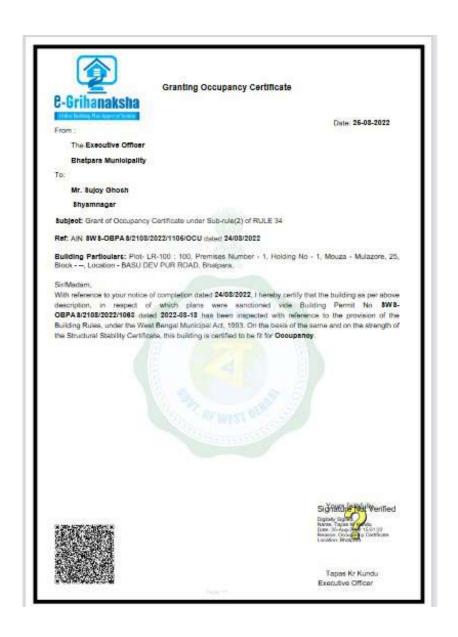






AFTER DIGITAL SIGNATURE COMPLETION





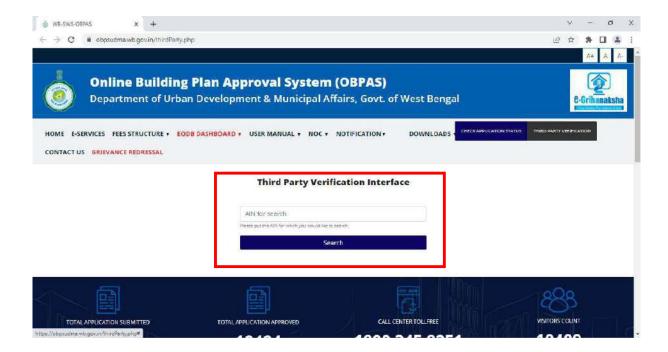




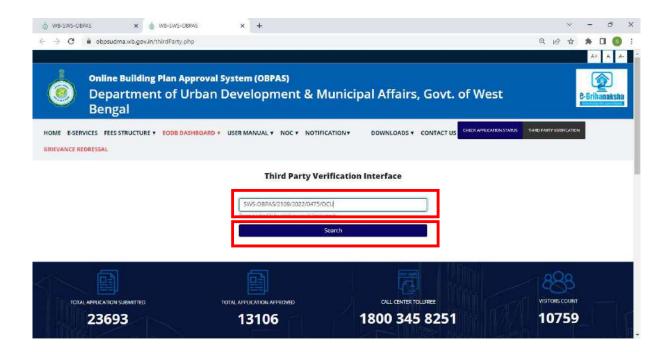
Screenshots for verification of approval certificate

Certificate can be downloaded by user post approval, even without login through Third Party Verification

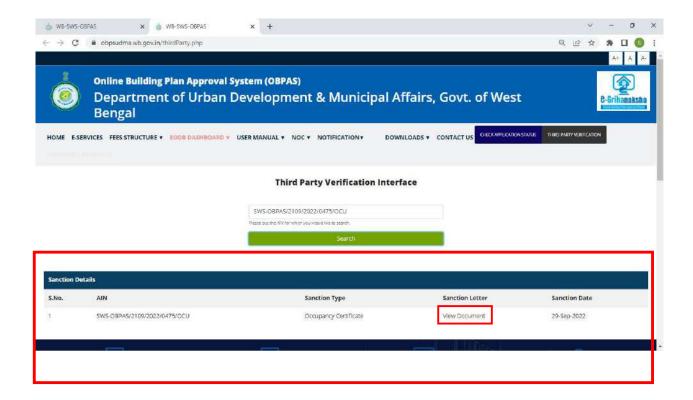
https://obpsudma.wb.gov.in/thirdParty.php



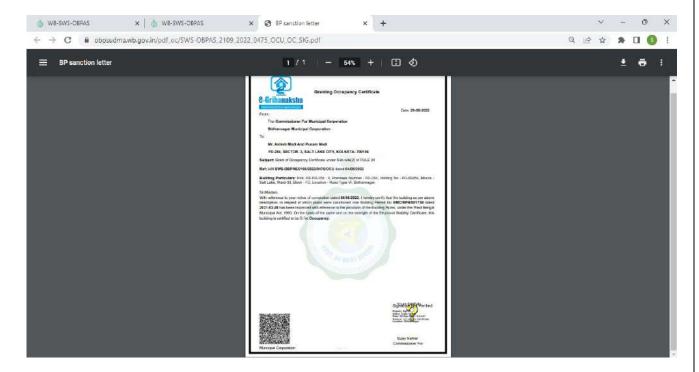
Enter the AIN no. SWS-OBPAS/2109/2022/0475/OCU and then click on the Search link



The Sanction details will appear on this web-page and user is required to click on the link under 'View Document' to view the certificate



On clicking on the link under 'View certificate' the certificate opens in the web-page



Approval Certificate



Granting Occupancy Certificate

From:

The Commissioner For Municipal Corporation

Bidhannagar Municipal Corporation

To:

Mr. Ashish Modi And Punam Modi

FD-254, SECTOR- 3, SALT LAKE CITY, KOLKATA-700106

Subject: Grant of Occupancy Certificate under Sub-rule(2) of RULE 34

Ref: AIN SWS-OBPAS/2109/2022/0475/OCU dated 04/08/2022

Building Particulars: Plot- RS-FD-254: 0, Premises Number - FD-254, Holding No - FD-00254, Mouza - Salt Lake, Ward-33, Block - FD, Location - Road Type VI, Bidhannagar,

Sir/Madam

With reference to your notice of completion dated 04/08/2022, I hereby certify that the building as per above description, in respect of which plans were sanctioned vide Building Permit No BMC/BPN/III/1738 dated 2021-03-26 has been inspected with reference to the provision of the Building Rules, under the West Bengal Municipal Act, 1993. On the basis of the same and on the strength of the Structural Stability Certificate, this building is certified to be fit for Occupancy.



Municipal Corporation

Signature for the Verified Digitally Signature Name: Sujay Sarke Date: 29-Sep-2992: 16:04:07 Research Coulon: Bidharmagar

Date: 29-09-2022

Sujay Sarkar Commissioner For