

User Manual for OCCUPANCY CERTIFICATION INCLUDING WATER CONNECTION AND SEWER CONNECTION

(for Medium 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/

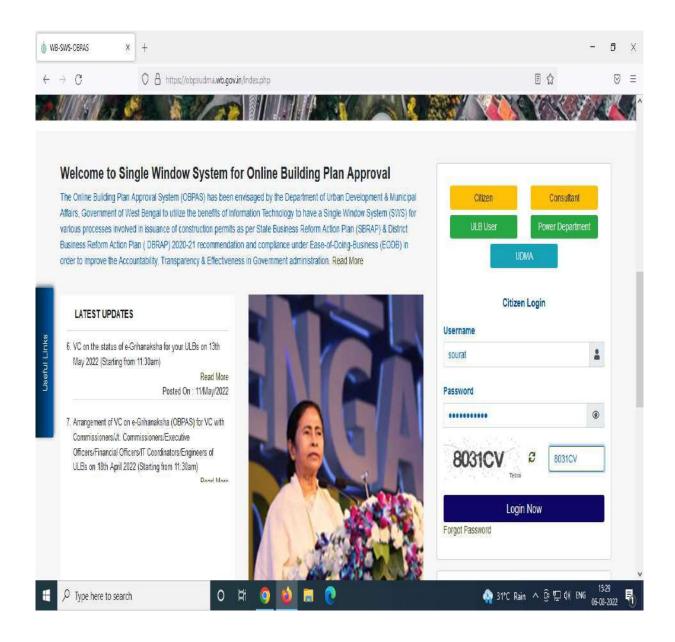
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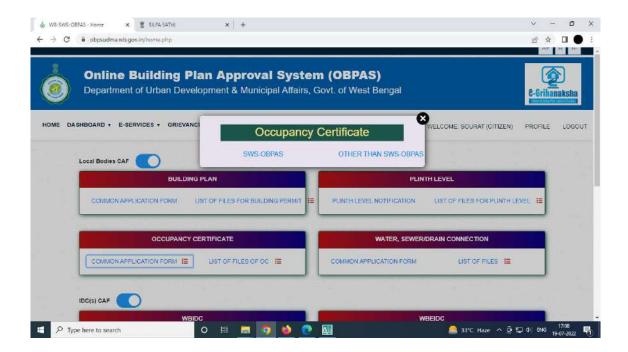
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Login Details:

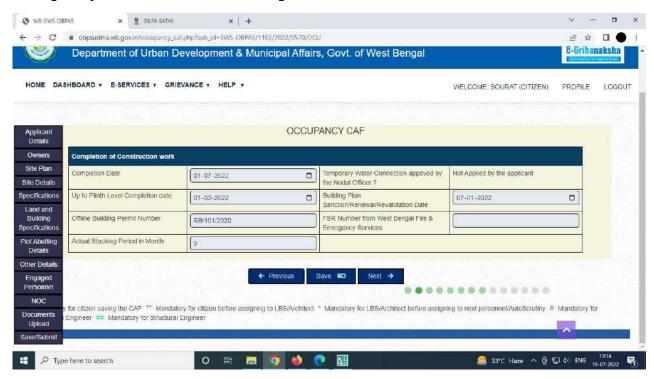
Applicant needs to visit the URL https://obpsudma.wb.gov.in, and click on the link tab "Citizen"

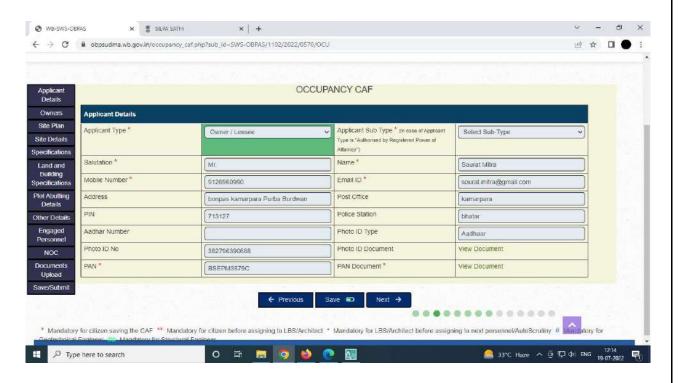
Citizen needs to click on the Citizen tab to Login to the page with the Username and Password.



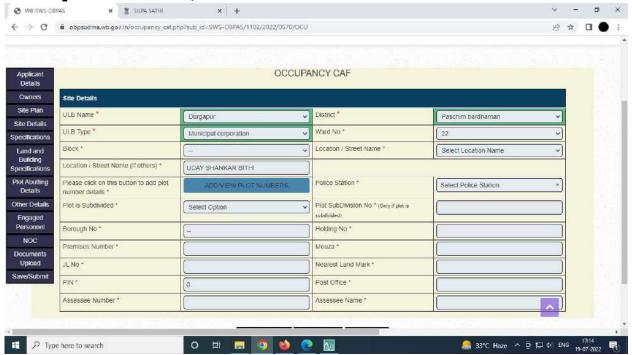


Initiation of Occupancy CAF: After selecting the' Common Application' form from 'Occupancy Certificate 'section the occupancy CAF has to be filled up.

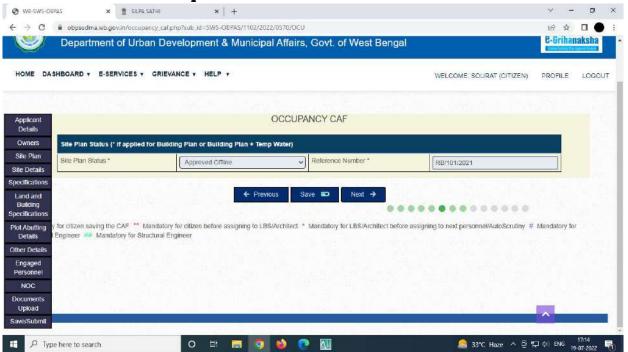


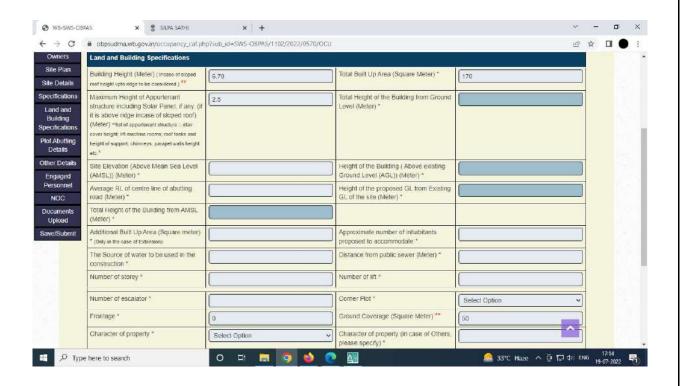


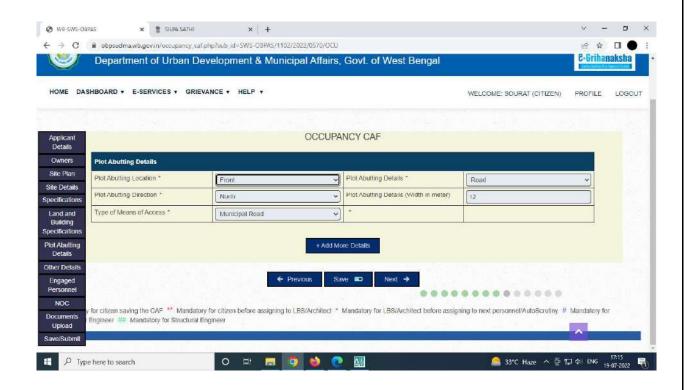
Owner personal details, site details has to be filled.

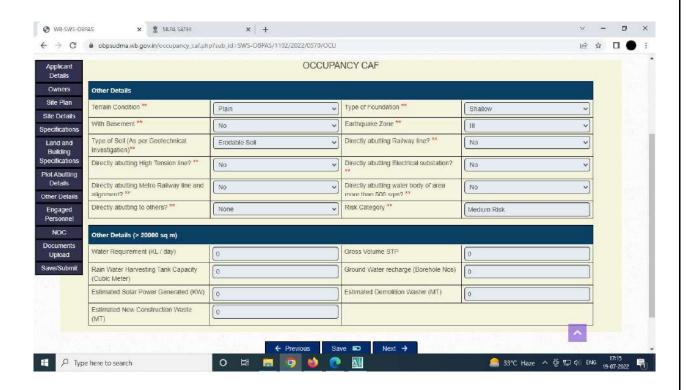


Site Plan status To be provided here.

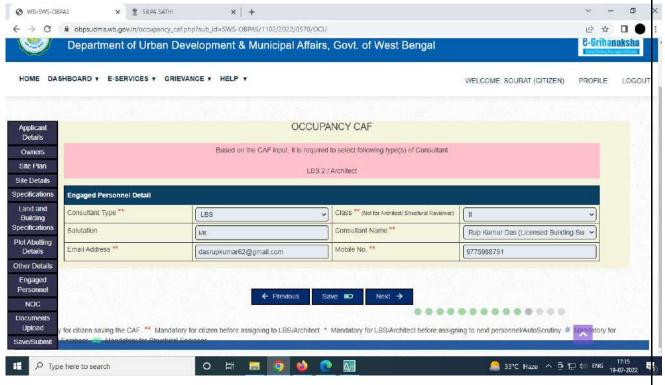




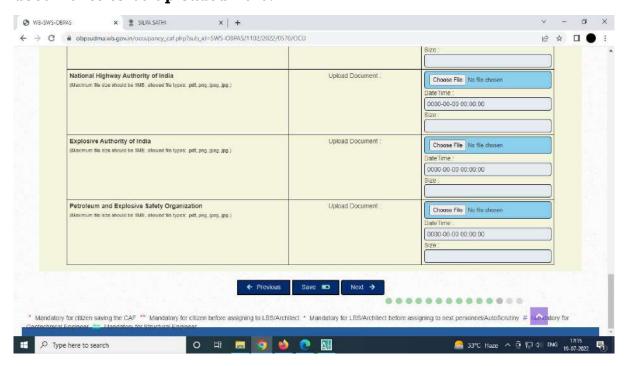




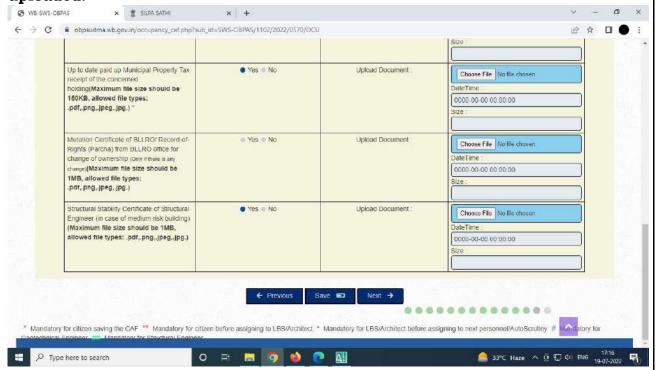
Consultant Engagement: From here the citizen need to choose the consultant.



NOC documents to be uploaded here: All the pre-requisite NOC documents to be uploaded here.



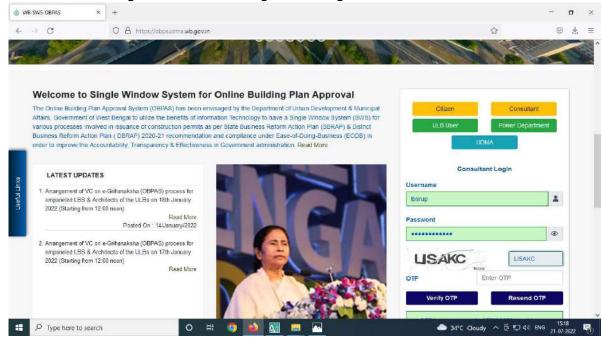
Document upload section: All the required documents are to be uploaded.



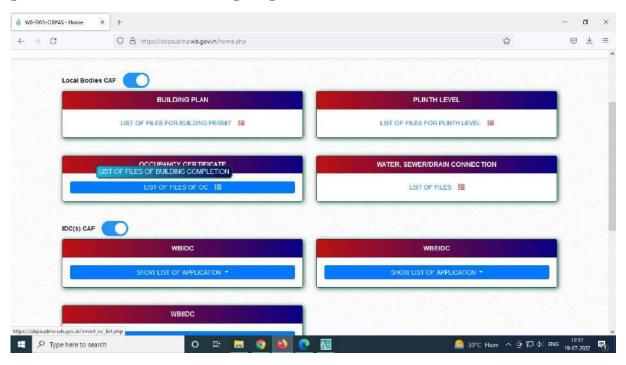
Owner Declaration has to be provided here

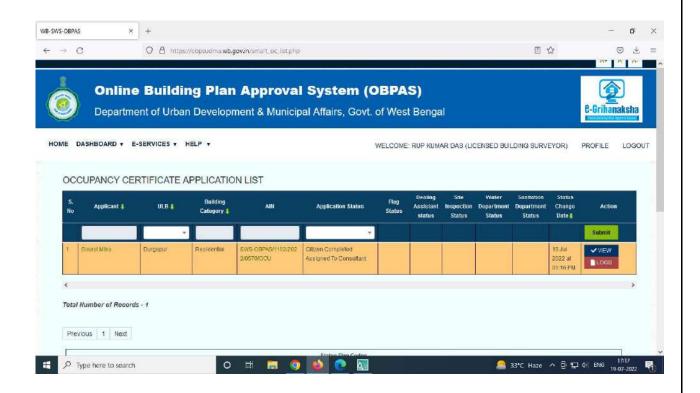


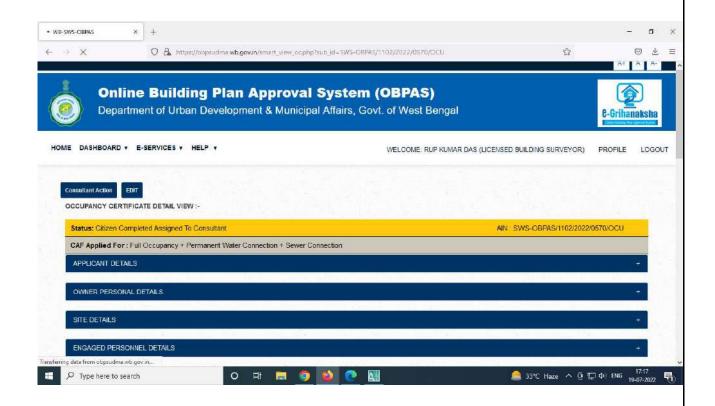
Consultant login: The consultant need to log in through the username and password in the portal to proceed a file

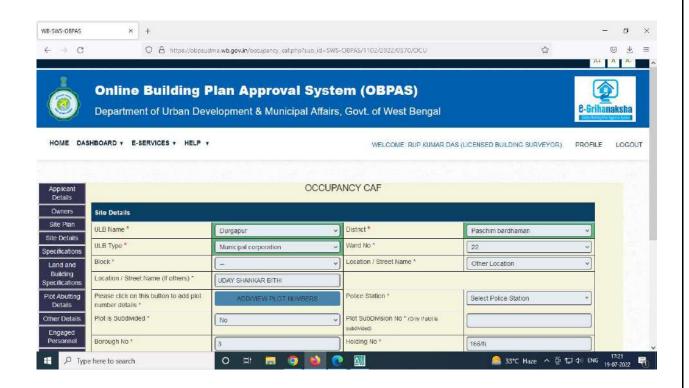


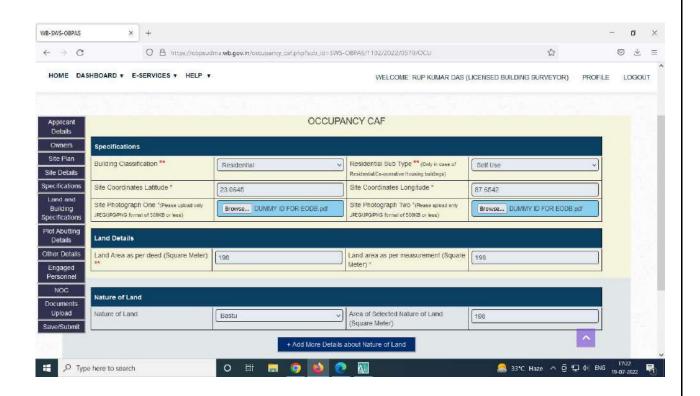
Action to be taken by consultant: The consultant then will choose a particular file and will fill up required data, documents

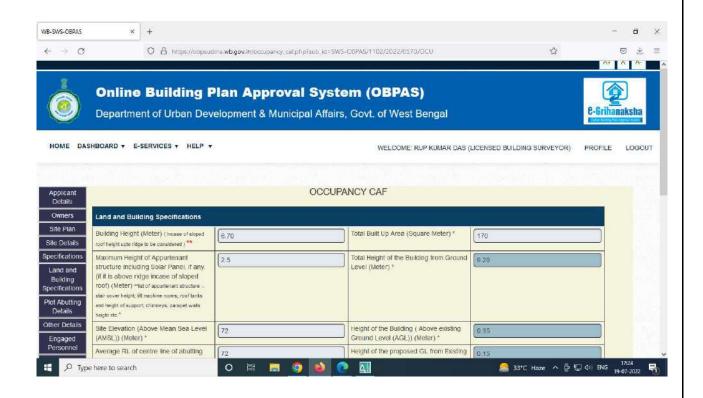


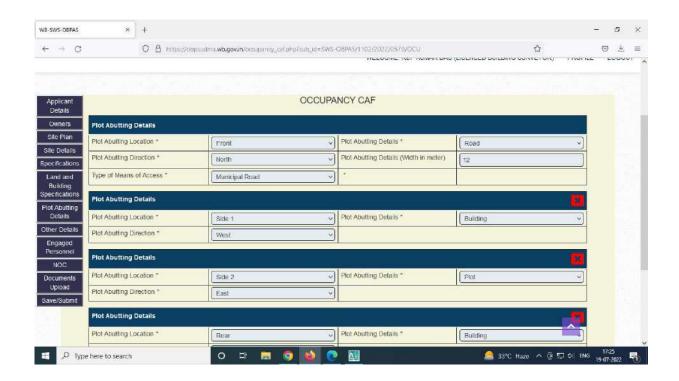


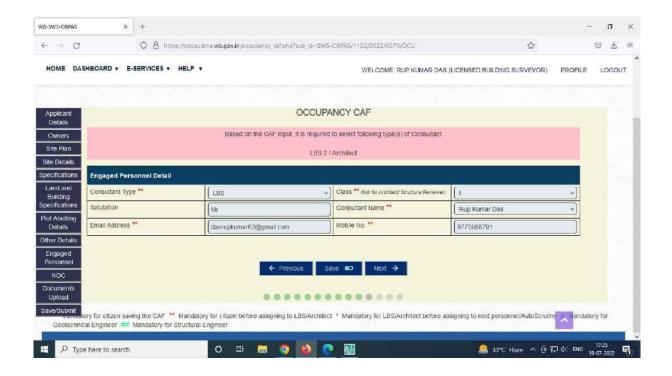


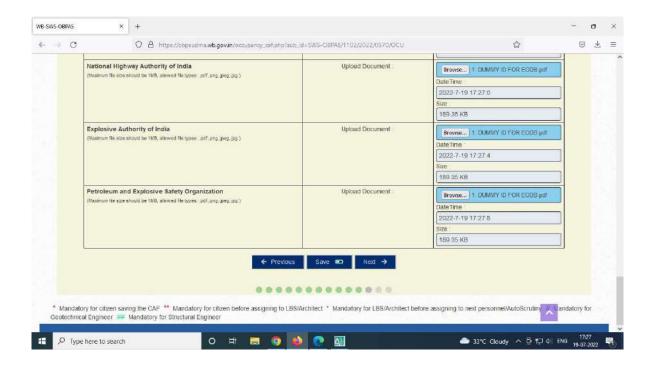


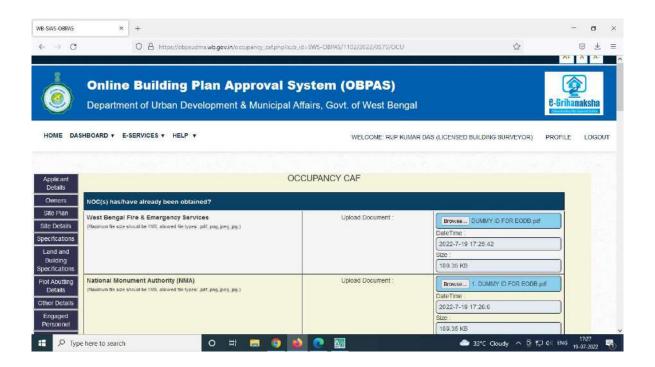


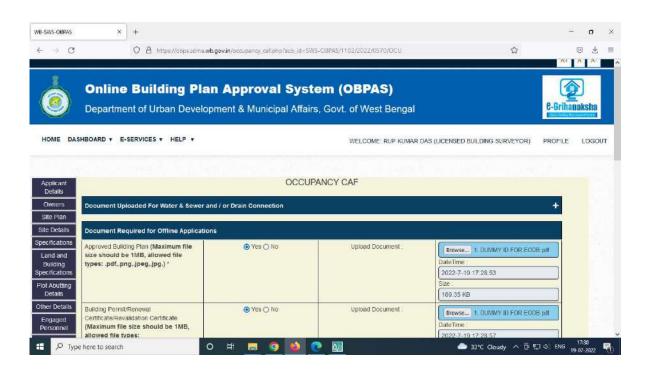








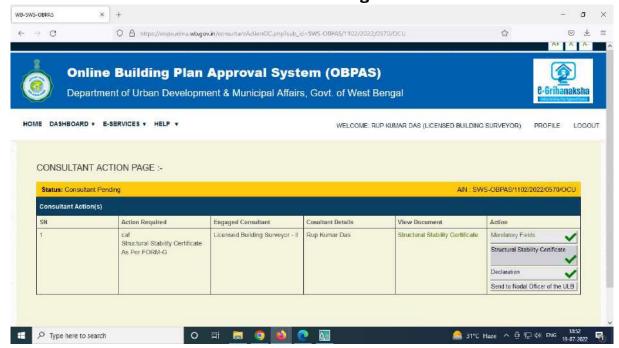


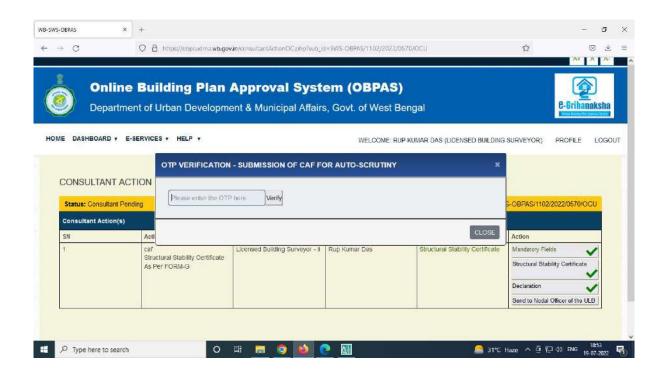


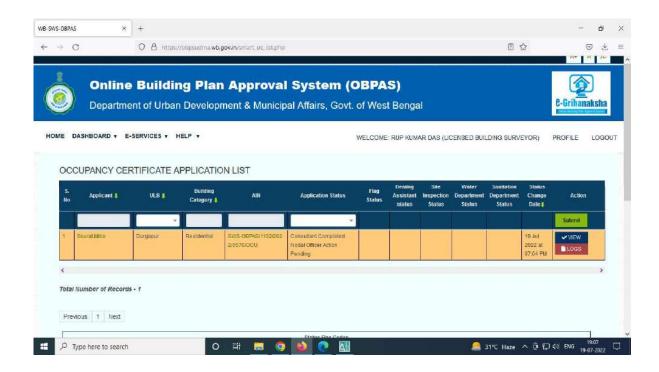
Consultant Declaration: The consultant need to give a declaration here.



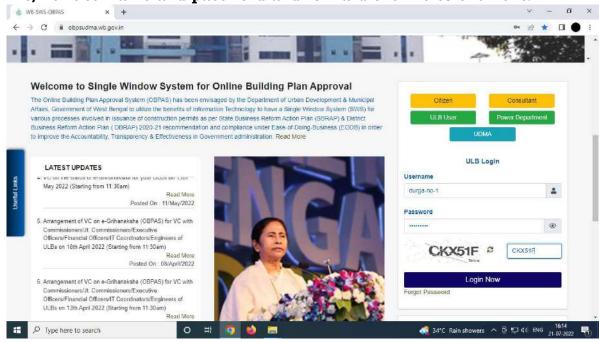
Consultant will send the file to the ULb and an OTP will be generated in citizen's registered phone number, after veifying the OTP the file will be then send to concerning ULB.

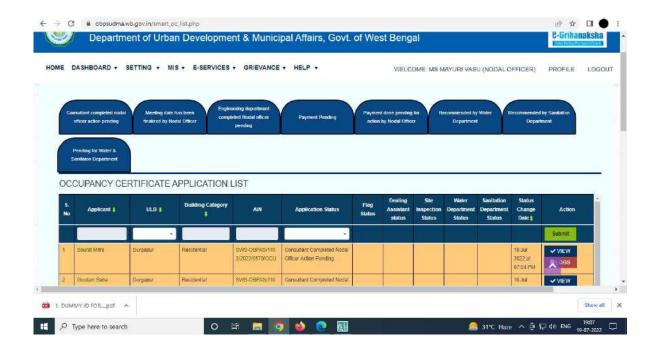




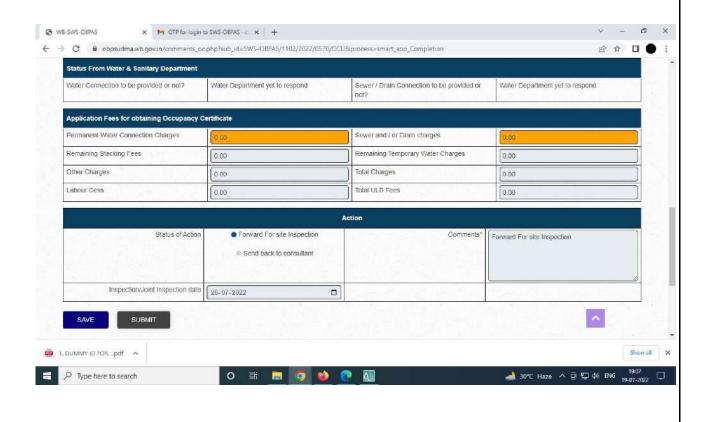


Action Taken by Nodal Officer: Nodal officer need to login through his/her username and password and forward the file to the next.

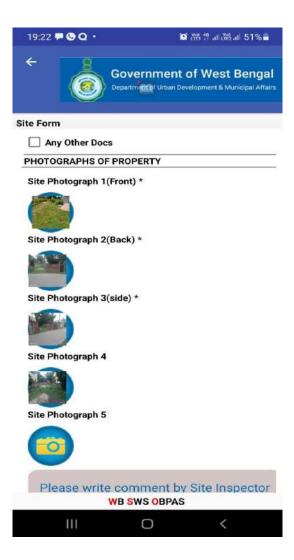




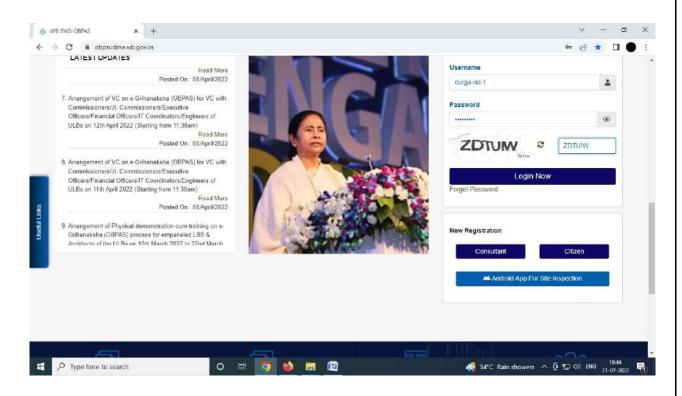
The Nodal Officer can forward the file or can send back the file toconsultant.



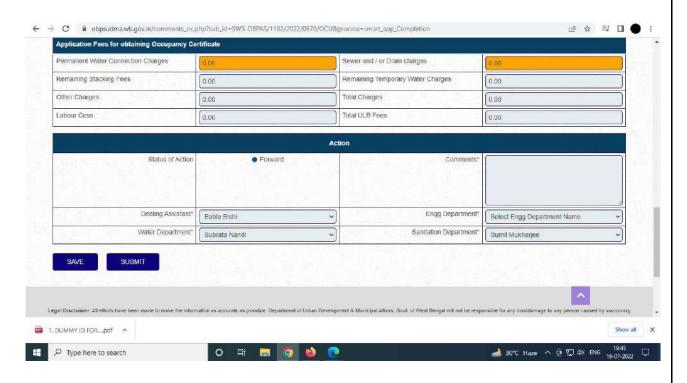


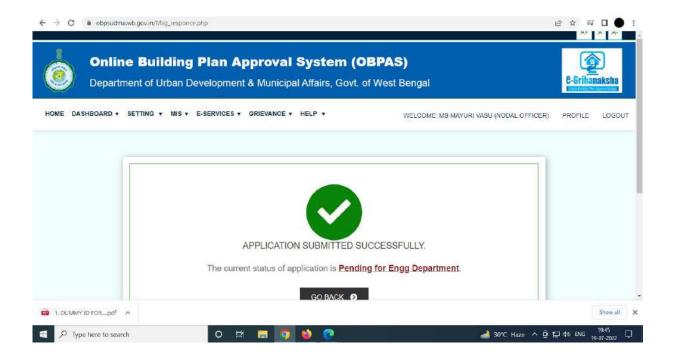




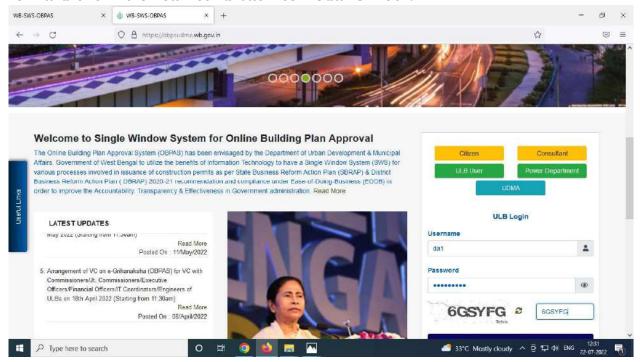


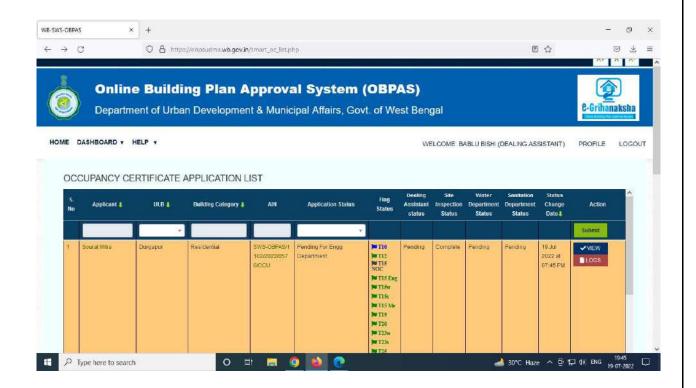


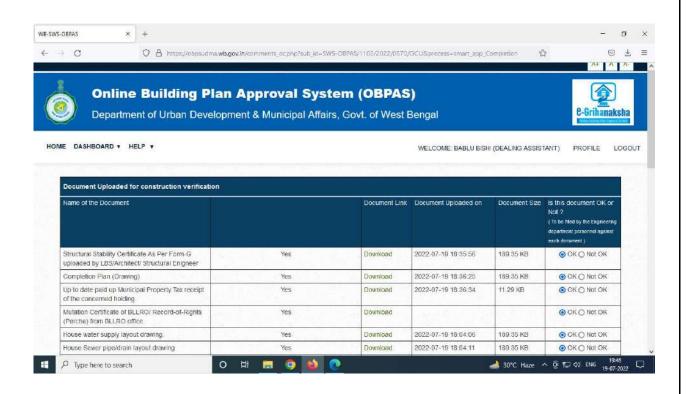


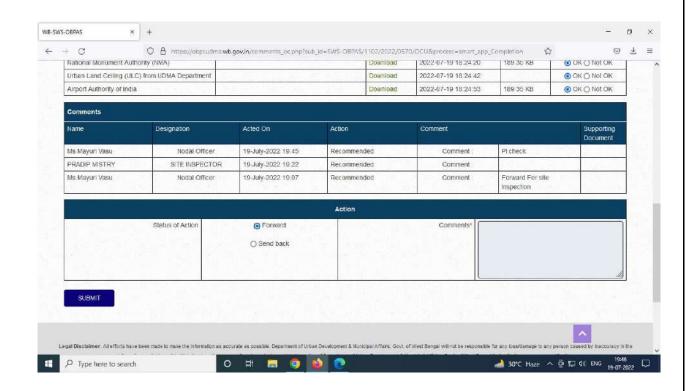


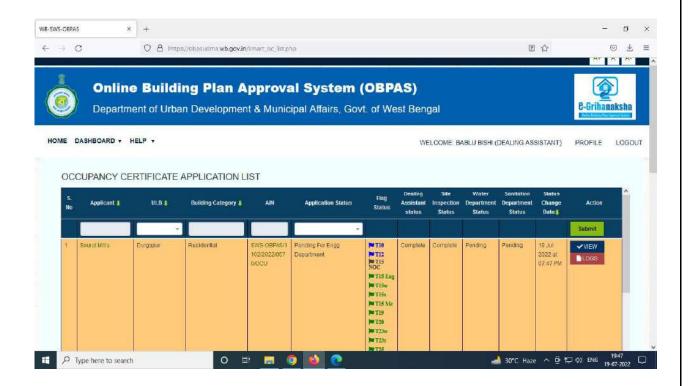
Action done by Dealing Assistant: The Dealing assistant then can forward the file or can send back to Nodal Officer.



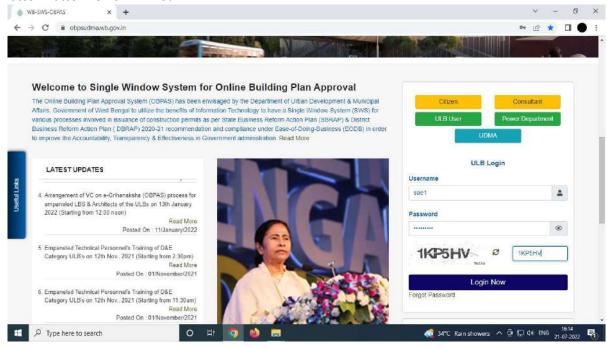


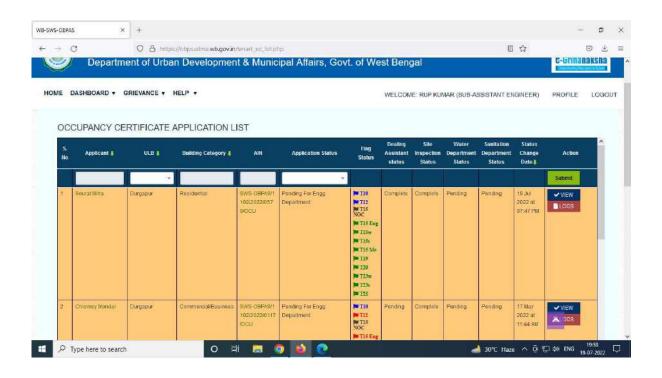


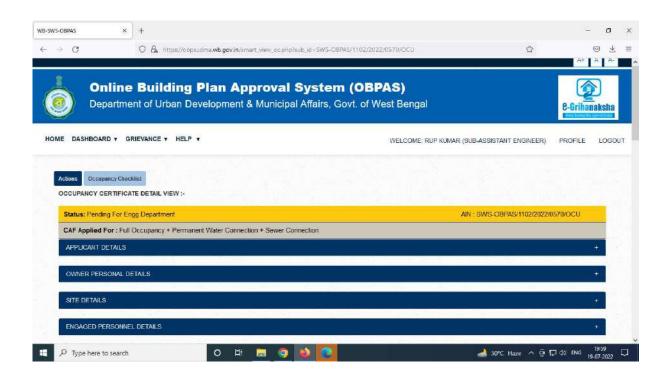


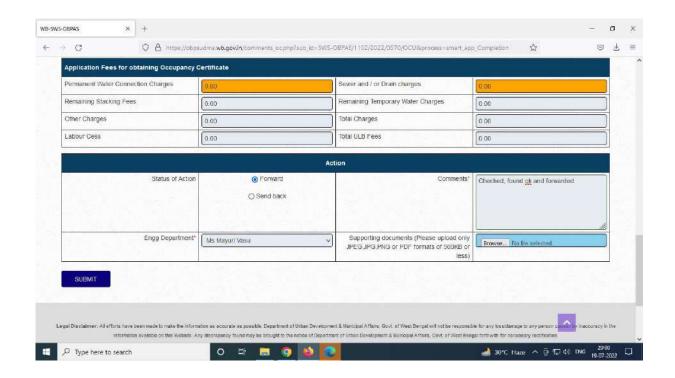


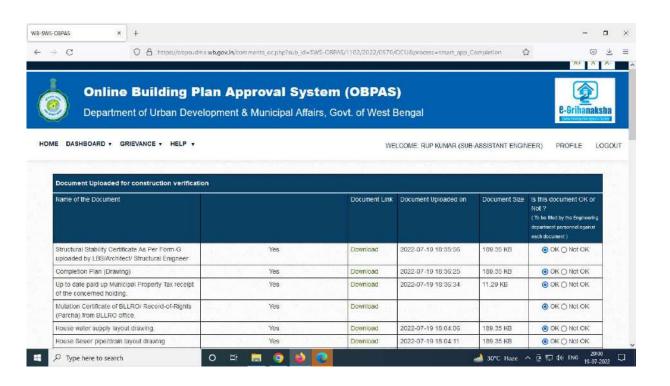
Action taken by Engg. Dept: Engg. Department can forward or send back back the file.

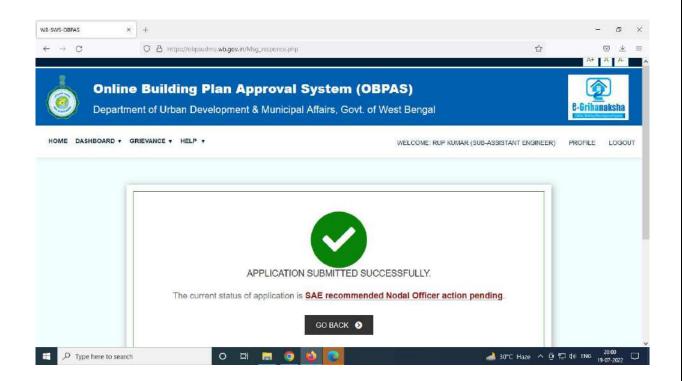




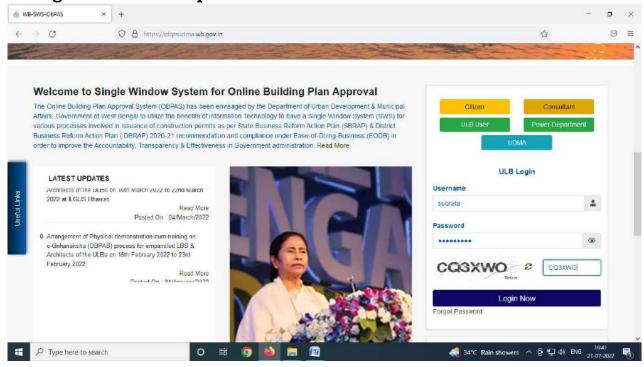


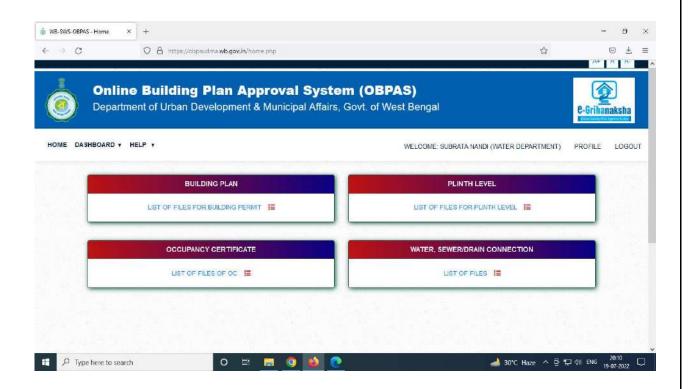


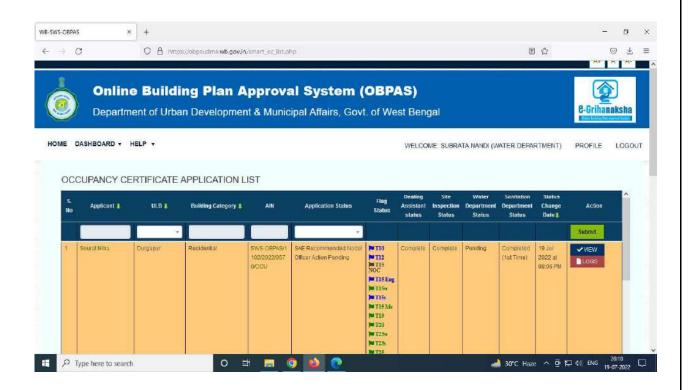


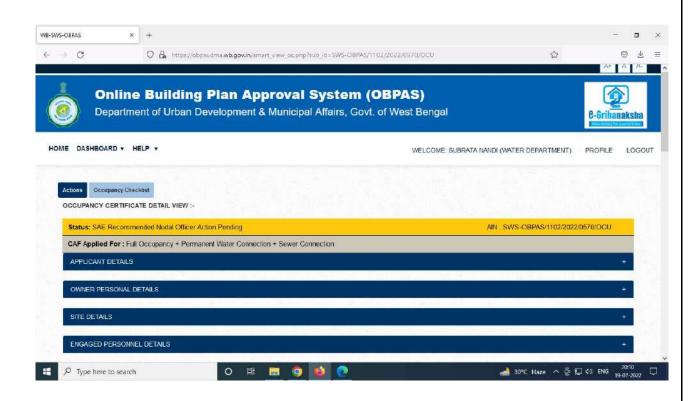


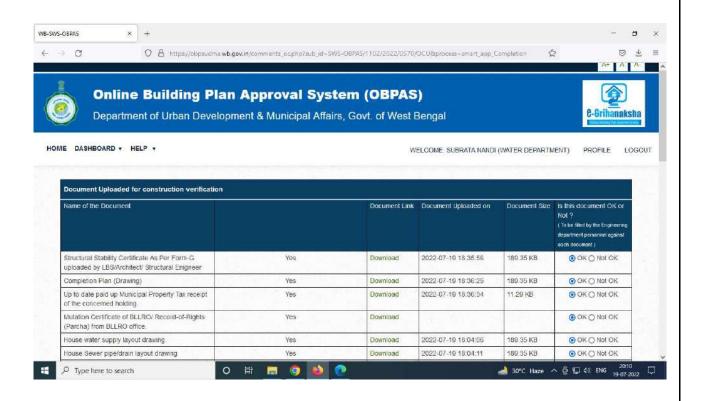
Action taken by Water Dept. The water department has to login through username and password and need to take action

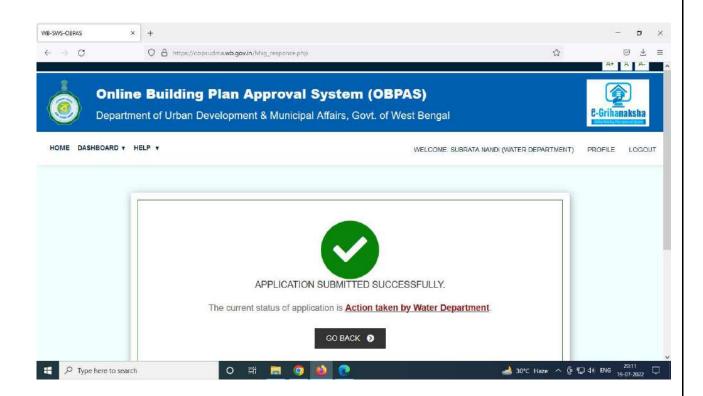




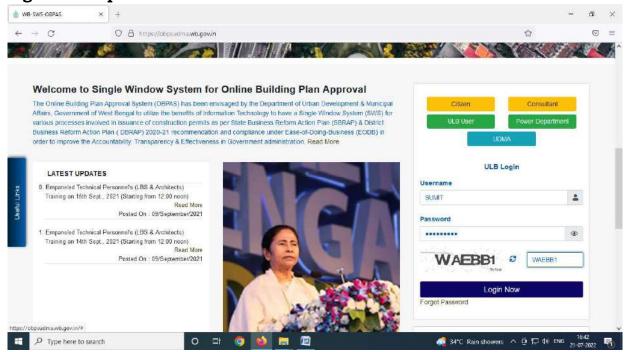


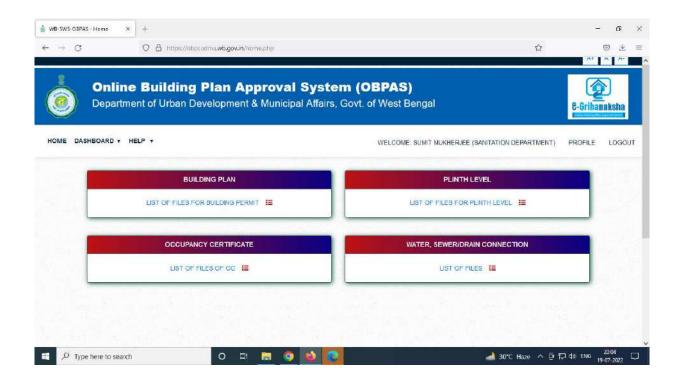


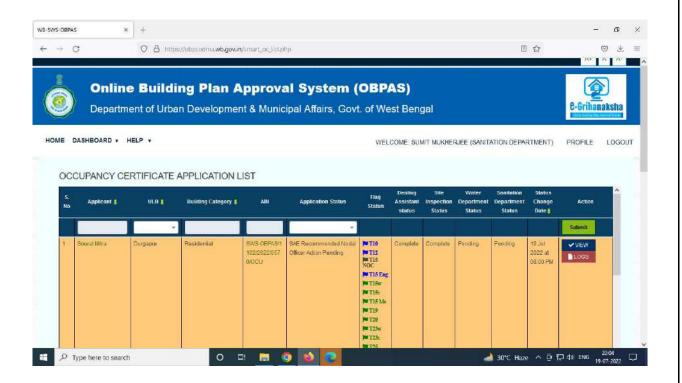


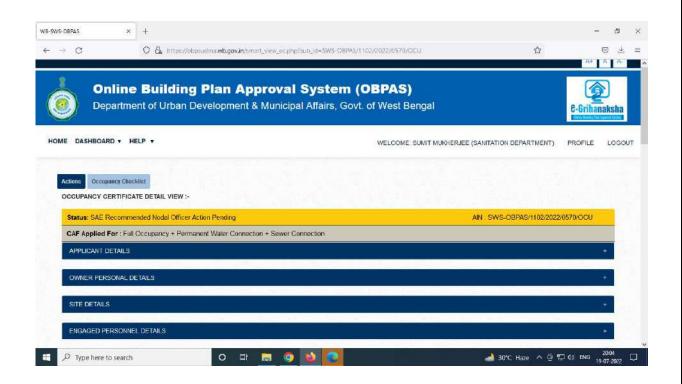


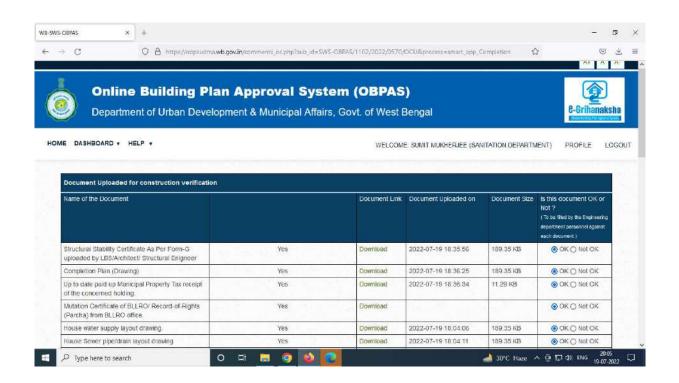
Action taken by Sanitation Dept.: The sanitation Department has to login in the portal and has o take action

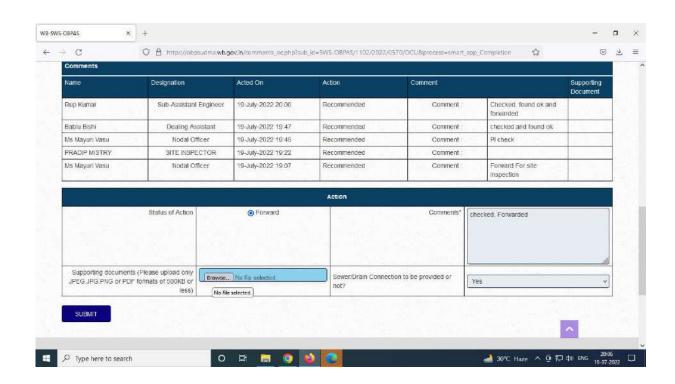


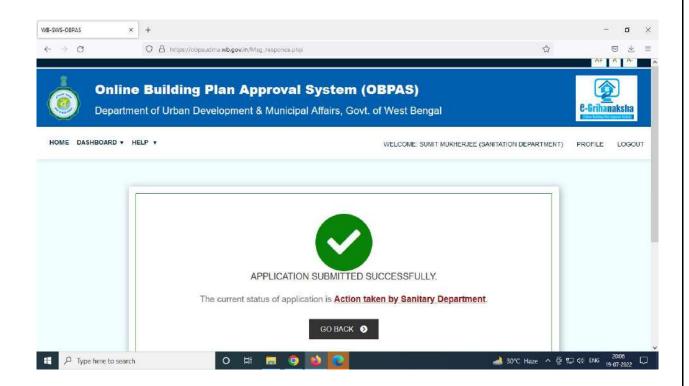




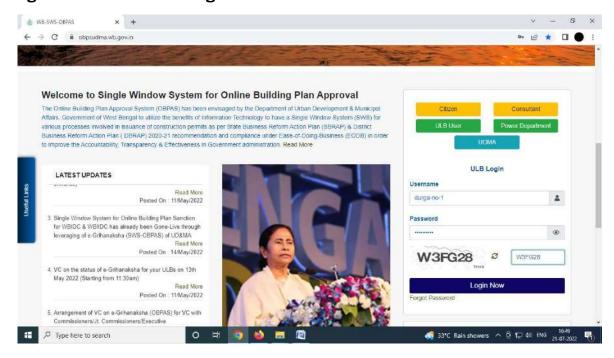


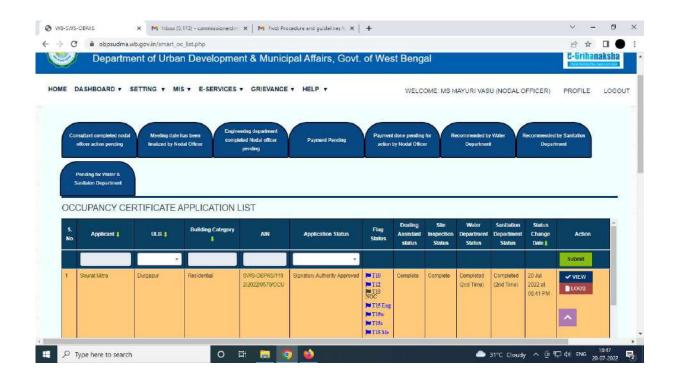




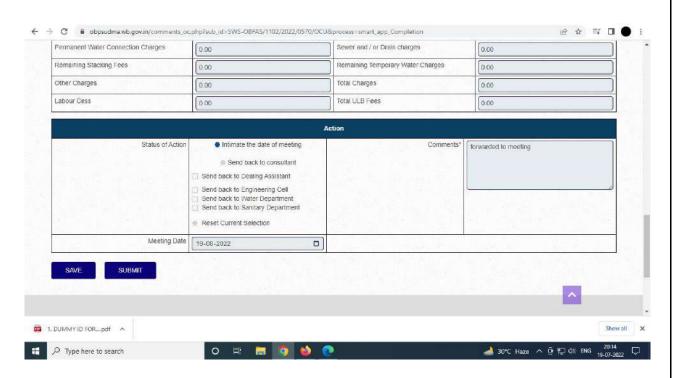


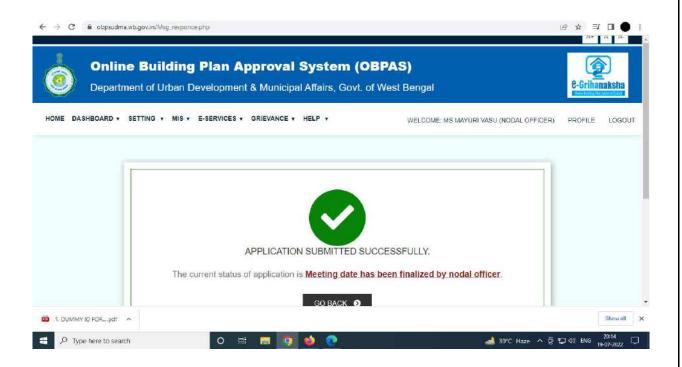
After completion of all dept work, Nodal Officer will take action again to Intiate meeting date.

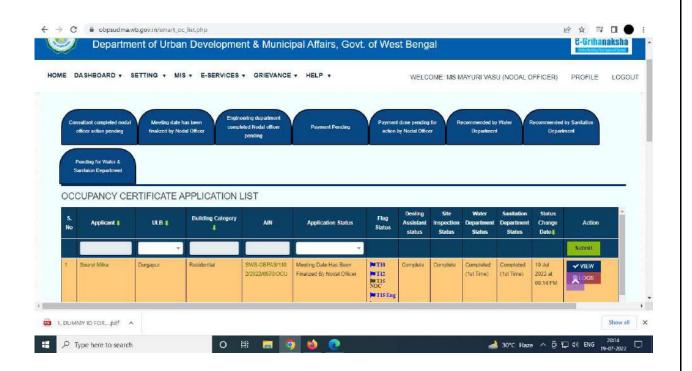




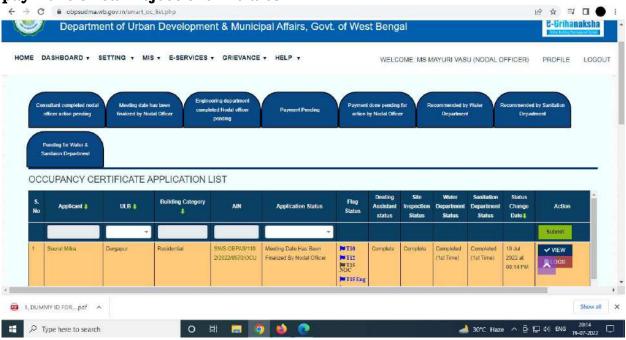


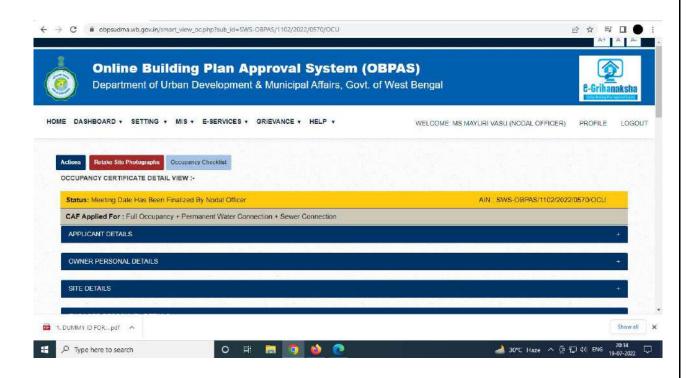




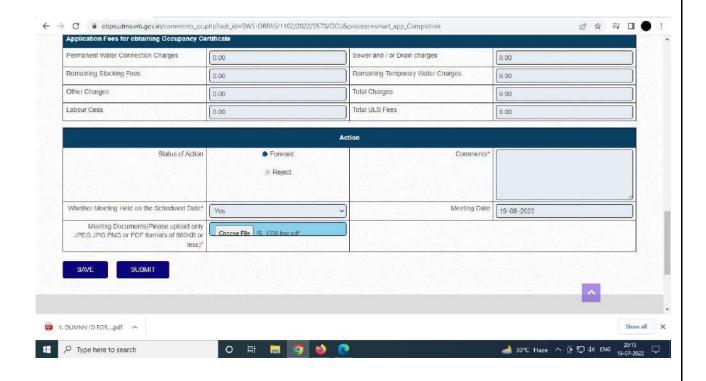


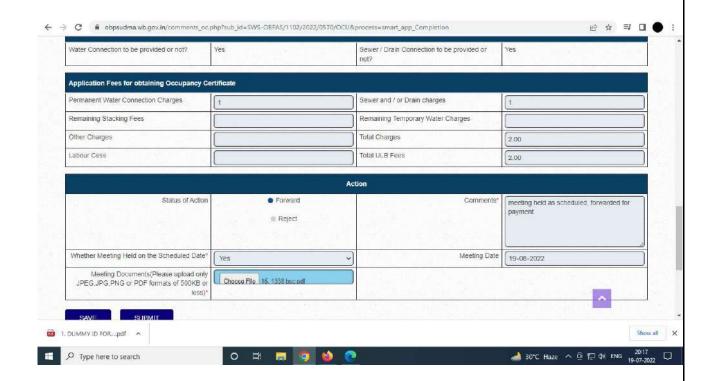
After finalising meeing date Nodal Officer can forward the file for payment or can reject the file also

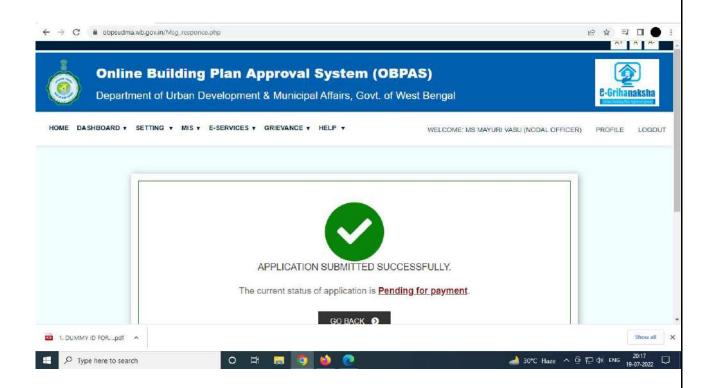


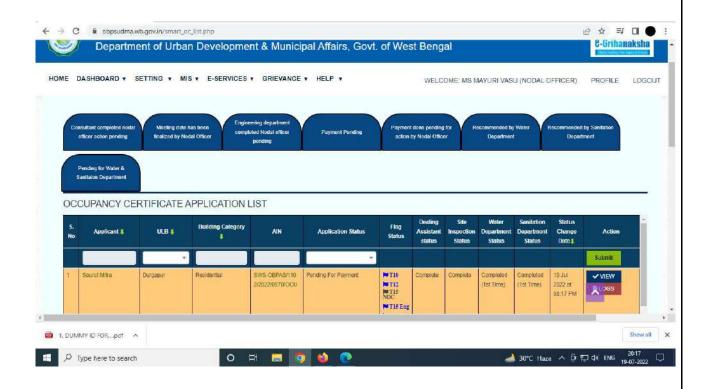


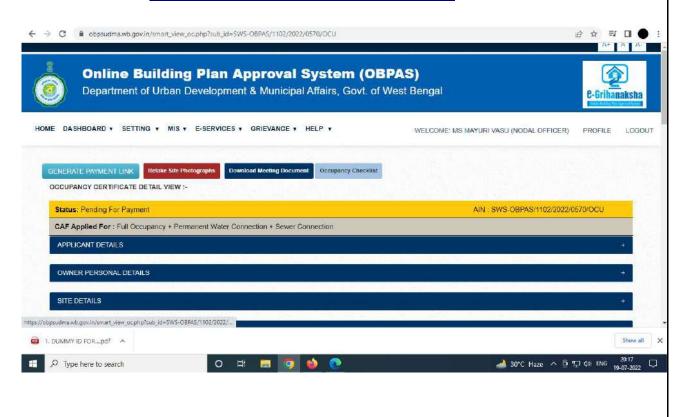




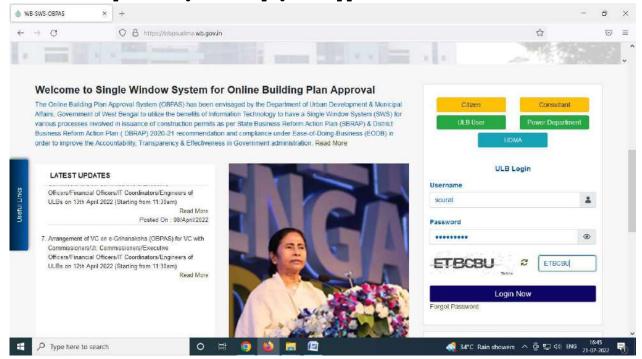


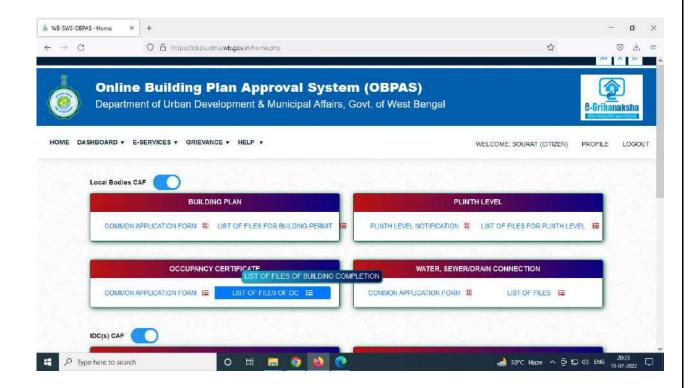


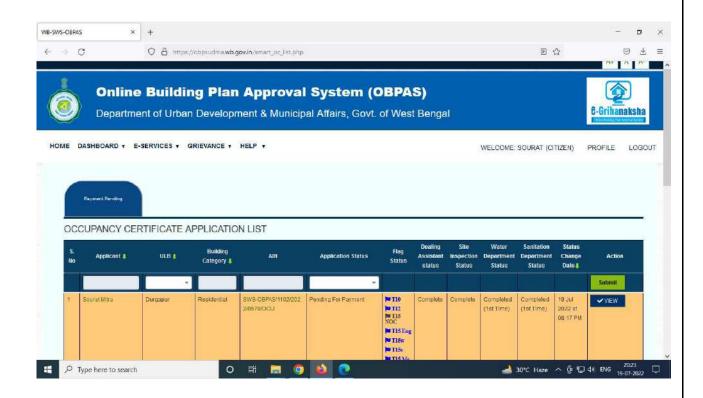


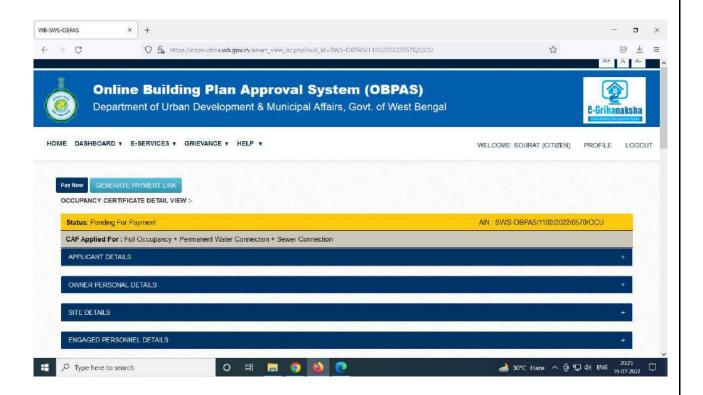


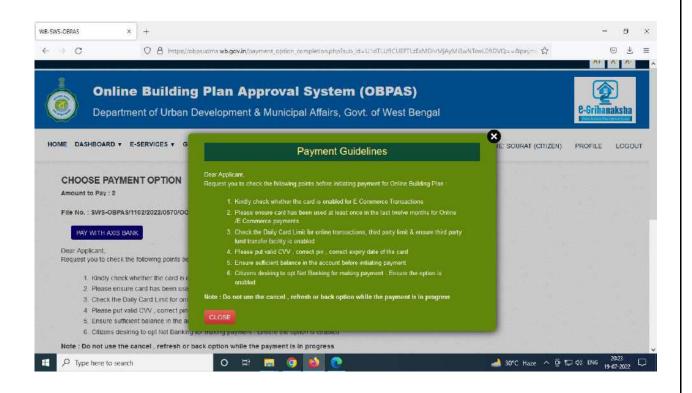
Payment Procedure: The citizen have to login in the portal and choose the option 'PayNow' to pay the application fees.

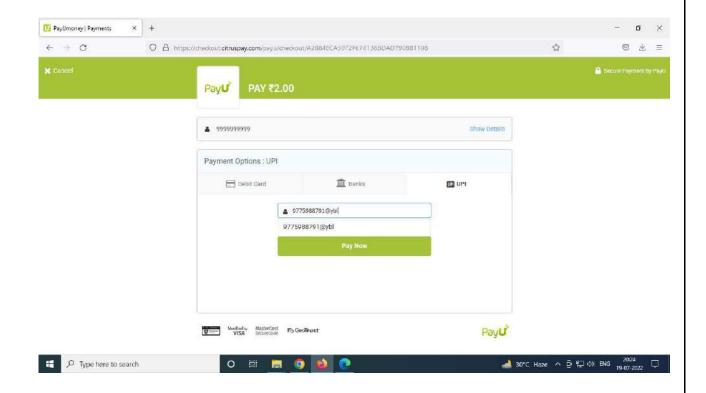


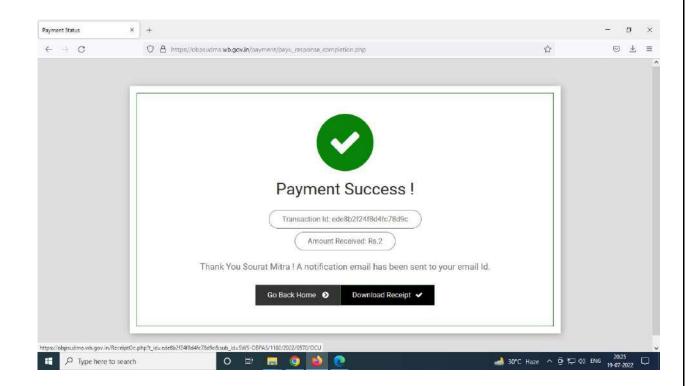


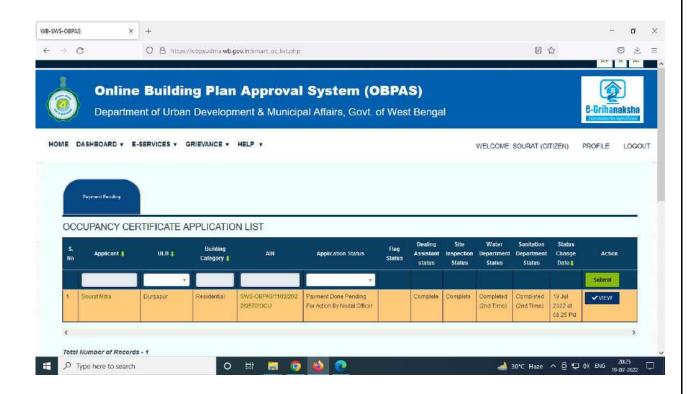


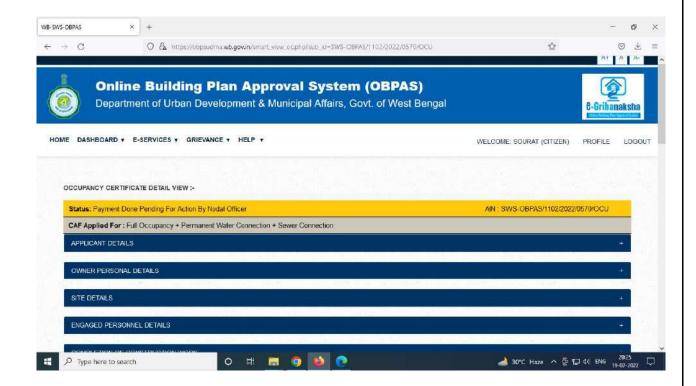




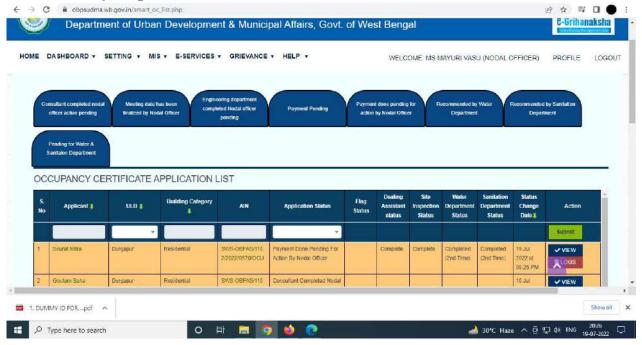


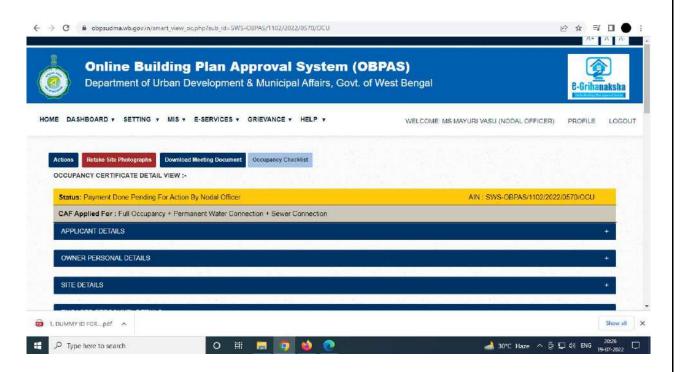


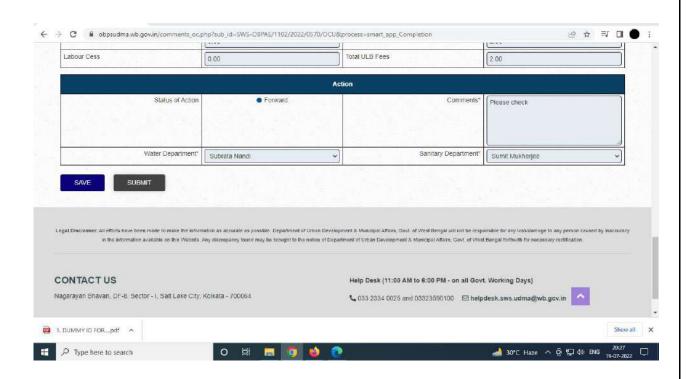


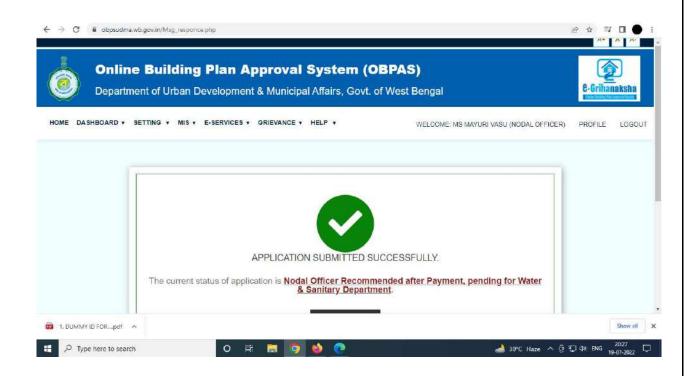


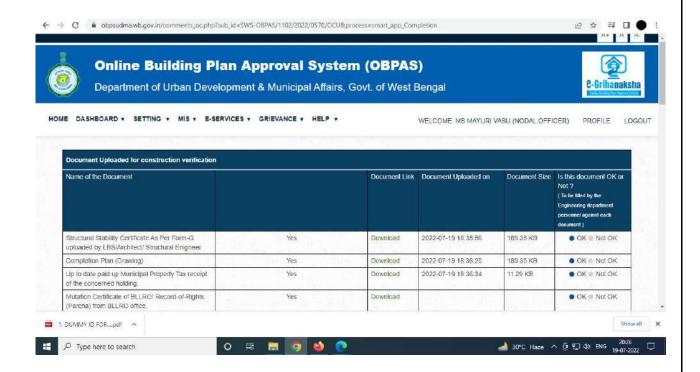
After payment Done Nodal officer will forward the file to Water Dept. and Sanitory Dept. for second time.





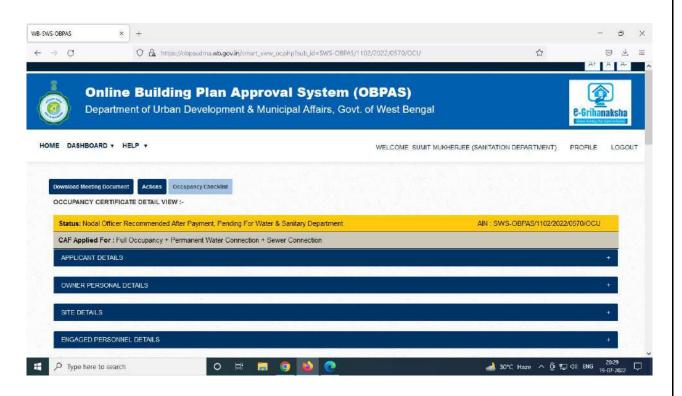


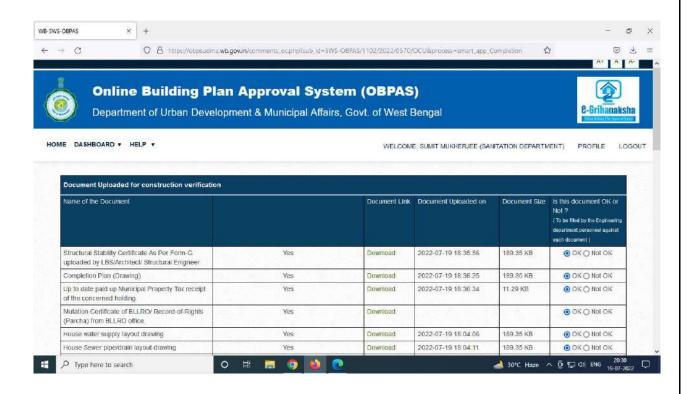


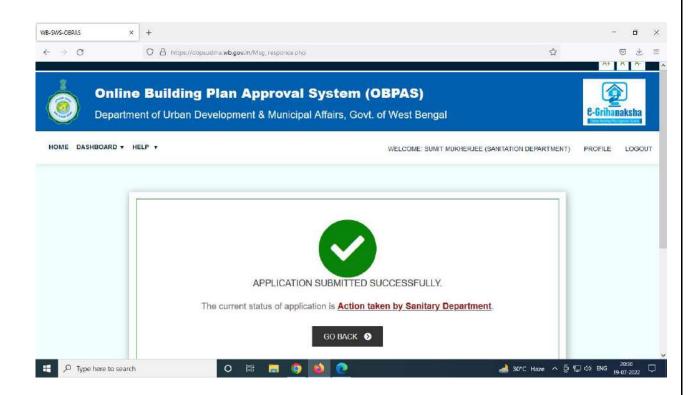


Sanitary Dept Action after payment: Sanitation Department then tae forward the file.

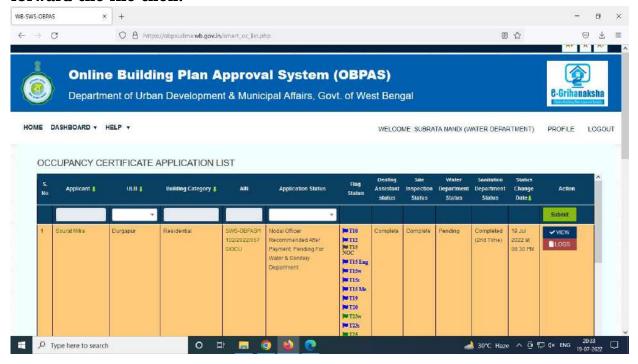


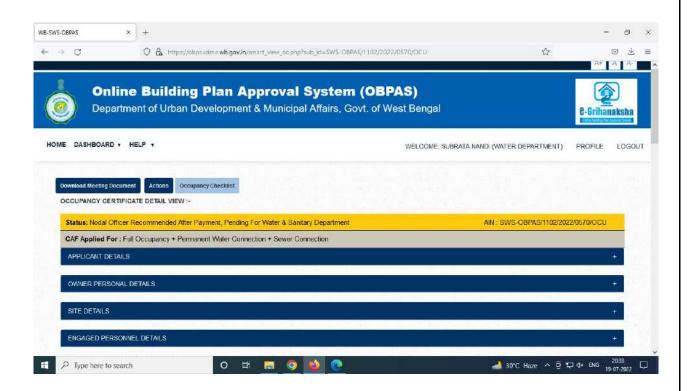


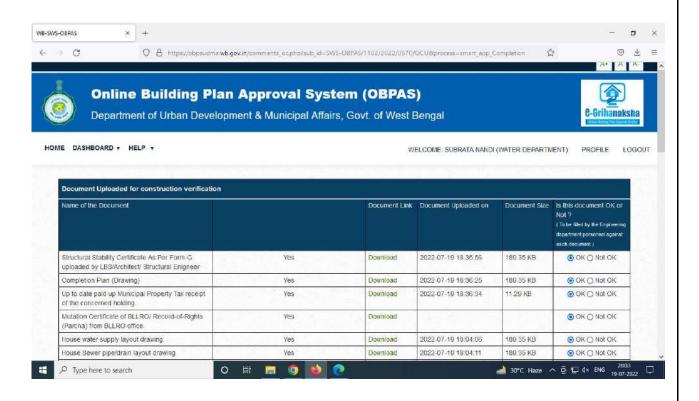


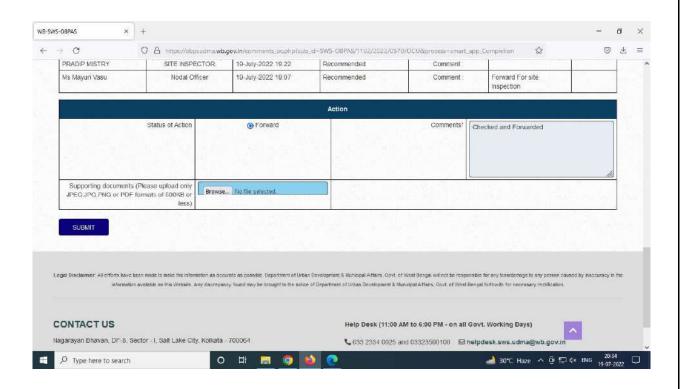


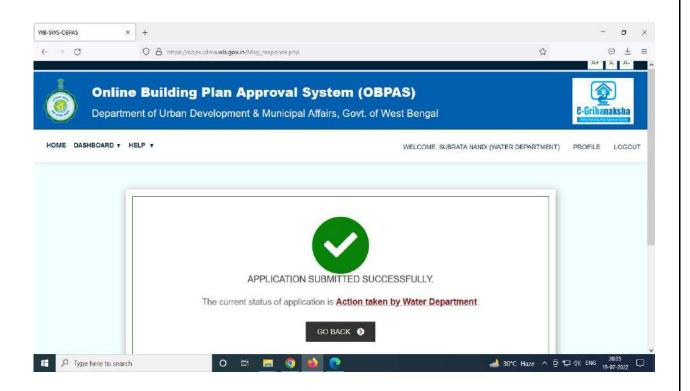
Water Department action after payment: The water dept. will forward the file then.



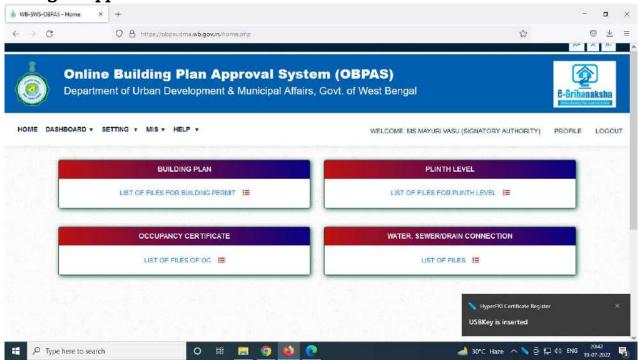


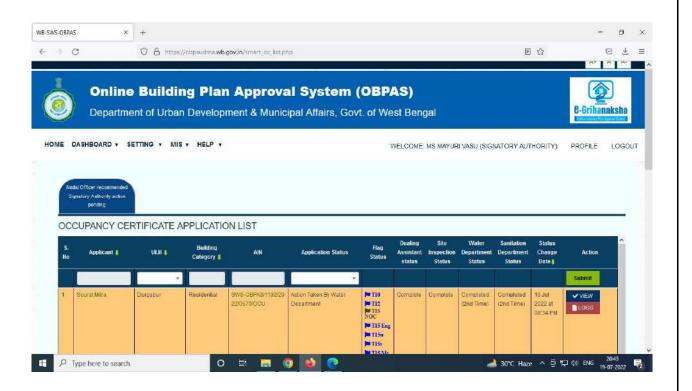


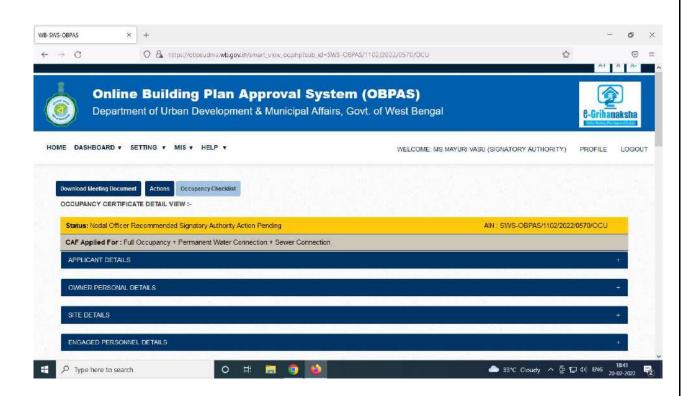


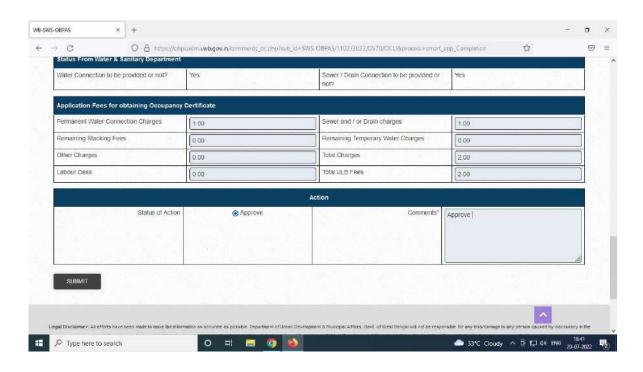


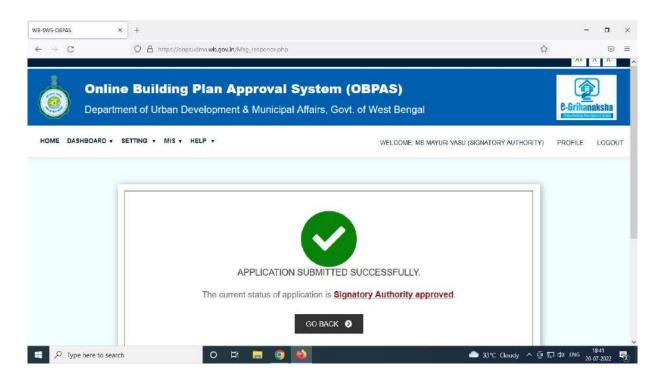
After that Signatory Authority will take action :Signatry authority then give approval



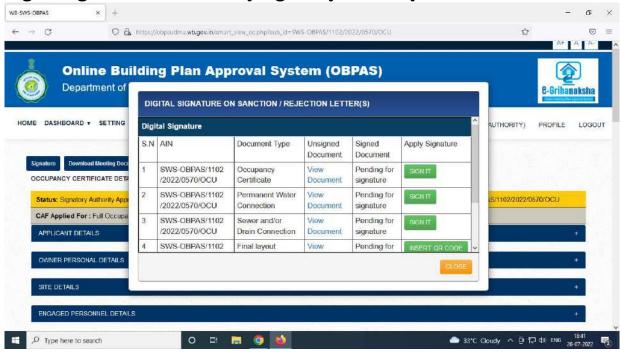


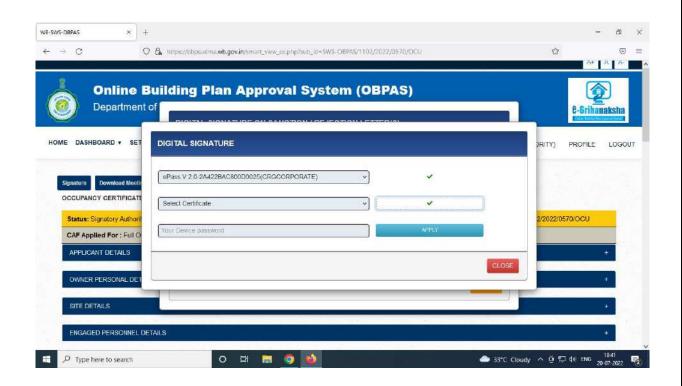


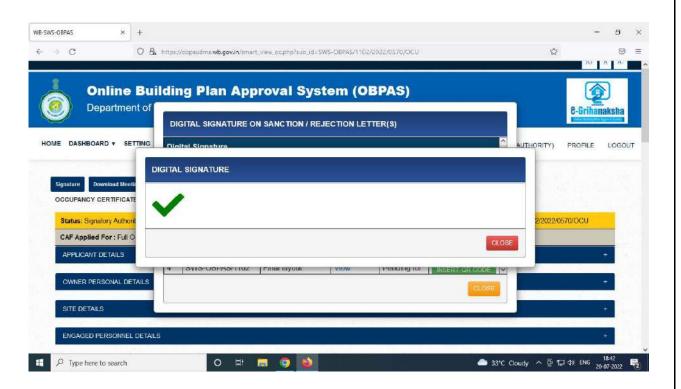




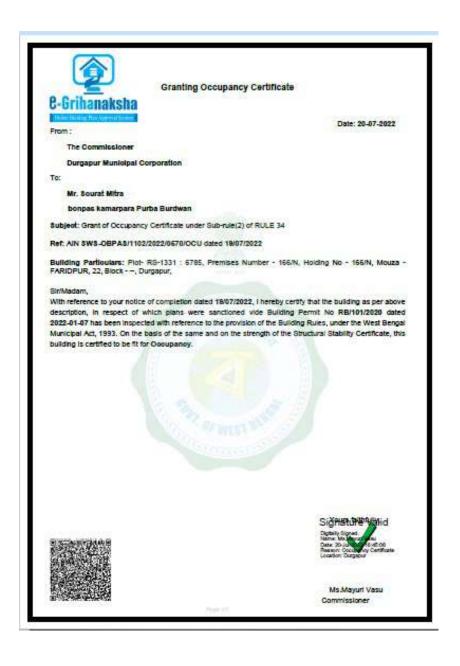
Digital Signature Done By Signatory Authority: After approval Digital signator will be done by signatory authority







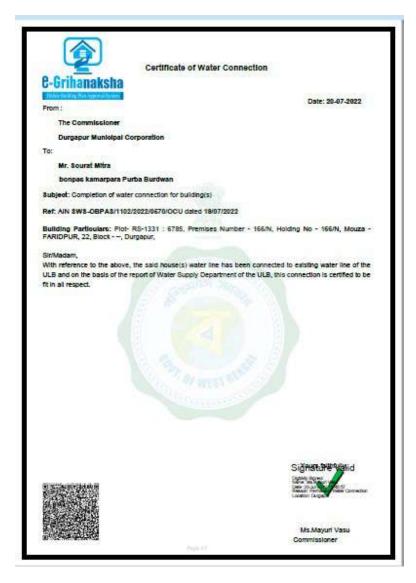
Signed Certificate of Occupancy



Signed Certificate of Sewer/Drain Connection



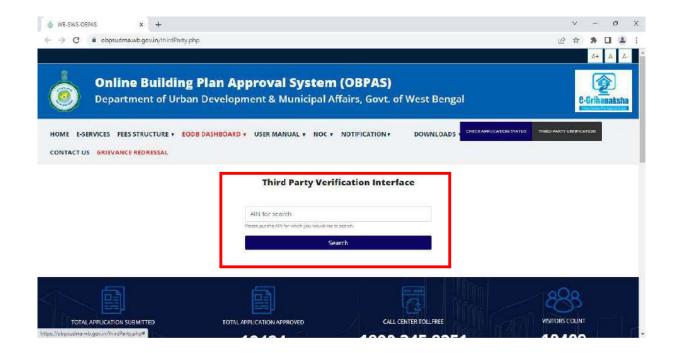
Signed Certificate of Water Connection



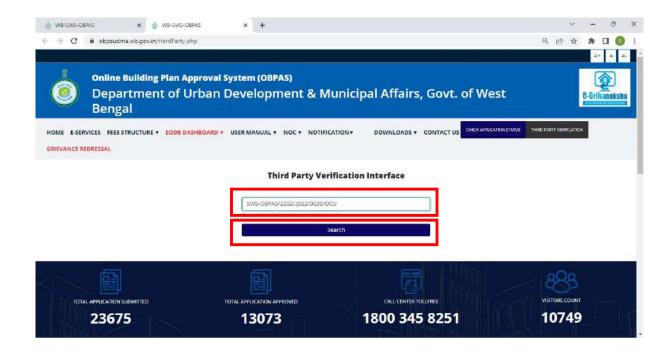
Screenshots for verification of approval certificate

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

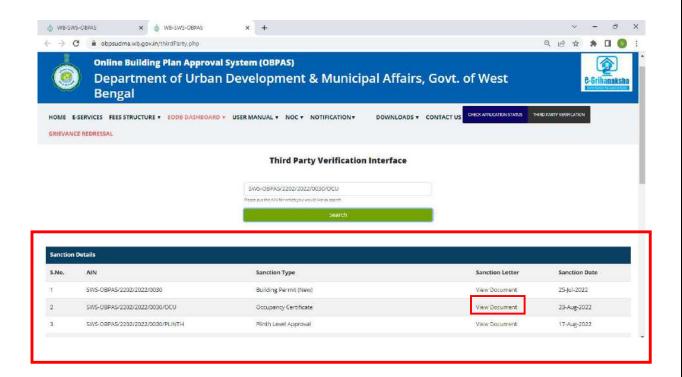
https://obpsudma.wb.gov.in/thirdParty.php



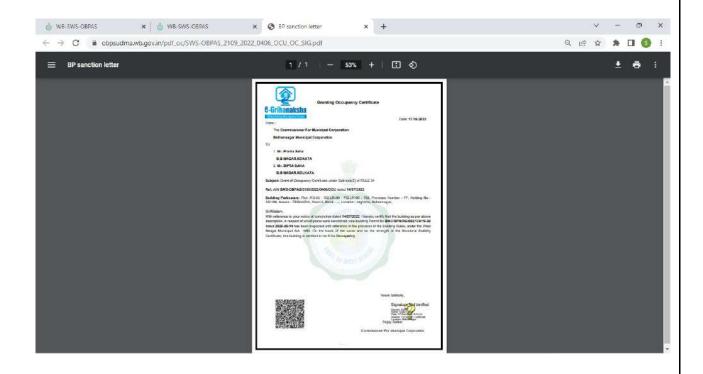
Enter the AIN no. SWS-OBPAS/2202/2022/0030/OCU and then click on the Search link



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:

Date: 17-10-2022

The Commissioner For Municipal Corporation

Bidhannagar Municipal Corporation

To:

1. Mr. Pranta Saha

D,B NAGAR,KOKATA

2. Mr. DIPTA SAHA

D.B NAGAR, KOLKATA

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

Ref: AIN SWS-OBPAS/2109/2022/0406/OCU dated 14/07/2022

Building Particulars: Plot- RS-45: 152,LR-00: 752,LR-00: 753, Premises Number - FF, Holding No - AS/199, Mouza - TEGHARIA, Ward-6, Block - --, Location - teghoria, Bidhannagar,

Sir/Madam,

With reference to your notice of completion dated 14/07/2022, I hereby certify that the building as per above description, in respect of which plans were sanctioned vide Building Permit No BMC/BPN/RG/502/130/19-20 dated 2020-09-14 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.

Yours faithfully,

Signature Not Verified
Digitally Signed
Name. Sujay Sarkar
Date: 17-Oct-299-15:18:40
Reason: Occupanty Certificate
Location: Bidhammagar
Sujay Sarkar

Commissioner For Municipal Corporation

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