

## Standard Operating Procedure

### **For site verification of undergoing construction of Commercial / Housing/ Residential / Multi-family/ Flat/ Apartment Projects (G+V and above) & all Non-residential projects**

In terms of Notification vide No: 1315/UDMA-15011(12)/392/2022-LS-MA dated 26/06/2026 issued by Additional Chief Secretary to the Government of West Bengal, UD&MA Department, and as per recommendation of the High Level Inquiry Committee constituted by No: 208-CS/2026 dated 25/6/2026, for consideration and site verification regarding continuation of undergoing construction of high rise Residential (G+V and above) & all non-residential Buildings, following Standard Operating Procedure (SOP) is hereby laid down;

1. All the Corporations to first list out the cases where sanction of building plans have been given in last 3 years.
2. **Borough wise/** Block wise **Joint Audit Teams** are to be made consisting of Engineers from Corporations/Municipalities/PWD/KMDA/IRCON/MED etc, Police, Civil defence, Labour, Fire and Light/CESC.
3. There will be three guiding papers for the team- Application Form, Check-List and SOP.
4. Project Proponent shall apply through a prescribed application format either through email (taratalacommittee@gmail.com) or physically to;
  - a. Executive Engineer of the concerned Borough
  - b. Application to Administrator & Municipal Commissioner/District Magistrate/Executive Officer as the case may be.
5. The Audit team will check the application form and match with the document submitted by the applicant already available in the borough office and verify the same.
6. The Audit team will audit the applications on the basis of a dynamic priority list which will be shared by the Technical Sub- Committee members based on the volume and variety of the applications. Priority to be given to under-construction buildings like;
  - a. Institutional (Hospital/ Nursing Home),
  - b. Educational,
  - c. IT Buildings
  - d. Assembly Buildings (where congregation of public is large)
7. Till the time applications are not received from the builders/developers, the audit team will identify 5-6 projects of their area for the first 2 days for inspection of records and field visit. This will ensure that there is no gap or halt in the exercise.
8. Afterwards, applications submitted by the applicants will be received, whether from borough office or from the head office/district headquarters by the Borough Executive. This will be shared with the Audit team.
9. The Audit team will give prior intimation of at least 24 hours to the applicant to enable him to depute suitable persons at the site for the visit and for producing relevant supporting documents and sharing their copies with the visiting audit team.

10. The Technical Subcommittee constituted under the High Level Inquiry Committee shall visit the site in case it feels there is reason to do so and that will be done upon prior intimation to the applicant.
11. The Audit teams shall duly fill up the checklist as per **Annexure -A** upon verification.
12. During site inspection the Audit Teams shall review structural stability and Geotechnical report physically with the structure existing at site.
13. The said Team shall audit the following w.r.t. NBCS 2026 & other relevant Acts & Codes
  - a. The construction quality.
  - b. Materials used
  - c. Workmanship.
  - d. Standard safety measures taken at site including Fire safety
  - e. Establishment Registration Under BOCW Act/ Labour Code done or not
14. The said Audit team during site visit will further inspect the following to prevent soil collapse and safeguard adjoining properties
  - a. Whether proper completion of sheet piling is done.
  - b. Whether excavation & stabilization work done properly.
  - c. Whether retaining structures is done properly
  - d. Whether dewatering operation properly done.
  - e. Whether proper bracing system for basement construction done.
  - f. Whether pile foundation with pile cap for deep foundation or shallow foundation is properly constructed.
15. The said Audit Team during site visit will further inspect and ensure whether necessary precautionary measures has been adopted to prevent high risk from high wind/gusts in respect of the following:
  - a. Installation or dismantling of scaffolding, staging, safety nets and temporary support structures
  - b. Erection or dismantling of Cranes.
16. They shall also verify whether adequate lightening arresters have duly been installed at such under construction site.
17. The audit team will check before submitting their report that their report includes observations on the office records after checking the available records in the office and the field enquiry and then submit their final report to the Technical Sub-committee within same day.
18. After completion of the site inspection as mentioned above, the said technical committee shall submit report with comments / recommendation if any before the High Level Committee.
19. Member from Labour Department will check at the site whether;

- a. Labour register is being duly maintained or not;
  - b. Registration of the agency has been done under applicable laws and Labour codes or not?.
  - c. Whether adequate arrangement for their temporary stay has been made with due safety standards or not?
20. Whether adequate safety norms as per Building Code has been followed or not?
21. The Audit team shall submit a detailed report to the Technical Sub Committee, which will examine the reports and if needed will go for site inspection with prior intimation to the applicant.
22. If the Technical Sub-Committee agrees that all due precautions have been taken and all norms have been complied then they can recommend to the High Level Committee to give a go ahead to the project.
23. In the event of any lacunae, the report will be shared with the applicants for taking up necessary corrective measures.
24. Upon receiving the approval of High Level Committee, the concerned Corporations/Municipalities/DMs of the applicable districts will issue a formal go ahead to the project through a simple mail or letter.

**Check list / Information Sheet for Under construction Building**

**TABLE -A : BASIC INFORMATION**

SL	ITEM
1.	Premises no :
2.	Name of the owner :
3.	Name of the applicant :
4.	Name of LBS/ Architect :
5.	Name of ESE :
6.	Name of ESR :
7.	Name of GTE :
8.	MBC recommendation if any :
9.	Building Proposal Application Date :
10.	Building Permit No. & Date :
11.	Type of Occupancy/Use Group :
12.	Number of Storey :

**TABLE -B : NOC/ CLEARANCE**

<b>BASIC INFORMATION</b>	
13.	Fire safety recommendation and date :
14.	KMDA NOC (if applicable):
15.	NOC of ULC (if applicable):
16.	NOC of AAI (if applicable):
17.	NOC of NMA (if applicable):
18.	Survey Observation Report (if applicable):
19.	NOC from Military (if applicable):
20.	NOC from Environment & Heritage (if applicable):
21.	NOC from Kolkata Police (if applicable):
22.	NOC from DFO (if applicable):
23.	BL&LRO Mutation & Conversion(if applicable):

**TABLE -C : SOIL INVESTIGATION DETAILS**

24.	Soil test report available or not :
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**TABLE -D : STRUCTURAL DESIGN & DRAWING DETAILS**

25.	Structural design and working drawing available or not :
26.	Design basis report available or not :
27.	Type of recommended foundation
28.	Type of structure recommended (Brick work/R.C.C frame/ Steel Structure/Steel -Concrete Composite)
29.	Grade of reinforcement steel and structural steel :
30.	Grade of Cement recommended :
31.	Grade of Concrete recommended :
32.	Design proof check by third party done or not :

**TABLE -E : INFORMATION OF VISIT OF MUNICIPAL OFFICERS TIME TO TIME**

33.	Date of inspection :
34.	Periodical Cube test done or not(with record) :
35.	Test certificate of reinforcement steel/ structural steel available or not :
36.	Periodical supervision by Engaged Architect/L.B.S and Structural Engineer done or not-
37.	Whether Stage wise (i.e Foundation/Scaffolding/ Reinforcement details/Concrete Casted) construction done as per Sanctioned plan:
38.	Methodology of construction available or not:
39.	Working Plan available or not :
40.	Mandatory open spaces are as per sanction plan
41.	Driveway for parking is as per sanction plan
42.	Location and size of stair and lift, Corridor is as per sanction plan
43.	Car parking spaces is as per sanction plan
44.	Plantation area is as per sanction plan
45.	Fire exit, FCD is as per sanction plan
46.	Stacking of materials is done as per KMC Building rules & Building Permit
47.	Shoring & strutting if found is as per norms

48.	Appropriate protection is taken for safety of the adjoining structures if any
49.	Construction area w.r.t sanction plan (if any deviation, please mention) :
50.	Fire and life safety arrangement during construction available or not(if yes gives details)-
51.	General Safety measures adapted or not :
52.	Whether Lightning Arrestor Provided or not

**TABLE -E : LABOUR INFORMATION DETAILS**

53.	Establishment Registration Under BOCW Act/ Labour Code done or not-
54.	Maximum number of Labour engaged any one day-
55.	Safety Officer engaged or not (applicable for Labour number 250 or more)
56.	Whether establishment engaging 20 or more employees --- Yes/ No
57.	If establishment has more than 20 or more employees, whether register themselves with EPFO and obtain PF code number --- Yes/ No
58.	While working at height, are you using safety harness belt... yes/no
59.	Whether you are using safety net...yes/no
60.	Whether you are using life line for anchoring.. yes/no
61.	While entering confined space..... oxygen level checked or not.
62.	Certifications of lifting tools and tackles...done...yes/no
63.	Whether Labour hutment provided ... Yes/ No

**Application Format for obtaining Go-ahead of the Project**

1. **Assessee No:**
2. **Premises No:..... Ward..... Borough.....**
3. **Name of the Owner:**
  - a. Status (Privately owned/ Lessor/ Licensor)
  - b. Address:
  - c. Phone No:
  - d. Email id:
4. **Name of the Applicant:**
  - a. Status (Privately owned/ Lessee/ Licensee/ Constituted Attorney)
  - b. Address:
  - c. Phone No:
  - d. Email id:
5. **Details of Technical Personnel (Whichever applicable)**
  - a. Name of LBS/ Architect
    - i. Class ..... No/ COA No : .....
    - ii. Mobile No:
    - iii. Email Id:
    - iv. Correspondence Address:
  - b. Name of Empanelled Structural Engineer
    - i. Class ..... No .....
    - ii. Mobile No:
    - iii. Email Id:
    - iv. Correspondence Address:
  - c. Name of Empanelled Geo-Technical Engineer
    - i. Class ..... No .....
    - ii. Mobile No:
    - iii. Email Id:

iv. Correspondence Address:

d. Name of Empanelled Structural Reviewer

i. Class ..... No .....

ii. Mobile No:

iii. Email Id:

iv. Correspondence Address:

6. Area of Land:.....

7. Nature/ Character of Land (whether solid filled up tank or part tank)  
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8. Sanctioned Occupancy (Residential/ Educational/ Institutional/ Assembly/ Business/  
Mercantile/ Industrial/ Information Technology Building/ Storage/ Hazardous/ Mixed  
Occupancy):

a. Principal Occupancy: .....

b. Other occupancy if any .....

9. Building Permit No: ..... Date : .....

10. Sanction details:

a. Number of Blocks:

b. Number of floors in each block:

i. Block 1: .....

ii. Block 2 : .....

[Add row if required]

I do hereby certify that contents of the above information and documents as submitted are true and correct to the best of my knowledge and belief and nothing in false therein or has been concealed there from.

**Applicant Signature**

**Date:**

**Place:**