

**Government of West Bengal**  
**Department of Urban Development and Municipal Affairs**  
**Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata -700064**

No. 417- IT & eGov/UDMA/ E 721215

Date: 27-09-2024

**NOTIFICATION**

In the exercise of power conferred by sub-section (2) of Section 3 of West Bengal Right to Public Services Act, 2013, the Governor is pleased to specify that the service in respect of approving building plans in the area of Municipal Corporations, Municipalities & Notified Area Authorities, along with stipulated time limit for rendering the services, the designated officers responsible for providing the services, the Appellate Authority and Reviewing Officer under the Urban Development and Municipal Affairs Department, Government of West Bengal from the date of application as stated below.

Sl. No.	Service name	Designated Officer	Stipulated time limit	Appellate Officer		Reviewing Officer	
				Designation	Stipulated time limit	Designation	Stipulated time limit
1.	Alteration and Addition / Revision / Revalidation of Building Plan	Commissioner of Municipal Corporation/ Executive officer of Municipality or NAA	15 days	Mayor of the Municipal Corporation/ Chairman/ Administrators of the Municipality/ NAA	30 days	Joint Secretary in the Department	60 days
2.	Demolition and Reconstruction of Building	Commissioner of Municipal Corporation/ Executive officer of Municipality or NAA	15 days	Mayor of the Municipal Corporation/ Chairman/ Administrators of the Municipality/ NAA	30 days	Joint Secretary in the Department	60 days

This Notification will take immediate effect.

Sd/-  
**Secretary**  
**UD & MA Department, WB**

No. 417/1(7)- IT & eGov/UDMA/E 721215

Date: 27-09-2024

1. Mayor/ Chairman / Chairperson / Administrator ..... Municipal Corporation/  
Municipality/ NAA/ ITA;
2. Municipal Commissioner / Commissioner ..... Municipal Corporation;
3. Executive Officer ..... Municipality/ NAA/ ITA;
4. State EoDB Cell, MSME & T Department;
5. P.S. to the Hon'ble MIC, UD & MA Department;
6. Sr. P.S. to the Secretary, UD & MA Department;
7. SO (IT & e-Gov Cell), UD & MA Department with the request to upload this in the Departmental website.

*Shikari*  
*27-09-24*  
Joint Secretary  
UD & MA Department, WB