

User Manual

For

**Permission for Material Stacking at
Construction Sites/
Storage of Construction Material**

Department of Urban Development and Municipal Affairs

Annexure I

Implement a system that allows online application submission, payment and tracking of status without the need for a physical touch point for document submission for Permission for Material Stacking at Construction Sites and mandate that all applications are submitted online.

URL:

Online Single Window System: Permission for Movie Shooting

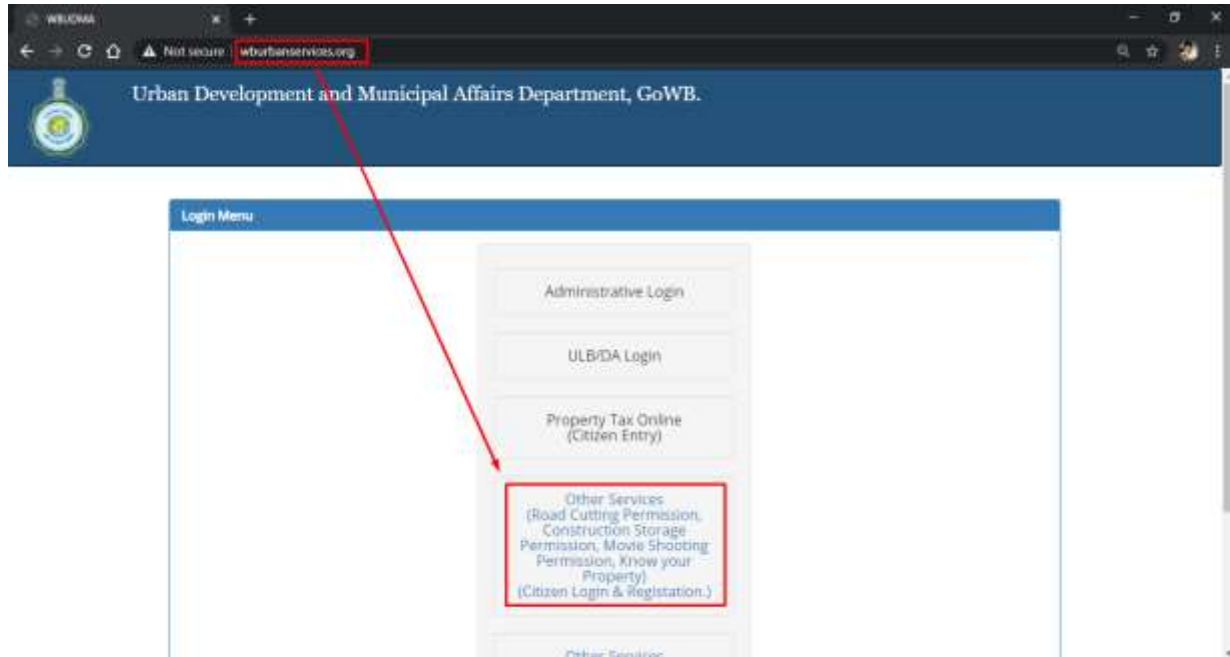
Supporting Documents Details:

Sl. No.	DESCRIPTION	Annexure	Page No (s).
1.	Login Details Page	Annexure - I	3 - 5
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3.	Tracking of Status		9
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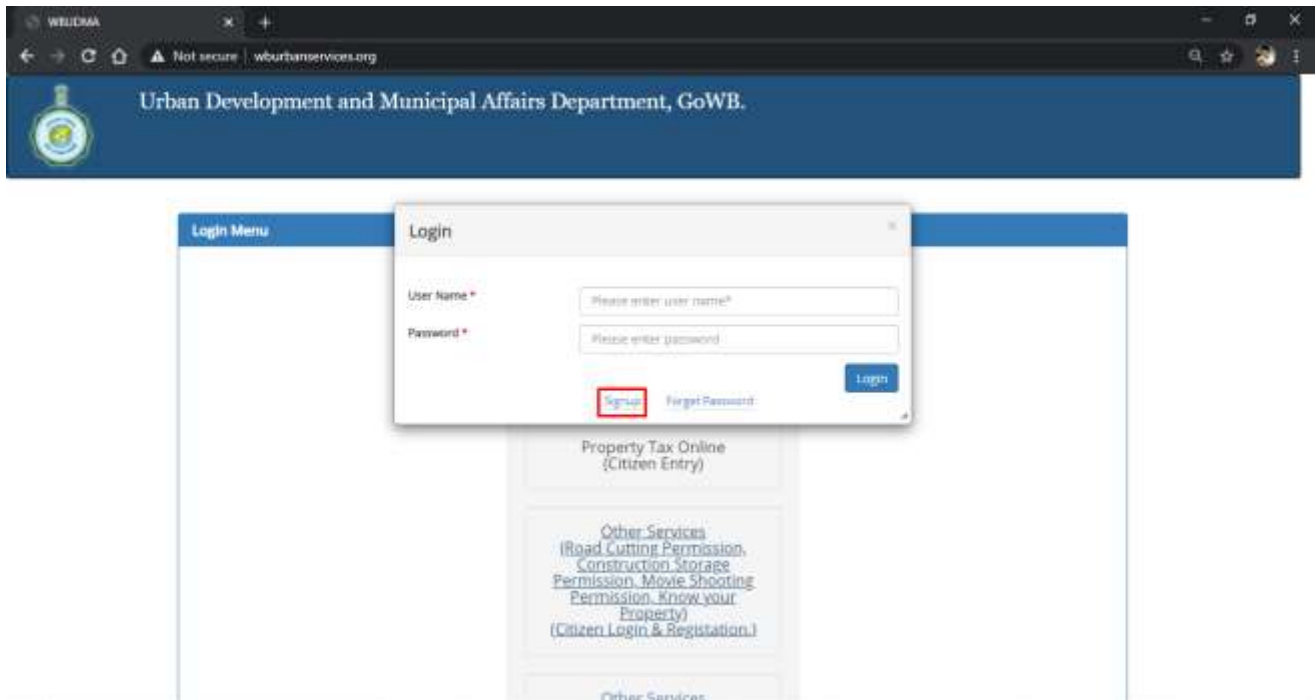
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1. Login Details:

Applicant needs to visit the URL www.wburbanservices.org , and click on the link tab “Other Services”



Before using the services the Applicant needs to register to use the services.



The Applicant needs to click on Signup.

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The Applicant needs to Fill up the Registration details. In case of Corporate Registrations “Sample Signature” is required.

The screenshot shows a web browser window with the URL 'wburbanservices.org'. The page header reads 'Urban Development and Municipal Affairs Department, GoWB'. The main content area is a 'Citizen Login / Registration' form. The 'Type of Registration' dropdown is set to 'Commercial'. The 'Upload Signature' field contains a 'SAMPLE SIGNATURE' image. A 'Register' button is located at the bottom right of the form.

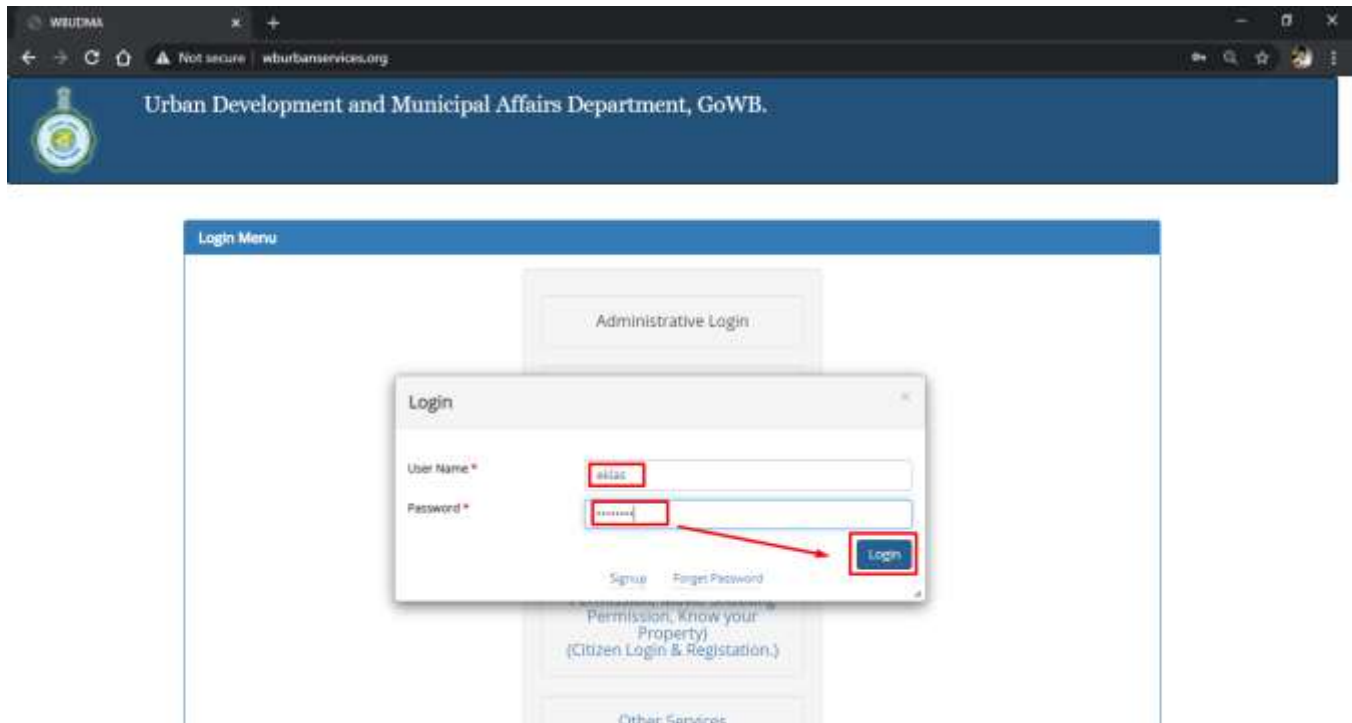
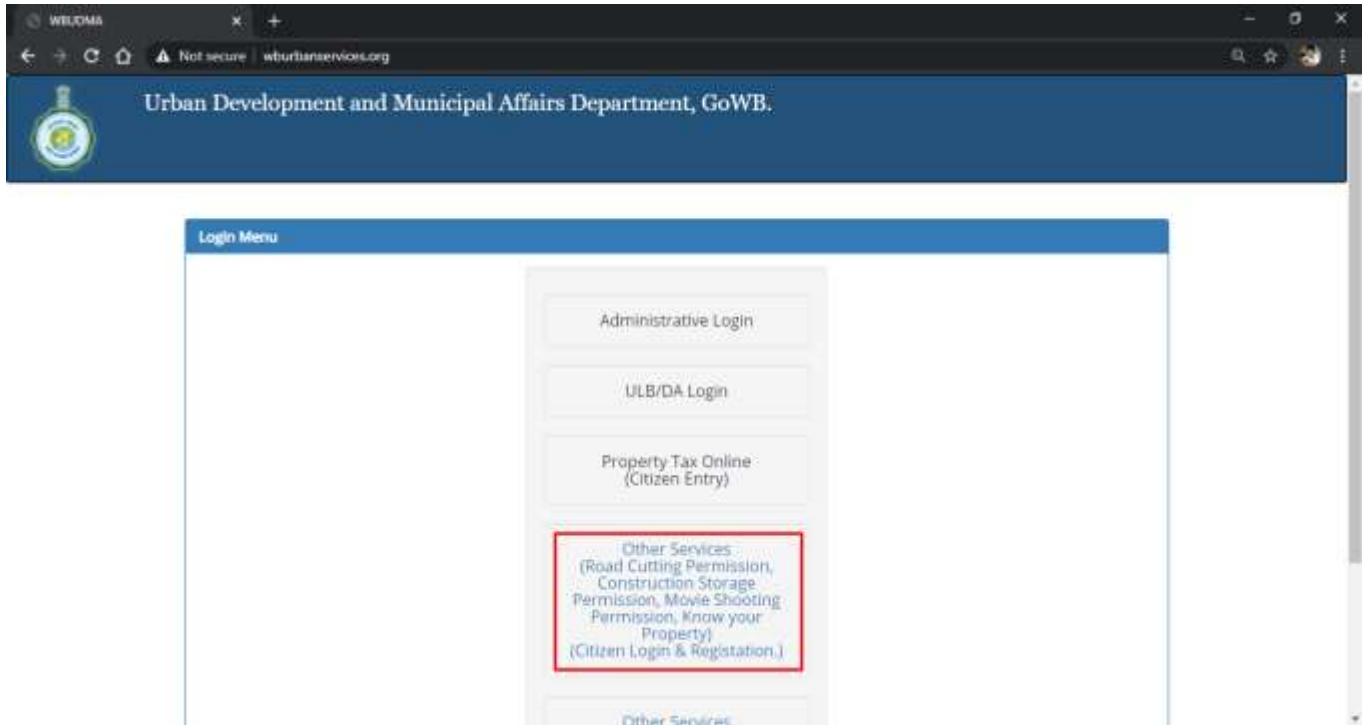
After the Registration is complete the system will verify the Mobile No through OTP

The screenshot shows a 'Mobile Verification' dialog box overlaid on a 'Login Menu'. The 'Mobile No' field contains '9521012345'. The 'Enter OTP' field contains '*****'. A 'Verify Mobile' button is highlighted in blue. A 'Return OTP' button is also visible. The background shows a 'Login Menu' with 'Administrative Login' and 'Other Services' options.

Once Mobile No is verified the registration is complete and the system will go back to the login page.

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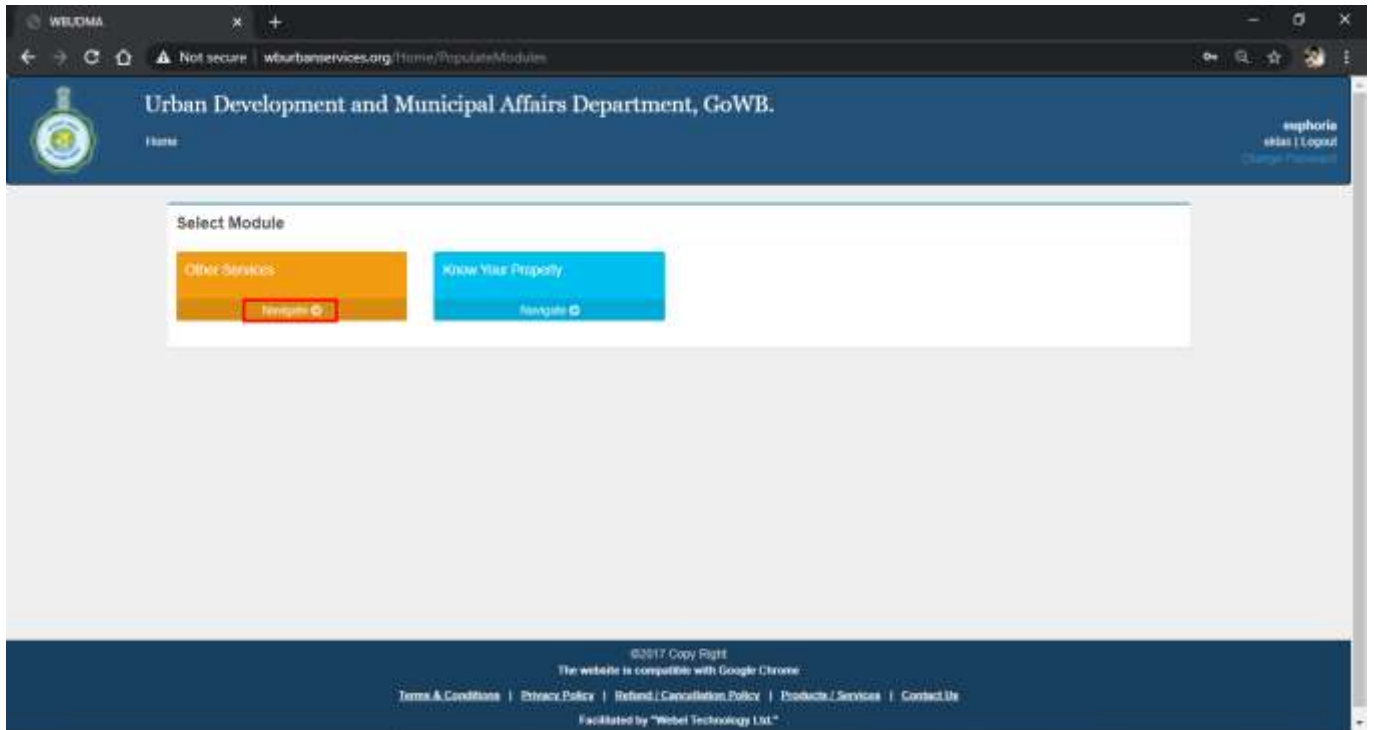
The Applicant needs to click on the Other Services Tab to login to the page with the newly created User ID and Password.



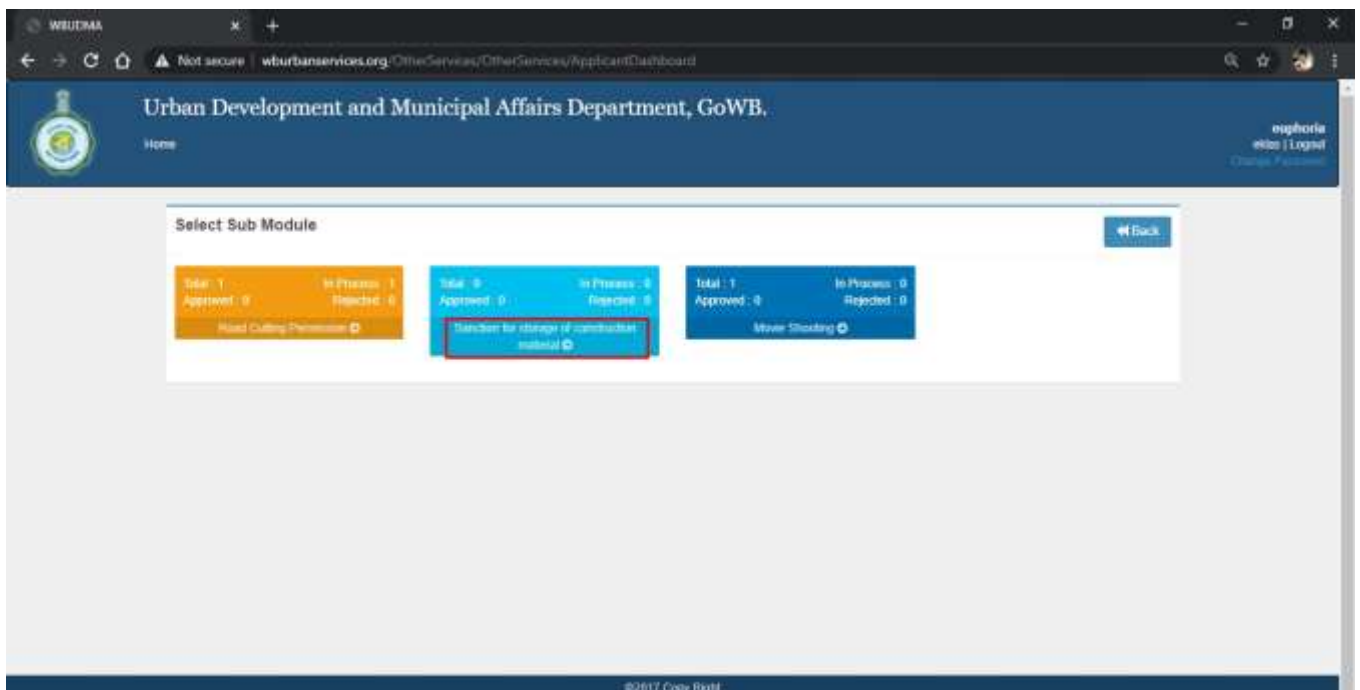
Once the Login is complete the system will direct to the Modules Page where the Applicant needs to click on the "Navigate" link to open the modules open for the Applicant.

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2. Online Service and Submission of online Form, along with details & uploading of documents

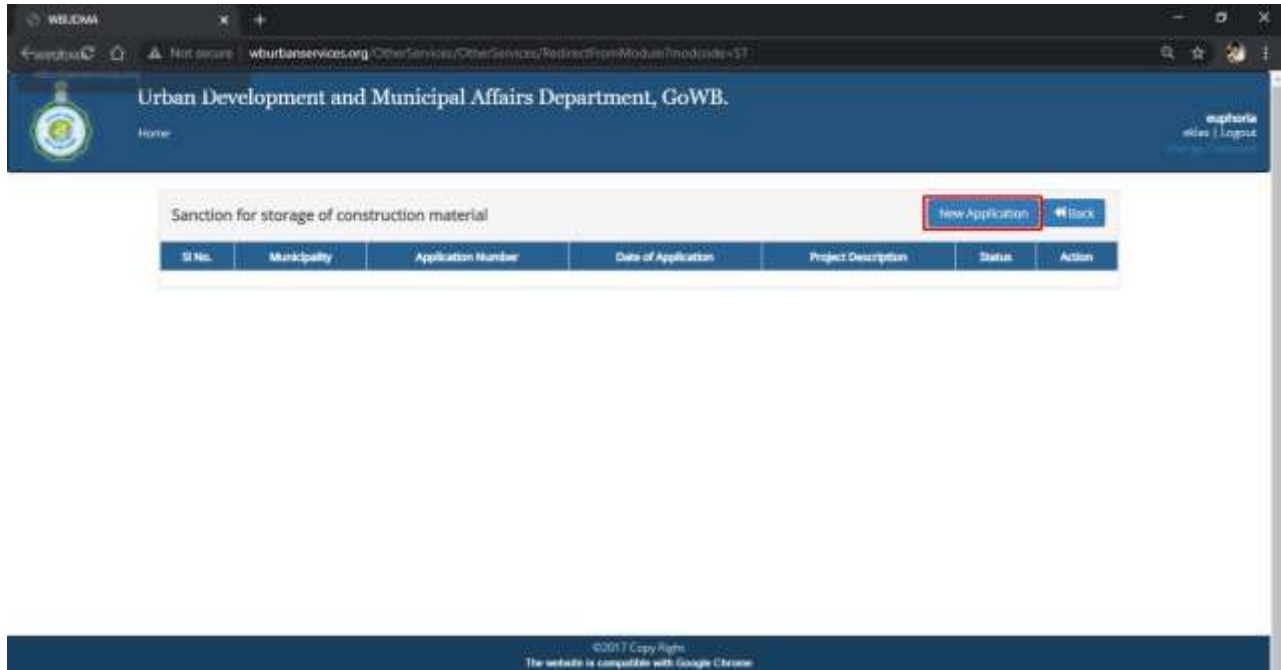


Once the “Navigate” link is clicked the system will open the Sub Modules open for all Applicants. The Applicant needs to click the desired sub module in this case it would be “Sanction for Storage of Construction Material” link.

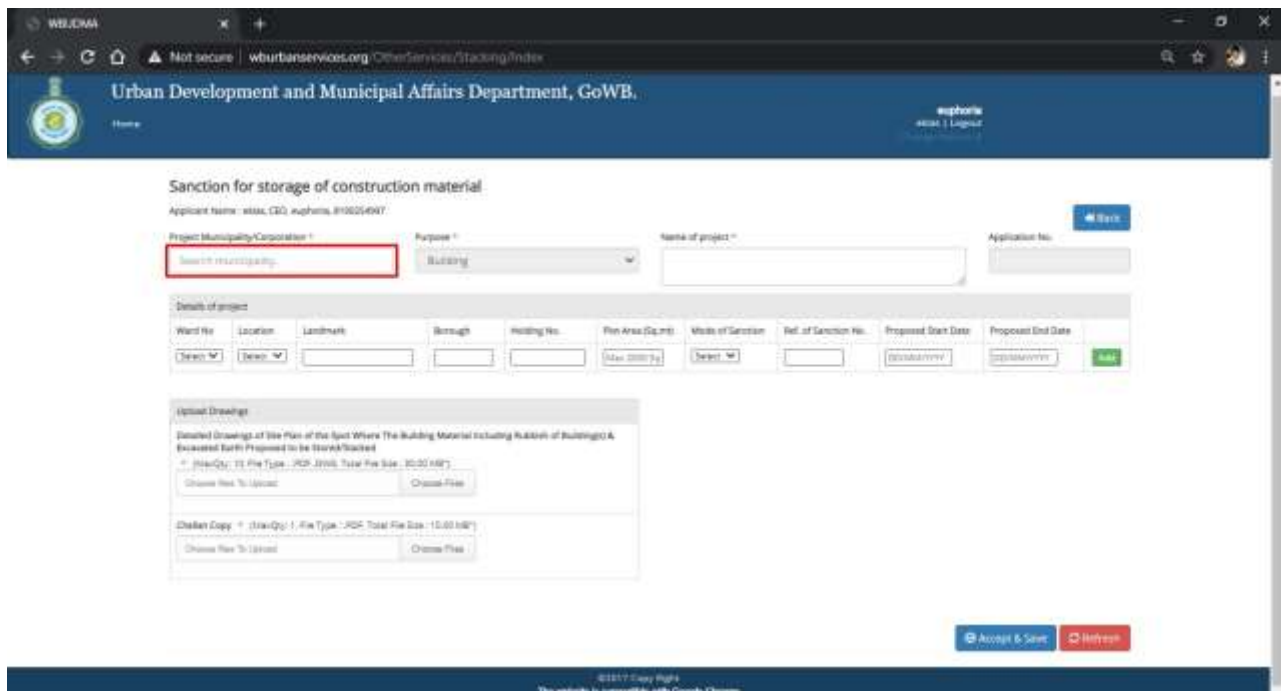


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Once the for Storage of Construction Material link is clicked the Dashboard for the Applicant will open which would show all the Applications made till date for All Municipalities and their status. For the first time a Blank dashboard will show. The Applicant needs to click on “New Application” tab to create a new Application.



On clicking the “New Application” Tab the system will open the screen to make a new Application. The Applicant needs to fill up all the details as in shown in the screen.



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Select Municipal Corporation, Name of Project, Ward, Location, landmark, Borough, Holding No, Plot Area, Mode of Sanction, Proposed Start Date, Proposed End Date and then click on “Add”.

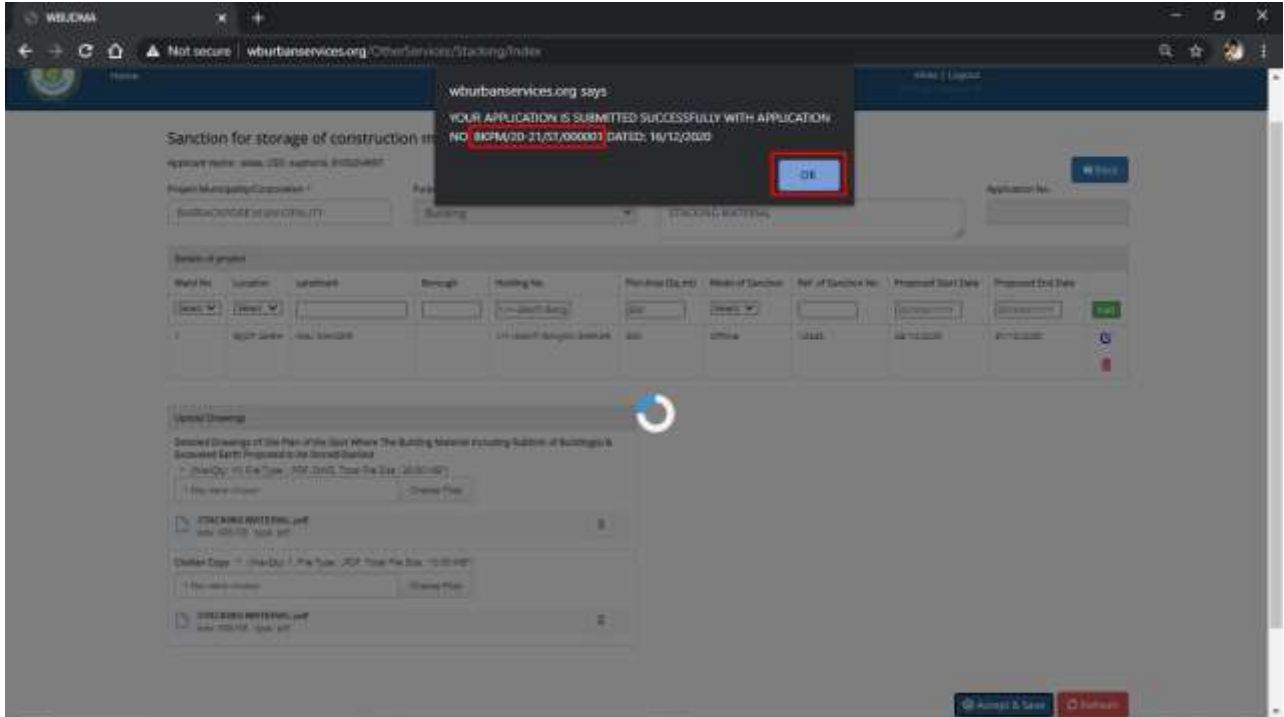
Ward No	Location	Landmark	Borough	Holding No.	Plot Area (Sq.M)	Mode of Sanction	Ref. of Sanction No.	Proposed Start Date	Proposed End Date
1	BGD/ BAH	KAL/ MANDE	11-SANT/ RAJES/ SAKAR	800	Office	1248	28/10/2020	28/10/2020	

Then Upload the Detailed Drawing of Site Plan and other documents for the said Application and click on Accept and click on ‘Accept & Save’.

File Name	File Size	File Type
STACKING MATERIAL.pdf	452 KB	stack.pdf
Challan Copy	452 KB	stack.pdf

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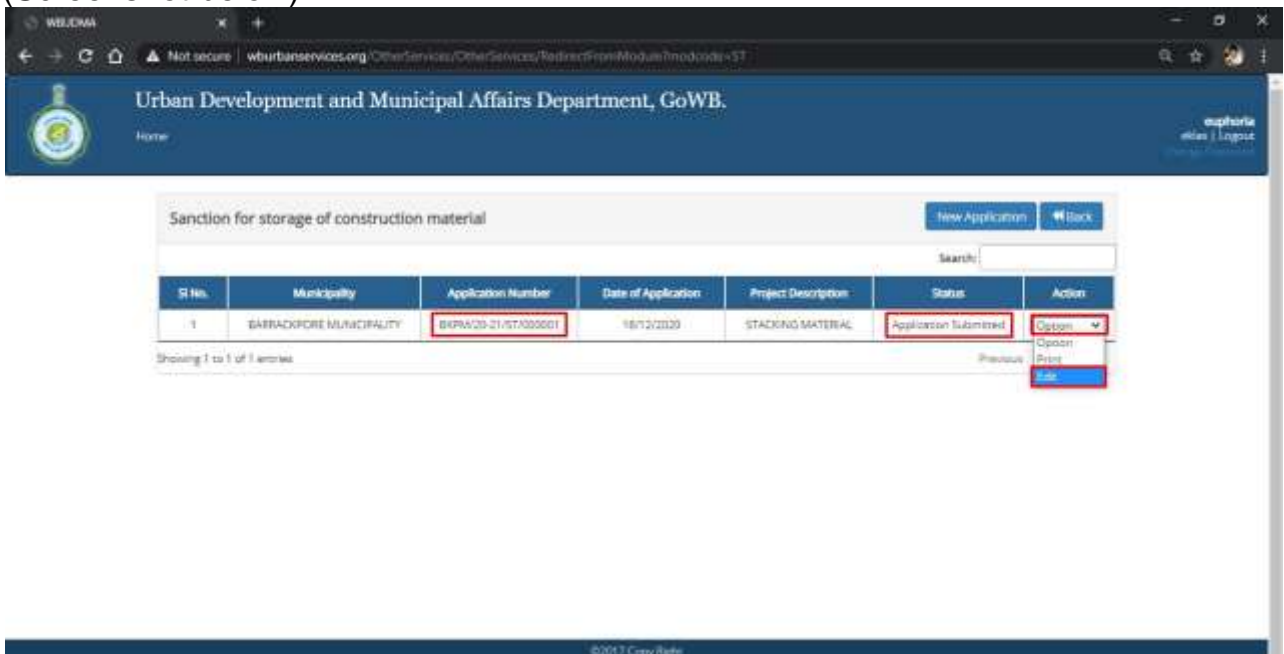
Once the Application is saved, an auto generated Application no will show in a popup, implying that the application is successfully submitted.



Now, once Applicant clicks “OK”, system will redirect to the Applicant Dashboard.

3. Tracking of Status

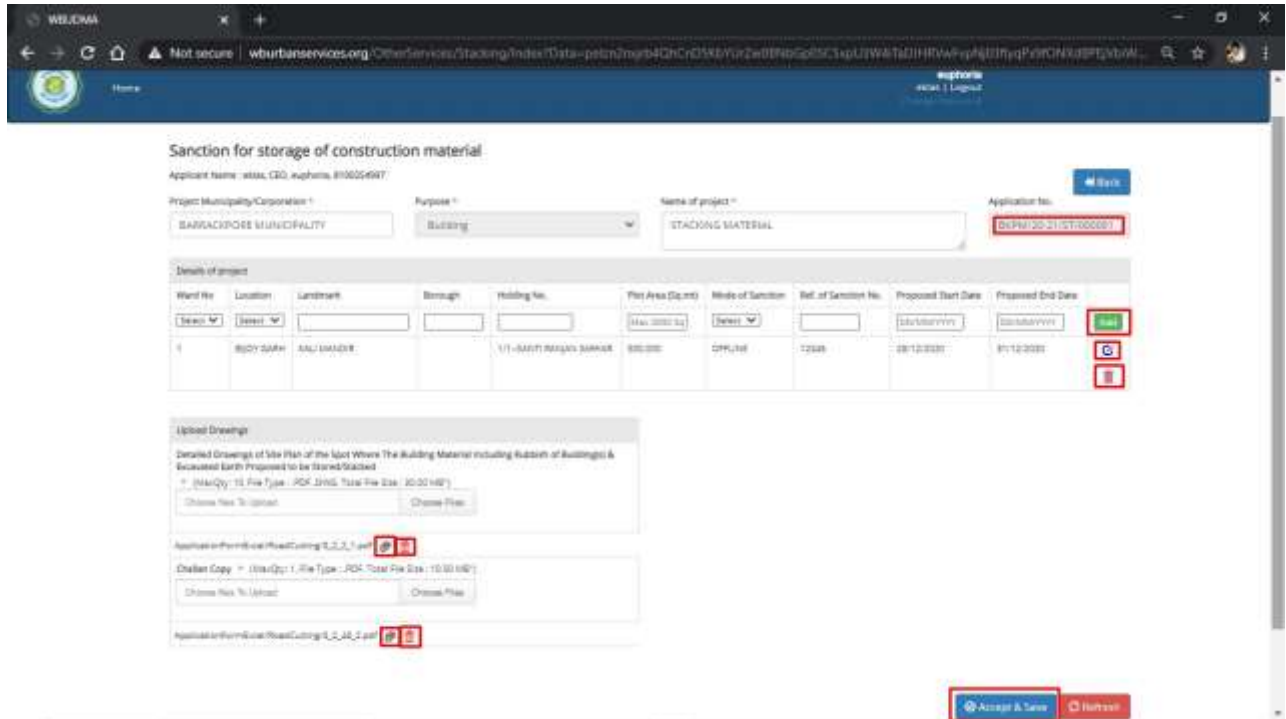
On subsequent login by applicant, the Dashboard will show the Application No. and the Status of Application through its different stages in the Municipal Corporation. (Screenshot below):



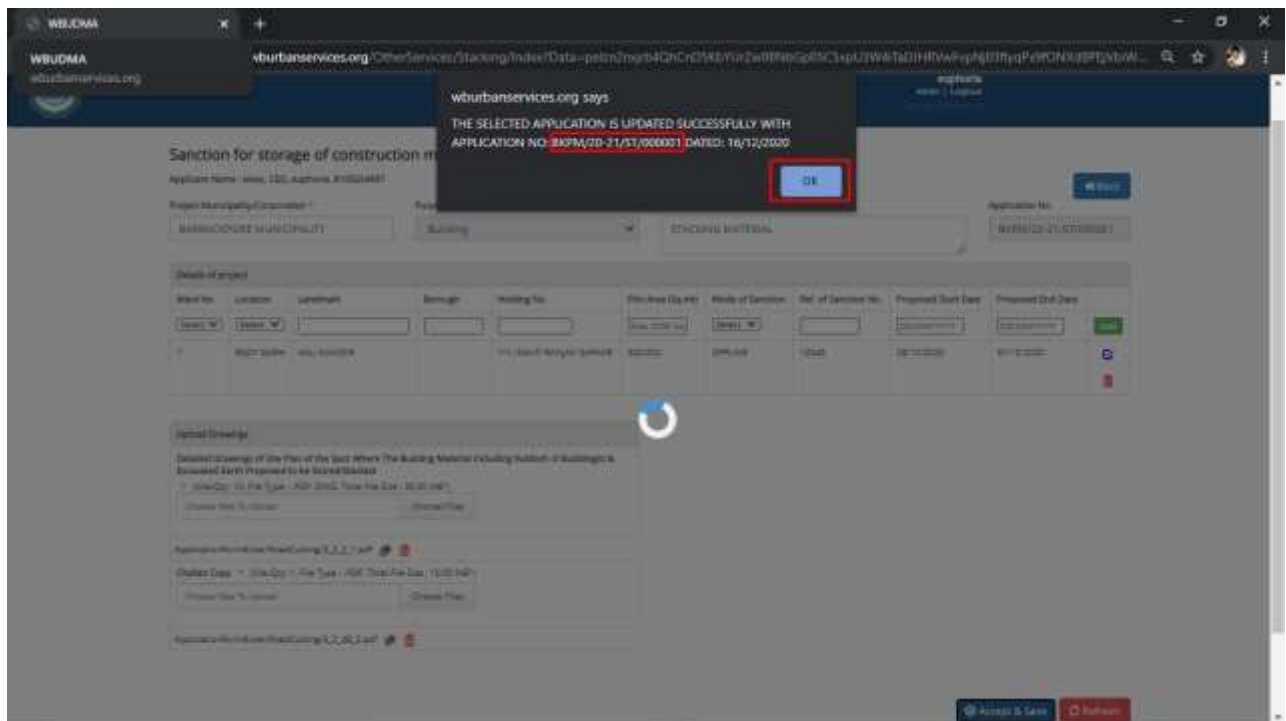
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Further Note-

The Applicant has the option to edit the Application if required till the Status shows as Application Submitted. The Edit link in Action Tab will open the Application as filed. The Applicant needs to click on the Pencil Icon to edit the Application.



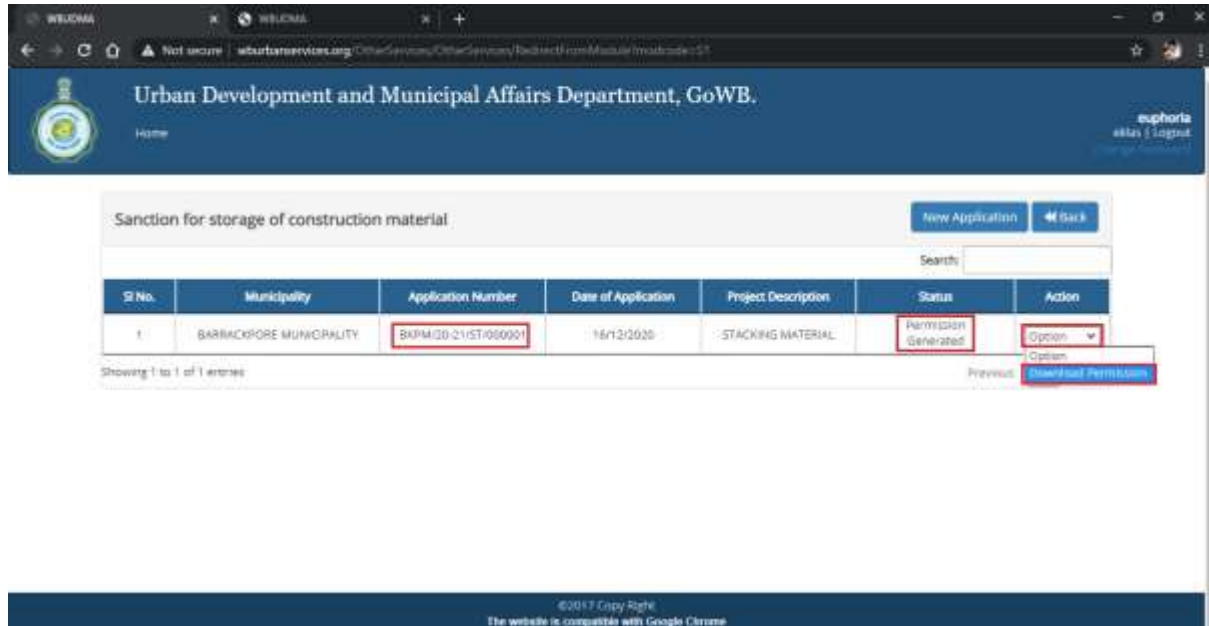
After making the necessary changes the Applicant needs to click on 'Accept & Save' again to submit the Application. The Popup will show again. The Applicant needs to click "OK".



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4. Download of legally valid Final Signed Approval Certificate post approval

After the process on the Municipal Corporation end is complete and the Application is Approved, the Permission will be generated and will show in the Applicant Dashboard as “Permission Generated”.



The Applicant needs to go to the Action Tab and click on Download Permission to Download/Print the generated Permission which has a QR Code for identifying validity.



Pdf of Sample Certificate appended below-
(with QR Code for identifying legal validity)



PERMISION LETTER OF THE BOARD OF COUNCILLORS OF BARRACKPORE MUNICIPALITY

BARRACKPORE
ANNEXURE-II



Memo no BKPM/20-21/ST/000030

Date 16/12/2020

From: The Commissioner/Secretary/ Executive Officer/Administrator,
BARRACKPORE MUNICIPALITY
BARRACKPORE

To: RELIANCE INDIA LIMITED,SMG1,MALIK,MUMBAI,9830098300

Sub: Prayer for permission for Storage/Stacking of Construction Materials including Rubbish of Building(s) & Excavated Earth on the Public Road or pavement for STACKING MATERIAL in the BARRACKPORE MUNICIPALITY.

Ref: Your letter No. dated

Dear Sir/Madam,

With reference to your application mentioned above, this Municipal Corporation / Municipality / NAA has been pleased to grant the permission in connection with Storage/Stacking of Construction Materials including Rubbish of Building(s) & Excavated Earth on the Public Road or pavement for STACKING MATERIAL in the BARRACKPORE MUNICIPALITY.

Sl No	Borough No	Ward No	Landmark/ Location	Holding No	Stacking Area (Sq.mt)	Proposed Start Date	Proposed End Date
1		1	BIJOY GARH	86266	500.00	28/12/2020	31/12/2020

Conditions:

- The proposed activities must be executed in the field strictly as per the submitted drawing and time schedule without any violation.
- The time line of completion as mentioned should be maintained strictly.
- Any deviation from the drawing and time line may lead to stoppage of the work at site or imposition of any penal action from financial point of view as per norms.
- Under no circumstances any particular quantum of construction material should be stored / stacked on the public road or pavement for more than 48 hours and the applicant should utilise or get it consumed that stored / stacked materials gradually within 48 hours.
- The safety and security measures at site as per prevailing Government Order should be followed on priority basis without any compromise.
- After completion of the construction, work in each phase the site should be free from all stored/stacked construction materials, rubbish and excavated earth so that the site should be usable, safe and secured.

Yours sincerely,

Commissioner/Secretary / Executive Officer/Administrator
Seal:-