

THE KOLKATA MUNICIPAL CORPORATION  
Central Municipal Office Buildings,  
5, S.N. Banerjee Road, Kolkata-700 013

Municipal Commissioner's Department.

Dated: 23/04/2010

**Municipal Commissioner's Circular No.04 of 2010-2011.**

**Sub: Issuance of fresh Certificates of Enlistment and renewal of existing Certificates of Enlistment and linkages with fire safety norms.**

For some times past, The Kolkata Municipal Corporation has been trying to integrate the issue of fire clearances with the question of issuance of fresh Certificate of Enlistment/renewal of old Certificate of Enlistment. In consultation with the Department of Fire & Emergency Services, WB, circulars/office orders have been issued from time to time on the subject.

Now for the financial year 2010-2011, necessity has arisen to issue fresh Circular on the above subject. After careful examination of the entire matter by the Kolkata Municipal Corporation and with the concurrence of the WB Fire & Emergency Services the present Circular is issued for compliance with immediate effect.

**List of trades, in case of which for both issuance of new/fresh Certificates of Enlistment as well as renewal of Certificates of Enlistment fire clearance, would be required.**

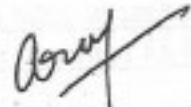
- a. Nursing home/Private Hospital;
- b. Private School/ Private College/Nurseries/Crèches;
- c. Cinema hall & Multiplexes;
- d. Shopping Mall & Private Markets;
- e. Hotels, Restaurants, Guest houses & Bars;  
*[Eating Houses/Restaurants up to 300 sq. ft could be exempted, where coal/diesel/town gas/micro oven is being used as fuel. In this respect, Indemnity Bond to that effect, will be required for processing the case. However, for all boarding houses/hotels/guest houses/lodges, where there will be sleeping accommodations, necessary clearance from WBF & ES will be required].*
- f. Sweetmeat workshop;  
*[Sweetmeat Workshops up to 300 sq. ft. could be exempted, where coal/diesel/town gas/micro oven is being used as fuel. In this respect, Indemnity Bond to that effect, will be required for processing the case].*
- g. Leather goods factories/processing units; :
- h. Manufacturing units in States Industrial Estates;  
*[If the WBIDC/WBSIDC or state governmental authorities assures us that they are taking care of a fire fighting measures of the industrial estates in general terms, then KMC may not insist upon individualized fire clearance from the individualized units.]*
- i. Liquor manufacturing units;
- j. Plastic manufacturing units;
- k. Ware houses/ go-downs where hazardous and inflammable articles are stored;

- l. Auto repairing workshop;  
*[Auto Repairing Workshops having welding facility using LPG/Oxy Acetylene gas cylinder, necessary clearance from WBF & ES will be required].*
- m. In case of petrol pumps and LPG go-downs, necessary clearance from WBF & ES will be required.
- n. In case of ware houses/go-downs, where books, garments, thread etc. are stored, KMC may not insist upon prior fire clearance.

In case of renewal of existing licence, excepting the items specifically mentioned above, in the context of fresh licences, renewal would be normally routinized, though it will be categorically imprinted upon every Certificate of Enlistment that "the Certificate of Enlistment is issued subject to compliance of the provision of the West Bengal Fire Services Act, 1950 (to the extent applicable) with the onus for compliance lying with the certificate holders".

Furthermore, in every case of new licence, irrespective of norms and nature of the trade, an affidavit-in-undertaking will be obtained from the traders that they will abide by all laws of the land and will particularly obtain fire clearance and police clearance before they embark upon the trade and the mere availability of a Certificate of Enlistment of KMC in their hands issued from KMC would not give them any right or privilege, if the other laws of land/regulations/notifications are violated.

This arrangement will be valid for this current financial year only.



(Arnab Roy)  
 Municipal Commissioner

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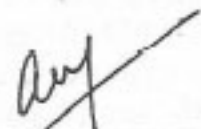
1. Jt. Mpl. Commissioner (Development)/Jt. Mpl. Commissioner (Revenue)
2. Principal Ch. Engineer (SWM)/Ld. Legal Advisor/DG (Civil)/DG (Building-II)
3. Ch. Manager (Licence)/Licence Officer (HQ)/Manager Systems (Licence)
4. All Dy. Licence Officers/Asst. Licence Officer (Court Section)
5. P A to Hon'ble Mayor/ Hon'ble Dy. Mayor/All Members Mayor-in-Council



Municipal Commissioner

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2. Commissioner of Police, Kolkata
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Municipal Commissioner