NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
Plot No. DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata - 700 156

Memo : 7241 /NKDA/Permission/Stop/003(i)/2026 Date : 20/11/2026

Person Responsible : Mr Ramesh Chandra Gupta, (Owner of the Building)

Notice against : Premises No: 12-0332, Plot No: DE/129, Action Area-ID, New Town, Kolkata, PIN-700156.

Subject : **(i). Non-Compliance of Stop Notice.**

(ii). Modalities for Obtaining Permission for Non-Residential Use up to 40% of the Total Floor Area within a Residential Building.

References:

(i) NKDA Memo No. 2113/NKDA/Application for Provisional No Objection/2026 dated 06.03.2026.

(ii) Your reply received by this office dated 11.03.2026.

In response to your letter, it is stated that, as per the UDMA Department of the Government of West Bengal, vide Notification No. 2287-UD/O/M/HID/5M-36/2014 dated 14.07.2015, read with NKDA's Enactment Order No 7010/NKDA/ADMN-143/2025 dated 22.08.2025 the first condition stipulates that the applicant "shall have to obtain prior permission from the New Town Kolkata Development Authority in this regard, and no deviation from any sanctioned building plan (including the permitted parking provisions) shall be allowed."

In the present case, the operation of the Guest House under the name and style of **'Hotel M2 Inn'** throughout the residential building is in contravention of the sanctioned building plan, as the mandatory open/setback space has also been encroached upon.

The modalities for obtaining permission for non-residential use, not exceeding 40% of the total floor area of the building or area of building in your ownership as per deed, are outlined below :

You are hereby directed to immediately comply with the Stop Notice issued by this office vide Memo dated 06.03.2026, in all respects.

Submission of application:
An application, along with the requisite documents applicable on a case-to-case basis, shall be submitted as per the enclosed requirements.
Permission for non-residential use — Two-stage process (Offline):

Stage-I: Provisional Permission.

The applicant shall apply for Provisional Permission, which shall remain valid for a period of six months from the date of its issuance. During this period, the applicant shall not operate any non-residential activity within the premises.
The said period shall be utilized only for completing the necessary documentation and obtaining the requisite approvals/certificates for operating the proposed trade/activity, including, as applicable:
Change of assessment of Property Tax from residential to non-residential;
Trade Licence.
Fire NOC/Fire Safety Report (FSR), as applicable for applied trade;
Structural Stability Certificate.
Any other licence/certificate applicable to the proposed trade/activity.
The relevant information and service-related requirements are available on the NKDA website.
The relevant service may be accessed through the following path:
NKDA website → NKDA Department/Service → Licence & Permission → Permission for Non-Residential Use → Relevant Permission Matrix.

Stage-II: Final Permission.
After obtaining the requisite certificates/documents mentioned above, the applicant shall apply for Final Permission. Upon scrutiny and approval of all documents by the competent authority, a demand notice towards the applicable permission fee shall be raised.

Upon verification of payment by the Finance Section of NKDA, the Final Permission shall be issued in respect of the application, subject to compliance with all applicable rules, regulations and guidelines.

You are, therefore, hereby requested to comply with the aforesaid Stop Notice forthwith and/or apply for and obtain permission for non-residential use in accordance with the prevailing rules, regulations and guidelines within six months from the date of issuance of this letter.

Failure to comply with the above directions shall be dealt with in accordance with the applicable rules and regulations.

By order,

20/11/26

Assistant Administrative Officer
New Town Kolkata Development Authority

Memo no. 7241 /03/(2)/ NKDA/ Permission/ Stop/003(i)/2026 Date : 20 /11/2026

1. PA to CEO, NKDA.
2. Office Copy

20/11/26

Assistant Administrative Officer
New Town Kolkata Development Authority

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
Plot No. DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata - 700 156

Memo : 2113 NKDA/Application **Provisional No Objection**/2026 Date : 06/03/2026

To
Mr Ramesh Chandra Gupta.
Owner of the building developed at
Plot No: DE/129 Premises No:12-0332, Action Area-ID
New Town, Kolkata-700 156

Subject : Non-Consideration of Application for Provisional No Objection.

With reference to your application, received by this office dated 23/02/2026 for non-residential use in residential building (upto 40%), this is to inform you that your application for **"Provisional No Objection"** towards using a portion of your residential building for non-residential purpose **(Paying Guest)** has been rejected by this Development Authority due to the following reason:

(a). It has been observed during physical inspection that the entire building is being utilized as a Hotel/Guest House.

(b). As per the guidelines on the subject noted above, a separate **staircase** (excluding the common staircase) is mandatory for obtaining 'Provisional No Objection', which is not available in your approved completion building plan.

You are hereby directed to cease such unauthorized use immediately, failing which appropriate action shall be initiated against you in accordance with law.

06/03/26

Assistant Administrative Officer
New Town Kolkata Development Authority

Memo no.2113 /02(01)/NKDA/Appln for Provn No Objn/2026 Date : 06/03/2026

Copy forwarded to:

1. PA to CEO, NKDA.
2. Office Copy

06/03/26

Assistant Administrative Officer
New Town Kolkata Development Authority