



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

Agenda and Minutes of the 71st Board Meeting

71ST MEETING OF THE BOARD
Under Section-8 of the NKDA Act, 2007

AT BOARD ROOM

NKDA BHAWAN, 4TH FLOOR
ADMINISTRATIVE BUILDING. PLOT NO - DG/13
PREMISES NO - 04-3333, ACTION AREA - ID
NEW TOWN, KOLKATA - 700156

Date: 08th day of August, 2025

Venue: NKDA Board Room

Time: 02.00 p.m.

3. PROPOSALS FOR RESOLVING OPERATIONAL ISSUES

In view of the above, the following procedures are being proposed for disposing of the issues related to the subject described above, so that all residents proposing to use a minor part (not more than 40%) of their residential buildings must not only comply with all relevant laws, rules, and regulations of the land, but also refer to the procedures mentioned below:

1. A resident desirous of using a minor part (not more than 40%) of a residential building must first apply to the Licence and Permissions Department of NKDA for prior permission. On receipt of such an application, as per the annexed format (Annexure II), necessary scrutiny and examination (including physical inspection) for allowing use of residential buildings, up to the permissible limit, for non-residential purposes, in respect of uses as specified in Notification No. 2287-UD/O/M/HID/1M-36/2014 dated 14th July, 2015, will be done, as has been the practice, by the Inspector concerned of the Department, along with representatives of the Building Department and the Assessment Department of NKDA.
2. After examining the case in such a joint inspection mode (as above) and upon preliminary satisfaction, prima facie, a 'provisional no objection' may be issued, after observance of the process, obtaining due approval, and by the officer as enumerated in paragraphs below, subject to the condition that the applicant, within six months from the date of issuance of the aforesaid 'provisional no objection,' shall submit all the necessary permissions/licences obtained from the respective Government Departments concerned for running the business. During the period of the 'provisional no objection,' the applicant shall not start any operation involving change of use of any part of the residential building.
3. On being satisfied through the joint inspection (as above, a report of which will be kept in the file), the Inspector concerned of the Licence and Permissions Department will forward the application with his comments to the Assistant Administrative Officer (AAO) concerned, who will be authorised to issue the 'provisional no objection' as per the format annexed herewith (Annexure III). Where questions of significant load increase would be involved (see Annexure IV as prepared by the Building Department of NKDA), the applicant will have to give an empanelled structural engineer's certificate as per the annexed format. Internal concurrence must be obtained from the Assessment Department, too, from the tax clearance point of view.

4. In case of co-operative buildings and bulk housing complexes, the application for 'provisional no objection' must be accompanied by 'no objection' certificates from the secretary of the co-operative housing society and/or apartment owners' association concerned, and such certificates must enclose resolutions of its Board of Directors. Where there are co-owners present in any residential building, prior consent of those co-owners has to be obtained (as per annexed format V).
5. Each 'provisional no objection' will be notified by the Licence and Permissions Department on the website of NKDA for general public information. Wherever claims/objections are received, they will be duly dealt with before issuance of final permission.
6. On subsequent submission of the requisite permissions/licences from the respective Government Departments concerned for running the business (Marked as Annexed VI), the final permission in terms of the aforesaid Government Notification shall be issued and the business operation may commence. The five-year term of permission in terms of the aforesaid Government Notification shall be counted from the date of issuance of the final permission (Annexed format - VII).
7. For the final permission as mentioned above, the Assistant Administrative Officer concerned will place the matter before the Administrative Officer in charge of the Licence and Permissions Department.
8. Upon receipt of approval from the Administrative Officer, final permission will be issued by the Assistant Administrative Officer (as per the annexed format - VIII), upon receiving all the requisite documents and fees.
9. NOC shall not be normally transferable in case of change of ownership of the property. However, in the case of legal heirs, the transfer may be deemed to be automatic, and necessary paper correction may be done as a routine process.
10. If an applicant desires to change their trade (type of business only) during the permissible tenure of valid permission, he/she can opt for such change with a fee of Rs. 500/- (Rupees five hundred only) and submission of relevant documents as mentioned on the official site of NKDA.
11. In case of the following violations, a valid permission shall stand cancelled forthwith:
 - (i) Change of use/trade without obtaining permission from NKDA.
 - (ii) Use of an additional area beyond the permissible area.
 - (iii) Deviation from sanctioned building plan.
 - (iv) Sale/lease of partial floor/flat of the said building.
12. It is provided, however, that the Administrative Officer will keep the Chief Executive Officer generally informed about all significant cases and policy issues.
13. In cases where there are claims/objections over any issue at any stage, the Member Secretary, NKDA, will hear all concerned and dispose of the issue.
14. In the manner of a general advisory to the residents, it may be communicated that it will be relatively easier for NKDA to process 'provisional no objection' in the following cases:

- i. Cases where non-residential activities are proposed on the ground floor.
 - ii. Cases where non-residential activities are proposed on the first floor but separate staircases are already there.
 - iii. Cases where the increase of load is expected to be inconsequential (as in doctors'/architects'/lawyers' consultation chambers, consultancy centres, travel agents' offices, florist shops, STD/ISD call centres, yoga centres, financial services, sales counters for Self-Help Groups, sales counters for handicraft products, soft drink, gems & jewellery, dry foods, utensils, tailoring, glassware, hardware & garment shops, cottage industry products, job placement/training agencies) on the ground or first floor with a separate staircase and where fire clearance is not necessary, as per norms.
15. It is also being proposed that the applications for using a residential building for the following types of businesses may not be considered barring exceptional cases:
- i. Ceremony houses
 - ii. Restaurants
 - iii. Nursing homes
 - iv. Motor driving training schools
 - v. Car/motorcycle repairing centres/shops
 - vi. Car showrooms
 - vii. Carpenter shops [furniture making]
16. It may be abundantly clarified from the very beginning to all concerned that all cases of use of parts of residential buildings for allowable non-residential purposes, on fulfilment of all the conditions above, will be necessarily temporary only in terms of extant Government Orders, and therefore, in no case shall deviation from any sanctioned building plan (including the allowed parking provisions) be allowed.
17. It is also further proposed that all non-residential uses above 40% of built-up areas in all residential buildings, as well as all non-permitted non-residential uses of all residential buildings, shall be stopped forthwith. A copy of the thus-closed operations is to be provided on the NKDA website as well as to the CP, Bidhannagar, for effective enforcement of the closures.

Proformas for application and permission issuance, and formats for consent from co-owners, are annexed for approval.

During discussion Hon'ble District Magistrate, North 24 Parganas raised the issue of sound menace created for an unlimited time span. often spreading in the middle of night, in the places of congregation, and has proposed to consider some measures to prevent these activities. After threadbare discussion, the proposals above are approved, and it was decided that the issues raised by Hon'ble District Magistrate, North 24 Parganas shall be considered subsequently.

Resolution :

After threadbare discussion the proposal was approved

Agenda Point 71.8

Sub: Miscellaneous

No miscellaneous matter was raised



Chairman
New Town Kolkata Development Authority

Memo No: 6800/(08)/NKDA/Admin-21/2009
6912

Dated, the 19th day of August, 2025
20th

Copy forwarded for information and kind perusal to:

1. Shri Alapan Bandyopadhyay, Chairman, NKDA
2. Smt. Kakoli Ghosh Dastidar, Member, NKDA, Hon'ble Member of Parliament.
3. Shri Tapas Chatterjee, Member, NKDA, Hon'ble MLA
4. Shri Sharad Kumar Dwivedi, Member, NKDA, DM, North 24-Parganas.
5. Smt. Debarati Duttagupta, Member, NKDA, Sr. Special Secretary, UD & MA
6. Shri Somnath De, Member, NKDA, Joint Managing Director, WBHIDCO
7. Shri Ujjwal Kumar Sarkar, Member, NKDA, DG Building, KMC
8. Shri Gopal Roy, Member, NKDA, Financial Advisor, UD & MA Department.



Member Secretary
New Town Kolkata Development Authority

Memo No: 6800/1(11)/NKDA/Admin-21/2009
6912

Dated, the 19th day of August, 2025
20th

Copy forwarded for information and taking necessary action to:

1. The Chief Executive Officer, NKDA
2. The Administrative Officer, NKDA (Revenue)
3. The Administrative Officer, NKDA (EM)
4. The OSD & Administrative Officer, NKDA (General & Establishment)
5. The OSD & Administrative Officer, NKDA (Social Welfare)
6. The Advisor, Finance & IT, NKDA