

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 No: 4288 /NKDA/ADMN(Estt.)/1246/2023

Date: 29 /05/2025

ORDER

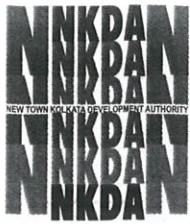
Subject: Procedures/ Delegation arrangements to be followed by the Assessment Section

In partial modification as well as in partial consolidation of all earlier circulars/ orders / arrangements with regard to the subject above, it is hereby notified that henceforth, following procedures/ delegation arrangements will be followed in disposing of issues related to the subject described above:

1. All necessary scrutiny and examination with regard to assessment of Property Tax will be done by the Supervisor concerned of the Assessment Section.
2. The Supervisor concerned will then forward the application with his comments to the OSD in the rank of Deputy Collector.
3. The OSD in the rank of Deputy Collector, in his turn will refer the matter to the Administrative Officer in charge of Assessment Section with detailed calculation of annual valuation and Property Tax for approval.
4. In case of all Non-Residential Buildings and in case of Bulk Housing Complex projects constructed on plots with the size of 2 acres or more, the Administrative Officer will take approval of the Chief Executive Officer before according approval.
5. In case of any objection warranting hearing, the Member Secretary, NKDA will hear the assessee and dispose of the issue.

This Order will take immediate effect.

Chairman
New Town Kolkata Development Authority



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Copy forwarded for the information of:

- (1) Member Secretary, NKDA - he will please place the matter before the NKDA Board for ratification.
- (2) Chief Executive Officer, NKDA
- (3) All Administrative Officers, NKDA.
- (4) Advisor-Finance, Resource Mobilization & IT, NKDA
- (5) Finance Officer, NKDA.
- (6) All Estate Managers, NKDA
- (7) OSD in the rank of Deputy Collector, Assessment Department, NKDA
- (8) System Manager, NKDA - he will please post it in the website.

Chairman
New Town Kolkata Development Authority