



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: 4290/NKDA/ADMN(Estt.)/1246/2023

Date: 29 /05/2025

ORDER

Subject: Procedures/ Delegation arrangements to be followed for issuance of Certificates of Enlistment for Professions, Trades and Callings

In partial modification and in partial consolidation of all earlier circulars/ orders / arrangements with regard to the subject above, it is hereby notified that henceforth, the Enlistment of Professions, Trades and Callings and issuance of Certificate thereof and renewal of Certificate of Enlistment shall be done through portal on real time mode as per guidelines in Order No. 1234/MA/O/C-4/1M-31/2015 (Pt. IV) dated the 13th September, 2021 of the Department of Urban Development & Municipal Affairs, Government of West Bengal.

Following steps will be followed in the matter:

- A. 1. Applicant shall have to apply online with required attachment of minimum two documents i.e. occupancy proof of the business address (current Property Tax Receipt/ Deed of Conveyance/ Lease Deed/ Sub-Lease Deed/ Leave and Licence Agreement/ Rent Agreement/ NoC of the owner if rent is free/ Electricity Bill/ Telephone Bill) and identity proof (EPIC/ AADHAR/ Driving Licence/ Passport etc.). All such required documents shall be self-attested.
2. The applicant, alongwith the application, shall submit a self-declaration to the effect that compliance of the other laws e.g. Fire, PCB, Clinical Establishment, Excise, Police, Customs, RBI, SEBI etc., whichever are applicable, for carrying on the respective profession, or trade, or calling shall be ensured by the applicant.
3. In case of carrying any business in a residential building in terms of G.O. 2287/UD/O/M/HID/5M-36/2014, dated 14th July, 2015 of the Urban Development and Municipal Affairs Department, Government of West Bengal, permission from the NKDA will have to be uploaded. Without this permission, the Certificate of Enlistment shall not be issued.
4. The Certificate of Enlistment shall be automatically issued from the portal on submission of requisite documents and online payment of requisite Fees for enlistment, annual municipal charges and arrear dues/ fees, if any. In any case annual fees for issuing the Certificate of Enlistment shall not exceed Rs. 2,500/-, as provided for in the Constitution of India and in the New Town Kolkata Development Authority Act, 2007.
5. Online issuance/ renewal of Certificate of Enlistment on real time mode is not permitted for following professions, trades and callings:
 - (i) Dangerous, ruinous, or hazardous buildings notified by the competent authority.
 - (ii) Trades involving use of explosives/ gas etc. and wine/ liquor shops which are prohibited in residential buildings as per provisions of law.
- B. 1. NKDA officials concerned shall conduct an inspection after issuance of a new Certificate or renewal or after effecting any change / correction or closure of the business for carrying out the purpose of the act. For this purpose, Supervisor/ Inspector concerned shall conduct such inspection under the supervision of the concerned OSD in the rank of Estate Manager.



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2. The OSD in the rank of Estate Manager concerned will submit the inspection report before the Administrative Officer concerned.
3. The Administrative Officer concerned may cause to undertake any inspection of the entrepreneur/ trader's business address to evaluate actual trade business undertaken by the Certificate of Enlistment holder.
4. The Administrative Officer concerned is authorized to cancel the Certificate of Enlistment immediately in case of detection of any fraud, mala fide data entry, uploading of fake documents, etc. that is made by the applicant and if it is detected.

C. A specimen copy of a typical Certificate of Enlistment for Profession, Trade and Calling is annexed herewith. Every certificate holder shall display the certificate at a prominent place near the entry gate of the establishment. NKDA will arrange a QR Code to be incorporated at the top of the certificate. In cases where non-residential activity is being undertaken in a residential building with prior permission from NKDA, the Certificate of Enlistment and the Certificate of Permission from NKDA will have to be displayed side by side.

This Order will take immediate effect.

Chairman

New Town Kolkata Development Authority

Memo No: 4290/1(11)/NKDA/ADMN(Estt.)/1246/2023

Date: 29/05/2025

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 Estate Manager, Licence and Permissions Department, NKDA
- (8) System Manager, NKDA - he will please post it in the website

Chairman

New Town Kolkata Development Authority