

# 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: 4289 /NKDA/ADMN(Estt.)/1246/2023

Date: 29 /05/2025

## ORDER

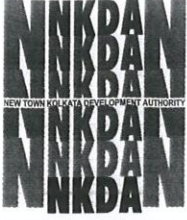
**Subject: Procedures/ Delegation arrangements to be followed in cases of Mutation - Issue of Holding Certificate / Certificate of Record of Title - Recording of title of land, building, etc. in New Town, Kolkata**

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, following procedures will be followed in disposing of the issues related to the subject described above:

1. On receipt of an application, all necessary scrutiny and examination will be done by the Supervisor concerned of the Assessment Section.
2. The Supervisor will then forward the application with his comments to the OSD in the rank of Deputy Collector, who will be the authorized person in terms of the Form-C and Form-G {in terms of the New Town Kolkata Development Authority (Record of Title) Regulations, 2011}.
3. The OSD in the rank of Deputy Collector, being the authorized person, will be responsible for hearing before refusing any application for Mutation.
4. In case of all Non-Residential plots and in case of plots for Bulk Housing Complex projects with size of 2 acres or more, the Administrative Officer will give the final approval for mutation under intimation to the Chief Executive Officer.
5. In case of any objection warranting hearing in cases mentioned under sl. 4 above, the Member Secretary, NKDA will hear the assessee and dispose of the issue.
6. It is provided, however, that the authorized person as noted above will keep the Administrative Officer concerned in charge of the Department generally informed about all the significant cases and policy issues.

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