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PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

**THE NEW TOWN, KOLKATA DEVELOPMENT AUTHORITY
(RECORD OF TITLE) REGULATIONS, 2011**

REGULATIONS

No. 1214/NKDA/Admn.-127/2010

Kolkata, the 24th June, 2011.

In the exercise of power conferred by section 86A of the New Town, Kolkata Development Authority Act, 2007 (West Bengal Act XXX of 2007) hereinafter referred as the said Act, the Development Authority, with the previous approval of the State Government, makes the following regulations:—

1. Short title, commencement and application

- (1) These regulations may be called the New Town, Kolkata Development Authority (Record of Title) Regulations, 2011.
- (2) They shall come into force on the date of their publication in the *Official Gazette*.

2. Definitions

- (1) In this regulations
 - a. "Act" means the New Town, Kolkata Development Authority Act, 2007 (West Bengal Act XXX of 2007);
 - b. "Form" means the Form appended to these Regulations;
 - c. "Fees" means fees payable for recording of title in the Register.
 - d. "Register" means a register maintained for the purpose of recording title of land, building, dwelling unit, shop, establishment or other unit situated within the area of New Town Kolkata;
 - e. "WBHIDCO Ltd." means the West Bengal Housing Infrastructure and Development Corporation Limited;

(2) The words and expressions used in these regulations, but not defined, shall have the same meaning assigned to them in the Act.

3. **Application for recording title:**— A person shall, on getting right of title and possession of land, building, dwelling unit, shop, establishment or any other unit as specified in sub-section (1) of section 86A of the Act, apply to the Development Authority in Form A to record the same.

4. **Notice of the transfer of title by the transferor :**— Any person who transfers his title to any land, building, dwelling unit, shop, establishment and other unit situated within the area of New Town, Kolkata shall give notice to the Development Authority in Form B 1.

5. **Notice of the transfer of title by the transferee:**— Any person to whom the title of any land, building, dwelling unit, shop, establishment and other unit situated within the area of New Town, Kolkata is transferred shall give notice to the Development Authority in Form B 2.

6. **Notice of transfer by devolution :**— When the title of any land, building, dwelling unit, shop, establishment and other unit situated within the area of New Town, Kolkata devolves on any person he shall give notice to the Development Authority in Form B 3.

7. **Enclosures along with the notice:**— (1) When a person gives notice under regulation 3 or 4 or 5 he shall enclose the following documents along with the relevant Form :—

- (a) copy of allotment letter of WB HIDCO, if allotted by WB HIDCO;
- (b) certified copy of duly registered deed of conveyance;
- (c) photo copy of Property tax clearance receipt or certificate;
- (d) copy of Electric Bill or Telephone Bill;
- (e) letter of ownership from the President/Secretary, in case of Co-operatives registered under Co-operative Societies Registration Act;
- (f) letter of ownership from the President/Secretary, in case of Co-operatives registered under Co-operative Societies Registration Act;
- (g) photocopy of building sanction plan;
- (h) any other document as the Development Authority may require.

(2) When a person gives notice under regulation 6 he shall enclose the following documents along with Form B 3:—

- (a) photocopy of death certificate;
- (b) photocopy of will or testament;
- (c) photocopy of succession certificate;
- (d) original heirship certificate;
- (e) up to date property tax clearance certificate.

Note:— Documents referred in clauses (b) and (c) are not to be enclosed in case of intestate succession.

8. **Fee for recording the title:**—

Any person who gives notice for recording the title or transfer of title shall pay a fee to the Development Authority:—

- (a) at the rate of 0.50% of the Deed value of the land or building or dwelling unit or shop or establishment or any other unit duly registered with the Registrar or Sub-Registrar appointed under the Indian Registration Act, 1908.
- (b) at the rate of 0.25% of the Deed value of the land or building or dwelling unit or shop or establishment or any other unit duly registered with the Registrar or Sub-Registrar appointed under the Indian Registration Act, 1908 in case of transfer of title by devolution.

9. Recording of title:— (1)Whoever applies under regulation 3 or 4 or 5 or 6 shall be called for a hearing upon serving a Notice in Form C or D as the case may be:

- (2) All the cases shall be disposed of upon hearing .
- (3) The Chairman or any other officer authorized by the chairman, shall take hearing.
- (4) All cases shall either be accepted or rejected. If rejected, reason of such rejection shall be recorded in writing in the register.
- (5) There should be recording of all accepted cases in the register and the officer who has taken hearing shall put his/her initial in the register at the appropriate column.

10. Maintenance of register :— The Development Authority shall maintain a register in Form E for recording of title of land, building etc. under regulation 3 and it shall maintain another register for recording of transfer or devolution of title under regulation 4 or 6 in Form F.

11. Issue of holding certificate:— All the applicants shall be issued a holding certificate as a token of recording of title in the register of the Development Authority. The Development Authority shall issue such certificate in Form G.

Form A

(see regulation 3)

APPLICATION FOR RECORD OF TITLE OF LAND, BUILDING ETC. IN THE REGISTER OF THE DEVELOPMENT AUTHORITY

- Please use block letters only and fill in all relevant information.
- Attach separate sheets wherever space is inadequate.
- Please quote your Assessee No. for all Correspondences.
- Change of Mailing Address to be communicated forthwith.
- Refer your Assessee No. for payment of fees in future
- The downloadable Form A is available on the site www.nkdamar.org

ACKNOWLEDGEMENT (For Office use only)

Receipt No.

Date

Seal & Signature of the receiving
Official

1. Name of applicant	
2. Assessee number (If applicable)	
3. Premises No.	
4. Action area number	
5. Present Address (Flat No./Room No./ House No./Suite No./ Premises No., Floor No., Road, Locality, Prominent landmark, Village/ Town, District, State/ Union territory, in that order)	
6. Address of communication (if not same as above)	
7. Telephone : (i) Office	
(ii) Residence	
(iii) Mobile	
8. E-mail ID	
9. Name (s) of existing recorded owner(s). Add extra sheet if space is inadequate	

10. Name of person (s) liable to pay property tax (Owner/Occupier/ Lessee/Lessor/Tenant) Name of sub-lessee, if any.	<table border="1"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>																																																																																																

11. Purpose of application (Tick Mark the adjacent box wherever applicable)

(1)	Record of title of land allotted by WBHIDCO	<input type="checkbox"/>
(2)	Record of title of land transferred from others	<input type="checkbox"/>
(3)	Record of title of building/dwelling unit (flat)/shop or other unit	<input type="checkbox"/>
(4)	Record of title due to succession (intestate)	<input type="checkbox"/>
(5)	Record of title due to succession (testamentary)	<input type="checkbox"/>
(8)	Record of title of flats registered under Cooperative Societies Registration Act 1973	<input type="checkbox"/>
(9)	Record of title of flats registered under West Bengal Apartment Ownership Act 1972	<input type="checkbox"/>
(10)	Record of title due to transfer except under Cooperative Societies Act and West Bengal Apartment Ownership Act	<input type="checkbox"/>
(11)	Record of title and apportionment of consolidated rate	<input type="checkbox"/>
(12)	Change in company's name	<input type="checkbox"/>
(13)	Transfer of title from minor to major	<input type="checkbox"/>

YES

NO

12. (i) Whether property is assessed

(ii) Whether property tax is paid

If YES, please attach duly attested photocopies.

13. (i) Date of transfer of property (DD-MM-YYYY)

(ii) Date of last such transfer, in case of multiple transfers
(DD-MM-YYYY)

YES

NO

14. Whether Completion Certificate issued (Please tick the appropriate box.)

If YES, date of issue of Completion Certificate (DD-MM-YYYY)

If NO, date of payment of the first Electricity Bill (DD-MM-YYYY).

Please attach a copy of the first Electricity Bill.

15. Number of Building in premise

16. No. of floors in the building

17. Name of road on which the premise is situated

18. Flat number of the assesses

19. Floor number of the assesses

DECLARATION

I,(full name in block letters), son/daughter
ofof
.....(address) solemnly declare that the information given in the Form A is
correct and complete to the best of my knowledge and belief.

Date:

Place :

.....
(Signature)

.....
(Name)

AUTHINTICATION

Certified that the information given byson/daughter of
.....of
.....(address) is true to the best of my knowledge and belief.

Date:

Place:

.....
(Signature)

Seal

.....
(Name in Block letter)

N.B : Authentication may be done by any gazetted officer or by president/secretary of the Housing Co-operative Society or by the authorised person of the Joint Venture Companies/Private Companies from whom the building/flat is purchased.

FORM B 1*(see regulation 4)***NOTICE OF TRANSFER OF TITLE OF ANY LAND, BUILDING ETC. BY THE TRANSFEROR**

1. Name of the applicant (s) :
2. Address of the applicant(s) :
3. Premises No. :
4. Holding No. :
5. Name(s) and address of the person to whom title is transferred :
6. Nature of transfer :
7. Date of registration/execution of the instrument of transfer :

Date :

Signature of the applicant

Note – 1 :

1. The person who transfers and the person to whom the title of such land or building has been transferred shall within three months after the execution of the instrument of transfer, if it is registered or after the transfer is effected, if no instrument is executed shall give notice under sub-section (1) of section 86B of the Act.
2. The transferee shall produce documents as an evidence of such transfer under sub-section (3) of section 86B of the Act.
3. **Transfer of title of land /building etc. registered under the West Bengal Cooperative Societies Act, 1983 or the West Bengal Cooperative Societies Act, 2006:—**
 - (i) Property Tax clearance Receipt,
 - (ii) Certified copy or photo copy of the Registered Deed of Conveyance duly attested by any Gazetted officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Register of the Development Authority,
 - (iii) Copy of resolution of the Society accepting the applicant as member of the Society along with approval of the Assistant/Deputy Registrar of the Co-operative Societies towards such resolution, duly certified by the Secretary/ Chairman of the Society,
 - (iv) Photo copy of Share Certificate duly certified/attested by the Secretary/ Chairman of the society showing transfer of certificate in favour of the applicant.

4. **Transfer of title of land /building etc. registered under the West Bengal Apartment Ownership Act 1972 :**
 - (i) Property Tax clearance Receipt,
 - (ii) Certified copy or photo copy of the Registered Deed of Conveyance duly attested by any Gazetted officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Register of the Development Authority,
 - (iii) Form C of West Bengal Apartment Ownership Rules, 1974.
5. **Transfer of title of land /building etc. except under the West Bengal Cooperative Societies Act, 1983 or the West Bengal Cooperative Societies Act, 2006 and West Bengal Apartment Ownership Act, 1972 :**
 - (i) Certified copy of Registered Deed(s) of Conveyance showing transfer of title from the recorded owner to the applicant,
 - (ii) Property Tax clearance Receipt.
6. **Transfer of title of land /building etc. in respect of any company :**
 - (i) Certificate from Registrar of companies,
 - (ii) Property Tax clearance Receipt,
 - (iii) Document showing ownership of the premises.
7. **Transfer of title of land /building etc. from minor to major:**
 - (i) Birth certificate/school leaving certificate,
 - (ii) Affidavit duly notarised or sworn in before first class Judicial Magistrate,
 - (iii) Property Tax clearance Receipt.

Note - 2 : In addition the documents as mentioned in Note-1, any other document as decided by the authority shall be furnished under sub-section (3) of section 86A of the Act for transfer of any land, building etc. with in the area of New Town, Kolkata.

FORM B 2

(see regulation 5)

NOTICE OF TRANSFER OF TITLE OF ANY LAND, BUILDING ETC. BY THE TRANSFEREE

1. Name of the applicant (s) :
2. Address of the applicant(s) :
3. Premises No. :
4. Holding No. :
5. Name(s) and address of the person from whom title is transferred :
6. Nature of transfer :
7. Date of registration/execution of the instrument of transfer :

Date :

Signature of the applicant

Note - 1 :

1. The person who transfers and the person to whom the title of such land or building has been transferred shall within three months after the execution of the instrument of transfer, if it is registered or after the transfer is effected, if no instrument is executed shall give notice under sub-section (1) of section 86B of the Act.
2. The transferee shall produce documents as an evidence of such transfer under sub-section (3) of section 86B of the Act.
3. **Transfer of title of land /building etc. registered under the West Bengal Cooperative Societies Act, 1983 or the West Bengal Cooperative Societies Act, 2006:—**
 - (i) Property Tax clearance Receipt,
 - (ii) Certified copy or photo copy of the Registered Deed of Conveyance duly attested by any Gazetted officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Register of the Development Authority,
 - (iii) Copy of resolution of the Society accepting the applicant as member of the Society along with approval of the Assistant/Deputy Registrar of the Co-operative Societies towards such resolution, duly certified by the Secretary/ Chairman of the Society,
 - (iv) Photo copy of Share Certificate duly certified/attested by the Secretary/ Chairman of the society showing transfer of certificate in favour of the applicant,

- 4. Transfer of title of land /building etc. registered under the West Bengal Apartment Ownership Act 1972 :**
- (i) Property Tax clearance Receipt,
 - (ii) Certified copy or photo copy of the Registered Deed of Conveyance duly attested by any Gazetted officer/ College principal(s) / University teachers / Public Sector Bank managers / Postmaster of documentary evidence showing the devolution of title from the recorded owner(s) as in the Register of the Development Authority,
 - (iii) Form C of West Bengal Apartment Ownership Rules, 1974.
- 5. Transfer of title of land /building etc. except under the West Bengal Cooperative Societies Act, 1983 or the West Bengal Cooperative Societies Act, 2006 and West Bengal Apartment Ownership Act, 1972:**
- (i) Certified copy or attested copy of Registered Deed(s) of Conveyance showing transfer of title from the recorded owner to the applicant,
 - (ii) Property Tax clearance Receipt.
- 6. Transfer of title of land /building etc. in respect of any company :**
- 1) Certificate from Registrar of companies appointed under the Companies Act, 1956,
 - 2) Property Tax clearance Receipt,
 - 3) Document showing ownership of the premises.

Note - 2 : In addition the documents as mentioned in Note-1, any other document as decided by the authority shall be furnished under sub-section (3) of section 86A of the Act for transfer of any land ,building etc. with in the area of New Town, Kolkata.

FORM B 3*(see regulation 6)***NOTICE OF DEVOLUTION OF TITLE OF ANY LAND, BUILDING ETC. TO ANY PERSON**

1. Name of the applicant(s) :
2. Address of the applicant(s) :
3. Premises No. :
4. Assessee No. :
5. Name and address of the recorded owner(s) :
6. Name(s) and address of the person(s) to whom the title devolves :
7. Reason of such devolution :
8. Date of registration/execution of the instrument of such devolution :
9. If devolution due to —
 - (a) Intestate :
 - (b) Testament :

Date :

Signature of the applicant

Note : 1

1. The person to whom the title of such land or building devolves shall within six months from the date of death of the former give notice of such devolution under sub-section (2) of section 86B of the Act.
2. The person to whom the title of such land or building devolves shall produce documents as an evidence of such devolution under sub-section (3) of section 86B of the Act.
3. **If devolution of title of land or building is due to death, the applicant shall submit —**
 - (i) Affidavit sworn in before the first class Judicial Magistrate or notarised by a Notary officer of legal heirship specially mentioning date of death of the Recorded Owner, premises no. and family tree,
 - (ii) Death Certificate of the Recorded Owner in original/attested copy,
 - (iii) Affidavit of succession mentioning all owners who died intestate,
 - (iv) Property Tax clearance Receipt.
4. **If devolution of title of land or building is due to testament, the applicant shall submit —**
 - (i) Certified copy or photocopy of Probate Will duly attested by a Group A government Officer,
 - (ii) Property Tax clearance Receipt,
 - (iii) Death Certificate to be attached wherever applicable.

Note - 2 : In addition the documents as mentioned in Note-1, any other document as decided by the authority shall be furnished under sub-section (3) of section 86A of the Act for transfer of any land, building etc. with in the area of New Town, Kolkata.

FORM C*(see regulation 9)*

NOTICE OF HEARING FOR RECORDING TITLE OF LAND, BUILDING ETC.

No.

Date :

TO

.....

Ref : Case No.

Premises No./Plot No.

Please note that an application having been received for recording Title of the land/ building/ dwelling unit/ shop/ establishment / any other unit in the register of the Development Authority against premises No. as mentioned above and this will be taken up for hearing for such recording in the Register of the Development Authority by inserting the name of Shri/Smt.
 of as owner.

If you have any objection to the proposed recording of title, you are requested to appear before the undersigned either personally or through authorised agent with evidence, oral and documentary in support of your claim, at a.m./p.m. on(date) and to wait till the case is disposed of. If you fail to be present at the time when the matter will be taken up for hearing, the same will be decided ex-parte.

Parties interested, if any, will also be heard on the same date and time.

Date :

Authorised person

New Town Kolkata Development Authority

Notice of Hearing vide No. Date is served upon.

Signature of the Notice Server with date.

Notice of Hearing vide No. Date is received.

Signature of the recipient with date.

FORM D

(see regulation 9)

**NOTICE OF HEARING FOR RECORDING OF TRANSFER OR DEVOLUTION OF TITLE OF LAND,
BUILDING ETC.**

No.

Date :

TO

.....
.....

Ref : Case No.

Premises No./Plot No.

Please note that an application having been received for recording of transfer or devolution of title of the land/
building/ dwelling unit/ shop/establishment / any other unit in the register of the Development Authority of premises No.
as mentioned above and this will be taken up for hearing for recording of title in the Register of the Development
Authority by inserting the name of Shri/Smt.....
..... as owner.

If you have any objection to the proposed recording of title, you are requested to appear before the undersigned
either personally or through authorised agent with evidence, oral and documentary in support of your claim, ata.m./
p.m. on (date) and to wait till the case is disposed off. If you fail to be present at the time when the
matter will be taken up for hearing, the same will be decided ex-parte.

Parties interested, if any, will also be heard on the same date and time.

Date :

Authorised Person

New Town Kolkata Development Authority

Notice of Hearing vide No. Date is served upon.

Signature of the Notice Server with date.

Notice of Hearing vide No. Date..... is received .

Signature of the recipient with date.

FORM E

(see regulations 10)

REGISTER FOR RECORDING TITLE OF LAND AND BUILDING

Sl. No.	Date of receipt of application	Case No.	Premises No./ Plot No./Holding No.	Street Name	Character of the premises
1	2	3	4	5	6

Address of the applicant	Name and address of the recorded owner	Allot No. with date	Allotted by	Date of registration and deed No.
7	8	9	10	11

Total Area of the land/ plot/ flat	Date and order for recording of title with initial of the officer disposing of the case	Date of entry in Assessment Book with initial of the Assistant	Remarks
12	13	14	15

FORM F*(see regulations 10)***REGISTER FOR RECORDING TRANSFER OR DEVOLUTION OF TITLE OF LAND AND BUILDING**

Sl. No.	Date of receipt of application	Case No.	Premises No./ Plot No./Holding No.	Street Name	Character of the premises
1	2	3	4	5	6

Address of the applicant	Name and address of the recorded owner	Assesses No.	Name and address of the transfer of title	Name and address of the transferee or the person on whom the title devolves	Date and nature of transfer or devolution of the title
7	8	9	10	11	12

Date and order for recording or refusal of transfer or devolution of title with the initial of the officer hearing the objection	Date of entry in the assessment Book recording transfer or devolution of title with initial of Assistant	Remarks
13	14	15

FORM G*(see regulations 11)*

NEW TOWN, KOLKATA DEVELOPMENT AUTHORITY

CERTIFICATE OF RECORD OF TITLE

Certified that the title of land /building/ dwelling unit/shop/ establishment /any other unit has been recorded in the Register of the New Town Kolkata Development Authority in the following manner :—

1. Name of the owner as recorded in register :
2. Address of the owner as recorded in register :
3. Premises No. :
4. Assesses No. :
5. Holding No. :
6. Date of recording :
7. Volume No., Page No, Serial No. of the owner in the register :
8. Total Area of the land/plot/ flat as recorded in the register = :

Date :

Seal :

Authorised Person

Sri Sumantra Chaudhury, IAS (retd.)
Chairman
New Town Kolkata Development Authority