



# 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

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Memo No- 14347/NKDA/Admin (Estt.)-30/2024

Dated: 28.03.2024

## ORDER

*Sub:* Surveillance over building construction activities in NKDA area  
and fixation of specific responsibilities therefor

1. Over the weeks, a process has been initiated in the New Town Kolkata Development Authority (NKDA) to specifically decentralise / delegate administrative tasks, to relate (wherever possible) the specific tasks with specific zones, and to assign the responsibilities related to those specific tasks / zones to specific officers.
2. Over the weeks, a process has further been initiated to display in public domain the correlations between the tasks, the zones, and the responsible administrative personnel. It is expected that, in the process, citizens will know exactly which functionary to contact for which tasks in which zone of NKDA. It should also empower the officers and simultaneously make them more responsible. This is a stepping stone towards what can be described as a Citizens' Charter.
3. In the same spirit, it has been decided to specify the responsibilities for sanction of building plans in the NKDA area, in terms of zones. In other words, it has been decided that, below the Chief Architect (who is obviously in charge of all matters and processes relating to building plan sanctions and related issues in the entire NKDA area), for each Action Area, there shall be specified Assistant Architects and Junior Architects with specifically allotted responsibilities. In other words, the Assistant Architects and the Junior Architects will have specified zonal responsibilities for all matters relating to sanction of building plans.



4. Citizens having building plan sanction related issues in a specific Action Area should ideally approach the Assistant Architect / Junior Architect concerned and conversely, the Assistant Architect / Junior Architect would have, at their respective levels of hierarchy, the duty of overseeing the building related activities in their specific allotted zones, i.e. Action Areas.
5. The duty of surveillance in the specified Action Area would include the duty to check and arrest construction of unauthorised buildings, demolition of such unauthorised buildings, demolition of unauthorised portions in otherwise legally sanctioned buildings, and stopping of illegal activities during construction of a building, etc.
6. In other words, the Assistant Architects and the Junior Architects concerned will need to be proactive and vigilant in their respective Action Areas to check and arrest illegal and unauthorised activities with regard to building matters.
7. Insofar as demolition of unauthorised buildings is concerned, the responsibilities for initiation of the demolition exercise files will rest with the Assistant Architects and the Junior Architects concerned. But, for demolition, etc. they will get assistance from the engineering wing of NKDA.
8. Indeed, it has been decided that the NKDA engineers, under the overall supervision of the Chief Engineer, will henceforth be zonally given charges for zonal superintendence of all engineering activities in respective Action Areas and these engineering activities will also include checking and arresting of unauthorised building constructions, etc. Demolition proper will be a work of the Engineering Department.
9. The Chief Engineer will have under him earmarked specific Executive Engineers for each Action Area, and each Executive Engineer in charge of an Action Area will oversee, among other things, the building activities, particularly the matters relating to allegation of unauthorised activities relating to building matters. Obviously, in this aspect, the Executing Engineer will need and receive cooperation and assistance from the Assistant Architect concerned and the Junior Architect concerned.

10. The Chief Architect is to ensure by his team that the protocol of Vector Control must be maintained at the under-construction sites by the Promoters/ Developers / Owners of the buildings or as the case may be.

**Protocol of Vector Control for under-construction sites:**

- (a) **Lift Wells** - Filling by Sand as there will be no chance of stagnation of water and totally covered.
  - (b) **Septic Tanks** - Proper Covering as there will be no chance of stagnation of water.
  - (c) **Reservoirs/ Masonry Tank** - Proper Covering as there will be no chance of stagnation of water.
  - (d) **Water Drums/ Uncovered Overhead Tanks** - Proper Covering as there will be no chance of stagnation of water.
  - (e) **Stagnant Water for concrete curing-** Spraying of Larvicide & Kerosene and Cleaning of water in regular interval.
  - (f) **Scraps & Litter** - Must be cleaned every day.
  - (g) **Pumping out of water** if there is any stagnant water at the sites.
11. The Chief Architect will have to ensure that the use of building must be in conformity with the NKDA's Acts/Rules. Other-wise it must be brought to the notice of the CEO, NKDA for taking further course of action.
  12. The Chief Architect will have to ensure that the use of sub-immersible pump and diesel generator for the purpose of construction must be stopped and in other cases must be report the CEO, NKDA for taking further course of action.
  13. "Dumping of Building Materials" at Road-Side is to be addressed properly by the Engineering Wing under the leadership of the Chief Engineer.
  14. A Register is to be maintained for field inspection and special cases are to be recorded specially.
  15. The Building Plan Sanction Wing and Engineering wing may take the assistance of Block Supervisors and NKDA Surveillance Team under the control of Estate Manager-I.
  16. In the light of the above, the responsibility-matrix and zone-duty allocation of the Executive Engineers and the Assistant/Junior Architects will be as follows:



Action area-wise Inspection Team			
Action Area	Building Plan Sanction Wing		Engineering Wing
Action Area-I	Under the supervision Sri Sandeep Ganguly Executive Engineer- I [9932864112]	Smt. Rubi Swarnakar Architectural Assistant [9681232951]	Sri Sandeep Ganguly Executive Engineer- I [9932864112]
		Smt. Deepsikha Kar Architect (Diploma) [8697048014]	Sri Manoj Am Assistant Engineer [8100244991]
		Smt. Sumana Bhattacharyya Architect (Diploma) [9830632432]	Sri Suman Ghosh Junior Engineer [9830111661]
		Sri Debasish Dutta Work Assistant [7003613242]	
Action Area- II and III	Under the supervision of Sri Kanchan Mukherjee Executive Engineer- III [6290006771]	Smt. Banita Paul Draftsman (Architecture) [9830503881]	<b>Action Area- II</b> Sri Kanchan Mukherjee Executive Engineer- III [6290006771]
		Smt. Sudipta Das Nag Architectural Assistant [9836143148]	Sri Dilip Chakraborty Assistant Engineer [9432119557]
			Sri Malay Mazumdar Junior Engineer [9981085562]
		Smt. Sudeshna Sen Architect (Diploma) [9051646775]	<b>Action Area-III</b> Sri Parimal Saha Executive Engineer - V [9433305154]
		Smt. Gargi Chakraborty Project Assistant [9433389083]	Sri Taraprasad Bhattacharya Assistant Engineer [7003919797]
			Sri Baidyanath Chakraborty Junior Engineer [9434113577]

  
 Chief Executive Officer  
 New Town Kolkata Development Authority

Copy forwarded for information and taking necessary action to the:

1. Administrative Officer, NKDA
2. Chief Architect, NKDA, with a request to appraise all the members of the Building Plan Sanction Wing.
3. Chief Engineer, NKDA, with a request to appraise all the members of the Engineering Wing.
4. Estate Manager-I, NKDA, with a request to appraise the members of Estate Management Wing.
5. Estate Manager-II, NKDA, with a request to appraise the members of Estate Management Wing.
6. Administrative Officer-III, NKDA.
7. PA to Chairman, NKDA
8. Guard File



28/3/24

Chief Executive Officer  
New Town Kolkata Development Authority