

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. 3148 / NKDA/BPS-172/2023

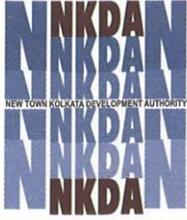
Date : 31 July 2024

ADVISORY

Sub : Interim Order of Issuance of OC, POC & Renewal of OC/POC

1. Occupancy certificate, partial occupancy certificates and renewal of partial occupancy certificate are normally processed through e-district interface. The e-district system crashed on June 14, 2024. WTL inform us that the system's file server has been corrupted and data recovery will be extremely difficult and time consuming.
2. The following cases has been processed through e-district for OC/POC/Renewal of POC but due to above mentioned circumstances the total process could not completed and present position of each case as mentioned against their premises No :-

Sl No	Applicant Name	Premises No	Plot No	Date of application	Date of Inspection	Remarks
1	Mr. Ritesh Kumar Dutta	06-0539	IIB/539	24.05.2024	04.06.2024	Demand payment done by applicant
2	Mrs.Pranati Chakraborty	02-0745	IID/2817	30.04.2024	19.06.2024	Demand payment done by applicant
3	Mr. Ananda Kumar Das	11-0318	DE/34	11.06.2024	18.06.2024	Demand payment done by applicant
4	Janab Md Salim	05-0810	IIIB/786	26.05.2024	11.06.2024	Demand payment done by applicant
5	Mr. Partha Sarathi Banerjee	20-0572	IIB/891	23.05.2024	10.06.2024	Demand issued
6	Mr. Ashis Mukhopadhyaya	06-0625	IIB/1622	28.05.2024	12.06.2024	Demand issued
7	Mr. Debashis Roy	10-0285	DC/13	21.05.2024	12.06.2024	Demand issued
8	Mr. Bal Kishan Sharma	21-0525	IIB/349	30.05.2024	12.06.2024	Demand issued
9	Mr. Jayanta Kumar Chandra	55-0211	CD/33	30.05.2024	14.06.2024	Demand issued
10	Mr. Mukul Mondal	09-0235	CB/187	05.06.2024	18.06.2024	Demand issued
11	Mr. Kalyan Kisore De	10-0157	BC/86	05.06.2024	18.06.2024	Demand issued
12	Mr. Gautam Basu	23-0609	IIB/861	05.06.2024	18.06.2024	Demand issued
13	Mrs. Lopa Ghosh Ghoshal	62-0885	IIIB/431	06.06.2024	24.06.2024	Processing of fees
14	Mr. Arnab Sett	23-0295	DD/91	07.06.2024	24.06.2024	Processing of fees
15	Mr. Manoj Kumar Pal	23-0822	IIIC/1108	11.06.2024	27.06.202	Processing of fees
16	Mr. Joydev Sarkar	48-0043	AC/57	13.06.2024	13.06.2024	Processing of fees
17	Ms. Annapurna Roy	09-0192	CE/II/C/54	20.02.2024	10.06.2024	Processing of fees



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-2-

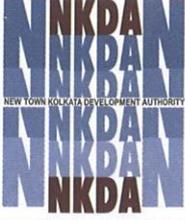
Sl No	Applicant Name	Premises No	Plot No	Date of application	Date of Inspection	Remarks
18	Mr. Ghulam Haider Jilani	11-0230	CE/1/A/105	07.06.2024	25.06.2024	Processing of fees
19	Mrs. Rama Halder	04-0239	CB/117	12.02.2024	01.03.2024	Processing of fees
20	Mr. Samar Sen & Mrs Dolly Sen	03-0014	AI/28	08.05.2024	15.05.2024	Processing of fees
21	Mr. Om Prakash Mishra (Bulk)	02-0030	AF/III/1	30.05.2024	07.06.2024	Inspection done observation given to applicant
22	Mr. Bibhas Kumar Samanta (Bulk)	72-2222	CC/10	06.06.2024	11.06.2024	Inspection done observation given to applicant
23	Mr. Bireswar Dutta [Bengalshelter] POC (Bulk)	01-0624	IIB/BLK-4	17.07.2023	12.04.2024	Inspection done observation given to applicant
24	Mr. John Felix Raj [St. Xaviers University Kolkata] (Bulk)	43-3333	IIIB/1	03.04.2024	25.06.2024	Processing of fees
25	Mr. Jeetendra Sharma [Eko Diagnostic Private Limited] (Bulk)	03-0358	DG/4	21.03.2024	27.05.2024	Processing of fees
26	Mr. Vedant Sureka (Bulk)		IIIE/4	28.05.2024	11.06.2024	Processing of fees
27	Delhi Public Office	01-0358	DG/3	01.03.2024	01.04.2024	Processing of fees
28	HDFC Bank		CBD-121	05.07.2024		Processing of fees

3. In view of above, 28 Nos cases may be processed manually as follows :-

(a) **Serial No. 1 to 4** - Finance Department can verify the fees paid by applicants from the Bank Statement on production of receipts by the applicant. Finance Department can also provide the photo copy of Bank Statement by email to the BPS for their checking also.

(b) **Serial No. 5 to 28.** - Applicants may be asked to deposit the fee directly to the Bank by using challan of BPS. However proper records have to be maintained by the OC/POC Section for smooth processing of all activities and accounting of the same.

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-3-

(c) In view of above, "Re-sanction of Occupation Certificate / Partial Occupation Certificate" may be applied manually in terms of format enclosed through support@nkda.in. Demand notice and sanction letter will be issued as usual process. Data to be kept in excel file as per input form of OBPAS alongwith necessary documents for the purpose of data migration.

OSD & Chief Architect

New Town Kolkata Development Authority

**Encls : (Format of application)
05 Sheets**

Memo No. 3148 /1(8)/ NKDA/BPS-172/2023

Date : 31 July 2024

Copy forwarded to for information and necessary action :-

1. CEO, NKDA
2. CE, NKDA
3. Chief Architect, NKDA
4. AO – I, NKDA
5. Executive Architect, NKDA
6. Finance Officer, NKDA
- ✓ 7. System Manager, NKDA - Please upload the notification in NKDA website..
8. Guard file

OSD & Chief Architect

New Town Kolkata Development Authority

Applied For: Occupancy /Partial Occupancy Certificate

Applicant Details	
Applicant Type	Applicant Sub Type
Salutation	Applicant Name
Applicant Mobile Number	Applicant Email Id
Applicant Address	Applicant Post Office
Applicant Pin	Applicant Police Station
Applicant Aadhar Number	Applicant Photo Id Type
Applicant Photo	Applicant Photo Id Document
Applicant Pan	Applicant Pan Document

Owner Personal Details	
Salutation	Organization Name/ Owner Name
Owner Mobile Number	Owner Email Id
Owner Address	Owner Pin Code
Owner Type	Owner Photo Id Type
Owner Photo Id No	Owner Aadhar Number
Application No	Owner Photo Id Document

Site Details	
ULB name	District
ULB type	Street Name
Plot Is Subdivided	Plot Subdivision No
Premise Number	Police Station
Post Office	Pin
Nearest Land Mark	Assesses Number
Assesses Name	Type Of Proposed Construction

Mouza	
Plot Type	Plot Number

Completion Of Construction Work			
Completion Date		Building Plan Sanction/ Ra-Sanction/ Renewal Date	
Building Permit Number		FSR Number from West Bengal Fire & Emergency Services	

Engaged Personnel Details				
Sl.No.	Consultant Name	Consultant Type	Consultant Email Address	Consultant Mobile No

Specifications

Sl.No	Principal/ Joint Principal Use and Occupancy	Mixed With
Is The Building Fall Under Govt Scheme Building		
Site Coordinates Latitude	Site Coordinates Longitude	
Temp Water Required		
Site Photograph:		

Land Details	
Land Area as Per Deed (Square Meter)	Land Area as Per Measurement (Square Meter)

Land Conversion	
Plot Used For	Plot Converted
Converted Plot Used For	Means Of Access Deed

Land And Building Specifications			
Building Height (Meter)		Total Built Up Area (Square Meter)	
Maximum Height Of Appurtenant		Total Height of The Building From	
Structure Including Solar Panel, If Any (It		Ground Level (Meter)	
Is Above Jha Ridge, In Case of Sloped			
Roof) (Meter)			
Approximate Number of Inhabitants Proposed to Accommodate		Number Of Storey	
Number Of Dwelling in Case of Block wise: Buildings/Tower Like Structures		Number Of Floating Population	

Number Of Lifts	Number Of Escalators
Frontage (Meter)	
Ground Coverage (Square Meter)	Gifting Of Strip of Land for Widening of Road At Front Side
Reason For Additional Far	Addition Far Is Category
Whether Roof Top Garden Is Proposed?	Reflecting Paint
Number Of E.Vechile Recharge Point	Green Building Rating (If Any)
Whether Solar Panel Is Provided?	Capacity Of Fire UGR (Lit)
Capacity AI Portable UGR	Total Floor Area (Square

Water Tank (Lit)	Meter)	
Road Strip	Road Width for Far (M)	
Plot Abutting Details		
Plot Abutting Location	Plot Abutting Details	
Plot Abutting Direction	Plot Abutting Details (Width in Meter)	
Type Of Means of Access		
Additional		
Plot Abutting Location	Plot Abutting Details	Premises Number
Plot Abutting Direction		
Additional		
Plot Abutting Location	Plot Abutting Details	Premises Number
Plot Abutting Direction		
Additional		
Plot Abutting Location	Plot Abutting Details	Premises Number
Plot Abutting Direction		

Other Details	
With Basement/Other Underground Structure	Type Of Foundation
Residential Area	Non-Residential Area

Sl.No	Block Name	Covered Area	Building Height

Application Fees	
Occupancy Certificate Fees	
Pin ;	Fees Calculation Sheet
Total Fee	Demand Note

Sl.No	Block Name	Covered Area	Building Height
APPLICATION FEES			
Occupancy Certificate Fees			
Pin ;	Fees Calculation Sheet		
Total Fee	Demand Note		

Inspection Details
Inspection Date