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

GOVERNMENT OF WEST BENGAL
URBAN DEVELOPMENT DEPARTMENT
“NAGARYAN”

DF-8, Sector-1, Salt Lake City,
Kolkata - 700 064

NOTIFICATION

No. 698-UD/O/M/HID/4I-03/2013 (PT.)

Dated, Kolkata, the 4th March, 2014.

In exercise of the power conferred by section 138 of the West Bengal Town & Country (Planning & Development) Act, 1979 (hereinafter referred to as the said Act), the Governor is pleased hereby to make, after previous publication as required under Sub-Section – 2(aa) of section 138 of the said Act, the following rules namely :—

Rules

Chapter - I

1. Short title, application and commencement —

- (1) These rules may be called The New Town Kolkata Planning Area (Building) Rules, 2014;
- (2) They shall come into force on the date of their publication in the Official Gazette;
- (3) This rule is applicable only for those buildings of the planning area consistent with the LUDCP with height more than 15 meter and / or with a plot area above 1 hectare.

2. Definitions —

(A) In these rules, unless the context otherwise requires —

- (1) “the Act” means The West Bengal Town & Country (Planning & Development) Act, 1979;
- (2) “addition to a building” means addition to the cubic content or to the floor area of a building;

- (3) **“advertising sign”** means any surface of a structure with characters, letters, illustrations or illuminations applied thereto and displayed in any manner whatsoever to public view for purposes of advertising or to give information regarding or to attract the public to any place, person. Public performance, article or merchandise whatsoever, and which surface or structure is attached to, forms part of or is connected with any land, building or is fixed to a wall, hoarding, frame, post, kiosk or structure or to the ground or to any post, fence or displayed in space or in screen but shall not include any board displaying the name and address of size not more than 1000 mm x 750 mm;
- (4) **“air-conditioning”** means the process of treating air so as to control simultaneously its temperature, humidity, cleanliness and distribution to meet the requirement of conditioned space;
- (5) **“alteration”** means change from one occupancy to another, or a structural change, such as an addition to the area or height, or the removal of part of a building, or any change to the structure, such as, the construction of or cutting into or removal of any wall, partition, column, beam, joist, floor or other support, or the change to or closing of any required means of ingress or egress, or the change to the fixture or equipment;
- (6) **“apartment”** means an independent dwelling unit with a kitchen or kitchenette or Pantry, sanitary toilet, ablution and washing spaces or part of a property having a direct exit to a street or a passage or to a common area leading to such street or passage which together with its undivided interest in the common areas and facilities forms an independent unit;
- (7) **“applicant”** means owner of the land and includes authorized representative of the owner or anybody having construction right in accordance with law and shall also include the transferee;
- (8) **“Architect”** means a person registered as such under the provisions of the Architects Act, 1972 and also includes an architect having the qualifications and experience prescribed in Sub-Rule-2(i) of Rule- 22;
- (9) **“balcony”** means a horizontal projection with a handrail or balustrade or a parapet, to serve as passage or sitting out place;
- (10) **“basement”** means the lower storey of a building, partly or wholly below the ground level;
- (11) **“building”** means a structure constructed for whatsoever purpose and of whatsoever materials, and includes the foundation, plinth, wall, floor, roof, chimney, fixed platform, veranda, balcony, chajja, cornice or projection or a part there of or anything affixed thereto or any wall (other than boundary wall) enclosing or intended to enclose any land but does not include a tent, samiana or tarpaulin shelter erected for temporary use with the permission of the New Town Kolkata Development Authority;
- (12) **‘Building Committee’** means a committee constituted by the New Town Kolkata Development Authority (NKDA) for advising appropriate authority regarding sanctioning and erection of building or any other issues as raised by such authority from time to time;
- (13) **“Building Plan”** means a plan accompanying a notice for sanction or provisional sanction for erection, re-erection, addition to or alteration of a building;
- (14) **“building services”** in relation to a building means lighting and ventilation, electrical and allied installations, air-conditioning, heating and mechanical ventilation, acoustics, sound insulation and noise control, installation of lifts and escalators, water supply, drainage and sanitation, gas supply, landscaping, fire fighting and safety arrangements and solid waste management;
- (15) **“carpet area”** means the covered area of a building at any floor level, excluding the area of walls and structural members;
- (16) **“chajja” or “cornice” or “weather shade”** means a sloping or horizontal structural overhang usually provided over openings on external walls to provide protection from sun and rain or provided at any other level;

- (17) **“chimney”** means the construction by means of which a flue is formed for the purpose of carrying the products of combustion to the open air and includes chimney stack/ stay and flue pipe;
- (18) **“Civil Engineer”** means a civil engineer having the qualifications and experience prescribed in Sub-Rule-2(ii) of Rule- 22;
- (19) **“clear height”** shall be the vertical distance measured from the surface of the floor to the lowest point of the ceiling or the underside of any slab;
- (20) **“commencement of work”** in relation to a building means the actual commencement of erection of a building including foundation work or re-erection or alteration. But mere excavation of earth or demolition of existing building shall not determine as commencement of work during renewal of building plan;
- (21) **“courtyard”** shall mean an area permanently open to sky enclosed partly or fully by one or more building and/or by walls;
- (22) **“covered area”** means the ground area covered by building immediately above plinth level considering all the floors at all levels, but does not include the spaces exempted under these rules and the space covered by –
- i) garden, boundary, well and well structure, plant nursery, water pool, swimming pool (if not covered), platform round a tree, tank, fountain or bench,
 - ii) drainage, culvert, conduit, septic tank or soak pit,
 - iii) compound wall and gate, and area covered by chajja and cupboard;
- (23) **“dangerous”** in relation to a building means a building which by reason of its age, inadequate maintenance, dilapidation, abandonment or by any other reason, has become structurally unsafe or is not provided with adequate means of egress or which constitutes a fire hazard or which has otherwise become dangerous to human life;
- (24) **“New Town Kolkata Development Authority”** means the New Town Kolkata Development Authority constituted under the New Town Kolkata Development Authority Act, 2007;

Note :

Role of New Town Kolkata Development Authority (NKDA) – NKDA will issue NOC for buildings beyond the height of 15 (Fifteen) meter and/or on more than 1(one) Hectare of land within planning area on payment of requisite charges.

- (25) **“drain”** includes sewer, a house drain, or a drain of any other description, a tunnel, a culvert, a ditch, a channel and any other device for carrying off sludge, sewage, offensive matter, polluted water, rain water or subsoil water;
- (26) **“drainage”** means the removal of any liquid by a system constructed for the purpose;
- (27) **“dome”** means a curve roof structure spanning an area; often spherical in shape and includes a square fabricated pan form; used in two ways joist concrete floor construction, a vault substantially hemispherical in shape, but sometime slightly pointed or bulbous; a ceiling of similar form;
- (28) **“Electrical Engineer”** means an electrical engineer having qualifications and experience prescribed in Sub-Rule - 2(viii) of Rule- 22;
- (29) **“Electrical Supervisor”** means an electrical supervisor having qualifications and experience prescribed in Sub-Rule- 2(ix) of Rule- 22;
- (30) **“escalator”** means a mechanical device to transport persons between two or more levels in an inclined direction by means of guided moving steps;

- (31) “**floor**” means the lower surface in a storey after finishing on which one normally walks in a building, unless otherwise specifically mentioned;
- (32) “**floor area**” means the covered area of a building at any floor level;
- (33) “**Floor Area Ratio**” means the quotient obtained by dividing the total covered area on all floors, excluding the areas as exempted in these rules, by the plot-area, viz.,

$$\text{“Floor Area Ratio (F.A.R.)”} = \frac{\text{Total covered area on all floors}}{\text{Plot area}}$$

- (34) “**form**” means a standard format for application to the authorities appended to these rules;
- (35) “**Geo-Technical Engineer**” means a geo-technical engineer having qualifications and experience as prescribed in Sub-Rule- 2(iv) of Rule- 22;
- (36) “**Ground Coverage**” means the maximum area of the building footprint at the ground level, considering all horizontal projections in all floors, excluding the cornices, chajjas and architectural features projecting upto 600 mm from the outer building line;

$$\text{“Ground Coverage”} = \frac{\text{The area of the plot covered by building when vertically projected on the ground level} \times 100}{\text{Total area of the plot}}$$

- (37) “**ground level of the plot**” shall be average level of the centre line of that portion of the means of access on which the plot abuts;
- (38) “**habitable room**” means a room occupied or designed for occupancy by one or more persons for study, living, sleeping, eating, but not including bath-rooms, water-closet, compartments, laundries, serving and storage pantries, corridors, cellars, attics and spaces that are not used frequently or during extended period clause;
- (39) “**height of the building**” means the vertical distance measured from the average level of the means of access to which the plot abuts, to the highest point of the building whether with flat roof or slope roof excluding appurtenant structures on the roof;
- (40) “**interior open space**” is a courtyard enclosed on all sides;
- (41) “**interpolation**” means a method of calculating a new point between two or more existing data points;
- (42) “**Joint Open Space**” is the space between two buildings whether or not both buildings belong to the same owner;
- (43) “**kiosk**” means a small pavilion, usually open, built in gardens or parks. A similar structure, often enclosed, for the sale of merchandise such as newspaper or magazines;
- (44) “**kitchenette**” means a cooking space or a cooking alcove;
- (45) “**ledge or tand**” means a shelf-like projection, supported in any manner except by means of vertical supports within a room itself but not having projection wider than 750 mm, to be used only as storage space;
- (46) “**lift**” means an appliance designed to transport persons or materials between two or more levels in a vertical or substantially vertical direction by means of guided car platform;
- (47) “**lift-well**” means a vertical space for movement of lift-cage;
- (48) “**loft**” means an intermediary floor between two floors or a residual space in a pitched roof, above normal floor level which is constructed or adopted for storage purposes;

- (49) **“LUDCP”** means Land Use and Development Control Plan as declared under the West Bengal Town and Country (Planning and Development) Act, 1979;
- (50) **“means of access”** means any road, street, lane, passage giving access to the plot being a right of way, and includes such features as drain, median strip, shoulder or berm, bridge, culvert, burrow pit etc. between the two boundary walls of the premises on either sides of such right of way or, where a street alignment has been fixed and the area within such alignment has been acquired by competent authority and the alignment has been demarcated or is capable of being demarcated up to such alignment.
- (51) **“mezzanine floor”** means an intermediate floor between the ground floor and the first floor or between any two floors;
- (52) **“minaret”** means a tall tower in or contiguous to a mosque with stairs leading up to one or more balconies from which the faithful are called to prayer;
- (53) **“open space”** means an area, forming an integral part of the plot at ground level and shall be open to the sky without any projection or overhang excepting cornices, chajjas or weather shades of not more than 600 mm width, which may be designated in different manner as follows:—
- i) **“open space of a building”** means an open space at ground level forming an integral part of the plot between the extreme face of the building and the nearest boundary line of the plot. Marginal open space along the entire front face or rear face or the side faces of the building shall be designated as front open space, rear open space and side open spaces respectively. For this purpose, the front of the building shall be that face of the building which faces the means of access of the building and the rear of a building shall be deemed to be that face of the building, which is the farthest from the means of access;
 - ii) **“public open space”** means any open space which is open to the use and enjoyment of the public, whether it is actually used or enjoyed by the public or not and whether the entry is regulated by charge or not;
 - iii) **“green open space”** means an area open to sky and left uncovered so that greenery can grow as well as surface water can percolate underground;
- (54) **“parapet”** means a low wall or railing built along the edge of a roof or a floor;
- (55) **“partition wall”** means an interior non load bearing wall, one storey or part-storey in height;
- (56) **“parking space”** means an area enclosed or unenclosed, covered or open, sufficient in size to park vehicles with a driveway connecting the parking space with a street or alley and permitting ingress and egress of vehicle. It excludes parking space required for repair of vehicle;
- (57) **‘Planning Area’** means an area as notified by the State Government from time to time and as stated in Schedule - I;
- (58) **“Planning Authority”** means the planning authority declared under the West Bengal Town and Country (Planning and Development) Act, 1979; that is WBHIDCO (West Bengal Housing & Infrastructure Development Corporation Ltd.) who is entrusted to issue NOC (No Objection Certificate) regarding LUDCP (Land Use and Development Control Plan as declared under the West Bengal Town and Country (Planning and Development) Act, 1979);
- (59) **“plinth”** means the part of a wall or structure between the ground level and the level of the lowest floor of a building above ground level;
- (60) **“plumber”** means a plumber having qualifications and experience prescribed in Sub-Rule -2(x) of Rule- 22;
- (61) **“Public Health Engineer”** means a Public Health Engineer having qualifications and experience prescribed in Sub-Rule-2(vii) of Rule-22;

- (62) “**rule**” means a rule of these rules;
- (63) “**Sanctioning Authority**”, for the purposes of the rules is the Executive Officer of Rajarhat or Bhangore – II Panchayet Samities, as the case may be for the area under the mouzas within their respective jurisdiction;
- (64) “**schedule**” means a schedule appended to these rules;
- (65) “**single building**” means a building having single block or multiple blocks connected at any level including basement level where mandatory open spaces are considered in respect of the tallest block;
- (66) “**stair cover**” means a structure with a covering roof over a staircase and its landing built to enclose only the stair for the purpose of providing protection from weather and not used for human habitation;
- (67) “**stair-well**” means a vertical space encircled / enclosed by the flights of stair;
- (68) “**storey**” means the portion of a building included between the surface of any floor and the surface of the floor next above it, or if there be no floor above it, then the space between any floor and the roof next above it;
- (69) “**Structural Engineer**” means a structural engineer having qualifications and experience prescribed in Sub-Rule- 2(iii) of Rule- 22;
- (70) “**Structural Reviewer**” means a structural engineer having qualifications and experience prescribed in Sub-Rule- 2(xi) of Rule- 22;
- (71) “**toilet**” means a room which is used both for bathing and water closet;
- (72) “**Town Planner**” means a Town Planner having qualifications and experience prescribed in Sub-Rule- 2(v) of Rule- 22;
- (73) “**Urban Designer**” means an Urban Designer having qualifications and experience prescribed in Sub-Rule-2(vi) of Rule- 22;
- (74) “**use**” means the purpose for which a plot or a part of a plot or a building is used or intended to be used:

For the purpose of classification of a plot for undertaking building operation or a building according to occupancy, occupancy shall be deemed to include subsidiary occupancies, which are contingent upon it. The occupancy classification shall include residential, educational, institutional, assembly, business, IT&ITES, mercantile (retail), mercantile (wholesale), industrial, storage and hazardous. Principal occupancy shall be the occupancy covering 75% or more of the floor area of the building. The classification of buildings based on principal occupancy, shall be as follows:

- i) “**Residential Building**” that is to say, any building in which sleeping accommodation is provided for residential purpose as the principal use with or without cooking facility or dining facility or both and such building shall include one or two or multi – family dwellings, lodging or rooming houses, hostels, dormitories, apartment houses and flats, private garages and work and living studios;
- ii) “**Educational Building**” that is to say, any building used for school, college, library or day care purposes as principal use involving assembly for instruction, education or recreation, incidental to education;
- iii) “**Institutional Building**” that is to say, any building ordinarily providing sleeping accommodation for occupants and service providers used principally for the purposes of medical or other treatment or care of persons suffering from physical or mental illness, disease or infirmity, care of infants, convalescents of aged persons, veterinary services and for penal or correctional detention in which the liberty of the inmates is restricted and shall include hospitals, clinics, mental hospitals, veterinary hospital, dispensaries, sanatoria, custodial institutions and penal institutions like jails, prisons, and reformatories;

- iv) **“Assembly Building”** that is to say, any building where groups of people gather for amusement or recreation or for social, religious, patriotic, civil, travel, sports, and similar other purposes as the principal use and such shall include theatres, motion picture houses, drive – in – theatres, city halls, town halls, auditoria, exhibition halls, museums, scating rings, restaurants, eating houses, bars, hotels, boarding houses, places of worship, dance halls, club, gymnasium, passengers stations and terminals of air, surface and other public transportation services, recreation piers and stadiums, amusement park;
- v) **“Business Building”** that is to say, any building used principally for transaction of business for keeping of accounts and records or for similar purposes and shall include buildings or premises solely or principally used as an office or for office purposes;
- vi) **“IT/ITES Business Buildings”** that is to say, any building used principally for transaction of Information Technology/ Information Technology Enabled Services Business;
- vii) **“Mercantile Building (retail)”** that is to say, any building used principally as shops, store or market for display or sale of merchandise on retail basis, or for office storage or service facilities incidental thereto, and shall include establishments, wholly or partly engaged in retail trade, manufacturers retail outlets including related storage facilities, warehouses and establishments.
- viii) **“Mercantile Building (wholesale)”** that is to say, any building used principally as shops, store or market for display or sale of merchandise on wholesale basis, or for office storage or service facilities incidental thereto, and shall include establishments, wholly or partly engaged in wholesale trade, manufacturers wholesale outlets including related storage facilities, warehouses and establishments engaged in truck transport (including truck transport booking agencies);
- ix) **“Industrial Buildings”** that is to say, any building or structure used principally for fabrication, assembly and or processing of goods and materials of different kind and shall include laboratories power – plants, smoke houses, refineries, gas plants, mills, dairies, factories, and workshops;
- x) **“Storage Building”** that is to say, any building used principally for the storage or sheltering of goods, wares and merchandise as in ware houses and shall include cold storage, freight depots, transit shades, store houses, public garages, hangers, silos, and barns;
- xi) **“Hazardous Building”** that is to say, any industrial building or storage building used for the storage, handling, manufacture or processing of highly combustible or explosive materials or products which are liable to burn with extreme rapidity or which may produce poisonous and/or noxious fumes or explosives during storage, handling, manufacturing or processing or which involve highly corrosive, toxic, or noxious alkalis, acids or other liquids or chemicals or radioactive elements producing flames, fumes, explosion or mixtures of dust or any other matter which result in the deviation of matter in two fine particles subject to spontaneous ignition;

(75) **“W.C.”** or **“water closet”** means a privy with arrangement for flushing the pan with water but does not include a bathroom;

(76) **“width of a road / street”** means the whole width of space, including the service road (if any), footpath, open side drain and other features within the boundaries of the street, i.e., right of way.

(B) Words and expressions used and not defined in these rules, shall have the same meaning as respectively assigned to them in the Act and National Building Code of India (NBCI).

3. Prohibition to erect building—

- (1) No person shall erect any building until He/She takes over the possession of the land after execution of proper legal documents and without sanctioning of the Building Plans.
- (2) The Sanctioning Authority shall give notice, in writing, if erection of any building is taken place in contravention of the provision of the Act and these rules and to stop such erection of building, and to remove unauthorized building or development:

Provided that the cost to be incurred on such removal shall be recovered in accordance with the provisions of the Bengal Public Demand Recovery Act, 1913 (Ben. Act III of 1913)

- (3) Notwithstanding the provisions of Sub-Rule- (1) no sanctioning of the Building Plans shall be required for—
- (a) erection, re-erection, addition to, or alteration of —
 - (i) an internal partition wall which does not violate any of the provisions these rules, or
 - (ii) a parapet wall or a cornice or chajja within the boundaries of the site and not overhanging a street, however, that the total height of the parapet wall shall not be more than 1500 mm and width of the cornice or chajja shall not be more than 600 mm;
 - (b) repairing of a staircase or of lift-shaft;
 - (c) white washing or painting;
 - (d) re-flooring of the surface of an existing floor;
 - (e) minor repairs and re-flooring of an existing damaged roof without changing the character and dimension of such roof;

Provided that the character of a damaged roof may be allowed to be changed and its reconstruction permitted by permission in writing of the sanctioning authority on such terms as He/She may consider fit, upon application being made to him/her with three copies of plan; on payment of requisite fees and on submission of structural stability certificate from a Structural Engineer, Architect or a Civil Engineer, as the case may be;

Provided further that no such work as is referred to in clauses (a) and (e) shall be undertaken without giving the sanctioning authority fifteen days' notice in writing stating the nature of work proposed to be undertaken.

- (f) erection of a false ceiling in any floor for air-conditioning, lighting or decorative purposes,
- (g) plastering and patch work,
- (h) providing or closing an internal door or window or a ventilator not opening directly opposite a door or a window of another building,
- (i) replacing of fallen bricks, stones or repairing of damaged pillars or beams,
- (j) repairing or renewing existing plumbing, sanitary and other utility services,
- (k) repairing of boundary wall,
- (l) carrying out such other work as is necessary in the opinion of the sanctioning authority, for reasons to be recorded in writing, to maintain the building in a condition of good repair or to secure it to prevent danger to human life.

4. Application for permission to erect building — An application for permission to erect building shall consist of the following :

- (a) An applicant shall apply in the form specified in Schedule - II to the Sanctioning Authority to erect building;
- (b) Forms and drawings as specified in Schedule - II shall be signed by the Architect, Civil Engineer, Structural Engineer, Town Planner and Urban Designer as the case may be;
- (c) Copies of other relevant documents, including the copy / copies of deed of conveyance, copy of mutation / conversion certificates;
- (d) No objection certificate from the West Bengal Fire and Emergency Services, if applicable, along with original drawings containing the recommendation;

- (e) No objection certificate from the Airports Authority of India, wherever applicable;
- (f) Urban land ceiling clearance certificate, wherever applicable;
- (g) Clearance of Microwave system for Telecommunication wherever applicable;
- (h) NOC from Planning Authority regarding LUDCP and other Competent Authorities regarding source of water supply, discharging of drainage and sewage and management of solid waste;
- (i) Clearance from Pollution Control Board, if applicable and West Bengal State Electricity Supply Board;
- (j) Certification from Sanctioning Authority regarding width of means of access;
- (k) Clearance from IRD (Industrial Re-construction Department, Govt. West Bengal) wherever required.

5. Levy of fees for issuing NOC and sanction of building plan —

- (1) (a) The New Town Kolkata Development Authority shall levy fees for issuing NOC as specified in Sub-Rule-(2) of this rule;
- (b) Fees for occupancy certificate and partial occupancy certificate may be charged as specified in Sub-Rule-(3) and Sub-Rule-(4) respectively of this rule; such fees will be levied by the Sanctioning Authority.
- (2) **Fees payable for per Square Meter (Sq.M.) of covered area:—**

(a) **Residential use:**

Table : I

(i)	Plots measuring up to 330 Sq.M.;	Rs. 100/- per Sq.M. for FAR above 1.50 and up to allowable limit.
(ii)	Plots measuring above 330 Sq.M. and up to 4000 Sq.M.;	(a) Rs. 125/- per Sq.M. if FAR is up to 1.50; (b) Rs. 175/- per Sq.M. for FAR above 1.50 and up to allowable limit.
(iii)	Plots measuring above 4000 Sq.M.;	(a) Rs. 200/- per Sq.M. if FAR is up to 1.50; (b) Rs. 300/- per Sq.M. for FAR above 1.50 and up to allowable limit.

(b) **Educational use or Institutional use :**

- (i) Educational Building - Rs. 150/- per Sq.M.;
- (ii) Institutional Building other than Educational - Rs. 250/- per Sq.M.;

(c) **Buildings other than Residential use, Educational use and Institutional use :**

- (i) Rs. 400/- per Sq.M. if FAR is up to 1.50;
- (ii) Rs. 600/- per Sq.M. for FAR above 1.50 and up to allowable limit for the total FAR availed.

(3) **Fees for occupancy certificate:—**The owner shall have to give notice of completion in the form specified in Schedule-X together with the fees prescribed below for obtaining occupancy certificate in the form specified in Schedule-XI by the Sanctioning Authority:—

- A. **Buildings of Residential use, Educational use or Institutional use :** Rs.4/- per Sq.M. of covered area;
- B. **Buildings other than Residential use, Educational use or Institutional use :** Rs. 5/- per Sq.M. of covered area.

(4) **Fees for partial occupancy certificate:—**The owner shall have to give notice of partial completion in the form specified in Schedule - XII together with the fees prescribed below for obtaining partial occupancy certificate in the form specified in Schedule - XIII by the Sanctioning Authority—

- A. **Buildings of Residential use, Educational use or Institutional use :** Rs. 3/- per Sq.M. of covered area;
- B. **Buildings other than Residential use, Educational use or Institutional use :** Rs. 4/- per Sq.M. of covered area.

(5) All payments under these rules shall be made through account payee bank draft or account payee bankers cheque or account payee pay order drawn in favour of the respective authority as stated in Sub-Rule- (1) of Rule- 5.

(6) Above fees structure may be reviewed by the respective authorities time to time after due notification.

6. Particulars of Drawings and Statements to be submitted —

(1) The hard copy drawings shall be ammonia / computer generated print and blue prints. Two sets out of total six sets of such drawings shall be blue printed. Prints of drawings shall be on only one side of the paper. One additional set of drawings and area statement shall be in the form of soft copy and to be submitted in Compact Disc duly signed by the Architect.

(2) The drawings shall be coloured as specified in Table below:—

Table : II

Sl. No.	Item	Site Plan	Building Plan, Sections etc.
1.	Plot Lines	Thick Black	Thick Black
2.	Existing Road	Dark Green	Dark Green
3.	Future Road, if any	Green dotted	Green dotted
4.	Permissible building lines	Thick dotted Black	Thick dotted Black
5.	Open spaces	No Colour	No Colour
6.	Existing work	Yellow filled in	Yellow filled in
7.	Work proposed to be demolished	Yellow Hatched	Yellow Hatched
8.	Proposed work	Red filled in	Red filled in
9.	Drainage and Sewerage work	Red dotted	Red dotted
10.	Water supply work	Black dotted thin	Black dotted thin
11.	Greenery	Green wash	Green wash
12.	Deviation	Red Hatch	Red Hatch
13.	Facilities	Violet filled in	Violet filled in

7. Amalgamation of plot —

When one or more new plots of land are added to one or more premises by way of amalgamation or otherwise, the existing buildings on any such plots may be considered to be in accordance with these rules at the material time when the building/buildings was/were sanctioned are satisfied considering amalgamated plot to be one parcel of land. Addition and alteration to the sanctioned building or addition of a new building or new block on newly added land/lands may be permitted as per present rules considering amalgamated land to be one parcel of land.

The concerned Panchayet Samity will suggest for amalgamation of plots, if deems fit and certify the Site Plan showing all Dag Nos including all adjoining Dag Nos. of the respective mouza.

8. Requirements as to Sites and Means of Access —

(A) Prohibition for use of site for building —

(1) No piece of land shall be used as a site for the erection, re-erection, addition to or alteration of, any building falling under categories as stipulated in Sub-Rule- (3) of Rule-(1) except in accordance with the provisions of these rules and the West Bengal Town and Country (Planning and Development) Act, 1979 (West Bengal Act XIII of 1979) and the rules and regulations if any made there under in relation to use of any land for erection of a new building or execution of any work.

- (2) If any question arises as to what, for the purposes of the Act shall be deemed to be the site for erection, re-erection, addition to or alteration of any building, the Sanctioning Authority shall determine the same and his decision shall be final.

(B) Conditions as to use of a building site —

No piece of land shall be used as a site for erection, re-erection, addition to or alteration of, any building—

- (a) unless the New Town Kolkata Development Authority is satisfied on a Soil Investigation Report from a Geo-technical Engineer, giving design parameter on the basis of the condition of the soil at site and accepted by the Structural Engineer submitted by the person, from engineering point of view, fit to be built upon:

Provided also that soil investigation shall be done under the direction of a Geo-Technical-Engineer;

- (b) if the building to be erected is intended for human habitation, unless the Sanctioning Authority is satisfied that it is capable of being well-drained and that owner will take necessary steps to drain it;
- (c) If the frontage of the site abutting the road is less than 5M, unless the Sanctioning Authority is satisfied that the site can, subject to the fulfillment of other conditions specified in these rules, be used for construction of a building;
- (d) If the owner of any land utilizes, sells, leases out or otherwise disposes of such land or any portion thereof as plots for the construction of buildings thereon, He/She shall lay down and make street or streets giving access to the plots into which the land may be divided and connecting such street or streets with any existing public street;
- (e) If in the opinion of Sanctioning Authority it would be unsafe to construct a building on it for reasons to be recorded in writing.

(C) Distance from electric lines —

No building or verandah, balcony or projection of any building, shall be permitted to be erected, re-erected, added to or altered in any case where the distance between such construction and any overhead electric lines, in accordance with the provisions of the Electricity Act, 2003 and the rules framed there under is less than as specified below:—

Table : III

		Vertical Clearance	Horizontal Clearance
(a)	Low and medium voltage lines including service lines	2.50 m	1.20 m
(b)	High Voltage lines upto and including 11,000 volts	3.70 m	1.20 m
(c)	High Voltage lines above 11,000 volts and upto 33,000 volts	3.70 m	2.00 m
(d)	For extra high voltage line beyond 33,000 volts	3.70 m plus 0.30 m for every additional 33,000 volts or parts thereof	2.00 m plus 0.30 m for every additional 33,000 volts or parts thereof

NOC from WBSEDCL regarding alignment of Low, Medium and High voltage lines, if required, will be submitted to New Town Kolkata Development Authority.

(D) Prohibitions concerning means of access -

- (1) In case of a building, a street/passage the width of which is less than 3.5 m. but not less than 1.2 m. may be considered provided that the width of all such streets or passages, on the front, sides or rear be increased to make the width of the said passage / streets 1.75 m. from the center line of the passage/road

by gifting the required portion of land by registered document to the Sanctioning Authority. However, advantage of FAR and Ground Coverage for such gifted land shall however be considered, in general; In case of such additional height obtained by free gifting the strip of land as mentioned hereinabove, the applicant will get FAR of original road width only however, the applicant will be given benefit of FAR and ground coverage taking into consideration the portion gifted to the sanctioning authority.

- (2) Every new building shall have a means of access as required under these rules and in the case of re-erection, addition to or alteration of an existing building or otherwise the existing means of access shall not be reduced below the levels required under these rules.
- (3) No buildings shall be erected, re-erected, added to or altered to deprive any other building of the means of access as required under these rules.
- (4) Notwithstanding the provisions of these rules, in case of any building which is intended to be erected at the corners of two streets, the New Town Kolkata Development Authority and/or the Sanctioning Authority may, place special conditions concerning exit or entry from any street with recommendation from the Building Committee.

(E) Requirements of a passage

- (1) Every person who erects, re-erects, adds to or alters any building shall in a distinctive manner show the whole area of any means of access appertaining to a site on the site plan.
- (2) Every means of access appertaining to a site shall be drained and lit to the satisfaction of the Sanctioning Authority and manhole covers or other drainage, water supply or other fittings laid in such means of access shall be flushed with the finished surface so as not to obstruct safe travel over the same.

9. Process of sanction for erection of building —After receipt of the application under Rule- 4, complete in all respect, the Sanctioning Authority shall —

- a. forward the application, through concerned Zilla Parishad, complete in all respect as specified in Rule- 4 and after necessary verification of submitted documents, to the NKDA for issuance of NOC.
- b. the New Town Kolkata Development Authority will issue NOC after receiving the application from concerned Zilla Parishad, subject to compliance of all rules / norms / regulations with regard to building plans. All plans should be placed before the Building Committee for their necessary observations before issuance of NOC.
- c. Sanctioning Authority shall accord sanction after receiving NOC from the New Town Kolkata Development Authority, for erection of building as specified in Schedule - IV ; or
- d. reject the application if it is not in accordance with the provisions of the Act and these rules and the reason for rejection should be recorded in writing:

Provided that rejection of an application to erect building shall not debar any applicant to make fresh application under Rule- 4.

10. Duration and expiry of a sanction —

- (1) A sanction to erect building under these rules shall be valid for five years from the date on which it is sanctioned and may be renewed thereafter for a further period of five years on payment of fee at the rate of 15% of the current building sanction fee and on production of the previous sanction for erection of building.
- (2) The sanction for erection of building may be revalidated further for a period of five years from expiry of the renewal only, if the building construction has been partly completed and partial occupancy certificate has been issued, on production of the renewed previous sanction for building construction, the partial occupancy certificate and on receipt of 100% of the current building sanction fees of the remaining portion.

11. Notice of commencement —

At any time within two years from the date of the issue of the Building Permit but not less than seven days before commencing the erection of the building or the execution of the work the applicant shall give notice in writing to the Sanctioning Authority in a form as specified in Schedule-VI of the proposed date of commencement of such erection or such execution.

Provided that if within the period of the validity of the Building Permit, the commencement does not take place within thirty days of the date so notified, the notice shall be deemed not to have been given and a fresh notice shall be necessary.

12. Documents at site —

From the date of commencement upto the date of issue of completion certificate under Rule- 18(1) of these rules the applicant shall keep at the site copies of one set of plans and specifications and any provisions thereof as returned to him/her by the Sanctioning Authority along with the building permit and shall also exhibit at a conspicuous place the number of the premises, the name of the Architect or Civil Engineer, Structural Engineer and Geo Technical Engineer, as the case may be, the name of the owner and number and date of the Building Permit.

13. Notice for completion of work up to plinth level -

- (1) After the completion of the structural work up to the plinth level or up to one meter above ground level, whichever is higher, the applicant shall give a notice to the Sanctioning Authority in the form as specified in Schedule- VII, to enable him/her to inspect such work.
- (2) An officer of the Sanctioning Authority duly authorized in this behalf shall inspect the work at the site within seven days from the date of receipt of the notice and within three days of such inspection issue necessary direction, if any.

14. Inspection during construction —

An officer of the Sanctioning Authority duly authorised shall inspect the work-site and issue necessary directions, if any, and also submit reports to the Sanctioning Authority for their information and further necessary actions, if any.

15. Prohibition of work at night —

No person shall without obtaining permission from the Sanctioning Authority, erect, re-erect, alter or add to a building or execute any work between the hours of sunset and sunrise. If the Sanctioning Authority is satisfied that the erection or alteration of any building or execution of any work is being carried out between the hours of sunset and sunrise without permission, He/She may take such action as may be necessary.

16. Deviations during erection of building —

- (1) No deviation from the sanction shall be made while erecting building;
- (2) Notwithstanding anything contained in Sub-Rule- (1),—
 - (a) if during execution of work with regard to erection of building, any internal alteration within the sanctioned covered space which does not violate the provisions of the these rules made under the Act, is intended to be made, the applicant shall inform the Sanctioning Authority by notice in writing along with a certificate from the Architect and the Civil Engineer or Structural Engineer, together with drawings incorporating the deviations and structural drawings and calculations in case of structural deviations, stating the nature and purpose of such deviations at least fifteen days prior to carrying out such work, and may proceed with the execution of such work subject to the condition that such deviations shall be incorporated in the "Completion Plan" which shall be submitted alongwith form of Notice of Completion as per Schedule - X under Sub-Rule- (2) of Rule- 17;
 - (b) if during execution of work with regard to erection of building any external deviation beyond the sanctioned covered space is intended to be made and which does not violate the provisions of these rules made under the Act, the applicant shall prior to carrying out such works, submit to the Sanctioning Authority, in accordance with the provisions of these rules, a notice in writing along with a certificate from the Architect and the Civil Engineer or the Structural Engineer together with the drawings incorporating the deviations and structural drawings and calculations. The application will be forwarded to the New Town Kolkata Development Authority and after payment of requisite fees at the rate of

- (i) Rs. 500/- (Rupees Five hundred) per Square meters for residential, institutional and educational use, of such external deviation beyond the sanctioned covered space, charged by the New Town Kolkata Development Authority, the applicant may carry out the work incorporating such external deviations
 - (ii) Rs. 1000/- (Rupees One thousand) per square meters for other use, of such external deviation beyond the sanctioned covered space, charged by the New Town Kolkata Development Authority, the applicant may carry out the work incorporating such external deviations.
 - (c) if total sanctioned building is intended to be shifted as a whole within the periphery of the boundary keeping mandatory open space within the rule, this can be permitted with prior notice to the authority with revised plan. After serving such notice the owners may be allowed to proceed with the work unless there is any objection from the end of the authority within 15 days.
- (3) If no notice is served under clause (a) of Sub-Rule- (2) above, or execution of any work is undertaken without the sanction referred to in clause (b) of Sub-Rule- (2) above, and the Sanctioning Authority is satisfied that –
- (a) the erection of any building —
 - (i) has been commenced without obtaining sanction or permission from Sanctioning Authority.
 - (ii) is being carried on or has been completed otherwise than in accordance with the sanction accorded, or the permission granted under these rules made under the Act, or after such sanction or permission has been lawfully withdrawn, or
 - (iii) is being carried on, or has been completed in contravention of any provision of the rules, or
 - (b) any building or projection exists in violation of any condition, direction or requisition under any provision of these rules, or
 - (c) any material alteration of, or addition to, any building has been commenced, or is being carried on, or has been completed, in breach of any provision of these rules,
- it, may, after giving the owner of the building a reasonable opportunity of being heard, make an order directing that such erection, alteration, addition or projection, as the case may be, or so much thereof as has been executed unlawfully, may be demolished or altered, and upon such order, it shall be the duty of the owner to cause such demolition or alteration to the satisfaction of the Sanctioning Authority at the expense of the owner/applicant.
- (4) The procedure relating to the opportunity of hearing to be given to the owner under Sub-Rule- (3) shall be such as may be prescribed.
 - (5) an appeal against an order under Sub-Rule- (3) shall lie with the court having jurisdiction.
 - (6) notwithstanding anything contained in the foregoing provisions of this rule or elsewhere in this Chapter, if the Sanctioning Authority is of opinion that immediate action is necessary in respect of any building being constructed or any work being carried on, in contravention of the provisions of this rule, it may for reasons to be recorded in writing cause such building or work to be demolished forthwith.

17. Notice of completion —

- (1) Within one month after the completion of the erection of any new building or execution of any work the applicant shall in the form as specified in Schedule - X, duly countersigned by the Architect or Civil Engineer and Structural Engineer as the case may be, give notice to the Sanctioning Authority of such completion.
- (2) The notice shall be accompanied by 3 sets of building plans (either ammonia print or computer generated print) marked as 'Completion Plans' with all the revisions and modifications including those referred to in Sub-Rule- (2) of Rule- 16 incorporated therein and clearly stating the use-group for which the building or the work has been sanctioned. The plans shall be duly signed by the applicant and the Architect or the Civil Engineer, and the Structural Engineer, as the case may be.

- (3) The notice shall be accompanied by a structural stability certificate duly signed by an Structural Engineer and Architect/ Civil Engineer, as the case may be, and wherever applicable shall be accompanied by -
- (a) in the case of a building having more than three separate and independent residential units or apartments and all buildings other than residential buildings, a certificate from the Civil Engineer/Architect that internal house drainage and water supply network have been completed to the satisfaction of the Sanctioning Authority;
 - (b) fire safety certificate, if applicable under the West Bengal Fire Services Act, 1950 (West Bengal Act XVIII of 1950) and the rules made thereunder has been obtained;
 - (c) in the case of building referred to in clause (a) a certificate from the electricity supply undertaking regarding provision to its satisfaction, of transformer, sub-station, ancillary power supply as required;
 - (d) a certificate pertaining to the lift installation, if any ;
 - (e) such other certificates /documents/ declarations as are necessary under any law for the time being in force or as the Sanctioning Authority may, from time to time, specify in this behalf.

18. Occupancy certificate —

- (1) Within fifteen days of the receipt of the completion notice, under Sub-Rule- (1) of Rule- 17, the Sanctioning Authority will inspect and issue within one month of the said inspection, an Occupancy Certificate in the form as specified in Schedule XI
- (2) If the Occupancy Certificate under Sub-Rule- (1) is refused, the Sanctioning Authority shall communicate in writing, within one month, to the applicant stating therein the grounds of such refusal.

19. Partial Occupancy certificate —

- (1) Whenever a request is made by the applicant to the Sanctioning Authority to occupy a part of a building or a building within a complex, which is under construction, Sanctioning Authority may allow partial occupancy and issue partial occupancy certificate as specified in Schedule - XIII.
- (2) A written request for the partial occupancy under these rules shall be accompanied by —
 - (a) a notice for partial completion in the form as specified in Schedule - XII for the portion of the building or a building within a complex, which is proposed to be occupied;
 - (b) the structural stability certificate for the occupation of the portion of building or a building within a complex, which is proposed to be occupied.
- (3) If the partial occupancy is refused under Sub-Rule- (2), the Sanctioning Authority shall communicate the reasons thereof in writing to the applicant.

20. Block wise Completion Certificate for building proposal containing more than one building on a plot —

- (1) Upon a written request made to the Sanctioning Authority for issuance of Block wise Completion Certificate consequent upon completion of one or more of number of buildings out of a block of buildings (where the proposal consists of more than one building), the Sanctioning Authority, on being satisfied that the construction of the particular block is complete in all respect and is self supportive and that circumstances exist for allowing occupation of the particular block of building and issue Block wise Occupancy Certificate for that particular block of building in the form as specified in Schedule - XIII
- (2) A written request under Sub-Rule- (1) shall be accompanied by—
 - (a) notice of completion in form as specified in Schedule - XII for the particular block of building which is stated to be complete along with all enclosures as per the schedule as applicable.
 - (b) structural stability certificate for the particular block of building which is stated to be complete.

- (c) an indemnity bond undertaking to indemnify the Sanctioning Authority against any risk, danger or damage by the person, whether an occupier or not, and an undertaking to ensure, in such manner as the Sanctioning Authority may specify, public safety.
- (d) an undertaking that no person shall occupy or shall be allowed to occupy any other block of building or any portion for which completion certificate has not been issued.
- (e) any other documents or undertakings that the Sanctioning Authority may deem necessary.
- (3) The applicant shall however, within the validity period of the sanction, apply for and obtain full completion certificate for the rest of the blocks of buildings.

21. Validity of plan and notices — Save as otherwise provided under these rules, no drawings submitted by an applicant shall be valid unless it is signed by the applicant and the concerned registered Architect and the Structural Engineer or Civil Engineer as specified in Rule- 22.

22. Engagement of technical persons for sanction of building plan and erection of building; and their qualifications, duties etc —

- (1) (a) Every person who intends to undertake building operation shall have to engage technical persons as follows:—

Table : IV

Activity	Plot size	Technical Persons
Sanction of building plan	Plot size above one hectare and height below 15 meters	(i) Architect (ii) Civil Engineer
	Plot size exceeding 1500 Sq.M. and up to 2(two) hectares and / or buildings of height of 15 meters and above	(i) Architect (ii) Structural Engineer (iii) Geo-technical Engineer (iv) Structural Reviewer
	Plot size above 2 (two) hectares	(i) Architect (ii) Town Planner or Urban Designer (iii) Structural Engineer (iv) Geo-technical Engineer (v) Structural Reviewer
Erection of Building	Plot size above one hectare and height below 15 meters	(i) Architect (ii) Civil Engineer (iii) Electrical Supervisor (iv) Plumber
	Plot size exceeding 1500 Sq.M. and up to 2 (Two) hectares and / or buildings of height of 15 meters and above	(i) Architect (ii) Structural Engineer (iii) Structural Reviewer (iv) Geo-technical Engineer (v) Public Health Engineer (vi) Electrical Engineer (only for buildings having height above 18 meters)
	Plot size above 2 (Two) hectares	(i) Architect (ii) Town Planner or Urban Designer (iii) Structural Engineer (iv) Structural Reviewer (v) Geo-technical Engineer (vi) Public Health Engineer (vii) Electrical Engineer

Provided that such Civil Engineer, Architect, Structural Engineer, Geo- Technical Engineer and Structural Reviewer will work in association with one another and will be jointly and/or severally responsible for all acts and/or omission in connection with their duties and responsibilities for ensuring the safety of structure and other obligations herein contained.

- (b) In case of death, resignation or removal of an Architect, a Structural Engineer, a Geo- Technical Engineer, a Civil Engineer or Structural Reviewer, as the case may be, as engaged under this rule, a fresh engagement shall be made forthwith and shall be notified to the Sanctioning Authority with reference to the notice given under Rule- 4. No work shall be carried out in the intervening period.
- (c) The validity of any engagement made under this rule shall lapse in the case of an Architect, with the lapse of validity of registration granted under the Architects Act, 1972 or in the case of a Civil Engineer, Structural Engineer, Structural Reviewer and a Geo-Technical Engineer with the lapse of his empanelment with the Sanctioning / New Town Kolkata Development Authority as the case may be.
- (d) A Civil Engineer, Structural Engineer, Structural Reviewer or a Geo-Technical Engineer shall be empanelled in the manner as may be specified by the Sanctioning / New Town Kolkata Development Authority and validity of their engagement shall similarly lapse with the lapse of their empanelment.

Note : Technical person engaged for a particular project may be changed by the owner with prior intimation to the Sanctioning Authority.

(2) The qualification, experience, duties and responsibilities of Technical persons —

(i) **Architect :**

(a) **Minimum Qualification and Experience —**

A person must have registered under the provisions of the Architect's Act, 1972 (20 of 1972) and shall have at least one year experience in planning, design, and execution of building works including sanitary and plumbing works related to buildings;

(b) **The following shall be the duties and responsibilities of the Architect —**

- (i) preparation and planning of all types of lay-outs and sub-mission of drawings and details including sub-mission of the proposal and notice of commencement and notice of completion and declaration as per the Schedules. He/She shall have to give undertakings as per the schedules and as required by the Sanctioning Authority. He/She shall also have to certify the drawings as may be required by the Sanctioning Authority.
- (ii) He/She shall supervise the architectural design, execution and construction works as per specification and drawings approved by the Sanctioning Authority. He/She shall also be responsible to ensure that the work is executed and arrangements have been made as per the approved plans and also is in conformity with the stipulations of the National Building Code of India and the Bureau of Indian Standards for safe and sound construction and non-hazardous functioning of the services incorporated in the building and for making adequate provisions for services and equipment for protection from fire hazards as per the stipulations of the West Bengal Fire and Emergency Services, West Bengal Pollution Control Board and Civil Aviation Authority, as the case may be.
- (iii) He/She shall be conversant with the provisions of the Act and rules made thereunder so that all the submitted drawings, designs and lay-out etc. so prepared be in conformity with these rules.
- (iv) He/She shall prepare the revised plan and drawings in case of any revision with reference to earlier submission of plan and drawings if the same is warranted. He/She shall submit partial completion and completion drawings.
- (v) He/She shall be responsible for respective scope of works executed by the contractors including legal matters relating to contractor along with the other professional(s) of the project;

(ii) Civil Engineer :**(a) Minimum Qualifications and Experience —**

A degree in Civil Engineering from any recognized University or Institute or any equivalent civil engineering qualification recognized by the Government and shall have at least two years experience in planning, design, and execution of building works including sanitary and plumbing works related to buildings;

(b) The following shall be duties and responsibilities of the Civil Engineer —

- (i) supervision and execution of construction works as per drawings approved by the sanctioning authority and as per the submitted structural designs. He/She has also to submit declarations or undertakings as per the schedules and as required by Sanctioning Authority. He/She shall also have to certify the drawings as may be required by the Sanctioning Authority;
- (ii) He/She shall prepare and submit structural details and design of buildings of height below 15 metres and must submit certificate of structural stability of such buildings as per Sub-Rule- (b) of Rule- 4, as the case may be;
- (iii) He/She shall prepare and submit plan and drawings for sanitary and plumbing arrangements for all buildings;
- (iv) He/She shall be responsible for making adequate arrangements to ensure not only that the work is executed as per the approved plans but also is in conformity with the stipulations of the National Building Code of India and the BIS standards for safe and sound construction and non hazardous functioning of the services incorporated in the building and for making adequate provisions for services and equipment for protection from fire hazards as per National Building Code of India and as per the recommendations of the West Bengal Fire and Emergency Services, if any. Civil Engineer shall also be responsible to ensure that the work is executed following the observations of the West Bengal Pollution Control Board and Civil Aviation Authority, as the case may be;
- (v) He/She shall be responsible to ensure full quality control of all the works related to the construction, making suitable at-site test or laboratory tests of construction materials, concretes and maintain proper records of those;
- (vi) He/She shall prepare the revised calculations and drawings in case of any revision with reference to the earlier submission of drawing and design as the case may be, if the same is warranted;
- (vii) He/She shall be responsible for respective scope of works executed by the contractors including legal matters relating to contracts or contractors along with the concerned Architect and other concerned professional(s) of the project.

(iii) Structural Engineer :**(a) Minimum Qualifications and Experience —**

A Master's degree in Civil Engineering with specialization in Structural Engineering from a recognized University or Institute or its equivalent and at least two years experience in Structural design works. He/She must have proven track record for design of multi-storied buildings including design of deep foundations or basements;

Or

A degree in Civil Engineering from any recognized University or Institute or its equivalent with at least seven years experience of structural design of buildings of height 15 metres above. He/She must have proven track record for design of multi-storied buildings including designs of deep foundations or basements.

(b) The following shall be duties and responsibilities of the Structural Engineer—

- (i) preparation and submission of structural drawings, design and calculation details for all types of buildings as per National Building Code of India and Bureau of Indian Standards;
- (ii) He/She shall submit certificate of structural stability of such building as per these rules;
- (iii) supervision and execution of structural construction works, the structural stability and overall structural soundness of the building;
- (iv) He/She shall be responsible to ensure full quality control of all the works at site and arrange the in- site test or laboratory tests of the building materials and the test and reports for soil and maintain proper records of those for his evaluation and design consideration;
- (v) He/She shall prepare the revised calculations and drawings in case of any revision with reference to the earlier submission of drawing and design;
- (vi) He/She shall be responsible for all the structural works executed by the contractors including legal matters relating to contracts or contractors along with the concerned Architect and other concerned professional(s) of the project;
- (vii) He/She shall be responsible for making adequate arrangements to ensure not only that the work is executed as per the approved plans but also is in conformity with the stipulations of the National Building Code of India and the Bureau of Indian Standards for safe and sound construction and non hazardous functioning of the services incorporated in the building and for making adequate provisions for services and equipment for protection from fire hazards as per the recommendations of the West Bengal Fire and Emergency Services, if any. Structural Engineer shall also be responsible to ensure that the work is executed following the observations of the West Bengal Pollution Control Board and Civil Aviation Authority, as the case may be.

(iv) Geo-Technical Engineer :**(a) Minimum Qualifications and Experience —**

A Master's degree in Civil Engineering with specialization in Geo-Technical or Foundation Engineering from a recognized University or Institute or its equivalent and at least two years experience in the field of design and construction of deep foundation and underground basement of buildings of different types;

Or

A degree in Civil Engineering from any recognized University or Institute or its equivalent with at least seven years experience in the field of design and construction of deep foundation and underground basement of buildings of different types.

(b) The following shall be duties and responsibilities of the Geo-Technical Engineer—

- (i) soil investigation for design of structures exceeding 15 meters in height and / or all buildings on plots exceeding 1500 Sq.M. and other buildings with deep foundation including pilings and/or underground basements;
- (ii) preparation of a comprehensive report on soil investigation for submission to appropriate authority by analysing the soil samples for estimating the bearing capacity of the soil on which foundation of the structure will be constructed;
- (iii) He/She shall suggest such type of foundation that would be suitable or economical for the type of soil where construction has been proposed and shall be responsible for supervision of excavation of trenches, filling, piling works and certification of width and depth of foundation requirements;

- (iv) He/She shall check at site the nature of soil after excavation so that foundation is extended up to appropriate depth that has been proposed in the Geo-Technical report;
- (v) He/She shall be responsible for sub-surface soil investigation, bearing capacity and recommendation made on foundation.

(v) Town Planner :

(a) Minimum Qualifications and Experience —

A degree in Architecture or Civil Engineering or Planning from a recognized University or Institute and a Post-graduate degree in Town Planning or City Planning or Regional Planning from recognized University or Institute and experience in the field of Town Planning or City Planning or Regional Planning at least for a period of two years after receiving the Post graduate degree.

Or

A degree in Architecture or Civil Engineering or Planning from a recognized University or Institute and Post-graduate diploma in Town Planning or City Planning or Regional Planning from any recognized University or Institute and experience in the field of Town Planning at least for a period of seven years after receiving the graduate degree.

(b) The following shall be duties and responsibilities of the Town Planner—

- (i) detailed layout of plot of land with regard to building construction having land area of more than two hectares;
- (ii) He/She shall also provide details of building positions along with infrastructure proposals that would include internal roads, open areas and other utility services subject to the rules made under the Act;

(vi) Urban Designer :

(a) Minimum Qualifications and Experience —

A degree in architecture from a recognized University or Institute and a Post-graduate degree or Post-graduate diploma in architecture (urban design) / urban design from recognized University or Institute, having membership of the Institute of Urban Designer, India and experience in the field of urban design at least for a period of two years after receiving the Post graduate degree or diploma;

(b) The following shall be duties and responsibilities of the Urban Designer—

- (i) detailed layout of plot of land with regard to building construction having land area of more than two hectares;
- (ii) He/She shall also provide details of building positions along with infrastructure proposals that would include internal roads, open areas and other utility services subject to the rules made under the Act;

(vii) Public Health Engineer or Environmental Engineer :

(a) Minimum Qualifications and Experience—

A degree in Civil Engineering from a recognized University or Institute or its equivalent and a Post-graduate degree or Post-graduate diploma in Public Health Engineering from any recognized University or Institute and experience in the field of Public Health Engineering at least for a period of two years after receiving the Post graduate degree or Post-graduate diploma;

Or

A degree in Civil Engineering from a recognized University or Institute and has experience in the field of Public Health Engineering at least for a period of seven years after receiving the graduate degree;

(b) The following shall be duties and responsibilities of the Public Health Engineer –

- (i) detailed layout of plot in connection with building 15 meters in height or more and / or having plot area of more than 1500 Sq.M. planning and supervision of water supply, sewerage and plumbing arrangements;
- (ii) He/She shall be responsible for all water supply, sewerage, drainage and plumbing works of the building in conformity with National Building Code of India and Bureau of Indian Standards for safe and sound construction and operational hazard of non-functioning services incorporated in or under the buildings;
- (iii) He/She shall be responsible to ensure full quality control of all the works relating to his work including laboratory test, if any, and shall also maintain proper records of them;
- (iv) He/She shall prepare and submit plan and drawings for sanitary and plumbing arrangements for all buildings;

(viii) Electrical Engineer :

(a) Minimum Qualifications and Experience –

A degree in Electrical Engineering from a recognized University or equivalent degree recognized by the Government and shall have minimum two years experience in electrical installations arrangement, air-conditioning of buildings;

(b) The following shall be duties and responsibilities of the Electrical Engineer –

- (i) detail layout of plot in connection with building of more than 18 meters in height and/or having plot area of more than 1500 Sq.M. and planning of electrical installation arrangements including air-conditioning;
- (ii) He/She shall be responsible for all electrical works including works relating to supply connection, substation, if any, lifts, escalators and other installation including wiring of the building and related matters. The work shall be carried out as per stipulation of National Building Code of India and Bureau of Indian Standards for safe and sound erection of electrical installation;
- (iii) He/She shall also be responsible for the safety of labours engaged for the electrical work;

(ix) Electrical Supervisor :

(a) Minimum Qualifications and Experience —

Electrical Supervisor must hold a license from Directorate of Electricity, Government of West Bengal or having passed National Certificate of Competency for Supervisorship (Electrical), Government of West Bengal. He/She shall be engaged for day-to-day execution of electrical works and shall have minimum three years of experience;

(b) The following shall be duties and responsibilities of the Electrical Supervisor—

- (i) supervision of electrical installation both external and internal, necessary wirings and air- conditioning, installations of lifts, escalators;
- (ii) He/She shall be responsible for execution as well as materials used for construction of all electrical works, which would include supply connection, substation (if any), lifts, escalators, other installations including electrical wiring;

(iii) He/She shall be responsible for any defect in the works under him;

(iv) He/She shall also be responsible for the safety of labours engaged for the work;

(x) Plumber :

(a) Minimum qualification and experience -

A plumber must hold license under any Municipality or any Statutory Authority for three years or more;

(b) The duties and responsibilities of the plumber is execution and supervision of internal and external plumbing (water supply sewerage and drainage) works for buildings.

(xi) Structural Reviewer :

(a) Minimum Qualifications and Experience —

A Master's degree in Civil Engineering with specialization in Structural Engineering from a recognized University or Institute or its equivalent and at least three years experience in Structural design works. He/She must have proven track record for design of multi-storied buildings including design of deep foundations or basements;

Or

A degree in Civil Engineering from any recognized University or Institute or its equivalent with at least ten years experience of structural design of buildings of height 15 metres above. He/She must have proven track record for design of multi-storied buildings including designs of deep foundations or basements.

(b) The following shall be duties and responsibilities of Structural Reviewer -

(1) To review and certify as complying with these rules the design prepared by Structural Engineer as may be required under these rules.

(2) To submit addendum to the certificate or a new certificate in case of subsequent changes in structural design.

23. Duties and Responsibilities of Owner/Applicant -

- (1) To appoint an Architect, Civil Engineer, a Structural Engineer, a Geo-Technical Engineer and a Structural Reviewer as may be required under these rules;
- (2) To provide safety of workers and others during excavation, construction and erection;
- (3) To ensure that no undue inconvenience is caused, in course of the construction activities to others;
- (4) To do observe and perform directions of the Sanctioning Authority issued from time to time and all terms and conditions of the Building Sanction and the provisions of all laws, rules and regulations relating to the building;
- (5) To be responsible for non-compliance of instructions, details and specifications supplied by the Architect, Civil Engineer and the Structural Engineer during the construction of the building.
- (6) Not to do or cause or allow any deviation from the sanctioned plan in the course of execution of the building, against the instruction of Architect / Civil Engineer and Structural Engineer / Structural Reviewer.

Chapter - II**24. Mixing of uses or occupancies –**

- (1) Every plot on which erection of building will be undertaken shall be provided with a principal use or joint principal use.

Note: A joint principal use in this context shall be a combination of any two permissible principal uses which together shall be covering at least 75% of the total use and each of them shall be covering at least thirty percent of the total floor area of the building in a plot.

- (2) The mixing of the other uses or occupancies with the joint principal use(s) or occupancy shall be allowed as mentioned in Table : V below:

Table : V

Principal/Joint Principal use and occupancy	Uses not permissible for mixing	Maximum extent of permissible mixing
Residential	Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Educational	Business, Information Technology, business, Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Institutional	Business, Information Technology business, Mercantile (Retail) Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Assembly	Educational, Institutional, Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Business	Educational, Institutional, Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Mercantile (Retail)	Educational, Institutional, Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Mercantile (Wholesale) & Storage	Residential, Educational, Institutional, Assembly, Mercantile (Retail), Industrial, Hazardous	25% of the total covered area of all floors,
Business & Assembly	Educational, Institutional, Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Business & Mercantile (retail)	Educational, Institutional, Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total roofed area of all floors,
Mercantile (retail) & Assembly	Educational, Institutional, Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Industrial	Residential, Educational, Institutional, Assembly, Mercantile (Retail), Hazardous	25% of the total covered area of all floors,
Information Technology and Information Technology Enabled Services Business	Mercantile (Wholesale), Storage, Industrial, Hazardous	25% of the total covered area of all floors,
Hazardous	All other uses	Not Applicable

Note : Hazardous use cannot be mixed with any other uses in a building. In plots with industrial as the principal use, exclusive hazardous use may be permitted with prior specific approval of the Planning Authority.

25. Means of access –Means of access shall be in the following manner:

- (a) every plot shall abut on a means of access;
- (b) entry from plots to the adjacent public open spaces shall not be allowed without specific written permission from the Sanctioning Authority;
- (c) building(s) in a plot not abutting on a means of access shall abut on an internal road;
- (d) in plots above 10 hectare, organized park(s) provided within the plot, shall abut on an internal road;
- (e) the minimum width of internal road for different size of plots shall be as given in Table- VI below:

Table : VI

Minimum width of internal roads with relation to length

Minimum width of internal roads	Maximum length of internal roads	
	For internal roads closed at one end	For internal roads open to street at both end
(a) 4.00 m – 7.00 m.	50.00 m	100.00 m
(b) 7.00 m – 9.00 m.	100.00 m	200.00 m
(c) above 9.00 m.	No restriction	No restriction

26. Height of buildings —

- (1) The following appurtenant structures shall not be included in the height of the building: -
 - (a) stair cover not exceeding 2.60 metres in height from the surface of the roof;
 - (b) lift machine rooms as per the latest edition of the National Building Code of India;
 - (c) roof tanks and their supports, the height of supports not exceeding 0.75 meter and the top of the tank not exceeding 3.00 meters from the surface of the roof or highest point of the building;
 - (d) parapet walls or railings not exceeding 1.50 meters in height (with a minimum height of parapet wall or railing of 1.00 meter);
 - (e) ventilating, air-conditioning and other service equipment;
 - (f) dome, minaret, kiosk, pergola and other non-usable feature not exceeding 3.50 meters in height;

Note:

- a. There shall be provision for lift in buildings having height more than 15 m.
 - b. No appurtenant structure shall be constructed on another appurtenant structure which shall be exempted only for over head water tank.
- (2) The maximum permissible height of the building excluding the appurtenant structure specified in Sub-Rule- (1) for different width of Means of Access shall be as follows :—

Table : VII

Width of means of access (in m)	Permissible height of building (in m)	Permissible height of building (in m)
		In case of free gifting of strip of land having a width of 2.50 m throughout the frontage of the entire plot.
i) Above 2.40 upto 3.00	7.00	Nil
ii) Above 3.00 upto 5.00	10.00	12.50
iii) Above 5.00 upto 7.00	12.50	15.50
iv) Above 7.00 upto 9.00	20.00	25.50
v) Above 9.00 upto 12.00	40.00	—
vi) Above 12.00 upto 15.00	60.00	—
vii) Above 15.00	No restriction	—

Note: Clearance for microwave system for Tele-communication purpose in accordance with such rules or direction issued by or on behalf of Government of India. No Objection Certificate from the Civil Aviation Authority, if required shall have to be submitted for construction of building.

- (3) The minimum clear height of a floor shall be 2.7m. from the soffit of beam provided that for service floor, this shall be minimum 1.8 m. and maximum 2.6 m. and for Mezzanine Floor, this shall be minimum 2.2 m.
- (4) There will be no restriction in heights of buildings on plots abutting means of access above 10.00 m. in width subject to free gifting of strip of lands having a width of 5.00 m. throughout the front of the entire plot along the means of access. However, this increase in height as mentioned above shall be permissible provided the area of the plot is at least 2,500 Sq.M. and frontage of the plot abutting the main road is at least 15.00 m.
- (5) The strip of land should be gifted through a registered deed of conveyance to the Sanctioning Authority and the Sanctioning Authority will be the custodian of the said gifted strip of land.
- (6) In case of such additional height obtained by free gifting the strip of land as mentioned hereinabove, the applicant will get FAR of original road width only however, the applicant will be given benefit of FAR and ground coverage taking into consideration the portion gifted to the Sanctioning Authority.

27. **Floor area ratio (F.A.R.)** – The ‘Floor Area Ratio’ is specified in Table-VIII below :

Table : VIII

Sl. No.	Width means of access (in meters)	Use groups of building			
		Residential Building	Educational Building	Industrial Storage and Hazardous Buildings	Assembly, Institutional, Business, Mercantile (Retail), Mercantile (Wholesale) Buildings including Mixed use Buildings, IT & ITES
1.	Upto 2.40	Nil	Nil	Nil	Nil
2.	Above 2.40 to 3.50	1.25	Nil	Nil	Nil
3.	Above 3.50 to 7.00	1.75	Nil	Nil	Nil
4.	Above 7.00 to 9.00	2.00	2.00	Nil	Nil
5.	Above 9.00 to 15.00	2.25	2.25	2.00	2.00
6.	Above 15.00 to 20.00	2.50	2.50	2.00	2.25
7.	Above 20.00 to 24.00	2.75	2.75	2.00	2.50
8.	Above 24.00	3.00	3.00	2.00	2.75

Provided that the width of means of access mentioned under Table : VIII is to be taken as average road width abutting the entire length of the plot.

The total covered area for calculation of ‘Floor Area Ratio’ shall consist of the areas of all the floors with the circulation spaces, spaces for sanitary facilities and other ancillary areas within the building including the area of basement or cellar, area of the mezzanine floors, area of walls, pillars and other structural members, the area of all the projections, but shall not include the following:—

- (a) stair well area, the stair case with landing up to the extent of the width of the stairway in each floor;
- (b) lift well and lift landing lobby area in each floor upto 3.00 Sq.M. for each lift upto 10 passenger and 6.00 Sq.M. for each lift above 10 passenger;
- (c) maximum 600 mm wide projection for cornice and/or weather shade and/or chajja;
- (d) the projections (overhang) of wardrobes, alcoves, cupboards and shelves (as mentioned below in Sub-Rule-(H)(a) of Rule- 29);
- (e) maximum 600 mm wide projection of architectural features such as fins, flower boxes, pilasters, column capitals, arches, pediments, trellises, ducts for encasing pipe lines, pipe supports and all such features used to enhance the aesthetic quality of a building;

- (f) ventilating, air-conditioning and service equipment attached to the building;
- (g) stair cover not exceeding 2.60 meter in height;
- (h) lift machine rooms as per the National Building Code;
- (i) roof tanks and their supports, the height of support not exceeding 0.75 meter;
- (j) dome, minaret, kiosk, pergola and other non-usable feature,
Provided that the aggregate area of these structures mentioned at clauses (f) to (j) shall not exceed one-third the area of the roof upon which these are erected;
- (k) area of loft;
- (l) the actual area used for covered car parking space and area of basement used for car parking only in accordance with Table : XVI of Sub-Rule- (A)(1) of Rule- 30, subject to a maximum permissible limit for one car parking space of 25.00 Sq.M. for ground floor and 35.00 Sq.M. other than ground floor inclusive of all circulation spaces and ramps.;
- (m) for buildings of height above 12.50 m (but having land area of 1 hectare or more), areas for a servants room and toilet (maximum 15.00 Sq.m.), darwans' / caretakers' quarters (maximum 15.00 Sq.m.), generator room with all services provided, for the project, in ground and basement;
- (n) rain water harvesting tanks and other accessories, if any;
- (o) area of service floor having maximum clear height from 1.8m to 2.6m. may be allowed between any two floors for plumbing, electrical and other utility services for all buildings except residential use; unless it is more than 60 mt. high.
- (p) full area of the terrace, open to sky.

28. Ground Coverage in respect of buildings:

- (1) For any building, the area of the plot to be covered by such building is given in the Table : IX below:

Table : IX

Ground Coverage for Building

Occupancy or use group	Maximum Percentage of Ground Coverage
Residential	50%
Educational	45%
Institutional	40%
Assembly	40%
Business	40%
IT & ITES	40%
Mercantile (Retail)	40%
Mercantile (Wholesale)	35%
Industrial	40%
Storage	40%
Hazardous	35%

- (2) Notwithstanding anything contained in Sub-Rule- (1), for plots measuring more than 5000 Sq.M. in area, the maximum, permissible ground coverage shall be 45% for residential building or buildings and 35% for building or buildings with other occupancies including mixed occupancy.
- (3) For buildings on plot measuring 5000 Sq.M. or more additional ground coverage to the extent of 15% may be allowed for car parking and building services. The additional ground coverage of 15% will be exclusively utilized for car parking, ramps, staircase, lift for upper level car parking and building services such as A.C. plant room, generator room, fire fighting equipments, electrical equipments etc. not exceeding 5% out of such 15% subject to compliance of other relevant rules.

Note : (applicable for Rule- 27 & Rule- 28 above): - The essential utilities within a plot shall be water supply, sewerage, drainage, solid waste management and power supply services. The structures and appurtenants to be used exclusively for these five categories of essential utilities shall be exempted from the provision of 'Ground Coverage' and 'Floor Area Ratio' for the particular plot.

29. Open spaces —**(A) Open space prescribed for one site not to be taken for another site —**

- (1) No building shall at any time be erected on any open space prescribed under these rules for a building and forming part of the site thereof, nor shall such open space be taken into account in determining the area of any open space required under these rules for any other building;
- (2) For the purpose of this rule, the back of a building shall be deemed to be that face of the building which is furthest from any means of access to the site :

Provided that, where a building is situated at the side of more than one street or passage, the back of the building shall be deemed to be that face of the building which is furthest from the widest of all such streets or passages :

Provided further that the Sanctioning Authority having regard to the conditions prevailing at the site and its surrounding may allow the prayer to treat some other face as the back of the building;

- (3) Every building shall have exterior open spaces comprising front open space, rear open space and side open space as mentioned in Sub-Rule- (B) to (E) under this rule i.e. Rule- 29. The minimum width prescribed for front open space, rear open space and side open spaces shall be provided along the entire front, rear and side faces of the building respectively. For this purpose, the front of the building shall be that face of the building, which faces the means of access of the building;
- (4) Every open space required to be provided under these rules shall be kept open to sky and no roof, weather shed or cornice more than 600 mm. in width shall overhang or project over the said open space.

(B) Minimum open spaces with respect to buildings for residential use is given in Table : X below —**Table : X**

Height of building	Front open space	Open space on Side-1	Open space on Side-2	Rear open Space
Upto 7.00 m	1.20 m	1.20 m	1.20 m	2.00 m
Above 7.00 m upto 10.00 m	1.20 m	1.20 m	1.20 m	3.00 m
Above 10.00 m upto 12.50 m	1.20 m	1.20 m	1.50 m	3.00 m
Above 12.50 m upto 15.50 m	2.00 m	1.50 m	2.50 m	4.00 m
Above 15.50 m upto 20.00 m	3.50 m	4.00 m	4.00 m	5.00 m
Above 20.00 m upto 25.50 m	5.00 m	5.00 m	5.00 m	6.50 m
Above 25.50 m upto 40.00 m	6.00 m	6.50 m	6.50 m	8.50 m
Above 40.00 m upto 60.00 m	8.00 m	8.00 m	8.00 m	10.00 m
Above 60.00 m upto 80.00 m	10.00 m	15% of the height of building or 11.00 m whichever is less	15% of the height of building or 11.00 m whichever is less	12.00 m
Above 80.00 m	12.00 m	15% of the height of building or 14.00 m whichever is less	15% of the height of building or 14.00 m whichever is less	14.00 m

(C) Minimum open spaces with respect to buildings for Educational use is given in Table : XI below —**Table : XI**

Height of building	Front open space	Open space on Side-1	Open space on Side-2	Rear open Space
Upto 10.00 m for land area upto 500.00 Sq.M.	2.00 m	1.80 m	3.50 m	4.00 m
Upto 10.00 m for land area above 500.00 Sq.M.	3.50 m	3.50 m	4.00 m	4.00 m
Above 10.00 m upto 15.50 m	3.50 m	4.00 m	4.00 m	5.00 m

Height of building	Front open space	Open space on Side-1	Open space on Side-2	Rear open Space
Above 15.50 m upto 20.00 m	5.00 m	5.00 m	5.00 m	6.00 m
Above 20.00 m	20% of the height of building or 6.00 m, whichever is more subject to a maximum of 8.00 m	20% of the height of building or 5.00 m, whichever is more subject to a maximum of 8.00 m.	20% of the height of building or 5.00 m, whichever is more subject to a maximum of 8.00 m	20% of the height of building or 8.00 m, whichever is more subject to a maximum of 11.00 m

- (D) Minimum open spaces with respect to buildings for Institutional, Assembly, Business, Mercantile (Retail), Mercantile (Wholesale), IT & ITES and Mixed uses is given in Table : XII below —

Table : XII

Height of building	Front open space	Open space on Side-1	Open space on Side-2	Rear open Space
Upto 10.00 m for land area upto 500 Sq.M	2.00 m	1.20 m	3.00 m	4.00 m
Upto 10.00 m above 500.00 Sq.M	3.00 m	3.50 m	4.00 m	4.00 m
Above 10.00 m upto 20.00 m	4.00 m	4.00 m	4.00 m	5.00 m
Above 20.00 m upto 25.50 m	5.00 m	5.00 m	5.00 m	6.00 m
Above 25.50 m upto 40.00 m	6.00 m	6.50 m	6.50 m	9.00 m
Above 40.00 m upto 60.00 m	8.00 m	9.00 m	9.00 m	10.00 m
Above 60.00 m upto 80.00 m	10.00 m	15% of the height of building or 11.00 m whichever is less	15% of the height of building or 11.00 m whichever is less	12.00 m
Above 80.00 m	12.00 m	15% of the height of building or 14.00 m whichever is less	15% of the height of building or 14.00 m whichever is less	14.00 m

- (E) Minimum open spaces with respect to Industrial, Storage and Hazardous buildings is given in Table : XIII below —

Table : XIII

Height of building	Front open space	Open space on Side-1	Open space on Side-2	Rear open Space
Up to 12.50 m	5.00 m	4.00 m	4.00 m	4.50 m
Above 12.50 m upto 20.00 m	6.00 m	6.50 m	6.50 m	10.00 m
Above 20.00 m	20% of the height of building or 6.00 m, whichever is more	20% of the height of building or 6.50 m, whichever is more	20% of the height of building or 6.50 m, whichever is more	20% of the height of building or 10.00 m, whichever is more

Note:

- (a) Side-1 of any plot shall always be adjacent to narrower side-2 of adjoining plot; No two narrow sides shall be adjacent.
- (b) Facing a plot from the means of access, the left hand side of the plot shall be treated as side-1 and the right hand side of the plot shall be treated as side-2.

(F) Joint Open Space—

Joint Open Space shall be provided in between two buildings situated in different premises, if the height of one such building exceeds 15.50 m Whether or not both buildings belong to the same owner, as follows :

- 1) If one of the building exceeds 15.50 m in height & the two building does not belong to the same owner:
 - a) 7.00 m – if height of both the buildings exceeds 15.50 m;
 - b) 5.00 m – if height of the other building is more than 12.50 m. but less than 15.50 m;
 - c) 4.00 m – if height of the other building is more than 10.00 m but less than 12.50 m;
 - d) 3.50 m - if height of the other building is more than 7.00 m but less than 10.00 m;
 - e) 3.00 m – if height of the other building does not exceed 7.00 m;
 - f) The above rule shall not be applicable in case the adjoining structure is not exceeding 5.00 m in height;
- 2) (a) In case of multiple blocks of buildings within the same premises, connected or not connected at any level, the open spaces between the two blocks where the lower block exceeds height 15.50 m, 20% of the height of the lower block or 7.00 m whichever is more to be provided subject to maximum of 15.00 m;
- (b) In case of multiple blocks of buildings within the same premises, connected or not connected at any level, the open spaces between the two blocks where the height of the lower block is 15.50 m or below, 20% height of the higher block or 4.00 m whichever is less to be provided subject to maximum of 12.00 m;

Above two provisos will not be applicable -

- i) If no habitable room is falling in the joint open space, minimum width prescribed for vent shaft has to be provided;
- ii) If the overlapping length of 2 blocks facing each other is less than twice the width of the open space between the two blocks, the provisions of this rule shall not be applicable;
- iii) If there is a common floor between the two blocks at a particular level, the height shall be calculated from the upper level of common floor.

(G) Interior open space -

- (1) in case the whole of one side or part of at least two sides of every habitable room is not abutting the front, rear or side open spaces it shall abut an interior open space. Interior open space at ground level shall be called courtyard;
- (2) any room, which is separated only by a verandah from that interior open space, shall be deemed to abut on such interior open space for the purpose of this rule;
- (3) the minimum dimension of any side of every interior open space -
 - (a) at ground level, all sides of which are enclosed by a building or part thereof, shall be 30% of the height of the building, or 3.00 m, whichever is more subject to maximum of 14.00m;
 - (b) at any other level, all sides of which are enclosed by a building or part thereof, the height shall be measured from the said level where interior open space is formed;
- (4) notwithstanding anything contained in Sub-Rule- (3), if all sides of an interior open space are enclosed by a combination of higher and lower blocks of a building, then minimum dimension of such interior open space shall be governed by the height of lower block provided that in no case the covered area of such lower block shall be less than 25% of the total Covered area of the concerned building constituting the interior open space;

- (5) for the purpose of this rule, if any interior open space or courtyard enclosed on three sides by a building or part there use of is meant to serve lighting and ventilation purpose to a part or whole of one side of one or more habitable rooms, then the minimum width of such open space shall be 2.40 m for buildings upto 15.50 m in height; 3.50 m for buildings above 15.50 m upto 25.50 m in height; 5.00 m for buildings above 25.50 m up to 40.00 m height; and 7.00 m for all buildings above 40.00 m in height;

Provided that the depth of such open space shall not exceed twice its width and the same may be reduced to 1.20 m if no habitable room, or balcony attached to the habitable room is facing the interior open space. However, in case the depth of such interior open space is less than the width, the same shall not be considered as interior open space, but be called as "notch" and the same will be permitted without any restriction.

- (6) a ventilation shaft having no access to the same except through one door for service purposes shall not be treated as a courtyard, if the area of such shaft is less than 20 Sq.M.

(H) Exemption related to open space -

- (a) Cornice, chajja or weather shade and all such features related to facade, treatment such as fins, flower boxes, pilasters, column capitals, arches, pediments, trellises, ducts for encasing pipe lines, pipe supports and all such features used to enhance the aesthetic quality of a building (not more than 600 mm) shall be allowed to overhang or project over open spaces.

Provided that such projections shall not be allowed at a height less than 2.50 m over the ground level. Ducts for encasing pipe lines, pipe supports etc: will however be allowed from the ground level without creating obstruction to the movement of vehicles/fire tenders wherever applicable as per rule;

- (b) Sewers and its appurtenances, under-ground water reservoir, septic tank and ramp may be allowed to be constructed in the open spaces upto 500 mm above ground level provided that these do not obstruct vehicular movement;
- (c) Notwithstanding anything contained in Rule-(C), (D), (E) if the front open space is 3.50 m. or more, gate goomty not exceeding a height of 3.00 m and an area of 9.00 Sq.M. for security purposes may be allowed on the said open space. Such goomty shall be so located as not to obstruct vehicular movement from the means of access to the side or rear open spaces and shall be exempted from the provisions of Rules- (C), (D) & (E), one such gate goomty will be allowed for every 2000 Sq.M. of land area;
- (d) In case of residential building only, the projections (overhang) of wardrobes, alcoves, cupboards and shelves shall be permitted at floor level upto 150 mm from the first floor level and above and provided the area of each such cupboard shall not exceed 2.00 Sq.M. per habitable room and shall not exceed 3% of the respective gross floor area of the building of which such cupboards form a part. However in exterior open space this can be extended to 600 mm from first floor onwards for buildings having side open space more than 2.50 m;
- (e) A canopy or canopies and or a porch/porches each not exceeding 15 Sq.M. in area or one percent (1%) of the ground floor area whichever is higher, having a clear width of not less than 2.50 m may be allowed at a minimum clear height of 2.50 m from the ground level provided that requisite space for the movement. of fire tenders is left all round the building unobstructed by such canopies/porches;
- (f) Outdoor type transformer will be allowed to be installed in the mandatory open space provided-
- (i) There will remain after such proposed installation clear minimum open space of 1.20 m from the adjoining boundary line.
 - (ii) While providing such space for transformer, a minimum open space of 4.00 m shall have to be kept to facilitate vehicular movement wherever applicable.

(I) For ventilation shaft

- (i) the width and size shall not be less than as given in Table : XIV of this clause;

- (ii) no projection shall be allowed in the ventilation shaft. For all buildings suitable arrangements for access into the ventilation shaft shall have to be provided for maintenance of service lines;

Table : XIV**Ventilation shaft for kitchen or toilet**

Ht. of Bldg. (in m)	Minimum Size of ventilation shaft (in Sq.M.)	Minimum width of ventilation shaft (in m)
Up to 12.50 m.	2.50	1.20
Above 12.50 m upto 15.50 m	5.00	2.00
Above 15.50 upto 20.00 m	6.00	2.40
Above 20.00 m	9.00	3.00

Combined Ventilation Shaft for Kitchen and Toilet

Ht. of Bldg. (in m)	Minimum Size of ventilation shaft (in Sq.M.)	Minimum width of ventilation shaft (in m)
Up to 12.50	3.00	1.50
Above 12.50 upto 15.50	6.50	2.50
Above 15.50 upto 20.00	8.00	2.75
Above 20.00	9.00	3.00

Provided further that no chajja shall be allowed in any ventilation shaft.

Provided also that no ventilation shaft may be required for fully air-conditioned building or mechanically ventilated toilet, kitchen, bath and water closet.

(J) Green Open Space within a plot –

A part of the total Open Space in a plot shall be maintained as Green Open Space as specified in the Table : XV below —

Table : XV

Plot size	Minimum area of green open space
Upto 1500 Sq.M.	4% of plot area
1 hectare	5% of plot area
10 hectare	8% of plot area
20 hectare	10% of plot area
Above 20 hectares	12% of plot area

Note :

- The minimum area of green open space in between two consecutive slabs of the "Plot Area" shall be calculated on interpolation basis.
- The Green Open Space shall not be paved and shall be so maintained that rain water can percolate underground providing a suitable base vegetation/plantation.
- The provisions contained in West Bengal Trees (Protection and Conservation in non-forest areas) Act, 2006 shall be taken into consideration

30. Minimum parking space within a plot -

- (1) No off-street parking space shall be less than -
 - (a) 12.50 Sq.M. (2.50 m in width and 5.00 m in length) for a motor car, with a minimum head room of 2.20 m if parked in a covered area;
 - (b) 37.50 Sq.M. (3.75 m in width and 10.00 m in length) for a truck and bus with a minimum head room of 4.75 m if parked in a covered area;
- (2) The minimum width of circulation driveway to be provided for adequate manoeuvring of vehicles shall be 4.00 m for cars and 5.00 m for trucks exclusive of parking space referred to in Sub-Rule- (1). However, a projection from a height above 5.50 m from the ground level may be permitted keeping the mandatory open space open to sky as per this rule;
- (3) The parking layout plan shall be so prepared that the parking space for each vehicle becomes directly accessible from driveway or circulation driveway or aisles. However stack car parking arrangement will be allowed in such a way that every car can be moved by shifting not more than one car. Such stack car parking will be allowed only on the ground floor level. Further such stack car parking may be allowed on other floors provided that drive way should be minimum 5.00 m wide;
- (4)
 - (a) For building with different uses, the area of parking space shall be worked out on the basis of respective uses separately and parking space to be provided for the total number of vehicles thus required;
 - (b) In case of a plot containing more than one building, parking requirement for all buildings shall be calculated on the basis of consideration of the area of respective use/uses;
- (5) Notwithstanding anything contained in Sub-Rules- (1), (2), (3) or (4) if the site abuts on a street or means of access which is less than 3.50 m, parking space may not be insisted upon;

A. Parking Space requirements for motor cars -

- (1) The parking space requirements for motor cars in respect of different categories of buildings is given in Table : XVI below:

Table : XVI**Off-street Car Parking Space**

Sl. No.	Occupancy	Car Parking Space Requirement
1.	Residential	(1) Building with single tenement – <ol style="list-style-type: none"> (a) For a building having one tenement of less than 100 Sq.M. in floorarea – no car parking space. (b) For a building having a tenement of 100 Sq.M. or more but less than 200 Sq.M. of floor area – one car parking space. (c) For a building having one tenement of 200 Sq.M. or more of floor area – one car parking space for every 200 Sq.M. (2) Buildings with multiple tenements – <ol style="list-style-type: none"> (A) Tenement with less than 50 Sq.M. of floor area – <ol style="list-style-type: none"> (a) Up to 5 such tenements – no car parking space; (b) For 6 such tenements – one car parking space; (c) For every additional 6 of such tenements – one additional car parking space;

Sl. No.	Occupancy	Car Parking Space Requirement
		<p>(B) Tenement with more than 50 Sq.M. but less than 75 Sq.M. of floor area –</p> <p>(a) Up to 3 such tenements – no parking space;</p> <p>(b) For 4 such tenements – one car parking space;</p> <p>(c) For every additional 4 of such tenements – one additional parking space.</p> <p>(C) Tenement with more than 75 Sq.M. but less than 100 Sq.M. for every two such tenement additional one car parking space.</p> <p>(D) Tenement with more than 100 Sq.M. floor area – one car parking space for 100 Sq.M. and one car parking space for every additional 100 Sq.M.</p> <p>(E) Tenements of different sizes in a building – Car parking space shall be calculated on the basis of each size-group, where no car parking space is necessary under (A), (B), (C) and (D) so, however, that at least one car parking space shall be necessary for more than 300 Sq. M. of the total covered area in the building irrespective of number or sizes of tenements.</p>
II.	Educational	<p>(a) For floor area up to 100 Sq.M. used for administrative purpose – no car parking space.</p> <p>(b) For floor area of more than 100 Sq.M. but less than 400 Sq.M. used for administrative purpose – one car parking space.</p> <p>(c) For floor area of 400 Sq.M. and above used for administrative purpose – one car parking space for every 400 Sq.M.</p> <p>(d) For every new educational building having total covered area of more than 1000 Sq.M., one bus parking space for every 1000 Sq.M. shall be required. This shall be in addition to the car parking space required for the building.</p>
III.	Institutional	<p>(a) For hospitals and other health care institutions run by Government, statutory bodies or local authorities –</p> <p>(i) one car parking space up to 20 beds and one car parking space for every additional 20 beds,</p> <p>(ii) One car parking space for every 100 Sq.M. of floor area where beds are not provided.</p> <p>(b) For hospitals and other health care institutions not run by the Government, statutory bodies or local authorities – one car parking space for every 75 Sq.M. of floor area, subject to a maximum of 500 parking spaces.</p>
IV.	Assembly	<p>(a) For theatres, motion picture houses, city halls, dance halls, skating ring, exhibition halls, town halls, auditorium or similar other halls, or such other places</p> <p>(i) having fixed seating arrangement – one car parking space for every 10 seats,</p> <p>(ii) having no fixed seating arrangements – for every 35 Sq.M. of carpet area, one car parking space.</p>

Sl. No.	Occupancy	Car Parking Space Requirement
		<p>(b) For restaurant, eating houses, bars, clubs, gymkhana – no car parking space shall be necessary up to a total covered area of 20 Sq.M. For carpet area of more than 20 Sq.M., one car parking space for every 35 Sq.M. or part thereof shall be necessary.</p> <p>(c) For hotels and boarding houses –</p> <p>(i) one car parking space for every two (2) guest rooms shall be necessary for star hotels.</p> <p>(ii) One car parking space for every four (4) guest rooms or part thereof shall be necessary for other hotels and boarding houses.</p> <p>(iii) Additional car parking space for areas, to be used as restaurant, dinning, hall, shopping halls, seminar halls, banquet halls and other purposes – one car parking space for every 35 Sq.M. of carpet area or part thereof shall be necessary.</p> <p>(d) For other assembly buildings like place of worship, gymnasium sports stadium, railway or by passenger station, airport terminal or any other places where people congregate or gather – requirement of parking space shall be determined by the Building Committee.</p>
V.	Business & IT/ITES business buildings	<p>(a) For floor area up to 1500 Sq.M. – one car parking space for every 50 Sq.M. of carpet area.</p> <p>(b) For floor area above 1500 Sq.M. but up to 5000 Sq.M. in addition to the number of car parking spaces as required in terms of clause (a) above, additional one car parking space for every 75 Sq.M. of carpet area beyond 1500 Sq.M. of floor area.</p> <p>(c) For floor area above 5000 Sq.M. – in addition to the number of car parking spaces required in clause (a) and (b) above, additional one car parking space for every 100 Sq.M. of carpet area beyond 5000 Sq.M.</p>
VI.	Mercantile (Retail)	<p>(a) For carpet area up to 25 Sq.M. – no car parking space.</p> <p>(b) For carpet area above 25 Sq.M. – one car parking space for every 35 Sq.M.</p>
VII.	Industrial or Storage or Hazardous or Mercantile (Wholesale)	<p>(a) For floor area up to 200 Sq.M. – no car parking space.</p> <p>(b) For floor area above 200 Sq.M. – one car parking space for every 200 Sq.M. and one truck parking space for every 1000 Sq.M. subject to a minimum of one truck parking space.</p> <p>(c) In no case the required car parking space shall exceed 50 and the required truck parking space shall exceed 50.</p>

- (2) Multilevel mechanical parking shall only be allowed on the open spaces without encroaching the statutory open spaces. The no of cars so parked shall not be more than 15% of the car parking requirement as stipulated in Sub-Rule- (1) subject to approval of the Building Committee.

B. Parking spaces to be distinct -

The mandatory open spaces required and driveway shall not be treated as parking space for the purpose of these rules. However, open car parking may be allowed on the mandatory open space, provided that a clear driveway of 5 .00 m width is maintained.

31. Fire protection and exit requirements —**A) Definitions —**

In this chapter, unless the context otherwise requires, -

- (a) "exit" means passage, channel or means of egress from any place of occupancy in a building to a place of safety through an escape route which includes a room exit, protected corridor, lobby, enclosed staircase or ramp leading to a final exit,
- (b) "final exit" means an exit from a building to an open place at ground level,
- (c) "travel distance" means the distance to be travelled from any point in a building to either vertical or horizontal escape route, or external escape route, or final exit.

B) Fire Protection —

Every building for residential uses of 15.5 m and above in height, and buildings of other uses and buildings with basement shall be provided with adequate means of exit and all arrangement for protection in case of fire.

C) General exit requirements—

- (1) The following general requirement shall apply to all exits:
 - (a) exit may be both horizontal and vertical and shall be free from any obstruction,
 - (b) no building shall be altered so as to reduce the number, width or protection of exits to less than what is required under these rules,
 - (c) exits shall be clearly visible and routes to reach exit shall be clearly marked,
 - (d) all exits shall be properly illuminated,
 - (e) fire fighting equipments shall, where provided along exits, be suitably located and clearly marked so as not to obstruct the exit way and there shall be clear indication about its location from either side of the exit,
 - (f) alarm devices shall be installed to ensure prompt evacuation through exits,
 - (g) all exits shall provide continuous means of egress to the exterior of a building or to an exterior open space of the premises leading to a street or means of access,
 - (h) exits shall be so arranged that they may be reached without passing through another occupied unit.
- (2) An exit shall be a door-way of a room, corridor, passage-way to staircase, ramp or a verandah or terrace which has access to the street or to the roof of a building. An exit may also include a horizontal exit leading to an adjoining building at the same level.
- (3) Lifts and escalators shall not be considered as exits. However, if the lift lobby and shaft is recommended as per requirement of West Bengal Fire Services Act, 1950 read with West Bengal Fire Services (Fire Prevention and Fire Safety) Rules, 1996 it may be considered as fire escape route.
- (4) All basements shall have a minimum of two exits. Ramps to the basement shall also be considered as exits.

D) Arrangements of exits —

- (1) Exits shall be so located that the travel distance shall not exceed :
 - (a) 22.50 m, in the case of a residential building or an educational building or an institutional building,
 - (b) 30.00 m, in the case of an assembly building or a business building or a mercantile building or an industrial building or a storage building.

- (2) For floors with sprinklers which are not part of the requirements for that floor and occupancy, the travel distance in Sub-Rule- (1) may be increased by 50 %, of the distance preserved in clause (a) and (b) of Sub- Rule- (1) of this rule.
- (3) The travel distance to an exit from the dead end of a corridor shall not exceed half the distance specified in Sub-Rule- (1), except in an educational building or an assembly building or an institutional building in which case it shall not exceed 6.00 m.
- (4) Whenever more than one exit is required for any room space or floor of a non residential building. exits shall be placed as remote from each other as possible and shall be arranged to provide direct access in separate directions from any point in the area served.

E) Requirements regarding staircases —

All buildings referred to in Rule- 31(B) shall be provided with such number of staircases as the Sanctioning Authority may require. Under no circumstances, the number of staircases shall be less than two in the case of a building of more than 20.00 m in height and one of them being on the external face of the building and shall be enclosed type as per requirement of West Bengal Fire Services Act, 1950 read with West Bengal Fire Services (Fire Prevention and Fire Safety) Rules, 1996. In case the staircase or staircases are not facing external surface of the building or not having ventilation shaft, mechanical ventilation shall be provided, if required.

F) Minimum width provisions —

The following provisions for minimum width shall be made :—

Table : XVII

Category of Building	Height of the Building, (in meter)	Width of the Stairway (in meter)	No. of Staircase
Residential	Above 7.00	1.00	1
	Above 7.00 and Up to 10.00	1.20	1
	Above 10.00 and Up to 12.50	1.35	1
	Above 12.50 and Up to 15.50	1.35	1
	Above 15.50 and Up to 20.00	1.25	2
	Above 20.00 and Up to 25.50	1.25	2
	Above 25.50 and Up to 40.00	1.25	2
	40.00 and above	1.50	2

However, for residential building not having more than three tenements or 500 Sq.M. per floor (whichever is less) one staircase of width 1.50 m may be permitted upto a building height of 20.00 m. If in any case, the floor area or the number of tenements exceed the above value, the number of staircases should be increased as per the prescribed Table : XVII above,

Table : XVIII

Category of Building	Area per floor (in Sq.M.)	Width of the stairway (in meter)	Min. No. of staircase (up to 12.50 m ht.)	Min. No. of staircase (above 12.50 m ht.)
Educational	Up to 500	1.50	1	2
	Above 500	1.80	2	2
Assembly	Up to 500	1.50	1	2
	Above 500	2.00	2	2

Category of Building	Area per floor (in Sq.M.)	Width of the stairway (in meter)	Min. No. of staircase (up to 12.50 m ht.)	Min. No. of staircase (above 12.50 m ht.)
Institutional	Up to 500	1.50	1	2
	Above 500	2.00	2	2
Business & IT & ITES	Up to 500	1.50	1	2
	Above 500	1.50	2	2
Mercantile (retail)	Up to 500	1.80	2	2
	Above 500	2.00	2	2

- i) Buildings for marriage halls, banquet halls, multipurpose hall etc. shall have at least two staircases having minimum width of 1.50 m for any height and floor area;
- ii) Buildings for Mercantile (wholesale), Hazardous, Industrial and Storage will be guided by NBCI and/or recommendation of West Bengal Fire & Emergency Services and/or Building Committee.

Minimum width provision for passage and corridors

Table : XIX

Category of passage or corridor	Minimum width (in meter)
Passage connecting vertical exit and the tenement or units	Not less than the width of each stairway as specified in previous tables
Passage within an apartment	1.00
Passage giving access to shops in a mercantile building –	
a) shops on one side only	2.00
b) shops on both side	3.00
Passage in a business building	2.50

G) Other requirements

In respect of matters relating to the fire prevention and fire protection, for which provisions have not been made in this chapter, the provisions of the latest edition of the National Building Code of India and latest edition of the National Electrical Code and B.I.S. code shall apply.

H) Consultation with the Director of Fire Services before granting permission to erect a building —

No permission for the erection, addition to or alteration of, any building other than a residential building of less than fifteen and a half meters in height or a building with basement shall be granted unless the Sanctioning Authority in consultation with the Director of Fire Services of the Government of West Bengal or any officer specially empowered by the Director for this purpose is satisfied about the provisions of means of exits and about the arrangements for protection against fire proposed for the building in terms of West Bengal Fire Services Act, 1950, read with West Bengal Fire Services (Fire Prevention and Fire Safety) Rules, 1996.

Chapter - III

32. Structural design –

- (1) the structural design shall be in accordance with IS : 1893 – 1984, IS : 13920 – 1993, IS : 13828 – 1993, IS : 13827 – 1993, IS : 13935 – 1993, IS : 4326 – 1993 and IS : 1893 (Part – I) – 2002 given in Annexure – A including the Indian Standards for earthquake protection of buildings;

Note : whenever an Indian Standard or National Building Code is referred to, the latest provision in the Standard should be adhered to.

- (2) all materials and workmanship shall be of good quality conforming to the accepted standards of the Public Works Department of the Government of West Bengal or Indian Standard Specifications as included in the National Building Code of India.

33. Building and plumbing services —

- (1) Building Services :—

- (a) the planning design and installation of electrical fittings, air-conditioning and heating work, installation of lifts and escalators shall be carried out in accordance with the provisions of the National Building Code of India. For electrical aspects of building services, the provisions of the National Electrical Code shall apply;
- (b) the number of type of lifts to be provided in different buildings shall be as specified in the National Building Code of India.

- (2) Plumbing Services :—

- (a) only the domestic water from Bath, Water Closet and Kitchen shall be led to the community sewerage system wherever applicable;
- (b) rain and storm water from roof – top and Yard washing shall be connected to the drainage system or waste water recycling system or water harvesting system where provided;
- (c) the house connection pipes projecting from adjoining sewer manhole are the properties of the Sanctioning Authority wherever applicable and shall not be interfered with or connected to the internal sewerage line of the plot without the written permission of the Sanctioning Authority;
- (d) the internal sewer system shall be connected to the house connection pipe of the main sewer line only through a master trap of approved design and quality;
- (3) the planning design, construction and installation of water supply, drainage and sanitation and gas supply system shall be in accordance with the provisions of water supply, drainage and sanitation, gas supply and/or plumbing services, of the National Building Code of India;
- (4) the Sanctioning Authority or any officer authorised by it may, at all reasonable time, normally between sunrise and sunset, enter into or upon any premises for inspection of sewer lines, manholes and allied connections and cleaning or maintenance of the same, as necessary;
- (5) construction of dug-well or tube-well while erection of building is taking place is not permitted without written approval of the Sanctioning Authority or the Competent Authority.

34. Exemption of sanction fees —

Building sanction fee may be exempted up to the extent of 5% of sanction fee for any philanthropic institution, whose activities are concerned with research and development or erecting building exclusively for welfare or charitable purpose only and no profit is accrued. The amount will be reimbursed after three years from the date of occupancy on satisfactory operation of work. The audit report to that effect shall be submitted by the owner of land.

35. Environmental consideration during erection of building –

- (1) in order to keep safe and sustainable environment, all owners of the plots have to maintain the smooth functioning of building and plumbing services, smooth drainage system etc. Moreover, they are also encouraged to accommodate innovative environmental arrangements as stated below to keep environment more ecologically friendly.
- (2) the NOC fees shall be reduced by 2% for each of the four arrangements mentioned below. These shall be reimbursed after three years by the Sanctioning Authority, from the date of occupancy, of successful running of the arrangements. The audit report for each of the four items will be submitted by the owner duly prepared and signed by concerned experts as mentioned:-
 - (a) rain water harvesting, consisting storing, treating and use of rain water accumulated in roof, pathway, garden, which amounts not less than 10% of the total water consumption of the users annually of the said plot to be vetted by concerned expert;
 - (b) alternative sources of energy like solar energy and other which reduces not less than 30% of the average energy consumption (vetted by energy expert) by the users of the plot;
 - (c) solar passive Architecture, which reduces the load on conventional energy consumption (vetted by energy expert) as well as increases the building efficiency in lighting, ventilation;
 - (d) use of fly ash bricks, aggregates (at least 50 % of total quantity of brick used for the project) etc. to be vetted by the Sanctioning Authority.
- (3) in order to keep safe and sustainable environment, all owners of the plots having an area of more than 2 acres will have to provide Rain Water Harvesting as stated in Sub-Rule- 2(a) of this rule.
- (4) provision for use of solar energy in the form of solar heater and/or solar photo cells shall be included in building plans in case of any new building whose height is to exceed 15.50 m or expansion of any existing building if its height is to exceed 15.50 m.

36. Basement —

- (1) Subject to provisions of the West Bengal Town and Country (Planning and Development) Act, 1979 a basement may be constructed under any building subject to conformity with the relevant rules;
- (2) a basement may be put to any of the following uses -
 - (a) as a parking space;
 - (b) as an air-conditioning plant room or room for other machines used for any building service or for other purposes;
 - (c) as a storage space for household or other goods of non-flammable nature;
 - (d) as a strong room or as a bank cellar;
 - (e) as a dark room;
 - (f) as a stack room in any library;
 - (g) for the purposes of a business building or mercantile building (retail) or an assembly building, if it is air-conditioned and the top of the basement is at least 1.00 m above ground level, provided the fire safety norms as per National Building Code of India are complied with;
- (3) Outer walls of a basement may be extended below ground level upto a maximum of 5.00 m from the property line only for one level of basement for use of parking only. In case of more than one basement is required, the depth of the basement shall not exceed the distance between boundary line and outer periphery of basement in all sides;

- (4) No basement or portion thereof shall be used for residential purpose;
- (5) Every basement shall —
- (a) in every part be at least 2.10 m. in height from the floor or the underside of the beam or false ceiling;
 - (b) have adequate arrangement so that surface drainage does not enter the basement, and have adequate arrangement for pumping out water, if necessary, by providing "Sump pit" or similar system;
 - (c) have water-tight walls and floors which shall be so designed that the effect of the surrounding soil and moisture, if any, is taken into account in design and adequate damp-proofing treatment is given;
 - (d) in case the parking area in the basement is less than 1000 Sq.M., only one ramp will be required. In case the parking area in the basement is more than 1000 Sq.M. at least two ramps should be provided. Width of each ramp shall not be less than 4.0 m. and the slope shall not be steeper than one vertical to six horizontal and the distance between the ramps shall be such as may be approved by the Sanctioning Authority;
 - (e) If the basement is not used for car parking purposes, ramps will not have to be provided. In such cases, at least two staircases of minimum width as per use group shall have to be provided and such staircase shall be enclosed type;
 - (f) in the case of a basement being used for a purpose as referred to Sub-Rule- (2) of this rule, the same must have sufficient numbers of access ways and exit ways so that the maximum travel distance is not more than 22.50 m from any point,
 - (g) have adequate ventilation as required for any occupancy or use group under these rules -
Provided that any deficiency may be met by providing adequate mechanical ventilation in the form of blowers and exhaust fans,
 - (h) comply with the requirements of the West Bengal Fire Services Act, 1950, Fire Prevention and Safety Rules, 1996, and provisions laid down in National Building Code, as amended from time to time.

37. Requirements of parts of buildings —

A) Plinth:

- (1) The plinth or any part of a building or any accessory building shall be so located with respect to the crest of the road level that adequate drainage of the site is assured and in no case it shall be at a height less than 600 mm;
- (2) Garage and parking space shall be raised at least 150 mm above the level of the highest crest of the road of the nearest street and shall be satisfactorily drained;
- (3) Every inner courtyard shall be raised at least 300 mm. above the level of the highest crest of the road of the nearest street and shall be satisfactorily drained;

B) Habitable Room:

- (1) no habitable room shall have a floor area of less than 6.00 Sq.M.;
- (2) no habitable room shall have a width of less than 2.40 m;
- (3) no habitable room shall have a height less than 2.90 m measured from the surface of the floor to the lowest point of the ceiling or the underside of any slab;
- (4) all rooms in any building irrespective of their use-group used for human habitation shall comply with Sub-Rules- (1), (2) and (3);
- (5) in the case of any air-conditioned building, the height of any habitable room shall not be less than 2.40 m. measured from the surface of the floor to the underside of any slab or false ceiling as the case may be —

Provided that in case of any pitched roof, the average height shall not be less than 2.75 m and the minimum height at eaves level shall not be less than 2.10 m.

C) Kitchen:

- (1) no kitchen shall have a floor area of less than 4.50 Sq.M. and width of less than 1.50 m;
Provided that if any kitchen is to be used for eating purposes also, such floor area shall not be less than 9.50 Sq.M. and the width shall not be less than 2.40 m;
- (2) no kitchen shall have a height less than 2.50 m measured from the surface of a floor to the lowest point in the ceiling or the underside of any slab except for the portion to accommodate any floor trap for any upper floor;
- (3) every room to be used as a kitchen shall have-
 - (a) unless separately provided with a pantry, an area meant for the washing of kitchen utensils which shall lead directly or through a sink to a grated and trapped connection to any waste pipe;
 - (b) an impermeable floor;
 - (c) a window not less than 1.00 Sq.M. in the area opening directly to an interior or exterior open space or into any shaft;
 - (d) a flue duct, if necessary.

D) Pantry:

- (1) no pantry shall have a floor area of less than 3.00 Sq.M. and width of less than 1.40 m;
- (2) every pantry shall have —
 - (a) a means of the washing of kitchen utensils, if not provided in the kitchen, which shall lead directly or through a sink to grated and trapped connection to any waste pipe;
 - (b) an impermeable floor.

E) Bathroom and water closet :

- (1) no bathroom shall have a floor area of less than 1.80 Sq.M., a width less than 1.20 m and height less than 2.10 m measured from the surface of a floor to the lowest point of the ceiling or the underside of any slab —
Provided that it is a combined bathroom and a water closet, such floor area shall not be less than 2.60 Sq.M.;
- (2) No water closet shall have a floor area of less than 1.20 Sq.M. and a width less than 1.00 m;
- (3) Every bathroom or water closet shall -
 - (a) be so situated that at least one of its walls shall face an interior open space or exterior open space or shaft and shall have an opening in the form at a window or ventilator or louvre not less than 0.40 Sq.M. in area;
 - (b) not be directly over any room other than a latrine or water closet or washing place or a bathroom or a terrace unless it has a water tight floor;
 - (c) have the platform of seat made of water tight non-absorbent materials;
 - (d) be enclosed by walls or partitions and the surface of every such wall or partition shall be finished with a smooth impervious material to a height of not less than 1.00 meter above the floor of such a room;
 - (e) be provided with a door completely closing the entrance to it, and
 - (f) be provided with an impervious floor sloping towards any drain with a suitable gradient;

- (4) no room containing any water closet shall be used for any purpose except as a lavatory and no such room shall open directly into any kitchen or cooking space or pantry by a door, window or other opening.

F) Lifts:

- (1) lifts shall conform to the following provisions and the provisions of the latest edition of the National Building Code of India —
 - (i) at least one lift shall be provided in every building more than 12.50 m in height;
 - (ii) in the case of buildings more than 20.00 m in height, and 1000 Sq.M. of floor area for each floor at least two lifts shall be provided;
 - (iii) in the case of a proposal to add one additional floor to an existing building having a lift, it will not be necessary to raise the existing lift to the additional floor;
- (2) subject to the above, the number, type and capacity of lift shall satisfy the requirements of the National Building Code of India.

G) Loft :

- (1) a loft may be permitted in buildings of all use-groups;
- (2) the area of any such loft shall be restricted to 25% of the area of the floor of any room (other than an inhabited room) provided that 100% of the area may be covered over any corridor;
- (3) minimum clear height between any loft and ceiling shall be 700 mm and the clear height below the loft shall not be less than 2.10 m subject to a maximum depth of 1.50 m.

H) Ledge or Tand :

- (1) a ledge or tand in habitable room shall not cover more than 15% of the floor on which it is constructed and shall not interfere with the ventilation of the room under any circumstances;
- (2) the ledge shall be provided at a minimum height of 2.10 m from floor level;
- (3) the maximum width of any ledge or tand shall be 600 mm.

I) Mezzanine floor:

- (1) a mezzanine floor may be permitted to be used for any purpose provided the use conforms to the relevant rules;
- (2) a mezzanine floor may be permitted over a habitable room provided that -
 - (a) it conforms to any standard for a habitable room as regards lighting and ventilation;
 - (b) it is so constructed not to interfere under any circumstances with the ventilation of the space over and under it;
 - (c) such mezzanine floor is not subdivided into smaller compartments;
 - (d) such mezzanine floor or any part of it shall not be used as a kitchen, and
 - (e) in no case a mezzanine floor shall be subdivided so as to make it liable to be converted into unventilated compartments;
- (3) an area up to 15% of the floor area subject to maximum of 100 Sq.M. on the particular floor shall be permitted for construction of mezzanine floor;
- (4) the height of any mezzanine floor shall not be less than 2.20 m from floor level to the ceiling or underside of a slab.

J) Service Floor :

one service floor having maximum clear height of minimum 1.8m. and maximum 2.7m. may be allowed between any two floors for plumbing, electrical and other utility services in case of buildings, other than for residential use, unless it is more than 60mt. high.

K) Store Room :

no store room in any residential building shall have a floor area less than 1.50 Sq.M. and a height less than 2.10 m.

L) Parking Space :

- (1) no parking space shall be less than 2.50 m by 5.00 m;
- (2) the minimum head room in a garage shall be 2.10 m and floor level of the garage at ground floor must not be lower than ground level;
- (3) the size of any garage where more than one motor car is parked shall be calculated on basis of the number of vehicles in accordance with the provisions of Rule- 30.

M) Roof :

- (1) the roof of a building-shall be so constructed or framed as to permit effectual drainage of the rain-water therefrom by means of sufficient rain water pipes of adequate size, wherever required, so arranged, joined and fixed as to ensure that the rain water is carried away from the building without causing dampness in any part of the walls or foundations of the building or those of an adjacent building;
- (2) the Sanctioning Authority may require rain-water pipes to be connected to a drain or sewer through a covered channel formed beneath any street to connect the rain-water pipe to a road gutter or in any other approved manner and/or rain water harvesting system;
- (3) rain-water pipes shall be affixed to the outside of the walls or through pipe shaft of the building or in recesses or chases cut or formed in such walls or in such other manner as may be approved by the Sanctioning Authority;
- (4) every terrace on the/topmost storey of any building shall have a common access and shall not be subdivided.

N) Chimney :

- (1) any chimney shall conform to the requirements of the least version of IS:1645-1960 code of practice for the fire safety of buildings (general), chimneys, flues, flue pipes and hearths;
- (2) any chimney shall be built at least 900 mm above any roof
provided that the top of any chimney shall not be below the top of any adjacent wall and in the case of a sloping roof, the top of the chimney shall not be 600 mm above the ridge of the roof in which the chimney penetrates.

O) Parapet :

a parapet and guardrails shall be provided on the edge of any roof terrace or balcony and it shall not be more than 1.50 m in height on average.

P) Lighting and ventilation of rooms :

- (1) every habitable room, kitchen, staircase and bathroom or water closet shall have, for the admission of light and air, one or more apertures, such as windows, glazed doors, fans and lights, opening directly to the external wall or into an open verandah;
- (2) in any case where light and ventilation requirement are not met through day lighting and natural ventilation the same shall be ensured through artificial lighting and mechanical ventilation, as per the latest provision of building services of the latest edition of the National Building Code of India —
provided in no case, the minimum aggregate area of the openings of habitable rooms and kitchen, excluding doors, shall not be less than one-tenth of the floor area.

38. Miscellaneous —

- (1) the construction of advertising signs and outdoor display structures shall be in accordance with the provisions of Signs and Outdoor Display Structure of the provisions of the National Building Code of India, and orders issued by the New Town Kolkata Development Authority from time to time;
- (2) every building shall display, in a prominent place on the front side, the premises number and the road or street name or number as assigned to it by the Sanctioning Authority and/or the New Town Kolkata Development Authority and/or the Planning Authority, so as to be conveniently visible from the road or street as per the specifications laid down by the Sanctioning Authority and/or the New Town Kolkata Development Authority and/or the Planning Authority;
- (3) all construction materials shall be stored within the plot. As soon as the construction of any building is completed, all rubbish, refuse or debris of any description shall be removed to the satisfaction of the New Town Kolkata Development Authority by the owner from the site or sites on which erection of building have taken place or from any adjoining land which may have been used for deposition of materials or debris;
- (4) all buildings in plot sizes of 1.00 acre or more, shall have close circuit television facilities along with security alarm for safety and security reasons. Such installations whether provided will be checked before issuance of occupancy/partial occupancy certificates.

39. Boundary wall or compound wall and compound gate —

- (1) except with the special permission of the Sanctioning Authority and/or the New Town Kolkata Development Authority, the maximum height of the compound wall shall not be 1.50 meter above the centre line of the means of access. Compound wall up to 2.40 meter height may be permitted if the top 0.90 meter is of open type constructions;
provided further that the height of compound walls for jails, electric sub-stations, transformer stations, sanatorium, hospitals, workshops, factories, storage buildings, army institutions etc. shall be as per their own norms or subject to approval of the New Town Kolkata Development Authority;
provided further that the height of the compound wall of the buildings mentioned hereinabove provision may be permitted upto 2.40 meter;
- (2) for project, which requires 'No Objection Certificate' from the Directorate of the Fire and Emergency Service, the width and height of the access gates into the premises shall not be less than 4.50 meter and 5.00 meter respectively abutting means of access.

40. Master plan of plots —

- (a) in case of plots above 1.00 hectare in area Master Plan for the entire plot shall be submitted for approval to the Sanctioning Authority. Building plans for the entire plot or a part of it will be submitted for sanction on approval of the Master plan;
- (b) master plan shall contain —
 - (i) layout of the plot showing —
 - (a) building outline,
 - (b) basement boundary,
 - (c) internal roads and their connectivity with means of access,
 - (d) marginal open spaces,
 - (e) green open spaces,
 - (ii) arrangement for water supply, sewerage and drainage for the plot;
 - (iii) written statement indicating height of each building, total floor area, FAR and ground coverage.

41. Gift of land to the Sanctioning Authority —

- (1) transfer of open space shall be solely at the discretion of the Sanctioning Authority;
- (2) where any plan for the erection of a building on any plot or for addition for any existing building has been sanctioned taking into account the extent of open space on such plot as shown in the plan, and the 'Floor Area Ratio' allowable therefore under these rules and the whole of such open space or any part thereof has been transferred, then -
 - (a) if the transfer takes place before the commencement of the erection of the building or the execution of the work of such addition or alteration, such erection or such addition or alteration shall not be undertaken until a fresh plan on the basis of the area of the open space after the transfer is submitted and sanctioned under these rules;
 - (b) if such transfer takes place during such erection or addition or alteration, the work of such erection or such addition or alteration shall not be proceeded with until a revised plan showing the extent of the open space on the basis of which the 'Floor Area Ratio' may be allowed, is submitted and sanctioned under these rules;
 - (c) if such transfer takes place at any time after completion of such erection or such addition or alteration -
 - (i) the completion certificate if not already granted, shall not be granted by sanctioning authority and
 - (ii) such portion of the building or the addition or alteration as is not allowable under these rules because of such transfer, shall be demolished by Sanctioning Authority and
 - (iii) the extent of the building or such addition or alteration and the portion thereof which shall be demolished, shall be determined by the Sanctioning Authority:
provided that no action under this sub-clause shall be taken by competent authority without giving owner and the persons likely to be affected thereby a reasonable opportunity of being heard.

42. Linking of two blocks —

Notwithstanding anything contained in Rule- 29 for two adjacent blocks in same premises, gangways between these two buildings may be permitted at any level subject to the condition that it does not obstruct movement of vehicles or fire vehicles, as the case may be, the minimum width of the gangway being not less than that of a stairway and not exceeding 3.00 meter at any place.

43. Provision for Sewage treatment plant —

Unless otherwise permitted by the New Town Kolkata Development Authority for all categories of project covered under this chapter there should be provision of sewage treatment plant to bring down the effluent levels to the permissible limits as per prescribed stipulations of West Bengal Pollution Control Board.

44. Buildings at corners of streets —

- (1) Notwithstanding the provisions of this rule made there under or of any other law in force for the time being, the New Town Kolkata Development Authority may, in the case of any building which is intended to be erected at the corner of two streets -
 - (a) refuse sanction for such reasons as may be recorded in writing, or
 - (b) impose restrictions on its use, or
 - (c) place special condition concerning exit to or entry from any street, or
 - (d) require it to be rounded off or splayed or cut off to such height and to such extent as the New Town Kolkata Development Authority may determine, or
 - (e) acquire such portion of the site at the corner as the said authority may consider necessary for public convenience or amenity;provided that no such action shall be taken without any scrutiny of such case by the Building Committee and without prior approval of the Planning Authority in accordance with the provisions of this rule;

- (2) the New Town Kolkata Development Authority may, by a written order, require any alteration corresponding to any of the conditions in clauses (b) to (e) of Sub-Rule-(1) to be made to any building completed before the commencement of this rule.

45. Relaxation of rules — Notwithstanding anything contained in this rules, the State Government may, in appropriate cases, relax, by order, any provision of these rules.

46. Sanction or provisional sanction accorded under misrepresentation —

If, at any time after the communication of sanction or provisional sanction to the erection of any building or the execution of any work, the Sanctioning Authority is satisfied that such sanction or provisional sanction was accorded in consequence of any material misrepresentation or any fraudulent statement in the notice given, it may, by order in writing, cancel, for reasons to be recorded, such sanction or provisional sanction, and any building or any work commenced, erected or executed shall be deemed to have been commenced, erected or executed without such sanction and shall be dealt with under the provisions of this chapter;

provided that before making any such order, the Sanctioning Authority shall give a reasonable opportunity to the person affected as to why such order should not be made.

47. Constitution of Building Committee —

- (1) the Newtown Kolkata Development Authority shall constitute the Building Committee and its Chairman & Convenor in consultation with Urban Development Department, Government of West Bengal;
- (2) the Committee shall have, in addition to the Chairman and the Convener, nine other members of whom -
 - (a) one shall be a nominee of the Kolkata Metropolitan Development Authority;
 - (b) one shall be a nominee of the West Bengal Police;
 - (c) one shall be the Director of the West Bengal Fire Services (or his nominees);
 - (d) one shall be a nominee of the State Government;
 - (e) one shall be an architect of repute to be selected in consultation with the Council of Architecture constituted under Section 3 of the Architects Act 1972 (20 of 1972);
 - (f) one shall be a Town Planner of repute to be selected in consultation with the Institute of Town Planners of India;
 - (g) one shall be a nominee of the Department of Environment, Government of West Bengal;
 - (h) one shall be nominee of HIDCO and
 - (i) one shall be nominee of NKDA.
- (3) the Committee may co-opt one person to be nominated by the concerned department of Government while dealing with any case regarding educational building or institutional building or assembly building or industrial building or hazardous building;
- (4) No act or proceeding of the Committee shall be called into question on the ground of the existence of any vacancy in, or any defect in the constitution of the Committee.

Schedule - I

Schedule of Mouzas either in full or in part falling within the Planning Area of New Town

(1) SI No	(2) Name of Police Station, District	(3) Name of Mouzas under the Planning Area of New Town	(4) JL No.	(5) Remarks ('p' means part)
01.	Rajarhat, North 24- Parganas	1.Raigachhi (Full) N.B. - R.S. plot nos. 955, 954, 952, 951 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.	12	Excluding the following Revisional Settlement plot nos. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 937 reading clockwise 937, 936, 935, 944, 945, 946, 947, 961, 960, 1022, 1021, 1039, 1038, 1037, 1036, 1031, 1032, 1033, 1034, 1035, 1039, 1040, 1041, 1042, 1048, 1047, 1049, 1052, 1053, 1054, 1055, 1187, 1188, 1393, 1395, 1399, 1400, 1401, 1402, 1403, 1404, 1409, 1410, 1375, 1373, 1411, 1415, 1416, 1418, 1419, 1420, 1421, 1422, 1423, 1424, 1425, 1426, 1427, 1489, 1532, 1531, 1530, 1529, 1528, 1527, 1526, 1524, 1523, 1520, 1519, 1513, 1516, 1508, 1507, 1506, 1505, 1504, 1503, 1453, 1454, 1452, 1450, 1449, 1448, 1447, 1446, 1445, 1324, 1323, 1322, 1321, 1533, 1312, 1311, 1310, 1308, 1307, 1304, 1300, 1299, 1298, 1289, 1288, 1287, 1286, 1284, 1280, 1279, 1278, 1277, 1275, 1276, 979, 978, 977, 975, 974, 973, 972, 971, 941, 940, 939, 938, 937, 955(p), 954(p), 952(p), 951(p).
	Rajarhat, North 24- Parganas	2.Recjuani (Full) N.B. - R.S. plot nos. 2255, 4991, are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area	13	Excluding the following Revisional Settlement plot nos. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 2081 reading clockwise 2081, 2078, 2077, 2075, 2070, 2068, 2172, 2173, 2170, 2183, 2207, 2206, 2205, 2217, 2220, 2221, 2219, 2218, 2888, 2886, 2350, 2355, 2356, 2363, 2364, 2366, 2367, 2326, 2325, 2322, 2321, 2319, 2318, 2305, 2304, 2303, 2297, 2294, 2299, 2300, 2284, 2276, 2433, 2463, 2468, 2467, 2472, 2480, 2479, 2478, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2501, 2502, 2503, 2507, 2508, 2512, 2513, 2514, 2515, 2522, 2523, 2524, 2525, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2549, 2550, 2578, 2579, 2588, 2589, 2590, 2591, 2706, 2707, 2709, 2711, 2779, 2780, 2781, 3620, 3621, 3623, 3624, 3625, 3626, 3627, 3649, 3650, 3647, 3643, 3642, 3551, 3550, 3546, 3545, 3542, 3541, 3536, 3480, 3479, 3478, 3476, 3474, 3473, 3472, 3471, 3470, 3469, 3456, 3428, 3424, 3423, 3406, 3405, 3400, 3399, 3398, 3397, 3396, 3395, 3381, 3390, 3391, 3402, 3370, 3403, 3366, 3363, 3357, 3358, 3356, 3161, 3160, 3158, 3156, 3145, 3144, 3143, 3134, 3133, 3132, 3130, 3129, 3125, 3124, 3121, 3120, 3119, 3118, 3117, 3183, 3197, 3196, 3201, 3202, 3205, 3204, 3207, 3220, 3223, 3238, 3239, 3240, 3245, 3248, 3249, 3250, 3253, 3018, 3022, 3023, 3025, 3026, 3027, 3028, 3017, 2999, 2969, 2971, 2950, 2960, 2959, 2958, 2061, 2057, 2066, 2055, 2073, 2074, 2071, 2075, 2076, 2255(p), 2081. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 4001 reading clockwise 4001, 4002, 4003, 4004, 4005, 4006, 4059, 4060, 4058, 4054, 4053, 5096*, 4052, 4072, 4075, 4076, 4077, 4078, 4297, 4296, 4292, 4293, 4287, 4330, 4256, 4248, 4247, 4331, 4333, 4337, 4336, 4363, 4364, 4365, 4427, 4428, 4432, 4433, 4435, 4444, 4442, 4440, 4903, 4913, 4012, 4911, 4910, 4909, 4953, 4952, 4948, 4947, 4941, 4967, 4968, 4937, 4973, 4964, 4976, 4982, 4984, 4995, 5010, 5011, 5012, 5020, 5022, 5044, 5092, 5088, 5087, 5086, 5084, 5083, 5095, 5073, 5072, 4775, 4766, 4765, 4763, 4762, 4761, 4760, 4750, 4749, 4714, 4713, 4712, 4711, 4710, 4709, 4708, 4707, 4706, 4704, 4703, 4702, 4700, 4699, 4696, 4695, 4694, 4693, 4630, 4629, 4628, 4627, 4626, 4622, 4621, 4620, 4617, 4619, 4614, 4610, 4609, 4608, 4580, 4579, 4549, 4548, 4547, 4546, 4545, 4540, 4538, 4537, 4536, 4535, 4532, 4518, 4024, 4023, 4021, 4991(p), 4001.

				<p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 5301 reading clockwise</p> <p>5301, 5302, 5341, 5342, 5343, 5344, 5345, 5350, 5352, 5354, 5495, 5499, 5500, 5501, 5502, 5503, 5504, 5507, 5508, 5509, 5510, 5511, 5652, 5653, 5654, 5655, 5663, 5664, 5665, 5666, 5730, 5734, 5721, 5735, 5736, 5737, 5739, 5742, 5788, 5789, 5793, 5797, 5798, 5809, 5810, 5811, 5812, 5813, 5814, 5815, 5816, 6020, 6021, 6022, 6023, 6026, 6027, 6028, 6029, 6030, 6031, 6032, 6035, 6055, 6056, 6063, 6062, 6047, 5981, 5980, 5979, 5978, 5969, 5968, 5931, 5921, 5914, 5913, 5912, 5608, 5607, 5571, 5570, 5568, 5441, 5440, 5436, 5427, 5426, 5425, 5424, 5423, 5422, 5376, 5421, 5419, 5410, 5409, 5408, 5407, 5396, 5395, 5309, 5308, 5307, 5306, 5305, 5304, 5301</p>
	Rajarhat, North 24- Parganas	<p>3.Tarulia (Full)</p> <p>N.B.- R.S. plot nos. 67, 66, 68 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.</p>	21	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01 reading clockwise</p> <p>1, 25, 21, 22, 26, 317, 318, 27, 315, 319, 329, 330, 336, 337, 344, 342, 347, 348, 349, 372, 373, 374, 375, 357, 365, 360, 359, 303, 304, 302, 293, 292, 277, 276, 277, 275, 70, 69, 49, 50, 51, 52, 53, 46, 45, 44, 06, 07, 05, 04, 03, 02, 67(p), 66(p), 68(p), 01</p>
	Rajarhat, North 24- Parganas	<p>4.Sulangori (Full)</p>	22	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 232 reading clockwise</p> <p>232, 234, 235, 236, 241, 240, 243, 248, 242, 248, 743, 744, 249, 250, 744, 252, 253, 254, 255, 257, 258, 230, 259, 260, 226, 225, 224, 261, 262, 266, 299, 296, 269, 273, 286, 285, 284, 216, 215, 216, 217, 218, 219, 220, 222, 223, 225, 226, 227, 228, 230, 231, 232.</p>
	Rajarhat, North 24- Parganas	<p>5.Ghuni (Full)</p> <p>N.B.- R.S. plot nos. 1830, 2003, 1789, 863, 869, 667, 665, 664, 3118 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.</p>	23	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01 reading clockwise</p> <p>01, 02, 04, 05, 06, 07, 11, 12, 13, 21, 22, 23, 24, 25, 2276, 1240, 26, 27, 187, 188, 195, 196, 240, 241, 243, 242, 246, 247, 248, 249, 250, 251, 254, 255, 256, 257, 258, 259, 1887, 1888, 1896, 1900, 1605, 1906, 1907, 1908, 1909, 1910, 1960, 1961, 1962, 2269, 1971, 1972, 1973, 1974, 1976, 1977, 2173, 2172, 2174, 2177, 2261, 2262, 2295, 2255, 2181, 2151, 2150, 1830(p), 2003(p), 1789(p), 863(p), 869(p), 2149, 2145, 2144, 2136, 2134, 2135, 2137, 2139, 2127, 2206, 2007, 2009, 2010, 2011, 667(p), 665(p), 664(p), 2012, 1795, 1792, 836, 1801, 834, 821, 818, 670, 671, 673, 677, 676, 531, 538, 540, 500, 499, 495, 496, 497, 543, 557, 478, 477, 476, 475, 474, 2280, 2279, 469, 468, 464, 463, 462, 461, 460, 459, 458, 451, 450, 449, 448, 447, 80, 79, 78, 77, 74, 73, 72, 71, 1830, 3266, 58, 52, 51, 50, 43, 42, 41, 6, 3, 01.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 2301 reading clockwise</p> <p>2301, 2304, 2305, 2306, 2314, 2321, 2322, 2480, 2481, 2482, 2492, 2493, 2494, 2497, 2498, 2499, 2500, 2617, 2618, 2616, 2613, 2612, 2611, 2535, 2536, 2537, 2538, 2540, 2539, 2605, 2604, 2603, 2588, 2587, 2586, 2584, 2583, 2578, 2577, 2576, 2467, 2436, 2437, 2431, 2430, 2429, 2425, 2426, 2425, 2424, 2421, 2422, 2423, 2421, 2417, 2413, 5619, 2412, 2380, 2375, 2368, 2366, 2361, 2360, 2359, 2317, 2313, 2312, 2302, 2301.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 3094 reading clockwise</p> <p>3098, 3094, 3098, 3125, 3124, 3127, 3145, 3146, 3147, 3148, 3155, 3156, 3164, 3165, 3162, 3161, 3180, 3181, 3240, 3241, 3201, 3210, 3209, 3208, 3222, 3223, 3228, 3229, 3118(p), 3138, 3137, 3114, 3113, 3111, 3110, 3107, 3106, 3104, 3102, 3103, 3098.</p>

Rajarhat, North 24- Parganas	<p>6.Jatragachhi (Full)</p> <p>N.B.- R.S. plot nos. 301, 1396, 1374, 1338, 1330, 1219, 1165, 806, 745, 746, 747, 835, 1259, 1276, 1711, 1716, 1769 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.</p>	24	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01 reading clockwise</p> <p>01, 02, 11, 12, 13, 17, 20, 21, 342, 339, 343, 344, 350, 351, 361, 362, 365, 366, 367, 457, 456, 455, 450, 384, 407, 408, 426, 427, 419, 418, 417, 309, 310, 311, 312, 259, 307, 306, 290, 288, 287, 286, 242, 241, 242, 243, 245, 246, 247, 76, 77, 182, 181, 80, 81, 525, 73, 71, 70, 59, 01.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 458 reading clockwise</p> <p>458, 469, 470, 471, 483, 484, 503, 504, 508, 513, 514, 512, 507, 506, 505, 502, 496, 495, 494, 492, 490, 436, 435, 434, 433, 432, 431, 441, 443, 444, 445, 446, 447, 449, 462, 461, 460, 458</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1410 reading clockwise</p> <p>1410, 1413, 1414, 1419, 1418, 1372, 1345, 1346, 1347, 1348, 1341, 1340, 1320, 1321, 1324, 1329, 1307, 1311, 1312, 1315, 1449, 1442, 1440, 1434, 1429, 1430, 1431, 1361, 1424, 1367, 1423, 1422, 1412, 1411, 1410</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1265 reading clockwise</p> <p>1265, 1251, 1249, 1247, 1243, 1226, 1225, 1220, 1221, 1671, 1672, 1673, 1214, 1217, 1175, 1178, 1177, 1154, 1153, 1152, 1148, 1077, 1079, 1061, 1060, 1059, 1057, 1058, 1038, 1039, 1028, 1029, 1030, 1010, 1013, 1014, 1002, 1001, 999, 996, 884, 1851, 993, 994, 991, 990, 989, 886, 888, 877, 878, 880, 881, 879, 975, 974, 973, 890, 891, 893, 895, 896, 903, 901, 900, 896, 867, 860, 861, 862, 843, 807, 809, 813, 814, 815, 804, 805, 792, 793, 790, 785, 778, 777, 767, 768, 762, 761, 758, 738, 739, 740, 741, 742, 1657, 744, 748, 749, 817, 816, 828, 827, 826, 825, 819, 820, 821, 823, 834, 880, 881, 882, 883, 997, 998, 1000, 1004, 1005, 1006, 1090, 1092, 1093, 1095, 1096, 1099, 1100, 1101, 1102, 1110, 1108, 1111, 1112, 1113, 1115, 1116, 1117, 1118, 1119, 1190, 1191, 1193, 1204, 1206, 1210, 1211, 1214, 1673, 1672, 1671, 1221, 1222, 1223, 1224, 1235, 1234, 1239, 1272, 1273, 1274, 1277, 1286, 1269, 1271, 1267, 1265.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1426 reading clockwise</p> <p>1426, 1427, 1428, 1436, 1438, 1439, 1445, 1443, 1670, 1528, 1529, 1530, 1526, 1525, 1547, 1546, 1545, 1558, 1567, 1561, 1562, 1563, 1638, 1650, 1207, 1208, 1203, 1202, 1196, 1195, 1674, 1675, 1194, 1645, 1650, 1644, 1643, 1646, 1647, 1648, 1649, 1614, 1613, 1606, 1602, 1601, 1498, 1497, 1496, 1495, 1494, 1493, 1486, 1485, 1482, 1481, 1478, 1477, 1476, 1475, 1474, 1473, 1472, 1471, 1427, 1426, 301(p), 1396(p), 1374(p), 1338(p), 1330(p), 1219(p), 1165(p), 806(p), 745(p), 746(p), 747(p), 835(p), 1259(p), 1276(p), 1711(p), 1716(p), 1769(p).</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1711(p) reading clockwise</p> <p>1711(p), 1712, 1715, 1714, 1717, 1719, 1722, 1723, 1727, 1752, 1887, 1749, 1748, 1745, 1743, 1837, 1838, 1836, 1834, 1833, 1813, 1761, 1762, 1896, 1785, 1784, 1787, 1786, 1780, 1779, 1768, 1770, 1712, 1711(p)</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1733 reading clockwise</p> <p>1733, 1734, 1735, 1736, 1737, 1738, 1739, 1741, 1742, 1841, 1842, 1843, 1845, 1844, 1845, 1846, 1848, 1899, 1840, 1839, 1742, 1741, 1744, 1747, 1733.</p>
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Rajarhat, North 24- Parganas	<p>7.Kadampukur(Full)</p> <p>N.B.- R.S. plot nos. 342, 1051, 722, are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.</p>	25	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01 reading clockwise</p> <p>01, 07, 08, 10, 11, 12, 13, 15, 18, 19, 20, 21, 606, 607, 611, 614, 615, 616, 617, 615,614,611,607,605, 22, 23, 26, 35, 36,74, 73, 54, 55, 56, 57, 58, 59, 60, 91, 92, 95, 104, 105, 103, 101, 286, 1426, 292, 293, 294, 295, 407, 406, 411, 412, 413, 520, 524, 518, 509, 510, 481, 476, 477, 478, 479, 468, 469, 461, 460, 464, 465, 1401, 445, 444, 513, 442, 424, 425, 426, 427, 428, 429, 422, 379, 380, 382, 383, 384, 375, 372, 370, 365, 366, 367, 349, 348, 347, 346, 341, 1060, 1059, 1057, 1056, 1055, 1212, 1419, 1420, 1296, 1222, 1223, 1224, 1225, 1226,1225, 1287, 1286, 1285, 1284, 1272, 1275, 1269, 1268, 1267, 1266, 1258, 1239, 1242, 1243, 1244, 1245, 1246, 1247, 1393, 1394, 1395, 1396, 1397, 1390, 1389, 1387, 1385, 1374, 1373, 1372, 1371, 1369, 1368, 1367, 1319, 1318, 1195, 1194, 1193, 1188, 1187, 1171, 1170, 1166, 1165, 1164,1165, 1163, 1162, 1161, 1160, 1159, 1158, 1151, 1150, 1133, 1128, 1129, 1132, 1131, 1130, 245, 243, 197, 196, 195, 194, 190, 189, 188, 187, 185, 184, 183, 145, 144, 142, 141, 140, 137, 136, 2,342(P),1051(P),722(P),01</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 650 reading clockwise</p> <p>650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 677, 678, 679, 778, 779, 780, 781, 797, 796, 798, 799, 800, 801, 805, 806, 808, 822, 823, 824, 826, 827, 828, 829, 830, 831,827, 832, 833, 834, 835, 916, 917, 918, 919, 917,920, 924, 925, 926, 928, 929, 930, 931, 932, 933, 934, 1398, 1399, 1400,1399,1398,934, 936, 939, 942, 943, 947, 948, 953, 954, 955, 956, 958, 912, 911, 966, 968, 971, 973, 974, 981, 982, 983, 984, 985, 1423, 987, 989, 988, 997, 998, 1001, 1002, 1003, 899, 898, 897, 896, 893, 892, 875, 874, 873, 872, 871, 754, 758, 1416, 744, 735, 733, 732, 731, 706, 708, 707, 688, 687, 685, 684, 669, 674, 663, 646, 648, 649, 650.</p>
Rajarhat, North 24- Parganas	<p>8.Chakpachuria(Full)</p> <p>N.B.- R.S. plot nos. 82, 2224, 1065, 925, 972, 1178, 1174, 1177, 1188, 1193, 1192, 1439, 1501, 2066 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.</p>	33	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 83 reading clockwise</p> <p>83, 82(p), 84, 85, 86, 91, 92, 90, 89, 88,87, 1071,1070, 75, 1072, 177, 172, 97, 96, 95, 94, 114, 103, 107, 108, 112,147, 146, 145, 144, 152, 153, 154, 155, 156, 162, 290, 305, 306, 307,308, 312, 313, 314, 315, 316, 317, 318, 319, 320, 454, 486, 487, 489, 488,1083, 490, 501, 502, 504, 506,523, 507, 508, 509, 510, 513, 516, 515, 514, 522, 524, 527, 529, 531, 500, 494, 473, 474, 454, 460,459,458, 445, 464, 440, 439, 438, 437, 417, 420, 421, 406, 397, 376, 377, 378, 372, 373, 374, 358, 362, 361, 359, 2224(p), 681, 682, 684, 685, 677, 674, 675, 715, 716, 717, 719, 718, 792, 796, 798, 797, 796, 795, 701, 700, 699, 698, 696, 694, 693, 692, 354, 353, 352, 351, 241, 240, 239, 242, 348, 344, 253, 256, 257, 258, 271, 268, 269, 267, 266, 222, 221,224, 227, 228, 218, 19, 18, 17, 12, 11, 10, 13, 14, 04, 07, 06, 05, 14, 1065(P), 40, 56, 52, 50, 83.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 998 reading clockwise</p> <p>998, 997, 1002, 1003, 1004, 1005, 1012, 1013, 1014, 1030, 1029, 1028, 1035, 1037, 1057, 1060, 1058, 1052, 1051, 1049, 1048, 1047, 992, 991, 993, 994, 995, 996, 998, 883, 884, 881, 882, 880, 879, 878, 926, 927, 928, 1090, 1091, 895, 896, 897, 898, 812, 813, 814, 982, 983, 984, 986, 987, 988, 989, 918, 919, 920, 921, 922, 923, 924, 978, 979, 982, 983, 984, 990, 999, 1000, 815, 816, 934, 936, 937, 938, 939, 940, 941, 942, 943, 967, 976, 985,**</p> <p>82(P), 2224(P), 1065(P), 925(P), 972(P), 1178(P), 1174(P), 1177(P), 1188(P), 1193(P), 1192(P), 1439(P), 1501(P), 2066(P),</p>

				<p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1101 reading clockwise</p> <p>1101, 1138, 1139, 1140, 1158, 1159, 1194, 1208, 1210, 1211, 1212, 1214, 1213, 1275, 1276, 1277, 1278, 1292, 1296, 1443, 1295, 1301, 1303, 1305, 1306, 1307, 1321, 1322, 1323, 1324, 1325, 1326, 1327, 1328, 1329, 1330, 1332, 1352, 1353, 1415, 1416, 1418, 1419, 1420, 1421, 1427, 1426, 1425, 1412, 1411, 1406, 1404, 1403, 1385, 1384, 1383, 1382, 1381, 1380, 1441, 1440, 1369, 1244, 1242, 1243, 1109, 1108, 1107, 1101.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1179 reading clockwise</p> <p>1179, 1180, 1183, 1184, 1185, 1186, 1181, 1179.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1501(p) reading clockwise</p> <p>1501(p), 1502, 1526, 1527, 1528, 1536, 1537, 1548, 1552, 1551, 1553, 1563, 1564, 1565, 1567, 1568, 1569, 1570, 1571, 1572, 1573, 1574, 1575, 1595, 1596, 1597, 1598, 1599, 1600, 1605, 1606, 1607, 1608, 1609, 1610, 1612, 1613, 1614, 1616, 1617, 1618, 1619, 1620, 1631, 1651, 1652, 1653, 1654, 1655, 1658, 1659, 1660, 1661, 1662, 1663, 1664, 1667, 1668, 1718, 1719, 1723, 1724, 1726, 1727, 1728, 1730, 1731, 1732, 1735, 1736, 1739, 1909, 1908, 1913, 1912, 1911, 1901, 1899, 1892, 1891, 1890, 1888, 1866, 1867, 1868, 1869, 1863, 1858, 1857, 1856, 1855, 2004, 2002, 1999, 1994, 1995, 1993, 1960, 1961, 1962, 1937, 1963, 1964, 1970, 1972, 1973, 1974, 1980, 1984, 1983, 1986, 1985, 2195, 2196, 2197, 2198, 2215, 2216, 2217, 2219, 2220, 2218, 2212, 2210, 2209, 2208, 2207, 2206, 2205, 2190, 2191, 2192, 2193, 2194, 2181, 2180, 1987, 1989, 1990, 2161, 2004, 1854, 2008, 2007, 2006, 2005, 2012, 2016, 2017, 2019, 2020, 2026, 2027, 2052, 2058, 2061, 2063, 2065, 2064, 2065, 2062, 2054, 2053, 2051, 2050, 2049, 2048, 2047, 2046, 1801, 1800, 1799, 1798, 1797, 1795, 1787, 1794, 1793, 1790, 1789, 1510, 1504, 1503, 1501(p).</p>
		<p>9. Baligori(Full)</p> <p>N.B.- R.S. plot nos.525, 587, 666, 190, 195, 197, 198, 195, are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.</p>	34	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 466 reading clockwise</p> <p>466, 465, 463, 464, 463, 479, 482, 484, 486, 485, 524, 522, 566, 565, 561, 558, 559, 549, 550, 554, 589, 647, 655, 656, 657, 658, 659, 661, 668, 669, 671, 674, 675, 677, 678, 680, 679, 678, 677, 676, 675, 654, 673, 653, 645, 644, 643, 642, 641, 640, 644, 639, 638, 539, 542, 538, 537, 536, 535, 534, 533, 532, 531, 473, 472, 471, 468, 467, 466, 525(P), 587(P), 666(P), 460, 461, 661, 662, 663, 664, 190(p), 195(p), 197(p), 198(p), 195(p).</p>
	Rajarhat, North 24- Parganas	<p>10. Chhapna (Full)</p> <p>N.B.- R.S. plot nos. 284, 270, 267, 266, 265, 264, 166, 594, 598, 597, 596, 595, 598, 594, 602, 603, 604, 605, 529, 38, 37, 45, 44, 46, are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area</p>	35	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 374 reading clockwise</p> <p>374, 373, 369, 711, 716, 715, 752, 317, 285, 279, 278, 274, 273, 272, 254, 255, 256, 257, 158, 162, 163, 164, 171, 170, 178, 179, 181, 182, 184, 194, 195, 196, 197, 199, 200, 201, 213, 214, 215, 1011, 1012, 1016, 1021, 1020, 997, 840, 839, 838, 836, 834, 833, 832, 829, 830, 803, 802, 801, 800, 796, 797, 798, 763, 774, 775, 776, 777, 673, 672, 670, 667, 657, 659, 633, 630, 627, 629, 628, 615, 611, 610, 601, 610, 611, 615, 628, 629, 568, 567, 566, 565, 564, 560, 544, 545, 546, 547, 548, 550, 525, 524, 523, 1029, 374, 284(P), 270(P), 267(P), 266(P), 265(P), 264(P), 166(P), 594(P), 598(P), 597(P), 596(P), 595(P), 598(P), 594(P), 602(P), 603(P), 604(P), 605(P), 529(P), 38(P), 37(P), 45(P), 44(P), 46(P).</p>

				<p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 645 reading clockwise</p> <p>645, 646, 653, 652, 881, 880, 878, 784, 785, 787, 789, 790, 791, 793, 794, 847, 1041, 845, 844, 843, 842, 835, 841, 995, 994, 1042, 1023, 1024, 1025, 1042, 993, 988, 987, 982, 979, 978, 977, 976, 975, 971, 970, 969, 968, 967, 966, 965, 958, 938, 937, 936, 927, 926, 925, 924, 923, 919, 918, 917, 916, 915, 912, 911, 893, 892, 891, 889, 888, 886, 883, 882, 649, 648, 647, 645.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 38(p) reading clockwise</p> <p>38(p), 37(p), 39, 45(p), 44(p), 43, 41, 42, 41, 40, 38(p).</p>
Rajarhat, North 24- Parganas	11.Patharghata (Full) N.B.- R.S. plot nos. 614, 613, 610, 603, 628, 680, 679, 573, 565, 564, 791, 794, 795, 790, 564, 565, 579, 580, 628, 778, 773, 767, 824, 766, 73, 83, 918, 1183, 1182, 1171, 1876, 1819, 1823, 1775, 1772, 1535, 1536, 1537, 1528, 1506, 1510, 1509, 961, 953, 1509, 1549, 1717, 1758, 3975, 4429, 3946, 3903, 3946, 3950, 3951, 3953, 3954, are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.	36	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 47 reading clockwise</p> <p>47, 48, 50, 51, 56, 57, 59, 58, 60, 61, 62, 63, 64, 90, 91, 92, 94, 95, 96, 97, 101, 103, 104, 106, 108, 109, 113, 142, 144, 154, 145, 150, 310, 308, 315, 806, 314, 328, 327, 614(p), 613(p), 612, 610(p), 603(p), 607, 628(p), 580(p), 579(p), 574, 573, 565(p), 564(p), 607, 627, 629, 774, 775, 761, 760, 759, 758, 754, 803, 753, 743, 742, 741, 740, 739, 738, 721, 720, 719, 718, 713, 712, 711, 710, 709, 706, 703, 702, 701, 700, 699, 698, 697, 696, 695, 226, 225, 224, 219, 218, 215, 216, 178, 179, 185, 193, 192, 16, 15, 28, 26, 25, 127, 33, 34, 35, 36, 42, 43, 49, 47, 210, 219, 208, 206, 205, 204, 207, 209, 210, 52, 53, 54, 55, 65, 66, 67, 68, 69, 70, 71, 72, 82.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 901 reading clockwise</p> <p>901, 903, 927, 928, 929, 930, 931, 932, 933, 934, 935, 944, 943, 958, 957, 959, 978, 977, 975, 969, 970, 986, 990, 1180, 1179, 1178, 1091, 1092, 1093, 1094, 1095, 1072, 1070, 1051, 1012, 1021, 1026, 1025, 918, 917, 916, 915, 914, 913, 912, 911, 910, 908, 907, 906, 905, 902, 901.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 1693 reading clockwise</p> <p>1693, 1694, 1702, 1704, 1706, 1707, 1708, 1710, 1711, 1799, 1800, 1801, 1925, 1926, 1927, 1928, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1950, 1961, 1954, 1960, 1959, 1958, 2087, 1896, 1897, 1898, 1899, 1900, 1817, 1818, 1820, 1824, 1823, 1776, 1831, 1766, 1765, 1752, 1751, 1778, 1779, 1780, 1783, 1788, 1791, 1792, 1793, 1795, 1797, 1798, 1721, 1720, 1724, 1719, 1718, 1716, 2882, 1771, 1538, 1530, 1527, 1513, 1512, 1523, 1554, 1547, 1548, 1550, 955, 956, 1731, 1732, 1733, 1735, 1736, 1688, 1733, 1693.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 2350 reading clockwise</p> <p>2350, 2351, 2352, 2366, 2364, 2374, 2361, 2358, 2357, 2356, 2315, 2285, 2290, 2289, 2301, 2300, 2400, 2402, 2403, 2404, 2411, 2412, 2424, 2423, 2422, 2419, 2485, 2486, 2492, 2493, 2494, 2499, 2497, 2496, 2549, 2643, 2638, 2637, 2639, 2630, 2552, 2555, 2556, 2627, 2638, 2707, 2708, 2709, 2716, 2715, 2714, 2737, 2738, 2744, 2745, 2750, 2749, 2748, 2741, 2620, 2619, 2616, 2618, 2585, 2584, 2583, 2582, 2580, 2579, 2578, 2577, 2576, 2575, 2574, 2573, 2533, 2531, 2532, 2529, 2528, 2527, 2526, 2465, 2464, 2463, 2462, 2455, 2381, 2380, 2379, 2378, 2377, 2376, 2375, 2373, 2372, 2370, 2371, 2350.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 2787 reading clockwise</p> <p>2787, 2788, 2804, 2805, 2807, 2808, 2809, 2822, 2823, 2824, 2825, 2826, 2827, 2828, 2829, 2830, 2831, 2832, 2833, 2834, 2816, 2798, 2797, 2796, 2794, 2792, 2787.</p>	

			<p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 2760 reading clockwise</p> <p>2760, 2857, 2856, 2759, 2758, 2759, 2757, 2756, 2755, 2760.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 2953 reading clockwise</p> <p>2953, 2954, 2955, 2968, 2973, 2974, 2975, 3340, 3341, 3342, 3345, 3346, 3351, 3352, 3354, 3355, 3356, 3351, 3357, 3402, 3403, 3404, 3405, 3406, 3407, 3408, 3410, 3411, 3421, 3422, 3426, 3447, 3448, 3451, 3452, 3453, 3454, 3455, 3603, 3604, 3605, 3606, 3610, 3616, 3623, 3624, 3626, 3627, 3628, 3637, 3664, 3667, 3665, 3676, 3661, 3662, 3660, 3659, 3680, 3652, 3682, 3683, 3684, 3685, 3686, 3687, 3578, 3577, 3575, 3574, 3573, 3551, 3549, 3546, 3545, 3523, 3242, 3246, 3247, 3248, 3249, 3250, 3234, 3203, 3234, 3202, 3201, 3200, 3234, 3261, 3263, 3050, 3264, 3265, 3176, 3175, 3156, 3164, 3165, 3166, 3167, 3054, 3055, 3056, 3059, 3060, 3063, 3064, 3065, 3035, 3066, 3067, 3070, 3021, 3019, 3018, 3011, 3010, 3009, 2918, 2917, 2916, 2907, 2905, 2903, 2902, 2901, 2904, 2944, 2946, 2949, 2950, 2953.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 3190 reading clockwise</p> <p>3190, 3789, 3198, 3199, 3211, 3210, 3207, 3208, 3205, 3232, 3788, 3237, 3527, 3538, 3544, 3791, 3543, 3542, 3541, 3696, 3698, 3697, 3702, 3693, 3692, 3706, 3707, 3708, 3709, 3711, 3712, 3714, 3717, 3718, 3719, 3720, 3721, 3722, 3250, 3725, 3726, 3727, 3728, 3737, 3760, 3761, 3762, 3765, 3766, 3768, 3774, 3218, 3217, 3216, 3215, 3213, 3209, 3210, 3211, 3197, 3190.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 4220 reading clockwise</p> <p>4220, 4218, 4215, 4214, 4208, 4076, 4073, 4072, 4071, 4070, 4065, 4067, 4055, 4054, 4056, 4052, 4041, 4042, 4030, 3983, 3982, 3981, 3977, 3976, 3975(p), 3974, 4429(p), 3949, 3946(p), 3903(p), 3904, 3905, 3906, 3907, 3908, 3909, 3010, 3911, 3912, 3943, 3944, 3945, 3946(p), 3947, 3950(p), 3951(p), 3952, 3953(p), 3954(p), 3955, 3956, 3957, 3958, 3994, 3996, 3997, 3999, 4000, 4003, 4004, 4005, 4134, 4135, 4136, 4137, 4144, 4148, 4149, 4153, 4154, 4155, 4156, 4378, 4379, 4380, 4381, 4382, 4383, 4384, 4385, 4384, 4386, 4387, 4428, 4427, 4426, 4425, 4424, 4423, 4295, 4294, 4293, 4291, 4290, 4289, 4288, 4277, 4276, 4275, 4273, 4272, 4270, 4269, 4268, 4267, 4296, 4238, 4237, 4236, 4235, 4228, 4227, 4225, 4224, 4222, 4221, 4220.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 4501 reading clockwise</p> <p>4501, 4555, 4556, 4558, 4560, 4579, 4580, 4581, 4582, 4588, 4605, 4609, 4610, 4614, 4624, 4625, 4626, 4630, 4631, 4632, 4633, 4635, 4636, 4637, 4638, 4640, 4619, 4616, 4615, 4599, 4596, 4595, 4594, 4593, 4592, 4590, 4589, 4605, 4588, 4570, 4569, 4537, 4536, 4533, 4532, 4531, 4527, 4526, 4525, 4522, 4521, 4520, 4519, 4517, 4516, 4512, 4511, 4510, 4509, 4508, 4506, 4507, 4503, 4502, 4501, 614(P), 613(P), 610(P), 603(P), 628(P), 680(P), 679(P), 573(P), 565(P), 564(P), 791(P), 794(P), 795(P), 790(P), 564(P), 565(P), 579(P), 580(P), 628(P), 778(P), 773(P), 767(P), 824(P), 766(P), 73(P), 83(P), 918(P), 1183(P), 1182(P), 1171(P), 1876(P), 1819(P), 1823(P), 1775(P), 1772(P), 1535(P), 1536(P), 1537(P), 1528(P), 1506(P), 1510(P), 1509(P), 961(P), 953(P), 1509(P), 1549(P), 1717(P), 1758(P), 3975(P), 4429(P), 3946(P), 3903(P), 3946(P), 3950(P), 3951(P), 3953(P), 3954(P).</p>
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Rajarhat, North 24- Parganas	<p>12.Akandakeshari (Full)</p> <p>N.B.- R.S. plot nos. 439, 1001, 336, 337, 332, 330, 331, 332, 337, 01, 426, 427, 563, 398, 935, 892, 883 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.</p>	55	<p>Excluding the following Revisional Settlement plot nos.</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01(p) reading clockwise</p> <p>01(p), 02, 40, 38, 34, 32, 31, 29, 26, 25, 24, 51, 474, 467, 463, 462, 73, 74, 459, 453, 452, 451, 302, 303, 446, 438, 350, 351, 352, 353, 286, 285, 281, 280, 274, 273, 271, 270, 363, 383, 393, 392, 390, 391, 1002, 1003, 387, 377, 375, 348, 349, 347, 338, 437, 436, 435, 447, 450, 451, 455, 454, 475, 483, 482, 481, 480, 479, 478, 477, 46, 43, 42, 41, 01(p).</p> <p>The following Revisional plots encircling the bounded areas starting from north west corner of plot No.500 reading clockwise</p> <p>500, 1000, 999, 484, 464, 488, 458, 456, 555, 448, 433, 431, 562, 564, 675, 774, 773, 707, 670, 712, 713, 714, 715, 660, 659, 721, 717, 756, 755, 757, 758, 759, 760, 817, 801, 816, 806, 812, 811, 896, 897, 793, 791, 792, 389, 398, 397, 396, 792, 907, 912, 1004, 912, 913, 915, 917, 919, 923, 919, 918, 910, 929, 930, 936, 937, 893, 891, 890, 889, 880, 878, 876, 872, 871, 870, 869, 868, 866, 865, 864, 863, 852, 850, 849, 847, 846, 741, 740, 739, 738, 737, 736, 735, 734, 636, 635, 634, 633, 632, 611, 610, 609, 606, 607, 608, 607, 606, 605, 598, 528, 529, 527, 514, 513, 512, 511, 510, 509, 506, 505, 504, 503, 439(P), 1001(P), 336(P), 337(P), 332(P), 330(P), 331(P), 332(P), 337(P), 01(P), 426(P), 427(P), 563(P), 398(P), 935(P), 892(P), 883(P), 500.</p>
Rajarhat, North 24- Parganas	<p>13.Mahisgot (part)</p> <p>The following Revisional Settlement plot nos. as described below are included in planning area (Excluding R.S. plot nos. shown in col. 05)</p> <p>1-3, 6-132, 137-139, 142, 147-171, 173-269, 305-356, 361-366, 479-532, 562, 563, 568-574, 735, 741-760, 763, 765-781, 783-791, 796-810, 813, 924, 935-940, 958, 961-972</p>	20	<p>Excluding the following Revisional Settlement plot nos.</p> <p>284, 285, 286, 287, 286, 289(P), 412, 413, 416, 417, 418, 419, 618, 620, 622, 625, 634, 635, 636, 637, 638, 639, 640, 644, 657, 659, 662, 683, 684, 685, 686, 687, 701, 702, 701, 703, 704, 831, 830, 832, 833, 834, 835, 836, 840, 841, 842, 845, 846, 847, 848, 851, 849, 852, 853, 850, 858, 860, 867, 871, 872, 876, 875, 920, 922, 926, 931, 907, 812(P), 814, 816, 817, 818, 727, 730, 728, 733, 732, 735, 736, 740, 739, 576, 573, 572, 567, 566, 565, 563, 560, 559, 533, 480, 482, 477, 478, 474, 472, 471, 358, 357, 356, 355, 360, 359, 467, 367, 368, 369, 370, 323(P), 324(P), 227(P), 230(P), 222(P), 221(P), 219(P), 218(P), 216, 214(P), 215(P), 232(P), 231(P), 322, 321, 320, 373, 374, 377, 386, 385, 384, 382, 383, 390, 391, 392, 393, 394, 304, 257, 256, 258, 260, 264, 265, 266, 270, 273, 274, 275, 143, 282, 283, 284, 181.</p>
Rajarhat, North 24- Parganas	<p>14.Thakdari(part)</p> <p>The following Revisional Settlement plot nos. as described below are included in planning area(Excluding R.S. plot nos. shown in col. 05)</p> <p>27, 28, 37-39, 70-74, 76, 78, 159, 218, 226-251, 262, 280-981, 985, 986, 991-996, 1305, 1306, 1316-1361, 1364, 1366-1372, 1381-1440.</p>	19	<p>Excluding the following Revisional Settlement plot nos.</p> <p>1, 58, 95, 96, 97, 98, 108, 109, 110, 111, 113, 115, 116, 117, 118, 119, 134, 135, 137, 138, 139, 140, 186, 185, 187, 188, 189, 190, 208, 209, 210, 214, 215, 385(P), 422, 421, 385(P), 215, 244(P), 217, 216, 204, 219, 224, 203, 252, 261, 262(P), 265, 266, 271, 272, 277, 160, 159, 286, 284, 285, 286, 79, 78, 76, 74, 73, 72, 71, 70, 68, 61, 989, 615, 616, 665, 729, 730, 731, 739, 738, 737, 735, 28, 27, 774, 778, 779, 778, 777, 776, 23, 22, 21, 20, 19, 16, 15, 14, 13, 12, 11, 10, 9, 8, 7, 6, 3, 2, 1, 1101, 1111, 1112, 1132, 1136, 1137, 1138, 1147, 1154, 1155, 1156, 1176, 1177, 1179, 1180, 1186, 1187, 1189, 1441, 1190, 1191, 1192, 1193, 1194, 1203, 1204, 1205, 1204, 1203, 1209, 1206, 1208, 1280, 1281, 1282, 1284, 1285, 1308, 1309, 1310, 1312, 1313, 1314, 1306, 1305, 1304, 1303, 1302, 1301, 1299, 1300, 1257, 1256, 1251, 1250, 1249, 1248, 1247, 1237, 1236, 1123, 1121, 1119, 1118, 1116, 1115, 1110, 1108, 1107, 1106, 1105, 1106, 1104, 1103, 1102, 1101.</p>

	Rajarhat, North 24- Parganas	15.Chandiberia (part) The following Revisional Settlement plot nos. as described below are included in planning area (Excluding R.S. plot nos. shown in col. 05) 263, 384, 407-417, 435-443	15	Excluding the following Revisional Settlement plot nos. 263(P), 409(P), 410, 461(P), 437(P), 443, 440(P), 439(P), 438(P), 437(P), 435(P), 417(P), 416(P), 415(P), 414(P), 413(P), 412(P), 408, 407, 263(P), 384(P)
	Rajarhat, North 24- Parganas	16.Jagadishpur(Full)	27	
		17.Dharsa Moktarpur (Full)	26	
		18.Mahammadpur(Full)	32	
		19.Bhatendra (Full)	28	
		20.Khamar (Full)	29	
		21.Bishnupur (Full)	44	
		22.Kalaberia(Full)	30	
		23.Basina(Full)	31	
		24.Chotachandpur(Full)	43	
		25.Jamalpara(Full)	42	
		26.Kalikapur(Full)	40	
		27.Umarhati(Full)	41	
		28.Kashinthapur(Full)	39	
		29.Sikharpur(Full)	49	
		30.Jhalgachhi(Full)	38	
		31.Ganragari(Full)	37	
		32.Naoabad(Full)	53	
		33.Hudarait(Full)	54	
2.	Airport, North 24- Parganas	34.Gopalpur (Part) The following Revisional Settlement plot nos. as described below are included in planning area (Excluding R.S. plot nos. shown in col. 05) 4201-4622, 3459-3466	02	Excluding the following Revisional Settlement plot Nos. 4207, 4208, 4209, 4210, 4211, 4212, 4218, 4219, 4221, 4225, 4224, 4230, 4243, 4244, 4247, 4265, 4269, 4270, 4271, 4272, 4273, 4274, 4275, 4276, 4267, 4289, 4362, 4261, 4360, 4359, 4291, 4292, 4293, 4297, 4296, 4299, 4300, 4301, 4308, 4309, 4310, 4315, 4314, 4316, 4332(P), 4322, 4323(P), 4324, 4325, 4326, 4327, 4328, 4329, 4335, 4336, 4343, 4344, 4345, 4385, 4386, 4391, 4392, 4393, 4394, 4398, 4400, 4596, 4598, 4600, 4601, 4604, 4605, 4606, 4612, 4622, 4617, 4616, 4566, 4565, 4562, 4561, 4550, 4546, 4541, 4540, 4539, 4534, 4533, 4490, 4489, 4488, 4473, 4472, 4461, 4453, 4452(P), 4450(P), 4449(P), 4207.
3.	Bhangor (Kolkata Leather Complex), South 24-Parganas	1.Kochpukur (Full) N.B.- R.S. plot nos. 253,252,251,250, are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.	02	Excluding the following Revisional Settlement plot Nos. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01 reading clockwise 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 65, 64, 66, 68, 69, 70, 71, 60, 72, 73, 74, 164, 169, 170, 171, 228, 229, 230, 222, 231, 232, 233, 353, 354, 355, 356, 357, 358, 361, 392, 393, 395, 396, 429, 430, 431, 432, 548, 549, 550, 585, 587, 588, 589, 590, 589, 584, 552, 545, 542, 534, 535, 536, 538, 437, 423, 424, 397, 398, 399, 400, 401, 390, 391, 388, 387, 386, 385, 383, 361, 362, 356, 347, 345, 344, 339, 340, 341, 235, 216, 215, 213, 212, 135, 134, 131, 132, 106, 107, 109, 121, 118, 119, 249, 253(p), 252(p), 251(p), 250(p), 117, 116, 114, 113, 112, 111, 110, 98, 36, 35, 31, 30, 29, 28, 27, 26, 25, 23, 22, 21, 20, 19, 18, 17, 16, 01.

Bhangor (Kolkata Leather Complex), South 24-Parganas	2.Jotbhim (Full) N.B.- R.S. plot Nos. 609, 324 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.	03	Excluding the following Revisional Settlement plot Nos. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01 reading clockwise 01,03, 07, 08, 12, 19, 20, 103, 104, 105, 106, 108, 774, 116, 110,111, 112, 113, 114, 98, 158, 159, 173, 241, 240, 231, 230, 229, 228, 222, 223, 219, 180, 188, 189, 196, 197, 198, 204, 210, 209, 208, 78, 77, 76, 75, 74, 73, 71, 70, 68, 67, 66, 65, 63,12, 11,12, 10, 9, 01. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 331 reading clockwise 331, 332, 333, 334, 335, 336, 337, 591, 592, 595, 597, 598, 599, 600, 601,600, 602, 603, 614, 616, 617, 621, 674, 675, 681, 682, 683, 681,685, 686, 691, 744,745, 746, 758, 759, 760, 759,756, 755, 754,750, 753, 752, 724,721, 723, 722, 721, 720, 719, 718, 716, 715, 705, 704, 702,701, 699, 697, 694,693, 670, 669, 668, 623, 624, 610,609(p), 604, 605, 586, 584, 583, 346, 352, 344, 343, 342, 341, 324(p), 331.
Bhangor (Kolkata Leather Complex), South 24-Parganas	3.Chandakanthalberia (Full) N.B.- R.S. plot nos. 179, are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.	08	Excluding the following Revisional Settlement plot Nos. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01 reading clockwise 01, 03, 09, 10, 15, 16, 17, 18, 19, 20, 21, 22, 29, 30, 31, 32, 153, 155, 156, 157, 158, 159, 217, 218, 219, 221, 222, 223, 224, 231, 230, 235, 238, 235, 234, 233, 208, 209, 206, 168, 181, 180, 179(p), 137, 276, 137, 136, 135, 132, 129, 123, 127, 92, 93, 101, 100, 99, 05, 04, 02, 01.
Bhangor (Kolkata Leather Complex), South 24-Parganas	4.Hatisala (Full) N.B.- R.S. plot Nos. 01, 246, 333, 330, 327, 323, 322, 316, 317 are partly included in the New Town Kolkata Planning area and partly included in the New Town Kolkata Project area.	09	Excluding the following Revisional Settlement plot nos. The following Revisional plots encircling the bounded areas starting from north west corner of plot No. 01(p) reading clockwise 1(P), 780, 37, 38, 39, 49, 50, 77, 78, 785, 784, 783, 73, 782, 166, 165, 164, 163, 162, 159, 157, 155, 154, 153, 129, 153, 152, 151, 150, 149, 148, 146, 145, 184, 183, 182, 181, 209, 210, 214, 287, 286, 284, 283, 279, 278, 276, 275, 274, 246(p), 333(p), 330(p), 327(p), 323(p), 322(p), 316(p), 317(p), 332, 331, 329, 311, 309, 306, 307, 373, 372, 478, 479, 530, 528, 527, 533, 535, 683, 684, 686, 687, 674, 670, 669, 808, 668, 660, 656, 651, 652, 647, 645, 644, 643, 642, 641, 636, 635, 634, 632, 628, 627, 617, 618, 619, 624, 620, 623, 622, 06, 03, 02, 01(p).
Bhangor (Kolkata Leather Complex), South 24-Parganas	5.Wari(Full)	26	
	6.Paikan(Full)	28	
	7.Sukpukuria(Full)	30	
	8.KroIbaria(Full)	31	
	9.Chariswar(Full)	29	
	10.Bhatipota(Full)	33	
	11.Karidanga(Full)	32	
	12.Gangapur(Full)	35	
	13.Ghunimeghi(Full)	44	
14.Jirangachhi(Full)	25		

	Bhangor (Kolkata Leather Complex), South 24-Parganas	15.Bhagabanpur(Part)	10	All Revisional Settlement plot Nos. are included excepting the following Revisional Settlement plot Nos. 865(P), 878(P), 879(P), 880(P), 881(P), 882, 883, 884(P), 885(P), 932(p), 933(p), 936, 942(P), 945(P), 947, 948(P), 949, 944, 943(p), 950-961, 962(P), 963-967, 968(P), 971(P), 972(P), 973(P), 976(P), 978(P), 979, 980(P), 981(P), 989(P),1049(P), 1050(P), 1110(P), 1124(P), 1125(P), 1126, 1127, 1131.
4.	Kashipur, South. 24 Pgs	1.Tarahadia (Full)	13	
		2.Dakshin Khairpur (Full)	12	
		3.Abua (Full)	11	
		4.Pithapukuria (Full)	24	
		5.Jirangachhi (Full)	25	
		6.Bamunia (Full)	45	
		7.Chaltaberia (Full)	69	
		8.Chak Maricha (Full)	71	

Schedule - II

APPLICATION FORM FOR UNDERTAKING ERECTION OF BUILDING

[See Rule- 4]

Reference :

Date:

From :
 Name :
 Address :

 PIN :

Telephone No. :
 Landline :; Mobile :; Fax :;
 email address :

To
 The Sanctioning Authority,

Subject: Application for erection of building at Dag No., Khatian No.,
 of Mouza, J. L. No.,
 Street, Use group

Sir/Madam,

I / We intend to undertake erection of building on the land specified hereinafter and request that permission for erection of such building may kindly be granted.

In support of the application, I / we wish to make the following statement -

(A) **Particulars of the proposed erection of building**

(Use and total covered area to be written)

(B) **Particulars of the plot -**

(a) Location :

Complete address :

Police Station :

(b) Area (in Sq.M.) of the plot -

As per document :

As per physical measurement :

(c) Boundary of the plot (in meter) :

North :

West :

South :

East :

- (d) Existing and proposed use :
 Existing Use : Total Covered Area (in Sq.M.) :
 Proposed Use : Total Covered Area (in Sq.M.) :

(e) Ownership particulars -

Name of the Owner(s) :

Address of the Owner(s) :

Registration Particulars : Book No - , CD Volume No.,

Pages from to for the year

(C) The building proposal :-

(a) Means of Access -

Land abuts the Street	
Name and No. of Street	
Width of the Street (in Meter)	

(b) Ground Coverage -

Total area (in Sq.M.) of the plot :

Permissible ground coverage (in Sq.M.) :

Proposed ground coverage (in Sq.M.) :

Proposed percentage of ground coverage :

(c) Floor Area Ratio -

Permissible Floor Area Ratio :

Proposed Floor Area Ratio :

(d) Extent of Mixing -

For single building or all the buildings within complex -

Serial No.	Principal Occupancy	Mixing of other occupancies.				Allowable percentage of mixing
		Other Occupancy (percentage)	Other Occupancy (percentage)	Other Occupancy (percentage)	Other Occupancy (percentage)	

(e) Height of the building (in meters) -

Permissible	Proposed

(f) Parking Statement -

Nature of use	Total covered area (in Sq.M.)	Required nos. of parking	Proposed nos. of Covered parking	Proposed nos. of open parking	Total nos. of parking proposed

(g) Open Space (in meters) -

Front Open Space		Rear Open Space		Side-1 Open Space		Side-2 Open Space	
Required	Provided	Required	Provided	Required	Provided	Required	Provided

(h) Inter (Joint Open) Space of Buildings (in meters) -

Serial No. of buildings	Required	Provided

(i) Outer courtyard -

Serial No. of buildings	Serial No. of outer courtyard	Required	Provided

(j) Inner Courtyard -

Serial No. of buildings	Serial No. of outer courtyard	Required	Provided

(k) Ventilation Shaft:

Serial No. of buildings	Serial No. of ventilation shaft	Required	Provided

(l) Width and length of Internal Roads -

Serial No.	Maximum Width of Internal Roads	Maximum length of Internal Roads			
		Required		Provided.	
		Closed at one end	Open at both end	Closed at one end	Open at both end

(m) Internal Water Supply -

- (i) The source of filtered water supply as identified and marked on the plan including the internal layout of distribution :
- (ii) Nos. of occupants :
- (iii) Capacity of semi- underground reservoir in litres :
- (iv) Capacity of overhead reservoir in litres :
- (v) Ferrule size :

(n) Sanitary and Drainage arrangement -

- (i) The connection points for Sewer and Drain as identified and marked on the plan, including the internal layout :
- (ii) Nos. of occupants :
- (iii) Area of plot in Sq.M. :
- (iv) Size of internal sewer in millimetres :
- (v) Size of storm drain in millimetres :
- (o) Distribution of area for Public Open Space, Land for Facilities and Land for Utilities:

Total area of plot (in Sq.M.) -

Use	Public Open Space		Land for Facilities		Land for Utilities	
	No.	Percentage	No.	Percentage	No.	Percentage
Residential						
Other than Residential						

(D) Engagement of Technical Persons :

I/We certify that I/we have engaged the following technical persons, as per qualifications and experience mentioned in these rules, for the purpose of preparation of plan, design and drawings as well as supervision of construction works, whose particulars are given below:

(a) Architect :		
Name :		
Address :		
e-mail :		
Phone No :	Mobile :	
	Land line :	
	Fax :	
Registration No. of Council of Architecture with validity date :		
Enrolment No.:		
(b) Civil Engineer :		
Name :		
Address :		
e-mail :		
Phone No :	Mobile :	
	Land line :	
	Fax :	
Enrolment No. with validity date :		

(c)	Structural Engineer :		
	Name	:	
	Address	:	
	e-mail	:	
	Phone No	:	Mobile :
		:	Land line :
		:	Fax :
	Enrolment No. with validity date	:	
(d)	Structural Reviewer :		
	Name	:	
	Address	:	
	e-mail	:	
	Phone No	:	Mobile :
		:	Land line :
		:	Fax :
	Enrolment No. with validity date	:	
(e)	Town Planner / Urban Designer:		
	Name	:	
	Address	:	
	e-mail	:	
	Phone No	:	Mobile :
		:	Land line :
		:	Fax :
	Enrolment No. with validity date	:	
(f)	Public Health Engineer:		
	Name	:	
	Address	:	
	e-mail	:	
	Phone No	:	Mobile :
		:	Land line :
		:	Fax :
	Enrolment No. with validity date	:	
(g)	Geo Technical Engineer:		
	Name	:	
	Address	:	
	e-mail	:	
	Phone No	:	Mobile :
		:	Land line :
		:	Fax :
	Enrolment No. with validity date	:	

(h)	Electrical Engineer:		
	Name	:	
	Address	:	
	e-mail	:	
	Phone No	:	Mobile :
			Land line :
			Fax :
	Enrolment No. with validity date	:	

(E) Gift / transfer of land whether required before commencement / during erection / after completion of erection of building

(F) Undertakings :

1. I/We confirm that the erection of building to be undertaken shall be strictly in accordance with the Act and the rules made there under.
2. I/We confirm that no building materials shall be deposited in any street except with the written permission of the Sanctioning Authority.
3. I/We confirm that I / we shall not transfer the open space or any part thereof, shown in building plan, as land appurtenance to the proposed building.

(G) Enclosures -

- (a) Copy of the document(s) showing the exclusive right to develop the land;
- (b) Six sets of hard copies of the drawings and soft copy in compact disc including the areas in poly line. Out of six sets of hard copies, four sets of Ammonia prints and two sets of Blue Print with signature of applicant(s), Architect and other concerned technical persons of the project as per these rules;

Note: All drawings should contain necessary certification and signature of Architect, Civil Engineer / Structural Engineer, Town Planner / Urban Designer (as the case may be), and signature of the applicant(s);

- (c) Key (location) Plan, in scale of not less than 1:1000;
- (d) Site Plan, in scale of not less than 1:500;
- (e) Building plans, elevations, sections in scale of 1:100;
- (f) Detailed drawings in scales of 1:50, 1:25;
- (g) Broad Specifications;
- (h) FAR calculation sheet and car parking statement signed by the Architect and Applicant(s);
- (i) Services, plumbing and sanitary layouts showing the plumbing installations, signed by the Civil Engineer or Public Health Engineer and the Architect;
- (j) Plan showing the location of substation, captive generator set signed by Electrical Engineer or Electrical Supervisor and the Architect, as the case may be;
- (k) Soil investigation report by Geo-technical Engineer, as the case may be;

- (l) Structural drawings and detailed design calculations including piling drawings and calculations, if any and Certificate of Structural Stability of the building signed by the Structural Engineer or Civil Engineer, as the case may be;

Certificate of Structural Stability

We hereby certify that the structural drawings and design of both the foundation and superstructure of the building / buildings has been made considering the Soil Test Report, as per the rules and regulations made under the Act and also considering all possible loads, seismic load and the moments generated by the proposed structure as per the Bureau of Indian Standard and National Building Code of India and certified that the proposed building(s) is/are safe and stable in all respect and these provisions shall be adhered to during the construction.

Signature of Civil Engineer / Structural Engineer

- (m) No Objection Certificate as the case may be, from:-

- (i) West Bengal Fire and Emergency Services,
(ii) Civil Aviation Authority,

Note: A note stating that all the recommendations of the "No Objection Certificates" of West Bengal Fire and Emergency Services, Civil Aviation Authority, if any, will be adhered to the project shall be incorporated in all the drawings;

- (n) Indemnity Bond for construction to be undertaken;
(o) Undertaking from the professionals engaged for the project;
(p) Undertaking for starting of pile work, if any;
(q) NOC from Sanctioning Authority and/or New Town Kolkata Development Authority and/or Planning Authority and other competent authority regarding source of water supply, discharging of sewage, drainage and disposal of solid waste.
(r) Mutation / Conversion Certificate along with ULC clearance wherever applicable.
(s) Copy of deed regarding transfer / gift of land, if applicable.

Note: All enclosures shall be authenticated by the applicant.

(H) Declaration

I/We hereby declare that the information given above (as well as in the enclosures and annexure including drawings, plans) is true and correct to the best of my knowledge and belief.

Date & Place:

Thanking You,

Signature of the applicant(s)

INDEMNITY BOND FOR CONSTRUCTIONS TO BE UNDERTAKEN

(To be made on a non-judicial stamp paper of Rs. 10/-)

BY THE PRESENT INDEMNITY BOND EXECUTED by us on this day of 20..... I/We, S/o having registered office / residing at (hereinafter called the 'OBLIGOR/OBLIGORS') which expression shall mean and include my/our successors, and legal representatives and assigns do hereby bind myself/ourselves with the promise and undertaking in favour of the New Town Kolkata Development Authority / Sanctioning Authority (hereinafter called the 'OBLIGEES'), which expression shall mean and include its successor, legal representatives, administrators and assigns.

WHEREAS the OBLIGOR/OBLIGORS has /have started / shall start construction of the proposed building at, more fully, described in the schedule given hereunder more particularly the Structural design formulated in the National Building Code of India (hereinafter referred to as the 'NBCI') and has maintained / shall maintain all necessary safety measures during as well as after such construction as per the provisions spelt out in the NBCI, and with regard to natural hazards say by way of earthquake etc. the OBLIGOR/OBLIGORS has/have followed / shall follow all the provisions as per the provisions contained in the New Town Kolkata Planning Area (Building) Rules, 2014.

AND WHEREAS all materials already in use or to be used and workmanship already adopted or to be adopted in such construction work are as far as possible of good quality as referred to in the NBCI, and any alternative materials or workmanship, if used, must be in conformity with the standards recommended by NBCI.

NOW THIS INDENTURE WITNESSESS that in view of such averments I/we do hereby undertake:-

1. That the OBLIGEES shall not be held responsible for any type of negligence or non-compliance of or deviation from rules in respect of the faulty specification of materials/alternative materials used or faulty workmanship / alternative workmanship adopted by the OBLIGOR, at any stage during construction or thereafter.
2. The OBLIGOR/OBLIGORS undertakes/undertake to indemnify and keep harmless the OBLIGEES from all claims actions and proceedings and against all risks, danger or damage to any person whether an occupier or other than occupier and any other persons not belonging to the OBLIGOR/OBLIGORS.
3. FURTHER MORE THE OBLIGOR/OBLIGORS undertakes/undertake to indemnify the OBLIGEES against any damage to the said structure due to faulty design, defective construction technique or using substandard materials or any other reasons whatsoever.
4. If at any time, during the period of construction it is found that the construction is not in accordance with the plan and design on which construction work was allowed, or if it is subsequently detected that any paper/ document submitted by the OBLIGOR/OBLIGORS is/are false or has/have not been issued by the concerned competent authority, or, construction work is at variance with the guidelines and instructions issued thereof, the OBLIGEES shall have the right to suspend construction and direct the OBLIGOR/OBLIGORS to remedy the defects failing which money deposited towards the fees for sanction of building plan shall be forfeited and legal action will be initiated by the OBLIGEE(S).
5. IN WITNESS WHEREOF the OBLIGOR/OBLIGORS abovementioned have signed this Deed of Indemnity on the day of 20.....

SIGNED AND DELIVERED
BY THE OBLIGOR/OBLIGORS

In presence of witness:

- 1.
- 2.

SCHEDULE

Dag No.	:
Khatian No.	:
Mouza	:
J. L. No.	:
Area in Sq.M.	:
Street	:

Schedule - III

[See Rule- 4]

FORM OF DECLARATION

(For preparation of proposal)

Reference :

Date:

From :

Name :

Address :

.....

..... PIN :

Telephone No. :

Landline :; Mobile :; Fax :

email address :

To

The Sanctioning Authority,

Subject: Application for erection of building at Dag No., Khatian No.,

of Mouza, J. L. No.,

Street, Use group

Sir/Madam,

1. I/ We hereby declare that the proposals of erection, re-erection or alteration in the above premises shall be prepared by Shri, an Architect, and by Shri, as Structural Engineer/ Civil Engineer.
2. As the height of the proposed building is 18.00 m or more, I do hereby appoint Shri as Structural Reviewer.
3. As the plot area is more than 2 Hectares, I do hereby appoint Shri as Town Planner / Urban Designer.
4. As this building is 15 meter and/or more in height and/or having plot area more than 1500 Sq.M., I hereby appoint Shri as Public Health Engineer.
5. As this building is more than 18 meter in height and/or having plot area more than 1500 Sq.M., I hereby appoint Shri as Electrical Engineer.
6. As this building is 15 meter and/or more in height and/or having plot area more than 1500 Sq.M., and/or having deep foundation/ piling and or basement I hereby appoint Shri as Geo Technical Engineer.

Thanking You,

Signature of the applicant(s)

Name of the Town Planner/ Urban Designer

Signature of the Town Planner/ Urban Designer

Name of the Structural Reviewer

Signature of the Structural Reviewer

Name of the Public Health Engineer

Signature of the Public Health Engineer

Name of the Geo Technical Engineer

Signature of the Geo Technical Engineer

Name of the Electrical Engineer

Signature of the Electrical Engineer

Certificate of the Architect

I certify that all the Architectural Drawings of the project at Dag No., Khatian No., of Mouza, J.L. No. have been prepared by me complying with the New Town Kolkata Planning Area (Building) Rules, 2014. I also certify that the plans and drawings prepared by me complying with all the provisions regarding the Fire Protection as per the prevailing National Building Code of India. I shall be held responsible if any incorrect information is furnished by me or any violation of provisions of these rules or the prevailing National Building Code is found in any of the drawings and documents, signed by me and submitted to the Sanctioning Authority for obtaining sanction.

Signature of the Architect

Certificate of the Structural Engineer

Certified that the structural drawing and design of both the foundation and superstructure of the building / buildings has been made considering the Soil Test Report, as per the rules and regulations made under the Act and also considering all possible loads, seismic load and the moments generated by the proposed structure as per the Bureau of Indian Standard and National Building Code of India and certified that it is safe and stable in all respect and these provisions shall be adhered to during the construction.

Signature of the Structural Engineer
/Civil Engineer

Authenticated by the applicant(s)

Schedule - IV

[See Rule - 9]

Form of sanction of building plan

From:

The Sanctioning Authority

To:

(Name and address of the applicant)

Subject: Issue of sanction / provisional sanction of erection / re-erection / addition to / alteration of the building at
 Dag No., Khatian No. of Mouza, J. L. No.,
 Street, Use Group

Sir/Madam,

With reference to your application dated the for the sanction / provisional sanction under Rule- 9 of the New Town Kolkata Planning Area (Building) Rule, 2014, for erection / re-erection / addition to or alteration of, the building on Dag No., Khatian No. of Mouza, J. L. No., Street:, this Building Permit is hereby granted subject to the following conditions, namely:

1. The Building Permit No dated the is valid up to the day of (month)(year)
2. The Building Permit Nodated the is valid for occupancy / use- group.
3. The following restrictions/special conditions must be noted and observed, subject to all of which this permit is being issued:
 - (a)
 - (b)
 - (c)
4. The following conditions regarding use of inflammable materials must be noted and observed, subject to all of which this permit is being issued:
 - (a)
 - (b)
 - (c)
5. The following further conditions must be noted and observed, subject to all of which this permit is being issued:
 - (a)
 - (b)
 - (c)
6. The building/work for which this Building Permit is issued has to be completed within
7. The construction will be undertaken as per sanctioned plan only and no deviation from the New Town Kolkata Planning Area (Building) Rule, 2014, will be permitted. Any deviation from the Rules in the construction work is liable to be demolished and the supervising Architect/Civil Engineer/Structural Engineer/other technical personnel engaged for the job will run the risk of having his license cancelled.
8. One set of the plans and specifications submitted along with the notice under Rule- 4 duly countersigned is returned herewith.

Thanking You,

 Signature and designation of the
 officer to whom powers have been delegated

Annexure:

Office No

Official Stamp

Dated

Schedule - V

[See Rule- 9 (d)]

FORM OF COMMUNICATION OF REFUSAL OF SANCTION WITH GROUNDS

From:

The Sanctioning Authority

To:

(Name and address of the applicant)

Subject: Communication of refusal of sanction under Rule- 9(d) at Dag No., Khatian No. of Mouza, J. L. No., Street, Use Group, Sir/Madam,

With reference to your application dated the for the sanction / provisional sanction under Rule- 9 of the New Town Kolkata Planning Area (Building) Rule, 2014, for erection / re-erection / addition to or alteration of, the building on Dag No., Khatian No. of Mouza, J. L. No., Street, this is to inform you that the sanction/provisional sanction has been refused under Rule- 9(d) of the New Town Kolkata Planning Area (Building) Rule, 2014. The ground/ grounds on which the sanction has been refused are as follows :

- (1)
- (2)
- (3)
- (4)
- (5)

Thanking You,

 Signature and designation of the officer to whom powers have been delegated

Annexure:

Office No

Official Stamp

Dated

Schedule - VI

[See Rule- 11]

Form of Notice of Commencement

Reference :

Date:

From :

Name :

Address :

.....

..... PIN :

Telephone No. :

Landline : ; Mobile : ; Fax :

email address :

To

The Sanctioning Authority,

Subject: Notice of commencement as per Building Sanction No. dated in respect of Dag No., Khatian No., of Mouza, J. L. No., Street, Use group

Sir / Madam,

I/We hereby give notice that the erection of building on plot will be commenced on as per Building sanction No. dated granted by you, under the supervision of Shri/Smt. as Architect and Shri/Smt. as Structural Engineer or Civil Engineer and in accordance with the plans sanctioned.

Yours faithfully,

 Signature of the applicant(s)
Countersigned :

(i) Name of the Architect :
 Council of Architecture :
 Registration No. with validity date
 Address :

 Signature of the Architect

(ii) Name of the Structural Engineer/Civil Engineer
 Enrolment No. with validity date
 Address :

 Signature of the Structural Engineer
 /Civil Engineer

Authenticated by the applicant(s)

Schedule - VII

[See Rule- 13(1)]

FORM OF NOTICE OF COMPLETION OF WORK UP TO PLINTH LEVEL

Reference :

Date:

From :

Name :

Address :

.....

..... PIN :

Telephone No. :

Landline :; Mobile :; Fax :

email address :

To

The Sanctioning Authority,

Subject: Notice of Completion of work up to the plinth level under Sub-Rule- (1) of Rule- 13 as per Building Sanction No. dated in respect of Dag No., Khatian No., of Mouza, J. L. No., Street, Use group

Sir / Madam,

I/We hereby inform you that construction upto the plinth level of the building sanctioned vide Sanction No. dated in respect of Dag No., Khatian No., of Mouza, J. L. No., Street, Use group, has been completed in accordance with the sanctioned plan.

The work may be inspected in pursuance of the provisions of the Sub-Rule- (2) of Rule- 13 of the New Town Kolkata Planning Area (Building) Rule, 2014.

Yours faithfully,

 Signature of the applicant(s)
Countersigned :

(i) Name of the Architect :
 Council of Architecture :
 Registration No. with validity date
 Address :

 Signature of the Architect

(ii) Name of the Structural Engineer/Civil Engineer
 Registration No. with validity date
 Address :

 Signature of the Structural Engineer/Civil Engineer

Authenticated by the applicant(s)

Schedule - VIII

[See Rule- 4]

Form of Declaration
(For Supervision by Plumber)

Reference :

Date:

From :

Name :

Address :

.....

..... PIN :

Telephone No. :

Landline :; Mobile:; Fax :

email address :

To

The Sanctioning Authority,

Subject: Declaration in respect of Dag No., Khatian No., of Mouza

....., J. L. No., Street

Use group

Sir,

I/We hereby declare that the works relating to water supply, drainage and sewerage shall be supervised by Shri/Smt. as Plumber.

Yours faithfully,

Signature of the applicant(s)

Countersigned:

Name of the Plumber :

Address :

Signature of the Plumber

Authenticated by the applicant

Schedule - IX

[See Rule- 4]

Form of Declaration

(For Supervision by Electrical Supervisor)

Reference :

Date:

From :

Name :

Address :

.....

..... PIN :

Telephone No. :

Landline :; Mobile:; Fax :

email address :

To

The Sanctioning Authority,

Subject: Declaration in respect of Dag No., Khatian No. ,

of Mouza, J. L. No. ,

Street, Use group

Sir,

I/We hereby declare that the works relating to House wiring and electrical installations shall be supervised by Shri/Smt. as Electrical Supervisor.

Yours faithfully,

Signature of the applicant(s)

Countersigned:

Name of the Electrical Supervisor :

Address :

Signature of the Electrical Supervisor

Authenticated by the applicant

Schedule - X

[See Rule- 17]

Form of Notice of Completion

Reference :

Date:

From :

Name :

Address :

..... PIN :

Telephone No. :

Landline :; Mobile:; Fax :

email address :

To

The Sanctioning Authority,

Subject: Notice of completion of work as per Building Sanction No. dated in
 respect of Dag No., Khatian No.,
 of Mouza, J. L. No.,
 Street, Use group

Sir/Madam,

I/We hereby give notice that the building construction on aforesaid mentioned plot has been completed according to the plans sanctioned (including additions / alterations / modifications if any).

I/We hereby request you to arrange for the inspection and cause the issuance of Occupancy Certificate.

Thanking You,

 Signature of the applicant(s)
Countersigned :

(i) Name of the Architect :
 Council of Architecture :
 Registration No. with validity date
 Address :

 Signature of the Architect

(ii) Name of the Structural Engineer/Civil Engineer
 Enrolment No. date with validity date
 Address :

 Signature of the Structural
 Engineer/Civil Engineer

Authenticated by the applicant**Enclosures :**

- (1) Four numbers hard copy plans and a soft copy of the same marked as 'completion plan' including all revisions and modifications signed by the applicant and the technical persons as required;
- (2) Structural Stability Certificate signed by Structural Engineer or Civil Engineer;
- (3) Structural Stability Certificate for underground reservoir from Structural Engineer or Civil Engineer;
- (4) Fire Safety Certificate towards occupancy of building issued under the West Bengal Fire Services Act, 1950;
- (5) Completion Certificate for internal drainage, water supply, sewerage and plumbing works from Public Health Engineer;
- (6) Completion Certificate from Electrical Engineer or Licensed Electrical Supervisor for house wiring and all electrical installations;
- (7) Certificate from Directorate of Electricity regarding provision to its satisfaction, of transformer, sub-station and ancillary power supply;
- (8) A certificate pertaining to lift installation and operation.

Form of the Structural Stability Certificate

I/We hereby declare that the construction of building on Dag No. Khatian No. of Mouza, J. L. No., Street, has been supervised by me/us and has been completed on dated, according to the plans sanctioned vide Building sanction No..... dated

The work has been completed in accordance with the sanctioned plan and to our best satisfaction. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specification. No provisions of the West Bengal Town & Country (Planning & Development) Act, 1979 and The New Town Kolkata Planning Area (Building) Rules, 2014 have been violated in course of the construction work of the building.

I/we hereby declare that the building is structurally safe and fit for use for which it has been erected/re-erected/altere d/ added to.

Name of the Structural Engineer/Civil Engineer

Enrolment No. date with validity date

Address :

Signature of the Structural
Engineer/Civil Engineer

Authenticated by the applicant

Schedule - XI

[See Rule- 18]

Form of Occupancy Certificate

Reference:

Date:

From:

The Sanctioning Authority

To:

(Name and address of the applicant)

Subject: Grant of Occupancy Certificate as per Building Sanction No. dated in
 respect of Dag No., Khatian No. of Mouza
 J. L. No., Street , Use Group

Reference: Your notice of completion dated

Sir/Madam,

With reference to your notice of completion dated along with all necessary documents in
 respect of the building at Dag No., Khatian No. of Mouza
, J. L. No., Street , Use Group
 have been received by this department.

On inspection of the premises it is certified that the building is fit for occupation (use group).

One set of Building Plans with endorsement "Approved Completion Plan" under the signature of an authorized officer
 of the Sanctioning Authority is returned herewith.

Thanking You,

 The Sanctioning Authority

Encl : As stated above.

Office No

Official Stamp

Dated

Schedule - XII

[See Rule- 19 & 20]

Form of Notice of Partial Completion

Reference :

Date:

From :

Name :

Address :

.....

..... PIN :

Telephone No. :

Landline :; Mobile:; Fax :

email address :

To

The Sanctioning Authority,

Subject: Notice of partial completion of work as per Building Sanction No.
dated in respect of Dag No., Khatian No.,
of Mouza, J. L. No.,
Street, Use group

Sir/Madam,

I/We hereby give notice that the erection of building on plot as per Building Sanction No.
dated in respect of Dag No., Khatian No., of Mouza
....., J. L. No., Street
Use group has been partially completed according to the plans sanctioned.

I/We have to request you to arrange for the inspection and for the issue of a Partial Occupancy Certificate.

Yours faithfully,

Signature of the applicant(s)

Countersigned :

(i) Name of the Architect :
Council of Architecture :
Registration No. with validity date
Address :

Signature of the Architect

(ii) Name of the Structural Engineer/Civil Engineer
Enrolment No. date with validity date
Address :

Signature of the Structural Engineer/Civil Engineer

Authenticated by the applicant

Enclosures :

- (1) Four sets of the building drawings showing the portion of the building which is proposed to be occupied marked as "Partial Completion Plan" with all the revisions and modifications duly signed by the applicant, Architect and the Structural Engineer or Civil Engineer;
- (2) Structural Stability Certificate for the portion of the building which is proposed to be occupied signed by Structural Engineer or Civil Engineer;
- (3) An Indemnity Bond undertaking to indemnify the Sanctioning Authority against any risk, danger or damage to any person, whether an occupier or not, and an undertaking to ensure, in such manner as the Sanctioning Authority may specify, Public safety;
- (4) An undertaking that no person shall occupy or shall be allowed to occupy any other portion of the building for which Occupancy Certificate has not been issued.

Note: Enclose items which are necessary.

Form of the Structural Stability Certificate

I/We hereby certify that the erection/re-erection/addition to/alteration of the portion of the building which is proposed to be occupied on Dag No., Khatian No., of Mouza,
 J. L. No., Street,
 Use group, has been supervised by me and has been completed partially on dated
 according to the plans sanctioned vide Building Sanction No.
 dated

The work has been partially completed in accordance with the sanctioned plan and to our best satisfaction. The workmanship and all the materials (type and grade) have been used strictly in accordance with general and detailed specification. The design and drawing of both foundation and superstructure of the building has been made by me, considering the Soil Test Report and as per the provisions contained under the and also considering all the possible loads including the seismic load, and the moments generated by the proposed structure as per Bureau of Indian Standard and National Building Code of India.

I hereby declare that the building is safe and fit for use for which it has been erected/re-erected/alterd/added to.

Name of the Structural Engineer/Civil Engineer

Enrolment No. date with validity date :

Address :

 Signature of the Structural Engineer
 /Civil Engineer

Authenticated by the applicant

Schedule - XIII

[See Rule - 19]

Form of Partial Occupancy Certificate

Reference :

Date :

From:

The Sanctioning Authority

To:

(Name and address of the applicant)

Subject: Grant of Partial Occupancy Certificate as Building Sanction No.dated
 in respect of Dag No., Khatian No., of
 Mouza, J. L. No.,
 Street, Use group

Reference: Your notice of Partial Occupancy Certificate dated

Sir/Madam,

With reference to your notice of partial completion certificate dated along with all necessary documents in respect of the building at Dag No.of Mouza have been received.

On inspection of the premises by the person it is certified that the portion of the building and/or Block No. is fit for occupation as (use group).

The partial Occupancy Certificate is issued subject to that when erection of the building is completed you will have to apply for Occupancy Certificate. The partial occupancy certificate is valid for

One set of Building Plan with endorsement "Approved Partial Completion Plan" under the signature of the Sanctioning Authority is returned herewith.

Yours faithfully,

 The Sanctioning Authority

Enclo. : As above.

Office No

Official Stamp

Dated

Schedule - XIV

Form of Indemnity Bond

(To be submitted on non-judicial stamp paper of Rs.10/-)

This Indemnity Bond is executed by Shri and Shri son / sons of Shri residing at owner(s) of premises No..... in (name of the street and No. of word).

WHEREAS I/we am/are submitting to the Panchayat (hereinafter referred to as the said Panchayat) building plans with provisions for deep foundation works, piling works, construction of basement and underground constructions;

AND WHEREAS I/We am/are representing to the said Panchayat that if sanction is granted for the construction of the aforesaid works, I/we shall indemnify the said Panchayat for any loss or damage at the time of execution of the said works or thereafter;

AND WHEREAS I/we undertake that all precautionary measures shall be undertaken by me/us and no excavation shall be carried out beyond the boundaries of the plot. Any damage occurring during the execution of the works or due to excavation made at site to the civic services / public utility services or properties shall be made good by me / us;

AND WHEREAS I/we further undertake and agree to indemnify the said Panchayat to the full extent of any claim put up against the said Panchayat either by way of damage, compensation or in any other way, in case the said Panchayat is required to pay any amount to any person or owner or owners of the adjoining properties;

AND WHEREAS I / we further undertake and agree to indemnify the said Panchayat of all costs and expenses the said Panchayat may require to defend any action in this regard to any court of law;

IN WITNESS WHEREOF, the owners above mentioned put their hands and seal to the said Indemnity Bond on this day of

Witness:

Signature

1.....

2.....

1.....

2.....

Annexure - A**List of Indian Standards / Guidelines for Hazard Safety*****For earthquake protection:***

1. IS: 1893-1984/2002(part I) "Criteria for Earthquake Resistant Design of Structures (Fourth Revisions)" June, 1986.
2. IS: 13920-1993 "Ductile Detailing of Reinforced Concrete Structures subject to Seismic Forces-Code of Practice" November, 1993.
3. IS: 13828-1993 "Criteria for Earthquake Resistant design and Construction of Building-Code of Practice (Second Revision)" October, 1993.
4. IS: 13828-1993 "Improving Earthquake Resistance of Low Strength Masonry Buildings-Guidelines" August, 1993.
5. IS: 13827-1993 "Improving Earthquake Resistance of Earthen Buildings-Guidelines" October, 1993.
6. IS: 13935-1993 "Repair and Seismic Strengthening of Buildings-Guidelines" November, 1993.

By order of the Governor,

DEBASHIS SEN,
*Principal Secretary to the Government of West Bengal
Urban Development Department*