

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID,

New Town, Kolkata - 700 156

Memo : **6045**/NKDA/Permission/Stop/003(ix)/2026

Date : 23/09/2026

Person Responsible : Mrs Rupali Ghosh, (Owner of the of Building)

**Notice against : Premises No: 20-0074 Plot No: AB/62, Action Area-IA,
New Town, Kolkata, PIN-700156.**

**Subject : Stop the non-residential use of the residential premises for operating a
Private Office forthwith and refrain from such use until the requisite
certificate is duly submitted.**

It has come to the notice of the Authority, on physical inspection, that you have violated the conditions pertaining to the permission given to you vide Memo No 633/NKDA/ADMN/COM/2025 dated **21/01/25** and that your building does not have the requisite permissions from the departments concerned for using portion of the under mentioned residential building for the following non-residential purpose :

Private office on the first floor of the Building.

You are aware that residents in the New Town are allowed certain non-residential use(s) of residential buildings up to 40% of the total floor area of their buildings, subject to certain terms and conditions (vide No. 2287-UD/O/M/HID/5M- 36/2014, dated 14th July, 2015 of the Government of West Bengal in the Urban Development Department), of which the first condition is that they “shall have to obtain prior permission from New Town Kolkata Development Authority in this regard”. Our physical inspections show that the non-residential activities are going on in your premises without the under-mentioned requisite documents, as mentioned in the Urban Development Department notification, as stated above.

You have also not obtained any Fire Licence for the activity, as found during the physical inspection at your premises. You failed to produce any valid Fire Licence whatsoever. You are aware that the Government Order, under reference, mentions, *inter alia*, that the applicant- resident “must also obtain requisite permission from the Authorities concerned, as required under the extant law/ rule for the specified categories of the enlisted non-residential uses.”

The violations and the failings have assumed particular gravity and warrant our urgent attention specifically in the context of potential fire hazard implications of your activity. By undertaking and continuing with a non-residential activity with grave fire hazard implications, and without necessary permission from the competent authorities concerned, you/ your activity is posing grave danger to your entire neighbourhood.

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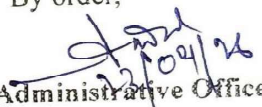
New Town, Kolkata - 700 156

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Therefore, you are hereby directed to forthwith discontinue and desist non-residential/commercial use of the first floor of the residential building and not to resume such use until the requisite certificate from the concerned Government Department is duly submitted. Failure to comply with the directions contained herein within 15 days from the date of issuance of this Notice shall invite appropriate action under the applicable statutory provisions.

This Order shall take immediate effect.

By order,


Assistant Administrative Officer
New Town Kolkata Development Authority

Memo no. 6045/02/(1)/ NKDA/Permission/Stop/003(ix)/2026

Date : 23/09/2026

Copy forwarded to:

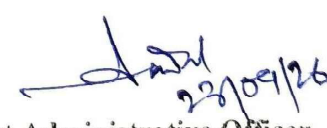
1. The Director General, West Bengal Fire and Emergency Services Directorate
2. The Commissioner of Police, Bidhannagar Police Commissionerate


Assistant Administrative Officer
New Town Kolkata Development Authority

Memo no. 6045/03/(2)/ NKDA/Permission/Stop/003(ix)/2026

Date : 23/09/2026

1. PA to CEO, NKDA.
2. Assistant Engineer (System)-I, NKDA
3. Office Copy


Assistant Administrative Officer
New Town Kolkata Development Authority