



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

ORDER

No : 3280 /NKDA - 14013 /1/2023 – IT SEC (NKDA) – NKDA

Dated, the 23rd day of April, 2026.

In partial modification as well as in partial consolidation of all earlier circulars/ orders / arrangements with regard to the subject above, it is hereby notified that henceforth, following procedures/ delegation arrangements will be followed in disposing of issues related to the subject described above:

- (1) All necessary scrutiny and examination with regard to assessment of Property Tax will be done by the Supervisor concerned of the Assessment Section.
- (2) The Supervisor concerned will then forward the application with his comments to the OSD in the rank of Revenue-In-Charge (Revenue)/ OSD in the rank of Deputy Collector.
- (3) The OSD in the rank of Revenue-In-Charge/ OSD in the rank of Deputy Collector, in his turn will refer the matter to the Administrative Officer in charge of Assessment Section with detailed calculation of annual valuation and Property Tax for approval.
- (4) In case of all Non-Residential Buildings and in case of Bulk Housing Complex projects constructed on plots with the size of 1 (one) acre or more, the Administrative Officer will take approval of the Chief Executive Officer before according approval.
- (5) In case of any objection warranting hearing, the Member Secretary, NKDA will hear the assessee and dispose of the issue.

This order will take immediate effect.

Sd./-

Chairman

New Town Kolkata Development Authority

No : 3280/1(14) /NKDA - 14013 /1/2023 – IT SEC (NKDA) – NKDA Dated, the 23rd day of April, 2026.

Copy forwarded for information and necessary action to the,-

- (1) Administrative Officer (R&IT), NKDA.
- (2) Administrative Officer (EM), NKDA.
- (3) OSD in the rank of Administrative Officer (GE), NKDA.
- (4) Advisor (Finance & IT), NKDA.
- (5) Finance Officer, NKDA.
- (6) Additional Finance Officer, NKDA.
- (7) Sr. Law Officer, NKDA.
- (8) Law Officer, NKDA.
- (9) Shri Bhaskar Ghosh, OSD in the rank of Revenue-In-Charge
- (10) Shri Subir Roy, OSD in the rank of Deputy Collector
- (11) Shri Amalendu Mondal, OSD in the rank of Estate Manager- III.
- (12) System Manager, NKDA.
- (13) P.A. to the Hon'ble Chairman, NKDA
- (14) P.A. to the Chief Executive Officer, NKDA..

Chief Executive Officer,

New Town, Kolkata Development Authority