

Government of West Bengal
Department of Urban Development & Municipal Affairs
'NAGARAYAN',
Land Cell(Non-Residential),3rd Floor
DF-8, Sector-I, Salt Lake, Kolkata-700064
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No.896-UDMA-27012(11)/43/2023-LMNR SEC-Dept. of UDMA

Dated:-18.12.2023

ORDER

The Government in the Urban Development and Municipal Affairs Department being the lessor in respect of the leasehold non-residential land in Salt Lake allow the lessees for renting out of built up space within the buildings constructed at their respective plots of land.

In order to ensure timely disposal of applications received from the lessees for granting permission for renting out of built up space, the Government in the Urban Development and Municipal Affairs Department has decided to issue provisional permission in favour of the lessees of non-residential land at Salt Lake for renting out of such built up spaces in the following manner:-

1. The lessee will submit application alongwith necessary documents of the proposed tenant including PAN, CIN, Memorandum and Article of Association, Partnership deed etc.(whichever is applicable).
2. On receipt of application and subject to deposit of processing fee amounting to Rs. 15,000/- in terms of Notification No. 4006-UD Dated 08.12.2011, this Department will issue provisional permission order for renting out of built up space which will remain valid for 90(ninety) days.

Along with the application and other documents, an undertaking in the form of affidavit is to be submitted by the lessee declaring the following:-

- a. That the proposed super built up area is lying vacant at the time of submitting application or pre-occupied by the proposed tenant;
 - b. That the proposed tenant will utilise the space for the purpose mentioned in the lease deed or for other purpose;
 - c. That as the proposed tenant has pre-occupied the space and or the space is being utilised/to be utilised for the purpose other than the purpose mentioned in the lease deed, the lessee is agreeable to deposit permission fee for renting out of SBUA alongwith 100% penalty in terms of provisions laid down in the extant notifications of this Department;
 - d. That the lessee will contact with the Executive Engineer, Design, SLR&DC for finalisation of measurement of proposed SBUA by submitting all requisite documents to that end;
 - e. That the lessee will submit IT recommendation certificate to be issued by IT & E Department, Govt. Of WB in case the proposed space is to be utilised for IT/ITES purpose;
3. On receipt of favourable report from IT & E Deptt., if any, to be submitted by the lessee and the report on measurement of proposed area to be submitted by SLR&DC alongwith a field verification report, a demand notice for payment of permission fee in terms of Notification No. 4006-UD Dated 08.12.2011 and Notification No. 1990-UD/O/M/SL(AL/NR)/8L-8/2004 Dated 04.06.2008(wherever is applicable) will be issued to the lessee.
 4. On fulfillment of the above mentioned conditions and subject to deposit of due permission fees, final permission order for renting out of Super Built Up Area within a building constructed at non residential land at Salt Lake will be issued in favour of the lessee.
 - 5.If the lessee, after obtaining provisional permission order, fails/neglects to comply with the above mentioned undertaking within the stipulated timeline of 90 days, no renewal of provisional permission will be considered by this department and the lessee shall have to vacate the space within 30(thirty) days from the date of expiry of this provisional permission order.

This order will take immediate effect.

By order of the Governor,

Sdt

Additional Secretary to the
Government of West Bengal.

No.896/1(8) -UDMA-27012(11)/43/2023-LMNR SEC-Dept. of UDMA
Copy forwarded for information and necessary action to:-

Dated:-18.12.2023

1. O.S.D. to the Hon'ble MIC, Urban Development and Municipal Affairs Department.
2. Senior Deputy Secretary (SM), Urban Development and Municipal Affairs Department.
3. The Commissioner, Bidhannagar Municipal Corporation.
4. The Executive Officer, NDITA, GN-20, Sector-V, Salt Lake, Kolkata-91.
5. The Executive Engineer, Design, SLR &DC, Nirman Bhavan, Salt Lake, Kolkata-91.
6. P.S. to the Principal Secretary, Urban Development and Municipal Affairs Department.
7. P.A. to the Special Commissioner, Urban Development and Municipal Affairs Department.
8. Section Officer, IT Cell, Urban Development and Municipal Affairs Department for uploading this order in the Departmental Website.

42
18/12/2023
Additional Secretary to the
Government of West Bengal.

Anik