



USER MANUAL

REGARDING

ONLINE WORKFLOW BASED SYSTEM

FOR

ISSUANCE OF DEVELOPMENT PERMISSION CERTIFICATE

FOR DEVELOPMENT AUTHORITY

A STATUTORY AUTHORITY OF THE GOVERNMENT OF WEST BENGAL

(Version 1.0)

FROM GOVERNMENT TO GOVERNANCE

Minimizing Red-Tapism, Discretion Enhancing Accountability, Service Quality

System Overview

Step 1: Applicant need to apply for Development Permission online along with necessary documents.

Step 2: Then information's are verified and feasibility of the project and other aspect of the site are judged by authority at different levels.

Step 3: If required, authority may ask for more information from the applicant

Step 4: Finally, either the application is sanctioned of rejected.

If sanctioned, applicant would be asked to deposit fees and thereafter Development Permission Certificate would be issued.

Important Instruction

Before applying for the Online Development Permission Certificate applicant needs to keep the following information and all the other required information ready with him/her:

- Valid Mobile number
- Valid Email ID
- Khatian number
- Plot number
- Class of land as per ROR(for land information)

Also, he/she should keep soft copy of all required documents ready for upload.

e.g.

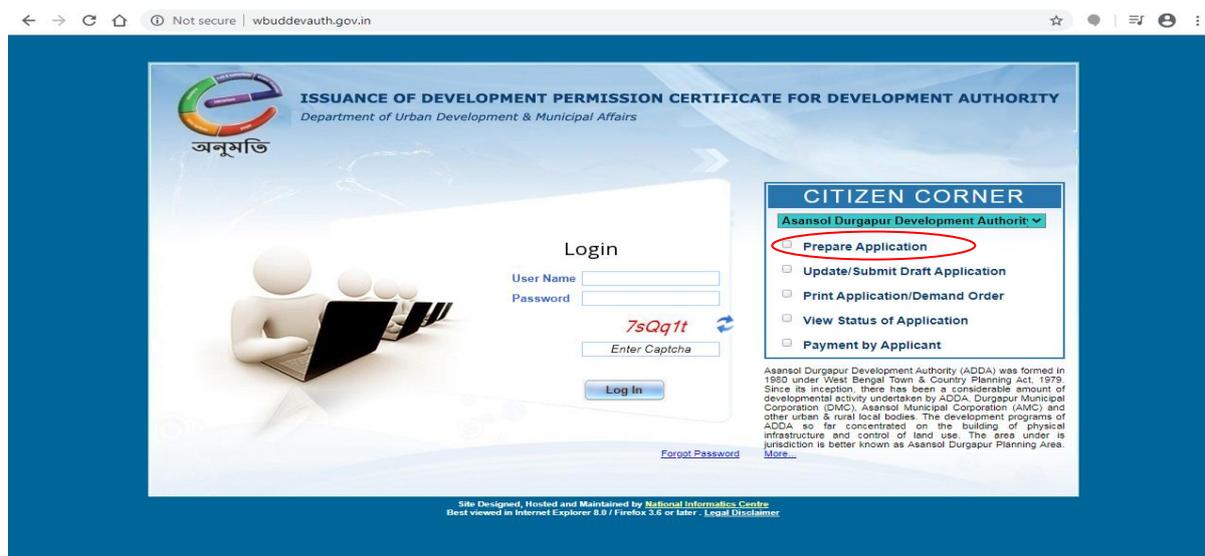
- Copy of Deed of the land owner
- Current rent receipt(Khajna Roshid) (Not Mandatory)
- Detail plan showing plan sections and elevation(Not Mandatory)
- LR ROR
- Mutation Certificate of Land/Municipality/Municipal Corporation(Not Mandatory)
- Other Deeds(Not Mandatory)
- RS/LR plot index map
- Site plan of proposed area

When he/she has all the above mentioned documents/information ready he can go to the application and start application by open the URL: <http://wbuddevauth.gov.in/> in your browser.

How to Apply

Step 1:

Open the URL: <http://wbuddevauth.gov.in/> in your browser. Select the appropriate development authority from the Citizen Corner. For our reference we are selecting **Asansol Durgapur Development Authority** and click the link **Prepare Application** for applying new application.



Step 2:

Choose the **Development Permission** for whichever required

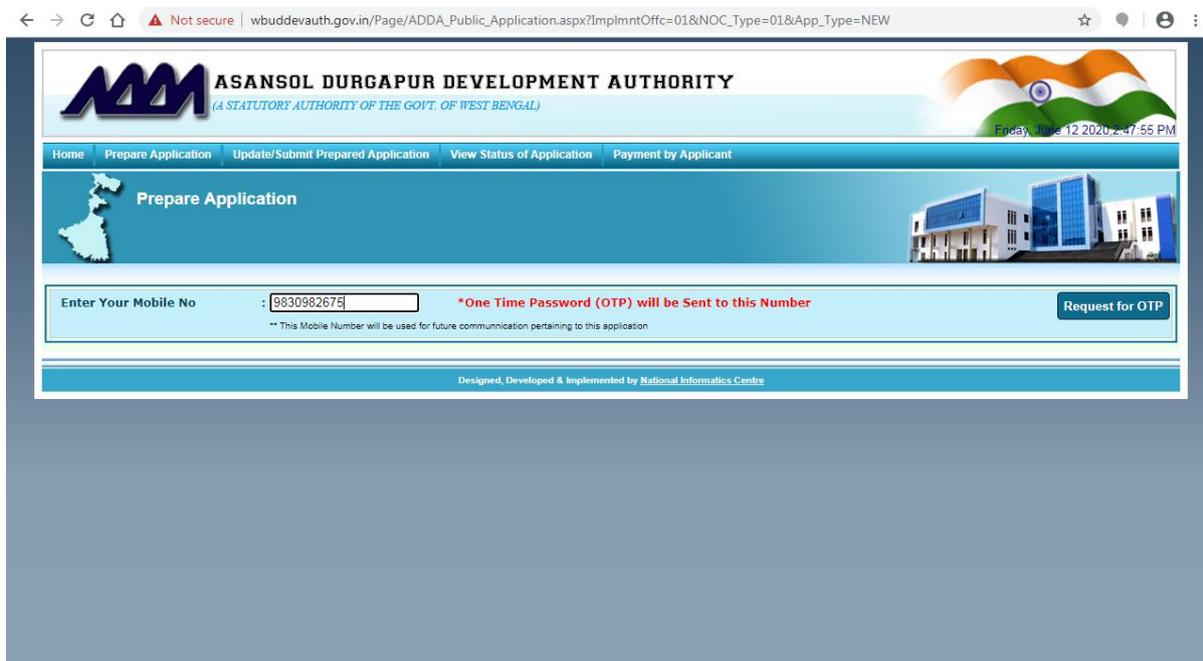
- Residential below 7.5 katha/10 katha
- Others (includes Residential above 7.5 katha/10 katha, commercial, Industrial, Institutional, Mixed Use & Housing)

For our reference here we are selecting **Residential below 7.5 katha/10 katha** and click the Click To Proceed.



Step 3:

Enter your valid mobile number and **Request for OTP**. OTP will be send to applicant's mobile number.



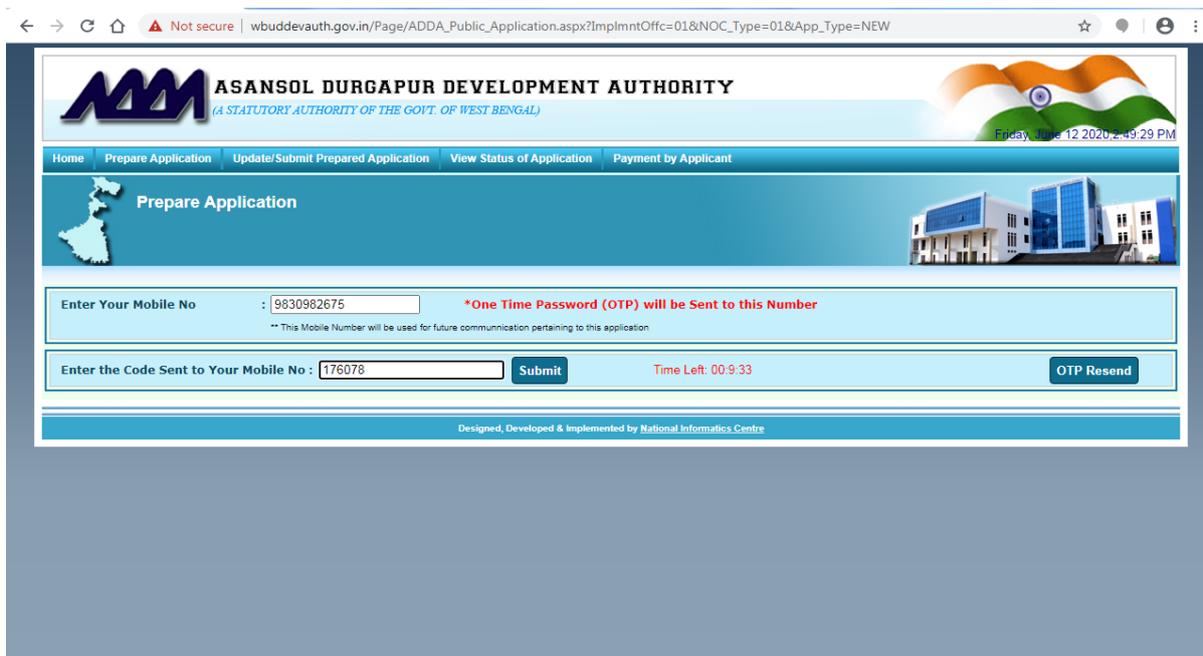
The screenshot shows a web browser window with the URL wbuddevauth.gov.in/Page/ADDA_Public_Application.aspx?ImplmntOffc=01&NOC_Type=01&App_Type=NEW. The page header includes the logo of the ASANSOL DURGAPUR DEVELOPMENT AUTHORITY and the text "(A STATUTORY AUTHORITY OF THE GOVT. OF WEST BENGAL)". The navigation menu contains: Home, Prepare Application, Update/Submit Prepared Application, View Status of Application, and Payment by Applicant. The main content area is titled "Prepare Application" and features a map of West Bengal. Below the map, there is a form with the following fields and buttons:

- Enter Your Mobile No : *One Time Password (OTP) will be Sent to this Number
-
- ** This Mobile Number will be used for future communication pertaining to this application

At the bottom of the page, it says "Designed, Developed & Implemented by National Informatics Centre".

Step 4:

After receiving OTP enter the same in appropriate field with in 10 min. and Submit. If you did not receive OTP then you can click on **OTP Resend** button.



The screenshot shows the same web browser window as in Step 3. The user has now entered the OTP 176078 in the "Enter the Code Sent to Your Mobile No" field. The "Submit" button is highlighted, and the "Time Left" is 00:9:33. The "OTP Resend" button is also visible.

The form fields and buttons are:

- Enter Your Mobile No : *One Time Password (OTP) will be Sent to this Number
- Time Left: 00:9:33
- ** This Mobile Number will be used for future communication pertaining to this application

At the bottom of the page, it says "Designed, Developed & Implemented by National Informatics Centre".

Step 5:

Enter all valid information and upload required soft copy in application form. Then click to **Save Draft Application** button and then **Submit Application** button. If you need to modify any information in the form, it should be done before clicking **Submit Application** button.

After final submission of the application form, applicant could no longer make any changes in the application.

In case of any confusion with the application applicant can temporarily save the application as Draft and when all fields are verified properly, he/she can submit the same.

ASANSOL DURGAPUR DEVELOPMENT AUTHORITY
(A STATUTORY AUTHORITY OF THE GOVT. OF WEST BENGAL)

Home Prepare Application Update/Submit Prepared Application View Status of Application Payment by Applicant

Prepare Application

IP Address of your Computer : 42.110.130.185 Logged as : 9830982675

Select Application ID : NEW

Pertaining Office : Asansol

Applicant Information

Applicant Type: Other Individual

Applicant(s) Name: Sanjit Middle Name: Jana

Applicant(s) Contact Details:

Address: Asansol, Paschim Burdwan
 State: WEST BENGAL District: PASCHIM BURDWAN
 Police Station: Asansol PIN: 721832
 Reg. Mobile No.: 9830982675 Alternate Ph.No.: 9874309289
 Email ID: jana@gmail.com

Click here for Same as Applicant(s)

Land Owner Name(s)

Owner Type: Owner

Land Owner Name: Sanjit Middle Name: Jana

Land Owner Address Details:

Address: Asansol, Paschim Burdwan
 State: WEST BENGAL District: PASCHIM BURDWAN
 Police Station: Asansol PIN: 721832
 Email ID: jana@gmail.com Alternate Ph.No.: 9874309289

Land Information

Is there any existence of building: Yes No

Proposed Land Use: Residential below 7.5 katha/10 katha

Block/Municipality Name: Asansol Municipal Corporation Mouza: Bansarakdi

Police station where land is situated: Asansol (North) JL No.: 22

Sheet No. Sheet Number Holding No. Holding Number

Ward No. Ward Number Zone No. Zone Number

Land Classification Details

SI No.	ROR Type	Khatian No. *	Plot Number *	Class of Land as per ROR *	Click To
01	RS	6637	6724	Danga	Add Next
	LR	3426	4681	Danga	

Area of Land (in sq. mtrs.): 346.99 [Calculate Area](#)

Document Upload

* The file size does not exceed 30 MB. The applicant scan the following documents/certificates in 200 dpi grey scale. Supported file formats are pdf, PDF, png , PNG , jpg , .JPG

Document Type	Click To
Copy of Deed of the Land Owner *	Choose File deed.pdf Delete
Current Rent Receipt (Khajna Roshid)	Choose File No file chosen Delete

Detail Plan Showing Plan Sections and Elevation	Choose File No file chosen	Delete
LR ROR *	Choose File lr_ror.pdf	Delete
Mutation certificate of Land/Municipality/Municipal Corporation	Choose File No file chosen	Delete
Other Deeds	Choose File No file chosen	Delete
RS/LR Plot Index Map *	Choose File index map.pdf	Delete
Site Plan of Proposed Area *	Choose File site plan.pdf	Delete

Add other Documents (if Any) * The file size does not exceed 30 MB. The applicant scan the following documents/certificates in 200 dpi grey scale. Supported file formats are pdf, PDF, png , PNG , jpg , JPG

Document Name	Choose File	Click To
<input type="text" value="Enter Document Name"/>	No file chosen	Delete Add Next

Note :

- All the documents submitted with this application are genuine.
- The land proposed for the project is free from all encumbrances.
- The proposed land does not contain any water body / contains a water body of land area acre which will not be converted by me/us.

I do hereby declare that all the above noted statements are correct to the best of my knowledge and belief.

[Save Draft Application](#) [View Draft Application](#) [Submit Application](#)

Designed, Developed & Implemented by National Informatics Centre

For land of Area Calculate click on **Calculate Area** button and put the area and choose any unit and units convert to the Sq.Mt.

SI No.	Area	Unit	In Sq. Mt.	Delete	Add Next
01	6	katha	334.4480	Delete	Add Next
02	3	Chatak	12.5418	Delete	Add Next
Total Area in Sq. Mt			346.99	Close	

After clicking on **Submit Application** applicant can take a print or save the application.

Application Submitted Successfully. Your Application ID : 2020/01/000001 And Application Date : 12/06/2020

Please retain your Application Id for future use.

[Print Application](#) [Refresh](#)

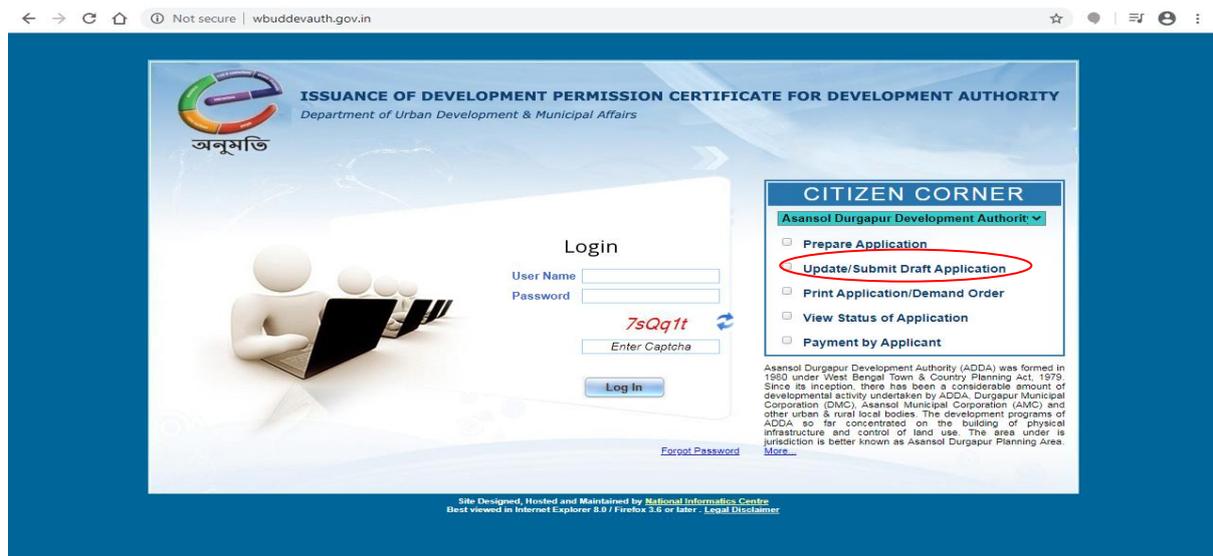
Copy of Application Submitted

Asansol Durgapur Development Authority	
Application for Assessment of Development Charges	
The Planning Authority / Development Authority.	
I intend to develop/institute/change the use of land/building as per details furnished in the statement below for which permission is required under this Act. I hereby request that you will be pleased to declare the liability of land and / or building for the levy of development charge and to determine the development charges payable and communicate the same to me.	
Yours faithfully,	
Application ID & Date	: 2020/01/000001, 12/06/2020
Registered Mobile No.	: 9830982675
Development Permission For	: Residential below 7.5 katha/10 katha
Pertaining Offices	: Asansol
Applicant Details	
Applicant Name	: Sanjit Jana
Address	: Asansol, Paschim Burdwan
P.S.	: Asansol
District	: PASCHIM BURDWAN
Pin	: 721832
State	: WEST BENGAL
Email	: jana@gmail.com
Mobile	: 9874309289
Land Owner Details	
Owner Name	: Sanjit Jana
Address	: Asansol, Paschim Burdwan
P.S.	: Asansol
District	: PASCHIM BURDWAN
Pin	: 721832
State	: WEST BENGAL
Email	: jana@gmail.com
Mobile	: 9874309289
Land Details	
Total area of land in square metre	: 346.99
Is there any existence of building	: No
Use Proposed	: Residential below 7.5 katha/10 katha.
Date	: 12-Jun-2020
Place	: Asansol
Signature of the Applicant	
<div style="display: flex; justify-content: space-around; align-items: center;"> Generated On : 12/06/2020 <NIC-WBSC> </div>	

Update Draft Application/Sent back to Applicant

Step 1:

Click on **Update/Submit Draft Application** link for updating /final submission of a previously drafted application or application sent back to applicant by officers for insufficient data/documents.



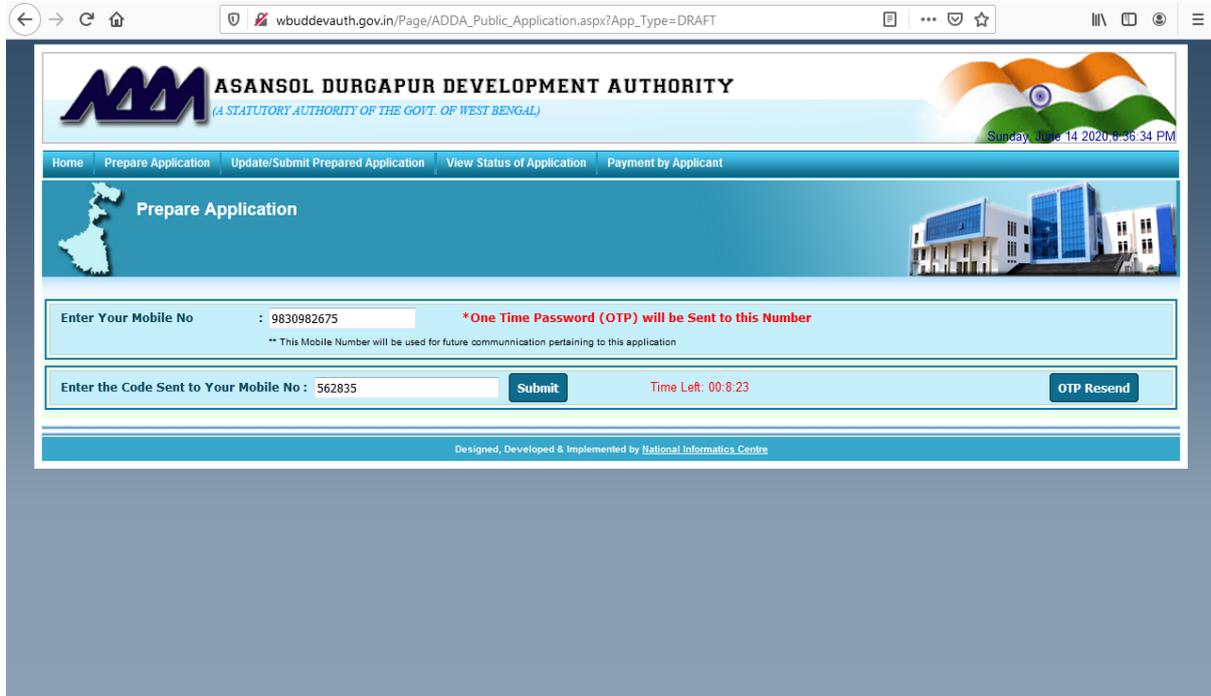
Step 2:

Insert the same mobile number/registered mobile number as saved application for updation.



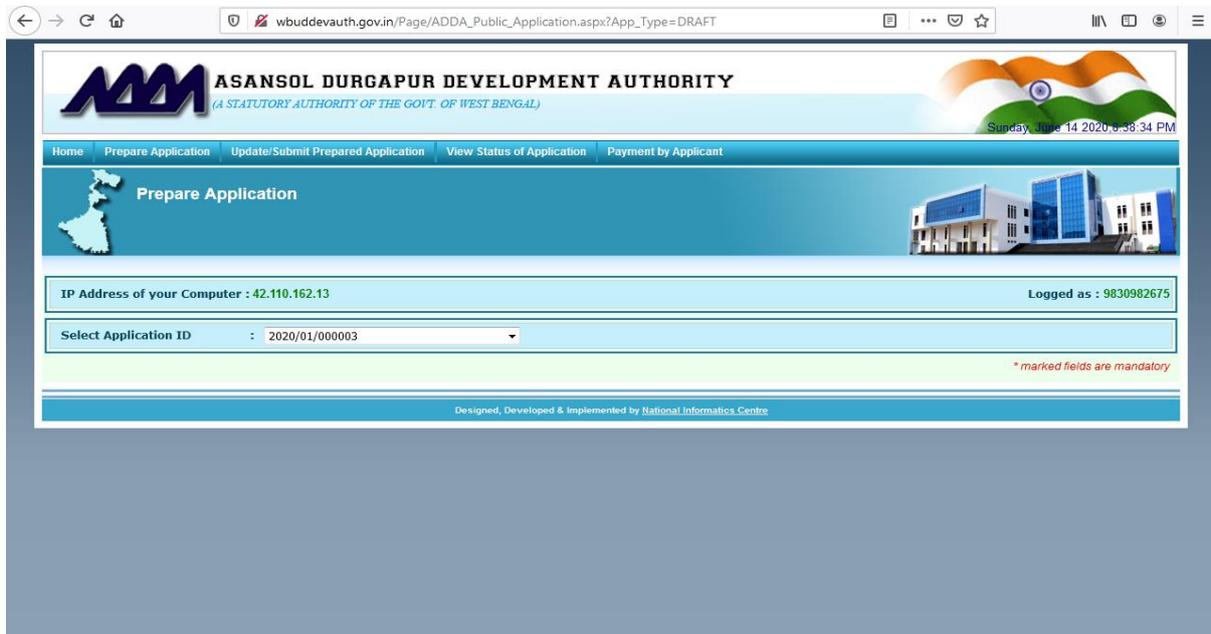
Step 3:

OTP verification as described before



Step 4:

Select the application Id to update from dropdown list



Step 5:

The application will open then change the data and upload softcopy and submit the application.

ASANSOL DURGAPUR DEVELOPMENT AUTHORITY
(A STATUTORY AUTHORITY OF THE GOVT. OF WEST BENGAL)

Home Prepare Application Update/Submit Prepared Application View Status of Application Payment by Applicant

Prepare Application

IP Address of your Computer : 42.110.162.13 Logged as : 9830982675

Select Application ID : 2020/01/000003

Pertaining Office : Asansol

Applicant Information

Applicant Type	Applicant Details	Click To
Applicant(s)	Applicant(s) Name <input type="radio"/> Other <input checked="" type="radio"/> Individual Suresh <input type="text"/> Middle Name <input type="text"/> Das <input type="text"/>	Add Next
	Applicant(s) Contact Details Address : Asansol <input type="text"/> State : WEST BENGAL <input type="text"/> District: PASCHIM BURDWAN <input type="text"/> Police Station : Asansol <input type="text"/> PIN: 725353 <input type="text"/> Reg. Mobile No.: 9830982675 <input type="text"/> Alternate Ph.No.: 9874562098 <input type="text"/> Email ID : das@gmail.com <input type="text"/>	

Click here for Same as Applicant(s)

Land Owner Name(s)

Owner Type	Land Owner Details	Click To
Owner	Land Owner Name Suresh <input type="text"/> Middle Name <input type="text"/> Das <input type="text"/>	Add Next
	Land Owner Address Details Address : Asansol <input type="text"/> State : WEST BENGAL <input type="text"/> District: PASCHIM BURDWAN <input type="text"/> Police Station: Asansol <input type="text"/> PIN: 725353 <input type="text"/> Email ID : das@gmail.com <input type="text"/> Alternate Ph.No.: 9874562098 <input type="text"/>	

Land Information

Is there any existence of building : Yes No

Proposed Land Use : Residential below 7.5 katha/10 katha.

Block/Municipality Name : Jamuria Block Mouza : Benashol

Police station where land is situated : Raniganj JL No. : 63

Sheet No. : Sheet Number Holding No. : Holding Number

Ward No. : Ward Number Zone No. : Zone Number

**** Please provide land classification details either as per RS ROR Or as per LR ROR. You can also provide both if available.**

Sl No.	ROR Type	Khatian No. *	Plot Number *	Class of Land as per ROR *	Click To
01	RS	4345	5345	Danga	Add Next
	LR	3453	43534	Shali	

Area of Land (in sq. mtrs.) : 334.45

Document Upload

* The file size does not exceed 30 MB. The applicant scan the following documents/certificates in 200 dpi grey scale. Supported file formats are pdf, PDF, png, PNG, jpg, JPG

Document Type		Click To
Copy of Deed of the Land Owner *	<input checked="" type="checkbox"/> Browse... No file selected.	file-sample_150kB.pdf Delete
Current Rent Receipt (Khajna Roshid)	<input type="checkbox"/> Browse... No file selected.	Delete

Detail Plan Showing Plan Sections and Elevation	<input type="button" value="Browse..."/> No file selected.	Delete
LR ROR *	<input checked="" type="checkbox"/> <input type="button" value="Browse..."/> No file selected.	c4611_sample_explain.pdf Delete
Mutation certificate of Land/Municipality/Municipal Corporation	<input type="button" value="Browse..."/> No file selected.	Delete
Other Deeds	<input type="button" value="Browse..."/> No file selected.	Delete
RS/LR Plot Index Map *	<input checked="" type="checkbox"/> <input type="button" value="Browse..."/> No file selected.	dummy.pdf Delete
Site Plan of Proposed Area *	<input checked="" type="checkbox"/> <input type="button" value="Browse..."/> No file selected.	sample.pdf Delete

— Add other Documents (if Any) —

* The file size does not exceed 30 MB. The applicant scan the following documents/certificates in 200 dpi grey scale. Supported file formats are pdf, PDF, png , PNG , jpg, JPG

Document Name		Click To
<input type="text" value="Enter Document Name"/>	<input type="button" value="Browse..."/> No file selected.	Delete Add Next

Note :

- All the documents submitted with this application are genuine.
- The land proposed for the project is free from all encumbrances.
- The proposed land does not contain any water body / contains a water body of land area acre which will not be converted by me/us.

I do hereby declare that all the above noted statements are correct to the best of my knowledge and belief.

Designed, Developed & Implemented by National Informatics Centre

Online Payment

Step 1:

A SMS will be sent to the applicant to deposit the money when the CEO approves the application.

Applicant goes to the **Citizen Corner** and click to **Payment by Applicant** link.

ISSUANCE OF DEVELOPMENT PERMISSION CERTIFICATE FOR DEVELOPMENT AUTHORITY
Department of Urban Development & Municipal Affairs

অনুমতি

Login

User Name

Password

ZQNOWIt

Enter Captcha

Log In

[Forgot Password](#)

CITIZEN CORNER

Asansol Durgapur Development Authority

- Prepare Application
- Update/Submit Draft Application
- Print Application/Demand Order
- View Status of Application
- Payment by Applicant

Asansol Durgapur Development Authority (ADDA) was formed in 1980 under West Bengal Town & Country Planning Act, 1979. Since its inception, there has been a considerable amount of developmental activity undertaken by ADDA, Durgapur Municipal Corporation (DMC), Asansol Municipal Corporation (AMC) and other urban & rural local bodies. The development programs of ADDA so far concentrated on the building of physical infrastructure and control of land use. The area under its jurisdiction is better known as Asansol Durgapur Planning Area.
[More...](#)

Site Designed, Hosted and Maintained by National Informatics Centre
Best viewed in Internet Explorer 8.0 / Firefox 3.6 or later [Legal Disclaimer](#)

Step 2:

Put applicant registered mobile number and click **Request for OTP** button

ASANSOL DURGAPUR DEVELOPMENT AUTHORITY
(A STATUTORY AUTHORITY OF THE GOVT. OF WEST BENGAL)

Home Prepare Application Update/Submit Prepared Application View Status of Application Payment by Applicant

Payment by Applicant

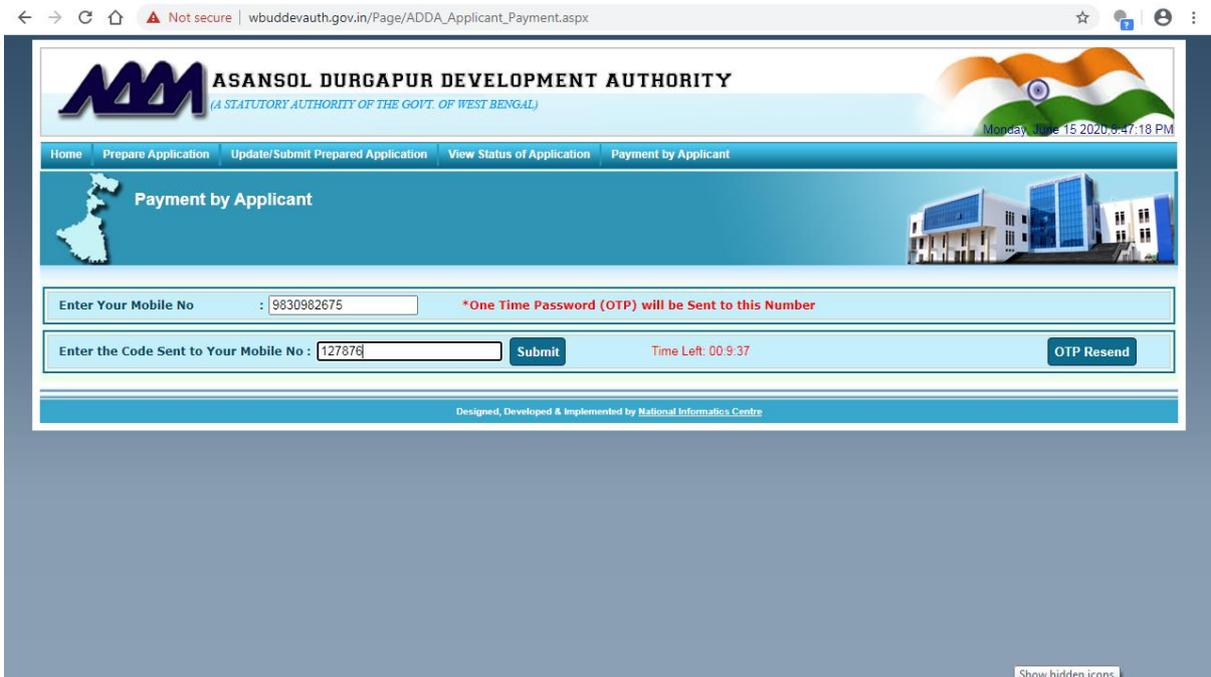
Enter Your Mobile No : 9830982675 *One Time Password (OTP) will be Sent to this Number

Request for OTP

Designed, Developed & Implemented by National Informatics Centre

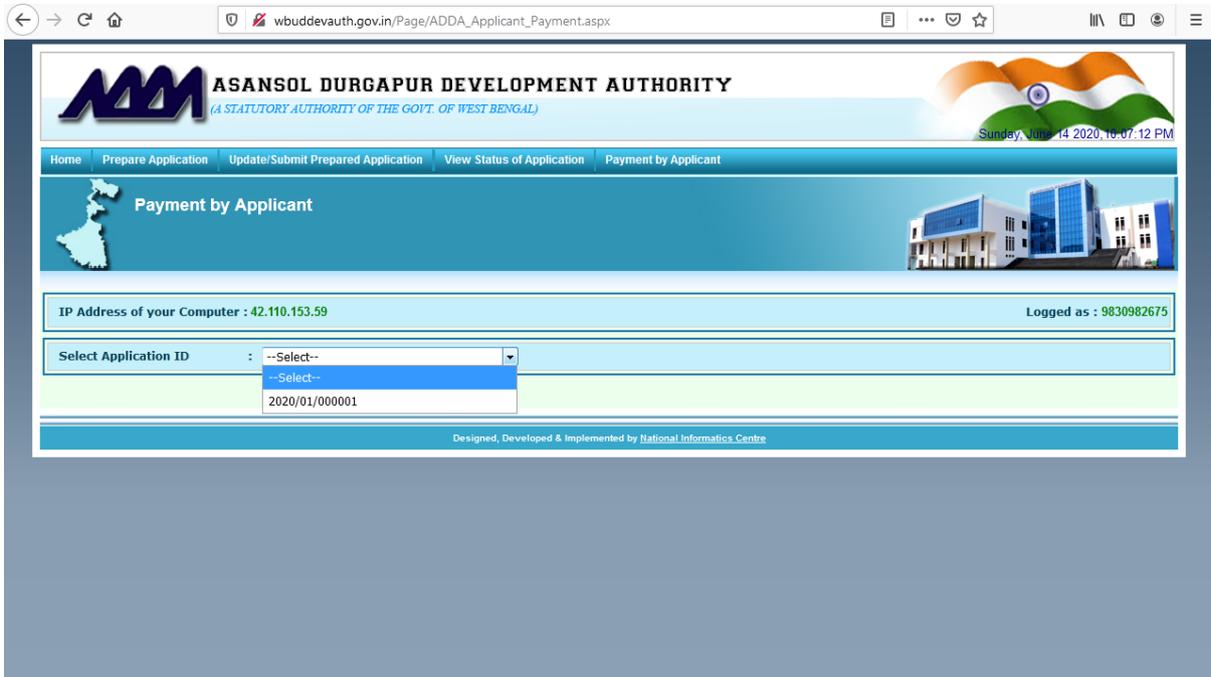
Step 3:

Put OTP and click to **Submit** button



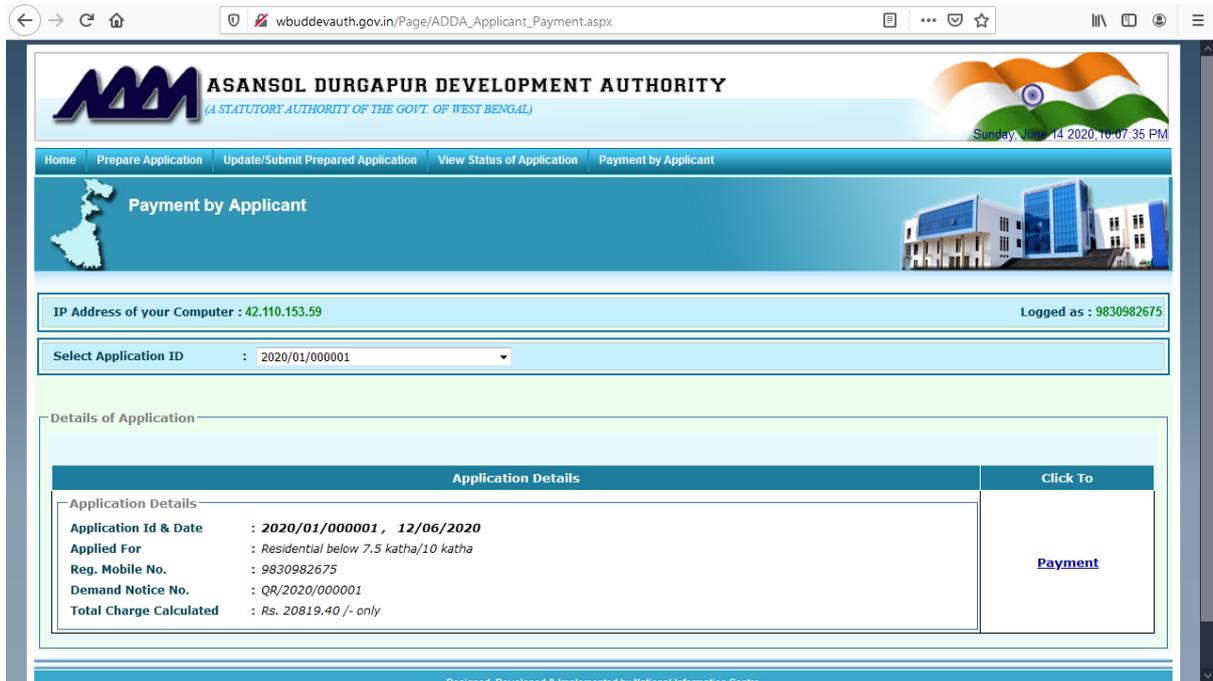
Step 4:

Select the application Id for payment from dropdown list



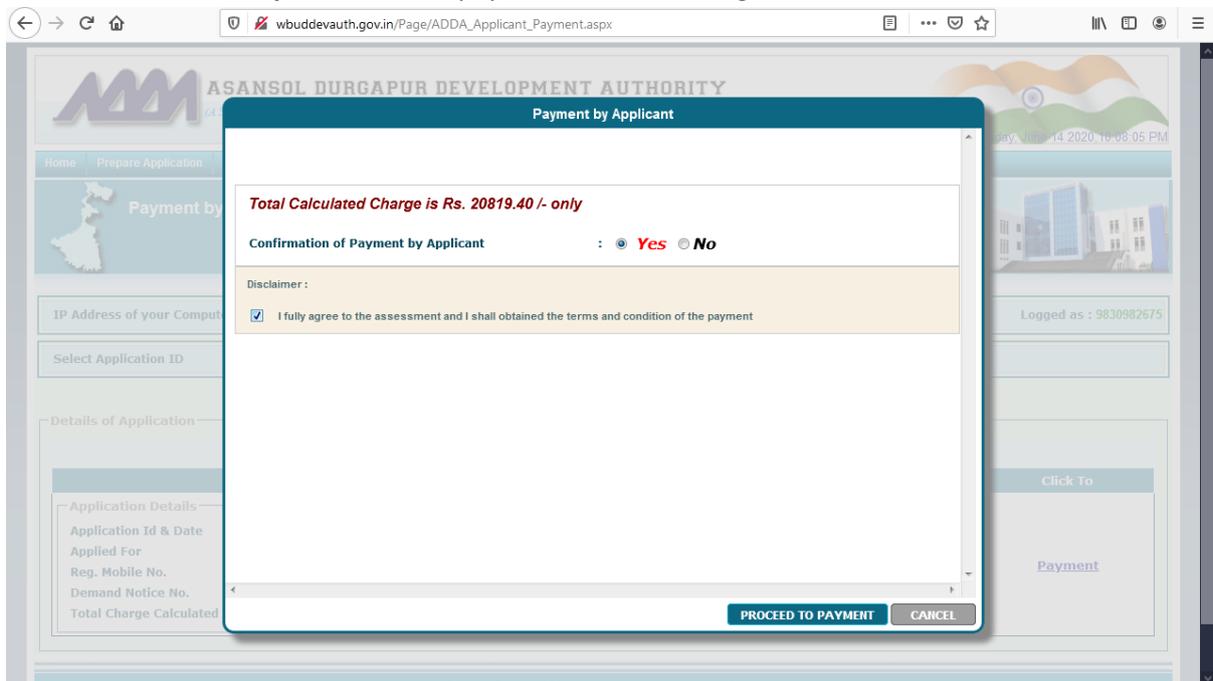
Step 5:

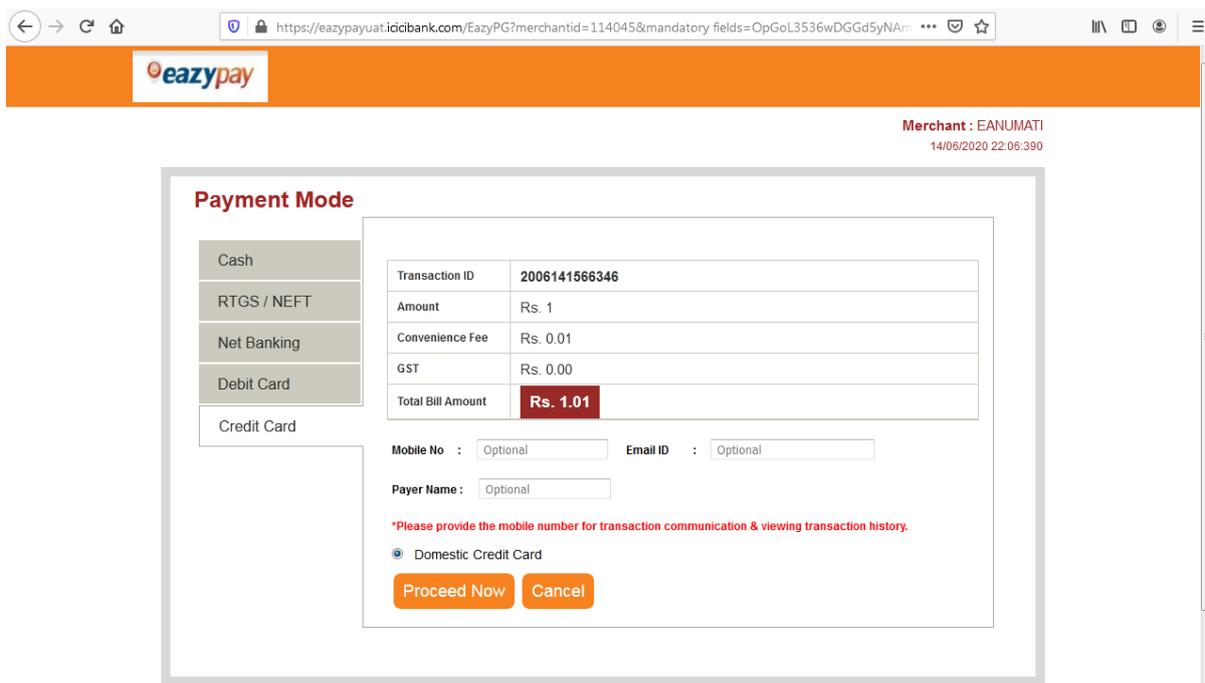
Click on the **Payment Link**



Step 6:

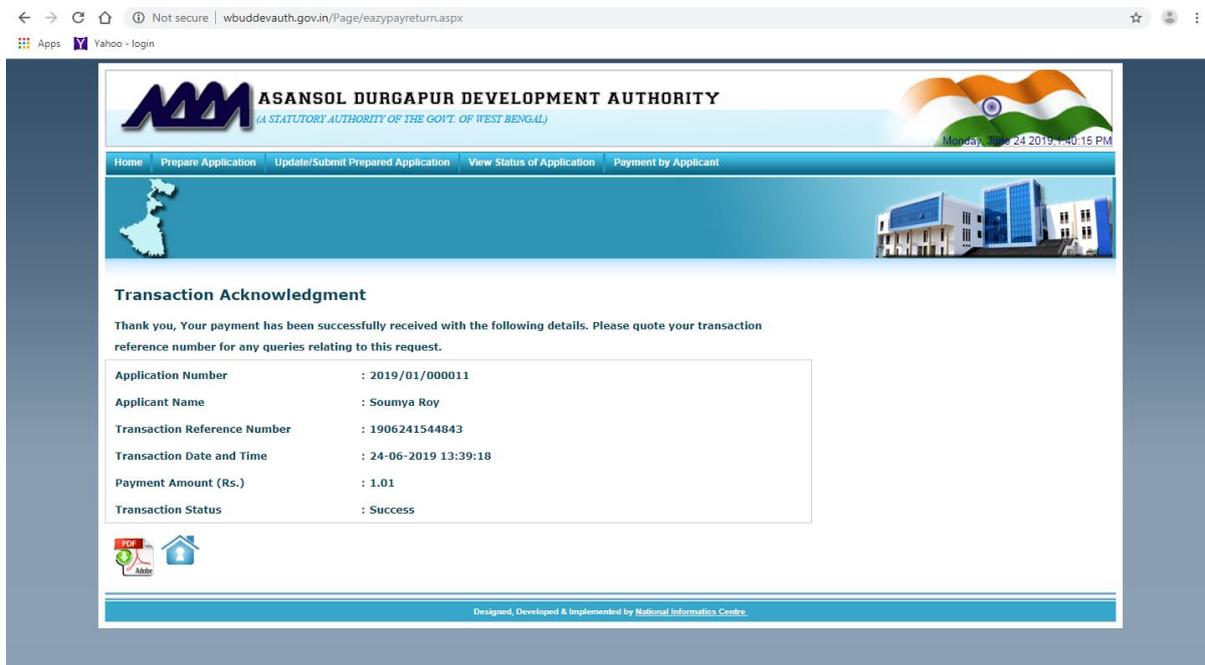
Click on **Proceed to Payment** link and pay the calculated charges.





Step 7:

After successfully payment, transactions acknowledge slip will be generated. Please keep it for future reference.



Online Development Permission Certificate Format

A Development Permission Certificate will be generated after the calculation charge is paid. After generating the Development Permission Certificate, the applicant will receive an SMS. Applicants then click on the “**View Status of Application**” link. Enter mobile number and request for OTP, Put OTP and submit. Then select the Application ID and download the Development Permission Certificate.

MIDNAPORE KHARAGPUR DEVELOPMENT AUTHORITY
(A Statutory Authority of the Government of West Bengal)
Sahid Kshudiram Zilla Parikalpana Bhavan (2nd Floor)
Zilla Parishad Complex, Paschim Medinipur - 721101
Phone No. 03222-261739

Memo. No. : /MKDA/19 **Date :** 23-12-2019

To
Sabbir Ali
Test

Sub: Land Use Compatibility Certificate U/s 45 of the West Bengal Town & Country (Planning & Development) Act, 1979

In reference to his / her application no 2019/03/000017, Dated 04/09/2019 on the subject quoted above, the proposed institute of Residential use / change of use of land from Residential to Residential development for land area of 4.00 square meter (Site Plan enclosed) at Midnapore Kharagpur Plot No.(R.S.) 2 / Plot No.(L.R.) 4 in sheet No. _____ Holding No. _____ within Ward No. _____ Mouza Dholasole , J.L. No. 517 under tes Police Station, he / she is hereby informed that the development / institute / change of use of his / her land within Zone No. _____ as per Land Use Development and Control Plan (LUDCP) prepared and published by the Midnapore Kharagpur Development Authority under section 38(3) of the West Bengal Town & Country (Planning & Development) Act, 1979, where predominant land use / Present Land Use of the proposed parcel of land under reference is _____ as per Land Use map & Register (LUMR) published by Midnapore Kharagpur Development Authority under section 29 (6) of the West Bengal Town & Country (Planning & Development) Act, 1979 and the development / institute / change of use as proposed is compatible / incompatible with the LUDCP. The development charge as leviable under the said Act for the proposed development / institute / change of use has paid vide money receipt No. dated --Tran--Date-- / no such development charge is leviable.

With reference to the application mentioned above, the Midnapore Kharagpur Development Authority does not have any objection for the development of the schedule of land for _____ purpose, as stated below subject to the following condition:

- 1) Application for conversion must be made by the applicant before the competent authority U/s 4C of the West Bengal Land Reforms Act, 1955 as amended up to date.
- 2) The permission of Development is also without prejudice to any of the permission of Urban Land (Ceiling and Regulation) Act, 1976 (section 33 of 1976) & section 4C of The West Bengal Land Reforms Act, 1955 as amended up to date.
- 3) The Development permission shall stand automatically revoked if it violates any of the provision of the prevailing laws of the country.
- 4) Any development on the aforementioned plot / plots of land should have to abide by the Development Control Regulations as applicable.

Yours faithfully,

Chief Executive Officer / Executive Officer
Midnapore Kharagpur Development Authority

Memo. No. : /MKDA/19 **Date :** 23-12-2019

Copy forwarded for kind information and necessary action to:

- 1) The Commissioner / Executive Officer, Salboni Corporation / Municipality

Chief Executive Officer / Executive Officer
Midnapore Kharagpur Development Authority

Generated On : 23-12-2019 <NIC-WBSC>

.....THANK YOU.....