No. 571 /HIDCO/Admn-3916/2021 (Part-VII)

Date : 13.03.2026

NOTICE

As per 138th Board resolution, and in order to ensure transparency, enhance convenience for applicants and streamlining the processing system flowing below noted SOP for booking of **City Square Ground / Clock Tower Ground** by non-governmental entities has been introduced with the following provisions.

1. **Application Timeline**
   Applications for use of the Ground shall be submitted not earlier than **90 (ninety) days** from the proposed date of the event. Application must clearly state the purpose and event date.

2. **Closing of Application Window**
   The application window shall close **30 (thirty) days** before the proposed date of the event. No application shall be entertained thereafter.

3. **Submission of Credentials/Documents**
   The application shall be submitted along with the following documents for validation:
   - Registration Certificate, Members list , Patrons list.
   - PAN
   - GSTIN (if applicable)
   - Audited Balance sheet for 3 years , Credentials on past experience of holding such events

4. **Prohibition of Sub-Leasing**
   Sub-leasing of the Ground shall not be permitted under any circumstances.

5. **Layout Plan Requirement**
   The application must be accompanied by an **AutoCAD layout plan**, clearly indicating the proposed utilization (%) of the Ground for Commercial / Social / Cultural / Other purposes for prorate calculation of permission fees

6. **Rejection of Incomplete Applications**
   Applications lacking requisite documents or credentials shall be summarily rejected.

All applicants are requested to strictly adhere to the above guidelines to ensure transparency and proper management of the premises.

This is issued with the approval of the competent authority.

By order,

Managing Director,
WBHIDCO Ltd.

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WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.
(A Govt. of West Bengal Undertaking)
"HIDCO BHABAN", Premises No. : 35 - 1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata-700156
Telephone : (033) 2324-6037/6038, Fax No. : (033) 2324-4833/3016/6009, e-mail : wbhidcoltd@gmail.com / info@wbhidco.in
Website : www.wbhidcoltd.com CIN : U70101WB1999SGC089276

No. 571 /(8) /HIDCO/Admn-3916/2021 (Part-VII) Date : 13 .03.2026

Copy forwarded for information and taking necessary action to:-

1. Chairman, New Town Welfare Committee
2. Chief Engineer, WBHIDCO Ltd.
3. Chief Finance Officer, WBHIDCO Ltd.
4. Joint Managing Director (Admin), WBHIDCO Ltd.
5. Joint Managing Director (S.D.), WBHIDCO Ltd.
6. System Manager, SMIT, WBHIDCO Ltd.
7. P.A to Managing Director, WBHIDCO Ltd.
8. P.A. to C.E.O., N.K.D.A.

13/3/26

General Manager (Commercial)
WBHIDCO Ltd.

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