

*User Manual*

*For*

*Urban Land Ceiling Clearance  
Online Application*

*Department of Urban Development and Municipal Affairs*

## Annexure I

Implement a system that allows online application submission, tracking of status for document submission and get NOC online.

URL : <https://ulcudma.wb.gov.in>

Online Urban Land Ceiling Clearance

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## Index:

### Online System of Urban Land Ceiling Clearance Application

URL : <https://ulcudma.wb.gov.in>

#### 1. Home page

The screenshot shows the home page of the Urban Land Ceiling Clearance website. The browser address bar displays <https://ulcudma.wb.gov.in>. The page header includes the logo of the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, and navigation links for Home, Apply, Status, ContactUs, and Login. A red arrow points to the URL in the address bar. The main content area features a large image of a house and a swimming pool, with a 'Welcome ....' message. Below the image, there is a detailed paragraph explaining the Urban Land Ceiling Act, 1976 and the application process. The left sidebar contains sections for 'Online Services' (with a link to 'Online application for NOC of ULC'), 'Important Instruction' (with a link to 'Important instruction for application'), and 'Quick Links' (listing 'Directorate of Registration and Stamp Revenue' and 'WB IGR Citizen Service'). The right sidebar shows 'News & Events' with a date of 'Feb 5, 2015' and a 'View All' link.

## Apply:

Online System of ULC Clearance Application for New Application: <https://ulcudma.wb.gov.in/ulc-apply>

#### 2. Apply Page

The screenshot shows the 'Apply' page of the Urban Land Ceiling Clearance website. The browser address bar displays <https://ulcudma.wb.gov.in/ulc-apply>. The page header is identical to the home page, with a red arrow pointing to the 'Apply' link in the navigation menu. The main content area is a form titled 'Account Information' with the following fields:

- 1. Applicant(s) Name \*:
- 2. Mobile Number \*:
- 3. Email ID \*:
- 4. Police Station \*:
- 5. PIN \*:
- 6. Postal Address \*:
- 7. Applicant(s) Status \*:
- 9. Proposed Purpose of Construction of new building \*:

Note :

- I) After click on **apply**, please read the instructions carefully.
- II) For applying for NOC, please fill up the form with appropriate data. (\* fields are mandatory)

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- III) Please verify the data meticulously before final submission. Once you submit the form, you shall not be able to Update / change the data any more.
- IV) After final submission you will get a one time system generated **activation link** in your registered email. Then you have to click on the link to activate your application. If you do not activate your application, then the application will not be visible at the admin profile.
- V) After successful activation, you will get an **Application ID**. Please note and save the **Application ID** for future references.

## Status :

Online System of ULC Clearance Application for status of Application : <https://ulcudma.wb.gov.in/application-status>

### 2. Status Page

ULC | UD & MA Dept.

https://ulcudma.wb.gov.in/application-status

## Urban Land Ceiling Clearance

Department of Urban Development & Municipal Affairs, Govt. of West Bengal

Home Apply Status ContactUs Login

### Application Status

Application Id:  Search

Sl.No	Application Id	Status
Sl.No	Application Id	Status

Developed and Design by IT & e-Gov.Cell of UD&MA Department, Govt of West Bengal

Note :

- I) After clicking on **status**, you can check the status of your application.
- II) To check your application status, you have to put the **Application ID** which you received in your registered mail at the time of successful activation and click on **search** button.
- III) After searching with proper **Application ID**, you will get the current status of your application.

**\*\*Note\*\***

If your NOC is issued, at that time of search you shall also get status and also get the link for downloading NOC.

If your application is rejected at that time you shall also get status and a mail with rejection causes.

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## How to apply :

### **Online System of ULC Clearance Application for important instruction**

#### **Important Instruction for Apply**

1. You are applying in an online web portal for a No Objection Certificate (NOC) from the Competent Authority, Kolkata /Alipore under the Urban Land (Ceiling & Regulation) Act, 1976 in terms of Sub rule 4 of Rule 4 of the Kolkata Municipal Corporation Building Rules, 2009 in connection with your notice to Kolkata Municipal Corporation for erection or alteration of a building.
2. In case of more than one Applicant for NOC for a particular KMC premises, please enter the names of all the co-applicants in the designated box one after another by putting a comma in between the names of the applicants. Only a single Application will be required to be submitted for all the applicants for a particular KMC premises.
3. In case of more than one owner as on 17.02.1976 and also on present date , in the premises please enter the names of all the co-owners in the designated box one after another by putting a comma in between the names of the owners under column (g) and (i) of point no. 10 of the Application.
4. Any other features such as passage, pathways, garden, outhouse etc. under point No. 11, those should be mentioned separately and land areas are also to be mentioned separately e.g Boundary Walls-50 Sq. Mtrs., Out House- 100 Sq Mtrs in the designated boxes
5. Please enter the mobile number which you want to register in the system for future communications.
6. Please enter the email address you want to register in the system for future communications.
7. Please enter the specific Police station under whose jurisdiction the residential/ business/ corporate address of the applicant(s) you want to register in the system.
8. Please enter the proper address and PIN code of the residential/ Business/ Corporate address of the applicant(s) you want to register in the system.
9. In column no.13 please download the specimen of the Affidavit already provided and fill up the required fields of the said downloaded proforma of affidavit and upload the scanned image of the properly filled in Affidavit in .pdf format, duly sworn before the Judicial/ Executive Magistrate or a Notary Public on a Non-Jucicial stamp paper of Rs.10.00(ten) and the not applicable parts of the Affidavit, if any, in reference to your application, should be penned through neatly but in no case actual proforma affidavit should be changed.
10. You will be required to submit a Boundary Declaration duly registered by the Registering Authority and upload the scanned image of the said declaration in .pdf Format., in reference to your application, which will be asked by the Competent Authority through your registered E-Mail if any discrepancy is found in the purchased area, mutated area and the physically possessed area.
11. Please verify the application and data provided from your end thoroughly before final submission. No change/correction is possible after its final submission.
12. You will receive a link in your registered email address immediately after final submission of your online application. Please click the link to ensure successful submission of your application.
13. You will get a list of the required documents from the Competent Authority in your registered email address. The required documents are to be uploaded by you in the system in .pdf format within 7 days. For uploading please click in Status tab of the Homepage, put your Application ID and upload the documents one by one.

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14. Please note that the timeline of your desired service as per West Bengal Right To Public Services Act, 2013 is ordinarily 30(thirty) working days from the date of receipt of properly filled up application but this period does not include the intervening period of sending the demand of the Competent Authority for some required documents , either on the date of submission of Application or any subsequent date, during the process of your application , and the actual date of submission of those required documents to the Competent Authority. This timeline is however subject to the condition that all required information and documents submitted by you are sufficient and proper in connection with the Urban Land (Ceiling & Regulation Act ,1976 and any other concerned Act and Rules.

15. Please use the system generated Application ID for further references and for knowing the updated status of your application.

16. All future correspondence from the Competent Authority will be made through the registered email address and please adhere to the timeline mentioned in the email, if any, to get the service within stipulated time frame as mentioned under the West Bengal Right To Public Services Act, 2013.