

GOVERNMENT OF ASSAM  
URBAN DEVELOPMENT DEPARTMENT  
DISPUR ... GUWAHATI-6

**OFFICE MEMORANDUM**

No. UDD(M)102/2015/Pt./121

Dated, Dispur the 29<sup>th</sup> November, 2016

**Sub : Comprehensive List of Approvals / Permissions/ Registrations / NOCs/ Renewals and Returns.**

As required by Department of Industrial Policy & Promotion, Govt. of India under Ease of Doing Business reform points no. 1 & 2 a comprehensive list of all required pre-establishment, pre-operation and post-commencement approvals, No Objection Certificate (NOC), license, registration and other mandatory approvals including annual returns and renewals required under various Acts and Rules of Urban Development Department, Guwahati Development Department, Assam Urban Water Supply and Sewerage Board for setting up of a construction/business/ industry has been prepared as follows:

**A. From Guwahati Metropolitan Development Authority (GMDA) and Guwahati Municipal Corporation (GMC).**

1. **Permission for transfer of Land** from Guwahati Metropolitan Development Authority
2. **Building Construction permit** (Planning Permit and Building Permit) from Guwahati Metropolitan Development Authority and Guwahati Municipal Corporation respectively and subsequent renewals
3. Submission of **Building progress certificate** at basement, plinth level, middle storey and last storey to Guwahati Municipal Corporation
4. Submission of **Completion Certificate** on completion of building by Registered Technical Person
5. Obtain **Building Occupancy Certificate** on completion of building from Guwahati Municipal Corporation
6. Obtain **Trade License** from Guwahati Municipal Corporation and subsequent renewals.
7. To furnish returns with details of the building and business for determining annual value of building to **assess property tax**
8. **Permission to erect Hoarding** and Advertisement for public viewing from Guwahati Municipal Corporation
9. **Permission for construction of bridge** from Guwahati Metropolitan Development Authority
10. **Obtain licenses to establish places of public recreation**, entertainment, consumption of food or drink from Guwahati Municipal Corporation

(Contd. P/2)

**B. From concerned Municipal Board/Town Committee/Development Authority (In areas other than Guwahati).**

- 1 permission for transfer of Land
- 2 Permission for Construction of Building
- 3 Submission of **Building progress certificate** at basement , plinth level, middle storey and last storey to Guwahati Municipal Corporation
- 4 Submission of **Completion Certificate** on completion of building by Registered Technical Person
- 5 Obtain **Building Occupancy certificate** on completion of building
- 6 **Obtain Trade License** and subsequent renewals
- 7 To furnish returns with details of the building for Registration for determining annual value of building to **assess property tax**
- 8 **Permission to erect Hoardings** and Advertisement.

**C. From Assam Urban Water Supply and Sewerage Board / Jal Board / ULB**

- 1 **Authorization for use of water**
- 2 **Permission to sunk tube well** From Assam Urban Water Supply and Sewerage Board
- 3 **Permission to empty/connect premises drain** of owner /occupier into drains of the Assam Urban Water Supply and Sewerage Board

Apart from the list above, there is no other mandatory pre-establishment / pre-operation/ post-commencement approval including annual returns and renewals required, as on date, from agencies under Urban Development department and Guwahati Development Department, Govt of Assam for doing business / construction in the State of Assam.

Sd/- (Dr Ravi Kota, IAS)  
Commissioner and Secretary to the Govt. of Assam,  
Urban Development Department

Memo No: UDD(M)102/2015/Pt/121-A  
Copy forwarded for information to

Dated: Dispur the 29<sup>th</sup> November, 2016

- 1 S. O. to Chief Secretary to the Govt. of Assam, Dispur, Guwahati-6
- 2 The Chief Executive Officer, GMDA, Bhangarh, Guwahati-5
- 3 The Commissioner, GMC, Panbazar, Guwahati-1
- 4 The Managing Director, Assam Urban Water Supply & Sewerage Board, Dispur, Guwahati-5
- 5 The Managing Director, M/S AVANTIKA Innovations Pvt. Ltd., 2<sup>nd</sup> Floor, Anuradha Cineplex, MRD Road, Bamunimaidam, Guwahati-21

*WJL*  
*29/11/16*  
Joint Secretary to the Government of Assam  
Urban Development Department

*8*  
*29-11-16*