

The Kolkata Municipal Corporation  
Municipal Commissioner's Office  
Central Municipal Office Building  
5, S.N. Banerjee Road,  
Kolkata – 700 013

Dated: August 08, 2024

Municipal Commissioner's Circular No. 34 of 2024-2025

Sub.: Guideline to be followed before mutation/issuance of certified copy of I.B/ Building plan.

On receipt of application for mutation of various types as well as issuing certified copies of Inspection Book/ Assessment Register available with the department, Assessment Collection department processes the same on payment of requisite fees and scrutinizing necessary documents.

There are instances wherein it has been observed that the entries in inspection book(s) lying with the department do not tally with the scanned copies as available in database.

It is needless to mention that such discrepancies may invite administrative as well as legal complications, if not addressed forthwith.

It has been decided that henceforth, before processing any application for mutation/issuance of certified copies of Inspection Books / processing for sanctioning Building Plans, concerned department should invariably check the scanned copies of Inspection Books available in the database and tally the same with the entries recorded in Inspection Books lying with the department.

In case of any mismatch, the concerned department will cause necessary enquiry and bring it to the notice of the appropriate authority for taking necessary action in this regard.

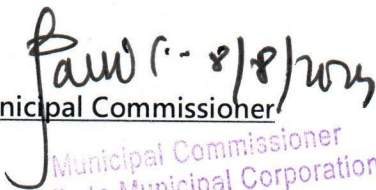
All concerned are to act accordingly.

This shall take immediate effect.

Distribution:

1. Addl. Municipal Commissioner
2. DG (Building)
3. Chief Managers ( Revenue - N/S/AA/JU/TTD)
4. O.S.D. to Hon'ble Mayor

  
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