



The Kolkata Municipal Corporation  
Office of the Municipal Commissioner  
Central Municipal Office Buildings  
5, S.N. Banerjee Road, Kolkata-700 013

Date: 18/04/2024

Municipal Commissioner's Circular No. 05 of 2024-25

Re.: Unauthorized Construction Case Entry in KMC MAS module.

In order to record details of unauthorized constructions & different actions taken against unauthorized constructions in KMC MAS system, an **Unauthorized Construction Case Entry System** has been developed.

Complaints received through different mediums viz:- i) Through letters, ii) Talk-to-Mayor, iii) Grievance Cell, iv) Through Phone, v) Suo-Motu Entry, vi) Party's Self Declaration etc. have to be entered in **Complaint Entry Module** and subsequently **Complaint No.** has to be generated. This Complaint No. is to be used for corresponding Unauthorized Construction Case Entry.

In the said unauthorized construction case entry system, an unauthorized construction case and subsequent actions taken against it have to be recorded in the process detailed below:-

**1) Unauthorized Construction Case Entry:-**

i. The details of the unauthorized construction case is to be filled-up providing the following details in the 'Unauthorized Construction Case Entry' menu:-

- i. Ward No.
- ii. Borough No.
- iii. Premises No.
- iv. Street Code
- v. Complaint Details
- vi. Reported By
- vii. Reporting Date
- viii. Phone No.(if present)
- ix. Email(if present)
- x. Address for Communication
- xi. PIN Code

- xii. Communication Ref/Desc
- xiii. Mode of Communication
- xiv. HQ PS
- xv. Local PS
- xvi. Name of concerned AE
- xvii. Unauthorized category
- xviii. Hard Copy Notice No. of u/s 401
- xix. Complaint Status
- xx. Reason for Stop work
- xxi. Is the Violation Continuing (Y/N)
- xxii. Is there any court case (Y/N)
- xxiii. Stop Work Notice Details
- xxiv. Police Notice Details

Data for Sl. no. i to Sl. no. XV has to be fetched from corresponding complaint entry. The above mentioned data has to be saved to generate Unauthorized Case Number.

## 2) Action Taken Entry:-

- i. Subsequently, all Action Taken Details - Action Date, Remarks, Approved By & Approval Date against the said case have to be recorded for action taken like:- Inspection Report Submitted, Stop Work Notice, Service Return, Police Intimation, Re-Inspection After Stop Work notice, FIR, Guard Posting, Round The Clock, Complaint Lodged to SO(B), Sent to DG for processing u/s 400(8), Sent To Hearing, Order of SOB Executed, Demolition Order Executed etc.
- ii. System generated Stop Work Notice has to be generated from the system.
- iii. System generated Police Intimation (PI) has to be downloaded, signed and uploaded in system whereby it is automatically sent to the concerned email id of the PS mentioned.
- iv. Similarly, system generated FIR has to be downloaded, signed and uploaded in system whereby it is automatically sent to the concerned email id of the PS mentioned.
- v. Concerned Borough can then send the hardcopy of the PI & FIR to the concerned PS through office dispatch also, if required.
- vi. Change of Use details entry, namely, Use Group, Area to be Demolished, Area to be Retained, Change of Use, after SO(B) hearing has to be made on the system.
- vii. Agenda u/s 400(8), if applicable has to be generated from system itself.

**3) Demand Generation:-**

Demand generation for Unauthorized Construction Cases has to be done in two parts:-

- i. In the first part of demand generation, i.e. before hearing, 50% of the demand amount is to be realized through '50% Security Deposit Amount-Case Considered u/s 400(1), 416 of KMC Act 1980' option from 'Unauthorized Construction Case Demand' menu.
- ii. After SO(B) hearing and passing of order, remaining 50% (or other than 50%) is to be realized through 'Case Considered u/s 400(1), 416 of KMC Act 1980' option from 'Unauthorized Construction Case Demand' menu.

D.G. (Building) is requested to ensure that the foregoing mentioned modules are put to use immediately.

*Jawar 18/4/24*  
Municipal Commissioner

**Distribution:**

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