

Date:- 28 .05.2022

Municipal Commissioner's Circular No. 07 of 2022-23

**Sub – Revenue Mobilization – Recovery of outstanding property tax.**

It is extremely important to make regular efforts for realization of outstanding tax demand. Non-realization of KMC revenue is being unfair to those who are diligent or pay their taxes/fees on time. The delay in realization also leads to the piling of amounts and then the outstanding amount rise so high that additional effort is required for realization of those dues.

We should be reasonable and also pass speaking assessment order explaining the basis of annual valuation. In case the assessee has any dispute to the valuation, the ground for dispute should be examined and a reasoned order be passed thereafter.

The pending demand should be entrusted to officers to regularly follow-up and realize. Amount greater than one crore should be personally handled by Chief Manager concerned. The amount between Rs.25 lakh to Rs. 1 crore should be personally handled by the Assessor Collector and so on. For each outstanding demand, an individual e-file should be maintained where chronologically efforts taken to realize the dues should be recorded. The information should contain date on which demand was raised/ NOD/rent attachment/ DW/ attachment were done. The date of past payment will also be noted. No file should remain unattended and pending for more than sixty days without any compliance action on the file. The files for dues more than one crore should be put to the Municipal Commissioner every month. E-file naming convention: Big defaulter (Assessee No, Name) Ward.....

Distribution:

1. Spl. Mpl. Commissioner (Rev/S/P)
2. Chief Managers (Rev-North/South/AA/TTD/JU)
3. OSD to Hon'ble Mayor

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