

Date: 19/11/2019

Municipal Commissioner's Circular No. 113 of 2019-20

Sub: Strict monitoring of some revenue earning departments

KMC Authority desires to monitor the collection scenario of all the revenue earning departments regularly. It has become necessary to assess the regular performance of the officers of Assessment-Collection Department, Licence Department, Amusement Tax Department and Market department for which it is imperative to submit Collection Reports to Spl. Municipal Commissioner (Rev.), Municipal Commissioner and to the offices of Hon'ble MMICs concerned, Hon'ble Dy. Mayor and Hon'ble Mayor as the case may be.

For Assessment-Collection Department

All Dy. Assessor-Collectors are hereby directed to fill-up the enclosed Format (Annexure-I) which will be compiled by the concerned Assessor-Collector that would be submitted to the Municipal Commissioner on every Monday which in turn, shall be placed before Hon'ble Deputy Mayor and Hon'ble Mayor for perusal.

A cumulative report on fortnightly-basis and monthly-basis shall also be submitted on 16th and 1st day of each month. Such fortnightly report shall also bear the detail of Premises Number against which the reports are prepared.

For Licence Department, Amusement tax Department and Car Parking Department.

For the Licence department a proforma of the report in ward wise format is enclosed herewith (Annexure-II) and shall have to be filled up by the DLOs and a compiled weekly report shall have to be furnished by the Chief Manager (Licence) to Municipal Commissioner on every Monday which in turn shall be placed before Hon'ble Mayor for perusal. The Licence department shall take penal measures to collect unpaid licence fees and a report on the penal action shall have to be submitted alongwith the compiled weekly report.


Amusement tax department shall submit a weekly report according to Annexure III enclosed herewith, on every Monday by Chief Manager (Amusement Tax) to Municipal Commissioner which shall in turn be placed before Hon'ble Deputy Mayor and Hon'ble Mayor for perusal. The Amusement Tax department shall take penal measures to collect unpaid taxes and a report on the penal action shall have to be submitted alongwith the compiled weekly report.

Car Parking department shall submit a weekly report according to Annexure-III enclosed herewith, on every Monday by Chief Manager (Car Parking) to Municipal Commissioner which shall in turn be placed before Hon'ble MMIC (Car Parking) and Hon'ble Mayor for perusal. The Car Parking department shall take penal measures to collect unpaid demand/licence fees and a report on the penal action shall have to be submitted alongwith the compiled weekly report.

For Market department

A proforma report in Market wise format according to Annexure-IV enclosed herewith shall have to be filled up by the Dy. Manager (Market) and a compiled weekly report shall be furnished by the Chief Manager (Market) to Municipal Commissioner on every Monday which in turn shall be placed before Hon'ble MMIC (Market) and Hon'ble Mayor for perusal. All necessary steps are to be taken for issuance of notices stating unpaid amount to the shopkeepers and further penal steps should also be taken in terms of such notices served upon the shopkeepers and a report on the penal action alongwith the compiled weekly report.

This Circular is issued with the approval of Hon'ble Mayor.


Municipal Commissioner

19/11/19

Enclosure: Annexure-I, II, III and IV.

Copy to:

- 1) OSD to Hon'ble Mayor
- 2) P.A to Hon'ble Deputy Mayor
- 3) P.A. to Hon'ble MMIC (car Parking)
- 4) P.A to Hon'ble MMIC (Market)
- 5) Spl. Municipal Commissioner (Revenue)
- 6) CMF&A
- 7) All Chief Managers (Revenue)/Ch. Manager (Market)/Ch. Manager (Licence, Car Parking & Amusement Tax)
- 8) All Assessor-Collectors/Licence Officers/Market Supdt./Manager (Car Parking)
- 9) All Dy. Licence Officers/ Dy. Manager (Market)


Municipal Commissioner

19/11/19