

The Kolkata Municipal Corporation
CMO, Building. 5, S N Banerjee Road, Kolkata -700013

Municipal Commissioner's Department

Date : 15/02/2020

Municipal Commissioner's Circular no 163 of 2019-20

As per mandate of Doing Business Report 2021, KMC has already taken necessary initiative for relevant reforms and prepared software module to process for e-mutation.

The Directorate of Registration and Stamp Revenue is providing a facility so that KMC application can view the deed image for all those deeds for which deed details are already sent to KMC server for mutation and availability of Deed Image, which is already incorporating in Assessment & Collection module of our internal system MAS (Municipal Administrative System).

Auto Mutation Process

Downloading Deed through KMC Web Portal is daily basis processing. Users can view the scanned copy of Deeds, can download the Deeds.

For Auto Mutation, if the Sellers names on "Seller Details" block matches with Recorded owner of KMC, Auto Mutation process can be initiated. System will automatically check for NOC. If Outstanding exist against the particular Assesses, Mutation will be automatically restricted.

A SMS bill be forwarded to the Seller & Buyer (if the Mobile numbers are available) through a SMS sending scheduler process. SMS will be forwarded to assignee as scheduled as soon as Mutation is approved.

For auto mutated cases, a demand of Rs 200/- will be generated as soon as Mutation is approved. Said demand of Rs 200/- will be available on KMC Portal. A Portal user using his / her external user login, can access demand against the approved mutation (auto Mutation).

After payment Mutation certificate will be available in KMC Portal and also can be downloaded.

On the other hand mutation may not be possible due to following Cases:

- a) LOI / Outstanding exist,
- b) Valid Assessee Number does not exist on digitals Deed Record (the case also be unassess)
- c) Sellers names on "Seller Details" block matches with Assessee Names / Owner Names of "Assessee Details" block

For these cases a notice will be issued to Buyers.

Presently four types of Notices formats are available for:-

- a) Unassessed Cases
- b) LOI exist cases.
- c) Owner(s) mismatch cases.
- d) Both LOI Exist and Owner mismatches.

As desired by Hon'ble Mayor, such e-mutation will start functioning from 15/02/2020.

All concerned are to act accordingly.

This has the approval of Hon'ble Mayor dated 15/02/2020

Municipal Commissioner

Copy forwarded to:

- 1) Spl Mpl Commissioner (Revenue)
- 2) CMLO
- 3) CMF&A
- 4) DG (Building)
- 5) All Chief Managers (Revenue)
- 6) C.O (IT)
- 7) ChV&S
- 8) All Assessor-Collectors
- 9) O.S.D. to Hon'ble Mayor
- 10) O.S.D. to Hon'ble Dy Mayor