

**THE KOLKATA MUNICIPAL CORPORATION**

Office of the Municipal Commissioner

CMO Buildings, 5, S.N. Banerjee Road

Kolkata – 700 013

Date: July 22, 2022

Municipal Commissioner's Circular no. ....<sup>21</sup>... of 2022-23

Of late, it has been noticed that a considerable no. of demands for Property tax remain unpaid since long. Though some of these demands have genuine grounds for non-payment, most of them remain unpaid due to lack of persuasion by the Assessment Collection department. Due to this lapse in monitoring, KMC is losing revenue for years. It is also noticed that while pursuing for payment after a long gap, the ratepayers comes up with a plea pointing out trivial mistakes that may result in cancellation of the entire demand, thus losing the entire amount of interest and penalty. In some cases, issuance of duplicate demands/wrong demands happened. In all cases, KMC either loses revenue or it's collection efficiency ratio is compromised.

In view of the above, all offices/units of Assessment Collection department are directed to follow up the actions pertaining to realization of demands straight from the level of issuance of Fresh/Supplementary Bills. Every Officer should track the movement of Bills issued by their respective offices every day till the final payment is done. In case of installments, periodic monitoring to be done until final payment is done. Similar attention should be given to defaulters of PD demands. For realisation of old receivables (LOI), Officers upto the level of Chief Managers should be highly proactive to segregate and correction of duplicate/wrong demands and to focus on realizing valid demands at the earliest. The department is advised to meet with their staff periodically on this matter and taken up time bound programme, wherever possible.

All the above instructions must be followed strictly and should be continued in regular manner henceforth.

  
22/7/22

Municipal Commissioner

Distribution:

1. Spl. Municipal Commissioner (Rev.)
2. Chief Managers (Rev./All)
3. OSD to Hon'ble Mayor