



Kolkata Municipal Corporation  
Office of the Municipal Commissioner  
CMO Building  
5, S.N. Banerjee Road, Kolkata- 700 013

**Mpl. Commissioner's Circular No. 22 of 2021-22 dt 06/07/2021**

**Sub: Simplification of the process for dealing with application for mutation-separation/amalgamation/apportionment of any premises where "Khatal is recorded" in Computer Data Base or Books of Record of the KMC against such premises**

As per prevalent practice it is found that before considering any prayer for mutation-separation/amalgamation/apportionment cases of any premises that falls under Ward No. 001-100, officials of Assessment-Collection Deptt. at the first instance verify whether the premises, in question, is recorded as 'Khatal' in Books of Record of KMC or in Computer Data Base. Whenever any premises is found recorded as Khatal, in any form, the matters are sent indiscriminately to the CKTT for observation as to whether the premises, in question, falls within the purview of Controller of KTT within the meaning of Section 4 of WTT (A& R) Act, 2001 which states: ".....the land held in monthly or other periodical tenancies whether under a written lease or otherwise, for being used or occupied as Khatal may fall under purview of Kolkata Thika Tenancy."

Several mutation cases against such premises remain pending for having been recorded in the Computer Data Base or IB or Assessment Book as Khatal for want of reply from the CKTT causing hardship to the applicants/tax payers for a long period of time. To mitigate the problem, after several deliberations made at different levels, the Controller of Kolkata Thika Tenancy vide Memo No. 105/XX/K.T.T/2021 dt. 15/01/2021 listed some types of Khatal cases which are not required to be sent to the Office of the Controller for confirmation, which are as follows:

- If in Computer Data of KMC description of land is 'Khatal' but in I.B.s no mention of 'Khatal'.
- If there is no mention of Khatal in I.B. for period 1975-76, 1981-82 & 1985-86.
- If in I.B.s the name of owner's name & occupier's name is same & there is no mention of 'land let out'.

At the above conspectus, it is directed to all concerned that for hassle free dealing of mutation-separation/amalgamation/apportionment cases with respect to afore-listed cases no communication shall be sent to the CKTT for confirmation as usually done nowadays. In all such cases if, upon physical inspection no Khatal is found the word "Khatal" shall be deleted from books of record of the KMC with the endorsement of AAC and DAC concerned and Computer Database as well, taking approval of Spl. Municipal Commissioner (Revenue) and the applications shall be dealt in the manner as it is followed ordinarily in general cases. For all other cases where record of Khatal is found and which does not fall under the types as mentioned herein above the current practice of referring the matter to the CKTT shall be followed for observation as to whether the premises, in question, falls within the purview of CKTT and application for mutation-separation/amalgamation/apportionment shall be dealt with accordingly.

However, mutation cases relating to Bustee/Slum/Thika premises and such premises with no. prefixing "B", "T" and/or Assessee No. starting with 12 or 22 shall be dealt with following usual norm.

This has the approval of the Hon'ble Chairperson Board of Administrators in e-file No. KMC-16022/1/2021-AC-South.

This order will take immediate effect.

*[Handwritten signature]*  
4/7/2021

*[Handwritten signature]*  
6/7/21

(Binod Kumar)  
Municipal Commissioner

**Copy forwarded to:**

- Spl. Mpl. Commissionèr (G & D)
- Spl. Mpl. Commissioner (Revenue)
- Chief Manager (Revenue-S/N/AA/JU/TTD)
- P.A. to Hon'ble Chairperson, BOA
- P.A to Hon'ble Member (Health & A.C Deptt.), BOA

Municipal Commissioner