

Date: 23/07/2022

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

Sub.: Revenue augmentation

In order to ensure optimal realization of property tax, each due has to be closely monitored from the process of raising demand up to realization of property tax. Some of the points that we had discussed earlier is being reiterated for close follow up:

- (i) **Realizing of demand already raised:** (a) Each file, assessee wise should be allocated to an individual officer and all steps permissible under the law should be taken up without any undue delay.
(b) Wherever a new building plan has been sanctioned, we must ensure that taxes are paid on time. This is especially important to safeguard the new purchaser from being burdened with legacy demand. In case of non-payment, STOP WORK notice should be issued to compel the developer to clear legacy demand.
- (ii) **Raising of additional demand where GR/IR has become due:** The exercise of table top and SAF with effect from 2017 needs to be closely monitored.
- (iii) **Raising of new demand:**
(a) Unassessed premises should be brought under assessment.
(b) The data of Completion Certificate of building should be shared by Building Department / IT Department with the Revenue Department so that demand under SAF be issued immediately. All Completion Certificate issued after 2017 needs to be monitored closely.
(c) Verifying the data of Licence Department, i.e., Certificate of Enlistment and confirming that property tax for the commercial usage is indeed being paid.

IT Department shall devise reporting format to monitor progress on this count unit/ ward wise and put up. Hon'ble Mayor has desired to hold a review meeting of the Revenue Department very soon. Thus, action on this should be taken immediately.

Be
23/7/22
Municipal Commissioner

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