



The Kolkata Municipal Corporation
Office of the Municipal Commissioner
C.M.O Buildings, 5, S.N. Banerjee Road,
Kolkata – 700 013

Date : 23/09/2020

Municipal Commissioner's Circular No. **23** of 2020-21

**Sub : Clarification in format of MIC/BoA Agenda item for cases
dealt under Section 400(1) & 416 of the KMC Act, 1980.**

In continuation with Municipal Commissioner's Circular no. 10 of 2020-2021 dated 04/07/2020 in connection with dealing the cases under Section 400(1) & 416 of the KMC Act, 1980 the format of the agenda is enclosed herewith. The building department is instructed to follow the format to place the Agenda before BoA.

This is issued in partial modification of Municipal Commissioner's Circular No. 10 of 2020-2021 dated 04/07/2020.

Be
23/9/20

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Distribution:

1. OSD to Hon'ble Chairman, BoA, KMC
2. P.A. to Hon'ble Members, BoA, KMC
3. Ld. C.M.L.O
4. C.M.F.A
3. Director General (Building)
4. Dy. Chief Engineer (C)/Building
5. All Executive Engineer (C)/Building

3. Brief description in case of Change of use:

Sanctioned/Earlier use		Existing use		Violation of building rule if any
Use	Area (Sq.M)	Use	Area In Sq.M	

<Add row if required>

4. Hearing U/S400(1) & 416 details:

Name of complainant:

.....

No complain received	
Hearing attended by complainant	
Complainant didn't turn up	

(Tick which one is applicable)

5. Order of Special Officer (Building):

<Copy Enclosed>

6. Summary of the order:

D/Case No	Date of order	Area of Demolition (Sqm)		Area of Retention (Sqm)		Area of change of use (Sqm)	
		Part demolition	Full demolition	Part Retention	Full retention	Area Allowed	Area not Allowed

<Add row if required>

7. Budget code where the fund will be deposited if allowed:

8. Observation of Finance and Accounts department, if any:

9. Observation of Law department, if any:

10. Observation internal Audit department, if any:

11. Necessary provisions of Acts and Rules/ Regulation be quoted under which approval sought for:

A.O.(Hearing)

Ex. Engineer (C)/Building Dy CE(C)/ Building

D.G. (Building)

Municipal Commissioner

Chairman,
Board of Administrator, KMC