



Kolkata Municipal Corporation
Office of the Municipal Commissioner
CMO Building
5, S.N. Banerjee Road, Kolkata-700013

Municipal Commissioner Circular No. 44 of 2022-23 dt 11-01-2023

Sub : Recording of Waterbodies

This has been enjoined upon all concerned that henceforth all water bodies shall be recorded in the books of record of KMC observing following procedures :

1. Ward wise GIS code shall be generated for all water bodies for the sake of identification of the same in the field. For this purpose KMC-Base Map derived from NRSA-aerial image as available with E & H Department and IT Department shall be initially used. Said GIS Code with all relevant details shall be recorded in the books of record of Assessment-Collection Department (IB & AR) against specific Assessee No. and Premises No. as well as in MAS and concerned data base of E & H Department.
2. When there is pond within a property where Premises No. is already assigned, further premises number for the pond itself should not be given. However, in IB and AR copy corresponding GIS Code of the Water Body shall be maintained.
3. Premises, exclusively comprising of water body (which does not fall within the boundary of any property having already assigned Premises No.) shall be assigned with Premises No. pre-fixing 'Wb' followed by '/' (slash mark) which will be further followed by the ward wise GIS Code of that water body and street name. For this purpose PDF File comprising Ward Map with GIS coded water bodies with a table comprising of respective GIS Code(s) and corresponding lat-long value(s) will be provided to E & H Department and Assessment-Collection Department for prior inspection and assigning of Premises No.
4. '8' may be assigned as second digit of Assessee No. (Type Code).
5. In case owner is unknown, in place of recorded owner "Unknown" may be used. If the water body under management control of KMC then 'under Management control of KMC' may be added additionally.
6. A provisional annual value of Rs. 300/- may be taken for all such ponds where premises no. is allotted separately.
7. The area of the water body, the local name of the water body, if any, latitude and longitude and all adjacent premises number, nearest land mark must be mentioned in the IB along with GIS code against newly created Premises No. or already existing Premises No. (i.e. where there is pond within the property having already assigned Premises No.) Survey being conducted by E & H Deptt. All such information against specific Premises No. and Assessee no. shall be recorded against specific fields in System Software/MAS of Assessment-Collection Department and E & H Department with remark on record of such water body in database of E & H Department.
8. At the time of physical inspection if any mismatch in existence/area of water body with respect to supplied map is found the same should be noted and informed by E & H Department to Special Municipal Commissioner (Revenue).
9. In the system, there should be a provision for searching the water body by name or by nearest premises number.
10. For citizens to see the details of the water body through web portal by putting the assessee number (in case the water body lies within their premises), necessary provision be made (through hyperlink or alike arrangement).

Bee

11. The integration of records and survey being conducted by E & H Department should be done in a prudent manner.

12. Fortnightly progress report to be placed.

This circular is issued upon getting approval of Hon'ble Mayor with respect to instant policy decision and shall get immediate effect.

Bc
11/1/23

Municipal Commissioner

Copy to:

- 1. Spl. Municipal Commissioner (Revenue)
 - 2. Director General (E & H)
 - 3. All Chief Manager (Revenue-North/South/TTD/JU/AA)
 - 4. Chief Manager (IT)
 - 5. All Assessor-Collectors
 - 6. GIS Professional
 - 7. O.S.D to Hon'ble Mayor
 - 8. O.S.D to Municipal Commissioner
- } For taking necessary action

Bc
11/1/23

Municipal Commissioner