



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

Mpl. Commissioner's Circular No. 44 of 2021-22 dt. 06/12/2021

Sub: Requisition of Certificates from the applicant applying Completion Certificate under Schedule XII of Kolkata Municipal Corporation Building Rules 2009


In Schedule XII of the Kolkata Municipal Corporation Building Rules 2009 specific form of giving notice of completion of any building for the purpose of obtaining Completion Certificate is prescribed along with notes of enclosures necessary for making application under the said Form. In the said list along with seven other Certificates there is provision making it mandatory for submission of "other Certificates".

It is found that in many cases flats of Buildings/Complexes are sold out /leased out/transferred either partially or fully to the respective buyers by the concerned promoter/ developer/owner etc. of the property before obtaining Completion Certificate. Although Building Department makes Completion Certificates available to the Assessment-Collection Department, yet takes considerable time to obtain list of buyers of respective flats along with the other details necessary for mutation and assessment of the flats after the issuance of Completion Certificate u/s 178(5) of Kolkata Municipal Corporation Act 1980. This causes piling up of property tax upon the flat owners.

To get rid of such problem as stated above, it is hereby directed to make it mandatory to collect Certificate from the applicant/Lessee/promoter/ developer/owner etc. as the case may be, with detail of sold/leased out/transferred flats and unsold flats in the Format as enclosed herewith along with the Form for submission of notice of completion under Schedule XII of Kolkata Municipal Corporation Building Rules 2009. Such detail shall be duly certified with signature and seal of the Lessor/promoter/developer/owner etc. of the property applying in such Form for the purpose of getting Completion Certificate. Building Deptt. will in turn make the detail available to concerned Assessment-Collection Deptt. immediately.

This has been vetted by Ld. CMLO and has the approval of Hon'ble Chairperson, BOA.

This order will take immediate effect.


Municipal Commissioner
The Kolkata Municipal Corporation
(Binod Kumar)

Municipal Commissioner

Enclosure : Form under Schedule XII of Rule 27(1) of K.M.C. Building Rules 2009

Copy forwarded to:

1. Spl. Mpl. Commissioner (G & D)
2. Spl. Mpl. Commissioner (Revenue)
3. DG (Building)
4. Chief Manager (Revenue-S/N/AA/JU/TTD)
5. All Controlling Officers
6. P.A. to Hon'ble Chairperson, BOA
7. P.A. to Hon'ble Member (Health & A-C Deptt.), BOA

Municipal Commissioner


DG (BUILDING)
K M C

