



The Kolkata Municipal Corporation

Central Municipal Office Buildings,
5, S. N. Banerjee Road, Kolkata - 700 013

Municipal Commissioner's Department

Dated : 04/02 /2021

Municipal Commissioner's Circular No. 45 of 2020-21

Subject: Verification procedure of tenant occupied area for proposals u/r 142 of the KMC Building Rules, 2009

The proposal for verification procedure of tenant occupied area from assessment record to deal the proposals u/r 142 of the KMC Building Rules, 2009 in case of re-development of dilapidated buildings occupied by tenants, was discussed in the Board of Administrators meeting dated 04/01/2021 vide item no BOA/M-9.10 and approved the following .

1. It was discussed and decided that proposals under Rule 142 of KMC Building Rules, 2009 to examine and ensure that the tenants has existed before 2009 continue to be there till date. The current procedure is that applicant attaches the certified copy of I.B. along with application. The Board felt that sending file again to the Assessment Department would delay and thus cause inconvenience to public. Rather while giving certified copy of I.B. for the purposed of the Rule 142, Assessment Department can clearly mention:

- i) Whether tenancy (names and areas) exist as per the I.B. of 2019.
- ii) Whether the same tenancy is continued till date.

However, for old cases which are still under process in the Building Department, Building Department may verify information from Assessment Department, if any.

2. Henceforth in all new cases Assessment-Collection Department while issuing certified copy of I.B. will mention if there is any subsequent record available with the Department specifying the period also.

In case further records are available, copies of I.B. have also to be supplied for knowledge of Building Department.

3. Assessment-Collection department will take necessary action to avail the scanned copies of I.B. to the Building Department.
4. Assessment-Collection department will furnish the information within seven days.
5. In case, if there is no specific mention of area under tenancy in I.B. but description of dwelling units are recorded, Building Department will measure the area information as prepared by LBS/ Architect during inspection. However, where area is mentioned in I.B., Building Department will consider the minimum value of area among the physical area measured during physical inspection and area recorded in the I.B. of Assessment-Collection Department.
6. This is as per approval of B.O.A. vide Item no. M-9.10 dated 04/01/2021.

Be
04/2/2021
(Binod Kumar, IAS)
Municipal Commissioner

Copy to :

1. OSD to Hon'ble Chairman, BoA
2. Spl. Municipal Commissioner (Revenue)
3. Director General (Building)
4. Chief Manager (Revenue-North/South/JU/AA/TTD)

Be
04/2/21
Municipal Commissioner
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