

The Kolkata Municipal Corporation
Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S. N. Banerjee Road
Kolkata – 700013

Date: 08.02.2023

Municipal Commissioner's Circular No. 48 of 2022-23

Sub: Emphasis on street wise combing operation, field work, service at doorstep and revenue augmentation by Assessment Collection Department.

It has been felt necessary to find out unassessed properties and unrecorded waterbodies. After careful consideration of the matter it has been decided that emphasis will be put on street wise combing operation and door to door inspection as it would be beneficial to find out unassessed properties, unrecorded waterbodies, database correction and augmentation in the number of assessee to maximize revenue.

In view of the above (1) Assessing Inspectors (A.Is) would meet common tax payers who are approaching Assessment Collection Department on every Wednesday and Saturday i.e. two days in a week. (2) Rest of the four days in a week, Assessing Inspectors shall engage themselves in field work, outdoor inspection, combing operation, service at doorstep and revenue augmentation. Each Assessing Inspectors shall maintain a work diary in prescribed format meticulously for detailed recording of outdoor inspection, service at doorstep, revenue augmentation and other field works. Assessing Inspectors shall produce the work diaries regularly before Dy. Assessor Collector/Assessor Collector for signing.

This has the approval of the Hon'ble Mayor.


Municipal Commissioner

Distribution:

1. Spl. Mpl. Commissioner (Rev.)
2. Chief Manager (Rev-N/S/AA/JU/TTD)
3. OSD to Hon'ble Mayor
4. Assessor Collectors (All)
5. Dy. Assessor Collectors (All)