

THE KOLKATA MUNICIPAL CORPORATION  
Office of the Municipal Commissioner  
Central Municipal Office Buildings  
5, S.N. Banerjee Road  
Kolkata - 700 013

Date: November 22, 2018

Municipal Commissioner's Circular No. 86 of 2018-19

Sub.: To provide Completion Plan & Completion Certificate to Assessment Department.

The provision for sending the Completion Plan and Completion Certificate to Chief Manager (Revenue/All)/ Assessment-Collection Department must be followed strictly.

Just after issuance of Completion Certificate to applicant, one copy of Completion Plan along with Completion Certificate must be sent to Chief Manager (Revenue/All) or concerning Assessment-Collection Department immediately.

Co-ordination meeting must be conducted by both the Department in every month, which may be arrange alternatively in Building Department & Assessment-Collection Department to resolve mutual issues.

  
MUNICIPAL COMMISSIONER

Distribution:

1. OSD to Hon'ble Mayor
2. Spl. Mpl. Commissioner (Rev.)
3. Spl. Mpl. Commissioner (Gen., Dev. & Supply)
4. CMF&A
5. D.G.(Building - I)
6. D.G. (Building - II)
7. Ch. Manager (Rev./All)