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.

6/12/21
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

DG (BUILDING)
K M C

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

Co(IT)

Municipal Commissioner

Certificate to be given by the Developer/Promoter/Owner etc., in both hard copy & soft copy (.xls/.xlsx format) while giving notice of completion of building in specific form under Schedule XII of Rule 27(1) of KMC Building Rules 2009, certifying detail of sold and unsold flats/space/unit/structure etc.

1. General Detail:

a) Complex Name : .....

b) Premises No. : ..... c) Mother Assessee No. : .....

d) Name of existing Recorded Owner : ..... e) Email Id & Phone No. : .....

f) Name of Developer : ..... g) Email Id & Phone No. : .....

h) **Amenities and facilities (like Club,Gym,Community Hall, Swimming Pool, Games Area etc.) available in the Complex / Apartment : .....

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i) Total No. of Towers : ..... j) No. of Floors (Tower wise) : .....

k) Total No. of Flats/Apartments/Units in the Complex : .....

l) No. of Flats/Apartments/Units (Tower wise) : .....

m) Total No. of Residential Flat/Apartment/Unit : ..... n) Total No. of Non-Residential Unit : .....

o) Total No. of Car Parking : .....

i) No. of **OPEN** Car Parking : ..... ii) No. of **COVERED** Car Parking : ..... III) No. of **MECHANISED** Car Parking : .....

2. TOWERWISE / BLOCKWISE Flat / Apartment / Unit detail :

Tower No. : ..... **Block No. :** ..... **Name of Tower :** .....

Sl. No.	Flat / Unit No	Floor	Built up area of flat (in Sq. Ft.)	Other area [say servants quarter etc. not included in (5)]	Proportionate Common Area (C.A.) in Sq. Ft.		Super Built up area in sqft. (5+6+7+8)	Exclusive Terrace Area (if any) (in Sq. Ft.)	Car Parking Area in sqft.	Car Parking Type (Open / Covered / Mechanised) & Location	Description of Accomodation	Specific Nature of Use	Whether Sold out or Handed Over (Yes/No)	Name & Address of buyer (if sold out/possession is handed over)	E-mail ID & Phone No. of buyers	Registered Deed No., Date of Registration , Registered at AND / OR Memo No. & Dt. of possession certificate (if any) or Date of Agreement for sale	Remarks (If any)
					Facility C.A. *	Other C.A.											
1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

* C.A. for Club, Gym, Community Hall, Swimming Pool or others

Encl. Brochure , if any

If necessary add extra page in the same format

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Full Signature with date & Seal