

Date : 21/03/2024

Municipal Commissioner's Circular No. 55 of 2023-2024

**Sub: Standard Operating Procedure (SoP) for effective action for detection
and demolition of unauthorized construction**

To detect and demolition of unauthorized construction at its initial stage the following procedure are to be followed henceforth:

1. S.A.E (C) of Building Department will go for round visit of the concerned wards every day to detect unauthorized constructions.
2. After detection of unauthorized construction stop work notice u/sec. 401 of the KMC Act, 1980 to be served with a copy to the O.C of the concerned Police Station to take necessary action to stop unauthorized construction. The copy of this intimation is to be sent to the concerned Dy. Commissioner of Police and Joint Commissioner of Police, H.Q, Lalbazar.
3. The concerned A.E (C) will strictly monitor over S.A.E (C) for preparing the Demolition-Sketch Plan (D-Sketch Plan) of the detected unauthorized construction.
4. The concerned A.E (C) will lodge F.I.R u/sec. 401A of the KMC Act, 1980 if the unauthorized construction continues defying stop work notice u/sec. 401 of the KMC Act, 1980.
5. In such matters where there is a delay in action, the matter may be brought to the notice of D.G (Bldg.) by E.E.(B) which will be forwarded to Municipal Commissioner for further communication to Commissioner of Police to issue direction to the concerned police station.
6. The concerned E.E (C)/Bldg will forward the demolition sketch file to D.G (Bldg.) through concerned Dy.C.E (B)s.
7. If the unauthorized construction is minor then it will be placed before S.O (B) for hearing u/sec. 400(1) of the KMC Act, 1980 and if the unauthorized construction is major violating several KMC Bldg. Rules, 2009 then action will be taken against such unauthorized construction u/sec. 400(8) of the KMC Act, 1980.
8. Demolition work will be carried out by the concerned Borough immediately after imposing Sec. 400(8) of the KMC Act, 1980.
9. The timeline to take action on pending notices under Section 401 of KMC Act, 1980 is fixed at 15 days from the date of notice.
10. Separate guidelines will be circulated for entry of daily inspection and action taken report on the mobile app.


Municipal Commissioner

Distribution :

1. Joint Commissioner of Police (HQ), Kolkata Police
2. Director General (Building), KMC
3. Dy. C.E. (Bldg./North), KMC
4. Dy. C.E. (Bldg./South), KMC
5. E.E.(Civil)/Building (All), KMC
6. OSD to Hon'ble Mayor, KMC


Municipal Commissioner