

249

222

CONSERVE RAIN WATER

107

Office of the Commissioner of Municipal
Administration,
Chennai, Chennai-5.

Roc.No.40042/2002/R1

Dated: 17.6.2002

CIRCULAR

**Sub: Complaints - Property tax - Non assessment of
buildings - Regarding.**

Complaints regarding nonassessment of properties and also assessing properties against the prescribed guidelines issued are being received in this office.

Hence, all the Municipal Commissioners are directed to obtain certificates in the following format from the Revenue Assistants/ Revenue Inspectors.

- a) Certified that there is no omission in assessment of building for property tax.
- b) Certified that all the assessments of property tax are made according to the guidelines issued.

On receipt of Certificates from the Revenue Assistants, The Revenue Inspectors Revenue Officers are to check atleast 10 buildings at a random in the respective wards of each Revenue Assistant and endorse the certificates given by the Revenue Assistants. The Municipal Commissioners are also requested to verify 10 buildings of various uses like residential buildings, commercial buildings, other institutions, etc. and send a report for having received certificates as indicated above to this office.

The above exercise should be completed by 30.6.2002. Regional Directors of Municipal Administration should ensure that all certificates are despatched by the Commissioners on 1.7.2002. The Commissioner of Municipal Administration has received certain information regarding omission of assessment of residential and commercial buildings in some Municipalities. This information will be cross-checked after the receipt of the certificates.

If omission or discrepancy in assessment is noticed, action will be taken against the Municipal Commissioner/ Revenue Officer/ Revenue Inspectors/ Revenue Assistants concerned.

The receipt of the Circular should be acknowledged by return of post.

Sd/- V.K.Jeyajodi,
Commissioner of Municipal
Administration.

To
All the Municipal Commissioners.

Copy to:
All Regional Directors of Municipal Administration.