

TERMS AND CONDITIONS APPLICABLE UNDER ALL SECTIONS

1. C.E. stands for Certificate of Enlistment as per provisions of KMC Act 1980
2. নামফলক বাংলাতেও লিখতে হবে, SIGNBOARD IS TO BE WRITTEN IN BENGALI TOO.
3. LATE FINE @Rs. 50/- per month will be charged after expiry of last date of renewal without late fine.
4. An additional Late Fine of Rs. 100/- will be charged if not renewed on or before validity period.
5. Counter payment can only be made on week days and not on Holidays/Sundays. Even if, the last date for payment without late fine falls on any Holiday/Sunday, CE holders can make payment only through KMC website.
- * ONLINE PAYMENT FACILITY IS AVAILABLE IN OUR WEB PORTAL <https://www.kmcgov.in>
6. CAUTION : For any information, change / correction, contact the Licence Department, C.M.O. Buildings (Ground Floor) and other unit Offices mentioned below along with the original Demand Notice and last payment receipt of Certificate of Enlistment.
7. To CLOSE ones Certificate of Enlistment (C.E.), one will need to apply on plain paper accompanied by necessary supporting documents along with original and photocopy of the C.E. and payment receipt of the current financial year. Such applications should reach at the concerned location office listed below within the stipulated time as mentioned in the front page of the C E.
8. Payment may be made in Cash / Demand Draft / Pay Order upto Rs. 25,000/-. Payment for more than Rs. 25,000/-, only Demand Draft / Pay Order will be accepted. Demand Draft / Pay Order should be A/C Payee and drawn in favour of; KOLKATA MUNICIPAL CORPORATION. Quote your Demand No. and Telephone Number on the back side. Cheque may be accepted for some specific cases viz. Central/State Govt Deptt./Org. and PSUs.
9. Cash / Demand Draft / Pay Order will be accepted at all KMC Treasury Counters, all e-Kolkata Citizen Service Centres at the following address :

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| 1) C M O Building : 5 S.N.Banerjee Road, Kolkata-700013 | 2) Cossipore : 10, B T Road, Kolkata-700002 |
| 3) Hatibagan : 79, Bidhan Sarani, Kolkata-700006 | 4) College Street : 22 Surya Sen Street, Kolkata-700012 |
| 5) New Alipore Market : beside Durgapur Bridge | 6) Gariahat Market : 212 Rash Behari Avenue, Kolkata-700019, 2nd Floor, A-B Block |
| 7) Gachala : 180 N.S.C. Bose Road, Kolkata-700040 | 8) P A Shah Road : 28 Prince Anwar Shah Road, Kolkata-700033. |
| 9) Sakherbazar: Municipal Super Market, 42 Diamond Harbour Road, Kolkata - 700008 | 10) Santoshpur Avenue : KMC Super Market, Kolkata-700075 |
| 11) Baghajatin : Baghajatin Market Complex Unit : 2, Raja S C Mallick Street, Kolkata-700092 | 12) Garden Reach : E/3, Circular Garden Reach Road, Kolkata-700024 |
| 13) 28A K.N.Sen Road : Kasba, 1st Floor Kolkata-700042 | 14) Manicktala : Kankurgachi VIP Market, 2nd Floor, P-187 C.I.T. Sch VI (M), Kolkata-700054 |
| 15) Behala : 516 Diamond Harbour Road, Kolkata-700034 | 16) Alipore : 11, Belvedere Road, Kolkata-700027 |
| 17) Baghbazar : 56/1, Raja Rajballav Street, Kolkata-700003 | 18) Joka-II : Diamond Park, Kolkata - 700104 |
| 19) Lake Mail: 104, Rashbehari Avenue, Kolkata - 700029 | |

To seek any assistance and information, you may get in touch with the Help Desk of Licence Department at C.M.O. Buildings, K.M.C., phone 2286 1000 Extn. 2839. You may also visit our website at <https://www.kmcgov.in>

* In case of any confusion, please contact the Officer In Charge at the offices mentioned below :

Ward No.	Address	Telephone No.
001 to 009	Deputy Licence Officer 10 Barrackpore Trunk Road (Cossipore), 2nd Floor Kolkata-700002	2528-9450
010 to 035 and 038 and 039	Deputy Licence Officer 79, Bidhan Sarani (Hatibagan), 2nd Floor, Kolkata-700006	2530-2419
036 and 037 and 040 to 067	Deputy Licence Officer 5, S N Benerjee Road (CMO Building), Ground Floor, Kolkata-700013	2286-1000 (Extn. 2404/2582/2779/2915/2913)
068 to 100	Deputy Licence Officer 212, Rash Behari Avenue (Gariahat KMC Market), 3rd Floor, Kolkata-700019	2440-3925
101, 102 and 110 to 114	Deputy Licence Officer Baghajatin Market Complex, 3rd Floor, Kolkata#700032	2425-8135
103 to 109	Deputy Licence Officer Santoshpur KMC Market Complex, 2nd Floor, Kolkata-700075	2416-2263
115 to 132	Deputy Licence Officer 516 Diamond Harbour Road, 2nd Floor, Kolkata-700034	2398-2449
133 to 141	Deputy Licence Officer E-3, Circular Garden Reach Road, Kolkata-700024	9831247648
142 to 144	Manager (Tax and Non Tax)	2467 0053

For further details please contact Chief Manager (Licence) at 2286 1263 or Licence Officer (HQ) at 2286 1036 and Licence Officer (O-L) at 2416-2263 during office hours.

* ব্যবসায়ী/দোকানিরা দৈনিক জরুরি যত্নে না ফেনে নির্দিষ্ট ভাটবিনে ফেলুন।