



# Kolkata Municipal Corporation [Licence Department]

e-Demand Notice for Renewal of Certificate of Enlistment for the Year : 2026-2027

C.E No : 0477 8100 4351

Demand Nature : PRIMARY(0)

Printed On 02/06/2026

M/S: ZEN SQUARE LLP

Name and Address of Proprietor/Partners/Director(s)/Karta/Manager:

KESHAV DALMIA AND USHA DALMIA  
138, BIPLABI RASH BEHARY BASU ROAD  
ROOM NO-444  
KOLKATA 700001

Nature of Trade:

OFFICE OF - CONSULTANCY

| Amount to be Paid by | Assessee No. | Area in Sq.ft. | Ward No. |
|----------------------|--------------|----------------|----------|
| 31/03/2027           |              | 40             | 045      |

Last date of Renewal without Late Fine :

31/07/2026

Fees and Charges under the following sections of the K.M.C. Act 1980

| Section No | Description (As per KMC Act, 1980) | Amount(Rs) |
|------------|------------------------------------|------------|
| 199        | Certificate of Enlistment          | 1000.00    |
| 238(2)     | Water Supply                       | 200.00     |
| 435/435A   | Non-Residential Use(NON A.C)       | 1500.00    |
|            | Processing Fee                     | 100.00     |

Net Amount Payable (Rs.) :

2800.00

Total Amount in Words : Rupees Two Thousand Eight Hundred only

Late Fine @ Rs.50/- per month will be charged after expiry of Last date of payment without late fine.

An additional Late Fine of Rs.100/- will be charged if not renewed on or before validity period.

Note:

This document is auto generated through computer system as per data subrnitted online by applicant himself ; respective department/ agencies/ institutions may verify documents/credentials from CE holders if so deem fit.

This Certificate of Enlishment is issued subject to the provisions of West Bengal Fire Services Act 1950 (to the extent applicable) and laws of land. Such onus for complience lies with the certificate holder.

Please see instructions given in the next page before payment.

DO NOT WRITE ANYTHING OR PUT ANY MARK ANYWHERE OR TEAR ANY PART OF THE DOCUMENT.

Do Not Deface or Fold bar-Codes by any manner.

The payment made against this demand will be treated as valid Payment Receipt cum Certificate of Enlistment.



E. and O.E.

Municipal Commissiner  
Kolkata Municipal Corporation  
5, S.N. Banerjee Road  
Kolkata - 700013

Please treat this as an application for renewing Certificate of Enlistment for the current Financial Year.

Signature of Certificate Holder

★ কলকাতা পৌর এলাকায় অবস্থিত বিভিন্ন দোকান এবং ব্যবসাকেন্দ্রের সাইনবোর্ডে  
বাধ্যতামূলকভাবে বাংলাভাষা ব্যবহার করতে হবে। অন্য ভাষায় সাইনবোর্ড লেখা  
হলেও - ওই সাইনবোর্ডে বাংলাভাষায় পৃথকভাবে লিখতে হবে।  
★ প্লাস্টিক ক্যারিবাগ বর্জন করুন।

Food Business Operators including food business manufacturer etc under the Food Safety and Standard Act,2006  
have to obtain the Registration Certificate/Licence under the said Act from FSSAI Authority.

## TERMS AND CONDITIONS APPLICABLE UNDER ALL SECTIONS

1. C.E. stands for Certificate of Enlistment as per provisions of KMC Act 1980

২. 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 :

- |                                                                                              |                                                                                             |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| 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 Mall: 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/দোকানীরা দৈনিক জঞ্জাল যত্রতত্র না ফেলে নির্দিষ্ট ডাস্টবিনে ফেলুন। ৫০ মাইক্রনের নীচে প্লাস্টিক ক্যারিবাগ ব্যবহার নিষিদ্ধ।