



**SOUTH DELHI MUNICIPAL CORPORATION**  
**ASSESSMENT & COLLECTION DEPARTMENT**  
Dr. Shyama Prasad Mukherjee Civic Centre (20<sup>th</sup> Floor),  
Jawaharlal Nehru Marg, New Delhi-110002

No. Tax/HQ/SDMC/2020-2021/D- 1476

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**Sub : Re-structuring of the existing working of the department into Circle (s) from Zone (s) / HQ with monitory limit for assessment & collection of property tax among all Assessing Officer (s) working in the department.**

With the approval of Competent Authority, it has been decided to re-structure working of the department into Circle(s) - earlier known in the name of zone (s) for the purpose to delegate more powers and responsibility to the assessing officers particularly Dy.A&Cs and AA&Cs working in the department. The Dy. A&C and AA&C will be known as "Circle In Charge" and will be responsible to get scrutinized Self Assessment Property Tax Returns (SAPTRs) ; issuance and dispose of notices already issued / pending / to be issued U/s 123D of the DMC Act ; disposal of survey reports / adding new properties in the existing tax net, disposal of mutation cases etc. etc. as per provisions of the DMC Act.

There are four (4) zones namely Central, South, West, Najafgarh, besides HQ, existed in A&C department of South DMC. The working strength of Dy.A&Cs & AA&Cs in the zones are ; two Dy.A&Cs and four AA&Cs each in all four zones. Accordingly, it has been decided that there shall be six (6) Circles each in all four zone(s) and four (4) Circles (Central / South / West / Najafgarh) at HQ respectively. The each Circle shall have number of Wards, all colonies with all type of properties (residential / non-residential), except properties of HQ, falling within the jurisdiction of the Ward, as under ;

Sl. No	Name of the zone	Circle shall be known as	Consist of jurisdictional wards	Ward name with main area(s)
1.	Central	Circle - C(1)	Ward No. 58-S, 89-S, 92-S, 96-S,	Harkesh Nagar, Srinivas Puri, Kasturba Nagar, Molarband etc.
		Circle - C(2)	Ward No. 57-S, 59-S, 90-S, 102-S	Lajpat Nagar, Andrews Ganj, Kalkaji, Abdul Fazal Enclave, etc.
		Circle - C(3)	Ward No. 82-S, 83-S, 91-S, 94-S, 97-S	Govindpuri, Pul Pehladpur, Tughlakabad Extn., Sangam Vihar-C, Hari Nagar, etc.
		Circle - C(4)	Ward No. 60-S, 84-S, 95-S, 100-S,	Kotla Mubarakpur, Zakir Nagar, Sangam Vihar-D, Badarpur, etc.
		Circle - C(5)	Ward No. 55-S, 56-S, 98-S, 99-S, 104-S	Darya Ganj, Siddarth Basti, Jaitpur, Om Vihar, Madanpur Khadar East, , etc.
		Circle - C(6)	Ward No. 85-S, 93-S, 101-S, 103-S,	Sarita Vihar, Sangam Vihar-E, East Madanpur Khadar, Tughlakabad , etc.
2.	South	Circle - S(1)	Ward No. 63-S, 67-S, 70-S, 77-S	Malviya Nagar, Lado Sarai, Chattarpur, Sangam Vihar-A, etc.
		Circle - S(2)	Ward No. 65-S, 69-S, 72-S, 88-S	R.K. Puram, Vasant Kunj, Bhati, Chirag Delhi, etc.
		Circle - S(3)	Ward No. 64-S, 76-S, 78-S, 86-S	Vasant Vihar, Devli, Sangam Vihar-B, Greater Kailash, etc.
		Circle - S(4)	Ward No. 62-S, 71-S, 74-S, 87-S	Hauz Khas, Saidulajab, Dakshinpuri, CR Park, etc.
		Circle - S(5)	Ward No. 61-S, 66-S, 79-S, 81-S	Safdarjung Enclave, Munirka, Madangir, Khanpur, etc.
		Circle - S(6)	Ward No. 68-S, 73-S, 75-S, 80-S	Mehrauli, Aya Nagar, Tigri, Pushp Vihar, etc.
3.	West	Circle- W(1)	Ward No. 06-S, 07-S, 08-S, 17-S & 28-S	Tagore Garden, Vishnu Garden, Sham Nagar, Chand Nagar Ravi Nagar, Khyala, Narsingh Garden, Sita Puri Part-I, II and Chanakya Place Part-II, Uttam Nagar etc.
		Circle- W(2)	Ward No. 09-S, 11-S, 18-S, 23-S & 25-S,	Subhash Nagar, Tihar Village, Mohan Garden except B, C & D blocks, Janakpuri, Pratap Nagar, Milap Nagar, Vikas Nagar etc.
		Circle- W(3)	Ward No. 14-S, 20-S, 21-S, 22-S & 27-S.	Mahavir Nagar, Ganesh Nagar, Sant Garh, Vikas puri , Shiv Vihar, Hastal Village, Sainik Enclave, Navada Village-C, D & N Block Mohan Garden, etc.
		Circle- W(4)	Ward No. 02-S, 05-S, 10-S, 13-S & 16-S.	Punjabi Bagh, Rajouri Garden, Maya Puri Indl. Area, Tilak Nagar, C-Block Janakpuri, etc.
		Circle- W(5)	Ward No. 01-S, 03-S, 04-S, 12-S & 15-S	Raja Garden, Janak Puri West, Madaipur, Paschim Vihar Extn. & Pragati apartments, Raghubir Nagar, Keshopur Village, Keshopur Indl. Area, Tilak Vihar, etc.
		Circle- W(6)	Ward No.10-S, 19-S, 24-S 26-S & 29-S.	Hari Nagar, Lajwanti Garden & Nangal Raya, Ranhola Village, Baprola Village, Bakarwal village, Mohan Garden North. Bindapur

4.	Najafgarh	Circle – N(1)	Ward No. 36-S, 44-S, 46-S, 54-S,	Dwarka-A, Raj Nagar, Palam, Roshanpura etc.
		Circle – N(2)	Ward No. 42-S, 47-S, 48-S, 50-S,	Mahipalpur, Dwarka-C, Bijwasan, Ditaon etc.
		Circle – N(3)	Ward No. 35-S, 38-S, 40-S, 51-S,	Dwarka-D, Kakrola, Madhu Vihar, Gumanhera etc.
		Circle – N(4)	Ward No. 31-S, 32-S, 30-S, 39-S	Dabri, Sagarpur West, Sagarpur, Raj Nagar, Chawala, Madhu Vihar, etc.
		Circle – N(5)	Ward No. 33-S, 34-S, 52-S, 53-S,	Issapur, Sadh Nagar, Nangli Sakrawati, Kakrola, Mahavir Enclave, Mangla Puri, etc.
		Circle – N(6)	Ward No. 37-S, 41-S, 43-S, 45-S, 49-S,	Najafgarh, Gopal Nagar, Kapashera, Matiyala, etc.
5.	Head Quarter	Circle – H(1)	All Centralized properties of South Zone & Farm Houses	All hotels, hospitals, education institutions, malls, cinemas, farm houses etc. falling within South Zone.
		Circle – H(2)	All Centralized properties of Central Zone	All hotels, hospitals, education institutions, malls, cinemas, farm houses etc. falling within Central Zone.
		Circle – H(3)	All Centralized properties of West Zone	All hotels, hospitals, education institutions, malls, cinemas, farm houses etc. falling within West Zone.
		Circle – H(4)	All Centralized properties of Najafgarh Zone & Farm Houses.  • GRP properties will be distributed by A&C among circles at headquarter.	All hotels, hospitals, education institutions, malls, cinemas, farm houses etc. falling within Najafgarh Zone.

The revised monetary limit of powers with regard to assessment and collection of property tax in respect of the officers has been issued vide Office Order No. 900 dated 19.08.2020 as under :

Sl. No.	Assessing Officer	Existing Monetary limit of Annual Value (AV)	Revised Monetary limit of Annual Value (AV)
1.	Asstt. Assessor & Collector	Cases with AV Upto Rs. 01 lakh	Assessment Cases with AV Upto Rs.5 lakhs
2.	Dy.Assessor & Collector	Cases with AV upto Rs.10 lakhs	Assessment Cases with AV upto Rs.10 lakhs
3.	Jt. Assessor & Collector	Cases with AV upto Rs. 50 lakhs	i) All assessment cases above the AV of Rs.5 lakhs in r/o AA&C charge upto Rs.50 lakhs ; & ii) All assessment cases above AV of Rs.10 lakhs in r/o Dy. A&C charge upto 50 lakhs.
-	Assessor & Collector	Rs.50 lakhs and above	All cases of Rs.50 lakhs and above

The circle will be headed by Dy.A&C and AA&C under the overall supervision of the Jt. A&C of the zone. The Jt.A&C of the zone is hereby directed to ensure that :

- The charge of one Circle each should be assigned to all officers (Dy.A&Cs/AA&Cs) as per sanctioned strength ;
- In case one post is lying vacant, additional charge of vacant seat should be assigned to that category officer only as additional charge ;
- Dy.A&Cs / AA&Cs will work independently and report to and sought approval from Jt.A&C of the zone, if needed.
- Target of work to be attended to by Dy.A&C/AA&C, during the financial year, will be assigned keeping in view the potential of work in the circle (s) ;
- The field staff may be assigned two wards falling in different circle ;
- The cases pertaining to the Jt.A&C or A&C will be put up by the field staff through Dy.A&C / AA&C concerned only and notices will be signed by A&C or Joint A&C itself as the case may be.

This order shall come into force with immediate effect.

( Amit Kumar Sharma )

Assessor & Collector (ADMO)