



**KOLKATA MUNICIPAL CORPORATION
FINANCE & ACCOUNTS DEPARTMENT**

Date: 06.9.2017

CIRCULAR NO. 06 of 2017-18

A) All Controlling Officers/H O Ds/Br Exe Engineers are requested to submit the Budget Estimate for 2018-19 and Revised Estimate for 2017-18 as per following programme to the Controller of Municipal Finance & Accounts:-

Sl. No.	Subject	Last Date of Submission
1	Budget Estimate for 2018-19 and Revised Estimate for 2017-18	18.11.2017
2	Revision of Rates, Fees & Charges for 2018-19 with justification	25.11.2017
3	Inventory of Immovable properties of KMC for 2018-19 as required u/s 540 of the KMC Act, 1980	25.11.2017
4	Departmental Report	04.12.2017
5	Draft of Mayor's Budget Statement of 2018-19 and new programmes to be taken up in 2018-19	23.12.2017

B) Budget Estimates as at (1) above may be furnished in the format as hereunder:

RECEIPT FORMAT.

B I Code	Actual Collection of 2016-17	Actual Collection up to 30.9.17	Expected Collection from 01.10.17 to 31.3.18	Total Revised Receipt for 2017-18	Estimate of Receipt for 2018-19
A	B	C	D	E = (C+D)	F

EXPENDITURE FORMAT

B.I. Code	Actual Expenditure of 2016-17	Expenditure for liabilities of 2016-17	Expenditure (Exclg. Lia.) up to 30.9.17	Expected Exp. from 01.10.17 to 31.3.18	Total Revised Expenditure for 2017-18	Estimate of Expenditure for 2018-19
A	B	C	D	E	F = (C+D+E)	G

C) Separate proposal with justification may be submitted in respect of the following, if any, within the purview of the KMC Act, 1980:-


- a) AUGMENTATION OF REVENUE FROM THE EXISTING SOURCE
- b) NEW SOURCE OF REVENUE

D) Exe Engineers of Boroughs will submit their proposal for Budget Estimates as mentioned above through D G (Civil). D G (Civil) will please ensure to compile the Budget estimates of both Revenue Receipt and Expenditure to ascertain the estimated amount against different Object Codes of Subject Codes mentioned in the Budget.

E) All Controlling officers /H O Ds are also requested to furnish list of works stating the name of the works and probable estimated cost along with the Budget Proposal for incorporating into the Budget as far as practicable. It would be appreciated if the information as sought for be furnished in the format below:

Name of works with location	Estimated Cost	Probable time of completion	B I Code
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This circular is issued with the approval of the Municipal Commissioner.


(D. DASGUPTA)
C M F & A

To

- 1) All Controlling Officers/H O Ds /Exe Engineers - for necessary action
- 2) P As to Hon'ble Mayor/ Hon'ble Dy Mayor/All Hon'ble Members, M-I-C - for information