



KOLKATA MUNICIPAL CORPORATION
FINANCE & ACCOUNTS DEPARTMENT

Date: 17/10/2022

CIRCULAR NO. 13 of 2022-23

- A) All Controlling Officers/H O Ds / Br. Ex. Engineers are requested to submit the Budget Estimate for 2023-24 and Revised Estimate for 2022-23 as per following programme to the C M F & A:-

Sl. No.	Subject	Last Date of Submission
1	Budget Estimate for 2023-24 and Revised Estimate for 2022-23	16.11.2022
2	Revision of Rates, Fees & Charges for 2023-24 with justification	16.11.2022
3	Departmental Report (Soft Copy)	16.11.2022
4	Draft of Hon'ble Mayor's Budget Statement of 2023-24 and new programmes to be taken up in 2023-24 (Soft Copy)	16.11.2022

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

RECEIPT/EXPENDITURE FORMAT

BI Code	Actual Receipt / Expenditure of 2021-22	Actual Receipt / Expenditure up to 30.9.22	Expected Receipt / Expenditure from 01.10.22 to 31.3.23	Total Revised Receipt / Expenditure for 2022-23	Estimate of Receipt / Expenditure for 2023-24
A	B	C	D	E = (C+D)	F

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

- Augmentation of revenue from the existing source
- New source of revenue

- D) Br. Ex. Engineers will submit their proposal for Budget Estimates to D G (Civil). D G (Civil) may please ensure to compile the Budget estimates of both Revenue Receipt and Expenditure to ascertain the estimated amount against different B I Codes mentioned in the Budget.

- E) All Controlling officers / H O Ds are also requested to furnish the followings positively.

- According to priority a list of works under object code '400' & '800', stating the name of the works and probable estimated cost for the F/Y 2023-24
- Expected expenditure for leave encashment of employees to be retired in the Department for the F/Y 2023-24 under object code '300'
- Expected expenditure for salary of contractual employees (direct / agency provided) in the Department for the F/Y 2023-24 under object code '600'.

This circular is issued with the approval of the Municipal Commissioner dt 17/10/2022

17/10/22
CMF&A

To

- OSD/PAs to Hon'ble Mayor/Hon'ble Dy Mayor/All Hon'ble Members M I C - for information
- PAs to Municipal Commissioner/Snl Municipal Commissioner (G, D & P) - for information
- All Controlling Officers/H O Ds /Borough Executive Engineers - for necessary action