

THE KOLKATA MUNICIPAL CORPORATION

Central Municipal Office Building

Office of the Finance & Accounts Department

5, S.N. Banerjee Road, Kolkata – 700013

CMF&A's Circular No. 17 of 2022-23, Dated 06/02/2023

All Controlling Officers/HODs are requested to ensure submission of the bills to the IFUs in respect of works/supplies within 25/02/2023. The bills must be sent to the IFUs in a phased manner, after following all usual formalities, by the departments/boroughs.

Mpl. Accountants may send the bills to the Dy. CMF&As concerned, after following all usual formalities, by 04/03/2023 and the Dy. CMF&As would send them to FACC by 09/03/2023. If any bills are objected to by the IFUs/Dy. CMF&A/FACC the department would be required to mandatorily send them back, after rectification, by three days of receipt thereof.

However, for bills relating to Councilors' fund (8920/400 & 8920/800) and Borough Integrated fund (8920/800), IFUs will receive the bills till 04/03/2023. Mpl. Accountants will send the bills to the Dy. CMF&As concerned, after following all usual formalities, by 09/03/2023 and the Dy. CMF&As will send them to FACC by 14/03/2023.

All Controlling Officers/HODs are requested to issued similar instruction to all concerned under their administrative control so that Finance & Accounts Department can complete all formalities by the end of financial year.

This has the approval of Hon'ble Mayor.

A. Bhattacharya
02/23

CONTROLLER OF MUNICIPAL FINANCE & ACCOUNTS

Distribution:

- 1) All Controlling Officers/HODs
- 2) Spl. CMF&As
- 3) Addl. CMF&As
- 4) Dy. CMF&As
- 5) All Mpl. Accountants

A. Bhattacharya
02/23

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