



KOLKATA MUNICIPAL CORPORATION
FINANCE & ACCOUNTS DEPARTMENT

CIRCULAR NO 03 of 2024-245

Date: 03/10/2024

- A) All Controlling Officers / H O Ds / Br. Ex. Engineers are requested to submit the Budget Estimate for 2025-26 and Revised Estimate for 2024-25 as per following programme to the C M F & A:-

Sl. No.	Subject	Last Date of Submission
1	Budget Estimate for 2025-26 and Revised Estimate for 2024-25 (<i>Soft Copy only</i>)	05.11.2024
2	Revision of Rates, Fees & Charges for 2025-26 with justification (<i>Soft Copy only</i>)	05.11.2024
3	Departmental Report (<i>Soft Copy</i>)	05.11.2024
4	Draft of Hon'ble Mayor's Budget Statement of 2025-26 in both the language – Bengali & English and new programmes to be taken up in 2025-26 (<i>Soft Copy only</i>)	05.11.2024

❖ **Soft Copy is mandatory for all the above reports ; No Hard Copy will be entertained.**

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

RECEIPT/EXPENDITURE FORMAT

B I Code	Actual Receipt / Expenditure of 2023-24	Actual Receipt / Expenditure up to 30.09.24	Expected Receipt / Expenditure from 01.10.24 to 31.03.25	Total Revised Receipt / Expenditure for 2024-25	Estimate of Receipt / Expenditure for 2025-26
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 (*Soft Copy only*)
 - New source of revenue (*Soft Copy only*)
- 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 FY 2025-26.
 - Expected expenditure for leave encashment of employees to be retired in the Department for the FY 2025-26 under object code '300'.
 - Expected expenditure for salary of contractual employees (direct / agency provided) in the Department for the FY 2025-26 under object code '600'.

***** The deadline for submission of reports (*Soft Copy only*) may strictly be followed by the department to avoid last minute hurry.**

This circular is issued with the approval of the Municipal Commissioner dt 01/10/24

J. Bh...
31/10/24
C M F & 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/Spl Municipal Commissioner(R&S)/ Jt. Mpl Commissioner (G&D) - for information .
- All Controlling Officers / H O Ds / Borough Executive Engineers - for necessary action .