



THE KOLKATA MUNICIPAL CORPORATION
Central Municipal Office Buildings,
5, S. N. Banerjee Road, Kolkata-700 013

Municipal Commissioner's Office

MUNICIPAL COMMISSIONER CIRCULAR NO. 12 , DT. 02ND JUNE 2016

As per instruction of the Government of West Bengal, The Kolkata Municipal Corporation is to prepare an Administrative Calendar for implementation of schemes under the different departments of Kolkata Municipal Corporation.

All Controlling Officers are hereby requested to send the schemes for the period April, 2016 to December, 2016 to the office of Municipal Secretary by 9th May, 2016, positively, for preparation of Administrative Calendar Book 2016.

The Hon'ble Mayor and MMICs may kindly be present in the meeting for close monitoring of implementation of the schemes as scheduled in the administrative calendar.

Regarding the matter it's hereby communicated that 18th of each month at 2.30 pm a monitoring meeting will be held to review the progress regarding implementation of work as enlisted in the calendar. If 18th of any month falls on holiday, the meeting will be held on the next working day of the same month.


Municipal Commissioner

Copy to:

- 1) PA to Hon'ble Mayor
- 2) PA to All MMICs
- 3) PA to Jt. MC (G & D)/ Jt. MC (R)/
- 4) All DGs
- 5) PA to CMF&A
- 6) Municipal Secretary - with a request to book the Conference Hall - I for aforesaid purpose.


Municipal Commissioner

MSD/HOD/IT

Pl. arrange to comply X above.

D. 03/06/16
D.G. (I.T)

The Kolkata Municipal Corporation