



KOLKATA MUNICIPAL CORPORATION  
Office of the Chief Manager(Licence)  
C.M.O. Building  
5, S.N. Banerjee Road  
Kolkata- 700 013

Ref No. S/1839

Date: 05/10/18

**OFFICE ORDER**

As directed by Municipal Commissioner vide Circular No.68 of 2018-19 dated 25.09.2018 in connection with reorganization of the RTI framework in the Kolkata Municipal Corporation, in terms of provisions contained under Sub- Section (1) of Section 5 of the Right to Information Act., 2005, in the matter related to Licence Department, Chief Manager(Licence) is the 1<sup>st</sup> Appellate Authority for Licence Department, while Licence Officer (HQ) will Act as State Public Information Officer (SPIO/Licence).

This is issued with the approval of Municipal Commissioner, KMC.

**Copy to :**

- 1) All Controlling Officer/ Head of the Department
- 2) Office of Ch. Manager (Licence) & 1<sup>st</sup> Appellate Authority(Licence) RTI.
- 3) P.A. to Hon'ble Chairperson/ Hon'ble Mayor/Dy. Mayor/Chief whip (TMC).
- 4) P.A. to Members, Mayor-in-council.
- 5) P.A. to Municipal Commissioner.
- 6) P.A. to Special Municipal Commissioner (G&D)/P/(R&S)/Project Director (KEIP).
- 7) State Chief Information Commissioner, West Bengal Information Commission, Khadya Bhawan, 11A, Mirza Galib Street, Kolkata- 700087.
- 8) The Law Officer & Joint Registrar, West Bengal Information Commission, Khadya Bhawan, 11A, Mirza Galib Street, Kolkata - 700087.
- 9) The Deputy Secretary to the Government of West Bengal & SPIO, Department of Urban Development & Municipal Affairs (Municipal Affairs Branch), Pura Prasashan Bhawan, DD-1, Sector-1, Salt Lake, Kolkata-700064.
- 10) DG(IT), for uploading the matter in the KMC Website.
- 11) Sri Susil Kumar Kujur, Licence Officer(HQ)& SPIO (Licence).

*Sms*  
05.X.18  
-----  
Chief Manager (Licence)

Chief Manager  
Licence Department  
The Kolkata Municipal Corporation

*Sms*  
05.X.18  
Chief Manager (Licence)

Chief Manager  
Licence Department  
The Kolkata Municipal Corporation

