

The Kolkata Municipal Corporation  
Central Municipal Office Buildings  
Municipal Commissioner's Office  
5, S. N. Banerjee Road  
Kolkata – 700013

Municipal Commissioner's Circular No. 09 of 2022-23

Dated: 09/06/2022

**Sub: Usage & consumption of fuel of hired cars**

It has been noticed that there are some discrepancies between the prevailing orders regarding use of hired cars & actual use of such cars.

It is now clarified that use of hired cars must be restricted among officers (from the rank of pay scale level 17) who are entitled.

All Officers appointed U/S 14 of KMC Act 1980, Director Generals of Engineering departments and Controlling Officers will be entitled to 8 liters of fuel per day.

Engineers who are entitled to use vehicle in official capacity will also be entitled to 8 liters of fuel per day.

Only one departmental vehicle (where there are more than one departmental vehicles) used for site / field /camp / borough visits or inspections by departmental officers / staff will be entitled to 8 liters of fuel per day.

No cars, official or departmental, be allotted to any officers / staff who are not entitled to have vehicle in official capacity. No extra fuel be allotted to these vehicles without prior approval of MC.

All vehicles if allowed extra fuel in the past would be immediately reverted to scale as mentioned above.

Any relaxation to this if required, for operational purpose, should be put up afresh to M.C. for approval.

This is issued in supersession of all previous circulars regarding use of hired cars.

*BE*  
*09/06/2022*

**MUNICIPAL COMMISSIONER**  
**KOLKATA MUNICIPAL CORPORATION**  
*Municipal Commissioner*  
*The Kolkata Municipal Corporation*

**Copy to :**

1. OSD to Hon'ble Mayor & Dy. Mayor
2. PA to MC & Spl. MCs
3. CMFA
4. All Controlling Officers
5. All HODs