

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

Date: January 5<sup>th</sup>, 2019

Municipal Commissioner's Circular No. 106 of 2018-19

Sub.: Display of BOQ at work site during execution of work.

All concerned Controlling Officers of Engineering/ Technical Departments are hereby directed to display the signage in the form of semi-permanent nature depicting the following information:

- i. Name of the work along with value.
- ii. Date of commencement.
- iii. Schedule date of completion.
- iv. Period of warranty.
- v. Major items of the BOQ.

All concerned officers are also directed to take and preserve photographs of the work along with signage and submit it along with bill to the Finance & Accounts Department for processing. It may be noted that without such photographs, Finance & Accounts Department will not process the bills for payment.

This Circular is issued with the approval of the Hon'ble Mayor vide order dated 04/01/2019.

  
Municipal Commissioner

Distribution:

1. OSD to Hon'ble Mayor
2. P.A. to Hon'ble Dy. Mayor
3. P.A. to Hon'ble MMICs (all)
4. Borough Chairman/ Chairperson (All)
5. Spl. Mpl. Commissioner (Rev.)
6. Spl. Mpl. Commissioner (G,D&S)
7. CMF&A
8. Mpl. Secretary
9. D.Gs (All)
10. Borough Executive Engineers (Civil) - All