

The Kolkata Municipal Corporation
Office of the Municipal Commissioner
CMO Buildings, 5, S.N. Banerjee Road
Kolkata – 700 013

Date: July 4, 2020

Municipal Commissioner's Circular no. 10 of 2020-21
Sub.: Clarification in format of MIC/BoA Agenda Item

In continuation with Municipal Commissioner's Circular no.27 of 2015-16, dated 22.06.2015 in connection with the prescribed format of the MIC Agenda Item (17 point format) to be placed for consideration, the following clarification is made in connection with point no.10 i.e. Observation of the Finance & Accounts Department, point no.11 i.e. Observation of the Law Department, if any and point no.12 i.e. Observation of the Internal Audit Department, if any:

'The observations of these departments shall be reproduced verbatim and within quotes.'

This Circular shall be applicable in case of agenda items of the meetings of the Board of Administrators also.

All Controlling Officers are requested to ensure compliance in submission of the agenda items in the prescribed format only.

Be
4/7/20
Municipal Commissioner
Municipal Commissioner
The Kolkata Municipal Corporation

Encl.: M.C's Circular no.27 of 2015-16, dated 22.06.2015.

Distribution:

1. OSD to Hon'ble Chairman, BoA, KMC
2. P.A. to Hon'ble Members, BoA, KMC
3. All Controlling Officers/ Head of the Departments, KMC

THE KOLKATA MUNICIPAL CORPORATION
CENTRAL MUNICIPAL OFFICE BUILDINGS
5, S.N. BANERJEE ROAD, KOLKATA-700 013.

Municipal Commissioner's Office.

Dated: 22/06/2015

Municipal Commissioner's Circular No. 27 of 2015 - 16.

Of late it has come to the notice of the KMC authority that various departments are placing MIC Agenda Item in different format. Some times such Agenda Item are not even written in conclusive manner. This causes difficulties in considering such proposal by the authority.

A concise format of Agenda Item is enclosed herewith for information of all concerned officers. Henceforth, it may be ensured by the concerned Controlling Officer that Agenda Item should be submitted in the prescribed format only.

This has the approval of Hon'ble Mayor vide dated 18/06/2015.

MUNICIPAL COMMISSIONER

Enclosure: Format of MIC Agenda Item.

Distribution:

- 1) P. A. to Hon'ble Mayor/Dy. Mayor/Members, Mayor-in-Council
- 2) All Controlling Officers/Head of the Departments

