

The Kolkata Municipal Corporation
Municipal Commissioner's Office
Central Municipal Office Buildings
5, S.N. Banerjee Road, Kolkata-700 -13

Dated: 25/01/2019

Municipal Commissioner's Circular No. 116 of 2018-19

Often invitation cards are issued in respect of different ceremony / functions / inaugurations of different schemes / projects are done by the Municipal Secretary Department.

Henceforth, contents of all such invitations cards will be approved by the Municipal Secretary before its issuance. If necessary, Municipal Secretary will obtain approval of the Municipal Commissioner / Hon'ble Mayor as the case may be.


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) Spl. Mpl. Commissioner (Rev.)
- 5) Spl. Mpl. Commissioner (Gen. , Dev. & Supply)
- 6) Mpl. Secretary
- 7) CMF&A
- 8) All Director Generals
- 9) All Controlling Officers