

Date: 03/12/2019

Municipal Commissioner's Circular No. 119 of 2019-20

Sub: Modification of the Circular of Municipal Commissioner no. 113 of 2019-20 regarding "Strict monitoring of some revenue earning departments"

A) TAX REVENUE

For Assessment-Collection Department

All Dy. Assessor-Collectors are hereby directed to fill-up the enclosed Format (Annexure-I), which will be compiled by the concerned Assessor-Collectors. Chief Managers of the Assessment –Collection Department shall place their comment with a clarification/justification on the compiled report on weekly basis.

The compiled report along with the comment of the concerned Chief Managers (according to the territorial jurisdiction) shall be submitted to the CMF&A on every Monday for analysis.

CMF&A shall put up the analytical report to the Municipal Commissioner through Special Municipal Commissioner (Revenue) on every Thursday which in turn, shall be placed before Hon'ble Deputy Mayor and Hon'ble Mayor for their kind perusal.

B) NON-TAX REVENUE

For Licence Department, Amusement tax Department and Car Parking Department.

Similarly Assistant Managers/ Deputy Managers of the Licence Department, Amusement tax Department and Car Parking Department are hereby directed to fill-up the enclosed Format, Annexure-II and Annexure-III, which will be compiled by the concerned Managers of the respective departments. Chief Manager of the Licence Department, Amusement tax Department and Car Parking Department shall place his comment with a clarification/justification on the compiled report on weekly basis.

The compiled report alongwith the comment of the Chief Manager shall be submitted to the CMF&A on every Monday for analysis.

CMF&A shall put up the analytical report to the Municipal Commissioner through Special Municipal Commissioner (Revenue) on every Thursday which in turn, shall be placed before Hon'ble Deputy Mayor/ Hon'ble MMIC (Car Parking), as the case may be and before Hon'ble Mayor for their kind perusal.

For Market department

Similarly Assistant Managers/ Deputy Managers of the Market Department are hereby directed to fill-up the enclosed Format, Annexure-IV, which will be compiled by the concerned Managers of the respective departments. Chief Manager of the Market Department shall place his comment with a clarification/justification on the compiled report on weekly basis.

The compiled report along with the comment of the Chief Manager (Market) shall be submitted to the CMF&A on every Monday for analysis.

CMF&A shall put up the analytical report to the Municipal Commissioner through Special Municipal Commissioner (Revenue) on every Wednesday, which in turn, shall be placed before Hon'ble MMIC (Market) and Hon'ble Mayor for perusal.

On the basis of the above stated of all the above mentioned Departments weekly reports, an exhaustive Monthly Report shall be prepared by the Chief Managers concerned (according to the territorial jurisdiction as may be applicable) for perusal of the Municipal Commissioner.

This Circular is issued with the approval of Hon'ble Mayor.


Municipal Commissioner

Enclosure: Annexure-I, II, III and IV.

3/14/15

Copy to:

- 1) OSD to Hon'ble Mayor
- 2) P.A to Hon'ble Deputy Mayor
- 3) P.A. to Hon'ble MMIC (car Parking)
- 4) P.A to Hon'ble MMIC (Market)
- 5) Spl. Municipal Commissioner (Revenue)
- 6) CMF&A
- 7) All Chief Managers (Revenue)/Ch. Manager (Market)/Ch.Manager (Licence, Car Parking & Amusement Tax)
- 8) All Assessor-Collectors/Licence Officers/Market Supdt./Manager (Car Parking)
- 9) All Dy. Licence Officers/ Dy. Manager (Market)

