

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

Date:- 07 /07/2020

Municipal Commissioner's Circular No. 11 of 2020-21

**Sub:- Work flow of files involving values higher than the powers delegated to the Director General.**

Presently the files are put up to the Municipal Commissioner on three occasions:-

1. Seeking approval for calling of tender;
2. Seeking approval of the tender document;
3. Seeking approval for issuance of work order after completion of the tender formalities;

It is proposed that step 1 and step 2 can be and should be merged i.e. the files should be put up to Municipal Commissioner along with the estimate and draft of tender notice for approval of point 1 & 2 simultaneously.

After finalisation of the tender, the files should be put up to the Municipal Commissioner along with the recommendations of the Tender Committee (where applicable) seeking approval for issuance of work order.

For both these steps, the files should be routed through the concerned Municipal Finance & Accounts Officer (as per the delegated powers).

This has the approval of Hon'ble Chairperson, Board of Administrators, KMC.

  
Municipal Commissioner

Municipal Commissioner  
The Kolkata Municipal Corporation

Copy to :

- 1) OSD to Hon'ble Chairperson, BoA, KMC.
- 2) Spl. Mpl. Commissioner (G, D & S).
- 3) Spl. Mpl. Commissioner (Rev.)
- 4) Mpl. Secretary
- 5) eMF&A
- 6) All controlling officers and Director Generals
- 7) All HODs