

Dated: 16/05/2023

Municipal Commissioner's Circular No. 11 of 2023-24

Sub: Speedy disposal of monthly labour wage bills and O&M bills

It has been observed time and again that the monthly labour wages bills and operation - maintenance bills are not processed timely owing to which the labour works and maintenance works get hampered leading to stalling of civic amenities.

To overcome the bottleneck, the following procedure is to be followed from now on –

- a) Concerned departments will collect such bills from the respective agencies, with all statutory relevant compliance, within 5th day of every month.
- b) Fund booking of such bills is to be done in the next 2 (two) working days.
- c) The bills are to be marked as “ **Labour / O&M Bill** ” and duly countersigned by concerned HoD for authentication.
- d) Concerned departments will process the bill through ERP system within the next 2 (two) working days.
- e) Accounts observation and/or passing of bills is to be done within the next 3 (three) working days.
- f) Finally, Finance & Accounts department will release the payment subject to availability of fund.

In case of any gap or delay at any phase, the matter should be brought to the personal notice of Municipal Commissioner who shall immediately hold discussion with all concerned to resolve the issue.

This will take immediate effect.

This has the approval of Hon'ble Mayor.

Be
16/5/23

Municipal Commissioner

Copy to: -

- 1) OSD to Hon'ble Mayor
- 2) P.A. to Hon'ble Dy. Mayor
- 3) Spl. Municipal Commissioner
- 4) Municipal Secretary
- 5) CMF&A
- 6) CMA
- 7) All Controlling Officers/HODs
- 8) All Borough Executive Engineers (Civil)