

THE KOLKATA MUNICIPAL CORPORATION
CENTRAL MUNICIPAL OFFICE BUILDINGS
5, S. N. BANERJEE ROAD, KOLKATA-700013.

Dated: 10/12/2019

Municipal Commissioner's Circular No. 122 of 2019-20

Of late it has been observed that the concerned department is not raising the claim for releasing of 1st instalment of fund against AA&FS issued by the Urban Development & Municipal Affairs Department. It may be noted that 1st instalment can be claimed through submission of system generated comparative statement and work order of the project.

All Controlling Officers are hereby requested to claim the 1st instalment and also subsequent instalment through submission of requisite documents as mentioned in the AA&FS without fail.


MUNICIPAL COMMISSIONER

Copy to:

- 1) OSD to Mayor
- 2) PA to Dy. Mayor
- 3) PA to all Members, Mayor-in-Council
- 4) Special Municipal Commissioner (G&D)
- 5) Special Municipal Commissioner (Rev.)
- 6) All Controlling Officers
- 7) Head of the Departments/Officers/Units