

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

Date:- 16-02-2019

**Municipal Commissioner's Circular No. 126 of 2018-19**

**Sub:- Restriction on movement of files to save delay in execution.**

It has been observed that files are often forwarded to certain departments unnecessarily. In order to restrict unnecessary movement of files and thereby causing delay in execution, it is hereby directed to all concerned Controlling Officers that prior approval should be taken from concerned Special Municipal Commissioner before sending the files to the Survey Department or to the Law Department.

This has the approval of the Hon'ble Mayor vide order dated 15.02.2019.



**Municipal Commissioner**

**Distribution:-**

1. O.S.D to Hon'ble Mayor
2. P.A. to Hon'ble Deputy Mayor
3. P.A. to Hon'ble MMIC (All)
4. Spl. Mpl. Commissioner (Rev.)
5. Spl. Mpl. Commissioner (G&D)
6. Mpl. Secretary
7. CMF&A
8. CMLO
9. All Controlling Officers/ All HoDs.
10. Ch.V&S