

The Kolkata Municipal Corporation  
Office of Municipal Commissioner  
C.M.O Buildings  
5, S.N. Banerjee Road  
Kolkata – 700 013

Date: 14/12/2019

Municipal Commissioner's Circular No. 127.....of 2019-20

**Sub: Invitation of Public Representatives/ Dignitaries in functions of Kolkata Municipal Corporation.**

It is hereby intimated to all concerned that for any inauguration/ function for foundation laying stone/ opening ceremony/ celebration of an event etc., local M.P., M.L.A., concerned Borough Chairman/ Chairperson and Councillor must be invited and the names of the said Public Representatives/ Dignitaries shall have to be incorporated in the invitation card.

In the event of any ensuing function/ceremony, the concerned department shall bring the matter to the knowledge of the Municipal Commissioner through the Municipal Secretary at least 5 days prior to the holding of the event.

In regard to the expenditure for the above stated functions, Municipal Commissioner's Circular No. 62 of 2014-15, dated 10<sup>th</sup> November, 2014, shall have to be followed. (Copy enclosed).

Any deviation from the above would be viewed seriously.

This has the approval of the Hon'ble Mayor vide Order dated 14/12/2019.

  
Municipal Commissioner  
Municipal Commissioner  
The Kolkata Municipal Corporation

Encl: MC's Circular No. 62 of 2014-15.

Distribution:

1. OSD to Hon'ble Mayor
2. PA to Hon'ble Dy. Mayor
3. PA to Hon'ble MMICs (All)
4. Borough Chairman/ Chairperson (All)
5. All Controlling Officers
6. All HoDs/ Br. Executive Engineers (Civil)



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

Municipal Commissioner's Office

**MUNICIPAL COMMISSIONER CIRCULAR NO. 62 of 2014-15, Dt. 10<sup>th</sup> NOVEMBER, 2014**

Henceforth all inaugural programmes, foundation stone laying ceremonies of the Kolkata Municipal Corporation will be arranged by the respective Borough offices/Departments/Units decentrally on their own within the amount of Rs. 25,000/-. Appropriation of fund should first be explored from their own departmental budget provisions. In case of difficulties to provide fund from their own budgeting provisions, Municipal Secretary may be approached.

This issues with the approval of Hon'ble Mayor.

  
Municipal Commissioner

Copy to:

- 1) PA to Hon'ble Mayor
- 2) PA to Dy. Mayor
- 3) PA to all MMICs
- 4) All Chairman, Borough Committees
- 5) All Controlling Officers
- 6) All HODs/Br. Ex. Engineers
- 7) All Heads of offices/units

  
  
Municipal Secretary  
Kolkata Municipal Corporation