

The Kolkata Municipal Corporation  
CMO Buildings  
5, S.N. Banerjee Road  
Kolkata- 700013

Municipal Commissioner's Department

Date: 20/12/2019

Municipal Commissioner's Circular No.....129.....of 2019-20

**Sub: Mentioning of value or amount in both figures and in words.**

It has been observed in certain cases that the final value or amount arrived at after necessary calculation of various items/entities in the files are mentioned only in the figures ie. in digits only and the amount in words are omitted. It is customary to denote the final value or amount in both figures and in words to avoid any accounting error.

All Controlling Officers and the Heads of the Departments shall ensure that the final value or amount arrived at after the calculation should be mentioned in both figures and in the words to eliminate the chances of any confusion from accounting point of view.

Municipal Commissioner

  
Municipal Commissioner  
The Kolkata Municipal Corporation

Distribution:

1. OSD to Hon'ble Mayor
2. Spl. Mpl. Commissioner (Rev.)
3. Spl. Mpl. Commissioner (G,D&S)
4. CMF&A
5. CMA
6. Municipal Secretary
7. All Director Generals/Controlling Officers
8. All HoDs