

**THE KOLKATA MUNICIPAL CORPORATION
OFFICE OF THE MUNICIPAL COMMISSIONER
5, S.N. BANERJEE ROAD, KOLKATA - 700013**

Dated 12/06/2021

Municipal Commissioner's Circular No. 13.....2021-22

To extend better civic services and proper coordination among the different department, it is necessary to arrange a weekly meeting at Borough level among the different officials of the Corporation.

Accordingly, it is directed to the concerned Borough Ex. Engrs. to convene a meeting in their chamber once a week i.e. on every Monday at 2 p.m. with the concerned officials of SWM Department, Drainage Department, Roads Department, Building Department, Water Supply Department and Health Department to undertake and complete the work including 'Redressal of Public Grievances' within fortnight. It is also directed to form a Committee having member from the Building Department, Water Supply Department, SWM Department, Roads Department, Drainage Department & Health Department not below the rank of Asstt. Engineer and the Borough Ex. Engineer (C) will be the Nodal Officer of said Committee.

Concerned Controlling Officers are requested to instruct their concerned officials to attend the meeting at Borough Office on every Monday at 2 p.m. for proper coordination among them to solve dispute/problem at the Borough level.

In case of any problem matter may be referred to the concerned Controlling Officer at Head Office and action taken report in this regard may also be submitted to the concerned Controlling Officer, Spl. Municipal Commissioner(G,D&S) & undersigned every week.


MUNICIPAL COMMISSIONER

Copy to :

1. All Controlling Officers
2. Head of the Departments/Officers/Units.
3. O.S.D. to Hon'ble Chairman, BoA, KMC
4. P.A. to all Member, BoA, KMC
5. P.A. to Municipal Commissioner/Spl. Municipal Commissioner(G,D&S)/Spl. Municipal Commissioner (R)


MUNICIPAL COMMISSIONER