

The Kolkata Municipal Corporation
Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S.N. Banerjee Road
Kolkata - 700 013

Date: July 08, 2020

Municipal Commissioner's Circular No. 13...of 2020-21

Sub.: Disposal of urgent files.

Files dealing with matters referred to by Hon'ble Chairperson, Board of Administrators, KMC, matters having Court orders, matters enquired by Municipal Commissioner and matters where the department feels has high degree of urgency should be marked as "URGENT".

All Controlling Officers are requested to get the urgent files signed by hand on priority basis or depute a staff to follow up with the P.A. to Municipal Commissioner for early disposal.

Any important /urgent file lying for more than 2 (two) days with my office or any officer should be brought to my personal notice.


Municipal Commissioner

Distribution:

1. OSD to Hon'ble Chairperson, BoA, KMC
2. P.A. to Hon'ble Members, BoA, KMC (All)
3. P.A. to Municipal Commissioner - to place the urgent files to Municipal Commissioner immediately.
4. Spl. Mpl. Commissioner (G, D, P & S).
5. Spl. Mpl. Commissioner (Rev).
6. Municipal Secretary.
7. CMF & A.
8. CMHO.
9. All Controlling Officers/Director Generals
10. All HoDs


Municipal Commissioner