



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

Date: 1-3-2019

Municipal Commissioner's Circular no.141..... of 2018-19

In pursuance of the Memorandum, no.1214-F(Y) dated, Howrah, the 20th February, 2019, of the Audit Branch, Finance Department, Government of West Bengal, as issued for submission of bill to the Treasury / Pay & Accounts Office under the Government of West Bengal for generation of mandate for payment of salary of the KMC employees for the month of March 2019 payable in April 2019; all Controlling Officers / Heads of Offices / Departments / Units / Boroughs are hereby directed to ensure completion of works in relation to the salary bills of the employees of the KMC for the month of March 2019 payable in April 2019 as per following schedule -

Month	Last date for submission of salary bills by functional Departments	Last date for generation of Allocations
March 2019	07.03.2019	11.03.2019

It is reiterated that if any office / department fails to collect its Allocation within the stipulated time, then it will be generated automatically by taking the available data into account on the specified date and no further correction will be entertained. However, adjustment for such short / excess payment, if any, may be made in the salary bill of the following month.

This is for strict compliance.

Municipal Commissioner

Copy forwarded to –

1. Special Municipal Commissioner (G, D & S)
2. Special Municipal Commissioner (R)
3. Controller of Municipal Finance & Accounts
4. Chief Municipal Auditor
5. All Director Generals
6. All Controlling Officers
7. All Heads of Departments / Offices / Units
8. Office Copy