

Date: February 01, 2020

**Municipal Commissioner's Circular no. 149 of 2019-20**

**Sub.: Guidelines for engagement of hired vehicles in KMC in continuation of M.C's Circular No.102 of 2019-20, dated 08.11.2019**

All Controlling Officers are hereby directed to ensure submission of the following documents before engaging a vehicle i.e. car, lorry, trekker etc. for any service in KMC.

1. Smart card of car owner
2. Valid pollution control certificate
3. Valid tax certificate
4. Valid insurance
5. PAN Card
6. Any other valid documents, if required

They will also ensure for quarterly checking of all these certificates as well as at the time of forwarding bills for payment.

Henceforth, only those hired vehicles, which possess all the required documents, will be engaged for providing any service to KMC. Any vehicle not having proper valid motor-vehicle documents should not be put into service of KMC.

Any relaxation, in deviation of the above guideline, will be viewed seriously and responsibility will be fixed on the defaulting officers.

This has the approval of the Hon'ble Mayor.

  
Municipal Commissioner

**Distribution:**

1. OSD to Hon'ble Mayor
2. P.A. to Hon'ble Dy. Mayor
3. P.A. to Hon'ble MMICs (all)
4. All Borough Chairmen/ Chairpersons
5. Spl. Mpl. Commissioner (G,D&S)
6. Mpl. Secretary
7. CMF&A
8. CMA
9. All Controlling Officers/HoDs

  
Municipal Commissioner  
The Kolkata Municipal Corporation