

The Kolkata Municipal Corporation
Municipal Commissioner's Office
Central Municipal Office Buildings
5, S.N. Banerjee Road
Kolkata – 700 013

Dated: 10/05/2019

Municipal Commissioner's Circular No.¹⁵..... of 2019-20

All concerned Director Generals are hereby directed to submit status report of works of Rs.10.00 lakh and above to the concerned MMIC on fortnightly basis. The status report will contain the following information:

- 1) Name of the work:
- 2) Sanctioned amount:
- 3) Date of invitation of tender:
- 4) Date of work order:
- 5) Stipulated time for completion:
- 6) Status of physical progress of the work:
- 7) Date of completion / expected date of completion:

All Director Generals will also review the status of works on weekly basis so that works can be executed expeditiously in the public interest.



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 Chairpersons
- 5) P.A. to Municipal Commissioner
- 6) Spl. Mpl. Commissioner (Rev.)
- 7) Spl. Mpl. Commissioner (Gen. , Dev. & Supply)
- 8) Mpl. Secretary
- 9) CMF&A
- 10) All Director Generals
- 11) All Controlling Officers / HODs