

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

Date: July 17, 2020

Municipal Commissioner's Circular no. ¹⁵ of 2020-21

It has been noted, at times, that a file is placed to the Municipal Commissioner briefly stating the factual status soliciting instructions from the Commissioner.

Each departmental head is expected to examine the matter from all angles and come up with a specific proposal for consideration of Municipal Commissioner.

It is, therefore, requested that while submitting any file to the Municipal Commissioner, the concerned department must place Specific Proposal for consideration of the Municipal Commissioner. Letters, if any, to be signed by the Commissioner should also be placed in the same file for approval of Commissioner so that same file need not be placed twice.

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17/7/20

Municipal Commissioner

Distribution:

1. All Members of BoA, KMC
2. Special Municipal Commissioner (G,D &S)
3. Special Municipal Commissioner (Rev.)
4. Project Director (KEIIP)
5. OSD to Hon'ble Chairperson, BoA, KMC
6. All Controlling Officers/ HoDs