



**THE KOLKATA MUNICIPAL CORPORATION  
MUNICIPAL COMMISSIONER'S OFFICE  
CENTRAL MUNICIPAL OFFICE BUILDINGS  
5, S. N. BANERJEE ROAD  
KOLKATA - 700 013**

Date : September 14 2020

Municipal Commissioner's Circular No.....<sup>21</sup>..... of 2020-21

All Controlling Officers and Director Generals shall take up the work/project in any ward with an intimation to the concerned Ward Co-ordinator of that Ward. Thus a copy of the Work Order should be endorsed to the concerned Ward Co-ordinator.

This has the approval of the Hon'ble Chairperson, BOA.

*Ba*  
*14/9/20*  
Municipal Commissioner

Copy forwarded to :

- 1) OSD to Hon'ble Chairman, BOA, KMC
- 2) P.A. to Hon'ble Members, BOA (all)
- 3) Spl. Mpl. Commissioner (G,D&S)
- 4) Spl. Mpl. Commissioner (Rev.)
- 5) Mpl. Secretary
- 6) All Controlling Officers