

THE KOLKATA MUNICIPAL CORPORATION
Central Municipal Office Buildings
5, S.N. Banerjee Road, Kolkata – 700 013

Municipal Commissioner's Department
Date: 07.05.2018.

Municipal Commissioner's Circular No. 23 of 2018-19

The summary reports from all Departments in regard to the status of works, projects, schemes and other issues in general are required for onward submission to the Principal Secretary to the Government of West Bengal, Department of Urban and Municipal Affairs, for his kind information. The summary reports of the Departments should be submitted according to the formats detailed below:

1. For the Engineering and Technical Departments, the status of pending works which have been granted Administrative Approval and Financial sanction, should be mentioned as per the format laid out below, including the fund position i.e., Fund sanctioned, fund released, fund utilized, physical progress, balance fund requirement in the current FY and subsequent FYs, if any.

Sl. No.	Name of Schemes	Fund sanctioned	Fund released	Fund utilized	Physical progress	Balance fund requirement in FY 2018-19 (State Share, Gol Share in case of AMRUT)	Remarks
1.	Green City Mission						
2.	AMRUT						
3.	Development of Municipal Area						
4.	Others						

2. In case of Health, SW & UPA and Education Departments, the status of on-going works/schemes e.g., Mid Day Meal programme, Kanyashree, Rupashree, NSAP schemes, NULM, UWEP, RSBY, Housing for All, Housing for Urban Poor, Swasthathi Scheme, Somobyathi Scheme and other routine works like steps to control vector borne diseases etc. should be furnished in the following format as detailed below, as may be applicable:

Sl. No.	Name of Schemes/works	Number of beneficiaries in the Financial year 2017-18	Fund released	Fund utilized	Status of UC	Balance fund requirement in FY 2018-19, if any	Remarks
1.							
2.							

3. Finance & Accounts Department should submit a synoptic report in regard to the pending fund requirements under different heads and issues related to Tender norms after adoption of latest PWD Schedule and adoption of Fair Rate in case of non-schedule items.
4. Personnel Department should report the various pending issues to recruitment, post creation, promotion, reservation issues etc.

5. Assessment Collection Department should furnish a progress report on the Unit Area Assessment Scheme.
6. DG (Civil) and DG (S & D) should furnish report on the various steps taken by KMC to migrate the problems that arise during the Nor'wester and the onset of Monsoon season.
7. Municipal Secretary is requested should furnish a summary report on the Disaster Management Programme in KMC.
8. Report of DG (Building) recent amendments in Building Rules, action taken in unauthorized construction.
9. Report of CMHO – Synopsis of Health Units, Malaria Clinics, Maternity Homes, KMC Chest Clinics, immunization centres and other infrastructure providing preventive, curative and productive health facilities.
10. Water Supply – Total Water Generation, Total numbers of WTPs and other infrastructure.
11. Roads – Total length of different types of Roads in KMC area.
12. Bustee - Total number of notified bustee, Types of Civic Services provided.
13. Water Bodies – Number of Water Bodies and measures taken for conservation.
14. Parks & Squares – Tree Plantation, number of Parks and Gardens in KMC area.
15. Sewerage & Drainage – Total length of different types of drains and sewerage lines. Total STPs and catchment area. Total number of DPS. Total number of pumps put in service.
16. Information Technology – Synopsis of infrastructural facilities including e-Kolkata Centres, Data Centre, Disaster Recovery Centre etc. and e-Services provided to the citizens.
17. Solid Waste Management – Synopsis of the infrastructure of the Department and the services provided to the Citizens.
18. Lighting Department – Synopsis of infrastructure of the Department and the services provided to the Citizens.

All Controlling Officers are requested to submit the reports in the Office of the undersigned within 18th May, 2018 positively.



Municipal Commissioner

Distribution:

1. OSD to Hon'ble Mayor – For kind information.
2. Special Municipal Commissioner (Revenue & Supply).
3. Special Municipal Commissioner (G/D/P).
4. CMF & A.
5. Municipal Secretary.
6. All Controlling Officers.



Municipal Commissioner