



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

Dated: July 19, 2024

Municipal Commissioner's Circular No. 24 of 2024-2025

Sub.: Routing of files through Additional Municipal Commissioner, Joint Municipal Commissioner, Municipal Secretary and Municipal Commissioner as the case may be.

It has been observed that some files are being placed before Hon'ble MMICs and subsequently to Hon'ble Mayor without routing the files through Additional Municipal Commissioner/ Joint Municipal Commissioner/ Municipal Secretary/ Municipal Commissioner. This way of transmitting of files, obviously leads to a gap in information in the decision making process and thus undesirable. The files should be routed by the Controlling Officers of the Departments according to the job distribution as specified in Municipal Commissioner's Circular no.51 of 2023-24, dated 14<sup>th</sup> March, 2024.

In view of the above all Controlling Officers are requested to remain alert at the time of transmitting files.

This is issued with the approval of Hon'ble Mayor.

  
Municipal Commissioner

Copy to:

1. Additional Municipal Commissioner
2. Joint Municipal Commissioner
3. Municipal Secretary
4. All Controlling Officers/ Director Generals
5. OSD to Hon'ble Mayor
6. P.A. to Hon'ble Dy. Mayor
7. P.A./ OSD to Hon'ble MMICs (all)

  
Municipal Commissioner

Municipal Commissioner  
Kolkata Municipal Corporation