

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

Date: 21/07/2023

**Municipal Commissioner's Circular No. ....<sup>24</sup>..... of 2023-24**

It has been noted that a single project is taken into multiple work files artificially and those are dealt separately. This may lead to inconsistency in decision making. A project may involve various works done by separate departments, for example civil work, electrical work, water supply work, drainage work etc. While separate estimate may be prepared by each department, these all should be put altogether in one file and administrative approval should be obtained in one file for the entire project rather than for small part of the project separately in separate files to avoid the problem of inconsistency in decision making and also to unable to get the holistic picture about the project. The nodal department (usually having largest estimate) should collate the estimates and obtain approval.

The funding for the entire project however may be from multiple sources and they should be clearly stated in the original file itself. It is however permissible that tenders are done separately by each department for separate work though splitting of the work by one department should generally not be resorted to unless a specific case is made out for that citing adequate reason in writing and specific approval for the splitting is obtained.

This has the approval of the Hon'ble Mayor.

  
Municipal Commissioner

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1. Spl. Municipal Commissioner
2. Mpl. Secretary
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Municipal Commissioner