

THE KOLKATA MUNICIPAL CORPORATION  
Office of the Municipal Commissioner  
CMO Buildings, 5, S.N. Banerjee Road  
Kolkata – 700 013

Date: September 26, 2020

Municipal Commissioner's Circular no. 25 of 2020-21

It has been observed that files for extension of contract are being placed quite often till completion of tender formalities. Since the date of expiry of the existing contract is already known, it is expected from all Controlling Officers for initiating the tender formalities well before the expiry of existing contract so that there is no need for emergency renewal of the contract.

All Controlling Officers are requested to do a proper planning in this regard wherein tender formalities should be initiated well in advance before expiry of existing contract.

This has the approval of the Hon'ble Chairman, BoA.

*Bu*  
26/9/20

Municipal Commissioner

**Distribution:**

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7. All Controlling Officers/ Director Generals