

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

**Municipal Commissioner's Office**

**Date:- 08/05/2018**

**Municipal Commissioner's Circular No.25 of 2018- 2019**

The Principal Secretary, Urban Development &Municipal Affairs Department, Government of West Bengal, will chair the meeting on 15<sup>th</sup> May, 2018 at 11:00 A.M. in his chamber at Nagarayan, DF-8, Sector-I, Salt Lake, Kolkata – 700 064 to discuss on various matters concerning KMC.

Therefore all the reports are required to be submitted to the undersigned on and before **12<sup>th</sup> May, 2018**, instead of 18<sup>th</sup> May, 2018, as was communicated through the Municipal Commissioner's Circular No. 23 of 2018-19, dated 07.05.2018.

The copy of the Municipal Commissioner's Circular No. 23 of 2018-19, dated 07.05.2018 has been enclosed as reference.

  
Municipal Commissioner

Distribution:-

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

**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.

