



The Kolkata Municipal Corporation
CMO Buildings
5, S.N. Banerjee Road
Office of the Municipal Commissioner
Date: 27.08.2021

Municipal Commissioner's Circular No. 27 of 2021-22

Sub: Functioning of the Bangla Sahayata Kendras.

In terms of notification issued vide no. 185-P & AR/IT-03/2017 dated 12.10.2020 of Personnel & Administrative Reforms Department, Bangla Sahayata Kendras (BSKs) have been set up in all sixteen (16) Boroughs of Kolkata Municipal Corporation.

In order to ensure smooth functioning of all the BSKs, the following guidelines are laid down:-

- 1). The DEOs of 11 nos of BSKs which are operating from E-Kolkata Citizen Service Centers located in Kankurgachi (B-III), Hatibagan (B-II), Bagbazar (B-I), Gariahat (B-VIII), K.N.Sen (B-VII), Lake Mall (B-VIII), Baghajatin (B-X), Alipore (B-IX), Behala (B-XIV), Sakher Bazar (B-XVI) and Entally Market (CSC)/Borough-VI which are under the control of Treasury Department of KMC, will report to the Assistant Treasurer of the concerned E-Kolkata Citizen Service Centre. All necessary stationery will be provided by Treasury Department.
 - 2) DEOs of Bangla Sahayata Kendras located in the Borough Offices of Borough IV, V, XI, XII and XV, will report to the Manager/Deputy Manager of SW&UPA Department of the concerned Borough. Necessary Stationeries will be provided by SW&UPA Department.
 - 3) All IEC materials will be arranged by Municipal Secretary's Department.
 - 4) Training and counselling of the DEOs at the BSKs will be done by IT Department. The report of the regular services provided at the BSKs will also be compiled by IT department.
 - 5) Borough Managers of SW&UPA Department will keep an overall supervision of functioning of all the BSKs.
- This order comes into force with immediate effect.

Be
27/8/21
Municipal Commissioner

Distribution:

1. OSD to Hon'ble Chairperson, Board of Administrators
2. Special Municipal Commissioner(G&D)
3. Special Municipal Commissioner (P&R)
4. Municipal Secretary
5. CMF&A
- ✓ 6. All Controlling Officers
7. Chief Manager, Hqrs, SW&UPA
8. Zonal Chief Managers, SW&UPA
9. CO(IT)
10. Treasurer
11. Guard File