

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

Dated: 04/07/2019

**Municipal Commissioner's Circular No. ...30..... of 2019-20**

All concerned are aware that Kolkata Municipal Corporation is guided by the Tender Rules, Finance Rules and Government Orders issued by the UD&MA Department & Finance Department of Government of West Bengal from time to time in respect of expenditure from own fund generated through tax and non-tax revenue as well as expenditure on account of Government fund.

In the interest of smooth processing of the files and maintaining uniformity in terms of aforesaid guidelines as communicated vide Municipal Commissioner's Circular No. 57 of 2017-18 dated 13/12/2017 it has been decided that henceforth all works files of all the departments shall be routed through the Special Municipal Commissioner (G,D&S) before placing it to the Municipal Commissioner and Hon'ble Mayor for approval.

MUNICIPAL COMMISSIONER

**Municipal Commissioner**  
**The Kolkata Municipal Corporation**

**Distribution:**

- 1) OSD to Hon'ble Mayor
- 2) P.A. to Hon'ble Dy. Mayor
- 3) P.A. to Hon'ble MMICs(all)
- 4) All Borough Chairpersons
- 5) P.A. to Municipal Commissioner
- 6) Spl. Mpl. Commissioner (Rev.)
- 7) Spl. Mpl. Commissioner (Gen. , Dev. & Supply)
- 8) Mpl. Secretary
- 9) CMF&A
- 10) All Director Generals
- 11) All Controlling Officers / HODs

**Encl:**

- 1) Municipal Commissioner's Circular No. 57 of 2017-18 dated 13/12/2017
- 2) G.O. No. 789/MA/O/C-4/2M-11/2017 dated 01/12/2017

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Dated: 13.12.2017

Municipal Commissioner's Circular No. 57 of 2017-18

All Controlling Officers concerned are hereby informed that it has been decided by the authority to follow Tender/Quotation/Auction/Procurement (including e-Tender/e-Auctions) Rules and procedures for procurement of goods and services as well as execution of Works from any source of fund including the works and procurements funded from own source as well as fund received from any Government/any other sources.

Any procurement made or works executed in violation of these provisions henceforth shall not be treated as valid.

All Controlling Officers hereby directed to follow the above guidelines strictly.

This order is issued with the approval of the Hon'ble Mayor dated 09/12/2017.

MUNICIPAL COMMISSIONER

Encl: Finance Deptt. Memo No. 7415-F(Y) dt. 04.12.2017

Distribution:

1. P.A. to Hon'ble Chairman/Mayor/Dy. Mayor/Members MIC
2. All Borough Chairpersons
3. All Controlling Officers/All Heads of the Departments
4. All Addl. CMF&As/All Dy. CMF&As/All/Municipal Accountants

Municipal Com.  
The Kolkata Municipal C.

