

Date: November 03, 2020

Municipal Commissioner's Circular no. 31 of 2020-21

**Sub: Prompt and regular follow up of important matters.**

In course of regular discussion and review, it has been noted that there are some issues which ~~can~~<sup>are</sup> lying pending for long, primarily due to want of follow up. It needs no reiteration that the concerned departmental head needs to follow up and bring such matters to the personal notice of Municipal Commissioner in case of long delay.

I have held discussion with Principal Secretary, UD & MA Department, GoWB, and he had suggested that the combined list of the important pending matters may be discussed directly by Municipal Commissioner.

It is, thus, requested that all Departments in Kolkata Municipal Corporation (KMC) shall keep watch on the disposal of important matters and do regular follow up. In case of delay, such matters should be brought to the personal notice of Municipal Commissioner.

**Distribution:**

1. OSD to Hon'ble Chairperson, BoA, KMC
2. P.A. to Hon'ble Members, BoA (all), KMC
3. Spl. Mpl. Commissioner (G,D&S)
4. Spl. Mpl. Commissioner (Rev.)
5. Mpl. Secretary
6. CMF&A
7. All Controlling Officers
8. All HoDs

*Be*  
*03/11/20*

**Municipal Commissioner**

*Municipal Commissioner*  
*The Kolkata Municipal Corporation*