



*The Kolkata Municipal Corporation
Municipal Secretary's Department
CMO Buildings
5, S N Banerjee Road, Kolkata -700013*

Municipal Secretary's Circular No. 32 of 2022-23 dated 06th February, 2023

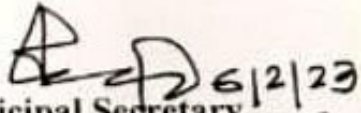
This is to inform all concerned that upon adoption of e-office and online services the demand for printing and paper requirements should have been substantially reduced. However, no such cases for reduction in demand for printing and paper materials are observed from the departments.

It has been decided by the highest authority to put a 50% reduction on paper and printer cartridge allocation to each department other than the office of Hon'ble Mayor and all Hon'ble MMIC.

This is issued with the concurrence of Hon'ble Mayor and Municipal Commissioner dated 27/01/2023.

Distribution:

- All Controlling Officers/HoDs/All Borough Ex. Engineers
- OSD to Hon'ble Mayor
- PA to All MMICs
- PA to Mpl. Commissioner/ Spl. Mpl. Commissioner (G,D,S&R)


6/2/23
Municipal Secretary
Municipal Secretary
Kolkata Municipal
Corporation


6/2/23
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