

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

Date:- 14.09.2021

Municipal Commissioner's Circular No. 33 of 2021-22

Sub:- Fortnightly review meeting with UD & MA Deptt., Go.W.B. on pending issues of KMC

Prior to Covid-19 pandemic a system of fortnightly follow up review meeting between UD & MA Deptt., Go.W.B. and KMC was in place to facilitate follow up on the pending issues and to arrive at an early decision on important matters. This system of fortnightly review meeting has been revived with the approval of Principal Secretary, UD & MA Deptt., Go.W.B.

The fortnightly review meeting on pending issues will be held on the first Tuesday and again on the third Tuesday of every month. The Controlling Officers are requested to share the list of pending matters at least three working days before the scheduled meeting in order to have a fruitful discussion.

The first such fortnightly review meeting between UD & MA Deptt., Go.W.B and KMC will be held on **21.09.2021 at 2:00 p.m. at Nagarayan, Salt Lake**. Concerned Controlling Officers are requested to identify the pending matters and communicate with the concerned Special Secretary/Joint Secretary at least three working days in advance.

Shri Harihar Prasad Mandal, Municipal Secretary shall be the Nodal Officer from KMC. Both Special Municipal Commissioners are requested to supervise preparation of pending list and follow up.

Be
14/9/2021

Municipal Commissioner

Copy to:

- 1) Principal Secretary to the Govt. of West Bengal, UD & MA Deptt., Go.W.B.
- 2) Spl. Mpl. Commissioner (G&D)
- 3) Spl. Mpl. Commissioner (Rev.)
- 4) Municipal Secretary
- 5) CMF&A
- 6) CMLO
- 7) All Controlling Officers & Director Generals
- 8) OSD to Hon'ble Chairperson, BoA, KMC

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14/9/2021

Municipal Commissioner