

Mpl. Commissioner's Circular No.38 of 2020 dt. 24-12-2020

Sub: Procedure for processing files requiring inter-departmental opinion

Disposal of different files, in many cases, require opinion of different departments other than the initiating Deptt. Very often it is found that inter-departmental movement of such files are routed through Municipal Commissioner. As a result it is generally observed that it takes more time for disposal of such cases/files than the time generally expected to be required.

In order to expedite the processing and final disposal of such cases/files henceforth the initiating department shall obtain opinion of the other departments through movement of files directly to the departments sought to be opined without routing it through Municipal Commissioner. After obtaining necessary views or opinions of all other departments, as may be required, such files, embodying all opinions therein, may be placed before the Municipal Commissioner for his considered direction.

Bc
24/12/20

(Binod Kumar)

Municipal Commissioner

Copy forwarded to:

- 1) Spl. Mpl. Commissioner (G & D)
- 2) Spl. Mpl. Commissioner (Revenue)
- 3) All Controlling Officers

Municipal Commissioner