



The Kolkata Municipal Corporation
Central Municipal Office Building,
5, S.N. Banerjee Road, Kolkata – 700 013

Municipal Commissioner's Office
Dated: 06/09/2017

Municipal Commissioner's Circular No. 41 of 2017-18.

Sub:- All COs and HoDs to take review meetings to monitor progress of works vis-à-vis targets, audit queries, punctuality and attendance .

1. All Controlling Officers and HoDs will take weekly review meetings with Senior Officers of the department concerned and the officers of the I.F.U. of the Finance and Accounts Department in order to monitor the progress of works/schemes/project against funds released vis-à-vis the targets set in the Administrative Calendar. The progress reports of the works/projects/schemes must be submitted to the Municipal Commissioner once in a month, i.e. on the 30th day of each month. If that day is a holiday then the Progress Report must be submitted on the next working day.
2. The Controlling Officers of all departments shall be aware of the status of pending disciplinary cases moved against their departmental employees.
3. The Controlling Officers shall ensure that the replies to the pending audit queries against their departments are forwarded to the appropriate authorities in consultation with the Chief Municipal Auditor without any delay. The target for all the Controlling Officers should be to minimize the number of pending audit queries. This aspect must also be reviewed in the departmental meetings and the status report on pending audit queries must be forwarded to the Municipal Commissioner through the Chief Municipal Auditor along with the progress report as mentioned in para 1.
4. The Controlling Officers /HoDs must ensure that the punctuality of the employees is maintained in performing official duty as per rules.

This is issued as per approval of the Hon'ble Mayor vide dated 06.09.2017.

Distribution:

1. OSD to Hon'ble Mayor
2. JMC (Revenue & Supply)
3. JMC (Dev. & Gen.)
4. Municipal Secretary
5. Chief Municipal Auditor
6. All Controlling Officers & HoDs

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

MS & HoD/IT

P.L. S/pt.

OS/IT
11/09/17

AC/MS/Dy MS/AMS/AO/HA

Pb. Comply.

Secy
11/09/2017

MANAGER (SYSTEMS)/H.O.D.
I. T. DEPARTMENT
KOLKATA MUNICIPAL CORPORATION