

Date: 31.01.2024

Municipal Commissioner's Circular No. 42 of 2023-24

Subject: Printing of Invitation Card

It has been noted that various types of cards are being printed in the name of the Municipal Commissioner which are not having uniform design and content. Thus, it is decided that all invitation cards shall be published by the Municipal Secretary Department. Card design (in physical copy) should be sent to the Municipal Secretary Department, who shall get the same approved by the Municipal Commissioner, the concerned Hon'ble MMIC and the Hon'ble Mayor.

The card should have the name of Hon'ble M.P. and Hon'ble MLAs. For programme of flower show at Borough level, the name of all local councilors should also be mentioned.

This has the approval of Hon'ble Mayor.

Distribution:

1. Spl. Mpl. Commissioner
2. Municipal Secretary
3. Jt. Mpl. Commissioner
4. All Controlling Officers/ Head of the Departments
5. OSD to Hon'ble Mayor
6. P.A. to Hon'ble Deputy Mayor
7. P.A. to all MMICs

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31/1/24
Municipal Commissioner
Municipal Commissioner
The Kolkata Municipal Corporation

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31/1/24
Municipal Commissioner