

Date: February 16, 2024

Municipal Commissioner's Circular No. 45 of 2023-24

Sub.: Job distribution amongst Additional Municipal Commissioner, Joint Municipal Commissioner and Municipal Secretary

Attention of all concerned is drawn to the fact that (1) Shri Prabal Kanti Maiti, WBCS (Exe.) has joined to the post of Additional Municipal Commissioner, Kolkata Municipal Corporation on 08.02.2024 (forenoon) vide notification no.83-PAR(WBCS)/1D-20/2024, dated 31.01.2024 read with Corrigendum no.90-PAR(WBCS)/1D-20/2024, dated 31.01.2024 of P&AR Department [WBCS Cell], Govt. of West Bengal and (2) Shri Swapan Kumar Kundu, WBCS (Exe.), has joined to the post of Municipal Secretary, Kolkata Municipal Corporation on 12.02.2024 (afternoon) vide notification no.83-PAR(WBCS)/1D-20/2024, dated 31.01.2024 of P&AR Department [WBCS Cell], Govt. of West Bengal.

It is necessary to distribute the works of this Corporation among Shri Prabal Kanti Maiti, WBCS (Exe.), Additional Municipal Commissioner, KMC, Shri Jyotirmoy Tanti, WBCS (Exe.), Joint Municipal Commissioner, KMC and Shri Swapan Kumar Kundu, WBCS (Exe.), Municipal Secretary, KMC accordingly as follows:

Shri Prabal Kanti Maiti, WBCS (Exe.), Additional Municipal Commissioner	<ol style="list-style-type: none"><li>1. General Administration and Office Management;</li><li>2. SRAC, Provident Fund, Pension, Gratuity, HBL, GI &amp; other matters;</li><li>3. Matters relating to Staff Quarters;</li><li>4. Issues relating to court case matters relating to non-revenue departments;</li><li>5. SWM;</li><li>6. Civil Engineering Department;</li><li>7. Environment &amp; Heritage Department;</li><li>8. Water Supply Department;</li><li>9. Sewerage &amp; Drainage Department;</li><li>10. Roads Department;</li><li>11. Roads (Mech.) Department;</li><li>12. I.T. Department;</li><li>13. Stores &amp; Supply;</li><li>14. Tolly's Nullah Cell;</li><li>15. Town Planning Development Department;</li><li>16. Minority Development;</li></ol>
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	<ol style="list-style-type: none"> <li>17. Public/ Private Partnership Programmes, Capacity Building Programme and related issues;</li> <li>18. Administrative &amp; non-engineering coordination of works such as, compilation of reports and returns thereof (for the Parliament &amp; Assembly questions as well as for other Forums);</li> <li>19. AMRUT &amp; other centrally sponsored schemes;</li> <li>20. State sponsored schemes;</li> <li>21. Assessment-Collection Department;</li> <li>22. Licence Department;</li> <li>23. Amusement Tax Department;</li> <li>24. Car Parking Department;</li> <li>25. Advertisement Department;</li> <li>26. Personnel Department;</li> <li>27. I.U.M.;</li> <li>28. NGT matters;</li> <li>29. Issues relating to Court Case matters pertaining to Revenue Collection Departments;</li> <li>30. Waterbody Management Board;</li> <li>31. Land matters;</li> <li>32. Issues relating to Audit;</li> <li>33. Any other work as may be assigned from time to time.</li> </ol>
<p>Shri Jyotirmoy Tanti, WBCS (Exe.), Joint Municipal Commissioner</p>	<ol style="list-style-type: none"> <li>1. Health Department;</li> <li>2. MPLADS &amp; BEUP;</li> <li>3. Education Department;</li> <li>4. Social Welfare &amp; Urban Poverty Alleviation and State sponsored Social Welfare Schemes;</li> <li>5. Bustee Services Department;</li> <li>6. Entally Workshop;</li> <li>7. Park &amp; Squares Department;</li> <li>8. Lighting &amp; Electricity Department;</li> <li>9. Market Department;</li> <li>10. Market Engineering;</li> <li>11. Any other work as may be assigned from time to time.</li> </ol>
<p>Shri Swapan Kumar Kundu, WBCS (Exe.), Municipal Secretary</p>	<ol style="list-style-type: none"> <li>1. Statutory functions according to the Kolkata Municipal Corporation Act, 1980;</li> <li>2. Mpl. Secretary's Department;</li> <li>3. Central Records;</li> <li>4. Printing Press;</li> <li>5. I&amp;PR;</li> <li>6. Disaster Management;</li> <li>7. Matters pertaining to Street Vending;</li> <li>8. Any other work as may be assigned from time to time.</li> </ol>

Shri Prabal Kanti Maiti, WBCS (Exe.), Additional Municipal Commissioner, KMC will directly report to Municipal Commissioner, KMC.

Shri Jyotirmoy Tanti, WBCS (Exe.), Joint Municipal Commissioner, KMC will directly report to Municipal Commissioner, KMC.

Shri Swapan Kumar Kundu, WBCS (Exe.), Municipal Secretary, KMC will directly report to Municipal Commissioner, KMC.

During the absence of Municipal Commissioner, Shri Prabal Kanti Maiti, WBCS (Exe.), Additional Municipal Commissioner, KMC will be the leave substitute.

During the absence of Shri Prabal Kanti Maiti, WBCS (Exe.), Additional Municipal Commissioner, KMC, Shri Jyotirmoy Tanti, WBCS (Exe.), Joint Municipal Commissioner will be the leave substitute and *vice-versa*.

During the absence of Shri Swapan Kumar Kundu, WBCS (Exe.), Municipal Secretary, KMC, Shri Jyotirmoy Tanti, WBCS (Exe.), Joint Municipal Commissioner, KMC will be the leave substitute.

This circular is issued in supersession of all previous circulars/orders regarding distribution of works among Spl. Mpl. Commissioners/Jt. Mpl. Commissioners/ Municipal Secretary in KMC.

This circular is issued in the interest of public service.

This circular shall take immediate effect.

This has the approval of Hon'ble Mayor, KMC.

**Distribution:**

1. Additional Municipal Commissioner, KMC
2. Joint Municipal Commissioner, KMC
3. Mpl. Secretary, KMC
4. Ld. CMLO, KMC
5. CMF&A, KMC
6. All Director Generals/ Controlling Officers, KMC
7. OSD to Hon'ble Mayor, KMC
8. P.A. to Hon'ble Chairperson, KMC
9. P.A. to Hon'ble Dy. Mayor, KMC
10. P.A. to Hon'ble Members, Mayor-in-Council, KMC (All)

  
Municipal Commissioner  
Municipal Commissioner  
The Kolkata Municipal Corporation