

THE KOLKATA MUNICIPAL CORPORATION

Office of the Municipal Commissioner
CMO Buildings, 5, S.N. Banerjee Road
Kolkata – 700 013

Date: 31 / 12 / 2021

Municipal Commissioner's Circular No. 47 of 2021-22
Sub.: Works/ Project review meeting and Revenue meeting schedule

Day	Time	Department/ Subject	Officers to attend the Meeting	Venue
1 st Monday of every month	12 Noon	SWM	Spl. M.C.(G), CME (SWM) and all Dy. C.Es.	MC's Chamber, KMC
2 nd Monday of every month	12 Noon	S&D – Water Logging issues and drainage problem	Spl. M.C. (G), Jt. Secretary, UD&MA, Jt. Secy, I&WW Dept, DG (Civil),KMC, DG (S&D), KMC and Supdt. Engineer, KMDA [Committee formed by UD&MA Deptt. vide Order no.5310/UDMA-24011(99)/69/2021-JS (UDMA)-Dept. of UDMA, dt. 26.11.2021]	Conference Hall – 1, KMC
3 rd Monday of every month	12 Noon	Assessment Collection	Spl. M.C. (Rev.) and all CMs of Assessment Collection Department.	MC's Chamber, KMC

For rest of the departments concerned DGs shall e-mail reports on the important projects, in MS Word File to commissionerkmc42@gmail.com and bkoffice9@gmail.com . The reports shall be sent on 1st day and 16th day of every month (If holiday then on the next working day). There is no need to sign and print the reports.

All Controlling Officers and Director Generals are requested to send the Minutes of the Meeting (MoM), chaired by Municipal Commissioner, to OSD to Municipal Commissioner for record.

This circular shall take immediate effect.


Municipal Commissioner

Distribution:

1. Spl. Mpl. Commissioner (G&D), KMC
2. Spl. Mpl. Commissioner (Rev.), KMC
3. Mpl. Secretary, KMC
4. Smt. Nandini Ghosh, I.A.S., Jt. Secy. to the Govt. of West Bengal, UD&MA Department, NAGARAYAN, DF – 8, Sec. – I, Salt Lake, Kolkata – 700 064
5. Shri Biplab Mukhopadhyay, Jt. Secy. to the Govt. of West Bengal, I&W Department, Jalsampad Bhawan, 3rd Floor, Salt Lake, Kolkata – 700 091
6. Shri Subhankar Bhattacharyya, Suptd. Engineer, KMDA, R&B Sector, Unnayan Bhawan, DJ- 11, Sec. – II, Salt Lake, Kolkata – 700 091
7. All Controlling Officers/ Director Generals, KMC
8. OSD to Hon'ble Mayor, KMC – for kind information of Hon'ble Mayor.
9. O.C. (Control Room), KMC
10. Caretaker, CMO Building, KMC


Municipal Commissioner

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