

**THE KOLKATA MUNICIPAL CORPORATION
CENTRAL MUNICIPAL OFFICE BUILDINGS
5, S.N. BANERJEE ROAD, KOLKATA- 700013.**

Municipal Commissioner's Circular No. 57 of 2019-20.

Dated: 08.08.2019

In the interest of providing expeditious services to the citizens, it has been decided that henceforth processing of works file will have to be made in time bound manner as detailed out below:

1. Processing of works bill:

All the concerned departments will have to submit the bill to the IFU attached with such department within 7 (seven) days from the date of completion of works. Concerned IFU will examine the bill & process it for payment through Municipal Accountants/Dy. CMFA within 3 (three) days time.

In case delay occurred either in Engineering cell or in FA department, the reason for such delay is to be brought to the notice of concerned Controlling Officer of the Department.

2. Processing of labour/O&M bill:

In case of labour bills and operation & maintenance bills, the fast-track system is to be adopted both in functional department as well as FA department.

In this case, the bill is to be certified by the concerned department within 3 (three) days from the date of submission and IFU will process the bill for payment after due scrutiny within 3 (three) days time.

Moreover the functional department will put a stamp mentioning "labour / O&M bill" on the face of the bill so that IFU can process it for payment on priority basis.

This order will take immediate effect.

This is issued with the approval of Hon'ble Mayor dated 07/08/2019.


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Municipal Commissioner
The Kolkata Municipal Corporation

Distribution:

1. PA to Hon'ble Chairman/Mayor/Dy. Mayor/Members MIC
2. OSD to Mpl. Commissioner/ Spl. MCs
3. CMFA
4. CMA
5. All DGs
6. All Controlling Officers/HODs