



THE KOLKATA MUNICIPAL CORPORATION

5, S. N. Banerjee Road, Kolkata-700 013

Office of the Municipal Commissioner

Municipal Commissioner's Circular No.59 dated 19.12.2017

As per instruction of the Govt. of West Bengal, the Kolkata Municipal Corporation is to prepare the Administrative Calendar of 2018 for implementation of schemes under the different departments of Kolkata Municipal Corporation.

All Controlling Officers are hereby requested to send the schemes worth of Rs.30.00 lakh and above for the period January 2018 to December 2018 to the office of the Municipal Secretary by 28th December, 2017, positively, for preparation of Administrative Calendar Book 2018.

The Hon'ble Mayor and MMICs may kindly be present in the meeting for close monitoring of implementation of the schemes as scheduled in the Administrative Calendar.

Regarding the matter it is hereby communicated that 18th of each month at 2.30P.M. a monitoring meeting will be held to review the progress regarding implementation of work as enlisted in the calendar. If 18th of any month falls on holiday, the meeting will be held on the next working day of the same month.

This is as per approval of Hon'ble Mayor vide dated 19.12.2017.


Municipal Commissioner

Copy to :

- 1) P.A. to Hon'ble Mayor/Hon'ble Dy. Mayor
- 2) P.A to All MMICs
- 3) P.A. to Municipal Commissioner
- 4) P.A. to Jt. M.C. (R & S) / Jt. M.C.(G &D)
- 5) All C.Os/D.Gs.
- 6) P.A. to C.M.F. & A.
- 7) Municipal Secretary- with a request to book the Conference Hall-I for aforesaid purpose.
- 8) Additional Municipal Secretary.


Municipal Commissioner