

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

Date: April 12, 2018

Municipal Commissioner's Circular No. ....<sup>05</sup>..... of 2018-19

**Sub.: To expedite procurement of emergency items**

In case of procurement of emergency items like pipes, sand, stone chips, bitumen, petrol, diesel, alum, chlorine, bleaching powder and bulk quantity conservancy item, file from the Supply Department should be sent to Finance Department without CRN and fund allocation, for financial vetting. However, work order will be given only after CRN.

This is as per the approval of Hon'ble Mayor vide dated 12.04.2018.



MUNICIPAL COMMISSIONER

**Distribution:**

1. O.S.D. to Hon'ble Mayor
2. Spl. Mpl. Commissioner (Rev. & Supply)
3. Spl. Mpl. Commissioner (Gen & Dev.)
4. CMF&A
5. Mpl. Secretary
6. D.Gs (All)
7. D.G. (IT) - with a request to modify IT system accordingly.
8. Controller of Stores & Purchase.