



The Kolkata Municipal Corporation
Municipal Commissioner's Office
Central Municipal Office Buildings
5, S.N. Banerjee Road
Kolkata – 700 013

Dated: 19/12/2017

Municipal Commissioner's Circular No. 60 of 2017-18

All Controlling Officers concerned are hereby directed to go through the Memo No. 1182(125)/MA/C-10/1R-5/2017 dated 14/12/2017 and Memo No. 5741-F(Y) dated 12/09/17 very carefully and ensure its compliance (copies enclosed).

This may be treated as urgent.


MUNICIPAL COMMISSIONER
Municipal Commissioner
The Kolkata Municipal Corporation

Distribution:

1. All Controlling Officers
2. All Heads of the Departments

Govt. of West Bengal
Department of Urban Development & Municipal Affairs
Nagarayan, Block-DF-8, Sector-I,
Salt Lake, Kolkata-700 064

No: 1182(125)/ MA/C-10/1R-5/2017 Dated Kolkata the 14th day of December, 2017.

From:
Special Secretary to the
Govt. of West Bengal

To

1. The Mayor (All).
2. Chairman/Chairperson(All).

Madam/Sir,

This Department is receiving a good number of proposals for different developmental works during the closing of Financial Year 2017-2018. It may be mentioned that funds from the State Budget head have already released in favour of ULBs to continue different developmental schemes. All ULBs are requested to ensure completion of the schemes and submit U.C, Completion Report & physical progress Report within 31st December, 2017 in prescribed format. It may also be mentioned **that as per the recent guideline of Finance Department excess fund if any has to be surrendered immediately after completion of the Financial Year in terms of Finance Department Memo No:5536-F(Y) dt-4.9.2017,**

Considering above, you are requested to furnish Utilisation Certificate and physical progress report in respect of the fund already received within 31st December, 2017 as in prescribed format and **secondly** to submit new schemes after assessing the extreme necessity and with the priority of schemes with fund required for the project within 31st March, 2018. In this regard report with specific opinion should reach this office by 20.12.2017 for further action from this end.

Yours faithfully,


(Special Secretary)

No: 1182(125)/ 1/MA/C-10/1R-5/2017 Dated Kolkata the 14th day of December, 2017.

Copy to:

1. Financial Advisor, UD & MA Deptt.


Special Secretary

