

THE KOLKATA MUNICIPAL CORPORATION  
Office of the Municipal Commissioner  
Central Municipal Office Buildings  
5, S.N. Banerjee Road  
Kolkata - 700 013

Date: August 19, 2019

**Municipal Commissioner's Circular No. ...60... of 2019-20**

All concerned Director Generals/ Controlling Officers are hereby informed that following decisions taken by the KMC authority in the interest of expeditious completion of civic works in timely and transparent manner:

1. Any work shall be completed within stipulated time period as indicated in the tender document. In case of delay of completion the contractor will be penalized by imposing penalty/ liquidity damages, if such delay occurs due to negligence/ fault of the contractor/ agency.
2. Work order for execution of any works/ procurements shall be issued after due observance of all formalities within a period of sixty (60) days from the date of approval for execution of such works/ procurement was obtained from the authority in principle. Within this sixty (60) days the tender formalities, obtaining approval of tender committee, obtaining approval of the sanctioning authority and issuance of work order shall be completed.
3. For any work below Rs.10 lakh such period may be considered as forty five (45) days from the date of obtaining approval of the authority for execution of the work in principle.
4. The enclosed format is to be filled up stating the details of work since the date of approval in principle up to the issuance of work order. Such format shall be submitted to the Municipal Commissioner on regular basis.
5. If the first time tender does not become successful due to inadequate participation, the fact must be brought to the knowledge of the Hon'ble Mayor through Municipal Commissioner.

This is issued as per the approval of the Hon'ble Mayor vide order dated 16.08.2019.

  
Municipal Commissioner  
19/8/19

Encl.: Format.

Distribution:

1. OSD to Hon'ble Mayor
2. P.A. to Hon'ble Dy. Mayor
3. P.A. to Hon'ble MMICs (all)
4. Spl. Mpl. Commissioner (Rev.)
5. Spl. Mpl. Commissioner (G,D&S)
6. Municipal Secretary
7. CMF&A
8. CMLO
9. CMHO
10. All Director Generals/ Controlling Officers/ Head of the Departments

