



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

Dated: 22.12.2017

Municipal Commissioner's Circular No. 62 of 2017-18

It is being informed to all concerned that KMC is making payments through E-Payment. In this respect all contractors/suppliers who have not yet received payment through E-Payment under IFMS (LF) are requested to furnish information in the format enclosed with this circular for capturing necessary data by the Finance and Accounts Department of the KMC. Filled up form is to be submitted to the Manager System (FACC).

Moreover, it is also being informed to all concerned that henceforth filled up mandate form, photocopy of bank passbook, photocopy of cancelled cheque would be required to be submitted for the purpose.

Such forms are also required to be filled up for 100 days workers in case of new entrants or where there is some change in the existing beneficiary details.

All Controlling Officers/HODs are requested to extend their cooperation in respect of all the matters as illustrated above.

This is issued on modification of Municipal Commissioner's Circular No. 106 of 2013-14 dated 03/03/2014.

(KHALIL AHMED)
MUNICIPAL COMMISSIONER

ANNEXURE-A
Mandate Form for e-Payment

ne.....
(Head of Office)
.....
(Address of the Office)

Subject: Payment through electronic mode

Sir,
I /We am/are giving option for availing the facility of e-Payment. Kindly arrange to remit the amount to my /our Bank Account hereinafter. The details of my/our particulars are furnished below:

1. (a) Name of the claimant /Payee /Receipt:
(Capital Letters)
- (b) Address:
- (c) Contact. Land Line: Mobile:
- (d) Email Address:
- (e) ID No. ** Nature of ID**
- (f) PAN No:
2. (a) Name of Bank:
- (b) Name of Bank Branch.....
- (c) Account Type: Savings /Current / Cash-Credit Account.....
- (d) Bank Account No. (CBS allotted a/c no.):

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(e) Branch IFSC (11 digits):

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The Bank particulars furnished above is correct and true.

I/We hereby declare that I /We and my/ our heirs and successors accept the liability of making good to Government the overpayment, if any, made to me /us under the scheme.

I/We hereby authorise Branch (name of the Branch) of the Bank to receive amount on my / our behalf for credit to my/ our account as stated above and further authorise that the receipt of credit given by the bank for the amount of my /our account shall be treated as legal quitance.

Yours faithfully,

(Signature of the claimant /payee/recipient)

(To be accepted by the Head of Office)

Date:

Signature of the Head of Office
(Office Seal)

N. B. (a) ID No. & Nature of ID: ID No. (i) For Individual: It should be the Voter Card / Aadhar Card / PAN Card / Any other Identity card issued by State Government / Central Government / Government Autonomous Bodies /Local Bodies, (ii) For Autonomous Body /Firm/Company: Registration No./ PAN / TAN Number or Trade License.

(b) Verification of Bank Particular: Copy of 1st Page of the Pass-Book along with a copy of cancelled cheque or certified by the concerned Bank Branch.