

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

Dated: 03.10.2018

Municipal Commissioner's Circular No. 75 of 2018-19

**Sub: Despatch of Salary, Ex-Gratia and WBUES Bills by the concerned department before 06/10/2018.**

All departments are directed to ensure that bills relating to Salary, Ex-Gratia, WBUES and similar bills should be sent to FACC department by 06/10/2018 in order to process of such Salary/Ex-Gratia bills before the Puja Holiday.

All concerned are to take note and act accordingly.

  
MUNICIPAL COMMISSIONER

1. PA to Hon'ble Mayor, Chairman, MMIC
2. Spl. Municipal Commissioner (G&D)/Spl. Municipal Commissioner (Revenue)
3. CMF&A
4. All Controlling Officers/All HODs
5. Sri Kali Charan Banerjee ( Manager, SW&UPA/HQ), in charge of WBUES