

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

Office of the Municipal Commissioner

Date: 28.11.2018

Municipal Commissioner's Circular No. <sup>90</sup>.....of 2018-19

In connection of Municipal Commissioner's Circular No. 09 of 2016-17, dated 28.05.2016, please find the notice to be given to the offender and the format to file case before the Municipal Magistrate Court. The officers not below the rank of Sub-Assistant Engineers of Drainage, Engineering and Sub-Overseer (Gr.-IV) of Solid Waste Management (SWM) Departments are authorized to lodge the case in the Municipal Magistrate Court. They may contact Shri Abhishek Moyra (Mobile No. 8013979639) and Shri Sanjoy Kumar Das (Mobile No. 9831362703), the Law Officers of the KMC, for assistance, if any.



(Khalil Ahmed)

Municipal Commissioner

**Encl:** Notice format as stated above.

Copy to:

1. O.S.D. to Hon'ble Mayor
2. All Br. Chairman of KMC
3. P.A. to Spl. Mpl. Commissioner (Rev.)
4. P.A. to Spl. Mpl. Commissioner (Gen. & Dev.)
5. All Controlling Officers
6. All Br. Executive Engineers of KMC

**NOTICE**

Complaint Memo No. :

Date:

Sub: Complaint u/s :

303/332/334/336 read with Section 610 of the Kolkata Municipal Corporation Act, 1980.

Notice vide Municipal Commissioner's Circular No. 09 of 2016-17 dated May 28, 2016

Name of the party/ies :  
(Accused)

Address :

Location/Area :

Nature of the offence / :  
Cause of action

Cause of action :

Date of offence :

Filing Date of the :  
complaint:

Departmental Officer  
lodging the Complaint

In presence of the  
Witnesses

1.

2.

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Departmental Officer

Locality where the offence  
Was committed District No. / Borough  
No.

Ward NO  
Name of Street  
Premises No.

### THE KOLKATA MUNICIPAL CORPORATION

Space of Court Fee

In the Court of the Municipal and Metropolitan Magistrate, Kolkata

Application for summon under Section 303/332/334/336 read with Section 610 of the Kolkata Municipal Corporation Act. 1980

Name and designation of the complainant	Name and residence of the accused persons	Offence complained of and date of commission u/s. 303/332/334/336 read with Section 610 of the Kolkata Municipal Corporation Act. 1980	Remark
Name & Address of the Witnesses:			

It is prayed that the complainant be exempted from examination u/s. 200 of Cr.P.C., as a public servant u/s. 578 of K.M.C. Act. 1980