



THE KOLKATA MUNICIPAL CORPORATION

5, S. N. Banerjee Road, Kolkata-700 013

Office of the Municipal Commissioner

Municipal Commissioner's Circular No. 98 dated 19.12.2018

As per instruction of the Govt. of West Bengal, the Kolkata Municipal Corporation is to prepare the Administrative Calendar of 2019 for implementation of schemes under the different departments of Kolkata Municipal Corporation.

All Controlling Officers are hereby requested to send the schemes worth of Rs.30.00 lakh and above for the period January 2019 to December 2019 to the office of the Municipal Secretary by 1st week of January, 2019, positively, for preparation of Administrative Calendar Book 2019.

Regarding the matter it is hereby remembered that 18th of each month at 2.30P.M. a monitoring meeting will be held to review the progress regarding implementation of work as enlisted in the calendar. If 18th of any month falls on holiday, the meeting will be held on the next working day of the same month.

This is as per approval of Hon'ble Mayor vide dated 19.12.2018


Municipal Commissioner

Copy to :

- 1) P.A. to Hon'ble Mayor/Hon'ble Dy. Mayor
- 2) P.A to All MMICs
- 3) P.A. to Municipal Commissioner
- 4) P.A. to Jt. M.C. (R)/ Jt. M.C.(G.D & S.)
- 5) All C.Os/D.Gs.
- 6) P.A. to C.M.F. & A.
- 7) P.A to Municipal Secretary.
- 8) Additional Municipal Secretary.


Municipal Commissioner