



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

Dated: 25/04/2017

Municipal Commissioner's Circular No. 08 of 2017-18

Civic services can be provided in a hassel-free manner only if a steady augmentation of financial resources of this Institution is ensured. Hence, it has been decided by the authority to adopt a two-pronged initiative to overcome the present situation –

To augment revenue earning from internal sources

And

To impose some restrictions on non-essential and avoidable expenses

Hence, it is enjoined on all functional departments to adopt following measures with immediate effect.

1. All Controlling Officers of revenue earning Departments are to augment the collection so that target set in the budget can be achieved. To monitor the revenue augmentation, evaluation meetings be arranged at least once a month under the Chairmanship of Municipal commissioner.
2. Earnest endeavour should be taken to bring more tax/fees/rates payers under the collection network.
3. All old receivables be scrutinized thoroughly and realization of those receivables are to be ensured as early as possible. Earnest attempt be taken to augment revenue from PPP head.
4. All Controlling Officers are asked to monitor the expenditures regularly to reduce avoidable expenditures as far as possible.
5. Proposal for tiffin allowance, over-time allowance, engagement of casual workers etc. should not be encouraged. Controlling Officers will also review the existing manpower engaged through contractual mechanism and suggest reduction of such strength as far as possible. If engagement of some human resource is essential, Personnel Department will explore the possibilities of engaging such minimum human resource against sanctioned post after observing extant rules/procedures so that KMC can demand grant-in-aid from the Government of West Bengal on account of salary head etc.

6. All Controlling Officers are asked to review engagement of hired vehicle under their control and submit a proposal how the numbers of hired can be reduced. Departmental cars may be done away with gradually. Cars allotted to EEs/MOs/HODs/Managers may be deployed for departmental works also.



MUNICIPAL COMMISSIONER

Municipal Commissioner  
City of Kolkata Municipal Corporation

Distribution:-

All Controlling Officers  
All HODs of Deptts/Offices/Cells  
All Administrative Officers of different departments  
OSD to Hon'ble Mayor