



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

Dated: 30/08/2017

Municipal Commissioner's Circular No. 39 of 2017-18

In partial modification of the Municipal Commissioner's Circular No. 89 of 2013-14 dated 13/01/2014 it is hereby ordered that the structure of delegation of the Municipal Commissioner's powers regarding various aspects of the Finance & Accounts Department will henceforth be as mentioned below:

Activity	Decision Tier	Existing authority	Proposed authority
Financial vetting of all files for execution of works, supply of materials and other works	For works/supply of materials valued upto Rs.2,00,000/-	Municipal Accountant	Municipal Accountant
	For works/supply of materials valued from Rs.2,00,001/- upto Rs.10,00,000/-	Deputy Controller of Municipal Finance & Accounts (Dy.CMFA)	Deputy Controller of Municipal Finance & Accounts (Dy.CMFA)
	For works/supply of materials valued from Rs.10,00,001/- upto Rs.25,00,000/-	Additional Controller of Municipal Finance & Accounts (Addl.CMFA)	Additional Controller of Municipal Finance & Accounts (Addl.CMFA)
	For works/supply of materials valued from Rs.25,00,001/- upto Rs.50,00,000/-	Special Controller of Municipal Finance & Accounts (Spl.CMFA)	Special Controller of Municipal Finance & Accounts (Spl.CMFA)
	For works/supply of materials valued from Rs.50,00,001/- upto Rs.1,00,00,000/-	Controller of Municipal Finance & Accounts (CMFA)	Deputy Municipal Commissioner (Finance) [DMC(Fin.)]
	For works/supply of materials valued exceeding Rs.1,00,00,000/-	Controller of Municipal Finance & Accounts (CMFA)	Controller of Municipal Finance & Accounts (CMFA)
Passing of Bills	Value of bill upto Rs.2,00,000/-	Municipal Accountant	Municipal Accountant
	Value of bills above Rs.2,00,000/- (except final bills of the works where total cost of works exceed Rs.5.00 crore)	Deputy Controller of Municipal Finance & Accounts (Dy.CMFA)	Deputy Controller of Municipal Finance & Accounts (Dy.CMFA)
	Final bills of the works where total cost of works exceeds Rs.5.00 crore	Additional Controller of Municipal Finance & Accounts (Addl.CMFA)	Additional Controller of Municipal Finance & Accounts (Addl.CMFA)

MS 21100/ET
Pl. upload in the website.
09/ET
23/08/17

The other provisions of the Municipal Commissioner's Circular No. 09 of 2007-08 dated 23/05/2007 will remain unaltered.

This has the approval of Mayor-in-Council in its meeting vide resolution item No. M-49.1 dated 28/08/2017.


MUNICIPAL COMMISSIONER
30/8/17

Distribution:

- 1) All Controlling Officers/HODs
- 2) All Borough Chairpersons
- 3) P.A. to Hon'ble Mayor/Dy. Mayor/Member, Mayor-in-Council
- 4) Spl. CMF&A/Addl. CMF&As/Dy.CMF&As
- 5) All Municipal Accountants