



THE KOLKATA MUNICIPAL CORPORATION

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

Office of the Municipal Commissioner

Municipal Commissioner's Circular No. 62 dated 10.12.2016

As per instruction of the Govt. of West Bengal, the Kolkata Municipal Corporation is to prepare the Administrative Calendar of 2017 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 2017 to December 2017 to the office of the Municipal Secretary by 26th December, 2016, positively, for preparation of Administrative Calendar Book 2017.

The Hon'ble Mayor and MMICs may kindly be present in the meeting for close monitoring of implementation of the schemes as scheduled in the Administrative Calendar.

Regarding the matter it is hereby communicated 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 09.12.2016.


Municipal Commissioner

Copy to :

- 1) P.A. to Hon'ble 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)
- 5) All C.Os/D.Gs.
- 6) P.A. to C.M.F. & A.
- 7) Municipal Secretary- with a request to book the Conference Hall-I for aforesaid purpose.


Municipal Commissioner

MS 4400/ET


14/12/16
DG/ET

D.G. (I.T.)
The Kolkata Municipal Corporation