



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

Date: 15 February, 2017.

Municipal Commissioner's Circular No. 72 of 2016-17

Of late it is often found that files are being sent to the Municipal Commissioner for obtaining approval which could have been dealt easily at the Departmental level and for which there are specific circulars or guidelines to deal with. Henceforth, the following types of files need not be sent to the Municipal Commissioner:-

A.

1. Municipal Commissioner's Circular No. 68 of 2013-14 dated 04.11.2013 contains specific directives and guidelines to invite fresh tender/re-tender. In spite of such guidelines files are placed before the Municipal Commissioner for obtaining approval in this regard.

Henceforth, no such files should be sent to the Municipal Commissioner and the Controlling Officers will take necessary action in terms of Municipal Commissioner's Circular No. 68 of 2013-14 dated 04.11.2013.

2. Refund of taxes, fees & charges are guided by circulars issued in this respect from time to time, for example Municipal Commissioner's Circular No. 23 of 2006-07 dated 20.02.2007 deals with refund cases of Assessment Collection Department.


All Controlling Officers are hereby directed to follow the provisions of those circulars in case of refund of fees and taxes without unnecessarily placing the files before the Municipal Commissioner though which are within delegated power of the said concerned officers.

3. In case of engagement of hired car, permission of the Joint Municipal Commissioner (Gen) will be sufficient, so as to in respect of enhancement of daily fuel quota etc. Henceforth, no such files should be placed before the Municipal Commissioner. However, the Controlling Officer of the respective department will exercise his prudence before recommending the engagement of any hired car for obtaining approval of the Joint Municipal Commissioner (Gen).

B.

1. A cell is formed in the Municipal Commissioner's Office to deal with receive and dispatch of files. The employees of the said cell will not receive any such files which are not specifically mentioned by the Controlling Officers for placing those before the Municipal Commissioner for approval. If any such recommendations are not found, such files will not be received by the receiving cell specially formed in the Municipal Commissioner's office.

This is as per the approval of Hon'ble Mayor vide dated 15.02.2017.


Municipal Commissioner
15/2/17

Distribution:-

1. All Controlling Officers/Head of Offices/Departments/Units
2. Spl. CMFA/All Addl. CMFAs
3. All Mpl. Accts of IFUs, Cells, Offices
4. OSD to Hon'ble Mayor