



THE KOLKATA MUNICIPAL CORPORATION  
Central Municipal Office Buildings,  
5, S.N. Banerjee Road, Kolkata – 700 013

Municipal Commissioner's Department

Dated: 14<sup>th</sup> March, 2017

Municipal Commissioner's Circular no... 81..... of 2016-17.

Attention of all concerned Controlling officers is invited for strict compliance of the instructions as laid down below:--

1. All the files, proposal and works pertaining to Multi Sectoral Development Programme(MSDP) or minority community initiated by the Councillors /Departments of KMC, are to be routed through District Officer of Minority Affairs (DOMA), at 11/3 Dr. Bires Ghosh Street, Kol-17, directly. Files initiated by DOMA, may be placed before Jt. Mpl. Commissioner (G&D) and upwards without any reference to the SW&UPA officials.
2. All the interactions by the executing departments like CME(Civil), Water Supply, Bustee, Education etc. regarding MSDP and works related to minority community should be made directly with the DOMA without referring to SW&UPA department.
3. Regarding release of funds and other finance related matter, DOMA may directly interact with the CMF&A or any other officer of F&A department.
4. The booking of funds for the execution of any work under MSDP or any work related to minority community whose fund is released by MA&ME department, GoWB should be made after obtaining prior consent of DOMA. F&A dept will generate CRN thereafter.
5. All the executing departments will submit the UC periodically to DOMA, facilitating him to prepare the consolidated QPR for its onward transmission to MA&ME department, GoWB. Henceforth, the consolidated QPR will be prepared by DOMA and not by any other person/ department.
6. The status of all fund for existing schemes in connection with the minority community, will be handed over to DOMA by SW&UPA department and DOMA will then interact with the executing departments for further process.

  
Municipal Commissioner

**Distribution:**

1. P.A. to Hon'ble Mayor / Dy. Mayor / Chief Whip (TMC)
2. P.A. to MMIC (All)
3. Jt. Municipal Commissioner (D&G)/ Jt. Municipal Commissioner (R)
4. CMFA/CMA/Chief Manager (P)
5. DG (Civil)/Exe. Engineer/Dy. CMFA of All Boroughs
6. Borough Chairpersons (All)/ Zonal Chief Managers (All)
7. All Controlling Officers & H.O.Ds
8. District Officer of Minority Affairs, Kolkata, Minority Bhavan
9. Special Officer, Joka – I & II

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Municipal Commissioner,  
The Kolkata Municipal Corporation