



The Kolkata Municipal Corporation
Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S.N. Banerjee Road, Kolkata – 13

Date: 16.03.2017

Municipal Commissioner's Office Order No. 15 of 2016-17

Certain files are being sent to the Municipal Commissioner for obtaining approval/ consent which should be avoided as per the guidelines of delegation of power as illustrated in the Municipal Commissioner's Circular No.32 of 2007-08 dated 27.12.2007, Municipal Commissioner's Circular No.23 of 2006-07 dated 20.02.2007, Municipal Commissioner's Circular No.68 of 2013-14 dated 04.11.2013 and Municipal Commissioner's Circular No. 72 of 2016-17 dated 15.02.2017.

To elaborate it further, the officials of various departments are directed not to forward the following types of files/proposals to the Municipal Commissioner in order to avoid unnecessary wastage of time.

From now onwards, following categories of files will **not** be received by the Receiving Cell of the Municipal Commissioner's department.


Sl.No.	File regarding
1	Works/ Procurement related files involving upto Rs.5.00 Lakh, except where approval of Hon'ble Mayor is required as MMIC of the concerned dept.
2	Refund of taxes, fees & charges below 1 (one) lakh
3	Inviting Re-Tender
4	Engagement of hired car
5	Enhancement of daily quota of fuel of the hired car
6	Files concerning execution of contract with regards to policy matters, approval should be taken from Municipal Commissioner, MMIC, Corporation, as the case may be, according to the provision of the Kolkata Municipal Corporation Act, 1980. <i>But after the policy matter is approved and a direction is given to execute contract, the same is not required to be sent to the Municipal Commissioner save and except as provided in clause (a) of sub-section (2) of section 45 of the Kolkata Municipal Corporation Act, 1980.</i>
7	Permission for CRN/Fund Booking
8	Payment requests except in case of exigency.

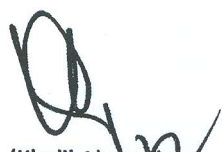
Permission for the preparation of R.A Bill will be solely at the discretion of the concerned Controlling Officer, provided there is provision in tender condition and work value is not less than 1 (One) crore.

This is as per approval of Hon'ble Mayor vide dated 14.03.2017.

Distribution:

1. OSD to Hon'ble Mayor
2. Jt. M.C. (G&D)
3. Jt. M.C. (Rev.)
4. Mpl. Secretary
5. All Controlling Officers/ HODs
6. P.A to Mpl. Commissioner
7. Receiving cell of M.C's Dept.


(Khalil Ahmed)
Municipal Commissioner
16/3


(Khalil Ahmed)
Municipal Commissioner