

Government of West Bengal
Urban Development & Municipal Affairs Department
(Municipal Affairs Branch)
NAGARAYAN
DF – 8, Sector – I, Salt Lake City, Kolkata – 700064

No. 1152(125)/MA/P/C-10/1G-8/2018

Dated: Kolkata, the 24th September, 2018

From: The Joint Secretary to the Govt. of West Bengal

To: (1) The Mayor, _____ Municipal Corporation
(2) The Chairman/ Chairperson, _____ Municipality/ Notified Area Authority

Sir/ Madam,

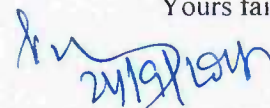
I am directed to state that as per hierarchical setup, the Mayor or the Commissioner of the Corporation or the Chairman or the Executive Officer are the authority to make communication with the State Government in any or all matters as delegated to him by the Board of Councillors, by resolution or subject to standing orders made by the Mayor-in-Council of the Corporation, as the case may be.

In this context, it may be mentioned here that it is often seen that communications which have financial implications are sent under the signature of officials/ engineers, leaving an uncertainty if they have the approval/ concurrence of Mayor or Chairman or Commissioner or Executive Officer, as the case may be.

Therefore you are requested to do the needful with due observance to the following:

- (i) All communications/ decisions of the Corporation or the Municipality may be sent to the Government by the Mayor or Chairman or the officer not below the rank of Joint Commissioner in case of Corporation or Executive Officer in case of Municipalities/ NAAs.
- (ii) In case of any policy decision or implementation of any Government Scheme, approval of Board of Councillors and /or approval of Mayor-in-Council by resolution may be appended with the communication.

Yours faithfully,



Jt. Secy. to the Govt. of West Bengal

No. 1152/1(150)/MA/P/C-10/1G-8/2018

Dated: Kolkata, the 24th September, 2018

Copy forwarded for information and necessary action to, the -

1. Commissioner, _____ Municipal Corporation.
2. Executive Officer, _____ Municipality/ **Notified Area Authority**
3. OSD to MIC, UD & MA Department, Govt. of West Bengal.
4. Sr. PA to Principal Secretary of this Department.
5. _____ Department.
6. Guard File/ _____ Wing



Joint Secretary