



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH – 711 101.
Tel: (+91-33) 2638-3211-12/13

Memo No: 506-AD/20-21

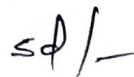
Date: 16-12-20

C I R C U L A R

As per the provision of Section 60(1) of the Howrah Municipal Corporation Act 1980, the Annual Budget of the Corporation for the year 2021-2022 has to be presented before the Corporation.

As per the provision of Section 60(3), the budget estimates shall state the rates at which various taxes, cesses and fees shall be levied by the Corporation. New impositions should be distinguished. So Departments having Revenue Income shall submit individual Revenue Regulations/Orders/Resolutions in support to Revenue Income.

For Departmental Expenditure you are required to prepare the revised budget estimate for the year 2020-2021 based upon the individual Departmental Fund Registers alongwith the budget estimate for the year 2021-2022 in details naming the proposed works and tentative amount in the enclosed format and send the same to the Accounts Department of this Corporation positively by 31.01.2021 without fail.


Controller of Finance
Howrah Municipal Corporation

Copy to:

- I. The Deputy Commissioner/Controller of Finance /Chief Auditor /Secretary/O.S.D, Bally Sub-office/all Head of the Departments/Sectional Heads/Officers/AE Borough I/ AE Borough II/ AE Borough III/AE Borough IV/ AE Borough V / AE Borough VI / AE Borough VII.

-with a request to submit the required data by 31.01.2021

- II. Engineering/Planning Department - with a request to provide a copy of the DDP 2017-2022 for the Budget Preparation by 31.01.2021


Controller of Finance
Howrah Municipal Corporation

Name of the Department/Section/Borough:

[illegible]

Name of the Department/Section/Borough:

[illegible]