

Ph. No. 0184-2254220. Fax No. 0184-4044504,  
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website: [www.mckarnal.org](http://www.mckarnal.org)

## OFFICE OF THE MUNICIPAL CORPORATION, KARNAL

### ORDER

The undersigned would be reviewing the works being carried out by all head of branches from 01.03.2023 at 12:00 PM onwards. All officers are hereby directed to prepare the PPT with details of works being executed, SOP adopted, scope of works, procedure adopted, status of work, target of completion etc. SAO, MCK would present the revenue, expenditure, funds flow statement with fixed and variable cost etc. of five years alongwith the budget preparedness. The presentation must be supported with Act/Rules/Notifications/Instructions etc.

The schedule of the presentation would be given as under:-

Sr No.	Date	Time	Officers
1.	01.03.2023	12:00 PM	AC, DMC, ZTO, HTS
2.	01.03.2023	03:00 PM	AC, DMC, SE, XENs, MEs, JEs
3.	02.03.2023	10:00 AM	AC, DMC, CSI, SI
4.	02.03.2023	12:30 PM	AC, DMC, CPO
5.	02.03.2023	03:00 PM	AC, DMC, SAO, SO
6.	02.03.2023	04:00 PM	AC, DMC, ADA, DTP, B.I, OS

All Head of Branches would remain present during the review on all these days.

  
Commissioner,  
Municipal Corporation  
Karnal



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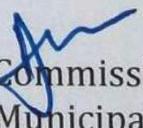
## OFFICE OF THE MUNICIPAL CORPORATION, KARNAL

Endst. No. 1...../MCK

Dated:- 01/03/2023

A copy of the above is forwarded to the following for information and necessary action:-

1. Additional Commissioner, Municipal Corporation, Karnal.
2. Deputy Municipal Commissioner, Municipal Corporation, Karnal
3. Superintending Engineer, Municipal Corporation, Karnal
4. Deputy Director (Audit), Municipal Corporation, Karnal
5. Deputy Town Planner, Municipal Corporation, Karnal
6. Senior Account Officer, Municipal Corporation, Karnal
7. All Executive Engineer, Municipal Corporation, Karnal
8. All Superintendent, Municipal Corporation, Karnal
9. Sanitation Officer, Municipal Corporation, Karnal
10. IT Cell for hosting on Municipal Corporation Website.

  
Commissioner,  
Municipal Corporation,  
Karnal