



THE KOLKATA MUNICIPAL CORPORATION  
5 S. N. BANERJEE ROAD, KOLKATA-700013

Municipal Commissioner's Circular No. -01. of 2021-2022

Date: 13.4.2021

Sub:- Emergency arrangement during the ensuing Norwester / rainy season in the next few months of 2021

Considering all possibilities and with regard to previous years' practices (with suitable changes), it has been decided that the following activities may be initiated from the KMC's end forthwith to enable the Officials and members of staff of KMC to combat emergent situations in case of any Norwester / heavy rain. This Circular is issued following the decisions taken in the meeting on 23.03.2021 at 3:00 p.m. in Conference Room in presence of the Administrator.

Sl. No.	Activities / Department's Set up	Special arrangements to be initiated	Period of Special Activities	Concerned Officers / Engineers with particulars
1.	Parks & Squares Dept. (Removal / cutting of uprooted trees From the road-side/ / slum areas	<p>(i) One every single day in the week, there shall be one team (Consisting of one Supervisor and Five labours with One lorry) placed at each Borough office from 6:00 p.m. to 6:00 a.m. in Borough – I to X and one team (consisting of one Supervisor, 4 labours with one lorry from 6:00 p.m. to 6:00 a.m. in Br. – XI to XVI. Each Supervisor will have a Mobile Phone. The team will be centrally controlled by Parks &amp; Squares Department in order to facilitate inter-Borough movement. If required, on Sunday and holidays, there will be round the-clock arrangements at each borough at the above scale.</p> <p>(ii) Apart from the above, in the Control Room there will be two (02) Contractual gang consisting of one Supervisor, 4 labours in each gang from 6:00 p.m. Each Supervisor will have a Mobile Phone. Team of the Control Room will be directly under the Botanist who will also attend Control Room every day from 10:00 p.m. to 6:00 a.m. and round the clock on Sundays &amp; holidays in shifts. Two (02) No. hired Lorry will be stationed at Central Control Room every day from 6:00 p.m. to 6:00 a.m. and round the clock on Sundays &amp; holidays.</p> <p>(iii) Two hired Crane will be stationed at Control Room from 6:00 p.m. to 6:00 a.m. for emergency removal of uprooted big trees from any part of the City and one hired vehicle (TATA Sumo type) will be stationed at Control Room from 6:00 p.m. to 6:00 a.m. for carrying out emergency inspection and also for immediate attending at the disaster hit site.</p>	From 01.04.2021 to 30.11.2021	<p>Sri Debasish Chakraborty D.G. (Parks &amp; Squares) M. – 98368-86508</p> <p>Sri Somenath Sen O.S.D. &amp; Ex-Officio Dy.C.E.(C) / (P&amp;S) M. – 98360-02809</p> <p>Sri Santanu Roy Dy.C.E.(C) / (P&amp;S) M. – 94333-93586</p> <p>Sri Susanta Ganguly Assistant Horticulturist M. – 98366-72159</p> <p><b>Botanist in the Control Room</b></p>

		<p>(iv) Five (05) Hydraulic Ladder will be stationed during night from 6:00 p.m. to 6:00 a.m. – One (1) at Control Room, One (1) at Tala Park, One (01) at Borough – IX Office at 11, Belvedere Road, One (01) at Borough – X Office and One (01) at Kurzon park for taking care of any untoward situation at night.</p> <p>(v) Mobile Phone connectivity will be alive between the different teams for enabling the Control Room to divert from one place to another place.</p> <p>(vi) D.G. (Parks &amp; Squares), Dy.C.E.(C) / (Parks &amp; Squares), O.S.D.(C) / (Parks &amp; Squares) may be allowed to use hired vehicles during Sundays, holidays and beyond office hours as and when required.</p> <p>(vii) All the leaves branches, trunks of the uprooted trees may be removed by Parks &amp; Squares Dept. but branches of trees, leaves etc. from trimming of trees will be removed by SWM Dept. in consultation with the Parks &amp; Squares Dept.</p>		<p>Sri Avik Mukherjee M. – 98746-14998</p> <p>Sri Laxmikanta Murmu M.- 97755-80416</p> <p>Sri Ritam Mondal M. – 96810-31894</p> <p>Sri Subhoprosad Bhattacharya M. – 89613-76419</p>
2.	Lighting & Electricity Dept	(i) Necessary arrangement will be made by deploying gang at Control Room and Borough Office for removal of broken lump of part and any other related activities.	From 01.04.2021 to onwards	<p>Sri Sanjoy Bhowmik DG(Elec.) M. – 98303-24348</p> <p>Sri D. Das Dy.C.E.(Ltg.) M. – 98303-21637</p>
3.	SWM Dept.	Necessary arrangement will be made by deploying manpower & machinery to clean the City on urgent basis in case of necessity during Norwester	From 01.04.2021 to onwards	<p>Sri Subhasish Chattopadhyay DG(SWM) M. – 98365-36419</p> <p>Sri Kalyan Ghosh Dostidar Dy..C.E.(SWM) M. – 94346-43284</p>
4.	Drainage Dept.	<p>All pumping stations will be kept ready. and shall make arrangement to operate all pumps, if required during sudden rainfall to prevent water logging.</p> <p>Necessary desilting &amp; removal of the chokage etc. if any within the trunk sewer as well as lateral sewer shall be undertaken to avoid water logging and early disposal of water. In case of heavy rain, necessary machines will be provided as per requirement.</p> <p>In case emergent situation and requirement of</p>	From 01.04.2021 to onwards	<p>Sri Santanu Ghosh D.G. (Sewer &amp; Drainage) M. = 90078-38329</p> <p>Sri Sandip Das</p>

		In case emergent situation and requirement of deployment of portable pumps, Drainage Dept. will arrange to deploy Portable pumps by calling urgent quotations till the month of May at the existing rate but the proper tender formalities shall be made for the remaining period.		<p>Sri Sandip Das Dy.C.E.(E) M. – 94337-26103</p> <p>Sri Bishnu Das Mondal Dy.C.E.(M) M. – 98303-25216</p>
5.	Engineering Dept.	<ul style="list-style-type: none"> <li>All Borough Ex. Engrs have been instructed to be ready to tackle the unforeseen situation in case of sudden Norwester.</li> <li>All Borough Ex. Engrs will arrange for desilting &amp; removal of chokage etc. if any within the lateral sewer under thorough control by many proper co-ordination with Drainage Dept.</li> <li>In case of emergent situation all Borough Ex. Engrs will arrange to deploy Portable Pumps for draining and water from the water logged areas by calling spot quotation upto May, 2021 at the existing rate but proper tender formalities shall be made for the remaining period.</li> </ul>	From 01.04.2021 to onwards	<p>Sri P.K. Dhua D.G.(Civil) M. – 98303-24329</p> <p>Sri MridulMondal Dy.C.E.(C) M. – 99033-35919</p> <p>Sri Mrinal Kanti Mondal Dy.C.E.(C) / (C-W) M. – 94334-25822</p> <p>Sri Kamal Sarkar Dy.C.E.(C) / South M. – 9674279805</p>
6.	Roads Dept.	DG(Roads) will make necessary arrangements in case of urgent need for road repairing works DG(M) will extend necessary assistance to DG(Roads) for such road repairing work.	From 01.04.2021 to onwards	<p>Sri Soumitra Bhattacharjee DG(Roads) M. – 98300-43982</p> <p>Sri Samiran Ghosh Dy.C.E. (Roads) M. – 98307-64057</p> <p>Sri Manoj Sammader Dy.C.E.(M) M. – 94331-47668</p>

7.	Building Department	DG(Building) will make necessary arrangements to take care of the situation of sudden demolition of any building / its portion during Norwester	From 01.04.2021 to onwards	<p>Sri Anindya Karforma DG(B) M. – 98303-24310</p> <p>Sri Ujjal Sarkar Dy.C.(C) M. – 98310-14687</p> <p>Sri Pranab Ghosh Dy.C.E.(C) M. – 89107-14687</p>
8.	Health Department	Ambulance service will be made available to carry casualties, if any during Norwester on immediate basis	From 01.04.2021 to onwards	<p>Dr. Sri Subrata Roy Chowdhury CMHO M. – 98300-11041</p> <p>Dr. Smt. Ranita Sengupta Dy.CMHO M. – 98302-60964</p>
9.	Water Supply Dept.	Supply of drinking water and arrangement for disinfection will be ensured by DG(WS) during Norwester	From 01.04.2021 to onwards	<p>Sri Mainak Mukherjee DG(WS) M. – 98303-17475</p> <p>Sri Amitava Pal Dy.C.E.(WS) M. – 98316-30682</p> <p>Sri Rehan Sanyal Dy.C.E.(WS) M. – 89107-07921</p>
10.	Municipal Secretary Dept.	Mpl. Secretary Dept. will ensure accessibility to the tarpaulin, dry fruit, cloths, D.M. kit etc. and will send to the descend location as and when required during catastrophe.	From 01.04.2021 to onwards	<p>Sri. Harihar Prasad Mondal Municipal Secretary M. – 98366-65345</p> <p>Sri Sujoy</p>

		Control Room staff will also be made alert during Norwester		Bhadra Addl. Municipal Secretary M. – 94334- 44019
11.	KEIIP	DG(Project), JEIIP will extend adequate support to the Official of Borough and Drainage Department for proper handling of the situation during Norwester	From 01.04.2021 to onwards	Sri Soumya Ganguly DG(P), KEIIP M. – 98310- 80056  Sri Subhajit Dasgupta Dy.C.E.(P) M. – 98300- 60382  Sri Santanu Das Dy.C.E.(C) – 98306-71296  Sri Uday Ranjan Saha E.E.(C) – 94335-52366
12.	Central Stores	Controller of Stores & Purchase will ensure immediate supply of required materials as would be required during Norwester	From 01.04.2021 to onwards	Sri Kartick Ch. Ghosh CSP M. – 98312- 72690

*Be*  
13/4/21  
MUNICIPAL COMMISSIONER

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**Copy forwarded for kind information to :-**

1. Spl. Mpl. Commissioner (G&D)
2. Mpl. Secretary
3. All Controlling Officers
4. CMHO
5. All Borough Ex. Engineers
6. CSP

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13/4/21  
MUNICIPAL COMMISSIONER

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