

Government of West Bengal
Urban Development and Municipal Affairs Department
(Urban Development Branch)
NAGARAYAN
DF-8, Sector-1
Salt Lake, Kolkata - 700 064.

No. 2299 - UD/O/M/CS/4P-01/2019

Dated, Kolkata, the 17th July, 2019

NOTIFICATION

A Committee has been constituted with following officers and staff as members in connection with disposal of old & broken office furnitures, old records & publications, beside the disposal of all kind of scraps of this Department through auction.

1. Deputy Secretary – M.D. Branch - Chairman
2. Assistant Secretary - M.D. Branch.
3. Registrar – T & CP Branch.
4. Section Officer – U.L.C. Branch.
5. Upper Division Assistant – T & CP Branch.
6. Upper Division Assistant – M.A. Branch.
7. Upper Division Assistant – M.D. Branch.

This committee will carry out following functions:

- **Preparation of an inventory.**
- **Determination of an approximate reserve price of the items for disposal.**
- **Issue of Notification for auction.**
- **Evaluation of offers.**
- **Deposit of bid money by the highest bidder in the appropriate head of account & physical removal of the items.**

This issues with the approval of the Principal Secretary of this Department.

Sd/-

Joint Secretary to the
Government of Wet Bengal

No. 2299/1(1) - UD/O/M/CS/4P-01/2019

Dated, Kolkata, the 17th July, 2019

Copy forwarded for information & necessary action to :

1. Sri Santanu Das, WBCS (Exe.), Joint Secretary, UD & MA Department.
2. The Deputy Secretary – M.D. Branch.
3. The Deputy Secretary – M.A. Branch.
4. The Assistant Secretary – M.D. Branch.
5. The Registrar – T & CP Branch.
6. Concerned UD Assistant..... Branch.
- ✓ 7. I.T. Cell of this Department.
8. Guard File.

Chandhan
17/7/19

Joint Secretary to the
Government of Wet Bengal