

OFFICE OF THE COUNCILLORS OF TARAKESWAR MUNICIPALITY

P.O.- TARAKESWAR **** DIST.- HOOGHLY

Date :-13/12/2023

No.- Adm/Auc-2023/2

In terms of the resolution of the meeting of the Councillors of Tarakeswar Municipality held on 28/11/2023, it is hereby ordered that the old materials such as G.I.Pipe, Iron scrap., wooden goods, old conservancy materials etc. etc. of this Municipality will be sold on open auction which will be held on 22/12/2023 at 2 P.M. in this office premises.

All departmental heads are hereby ordered to deposit the old materials etc. if any, to the store Deptt. By 18/12/2023 .


Chairman,
Tarakeswar Municipality.

Date :-13/12/2023

Memo No Adm/Auc-2023/ 2

Copy forwarded for information and necessary action to :-

1. The Vice- Chairman, T/M
2. Sri/Smt. -----, Councillors, T/M.
3. The Executive Officer, T/M.
4. The Finance Officer, T/M.
5. Head Clerk/Accts/Tax/Assessment/Engineering Deptt/Education Deptt/Conservancy Deptt/Non-Tax Deptt/Guest House/Store Deptt/Sae/Bldg.Deptt/Water Supply/Health Deptt, T/M

**Store In-charge for information & necessary action for preparing list and the old materials and scrap according to the physical verification and submit report to the President Finance and resource mobilization standing Committee.

**Sub-Assistant Engineer, T/M for information and take necessary action for assign the cost of the old materials as per list prepared by the Store Deptt.


Chairman,
Tarakeswar Municipality