

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

Dated: 2nd November, 2015

**MC's Circular No. 75 of 2015-16**



In order to facilitate submission of Annual Confidential Report (ACR) of Gr 'A' officers of the KMC in terms of DMC(P)'s Circular No 02/VIII/of 2013-14, dated 05.04.13, DMC(P)'s Circular No. 23/VIII of 2013-14, dated 20.05.13, Circular No.52 of 2015-16, dated 21.08.15 issued by the undersigned read with Circular No.70 of 2015-16, dated 14.10.15, following clarifications are provided below:

1. Date of submission of ACR is hereby extended up to 7<sup>th</sup> November, 2015 instead of 31<sup>st</sup> October, 2015.
2. All reported upon official of engineering cadre (Civil/Mech./Elec) belonging to 'A' category shall submit the ACR following the table given below in partial modification of DMC(P)'s Circular No. 23/VIII of 2013-14, dated 20.05.13:

| Cadre/post reported upon | Reporting officer      | Reviewing officer        | Accepting Officer      |
|--------------------------|------------------------|--------------------------|------------------------|
| Sub-Assistant Engineer   | Assistant Engineer     | Executive Engineer       | Dy. Chief Engineer     |
| Assistant Engineer       | Executive Engineer     | Dy. Chief Engineer       | Director General       |
| Executive Engineer       | Dy. Chief Engineer     | Director General (C/E/M) | Pr. Chief Engineer     |
| Dy. Chief Engineer       | Director General       | Pr. Chief Engineer       | Municipal Commissioner |
| Director General         | Pr. Chief Engineer     | Municipal Commissioner   | Hon'ble Mayor          |
| Pr. Chief Engineer       | Municipal Commissioner | ----                     | Hon'ble Mayor          |

3. All reported upon officers belonging to 'A' category other than engineering cadre shall submit the ACR to his/her immediate higher authority as Reporting Officer in partial modification of DMC(P)'s Circular No. 23/VIII of 2013-14, dated 20.05.13. Thereafter, the Reporting Officer shall forward the ACR to his/her next immediate higher authority to report as Reviewing Officer and the process shall be repeated till the ACR reaches to the Accepting Officer

4. ACR shall be prepared as on 1<sup>st</sup> April of each financial year in the prescribed format and the same shall be submitted on or before 30<sup>th</sup> June of the said financial year as already stated at serial no. 1 of MC's Circular No. 52 of 2015-16, dated 21.08.15.

5. ACR of the financial year 2014-15 along with previous financial years 2012-13 and 2013-14 shall be submitted to the reporting officer separately in closed covers on or before 7<sup>th</sup> November, 2015.

6. The reported upon officer shall submit his/her ACR in closed cover to the reporting officer who shall forward the same to his/her immediate higher authority in a closed cover also after doing needful on his/her part and the process shall be repeated till it reaches the SR&A/C Cell.

7. It is reiterated that in terms of serial no.1 of MC's Circular No. 52 of 2015-16, it is mandatory for all Gr. 'A' officers of KMC to submit the ACR.

This Circular issues with the approval of Hon'ble Mayor, dated 2nd November 2015.

  
\_\_\_\_\_  
**Municipal Commissioner**

Copy forwarded for information and taking necessary action to:

1. All Controlling Officers
2. All Heads of the Departments
3. P.A. to Chairman
4. P.A. to Hon'ble Mayor/ Hon'ble Dy. Mayor/ Ch. Whip(TMCP)
5. P.A. to Mpl. Commissioner/Jt. Mpl. Commissioner (G/D/R)/ Ch. Manager(P)

  
\_\_\_\_\_  
**Municipal Commissioner**