

THE KOLKATA MUNICIPAL CORPORATION
MUNICIPAL COMMISSIONER'S OFFICE
5, S.N. BANERJEE ROAD, KOLKATA 700 013

Dated, 19 December 2015

MC's Circular No. 84 of 2015-16

Sub: ACR of Gr. A employees of the KMC

In continuation of Circulars issued on the submission of Annual Confidential Report (ACR) of the Gr. A employees of this Corporation, it is hereby further directed that:

1. ACR of the concerned Financial Year shall be prepared as on 1st April of the succeeding Financial Year in the prescribed format and the same shall be submitted on or before 30th April of the same year to the Reporting Officer in partial modification of clause 4 of MC's Circular No. 75 of 2015-16, dated 2nd November, 2015.
2. The Reporting Officer shall forward the ACR(s) of the Reported Upon Officer(s) to the Reviewing Officer on or before 31st May of the same year positively after doing needful on his/her part.
3. The Reviewing Officer shall forward the ACR(s) of the Reported Upon Officer(s) to the Accepting Officer on or before 30th June of the same year positively after doing needful on his/her part.
4. The Accepting Officer shall send the ACR(s) of the Reported Upon Officer(s) to the SR&AC Department on or before 30th June of the same year positively after doing needful on his/her part.

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).

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

MSD/HOD/ET

21/12/15
DG/ET