



A-8364  
21.01.16

**THE KOLKATA MUNICIPAL CORPORATION  
PERSONNEL DEPARTMENT  
5, S. N. BANERJEE ROAD, KOLKATA – 700 013**

Dated 20.01.2016

**Municipal Commissioner's Circular No. 30 of 2015-16**

**Re: Report on Legacy Data Entry of K.M.C. employees in Computer System.**

Attention of all concerned is drawn towards Circular No:60 of 2015-16 dated 10/09/2015 issued by the undersigned wherein it was mentioned that no transfer or promotion of any staff of K.M.C. will be considered after 30<sup>th</sup> November, 2015 until the records of Legacy Data Entry of the concerned employee is found recorded in computerized form.

As per latest report on completion of Legacy Data Entry of employees the progress of completion is not satisfactory and audit/verification of Legacy Data Entry of employees is also of the same status.

In view of such tardy progress in data entry, Personnel deptt. is facing problem in raising proposals for promotion ,transfer etc. Moreover, Personnel deptt.has to manually collect information of Legacy Data Entry of employees from each department which is making the whole process very cumbersome.So, it has become imperative to migrate the completed Legacy Entry into Live HR systems as early as possible.

In this connection, all concerned are requested to provide information in the prescribed format given below against those employees for whom complete legacy data entries from service book have been entered into computer systems, audited and verified.

**It is reiterated that the report shall be sent in respect of those employees only against whom all legacy entries from service book have been completely entered into computer and verified.**

**FORMAT**

<b>Name of the Department:</b>					
<b>Sl. No.</b>	<b>Name of the employee</b>	<b>Emp. Id.</b>	<b>Designation</b>	<b>Unit Office</b>	<b>Whether Legacy Entry completed and verified(Yes/No)</b>

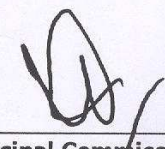
The report shall be sent to **D.G.(I.T.)/ Information Technology Department within 30/01/2016.**

Upon obtaining such reports, IT department will arrange for migration of data in the Live HR Systems so that it is reflected in the HR systems of Personnel department.

  
Municipal Commissioner

Copy forwarded for information and n/a to the:

1. Controlling Officers/HoDs concerned
2. OSD to Hon'ble Mayor /P.A. to Hon'ble Chairman /P.A. to Hon'ble Dy. Mayor/P.A. to Hon'ble Ch. Whip (TMC)
3. P.A. to Mpl. Commissioner
4. P.A. to Jt.M.C.(G/R&S/P)
5. HR Cell
6. Office Copy.

  
Municipal Commissioner