

Kolkata Municipal Corporation
Information Technology Department
48, Market Street (5th floor), Kolkata-700087

Date: 24/06/2020

Municipal Commissioner Circular No. 07 of 2020-21.

The Chairman, Board of Administrators has given in principle approval for implementation of e-Office in KMC. A preliminary meeting was held on 19.06.2020 in this regard to chalk out the future course of action. It has been decided that initially the system will start from Manager/Executive Engineer/equivalent post and higher levels. File will be initiated and processed in physical form below that level. Physical file will be scanned and uploaded at EE/Manager/equivalent level and further processing will be done in e-Office platform. Once the system gets stabilised, officials down the line will also be incorporated in the e-Office system in a phased manner.

In order to assess the logistic requirement for the initial phase, all Controlling Officers are requested to furnish the following information.

Names of Posts/Cadres from EE / Manager / Equivalent with Hierarchy	Total No. of Users	No. of Desktop PC		No. of Scanner(A4)		No of Internet Connection	
		Existing	Additional requirement	Existing	Additional requirement	Existing	Additional requirement

N.B.: Windows-7 onwards and minimum 4 GB RAM is sufficient in PC for implementation of e-Office System.

Employee Master Database should also be prepared and submitted. [Name, Emp. Code, Designation, DoB, Name and designation of the next Reporting Officer]

Department specific File Index should also be prepared and submitted along with.

The required information should be sent to IT Department **within 27.6.2020** for the departments of Head Office. For any clarification, HOD(IT) may be contacted.


Municipal Commissioner, KMC.

1. OSD to Hon'ble Chairperson, BoA, KMC
2. Spl. Mpl. Commissioner (G,D,S and P)
3. Spl. Mpl. Commissioner (Revenue)
4. Municipal Secretary
5. All Controlling Officers