

THE KOLKATA MUNICIPAL CORPORATION

**Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S. N. Banerjee Road, Kolkata – 700 013.**

Municipal Commissioner's Circular No.....⁰⁸ of 2024-25 dated.....¹⁹...../04/2024

Subject : Procedure to be followed in respect of Court/Tribunal Matters.

It is a matter of concern that developments in respect of different court matters are sometimes not being communicated to the respective departments with due alacrity.

Henceforth, the following procedure must be strictly followed in respect of matters in the Hon'ble High Court and other Hon'ble Courts and Tribunals including:

1. As soon as a case is filed, information in that regard must be sent by the Law Department within **48 hours of filing through online module** (through hard copy till the module is not fully active) to the concerned Controlling Officer.
2. Similarly, orders passed by the Hon'ble Courts/Tribunals must invariably be communicated by the Law Department within **24 hours of uploading** of the Order on the Court's/Tribunal's website to the concerned Controlling Officer **through online module** (through hard copy till the module is not fully active).
3. Presently available Law Department module in the Municipal Administration System, which is accessed and updated by Law Department officials will be regularly utilized by all Departments to keep track of respective cases. IT Department will provide necessary **access to all Departments by 30.04.2024** on receiving the user list from respective departments.
4. A module with information regarding court matters, which can be accessed by the departments concerned will be developed under KMC 2.0 by the IT Department with relevant information like:
 - a) W.P. No./Case No.
 - b) Cause Title
 - c) To appear before Hon'ble Justice
 - d) Department(s) involved
 - e) Premises No.
 - f) Assessee No. (if available)
 - g) Ward No.
 - h) Names of lawyers representing the petitioners and respondents
 - i) Phone No. and email ID of Sr. Advocates and Jr. Advocates
 - j) Scanned copy of the first few relevant pages of the petition including grounds for appeal, etc.
 - k) Date of hearing and time
 - l) Scanned copy of notice mentioning date of hearing
 - m) Gist of operative part of the order
 - n) Scanned copy of the order
 - o) If next date of hearing is mentioned in the order, then that has to be mentioned.

