

THE KOLKATA MUNICIPAL CORPORATION

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

Date: 09/07/2022

Municipal Commissioner's Circular No. 19 of 2022-23

Sub.: Office Procedure

In connection with the filing system, earlier circulars were issued namely Municipal Commissioner's Circular No. 35 of 2020-21 dated 28.11.2022 regarding 'office procedure and writing note in file' and Municipal Commissioner's Circular No. 51 of 2020-21 dated 01.03.2021 in continuation with the earlier circular were issued. These circulars are being reiterated. Following salient points are to be followed strictly:

1. Multiple file on the identical subjects are being initiated, thus leading to discontinuity. This practice should be abandoned. A single file with running note sheet compiling the facts on the same subject should be placed.
2. A file for a project should be placed only once to Municipal Commissioner and all proposal should be approved in one go. Practice of putting file multiple times viz. one for inprinciple approval, next for draft letter, etc. may be done in one go.
3. All Physical files placed on the board files without cover must contain two tags. One tag for the Note-sheet Pages (NSP) with running page number and one tag for the Correspondence Letters (CP)/ other than note-sheet pages.
4. Controlling Officers and HoDs are requested to minimize the use of physical files and promote the use of e-filing.
5. Controlling Officers and HoDs are also requested to utilize the file tracking system for the movement of physical files. Chief Manager (Systems) is requested to implement the File Tracking System for all departments using physical files. Municipal Commissioner's Circular No. 52 of 2021-22 dated- 07.02.2022 and Municipal Commissioner's Circular No. 55 of 2021-22 dated- 04.03.2022 may be perused regarding the File Tracking System. The File Tracking System should be operational within 7 (Seven) days from the date of this circular. Necessary training to be arranged by Chief Manager (Systems) immediately.

Bc
09/07/2022
Municipal Commissioner

Distribution:

1. Spl. Mpl. Commissioner (G&D/Rev.)
2. Municipal Secretary
3. All Controlling Officers/ HoDs
4. OSD to Hon'ble Mayor