

The Kolkata Municipal Corporation
CMO Buildings,
5, S.N. Banerjee Road,
Kolkata-700 013

Municipal Commissioner's Department

Date: 09/09/2020

Municipal Commissioner's Circular No.....²⁰.....of 2020-21.

Sub: Files to be created, transmitted and placed through the E-Office system.

Kolkata Municipal Corporation has adopted and implemented the E-office system in line with the system prevailing in the State Government. IT Department has imparted training to the officials of the departments in KMC in order to adopt the E-office system and make a smooth transition from the conventional File system in the physical mode to the E-office mode.

1. In view of the above, all Controlling Officers are requested to create, transmit and place the files of smaller volumes through the e-Office system only. No files of smaller volumes shall be created, transmitted and placed through the physical mode.CO (IT) is requested to extend all necessary assistance to the departments in this regard.
2. To save papers, routine letters should not be marked to PA to Municipal Commissioner. Matters requiring approval of Municipal Commissioner should be put up on File to him rather than as letter. Only important matters required to be kept for record in the Municipal Commissioner's Office should be emailed to him. (mc@kmcgov.in)
3. Letter requiring approval of Municipal Commissioner should be put up as fair copy duly initialed by the Controlling Officer. The idea is to save paper and duplication effort.

Bc
9/9/20
Municipal Commissioner

Copy to:-

1. Spl. Municipal Commissioner (G,D & S)
2. Spl. Municipal Commissioner (Rev.)
3. Municipal Secretary
4. CMA
5. CMF&A
6. All Controlling Officers & Director Generals
7. OSD to Hon'ble Chairperson, BoA, KMC
8. PA to Hon'ble Members, BoA, KMC (ALL)
9. PA to Municipal Commissioner
10. All HoDs