

The Kolkata Municipal Corporation
Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S. N. Banerjee Road,
Kolkata- 700 013.

Date : 20/07/2022

Municipal Commissioner's Circular No.20..... of 2022-23

Sub: New Godown for storage of records at Bhatchala

In order to store KMC records that need to be preserved for archival purposes and do not need to be referred frequently, a new storage Godown has been constructed near Hindu Burial Ground Compound at Bhatchala.

Accordingly, all Controlling Officers are directed to identify all records that needs to be shifted and take necessary action to shift such records with proper categorization, listing, labeling and bagging.

D.G. (Civil) who is entrusted with the construction of the said godown is directed to complete the procurement of steel racks required for the godown following financial norms.

Municipal Secretary and Chief Manager (Personnel) will jointly sort out the matter of staff requirement as well as training of the staff for the new record room and take further action for posting of staff accordingly.

Be
20/7/2022

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Distribution :

- (1) Spl. Mpl. Commissioner (Rev./G&D/P/S)
- (2) Municipal Secretary
- (3) DG (Civil)
- (4) Chief Manger (Personnel)
- (5) All Controlling Officers
- (6) O.S.D. to Hon'ble Mayor