

THE KOLKATA MUNICIPAL CORPORATION

PERSONNEL DEPARTMENT

5, S.N. BANERJEE ROAD, KOLKATA – 700 013

Municipal Commissioner's Circular No. 21 of 2023-24

Date: 04/04/2023

Sub: Online submission of Annual Confidential Report (ACR) by the Group 'A' employees of the Kolkata Municipal Corporation.

Out of many of the IT and ITES initiatives undertaken, KMC introduced online submission of Annual Confidential Report (ACR) in accordance with the Municipal Commissioner's Circular Nos. 50 of 2022-23 dated 17.03.2023, 52 of 2015-16 dt. 21/08/2015, 23/VIII of 2013-14 dated 20/05/2013, 70, 75, 84 of 2015-16 and 46 of 2017-18.

The timeline for online submission of ACR shall be as given below:

Authority	Timeline
Officer reported upon	30 th April
Reporting Officer	31 st May
Reviewing Officer	30 th June
Accepting Officer	31 st July

During the evaluation process at any point, i.e., Reporting / Reviewing / Accepting Officer if the Officer Reported Upon gets any adverse entry on integrity or overall grade falls below average, the same should be formally communicated at the earliest in incumbent's HRMS Account and e-mail. **The incumbent shall have the right to defend within next 3 weeks before the concerned officer (reporting/reviewing/accepting officer) and higher authority through incumbent's HRMS account and Email.**

It shall not be competent for the Reporting/Reviewing/Accepting Officer to assess any performance appraisal report after one month of the officer's retirement or demitting office from KMC.

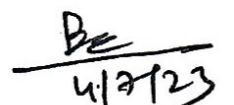
The custodian of the ACRs of all Group-A officers will be the SR&AC Dept. of KMC. SR&AC Department will forward the ACRs on requisition in respect of such officers as may be asked for by Personnel Department/ by higher Authority.

This circular is issued with the concurrence of Ho'nble Mayor.


Municipal Commissioner

Copy forwarded for information and taking necessary action to:

1. All Controlling Officers
2. Chief Manager (IT) will publish a copy of the same in KMC website
3. All Head of the Departments
4. P.A. to Hon'ble Chairman/ Mayor
5. P.A. to Municipal Commissioner/ Special Municipal Commissioner (G/D/R/S/P)


Municipal Commissioner