

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

Municipal Commissioner's Department  
Date: 13/06/2019

Municipal Commissioner's Circular No.....<sup>23</sup>.....of 2019-20

**Sub: Receiving and dispatch of files.**

For the purpose of tracking the movement of files, the files should have proper docket number with date by making entry in the Receiving Register or Despatch Register of the concerned Departments, as the case may be.

All Controlling Officers and HoDs are requested to ensure that the Receiving and Despatch Sections function in a proper manner. No files should be allowed to receive or dispatch without making proper entry in the said Registers.

Municipal Commissioner



**Distribution:**

1. OSD to Hon'ble Mayor
2. P.A to Hon'ble Dy. Mayor
3. P.A.to MMICs (All)
4. Spl. Municipal Commissioner (G, D & S)
5. Spl. Municipal Commissioner (Rev.)
6. Municipal Secretary
7. All COs/HoDs