

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

Date: November 28 , 2020

Municipal Commissioner's Circular no. 35 of 2020-21

Sub.: Office procedure and writing note in file

All departments have taken good initiative in implementing e-Office. This would have also given an idea as to how the file is maintained in the Government. A Task Force comprising of Spl. Municipal Commissioner (G,D&S) and Municipal Secretary is constituted to monitor and ensure that file and writing of note-sheet is done as per provision of Practice and Procedure Manual and Bengal Records Manual. Any departmental head facing difficulties may seek assistance from the Task Force. The Task Force shall organize training/ briefing/ review session, if needed.

I am summarising some of the salient points here for ready reference.

- ❖ No new file should be opened without express permission of the Controlling Officer. All matters should be put up with existing file to retain the institutional memory. Normally, new file could be opened in case of launching of a new programme or a subject which has never been dealt before.
- ❖ Note-sheet should be put up on the left hand side of the file and should carry a running serial number. The note should clearly state the background of the case, citing precedents/ reference to important documents (properly flagged). The superior officer need not repeat what is already stated in the previous notes. The last note should clearly state operative part of the proposal submitted for approval to Municipal Commissioner.
- ❖ All letters received, letters issued, Government Orders, reference documents etc. should be put up on the right side of the file cumulatively called 'Correspondence Pages' (CP).
- ❖ The note-sheet and CP should not mix on the same side.
- ❖ In case of any payment proposed to the vendor, the note should clearly certify the following:

- a) The work/ supply has been done with the approval of Competent Authority (mark the corresponding note-sheet page).
- b) Necessary stock entry certificate has been done and the bill/ claim has been checked with the approved rate and quantity and is found correct.
- ❖ For routine and repetitive case it may develop a template for the note-sheet.
- ❖ The note-sheet should ideally be maintained such that subject matter is clear without having to refer to the CP side.
- ❖ For the engineering work, proposal in the yellow booklet containing note-sheet may continue to be used. For other matters the two-fold file should preferably be used. As stated above, it should always be ensured that the note-sheet and CP should not mix.

For existing matter, the note-sheet should be collated together separate from the CP and a running serial number given. The idea is that by bare reading of note-sheet since the beginning the entire background of the case is evident.

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28/11/20
Municipal Commissioner

Distribution:

1. OSD to Hon'ble Chairperson, BoA, KMC
2. P.A. to Hon'ble Members, BoA, KMC
3. Spl. Mpl. Commissioner (G,D&S)
4. Spl. Mpl. Commissioner (Rev.)
5. Mpl. Secretary
6. CMF&A
7. CMLO
8. All Director Generals/Controlling Officers/HoDs