

Date: 22.12.2022

Municipal Commissioner's Circular No. 40 of 2022-23

Sub:- Proper procedure for e-office.

Following are the common departures from the usual procedure of e-office that have been noticed:

1. Note-sheets are being put up in the CP Side after scanning –

All note-sheets should be put on the left hand side in the Green Note. This saves the effort and cost of printing and scanning.

2. Tendency of clubbing of all the documents of various types are being scanned and put up in the Table of Content (ToC) in the list of correspondences at the CP Side -

Clubbing of all the documents should not be done at the CP Side under the Table of Content (ToC) in the list of correspondences. The documents should be scanned separately stating the subject of the document clearly. The different documents under the different subject heading should be placed in the Table of Content (ToC) separately for ease of identification. This will enable to find out the exact type of document required from the Table of Content (ToC). We should be able to decipher the nature/content merely by looking at ToC and not be required to open all documents on CP side.


Municipal Commissioner

Distribution:

1. Spl. Mpl. Commissioner (Rev.)
2. Municipal Secretary
3. CMF&A
4. All Controlling Officers & Director Generals
5. All HoDs