



The Kolkata Municipal Corporation
Municipal Commissioner's Office
5, S. N. Banerjee Road, Kolkata – 700 013

Dated: September 18, 2017

Municipal Commissioner's Circular No. 46 of 2017-18

All concerned are hereby informed that the **Joint Municipal Commissioner (G&D)** is designated as the Reporting Officer, Reviewing Officer and Accepting Officer in the matter of Annual Confidential Report (ACR) of Director General, Dy. Chief Engineer and Executive Engineer respectively under Civil/Mech./Elec. streams in place of Principal Chief Engineer in partial modification of Mpl. Commissioner's Circular No. 75 dated 02.11.2015.

2. Officials holding posts of Director General, Dy. Chief Engineer and Executive Engineer are hereby allowed to submit/forward ACRs to Reporting Officer, Reviewing Officer and Accepting Officer as the case may be till 16th October, 2017 and the Accepting Officer of the respective officials shall send the ACR to the SR&A/C Cell within 31st October, 2017 upon completion of all formalities.

This is issued with the approval of Hon'ble Mayor, dated 13.09.2017.

Officials concerned are requested to take actions accordingly.


Municipal Commissioner

Copy forwarded for necessary action to:-

1. All Controlling Officers
2. DG(IT) with the request to upload a copy of this circular in KMC's website
3. Ch. Manager (P)/Ch. Manager(SR&A/c)
4. P.O./Addl. P.O./Manager (P)//OSD to the Hon'ble Mayor
5. P. A. to the Mpl. Commissioner/Jt.M.C.(G/R/P)
6. P.A. to the Hon'ble Dy. Mayor/Chief Whip (TMC)
7. Div. VIII/HR Cell


Municipal Commissioner