

Date:- 15 .01.2022

Municipal Commissioner's Circular No. 48 of 2021-22

Sub:- Upkeep of CMO Buildings

Hon'ble Mayor paid a visit to certificate section of Health Department and Treasury Department at the ground floor of CMO Building, KMC to facilitate the entry of general public who normally turn up for getting birth/death certificate or to deposit tax, fees etc. to KMC ex-chequer.

Considering the observations made by Hon'ble Mayor, the following directions have been issued by Hon'ble Mayor:

1. All the Controlling Officers/HODs are requested to immediately take a stock of dead loads in the form unused Almirahs/lockers/old records etc. and immediately bring it to the notice of DG (Civil) to move out such unused dead loads.
2. All the Controlling Officers/HODs are requested to segregate the records which are important or may be required in near future. The other records which may not be required may be moved to storage facility in KMC Office at Manicktala.
3. Municipal Secretary is requested to issue necessary direction to clear of the broken materials/chairs/tables etc. out of KMC CMO immediately.
4. Municipal Secretary is requested to arrange for security guards to ensure that no general citizens turning up for birth/death certificate can enter KMC premises through any gate except, for the one which is exclusively kept open for this purpose from the opposite gate of Roxy Building. The same may also be followed for depositing Tax/fees etc at Treasury counter.
5. The Caretaker of CMO Building is requested to immediately clear off the garbage that is stacked in different parts of CMO Building. He is also requested to ensure regular cleaning not only of the floors, but doors and windows as well.

6. DG (Civil) is requested to take steps for cleaning of the closed and jammed doors and windows in the corridor of the certificate section of Health Department and Treasury.

7. Municipal Secretary is requested to issue directions to the archive section of I&PR Dept. to take a stock of the records that are stacked in the corridor of certificate section of Health Dept. to ascertain if there are any materials of importance lying in the bags.

8. O.C-in-Charge of CMO Building/Security advisor is requested to ensure that the bikes/scooters to be parked in a systematic manner in front of the entrance of printing section of Press Dept.

9. The parking areas outside the CMO Building which are supposed to be used by the officers/staff of KMC are being used by people who are not employees of KMC. This should strictly be looked into to minimize the problems faced by the officers/staff of KMC. Municipal Secretary is requested to issue necessary direction to OC, KMC in this regard.

10. Each HOD/CO is requested to take stock of broken and irreparable furniture and send the list to Municipal Secretary for auction.

11. Each HOD/CO is requested to take stock of old papers/files lying in their office(s). The class 'C' papers should be destroyed after preparing a list. Other papers to be preserved should be properly listed and labeled. They should then take up with DG (Civil) for shifting them to the KMC record room at Manicktala.

12. Space has to be created by cleaning/removing dead load. This is particularly important for the safety of the structure of the building.

The entire exercise should be completed within one month from the date of this circular. A weekly progress report should be submitted to Municipal Commissioner.

*Ba*  
*15/11/2022*  
**Municipal Commissioner**

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*Ba*  
*15/11/2022*  
**Municipal Commissioner**