



The Kolkata Municipal Corporation
Municipal Commissioner's Office
5, S.N. Banerjee Road
Kolkata - 700013

Date:- 01/02/2022

Municipal Commissioner's Circular No. ⁴⁹..... of 2021-22

Regarding Electronic Circulation of MIC Agenda and Resolutions

In pursuance to approval of the Mayor-in-Council vide Item No. MOA – 2.17 dated 21 January 2022, a Standard Operating Procedure (SOP) needs to be formulated to be followed regarding circulation of agenda and resolutions of Mayor-in-Council of the Kolkata Municipal Corporation. Accordingly, it is ordered that:

1. Only one copy of agenda item duly approved by Municipal Commissioner and Mayor is to be sent to Municipal Secretary for the purpose of enlisting it for the next meeting of the Mayor-in-Council. The agenda note on e-Office is preferable.
2. The office of Municipal Secretary shall put the item number and the meeting date on the agenda note.
3. The concerned section of Municipal Secretary Department will send the listed agenda item to all Hon'ble Member of the Mayor-in-Council including Hon'ble Mayor and Deputy Mayor at their respective email addresses. A copy should also be sent to IT department for uploading it under KMS in e-office.
4. It is very important to note that these agenda items **should not be printed**. Otherwise, the whole idea of green initiative shall get defeated. The concerned department should refer to these in the file from the KMS.
5. The resolutions are to be prepared item number wise following the present practice and should be placed to Municipal Commissioner and Hon'ble Mayor for the signature.
6. Signed Resolutions are to be scanned into PDF files and then to be circulated to all Members of the Mayor-in-Council including Hon'ble Mayor and Deputy Mayor and all the concerned officers at their respective e-mail addresses.
7. The naming of scanned file of Agenda Note is to be meaningful embedding the Name with Department short name and naming of Resolution is to be meaningful embedding the Name with Department short name & Item No. The nomenclature of

files should be according to the following syntax and should be followed strictly to avert confusion and duplication.

<Doc.Id>_< Dept.ShortName>_<ItemNo>_<MeetingDt>

Doc.Id: 'A' for Agenda & 'R' for Resolution

ItemNo: Dot/Period to be replaced by underscore.

MeetingDt: in the format 'yyyymmdd'

e.g. For IT Department

For Agenda, the file name should be A_IT_MOA_2_17_20220121

For Resolution, the file name should be R_IT_MOA_2_17_20220121

The list of department short name for file naming is enclosed herewith.

8. I.T Department will impart hand hold training and future support as and when necessary.

Be
01/2/2022
Municipal Commissioner
~~Municipal Commissioner~~
The Kolkata Municipal Corporation

Encl: List of Department short name

Distribution:

1. Spl. Mpl. Commissioner (G&D)
2. Project Director, KEIIP
3. Spl. Mpl. Commissioner (R/S/P)
4. Mpl. Secretary
5. All Controlling officers & HoDs
6. OSD to Hon'ble Mayor
7. PA to Hon'ble Dy. Mayor
8. PA to All Members, Mayor-in-Council

