



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

Date:- 02.02.2022

Municipal Commissioner's Circular No. 50 of 2021-22

Sub:- e-file system with hard copies of voluminous documents

It has been observed that there is a degree of reluctance on the part of certain departments of KMC to use e-office system where the works pertain to thorough examination of deed, chain deed, court order or other voluminous documents.

In order to use e-office system effectively by the departments which deal with voluminous documents it is hereby advised that the note-sheets should be transmitted through the e-office system without uploading the voluminous documents on the CP side. The deed, chain deed, court order etc should be transmitted in physical mode/hard copies to the concerned department for examination. Upon receipt of such hard copies of documents then only the notings (in the form of proposal/opinion/decision) will be done on the NSP side of the e-file. The e-file number should be noted on the physical/hard copies of the corresponding deeds, chain deeds, court orders etc. so that the hard copies can be easily correlated with the e-file.

Controlling Officers of Assessment Collection Department, Law Department, Licence Department, Building Department, Survey Department, Environment and Heritage Department, Market Department, are hereby requested to adopt the e-file system and ensure transmission of hard copies of voluminous documents are done immediately as soon as the corresponding e-file is transmitted.

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02/2/2022

Municipal Commissioner

Distribution:-

1. Spl. Mpl. Commissioner (G&D)
2. Spl. Mpl. Commissioner (Rev/S/P)
3. Municipal Secretary
4. CMF&A
5. CMLO
6. All Controlling Officers/HoDs
7. OSD to Hon'ble Mayor
8. PA to Hon'ble Dy. Mayor
9. PA to All Hon'ble MMICs

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02/2/22

Municipal Commissioner