

The Kolkata Municipal Corporation

Office of the Municipal Commissioner

Central Municipal Office Buildings

5, S.N. Banerjee Road

Kolkata- 700013

Dated: 17/03/2023

Municipal Commissioner's Circular No.....50.....of 2022-23

Sub: Online Submission of "Asset Declaration" and "Annual Confidential Report" (ACR) by the Employees of Kolkata Municipal Corporation.

The Kolkata Municipal Corporation (KMC) has been continuously embracing latest IT and ITES tools and applications to ensure better coordination among various departments and to provide efficient delivery of services with improved service levels to the citizens as well as to its employees and Pension holders.

Out of many of the IT and ITES initiatives undertaken, KMC is introducing online submission of (1) Declaration of Assets of an Employee as it stands on 1st January of each Year and (2) Annual Confidential Report (ACR) in accordance with the Municipal Commissioner's Circulars 52, 70, 75, 84 of 2015-16 and 46 of 2017-18.

Declaring assets is mandatory for all employees of KMC (except Group-D) and ACR submission is mandatory for each Financial Year for Group-A employees of KMC. As of now, these are being submitted manually. Henceforth the employees will be able to submit and view their Asset Declaration Statements and Annual Confidential Reports online avoiding physical submission.

The online system will enable KMC authority to grant "View Access" of Asset Declaration Statement of an employee to other official(s) of KMC as and when required. This will facilitate immediate preparation of report on ACR and Asset filing thus smoother promotion process.

In case of ACRs submitted online, these will traverse through a pre-defined hierarchy (Reporting Officer -> Reviewing Officer -> Accepting Officer) for evaluation with "Alerts" to the concerned officers so that the ACRs get evaluated within pre-fixed schedule.

To access the online systems of submission of Asset Declaration Statement and Annual Confidential Report two separate links will be provided in the 'Home Page' of the KMC portal and will be directed to Login page wherein user id will be the usual employee Id and the default password will be informed accordingly. For any assistance IT department may be contacted.

All Controlling Officers are requested to instruct employees under their control to submit ACR and Asset Declaration Statement through online mode this year i.e. FY 2022-23 and ensure submission of ACR and Asset Declaration Statement through online mode from next FY within time. Filing of these statements for Group 'A' category of employees physically is thus stopped with immediate effect.

This has been approved by Hon'ble Mayor in e-file no. KMC-51020/33/2023-IT SECTION(KMC)-KMC.

Be
17/3/23
Municipal Commissioner

Copy to:

1. Spl. Municipal Commissioner (G, D and Revenue)
2. Municipal Secretary
3. CMF&A
4. CM(Systems)
5. All Controlling Officers
6. All HoDs.