

Date:- 02.02.2022

Municipal Commissioner's Circular No. 51 of 2021-22

Sub: Avoiding downloading and printing of e-office files.

I have noticed that some of the departments unnecessarily print the e-file from e-office thereby defeating the go green initiative. To avoid the printing of files from e-office, the following are suggested:

1. In case of file is required to be discussed with Municipal Commissioner or any other officers, only the file number/computer number or the subject need be noted. The officer concerned can access the file from his sent folder and do the discussion without need for printing.

2. There are some lower level staffs who have still not got login ID for e-office, they may prepare note-sheet in physical mode. In such cases the note from such employees can be scanned and appended to the e-file and subsequent note can be continued by the officers having access to e-file. It is also possible to create login ID for such employees if needed. CO (IT) already has a direction to create login in e-office for any employees that the concerned department feels necessary.

3. It is reiterated that where there already exists a file on any subject, no new files should be opened for that subject. A continuous note can be given in the existing file.

4. In case a decision is taken on the e-file and the same needs to be communicated to the sub-offices not having e-office. Still there would be no need to print the e-file, instead only the decision may be communicated to the sub-offices through a letter specifically noting that the decision has been approved by the Mayor/MMIC/Municipal Commissioner/..... in e-office file number

5. File may be printed only for perusal of Hon'ble Mayor/MMICs.

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02/02/2022

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

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 – through email and whatsapp in Controlling Officers group
7. OSD to Hon'ble Mayor
8. PA to Hon'ble Dy. Mayor
9. PA to All Hon'ble MMICs

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