



THE KOLKATA MUNICIPAL CORPORATION
Office of the Municipal Commissioner
CMO Buildings, 5, S.N. Banerjee Road
Kolkata – 700 013

Date: March 22, 2023

Municipal Commissioner's Circular no. 51 of 2022-23

Sub.: Initiation of works file of Engineering Departments through eOffice

eOffice has been introduced in KMC successfully and huge number of files are being disposed off electronically thus saving time and stationery and preventing files from getting misplaced. Works file of Engineering Departments shall be initiated by Assistant Engineers having eOffice user ID or by Executive Engineers through the eOffice platform to replace movement of physical files.

Estimates, drawings, tender documents, comparative statements, agreements, copies of work order, AA&FS etc. and other documents are to be attached under table of contents with proper subject heading. Notes and documents prepared by SAE are also to be attached under table of contents chronologically with proper subject heading. Notings from Assistant Engineer/Executive Engineer onwards are to be placed on the green note of the eOffice page. ERP system will run as usual. The documents prepared in ERP should not be printed and instead be uploaded on eOffice.

All Director Generals are requested to ensure that works files are initiated through eOffice file only from the commencement of new financial year. The physical files should thus be stopped completely.

Ch. Manger Systems is requested to arrange for allotting eOffice user ID to other Assistant Engineers who have not yet been allotted so far. Further, CM (Systems) is requested to arrange for eOffice training.

This has the approval of the Hon'ble Mayor.


Municipal Commissioner

Distribution:

1. Special Mpl. Commissioner (G&D)
2. Mpl. Secretary
3. CMF&A
4. Ld. CMLO
5. All Controlling Officers/ Director Generals
6. Ch. Manager (Systems)
7. OSD to Hon'ble Mayor
8. All Head of the Departments
9. P.A. to Hon'ble MMICs (all)
10. P.A. to Borough Chairpersons (All Boroughs)