

The Kolkata Municipal Corporation

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

Date: February 07, 2022

Municipal Commissioner's Circular No. 52 of 2021-22

Sub.: Continuation of "File Tracking System" for Hardcopy Files

"e-Office" was implemented in the Kolkata Municipal Corporation in the year 2020. All concerned are expected to initiate all files through e-Office as far as practicable. Easy tracking of files is a feature of e-Office application.

However, in case a file mandatorily needs to be sent in hardcopy, it is to be transmitted through the "File Tracking System" without fail. The "File Tracking System" is already available in the Municipal Administration System (MAS) and that is to be continued for hardcopy file transmission.

Please note that all files should be able to be tracked either in e-Office or in "File Tracking System".

To provide access to new users in "File Tracking System", requisitions from the concerned Controlling Officer/HOD should be sent to HOD (IT) in the following format:

Sl.No.	Receiving Office Name	Emp.Id. of Receiving User	Name of Receiving User

Any file i.e. shown stuck at a desk for more than 7 (seven) days should be followed up by originating Department/ Officer. This would also take care of the problem of loss of files in few cases and it being detected too late.

Be
7/2/2022

Municipal Commissioner

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The Kolkata Municipal Corporation

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