

Date:- 21.02.2022

Municipal Commissioner's Circular No. 54 of 2021-22

Sub:- Effective utilisation of furniture in KMC Offices

During the course of a routine visit to various departments of the KMC within the CMO Buildings by Hon'ble Mayor along with myself, we came across many wooden and steel almirahs/file cabinets lying in state of disused or are stuffed with files/records which have been untouched for years in various corners of the office rooms and in the aisle/corridor as well in dilapidated and neglected conditions. On the other hand, COs/HODs of various departments routinely place requisition for supply of new almirahs/file cabinets for preserving files, documents etc. to the EWS Department without taking into account the conditions and existing count of such items. However, with the initiative taken for generating files through e-Office mode which has already gathered good momentum, the usefulness of such storing spaces are gradually diminishing but it make take quite a while to completely reduce their importance.

Now therefore, for effective utilisation of existing resources of the KMC, following set of instructions are issued to all Controlling Officers for compliance:

1. Disposal (destruction or archival in record room) of old files/records should be expedited as had been directed vide Municipal Commissioner's Circular No.48 of 2021-22 dated 15.01.2022. This would free up valuable space, storage, almirahs, cabinets etc.
2. Whenever the need of new almirahs/file cabinets will arise for preserving files, documents etc., the administrative department shall take into account the existing inventories of almirahs/file cabinets firstly and if any of them is found to be non functional or not in proper condition to use then, the administrative department shall place a proposal to the EWS Department for repair to restore them to working conditions and the EWS Department shall immediately attend to such a request.

3. The EWS Department shall undertake repair work in right earnest and after doing the needful shall inform the administrative department on the fate of repair work. If any/all almirahs/file cabinets could not be repaired then the EWS Department shall give a written report to the administrative department accordingly.
4. After receiving report from the EWS Department as mentioned in the para above, the administrative department shall utilise the repaired items first and only after careful consideration of further necessity shall place a requisition for new almirah/cabinet/chair/table/bench etc to the EWS Department for such number(s) as deemed bare essential.
5. Those almirahs/cabinets/chairs/tables/bench etc which couldn't be repaired by the EWS Department shall be dispatched to the Central Stores by the administrative department to dispose of following extant rules/norms of disposal of condemned materials.

This has the approval of the Hon'ble Mayor.

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21/2/2022

Municipal Commissioner

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