

**THE KOLKATA MUNICIPAL CORPORATION**

Office of the Municipal Commissioner

CMO Buildings, 5, S.N. Banerjee Road

Kolkata – 700 013

Date: March 04, 2022

Municipal Commissioner's Circular no. 55 of 2021-22

Sub.: Addendum to Mpl. Commissioner's Circular no.52 of 2021-22, dated 07.02.2022 regarding "File Tracking System" for hardcopy files

It has been observed that on the top of the hardcopy files, a printed page of File e-Tracking and Letter e-Tracking system with the system file/ letter number along with the "from Office" and "to Office", subject of the file and system entry date is attached as the cover page of the file. This requires unnecessary printing of the page and this practice should be stopped.

While the use of file tracking is essential, from now on the system file/ letter number should be written on the file itself by the file initiating department during dispatch. This system file/ letter number should be checked by the receiving department in the File Tracking System.

*Be*  
*4/3/22*

Municipal Commissioner

**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. P.A. to Hon'ble Dy. Mayor
8. P.A. to all Hon'ble Members, Mayor-in-Council