

THE KOLKATA MUNICIPAL CORPORATION  
MUNICIPAL COMMISSIONER'S OFFICE  
5, S.N. BANERJEE ROAD, KOLKATA 700 013



Dated 14.10.2015

MC's Circular No. 70 of 2015-16

All concerned are requested to refer the Circular issued by the undersigned vide no. 52 of 2015-16, dated 21.08.2015 regarding submission of Annual Confidential Report (ACR) which has since been made mandatory for Gr. A officers of the KMC. For availing promotion, all Gr.'A' officers of the KMC will have to submit ACRs of the preceding three financial years in addition to DP clearance and submission of last three years Asset Declaration Statements.

However, since the issuance of the aforesaid Circular it has been reported that some officials are facing difficulties in obtaining the report of the Reporting Officer and/or higher officials for any/all of the preceding three years as some of those officials posted in the KMC during those periods have since been repatriated to their parent department in the Government. In some cases KMC officers responsible as Reporting/Reviewing/Accepting Officer have since superannuated, transferred etc.

In such a situation, to ease the difficulties in submission of ACR, it is hereby clarified that any official competent to report as Reporting or Reviewing or Accepting Officer presently occupying such a position may do so if approached by a Reported Officer for such year(s) when the Reporting/Reviewing /Accepting officer of that period is no longer present in this Corporation. The incumbent officer may report, review or accept as the case may be on the ACR of the Reported Officer for the past year(s) on the basis of the assessment of quality of work rendered by the Reported Officer during his present tenure and there is adequate reason to believe that the Reported Officer rendered such service in the past also.

However, where the Reporting/Reviewing Officer is present in this organization and now posted at a department other than that of the Reported Officer who was posted under him/her in the past in that case the Reported Officer may approach the Reporting or Reviewing Officer for ACR for such period during which the former has worked under the latter.

In spite of all measures outlined above, if a Reported Officer faces difficulties in obtaining report from the Reporting/Reviewing Officers due to their unavailability or for some justified reason, he/she may approach the Municipal Commissioner/Jt. Municipal Commissioner(s) for ACR in any of those capacities as the case may be.

This Circular issues with the approval of Hon'ble Mayor, dated 08.10.15

  
Municipal Commissioner

Copy forwarded for information and taking necessary action to:

1. All Controlling Officers.
2. All Heads of the Departments.
3. P.A. to Chairman.
4. P.A. to Hon'ble Mayor/Hon'ble Dy. Mayor/Ch. Whip (TMCP).
5. P.A. to Mpl. Commissioner/ Jt. Mpl. Commissioner (G/D/R).

  
Municipal Commissioner