


THE KOLKATA MUNICIPAL CORPORATION
PERSONNEL DEPARTMENT
5, S. N. BANERJEE ROAD, KOLKATA-700 013

Municipal Commissioner's Circular No. 84 of 2016-17 Dated: 21.03.2017

Sub: File arrangement in proper order by the departments/ offices of the KMC.

This is to inform to all concerned that It is being observed for long that many files in the department/ offices of the KMC are not physically arranged in sequence of events unfolding in the subject matter which causes difficulties in quick and proper understanding of the matter. Hence, it is as much vital to arrange the file in a tidy manner as the content of the file itself. It is, therefore, felt imperative that in order to arrange the files properly the undernoted measures may be taken by all the departments/ offices.

1. A file consists of two parts namely note-sheet pages and documents. Documents may collectively consist of letters, memos correspondences, any representation, orders/ circulars etc. or any such piece of documents which is relevant to the subject matter of the file and is referred to in the note-sheet on the matter.
Note-sheets in the file are commonly understood to be pages in the file marked with page number arranged in sequence of events on which the content of the file being dealt with are with or without any reference to any document(s) in the file for placing to the competent authority for any action.
2. A file may be divided into two section namely, upper-half and lower-half. The upper-half shall consist of documents and the lower- half shall consist of note- sheet pages.
3. Documents shall be tagged at the upper-half of the file from bottom to top in sequence of events, i.e. latest Document shall at the top and note-sheets shall be placed in lower-half of the file from top to bottom in sequence of events, i.e. latest note-sheet shall be at the bottom.
4. Preferably both sides of a note-sheet should be used and serially numbered at the top right hand corner. If in any case, only a single side of a note-sheet is used and the reverse side is kept blank for reason whatsoever then the sequence of the page number shall be continued in the next written note-sheet page. Also, the side of the note-sheet so kept blank must be crossed(X) across end-to-end to the page to prevent any further writing thereon.
5. Documents too may be numbered in sequences as CP (Corresponding Page) eg, CP-1, CP-2 etc. The document so numbered may be mentioned in the note-sheets quoting the corresponding page (CP) number wherever referred to.
6. A file shall be arranged properly without mixing of note- sheets and documents.
7. All documents pertaining to the file or generated in the course of transaction of the file shall preferably be placed in the file unless there is any specific reason for the documents to be kept aside in some other place or another file for reason(s) as may be decided by the concerned department.
8. While a file arranged properly in the manner as stated hereinbefore, is moved from one department to another department, the receiving department shall also continue the sequence of file in same manner and must not disturbed the order of file as is observed at present.
9. Adequate margin, may be maintained on left and right side of the note-sheer and also at the top and bottom.
10. Henceforth, all the departments/ offices of the KMC shall arrange and move files in strict adherence to the above-mentioned guidelines.



Municipal Commissioner

Copy for information and taking necessary action to:

Dated: 21.03.2017

1. CMF&A
2. All Controlling Officers/HoDs
3. P.O./Addl.P.O./Manager(P)/OSD to Hon'ble Mayor
4. All D.P.O.s of Personnel Department
5. PA to C.M.(P)
6. P.A to Municipal Commissioner.
7. P.A to Jt.MC(G&D/P/R&S).




Municipal Commissioner