

KOLKATA MUNICIPAL CORPORATION
FINANCE AND ACCOUNTS DEPARTMENT
5 SN BANERJEE ROAD, KOLKATA-700013

CMFA's Circular No. 05 of 2016-17

Dated: 24/08/2016

It has been decided that henceforth the pay drawn & admissible statement to ascertain recoverable amount, if any, from employees retired or died on or after 01/04/2012 for settlement of retirement/terminal benefits of KMC employees, to be prepared by the HOD of the functional departments wef 01/04/2012 instead of 01/04/2010 for verification of IFUs. If any excess drawn amount is detected, HOD must arrange to recover it from the employee's retirement/terminal benefits processing the file for settlement of PF and Pension.

In case of employees who retired or died before 01/04/2012, the HODs of functional departments will certify if there is any KMC's claim from the concerned employee for the period prior to 01/04/2012.

This is in supersession of all earlier circulars issued in this respect.

This circular is issued with the approval of the Municipal Commissioner dated 24/08/2016.



Controller of Municipal Finance & Accounts 24.8.16

Distribution:-

PA to Hon'ble Mayor

PA to Municipal Commissioner

Distribution for needful action:-

All Controlling Officers/HODs of Offices/Units/Cells

All Addl.CMFAs

All Dy.CMFAs

All Mpl.Accts of all IFUs, Cells, Units