



THE KOLKATA MUNICIPAL CORPORATION
PERSONNEL DEPARTMENT
5, S.N. BANERJEE ROAD, KOLKATA-700013

Dated: 24.06.2021

Chief Manager (P)'s Circular No.18/VIII/2021-22

Addendum to Chief Manager (P)'s Circular No. 24/VIII/2020-21

In terms of regulation 143 of Sub-regulation (3), (4) and (5) of KMC Service Regulation (Draft) an employee infected or suspected to be infected with COVID 19 may avail Quarantine Leave as follows:

"Regulation 143 (3) (a) Quarantine leave may be granted by the Head of the Department on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 (twenty One) days or, in exceptional circumstances, 30 days.

(b) Any leave necessary in excess of this period shall be treated as leave due and admissible and shall be debit to the leave account of the Corporation employee.

(4) Any leave, subject to the maximum laid down in Sub-regulation (3), may also be granted, when necessary, in continuation of other leave.

(5) A Corporation employee on Quarantine leave shall be treated as on duty. No substitute shall be appointed while he is on such leave.

NOTE: The term "Medical Officer" or "Public Health Officer" occurring in this regulation includes Medical Officer in charge of any Government (Civil or Military) or Municipal Hospital or Dispensary. In case of a Corporation employee at whose place of duty, there is no Government or Municipal Hospital or Dispensary it includes the Medical Officer in charge of a Government or Municipal Hospital or Dispensary situated nearest to his place of duty"

This circular is issued as per the approval of the Municipal Commissioner, dated 19.06.21.

This circular is to be read along with Chief Manager (P)'s Circular No. 24/VIII/2020-21, dated 05.09.2020.

IT Department of the KMC is requested to upload a copy of this Circular in KMC website within 07 days of receiving the same.

Sd/-

Chief Manager (Personnel)

Copy to:

1. DG (IT) with the request to upload a copy of this circular in KMC's website
2. All Controlling Officers
3. P.O./Addl. P.O./Manager (P)/Addl. Manager (P)
4. P.A. to Hon'ble Chairman, BoA, Member, BoA in charge of Personnel Department
5. P.A. to Municipal Commissioner
6. P.A. to Special Municipal Commissioner (G/P/R)
7. D.P.O. I/II/IIIA/IIIB/IIIC/IIID/IVA/IVB/IVC/V/VI/VII/VIII/Reservation Cell/HR Cell
8. A.P.O. of Div-II for Guard File.

Chief Manager (Personnel)